

# Invoicing User Manual

For Payment of Purchasing  
Documents

Version 3.2  
March 2014

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FAMIS Services  
The Texas A&M University System



# Introduction

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

The materials are grouped according to function. All associated screens and processing information are included along with field descriptions. The required fields are designated by a diamond symbol (◆). Data entry information (**Help**) can be accessed on some screen fields with the use of the **PF2** key or typing an asterisk (\*) or question mark (?) in the field.

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

The FAMIS User Manuals are in a constant state of revision due to screen updates, changes in procedures, and a multitude of other reasons. If you would like to make suggestions or call attention to errors, please contact us at (979) 458-6464, or copy the page with the error, note the correction or suggestion, and send it to one of the following addresses:

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# Invoicing Menus

The Invoicing Menu (M34) provides a list of screens that you may use for accessing the functions in the Invoicing section of FAMIS.

## Menu M34 – Purchasing Invoice Menu

```
M34 Purchasing Invoice Menu                                11/04/13 10:34
                                                           FY 2014 CC 02
Screen:  ___

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

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

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

The Purchasing Inquiry Menu (M22) provides a list of screens that you may use to access general purchase document information.

## Menu M22 – Purchasing Inquiry Menu

```
M22 Purchasing Inquiry Menu                                03/10/14 09:25
                                                           FY 2014 CC 02
Screen:  ___

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

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

290 Document Tracking Inquiry          295 SciQuest Document Xref
291 Document Tracking Cross Ref       296 Buy A&M XRef
292 PIP Document Browse
293 PIP Browse by Document
294 PIP Browse by Invoice

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



# Section II

## Invoicing Functions

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# Invoicing Basic Concepts

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**NOTE:** This manual focuses on Accounts Payable functions related to payment of purchasing documents. To see related Accounts Payable information, please see the Accounts Payable User's Manual.

## Invoicing Process

To enter an invoice, an existing purchase order must be referenced. Information from the purchase order will be displayed, giving you the opportunity to verify that the invoice will be matched against the correct purchase order.

The header from the purchase order identifies important dates, freight and delivery information, the vendor's id number and terms for the order. Each purchase order line item specifies the quantity ordered, unit price, unit of measure, extended price, and accounts to be charged.

The process of entering invoices into the Purchasing System entails creating an invoice header, one or more line items, and a pending voucher. The final step in the process is closing the invoice document.

The invoice header details the date of the invoice, the total dollar amount, the discount terms, the discount due date, and other pertinent information. For each line item of the purchase order, a corresponding invoice line item specifies the invoiced quantity, unit price, unit of measure, and the extended price of each invoiced item. Line items for freight, tax, insurance, and other charges may be added as necessary.

A pending voucher is one that has been created but has not posted to accounting. The accounting will be posted "pending" some further action.

The invoice closing process completes the entry of the invoice and pending voucher information. It verifies correctness and completeness from the invoice and purchase order and checks the invoice to see whether it is within tolerances of the purchase order. Closing the invoice document also initiates an attempt to match the invoice with receiving data.

## Payment and Encumbrances

Encumbrances will not fully adjust (liquidate) until document completes Line Item 1 – one job less than encumbrance leaves hanging encumbrance that will adjust when document completes.

### Two/Three Way Matches

Matching attempts take place when an invoice document is closed and when a receiving document is closed. Whether a match must be two ways or three ways is determined by the document category.

A two-way match requires the purchase order information to correspond to the invoice information.

A three-way match requires the purchase order information to correspond with both the invoice information and the receiving information.

Receiving documents are relevant to invoicing only when a three-way match is required. Each receiving document is associated with a specific purchase order and is made up of a header and one or more lines of receiving information.

The following points are important to remember about invoicing and matching:

1. A purchase order must exist on the system before you can post an invoice against that order.
2. Invoicing is done by line item; some of the line item information may be transferred from the purchase order detail to the invoicing document.
3. If multiple invoices for a single purchase order are received, a new invoice header and new invoice lines are created for each invoice.
4. Closing an invoice document will initiate an attempt for a 2 or 3-way match.
5. After closing the invoice document, the pending voucher can be posted to accounting either online (by using a PF key on the Invoice Close Screen) or by letting the nightly processing cycle handle it.

The accounting will post only if the matching process has been satisfied.

#### **UOM (Unit of Measure) and Matching**

When a line item on a receiving or invoicing document is created, it will default the UOM from the Purchase document at the time it is created. The enterer has the ability to change the UOM to something else.

If the UOM on the PO is changed at a later date, this **DOES NOT** automatically update the invoicing and receiving that already exist.

## Invoicing Basic Concepts (cont'd)

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Care should be taken when changing the UOM on documents.

The Receiving document can be changed to match the UOM on the Purchase document and the Invoicing document.

**OR**

The Purchase document and the Invoicing document can both be changed to match the UOM on the Receiving document.

Ultimately, the UOM on all three documents should match.

### **Multiple Invoices**

There may be a time when you will expect several invoices to be received before completing an order. When this situation arises, you must use a processing code of M (which stands for multiple invoices) on the purchasing document.

If this processing code is not used, the system will mark the encumbrance for a **full liquidation** when the first invoice is processed online.

For each invoice you create, you will need to use the following screens:

<b>340</b>	Invoice Header Create	(required)
<b>342</b>	Invoice Line Create	(required)
<b>344</b>	Invoice Frt/Tax/Ins/Oth Items	(optional)
<b>345</b>	Invoice Pending Voucher Create/Modify	(required)
<b>346</b>	Invoice Document Close	(required)

### **Document Complete**

If a document has *any* invoice headers open when it posts, the document **will not complete** even if the quantity and unit price match.

You may also use the following inquiry screens to browse available online invoice information.

<b>350</b>	Invoice Inquiry by PO Document
<b>351</b>	Invoice Inquiry by Vendor
<b>358</b>	Invoice Document Inquiry
<b>359</b>	Invoice Item Summary

## Credit Memos

A credit memo is a reduction in the payment you are making to a particular vendor. Credit memos may result from overpayment to, overbilling by, or the return of merchandise to your vendor. Credit memos may be referenced to a particular order (document) by using the invoicing section of FAMIS to process the reduction in payment. In other words, you may use FAMIS to create a negative invoice for a particular order.

If you need to process a credit memo for your order, the first step is to create the invoice (credit memo) header on Screen 340.

Unlike regular invoice headers, you must **remember to turn on the credit memo flag** (see below) in order for the system to recognize the invoice total as a negative dollar amount.

An ACH credit will be processed if the voucher contains lines greater than or equal to the credit. FAMIS does not net out across multiple vouchers. ACH processing evaluates the vouchers on a voucher by voucher basis.

For example, if you have one voucher for \$5,167.02, a second voucher for a credit of \$1,771.20, and a third voucher for a credit of \$1,296.00, you will need to add both of the credits to the original voucher so that all can be processed together and result in a payment to the vendor of \$2,099.82.

### Screen 340 - Invoice Header Create

```
340 Invoice Header Create                                05/15/12 14:43
                                                         *ACH VENDOR*  FY 2012 CC 02
Screen:  ___ Doc: A000001  Inv: CM70575
Vendor: 1vvvvvvvvv1 C C BIOMEDICAL SUPPLY I Tax: 7xxxxxxx6
Invoice Amt: 40.40 Cr: Y 777 ARRINGTON BLVD St: 17xxxxxxxx9-001
Invoice Dt: 02/08/2010 COPLEY, TX 75019
Terms:  ___
Due Dt: 02/18/2010
Disc. Due Dt: 02/18/2010
Req Pay Dt:  ___ Receive Dt: Invoice: 02/15/2010 Fiscal:  ___
Original Inv:  ___ SciQuest: Tran Cd:  ___ Inv:  ___
Cust AR Nbr:  ___ Enclosure Code:  ___
Alt.Vendor:  ___ IC:  ___ Reason:  ___ Wire Transfer: N
PO Liq Ind: P Force Pymt: N Reason:  ___
ACH Ovrd: Y Cont Wk Force: N
Vchr Amt: -40.40 Other Parts Amt:  ___ Dup Inv Ovrd:  _
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EHelp ACH Next PIP VSrch Info Notes Accts Cncl
```

↑  
**Press PF8 to view the Purchasing information**

The next step in creating your credit memo is to add the “credit line item.” Credit memos are classified as “other” items and must be added on Screen 344 (see below). As on the invoice header, make certain that you turn on the credit memo flag to mark the dollar amount listed as a negative figure.

## Invoicing Basic Concepts (cont'd)

### Screen 344 - Invoice Frt/Tax/Ins/Oth Items

```
344 Invoice Frt/Tax/Ins/Oth Items                                05/15/12 14:46
C C BIOMEDICAL SUPPLY INC                                     FY 2012 CC 02
Screen: ___ Doc: A000001 Inv: CM70575_____ Item: 901

Type (F,T,I,O): _
Extended Price: _____ Credit: _

Description: _____
_____
_____
_____

---- Account ---- Pct.      Amt $
_____
_____
_____

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

The next step in processing your credit memo is to create the credit voucher. Go to Screen 345 (or press **PF5** to automatically advance to Screen 345 from Screen 344), type the voucher prefix in the **Doc** field, and press <ENTER>. This instructs the system to create a new voucher.

Payments to this vendor will only be processed once the amount to be paid is greater than the credits existing on the system.

### Screen 345 - Invoice Pending Voucher Create/Modify

```
345 Invoice Pending Voucher Create/Modify                      05/15/12 14:47
*ACH VENDOR* FY 2012 CC 02
Screen: ___ Doc: A000001 Inv: CM70575_____ Voucher: 1265480
Default Cost Ref: N

Doc Summary: PHARMACY SUPPLIES/C.C. BIOMEDICAL

Vendor: 1vvvvvvvvv1 C C BIOMEDICAL SUPPLY INC
Type: 0 Dept. Ref. #: 01353_ Enclosure Code: _
Invoice Date: 02/08/2010 Order Date: 02/04/2010 Delivery Dt: 02/10/2010
State Req Nbr: _____ GSC Ord: _____ Due Date: 02/18/2010
Description: CREDIT INVOICE #CM70575 Disc Due Dt: 02/18/2010
Inv Rcvd Dt: 02/15/2010

Cust AR NBR: TAMU/VET MED HOSP ACH Ovr: Y Hold Flag: N
Alt.Vendor: _____ W2/SSN: _____ Travel Hotel Zip: _____
USAS Doc Type: _ PCC Code: _ PDT Code: _
LDT Codes: VT _ _ _ IC: _ Reason: _
Cont Wk Force: N Confidential: _ Wire Transfer: N
Revolving: N Fund Type: Local
Prepaid Inv: N Check Nbr: 2720017 Check Dt: 02/19/2010 Override Bank: _____

Vch Total: -40.40

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help  EHelp  ACH  Next  PIP  BVchr  Info  INote  Desc  Mlti
```

## Invoicing Basic Concepts (cont'd)

The final step in processing your credit memo is to close the invoice.

### Screen 346 - Invoice Document Close

```
346 Invoice Document Close                                05/15/12 14:49
                                                         FY 2012 CC 02
Screen: ___ Doc: A000001 Inv: CM70575_____

Vendor: 1vvvvvvvvv1 C C BIOMEDICAL SUPPLY INC
Amount: -40.40 Routing Status:
Invoice Dt: 02/08/2010 Delivery Dt: 02/10/2010
Inv Rcvd Dt: 02/15/2010 Act Rcvd Dt: Req Pay Dt:
Terms: Voucher: 1265480 FY: 2010
Original Inv: Posted Status: Y VOUCHER POSTED
Last Mod By: DEMETRY, DONNA Date: 02/18/2010
Current Status: COMPLETE
Matching Status: MATCH SUCCESSFUL
close Invoice Document: Y ('N' to Reopen if closed)
Cancel Invoice Document: N ('N' to reinstate if cancelled)
Budget Balance Override Actuals: N
----- Purchase Order Information -----
<< Dates >> Vendor: 1vvvvvvvvv1 C C BIOMEDICAL SUPPLY INC
Document : 02/04/2010 Cat.: LP User Ref: 270650-01353
Exp.Dlvry: Contact Person: Ph:
Prior Inv. Forced: Buyer: Ph:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help EHelp Next PIP SqMlt CnclR Notes Post Items Warns
```



# Prompt Pay Basic Concepts

---

The State of Texas prompt payment law requires vendors to be paid within 30 days of the receipt of the goods or services they provide. If payment is not received within this timeframe, an interest penalty is imposed. The amount of the penalty is calculated daily until the vendor receives the payment.

To comply with this legislation, FAMIS calculates and posts interest when warranted. For local accounts, the interest is calculated and included in the payment to the vendor both for ACH and check payments. For State accounts, FAMIS sends the request for payment to the State, which does its own calculation and includes any interest in the payment to the vendor. FAMIS receives a file back from the State, which is posted to update the FAMIS accounts with the applicable interest charges.

**Please refer to the Individual screens for more detailed information.**

## Prompt Pay Controls

### **Fiscal Year Rate**

Each fiscal year can be set with the applicable interest rate for each campus. The ability to have a different rate for each fiscal year is necessary as the rate can change from one year to the next. The interest rate is entered in the field labeled Interest Rate.

If a voucher begins accruing interest in one year but isn't paid until the next year, the interest rate is calculated based on the year the voucher became due.

### **Campus Code Exemption**

Prompt Pay Information can be entered on the campus control record ([Screen 821](#)). If the A&M System Member is exempted by the State from paying interest, the **Exempt Campus** field can be set to "Y" by FAMIS Services at the direction of the Member. When this flag is set, the **Reason** field is also required.

### **Account Level Exemptions**

Accounts that start with "1" or GLs that start with "01" are considered State funds when paying a revolving voucher.

Currently interest on local funds is not paid for interest less than \$5.00 according to HB1545.

You can flag an individual account as exempt from paying interest. The Interest Exempt flag is on the account attribute screens for GL, SL, and SA accounts ([Screen 4](#), [Screen 8](#), [Screen 52](#)). To indicate an account is exempt, go to the appropriate account attribute screen and enter a "Y" in the **Interest Exempt** field and a reason code in the **Reason** field.

## Prompt Pay Basic Concepts (cont'd)

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### **Alternate Interest Account**

Also available on the account attribute screens is the ability to enter an alternative interest account. If the alternative interest account is filled in, the system *always* uses the alternate account to post interest.

### **Flag Maintenance**

The flag maintenance screens ([Screen 43](#), [Screen 44](#), and [Screen 54](#)) have edits to ensure that accounts entered as alternate interest accounts cannot be frozen or deleted if they are referenced by an account that is still active.

### **Voucher Level Override Flag**

Many voucher screens have fields that are used to indicate an Interest Override for an individual voucher or line item. This is the ability to suppress the addition of interest on an individual voucher/line item at the time of payment.

#### **Regular Vouchers**

[Screen 104](#) – Voucher Create

[Screen 105](#) – Voucher Header Modify

[Screen 107](#) – Voucher Line item Modify w/o Accounting

[Screen 109](#) -- Prepaid Voucher

[Screen 111](#) – Pending Voucher Create/Modify

#### **Change Source of Funds**

[Screen 141](#) – Change Source of Funds State to State

[Screen 142](#) – Change Source of Funds Local to Local

[Screen 148](#) – Change Source of Funds Local to State and State to Local

#### **Invoicing Vouchers (See Invoicers User's Manual)**

[Screen 340](#) – Invoice Header Create

[Screen 341](#) – Invoice Header Create (Dept)

[Screen 345](#) – Invoice Pending Voucher Create/Modify

The payment due date will be calculated based on the invoice date and the delivery date.

### **Object Codes Subject to Interest**

The object codes subject to interest are displayed on [Screen 817](#) (Comp Codes Subject to Interest). This shows the comptroller object codes and whether they are subject to paying interest or exempt from paying interest.

[Screen 817](#) is an INQUIRY screen maintained by the FAMIS Services staff. It displays the State Comptroller Object Codes that are subject to prompt payment interest. If the word "Interest" appears next to a COMP CODE, your Member must pay interest on late payments against this COMP CODE. If the word "Exempt" appears opposite a COMP CODE, your Member has been given a special interest exemption for this COMP CODE by the State.

The message "Entire Campus is Exempt" is displayed at the top of the screen for those Members who are exempt from the Prompt Payment Law.

## Prompt Pay Basic Concepts (cont'd)

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

### Screen 817 – Comp Codes Subject to Interest

817 Comp Codes Subject to Interest				05/15/12 14:52			
Screen: ___ Comp Code: _____ Fiscal Year: 2012				FY 2012 CC 02			
Code	Interest or Exempt	Code	Interest or Exempt	Code	Interest or Exempt	Code	Interest or Exempt
7202	Interest	7233	Interest	7254	Interest	7272	Interest
7203	Interest	7239	Interest	7255	Interest	7273	Interest
7204	Interest	7240	Interest	7256	Interest	7274	Interest
7205	Interest	7242	Interest	7257	Interest	7275	Interest
7206	Interest	7243	Interest	7258	Interest	7276	Interest
7210	Interest	7245	Interest	7259	Interest	7277	Interest
7211	Interest	7246	Interest	7262	Interest	7278	Interest
7213	Interest	7247	Interest	7263	Interest	7281	Interest
7216	Interest	7248	Interest	7266	Interest	7282	Interest
7218	Interest	7249	Interest	7267	Interest	7283	Interest
7219	Interest	7252	Interest	7270	Interest	7284	Interest
7223	Interest	7253	Interest	7271	Interest	7286	Interest

\*\*\* Press Enter to View More Entries \*\*\*

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

### Holiday Tables

Two tables are used to coordinate calculation of interest payments and A&M System Member holiday schedules. [Screen 818](#) is the ACH, State, and Local Holiday Table, which is used to record and track Member holidays. This table is maintained by the System Members. [Screen 819](#) is the State Holiday Table, which is maintained on the Master Campus code by the System Office of Budgets and Accounting.

## Prompt Pay Basic Concepts (cont'd)

### **Screen 818 – ACH, State, and Local Holiday Table**

Screen 818 is used to record and track agency holidays. It is an **UPDATE** screen **maintained by each Member**. Local holidays can be displayed and updated on this screen. State holidays can only be displayed.

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

### **Screen 818 – ACH, State, and Local Holiday Table**

818 ACH, State, and Local Holiday Table							05/15/12 14:53
Screen: ___ Month: 01 January Year: 2012							FY 2012 CC 02
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
1 W	2 A	3	4	5	6	7 W	
8 W	9	10	11	12	13 X	14 W	
15 W	16 A S T	17	18	19 S	20	21 W	
22 W	23	24	25	26	27	28 W	
29 W	30	31					

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

This screen, keyed by month and year, displays all known state and local holidays. The following are valid holiday indicators:

- A – ACH/Bank Holiday
- L – Local holiday (maintained by each Member). All days that checks cannot be printed should be marked as a local holiday.
- S – State holiday (maintained on Screen 819 of the Master Campus (CC=00) by the System Office of Budgets and Accounting)
- W – Weekend (maintained by the FAMIS Services staff)
- Blank – Not a holiday

Update access to this screen should be restricted. Care must be taken to communicate all Member (business office) holidays to the individual(s) maintaining this screen so that the holiday table can be updated **at least one check cycle before the holiday**.

## Prompt Pay Basic Concepts (cont'd)

Any day on which checks cannot be printed should be marked as a holiday, even if the day has not been declared a holiday by the Board of Regents. "Non-holidays" that might be marked are those scheduled days that a business office will be closed because of staff retreats, building maintenance, or printer unavailability. **FAMIS Production Services MUST be notified to NOT run checks on these dates.**

### Screen 819 – State Holiday Table

Screen 819 tracks state holidays. It is an **UPDATE** screen that is maintained on the Master Campus (CC=00) by the System Office of Budgets and Accounting.

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

This screen, keyed by month and year, displays all state holidays. The following are valid holiday indicators:

- S – State holiday or day on which the State will not accept vouchers for payment
- W – Weekend (maintained by the FAMIS Services staff)
- Blank – Not a holiday

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

### Screen 819 – State Holiday Table

819 State Holiday Table							05/15/12 14:54
Screen: ___ Month: 05 May Year: 2012							FY 2012 CC 02
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
-----	-----	1 _	2 _	3 _	4 _	5 <b>W</b>	
6 W	7 _	8 _	9 _	10 _	11 _	12 W	
13 W	14 _	15 _	16 _	17 _	18 _	19 W	
20 W	21 _	22 _	23 _	24 _	25 _	26 W	
27 W	28 <b>S</b>	29 _	30 _	31 _			
-----	-----	-----	-----	-----	-----	-----	

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

### Prompt Pay Processes

#### Local Checks

FAMIS uses the Due Date to determine whether a voucher should enter the payment cycle; vouchers are pulled into cycle the night before the Due Date.

The nightly check cycle examines each voucher on a "line item by line item" basis. The system uses the holiday tables to determine whether the voucher should be processed. For each holiday and weekend day, the program subtracts a day and determines whether to pay a voucher in order to meet the due date.

If a voucher is determined to be past due, the system attempts to calculate interest. The exempt campus flag is checked to determine whether the entire campus is exempt from paying interest. The voucher exemption and the line-item exemption flags are examined. If neither the voucher nor the line-item exempt flag is set, the account on the item is checked. At any stage of this process, if an exemption flag is set, the voucher is marked with the reason code.

If interest is to be calculated, the program determines whether the interest should be posted to the account on the voucher or to an alternate interest account as indicated on the account attribute record.

The check stub reflects the interest as a separate item for each invoice.

A file is written of all interest accrued, including the voucher, the account, and various other fields needed to post the interest into the system. The interest accrued file is used to post the interest item to the voucher file. The interest items are added to the voucher file as pending voucher items on the original voucher. Finally, program posts the pending interest.

#### State Vouchers

The state voucher cycle pulls all eligible vouchers. They are sent to USAS, where they are scheduled for payment by the State. The State cycle does not look at the **FAMIS Due Date** field to determine when to pull the voucher into cycle.

USAS makes its own determination regarding "when a payment should be made so that it will be distributed on the payment due date." The requested payment date and the payment due date are used by USAS.

Including multiple invoices on a State voucher may cause some line items to be paid and others to not be paid. Since different payment due dates may be calculated for each item based on the invoice received date and the good received date, USAS will use the payment due date to schedule payments for different days.

## Prompt Pay Basic Concepts (cont'd)

---

Any voucher that is exempt will include the exempt flag as well as the required reason code. The reason codes are defined by the State Comptroller and are required for all vouchers flagged as exempt.

Third party payments to USAS will require a "T-code" (264/905) to distinguish them from the regular reimbursement vouchers (247/904).

### **Revolving Vouchers**

The timing of the processing for the local check cycle and the state voucher cycle is important. Because of revolving vouchers, the check print is required to run first. After the check print has determined the interest, the interest is posted in order for the state side of the revolving process to pick up any interest items. FAMIS doesn't send the State side until the local check date has been updated.

### **Credit Memos**

FAMIS calculates all the interest on all voucher items and then applies the credit memo to the check total.

### **Vendors on Hold**

Vendors on State Hold complicate the calculation of interest. The ACR states "Interest calculation must not consider interest for periods of time that vendor was on hold for part or all of the time the payment was late." For this reason, a voucher for a vendor on State hold is flagged with the date it first attempted to pay the vendor. This date is the "original distribution date." No interest is calculated after this date.

The Vendor on State Hold process keeps a record of every time a vendor is put on hold or released from hold. This provides any history needed should a lost invoice surface for a vendor that may have been on hold while the invoice was lost.

### **Posting Interest into FAMIS**

Interest is posted back into FAMIS using the prepaid voucher process. This process posts the interest voucher items as pending items on the original voucher. VBDU080 will attempt to post these items. A report will be produced of any interest items that did not post. These items may be posted online on two screens (Screen 114 and Screen 115) once the problem has been corrected.

Posting the interest as a prepaid item ensures that the interest is available with the other items of the voucher and makes reconciliation easier. This prepaid item is used for posting both the local and the state interest.

The new interest item references the original voucher item for which the interest was calculated, providing a cross-reference. All interest items post with item numbers 501 through 999.

### **1099 Processing**

Because of these new payments, the 1099 process has been modified to provide 1099-INT forms and reporting.

## Terms/Dates Used To Determine Prompt Pay Compliance

### State Comptroller

#### Payment Due Date

"The date each payment covered by the transaction is due under the prompt payment law. The last date that a payment can be made before interest starts accruing."

#### Payment Distribution Date

"The date that a warrant is available at the Comptroller's Office for an agency or the Comptroller to distribute to a vendor."

#### Requested Payment Date

"Agencies may submit a requested payment date to subjugate the scheduling from the payment due date. This would probably be used for discounts."

### FAMIS

#### Payment Due Date

"The date each payment covered by the transaction is due under the prompt payment law. The last date that a payment can be made before interest starts accruing."

#### Due Date

*The night before the Due Date* is when the voucher is pulled for payment. This currently defaults to the current date if nothing is entered. The program looks at the due date and backs it up based on the holiday table.

#### Discount Due Date

The discount due date is the last date the discount can be taken. There is currently no attempt to schedule these by considering holidays and weekends.

#### Invoice Date

The date the invoice was issued. This date must be before or equal to the date the voucher is entered. The invoice date is required if the system is to calculate the discount.

#### AP Invoice Received Date

This date is only used on [Screen 340](#) for documentation of when Accounts Payable received the invoice.

#### Department Invoice Entered Date

This date is entered on [Screen 340](#) and [Screen 341](#) for documentation of when the department received the invoice. This date, if entered, is used as part of the process to determine the payment due date.



## Prompt Pay Basic Concepts (cont'd)

---

### **Delivery Date**

This date is used to indicate the receiving date. For purchasing documents, the delivery date is generated by FAMIS based on the last receiving date for all items. For the Accounts Payable screens, the date is entered by the user.

### **Actual Received Date**

Invoicing [Screen 345](#) allows the entry of a Delivery date. However, this may not correspond to the received date entered on the receiving screens. Since more than one shipment may be involved, the program determines the last receiving date involved for the purpose of Prompt Pay interest.

### **Original Distribution Date**

This date is set when the check cycle first tries to pay a voucher for a "vendor on State hold." This is the distribution date that would have been printed on the check if the vendor were not on State hold.

## Determine Interest Calculation

The date the payment is due to the vendor is calculated by FAMIS using the later of the "invoice received" date, the "delivery" date, or the "actual received" date and adding 29 days.

The payment due date is calculated for both state and local vouchers.

For a **local** check, the "payment due" date is used to determine whether interest is to be calculated.

**Example:** If the 3-way match occurs on October 14, the payment is due on November 13. Interest would begin to accrue on November 14.

For **state** vouchers, the check cycle does not look at the "due date." Everything is sent to USAS for scheduling payments by the State. The payment due date is sent to the State. The State uses this date to calculate interest.

### **Calculation Method**

The interest rate that the State pays on late payments due to a vendor under the State's Prompt Payment Law is now calculated on an annual basis. The interest calculation is based on the Prime Rate reported in the July 1<sup>st</sup> edition of The Wall Street Journal, plus 1 percent. The FY 2014 Prompt Pay Interest Rate remains at 4.25%.

The formula is:

$$\text{COMPUTE ROUNDED INT-AMT} = \text{INT-RATE} * \text{VO-NET-AMT} * \text{DAYS-LATE} / 365 / 100$$

## Prompt Pay Basic Concepts (cont'd)

---

### **FAMIS Calculation**

Interest is calculated on a line by line basis.

For each line item, we first determine the PAYMENT DUE DATE (see [Screen 169](#) to view the fields).

The Invoice Date is set to the INV-RCVD-DT if it is available; otherwise, it is set to the INV-DT.

The Delivery Date is set to the ACT-DEL-DT if it is available; otherwise, it is set to the DEL-DT.

The program then compares the Invoice Date and the Delivery Date and uses the Most Recent Date. The PAYMENT DUE-DT is determined to be the Most Recent Date plus 30 days.

Interest is calculated on payments made after the PAYMENT DUE-DT (unless the vendor is on State hold).

The program VSCR016 contains the logic that actually computes the interest and does not include the time the vendor is on hold when it calculates this interest.

# Prompt Pay Inquiry Screens

The (local) check cycle calculates interest and adds the interest line item to the voucher. The interest is included in the total amount of the ACH or check which is sent to the vendor. FAMIS creates a pending voucher item for each interest item calculated. The pending item is added to the voucher file. FAMIS then posts the pending interest item.

When an interest item fails to post, corrections must be made in order to get the interest items posted. The nightly batch program continues to try to post these items. Once the problem has been corrected, the items will post automatically. They can also be manually posted using [Screen 114](#) (Pending Interest Voucher Modify (Local)) or [Screen 115](#) (Pending State Interest Create/Modify). These screens can be used to change the account number on the interest items.

Items must be in a "closed" status to post. Press **PF5** to post from this screen, or wait for the batch post.

If an interest item does not post, an error message will appear on the VBDU080 report.

## Screen 114 – Pending Interest Voucher Modify (Local)

