

FAMIS Annual Financial Reporting User Manual

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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 Automated Financial Reporting module 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, Purchasing, Receiving, Fixed Assets, and Sponsored Research. Manuals for these applications are either currently available or in the process of being developed.

The materials are grouped according to functions. 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 create/modify an Annual Financial Report and access report summary information.

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

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Table of Contents

	<u>PAGE</u>
I Introduction	
M001, M17, Annual Financial Report (AFR) Menus.....	I-7
M19, M20	I-8
II Annual Financial Reports	
Overview	II-3
Report Preparation Process.....	II-3
Manual Entries.....	II-4
Data Signs	II-5
III Report Maintenance	
Screen 173 Report Create	III-3
Run Sequence	III-4
Screen 174 Report Section Maintenance.....	III-6
Report Type	III-7
Program Name.....	III-7
Suppression of Lines with No Dollar Data	III-7
Data Extraction	III-7
AFR Process Flow	III-8
Choose DB/Col/Sort/Prev/None.....	III-8
Screen 175 Report Column Maintenance	III-13
Screen 181 Report Column Reassignment Maintenance	III-18
Screen 176 Report SuperHeader Maintenance	III-20
Screen 177 Report Sort Order Maintenance	III-22
Screen 178 Function/Sponsor Code Maintenance	III-24
Screen 179 Line Item Definition Maintenance	III-26
Function	III-26
Levels – Heading and Sub	III-26
Line Type.....	III-27
Total Lines or Report Levels.....	III-27
Description.....	III-28
Multiple Columns Inclusion	III-28
Column.....	III-28
Value Indicator.....	III-28
From and To Fields.....	III-28
Screen 180 Extended Line Item Maintenance	III-34
Manual Entries.....	III-34
Update fields.....	III-35
Query Fields	III-35
Screen 182 PostScript Parameter Table.....	III-38
Screen 170 Copy Report Specifications.....	III-41

Table of Contents (cont'd)

	<u>PAGE</u>
IV Report Print	
Screen 171	Print Report IV-3
	Work Order Numbers IV-4
	Print a Report and Report Specifications..... IV-4
	Campus Selection..... IV-4
	Suppression of Lines with No Dollar Data IV-4
	Recalculation..... IV-4
Screen 172	Print Group Report IV-9
	Print Reports and Report Specifications..... IV-9
	Campus Selection..... IV-10
	Suppression of Lines with No Dollar Data IV-10
V Delete Screens	
Screen 186	Delete Section/Hdr-SubHdr/MUQ V-3
Screen 185	Delete Report V-6
VI Financial Screens	
Screen 192	Report Summary VI-3
Screen 193	Manual/Update Entry Summary VI-5
Screen 194	Work Order Summary VI-9
VII Control Screens	
Screen 201	Printer Table VII-3
Screen 203	Campus Control Table VII-5
FRS Screen 853	Generic Table for AFR Report Submission Control VII-9
VIII Sample Report and Specifications	
	Report Specifications..... VIII-3
IX Appendix	
	Instructions..... IX-3
	Standard PF Keys IX-8
	Screens List IX-10
	Glossary IX-12

Annual Financial Reporting Menus

Three menus in the Annual Financial Reporting Module will advance you to the screens necessary to input information, browse available data, and print reports. Menu 001 provides a starting point to access the Annual Financial Report Module.

Menu 001 – Annual Financial Report Main Menu

```
001 Annual Financial Report Main Menu                                04/03/13 09:03
                                                                    FY 2013 CC 02
Screen:  __  Report Code:  _____  FAMIS NEW APPLICATION

* ----- AFR Menu ----- *

M17 Report Maintenance Menu
M19 Report Inquiry Menu
M20 Tables Menu

* ----- Other Menus ----- *

FFX Fixed Assets Module
FRS Financial Records System
GCP General Construction Projects
SPR Sponsored Research Module

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

The AFR Report Maintenance Menu (M17) provides a list of update screens. From this menu, you can access the screens necessary to submit information for printing the schedules and exhibits on the Annual Financial Report.

Menu M17 – Report Maintenance Menu

```
M17 Report Maintenance Menu                                        04/03/13 09:04
                                                                    FY 2013 CC 02
Screen:  __

* ----- Maintenance Screens ----- *  * ----- Delete Screens ----- *

173 Report Create                                                185 Delete Report
174 Report Section                                              186 Delete Section/Hdr-SubHdr/MUQ
175 Report Column
176 Report Superheader
177 Report Sort Order
178 Function/Sponsor Code
179 Line Item Definition
180 Extended Line Item
181 Report Column Reassignment
182 PostScript Parameter Table

* ----- Submit Screens ----- *

170 Copy Reports
171 Print Report
172 Print Group Reports

* ----- Other AFR Menus----- *

001 AFR Main Menu
M19 Report Inquiry Menu
M20 AFR Tables Menu

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

Annual Financial Reporting Menus (cont'd)

The Report Inquiry Menu (M19) allows you to access the AFR inquiry screens for accessing summary information for the reports available in this module.

Menu M19 – AFR Report Inquiry Menu

```
M19 AFR Report Inquiry Menu                                04/03/13 09:05
                                                         FY 2013 CC 02

Screen: ____

          * ----- Inquiry Screens ----- *
                192 Report Summary
                193 Manual/Update Entry Summary
                194 Work Order Summary

          * ----- Other AFR Menus ----- *
                001 AFR Main Menu
                M17 Report Maintenance Menu
                M20 AFR Tables Menu

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

Control screens provide control for various functions. From Menu M20 you will be able to control what reports you want to print, the output instructions for these reports, and see the AFR campus permissions table.

Menu M20 - AFR Tables Menu

```
M20 AFR Tables Menu                                    04/03/13 09:05
                                                         FY 2013 CC 02

Screen: ____

          * ----- Tables Screens ----- *   * ----- Other AFR Menus ----- *
                201 Printer Table                    001 AFR Main Menu
                203 Campus Control Table              M17 Report Maintenance Menu
                                                         M19 Report Inquiry Menu
                805 GL Subcode Descriptions          882 Current Session Campus / FY
                806 SL Subcode Descriptions
                899 Maintain Dictionary Values
                900 Batch Report Specification

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


Section II

Annual Financial Report Overview

Annual Financial Report Overview

The AFR module in FAMIS provides a tool for preparation of the Annual Financial Report. This is a separate module in FAMIS comparable to FRS, FFX, and SPR. Screen security controls access to the information.

The AFR module functions as an automated report writer. Report data is defined with rows and columns similar to working with a spreadsheet. Functions available include the ability to copy existing reports to create new reports, modify report definitions, modify specific cell data through manual entries, and print the annual financial report.

We anticipate that users will be able to use this module to define and create their own “user” reports in the future.

For TAMUS, most report definition will be done by the TAMUS Office of Budgets and Accounting using the Master Campus (CC=00). All Member campuses will have inquiry to the report definitions stored on the master campus.

For some AFR reports, the required data is not available in FAMIS. These reports will require manual entry by each System Member.

Report Preparation Process

1. **Define the Report (Screen 173)**

The TAMUS Office of Budgets and Accounting defines the report with general information such as title and type: exhibit, schedule, or user defined report. This step is the framework that will be used to build the report.

For the AFR, both schedules and exhibits are necessary. Schedules generally rollup into exhibits. The term report is used generically to describe both.

2. **Define each Section (Screen 174)**

Each section of the report is defined here. This screen defines the number of columns, where the data will be gathered, and the program name for each section.

3. **Define each Column (Screen 175)**

Each column for a given section is defined on this screen. This includes a further breakdown of what data will be reported in the column, whether to reverse the sign of the dollar data, and how the column heading text will read.

Column processing is performed before row processing.

4. **Define sort priority (Screen 177)**

This will be automated for exhibits and schedules.

Annual Financial Report Overview (cont'd)

5. **Define each Row (Screen 179)**

The row text will be defined on this screen in the order in which it will appear on the printed report. This screen may display headings, totals, footnotes, and extra line commands.

6. **Print the Report (Screen 172)**

Reports are printed in an overnight batch process due to the potential competition with the online system for resources. Online processing is given processing priority in an effort to keep system response time to a minimum. [Screen 171](#) is used to print a single report, whereas [Screen 172](#) is used to print multiple reports.

Manual Entries

Each Member will be required to make manual entries during the AFR process.

Manual entries will be done on the Member campus, while the report itself will be stored on the Master campus. Each manual entry requires a justification reason, which is entered on a pop-up window on [Screen 180](#). A manual entry will automatically create a manual line on [Screen 179](#).

If "M" (for "manual" entry) is displayed in the **Line Typ** field on [Screen 179](#), a manual entry line is automatically created on [Screen 180](#). This line may or may not already contain a manual column or amount for your agency.

Manual Entry Steps

To select a row or cell for a manual entry from [Screen 179](#):

- ⇒ Position the cursor in the **Fn** field next to the line where the manual entry must be made.
- ⇒ Type "X" in the **Fn** field and press <ENTER>. This will take you to [Screen 180](#), where the manual data will be included.

To enter data on [Screen 180](#):

- ⇒ Type your campus code and the AFR month in the **Manual CC** field and **Manual Month** field and press <ENTER>.
- ⇒ Type the number of the column, if not already displayed, where the manual entry dollar amount is to print in the **Col** field.
- ⇒ Type the manual entry dollar amount that will be used in the **Amount** field.

Be sure to include the decimal point and precede the amount with a minus sign if it is a negative number. The amount entered is added or subtracted from a cell. The number must be signed the same as the original number to increase its value and signed opposite to decrease the value.

Data Signs

Generally revenues, fund additions, and fund balance are stored in FAMIS as negative numbers. Expenditures and fund deductions are signed as positive numbers. There are times that these signs will need to be reversed to produce the AFR.

This can be done in four separate places:

Screen 175 (column definition)

Screen 179 (row definition)

Screen 180 (extended line item)

Screen 181 (reassignment screen)

It should be noted that each sign change on the same data negates the previous change. Because of this and the way the data is originally signed in FAMIS, you must be very careful that you are performing the correct arithmetic on the data you are preparing. Manual entries require special care.

When printed, dollar signs appear in each column of the first detail line of a new page and in the first detail line after an underline.

Section III

Report Maintenance

Report Create

FAMIS will allow you to create report definitions for exhibits and schedules that are needed for the Annual Financial Reports. The initial report definitions for all the AFR Exhibits and Schedules will be created on the Master Campus using [Screen 173](#). The **TAMUS Office of Budgets and Accounting** will create these reports.

You, as a TAMUS Member, will have inquiry access to the reports that are created on the Master Campus (CC=00 in production; CC=MT in training).

You should not copy the report specifications from the Master Campus to your own campus UNLESS you need to change the specifications (which should not be done without first consulting the System Office of Budgets and Accounting).

All manual entries for the reports will be entered on the Member campus.

In the future, TAMUS Members can make copies of these pre-defined exhibits and schedules, giving them a different name and modifying the specifications to create a new user defined (U) report.

Information must be entered on [Screen 173](#) before using the other report definition screens in the AFR module.

Screen 173 - Report Create

```
173 Report Create                                04/03/13 09:06
                                                FY 2013 CC 02
Screen: ___ Fiscal Year: 2012 Report: C-1_____
Exhibit or Schedule: S
Run Sequence Number: 17
Default Section Number: ___
Short Description:
SCHEDULE OF CURRENT FUNDS REVENUES _____
Report Title:
SCHEDULE OF CURRENT FUNDS REVENUES _____
_____
_____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp      Next
```

Report Create Process

Initially, reports will only be created by SAGO in preparation for the automated Annual Financial Report, i.e. exhibits and schedules. Once these reports have been created, the specifications can be copied to create a user-defined report using [Screen 170](#).

To build a complete Table of Contents for the AFR, each report, whether automated or not, must have this screen entered. This means reports like the D-5 need to be on this screen.

Screen 173 – Report Create (cont'd)

Run Sequence

The Run Sequence really denotes “levels” more than a true sequence. The reports are not run in a continuous stream; several reports can have the same run sequence. All blanks are run first, then all ones (1) before twos (2). The pre-requisite table ([Screen 853](#)) is fiscal year oriented and sets the predefined order.

Basic Steps

- Type in the **Fiscal Year** and **Report** code to be created or displayed and press <ENTER>.
- Include appropriate information in the remaining fields and press <ENTER> to record.

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

Action Line

- ◆ **Fiscal Year:** 4 digits
Enter the fiscal year for the report being created/modified.
- ◆ **Report:** PF2 Help 10 characters/digits
Enter the report code to be assigned to the printed report. **This will print at the top of each report.**

Screen Information

- ◆ **Exhibit or Schedule:** PF2 Help 1 character
Indicate whether the report is an Exhibit (E), Schedule (S), or User defined (U).
- Run Sequence Number:** 2 digits
Type a number indicating the sequence order in which the report should run using [Screen 172](#) (Group Print).
- Default Section Number:** 2 digits
This field is used to determine the default section number, which will appear at the bottom of each page of the AFR. Can also be changed on [Screen 171](#).
This is not related to the Report Section on [Screen 174](#).
Suggested to run all reports without this field set and then set for the final run to print the AFR. This allows for manual numbering when you have reports you need to run.
- ◆ **Short Description:** 75 characters
Enter a short description of the report being created. **This text will be used on the Table of Contents.**

Screen 173 – Report Create (cont'd)

- ◆ **Report Title:** 3 lines - 75 characters each
Type the title of the report that will be included at the top. **At least one line of text is required, and up to three lines of text is allowed.** The lines should be left justified; they will be centered automatically when the report is printed.

Additional Functions

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

PF5 **Next**
Next Use this key to advance to Screen 174.

Report Section Maintenance

A report section is a logical unit of a report needed whenever (1) the data changes: data extraction rules are different, the column data is different, the row information is different, or (2) the format changes. Section numbers must be in sequential order. Screen 174 is used to define each section of a report. Footnotes are a section of the report.

If you have a Member-defined section for your campus, type your campus code in the **CC** field. Otherwise, use the Master Campus (CC=00) to view the System-defined section.

The information entered on this screen defines the contents of a section of the report and determines how the data should be extracted. It also defines the header text (column 0 text) for a specified section.

If no changes are made to the screen and you press <ENTER>, the section number will automatically be incremented by one.

Press <ENTER> to scroll through the sections.

Screen 174 – Report Section Maintenance

```
174 Report Section Maintenance                                05/30/13 08:52
                                                            FY 2013 CC 02
Screen:  ___ CC: 00 Fiscal Year: 2012 Report: B-2-A ___ Section: 1
Program Name: HBSPACCT Report Type: 1
Number of Columns: 10 Use Suppression Module: Y
Column Zero Text: _____
_____
----- Data Extraction ----->
Ledger Code: B DB/Col/Sort/Prev/None: D
Mapped SL Extract: Y Duplicate Flag: _
HEAF Flag: _ Appr Nbr Flag: _
CFDA Flag: _ Old Function Flag: _
SA Attribute Flag: _ Old Sponsor Type Flag: _
AFR Fund Group(s): 21 22 23 24 25 26 27 28 29 _
_____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EHelp Next Camp
```

Report Section Definition Maintenance Process

Currently, **CC** field must be set to the Master campus (00) to use this screen. The reports are created on the Master campus and not available for update on a Member campus. In the future, you may be able to create User Defined reports using this screen.

Screen 174 – Report Section Maintenance (cont'd)

Report Type

Each section of the report must have the same report type. Currently, all TAMUS reports are report type 1, indicating that the section has multiple columns with column headers. Report type 2, a 3-column presentation, should be used for reports in which all data appears in one column and is then staggered to the next column for subtotals, etc. and is then further staggered to the next final column for Grand Total.

Program Name

The program name determines the way the data will be **displayed** on the rows of the report. Therefore, it also controls the way the data sorts – the sort order can be viewed on [Screen 177](#). The program name must be pre-defined by the FAMIS Services staff, and currently all are prefixed with an “H.”

Suppression of Lines with No Dollar Data

By default, rows of the report that do not have data will print a line on the report. If you do not want these zero dollar lines to print, set the **Use Suppression Module** field to “Y.”

Line suppression can be overridden for the entire report at the time you submit a report to print on [Screen 171](#). By entering a “Y” in the **Suppress Off** field on the Print Report Screen ([Screen 171](#)), you will override the section suppress flag on [Screen 174](#) and force the blank lines to print on your report.

You may want to run the report without any suppression during the data testing phase. Once you are comfortable that all the data is represented, you probably will want to eliminate blank lines using the suppression feature.

Data Extraction

The data extraction process of the report can be very resource intensive and time consuming. Therefore, it is important that you lay out the desired report and understand where the data will come from before you begin entering the selection criteria.

A record is one line per account/subcode combination similar to the data displayed on [FRS Screen 18](#) and [Screen 19](#).

The following chart may help you understand the processing order used by the AFR module. Once you understand this, you will be able to use the most efficient means to get the data needed to produce each section of an AFR report.

