Receivers
User Manual

Version 4.3
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FAMIS Services
The Texas A&M University System

Introduction

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

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

By utilizing the information and guidelines contained in this manual, a user should be able to access receiving information and create/modify or close receiving 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
Non-College Station based:	FAMIS Services
	The Texas A&M University System
	301 Tarrow Street
	College Station, TX 77840-7896

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A list of the available FAMIS Purchasing Receiving menus can be found on Menu 32 and Menu 22 in the FRS Module.

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```
 M32 Purchasing Receiving Menu                              02/08/11 14:28
                                                            FY 2011 CC 02
  Screen: ___


                 * ----------- Receiving-Inquiry ------------ *
                 330 Receiving Documents by Document Number
                 331 Receiving Documents by Ship to Department
                 332 Receiving Documents by Status, Department
                 333 Receiving Documents with No Items by Status, Department
                 334 Receiving by Item for a Document
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                 * ----------- Receiving-Updates ------------ *
                 320 Receiving Document Create (Central)
                 321 Receiving Document Create (Dept.)
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                 326 Receiving Document Close



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

Menu M22 - Purchasing Inquiry Menu

```
 M22 Purchasing Inquiry Menu                                02/08/11 14:29
                                                            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
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    278   Document Inquiry                  287   Document Browse by GSC Order
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    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
```

Receiving Basic Concepts

Receipts for goods and services are entered into the Purchasing System by creating a receiving report for each shipping document. The date on which goods and services were received, the location at which they were received, and other pertinent data that applies to a particular shipment are entered. For each item of the purchase order for which goods and services are received, a receiving report is created to indicate the quantity and quality of the goods accepted or rejected, as well as the quantities that are late or backordered.

When the purchase order or document number is entered, the system displays information from the specified purchase order to verify that the receipt will be posted to the correct order. The purchase order number uniquely identifies the information and contains various fields, such as the deliver-to address and freight terms for the shipment. For each received item entered, information from the purchase order is displayed indicating the quantity ordered and quantity received to date.

When capital or controlled asset items are received, departmental property officers can enter location data and other property control information through the preliminary fixed asset screens. This is required by some System members and optional for others. Once invoices are entered and vouchers are generated, departmental fixed assets information will be fed to the fixed assets file as a pending asset.

The following points are important to know about receiving:

1. A purchase document must exist on the system before information can be recorded for the goods and services received against that order.

2. Receiving can be done in either a centralized or decentralized mode. Partial receiving may be done at a central location with the receipt document being completed at the final destination of the goods. The final destination is ultimately responsible for acknowledging the receipt and acceptance of the goods or services.

3. Receiving is done by line item. Some line item information transfers from the purchase order to the receiving document.

4. A received item can be changed as long as the receiving document has not been closed.

5. Multiple shipments may be received against a single purchase order. If multiple shipments for a single purchase order are received, a receiving document with receiving line items must be created for each shipment. When multiple shipments are received, this will be indicated by the "Shipment: number," which is automatically incremented by the system.

6. Receipt of maintenance or service can be documented or verified to satisfy the three-way match.

7. If required by a System member, preliminary fixed asset data must be entered when capital or controlled items are received.

8. The receiving document must be closed in order for payment to be processed. Payment will not be made, however, until there is a 3-way match.

9. A receiving document is a previously approved document, and the money is encumbered.

10. The receiving screens must be used for all P documents, and for L documents that weren't received at the time of creation or that require an inventory number to be assigned.

11. You may use the PF9 key to record important information that needs to remain a permanent part of the document. This is a good place to record information about a rental or maintenance agreement.

PF9 Function Key

```
+------------------------------------------------------------------+
|    F0013 Please enter desired modifications                      |
|        Doc: P200200                      Position at line: ___   |
|  Shipment: 001                                                   |
|                    ******** Note Text ********                   |
|    Line                                                          |
|    1        >>Note entered 01/16/02 by CLANCEY, CARLOS C         |
|    2        RENTAL PERIOD IS FOR 8/1/98 THRU 8/31/98.____        |
|    3        BILLABLE COPIES OF 6345 FOR A TOTAL OF $24.75        |
|    4        COPIER FOR RESEARCH LAB._____          |
|    5        _____         |
|    6        _____         |
|    7        _____         |
|    8        _____         |
|    9        _____         |
|    10       _____         |
|    11       _____         |
|    12       _____         |
|                  PF4=Exit                    Page (F/B/E): _     |
+------------------------------------------------------------------+
```

Multiple Invoicing and Multiple Receiving Documents

1. FAMIS does not match a particular shipment with a particular invoice.

2. One invoice may match to items in multiple receiving documents. In this case, the date of the first (earliest) receiving document read will be displayed on Invoicing Screen 346.

3. When an invoice is reopened, it will unmatch. When it is closed again, it may not match to the same receiving documents as before.

4. Other than ensuring that all items on an invoice/receiving document have been matched, FAMIS does not track which invoice matched to which receiving document.

5. The most important point in FAMIS is the total number invoiced and the total number received.

Section II
Central Receiving Functions

Create a Central Receiving Document

You may create receiving documents in a centralized mode, usually by the purchasing or business office. You may use Screen 320 to create your central receiving document for goods and services that have been received, indicating the quantity and quality of the shipment.

> For those institutions that process purchasing items through a central receiving department, Screen 320 creates the initial receiving report. If you create your receiving document on Screen 320, you cannot modify the same information on Screen 321 (departmental) or vice versa.

Screen 320 - Receiving Document Create (Central)

```
 320 Receiving Document Create (Central)                    05/18/12 11:09
                                                            FY 2012 CC AM
   Screen: ___   Doc: P100020  Shipment: 1__ of 1    Add Shipment: _

    Doc Summary: COPIER RENTAL_____

    Rec by Dept: FISC_  Rec by User: KILEY, KARA K       Rcv Dt: 01/31/2010
        Carrier: NONE_  Carrier Doc: NONE_____   Packing Doc: NONE_____
  Pieces: Total: 1____      Damaged: _____             Weight-lb: _____

 Ship to:  Dept: GOLD_
           Name: PURCHASING SERVICES_____  Phone: _____  Ext: ____
           Addr: P. O. BOX 30013_____   FAX: _____
                 _____
           City: COLLEGE STATION_____   State: TX  Zip: 778420013 Country: __

 ----------------------- Purchase Order Information ------------------------
 Document  Dt: 01/19/2011 Vendor: 1vvvvvvvvv4  CANTON USA INC
 Start     Dt:            Cat.: RO User Ref: 270260-3002       FOB:
 End       Dt:            Contact Person: JAN JOHNSON          Ph: 979-844-3333
 Exp.Dlvry Dt:            Buyer:  DJY     DORIS DAVIS          Ph: 409-844-4444
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp        Next  DDesc Cncl  Addr  RNote DNote INote
```

The PF7 "Cncl" key is only displayed if you have update access to this screen.

Basic Steps

Create a New Receiving Document
- Advance to Screen 320.
- Type a valid purchase document on the Action Line.
- Type the number of the shipment to be added in the Shipment: field and tab to the Add Shipment: field and type 'Y'. Press <ENTER>.
- Indicate the carrier and the number of pieces you are receiving.
- Type additional data in the available fields and press <ENTER> to create the receiving header information.

Modify an Existing Receiving Document
- Advance to Screen 320.
- Type a valid purchase document on the Action Line.
- Type additional valid data in the available fields and press <ENTER> to create the receiving header information.

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

Action Line

◆ **Doc:**
7 character/digits
Identify the purchase document number for which you want to create/modify a receiving document.

Shipment:
3 digits
Indicate the shipment you will be creating/modifying as well as the total number of shipments currently received for the selected purchase document.

◆ **Add Shipment:**
1 character
Type 'Y' to create a new receiving document for the selected purchase document.

Screen Information

Doc Summary:
50 characters/digits
Enter a short description of the purchase document. **_This will be automatically filled in from the purchase document, but you may alter it if you wish._**

Rec by Dept:
Help 5 characters
Identify the department that will be receiving the goods or services. **_This information will be automatically filled in from the purchase document._** For example, the following:
MISP = MIS Project
INRE = Office of Information Resources

Rec by User:
20 characters
Displays the name of the person creating the receiving document (**_filled in automatically from your logon ID_**).

◆ **Rcv Dt:**
8 digits
Include the date that the goods were received.

◆ **Carrier:**
Help 5 characters
Identify the carrier service delivering the goods. For example, the following:
UPS = United Parcel Service
USPO = United States Post Office

Carrier Doc:
14 characters/digits
Enter the reference number from the carrier document at the time of shipment.

Packing Doc:
14 characters/digits
Type the number from the packing document at the time of shipment.

◆ **Pieces: Total:**
5 digits
Identify the total number of pieces delivered in this shipment.

Damaged: 5 digits
Indicate the number of pieces damaged in the shipment. ***Entry in this field will bring up a pop-up window to enter damage description.***

Weight-lb: 5 digits
Include the total weight (in lbs.) of the goods received.

Ship To

Dept: **Help** 5 characters
Identify the department to which the goods were addressed. ***This will be filled in automatically from the purchase document.*** For example, the following:
BPPO = Budget/Payroll/Personnel Office
FISC = Business Office – SAGO

Name: 30 characters
Enter the name of the person, entity, or department where the items are addressed.

Phone: 10 digits
Include the area code and phone number of the person or entity to whom items are being shipped.

Ext: 4 digits
Enter the telephone extension number, if any, of the person to whom items are being shipped.

Addr: 2 lines, 30 characters each
Type the street address of the person or department where the items are being shipped.

Fax: 10 digits
Indicate the area code and FAX number of the person to whom items are being shipped.

City: 20 characters
Enter the city where the items are to be shipped.

State: **Help** 2 characters
Indicate the state to which the items are being shipped. For example, the following:
TX = Texas
UT = Utah

Zip: 9 digits
Indicate the zip code of the person or department to which the items are being shipped.

Country: **Help** 3 characters
Enter the country of the person or department to which the items are being shipped. For example, the following:
UK = United Kingdom
US = United States

Purchase Order Information

Document Dt: 8 digits
Displays the <u>date</u> that the purchase <u>document</u> was <u>created</u> on the system.

Vendor: 11 digits/30 characters
Identifies the <u>name and number of the vendor</u> from which the items are being purchased.

Start Dt: 8 digits
Indicates the <u>beginning date</u> of a maintenance agreement or blanket order.

Cat: 2 characters
Displays the <u>document category,</u> which is used to define certain characteristics of the purchase document.

User Ref: 10 digits
Indicates the <u>user reference</u> number, which typically is the SL account number followed by the departmental reference/voucher number.

FOB: 2 characters
Identifies <u>freight terms</u> for the purchase document. Determines when the agency takes ownership.

End Dt: 8 digits
Displays the <u>ending date</u> for a maintenance agreement or blanket order.

Contact Person: 20 characters
Indicates the name of the <u>person to contact</u> regarding this purchase order.

Ph: 10 digits
Identifies the area code and <u>phone number</u> for the contact person.

Exp. Dlvry Dt: 8 digits
Displays the <u>date</u> by which the <u>delivery</u> can be <u>expected</u>.

Buyer: 3 characters/20 characters
Displays a code and name identifying the <u>buyer</u> associated with the purchase document.

Ph: 10 digits
Shows the <u>phone number</u> of the buyer.

Additional Functions

PF KEYS   See Appendix for explanation of standard PF Keys.

PF5   **Next**
Next   Advance to the <u>next screen</u> in the create receiving report process.

PF7 **Cncl**	**Cancel (Only displayed/active if you have update access to this screen.**) Used to <u>cancel</u> the receiving document.	
PF6 **DDesc**	**Damage Description** <u>Description of damage</u> to items received.	
PF8 **Addr**	**Address** Additional <u>address information</u> to the receiving document.	
PF9 **RNote**	**Receiving Notes** Used to add free-form <u>notes</u> to the receiving document.	
PF10 **DNote**	**Document Notes** <u>Notes</u> added to the <u>document</u>.	
PF11 **INote**	**Invoice Notes** <u>Notes</u> added to the <u>invoice</u>.	

Section III
Departmental Receiving Functions

Create Departmental Receiving Document

Before your order can be paid for, you must first create your receiving document. Screen 321 is used to create receiving documents for all of the goods and services that you receive.

> Screen 321 is used <u>by the departments</u> within an agency, rather than the central fiscal or purchasing offices (these offices should use Screen 320 when processing receiving shipments.)

Screen 321 - Receiving Document Create (Dept)

```
 321 Receiving Document Create (Dept.)                      05/18/12 11:13
                                                            FY 2012 CC AM
  Screen: ___   Doc: P100032  Shipment: 1__ of 1     Add Shipment: _

   Doc Summary: COMPUTER_____

   Rec by Dept: FISC_  Rec by User: COURT, CONNIE C      Rcv Dt: 01/05/2010
       Carrier: RODPS  Carrier Doc: 336022687_____   Packing Doc: 57397111156274
 Pieces: Total: 1____       Damaged: _____              Weight-lb: _____

 Ship to:  Dept: GOLD_
           Name: PURCHASING SERVICES_____  Phone: _____  Ext: ____
           Addr: P. O. BOX 30013_____    FAX: _____
                 _____
           City: COLLEGE STATION_____    State: TX  Zip: 778420013 Country: __

 ---------------------- Purchase Order Information ------------------------
 Document  Dt: 01/19/2011 Vendor: 1vvvvvvvvv0  DALE MARKETING
 Start     Dt:            Cat.: RO User Ref: 270260-3001       FOB:
 End       Dt:            Contact Person: JULIE JIMENEZ        Ph: 979-845-3424
 Exp.Dlvry Dt:            Buyer:  DJY     DIANE DAWSON         Ph: 409-845-4563
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp      Next  DDesc Cncl  Addr  RNote DNote INote
```

Basic Steps

Create a New Receiving Document
- Advance to Screen 321.
- Type a valid purchase document on the Action Line.
- Type the number of the shipment to be added in the Shipment: field, tab to the Add Shipment: field, type 'Y', and press <ENTER>.
- Indicate the carrier and the number of pieces you will be receiving.
- Type additional data in the available fields and press <ENTER> to create the receiving header information.

Modify an Existing Receiving Document
- Advance to Screen 321.
- Type a valid purchase document on the Action Line and press <ENTER>.
- Type additional data in the available fields and press <ENTER> to modify the receiving header information.

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

Action Line

◆ Doc: 7 character/digits
Identify the purchase document number for which you want to create/modify a receiving document.

Shipment: 3 digits
Indicate the shipment you will be creating/modifying as well as the total number of shipments currently received for the selected purchase document.

◆ Add Shipment: 1 character
Type 'Y' to create a new receiving document for the purchase document.

Screen Information

Doc Summary: 50 characters/digits
Enter a short description of the purchase document. ***This will be automatically filled in from the purchase document, but you may alter it if you wish.***

Rec by Dept: Help 5 characters
Identify the department that will be receiving the goods or services. ***This information will be automatically filled in from the purchase document.*** For example, the following:
MISP =   MIS Project
INRE =   Office of Information Resources

Rec by User: 20 characters
Displays the name of the person creating the receiving document (***filled in automatically from your logon ID***).

◆ Rcv Dt: 8 digits
Include the date that the goods were received.

◆ Carrier: Help 5 characters
Identify the carrier service delivering the goods. For example, the following:
UPS   =   United Parcel Service
USPO =   United States Post Office

Carrier Doc: 14 characters/digits
Enter reference number from the carrier document at the time of shipment.

Packing Doc: 14 characters/digits
Type the number from the packing document at the time of shipment.

◆ Pieces: Total: 5 digits
Identify the total number of pieces delivered in this shipment.

Damaged: 5 digits
Indicate the number of pieces damaged in the shipment. ***Entry in this field will bring up a pop-up window to enter damage description.***

Weight-lb: 5 digits
Include the total <u>weight</u> (in <u>lbs</u>.) of the goods received.

Ship To
Dept: **Help** 5 characters
Identify the <u>department</u> to which the goods were <u>addressed</u>. ***This will be filled in automatically from the purchase document.*** For example, the following:
BPPO =   Budget/Payroll/Personnel Office
FISC =   Business Office – SAGO

Name: 30 characters
Enter <u>name of the person, entity, or department</u> where items are addressed.

Phone: 10 digits
Include area code and <u>phone number</u> of person or entity to which items are shipped.

Ext: 4 digits
Enter the telephone <u>extension number</u>, if any, of the person to whom items are being shipped.

Addr: 2 lines, 30 characters each
Type street <u>address of person or department</u> where items are being shipped.

Fax: 10 digits
Indicate area code and <u>FAX number</u> of person to whom items are shipped.

City: 20 characters
Identify the <u>city</u> where the items are being shipped.

State: **Help** 2 characters
Indicate the <u>state</u> to which the items are being shipped. For example, the following:
TX   =   Texas
UT   =   Utah

Zip: 9 digits
Indicate <u>zip code</u> of person or department to which items are being shipped.

Country: **Help** 3 characters
Identify the <u>country</u> of the person or department to which the items are being shipped. Example values are as follows:
UK   =   United Kingdom
US   =   United States

Purchase Order Information
Document Dt: 8 digits
Displays the <u>date</u> that the purchase <u>document</u> was created on the system.

Vendor:	11 digits/30 characters	
	Identifies vendor's <u>name and ID number</u> for items purchased.	
Start Dt:	8 digits	
	Indicates the <u>beginning date</u> of a maintenance agreement or blanket order.	
Cat:	2 characters	
	Shows <u>document category</u> used to define characteristics of document.	
User Ref:	10 digits	
	Indicates the <u>user reference</u> number, which typically is the SL account number followed by the departmental reference/voucher number.	
FOB:	2 characters	
	Identifies <u>freight terms</u> for the purchase document. Determines when the agency takes ownership.	
End Dt:	8 digits	
	Displays the <u>ending date</u> for a maintenance agreement or blanket order.	
Contact Person:	20 characters	
	Indicates the name of the <u>person to contact</u> regarding this purchase order.	
Ph:	10 digits	
	Identifies the area code and <u>phone number</u> for the contact person.	
Exp. Dlvry Dt:	8 digits	
	Displays the <u>date</u> by which the <u>delivery</u> can be <u>expected</u>.	
Buyer:	3 characters/20 characters	
	Displays a code and name identifying the <u>buyer</u> associated with the purchase document.	
Ph:	10 digits	
	Shows the <u>phone number</u> of the buyer.	

