

**VENDOR**

**INFORMATION**

**MANUAL**

**Version 2.0**  
**October, 2001**

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# INTRODUCTION

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

All associated screens and processing information are included along with field descriptions. All of 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 vendor information, in order to accurately create and modify vendor information.

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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# Vendor Screen Information

MENU	SCREEN	DESCRIPTION	MENU	SCREEN	DESCRIPTION
M11		<b>AP and Vendor Menu</b> Lists all the available inquiry screens to use the Accounts Payable application functions. <b>Page.....I-8</b>	143		<b>Vendor Flag Reset</b> Used to freeze, drop, delete, or hold a vendor. These settings determine the types of transactions that may be processed against each vendor. <b>Page.....II-30</b>
M21		<b>Purchasing Vendor Menu</b> Provides a list of all the screens available to process vendor information. <b>Page.....I-8</b>	160		<b>Invoices by Vendor Inquiry</b> View invoices and vouchers issued to a specified vendor. <b>Page.....II-35</b>
101		<b>Vendor Number Search</b> Entering a vendor identification number will search for vendor name. <b>Page..... II-3</b>	162		<b>Voucher Inquiry by Vendor</b> Lists voucher information for a particular vendor. <b>Page.....II-38</b>
102		<b>Vendor Name Search</b> Entering either a complete or partial vendor name will bring up a listing with all vendors containing the entered data. <b>Page..... II-6</b>	170		<b>Voucher Inquiry by Alternate Vendor</b> Used to view vouchers for an alternate vendor. <b>Page.....II-44</b>
103		<b>Vendor Maintenance</b> Used to set up a new vendor or make modifications to an existing vendor. <b>Page..... II-9</b>	171		<b>State Hold ID Search</b> Search for vendors that are on hold with the State using the vendor identification number. <b>Page.....II-49</b>
120		<b>Vendor Alias Maintenance</b> Lists all aliases for a specified vendor. <b>Page.....II-23</b>	172		<b>State Hold Name Search</b> Used to find vendors that are on hold with the State when the vendor identification number is not known. <b>Page.....II-52</b>
132		<b>Vendor History</b> Provides history information on a specified vendor. <b>Page.....II-26</b>	173		<b>State HUB ID Search</b> Locate HUB vendors. <b>Page.....II-55</b>



# Vendor Screen Information

MENU	SCREEN	DESCRIPTION	MENU	SCREEN	DESCRIPTION
175		<b>Vendors By Agency Held</b> Search for vendors that have been put on hold by an agency. <b>Page.....II-58</b>	204		<b>Vendor Purchasing Create</b> Used for entry of the Purchasing Bid to address for a vendor. <b>Page.....III-20</b>
201		<b>Vendor Change Log</b> Used to view changes that have been made to a FAMIS vendor. <b>Page.....III-3</b>	205		<b>Vendor Payables Create</b> Used for entry of the Remit To address of the vendor. <b>Page.....III-28</b>
203		<b>Vendor Add/Modify</b> Used to set up a new vendor or make modifications to an existing vendor. <b>Page.....III-8</b>	207		<b>Vendor ACH Information</b> Used to set up bank ACH information for a vendor. <b>Page.....III-37</b>
			209		<b>State Vendor Hold Maintenance</b> Maintain hold status information for vendors. <b>Page.....III-42</b>

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# Vendor Menus

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## Menu M11 - Accounts Payable Inquiry and Vendor Menu

```
M11 Accounts Payable Inquiry and Vendor Menu          09/19/01 16:25
                                                    FY 2002 CC SA
Screen:  ___ Vendor:  _____ Voucher:  _____

*----- Vendor Information -----* *----- Voucher Inquiry -----*
M21 Vendor Information Menu          160 Invoices by Vendor Inquiry
                                      161 Voucher Inquiry by Voucher Nbr
171 State Hold ID Search              162 Voucher Inquiry by Vendor
172 State Hold Name Search            163 Voucher Inquiry by Acct, Dept Ref
173 State HUB ID Search               164 Voucher Inquiry by PO Number
174 State HUB Name Search             165 Outstanding Voucher Inquiry
175 Vendors Held by Agency            166 Pending Voucher Inquiry
                                      167 Voucher Inquiry by Dept. Ref
*----- Batch Information -----* 168 Voucher Total Inquiry
124 Session/Batch Header List         169 Voucher Line item Inquiry
127 Transaction Inquiry by Batch      170 Voucher Inq. by Alt. Vendor
                                      178 Vouchers by Reconciliation Bank
*----- Check Inquiry -----*
177 Check List                        *----- Other Menus -----*
185 Outstanding Check List           M18 1099/W2 Menu
186 Vouchers by Check Inquiry
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help  EHelp
```

## Menu M21 - Purchasing Vendor Information Menu

```
M21 Vendor Information Menu          09/19/01 16:26
                                                    FY 2002 CC SA
Screen:  ___

* ----- Vendor Information ----- *

201 Vendor Change Log
203 Vendor Add/Modify
204 Vendor Purchasing Create
205 Vendor Payables Create
207 Vendor ACH Information
209 State Vendor Hold Maintenance

143 Vendor Flag Set/Reset
101 Vendor Number Search
120 Vendor Alias Maintenance
132 Vendor History

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



**ACCOUNTS PAYABLE**

**VENDOR**

**INFORMATION**



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# Searching Vendor ID Numbers

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Vendor numbers are used extensively throughout the accounts payable and purchasing sections of FAMIS. In order for a vendor to be paid, they must first be assigned a vendor ID number on the system. However, you may have problems deciding which vendor ID to use when there is more than one vendor with the same ID number entered on the system. When this happens, you may use Screen 101 to distinguish between the vendors. Often, separate IDs are assigned when two vendors of the same name are found in different cities.

## Screen 101 - Vendor Number Search

```
101 Vendor Number Search  AGGIELAND AWARDS                07/02/01 14:12
                                                                FY 2001 CC 01
Screen:  ___ Vendor: 17444444444 State: N

   Vendor      Chk/Mail Cd/PIN      Vendor Name              City      ST
_ 17444444444  7000-17444444444  OTR INDUSTRIES INC      BRYAN     TX
_ 17411111111  7004-17111111111  AGGIELAND TROPHIES      COLLEGE STATI TX
_ 17433333333  7000-17433333333  YORK METAL COMPANY      BRYAN     TX

** End Of List - 3 01 Campus Vendor(s) Found **
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp                               Addr  NxVn
```

## **BASIC STEPS**

- Advance to Screen 101.
- Type the valid Vendor ID number, if known, on the Action Line.
- If the Vendor ID number is not known, type the vendor's name, a portion of the vendor's name, or an '\*' on the Action Line to activate the vendor search and select. Select a vendor and press <ENTER> to return the ID number to the Action Line.
- Press <ENTER> to display the FAMIS ID numbers for all vendors of the same name, beginning with the vendor whose ID number is on the Action Line.
- Type an 'X' next to a vendor ID and press <ENTER> to select that vendor. This ID will be carried with you to the next vendor screen that you visit.

## ***EXPLANATION OF VENDOR NUMBER SEARCH PROCESSES***

### **Vendor Search and Select**

Vendor search and select is available for all vendor identification numbers. If the vendor ID is unknown, enter the name or a portion of the name on the Action Line to access a pop-up window. This window will display a list of vendors and their ID numbers beginning with the name entered. Place an 'X' to the left of the desired vendor and press <ENTER> to select the vendor and return to Screen 101. Press PF4 to return to Screen 101 without selecting a vendor.

#### Note:

- Typing a portion of the name will access vendor names in alphabetical order beginning with these letters.
- An asterisk (\*) placed in the Vendor: field followed by <ENTER> will bring up a numerical listing of all vendors.
- **FAMIS Vendor ID** numbers are necessary to process a voucher and are made up of three parts: the Federal ID number or SSN preceded by a digit 1-6 and followed by a mail code.
- **State Vendor ID** numbers are the State Comptroller IDs used by the Fiscal Department to send vouchers to the State of Texas for payment. These IDs are not necessary for a departmental voucher.
- Press the PF9 key to access a pop-up window displaying all the addresses for a specified vendor. Type an 'X' next to the desired vendor address and press <ENTER> to pass the indicated vendor identification number back to Screen 101. The address selected will be displayed on the screen.

Address Line 1	City/State
_ PO BOX 340	BRYAN
_ 900 EAST 24TH STREET	BRYAN
_ 900 EAST 24TH STREET	BRYAN
_	
_	
_	
_	

## ***FIELD DESCRIPTIONS***

### ***Action Line Information:***

<b>Vendor:</b>	11 digits	<b>Entry Required</b>
	Enter a valid Vendor ID.	

***FIELD DESCRIPTIONS, cont'd***

**State:** 1 character  
Indicate whether or not ('Y' or 'N') to list the vendors by their state vendor numbers.  
Y = Indicates vendor IDs will be listed in state vendor number order.  
N = Indicates vendor IDs will be listed in FAMIS number order.

***Screen Information:***

**Vendor:** 11 digits  
Provides the FAMIS identification number of the selected vendor.

**Chk/Mail Cd/PIN:** 14 digits  
Displays the check number/state mail code that identifies the address where payments will be mailed, and shows the social security number or federal employer identification number (personal identification number) of the selected vendor.

**Vendor Name:** 30 characters  
Provides the name of the selected vendor.

**City:** 13 characters  
Indicates the name of the city in which the selected vendor is located.

**ST:** 2 characters  
Identifies the state in which the vendor is located.

***Additional Functions***

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

**PF9  
Addr** **Address**  
Displays the address of the specified vendor.

**PF10  
NxVn** **Next Vendor**  
View / add/ modify the next vendor identification number.

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# Searching Vendors by Name

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Before payment can be processed on-line, vendors must first be assigned a FAMIS ID number. You can check to see if a vendor exists on the system by searching for their name on Screen 102. Since both the purchasing and accounts payable offices may add vendors to the system, it is always a good practice to verify whether or not a vendor exists on-line before attempting to add it to the system.

## Screen 102 - Vendor Name Search

```
102 Vendor Name Search                                07/02/01 14:21
                                                    FY 2001 CC 01
Screen: ___ Vendor: DELL_____

      Name                Vendor  Drop Alias  City      State
_  DELL COMPUTER CORPORATION  17444444441  N   N   AUSTIN    TX
_  DELL MARKETING INC        17422222220  N   N   CAROL STREAM IL
_  DELL MARKETING LP        17422222223  N   N   ROUND ROCK TX
_  DELL MARKETING, L.P.     17222222224  N   N   DALLAS    TX
_  DELL MARKETING,L.P.     17422222222  N   N   DALLAS    TX
_  DELLMAR PHARMACY #2      17111111110  N   N   SAN ANTONIO TX

** End Of List - 6 01 Campus Vendor(s) Found **
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp                                Addr
```

## BASIC STEPS

- Advance to Screen 102.
- Type the name, or a portion of the name of the vendor on the Action Line.
- Press <ENTER> to display an alphabetical listing of all vendors containing the name you entered on the Action Line.
- You may press the PF9 key to access a pop-up window displaying the addresses of the displayed vendors.
- Type an 'X' next to a vendor ID and press <ENTER> to select that vendor. This ID will be carried with you to the next vendor screen that you visit.

## VENDOR SEARCH PROCESSES

*Any screen with a Vendor: field can be used to search for a specific vendor. Type at least one letter of the vendor's name in the Vendor: field to access an alphabetical list of vendors that match the letter(s) entered. Any portion of the vendor name can be included; FAMIS will use the available data to match what is on the vendor file list.*

## ***VENDOR SEARCH PROCESSES, cont'd.***

After searching through the files, if the specified vendor is located, tab to the space next to the vendor's name, type an 'X' and press <ENTER>. This will place the vendor information on the screen, and advancing to other screens will pass this information to these screens.

### ***FIELD DESCRIPTIONS***

#### ***Action Line Information:***

<b>Vendor:</b>	11 digits/characters Enter the vendor's identification number, or name of vendor.	<b>Entry Required</b>
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#### ***Screen Information:***

<b>Name:</b>	30 characters Displays the full name of the selected vendor.
<b>Vendor:</b>	11 digits Provides the FAMIS vendor ID number for the selected vendor.
<b>Drop:</b>	1 character Indicates whether or not ('Y' or 'N') the vendor has been dropped from the system.
<b>Alias:</b>	1 character Shows whether or not ('Y' or 'N') the vendor name shown on the left is an alias.
<b>City:</b>	13 characters Identifies the city in which the vendor is located.
<b>State:</b>	2 characters Displays the abbreviation for the state or province in which vendor is located.

#### ***Additional Functions***

<b>PF KEYS</b>	See the Appendix for explanations of the standard PF Keys.
----------------	--

**FIELD DESCRIPTIONS, cont'd**

**PF9**  
**Addr**

**Address**  
Pop-up window showing additional  
addresses for specified vendor.

Address Line 1	City/State
- !ADDRESS NOT GOOD	HOUSTON
- 20675 SH 249	HOUSTON
- PO BOX 692111	HOUSTON
- 13351 NORTH FREEWAY	HOUSTON
- !ADDRESS NOT GOOD	HOUSTON
- PO BOX 299205	ATLANTA
- P.O. BOX 10689	ATLANTA
- PO BOX 100590	ATLANTA
-	



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# Adding and Modifying FAMIS Vendor Information

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Before you can process payment to a particular vendor, they must first have an ID number associated with them on the system. FAMIS uses this number to track the payments you make to the vendor as well as credits given to your institution by the vendor.

General information about the ownership of a vendor, including the vendor type, the gender and ethnic makeup of the vendor, and any associated discount agreements is entered on Panel 2 of this screen. This may be accessed by pressing PF11 to scroll right. This information was previously entered on Screen 100, which has now been combined with Screen 103.

You should see Vendor Name Guidelines in the Appendix for a detailed explanation on the vendor file names.

## Screen 103 - Vendor Add/Modify (Panel 1)

103 Vendor Add/Modify	07/02/01 14:29			
XERON CORP	FY 2001 CC 01			
Screen: ___ Vendor: 11666666660	Page: 1 <More>>>			
Name: XERON CORP	PIN: 11666666664 004			
Send New Setup to TINS: _	Send Changes to TINS: _	Tax-ID: 166666666		
*----- Purchasing Bid To -----* *----- Accounts Payable Remit To -----*				
Address: PO BOX 799	Address: P.O. BOX 650661			
City: BRYAN	State: TX	City: DALLAS	State: TX	
Zip: 77806 0793	Country: _	Zip: 75265 0361	Country: _	
Phone: 979-777-3333	Ext: _	Phone: _	Ext: _	
FAX: 979-361-0000		FAX: _	Zone: _	
Contact: CARY SCHERING	Contact: _			
-----				
Vendor Type: BU	Ownership cd: _	1099: _	TAMUS Part: _	Hold: N
Disadv: _	Ethnic Orig: _	Gender: _		Freeze: N
Bus size: _	TAMUS Employee: _	Ck Limit: 0	Retain Mths: 18	Delete: N
Established: 05/26/1997	By: ORTA01P	Modified: 05/23/2000	By: K702ZY	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---				
Hmenu Help	EHelp	Stats NxVn	Order Left	Right

**Screen 103 - Vendor Add/Modify (Panel 2)**

```

103 Vendor Add/Modify                                07/02/01 14:30
                                XERON CORP
                                FY 2001 CC 01
Screen: ___ Vendor: 11666666666                     Page: 2 <<<<More>

Name: XERONX CORP

Vendor Type: BU   Ownership Code: _
Texas Company: _   SIC: ___   Charter Nbr: _____
Employ Agency: ___ Security: _   Busn Desc: ___

----- Sole Proprietor/Partnership Data -----
SSN/FEI: _____ Name: _____
SSN/FEI: _____ Name: _____

Email Addr: _____

Disc          Pay
Terms Perct Days Ind Days
Vendor: _____
Payment: _____ FOB: ___

Established: 05/26/1997 By: ORTA01P Modified: 05/23/2000 By: K702ZY
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help EHelp Stats Left Right
  
```

***EXPLANATION OF VENDOR ENTRY PROCESSES***

**Vendor Search and Select**

You can search for a particular vendor by typing its name or a portion of its name on the Action Line and pressing <ENTER>. A pop-up window will appear with a listing of all vendors on file with the specified characters in their name. An example would be entering the word "COMPAQ" on the Action Line to reveal the following information in the pop-up window: You may select a particular vendor by placing an 'X' next to its name and pressing <ENTER>. You may press PF4 to return to Screen 103 without selecting a vendor from this list.

