

# FAMIS SYSTEM USER MANUAL

**THE FAMIS MAIN MENU:      FAML0000**

FAMLO000 V4.2  
LINK TO:

COUNTY OF SONOMA - ONLINE FAMIS PRODUCTION--F42  
MAIN MENU

07/27/2000  
12 00 PM

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USE THE FUNCTION KEYS TO SELECT AN OPTION:

- (2)    -    TABLE MAINTENANCE
- (5)    -    FINANCIAL INQUIRY
- (9)    -    LINK/HELP
- (CL)  -    EXIT

DEFAULT

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This is the opening menu in FAMIS.

From this screen you have direct access to almost every FAMIS reporting screen available to us by using the F9 "Link" function.

**To "Link" to a FAMIS screen:**

- If your cursor is not already in the entry area "LINK TO : " (in the upper left corner), then press the "Home" key on your keyboard, which will move the cursor there.
- Enter the 4-digit number Of the screen you want
- Press F9

Many times when linking to another FAMIS screen, criteria entered in the current screen will carry through to the new screen, so you don't have to re enter it.

**To return to a previous screen,** press the "Pause/Break" key on your keyboard.

To define some abbreviations used in this booklet:

F/SF/P    :    Fund/Subfund/Project  
D/D/S    :    Department/Division/Section  
G/L       :    General Ledger

Tips: -Clear a previous entry by pressing "End" at the beginning of the text

- It helps if the "Unprotected Normal" text is a different color than other text.
- in FAMIS, "Organization" in a heading means D/D/S with no spaces: 605310
- When entering a document or vendor number, remember to enter the line number

# FAMIS 4.2 SCREENS

## FOR RESEARCH AND REPORTING

UNLESS OTHERWISE NOTED, CAN LINK TO ALL SCREENS AT THE MAIN MENU-(FAML0000)

SCREEN	FAMIS TITLE	WHAT IT TELLS US:	F2 LINKS TO:
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### FAMIS STRUCTURE

5045	FUND	GIVES NAME OF FUND, FUND GROUP, CREATION DATA	FUND LISTINGS
5050	SUBFUND	GIVES NAME, ORGANIZATION DATA AT SUBFUND LEVEL	SUBFUND LISTINGS
5055	PROJECT	GIVES NAME, ORGANIZATION DATA AT PROJECT LEVEL	PROJECT LISTINGS
5100	ORGANIZATION	GIVES DEPARTMENT NAME, DESCRIPTION	D/D/S LISTINGS
5150	G/L ACCOUNTS	GIVES NAME, ORGANIZATION STRUCTURE OF G/L ACCT	G/L ACCOUNT LISTINGS
5151	TREASURER ACCTS	GIVES NAME, CATEGORY, CLASS OF TREASURER'S ACCOUNTS	TREASURER ACCT LISTINGS
5200	SUBOBJECT	GIVES NAME, STRUCTURE	SUBOBJECT LISTINGS; FOR ANY LEVEL
5201	CHARACTER	GIVES NAME	CHARACTER LISTINGS
5202	OBJECT	GIVES NAME	OBJECT LISTINGS
5260	FUNCTIONS	ORGANIZATION OF FUNDS W/ DESCRIPTION OF FUNCTION	FUNCTION LISTINGS

### HOW TO FIND INDEX CODES, FUND/SUBFUND/PROJECT, DEPT/DIV/SECTION, SUBSIDIARIES, VENDORS, USER CODES

5300	INDEX CODES	GIVES NAME, ORGANIZATION STRUCTURE OF FUND	INDEX LISTINGS; LISTING FOR ANY ORG. LEVEL
5350	SUBSIDIARIES	GIVES NAME, SETUP DATA OF SUBSIDIARY	SUBSIDIARY LISTINGS
5400	TRANSACTION CODES	GIVES DESCRIPTION, FAMIS ENTRY STRUCTURE	TC CODE LISTINGS
5600	USER CODES	GIVES NAME, SETUP DATA	USER CODE LISTINGS
6150	VENDOR ALPHA SELECTION	ENTER ALPHA VENDOR NAME; GET VENDOR NUMBERS	VENDOR SUMMARY (FAMIS-6160)
6810	ORGANIZATION SELECTION	INDEX NUMBER. ENTER D/D/S OR F/SF/P & GET INDEX	F2 DOES NOT WORK ON THIS SCREEN
6830	USER CODE SELECTION	ENTER USER CODE; GET NAME	F2 DOES NOT WORK; F4 GIVES SETUP (FAML5600)

