Purchasing Preliminary Fixed Assets User Manual

Version 2.3
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FAMIS Services
The Texas A&M University System

Introduction

The purpose of this manual is to assist in accessing and utilizing information in the Purchasing Preliminary 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, Purchasing, and Sponsored Research. Manuals for these applications are either currently available or in the process of being developed.

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

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

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

College Station based:	FAMIS Services
	The Texas A&M University System
	1144 TAMU
	College Station, TX 77843-1144
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	The Texas A&M University System
	301 Tarrow Street
	College Station, TX 77840-7896

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Preliminary Fixed Assets Menus

Menu M36 is used to display inquiry and update screens of the Preliminary Fixed Assets in FAMIS.

Menu M36 – Departmental Fixed Assets Menu

```
M36 Departmental Fixed Assets Menu                        03/01/11 10:42
                                                          FY 2011 CC 02
   Screen: ___


                * ------ Preliminary Fixed Assets - Inquiry ------ *

                        361 View Preliminary Assets
                        363 View External Preliminary Assets


                * ------ Preliminary Fixed Assets - Update ------ *

                        360 Build Preliminary Assets
                        362 Preliminary Fixed Assets Data




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

Menu M22 provides a list of all purchasing document inquiry screens available in FAMIS.

Menu M22 - Purchasing Inquiry Menu

```
M22 Purchasing Inquiry Menu                               03/01/11 10:43
                                                          FY 2011 CC 02
   Screen: ___

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

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

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

Section II
Preliminary Fixed Assets - Basics

Preliminary Fixed Assets – Basic Concepts

Preliminary fixed asset information is all pertinent information related to the property management of the item. Before electronic approvals, this information was entered onto a Property Control form (FDP-4 form -TAMU). The form had to be attached to the voucher before it could be paid. Similarly, the department must enter preliminary fixed asset information for online receiving before the asset can be closed.

> Preliminary fixed asset information must be entered for all capital and controlled items before a department can successfully close receiving on an asset on **Screen 362**.

Once payment has been processed and all preliminary fixed asset information has been entered into FAMIS, the preliminary fixed asset record is fed over to the FFX system and the feed programs change the preliminary fixed asset to a pending asset. The pending asset is verified, "approved," and finally considered an official property record. At this point, all approved fixed asset information is fed over to accounting (FRS).

Fixed Asset Terminology

Asset
Property, plant, and equipment owned or held in trust by the institution. A physical plant asset is represented by an asset record that contains all pertinent information concerning the asset, both dollar and non-dollar data.

Preliminary Fixed Asset
Preliminary fixed asset information is all pertinent information related to the property management of the item. Before electronic approvals, this information was entered onto the FDP-4 form. The FDP-4 form had to be attached to the voucher before it could be paid. Similarly, preliminary fixed asset information must be entered by the department before the department may close online receiving for the asset.

Once all preliminary fixed asset information is entered into FAMIS and payment has been made, the preliminary fixed asset becomes an "approved" asset and is an official property record. At this point, all approved fixed asset information is fed over to the FFX system in FAMIS and is available for document inquiry.

> Preliminary fixed asset information must be entered
> before a department may close receiving on an asset.

Tag/Asset Number
The tag/asset number is a 10-character alpha-numeric field used to uniquely identify an asset. Asset numbers begin with the fiscal year in which they were purchased. The system automatically assigns tag/asset numbers. Departments that previously used their own set of issued asset numbers will no longer use those numbers.

Items Requiring Inventory or Tag/Asset Numbers
Both purchases above $1,000.00 and controlled assets must be assigned a tag/asset number.
Examples of controlled assets include printers, cameras, handguns, etc.

Dept/Sub-Dept Code
The dept/sub-dept code identifies the department and sub-department charged with the
responsibility for the asset.

Group Code
The group code is a 5-character alpha-numeric code used by departments to further group
assets or track responsibility for assets within a department. For example, a person's initials or
the name of a sub-section within the department may be used as a group code.

Ten Day Rule
According to the Texas A&M University System Equipment Management Manual, section 4-1,
the inventory number must be permanently affixed to an item promptly on receipt, but not later
than ten calendar days after receipt, unless prevented by unusual circumstances.

Bar Code Tags
Bar code tags may be used to identify assets. For example, at TAMU, the Fiscal Department
mails bar code tags to the departments with the monthly reports after the invoice has been paid
and the assets have been approved by the Fiscal Department.

Freight and Discounts
The system will match the preliminary fixed asset information that you enter with the purchase
order. Totals may be changed to reflect an increase in price due to freight or a decrease in price
due to a discount.

1. At the time of purchase, if freight is known, include it in the price.
2. If an extra line item is included for freight and is known, enter the freight.
3. If the freight is not known, **do not estimate it**. The Fiscal Department Property
   Management Office will add it according to what is on the invoice at the time of
   audit.

Partial Payments on Purchase Order
When the voucher records are fed to FFX, pending asset records will be created for each item on
the purchase order. Since not all of the items may have been invoiced, use the following steps
to process the assets correctly:

1. All purchase order items will feed to FFX.
2. On FFX Screen 546, blank out the asset # for each item that has not been invoiced.

> **DO NOT delete the asset using FFX Screen 509**. Deletions are permanent and will
> cause both preliminary and pending assets to be physically removed from the file.
> The preliminary asset will no longer exist to be fed when the next payment is made.

3. These items will feed again when invoiced.

Room Table

Rooms can be added or deleted only on the Master Campus. Contact the System Office of Budgets and Accounting to request changes. The rooms are loaded from the TAMU Facilities Coordination (FCOR) table.

For any campus with the room table flag set to "Y" on FFX Screen 590, the Room: field will be required on Screen 362.

Purchasing Module Document Flow Chart

```
          ┌─────────────────────┐
          │    Department       │
          │  Creates Document   │
          └─────────────────────┘
                    │
                    ▼
          ┌─────────────────────┐
          │   Set Document Up    │
          │    For Approval      │
          └─────────────────────┘
                    │
                    ▼
              ◇ Send
              Document
              To Purchasing ◇
                    │
                    ▼
          ┌─────────────────────┐
          │ Purchasing Processes:│
          │ Set Up As Purchase   │
          │       Order          │
          └─────────────────────┘
                    │
                    ▼
         ○ Purchase Is For        Yes    ┌──────────────────────┐
           Inventoried Or      ────────► │ Department Can Start  │
           Controlled Asset ○            │  Fixed Asset Set Up   │
                    │                     │  Process On FAMIS     │
                    No                    └──────────────────────┘
                    ▼                                │
              ◇ "Receiver"                           │
               Receives PO                           │
               On-Line ◇                             │
                    │                                │
                    No                               │
                    ▼                                ▼
         ○ Purchase Is For        Yes    ┌──────────────────────┐
           Inventoried Or      ────────► │ Department Cannot     │
           Controlled Asset ○            │ Close Receiving       │
                    │                     │ Document Until Asset  │
                    No                    │ Is Set Up On FAMIS    │
                    ▼                     └──────────────────────┘
          ┌─────────────────────┐                   │
          │    "Receiver"       │◄──────────────────┘
          │    Closes PO        │
          └─────────────────────┘
                    │
                    ▼
           ╱─────────────────────╲
          ╱   Invoice Is Sent To   ╲
          │   Accounts Payable      │
          ╲   For Processing       ╱
           ╲─────────────────────╱
```

View Preliminary Assets

Once the preliminary fixed asset records have been created in FRS for your purchase order and have been fed to the Fixed Assets module of FAMIS, you may use FFX Screen 545 to display a list of all preliminary assets for a document. Type 'Y' in the Prelim Only: field to view only the Preliminary Assets on this screen.

These preliminary assets records can be deleted, if necessary, using Screen 362 in the FRS Module of FAMIS. Once the record is a pending asset, use Screen 509 to delete.

FFX Screen 545 – View Preliminary Assets

```
 545 View Preliminary Assets                               04/26/10 09:26
                                                           FY 2010 CC 02
   Screen: ___    Starting from Doc: P101414 Doc Seq: ____  Order: A Prelim Only: Y

          Doc  Doc            Add
   Sel    Nbr  Seq  Tag Number To    Asset Nbr St   Comp Cost      Description
   ---  ------- ---- ---------- --- ---------- -- -------------- ----------------
    _   P903127 0001 0900103093                      1724.00 NEC XGA 3000 LUME
    _   P903512 0001 0900103078                      3875.00 NEC XGA 4200LU DA
    _   P903512 0002 0900103079                      3875.00 NEC XGA 4200LU DA
    _   P903512 0003 0900103080                      3875.00 NEC XGA 4200LU DA
    _   P903512 0004 0900103081                      3875.00 NEC XGA 4200LU DA
    _   P903936 0001 0900102114  Y                   2320.32 COMPUTER, DELL IN
    _   P904170 0003 0900101157  Y                   5157.12 ACCESS POINT LICE
    _   P904330 0002 0900104072                      1699.00 APPLE IMAC 24-INC
    _   P904639 0001 0900105012                      6423.00 OLYMPUS BX41 MICR
    _   P904639 0002 0900105013                      6423.00 OLYMPUS BX41 MICR
    _   P904639 0003 0900105014                      6423.00 OLYMPUS BX41 MICR
    _   P905036 0009 1000106031                       610.00 SECURITY SYSTEM,
    _   P905121 0003 0900105220                      7980.00 IRONPORT M660, ST
                *** Press ENTER To view more Assets ***
   Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
         Hmenu Help  EHelp
```

Basic Steps

- Advance to Screen 545.
- To advance the displayed list to a specific document number, type it in the Starting from Doc: field.
- You can change the display order by typing 'A' (ascending) or 'D' (descending) in the Order: field.
- Type 'Y' in the Prelim Only: field to display just the preliminary fixed assets and press <ENTER>.
- Type an 'X' in the Sel: field next to a preliminary fixed asset to advance to Screen 546 where more detailed asset information will be displayed.

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

Action Line

Starting from Doc:	7 character/digits Type a specific <u>document number</u> in this field to view the document at the top of the displayed list.

Doc Seq:	4 digits	

Indicate the <u>sequence number</u> order in which the preliminary assets were recorded from the purchase document.

Order: 1 character
Indicate the <u>desired order</u> for the displayed list.
A   =   Ascending
D   =   Descending

Prelim Only: 1 character
Display only <u>assets in preliminary status</u>.
Y   =   Preliminary Assets only.
Blank =   Show all assets.

Screen Information

Sel: 1 character
Type an 'X' to <u>select</u> a preliminary fixed asset for further display on Screen 546.

Doc Nbr: 7 character/digits
Identifies the <u>purchase order document number</u>.

Doc. Seq: 4 digits
Shows the <u>sequence number</u> of the asset.

Tag Number: 10 digits
Displays the <u>number</u> automatically <u>assigned</u> by the system for the asset in the preliminary fixed asset section of FAMIS purchasing.

Add To: 1 character
'Y' indicates <u>that asset should be added to an existing asset</u>.

Asset Nbr: 10 digits
Identifies the <u>asset number</u> of the asset.

St: 1 character
Displays the <u>status of</u> the <u>asset</u>. Valid values are as follows:
P   =   Pending
A   =   Approved
D   =   Disposed

Comp Cost: 11 digits
Indicates the <u>total dollar value of</u> the asset <u>component</u> at time of purchase / acquisition.

Description: 28 characters
Displays a short <u>description</u> of the asset.

Additional Functions

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

View Detailed Preliminary Fixed Asset Data

Asset purchases are recorded using two modules of FAMIS, the accounts payable (AP) module and the purchasing module. Assets that are processed through the purchasing module must have a preliminary fixed asset record created before payment can be made. This information is similar to the Property Control Form (FDP-4 – TAMU) that was used before electronic approvals were available through FAMIS.

Once all preliminary fixed asset information is entered into the system and payment has been made, the preliminary fixed asset record is fed to the FFX system. You may view this data using FFX Screen 546. It is advisable for you to verify your preliminary fixed asset data against the voucher data form before continuing with the approval process.

For preliminary assets, the tag number will initially be blank and the status will be blank.

When you manually put in an asset number, the status will change to 'P' (Pending) and the next available component number is also added.

FFX Screen 546 – Preliminary Fixed Asset Data (Panel 1)

```
 546 Preliminary Fixed Asset Data                            04/26/10 09:29
                                                             FY 2010 CC 02
   Screen: ___   Doc: P902075  Doc Seq: 1___
                                                        Page: 1  <More>>>>
             Asset: _____     Component:     Status:
        Tag Number: 0900103071 Add to Asset:
 Asset Description: MITSUBISHI 1920X1080 4000 LUMEN PRO
            Line 2: *FL6900U
    Component Cost:          8745.00 Acq Method: PO

            PO Nbr:         PO Acct:
 Manufacturer Name: MITSUBISHI
      Model Number: FL6900U              Serial Number: 1xx0
       Vendor Name: CCS PRESENTATION SYSTEMS        Nbr: 1xxxxxxxxx0

             Class: 578708  DATA PROJECTORS
    Acquisition Dt: 04/10/2009        In-Service Dt: 04/10/2009
                                          Condition: O1
      Availability: US                 How Tagged: BC
     Related Asset:                  Special License:
     Exposure Code:                  Software Version:
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp                              Left  Right
```

FFX Screen 546 - Preliminary Fixed Asset Data (Panel 2)

```
 546 Preliminary Fixed Asset Data                        04/26/10 09:30
                                                         FY 2010 CC 02
   Screen: ___  Doc: P902075  Doc Seq: 1___
                                                    Page: 2  <<<<More>
            Building: 01502        Building Campus: 02
               Room: 103              Group Code:
          Exec Level: AA          Alt APO Name: GRAYSON, GINA
            Division: CI
              School:                                    Cd  Pct
                Dept: HECN              Sub Dept:     Purpose: IN 100.00
      Other Location: WEST CAMPUS
      Ownership/Title: TAMU            Restriction: I
        FAMIS Sponsor:            Historical Ind: N
                               Depreciation Ind: Y
   Maintenance Company:
          Contract Nbr:                 Renewal Date:
          Contract Amt:                 Warranty Exp:
             Frequency:              Last Maint Date:

           Insured By: SELF           Insured Value:
      Replacement Cost:              Inflation Code: NO
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
           Hmenu Help  EHelp                           Left  Right
```

Handling Preliminary Assets for Partially Paid Invoice

Sometimes A/P will make a partial payment on an invoice, even though the department created preliminary assets for the whole invoice. In this case, it is necessary to blank out the Asset: field for any assets not actually paid. This gives the department the ability to create a preliminary asset again on the next invoice.

Basic Steps

- Advance to Screen 546.
- Verify that all information shown is correct (i.e. matches the voucher data form).

  > If the information shown is not correct, you may make changes using Screens 501 - 508.

- When the preliminary fixed asset record is fed from FRS to FFX, it will create a pending asset number. If this number has not been assigned, you may manually enter it into the Asset: field. You may also blank out the Asset: field if the asset has not yet been invoiced (for example, a partial invoice was paid, but not the one for this particular asset). The asset will have its asset number re-assigned when the next invoice is paid.
- Press <ENTER> to record the pending asset number.

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

Action Line
◆ **Doc:** 7 character/digits
Identify which underlined purchase document's preliminary fixed asset record should be displayed.

◆ **Doc Seq:** 4 digits
Enter the sequence number order for displaying line item information of the purchase document.

Screen Information
Panel 1

Page: 3 digits
Shows the page number of data displayed.

Asset: 10 digits
Displays the pending asset number assigned to the preliminary fixed asset record.

Component: 2 digits
Identifies the component number assigned to the preliminary fixed asset.

Status: 1 character
Indicates the status of the asset number: approved (A), pending (P), disposed (D).

Tag Number: 10 digits
Displays the number assigned to the preliminary asset by the system. This number should become the asset number once approved.

Add to Asset: 1 character
'Y' indicates the asset is to be added to an existing asset record.

Asset Description: 35 characters
Displays a brief description of the asset item.

Line 2: 35 characters
Shows additional information about the asset, if needed.

Component Cost: 14 digits
Indicates the total dollar amount spent, including tax, freight, and installation costs, on the purchase of the selected asset.

Acq Method: 2 characters
Shows method by which the item was acquired.

PO Nbr: 7 character/digits
Indicates the purchase order number of the document created to pay for the selected item.

PO Acct: 15 digits
Displays the subsidiary ledger (SL) account number plus the support account (SA) number plus the object code on the purchase order used to pay for the asset.

Manufacturer Name: 30 characters
Shows the name of the manufacturer of the item.

Model Number: 20 characters/digits
Identifies the <u>manufacturer's model number</u> for the selected item.

Serial Number: 20 characters/digits
Displays the <u>serial number</u> on the item.

Vendor Name: 30 characters
Shows the <u>name of the vendor</u> from which the item was purchased.

Nbr: 11 digits
Displays the FAMIS <u>identification number</u> of the vendor from which the item was purchased.

Class: 6 digits
Indicates the <u>inventory classification</u> of the item.

Acquisition Dt: 8 digits
Shows <u>date</u> on which the item was <u>purchased</u>.

In-Service Dt: 8 digits
Indicates the <u>date</u> on which the <u>item was available</u> for its intended purpose.

Condition: **Help** 2 characters/digits
Shows the <u>condition of the asset</u>. For example, the following:

DE	=	Demolition (17)
E1	=	Used-Reconditioned – Excellent
E2	=	Used-Reconditioned – Good
E3	=	Used-Reconditioned – Fair
E4	=	Used-Reconditioned – Poor
MH	=	Missing – Hold For Deletion
MI	=	Missing – Not Deleted – F/ INVE
MN	=	Missing – Negligence
MS	=	Missing – Request Now
N1	=	New Or Unused – Excellent
N2	=	New Or Unused – Good – UNIMPA
N3	=	New Or Unused – Fair – Slight
N4	=	New Or Unused – Poor – Serious

Availability: **Help** 2 characters
Displays the <u>availability of the asset</u>. Valid values include the following:

AV	=	Available
BLANK	=	Undetermined
EX	=	Excess Property
LN	=	On Loan To Another Department
MS	=	Missing, Unable to Locate
RE	=	Restricted, Single Purpose
SH	=	Shareable, On Request
ST	=	Stolen, Damaged, Destroyed
US	=	In use Full Time

How Tagged: Help 2 characters
Shows the <u>method</u> by which asset is physically <u>tagged</u> for inventory.

BC	=	Bar Coded
DC	=	Decal
ET	=	Etched
MT	=	Metal Tag
NT	=	No Tag
ST	=	Stamped
WR	=	Written
' '	=	Undetermined

Related Asset: 10 digits
Indicates the <u>asset number</u> to which this asset record <u>is related</u>.

Special License: 2 characters
Identifies the <u>type of license</u> that is required to own or operate the asset.

Exposure Code: 2 characters
Indicates any <u>health hazards</u> associated with the selected asset.

Software Version: 20 characters
Displays a brief <u>description of the software used</u>, including its version number.

Panel 2

Building: 5 digits
Identifies the <u>building</u> in which the <u>asset</u> is <u>located</u>.

Building Campus: 2 digits
Indicates the <u>TAMUS member part</u> at which the asset it located.

Room: 6 characters/digits
Represents the <u>room of the building</u> where the asset is located.

Group Code: 5 characters
Displays a <u>code</u> that can be <u>used in sorting reports</u>.

Exec Level: 2 characters
Identifies the <u>executive officer</u> who is ultimately accountable for decisions concerning the acquisition, use, and disposal of the asset.

Alt APO Name: 20 characters
Displays the <u>name of the alternate person responsible</u> for the selected asset.

Division: 2 characters
Indicates the <u>FRS-defined division</u> that is responsible for the asset.

School: 2 characters
Identifies <u>the school</u>, college, administrative office, or other unit within the division that is <u>responsible</u> for the asset.

Dept:	5 characters Identifies the <u>department responsible</u> for the asset.
Sub Dept:	5 characters Indicates the <u>sub-department</u> to which the asset belongs.
Purpose Cd:	2 characters Displays the <u>code</u> that <u>defines the general purpose</u> of the asset.
Purpose Pct:	3 digits Shows amount of time (<u>percent</u>) the asset will be used <u>for a particular function</u>.
Other Location:	20 characters Displays the <u>location of the asset</u> when it cannot be described in terms of building and room.
Ownership/Title:	4 characters Indicates whether the asset is <u>owned by</u> the institution, an outside agency, or borrowed/leased by the institution.

Restriction: **Help** 1 character
Identifies any <u>restrictions</u> placed on the use/ownership of the item. For example:

A	=	EQPT THRU TX SURPLUS – ACQ DT
B	=	RIGHT TO RECLAIM/TRNSFR-FUND
C	=	TITLE STAYS W/ FND AGNCY (FED
D	=	RES;SALE RCPTS DEP TO NSF EQP
E	=	SALE RCPTS TO RETURN TO FED G
F	=	EXEMPT PROP-USE ON FED FUND P
G	=	RETAIN&REIMB FED BY %FEDPART/
I	=	NO RESTRICTIONS

FAMIS Sponsor:	7 digits Identifies the <u>FAMIS sponsor</u> responsible for the acquisition of the selected item.
Historical Ind:	1 character 'Y' indicates that the asset <u>component is historical</u>.
Depreciation Ind:	1 character 'Y' indicates that asset <u>component is depreciable</u>.
Maintenance Company:	20 characters Shows the <u>name of the person or company</u> that will be <u>used to service</u> the selected asset.
Contract Nbr:	20 characters/digits Identifies the <u>contract number</u> associated with the asset. This field will only be used If the asset is to be serviced under the terms of a maintenance contract.

Renewal Date: 8 digits
Indicates the date on which the maintenance contract will expire. This is the
<u>date by which it should be renewed</u> in order to maintain continuous service.

Contract Amt: 15 digits
Displays the <u>dollar amount to be paid</u> if the asset is to be serviced under the
terms of a maintenance contract.

Warranty Exp: 8 digits
Indicates the date on which the <u>warranty</u> will <u>expire</u> for the item.

Frequency: 3 digits
Indicates <u>how often</u> the item is to be <u>serviced</u>.

Last Maint Date: 8 digits
Displays the <u>maintenance date</u> on which the asset was <u>last serviced</u>.

Insured By: 5 characters
Identifies <u>who is responsible for</u> the <u>insurance</u> on the selected item.

Insured Value: 15 digits
Displays the <u>dollar amount</u> for which the asset has been <u>insured</u>.

Replacement   15 digits
Cost: Shows the <u>dollar amount</u> that would be <u>required to replace</u> the item in the
current fiscal year.