The AFR processes data first by columns, then sorts it so that the data can be processed in rows. If data can be used from the previous section, the report will be more efficient and will save processing time.

Screen 174 – Report Section Maintenance (cont'd)

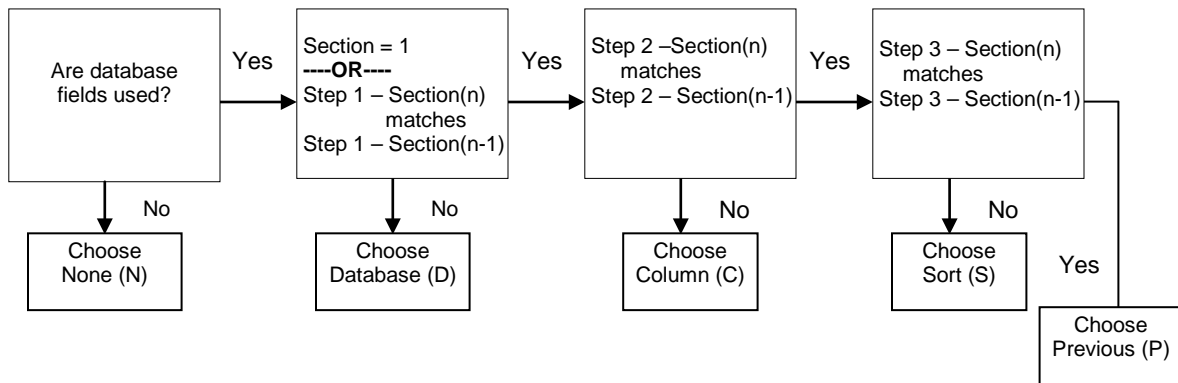
AFRs are processed using the following flow. By viewing each step, you can see in what order the specifications are processed. Basically, an AFR is created by defining the data (**Step 1**), the column parameters (**Step 2**), the sort sequence (**Step 3**), and the row definitions (**Step 4**).

AFR Process Flow

Step 1	Step 2	Step 3	Step 4
Screen 174	Screen 175	Screen 177	Screen 179
Data Extract Ledger Code AFR Fund Groups HEAF Flag CFDA Flag Appr Nbr Flag Old Function Old Sponsor	Column Processing Check Ranges: (honor 174 duplicate flag) Ledger-Subcode AFR Fund Group Account 174 Mapped SL Extract 181 Reassignment Process	Sort Criteria	Row Processing Using "Program" Shown on <u>Screen 174</u>

Choose DB/Col/Sort/Prev/None

Use the following decision chart to determine the value to use in the **DB/Col/Sort/Prev/None** field:



Basic Steps

- Type the campus code (**CC**), **Fiscal Year, Report** code, and **Section** number in the fields provided and press <ENTER>.
- Type the definition information in the fields provided to produce the desired report, and press <ENTER>.

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

Action Line

- ◆ **CC:** 2 digits
Enter the campus code to be used.

- ◆ **Fiscal Year:** 4 digits
Enter the fiscal year for the report.

- ◆ **Report:** * Help 10 characters/digits
Enter the report code.

- ◆ **Section:** 3 digits
Type the section number being defined.

Screen Information

- Program Name:** PF2 Help 8 characters/digits
Enter a name for the program that will be used to determine the rows. The program name has a direct relationship with the sort specifications defined (or shown) on [Screen 177](#). The name of the program must begin with "H."

Section			
PGM Name	Description	Example	Use
HBSPACCT	DISPLAY BY ACCT6 (GL OR SL)		
HBSPB1	DISPLAY BY FUND & ACCT4 (SUBCODE)	B	
HBSPB1B	DISPLAY BY ACCT4 (SUBCODE)	B-3	
HBSPB11A	DISPLAY BY FUND	B-11	
HBSPB11B	DISPLAY BY LEDGER & ACCT4 (SUBCD)	B-11	
HBSPB13	DISPLAY BY FUND & ACCT4 (SUBCODE)	B-13	
HBSPB2	DISPLAY BY FUNCTION	B-2	
HBSPB3-1	DISPLAY BY FUND & ACCT4 (SUBCODE)	B-4-DET	
HBSPB3-5	DISPLAY BY FUND & ACCT4 (SUBCODE)	B-4-DET	
HBSPC2	DISPLAY BY FUND & FUNCTION	C-2	
HBSPFACT	DISPLAY BY FUNCTION & ACCT6 (GL/SL)	C-2-DET	
HBSPLESEL	DISPLAY BY LEDGER & ACCT4 (SUBCODE)		

- ◆ **Report Type:** PF2 Help 1 digit
Determines the print program that will be used to produce the report section. **If the first section of a report is defined with a report type of 1, all other sections must also be a report type 1.**
 - 1 = Multiple columns with column headers (default). Information is printed in every column.
 - 2 = A 3-column report format where each column has varying format. No column headings are allowed. **(Not used at this time by TAMUS.)**

- ◆ **Number of Columns:** 2 digits
Enter the number of columns to print on the report. Choose from 1 to 16. **This value does not include a column for the row text (column 0).**

- Use Suppression Module:** 1 character
Type "Y" to omit lines having no dollar data in any report column. **This is global suppression for this section of the report and can be overridden at the time of report submission in order to test a report.**

Screen 174 – Report Section Maintenance (cont'd)

**Column Zero
Text:**

4 lines - 41 characters each
Indicate the text to be displayed above the description column on the left-hand side of the report (row text).

This text will be automatically centered, bottom justified, and underlined when the report is printed.

Data Extraction

Ledger Code:

PF2 Help 1 character

Specify whether to extract the data from General Ledgers, Subsidiary Ledgers, or both. **Default is blank (both ledgers).**

G = General Ledger or Bank

S = Subsidiary Ledger

Blank = Both GLs (including banks) and SLs (default).

◆ **DB/Col/Sort/
Prev/None:**

PF2 Help 1 character

Defines the process in which the data for the section is accumulated. **See AFR Process Flow Chart for more description and “step references.”**

D = **Database** – extract the data directly from the database.

Do not use “D” if the data extraction criteria specified on this screen matches the previous section’s data extraction criteria exactly except for the Mapped SL Extract and/or Duplicate Flag.

The “D” causes the system to go to the database again instead of re-using the data extracted for the previous section (**Step 1**). Section 1 will be a “D.”

C = **Column** – use the data extracted by the previous section, but use different rules to define the column selection. (**Step 2**)

S = **Sort** – use the data extracted by the previous section and the same columnar data, but use a different program to sort the data. (**Step 3**)

P = **Previous** – use the same data previously extracted (using the same columnar information) and sort (**Step 4**).

N = **None** – no data will be extracted or used from the database. This might be used to define a textual section.

Row processing (Step 4) will be performed to display Screen 179 row information. **Only manuals and query dollar amounts will be shown.**

**Mapped SL
Extract:**

1 character

Enter “Y” to include and display Subsidiary Ledger account information with the SL account’s mapped GL. **When the data is extracted, the SL data will be included with the data for the “parent” or mapped GL. The records are tagged with an “S” flag to keep their identity as SL data.** When this field is used, it is likely that the Reassignment Screen (Screen 181) will be used.

Used on the “B” Schedules.

Screen 174 – Report Section Maintenance (cont'd)

- Duplicate Flag:** 1 character
Enter “Y” if data from a subcode or account control range is displayed in more than one column of the section. **This duplicate flag tells the selection program to check future columns to see if the subcode needs to be re-used.** Entering “N” will place a value in only one column, even if the record meets the criteria for a subsequent column. For example, if you are reporting “beginning balance” in one column and “actuals” in the next, the “actuals” will not be reported unless the duplicate flag is set because the selected subcode record is used in both the “beginning balance” and the “actual” columns. You might also use this field if an expense is reversed from an expenditure column and added to a revenue column. Default is blank or “N” (no).
- HEAF Flag:** **PF2 Help** 1 character
Type “Y” to include only accounts that have a Higher Education Assistance Fund code value in the **Fund Source** field (value of 19 on Screen 2/Screen 6) or the **Sub-Element** of cost (value of 01 on Screen 8).
- Appr Nbr Flag:** **PF2 Help** 1 character
Type “Y” to select only bank accounts with non-blank appropriation number values on FRS Screen 28.
- CFDA Flag:** **PF2 Help** 1 character
To only select accounts with values for the **Catalog of Federal Domestic Assistance** code, enter “Y.” The CFDA value is found by getting the project number from FRS Screen 9 and then goes to SPR under the project to get the CFDA code from the sponsor. **Used for the D-5 Schedule.**
- Old Function Flag:** 1 character
Type “Y” if the beginning of the year function should be used, if entered on Screen 178. The old function code for the account will carry the account’s beginning balance and a transfer out for the amount of the beginning balance. The new function code will carry the expenditures, revenues, transfer in (including an amount for the beginning balance), and the ending balance. This is used when the function code has been changed during the fiscal year. **This code would be used for the C-2 schedule, but TAMUS doesn’t use it.**
- SA Attribute Flag:** 1 character
Type “Y” to get the Function (Purpose) information from the support account.
- Old Sponsor Type Flag:** 1 character
Indicate with a “Y” that a beginning of the year sponsor type should be used, if entered on Screen 178. The old sponsor type for the account will carry the account’s beginning balance and a transfer out for the amount of the beginning balance. The new sponsor type will carry the expenditures, revenues, transfers in (including an amount for the beginning balance), and the ending balance. **This code would be used for the C-2 schedule, but TAMUS currently doesn’t use it.**

Screen 174 – Report Section Maintenance (cont'd)

**AFR Fund
Group(s):**

PF2 Help 2 digits each

Numeric code representing the combination of fund and sub-fund group in the order they should appear in the Annual Financial Report (AFR). Enter fund groups to be used for extraction in this section. **Enter “***” to indicate all fund groups.**

The table below is maintained by FAMIS Services on [Screen 899](#).

AFR Fund	Sub Fund	Description
++	** **	ALL ACCOUNTS
**	** **	ALL GL & SL ACCOUNTS
00		BANKS
01		CLEARING ACCOUNTS
10	FG	FUNCTIONAL AND GENERAL
20	DS DF	DESIGNATED/FUNCTIONAL & GENERAL
21	DS DS	DESIGNATED/SERV DEPT-PROF FEES & SE
22	DS ST	DESIGNATED/SERV DEPT-TRAVEL
23	DS SM	DESIGNATED/SERV DEPT-MATERIAL & SUP
24	DS SU	DESIGNATED/SERV DEPT-COMM & UTIL

Additional Functions

PF KEYS

See the Appendix for explanation of the standard PF keys.

PF5

Next

Next

Moves you to the next screen to continue defining the report.

PF7

Campus

Camp

Shows the campus codes using the report.

Report Column Maintenance

After you have defined the sections of the report, you must narrow your work to define the columns. FAMIS allows you to create text for the section column headings and to further specify data extraction criteria. Screen 175 is used for these definitions and specifications.

Each column of the section must be defined separately.

Press <ENTER> to scroll through the columns.

Screen 175 - Report Column Maintenance

```

175 Report Column Maintenance                                04/03/13 09:24
                                                           FY 2013 CC 02
Screen: 00 CC: 00 Fiscal Year: 2012 Report: N-2 Section: 1 Col: 2
Column Text: ADJUSTMENTS Page: 1 <More>>>

Reverse Sign Flag: Y Data Type: Text Only Flag:
SUM = + - + - + - + - + - + - + - + - + - + - + -
      - - - - - - - - - - - - - - - - - - - - - -
Ledger Subcode Ranges:
G 4414 TO 4414 G 4420 TO 4449 G 4620 TO 4620 G 5414 TO 5414 G 5420 TO 5446
G 5448 TO 5448 G 5449 TO 5449 G 5620 TO 5621          TO          TO
      TO          TO          TO          TO          TO          TO          TO
      TO          TO          TO          TO          TO          TO          TO
AFR Fund Group Ranges:
__ TO __ TO __ TO __ TO __ TO __ TO __ TO __ TO __
Account Ranges:
__ TO __ TO __ TO __ TO __ TO __ TO __ TO __
__ TO __ TO __ TO __ TO __ TO __ TO __ TO __
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EHelp Next Left Right
    
```

Message will appear when displaying certain reports. For example:

```

* SPECIAL HANDLING EXISTS *
* SEE REASSIGNMENT SCREEN 181 *
    
```

Report Column Maintenance Process

This screen defines only one column at a time. Text must be entered for each column heading. This text will be automatically centered and bottom justified when the report is printed.

Columns of data may be added together or subtracted from each other to produce a total for the column being defined. Enter the column numbers to be added in the plus (+) fields and the columns to be subtracted in the minus (-) fields.

Data will only be extracted if it meets ALL the non-blank criteria in the “Ranges” fields (**Ledger Subcode Ranges**, **AFR Fund Group Ranges**, and **Account Ranges**). If no criteria are entered, no data will be displayed. All data, including that which needs to be reassigned, must be specified or it will not be displayed on the report.

Screen 175 – Report Column Maintenance (cont'd)

Enter the ranges for the **Ledger Subcode**, **AFR Fund Group**, and/or **Account** that are to be included in the report. Consistency is important. If “G” is entered as the **Ledger Code** on [Screen 174](#), you cannot enter an “S” in the Subcode/Account Control Range fields.

If no changes are made to the screen, press <ENTER> and the column number will automatically be incremented by one.

Basic Steps

- Type the campus code (**CC**), **Fiscal Year**, **Report** code, **Section** number, and **Column Text** in the fields provided and press <ENTER>.
- Type in the information to be used on the column headings and the criteria to be used for extracting the data, then press <ENTER>.
- Use **PF11** to scroll right and add/view additional ranges.

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

Action Line

- | | |
|-----------------------|--|
| ◆ CC: | 2 digits
Enter the campus code to be used for the report. |
| ◆ Fiscal Year: | 4 digits
Enter the fiscal year for the report being created/modified. |
| ◆ Report: | * Help 10 characters/digits
Enter the report code. |
| ◆ Section: | 3 digits
Indicate the section of the report the definitions will affect. |
| ◆ Col: | 2 digits
Designate the column number on the report. Press <ENTER> to scroll through the column numbers. |
| ◆ Column Text: | PF2 Help 4 lines/15 characters
Type the column heading as it should appear on the schedule or exhibit. If the column headings remain the same between sections, they should be entered only for the section in which they first appear. These headings will be reprinted whenever a page break occurs. |

Screen 175 – Report Column Maintenance (cont'd)

Column Text (cont'd):

There are several dynamic variables that can be used in this text.

@A = 4-digit fiscal year
@B = 2-digit fiscal year
@C = 4-digit prior fiscal year
@D = 2-digit prior fiscal year
@E = 4-digit calendar year
@F = 2-digit calendar year
@G = 4-digit prior calendar year
@H = 2-digit prior calendar year
@I = Processing month
@J = Prior processing month
@K = Calendar month
@L = Prior calendar month
@M = Last day of the month
@R = 3-digit month name

Area to right of *Column Text* field --

This area will display a message if special handling “reassignments” have been entered on [Screen 181](#). The information entered on the Reassignment Screen ([Screen 181](#)) will alter the information shown on this screen.

Any reassignments must be included in criteria on [Screen 175](#).

Screen Information

◆ Reverse Sign Flag:

PF2 Help 1 character

Enter “Y” to reverse the sign of the amount fields before processing the data; the amounts will have their signs reversed for both calculations and displays.

Amounts are originally signed the same way they are displayed on FRS [Screen 18](#) and [Screen 19](#). **Revenues and fund balance additions are negative.**

Expenditures and fund deductions are signed positive.

There are 4 places in which signs can be reversed: [Screen 175](#) (column screen), [Screen 179](#) (row), [Screen 180](#) (extended line item), and [Screen 181](#) (reassign subcode in a section).

◆ Data Type:

PF2 Help 1 character

Shows type of data displayed in the column. For example:

Blank = Actuals Only (default)
A = Beginning Balance Plus Actuals
W = Any Non-Zero Dollar Activity
B = Beginning Balance Only

Future type(s) to be added:

E = Ending Balance

Encumbrances and Budget amounts are not currently used by the system.

When they are, the following values may also be valid:

R = Revised Budget
O = Original Budget (with carry forward)
N = Original Budget (no carry forward)

Screen 175 – Report Column Maintenance (cont'd)

Text Only Flag: **PF2 Help** 1 character
 Enter "Y" to omit \$ signs and underlining in this column.
 Used primarily for footnotes text and display of non-dollar data in a column.
 Used for the footnotes and will be used for the D-5 schedule.
 Y = Yes
 Blank = No flag is set

Sum = + **PF2 Help** 2 digits each - 28 lines
 -
 If desired, designate the column numbers to be used when calculating the total.