```
114 Pending Interest Voucher Modify                               12/21/09 15:00
                                                                FY 2010 CC 21
Screen:  ___ Voucher: 0811674 Fiscal Year: 2008

Doc Summary: PURCHASE 20 PORTEGE M400-EZ5031-TOSHIRO TABLET PC

Vendor: 1vvvvvvvvv0 TOSHIRO DIRECT
                Dept. Ref. #: 013           Enclosure Code:
Invoice Date: 06/05/2008   Order Date: 05/29/2008   Due Date: 06/16/2008
State Req Nbr:                GSC Ord:
Description: TOSHIRO PORTEGE M700 TABLET PCS

Cust AR NBR:                Hold Flag: N
Alt.Vendor:                W2/SSN:           Travel Hotel Zip:
USAS Doc Type: 9           PCC Code:           PDT Code:
LDT Codes: 09

Revolving: N Fund Type: Local
Check Nbr: 4xxxx4 Check Dt: 07/29/2008

Budget Balance Override: N

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help  EHelp  VPost Desc  ReOpn Close Mlti Warns
```

**Tech Note:** The name of the job that will post the local interest item is FxxVIPST, where "xx" is the A&M System Member number. The program name is VBDU080, which is the same name that will appear on the report.

## Prompt Pay Inquiry Screens (cont'd)

State interest items are added as pending items, similar to the local interest items.

### Screen 115 – Pending State Interest Create/Modify

```

115 Pending State Interest Create/Modify                                12/21/09 15:01
                                                                    FY 2010 CC 21
Screen:  ___ Voucher: 0736466 Fiscal Year: 2007

Doc Summary:
  Vendor: lvvvvvvvvv1 VTR SCIENTIFIC
  Dept. Ref. #: C009 Enclosure Code:
Invoice Date: 06/21/2007 Order Date: 05/31/2007 Due Date: 08/10/2007
State Req Nbr:          GSC Ord:
Description: EQPT FOR KOSTIC/MICROCENTRIFUGE

Cust AR NBR:
Alt.Vendor:          W2/SSN:          Travel Hotel Zip:
USAS Doc Type: 9    PCC Code:          PDT Code:
LDT Codes:

Revolving: N Fund Type: State
Check Nbr:          Check Dt:

Budget Balance Override: N

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help  EHelp  VPost Desc  ReOpn Close Mlti Warns
  
```

### PF11 Pop-Up Window

```

Screen: 115          ** Multi-Account Vouchering **
Ln      Account      Bank F Code      Inv.  C S St      Orig Item
1      804070 00000 5751 17197 7334 1491.52 Y N N 501 CO
Inv 30905327      PCA      Cost Ref 1      2      3      Del _
Int Ref _____ Effective Dt: _____

501 804070 00000 6230 17197 7806 7.94 Y N N 1 RE
Inv 30905327      PCA      Cost Ref 1      2      3      Del _
Int Ref 3500283 Effective Dt: 08/16/2007

Inv _____ PCA      Cost Ref 1      2      3      Del _
Int Ref _____ Effective Dt: _____

Inv _____ PCA      Cost Ref 1      2      3      Del _
Int Ref _____ Effective Dt: _____

Total Items: 2                                Pg: 1 of 1

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

# Prompt Pay Frequently Asked Questions

---

## Payments

- Utility payments should be entered with the utility company's due date in the requested payment date field. Do not schedule utility or lease payments to be past due.
- When posting interest on local accounts, FAMIS charges the interest to the override account, if present, using the original voucher line item's bank. This override account can be set on an account by account basis. It must be the bank used for the voucher line item that generated the interest.
- When paying other State agencies:

**Local vouchers** - FAMIS suppresses payment of interest to other State agencies based on the vendor type of "SA" or the repeating pattern of agency numbers

**State vouchers (regular)** - FAMIS does not suppress the payment of interest to other State agencies

**State vouchers (revolving)** - FAMIS sends a TC to suppress the payment of interest based on its status as a revolving voucher.

**State vouchers (alternate vendors)** - FAMIS sends a TC to suppress the payment of interest if the alternate vendor type is "SA," "EM," or "ST."

- Report "VSCR016" (Voucher Item Interest -- calculated not posted/paid) shows why the interest wasn't paid.

## Due Date

**Q. On Screen 104, are we supposed to key a date in the Due Date field? I thought we were supposed to leave it blank, because this would be where FAMIS would calculate and enter the payment due date.**

---

**A.** The FAMIS "Due Date" works like it always has. A user can enter a date or leave it blank. If it is blank, it will enter the check cycle immediately. If someone wishes to schedule it to be paid at a later date, a future date can be entered. The State voucher cycle does not look at the Due Date. It sends everything to USAS to allow them to schedule payments.

The payment due date is used in FAMIS to decide whether to calculate interest on a local check. It is also sent to the State for them to use in scheduling payments and in calculating interest.

## Prompt Pay Frequently Asked Questions (cont'd)

---

The payment due date is calculated by FAMIS using the latest of the invoice received date, the delivery date, and the actual received date. Twenty-nine (29) days are added to the later date. There has been a misconception that 30 days should be added. The 30 days discussed in the Texas Bill says the payment is due on the 30th day.

Revolving won't send State side until the local check information has been updated.

### **Q. What is the Payment Due Date used for and how is it determined?**

---

**A.** The Payment Due Date is when FAMIS begins calculating interest.

To determine the Payment Due Date:

FAMIS first determines the Calculation Invoice Date. If there is an Invoice Received date, this becomes the Calculation Invoice Date; otherwise, FAMIS uses the Invoice Date as the Calculation Invoice Date. FAMIS then determines the Calculation Delivery Date. If there is an Actual Received Date, this becomes the Calculation Receive Date; otherwise, the Delivery Date becomes the Calculation Receive Date.

**All of these dates can be viewed on Screen 169.**

FAMIS now compares the Calculation Invoice Date and the Calculation Delivery Date and uses the most recent date. The Payment Due Date is calculated by adding 29 days to the most recent of these dates.

### **Q. What screen can the departments use to view interest amounts paid by their accounts?**

---

**A.** You may view this on Screen 23.

# Create the Invoice Header

Processing an invoice is an important step in getting an order paid. Without the invoice, it is not possible for two- or three-way matching to occur (see the basic concepts at the beginning of this section for more information on matching procedures). You may enter general invoice information, pertaining to the entire invoice, using [Screen 340](#).

## Screen 340 - Invoice Header Create

```

340 Invoice Header Create                                05/15/12 15:28
*DOC NOTES*                                           *ACH VENDOR*  FY 2012 CC 02
Screen:  ___ Doc: E224017  Inv: E224017

Vendor: 2vvvvvvvvv1      JENNY JOLLEY              Vendor ID's
Invoice Amt: 3000.00    Cr:  _ BUSH SCHOOL OF GOV      Tax: 2xxxxxxx7
Invoice Dt: 05/01/2012  TAMU MS 4220                 St: 2xxxxxxxxx1
Terms:  ___ - ___ COLLEGE STATION, TX 77843-4220
Due Dt: 05/02/2012
Disc. Due Dt: 05/02/2012
Req Pay Dt:  ___      Receive Dt: Invoice: 05/01/2012 Fiscal:  ___
Original Inv:  ___      SciQuest: Tran Cd:  ___      Inv:  ___
Cust AR Nbr:  ___      Enclosure Code:  ___
Alt.Vendor:  ___      IC: F Reason: DT Wire Transfer: N

PO Liq Ind: P Force Pymt: N Reason:  ___

ACH Ovrdr:  _      Cont Wk Force: N

Vchr Amt: 3000.00      Other Parts Amt:  ___      Dup Inv Ovrdr:  _
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EHelp ACH Next PIP VSrch Info Notes Accts Cncl
  
```

## Press PF8 to view the Purchase Order information:

```

----- Purchase Order Information -----
Vndr: 2xxxxxxxxx1 JENNY JOLLEY              Tax ID: 2xxxxxxx7
Document Dt: 05/01/2012 Cat.: EP User Ref: 500624-2956
Start Dt:  ___      Contact Person:  ___      Ph:  ___
End Dt:  ___      Buyer:  ___      Ph:  ___
Exp.Dlvry Dt:  ___      FOB:  ___      Type Funds/Ord:  ___      PO Total: 3000.00
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EHelp ACH Next PIP VSrch Info Notes Accts Cncl
  
```

The Fiscal Received Date is **NOT** used in the calculation of the payment due date. It is optional and should only be used if your department is using [Screen 341](#) to enter the Invoice Header information.

If you are not using [Screen 341](#) to enter the invoice header, enter the Invoice Received Date on this screen ([Screen 340](#)). This date should be the date the agency received the invoice, whether it was received in the department or at the Fiscal Office. Use of the Fiscal Office Received date instead of the invoice Received date may result in interest being charged that would not have been calculated if the Invoice Received date was used.

### Invoice Header Create Process

#### **Customer Accounts Receivable Number**

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

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

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

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

### Wire Transfer

Entering “Y” in the **Wire Transfer** field indicates payment is made or to be made by use of wire transfer. The resulting transaction will post with a transaction type of “6” (TC=146), and the **Prepaid Voucher** field on Screen 345 will be set to “Y.”

FAMIS does not make the wire transfer to the bank; the actual wire transfer must still be made by someone in the Business Office.

When originally entered on Screen 340 or Screen 341, the value in the **Wire Transfer** field will “carry forward” and display on Screen 345.

On the other hand, if you enter “Y” in the **Wire Transfer** field on Screen 345, this will not change the value in the **Wire Transfer** field originally entered and displayed on Screen 340 or Screen 341. To change that value, you must return to Screen 340 or Screen 341.

### Basic Steps

#### **Create a New Invoice Header**

- Type a purchase document and invoice number in the fields provided.
- Indicate the invoice amount and date.
- Type additional information in the available fields, as desired.
- Press <ENTER> to create the invoice header.



## Screen 340 – Create the Invoice Header (cont'd)

---

### **Modify an Existing Invoice Header**

- Type a purchase document and invoice number in the fields provided.
- Make modifications as needed and press <ENTER> to save your additions/changes to the invoice header.

### **Create a Credit Memo**

- Type a purchase document and invoice number in the fields provided.
- Indicate the invoice amount and date.
- Type “Y” in the **Cr** field (next to the invoice amount).
- Type additional information in the available fields, as desired, and press <ENTER> to create the invoice header.

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

### **Action Line**

- ◆ **Doc:** 7 character/digits  
Identify the purchase document number associated with the invoice.
- ◆ **Inv:** 14 digits  
Indicate the invoice number, as assigned by the vendor, for the selected order.

### **Screen Information**

- ◆ **Vendor:** 11 digits  
Enter number of the vendor from which the order was purchased. This field will be pulled in automatically from the purchase document.
- ◆ **Invoice Amt:** PF2 Help 12 digits  
Indicate the total dollar amount for the shipment as it appears on the vendor’s invoice.
- Cr:** 1 character  
Type “Y” if this invoice should be treated as a credit memo.
- ◆ **Invoice Dt:** ? Help 8 digits  
Enter the date of the order as shown on the vendor’s invoice.
- Terms:** 6 digits/3 digits/1character/3 digits  
Indicate any special payment terms for the invoice. For example: 2/10/n/30 would mean 2% discount if paid before the 10th day after the invoice date, or pay the net amount if paid after the 10th day and before 30 days past the invoice date.
- ◆ **Due Dt:** PF2 Help 8 digits  
Enter the date that payment for the invoice is due, based on the vendor’s invoice. Will be filled in automatically from the purchase document.

## Screen 340 – Create the Invoice Header (cont'd)

---

**Disc. Due Dt:** **PF2 Help** 8 digits  
Displays the discount due date, which is the date by which a check must be cut in order to receive the vendor's discount. If no terms have been specified, this date will default to the current date.

**Req Pay Dt:** **? Help** 8 digits  
Enter the date you requested the State to pay the voucher.

**Receive Dt:**

**Invoice:** **? Help** 8 digits  
Date the agency received the invoice, whether it was received in the department or at the Fiscal Office.

Use this field if [Screen 341](#) was NOT used to enter the invoice header information.

**Fiscal:** **? Help** 8 digits  
Date invoice is received in Fiscal Office. This is NOT used in the calculation of the payment due date.

This is an optional field and should only be used if [Screen 341](#) was used to enter header information.

**Original Inv:** **PF2 Help** 14 digits  
Identify the invoice number of the original invoice in the event that the invoice entered is a correction or a follow-up to the original invoice.

**SciQuest:**

**Tran Cd:** 3 digits  
Displays the SciQuest transaction code used for special payments.

**Inv:** 12 digits  
Shows the invoice number.

**Cust AR Nbr:** **PF2 Help** 25 characters/digits  
Represents the customer accounts receivable number, or the vendor's reference number. This number is copied to [Screen 345](#).

You must have update access to the document to view this number.

**Enclosure Code:** **? Help** 1 character  
Enter the code indicating enclosures may be included.  
**This will force separate checks for local vouchers.** Vouchers will be grouped by identical codes, such as the following:

A	=	Auditor
Blank	=	Not specified
C	=	Comptroller
L	=	Local
S	=	Audit Services
Y	=	Yes, enclosures

## Screen 340 – Create the Invoice Header (cont'd)

---

<b>Alt.Vendor:</b>	11 digits Identify the identification number of the alternate vendor to be paid, if different from the original vendor on the purchase document.
<b>IC:</b>	<b>? Help</b> 1 character Identify the interest calculation procedure to be followed. A = Accept Scheduling of Late Payment BLANK = None F = Force Interest Calculation R = Refuse Interest Calculation
<b>Reason:</b>	<b>PF2 Help</b> 2 characters Include the reason for interest exemption. AD = Agency Discretion Exercised AI = Automation Issue(s) AP = Advance Payment DP = Disputed Payment DT = Direct Payment of Travel Expenses FC = FED Contract/Terms Prohibit Pymt GE = GSC Exemption Granted 7 Documented MI = Mailing Instr On PO Not Followed NI = No Invoice Received
<b>Wire Transfer:</b>	1 character Indicate whether payment is made or to be made by use of a wire transfer. <b>FAMIS does not make the wire transfer to the bank.</b>
<b>◆ PO Liq Ind:</b>	<b>PF2 Help</b> 1 character Enter the purchase order liquidation indicator that determines whether the encumbrance will be partially liquidated ( <b>P</b> ), fully liquidated ( <b>F</b> ), or whether no encumbrance ( <b>N</b> ) should be liquidated.
<b>Force Pymt:</b>	<b>PF2 Help</b> 1 character Type "Y" if payment for this invoice should be forced, i.e. it should be paid regardless of any 2 or 3-way match requirements or problems with unit of measure conversion.
<b>Reason:</b>	<b>? Help</b> 80 characters (2 lines) Enter the reason, if any, for forcing payment of the invoice.
<b>ACH Ovr:</b>	1 character Type "Y" if an override was put on the ACH voucher – thereby creating a check in the check cycle.
<b>Cont Wk Force:</b>	1 character Type "Y" to indicate that this payment is to be flagged as a Contract Work Force payment.

## Screen 340 – Create the Invoice Header (cont'd)

---

<b>Vchr Amt:</b>	<b>PF2 Help</b> 15 digits Displays the amount vouchered (or the amount of the invoice to be paid) for your agency.
<b>Other Parts Amt:</b>	<b>PF2 Help</b> 15 digits Indicates the amount to be paid by other parts of the TAMUS (i.e. if the PO indicates the cost will be shared by at least one other System part).
<b>Dup Inv Ovr:</b>	1 character Type "Y" if duplicate invoices should be overridden by the system.

### **Additional Functions**

<b>PF KEYS</b>	See the Appendix for an explanation of the standard PF keys.
<b>PF4 ACH</b>	<b>ACH</b> Displays ACH information.
<b>PF5 Next</b>	<b>Next</b> Goes to next screen that follows in sequence.
<b>PF6 PIP</b>	<b>Purchasing Invoice Problem</b> Allows you to notify the creator if there are problems with the invoice. <b>See the basic concepts topic for this section for more information.</b>
<b>PF7 VSrch</b>	<b>Vendor Search</b> Use to search for Vendor ID number.
<b>PF8 Info</b>	<b>Purchase Order Information</b> Displays the purchase order information.
<b>PF9 Notes</b>	<b>Notes</b> Allows you to view document, invoice, and receiving notes included on the document. Type "X" to select the type of notes to be displayed and press <ENTER>.
<b>PF10 Accts</b>	<b>Accounts</b> Displays all responsible accounts and their portions of the total order.
<b>PF11 Cncl</b>	<b>Cancel</b> Cancels invoice header creation.

# Create Invoice Line Items

Before an invoice can be paid, you must indicate which items from the purchase document have been invoiced. [Screen 342](#) is used to identify the invoiced items from the original order.

## Screen 342 - Invoice Line Create

342 Invoice Line Create		ALLEN*ALLEY		05/15/12 15:38	
Screen: ___		Doc: E223963	Inv: E223963	Item: 1.0	FY 2012 CC 02
				Pg 1 of	1 Viewed Pg(s)
Item	Quantity	Unit Price	UOM	Extended Price	Total quantity Inv. for PO
1	Ordered: 1.00	20.7600	LOT	20.76	
	Invoiced: 1.00	20.7600	LOT	20.76	1.00
	Desc: FOOD FOR BANQUET				
					945080-4015
2	Ordered: 1.00	29.2800	LOT	29.28	
	Invoiced: 1.00	29.2800	LOT	29.28	1.00
	Desc: SUPPLIES FOR BANQUET				
					945080-4017
3	Ordered: 1.00	3.5700	LOT	3.57	
	Invoiced: 1.00	3.5700	LOT	3.57	1.00
	Desc: OTHER EXPENSES FOR FARMERS FIGHT EVENT				
					945080-6337
*** End of Items List ***					
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---					
Hmenu Help EHelp IAcct Next Bkwd Frwd INote IDesc					

## Basic Steps

- Type a purchase document and invoice number in the fields provided.
- Indicate the quantity of items invoiced.
- If different from the purchase document, indicate the unit price and the unit of measure of the item(s) being invoiced.
- Type additional information in the available fields as desired, and press <ENTER> to record the invoice line item information.

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

### Action Line

- ◆ **Doc:** PF2 Help 7 character/digits  
Identify the purchase document number associated with the invoice.
- ◆ **Inv:** PF2 Help 14 digits  
Indicate the invoice number, as assigned by the vendor, for the selected order.
- Item:** PF2 Help 5 digits  
Identify the first line item to display. This field will default to item 1.0 if not otherwise specified.
- Pg \_\_\_ of \_\_\_  
Viewed Pages** 3 digits  
Displays the page number you are viewing and the number of pages available.

### Screen Information

- Item:** 3 digits  
Identifies the line item number, automatically filled in by FAMIS.

## Screen 342 – Invoice Line Create (cont'd)

---

### **Quantity**

**Ordered:** **PF2 Help** 10 digits  
Shows the quantity of the line item ordered, as entered on the purchase document.

**Invoiced:** 10 digits  
Indicate the quantity of this item, as found on the vendor's invoice.

### **Unit Price**

**Ordered:** **PF2 Help** 14 digits  
Shows the price per unit of measure for the line item ordered, as entered on the purchase document.

**Invoiced:** 14 digits  
Enter the price per unit of measure for the line item, as found on the vendor's invoice. This value is pulled in from the purchase document, but it may be changed if necessary.

### **UOM**

**Ordered:** **PF2 Help** 4 characters  
Identifies Unit of Measure for the line item ordered, as entered on the purchase document.

**Invoiced:** **PF2 Help** 4 characters  
Indicate the Unit of Measure for the line item, as found on the vendor's invoice. This value is pulled in from the purchase document, but it may be changed if necessary.

### **Extended Price**

**Ordered:** **PF2 Help** 14 digits  
Identifies the extended price of the line item ordered, as entered on the purchase document.

**Invoiced:** 14 digits  
Indicate the total dollar amount invoiced for the selected line item.

**Desc:** 2 lines (45 characters each)  
Enter a short description of the line item. This description is pulled in from the purchase document, but it may be changed if necessary.

**Total quantity Inv. For PO:** 14 digits  
Indicates the total quantity invoiced for the purchase order. Calculated by FAMIS from all invoices associated with the purchase document.  
Also displays the 15-digit account number used for payment.

### **Additional Functions**

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

**PF4** **Invoice Account**  
**IAcct** Displays invoice account distribution.

## Screen 342 – Invoice Line Create (cont'd)

---

<b>PF5</b> <b>Next</b>	<b>Next</b> Goes to next screen that follows in sequence.
<b>PF6</b> <b>PIP</b>	<b>Purchasing Invoice Problem</b> Allows you to notify the creator if there are problems with the invoice. <b>See the basic concepts topic for this section for more information.</b>
<b>PF9</b> <b>INote</b>	<b>Item Note</b> Enter item notes.
<b>PF11</b> <b>IDesc</b>	<b>Item Description</b> Enter additional detail for the line item description.

# Freight, Taxes, Insurance, and Other Charges

Often, there are extra charges on an invoice that were not taken into consideration when the purchase document was created. Examples might include freight, tax, and insurance charges. These types of expenditures may be accounted for by adding them to your invoice on Screen 344.

Items added to your invoice on this screen will not affect the encumbrance associated with your purchase document. Also, it will not be involved in the matching process that determines whether or not the payment will be processed.