```

+-----+
| F0043 Mark Vendor with an 'X' to select |
| Screen: ___ Search: COMPAX_____ Type: N (N,V) |
| Include Frz/Del Vendors: N |
| |
| Vendor Name          Vendor ID  Alias Frz Del SHld HUB |
| _ COMPAX COMPUTER CORP 17600000001 N N N |
| _ COMPAX COMPUTER CORP 17600000002 N N N |
| _ COMPAX COMPUTER CORP 17600000005 N N N |
| _ COMPAX COMPUTER CORP 17600000006 N N N |
| _ COMPAX COMPUTER CORP 17600000007 N N N |
| _ COMPAX WORKS         17611111113 N N N |
| |
+-----+
  
```

### **Adding New Vendors to the System**

The system will display the message “Vendor number not found – enter modifications to add” when you type a vendor ID number on the Action Line that is not currently found on the system. You should enter the vendor name, address, and type. Then press <ENTER> to record the new vendor ID on the system. If there is a vendor with the same social security number or federal employer identification number as the vendor ID that you enter on the Action Line, FAMIS will automatically pull in some of the vendor information. You may find this happens when you enter information for a vendor that is found in multiple cities. Typically, the only difference between the vendors will be the mailing address and the mail code (the 11<sup>th</sup> digit of the vendor ID number).

### **Temporary Vendors**

FAMIS allows you to set up a temporary vendor ID for those times when you do not have the state ID or tax ID number for your vendor at the time your order has been placed. To do this type ‘T0’ in the Vendor field on the Action Line and the system will automatically assign a temporary ID number for your vendor. When you receive the state ID and/or the tax ID for the vendor you can return to this screen and add the number as a note to the vendor’s on-line information.

### **Comments on the Vendor Address**

You may use the space provided for the vendor’s address to enter reasons that actions have been taken on a selected vendor (i.e. when they have been frozen). If you wish to enter a comment about your vendor, type an exclamation point (!) as the first character of the vendor address and then enter your text. **NOTE:** This process should not be used as a substitute for freezing or deleting a vendor as it relies strictly on manual procedures.

## ***BASIC STEPS***

### **Adding a New Vendor Record:**

- Advance to Screen 103.
- Type the new vendor number on the Action Line and press <ENTER>. When a new vendor is being added the system will respond, "Vendor number not found -- enter modifications to add."
- Press <ENTER> to confirm that you wish to add this new vendor to the system.
- Type the vendor name and address in the space provided.
- Indicate the vendor type.
- Type additional data in the available fields, as desired.
- Press PF11 to enter the vendor ownership data.
- Press <ENTER> to add the vendor information to the system.

## ***BASIC STEPS, cont'd***

### **Modifying an Existing Vendor Record:**

- Advance to Screen 103.
- Type the vendor number on the Action Line.
- Press <ENTER> to display current vendor information.
- Type valid data in the available fields, as desired.
- Press <ENTER> to record the changes to the vendor's information on-line.

## ***FIELD DESCRIPTIONS***

### ***Action Line Information:***

<b>Vendor:</b>	11 digits Enter a valid vendor ID number to be added or modified.	<b>Entry Required</b>
----------------	--	-----------------------

### ***Screen Information:***

#### ***--Panel 1--***

<b>Name:</b>	50 characters/digits Add or modify the name of the vendor.	<b>Entry Required</b>
--------------	---	-----------------------

<b>PIN:</b>	14 digits Include the State Vendor <u>Personal Identification Number</u> . The last 3 digits are the state mail code.	<b>Entry Required</b>
-------------	--	-----------------------

<b>Send New Setup to TINS:</b>	1 character Indicate if the setup information for a vendor is to be sent to TINS. This field will become blank again after processing a new mail code.	<b>Entry Required</b>
--------------------------------	---	-----------------------

<b>Send changes to TINS:</b>	1 character Indicate if this modified or additional information for the vendor is to be sent to TINS. This value will remain until a manual change has been made.	<b>Entry Required</b>
------------------------------	--	-----------------------

<b>Tax ID:</b>	9 digits Enter the vendor's tax <u>identification</u> number, which is used to support 1099 payments and reporting.	<b>Entry Required</b>
----------------	--	-----------------------

***FIELD DESCRIPTIONS, cont'd***

***Purchasing Bid To:***

<b>Address:</b>	120 characters Provides the postal address to which all purchasing bid correspondence should be sent, as entered by the purchasing office.
<b>City:</b>	20 characters Displays the city, as entered by the purchasing office, to which all purchasing bide correspondence should be sent.
<b>State:</b>	2 characters Indicates the abbreviation for the state or province in which vendor is located, as entered by the purchasing office.
<b>Zip:</b>	9 digits Signifies the zip code to which all purchasing bid correspondence should be sent, as entered by the purchasing office.
<b>Country:</b>	3 characters Identifies the country in which the vendor is located, if it is a foreign county. Valid values include: AB = Armenia AC = Antigua & Barbuda
<b>Phone:</b>	10 digits Provides the area code and telephone number at which the vendor can be reached, as entered by the purchasing office.
<b>Ext:</b>	4 digits Indicates the <u>extension</u> number at which the vendor can be reached.
<b>FAX:</b>	10 characters Provides the area code and number at which the vendor can receive FAX transmissions, as entered by the purchasing office.
<b>Contact:</b>	20 characters Indicates the name of the person(s) to contact regarding purchasing bid correspondence.

***FIELD DESCRIPTIONS, cont'd***

***Accounts Payable Remit To:***

<b>Address:</b>	120 characters Identify the mailing address to which payments should be remitted.	<b>Entry Required</b>
<b>City:</b>	20 characters Indicate the city in which the vendor is located.	<b>Entry Required</b>
<b>State:</b>	2 characters <b>? Help Available</b> Enter the abbreviation for the state or province in which the vendor is located.	<b>Entry Required</b>
<b>Zip:</b>	9 digits Provide the zip code to which all payments should be mailed.	
<b>Country:</b>	3 characters <b>? Help Available</b> Type the abbreviation for the country in which the vendor is located, if the address is for a foreign country. Valid values include: AB = Armenia AC = Antigua & Barbuda	
<b>Phone:</b>	10 digits Indicate the area code and telephone number at which vendor may be reached.	
<b>Ext:</b>	4 characters Provide the telephone extension number of the vendor.	
<b>FAX:</b>	10 characters Indicate the area code and number at which the vendor may receive FAX transmissions.	
<b>Contact:</b>	20 characters Include the name of the person(s) to contact regarding payment remittance.	

**FIELD DESCRIPTIONS, cont'd**

<b>Vendor Type:</b>	2 digits	<b>? Help Available</b>	<b>Entry Required</b>
	Provide the code that defines general characteristics about the selected vendor. Valid values are:		
	Blank	= Not valid on-line (batch only)	
	BU	= Business	
	EM	= Employee	
	FA	= Federal Agency	
	FC	= Foreign Corporation	
	FG	= Foreign Government	
	FI	= Foreign Individual	
	FY	= Foreign Partner Yes	
	IN	= Individual	
	LO	= Local Area Business	
	NP	= Non-Profit Organization	
	OP	= Other Public Entities	
	SA	= Texas State Agency	
	ST	= Student	
	UN	= Unknown	
	US	= United States Vendor	

<b>Ownership cd:</b>	1 characters	<b>? Help Available</b>	
	Include the code that defines the type of individual(s) that own the selected vendor. Valid values include:		
	A	= Professional Association	
	Blank	= Not Specified	
	C	= Professional Corporation	
	F	= Financial Institution	
	G	= Government Entity	
	J	= Joint Venture	
	L	= Limited Partnership	
	N	= Other	
	O	= Out-of-State Corporation	
	P	= Partnership	
	R	= Foreign	
	S	= Sole Proprietorship	
	T	= Texas Corporation	
	U	= State Agency/University	

**FIELD DESCRIPTIONS, cont'd**

		<b>? Help Available</b>	<b>Entry Required</b>
<b>1099:</b>	1 character		
	Indicate whether ('Y') all vouchers should be pulled for 1099 purposes or whether (if left blank) 1099 codes will come from vouchers. Examples are:		
	Blank	= Do Not Report	
	C	= Corporation	
	E	= Employee	
	F	= Foreign Individual	
	I	= Individual	
	M	= Medical/Health Corporation	
	N	= Non-Profit Corporation	
	O	= Other	
	P	= Partnership	
	R	= Real Estate	
	S	= Sub-Chapter S Corp	
	Y	= 1099	
	2	= 1042	
<b>TAMUS Part:</b>	2 digits		
	Enter the campus code associated with the selected vendor if it is a member of the A&M University System. For example:		
	01	= Texas A&M University System	
	02	= Texas A&M University	
<b>Hold:</b>	1 character		
	State whether the vendor is on hold with the State of Texas. If 'Y' it will keep the system from processing process checks or State vouchers for payment to the vendor.		
	N	= No Hold	
	Y	= No Payments	
	Blank		
<b>Disadv:</b>	1 character	<b>? Help Available</b>	
	Show whether or not the vendor is certified as a disadvantaged vendor. Values are:		
	Blank	= Not Hub / Not Specified	
	C	= Certified HUB Business	
	N	= Not HUB	
	S	= Self Declared HUB Business	



**FIELD DESCRIPTIONS, cont'd**

<b>Ethnic Orig:</b>	3 characters	<b>? Help Available</b>
	Provide information about the ethnic origin of the vendor, where applicable. Values are: ASP = Asian Pacific Blank = Not Specified BLK = Black CAU = Caucasian HSP = Hispanic IND = American Indian / Native American OTH = Other	
<b>Gender:</b>	1 character	<b>? Help Available</b>
	Identify the type of ownership: Blank = Not Specified M = Male Owned W = Woman Owned	
<b>Freeze:</b>	1 character	
	Indicate whether or not ('Y' or 'N') the vendor has been frozen from any new activity.	
<b>Bus Size:</b>	1 character	<b>? Help Available</b>
	Type the code indicating the size of the vendor's <u>business</u> : Blank = Not Specified L = Large Business S = Small Business (Just Right)	
<b>TAMUS Employee:</b>	1 character	
	Specify if the vendor is an employee of <u>The Texas A&amp;M University System</u> : Y = Yes N = No Blank = No	
<b>Ck Limit:</b>	1 digit	<b>? Help Available</b>
	Type a user-defined code that is used to limit the amount on a single <u>check</u> paid to a vendor. This is used to help prevent large dollar keying errors. NOTE: Check limit codes are maintained on Screen 807.	
<b>Retain Mths:</b>	2 digits	
	Enter the number of months a vendor is left on file after its last activity. If left blank, it will default to an 18-month retention.	

***FIELD DESCRIPTIONS, cont'd***

**Delete:** 1 character  
Indicates whether or not ('Y' or 'N') the vendor has been flagged for deletion by the system.

**Established:** 8 digits (mm/dd/yyyy)  
Shows the date vendor was established on the system.

**By:** 6 characters  
Provides the user ID of the person who established vendor on the system.

**Modified:** 8 digits (mm/dd/yyyy)  
Displays the date the vendor's information was last modified.

**By:** 6 characters  
Indicates the user ID of the person who last modified the vendor's information.

***--Panel 2--***

**Name:** 50 characters  
Provide the name of the vendor whose ownership information you are viewing.

**Vendor Type:** 2 digits **? Help Available** **Entry Required**  
Describe the general characteristics of the selected vendor. Valid values include:  
Blank = Not valid on-line (batch only)  
BU = Business  
EM = Employee  
FA = Federal Agency  
FC = Foreign Corporation

**FIELD DESCRIPTIONS, cont'd**

**Ownership Code:** 1 character **? Help Available**  
 Indicate the type of owner associated with the selected vendor. Types are:  
 A = Professional Association  
 Blank = Not specified  
 C = Professional Corporation  
 F = Financial Institution  
 G = Government Entity  
 J = Joint Venture  
 L = Limited Partnership  
 N = Other  
 O = Out-of-State Corporation  
 P = Partnership  
 R = Foreign  
 S = Sole Proprietorship  
 T = Texas Corporation  
 U = State Agency/University

**Texas Company:** 1 character **? Help Available**  
 Indicate if this vendor is a Texas company. Valid values include:  
 Y = Yes  
 N = No  
 Blank = No

**SIC:** 4 digits **? Help Available**  
 Specify the Standard Industry Code for this vendor. For example:  
 Blank = No Code Specified  
 9901 = State Employees  
 9902 = Nonprofit Organization  
 9903 = Direct Deposit of Bills  
 9904 = State Publication  
 9905 = Refunds

**Charter Nbr:** 10 digits  
 Provide the Texas charter number for vendors that are corporations.

**Employ Agency:** 3 digits  
 Type the state agency code. This is **required** if Ownership Code is 'E'. For example: "710" for SAGO.

**Security:** 1 digit  
 TINS security code indicating who can change the vendor you set up. Valid values are 0, 1, or 2.

**Busn Desc:** 3 digits (currently not used)  
 Enter the business description code.

**FIELD DESCRIPTIONS, cont'd**

***Sole Proprietor/Partnership***

**Data:**

**SSN/FEI:** 11 digits  
Specify the Social Security Number or Federal Employer Identification number for a member of the partnership.

**Name:** 50 characters  
Include the name of the person associated with the specified SSN/FEI.

**Email Addr:** 50 characters/digits  
Enter the vendor's E-mail address, if available.

***Terms - Vendor/Payment:***

**Disc Perct:** 6 digits  
Identify the standard discount percentage given by the vendor.

**Days:** 3 digits  
Specify the number of days in which the payment must be made in order to receive the discount.

**Ind:** 1 digit **? Help Available**  
Include any special indicators for the discount. Valid values are:  
I = As Invoiced  
N = Net  
P = Prox  
Blank

**Pay Days:** 3 digits  
Identify the Vendor Net Pay Days.

**FOB:** 2 digits **? Help Available**  
Define the Freight on Board specifications for the vendor. Values are:  
Blank = Not Specified  
CL = Freight Collect  
DA = Destination Frt Prepaid and Add  
DP = Destination Frt Included  
PU = Pickup No Frt Charged or Paid  
SA = Ship Point Frt Prepaid and Add  
SP = Ship Point Frt Included

**FIELD DESCRIPTIONS, cont'd**

- Established:** 8 digits (mm/dd/yyyy)  
Shows the date the vendor was added to FAMIS.
- By:** 6 characters  
Provides the FAMIS ID of the person who originally entered the vendor information on to the system.
- Modified:** 8 digits (mm/dd/yyyy)  
Indicates the date the vendor information was last modified.
- By:** 6 characters  
Identifies the FAMIS ID of the person who last modified the vendor information.

**Additional Functions**

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

**PF6 Stats** **Statistics**  
Provides vendor statistics and audit information.

```

** Vendor Statistic/Audit Information **

Vendor: 1766666666
Name: COMPAX COMPUTER CORP

Added Dt: 05/30/2000      Last Mod Dt:
by: MCCG02P              by:

Last Check: 1260511 2000/08/21 Hold: N by:
Last Activity: 2000/08/18      Freeze: N by:
                                Delete: N by:

Vendor Type: BU  Ownership cd:      1099:
```

**PF7 NxVn** **Next Vendor**  
View / add/ modify the next vendor identification number. (Only available on Panel 1.)

**FIELD DESCRIPTIONS, cont'd**

**PF9**  
**Order**

**Order**  
Shows the purchase order information.  
(Only available on Panel 1.)

```
+-----+
| F7478 Please enter Required Changes
|
| Vendor: 1766666666 COMPAX COMPUTER CORP
|
| ----- Purchasing Order From -----
| Address: _____
|          _____
|          _____
|
| City: _____ State: ____
| Zip:  _____ Country: ____
| Phone: _____ Ext:  _____
| FAX:  _____
| Contact: _____
|
|                                     PF4=Exit
+-----+
```



### Modifying Vendor Name Aliases

- Advance to Screen 120.
- Type the FAMIS vendor ID on the Action Line.
- Press <ENTER> to display all existing aliases for the vendor.
- Type over the old alias and press <ENTER> to record your changes.

### ***BASIC STEPS, cont'd***

#### Dropping a Vendor Name Alias

- Advance to Screen 120.
- Type the FAMIS vendor ID on the Action Line.
- Press <ENTER> to display all of the existing aliases for the vendor.
- <TAB> to alias you would like to remove from the system.
- Type a 'Y' in the drop column to the right of the alias.
- Press <ENTER> to remove the alias from the system.

### ***EXPLANATION OF VENDOR NAME ALIAS PROCESSES***

#### Creating a New Vendor Alias

You may create a new vendor alias by entering it here on Screen 120. The system will also automatically create a new vendor alias when you modify the vendor name on Screen 103. By changing the vendor name, you instruct the system to send both the old name and the newly modified name of the vendor to the vendor alias file.

#### Dropping a Vendor Alias

You may drop a vendor name alias by typing a 'Y' in the Drop field on Screen 120. Also, FAMIS will automatically drop *all* aliases that have been created for a vendor, when that vendor is dropped from the system using Screen 143. **NOTE:** No vendor data is lost when an alias is dropped.

### ***FIELD DESCRIPTIONS***

#### ***Action Line Information:***

<b>Vendor:</b>	11 digits	<b>Entry Required</b>
	Enter the ID number of the vendor whose name aliases you wish to access.	

#### ***Screen Information:***

<b>Vendor Name:</b>	50 characters
	Provides the full name of the vendor as it will be printed on checks.



***FIELD DESCRIPTIONS, cont'd***

**Vendor Alias:** 35 characters  
An alias is a common name for a vendor other than the name that prints on the check. You may enter up to 16 such names for your selected vendor.

**Drop:** 1 character  
Indicates whether or not ('Y' or blank) you wish to drop the alias from the system.

***Additional Functions***

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

---

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# Vendor History

---

---

Vendors are moved to the History File once the Drop Flag has been set to "Y" on Screen 143. If there is any voucher activity for a specified vendor during the current or previous Fiscal Year, vendor information is sent to the History file for 1099 reporting.

A vendor who qualifies to be reported to the IRS on form 1099-MISC is referred to as a 1099 vendor. This vendor is also called a payee in the tax reporting process. The payer is the institution making the payments to the vendor.

## Screen 132 - Vendor History

```
132 Vendor History          THE*HOUSTON GAZZETTE          07/02/01 14:43
                               FY 2001 CC 02

Screen: ___ Vendor: 111111110D

Vendor Name: THE*HOUSTON GAZZETTE
Remit To Address: 4222 COLLEGE MAIN
                    _____
                    _____
                    _____
City: BRYAN              State/Province: TX
Zip/Postal Code: 77801   Country: ___
Telephone: _____  1099: _
Tax ID: 111111110      Drop Info.
                        Operator   Date       Time
Reinstate Vendor (Y/N): _
Last Activity: 06/01/1992   Comment:
Note: This Screen is intended for use as part of the Federal Government
1099-misc tax reporting process. The information displayed should
be verified for accuracy. Correct any errors and supply missing
information to avoid IRS penalties.

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

## **BASIC STEPS**

- Advance to Screen 132.
- Type an existing vendor number on the Action Line.
- Press <ENTER> to display the vendor history information.
- You may correct errors in the fields displayed by typing over the existing data.
- When you have made all of the necessary corrections, press <ENTER> to save the modified vendor information.

---

## ***EXPLANATION OF VENDOR HISTORY PROCESSES***

### **Making 1099 Vendor Updates**

It is important to have correct vendor information for 1099 purposes. Your institution may be subject to IRS penalties if incorrect information is sent to the government. Screen 132 is provided for you to update 1099 information for vendors that have been dropped from the system. However, you should use Screen 103 to update 1099 information for a current vendor.

## ***FIELD DESCRIPTIONS***

### ***Action Line Information:***

<b>Vendor:</b>	11 digits Enter the ID number of the vendor whose history information you would like to access.	<b>Entry Required</b>
----------------	--	-----------------------

### ***Screen Information:***

<b>Vendor Name:</b>	50 characters Displays the name of the vendor in the form it should appear on a check.
<b>Remit To Address:</b>	120 characters Provides the postal address to which all correspondence should be sent.
<b>City:</b>	20 characters Identifies the city in which the vendor is located.
<b>State/Province:</b>	2 characters <b>? Help Available</b> Displays the abbreviation for the state or province in which vendor is located.
<b>Zip/Postal Code:</b>	9 digits Indicates the zip code corresponding to the vendor's address.
<b>Country:</b>	3 characters <b>? Help Available</b> Identifies the foreign country in which the vendor is located, if applicable.
<b>Telephone:</b>	10 digits Provides the area code and telephone number at which the vendor may be reached.

**FIELD DESCRIPTIONS, cont'd**

<b>1099:</b>	1 character Indicates whether ('Y') all vouchers should be pulled for 1099 purposes or whether (if left blank) 1099 codes will come from vouchers. Valid values are: Blank = Not Specified C = Corporation E = Employee F = Foreign I = Individual N = Not for Profit O = Other P = Partnership R = Real Estate Y = 1099 2 = 1042	<b>? Help Available</b>
<b>Tax ID:</b>	9 digits Provides the ID number the vendor uses for tax purposes.	
<b>Reinstate Vendor:</b>	1 character Indicates whether or not ('Y' or 'N') you wish to reinstate this vendor to an active state where vouchers may be processed against it.	
<b>Drop Info. Operator:</b>	3 characters Displays the user ID of the person who instructed the system to drop the vendor.	
<b>Date:</b>	8 digits (mm/dd/yyyy) Indicates the date vendor was dropped from the system.	
<b>Time:</b>	10 characters Provides the time vendor at which the vendor was dropped.	
<b>Last Activity:</b>	8 digits (mm/dd/yyyy) Identifies the date on which the last activity was processed by the system for this vendor.	
<b>Comment:</b>	35 characters Displays the reason the selected vendor was removed from the system.	

***FIELD DESCRIPTIONS, cont'd***

***Additional Functions***

**PF KEYS**

See the Appendix for explanations of the standard PF Keys.