Ledger Subcode Ranges: **PF2 Help** 1 character/4 digits
 20 ranges
 Enter the ledger type (G=General Ledger account control; S=Subsidiary Ledger object code) in the first field of each range, and include the start and end subcode number ranges.

These must match the ledger code selected on Screen 174. If ledger is left blank, the values of these fields will default according to the **Ledger Code** selected on Screen 174.

These values are checked before the reassignments seen on Screen 181.

AFR Fund Group Ranges: **PF2 Help** 2 digits/8 ranges
 Numeric codes representing the range of AFR fund groups that should be used for extracting data for the column. **Up to eight ranges may be used.**

Entry of these ranges is only needed to further break out the data defined on Screen 174 and to put the data in separate columns. For example:

AFR Fund	Sub Fund	Sub Fund	Description
++	**	**	ALL ACCOUNTS
**	**	**	ALL GL & SL ACCOUNTS
00			BANKS
01			CLEARING ACCOUNTS
10	FG		FUNCTIONAL AND GENERAL
20	DS	DF	DESIGNATED/FUNCTIONAL & GENERAL
21	DS	DS	DESIGNATED/SERV DEPT-PROF FEES & SE
22	DS	ST	DESIGNATED/SERV DEPT-TRAVEL
23	DS	SM	DESIGNATED/SERV DEPT-MATERIAL & SUP
24	DS	SU	DESIGNATED/SERV DEPT-COMM & UTIL
25	DS	SR	DESIGNATED/SERV DEPT-REPAIRS & MAIN
26	DS	SL	DESIGNATED/SERV DEPT-RENTALS & LEAS

Account Ranges: 6 digits/12 ranges
 Indicate the account number ranges to be used for extracting data for this column. This will rarely be used for TAMUS AFR production, although some may find it useful for User Defined reports in the future. **These might be used to select specific banks or for the Debt Bond Schedule (B-10).**

Screen 175 – Report Column Maintenance (cont'd)

Additional Functions

PF KEYS

See the Appendix for explanation of the standard PF keys.

PF5

Next

Next

Advances to next screen ([Screen 176](#)) for entering additional row and column heading text.

Report Column Reassignment Maintenance

Screen 181 allows you to reassign the column data on a report. This feature enables the inclusion or exclusion of subcodes for a specified column within a section of the report. The subcode amounts will be included with the detail of the subcode to which it is reassigned.

For example, some Members book their Endowment Earnings at the GL level using account controls 4032 and 4650. For the AFR, the dollar amounts in these two subcodes must be included with the SL object code 0395, where the other Members are booking the endowment dollars. This screen allows for the reassignment of the account controls to the object code or vice versa.

Screen 181 - Report Column Reassignment Maintenance

```

181 Report Column Reassignment Maintenance                                04/03/13 09:27
                                                                    FY 2013 CC 02
Screen: ___ CC: 00 Fiscal Year: 2012 Report: C-1 Section: 1 Col: 1
Column Text: FUNCTIONAL
                AND GENERAL
                !! WARNING !!
                Reverse sign flag on screen 175 does
                not apply to reassigned subcodes.
                Please use code 'M' to reverse sign.

Ldgr Subcd Range Code Reassign To Ldgr Subcd Range Code Reassign To
G 4008 4009 M S 0355 G 4029 4029 M S 0383
G 4010 4010 M S 0350 G 4030 4030 M S 0384
G 4011 4011 M S 0351 G 4031 4031 M S 0385
G 4012 4012 M S 0352 G 4032 4032 M S 0395
G 4017 4017 M S 0357 G 4460 4460 M S 0005
G 4018 4018 M S 0358 G 4650 4650 M S 0395
G 4020 4020 M S 0360 - - - - -
G 4021 4021 M S 0361 - - - - -
G 4023 4023 M S 0363 - - - - -
G 4024 4024 M S 0364 - - - - -
G 4027 4027 M S 0381 - - - - -

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

Report Column Reassignment Process

This screen provides two columns for entering up to 22 reassignments.

The order that data is entered is important. The program processes data in the order entered on the screen.

Although the data is entered across rows, once you press <ENTER>, the data will be reorganized so that it is read by column.

The reassignment lines can have no overlaps in the ranges.

Basic Steps

- Type the campus code (**CC**), **Fiscal Year**, **Section** number, and **Column Text** in the fields provided, and press <ENTER>.
- Enter the type of ledger (**Ldgr**) and the codes to be reassigned.
- Press <ENTER> to record the information.

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

Action Line

- ◆ **CC:** 2 digits
Enter the campus code for the report being created.
- ◆ **Fiscal Year:** 4 digits
Enter the fiscal year for the report being created/modified.
- ◆ **Report:** * Help 10 characters/digits
Enter the report code.
- ◆ **Section:** 3 digits
Include the section number where the entries on this screen will apply.
- ◆ **Col:** 2 digits
Indicate the column number where the entries on this screen will apply.
- Column Text:** 4 lines - 15 characters each
Displays the heading text for the specified column.

Screen Information

- ◆ **Ldgr:** PF2 Help 1 character
Indicate whether this will be a general or a subsidiary ledger entry.
G = General Ledger
S = Subsidiary Ledger
- ◆ **Subcd Range:** 4 digits each
Enter the beginning and ending account control or subcode to be reassigned.
- Code:** PF2 Help 1 character
Designate whether to multiply by “-1” or note the code for exclusion from the reports:
M = Multiply by “-1.”
X = Exclude from report (cannot be used with **Reassign To** field)
Blank = Reassign
- Reassign To:** PF2 Help 1 character, 4 digits
Indicate whether the record is to be reassigned to a general or subsidiary ledger and include the account control or object code number.
Cannot be used if Code field has an “X” in it.
G = General Ledger
S = Subsidiary Ledger

Additional Functions

PF KEYS

See the Appendix for explanation of the standard PF keys.

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

Action Line

- ◆ **CC:** 2 digits
Enter the campus code to be used for the report.
- ◆ **Fiscal Year:** 4 digits
Enter the fiscal year for the report being created/modified.
- ◆ **Report:** * Help 10 characters/digits
Enter the report code.
- ◆ **Section:** 3 digits
Type the section number of the report that will use the header text entered on this screen.

Screen Information

ROW: 1 digit
Enter the row number (starting with one) where the header text will appear.
The lowest number used will be the top (highest) row.

The numbers are positional, not relative, so **skipping a number will not create a blank header text line.**

<-COLUMN->

FROM: 2 digits
Indicate the first column number of the column range over which the header text should be centered.

TO: 2 digits
Include the last column number of the column range over which the header text should be centered.

TEXT: 45 characters, 3 lines for each row
Enter the text that should appear above the columns indicated in the previous fields. **These lines will be bottom justified on this screen.**

The text will be automatically centered over the columns. You may need to put blanks in front of the text if the superheader spans a page break.

Additional Functions

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

PF5 Next
Next Advances to next screen ([Screen 177](#)), which is used to designate how the report data will be sorted.

Report Sort Order Maintenance

The data on an AFR report is sorted and displayed in an order controlled by the program name entered on the Report Definition Screen ([Screen 174](#)). [Screen 177](#) is used to display the field sort sequence.

This screen is inquiry only when exhibits and schedules are referenced on the Action Line. Sort values are preset based upon the program name tied to the Report Section Maintenance Screen ([Screen 174](#)). The data in each section will be sorted in the order of importance indicated by the number opposite the sort field. In the future, this screen will be modifiable for User Defined reports.

Screen 177 - Report Sort Order Maintenance

```
177 Report Sort Order Maintenance                                04/03/13 09:29
                                                                FY 2013 CC 02
Screen:  __  CC: 00  Fiscal Year: 2012  Report: C-1__  Section: 1__
***** ENTER SORT ORDER REQUIRED *****
Account:  __      Account Control/Object Code:  2_
Fund Group:  1_      Sub Fund Group:  __
Executive Level:  __      Division:  __
Department:  __      Sub Department:  __
College:  __      Reporting Group:  __
Function:  __      Sub Function:  __
Element of Cost:  __      Sub-Element of Cost:  __
Responsible Person:  __      Auxiliary Code:  __
Appropriation Nbr:  __      Sponsor Type:  __
Major CFDA:  __      Minor CFDA:  __
Ledger:  __      Bank Type:  __

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

Report Sort Order Maintenance Process

The way the data is sorted for the specified section is determined by the order displayed on this screen. The items are ranked in ascending order of importance.

In the future, for user-defined reports, a new program will allow users to choose the desired sorts using this screen.

Basic Steps

- Type the campus code (**CC**), **Fiscal Year**, **Report** code, and **Section** number that will be affected by the sorting specifications entered on this screen.
- Press <ENTER> to display the programmed sort order.

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

Action Line

- ◆ **CC:** 2 digits
Enter the campus code to be used for the report.

- ◆ **Fiscal Year:** 4 digits
Enter the fiscal year for the report being created/modified.

- ◆ **Report:** * Help 10 characters/digits
Enter the report code.

- ◆ **Section:** 3 digits
Type the section number that will be affected by the sort order designated on this screen.

Screen Information

Enter the sort order required for the remaining fields on the screen.

The sort fields displayed are attributes found on the accounts in Financial Accounting. See FRS [Screen 2](#) through [Screen 9](#) for more information on these fields. If a number is displayed opposite any of them, the number indicates the attribute's sort hierarchy for the report.

Additional Functions

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

- PF5** **Next**
- Next** Advances to the next screen ([Screen 179](#)) to enter the Line Item Definition.

Function/Sponsor Code Maintenance

Occasionally, attributes change during a fiscal year, and this can become an AFR reporting issue. [Screen 178](#) is used to indicate that an account has had a function, sponsor, or CFDA (Catalog of Federal Domestic Assistance) code change during the fiscal year. The Action Line fiscal year should be the year in which the account's attribute(s) changed and for which the AFR is being prepared.

For changes to a sponsor type, the old CFDA code must be included on this screen.

When used for a report, the beginning balance and a transfer out for the amount of the beginning balance will be indicated against the old code(s). The revenues, expenditures, a transfer in for the amount of the beginning balance, and the ending balance will be shown under the current codes. Old codes are used in reports only if the report definition ([Screen 174](#)) indicates that they should be used.

This screen is used mainly for data entry errors or to correct a misunderstanding on function or sponsor in the accounting database.