## Screen 344 - Invoice Frt/Tax/Ins/Oth Items

```
344 Invoice Frt/Tax/Ins/Oth Items                                05/15/12 15:55
                                                                FY 2012 CC 02
CANTON ISOTOPE LABS
Screen: ___ Doc: A000054 Inv: 902516_____ Item: 901

Type (F,T,I,O): F
Extended Price: 14.31_____ Credit: _

Description: FREIGHT_____
_____
_____
_____

---- Account ---- Pct.      Amt $
270040 05000 4040 100.00 _____
_____
_____

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

## Basic Steps

- Type a purchase document and invoice number in the fields provided.
- Indicate the type of extra charge to be added to the invoice: freight (F), tax (T), insurance (I), or other (O) in the **Type** field.
- Indicate the total dollar amount to be added to the invoice in the **Extended Price** field. Include a short description of this charge in the **Description** field.
- If the amount entered is to be a credit, type “Y” in the **Credit** field.
- Press <ENTER> to pull in the account information from the purchase document. You may change this information if desired.
- Press <ENTER> to add the charge to the invoice.



## Invoice Process

### Add Additional Charges

The first additional charge to be added to an invoice will have the “line item number” of 901 (assigned automatically by the system). If you wish to add more charges to the invoice, you must add “1” to the item number (i.e. the second extra charge would be item number 902). Repeat this process until all additional charges have been entered.

### Account Information

When payment of an item is split across several accounts, each account must be typed in separately. Up to 40 accounts can be specified for an item. You may enter additional accounts by pressing **PF11** (MAcct - short for multiple accounts).

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

For example, assume you wish to split the payment between 3 accounts. On the first account, you know the exact amount you would like to pay, and you would like to divide the remainder between the other two accounts. To do this, you would make the following entry on Screen 344:

Account	Pct.	Amt \$
333909 00000 4010		2.00
373909 00000 4010	50.00	
309333 09000 4010	50.00	

### Removing Information

Blank out all the information in the fields, press <ENTER>, and you will receive a message that the “Record has been successfully modified.” You will then need to re-build the voucher.

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

### Action Line

- ◆ **Doc:** 7 character/digits  
Identify the purchase document number associated with the invoice.
- ◆ **Inv:** 14 digits  
Indicate the invoice number, as assigned by the vendor, for the selected order.
- ◆ **Item:** 5 digits  
Identifies the first line item to display. **This will default to item 901, if not otherwise specified.**

## Screen 344 – Invoice Frt/Tax/Ins/Oth Items (cont'd)

---

### **Screen Information**

- ◆ **Type (F,T,I,O):** PF2 Help 1 character  
Indicate the type of additional charge to be added to the invoice: freight (F), insurance (I), tax (T), or other (O).
  
- ◆ **Extended Price:** 15 digits  
Enter the total cost of the additional charge.
  
- Credit:** PF2 Help 1 character  
Type "Y" if the specified amount should be credited to the invoice.
  
- ◆ **Description:** 5 lines (45 characters each)  
Type a short description of the charge to be added to the invoice.
  
- ◆ **Account:** 15 digits  
Identify the SL Account, Support Account, and Object Code to be used to pay for the additional charge.
  
- ◆ **Pct.:** 5 digits  
Indicate the percentage of the total charge to be paid by the specified account.
  
- Amt \$:** 13 digits  
Identify the dollar amount of the total charge to be paid by the specified account.  

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

### **Additional Functions**

- PF KEYS** See the Appendix for explanation of the standard PF keys.
  
- PF5  
Next** **Next**  
Goes to next screen that follows in sequence.
  
- PF6  
PIP** **Purchasing Invoice Problem**  
Allows you to notify the creator of any problems with the invoice. See the basic concepts topics for this section for more information.
  
- PF8  
Accts** **Accounts**  
Displays all responsible accounts and their portions of the total order.
  
- PF9  
Notes** **Notes**  
Free form notes can be entered on a document. These are online reference notes regarding the document. They will not be printed.
  
- PF10  
IDesc** **Item Description**  
Enter additional detail for the line item description.
  
- PF11  
MAcct** **Multiple Accounts**  
Add/view account distribution information.

# Create/Modify the Invoice Pending Voucher

Pending vouchers are used to process payment for purchasing invoices. Pending vouchers differ from regular vouchers in that they remain “pending” until the completion of some other action allows them to post. Pending vouchers created through the purchasing module will remain “pending” until the invoice document has been closed and all of the required matching is complete.

Pending vouchers are created for your purchasing invoices using [Screen 345](#).

You will get a message to rebuild the voucher (using **PF7**) if the purchasing document has been re-opened and has been changed. See “Rebuilding Voucher” later in this section.

## Screen 345 - Invoice Pending Voucher Create/Modify

```
345 Invoice Pending Voucher Create/Modify                               12/21/09 16:14
*ACH VENDOR* FY 2010 CC 02
Screen: ___ Doc: E607230 Inv: 48722806 Voucher: 5141654
Default Cost Ref: N
Doc Summary: COMPUTER EQUIPMENT PURCHASE - 48722806

Vendor: lvvvvvvvvL DALE FINANCIAL SERVICES
Type: 0 Dept. Ref. #: 00000 Enclosure Code: _
Invoice Date: 09/03/2005 Order Date: 09/03/2005 Delivery Dt: 09/03/2005
State Req Nbr: _____ GSC Ord: _____ Due Date: 12/01/2005
Description: COMPUTER SYSTEM UPGRADES Disc Due Dt: 12/01/2005
Inv Rcvd Dt: 09/13/2005
Cust AR NBR: xxx-xxxxxxx-xxx ACH Ovr: _ Hold Flag: N
Alt.Vendor: _____ W2/SSN: _____ Travel Hotel Zip: _____
USAS Doc Type: _ PCC Code: _ PDT Code: _
LDT Codes: _____ IC: _ Reason: _
Cont Wk Force: _ Confidential: _ Wire Transfer: _
Revolving: N Fund Type: Local
Prepaid Inv: Y Check Nbr: 9901332 Check Dt: 11/29/2005 Prepaid Bank: 03002
Vch Total: 52646.63
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help Help ACH Next PIP EVchr Info INote Desc Mlti
```

If **Prepaid Inv** field is “N,” then **Override Bank** will be displayed.

The **Customer AR NBR** field is protected and will only be visible if you have the appropriate element security for it to be displayed.

The **Confidential** field identifies whether vouchers or line items have been marked as “confidential.” Any voucher line item with an object code that maps to the Comptroller List of Confidential Codes is flagged by the FAMIS programs as “confidential,” even if the Confidential Indicator is not entered on the screen.

The **PF11** (Mlti) key allows you to see the bank number assigned to the line item.

## Screen 345 – Invoice Pending Voucher Create/Modify (cont'd)

### Press PF8 to view the Invoice/Purchase Order Information

```

----- Invoice/Purchase Order Information -----
Vendor: 1vvvvvvvvL DALE FINANCIAL SERVICES      Inv Total: 52646.63
Document Dt: 09/03/2005  Cat.: EP User Ref: 510474-00000
Type Funds:          Contact Person:          Ph:
Type Ord:          Terms:          FOB:          PO Total: 52646.63
+-----+
  
```

## Invoice Pending Voucher Process

The **Override Bank** field will be replaced with **Prepaid Bank** if the **Prepaid Inv.** field is "Y."

### Prepaid Revolving

For a reimbursement, when the revolving flag is "Y," the **Prepaid Bank** field must contain the state bank that will be used for the reimbursement. The transactions for the local side will use the revolving bank set up on [Screen 823](#).

### Screen 345 – Alt. Vendor Pop-Up

```

-----
Alternate Vendor Mismatch

Voucher Alt Vendor: 1vvvvvvvvVD
Invoice Header Alt Vendor: 1vvvvvvvvVD

Document Reimburse ID:

Do you wish to continue? _ (Y/N)
-----
  
```

If the alternate vendor numbers do not match on the purchasing document, invoice header, or voucher, you will receive a pop-up window warning of the mismatch and be given the choice of whether or not to continue.

### Screen 345 - Multi-Account Pop-Up Window

```

Screen: 345          ** Multi-Account Vouchering **
Account            Enc. Obj. P/F Bank F Code Amount      1099
Ln: 1  510474 00000 8350 6350 F 03002 7376 52646.63
PCA:          Cost Ref 1: 2: 3:
Dates:          Req Pay:          IC:  Rsn:
Ln:          PCA:          Cost Ref 1: 2: 3:
  
```

- The **Enc. Obj** field is protected
- Entry is taken from the purchase order
- Changes to the purchasing document require that the voucher be "rebuilt" to get the correct encumbrance object code. You can rebuild using the **PF7** key on Screen 345.

```

Total Posted Items: 1      Pg: 1 of 1      Total Amount:      52646.63

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

### Basic Steps

#### Create a New Pending Voucher

- Type a purchase document and invoice number in the fields provided.
- Type a zero (0) in the **Voucher** field.
- Press <ENTER> to pull in information from the purchase document and create the pending voucher for your invoice.
- Press <ENTER> a second time to access the multi-account pop-up window. Make any necessary changes.
- Press <ENTER> to record the account information as part of the pending voucher.

#### Modify Your Pending Voucher

- Type a purchase document, invoice, and voucher number in the fields provided.
- Press <ENTER> to access current voucher information.
- Make changes to the voucher header, as desired.
- Press **PF11** to access the multi-account pop-up window. Make changes to the voucher account information, as desired.
- Press <ENTER> to record the account information and exit the pop-up window.
- Press **PF7** (BVchr) to rebuild the voucher with the new information.

### Invoice Pending Voucher Process

#### Pending Vouchers

A pending voucher is a voucher that has not yet been posted to accounting. It is “pending” some further action before posting can take place. Pending vouchers are used so that you may enter and/or modify voucher information as needed before the voucher is posted. This makes it possible for you to change voucher information, such as vendor and subcode, that you would not be able to modify using regular voucher processes.

Generating the accounting entries that expense the line item accounts will occur when your pending voucher is “posted.” There are two ways to post a pending voucher.

- (1) Online, using the **PF10** key (labeled “Post”) on the invoice document close screen (Screen 346)  
**OR**
- (2) allowing the nightly cycle to process the pending voucher

The status of the voucher changes from “pending” to “outstanding” when it is posted.

Before a pending voucher can successfully post its accounting entries, the invoice document must be closed and all required matching must be complete.

## Screen 345 – Invoice Pending Voucher Create/Modify (cont'd)

---

### **Rebuild Vouchers**

When you make changes to an existing pending voucher, you must “rebuild” the voucher before it can post. You can do this using the **PF7** BVchr key on [Screen 345](#).

When the voucher is rebuilt, the voucher is actually deleted from the file and starts all over. So FAMIS goes back and gets the information (including the invoice date) from the header all over again.

### **Prepaid Transaction Type**

If the prepaid transaction type “6” is entered, a voucher with transaction 166 will be created. It is a prepaid with no reconciliation; no check will be added to the check reconciliation file. This transaction and voucher will work like the transaction type “6” on [Screen 109](#).

The prepaid flag must be set to “Y” on [Screen 345](#) when “6” is entered in the **Type** field.

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

### **Action Line**

- ◆ **Doc:** 7 character/digits  
Identify the purchase document number associated with the invoice.
  
- ◆ **Inv:** 14 digits  
Indicate the invoice number, as assigned by the vendor, for the selected order.
  
- ◆ **Voucher:** 7 digits  
Identify the system-assigned pending voucher number, or enter a zero (0) to have the system create a new pending voucher number.
  
- ◆ **Default Cost Ref:** 1 character  
Value should be “N.” The default value is the Department Code. (For TTI, type “Y” to have the default cost accounting reference values filled in for the cost reference fields.)
  
- Doc Summary:** 50 characters  
Enter a short description of the order. This field will be pulled in from the purchase document, but you may change it if desired.
  
- Vendor:** 11 digits/30 characters  
Indicates the vendor to be paid for the order, as entered on the PO.
  
- Type:** 1 digit  
Enter the third digit of the transaction code, which designates the type of transaction taking place. If using type “6,” you must enter “Y” in the **Prepaid Inv.** field. Valid values are 0 to 9.

The first 2 digits are assigned by FAMIS based on the screen and function that is being enacted.

## Screen 345 – Invoice Pending Voucher Create/Modify (cont'd)

---

<b>Dept. Ref. #:</b>	7 digits Include the departmental reference number. This reference, assigned by the department, will be filled in from the User Reference number on the PO.
<b>Enclosure Code:</b>	<a href="#">? Help</a> 1 character/digit Designate the code for determining how enclosures are to be handled. This will force separate checks for local vouchers. Vouchers will be grouped by identical codes. For example: A = Auditor BLANK = Not specified C = Comptroller Y = Enclosures 1 = Housing deposit refunds 2 = Sims stipends
<b>Invoice Date:</b>	<a href="#">PF2 Help</a> 8 digits Displays the date the invoice was issued.
◆ <b>Order Date:</b>	<a href="#">? Help</a> 8 digits Indicate the date the order was placed. <b>This field will be filled in from the PO and is required for State vouchers.</b>
◆ <b>Delivery Dt:</b>	<a href="#">? Help</a> 8 digits Identify the expected delivery date of the order. <b>This field is required for State vouchers.</b>
<b>State Req Nbr:</b>	<a href="#">PF2 Help</a> 11 digits Enter the State Requisition Number. <b>This field is required if State funds are used for the order.</b>
<b>GSC Ord:</b>	7 digits Identify the General Services Commission order number for purchase orders that require GSC approval.
◆ <b>Due Date:</b>	<a href="#">? Help</a> 8 digits Indicate the due date for the payment of the order. This field determines when the voucher is pulled to cycle for payment.
◆ <b>Description:</b>	35 characters (2 lines) Include a short description of the voucher to be created/modified. The system will automatically pull in the description of the first line item on the invoice, unless otherwise specified.
<b>Disc Due Dt:</b>	<a href="#">PF2 Help</a> 8 digits Shows the discount due date, identifying the date by which payment must be received by the vendor in order to secure the agreed discount.
<b>Inv Rcvd Dt:</b>	8 digits Displays the date the invoice was received.

## Screen 345 – Invoice Pending Voucher Create/Modify (cont'd)

---

<b>Cust AR NBR:</b>	25 characters/digits Denotes the customer accounts receivable number that is assigned to the purchaser by vendor. It is copied from <u>Screen 340</u> . <u>You must have element security to view this number.</u>
<b>ACH Ovr:</b>	1 character Type "Y" if an override is to be put on the ACH voucher – thereby creating a check in the check cycle.
<b>◆ Hold Flag:</b>	<u>? Help</u> 1 character Type "Y" to hold the voucher or prevent it from entering the check cycle.
<b>Alt Vendor:</b>	<u>PF2 Help</u> 11 digits Identify the alternate vendor's ID number who will receive payment for the order.
<b>W2/SSN:</b>	9 digits Include the W2/Social Security Number for the employee if the voucher is for services (i.e., moving).
<b>Travel Hotel Zip:</b>	9 digits Enter the zip code of the hotel used for travel. This helps to determine the percentage usage and whether or not the State discount rate is being utilized.
<b>USAS Doc Type:</b>	1 character Include the USAS document type, which determines how to process the voucher at the State level.
<b>PCC Code:</b>	<u>? Help</u> 1 character Indicate the purchase category code that identifies various purchase types and their associated payments. Examples: A = GSC term contract-automated B = GSC term contract-scheduled BLANK = not applicable/GSC exempt
<b>PDT Code:</b>	<u>? Help</u> 2 characters Enter a payment distribution type code to identify how transactions will be combined for warrants and direct deposits. Examples: BLANK = Default from TPIS system D = DIR deposit, do not combine DF = DIR deposit, combine within A DH = Direct deposit, warrant hold
<b>LDT Codes:</b>	<u>? Help</u> 2 characters/digits Identify the legal descriptive text codes that define any special processing needed for the order. <u>LDT codes are required with USAS Doc Type of "9."</u> Examples: BC = Baylor College of Dentistry-exempt. Educational code CC = Examinations of current catalogues, list and price quotations CY = Cyclotron fabricates equipment 01 = Auxiliary Enterprises- TAC 10,D,2155.141



## Screen 345 – Invoice Pending Voucher Create/Modify (cont'd)

---

<b>IC:</b>	<b>? Help</b> 1 character Identify the interest calculation procedure to be followed. A = Accept Scheduling of Late Payment BLANK = None F = Force Interest Calculation R = Refuse Interest Calculation
<b>Reason:</b>	<b>? Help</b> 2 characters Include the reason for interest exemption. AD = Agency Discretion Exercised AI = Automation Issue(s) AP = Advance Payment DP = Disputed Payment DT = Direct Payment of Travel Expenses FC = FED Contract/Terms Prohibit Pymt GE = GSC Exemption Granted 7 Documented MI = Mailing Instr On PO Not Followed NI = No Invoice Received
<b>Cont Wk Force:</b>	1 character “Y” indicates that this payment is to be flagged as a Contract Work Force payment.
<b>Confidential:</b>	1 character Identify whether the voucher is to be marked as “confidential.” Blank = Can be left blank on both header and line items N = Not confidential S = Some information is confidential such as description Y = Confidential
<b>Wire Transfer:</b>	1 character Indicate whether payment is made or to be made by use of a wire transfer. <u>FAMIS does not make the wire transfer to the bank.</u>
<b>◆ Revolving:</b>	<b>? Help</b> 1 character Type “Y” if the voucher is to be processed as a revolving voucher. <b>If “Y,” the prepaid bank field must contain the state bank that will be used for the reimbursement.</b>
<b>Fund Type:</b>	8 characters Identifies the type of fund that was used to pay for the specified order.
<b>◆ Prepaid Inv:</b>	1 character Enter “Y” if this voucher is for a prepaid invoice.
<b>Check Nbr:</b>	<b>PF2 Help</b> 6 digits Identify the check number that was issued if this voucher is for a prepaid invoice.
<b>Check Dt:</b>	8 digits Enter the check date for the prepaid invoice.

## Screen 345 – Invoice Pending Voucher Create/Modify (cont'd)

---

**Override Bank:** 5 digits  
Include the number of the bank you wish to use to override the original bank for the order. This will set all voucher line item bank numbers to the override bank number.

**OR**

**Prepaid Bank:** If “Y” is entered in the **Revolving** field, the **Override Bank** field changes to “Prepaid Bank.” This field must contain the state bank that will be used for the reimbursement. The transactions for the local side will use the revolving bank set up on [Screen 823](#).

**Vch Total:** **PF2 Help** 15 digits  
Shows the total dollar amount processed for the voucher.

### **PF8 Invoice/Purchase Order Information**

**Vendor:** **PF2 Help** 11 digits  
Indicates the vendor to be paid for the order, as entered on the PO.

**Inv Total:** **PF2 Help** 11 digits  
Displays the total dollar amount processed on the invoice.

**Document Dt:** **PF2 Help** 8 digits  
Designates the date that the document was created by the system.

**Cat:** **PF2 Help** 2 characters  
Identifies the document category used to define receiving and accounting properties of the order.

**User Ref:** 10 digits  
Displays the user reference number, which is made up of the subsidiary ledger account number followed by the departmental reference number.

**Type Funds:** **PF2 Help** 1 character  
Indicates the type of funds used to pay for the selected order.

**Contact Person:** **PF2 Help** 25 characters  
Displays the name of the person to contact regarding this purchase order.

**Ph:** 10 digits  
Shows the area code and phone number for the contact person.

**Type Ord:** **PF2 Help** 3 characters  
Indicates the type of order associated with this purchase order.

**Terms:** 10 characters/digits  
Indicates any special payment terms for the invoice. For example: 2/10/n/30 would mean a 2% discount if paid before the 10th day after the invoice date, or pay the net amount if paid after the 10th day and before 30 days past the invoice date.

## Screen 345 – Invoice Pending Voucher Create/Modify (cont'd)

---

- FOB:** **PF2 Help** 2 characters  
Shows any freight terms for the selected order.
- PO Total:** **PF2 Help** 13 digits  
Identifies the total dollar amount encumbered for the purchase order.

### **Additional Functions**

- PF KEYS** See the Appendix for explanation of the standard PF keys.
- PF4** **ACH**  
**ACH** Displays ACH information.
- PF5** **Next**  
**Next** Goes to next screen that follows in sequence.
- PF6** **Purchasing Invoice Problem**  
**PIP** Allows you to notify the creator of problems with invoice. **See the basic concepts topics for this section for more information.**
- PF7** **Build Voucher**  
**BVchr** Rebuild voucher after changes have been made to the purchase order on the 220 Screens. Only used if the voucher number has already been assigned.
- PF8** **Information**  
**Info** Displays additional invoice/purchase order information for the document.
- PF9** **Invoice Notes**  
**INote** Displays invoice notes.
- PF10** **Description**  
**Desc** Displays a detailed description of the line item.
- PF11** **Multi- Account**  
**Mlti** Use this for multi-account vouchering.

# Close the Invoice Document

Closing an invoice document completes the entry of invoice data and initiates the check for a two-way or three-way match. Payment will not be processed for an invoice until the invoice document has been closed and matched successfully.

An invoice can be cancelled using [Screen 341](#) if no items have been entered by the Fiscal Office. However, once any items have been entered, the invoice must be cancelled using [Screen 346](#).

This screen will allow an invoice to be cancelled even if the purchasing document has been flagged as completed.

## Screen 346 - Invoice Document Close

```
346 Invoice Document Close                                05/15/12 16:28
                                                         FY 2012 CC 02
Screen:  ___ Doc: P200002  Inv: 3101_____
Vendor: 1vvvvvvvvv1    BIOLAB INC
Amount: 1071.00       Routing Status:
Invoice Dt: 01/12/2012  Delivery Dt:
Inv Rcvd Dt: 01/18/2012  Act Rcvd Dt: 01/12/2012  Req Pay Dt:
Terms:                Voucher: 1660616  FY: 2012
Original Inv:         Posted Status: Y  VOUCHER POSTED
Last Mod By: NASH, NITA N    Date: 01/25/2012
Current Status: COMPLETE
Matching Status: MATCH SUCCESSFUL
Close Invoice Document: Y ('N' to Reopen if closed)
Cancel Invoice Document: N ('N' to reinstate if cancelled)
Budget Balance Override Actuals: N
----- Purchase Order Information -----
<< Dates >>      Vendor: 1vvvvvvvvv1  BIOLAB INC
Document : 05/02/2011  Cat.: RO User Ref: 270780-00771
Exp.Divvry:         Contact Person: ANNE ANDERSON    Ph: 979-888-7777
Prior Inv. Forced:   Buyer: CCC    CONLEY, CHARLES    Ph: 979-888-3333
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help  EHelp    Next PIP  SqMlt CnclR Notes Post  Items Warns
```

## Basic Steps

### Close Invoice Document

- Type a purchase document and invoice number in the fields provided.
- Press <ENTER> to display existing invoice information.
- Type “Y” in the **Close Invoice Document** field, and press <ENTER> to close the invoice and initiate a two-way or three-way match check.

### Re-open Invoice Document

- Type a purchase document and invoice number in the fields provided.
- Press <ENTER> to display existing invoice information.
- Type “N” in the **Close Invoice Document** field, and press <ENTER> to re-open your invoice document.

## Screen 346 – Invoice Document Close (cont'd)

### Cancel Invoice Document

- Type a purchase document and invoice number in the fields provided.
- Press <ENTER> to display existing invoice information.
- Type a “Y” in the **Cancel Invoice Document** field, and press <ENTER> to cancel your invoice document.

## Invoicing Process

### Matching Status

When you close an invoice document, the system attempts to make either a two-way match or a three-way match. The matching process compares data from the purchase order to the invoice information for the two-way match, or data from the purchase order to the invoice information as well as the receiving information for the three-way match. The status of the match will be displayed on this screen ([Screen 346](#)) in the **Matching Status** field.

A successful match indicates that the pending voucher can be posted. This is done either

- (1) online, by pressing **PF10** (labeled Post) which posts the accounting immediately **OR**
- (2) by taking no manual action and allowing the system to process the pending voucher in the nightly cycles

The matching process may be overridden, which ignores whether any of the data matches, by entering a “Y” in the **Force Pymt** field on the Invoice Header Create Screen ([Screen 340](#)).

A three-way match requires the purchase order (PO) information to match both the invoice and the receiving information. In a three-way match, the document is checked when you close the invoicing as well as when you close the receiving.

**Receiving does not have to be matched to close an invoice; only invoice and PO information must match or forced.**

### Tolerance Checking

There are four tolerance checking tests in FAMIS. These tests are performed when an invoice is closed on [Screen 346](#). The values used for these tests are maintained on [Screen 312](#) in FAMIS. The four tests are as follows:

```
* ----- * Tolerance Checking * ----- *
Unit Price Control (UPC) $: _____ Ext. Price Control (XPC) $: _____

      *----- UPC CONTROL -----*      *----- XPC CONTROL -----*
      Unit Price  Ext. Price      Extended Price  Quantity
      Percent    Cap Amount      Percent        Percent
Above (A): _____
Below (B): _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
      Hmenu Help  EHelp
```

## Screen 346 – Invoice Document Close (cont'd)

---

### **UPC (Unit Price Control) High Dollar vs. Low Dollar Determination**

First, the system determines whether the item is a UPC high dollar or UPC low dollar item. This, in turn, determines whether the above or below values will be used from the table on [Screen 312](#) for the tolerance checking tests.

The **Unit Price Dollar Control (UPC)** field determines whether an item is a “high dollar” item or a “low dollar” item. Basically, if the item unit price is greater than the **Unit Price Control (UPC)** field, it is considered a “high dollar” item. Otherwise, it is a “low dollar” item.

- PO unit price is  $\geq$  the unit price control (UPC)
  - the item is a UPC high dollar item.
- PO unit price is  $<$  the unit price control
  - the item is a UPC low dollar item

The system runs two types of tests: those against the unit price controls and those against extended price controls.

### **UPC (Unit Price Control) Tests**

High dollar items use Above Unit Price Percent and Ext. Price Cap Amount  
Low dollar items use Below Unit Price Percent and Ext. Price Cap Amount

#### **Test 1: Unit Price Percent**

Invoice Unit Price  $\leq$  PO Unit Price + (PO Unit Price x Unit Price %)

#### **Test 2: Extended Price Cap**

Invoice Extended Price  $\leq$  PO Extended Price + Above Cap Amount

If either test fails, an error is returned and no further checking is done.

If both tests pass and the item is high dollar, no further tests are done.

If both tests pass and the item is low dollar, tolerance checking continues.

### **XPC (Extended Price Control) High Dollar vs. Low Dollar Determination**

If the invoice passes the above tolerance checking calculations 1 and 2, the next step is to check the XPC (extended price) control to determine whether the item is an XPC high dollar item or an XPC low dollar item.

- PO extended price is  $\geq$  extending price control (XPC)
  - item is a XPC high dollar item.
- PO extended price is  $<$  extended price control (XPC)
  - item is a XPC low dollar item

## Screen 346 – Invoice Document Close (cont'd)

---

### **XPC (Extended Price Control) Tests**

XPC high dollar items use Above Extended Price Percent and Quantity Percent.

XPC low dollar items use Below Extended Price Percent and Quantity Percent.

***The extended price tests are run only if the item is a UPC low dollar item. (This is the way IA designed the system.)*** The assumed reason is that high dollar items will be caught in the extended price cap test (above), and the XPC tests remain for use by low dollar items.

#### **Test 3: Extended Price Percent**

Invoice Extended Price  $\leq$  PO Extended Price + (PO Extended Price x Extended Price %)

#### **Test 4: Quantity Percent**

Invoice Quantity  $\leq$  PO Quantity + (PO Quantity x Quantity %)

If either test fails, the error is returned.

### **Summary of Tolerance Checking Calculations**

#### **Test 1: Unit Price Percent**

(percent value is the above or below percent based on UPC test)

Invoice Unit Price  $\leq$  PO Unit Price + (PO Unit Price x Unit Price %)

#### **Test 2: Extended Price Cap**

(amount is the above or below amount based on UPC test)

Invoice Extended Price  $\leq$  PO Extended Price + Above Cap Amount

#### **Test 3: Extended Price Percent**

(percent value is the above or below percent based on XPC test)

Invoice Extended Price  $\leq$  PO Extended Price + (PO Extended Price x Extended Price %)

#### **Test 4: Quantity Percent**

(quantity percent is the above or below percent based on XPC test)

Invoice Quantity  $\leq$  PO Quantity + (PO Quantity x Quantity %)

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

### Action Line

- ◆ **Doc:** 7 character/digits  
Identify the invoice document number you would like to close, re-open, or cancel.
- ◆ **Invoice:** 14 digits  
Indicate the desired invoice number associated with the purchase document to be closed, re-opened, or cancelled.

### Screen Information

- Vendor:** 11 digits  
Displays the identification number and name of the vendor to be paid for the order.
- Amount:** PF2 Help 14 digits  
Identifies the total dollar amount invoiced for this order.
- Routing Status:** 2 characters  
Indicates the current status of the document in the routing and approval system of FAMIS.
- Invoice Dt:** 8 digits  
Indicates the date that the invoice was created on the system.
- Delivery Dt:** 8 digits  
Shows the delivery date.
- Inv Rcvd Dt:** 8 digits  
Displays the date the invoice was received.
- Act Rcvd Dt:** 8 digits  
Identifies the last date all items were actually received if more than one shipment is involved. This date is generated by FAMIS.
- Req Pay Dt.:** 8 digits  
Displays the date you requested that the State pay the voucher.
- Terms:** 6 digits/3 digits/1 character/3 digits  
Indicates any special payment terms for the invoice. For example: 2/10/n/30 would mean a 2% discount if paid before the 10th day after the invoice date, or pay the net amount if paid after the 10th day and before 30 days past the invoice date.
- Voucher:** PF2 Help 7 digits  
Shows voucher number assigned to order when pending voucher was created.



## Screen 346 – Invoice Document Close (cont'd)

---

<b>FY:</b>	4 digits Displays the fiscal year the invoice was created.
<b>Original Inv:</b>	<b>PF2 Help</b> 14 digits Identifies the original invoice number in the event of duplicate invoices.
<b>Posted Status:</b>	<b>PF2 Help</b> 1 character “Y” indicates the voucher has been posted.
<b>Last Mod By:</b>	12 characters Identifies the name of the person who modified the record.
<b>Date:</b>	8 digits Displays the date the invoice was modified.
<b>Current Status:</b>	10 characters Displays the current status of the invoice. Valid status values include open, closed, and canceled.
<b>Matching Status:</b>	10 characters Indicates the status of the two-way or three-way match check for the invoice.
<b>Close Invoice Document:</b>	1 character Enter “Y” to close the invoice. You may enter an “N” on a closed invoice to re-open it.
<b>Cancel Invoice Document:</b>	1 character Type “Y” to cancel the selected invoice. You may type an “N” on a canceled invoice to reinstate it.
<b>Budget Balance Override Actuals:</b>	1 character Enter Y and press <b>PF10</b> to post the invoice, regardless of whether there is sufficient budget balance available.

