INVOICING

USER'S

MANUAL

Version 3.0
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INTRODUCTION

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

The materials are grouped according to function. All associated screens and processing information are included along with field descriptions. The required fields are marked for your convenience.

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

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

College Station based: FAMIS Services
                                 The Texas A&M University System
                                 1144 TAMU
                                 College Station, TX 77843-1144

Non-College Station based: FAMIS Services
                                 The Texas A&M University System
                                 200 Technology Way, Suite 2175
                                 College Station, TX 77845-3424

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```
   M34 Purchasing Invoice Menu                                11/12/03 08:47
                                                              FY 2004 CC 02
   Screen: ___

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


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



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

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

Menu M22 - Purchasing Invoice Menu

```
   M22 Purchasing Inquiry Menu                                11/12/03 08:47
                                                              FY 2004 CC 02
   Screen: ___

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

    271  Documents Closed But Not Routed  280  Document Browse by Number
    272  Documents by Status              281  Document Browse by Dept.
                                          282  Document Browse by Account
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    290  Document Tracking Inquiry
    291  Document Tracking Cross Reference
    292  PIP Document Browse
    293  PIP Browse by Document
    294  PIP Browse by Invoice
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp
```

INVOICING

FUNCTIONS

Invoicing
Basic Concepts

Invoicing Processes

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

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

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

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

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

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

Two / Three Way Matches

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

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

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

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

The following points are important to remember about invoicing:

1. A purchase order must exist on the system before you can post an invoice against that order.

2. Invoicing is done by line item; some of the line item information may be transferred from the purchase order detail to the invoicing document.

3. If multiple invoices for a single purchase order are received, a new invoice header and new invoice lines are created for each invoice.

4. Closing an invoice document will initiate an attempt for a 2 or 3-way match.

5. After closing the invoice document, the pending voucher can be posted to accounting either on-line (by using a PF key on the Invoice Close screen) or by letting the nightly processing cycle handle it. The accounting will post only if the matching process has been satisfied.

Multiple Invoices
There may be a time when you will expect several invoices to be received before completing an order. When this situation arises, you must use a processing code of M (which stands for multiple invoices) on the purchasing document. If this processing code is not used, the system will mark the encumbrance for a *full liquidation* when the first invoice is processed on line.

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

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

You may also use the following inquiry screens to browse available on-line invoice information.

       350   Invoice Inquiry by PO Document
       351   Invoice Inquiry by Vendor
       358   Invoice Document Inquiry
       359   Invoice Item Summary

PURCHASING INVOICE PROBLEMS (PIPs)

What is a PIP?

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

Sending a PIP to the creator?

PIPs are sent from the Fiscal Office back to the creator's In-Box (Screen 910) to let them know about a problem that must be resolved before the purchase can be made or paid for. You can initiate a PIP at any of the invoice entry screens (340, 342, 344, 345, and 346) However, we recommend that you create your PIP after processing your invoice line items on Screen 342. The PIP should contain a description of the problem you have found and suggestions on how to resolve it.

Screen 340 – Invoice Header Create

```
 340 Invoice Header Create                                    02/13/04 16:21
    *DOC NOTES*                          *PIP*                 FY 2004 CC 02
  Screen: ___  Doc: L419174  Inv: L419174_____
                                                        Vendor ID's
      Vendor: 1933333333          PHI BETA DELTA         Tax: 933333333
 Invoice Amt: 35.00_____ Cr: _ HONOR SOC FOR INTERNATIO  St: 19333333331
  Invoice Dt: 11/04/2003           SCHOLARS
       Terms: _____ ___ _ ___    MS SHARYL BENTON
      Due Dt: 11/14/2003           HUMAN RESOURCES DEPT
 Disc. Due Dt: 11/14/2003   Receive Dt: Invoice: 11/04/2003 Fiscal: 11/07/2003
 Original Inv: _____ Encl Cd: _  ACH Ovrd: _  Contract Work Force: _
   PO Liq Ind: P  Force Pymt: N Reason: _____
   Req Pay Dt: _____          _____
 Cust. AR Nbr: MARIA RUIS DEL BUELO_____  Alt Vendor: _____ IC: _ Rsn: __
 Vchr Amt: 35.00        Other Parts Amt:         Dup Inv Ovrd: _
 ----------------------- Purchase Order Information -------------------------
       Vndr: 1933333333 PHI BETA DELTA                 Tax ID: 933333333
 Document  Dt: 11/04/2003 Cat.: LP User Ref: 213710-4014
 Start    Dt:          Contact Person:             Ph:
 End      Dt:          Buyer:                      Ph:
 Exp.Dlvry Dt:          FOB:    Type Funds/Ord:      PO Total: 35.00
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp ACH   Next  PIP            Notes Accts Cncl
```

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

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

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

```
+-------------------------------------------------------------------------------+
|                                                                               |
|   Doc: L419174       Invoice Problem I402738  Type: I    Inv: L419174         |
|   Created By: NAVASOD, CAMILLE T    on 11/14/2003      1  more PIPs   Page: 1 |
|      Code       *------------------*  Code Translation  *------------------*  |
|       10          If placing the membership in the employee's name best       |
|                   serves the purpose of the State Agency, the following       |
|                   statement must be on the document: "This payment serves a   |
|                   public purpose, and the agency is receiving adequate        |
|                   consideration."                                             |
|                                                                               |
|                                                                               |
|                                                                               |
|                 *---------------------*  Comments  *---------------------*    |
|                 ALSO, OBJECT CODE 5010 IS FROZEN_____ |
|                 _____ |
|                 _____ |
|                 _____ |
|                 _____ |
|                          PF3=DELETE     PF4=Exit     PF5=NextPIP    PF7=ROUTE  |
+-------------------------------------------------------------------------------+
```

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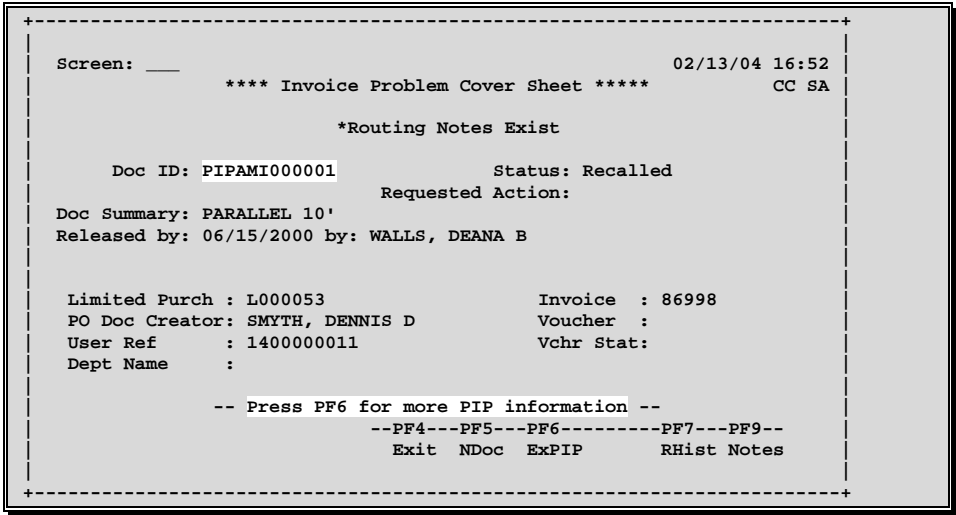- Press <ENTER> to send the PIP to the creator.

PURCHASING INVOICE PROBLEMS (PIPs), cont'd

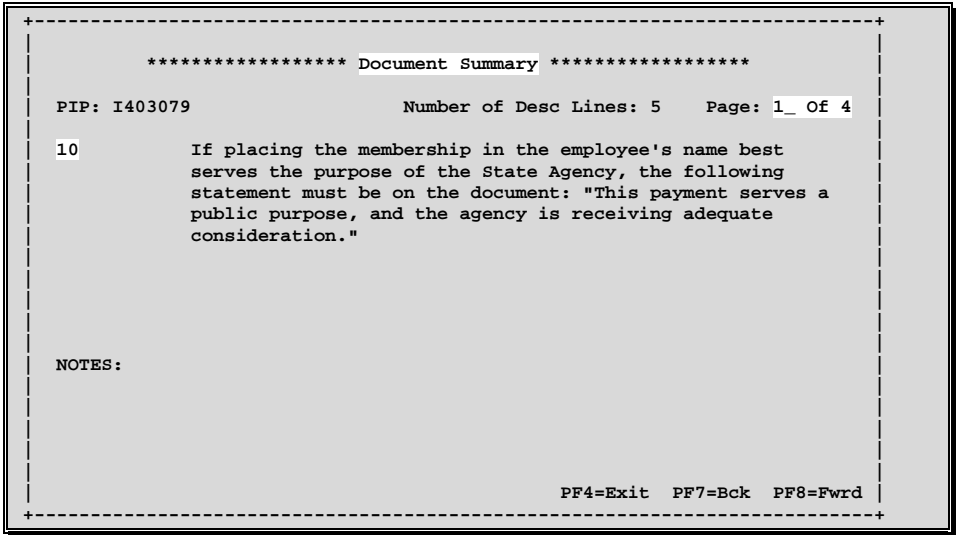### *What a PIP looks like when sent for APPROVAL:*

The PIP document will consist of the following number: PIP02I7xxxxx. This number is composed of the routing document form (PIP), the campus code (02), and the PIP ID number (I7xxxxx). Select the PIP from your in-box (i.e. by typing an 'X' next to it and press <ENTER>), then you will see:

Screen 910 - Routing Document Information Pop-Up Window

```
+-------------------------------------------------------------------------+
|                                                                         |
|   Screen: ___                                         02/13/04 16:52    |
|                    **** Invoice Problem Cover Sheet *****        CC SA   |
|                                                                         |
|                        *Routing Notes Exist                             |
|                                                                         |
|      Doc ID: PIPAMI000001              Status: Recalled                 |
|                              Requested Action:                          |
|   Doc Summary: PARALLEL 10'                                             |
|   Released by: 06/15/2000 by: WALLS, DEANA B                           |
|                                                                         |
|                                                                         |
|    Limited Purch : L000053                Invoice  : 86998             |
|    PO Doc Creator: SMYTH, DENNIS D        Voucher  :                    |
|    User Ref      : 1400000011             Vchr Stat:                    |
|    Dept Name     :                                                      |
|                                                                         |
|                -- Press PF6 for more PIP information --                 |
|                          --PF4---PF5---PF6---------PF7---PF9--           |
|                            Exit  NDoc  ExPIP       RHist Notes          |
|                                                                         |
+-------------------------------------------------------------------------+
```

Then by pressing PF6 you will see the document summary:

Screen 910 - Routing Document Information Pop-Up Window

```
+-------------------------------------------------------------------------+
|                                                                         |
|          ****************** Document Summary ******************         |
|                                                                         |
|  PIP: I403079                   Number of Desc Lines: 5    Page: 1_ Of 4 |
|                                                                         |
|  10          If placing the membership in the employee's name best      |
|              serves the purpose of the State Agency, the following       |
|              statement must be on the document: "This payment serves a   |
|              public purpose, and the agency is receiving adequate        |
|              consideration."                                            |
|                                                                         |
|                                                                         |
|                                                                         |
|                                                                         |
|                                                                         |
|  NOTES:                                                                 |
|                                                                         |
|                                                                         |
|                                                                         |
|                                                                         |
|                                         PF4=Exit  PF7=Bck  PF8=Fwrd     |
+-------------------------------------------------------------------------+
```

PURCHASING INVOICE PROBLEMS (PIPs), cont'd

This will display the problem code(s), for example "10" shown on the screen below. Also displayed is the problem description, followed by notes. The note section is entered by the Fiscal Department when they create the PIP document. The action necessary, if any, can be found in the description and/or the notes section.

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

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

```
+------------------------------------------------------------------------+
|                                                                        |
|          ***************** Document Summary *****************          |
|                                                                        |
| PIP: I403079                    Number of Desc Lines: 5    Page: 2_ Of 4 |
|                                                                        |
| DESC: MEMBERSHIP PHI BETA DELTA 01/   +------------------------+       |
|                                       | PURCH DOC: L419174     |       |
| CONTACT NAME: NAVASOD, CAMILLE P      |                        |       |
|       PHONE: (979-222-2222)           | INV DOC  : L419174     |       |
|                                       +------------------------+       |
|                                                                        |
|                                                                        |
|                                                                        |
|  PURCHASING VENDOR: 19300000000    INVOICE VENDOR: 19300000000         |
| PHI BETA DELTA                    PHI BETA DELTA                       |
| HONOR SOC FOR INTERNATIONAL       HONOR SOC FOR INTERNATIONAL          |
| SCHOLARS                          SCHOLARS                             |
| MS SHARYL BENTON                  MS SHARYL BENTON                     |
| HUMAN RESOURCES DEPT              HUMAN RESOURCES DEPT                 |
| CAMPUS MS 1255, TX                CAMPUS MS 1255, TX                   |
|                                                                        |
|                                           PF4=Exit  PF7=Bck  PF8=Fwrd  |
+------------------------------------------------------------------------+
```

```
+------------------------------------------------------------------------+
|                                                                        |
|          ***************** Document Summary *****************          |
|                                                                        |
| PIP: I403079                    Number of Desc Lines: 5    Page: 3_ Of 4 |
|                                                                        |
| ITEM    SOURCE DOC    QUANTITY   UOM    UNIT PRICE    XTENSION PRICE    |
| ----  -------------  ---------   ----  --------------  --------------   |
|   1  LIMITED PURCH       1.00    EA          35.00            35.00     |
|      INVOICE             1.00    EA          35.00            35.00     |
|      Description:   MEMBERSHIP DUES (PHI BETA DELTA)                    |
|              HONOR SOCIETY FOR INT'L SCHOLARS                          |
|                                                                        |
|      >> Document Account Distribution <<                               |
|  02 2004 213710-00000-5210  INTERNATIONAL FACULTY & SC         35.00    |
|                             Document Accounts Total           35.00    |
|                                                                        |
|      >> Voucher Account Distribution <<                                |
|  02 2004 213710-00000-5210  INTERNATIONAL FACULTY & SC         35.00    |
|                             Voucher Accounts Total            35.00    |
|                                                                        |
|                                                                        |
|                                           PF4=Exit  PF7=Bck  PF8=Fwrd  |
+------------------------------------------------------------------------+
```

PURCHASING INVOICE PROBLEMS (PIPs), cont'd

```
+------------------------------------------------------------------------+
|                                                                        |
|          ****************** Document Summary ******************         |
|                                                                        |
|  PIP: I403079                    Number of Desc Lines: 5    Page: 4_ Of 4  |
|                                                                        |
|  DOCUMENT NOTES                                                         |
|    Header       >>Note entered 11/24/03 BY JANCA, RENEE S              |
|                 THIS PAYMENT SERVES A PUBLIC PURPOSE, AND THE          |
|                 AGENCY IS RECEIVING ADEQUATE CONSIDERATION.            |
|  INVOICE NOTES                                                         |
|                                                                        |
|                                                                        |
|                                                                        |
|                                                                        |
|                                                                        |
|                                                                        |
|                                                                        |
|                                                                        |
|                                                                        |
|                                                                        |
|                                                    PF4=Exit  PF7=Bck  PF8=Fwrd  |
+------------------------------------------------------------------------+
```

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

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

PURCHASING INVOICE PROBLEMS (PIPs), cont'd

Screen 910 - Routing Notes Pop-Up Window

```
+------------------------------------------------------------------------------+
|                                                                              |
|                                                     Document: PRQSAR100001    |
|   >> You may add more notes <<                                               |
|                                                                              |
|   Reason rejected on 04/03/03 by JOSHI, REKHA M:_____  |
|      NEED MORE INFO ON THE PRODUCT_____   |
|   _____  |
|   _____  |
|   _____  |
|   _____  |
|   _____  |
|   _____  |
|   _____  |
|   _____  |
|   _____  |
|   _____  |
|   _____  |
|                                                                              |
|                                                         PF4 to exit          |
+------------------------------------------------------------------------------+
```

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

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

What a PIP looks like when sent FOR YOUR INFORMATION:
> Whether sent for Approval or For Your Information, a PIP document will still consist
> of the same format: PIP02I7xxxxx. This number is composed of the routing
> document form (PIP), the campus code (02), and the PIP ID number (I7xxxxx).
> When selecting the document from your in-box you will see:

```
 Screen: ___                                            03/05/02 15:42
                    **** Routing Document Information ****         CC 02
       Action: ___
                          *ROUTING NOTES
    Doc ID    : PIP029999993              Status: FYI/NOTIFY
    Doc Summary: Membership
    Released by: 09/08/2002 by LOVETT, TAMMY T
                    **** Invoice Problem Cover Sheet ****
    Limited Purch : L700002               Invoice  : 5259
    PO Doc Creator: LEXOR, LARRY          Voucher  : 3001509
    User Ref      : 4400000000            Vchr Stat: P-CL
    Dept Name     : MIS PROJECT
                  -- Press PF6 for more PIP information --
                                              --PF4---PF5---PF6-
                                              Exit  NDoc  DSumm
```

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

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

After reviewing the PIP document you can discard the document by typing 'DEL' in the action field.

```
  Screen: ___                                              03/05/02 15:42
                    **** Routing Document Information ****           CC 02
        Action: DEL
                              *ROUTING NOTES
     Doc ID    : PIP029999993                 Status: FYI/NOTIFY
     Doc Summary: Membership
     Released by: 09/08/2002 by LOVETT, TAMMY T
                   **** Invoice Problem Cover Sheet ****
      Limited Purch : L700002              Invoice  : 5259
      PO Doc Creator: LEXOR, LARRY         Voucher  : 3001509
      User Ref      : 4400000000           Vchr Stat: P-CL
      Dept Name     : MIS PROJECT
                  -- Press PF6 for more PIP information --
                                          --PF4---PF5---PF6--
                                          Exit  NDoc  DSumm
```

CREDIT MEMOS

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

If you need to process a credit memo for your order, the first step is to create the invoice (credit memo) header on Screen 340. Unlike regular invoice headers, you must remember to turn on the credit memo flag (see below) in order for the system to recognize the invoice total as a negative dollar amount.

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

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

CREDIT MEMOS, cont'd

Screen 340 - Invoice Header Create

```
 340 Invoice Header Create                                  11/12/03 08:50
                                                            FY 2004 CC 02
   Screen: ___  Doc: P000004  Inv: 68012-99_____
                                                          Vendor ID's
        Vendor: 17000001111         MIDWEST SPORTING GOODS  Tax: 700000111
   Invoice Amt: 6130.20_____ Cr: _  1821 NORTH WINKLE AVENUE  St: 17000001114
    Invoice Dt: 06/24/1999             BROKEN ARROW, OK  74012
         Terms: _____ ___ _ ___
        Due Dt: 09/10/1999
  Disc. Due Dt: 09/10/1999   Receive Dt: Invoice: 07/01/1999 Fiscal: 09/08/1999
  Original Inv: _____     Encl Cd: _  ACH Ovrd: _  Contract Work Force: _
    PO Liq Ind: P  Force Pymt: N Reason: _____
    Req Pay Dt: _____            _____
  Cust. AR Nbr: TEXCSB_____  Alt Vendor: _____ IC: _ Rsn: __
     Vchr Amt: 6130.20       Other Parts Amt:            Dup Inv Ovrd: _
  ---------------------- Purchase Order Information -------------------------
          Vndr: 17000001111 MIDWEST SPORTING GOODS          Tax ID: 700000111
  Document  Dt: 03/26/1999 Cat.: RO User Ref: 300090-1671
  Start     Dt: 09/01/1999 Contact Person: BILLY PINNICK     Ph: 409-885-3121
  End       Dt: 08/31/2000 Buyer:  SDR    SUE A RAINEY        Ph: 409-885-3425
  Exp.Dlvry Dt:             FOB: DP Type Funds/Ord: L LOC  PO Total: 6130.20
  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp ACH   Next  PIP           Notes Accts Cncl
```

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

Screen 344 - Invoice Freight/Tax/Insurance/Other Items

```
 344 Invoice Frt/Tax/Ins/Oth Items                         11/12/03 08:53
                                MIDWEST SPORTING GOODS      FY 2004 CC 02
   Screen: ___  Doc: P000004  Inv: 68012-99_____   Item: 901


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

         Description: _____
                      _____
                      _____
                      _____
                      _____

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


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

CREDIT MEMOS, cont'd

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

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

Screen 345 - Invoice Pending Voucher Create/Modify

```
 345 Invoice Pending Voucher Create/Modify                    11/12/03 08:54
                                                              FY 2004 CC 02
   Screen: ___  Doc: P000004  Inv: 68012-99_____   Voucher: 5701626
                                                     Default Cost Ref: N
   Doc Summary: 1999-00 FOOTBALL EQUIP & SUPPLY BLANKET BID_____
          Type: 0          Dept. Ref. #: 1671___     Enclosure Code: _
  Invoice Date: 06/24/1999   Order Date: 03/30/1999    Delivery Dt: 07/12/1999
 State Req Nbr: _____     GSC Ord: _____        Due Date: 09/10/1999
   Description: SOCKS:  DUKE BRAND #CM425AD_____ Disc Due Dt: 09/10/1999
               T-SHIRTS:  DUKE #T-10 OXFORD T-SHIRT____ Inv Rcvd Dt: 07/01/1999
   Cust AR NBR: TEXCSB_____ ACH Ovrd: _    Hold Flag: N
    Alt.Vendor: _____        W2/SSN: _____  Travel Hotel Zip: _____
 USAS Doc Type: _   PCC Code: _        PDT Code: __  LDT Codes: __ __ __ __ __ __
     Revolving: N Fund Type: Local       IC: _    Reason: __
   Prepaid Inv: N  Check Nbr: 1071109 Check Dt: 09/13/1999  Override Bank: _____
 Cont Wk Force: _                                     Vch Total: 6130.20
 -------------------- Invoice/Purchase Order Information ---------------------
       Vendor: 17000001111 MIDWEST SPORTING GOODS       Inv Total: 6130.20
 Document Dt: 03/26/1999  Cat.: RO User Ref: 300090-1671
  Type Funds: L           Contact Person: BILLY PINNICK       Ph: 409-885-3121
    Type Ord: LOC   Terms:               FOB: DP    PO Total: 6130.20
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help EHelp ACH   Next  PIP               INote Desc  Mlti
```

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

Screen 346 - Invoice Document Close

```
 346 Invoice Document Close                                   11/12/03 08:54
                                                              FY 2004 CC 02
   Screen: ___  Doc: P000004  Inv: 68012-99_____

      Vendor: 17000001111    MIDWEST SPORTING GOODS
      Amount: 6130.20        Routing Status:
  Invoice Dt: 06/24/1999        Delivery Dt: 07/12/1999
 Inv Rcvd Dt: 07/01/1999       Act Rcvd Dt: 09/01/1999  Req Pay Dt:
      Terms:                     Voucher: 5701626  FY: 2000
 Original Inv:                 Posted Status: Y  VOUCHER POSTED
  Last Mod By: KNIGHT, LISA KAREN            Date: 09/10/1999
                    Current Status: COMPLETE
                    Matching Status: MATCH SUCCESSFUL
            Close Invoice Document: Y  ('N' to Reopen if closed)
           Cancel Invoice Document: N  ('N' to reinstate if cancelled)
     Budget Balance Override Actuals: N
 -------------------- Purchase Order Information ----------------------------
         << Dates >>   Vendor: 17000001111  MIDWEST SPORTING GOODS
 Document : 03/26/1999   Cat.: RO User Ref: 300090-1671
 Exp.Dlvry:             Contact Person: BILLY PINNICK       Ph: 409-885-3121
 Prior Inv. Forced:     Buyer: SDR    SUE A RAILEY          Ph: 409-885-3425
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help EHelp       Next  PIP          CnclR Notes Post  Items Warns
```

Creating the
Invoice Header

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

Screen 340 - Invoice Header Create