Screen 178 - Function/Sponsor Code Maintenance

```
178 Function/Sponsor Code Maintenance                                04/03/13 09:31
                                                                    FY 2013 CC 02
Screen:  ___ Fiscal Year: 2012 Account:  _____

Old Sponsor Type:  ___
Old Function Code:  ___
Old CFDA Code:  _____

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

Basic Steps

- Type the **Old Sponsor Type**, **Old Function Code**, and **Old CFDA Code** that should be used in creating the report, and press <ENTER>.

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

Action Line

- ◆ **Fiscal Year:** 4 digits
Enter the fiscal year for the attribute being modified.
- ◆ **Account:** 6 digits
Indicate the account number of the old function code, old sponsor type, and old CFDA code.

Screen Information

- Old Sponsor Type:** PF2 Help 2 characters
Indicate the type of sponsor previously tied to the indicated account number.
- Old Function Code:** PF2 Help 2 digits
Enter the function code previously used for the account.
- Old CFDA Code:** PF2 Help 5 digits
Indicate the previously used Catalog of Federal Domestic Assistance code.

Additional Functions

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

Screen 179 – Line Item Definition Maintenance (cont'd)

Line Type (Line Typ)

The line type determines the processing for a particular row. The most commonly used line types are detail line (D), line command (L), manual entry (M), or total (R, S, T, Z) line. Each of these values will have a different effect in the report.

Line commands are used with the Line Type of “L” (line) and are typed in the **Description** field. See the values available in the Field Description section. Detail (D) lines are the most common line types and generally are used to pull specific financial data from the FAMIS database.

If “M” (manual update) is displayed in the **Line Typ** field, you may press **PF9** to view the reason for the manual entry.

“Total” Lines or Report Levels

These line types are presented from the lowest level “R” to the highest level “Z.” **Remember that any lower level will be reset by a change to a higher level.**

Remember – do not add a manual entry to a total line.

Running Total – “R” Line Type (lowest level)

A running total is initiated by entering an “R” line type. This calculation begins with a section or heading change and continues to total until the “R” line prints and is reset automatically by an “S” line type. The running total does not affect any other subtotals. The “R” line will print the running total with a single underline and then skip a line before the next entry.

Subtotal – “S” Line Type

Subtotal lines are initiated by using an “S” line type. Subtotals are like running totals except that they are not reset when printed. They are reset automatically at heading (HD) breaks. The “S” line prints the subtotal, single underlines it, and then skips a line.

Total – “T” Line Type

The total line is entered with a “T” line type. The sum of the data for one section is printed with a double underline. These totals are automatically reset at the end of the section.

Final Total – “Z” Line Type (highest level)

The final total “Z” is like the “T” line type except that it will transcend report sections. It prints with a double underline, skips a line, and update indicator is not reset when the line is printed.

Screen 179 – Line Item Definition Maintenance (cont'd)

Description

To create a header which will print “continued” on subsequent pages, the first row of the text in the **Description** field should be flush left. All subsequent row descriptions must be indented with 2 space increments.

Typing “*A” in the **Description** field tells FAMIS to display each account title (description) for a particular line item detail. Typing an asterisk (*) in the **Description** field tells FAMIS to display the subcode description for the information in the detail line.

See other line commands available in the Field Descriptions section.

Multiple Columns Inclusion

If double asterisks (**) are displayed in the **U** field, this indicates that data from multiple columns is being updated. If blank, no updates exist for the line. A number displayed indicates one update in the specified column.

Column (Col Field)

This column is used to indicate where a footnote pointer such as “[a]” appears on a report. It is also used with a type Z report to indicate the column in which the data should be displayed.

Value Indicator (Val Ind Field)

This column is used to indicate the type of data being specified in the “From:” and “To:” columns. See the values available in the Field Description section.

From and To Fields

These columns identify the beginning and ending values of the data type indicated by the Value Indicator column. The most commonly used are GL account controls and SL object codes. These can also be preceded by the 2-digit fund group to further narrow the range.

The data may already be restricted from previous entry screens before you get to this point.

Basic Steps

- Enter the campus code (**CC**), **Fiscal Year**, **Report** code, and **Section** number for the report being created, and include the heading (HD) and subheading (Sub) levels.
- Press <ENTER> to create or view the record.

Select a row or cell for a manual entry:

- Position your cursor in the **Fn** (Function) field next to the line, where the manual entry must be made.
- Type “X” in the **Fn** (Function) field and press <ENTER> to move to Screen 180, where the manual data will be entered.
- Refer to notes for Screen 180 to continue.

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

Action Line

- ◆ **CC:** 2 digits
Enter the campus code to be used for the report.
- ◆ **Fiscal Year:** 4 digits
Enter the fiscal year for the report being created/modified.
- ◆ **Report:** * Help 10 characters/digits
Enter the report code.
- Section:** 3 digits
Indicate the section number of the report that will use the definitions entered on this screen.
- HD:** 2 digits
Designate a header level from 01 to 99 to provide a starting point to view data.
- Sub:** 2 digits
To position and view data at a particular starting position, enter a sub-header level from 01 to 99, or leave blank. **This field is used to distinguish each entity—usually a detail level, and is used as a starting point to view data.**

Screen Information

- Fn:** PF2 Help 1 character
Enter the function code to indicate the type of definition or maintenance.
A = Add
U = Update
D = Delete
X = Select (advances to [Screen 180](#) for manual, query, or update entry.)
- HD:** 2 digits
Type a header level from 01 to 99.
- It is recommended that gaps be left in the numbers for future changes. The numbers in the level are used to indicate the order of the rows.**
- Sb:** 2 digits
Use this sub-header field to distinguish each entity – usually a detail level. It is recommended that gaps be left in the numbers for future changes. **Each unique combination of HD/Sb makes a row (or more, if there is an asterisk (*) in the description).**

If the data is all zeroes, no header, data, or subtotals will be shown if the use suppress module is specified as “Y” on [Screen 174](#).

Screen 179 – Line Item Definition Maintenance (cont'd)

Line Typ:

PF2 Help 1 character

Indicate the type of line being defined:

- Blank = Description text is printed
- B = **Break** on function – only used for certain schedules. (Ex: Schedule B-2)
- C = **Continue** two lines of description that are associated with one line. Normally used with total lines that have a very long description.
- D = **Detail** information will be printed in the normal column format. This is the most common line type.
- L = **Line** command, used to insert a blank line, underline, or prevent a “total” from being reset (see **Description** field below for available line commands).
- M = **Manual** entry (from D or T line). Indicates that the report needs to use a value manually entered on Screen 180 of the AFR module.
- Q = **Query** indicates that a field updated in another report will be included.

Levels of Total:

- R = **Running total** since the last header change or running total print. It is printed and then reset. It does not affect the subtotal. **The running total is written and single underlined, and a line is then skipped.**
- S = **Subtotal**. It is reset between sections and when the header (HD) value changes. Unlike the running total, it is not reset when printed. **It is written and underlined, and a line is skipped.** (See line command SNORESET.)
- T = **Total** for the report section. It is written and double underlined, and a line is skipped. **Totals are reset at the end of the section.** (See line command TNORESET.)
- Z = **Final** report total. It is like a “T” except that it transcends report sections. **It is double underlined and does not get reset when printed.** (See line command ZRESET.)

Col:

2 digits

The column to the right of which a footnote pointer, such as [a], appears on a report. It is also used for a type 2 report to indicate the column in which the amount should be displayed.

Screen 179 – Line Item Definition Maintenance (cont'd)

- Val Ind:** PF2 Help 1 character/digit
Indicate value indicator for the type of data being specified in the “From:” and “To:” columns.
- Blank = No defined value “Null”
 - A = Account
 - B = Bank Type
 - C = Major CFDA
 - D = Minor CFDA
 - E = Element of Cost
 - F = Footnote indicator. The **Description** field contains the mark (e.g. [a]) displayed next to the column. The **Col** field should indicate where the footnote pointer will appear. If zero is entered in the **Col** field, the footnote pointer will apply to the description information in Col 0.
 - G = GL account control
 - P = Function
 - S = SL object code
 - T = Text
-
- 1 = Fund/Function (values of the two fields should be placed next to each other without any intervening spaces)
 - 3 = Agency/Name
 - 4 = Revenue/Source
 - 5 = Type of Sponsor
 - 6 = Pass Through to Agency ID
 - 7 = Sort CFDA Funding Agency ID
- From:** 6 digits
Enter the beginning value of the data type indicated by the Value Indicator.
- To:** 6 digits
Designate the ending value of the data type indicated by the Value Indicator.
- Description:** PF2 Help 38 characters
Type the description of the line item as it should appear on the report. Upper and lower case is allowed, but **it is recommended that lower case only be used for the Footnote text.**
- If more room is needed for the description, press **PF8** for extended text.
- To create a header which will print “continued” on subsequent pages, the first row of the text in the **Description** field should be flush left.
- All subsequent row descriptions MUST be indented with 2 space increments.
- “Subtotals” must line up with “Header”, while “Total” must be flush left.

Screen 179 – Line Item Definition Maintenance (cont'd)

Description (cont'd):

The following may be used only with the “D” line type:

- *A - Displays the description of the detail line (account titles)
- * - Displays the subcode descriptions

The following are special indicators that may be used with the “L” line type ONLY:

DOLLAROFF – specifies dollar signs should be removed from the display (used for footnotes)

DOLLARON – specifies dollar signs should be used.

DUNDERLINE – specifies a double underline should be printed.

NEWPAGE – Specifies a page break should occur.

NEWLINE – Specifies a new line should be inserted.

NUNDERLINE – Suppresses any underlines that would be printed from total columns. Type must be “L.”

SNORESET – Passes subtotal value to the next header or section.

TNORESET – Passes total value to the next section.

UNDERLINE – Specifies the printing of an underline. Overrides the double underline of a “T” or “Z.”

UPLINE – Moves print position up one line. Multiple UPLINES may be used together.

ZRESET – Resets Z total.

The following may be used with detail lines:

@FY-END-DATE – will be replaced with month, fiscal year when used anywhere in the description (format mmmmm, yyyy).

@FY-END-YY – will be replaced with 2 digit fiscal year when used anywhere in the description (format yy).

@FY-END-YYYY – will be replaced with 4 digit fiscal year when used anywhere in the description (format yyyy).

@FY-BEG-YYYY – Start of fiscal year will be displayed when this is used anywhere in the description. (format yyyy).

>:

1 character

Indicates that an extended description exists for the line.

S:

PF2 Help 1 character

Indicate the sign to be used on the field of the report. **Care needs to be taken because signs can be reversed in multiple places (175 column screen, 180 extended line, 181 reassignment screen, and 179 row screen).** For example, setting it on a column and again on a detail line will cause the cell to be signed in its original state.

B = Both display with reversed sign and reverse value when adding to total.

M = Display as received, reverse value when adding to total (math only)

Y = Display with sign reversed, add value as received to total

Screen 179 – Line Item Definition Maintenance (cont'd)

U: 2 characters/digits
Displays column number from which an update entry is made on Screen 180. **This is used to store a value from a cell so that it can be used in another section or report.** The value "***" indicates multiple entries are included. If multiple lines exist for a heading/subheading, the update will be stored on the first occurrence. Only certain line types can have an update attached to them. Some of them are D, R, S, T, and Z.

Additional Functions

PF KEYS	See the Appendix for explanation of the standard PF keys.
PF7 Camp	Campus Shows the campus codes that use this particular report.
PF8 Desc	Description Provides more space to enter a longer description than was provided in the Description field.
PF9 DLoad	Download Download screen information using Entire Connection.

Screen 180 – Extended Line Item Maintenance (cont'd)

Manual entries will be done on the Member campus while the report itself will be stored on the Master campus. When a report is generated, FAMIS only looks at the specifications defined for a particular campus for manual entries. Each manual entry requires a justification reason that is entered on a pop-up window. An “M” entry will automatically create an “M” row on [Screen 179](#) (if it does not already exist). The manual entry amount will be **added to** the amount placed in that cell by a detail, query, or total.

Do not add a manual entry to a “TOTAL” line.

To delete a manual entry, simply go to [Screen 180](#) and blank out the manual entry’s amount.

Update Fields

The purpose of the update field is to store dollar data for use in another report or in subsequent sections of the same report.

An update is always associated with a D, R, S, T, or Z line (row). The **U**-section of this screen indicates that FAMIS should identify and store specific dollar data for use in other reports or sections. The data stored will be the value in a given cell identified by a section, header, subheader, and column of a particular report. Once updated, the data is immediately available for query.

Query Fields

Query fields and Update Fields work together to save time and calculation effort.

A query entry, made in the **Q**- portion of this screen, instructs that data previously updated be added into the **Q** column. The **Col** field indicates the column on the current report where the data should be included. Timing is important to ensure that the data being queried has been stored with an update PRIOR to the query. If not, the query will get the information stored the last time the update was run and your report probably will be incorrect. The update must be identified by fiscal year, report, section, and update number.

Within the Q section:

- the first field (**Col**) is where the data will be added
- the next four fields (**FY, Report, Sec, and UPN**) are where the data will come from.

A message will appear at run time if queried information does not exist. The entry will automatically create a **Q** line on [Screen 179](#) (if it does not already exist).

Query entries will be used extensively by Exhibit C – which will query or pull data from other reports that have already calculated the numbers (i.e. C-1 and C-2).

You must run for the SAME month if you cross fiscal years in your query.

Basic Steps

- Enter the campus code (**CC**), **Fiscal Year**, **Report** code, and **Section** number that will use the information entered on this screen. Enter the header (**Hd**) and subheader (**Sub Hd**) level, and change the **Manual CC** (campus code) and **Manual Month**, if necessary.
- Press <ENTER> to view or record the information.

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

Action Line

- ◆ **CC:** 2 digits
Enter the campus code for the report being created/modified.
- ◆ **Fiscal Year:** 4 digits
Type the fiscal year for the report being created/modified.
- ◆ **Report:** * Help 10 characters/digits
Enter the report code.
- ◆ **Section:** 3 digits
Indicate the section number of the report where the extended line item information will be applied.
- ◆ **Hd:** 2 digits
Designate the line item header level.
- ◆ **Sub Hd:** 2 digits
Enter the sub-header line item level.
- ◆ **Manual CC:** 2 digits
Indicate the member campus code for the manual entry. **The report may be stored on the Master campus, but the manual entry will be done on the Member campus.**
- ◆ **Manual Month:** 2 digits (month text displayed)
Type the month for the manual entry. Default is 13th month.

Screen Information

Description: 65 characters
Displays a description that was entered on Screen 179. This description may be changed.

-- **Manual** --

M - Col: 2 digits
Enter the column number where manual entry is to be included on the report.

Screen 180 – Extended Line Item Maintenance (cont'd)

Amount: 14 digits
Enter the manual entry amount. This amount is added or subtracted from a cell.

It must be signed the same as the original number to increase its value and opposite to decrease the value. The negative sign must be entered in front of the number.

-- Query --

Q - Col: 2 digits
This query function is used to indicate the column number where the retrieved amount is to be included on the report. Multiple entries of the same column number can be used to indicate that the dollars should be added together.

FY: 4 digits
The fiscal year of the report from which the number should be queried.

Report: 10 characters/digits
Shows the report code from which the number should be queried.

Sec: 3 digits
Indicates the section of the report from which the number should be queried.

UPN: 5 digits
Indicates the update number of the referenced report. **This number is found on Screen 193, generated by the system, and unique to a section.**

-- Update --

U - Col: 2 digits
Include column number of current report where update is to be identified for use in another report. **The dollars in this column will be stored for retrieval.**

R: 1 character
Value of "Y" in the reverse sign indicator will reverse the sign on the dollar amount being updated.

UPN: 5 digits
Displays the computer generated sequential update number. This number is unique within a section.

Additional Functions

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

**PF7
Camp** **Campus**
Shows the campus code(s) using this report.

**PF9
Mrsn** **Manual Entry Reason**
To view or enter the reason for the manual entry.

**PF10
Audit** **Audit**
Shows audit information for last update time, date, and user for each column line.

PostScript Parameter Table

Screen 182 is used to define the Post Script parameters that will be used to print a specific Annual Financial Report. These parameters determine how the report will look when it is printed. If not specifically defined, system defaults will be used.

The **default font** for reports is Times New Roman. If you would prefer to have Courier set as your default font, send an email request to famishelp@tamus.edu. To change the font for specific reports, place your cursor in the **Font** field and press **PF2**.

The sizing parameters have been added to this screen. These four parameters are used together to reduce the size of a large report, such as Exhibit B.

Currently, only the System Office of Budgets and Accounting has update access to this screen.

Screen 182 – PostScript Parameter Table

```
182 PostScript Parameter Table                                04/03/13 09:35
                                                            FY 2013 CC 02
Screen:  ___  CC: 00  Fiscal Year: 2012  Report Code: C-1
                                                Font: TIMES NEW ROMAN
Portrait or Landscape: P                                Column Length: 0.88__
Break Page After Column: _                            Line Length Difference: 0.04__
                                                Font Size: 6                                Header Length: 2.50__
Number Header Characters: 48                          Line Width: 0.12__
Tenth Offset: 10                                     Maximum Line Size: 95
----- Sizing Parameters -----
X Translate: 38
Y Translate: 45
X Scale: 90
Y Scale: 96
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help  EHelp
```

Basic Steps

- Type the campus code (**CC**), **Fiscal Year**, and **Report** code, and press <ENTER>.
- Enter desired specifications and/or modifications for printing the report.
- Press <ENTER> to record the new information.

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

Action Line

- CC: 2 digits
Enter the desired campus code.
- ◆ **Fiscal Year:** 4 digits
Enter fiscal year for the report being created/modified.

Screen 182 – PostScript Parameter Table (cont'd)

- ◆ **Report Code:** *** Help** 10 characters/digits
Enter the report code.

Screen Information

- Font:** **PF2 Help** 20 characters
Displays the default font for the printed report as Times New Roman. To change the font to Courier, press **PF2**, type “X” in the pop-up window to select it from the list, and press <ENTER>. Send an email to famishelp@tamus.edu to change the default font.
- Portrait or Landscape:** **PF2 Help** 1 character
Indicate whether the report should be printed portrait (P) or landscape (L).
- Column Length:** **PF2 Help** 5 digits
Enter the desired length of the column (in inches).
- Break Page After Column:** **PF2 Help** 1 digit
Designate the last column to be printed on a page before a page break occurs.
- Line Length Difference:** **PF2 Help** 5 digits
Specify the length between each column on the report (in inches).
- Font Size:** **PF2 Help** 1 digit
Indicate the font size to be used in printing the report (6, 7, or 8).
- Header Length:** **PF2 Help** 5 digits
This field determines the length of the header text area (in inches) to be used on the printed report.
- Number Header Characters:** **PF2 Help** 2 digits
Designate maximum number of characters allowed in the description column.
- Line Width:** **PF2 Help** 5 digits
Specify the width of each row printed on the report.
- Tenth Offset:** **PF2 Help** 2 digits
This field indicates the number that the dollar amounts are adjusted to the left (in tenths of an inch) for each column.
- Maximum Line Size:** **PF2 Help** 2 digits
Indicate the maximum number of lines allowed on each page.

Sizing Parameters

- X Translate:** 2 digits
Enter the amount (in tenths of an inch) that the X axis will be shifted to the right.
- Y Translate:** 2 digits
Designate the amount (in tenths of an inch) that the Y axis will be shifted up.

Screen 182 – PostScript Parameter Table (cont'd)

X Scale: 2 digits
Indicate the X axis reduction factor specifying a percentage of the original scale. For example: "98" will reduce the X (left to right) scale to "98%" of the original size.

Y Scale: 2 digits
Enter Y axis reduction factor specifying a percentage of the original scale. For example: "98" will reduce the Y (top to bottom) scale to "98%" of the original size.

Additional Functions

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

Copy Report Specifications

Once the specifications for a report have been created and defined, they may be copied and later modified to generate a similar report. This copy function would be used primarily to copy a report from one year to another or to create additional report sections whose specifications are similar to those already created. Copying of the actual specifications is not performed online. A batch job is submitted to complete the desired copy function.

Because of the potential to overlay a valid schedule or exhibit, security update access to this screen should be limited.

Screen 170 - Copy Report Specifications

```
170 Copy Report Specifications                                04/03/13 09:44
                                                           FY 2013 CC 00
Screen: ___ View Work Order: 201300045

<----- COPY FROM ----->      <----- COPY TO ----->

Fiscal Year: 2012                                Fiscal Year: 2013
Report: N-2___                                Report: N-2___
Campus Code: ___                                Campus Code: ___
Section Nbr: ___                                Section Nbr: ___
                                                New Query Report: ___
Exhibit or Schedule: ___

OverWrite: N
Append 179: N

----- Work Order Information -----
---- Submit Information ----                ---- Run Information ----
Work Order: 201300045 Status: C            Start Dt: 12/11/2012
Created Dt: 12/11/2012                    Start Time: 11:43:41
Created Time: 11:43:17                    End Dt: 12/11/2012
Created By:                                End Time: 11:43:44
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EHelp                            Copy
```

Copy Reports Process

You may copy existing report specifications with this screen or display previous copy actions performed by a specific work order. This screen does not produce any physical reports.

Care must be taken when copying to a previously created report/report section to avoid overwriting the existing specifications of the original report.

Each time a copy is made, FAMIS assigns a unique work order number to the action. You may view a list of existing work order numbers on [Screen 194](#). These work orders are a way of displaying previous copy actions.

The newly copied report/report section can be viewed on [Screen 179](#).

Basic Steps

- Type “COPY FROM” and “COPY TO” **Fiscal Year** and **Report** code. If “COPY TO” report already exists, type “Y” in the **OverWrite** field to overlay the current specifications. If “copy to” is a new report, type “N” in the **OverWrite** field.
- To append only the Screen 179 information from one section to another, type “Y” in the **Append 179** field.
- To copy all AFR reports from one year to the next, enter the fiscal years for “COPY FROM” and “COPY TO” and type “N” in the **Append** and **OverWrite** fields.
- To view a previous copy action, type the work order number in the **View Work Order** field. If the work order number is unknown, you may type a question mark (?) in this field, and select a desired work order by typing an “X” in the **Sel** (Select) field and pressing <ENTER>.
- Copies created by this screen will overwrite previously created report/report section specifications unless you type “N” in the **OverWrite** field.
- Press **PF9** to process the copy. The copy action will be assigned a work order number.

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

Action Line

- ◆ **View Work Order:** PF2 Help 9 digits
To view an existing work order, enter the work order number assigned by FAMIS when previous specifications for a report were copied.

Screen Information

COPY FROM

- ◆ **Fiscal Year:** 4 digits
Enter the “from” fiscal year.
- ◆ **Report:** PF2 Help 10 characters/digits
Type the “from” report code.
- Campus Code:** 2 digits
Indicate the “from” campus code (optional).
- Section Nbr:** 3 digits
Enter “from” section number (optional). **All sections will be copied if this is left blank.**

COPY TO

- ◆ **Fiscal Year:** 4 digits
Enter the “to” fiscal year.

Screen 170 – Copy Report Specifications (cont'd)

- ◆ **Report:** PF2 Help 10 characters/digits
Enter the “to” report code.
- Campus Code:** 2 digits
Enter the “to” campus code.
- Section Nbr:** 3 digits
Designate the “to” section number.
- New Query Rpt:** PF2 Help 10 characters/digits
Enter “new” name of the query report (Screen 180) being created.
This will change all report names within the section(s).
- Exhibit or Schedule:** PF2 Help 1 character
Include the type of report: Exhibit (E), Scheduled (S), or User (U).
- ◆ **Overwrite:** 1 character
Indicate whether or not to overwrite previously defined report specifications. Type “Y” if the copy being made is to replace previously defined report specifications. Type “N” to prevent overlay of a previously defined report.
- Append 179:** 1 character
Type “Y” to copy only Screen 179 information from one section to another.

Work Order Information

Submit Information

- Work Order:** 9 digits
Indicates the work order number assigned to FAMIS for the report specifications created.
- Status:** 1 character
Displays the status of the work order created for the copy being viewed.

C = Closed
O = Open, not yet run
- Created Dt:** 8 digits
Shows the date the specifications were requested to be copied.
- Created Time:** 6 digits
Designates the time the specifications were requested to be copied.
- Created By:** 25 characters
Displays the name of the person who requested copy process.

Screen 170 – Copy Report Specifications (cont'd)

Run Information	8 digits
Start Dt:	Shows the date the specifications were copied.
Start Time:	6 digits Displays the time the report specifications were created by the batch process.
End Dt:	8 digits Indicates an ending date when the specifications were created.
End Time:	6 digits Shows the time the specifications finished being copied.

Additional Functions

PF KEYS	See the Appendix for explanation of the standard PF keys.
PF9	Copy
Copy	Creates the copy specified in the fields on the screen.

Section IV

Report Print

Print Report

Screen 171 will submit a request for a report to print. To print a report from the AFR module, you must select the desired report and provide instructions to produce the output. These instructions may include where the report is to be printed and how the data should appear on the printout.

The **default font** for reports is Times New Roman. If you would prefer to have Courier set as your default font, send an email request to famishelp@tamus.edu. To change the font for specific reports, place your cursor in the **Font** field, and press **PF2**.

Reports are generally processed in an overnight batch procedure due to the potential competition for resources with the online system. Online processing is given processing priority during the day in the effort to keep system response time to a minimum.

To delete reports submitted to print, send an email to famisprod@tamus.edu. They can delete the job for you.

Screen 171 - Print Report