Additional Functions

PF KEYS	See Appendix for explanation of standard PF Keys.	
PF5	**Next**	
Next	Advance to the <u>next screen</u> in the create receiving report process.	
PF6	**Damage Description**	
DDesc	<u>Description of damage</u> to items received.	
PF8	**Address**	
Addr	Additional <u>address</u> information to the receiving document.	

PF9	**Receiving Notes**	
RNote	Used to add free-form <u>notes</u> to the receiving document.	
PF10	**Document Notes**	
DNote	<u>Notes</u> added to the <u>document</u>.	
PF11	**Invoice Notes**	
INote	<u>Notes</u> added to the <u>invoice</u>.	

Receive Items for the Current Shipment

Once the receiving document has been created, you must specify which items from the original order are being accepted. Screen 322 displays detail line item information from the purchase document. You may use this screen to identify those items that are being accepted as well as any items that have been rejected (i.e. due to damage).

Screen 322 - Receiving Item Create

```
 322 Receiving Item Create         BRACO MARKETING              05/18/12 13:22
                                                                FY 2012 CC 02
  Screen: ___  Doc: P001408  Shipment: 1__  Item: 1__
                                               Pg 1   of  1 Viewed Pg(s)
                  Qty          Accepted      Total            Current
    Item    UOM     Ordered    Other shps    Accepted         Shipment  Qlty
    1.0     GAL_    1597.00                   1597.00   Accept: 1597.00___
     Desc: BIODIESEL                                    Reject: _____ _

    2.0     GAL_     6373.00                  6373.00   Accept: 6373.00___
     Desc: ULTRA LOW SULFUR DIESEL                      Reject: _____ _

    3.0     GAL_     6373.00                  6373.00   Accept: 6373.00___
     Desc: STATE FUEL TAX                               Reject: _____ _

    4.0     EA__        1.00                     1.00   Accept: 1.00_____
     Desc: LOAD FEE                                     Reject: _____ _

    5.0     EA__        1.00                     1.00   Accept: 1.00_____
     Desc: FEDERAL TAX                                  Reject: _____ _
             *** End of Items List ***
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp     Next  AcScr Bkwd  Frwd  RNote AcAll RDesc
```

Basic Steps

Accept Items Received

- Advance to Screen 322.
- Type a valid purchase document number on the Action Line and press <ENTER> to display all of the line items listed on the purchase document.
- Tab to the Accept: field and type the number of items being accepted. If items are backordered, leave this field blank. You may also press PF10 to accept all items on the purchase document at one time.
- Press <ENTER> to record which items are being received.

Reject Items Received

- Advance to Screen 322.
- Type a valid purchase document number on the Action Line and press <ENTER> to display all of the line items listed on the purchase document.
- Tab to the Reject: field and type the number of items that are being rejected for this shipment.
- In the Qlty: field, indicate the quality code (reason) for the items being rejected.
- Press <ENTER> to record which items are being rejected.

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

Action Line

◆ **Doc:**

7 character/digits
Enter the purchase <u>document number</u> for which you want to create/modify a receiving document.

Shipment:

3 digits
Indicate the <u>shipment</u> you will be creating/modifying as well as the total number of shipments currently received for the selected purchase document.

◆ **Item:**

3 digits
Indicate the first <u>item number</u> to be displayed.

Screen Information

Item:

3 digits
Shows a <u>line item</u> from the purchase document.

UOM:

4 characters
Indicate the <u>unit of measure</u> of the item being received.

Qty Ordered:

10 digits
Shows the total <u>quantity</u> of items <u>ordered</u> for the selected line item.

Accepted Other shps:

10 digits
Identifies the number of <u>items accepted</u> in prior <u>shipments</u>.

Total Accepted:

7 digits
Displays the <u>total quantity accepted</u> from all shipments for the specified line item.

Desc:

50 characters/digits
Displays a short <u>description</u> of the line item as entered on the purchase document.

Current Shipment

Accept:

11 digits
Indicate the number of items you would like to <u>accept</u> for <u>this shipment</u>. If item is backordered, leave this blank.

Reject:

11 digits
Identify the number of items you would like to <u>reject</u> for <u>this shipment</u>. **If shipment was short items, reject. If items are backordered, leave blank.**

Qlty:

Help 1 digit
Enter the <u>quality code</u> that explains why you are rejecting items on this shipment. For example, the following:
D   =   Damaged - rejected and returned
W   =   Rejected - wrong item sent

Additional Functions

PF5	**Next**	
Next	Advances to the <u>next screen</u> in the receiving process.	
PF6	**Accept Screen**	
AcScr	<u>Accept all</u> line items <u>on</u> the current <u>screen</u>.	
PF9	**Receiving Notes**	
RNote	View <u>receiving notes</u>.	
PF10	**Accept All**	
AcAll	<u>Accept all line items</u> on the receiving document once.	
PF11	**Received Description**	
RDesc	Shows a complete <u>description of</u> the <u>item</u> being <u>received</u>.	

Close Receiving Document

Closing a receiving document completes the entry on receiving data and initiates the check for a three-way match. A three-way match requires that the Purchase Order (PO) information match the invoice as well as the receiving information. Three-way match checks are made when both the invoice and receiving documents are closed.

> If an asset number needs to be assigned, Screen 361 will need to be filled in before you can close a receiving document.

Screen 326 - Receiving Document Close

```
 326 Receiving Document Close                              02/09/11 12:38
                                                           FY 2011 CC 02
   Screen: ___   Doc: P100504  Shipment: 1__ of 1

      Doc Summary: CABLE 16473

 Rec by Dpt: PHPL  Rec by User: LxxxxxP         Date: 01/25/2011
    Carrier: NONE  Carrier Doc: V04960          Pieces:Total: 1     Damage:

                     Current Status: CLOSED

             Close Receiving Document: Y  ('N' to Reopen if closed)
            Cancel Receiving Document: N  ('N' to reinstate if cancelled)


 --------------------- Purchase Order Information ---------------------------

           << Dates >>    Vendor: 1vvvvvvvvv1  CRANFORD ELECTRIC SUPPLY COMPANY L
 Document : 09/30/2010    Cat.: RO User Ref: 270160-16473
 Exp.Dlvry: 10/07/2010    Contact Person: GARY GRANT        Ph: 979-455-5555
 Prior Inv. Forced:       Buyer:  BBB     BYER, BRENDA       Ph: 979-845-7016
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp      Next                   Notes       Items
```

Basic Steps

Close the Receiving Document

- Advance to Screen 326.
- Type a valid purchase document number on the Action Line and press <ENTER> to display existing receiving information.
- Type 'Y' in the Close Receiving Document: field and press <ENTER> to close the receiving document and initiate a three-way match check. Payment will not be made until there is a three-way match.

Cancel the Receiving Document

- Advance to Screen 326.
- Type a valid purchase document number on the Action Line and press <ENTER> to display existing receiving information.
- Type 'Y' in the Cancel Receiving Document: field and press <ENTER> to remove the receiving document from the system.

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

Action Line

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

◆ **Shipment:**
3 digits
Indicate the current shipment number as well as the total number of shipments received for the selected purchase document.

Screen Information

Doc Summary:
50 characters
Displays a summary of the purchasing document describing the order received.

Rec by Dpt:
5 characters
Shows the department receiving the goods or services.

Rec by User:
8 characters/digits
Indicates the user ID of the person processing the receiving document.

Date:
8 digits
Identifies the date that the shipment was received on the system.

Carrier:
5 characters
Shows the carrier service that delivered the goods or services.

Carrier Doc:
14 characters/digits
Identifies the number from the carrier document at the time of shipment.

Pieces: Total:
3 digits
Indicates the total number of pieces received in this shipment.

Damage:
3 digits
Shows the total number of pieces damaged in this shipment.

Current Status:
10 characters
Indicates the current status of the receiving document. (Closed, Completed, In Process, etc.)

Close Receiving Document:
1 character
Type 'Y' to close the receiving document. Type 'N' to reopen, if closed.

Cancel Receiving Document:
1 character
Enter 'Y' to cancel the receiving document. Type 'N' to reinstate, if cancelled.

Purchase Order Information

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

Document:	8 digits Displays <u>date</u> the purchase <u>document was created</u> on the system.
Cat:	2 characters Shows the <u>document category</u> used to define certain characteristics of the purchase document.
User Ref:	10 digits Indicates the <u>user reference number,</u> which typically is the SL account number followed by the departmental reference/voucher number.
Exp. Dlvry:	8 digits Displays <u>date</u> the <u>delivery</u> can be <u>expected</u>.
Contact Person:	25 characters Indicates name of the <u>person to contact</u> regarding this purchase order.
Ph:	10 digits Identifies area code and <u>phone number</u> for the contact person.
Prior Inv. Forced:	5 digits Shows the number of <u>invoices</u> that have been <u>forced prior</u> to this current shipment.
Buyer:	3 characters/20 characters Displays a code which identifies the <u>buyer</u> associated with the purchase document.
Ph:	10 digits Shows area code and <u>phone number</u> for buyer.

Additional Functions

PF KEYS	See Appendix for explanation of standard PF Keys.
PF5 **Next**	**Next** Advances to the <u>next screen</u> to be completed (Screen 321).
PF9 **Notes**	**Notes** View <u>notes</u> added to receiving document.
PF11 **Items**	**Items** Shows the <u>items received</u> in the shipment.

Receiving Single Items

When accepting items for your shipment, you may wish to see a little more detail than shown on Screen 322. If so, you may use Screen 323 to display detailed information from the purchase order. This screen allows you to indicate items that need to be accepted, rejected, backordered, or marked as late quantity.

Screen 323 - Receiving Single Item Create

```
 323 Receiving Single Item Create M&Z TECHNOLOGY INC          02/09/11 12:42
                                                              FY 2011 CC 02
  Screen: ___   Doc: P100500   Shipment: 1__   Item: 1__

           Accepted      ---- Rejected ----     Back Ordered       Late
   UOM     Quantity      Quantity  Quality       Quantity        Quantity
   EA__    12.00_____    _____   _         _____      _____

           Date Received: 10/15/10
        Item Description: _____
                         _____

 --------------------- Purchase Order Information -------------------------
                                      Qty
   Order    Date of               Qty     Accepted in    Total Qty   Proc
   Date     Last Shp   UOM    Ordered     Other Shps     Accepted    code   FFX
 09/29/10  10/15/2010  EA       12.00                       12.00            Y

        Item Description: DLINK DCS 6620 NETWORK CAMERA


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

Basic Steps

Accept Items Received
- Advance to Screen 323.
- Type a valid purchase document, shipment, and item number on the Action Line.
- Press <ENTER> to display existing item information.
- Indicate the number of items accepted in the Accepted Quantity: field for the shipment designated.
- Press <ENTER> to record the quantity that is being received.

Reject Items Received
- Advance to Screen 323.
- Type a valid purchase document, shipment, and item number on the Action Line.
- Press <ENTER> to display existing item information.
- Indicate the number of items being rejected in the Rejected Quantity: field for this shipment, and include a code to describe the reason for the items being rejected.
- Press <ENTER> to record which items are being rejected.

Process Back Orders or Late Quantities
- Advance to Screen 323.
- Type a valid purchase document, shipment, and item number on the Action Line.
- Press <ENTER> to display existing item information.
- Indicate the number of items that have been back ordered or considered a late quantity in the appropriate fields.
- Press <ENTER> to record this information.

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

Action Line
◆ **Doc:**   7 character/digits
Enter a valid purchase document number.

Shipment: 3 digits
Indicate the shipment number you will be creating/modifying and the total number of shipments currently received for the selected purchase document.

Item: 3 digits
Enter the line item number to be accepted or rejected.

Screen Information
UOM: Help 4 characters
Type the unit of measure for the line item being processed.

Accepted Quantity: 10 digits
Identify the total number of items you are accepting for this shipment.

Rejected
Quantity: 10 digits
Indicate the total number of items you are rejecting for this shipment.

Quality: Help 1 character
Indicate the quality of the rejected items. Valid values are as follows:
D   =   Damaged - rejected and returned
E   =   Damaged - rejected and discard
W   =   Rejected - wrong item sent
S   =   Rejected - short shipped
R   =   Rejected – returned

Back Ordered Quantity: 10 digits
Indicate the quantity of this item that has been back ordered.

Late Quantity: 10 digits
Identify the quantity of this item classified as late items.

Date Received: 8 digits
Shows date that the items were received by the system.

Item Description: 90 characters
Enter a short <u>description of the item</u> being processed.

Purchase Order Information

Order Date: 6 digits
Identifies <u>date</u> the <u>order</u> was <u>placed</u>.

Date of Last Shp: 8 digits
Indicates <u>date</u> of the <u>last shipment</u> processed for this purchase document.

UOM: 4 characters
Shows the <u>unit of measure</u> for this item as it is entered on the purchase document.

Qty Ordered: 8 digits
Displays the <u>total number of items ordered</u>, as recorded on the purchase document.

Qty Accepted in Other Shps: 8 digits
Indicates the <u>quantity</u> of this item <u>accepted on other shipments</u>.

Total Qty Accepted: 8 digits
Indicates the <u>total quantity</u> of this item <u>accepted</u> on all receiving documents put together.

Proc Code: 1 character
Displays the <u>processing code,</u> which explains any special processing that needs to be done to the item.

FFX: 3 digits
'Y' indicates this is a <u>capital item</u>.

Item Description: 50 characters/digits
Displays a short <u>description of</u> the <u>line item</u>, as entered on the purchase document.

Additional Functions

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

PF5
Next   **Next**
Advances to the <u>next screen</u> in the receiving process.

PF9
Notes   **Notes**
View/Add <u>notes</u> attached to receiving document.

PF10
RDesc   **Received Description**
Shows a complete <u>description</u> of the item being <u>received</u>.

PF10
PDesc   **Purchase Description**
Displays a complete <u>description</u> entered on the <u>purchase</u> document.

Section IV
Receiving Inquiry

Receiving Document Inquiry Basic Concepts

Inquiry Access

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

Positioning the Display

Several document inquiry screens allow you to position a particular document at the top of the inquiry screen. This is accomplished by entering as much information on the Action Line as possible. For example, entering a particular purchase document number on the Action Line of Screen 330 will display all receiving documents for that document on the first informational line of the listing.

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 your arrow keys. Then, press the PF keys to display additional information.

Receiving Documents by Document Number

There may be times when you need to locate a specific receiving shipment, but the only information you will have will be the purchase document number. When this happens, you may use Screen 330 to find your shipment.

This screen displays a list of shipments sorted by purchase document number. You may key in a purchase document number on the Action Line to have it displayed on the first line of the list.

Screen 330 - Receiving Documents by Document Number

```
 330 Receiving Documents by Document Number                    02/09/11 12:43
                                                               FY 2011 CC 02
   Screen: ___  Doc: P100501
                                             Pg 1__  of   1 Viewed Pg(s)
    N  --Receive-- Nbr Ship
  S T  Documnt Shp Itm Dept  St   Date   Doc Summary
  - -  ------- --- --- ----- -- -------- ------------------------------------
  _     P100501 001      HECN  CO 11/04/10 MASTER ORDM000551-AMX CONTROLLER FO
  _     P100501 002    5 HECN  CO 11/04/10 MASTER ORDER M000551-AMX CONTROLLER
  _     P100502 001    1 PATT  CO 12/08/10 REPLACE (4) NORTHSIDE GARAGE SIGNS
  _     P100503 001    1 RSPO  CO 12/31/10 RH COLOR COPIER RENTAL COLORCUBE 92
  _     P100504 001    1 UTIL  CL 01/25/11 CABLE 16473
  _     P100505 001    1 UTIL  CO 11/30/10 ACCESS CONTROL & MONITORING 16067
  _     P100505 002    1 UTIL  CO 11/30/10 ACCESS CONTROL & MONITORING 16067
  _     P100505 003    1 UTIL  CO 11/30/10 ACCESS CONTROL & MONITORING 16067
  _     P100505 004    1 UTIL  CO 12/20/10 ACCESS CONTROL & MONITORING 16067
  _     P100505 005    1 UTIL  CO 12/20/10 ACCESS CONTROL & MONITORING 16067
  _     P100505 006    1 UTIL  CL 01/14/11 ACCESS CONTROL & MONITORING 16067
  _     P100505 007    1 UTIL  CO 01/14/11 ACCESS CONTROL & MONITORING 16067
  _     P100506 001    2 ADRC  CO 09/27/11 MAINTENANCE AGREEMENTS ON KODAK EQU
            *** Press ENTER To view more Documents ***
 Enter-PF1---PF2---PF3---PF4---PF5---PF6--|PF7---PF8--|PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp               | Bkwd  Frwd |
```

Basic Steps

- Advance to Screen 330.
- Type a valid purchase document number on the Action Line and press <ENTER> to display a listing of all receiving documents beginning with the number entered. (Leave the Doc: field blank and press <ENTER> to sort the receiving documents in alphabetical order.)
- Press <ENTER> to scroll through the listing.
- Typing an 'X' next to a particular shipment will advance you to Screen 338, where additional detailed information will be displayed.

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

Action Line

Doc: 7 character/digits
          Enter a purchase document number to be listed on the first informational line of the display.

Screen Information

S: 1 character
Type an 'X' to select a document for display on Screen 338.

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

Receive

Document: 7 character/digits
Identifies purchase document number associated with the receiving shipment.

Shp: 3 digits
Displays the shipment number for this receiving document.

Nbr Itm: 3 digits
Indicates the number of items that were received on this shipment.

Ship Dept: 4 characters
Identifies the department that received the shipment.

St: 2 characters
Displays the status of the receiving document.

Date: 6 digits
Indicates date the shipment was received.

Doc Summary: 50 characters/digits
Displays a summary description of the receiving document shipment.

Additional Functions

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

Receive Documents by Ship to Department

You may use FAMIS to display a list of receiving documents recorded for your department using Screen 331. The documents are sorted by the purchase order number.

A valid department must be typed on the Action Line. You may enter a specific purchase document number to place it at the top of the list displayed.

Screen 331 - Receive Documents by Ship to Department