Inflation Code: 2 characters
Identifies the <u>Inflation Multiplier</u> that is applied <u>to update the Replacement
Cost</u> of the asset.

Additional Functions

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

Department Table Maintenance

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

- Screen 860 is used to add a new department to FAMIS by authorized personnel.

- This is the only screen where you can update the School/College: field. It will not be a protected field for anyone who has update access to the screen. The School/College: field is also protected if you are trying to modify it on a sub-department. Remove it from the department and all its sub-departments by taking the college off of the department (FISA or FISC). The change will ripple to all of the sub-departments.

- The EPA allow flag was added to this screen for Form 500 processing. A 'Y' in this field indicates that the department is allowed to create EPA documents, and EPA documents will be routed through the department.

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

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

Screen 860 – Department Table Maintenance

```
 860 Department Table Maintenance                          04/09/13 16:59
                                                                   CC 02
   Screen: ___    Department: CHEM_   Sub Dept: _____
            Dept Name: CHEMISTRY_____
      Head/Director ID: 4uuuuuuu8              Alt APO ID: 6uuuuuuu4
                        RUSSO, RONNIE                      CASH, CHARLES
   Head/Director Phone: 979-845-3333        Alt APO Phone: 979-845-5555
             Mail Code: C3255              Building Number: 00484
            Exec Level: AA                Building Campus: 02
              Division: CD                           Room: 119___
        School/College: SC College Dept: CLSC     Group Cd: _____
        Off Campus Flag: N                        Other Loc: _____
 Budget Sort Dept Nbr: _____            Approx. Inv. Count: _____
        Allow Flags:  FRS: Y  EPA: Y  DBR: Y  DCR: Y  SciQuest: Y  FFX: Y  TDP: B
        Purch Trn Flag: Y                FFX Cert. Month: 2_     Surplus: _
     Maestro: Org Unit: 8464_____      Parent Dept: CLSC_  Center/Institute: __
          Chemistry                      Mail to Dept Head: _
        Other Part Nbr: __        Dept Office: CHEMISTRY    General Comments: Y
       Other Part Dept: _____      Dept View: CHEMISTRY         Hit <PF10>
   Other Part Sub Dept: _____      Exec Office:                FFX Comments: Y
  Dept Expiration Date: _____   Exec View:                  Hit <PF11>
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp                Audit       Dload GenCm FFXCm
```

Basic Steps
- Advance to Screen 860.
- Enter a department code on the Action Line and also on the Sub Department if needed. You may also type an asterisk (*) in the Department: field to see a list of departments and subdepartments. If the department is not listed in the pop-up box, type an "i" in the TYPE: field to search by Department ID. This will allow you to find what you are searching for if it is an active department - subdepartment. Press <ENTER> to view.

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

Action Line

◆ **Department:**   Help 5 characters
Enter a valid <u>department code</u>.

Sub Dept: 5 characters
Enter the <u>sub-department</u>, if needed.

Screen Information

Dept Name: 50 characters
Enter the full <u>name</u> of the <u>department</u>.

◆ **Head/Director ID:**   9 digits
Provide the <u>Social Security number</u>. The name will be displayed when you press enter.

Alt APO ID: 9 digits
Enter the <u>name and ID of the alternate</u> APO (<u>accountable property officer</u>).

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

Alt APO Phone: 10 digits
Provide the <u>phone number</u> of the <u>alternate APO</u>.

Mail Code: Help 1 character
Enter the <u>mail code</u> for the department.

Building Number: 5 digits
Identify the <u>building</u> where department is located.

Exec Level: Help 2 characters
Include the <u>executive level</u> of the department.

Building Campus: 2 digits
Identify the <u>campus code</u> for the <u>building</u>.

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

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

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

College Dept: 4 characters
Displays the College Department code associated with the department entered on the Action Line.

Group Cd: 5 characters
Used for grouping departments together for special purposes, perhaps security or reporting.

Off Campus Flag: 1 character
Identify whether the department is located off campus.

Other Loc: 20 characters
Provide information as to whether or not the department is located in more than one location.

Budget Sort Dept Nbr: 4 characters
Used for AL-RSCH budget sort number.

Approx. Inv. Count: 6 characters
Use for the entry of inventory numbers.

FRS Allow Flag: 1 character
Indicate whether this department is valid for accounting in FRS.

DBR Allow: 1 character
Indicate whether or not the department is allowed to create Departmental Budget Records.

FFX Allow Flag: 1 character
Indicate whether this department is valid for asset control in FFX.

Purch Trn Flag: 1 character
Identify whether this department has been fully trained and is ready to use the Purchasing system.

EPA Allow: 1 character
Indicate whether or not ('Y' or 'N') the department is allowed to create EPA documents.

FFX Cert Month: 2 digits
Indicate the month for inventory certification for this department.

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

Mail to Dept Head: 1 character
Identify whether the department head or director wants to receive a statement.

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

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

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

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

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

Dept Expiration   8 characters
Date: Shows the <u>date the department will expire</u>.

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

General   1 character
Comments: Indicates whether or not ('Y' or 'N') <u>comments</u> have been <u>entered</u>.

FFX Comments: 1 character
Indicates whether or not ('Y' or 'N') <u>comments</u> have been <u>entered</u>.

Additional Functions

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

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

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

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

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

Section III
Fixed Assets Basics

Fixed Assets Basic Concepts

The purpose of the Fixed Assets system is to help TAMUS Members fulfill their responsibility to administer, account for, and preserve their institution's investment in property, plant and equipment. This responsibility extends across departments, with implications for Accounting, Property Control, and Purchasing.

To Accounting, it provides accurate, detailed records to support the values recorded in the General Ledger Plant Fund accounts.

To Property Control, it provides the ability to fix custodial responsibility for assets, to track acquisitions, transfers and disposals, and to perform periodic inventory assessments.

To administrators, it provides information about the availability of equipment, allowing managers to use existing property more efficiently and to avoid the purchase of duplicate equipment.

These primary functions may be summarized as the following:

- Recording the value of plant assets
- Fixing custodial responsibility for assets
- Providing current and accurate data to support resource allocation and budgeting
- Providing maintenance and insurance data

As part of its responsibility to accumulate and organize all financial information about the institution, Accounting maintains General Ledger records that represent the investment in plant.

This involves the following:

- Recognizing asset acquisitions
- Making adjustments to recorded values as needed
- Recording disposals

The relationship between FFX and Financial Accounting is one of detail to control: summary asset values are recorded in the GL account controls, and supporting detail is maintained with FFX. Within FFX, asset records are created and transactions processed to reflect asset activity. An accounting feed generates journal entry transactions, which are used to update the GL.

Fixed Asset Terminology

ASSET: An asset is property, plant, and/or equipment owned or held in trust by the institution. A physical asset is represented by at least one *component record* that represents all the non-dollar (attribute) data and the summarized dollar information concerning the asset. The funding information for a component record is stored as one or more **fund sequence records**. Therefore, an asset is composed of one or more component records which were each funded by one or more fund sequence records.

ASSET NUMBER: An asset number is a 10-character alphanumeric identification tag used in combination with component number to uniquely identify a physical asset belonging to the institution. It is recommended that a system-assigned sequential asset number be used. ***NOTE****:* Usually, an asset number takes the form NN-A-XXXXXXX, where NN = the last 2 digits of the fiscal year the asset was purchased, A = the sight identifier (see below for definition), and XXXXXXX = the number assigned by purchasing. FAMIS and SPA use the same asset number to identify an institution's assets.

COMPONENT: A component identifies either a complete physical asset or a portion of a physical asset so that it may be distinguished by class, date of purchase, in-service date, etc. The component record of an asset contains all the pertinent attribute (non-dollar) information concerning the asset and the summarized dollar (funding) asset information. A component allows multiple physical assets to be tied to a common asset number and also allows additions to a capital or controlled asset to be tracked separately but linked to the original asset number. Only a preliminary asset can exist without a component.

COMPONENT NUMBER: A component number is a 2-digit numeric identifier used in combination with the asset number to uniquely identify an asset or a portion of an asset so that it may be distinguished by class, date of purchase, in-service date, etc.   Component numbers are assigned by the system in sequential order. Attribute (non-dollar) data is generally maintained at the component level. Summary dollar data is stored and reportable at the component level, but the specific funding detail is stored at the fund sequence level.

**COMPONENT
STATUS:**   The component status is an indicator of whether a component is officially recognized by the agency/institution. Values for the component status include the following:

Pending (P)   pending components are created by the feed from accounts payable vouchers or by directly entering them into the system via the 501-509 screens

Approved (A)   components are approved by Property Accounting using Screen 511

Disposed (D)   components are disposed by Property Accounting using Screen 513

Preliminary assets do not have component statuses (because they don't have components) and are not recognized in the FFX system, except on Screen 545 and 546. An asset may have preliminary assets and pending, approved, and disposed components all at the same time. When an asset has more than one component status, the "asset status" becomes the highest component status (i.e. approved, then pending, then disposed, and finally, preliminary).

FUND: A fund is a 4-digit number that is needed by the State / SPA to identify the type of funding used to acquire an asset. The fund is generally determined by the bank used in the acquisition of the asset. The fund is one of several data types of financial information that is stored as part of the "fund sequence" (see below).

**FUND SEQUENCE
NUMBER:**   A fund sequence number is a 5-digit numeric identification used to identify the various funding elements used in the acquisition and disposition of an asset. The funding elements are composed of the following fields: State/SPA fund, Bank, Fund Source, buying account, sponsor, sequence amount, salvage amount, and accumulated depreciation. Each variation of these funding elements allows multiple purchasing accounts (buying accounts), multiple funds (banks) and multiple fund sources to be associated with a single component for more consistent and accurate record keeping. Fund sequence numbers are assigned by the system in sequential order.

PRELIMINARY ASSET: A preliminary asset is created in the FRS purchasing module (usually by departmental personnel) to represent goods that are purchased through the use of a capital or controlled object code. The preliminary asset number is composed of the seven-digit voucher number and a three-digit sequence number. The purchase cannot be officially "received", or paid, prior to the creation of one or more preliminary assets. The dollar total of the preliminary asset(s) must be greater than or equal to the amount of the received goods before receiving can be closed.

The preliminary asset becomes a "pending" asset when EITHER the purchasing document is paid, posted, and the TAPFD (TBDU065) job is run OR when the Property Office types a pending asset number in the 'Asset' field on FFX Screen 546. An asset may be returned from pending to preliminary status by removing the pending asset number from the 'Asset' field on FFX Screen 546. When this is done, all fund sequences for the component are deleted.

TAG NUMBER: A tag number is the identification number physically marked on the asset. The permanent "approved" asset number is usually identical to the tag number, but this is not a requirement. When the FAMIS Purchasing Module is used, the preliminary fixed asset screens assign 'tag numbers' following the 'Approved Asset Format' pattern on Screen 590. This tag number must be permanently marked on the asset within the time period specified in the System Equipment Management Manual (currently ten business days). The preliminary asset will feed to FFX as a pending asset with a number other than the "tag" number (usually the voucher number used to pay for the asset followed by a 3-digit sequential number). However, unless overridden, the tag number becomes the approved asset number when the component is approved.

SIGHT ID: The sight ID is commonly used in the 3rd digit of an asset number to provide sight recognition of a type of asset. Each member may use the following Sight IDs or create additional ones that meet their needs. Examples of Sight IDs include the following codes:

A	Airplane	**M**	Moves under own power w/o a license plate
B	Boat or Ship	**P**	Lease Purchase Asset
F	Purchased w/ federal funds	**V**	Vehicle
G	Group	**0**	None of the Above
K	Gift received after June, 1989	**5**	Lease Purchase Payable
L	Livestock	**6**	Construction in Progress

Fixed Assets Process Flow Chart

```
┌─────────────────┐       ┌─────────────────┐  FRS to   ┌──────────────────────┐
│ Purchase Document│──────▶│ Preliminary Fixed│  FFX Feed │ Preliminary Asset Record│
│  Processed in FRS│       │  Assets Created  │──────────▶│ (w/ Tag Number) Located│
│                 │       │ (Screens 360-362)│           │        In FFX          │
└─────────────────┘       └─────────────────┘           │    (Screens 546)       │
                                                         └──────────────────────┘
                                                                    │  Changes the
                                                                    │  Component Status
                                                                    │  from Preliminary  to
                                                                    │  Pending on Match
                                                                    ▼
┌─────────────────┐                              ┌──────────────────────┐
│   AP Voucher    │        FRS to FFX Feed       │  Pending Asset /      │
│ Processed in FRS│─────────────────────────────▶│ Component Number      │
│                 │                              │ Created in FFX Module │
└─────────────────┘                              └──────────────────────┘
                                                            │
                                                            ▼
┌─────────────────┐      ◇         ◇              ◇
│ General Ledger  │ FFX to  Approve    Enter        Enter
│    Updated      │◀FRS Feed the Pending  Asset Attribute  Component
│                 │      Component◀  Data (Screens◀  Attribute Data
└─────────────────┘      (Screen 511)  505-508)       (Screens 501-508)
```

Fixed Assets Feeds

The above flow chart mentions two "Feed" programs that are run in order to move information from the FRS module of FAMIS to Fixed assets, or vice versa. These two feeds are accomplished by two separate jobs.

F*nn*TAPFD and F*nn*TFAFD (where *nn* is your system part number)

F*nn*TAPFD is the job responsible for the FRS to FFX feed. It is designed to look through all of the paid vouchers on the system and create pending component records in the FFX module of FAMIS for all of the capital/controlled items. It also creates pending components from preliminary assets.

In contrast, F*nn*TFAFD is responsible for the FFX to FRS feed. This set of programs looks at all of the approved components on the system and updates the General Ledger (in the FRS module of FAMIS) to reflect their presence.

Section IV
Preliminary Fixed Assets
Inquiry and Update

Build Preliminary Fixed Assets

Preliminary asset records must be built for the purchases of capital or controlled items before you finish processing the receiving for the asset online. Preliminary asset records are created using Screen 360.

Typing a valid Purchase Order (PO) number and choosing one of the three options listed will build a preliminary asset record from a PO, from an approved asset, or from other preliminary assets.

Screen 360 - Build Preliminary Assets

```
   360 Build Preliminary Assets                            04/10/13 08:33
                                                           FY 2013 CC 02

    Screen: ___   Doc: _____


                    _  1) Create a Preliminary Asset from scratch  - OR -
                           Add to an Existing Asset
                    _  2) Copy from Approved Asset
                    _  3) Copy from Document's Other Preliminary Assets
                    _  4) Create Non-Purchasing Preliminary Asset




   ----------------------- Purchase Order Information ------------------------
            Vndr:
   Document   Dt:          Cat.:    User Ref:
   Start      Dt:          Contact Person:                Ph:
   End        Dt:          Buyer:                         Ph:
   Exp.Dlvry Dt:           FOB:     Type Funds/Ord:       PO Total:


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

Basic Steps
- Advance to Screen 360.
- Type a valid purchase document number in the Doc: field on the Action Line.
- Press <ENTER> to display document information.
- Type 'X' next to the desired action to create or copy an asset and press <ENTER>.

Preliminary Asset Build Process

1) **Create a Preliminary Asset from Scratch OR Add to an Existing Asset**
   - Use when you are purchasing something that requires the asset number to be created from scratch (*i.e.* when there is no existing asset that can be copied from or added to).
   - If a purchase order (PO) has several identical items, it is advisable to build the first asset using this selection criteria and then copy it as many times as necessary using the last selection option, "Copy from a Document's Other Preliminary Assets".

2) Copy from Approved Asset
- Use when you are purchasing something that is identical to a previously purchased item that has already been approved and paid. When the item has the same manufacturer and object class code, this option can save a lot of entry time.
- When you are using this selection option, the system will create an asset that is identical to the one copied. Therefore, you must to go to Screen 362 and update the information to fit the particular item being purchased. For example, dates and serial numbers will have to be changed.

3) Copy from Document's Other Preliminary Assets
- Use when a department has a single purchase order with several identical items. First, you build the asset using Option 1, and then copy it as many times as necessary using Option 3.

4) Create Non-Purchasing Preliminary Asset
- Use when you are purchasing something with the PROCARD system or similar systems that provide online purchasing capabilities and that do not go through the FAMIS Purchasing System.

> Additional information is available in the "**Non-Purchasing Preliminary FFX Entry/Interface" document** on our FAMIS web site:
> http://www.tamus.edu/assets/files/famis/pdf/preliminaryffxprocess.pdf

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

Action Line
◆ **Doc:**   7 character/digits
                                   Identify the desired purchase order (PO) number.

Screen Information
◆ **1 Create/Add:**   1 character
   2 Copy Approved: Type 'X' next to the appropriate option, and press <ENTER> to start building
   3 Copy Prelim.:   the preliminary fixed asset record.
   4 Create Non-
      Purch:

Purchase Order Information
   Vndr: 11 digits/characters
                                     Displays the Vendor ID Number and name.

   Document Dt: 8 digits
                                     Shows the date that the document was created.

   Cat: 2 characters
                                     Identifies the accounting and receiving category of the document.

User Ref:	14 digits Displays the <u>user reference number</u>. Typically, this is made up of the subsidiary ledger (SL) account number used for the order followed by the departmental requisition number.
Start Dt:	8 digits Identifies the <u>beginning date</u> of a maintenance agreement or blanket order.
Contact Person:	20 characters Displays the <u>name of the person to contact</u> regarding the purchase order.
Ph:	10 digits Indicates the <u>phone number</u> for the contact person.
End Dt:	8 digits Identifies the <u>ending date</u> for an agreement or order.
Buyer:	23 characters/digits Displays the <u>initials, name, and telephone extension</u> of the person identified as the <u>buyer</u> for this document.
Ph:	10 digits Identifies the <u>phone number</u> for the buyer.
Exp. Dlvry Dt:	8 digits Shows <u>date delivery</u> can be <u>expected</u>.
FOB:	2 characters Indicates the <u>freight code</u> defining conditions by which purchased goods will be transported/delivered. Determines when agency takes ownership.
Type Funds/Ord:	6 characters Shows the <u>type of fund and type of order</u> associated with this purchase order.
PO Total:	12 digits Displays the <u>total dollar amount of</u> the <u>purchase order</u>.

Additional Functions

PF KEYS	See the Appendix for an explanation of the standard PF Keys.
PF5 **Next**	**Next** <u>Advances</u> to Screen 361 to view preliminary assets for the document.

Build Preliminary Assets from Items on a Document – Pop-up

1) **Create a Preliminary Asset from Scratch – or – Add to an Existing Asset**
Create a Preliminary Asset from scratch – <u>OR</u> – Add to an Existing Asset is used when purchasing something that requires the asset number to be created from scratch (*i.e.* when there are no asset numbers it can be copied from or added to).

The following pop-up window is accessed when Create from scratch is selected from Screen 360. Items from the PO that were input by Purchasing Services will appear at the bottom of the screen.

Screen 360 - Create a Preliminary Asset from Scratch Pop-Up Window

```
+-----------------------------------------------------------------------+
|                                                                       |
|                      ** Purchase Order Multi-Item List **             |
|                                                                       |
|         Number    Existing  Nbr of    Asset      Assign   Add to Existing |
|   Item   Ordered  Prel Assts Assets   Value      Number   Asset Number |
|  -----  ---------- ---------- ------  ---------- --------  ---------------- |
|   1.0 welding torches                                                 |
|          2.00       7.00     __    6000.00___    _       _____   |
|   2.0 TORCH EQUIPT.                                                   |
|          3.00       0.00     __    10000.00__    _       _____   |
|                                                                       |
|                                                                       |
|                                                                       |
|                                                                       |
|                                                                       |
|                                                                       |
|                                                                       |
|                    *** End of Capital Items List ***                  |
|                            PF4 = Exit                                 |
+-----------------------------------------------------------------------+
```

Basic Steps

- Type 'X' next to the appropriate choice on Screen 360, and press <ENTER> to access the Purchase Order Multi-Item List pop-up window (above).
- For each line item, type the number of assets you need to create in the Nbr of Assets: field.
- Type the unit value of the line item in the Asset Value: field for each item.
- Type a 'Y' in the Assign Number: field for each line item.
- Press <ENTER> to initiate the preliminary fixed asset record build for the items selected.

Fixed Asset Record Build Process

Change the Asset Value

The Asset Value may be changed while on this pop-up to reflect freight charges or vendor discounts. These totals must match those of the invoice in order for the vendor to be paid.

Assign Asset Numbers

The Assign Number: field must either have a 'Y' input or must be left blank. A 'Y' indicates that you want the system to automatically assign the asset number. Leaving it blank indicates that you do not want the system to assign a number, perhaps because the item being purchased needs to be added to an already existing asset. If the item does need to be added to an existing asset, type that number in the Add to Existing Asset number field.

Preliminary Assets & Invoice Matching

Preliminary fixed assets require that you create assets for the whole dollar amount on the document. Cumulated preliminary assets on one entry must be greater or equal to the invoice.

Change the Asset Value

The Asset Value may be changed while on this pop-up to reflect freight charges or vendor discounts. These totals **must match those of the invoice** in order for the vendor to be paid.

Partial Shipments

It is required that you back out and set the rest of the items back to the preliminary status (done on Screen 545/546).

Partial Payments

You only get one asset as the dollar amount on a preliminary fixed asset, and the purchase order must match.

Vendor Discounts and Trade-Ins

May be problematic.

In the following example of Screen 361, receiving did not know about the <u>discount</u> and needed to match both lines.

Screen 361 - View Preliminary Assets

```
   361 View Preliminary Assets                          10/10/03 11:27
                                                        FY 2003 CC AM

   Screen: ___   Doc: P103565              Prelim Only: Y
                                           Pg: 1__ of   1 Viewed Pg(s)
      Doc                Add
   Sel Seq  Tag Number   To    Total Cost          Description         Cmp
   --- ---- ----------  ---  --------------  ----------------------------------  ---
    _   0001 0100043259          93560.28 MACHINING SYSTEM, VERTICAL W/ ACCES  Y
    _   0002 0100043293          24255.00 MACHINING SYSTEM, VERTICAL, WITH CO   Y