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# Setting and Resetting Vendor Flags

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Vendor activity is controlled in FAMIS by a series of vendor flags. These flags include freezing the vendor from future activity, holding payments to the vendor, and removing the vendor from the system. Screen 143 is used to set and reset these vendor activity flags. These flag settings determine the types of transactions that may be processed against your vendor.

A new flag has been added to this screen that can be set to exclude ALL expenditures for the specified vendor to be excluded from the HUB process. This includes the monthly reports, as well as the extract for the Governor's semi-annual report.

## Screen 143 - Vendor Flag Set/Reset

```
143 Vendor Flag Set/Reset      A DAIGGER SCIENTIFIC DIVISION  08/27/01 14:06
                                FY 2001 CC 02
Screen: ____      Vendor: 1368888550

Vendor Flags      Comment:

N - HOLD Payment

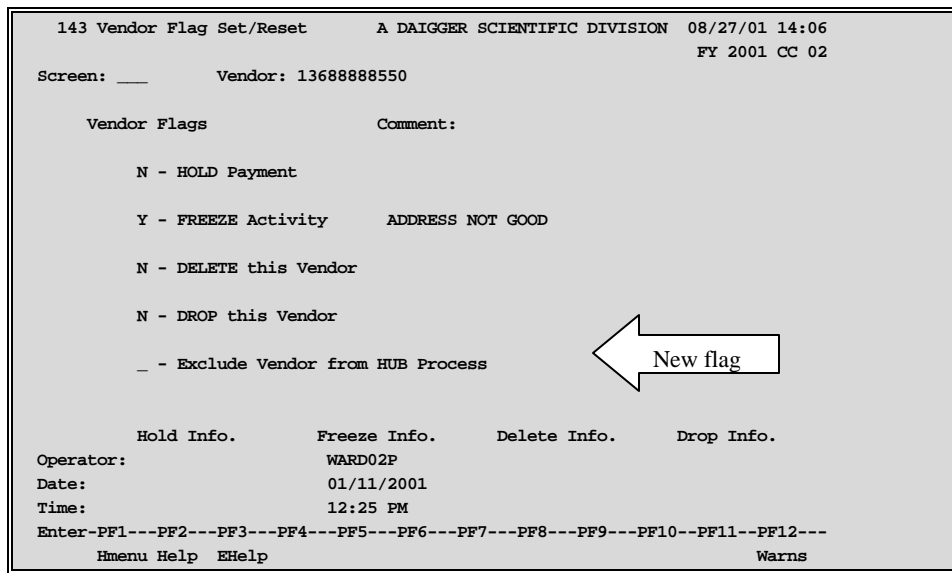
Y - FREEZE Activity      ADDRESS NOT GOOD

N - DELETE this Vendor

N - DROP this Vendor

_ - Exclude Vendor from HUB Process

Hold Info.      Freeze Info.      Delete Info.      Drop Info.
Operator:      WARD02P
Date:      01/11/2001
Time:      12:25 PM
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help  EHelp                                Warns
```



### **BASIC STEPS**

- Advance to Screen 143.
- Type a valid vendor ID number on the Action Line.
- Press <ENTER> to display current vendor flag settings.  
Change the values of the flags as necessary to determine the types of transactions that you will allow to be processed by the system for this vendor. The possible values are: 'Y' (on) indicates that an action will occur; 'N' (off) indicates that the action will not occur.
- Provide the reason for which you are changing the current flag setting.
- Press <ENTER> to record the change.

## ***EXPLANATION OF VENDOR FLAG SET/RESET PROCESSES***

### **Vendor Search and Select**

Vendor search and select is available for all vendor identification numbers. If you do not know the ID number of the vendor whose flags you would like to set, you may type its name or a portion of its name to access a pop-up window. This window will display a list of all vendors and their ID numbers beginning with the name that you entered. Place an 'X' to the left of the desired vendor and press <ENTER> to select the vendor and return to Screen 143. Or you may press PF4 to return to Screen 143 without selecting a particular vendor.

### **HOLD FLAG**

The Hold Payment flag will hold any payments (both checks and state vouchers) to the vendor. However, this flag **does** not prevent new payment requests or Purchase Orders from being entered. Please Note: The check override will supersede the 'ON' setting of this flag

### **FREEZE FLAG**

The freeze flag may be used to restrict voucher activity against a vendor. When 'on', it prevents all new entries from being entered for the vendor. Also, no new requests for payment will be accepted for the specified vendor.

### **DROP AND DELETE FLAG MAINTENANCE**

In order to drop or delete a vendor, FAMIS performs several checks. There cannot be any outstanding vouchers, purchase orders, encumbrances, or unpaid invoices on file referring to this vendor.

The difference between a drop and a delete is that a dropped vendor is removed from the database immediately, if there are no vouchers for the vendor. The vendor must be deleted before the record can be dropped.

Turning on the delete flag instructs the system to perform the above checks for activity against the vendor. This must be done before the vendor may be dropped. Turning on the drop flag is different in that it instructs the system to immediately drop the vendor from the database.

### **DELETE FLAG**

The delete flag marks a vendor for deletion or for dropping from the file. The system checks the current fiscal year and the previous fiscal year for unpaid vouchers. In addition, the system will check for purchase orders that have not been completed and for vendor commodity relationships that are not deleted.

## DROP FLAG

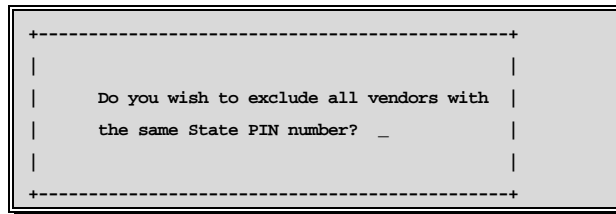
The drop flag will drop the vendor from the searches. *Setting the drop flag requires that the delete flag be set first.* If the vendor has no vouchers, the vendor will be physically deleted from the file. If there were vouchers for the vendor, the vendor will be purged to the 'Vendor History' file. The history information is available on Screen 132.

**NOTE:** *The delete flag must be 'on' before the drop flag can be set to 'Y' (on).*

## EXCLUDE VENDOR FROM HUB PROCESS

When this new HUB flag is changed, a pop-up window will appear asking "Do you wish to exclude all vendors with the same State PIN number?" If you enter "Y", all FAMIS vendors on your campus that have the same State ID will also be changed. These changes will be logged and can be viewed on Screen 201.

### Screen 143 - HUB Flag Pop-Up Window



```
+-----+
|                                     |
| Do you wish to exclude all vendors with |
| the same State PIN number? _         |
|                                     |
+-----+
```

## COMMENTS IN THE VENDOR ADDRESS

Entering a '!' as the first character of the vendor address is a communication tool. This should not be used as a substitute for freezing or deleting a vendor as it relies strictly on manual procedures.

The Hold, Freeze, Delete and Drop Information fields contain data that indicate the operator, date and time the most recent flag information was changed.

## FIELD DESCRIPTIONS

### Action Line Information:

<b>Vendor:</b>	11 digits Identify the vendor whose flags you would like to set/reset.	<b>Entry Required</b>
----------------	---	-----------------------

### Screen Information:

<b>Comment:</b>	50 characters When activating the vendor flags, you will be prompted to provide a reason why you are modifying the current setting. This reason will be displayed in this space.
-----------------	---



---

**FIELD DESCRIPTIONS, cont'd**

**Vendor Flags:**

**HOLD Payment:** 1 character **? Help Available**  
Indicate whether or not ('Y' or 'N') you wish to hold any payments (both checks and state vouchers) to the vendor. This flag **does not prevent** new payment requests or Purchase Orders from being entered. **Please Note:** The check override flag on the voucher screens will supersede the 'Y' setting of this flag.

**FREEZE Activity:** 1 character **? Help Available**  
Signify whether or not ('Y' or 'N') you wish to restrict all new activity or new requests for payment against this vendor.  
N = Vouchers Processed  
Y = No 14X or 15X Transactions Processed  
Blank

**DELETE this Vendor:** 1 character **? Help Available**  
Indicate whether or not ('Y' or 'N') you wish to mark the vendor for deletion.  
N = Process Vouchers  
Y = No vouchers or Maintenance Processed  
Blank

**DROP this Vendor:** 1 character **? Help Available**  
State whether or not ('Y' or 'N') you wish to have the vendor physically removed from the database. **Setting the drop flag requires that the delete flag be set first.** If there were completed vouchers for the vendor on file, the vendor will be purged to the "Vendor History" file (see Screen 132).  
N = Active Vendor  
Y = Vendor Dropped, History Saved  
Blank

***FIELD DESCRIPTIONS, cont'd***

<b>Exclude Vendor from HUB Process:</b>	1 character	<b>? Help Available</b>
	Used to exclude all expenditures for a specified vendor from the HUB process, including monthly reports and extract for Governor's semi-annual report.	
	Y = all FAMIS vendors on your campus that have the same State ID will be also be changed	
	N = do not exclude all vendors from the HUB process.	

*Hold, Freeze, Delete, and Drop Info*

<b>Operator:</b>	6 characters
	Provides the user ID of the person responsible for setting/resetting the selected vendor flag.
<b>Date:</b>	8 digits (mm/dd/yyyy)
	Identifies the date on which the selected flag was modified by the user.
<b>Time:</b>	10 characters (hh:mm)
	Indicates the time of day at which the selected flag was modified by the user.

*Additional Functions*

<b>PF KEYS</b>	See the Appendix for explanations of the standard PF Keys.
<b>PF12 Warns</b>	<b>Warnings</b> Displays any warnings from FAMIS.

# Invoices by Vendor Inquiry

Screen 160 displays all invoices that are on file for a particular vendor.

## Screen 160 - Invoices by Vendor Inquiry (Panel 1)

160 Invoices by Vendor Inquiry							07/03/01 12:12	
DELL MARKETING LP							FY 2001 CC 02	
Screen: ___	Vendor: 17444444448	Invoice Nbr: _____					All: N	
*----- Invoice -----*							*-- Check/State Voucher --*	
Number	Amount	Date	Vchr Number	PO Number	Number	Amount	Date	St
488917071	3,073.10	010201		P101483				P
98220179	551.25	111099	2708931		027750	551.97	122299	C
A024730	157.00	072999		A024730				P
D1916250	118.78	110900		L127036				P
E000618361	2,955.29	020901	5188931	P102261				P
E0420562	424.95	092998		L912228				P
L017127	2,729.97	102199	5731277	L017127				A
L038926	69.00	122999		L038926				P
L124205	64.65	100200	5147218	L124205	STVCHR	64.65	120500	C
L148774	2,000.00	012101		L148774				P
L167097	2,687.81	032701		L167103				P
L167103	178.95	032701		L167103				P
L187420	1,674.00	060801	5256156	L187420				A
L187439	598.00	062001	5256149	L187439				A
*** Press <ENTER> to view more vouchers ***								
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---								
Hmenu Help EHelp			Addr Left Right					

## Screen 160 - Invoices by Vendor Inquiry (Panel 2)

160 Invoices by Vendor Inquiry							07/03/01 12:14	
DELL MARKETING LP							FY 2001 CC 02	
Screen: ___	Vendor: 17444444448	Invoice Nbr: _____					All: N	
*----- Invoice -----*							*-- Bank Trace --*	
Number	Amount	Date	Vchr Number	PO Number	Number	Amount	Trace	M
488917071	3,073.10	010201		P101483				8
98220179	551.25	111099	2708931		027750			8
A024730	157.00	072999		A024730				8
D1916250	118.78	110900		L127036				8
E000618361	2,955.29	020901	5188931	P102261				8
E0420562	424.95	092998		L912228				8
L017127	2,729.97	102199	5731277	L017127				8
L038926	69.00	122999		L038926				8
L124205	64.65	100200	5147218	L124205	STVCHR			8
L148774	2,000.00	012101		L148774				8
L167097	2,687.81	032701		L167103				8
L167103	178.95	032701		L167103				8
L187420	1,674.00	060801	5256156	L187420				8
L187439	598.00	062001	5256149	L187439				8
*** Press <ENTER> to view more vouchers ***								
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---								
Hmenu Help EHelp			Addr Left Right					

## BASIC STEPS

- Advance to Screen 160.
- Type a vendor number in the Vendor: field. A list of invoices and pertaining information will be provided for the specified vendor.

## ***INVOICE FILE LIST PROCESSES***

- Type a vendor number in the Vendor: field for a specific vendor, an asterisk (\*), or part of the vendor name for a pop-up window of all vendors. Press <ENTER> to access the information.
- In the pop-up window, typing an 'X' beside the vendor will pass the information back to Screen 160 where the vendor invoices will be shown.
- The Invoice Nbr: field can be used to position the display. Entering a specific invoice number will position the inquiry information to begin with this invoice number.

## ***FIELD DESCRIPTIONS***

### ***Action Line Information:***

<b>Vendor:</b>	11 digits Enter the vendor identification number.	<b>Entry Required</b>
<b>Invoice Nbr:</b>	14 digits Type an invoice <u>number</u> for a particular voucher.	

### ***Screen Information:***

-- Invoice --

<b>Number:</b>	15 characters Shows the unique invoice number for a particular voucher.
<b>Amount:</b>	15 characters Displays the amount of invoice.
<b>Date:</b>	6 digits Indicates the date entered on the invoice header (Screen 240) in purchasing or as entered on the voucher in Accounts Payable.
<b>Vchr Number:</b>	7 digits Identifies the <u>voucher</u> number used for invoice payment.
<b>PO Number:</b>	7 digits Shows the number assigned to the <u>purchase order</u> , if used.

***FIELD DESCRIPTIONS, cont'd***

-- Check/State Voucher --

- Number:** 7 digits  
Shows the check number or state voucher number.
- Amount:** 15 characters  
Indicates the amount of check or state voucher.
- Date:** 6 digits  
Displays the date check was processed or state voucher was printed.
- St:** 1 character  
Indicates where, in the overall flow through the process, this particular invoice is. Values are:  
P = in Purchasing (not yet passed to A/P)  
A = in A/P - not yet paid  
M = in A/P - entered as a prepaid  
C = in A/P - check has been written by the system
- Bank Trace:** 15 digits  
Shows the bank number the voucher was paid against.

***NOTE: There is no update to indicate whether a check has been reconciled through the bank reconciliation process.***

- MC:** 1 character  
Displays the vendor's mail code, which is the last digit of the FAMIS vendor identification number. This determines the address where the payment is sent.

***Additional Functions***

- PF KEYS** See Appendix for explanation of standard PF Keys.
- PF9** View vendor's address information.
- Addr**

# Voucher Inquiry by Vendor

To view all the vouchers posted for a particular vendor, use Screen 162. Type 'Y' in the All: field, to search for all mail codes for the selected vendor. The information displayed on this screen is in summary form, and is viewed in voucher number order.

Inquiries default to the current fiscal year, but previous fiscal years may be searched by typing a different year in the Fiscal Year: field.

To see only outstanding vouchers for a specific fiscal year, use Screen 165.

**If a voucher is outstanding the status column will read (OUT).**

**When a voucher has entered the check or state voucher cycle, the status column will read (CYCL).**

**If a check or state voucher has already been printed, the status will read (PAID).**

**If a voucher has been reconciled it will read (REC).**

## Screen 162 - Voucher Inquiry by Vendor, Panel 1

162 Voucher Inquiry by Vendor										07/03/01 12:22	
DELL MARKETING LP										FY 2001 CC 02	
Screen: ___		Vendor: 17444444448		Voucher: _____		Fiscal Yr: 2001		All: _			
Include Only:		Acct: _____		Dept Ref: _____		Pg 1_ of		1 Pg(s)			
S	Vch	First	Description		Stat	Net Amount	Date	Batch M		C	
-	5100093	1	130041-00000	DELL DIMENSION 4100 S		REC	6,712.00	09/05/00	8		-
-	5100283	1	510679-00000	PENTIUM III NOTEBOOK		REC	4,006.00	09/06/00	8		-
-	5100613	3	131502-00000	DELL INSPIRON 5000 NO		REC	3,231.00	09/07/00	8		-
-	5100616	2	133008-00000	HP LASERJET 2100XI PR		REC	2,023.60	09/07/00	8		-
-	5100618	1	133008-00000	DELL OPTIPLEX GX110 C		REC	8,985.00	09/07/00	8		-
-	5100622	1	132007-00000	DELL PRECISION WORKST		REC	3,574.80	09/07/00	8		-
-	5100873	1	241612-00000	INV#385732383_ZIP DRI		REC	182.63	09/07/00	8		-
-	5101004	1	500174-00015	OPTI PLEX GX110 MINI-		REC	2,294.00	09/08/00	8		-
-	5101518	1	217990-00000	DELL DIMENSION 4100 S		REC	6,930.00	09/11/00	8		-
-	5101533	1	242414-72000	BATTERIES FOR DR. HEA		REC	218.00	09/11/00	8		-
-	5101642	1	186169-00000	REFERENCE QUOTE 44928		REC	2,036.00	09/11/00	8		-
-	5101644	1	186169-00000	REFERENCE QUOTE 44927		REC	1,177.00	09/11/00	8		-
** Vendor Subtotal **							41,370.03				
*** Press <ENTER> to view more vouchers ***											
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---											
Hmenu Help EHelp				Bkwd Frwd Addr Left Right							

**Screen 162 - Voucher Inquiry by Vendor, Panel 2**

162 Voucher Inquiry by Vendor							07/03/01 12:25			
DELL MARKETING LP							FY 2001 CC 02			
Screen: ___	Vendor: 17444444448	Voucher: _____	Fiscal Yr: 2001	All: _						
Include Only: Acct: _____		Dept Ref: _____	Pg 1__ of 1 Pg(s)							
S	Voucher	Ln	Vch	First	Description	Dept	Check	Check	Date	Net Amount
_	5100093	1	130041-00000	DELL DIMENSIO	03		STVCHR		09/06/00	6,712.00
_	5100283	1	510679-00000	PENTIUM III N	002		1278311		09/07/00	4,006.00
_	5100613	3	131502-00000	DELL INSPIRON	0001		STVCHR		09/08/00	3,231.00
_	5100616	2	133008-00000	HP LASERJET 2	0075		STVCHR		09/08/00	2,023.60
_	5100618	1	133008-00000	DELL OPTIPLEX	0075		STVCHR		09/08/00	8,985.00
_	5100622	1	132007-00000	DELL PRECISIO	580		STVCHR		09/08/00	3,574.80
_	5100873	1	241612-00000	INV#385732383	1002		1278770		09/08/00	182.63
_	5101004	1	500174-00015	OPTI PLEX GX1	00015		1279762		09/11/00	2,294.00
_	5101518	1	217990-00000	DELL DIMENSIO	6086		1280586		09/12/00	6,930.00
_	5101533	1	242414-72000	BATTERIES FOR	72000		1280586		09/12/00	218.00
_	5101642	1	186169-00000	REFERENCE QUO	020		STVCHR		09/12/00	2,036.00
_	5101644	1	186169-00000	REFERENCE QUO	020		STVCHR		09/12/00	1,177.00
** Vendor Subtotal **										41,370.03

\*\*\* Press <ENTER> to view more vouchers \*\*\*

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

Hmenu Help EHelp Bkwd Frwd Addr Left Right

**BASIC STEPS**

- Advance to Screen 162.
- Type a vendor number in the Vendor: field. A list of vouchers and pertaining information will be provided for the specified vendor.