```
 331 Receive Documents by Ship to Department                02/09/11 12:45
                                                            FY 2011 CC 02
  Screen: ___   Dept: CHEM_  Doc: P101030
                                                 Pg 1__ of   1 Viewed Pg(s)
    --Receive-- Nbr
 S Documnt Shp Itm St   Date    Doc Summary
 - ------- --- --- -- -------- ------------------------------------------------
 _ P101030 001   8 CO 12/17/10 EQUIPMENT-RUSSELL
 _ P101038 001   7 CO 11/18/10 EMERGENCY REPAIR-SON
 _ P101091 001   1 CO 11/17/10 DEPARTMENTAL APPROPRIATION RECORD
 _ P101766 001   2 CO 12/10/10 HOLIDAY RECEPTION-DEPT
 _ P300128 001  10 CO 08/31/03 RENEWAL SUN EQUIPMENT MAINTENANCE-SILBER
 _ P300137 001   1 CO 08/31/03 RENEWAL-DIGITAL SERVICE AGREEMENT-COTTON
 _ P300138 001   2 CO 08/31/03 RENEWAL-SERVICE AGREEMENT-BERGBREITER
 _ P300163 001   1 CO 08/08/02 SUPERSTACK 3-COMPONETS FOR NETWORKING-KLIMA
 _ P300185 001   1 CO 08/31/03 ORACLE SUPPORT RENEWAL-DEPT+
 _ P300188 001   2 CO 08/30/02 PREVENTATIVE MAINTENANCE-BALANCES-INST. LABS
 _ P300188 002   1 CO 08/28/02 PREVENTATIVE MAINTENANCE-BALANCES-INST. LABS
 _ P300188 003   1 CO 08/26/02 PREVENTATIVE MAINTENANCE-BALANCES-INST. LABS
 _ P300188 004   1 CO 08/30/02 PREVENTATIVE MAINTENANCE-BALANCES-INST. LABS
              *** Press ENTER to view more Documents ***
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp                    Bkwd  Frwd
```

Basic Steps

- Advance to Screen 331.
- Type a valid department ID and, if desired, a purchase document number on the Action Line.
- Press <ENTER> to display a listing of all purchase documents with receiving, beginning with the one entered on the Action Line. If no document number was entered, the list will start with the beginning number. Continue pressing <ENTER> to scroll through the listing.
- Typing an 'X' next to a listed shipment will advance to Screen 338, where more detailed information will be displayed.

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

Action Line
◆ **Dept:**   Help 5 characters
                            Enter a department code to view a list of receiving documents.

Doc: 7 character/digits
                            Entering a document number in this field will place it at the top of the list.

Screen Information

S: 1 character
Type an 'X' to <u>select an invoice</u> for display on Screen 338.

Receive

Document: 7 character/digits
Identifies purchase <u>document number</u> associated with the <u>receiving</u> shipment.

Shp: 3 digits
Displays the <u>shipment number</u> for this <u>receiving</u> document.

Nbr Itm: 3 digits
Indicates the <u>number of items</u> that were received on this shipment.

St: 2 characters
Displays <u>status of</u> the receiving <u>document</u>.

Date: 6 digits
Indicates <u>date</u> the <u>shipment</u> was <u>received</u>.

Doc Summary: 50 characters
Displays a <u>summary description of</u> the receiving <u>document</u> shipment.

Additional Functions

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

Sort by Status and Ship to Department

Use Screen 332 to display a list of receiving documents with a particular status code for your department. This screen displays the departmental receiving records, sorted by purchase document number.

A valid department ID and status code must be entered. You may enter a specific purchase document number to place it at the top of the list displayed.

Screen 332 - Receive Documents by Status, Ship to Department

```
 332 Receive Documents by Status, Ship to Department          02/09/11 12:46
                                                               FY 2011 CC 02
  Screen: ___   Status: IP  Dept: CHEM_  Doc: _____
                                              Pg 1__ of   1 Viewed Pg(s)
       Ship  --Receive-- Nbr
 S St Dept  Documnt Shp Itm   Date   Doc Summary
 - -- ----- ------- --- --- -------- ----------------------------------------
 _ IP CHEM  A716412 005      05/04/07 CHEMICALS - RESEARCH STOCKROOM
 _ IP CHEM  L120328 001    1 11/30/10 PROCARD-R. RUSSO
 _ IP CHEM  L706668 001    1 10/12/06 COMPUTER-PERINI
 _ IP CHEM  L801363 001      08/24/07 CREDIT DALE COMPUTERS - NORTH
 _ IP CHEM  P300985 001    3 02/14/03 IPNTAMAX CCC CAMERA SYSTEM FOR MICROSCOPE-
 _ IP CHEM  P301248 001    4 02/25/03 4700 PROTEOMICS ANALYZER SYSTEM-RUSSO+
 _ IP CHEM  P301615 001    1 01/10/03 COMPUTER-FACULTY WORKSTATION-D.DARREN
 _ IP CHEM  P301643 001    1 01/14/03 LAPTOP-FACULTY WORKSTATION-MACMAN+
 _ IP CHEM  P301672 001    1 01/10/03 COMPUTER-FACULTY WORKSTATION-MINER+(HARDIN
 _ IP CHEM  P301678 001    2 01/10/03 COMPUTER-FACULTY WORKSTATION-MINER+
 _ IP CHEM  P301728 001    1 01/15/03 COMPUTERS-FACULTY WORKSTATIONS-MINER+
 _ IP CHEM  P301784 004    1 04/09/03 APPLE POWERBOOK-BURNETT+
 _ IP CHEM  P301879 001    2 02/12/03 COMPUTER-FACULTY WORKSTATION-BOREN(MINER)
           *** Press ENTER to View more Documents ***
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp                   Bkwd  Frwd
```

Basic Steps
- Advance to Screen 332.
- Type a valid status code and department ID. If desired, type a purchase document number on the Action Line to begin the listing with a particular document number. Press <ENTER> to display a list of all purchase documents with receiving for the specified information entered on the Action Line.
- Press <ENTER> to scroll through the list. Only items created on receiving Screens 321-326 will be displayed.
- Typing an 'X' next to a shipment on the list will advance you to Screen 338, where more detailed information will be displayed.

Browsing Processes

Receiving Document Status Codes
The status code is used to determine where a particular shipment is in the receiving process. These codes can help you determine whether or not you will need to do any further processing to initiate payment. Valid shipment status codes include Completed (CO), In Process (IP), Closed (CL), Reopened (RE), and Cancelled (CN).

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

Action Line

◆ **Status:** Help 2 characters
Enter a status code to be used when selecting receiving documents for the display.

◆ **Dept:** Help 5 characters
Identify the department code to be used when creating the display list of receiving documents

Doc: 7 character/digits
Indicate a purchase document number to begin the display list of receiving documents.

Pg _ of _
Viewed Pg(s): 3 digits
Type the desired page number to be displayed.

Screen Information

S: 1 character
Type an 'X' to select a document to be displayed on Screen 338.

St: 2 characters
Displays status of the receiving document.

Ship Dept: 4 characters
Identifies department that received the shipment.

Receive

Documnt: 7 character/digits
Identifies purchase document number associated with the receiving shipment.

Shp: 3 digits
Displays shipment number for the receiving document.

Nbr Itm: 3 digits
Indicates the number of items that were received on this shipment.

Date: 8 digits
Shows date the shipment was received.

Doc Summary: 50 characters
Displays a short summary description of the receiving document shipment.

Additional Functions

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

Display Receiving Document Summary

When the receiving document and shipment number is known, Screen 338 may be used to view detailed information about the receiving document. Additional detail information about each line item is available by selecting it from the list. This will advance you to Screen 339.

Use the PF7 Audit key to view information about the receiving record.

Screen 338 - Receiving Document Summary

```
 338 Receiving Document Summary                      02/09/11 12:49
                                                     FY 2011 CC 02

   Screen: ___   Doc: P101043  Shipment: 1__ of 1

   Status: CO     Doc Summary: PURCHASE AND INSTALL CARPET
 Rec Dpt: PHPL   Rec by User: KxxxxF         Date Recvd: 01/27/2011
 Carrier: NONE      Carr Doc: 270190-04957       Pieces: 1     Damaged:
                                                           Weight-lb:
         Vendor: 1vvvvvvvvvv1  AGGIELAND CARPET SOURCE
    Document Dt: 11/11/2010       User Ref: 270190-229813
  Exp.Dlvry Dt: 12/20/2010    SciQuest Rec:
 Ship to: Dept: CONS    Name: TEXAS A&M UNIVERSITY
      Nbr       Conv
 S Item UOM UOM      Description           Accepted   Rejected  Q  Matched
 - --- ---- ---- ------------------------- ---------- ---------- - ----------
 _ 001 SQF   SQF  PURCHASE AND INSTALL CARPE    8717.00              8717.00
 _ 002 SQF   SQF  ELEVATOR CARPET                 48.00                48.00
 _ 003 SQF   SQF  CARPET C&A ABRASIVE ACTION     114.00               114.00
 _ 004 LNF   LNF  COVE BASE:                     382.00               382.00
 _ 005 SQF   SQF  OFFICE ROTUNDA                3746.00              3746.00
                  *** Press ENTER To View More Items ***
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp                   Audit Addr   Notes DDesc IDesc
```

Basic Steps

- Advance to Screen 338.
- Type a receiving document number and shipment number on the Action Line.
- Press <ENTER> to display current shipment information.
- Type an 'X' next to a particular line item to advance to Screen 339, where more detailed information will be displayed.

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

Action Line

◆ **Doc:**
7 character/digits
Enter a valid receiving document number to view detailed information about a shipment.

◆ **Shipment:**
3 digits
Identify the shipment number to be displayed.

Screen Information

Status:
2 characters
Identifies the current status of the receiving document for the shipment number.

Doc Summary: 50 characters
Displays a short summary description of the receiving document.

Rec Dpt: 5 characters
Identifies the department where the goods/services were received.

Rec by User: 8 characters/digits
Represents the user ID of the person responsible for creating the receiving document.

Date Recvd: 8 digits
Indicates the date goods or services were received online.

Carrier: 5 characters
Identifies carrier service that delivered the goods or services.

Carr Doc: 15 characters/digits
Indicates the number from the carrier document at the time of shipment.

Pieces: 3 digits
Indicates total number of pieces (box, crate, barrel, etc.) received in the shipment.

Damaged: 3 digits
Shows total number of pieces that were damaged in the shipment.

Weight-lb: 3 digits
Displays total weight (in lbs) of the shipment processed.

Vendor: 11 digits/30 characters
Indicates the vendor ID and name that supplied the ordered goods.

Document Dt: 8 digits
Identifies date that document was created on the system.

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

Exp.Dlvry Dt: 8 digits
Identifies expected delivery date for the goods/services ordered.

SciQuest Rec: 20 characters/digits
Identifies SciQuest document number for the receipt.

Ship to Dept: 5 characters
Indicates department to which the goods were shipped.

Name: 30 characters
                   Displays the <u>contact name of the person</u> for the shipment, or to whom the
                   shipment was addressed.

S: 1 character
                   Type an 'X' to <u>select</u> a <u>shipment line item</u> for display on Screen 339.

Nbr Item: 3 digits
                   Identifies line <u>item number</u> on the shipment.

UOM: 4 characters
                   Indicates <u>unit of measure</u> for the item received.

Conv UOM: 4 characters
                   Indicates the <u>converted unit of measure</u> for the item as received.

Description: 27 characters
                   Displays a short <u>description of</u> the <u>line item</u>.

Accepted: 8 digits
                   Identifies the <u>total quantity accepted</u> for the line item.

Rejected: 8 digits
                   Represents <u>quantity</u> of the line item <u>rejected</u> on this shipment.

Q: 1 character
                   Displays a code indicating <u>quality</u> of the items <u>rejected</u>.

Matched: 8 digits
                   Indicates <u>number</u> of line items <u>matched</u> in the receiving process.

Additional Functions

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

PF7   **Audit**
Audit   Displays the receiving document <u>audit</u> information.

PF8   **Address**
Addr   Shows the <u>shipping address</u> for the receiving document.

PF9   **Notes**
Notes   View <u>notes</u> added to the receiving document.

PF10   **Damage Description**
DDesc   Displays <u>damage description</u> for items rejected.

PF11   **Item Description**
IDesc   Place cursor on line item and press this key to see detailed <u>description of item.</u>

Receiving Document Line Item Summary

Individual line item detail information is available on Screen 339. This is a detail follow up screen to Screen 338. All of the information associated with a specific receiving document line item will be displayed.

Screen 339 - Receiving Document Line Item

```
  339 Receiving Document Line Item                        02/08/11 16:50
                                                          FY 2011 CC 02
   Screen: ___   Doc: P100088  Shipment: 1__   Item: 1__

  Status: CO    Doc Summary: MSW SAND AND GRAVEL
 Rec Dpt: RSPO  Rec by User: JxxxxxP        Date Recvd: 09/28/2010
 Carrier: NONE     Carr Doc:                 Pieces: 1      Damaged:
                                                           Weight-lb:
        Vendor: 1vvvvvvvvv0  RIDGEHART TRUCKING CO INC
   Document Dt: 08/10/2010      User Ref: 301960-1001
 Exp.Dlvry Dt:              Ship to: Dept: RSPO  Name: GOLF COURSE

 ---------------------------- Item Information  ----------------------------
    Description: BUNKER SAND (GOLF COURSE)
 Conversion Qty: 76.55              UOM: TON
   Accepted Qty: 76.55              UOM: TON         FFX flag:
   Rejected Qty:            Reject Quality:          Added Date: 10/01/2010
 Back Order Qty:              SQ Cancelled:          Modify Date:
 Late Order Qty:                                     Modify ID:
    Matched Qty: 76.55
  Completed Qty: 76.55
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp                Audit Addr  Notes DDesc IDesc
```

Basic Steps
- Advance to Screen 339.
- Type a receiving document number on the Action Line and press <ENTER> to display detailed shipment information for a line item.

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

Action Line
◆ **Doc:**   7 character/digits
                    Enter a valid purchase document number.

Shipment: 3 digits
                    Enter the shipment number to be displayed.

Item: 3 digits
                    Indicate the line item to be displayed.

Screen Information
Status: 2 characters
                    Identifies current status of the receiving document.

Doc Summary: 50 characters/digits
                    Displays a short description of the receiving document.

Screen 339 – Receiving Document Line Item (cont'd)

Rec Dpt: 5 characters
Identifies the <u>department</u> where the goods/services were <u>received</u>.

Rec by User: 8 characters/digits
Represents the <u>user ID of the person</u> responsible for creating the <u>receiving</u> document.

Date Recvd: 8 digits
Indicates the <u>date</u> goods or services were <u>received</u> online.

Carrier: 5 characters
Identifies <u>carrier service</u> that delivered the goods or services.

Carr Doc: 15 characters/digits
Indicates the <u>number from the carrier document</u> at the time of shipment.

Pieces: 3 digits
Indicates total <u>number of pieces received</u> in the shipment

Damaged: 3 digits
Shows total <u>number</u> of pieces that were <u>damaged</u> in the shipment.

Weight-lb: 3 digits
Displays total <u>weight</u> (in <u>lbs</u>) of the shipment processed.

Vendor: 11 digits/30 characters
Indicates the <u>vendor name and number</u> supplying the goods that were ordered.

Document Dt: 8 digits
Shows <u>date</u> the <u>document</u> was <u>created</u> on the system.

User Ref: 11 digits
Shows the <u>user reference number,</u> which is typically made up of the subsidiary ledger account number followed by the departmental reference number.

Exp.Dlvry Dt: 8 digits
Identifies the <u>expected delivery date</u> for the goods/services ordered.

Ship to:
Dept: 5 characters
Indicates <u>department</u> to which the goods were <u>addressed</u>.

Name: 30 characters
Displays the <u>name of the contact person</u> or department to which the items are addressed.

Item Information
Description: 50 characters
Displays a <u>description of the item</u> being received.

Conversion Qty: 8 digits
Indicates the <u>number</u> of pieces <u>converted</u> for the unit of measure.

UOM: 3 characters
Indicates the <u>unit of measure</u> converted to.

Accepted Qty: 8 digits
Indicates the <u>quantity</u> of pieces <u>accepted</u> for this line item.

UOM: 3 characters
Represents the <u>unit of measure</u> for the item entered on the receiving document.

FFX flag: 1 character
Indicates whether or not this item is a capitalized item that will be fed to the <u>Fixed Assets</u> module of FAMIS for inventory purposes.

Rejected Qty: 8 digits
Identifies the total <u>number</u> of pieces <u>rejected</u> for this line item.

Reject Quality: 1 character
Indicates the <u>quality</u> of the pieces <u>rejected</u> for this line item.

Added Date: 8 digits
Identifies the <u>date</u> this line item was <u>added</u> to the receiving document.

Back Order Qty: 8 digits
Indicates the total <u>number</u> of pieces of this line item that are <u>on back order</u>.

SQ Cancelled: 1 character
'Y' indicates that the remaining quantity was cancelled in SciQuest.

Modify Date: 8 digits
Represents the last <u>date</u> this item was <u>modified</u> on the receiving document.

Late Order Qty: 8 digits
Shows <u>number</u> of pieces arriving <u>late</u>.

Modify ID: 8 characters/digits
Identifies <u>user ID of the last person</u> who <u>modified</u> the receiving <u>document</u>.

Matched Qty: 8 digits
Shows the <u>number</u> of pieces for this line item that have <u>matched</u> successfully.

Completed Qty: 8 digits
Displays the <u>number</u> of pieces that have been <u>received, matched successfully,</u> and have had a voucher processed.

Additional Functions

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

PF7   **Audit**
Audit   Shows the receiving document <u>audit</u> information.

PF8   **Address**
Addr   Displays <u>shipping address</u> for the receiving document.

PF9   **Notes**
Notes   View <u>notes</u> on the receiving document.

PF10   **Damage Description**
DDesc   Displays <u>damage description</u> for items rejected.

PF11   **Item Description**
IDesc   Place cursor on line <u>item</u> and press this key to see detailed <u>description</u>.

Browse Items for a Receiving Document

Screen 334 allows you to view Receiving Documents related to an individual Purchase Document. This gives an overall view of the receiving activity and may be helpful in determining why an invoice has not matched and paid.

Select an item from the display list to advance to the Receiving Document Summary on Screen 338.

Screen 334 – Receiving by Item for a Document