                    *** End of Fixed Asset Record(s) ***
   Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp                 Bkwd  Frwd
```

Doc Seq #2 in the above example was created on Screen 362. A preliminary fixed asset for the discount was created for the discount amount. Receiving was closed, and then this asset was deleted.

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

Create Pop-Up Screen Information

Item:	3 digits Indicates a <u>line item</u> on the purchase order.
Number Ordered:	10 digits Displays the <u>quantity ordered</u> for the particular line item.
Existing Prel Assts:	10 digits Shows the number of <u>existing preliminary assets</u> for the line item.
◆ **Nbr of Assets:**	2 digits Indicate the <u>number of assets</u> that need to be created for the line item.
◆ **Asset Value:**	10 digits Displays the <u>unit value</u> for each line item.
Assign Number:	Help 1 character Type 'Y' if you want the system to <u>automatically assign the asset number</u>.
Add to Existing Asset Number:	10 digits Identifies the <u>existing asset number</u> to which the line item should be added.

Build Preliminary Assets – Pop-Up

2) **Copy from Approved Asset**

Copy from Approved Asset is used when building an asset record for an item that is identical to an item previously purchased, approved, and paid. The following pop-up windows are accessed when Copy from Approved Asset is selected from Screen 360.

Screen 360 - Copy from Approved Asset Pop-Up Window #1

```
+---------------------------------------------------------------------+
|                                                                     |
|                    ** Create from Approved Asset **                 |
|                                                                     |
|    Approved Asset number: _____      Component number: 01     |
|                             +----------+                            |
|                             | PF4 = Exit |                          |
|                             +----------+                            |
|                                                                     |
+---------------------------------------------------------------------+
```

Screen 360 - Copy from Approved Asset Pop-Up Window #2

```
+---------------------------------------------------------------------+
|                    ** Create from Approved Asset **                 |
|                                                                     |
|        Existing    0000068500                                       |
|          Asset:    MICROSCOPE WITH DIAL                             |
|                                                                     |
|        Nbr of      Asset      Assign   Add to Existing              |
|        Assets      Value      Number   Asset Number                 |
|        ----------  ----------  ------  ----------------             |
|            __      1750.00___    _      _____                 |
+---------------------------------------------------------------------+
```

Basic Steps

- Type an 'X' in the field next to the Copy from Approved Asset on Screen 360 and press <ENTER>.
- Type the approved (existing) asset number you wish to copy.
- Press <ENTER> to display the second pop-up window.
- Type the number of assets to be created.
- Type either a 'Y' in the Assign Number: field or an asset number in the Add to Existing Asset Number: field.
- Press <ENTER> to initiate the preliminary fixed asset record build for the purchased items.

Fixed Asset Record Build Process

Information used to build the preliminary fixed asset record is from the approved asset entered on the first pop-up window. This information will need to be updated for all of the copied assets using Screen 362. For example, these records will contain the purchase dates and serial numbers of the original approved asset, and you must remember to change this information.

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

Pop-Up Window # 1

Screen Information

Approved Asset Number:	10 digits/characters Enter the <u>approved asset number</u> to be copied.
Component Number:	2 digits Identify the <u>component number</u>.

Pop-Up Window #2

Screen Information

Existing Asset:	12 digits/30 characters Shows the <u>existing approved asset</u> and <u>description</u> from which information is being copied.
◆ **Nbr of Assets:**	2 digits Indicate the <u>number of assets</u> that need to be created for the line item.
◆ **Asset Value:**	10 digits Enter the <u>unit value</u> for each line item.
Assign Number:	Help 1 character Indicate whether or not ('Y' or blank) you want the system to automatically <u>assign the asset number</u>.
Add to Existing Asset Number:	10 digits/characters Enter the existing <u>asset number</u> to which the line item should be added.

Additional Functions

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

Build Preliminary Assets – Pop-up

3) **Copy from Document's Other Preliminary Assets**

If you have a purchase order with several identical items, Copy from Document's Other Preliminary Assets may be used to simplify your work. First, use Create a Preliminary from scratch to build preliminary asset records for items on the purchase order (PO). Then use Copy from Document's Other Preliminary Assets to build preliminary asset records for subsequent items on the PO. The following pop-up windows are accessed when Option 3 is selected from Screen 360.

Screen 360 - Copy from Other Document's Preliminary Assets Pop-Up Window 1

```
+-----------------------------------------------------------------------+
|                                                                       |
|                ** Purchase Order Preliminary Asset List **            |
|                                                                       |
|               Seq                                                     |
|   Sel Tag Number Nbr     Total Cost            Description            |
|   --- ---------- ---    --------------  --------------------------    |
|     _  0000068500 0001        1750.00 MICROSCOPE WITH DIAL            |
|     _  0000068500 0001        1750.00 MICROSCOPE WITH DIAL            |
|     _  0000068500 0001        1750.00 MICROSCOPE WITH DIAL            |
|     _  0000068500 0001        1750.00 MICROSCOPE WITH DIAL            |
|     _  0000068500 0001        1750.00 MICROSCOPE WITH DIAL            |
|     _  0000068500 0001        1750.00 MICROSCOPE WITH DIAL            |
|                                                                       |
|                                                                       |
|                                                                       |
|                   *** End of Fixed Asset Record(s) ***               |
|                            PF4 = Exit                                 |
+-----------------------------------------------------------------------+
```

> **If only one preliminary asset record exists, this screen will not appear.**

You may select a Tag Number from the Copy from Document's Other Preliminary Assets Pop-Up Window by placing an 'X' in the Sel: column to the left of it. When you select a Tag Number from the Build Preliminary Assets - Pop-Up Copy from Document's Other Preliminary Assets window, you will then advance to the following pop-up window.

Screen 360 - Create from Preliminary Asset Pop-Up Window

```
+---------------------------------------------------------------------+
|                                                                     |
|                ** Create from APPROVED Asset **                     |
|                                                                     |
|      Existing   0000068500    0001                                  |
|       Asset:   MICROSCOPE WITH DIAL                                 |
|                                                                     |
|                                                                     |
|      Nbr of       Asset      Assign    Add to Existing              |
|      Assets       Value      Number    Asset Number                |
|      ----------  ----------  --------  ----------------            |
|        __         1750.00___    _        _____                 |
|                                                                     |
|              PF4 = Exit                                             |
|                                                                     |
+---------------------------------------------------------------------+
```

Basic Steps

- Type an 'X' in the field next to <u>Copy from Document's Other Preliminary Assets</u> on Screen 360, and press <ENTER> to access the pop-up windows (above).
- Select the preliminary asset number you wish to copy by placing an 'X' in the Sel: field to the left of the asset, and press <ENTER> to display the second pop-up window.
- Type the number of assets to be created.
- Type either a 'Y' in the Assign Number: field or an asset number in the Add to Existing Asset Number: field, and press <ENTER> to initiate the preliminary fixed asset record build for the purchased items.

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

Pop-Up Window #1

<u>Screen Information</u>

Sel:	1 character	
	Type an 'X' to <u>select</u> the desired asset.	
Tag Number:	10 digits/characters	
	Displays the <u>tag number assigned</u> to the asset by the system.	
Seq Number:	4 digits	
	In combination with asset number and component number, identifies the <u>fund sequence number</u> to be added or modified.	
◆ **Total Cost:**	13 digits	
	Display the <u>total cost</u> of the preliminary asset.	
Description:	35 characters	
	Provides a short <u>description</u> of the preliminary asset.	

Pop-Up Window #2

<u>Screen Information</u>

Existing Asset:	14 digits/30 characters	
	Indicates the existing <u>preliminary asset</u> tag number and sequence number from which information is being copied.	
◆ **Nbr of Assets:**	2 digits	
	Enter the <u>number of assets</u> that need to be created for the line item.	
◆ **Asset Value:**	10 digits	
	Include the <u>unit value</u> for each line item.	

Assign Number: **Help** 1 character
Indicate whether or not ('Y' or blank) you want the system to automatically
<u>assign the asset number</u>.

Add to Existing 10 digits
Asset Number: Enter the <u>existing asset number</u> to which the line item should be added.

Additional Functions

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

Build Preliminary Assets – Pop-up

4) <u>**Create Non-Purchasing Preliminary Asset**</u>
To accommodate the use of the PROCARD system and similar systems that provide on-line purchasing capabilities, use this method of entering related Preliminary Fixed Asset information. This method allows the capture of Preliminary Fixed Asset information for those purchases that do not go through the FAMIS Purchasing System.

Screen 360 - Create Non-Purchasing Prel. Asset Pop-Up Window

```
+-------------------------------------------------------------------+
|                                                                   |
|                  ** Preliminary Fixed Asset Creation **           |
|                                                                   |
|                      Purchase Code: P                             |
|                  Number of Assets: 1_                             |
|                       Asset Value: 10000_____                    |
|                       Voucher/Ref: 12345__                        |
|                   Purchase Account: 300090 00000 8725             |
|                                                                   |
|                                                                   |
|                         PF4 = Exit                                |
|                                                                   |
|                                                                   |
+-------------------------------------------------------------------+
```

> Additional information is available in the "**Non-Purchasing Preliminary FFX Entry/Interface" document** on our FAMIS web site:
> http://www.tamus.edu/assets/files/famis/pdf/preliminaryffxprocess.pdf

Basic Steps

- Type 'X0' (X and zero) in the Doc.: field for a new record or the existing 'X' number for adding more preliminary FFX records, and press <ENTER>.
- A Preliminary Fixed Asset Creation pop-up window will be displayed, allowing you to provide the additional information needed to create a Non-Purchasing Preliminary Asset.
- Press <ENTER> to record the information.
- Press PF4 to exit without creating the preliminary asset.

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

Pop-Up Window
<u>*Screen Information*</u>

Purchase Code: 1 character
                   Enter the appropriate <u>purchasing code</u> for this preliminary asset. Valid values are as follows:
                   P   =   Procard
                   E   =   E-Commerce

Number of Assets:	2 digits Identify the <u>number of assets</u> to be created.	
Asset Value:	10 digits Include the <u>value of the assets</u>.	
◆ **Voucher/Ref:**	7 digits/characters Enter the <u>voucher or reference number</u> for the TBAR010 reconciliation. If left blank, defaults to the 'X' number.	
Purchase Account:	15 digits Identify the <u>15-digit account number</u> used for this asset. This determines the defaults that normally come from the purchasing document.	

Additional Functions

PF4	**Exit** Used to <u>exit</u> the pop-up window and cancel creation of preliminary asset.	

View Preliminary Fixed Assets

Screen 361 displays preliminary fixed asset records after they have been created.

To display all assets tied to a document (Panel 2), leave the Prelim Only: field blank.

Screen 361 - View Preliminary Assets (Panel 1)

```
   361 View Preliminary Assets                              04/26/10 09:42
                                                            FY 2010 CC 02

   Screen: ____   Doc: P001501               Prelim Only: _
                                                 Pg: 1__ of   1 Viewed Pg(s)
       Doc              Add                                    <More>>>>
   Sel Seq  Tag Number  To    Total Cost          Description          Cmp
   --- ---- ----------- ---  --------------  ----------------------------- ---
    _  0007 0000028399         26543.00 PROCESSOR-FILM 6 5 GALLON         Y
    _  0008 1000108348         11540.20 1100 SERIES QUAATERNARY PUMP BUNDLE Y
    _  0009 1000108349          9026.10 1200 REFRACTIVE INDEX DET ITEM G136 Y
    _  0010 1000108350          7879.50 AGILENT LC CHEMSTATION ITEM G2170BA Y




                   *** End of Fixed Asset Record(s) ***
   Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
         Hmenu Help  EHelp                    Bkwd  Frwd         Left  Right
```

Screen 361 - View Preliminary Assets (Panel 2)

```
   361 View Preliminary Assets                              04/26/10 09:43
                                                            FY 2010 CC 02

   Screen: ____   Doc: P001501               Prelim Only: _
                                                 Pg: 1__ of   1 Viewed Pg(s)
       Doc              Add                 Asset                  <<<More>
   Sel Seq  Tag Number  To    Total Cost   St   Number     Serial Number    Cmp
   --- ---- ----------- ---  --------------  --  ----------  -------------------- ---
    _  0007 0000028399         26543.00  D  0000028399 1078                  Y
    _  0008 1000108348         11540.20  A  1000108348 DE60556541            Y
    _  0009 1000108349          9026.10  A  1000108349 CN90556590            Y
    _  0010 1000108350          7879.50  A  1000108350 C12692E206            Y




                   *** End of Fixed Asset Record(s) ***
   Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
         Hmenu Help  EHelp                    Bkwd  Frwd         Left  Right
```

Basic Steps

- Advance to Screen 361.
- Type a valid purchase document number on the Action Line, and press <ENTER> to display preliminary fixed asset records.
- Blank out the Preliminary Only: field, and press <ENTER> to view assets on Panel 2 that are tied to a document.
- Type an 'X' in the Sel: field to advance to Screen 362 where detailed asset information will be displayed.

Preliminary Asset Record Process

Completed Assets

Once all of the required fields have been entered on Screen 362, the asset will show a status of completed (*i.e.* the CMP: field will show a 'Y'). However, this does not mean that you have entered all of the necessary information, as some critical fields are not required by the system. Once you have received the purchased items, you may need to re-open the asset record and enter the serial numbers, dates, and/or other important information not previously entered.

The "Total Cost" must equal the items received count times the unit price.

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

Action Line

◆ **Doc:**   7 character/digits
                        Enter the desired Purchase Order number to view preliminary asset records.

Prelim Only: 1 character
                        Type 'Y' to display only preliminary fixed assets. Leave blank to view all assets tied to the document.

Pg _ of _   Displays the current page number followed by number of pages available.
Viewed Pg(s):

Screen Information
Panel 1

Sel: 1 character
                        Type an 'X' to select an asset for display on Screen 362.

Doc Seq: 4 digits
                        Displays the document sequence number identifying the order that assets were recorded for the purchase order.

Tag Number: 10 digits
                        Indicates the tag number automatically assigned by the system for the asset.

Add To: 1 character
                        'Y' indicates the asset will be assigned to a previously existing tag number.

Total Cost: 10 digits
                        Displays the total cost of the preliminary asset.

Description: 35 characters
                        Displays a short description of the preliminary asset record.

Cmp: 1 character
                        'Y' indicates the preliminary asset has been completed on Screen 362.

Panel 2

St:	1 character
	Identifies the <u>status</u> of the asset.
Asset Number:	10 digits/characters
	Shows the <u>asset number</u> tied to the document.
Serial Number:	20 digits/characters
	Displays the <u>serial number</u> on the asset.

Additional Functions

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

Modify Preliminary Fixed Assets

Before an asset may be completed and moved into the Fixed Asset module of FAMIS, you must first complete the information on Screen 362. This screen contains the information required to approve assets. You will get an error on Screen 362 when you try to change the Dept: field if the department does not have the FFX flag set on Screen 860.

If the Complete flag (Cmp: field) is 'N', the cursor will begin in the Asset Description: field on Panel 1, and the Dept: field on Panel 2. After you enter data in either of these fields and press <ENTER>, the screen will go through the normal screen edits.

If you change the Dept: field or the Sub Dept: field, FAMIS will retrieve the department defaults and the cursor will return to the Dept: field. You will need to press <ENTER> again to record the changes made.

Screen 362 - Preliminary Fixed Asset Data (Panel 1)

```
 362 Preliminary Fixed Asset Data                            04/10/13 08:43
                                                             FY 2012 CC 02
    Screen: ___   Doc: A001405  Doc Seq: 1___        Delete Asset?: _
                                                          Page: 1  <More>>>>
          Tag Number: 1000109999   Add to Existing Asset:     Cmp: Y
   Asset Description: HP DL165 G6 HOT PLUG, 2X6-CORE_____
              Line 2: _____
          Total cost: 3046.01_____

   Manufacturer Name: HP_____
        Model Number: DL165 G6_____ Serial Number: USE010N999_____

               Class: 578701  MICROCOMPUTER-DESK NOT APPLE$500-4999.99
      Acquisition Dt: 03/22/2010       In-Service Dt: 03/22/2010
                                            Condition: O1
        Availability: US               How Tagged: BC
       Related Asset: _____     Software Version: _____
      Historical Ind: N                 Depr Ind: Y
                                              Special License: __
               Asset:           Status:          Exposure Code: __

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

Screen 362 - Preliminary Fixed Asset Data (Panel 2)

```
 362 Preliminary Fixed Asset Data                            04/10/13 08:44
                                                             FY 2012 CC 02
    Screen: ___   Doc: A001405  Doc Seq: 1___

                                                          Page: 2  <<<<More>
                Dept: CPSC_           Sub Dept: _____        Cmp: Y
            Building: 00353     Building Campus: 02      Room: 228___
               Group: DL14_       Other Location: _____
     Ownership/Title: TAMU            Restriction: I          Cd  Pct
            User UIN: _____                     Purpose: __ _____
                                                             __ _____
                                                             __ _____
                                                             __ _____
      Maintenance Company: _____
             Contract Nbr: _____   Renewal Date: _____
             Contract Amt: _____        Warranty Exp: _____
                Frequency: __                   Last Maint Date: _____

               Insured By: SELF                 Insured Value: _____
         Replacement Cost: _____       Inflation Code: NO


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

Basic Steps

- Advance to Screen 362.
- Type a Purchase Order number in the Doc: field and a valid sequence number in the Doc Seq: field.
- Press <ENTER> to display preliminary asset record information.
- If there is a 'Y' in the Add to Existing Asset: field, several fields will be protected. This is done to keep common fields the same across components.
- Include a valid class code.
- Type additional information on Page 1, as desired, and press <ENTER> to record the asset information and advance to Page 2.
- Type the building and campus codes, the ownership/title code, and the purpose code and percentage. (Note: the purpose code is not required.)
- Type additional information on Page 2, as desired, and press <ENTER> to record the asset information and complete the preliminary fixed asset record.

Preliminary Asset Entry Process

Deleting a Preliminary Asset Record

> You CAN delete a preliminary fixed asset even after it has been fed to FAMIS.

If the sequence number **is not known**, use the following instructions to delete a preliminary fixed asset record:

- Advance to Screen 361.
- Type the purchase document number on the Action Line, and press <ENTER> to display existing preliminary fixed asset records for the document.
- Tab next to the sequence number you wish to delete, and type an 'X' in the Sel: (select) column to the left. Press <ENTER> to advance to Screen 362.
- Tab to the Delete Asset?: field and type a 'Y' in the blank. Press <ENTER> to display a pop-up window asking to confirm deletion of the preliminary asset.
- Type 'Y' and press <ENTER> to delete the preliminary asset.

If the sequence number **is known**, use the following instructions to delete a preliminary fixed asset record:

- Advance to Screen 362.
- Type the purchase document and sequence numbers. and press <ENTER> to display the preliminary fixed asset record.
- Tab to the Delete Asset?: field, type a 'Y' in the blank, and press <ENTER> to display a pop-up window asking to confirm deletion of the preliminary asset.
- Type 'Y' and press <ENTER> to delete the preliminary asset.

Room Number

If you need to have room(s) added to the table that are going to be added to the FCOR table eventually, please have the property manager or designee provide the following information to SOBA's property manager or alternate:

1. FCOR building number
2. Building name
3. Room number(s)
4. The campus that owns the building
5. Verification that FCOR is aware of this addition/change.

Entry of a room number on this screen is now a required field.

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

Action Line

◆ **Doc:**   7 character/digits
Identify the Purchase Order document number whose preliminary asset records are to be displayed.

◆ **Doc Seq:**   3 digits
Indicate the document sequence number to be displayed. Sequence numbers for a purchase order are displayed on Screen 361.

Delete Asset?:   1 character
Type 'Y' to delete selected asset.

Screen Information
Panel 1

Pg _: 3 digits
Displays the page number you are viewing.

Tag Number: 10 digits/characters
Displays the number assigned to the asset by the system.

Add to Existing Asset: 1 character
'Y' indicates the asset is to be added to an existing asset record.

Cmp: 1 character
'Y' indicates the preliminary asset has been completed on Screen 362.

Asset Description: 35 characters
Provide a brief description of the type of item being purchased. This information is imported from the purchase order but may be altered on this screen.

Line 2:   35 characters
Include additional description of the item being purchased, if necessary.

◆ **Total Cost:**   13 digits
                          Enter the total cost of the preliminary asset.

 Manufacturer   30 characters
 Name: Indicate the name of the manufacturer of the item.

 Model Number: 20 digits/characters
                          Identify the model number of the item.

 Serial Number: 20 digits/characters
                          Enter the serial number of the item.

◆ **Class:**   **Help** 6 digits
                          Indicate the inventory classification of the item or the items object's class code.

 Acquisition Dt: 8 digits
                          Include the date the fixed asset was paid for.

 In-Service Dt: 8 digits
                          Indicate the date that the fixed asset was placed in service.

 Condition: **Help** 2 characters/digits
                          Indicate the condition of the asset when received.

 Availability: **Help** 2 characters
                          Shows whether the asset is in use, available for user, or not useable.

 How Tagged: 2 characters
                          Identifies the method by which the asset was tagged for inventory.

 Related Asset: 10 digits/characters
                          Shows the asset number to which this asset record is related.

 Software Version: 20 digits/characters
                          Include a brief description of the software used, including its version number.

 Historical Ind: 1 character
                          'Y' indicates this is an historical component.

 Depr Ind: 1 character
                          'Y' indicates whether the component will be fed for depreciation calculation.

 Special License: 2 characters
                          Enter the type of license that is required for the item.

 Asset: 10 digits/characters
                          If this is an "add to existing asset" record, the asset number will be shown.

 Status: 1 character
                          Displays the status of the "add to existing asset," where applicable.

Exposure Code:	2 characters Identify what health hazard, if any, is associated with the asset.

Panel 2

Dept:	**Help** 5 characters Identifies the department responsible for the selected asset and its pending components.
Sub Dept:	5 characters Shows the sub-department responsible for the selected asset.
Cmp:	1 character 'Y' indicates the preliminary asset has been completed on Screen 362.
◆ **Building:**	**Help** 5 digits Shows the code that identifies the building in which the asset is located.
◆ **Building Campus:**	2 digits Displays the campus code where the asset is located.
Room:	**Help** 6 digits/character Identifies the room number in the building where the selected asset is located. Entry may be required if Room Table option is "Y" on Screen 590 in FFX.
Group Code:	5 characters Displays the group code that can be used in sorting reports.
Other Location:	20 characters/digits Describe an asset's location when it is not feasible to describe it in terms of campus, building, and room.
◆ **Ownership/Title:**	**Help** 4 characters Indicates whether the asset is owned by the institution, an outside agency, or borrowed/leased by the institution.

Restriction: **Help** character

Identifies restrictions on the use/ownership of selected asset:

A	=	EQPT THRU TX SURPLUS – ACQ DT + 18MO
B	=	RIGHT TO RECLAIM/TRNSFR-FUND AGNCY
C	=	TITLE STAYS W/ FND AGNCY (FED/PVT)
D	=	RES;SALE RCPTS DEP TO NSF EQPT SAL
E	=	SALE RCPTS TO RETURN TO FED GOVT
F	=	EXEMPT PROP-USE ON FED FUND PROJCT
G	=	RETAIN&REIMB FED BY %FEDPART/MKTVA
I	=	NO RESTRICTIONS
J	=	RETAIN EQPT 10 YRS UNDER FED GRANT
K	=	EQPT TO BE USED FOR WATER RES PGMS
L	=	EQPT TO BE USED FOR HEALTH REASONS
O	=	OTHER
R	=	RESEARCH ONLY (PER FUNDING AGENCY
T	=	TEACHING ONLY (PER FUNDING AGENCY
X	=	GIFT>$500;IF DISP<ACQ+2YR,IRS#8282

Purpose Cd:	**Help** 2 characters Shows the general function of the selected asset.
Purpose Pct:	5 digits Indicates the percentage of time or resource consumption associated with a particular purpose.
Maintenance Company:	30 characters Enter name of person or company responsible for servicing component.
Contract Nbr:	20 digits/characters Include the contract number for a component that is to be serviced under the terms of a maintenance contract.
Renewal Date:	8 digits Indicate the date when the maintenance contract for the selected component expires and must be renewed for maintenance to continue.
Contract Amt:	15 digits Enter the dollar amount to be paid for service for a component that is to be serviced under the terms of a maintenance contract.
Warranty Exp:	8 digits Provide expiration date of manufacturer's or vendor's warranty for component.
Frequency:	2 characters Indicate how often the selected component is serviced.
Last Maint Date:	8 digits Enter the last maintenance date of the selected component.
◆ **Insured By:**	**Help** 4 characters Identify the code that indicates the insurance carrier for the selected component. Will default to 'self' if not otherwise specified.
Insured Value:	14 digits Enter the total dollar amount for which the selected component is insured.
Replacement Cost:	14 digits Include the estimated cost of replacing the selected component.
Inflation Code:	2 characters Identifies the inflation multiplier that is applied to update the replacement cost of the selected component.

Additional Functions

PF KEYS	See Appendix for explanation of the standard PF Keys.
PF8 **Accts**	**Accounts** Shows the account distributions used for the document selected.

Section V
Preliminary Fixed Asset Problems

Preliminary Fixed Asset Problems

Examples:

Situation 1

A department purchases two items on one purchase order. One item needs to have a number assigned, and the other needs to be added to an approved asset.

Solution 1
On Screen 360, type an 'X' next to "Create a Preliminary Asset from scratch." On the pop-up screen that lists the items being purchased, the following should be done:

For the item that needs a tag number assigned:

- Enter the number of assets you wish to create.
- Adjust the price, if necessary.
- Enter a 'Y' in the Assign Number: field.
- Leave the Add to Existing Asset Number: field blank.

> **DO NOT HIT ENTER AT THIS POINT -- instead, tab to the next item.**

For the item that needs to be added to an existing item:

- Enter the number of assets you wish to create.
- Adjust the price, if necessary.
- Leave the Assign Number: field blank.
- Enter the approved asset number in the Add to Existing Asset Number: field.

Press <ENTER> to process the two asset records. Next, proceed to Screen 361. Select an asset by typing an 'X' in the Sel: field, and press <ENTER> to advance to Screen 362 to complete the property management information.

Problem 1
A computer and motherboard are purchased on one purchase order. The computer needs an asset number assigned, and the motherboard needs to be added to an approved/existing asset.

Illustration 1

1. Advance to Screen 360, and type an 'X' next to "Create a Preliminary Asset from scratch." Press <Enter>.

Screen 360 – Build Preliminary Assets