```
 340 Invoice Header Create                                  11/12/03 08:55
                                                             FY 2004 CC 02
  Screen: ___  Doc: P000004  Inv: 68012-99_____
                                                         Vendor ID's
       Vendor: 17333333331        SPORTS AND MORE        Tax: 733333330
   Invoice Amt: 6130.20_____  Cr: _  1000 SOUTH OAK BLVD    St: 17333333330
   Invoice Dt: 06/24/1999          BROKEN ARROW, TX  74000
        Terms: _____ ___ _ ___
       Due Dt: 09/10/1999
 Disc. Due Dt: 09/10/1999   Receive Dt: Invoice: 07/01/1999 Fiscal: 09/08/1999
 Original Inv: _____   Encl Cd: _  ACH Ovrd: _  Contract Work Force: _
    PO Liq Ind: P  Force Pymt: N Reason: _____
     Req Pay Dt: _____          _____
 Cust. AR Nbr: TEXCSB_____  Alt Vendor: _____  IC: _ Rsn: __
 Vchr Amt: 6130.20         Other Parts Amt:            Dup Inv Ovrd: _
 ---------------------- Purchase Order Information ------------------------
         Vndr: 17333333331 SPORTS AND MORE               Tax ID: 733333330
 Document  Dt: 03/26/1999 Cat.: RO User Ref: 300090-1671
 Start     Dt: 09/01/1999 Contact Person: HENRY WRNKLE      Ph: 409-845-0000
 End       Dt: 08/31/2000 Buyer:  SDR     SARA CARTERS      Ph: 409-845-0000
 Exp.Dlvry Dt:            FOB: DP Type Funds/Ord: L LOC  PO Total: 6130.20
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp ACH   Next  PIP             Notes Accts Cncl
```

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

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

BASIC STEPS

Creating a New Invoice Header
- Advance to Screen 340.
- Type a valid purchase document and invoice number on the Action Line.
- Indicate the invoice amount and date.
- Type additional information in the available fields, as desired.
- Press <ENTER> to create the invoice header.

BASIC STEPS, cont'd

Modifying an Existing Invoice Header

- Advance to Screen 340.
- Type a valid purchase document and invoice number on the Action Line.
- Type valid data in the available fields, as desired.
- Press <ENTER> to save your additions/changes to the invoice header.

Creating a Credit Memo

- Advance to Screen 340.
- Type a valid purchase document and invoice number on the Action Line.
- Indicate the invoice amount and date.
- Type a 'Y' in the Cr: field (next to the invoice amount).
- Type additional information in the available fields, as desired.
- Press <ENTER> to create the invoice header.

FIELD DESCRIPTIONS

Action Line Information:

Doc:	7 characters/digits Identify the purchase <u>document</u> associated with the invoice.	**Entry Required**
Inv:	14 digits Indicate the <u>invoice</u> number, as assigned by the vendor, for the selected order.	**Entry Required**

Screen Information:

Vendor:	11 digits Enter number of the vendor from which the order was purchased. This field will be pulled in automatically from the purchase document.	**Entry Required**
Invoice Amount:	14 digits Indicate the total dollar amount for the shipment, as it appears on the vendor's invoice.	**Entry Required**
Cr:	1 character Identify whether or not ('Y' or blank) this invoice should be treated as a <u>credit</u> <u>memo</u>.	
Invoice Dt:	8 digits Enter the <u>date</u> of the order, as shown on the vendor's invoice.	**Entry Required**

FIELD DESCRIPTIONS, cont'd

Terms: 13 characters/digits
Indicate any special payment terms for the invoice. For example: 2/10/n/30 would mean 2% discount if paid before the 10th day after the invoice date or pay the net amount if paid after the 10th day and before 30 days past the invoice date.

Due Dt: 8 digits   **Entry Required**
Signify the date that payment for the invoice is due, based on the vendor's invoice. Will be filled in automatically from the purchase document.

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

Receive Dt:
Invoice: 10 digits
Date the agency received the invoice, whether it was received in the department or at the Fiscal Office. *Use this field if Screen 341 was NOT used to enter the invoice header information.*

Receive Dt:
Fiscal: 10 digits
Date invoice is received in Fiscal Office. This is NOT used in the calculation of the payment due date.

NOTE: This is an **optional** field and should only be used if Screen 341 was used to enter header information.

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

FIELD DESCRIPTIONS, cont'd

Enclosure Code: 1 character   **? Help Available**
Code indicating enclosures may be
included. This will force separate
checks for local vouchers. Vouchers
will be grouped by identical codes.
A   = Auditor
Blank   = Not specified
C   = Comptroller
L   = Local
S   = Audit Services
Y   = Yes, enclosures

ACH Ovrd: 1 character
Indicate ('Y' or 'N') if an <u>override</u> was
put on the ACH voucher – thereby
creating a check in the check cycle.

Cont Work Force: 1 character
This indicates that this payment is
flagged as a Contract Work Force
payment.

PO Liq Ind: 1 character   **? Help Available**   **Entry Required**
Enter the <u>purchase</u> <u>order</u> <u>liquidation</u>
<u>indicator</u> that determines whether the
encumbrance will be **P**artially
liquidated, **F**ully liquidated, or whether
No encumbrance should be liquidated.

Force Pymt: 1 character
Indicate whether or not ('Y' or 'N')
<u>payment</u> for this invoice should be
<u>forced</u>, i.e. whether it should be paid
regardless of any 2 or 3-way match
requirements or problems with unit of
measure conversion.

Force Reason: 80 characters
Enter the reason, if any, for forcing
payment of the invoice.

Req Pay Dt.:   10 digits
Enter the date you want the State to pay
the voucher.

Cust. AR Nbr::   25 characters/digits
Represents the <u>customer</u> <u>accounts</u>
<u>receivable</u> <u>number</u>, or the vendor's
reference number.

FIELD DESCRIPTIONS, cont'd

Alt Vendor:
11 digits
Identify the <u>alternate</u> vendor to be paid, if different from the original vendor on the purchase document.

IC:
1 character   **? Help Available**
Identify the <u>interest calculation</u> procedure to be followed. Valid values are:
A   = Accept Scheduling of Late Payment
BLANK = None
F   = Force Interest Calculation
R   = Refuse Interest Calculation

Rsn:
2 characters   **? Help Available**
Include the reason for interest exemption: Valid values are:
AD   = Agency Discretion Exercised
AI   = Automation Issue(s)
AP   = Advance Payment
DP   = Disputed Payment
DT   = Direct Payment of Travel Expenses
FC   = FED Contract/Terms Prohibit Pymt
GE   = GSC Exemption Granted 7 Documented
MI   = Mailing Instr On PO Not Followed
NI   = No Invoice Received

Vchr Amt:
15 digits
Displays the <u>amount</u> <u>vouchered</u> for (or the amount of the invoice to be paid by) your agency.

Other Parts Amt:
15 digits
Indicates the <u>amount</u> to be paid by <u>other parts</u> <u>of</u> <u>the</u> <u>TAMUS</u> (i.e. if the PO indicates the cost will be shared by at least one other part).

Dup Inv Ovrd:
1 character
Indicate whether or not ('Y' or blank) <u>duplicate</u> <u>invoices</u> should be <u>overridden</u> by the system.

FIELD DESCRIPTIONS, cont'd
Purchase Order Information:

Vndr:	11 digits Displays the ID number of the <u>vendor</u> to be paid for the order.
Tax ID:	9 digits Identifies the federal tax ID for the selected vendor.
Document Dt:	8 digits Displays the <u>date</u> that the purchase document was created on the system.
Cat:	2 characters Displays the document <u>category</u> that is used to define certain characteristics of the purchase document.
User Ref:	10 digits Indicates the <u>user reference</u> number which typically is made up of the SL account number followed by the departmental reference number.
Start Dt:	8 digits Indicates the start <u>date</u> of a maintenance agreement or blanket order.
Contact Person:	25 characters Displays the name of the person to contact regarding this purchase order.
Ph:	10 digits Identifies the area code and <u>phone number</u> for the contact person.
End Dt:	8 digits Displays the ending <u>date</u> for a maintenance agreement or blanket order.
Buyer:	3 characters Displays the code which identifies the name of the person identified as the buyer that responsible for this order.
Ph:	10 digits Identifies the area code and <u>phone number</u> for the buyer.

FIELD DESCRIPTIONS, cont'd

Exp. Dlvry Dt: 8 digits
Signifies the <u>expected</u> <u>delivery</u> <u>date</u> for
the selected order.

FOB: 2 characters
Indicates any <u>freight</u> terms for the
purchase document. Valid values are:
BLANK = Not specified
CL   = Freight collect
DA   = Destination FRT prepaid
DP   = Destination FRT included
PU   = Pickup no FRT charged or
              paid
SA   = Ship pint FRT prepaid
SP   = Ship point FRT included

Type Funds/Ord: 5 characters
Displays the <u>type</u> <u>of</u> <u>fund</u> and <u>type</u> <u>of</u>
<u>order</u> associated with this purchase
order.

PO Total: 13 digits
Identifies the total dollar amount
encumbered for the <u>purchase</u> <u>order</u>.

Additional Functions

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

PF4   **ACH**
ACH   Displays ACH information.

PF5   Goes to next screen that follows in
Next   sequence.

PF6   **Purchasing Invoice Problem**
PIP   Allows you to notifythe creator of
problems with their invoice. See the
basic concepts topic for this section for
more information.

PF9   **Notes**
Notes   Free form notes can be entered on a
document. These are on-line reference
notes regarding the document. They
will <u>not</u> be printed.

FIELD DESCRIPTIONS, cont'd

PF10   **Accounts**
Accts   Displays a window of all responsible
                   accounts and their portion of the total order.

PF11   Cancels invoice header creation.
Cncl

Creating Invoice
Line Items

Before an invoice can be paid, you must tell it which items from the purchase document have been invoiced. You may use Screen 342 to identify which items from the original order are being invoiced.

Screen 342 - Invoice Line Create

```
 342 Invoice Line Create          SPORTS AND MORE              11/12/03 08:58
                                                                  FY 2004 CC 02
   Screen: ___  Doc: P000004  Inv: 68012-99_____   Item: 1.0__
                                                     Pg 1   of  1 Viewed Pg(s)
                                                               Total quantity
 Item          Quantity    Unit Price   UOM  Extended Price    Inv. for PO
  1   Ordered: 144.00      23.3000        DZ             3355.20
      Invoiced: 144.00____  23.3000_____  DZ__          3355.20         144.00
         Desc: SOCKS:  DUKE BRAND #CM425AD_____
               _____      300090-40000-4012

  2   Ordered: 600.00       3.0500        EA             1830.00
      Invoiced: 600.00____   3.0500_____  EA__          1830.00         600.00
         Desc: T-SHIRTS:  DUKE #T-10 OXFORD T-SHIRT_____
               SIZES:  48/L, 300/XL, 252/XXL_____  300090-40000-4012

  3   Ordered: 60.00       15.7500        DZ              945.00
      Invoiced: 60.00_____  15.7500_____  DZ__           945.00          60.00
         Desc: SUPPORTERS:   DUKE BRAND_____
               SIZES TO BE PROVIDED_____ 300090-40000-4012
               *** End of Items List ***
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp IAcct Next         Bkwd  Frwd  INote        IDesc
```

BASIC STEPS

- Advance to Screen 342.
- Type a valid purchase document and invoice number on the Action Line.
- Indicate the quantity of items invoiced.
- If different from the purchase document, indicate the unit price and the unit of measure of the item(s) being invoiced.
- Type additional information in the available fields, as desired.
- Press <ENTER> to record the invoice line item information.

FIELD DESCRIPTIONS

Action Line Information:

Doc:	7 characters/digits	**Entry Required**
	Identify the purchase <u>document</u> associated with the invoice.	
Inv:	14 digits	**Entry Required**
	Indicate the <u>invoice</u> number, as assigned by the vendor, for the selected order.	

FIELD DESCRIPTIONS, cont'd

Item:	5 digits Identify the first line item to display. Will default to item 1.0 if not otherwise specified.

Line Item Information:

Item	3 digits Identifies the line item number, automatically filled in by system.
Ordered Quantity:	10 digits Indicates the quantity of the line item ordered, as entered on the purchase document.
Ordered Unit Price:	14 digits Represents the price per unit of measure for the line item, as entered on the purchase document.
Ordered UOM:	4 characters Identifies the Unit of Measure for the line item, as entered on the purchase document.
Ordered Extended Price:	14 digits Signifies the extended price of the line item, as entered on the purchase document.
Invoiced Quantity:	10 digits Indicates the quantity of this item, as found on the vendor's invoice.
Invoiced Unit Price:	14 digits Displays the price per unit of measure for the line item, as found on the vendor's invoice. This value is pulled in from the purchase document, but it may be changed if necessary.
Invoiced UOM:	4 characters Represents the Unit of Measure for the line item, as found on the vendor's invoice. This value is pulled in from the purchase document, but it may be changed if necessary.
Invoiced Extended Price:	14 digits Indicates the total dollar amount invoiced for the selected line item.

FIELD DESCRIPTIONS, cont'd

Total quantity Inv. **For PO:**	14 digits Signifies the total quantity <u>invoiced</u> for the <u>purchase</u> <u>order</u>. Calculated by the system from all invoices associated with the purchase document.
Desc:	45 characters (2 lines) Displays a short <u>description</u> of the line item. This description is pulled in from the purchase document, but it may be changed if necessary.

Additional Functions

PF KEYS	See the Appendix for explanations of the standard PF Keys.
PF4 **Iacct**	Displays invoice account distribution.
PF5 **Next**	Goes to next screen that follows in sequence.
PF9 **Inote**	**Item Note** Displays item notes.
PF10 **AcScr**	**Accept Screen** Allows you to accept all items listed on the screen.
PF11 **Idesc**	**Item Description** More detailed item descriptions can be entered by pressing PF11.

Adding Freight, Taxes, Insurance, and Other Charges to the Invoice

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

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

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

```
  344 Invoice Frt/Tax/Ins/Oth Items                       02/16/04 09:26
                                 CORNWELL MEDICAL EQUIPMENT    FY 2004 CC 02
   Screen: ___   Doc: P000010  Inv: 10924_____   Item: 901


       Type (F,T,I,O): F
       Extended Price: 20.00_____     Credit: _

         Description: FREIGHT=DA_____
                      _____
                      _____
                      _____
                      _____
                      _____

                      ---- Account ----  Pct.     Amt $
                      300090 40000 4045 100.00 _____
                      _____ _____ ____ _____ _____
                      _____ _____ ____ _____ _____
                      _____ _____ ____ _____ _____


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

BASIC STEPS

- Advance to Screen 344.
- Type a valid purchase document and invoice number on the Action Line.
- Indicate the type of extra charge to be added to the invoice (**F**reight, **T**ax, **I**nsurance, or **O**ther).
- Indicate the total dollar amount to be added to the invoice and a short description of this charge in the space provided.
- Press <ENTER> to pull in the account information from the purchase document. You may change this information, if desired.
- Press <ENTER> to add the charge to the invoice.

EXPLANATION OF INVOICE PROCESSES

Adding Additional Charges

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

Account Information

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

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

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

```
       ---- Account ----   Pct.     Amt $
       333909 00000 4010 _____   2.00_____
       373909 00000 4010 50.00_ _____
       309333 09000 4010 50.00_ _____
       _____ _____ ____ _____ _____
```

FIELD DESCRIPTIONS

Action Line Information:

Doc:	7 characters/digits Identify the purchase <u>document</u> associated with the invoice.	**Entry Required**
Inv:	14 digits Indicate the <u>invoice</u> number, as assigned by the vendor, for the selected order.	**Entry Required**
Item:	5 digits Identifies the first line item to display. Will default to item 901.0 if not otherwise specified.	**Entry Required**

FIELD DESCRIPTIONS, cont'd

Screen Information:

Type:	1 character	**? Help Available**	**Entry Required**

Indicate the type of additional charge to be added to the invoice.

Extended Price: 15 digits   **Entry Required**

Enter the total cost of the additional charge.

Credit: 1 character

Indicate whether or not ('Y' or blank) the specified amount should be credited to the invoice.

Description: 5 lines (45 characters each)   **Entry Required**

Type a short description of the charge to be added to the invoice.

Account: 15 digits   **Entry Required**

Identify the SL Account, the Support Account, and the Object Code to be used to pay for the additional charge.

Pct: 6 digits   **Entry Required**

Indicate the percentage of the total charge to be paid by the specified account.

Amt $:   14 digits

Signify the dollar amount of the total charge to be paid by the specified account. If a percentage was not specified in the previous field, then a dollar amount to be paid is required.

Additional Functions

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

PF5
Next   Goes to next screen that follows in sequence.

PF6
PIP   **Purchasing Invoice Problem**
Allows you to notify the creator of problems with their invoice. See the basic concepts topics for this section for more information.

FIELD DESCRIPTIONS, cont'd

PF8   **Accounts**
Accts   Displays a window of all responsible accounts and their portion of the total order.

PF9   **Notes**
Notes   Free form notes can be entered on a document. These are on-line reference notes regarding the document. They will <u>not</u> be printed

PF10   **Item Description**
Idesc   More detailed item descriptions can be entered by pressing PF10.

PF11   **Multiple Accounts**
Macct   Additional screen to add/view account distribution information.

Creating/Modifying the
Invoice Pending Voucher

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

Pending vouchers are created for your purchasing invoices using Screen 345.

Screen 345 - Invoice Pending Voucher Create/Modify

```
   345 Invoice Pending Voucher Create/Modify                    11/12/03 08:59
                                                               FY 2004 CC 02
    Screen: ___   Doc: P000004  Inv: 68012-99_____    Voucher: 5701626
                                                      Default Cost Ref: N
     Doc Summary: 1999-00 FOOTBALL EQUIP & SUPPLY BLANKET BID_____
            Type: 0          Dept. Ref. #: 1671___      Enclosure Code: _
    Invoice Date: 06/24/1999     Order Date: 03/30/1999     Delivery Dt: 07/12/1999
   State Req Nbr: _____       GSC Ord: _____       Due Date: 09/10/1999
     Description: SOCKS:  DUKE BRAND #CM425AD_____ Disc Due Dt: 09/10/1999
                  T-SHIRTS:  DUKE #T-10 OXFORD T-SHIRT____ Inv Rcvd Dt: 07/01/1999
     Cust AR NBR: TEXCSB_____ ACH Ovrd: _    Hold Flag: N
      Alt.Vendor: _____       W2/SSN: _____   Travel Hotel Zip: _____
   USAS Doc Type: _   PCC Code: _       PDT Code: __   LDT Codes: __ __ __ __ __ __
       Revolving: N  Fund Type: Local        IC: _    Reason: __
     Prepaid Inv: N  Check Nbr: 1071109 Check Dt: 09/13/1999  Override Bank: _____
   Cont Wk Force: _                               Vch Total: 6130.20
   ------------------- Invoice/Purchase Order Information ---------------------
          Vendor: 17000001111 SPORTS AND MORE          Inv Total: 6130.20
     Document Dt: 03/26/1999  Cat.: RO User Ref: 300090-1671
     Type Funds: L            Contact Person: HENRY WRINKLE       Ph: 409-845-3121
       Type Ord: LOC   Terms:            FOB: DP      PO Total: 6130.20
   Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
         Hmenu Help  EHelp ACH   Next  PIP            INote Desc  Mlti
```