## FAMIS 4.2 SCREENS

FOR RESEARCH AND REPORTING

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SCREEN	FAMIS TITLE	WHAT IT TELLS US:	F2 LINKS TO:
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### APPROPRIATIONS

6250	APPROPRIATIONS INQUIRY	USER ENTERS FAMIS STRUCTURE; <ENTER> BRINGS UP FAML6260	ONLY GIVES STRUCTURE LISTINGS
6260	APPROPRIATIONS DETAIL (NO DIRECT LINK FROM MAIN MENU)	GIVES APPROPRIATIONS FINANCIAL DATA FOR SPECIFIED CRITERIA; ALSO BREAKS OUT: ORIGINAL BUDGET AND <u>THE PY PPROPRIATIDNS CARRYOVER</u> , GIVING THE TOTAL FOR THE CRITERIA.	F2 DOES NOT WORK ON THIS SCREEN

### TRIAL BALANCE AND G/L BALANCES

6400	TRIAL BALANCE	MONTHLY ACTIVITY & BALANCE FOR SPECIFIED MONTH OF GIL ACCTS; BY F, F/SF; OR F/SF/P	TRANSACTIONS FOR SPECIFIED GIL ACCT FOR THAT MONTH (FAML6401)
6401	TRIAL BALANCE DETAIL (NO DIRECT LINK FROM MAIN MENU)	TRANSACTION LISTINGS FOR GIL ACCT FOR SPECIFIED PERIOD	TRANSACTION DETAIL (FAML6300)
6100	SUBSIDIARY INQUIRY	<b>GIVES ACTIVITY AND BALANCE</b> , FOR A SPECIFIC MONTH, OF A SPECIFIC SUBSIDIARY FOR SPECIFIED F/SF/P.	CAN F2 ON HEADINGS ONLY, & GET LISTINGS
6820	SUBSIDIARY SELECTION	SUBSIDIARIES WITH BALANCES. ENTER GIL & F/SF/P CRITERIA	F3: SUBSIDIARY INQUIRY (FAMIL61 00); FI 1:TRIAL BAL (FAML6400)

### ENCUMBRANCE BALANCES

6060	ENCUMBRANCES BY INDEX	LISTS ALL ENCUMBRANCES FOR INDEX, EVEN ZERO BALANCES; CAN TARGET BY CHARACTER, OBJ OR SUBOBJECT	DOCUMENT INQUIRY (FAML 6051 - SEE VENDOR DOCUMENT SECTION)
6860	DOCUMENT SELECTION (VENDOR DOCUMENTS)	ENTER D/D/S, RETURNS VENDOR/ENCUMBRANCE LISTINGS BY DOCUMENT NUMBER."O" FOR "OPEN" WILL RETURN ALL UNPAID BALANCES WITH TOTAL PAYMENTS/ AGAINST THE DOCUMENT. "A" FOR"ALL" RETURNS ALL VENDOR DOCUMENTS SINCE BEGINNING OF FY. FOR ENCUMBRANCE BALANCES: SPECIFY G/L 440 (POs) OR 441 (CONTRACTS). CAN ENTER A CONTRACT/PO YOU WANT TO SEE AT FIRST DOCUMENT NUMBER AND FAMIS WILL GO RIGHT TO IT.	F4: DOCUMENT DETAIL, FOR CURRENT FY ONLY: CHANGE DATE FOR PRIOR PERIODS (FAML6052 - SEE VENDOR DOCUMENTS); F5: VENDOR SUMMARY (FAML6880). F2 ONLY WORKS ON HEADER.