**PROCESSES**

- You can search vendor files by typing a portion of the vendor name in the Vendor: field. A pop-up window will appear with a listing of all vendors on file with the specified characters in their name. An example would be entering 'CO' and receiving the following information in the pop-up window. Selecting a vendor will take the information directly to Screen 162.

### Screen 162 Vendor Search Pop Up Window

```

F0043 Mark Vendor with an 'X' to select
Screen:  ___ Search: CO _____ Type: N (N,V)
                Include Frz/Del Vendors: N

Vendor Name           Vendor ID  Alias Frz Del SHld HUB
_ CO COMP INC         1844444460  N   N   N
_ CO MEDIA COMMUNICATIONS 1755555551  N   N   N
_ CO STABLER SIGN     2466666660  Y   N   N
_ CO-MEDIA MARKETING  1777777770  N   N   N
_ COABE               1233333333  N   N   N
_ COABE 96            1232333330  N   N   N
_ COABE 97            1231111121  N   N   N
_ COABE 98            1232999992  N   N   N
_ COACH AND ATHLETIC DIRECTOR 1131111105  N   N   N
_ COACH COMM/COMM-TECH  1666666660  N   N   N
_ COACH USA           1788888880  N   N   N
_ COACHES R US        2455555550  N   N   N
_ COACHFINDER         T000222250  N   N   N

** More Vendors - Press <Enter> to View **
PF4=Exit PF9=Bid PF10=Remit PF11=Order PF12=Main

```

- Type an asterisk (\*) in the Vendor: field and press <ENTER> will access an alphabetical listing of all vendors.
- The Voucher: field can be used to position the screen display.
- The Fiscal Year: field allows you to select the fiscal year in which the voucher was posted.
- Vendor information can be accessed by using the PF9 key. A pop-up window will appear providing the vendor's address, date the account was established, and other information for the selected vendor.
- Placing an 'X' in the S (Select) field beside the voucher and pressing <ENTER> will pass the voucher information to Screen 168 (FAMIS Voucher Total Inquiry) where detailed information and a list of voucher line items is provided. (See Screen 168 section for more information.)
- At Screen 168, placing an 'X' in the S (Select) field beside the voucher line item and pressing <ENTER> will pass the voucher information to Screen 169 (FAMIS Voucher Line Item Inquiry) where detailed information is provided. (See section on Screen 169 for more information).

### FIELD DESCRIPTIONS

#### Action Line Information:

<b>Vendor:</b>	11 digits Enter the vendor identification number.	<b>Entry Required</b>
<b>Voucher:</b>	7 digits Type the FAMIS voucher number.	<b>Entry Required</b>



**FIELD DESCRIPTIONS, cont'd**

<b>Fiscal Yr:</b>	4 digits Indicate the fiscal <u>year</u> the voucher was posted.	<b>Entry Required</b>
<b>All:</b>	1 character Blank - only specific mail code. 'Y' or blank - allows display of all mail codes pertaining to the vendor. EXAMPLE: IBM would list all vouchers for IBM regardless of address.	

**Screen Information:**

<b>Include Only:</b>		
<b>Acct:</b>	11 digits Enter a FAMIS <u>account</u> number.	
<b>Dept Ref:</b>	7 characters Indicate a <u>reference</u> number used by the <u>department</u> .	
<b>Pg:</b>	3 digits Indicates the <u>page</u> number of the total pages to be displayed	
<b>S:</b>	1 character Place an 'X' on the line to <u>select</u> the vendor information.	
<b>Voucher:</b>	7 digits Displays a FAMIS voucher number.	
<b>Vch Lns:</b>	3 characters Indicates the number of <u>line</u> items in a particular <u>voucher</u> .	
<b>First Account:</b>	11 digit Shows the number to identify the first account paying this particular voucher.	
<b>Description:</b>	35 characters Displays a description of items purchased.	

**FIELD DESCRIPTIONS, cont'd**

--Panel 1--

**Stat:** 4 characters  
Indicates the status of the voucher.  
Examples are:  
CYCL = In Check Cycle or State Voucher Cycle  
DROP = Dropped before payment - acctg reversed  
PAID = Paid (after printing or Prepaid)  
PEND = Pending voucher - no acctg. Posted  
P-CN = Pending cancelled before acctg. Posted  
P-OP = Pending voucher - open (no acctg. posted)  
OUT = Outstanding (after being posted but before  
entering the check or state voucher cycle  
RECN = Reconciled (Cleared Bank or State Comp)  
VOID = Check or State voucher voided

**Net Amount:** 13 characters  
Shows the net amount of the voucher,  
after discount.

**Batch Date:** 8 characters  
Indicates the batch session reference  
date when transaction was processed.

**MC:** 1 character  
Shows the vendor's mail code for the  
voucher.

--Panel 2--

**Dept Ref:** 7 digits  
Displays the department reference  
number of the vendor.

**Check Nbr:** 7 digits  
Displays the number of the check used  
to pay the voucher.

**Check Date:** 6 digits (mm/dd/yy)  
Shows the date of the check used to pay  
the voucher.

**Net Amount:** 13 characters  
Shows the net amount of the voucher,  
after discount.

**Vendor Subtotal:** 13 characters  
Displays the total amount of the  
vouchers displayed on the screen.

***FIELD DESCRIPTIONS, cont'd***

***Additional Functions***

<b>PF KEYS</b>	See Appendix for explanation of standard PF Keys.
<b>PF7 Bkdw</b>	<b>Backward</b> Scrolls backward through the vouchers.
<b>PF8 Frwd</b>	<b>Forward</b> Scrolls forward through the vouchers.
<b>PF9 Addr</b>	<b>Address</b> Displays the vendor's address information.

# Voucher Inquiry By Alternate Vendor

Screen 170 is used to search for vouchers using the name of the alternate vendor.

## Screen 170 - Voucher Inquiry by Alternate Vendor

```

170 Voucher Inquiry by Alt Vendor                                07/12/01 13:43
                      DEBBIE *CARTER                          FY 2001 CC 01
Screen:  ___ Alt Vndr: 2333333330 Voucher:  _____ Fiscal Yr: 2001 All:  _
Include Only: Acct:  _____ Dept Ref:  _____ Pg 1_ of  1 Pg(s)
              Vch   First
S Voucher Lns  Account      Description      Stat Net Amount      Date C
-----
_ 2114966   1 271030-00000 CABLE 3-COM_PC TP FOR PAID          17.00 05/14/01 0

** Vendor Total **                                           17.00
*** End of voucher list for vendor ***
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp                                Bkwd Frwd Addr Left Right
  
```

## Screen 170 - Voucher Inquiry by Alternate Vendor (Panel 2)

```

F2321 Make selection to proceed to screen 168
172 Voucher Inquiry by Alt Vendor                                10/03/01 13:59
                      DEBBIE *CARTER                          FY 2002 CC 01
Screen:  ___ Alt Vndr: 2333333330 Voucher: 2114966 Fiscal Yr: 2001 All:  _
Include Only: Acct:  _____ Dept Ref:  _____ Pg 1_ of  1 Pg(s)
              Vch   First                                Dept Check Check
S Voucher Lns  Account      Description      Ref  Nbr  Date  Net Amount
-----
_ 2114966   1 271030-00000 CABLE 3-COM_P 1036 124247 05/15/01          17.00

** Vendor Total **                                           17.00
*** End of voucher list for vendor ***
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp                                Bkwd Frwd Addr Left Right
  
```

## **VOUCHER INQUIRY BY ALTERNATE VENDOR PROCESSES**

Type the alternate vendor's identification number, and any other criteria to be used in searching and displaying the desired information.

If you type part or all of the alternate vendor's name, in the Alt Vndr: field, you will be given a pop-up window from which to select the desired vendor.

You may also type an '\*' in the Alt Vndr: field to view a pop-up list of alternate vendor's and select the vendor's number from the list by typing an 'X' in the Sel: field. Press <ENTER> to "pass back" the number to the field on Screen 170.

### **BASIC STEPS**

- Advance to Screen 170.
- Type a valid alternate vendor's identification number in the Alt Vndr: field and press <ENTER>. If there are vouchers for the specified vendor they will be displayed.
- You may enter a specific voucher number, account number, and/or department reference code to narrow the search and advance to a specific item.

### **FIELD DESCRIPTIONS**

#### **Action Line Information:**

		<b>Entry Required</b>
<b>Alt Vndr:</b>	11 digits Enter a valid <u>alternate vendor</u> identification number.	
<b>Voucher:</b>	7 digits Include a specific voucher number to display on the screen.	
<b>Fiscal Year:</b>	4 digits Identify the year to begin the search for the voucher.	
<b>All:</b>	4 digits Specify if all vouchers are to be included.	
<i>-- Include Only --</i>		
<b>Account:</b>	10 digits Enter an account number to limit the search for vouchers.	

***FIELD DESCRIPTIONS, cont'd***

**Dept Ref:** 7 characters/digits  
Indicate a reference number used by the department.

**Pg \_ of \_ Pg(s):** 4 digits  
Identify a page number to advance through the list of vouchers displayed.

***Screen Information:***

-- Panel 1 --

**S:** 1 character  
Type an 'X' to select an item and advance to Screen 168 to view detail of voucher.

**Voucher:** 7 digits  
Displays voucher number(s) that match the inquiry data entered on the Action Line.

**Vch Lns:** 3 digits  
Identifies the number of line items on the voucher.

**First Account:** 11 digits  
Shows the first account number listed on the voucher.

**Description:** 21 characters  
Displays the description entered on the voucher.

**FIELD DESCRIPTIONS, cont'd**

<b>Stat:</b>	4 characters Shows the <u>status</u> of the voucher. Valid values are: CYCL = In Check Cycle or State Voucher Cycle DROP = Dropped before payment - acctg reversed PAID = Paid (after printing or Prepaid) PEND = Pending voucher - no acctg. Posted P-CN = Pending cancelled before acctg. Posted P-OP = Pending voucher - open (no acctg. posted) P-CL = Pending closed - closed but not posted; should post overnight and enter into CYCL otherwise there may be a problem OUT = Outstanding (after being posted but before entering the check or state voucher cycle RECN = Reconciled (Cleared Bank or State Comp) VOID = Check or State voucher voided
<b>Net Amount:</b>	10 digits Shows the net amount of the voucher, after discount.
<b>Batch Date:</b>	6 digits (mm/dd/yy) Indicates the batch session reference date when transaction was processed.
<b>MC:</b>	1 digit Shows the vendor's <u>mail code</u> for the voucher.
<i>-- Panel 2 --</i>	
<b>Dept Ref:</b>	6 digits Indicates a <u>reference</u> number used by the <u>department</u> .
<b>Check Nbr:</b>	6 digits Identifies the check <u>number</u> issued when payment was made.

***FIELD DESCRIPTIONS, cont'd***

<b>Check Date:</b>	6 digits (mm/dd/yy) Indicates the date the check was processed.
<b>Net Amount:</b>	10 digits Identifies the net dollar amount of the voucher.
<b>Vendor Total:</b>	10 digits Displays the total dollar amount paid to the vendor.

***Additional Functions***

<b>PF KEYS</b>	See the Appendix for an explanation of the standard PF Keys.
<b>PF9 Addr</b>	<b>Address</b> Displays detail address information for the vendor.



# State Hold Vendor ID Search

Use Screen 171 to find vendors who are on hold with the State.

## Screen 171 - State Hold Vendor ID Search (Panel 1)

```

171 State Hold Vendor ID Search                                07/03/01 13:08
                                                            FY 2001 CC 02
Screen: ___ Vendor: 17416888271 Hold/Release(H/R): _

Vendor Name                                                    Vendor ID  Src  Rsn
-- BOB MAXFIELD INC                                           17416888271 304 026
-- BETTER BUSINESS MACHINES INCORPORATED                     17416999347 304 013
-- LEASING SERVICES INC                                       17416777808 304 026
-- HYDRA-FLEX INC                                             17416888565 304 013
-- STRAUDER G NELSON JR REAL ESTATE CO IN                   17416555797 304 013
-- FOSTER IRON WORKS INC                                      17416444373 304 026
-- VAUGHN-HELLER FURNITURE INC                               17416333405 304 026
-- J K L M INC                                                17416922218 304 026
-- MICHELS CABINETS INC                                       17416900049 304 013
-- MICHELS CABINETS INC                                       17416123049 304 026
-- S-H INC                                                    17416944586 304 026
-- BAY AREA CONSTRUCTION INC                                  17416955683 304 026
-- BLAKE FINANCIAL INC                                        17416923476 304 013
-- RAUL E GUERRA                                             17417156064 320 160
-- VALMIC ENTERPRISES INC                                    17417001536 304 026
Press <ENTER> For More Entries
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help  EHelp                               Hist  HSrc          Left  Right
  
```

## Screen 171 - State Hold Vendor ID Search (Panel 2)

```

171 State Hold Vendor ID Search                                07/03/01 13:10
                                                            FY 2001 CC 02
Screen: ___ Vendor: 17416888271 Hold/Release(H/R): _

Vendor Name                                                    Hold  Hold
Src  Rsn  Hold Reason
-- BOB MAXFIELD INC                                           304 026 SALES TAX
-- BETTER BUSINESS MACHINES INCOR                             304 013 FRANCHISE TAX
-- LEASING SERVICES INC                                       304 026 SALES TAX
-- HYDRA-FLEX INC                                             304 013 FRANCHISE TAX
-- STRAUDER G NELSON JR REAL ESTA                             304 013 FRANCHISE TAX
-- FOSTER IRON WORKS INC                                      304 026 SALES TAX
-- VAUGHN-HELLER FURNITURE INC                               304 026 SALES TAX
-- J K L M INC                                                304 026 SALES TAX
-- MICHELS CABINETS INC                                       304 013 FRANCHISE TAX
-- MICHELS CABINETS INC                                       304 026 SALES TAX
-- S-H INC                                                    304 026 SALES TAX
-- BAY AREA CONSTRUCTION INC                                  304 026 SALES TAX
-- BLAKE FINANCIAL INC                                        304 013 FRANCHISE TAX
-- RAUL E GUERRA                                             320 160 UNEMPLOYMENT TAX LIABILITY
-- VALMIC ENTERPRISES INC                                    304 026 SALES TAX
Press <ENTER> For More Entries
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help  EHelp                               Hist  HSrc          Left  Right
  
```

## **STATE HOLD VENDOR ID SEARCH**

To advance the list displayed to a specific vendor, type the vendor's identification number in the Vendor: field and press <ENTER>.

If you type part or all of the vendor's name in the Vendor: field, you will be given a pop-up window from which to select the desired vendor. You may also type an '\*' in this field to view a pop-up list of vendor's and select the vendor's number from the list by typing an 'X' in the Sel: field. Press <ENTER> to "pass back" the number to the field on Screen 170.

Type 'H' (Hold) or 'R' (Release) in the Hold/Reason (H/R): field to view vendor's who have either been placed on Hold with the State or have been released from being on hold.

Press PF11 to scroll right and view the text describing why the vendor was placed on hold with the State.

To view the description for the Hold Source press PF7. To see the vendor's hold history, code, place your cursor on a line item and press PF6.

## **BASIC STEPS**

- Advance to Screen 171.
- To advance the display to a specific vendor, type the vendor's identification number in the Vendor: field and press <ENTER>.
- Type an 'H' or 'R' in the H/R: field to view specific vendors that have either been placed on hold with the State, or who have been released from being held.

## **FIELD DESCRIPTIONS**

### **Action Line Information:**

<b>Vendor:</b>	11 digits Enter a valid vendor identification number to advance the display to a specific vendor.
<b>Hold/Release (H/R):</b>	1 character Type 'H' or 'R' to restrict the display to vendors who are on hold, or that have been released from being placed on hold with the State.

**FIELD DESCRIPTIONS, cont'd**

**Screen Information:**

**-- Panel 1 --**

- Vendor Name:** 50 characters  
Displays the name of the vendor on hold with the State.
- Vendor ID:** 11 digits  
Shows the vendor's identification number.
- Hold Src:** 3 digits  
Identifies the hold source code that shows that placed the vendor on hold with the State. For example:  
302 = Attorney General  
304 = Comptroller of Public Accounts  
310 = Treasury Department  
322 = Texas Employment Commission
- Hold Rsn:** 3 digits  
Includes the code number for the reason the vendor was placed on hold.

**-- Panel 2 --**

- Hold Reason:** 30 characters  
Displays the text describing the reason the vendor was placed on hold with the State.

**Additional Functions**

- PF KEYS** See the Appendix for an explanation of the standard PF Keys.
- PF9  
Hist** **History**  
Displays the hold history for the selected vendor.
- PF7  
HSrc** **Hold Source**  
Shows the hold source code and description.

# State Hold Vendor Name Search

Screen 172 may be used to search for vendors who have been placed on hold with the State. This screen not only displays a list of all vendors on hold, but also shows the reason they were placed on hold.

## Screen 172 - State Hold Vendor Name Search (Panel 1)

```

172 State Hold Vendor Name Search                                07/03/01 13:15
                                                                FY 2001 CC 02
Screen:  ___ Vendor: N _____ Hold/Release(H/R):  _
                                                                Hold Hold
Vendor Name                                                    Vendor ID  Src  Rsn
_  N & F INVESTMENTS INC                                     17521231967 320 455
_  N DARLENE H HENSLEY                                       24124451046 010 330
_  N & B PETROLEUM PRODUCT SERVIC                          17524556648 582 390
_  N & B PETROLEUM PRODUCT SERVICES INC                    17524966648 304 013
_  N & D CONSTRUCTION INC                                   17524234642 304 013
_  N & M FOOD MART                                           24615123214 362 435
_  N & N ENTERPRISES                                         30000425389 304 026
_  N & N INVESTMENT GROUP INC                               17524890428 304 026
_  N & N LEASING L L C                                       30118255589 304 013
_  N & N PROPERTIES INC                                       17312222448 304 026
_  N & P INC                                                  17425333290 304 026
_  N & R DYNAMITE INC                                        17421111068 304 026
_  N & R ENTERPRISES INC                                     17516888956 304 026
_  N & R INC                                                  30005000741 304 026
_  N & Z BUSINESS INC                                       17604222167 304 013
Press <ENTER> For More Entries
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help  EHelp                               Hist HSrc                               Left Right

```

## Screen 172 - State Hold Vendor Name Search (Panel 2)

```

172 State Hold Vendor Name Search                                07/03/01 13:20
                                                                FY 2001 CC 02
Screen:  ___ Vendor: N _____ Hold/Release(H/R):  _
                                                                Hold Hold
Vendor Name                                                    Src  Rsn  Hold Reason
_  N & F INVESTMENTS INC                                     320 455  UNPAID WAGES PER PAY DAY LAW
_  N DARLENE H HENSLEY                                       010 330  DEFAULT OF TGSLC STUDENT LOAN
_  N & B PETROLEUM PRODUCT SERVIC                          582 390  NON PAYMENT OF FEES
_  N & B PETROLEUM PRODUCT SERVIC                          304 013  FRANCHISE TAX
_  N & D CONSTRUCTION INC                                   304 013  FRANCHISE TAX
_  N & M FOOD MART                                           362 435  NON PAYMENT OF LOTTERY TAX
_  N & N ENTERPRISES                                         304 026  SALES TAX
_  N & N INVESTMENT GROUP INC                               304 026  SALES TAX
_  N & N LEASING L L C                                       304 013  FRANCHISE TAX
_  N & N PROPERTIES INC                                       304 026  SALES TAX
_  N & P INC                                                  304 026  SALES TAX
_  N & R DYNAMITE INC                                        304 026  SALES TAX
_  N & R ENTERPRISES INC                                     304 026  SALES TAX
_  N & R INC                                                  304 026  SALES TAX
_  N & Z BUSINESS INC                                       304 013  FRANCHISE TAX
Press <ENTER> For More Entries
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help  EHelp                               Hist HSrc                               Left Right

```

## **STATE HOLD VENDOR NAME SEARCH**

To advance the list displayed to a specific vendor, type the vendor's name in the Vendor: field and press <ENTER>.