Screen 345 - Multi-Account Pop-Up Window

```
   Screen: 345            ** Multi-Account Vouchering **
                                    Enc.       Comp.
               Account               Obj. P/F/N Bank  Code  Amount        1099
     Ln: 1   300090 40000 4012        4012   F   03000 7300     6130.20     _
                             PCA: _____ Cost Ref 1: _____ 2: _____ 3: _____
     Dates:                                 Req Pay: _____ IC: _ Rsn: __

     Ln:      _____ _____ ____        _____ ____                     _
                             PCA: _____ Cost Ref 1: _____ 2: _____ 3: _____
     Dates:                                 Req Pay: _____ IC: _ Rsn: __

     Ln:      _____ _____ ____        _____ ____                     _
                             PCA: _____ Cost Ref 1: _____ 2: _____ 3: _____
     Dates:                                 Req Pay: _____ IC: _ Rsn: __

     Ln:      _____ _____ ____        _____ ____                     _
                             PCA: _____ Cost Ref 1: _____ 2: _____ 3: _____
     Dates:                                 Req Pay: _____ IC: _ Rsn: __

     Total Posted Items: 1     Pg: 1  of  1   Total Amount:     6130.20


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

BASIC STEPS

Creating a New Pending Voucher
- Advance to Screen 345.
- Type a valid purchase document and invoice number on the Action Line.
- Type a zero (0) in the Voucher: field on the Action Line.
- Press <ENTER> to pull in information from the purchase document and create the pending voucher for your invoice.
- Press <ENTER> a second time to access the multi-account pop-up window. Make any necessary changes.
- Press <ENTER> to record the account information as part of the pending voucher.

Modifying Your Pending Voucher
- Advance to Screen 345.
- Type a valid purchase document, invoice, and voucher number on the Action Line.
- Press <ENTER> to access current voucher information.
- Make changes to the voucher header, as desired.
- Press PF11 to access the multi-account pop-up window. Make changes to the voucher account information, as desired.
- Press <ENTER> to record the account information and exit the pop-up window.
- Press the PF7 (BVchr) key to re-build the voucher with the new information.

EXPLANATION OF INVOICE PENDING VOUCHER PROCESSES

Pending Vouchers

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

Generating the accounting entries that expense the line item accounts will occur when your pending voucher is 'posted'. There are two ways to post a pending voucher. It can be done either (1) on-line using the PF10 key (labeled 'Post') on the invoice document close screen (Screen 346) or (2) allowing the nightly cycle to process the pending voucher. The status of the voucher changes from 'pending' to 'outstanding' when it is posted.

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

Please Note: When you make changes to an existing pending voucher, you must 'rebuild' the voucher before it can post. You can do this using the PF7 key (labeled Bvchr) on Screen 345.

FIELD DESCRIPTIONS

Action Line Information:

Doc:	7 characters/digits Identify the purchase <u>document</u> associated with the invoice.	**Entry Required**
Inv:	14 digits Indicate the <u>invoice</u> number, as assigned by the vendor, for the selected order.	**Entry Required**
Voucher:	7 digits Identify the system-assigned pending voucher number. OR you may enter a zero (0) in order to have the system create a new pending voucher number.	**Entry Required**
Default Cost Ref:	1 character Indicate whether or not ('Y' or 'N') you would like to have the default <u>cost</u> <u>accounting</u> <u>reference</u> values filled in for the cost reference fields.	**Entry Required**
Doc Summary:	50 characters Displays a short description of the order. This field will be pulled in from the purchase document, but you may change it if desired.	
Type:	1 digit Identifies the third digit of the transaction code which designates the type of transaction taking place.	
Dept. Reference #:	7 digits Displays the <u>departmental</u> <u>reference</u> <u>number</u>. This reference, assigned by the department, will be filled in from the User Reference number on the PO.	

Enclosure Code: 1 character/digit   **? Help Available**
Designates the code which indicates
how enclosures are to be handled. This
will force separate checks for local
vouchers. Vouchers will be grouped by
identical codes. For example:

A	= Auditor
BLANK	=Not specified
C	= Comptroller
Y	= Enclosures
1	= Housing deposit refunds
2	= Sims stipends

FIELD DESCRIPTIONS, cont'd

Invoice Date: 8 digits
Displays the date the invoice was
issued.

Order Date: 8 digits   **Entry Required**
Indicate the date the order was placed.
This field will be filled in from the PO
and is required for state vouchers.

Delivery Date: 8 digits   **Entry Required**
Identify the expected delivery date of
the order. This field is required for
state vouchers.

State Req Nbr: 11 digits
Denotes the State Requisition Number.
This field is required if state funds are
used for the order.

GSC Ord: 7 digits
Identifies the General Services
Commission order number, for
purchase orders that require GSC
approval.

Due Date: 8 digits   **Entry Required**
Indicate the due date for the payment of
the order. This field determines when
the voucher is pulled to cycle for
payment.

Description: 35 characters (2 lines)   **Entry Required**
Displays a short description of the
voucher to be created/modified. The
system will automatically pull in the
description of the first line item on the
invoice, unless otherwise specified.

Disc Due Date   8 digits
Indicates the discount due date, which
identifies the date by which payment
must be received by the vendor in order
to secure the agreed discount.

Inv Rcvd Dt: 6 digits
Displays the date the invoice was
received.

Cust AR NBR: 25 characters/digits
Denotes the customer accounts
receivable number that is assigned to
the purchaser by vendor.

FIELD DESCRIPTIONS, cont'd

ACH Ovrd:

1 character
Indicates ('Y' or 'N') if an <u>override</u> was
put on the ACH voucher – thereby
creating a check in the check cycle.

Hold Flag:

1 character   **? Help Available**   **Entry Required**
Indicates whether or not ('Y' or 'N') to
hold the voucher, or prevent it from
entering the check cycle.

Alt Vendor:

11 digits
Identifies the <u>alternate</u> vendor who will
receive payment for the order.

W2/SSN:

9 digits
Identifies the W2/<u>social</u> <u>security</u>
<u>number</u> for they employee, if the
voucher is for services (i.e., moving).

Travel Hotel Zip:

9 digits
Designates the zip code of the hotel
used for travel. This helps to determine
the percentage usage and whether or not
the state discount rate is being utilized.

USAS Doc Type:

1 character
Displays the USAS document type,
which determines how to process the
voucher at the State level.

PCC Code:

1 character   **? Help Available**
Indicates the <u>purchase</u> <u>category</u> <u>code</u>
that identifies various purchase types
and their associated payments. For
example:
A   GSC term contract-automated
B   GSC term contract-scheduled
BLANK   not applicable/GSC exempt

PDT Code:

2 characters   **? Help Available**
Displays a <u>payment</u> <u>distribution</u> <u>type</u>
code that identifies how transactions
will be combined for warrants and
direct deposits. For example:
BLANK   =   Default from TPIS system
D   =   DIR deposit, do not combine
DF   =   DIR deposit, combine within A
DH   =   Direct deposit, warrant hold

FIELD DESCRIPTIONS, cont'd

LDT Codes: 2 characters/digits   **? Help Available**
Identifies the <u>legal</u> <u>descriptive</u> <u>text</u>
codes that define any special processing
needed for the order. For example:
BC = Baylor College of Dentistry-
           exempt. Educational code
CC = Examinations of current
           catalogues, list and price
           quotations
CY = Cyclotron fabricates
           equipment
01 = Auxiliary Enterprises- TAC
           10,D,2155.141

Revolving: 1 character   **Entry Required**
Indicates whether or not ('Y' or 'N')
the voucher is to be processed as a
revolving voucher.

Fund Type: 8 characters
Identifies the type of funds that were
used to pay for the specified order.

IC: 1 character   **? Help Available**
Identify the <u>interest calculation</u>
procedure to be followed. Valid values
are:
A   = Accept Scheduling of Late
                   Payment
BLANK = None
F   = Force Interest Calculation
R   = Refuse Interest
                   Calculation

Rsn: 2 characters   **? Help Available**
Include the reason for interest
exemption: Valid values are:
AD = Agency Discretion Exercised
AI = Automation Issue(s)
AP = Advance Payment
DP = Disputed Payment
DT = Direct Payment of Travel
           Expenses
FC = FED Contract/Terms Prohibit
           Pymt
GE = GSC Exemption Granted 7
           Documented
MI = Mailing Instr On PO Not
           Followed
NI = No Invoice Received

FIELD DESCRIPTIONS, cont'd

Prepaid Inv: 1 character   **Entry Required**
                           Designate whether or not ('Y' or 'N')
                           this voucher is for a prepaid <u>invoice</u>.

Check Nbr: 6 digits
                           Identifies the check <u>number</u> that was
                           issued if this voucher is for a prepaid
                           invoice.

Check Dt: 10 digits
                           Indicates the check date for the prepaid
                           invoice.

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

Cont Work Force: 1 character
                           This indicates that this payment is
                           flagged as a Contract Work Force
                           payment.

Vch Total: 15 digits
                           Signifies the total dollar amount
                           processed for the <u>voucher</u>.

Invoice/Purchase Order Information:

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

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

Document Dt: 8 digits
                           Designates the <u>date</u> that the document
                           was created by the system.

Cat: 2 characters
                           Identifies the document <u>category</u> that is
                           used to define receiving and accounting
                           properties of the order.

FIELD DESCRIPTIONS, cont'd

User Ref: 10 digits
Displays the <u>user</u> <u>reference</u> <u>number</u>
which is made up of the subsidiary
ledger account number followed by the
departmental reference number.

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

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

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

Type Ord: 3 characters
Signifies the type of order associated
with this purchase order.

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

FOB: 2 characters
Denotes any <u>freight</u> terms for the
selected order.

PO Total: 13 digits
Identifies the total dollar amount
encumbered for the <u>purchase</u> <u>order</u>.

Additional Functions

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

PF4   Displays ACH information.
ACH

PF5   Goes to next screen that follows in
Next   sequence.

FIELD DESCRIPTIONS, cont'd

PF6	**Purchasing Invoice Problem**
PIP	Allows you to notify the creator of problems with their invoice. See the basic concepts topics for this section for more information.
PF9	Displays invoice notes.
Inote	
PF10	Displays a detailed description of the
Desc	line item.
PF11	Use this for Multi-Account
Mlti	Vouchering.

Closing Your
Invoice Document

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

Screen 346 - Invoice Document Close

```
 346 Invoice Document Close                                11/12/03 09:01
                                                           FY 2004 CC 02
   Screen: ___   Doc: P000004  Inv: 68012-99_____

       Vendor: 17000001111    SPORTS AND MORE
       Amount: 6130.20        Routing Status:
   Invoice Dt: 06/24/1999       Delivery Dt: 07/12/1999
  Inv Rcvd Dt: 07/01/1999       Act Rcvd Dt: 09/01/1999  Req Pay Dt:
        Terms:                      Voucher: 5701626  FY: 2000
 Original Inv:                 Posted Status: Y  VOUCHER POSTED
  Last Mod By: KIRBY, EMILY               Date: 09/10/1999
                       Current Status: COMPLETE
                      Matching Status: MATCH SUCCESSFUL
              Close Invoice Document: Y  ('N' to Reopen if closed)
             Cancel Invoice Document: N  ('N' to reinstate if cancelled)
       Budget Balance Override Actuals: N
--------------------- Purchase Order Information ----------------------------
          << Dates >>   Vendor: 17310954681  SPORTS AND MORE
Document : 03/26/1999   Cat.: RO User Ref: 300090-1671
Exp.Dlvry:             Contact Person: HENRY WRINKLE      Ph: 409-845-0000
Prior Inv. Forced:      Buyer:  SDR    SARA CARTERS       Ph: 409-845-0000
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp        Next  PIP        CnclR Notes Post  Items Warns
```

BASIC STEPS

Closing Your Invoice Document
- Advance to Screen 345.
- Type a valid purchase document and invoice number on the Action Line.
- Press <ENTER> to display existing invoice information.
- Type a 'Y' in the Close Invoice Document: field.
- Press <ENTER> to close the invoice and initiate a two-/three-way match check.

Re-opening Your Invoice Document
- Advance to Screen 345.
- Type a valid purchase document and invoice number on the Action Line.
- Press <ENTER> to display existing invoice information.
- Type a 'N' in the Close Invoice Document: field.
- Press <ENTER> to re-open your invoice document.

Canceling Your Invoice Document
- Advance to Screen 345.
- Type a valid purchase document and invoice number on the Action Line.
- Press <ENTER> to display existing invoice information.
- Type a 'Y' in the Cancel Invoice Document: field.
- Press <ENTER> to cancel your invoice document.

EXPLANATION OF INVOICING PROCESSES

Matching Status

When you close an invoice document, the system attempts to make a 2-way match or a 3-way match. The matching process compares data from the purchase order to the invoice information for the 2-way match, or data from the purchase order to the invoice information as well as the receiving information for the 3-way match. The status of the match will be displayed on this screen (Screen 346) in the Matching Status: field.

A successful match indicates that the pending voucher can be posted. This is done either (1) on-line by pressing PF10 (labeled Post) which posts the accounting immediately, or (2) by taking no manual action and allowing the system to process the pending voucher in the nightly cycles.

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

A 3-way match requires the purchase order (PO) information to match the invoice and as well as match the receiving information. In a 3-way match, the document is checked when you close the invoicing as well as when you close the receiving. Receiving does not have to be matched to close an invoice, only invoice and PO information must match or be forced.

Tolerance Checking

There are 4 tolerance checking tests in FAMIS. These tests are performed when an invoice is closed on Screen 346. The values used for these tests are maintained on Screen 312 in FAMIS. The four tests are as follows:

```
 * ----------------------- * Tolerance Checking * ----------------------- *

 Unit Price Control (UPC) $: _____      Ext. Price Control (XPC) $: _____

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

UPC (Unit Price Control) High Dollar vs Low Dollar Determination

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

EXPLANATION OF INVOICING PROCESSES, cont'd

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

- PO unit price is >= the unit price control (UPC)

  - then the item is a UPC high dollar item.

- PO unit price is < the unit price control

  - then the item is a UPC low dollar item

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

UPC (Unit Price Control)Tests
High dollar items use Above Unit Price Percent and Ext. Price Cap Amount
Low dollar items use Below Unit Price Percent and Ext. Price Cap Amount

Test 1:   Unit Price Percent

   Invoice Unit Price <= PO Unit Price + (PO Unit Price x Unit Price %)

Test 2:   Extended Price Cap

   Invoice Extended Price <= PO Extended Price + Above Cap Amount

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

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

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

XPC (Extended Price Control) High Dollar vs Low Dollar Determination

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

- PO extended price is >= extending price control (XPC)
  - then item is a XPC high dollar item.
- PO extended price is < extended price control (XPC)
  - then item is a XPC low dollar item

EXPLANATION OF INVOICING PROCESSES, cont'd

XPC (Extended Price Control) Tests

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

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

Test 3:   Extended Price Percent

   Invoice Extended Price <= PO Extended Price + (PO Extended Price x Extended Price %)

Test 4:   Quantity Percent

   Invoice Quantity <= PO Quantity + (PO Quantity x Quantity %)

If either test fails, the error is returned.

Summary of Tolerance Checking Calculations.

1.   Test 1 - Unit Price Percent
(percent value is the above or below percent based on UPC test)

Invoice Unit Price <= PO Unit Price + (PO Unit Price x Unit Price %)

2.   Test 2 - Extended Price Cap
(amount is the above or below amount based on UPC test)

Invoice Extended Price <= PO Extended Price + Above Cap Amount

3.   Test 3 - Extended Price Percent
(percent value is the above or below percent based on XPC test)

Invoice Extended Price <= PO Extended Price + (PO Extended Price x Extended
Price %)

4.   Test 4 - Quantity Percent
(quantity percent is the above or below percent based on XPC test)

Invoice Quantity <= PO Quantity + (PO Quantity x Quantity %)

FIELD DESCRIPTIONS

Action Line Information:

Doc:	7 digits	**Entry Required**
	Identify the invoice document you	
	would like to close, re-open, or cancel.	

FIELD DESCRIPTIONS, cont'd

Invoice:	14 digits Indicate the specific invoice associated with the purchase document that you would like to close, re-open, or cancel.	**Entry Required**

Screen Information:

Vendor: 11 digits
                     Displays the identification number and
                     name of the vendor to be paid for the
                     order.

Amount: 14 digits
                     Identifies the total dollar amount
                     invoiced for this order.

Routing Status: 2 characters
                     Signifies the current status of the
                     document in the routing and approval
                     system of FAMIS.

Invoice Dt: 8 digits
                     Indicates the date that the invoice was
                     created on the system.

Delivery Dt: 6 digits
                     Indicates the receiving date.

Inv Rcvd Dt: 6 digits
                     Displays the date the <u>invoice</u> was
                     <u>received</u>.

Act Rcvd Dt: 6 digits
                     Identifies the last <u>date</u> all items were
                     <u>actually received</u>, if more than one
                     shipment is involved. This date is
                     generated by FAMIS.

Req Pay Dt.:   6 digits
                     Displays the date you requested the
                     State to pay the voucher.

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

FIELD DESCRIPTIONS, cont'd

Voucher: 7 digits
                     Denotes the voucher number assigned
                     to the order when the pending voucher
                     was created.

FY: 4 digits
                     Shows the fiscal year the invoice was
                     created.

Original Inv: 14 digits
                     Identifies the original invoice number in
                     the event of duplicate invoices.

Posted Status: 1 character
                     Indicates whether or not ('Y' or 'N')
                     the voucher has been posted.

Last Mod By: 12 characters
                     Identifies the name of the person who
                     modified the record.

Date: 8 digits
                     Displays the date the invoice was
                     modified.

Current Status: 10 characters
                     Displays the current status of the
                     invoice. Valid status values include
                     open, closed, and canceled.

Matching Status: 10 characters
                     Indicates the status of the 2- or 3-way
                     match check for the invoice.

**Close Invoice   1 character
Document:**   Designates whether or not ('Y' or 'N')
                     you wish to close the invoice. You may
                     enter a 'N' on a closed invoice in order
                     to re-open it.

**Cancel Invoice   1 character
Document:**   Indicates whether or not ('Y' or 'N')
                     you wish to cancel the selected invoice.
                     You may type a 'N' on a canceled
                     invoice to reinstate it.

**Budget Balance   1 character
Override Actuals:** Signifies whether or not ('Y' or 'N')
                     you wish to post the invoice, regardless
                     of whether or not there is sufficient
                     budget balance available.

FIELD DESCRIPTIONS, cont'd
Purchase Order Information:

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

Document Date:
8 digits
Designates the date that the document
was created by the system.

Cat:
2 characters
Identifies the document category which
is used to define receiving and
accounting properties of the order.

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

Exp.Dlvry:
8 digits
Indicates the date the goods are
expected to be delivered.

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

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

Prior Inv. Forced:
5 digits
Shows the number of invoices that have
been forced prior to this current
shipment.

Buyer:
3 characters
Displays the buyer's code and name of
the person for this order.

Ph:
10 digits
Signifies the area code and phone
number for the buyer.

Additional Functions

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

PF5
Next
Goes to next screen that follows in
sequence.

FIELD DESCRIPTIONS, cont'd

PF6   **Purchasing Invoice Problem**
PIP   Allows you to notify the creator of
                     problems with their invoice. See the
                     basic concepts topics for this section for
                     more information.

PF8   **Cancel/Reinstate**
CnclR   Reason for cancellation or reinstate.

PF9   **Notes**
Notes   Free form notes can be entered on a
                     document. These are on-line reference
                     notes regarding the document. They
                     will <u>not</u> be printed

PF10   **Post the Invoice**
Post   Allows you to manually post the
                     invoice to accounting without waiting
                     for the voucher/check cycle to run.

PF11   **Document Items**
Items   Provides a window showing all
                     document items. From within this
                     window you can view multiple
                     windows of item information.

PF12   **Warns**
Warns   Displays any FAMIS warnings.

INVOICING

INQUIRY

Listing Invoices by
Purchase Order Numbers

To access invoice information when you know the purchase order (PO) number, use Screen 350. This screen gives you summary information about invoices sorted by their PO number. A specific invoice may be viewed by typing an 'X' in the S (select) column and pressing <ENTER>. The system will then take you to screen 358 to show you more detailed information about that invoice.

Screen 350 - Invoice Inquiry by PO Document Number

```
 350 Invoice Inquiry by PO Document                        11/12/03 09:02
                                                           FY 2004 CC 02
  Screen: ___  Doc: P000004
                                                Pg 1__ of   1 Viewed Pg(s)
   N         P             Nbr                          M  Invoice
 S T  Doc    I   Invoice   Itm Invoice Tot  St Voucher St  Date    Vndr Name
 - - ------- - ------------- --- ----------- -- ------- -- -------- ---------
 _    P000004   68012-99       3    6130.20  CO 5701626 MS 06/24/99 MIDWEST S
 _    P000005   58672          1   20000.00  CO 5714851 MS 09/21/99 DOUGLAS P
 _    P000007   034996         4     620.64  CO 5703318 MS 09/10/99 WILLIS ME
 _    P000008   961443         4    3249.00  CO 5703300 MS 04/20/99 CROPPER M
 _    P000009   00007159           1538.00  CN           06/28/99 FOOT MANA
 _    P000009   0007159-IN     5    1538.00  CO 5703306 MS 06/28/99 FOOT MANA
 _    P000010   10924          4     591.60  CO 5703304 MS 04/14/99 CORNISH M
 _    P000011   174783        41   27351.60  CO 5703399 MS 04/30/99 A-ATHLETI
 _    P000011   174942         2     745.88  CO 5703395 MS 05/14/99 A-ATHLETI
 _    P000012   2522460       34    5560.54  CO 5704694 MS 09/01/99 ALERT SER
 _    P000012   2522461        1     132.00  CO 5704680 MS 09/01/99 ALERT SER
 _    P000012   2524060        1   10850.00  CO 5704682 MS 09/01/99 ALERT SER
 _    P000012   2524080        2    2392.00  CO 5704677 MS 09/01/99 ALERT SER
             *** Press ENTER To view more Items ***
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp                  Bkwd  Frwd
```

BASIC STEPS

- Advance to Screen 350.
- Type your purchase order number, if known.
- Press <ENTER> to view a complete list of all invoices, beginning with the purchase order you specified, if any.
- Type an 'X' in the S: (select) column to the left of a document and press <ENTER> to advance to Screen 358 where detailed invoice information will be displayed.

EXPLANATION OF INVOICE BROWSE PROCESSES

Positioning the Listing

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

EXPLANATION OF INVOICE BROWSE PROCESSES, cont'd

Document Status

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

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

Matching Status

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

Value	Meaning
NR	No Receiving (meaning no receiving processed or did not match)
MF	Matched (Forced)
MS	Matched (Successfully)

Using the PF Keys

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

FIELD DESCRIPTIONS

Action Line Information:

Doc:	7 characters/digits
	Identifies the first document number to
	display, if specified.

Screen Information:

S:	1 character
	Type an 'x' in this field to <u>select</u> an
	invoice for display on Screen 358.
NT:	1 character
	An asterisk (*) indicates that there are
	<u>notes</u> attached to the invoice.
Doc:	7 characters/digits
	Identifies the <u>document</u> number
	associated with the invoice.

FIELD DESCRIPTIONS, cont'd

PI:

1 character
An asterisk (*) in this field indicates
that a <u>PIP</u> (purchasing invoice problem)
has been processed for this invoice.

Invoice:

14 digits
Displays the invoice number. This
number is used to identify the invoice
header (created on Screen 340).

Nbr Itm:

3 digits
Represents the <u>number</u> <u>of</u> <u>items</u>
processed on the invoice.

Invoice Total:

14 digits
Displays the total dollar amount
processed for this invoice.

St:

2 characters
Indicates <u>status</u> of the invoice.
Common invoice status codes include:
COmpleted, **CL**osed, **I**n **P**rocess, and
CaNceled.

Voucher:

7 digits
Identifies the pending voucher number
assigned when the invoice was
processed.

M St:

2 characters
Displays the <u>matching</u> <u>status</u> for the
specified document.

Invoice Date:

6 digits
Indicates the date the invoice was
processed by the system.

Vendor Name:

11 characters
Identifies the name of the vendor for the
specified purchase.

Additional Functions

PF KEYS

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

Listing Invoices
By Vendor

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

Screen 351 - Invoice Inquiry by Vendor

```
 351 Invoice Inquiry by Vendor                              11/12/03 09:02
                    SPORTS AND MORE                         FY 2004 CC 02
   Screen: ___  Vendor: 17000001111  Doc: P000004
                                          Pg 1__ of   1 Viewed Pg(s)
    N          P                Nbr                      M  Invoice
  S T   Doc    I    Invoice     Itm Invoice Tot  St Voucher St   Date   Doc Summ
  - - ------- - -------------- --- ----------- -- ------- -- -------- ---------
    _    P000004   68012-99       3      6130.20  CO 5701626 MS 06/24/99 1999-00 F
    _    P300023   108458-02      2      2873.50  CO 1410318 MS 09/11/02 RH - BALL
    _ *  P400078   117178-03      3      3081.00  CO 5407013 MS 08/18/03 RH - BALL
    _    P400078   117215-03      1       546.00  CO 5407183 MS 08/19/03 RH - BALL
    _ *  P400078   117354-03      1       270.00  CO 5407016 MS 08/22/03 RH - BALL
    _    P504088   32058-96       1       682.20  CO 3951107 MS 07/08/96 BALLS FOR
    _ *  P604776   31741-96       4      2178.25  CO 3948712 MS 07/01/96 210380-VO
    _    P604776   32071-96       1       808.50  CO 3951665 MS 07/09/96 210380-VO
    _ *  P604872   31785-96       2      1165.00  CO 3947489 MS 06/28/96 210380-BA
    _    P700016   31683-96       2       682.60  CO 1002170 MS 07/26/96 1996-97 F
    _    P800123 * 45039-97       4       157.19  CO 1359757 MS 09/02/97 RH - BALL
    _    P800123   44999-97A      2       877.35  CO 1359431 MS 09/25/97 RH - BALL
    _    P800123   44999-97      17      7351.52  CO 1359803 MS 09/01/97 RH - BALL
                *** Press ENTER To view more Items ***
  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp                    Bkwd  Frwd
```

BASIC STEPS

- Advance to Screen 351.
- Type a valid vendor ID number in the Action Line.
- Press <ENTER> to view a complete list of all invoices for the specified vendor.
- Type an 'X' in the S: (select) column to the left of a document and press <ENTER> to advance to Screen 358 where detailed invoice information will be displayed.

EXPLANATION OF INVOICE BROWSE PROCESSES

Vendor Search and Select

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

EXPLANATION OF INVOICE BROWSE PROCESSES, cont'd

Positioning the Listing

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

Document Status

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

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

Matching Status

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

Value	Meaning
NR	No Receiving (meaning no receiving processed or did not match)
MF	Matched (Forced)
MS	Matched (Successfully)

Using the PF Keys

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

FIELD DESCRIPTIONS

Action Line Information:

Vendor:	11 digits	**Entry Required**
	Identifies the vendor whose invoice information is to be displayed.	
Doc:	7 characters/digits	
	Identifies the PO number used to create the invoice header.	
Pg _of_ viewed Pg(s)	3 digits	
	Displays the number of pages viewed.	

FIELD DESCRIPTIONS, cont'd

Screen Information:

S: 1 character
Type an 'x' in this field to <u>select</u> an
invoice for display on Screen 358.

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

Doc: 7 characters/digits
Identifies the <u>document</u> number
associated with the invoice.

PI: 1 character
An asterisk (*) in this field indicates
that a <u>PIP</u> (purchasing invoice problem)
has been processed for this invoice.

Invoice: 14 digits
Displays the invoice number. This
number is used to identify the invoice
header (created on Screen 340).

Nbr Itm: 3 digits
Represents the <u>number</u> <u>of</u> <u>items</u>
processed on the invoice.

Invoice Total: 14 digits
Displays the total dollar amount
processed for this invoice.

St: 2 characters
Indicates <u>status</u> of the invoice.
Common invoice status codes include:
COmpleted, **CL**osed, **I**n **P**rocess, and
CaNceled.

Voucher: 7 digits
Identifies the pending voucher number
assigned when the invoice was
processed.

M St: 2 characters
Displays the <u>matching</u> <u>status</u> for the
specified document.

Invoice Date: 6 digits
Indicates the date the invoice was
processed by the system.

FIELD DESCRIPTIONS, cont'd

Doc Summary: 50 characters   **Entry Required**
                          Displays a short description of the
                          order. This field will be pulled in from
                          the purchase document, but you may
                          change it if desired.