# FAMIS 4.2 SCREENS

## FOR RESEARCH AND REPORTING

UNLESS OTHERWISE NOTED, CAN LINK TO ALL SCREENS AT THE MAIN MENU (FAML0000)

SCREEN	FAMIS TITLE	WHAT IT TELLS US:	F2 LINKS TO:
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### REVENUE AND EXPENDITURES/EXPENSES

6350	ACCOUNT SUMMARY	___ SINGLE SUBOBJECT BALANCE: <u>CURRENT MONTH</u> , FY, ALL YEARS. BUDGETARY & ENCUMBRANCE FIGURES. AMOUNTS TO THE PENNY. CAN ALSO SPECIFY USER CODE.	MONTHLY TRANSACTION LISTINGS (FAML6500)
6450	ORG. SUMMARY (REV & EXP)	BUDGET, ACTUAL, ENC, BALANCE FOR INDEX OR D/D/S AS OF SPECIFIED PERIOD. TRUNCATED FIGURES. CAN DISPLAY TOTALS BY CHARACTER (PLACE AN "X" BY CHAR/OBJ HEADING), OR JUST THE SUBOBJECTS WITHIN A SPECIFIC CHARACTER (USE CHARACTER NUMBER BY CHAR/OBJ). CAN DISPLAY DATA FOR A USER CODE.	TRANSACTION LISTING FOR CURRENT MONTH (FAML6500). CAN ONLY USE F2 ON SUBOBJECT LINES, NOT ON AN AGGREGATE CHARACTER TOTAL.
6750	FUND SUMMARY (REV & EXP)	BUDGET, ACTUAL, ENC, BALANCE FOR F/SF/P AS OF SPECIFIED PERIOD. TRUNCATED FIGURES. CAN DISPLAY TOTALS BY CHARACTER (PLACE AN "X" BY CHARACTER HEADING), OR JUST THE SUBOBJECTS WITHIN A SPECIFIC CHARACTER (USE CHARACTER NUMBER BY CHARACTER HEADING).	ACCOUNT DETAIL INQUIRY (FAML6503).6503 WILL DEFAULT TO G/L 401 AND G/L 420 (BUDGETARY: EST REV. AND APPROP) ACTIVITY. FOR REV & EXP ACTIVITY IN 6503, MUST CHANGE THE G/L CRITERIA.
6500	ACCOUNT DETAIL	TRANSACTION LISTINGS FOR SUBOBJECT. CAN FOCUS ON SPECIFIC DATA BY CHANGING CRITERIA: MONTH, INDEX, SUBOB, USER CODE, G/L, TC. CHANGE DATE IN DATA SECTION TO FOCUS WITHIN MONTH.	SINGLE TRANSACTION DETAILS (FAML6300)
6503	ACCOUNT DETAIL INQUIRY	TRANSACTION LISTINGS; USE G/L & OTHER CRITERIA	IF YOU WANT EXP LISTINGS, USE G/L 431 CRITERIA. F2 DOES NOT WORK ON THIS SCREEN

### TRANSACTIONS AND DETAILS - FOR ALL TRANSACTION TYPES

6870	DETAIL TRANSACTION SUMMARY	TRANSACTION LISTINGS. SPECIFIC CRITERIA CAN ELIMINATE UNWANTED TRANSACTIONS AND FOCUS ON SPECIFIC DATA. CRITERIA: USER CODES, TCs, VENDOR, G/L, ETC	TRANSACTION DETAIL, (FAML6300)
6300	TRANSACTION DETAIL	SPECIFIC DETAILS FOR A SINGLE TRANSACTION (DOCUMENT LINE); F4 & F5 WILL TAKE YOU TO LATER OR PREVIOUS TRANSACTION (NUMERICAL ORDER). CAN ENTER ANOTHER DOCUMENT # HERE AND GO DIRECTLY TO IT.	F2 DOES NOT WORK ON THIS SCREEN

**FAMIS 4.2 SCREENS  
FOR RESEARCH AND REPORTING**

UNLESS OTHERWISE NOTED, CAN LNK TO ALL SCREENS AT THE MAIN MENU (FAMI-0000)

SCREEN	FAMIS TITLE	WHAT IT TELLS US:	F2 LINKS TO:
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**COST ACCOUNTING PROJECT DATA**