```
171 Print Report                                09/05/12 11:32
                                                FY 2012 CC 02
Screen: ___ Fiscal Year: 2012 Report: C-1_____
                                         Work Order: _____ Recalculation:
                                         _____

      Month: 13      Destination: FSCAPR_____
                    Font: TIMES NEW ROMAN
      Copies: 1_      Form: SLW1_____ Hold: N
      Draft/Final: D Specifications: _      Priority: 3

      Campus Code: 02 Row Highlight: Y      Suppress Off: _
      Table of Contents: _      TOC Only: _ Round Numbers: _
      Renumber Section: ___

----- Report Information -----
Short Description: SCHEDULE OF CURRENT FUNDS REVENUES
Exhibit or Schedule: S      Report Code: C-1
Last Print Dt:      Report Type: 1
Last Print Time:      Number of Cols: 6

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

Default setting for Row Highlight is "Y." This will be ignored for the specifications report.

Print Report Process

You may only enter either the **Report** code or a **Work Order** number in the fields provided. **If entries are made in both fields, you will receive an error message.**

The work order **Recalculation** field should be used when the only changes made to the report definition are to manual or query entries. If the **Work Order** field is used when changes to the report specifications have been made, these changes will not be reflected in the resulting report printout.

Recalculations are done immediately, not processed overnight.

Screen 171 – Print Report (cont'd)

Work Order Numbers

A work order is a campus specific computer-generated number used to uniquely identify a batch report print or copy.

Once a report request has been made on this screen (**PF9**), a work order number will be assigned, the report will be placed in a queue to be processed after hours, and the resulting output will be released to the specified printer (destination).

Print a Report and Report Specifications

The **Destination** field shows where the reports will be printed and may be changed if necessary. You may also indicate whether the printed report is to be a draft (D) copy or the final (F) version by entering one of these codes in the **Draft/Final** field. Both are captioned as “unaudited;” however, draft also displays date, time, campus code(s), and work order number.

To print a copy of the report specifications, enter “Y” in the **Specifications** field.

Caution: Do not print a copy of the specifications for CC 00 – this output will be too large.

Leaving this field blank will produce the actual AFR report. The specifications report lists all the specifications that have been entered on the screens in the AFR module.

Campus Selection

If the report is to show data for a different campus than the batch default specified on [Screen 203](#) (and shown in the **Campus Code** field), press **PF6** to select the campus code(s) the report should include. You will be able to request reports only for the System Members identified on [Screen 203](#) as allowed by your campus. Note that a one-character campus code has been defined to include common multi-Member combinations.

If you want the printed report to simulate gray bar (every other row shaded), type “Y” in the **Row Highlight** field. (This feature is not available with specifications report.)

Suppression of Lines with No Dollar Data

When testing a report, you may wish to display rows that would normally be zero suppressed. By entering a “Y” in the **Suppress Off** field, the [Screen 174](#) suppress flag will be overridden and lines containing no information will be printed on your report. You may want to turn suppress off to debug your reports and then put it back for your final runs.

Recalculation

When a report has previously been run and you (1) need a copy sent to a different printer, or (2) only minor heading changes or manual or query entry changes have been made since the report was run, you should reference the previous work order so that the data can be recalculated to save time. This method is faster than running the report from the beginning and also allows you to run the report during the day.

Screen 171 – Print Report (cont'd)

Remember that, in addition to resubmitting a previous work order, you must “recalculate” any reports “tied” to the one changed – for example, any change made to the C-1 will also change Exhibit C. So, if you change the C-1 on [Screen 180](#), you would go to [Screen 171](#), type a work order number, press <ENTER>, and then press **PF9**. After it has successfully run, you must also recalculate Exhibit C.

Basic Steps

- Type **Fiscal Year** and *either* the **Report** code *or* a **Work Order** number in the fields provided and press <ENTER>. You will receive an error message if entries are made in both of these fields.
- Press **PF10** to access a list of campus codes, and type an “X” beside the desired campus(es) to be used to produce the report.
- Select the options to be used in printing the report. Verify that the proper month is used. To print gray bars, type “Y” in the **Row Highlight** field. Press <ENTER>.
- Press **PF9** to submit the report so that it may be printed. FAMIS will assign a work order number to the print request.

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

Action Line

- | | |
|-----------------------|--|
| ◆ Fiscal Year: | 4 digits
Enter the fiscal year for the report being created/ modified. |
| ◆ Report: | * Help 10 characters/digits
Enter the report code. This field cannot be filled in if Work Order is used. |
| Work Order: | PF2 Help 9 digits
This is a computer generated number assigned by FAMIS when a report request is submitted. Indicate the work order number to be viewed.
<div style="border: 1px solid black; padding: 2px; margin-top: 5px;">This field cannot be used when the Report field is filled in.</div> |
| Recalculation: | 1 character
Indicates that the previously submitted work order will be used, including the data extracted from the accounting database forms. Accounting entries will not be reflected. The only information that will be updated is cosmetic formatting changes, manual entries, or queries. |

Screen Information

- | | |
|---------------------|---|
| Month: | 2 digits
Value entered is the month through which the data will be pulled to produce the report (i.e., if “4” is entered, then months September through April will be included). |
| Destination: | 18 characters/digits
To override the default printer destination (specified on Screen 201), enter a new printer destination here. |

Screen 171 – Print Report (cont'd)

Font:	PF2 Help 20 characters Displays the default font for the printed report as Times New Roman. (You may need to have your IT team add this font to your printer.) To change the font to Courier, press PF2 , type “X” in the pop-up window to select it from the list, and press <ENTER>. Send an email to famishelp@tamus.edu to change the default font.
Copies:	2 digits Type the number of copies to be printed if different from the pre-set number of copies assigned on the printer specifications screen (Screen 201).
Form:	6 characters/digits Enter the printer form code on which the specifications report should be printed.
Hold:	1 character Identify whether output should be put on hold or released to the printer. N = release output Y = run report and do NOT release the output to a printer. (This should only be done with the prior approval of FAMIS because the reports must be manually released in order to print.)
Draft/Final:	1 character Designate whether the printed report will be a (D) draft copy or (F) final version. A “draft” copy will include the date/time, campus code(s), and work order number. The word “Unaudited” appears in the title of both draft and final reports. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;">When “F” (Final) is specified, an exhibit will be shrunk by about 2% to increase margin space for binding.</div>
Specifications:	PF2 Help 1 character Identify the report specifications code: Y = Prints Specification Report that details the AFR specifications. M = Produces a report with only the manual entries displayed. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;">Be sure you have run an original report first before you attempt to use this option.</div> Blank = Produces the main report.
Priority:	1 digit The processing priority at which the report should be run. Enter a number less than 5. The default is 3. This will be assigned for the member submitted reports.
Campus Code:	PF2 Help 2 digits Derive from batch campus default on Screen 203 . This is the campus code (or designated combination of campus codes) for which the campus typically produces its AFR reports.

Screen 171 – Print Report (cont'd)

- Row Highlight:** 1 character
The default setting is “Y” to simulate gray bar paper (shading every other row of the report). Leave this field blank to omit this feature. **This will be ignored for the specifications report.**
- Suppress Off:** 1 character
Type “Y” to display blank lines that would normally be zero suppressed because of a “Y” in the Screen 174 Use Suppression Module field.
Suggestion – check your reports with “Y” to find any accounts misclassified.
- Table of Contents:** 1 character
Enter “Y” to include a table of contents with the report.
- TOC Only:** 1 character
Indicate with “Y” to print only the Table of Contents.
Leave the field blank to print the report.
- Round Numbers:** 1 character
FAMIS will automatically round the numbers if “Y” is entered in this field.
Numbers are rounded up if greater than .49 and rounded down otherwise.
- Renumber Section:** 3 digits
For the combined book, use this field to designate a new section number to be used for page sectioning of the report.

Short Description: SCHEDULE OF CURRENT FUNDS REVENUES	
Exhibit or Schedule: S	Report Code: C-1
Last Print Dt: 04/14/2005	Report Type: 1
Last Print Time: 01:20:52	Number of Cols: 6

Report Information

- Short Description:** 35 characters
Displays a short description of the report title, as it will appear in the Table of Contents.
- Exhibit or Schedule:** PF2 Help 1 character
Indicates the report is an Exhibit (E) or Schedule (S).
- Report Code:** 10 characters/digits
Displays the report code.
- Last Print Dt:** 8 digits
Displays the date the report was previously printed.
- Report Type:** PF2 Help 1 digit
Indicates the type of report (Screen 174) being printed.
1 = Multiple columns with column headers
2 = Three columns with no column headings
- Last Print Time:** 6 digits
Shows the time the report was previously printed.

Screen 171 – Print Report (cont'd)

Number of Cols: 1 digit
Displays the number of columns on the printed report.

Additional Functions

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

PF6 **Campus Code Select**
CCSel Displays a pop-up window that allows you to select the campus code(s) for the print job. **The only campus codes that appear in the pop-up are the ones defined for campus submission in the Batch Campus Access section of Screen 203 (Campus Control Table).** The following is an example of what the master campus selection table might look like:

Select ONE campus code with an 'X'. Any letter choices listed are valid, and are a combination of two or more campus codes that will be used to produce the report.												
_ A	_ B	_ C	_ D	_ E	_ F	_ 00	_ 01	_ 02	_ 03			
_ 04	_ 05	_ 06	_ 07	_ 08	_ 09	_ 10	_ 11	_ 12	_ 14			
_ 15	_ 16	X 17	_ 18	_ 19	_ 20	_ 21	_ 22	_ 99				

PF9 **Print**
Print Submits the report to print.

Print Group Reports

To print all or selected reports from the AFR module, you must select the desired reports and provide instructions to produce the output. These instructions may include where the reports are to be printed and how the data should appear on the printouts. [Screen 172](#) will submit sequenced print requests for each of the specified reports.

The **default font** for reports is Times New Roman. If you would prefer to have Courier set as your default font, send an email request to famishelp@tamus.edu. To change the font for specific reports, place your cursor in the **Font** field and press **PF2**.

Group reports are run in batch due to the potential competition for resources with the online system. Online processing is given processing priority in the effort to keep system response time to a minimum.

Screen 172 – Print Group Reports

```
172 Print Group Reports                                04/03/13 09:59
                                                    FY 2013 CC 02
Screen: ___ Fiscal Year: 2013
Month: 13      Destination: FSCAFR_____
Copies: 1_     Form: SLW1_   Hold: N
Draft/Final: D Specifications: _   Priority: 3
Font: TIMES NEW ROMAN
Campus Code: 02 Row Highlight: Y   Suppress Off: _
Table of Contents: _ Round Numbers: _
Start Work Order:      End Work Order:
Submitted Reports:
You must press PF9 to print the reports
after making your selection from the
pop-up screens.
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help  EHelp          CCsel      GASB  Print  User
```

Default setting for Row Highlight is "Y." This will be ignored for the specifications report.

Group Print Report Process

Once the report request has been made on this screen, a work order number will be assigned, and the report will be placed in a queue and will be printed after hours to the printer specified in the **Destination** field.

If you need to make changes to a previously generated report, enter the work order number and resubmit the print job on [Screen 171](#).

Print Reports and Report Specifications

To print all reports, enter "Y" in the **Print All** field. The **Destination** field shows where the reports will be printed and may be changed if necessary. You may also indicate whether the printed report is to be a draft (D) copy or the final (F) version by entering one of these codes in the **Draft/Final** field. A draft copy is tagged with the date/time and a work order number.

Screen 172 – Print Group Reports (cont'd)

If the reports get run out of order, select the one out of order, go to [Screen 171](#), put in the work order number, and recalculate.

To print a copy of the specifications report, enter “Y” in the **Specifications** field. **Caution: Do not print the specifications for CC 00 – the output will be too large.** Leaving this field blank will produce the actual AFR reports. The specifications report lists all the specifications that have been entered on the screens in the AFR module.

Campus Selection

If the report is to show data for a different campus than the batch default specified on [Screen 203](#) (and shown in the **Campus Code** field), press **PF6** to select the campus the report should include. You will be able to request reports only for the System Members identified as allowed by your campus on [Screen 203](#). Note that a one-character alpha campus code has been defined to include common multi-Member combinations.

If you want the printed report to simulate gray bar (every other row shaded), type “Y” in the **Row Highlight** field.

Suppression of Lines with No Dollar Data

When testing a report, you may wish to see rows displayed that would not normally print because they have no dollar data (zeros in each column) and suppression has been requested for the section via [Screen 174](#). By entering a “Y” in the **Suppress Off** field on [Screen 171](#) at print time, you will override the suppress flag and print the blank lines on your report.

Basic Steps

- Type the fiscal year in the **Fiscal Year** field and press <ENTER>.
- The default for the **Month** field is 13, which would be year-to-date. If you want to see reports by month, type the desired month number in this field (such as 9 for September, etc.).
- To turn gray bar on, type “Y” in the **Row Highlight** field. Press <ENTER>.
- Press **PF2** on the **Font** field, select the desired font in the pop-up window by typing “X” next to the desired font, and press <ENTER>.
- Press **PF6** to access a list of campus codes, and type an “X” beside the desired campus(es) to be used to produce the report.
- Press **PF8** to print the new GASB reports. Select which reports to print. This screen will also prompt you to run prerequisites. Press **PF9** to submit the reports so that they may be run and printed. FAMIS will assign each report a work order number.

You can type “X” to run and print reports, or you can type “R” to run a report without printing it (for example, prerequisite reports).

- Press **PF10** to print User reports. Select which reports to print. The prerequisites screen does not work for these reports. Press **PF9** to submit the reports so that they may be run and printed. FAMIS will assign each report a work order number.

You need to print the old and the new reports separately. You must select the reports you want to print and press **PF9** on both of the **PF7** and **PF8** pop-up screens.

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

Action Line

◆ **Fiscal Year:** 4 digits
Enter the fiscal year for the report being created/modified.

Screen Information

Month: 2 digits
Indicate the month through which the data will be pulled to produce the report (i.e., if "4" is entered, months September through April will be included).

Destination: 18 characters/digits
To override the default printer destination (specified on Screen 201), enter a new destination here.

Copies: 2 digits
Enter the number of copies to be printed if different from the pre-set number of copies assigned on the printer specifications screen (Screen 201).

Form: 6 characters/digits
Enter the printer form code on which the report should be printed.

Hold: 1 character
Identify whether output should be put on hold or released to the printer.
N = release output
Y = run report and do NOT release the output to a printer.

This should only be done with the prior approval of FAMIS because the reports must be manually released in order to print.

Draft/Final: 1 character
Designate whether the printed report will be a (D) draft copy or the (F) final version. A draft copy will include the date/time, campus code(s), and work order number. **The word "Unaudited" appears in the title of both draft and final reports.** When "F" (Final) is specified, an exhibit will be shrunk by about 2% to increase margin space for binding.