### *Purchase Order Information*

<<Dates>>

<b>Document:</b>	<b>PF2 Help</b> 8 digits Designates the date that the document was created by the system.
<b>Exp. Dlvry:</b>	<b>PF2 Help</b> 8 digits Indicates the date the goods are expected to be delivered.
<b>Prior Inv. Forced:</b>	5 digits Shows the number of invoices forced prior to this current shipment.
<b>Vendor:</b>	<b>PF2 Help</b> 11 digits Indicates the vendor to be paid for the order, as entered on the PO.
<b>Cat:</b>	<b>PF2 Help</b> 2 characters Identifies document category used to define receiving and accounting.

## Screen 346 – Invoice Document Close (cont'd)

---

<b>User Ref:</b>	10 digits/characters Displays the user reference number, which consists of the subsidiary ledger account number followed by the departmental reference number.
<b>Contact Person:</b>	<b>PF2 Help</b> 25 characters Displays the name of the person to contact regarding this purchase order.
<b>Ph:</b>	10 digits Indicates the area code and phone number for the contact person.
<b>Buyer:</b>	3 characters Displays the buyer's code and name of the person for this order.
<b>Ph:</b>	10 digits Indicates the area code and phone number for the buyer.

### **Additional Functions**

<b>PF KEYS</b>	See the Appendix for explanation of standard PF keys.
<b>PF5 Next</b>	<b>Next</b> Goes to next screen that follows in sequence.
<b>PF6 PIP</b>	<b>Purchasing Invoice Problem</b> Allows you to notify the creator of any problems with the invoice. <b>See the basic concepts topics for this section for more information.</b>
<b>PF7 SqMlt</b>	<b>SciQuest Multi-Voucher</b> If this is a SciQuest invoice, the SciQuest Multi-Voucher invoice information will be displayed.
<b>PF8 CnclR</b>	<b>Cancel/Reinstate</b> Enter reason for cancellation or reinstate.
<b>PF9 Notes</b>	<b>Notes</b> View notes (invoice, receiving, and document) included on the document.
<b>PF10 Post</b>	<b>Post the Invoice</b> Allows you to manually post the invoice to accounting without waiting for the voucher/check cycle to run.
<b>PF11 Items</b>	<b>Document Items</b> Shows all invoice items.
<b>PF12 Warns</b>	<b>Warnings</b> Displays any FAMIS warnings.

## **Section III**

# **Purchasing Invoice Problem (PIP)**

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# PIP Basic Concepts

## Purchasing Invoice Problems (PIPs)

### What is a PIP?

A PIP is a short name for a Purchasing Invoice Problem document created in the Fiscal Department/Business Office to tell departmental users (or the Purchasing Processing Office) about problems you have noticed with their limited purchase order, exempt purchase order, requisition, or purchase order. Typical problems reported using the PIP document include (A) the invoice line item amount is different from the amount on the purchase document, (B) the wrong subcode was used on the purchase document, or (C) no receiving has been processed by the department to match with the invoice.

### Sending a PIP to the creator?

PIPs are sent from the Fiscal Office back to the creator's In-Box, seen on [Screen 910](#), with "FYA" (to create desk) or "FYI" (to creator), to let them know about a problem that must be resolved before the purchase can be made or paid for.

You can initiate a PIP at any of the invoice entry screens ([Screen 340](#), [Screen 342](#), [Screen 344](#), [Screen 345](#), and [Screen 346](#)). However, we recommend that you create your PIP after processing your invoice line items on [Screen 342](#). The PIP should contain a description of the problem you have found and suggestions on how to resolve it.

### Screen 340 – Invoice Header Create

```
340 Invoice Header Create                                05/15/12 16:37
*PIP* *ACH VENDOR* FY 2012 CC 02
Screen: ___ Doc: P005230 Inv: 201361698___
Vendor: 1vvvvvvvvv0 URBANCORP Vendor ID's
Invoice Amt: 280.00 Cr: _ PO BOX 790448 Tax: 9xxxxxxxx4
Invoice Dt: 04/15/2012 !DO NOT ADD TO AGGIEBY St: 19xxxxxxxx8-002
Terms: ___ N 30_ ST LOUIS, MO 63179-0448
Due Dt: 05/15/2012
Disc. Due Dt: 05/15/2012
Req Pay Dt: ___ Receive Dt: Invoice: 04/24/2012 Fiscal: ___
Original Inv: ___ SciQuest: Tran Cd: Inv:
Cust AR Nbr: ___ Enclosure Code: _
Alt.Vendor: ___ IC: _ Reason: _ Wire Transfer: N

PO Liq Ind: P Force Pymt: N Reason: ___
ACH Ovr: _ Cont Wk Force: N

Vchr Amt: Other Parts Amt: Dup Inv Ovr: _
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EHelp ACH Next PIP VSrch Info Notes Accts Cncl
```



### Press PF8 Info key to view Purchase Order Information:

```
----- Purchase Order Information -----
Vndr: 1vvvvvvvvv0 URBANCORP Tax ID: 2xxxxxxxx2
Document Dt: 07/21/2010 Cat.: RO User Ref: 215660-01
Start Dt: 07/21/2010 Contact Person: KARLA KRONKITE Ph: 979-666-3333
End Dt: 07/20/2013 Buyer: MEY YEATS, YANNI Ph: 979-888-2222
Exp.Dlvry Dt: 07/20/2013 FOB: DP Type Funds/Ord: L CONT PO Total: 10080.00
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EHelp ACH Next PIP VSrch Info Notes Accts Cncl
```

## PIP Basic Concepts (cont'd)

---

If you have found a problem with an invoice that you are processing, you should:

- Press **PF6** (PIP) to bring up the Invoice Problem pop-up window (see below).

### Screen 340 - Invoice Problem Pop-Up Window (PF6)

```
+-----+
| F6501 Update not allowed because I207003 is routing
| Doc: P005230      Invoice Problem I207003 Type: I  Inv: 201361698
| Created By: NASH, NOLAN N      on 05/02/2012    0 more PIPs  Page: 1
| Code      *-----* Code Translation *-----*
| V#        Please be sure that your vendor and the proper remit to
|           address has been set up in FAMIS before submitting the
|           invoice for payment. You can do this at
|           http://finance.tamu.edu/fmo/vs/forms/vendor-form.pdf.
|           You may contact apvid@tamuds.tamu.edu if you have any
|           questions. This has been done for you this time but payment
|           has been delayed.
|           NO RESPONSE REQUIRED.
|
|           *-----* Comments *-----*
|           _____
|           _____
|           _____
|           _____
|
| PF3=DELETE  PF4=Exit  PF5=NextPIP  PF7=ROUTE  PF9=RESPONSE
+-----+
```

- Type the problem code in the space provided. If you do not know the problem code, type a question mark to access a pop-up window with a list of available problem codes.
- Press <ENTER> to add the problem information to the PIP.
- Type additional comments/suggestions in the space provided.
- Press <ENTER> to record the PIP information.
- Press **PF7** (Route) to send the PIP document to the creator's in-box.
- Indicate whether you wish for the creator to have to approve your PIP or whether this is just an informational notice (FYI).
- Press <ENTER> to send the PIP to the creator.

## PIP Basic Concepts (cont'd)

### What a PIP looks like when sent for APPROVAL:

The PIP document will consist of the following number: PIP0217xxxxx. This number is composed of the routing document form (PIP), the campus code (02), and the PIP ID number (17xxxxx). Select the PIP from your in-box (i.e. by typing an "X" next to it and pressing <ENTER>), then you will see the following screen:

#### Screen 910 - Routing Document Information Pop-Up Window

```
Screen: _____ 05/15/12 16:48
          **** Invoice Problem Cover Sheet ****          CC 02

          Doc ID: PIP01I210137          Status: FYA/FRA Rt
                                Requested Action: FYA/Approve
Doc Summary: AUGUST, DECEMBER 2011 AND FEBRUARY 2012
Released by: 05/02/2012 by: JONES, JULIE J

Limited Purch : L212263          Invoice : 59212533
PO Doc Creator: REGIS, RITA R          Voucher : 2212511
User Ref : 21510012230          Vchr Stat: P-OP
Dept Name :

-- Press PF6 for more PIP information --
- PF4 --- PF5 --- PF6 --- PF7 --- PF9 ---
  Exit  NDoc  ExPIP          RHist Notes
```

Then, by pressing **PF6**, you will see the document summary:

#### Screen 910 - Routing Document Information Pop-Up Window

```
***** Document Summary *****

PIP: I210137          Number of Desc Lines: 5          Page: 1__ Of 5

SD          Written documentation must be attached to the invoices or
          voucher showing the payment does not exceed the agreed upon
          purchase price or you must state in doc notes that this is a
          spot purchase. This documentation should include the order
          date, quantity, unit price, description of items, and if
          freight should be paid or not. It can be written price
          quotes, phone quotes, copies from catalogues or internal
          departmental order forms. Scan and email to the auditor who
          sent you this pip with the doc # on it. If a response is not
          received within 10 business days this will not be paid.

NOTES:          PLEASE STATE THE LOCAL ACCOUNT YOU WISH TO USE IN THE ROUT-
          ING NOTES TO THIS PIP AND ROUTE THROUGH THE SIGNER ON THE
          ACCOUNT GIVING ME AUTHORIZATION TO CHANGE THE ACCOUNT NUMBER
          AND ROUTE THE PIP BACK TO ME. THANKS!

          PF4=Exit PF7=Bck PF8=Fwrld
```

This will display the problem code(s), for example, "SD" shown on the screen above. Also displayed is the problem description, followed by notes. **The note section is entered by the Fiscal Department when it creates the PIP document.** The necessary action, if any, can be found in the description and/or the notes section.

## PIP Basic Concepts (cont'd)

There could be as many as five problem codes and/or notes per PIP document.

As you scroll through the document summary information, both the purchasing document and the invoice will be displayed.

```
***** Document Summary *****
PIP: I210137          Number of Desc Lines: 5   Page: 2__ Of 5
DESC: AUGUST, DECEMBER 2011 AND FEB
CONTACT NAME: JONES, JULIE J
PHONE: (979-458-4444)
PURCH DOC: L212263
INV DOC : 59212533
PURCHASING VENDOR: 15vvvvvvv1  INVOICE VENDOR: 15vvvvvvv1
ADD SECURITY SERVICES          ADD SECURITY SERVICES
1888 W BEAKER BLDG F          1888 W BEAKER BLDG F
STE 400                      STE 400
AUSTIN, TX 78758             AUSTIN, TX 78758
PF4=Exit PF7=Bck PF8=Fwr
```

```
***** Document Summary *****
PIP: I210137          Number of Desc Lines: 5   Page: 3__ Of 5
ITEM  SOURCE DOC      QUANTITY  UOM    UNIT PRICE  XTENSION PRICE
-----
2  LIMITED PURCH      1.00    MO     96.69      96.69
   INVOICE            1.00    MO     96.69      96.69
   Description:      DECEMBER 2011 MONITORING SERVICES FOR HMH
>> Document Account Distribution <<
01 2012 215100-00000-5672  GOVERNMENTAL RELATIONS          96.69
   Document Accounts Total          96.69
>> Voucher Account Distribution <<
01 2012 215100-00000-5672  GOVERNMENTAL RELATIONS          96.69
   Voucher Accounts Total          96.69
PF4=Exit PF7=Bck PF8=Fwr
```



## PIP Basic Concepts (cont'd)

```
***** Document Summary *****
PIP: I210137          Number of Desc Lines: 5   Page: 4__ Of 5
DOCUMENT NOTES
INVOICE NOTES
>>Note entered 04/26/12 by REESE, RHONDA R
RUSH
PLEASE PAY REVOLVING
>>Note modified 04/27/12 by JONES, JULIE J
LEAVE INVOICE RECEIVED DATE AS ENTERED BY
SYSTEM PER MARY MAY
>>Note entered 04/27/12 by JONES, JULIE J
NOT A DUPLICATE PAYMENT, VOUCHER# 2207150 WAS
CANCELLED
>>Note entered 05/03/12 by BINNSON, BONNIE
OK PER PURCHASING,DREW DERRICK, TO BE ON AN L
PF4=Exit PF7=Bck PF8=Fwr
```

```
***** Document Summary *****
PIP: I210137          Number of Desc Lines: 5   Page: 5__ Of 5
DOC WITH A STATE ACCOUNT
PF4=Exit PF7=Bck PF8=Fwr
```

After reviewing the PIP document, you may add routing notes and then approve the document. This will send it along the approval path for your department. You may also add notes to the original purchasing document using [Screen 239](#) (for purchase orders) or [Screen 244](#) (for limited purchases). In the following example, we are entering a routing note by typing “**NOT**” in the *Action* field.

```
Screen: ___          03/05/02 15:42
***** Routing Document Information *****   CC 02
Action: NOT
*ROUTING NOTES
Doc ID      : PIP02I999993      Status: PROPOSED
Doc Summary: Membership
Released by: 09/08/1996 by LOWELL, LONNIE L
**** Invoice Problem Cover Sheet ****
Limited Purch : L700002      Invoice : 5259
PO Doc Creator: LARSEN, LARRY      Voucher : 3001509
User Ref      : 4400000000      Vchr Stat: P-CL
Dept Name     : MIS PROJECT
-- Press PF6 for more PIP information --
PF4---PF5---PF6--
Exit NDoc DSumm
```

**Screen 910 - Routing Notes Pop-Up Window**

```

+-----+
|                                     Document: PRQSAR100001
|
| >> You may add more notes <<
|
| Reason rejected on 04/03/03 by JOHNSON, JULIE J _____
|   NEED MORE INFO ON THE PRODUCT
| _____
| _____
| _____
| _____
| _____
| _____
| _____
+-----+
    
```

The final step is approving the PIP document so it will continue along the department's approval path. Type "APP" in the **Action** field and press <ENTER>. You will get a pop-up window to confirm the approval. Type "Y" and press <ENTER>.

```

+-----+
| Screen: _____ 02/13/04 17:13
| *** Purchasing Document Cover Sheet *** CC SA
|
| Action: APP *Routing Notes Exist*
|
| Doc ID: PRQSAR100001 Status: Rejected
| Requested Action:
|
| Doc Summary +-----+
| Released |
| Attachments | Type 'Y' to confirm approval: _
|
| Requisition |
| Contact Per |
| Dept N +-----+
| Doc Total: 5,450.00 Untransferred Total: 5,450.00
|
| *Document Notes
| PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
| Exit NDoc Summ RHist Audit Notes Headr Items Track
+-----+
    
```

## PIP Basic Concepts (cont'd)

### What a PIP looks like when sent FOR YOUR INFORMATION

Whether sent for Approval or For Your Information, a PIP document will still consist of the same format: PIP0217xxxx. This number is composed of the routing document form (PIP), the campus code (02), and the PIP ID number (17xxxx). When selecting the document from your in-box, you will see the following:

```
Screen: ____ 03/05/02 15:42
          **** Routing Document Information ****      CC 02
Action: ____

          *ROUTING NOTES
Doc ID    : PIP029999993      Status: FYI/NOTIFY
Doc Summary: Membership
Released by: 09/08/2002 by LOWELL, LONNIE L
          **** Invoice Problem Cover Sheet ****
Limited Purch : L700002      Invoice : 5259
PO Doc Creator: LARSEN, LARRY      Voucher : 3001509
User Ref : 4400000000      Vchr Stat: P-CL
Dept Name : MIS PROJECT
          -- Press PF6 for more PIP information --
                                     --PF4---PF5---PF6--
                                     Exit NDoc DSumm
```

Then, by pressing **PF6**, you will see the document summary. This will display the problem code(s), for example, “**NR**” shown on the screen below. Also displayed is the problem description, followed by notes. The notes section is entered by the Fiscal Department when it creates the PIP document. The necessary action, if any, can be found in the description and/or the notes section. The document summary also displays the same purchasing document and invoice information as shown with the “For Your Approval” example.

```
***** Document Summary *****
PIP: I700043      Number of Desc Lines: 5      Page: 1_ Of 5
NR Matching Status = 'No Receiving'. Possible Causes:
1)Cause: No receiving document.
   Solution: Create a receiving document (Scr 321-326).
2)Cause: Receiving document not closed.
   Solution: Close receiving document (Scr 326).
3)Cause: Quantity Received not equal to quantity ordered
and/or not equal to quantity invoiced.
   Solution: Verify all quantities. Correct receiving doc
if receiving qty's are wrong (Scr 321-326). Contact
Fiscal at 5-1373 if invoice qty's are wrong.
NOTES:
                                     PF4=Exit PF7=Bck PF8=Fwrđ
```

After reviewing the PIP document, you can discard the document by typing “**DEL**” in the **Action** field.

```
Screen: ____ 03/05/02 15:42
          **** Routing Document Information ****      CC 02
Action: DEL

          *ROUTING NOTES
Doc ID    : PIP029999993      Status: FYI/NOTIFY
Doc Summary: Membership
Released by: 09/08/2002 by LOWELL, LONNIE L
          **** Invoice Problem Cover Sheet ****
Limited Purch : L700002      Invoice : 5259
PO Doc Creator: LARSON, LARRY      Voucher : 3001509
User Ref : 4400000000      Vchr Stat: P-CL
Dept Name : MIS PROJECT
          -- Press PF6 for more PIP information --
                                     --PF4---PF5---PF6--
                                     Exit NDoc DSumm
```

# PIP Document Browse

Use [Screen 292](#) to view information about a PIP when you know the PIP number. Place your cursor on the desired PIP number, or type "X" in the **Sel** (Select) field, and press **PF6** to view details.

## Screen 292 – PIP Document Browse

292 PIP Document Browse								05/16/12 9:58AM
Screen: ___ PIP: I2040__								FY 2012 CC 02
PIP	For	Invoice	Rt	Modify	Modify			
Sel Number	Type	Document	Number	Cd	Date	Time	By User	
---	---	-----	-----	---	-----	-----	-----	
- I204000	FYI	P200847	XFMR27N61	FN	01/30/12	15:40	NAVC02P	
- I204001	FYI	L213101	L213101	FN	01/31/12	07:56	STEC02P	
- I204002	FYI	L212807	L212807	FN	01/31/12	08:21	STEC02P	
- I204003	FYI	L212806	L212806	FN	01/31/12	08:30	STEC02P	
- I204004	FYI	E213855	E213855	FN	01/31/12	08:32	GILB02P	
- I204005	FYI	L212807	L212807	FN	01/31/12	08:36	STEC02P	
- I204006	FYI	E213690	E213690	FN	01/31/12	08:37	GILB02P	
- I204007	FYI	E213700	E213700	FN	01/31/12	08:56	GILB02P	
- I204008	FYI	L213137	L213137	FN	01/31/12	09:01	STEC02P	
- I204009	FYI	E213696	E213696	FN	01/31/12	09:15	AHRM02P	
- I204010	FYI	E213911	E213911	FN	01/31/12	09:26	AHRM02P	
- I204011	FYI	E213698	E213698	FN	01/31/12	09:41	AHRM02P	

More records - Press ENTER to scroll

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

## Basic Steps

- Enter a PIP number in the **PIP** field, or press <ENTER> to scroll down and search for a specific document or PIP number.
- Place cursor in the **Sel** field next to the desired PIP number and press **PF6** to view detail about the PIP.

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

### Action Line

**PIP:** 7 character/digits  
Enter a valid PIP number.

### Screen Information

**Sel:** 1 character  
Type "X" and press **PF6** to select a PIP and display the PIP information.

**PIP Number:** 7 character/digits  
Displays the PIP number.

**Type:** 3 characters  
Shows the type of PIP.  
 FYA = For your approval  
 FYI = For your information  
 FRA = For return approval

## Screen 292 - PIP Document Browse (cont'd)

---

<b>For Document:</b>	7 character/digits Indicates the document number that has a problem or has been corrected.
<b>Invoice Number:</b>	14 digits Shows the invoice number that is associated with the original document and the PIP document.
<b>Rt Cd:</b>	2 characters Identifies the routing status. Blank = In Process RJ = Rejected RC = Recalled DL = Deleted EL = Exec level RL = Regulatory level PL = Processing level CO = Completed
<b>Modify Date:</b>	6 digits Indicates the date the document was last modified.
<b>Modify Time:</b>	4 digits Shows the time the document was last modified.
<b>By User:</b>	7 characters/digits Identifies the user ID and name of the person performing the action on the document.

### **Additional Functions**

<b>PF KEYS</b>	See the Appendix for a detailed description of the standard PF keys.
<b>PF6</b>	<b>View</b>
<b>View</b>	Displays the invoice problem in detail.

# PIP Browse by Purchasing Document

Use [Screen 293](#) to identify PIPs associated with a Purchasing Document. You may not know the PIP number, but you can use the purchasing document number as a starting point. This screen is useful when you need to view all PIPs for a specific document.