If you type part or all of the vendor's name in the Vendor: field, the list will begin with the characters you entered in this field. To view all vendor's beginning with 'A', type this in the Vendor: field. You may also type an '\*' in this field to view a list of all vendor's.

Type 'H' (Hold) or 'R' (Release) in the Hold/Reason (H/R): field to view vendor's who have either been placed on Hold with the State or have been released from being on hold.

Press PF11 to scroll right and view the text describing why the vendor was placed on hold with the State.

To view the description for the Hold Source press PF7. To see the vendor's hold history, code, place your cursor on a line item and press PF6.

## **BASIC STEPS**

- Advance to Screen 172.
- To advance the display to a specific vendor, type the vendor's name in the Vendor: field and press <ENTER>.
- Type an 'H' or 'R' in the Hold/Reason (H/R): field to view specific vendors that have either been placed on hold with the State, or who have been released from being held.

## **FIELD DESCRIPTIONS**

### **Action Line Information:**

<b>Vendor:</b>	30 characters Enter vendor name to advance the display to a specific vendor.	<b>Entry Required</b>
<b>Hold/Release (H/R):</b>	1 character Type 'H' or 'R' to restrict the display to vendors who are on hold, or that have been released from being placed on hold with the State.	

### **Screen Information:**

#### **-- Panel 1 --**

<b>Vendor Name:</b>	50 characters Displays the name of the vendor on hold with the State.
---------------------	--

***FIELD DESCRIPTIONS, cont'd***

<b>Vendor ID:</b>	11 digits Shows the vendor's identification number.
<b>Hold Src:</b>	3 digits Identifies the hold <u>source</u> code that shows that placed the vendor on hold with the State. For example: 302 = Attorney General 304 = Comptroller of Public Accounts 310 = Treasury Department 322 = Texas Employment Commission
<b>Hold Rsn:</b>	3 digits Includes the code number for the <u>reason</u> the vendor was placed on hold.
<b>Panel 2 -- Hold Reason:</b>	30 characters Displays the text describing the reason the vendor was placed on hold with the State.

***Additional Functions***

<b>PF KEYS</b>	See the Appendix for an explanation of the standard PF Keys.
<b>PF6 Hist</b>	<b>History</b> Displays the hold history for the selected vendor.
<b>PF7 HSrc</b>	<b>Hold Source</b> Shows the hold source code and description.

# State HUB Vendor ID Search

To view a list of State HUB vendors, use Screen 173. To narrow the displayed list, type a vendor's identification number or name in the Vendor: field and press <ENTER>. Typing a partial vendor ID number will result in a list of all State HUB vendors that have a similar vendor identification number. The list of vendors displayed will also show a 'Y' in the SHld: field if a vendor is on State Hold.

In addition to producing a list of vendors, this screen also provides additional detail necessary for identifying the HUB status of a vendor. The State HUB file will be updated weekly.

## Screen 173 - State HUB Vendor ID Search

173 State HUB Vendor ID Search		07/05/01 12:13			
		FY 2001 CC 01			
Screen: ___ Vendor: _____					
Vendor ID	Vendor Name	Gndr	Cd	Ethn	Tx Sm
1043222402	PROPERTY & PORTFOLIO RESEARCH INC	F	WO	Y	Y
11121111831	PTL EQUIPMENT MFG INC	F	WO	Y	Y
11332229418	HARVEST CAPITAL INVESTMENTS LLC	M	HI	Y	Y
11354444408	TURTLE & HUGHES INC	F	WO	Y	Y
11741555947	CAREER PLACEMENT, INC.	F	WO		Y
11752222182	DIXIES FASHION ACCESSOIRES INC.	F	WO	Y	Y
11760333451	PARIJAT CONTROLWARE, INC.	M	AS		Y
11760777245	DE DE, INC.	F	HI		Y
11760888324	PETRA ENVIRONMENTAL INC.	F	AS		
11760699943	ACM HIGHWAY PRODUCTS CORPORATION	F	WO		Y
11844612339	SMART ID	F	WO		Y
12236923485	SHI GOVT SOLUTIONS	M	AS	Y	Y Y
12237345379	A & A COMPUTER SOLUTIONS	F	BL		Y
12325111058	BATES & ASSOCIATES INC	F	WO	Y	Y
12328333972	SUDHAKAR COMPANY, INC.	M	AS		

Press <ENTER> For More Entries

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

Hmenu Help EHelp Dt1

## **EXPLANATION OF STATE HUB VENDOR ID SEARCH**

Type the name of a vendor or valid vendor identification number and press <ENTER>. You may also type a sequence of numbers to view all vendors that have identification numbers that are similar. For example, if you know a vendor's ID number begins with "12" but do not know the remaining numbers, you can type this information in the Vendor: field and a list of all State HUB Vendors with ID numbers that begin with the numbers specified will be listed.

You may also type an "\*" to view a list of all vendors, or type a partial vendor's name to view vendors that match the information entered in the Vendor: field.

Place the cursor on a specific vendor and press PF6 to see if the FAMIS vendor is on the STATE HUB file. If so, detailed data for the vendor will be displayed. Press PF4 from this pop-up window to return to Screen 173.

### Screen 173 - PF6 Dtl Pop-Up Screen

```
State Hub Vendor Data
-----
State ID: 23477773421 Cert:          Dt Off: 09/30/2002
Vndr: ESCOBAR, DIEGO
      203 BOGUE WAY
      SAN ANTONIO TX 78228
Foreign:
Phone: 210-444-5567          County:
Fax: 999-999-9999
Contact:
Desc:
Internet:

Gndr: M          Ethnic: HI          Lone Star:
QISV:           Sm Bus:           Texas Off: Y

Press <PF4> to Exit
```

### **BASIC STEPS**

- Advance to Screen 173.
- Type a valid vendor's identification number in the Vendor: field on the action line and press <ENTER>.
- Place cursor on a vendor's name and press PF6 to view additional State HUB vendor data.

### **FIELD DESCRIPTIONS**

#### **Action Line Information:**

**Vendor:** 11 digits  
Enter a valid vendor identification number.

**Entry Required**

#### **Screen Information:**

**Vendor ID:** 11 digits  
Displays the state vendor identification number of the vendor listed.

**Vendor Name:** 30 characters  
Identifies the name of the vendor associated with the vendor identification number listed.



***FIELD DESCRIPTIONS, cont'd***

**Gndr:** 1 character  
Shows the gender code for the vendor displayed. Valid values are:  
Blank = Not Specified  
M = Male Owned  
W = Woman Owned

**Ethn Cd:** 3 characters  
Identifies the vendor's ethnic code.  
Blank = Not Specified  
BLK = Black  
CAU = Caucasian  
HSP = Hispanic  
IND = American Indian/Native American

**QISV:** 1 character  
Indicates whether the vendor is a Qualified Information System Vendor.  
Valid values are:  
Y = Yes  
N = No

**Tx Off:** 1 character  
Shows if this is a Texas Office. Valid values are:  
Y = Yes  
N = No

**Sm Bus:** 1 character  
Shows if this vendor is a small business.  
Valid values are:  
Y = Yes  
N = No

***Additional Functions***

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

**PF6** **Detail**  
**Detl** Detail information on the HUB vendor.

# Vendor Hold By Agency

To view a list of vendors that have been placed on hold by an agency, use Screen 175. Like the other vendor hold screens, this shows the reason the vendor was placed on hold, but provides additional detail about the hold status.

Press PF 11 to scroll right and view the second panel of information, which describes the agency that placed the vendor on hold, the date it became effective and the dollar amount owed by the vendor.

If the information for a particular vendor needs to be updated, type an 'X' next to the vendor's name and press <ENTER> to advance to Screen 209.

## Screen 175 - Vendor Hold by Agency (Panel 1)

```

175 Vendors Held by Agency                                07/10/01 14:40
                                                         FY 2001 CC AA
Screen:  ___ Vendor:  _____
Vendor Name      Vendor Id      Hold Rsn      Hold Reason Description
-----
_  CAKES BY DAMON  17466844210  520      LOAN PAYMENT DEFAULT
_  JANNA MURPHY   29999999999  605      DEL REPMT OF EMERGENCY LOA

***** End of Data *****
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp                Agncy                Left  Right
  
```

## Screen 175 - Vendor Hold by Agency (Panel 2)

```

175 State Hold Vendor ID Search                          07/10/01 14:40
                                                         FY 2001 CC AA
Screen:  ___ Vendor:  _____
<<More
Vendor Name      Hold Rsn      Agency      Hold Date      Liability Amt
-----
_  CAKES BY DAMON  520      711      07/06/2001      1500.00
_  JANNA MURPHY   605      761      08/08/2000      500.00

***** End of Data *****
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp                Agncy                Left  Right
  
```

## **VENDOR HOLD BY AGENCY SEARCH**

To advance the list displayed to a specific vendor, type the vendor's identification number in the Vendor: field and press <ENTER>.

If you type part or all of the vendor's name in the Vendor: field, you will see a pop-up window with a list of vendors' names that begin with the characters you entered in this field. To view all vendor's beginning with 'A', type this in the Vendor: field. You may also type an '\*' in this field to view a list of all vendor's.

Press PF11 to scroll right and view the text describing the agency that placed a vendor on hold, the date it was effective, and the amount of money owed by the vendor.

To view description for the reason the agency placed the vendor on hold, press PF6.

Type an 'X' to the left of the desired vendor and press <ENTER> to add or change the hold status information.

## **BASIC STEPS**

- Advance to Screen 175.
- To advance the display to a specific vendor, type the vendor's name or vendor identification number in the Vendor: field on the Action Line and press <ENTER>.
- If the hold status information needs to be modified, type an 'X' next to the vendor's name and press <ENTER> to advance to Screen 209.

## **FIELD DESCRIPTIONS**

### **Action Line Information:**

**Vendor:** 11 digits  
Enter a valid vendor identification number to advance the display to a specific vendor.

### **Screen Information:**

-- Panel 1 --

**Vendor Name:** 26 characters  
Displays the name of the vendor that has been placed on hold by agency.

**Vendor ID:** 11 digits  
Shows the vendor's identification number.

***FIELD DESCRIPTIONS, cont'd***

<b>Hold Rsn:</b>	3 digits Identifies the code number for the reason the vendor was placed on hold.
<b>Hold Reason Description:</b>	30 characters Includes the description of why the vendor was placed on hold.
<i>-- Panel 2 --</i>	
<b>Agency:</b>	3 digits Displays the name of the agency that placed the vendor on hold.
<b>Hold Date:</b>	8 digits (mm/dd/yyyy) Shows the date the vendor was placed on hold status.
<b>Liability Amt:</b>	13 digits Identifies the amount owed by the vendor.

***Additional Functions***

<b>PF KEYS</b>	See the Appendix for an explanation of the standard PF Keys.
<b>PF6 Agency</b>	<b>Agency</b> Displays information about the hold status: the reason, <u>agency</u> code and agency's name that placed the vendor on hold.

**PURCHASING**

**VENDOR**

**INFORMATION**



---

---

# Vendor Change Log

---

---

Changes that have been made to a FAMIS vendor record on Screen 203 / Screen 103 or Screen 207 may be viewed on Screen 201. This screen also shows the date and time a change was made. In addition, you may flag changes that need to be sent electronically to TINS, and view if the changes have been sent.

Additional fields of information are displayed on Panel 2 and Panel 3. Press the PF11 key to scroll right and view these panels.

**NOTE:**     **Update access to this screen should be restricted.**

Only the field names will be displayed if the user does not have the proper access.

## Screen 201 - Vendor Change Log (Panel 1)

201 Vendor Change Log		JANNA MURPHY	07/12/01 13:49		
			FY 2001 CC 01		
Screen:	___	Vendor: 2999999999	Order: N	Field: _____	
Panel: 01 More>>					
Send Tins	Sent Tins	Field Name	New Field Value	Date Changed	Date Pulled for TINS
----	----	-----	-----	-----	-----
N		ACH OVERRIDE	Y	05/01/2001	
N		ACH TRANS TYPE	PPD	12/11/2000	
N		ADDRESS	301 TARROW DR.	12/11/2000	
N		ADDRESS	JOHN B CONNALLY BL	12/11/2000	
N		ADDRESS	FAMIS SERVICES	12/11/2000	
N		ADDRESS	THE TX A&M UNIVERS	12/11/2000	
N		1099 CODE	E	12/11/2000	
N		ZIP CODE	778407896	12/11/2000	
N		TAMUS PART NBR	01	12/11/2000	
**** Press ENTER to continue ****					
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---					
Hmenu Help		EHelp	Audit	Left	Right

**Screen 201 - Vendor Change Log (Panel 2)**

```

201 Vendor Change Log      JANNA MURPHY                        07/12/01 13:50
                                                                    FY 2001 CC 01

Screen:  ___ Vendor: 2999999999 Order: N Field: _____
<<More                                                                Panel: 02 More>>
                                                                    Date      Time
Field Name      New Field Value  Old Field Value  Changed    Changed
-----
ACH OVERRIDE    Y
ACH TRANS TYPE  PPD              CCD              12/11/2000 15:02:48
ADDRESS         301 TARROW DR.   4TH FLOOR       12/11/2000 14:00:16
ADDRESS         JOHN B CONNALLY BL  MS 1144         12/11/2000 14:00:16
ADDRESS         FAMIS SERVICES   MIS PROJECT     12/11/2000 14:00:16
ADDRESS         THE TX A&M UNIVERS
1099 CODE       E
ZIP CODE        778407896
TAMUS PART NBR  01
                                                                    12/11/2000 14:00:16

**** Press ENTER to continue ****
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help  EHelp              Audit              Left Right
    
```

**Screen 201 - Vendor Change Log (Panel 3)**

```

201 Vendor Change Log      JANNA MURPHY                        07/12/01 13:50
                                                                    FY 2001 CC 01

Screen:  ___ Vendor: 2999999999 Order: N Field: _____
<<More                                                                Panel: 03
                                                                    Date      Time
Field Name      New Field Value  Userid           Changed    Changed
-----
ACH OVERRIDE    Y                WILP01P         05/01/2001 17:31:22
ACH TRANS TYPE  PPD              WILP01P         12/11/2000 15:02:48
ADDRESS         301 TARROW DR.   WILP01P         12/11/2000 14:00:16
ADDRESS         JOHN B CONNALLY BL  WILP01P         12/11/2000 14:00:16
ADDRESS         FAMIS SERVICES   WILP01P         12/11/2000 14:00:16
ADDRESS         THE TX A&M UNIVERS  WILP01P         12/11/2000 14:00:16
1099 CODE       E                WILP01P         12/11/2000 14:00:16
ZIP CODE        778407896       WILP01P         12/11/2000 14:00:16
TAMUS PART NBR  01              WILP01P         12/11/2000 14:00:16

**** Press ENTER to continue ****
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help  EHelp              Audit              Left Right
    
```

***EXPLANATION OF VENDOR CHANGE LOG PROCESSES***

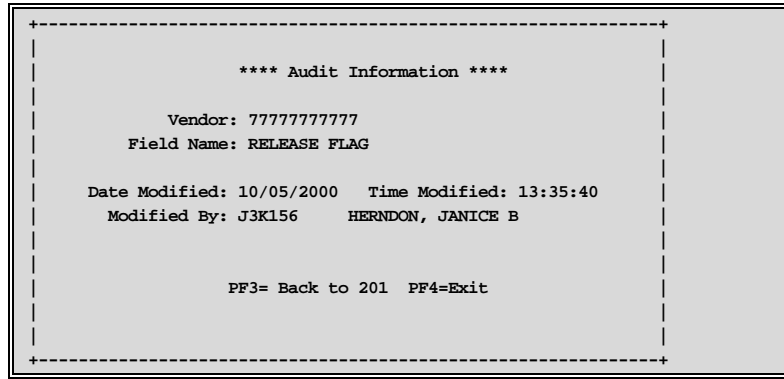
Type a valid vendor identification number in the Vendor: field and press <ENTER>. You may also type part of a vendor's name and select the desired vendor from the pop-up window. You may indicate if you want the displayed information to be sorted by **Oldest** date, or by **Newest** date by typing 'O' or 'N' in the Order: field.



If you did not set the TINS flag on Screen 203, you may change the 'N' to 'Y' in the Send TINS: field. However, if there is already a 'Y' in this field, you may not change it back to 'N'.

There are three panels of information included on this screen. Press the PF11 key to view additional columns of information to the right, and return to the original panel by pressing PF10.

Additional audit information may be viewed by placing the cursor on a line of information displayed on the screen and pressing PF7.



### **BASIC STEPS**

- Advance to Screen 201.
- Type a valid vendor's identification number or name in the Vendor: field and press <ENTER>.
- Press PF11 to view additional data in Panel 2 of this screen.
- Press PF10 to return to Panel 1.

### **FIELD DESCRIPTIONS**

#### **Action Line Information:**

<b>Vendor:</b>	11 digits Enter a valid vendor identification number.	<b>? Help Available</b>	<b>Entry Required</b>
<b>Order:</b>	1 character Designate how the information displayed is to be sorted: 0 = Oldest Date N = Newest Date	<b>? Help Available</b>	<b>Entry Required</b>

***FIELD DESCRIPTIONS, cont'd***

**Field:** 23 characters **? Help Available**  
Type a valid field name. For example:  
ACH Acct Nbr  
ACH Acct Type  
ACH Email  
ACH Override  
ACH Prenote  
ACH Prenote Date  
ACH Prenote Override  
ACH Routing Nbr  
ACH Send TINS  
ACH Trans Type  
Address  
Bid Address

***Screen Information:***

*-- Panel 1 --*

**Send Tins:** 1 character  
Indicate if this change is to be sent to  
TINS. Valid values are:  
N = No  
Y = Yes

**Sent Tins:** 1 character  
Shows if the change made was sent to  
TINS. Valid values are:  
N = No  
Y = Yes

**Field Name:** 16 characters  
Identifies the current field name.

**New Field Value:** 23 characters  
Shows the changed field value.

**Date Changed:** 8 digits (mm/dd/yyyy)  
Identifies the date the field change was  
made.

**Date Pulled For  
TINS:** 8 digits (mm/dd/yyyy)  
Displays the nightly processing date for  
sending the change to TINS.