Specifications: 1 character
To print a report that details the AFR specifications, enter "Y." Otherwise, leave this field blank to produce the main report.

Priority: 1 digit
The processing priority at which the report should be run. Enter a number less than 5. The default is 3. This will be assigned for the member submitted reports.

Screen 172 – Print Group Reports (cont'd)

Font:	PF2 Help 20 characters Displays the default font for the printed report as Times New Roman. (You may need to have your IT team add this font to your printer.) To change the font to Courier, press PF2 , type “X” in the pop-up window to select it from the list, and press <ENTER>. Send an email to famishelp@tamus.edu to change the default font.
Campus Code:	PF2 Help 2 digits This defaults from batch campus default on Screen 203 . This is the campus code (or designated combination of campus codes) for which the campus typically produces its AFR reports.
Row Highlight:	1 character The default setting is “Y” to simulate gray bar paper (shading every other row of the report). Leave this field blank to omit this feature. This will be ignored for the specifications report.
Suppress Off:	1 character Type “Y” to display blank lines that would normally be zero suppressed because of a “Y” in the Screen 174 Use Suppression Module field.
Table of Contents:	1 character Enter “Y” to include a table of contents with the report.
Round Numbers:	1 character FAMIS will automatically round the numbers if “Y” is entered in this field. Numbers are rounded up if greater than .49 and rounded down otherwise.
Start Work Order:	9 digits Displays the beginning number of work orders submitted to be run.
End Work Order:	9 digits Identifies the final number of the work orders submitted. The next work order number is displayed on Screen 203.
Submitted Reports:	2 digits Shows the number of reports submitted.

Additional Functions

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

Screen 172 – Print Group Reports (cont'd)

PF6
CCSel

Campus Code Select

Displays a pop-up window which allows the selection of campus code(s) for the print job. The following is an example of what the campus selection table might look like:

```
+-----+
|                                             |
| Select ONE campus code with an 'X'. Any letter choices |
| listed are valid, and are a combination of two or more |
| campus codes that will be used to produce the report.  |
|                                             |
|  _ K  _ 00  X 01  _ 02  _ 04  _ 05  _ 06  _ 07  _ 08  _ 09 |
|  _ 10  _ 11  _ 12  _ 15  _ 16  _ 17  _ 18  _ 20  _ 21  _ 22 |
|  _ 23  _ 99 |
|                                             |
+-----+
```

The only campus codes that appear in the pop-up are the ones defined for campus submission in the Batch Campus Access section of [Screen 203 \(Campus Control Table\)](#).

PF8
GASB

GASB Reports

Used to print the new GASB reports. Select the reports to be printed and prerequisites, if any. **Press PF9 to print.**

```
+-----Report Selection Screen-----+
| H8049 Please enter an 'X' to indicate selection |
| Run All: _ | Select with X - Run and Print | | |
| | R - Run Only |
| | |
|  _ III      |  _ IV      |  _ V      |  _ III-FUND |
|  _ III-1    |  _ IV-FUND  |  _ IV-1   |  _ IV-2    |
|  _ IV-3     |  _ IV-3-A   |  _ IV-4   |  _ IV-5-A  |
|  _ N-2      |  _ N-2-FN    |  _ N-2SYSTR |  _ N-2SYST2 |
|  _ N-21     |  _ TANDF-TD   |  X THREE  |  R THREE-A  |
| | | |
| Press <PF4> to Quit <PF5> to reset selections |
+-----+
```

Screen 172 – Print Group Reports (cont'd)

PF9
Print

Print

Submits the report to print. The window below will appear if you initially select report(s) that have a prerequisite report requirement.

```

** End of list - 8 records found **
Prerequisites exist for the selected report(s).
  To run prerequisites - Select with an 'X'
  To ignore prerequisites - Blank out 'X'
Sel      Prerequisite(s)      Report
-----
-   A                          A-CONTD
-   B-13-SYS,C-1,B-2-A,C-2    B
-   B-13-SYS,C-1,B-2-A,C-2,B  B-CONTD
-   B-8,B-9,B-2-A,C-2        B-11
-   B-13-SYS                  B-13
-   B-2-A                      B-2
 C-1,B-2-A,C-2            C
-   B-2-A                      C-2

```

Press <PF4> to Quit

PF10
User

User

Displays the existing user reports that can be selected for print. The prerequisites window does not work for these reports.

```

-----Report Selection Screen-----
H8049 Please enter an 'X' to indicate selection
  Run All:                               Select with X - Run and Print
                                           R - Run Only
-   IV-CONTD   -   IV-SAL   -   IV-3-C   -   IV-6
-   IV-7       -   IV-8

```

Press <PF4> to Quit <PF5> to reset selections <PF9> to Print

Section V

Delete Screens

Delete Section/Header-Subheader/MUQ

Screen 186 is used to delete a section of a specified report, all header/subheaders, or all manual/update/query entries. **Select only one option at a time.**

This screen is very powerful and care must be taken to avoid deleting the wrong information.

Security to this screen must be tightly controlled.

Screen 186 - Delete Section/Hdr-SubHdr/MUQ

```
186 Delete Section/Hdr-SubHdr/MUQ                                04/03/13 10:11
                                                                FY 2013 CC 00
Screen:  __  CC: 00  Fiscal Year: 2012  Report: B-2-A  Section: 1__

Section:  _  Header/SubHeader:  _  Manual/Update/Query:  _
Type:  _

Program Name: HBSACCT                                Report Type: 1
Number of Columns: 10                                Use Suppression Module: Y
Header Text:

Ledger Code: B                                        DB/Col/Sort/Prev/None: D
Mapped SL Extract: Y                                Duplicate Flag:
HEAF Code:                                          Appr Nbr Flag:
CFDA Code:
Fund Group(s): 21 22 23 24 25 26 27 28 29

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

Basic Steps

- Type the campus code (**CC**), **Fiscal Year**, **Report** code, and **Section** number, and press <ENTER>.
- Typing an “X” in the appropriate fields will make the following deletions:
 - **Section**: ALL records associated with the report section will be deleted, with no checks on any other records.
All sections of a report must be deleted prior to deleting a report on Screen 185.
 - **Header/SubHeader**: Entering “X” will delete all Header/SubHeaders. All MUQ records must be deleted before this option can proceed.
 - **Manual/Update/Query**: Enter an “X” in this field if a specified type is to be deleted.
 - **Type**: Enter an M/U/Q type (“A”=all types; “M”=all manual; “U”=Update, “Q”=all query) if an “X” was entered in the **Manual/Update/Query** field.
- Press <ENTER> to delete.

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

Action Line

- ◆ **CC**: 2 digits
Enter the campus code.

Screen 186 – Delete Section/Header-SubHeader/MUQ (cont'd)

- ◆ **Fiscal Year:** 4 digits
Identify the fiscal year.
- ◆ **Report:** * Help 10 characters/digits
Type the report code.
- ◆ **Section:** 3 digits
Enter the section number.

Screen Information

Enter 'X' to Delete

- Section:** 1 character
Type "X" to delete the entire section of the specified report. There will be no checks made on any other records.

- Header/
Subheader:** 1 character
Enter "X" to delete all updates.
Note: All M/U/Q records must be deleted before this option can proceed.

- Manual/
Update/Query:** 1 character
If an "X" is entered in this field, an M/U/Q type must be entered in the Type field.

- Type:** 1 character
Indicate the M/U/Q type which is to be deleted (if an "X" was entered in the **Manual/Update/Query** field):
'A' = all types
'M' = all manual
'Q' = all query
'U' = all updates

- Program Name:** 8 characters
Displays the name of the program.

- Report Type:** PF2 Help 1 digit
Displays individual report column type.

- Number of
Columns:** 2 digits
Indicates the number of columns on the exhibit or schedule.

- Use Suppression
Module:** 1 character
Shows whether or not to suppress blank lines.

- Header Text:** 16 characters
Indicates text to be displayed as a header above the description column that is displayed on the left side of the report.

- Ledger Code:** PF2 Help 1 character
Displays the type of ledger (General Ledger, Subledger, or both).

Screen 186 – Delete Section/Header-SubHeader/MUQ (cont'd)

DB/Col/Sort/ Prev/None:	1 character Shows whether it is a database, column, sort, previous, or none section.
Mapped SL Extract:	1 character Used for reports that use Subsidiary Ledger accounts that are mapped and displayed under mapped GL accounts.
Duplicate Flag:	1 character If “Y,” the columns have duplicate subcode or account control ranges that are displayed in more than one column.
HEAF Code:	PF2 Help 1 character Selects accounts that have specified values in the Higher Education Assistance Fund code.
Appr Nbr Flag:	1 character If “Y,” only select accounts with specific values in appropriation.
CFDA Code:	PF2 Help 1 character If “Y,” only select accounts with specified values in Catalog of Federal Domestic Assistance code.
Fund Group(s):	PF2 Help 2 digits Indicates which fund group or groups the report is showing. (***) will show all fund groups.)

Additional Functions

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

Delete Report

To delete a report after it has been created, use Screen 185. This will completely delete the report and its information from FAMIS.

Prior to using this screen, all individual sections must be deleted using Screen 186.

Screen 185 - Delete Report

```
185 Delete Report                                04/03/13 10:12
                                                FY 2013 CC 00
Screen: ___ Fiscal Year: 2012 Report: B-2-A ___
Enter 'Y' to Delete: _
Exhibit or Schedule: S
Short Description: SCHEDULE OF CHANGES IN FUND BALANCES-DES
Run Sequence Number: 14
Long Description:
SCHEDULE OF CHANGES IN FUND BALANCES
UNRESTRICTED CURRENT FUNDS - DESIGNATED FUNDS
SERVICE DEPARTMENTS
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help EHelp
```

Basic Steps

- Verify the **Fiscal Year** and change if necessary.
- Enter the **Report** code to be deleted, and type “Y” in the **Enter ‘Y’ to Delete** field to delete the report from FAMIS. Descriptions of the report will be displayed to allow you to verify that the appropriate report is to be deleted.

Prior to using this screen, individual sections must be deleted using Screen 186.

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

Action Line

- ◆ **Fiscal Year:** 4 digits
Enter the fiscal year to be deleted.
- ◆ **Report:** * Help 10 characters/digits
Enter the report code.

Screen Information

- ◆ **Enter ‘Y’ to Delete:** 1 character
Type “Y” to delete the report.

Screen 185 – Delete Report (cont'd)

Exhibit or Schedule:	1 character Displays the type of report. (E=Exhibit, S=Schedule, B=Budget, U=User defined)
Short Description:	35 characters Shows a short description of the report as it appears in the table of contents.
Run Sequence Number:	2 digits This field indicates the order in which the print job will run.
Long Description:	3 lines - 60 characters each Indicates the long description of the report as it appears in the report.

Additional Functions

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

Section VI

Financial Inquiry Screens

Report Summary

The Report Summary on Screen 192 allows you to view a list of reports and select one that you want to see in more detail. By typing an "X" in the **Sel** (Select) field preceding a report code and pressing <ENTER>, you will be transferred to Screen 173.

This screen includes the report code, type, its short description, and the run sequence assigned to the report. The run sequence is used to indicate the order in which it must run.

Screen 192 – Report Summary

Sel	Report	Exhibit/Schd	Short Description	Run Seq
-	III	EXHIBIT	BALANCE SHEET	90
-	IV	EXHIBIT	STATEMENT OF REVENUES, EXPENSES, AN	88
-	V	EXHIBIT	STATEMENT OF CASH FLOWS	85
-	III-FUND	SCHEDULE	BALANCE SHEET BY FUND GROUP	80
-	III-1	SCHEDULE	UNRESTRICTED NET ASSETS	79
-	IV-FUND	SCHEDULE	STATEMENT OF REVENUES, EXPENSES, AN	75
-	IV-1	SCHEDULE	NOTE FOR EXHIBIT IV	86

192 Report Summary 04/03/13 10:15
 FY 2013 CC 00
 Screen: ___ Fiscal Year: 2013 Exhibit/Schd: Report: _____

** MORE RECORDS - PRESS ENTER TO VIEW **
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
 Hmenu Help EHelp Back Fwrd

Basic Steps

- Type the desired **Fiscal Year**.
- Enter the types of reports to be displayed in the **Exhibit/Schd** field (blank, E, S, or U) or leave blank to view all types.
- To display a specific report at the top of the list, type the report name in the **Report** field and press <ENTER>.

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

Action Line

- ◆ **Fiscal Year:** 4 digits
Enter the fiscal year for the reports being viewed.
- Exhibit/Schd:** ? Help 1 character
Indicate the type of reports (exhibits or schedules) to be displayed:
 Blank = All reports
 E = Exhibits
 S = Schedules
 U = User defined reports (Other)

Screen 192 – Report Summary (cont'd)

- ◆ **Report:** * Help 10 characters/digits
Enter a starting report code, if desired.

Screen Information

- Sel:** 1 character
Type an "X" in this field to select the report you wish to view.
- Report:** 10 characters/digits
Displays the report code.
- Exhibit/Schd:** Help 12 characters
Shows the type of report:
(E=Exhibit, S=Schedule, B=Budget, U=User defined)
- Short Description:** 35 characters
Displays a short description of the report as it appears in the table of contents.
- Run Seq:** 2 digits
Indicates the sequence order in which the job is to be run. All reports without a sequence number will be processed before reports having a run sequence.

Additional Functions

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

Manual/Update Entry Summary

To see all of the manual entries you have created, you may use Screen 193. Use **PF11** to view the 3 panels of data available.

This screen will display the list of either manual (M) or update (U) entries that have been created. Type an "X" in the **Sel** (Select) field to select the report, and advance to Screen 180 where you may adjust the manual entries or view the update entries.

Screen 193 - Manual/Update Entry Summary (Panel 1)

```

193 Manual/Update Entry Summary                                11/09/09 09:40
                                                            FY 2010 CC 02
Screen: ___          CC: 00      Fiscal Year: 2008  Report: N-2 ___
M/U: M             Sect: 1_     Hd: 3_   Sub Hd: 3_
Col: ___          Data CC: 02   Month: 13  13th Month
Sel LTyp Sect Hd  Sub Col  Seq      Description                Amount
-----
_   M    2   1  12   7 50008  FURNITURE AND EQUIPMENT          174,988.50

```

End of List

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

These fields are positioning

Screen 193 - Manual/Update Entry Summary (Panel 2)

```

193 Manual/Update Entry Summary                                11/09/09 09:41
                                                            FY 2010 CC 02
Screen: ___          CC: 00      Fiscal Year: 2008  Report: N-2 ___
M/U: M             Sect: 1_     Hd: 3_   Sub Hd: 3_
Col: ___          Data CC: 02   Month: 13  13th Month
Sel Col  Description                Amount      Manual Reason
-----
_   7  FURNITURE AND E          174,988.50  ADJUSTMENT FOR REDUCTION FOR ASSET

```

End of List

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

Screen 193 – Manual/Update Entry Summary

Screen 193 - Manual/Update Entry Summary (Panel 3)

```

193 Manual/Update Entry Summary                               11/09/09 09:41
                                                            FY 2010 CC 02
Screen: ___          CC: 00      Fiscal Year: 2008  Report: N-2 ___
M/U: M             Sect: 1_     Hd: 3_   Sub Hd: 3_
Col:  _           Data CC: 02   Month: 13  13th Month
-----Manual Reason-----
Sel Col  Description                Amount      Date      Time      Userid
-----
_       7 FURNITURE AND EQUIPMENT    174,988.50 10/23/2008 14:50 GxxxxxxP

                               End of List
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp                               DManN DManG   Left  Right
    