**USER CODE = PROJECT NUMBER**

6830	USER CODE SELECTION	ENTER CODE; GET USER CODE LISTINGS W/TITLES	F2 DOES NOT WORK; F4 GIVES SETUP (FAML5600)
6700	USER CODE SUMMARY	FOR SPECIFIED PROJECT: BUDGET, ACTUAL ENC, BAL TOTALS POSTED FOR PERIOD. DISPLAY WILL SHOW TOTALS BY SUBOBJECT. MAKE SURE THE F/SF/P CRITERIA IS ENTERED IN HEADING. CANNOT F2 TO TRANSACTIONS FROM THIS SCREEN.	CAN F2 ON HEADINGS ONLY, NOT ON FINANCIAL DATA

**OTHER**

6240	CASH CONTROL INQUIRY	GIVES CASH CONTROL FINANCIAL DATA FOR F/SF/P	F2 DOES NOT WORK ON FINANCIAL DATA
6510	INVOICE HISTORY	WHETHER AN INVOICE HAS BEEN PROCESSED, PAID, & REDEEMED BY VENDOR	F2 DOES NOT WORK ON THIS SCREEN

# FAMIS 4.2 SCREENS

## FOR RESEARCH AND REPORTING

UNLESS OTHERWISE NOTED, CAN LINK TO ALL SCREENS AT THE MAIN MENU (FAML0000)

SCREEN	FAMIS TITLE	WHAT IT TELLS US:	F2 LINKS TO:
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VENDOR DATA - FOR **CONTRACT / ENCUMBRANCE PAYMENTS, USE 6040** OR SEE DOCUMENT LISTINGS (6060, 6051, 6052)

5450	VENDOR ALPHA	ENTER VENDOR NAME; GIVES VENDOR NUMBER	F12: DETAILS (FAML5461); F& HEADER (FAML5460)
5460	VENDOR HEADER	GIVES NAME, FINANCIAL SETUP DATA	VENDOR NUMBER LISTINGS
5461	VENDOR DETAIL	GIVES NAME, ADDRESS, ETC SETUP DATA	VENDOR NUMBER LISTINGS
6040	DOCUMENT SUMM. BY VENDOR	ENCUMBRANCE LISTING BY VENDOR #, G/L, SUBSIDIARY. ENTER VENDOR NUMBER (INCL. LINE NUMBER); RETURNS INDEX, SUBOBJECT, CUMULATIVE PAID AND BALANCE FOR TIME PERIOD FOR EACH ENCUMBRANCE DOCUMENT (I.E. CONTRACT)	GIVES DOCUMENT INQUIRY (FAML6051) SEE DOCUMENT LISTINGS SECTION
6150	VENDOR ALPHA SELECTION	ENTER ALPHA VENDOR NAME; GET VENDOR NUMBERS	VENDOR SUMMARY (FAML6160)
6160	VENDOR SUMMARY	AGGREGATE OF PAYMENTS TO VENDORM MONTH, FY, ALL YEARS	TRANSACTION LISTINGS (FAMIL6161)
6161	VENDOR DETAIL	PAYMENT LISTING FOR SPECIFIED VENDOR, PERIOD	TRANSACTION DETAIL (FAMIL6300)
6165	DEPARTMENT VENDOR DETAIL	FOR A VENDOR, WITHIN A D/D/S: TRANSACTION LISTING INCL INDEX, SUBOBJ, WARRANT #, AMOUNT	TRANSACTION DETAIL (FAMIL6300)
6880	DEPARTMENT VENDOR SUMMARY	FOR A VENDOR, WITHIN A D/D/S: GIVES MONTH TO DATE ACTIVITY, ANNUAL, AND ALL-YEARS BALANCE FOR PERIOD. AGGREGATE TOTAL, NOT FOR SEPARATE CONTRACTS	DEPARTMENT VENDOR DETAIL (FAML6165). F2 ON PAYMENTS LINE WILL RETURN THE PAYMENTS. F2 ON THE ENCUMBRANCES LINE WILL RETURN THE AMOUNTS UNENCUMBERED.