```
 360 Build Preliminary Assets                          01/22/05 11:17
                                                        FY 2005 CC AB
  Screen: ___   Doc: P470006


               X  1) Create a Preliminary Asset from scratch  - OR -
                     Add to an Existing Asset
                _  2) Copy from Approved Asset
                _  3) Copy from Document's Other Preliminary Assets
                _  4) Create Non-Purchasing Preliminary Asset




 ----------------------- Purchase Order Information -----------------------
          Vndr: 5vvvvvvvvv5 BLYTHE DIGITAL
 Document  Dt: 10/22/2003 Cat.: PO User Ref: 330001-0001843
 Start    Dt:           Contact Person:                    Ph:
 End      Dt:           Buyer:  AAA     TEST               Ph: 409-845-1234
 Exp.Dlvry Dt:          FOB:    Type Funds/Ord:    PO Total: 6000.00

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

2. The following pop-up window will appear.

Screen 360 – Build Preliminary Assets Pop-Up Window

```
+---------------------------------------------------------------------------+
|                                                                           |
|                   ** Purchase Order Multi-Item List **                    |
|                                                                           |
|         Number   Existing  Nbr of   Asset     Assign   Add to Existing    |
|   Item  Ordered  Prel Assts Assets   Value    Number    Asset Number      |
|   ----- --------- --------- ------ ---------- -------- ----------------    |
|    1.0 COMPUTER                                                            |
|            1.00      0.00    __     5000.00___   _        _____       |
|    2.0 MOTHERBOARD                                                         |
|            1.00      0.00    __     1000.00___   _        _____       |
|                                                                           |
|                                                                           |
|                                                                           |
|                                                                           |
|                                                                           |
|                                                                           |
|                   *** End of Capital Items List ***                       |
|                          PF4 = Exit                                       |
+---------------------------------------------------------------------------+
```

3. For the computer (Item 1), enter a '1' for number of assets. Adjust the price, if necessary. Enter a 'Y' for Assign Number. Leave the Add to Existing Asset Number: field blank and <TAB> to the next line.

4. For the motherboard (Item 2), enter a '1' for number of assets. Adjust the price, if necessary. Leave the Assign Number: field blank. Type the asset number that you are adding the motherboard to in the Add to Existing Asset Number: field. Press <ENTER> to build the preliminary fixed asset records and proceed to Screen 361.

Screen 360 – Build Preliminary Assets Pop-Up Window

```
+------------------------------------------------------------------------+
|                                                                        |
|                    ** Purchase Order Multi-Item List **                |
|                                                                        |
|         Number    Existing  Nbr of    Asset      Assign   Add to Existing |
|   Item  Ordered   Prel Assts Assets   Value      Number   Asset Number  |
|   ----- ---------- ---------- ------ ---------- -------- ---------------- |
|   1.0 COMPUTER                                                          |
|           1.00       0.00     1    5000.00___     Y       _____   |
|   2.0 MOTHERBOARD                                                       |
|           1.00       0.00     1    1000.00___     _      0000000003     |
|                                                                        |
|                                                                        |
|                                                                        |
|                                                                        |
|                                                                        |
|                    *** End of Capital Items List ***                   |
|                         PF4 = Exit                                     |
|                                                                        |
+------------------------------------------------------------------------+
```

5. On Screen 361, type an 'X' in the Sel: field next to the sequence number you wish to complete. You will need to do this for each sequence number. This will then take you to Screen 362.

Screen 361 – View Preliminary Assets

```
   361 View Preliminary Assets                          01/22/05 11:19
                                                         FY 2005 CC AB
   Screen: ___   Doc: P470006           Prelim Only: Y
                                         Pg: 1__ of   1 Viewed Pg(s)
       Doc            Add
   Sel Seq  Tag Number To    Total Cost         Description          Cmp
   --- ---- ---------- --- -------------- ----------------------------------- ---
   X  0001 0000004563          5000.00 COMPUTER                       N
   _  0002 0000000003  Y       1000.00 MOTHERBOARD                    N




           *** End of Fixed Asset Record(s) ***
   Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp                    Bkwd   Frwd
```

6. Enter all the necessary information on Screen 362 for each sequence number, and the preliminary assets will be ready for the receiving to be processed.

Screen 362 – Preliminary Fixed Asset Data

```
 362 Preliminary Fixed Asset Data                          01/26/05 09:46
                                                            FY 2005 CC AB
   Screen: ___   Doc: P470006  Doc Seq: 1___        Delete Asset?: _
                                                         Page: 1  <More>>>>
          Tag Number: 0000004563    Add to Existing Asset:    Cmp: N
   Asset Description: COMPUTER_____
              Line 2: _____
          Total cost: 5000.00_____

    Manufacturer Name: _____
         Model Number: _____ Serial Number: _____

               Class: _____
      Acquisition Dt: _____        In-Service Dt: _____
                                           Condition: O1
          Availability: US                 How Tagged: BC
         Related Asset: _____    Software Version: _____
        Historical Ind:                      Depr Ind:
                                                  Special License: __
               Asset:           Status:           Exposure Code: __

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

Situation 2

A department purchased two items on one purchase order. The items need to be added together onto one tag number.

Solution 2

On Screen 360, type an 'X' next to "Create a Preliminary Asset from scratch." On the pop-up screen that lists all items being purchased, do the following *on the first line only*:

*   Type '1' for the number of assets.
*   Combine all line items into <u>one</u> to get the total value to be input in the Asset Value: field.
*   Type 'Y' in the Assign Number : field.
*   Press <ENTER>.
*   Proceed to Screen 362 to input asset information.

When the Fiscal Department staff audits the purchase, they will check what is in FAMIS against what is on the invoice. They will recognize that these items need to be added together and make the necessary changes.

Problem 2

A computer CPU-Pentium processor costing $5,000.00 and a monitor costing $1,000.00 are purchased on one purchase order. The computer and monitor need to be added together onto one tag/asset number.

Illustration 2

1. Advance to Screen 360 and type an 'X' next to "Create a Preliminary Asset from scratch." Press <Enter>.

Screen 360 – Build Preliminary Assets

```
 360 Build Preliminary Assets                          01/22/05 11:09
                                                        FY 2005 CC AB
   Screen: ___   Doc: P470005


             X  1) Create a Preliminary Asset from scratch  - OR -
                   Add to an Existing Asset
             _  2) Copy from Approved Asset
             _  3) Copy from Document's Other Preliminary Assets
             _  4) Create Non-Purchasing Preliminary Asset


----------------------- Purchase Order Information ------------------------
         Vndr: 5vvvvvvvvv5 BLYTHE DIGITAL
 Document  Dt: 10/22/2003 Cat.: PO User Ref: 321654-0650231
 Start    Dt:          Contact Person:                   Ph:
 End      Dt:          Buyer:  AAA     TEST              Ph: 409-845-1234
 Exp.Dlvry Dt:         FOB:    Type Funds/Ord:      PO Total: 6000.00

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

2. The following pop-up window will appear.

Screen 360 – Build Preliminary Assets Pop-Up Window

```
+----------------------------------------------------------------------+
|                                                                      |
|                  ** Purchase Order Multi-Item List **                |
|                                                                      |
|         Number    Existing Nbr of   Asset     Assign  Add to Existing|
|   Item  Ordered   Prel Assts Assets  Value     Number   Asset Number |
|  ----- ---------- ---------- ------ ---------- -------- ------------- |
|   1.0 COMPUTER                                                        |
|          1.00       0.00    __    5000.00___    _      _____     |
|   2.0 COMPUTER MONITOR                                                |
|          1.00       0.00    __    1000.00___    _      _____     |
|                                                                      |
|                                                                      |
|                                                                      |
|                 *** End of Capital Items List ***                    |
|                       PF4 = Exit                                     |
+----------------------------------------------------------------------+
```

3. For the first line item, enter '1' for the number of assets. DO NOT enter any data for the second line item. Add the two line item prices together and enter the total under the Asset Value: field. Enter a 'Y' for Assign Number. Leave the Add to Existing Asset Number: field blank, and press <ENTER> to build the preliminary fixed asset record and proceed to Screen 361.

Screen 360 – Build Preliminary Assets Pop-Up Window

```
+------------------------------------------------------------------------------+
|                                                                              |
|                     ** Purchase Order Multi-Item List **                     |
|                                                                              |
|          Number    Existing  Nbr of    Asset     Assign    Add to Existing   |
|   Item   Ordered  Prel Assts Assets    Value     Number    Asset Number      |
|   -----  --------- ---------- ------  ----------  --------  ----------------  |
|    1.0 COMPUTER                                                               |
|              1.00       0.00    1_    6000.00___     Y      _____        |
|    2.0 COMPUTER MONITOR                                                       |
|              1.00       0.00    __    1000.00___     _      _____        |
|                                                                              |
|                                                                              |
|                                                                              |
|                                                                              |
|                                                                              |
|                                                                              |
|                                                                              |
|                    *** End of Capital Items List ***                         |
|                            PF4 = Exit                                        |
+------------------------------------------------------------------------------+
```

4. On Screen 361, type 'X' in the Sel: field next to the sequence number 0001 and press <ENTER>. This will advance you to Screen 362.

Screen 361 – View Preliminary Assets

```
   361 View Preliminary Assets                              01/26/05 09:34
                                                            FY 2005 CC AB
   Screen: ___   Doc: P470005            Prelim Only: Y
                                              Pg: 1__ of   1 Viewed Pg(s)
       Doc            Add
   Sel Seq  Tag Number To    Total Cost           Description          Cmp
   --- ---- ---------- --- -------------- ---------------------------------- ---
    X  0001 0000004561          6000.00 COMPUTER                           N
    _  0002 0000004562          1000.00 COMPUTER MONITOR                   Y




                        *** End of Fixed Asset Record(s) ***
   Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
         Hmenu Help  EHelp                     Bkwd  Frwd
```

5. Enter all other necessary information on Screen 362 for each sequence number, and the preliminary assets will be ready for the receiving to be processed.

Screen 362 – Preliminary Fixed Asset Data

```
 362 Preliminary Fixed Asset Data                        01/26/05 09:36
                                                          FY 2005 CC AB
  Screen: ___   Doc: P470005  Doc Seq: 1___        Delete Asset?: _
                                                     Page: 1  <More>>>>
         Tag Number: 0000004561   Add to Existing Asset:    Cmp: N
  Asset Description: COMPUTER_____
             Line 2: _____
         Total cost: 6000.00_____

  Manufacturer Name: _____
       Model Number: _____  Serial Number: _____

              Class: _____
     Acquisition Dt: _____       In-Service Dt: _____
                                          Condition: O1
       Availability: US                    How Tagged: BC
      Related Asset: _____    Software Version: _____
     Historical Ind:                        Depr Ind:
                                              Special License: __
             Asset:            Status:          Exposure Code: __

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

Situation 3

A department purchases more than one identical item on one PO. Each item needs its own tag number assigned.

Solution 3

On Screen 360, type 'X' next to "Create a Preliminary Asset from scratch." On the pop-up screen that lists all items being purchased, the following should be done:

- Type a '1' for the number of assets.
- Adjust the Asset Value, if necessary.
- Type a 'Y' in the Assign Number: field.
- Press <ENTER> to create a tag number.
- Proceed to Screen 361 and type an 'X' next to the sequence number you wish to complete.
- Press <ENTER> to advance to Screen 362.
- Enter as much information as possible to avoid retyping.
- Return to Screen 360 and type an 'X' next to "Copy from Document's Other Preliminary Assets."
- If the Document already has multiple Preliminary Assets, type an 'X' on the pop-up screen next to the Preliminary Asset that you wish to copy.
- On the following pop-up screen, enter the number of assets that need to be created in the Number of Assets: field and a 'Y' in the Assign Number field. This will instruct the system to assign all of the additional tag numbers.

- Proceed to Screen 361 and select the sequence number you wish to complete by typing an 'X' next to it and pressing <ENTER>.
- Complete the information on Screen 362 for the sequence number selected. Some information will need updating (for example, serial numbers, room numbers, etc.).
- Proceed to Screen 361.
- Select the next sequence number and complete the information on Screen 362.
- Continue this process until all sequence numbers are completed.

Problem 3

Several computers are purchased on one purchase order (PO). The computers are identical. Each one needs its own tag/asset number assigned.

Illustration 3

1. Advance to Screen 360 and type 'X' next to "Create a Preliminary Asset from scratch." Press <Enter>.

Screen 360 – Build Preliminary Assets

```
 360 Build Preliminary Assets                              10/22/03 11:40
                                                           FY 2004 CC AB
   Screen: ___   Doc: P470007


                  X  1) Create a Preliminary Asset from scratch   - OR -
                        Add to an Existing Asset
                  _  2) Copy from Approved Asset
                  _  3) Copy from Document's Other Preliminary Assets
                  _  4) Create Non-Purchasing Preliminary Asset




        ----------------------- Purchase Order Information ------------------------
              Vndr: 5vvvvvvvvv5 BLYTHE DIGITAL
 Document  Dt: 10/22/2003 Cat.: PO User Ref: 330001-0000184
 Start     Dt:            Contact Person:                    Ph:
 End       Dt:            Buyer:  AAA     TEST               Ph: 409-845-1234
 Exp.Dlvry Dt:            FOB:    Type Funds/Ord:      PO Total: 102000.00

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

2. When the following pop-up window appears, enter a '1' for the number of assets and a 'Y' in the Assign Number: field. Proceed to Screen 361.

Screen 360 – Build Preliminary Assets

```
+------------------------------------------------------------------------+
|                                                                        |
|                     ** Purchase Order Multi-Item List **               |
|                                                                        |
|          Number    Existing  Nbr of   Asset     Assign   Add to Existing|
|   Item   Ordered  Prel Assts Assets   Value     Number   Asset Number  |
|   -----  --------- ---------- ------  ---------- --------  ---------------|
|    1.0 computers for lab003                                             |
|           20.00       0.00    1     5000.00___    Y         _____  |
|    2.0 POWERSTRIPS                                                      |
|           20.00       0.00    __    100.00____    _         _____  |
|                                                                        |
|                                                                        |
|                                                                        |
|                                                                        |
|                                                                        |
|                                                                        |
|                     *** End of Capital Items List ***                  |
|                     PF4 = Exit                                         |
|                                                                        |
+------------------------------------------------------------------------+
```

3. On Screen 361, type 'X' in the Sel: field next to sequence number 0001 and press <ENTER>. This will advance you to Screen 362.

Screen 361 – View Preliminary Assets

```
 361 View Preliminary Assets                              01/26/05 09:39
                                                          FY 2005 CC AB
   Screen: ___  Doc: P470007            Prelim Only: Y
                                               Pg: 1__ of   1 Viewed Pg(s)
        Doc            Add
 Sel  Seq  Tag Number  To   Total Cost          Description            Cmp
 ---  ---- ----------- ---  -------------- ------------------------------ ---
  X   0001 0000004565          5000.00 COMPUTERS FOR LAB003               Y
  _   0002 0000004566          5000.00 COMPUTERS FOR LAB003               Y
  _   0003 0000004567          5000.00 COMPUTERS FOR LAB003               N
  _   0004 0000004568          5000.00 COMPUTERS FOR LAB003               N
  _   0005 0000004569          5000.00 COMPUTERS FOR LAB003               N
  _   0006 0000004570          5000.00 COMPUTERS FOR LAB003               N
  _   0007 0000004571          5000.00 COMPUTERS FOR LAB003               N
  _   0008 0000004572          5000.00 COMPUTERS FOR LAB003               N
  _   0009 0000004573          5000.00 COMPUTERS FOR LAB003               N
  _   0010 0000004574          5000.00 COMPUTERS FOR LAB003               N
  _   0011 0000004575          5000.00 COMPUTERS FOR LAB003               N
  _   0012 0000004576          5000.00 COMPUTERS FOR LAB003               N
  _   0013 0000004577          5000.00 COMPUTERS FOR LAB003               N
               *** Press ENTER To view more Assets ***
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp                   Bkwd  Frwd
```

Preliminary Fixed Asset Problems (cont'd)

4. Fill in as much preliminary fixed asset information as possible on Screen 362.

Screen 362 – Preliminary Fixed Asset Data

```
 362 Preliminary Fixed Asset Data                          01/26/05 09:37
                                                           FY 2005 CC AB
  Screen: ___  Doc: P470007  Doc Seq: 1___         Delete Asset?: _
                                                       Page: 1  <More>>>>
         Tag Number: 0000004565   Add to Existing Asset:    Cmp: Y
  Asset Description: COMPUTERS FOR LAB003_____
             Line 2: _____
          Total cost: 5000.00_____

  Manufacturer Name: DELL_____
        Model Number: GX240_____  Serial Number: 321ADF36540C654023XC

              Class: 843501  SERVERS/MINICOMPUTERS
    Acquisition Dt: 09/01/2003       In-Service Dt: 09/01/2003
                                          Condition: O1
      Availability: US                   How Tagged: BC
     Related Asset: _____    Software Version: _____
     Historical Ind: N                    Depr Ind: Y
                                        Special License: __
             Asset:            Status:        Exposure Code: __

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

5. Return to Screen 360 and type 'X' next to "Copy from Document's Other Preliminary Assets." Press <Enter>.

Screen 360 – Build Preliminary Assets

```
 360 Build Preliminary Assets                              01/26/05 09:40
                                                           FY 2005 CC AB
  Screen: ___  Doc: P470007


           _  1) Create a Preliminary Asset from scratch  - OR -
                 Add to an Existing Asset
           _  2) Copy from Approved Asset
           X  3) Copy from Document's Other Preliminary Assets
           _  4) Create Non-Purchasing Preliminary Asset




 ----------------------- Purchase Order Information ------------------------
          Vndr: 5vvvvvvvvv5 BLYTHE DIGITAL
 Document   Dt: 10/22/2003 Cat.: PO User Ref: 330001-0000184
 Start     Dt:           Contact Person:                  Ph:
 End       Dt:           Buyer:  AAA     TEST             Ph: 409-845-1234
 Exp.Dlvry Dt:           FOB:    Type Funds/Ord:   PO Total: 102000.00

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

6. When the following pop-up window appears, type '20' for the number of assets and type 'Y' in the Assign Number: field. Press <ENTER> to proceed to Screen 361.

Screen 360 – Build Preliminary Assets Pop-Up Window

```
+--------------------------------------------------------------------+
|                                                                    |
|                    ** Create from APPROVED Asset **                |
|                                                                    |
|        Existing    0000004565    0001                              |
|          Asset:   COMPUTERS FOR LAB003                             |
|                                                                    |
|                                                                    |
|        Nbr of       Asset      Assign     Add to Existing          |
|        Assets       Value      Number     Asset Number             |
|        ----------  ----------  --------   ----------------         |
|          20        5000.00___     Y         _____            |
|                                                                    |
|                      PF4 = Exit                                    |
|                                                                    |
|                                                                    |
+--------------------------------------------------------------------+
```

7. On Screen 361, notice that sequence number 0001 has a 'Y' in the Cmp (completed) column. This means that all required fields in FAMIS have been completed on Screen 362 for sequence 0001.