## Screen 293– PIP Browse by Purchasing Document

```
293 PIP Browse by Purch. Document                                05/16/12 10:00AM
                                                                FY 2012 CC 02
Screen:  ___ Doc:  _____

   Doc      PIP      Invoice      Rt      Modify      Modify
Sel Number  Number  Type      Number  Cd      Date      Time      By User
-----
- A122117  I114428  FYI      A122117  FN      08/30/11  16:38  STEC02P
- A122132  I203050  FYI      D814205  FN      12/15/11  13:20  GILB02P
- A122132  I203843  FYA      D814205  FN      01/23/12  08:30  GILB02P
- A122150  I200075  FYI      000-05   FN      09/08/11  16:58  STEC02P
- A122151  I114592  FYI      A122151  FN      09/06/11  11:15  STEC02P
- A122152  I200074  FYI      A122152  FN      09/08/11  16:54  STEC02P
- A122171  I200024  FYI      6490     FN      09/08/11  11:13  STEC02P
- A122171  I200025  FYI      6490     FN      09/08/11  11:16  STEC02P
- A122171  I200539  FYA      6490     CN      09/26/11  09:01  STEC02P
- A122171  I202675  FYI      6490     FN      12/06/11  14:28  STEC02P
- A122171  I202785  FYI      6490     FN      12/08/11  11:06  STEC02P
- A122179  I200069  FYI      23       FN      09/08/11  15:33  STEC02P

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

## Basic Steps

- Enter a purchasing document number in the **Doc** field, or press <ENTER> to scroll down and search through the PIPs available.
- Place the cursor in the **Sel** field next to the desired PIP and press **PF6** to view details.

## PIP Types

### FYA (for your approval)

Approve and route forward to a person or desk as a For Your Approval document. This is done when you wish a person to approve a document and they are not in the path for that document. Key in the name of the person or the name of the desk to receive the document for approval in the pop-up window that appears when you enter this action.

### FYI (for your information)

Send a copy of the document to another person or desk not on the document path. Key in the name of the person or name of the desk to receive the information or notification copy.

## Screen 293 - PIP Browse by Purchasing Document (cont'd)

---

**FRA** (for return approval)      Send to another person or desk for approval, and then document returns to the sender. The sender will not approve the document until it returns with the additional approval.

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

#### Action Line

**Doc:**                                7 character/digits  
Enter a valid purchasing document number.

#### Screen Information

**Sel:**                                1 character  
Type "X" and press **PF6** to select a PIP and display the PIP information.

**Doc Number:**                7 character/digits  
Displays the document number.

**PIP Number:**                7 character/digits  
Displays the PIP number.

**Type:**                            3 characters  
Shows the type of PIP.  
FYA = For your approval  
FYI = For your information  
FRA = For return approval

**Invoice Number:**        14 characters/digits  
Indicates the invoice number that is associated with the document.

**Rt Cd:**                            2 characters  
Shows the routing status.  
Blank = In Process  
RJ = Rejected  
RC = Recalled  
DL = Deleted  
EL = Exec level  
RL = Regulatory level  
PL = Processing level  
CO = Completed

**Modify Date:**                6 digits  
Indicates the date the document was last modified.

**Modify Time:**                4 digits  
Shows the time the document was last modified.

## Screen 293 - PIP Browse by Purchasing Document (cont'd)

---

**By User:** 7 characters/digits  
Identifies the user ID and name of the person performing the action on the document.

### **Additional Functions**

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

**PF6** **View**  
**View** Displays the invoice problem in detail.



# PIP Document Browse by Invoice

Use [Screen 294](#) to access PIP information when you know the invoice number. This screen is helpful when you need to view invoices that have had PIPS.

## Screen 294– PIP Browse by Invoice

294 PIP Browse by Invoice								05/16/12 10:02AM
Screen: _____ Invoice: N3247090_____								FY 2012 CC 02
Sel	Invoice Number	Doc Number	PIP Number	Type	Rt Cd	Modify Date	Modify Time	By User
-	N3247090	P802778	I207078	FYI	FN	05/07/12	11:08	NAVC02P
-	N32705	L207327	I202498	FYA	CN	11/30/11	16:51	NAVC02P
-	N33055	L214264	I204790	FYI	FN	02/20/12	13:57	NAVC02P
-	N33560057	P603457	I612439	FYA	FN	06/19/06	06:57	NAVC02P
-	N33838	L214265	I204791	FYI	FN	02/20/12	13:58	NAVC02P
-	N34543199	Z615262	I615849	FYA	CN	08/21/06	13:20	JOHP02P
-	N3487831	L906025	I901485	FYI	FN	10/07/08	11:42	NAVC02P
-	N35591057	P603427	I612846	FYA	CN	06/27/06	14:54	WANA02P
-	N36725	L214861	I205072	FYI	FN	02/24/12	16:04	STEC02P
-	N37377	L214841	I205071	FYI	FN	02/24/12	16:03	STEC02P
-	N37699	E713038	I715412	FYA	FN	06/22/07	14:52	SMGR02P
-	N38742	L215715	I205552	FYI	FN	03/06/12	12:49	NAVC02P

More records - Press ENTER to scroll

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

## Basic Steps

- Enter an invoice number in the **Invoice** field or press <ENTER> to scroll down and search through the invoices displayed.
- Place the cursor in the **Sel** field next to an invoice number and press **PF6** to view detail about the PIP.

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

### Action Line

**Invoice:** 4 characters/digits  
Enter a valid invoice number.

### Screen Information

**Sel:** 1 character  
Type "X" and press **PF6** to select a PIP and display the PIP information.

**Invoice Number:** 14 digits/characters  
Indicates the invoice number that is associated with the PIP document.

**Doc Number:** 7 character/digits  
Displays the document number.

## Screen 294 – PIP Browse by Invoice (cont'd)

---

<b>PIP Number:</b>	7 character/digits Displays the PIP number.
<b>Type:</b>	3 characters Shows the type of PIP. FYA = For your approval FYI = For your information FRA = For return approval
<b>Rt Cd:</b>	2 characters Shows the routing status. Blank = In Process RJ = Rejected RC = Recalled DL = Deleted EL = Exec level RL = Regulatory level PL = Processing level CO = Completed
<b>Modify Date:</b>	6 digits Indicates the date the document was last modified.
<b>Modify Time:</b>	4 digits Shows the time the document was last modified.
<b>By User:</b>	7 characters/digits Identifies the user ID and name of the person who took action on the document.

### **Additional Functions**

<b>PF KEYS</b>	See the Appendix for a detailed description of the standard PF keys.
<b>PF6</b>	<b>View</b>
<b>View</b>	Displays the invoice problem in detail.

# Section IV

## Invoicing Inquiry

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# Invoicing Inquiry Basic Concepts

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## Invoice Browse Process

### Position the Listing

The invoice listing may be positioned by entering a purchase order number in the **Doc** field. The document number specified will be displayed on the first information line of the listing.

### Vendor Search and Select

Vendor search and selection is available for all vendor ID numbers. If the vendor ID is unknown, enter an asterisk (\*) in the **Vendor** field and press <ENTER> to access a pop-up window. This window will display a list of vendors and their ID numbers. Type an "X" to the left of the desired vendor and press <ENTER> to select the vendor and return to Screen 351. Press **PF4** if you wish to return to Screen 351 without selecting a vendor.

## Status Codes

### Document Status

The status field is used to group documents by their levels of processing. This field indicates whether or not the document is available for further corrections. Sample values include the following:

VALUE	MEANING
IP	In Process (open and available for additions/corrections)
RE	ReOpened (re-opened for additions/corrections)
CL	Closed (not currently available for additions/corrections)
CN	Cancelled (removed from the system)
CO	Completed (no longer available for corrections)

### Matching Status

The matching status field indicates whether or not all information has been processed for the document. All information must be processed before the documents may be completed. Valid values include the following:

VALUE	MEANING
NR	No Receiving (no receiving processed or did not match)
MF	Matched (Forced)
MS	Matched (Successfully)

## Invoicing Inquiry Basic Concepts (cont'd)

---

### **Routing Status**

The routing status field indicates a document's progress through the routing and approval system. Valid values include the following:

VALUE	MEANING
RJ	Rejected and sent back to the creator
RC	Recalled
DL	Routing at the <b>Departmental</b> level
EL	Routing at the <b>Executive</b> level
RL	Routing at the <b>Regulatory</b> level
PL	Routing at the <b>Processing</b> level
CO	Successfully completed routing and approval

### **Voucher Status**

The voucher status field indicates the level of system processing of the voucher. Valid values include the following:

VALUE	MEANING
Blank	No Pending Voucher has been Created
PEND	Pending Voucher has been Created
P-CL	Pending Voucher has been Closed
CYCL	Pending Voucher is in Cycle
PAID	Pending Voucher has been Paid
RECN	Pending Voucher has been Reconciled

# List Invoices by Purchase Order Number

To access invoice information when you know the purchase order (PO) number, use [Screen 350](#). This screen provides summary information about invoices sorted by their PO numbers.

A specific invoice may be viewed by typing an "X" in the S (select) column and pressing <ENTER>. The system will then take you to [Screen 358](#) to show you more detailed information about that invoice.

## Screen 350 - Invoice Inquiry by PO Document

350 Invoice Inquiry by PO Document										05/16/12 10:04	
Screen: ___ Doc: P200001										FY 2012 CC 02	
										Pg 1__ of 1 Viewed Pg(s)	
N	P	Nbr		M		Invoice					
S	T	Doc	I	Invoice	I	Invoice Tot	St	Voucher	St	Date	Vndr Name
-		P200001	98291694	1	11708.16	CO 1604810	MS	05/04/11	APPLIED	A	
-		P200001	98291695	1	11708.16	CO 1604830	MS	05/04/11	APPLIED	A	
-		P200001	98291696	1	4605.36	CO 1604837	MS	05/04/11	APPLIED	A	
-		P200002	3074	2	1071.00	CO 1616787	MS	09/28/11	BIOTEX	BI	
-		P200002	3080	2	1071.00	CO 1629725	MS	10/26/11	BIOTEX	BI	
-		P200002	3088	2	1071.00	CO 1637810	MS	11/17/11	BIOTEX	BI	
-		P200002	3096	2	1071.00	CO 1651469	MS	12/13/11	BIOTEX	BI	
-		P200002	3101	2	1071.00	CO 1660616	MS	01/12/12	BIOTEX	BI	
-		P200002	* 3110	2	1071.00	CO 1672008	MS	02/07/12	BIOTEX	BI	
-	*	P200002	3121	2	1071.00	CO 1702431	MS	04/14/12	BIOTEX	BI	
-		P200003	50284600	1	7319.04	CO 1604832	MS	05/24/11	GI HEALTH		
-	*	P200004	10205	1	6174.00	CO 1604861	MS	09/01/11	ALDI ALIA		
-		P200005	900388770	1	90.00	CO 1623505	MS	09/29/11	SIELY SWE		

\*\*\* Press ENTER To view more Items \*\*\*

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

Hmenu Help EHelp SqMlt Bkwd Frwd

## Basic Steps

- Type a specific purchase order number in the **Doc** field and press <ENTER> to display it at the top of the list. You may use the backward and forward PF keys at the bottom of the screen to scroll through the invoice list. You may also type a page number in the **Pg** field to quickly move to a specific page.
- Place your cursor on a line displayed for an invoice and press **PF5** to view SciQuest Multi-Voucher invoice information (if it is a SciQuest invoice).
- Type an "X" in the **S** (select) column to the left of a document and press <ENTER> to advance to [Screen 358](#), where detailed invoice information will be displayed.

## Invoice Browse Process

### Position the Listing

The invoice listing may be positioned by entering a purchase order number in the **Doc** field. The document number specified will be displayed on the first information line of the listing.

## Screen 350 – Invoice Inquiry by PO Document (cont'd)

---

### **Document Status**

The status field is used to group documents by their levels of processing. This field indicates whether or not the document is available for further corrections. Sample values include the following:

<b>Value</b>	<b>Meaning</b>
IP	In Process (open and available for additions/corrections)
RE	Re-opened (re-opened for additions/corrections)
CL	Closed (not currently available for additions/corrections)
CN	Cancelled/Deleted (removed from the system)
CO	Completed (no longer available for corrections)

### **Matching Status**

The matching status field indicates whether or not all information has been processed for the document. All information must be processed before the documents may be completed. Valid values include the following:

<b>Value</b>	<b>Meaning</b>
NR	No Receiving (meaning no receiving processed or did not match)
MF	Match Forced
MS	Match Successful

### **PF Keys**

The PF keys are used to provide additional information for a particular document. To select a document with a PF key, first move the cursor to the desired line by tabbing or by using the arrow keys. Then, press the PF key to display additional information.

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

### **Action Line**

<b>Doc:</b>	7 character/digits Identify the first document number to display, if desired.
<b>Pg ___ of ___ Viewed Pg(s):</b>	3 digits Shows the number of the current page as well as the number of pages to be viewed. You may enter the desired page number to advance to a specific page.

### **Screen Information**

<b>S:</b>	1 character Type "X" and press <ENTER> to select an invoice for display on <u>Screen 358</u> .
<b>NT:</b>	1 character An asterisk (*) indicates that there are notes attached to the invoice.



## Screen 350 – Invoice Inquiry by PO Document (cont'd)

---

<b>Doc:</b>	7 character/digits Identifies the document number associated with the invoice.
<b>PI:</b>	1 character An asterisk (*) in this field indicates that a PIP (purchasing invoice problem) has been processed for this invoice.
<b>Invoice:</b>	14 characters/digits Displays the invoice number. This number is used to identify the invoice header (created on <a href="#">Screen 340</a> or <a href="#">Screen 341</a> ).
<b>Nbr Itm:</b>	3 digits Shows the number of items processed on the invoice.
<b>Invoice Tot:</b>	14 digits Displays the total dollar amount processed for the invoice.
<b>St:</b>	<b>PF2 Help</b> 3 characters Displays the status of the document. For example: SI = SciQuest In Process SC = SciQuest Closed IP = In Process CL = Closed CN = Cancelled / Deleted RE = Re-opened for process CO = Completed
<b>Voucher:</b>	<b>PF2 Help</b> 7 digits Identifies the pending voucher number assigned when the invoice was processed.
<b>M St:</b>	<b>PF2 Help</b> 2 characters Displays the matching status for the specified document. MS = Match Successful NR = No Receiving MF = Match Forced UM = UOM Mismatch
<b>Invoice Date:</b>	6 digits Indicates the date the invoice was processed by FAMIS.
<b>Vndr Name:</b>	9 characters Identifies the name of the vendor for the specified purchase.

### **Additional Functions**

<b>PF KEYS</b>	See the Appendix for an explanation of the standard PF keys.
<b>PF5</b>	<b>SciQuest Multi-Voucher</b>
<b>SqMlt</b>	If this is a SciQuest invoice, the SciQuest Multi-Voucher invoice information will be displayed.

# List Invoices by Vendor

You may display all invoices for a specific vendor using [Screen 351](#). Invoice header records for a vendor are displayed sorted by Purchase Order (PO) document number. You may key in a PO document number as a starting point.

## Screen 351 - Invoice Inquiry by Vendor

351 Invoice Inquiry by Vendor										05/16/12 10:08	
XERON CORP										FY 2012 CC 02	
Screen: ___		Vendor: 1vvvvvvv20H		Doc: _____		Pg 1__ of ___		1 Viewed Pg(s)			
S	T	Doc	I	Invoice	Nbr Itm	Invoice Tot	St	Voucher	St	M Invoice Date	Doc Summ
-	-	L626725	*	193297147	1	66.99	CO	5151636	MS	12/02/05	TONER - C
-	-	L812003		100655811	1	147.00	CO	5021202	MS	10/12/07	STAPLES-C
-	-	L812003		100655809	2	87.63	CO	5021208	MS	10/16/07	STAPLES-C
-	-	L812003	*	100655810	1	158.00	CO	5021214	MS	10/16/07	STAPLES-C
-	-	L812003		100655812	2	155.63	CO	5021264	MS	10/16/07	STAPLES-C
-	-	L812003		100838032	1	147.00	CO	5032632	MS	10/31/07	STAPLES-C
-	-	P002466	*	048772818	7	506.48	CO	1323064	MS	07/01/10	XERON WOR
-	-	P102226		055225599	2	359.39	CO	1527689	MS	06/06/11	XERON COP
-	-	P705551		027515497	2	209.24	CO	5006916	MS	09/03/07	XERON COP

\*\*\* End of Items List \*\*\*

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

## Basic Steps

- Type a vendor ID number in the **Vendor** field.
- If desired, type a specific document number to place it at the top of the list displayed.
- Press <ENTER> to view a complete list of all invoices for the specified vendor.
- Type an "X" in the **S** (Select) field to the left of a document number and press <ENTER> to select the document and advance to [Screen 358](#), where additional detailed invoice information will be displayed.

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

### Action Line

- ◆ **Vendor:** \* Help 11 digits  
Identify the vendor whose invoice information is to be displayed.
- Doc:** 7 character/digits  
Enter a specific PO document number to be displayed at the top of the list.
- Pg \_\_\_ of \_\_\_** 3 digits
- Viewed Pg(s):** Shows the number of the current page and the number of pages to be viewed.  
You may enter the desired page number to advance to a specific page.

### Screen Information

- S:** 1 character  
Type an "X" in this field to select an invoice for display on [Screen 358](#).

## Screen 351 – Invoice Inquiry by Vendor (cont'd)

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<b>NT:</b>	1 character An asterisk (*) indicates that there are notes attached to the invoice.
<b>Doc:</b>	7 character/digits Identifies the document number associated with the invoice.
<b>PI:</b>	1 character An asterisk (*) in this field indicates that a PIP (purchasing invoice problem) has been processed for this invoice.
<b>Invoice:</b>	14 characters/digits Displays the invoice number. This number is used to identify the invoice header (created on <a href="#">Screen 340</a> or <a href="#">Screen 341</a> ).
<b>Nbr Itm:</b>	3 digits Shows the number of items processed on the invoice.
<b>Invoice Tot:</b>	14 digits Displays the total dollar amount processed for this invoice.
<b>St:</b>	<b>PF2 Help</b> 2 characters Indicates status of the invoice. SI = SciQuest In Process SC = SciQuest Closed IP = In Process CL = Closed CN = Cancelled/Deleted RE = Reopened for process CO = Completed
<b>Voucher:</b>	<b>PF2 Help</b> 7 digits Identifies pending voucher number assigned when the invoice was processed.
<b>M St:</b>	2 characters Displays the matching status for the specified document. MS = Match Successful NR = No Receiving MF = Match Forced UM = UOM Mismatch
<b>Invoice Date:</b>	8 digits Indicates the date the invoice was processed by the system.
<b>Doc Summ:</b>	11 characters Displays a brief summary of the document as a whole

### **Additional Functions**

<b>PF KEYS</b>	See the Appendix for an explanation of the standard PF keys.
<b>PF5 SqMlt</b>	<b>SciQuest Multi-Voucher</b> If this is a SciQuest invoice, the SciQuest Multi-Voucher invoice information will be displayed.

# Invoice Inquiry by Document Status

Screen 352 enables you to view invoices by document status. Select an invoice to view additional information about the invoice on Screen 358.

## Screen 352 - Invoice Inquiry by Document Status

352 Invoice Inquiry by Document Status										05/16/12 10:11							
										FY 2012 CC 02							
Screen: ___		Status: <b>CO</b>		Doc: _____						Pg 4__ of 4 Viewed Pg(s)							
N	S	T	St	Doc	P	I	Invoice	Nbr	Itm	Invoice Tot	Voucher	St	M	Invoice	Date	Vndr	Name
-	*	CO	A000032				209821	1		54.00	1278779	MS			02/09/10	TOPS OFFIC	
-		CO	A000033				D268727	1		59.34	1267675	MS			02/05/10	JOHN J*JO	
-		CO	A000034	*			1271	1		200.00	1266033	MS			02/15/10	MILLY*MILL	
-		CO	A000035				70670	1		643.99	1265539	MS			02/11/10	C C COLLE	
-		CO	A000036				1807.32	1		650.00	1266023	MS			02/12/10	SQUARE ST	
-		CO	A000037				15021243	1		161.85	1265564	MS			02/10/10	KENNEDY	
-		CO	A000038				70706	1		656.15	1265467	MS			02/12/10	C C COLLE	
-		CO	A000039				A000039	1		330.00	1285210	MS			02/13/10	RUTH'S RI	
-		CO	A000040				D682969	1		84.91	1267149	MS			01/27/10	JOHN J*JO	
-		CO	A000041				A001472	1		235.00	1265574	MS			02/11/10	TEXAS AGR	
-		CO	A000042				5441523262	1		420.00	1269362	MS			01/22/10	SIELENS S	
-		CO	A000043				208-2010	1		110.00	1265854	MS			02/06/10	BIG BUILDE	
-		CO	A000044				270122	1		4997.50	1265607	MS			12/09/09	UNITED UN	

\*\*\* Press ENTER To view more Items \*\*\*

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

## Basic Steps

- Type the desired invoice status in the Status field.
- If desired, type a specific document number to place it at the top of the list displayed.
- Press <ENTER> to view a list of all invoices for the specified status.
- Type an "X" in the S (Select) field to the left of a document number and press <ENTER> to select the document and advance to Screen 358, where additional detailed invoice information will be displayed.

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

### Action Line

- Status:** 11 digits  
Identify the desired invoice status of the documents to be displayed.
- Doc:** 7 character/digits  
Enter a specific PO document number to be displayed at the top of the list.
- Pg \_\_\_ of \_\_\_ Viewed Pg(s):** 3 digits  
Shows the number of the current page as well as the number of pages to be viewed. You may enter the desired page number to advance to a specific page.

### Screen Information

- S:** 1 character  
Type an "X" in this field to select an invoice for display on Screen 358.

## Screen 352 – Invoice Inquiry by Document Status (cont'd)

---

<b>NT:</b>	1 character An asterisk (*) indicates that there are notes attached to the invoice.
<b>St:</b>	2 characters Indicates status of the invoice. SI = SciQuest In Process SC = SciQuest Closed IP = In Process CL = Closed CN = Cancelled/Deleted RE = Reopened for process CO = Completed
<b>PI:</b>	1 character An asterisk (*) in this field indicates that a PIP (purchasing invoice problem) has been processed for this invoice.
<b>Invoice:</b>	14 characters/digits Displays the invoice number. This number is used to identify the invoice header (created on <a href="#">Screen 340</a> or <a href="#">Screen 341</a> ).
<b>Nbr Itm:</b>	3 digits Shows the number of items processed on the invoice.
<b>Invoice Tot:</b>	<a href="#">PF2 Help</a> 14 digits Displays the total dollar amount processed for this invoice.
<b>Voucher:</b>	<a href="#">PF2 Help</a> 7 digits Identifies the pending voucher number assigned when the invoice was processed.
<b>M St:</b>	<a href="#">PF2 Help</a> 2 characters Displays the matching status for the specified document. MS = Match Successful NR = No Receiving MF = Match Forced UM = UOM Mismatch
<b>Invoice Date:</b>	8 digits Indicates the date the invoice was processed by the system.
<b>Vndr Name:</b>	9 characters Displays the name of the vendor.

### **Additional Functions**

<b>PF KEYS</b>	See the Appendix for an explanation of the standard PF keys.
<b>PF5</b>	<b>SciQuest Multi-Voucher</b>
<b>SqMlt</b>	If this is a SciQuest invoice, the SciQuest Multi-Voucher invoice information will be displayed.

# Invoice Document Inquiry

Detailed invoice information, including status information, is displayed on [Screen 358](#). Additional information is available by selecting an item and advancing to [Screen 359](#).

## Screen 358 - Invoice Document Inquiry

```

358 Invoice Document Inquiry                                05/16/12 10:14
                                                           FY 2012 CC 02
Screen: ___ Doc: A000008 Inv: 1000299994___
Vendor: 17vvvvvvvv3 ACETYL OXYGEN CO DBA*AOC BUILDING Voucher: 1266270
Inv Amount: 62.42 Status: CO 02/22/2010 Vchr FY: 2010
Inv Dt: 01/11/2010 Matched St: MS Match Successfu Encl Cd:
Inv Rcvd Dt: 02/17/2010 Routing St: PO Liq Ind: P
Terms: Voucher St: RECN Posted: Y
Orig Inv: SciQuest Inv:
Force Pymt: N Reason:

Last Modified by: GALE, GLENDA G Date: 02/22/2010
Itm Conv Inv
S Nbr Quantity UOM UOM Unit Price Ext Price Item Description
-----
_ 001 1.00 EA EA 51.3400 51.34 NITROGEN, REFRIGERATED
_ 002 1.00 EA EA 3.0800 3.08 ENERGY SURCHARGE
_ 003 1.00 EA EA 8.0000 8.00 HAZARDOUS MATERIAL SURC

*** End of Items List ***
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help EHelp SqMlt PIP Audit Notes
  
```

## Basic Steps

- Type document and invoice numbers in the fields provided.
- Press <ENTER> to display the invoice information. Each line item will be listed at the bottom of the screen.
- Type an “X” in the **S** (Select) field to the left of a line item number to select it and advance to [Screen 359](#), where additional invoice information is displayed.

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

### Action Line

- ◆ **Doc:** 7 character/digits  
Identify the PO document number used to create the invoice header.
- ◆ **Inv:** 14 digits  
Indicate the invoice number used to create the invoice header.

### Screen Information

- Vendor:** 11 digits  
Identifies the vendor ID number and name on the invoice.
- Voucher:** PF2 Help 7 digits  
Identifies the voucher number assigned when the pending voucher was created for the document.
- Inv Amount:** PF2 Help 11 digits  
Displays the total dollar amount of the invoice.

## Screen 358 – Invoice Document Inquiry (cont'd)

---

<b>Status:</b>	<b>PF2 Help</b> 2 characters Identifies the status of the invoice as well as the date the status was assigned to the invoice. SI = SciQuest In Process SC = SciQuest Closed IP = In Process CL = Closed CN = Cancelled/Deleted RE = Reopened for process CO = Completed
<b>Vchr FY:</b>	<b>PF2 Help</b> 4 digits Displays the fiscal year in which the voucher was processed.
<b>Inv Dt:</b>	8 digits Indicates the date on the invoice.
<b>Matched St:</b>	2 characters Displays the matching status for the specified document. MS = Match Successful NR = No Receiving MF = Match Forced UM = UOM Mismatch
<b>Encl Cd:</b>	1 digit Shows the code for how enclosures are to be handled. <b>This will force separate checks for local vouchers.</b> Vouchers will be grouped by identical codes.
<b>Inv Rcvd Dt:</b>	8 digits Displays the date the invoice was received.
<b>Routing St:</b>	2 characters Indicates a document's status through the routing and approval system.
<b>PO Liq Ind:</b>	<b>PF2 Help</b> 1 character Displays the PO liquidation indicator that is used to indicate whether the encumbrances for the document have been fully liquidated (F), partially liquidated (P), or not liquidated (N).
<b>Terms:</b>	6 digits/3 digits/1 character/3 digits Identifies the payment terms for the invoice. (Ex: 2/10/n/30 - 2% discount if paid before the 10th, pay net amount if paid after the 10th and by the 30th.)
<b>Voucher St:</b>	4 characters Indicates the status of the voucher. Examples: outstanding (OUT), reconciled (RECN), paid (PAID), and in cycle (CYCL).
<b>Posted:</b>	<b>PF2 Help</b> 1 character "Y" indicates a pending voucher has been posted to the system.

## Screen 358 – Invoice Document Inquiry (cont'd)

---

<b>Orig Inv:</b>	<b>PF2 Help</b> 14 digits Indicates the invoice number entered on the original invoice (if this is a follow-up invoice).
<b>SciQuest Inv:</b>	12 digits Identifies the SciQuest invoice number.
<b>Force Pymt:</b>	<b>PF2 Help</b> 1 character “Y” indicates payment for the invoice has been forced.
<b>Reason:</b>	<b>PF2 Help</b> 70 characters Displays the reason for the forced payment.
<b>Last Modified By:</b>	25 characters Shows the person’s name who last modified document.
<b>Date:</b>	8 digits Displays the session date entered on the batch header.
<b>S:</b>	1 character Type “X” and press <ENTER> to select an invoice for display on <a href="#">Screen 359</a> .
<b>Itm Nbr:</b>	3 digits Identifies the number for the specified line item.
<b>Quantity:</b>	10 digits Indicates the item quantity invoiced.
<b>UOM:</b>	<b>PF2 Help</b> 4 characters Displays the unit of measure for the item as invoiced.
<b>Conv UOM:</b>	<b>PF2 Help</b> 4 characters Represents the converted item unit of measure (if needed to match the PO).
<b>Unit Price:</b>	12 digits Displays the dollar amount to be paid per unit of measure for the line item.
<b>Inv Ext Price:</b>	12 digits Indicates the total extended price for the item, as calculated by the system.
<b>Item Description:</b>	25 characters Displays a brief description of the specified line item.

### **Additional Functions**

<b>PF KEYS</b>	See the Appendix for an explanation of the standard PF keys.
<b>PF5 SqMlt</b>	<b>SciQuest Multi-Voucher</b> If this is a SciQuest invoice, the SciQuest Multi-Voucher invoice information will be displayed.



## Screen 358 – Invoice Document Inquiry (cont'd)

---

<b>PF6 PIP</b>	<b>Purchasing Invoice Problems</b> Used to display any purchasing invoice problems (PIPs) associated with the selected invoice.
<b>PF7 Audit</b>	<b>Audit</b> View the audit information for the selected Vendor.
<b>PF9 Notes</b>	<b>Notes</b> Free form notes can be entered on a document. These are online reference notes regarding the document. <span style="border: 1px solid black; padding: 2px;">They will <i>not</i> be printed.</span>

# Invoice Line Item Summary

Screen 359 displays detailed invoice line item information for a valid purchase order (PO) number, invoice number, and line item number.

## Screen 359 - Invoice Item Summary

```

359 Invoice Item Summary                                05/16/12 10:15
                                                    FY 2012 CC 02

Screen: ___ Doc: A000019 Inv: 1442041 Item: 2__
Vendor: 1vvvvvvvvv1 RARE INSTRUMENTS Voucher: 1268849
Inv Amount: 144.08 Status: CO 02/26/2010 Vchr FY: 2010
Inv Dt: 02/18/2010 Matched St: MS Match Successfu Encl Cd:
Inv Rcvd Dt: 02/25/2010 Routing St: PO Liq Ind:
Terms: Voucher St: RECN Posted: Y

Item Desc: P1000 TIPS WITH BOX

Last Modified by: SAMPSON, SHEILA S Date: 02/26/2010

Quantity UOM Unit Price Extended Price
-----
This Invoice: 1.00 EA 36.0200 36.02
Converted: 1.00 EA 36.0200
Total Ordered: 1.00 EA 36.0200 36.02
Received for PO:
UOM Error:

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help EHelp SqMlt PIP Audit Addr Notes Accts IDesc
    