*-- Panel 2 --*

**New Field Value:** 18 characters/digits  
Shows the changed field value

---

***FIELD DESCRIPTIONS, cont'd***

**Old Field Value:** 18 characters/digits  
Identifies the old value used for this field, prior to the change.

**Date Changed:** 8 digits (mm/dd/yyyy)  
Displays the date a field value change was made.

**Time Changed:** 6 digits (hh:mm:ss)  
Shows the time the field value change was entered.

-- Panel 3 --

**New Field Value:** 18 characters/digits  
Shows the changed field value

**Userid:** 8 character/digits  
Identifies the FAMIS User ID of the person who made the change.

**Date Changed:** 8 digits (mm/dd/yyyy)  
Displays the date a field value change was made.

**Time Changed:** 6 digits (hh:mm:ss)  
Shows the time the field value change was entered.

***Additional Functions***

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

**PF7** View the audit information for the  
**Audit** selected Vendor.

# Vendor Add / Modify

Screen 203 is used to add a new vendor to FAMIS and to make changes to existing vendors.

**NOTE:** Screen 203 and Screen 206 have been combined into one screen with two panels (Screen 203). This is necessary because information on the current Screen 203 needs to be entered and edited with the information on Screen 206 due to the TINS rules.

The major change is the addition of Panel 2 to handle more vendor attributes. Second, is the addition of two flags, “Send New Setup to TINS” and “Send Changes to TINS.” Setting TINS flags will initiate sending new vendor information to TINS.

**NOTE: Update access to this screen should be restricted.**

New Flags

**Screen 203 - Vendor Add / Modify**

```

203 Vendor Add/Modify                                07/05/01 13:21
                AGGIELAND CYCLING & FITNESS          FY 2001 CC 02
Screen: ___ Vendor: 17429333321                      Page: 1 <More>>>
Name: AGGIELAND CYCLING & FITNESS                    PIN: 17429333320 000
Send New Setup to TINS: _ Send Changes to TINS: N    Tax-ID: 742933332
*----- Purchasing Bid To -----* *----- Accounts Payable Remit To -----*
Address: _____ Address: 817 S TEXAS HIGHWAY
_____
_____

City: _____ State: ___ City: COLLEGE STATION State: TX
Zip: _____ Country: ___ Zip: 77840 Country: ___
Phone: _____ Ext: _____ Phone: 979-696-9490 Ext: _____
FAX: _____ FAX: _____ Zone: _____
Contact: _____ Contact: _____

-----
Vendor Type: BU Ownership cd: S 1099: ___ TAMUS Part: ___ Hold: N
Disadv: ___ Ethnic Orig: ___ Gender: ___ Freeze: N
Bus size: ___ TAMUS Employee: ___ Ck Limit: 0 Retain Mths: 18 Delete: N
Established: 09/27/2000 By: WARD02P Modified: 01/11/2001 By: WARD02P
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help EHelp Stats NxVn Order Left Right
    
```

*Send New Setup to TINS:* Values ‘Y’ or ‘N’

**Set this flag to ‘Y’ whenever a new mail code needs to be sent to TINS.**

**This flag must be set BEFORE you make changes to the fields.**

If you fill out the screen and then change the flag – it WILL NOT feed to the state – however, you can change the flag using Screen 201 and the changes will be sent.

The system will use this flag to log the mail code a special way in order to send the setup to the state.

This flag is changed to blank after a successful update or ADD.

*Send Changes to TINS: Values 'Y' or 'N'*

This flag must be set BEFORE you make changes to the fields.

If you fill out the screen and then change the flag – it WILL NOT feed to the state – however, you can change the flag using Screen 201 and the changes will be sent.

This flag will remain set until it is changed by the user.

Additional information can be viewed by using the PF keys shown at the bottom of the screen. Press the PF11 key to display additional columns of information to the right, and return to the original panel by pressing PF10.

### Screen 203 - Vendor Add / Modify (Panel 2)

```

203 Vendor Add/Modify                                07/05/01 13:25
                AGGIELAND CYCLING & FITNESS          FY 2001 CC 02
Screen: ___ Vendor: 17429333321                      Page: 2 <<<More>

                Name: AGGIELAND CYCLING & FITNESS

Vendor Type: BU   Ownership Code: S
Texas Company: N   SIC: ___   Charter Nbr: _____
Employ Agency: ___   Security: _   Busn Desc: ___

----- Sole Proprietor/Partnership Data -----
SSN/FEI: 24119999923   Name: RODNEY T WILSON
SSN/FEI: _____   Name: _____

Email Addr: _____

                Disc           Pay
                Terms Perct Days Ind Days
Vendor: _____ - - - -
Payment: _____ - - - -   FOB: ___

Established: 09/27/2000 By: WARD02P   Modified: 01/11/2001 By: WARD02P
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
                Hmenu Help EHelp                Stats                Left Right
    
```

## **EXPLANATION OF VENDOR ADD / MODIFY PROCESSES**

Type a valid vendor identification number or name in the Vendor: field and press <ENTER>.

## **BASIC STEPS**

- Advance to Screen 203.
- Type a valid vendor's identification number or name in the Vendor: field and press <ENTER>. If the vendor exists, add additional vendor data, or modify existing information and press <ENTER> to record. If new, add all required vendor data and press <ENTER>.
- Set the "Send xxxx To TINS" flag, if appropriate.
- Press PF11 to view additional data in Panel 2 of this screen.
- Press PF10 to return to Panel 1.
- Press the other PF keys provided to view additional detail information for this vendor.

## **FIELD DESCRIPTIONS**

### **Action Line Information:**

<b>Vendor:</b>	11 digits Enter a valid vendor identification number.	<b>Entry Required</b>
----------------	--	-----------------------

### **Screen Information:**

-- Panel 1 --

<b>Name:</b>	50 characters/digits Modify the name of the vendor or add a new vendor's name.	<b>Entry Required</b>
--------------	---	-----------------------

<b>PIN:</b>	14 digits Include the vendor's <u>personal identification number</u> .	<b>Entry Required</b>
-------------	---	-----------------------

<b>Send New Setup to TINS:</b>	1 character Indicate if the setup information for a vendor is to be sent to TINS. This field will become blank again after processing a new mail code.	<b>Entry Required</b>
--------------------------------	---	-----------------------

<b>Send changes to TINS:</b>	1 character Indicate if this modified or additional information for the vendor is to be sent to TINS. This value will remain until a manual change has been made.	<b>Entry Required</b>
------------------------------	--	-----------------------

<b>Tax ID:</b>	9 digits Enter the vendor's tax <u>identification number</u> .	<b>Entry Required</b>
----------------	---	-----------------------

***FIELD DESCRIPTIONS, cont'd***

*Purchasing Bid To:*

<b>Address:</b>	4 lines, 30 characters Type the vendor's bid mailing address.	<b>Entry Required</b>
<b>City:</b>	20 characters Include the name of the city for the bid mailing address.	<b>Entry Required</b>
<b>State:</b>	2 characters <b>? Help Available</b> Enter vendor's state for the bid mailing address.	<b>Entry Required</b>
<b>Zip:</b>	9 digits Identify the zip code for the bid mailing address.	<b>Entry Required</b>
<b>Country:</b>	3 characters <b>? Help Available</b> Type the country code for the vendor's bid mailing address.	<b>Entry Required</b>
<b>Phone:</b>	12 digits Enter the phone number for the vendor's bid mailing address.	
<b>Ext.:</b>	4 digits Include the phone <u>extension</u> for the bid mailing address.	
<b>FAX:</b>	12 digits Type the FAX number for the bid mailing address.	
<b>Contact:</b>	25 characters Indicate the name of the contact person at the vendor's bid mailing address.	<b>Entry Required</b>

*Accounts Payable*

*Remit To:*

<b>Address:</b>	4 lines, 30 characters Type the vendor's billing address.	<b>Entry Required</b>
<b>City:</b>	20 characters Include the name of the city for the billing address.	<b>Entry Required</b>
<b>State:</b>	2 characters <b>? Help Available</b> Enter vendor's state for the billing address.	<b>Entry Required</b>

***FIELD DESCRIPTIONS, cont'd***

<b>Zip:</b>	9 digits Identify the zip code for the billing address.	<b>Entry Required</b>
<b>Country:</b>	3 characters <b>? Help Available</b> Type the country code for the vendor's billing address.	<b>Entry Required</b>
<b>Phone:</b>	12 digits Enter the phone number for the vendor's billing address.	<b>Entry Required</b>
<b>Ext.:</b>	4 digits Include the phone <u>extension</u> for the billing address.	
<b>FAX:</b>	12 digits Type the FAX number.	
<b>Contact:</b>	25 characters Indicate the name of the contact person at the vendor's billing address.	<b>Entry Required</b>
<b>Vendor Type:</b>	2 characters <b>? Help Available</b> Enter a valid vendor type: For example: Blank = Not specified BU = Business EM = Employee FA = Federal Agency FC = Foreign Corporation FG = Foreign Government FI = Foreign Individual FY = Foreign Partner Yes	<b>Entry Required</b>



**FIELD DESCRIPTIONS, cont'd**

<b>Ownership cd:</b>	1 character	<b>? Help Available</b>	<b>Entry Required</b>
	Type a valid ownership <u>code</u> : Valid values include:		
	A	= Professional Organization	
	Blank	= None	
	C	= Professional Corporation	
	E	= State Employee	
	F	= Financial Institution	
	G	= Government-Entity	
	I	= Individual (Not Owning = A Business)	
	J	= Joint Venture	
	L	= Limited Partnership	
	N	= Other	
	O	= Out-Of-State Corporation	
	P	= Partnership	
	R	= Foreign	
	S	= Sole Proprietorship	
	T	= Texas Corporation	
	U	= State Agency/University	
<b>1099:</b>	1 character	<b>? Help Available</b>	
	Include a valid 1099 code:		
	BLANK	Not Specified	
	C	= Corporation	
	E	= Employee	
	F	= Foreign	
	I	= Individual	
	N	= Not For Profit	
	O	= Other	
	P	= Partnership	
	R	= Real Es tate	
	Y	= 1099	
	2	= 1042	
<b>TAMUS Part:</b>	2 characters	<b>? Help Available</b>	
	Enter the TAMUS Member Part this vendor information belongs to. For example:		
	03	= Texas A&M University System	
	04	= Texas A&M University	
<b>Hold:</b>	1 character		
	Shows 'Y' (Yes) or 'N' (No) if this vendor is on hold with the State of Texas.		

***FIELD DESCRIPTIONS, cont'd***

<b>Disadv:</b>	1 character	<b>? Help Available</b>
	Include one of the following valid <u>disadvantage</u> codes:	
	Blank	= Not Hub / Not Specified
	C	= Certified HUB Business
	H	= HUBZONE (Labor Surplus Area)
	N	= Not HUB
	S	= Self Declared HUB Business
<b>Ethnic Orig:</b>	3 characters	<b>? Help Available</b>
	Enter a valid ethnic <u>origin</u> code:	
	Blank	= Not Specified
	BLK	= Black
	CAU	= Caucasian
	HSP	= Hispanic
	IND	= American Indian / Native American
<b>Gender:</b>	1 character	<b>? Help Available</b>
	Indicate the gender code for the vendor:	
	Blank	= Not Specified
	M	= Male Owned
	W	= Woman Owned
<b>Freeze:</b>	1 character	
	Displays 'Y' (Yes) or 'N' (No) to indicate if a freeze has been placed on the vendor.	
<b>Bus size:</b>	1 character	<b>? Help Available</b>
	Include the code indication the size of the vendor's <u>business</u> :	
	Blank	= Not Specified
	L	= Large Business
	S	= Small Business (Just Right)
<b>TAMUS Employee:</b>	1 character	<b>? Help Available</b>
	Specify if the vendor is an employee of <u>The Texas A&amp;M University System</u> :	
	Y	= Yes
	N	= No
	BLANK	= No
<b>Ck Limit:</b>	1 digit	<b>? Help Available</b>
	If previously set up, select a limit amount for the <u>check</u> from the pop-up window, or enter '0' if no limit is needed.	

**FIELD DESCRIPTIONS, cont'd**

- Retain Mths:** 2 digits  
Identify the number of months to retain the information on the vendor after the last activity.
- Delete:** 1 character  
Displays 'Y' (Yes) or 'N' (No) to indicate if this vendor has been deleted.
- Established:** 8 digits  
Shows the date the vendor was added to FAMIS.
- By:** 6 characters/digits  
Indicates the FAMIS user ID of the person who added the vendor information to FAMIS.
- Modified:** 8 digits  
Shows the date the vendor information was modified.
- By:** 8 digits  
Displays the FAMIS user ID of the person who modified the vendor information.

-- Panel 02 --

- Vendor Type:** 2 characters                      **? Help Available**                      **Entry Required**  
Enter a valid vendor type: For example:  
Blank = Not specified  
BU = Business  
EM = Employee  
FA = Federal Agency  
FC = Foreign Corporation  
FG = Foreign Government  
FI = Foreign Individual  
FY = Foreign Partner Yes

**FIELD DESCRIPTIONS, cont'd**

		<b>? Help Available</b>	<b>Entry Required</b>
<b>Ownership Code:</b>	1 character Type a valid ownership code: Valid values include: A = Professional Organization Blank = None C = Professional Corporation E = State Employee F = Financial Institution G = Government-Entity I = Individual (Not Owning = A Business) J = Joint Venture L = Limited Partnership N = Other O = Out-Of-State Corporation P = Partnership R = Foreign S = Sole Proprietorship T = Texas Corporation U = State Agency/University		
<b>Texas Company:</b>	1 character Indicate if this vendor is a Texas company. Valid values include: Y = Yes N = No BLANK = No	<b>? Help Available</b>	
<b>SIC:</b>	4 digits Specify the Standard Industry Code for this vendor. For example: BLANK = No Code Specified 9901 = State Employees 9902 = Nonprofit Organization 9903 = Direct Deposit of Bills 9904 = State Publication 9906 = Refunds	<b>? Help Available</b>	
<b>Charter Nbr:</b>	10 digits Enter the Texas charter <u>number</u> for the business.		
<b>Employ Agency:</b>	3 digits Type the state agency code. This is <b>required</b> if Ownership Code is 'E'. For example: "710" for SAGO.		

**FIELD DESCRIPTIONS, cont'd**

**Security:** 1 digit  
TINS security code indicating who can change the vendor you set up. Valid values are 0, 1, or 2.

**Busn Desc:** 3 digits (currently not used)  
Enter the business description code.

*Sole Proprietor/Partnership*

*Data:*

**SSN/FEI:** 11 digits  
Include the vendor's Social Security number or Federal Employer Identification number.

**Name:** 50 characters/digits  
Identify the name of the sole proprietor/partnership.

**Email Addr:** 50 characters/digits  
Include the vendor's E-mail address, if available.

*Vendor Terms:*

**Disc Perct:** 6 digits  
Specify the discount percent given by the vendor.

**Days:** 4 digits  
Indicate the number of days allowed in the payment agreement.

**Ind:** 1 character **? Help Available**  
Enter the indicated vendor terms : Valid values are:  
I = As Invoiced  
N = Net  
P = Prox  
Blank

**Pay Days:** 3 digits  
Indicate the number of pay days in the payment agreement.

*Payment Terms:*

**Disc Perct:** 6 digits  
Specify the discount percent given by the vendor.

**FIELD DESCRIPTIONS, cont'd**

<b>Days:</b>	3 digits Indicate the number of days allowed in the payment agreement.
<b>Ind:</b>	1 character <b>? Help Available</b> Enter the <u>indicated</u> vendor terms : Valid values are: I            = As Invoiced N            = Net P            = Prox Blank
<b>Pay Days:</b>	3 digits Indicate the number of pay days in the payment agreement.
<b>FOB:</b>	2 characters <b>? Help Available</b> Specify the vendor's <u>freight</u> terms. Valid values are: AC            = Air/Collect AP            = Air/Prepaid Blank        = Not Specified DA            = Dest/Add DC            = Dest/Collect DP            = Dest/Prepaid EA            = Reg/prepaid/Add EC            = Reg/Collect SA            = Ship Point Frt Prepaid and Added
<b>Established:</b>	8 digits Shows the date the vendor was added to FAMIS.
<b>By:</b>	6 characters/digits Indicates the FAMIS user ID of the person who added the vendor information to FAMIS.
<b>Modified:</b>	8 digits Shows the date the vendor information was last modified.
<b>By:</b>	8 digits Displays the FAMIS user ID of the person who modified the vendor information.

**FIELD DESCRIPTIONS, cont'd**

**Additional Functions**

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

**PF 6** **Stats**  
**Stats** View additional vendor statistics and audit information

```

+-----+
|
|                ** Vendor Statistic/Audit Information **
|
| Vendor: 2343333890
| Name: DELL COMPUTERS
|
| Added Dt: 09/05/1994      Last Mod Dt: 08/27/1999
| by: K156M1                by: K156L2
|
| Last Check: 110216 1999/09/01 Hold: N by:
| Last Activity: 1999/08/30      Freeze: N by:
|                               Delete: N by:
|
| Vendor Type: BU Ownership cd: C      1099: N
|
+-----+

```

**PF 7** **Next Vendor**  
**NxVn** View / add/ modify the next vendor identification number. (Only available on Panel 01.)

**PF 9** **Order**  
**Order** View / add/ modify the "Purchasing Order From" information. (Only available on Panel 01.)

```

+-----+
| 7478 Please enter Desired Changes
|
| Vendor: 2343333890  DELL COMPUTERS
|
| ----- Purchasing Order From -----
| Address: 101 MAIN AVENUE
| _____
| _____
|
| City: COLLEGE STATION  State: TX
| Zip: 77777  Country: ____
| Phone: 409-845-4999  Ext: ____
| FAX: _____
| Contact: _____
|
| PF4=Exit
+-----+

```

---

---

# Adding or Modifying Purchasing Vendor Information

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As you know, vendors must be entered on-line and assigned a FAMIS ID number before their payments may be processed by the system. There are several screens in FAMIS that will allow you to enter vendor information on-line. Screen 204 is one of these screens. It is used by employees of the purchasing/procurement offices to add or update vendor information on-line. This screen is limited in that it will not allow users to update the Accounts Payable Remit To information.

## Screen 204 - Vendor Purchasing Create

```
204 Vendor Purchasing Add/Create                                07/05/01 14:08
                        GE CAPITAL IT SOLUTIONS                  FY 2001 CC 02
Screen:  ___ Vendor: 14109999952                               Page: 1 <More>>>>

Name: GE CAPITAL IT SOLUTIONS                                PIN: 14109999953 ___
Send New Setup to TINS: _ Send Changes to TINS: _ Tax-ID: 410999995
*----- Purchasing Bid To -----* *----- Accounts Payable Remit To -----*
Address: _____ Address: PO BOX 200000
_____
_____

City: _____ State: ___ City: HOUSTON State: TX
Zip: _____ Country: ___ Zip: 77216 0370 Country: ___
Phone: _____ Ext: ___ Phone: _____ Ext: ___
FAX: _____ FAX: _____ Zone:
Contact: _____ Contact: _____

-----
Vendor Type: BU Ownership cd: _ 1099: _ TAMUS Part: _ Hold: N
Disadv: _ Ethnic Orig: ___ Gender: _ Freeze: N
Bus size: _ TAMUS Employee: _ Ck Limit: 0 Retain Mths: 18 Delete: N
Established: 04/08/1998 By: HUFL02P Modified: By:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help EHelp Stats NxVn Order Left Right
```

### **BASIC STEPS**

- Advance to Screen 204.
- Type the new vendor number in the Vendor: field on the Action Line and press <ENTER>. When a new vendor is added, a message will respond, "Vendor number not found -- enter modifications to add." Include all required vendor data and press <ENTER>.
- If a vendor number already exists, type the number or vendor's name in the Vendor: field on the Action Line and press <ENTER>. Add additional vendor data, or modify existing information and press <ENTER> to record.
- Press the other PF keys provided to view additional detail information for this vendor.