Screen 361 – View Preliminary Assets

```
   361 View Preliminary Assets                          01/26/05 09:41
                                                        FY 2005 CC AB
   Screen: ___   Doc: P470007            Prelim Only: Y
                                              Pg: 1__ of   1 Viewed Pg(s)
       Doc             Add
   Sel Seq  Tag Number To    Total Cost           Description          Cmp
   --- ---- ---------- --- -------------- ---------------------------------- ---
    _  0001 0000004565          5000.00 COMPUTERS FOR LAB003              Y
    _  0002 0000004566          5000.00 COMPUTERS FOR LAB003              Y
    _  0003 0000004567          5000.00 COMPUTERS FOR LAB003              N
    _  0004 0000004568          5000.00 COMPUTERS FOR LAB003              N
    _  0005 0000004569          5000.00 COMPUTERS FOR LAB003              N
    _  0006 0000004570          5000.00 COMPUTERS FOR LAB003              N
    _  0007 0000004571          5000.00 COMPUTERS FOR LAB003              N
    _  0008 0000004572          5000.00 COMPUTERS FOR LAB003              N
    _  0009 0000004573          5000.00 COMPUTERS FOR LAB003              N
    _  0010 0000004574          5000.00 COMPUTERS FOR LAB003              N
    _  0011 0000004575          5000.00 COMPUTERS FOR LAB003              N
    _  0012 0000004576          5000.00 COMPUTERS FOR LAB003              N
    _  0013 0000004577          5000.00 COMPUTERS FOR LAB003              N
                *** Press ENTER To view more Assets ***
   Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
         Hmenu Help  EHelp                     Bkwd  Frwd
```

8. Enter all other preliminary asset information on Screen 362 for each sequence number by typing an 'X' in the Sel: field next to the sequence number you wish to complete. Once you have finished entering the information for each sequence number, the preliminary asset will be ready for receiving to be processed.

Situation 4 -- (similar to Situation 3, but with freight included)

A department purchases more than one identical item, with freight cost, on one PO. Each item need its own tag number assigned.

Problem 4
Three computers are purchased on a single PO. The computers are identical and each costs $1,500.00. Each one also needs its own tag/asset number assigned, but there is a freight cost of $300.00. What should be done with the freight?

Solution 4
Build one asset using "Create Preliminary Asset from scratch" (similar to Problem 3) and copy it twice using "Copy from Document's Other Preliminary Asset." Prorate the freight among the three items by adding 100.00 to the price of each computer (i.e. the asset value of each computer should be input as $1,600.00).

Situation 5

A department submits a purchase requisition to Purchasing for multiple inventoriable items. All items need to be added together under one asset number. Purchasing awards the orders among more than one vendor, causing the requisition to be split between several different purchase order numbers. Create the preliminary asset data.

Solution 5
- Complete Screens 360 and 362 for the main asset that is to be carried on inventory. Allow the system to assign a tag/asset number. You may view this tag number on Screen 361. **_Please Note:_** On the first page of Screen 362, you will need to enter a short description of the additional asset(s) that will be added to the main asset. This description should be entered on "Line 2."
- Complete Screens 360-362 for the remaining purchase order numbers. Allow the system to assign asset numbers for each.
  - ⇒ **_On the first page of Screen 362, edit the "Asset Description:" to read, "Add to nnxxxxxxxx" for each purchase order._** The number nnxxxxxxxx is the asset number of the main asset. By typing the words "Add to asset #" in the asset description, you will notify the Fiscal Department Property Management Office to manually add assets to the main asset during their approval process.
  - ⇒ **_On the first page of Screen 362, enter the word "add" along with the description of the item on this purchase order on "Line 2" for each of the purchase orders._**
- Complete all other necessary information on Screen 362.

Problem 5
- A department submits a requisition to purchasing for a Pentium processor control unit and a microprocessor for chemical analysis. Purchasing awards the purchase to two vendors. Purchasing sends two purchase orders to the department. Create the preliminary fixed asset data and combine the two POs onto one tag number.

Illustration 5

1. On Screen 360, type 'X' next to "Create Preliminary Asset from scratch" for the PO with the main asset.

Screen 360 – Build Preliminary Assets

```
 360 Build Preliminary Assets                           01/26/05 13:42
                                                        FY 2005 CC AB
   Screen: ___  Doc: P470008


                  X  1) Create a Preliminary Asset from scratch   - OR -
                        Add to an Existing Asset
                  _  2) Copy from Approved Asset
                  _  3) Copy from Document's Other Preliminary Assets
                  _  4) Create Non-Purchasing Preliminary Asset




    ----------------------- Purchase Order Information -----------------------
             Vndr: 5vvvvvvvvv5 BLYTHE DIGITAL
  Document  Dt: 10/22/2003 Cat.: PO User Ref: 330001-0001843
  Start     Dt:           Contact Person:                    Ph:
  End       Dt:           Buyer:  AAA    TEST                 Ph: 409-845-1234
  Exp.Dlvry Dt:           FOB:    Type Funds/Ord:      PO Total: 15000.00

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

2. When the following pop-up window appears, type '1' for the number of assets and type 'Y' in the Assign Number: field. Proceed to Screen 361.

Screen 360 – Build Preliminary Assets Pop-Up Window

```
 +-----------------------------------------------------------------------------+
 |                                                                             |
 |                   ** Purchase Order Multi-Item List **                      |
 |                                                                             |
 |          Number    Existing  Nbr of   Asset     Assign   Add to Existing    |
 |    Item  Ordered  Prel Assts Assets   Value     Number    Asset Number      |
 |    ----- --------- ---------- ------ ---------- -------- ----------------    |
 |    1.0 Microprocessor for Chemical Analysi                                  |
 |             1.00      0.00      1    15000.00__    Y       _____       |
 |                                                                             |
 |                                                                             |
 |                                                                             |
 |                                                                             |
 |                                                                             |
 |                                                                             |
 |                                                                             |
 |                                                                             |
 |                     *** End of Capital Items List ***                       |
 |                           PF4 = Exit                                        |
 |                                                                             |
 +-----------------------------------------------------------------------------+
```

3. On Screen 361, type an 'X' in the Sel: field next to the desired sequence number, and press <ENTER> to advance to Screen 362.

Screen 361 – View Preliminary Assets

```
  361 View Preliminary Assets                           01/26/05 13:43
                                                        FY 2005 CC AB
  Screen: ___  Doc: P470008           Prelim Only: Y
                                          Pg: 1__ of  1 Viewed Pg(s)
      Doc            Add
  Sel Seq  Tag Number To    Total Cost          Description          Cmp
  --- ---- ---------- --- -------------- ---------------------------------- ---
   X  0001 0000004586        15000.00 MICROPROCESSOR FOR CHEMICAL ANALYSI  N




                     *** End of Fixed Asset Record(s) ***
  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp                   Bkwd  Frwd
```

4. On Screen 362, enter all other necessary information as normal except for "Line 2:," which should include the description of items being added to the main asset (i.e. Control unit, Pentium processor, etc.). Complete the preliminary fixed asset information.

Screen 361 – Preliminary Fixed Asset Data

```
  362 Preliminary Fixed Asset Data                      01/26/05 09:55
                                                        FY 2005 CC AB
  Screen: ___  Doc: P470008  Doc Seq: 1___       Delete Asset?: _
                                                   Page: 1  <More>>>>
          Tag Number: 0000004586   Add to Existing Asset:   Cmp: Y
  Asset Description: MICROPROCESSOR FOR CHEMICAL ANALYSI
                    Line 2: CONTROL UNIT, COMPUTER_____
          Total cost: 15000.00_____

  Manufacturer Name: DELL_____
        Model Number: LM-678_____ Serial Number: 654ASDF9806540121870

                Class: 843501  SERVERS/MINICOMPUTERS
     Acquisition Dt: 10/01/2003       In-Service Dt: 10/01/2003
                                          Condition: O1
        Availability: US                 How Tagged: BC
       Related Asset: _____   Software Version: _____
       Historical Ind: N              Depr Ind: Y
                                        Special License: __
             Asset:           Status:         Exposure Code: __

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

5. Advance to Screen 360 for the next PO number, and type an 'X' next to "Create a Preliminary Asset from scratch."

Screen 360 – Build Preliminary Assets

```
 360 Build Preliminary Assets                              01/26/05 13:48
                                                           FY 2005 CC AB
   Screen: ___  Doc: P470009


                  X  1) Create a Preliminary Asset from scratch  - OR -
                        Add to an Existing Asset
                  _  2) Copy from Approved Asset
                  _  3) Copy from Document's Other Preliminary Assets
                  _  4) Create Non-Purchasing Preliminary Asset




 ----------------------- Purchase Order Information ------------------------
        Vndr: 5vvvvvvvvv5 BLYTHE DIGITAL
 Document  Dt: 10/22/2003 Cat.: PO User Ref: 330001-0001843
 Start     Dt:          Contact Person:                    Ph:
 End       Dt:          Buyer:  AAA    TEST                 Ph: 409-845-1234
 Exp.Dlvry Dt:          FOB:    Type Funds/Ord:     PO Total: 5000.00

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

6. Type '1' for the number of assets and type 'Y' in the Assign Number: field. Press <ENTER> and proceed to Screen 361.
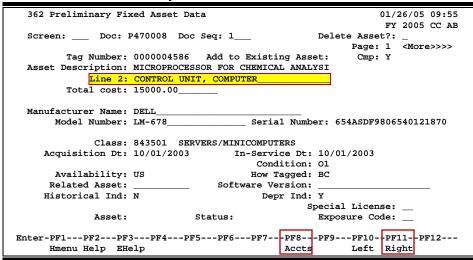
Screen 360 – Build Preliminary Assets Pop-Up Window

```
+------------------------------------------------------------------------+
|                                                                        |
|                  ** Purchase Order Multi-Item List **                  |
|                                                                        |
|        Number    Existing  Nbr of   Asset     Assign   Add to Existing |
|  Item  Ordered   Prel Assts Assets   Value     Number   Asset Number   |
|  ----- --------- ---------- ------ ---------- -------- ---------------- |
|   1.0 PROCESSOR CONTROL UNIT                                           |
|          1.00        0.00    1     5000.00___    Y       _____  |
|                                                                        |
|                                                                        |
|                                                                        |
|                                                                        |
|                                                                        |
|                                                                        |
|                                                                        |
|                *** End of Capital Items List ***                       |
|                        PF4 = Exit                                      |
+------------------------------------------------------------------------+
```

7. Type 'X' in the Sel: field next to sequence number 0001, and press <ENTER> to advance to Screen 362.
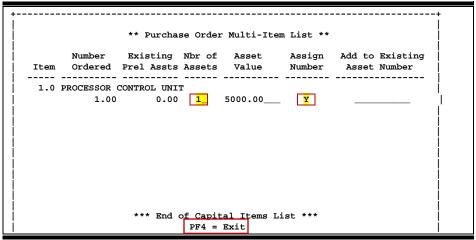
8. **IMPORTANT:** Make sure you enter the word **"ADD"** along with the main asset number in the Asset Description: field. Also, enter the description of the items being purchased on the PO in the Line 2: field. Finish typing all other required information, and press <ENTER> to process the preliminary fixed asset record. The preliminary asset is now ready and waiting for receiving to be processed.

Screen 362 – Preliminary Fixed Asset Data

```
  362 Preliminary Fixed Asset Data                           01/26/05 09:57
                                                             FY 2005 CC AB
   Screen: ___   Doc: P470009  Doc Seq: 1___        Delete Asset?: _
                                                        Page: 1  <More>>>>
        Tag Number: 0000004588   Add to Existing Asset:     Cmp: Y
  Asset Description: ADD TO TAG#0000004587_____
           Line 2: PROCESSOR UNIT
        Total cost: 5000.00_____

  Manufacturer Name: DELL_____
       Model Number: GX240_____  Serial Number: 987APO5654031497898_

              Class: 843501  SERVERS/MINICOMPUTERS
     Acquisition Dt: 10/03/2003       In-Service Dt: 10/03/2003
                                          Condition: O1
        Availability: US               How Tagged: BC
       Related Asset: _____     Software Version: _____
      Historical Ind: N                  Depr Ind: Y
                                              Special License: __
              Asset:           Status:         Exposure Code: __

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

Situation 6

You discover that you need to update the description on a preliminary asset.

Solution 6

Contact the person responsible for your Fixed Assets. They will need to make this modification in the Fixed Assets module after the asset has been created.

Section VI
Purchasing Inquiry Information

Document Inquiry Basic Concepts

Inquiry Access

Access to any particular document depends on a number of factors. For example, your user security must match certain data on the document you wish to view in order for it to be displayed on the screen.

Position the Display

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

Document Classes

Classes are used to group documents by function. 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:

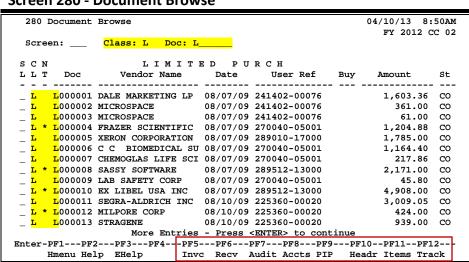| Value	Meaning
B	Bid
M	Master Order
P	Purchase Order
R	Requisition
L	Limited Purchase

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 by using the arrow keys. Then, press the PF keys to display additional information as desired.

Document Browse

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

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

Screen 280 - Document Browse

```
  280 Document Browse                                     04/10/13  8:50AM
                                                          FY 2012 CC 02

    Screen: ___    Class: L    Doc: L_____

  S C N              L I M I T E D   P U R C H
  L L T   Doc          Vendor Name     Date      User Ref    Buy   Amount      St
  - - - -------  ------------------  --------  -------------- ---  ------------- ---
    _ L    L000001 DALE MARKETING LP  08/07/09 241402-00076        1,603.36  CO
    _ L    L000002 MICROSPACE         08/07/09 241402-00076          361.00  CO
    _ L    L000003 MICROSPACE         08/07/09 241402-00076           61.00  CO
    _ L *  L000004 FRAZER SCIENTIFIC  08/07/09 270040-05001        1,204.88  CO
    _ L    L000005 XERON CORPORATION  08/07/09 289010-17000        1,785.00  CO
    _ L    L000006 C C  BIOMEDICAL SU 08/07/09 270040-05001        1,164.40  CO
    _ L    L000007 CHEMOGLAS LIFE SCI 08/07/09 270040-05001          217.86  CO
    _ L *  L000008 SASSY SOFTWARE     08/07/09 289512-13000        2,171.00  CO
    _ L    L000009 LAB SAFETY CORP    08/07/09 270040-05001           45.80  CO
    _ L *  L000010 EX LIBEL USA INC   08/07/09 289512-13000        4,908.00  CO
    _ L    L000011 SEGRA-ALDRICH INC  08/10/09 225360-00020        3,009.05  CO
    _ L *  L000012 MILPORE CORP       08/10/09 225360-00020          424.00  CO
    _ L    L000013 STRAGENE           08/10/09 225360-00020          939.00  CO
                     More Entries - Press <ENTER> to continue
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
         Hmenu Help  EHelp      Invc  Recv  Audit Accts PIP   Headr Items Track
```

Basic Steps

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

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

Action Line

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

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

Screen Information

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

CL:	1 character
	Identifies the <u>class of </u>the <u>document</u>, as either Requisition (**R**), Purchase Order (**P**), Master Order (**M**), Bid (**B**), Exempt Purchase (**E**), or Limited Purchase (**L**).
NT:	1 character
	An asterisk (*) indicates whether <u>notes</u> are <u>attached</u> to the document.
Doc:	7 character/digits
	Identifies <u>document numbers for the class of document</u> specified.
Vendor Name:	18 characters
	Identifies the <u>vendor name</u> on the document.
Date:	6 digits
	Indicates the <u>date</u> the document was <u>set-up</u> in FAMIS.
User Ref:	14 digits/characters
	Displays the <u>user reference</u> used to indicate the subsidiary ledger (SL) account number used for the order, followed by the departmental reference number.
Buy:	3 characters
	Displays the <u>initials of the buyer</u> for the document, as defined by the system.
Amount:	10 digits
	Indicates the <u>total dollar amount of all line items</u> for the document.
St:	3 characters
	Indicates the <u>status of</u> the <u>document</u>. Common document status codes include the following:

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

Additional Functions

PF KEYS	See the Appendix for an explanation of the standard PF Keys.
PF5	**Invc**
Invc	Used to view the <u>invoice details</u>.
PF6	**Receive**
Recv	View the <u>receiving information</u> associated with the selected document.
PF7	**Audit Information**
Audit	View the <u>audit information</u> for the selected document.

PF8	**Accounts**
Accts	Shows the <u>account distribution</u> used for the document selected.

PF9	**PIP**
PIP	Shows the <u>PIP documents</u>.

PF10	**Header**
Headr	Shows the <u>document header information</u> that was entered when the document was created.

PF11	**Items**
Items	Lists the <u>line item information</u> for the document.

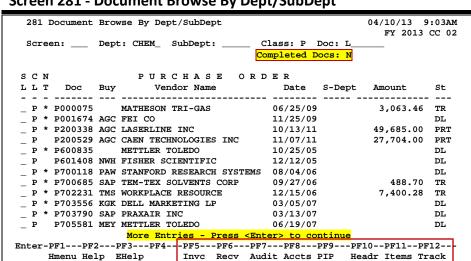| **PF12**	**Track**
Track	Allows you to <u>track</u> the <u>routing history</u> of the selected <u>document</u>.

Documents by Department/SubDepartment

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

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.

Screen 281 - Document Browse By Dept/SubDept

```
   281 Document Browse By Dept/SubDept                    04/10/13  9:03AM
                                                            FY 2013 CC 02
    Screen: ___   Dept: CHEM_   SubDept: _____   Class: P  Doc: L_____
                                                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 * P000075     MATHESON TRI-GAS          06/25/09            3,063.46 TR
   _ P * P001674 AGC FEI CO                    11/25/09                     DL
   _ P * P200338 AGC LASERLINE INC             10/13/11           49,685.00 PRT
   _ P   P200529 AGC CAEN TECHNOLOGIES INC     11/07/11           27,704.00 PRT
   _ P * P600835     METTLER TOLEDO            10/25/05                     DL
   _ P   P601408 NWH FISHER SCIENTIFIC         12/12/05                     DL
   _ P * P700118 PAW STANFORD RESEARCH SYSTEMS 08/04/06                     DL
   _ P * P700685 SAP TEM-TEX SOLVENTS CORP     09/27/06              488.70 TR
   _ P * P702231 TMS WORKPLACE RESOURCE        12/15/06            7,400.28 TR
   _ P * P703556 KGK DELL MARKETING LP         03/05/07                     DL
   _ P * P703790 SAP PRAXAIR INC               03/13/07                     DL
   _ P   P705581 MEY METTLER TOLEDO            06/19/07                     DL
                    More Entries - Press <Enter> to continue
   Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
         Hmenu Help  EHelp      Invc  Recv  Audit Accts PIP    Headr Items Track
```

Basic Steps

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

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

Action Line

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

SubDept:	5 characters Indicate the <u>sub-department</u> to be included in the display. Type ***** to see the entire department rather than just one subdepartment.
Class:	**Help** 1 character Enter the <u>class of document</u> on which to inquire.
Doc:	7 character/digits Identify the <u>first document number to be displayed</u>.
Completed Docs:	1 character Enter 'Y' to include <u>completed documents</u> in the display.

Screen Information

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

St: 3 characters

Indicates the status of the document. Common document status codes include the following:

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

Additional Functions

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

PF5
Invc   **Invc**
                       Used to view the invoice details.

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

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

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

PF9   **PIP**
PIP   Shows the PIP documents.