```

## Basic Steps

- Type document, invoice, and item numbers in the fields provided, and press <ENTER> to display the invoice line item summary.
- Press **PF5** to view SciQuest Multi-Voucher invoice information (if it is a SciQuest invoice).
- Use the additional PF keys at the bottom of the screen to view additional detail about the invoice.

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

### Action Line

- ◆ **Doc:** 7 character/digits  
Identify the PO document number used to create the invoice header.
- ◆ **Inv:** 14 digits  
Indicate the invoice number to display.
- ◆ **Item:** 3 digits  
Identify the desired line item number.

### Screen Information

- Vendor:** PF2 Help 11 digits  
Identifies the vendor ID number and name on the invoice.
- Voucher:** PF2 Help 7 digits  
Identifies the voucher number assigned when the pending voucher was created for the invoice.

## Screen 359 – Invoice Item Summary (cont'd)

---

<b>Inv Amount:</b>	<b>PF2 Help</b> 11 digits Displays the total dollar amount processed for this invoice.
<b>Status:</b>	<b>PF2 Help</b> 2 characters Shows the status of the invoice. The status code is used to indicate the level of processing on the invoice and the date the status was assigned to the invoice.
<b>Vchr FY:</b>	<b>PF2 Help</b> 2 characters Displays fiscal year of the voucher.
<b>Inv Dt:</b>	8 digits Indicates the date the invoice was processed by FAMIS.
<b>Matched St:</b>	<b>PF2 Help</b> 2 characters Displays the matching status for the document.
<b>Encl Cd:</b>	1 digit Shows the code for how enclosures are to be handled. <b>This will force separate checks for local vouchers.</b> Vouchers will be grouped by identical codes.
<b>Inv Rcvd Dt:</b>	8 digits Displays the date the invoice was received.
<b>Routing St:</b>	2 characters Shows the status of a document's progress through the routing and approval system.
<b>PO Liq Ind:</b>	<b>PF2 Help</b> 1 character Displays the PO Liquidation Indicator, used to identify whether the encumbrances for the document have been fully liquidated (F), partially liquidated (P), or not liquidated (N).
<b>Terms:</b>	6 digits/3 digits/1 character/3 digits Identifies the payment terms for the invoice. (Ex: 2/10/n/30 - 2% discount if paid before the 10th, pay net amount if paid after the 10th and by the 30th.)
<b>Voucher St:</b>	4 characters Displays the processing status of the voucher.
<b>Posted:</b>	<b>PF2 Help</b> 1 character "Y" indicates a pending voucher has been posted to the system.
<b>Item Desc:</b>	30 characters Displays a brief description of the selected item.
<b>Last Modified by:</b>	25 characters Identifies the name of the last person to modify the invoice item.
<b>Date:</b>	8 digits Displays the session date entered on the batch header.

## Screen 359 – Invoice Item Summary (cont'd)

---

### ***This Invoice:***

- Quantity:** 10 digits  
Identifies the quantity invoiced from the invoice for the selected item.
- UOM:** [PF2 Help](#) 4 characters  
Indicates the unit of measure for the specified line item.
- Unit Price:** 12 digits  
Displays the price per unit ordered from the invoice for the selected item.
- Extended Price:** 12 digits  
Shows the item extended price from the invoice.

### ***Converted:***

- Quantity:** [PF2 Help](#) 10 digits  
Displays the quantity after converted to match purchase order.
- UOM:** [PF2 Help](#) 4 characters  
Indicates the unit of measure for the specified line item after conversion to match the purchase order.
- Unit Price:** [PF2 Help](#) 12 digits  
Displays the item unit price after being converted to match the purchase order.
- Extended Price:** 12 digits  
Shows the item extended price from the invoice.

### ***Total Ordered:***

- Quantity:** [PF2 Help](#) 10 digits  
Indicates the total quantity of the selected item ordered.
- UOM:** [PF2 Help](#) 4 characters  
Indicates the unit of measure for the specified line item as ordered.
- Unit Price:** [PF2 Help](#) 12 digits  
Displays the item unit price as ordered.
- Extended Price:** [PF2 Help](#) 12 digits  
Displays the item extended price as ordered.

### ***Received for PO:***

- Quantity:** [PF2 Help](#) 10 digits  
Indicates the total number of the item received to date.
- UOM:** [PF2 Help](#) 4 characters  
Indicates the unit of measure for the specified line item as received.
- Unit Price:** 12 digits  
Displays the item unit price as ordered.

## Screen 359 – Invoice Item Summary (cont'd)

---

<b>Extended Price:</b>	12 digits Shows the item extended price as ordered.
<b>UOM Error:</b>	1 character "Y" indicates the unit of measure on invoice does not match PO and could not be converted to match the PO. Invoice must be forced.

### **Additional Functions**

<b>PF KEYS</b>	See the Appendix for explanation of the standard PF keys.
<b>PF5 SqMlt</b>	<b>SciQuest Multi-Voucher</b> If this is a SciQuest invoice, the SciQuest Multi-Voucher invoice information will be displayed.
<b>PF6 PIP</b>	<b>Purchasing Invoice Problems</b> Used to display any purchasing invoice problems (PIPs) associated with the selected invoice.
<b>PF7 Audit</b>	<b>Audit</b> View the audit information for the selected vendor.
<b>PF8 Addr</b>	<b>Address</b> Used to include more lines of address information.
<b>PF9 Notes</b>	<b>Notes</b> Free form notes can be entered on a document. These are online reference notes regarding the document. <span style="border: 1px solid black; padding: 2px;">They will <i>not</i> be printed.</span>
<b>PF10 Accts</b>	<b>Accounts Distribution</b> Displays the account distribution information for the invoice.
<b>PF11 IDesc</b>	<b>Item Description</b> Enter additional detailed item description.



# Section V

## Purchasing Inquiry Information

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# Document Inquiry Basic Concepts

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## Inquiry Access

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

## Positioning the Display

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

## Document Classes

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

VALUE	MEANING
B	Bid
E	Exempt Purchase
L	Limited Purchase
M	Master Order
P	Purchase Order
R	Requisition

## Using the PF Keys

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

# Browse Purchasing Documents On-Line

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

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

## Screen 280 - Document Browse

280 Document Browse								05/16/12 10:17AM	
Screen: ___ Class: P Doc: <b>D200012</b>								FY 2012 CC 02	
S	C	N							
L	L	T	Doc	Vendor Name	Date	User Ref	Buy	Amount	St
-	P		<b>D200012</b>	R R C INDUSTRIES I	12/14/11	270190-54578	GRP	254,682.00	CL
-	P		D200013	STRESS RELATIONS	12/16/11	270190-01477	GRP	8,710.00	CL
-	P		D200014	PETTERSON ARCHITEC	12/21/11	270190-01592	GRP	15,000.00	CL
-	P		D200015	KIMSON-HARE & ASSO	12/21/11	270190-01787	GRP	300,000.00	CL
-	P		D200016	BRAZOS VALLEY EXPR	01/06/12	270190-01402	GRP	6,500.00	CL
-	P		D200017	BRAZOS VALLEY EXPR	01/06/12	270190-01703	GRP	7,100.00	CL
-	P		D200018	PALE SUTHERLAND	01/12/12	270190-01795	GRP	49,775.00	CL
-	P		D200019	BRAZOS VALLEY EXPR	01/12/12	270190-01521	GRP	7,275.00	CL
-	P		D200020	BRAZOS VALLEY EXPR	01/17/12	270190-01696	GRP	7,625.00	CL
-	P		D200021	BRAZOS VALLEY EXPR	02/06/12	270190-02171	GRP	7,450.00	CL
-	P		D200022	BRAZOS VALLEY EXPR	02/13/12	270190-02085	GRP	6,200.00	CL
-	P		D200023	THE*ARRON STUDIO	02/29/12	270190-02096	GRP	18,930.00	CL
-	P		D200024	BRAZOS VALLEY EXPR	02/29/12	270190-33324	GRP	8,875.00	CL

More Entries - Press <ENTER> to continue

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

## Basic Steps

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

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

### Action Line

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

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

## Screen 280 – Document Browse (cont'd)

---

### **Screen Information**

<b>SL:</b>	1 character Type an "X" to select a document for display on <a href="#">Screen 278</a> .
<b>CL:</b>	<b>PF2 Help</b> 1 character Shows class of the document: requisition ( <b>R</b> ), purchase order ( <b>P</b> ), master order ( <b>M</b> ), bid ( <b>B</b> ), exempt purchase ( <b>E</b> ), or limited purchase ( <b>L</b> ).
<b>NT:</b>	1 character An asterisk (*) indicates whether or not notes are attached to the document.
<b>Doc:</b>	<b>PF2 Help</b> 7 character/digits Displays document numbers for the class of document specified.
<b>Vendor Name:</b>	<b>PF2 Help</b> 18 characters Identifies the vendor name on the document.
<b>Date:</b>	6 digits Shows the date the document was set up in FAMIS.
<b>User Ref:</b>	14 digits/characters Displays the user reference used to indicate the subsidiary ledger (SL) account number used for the order, followed by the departmental reference number.
<b>Buy:</b>	<b>PF2 Help</b> 3 characters Displays the initials of the buyer for the document, as defined by the system.
<b>Amount:</b>	<b>PF2 Help</b> 10 digits Shows the total dollar amount of all line items for the document.
<b>St:</b>	3 characters Displays the status of the document. For example: IP = In Process CL = Closed DL = Deleted CO = Completed FR = Frozen TR = Transferred PRT = Printed

### **Additional Functions**

<b>PF KEYS</b>	See the Appendix for an explanation of the standard PF keys.
<b>PF5 Invc</b>	<b>Invc</b> Used to view the invoice details.
<b>PF6 Recv</b>	<b>Receive</b> View the receiving information associated with the selected document.

## Screen 280 – Document Browse (cont'd)

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

# Display Documents by Dept./SubDept. Code

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

You may type all asterisks (\*\*\*\*\*) in the **SubDept** field to display documents for the entire department rather than just one subdepartment.

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

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

**Screen 281 - Document Browse by Dept/SubDept**

281 Document Browse By Dept/SubDept 05/16/12 10:24AM  
 Screen: \_\_\_ Dept: CLAR\_ SubDept: \_\_\_ Class: P Doc: P000115  
 Completed Docs: N

S	C	N	P	U	R	C	H	A	S	E	O	R	D	E	R			
L	L	T	Doc	Buy	Vendor Name	Date	S-Dept	Amount	St									
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	P	*	P000115	TML	NEOPOSTAL	07/23/09			DL									
-	P		P000186	TMS	BBI-SCHULZ INC	08/24/09		7,726.86	PRT									
-	P	*	P000204	TMS	ALTON CORPORATION	08/26/09		78,087.00	PRT									
-	P	*	P002923	PAW	BRAZOS COUNTY EXPRESS	02/17/10			DL									
-	P		P005491	TMS	ALTON CORPORATION	08/11/10			DL									
-	P		P100046	TMS	ALTON CORPORATION	07/12/10		81,462.00	PRT									
-	P		P100117	TMS	BBI-SCHULZ INC	08/16/10		25,999.00	PRT									
-	P		P100119	TMS	BBI-SCHULZ INC	08/16/10		7,776.41	PRT									
-	P	*	P201625	PSM	TOPS OFFICE SUPPLIES	05/08/12		186.00	CL									
-	P	*	P201626	PSM	TOPS OFFICE SUPPLIES	05/08/12		130.00	CL									
-	P	*	P602767	DJY	XERON CORP	04/11/06		10,475.46	PRT									
-	P	*	P603698	DJY	XERON CORPORATION	06/15/06		28,251.48	PRT									

More Entries - Press <Enter> to continue

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

## Basic Steps

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

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

### Action Line

- ◆ **Dept:** ? Help 5 characters  
Identify the department for which you want to browse documents.
- SubDept:** 5 characters  
Indicate the sub-department to be included in the display. Type \*\*\*\*\* to see the entire department rather than just one subdepartment.
- Class:** ? Help 1 character  
Enter the class of document on which to inquire.
- Doc:** 7 character/digits  
Identify the first document number to be displayed.
- Completed Docs:** PF2 Help 1 character  
Enter "Y" to include completed documents in the display.

### Screen Information

- SL:** 1 character  
Type "X" and press <ENTER> to select a document for display on [Screen 278](#).
- CL:** PF2 Help 1 character  
Identifies the class of the document: Requisition (**R**), Purchase Order (**P**), Master Order (**M**), Bid (**B**), Exempt Purchase (**E**), or Limited Purchase (**L**).
- NT:** 1 character  
An asterisk (\*) indicates notes are attached to the document.
- Doc:** PF2 Help 7 character/digits  
Identifies the document numbers for the class of document specified.
- Buy:** 3 characters  
Displays the initials of the buyer for the document.
- Vendor Name:** PF2 Help 18 characters  
Identifies the vendor's name.
- Date:** PF2 Help 6 digits  
Shows the date the document was set up in FAMIS.
- S-Dept:** 5 characters  
Identifies the sub-department on the document.
- Amount:** PF2 Help 10 digits  
Shows the total dollar amount of all line items for the document.

## Screen 281 – Document Browse by Department/SubDepartment (cont'd)

---

**St:** **PF2 Help** 3 characters  
Indicates the status of the document. For example:  
IP = In Process  
CL = Closed  
DL = Deleted  
CO = Completed  
FR = Frozen  
TR = Transferred  
PRT = Printed

### **Additional Functions**

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

# Sort Documents by Account Number

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

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

## Screen 282 - Document Browse by Account

282 Document Browse By Account							05/16/12 10:31AM	
Screen: ___		Class: E	Acct: 944190 00000	CC: 02	FY: 2012	Doc: _____		
							Completed Docs: N	
S C N	Doc	Supp Acct	E X E M P T Vendor Name	P U R C H Date	User Ref	Amount	St	
— E	E221823	00000	TEXAS A&M UNIVER	04/05/12	944190-2000	1,075.00	CL	
— E	E225075	00000	THE ASSOCIATION	05/11/12	944190-5000	2,379.00	CL	
— E	E225432	00000	MACY*MOORE	05/15/12	944190-4000	64.30	CL	

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

## Basic Steps

- Type a document class and account number in the fields provided.
- Type additional data in the available fields, if desired, and press <ENTER> to view a complete list of all documents for the specified account and document class.
- Type an "X" in the **SL** (Select) field to the left of a document to advance to [Screen 278](#), where detailed document information will be displayed.
- Place cursor in the **SL** (Select) field next to a document and use the PF keys available to view additional information.

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

### Action Line

- ◆ **Class:** ? Help 1 character  
Identify the class of document to be displayed.
- ◆ **Acct:** 11 digits  
Enter the account number for the documents to be displayed.



## Screen 282 – Document Browse by Account (cont'd)

---

- ◆ **Acct CC:** 2 digits  
Indicate the campus code for the account purchasing the items. **This will default to the current campus code, if not otherwise specified.**
- Acct FY:** 4 digits  
Identify the fiscal year for the documents to be displayed. **This will default to the current fiscal year unless otherwise specified.**
- Doc:** 7 character/digits  
Type the first document number to be displayed at the top.
- Completed Docs:** **PF2 Help** 1 character  
Enter “Y” to include completed documents in the display.

### **Screen Information**

- SL:** 1 character  
Type “X” and press <ENTER> to select a document for display on Screen 278.
- CL:** **PF2 Help** 1 character  
Identifies the class of the document: Requisition (**R**), Purchase Order (**P**), Master Order (**M**), Bid (**B**), Exempt Purchase (**E**), or Limited Purchase (**L**).
- NT:** 1 character  
An asterisk (\*) indicates notes are attached to the document.
- Doc:** **PF2 Help** 7 character/digits  
Identifies document numbers for the class of document specified.
- Supp Acct:** 5 digits  
Identifies the Support Account number used to purchase the items.
- Vendor Name:** **PF2 Help** 16 characters  
Identifies the vendor’s name.
- Date:** **PF2 Help** 6 digits  
Indicates the date the document was set up on the system.
- User Ref:** 14 digits/characters  
Shows the user reference that indicates the subsidiary ledger (SL) account number used for the order, followed by the departmental reference number.
- Amount:** **PF2 Help** 8 digits  
Shows the total dollar amount of all line items for the document.

## Screen 282 – Document Browse by Account (cont'd)

---

**St:** PF2 Help 3 characters  
Displays the status of the document. For example:  
CL = Closed  
CO = Completed  
FR = Frozen  
IP = In Process  
TR = Transferred  
PRT = Printed  
DL = Deleted

### **Additional Functions**

<b>PF KEYS</b>	See the Appendix for an explanation of the standard PF keys.
<b>PF5 Inv</b>	<b>Invoices</b> Used to view the invoice details.
<b>PF6 Recv</b>	<b>Receiving</b> View the receiving information associated with the selected document.
<b>PF7 Audit</b>	<b>Audit</b> View the audit information for the selected document.
<b>PF8 Accts</b>	<b>Accounts</b> Shows the account distribution used for the document selected.
<b>PF9 PIP</b>	<b>PIP</b> Displays the PIP documents.
<b>PF10 Hdr</b>	<b>Header</b> Shows the document header information that was entered when the document was created.
<b>PF11 Items</b>	<b>Items</b> Lists the line item information.
<b>PF12 Track</b>	<b>Track</b> Allows you to track the routing history of the selected document.

# Browse Documents by User Ref. Numbers

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

The user reference number may be used to trace purchase documents from requisition to payment. You may browse purchasing documents online, sorted by their user reference numbers using [Screen 284](#).

Include the User Reference number in the **User Ref** field in order to view only matching documents, or leave the field blank to view all documents. To limit the display for a specific document class code, use the **Include Only Class** field

## Screen 284 - Document Browse by User Reference

284 Document Browse By User Ref							05/16/12 10:39AM		
Screen: _____							FY 2012 CC 02		
User Ref.: 800001									
Include: Only Class: _									
S	C	N							
L	L	T	User Ref	Doc	Vendor Name	Date	Buy	Amount	St
-	P		800001-0	005066A	SIGMA-ALDER	09/03/10		145.00	CL
-	R		800001-0	05448AA		09/03/10		145.00	CL
-	P		800001-2	080756A	POLLY'S PAPER	02/28/12	SAP	2,046.00	CL
-	R		800001-2	82975AA		02/24/12		2,046.00	CL

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

## Basic Steps

- Type a user reference number in the **User Ref** field, if desired. Type the document class code to limit the display and press <ENTER> to view a complete list of all documents.
- Type an "X" in the **SL** (Select) field to the left of a document to advance to [Screen 278](#), where detailed document information will be displayed.
- Place the cursor in the **SL** (Select) field next to the desired document number and use the PF keys at the bottom of the screen to view additional document information.

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

### Action Line

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

## Screen 284 – Document Browse by User Reference (cont'd)

---

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

### **Screen Information**

**SL:** 1 character  
Type an "X" to select a document for display on [Screen 278](#).

**CL:** PF2 Help 1 character  
Shows class of the document: Requisition (**R**), Purchase Order (**P**), Master Order (**M**), Bid (**B**), Exempt Purchase (**E**), or Limited Purchase (**L**).

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

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

**Doc:** PF2 Help 7 character/digits  
Identifies the document number(s) for the class of document specified.

**Vendor Name:** PF2 Help 16 characters  
Identifies the vendor's name.

**Date:** PF2 Help 6 digits  
Shows the date the document was set up on the system.

**Buy:** PF2 Help 3 characters  
Displays the initials of the buyer for the document.

**Amount:** PF2 Help 13 digits  
Indicates the total dollar amount of all line items for the document.

**St:** PF2 Help 3 characters  
Displays the status of the document. For example:  
IP = In Process  
CL = Closed  
CO = Completed  
FR = Frozen  
TR = Transferred  
PRT = Printed  
DL = Deleted

### **Additional Functions**

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

**PF5** **Invoice**  
**InvC** Used to view the invoice details.

## Screen 284 – Document Browse by User Reference (cont'd)

---

<b>PF6</b> <b>Recv</b>	<b>Receiving</b> View the receiving information associated with the selected document.
<b>PF7</b> <b>Audit</b>	<b>Audit</b> View the audit information for the selected document.
<b>PF8</b> <b>Accts</b>	<b>Accounts</b> Shows the account distribution used for the document selected.
<b>PF9</b> <b>PIP</b>	<b>PIP</b> Displays the PIP documents.
<b>PF10</b> <b>Headr</b>	<b>Header</b> Shows the document header information entered when the document was created.
<b>PF11</b> <b>Items</b>	<b>Items</b> Lists the line item information for the document.
<b>PF12</b> <b>Track</b>	<b>Track</b> Allows you to track the routing history of the selected document.

# Sort Documents by Vendor

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

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

## Screen 285 - Document Browse by Vendor

```

285 Document Browse By Vendor                                05/16/12 10:43AM
V-QUE OFFICE MACHINES & SUPPLIES                          FY 2012 CC 02
Screen: _____ Vendor: lvvvvvvvvv0 Class: P Doc: _____ Completed Docs: N
All Mail Codes: _

S C N          M First      P U R C H A S E   O R D E R
L L T   Doc   C Dept   Doc Summary Buy   Date       User Ref       Amount   St
-----
_ P   005869A 0 ANSC   2010-09-17   09/17/10 823321-0       10.81   CL
_ P   007767A 0 ANSC   2010-10-20   10/21/10 879283-9       524.89   CL
_ P   010639A 0 ANSC   2010-12-03   12/03/10 950088-2       186.89   CL
_ P   010640A 0 ANSC   2010-12-03   12/03/10 950064-8       210.00   CL
_ P   016131A 0 CHEN   Computer Su   02/21/11 071225-0       719.23   CL
_ P   016451A 0 ANSC   2011-02-23   02/23/11 077375-5       245.10   CL
_ P   017685A 0 CHEN   Computer Co   03/08/11 099452-2       103.00   CL
_ P   017686A 0 CHEN   Computer Co   03/08/11 099424-1       458.00   CL
_ P * 017687A 0 CHEN   Computer Co   03/08/11 099373-7       DEL
_ P   020225A 0 CHEN   Computer su   04/05/11 151231-5       970.98   CL
_ P   021884A 0 ANSC   2011-04-20   04/20/11 180837-6       219.98   CL
_ P   021885A 0 ANSC   2011-04-20   04/20/11 180867-2       439.96   CL
_ P   022091A 0 CHEN   Polasek-Ton   04/22/11 173888-6       DEL

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

## Basic Steps

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

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

### Action Line

- ◆ **Vendor:** \* Help 11 digits  
Enter the desired FAMIS vendor identification number or name.
- ◆ **Class:** ? Help 1 character  
Identify the class of document to be displayed.
- Doc:** 7 character/digits  
Enter the first document number to be displayed.

## Screen 285 – Document Browse by Vendor (cont'd)

---

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

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

### **Screen Information**

**SL:** 1 character  
Type an "X" to select a document for display on [Screen 278](#).

**CL:** [PF2 Help](#) 1 character  
Shows class of the document: Requisition (**R**), Purchase Order (**P**), Master Order (**M**), Bid (**B**), Exempt Purchase (**E**), or Limited Purchase (**L**).

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

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

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

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

**Doc Summary:** [PF2 Help](#) 11 characters  
Displays a brief summary description of the document header.

**Buy:** [PF2 Help](#) 3 characters  
Displays the initials of the buyer for the document.

**Date:** [PF2 Help](#) 6 digits  
Indicates the date the document was set up on the system.

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

**Amount:** [PF2 Help](#) 10 digits  
Indicates the total dollar amount of all line items for the document.

**St:** [PF2 Help](#) 3 characters  
Shows the status of the document. For example:  
IP = In Process  
CL = Closed  
DL = Deleted  
CO = Completed  
FR = Frozen  
TR = Transferred  
PRT = Printed

## Screen 285 – Document Browse by Vendor (cont'd)

---

### **Additional Functions**

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



# List Documents by State Requisition Number

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

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

## Screen 286 - Document Browse by State Requisition Number

286 Document Browse By State Requisition Nbr							05/16/12 10:49AM	
							FY 2012 CC 02	
Screen: _____		State Req: 10038111		Class: P Doc: _____		Completed Docs: N		
S	C	State	PURCHASE ORDER					
L	L	Req Number	Doc	Vendor Name	Date	User Ref	Amount	St
-	P *	10038111	P003415	PHIL'S FORD	03/10	870620-00000		DL
-	P *	10048464	P004405	XERON CORP	05/10	217990-2010	52,535.76	PRT
-	P	10062114	P005511	XERON CORP	08/10	240904-14130	7,394.88	PRT
-	P *	10064896	P005680	XERON CORP	08/10	120011-0001	16,657.92	PRT
-	P *	10064922	P100150	XERON CORP	08/10	241607-0001LB	28,182.24	PRT
-	P	10068968	P100366	CARON USA INC	09/10	270490-00000	14,733.00	PRT
-	P *	10069429	P100383	PITS BOWES	09/10	270580-1001	174,432.00	PRT
-	P	10071823	P100498	XERON CORP	09/10	132000-0002	10,011.96	PRT
-	P	10076167	P100794	XERON CORP	10/10	301960-BSOP	22,024.32	PRT
-	P	10080215	P101042	XERON CORP	11/10	131501-1101	11,981.52	PRT
-	P	10081058	P101112	XERON CORP	11/10	215700-110001	6,506.28	PRT
-	P *	10083969	P101293	XERON CORP	12/10	270160-17137	15,431.52	PRT
-	P	10083974	P101305	XERON CORP	12/10	270160-17141	18,887.52	PRT

More Entries - Press <Enter> to continue

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

## Basic Steps

- Type data in the available fields to limit the display and press <ENTER> to view a complete list of documents with a state requisition number.
- Type an "X" in the **SL** (Select) field to the left of a document to advance to [Screen 278](#), where detailed document information will be displayed.
- Place the cursor in the **SL** (Select) field next to the desired document number and use the PF keys at the bottom of the screen to view additional document information.

## Document Browse Process

### State Requisition Number

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

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

### Action Line

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

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

---

- Class:** ? Help 1 character  
Enter the class of document on which to inquire.
- Doc:** 7 character/digits  
Enter the first document number to be displayed.
- Completed Docs:** 1 character  
Type "Y" to include completed documents in the display.

### **Screen Information**

- SL:** 1 character  
Type an "X" to select a document for display on [Screen 278](#).
- CL:** PF2 Help 1 character  
Shows class of the document: Requisition (R), Purchase Order (P), Master Order (M), Bid (B), Exempt Purchase (E), or Limited Purchase (L).
- NT:** 1 character  
An asterisk (\*) indicates there are notes attached to the document.
- State Req. Number:** 9 digits/characters  
Identifies the State Requisition Number of the specified document.
- Doc:** PF2 Help 7 character/digits  
Identifies document numbers for the class of document specified.
- Vendor Name:** 14 characters  
Identifies the name of the vendor from which the items were purchased.
- Date:** 2 digits  
Indicates the date the document was set-up in FAMIS.
- User Ref:** 11 digits/characters  
Displays the user reference used to identify the subsidiary ledger (SL) account number for the order followed by the departmental reference number.
- Amount:** PF2 Help 10 digits  
Indicates the total dollar amount of all line items for the document.
- St:** PF2 Help 3 characters  
Displays the status of the document. For example:  
CL = Closed  
CO = Completed  
FR = Frozen  
IP = In Process  
TR = Transferred  
PRT = Printed  
DL = Deleted

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

---

### **Additional Functions**

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

# Browse Documents by State Order Number

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

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

## Screen 287 - Document Browse by State Order Number

```

287 Document Browse By State Order Nbr                                05/16/12 10:57AM
                                                                    FY 2012 CC 02
Screen: _____ State Order: 243452 Class: P Doc: _____ Completed Docs: N
S C N St Ord.
L L T Number   Doc      Vendor Name      Date      User Ref      Amount      St
-----
- P * 243452 P200515 XERON CORPORATION 11/11 241806-0000    52,323.84 PRT
- P 250516 P200762 XERON CORP      12/11 230078-00000    33,853.44 PRT
- P 261412 P201129 XERON CORP      02/12 225020-01      15,462.60 PRT
- P 261420 P201130 XERON CORP      02/12 225020-02      26,512.80 PRT
- P 261425 P201131 XERON CORP      02/12 130041-01      13,882.20 PRT
- P 262276 P201160 XERON CORP      02/12 217620-00000    27,413.28 PRT
- P 300026 P001010 XERON CORPORATION 10/09 240911-JW      10,002.24 PRT
- P * 300118 P000248 XERON CORP      09/09 246549-0429    38,932.20 TR
- P 300571 P600142 XERON CORP      08/05 301880-0546    22,869.00 CL
- P * 301452 P000959 PHIL'S FORD      10/09 870620-00000    DL
- P * 303457 P800258 XERON CORPORATION 08/07 210390-211211    7,322.19 PRT
- P 303872 P800254 XERON CORP      08/07 210390-13500    7,056.00 PRT
- P * 306927 P800492 XERON CORP      09/07 300460-8001    11,936.76 PRT
More Entries - Press <Enter> to continue
Enter--PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help  EHelp      Invc Recv Audit Accts PIP  Headr Items Track
  
```

## Basic Steps

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

## Document Browse Process

### State Order Number

The **State Order** field is used to group documents by a State assigned reference number. Entering a State order number in this field will display a list of all documents with a State order number, beginning with the number specified.