Additional Functions

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

Invoice Document Inquiry

Detailed invoice information, including its status, its matching status, and its voucher number and status can all be displayed by keying a valid Purchase Order (PO) and invoice number on the Action Line of Screen 358. You can see more information on a specific invoice line item by typing a 'X' next to it and pressing <ENTER> to advance to Screen 359.

Screen 358 - Invoice Document Inquiry

```
 358 Invoice Document Inquiry                             11/12/03 09:03
                                                          FY 2004 CC 02
  Screen: ___   Doc: P000004  Inv: 68012-99_____
       Vendor: 17000001111 SPORTS AND MORE
       Amount: 6130.20                   Status: CO  09/10/1999
       Inv Dt: 06/24/1999            Matched St: MS  Match Successfu
  Inv Rcvd Dt: 07/01/1999            Routing St:
        Terms:                          Voucher: 5701626   FY: 2000    St: RECN
     Orig Inv:                           Posted: Y  PO Liq Ind: P   Encl Cd:
Force Payment: N  Reason:

  Last Mod By: KIRBY, EMILY                         Date: 09/10/1999
   Itm                   Conv               Inv
 S Nbr  Quantity  UOM  UOM    Unit Price   Ext Price     Item Description
 - ---  ---------- ---- ---- ------------- ------------- ----------------------
 _ 001     144.00 DZ   DZ       23.3000        3355.20   SOCKS:  DUKE BRAND #CM4
 _ 002     600.00 EA   EA        3.0500        1830.00   T-SHIRTS:  DUKE #T-10 O
 _ 003      60.00 DZ   DZ       15.7500         945.00   SUPPORTERS:   DUKE BRAN


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

BASIC STEPS

- Advance to Screen 358.
- Type valid document and invoice numbers in the Action Line.
- Press <ENTER> to display the invoice information. Each line item will be listed at the bottom of the screen.
- Type an 'X' in the S: (select) column to the left of a line item to advance to Screen 359, where more detailed invoice information will be provided.

EXPLANATION OF INVOICE BROWSE PROCESSES

Document Status

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

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

Matching Status

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

Value	Meaning
NR	No Receiving (meaning no receiving processed or did not match invoicing)
MF	Matched (Forced)
MS	Matched (Successfully)

Routing Status

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

Value	Meaning
RJ	Rejected and sent back to the creator.
RC	Recalled.
DL	Routing at the Departmental Level.
EL	Routing at the Executive Level.
RL	Routing at the Regulatory Level.
PL	Routing at the Processing Level.
CO	Successfully completed routing and approval.

Using the PF Keys

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

FIELD DESCRIPTIONS

Action Line Information:

Doc:	7 digits	**Entry Required**
	Identifies the PO number used to create the invoice header.	

FIELD DESCRIPTIONS cont'd

Invoice: 14 digits   **Entry Required**
                            Indicates the invoice number used to
                            create the invoice header.

Screen Information:

Vendor: 11 digits
                            Identifies the vendor whose invoice
                            information is displayed.

Amount: 11 digits
                            Displays the total dollar amount of the
                            invoice.

Status: 2 characters
                            Identifies the status of the invoice as
                            well as the date the status was assigned
                            to the invoice.

Invoice Dt: 8 digits
                            Indicates the date on the invoice.

Matched St: 2 characters
                            Displays the matching status for the
                            specified document.

Inv Rcvd Dt: 8 digits
                            Displays the date the invoice was
                            received.

Routing St: 2 characters
                            Indicates a document's progress
                            through the routing and approval
                            system.

Terms: 6 characters
                            Identifies the payment terms for the
                            invoice. (Ex: 2/10/n/30 - 2% discount
                            if paid before the 10th, pay net amount
                            if paid after the 10th and by the 30th.)

Voucher: 7 digits
                            Identifies the voucher number assigned
                            when the pending voucher was created
                            for the document.

FY: 4 digits
                            Displays the fiscal year in which the
                            voucher was processed.

FIELD DESCRIPTIONS, cont'd

St:

4 characters
Indicates the status of the voucher.
Common voucher status codes include:
OUTstanding, **REC**o**N**ciled, **PAID** and
in **CYCL**e.

Original Inv:

14 digits
Indicates the invoice number entered on
the original invoice (if this is a follow-
up invoice).

Posted:

1 character
Indicates whether or not ('Y' or 'N') a
pending voucher has been posted to the
system.

PO Liq Ind:

1 character
Displays the PO liquidation indicator
that is used to signify whether the
encumbrances for the document have
been fully liquidated (F), partially
liquidated (P), or not liquidated (N).

Enclosure Code:

1 digit
Designates the code that indicates how
enclosures are to be handled. This will
force separate checks for local
vouchers. Vouchers will be grouped by
identical codes.

Force Payment:

1 character
Indicates whether or not ('Y' or 'N')
payment for the invoice has been
forced.

Force Reason:

70 characters
Displays the reason for the payment to
have been forced.

Last Mod By:

25 characters
Shows the person's name that last
modified document.

Date:

8 digits
Displays the session date entered on the
batch header.

S:

1 character
Type an 'x' in this field to select an
invoice for display on Screen 359.

FIELD DESCRIPTIONS, cont'd

Itm Nbr:	3 digits Identifies the <u>number</u> for the specified line <u>item</u>.
Quantity:	10 digits Indicates the item quantity invoiced.
UOM:	4 characters Displays the <u>unit</u> <u>of</u> <u>measure</u> for the item as invoiced.
Conv UOM:	4 characters Represents the <u>converted</u> item <u>unit</u> <u>of</u> <u>measure</u> (if needed to match the PO).
Unit Price:	16 digits Displays the dollar amount to be paid per unit of measure for the line item.
Inv Ext Price:	16 digits Indicates the total extended price for the item, as calculated by the system.
Item Description:	25 characters Displays a brief description of the specified line item.

Additional Functions

PF KEYS	See the Appendix for an explanation of the standard PF Keys.
PF6 **PIP**	**Purchasing Invoice Problems** Used to display any purchasing invoice problems (PIPs) associated with the selected invoice.
PF7 **Audit**	View the audit information for the selected Vendor.
PF9 **Notes**	**Notes** Free form notes can be entered on a document. These are on-line reference notes regarding the document. They will <u>not</u> be printed

Invoice Line
Item Summary

You may view detailed invoice line item information is by keying a valid purchase order (PO) number, invoice number, and line item number here on Screen 359.

Screen 359 - Invoice Item Summary

```
  359 Invoice Item Summary                              11/12/03 09:04
                                                        FY 2004 CC 02
   Screen: ___  Doc: P000004  Inv: 68012-99_____   Item: 1__

        Vendor: 17399999991  SPORTS AND MORE
    Ttl Amount: 6130.20
    Invoice Dt: 06/24/1999                  Status: CO  09/10/1999
    PO Liq Ind: P                        Matched St: MS
       Voucher: 5701626  FY: 2000        Voucher St: RECN
        Posted: Y                        Routing St:
     Item Desc: SOCKS:  DUKE BRAND #CM425AD

                        Quantity   UOM   Unit Price   Extended Price
                        ---------- ----  -----------  --------------
          This invoice:    144.00   DZ       23.3000         3355.20
             Converted:    144.00   DZ       23.3000
         Total ordered:    144.00   DZ       23.3000         3355.20
        Received for PO:   144.00   DZ
             UOM Error:
      Last Modified by: KIRBY, EMILY                 Date: 09/10/1999

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

BASIC STEPS

- Advance to Screen 359.
- Type valid document, invoice, and item numbers in the Action Line.
- Press <ENTER> to display the line item summary.

EXPLANATION OF INVOICE BROWSE PROCESSES

Document Status

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

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

EXPLANATION OF INVOICE BROWSE PROCESSES, cont'd

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

Value	Meaning
NR	No Receiving (meaning no receiving processed or did not match)
MF	Matched (Forced)
MS	Matched (Successfully)

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

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

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

Value	Meaning
RJ	Rejected and sent back to the creator.
RC	Recalled.
DL	Routing at the Departmental Level.
EL	Routing at the Executive Level.
RL	Routing at the Regulatory Level.
PL	Routing at the Processing Level.
CO	Successfully completed routing and approval.

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

FIELD DESCRIPTIONS
Action Line Information:

Doc: 7 characters/digits   **Entry Required**
                    Identify the PO number used to create
                    the invoice header.

FIELD DESCRIPTIONS, cont'd

Invoice:	14 digits Indicate the number of the invoice you would like to display.	**Entry Required**
Item:	3 digits Identify the line item number to be displayed.	**Entry Required**

Screen Information:

Vendor:
11 digits
Identifies the vendor whose invoice information is displayed.

Ttl Amount:
11 digits
Displays the <u>total</u> dollar amount processed for this invoice.

Invoice Dt:
8 digits
Indicates the <u>date</u> the invoice was processed by the system.

Status:
2 characters
Represents the status of the invoice. The status code is used to indicate the level of processing on the invoice and the date the status was assigned to the invoice.

PO Liq Ind:
1 character
Displays the <u>PO</u> <u>Liquidation</u> <u>Indicator</u> that is used to identify whether the encumbrances for the document have been fully liquidated (F), partially liquidated (P), or not liquidated (N).

Matched St:
2 characters
Displays the <u>matching</u> <u>status</u> for the specified document.

Voucher:
7 digits
Identifies the voucher number assigned when the pending voucher was created for the invoice.

Voucher St:
2 characters
Displays the processing <u>status</u> of the voucher.

FIELD DESCRIPTIONS, cont'd

Posted: 1 character
Indicates whether or not ('Y' or 'N') a pending voucher has been posted to the system.

Routing St: 2 characters
Indicates the status of a document's progress through the routing and approval system.

Item Desc: 30 characters
Displays a brief <u>description</u> of the selected item.

This Invoice Information:

Quantity: 10 digits
Identifies the quantity invoiced from the invoice for the selected item.

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

Unit Price: 12 digits
Displays the price per unit ordered from the invoice for the selected item.

Extended Price: 12 digits
Displays the item extended price from the invoice.

Converted Information:

Quantity: 10 digits
Displays the quantity after converted to match purchase order.

UOM: 4 characters
Indicates the <u>unit</u> <u>of</u> <u>measure</u> for the specified line item after conversion to match the purchase order.

Unit Price: 12 digits
Displays the item unit price after being converted to match the purchase order.

Extended Price: 12 digits
Displays the item extended price from the invoice.

FIELD DESCRIPTIONS, cont'd
Total Ordered Information:

Quantity: 10 digits
                       Indicates the total quantity of the
                       selected item ordered.

UOM: 4 characters
                       Indicates the <u>unit</u> <u>of</u> <u>measure</u> for the
                       specified line item as ordered.

Unit Price: 12 digits
                       Displays the item unit price as ordered.

Extended Price: 12 digits
                       Displays the item extended price as
                       ordered.

Received for PO Information:

Quantity: 10 digits
                       Indicates the total number of the item
                       received to date.

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

Unit Price: 12 digits
                       Displays the item unit price as ordered.

Extended Price: 12 digits
                       Displays the item extended price as
                       ordered.

UOM Error: 1 character
                       Indicates whether or not ('Y' or 'N')
                       the <u>unit</u> <u>of</u> <u>measure</u> on invoice could be
                       converted to match the PO.

Last Modified by: 7 characters
                       Identifies the user ID and name of the
                       last person to modify the invoice item.

Date: 8 digits
                       Displays the session date entered on the
                       batch header.

FIELD DESCRIPTIONS, cont'd

Additional Functions

PF KEYS	See the Appendix for explanation an of the standard PF Keys.
PF6 **PIP**	**Purchasing Invoice Problems** Used to display any purchasing invoice problems (PIPs) associated with the selected invoice.
PF7 **Audit**	View the audit information for the selected Vendor.
PF8 **Addr**	**Address** Used to include more lines of address information.
PF9 **Notes**	**Notes** Free form notes can be entered on a document. These are on-line reference notes regarding the document. They will <u>not</u> be printed
PF11 **Idesc**	**Item Description** More detailed item descriptions can be entered by pressing PF11.

PIP

INQUIRY

PIP
Document Browse

Use Screen 292 to view information about a PIP when you know the PIP number.

Screen 292 – PIP Document Browse

```
  292 PIP Document Browse                                11/12/03  9:04AM
                                                         FY 2004 CC 02

   Screen: ___    PIP: _____

      PIP              For        Invoice      Rt   Modify   Modify
  Sel Number   Type  Document     Number       Cd    Date     Time    By User
  --- -------  ---   -------   --------------   --  --------  -----   --------
   _  I000001  FYI   L000034   118-0249517-0    CO  09/06/99  08:54   GRIM02P
   _  I000002  FYI   L000078   L000078          CO  09/06/99  09:00   GRIM02P
   _  I000003  FYA   L000152   L000152          CO  09/06/99  09:06   GRIM02P
   _  I000004  FYI   L000309   L000309          CO  09/06/99  09:43   GRIM02P
   _  I000005  FYI   A904971   0407D-02         CO  09/06/99  10:22   GRIM02P
   _  I000006  FYI   L000223   L000223          CO  09/06/99  10:29   GRIM02P
   _  I000007  FYI   L000488   L000488          CO  09/06/99  10:38   GRIM02P
   _  I000008  FYI   L000395   120605           CO  09/06/99  11:38   KEKR02P
   _  I000009  FYI   E917697   22934205         CO  09/06/99  11:46   KEKR02P
   _  I000010  FYI   L000294   L000294          CO  09/06/99  12:56   KAUT02P
   _  I000011  FYA   L000319   L000319A         CO  09/06/99  13:05   GRIM02P
   _  I000012  FYA   L000319   L000319          CO  09/06/99  13:06   GRIM02P


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

BASIC STEPS

- Advance to Screen 292.
- Enter a PIP Number in the PIP field: or press <ENTER> to scroll down and search.
- Type an 'X' in the Sel: field and press PF6 to view detail.

FIELD DESCRIPTIONS

Action Line Information:

PIP:　　　　　　　　　7 characters/digits　　**? Help Available**
　　　　　　　　　　　　Enter a valid PIP Number.

Screen Information:

Sel:　　　　　　　　　1 character　　　　　　　　　　　　**Entry Required**
　　　　　　　　　　　　Type an 'X' in this field to select the
　　　　　　　　　　　　document you would like to display.

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

FIELD DESCRIPTIONS, cont'd

Type: 3 characters
Valid values include:
FYA: Approve and route forward to a person or desk as a For Your Approval document. This is done when you wish a person to approve a document and they are not in the path for that document. Key in the name of the person or the name of the desk to receive the document for approval in the pop-up window that appears when you enter this action.
FYI: Send a copy of the document to another person or desk not on the document path. Key in the name of the person or name of the desk to receive the information or notification copy.

For Document: 7 character/digits
Indicates the document number that has a problem or has been corrected.

Invoice Number: 14 digits
Indicates the invoice number that is associated with the original document and the PIP document.

Rt. Cd: 2 characters
Indicates the routing status. Valid values for this status are:
Blank = In Process
RJ   = Rejected
RC   = Recalled
DL   = Deleted
EL   = Exec level
RL   = Regulatory level
PL   = Processing level
CO   = Completed

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

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

By User: 8 characters/digits
Indicates the user ID and name of the person performing the action on the document.

FIELD DESCRIPTIONS, cont'd
Additional Functions

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

PF6
View   Displays the invoice problem in detail.

```
+------------------------------------------------------------------------+
|    F6501 Update not allowed because I000039 is routing                  |
|    Doc: A901778        Invoice Problem I000039  Type: I   Inv: 270110842 |
|    Created By:               on 09/07/1999     0  more PIPs   Page: 1   |
|     Code      *-----------------* Code Translation  *-----------------* |
|      21       This appears to be a duplicate payment.  Your invoice is  |
|               being filed with the original payment which is listed below. |
|               Be sure to cancel/complete this duplicate document.       |
|                                                                         |
|                                                                         |
|                                                                         |
|                                                                         |
|                                                                         |
|                                                                         |
|                                                                         |
|               *---------------------*  Comments  *---------------------* |
|               THIS PREVIOUSLY PAID ON L999354, REF# 5602075, CK 1047675___ |
|               _____ |
|               _____ |
|               _____ |
|               _____ |
|               _____ |
|                                PF4=Exit                                 |
+------------------------------------------------------------------------+
```

PIP Browse By Purchasing Document

Use this screen to identify PIPs associated with a Purchasing Document. You man not
have the PIP number, but you can use the purchasing document as a starting point. Users
may need to view and select all PIPS for a specific document. Screen 293 is useful for
this purpose.

Screen 293– PIP Browse By Purchasing Document

```
    293 PIP Browse by Purch. Document                    11/12/03  9:05AM
                                                         FY 2004 CC 02

     Screen: ___   Doc: P000004


       Doc       PIP                Invoice      Rt    Modify   Modify
  Sel Number    Number   Type       Number       Cd     Date     Time    By User
  --- -------   -------   ---    --------------   --   --------   -----   --------
   _  P000013   I005016   FYI    312-00399964     CO   03/01/00   14:28   JONR02P
   _  P000013   I003138   FYI    312-253755       CO   12/13/99   12:42   JONR02P
   _  P000013   I003403   FYI    312-253755       CO   12/17/99   16:16   JONR02P
   _  P000013   I003044   FYI    312-253758       CO   12/09/99   10:36   JONR02P
   _  P000013   I002307   FYI    312-305267A      CO   11/17/99   13:38   JONR02P
   _  P000048   I001958   FYI    993632           CO   11/04/99   15:41   GRIM02P
   _  P000048   I002268   FYI    993780           CO   11/16/99   14:02   JONR02P
   _  P000064   I001105   FYA    005208                10/12/99   16:14   WADA02P
   _  P000065   I008898   FYI    78133            CO   07/17/00   12:33   ELLL02P
   _  P000065   I009554   FYI    78133            CO   08/08/00   16:27   ELLL02P
   _  P000065   I100469   NRT    78133                 09/27/00   16:34   ELLL02P
   _  P000065   I104713   FYI    78133            CO   02/14/01   16:31   ELLL02P


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

BASIC STEPS

- Advance to Screen 293.
- Enter a document number in the Doc field: or press <ENTER> to scroll down and
  search.
- Type an 'X' in the Sel: field and press PF6 to view detail.

FIELD DESCRIPTIONS
Action Line Information:
Doc:	7 characters/digits	**Entry Required**
	Enter a valid document number.	

Screen Information:
Sel:	1 character	**Entry Required**
	Type an 'X' to select which documents you would like to select for further display/action.	
Doc Number:	7 character/digits	
	Displays the document number.	

FIELD DESCRIPTIONS, cont'd

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

Type: 3 characters
Valid values include:
FYA: Approve and route forward to a
person or desk as a For Your Approval
document. This is done when you wish
a person to approve a document and
they are not in the path for that
document. Key in the name of the
person or the name of the desk to
receive the document for approval in
the pop-up window that appears when
you enter this action.
FYI: Send a copy of the document to
another person or desk not on the
document path. Key in the name of the
person or name of the desk to receive
the information or notification copy.

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

Rt. Cd: 2 characters
Indicates the routing status. Valid
values for this status are:
Blank = In Process
RJ   = Rejected
RC   = Recalled
DL   = Deleted
EL   = Exec level
RL   = Regulatory level
PL   = Processing level
CO   = Completed

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

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

By User: 8 characters/digits
Indicates the user ID and name of the
person performing the action on the
document.

FIELD DESCRIPTIONS, cont'd

Additional Functions

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

PF6   Displays the invoice problem in
View   detail.

```
+------------------------------------------------------------------------+
|    F6501 Update not allowed because I000039 is routing                  |
|   Doc: A901778       Invoice Problem I000039  Type: I   Inv: 270110842  |
|   Created By:                   on 09/07/1999    0  more PIPs   Page: 1 |
|     Code       *-----------------* Code Translation  *-----------------*|
|      21        This appears to be a duplicate payment.  Your invoice is |
|                being filed with the original payment which is listed below. |
|                Be sure to cancel/complete this duplicate document.      |
|                                                                        |
|                                                                        |
|                                                                        |
|                                                                        |
|                                                                        |
|                                                                        |
|                *---------------------*  Comments  *---------------------*|
|                THIS PREVIOUSLY PAID ON L999354, REF# 5602075, CK 1047675___ |
|                _____     |
|                _____     |
|                _____     |
|                _____     |
|                _____     |
|                               PF4=Exit                                 |
+------------------------------------------------------------------------+
```

PIP Document Browse
By Invoice

Use this screen to access PIP information when you have the Invoice number. Screen 294 is helpful when you need to view and select invoices by invoice number for any documents that have had PIPS.

Screen 294– Document Browse By Invoice

```
    294 PIP Browse by Invoice                               11/12/03  9:05AM
                                                            FY 2004 CC 02
      Screen: ___    Invoice: 68012-99_____

           Invoice         Doc       PIP           Rt   Modify   Modify
    Sel    Number         Number    Number   Type  Cd    Date     Time    By User
    ---  --------------   -------   -------   ----  --  --------   -----   --------
     _   680225           L302741   I300704   FYI   CO  09/17/02   12:17   WHES02P
     _   680225           L302741   I301103   FYA   CO  09/24/02   08:15   WHES02P
     _   680268109        P200983   I204550   FYI   CO  11/13/01   12:59   WHES02P
     _   680268109        P200983   I204754   FYA   CO  11/16/01   10:44   WHES02P
     _   680268117        P200983   I204551   FYI   CO  11/13/01   13:01   WHES02P
     _   680268117        P200983   I204753   FYA   CO  11/16/01   10:41   WHES02P
     _   680376           L992687   I906965   FYA   CO  08/05/99   09:08   WADA02P
     _   680531           L861012   I804162   FYA   CO  04/23/98   13:21   K702UT
     _   6805848          L898812   I806586   FYI   CO  08/12/98   14:53   NUNL02P
     _   680605           L270933   I211610   FYI   CO  05/06/02   09:19   GEOA02P
     _   6806116          P000355   I003300   FYA       12/16/99   10:58   WADA02P
     _   68064            L336244   I307452   FYI   CO  01/15/03   08:44   NOVC02P

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

BASIC STEPS

- Advance to Screen 294.
- Enter an invoice number in the Doc field: or press <ENTER> to scroll down and search.
- Type an 'X' in the Sel: field and press PF6 to view detail.

FIELD DESCRIPTIONS

Action Line Information:

Invoice: 14 characters/digits   **? Help Available**
                        Enter a valid invoice.

Screen Information:

Sel: 1 character   **Entry Required**
                        Type an 'X' in this field to select a
                        document for further display/action.

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

FIELD DESCRIPTIONS, cont'd

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

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

Type: 3 characters
Valid values include:
FYA: Approve and route forward to a person or desk as a For Your Approval document. This is done when you wish a person to approve a document and they are not in the path for that document. Key in the name of the person or the name of the desk to receive the document for approval in the pop-up window that appears when you enter this action.
FYI: Send a copy of the document to another person or desk not on the document path. Key in the name of the person or name of the desk to receive the information or notification copy.

Rt. Cd: 2 characters
Indicates the routing status. Valid values for this status are:
Blank = In Process
RJ = Rejected
RC = Recalled
DL = Deleted
EL = Exec level
RL = Regulatory level
PL = Processing level
CO = Completed

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

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

By User: 8 characters
Indicates the user ID and name of the person performing the action on the document.

FIELD DESCRIPTIONS, cont'd
Additional Functions

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

PF6   Displays the invoice problem in
View   detail.