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

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

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

Documents by Account

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

If the Class: field is left blank, the system will search each class in alphabetical order, and Bid documents will be displayed before Limited Purchases, etc. **To view all completed documents, type "Y" in the Completed Docs: field.**

Screen 282 - Document Browse by Account

```
 282 Document Browse By Account                              04/10/13  9:08AM
                                          Acct      Acct        FY 2013 CC 02
   Screen: ___   Class: R  Acct: 270300 00000 CC: 02   FY: 2012   Doc: L_____
                                              Completed Docs: N
 S C N          Supp     R E Q U I S I T I O N
 L L T    Doc    Acct   Vendor Name      Date      User Ref      Amount      St
 - - - ------- ----- ---------------- -------- ----------- ------------- ---
   _ R  14952AB 00000                  07/11/12 134997-2          69.08   CL
   _ R  18627AB 00000                  07/26/12 177761-8         778.62   CL
   _ R  18628AB 00000                  07/26/12 177811-5       2,024.96   CL
   _ R  18629AB 00000                  07/26/12 177859-0       6,854.88   CL
   _ R  18632AB 00000                  07/26/12 177921-4       6,867.24   CL
   _ R  18633AB 00000                  07/26/12 177976-9         129.82   CL
   _ R  28220AB 00000                  09/05/12 280673-7          20.00   CL
   _ R  62405AA 00000                  11/21/11 596165-9          20.00   CL
   _ R  64774AA 00000                  12/05/11 619489-5          20.00   CL
   _ R  81564AA 00000                  02/27/12 785612-2          35.00   CL
   _ R  83367AA 00000                  02/27/12 805021-6       1,350.00   CL
   _ R  83371AA 00000                  02/27/12 805326-2       1,350.00   CL
   _ R  98352AA 00000                  05/21/12 960881-7          38.00   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

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

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

Action Line

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

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

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

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

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

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

Screen Information

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

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

NT: 1 character
An asterisk (*) indicates that <u>notes</u> are <u>attached</u> to the document.

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

Supp Acct: 5 digits
Identifies the <u>Support Account number</u> used to purchase the items.

Vendor Name: 16 characters
Identifies the <u>vendor's name</u>.

Date: 6 digits
Indicates the <u>date</u> the document was <u>set up</u> on the system.

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

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

St: 3 characters
Represents the <u>status of</u> the <u>document</u>. For example, the following:
CL	=	Closed
CO	=	Completed
FR	=	Frozen
IP	=	In Process
TR	=	Transferred
PRT	=	Printed
DL	=	Deleted

Additional Functions

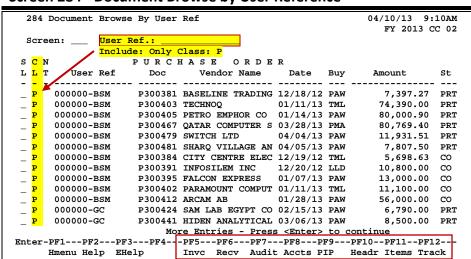|		
PF KEYS		See the Appendix for an explanation of the standard PF Keys.
PF5	**Invoice**	
Invc	Used to view the <u>invoice details</u>.	
PF6	**Receive**	
Recv	View the <u>receiving information</u> associated with the selected document.	
PF7	**Audit Information**	
Audit	View the <u>audit information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

Documents by User Reference

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

The user reference number may be used to trace purchase documents from requisition to payment. Using Screen 284, you may browse purchasing documents on-line that are sorted by their user reference. Include the User Reference number on the Action Line to view only matching documents.

Screen 284 - Document Browse by User Reference

```
   284 Document Browse By User Ref                          04/10/13  9:10AM
                                                            FY 2013 CC 02

   Screen: ___    User Ref.: _____
                  Include: Only Class: P
 S C N              P U R C H A S E    O R D E R
 L L T    User Ref      Doc       Vendor Name      Date   Buy      Amount      St
 - - - -------------- ------- ---------------- -------- --- --------------- ---
 _ P   000000-BSM     P300381 BASELINE TRADING 12/18/12 PAW       7,397.27  PRT
 _ P   000000-BSM     P300403 TECHNOQ          01/11/13 TML      74,390.00  PRT
 _ P   000000-BSM     P300405 PETRO EMPHOR CO  01/14/13 PAW      80,000.90  PRT
 _ P   000000-BSM     P300467 QATAR COMPUTER S 03/28/13 PMA      80,769.40  PRT
 _ P   000000-BSM     P300479 SWITCH LTD       04/04/13 PAW      11,931.51  PRT
 _ P   000000-BSM     P300481 SHARQ VILLAGE AN 04/05/13 PAW       7,807.50  PRT
 _ P   000000-BSM     P300384 CITY CENTRE ELEC 12/19/12 TML       5,698.63  CO
 _ P   000000-BSM     P300391 INFOSILEM INC    12/20/12 LLD      10,800.00  CO
 _ P   000000-BSM     P300395 FALCON EXPRESS   01/07/13 PAW      13,000.00  CO
 _ P   000000-BSM     P300402 PARAMOUNT COMPUT 01/11/13 TML      11,100.00  CO
 _ P   000000-BSM     P300412 ARCAM AB         01/28/13 PAW      56,000.00  CO
 _ P   000000-GC      P300424 SAM LAB EGYPT CO 02/15/13 PAW       6,790.00  PRT
 _ P   000000-GC      P300441 HIDEN ANALYTICAL 03/06/13 PAW       8,500.00  PRT
               More Entries - Press <Enter> to continue
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp       Invc  Recv  Audit Accts PIP    Headr Items Track
```

Basic Steps

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

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

Action Line

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

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

Screen Information

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

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

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

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

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

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

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

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

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

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

Additional Functions

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

PF5
Invc
Invoice
Used to view the invoice details.

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

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

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

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                        04/10/13  9:1 AM
                     A & A GRAPHIC SUPPLY CORP              FY 2013 CC 02
   Screen: ___   Vendor: 1vvvvvvvvvv1  Class: L  Doc: _____  Completed Docs: Y
                                                           All Mail Codes: _
  S C N       M First      L I M I T E D   P U R C H
  L L T    Doc   C Dept  Doc Summary Buy  Date       User Ref      Amount   St
  - - -  -------  - -----  ----------- ---  --------  -------------- ------------ ---
  _ L   A013189 1 CYCL  BOND PAPER     04/12/10 270490-0886        59.55  CO
  _ L   A105177 1 CYCL  PAPER          05/02/11 270490-0843       300.52  CO
  _ L   A800520 1 CYCL  PAPER FOR D    02/05/08 270490-0622       346.71  CO
  _ L   A929535 1 CYCL  PAPER          06/04/09 270490-1138       675.75  CO
  _ L   L023242 1 CYCL  VELLUM AND     12/07/09 270490-0412       195.16  CO
  _ L   L025434 1 CYCL  PAPER          12/07/09 270490-0452       169.48  CO
  _ L   L110084 1 CYCL  PAPER AND I    10/21/10 270490-0191       238.93  CO
  _ L   L804487 1 CYCL  PAPER          09/20/07 270490-0087       193.30  CO
  _ L   L818190 1 CYCL  PAPER          11/05/07 270490-0286       170.10  CO
  _ L   L833600 1 CYCL  DRAWER GLID    01/10/08 270490-0535        82.37  CO
  _ L   L915326 1 CYCL  PAPER AND V    10/31/08 270490-0309       482.38  CO
  _ L   Z000686 1 CYCL  COLOR BOND     08/16/10 270490-1343       114.98  CO


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

Basic Steps

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

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

Action Line

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

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

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

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

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

Screen Information

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

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

NT:
1 character
An asterisk (*) indicates that <u>notes</u> are <u>attached</u> to the document.

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

MC:
1 character
Shows the <u>state mail code</u> for the specified <u>vendor</u>.

First Dept:
5 characters
Identifies the <u>first department listed on the document header</u>.

Doc Summary:
11 characters
Displays a brief <u>summary description of</u> the <u>document</u> header.

Buy:
3 characters
Displays the <u>initials of the buyer</u> for the document.

Date:
6 digits
Indicates the <u>date</u> the document was <u>set-up</u> on the system.

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

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

St:
3 characters
Shows the <u>status of</u> the <u>document</u>. Common document status codes include the following:

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

Additional Functions

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

Documents by State Requisition Number

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

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

Screen 286 - Document Browse by State Requisition Number

```
  286 Document Browse By State Requisition Nbr              04/10/13  9:16AM
                                                            FY 2013 CC 02
    Screen: ___   State Req: 081510_____   Class: R  Doc: _____  Completed Docs: N

  S C N     State            R E Q U I S I T I O N
  L L T   Req Number  Doc    Vendor Name    Date      User Ref       Amount      St
  - - -   ----------  -----  ------------- -----   -------------- -------------  ---
  _ R *   081510      R003690                05/10  301970-MEDI     26,810.00   TR
  _ R *   081510      R004085                06/10  301960-FTNS     16,965.00   TR
  _ R *   081510      R004098                06/10  301970-ADMN      5,005.00   TR
  _ R *   081510      R004100                06/10  301970-ADMN      6,168.50   TR
  _ B     081610      B000600                06/10  301970-MAIN      9,380.00   TR
  _ R     081610      R003820                05/10  301970-MAIN      9,380.00   TR
  _ B     090110      B000573                05/10  301960-GCPS     15,750.00   TR
  _ B     090110      B000613                06/10  301960-GCPS     15,750.00   TR
  _ B     090110      B000626                06/10  301960-MBRS     16,950.00   TR
  _ P     090110      P005288 STAR LINEN INC 07/10  301960-MBRS      7,882.50   TR
  _ P *   090110      P100059 STAR LINEN INC 07/10  301960-MBRS      8,761.70   PRT
  _ R *   090110      R003565                05/10  301960-GCPS     15,750.00   TR
  _ R *   090110      R004084                06/10  301960-MBRS     16,950.00   TR
                                     More Entries - Press <Enter> to continue
  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
         Hmenu Help  EHelp        Invc  Recv  Audit Accts PIP   Headr Items Track
```

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

Document Browse Process

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

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

Action Line
State Req: 11 digits/characters
                      Identify the <u>first state requisition number</u> to be displayed.

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

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

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

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

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

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

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

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

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

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

Additional Functions

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

Document Browse by State Order Number

If the state order number is the best or only identification you have for a document, you can use Screen 287 to view 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                04/10/13  9:17AM
                                                          FY 2013 CC 02
    Screen: ___   State Order: 117747   Class: _  Doc: _____  Completed Docs: N

   S C N St Ord.
   L L T Number   Doc        Vendor Name       Date     User Ref       Amount       St
   - - - ------   -------    ------------------ -----   -------------- ------------- ---
   _ P     117747 P701834 MINERS MINING       11/06 289010-97000                   DL
   _ P *  122349 P903168 XERON CORP          03/09 241802-09010                   DL
   _ P    125965 P702994 XERON CORP          02/07 217800-7172       21,596.64    CL
   _ P    126644 P903775 XERON CORP          04/09 144016-00000        5,539.20   PRT
   _ P *  126962 P703486 BOTHAM CPDJE        02/07 870620-00000      17,482.00    TR
   _ P *  127729 P002014 XERON CORP          12/09 210390-2170        2,790.72    PRT
   _ P    129491 P904398 PHILIPO MOTORS LT   05/09 870620-00000                   DL
   _ P    129758 P703669 XERON CORP          03/07 217860-1062       12,492.00    CL
   _ P    131915 P002466 XERON CORP          01/10 250422-1084       30,460.20    PRT
   _ P    132665 P002621 XERON CORP          01/10 131501-1001       24,825.96    PRT
   _ P *  135594 P704484 PHILIPO MOTORS IN   04/07 870620--00000                  DL
   _ P *  135627 P003016 XERON CORP          02/10 300160-1028        8,953.03    PRT
   _ P    135782 P001011 XERON CORP          10/09 131501-1001       25,008.12    PRT
                                  More Entries - Press <Enter> to continue
   Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
          Hmenu Help  EHelp        Invc  Recv  Audit Accts PIP   Headr Items Track
```

Basic Steps

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

Document Browse Processes

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

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

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

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

Screen Information

SL:	1 character Type 'X' and press <ENTER> to <u>select</u> a <u>document</u> for display on Screen 278.
CL:	1 character Identifies the <u>class of</u> the <u>document</u> as either Requisition (**R**), Purchase Order (**P**), Master Order (**M**), Bid (**B**), Exempt Purchase (**E**), or Limited Purchase (**L**).
NT:	1 character An asterisk (*) indicates <u>notes</u> are <u>attached</u> to the document.
St Ord. Number:	6 digits Identifies the <u>State Order Number</u> of the document.
Doc:	7 character/digits Displays <u>document numbers</u> for the class of document specified.
Vendor Name:	18 characters Shows the <u>name of the vendor</u> the items were purchased from.
Date:	4 digits Indicates the <u>date</u> the document was <u>set up</u> on the system.
User Ref:	11 digits Displays the <u>user reference number</u> used to identify the subsidiary ledger (SL) account number for the order, followed by the departmental reference number.
Amount:	10 digits Indicates the <u>total dollar amount of all line items</u> for the document.
St:	3 characters Represents the <u>status of</u> the <u>document</u>. Common document status codes include the following:

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

Additional Functions

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

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.

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

The number of pages displayed varies from document to document.

Screen 288 - Document Summary (Page 1)

```
   288 Document Summary                               04/10/13  9:31AM
                                                      FY 2013 CC 02

  Screen: ___   Doc: P704488   Number of Desc  Lines: 5_     Page: 1__ Of  5

  VENDOR:                                  +-------------------------+
 1vvvvvvvvv5J                              | DOC: P704488            |
 DALE MARKETING LP                         |                         |
 ONE DALE WAY RR8707                       | USER REF: 270300-07582  |
 ROUND ROCK, TX  78682                     +-------------------------+



  INVOICE TO:                               SHIP TO:
 COMPUTING & INFORMATION SERV.            COMPUTING & INFORMATION SRVCS.
 ATTN: DOROTHY DREW                       COMPUTING SERVICES CENTER
 3222 TAMU                                777 LAMAR ST. ROOM 1111
 COLLEGE STATION TX 77843-3142            TAMU 3333
                                          ATTN: KEVIN KRAMER
                                          COLLEGE STATION TX 77843-3333

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

Screen 288 - Document Summary (Page 2)

```
   288 Document Summary                               04/10/13  9:32AM
                                                      FY 2013 CC 02

  Screen: ___   Doc: P704488   Number of Desc  Lines: 5_     Page: 2__ Of  5

  << ADDITIONAL TEXT >>
 DALE EQUIPMENT PER MASTER ORDER M400329
 REFERENCE DALE QUOTE #359203856

 VENDOR CONTACT:
 JOEL JOHNSON
 PHONE:
 800-222-2222 X 7266473
 FAX:
 800-333-5555

 DEPARTMENT CONTACT:
 LORETTA LEWIS
 PHONE
 979-845-8888

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

Screen 288 - Document Summary (Page 3)

```
288 Document Summary                                  04/10/13  9:32AM
                                                      FY 2013 CC 02

  Screen: ___   Doc: P704488   Number of Desc  Lines: 5_     Page: 3__ Of  5

 ITEM          DESCRIPTION           QUANTITY  UOM    UNIT PRICE    EXTENDED PRICE
 ----- --------------------------- --------- ---- -------------- --------------
  1                                     1.00 EA        5,378.00         5,378.00
        PowerVault TL2000, 2U Library
        222-7789

  2                                     1.00 EA           88.00            88.00
        LTO-3 Tape labels, 1-200 customer install
        310-6809
                                                      Total            5,466.00
                >> Account Distribution <<
        02 2007 270300-99005-8435  CIS DEPARTMENTAL SERVERS            5,378.00
        02 2007 270300-99005-4090  CIS DEPARTMENTAL SERVERS               88.00
                                           Account Total               5,466.00

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

Screen 288 - Document Summary (Page 4)

```
288 Document Summary                                  04/10/13  9:33AM
                                                      FY 2013 CC 02

  Screen: ___    Doc: P704488   Number of Desc  Lines: 5_     Page: 4__ Of  5

 CATALOGUE ORDER: N
 DOCUMENT DATE: 04/23/2007
     Disc Pct:  0.000
   Disc Due DD: 0
     Disc Ind: N
      Pay DD: 30
      F.O.B.: DP
   Vendor Ref: JOEL JOHNSON
   Delivery Date: 05/07/2007
 Delivery Reqd By:
     Dept Contact: LORETTA LEWIS
        Phone No.: 979-845-8888


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

Screen 288 - Document Summary (Page 5)

```
288 Document Summary                                  04/10/13  9:33AM
                                                      FY 2013 CC 02

  Screen: ___    Doc: P704488   Number of Desc  Lines: 5_     Page: 5__ Of  5


    Bidding Vendor              Vendor Contact           Bid Amount




 REASON FOR AWARD TO OTHER THAN LOW BIDDER:




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

Basic Steps

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

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

Action Line

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

◆ **Number of**	2 digits	
Desc Lines:	Indicate the <u>number of description lines to display</u> per item. If not specified, the screen will default to 5 lines to match those on the item create screen.	
◆ **Page:**	2 digits	
	Indicate the <u>document summary page number to be displayed</u>. Will default to the current page.	

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

Screen Information

Page 1

Vendor:	5 lines/30 characters	
	Displays the <u>vendor's ID number, name,</u> and <u>address</u>.	

Doc:	7 character/digits	
	Displays the <u>document number</u>.	

User Ref:	10 digits	
	Identifies the <u>user reference number</u> for the document.	

Invoice to:	5 lines/30 characters	
	Indicates the <u>address</u> to which items purchased will be <u>invoiced</u>.	

Ship to:	5 lines/30 characters	
	Indicates the <u>address</u> to which items purchased will be <u>shipped</u>.	

Page 2

<<Additional Text>>		
<u>OR</u>		
<<Sub Text>>	<u>Additional information</u> for document summary if available.	

Screen 288 – Document Summary (cont'd)

Page 3

Item:	3 digits Identifies a <u>line item number(s)</u> on the document.
Description:	27 characters Displays a brief <u>description of</u> the <u>line item</u>.
Quantity:	10 digits Indicates the <u>purchase quantity of</u> the <u>line item</u>.
UOM:	4 characters Identifies the <u>Unit of Measure</u> to be printed on the purchase order for the specified line item.
Unit Price:	10 digits Displays the <u>dollar amount</u> to be <u>paid per unit of measure</u>.
Extended Price:	10 digits Indicates the <u>total item amount</u> as <u>calculated</u> by the system.
>>Account Distribution<<	60 characters Displays a <u>breakdown of accounts responsible for payment</u> of the items.

Page 4

Catalogue Order:	1 character 'Y' indicates this is a <u>catalogue order</u>.
Document Date:	8 digits Identifies the <u>date</u> the <u>document</u> was <u>processed</u> by the system.
Disc Pct:	5 digits Identifies the <u>discount percentage</u> applied to the purchase by the vendor.
Disc Due DD:	8 digits Displays the <u>discount due date</u>, or the date by which the invoice has to be paid in order to receive the discount.
Disc Ind:	1 character Identifies the <u>discount indicator</u>. This is usually 'N' (for net), which indicates the net (invoice amount discount) may be paid. **An 'I' indicates that no discount is allowed.**
Pay DD:	8 digits Displays the <u>pay due date</u>, or the date by which the invoice must be paid.
F.O.B	2 characters Indicates the <u>freight code</u> that defines conditions by which purchased goods will be transported/delivered.
Vendor Ref:	35 characters Displays the <u>reference number assigned by</u> the <u>vendor</u>, if any.

Delivery Date:	8 digits	
	Identifies the <u>date</u> the items were <u>delivered</u>.	
Delivery Reqd By:	8 digits	
	Indicates the <u>day</u> by which the delivery of items requested is <u>required</u>.	
Dept Contact:	10 characters	
	Displays the <u>name of the</u> <u>person</u> in the <u>department</u> to <u>contact</u> regarding the purchase.	
Phone No.:	10 digits	
	Identifies <u>area code and</u> <u>phone number for</u> the document's <u>contact person</u>.	
Sole Source Reason:	50 characters	
	Displays the <u>reason for</u> the <u>sole source purchase</u>.	

Page 5

Bidding Vendor:	3 lines/30 characters	
	Identifies a <u>vendor submitting</u> a <u>bid</u> for the purchase.	
Vendor Contact:	25 characters	
	Displays the <u>name of the</u> <u>person to contact</u> with the <u>vendor</u> regarding bids for this order.	
Bid Amount:	15 digits	
	Indicates <u>total dollar amount</u> the <u>vendor bids</u> for the purchase.	
Reason for Award to Other Than Low Bidder:	15 digits	
	Indicates the <u>reason why the purchase did not go to the lowest bidder</u>, if applicable.	
Document Notes:	150 characters	
	Displays the <u>document notes</u>, 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                                   04/10/13   9:43AM
                                                        FY 2013 CC 02

  Screen: ___     Document: P300361
                                                        Panel: 01 More >>
 Doc Summary: 2-3077 STAINLESS STEEL SHELVING
      Vendor: 1vvvvvvvvv0  THE*DOOR SHOP
Reimburse ID:                   Doc FY: 2013        Doc Amt: 9995.00
    User Ref: 808200-00013      Status: CL          Amt Inv: 9995.00
    Doc Date: 11/28/2012    Route St: FN            Amt Vchr: 9995.00
       Class: P          Oth A/P Src:          Inv Forced:
    Category: RO        USAS Doc Type:    Req Delivery Date:
 LP Received:                                      Buyer: PARSONS, PATTY
Nbr Invoices: 1        Catalogue Order: N  Delg:   Contact: BOBBY BENSON

 S Line  Quantity   UOM       Description      P  Unit Price  Extended Price
 - -----  ---------- ---- ------------------------ ------------ -------------
 _   1.0       1.00 LOT  2-3077 Stainless steel s  M   9995.0000      9995.00


                    *** 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                                   04/10/13   9:45AM
                                                        FY 2013 CC 02

  Screen: ___     Document: P300369
 << More                                                Panel: 02 More >>
 Doc Summary: DALE PRECISION,T7600N,MT1300W (225-3000)
      Vendor: 1vvvvvvvvv1  SUMMER INDUSTRIES
Reimburse ID:                   Doc FY: 2013        Doc Amt: 10590.55
    User Ref: 464711-0001       Status: CL          Amt Inv: 10590.55
    Doc Date: 12/05/2012    Route St: FN            Amt Vchr: 8810.00
       Class: P          Oth A/P Src:          Inv Forced:
    Category: RO        USAS Doc Type:    Req Delivery Date:
 LP Received:                                      Buyer: PARSONS, PATTY
Nbr Invoices: 2        Catalogue Order: N  Delg:   Contact: TERRY TOWLE

 S Line  Received   Date Recvd  Invoiced  Date Invcd   Matched   Date Mtchd
 - -----  ---------- ---------- ---------- ---------- ---------- ----------
 _   1.0       2.00 12/17/2012      2.00 12/13/2012      2.00 01/25/2013


                    *** 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                            04/10/13  9:46AM
                                                   FY 2013 CC 02
   Screen: ___    Document: P300369
   << More                                         Panel: 03
   Doc Summary: DALE PRECISION,T7600N,MT1300W (225-3000)
       Vendor: 1vvvvvvvvv1  SUMMER INDUSTRIES
   Reimburse ID:              Doc FY: 2013      Doc Amt: 10590.55
      User Ref: 464711-0001    Status: CL       Amt Inv: 10590.55
      Doc Date: 12/05/2012   Route St: FN       Amt Vchr: 8810.00
         Class: P         Oth A/P Src:         Inv Forced:
      Category: RO     USAS Doc Type:   Req Delivery Date:
   LP Received:                                   Buyer: PARSONS, PATTY
   Nbr Invoices: 2     Catalogue Order: N  Delg:   Contact: TERRY TOWLE
               INV                      Paid           Paid      Remaining
   S Line     UOM      Description   P  Quantity       Amount       Balance
   - ---- ---- ----------------- - -------------- -------------- --------------
   _   1.0  EA   Dell Precision, T7 M        2.00       10590.55          0.00



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

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

Basic Steps

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

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

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

Screen Information
Panel 1
   Doc Summary: 50 characters/digits
               Displays a summary description of the document selected.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Nbr Invoices: 3 digits
                      Indicates the <u>number of invoices</u> processed.

Catalogue Order: 1 character
                      'Y' indicates that document is a <u>catalogue order</u>.

Delg: 1 character
                      'Y' identifies this as a <u>delegated purchase</u>.

Contact: 15 characters
                      Shows name of the <u>person to contact</u> regarding the document.

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

Line: 3 digits
                      Shows the <u>line item number</u> for the document.

Quantity: 10 digits
                      Identifies the <u>purchase quantity</u> of the line item.

UOM: 3 characters
                      Represents the <u>unit of measure</u> for the line item.

Description: 25 characters
                      Displays a brief <u>description of the line item</u>.

P: 1 character
                      Indicates any <u>special processing</u> needs for the document.

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

Extended Price: 10 digits
                      Indicates the <u>total item amount</u> as <u>calculated</u> by the system.

Panel 2

Received: 10 digits
                      Shows the <u>quantity of items received</u>.

Date Recvd: 8 digits
                      Identifies the <u>date the line item was received</u>.

Invoiced: 10 digits
                      Displays the <u>quantity of items invoiced</u>.

Date Invcd: 8 digits
                      Indicates <u>date the line item was invoiced</u>.

Matched: 10 digits
                      Indicates the <u>quantity of matched items</u>.

Date Mtchd: 8 digits
Shows the <u>date the line item was matched</u>.

Panel 3

Inv Uom: 4 characters
Identifies the <u>invoiced unit of measure</u>. 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 <u>quantity paid</u>.

Paid Amount: 10 digits
Shows the <u>amount paid</u>.

Remaining Balance: 10 digits
Identifies the <u>remaining amount to be paid</u>.

Additional Information

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

PF5   **Invoice**
Invc   Used to view the <u>invoice details</u>.

PF6   **Receive**
Recv   View the <u>receiving information</u> associated with the selected document.

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

PF8   **Accounts**
Accts   Shows the <u>account distribution</u> used.

PF9   **Print**
Print   Used to <u>print</u> document information from FAMIS <u>using Entire Connection</u>.
See the FAMIS Entire Connection User's Manual for greater details.

Document Line Item Inquiry

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

This screen is helpful in determining whether an item has passed the three-way match requirement that is necessary 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                           04/10/13  9:49AM
                                                               FY 2013 CC 02
    Screen: ___    Document: P300369    Item: 1.0__ of 1

           Vendor: 1vvvvvvvvv1  SUMMUS INDUSTRIES
         User Ref: 464711-0001
         Item UOM: EA                        Received    Invoiced    Matched
         Item Qty: 1.00                      ---------- ---------- ----------
  Item Unit Price: 10590.5500          UOM:        EA         EA
    Item Discount:                      Dt: 12/17/2012 12/13/2012 01/25/2013
   Item Ext Price: 10590.55            Qty:      2.00       2.00       2.00
    Item Proc Cd: M
  Commodity Code: 20453
    First Account: 464711-00000-8435  Cost Ref1:       2:          3:
        Item Desc: Dale Precision, T7600n, MT1300W (225-3000);
                   to include features per quote 638874499.
        TIBH Code:
      Delete Flag:
      Freeze Flag:
  Capital/Inv Flag: Y


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

Use PF7 to view all invoices against the item that is currently being displayed on the screen. The information in the pop-up window 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.

PF7 - Invoice Detail