```
 334 Receiving by Item for a Document                       02/08/11 16:54
                                                            FY 2011 CC 02
   Screen: ___  Doc: P100088  Item: 1__   Shipment: 1__
                                                Pg 1__ of   1 Viewed Pg(s)
             Itm               Quantity          Conv   Conv
 S Documnt Nbr Shp St  Accepted  UOM    Accepted  UOM   Matched    Completed
 - ------- --- --- -- ---------- ---- ---------- ---- ---------- ----------
 _ P100088  1   1        76.55  TON       76.55  TON       76.55      76.55
 _ P100088  1   2        60.29  TON       60.29  TON       60.29      60.29
          Total >>   2  136.84         136.84                       136.84
 _ P100088  2   3       268.80  TON      268.80  TON      268.80     268.80
 _ P100088  2   4       314.81  TON      314.81  TON      314.81     314.81
 _ P100088  2   5       319.45  TON      319.45  TON      319.45     319.45
 _ P100088  2   6        49.65  TON       49.65  TON       49.65      49.65
 _ P100088  2   7       111.44  TON      111.44  TON      111.44     111.44
          Total >>   5 1064.15        1064.15                      1064.15



              *** End of Receiving Document List ***
   Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
         Hmenu Help  EHelp                   Bkwd  Frwd
```

The "Total >>" line displays the total amount for each item number.

Basic Steps

- Advance to Screen 334.
- Type a document number on the Action Line, including the Item and Shipment numbers, and press <ENTER> to display current item information.
- Type an 'X' next to a particular line item to advance to Screen 338 to view the Receiving Document Summary.

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

Action Line

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

Item:
3 digits
Type an item number to place it at the top of the display list.

Shipment:
3 digits
Include the shipment number, if known.

Pg __ of __ **Viewed Pg(s)**	3 digits Identifies the <u>page number</u> and number of pages available. Type a page number to advance to.

Screen Information

S:	1 character Type 'Y' next to the <u>document number</u> to <u>select</u> it and advance to Screen 338.
Documnt:	7 character/digits Displays the <u>receiving document number</u>.
Itm Nbr:	3 digits Identifies <u>item number</u> on the document.
Shp:	3 digits Shows the <u>number</u> of items <u>shipped</u>.
St:	2 digits Indicates the <u>status of</u> the receiving <u>document</u>. Valid values are as follows: IP = In process with shipments CL = Closed RE = Re-opened for process CN = Cancelled/deleted CO = Completed
Quantity Accepted:	8 digits Identifies the <u>number</u> of items from shipment being <u>accepted</u>.
UOM:	4 characters Displays the <u>unit of measure</u> for the line item. For example, the following: EA = Each GAL = Gallon UNT = Unit
Conv Accepted:	8 digits Indicates the <u>quantity received after conversion</u> of UOM to match the purchase order.
Conv UOM:	4 characters Shows the <u>unit of measure converted</u> to match the purchase order.
Matched:	8 digits Displays the <u>number</u> of pieces for this line item that have <u>matched</u> successfully.
Completed:	8 digits Shows <u>number</u> of pieces that have been <u>received, matched successfully</u>, and have had a voucher processed.

Additional Functions

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

Section V
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. With the exception of TAMU, most users will only be able to access documents for their individual department.

Positioning the Display

Several document inquiry screens allow you to position a particular document at the top of the inquiry screen. This is accomplished by entering as much information on the Action Line as possible. For example, entering a 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 Auth

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 your arrow keys. Then press the PF keys to display additional information.

Browse Purchase Documents

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                                    02/09/11  8:27AM
                                                          FY 2011 CC 02

    Screen: ___    Class: L   Doc: L123010

   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    L123075 FEDERAL MAIL       12/13/10 144013-M100318         394.33  CO
    _ L    L123076 EXPRESS DELIVERY   12/21/10 240714-04130          725.60  CO
    _ L    L123077 EXPRESS DELIVERY   12/28/10 240714-04131          580.48  CO
    _ L    L123078 HY n*NU            12/09/10 510561-0024         1,000.00  CO
    _ L    L123079 RANDY R*ROGERS     12/20/10 270160-4132             6.44  CO
    _ L    L123080 C C CHEMICALS      01/05/10 225090-00000YR        809.11  CL
    _ L    L123081 UNI CORPORAT       12/21/10 144013-M100047        173.66  CO
    _ L * L123082 NANCY N*NOLAN       11/01/10 511855-0111           348.00  CL
    _ L * L123083 SHARON S*SMITH   - 12/30/10 246049-00047           735.71  CO
    _ L    L123084 UNIFIED HOLDINGS   12/21/10 144013-M100047         18.50  CO
    _ L    L123085 VERA V*VERNON      08/18/09 241610-0055                   IP
    _ L    L123086 ANTHONY LINDEN INC 12/21/10 144013-M100046         30.00  CO
    _ L * L123087 ANDY ANDERSON       01/05/11 510135-1117           212.00  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 <u>class of document</u> to be displayed. The system will default the search to the first defined class.

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

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: Requisition (**R**), Purchase Order (**P**),
Master Order (**M**), Bid (**B**), Exempt Purchase (**E**), or Limited Purchase (**L**).

NT: 1 character
An asterisk (*) indicates whether or not notes are attached to the document.

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

Vendor Name: 18 characters
Identifies the vendor name on the document.

Date: 6 digits
Indicates the date the document was set-up in FAMIS.

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.

Buy: 3 characters
Displays the initials of the buyer for the document, as defined by the system.

Amount: 10 digits
Indicates the total dollar amount of all line items 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 <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 be displayed.

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

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

Screen 281 - Document Browse by Department/SubDepartment

```
    281 Document Browse By Dept/SubDept                      02/09/11  9:08AM
                                                             FY 2011 CC 02
     Screen: ___   Dept: CHEM_   SubDept: _____   Class: P  Doc: P001020
                                               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 * P001674 AGC FZT CO                     11/25/09                     DL
   _ P * P005213 AGC ANNIE ANDERSON             07/20/10        99,644.00   PRT
   _ P   P005319 AGC RESOURCE RESEARCH INC      07/27/10       111,700.00   PRT
   _ P   P100450 AGC PERFORMING CONTROLS INC    09/28/10       106,046.00   PRT
   _ P   P100631 AGC SOMMER MANAG DBA*ARGONNE G 10/08/10       165,000.00   PRT
   _ P * P101552 AGC WISE PLAIN & BAUR CORPOR   01/05/11         6,609.00   PRT
   _ P   P300341 MEW BIOONICS INC               08/28/02        40,735.00   TR
   _ P   P301068 MEW GENERAL ECO INC            10/30/02        62,000.00   TR
   _ P * P302086 JWP DALE MARKETING INC         02/05/03                     DL
   _ P   P303735 DMK ORANGE COMPUTER INC        06/23/03                     DL
   _ P * P304089     STORAGE CENTER             07/21/03         3,457.35   TR
   _ P * P304153 JWP ORAS CORPORATION           07/27/03         3,294.72   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 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 <u>department</u> 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: 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</u> of the <u>document</u>: Requisition (**R**), Purchase Order (**P**), Master Order (**M**), Bid (**B**), Exempt Purchase (**E**), or Limited Purchase (**L**).

NT: 1 character
Displays an asterisk (*) if <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 <u>sub-department</u> on the document.

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

St:	3 characters	

Indicates 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.

List Documents by Account Number

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

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                          02/09/11  9:38AM
                                             Acct      Acct          FY 2011 CC 02
   Screen: ___   Class: P  Acct: 144011 00000 CC: 02   FY: 2011   Doc: _____
                                            Completed Docs: N
  S C N            Supp    P U R C H A S E   O R D E R
  L L T    Doc     Acct    Vendor Name      Date       User Ref       Amount      St
  - - - -------   -----   ---------------- --------   -------------- ------------- ---
  _ P *  007038A  00000  XINTECH CORPORAT 10/11/10 855096-0            9,388.00  CL
  _ P    007242A  00000  SUMTER INDUSTRIE 10/13/10 865872-3             225.16  CL
  _ P    007554A  00000  DALE MARKETING L 10/19/10 870373-9                     CL
  _ P    007951A  00000  SUMTER INDUSTRIE 10/25/10 882807-2             867.56  CL
  _ P    007987A  00000  SUMTER INDUSTRIE 10/26/10 886097-1           7,317.66  CL
  _ P    008233A  00000  FLUER ELECTRONIC 10/29/10 893613-1           1,355.00  CL
  _ P    008518A  00000  DALE MARKETING L 11/02/10 898995-8           4,627.78  CL
  _ P    008519A  00000  GWANT TECHNOLOGI 11/02/10 897536-0           1,872.00  CL
  _ P    012913A  00000  ST EDMONDS UNIVE 01/12/11 001584-9             450.00  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 campus code for the account purchasing the items. **This will default to the current campus code if not otherwise specified.**

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

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

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

Screen Information

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

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

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

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

Supp Acct: 5 digits
                       Identifies the Support Account number used to purchase the items.

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

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

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

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

St: 3 characters
                       Represents status of the document. 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 <u>receiving information</u> associated with the selected document.	
PF7	**Audit Information**	
Audit	View <u>audit information</u> for the selected document.	
PF8	**Accounts**	
Accts	Shows <u>account distribution</u> used for the document selected.	
PF9	**PIP**	
PIP	Shows the <u>PIP documents</u>.	
PF10	**Header**	
Headr	Shows <u>document header information</u> that was entered when the document was created.	
PF11	**Items**	
Items	Lists <u>line item information</u> for the document.	
PF12	**Track**	
Track	Allows you to <u>track</u> <u>routing history</u> of the selected document.	

Documents by User Reference Number

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

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

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                        02/09/11  9:55AM
                                                            FY 2011 CC 02
      Screen: ___   User Ref.: _____
                    Include: Only Class: _
    S C N
    L L T    User Ref      Doc         Vendor Name     Date    Buy     Amount       St
    - - - -------------- ------- ---------------- -------- --- --------------- ---
    _ L    001014--01    A704606 MOMMAR M*MUNIE   02/16/07             49.95  CO
    _ L    001014--01    A720603 NEXNET           04/13/07             11.01  CO
    _ L    001014--01    A938689 JORRIE J*JONES   07/09/09            915.77  CO
    _ L    001014--01    L110546 JANE J*JONES     10/25/10             27.22  CO
    _ L    001014--01    L110555 ROXIE*ROGERS     10/25/10             50.00  CO
    _ L    001014--01    L110564 MARY M*MORRIS    10/25/10          3,863.84  CO
    _ L    001014--01    L113309 US DEPT OF EDUCA 11/05/10             38.60  CO
    _ L    001014--01    L115705 JESSIE J*JENSON  11/17/10            300.02  CO
    _ L    001014--01    L115710 SUE S*SIMMONS    11/17/10             32.86  CO
    _ L    001014--01    L115712 HAMER*HANSON     11/17/10             22.23  CO
    _ L    001014--01    L115721 US DEPT OF EDUCA 11/17/10            145.88  CO
    _ L    001014--01    L115733 JOHN J*JULIUS    11/17/10             28.81  CO
    _ L * 001014--01    L116764 JENNY J*JOHNSON  11/23/10             17.36  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 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 <u>user reference number</u> to be displayed at the top of the list.

Include:

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

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

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 initials of the buyer for the document.

Amount: 13 digits
Indicates 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   **Invoice**
Invc   Used to view the invoice details.

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.	

View Documents by Vendor ID

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                          02/09/11 10:00AM
                      XERON CORP                              FY 2011 CC 02
   Screen: ___    Vendor: 1vvvvvvvv0X  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 * L701036 X CSCN   CONTROLLER      09/01/06 270300-07091       305.00  CO
 _ L   L730318 X DVFD   REPLACEMENT     11/21/06 121204-STA         275.00  CO
 _ L   L736309 X CHEM   XERON COPIE     01/19/07 246050-00010       180.00  CO
 _ L   L736320 X CHEM   XERON COPIE     01/19/07 270040-05012       180.00  CO
 _ L   L737298 X ADRC   MONTHLY PYM     12/31/06 210270-00000       305.41  CO
 _ L   L815523 X MSCN   MONTHLY CHA     09/01/07 300460-9739        132.00  CO
 _ L * L818782 X UCEN   COPIER RENT     08/30/07 300480-8137        132.00  CO
 _ L   L822497 X UCEN   CANCELLATIO     09/30/07 300480-8142         70.40  CO
 _ L   L826302 X CHEM   XERON COPIE     12/04/07 246050-00010       192.00  CO
 _ L * L927323 X CHEM   XERON COPIE     12/01/08 246050-00010       102.00  CO
 _ L * L936485 X DVFD   INVOICE BIL     11/01/08 121204-000000      859.50  CO
 _ L * L936500 X DVFD   CANCELLATIO     12/01/08 121204-000000      859.50  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 and 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 <u>first document number</u> 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 <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 <u>state mail code</u> for the specified <u>vendor</u>.
First Dept:	5 characters
	Identifies <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 <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 <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 <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              02/09/11 10:06AM
                                                              FY 2011 CC 02
   Screen: ___    State Req: _____   Class: L  Doc: _____  Completed Docs: N

   S C N    State
   L L T   Req Number  Doc      Vendor Name    Date    User Ref        Amount     St
   - - -  ----------- -------  ------------- ----- -------------- ------------- ---
   _ P     O6433A      P002374 PACE INTERNATI 01/10 246206-PRINT                 DL
   _ P     O6433R      P001976 PACE INTERNATI 12/09 246206-PRINT                 DL
   _ P     O6479       P002448 NEWSAN PRINTIN 01/10 511711-PRINT                 DL
   _ P     O6512       P002200 THE*INSATE GRO 01/10 300460-PRINT        942.46   CL
   _ P     O6522R      P002379 THE*INSATE GRO 01/10 300460-PRINT        528.00   CL
   _ P     O6523R      P002380 THE*INSATE GRO 01/10 300460-PRINT        612.00   CL
   _ P * O6552         P002525 TIPS PRINTING  01/10 216860-PRINT                 DL
   _ P     O6706       P003212 BUYSIDE PRINTI 03/10 300200-PRINT                 DL
   _ P     O6724       P003224 PANE INTERNATI 03/10 271840-PRINT                 DL
   _ P     O6868A      P004518 THE*INSATE GRO 06/10 956220-PRINT        707.00   CL
   _ P * O6891         P004436 TIPS PRINTING  05/10 301880-PRINT        213.00   CL
   _ P     O6902       P004924 THE*INSATE GRO 06/10 240208-PRINT                 DL
   _ P     O6912       P004384 SOUTHERN PRINT 05/10 214360-PRINT                 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 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 underlined first state requisition number to be displayed.

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

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 there are <u>notes</u> <u>attached to the document</u>.
State Req. Number:	9 digits/characters Identifies the <u>State Requisition Number</u> of the specified document.
Doc:	7 character/digits Identifies <u>document numbers</u> for the class of document specified.
Vendor Name:	14 characters Identifies <u>name of the vendor from which</u> the items were purchased.
Date:	2 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.

Browse Documents by State Order Number

If the state order number is the best or only identification you have for a particular 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                02/09/11 10:04AM
                                                          FY 2011 CC 02
   Screen: ___    State Order: _____   Class: L  Doc: _____  Completed Docs: N

  S C N St Ord.
  L L T Number   Doc       Vendor Name        Date     User Ref         Amount      St
  - - - ------ ------- ------------------ ----- -------------- ------------- ---
  _ 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    128013 P002075 XERON CORP         12/09 216920-R006       8,826.48   PRT
  _ P    128385 P301263 CARDISH HEALTH     11/02 300370-32000                 DL
  _ P *  128483 P002169 XERON CORP         01/10 250400-2010      13,468.88   PRT
  _ P    129491 P904398 PHILSON MOTORS LT  05/09 870620-00000                 DL
  _ P    129610 P002180 CARON FINANCIAL SE 01/10 241911-1006       9,318.00   PRT
  _ P    129758 P703669 XERON CORP         03/07 217860-1062      12,492.00   CL
  _ P    129759 P703670 XERON CORP         03/07 209013-AM5LMW     6,246.00   CL
  _ P *  130163 P002233 CARON U S A INC    01/10 132500-00000     18,664.80   PRT
  _ P    131900 P002465 HT GROUP LLC       01/10 214530-40000         13.00   PRT
  _ P    131915 P002466 XERON CORP         01/10 250422-1084      30,460.20   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
                        Enter the underline first State Order Number to be displayed.

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

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

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

Screen Information

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

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

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

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

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

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

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

User Ref: 11 digits
Displays user reference number 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
Represents 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 **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.

List Documents Closed but Not Routed

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

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

Screen 271 - Documents Closed But Not Routed

```
 271 Documents Closed But Not Routed                    02/09/11 10:10AM
                                                          FY 2011 CC 02
   Screen: ___  Dept: CHEM_  SubDept: _____  Class: _  Doc: _____


 S C N
 L L T   Doc   Buy     Vendor Name      User Ref.    Date   S-Dept    Amount
 - - - ------- ---  ---------------- ------------- -------- ----- -------------
 _ P   002469A      C S  BIOMEDICAL S 7024528      07/07/10            17.74
 _ P   002470A      SCIENTIFIC PLASTI 6980439      07/07/10            60.00
 _ P   002520A      C S  BIOMEDICAL S 7049423      07/09/10           861.84
 _ P   002564A      SAGMA-ALDON INC   7068098      07/09/10           180.00
 _ P   002568A      C S  BIOMEDICAL S 7069373      07/09/10           108.24
 _ P   002623A      SAGMA-ALDON INC   7073741      07/12/10            38.40
 _ P   002633A      C S  BIOMEDICAL S 7092835      07/12/10            28.52
 _ P   002638A      C S  BIOMEDICAL S 7096970      07/13/10         1,994.68
 _ P   002679A      FINTON SCIENTIFIC 7122177      07/14/10            81.36
 _ P   002775A      GASTON TRANSFER   6957458      07/15/10        15,500.00
 _ P   002826A      PRESSURE PROPS    7175288      07/16/10         4,721.00
 _ P   002876A      DATA PROJECTS     7091320      07/19/10        43,394.71
                    More Entries - Press <Enter> to continue
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
       Hmenu Help  EHelp Print Invc  Recv  Audit Accts     Headr Items Track
```

Basic Steps
- Advance to Screen 271.
- Type the desired department code on the Action Line. Enter the SubDept code if you wish to include it in the list to be displayed.
- Press <ENTER> to view a complete list of all documents in your department/sub-department that have been closed but not routed.
- Type an 'X' in the SL: field to select a document and advance to Screen 278, where detailed information will be displayed.