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

#### Action Line

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

## Screen 287 – Document Browse by State Order Number (cont'd)

---

**Class:** **PF2 Help** 1 character  
Enter the class of document on which to inquire.

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

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

### **Screen Information**

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

**CL:** **PF2 Help** 1 character  
Identifies the class of the document: Requisition (**R**), Purchase Order (**P**), Master Order (**M**), Bid (**B**), Exempt Purchase (**E**), or Limited Purchase (**L**).

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

**St Ord. Number:** **PF2 Help** 6 digits  
Identifies the State Order Number of the document.

**Doc:** **PF2 Help** 7 character/digits  
Displays document numbers for the class of document specified.

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

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

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

**Amount:** **PF2 Help** 10 digits  
Indicates the total dollar amount of all line items for the document.

**St:** **PF2 Help** 3 characters  
Displays the status of the document. For example:  
CL = Closed  
CO = Completed  
FR = Frozen  
IP = In Process  
TR = Transferred  
PRT = Printed  
DL = Deleted

## Screen 287 – Document Browse by State Order Number (cont'd)

---

### **Additional Functions**

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

# Browse Documents Closed But Not Routed

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

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

## Screen 271 - Documents Closed But Not Routed

271 Documents Closed But Not Routed								05/16/12 10:52AM
Screen: ___ Dept: ANTH_ SubDept: _____ Class: _ Doc: _____								FY 2012 CC 02
S C N	L L T	Doc	Buy	Vendor Name	User Ref.	Date	S-Dept	Amount
- E		E224029		CYNDY*CRAMER	5120092012	05/01/12		3,000.00
- M		M600046	JWP	JAMES J*JENSON	214910 5689	06/16/05		31,200.00
- M *		M600470	SSB	JAMES J*JENSON	214910 5689	04/26/06		31,200.00
- M *		M700004	SSB	JAMES J*JENSON	214910 5689	04/26/06		31,200.00
- P		009014A		TOMORROW'S BUSIN	9134845	11/09/10		84.17
- P		009690A		TOMORROW'S BUSIN	9079863	11/18/10		284.95
- P		013416A		TOMORROW'S BUSIN	9879417	01/19/11		518.46
- P		018119A		TOPS OFFICES SUP	9704122	03/11/11		69.00
- P		022521A		TOPS OFFICES SUP	1926414	04/27/11		65.00
- P		026237A		TOPS OFFICES SUP	8980373	05/30/11		65.00
- P		034190A		TOMORROW'S BUSIN	9141587	07/20/11		96.92
- P		036979A		SUMMIT INDUSTRIES	3667254	08/04/11		2,987.26

More Entries - Press <Enter> to continue

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

## Basic Steps

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

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

### Action Line

- ◆ **Dept:** ? Help 5 characters  
Enter the department whose documents you would like to display.
- SubDept:** 5 characters  
Identify the sub-department to be included in display.
- Class:** ? Help 1 character  
Enter the class of document on which to inquire.

## Screen 271 – Documents Closed by Not Routed (cont'd)

---

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

### **Screen Information**

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

**CL:** **PF2 Help** 1 character  
Identifies the class of the document: Requisition (R), Purchase Order (P), Master Order (M), Bid (B), Exempt Purchase (E), or Limited Purchase (L).

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

**Doc:** **PF2 Help** 7 character/digits  
Identifies document numbers for the class of document specified.

**Buy:** **PF2 Help** 3 characters  
Displays the initials of the buyer for the purchase document.

**Vendor Name:** **PF2 Help** 18 characters  
Identifies the name of the vendor from which the items were purchased.

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

**Date:** **PF2 Help** 6 digits  
Indicates the date the document was set up on the system.

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

**Amount:** **PF2 Help** 10 digits  
Indicates the total dollar amount of all line items for the document.

### **Additional Functions**

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

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

**PF5** **Invoice**  
**Inv** Used to view the invoice details.

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



## Screen 271 – Documents Closed by Not Routed (cont'd)

---

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

# Document Browse by Status Code

FAMIS makes it possible for you to browse through your purchase documents, sorted by their status code. This is accomplished using [Screen 272](#).

You may type all asterisks (\*\*\*\*\*) in the **SubDept** field to display documents for the entire department rather than just one subdepartment.

## Screen 272 - Documents by Status

```

272 Documents By Status                                05/16/12 10:54AM
                                                    FY 2012 CC 02
Screen:  ___ Dept: ANTH SubDept:  ___ Class:  _ Doc:  ___
                Status: CL Route Status:  _

S C N
L L T Doc Buy Vendor Name St Rt User Ref. Date S-Dept Amount
-----
_ E * E126973 SUZANNE*SHO CL FN 2468582011 05/11/11 5,289.03
_ E * E220252 FRANK F*FOR CL FN 2418992021 02/29/12 337.16
_ E E224025 FELTON*FARM CL RC 5104782012 05/01/12 7,000.00
_ E E224029 CYNDY*CRAME CL 5120092012 05/01/12 3,000.00
_ L * L216318 SHARLY*SAMP CL FN 2418992012 03/01/12 1,000.00
_ L * L220661 JESS J*JONE CL FN 2149202012 05/09/12 4,000.00
_ L * L220771 JENNY*JOHNS CL DR 2416092012 05/14/12 1,750.00
_ M M600046 JWP JAMES J*JEN CL 214910 5689 06/16/05 31,200.00
_ M * M600470 SSB JAMES J*JEN CL 214910 5689 04/26/06 31,200.00
_ M * M700004 SSB JAMES J*JEN CL 214910 5689 04/26/06 31,200.00
_ P * P905083 MEY CTTT CL FN 1330092009 06/24/09 34,810.00
_ P 009014A TOMORROW'S CL 9134845 11/09/10 84.17
More Entries - Press <Enter> to continue
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
Hmenu Help EHelp Invc Recv Audit Accts Headr Items Track
  
```

## Basic Steps

- Type a department code in the **Dept** field.
- You must enter a status code. Examples: In Process (IP), Closed (CL), Deleted (DL), Completed (CO), and Transferred (TR).
- Press <ENTER> to view a list of documents in your department that match the status code entered.
- Type an "X" in the **SL** (Select) field to select a document and press <ENTER> to advance to [Screen 278](#), where detailed information will be displayed.
- Place the cursor in the **SL** (Select) field next to the desired document number and use the PF keys at the bottom of the screen to view additional document information.

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

### Action Line

- ◆ **Dept:** PF2 Help 5 characters  
Enter the department whose documents you would like to display.
- SubDept:** 5 characters  
Identify the sub-department to be included in the display. Type \*\*\*\*\* to see the entire department rather than just one subdepartment.

## Screen 272 – Documents by Status (cont'd)

---

- Class:** ? Help 1 character  
Enter the desired class of document.
- Doc:** 7 character/digits  
Include the first document number to be displayed.
- ◆ **Status:** ? Help 2 characters  
Identify a status code to limit the display.  
IP = In Process  
CL = Closed  
DL = Deleted  
CO = Completed  
TR = Transferred
- Route Status:** ? Help 2 characters  
Indicate which routing status code to display. For example:  
RJ = Rejected – returned to creator  
RC = Recalled – in creator’s in-box  
DR = Routing at Department Level  
ER = Routing at Executive Level  
PR = Routing at Processing office  
FY = Routing to Person FYA/FRA  
FN = Final – Completed Routing  
CN = Cancelled – Doc cancelled

### **Screen Information**

- SL:** 1 character  
Type “X” and press <ENTER> to select a document for display on [Screen 278](#).
- CL:** PF2 Help 1 character  
Identifies the class of the document: Requisition (R), Purchase Order (P), Master Order (M), Bid (B), Exempt Purchase (E), or Limited Purchase (L).
- NT:** 1 character  
An asterisk (\*) indicates notes are attached to the document.
- Doc:** PF2 Help 7 character/digits  
Identifies document numbers for the class of document specified.
- Buy:** PF2 Help 3 characters  
Displays the initials of the buyer for the purchase document.
- Vendor Name:** PF2 Help 11 characters  
Identifies the name of the vendor from which the items were purchased.

## Screen 272 – Documents by Status (cont'd)

---

<b>St:</b>	<b>PF2 Help</b> 3 characters Shows the current status of the documents for the status specified on the Action Line. For example: IP = In Process CL = Closed DL = Deleted CO = Completed FR = Frozen TR = Transferred PRT = Printed
<b>Rt:</b>	<b>PF2 Help</b> 2 characters Displays the current routing status of the document.
<b>User Ref.:</b>	13 digits/characters Displays the user reference used to identify the subsidiary ledger (SL) account number for the order followed by the departmental reference number.
<b>Date:</b>	<b>PF2 Help</b> 6 digits Indicates the date the document was set up on the system.
<b>S-Dept:</b>	5 characters Identifies the sub-department associated with the document.
<b>Amount:</b>	<b>PF2 Help</b> 10 digits Indicates the total dollar amount of all line items for the document.

### **Additional Functions**

<b>PF KEYS</b>	See the Appendix for an explanation of the standard PF keys.
<b>PF5 Inv</b>	<b>Invoice</b> Used to view the invoice details.
<b>PF6 Recv</b>	<b>Receiving</b> View the receiving information associated with the selected document.
<b>PF7 Audit</b>	<b>Audit</b> View the audit information for the document.
<b>PF8 Accts</b>	<b>Accounts</b> Shows the account distribution used for the document selected.
<b>PF10 Headr</b>	<b>Header</b> Shows the document header information that was entered when the document was created.
<b>PF11 Items</b>	<b>Items</b> Lists the line item information for the document.
<b>PF12 Track</b>	<b>Track</b> Allows you to track the routing history of the document.

# Display the Document Summary

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

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

The number of pages displayed varies from document to document.

## Screen 288 - Document Summary (Page 1)

```
288 Document Summary                                05/16/12 11:02AM
                                                    FY 2012 CC 02

Screen: ___ Doc: P000141  Number of Desc Lines: 5_  Page: 1_ Of 5

VENDOR:
15vvvvvvvvv4
VIRTUAL LOGISTICS
5555 HIGHLAND POINT
IRVING, TX 75016-9001

+-----+
| DOC: P000141
| USER REF: 270280-10000
+-----+

INVOICE TO:
TELECOMMUNICATIONS
7777 EASTLAND DR. SUITE 222
1174 TAMU
COLLEGE STATION TX 77840-1174

SHIP TO:
TELECOMMUNICATIONS
7777 EASTLAND DR. SUITE 222
1174 TAMU
COLLEGE STATION TX 77840-1174

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

## Screen 288 - Document Summary (Page 2)

```
288 Document Summary                                05/16/12 11:03AM
                                                    FY 2012 CC 02

Screen: ___ Doc: P000141  Number of Desc Lines: 5_  Page: 2_ Of 5

<< ADDITIONAL TEXT >>
*****
PER MASTER AGREEMENT 2008-441952; M900478;
AND QUOTE #1-LXRWTL
PLEASE REFERENCE PURCHASE ORDER # ON INVOICE.
*****

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

## Screen 288 – Document Summary (cont'd)

### Screen 288 - Document Summary (Page 3)

288 Document Summary						05/16/12 11:04AM
						FY 2012 CC 02
Screen: ___	Doc: P000141	Number of Desc	Lines: 5_	Page: 3_ Of 5		
ITEM	DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED PRICE	
1	GATC2 CLID	20.00	EA	555.75	11,115.00	
Material Code: #73175220, Part Number: NT7B75AAAJ,						
2	Shipping & Handling	1.00	FRT	187.45	187.45	
VENDOR POINT-OF-CONTACT: Harold Wilson,						
					Total	11,302.45
>> Account Distribution <<						
02 2010 270280-10000-5120 TELEPHONY						11,302.45
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---						
Hmenu Help EHelp			Bkwd Fwrđ			

### Screen 288 - Document Summary (Page 4)

288 Document Summary						05/16/12 11:04AM
						FY 2012 CC 02
Screen: ___	Doc: P000141	Number of Desc	Lines: 5_	Page: 4_ Of 5		
					Account Total	11,302.45
CATALOGUE ORDER: N						
DOCUMENT DATE: 08/07/2009						
Disc Pct: 0.000						
Disc Due DD: 0						
Disc Ind: N						
Pay DD: 30						
F.O.B.: DP						
Vendor Ref: HAROLD HARRIS 979-847-9999						
Delivery Date: 08/31/2009						
Delivery Reqđ By:						
Dept Contact: ALANDRA ANDERSON						
Phone No.: 979-845-5555						
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---						
Hmenu Help EHelp			Bkwd Fwrđ			

### Screen 288 - Document Summary (Page 5)

288 Document Summary						05/16/12 11:05AM
						FY 2012 CC 02
Screen: ___	Doc: P000141	Number of Desc	Lines: 5_	Page: 5_ Of 5		
Bidding Vendor		Vendor Contact		Bid Amount		
VERIZON LOGISTICS		HAROLD HARRIS		11302.45		
REASON FOR AWARD TO OTHER THAN LOW BIDDER:						
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---						
Hmenu Help EHelp			Bkwd Fwrđ			

### Basic Steps

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

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

#### Action Line

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

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

#### Screen Information

- |  |  |
|--|--|
| <b>Vendor:</b>   | 5 lines/30 characters<br>Displays the vendor's ID number, name, and address.           |
| <b>Doc:</b>  | 7 character/digits<br>Displays the document number.                                    |
| <b>User Ref:</b>   | 10 digits<br>Identifies the user reference number for the document.                    |
| <b>Invoice To:</b>   | 5 lines/30 characters<br>Indicates the address where items purchased will be invoiced. |
| <b>Ship To:</b>  | 5 lines/30 characters<br>Displays the address where items purchased will be shipped.   |
| <b>&lt;&lt;Additional Text&gt;&gt;</b>                           |  |
| <span style="border: 1px solid black; padding: 0 2px;">OR</span> |  |
| <b>&lt;&lt;Sub Text&gt;&gt;</b>                                  | Additional information for document summary, if available.                             |
| <b>Item:</b>   | 3 digits<br>Identifies line item number(s) on the document.                            |

## Screen 288 – Document Summary (cont'd)

---

<b>Description:</b>	27 characters Displays a description of the line item.
<b>Quantity:</b>	10 digits Indicates the purchase quantity of the line item.
<b>UOM:</b>	4 characters Identifies the Unit of Measure for the line item to be printed on the purchase order.
<b>Unit Price:</b>	10 digits Displays the dollar amount to be paid per unit of measure.
<b>Extended Price:</b>	10 digits Indicates the total item amount as calculated by the system.
<b>&gt;&gt;Account Distribution&lt;&lt;</b>	60 characters Displays a breakdown of accounts responsible for payment of the items.
<b>Catalogue Order:</b>	1 character "Y" indicates this is a catalogue order.
<b>Document Date:</b>	8 digits Identifies the date the document was processed by the system.
<b>Disc Pct:</b>	5 digits Identifies the discount percentage applied to the purchase by the vendor.
<b>Disc Due DD:</b>	8 digits Displays the discount due date, or the date by which the invoice has to be paid in order to receive the discount.
<b>Disc Ind:</b>	1 character Displays the discount indicator. This is usually "N" (for net), which indicates the net (invoice amount discount) may be paid. <b>An "I" indicates that no discount is allowed.</b>
<b>Pay DD:</b>	8 digits Displays the pay due date, or the date by which the invoice must be paid.
<b>F.O.B.:</b>	2 characters Indicates the freight code, defining conditions by which purchased goods will be transported/delivered.
<b>Vendor Ref:</b>	35 characters Displays the reference number assigned by the vendor, if any.
<b>Delivery Date:</b>	8 digits Identifies the date the items were delivered.
<b>Delivery Req'd By:</b>	8 digits Indicates the day by which the delivery of items requested is required.



## Screen 288 – Document Summary (cont'd)

---

<b>Dept Contact:</b>	10 characters Displays the name of the person in the department to contact regarding the purchase.
<b>Phone No.:</b>	10 digits Identifies area code and phone number for the document's contact person.
<b>Sole Source Reasons:</b>	50 characters Displays the reason for the sole source purchase.
<b>Bidding Vendor:</b>	3 lines/30 characters Identifies a vendor submitting a bid for the purchase.
<b>Vendor Contact:</b>	25 characters Displays the name of the person to contact with the vendor regarding bids for this order.
<b>Bid Amount:</b>	15 digits Indicates the total dollar amount the vendor bids for the purchase.
<b>Reason for Award to Other Than Low Bidder:</b>	15 digits Indicates the reason why the purchase did not go to the lowest bidder, if applicable.
<b>Document Notes:</b>	150 characters Displays the document notes, if available.

### **Additional Information**

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

# Document Inquiry

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

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

## Screen 278 - Document Inquiry (Panel 1)

```

278 Document Inquiry                                05/16/12 11:13AM
                                                    FY 2012 CC 02
Screen: ___ Document: P200799
                                                    Panel: 01 More >>
Doc Summary: SWAGELINING REFER 4215
Vendor: 1vvvvvvvvv0 SAK MURPHY JOINT VENTURE
Reimburse ID: Doc FY: 2012 Doc Amt: 425000.00
User Ref: 270160-4215 Status: CL Amt Inv: 238568.98
Doc Date: 12/19/2011 Route St: FN Amt Vchr: 238568.98
Class: P Oth A/P Src: Inv Forced:
Category: RO USAS Doc Type: Req Delivery Date:
LP Received: Buyer: OBERG, CLYDE
Nbr Invoices: 1 Catalogue Order: N Delg: Contact: ED DUNFORD

S Line Quantity UOM Description P Unit Price Extended Price
-----
_ 1.0 1.00 LOT SWAGELINING OF DCW PIPES M 425000.0000 425000.00

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

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

## Screen 278 - Document Inquiry (Panel 2)

```

278 Document Inquiry                                05/16/12 11:14AM
                                                    FY 2012 CC 02
Screen: ___ Document: P200799
<< More                                                    Panel: 02 More >>
Doc Summary: SWAGELINING REFER 4215
Vendor: 1vvvvvvvvv0 SAK MURPHY JOINT VENTURE
Reimburse ID: Doc FY: 2012 Doc Amt: 425000.00
User Ref: 270160-4215 Status: CL Amt Inv: 238568.98
Doc Date: 12/19/2011 Route St: FN Amt Vchr: 238568.98
Class: P Oth A/P Src: Inv Forced:
Category: RO USAS Doc Type: Req Delivery Date:
LP Received: Buyer: OBERG, CLYDE
Nbr Invoices: 1 Catalogue Order: N Delg: Contact: ED DUNFORD

S Line Received Date Recvd Invoiced Date Invc Matched Date Mtchd
-----
_ 1.0 1.00 03/19/2012 1.00 03/09/2012 1.00 04/04/2012

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

**Screen 278 - Document Inquiry (Panel 3)**

```

278 Document Inquiry                                05/16/12 11:15AM
                                                    FY 2012 CC 02

Screen: ____ Document: P200799
<< More                                           Panel: 03
Doc Summary: SWAGELINING REFER 4215
Vendor: 1vvvvvvvv0 SAK MURPHY JOINT VENTURE
Reimburse ID: _____ Doc FY: 2012 Doc Amt: 425000.00
User Ref: 270160-4215 Status: CL Amt Inv: 238568.98
Doc Date: 12/19/2011 Route St: FN Amt Vchr: 238568.98
Class: P Oth A/P Src: _____ Inv Forced:
Category: RO USAS Doc Type: _____ Req Delivery Date:
LP Received: _____ Buyer: OBERG, CLYDE
Nbr Invoices: 1 Catalogue Order: N Delg: _____ Contact: ED DUNFORD
S Line INV Description P Quantity Paid Paid Remaining
UOM Amount Balance
-----
1.0 LOT SWAGELINING OF DCW M 1.00 238568.98 186431.02

*** End of line items ***
Enter--PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help EHelp Invc Recv D1Prt Accts Print Left Right
    
```

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

**Basic Steps**

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

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

Action Line

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

Screen Information

➔ Panel 1

Doc Summary: **PF2 Help** 50 characters/digits  
Displays a summary description of the document selected.

Vendor: **PF2 Help** 11 digits/30 characters  
Shows the vendor’s identification number and name.

Reimburse ID: **PF2 Help** 11 characters/digits  
Shows the ID number of the individual who is being reimbursed for items already purchased.

## Screen 278 – Document Inquiry (cont'd)

---

<b>Doc FY:</b>	<b>PF2 Help</b> 4 digits Indicates the fiscal year in which the document is processed.
<b>Doc Amt:</b>	<b>PF2 Help</b> 15 digits Displays total dollar amount for the document.
<b>User Ref:</b>	14 digits Shows the user reference that is used to identify the subsidiary ledger (SL) account number for the order, followed by departmental reference number.
<b>Status:</b>	<b>PF2 Help</b> 2 characters Indicates the status of the document. Examples: In Process (IP), Closed (CL), Deleted (DL), and Completed (CO).
<b>Amt Inv:</b>	<b>PF2 Help</b> 15 digits Shows the total dollar amount invoiced for document.
<b>Doc Date:</b>	<b>PF2 Help</b> 8 digits Identifies the date the document was processed by the system.
<b>Route St:</b>	<b>PF2 Help</b> 2 characters Displays a purchasing document's status in the Routing and Approval System.
<b>Amt Vchr:</b>	15 digits Shows the total dollar amount vouchered.
<b>Class:</b>	<b>PF2 Help</b> 1 character Identifies the class code of the document.
<b>Oth A/P Src:</b>	<b>PF2 Help</b> 2 characters Shows any additional accounts payable source.
<b>Inv Forced:</b>	<b>PF2 Help</b> 1 character "Y" indicates an invoice has been forced for the document selected.
<b>Category:</b>	<b>PF2 Help</b> 2 characters Defines the accounting and receiving category of the document.
<b>USAS Doc Type:</b>	<b>PF2 Help</b> 1 digit Displays the document type for USAS processing.
<b>Req. Delivery Date:</b>	8 digits Shows date items were requested to be delivered.
<b>LP Received:</b>	10 digits Indicates whether or not goods/services for a limited purchase were received before it was closed/routed. <b>If the items were received, the date they were received will be displayed.</b>

## Screen 278 – Document Inquiry (cont'd)

---

<b>Buyer:</b>	20 characters/digits Displays the name of the buyer for the document and phone extension, if available.
<b>Nbr Invoices:</b>	3 digits Shows number of invoices processed.
<b>Catalogue Order:</b>	1 character “Y” indicates the document is a catalogue order.
<b>Delg:</b>	1 character “Y” identifies this as a delegated purchase.
<b>Contact:</b>	<b>PF2 Help</b> 15 characters Shows name of the person to contact regarding the document.
<b>S:</b>	1 character Type an “X” to select a line item for display on <a href="#">Screen 279</a> .
<b>Line:</b>	3 digits Shows the line item number for the document.
<b>Quantity:</b>	<b>PF2 Help</b> 10 digits Identifies the purchase quantity of the line item.
<b>UOM:</b>	3 characters Shows unit of measure for line item.
<b>Description:</b>	25 characters Displays a brief description of the line item.
<b>P:</b>	<b>PF2 Help</b> 1 character Indicates any special processing needs for the document.
<b>Unit Price:</b>	<b>PF2 Help</b> 10 digits Displays the dollar amount to be paid per unit of measure.
<b>Extended Price:</b>	<b>PF2 Help</b> 10 digits Indicates the total item amount calculated by system.

### ➔ Panel 2

<b>Received:</b>	<b>PF2 Help</b> 10 digits Shows the quantity of items received.
<b>Date Recvd:</b>	<b>PF2 Help</b> 8 digits Identifies the date the line item was received.
<b>Invoiced:</b>	<b>PF2 Help</b> 10 digits Displays the quantity of items invoiced.

## Screen 278 – Document Inquiry (cont'd)

---

**Date Invcd:** **PF2 Help** 8 digits  
Indicates the date the line item was invoiced.

**Matched:** **PF2 Help** 10 digits  
Indicates the quantity of matched items.

**Date Mtchd:** **PF2 Help** 8 digits  
Shows the date the line item was matched.

### ➔ Panel 3

**INV UOM:** **PF2 Help** 4 characters  
Identifies the invoiced unit of measure. This field is filled in each time an invoice posting occurs to this line. It comes from Screen 342.  
Each subsequent posting will overly this value.