```
+------------------------------------------------------------------------+
|    F6501 Update not allowed because I000039 is routing                  |
|   Doc: A901778       Invoice Problem I000039  Type: I   Inv: 270110842  |
|   Created By:                   on 09/07/1999    0  more PIPs   Page: 1 |
|     Code      *-----------------* Code Translation  *-----------------* |
|     21        This appears to be a duplicate payment.  Your invoice is  |
|               being filed with the original payment which is listed below. |
|               Be sure to cancel/complete this duplicate document.       |
|                                                                         |
|                                                                         |
|                                                                         |
|                                                                         |
|                                                                         |
|                                                                         |
|                                                                         |
|               *---------------------*  Comments  *---------------------* |
|               THIS PREVIOUSLY PAID ON L999354, REF# 5602075, CK 1047675___ |
|               _____  |
|               _____  |
|               _____  |
|               _____  |
|               _____  |
|                                 PF4=Exit                                |
+------------------------------------------------------------------------+
```

PURCHASING

INQUIRY

INFORMATION

Document Inquiry
Basic Concepts

Inquiry Access

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

Positioning the Display

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

Document Classes

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

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

Using the PF Keys

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

Browsing Purchase Documents On-Line

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

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

Screen 280 - Document Browse

```
   280 Document Browse                                   11/12/03  9:05AM
                                                         FY 2004 CC 02

   Screen: ___    Class: P    Doc: P000004

  S C N
  L L T    Doc        Vendor Name       Date      User Ref     Buy     Amount      St
  - - - -------  -----------------  --------  --------------  ---  -------------  ---
  _ P    P000004 MIDWEST SPORTING G 03/26/99 300090-1671      SDR      6,130.20   CO
  _ P  * P000005 DOUGLAS PROTECTIVE 03/26/99 300090-1860      SDR     22,500.00   CO
  _ P  * P000006 ADMAIL             03/29/99 300090-1715      SDR      2,100.00   CO
  _ P    P000007 WILLIS MEDICAL, LL 03/31/99 300090-1657      SDR        620.64   CO
  _ P    P000008 CROPPER MEDICAL IN 03/31/99 300090-1657      SDR      3,249.00   CO
  _ P    P000009 FOOT MANAGEMENT IN 03/31/99 300090-1657      SDR      1,538.00   CO
  _ P    P000010 CORNISH MEDICAL EL 03/31/99 300901-657       SDR        571.60   CO
  _ P  * P000011 A-ATHLETIC AND MED 03/31/99 300090-1657      SDR     28,097.44   CO
  _ P  * P000012 ALERT SERVICES INC 03/31/99 300090-1657      SDR     20,784.54   CO
  _ P  * P000013 SPARKLE ICE BRYAN  04/07/99 300090-1697      SDR     12,000.00   CO
  _ P  * P000014 AUSTIN & ASSOCIATE 04/09/99 210470-5007      SDR         23.00   CO
  _ P  * P000015 TEAM SPORTS OF TEX 04/09/99 210470-5001      SDR      4,032.00   CO
  _ P  * P000016 WOLVERINE WORLD WI 04/13/99 210470-4817      SDR      6,934.50   CO
                     More Entries - Press <ENTER> to continue
  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp        Invc  Recv  Audit Accts PIP   Headr Items Track
```

BASIC STEPS

- Advance to Screen 280.
- Type a valid document class in the Action Line.
- Press <ENTER> to view a complete list of all documents for the specified class.
- Type an 'X' in the SL: (select) column to the left of a document to advance to Screen 278, where detailed document information will be displayed.

FIELD DESCRIPTIONS

Action Line Information:

Class:	1 character	**? Help Available**
	Identifies the class of document to inquire on. The system will default the search to the first defined class.	

FIELD DESCRIPTIONS, cont'd

Doc: 7 characters/digits
Identifies the first <u>document</u> number to display, if specified.

Screen Information:

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

CL: 1 character
Identifies the <u>class</u> of the document, be it **R**equisition, **P**urchase Order, **M**aster Order, **B**id, **E**xempt Purchase, or **L**imited Purchase.

NT: 1 character
An '*' indicates whether or not <u>notes</u> are attached to the document.

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

Vendor Name: 18 characters
Identifies the vendor name.

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

User Ref: 14 digits
Displays the <u>user</u> <u>reference</u> that is used to indicate the subsidiary ledger (SL) account number used for the order followed by the departmental reference number.

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

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

FIELD DESCRIPTIONS, cont'd

St:	3 characters
	Indicates the <u>status</u> of the specified
	document. Common document status
	codes include:
	CL = Closed
	CO = Completed
	FR = Frozen
	IP = In Process
	TR = Transferred
	PRT = Printed

Additional Functions

PF KEYS		See the Appendix for a detailed description of the standard PF keys.
PF5	**Invc**	
Invc	Used to view the invoice details.	
PF6	**Receive**	
Recv	View the receiving information associated with the selected document.	
PF7	**Audit Information**	
Audit	View the audit information for the selected document.	
PF8	**Accounts**	
Accts	Shows the account distribution used for the document selected.	
PF9	**Purchasing Invoice Problems**	
PIP	Used to display any purchasing invoice problems (PIPs) associated with the selected invoice.	
PF10	**Header**	
Headr	Shows the document header information that was entered when the document was created.	
PF11	**Items**	
Items	Lists the line item information for the document.	
PF12	**Track**	
Track	Allows you to track the routing history of the selected document.	

Displaying Documents By
Their Department Code

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

Screen 281 - Document Browse by Dept/SubDept

```
   281 Document Browse By Dept/SubDept                    11/12/03  9:06AM
                                                           FY 2004 CC 02
    Screen: ___  Dept: MISP_  SubDept: _____  Class: _  Doc: P000004
                                         Completed Docs: N


  S C N
  L L T   Doc   Buy      Vendor Name         Date   S-Dept   Amount     St
  - - - ------- --- ------------------------ -------- ----- ------------- ---
  _ R   R603367 BAC                          06/26/96          35,280.00  TR
  _ R   R703985                              06/17/97                     DL
  _ R   R703986 BAC                          06/17/97          10,102.00  TR
  _ R   R704012 BAC                          06/19/97                     DL
  _ R * R804035 BAC                          06/04/98           7,364.00  TR
  _ R   R804405                              07/09/98          11,915.70  TR
  _ R   R900378                              07/09/98                     DL
  _ R   R903822                              06/18/99          29,000.00  TR




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

BASIC STEPS

- Advance to Screen 281.
- Type a valid department in the Action Line.
- Type additional data in the available fields, if desired.
- Press <ENTER> to view a complete list of all documents for the specified department.
- Type an 'X' in the SL: (select) column to the left of a document to advance to Screen 278, where detailed document information will be displayed.

FIELD DESCRIPTIONS
Action Line Information:

Dept:	5 characters **? Help Available**	**Entry Required**
	Specify the <u>department</u> to view specific documents.	
SubDept:	5 characters	
	Indicate the <u>sub-department</u> to see specific documents.	

FIELD DESCRIPTIONS, cont'd

Class: 1 character **? Help Available**
Identify the class of document. If not otherwise instructed, the system will search each class in alphabetical order (i.e. will list Bid documents before Limited Purchases). Current defined classes include **R**equisitions, **P**urchase Orders, **M**aster Orders, **B**ids, **E**xempt Purchases, and **L**imited Purchases.

Doc: 7 digits
Indicate the first document number to display, if needed.

Completed Docs: 1 character
Indicate whether or not ('Y' or 'N') to include completed documents in the display.

Screen Information:

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

CL: 1 character
Identifies the class of the document, be it **R**equisition, **P**urchase Order, **M**aster Order, **B**id, **E**xempt Purchase, or **L**imited Purchase.

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

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

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

Vendor Name: 18 characters
Identifies the vendor name.

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

FIELD DESCRIPTIONS, cont'd

S-Dept: 5 characters
                          Shows the sub-department on the
                          document.

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

St: 3 characters
                          Indicates the status of the specified
                          document. Common document status
                          codes include: **CO**mpleted, **CL**osed,
                          and **In P**rocess.

Additional Functions

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

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

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

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

PF9   **Purchasing Invoice Problem**
PIP   Allows you to notify the creator of
                          problems with the invoice. See the
                          basic concepts topics section for more
                          information

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

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

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

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

Sorting Documents By
Their Account Numbers

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

Screen 282 - Document Browse By Account

```
  282 Document Browse By Account                          05/10/02  9:44AM
                                          Acct       Acct          FY 2002 CC 02
   Screen: ___   Class: L  Acct: 144015 00000 CC: 02  FY: 2002   Doc: _____
                                          Completed Docs: N
  S C N         Supp     L I M I T E D   P U R C H
  L L T   Doc   Acct   Vendor Name      Date      User Ref        Amount     St
  - - - ------- ----- ---------------- -------- -------------- ------------- ---
  _ L   L238945 00000 ROBERTA K SMITH  01/16/02 144015-4381           52.00 CL
  _ L   L270380 00000 A G SCIENTIFIC I 04/23/02 144015-5641          147.00 CL
  _ L * L274121 00000 PRAXAIR DISTRIBU 03/21/02 144015-3199           24.00 CL
  _ L * L274308 00000 UNITED PARCEL SE 04/24/02 144015-5924            4.51 CL
  _ L * L274866 00000 A G SCIENTIFIC I 04/16/02 144015-5641           25.00 CL
  _ L   L275112 00000 BEST BUY CO DBA* 04/11/02 144015-5595           35.98 CL




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

BASIC STEPS

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

FIELD DESCRIPTIONS

Action Line Information:

Class:	1 character	**? Help Available**

Identify the class of document to inquire on. If not otherwise instructed, the system will search each class in alphabetical order (i.e. will list Bid documents before Limited Purchases). Current defined classes include **R**equisitions, **P**urchase Orders, **M**aster Orders, **B**ids, **E**xempt Purchases, and **L**imited Purchases.

Acct:	11 digits	**Entry Required**

Enter the <u>account</u> number for the documents you wish to inquire on.

Acct CC:	2 digits	**Entry Required**

Indicate the <u>campus</u> <u>code</u> for the <u>account</u> purchasing the items. This will default to the current campus code if not otherwise specified.

Acct FY:	4 digits	**Entry Required**

Displays the <u>fiscal</u> <u>year</u> in which the <u>account</u> is purchasing the items. This will default to the current fiscal year unless otherwise specified.

Doc: 7 digits

Identify the first <u>document</u> number to display, if needed.

Completed Docs: 1 character

Indicate whether or not ('Y' or 'N') to include completed <u>documents</u> in the display.

Screen Information:

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

CL: 1 character

Identifies the <u>class</u> of the document, be it **R**equisition, **P**urchase Order, **M**aster Order, **B**id, **E**xempt Purchase, or **L**imited Purchase.

NT: 1 character

An '*' indicates whether or not <u>notes</u> are attached to the document.

FIELD DESCRIPTIONS, cont'd

Doc:	7 characters/digits Identifies <u>document</u> numbers for the class of document specified.
Supp Acct:	5 digits Identifies the <u>Support</u> <u>Account</u> purchasing the items.
Vendor Name:	18 characters Identifies the vendor name.
Date:	6 digits Indicates the date the document was set-up on the system.
User Ref:	14 digits Displays the <u>user</u> <u>reference</u> that is used to indicate the subsidiary ledger (SL) account number used for the order followed by the departmental reference number.
Amount:	13 digits Indicates the total dollar amount of all line items for the document.
St:	3 characters Represents the <u>status</u> of the specified document. Common document status codes include: **CO**mpleted, **CL**osed, and **I**n **P**rocess.

Additional Functions

PF KEYS	See the Appendix for a detailed description of the standard PF keys.
PF5 **Invc**	**Invc** Used to view the invoice details.
PF6 **Recv**	**Receive** View the receiving information associated with the selected document.
PF7 **Audit**	**Audit Information** View the audit information for the selected document.
PF8 **Accts**	**Accounts** Shows the account distribution used for the document selected.

FIELD DESCRIPTIONS, cont'd

PF9	**Purchasing Invoice Problem**
PIP	Allows you to notify the creator of problems with the invoice. See the basic concepts topics section for more information
PF10	**Header**
Headr	Shows the document header information that was entered when the document was created.
PF11	**Items**
Items	Lists the line item information for the document.
PF12	**Track**
Track	Allows you to track the routing history of the selected document.

Browsing Documents By Their User Reference Numbers

The user reference field is used to group documents by account. The first six digits typically represent the subsidiary ledger account number that will be charged for the purchase(s). This is generally followed by a hyphen and the departmental reference number, assigned to uniquely identify the document. The user reference number may be used to trace purchase documents from requisition to payment. You may browse purchasing documents on-line, sorted by their user reference number using Screen 284.

Screen 284 - Document Browse by User Reference

```
   284 Document Browse By User Ref                        11/12/03  9:09AM
                                                          FY 2004 CC 02
    Screen: ___   User Ref.: _____
                  Include: Only Class: _
   S C N
   L L T    User Ref      Doc       Vendor Name    Date   Buy     Amount      St
   - - - -------------- ------- --------------- -------- --- --------------- ---
   _ L *  000000- 9001  L936359 THE ECONOMIST SH 01/08/99            200.59  CO
   _ L    000000-DAC    L947017 MICROAGE         02/12/99            552.00  CO
   _ L    000000-DAC    L978084 TEXAS A&M UNIVER 05/28/99             76.97  CO
   _ B    000000-0      B000219                  08/30/99 KFP      29,499.96  PRT
   _ B    000000-0      C000008                  08/06/99 KFP      29,499.96  TR
   _ R    000000-0      R600495                  09/27/95                     DL
   _ B    000000-00     B300120                  07/08/02 DJM          32.00  PRT
   _ B    000000-00     B300606                  02/25/03 PKP          45.00  PRT
   _ B    000000-00     B300879                  08/01/03 CBP           1.00  TR
   _ B    000000-00     B400125                  08/01/03 CBP           2.00  PRT
   _ B    000000-00     C000222                  05/31/00 BAC           1.00  TR
   _ L    000000-00     L215971 CHARLES C*LOVE   10/23/01                     IP
   _ M *  000000-00     M100143 SILICON GRAPHICS 08/26/00 BAC                 PRT
                        More Entries - Press <Enter> to continue
   Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
         Hmenu Help  EHelp        Invc  Recv  Audit Accts PIP   Headr Items Track
```

BASIC STEPS

- Advance to Screen 284.
- Type a valid user reference on the Action Line, if desired.
- Press <ENTER> to view a complete list of all documents.
- Type an 'X' in the SL: (select) column to the left of a document to advance to Screen 278, where detailed document information will be displayed.

FIELD DESCRIPTIONS
Action Line Information:

User Ref:	14 characters
	Identify the <u>user</u> <u>reference</u> number you would like to search for.

FIELD DESCRIPTIONS, cont'd

Include: Only Class: 1 character   **? Help Available**
If you want to display only one class of documents, enter the type. Valid values are:
B = Bid
E = Exempt Purchase
L = Limited Purchase
M = Master Order
P = Purchase Order
R = Requisition

Screen Information:

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

CL:
1 character
Identifies the <u>class</u> of the document, be it **R**equisition, **P**urchase Order, **M**aster Order, **B**id, **E**xempt Purchase, or **L**imited Purchase.

NT:
1 character
An '*' indicates whether or not there are any <u>notes</u> attached to the document.

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

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

Vendor Name:
18 characters
Identifies the vendor name.

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

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

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

FIELD DESCRIPTIONS, cont'd

St:	3 characters
	Represents the <u>status</u> of the specified document. Common document status codes include: **CO**mpleted, **CL**osed, and **In P**rocess.

Additional Functions

PF KEYS	See the Appendix for a detailed description of the standard PF keys.
PF5	**Invc**
Invc	Used to view the invoice details.
PF6	**Receive**
Recv	View the receiving information associated with the selected document.
PF7	**Audit Information**
Audit	View the audit information for the selected document.
PF8	**Accounts**
Accts	Shows the account distribution used for the document selected.
PF9	**Purchasing Invoice Problem**
PIP	Allows you to notify the creator of problems with the invoice. See the basic concepts topics section for more information
PF10	**Header**
Headr	Shows the document header information that was entered when the document was created.
PF11	**Items**
Items	Lists the line item information for the document.
PF12	**Track**
Track	Allows you to track the routing history of the selected document.

Sorting Documents
By Their Vendor

To find a document when the best information you have available is the name of the vendor, use Screen 285. This is a good choice when a vendor calls for information about a purchase. This screen automatically displays incomplete documents (those that have not been paid), but you can specify that the system display completed documents instead.

Screen 285 - Document Browse by Vendor

```
   285 Document Browse By Vendor                            02/13/04 12:03PM
                        MIDWEST SPORTING GOODS                  FY 2004 CC 02
    Screen: ___   Vendor: 17000001111  Class: L  Doc: _____  Completed Docs: Y
                                                             All Mail Codes: _
  S C N          M First     L I M I T E D   P U R C H
  L L T    Doc   C Dept  Doc Summary Buy  Date       User Ref       Amount    St
  - - -  ------- - ----- ----------- --- -------- -------------- ------------ ---
  _ L    L002652 1 ATHL  PRACTICE SH      09/09/99 300090-0177       2014.00  CO
  _ L    L111025 1 ATHL  SOFTBALL PR      10/06/00 300090-0433       2253.85  CO
  _ L    L139905 1 ATHL  SPEEDO SWIM      01/19/01 300090-1558       1555.70  CO
  _ L    L187913 1 ATHL  SWIM SUITS       06/21/01 300090-3050        114.30  CO
  _ L    L202716 1 RSPO  RH SPORTS E      09/11/01 301960-EQMT       3102.00  CO
  _ L    L207901 1 ATHL  PRACTICE SH      07/23/01 300090-0136       2030.70  CO
  _ L    L309106 1 ATHL  MEN'S SWIM       08/14/02 300090-0357       1180.35  CO
  _ L    L312223 1 RSPO  RH TABLE TE      09/11/02 301960--EQMT       246.00  CO
  _ L    L313137 1 RSPO  RH SOCCER B      09/11/02 301960-EQMT        429.65  CO
  _ L    L318585 1 ATHL  SWEAT SHIRT      08/14/02 300090-1061       1269.35  CO
  _ L    L800008 1 HLKN  210380-HAND      08/04/97 210380-0001       3009.25  CO
  _ L    L801321 1 RSPO  RH SWIM GOG      09/04/97 301960-SEEE        153.90  CO
  _ L    L807351 1 RSPO  JW 5605 &52      09/25/97 300420-INTRA      2088.15  CO
                           More Entries - Press <Enter> to continue
  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp        Invc  Recv  Audit Accts PIP   Headr Items Track
```

BASIC STEPS

- Advance to Screen 285.

- Type the vendor identification number and document class in the Action Line.

- Type additional data in the available fields, as desired.

- Press <ENTER> to view a complete list of all documents for the specified vendor and document class.

- Type an 'X' in the SL: (select) column to the left of a document to advance to Screen 278, where detailed document information will be displayed.

EXPLANATION OF DOCUMENT BROWSE PROCESSES

Vendor Search and Select

Vendor search and selection is available for all vendor ID numbers. If the vendor ID is unknown, type an asterisk (*) in the Vendor: field on the Action Line and press <ENTER> to access a pop-up window. This window will display a list of vendors and their ID numbers. Type a 'X' to the left of the desired vendor and press <ENTER> to select the vendor and return to Screen 285. You may press PF4 if you wish to return to Screen 285 without selecting a vendor.

FIELD DESCRIPTIONS

Action Line Information:

Vendor:	11 digits	**Entry Required**

Indicate the FAMIS vendor
identification number.

Class: 1 character   **? Help Available**

Identify the class of document to
inquire on. If not otherwise instructed,
the system will search each class in
alphabetical order (i.e. will list Bid
documents before Limited Purchases).
Current defined classes include
Requisitions, **P**urchase Orders, **M**aster
Orders, **B**ids, **E**xempt Purchases, and
Limited Purchases.

Doc: 7 digits

Indicate the first <u>document</u> number to
display, if specified.

Completed Docs: 1 character

Signify whether or not ('Y' or 'N') to
include completed <u>documents</u> in the
display.

All Mail Codes: 1 character

Indicate whether or not ('Y' or 'N') to
display all documents for the vendor,
regardless of the mail code.

Screen Information:

SL: Type an 'X' in this field to <u>select</u> a
particular document for display on
Screen 278.

CL: 1 character

Identifies the <u>class</u> of the document, be
it **R**equisition, **P**urchase Order, **M**aster
Order, **B**id, **E**xempt Purchase, or
Limited Purchase.

NT: 1 character

An '*' indicates whether or not <u>notes</u>
are attached to the document.

Doc: 7 characters/digits

Identifies <u>document</u> numbers for the
class of document specified.

MC: 1 character

Identifies the state <u>mail code</u> for the
specified vendor.

FIELD DESCRIPTIONS, cont'd

First Dept:	5 characters First department listed on the document header.	
Doc Summary:	11 characters Displays a brief description of the <u>document</u> header.	
Buy:	3 characters Shows the initials of the <u>buyer</u> for the document.	
Date:	6 digits Indicates the date the document was set-up on the system.	
User Ref:	14 digits Displays the <u>user</u> <u>reference</u> that is used to identify the subsidiary ledger (SL) account number used for the order followed by the departmental reference number.	
Amount:	13 digits Indicates the total dollar amount of all line items for the document.	
St:	3 characters Represents the <u>status</u> of the specified document. Common document status codes include: **CO**mpleted, **CL**osed, and **I**n **P**rocess.	

Additional Functions

PF KEYS	See the Appendix for a detailed description of the standard PF keys.	
PF5 **Invc**	**Invc** Used to view the invoice details.	
PF6 **Recv**	**Receive** View the receiving information associated with the selected document.	
PF7 **Audit**	**Audit Information** View the audit information for the selected document.	
PF8 **Accts**	**Accounts** Shows the account distribution used for the document selected.	

FIELD DESCRIPTIONS, cont'd

PF9	**Purchasing Invoice Problem**
PIP	Allows you to notify the creator of problems with the invoice. See the basic concepts topics section for more information
PF10	**Header**
Headr	Shows the document header information that was entered when the document was created.
PF11	**Items**
Items	Lists the line item information for the document.
PF12	**Track**
Track	Allows you to track the routing history of the selected document.

Listing Documents By
Their State Requisition Numbers

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

Screen 286 - Document Browse by State Requisition

```
  286 Document Browse By State Requisition Nbr              11/12/03  9:10AM
                                                              FY 2004 CC 02
   Screen: ___   State Req: _____   Class: L  Doc: _____ Completed Docs: N