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

Action Line
◆ **Dept:** Help 5 characters
Enter the department whose documents you would like to display.

◆ **SubDept:** Help 5 characters
Identify the sub-department to be included in the display.

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

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

Screen Information

SL: 1 character
Type 'X' and press <ENTER> to <u>select a 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 there are <u>notes attached</u> to the document.

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

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

Vendor Name: 18 characters
Identifies <u>name of the vendor</u> from which the items were purchased.

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

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

S-Dept: 5 characters
Displays <u>sub-department</u> associated with the purchase document.

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

Additional Functions

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

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

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

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

PF7   **Audit**
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.

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 the routing history</u> of the selected document.

Documents by Status Code for a Department

FAMIS makes it possible for you to browse through your purchase documents, sorted by their status code. Using Screen 272, you can also filter your list by subdepartment, class, or route status.

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

Screen 272 - Documents by Status

```
   272 Documents By Status                                02/09/11 10:16AM
                                                           FY 2011 CC 02
   Screen: ___   Dept: ANTH_   SubDept: _____   Class: _   Doc: _____
                  Status:  IP   Route Status:  __

  S C N
  L L T    Doc   Buy Vendor Name  St Rt   User Ref.     Date   S-Dept   Amount
  - - - ------- --- ---------- -- -- ------------ -------- ----- ------------
  _ E * E010618     HAROLD H*HO IP     2vvvvvvvv4  11/02/09
  _ E * E111563     CRAYTON     IP     5vvvvvvvv6  10/03/10              648.00
  _ E   E617680                 IP     1vvvvvvvv1  04/20/06
  _ E   E700305     MICROMANAGE IP     8vvvvvvv7   08/30/06
  _ E   E733926     AMERICAN IN IP     2vvvvvvvv2  07/01/07
  _ E   E927308     SHEILA*SHON IP     2vvvvvvvv9  04/22/09
  _ L * A030879     D DOBBS*DEN IP     2vvvvvvvv0  06/21/10              116.26
  _ L * A032218     JANICE J*JO IP     2vvvvvvvv0  07/02/10
  _ L   A431475     UNIVERSITY  IP     2vvvvvvvvv3 04/29/04            3,000.00
  _ L   A521375     SIM'S CLUB  IP     2vvvvvvvv1  02/27/05
  _ L * A526551     ST MORRIS C IP     1vvvvvvvv1  03/09/05              500.00-
  _ L * A532671     CRAYTON     IP     5vvvvvvvv5  05/09/05
                    More Entries - Press <Enter> to continue
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
         Hmenu Help  EHelp      Invc  Recv  Audit Accts        Headr Items Track
```

Basic Steps

- Advance to Screen 272.
- Type a department code on the Action Line.
- You must enter a status code. For example: In Process (IP), Closed (CL), Deleted (DL), Completed (CO), and Transferred (TR).
- Press <ENTER> to view a list of documents in your department that match the status code entered.
- Type an 'X' in the SL: field to select a document and press <ENTER> to advance to Screen 278, where detailed information will be displayed.
- Place the cursor in the SL: 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
◆ **Dept:** Help 5 characters
Enter the department whose documents you would like to display.

◆ **SubDept:** Help 5 characters
Identify the sub-department to be included in the display. Type ***** to see the entire department rather than just one subdepartment.

Class:	**Help** 1 character	

Enter the class of document: Requisition (R), Purchase Order (P), Master Order (M), Bid (B), Exempt Purchase (E), or Limited Purchase (L).

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

◆ **Status:**   **Help** 2 characters
Identify the status code to limit the display. Valid values are as follows:
IP   = In Process
CL   = Closed
DL   = Deleted
CO   = Completed
TR   = Transferred

Route Status: **Help** 2 characters
Indicate which routing status code to display. Valid routing status codes include the following:
RJ   =   Rejected – returned to creator
RC   =   Recalled – in creator's in-box
DR   =   Routing at Department Level
ER   =   Routing at Executive Level
PR   =   Routing at Processing office
FY   =   Routing to Person FYA/FRA
FN   =   Final – Completed Routing
CN   =   Cancelled – Doc cancelled

Screen Information

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

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

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

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

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

Vendor Name: 11 characters
Identifies name of the vendor from which the items were purchased.

St:	2 characters	

Shows the current <u>status of the documents</u> for the status specified on the Action Line. Common document status codes include the following:

IP = In Process
CL = Closed
DL = Deleted
CO = Completed
TR = Transferred

Rt: 2 characters
Displays the current <u>routing status</u> of the document.

User Ref.: 13 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.

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

S-Dept: 5 characters
Identifies the <u>sub-department</u> associated with the document.

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

Additional Functions

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

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

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

PF7 **Audit**
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.

PF10 **Header**
Headr Shows the <u>document header information</u> that was entered when the document was created.
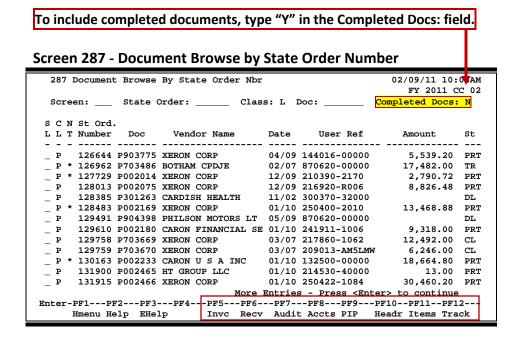
PF11 **Items**
Items Lists the <u>line item information</u> for the document.

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

Incomplete Receiving and Invoicing

Screen 275 is useful in determining why a payment has not been made. This screen displays the document number and whether or not receiving or invoicing has been completed. Status and matching information is also available.

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

Several PF keys are available at the bottom of this screen to provide additional information regarding each document listed. To access this information, place the cursor either in the SL: field to select the item, or anywhere on the first line of the item description line and press the desired PF key. A pop-up screen will be displayed showing the information requested.

Screen 275 – Incomplete Receiving/Invoicing

```
 275 Incomplete Receiving/Invoicing                     02/09/11 10:21AM
                                                        FY 2011 CC 02
  Screen: ___   Dept: ANTH_   SubDept: _____   Class: E   Doc: _____
              Number Of Days: ___
                     E X E M P T   P U R C H
 S                                              St Cat Sub
 L   Doc               Summary           Date   Cd /MS Dept    Amount
 - -------  ------------------------------ ---------- -- -- ----- -------------
 _ E112606  TRAVEL- D DENNIS- AAA CONF  11/ 11/17/2010 CL EP            460.46
   INV:     E112606  VCH:                   11/17/2010 IP              460.46

 _ E114806  TRAVEL- D CARROLL- AIA CONF     01/06/2011 CL EP          2137.98
   INV:     E114806  VCH:                   01/06/2011 IP             2137.98

 _ E114920  TRAVEL- J JOHNSON SOUTH AFRICA 12/29/2010 CL EP          1269.80
   INV:     E114920  VCH:                   12/29/2010 IP             1269.80




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

Invoice is in process (IP)

Basic Steps

- Advance to Screen 275.
- Type a valid department code on the Action Line and a subdepartment code, if needed. You may also add a specific document class or document number to narrow the search for the desired information.
- Press <Enter> to view a list of documents that have not completed the matching process. "No Invoicing" and/or "No Receiving" will be displayed on these documents.
- Type an "X" in the SL: field to advance to Screen 278 to view detailed information about the selected document.
- Additional information is available by placing the cursor on the first line of a document's information or in the SL: field and pressing the desired PF key shown at the bottom of the screen.

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

Action Line

◆ **Dept:**
Help 5 characters
Enter the department code to be displayed.

SubDept:
5 characters
Indicate the sub-department to be included in the display. Type ***** to see the entire department rather than just one subdepartment.

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

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

Number Of days:
3 digits
Used to include the incomplete documents that are over the specified number of days old. (For example, over 10 days old.)

Screen Information

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

Doc:
7 character/digits
Shows the document number assigned when created.

Summary:
3 lines/30 characters
Shows the document summary information, including invoicing and receiving status.

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

St Cd:
2 characters
Indicates the status code.

Cat/MS:
2 characters
Displays the category/matching status.

SubDept:
5 characters
Indicates the sub-department for which you want to browse documents.

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

Additional Functions

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

PF7   **Audit**
Audit   View <u>audit information</u> for selected document.

PF8   **Accounts**
Accts   Shows the <u>account distribution</u> of funds used for the items on this selected document.

PF10   **Header**
Headr   Displays extended <u>document header detail</u> for the created document.

PF11   **Items**
Items   Shows the <u>line items</u> on file for the document.

PF12   **Track**
Track   Allows you to see the <u>tracking history of a document</u> through creation process.

Browse Document Summary

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

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

> **The number of pages displayed varies from document to document.**

Screen 288 - Document Summary (Page 1)

```
   288 Document Summary                                    02/09/11 10:38AM
                                                           FY 2011 CC 02

  Screen: ___   Doc: P100050   Number of Desc  Lines: 5_      Page: 1__ Of  5

  VENDOR:                                      +-------------------------+
 1vvvvvvvvvE                                   | DOC: P100050            |
 SCOTT & WHITE MEMORIAL HOSPITAL               |                         |
 REFERENCE LABORATORY                          | USER REF: 302970-REFLAB |
 2401 SOUTH 31ST STREET                        +-------------------------+
 TEMPLE, TX  76508


  INVOICE TO:                          SHIP TO:
 DEPARTMENT OF STUDENT HEALTH          DEPARTMENT OF STUDENT HEALTH
 SERVICES                             SERVICES
 ATTN: ACCOUNTS PAYABLE               ATTN: ACCOUNTS PAYABLE
 1264 TAMU                            1264 TAMU
 COLLEGE STATION TX 77843-1264        COLLEGE STATION TX 77843-1264


 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                                    02/09/11 10:39AM
                                                           FY 2011 CC 02

  Screen: ___   Doc: P100050   Number of Desc  Lines: 5_      Page: 2__ Of  5

  << ADDITIONAL TEXT >>
 REFERENCE: RFQ MAIN 08-0002
            REFERENCE LABORATORY

 FOR INVOICING ON OR AFTER SEPTEMBER 1, 2010.

 RENEWAL 3 OF 4
 (P803585, P900146, P000046, P100050)

 TAMU CONTACT:

      TAMI THOMPSON, BUSINESS COORDINATOR II
      979-488-8888
      TPETERSON@SHS.TAMU.EDU


 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                               02/09/11 10:39AM
                                                     FY 2011 CC 02

  Screen: ___    Doc: P100050    Number of Desc  Lines: 5_      Page: 3__ Of  5

  ITEM         DESCRIPTION          QUANTITY  UOM    UNIT PRICE    EXTENDED PRICE
  ----- -------------------------- --------- ---- -------------- --------------
   0.1 TAMU Contacts:

             Sue Smith, Associate Director
             Student Health Servcies
             Texas A&M University

    1                               1.00 LOT    114,000.00    114,000.00
        Professional Medical Services for Medical
        Reference Laboratory to be performed in
        accordance with the Scope of Work detailed in
        Request for Qualifications RFQ MAIN 08-0002,
        Addenda 1, 2, 3, & 4 and the response from
                                                   Total     114,000.00

 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                               02/09/11 10:39AM
                                                     FY 2011 CC 02

  Screen: ___    Doc: P100050    Number of Desc  Lines: 5_      Page: 4__ Of  5

               >> Account Distribution <<
     02 2011 302970-00000-5425   SHS REVENUE                   114,000.00
                                           Account Total       114,000.00

 CATALOGUE ORDER: N
 DOCUMENT DATE: 07/19/2010
      Disc Pct:  0.000
   Disc Due DD: 0
      Disc Ind: N
       Pay DD: 30
       F.O.B.: DP
    Vendor Ref: JOHN JIMENEZ 255-777-7777
   Delivery Date: 08/31/2011
 Delivery Reqd By:
     Dept Contact: TAMI THOMPSON

 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                               02/09/11 10:39AM
                                                     FY 2011 CC 02

  Screen: ___    Doc: P100050    Number of Desc  Lines: 5_      Page: 5__ Of  5

      Phone No.: 979-488-8888


      Bidding Vendor              Vendor Contact           Bid Amount



 REASON FOR AWARD TO OTHER THAN LOW BIDDER:
 RENEWAL 3 OF 4


 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.
- Type 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 document number to be displayed.

◆ **Number of**   2 digits
   Desc Lines: Indicate the number of description lines to display per item. The screen will default to 5 lines to match those on the item create screen if not specified.

◆ **Page __ of __:**   2 digits
                            Indicate the document summary page number to be displayed. Will default to the current page number.

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

Screen Information
Screen 1

Vendor: 5 lines/30 characters
                            Identifies the vendor's ID number, name, and address.

Doc: 7 character/digits
                            Displays the document number.

User Ref: 10 digits
                            Identifies the user reference number for the document.

Invoice to: 5 lines/30 characters
                            Indicates the address where items purchased will be invoiced.

Ship to: 5 lines/30 characters
                            Indicates the address where items purchased will be shipped.

Screen 2

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

Screen 3

Item:	3 digits Identifies a <u>line item number(s)</u> on the specified 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> for the <u>line item</u> to be printed on the purchase order.
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.

Screen 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 <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 Indicates 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> defining 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 <u>day</u> by which the delivery of items requested is <u>required</u>.
Dept Contact:	10 characters
	Displays <u>name of the person</u> in the <u>department</u> to <u>contact</u> regarding the purchase.
Phone No.:	10 digits
	Identifies <u>area code and 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>.

Screen 5

Bidding Vendor:	3 lines/30 characters
	Identifies <u>vendor submitting</u> a <u>bid</u> for the purchase.
Vendor Contact:	25 characters
	Displays <u>name of the person to contact</u> with the <u>vendor</u> regarding bids for this order.
Bid Amount:	15 digits
	Indicates total <u>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</u> <u>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.

Display Detail Document Information

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                                  02/09/11 10:57AM
                                                          FY 2011 CC 02
    Screen: ___    Document: P100258
                                                      Panel: 01 More >>
 Doc Summary: 2010 LATITUDE E6410 LAPTOP W/ACCESSORIES/SEE QUOTE
       Vendor: 1vvvvvvvvv1  SYMONS INDUSTRIES
 Reimburse ID:                   Doc FY: 2011        Doc Amt: 1794.32
     User Ref: 300540-23000      Status: CL          Amt Inv: 1794.32
     Doc Date: 09/10/2010      Route St: FN          Amt Vchr: 1794.32
        Class: P           Oth A/P Src:           Inv Forced:
     Category: RO        USAS Doc Type: 9 Req Delivery Date: 09/24/2010
  LP Received:                                        Buyer: LANCE, LONNIE
 Nbr Invoices: 2         Catalogue Order: N  Delg:    Contact: KARROL KARP

  S Line   Quantity   UOM       Description      P  Unit Price  Extended Price
  - -----  ---------- ----  ------------------------ ------------ -------------
  _  1.0       1.00 EA    2010 DELL LATITUDE E6410 M   1794.3200       1794.32



                     *** 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                                  02/09/11 11:00AM
                                                          FY 2011 CC 02
    Screen: ___    Document: P100258
    << More                                           Panel: 02 More >>
 Doc Summary: 2010 LATITUDE E6410 LAPTOP W/ACCESSORIES/SEE QUOTE
       Vendor: 1vvvvvvvvv1  SYMONS INDUSTRIES
 Reimburse ID:                   Doc FY: 2011        Doc Amt: 1794.32
     User Ref: 300540-23000      Status: CL          Amt Inv: 1794.32
     Doc Date: 09/10/2010      Route St: FN          Amt Vchr: 1794.32
        Class: P           Oth A/P Src:           Inv Forced:
     Category: RO        USAS Doc Type: 9 Req Delivery Date: 09/24/2010
  LP Received:                                        Buyer: LANCE, LONNIE
 Nbr Invoices: 2         Catalogue Order: N  Delg:    Contact: KARROL KARP

  S Line   Received    Date Recvd  Invoiced  Date Invcd   Matched   Date Mtchd
  - -----  ----------  ---------- ---------- ---------- ---------- ----------
  _  1.0        2.00 09/22/2010      2.00 09/17/2010       2.00 09/28/2010



                     *** 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                              02/09/11 11:02AM
                                                      FY 2011 CC 02
   Screen: ___   Document: P100258
  << More                                                Panel: 03
  Doc Summary: 2010 LATITUDE E6410 LAPTOP W/ACCESSORIES/SEE QUOTE
      Vendor: 1vvvvvvvvv1  SYMONS INDUSTRIES
 Reimburse ID:               Doc FY: 2011       Doc Amt: 1794.32
    User Ref: 300540-23000    Status: CL        Amt Inv: 1794.32
    Doc Date: 09/10/2010    Route St: FN        Amt Vchr: 1794.32
       Class: P          Oth A/P Src:        Inv Forced:
    Category: RO        USAS Doc Type: 9 Req Delivery Date: 09/24/2010
 LP Received:                                    Buyer: LANCE, LONNIE
 Nbr Invoices: 2      Catalogue Order: N  Delg:   Contact: KARROL KARP
            INV                        Paid           Paid      Remaining
 S Line    UOM      Description    P   Quantity       Amount     Balance
 - ---- -------- --------------- - -------------- -------------- --------------
 _   1.0  EA     2010 DELL LATITUDE M     2.00         1794.32          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 additional information will be provided.