## EXPLANATION OF VENDOR ENTRY PROCESSES

### Vendor Search and Select

You can search for a particular vendor by typing its name or a portion of its name on the Action Line and pressing <ENTER>. A pop-up window will appear with a listing of all vendors on file with the specified characters in their name. An example would be entering the word "BRAZOS" on the Action Line to reveal the following information in the pop-up window: You may select a particular vendor by placing an 'X' next to its name and pressing <ENTER>. You may press PF4 to return to Screen 204 without selecting a vendor from this list.

```

Screen: ___ Search: BRAZOS_____ Type: N (N,V)
                Include Frz/Del Vendors: N

Vendor Name      Vendor ID  Alias Frz Del SHld HUB
_ BRAZOS ANESTHESIOLOGY ASSOCIAT 17421236123 N N N
_ BRAZOS APPLIANCES, INC. 17422345732 N N N
_ BRAZOS ARCHIVES AND SECURITY, 17427312340 Y N N
_ BRAZOS BLIND AND DRAPERY 17427834520 N N N
_ BRAZOS BLUE RIBBON BAKERY 17425123430 N N N Y
_ BRAZOS BRAVO ONLINE 17422356579 N N N
_ BRAZOS COUNTY CLERK'S OFFICE 17460789039 N N N
_ BRAZOS COUNTY HEALTH DEPARTMEN 17460345630 N N N
_ BRAZOS COUNTY TAX ASSESSOR-COL 17460123436 N N N
_ BRAZOS ELECTRICAL SYSTEMS 17421234951 N N N
_ BRAZOS ENVIRONMENTAL SERVICES 17426279800 N N N
_ BRAZOS EYE CLINIC 17427699110 N N N
_ BRAZOS FAMILY PRACTICE ASSOC. 17427598770 N N N
** More Vendors - Press <Enter> to View **
PF4=Exit PF9=Bid PF10=Remit PF11=Order PF12=Main

```

### Adding New Vendors to the System

The system will display the message "Vendor number not found – enter modifications to add" when you type a vendor ID number on the Action Line that is not currently found on the system. You should enter the vendor name, address, and type. Then press <ENTER> to record the new vendor ID on the system. If there is a vendor with the same social security number or federal employer identification number as the vendor ID that you enter on the Action Line, FAMIS will automatically pull in some of the vendor information. You may find this happens when you enter information for a vendor that is found in multiple cities. Typically, the only difference between the vendors will be the mailing address and the mail code (the 11<sup>th</sup> digit of the vendor ID number).

### Temporary Vendors

FAMIS allows you to set up a temporary vendor ID for those times when you do not have the state ID or tax ID number for your vendor at the time your order has been placed. To do this type 'T0' in the Vendor field on the Action Line and the system will automatically assign a temporary ID number for your vendor. When you receive the state ID and/or the tax ID for the vendor you can return to this screen and add the number as a note to the vendor's on-line information.

## ***EXPLANATION OF VENDOR ENTRY PROCESSES, cont'd***

### Comments on the Vendor Address

You may use the space provided for the vendor's address to enter reasons that actions have been taken on a selected vendor (i.e. when they have been frozen). If you wish to enter a comment about your vendor, type an exclamation point (!) as the first character of the vendor address and then enter your text. **NOTE:** This process should not be used as a substitute for freezing or deleting a vendor as it relies strictly on manual procedures.

## ***FIELD DESCRIPTIONS***

### ***Action Line Information:***

<b>Vendor:</b>	11 digits Identifies the ID number of the vendor whose information you would like to add to or modify on the system.	<b>Entry Required</b>
----------------	---	-----------------------

### ***Screen Information:***

<b>Name:</b>	50 characters Displays the name of the vendor whose information you would like to add to or modify on the system.	<b>Entry Required</b>
--------------	--	-----------------------

<b>PIN:</b>	14 digits Provides the State Vendor Identification number for the vendor whose information you would like to add to or modify on the system.
-------------	---

<b>Send New Setup to TINS:</b>	1 character Indicate if the setup information for a vendor is to be sent to TINS> This field will become blank again after processing a new mail code.	<b>Entry Required</b>
--------------------------------	---	-----------------------

**FIELD DESCRIPTIONS, cont'd**

**Send Changes to**

**TINS:** 1 character **Entry Required**  
Indicate if this modified or additional information for the vendor is to be sent to TINS. This value will remain until a manual change has been made.

**Tax ID:** 9 digits  
Identifies the vendor's tax ID number. Which is used to support 1099 payments and reporting.

**Purchasing Bid To:**

**Address:** 120 characters **Entry Required**  
Provides the postal address to which all purchasing bid correspondence should be sent, as entered by the purchasing office.

**City:** 20 characters **Entry Required**  
Displays the city, as entered by the purchasing office, to which all purchasing bide correspondence should be sent.

**State:** 2 characters **Entry Required**  
Indicates the abbreviation for the state or province in which vendor is located, as entered by the purchasing office.

**Zip:** 9 digits  
Signifies the zip code to which all purchasing bid correspondence should be sent, as entered by the purchasing office.

**Country:** 3 characters  
Identifies the country in which the vendor is located, if it is a foreign county.

**Phone:** 10 digits  
Provides the area code and telephone number at which the vendor can be reached, as entered by the purchasing office.

***FIELD DESCRIPTIONS, cont'd***

<b>Ext:</b>	4 digits Indicates the extension number at which the vendor can be reached.
<b>FAX:</b>	10 characters Provides the area code and number at which the vendor can receive FAX transmissions, as entered by the purchasing office.
<b>Contact:</b>	20 characters Indicates the name of the person(s) to contact regarding purchasing bid correspondence.

*Accounts Payable Remit To:*

<b>Address:</b>	120 characters Identifies the mailing address to which payments should be remitted. If you do not type an address, this field will default to the address entered in the purchasing bid to field.
<b>City:</b>	20 characters Indicates the city in which the vendor is located. If you do not type a city, this field will default to the city entered in the purchasing bid to field.
<b>State:</b>	2 characters Displays the abbreviation for the state or province in which the vendor is located. If you do not type a state code, this field will default to the state entered in the purchasing bid to field.
<b>Zip:</b>	9 digits Provides the zip code to which all payments should be mailed.
<b>Country:</b>	3 characters Displays the abbreviation for the country in which the vendor is located, if the address is for a foreign country.
<b>Phone:</b>	10 digits Indicates the area code and telephone number at which vendor may be reached.

**FIELD DESCRIPTIONS, cont'd**

<b>Ext:</b>	4 characters Provides the telephone extension number of the vendor.		
<b>FAX:</b>	10 characters Indicates the area code and number at which the vendor may receive FAX transmissions.		
<b>Zone:</b>			
<b>Contact:</b>	20 characters Indicates the name of the person(s) to contact regarding payment remittance.		
<b>Vendor Type:</b>	2 digits Displays the code that defines general characteristics about the selected vendor. Valid values are: BU = Business EM = Employee FA = Federal Agency FC = Foreign Corporation FG = Foreign Government FI = Foreign Individual FY = Foreign Partner Yes IN = Individual LO = Local Area Business NP = Non-Profit Organization OP = Other Public Entities SA = Texas State Agency ST = Student UN = Unknown US = United States Vendor	<b>? Help Available</b>	<b>Entry Required</b>
<b>Ownership cd:</b>	1 characters Provides the code that defines the type of individual(s) that own the selected vendor.	<b>? Help Available</b>	
<b>1099:</b>	1 character Indicates whether ('Y') all vouchers should be pulled for 1099 purposes or whether (if left blank) 1099 codes will come from vouchers.	<b>? Help Available</b>	<b>Entry Required</b>
<b>TAMUS Part:</b>	2 digits Displays the campus code associated with the selected vendor if it is a member of the A&M University System.		

**FIELD DESCRIPTIONS, cont'd**

<b>Hold:</b>	1 character Indicates whether or not ('Y' or 'N') you wish to keep the system from processing process checks or State vouchers for payment to the vendor.
<b>Disadv:</b>	1 character <b>? Help Available</b> Show whether or not the vendor is certified as a disadvantaged vendor. Values are: Blank = Not HUB / Not Specified C = Certified HUB Business N = Not HUB S = Self Declared HUB Business
<b>Ethnic Orig:</b>	3 characters <b>? Help Available</b> Provides information about the ethnic origin of the vendor, where applicable. Values are: ASP = Asian Pacific Blank = Not Specified BLK = Black CAU = Caucasian HSP = Hispanic IND = American Indian / Native American OTH = Other
<b>Gender:</b>	1 character <b>? Help Available</b> Signifies whether the selected vendor is male (M) or woman (W) owned.
<b>Freeze:</b>	1 character Indicates whether or not ('Y' or 'N') the vendor has been frozen from any new activity.
<b>Bus Size:</b>	1 character <b>? Help Available</b> Indicates if this vendor is considered a <u>L</u> arge or <u>S</u> mall size business.
<b>TAMUS Employee:</b>	1 character Indicates whether or not ('Y', 'N' or Blank) the vendor is an employee of the A&M University System.

**FIELD DESCRIPTIONS, cont'd**

**Ck Limit:** 1 digit **? Help Available**  
 Displays a user-defined code that is used to limit the amount on a single check paid to a vendor. This is used to help prevent large dollar keying errors.  
 NOTE: Check limit codes are maintained on Screen 807.

**Retain Months:** 2 digits  
 Number of months a vendor is left on file after its last activity. If left blank, it will default to an 18 month retention.

**Delete:** 1 character  
 Indicates whether or not ('Y' or 'N') the vendor has been flagged for deletion by the system.

**Established:** 8 digits  
 Indicates the date vendor was established on the system.

**By:** 6 characters  
 Provides the user ID of the person who established vendor on the system.

**Modified:** 8 digits  
 Displays the date the vendor's information was last modified.

**By:** 6 characters  
 Indicates the user ID of the person who last modified the vendor's information.

**Additional Functions**

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

**PF 6** **Stats**  
**Stats** View additional vendor statistics and audit information

**PF 9** **Order**  
**Order** View / add/ modify the "Purchasing Order From" information.

**PF 10** **Next Vendor**  
**NxVn** View / add/ modify the next vendor identification number.

# Adding or Modifying Accounts Payable Vendor Information

As you know, vendors must be entered on-line and assigned a FAMIS ID number before their payments may be processed by the system. There are several screens in FAMIS that will allow you to enter vendor information on-line. Screen 205 is one of these screens. It is used by employees of the Accounts Payable offices to add or update vendor information on-line. This screen is limited in that it will not allow you to update the Purchasing Bid To information.

## Screen 205 - Vendor Accounts Payable Add/Create (Panel 1)

```

205 Vendor AP Add/Create                                07/05/01 14:26
                                FOOD EQUIPMENT SPECIALISTS          FY 2001 CC 02
Screen:  ___ Vendor: 17603277762                        Page: 1 <More>>>

Name: FOOD EQUIPMENT SPECIALISTS                      PIN: 17603277762 002
Send New Setup to TINS: _ Send Changes to TINS: _ Tax-ID: 760327776
*----- Purchasing Bid To -----* *----- Accounts Payable Remit To -----*
Address: _____ Address: PO BOX 4555
_____
_____

City: _____ State: ___ City: HOUSTON State: TX
Zip: _____ Country: ___ Zip: 77210 4563 Country: ___
Phone: _____ Ext: ___ Phone: _____ Ext: ___
FAX: _____ FAX: _____ Zone:
Contact: _____ Contact: _____

-----
Vendor Type: BU Ownership cd: _ 1099: _ TAMUS Part: _ Hold: N
Disadv: _ Ethnic Orig: ___ Gender: _ Freeze: N
Bus size: _ TAMUS Employee: _ Ck Limit: 0 Retain Mths: 18 Delete: N
Established: 11/30/2000 By: WARD02P Modified: By:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help EHelp Stats NxVn Order Left Right
  
```

## Screen 205 - Vendor Accounts Payable Add/Create (Panel 2)

```

205 Vendor Add/Modify                                07/05/01 14:27
                                FOOD EQUIPMENT SPECIALISTS          FY 2001 CC 02
Screen:  ___ Vendor: 17603277762                        Page: 2 <<<More>

Name: FOOD EQUIPMENT SPECIALISTS

Vendor Type: BU Ownership Code: _
Texas Company: _ SIC: _____ Charter Nbr: _____
Employ Agency: ___ Security: _ Busn Desc: ___

----- Sole Proprietor/Partnership Data -----
SSN/FEI: _____ Name: _____
SSN/FEI: _____ Name: _____

Email Addr: _____

Disc Pay
Terms Percnt Days Ind Days
Vendor: _____
Payment: _____ FOB: ___

Established: 11/30/2000 By: WARD02P Modified: By:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help EHelp Stats Left Right
  
```



## BASIC STEPS

### Adding a New Vendor Record:

- Advance to Screen 205
- Type the new vendor number in the Vendor: field on the Action Line and press <ENTER>. When a new vendor is being added the system will respond, "Vendor number not found -- enter modifications to add."
- Press <ENTER> to confirm that you wish to add this new vendor to the system.
- Type the vendor name and address in the space provided.
- Indicate the vendor type.
- Type additional data in the available fields, as desired.
- Press <ENTER> to add the vendor information to the system.

### Modifying an Existing Vendor Record:

- Advance to Screen 205.
- Type the vendor number in the Vendor: field on the Action Line.
- Press <ENTER> to display current vendor information.
- Type valid data in the available fields, as desired.
- Press <ENTER> to record the changes to the vendor's information on-line.

## EXPLANATION OF VENDOR ENTRY PROCESSES

### Vendor Search and Select

You can search for a particular vendor by typing its name or a portion of its name on the Action Line and pressing <ENTER>. A pop-up window will appear with a listing of all vendors on file with the specified characters in their name. An example would be entering the word "OFFICE DEPO" on the Action Line to reveal the following information in the pop-up window: You may select a particular vendor by placing an 'X' next to its name and pressing <ENTER>. You may press PF4 to return to Screen 205 without selecting a vendor from this list.

F0043 Mark Vendor with an 'X' to select						
Screen:	___	Search:	OFFICE DEPO	Type:	N (N,V)	
Include Frz/Del Vendors: N						
Vendor Name	Vendor ID	Alias	Frz	Del	SHld	HUB
_ OFFICE DEPOT	15929999541	N	N	N		
_ OFFICE DEPOT	15929999549	N	N	N		
_ OFFICE DEPOT CREDIT PLAN	1592999954A	N	N	N		
_ OFFICE DEPOT INC	15999999548	N	N	N		
_ OFFICE DEPOT, INC.	1599999954B	N	N	N		
** End of List - 5 Campus 01 Vendor(s) Found **						
PF4=Exit PF9=Bid PF10=Remit PF11=Order PF12=Main						
Hmenu Help	EHelp	Stats NxVn	Order Left	Right		

### Adding New Vendors to the System

The system will display the message “Vendor number not found – enter modifications to add” when you type a vendor ID number on the Action Line that is not currently found on the system. You should enter the vendor name, address, and type. Then press <ENTER> to record the new vendor ID on the system. If there is a vendor with the same social security number or federal employer identification number as the vendor ID that you enter on the Action Line, FAMIS will automatically pull in some of the vendor information. You may find this happens when you enter information for a vendor that is found in multiple cities. Typically, the only difference between the vendors will be the mailing address and the mail code (the 11<sup>th</sup> digit of the vendor ID number).

## ***EXPLANATION OF VENDOR ENTRY PROCESSES, cont’d***

### Temporary Vendors

FAMIS allows you to set up a temporary vendor ID for those times when you do not have the state ID or tax ID number for your vendor at the time your order has been placed. To do this type ‘T0’ in the Vendor field on the Action Line and the system will automatically assign a temporary ID number for your vendor. When you receive the state ID and/or the tax ID for the vendor you can return to this screen and add the number as a note to the vendor’s on-line information.

### Comments on the Vendor Address

You may use the space provided for the vendor’s address to enter reasons that actions have been taken on a selected vendor (i.e. when they have been frozen). If you wish to enter a comment about your vendor, type an exclamation point (!) as the first character of the vendor address and then enter your text. **NOTE:** This process should not be used as a substitute for freezing or deleting a vendor as it relies strictly on manual procedures.

## ***FIELD DESCRIPTIONS***

### ***Action Line Information:***

<b>Vendor:</b>	11 digits Identifies the ID number of the vendor whose information you would like to add to or modify on the system.	<b>Entry Required</b>
----------------	---	-----------------------

### ***Screen Information:***

<b>Name:</b>	50 characters Displays the name of the vendor whose information you would like to add to or modify on the system.	<b>Entry Required</b>
--------------	--	-----------------------

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***FIELD DESCRIPTIONS, cont'd***

**PIN:** 14 digits  
Provides the State Vendor Identification number for the vendor whose information you would like to add to or modify on the system.

**Send New Setup to TINS:** 1 character **Entry Required**  
Indicate if the setup information for a vendor is to be sent to TINS> This field will become blank again after processing a new mail code.

**Send Changes to TINS:** 1 character **Entry Required**  
Indicate if this modified or additional information for the vendor is to be sent to TINS. This value will remain until a manual change has been made.

**Tax ID:** 9 digits  
Identifies the vendor's tax ID number. Which is used to support 1099 payments and reporting.

***Purchasing Bid To:***

**Address:** 120 characters  
Provides the postal address to which all purchasing bid correspondence should be sent, as entered by the purchasing office.

**City:** 20 characters  
Displays the city, as entered by the purchasing office, to which all purchasing bide correspondence should be sent.

**State:** 2 characters  
Indicates the abbreviation for the state or province in which vendor is located, as entered by the purchasing office.

**Zip:** 9 digits  
Signifies the zip code to which all purchasing bid correspondence should be sent, as entered by the purchasing office.

***FIELD DESCRIPTIONS, cont'd***

<b>Country:</b>	3 characters Identifies the country in which the vendor is located, if it is a foreign county.
<b>Phone:</b>	10 digits Provides the area code and telephone number at which the vendor can be reached, as entered by the purchasing office.
<b>Ext:</b>	4 digits Indicates the extension number at which the vendor can be reached.
<b>FAX:</b>	10 characters Provides the area code and number at which the vendor can receive FAX transmissions, as entered by the purchasing office.
<b>Contact:</b>	20 characters Indicates the name of the person(s) to contact regarding purchasing bid correspondence.

***Accounts Payable Remit To:***

<b>Address:</b>	120 characters Identifies the mailing address to which payments should be remitted. If you do not type an address, this field will default to the address entered in the purchasing bid to field.	<b>Entry Required</b>
<b>City:</b>	20 characters Indicates the city in which the vendor is located. If you do not type a city, this field will default to the city entered in the purchasing bid to field.	<b>Entry Required</b>
<b>State:</b>	2 characters Displays the abbreviation for the state or province in which the vendor is located. If you do not type a state code, this field will default to the state entered in the purchasing bid to field.	<b>Entry Required</b>
<b>Zip:</b>	9 digits Provides the zip code to which all payments should be mailed.	