**Paid Quantity:** 10 digits  
Shows the quantity paid.

**Paid Amount:** 10 digits  
Shows the amount paid.

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

### **Additional Information**

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

**PF5** **Invoice**  
**Invc** Used to view the invoice details.

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

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

**PF8** **Accounts**  
**Accts** Shows the account distribution used.

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

# Document Line Item Detail Inquiry

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

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

## Screen 279 - Document Line Item Inquiry

```

279 Document Line Item Inquiry                                05/16/12 11:17AM
                                                            FY 2012 CC 02
Screen: ___ Document: P200802 Item: 1.0__ of 1

Vendor: lvvvvvvvvv1 AAA PIPE & SUPPLY LTD
User Ref: 270160-3964
Item UOM: EA
Item Qty: 6.00
Item Unit Price: 9049.0000
Item Discount:
Item Ext Price: 54294.00
Item Proc Cd:
Commodity Code: 67076
First Account: 270160-68500-6935 Cost Ref1: 2: 3:
Item Desc: 20" FLANGE X FLANGE GATE VALVE WITH
           SPUR GEAR VERTICAL
TIBH Code:
Delete Flag:
Freeze Flag:
Capital/Inv Flag:

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EHelp InDt1 Accts IDesc
    
```

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

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

## Screen 279 – PF7 Invoice Detail

```

279 Document Line Item Inquiry                                05/16/12 11:17AM
                                                            FY 2012 CC 02
Screen: ___ Document: P200802 Item: 1.0__ of 1
-----+-----
*** Invoice Inquiry for Item 1.0 of Document P200802 ***
                                                    Completed Docs: N
M
Invoice Nbr  Vch Nbr St St Inv Date  Quantity  Unit Price  Ext Price
-----+-----
612332      1667841 CO MS 12/31/11      6.00    9049.0000    54294.00
*** Inv Totals      6.00    54294.00

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

### Basic Steps

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

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

#### Action Line

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

#### Screen Information

- Vendor:** **PF2 Help** 11 digits/30 characters  
Displays the identification number and name of the vendor from which items are purchased.
- User Ref:** 14 digits/characters  
Indicates the user reference used to identify the subsidiary ledger (SL) account number for the order, followed by the departmental reference number.
- Item UOM:** **PF2 Help** 3 characters  
Shows the unit of measure for the line item.
- Item Qty:** **PF2 Help** 10 digits  
Identifies the purchase quantity of the line item.
- Item Unit Price:** **PF2 Help** 10 digits  
Displays the dollar amount to be paid per unit of measure.
- Item Discount:** **PF2 Help** 5 digits  
Shows the discount percentage for the line item.
- Item Ext Price:** **PF2 Help** 10 digits  
Indicates the total extended item amount, as calculated by the system.
- Item Proc Cd:** **PF2 Help** 1 character  
Shows the processing code for any special processing needs for the document.
- Commodity Code:** 5 digits  
Displays the commodity code for classifying goods and services.
- First Account:** 15 digits  
Identifies the first FAMIS account number for this document.



## Screen 279 – Document Line Item Inquiry (cont'd)

---

<b>Cost Ref 1, 2, 3:</b>	7 characters Identifies the user-defined cost accounting reference for the line item.
<b>Item Desc:</b>	50 characters/digits Displays a short description of the line item purchased.
<b>TIBH Code:</b>	1 character/digit Shows the reason TIBH (Texas Industries for the Blind and Handicapped) was or was not used as the vendor for the bid/purchase. For example: N = Not Provided by TIBH T = TIBH Purchase 1 = Quantity 2 = Quality 3 = Delivery Time 4 = Life Cycle 5 = Price
<b>Delete Flag:</b>	<b>PF2 Help</b> 1 character “Y” indicates the item has been deleted from the system.
<b>Freeze Flag:</b>	<b>PF2 Help</b> 1 character “Y” identifies the item has been frozen from further activity within the system.
<b>Capital/Inv Flag:</b>	<b>PF2 Help</b> 1 character “Y” indicates the item will be inventoried or capitalized within the system.

### ***Received, Invoiced, Matched***

<b>UOM:</b>	<b>PF2 Help</b> 3 characters Represents the unit of measure for the line item.
<b>Dt:</b>	<b>PF2 Help</b> 8 digits Indicates the date the item was received, invoiced, and/or matched.
<b>Qty:</b>	10 digits Identifies the purchase quantity of the line item received, invoiced, or matched.

### **Additional Information**

<b>PF KEYS</b>	See the Appendix for an explanation of the standard PF keys.
<b>PF7 InDtl</b>	<b>Invoice Detail</b> Displays detailed invoice information about the document.
<b>PF8 Accts</b>	<b>Accounts</b> Identifies the accounts used to pay for the item.
<b>PF11 IDesc</b>	<b>Item Description</b> Place cursor on line item and press this key to see detailed description of the item.

# Track Document Activity

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

Press <ENTER> to scroll through the list, or type a document number in the **Doc** field to advance to the number specified. If the document number is not known, but you know the class of document, you may type the document number prefix and press <ENTER> to view all documents for the class specified.

## Screen 290 - Document Tracking Inquiry

290 Document Tracking Inquiry							05/16/12 11:21AM		
Screen: ___ Doc: R200803							FY 2012 CC 02		
C	Document	Item	To Cls	To Document	To Item	Action	Action Date	Action Time	By User
R	R200804					REOPEN	02/16/12	00:03	ABRN02P
R	R200804					CLOSED	02/18/12	23:21	ABRN02P
R	R200804	1.0	B	B200201	1.0	TRNSFR	03/01/12	10:18	K702ZY
R	R200804	2.0	B	B200201	2.0	TRNSFR	03/01/12	10:18	K702ZY
R	R200804	3.0	B	B200201	3.0	TRNSFR	03/01/12	10:18	K702ZY
R	R200805					CREATE	02/15/12	07:00	ABRN02P
R	R200805					CLOSED	02/15/12	07:07	ABRN02P
R	R200805					REOPEN	02/16/12	00:07	ABRN02P
R	R200805					CLOSED	02/16/12	00:34	ABRN02P
R	R200805	1.0	B	B200181	1.0	TRNSFR	02/21/12	13:29	K702ZY
R	R200806					CREATE	02/15/12	08:21	K702UT
R	R200806					CLOSED	02/15/12	16:07	K702UT

More records - Press ENTER to scroll

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

## Basic Steps

- Press <ENTER> to scroll through the list, or type a document number in the **Doc** field to display it at the top of the list. You may also enter the document prefix (without a number) to view a list of documents for a specified document class. Press <ENTER> to view the desired list of documents.

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

### Action Line

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

### Screen Information

- CL:** 1 character  
Identifies the class of the document: Requisition (**R**), Purchase Order (**P**), Master Order (**M**), Bid (**B**), Exempt Purchase (**E**), or Limited Purchase (**L**).
- Doc:** 7 character/digits  
Identifies the document number for the class of document specified.

## Screen 290 – Document Tracking Inquiry (cont'd)

---

<b>Item:</b>	3 digits Shows the number of line items on the document.
<b>To Cls:</b>	1 character Identifies the class of document to which the document item was transferred.
<b>To Document:</b>	7 character/digits Displays the document number to which the item was transferred.
<b>To Item:</b>	3 digits Identifies the item number on the document to which it was transferred.
<b>Action:</b>	7 characters Designates the type of action that was taken against the document.
<b>Action Date:</b>	6 digits Shows the date the action was performed on the document.
<b>Action Time:</b>	4 digits Displays the time the action was performed on the document.
<b>By User:</b>	8 characters/digits Indicates the user ID of the person performing the action on the document.

### **Additional Information**

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

# Document Tracking Cross Reference

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

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

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

## Screen 291 - Document Tracking Cross Reference

291 Document Tracking Cross Reference										05/16/12 11:25AM	
Screen: ____ Doc: P200993										FY 2012 CC 02	
C	To	To	From	From	From	Action	Action	Action	Action	Action	
L	Document	Item	Cls	Document	Item	Action	Date	Time	By User		
P	P200993	1.0	R	R200705	1.0	TRNSFR	01/26/12	11:07	TENF02P		
P	P200995	1.0	R	R200663	1.0	TRNSFR	01/26/12	13:47	DAIL02P		
P	P200995	2.0	R	R200663	2.0	TRNSFR	01/26/12	13:47	DAIL02P		
P	P200995	3.0	R	R200663	3.0	TRNSFR	01/26/12	13:47	DAIL02P		
P	P200995	4.0	R	R200663	4.0	TRNSFR	01/26/12	13:47	DAIL02P		
P	P200995	5.0	R	R200663	5.0	TRNSFR	01/26/12	13:47	DAIL02P		
P	P200997	1.0	R	R200706	1.0	TRNSFR	01/27/12	10:37	MORC02P		
P	P200997	2.0	R	R200706	2.0	TRNSFR	01/27/12	10:37	MORC02P		
P	P200997	3.0	R	R200706	3.0	TRNSFR	01/27/12	10:37	MORC02P		
P	P200998	1.0	R	R200724	1.0	TRNSFR	01/27/12	11:08	ENRS02P		
P	P200999	1.0	R	R200727	2.0	TRNSFR	01/27/12	14:38	K702ZY		
P	P200999	2.0	R	R200727	3.0	TRNSFR	01/27/12	14:38	K702ZY		

More records - Press ENTER to scroll

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

## Basic Steps

- Enter the document number in the **Doc** field to display it at the top of the list and press <ENTER>. Type only the document prefix to view a list of documents for a specific class.

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

### Action Line

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

### Screen Information

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

## Screen 291 – Document Tracking Cross Reference (cont'd)

---

<b>To Document:</b>	7 character/digits Displays the document number to which the item was transferred.
<b>To Item:</b>	3 digits Identifies the item number on the document to which it was transferred.
<b>From Cls:</b>	1 character Identifies the class of document from which the document item was transferred.
<b>From Document:</b>	7 character/digits Identifies the document number from which the item was transferred.
<b>From Item:</b>	3 digits Identifies the item number on the document from which the item was transferred.
<b>Action:</b>	7 characters Designates the type of action that was taken against the document.
<b>Action Date:</b>	6 digits Date the action was performed on the document.
<b>Action Time:</b>	4 digits Time the action was performed on the document.
<b>By User:</b>	8 characters/digits Indicates the user ID of the person performing the action on the document.

### **Additional Information**

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

# SciQuest/FAMIS Document Cross Reference

Screen 295 is a crosswalk from SciQuest to FAMIS. You can use this screen to look up the corresponding document information if you know one of the two document numbers.

## Screen 295 – SciQuest Documents Xref

```
295 SciQuest Document Xref                                07/24/12  2:20PM
                                                         FY 2012 CC 02
Screen:  ___ SciQuest Document ID:  _____ FAMIS Doc:  _____

S Document      SciQuest Doc ID      Doc Description / Error
-----
- 00006AB 29759672      Muster Committee
- 000060A AB0000059      FedEx Shipping
- 000061A AB0000060      Greenroofplants.com - plants for Dvorak
- 000062A AB0000061      2010-03-10 502001166 01
- 000063A AB0000062      Office Max -Pens, Dividers, and Steno Pads
- 000064A AB0000064      Office Max Stapler & Ink Jet cartridge
- 000065A AB0000063      OFFICE MAX-LAUP SUPPLIES
- 000066A AB0000065      OfficeMax - office organizers
- 000067A AB0000067      Office Max - Ink and paper and other
- 000068A AB0000066      FedEx - shipping charges
- 000069A AB0000068      FedEx - Bienko Shipping Charges NC to TX
- 00007AA 14865940      cag Office Supply 4

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

### Document Number Format:

- First 2 numbers are “00” (for Master campus)
- Requisition has 2 alpha characters at the end
- Purchase Order has 1 alpha character at the end

## Basic Steps

- Type a SciQuest or FAMIS Document ID number in one of the fields provided to display it on the first line of the document list.
- Type “X” in the S (Select) field to select a document and advance to Screen 278 to view additional document information.

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

### Action Line

SciQuest	20 characters/digits
Document ID:	Enter the desired SciQuest Document ID number.
FAMIS Doc:	7 digits/characters Identify the desired FAMIS Document number.

## Screen 295 – SciQuest/FAMIS Document Cross Reference (cont'd)

---

### **Screen Information**

<b>S:</b>	1 character Type "X" to select the document and advance to <u>Screen 278</u> .
<b>Document:</b>	7 digits/characters Identifies the FAMIS document number. A Requisition document number ends in two characters, and a Purchase Order number ends in one character.
<b>SciQuest Doc ID:</b>	9 characters/digits Shows the SciQuest document ID number.
<b>Doc Description / Error:</b>	43 characters/digits Displays the document summary description.

### **Additional Functions**

<b>PF KEYS</b>	See the Appendix for an explanation of the standard PF keys.
----------------	--





# Section VI

## Appendix

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# Instructions

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

## 3270 Emulation Keys

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

### **PF Keys**

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

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

### **TAB and BACKTAB Keys**

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

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

### **CLEAR Key**

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

### **RESET Key**

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

## Appendix – Instructions (cont'd)

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### **ERASE END OF FIELD Key**

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

### **HOME Key**

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

## Protected Area

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

## Action Line/Context

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

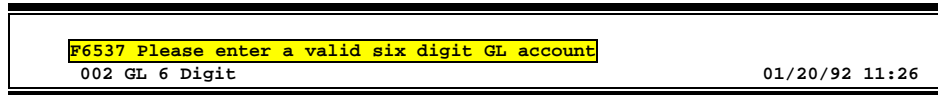
Data that is entered on the Action Line will be carried in “context” from screen to screen until changed. For example, the GL account number 032365 is entered on the Action Line of the screen below. That account will be carried in “context” until the user keys a different account in the field.

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

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

### Message Line

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



### Scrolling Through Data

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

### Help

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

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

### Escaping from a Pop-Up Window

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

## Field Help Using the F2 Program Function Key

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

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

### Screen 2 - GL 6 Digit

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

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

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

```
*** D I C T I O N A R Y - H E L P ***
VALUES                                MEANING
-----                                -
F                                       Fiscal Year
P                                       Project Year
E                                       Encumbrance Only (SL's only)
T                                       Transfer BBA (SL's Only)
D                                       BBA to Different account (SL)

Rule : IAFRS-FG-FS-YY-END-PROC          Default value is:
View : IAFRS-GENERAL-SUBSIDIARY-LEDGER
Field: FG-FS-YY-END-PROC
PF1=Menu PF4=Exit
```

## Question Mark (?) or Asterisk (\*) Help

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

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

### Screen 2 - GL 6 Digit

```

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

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

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

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

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

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

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

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

```

** More Codes - Press <ENTER> to View **

Search Criteria: AFR Fund Group:

  AFR      Sub
  Fund Fund Fund Description
  01              CLEARING ACCOUNTS
  X 10  FG      FUNCTIONAL AND GENERAL
  20  DS  DF    DESIGNATED/FUNCTIONAL & GENERAL
  21  DS  DS    DESIGNATED/SERVICE DEPARTMENTS
  22  DS  ST    DESIGNATED/SERV DEPT-MATERIAL & SUP
  23  DS  SM    DESIGNATED/SERV DEPT-COMM & UTIL
  24  DS  SU    DESIGNATED/SERV DEPT-REPAIRS & MAIN
  25  DS  SR    DESIGNATED/SERV DEPT-RENTALS & LEAS
  26  DS  SL    DESIGNATED/SERV DEPT-PRINTING & REP
  27  DS  SP    DESIGNATED/SERV DEPT-CLAIMS & LOSSE
  28  DS  SC    DESIGNATED/SERV DEPT-OTHER OPER EXP
  29  DS  SO    DESIGNATED/SERV DEPT-OTHER OPER EXP
                -- IASYS-AFR-FUND-GROUP --

Select an AFR Fund Group or Press <PF4> to Quit
    
```





## Appendix – Standard PF Keys (cont'd)

---

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

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

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

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

# Invoicing Screens List

---

	<u>PAGE</u>
<b>M22 Purchasing Inquiry Menu .....</b>	<b>I-8</b>
Lists screens to be used for document information.	
<b>M34 Purchasing Invoice Menu .....</b>	<b>I-8</b>
Contains a list of all the screens used to create and modify the purchasing invoices.	
<b>114 Pending Interest Voucher Modify (Local).....</b>	<b>II-19</b>
Used to modify the account on a pending interest voucher.	
<b>115 Pending State Interest Create/Modify.....</b>	<b>II-20</b>
Used to create or modify interest passed from the State to the correct FAMIS voucher.	
<b>271 Documents Closed But Not Routed .....</b>	<b>V-25</b>
Provides list of all documents that are closed but have not gone through the routing process.	
<b>272 Documents by Status .....</b>	<b>V-28</b>
Provides list of all documents sorted by their status codes.	
<b>278 Document Inquiry .....</b>	<b>V-36</b>
Presents document information for an individual document.	
<b>279 Document Line Item Inquiry.....</b>	<b>V-41</b>
Provides all information associated with a specific document.	
<b>280 Document Browse.....</b>	<b>V-4</b>
Provides document information for all document classes.	
<b>281 Document Browse by Dept/Subdept.....</b>	<b>V-7</b>
Allows searching on all document classes by department and sub-department.	
<b>282 Document Browse by Account .....</b>	<b>V-10</b>
Allows searching on all document classes by the buying account for a designated fiscal year and campus code.	
<b>284 Document Browse by User Reference .....</b>	<b>V-13</b>
Searches all documents by user reference number.	
<b>285 Document Browse by Vendor.....</b>	<b>V-16</b>
Searches all documents by vendor id.	
<b>286 Document Browse by State Requisition Number .....</b>	<b>V-19</b>
Provides list of documents starting with the state requisition number.	
<b>287 Document Browse by State Order Number .....</b>	<b>V-22</b>
Provides list of documents starting with the State Order number.	
<b>288 Document Summary .....</b>	<b>V-31</b>
Provides a snap shot of the entire document.	
<b>290 Document Tracking Inquiry .....</b>	<b>V-44</b>
Used to track documents through the purchasing process.	
<b>291 Document Tracking Cross Reference .....</b>	<b>V-46</b>
Cross reference documents and items from the source documents.	

## Appendix – Invoicing Screens List (cont'd)

---

	<u>PAGE</u>
<b>292 PIP Document Browse</b> .....	<b>III-10</b>
Used to view and select PIP documents in PIP document number order.	
<b>293 PIP Browse by Purch. Document</b> .....	<b>III-12</b>
Used to view and select all PIPS for a document.	
<b>294 PIP Browse by Invoice</b> .....	<b>III-15</b>
Used to view and select invoices by invoice number for any documents that have had PIPS.	
<b>295 SciQuest Document Xref</b> .....	<b>V-48</b>
Used to cross reference SciQuest document numbers to FAMIS document numbers and vice versa.	
<b>340 Invoice Header Create</b> .....	<b>II-23</b>
Used to create the invoice header.	
<b>342 Invoice Line Create</b> .....	<b>II-29</b>
Used to create line items on the invoice document.	
<b>344 Invoice Frt/Tax/Ins/Oth Items</b> .....	<b>II-32</b>
Used to enter special line items on the invoice document.	
<b>345 Invoice Pending Voucher Create/Modify</b> .....	<b>II-35</b>
Used to create or modify an invoice pending voucher.	
<b>346 Invoice Document Close</b> .....	<b>II-44</b>
Used to close the invoice document.	
<b>350 Invoice Inquiry by PO Document</b> .....	<b>IV-5</b>
Provides a list of invoice documents in purchase order number.	
<b>351 Invoice Inquiry by Vendor</b> .....	<b>IV-8</b>
Provides a list of invoice documents for a particular vendor.	
<b>352 Invoice Inquiry by Document Status</b> .....	<b>IV-10</b>
Provides list of documents for a document status code.	
<b>358 Invoice Document Inquiry</b> .....	<b>IV-12</b>
Provides detail for a particular invoice document.	
<b>359 Invoice Item Summary</b> .....	<b>IV-16</b>
Provides a summary of the invoice document.	
<b>817 Comp Codes Subject to Interest</b> .....	<b>II-11</b>
Displays the State Comptroller Object Codes subject to prompt payment interest.	
<b>818 ACH, State and Local Holiday Table</b> .....	<b>II-12</b>
Shows all known State and Local holidays.	
<b>819 State Holiday Table</b> .....	<b>II-13</b>
Displays State holidays.	

# 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

<b>02x - Budgets (Screens 10, 10A, 10B, 10C, 10D)</b>		
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
<b>03x - Receipts (Screen 12)</b>		
030	Regular Cash Receipts (Dept. Sales, Payments to Clearing Accts)	User Defined
031	Investment Earnings	User Defined
032	Gifts	User Defined
033	Miscellaneous Receipts	User Defined
034	Cashiers – Vault Entries	User Defined
038	Payroll Interpart Transfers	Assigned by FAMIS
039	Equity Transfer Receipts - Interpart IDTs – Credit to One Part, Disbursement to Other. Receipt of funds via equity transfer from Members to System for share of benefits paid by System	Assigned by FAMIS
<b>04x - Disbursements (Screen 13)</b>		
043	Miscellaneous Disbursements	User Defined
044	Cashiers – Vault Entries	User Defined
045	Miscellaneous Cash Disbursements (Travel Advance, Work Funds)	User Defined
046	Change of Source of Funds	Assigned by FAMIS
047	AP Check Voids	Assigned by FAMIS
048	AP Disbursements	Assigned by FAMIS
049	Payroll Disbursements, Equity Transfer Disbursements	Assigned by FAMIS
<b>05x - Encumbrances (Screen 11)</b>		
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

## FAMIS Transaction Codes (cont'd)

### Financial Accounting Transaction Codes (cont'd)

<b>06x – Journal Entries (Screens 14, 14A, 25, 35, 36, 37, 85, 86)</b>		
060	Real Journal Entries	User Defined
061	JE for IDTs	Assigned by FAMIS
062	JE for Cash Sales/Payments on Receivables (overrides freeze)	Assigned by FAMIS
063	JE from Student Feeds	Assigned by FAMIS
064	JE from Payroll Feeds	Assigned by FAMIS
065	JE from Accounts Receivable (create receivable)	Assigned by FAMIS
066	JE from Fixed Assets (capitalization, etc)	Assigned by FAMIS
067	JE from LMS (Loan Management System)	Assigned by FAMIS
068	JE from Accounts Payable (setting up liabilities)	Assigned by FAMIS
069	Compound Journal Entries (system controlled)	Assigned by FAMIS
06A	JE for Procurement Card Entries	Assigned by FAMIS
06C	JE for Concur (eTravel) Entries	Assigned by FAMIS
<b>09x – Beginning Balances, Bank Transfers (Screen 15)</b>		
090	Bank Transfers	Special FAMIS Processing
098	Beginning Balances	Special FAMIS Processing

### A/P Voucher

<b>14x – Regular Vouchers (Screens 104, 111, 112) (Invoicing Screen 345)</b>		
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
<b>15x – Credit Memos (Screen 108) (Invoicing Screen 340)</b>		
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
<b>16x – Prepaid Vouchers (Screen 109) (Invoicing Screen 345)</b>		
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
<b>17x – Prepaid Credit Memo (Screen 116) (Invoicing Screen 340 and 345)</b>		
170-174	Prepaid Credit Memo with reconciliation	User Defined
176	Prepaid Credit Memo with NO reconciliation (no offset to the bank)	User Defined
175	NOT USED	User Defined
177-179	Prepaid vouchers with reconciliation	User Defined

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Rev. 5/8/2012

# Session and Batch Header Codes

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

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

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

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Revised: 3/10/2014 2:17 PM

# FAMIS Reference Codes

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

## Reference # 1

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

### Screen 23 – Transaction Inquiry by Account (Panel 1)

```

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

## FAMIS Reference Codes (cont'd)

### Reference # 2

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

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

### Screen 23 – Transaction Inquiry by Account (Panel 1)

```

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



## FAMIS Reference Codes (cont'd)

### Reference # 3

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

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

#### Screen 23 – Transaction Inquiry by Account (Panel 1)

```

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

## FAMIS Reference Codes (cont'd)

### Reference # 4

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

FIELD	RELATED TRANSACTIONS	CODE	TYPE OF DATA or # TYPE
REF 4	Vouchers	068	Department Voucher #
	Credit Memo		
	Prepaid Vouchers		
	Prepaid Credit Memos		
	Revolving Prepaid Vouchers		
	Change Source of Funds		
Multi-Vendor Vouchers			
REF 4	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 and GL)

### Screen 23 – Transaction Inquiry by Account (Panel 1)

```

023 Transaction Inquiry by Account                                03/10/09 13:56
      VET MED - TEACHING HOSPITAL                                FY 2009 CC 02
Screen:  ___ Account: 144013 4010 Ref: 4 Direct/Indirect: D
      Bank Option: N
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
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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
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* Continued *
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
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# Glossary

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## A

### **ABR**

See [Automatic Budget Reallocation](#).

### **ABR Pool Table**

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

### **Account**

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

### **Account Control**

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

### **Account ID**

A 6-digit number identifying an account.

### **Account Number**

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

### **Accounts Payable**

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

### **Action/Context Line**

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

### **Alias**

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

### **AP**

See [Accounts Payable](#).

### **Attributes**

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

### **Automatic Budget Reallocation (ABR)**

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

## B

### **Bank Transfer**

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

## Appendix – Glossary (cont'd)

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**Batch/Session**

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

**Batch Interface**

A type of interface where one system generates transactions to be batched for input into another system.

**BBA**

See [Budget Balance Available](#).

**Budget**

A plan of revenue and expenditures for an accounting period expressed in monetary terms.

**Budget Balance Available (BBA)**

That portion of budget funds that is unspent and unencumbered.

**Budget Pool**

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

## C

**Cash**

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

**Cash Disbursement**

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

**Cash Receipt**

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

**Chart of Accounts**

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

**Check Override**

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

**Claim-On-Cash**

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

**Clearing Account**

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

**COA**

See [Chart of Accounts](#).

**Compound Journal Entry**

A two-sided transaction that posts debits and credits.

**Context**

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

**Credit Memo**

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

## Appendix – Glossary (cont'd)

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### **Cycle**

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

## **D**

### **Data**

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

### **Database**

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

### **Data Control**

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

### **Data Element HELP**

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

### **Data Entry**

A means for adding information into the system.

### **Default**

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

### **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.

## Appendix – Glossary (cont'd)

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**Drop Flag**

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

**E****Encumbrance**

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

**Endowment**

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

**Endowment Income**

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

**Entry Code**

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

**F****FA**

See [Financial Accounting](#).

**Feed**

Transactions from other systems that are transferred to the Financial Records System.

**Field**

That part of a database in which one unique piece of information is stored; OR an area on a screen that allows data entry

**File**

A storage area established within a computer system or database for organizing similar kinds of data.

**Financial Accounting (FA)**

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

**Financial Records System (FRS)**

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

**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.

## Appendix – Glossary (cont'd)

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**Fund Balance**

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

**Fund Group**

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

**Fund Group ID**

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

**Fund Transfer**

A movement of dollars from one fund balance to another.

## G

**General Ledger (GL)**

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

**GL**

See [General Ledger](#).

**GL/SL Relationships**

User-defined structures relating SL revenue/expense accounts to GL fund accounts.

**Global Subcode Edit (GSE)**

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

**GSE**

See [Global Subcode Edit](#).

## H

**Header**

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

## I

**Indirect Updating**

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

**Inquiry Screen**

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

**Interface**

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

**Interfund Borrowing**

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

## J

**JCL**

See [Job Control Language](#).

**Job Control Language**

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

**Journal Entry**

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

## Appendix – Glossary (cont'd)

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### L

#### **Ledger**

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

#### **Liability Account**

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

### M

#### **Map Code**

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

#### **Memo Bank Account**

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

#### **Menu**

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

### N

#### **Name Rotation**

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

### O

#### **Object Code**

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

### P

#### **Parameter**

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

### R

#### **Regular Order**

A type or purchase order that denotes a typical order.

#### **Remit-To Address**

The address to which the check for goods and/or services rendered will be sent.

#### **Requisition**

A type of document that internally requests goods and/or services to be acquired. It must be authorized before being converted to a purchase order.

#### **Retention Months**

A data element defined when creating a vendor. This indicates the number of months a vendor is to be maintained on file after all outstanding items have been paid or reconciled.

### S

#### **6-Digit Account**

For GL: An entity that consists of a self-balancing account.

For SL: An entity of revenues and/or expenses.

#### **Screen HELP**

An online feature that assists the user with data entry by providing information on the purpose and operation of a particular screen.



## Appendix – Glossary (cont'd)

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**Secondary Vendor**

The vendor record holding the multiple addresses that are used periodically, as opposed to the primary address.

**Session**

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

**SL**

See Subsidiary Ledger.

**Split Encumbrance**

An encumbrance which applies to several accounts.

**Standing Order**

A type of purchase order used for reoccurring services like those provided by the telephone and electric companies.

**Subcode**

Four digits appended to the account ID to identify attributes and dollar records within an account.

**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.

## Appendix – Glossary (cont'd)

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**Transaction Code**

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

### U

**Update Screen**

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

### V

**Valid Value**

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

**Vendor**

A provider of goods and/or services.

**Vendor Addresses**

See Order-From Addresses and Remit-To Addresses.

**Vendor File**

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

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