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

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

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

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

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

Doc FY:	4 digits Indicates <u>fiscal year</u> in which the document is <u>processed</u>.
Doc Amt:	15 digits Displays <u>total dollar amount for document</u>.
User Ref:	14 digits Shows the <u>user reference</u> 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 <u>status of the</u> <u>document</u>. For example: In Process (IP), Closed (CL), Deleted (DL), and Completed (CO).
Amt Inv:	15 digits Shows the <u>total dollar amount invoiced</u> for document.
Doc Date:	8 digits Identifies the <u>date</u> the <u>document</u> was <u>processed</u> by the system.
Route St:	2 characters Displays a purchasing document's <u>status in the Routing and Approval System</u>.
Amt Vchr:	15 digits Shows the <u>total dollar amount vouchered</u>.
Class:	1 character Identifies <u>class code</u> of the document.
Oth A/P Src:	2 characters Shows any additional <u>accounts payable source</u>.
Inv Forced:	1 character 'Y' indicates an <u>invoice</u> has been <u>forced</u> for the document selected.
Category:	2 characters Defines the <u>accounting and receiving category</u> of the document.
USAS Doc Type:	1 digit Displays the <u>document type for USAS processing</u>.
Req. Delivery Date:	8 digits Shows the <u>date</u> items were <u>requested to be delivered</u>.
LP Received:	10 digits Indicates whether or not <u>goods/services for a limited purchase were received</u> <u>before it was closed/routed</u>. **If the items were received, the date they were received will be displayed**.

Buyer: 20 characters/digits
Displays the <u>name of the buyer</u> for the document as well as phone extension, if available.

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

Catalogue Order: 1 character
'Y' indicates the 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</u> a <u>line item</u> for display on **Screen 279**.

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

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

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

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

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

Panel 2

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

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

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

Date Invcd:	8 digits Indicates the <u>date the line item was invoiced</u>.
Matched:	10 digits Indicates <u>quantity of</u> <u>matched items</u>.
Date Mtchd:	8 digits Shows <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 <u>Screen 342</u>. Each subsequent posting will overlay 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 **Invc**	**Invoice** Used to view the <u>invoice details</u>.
PF6 **Recv**	**Receive** View the <u>receiving</u> information associated with the selected document.
PF7 **DlPrt**	**Download Print** Allows you to <u>download the screen information through Entire Connection</u>. See the FAMIS Entire Connection User's Manual for details.
PF8 **Accts**	**Accounts** Shows the <u>account distribution</u> used.
PF9 **Print**	**Print** Used to <u>print document</u> 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 is shown on Screen 279. This is a detailed follow up screen from Screen 278.

This screen is helpful in determining whether an item has passed the three-way match requirement in order to be paid. It shows the date an item was received, invoiced, and matched.

Screen 279 - Document Line Item Inquiry

```
   279 Document Line Item Inquiry                            02/09/11 12:18PM
                                                                FY 2011 CC 02
   Screen: ___    Document: P100014    Item: 1.0__ of 2

          Vendor: 1vvvvvvvvv9  SYMON WATER TECHNOLOGIES INC
        User Ref: 241801-00099
        Item UOM: EA                         Received   Invoiced   Matched
        Item Qty: 60.00                     ---------- ---------- ----------
 Item Unit Price: 90.0000             UOM:       EA         EA
   Item Discount:                      Dt: 01/28/2011 10/29/2010 11/11/2010
  Item Ext Price: 5400.00             Qty:       9.00       5.00       5.00
    Item Proc Cd:
  Commodity Code: 96223
   First Account: 241801-00099-5670  Cost Ref1:       2:          3:
        Item Desc: Provide "In-Tank" Regeneration of 1.2 cubic
                   feet of strong acid/strong base nuclear grade
       TIBH Code:
     Delete Flag:
     Freeze Flag:
Capital/Inv Flag:


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

```
+------------------------------------------------------------------------+

            *** Invoice Inquiry for Item   1.0 of Document P100014 ***
                                               Completed Docs: N
                          M
   Invoice Nbr    Vch Nbr St St Inv Date   Quantity     Unit Price     Ext Price
  -------------- ------- -- -- -------- ------------  ------------ -------------
  3211854        1428170 CO MS 10/29/10       5.00      90.0000        450.00
  *** Inv Totals                               5.00                    450.00




            End of Valid Invoices Found
            PF3= Back to 279     PF4=Exit
+------------------------------------------------------------------------+
```

Basic Steps

- Most of the time, you will reach this screen by selecting an item on Screen 278. However, if you want to view a line item on a specific document, advance to Screen 279.
- 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 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
                    Displays 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: 10 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
                    Shows the first FAMIS account number for this document.

Cost Ref 1, 2, 3:	7 characters Identifies the user-defined <u>cost accounting reference</u> for the line item.
Item Desc:	50 characters/digits Displays a short <u>description of the line item</u> purchased.

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

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' shows the <u>item</u> has been <u>deleted</u> from the system.
Freeze Flag:	1 character 'Y' indicates the <u>item</u> has been <u>frozen from further activity</u> within the system.
Capital/Inv Flag:	1 character 'Y' indicates the <u>item</u> will be <u>inventoried or capitalized</u> within the system.

Received, Invoiced, Matched

UOM:	3 characters Represents the <u>unit of measure for the specified line item</u>.
Dt:	8 digits Indicates the <u>date the item was received, invoiced, and/or matched</u>.
Qty:	10 digits Identifies the purchase <u>quantity of line item</u> received, invoiced, or matched.

Additional Information

PF KEYS	See the Appendix for an explanation of the standard PF Keys.
PF7 **InDtl**	**Invoice Detail** Displays <u>detailed invoice information</u> about the document.
PF8 **Accts**	**Accounts** Identifies the <u>accounts used to pay for the item</u>.
PF11 **IDesc**	**Item Description** Place cursor on <u>line item</u> and press this key to see detailed <u>description</u> of the item.

Track Document Activity

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

Press ENTER to scroll through the list, or type a document number 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                        02/09/11 12:23PM
                                                        FY 2011 CC 02

   Screen: ___    Doc: P100308

 C                   To     To      To                 Action  Action
 L     Document Item Cls    Document Item   Action      Date    Time   By User
 -     ------- ----- -      ------- -----   -------    --------  -----  --------
 P     P100308                             REOPEN     10/06/10  17:07  WxxxxxP
 P     P100308                             CLOSED     10/06/10  17:12  WxxxxxP
 P     P100308                             REOPEN     11/01/10  15:00  LxxxxxP
 P     P100308                             CLOSED     11/01/10  15:01  LxxxxxP
 P     P100308                             REOPEN     11/12/10  14:48  LxxxxxP
 P     P100308                             CLOSED     11/12/10  14:54  LxxxxxP
 P     P100308                             REOPEN     11/12/10  15:37  LxxxxxP
 P     P100308                             CLOSED     11/12/10  15:39  LxxxxxP
 P     P100308   1.0   P    P100406   1.0   TRNSFR     09/27/10  08:29  TxxxxxP
 P     P100308   2.0   P    P100406   2.0   TRNSFR     09/27/10  08:29  TxxxxxP
 P     P100308   3.0   P    P100406   3.0   TRNSFR     09/27/10  08:29  TxxxxxP
 P     P100308   4.0   P    P100406   4.0   TRNSFR     09/27/10  08:29  TxxxxxP


                 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: 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 to which</u> 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 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.

Cross Reference Purchasing Documents

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                    02/09/11 12:25PM
                                                              FY 2011 CC 02
    Screen: ___     Doc: P100315

    C     To       To    From  From      From                Action  Action
    L   Document   Item   Cls  Document   Item    Action      Date    Time   By User
    -   -------   -----   -    -------   -----   -------   --------  -----  --------
    P   P100315    1.0     R   R100443    1.0    TRNSFR    09/15/10  13:48  WxxxxxP
    P   P100316    1.0     R   R100489    1.0    TRNSFR    09/15/10  13:52  PxxxxxP
    P   P100316    2.0     R   R100489    2.0    TRNSFR    09/15/10  13:52  PxxxxxP
    P   P100316    3.0     R   R100489    3.0    TRNSFR    09/15/10  13:52  PxxxxxP
    P   P100316    4.0     R   R100489    4.0    TRNSFR    09/15/10  13:52  PxxxxxP
    P   P100316    5.0     R   R100489    5.0    TRNSFR    09/15/10  13:52  PxxxxxP
    P   P100316    6.0     R   R100489    6.0    TRNSFR    09/15/10  13:52  PxxxxxP
    P   P100316    7.0     R   R100489    7.0    TRNSFR    09/15/10  13:52  PxxxxxP
    P   P100317    1.0     R   R100444    1.0    TRNSFR    09/15/10  13:58  LxxxxxP
    P   P100317    2.0     R   R100444    2.0    TRNSFR    09/15/10  13:58  LxxxxxP
    P   P100318    0.1     R   R100516    0.1    TRNSFR    09/15/10  14:02  WxxxxxP
    P   P100318    1.0     R   R100516    1.0    TRNSFR    09/15/10  14:02  WxxxxxP

                  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: Requisition (**R**), Purchase Order (**P**), Master Order (**M**), Bid (**B**), Exempt Purchase (**E**), or Limited Purchase (**L**).

To Document: 7 character/digits
Displays the <u>document number to which</u> 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>.

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</u> from which 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 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                              07/24/12  2:20PM
                                                           FY 2012 CC 02
   Screen: ___   SciQuest Document ID: _____   FAMIS Doc: _____

   S Document     SciQuest Doc ID           Doc Description / Error
   - --------  --------------------  ------------------------------------------
   _  00006AB  29759672              Muster Committee
   _  000060A  AB0000059             FedEx Shipping
   _  000061A  AB0000060             Greenroofplants.com - plants for Dvorak
   _  000062A  AB0000061             2010-03-10 502001166 01
   _  000063A  AB0000062             Office Max -Pens, Dividers, and Steno Pads
   _  000064A  AB0000064             Office Max Stapler & Ink Jet cartridge
   _  000065A  AB0000063             OFFICE MAX-LAUP SUPPLIES
   _  000066A  AB0000065             OfficeMax - office organizers
   _  000067A  AB0000067             Office Max - Ink and paper and other
   _  000068A  AB0000066             FedEx - shipping charges
   _  000069A  AB0000068             FedEx - Bienko Shipping Charges NC to TX
   _  00007AA  14865940              cag Office Supply 4



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

Document Number Format:

- First 2 numbers are "00" (for Master campus)
- Requisition has 2 alpha characters at the end
- Purchase Order has 1 alpha character at the end

Basic Steps
- 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
Document ID: 20 characters/digits
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 /
Error: 43 characters/digits
Displays the document summary description.

Additional Functions

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

Section VI
Appendix

Standard PF Keys

PF Keys are used in Receiving to access additional information. Wherever possible, the same assignment has been given to the same PF key, such as PF9 usually being the key used to view NOTES. Occasionally, this has not been possible and a different assignment has been made.

The following list will help you identify the functionality behind the PF keys that you will see on many of the screens in this manual.

Some screens have extended information windows assigned to various function keys that are designated at the bottom of each screen and pop-up window. Placing the cursor (or 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.

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

From within many of the pop-up windows, an additional set of extended function keys may be available for providing additional information.

Extended Function Keys

Accts   Displays a window of all responsible **accounts** and their portions of the total order.

```
   278 Document Inquiry                              03/31/04  3:07PM
                                                     FY 2004 CC 02
    Screen: ___    Document: P001235

 Do +-------------------------------------------------------------------+
    |    F5628 End of accounts on document                              |
Rei | P P001235     *** Account Distribution ***                        |
    |                                                                   |
    |   CC  FY       Account             Description        Amount      |
    |   -- ----  ----------------- -------------------- ---------------  |
    |   02 2000 144013-34400-4045 SAC - SURGERY            3,638.46     |
 LP |   02 2000 144013-44400-4045 LAC - SURGERY            1,819.77     | 9
Nbr |                             Total all Accounts *     5,458.23     |
    |                                                                   |
  S |                                                                   | Price
  - |                                                                   | ------
  _ |                                                                   | 08.80
  _ |                                                                   | 34.88
  _ |                                                                   | 57.85
  _ |                                                                   | 10.30
    |                                                                   |
Ent |          PF3= Back to 278   PF4=Exit   PF5=BBA                    | F12---
    +-------------------------------------------------------------------+
```

AdDept   Displays all **additional departments/subdepartments** that have approval and accounts on this document.

```
 280 Document Browse                                    03/31/04  3:09PM
                                                        FY 2004 CC 02

   Screen: ___    Class: P   Doc: P001235

+---------------------------------------------------------------+ -------------+
|                Additional Departments/SubDepartments          |             |
| Doc: P001248                                                  |             |
|                         Dept          SubDept                |             |
|                         -----         -------                |             |
|                         PROV          FSIS                   |             |
|                                                              |             |
|                                                              |             |
|                                                              | -845-6340   |
|                                                              | -845-3425   |
|                                                              | ED          |
|                                                              |             |
|                                                              |             |
|                                                              |             |
|                  PF3= Back to 280   PF4=Exit                 |             |
|                                                              | F11=Items   |
+---------------------------------------------------------------+ -PF11--PF12---
```

Addr   Used to include more lines of **address** information.

```
 321 Receiving Document Create (Dept.)                  03/31/04 15:09
          *DOC NOTES*                                    FY 2004 CC 02
   Screen: ___   Doc: P001235   Shipment: 1__ of 1     Add Shipment: _

   Doc Summary: VWR_____

   Rec by Dept: VTEA_   Rec by User: CARSON, CAMELIA C    Rcv Dt: 10/27/1999
        Carrier: OTHER  Carrier Doc: 1810693_____   Packing Doc: 1850032_____
 Pieces: Total: 2____      Damaged: _____           Weight-lb: _____

 Ship t +----------------------------------------------+
        |                                              |    _____  Ext: ____
        | Addr: VET MED RM 120, VTH, BLDG.508_         |    _____
        |       _____           |
        |       _____           |    778434457 Country: ___
        |       _____           |
 ------ |                                              |    -------------------------
 Docume +----------------------------------------------+ ENTIFIC PRODUCTS INC
 Start    Dt:           Cat.: BO User Ref: 144013-M00091      FOB: DP
 End      Dt:           Contact Person: CAMELIA CARSON       Ph: 409-855-5555
 Exp.Dlvry Dt:          Buyer:  KGK     KATE KARSEN X109     Ph: 409-855-3333
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp          Next  DDesc        Addr  RNote DNote INote
```

Appendix – Standard PF Keys (cont'd)

Audit Displays **<u>audit</u>** information for the line item.

```
   280 Document Browse                             03/31/04  3:18PM
                                                  FY 2004 CC 02

  Screen: ___   Class: P   Doc: P411235

 S C +------------------------------------------------------------+
 L L |                                                            | t    St
 - - |                   **** Audit Information ****               | ----- ---
 _ P |                                                            | 3.02  PRT
 _ P |     Document: P500004                                      | 2.76  PRT
 _ P |        Item:                                               | 5.47  PRT
 _ P |                                                            | 0.00  PRT
 _ P |     Date Created: 03/05/2004    Time Created: 10.29.37     | 0.80  PRT
 _ P |     Added By: LAIT02P   MITCHEL, MELINDA M                 | 1.25  PRT
 _ P |                                                            | 0.00  PRT
 _ P |    Last Modify Date: 03/08/2004 Last Modify Time: 16.48.40 | 0.00  PRT
 _ P |                                  Last Modify PGM: PNSF220  | 0.99  IP
 _ P |   Last Modify By: KxxxxN    MACEY, MARGE MJ.               |       DL
 _ P |                                                            | 1.50  CO
 _ P |                                                            |       DL
 _ P |                 PF3= Back to 280  PF4=Exit                 |       DL
     +------------------------------------------------------------+
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp         Invc  Recv  Audit Accts PIP   Headr Items Track
```

BBA Shows any over budget messages that may pertain to the **<u>budget balance available</u>**.

```
   280 Document Browse                             04/25/00 10:34AM
                                                  FY 1999 CC 02
  Screen: ___   Class: L   Doc: A000034
 S   +---------------------------------------------------------+
 L   |  F5628 End of accounts on document                      |       St
 -   |  L A000057     *** Budget Balance Available ***          | --  ---
 _   |                                                         | 2   CO
 _   |  CC  FY      Account          Over Budget Message        | 7   CO
 _   |  --  ----  ----------------  ----------------------------| 0   CO
 _   |  02 2000 270666-00000-8422 *** OVER BY 4,446.00          | 0   CO
     |                                                         | 0   CO
     |                                                         |
 Ent |                                         PF4=Exit         | F12---
     +---------------------------------------------------------+ rack
```

Bkwd Advances **<u>backward</u>** to the previous screen in the receiving process.

DDesc   Used to include **description** of **damage** about any goods that were received.

```
 321 Receiving Document Create (Dept.)                    03/31/04 15:58
          *DOC NOTES*    *INV NOTES*    *REC NOTES*        FY 2004 CC 02
   Screen: ___  Doc: P000356  Shipment: 1__ of 40   Add Shipment: _

    Doc Summary: BLANKET ORDER FOR LIQUID NITROGEN/FRED ABEGGLEN___

    Rec by Dept: CYCL_  Rec by User: BARRON, BERT B      Rcv Dt: 09/30/1999
      +-----------------------------------------------------------+ 83___
  Pi  |                                                           |
      |   Dmg Description: _____ |
  Shi |                    _____ |
      |                    _____ |___
      |                    _____ |
      |                    _____ |__
      |                    _____ |
      |                    _____ |
  --- |                    _____ |-----
  Doc |                    _____ |
  Sta |                    _____ |
  End |                                                           |-1411
  Exp +-----------------------------------------------------------+-4506
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp       Next  DDesc       Addr  RNote DNote INote
```

DlPrt   Used to **download** and **print** the screen information through Entire Connection.

```
   278 Document Inquiry                             03/31/04  3:58PM
                                                    FY 2004 CC 02
    Screen: ___    Document: P000356
                  +----------------------------------------------+
  Doc Summary:    |                                              |
      Vendor:     |   This feature is only available with Entire |
  Reimburse ID:   |   Connection. If you are not currently running|
    User Ref:     |   Entire Connection, press PF12 to cancel the|
    Doc Date:     |   request.                                   |
       Class:     |                                              |
    Category:     |      Lines of description per item 99        |
  LP Received:    |                                              | X106
  Nbr Invoices:   |   Select additional data to print with an 'X'| N
                  |                                              |
  S Line  Quan    |   Show Bidding Vendors: _                    | nded Price
  - ----- ----    |               Notes _                       | ----------
  _  1.0  167     |   Account Distribution _                    | 35195.50
  _  2.0          |          Sole source _                      |  6000.00
                  |                                              |
                  |           PF12 to Cancel                    |
  Enter-PF1---P   |                                              | 1--PF12---
        Hmenu H   +----------------------------------------------+ ht
```

DNote   Shows any **document notes** explaining additional information about the purchasing document.