# FAMIS 4.2 SCREENS

FOR RESEARCH AND REPORTING  
UNLESS OTHERWISE NOTED, CAN LINK TO ALL SCREENS AT THE MAIN MENU (FAML0000)

SCREEN	FAMIS TITLE	WHAT IT TELLS US:	F2 LINKS TO:
VENDOR DOCUMENT RESEARCH AND TRANSACTION DETAILS - ONLY FOR USE WITH DOCUMENTS HAVING VENDOR NUMBERS OR ENCUMBRANCES NOT FOR DEPOSITS OR JOURNAL VOUCHERS			
6050	DOCUMENT SUMMARY	RETURNS LISTINGS BY DOCUMENT NUMBER: INDEX, SUBOBJECT, AMOUNT POSTING. SPECIFY THE PERIOD & DOCUMENT PREFIX DESIRED. FOR DOCUMENTS WITH VENDORS ONLY (NOT DEPOSITS OR JOURNAL VOUCHERS	DOCUMENT INQUIRY (FAML6051)
6051	DOCUMENT INQUIRY	<p><u>CUMULATIVE TO DATE:</u> (NOT THE ACTIVITY FOR SPECIFIC MONTHS IN DATA SECTION). CREATION DATE, ORIGINAL ENCUMBRANCE, ADJUSTMENTS, LIQUIDATIONS, PAYMENTS, BALANCE.</p> <p>FOR VENDORS &amp; ENCUMBRANCE DOCUMENTS ONLY. CAN GO DIRECTLY TO THIS SCREEN AND ENTER DOCUMENT NUMBER WITH LINE NUMBER SUFFIX</p>	<p>DOCUMENT LISTINGS (FAMIL6052). DATA RETURNED DEPENDS ON WHICH AMOUNT CURSER WAS ON WHEN FUNCTION WAS PRESSED:</p> <p><u>"ORIGINAL AMOUNT"</u> WILL RETURN THE ORIGINAL ENCUMBRANCE RECORD, OR IF AN UNENCUMBERED CLAIM, THE CLAIM DOCUMENT DETAIL (TC 220)</p> <p><u>"LIQUIDATIONS"</u> AND <u>"PAYMENTS ON A CLAIM"</u> WILL RETURN THE PAYMENT DETAIL FROM THE VOUCHERS PAYABLE GIL ACCOUNT: THE WARRANT NUMBER IS INCLUDED.</p> <p><u>"LIQUIDATIONS ON AN ENCUMBRANCE (CONTRACT)"</u> DOCUMENT WILL RETURN THE TRANSACTIONS WHICH <b>UN-ENCUMBER AMOUNTS (TC 221)</b>. THESE AMOUNTS MAY VARY FROM THE RELATED "PAYMENT" AMOUNTS.</p> <p><u>"PAYMENT ON AN ENCUMBRANCE (CONTRACT)"</u> WILL RETURN THE AMOUNT PAID (TC 218) TO THE VENDOR.</p>
6052	DOCUMENT DETAIL INQUIRY	<p>TRANSACTION LISTINGS OF VENDOR PAYMENTS. CURRENT YEAR ONLY; CHANGE DATE FOR PREVIOUS PAYMENTS. IF GOING DIRECTLY TO THIS SCREEN (NOT 'F2' FROM FAMI-6051), THEN YOU WILL NEED TO ENTER DOCUMENT NUMBER, INCL LINE SUFFIX. FOR DOCUMENTS WITH A VENDOR NUMBER ONLY.</p> <p>IF YOU ENTER A "BAL TYPE" WITH THE DOCUMENT NUMBER, FAMIS WILL RETURN THAT ACTIVITY ONLY. BAL TYPES: 01- ORIGINALAMOUNT 21-LIQUIDATIONS 31-PAYMENTS 11- ADJUSTMENTS 41-RETAINAGE</p>	TRANSACTION DETAIL (FAML6300)