```

Basic Steps

- Enter the desired campus code in the **CC** field.
- The current fiscal year is displayed in the **Fiscal Year** field but may be changed if a list of reports from a previous year is needed.
- Type the report code in the **Report** field.
- Type either “M” or “U” in the **M/U** field to view manual or update entries.
- Type the campus code of the entries to view in the **Data CC** field.
- Type the processing month in the **Month** field.
- Press <ENTER> to view a list of the manual entries.

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

Action Line

- ◆ **CC:** ? Help 2 digits
Enter the campus code.
- ◆ **Fiscal Year:** 4 digits
Type the fiscal year for the report being created/modified.
- ◆ **Report:** ? Help 10 characters/digits
Enter the report code.
- ◆ **M/U:** ? Help 1 character
Indicate the type of entries to be displayed:
M = Manual
U = Update

Screen 193 – Manual/Update Entry Summary

Sect:	3 digits If desired, enter the section number to be used to begin viewing the manual or update entries.
Hd:	2 digits Indicate the header level.
Sub Hd:	2 digits Designate the sub-header level.
Col:	2 digits Use this field to specify one particular column.
◆ Data CC:	? Help 2 digits Indicate the campus code of the manual entries to view.
◆ Month:	2 digits Indicate the processing month for displaying the entries.

Screen Information

➔ Panel 1

Sel:	1 character Type an "X" in this field to select the report's manual or update entries.
LType:	1 character Shows the report line type: M = Manual entry D = Detail R = Running total S = Subtotal T = Total Z = Final total
Sect:	3 digits Displays the section number where manual entries or updates were added.
Hd:	2 digits Indicates the header level where entries were made.
Sub:	2 digits Shows the subheader level to which additions/updates were entered.
Col:	3 digits Shows the column number where a manual amount was entered.
Seq:	5 digits Indicates the sequence number of the report lines.
Description:	26 characters Shows a description of the entry.

Screen 193 – Manual/Update Entry Summary

Amount: 15 digits
Displays the amount entered manually on the report.

➔ **Panel 2**

Manual Reason: 35 characters
Shows the reason for the manual entry.

➔ **Panel 3**

--Manual Reason--

Date: 8 digits
Identifies the date the manual entry was made.

Time: 4 digits
Displays the time the manual entry was made.

UserID: 7 characters/digits
Identifies the FAMIS UserID of the person who made the manual entry.

Additional Functions

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

PF7 **Display Manual Entries for NACUBO**
DManN Displays manual entries for NACUBO reports.

Must use Entire Connection when using this PF key feature.

PF8 **Display Manual Entries for GASB**
DManG Displays manual entries for GASB reports.

Must use Entire Connection when using this PF key feature.

Work Order Summary

Each time a report is printed or when specifications are copied from a pre-defined report, a work order number is assigned by FAMIS. This number provides a way to refer to the report output or to a copy request.

As an added feature, the **St** (Work Order Status) field will display "O" when a work order is submitted, "R" once the job starts running, and "C" once the job completes. If the job abends, it will keep the "R" status until the next job runs. Once the next job starts running, "R" on the abended job will change to "A" and the new job status will be "R." There may be a few exceptions to these rules (job stopped in middle of processing, etc.).

Screen 194 - Work Order Summary (Panel 1)

194 Work Order Summary										04/03/13 10:29	
										FY 2013 CC 02	
Screen: ___ Work Order: 201300113											
Sel	Work Order	St	CC	FY	--Report--	Scr	-----Creator-----	Finish Date	Finish Time		
-	201300113	C	02	2013	IV-4	172	HARRISON, HOLLY	03/19/2013	16:09:30		
-	201300114	C	02	2013	IV-3	172	HARRISON, HOLLY	03/19/2013	16:11:03		
-	201300115	C	02	2013	IV-3-A	172	HARRISON, HOLLY	03/19/2013	16:12:22		
-	201300116	C	02	2013	IV-2	172	HARRISON, HOLLY	03/19/2013	16:12:30		
-	201300117	C	02	2013	IV-FUND	172	HARRISON, HOLLY	03/19/2013	16:16:02		
-	201300118	C	02	2013	THREE-A	172	HARRISON, HOLLY	03/19/2013	16:17:39		
-	201300119	C	02	2013	III-1	172	HARRISON, HOLLY	03/19/2013	16:19:17		
-	201300120	C	02	2013	III-FUND	172	HARRISON, HOLLY	03/19/2013	16:20:14		
-	201300121	C	02	2013	N-2	172	HARRISON, HOLLY	03/19/2013	16:20:21		
-	201300122	C	02	2013	THREE	172	HARRISON, HOLLY	03/19/2013	16:20:26		
-	201300123	C	02	2013	V	172	HARRISON, HOLLY	03/19/2013	16:21:39		
-	201300124	C	02	2013	IV-1	172	HARRISON, HOLLY	03/19/2013	16:21:45		
-	201300125	C	02	2013	IV	172	HARRISON, HOLLY	03/19/2013	16:21:51		
-	201300126	C	02	2013	III	172	HARRISON, HOLLY	03/19/2013	16:21:57		
** END OF REPORT LIST **											
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10										PF11	PF12---
Hmenu Help EHelp										Left	Right

Screen 194 - Work Order Summary (Panel 2)

194 Work Order Summary										04/03/13 10:30		
										FY 2013 CC 02		
Screen: ___ Work Order: 201300113												
Sel	Work Order	Status	Report Code	Dft	Re	Supp	Rnd	TOC	Row	Multi		
				Fin	Calc	Mon	Off	Nbr	TOC	Only	HiLite	Campus
-	201300113	C	IV-4	D				13			Y	
-	201300114	C	IV-3	D				13			Y	
-	201300115	C	IV-3-A	D				13			Y	
-	201300116	C	IV-2	D				13			Y	
-	201300117	C	IV-FUND	D				13			Y	
-	201300118	C	THREE-A	D				13			Y	
-	201300119	C	III-1	D				13			Y	
-	201300120	C	III-FUND	D				13			Y	
-	201300121	C	N-2	D				13			Y	
-	201300122	C	THREE	D				13			Y	
-	201300123	C	V	D				13			Y	
-	201300124	C	IV-1	D				13			Y	
-	201300125	C	IV	D				13			Y	
-	201300126	C	III	D				13			Y	
** END OF REPORT LIST **												
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---										PF10	PF11	PF12---
Hmenu Help EHelp										Left	Right	

Basic Steps

- Enter the desired **Work Order** number in the **Work Order** field.
- Type “X” in the **Sel** (Select) field to select a work order to be printed or copied. This action will advance you to Screen 171 if the work order was a report request and to Screen 170 if the work order was a copy request.

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

Action Line

Work Order: ? Help 9 digits
Enter a starting work order number to display it at the top of the screen.

Screen Information

➔ Panel 1

Sel: 1 character
Type “X” to select a work order. Press <ENTER> to advance to the screen where the specifications for the work order were defined.

Work Order: 9 digits
Displays the work order number.

St: 1 character
Shows the status of the work order:
O = Open
R = Running
A = Abended
C = Closed

CC: 2 digits
Indicates the campus code of the creator for the work order.

FY: 4 digits
Shows fiscal year when work order was created.

Report: 10 characters/digits
Displays the report code.

Scr: 3 digits
Indicates the screen number used to make the manual entry.

Creator: 17 characters
Displays the name of the person who initiated the work order.

Finish Date: 8 digits
Shows the date the work order was closed (successfully completed).

Finish Time: 6 digits
Indicates the time the work order was closed (successfully completed).

Screen 194 – Work Order Summary (cont'd)

➔ Panel 2

Status:	1 character Shows the status of the work order. O = Open R = Running A = Abended C = Closed
Report Code:	10 characters/digits Indicates the report code.
Dft Fin:	1 character Displays whether the printed report was a draft (D) or the final (F) version.
ReCalc:	1 character If "Y," the report was recalculated from a previous work order. If "M," the report was a spec report of manual entries only.
Mon:	2 digits Shows the month the work order was submitted.
Supp Off:	1 character "Y" or "S" indicates blank lines were to be printed on the report (suppress off).
Rnd Nbr:	1 character Identifies whether the numbers on the report were rounded.
TOC:	1 character Indicates whether a Table of Contents was included with the printed report.
TOC Only:	1 character Shows whether only the Table of Contents was defined on this work order number.
Row HiLite:	1 character Displays whether the shading (highlight) was printed on every other row of the report.
Multi Campus:	1 character Indicates whether a report combined information for multiple campuses or printed separate reports for each.

Additional Functions

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

Section VII

Financial Control Screens

Screen 201 – Printer Table (cont'd)

User ID:	10 characters/digits Indicate the user identification number for which the printer definitions apply. The record with blanks in the User ID field will be used whenever a User ID is not specified on the table.
Form:	6 characters/digits Include the form to be used.
Destination:	18 characters/digits Specify the printer destination to be used to print the report.
Box:	4 digits/character Designate the box at CIS where the output will be placed if printed on the Xerox printers.
Cpy:	2 digits Enter the number of copies that are to be printed.
JDE:	6 characters/digits Indicate the Job Descriptor Entry number for the form that should be used.
EFORM:	6 characters Include the Electronic Form that should be used.
Cls:	1 character Specify the output class.
Print All:	1 character Enter "Y" to print all output, including JCL. If left blank, only the AFR report will be printed.
Hld:	1 character Enter "Y" to run the report, but hold it and do not release it to the printer.
Prt:	1 digit Enter a priority number less than "5." The default will be "3." Determines when the report will run.

Additional Functions

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

Campus Control Table

Access to the AFR module at the campus level is controlled on [Screen 203](#). This screen is maintained by the System Office of Budgets and Accounting on the Master Campus (CC=00), which means you must logon to CC00. Individual System Members can only view this screen.

An important feature of this screen is the **Campus Lock Flag**. Once the authorized person for a campus indicates that his/her AFR for a given fiscal year is complete, the System Office of Budgets and Accounting will change this flag to "Y" indicating the campus is locked. **No further entry will be permitted in the AFR module for that fiscal year.**

On a global level, this screen determines whether a specific campus code has the ability to view and/or produce reports for itself or other System Members. It also sets the default campus code that is used when reports are requested from the campus specified in the **Campus** field.

Screen 203 – Campus Control Table

```
203 Campus Control Table                                04/03/13 10:34
                                                        FY 2013 CC 00
Screen:  ___   FY: 2013   Campus: 00  MASTER CAMPUS
Campus Lock Flag:                                Next Work Order: 201300410
-
AFR Campus Title:
THE TEXAS A&M UNIVERSITY SYSTEM_____

Online Campus Inquiry Access:
00 01 02 04 05 06 07 08 09 10 11 12 15 16 17
18 20 21 22 23 24 25 26 99  _ _ _ _ _

Batch Campus Access:
K_ L_ 00 01 02 04 05 06 07 08 09 10 11 12 15
16 17 18 20 21 22 23 24 25 26 99  _ _ _ _ _

Batch Campus Default:                                Include NACUBO:
01

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

Campus Lock Flag

If the decision is made to lock the campus to prevent further transaction entry into the fiscal year for the specific campus, processes that affect the AFR will be checked to ensure they have been run.

MDEP, YR412, and RR200 should be run before the AFR is locked.

Screen 203 – Campus Control Table (cont'd)

If any or all of these jobs have not been run, the following pop-up window will display this information.

Screen 203 – Campus Control Table (Pop-Up Window)

```

These year end jobs must be completed before
AFR can be locked:

-----
Description                               Completed?
-----
Monthly Depreciation (MDEP)                N
Indirect Cost (RR200)                      N
Close Budget (YR412)                       N
-----

Do you wish to continue and lock AFR? (Y/N)
    
```

There may be a need to lock the AFR without all the flags being changed, but generally these jobs must be completed before the AFR is locked. These flags are programmatically set when the year-end jobs are run (MDEP, RR200, and YR412). When they are run, the “N” in the Completed column will be changed to “Y.”

The table on FRS [Screen 853](#) can be used to keep track of when these year-end jobs have been run and when the flags have been set to “Y.”

FRS Screen 853 – Generic Table

```

853 Generic Table                                04/03/13 10:36
                                                CC 02

Screen: ___ Campus Cd: ** Table Type: GENERIC TABLES_
Start From: _____

Func      Key      Maint.      Data
Code     Key      on 853
-----
-   W2-QUALMOVE98   Y   W2 QUAL MOVING CODES - CY 98 - (VBYP152)
-   W2-QUALMOVE99   Y   W2 QUAL MOVING CODES - CY 98 - (VBYP152)
-   W2-SCHOLAR92    Y   W2 SCHOLAR CODES - CY 92 - OBSOLETE!
-   W2-SCHOLAR93    Y   W2 SCHOLAR CODES - CY 93 - OBSOLETE!
-   W2-SCHOLAR94    Y   W2 SCHOLAR CODES - CY 94 - OBSOLETE!
-   W2-SCHOLAR95    Y   W2 SCHOLAR CODES - CY 95 - OBSOLETE!
-   YEAREND-FLAGS  Y   YEAR END FLAGS
-   1099-EDITS      Y   RESRTRICT ACCESS TO 1099 SCREENS
-   1099-SUBCD1996  Y   1099 SUBCODES (VBYP108)
-   1099-SUBCD1997  Y   1099 SUBCODES (VBYP108)
-   1099-SUBCD1998  Y   1099 SUBCODES (VBYP108)
-   1099-SUBCD1998B Y   1099 SUBCODES (VBYP108B)

*** Press enter for more entries ***
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help  EHelp
    
```

Basic Steps

- Type the desired fiscal year (*FY*) and *Campus* code in the fields provided and press <ENTER>.

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

Action Line

- ◆ **FY:** 4 digits
Use the current fiscal year displayed, or change to indicate a different year.
- ◆ **Campus:** 2 digits
Enter the campus code whose AFR access is being controlled.

Screen Information

- Campus Lock Flag:** 1 character
"Y" indicates the campus is locked for the given fiscal year.
- Next Work Order:** 10 digits
Indicates the next work order number to be used by [Screen 170](#)/[Screen 171](#).
- AFR Campus Title:** 65 characters
Identifies the AFR Campus title to print on the AFR report.
- Online Campus Inquiry Access:** PF2 Help 2 digits/characters (30 fields)
Shows the campus codes a user can view, (**ONLY if the user is signed on to and has inquiry access to the Action Line campus**). The user must access these campuses by changing the campus code in the *Campus* field (not via [Screen 882](#)).
- Batch Campus Access:** PF2 Help 2 digits/characters (30 fields)
Indicate the campus codes for which AFRs may be produced, combined, and printed by users of this agency. The user must be signed on to and have print access to the Action Line campus. The user should print reports for these campuses by changing the campus code on the print screen's Action Line (not via [Screen 882](#)).

Screen 203 – Campus Control Table (cont'd)

Batch Campus

PF2 Help 2 digits/characters

Default:

Specify the print default campus that will be used when reports are requested by the Action Line campus.

Campus	Refers to Campus codes
A	02 03
B	02 03 10
C	02 03 10 20
D	03 10
E	03 10 20
F	10 20
G	03 19
H	06 07 20
I	06 07 14
J	07 14
K	02 10
L	04 24

Press <PF4> to Quit

Include NACUBO: 1 character

Type "Y" to include the NACUBO reports in the list on the pop-up window of Screen 171.

Additional Functions

PF KEYS

See the Appendix for explanation of the standard PF keys.

Report Submission Control

Access to the AFR report submission screens can be regulated to prevent report submissions from [Screen 170](#), [Screen 171](#), and [Screen 172](#) in the AFR module. A control was developed as the need arose to control AFR report submissions during peak day hours.

This control is maintained by FAMIS Services on FRS [Screen 853](#).

- When the control is set to “N” on FRS [Screen 853](#), an error will be displayed when you try to go to any of the previously mentioned report submission screens.

FRS Screen 853 – Generic Table

853 Generic Table		04/03/13 10:41	
Screen: ____	Campus Cd: **	Table Type: AFR AVAILABLE	CC 02
		Start From: _____	
Func Code	Key	Maint. on 853	Data
-	AVAILABLE	-	N
-	_____	-	_____
-	_____	-	_____
-	_____	-	_____
-	_____	-	_____
-	_____	-	_____
-	_____	-	_____
-	_____	-	_____
-	_____	-	_____
-	_____	-	_____
-	_____	-	_____
***** End of data *****			
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---			
Hmenu Help EHelp			

- To return the AFR report submission screens ([Screen 170](#), [Screen 171](#), and [Screen 172](#)) to service, set the AVAILABLE flag back to “Y.”

FRS Screen 853 – Generic Table

853 Generic Table		04/03/13 10:41	
Screen: ____	Campus Cd: **	Table Type: AFR AVAILABLE	CC 02
		Start From: _____	
Func Code	Key	Maint. on 853	Data
-	AVAILABLE	-	Y
-	_____	-	_____
-	_____	-	_____
-	_____	-	_____
-	_____	-	_____
-	_____	-	_____
-	_____	-	_____
-	_____	-	_____
-	_____	-	_____
-	_____	-	_____
-	_____	-	_____
***** End of data *****			
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---			
Hmenu Help EHelp			

Basic Steps

- Enter the campus code to be modified in the **Campus Cd** field. Type two asterisks (**) for the Master Campus.
- Enter the **Table Type** to be modified and press <ENTER>.
- You may also type a keyword or the beginning letters of a keyword in the **Start From** field to advance the displayed list.

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

Action Line

Campus Cd:	2 characters Identifies the campus code where the generic table is housed. Generally, the generic tables are recorded at the "***" campus.
Table Type:	15 characters Shows the title of the table to be displayed or updated.
Start From:	20 characters Allows you to enter a specific key word or a partial name to begin the display list.

Screen Information

Func Code:	1 character Enter the desired function code from the following: add (A), update (U), or delete (D).
Key:	20 characters Include a key word description of the data provided.
Maint. on 853:	1 character Indicate whether you can maintain key word on <u>Screen 853</u> .
Data:	30 characters Provide an extended description of the key word. Examples: H = Heavy Construction Other than Building Contracts (01) B = Building construction, Including General Contractors S = Special Trade Construction Contracts (03) P = Professional Services Contracts (04, 05 and 09) O = Other Services Contracts (06) C = Commodities Contracts (07 and 08) (These categories are defined in the FY 2008 Hub Report Procurement Categories with Expenditure (Object) Codes document.)