```
   279 Document Line Item Inquiry                           04/10/13  9:49AM
                                                               FY 2013 CC 02
    Screen: ___    Document: P300369    Item: 1.0__ of 1
   +-----------------------------------------------------------------------+
   |                                                                       |
   |          *** Invoice Inquiry for Item   1.0 of Document P300369 **    |
   |                                                   Completed Docs: N   |
   |                             M                                         |
   |   Invoice Nbr   Vch Nbr St St Inv Date   Quantity    Unit Price    Ext Price
   |   ------------- ------- -- -- -------- ------------ ------------ -------------
   |   XJ1XNRT58      1856423 CO MS 12/07/12     1.00       131.9900       131.99
   |   XJ237F3T7      1855906 CO MS 12/13/12     1.00     10458.5600     10458.56
   |   *** Inv Totals                            2.00                    10590.55
   |
   |
   |
   |
   |
   |
   |
   |            End of Valid Invoices Found
   |            PF3= Back to 279    PF4=Exit
   +-----------------------------------------------------------------------+
```

Basic Steps

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

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

Action Line

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

Item_of_: 4 digits
Indicate the item number to be displayed. The default is the first line item number.

Screen Information

Vendor: 11 digits/30 characters
Displays the identification number and name of the vendor from which items are purchased.

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

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

Item Qty: 10 digits
Identifies the purchase quantity of the line item.

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

Item Discount: 5 digits
Shows the discount percentage for the line item.

Item Ext Price: 12 digits
Indicates the total extended item amount, as calculated by the system.

Item Proc Cd: 1 character
Shows the processing code for any special processing needs for the document.

Commodity Code: 5 digits
Displays the commodity code for classifying goods and services.

First Account: 15 digits
Identifies the first FAMIS account number for this document.

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

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

TIBH Code: 1 character/digit
Shows the reason TIBH (Texas Industries for the Blind and Handicapped) was or was not used as the vendor for the bid/purchase. Valid values are:

N	=	Not Provided by TIBH
T	=	TIBH Purchase
1	=	Quantity
2	=	Quality
3	=	Delivery Time
4	=	Life Cycle
5	=	Price

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

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

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

Received, Invoiced, Matched
UOM: 3 characters
Represents the unit of measure for the line item.

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

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

Additional Information

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

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

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

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

Document Tracking Inquiry

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

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

Screen 290 - Document Tracking Inquiry

```
 290 Document Tracking Inquiry                        04/10/13  9:52AM
                                                      FY 2013 CC 02

  Screen: ___     Doc: P300364

 C                    To    To      To                 Action  Action
 L     Document Item  Cls   Document Item   Action      Date    Time    By User
 -     -------  ----- -     -------  -----  -------     --------  -----  --------
 P     P300364                             CREATE      11/30/12  15:42  K702YM
 P     P300364                             CLOSED      11/30/12  16:01  K702YM
 P     P300364                             REOPEN      03/04/13  10:24  K702YM
 P     P300364                             CLOSED      03/04/13  10:28  K702YM
 P     P300365                             CREATE      11/30/12  17:18  K702ZY
 P     P300365                             CLOSED      11/30/12  17:18  K702ZY
 P     P300366                             CREATE      12/03/12  10:40  K702ZY
 P     P300366                             CLOSED      12/03/12  10:41  K702ZY
 P     P300367                             CREATE      12/04/12  09:15  DAIL02P
 P     P300367                             CLOSED      12/04/12  13:39  ALPA02P
 P     P300368                             CREATE      12/04/12  11:45  K702ZY
 P     P300368                             CLOSED      12/04/12  11:46  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

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

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

Action Line
◆ **Document:**   7 character/digits
                      Enter the document number to be displayed.

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

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

Item:	3 digits Shows the <u>number of line items</u> on the document.
To Cls:	1 character Identifies the <u>class of document</u> to which the document item was <u>transferred</u>.
To Document:	7 character/digits Displays the <u>document number</u> to which the item was <u>transferred</u>.
To Item:	3 digits Identifies the <u>item number</u> on the document to which it was <u>transferred</u>.
Action:	7 characters Designates the <u>type of</u> <u>action</u> that was <u>taken</u> against the document.
Action Date:	6 digits Shows the <u>date</u> the <u>action</u> was <u>performed</u> on the document.
Action Time:	4 digits Displays the <u>time</u> the <u>action</u> was <u>performed</u> on the document.
By User:	8 characters/digits Indicates the <u>user ID of</u> the <u>person performing the action</u> 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                    04/10/13  9:53AM
                                                            FY 2013 CC 02
     Screen: ___      Doc: P300364

   C     To      To     From  From     From              Action  Action
   L   Document  Item   Cls   Document Item   Action      Date    Time   By User
   -   -------   -----  -     -------  -----  -------     ------  -----  --------
   P   P300364   1.0    R     R300116  1.0    TRNSFR      11/30/12 15:42  K702YM
   P   P300364   2.0    R     R300116  2.0    TRNSFR      11/30/12 15:42  K702YM
   P   P300365   1.0    R     R300108  1.0    TRNSFR      11/30/12 17:18  K702ZY
   P   P300366   1.0    R     R300105  1.0    TRNSFR      12/03/12 10:40  K702ZY
   P   P300366   2.0    R     R300105  2.0    TRNSFR      12/03/12 10:40  K702ZY
   P   P300366   3.0    R     R300105  3.0    TRNSFR      12/03/12 10:40  K702ZY
   P   P300366   4.0    R     R300105  4.0    TRNSFR      12/03/12 10:40  K702ZY
   P   P300366   5.0    R     R300105  5.0    TRNSFR      12/03/12 10:40  K702ZY
   P   P300367   1.0    R     R300109  1.0    TRNSFR      12/04/12 09:15  DAIL02P
   P   P300367   2.0    R     R300109  2.0    TRNSFR      12/04/12 09:15  DAIL02P
   P   P300367   3.0    R     R300109  3.0    TRNSFR      12/04/12 09:15  DAIL02P
   P   P300368   1.0    R     R300089  1.0    TRNSFR      12/04/12 11:45  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
- Advance to Screen 291.
- Enter the document number on the Action Line to display it at the top of the list and press <ENTER>. Type only the document prefix to view a list of documents for a specific class.

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

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

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

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

To Item: 3 digits
Identifies the <u>item number</u> on the document to which it was <u>transferred</u>.

From Cls: 1 character
Identifies the <u>class of document</u> from which the document item was <u>transferred</u>.

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

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

Action: 7 characters
Designates the <u>type of</u> <u>action</u> that was <u>taken</u> against the document.

Action Date: 6 digits
<u>Date</u> the <u>action</u> was <u>performed</u> on the document.

Action Time: 4 digits
<u>Time</u> the <u>action</u> was <u>performed</u> on the document.

By User: 8 characters/digits
Indicates the <u>user ID of</u> the <u>person performing the action</u> on the document.
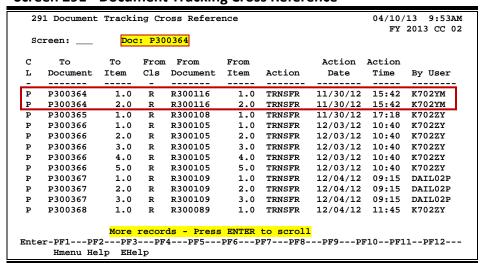
Additional Information

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

SciQuest / FAMIS Document Cross Reference

Screen 295 is a cross-walk from SciQuest to FAMIS. You can use this screen to look up the corresponding document information if you know one of the two document identification numbers.

Screen 295 – SciQuest Documents Xref

```
   295 SciQuest Document Xref                              04/10/13  9:55AM
                                                           FY 2013 CC 02
   Screen: ___   SciQuest Document ID: _____  FAMIS Doc: P300364

  S Document     SciQuest Doc ID            Doc Description / Error
  - --------  --------------------   -----------------------------------------
  _  00000AB  29772878               2012-05-07 FSW MORRISON
  _  000002A  AB0000001              cag Office Supplies 2-22
  _  000003A  AB0000002              cag Business Card-Asim
  _  000004A  AB0000003              cag Office Supply - 2
  _  000005A  AB0000004              2010-02-22 919006779 01
  _  000006A  AB0000005              cag Office Supplies 3
  _  000007A  AB0000006              2010-02-22 919006779 01
  _  000008A  AB0000007              cag Office Supply 4
  _  000009A  AB0000009              Office Max - Business Office Supplies
  _  00001AB  29773143               AZTEC 0412238
  _  000010A  AB0000008              CLAR-Culligan for Computer Support
  _  000011A  AB0000012              2010-02-26 BA



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

<u>Document Number Format</u>:

- 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
- Advance to Screen 295.
- Type a valid SciQuest Document ID number or FAMIS document number on the Action Line to display it on the first line of the document list.
- Type 'X' in the S: field to select a document, and advance to Screen 278 to view additional document information.

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

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 Information

S: 1 character
                      Type 'X' to select the document and advance to Screen 278.

Document: 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.

SciQuest Doc ID: 9 characters/digits
                      Shows the SciQuest document ID number.

Doc Description / 43 characters/digits
Error: Displays the document summary description.

Additional Functions

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

Section VII
Appendix

Document Inquiry Pop-Up Windows

Some of the FAMIS document inquiry screens have extended information windows assigned to various function keys (PF keys) that are displayed at the bottom of the screen. Placing the cursor on a particular line and pressing the PF key will display a pop-up window with additional information for the document or item on that line.

Press <PF4> to exit a pop-up window and return to the previous window or inquiry screen. If multiple windows have been opened, press <PF3> to return directly to the inquiry screen from where you started.

From within many of the pop-up windows, an additional set of extended function keys may appear to provide further information on the document or item.

Inquiry Screen Extended Functions

Accts   **Accounts**
              Displays a window of all responsible <u>accounts</u> and the division of the amount of the total order.

```
+----------------------------------------------------------------+
|    F5628 End of accounts on document                           |
|  P P700463      *** Account Distribution ***                   |
|                                                                |
|   CC  FY        Account              Description       Amount   |
|   -- ---- ----------------- -------------------- -------------- |
|   02 1997 133501-00000-4066 INTRO BIOLOGY              327.41   |
|   02 1997 133501-00000-4013 INTRO BIOLOGY              432.25   |
|                             Total all Accounts *      759.66    |
|                                                                |
|                                                                |
|                                                                |
|         PF3= Back to 285  PF4=Exit  PF5=BBA                     |
+----------------------------------------------------------------+
```

AdDept   **Additional Departments**
              Displays all <u>additional departments</u> that have approval and accounts on this document.

```
+----------------------------------------------------------------+
|                Additional Departments/SubDepartments           |
|  Doc: P001415                                                  |
|                        Dept           SubDept                  |
|                        -----          -------                  |
|                        APCI                                    |
|                        PURS                                    |
|                        CSCN                                    |
|                        ENTC                                    |
|                        MEEN                                    |
|                        TEES                                    |
|                        VPFN           ADMN                     |
|                                                                |
|                                                                |
|             PF3= Back to 281  PF4=Exit                         |
|                                                                |
+----------------------------------------------------------------+
```

Audit   **Audit**

Displays a window summarizing document activity.

```
+-------------------------------------------------------------------+
|                       **** Audit Information ****                  |
|                                                                   |
|    Document: P400132                                              |
|        Item: 1.0                                                  |
|                                                                   |
|    Date Created: 08/08/2003     Time Created: 15.01.04            |
|     Added By: KxxxxxP    KINCAID, KALVIN K                        |
|                                                                   |
|   Last Modify Date: 08/29/2003 Last Modify Time: 16.17.49         |
|                                 Last Modify PGM: PNSPIUPD         |
|   Last Modify By: PxxxxxP   PATTERSON, PHILIP P                   |
|                                                                   |
|                                                                   |
|                 PF3= Back to 280  PF4=Exit                        |
+-------------------------------------------------------------------+
```

BBA   **Budget Balance Available**

Shows any over budget balance available messages that may pertain to a particular account on the document.

```
+-------------------------------------------------------------------+
|    F5628 End of accounts on document                              |
|   P P700463      *** Budget Balance Available ***                 |
|                                                                   |
|    CC  FY       Account            Over Budget Message            |
|    -- ---- ---------------- ------------------------------         |
|    02 1997 133501-00000-4066                                      |
|    02 1997 133501-00000-4013                                      |
|                                                                   |
|                                                                   |
|                                                PF4=Exit           |
+-------------------------------------------------------------------+
```

DlPrint   **Download Print**

Use Entire Connection to download print file of screen information.

```
+----------------------------------------------------+
|                                                    |
|     This feature is only available with Entire     |
|     Connection. If you are not currently running   |
|     Entire Connection, press PF12 to cancel the    |
|     request.                                       |
|                                                    |
|        Lines of description per item 99            |
|                                                    |
|    Select additional data to print with an 'X'     |
|                                                    |
|   Show Bidding Vendors: _                          |
|                  Notes _                           |
|    Account Distribution _                          |
|            Sole source _                           |
|                                                    |
|                                                    |
|              PF12 to Cancel                        |
|                                                    |
+----------------------------------------------------+
```

Headr   **Document Header**

Displays the document <u>header</u> information. More detail is available by pressing the PF keys within this window.

```
+-------------------------------------------------------------------------------+
|                                                                               |
|              **** Document Header Extended Information ****                    |
|                                                                               |
|  Document: P700463 *   Doc Year: 1997   Total: 759.66                         |
|   Summary: LAMPS,BRUSHES,WHISPER PUMP,AUTOC BAG,LABELS,INST O                  |
|    Vendor: 1vvvvvvvvv1  FRD SCIENTIFIC INC                                     |
|        << Dates>>                                                             |
|  Document: 08/26/96  Cat: RO User Ref: 133501-5016      Req:                   |
|  Required: 09/01/96     Contact: CANDY CARSON          Ph: 888-888-8888        |
|     Start:                Buyer: LANCE MOORE_X108      Ph: 979-777-6666        |
|       End:             Research: N   Type Funds: S  Type Order: SPOT           |
|    Change:                   No:        Print Doc: N  08/26/96                 |
|      Dept: BIOL   SubDept:          Route Status: FN  Cat/Order:               |
| PCC Code: 2   F                        LDT Code:                              |
|    PF3= Back to 285   PF4=Exit    PF5=AdDept   PF6=Ship                        |
|    PF7=Sug. Vndr      PF8=Accts   PF9=Notes    PF10=Sole/Emer.   PF11=Items    |
+-------------------------------------------------------------------------------+
```

IDesc   **Item Description**

Shows additional <u>item description</u> detail about a line item.

```
+------------------------------------------------------------------+
|                                                                  |
|   Item Description: GROUPS: 27F; C.C.A.: 660;   60 mo.warranty___ |
|                     RESERVE CAPACTIY:_145_____  |
|                     _____  |
|                     _____  |
|                     _____  |
|                     _____  |
|                     _____  |
|                     _____  |
|                     _____  |
|                     _____  |
|                     _____  |
+------------------------------------------------------------------+
```

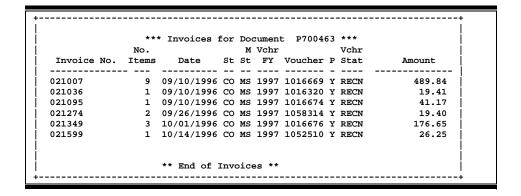**InDtl**   **Invoice Detail**

Displays the details for a selected line item on the invoice.

```
        *** Invoice Inquiry for Item   2.0 of Document P400014 ***
                                         Completed Docs: N
                      M
  Invoice Nbr   Vch Nbr St St Inv Date  Quantity    Unit Price    Ext Price
  -----------   ------- -- -- --------  ----------- ------------ -------------
  118210        5419598 CO MS 09/30/03      2.00      37.7700        75.54
  118947        5509805 CO MS 03/29/04      3.00      37.7700       113.31
  118963        5512265 CO MS 04/06/04      3.00      37.7700       113.31
  119019        5531905 CO MS 05/07/04      3.00      37.7700       113.31
  350551        5452760 CO MS 11/25/03      4.00      37.7700       151.08
  *** Inv Totals                           15.00                   566.55

                  End of Valid Invoices Found
                  PF3= Back to 279   PF4=Exit
```
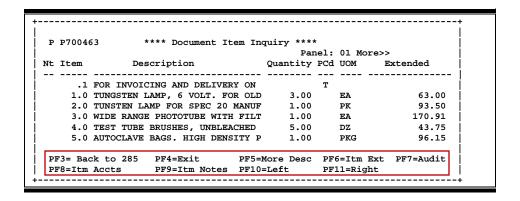
Invc   **Invoicing**
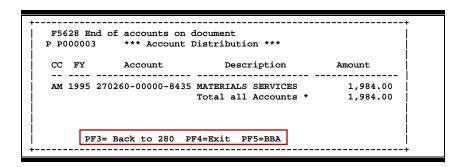Identifies document <u>invoice</u> entries.

```
+------------------------------------------------------------------------------+
|                                                                              |
|                   *** Invoices for Document   P700463 ***                    |
|                 No.                M Vchr              Vchr                   |
|    Invoice No.  Items     Date    St St  FY  Voucher P Stat       Amount      |
|    ------------ ---   ---------- -- -- ---- ------- - ----    --------------  |
|    021007          9  09/10/1996 CO MS 1997 1016669 Y RECN          489.84    |
|    021036          1  09/10/1996 CO MS 1997 1016320 Y RECN           19.41    |
|    021095          1  09/10/1996 CO MS 1997 1016674 Y RECN           41.17    |
|    021274          2  09/26/1996 CO MS 1997 1058314 Y RECN           19.40    |
|    021349          3  10/01/1996 CO MS 1997 1016676 Y RECN          176.65    |
|    021599          1  10/14/1996 CO MS 1997 1052510 Y RECN           26.25    |
|                                                                              |
|                                                                              |
|                     ** End of Invoices **                                    |
+------------------------------------------------------------------------------+
```

Items   **Document Items**
Shows detail information for document items. Additional PF keys are also available from this window for more detail.

```
+------------------------------------------------------------------------------+
|                                                                              |
|  P P700463          **** Document Item Inquiry ****                          |
|                                             Panel: 01 More>>                  |
|  Nt Item          Description          Quantity PCd UOM      Extended         |
|  -- -----  ------------------------------ -------- --- ---- --------------     |
|        .1 FOR INVOICING AND DELIVERY ON              T                        |
|       1.0 TUNGSTEN LAMP, 6 VOLT. FOR OLD    3.00     EA            63.00       |
|       2.0 TUNSTEN LAMP FOR SPEC 20 MANUF    1.00     PK            93.50       |
|       3.0 WIDE RANGE PHOTOTUBE WITH FILT    1.00     EA           170.91       |
|       4.0 TEST TUBE BRUSHES, UNBLEACHED     5.00     DZ            43.75       |
|       5.0 AUTOCLAVE BAGS. HIGH DENSITY P    1.00     PKG           96.15       |
|  +------------------------------------------------------------------------+  |
|  | PF3= Back to 285    PF4=Exit      PF5=More Desc  PF6=Itm Ext  PF7=Audit |  |
|  | PF8=Itm Accts       PF9=Itm Notes PF10=Left      PF11=Right             |  |
+------------------------------------------------------------------------------+
```

Itm Accts   **Accounts on a Document**
Displays the responsible <u>accounts</u> for a document <u>item</u> and their portion of the item total.

```
+-------------------------------------------------------------------+
|   F5628 End of accounts on document                               |
|  P P000003      *** Account Distribution ***                      |
|                                                                   |
|   CC  FY      Account            Description        Amount        |
|   -- ---- ---------------- -------------------- --------------     |
|   AM 1995 270260-00000-8435 MATERIALS SERVICES      1,984.00      |
|                             Total all Accounts *    1,984.00      |
|                                                                   |
|                                                                   |
|      +--------------------------------------------+               |
|      | PF3= Back to 280  PF4=Exit  PF5=BBA        |               |
+-------------------------------------------------------------------+
```

Itm Ext   **Item Extended Information**
Shows detail information about the specific item ordered (i.e., quantity, unit of
measure, unit price and commodity code).