  S C N     State
  L L T   Req Number  Doc    Vendor Name    Date    User Ref        Amount    St
  - - - ----------- ------- ------------- ----- -------------- ------------- ---
  _ R    ___N        R802826               03/98 413008-0051       6,780.00   TR
  _ R    `           R002570               02/00 158208-1000      22,791.00   TR
  _ R    `           R500282               02/95 270620-0092         590.80   TR
  _ B    DDM         B200468               12/01 158255-2001          10.00   TR
  _ R    LOC         R303233               04/03 270060-33000      3,000.00   TR
  _ R    LOC         R400369               08/03 151301-40000      1,584.00   TR
  _ B    LOCAL       B000703               04/00 270060-104       22,000.00   TR
  _ B    LOCAL       B000898               06/00 270060-138       20,917.25   TR
  _ B    LOCAL       B300520               01/03 270060-32000      8,820.00   TR
  _ B    LOCAL       B300652               03/03 270060-30000     10,000.00   TR
  _ B    LOCAL       B300722               04/03 270060-45000     13,600.00   TR
  _ B    LOCAL       B300782               06/03 270190-181419    55,140.00   TR
  _ B    LOCAL       B300890               08/03 270060-181435    11,880.00   PRT
                              More Entries - Press <Enter> to continue
  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp         Invc  Recv  Audit Accts PIP   Headr Items Track
```

BASIC STEPS

- Advance to Screen 286.

- Type valid data in the available fields, as desired.

- Press <ENTER> to view a complete list of all documents with a state requisition number.

- Type an 'X' in the SL (select) column to the left of a document to advance to Screen 278, where detailed document information will be displayed.

EXPLANATION OF DOCUMENT BROWSE PROCESSES

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

FIELD DESCRIPTIONS

Action Line Information:

State Req:	11 digits Identify the first <u>state</u> <u>requisition</u> number to display, if specified.
Class:	1 character **? Help Available** Indicate the class of document to inquire on. If not otherwise instructed, the system will search each class in alphabetical order (i.e. will list Bid documents before Limited Purchases).
Doc:	7 digits Identify the first <u>document</u> number to display, if needed.
Completed Docs:	1 character Signify whether or not ('Y' or 'N') to include completed <u>documents</u> in the display.

Screen Information

SL:	Type an 'X' in this field to <u>select</u> a document for display on Screen 278.
CL:	1 character Identifies the <u>class</u> of the document. Valid values are: **R**equisition, **P**urchase Order, **M**aster Order, **B**id, **E**xempt Purchase, or **L**imited Purchase.
NT:	1 character An '*' indicates whether or not there are any <u>notes</u> attached to the document.
State Req. Number:	9 characters/digits Identifies the State <u>Requisition</u> Number of the specified document.
Doc:	7 characters/digits Identifies <u>document</u> numbers for the class of document specified.
Vendor Name:	18 characters Identifies the name of the vendor the items were purchased from.
Date:	6 digits Indicates the date the document was set-up on the system.

FIELD DESCRIPTIONS, cont'd

User Ref:	14 digits Displays the <u>user</u> <u>reference</u> that is used to identify the subsidiary ledger (SL) account number used for the order followed by the departmental reference number.
Amount:	13 digits Indicates the total dollar amount of all line items for the document.
St:	3 characters Represents the <u>status</u> of the specified document. Common document status codes include: **CO**mpleted, **CL**osed, and **In P**rocess.

Additional Functions

PF KEYS	See the Appendix for a detailed description of the standard PF keys.
PF5 **Invc**	**Invc** Used to view the invoice details.
PF6 **Recv**	**Receive** View the receiving information associated with the selected document.
PF7 **Audit**	**Audit Information** View the audit information for the selected document.
PF8 **Accts**	**Accounts** Shows the account distribution used for the document selected.
PF9 **PIP**	**Purchasing Invoice Problem** Allows you to notify the creator of problems with the invoice. See the basic concepts topics section for more information
PF10 **Headr**	**Header** Shows the document header information that was entered when the document was created.
PF11 **Items**	**Items** Lists the line item information for the document.

FIELD DESCRIPTIONS, cont'd

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

Browsing Documents By
Their State Order Numbers

If the state order number is the best or only identification you have for a particular document, you can use screen 287 to view on-line document information. This screen automatically displays incomplete documents (those that have not been paid), but you can specify that the system display completed documents instead.

Screen 287 - Document Browse by State Order Number

```
   287 Document Browse By State Order Nbr                   11/12/03  9:10AM
                                                            FY 2004 CC 02
   Screen: ___   State Order: _____   Class: L  Doc: _____  Completed Docs: N

  S C N St Ord.
  L L T Number  Doc     Vendor Name        Date     User Ref      Amount     St
  - - - ------  -------  ------------------ ----- -------------- ------------- ---
  _ P    `        P602076 R.E. WHITTAKER COM 12/95 300620-0101               DL
  _ P    100002 P803109 FISHER SCIENTIFIC  04/98 241801-5000        27.60   TR
  _ P *  100002 P900010 FISHER SCIENTIFIC  04/98 241801-5000                DL
  _ P *  100005 P501290 CANON USA INC      10/94 510137-0003                DL
  _ P *  100015 P003475 FOX SCIENTIFIC INC 05/00 241801-5316     1,556.67   TR
  _ P *  100015 P100031 FOX SCIENTIFIC INC 05/00 241801-5316                DL
  _ P    100015 P100124 FOX SCIENTIFIC INC 07/00 241801-5316                DL
  _ P *  100192 P700080 FISHER SCIENTIFIC  06/96 133501-5034                DL
  _ P    100224 P605312 CANON USA INC      06/96 186004-7001     3,488.40   TR
  _ P    100654 P804747 FORT WORTH SCIENTI 07/98 144006-6          919.90   TR
  _ P    100690 P605773 XEROX CORP         07/96 132005-6013    21,496.80   TR
  _ P *  100879 P100130 KONICA BUSINESS MA 07/00 133007-0001                DL
  _ P    101007 P300173 PITNEY BOWES MAILI 08/02 158061-0078     2,491.00   CL
                              More Entries - Press <Enter> to continue
  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp         Invc  Recv  Audit Accts PIP  Headr Items Track
```

BASIC STEPS

- Advance to Screen 287.
- Type valid data in the available fields, as desired.
- Press <ENTER> to view a complete list of all documents with a state order number.
- Type an 'X' in the SL: (select) column to the left of a document to advance to Screen 278, where detailed document information will be displayed.

EXPLANATION OF DOCUMENT BROWSE PROCESSES

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

FIELD DESCRIPTIONS

Action Line Information:
State Order: 6 digits
                            Identify the first state order number to
                            display, if needed.

FIELD DESCRIPTIONS, cont'd

Class:　　　　　　1 character　　　　　**? Help Available**
Enter the class of document to inquire
on. If not otherwise instructed, the
system will search each class in
alphabetical order (i.e. will list Bid
documents before Limited Purchases).

Doc:　　　　　　　7 characters/digits
Identify the first <u>document</u> number to
display, if specified.

Completed Docs:　　1 character
Indicate whether or not ('Y' or 'N') to
include completed <u>documents</u> in the
display.

Screen Information

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

CL:　　　　　　　1 character
Identifies the <u>class</u> of the document.
Valid values are: **R**equisition, **P**urchase
Order, **M**aster Order, **B**id, **E**xempt
Purchase, or **L**imited Purchase.

NT:　　　　　　　1 character
An '*' indicates whether or not <u>notes</u>
are attached to the document.

St Ord. Number:　　6 digits
Identifies the <u>State</u> <u>Order</u> Number of
the specified document.

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

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

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

FIELD DESCRIPTIONS, cont'd

User Ref: 14 digits
Displays the <u>user</u> <u>reference</u> that is used
to identify the subsidiary ledger (SL)
account number used for the order
followed by the departmental reference
number.

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

St: 3 characters
Represents the <u>status</u> of the specified
document. Common document status
codes include: **CO**mpleted, **CL**osed,
and **In P**rocess.

Additional Functions

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

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

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

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

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

PF9   **Purchasing Invoice Problems**
PIP   Used to display any purchasing invoice
problems (PIPs) associated with the
selected invoice.

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

FIELD DESCRIPTIONS, cont'd

PF11	**Items**
Items	Lists the line item information for the document.
PF12	**Track**
Track	Allows you to track the routing history of the selected document.

Browsing Documents Closed But Not Routed

There are many steps along the line to getting a purchase document paid. Sometimes the only thing holding up the payment of a document is that it has not received the proper approvals because it was never sent into the on-line routing and approval system. Screen 271 is available for you to display your documents that have been closed, but that have not been sent into the routing and approval system.

Screen 271 - Documents Closed But Not Routed

```
    271 Documents Closed But Not Routed                    11/12/03  9:10AM
                                                            FY 2004 CC 02
     Screen: ___  Dept: PURS_  SubDept: _____  Class: _  Doc: _____


    S C N
    L L T   Doc   Buy    Vendor Name      User Ref.     Date   S-Dept    Amount
    - - - ------- ---  ---------------- ------------- -------- ----- -------------
    _ B   B000024 DIM                    2710800002   06/08/99        18,588.00
    _ B   B000188 PAW                    2150500005   08/17/99            36.00
    _ B   B000189 PAW                    1100016003   08/17/99             1.00
    _ B   B000219 KFP                    0000000      08/30/99        29,499.96
    _ B   B000234 PAW                    2702300000   09/06/99           100.00
    _ B   B300120 DJM                    00000000     07/08/02            32.00
    _ B   B300492 DJM                    4306000000   12/12/02
    _ B   B300606 PKP                    00000000     02/25/03            45.00
    _ B   B400125 CBP                    00000000     08/01/03             2.00
    _ B   B600319 FCO                    808709483    03/05/96        15,000.00
    _ B   B600403 FCO                    808709491    04/15/96        16,039.00
    _ B   B600558 MSG                    808709499    05/27/96       430,000.00
                   More Entries - Press <Enter> to continue
    Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
          Hmenu Help  EHelp        Invc  Recv  Audit Accts       Headr Items Track
```

BASIC STEPS

- Advance to Screen 271.
- Type your department and sub-department codes on the Action Line.
- Press <ENTER> to view a complete list of all documents in your department/sub-department that have been closed but not routed.
- You may type an 'X' in the SL: (select) column to the left of a document to advance to Screen 278, where detailed information will be displayed.

FIELD DESCRIPTIONS

Action Line Information:

Dept:	5 characters Identify the <u>department</u> to display documents.	**? Help Available**	**Entry Required**
SubDept:	5 characters Indicate a <u>sub-department</u> to display specific documents.	**? Help Available**	**Entry Required**

FIELD DESCRIPTIONS, cont'd

Class: 1 character   **? Help Available**
Identify the class of document to
inquire on. If not otherwise instructed,
the system will search each class in
alphabetical order (i.e. it will list Bid
documents before Limited Purchase
documents, etc).

Doc: 7 characters/digits
Indicate the first <u>document</u> number to
display, if needed.

Screen Information

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

CL: 1 character
Identifies the <u>class</u> of the document.
Valid values are: **R**equisition, **P**urchase
Order, **M**aster Order, **B**id, **E**xempt
Purchase, or **L**imited Purchase.

NT: 1 character
An '*' indicates whether or not there
are any <u>notes</u> attached to the document.

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

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

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

User Ref: 14 digits
Displays the <u>user reference</u> that is used
to identify the subsidiary ledger (SL)
account number used for the order
followed by the departmental reference
number.

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

FIELD DESCRIPTIONS, cont'd

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

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

Additional Functions

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

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

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

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

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

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

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

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

Sorting Documents By
Their Status Code

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

Screen 272 - Documents by Status

```
 272 Documents By Status                                 11/12/03  9:11AM
                                                         FY 2004 CC 02
  Screen: ___   Dept: PURS_   SubDept: _____   Class: _   Doc: _____
                Status:  IP  Route Status:  __

 S C N
 L L T   Doc   Buy Vendor Name St Rt   User Ref.    Date   S-Dept   Amount
 - - - ------- --- ---------- -- -- ------------ -------- ----- ------------
 _ B   B300460 PAW             IP    2702600101  12/03/02         10,000.00
 _ B   C000059 KFP             IP    000000000   10/28/99             1.00
 _ M   M100260 PKP LABOR READY IP    270260TEMP  08/20/01
 _ M   M300229 DJM SONY ELECTR IP    4306000000  09/03/02
 _ M   M300328 PFB TEJAS OFFIC IP                01/21/03            20.00
 _ M * M300350 PKP HBI OFFICE  IP    00000000    05/06/03
 _ M * M300352 PKP HBI OFFICE  IP    00000000    05/06/03
 _ P * P502216 JAW NORAN INSTR IP    808709423   12/21/94        170,000.00
 _ P * P700757 MSG CARL ZEISS  IP    808709514   09/18/96          2,028.00
 _ P * P701073 JAW VWR SCIENTI IP    808709514   10/15/96          3,644.47
 _ R   R300928             IP    3003400000  10/01/02


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

BASIC STEPS

- Advance to Screen 272.

- Type your department code on the Action Line.

- If you wish, you may enter a particular status code. If not, the system will display all documents for your department, sorted alphabetically by their status code. (i.e. **CL** (Closed documents) will display before those that are **IP** (In Process)).

- Press <ENTER> to view a complete list of all documents in your department, sorted by their status codes.

- Press <ENTER> to scroll through the available documents.

- You may type an 'X' in the SL (select) column to the left of a document to advance to Screen 278, where detailed information will be displayed.

FIELD DESCRIPTIONS
Action Line Information:

Dept:	5 characters	**? Help Available**	**Entry Required**

Identify the department whose
documents you would like to display.

SubDept:	5 characters	**? Help Available**	**Entry Required**

Indicate the sub-department whose
documents you would like to display.

Class:	1 character	**? Help Available**

Signify the class of document to inquire
on. If not otherwise instructed, the
system will search each class in
alphabetical order (i.e. it will list Bid
documents before Limited Purchase
documents, etc).

Doc: 7 characters/digits
Identify the first document number to
display, if specified.

Status: 2 characters
Signify which status code to begin
browsing with, if needed.

Route Status: 2 characters
Signifies which routing status code to
begin browsing with, if needed. Valid
codes include: **CO**mpleted, **Re**J**ected,
Re**C**alled, **D**epartmental **L**evel,
Processing Level, and **RE**-opened.

Screen Information

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

CL: 1 character
Identifies the class of the document.
Valid values are: **R**equisition, **P**urchase
Order, **M**aster Order, **B**id, **E**xempt
Purchase, or **L**imited Purchase.

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

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

FIELD DESCRIPTIONS, cont'd

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

Vendor Name: 10 characters
                     Identifies the name of the vendor the
                     items were purchased from.

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

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

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

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

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

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

Additional Functions

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

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

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

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

FIELD DESCRIPTIONS, cont'd

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

Displaying The
Document Summary

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

Screen 288 - Document Summary

```
  288 Document Summary                                    02/17/04  5:00PM
                                                          FY 2004 CC 02


   Screen: ___    Doc: D400004    Number of Desc  Lines: 5_      Page: 1__ Of  4

   VENDOR:                                    +-------------------------+
   17010000610                                | DOC: D400004            |
   MADISON CONSTRUCTION CORP                  |                         |
   PO BOX 3333                                | USER REF: 270190-62197  |
   BRYAN, TX  77805                           +-------------------------+



    INVOICE TO:                            SHIP TO:
   PHYSICAL PLANT ACCTG.                   PHYSICAL PLANT ACCTG.
   AGRONOMY ROAD                           AGRONOMY ROAD
   1371 TAMU                               1371 TAMU
   COLLEGE STATION TX 77843-1371           COLLEGE STATION TX 77843-1371



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

Screen 288 - Document Summary: Page 2

```
  288 Document Summary                                    02/17/04  5:00PM
                                                          FY 2004 CC 02


   Screen: ___    Doc: D400004    Number of Desc  Lines: 5_      Page: 2__ Of  4

   ITEM         DESCRIPTION          QUANTITY  UOM    UNIT PRICE    EXTENDED PRICE
   ----- -------------------------- --------- ---- -------------- --------------
    1    New Physics Observatory       1.00  LOT      55,365.21      55,365.21
         Original Contract Amount: $432,500
         Revised Contract Amount w/ CO's: $490,925.11
         Payments to Date: $435,559.90
         Balance to Pay: $55,365.21
                                                    Total       55,365.21
               >> Account Distribution <<
      02 2004 270190-22000-6930  MAINTENANCE & REPAIR DEPART       55,365.21
                                            Account Total          55,365.21

   CATALOGUE ORDER:
   DOCUMENT DATE: 10/03/2003
       Disc Pct:  0.000

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

Screen 288 - Document Summary: Page 3

```
    288 Document Summary                                   02/17/04  5:00PM
                                                            FY 2004 CC 02

   Screen: ___    Doc: D400004    Number of Desc  Lines: 5_      Page: 3__ Of  4

    Disc Due DD: 0
       Disc Ind: N
         Pay DD: 30
         F.O.B.:
     Vendor Ref:
    Delivery Date:
  Delivery Reqd By:
      Dept Contact: SARAH HINKLETON
         Phone No.: 979-882-1533




       Bidding Vendor                Vendor Contact            Bid Amount


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

Screen 288 - Document Summary: Page 4

```
    288 Document Summary                                   02/17/04  5:01PM
                                                            FY 2004 CC 02

   Screen: ___    Doc: D400004   Number of Desc  Lines: 5_      Page: 4__ Of  4



   REASON FOR AWARD TO OTHER THAN LOW BIDDER:








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

BASIC STEPS

- Advance to Screen 288.

- Enter the document number you wish to display.

- Enter the number of description lines to display per item.

- Press <ENTER> to retrieve document information.

- Continue to press <ENTER> to scroll through the pages of the document or use PF7 and PF8 to scroll backwards and forwards through the pages.

FIELD DESCRIPTIONS
Action Line Information:

Doc:	7 characters/digits	**Entry Required**
	Identify the <u>document</u> to be displayed.	

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

Page: 2 digits
Signify the document summary page to
be displayed. Will default to the
current page, if not specified.

Screen 1 Information:

Vendor: 4 lines (30 characters/digits each)
Identifies the vendor items will be
purchased from.

Invoice To: 4 lines (30 characters each)
Indicates the billing address.

Ship To: 4 lines (30 characters each)
Indicates the shipping/delivery address.

Screen 2 Information:

Item: 3 digits
Identifies a particular item on the
specified document.

Description: 27 characters
Displays a brief description of the
specified line item.

Quantity: 10 digits
Indicates the purchase quantity of the
specified line item.

UOM: 4 characters
Identifies the <u>Unit</u> <u>of</u> <u>Measure</u> for the
specified line item to be printed on the
purchase order.

Unit Price: 16 digits
Displays the dollar amount to be paid
per unit of measure.

FIELD DESCRIPTIONS, cont'd

Extended Price: 16 digits
Indicates the total item amount as
calculated by the system.

Total: 16 digits
Includes a total of items entered

Account Distribution: 60 characters/digits
Displays a breakdown of accounts
responsible for payment of the items.

Account Total: 16 digits
Shows the total for account displayed.

Screen 3 Information:

Document Date: 8 digits
Shows the date document was entered.

Disc Pct: 5 digits
Identifies the discount percentage
applied to the purchase by the vendor.

Disc Due DD: 8 digits
Displays the discount due date, or the
date by which the invoice has to be paid
in order to receive the discount.

Disc Ind: 1 character
Signifies the discount indicator. This is
usually 'N' (for net) which indicates the
net (invoice amount discount) may be
paid. An 'I' indicates that no discount
allowed.

Pay DD: 5 digits
Represents the number of days after the
invoice date the agency has to make the
payment.

F.O.B.:   2 characters
Indicates the freight code defining
conditions by which purchased goods
will be transported/delivered.

Vendor Ref: 35 characters
Displays the reference number assigned
by the vendor, if any.

Vendor Ref: 25 characters
Identifies the vendor contact
information.

FIELD DESCRIPTIONS, cont'd

Delivery Date: 8 digits
Identifies the date the items were
delivered.

Delivery Reqd By: 8 digits
Indicates the day by which the items
requested are <u>required</u>.

Dept Contact: 10 characters
Displays the name of the person in the
department to contact regarding the
purchase.

Phone No.:   10 digits
Identifies area code and phone number
for the document's contact person.

Screen 4 Information:

Bidding Vendor: 3 lines (30 characters/digits each)
Identifies a vendor submitting a bid for
the purchase.

Vendor Contact: 25 characters
Displays the name of the person to
contact with the vendor regarding bids
for this order.

Bid Amount: 15 digits
Indicates the total dollar amount the
vendor bids for the purchase.

**Reason for Award
to Other Than**   15 digits
Low Bidder: Indicates the reason why the purchase
did not go to the lowest bidder, if
applicable.

Additional Information

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

Displaying Detail
Document Information

When the document number is known, the most comprehensive information available may be viewed using Screen 278. You may also advance to Screen 278 after selecting a document for display from one of the other document inquiry screens.

To see more information on a specific line item, select the item and the system will advance to screen 279 for that document line item.

Screen 278 - Document Inquiry

```
   278 Document Inquiry                                     02/23/04  1:14PM
                                                            FY 2004 CC 02
    Screen: ___    Document: P300021

  Doc Summary: 2002-2003 ATHLETIC SCHOLARSHIP BOOK RENTAL
       Vendor: 11345555590  BARNES & N0BLE BOOKSTORE #572
 Reimburse ID:                   Doc FY: 2003       Doc Amt: 216064.00
     User Ref: 300090-1719       Status: CL         Amt Inv: 177887.46
     Doc Date: 04/23/2002      Route St: FN         Amt Vchr: 177887.46
        Class: P            Oth A/P Src:        Inv Forced:
     Category: BE                          USAS Doc Type:
  LP Received:                                        Buyer: TRUDY STRALEY X107
 Nbr Invoices: 5        Catalogue Order:           Contact: DELLIA LERNER

  S Line  Quantity   UOM        Description       P  Unit Price  Extended Price
  - -----  ---------- ----  ----------------------- - ------------- -------------
  _   1.0     400.00 EA   2002-03 FALL SEMESTER SC      197.9100       79164.00
  _   2.0     400.00 EA   2002-03 SPRING SEMESTER       197.9100       79164.00
  _   3.0     400.00 EA   2002-03 SUMMER SESSION I       72.1700       28868.00
  _   4.0     400.00 EA   2002-03 SUMMER SESSION I       72.1700       28868.00
                    *** End of line items ***
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp        Invc  Recv  DlPrt Accts Print Left  Right
```

BASIC STEPS

- Advance to Screen 278.

- Enter the document number you wish to display.

- Press <ENTER> to retrieve document information. Each line item is listed at the bottom of the screen.

- Type an **"X"** next to the line item or position the cursor in the **S** (select) field and press <ENTER> to advance to screen 279 where detailed information will be provided.

FIELD DESCRIPTIONS

Action Line Information:

Document:	7 characters/digits Identifies the document to be displayed.	**Entry Required**

Screen 1 Information:

Doc Summary: 50 characters/digits
Displays a brief description of the
document selected.

Vendor: 50 digits/characters
Displays the identification number and
name of the vendor from which items
are purchased.

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

Doc FY: 4 digits
Indicates the <u>fiscal</u> <u>year</u> in which the
document is processed.

Doc Amt: 15 digits
Displays the total dollar <u>amount</u> for the
specified <u>document</u>.

User Ref: 14 digits
Displays the <u>user</u> <u>reference</u> that is used
to identify the subsidiary ledger (SL)
account number used for the order
followed by the departmental reference
number.

Status: 2 characters
Indicates the activity level of the
document. Sample values include: in
process (IP), closed (CL), deleted (DL),
and completed (CO).

Amt Inv: 15 digits
Displays the total dollar <u>amount</u>
<u>invoiced</u> for the specified document.

Doc Date: 8 digits
Identifies the date the <u>document</u> was
processed by the system.

FIELD DESCRIPTIONS, cont'd

Route St:
2 characters
Displays a purchasing document's
status in the routing and approval
system.

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

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

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

Inv Forced:
1 character
Indicates whether or not ('Y' or 'N') an
invoice has been forced for the
document selected.

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

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

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

Buyer:
5 characters
Displays the name of the buyer for the
document.

Nbr Invoices:
3 digits
Indicates the number of invoices that
have been processed for the document.

Catalogue Order:
1 character
Indicates whether or not ('Y' or 'N')
the document is a catalogue order.

FIELD DESCRIPTIONS, cont'd

Contact: 15 characters
Displays the name of the person to
contact regarding the specified
document.

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

Line: 3 digits
Shows the line item for the specified
document.

Quantity: 10 digits
Identifies the purchase quantity of the
specified line item.

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

Description: 25 characters
Displays a brief description of the
specified line item.

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

Unit Price: 16 digits
Displays the dollar amount to be paid
per unit of measure.

Extended Price: 16 digits
Indicates the total item amount as
calculated by the system.

Additional Information

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

PF 5   **Invc**
Invc   Used to view the invoice details.

PF 6   **Receive**
Recv   View the receiving information
associated with the selected document.

FIELD DESCRIPTIONS, cont'd

PF7 **DlPrt**	**Download Print** Allows you to download the screen information through Entire Connection.
PF8 **Accts**	**Accounts** Shows the account distribution used for the document selected.
PF9 **Print**	**Print** Used to print document information from FAMIS using Entire Connection. See the FAMIS Entire Connection User's Manual for greater details.

Displaying Detail Document
Line Item Information

Individual line item detail information is available on Screen 279. This is a detail follow up screen to Screen 278. All of the information associated with a specific document line item will be displayed.