Additional Functions

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

Section VIII

Sample Report and Specifications

REPORT SPECIFICATIONS

Section IX

Appendix

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**, the “PF” represents **P**rogram **F**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, on a Memorex emulation, a combination of the ALT key and the number “1” will represent the **PF1** key.

At the bottom of the FAMIS screens, there are PF keys listed that can assist with use of the screen. For example, at the bottom of [Screen 164 \(Voucher Inquiry by PO Number\)](#) there is a **PF11** key with the word “Right” under it. This means that by pressing the **PF11** key, the screen listing will scroll to the right for an additional panel of information.

TAB and BACKTAB Keys

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

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

CLEAR Key

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

RESET Key

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

Appendix – Instructions (cont'd)

ERASE END OF FIELD Key

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

HOME Key

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

Protected Area

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

Action Line/Context

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

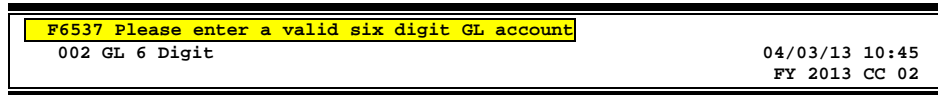
Data that is entered on the Action Line will be carried in “context” from screen to screen until changed. For example, the GL account number 032365 is entered on the Action Line of the screen below. That account will be carried in “context” until the user keys a different account in the field.

The <ENTER> key must be pressed after entering **Action Line** data. If a user does not follow this step, all information entered on the screen may be lost and must be re-entered. After pressing <ENTER>, a message will be given at the top of the screen asking for modifications or providing further processing instructions.

002 GL 6 Digit	04/03/13 10:43
	FY 2013 CC 02
Screen: _____ Account: 010000 _____ EDUCATIONAL & GENERAL INCOME	
Account Title: EDUCATIONAL & GENERAL INCOME _____	SRS: _

Message Line

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



Scrolling Through Data

Pressing 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. Typing a question mark (?) in the blank beside the desired field and pressing <ENTER> will access a pop-up window with specified field information. Another way is to place your cursor in the desired field and press **PF2**.

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

Escaping from a Pop-Up Window

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

Field Help Using the F2 Program Function Key

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

Screen 2 - GL 6 Digit

002 GL 6 Digit	04/03/13 10:45
Screen: ___ Account: 014000 ___ MEDICINE	FY 2013 CC 02
Account Title: MEDICINE	SRS: _
Resp Person: luuuuuu7 CAIN, CARLA C	Old Acct: 0284
Year-end Process: F	Reclassify: _ Reporting Group: ___ Aux Code: ___
AFR Fund Group: 10	Fund Group: FG Sub Fund Group: ___ Sub-Sub: ___

For example, place the cursor in the **Year-end Process** field and press **PF2**. The first screen displayed explains the purpose of the field. Sometimes you will be shown the values immediately, without a definition or explanation.

Field: FG-FS-YY-END-PROC	File: IAFRS-GENERAL-SUBSIDIARY-LEDGER
Flag to indicate what action to take with balance at year end.	

From the definition screen, press <ENTER> to view valid values for the field.

*** D I C T I O N A R Y - H E L P ***	
VALUES	MEANING
F	Fiscal Year
P	Project Year
E	Encumbrance Only (SL's only)
T	Transfer BBA (SL's Only)
D	BBA to Different account (SL)
Rule : IAFRS-FG-FS-YY-END-PROC Default value is:	
View : IAFRS-GENERAL-SUBSIDIARY-LEDGER	
Field: FG-FS-YY-END-PROC	
PF1=Menu PF4=Exit	

Question Mark (?) or Asterisk (*) Help

FAMIS has a Help feature on some screen fields that will display a field definition and/or values that may be entered.

To use the Help feature, type a question mark (?) or asterisk (*) in the field and press <ENTER>. If Help is available for the field, a pop-up window will appear displaying a definition and/or valid values. To make a selection, type an "X" next to a value and press <ENTER> to pass it back to the previous screen. This is called the "Passback" feature.

Screen 2 - GL 6 Digit

```

002 GL 6 Digit                                04/03/13 10:49
                                                FY 2013 CC 02

Screen: ___ Account: 010100 ___ ED & GEN INCOME-TUITION

Account Title: ED & GEN INCOME-TUITION          SRS: _
Resp Person: 5uuuuuu4 CLARY, COHN C           Old Acct: NA ___
Year-end Process: F   Reclassify: _ Reporting Group: ___ Aux Code: ___
AFR Fund Group: ?   Fund Group: FG Sub Fund Group:   Sub-Sub: ___
Function: ___

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

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

Fund Source: ___ Account Letter: Y
Long Title: EDUCATIONAL AND GENERAL INCOME - TUITION Setup Dt: 08/26/1991

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

Screen 2 - GL 6 Digit - Fund Group ?-Help Pop-Up Window

```

** More Codes - Press <ENTER> to View **

Search Criteria:  AFR Fund Group:

  AFR      Sub
Fund Fund Fund Description
X 10      FG  FUNCTIONAL AND GENERAL
- 20      DS  DF  DESIGNATED/FUNCTIONAL & GENERAL
- 21      DS  DS  DESIGNATED/SERV DEPT-PROF FEES & SE
- 22      DS  ST  DESIGNATED/SERV DEPT-TRAVEL
- 23      DS  SM  DESIGNATED/SERV DEPT-MATERIAL & SUP
- 24      DS  SU  DESIGNATED/SERV DEPT-COMM & UTIL
- 25      DS  SR  DESIGNATED/SERV DEPT-REPAIRS & MAIN
- 26      DS  SL  DESIGNATED/SERV DEPT-RENTALS & LEAS
- 27      DS  SP  DESIGNATED/SERV DEPT-PRINTING & REP
- 28      DS  SC  DESIGNATED/SERV DEPT-CLAIMS & LOSSE
- 29      DS  SO  DESIGNATED/SERV DEPT-OTHER OPER EXP
- 30      AX  AX  AUXILIARY NON-PLEDGED
-- IASYS-AFR-FUND-GROUP --

Select an AFR Fund Group or Press <PF4> to Quit
    
```


Appendix – Standard PF Keys (cont'd)

Next **Next Screen**
Advances to the next screen required.

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

```
+-----+
| F0013 Please enter desired modifications                                     |
| P600026  1.0                               Position at line:  ___         |
| Line      ***** Note Text *****                                     |
| 1         >>Notes Entered 10/12/95 BY CARSON, CARL C___                 |
| 2         THE DEPARTMENT REQUESTS TO REVIEW ALL BIDS___                 |
| 3         PRIOR TO THE AWARD.____                                       |
| 4         _____                                                       |
| 5         CONTACT DR. WILL W. WADDLESWORK FOR FURTHER___                 |
| 6         DETAILS/CLARIFICATION ABOUT THE REQUESTED___                 |
| 7         ITEMS.____                                                       |
| 8         _____                                                       |
| 9         _____                                                       |
| 10        _____                                                       |
| 11        _____                                                       |
| 12        _____                                                       |
| PF4=Exit  PF7=PItem  PF8=NItem  Page (F/B/E):  _                       |
+-----+
```

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

AFR Screens List

	<u>PAGE</u>
M001 FRS Main Menu	I-7
Provides a starting point to access the Annual Financial Reporting Module.	
M17 Report Maintenance Menu	I-7
Provides a list of most of the screens used in this module.	
M19 AFR Report Inquiry Menu	I-8
Provides a listing of inquiry screens.	
M20 AFR Tables Menu	I-8
Shows a listing of screens that control AFR Module functionality.	
170 Copy Report Specifications	III-41
Use this screen to copy report definitions from a previously created report.	
171 Print Report	IV-3
Submits a report to be printed.	
172 Print Group Reports	IV-9
Submits one or more reports to be printed.	
173 Report Create	III-3
Allows you to create reports exhibits and schedules that make up the Annual Financial Report.	
174 Report Section Maintenance	III-6
Defines a section of the report, how the data should be extracted, and the header information needed to run a specified report.	
175 Report Column Maintenance	III-13
Provides the ability to create the text for the column headings on the schedules and exhibits, and to specify the extraction criteria.	
176 Report SuperHeader Maintenance	III-20
Allows you to further define the headings that appear above <i>multiple</i> columns of the report.	
177 Report Sort Order Maintenance	III-22
Used to indicate how the report data will be sorted for the schedule or exhibit being produced.	
178 Function/Sponsor Code Maintenance	III-24
This screen is used to create and maintain the old (previously used) codes for function, sponsor and CFDA information.	
179 Line Item Definition Maintenance	III-26
Allows you to define the lines detailed in a report and to control how the information is totaled.	
180 Extended Line Item Maintenance	III-34
Used to enter manual entries updates and queries to an extended line item.	
181 Report Column Reassignment Maintenance	III-18
Enables the inclusion or exclusion of subcodes for a specified section/column of a report.	
182 PostScript Parameter Table	III-38
Use this screen to define the postscript settings for an AFR report.	

Appendix – AFR Screens List (cont'd)

	<u>PAGE</u>
185 Delete Report	V-6
Used to delete a report after it has been created.	
186 Delete Section/Hdr-Subhdr/MUQ	V-3
Delete a particular section, header/subheader, manual/update entries, or query using this screen.	
192 Report Summary	VI-3
Displays a listing of reports you can select.	
193 Manual/Update Entry Summary	VI-5
Use this screen to manually enter amounts in a report or to update column information.	
194 Work Order Summary	VI-9
Shows a list of work order numbers assigned by FAMIS when a report is defined or specifications are changed on a pre-defined report.	
201 Printer Table	VII-3
Used to assign the default printer information for a user.	
203 Campus Control Table	VII-5
Used to create the AFR inquiry access controls for each campus code.	
FRS 853 Generic Table File Maintenance	VII-9
Maintain the generic file tables to control various functions or to validate data.	

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)

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

B

Bank Transfer

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

Appendix – Glossary (cont'd)

Batch/Session

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

Batch Interface

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

BBA

See [Budget Balance Available](#).

Beginning Balance

Balances posted during implementation.

Budget

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

Budget Balance Available (BBA)

That portion of budget funds that is unspent and unencumbered.

Budget Fiscal Year

Budgets are prepared in one fiscal year for the next fiscal year. The default is always the next fiscal year when using any Budget Preparation screen.

Budget Pattern

Used to group individual object codes (or ranges), into budget categories to establish new fiscal year budget. Tracks current and past year account activity in order to develop the new fiscal year budget.

Budget Pool

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

Budget Version

Various versions of a budget can be created and names for comparative purposes.

Buying Account

Account which is allowed to “purchase” from a specific selling account via an interdepartmental transfer.

C

Capital

Assets, cash, means, property, resource.

Cash

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

Cash Disbursement

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

Cash Receipt

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

Chart of Accounts

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

Appendix – Glossary (cont'd)

Check Override

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

Claim-On-Cash

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

Clearing Account

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

COA

See Chart of Accounts.

Compound Journal Entry

A two-sided transaction that posts debits and credits.

Context

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

Copy

The process that creates a new pattern from an existing version (specified on the Action Line) or ABR (specified in the resulting pop-up screen).

Credit Memo

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

Currency Code

A code that identifies a record in the Tax Currency Table. This record provides the factor to calculate foreign currency conversion costs or gains and the liability account used. The code is translated through a table into a conversion rate.

Cycle

Two or more programs that are run in a specific sequence.

D

Data

Data are representations, such as characters, to which meaning might be assigned. They provide information and can be used to control or influence a process. This term is not synonymous with information. Information is data to which meaning has been assigned.

Database

The collected information that is accessible to the computer for processing.

Data Control

The tracking of input, processing and output, and the comparing of actual results to expected results in order to verify accuracy.

Data Element HELP

An online feature that assists the user by providing immediate information about any particular field on a screen.

Data Entry

A means for adding information into the system.

Default

The value that the system will assign if no other value is entered.

Appendix – Glossary (cont'd)

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 signifies 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 on-line feature that assists the user with data entry by providing an explanation of a message and the appropriate action to take.

Diagnostics

The messages that describe the results of processing. These messages may indicate an error and provide information about a process by noting what action to take to correct the error.

Digit 3 of TC

The third digit of the Transaction Code (Entry Code) which specifies the type of transaction.

Disbursement

Record money paid out by the institution from GL, SL and SA or bank account. Can reverse an encumbrance. A payment for goods received, services rendered, reduction of debt or purchase of other assets that does not go through the AP/voucher system.

Discount Account

The account credited for discounts taken by the system when a check is written.

Discount Table

A table containing user-defined values representing discount terms for vendors.

Dollar Data

A record of the dollar amount and the type of financial transactions posted to an account.

Dollar Limit

A code **used** in Accounts Payable to specify a check amount. If the amount of a vendor's check is greater than this value, the check will not be generated.

Drop Flag

A data element whose condition signifies that a document is to be removed from the database immediately.

E

Encumbrance

An obligation incurred in the form of a purchase order or contract; also referred to as an open commitment.

Endowment

Funds received by an institution from a donor who specifies the condition that the principal not be spent.

Endowment Income

The income generated by investing the principal of an Endowment Fund.

Appendix – Glossary (cont'd)

Entry Code

The initial three-digit code on a transaction that denotes the transaction type. This code, which is mandatory for all FRS transactions, is predefined by the system. It is also known as the Transaction Code.

Expended

Depleted, used up.

Expense

Cost, disbursement, payments.

F

FA

See [Financial Accounting](#).

Feed

Transactions from other systems that are transferred to the FRS.

Field

That part of a database in which one unique piece of information is stored; 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.

Flag

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

Freeze Flag

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

FRS

See Financial Records System.

FTE

Full-time Equivalents. Used by the B/P/P System.

Function

Purpose.

Fund

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

Fund Balance

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

Fund Group

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

Appendix – Glossary (cont'd)

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.

HEAF

Indicates a Higher Education Assistance Fund code number.

HELP

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

I

IDT

Interdepartmental Transfer.

Indirect Updating

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

Inquiry Screen

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

Interface

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

Interfund Borrowing

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

Appendix – Glossary (cont'd)

J

JCL

See Job Control Language.

Job Control Language (JCL)

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

Journal Entry

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

L

Ledger

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

Liability Account

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

Liquidate

Reduce encumbrance through payment; pay off debt.

M

Map Code

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

Mandatory

Flag indicating whether the transfer is mandatory. If no value is entered in the detail line(s) for this field, the transfer will be flagged with the default value after pressing <ENTER>.

Memo Bank Account

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

Menu

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

N

Name Rotation

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

O

Object Code

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

Open Commitment

An encumbrance.

P

Parameter

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

Purpose

The function.

R

Receipts

Cash received from cash assets, collections on account receivable and sale of other assets. The purpose is to record money received by the institution to the GL, SL and SA or bank accounts.

Recommendation

The budget projection version that is submitted to the Budget Office for approval.

Regular Order

A type or purchase order that denotes a typical order.

Remit-To Address

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

Requisition

A type of document that internally requests goods and/or services to be acquired. It must be authorized before being converted to a purchase order.

Retention Months

A data element defined when creating a vendor. This indicates the number of months a vendor is to be maintained on file after all outstanding items have been paid or reconciled.

Revenue

Income or receipts.

Run Parameter

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

S

Save

The process that creates a budget version.

6-Digit Account

For GL: An entity that consists of a self-balancing set of 10-digit accounts.

For SL: An entity of revenues and/or expenses

Screen HELP

An online feature that assists the user with data entry by providing information on the purpose and operation of a particular screen.

Secondary Vendor

The vendor record holding the multiple addresses that are used periodically, as opposed to the primary address.

Secured Submitted Version

Submitted budget version that has been locked. It can be flagged to indicate it is an “official” version.

Selling Account

Account which is allowed to “sell” to specified buying accounts via interdepartmental transfers.

Session

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

Appendix – Glossary (cont'd)

SL

See Subsidiary Ledger.

Split Encumbrance

An encumbrance which applies to several accounts.

Standing Order

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

Subcode

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

Submit

The process that attached a budget version to a budget account as a budget of an account.

Submitted Version

Version of the budget submitted for approval as the official budget of an account.

Subsidiary Ledger

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

Suspense Account

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

T

1099 Vendor

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

1099 Voucher

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

10-Digit Account

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

Tax Code

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

Tax ID

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

Taxes

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

Temporary Vendor

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

Transaction Code

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

Appendix – Glossary (cont'd)

U

Update Screen

A screen that allows a user to enter data for updating the files.

V

Valid Value

A value of a data element that has been defined for input.

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.

Version

Account Budgets created by departments. These can later be submitted as the budget recommendation for the account. Once a version is locked, it will be called a "secure version" and can never again be changed.

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