```
+----------------------------------------------------------------------+
|                                                                      |
|                  **** Document Item Extended Information ****         |
|                                                                      |
|          Document: P400132 Maintenance, Opscan 21 Model 75 Annual    |
|              Item: 1.0                                               |
|                                           Date Created: 08/08/03     |
|          Quantity: 12.00                 Last Modified: 08/29/03     |
|              UOM: MO                                                 |
|        Unit Price: 971.3000                 Commodity: 93921         |
|    Extended Price: 11655.60                       Tax:               |
|           Proc Cd:                              Print: Y             |
|                                                                      |
|                                                                      |
|              PF3= Back to 280   PF4=Exit                            |
|                                                                      |
+----------------------------------------------------------------------+
```

Itm Notes   **Item Notes**
Displays notes added to a document item. Use the **Position at Line:** field to
start the text at a line number. The **Page (F/B/E):** field scrolls **F**orward, and
Backwards through text, or **E**nd to exit window.

```
+----------------------------------------------------------------------+
|                                                                      |
|  P001415   1.0                              Position at line: ___    |
|     Line                ******** Note Text ********                  |
|     1          >>Note entered 11/18/99 BY SHAW, SAMUEL_____        |
|     2          WANDA WILSON REQUESTED QUANTITY FOR THIS___           |
|     3          ITEM BE CHANGED TO 5 EACH_____          |
|     4          _____          |
|     5          _____          |
|     6          _____          |
|     7          _____          |
|     8          _____          |
|     9          _____          |
|    10          _____          |
|    11          _____          |
|    12          _____          |
|  PF3= Back to 281   PF4=Exit PF7=PItem PF8=NItem   Page(F/B/E): _    |
|                                                                      |
+----------------------------------------------------------------------+
```

More Desc   **More Description**
Displays complete description text for a document or an item.

```
+----------------------------------------------------------------------+
|                                                                      |
|   Doc: P P400132    **Document Item Inquiry **                       |
|   Item: 1.0                                                          |
|                                                                      |
|   Line           Item Description                                    |
|   ----    ---------------------------------------------             |
|      1    Maintenance, Opscan 21 Model 75 Annual                     |
|      2    Maintenance, for the period September 1, 2003              |
|      3    through August 31, 2004, meeting the                       |
|      4    following specifications:                                  |
|      5    *Maintenance shall cover the Wide Glass                     |
|      6     Read Head purchased by the dept. on                       |
|           ** More Description - Continued **                         |
|                                                                      |
|           PF3= Back to 280            PF4=Exit                       |
+----------------------------------------------------------------------+
```

NItem   **Next Item**
                   Advance to <u>next item</u>.

Notes   Displays any **notes** attached to the document header. Use the **Position at Line:**
                   field to start the text at a particular line. The **Page (F/B/E):** field scrolls **F**orward
                   and **B**ackwards through the text, and **E**nd will exit the window.

```
+------------------------------------------------------------------+
|                                                                  |
|  P400142   0.0                                Position at line: ___  |
|    Line          ******** Note Text ********                     |
|    1             >>Note entered 08/11/03 BY MORRIS, MANDY M___    |
|    2             P200209, 204458, P300378_____|
|    3             PREVIOUS PO FOR THIS SERVICE._____ |
|    4             _____|
|    5             >>Note modified 08/18/03 by WATSON, WYN W.___    |
|    6             THIS IS A NEW AGREEMENT P400142_____ |
|    7             CHANGED UNIT  FROM LOT TO EA_____ |
|    8             ADDED DATES SERVICE REQUIRED AND REPRINTED___    |
|    9             _____|
|    10            _____|
|    11            _____|
|    12            _____|
|  PF3= Back to 280  PF4=Exit PF7=PItem PF8=NItem   Page(F/B/E): _  |
|                                                                  |
+------------------------------------------------------------------+
```

PIP   **PIP Documents**
                   Shows the PIP documents for the selected document and related information.

```
+----------------------------------------------------+
|                                                    |
|    *** PIP Documents for Document   P400132         |
|     PIP                 Invoice     Rt             |
|    Number     Type      Number      Cd    Date     |
|    --------   ---    --------------  --   -------- |
|    I403577    FYI   8235379          FN   12/04/03 |
|    I407560    FYI   8239921          FN   03/12/04 |
|                                                    |
|                                                    |
|                                                    |
|                                                    |
|        ** End of PIP Documents **                  |
|                PF4=Exit                            |
+----------------------------------------------------+
```

PItem   **Previous Item**
                   Advance to <u>previous item</u>.

Print **Print**
Used to print document information from FAMIS using Entire Connection. See the FAMIS Entire Connection User's Manual for more information on this feature.

```
+-------------------------------------------------------+
|                                                       |
|    This feature is only available with Entire         |
|    Connection. If you are not currently running       |
|    Entire Connection, press PF12 to cancel the        |
|    request.  Lines of description per item 99         |
|                                                       |
|    Select additional data to print with an 'X'        |
|                                                       |
|            Notes _                                    |
|        Sole source _                                  |
|                                                       |
|                    PF12 to Cancel                     |
|                                                       |
+-------------------------------------------------------+
```

Recv **Receiving**
Displays a window summarizing document <u>receiving</u> entries.

```
+-------------------------------------------------------------------+
|                                                                   |
|             *** Shipments for Document  P700463 ***               |
|      No.   Date                                     Rec by        |
|  Ship Items Received  St          Doc Summary       Dept  Carrier |
|  ---- --- ---------- -- -------------------------- ----- -------  |
|   001    1 10/07/1996 CO LAMPS,BRUSHES,WHISPER PUMP,AUTOC BA BIOL    UNKNO  |
|   002    3 10/14/1996 CO LAMPS,BRUSHES,WHISPER PUMP,AUTOC BA BIOL    UNKNO  |
|   003    8 10/14/1996 CO LAMPS,BRUSHES,WHISPER PUMP,AUTOC BA BIOL    UNKNO  |
|   004    1 10/14/1996 CO LAMPS,BRUSHES,WHISPER PUMP,AUTOC BA BIOL    UNKNO  |
|   005    1 10/15/1996 CO LAMPS,BRUSHES,WHISPER PUMP,AUTOC BA BIOL    UNKNO  |
|   006    1 09/06/1996 CO LAMPS,BRUSHES,WHISPER PUMP,AUTOC BA BIOL    UNKNO  |
|                                                                   |
|                                                                   |
|                  ** End of Shipments **                           |
+-------------------------------------------------------------------+
```

Ship **Shipping Address**
Displays the Ship To and Invoice To addresses.

```
+-------------------------------------------------------------------+
|                **** Required Shipping and Text Information ****    |
|                                                                   |
|  Document * P400132                                               |
|                                                                   |
|  Ship To      Address Nbr: 452       Invoice To     Address Nbr: 452 |
|  Name: MEASUREMENT & RESEARCH SERVICE  Name: MEASUREMENT & RESEARCH SERVICE |
|  Addr: 001 HISTORY BLDG.               Addr: 001 HISTORY BLDG.     |
|                                                                   |
|       4239 TAMU                             4239 TAMU             |
|                                                                   |
|  City: COLLEGE STATION     State: TX  City: COLLEGE STATION    State: TX |
|   Zip: 778434239    Country:          Zip: 778434239    Country:  |
|    PH:             FAX:                 PH:            FAX:        |
|                                                                   |
|                    PF3= Back to 280   PF4=Exit                    |
+-------------------------------------------------------------------+
```

Sole/Emer   **Sole Source and Emergency Information**
Displays <u>Sole Source</u> and <u>Emergency</u> purchase reasons.

```
+--------------------------------------------------------------------+
|                                                                    |
|              **** Sole Source and Emergency Information ****       |
|                                                                    |
|  Document: * P400132                                               |
|                                                                    |
|  Sole Source (Y/N): Y  Reason: ONLY SOURCE TO REPAIR THIS EQUIPMENT|
|                                                                    |
|    Emergency (Y/N): N  Reason:                                     |
|                                                                    |
|                                                                    |
|                    +----------------------------+                  |
|                    | PF3= Back to 280  PF4=Exit |                  |
|                    +----------------------------+                  |
|                                                                    |
+--------------------------------------------------------------------+
```

Sug. Vndr   **Suggested Vendor**
If a specific <u>vendor</u> is desired for purchasing items, the vendor's information is included on this pop-up window.

```
+--------------------------------------------------------------------+
|               **** Suggested Vendors Information ****              |
|                                                                    |
|  Document:   R400007                                               |
|                                                                    |
|   VID:           or FEI: 6xxxxxxx8   VID:          or FEI: 8xxxxxxx8|
|       FALZOR SYSTEMS INC                 LEGALY SYSTEMS             |
| Addr: 5888 ROSEVILLE ROAD          Addr: 1016 DEPP HILL RD SUITE G |
|       SACRAMENTO CA 95842                BROOMFIELD CO 80020       |
|                                                                    |
|   PH: 800-326-0000 FAX: 916-344-2222   PH:          FAX:           |
|                                  +---------------------+           |
|                                  | Press <PF4> to Exit |           |
+--------------------------------------------------------------------+
```

Track   **Document Tracking**
Displays a document tracking window identifying all types of action taken on the document. From within this window you may track any of the related documents by placing the cursor on a specific line and pressing <PF12> again.

```
+----------------------------------------------------------+
|                                                          |
|  R R700116             Document Tracking                 |
|                                                          |
|        Class  Document  Item  Action    Date     Time    |
|        -----  --------  ----- --------  --------- ------  |
|   To                          CREATE    04/29/96  08:40  |
|   To                          CLOSED    05/02/96  09:51  |
|   To      P   P700460    0.1  TRNSFR    08/26/96  08:34  |
|   To      P   P700463    1.0  TRNSFR    08/26/96  08:58  |
|   To      P   P700463    2.0  TRNSFR    08/26/96  08:58  |
|   To      P   P700463    3.0  TRNSFR    08/26/96  08:58  |
|   To      P   P700463    4.0  TRNSFR    08/26/96  08:58  |
|   To      P   P700461    1.0  TRNSFR    08/26/96  08:44  |
|                                                          |
|         +------------------------------+ +----------+    |
|         | PF3= Back To 285  PF4=Exit   | |PF12=Track|    |
+----------------------------------------------------------+
```

Instructions

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

3270 Emulation Keys

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

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

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

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

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

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

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

ERASE END OF FIELD Key

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

HOME Key

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

Protected Area

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

Action Line/Context

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

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

The <**ENTER**> key 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
   002 GL 6 Digit                                      08/01/11 09:17
                                                       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.

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

Scrolling Through Data

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

Help

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

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

Escaping from a Pop-Up Window

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

Field Help Using the F2 Program Function Key

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

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 002 - 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: 1uuuuuuu7 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 (? or *) Help

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

Screen 002 - 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
```

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

Screen 002 - 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         |
+------------------------------------------------------------+
```

Standard PF Keys

PF Keys are used in the FAMIS modules to access additional information. Wherever possible the same assignment has been given to the same PF key, such as PF9 always being the key used for NOTES. Occasionally this has not been possible and a different assignment has been made.

The following list is to help you identify the functionality behind the PF keys that you will see on the many screens in FAMIS.

Many screens have extended information windows assigned to various function keys that are designated at the bottom of each screen or pop-up window. Placing the cursor (using the cursor arrow keys) on a particular line and pressing the extended information function key will display the pop-up window information for the document or item on that line.

To exit a pop-up window, press <PF4> to return to the previous window or inquiry screen. If multiple windows have been opened pressing <PF3> will return you directly to the screen where you started.

From within many of the pop-up window an additional set of extended function keys may appear to further inquire on the document or item.

Extended Function Keys

Bkwd   **Backwards**
                 Advances <u>backward</u> to the previous screen or scrolls one page back
                 for a particular item.

Frwd   **Forward**
                 Advances <u>forward</u> to the next screen or scrolls one page forward for a
                 particular item.

Left   **Scroll Left**
                 Some windows are made up of several adjacent panels. These will be
                 designated by the word **Panel: ##** appearing in the window. Pressing
                 this key scrolls the panel to the <u>left</u>.

More Desc   **More Description**
                 Displays complete <u>description</u> text for a document or an item.

```
+---------------------------------------------------------------+
|  R R400007      **Document Item Inquiry **                    |
| Item:   1.0                                                   |
|                                                               |
| Line                    Descriptions                         |
| ----   -------------------------------------------           |
|    1   1.6 GB FORMATTED (USEABLE) FAST SCSI-2 DISK            |
|    2   DRIVE FOR SGI INDIGO WITH INTERNAL MOUNTING            |
|                                                               |
|                        Press <PF4> to Exit                   |
+---------------------------------------------------------------+
```

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 **F**orward, and **B**ackwards through the text, or **E**nd to exit the window.

```
+------------------------------------------------------------------+
|   F0013 Please enter desired modifications                       |
|   P600026   1.0                             Position at line: ___  |
|      Line              ******** Note Text ********               |
|      1          >>Notes Entered 10/12/95 BY 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.

Preliminary Fixed Assets Screens List

Preliminary Fixed Assets Screens List (cont'd)

Glossary

A

ABR

See Automatic Budget Reallocation.

ABR Pool Table

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

Account

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

Account Control

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

Account ID

A 6-digit identification number for an account.

Account Number

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

Accounts Payable

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

Action/Context Line

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

Alias

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

AP

See Accounts Payable.

Attributes

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

Automatic Budget Reallocation (ABR)

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

B

Bank Transfer

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

Batch/Session

A collection of related transactions 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.

Beginning Balance
Balances posted during implementation.

Budget
A plan of revenue and expenditures for an accounting period expressed in monetary terms.

Budget Balance Available (BBA)
That portion of budget funds that is unspent and unencumbered.

Budget Fiscal Year
Budgets are prepared in one fiscal year for the next fiscal year. The default is always the next fiscal year when using any Budget Preparation screen.

Budget Pattern
Used to group individual object codes (or ranges) into budget categories to establish new fiscal year budget. Tracks 'current and past year account activity in order to develop the new fiscal year budget.

Budget Pool
A budget summarized at significant levels of revenue or expense. A single pool of money defined for use by specific object codes.

Budget Version
Various versions of a budget can be created and named for comparative purposes.

Buying Account
Account which is allowed to "purchase" from a specific selling account via an interdepartmental transfer.

C

Capital
Assets, cash, means, property, resource.

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

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

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

Chart of Accounts
A listing, at the 6-digit level, of all account numbers within FAMIS. Sometimes the COA defines the accounts at the 10-digit level as well.

Check Override
The capability to bypass, on an individual-voucher basis, controls that were previously set for all vouchers.

Claim-On-Cash
The share of ownership that an account has in the institution's money.

Clearing Account
A temporary summary account (such as a payroll account) which is periodically set to zero.

COA
See Chart of Accounts.

Compound Journal Entry
A two-sided transaction that posts debits and credits.

Context
The information that identifies the record being displayed or to be displayed by the system.

Copy
The process that creates a new pattern from an existing version (specified on the Action Line) or ABR (specified in the resulting pop-up screen).

Credit Memo
The reduction of a payable previously paid or still open. A credit memo may result from overpayment, overbilling, or the return of goods.

Currency Code
A code that identifies a record in the Tax Currency Table. This record provides the factor to calculate foreign currency conversion costs or gains and the liability account used. The code is translated through a table into a conversion rate.

Cycle
Two or more programs that are run in a specific sequence.

D

Data

Data are representations, such as characters, to which meaning might be assigned. They provide information and can be used to control or influence a process. This term is not synonymous with information. Information is data to which meaning has been assigned.

Database
The collected information that is accessible to the computer for processing.

Data Control
The tracking of input, processing and output, and the comparing of actual results to expected results in order to verify accuracy.

Data Element HELP
An 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.

Default Mandatory
Flag indicating whether the transfer is mandatory. If no value is entered in the detail lines for this field, the transfer will be flagged with the default value after pressing <ENTER>.

Delete Flag
A data element whose condition indicates that a document will be permanently removed from the database during the next archive cycle.

Demand Voucher
Voucher to be paid during the next Check Cycle.

Diagnostic Message HELP
An online feature that assists the user with data entry by providing an explanation of a message and the appropriate action to take.

Diagnostics
The messages that describe the results of processing. These messages may indicate an error and provide information about a process by noting what action to take to correct the error.

Digit 3 of TC
The third digit of the Transaction Code (Entry Code), which specifies the type of transaction.

Disbursement
Record money paid out by the institution from GL, SL, and SA or bank account. Can reverse an encumbrance. A payment for goods received, services rendered, reduction of debt, or purchase of other assets that does not go through the AP/voucher system.

Discount Account
The account credited for discounts taken by the system when a check is written.

Discount Table
A table containing user-defined values representing discount terms for vendors.

Dollar Data
A record of the dollar amount and the type of financial transactions posted to an account.

Dollar Limit
A code used in Accounts Payable to specify a check amount. If the amount of a vendor's check is greater than this value, the check will not be generated.

Drop Flag
A data element whose condition indicates that a document is to be removed from the database immediately.

E

Encumbrance
An obligation incurred in the form of a purchase order or contract. Also referred to as an open commitment.

Endowment
Funds received by an institution from a donor who specifies the condition that the principal not be spent.

Endowment Income
The income generated by investing the principal of an Endowment Fund.

Entry Code
The initial three-digit code on a transaction that denotes the transaction type. This code, which is mandatory for all FRS transactions, is predefined by the system. It is also known as the Transaction Code.

Expended
Depleted, used up.

Expense
Cost, disbursement, payments.

F

FA

See Financial Accounting.

Feed
Transactions from other systems that are transferred to the FRS.

Field
That part of a database in which one unique piece of information is stored; also, an area on a screen that allows data entry.

File
A storage area established within a computer system or database for organizing similar kinds if data.

Financial Accounting (FA)
A Financial Records System application that balances the General and Subsidiary ledgers while providing a complete audit trail of all transactions.

Financial Records System (FRS)
A system that supports the financial record-keeping and reporting of a college or university.

Flag
A data element used to set controls or conditions on a process or program.

Freeze Flag
A data element whose condition indicates that new transactions cannot be posted. This includes feeds and invoice postings for this document.

FRS
See Financial Records System.

FTE
Full-time Equivalents. Used by the B/P/P System.

Function
Purpose.

Fund
An accounting entity (a 6-digit GL account) with a self-balancing set of 10-digit accounts for recording assets, liabilities, a fund balance, and changes in the balance.

Fund Balance
The equity of a fund (the difference between assets and liabilities).

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

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

Fund Transfer
A movement of dollars from one fund balance to another.

G

General Ledger (GL)

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

GL
See General Ledger.

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

Global Subcode Edit (GSE)
A system edit that checks each new 10-digit account against a table that specifies valid combinations of 6-digit accounts and subcodes.

GSE
See Global Subcode Edit.

H

Header

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

HEAF
Indicates a Higher Education Assistance Fund code number.

HELP
An online feature which accesses PREDICT in order to supply descriptions, valid values, and suggested actions.

I

IDT

Interdepartmental Transfer.

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

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

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

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

J

JCL

See Job Control Language.

Job Control Language (JCL)
A problem-oriented language used in IBM that expresses the statements of a processing job. It is also used to identify the job or describe its requirements, usually to an operating system.

Journal Entry
A non-cash transfer of dollars between two or more accounts.

L   Ledger

A collection of account records for an organization. FRS contains two ledgers: the GL (balance sheet) and the SL (revenue and expense). See also General Ledger and Subsidiary Ledger.

Liability Account
In AP, a GL account that is credited for the liability when a voucher is processed. Any GL account that accepts a transaction creating a liability.

Liquidate
Reduce encumbrance through payment; pay off debt.

M   Map Code

A five-digit attribute code in an SL account indicating the GL Fund ID to which it relates.

Mandatory
Flag indicating whether the transfer is mandatory. If no value is entered in the detail line(s) for this field, the transfer will be flagged with the default value after pressing <ENTER>.

Memo Bank Account
An account that represents the balances of demand deposits for operating accounts.

Menu
A screen containing a list of available processes, screens, or other menus.

N   Name Rotation

A feature that allows users to print a vendor name in one format on checks and then rotate it to another format for sorting on reports.

O   Object Code

A four-digit number identifying specific items of revenue/expense or attribute records.

Open Commitment
An encumbrance.

P   Parameter

A variable that is assigned a constant value for a specific purpose or process. It provides the user with defined choices for report selection, processing, or output requirements.

Purpose
The function.

R   Receipts

Cash received from cash assets, collections on account receivable, and sale of other assets. The purpose is to record money received by the institution to the GL, SL, and SA or bank accounts.

Recommendation
The budget projection version that is submitted to the Budget Office for approval.

Regular Order
A type 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.

Revenue

Income or receipts.

Run Parameter

A parameter from a control record or a program control transaction (as opposed to a file maintenance transaction).

S

Save

The process that creates a budget version.

6-Digit Account

For GL: An entity that consists of a self-balancing set of 10-digit accounts.
For SL: An entity of revenues and/or expenses.

Screen HELP

An online feature that assists the user with data entry by providing information on the purpose and operation of a particular screen.

Secondary Vendor

The vendor record holding the multiple addresses that are used periodically, as opposed to the primary address.

Secured Submitted Version

Submitted budget version that has been locked. It can be flagged to indicate that it is an "official" version.

Selling Account

Account which is allowed to "sell" to specified buying accounts via interdepartmental transfers.

Session

A control mechanism to track real-time posting of a group of financial transactions in order to provide an audit trail.

SL

See Subsidiary Ledger.

Split Encumbrance

An encumbrance which applies to several accounts.

Standing Order

A type of purchase order used for 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.

Submit

The process that attached a budget version to a budget account as a budget of an account.

Submitted Version
Version of the budget submitted for approval as the official budget of an account.

Subsidiary Ledger
Revenue and expenditure accounts for the institution. All SL account numbers begin with a ledger number of 1 through 9.

Suspense Account
A GL clearing account reflecting real dollar activity directed to the Suspense File.

T

1099 Vendor

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

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

10-Digit Account
The six-digit account ID combined with the four-digit subcode (i.e. an account control or object code).

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

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

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

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

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

U

Update Screen

A screen that allows a user to enter data for updating the files.

V

Valid Value

A value of a data element that has been defined for input.

Value-Based
A mechanism used to restrict operator access to information by comparing operator security authorization with the value stored in the field.

Vendor
A provider of goods and/or services.

Vendor Addresses
See Order-From Addresses and Remit-To Addresses.

Vendor Automatic

A feature that automatically assigns a specific Number Assignment to the vendor in the Action/Context Line.

Vendor Commodity

A good or service purchased from a specific vendor.

Vendor File

A record of attributes, dollar data, and control information for all vendors.

Version

Account Budgets created by departments. These can later be submitted as the budget recommendation for the account. Once a version is locked, it will be called a 'secure version' and can never again be changed.

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