## FAMIS 4.2 SCREENS

FOR RESEARCH AND REPORTING

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SCREEN	FAMIS TITLE	WHAT IT TELLS US:	F2 LINKS TO:
6900	DOCUMT SUMM. BY SUBSIDIARY	FOR VENDORS/CONTRACTS/POs: INDEX, SUBOBJECT, BALANCE LISTING FOR G/L ACCT/SUBSIDIARY FOR PERIOD. WILL SHOW ENTIRE COUNTY, NOT A SPECIFIC FUND. CAN ENTER A DOCUMENT NUMBER (i.e. CONTRACT) WITH APPROPRIATE G/L TO RETURN DESIRED DOCUMENT DATA.	DOCUMENT INQUIRY (FAML6051)

## FAMIS SCREENS: HELP MENU AND MORE

### FAMIS WINDOWS AVAILABLE WITH 'F9' HELP MENU

<u>TABLES</u>		<u>INQUIRIES</u>	
5045	FUND	6350	ACCT SUMMARY
5050	SUBFUNDS	6250	APPROP INQUIRY
5055	PROJECTS	6240	CASH CNTL INQUIRY
5260	FUNCTIONS	6450	ORG SUMMARY
5100	ORGANIZATION	6700	USER CODE SUMMARY
5600	USER CODES	6500	ACCT DETAIL
5300	INDEX CODE	6510	INVOICE HISTORY
5150	G/L ACCOUNTS	6100	SUBSIDIARY INQUIRY
5350	SUBSIDIARY ACCT	6300	TRANS DETAIL
5151	TREASURER ACCTS	6150	VENDOR ALPHA
5201	CHARACTER	6160	VENDOR SUMMARY
5202	OBJECT	6050	DOC SUMMARY
5200	SUBOBJECT	6750	FUND SUMM INQUIRY
5460	VENDOR HEADER	6040	DOC SUMM BY VENDOR
5461	VENDOR DETAIL	6400	TRIAL BAL INQUIRY
5450	VENDOR ALPHA	6900	DOC SUMM BY SUBSIDIARY
5400	TRANS CODES	N/A	SYSTEM MESSAGES

### ADDITIONAL WINDOWS AVAILABLE AT "LINK TO":

6051	VENDOR DOCUMENT SUMMARY
6052	VENDOR DOCUMENT INQUIRY
6060	ENCUMBRANCES BY INDEX CODE
6160	VENDOR SUMMARY
6165	DEPARTMENT VENDOR DETAIL
6503	ACCOUNT DETAIL INQUIRY
6810	ORGANIZATION SELECTION (RETURNS INDEXES WHEN F/SF/P OR D/D/S IS ENTERED)
6820	SUBSIDIARY SELECTION (RETURNS SUBSIDIARIES FOR SPECIFIED FUND & G/L)
6830	USER CODE SELECTION
6860	DOCUMENT SELECTION (RETURNS ENCUMBRANCE BALANCES)
6870	DETAIL TRANSACTION SELECTION (MULTI-USE TRANSACTION SCREEN)
6880	DEPARTMENT VENDOR SUMMARY

### ONLY AVAILABLE THROUGH A SPECIFIC SCREEN:

6260	APPROPRIATION CONTROL DETAIL INQUIRY (FROM 6250)
6401	TRIAL BALANCE DETAIL INQUIRY (FROM 6400)

## SITUATIONS - TRANSACTIONS:

### WHERE DID THIS JV/CLAIM GET POSTED?

-or- IT DIDN'T HIT THE RIGHT PLACE!

#### I HAVE THE DOCUMENT NUMBER

SCREEN: 6300 Enter the document number, including line number

#### I DON'T HAVE THE DOCUMENT NUMBER YET

**Jvs** - There are other lines that did hit correctly, so ...

SCREEN: 6870 Using indexes and subobjects/subsidiaries, find a line on the document that did hit.  
F2 on that transaction listing to Screen 6300.  
On screen 6300, use F4 and F5 to scan to the document line you need.