Screen 279 - Document Line Item Inquiry

```
   279 Document Line Item Inquiry                          11/12/03  9:16AM
                                                            FY 2004 CC 02
   Screen: ___    Document: P000004    Item: 1__ OF 4

            Vendor: 17000001111   SPORTS AND MORE
          User Ref: 300090-1671
          Item UOM: DZ                      Received   Invoiced   Matched
          Item Qty: 144.00                 ---------- ---------- ----------
   Item Unit Price: 23.3000           UOM:        DZ         DZ
     Item Discount:                    Dt: 09/01/1999 06/24/1999 09/10/1999
    Item Ext Price: 3355.20           Qty:     144.00     144.00     144.00
      Item Proc Cd:
    Commodity Code: 80512
     First Account: 300090-40000-4012  Cost Ref1:        2:         3:
         Item Desc: SOCKS:  DUKE BRAND #CM425AD


       Delete Flag:
       Freeze Flag:
  Capital/Inv Flag:

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

BASIC STEPS

- Advance to Screen 279.
- Enter the document and item number you want to display on the Action Line.
- Press <ENTER> to retrieve document information.

FIELD DESCRIPTIONS

Action Line Information:

Document:	7 digits	**Entry Required**
	Identify the desired document to be displayed.	
Item:	3 digits	
	Indicate the item number to be displayed. The default is the first item.	

Screen Information

Vendor:	50 characters/digits
	Displays the identification number and name of the vendor from which items are purchased.

FIELD DESCRIPTIONS   cont'd

User Reference:	14 digits Displays the <u>user</u> <u>reference</u> that is used to identify the subsidiary ledger (SL) account number used for the order followed by the departmental reference number.
Item UOM:	3 characters Represents the <u>unit</u> <u>of</u> <u>measure</u> for the specified line item.
Item Qty:	10 digits Identifies the purchase <u>quantity</u> of the specified line item.
Item Unit Price:	16 digits Displays the dollar amount to be paid per unit of measure.
Item Discount:	5 digits Identifies the discount percentage for the specified line item.
Item Ext Price:	16 digits Indicates the total <u>extended</u> item amount, as calculated by the system.
Item Proc Cd:	1 character Indicates any special <u>processing</u> needs for the document.
Commodity Code:	15 digits Displays the code for classifying goods and services.
First Account:	15 digits Identifies the first FAMIS account for this document.
Item Desc:	50 characters/digits Displays a short description of the line item purchased.

Received, Invoiced, Matched Information

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

FIELD DESCRIPTIONS, cont'd

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

Cost Ref 1, 2, 3:
7 characters
Identifies the user-defined cost accounting reference which provides additional details about the processing of the line item.

Delete Flag:
1 character
Indicates whether or not ('Y' or 'N') the item has been deleted from the system.

Freeze Flag:
1 character
Shows whether or not ('Y' or 'N') the item has been frozen from further activity within the system.

Capital/Inv Flag:
1 character
Indicates whether or not ('Y' or 'N') the item will be inventoried or capitalized within the system.

Additional Information:

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

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

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

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

Tracking Document Activity

Document activity may be monitored using Screen 290. This screen is used to track actions that are performed on a particular document and tell what user last took action on the document.

Screen 290 - Document Tracking Inquiry

```
   290 Document Tracking Inquiry                           11/12/03  9:16AM
                                                           FY 2004 CC 02

    Screen: ___   Doc: P000004

   C                    To     To     To                 Action  Action
   L   Document  Item  Cls  Document  Item   Action        Date   Time    By User
   -   -------   ----- -    -------   -----  -------     -------- -----   --------
   P   P000004                               CREATE      03/26/99 09:37   DAIL02P
   P   P000004                               CLOSED      03/30/99 09:39   MADE02P
   P   P000004    4.0                        DELETE      03/29/99 08:22   K702G1
   P   P000005                               CREATE      03/26/99 14:38   DAIL02P
   P   P000005                               CLOSED      03/29/99 08:15   K702G1
   P   P000005                               COMPLET     07/31/00 14:02   K702ZJ
   P   P000006                               CREATE      03/29/99 13:54   DAIL02P
   P   P000006                               CLOSED      03/30/99 09:27   K702G1
   P   P000006                               VNDRCHG     10/14/99 15:06   K702ZY
   P   P000006                               COMPLET     07/31/00 14:00   K702ZJ
   P   P000007                               CREATE      03/31/99 10:54   DAIL02P
   P   P000007                               CLOSED      03/31/99 16:47   MADE02P

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

BASIC STEPS

- Advance to Screen 290.
- Type a valid document number in the Action Line, if desired.
- Press <ENTER> to view a complete list of all documents.

FIELD DESCRIPTIONS

Action Line Information:

Document: 7 characters/digits   **Entry Required**
Identify the desired document to be displayed.

Screen Information:

CL: 1 character
Identifies the <u>class</u> of the document, be it **R**equisition, **P**urchase Order, **M**aster Order, **B**id, **E**xempt Purchase, or **L**imited Purchase.

Doc: 7 characters/digits
Identifies a particular <u>document</u> number for the class of document specified.

FIELD DESCRIPTIONS, cont'd

Item: 3 digits
Identifies the number of line items on
the document.

To Cls: 1 character
Identifies the <u>class</u> of document the
document item was transferred to.

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

To Item: 3 digits
Identifies the item number on the
document it was transferred to.

Action: 7 characters
Designates the type of action that was
taken against the document.

Action Date: 6 digits
Date the action was performed on the
document.

Action Time: 4 digits
Time the action was performed on the
document.

By User: 8 characters/digits
Indicates the user ID of the person
performing the action on the document.

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

Cross Referencing Purchasing Documents

FAMIS allows you to cross reference a document from its original source document. Cross references for purchasing documents may be viewed using Screen 291. For example, P500093 (shown below) was created when items were transferred from requisition R000100.

Screen 291 - Document Tracking Cross Reference

```
 291 Document Tracking Cross Reference                     11/12/03  9:16AM
                                                           FY 2004 CC 02

   Screen: ___     Doc: P000004

   C     To      To    From  From    From             Action  Action
   L  Document   Item  Cls  Document  Item   Action    Date    Time    By User
   -  -------    -----  -   -------   -----  -------  --------  -----   --------
   P  P000004    1.0    R   R000023    1.0   TRNSFR   03/26/99  09:37   DAIL02P
   P  P000004    2.0    R   R000023    3.0   TRNSFR   03/26/99  09:37   DAIL02P
   P  P000004    3.0    R   R000023    4.0   TRNSFR   03/26/99  09:37   DAIL02P
   P  P000004    4.0    R   R000023    2.0   TRNSFR   03/26/99  09:37   DAIL02P
   P  P000005    1.0    P   P902343    1.0   TRNSFR   03/26/99  14:38   DAIL02P
   P  P000006    1.0    R   R000020    1.0   TRNSFR   03/29/99  13:54   DAIL02P
   P  P000007    1.0    R   R000026    1.0   TRNSFR   03/31/99  10:54   DAIL02P
   P  P000007    2.0    R   R000026    2.0   TRNSFR   03/31/99  10:54   DAIL02P
   P  P000007    3.0    R   R000026    3.0   TRNSFR   03/31/99  10:54   DAIL02P
   P  P000007    4.0    R   R000026    4.0   TRNSFR   03/31/99  10:54   DAIL02P
   P  P000008    1.0    R   R000027    1.0   TRNSFR   03/31/99  10:57   DAIL02P
   P  P000008    2.0    R   R000027    2.0   TRNSFR   03/31/99  10:57   DAIL02P

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

BASIC STEPS

- Advance to Screen 291.
- Enter the document number on the Action Line, if desired.
- Press <ENTER> to initiate the inquiry process at the specified document.

FIELD DESCRIPTIONS

Action Line Information:

Document:	7 digits	**Entry Required**
	Identify the desired document to be displayed.	

Screen Information:

CL: 1 character
Identifies the <u>class</u> of the document.
Valid values are: **R**equisition, **P**urchase Order, **M**aster Order, **B**id, **E**xempt Purchase, or **L**imited Purchase.

FIELD DESCRIPTIONS, cont'd

To Document: 7 characters
Displays the document number the item
was transferred to.

To Item: 3 digits
Identifies the item number on the
document it was transferred to.

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

From Document: 7 characters
Identifies the document number from
which the item was transferred.

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

Action: 7 characters
Designates the type of action that was
taken against the document.

Action Date: 6 digits
Date the action was performed on the
document.

Action Time: 4 digits
Time the action was performed on the
document.

By User: 8 characters/digits
Indicates the user ID of the person
performing the action on the document.

Additional Information:

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

A

P

P

E

N

D

I

X

Instructions

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

3270 EMULATION KEYS

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

PF Keys

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

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

TAB and BACKTAB Keys

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

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

CLEAR Key

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

RESET Key

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

ERASE END OF FIELD Key

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

Instructions

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.

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, and account are found on the Action Line.

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

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

```
F0002 Record has been successfully added

002 GL 6 Digit                                        03/03/94 14:56
                    ●                                 FY 1994 CC AA

Screen: ___  Account: 032365 ____          NAVSO, INC.


Account Title: NAVSO, INC._____
Resp Person: 999999999  DOE, JANE              Old Acct: _____
Year-end Process: F        Reclassify: _   Reporting Group: __
       Fund Group: FG   Sub Fund Group: DF  Sub-Sub: GP
```

MESSAGE LINE

The line above the Action Line is used to display messages to the user. These messages may be processing messages, such as the one below, or error messages, such as 'F6120 Insufficient BBA for encumbrances'.

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

Instructions

SCROLLING THROUGH DATA

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

HELP

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

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

ESCAPING FROM A POP-UP WINDOW

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

Instructions

FIELD HELP USING
THE F2 PROGRAM FUNCTION KEY

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

Screen 002 - GL 6 Digit

```
  002 GL 6 Digit                                          02/13/04 12:08
                                                          FY 2004 CC AM
    Screen: ___  Account: 010100 ____          ED & GEN INCOME-TUITION

    Account Title: ED & GEN INCOME-TUITION_____
    Resp Person: 452222232  MASON, MARY W        Old Acct: NA_____
    Year-end Process: F   Reclassify: _  Reporting Group: __  Aux Code: ___
      AFR Fund Group: 10  Fund Group: FG  Sub Fund Group:      Sub-Sub: __
          ● Function: __
        Default Bank: 03000  Override: Y       SL Mapped Count: 18
     Alternate Banks: ***** _____ _____ _____ _____     Security: _____


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


         Fund Source: __  _____
          Long Title: EDUCATIONAL AND GENERAL INCOME - TUITION
                      _____
       Account Letter: Y   Setup Date: 08/26/1991

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

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

```
  DESCRIPTION:  AN INSTITUTIONALLY DEFINED CODE THAT GROUPS CURRENT FUND
  EXPENDITURES ACCORDING TO THE PURPOSE FOR WHICH COSTS WERE INCURRED.
```

```
      +------------------------------------------------------------------+
      |                                                                  |
      |              *** D I C T I O N A R Y - H E L P ***               |
      |                                                                  |
      |    VALUES                            MEANING                     |
      |    ------------------------------    ------------------------    |
      |    AC                                ACCRUED COMPENSABLE ABSENCES |
      |    AS                                ACADEMIC SUPPORT             |
      |    AX                                AUXILIARY                    |
      |    BLANK                             NOT SPECIFIED                |
      |    IN                                INSTRUCTION                  |
      |    IS                                INSTITUTIONAL SUPPORT        |
      |    PL                                OPERATION & MAINT OF PLANT   |
      |    PS                                PUBLIC SERVICE               |
      |                                                                  |
      |    Lookup Value / . Menu _____         |
      |    Rule : IAFRS-FG-FS-PURP                Default value is:       |
      |    View : IAFRS-GENERAL-SUBSIDIARY-LEDGER                         |
      |    Field: FG-FS-PURP                                             |
      |                                                                  |
  PAGE  |    PF1=Menu PF4=Exit                                           |
  PF1=M +------------------------------------------------------------------+ ___
```

QUESTION MARK (?) HELP

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

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

Screen 002 - GL 6 Digit

```
 002 GL 6 Digit                                         02/13/04 12:08
                                                        FY 2004 CC AM
   Screen: ___  Account: 010100 ____          ED & GEN INCOME-TUITION

   Account Title: ED & GEN INCOME-TUITION_____
   Resp Person: 452222232  MASON, MARY W       Old Acct: NA_____
   Year-end Process: F   Reclassify: _  Reporting Group: __  Aux Code: ___
     AFR Fund Group: 10  Fund Group: FG  Sub Fund Group:     Sub-Sub: __
             Function: __
       Default Bank: 03000  Override: Y      SL Mapped Count: 18
    Alternate Banks: *****  _____ _____ _____ _____     Security: _____

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

        Fund Source: __  _____
         Long Title: EDUCATIONAL AND GENERAL INCOME - TUITION
                     _____
      Account Letter: Y   Setup Date: 08/26/1991

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

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

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

Instructions

Invoicing Screen List

Invoicing Screen List

Standard
PF Keys

PF Keys are used in the purchasing module of FAMIS to access additional information. Wherever possible the same assignment has been given to the same PF key, such as PF9 always being the key used for NOTES. Occasionally this has not been possible and a different assignment has been made.

The following list is to help you identify the functionality behind the PF keys that you will see on the many screens in Routing & Approvals.

Many screens have extended information windows assigned to various function keys that are designated at the bottom of each screen or pop-up window. Placing the cursor (using the cursor arrow keys) on a particular line and pressing the extended information function key will display the pop-up window information for the document or item on that line.

Exiting a pop-up window is done by pressing <PF4> to return to the previous window or inquiry screen. If multiple windows have been opened pressing <PF3> will return you directly to the screen where you started.

From within many of the pop-up window an additional set of extended function keys may appear to further inquire on the document or item.

LIST OF EXTENDED FUNCTION KEYS TO FOLLOW

Accts	Accounts	**Itm Notes**	Line Item Notes
AdDept	Additional Departments	**Left**	Position Screen Left
Addr	Address	**More Desc**	More Description
AdFFX	Addl. Fixed Assets Info	**Next**	Next Screen
BBA	Budget Balance Available	**Notes**	Notes
Bkwd	Backwards	**Pdesc**	Purchasing Description
Ddesc	Damaged Description	**Rdesc**	Receiving Description
Extnd	Extended Information	**Right**	Position Screen Right
Frwd	Forward	**Ship**	Ship To Address
Idesc	Item Description	**Sole**	Sole Source Reason
Items	Line Item Information	**Track**	Document Tracking
Itm Accts	Line Item Accounts	**Vndr**	Vendor Information
Itm Ext	Extended Information		

EXTENDED FUNCTION KEYS

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

```
  S   +-------------------------------------------------------------+
  L   |   F5628 End of accounts on document                         |   St
  -   |   P P600026      *** Account Distribution ***               |  -- ---
  _   |                                                             |   0  CL
  _   |   CC  FY       Account          Description       Amount    |   0  CL
  _   |   -- ----  ---------------- -------------------- ---------------  |   0  CL
  _   |   AM 1996 330001-00000-4050 GIGI'S TEST ACCOUNT       48.64 |   0  CL
  _   |   AM 1996 330001-00000-4010 GIGI'S TEST ACCOUNT       11.23 |   3  IP
  _   |                            Total all Accounts *       59.87 |   0  CO
  _   |                                                             |   8  CL
      |                                                             |
      |                                                             |
 Ent  |       PF3= Back to 280  PF4=Exit  PF5=BBA                   |  F12---
      +-------------------------------------------------------------+ rack
```

AdDept   **Additional Departments**
Displays all departments that have approval and accounts on this document.

```
+---------------------------------------------------------------+ -------------+
|               Additional Departments/SubDepartments           |             |
|  Doc: P400013                                                 |             |
|                        Dept            SubDept                |             |
|                        -----           -------                |  1,945.66   |
|                        CHEM                                   |             |
|                        MISP                                   |             |
|                        PURS                                   |             |
|                                                               |  -845-3335  |
|                                                               |  7=Vndr     |
|                     Press <PF4> to Exit                       |  11=Items   |
+---------------------------------------------------------------+ -PF11--PF12---
```

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

```
 Delive +-------------------------------------------+
    To  |                                           | _____  Ext: ____
        | Addr: 11409 WADDLE WAY _____    | _____
        |       SUITE 909_____     |
        |       ATN:  WAYNE WADDLESWORTH_____      | 77843_____ Country: ___
        |       _____     |
 ------ |                                           | --------------------------
 Docume +-------------------------------------------+ PUTER SUPPLIES
```

EXTENDED FUNCTION KEYS, cont'd

AdFFX   **Additional Fixed Asset Information**
Provides additional information for a particular fixed asset record.

```
+----------------------------------------------------------------------+
|                  ** Additional Fixed Asset Information **        | 5 CC AM
|                                                                 |
|       Purchase Order                                            | re>>>>
|              Number: P550039              PO Line: 001          |
|       Account Number: 186222200008435     Acq Method: PO        |
|                                                                 |
|       Vendor                                                    |
|         Number: 19444444100                                     |
|           Name: ARIAL COMPUTER                                  |
|                                                                 |
|       Alt APO                                                   |  _____
|            Name: KAYCY NEELEY                                   |
|          Number: 464444433                                     |
|       Exec Level: AA                                            |
|          Division: CD                                           |
|            School: BA                                           |
|              Dept: CLBA                                         |
|                                                                 |
+----------------------------------------------------------------------+
```

BBA   **Budget Balance Available**
Show any over budget messages that may pertain to a particular account on the document.

```
      +--------------------------------------------------------------+
   |  |    5628 End of accounts on document                      |
   C  |  P P400013     *** Budget Balance Available ***           |
   L  |                                                          | nt      St
   -  |  CC  FY      Account          Over Budget Message         | ------- ---
   P  |  -- ---- ---------------- ----------------------------    | 945.66  CO
   P  |  02 1994 133502-00000-8435                               | 502.01  PRT
   P  |                                                          |  71.40  CO
   Ent|                                            PF4=exit       | 11--PF12---
      +--------------------------------------------------------------+ ems Track
```

Bkwd   **Backwards**
Returns to the pervious screen or scrolls one page back for a particular item.

EXTENDED FUNCTION KEYS, cont'd

Ddesc   **Damage Description**
Used to provide information about any goods that were **damaged**.

```
 Car +--------------------------------------------------------------+  ____
  Pi |                                                              |      |
     |   Dmg Description: 10 OF THE 12 DRUMS OF CONTAINING POLY- _____ |
 Del |                    ACRILAMIDE GEL FOR P.A.G.E. ANALYSIS _____ |
     |                    HAD BEEN CRUSHED BY HEAVIER SUPPLIES AND_____ |  __
     |                    WERE LEAKING UPON ARRIVAL._____ |
     |                    _____  |  _
 --- |                    NEW DRUMS HAVE BEEN REQUESTED FROM THE _____ | -----
 Doc |                    VENDOR AND SHOULD ARRIVE W/IN 10 DAYS_____ |
 Sta |                    _____  |
 End |                                                              |
 Exp +--------------------------------------------------------------+
```

Frwd   **Forward**
Advances to the next screen or scrolls one page forward for a particular item.

Header   **Document Header**
Accesses a window of document header information. From within this window you can view multiple windows of document information.

```
+------------------------------------------------------------------------+
|                                                                        |
|              **** Document Header Extended Information ****             |
|                                                                        |
| Document:   P400013              Doc Year: 1995 Total:        1,945.66  |
|                                                                        |
|          << Dates>>                                                    |
| Document: 10/04/93  Cat: RO User Ref: 133502-4048        Req:          |
| Required:              Contact: KATIE LITTLE           Ph: 409-845-0000|
|    Start:                Buyer: BAC JASON SHERRIEB       Ph: 409-845-0000|
|      End:             Research: N   Type Funds: S  Type Order: SPOT    |
|   Change:                  No:       Print Doc: N  10/15/93            |
|     Dept: CHEM  SubDept:                                                |
|                                                                        |
|                         PF4=Exit  PF5=AdDept  PF6=Ship  PF7=Vndr       |
|                                   PF8=Sole     PF9=Notes PF11=Items     |
+------------------------------------------------------------------------+
```

EXTENDED FUNCTION KEYS, cont'd

Idesc   **Item Description**
More detailed item descriptions can be entered by pressing PF11.

```
Car +----------------------------------------------------------------+
    |                                                                |
    | Item Description: MACINTOSH QUADRA 650 WITH 500 MB HARD DISK___ |
 Do |                   8 MB RAM, 1 MB VRAM, INTERNAL CD ROOM 300I___ |
Exp |                   PART NO: M2104LL/B_____   |  DMIN.
    |                   _____  |
Con |                   _____  |
  A |                   _____  |
  R |                   _____  |  94
Bac |                   _____  |
Lat |                   _____  |
    +----------------------------------------------------------------+
```

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

```
 | +---------------------------------------------------------------------+
 | |   F2999 End of line items on file                                   |
 | |  R R400007        **** Document Item Inquiry ****                    |
 | |                                              PANEL: 01MORE>>         |
 | | Nt Item         Description          Quantity PCd UOM     Extended   |
 | | -- ----- ---------------------------- -------- --- ---- -------------- |
 | |    1.0 1.6 GB FORMATTED (USEABLE) FAS    1.00  X  EA         1,515.00 |
 | |                                                                     |
 | |                                                                     |
 | |    PF3= Back to 280     PF4=Exit      PF5=More Desc    PF6=Itm Ext   |
 | |    PF8=Itm Accts        PF9=Itm Notes PF10=Left        PF11=Right    |
 + +---------------------------------------------------------------------+
```

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

```
+- +----------------------------------------------+ ------------+ ---------+
| + |   5628 End of accounts on document           | ------------------------+
| | |  R R400007      *** Account Distribution *** |                         |
| | |                                              |                         |
| | |  CC   FY       Account         Amount        | EL: 01MORE>>            |
| | |  -- ---- ---------------- --------------      | PCd UOM     Extended   |
| | |  02 1994 511060-00000-8435      1,515.00     | --- ---- -------------- |
| | |                                              |  X   EA       1,515.00 |
+ + |                                              | ------------------------|
E + |                          PF4=exit  PF5=BBA   | ------------------------+ -
    +----------------------------------------------+  Accts Extnd Items Track
```

EXTENDED FUNCTION KEYS, cont'd

Itm Ext   **Item Extended Information**

Show detail information about the specific item ordered (i.e., quantity, unit of measure, unit price and commodity code).

```
| +----------------------------------------------------------------+ +
| |               **** Document Item Extended Information ****      | |
| |                                                                | |
| |   Document:        R400007 1.6 GB FORMATTED (USEABLE) FAST SCSI-2 DISK | |
| |   Item:            1.0                                         | |
| |                                        Date Created:  09/22/93 | |
| |   Quantity:        1.00                Last Modified: 10/06/93 | |
| |   UOM:             EA                                          | |
| |   Unit Price:           1,515.0000   Commodity:      20534    | |
| |   Extended Price:         1,515.00   Tax:                     | |
| |   Prc Cd:          X                 Print:                   | |
| |                                                                | |
| |                                                      PF4=Exit  | |
| |                                                                | |
| E +----------------------------------------------------------------+ -
```

Itm Notes   **Item Notes**

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

```
    +-------------------------------------------------------------+
    |   7468 Note not found on file                               |
  + | R400007   1.0                         Position at line: ___ | ------+
  | |    Line              ******** Note Text ********           | ------+
  | |             PROGRAM DIRECTOR, MARTHA M MALLARD REQUESTS__    | |
  | |             TO REVIEW ALL MATERIAL ORDER UPON ARRIVAL.___    | |
  | |             _____  | |
  | |             MS MALLARD WILL BE RESPONSIBLE FOR DISPERSAL_    | |
  | |             AMONG CONFERENCE ATTENDEES_____   | |
  | |             _____  | |
  | |                PF4=Exit                 Page (F/B/E): E     | t |
  | |                                                             | |
  + +-------------------------------------------------------------+ ------+
```

Left   **Scroll Left**

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

EXTENDED FUNCTION KEYS, cont'd

More Desc   **More Description**

Displays complete description text for a document or an item.