```
   321 Receiving Document Create (Dept.)                 03/31/04 15:55
          *DOC NOTES*    *INV NOTES*     *REC NOTES*       FY 2004 CC 02
      +----------------------------------------------------------------+
      |                                                                |
      |  P000356   0.0                      Position at line: ___      |
      |    Line           ******** Note Text ********                  |
      |     1        >>Note entered 08/10/00 BY WILLS, WANITA W.__      | 999
      |     2        PER E-MAIL FROM MIKE MORRIS, INCREASE_____      | 4883___
      |     3        QUANTITY  TO COVER USAGE.INCREASE_____       |
      |     4        QTY. BY 12000 GALLONS (11173.20) CU FT._____      |
      | S   5        OR  $2346.37_____    |
      |     6        _____   |  ____
      |     7        >>Note entered 08/18/00 by WILLS, WANITA W.__      |
      |     8        PER E-MAIL FROM H. HARRIS, INCREASE_____      |
      |     9        ENCUMBRANCE BY 4692.74 (24000 GALLONS)_____      |  ___
      |    10        TO PAY INVOICES THRU AUGUST 31,00_____      |
      | -  11        >>Note entered 09/12/00 by WILLS, WANITA W___      | -------
      | D  12        PER EMAIL FROM MIKE MORRIS. THIS DOC             |
      | S | PF3= Back to 320  PF4=Exit PF7=PItem PF8=NItem | Page(F/B/E): _ |
      | E +----------------------------------------------------------------+  45-1411
      | E +----------------------------------------------------------------+  45-4506
   Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp             Next  DDesc       Addr  RNote DNote INote
```

Frwd   Advances **forward** to the next screen in the receiving process.

IDesc   More detailed **item descriptions** can be entered by pressing PF11.

You **must** place your cursor on the line item before pressing PF11.

```
   279 Document Line Item Inquiry                      03/31/04  3:54PM
                                                        FY 2004 CC 02
   Screen: ___     Document: P000356    Item: 1__ OF 2

          Vendor: 1vvvvvvvvv2  BOC GASES
          User Ref: 270490-00719
      +----------------------------------------------------------------+ hed
      |                                                                | -----
   It |   Item Description: Blanket order for liquid nitrogen for the____ |
      |                     period of September 1, 1999 through August___ | /2000
   I  |                     31, 2000.__12,000 gallons/mo.  144,000 gallon | 77.86
      |                     /yr (x 93.11).  13,407,840 cu. ft.= 134,078c/ |
   C  |                     cft X .21/100 cu. ft._____ |
      |                     _____ |
      |                     _____ |
      |                     _____ |
      |                     _____ |
      |                     _____ |
      |                     _____ |
      +----------------------------------------------------------------+
   Capital/Inv Flag:

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

INote   Displays any **invoice notes** that may be helpful in the routing and approval process.

```
  321 Receiving Document Create (Dept.)                    03/31/04 15:52
 +----------------------------------------------------------------+ 04 CC 02
 |                                                                |
 |    Doc      Invoice                                            |
 |    P000356  1030710_____          Position at line: ___     |
 |                                                                |
 |    Line            ******** Note Text ********         |  1999
 |    1       >>Note entered 08/09/00 by RAWLES, RHONDA____|  84883___
 |    2       TALKED TO MICHAEL TO GET WITH PURCHASING TO__|
 |    3       ADD MORE TO THE QUANTITY_____|
 |    4       _____|
 |    5       _____|  : ____
 |    6       _____|
 |    7       _____|
 |    8       _____|  : ___
 |    9       _____|
 |    10      _____|  --------
 |    11      _____|
 |    12      _____|
 |                                                                |  845-1411
 |    PF4=Exit      PF7=PInv      PF8=NInv    Page (F/B/E): _     |  845-4506
 |                                                                |  -PF12---
 +----------------------------------------------------------------+
```

Items   Provides a window showing all document **items**. From within this window, you can view multiple windows of item information.

```
   280 Document Browse                          03/31/04  3:50PM
                                                 FY 2004 CC 02
    Screen: ___    Class: P   Doc: P003002

  S C N              P U R C H A S E   O R D E R
 +-----------------------------------------------------------------+
 |   F2999 End of line items on file                               |
 |   P P003003       **** Document Item Inquiry ****               |
 |                                   PANEL: 01MORE>>               |
 | Nt Item        Description         Quantity PCd UOM    Extended |
 | -- -----  -------------------      -------- --- ---- ---------- |
 |     1.0 PLL ELECTRONIC BOX            1.00     EA     5,000.00  |
 |     2.0 QUASI OPTICAL HARMONIC MIXER W 1.00    EA     4,950.00  |
 |     3.0 WAVEGUIDE HORN                1.00     EA       510.00  |
 |     4.0 DELIVERY BY UPS               1.00     EA       280.00  |
 |                                                                 |
 |                                                                 |
 |  PF3= Back to 280   PF4=Exit      PF5=More Desc  PF6=Itm Ext  PF7=Audit |
 |  PF8=Itm Accts      PF9=Itm Notes  PF10=Left      PF11=Right   |
 +-----------------------------------------------------------------+
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp      Invc  Recv  Audit Accts PIP   Headr Items Track
```

Itm Accts   Displays the responsible **accounts** for the particular document **item** and their portions of the item total.

```
   280 Document Browse                             03/31/04  3:48PM
                                                   FY 2004 CC 02

   Screen: ___     Class: P   Doc: P003002

S  +----------------------------------------------------------------+
 + |    F5628 End of accounts on document                 | -----+
 | |  P P003003      *** Account Distribution ***         |     |
 | |                                                      |     |
 | |   CC  FY       Account          Description      Amount  |     |
 | |   -- ---- ---------------- -------------------- -------------- |     |
 | |   02 2000 241870-00002-8422 CS - BEVAN - RF# 445   2,500.00 | ---- |
 | |   02 2000 242904-00000-8422 RESEARCH EQUIP-BEVAN   2,500.00 | .00  |
 | |                           Total all Accounts *     5,000.00 | .00  |
 | |                                                      | .00  |
 | |                                                      | .00  |
 | |                                                      |     |
 | |                                                      |     |
 | |                                                      |     |
 | |                                                      | dit  |
 | |                                                      |     |
 + |                                                      | -----+
E + |     PF3= Back to 280   PF4=Exit   PF5=BBA            | ---+ -
   +----------------------------------------------------------------+ rack
```

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

```
   280 Document Browse                             03/31/04  3:48PM
                                                   FY 2004 CC 02

   Screen: ___     Class: P   Doc: P003002

 S C N                 P U R C H A S E   O R D E R
  +-----------------------------------------------------------------+ +
  |                                                                 | |
  |            **** Document Item Extended Information ****          | |
  |                                                                 | |
  |        Document: P003003 PLL ELECTRONIC BOX                     | |
  |            Item: 1.0                                            | |
  |                                    Date Created: 04/03/00        | |
  |        Quantity: 1.00              Last Modified: 04/03/00       | |
  |             UOM: EA                                             | |
  |      Unit Price: 5000.0000           Commodity: 93863           | |
  |  Extended Price: 5000.00                   Tax:                 | |
  |         Proc Cd:                         Print: Y               | |
  |                                                                 | |
  |                                                                 | |
  |         PF3= Back to 280   PF4=Exit                             | |
  |                                                                 | +
E +-----------------------------------------------------------------+ -
    Hmenu Help  EHelp        Invc  Recv  Audit Accts PIP   Headr Items Track
```

Itm Notes   Displays **item notes** that have been added to a particular document item. Use the **Position at Line:** field to start the text at a particular line. The **Page (F/B/E):** field scrolls **F**orward and **B**ackward through the text, and **E**nd will exit the window.

```
280 Document Browse                                   03/31/04  3:46PM
                                                      FY 2004 CC 02
+-----------------------------------------------------------------+
|  F7468 Note not found on file                                   |
|  A000068   1.0                            Position at line: ___  |
|    Line             ******** Note Text ********            | ------+
|                  _____     |      |
|                  _____     |      |
|                  _____     |      |
|                  _____     | d    |
|                  _____     | -----|
|                  _____     | 0.00 |
|                  _____     |      |
|                  _____     |      |
|                  _____     |      |
|                  _____     |      |
|                  _____     |      |
|                  _____     |      |
|    PF3= Back to 280  PF4=Exit PF7=PItem PF8=NItem  Page(F/B/E): _ | udit |
|                                                                 |      |
+-----------------------------------------------------------------+ ------+
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
          Hmenu Help  EHelp     Invc  Recv  Audit Accts PIP   Headr Items Track
```

Invc   Displays **invoices** for the document. Information on this pop-up includes invoice number, status, date paid, and the amount of the invoice(s).

```
280 Document Browse                                   03/31/04  3:40PM
                                                      FY 2004 CC 02
  Screen: ___    Class: P   Doc: P003473
+-----------------------------------------------------------------+
|                                                                 |
|              *** Invoices for Document   P003473 ***            |
|                  No.               M Vchr        Vchr           |
|   Invoice No.   Items      Date    St St  FY  Voucher P Stat       Amount |
|   -----------   -----   ----------  -- --  ----  -------  - ----   -------------- |
|   6996            3    05/25/2000  CO MS 2000 5856132  Y RECN      55933.95 |
|   7195            1    06/08/2000  CO MS 2000 5856125  Y RECN      13589.40 |
|                                                                 |
|                                                                 |
|                                                                 |
|                                                                 |
|                                                                 |
|                   ** End of Invoices **                         |
+-----------------------------------------------------------------+
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
          Hmenu Help  EHelp     Invc  Recv  Audit Accts PIP   Headr Items Track
```

Left   Some windows are made up of several adjacent panels. These will be designated by the word **Panel: ##** appearing in the window. Pressing this key scrolls the panel to the **left**.

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

```
   280 Document Browse                               03/31/04  3:38PM
                                                     FY 2004 CC 02

   Screen: ___    Class: P    Doc: P003473

 S +-----------------------------------------------------------------+   ----------+
   |                                                               | |          |
   |  Doc: P P003473    **Document Item Inquiry **                 | |          |
   | Item: 1.0                                                     | |          |
   |                                                               | |          |
   | Line           Item Description                              | | ended    |
   | ----   ------------------------------------------            | | -------- |
   |    1   Cisco IPVC-3520-GW-4V Gateway                         | | 3,589.40 |
   |    2   Commodity Code:  204-64                               | | 8,220.15 |
   |                                                              | | 7,918.65 |
   |                                                              | | 9,795.15 |
   |                                                              | |          |
   |                                                              | |          |
   |               ** End of description List **                  | |          |
   |                                                              | | F7=Audit |
   |            PF3= Back to 280          PF4=Exit                | |          |
   +----------------------------------------------------------------+  ----------+
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
         Hmenu Help  EHelp        Invc  Recv  Audit Accts PIP   Headr Items Track
```

Next   Advances to the **next** screen in the receiving process.

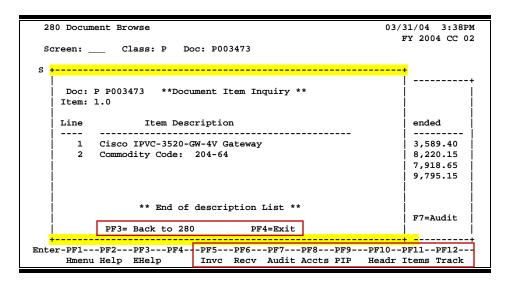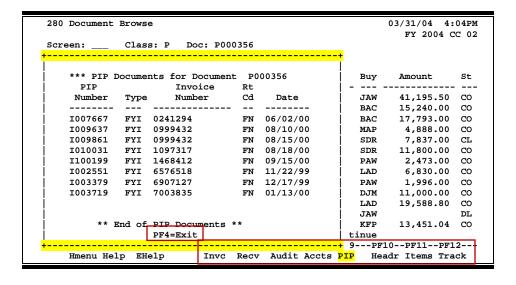**Notes**   Displays any **notes** attached to the document header. Use the Position at Line: field to start the text at a particular line. The Page (F/B/E): field scrolls **F**orward and **B**ackward through the text, and **E**nd will exit the window.

```
   280 Document Browse                               03/31/04  3:36PM
                                                     FY 2004 CC 02
   +-----------------------------------------------------------------+
 + |                                                               | |
   |  P003473   0.0                     Position at line: ___     | | ------+
   |    Line              ******** Note Text ********             | |      |
   |    1        >>Note entered 05/23/00 BY DAVIS, DANA_____    | |      |
   |    2        ASKED TO REPRINT WITH CHANGES_____    | |      |
   |    3        CANCEL REPRINT - BCK HAD ASKED FOR A REPRINT_    | |      |
   |    4        ON 5/22/00_____       | |      |
   |    5        >>Note entered 05/25/00 by CHAUS, CELINE_____    | |      |
   |    6        VENDOR NOTIFIED US THAT ITEM NUMBER 3 IS ON__    | |      |
   |    7        BACK ORDER.  OTHER ITEMS CAN BE SHIPPED NOW._    | |      |
   |    8        VENDOR WANTS PURCHASE ORDER TO STATE THAT DE-    | | 08   |
   |    9        PARTMENT WILL PAY FOR EQUIPMENT AS IT IS IN-_    | | 25   |
   |    10       VOICED.  NICK NORRISE AT KZZU AGREED TO THIS_    | |      |
   |    11       REQUEST._____      | |      |
   |    12       _____         | |      |
   |    PF3= Back to 280  PF4=Exit PF7=PItem PF8=NItem  Page(F/B/E): _  | |
   |                                                               | |      |
   +---------------------------------------------------------------+  ms  |
   +-----------------------------------------------------------------+
         Hmenu Help  EHelp        Invc  Recv  Audit Accts PIP   Headr Items Track
```

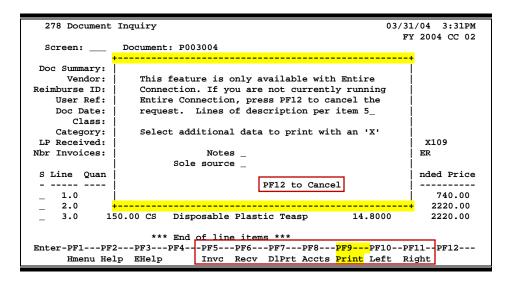**PDesc**　　　　More **purchasing** document **description** can be seen by pressing PF11.

```
  323 Receiving Single Item Create DEXL MARKETING LP          03/31/04 15:34
                                                              FY 2004 CC 02
    Screen: ___   Doc: P003002  Shipment: 1__   Item: 1__

            Accepted      ---- Rejected ----    Back Ordered     Late
     UOM     Quantity      Quantity  Quality     Quantity      Quantity
     EA__    7.00_____   _____   _        _____    _____

            Date Received: 04/24/00
            Item Description: _____
        +------------------------------------------------------------+
        |                                                            |
   ---  |   ITEM Description: Reference quote 39952541. Dexl Dimension XPST |  ----
        |                     computers with the following specifications:_ |
        |                     _____    |
        |                     *Dimension XPS T600r, Pentium III Processor__ |  FX
    04  |                      at 600r MHz (220-2129)_____  |  Y
        |                     *3.5", Floppy Drive, Factory Install_____ |
        |                      (340-2409)_____    |
        |                     *EducateU Information/TechSheet, English, for |
        |                      EducateU WEB Based Training (310-8921)_____ |
    Ent |                     *Spire I-Learn 1.0, Windows 98, Tutorial, No_ |  12---
        +------------------------------------------------------------+
```

PIP　　　　Displays PIP documents.

```
  280 Document Browse                                         03/31/04  4:04PM
                                                              FY 2004 CC 02
    Screen: ___    Class: P   Doc: P000356
  +---------------------------------------------------+
  |                                                   |  Buy    Amount    St
  |    *** PIP Documents for Document  P000356        | - --- ------------- ---
  |     PIP             Invoice   Rt                  | JAW   41,195.50  CO
  |    Number    Type   Number    Cd     Date         | BAC   15,240.00  CO
  |    --------   ---   -------------- --  --------    | BAC   17,793.00  CO
  |    I007667   FYI   0241294    FN  06/02/00         | MAP    4,888.00  CO
  |    I009637   FYI   0999432    FN  08/10/00         | SDR    7,837.00  CL
  |    I009861   FYI   0999432    FN  08/15/00         | SDR   11,800.00  CO
  |    I010031   FYI   1097317    FN  08/18/00         | PAW    2,473.00  CO
  |    I100199   FYI   1468412    FN  09/15/00         | LAD    6,830.00  CO
  |    I002551   FYI   6576518    FN  11/22/99         | PAW    1,996.00  CO
  |    I003379   FYI   6907127    FN  12/17/99         | DJM   11,000.00  CO
  |    I003719   FYI   7003835    FN  01/13/00         | LAD   19,588.80  CO
  |                                                   | JAW              DL
  |       ** End of PIP Documents **                  | KFP   13,451.04  CO
  |              PF4=Exit                             | tinue
  +---------------------------------------------------+ 9---PF10--PF11--PF12--
         Hmenu Help  EHelp       Invc   Recv  Audit Accts PIP   Headr Items Track
```

Print   Print selected information through Entire Connection.

```
    278 Document Inquiry                             03/31/04  3:31PM
                                                     FY 2004 CC 02

    Screen: ___     Document: P003004
                       +----------------------------------------------------+
 Doc Summary:          |                                                    |
     Vendor:           |    This feature is only available with Entire      |
Reimburse ID:          |    Connection. If you are not currently running    |
    User Ref:          |    Entire Connection, press PF12 to cancel the      |
    Doc Date:          |    request.  Lines of description per item 5_       |
       Class:          |                                                    |
    Category:          |    Select additional data to print with an 'X'     |
 LP Received:          |                                                    |  X109
Nbr Invoices:          |              Notes _                               |  ER
                       |          Sole source _                             |
 S Line   Quan         |                                                    |  nded Price
 - -----  ----         |               +--------------+                     |  ----------
    _   1.0            |               | PF12 to Cancel|                     |    740.00
    _   2.0            +---------------+--------------+---------------------+    2220.00
    _   3.0       150.00 CS    Disposable Plastic Teasp       14.8000           2220.00

                       *** 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
```