#### CLAIMS- Get the Vendor Number

##### I have the Vendor number

SCREEN: 6870 Use vendor, date, index, other criteria to find transaction  
F2 on the transaction to screen 6300

##### I don't have the Vendor number

SCREEN: 6150 Enter the Vendor name & get the Vendor Number  
F2 to Screen 6160, then F2 to screen 6161, F2 to screen 6300

### I JUST WANT TO SEE THE EXPENDITURE TRANSACTIONS, NOT THE OTHER ENTRIES

#### I DON'T WANT THE 265 AND 221 TC CODES

SCREEN: 6870 Use the Subobject AND G/L 431 (Expenditures) to remove warrant and  
-or- SCREEN: 6500 encumbrance entries

### I WANT TO SEE A CONTRACT'S RECENT PAYMENT HISTORY (over several months)

**If you need the Vendor number:** Screen 5450 or Screen 6150; choose the Vendor Number  
and F2 (or F6) to next screen. Link to screen 6040 to get Encumbrance Number

#### **If you need Contract/Encumbrance number:**

SCREEN: 6040 Enter G/L #, 441 for Contracts, 440 for P.O's.  
Choose document number you want; F2 to Screen 6051

SCREEN: 6051 F2 on the **Payment/Receipts line** to return Screen 6052

#### **If you have the Encumbrance Number:**

SCREEN 6052 If you link directly to Screen 6052: enter Contract/Encumb Number and  
tab to enter Line Number. Tab to BAL TYPE and enter "31" for Payment/Receipts  
If you linked from Screen 6051 the display will be automatic.

If you need prior year, enter month 12 of PY

If you want details on a certain transaction, F2 on that line to return Screen 6300

<OR>

#### **If you know where the encumbrance is, but need the number:**

SCREEN: 6860 Enter organization number and enter G/L number (440 or 441)  
Page up/back (F8/F7) to find the encumbrance. F4 (DOC DTL) on that line  
to Screen 6052

SCREEN 6052 Change the BAL TYPE to "31" for Payment/Receipts

## **SITUATIONS - REPORTING:**

I NEED TO MAKE A REPORT USING SUBOBJECT ACTIVITY FOR THE MONTH, AND 6450 IS FOR THE YTD

SCREEN: 6450 or The time period can be specified as "M" for the monthly activity in

SCREEN: 6750 the subobjects, including changes in encumbrances for the month.

If you need to verify YTD activity, change the time period to 'Y' to get budget, activity, encumbrances, and remaining balance YTD.

Amounts are truncated; 6750 does not report by user code (project number).

Can F2 on the amounts in a Monthly display and return transactions.

Since Screen 6750 is called up by the F/SF/P, it is not valuable for General Fund (10-010).

I NEED THE TOTAL REV1EXP FOR A SUBOBJECT TO THE PENNY, BUT SCREEN 6450 IS TRUNCATED

SCREEN: 6350 Data is called by index and time period. Can report by user code (project number).

Each screen includes data for one subobject. Use F4 and F5 to scan subobjects up and down within the index. Includes activity for the specified month and YTD totals for Budget, Revenue/Exp, Encumbrances and Pre-encumbrances.

Note: F2 on the current month amount to return the pertinent transactions.

I NEED TO KNOW THE BALANCES OF EACH OF THE CONTRACTS/POs THAT ARE OUTSTANDING.

SCREEN: 6860 Enter the Organization (you can find the D/D/S on Screen 5300)

Specify "O" for "Open" and G/L 440 (PO's) or 441 (contracts)

## **SITUATIONS - INFORMATION:**

**WHAT IS THE FUND/SUBFUND/PROJECT OR DEPT/DIV/SECTION? - I HAVE THE INDEX**

SCREEN: 5300

**WHAT IS THE INDEX? I HAVE THE DEPT/DIVISION/SECTION OR FUND/SUBFUND/PROJECT**

SCREEN: 6810

**I NEED A SUBSIDIARY NUMBER - WHICH ONES ARE WE ALREADY USING?**

SCREEN: 6820

**WHAT IS THIS TC CODE ON A TRANSACTION & WHERE DOES IT HIT ON THE TRIAL BALANCE?**

SCREEN: 5400

**VENDOR NUMBER?**

SCREEN: 6150

**USER CODE NAME? - I HAVE THE NUMBER; JUST NEED THE NAME**

SCREEN: 6830