```
+- +----------------------------------------------------------------+ ----------+
|  |  R R400007      **Document Item Inquiry **                     |          |
|  |  Item:   1.0                                                   |          |
|  |                                                                |          |
|  |  Line                    Descriptions                         | ended    |
|  |  ----    -------------------------------------------          | -------- |
|  |    1   1.6 GB FORMATTED (USEABLE) FAST SCSI-2 DISK             | 1,515.00 |
|  |    2   DRIVE FOR SGI INDIGO WITH INTERNAL MOUNTING             |          |
|  |    3   BRACKET, 10 MS ACCESS TIME, FORMATTED AND               |          |
|  |    4   TESTED PRIOR TO SHIPPING, MODEL SEAGATE                 |          |
|  |    5   OR EQUIVALENT.  5 YEAR OR GREATER.                      |          |
|  |                                                                |          |
|  |          ** End of description List **                         |          |
|  |                                                                | m Ext    |
|  |                               Press <PF4> to Exit              | ight     |
+  +----------------------------------------------------------------+ ----------+
```

Next   **Next Screen**

Advances to the next screen required.

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

```
   Sc +-------------------------------------------------------------------+
      |  F0013 Please enter desired modifications                         |
      |  P600026   1.0                        Position at line: ___       |  Price
      |    Line           ******** Note Text ********                     |  14.88
      |    1      >>Notes Entered 10/12/95 BY CHO, ANDRIA T____            |
      |    2      THE DEPARTMENT REQUESTS TO REVIEW ALL BIDS___            |
 Comm |    3      PRIOR TO THE AWARD._____      |  _____
  Par |    4      _____     |  ____
      |    5      CONTACT DR. JAMES M. WASHINGTON FOR FURTHER__            |  ____
      |    6      DETAILS/CLARIFICATION ABOUT THE REQUESTED____            |  ____
      |    7      ITEMS._____            |  ____
      |    8      _____     |  ____
      |    9      _____     |
   19 |   10      _____     |
   __ |   11      _____     |
   __ |   12      _____     |
   __ |          PF4=Exit  PF7=PItem  PF8=NItem    Page (F/B/E): _         |
  Mor +-------------------------------------------------------------------+ N
```

EXTENDED FUNCTION KEYS, cont'd

Pdesc   **Purchasing Document Description**
Additional description for purchasing document items may be
seen by pressing this PF Key.

```
         +--------------------------------------------------------------+
         |                                                              |
   ---   |   ITEM Description: yellow sticky note pads_____   |   ----
         |                     assorted sizes, including:_____    |
         |                     15 2 1/2 in X 2 1/2 in pads_____   |
         |                     9  2 1/2 in X 1 in pads_____     |   FX
    10   |                     9  3 1/2 in X 4 in pads_____    |
         |                     _____   |
         |                     _____   |
   Ent   |                     _____   |   12---
         +--------------------------------------------------------------+
```

Rdesc   **Receiving Item Description**
Displays a window where additional receiving item
descriptions may be added/modified.

```
         +--------------------------------------------------------------+
         |                                                              |
         |   ITEM Description: ONLY 1/2 OF EXPECTED ORDER ARRIVED WITH THIS_  |
         |                     SHIPMENT._____   |
         |                     PLEASE NOTIFY MS. MARTHA MALLARD AS SOON_____ |
   ---   |                     AS REMAINING SUPPLIES ARE RECEIVED SO THAT____ |   ----
         |                     THEY MAY BE DISTRIBUTED TO DEPARTMENT HEADS._  |
         |                     _____   |
         |                     _____   |
         |                                                              |
         +--------------------------------------------------------------+
```

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**.

EXTENDED FUNCTION KEYS, cont'd

Ship   **Shipping Address**
Displays the Ship To and Invoice To addresses for the document.

```
+------------------------------------------------------------------------+
|                 **** Required Shipping and Text Information ****        |
|                                                                        |
|  Document     P400013                                                  |
|                                                                        |
|  Ship To      Address Nbr:           Invoice To      Address Nbr:      |
|  Name: DEPARTMENT OF CHEMISTRY       Name: DEPARTMENT OF CHEMISTRY     |
|  Addr: ATTN:  ANDY FREDERICKS        Addr: ATTN:  MATTHEW RATLIFF      |
|                                                                        |
|  City: COLLEGE STATION     State: TX City: COLLEGE STATION    State: TX|
|   Zip: 778433255    Country:          Zip: 778433255   Country:        |
|    PH:             FAX:                PH:             FAX:             |
|                                                                        |
|                                            Press <PF4> to Exit         |
+------------------------------------------------------------------------+
```

Sole   **Sole Source**
Displays Sole Source and Emergency purchase reasons.

```
+------------------------------------------------------------------------+
|                 **** Sole Source and Emergency Information ****         |
|                                                                        |
|    Document:   R400007                                                 |
|                                                                        |
|    Sole Source (Y/N): N  Reason:                                       |
|                                                                        |
|      Emergency (Y/N): N  Reason:                                       |
|                                                                        |
|                                            Press <PF4> to Exit         |
+------------------------------------------------------------------------+
```

EXTENDED FUNCTION KEYS, cont'd

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

```
+-----------------------------------------------------------+
| P P600026              Document Tracking                  |
|                                                           |
|        Class  Document  Item   Action    Date     Time    |
|        -----  --------  ------  --------  ---------  ------ |
|   To                            CREATE   10/05/95  16:15  |
|   To                            CLOSED   10/12/95  10:30  |
|   To                            REOPEN   10/13/95  14:33  |
|   To                            CLOSED   10/13/95  14:35  |
|   To                            REOPEN   10/13/95  14:42  |
|   To                            CLOSED   10/13/95  14:49  |
|   To                            REOPEN   10/13/95  14:49  |
|   To                            CLOSED   10/13/95  14:51  |
|                                                           |
|              PF3= Back To 280  PF4=Exit  PF12=Track       |
+-----------------------------------------------------------+
```

Vndr   **Suggested Vendors**
Displays all suggested vendor sources for a particular document.

```
+---------------------------------------------------------------------+
|                **** Suggested Vendors Information ****               |
|                                                                     |
|  Document:   R400007                                                |
|                                                                     |
|   VID:           or FEI: 680101128   VID:          or FEI: 841208588 |
|       FALCON SYSTEMS INC               LEGACY SYSTEMS               |
| Addr: 5000 ROSEBUD ROAD          Addr: 1006 DEPO HILL RD SUITE G    |
|       SACREMENTO MA 95842              BROOMFIELD NY 80020          |
|                                                                     |
|   PH: 800-326-1002 FAX: 916-344-1292  PH:          FAX:            |
|                                                                     |
|                                      Press <PF4> to Exit           |
+---------------------------------------------------------------------+
```

FAMIS Transaction Codes

Transaction codes are three (3) characters in length. With the exception of budget transactions and the 059 encumbrance processing, only the first two characters for a transaction are significant as to how FAMIS will process the transaction. The last character essentially works as a user reference to further describe the transaction.

> *   Denotes special FAMIS processing. For detailed descriptions of these transaction codes, see the main body of the manual.
>
> ❖   FAMIS assigned reference codes. Users should exercise caution when entering these codes as it makes it more difficult to determine if the information has been processed correctly.
>
> **blank**   User defined transaction codes. Shown below are suggestions of how these user defined codes are used in different parts of the TAMU system.

FINANCIAL ACCOUNTING TRANSACTION CODES

02x Entries – Budgets
(Screens 10, 10A, 10B, 10C, 10D)
- *020 - Original Budgets & Original Budget Corrections
- *021 - Revised Budgets - General
- *022 - Budget Transfers
- *023 - Base SL to Support Account - Original
- *024 - Base SL to Support Account - Revised
- *025 - Support Account to Support Account (Within SL Only)
- *027 - Project Budget Forward

03x Entries – Receipts - (Screen 12)
- 030 - Regular Cash Receipts (Dept Sales, Payments to Clearing Accts)
- 031 - Investment Earnings
- 032 - Gifts
- 033 - Miscellaneous Receipts
- 034 - Cashiers - Vault Entries
- ❖038 - Payroll Interpart Transfers
- ❖039 - Interpart IDT's - Credit to One Part, Disbursement to Other

04x Entries – Disbursements - (Screen 13)
- 043 - Miscellaneous Disbursements
- 044 - Cashiers - Vault Entries
- 045 - Miscellaneous Cash Disbursements (Travel Advance, Work Funds)
- ❖046 - Change Source of Funds
- ❖047 - AP Check Voids
- ❖048 - AP Disbursements
- ❖049 - Payroll Disbursements

05x Entries – Encumbrances - (Screen 11)
- *050 - Previous Year(s) encumbrances
- ❖051 - Salary Encumbrances
- ❖054 - Requisition
- ❖055 - Purchase Order
- *057 - Encumbrance Begin Year Carry Forward
- 058 - Regular Encumbrance
- *059 - Current Year Encumbrances - performs a budget check, regardless of flags

06x Entries - Journal Entries
(Screens 14, 14A, 25, 35, 36, 37, 85, 86)
- 060 - Real Journal Entries
- ❖061 - JE for IDT's
- ❖062 - JE for Cash Sales/Payments on Receivables - overrides freeze
- ❖063 - JE from Student Feeds
- ❖064 - JE from Payroll Feeds
- ❖065 - JE from Accounts Rec. (Create receivable)
- ❖066 - JE from Fixed Assets (Capitalization, etc)
- ❖067 - JE from LMS –(loan management system)
- ❖068 - JE from Accounts Payable (Setting Up Liabilities)
- ❖069 - Compound Journal Entries (System Controlled)

09x Entries - Beginning Balances, Bank Transfers
(Screen 15)
- *090 - Bank Transfer Entries
- *098 - Beginning Balances

A/P VOUCHER TRANSACTION CODES

14x Entries - Regular Vouchers

(Screens 104, 111, 112)

- 140 - Regular Vouchers
- 141 - Regular Vouchers
- 142 - Produce Separate Checks for Vouchers
- *143 - State Travel Vouchers
- ❖147 - Revolving Voucher
- ❖148 - Change of Source of Funds
- *149 - Force Separate Checks for Voucher

15x Entries - Credit Memos - (*Screen 108*)

- 151 - Regular Credit Memo
- 152 - Regular Credit Memo
- *159 - Forces Separate Credit Memo

(will only match when used on same voucher as charges.)

16x Entries - Prepaid Vouchers - (*Screen 109*)

- 160-164 - Prepaid Voucher (Regular) with reconciliation
- ❖165 - Prepaid Voucher with No reconciliation, but does a JE to cash voucher clearing and does not affect the bank
- ❖166 - Prepaid Voucher with No reconciliation, but does offset to the bank
- ❖167 - Prepaid Revolving Voucher
- 169 - Prepaid Cash Voucher

17x Entries - Prepaid Credit Memo - (*Screen 116*)

- 170-174 - Prepaid Credit Memo with reconciliation
- 176 - Prepaid Credit Memo with No reconciliation and does not offset to the bank
- 175 - Not Used
- 177-179 Prepaid vouchers with reconciliation

FAMIS Session
Batch Header Codes

BANK TRANSFERS.........................BTR

BUDGET ENTRIES
Regular .... BJN
Form 500's
(stopped 5-1-91) ....BUF
Beginning Entries .... BEG
Corrections Reg .... BJC
Corrections Form 500 .... BUC
Original Budgets............................BUD
*Generated Exp Budget .... GEB

CASH RECEIPTS
Cashier Deposits-Depts ....CDP
Cashier Deposits-Other..................COD
Interest ....INT
Distribution to S/L......................... DTR
V/MC Charge Back ....CBK
P/R Deposits ....PRD
Gifts ....GIF
Letter of Credit .... LOC
Investment Sales ....INS
Investment Correction .... INC
Departmental Deposits .... DDP
Cashiers Collections ....CSH
A/R Payments.................................ARP
Corrections Receipts...................... CRC
Student Loans ....SLR
Miscellaneous ....MDP

ENCUMBRANCE
Encumbrance .... ENC
Corrections ....ENX
*Salary Encumbrance......................SEN
*Salary Savings...............................SSV

FORM 500's
Salary and Budget Interface ....BUSZ

IDT'S
Regular .... IDT
Gift Fees ....FEE
Interpart IDT's ....IDP
Corrections .... IDC
Interface IDT's.................. DEPT CODE
(PHPLxx)
Visa/MC Charges .... VMC

JOURNAL ENTRIES
Regular ....JEN
Amortization.................................... ATZ
Corrections .... JEC
Payroll ....JPR
Investments...................................... JIN
Investments Corrections ....JIC

PAYABLES
*Acct Payable-Check .... APC
*Acct Payable-Voucher .... APV

*****SUSPENSE**.......................................SUS

VOUCHERS
Travel .... TRV
Purchase .... PRV
Fee ....FEE
Prepaid Vouchers ....PPV
GL Checks.......................................GLV
Corrections-Travel........................... TRC
Corrections-Purchase....................... PVC
Void Checks ....VCH
Delete Vouchers ....DEV
*Housing Interface ....HSG
*SIMS Interface ....SIMS
Investment Purchase.........................INP
Miscellaneous................................. MDS
*Payroll Vouchers............................ PAY
Corrections-Payroll ....CPR
Revolving Receivable.......................RRP

FAMIS Reference Codes

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

REFERENCE # 1

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

```
   023 Transaction Inquiry by Account                    10/23/98 15:05
                     FAMIS SERVICES                      FY 1998 CC 01
   Screen: ___  Account: 271030 4010  Ref: 1  Direct/Indirect: D
                              Bank Option: N
   Sbcd TC   Ref 1  Date  Description          Amount    I BatRef Offset Acct
   ---- ---  ------- -----  ------------------ --------------- - ------ -----------
   4010 068         09/17 PHYSICAL PLANT              6.69      PRV001 027100 2100
   4010 068         10/31 IKOR OFFICE SOLUTI        167.64      PRV002 027100 2100
   4010 068         12/01 MATERIALS SERVICES        106.53      PRV002 027100 2100
   4010 068         12/18 MATERIALS SERVICES         19.97      PRV002 027100 2100
   4010 068         12/18 MATERIALS SERVICES        154.14      PRV002 027100 2100
   4010 068         01/12 IKOR OFFICE SOLUTI        167.64      PRV001 027100 2100
   4010 068         01/21 MATERIALS SERVICES         17.15      PRV003 027100 2100
   4010 062         01/26 REIMB COPIES/STAFF         17.77-     CDP001 009600 1610
   4010 068         02/19 MATERIALS SERVICES         28.66      PRV001 027100 2100
   4010 068         03/13 MATERIALS SERVICES        122.86      PRV002 027100 2100
   4010 068         04/14 MATERIALS SERVICES        115.63      PRV002 027100 2100
   4010 068         05/06 PHYSICAL PLANT              5.90      PRV002 027100 2100
   4010 068         06/08 FRANN K*STRALEY            13.92      PRV001 027100 2100
   4010 068         06/09 PHYSICAL PLANT              0.79      PRV003 027100 2100
                          * Continued *
   Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
          Hmenu Help  EHelp               View              DLoad Left  Right
```

REFERENCE # 2

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

```
 023 Transaction Inquiry by Account                      10/23/98 15:02
                      FAMIS SERVICES                      FY 1998 CC 01
   Screen: ___  Account: 271030 4010  Ref: 2  Direct/Indirect: D
                                   Bank Option: N
   Sbcd TC   Ref 2  Date  Description          Amount      I BatRef Offset Acct
   ---- ---  ------- ----- ------------------ -------------- - ------ ----------
   4010 068 9880501 09/17 PHYSICAL PLANT           6.69       PRV001 027100 2100
   4010 068 9883278 10/31 IKOR OFFICE SOLUTI     167.64       PRV002 027100 2100
   4010 068 9884693 12/01 MATERIALS SERVICES     106.53       PRV002 027100 2100
   4010 068 9885972 12/18 MATERIALS SERVICES      19.97       PRV002 027100 2100
   4010 068 9885974 12/18 MATERIALS SERVICES     154.14       PRV002 027100 2100
   4010 068 9886695 01/12 IKOR OFFICE SOLUTI     167.64       PRV001 027100 2100
   4010 068 9887375 01/21 MATERIALS SERVICES      17.15       PRV003 027100 2100
   4010 062 Z005552 01/26 REIMB COPIES/STAFF      17.77-      CDP001 009600 1610
   4010 068 9888921 02/19 MATERIALS SERVICES      28.66       PRV001 027100 2100
   4010 068 9890167 03/13 MATERIALS SERVICES     122.86       PRV002 027100 2100
   4010 068 9891696 04/14 MATERIALS SERVICES     115.63       PRV002 027100 2100
   4010 068 9892983 05/06 PHYSICAL PLANT           5.90       PRV002 027100 2100
   4010 068 9894440 06/08 FRANN K*STRALEY         13.92       PRV001 027100 2100
   4010 068 9894549 06/09 PHYSICAL PLANT           0.79       PRV003 027100 2100
                              * Continued *
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp              View              DLoad Left  Right
```

REFERENCE # 3

Field	Auto or Manual	# Type	Code	Related Transactions
REF 3	A	AP Check #	04x	AP Disbursements (GL)
			068	Prepaid Vouchers
	M	Teller #	03x	Receipts
		(If manually entered)	04x	Disbursements

```
 023 Transaction Inquiry by Account                      10/23/98 15:07
                     FAMIS SERVICES                       FY 1998 CC 01
  Screen:       Account: 271030 4010  Ref: 3  Direct/Indirect: D
                                  Bank Option:
  Sbcd TC   Ref 3  Date  SAcct Description                       Amount
  ---- --- ------- ----- ----- -------------------------------- ---------------
  4010 068         09/17 00000 PHYSICAL PLANT                        6.69
  4010 068         10/31 00000 IKOR OFFICE SOLUTIONS               167.64
  4010 068         12/01 00000 MATERIALS SERVICES                  106.53
  4010 068         12/18 00000 MATERIALS SERVICES                   19.97
  4010 068         12/18 00000 MATERIALS SERVICES                  154.14
  4010 068         01/12 00000 IKOR OFFICE SOLUTIONS               167.64
  4010 068         01/21 00000 MATERIALS SERVICES                   17.15
  4010 062         01/26 00000 REIMB COPIES/STAFF                   17.77-
  4010 068         02/19 00000 MATERIALS SERVICES                   28.66
  4010 068         03/13 00000 MATERIALS SERVICES                  122.86
  4010 068         04/14 00000 MATERIALS SERVICES                  115.63
  4010 068         05/06 00000 PHYSICAL PLANT                        5.90
  4010 068         06/08 00000 FRANN K*STRALEY                      13.92
  4010 068         06/09 00000 PHYSICAL PLANT                        0.79
                             * Continued *
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp             View             DLoad Left  Right
```

REFERENCE # 4

Field	# Type	Code	Related Transactions
REF 4	Dept #	068	Vouchers, Credit Memo, Prepaid Vouchers, Prepaid Credit Memos, Revolving Prepaid Vouchers, Change Source of Funds, Multi-Vendor Vouchers
	A/R Payment Check #	022	A/R Additional Line Item Entry, A/R Line Item Adjust, A/R Line Item Payment
		060	AFR Entries/Reversals (SL & GL)

```
023 Transaction Inquiry by Account                    10/23/98 15:08
                       FAMIS SERVICES                   FY 1998 CC 01
  Screen: ___  Account: 271030 4010  Ref: 4  Direct/Indirect: D
                               Bank Option: _
  Sbcd TC   Ref 4  Date  SAcct Description                      Amount
  ---- --- ------- ----- ----- -------------------------------- ---------------
  4010 068 8002    09/17 00000 PHYSICAL PLANT                         6.69
  4010 068 8004    10/31 00000 IKOR OFFICE SOLUTIONS                167.64
  4010 068 8008    12/01 00000 MATERIALS SERVICES                   106.53
  4010 068 8016    12/18 00000 MATERIALS SERVICES                    19.97
  4010 068 8017    12/18 00000 MATERIALS SERVICES                   154.14
  4010 068 8020    01/12 00000 IKOR OFFICE SOLUTIONS                167.64
  4010 068 8022    01/21 00000 MATERIALS SERVICES                    17.15
  4010 062         01/26 00000 REIMB COPIES/STAFF                    17.77-
  4010 068 8028    02/19 00000 MATERIALS SERVICES                    28.66
  4010 068 8031    03/13 00000 MATERIALS SERVICES                   122.86
  4010 068 8036    04/14 00000 MATERIALS SERVICES                   115.63
  4010 068 8042    05/06 00000 PHYSICAL PLANT                         5.90
  4010 068 8041    06/08 00000 FRANN K*STRALEY                       13.92
  4010 068 8048    06/09 00000 PHYSICAL PLANT                         0.79
                          * Continued *
  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp             View            DLoad Left  Right
```

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 number **id**entifying an account.

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

Accounts Payable
An application of the Financial Records System. AP processes vendor payments and keeps track of financial activity involving vendors.

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

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

AP
See Accounts Payable.

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

Automatic Budget Reallocation (ABR)
When transactions are entered, a process by which the system automatically transfers budget dollars from predefined budget pools to specific object codes.

B

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

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

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

BBA
See Budget Balance Available.

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

Budget Balance Available (BBA)
That portion of budget funds that is unspent and unencumbered.

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

C

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

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

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

Chart of Accounts
A listing, at the 6-digit level, of all account numbers within the Financial Accounting System.

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

Claim-On-Cash
The share of ownership that an account has in the institution's Moines.

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

COA
See Chart of Accounts.

Compound Journal Entry
A two-sided transaction that posts debits and credits.

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

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

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

D

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

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

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

Data Element HELP An on-line feature that assists the user by providing immediate information about any particular field on a screen.

Data Entry A means for adding information into the system.

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

Delete Flag A data element whose condition signifies that a document will be permanently removed from the database during the next archive cycle.

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

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

Digit 3 of TC The third digit of the Transaction Code (Entry Code) which specifies the type of transaction.

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

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

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

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

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

E

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

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

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

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

F

FA   See Financial Accounting

Feed   Transactions from other systems that are transferred to the Financial Records System.

Field   That part of a control record, transaction or screen established for displaying or entering information.

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

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

**Financial Records
System (FRS)**   A system that supports the financial record-keeping and reporting of a college or university.

**Financial
Transaction**   An entry made to the system to record information.

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

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

FRS   See Financial Records System.

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

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

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

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

**Fund
Transfer**   A movement of dollars from one fund balance to another.

G

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

GL See <u>G</u>eneral <u>L</u>edger

**GL/SL
Relationships** User-defined structures relating SL revenue/expense accounts to GL fund accounts.

**Global Subcode
Edit (GSE)** A system edit that checks each new 10-digit account against a table that specifies valid combinations of 6-digit accounts and subcodes.

GSE See <u>G</u>lobal <u>S</u>ubcode <u>E</u>dit.

H

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

I

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

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

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

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

J

JCL See <u>J</u>ob <u>C</u>ontrol <u>L</u>anguage.

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

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

L

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

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

M

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

**Memo Bank
Account** An account that represents the balances of deposits for operating accounts.

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

N

**Name
Rotation**   A feature that allows users to print a vendor name in one format on checks and then rotates it to another format for sorting on reports on on-line searching.

O

Object Code   A four-digit number identifying specific items of revenue/expense.

P

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

R

**Regular
Order**   A type or purchase order that denotes a typical order.

**Remit-To
Address**   The address to which the check for goods and/or services rendered will be sent.

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

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

S

**6-Digit
Account**   For GL: An entity that consists of a self-balancing account.
For SL: An entity of revenues and/or expenses.

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

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

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

SL   See Subsidiary Ledger.

**Split
Encumbrance**   An encumbrance which applies to several accounts.

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

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

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

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

T

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

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

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

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

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

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

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

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

U

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

V

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

Vendor A provider of goods and/or services.

Vendor Addresses See Order-From Addresses and Remit-To Addresses.

Vendor File A record of all attributes, dollar data, and control information for all vendors.