RDesc   More **receiving** item **descriptions** can be seen by pressing PF10.
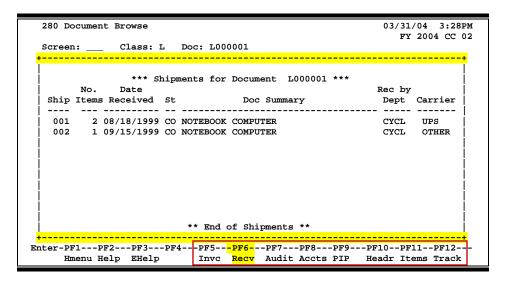
```
    322 Receiving Item Create       ONESOURCE-DALLAS          03/31/04 15:30
                                                              FY 2004 CC 02
    Screen: ___   Doc: P003004   Shipment: 1__   Item: 1__
                                                Pg 1   of   1 Viewed Pg(s)
                    Qty         Accepted     Total             Current
    Item   UOM    Ordered     Other shps    Accepted          Shipment  Qlty
    1.0    CS__     50.00                      50.00  Accept:  50.00_____
           +----------------------------------------------------------------+  _
           |                                                                |
           | Item Description: Disposable Plastic Knives_____ |
           |                   Material: Polystyrene_____ |  _
           |                   Weight:   Heavy_____ |
           |                   Color:    Clear_____ |
           |                   Pack:     1000 Ct. Bulk_____  |  _
           |                   Brand: SWEETHEART # GDC6KN_____   |
           |                   _____ |
           |                   _____ |
           |                   _____ |
           |                   _____ |
           |                   _____ |
           |                                                                |
           +----------------------------------------------------------------+
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
         Hmenu Help  EHelp     Next  AcScr Bkwd  Frwd  RNote AcAll RDesc
```

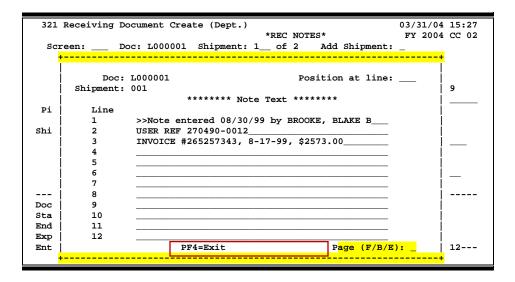**Recv**   View the **receiving** information on a document, including date received, status, and shipping information.
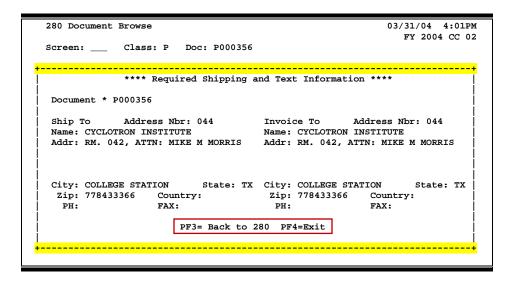
```
   280 Document Browse                              03/31/04  3:28PM
                                                     FY 2004 CC 02
   Screen: ___    Class: L    Doc: L000001
  +-----------------------------------------------------------------+
  |                                                                 |
  |            *** Shipments for Document  L000001 ***              |
  |     No.    Date                                    Rec by       |
  |  Ship Items Received  St         Doc Summary      Dept  Carrier |
  |  ---- --- ---------- -- ------------------------- ----- ------- |
  |   001    2 08/18/1999 CO NOTEBOOK COMPUTER         CYCL   UPS    |
  |   002    1 09/15/1999 CO NOTEBOOK COMPUTER         CYCL   OTHER  |
  |                                                                 |
  |                                                                 |
  |                                                                 |
  |                                                                 |
  |                                                                 |
  |                                                                 |
  |                                                                 |
  |                     ** End of Shipments **                      |
  |                                                                 |
  +-----------------------------------------------------------------+
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp     Invc  Recv  Audit Accts PIP  Headr Items Track
```

Right   Some windows consist of several adjacent panels of information. These will be designated by the word Panel: ## appearing in the window. Pressing this key scrolls the panel to the **right**.

RNote   **Receiving note** used to document additional information when an item is received.

```
   321 Receiving Document Create (Dept.)             03/31/04 15:27
                                       *REC NOTES*    FY 2004 CC 02
   Screen: ___   Doc: L000001  Shipment: 1__ of 2    Add Shipment: _
         +---------------------------------------------------------+
         |                                                         |
         |     Doc: L000001                 Position at line: ___  |
         |  Shipment: 001                                          | 9
         |              ******** Note Text ********                |
    Pi   |     Line                                                | _____
         |       1       >>Note entered 08/30/99 by BROOKE, BLAKE B___ |
    Shi  |       2       USER REF 270490-0012_____     |
         |       3       INVOICE #265257343, 8-17-99, $2573.00_____ | ___
         |       4       _____ |
         |       5       _____ |
         |       6       _____ | __
         |       7       _____ |
    ---  |       8       _____ | -----
    Doc  |       9       _____ |
    Sta  |      10       _____ |
    End  |      11       _____ |
    Exp  |      12       _____ |
    Ent  |           PF4=Exit                Page (F/B/E): _        | 12---
         +---------------------------------------------------------+
```

Ship   Displays the Ship To and Invoice To addresses for the document.

```
   280 Document Browse                              03/31/04  4:01PM
                                                    FY 2004 CC 02

   Screen: ___    Class: P   Doc: P000356

+------------------------------------------------------------------------+
|                **** Required Shipping and Text Information ****         |
|                                                                        |
|  Document * P000356                                                    |
|                                                                        |
|  Ship To       Address Nbr: 044        Invoice To      Address Nbr: 044 |
|  Name: CYCLOTRON INSTITUTE             Name: CYCLOTRON INSTITUTE        |
|  Addr: RM. 042, ATTN: MIKE M MORRIS    Addr: RM. 042, ATTN: MIKE M MORRIS |
|                                                                        |
|                                                                        |
|                                                                        |
|  City: COLLEGE STATION     State: TX  City: COLLEGE STATION    State: TX |
|   Zip: 778433366    Country:           Zip: 778433366    Country:       |
|    PH:          FAX:                    PH:          FAX:               |
|                     PF3= Back to 280  PF4=Exit                          |
|                                                                        |
+------------------------------------------------------------------------+
```

Sole/Emer   Displays the **Sole Source** and **Emergency** purchase reasons.

```
   280 Document Browse                              03/31/04  4:01PM
                                                    FY 2004 CC 02

   Screen: ___    Class: P   Doc: P000356

+------------------------------------------------------------------------+
|                                                                        |
|            **** Sole Source and Emergency Information ****              |
|                                                                        |
|   Document: * P000356                                                  |
|                                                                        |
|   Sole Source (Y/N): N  Reason:                                        |
|                                                                        |
|    Emergency (Y/N): N  Reason:                                         |
|                                                                        |
|                                                                        |
|                     PF3= Back to 280  PF4=Exit                         |
|                                                                        |
+------------------------------------------------------------------------+
| PCC Code:                          LDT Code:                           |
|    PF3= Back to 280  PF4=Exit    PF5=AdDept   PF6=Ship                  |
|    PF7=Sug. Vndr     PF8=Accts   PF9=Notes    PF10=Sole/Emer.  PF11=Items |
+------------------------------------------------------------------------+
```

Track   Displays a document **tracking** window identifying all types of **action** that have gone against this document. From within this window you may track any of the related documents by placing the cursor on any of the window lines and pressing <PF12> again.

```
   280 Document Browse                                03/31/04  4:03PM
                                                      FY 2004 CC 02

   Screen: ___    Class: P   Doc: P000356

 S C N    +------------------------------------------------------------+
 L L T  Doc |                                                          | St
 - - - ------- | P P000356          Document Tracking                 | ---
 _ P * P000356 |                                                       | CO
 _ P * P000357 |        Class  Document  Item    Action    Date   Time | CO
 _ P * P000358 |        -----  --------  -----  --------  -------- ----- | CO
 _ P   P000359 |  From    R    R903174    1.0             08/20/99 11:05 | CO
 _ P * P000360 |  From    R    R903174    2.0             08/20/99 11:05 | CL
 _ P   P000361 |  To                             CREATE   08/20/99 11:05 | CO
 _ P   P000362 |  To                             CLOSED   08/20/99 11:36 | CO
 _ P * P000363 |  To                             REOPEN   08/24/99 22:11 | CO
 _ P   P000364 |  To                             CLOSED   08/24/99 22:12 | CO
 _ P   P000365 |  To                             REOPEN   08/10/00 10:41 | CO
 _ P   P000366 |  To                             CLOSED   08/10/00 10:46 | CO
 _ P * P000367 |                                                        | DL
 _ P * P000368 |          PF3= Back To 280  PF4=Exit  PF12=Track        | 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
```

Vndr   Displays all suggested **vendor** sources on a document.

```
   280 Document Browse                                03/31/04  4:11PM
                                                      FY 2004 CC 02

   Screen: ___    Class: B   Doc: B000003

 +------------------------------------------------------------------------+
 |                                                                        |
 |                   **** Suggested Vendors Information ****              |
 |                                                                        |
 |  Document:   B000013                                                   |
 |                                                                        |
 |   VID: 1vvvvvvvvv0 or FEI:          VID:          or FEI:             |
 |        OLD ENGLAND BIOLABS INC                                        |
 |  Addr: 30 TILZE ROAD                Addr:                             |
 |        BEVERLY MA 01111                                               |
 |                                                                        |
 |    PH: 800-677-7777 FAX: 508-999-1111   PH:          FAX:            |
 |                                                                        |
 |                   PF3= Back to 280   PF4=Exit                         |
 +------------------------------------------------------------------------+
 |  PF3= Back to 280  PF4=Exit    PF5=AdDept   PF6=Ship                  |
 |  PF7=Sug. Vndr     PF8=Accts   PF9=Notes    PF10=Sole/Emer.  PF11=Items |
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
```

Instructions

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

3270 Emulation Keys

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

PF Keys
When a key is listed as **PFn** , PF represents <u>P</u>rogram <u>F</u>unction. 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, a combination of the ALT key and the number 1 will represent the PF1 key.

At the bottom of the FAMIS screens, there are PF keys listed that can assist with use of the screen. For example, on Screen 104, Voucher Create, the bottom of the screen shows the PF10 with the word 'Desc' under it. This means that by pressing the PF10 key, a longer description may be entered.

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

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

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

RESET Key
After pressing <ENTER> to process data information, note the status bar at the bottom of the screen. When the system is processing information, the symbol "**X ( )**" or ⧗ 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 inputted. On most PCs, the correct key to use is the **END** key on the numeric keypad.

HOME Key

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

Protected Area

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

Action Line/Context

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

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

The <**ENTER**> key <u>must</u> 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 that can be used to scroll forward, backward, left, and right. These PF keys are displayed at the bottom of the screens with that function.

Help

HELP functions are available for many screen fields in FAMIS. 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, but there are a few screens on which pressing <ENTER> will take you back to the original screen.

Field Help Using the F2 Program Function Key

On selected fields, additional information can be displayed using the F2 program function key. This HELP information is accessed by moving the cursor to the field in question and pressing the F2 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: 5uuuuuuu4 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
```

The first help screen describes the field; pressing <ENTER> will display the valid values for the field.

```
    Flag to indicate what action to take with balance at year
    end.
```

```
          *** 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)
```

Question Mark (?) Help

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

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

Screen 002 - GL 6 Digit

```
  002 GL 6 Digit                                      08/01/11 09:17
                                                      FY 2011 CC 02
    Screen: ___   Account: 010100 ____  ED & GEN INCOME-TUITION

 Account Title: ED & GEN INCOME-TUITION_____            SRS: _
    Resp Person: 5uuuuuu4 MASON, MOLLY M          Old Acct: NA_____
 Year-end Process: F    Reclassify: _   Reporting Group: __  Aux Code: ___
    AFR Fund Group: ?_    Fund Group: FG   Sub Fund Group:      Sub-Sub: __
         Function: __

    Default Bank: 06000     Override: Y      SL Mapped Count: 22
 Alternate Banks: *****  _____  _____  _____  _____  Security: _____

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


 Fund Source: __ _____   Account Letter: Y
  Long Title: EDUCATIONAL AND GENERAL INCOME - TUITION   Setup Dt: 08/26/1991
                  _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp      Next
```

Screen 002 - GL 6 Digit - Fund Group ?-Help Pop-Up Window

```
   Field: FG-FS-FUND-GR                     File: IAFRS-GENERAL-SUBSIDIARY-LEDGER
        +----------------------------------------------------------------+
        |                                                                |
        |             *** D I C T I O N A R Y - H E L P ***              |
        |                                                                |
        |   VALUES                        MEANING                        |
        |   ----------------------------  ----------------------------   |
        |   AG                            AGENCY                         |
        |   AN                            ANNUITY & LIFE INCOME          |
        |   AX                            AUXILIARY                      |
        |   BLANK                         NOT SPECIFIED                  |
        |   DS                            DESIGNATED                     |
        |   EN                            ENDOWMENTS                     |
        |   FG                            FUNCTIONAL AND GENERAL         |
        |   IS                            INTEREST & SINKING             |
        |                                                                |
        |   Lookup Value / . Menu  _____         |
        |   Rule : IAFRS-FG-FS-FUND-GR          Default value is:        |
        |   View : IAFRS-GENERAL-SUBSIDIARY-LEDGER                       |
        |   Field: FG-FS-FUND-GR                                         |
        |                                                                |
   PAGE |   PF1=Menu PF4=Exit                                            |
   PF1=M +----------------------------------------------------------------+ ___
```

Receiving Screens List

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 into which the screen to be accessed and the key of the data to be addressed are input and displayed.

Alias

A commonly used name for a 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)

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

B

Bank Transfer

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

Batch/Session

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

Batch Interface

A type of interface where one system generates transactions to be batched for input into another system.

BBA

See Budget Balance Available.

Budget

A plan of revenue and expenditures for an accounting period expressed in monetary terms.

Budget Balance Available (BBA)

That portion of budget funds that is unspent and unencumbered.

Budget Pool

A budget summarized at significant levels of revenue or expense. A single pool of money defined for use by specific object codes.

C

Cash

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

Cash Disbursement

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

Cash Receipt

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

Chart of Accounts

A listing, at the 6-digit level, of all account numbers within FAMIS. Sometimes the COA defines the accounts at the 10-digit level as well.

Check Override

The ability to bypass, on an individual-voucher basis, controls that were previously set for all vouchers.

Claim-On-Cash

The share of ownership that an account has in the institution's money.

Clearing Account

A temporary summary account (such as a payroll account) which is periodically set to zero.

COA

See Chart of Accounts.

Compound Journal Entry

A two-sided transaction that posts debits and credits.

Context

The information that identifies the record being displayed or to be displayed by the system.

Credit Memo

The reduction of a payable previously paid or still open. A credit memo may result from overpayment, overbilling, or the return of goods.

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.

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.

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; OR an area on a screen that allows data entry.

File

A storage area established within a computer system or database for organizing similar kinds of data.

Financial Accounting (FA)

A Financial Records System application that balances the General and Subsidiary ledgers while providing a complete audit trail of all transactions.

Financial Records System (FRS)

A system that supports the financial record-keeping and reporting of a college or university.

Financial Transaction

An entry made to the system to record information.

Flag

A data element used to set controls or conditions on a process or program.

Freeze Flag

A data element whose condition indicates that new transactions cannot be posted. This includes no feeds or invoice postings for this document.

FRS

See Financial Records System.

Fund

An accounting entity (a 6-digit GL account) with a self-balancing set of 10-digit accounts for recording assets, liabilities, a fund balance, and changes in the balance.

Fund Balance

The equity of a fund (the difference between assets and liabilities).

Fund Group

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

Fund Group ID

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

Fund Transfer

A movement of dollars from one fund balance to another.

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 document number, date, and amount.

HELP

An online feature which accesses PREDICT in order to supply descriptions, valid values, and suggested actions.

I

Indirect Updating

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

Inquiry Screen

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

Interface

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

Interfund Borrowing

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

J

JCL

See Job Control Language.

Job Control Language (JCL)

A problem-oriented language used in IBM that expresses the statements of a processing job. It is also used to identify the job or describe its requirements, usually to an operating system.

Journal Entry

A non-cash transfer of dollars between two or more accounts.

L

Ledger

A collection of account records for an organization. FRS contains two ledgers: the GL (balance sheet) and the SL (revenue and expense). See also General Ledger and Subsidiary Ledger.

Liability Account

In AP, a GL account that is credited for the liability when a voucher is processed. Any GL account that accepts a transaction creating a liability.

M

Map Code

A five-digit attribute code in an SL account indicating the GL Fund ID to which it relates.

Memo Bank Account

An account that represents the balances of demand deposits for operating accounts.

Menu

A screen containing a list of available processes, screens, or other menus.

N

Name Rotation

A feature that allows users to print a vendor name in one format on checks and then rotate it to another format for sorting on reports.

O

Object Code

A four-digit number identifying specific items of revenue/expense or attribute records.

P

Parameter

A variable that is assigned a constant value for a specific purpose or process. It provides the user with defined choices for report selection, processing, or output requirements.

R

Regular Order

A type of purchase order that denotes a typical order.

Remit-To Address

The address to which the check for goods and/or services rendered will be sent.

Requisition

A type of document that internally requests that goods and/or services 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.

Run Parameter

A parameter from a control record or a program control transaction (as opposed to a file maintenance transaction).

S

6-Digit Account

For GL: An entity that consists of a self-balancing set of 10-digit accounts.
For SL: An entity of revenues and/or expenses

Screen HELP

An 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.

Session

A control mechanism to track real-time posting of a group of financial transactions in order to provide an audit trail.

SL

See Subsidiary Ledger.

Split Encumbrance

An encumbrance which applies to several accounts.

Standing Order

A type of purchase order used for (recurring) services like those provided by the telephone and electric companies.

Subcode

Four digits appended to the account ID to identify attributes and dollar records within an account.

Subsidiary Ledger

Revenue and expenditure accounts for the institution. All SL account numbers begin with a ledger number of 1 through 9.

Suspense Account

A GL clearing account reflecting real dollar activity directed to the Suspense File.

T

1099 Vendor

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

1099 Voucher

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

10-Digit Account

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

Tax Code

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

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

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

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

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

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 all attributes, dollar data, and control information for all vendors.

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