**FIELD DESCRIPTIONS, cont'd**

<b>Country:</b>	3 characters Displays the abbreviation for the country in which the vendor is located, if the address is for a foreign country.
<b>Phone:</b>	10 digits Indicates the area code and telephone number at which vendor may be reached.
<b>Ext:</b>	4 characters Provides the telephone extension number of the vendor.
<b>FAX:</b>	10 characters Indicates the area code and number at which the vendor may receive FAX transmissions.
<b>Contact:</b>	20 characters Indicates the name of the person(s) to contact regarding payment remittance.
<b>Vendor Type:</b>	2 digits <b>? Help Available</b> Displays the code that defines general characteristics about the selected vendor. Valid values are: BU = Business EM = Employee FA = Federal Agency FC = Foreign Corporation FG = Foreign Government FI = Foreign Individual FY = Foreign Partner Yes IN = Individual LO = Local Area Business NP = Non-Profit Organization OP = Other Public Entities SA = Texas State Agency ST = Student UN = Unknown US = United States Vendor
<b>Ownership cd:</b>	1 character <b>? Help Available</b> Provides the code that defines the type of individual(s) that own the selected vendor.

**FIELD DESCRIPTIONS, cont'd**

		<b>? Help Available</b>	<b>Entry Required</b>
<b>1099:</b>	1 character Indicates whether ('Y') all vouchers should be pulled for 1099 purposes or whether (if left blank) 1099 codes will come from vouchers.		
<b>TAMUS Part:</b>	2 digits Displays the campus code associated with the selected vendor if it is a member of the A&M University System.		
<b>Hold:</b>	1 character Indicates whether or not ('Y' or 'N') you wish to keep the system from processing process checks or State vouchers for payment to the vendor.		
<b>Disadv:</b>	1 character Show whether or not the vendor is certified as a disadvantaged vendor. Values are: Blank = Not HUB / Not Specified C = Certified HUB Business N = Not HUB S = Self Declared HUB Business	<b>? Help Available</b>	
<b>Ethnic Orig:</b>	3 characters Provides information about the ethnic origin of the vendor, where applicable. Values are: ASP = Asian Pacific Blank = Not Specified BLK = Black CAU = Caucasian HSP = Hispanic IND = American Indian / Native American OTH = Other	<b>? Help Available</b>	
<b>Gender:</b>	1 character Signifies whether the selected vendor is male (M) or woman (W) owned.	<b>? Help Available</b>	
<b>Freeze:</b>	1 character Indicates whether or not ('Y' or 'N') the vendor has been frozen from any new activity.		

**FIELD DESCRIPTIONS, cont'd**

**Bus Size:** 1 character **? Help Available**  
Indicates if this vendor is considered a Large or Small size business.

**TAMUS Employee:** 1 character  
Indicates whether or not ('Y', 'N' or Blank) the vendor is an employee of the A&M University System.

**Ck Limit:** 1 digit **? Help Available**  
Displays a user-defined code that is used to limit the amount on a single check paid to a vendor. This is used to help prevent large dollar keying errors.  
NOTE: Check limit codes are maintained on Screen 807.

**Retain Mths:** 2 digits  
Number of months a vendor is left on file after its last activity. If left blank, it will default to an 18 month retention.

**Delete:** 1 character  
Indicates whether or not ('Y' or 'N') the vendor has been flagged for deletion by the system.

**Established:** 8 digits  
Indicates the date vendor was established on the system.

**By:** 6 characters  
Provides the user ID of the person who established vendor on the system.

**Modified:** 8 digits  
Displays the date the vendor's information was last modified.

**By:** 6 characters  
Indicates the user ID of the person who last modified the vendor's information.

**Additional Functions**

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

**PF 6 Stats** View additional vendor statistics and audit information

***FIELD DESCRIPTIONS, cont'd***

<b>PF 9</b>	<b>Order</b>
<b>Order</b>	View / add/ modify the “Purchasing Order From” information.
<b>PF 10</b>	<b>Next Vendor</b>
<b>NxVn</b>	View / add/ modify the <u>next vendor</u> identification number.



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# Vendor ACH Data

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Screen 207 is used to maintain the vendor ACH information. This screen is used to enter ACH information for both local and state vendors.

If the vendor is a state vendor, and the "Send to TINS" flag is set to 'Y' then the information will be sent to TINS when added. Any changes to the information will also be passed to TINS if the flag is set to 'Y'.

Screen 201 may be used to send the information to TINS if the flag was not set to 'Y' before entering the date.

TAMUS Member Parts that are not using the Purchasing Module will need to use Screen 207. New screens will not be added in the 100 range to replicate Screen 207.

**NOTE: Update access to this screen should be restricted.**

## Screen 207 - Vendor ACH Data

```
207 Vendor ACH Information                                07/12/01 14:00
                                                         FY 2001 CC 01
Screen: ___ Vendor: 2999999999 JANNA MURPHY
                                     PIN: 2999999999

Send to TINS: _

Routing Number: 333333333
Account Number: 111111111_____ Account Type: C  Trans Type: PPD_

Prenote Sent Dt:                Prenote Override: Y  Dt: 12/11/2000
ACH Start Dt: 12/11/2000        ACH Override: Y

Email Addr: _____

* ----- Vendor Change Information ----- *
Established: 01/31/1995          Added By: K156JKB3
Date Modified: 05/01/2001       Modified By: WLLP01P
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help  EHelp
```

## ***EXPLANATION OF VENDOR ACH DATA***

Type a valid vendor identification number or name in the Vendor: field and press <ENTER>. You may also type an '\*' in this field to view a list of vendors. Select the desired vendor's name by typing an 'X' in the field to the left of the vendor's name and press <ENTER>.

**New Fields:**

*Send to TINS:* Values 'Y' or 'N'

**This flag works similarly to the two 'Send xxxx to TINS' flags on Screen 203, but is a different field. It may be set differently from the ones on Screen 203.**

Example: if you have ACH set one way at the state for state payments, but want local payments sent to different ACH routing. A different mail code should be set up for state and for local.

*Routing Number:* ACH bank's number used for routing

*Account Number:* agency account number with ACH bank

Account Type: C - CHECKING ACCOUNT

S - SAVINGS ACCOUNT

Trans Type: ACH codes: Commercial vs Personal

CCD PMT TO COMMERCIAL VNDRS

CCD+ PMT TO COMMERCIAL VNDRS

PPD PMT TO PERSONAL ACCT

PPD+ PMT TO PERSONAL ACCT

**Prenotes**

A 'Prenote' is a zero-dollar ACH record that FAMIS sends to the ACH system as a test of the bank routing and account data. When routing information is entered for a vendor, this triggers the sending of a Prenote. FAMIS will not send any actual ACH records within 14 days of sending the test Prenote. The default for Prenote testing is to 'Send' the data. You have the ability to override the sending of the Prenote data by using the override fields as described.

If you change the Routing Number, Account Number, Account Type or Trans Type, the Prenote Sent Date will be reset.

If the Prenote Override field is not 'Y' and the Prenote Sent Date is not set, or one of the four fields above are changed, you will also get a pop-up confirmation window asking if you want to send a Prenote to the bank.

*Prenote Sent Date:* reflects the date a Prenote was sent

*Prenote Override:* 'Y' to override the default of sending a Prenote

*Dt: (Override Date):* Date the Override was set

*ACH Start Dt:* reflects the first date that vouchers pulled into cycle will be eligible to be sent by ACH.

*ACH Override:* 'Y' to override the sending of ACH for a vendor – keeps the routing information available. Checks will be created for the vendor until reset.

*Email Addr:* Email address for the vendor – not currently used.

## Security

Screen 207 data is controlled by element security. Unless element security #8, ACH Information, is 'A' (update access), you will only see blank fields. This is to protect critical bank routing data from being visible unless specific security clearance is granted through use of element security #8. A user must also have update access to modify data on Screen 207. If a user needs inquiry access to Screen 207, they must have 'A' on element #8 and inquiry access to Screen 207.

Security access to data on Screen 207 affects user access to Screen 201 also. However, if security access to Screen 201 is more restrictive, then the more restrictive prevails.

## Deletes

To delete any information on Screen 207, blank out the fields.

## **BASIC STEPS**

- Advance to Screen 207.
- Type a valid vendor's name in the Vendor: field and press <ENTER>.
- Include bank processing information in the fields provided and press <ENTER> to record.

## **FIELD DESCRIPTIONS**

### **Action Line Information:**

<b>Vendor:</b>	11 digits Enter a valid vendor identification number. After entering the number, the name will also be displayed.	<b>Entry Required</b>
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***FIELD DESCRIPTIONS, cont'd***

<b>PIN:</b>	11 digits Identifies the vendor's <u>personal identification number</u> .
<b>Screen Information:</b>	
<b>Send to TINS:</b>	1 character Indicate with 'Y' (Yes) or 'N' (No) if this is to be fed electronically to TINS.
<b>Routing Number:</b>	9 digits Include the bank's ACH routing <u>number</u> .
<b>Account Number:</b>	15 digits Identify the agency account number with the ACH bank.
<b>Account Type:</b>	1 character Specify the <u>account</u> type to be used for processing the payment. C = Checking Account S = Savings Account
<b>Trans Type:</b>	4 characters Enter the payment <u>transaction</u> type: Valid values are: CCD = Pmt to Commercial Vndrs CCD+ = Pmt to Commercial Vndrs PPD = Pmt to Personal Acct PPD+ = Pmt to Personal Acct
<b>Prenote Sent Dt:</b>	8 digits (mm/dd/yyyy) If a prenote is sent, displays the <u>date</u> it was sent to the bank.
<b>Prenote Override:</b>	1 character Type 'Y' to override the default of sending a prenote.
<b>Dt:</b>	8 digits (mm/dd/yyyy) Displays the <u>date</u> the prenote override flag was set.
<b>ACH Start Dt:</b>	8 digits Displays the ACH ( <u>Automated Clearing House</u> ) date pulled into cycle. This is first <u>date</u> that vouchers pulled into cycle will be eligible to be sent by ACH.

***FIELD DESCRIPTIONS, cont'd***

**ACH Override:** 1 character  
Enter 'Y' to override the sending of ACH (Automated Clearing House) for a vendor. This keeps the routing information available. Checks will be created for the vendor until reset.

**Email Addr:** 50 characters/digits  
Displays the vendor's email address.

***Vendor Change Information:***

**Established:** 8 digits (mm/dd/yyyy)  
Shows the date the vendor was added to FAMIS.

**Added By:** 8 characters/digits  
Indicates the FAMIS user ID of the person who added the vendor information to FAMIS.

**Date Modified:** 8 digits (mm/dd/yyyy)  
Shows the last date the vendor information was modified.

**Modified By:** 8 characters/digits  
Displays the FAMIS user ID of the person who last modified the vendor information.

***Additional Functions***

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

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# State Vendor Hold Maintenance

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If a vendor owes money to a TAMUS System Part, and that vendor's name is not on the State Vendor Hold list, you may use Screen 209 to submit the vendor's information to the State for inclusion on their Vendor State Hold list.

Once the vendor has paid the money owed, use this screen once again to submit a release request to the State to remove the vendor's name from the Vendor State Hold list. Type 'Y' in the Release: field, the effective date the vendor's name is to be removed from the State Vendor Hold list, and include any pertinent notes that would explain why the vendor should be released.

**NOTE:** You may only use a Hold Reason code for which you are authorized to submit.

## Screen 209 - State Vendor Hold Maintenance

```
209 State Vendor Hold Maint CAKES BY DAMON                                07/06/01 12:28
                                                                           FY 2001 CC AA
Screen:  ___ Vendor: 17466852210 CAKES BY DAMON
                               PIN: 17466852211
Hold: Y
Hold Reason: 520
Effective Date: 07/06/2001
Liability Amount: 1500.00
Release:  _
Release Date:
Note:

* ----- Vendor Change Information ----- *
Established: 11/02/2000           Added By: CHAM02T
Date Modified: 07/06/2001        Modified By: KAK156
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help  EHelp
```

## ***VENDOR HOLD MAINTENANCE PROCESSES***

Type a valid vendor identification number or name in the Vendor: field and press <ENTER>. You may also type an '\*' in this field to view a list of vendors. Select the desired vendor's name by typing an 'X' in the field to the left of the vendor's name and press <ENTER>.

To place request that a vendor be placed on hold, enter 'Y' in the Hold: field, enter the appropriate code explaining why the vendor is being placed on hold, the date the hold should become effective, and the amount of money owed.

## **BASIC STEPS**

- Advance to Screen 209.
- Type a valid vendor's identification number in the Vendor: field and press <ENTER>. If the number is not known, you may type the name of the vendor, and select the vendor's name from the pop-up window and press <ENTER> to pass back the correct number to the Vendor: field.
- Enter 'Y' in the Hold: field.
- Include the Hold Reason Code explaining why a vendor is being placed on hold. Type '?' in this field, or press PF2, to view allowable codes.
- Type the effective date that the Hold is to become effective.

## **FIELD DESCRIPTIONS**

### **Action Line Information:**

<b>Vendor:</b>	11 digits Enter a valid vendor identification number. After entering the number, the name will also be displayed, along with the vendor's PIN number.	<b>Entry Required</b>
----------------	--	-----------------------

### **Screen Information:**

<b>Hold:</b>	1 character Type 'Y' to request that a vendor be placed on hold with the State.
--------------	--

<b>Hold Reason:</b>	3 digits Include the code designating the reason the vendor is being placed on hold. Valid codes include:
---------------------	---

Rsn	Description	Agency	Agency Name
– 505	NATL DEFENSE/DIRECT STUDE	751	TX A&M UNIV-COMMERCE
– 516	LOAN PAYMENT DEFAULT	713	TARLETON STATE UNIVERSITY
– 520	LOAN PAYMENT DEFAULT	711	TEXAS A&M UNIVERSITY
– 521	NATL DEFENSE/DIRECT STUDE	715	PRAIRIE VIEW A&M UNIVERSI
– 523	LOAN PAYMENT DEFAULT	760	TEXAS A&M UNIV-CORPUS CHR
– 605	DEL REPMT OF EMERGENCY LO	761	TEXAS A&M INTERNATIONAL U
– 608	DELINQ CONTRACT PMTS & EX	727	TEXAS TRANSPORTATION INST
– 630	DELINQUENT TUITION AND FE	711	TEXAS A&M UNIVERSITY
– 630	DELINQUENT TUITION AND FE	718	TX A&M UNIV AT GALVESTON
– 631	DEL REPMT OF FEDERAL PERK	718	TX A&M UNIV AT GALVESTON
– 632	DEL REPMT OF EMERGENCY LO	718	TX A&M UNIV AT GALVESTON

<b>Effective Date:</b>	8 digits (mm/dd/yyyy) Indicate the date the hold is to become effective.
------------------------	---

<b>Liability Amount:</b>	14 digits Identify the amount of money the vendor owes.
--------------------------	--

***FIELD DESCRIPTIONS, cont'd***

**Release:** 1 character  
Type 'Y' to submit a request to the State that the hold be removed from the specified vendor.

**Release Date:** 8 digits  
Indicate the date the hold on the vendor is to be removed.

**Note:** 50 characters  
Include any documentation needed to explain the release.

***Vendor Change Information:***

**Established:** 8 digits  
Shows the date the vendor was added to FAMIS.

**Added By:** 8 characters/digits  
Indicates the FAMIS user ID of the person who added the vendor information to FAMIS.

**Date Modified:** 8 digits  
Shows the date the vendor information was modified.

**Modified By:** 8 digits  
Displays the FAMIS user ID of the person who modified the vendor information.

***Additional Functions***

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



*A*

*P*

*P*

*E*

*N*

*D*

*I*

*X*





## INSTRUCTION PAGE



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 **P**rogram **F**unction. Many PCs use the function keys labeled **Fn** for these PF keys. Others have special combinations of keys to represent the PF keys, for example, 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.

#### ***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.



## INSTRUCTION PAGE



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

F0002 Record has been successfully added		
002 GL 6 Digit		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

### 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.



## INSTRUCTION PAGE



### HELP

HELP functions are available for many screen fields in FAMIS. Placing a "?" in the blank beside the desired field and hitting <ENTER> will access a pop-up window with specified field information. Another way is to place your cursor in the desired field and press the **F2** key.

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

### ESCAPING FROM A POP-UP WINDOW

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



## INSTRUCTION PAGE



### *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

```

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

      Default Bank: 00001  Override: Y     SL Mapped Count:
Alternate Banks: 00002  _____ Security: _____

```

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

```

DESCRIPTION: DESIGNATES DEPARTMENTS WITHIN SCHOOLS OR UNITS FOR
WHICH FISCAL REPORTS WILL BE NECESSARY, I.E. CHEMISTRY DEPARTMENT,
ADMINISTRATION AND COUNSELOR EDUCATION.

```

```

+-----+
| More entries - select or press <ENTER> to scroll |
| Search Criteria: ACC_____ Type: I (N=Name,I=ID) |
|           Include FRS: Y (Y,N)  Include FFX: N (Y,N) |
|           Sub |
| Sel Dept  Dept      Department Name                FRS FFX |
|  _  ACCN      ACADEMIC COMPUTING CENTER            Y  N |
|  _  ACCT      ACCOUNTING                          Y  Y |
|  _  ADRC      OFFICE OF ADMISSIONS AND RECORDS      Y  Y |
|  _  ADRC  HAMC  HARRINGTON MEDIA CENTER            Y  N |
|  _  AECN      CENTER FOR ACADEMIC ENHANCEMENT      Y  Y |
|           |
|           Select a Dept or Press <PF4> to Quit |
+-----+

```



# INSTRUCTION PAGE



## 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 placing an 'X' next to the desired value, that value is passed to the main screen. This is the Passback feature.

### Screen 002 - GL 6 Digit

```

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

Default Bank: 00001 Override: Y           SL Mapped Count:
Alternate Banks: 00002 _____ Security: _____

      Dept   S-Dept Exec Div  Coll Mail Cd Stmt
Primary: ELEN_ EPI__ FA  AD  EN  C3128  Y
Secondary: _____ - - - - -

Long Title: NAVSO, INC. ENDOWMENT_____
_____

Account Letter: Y  Setup Date: 02/28/94__

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Hmenu Help  WErrs Thelp Copy  Paste Errs  Deflt                Exit

```

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# Standard PF Keys

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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***

<b>Accts</b>	Accounts	<b>Itm Notes</b>	Line Item Notes
<b>AddDept</b>	Additional Departments	<b>Left</b>	Position Screen Left
<b>Addr</b>	Address	<b>More Desc</b>	More Description
<b>AdFFX</b>	Addl. Fixed Assets Info	<b>Next</b>	Next Screen
<b>BBA</b>	Budget Balance Available	<b>Notes</b>	Notes
<b>Bkwd</b>	Backwards	<b>Pdesc</b>	Purchasing Description
<b>Ddesc</b>	Damaged Description	<b>Rdesc</b>	Receiving Description
<b>Extnd</b>	Extended Information	<b>Right</b>	Position Screen Right
<b>Frwd</b>	Forward	<b>Ship</b>	Ship To Address
<b>Idesc</b>	Item Description	<b>Sole</b>	Sole Source Reason
<b>Items</b>	Line Item Information	<b>Track</b>	Document Tracking
<b>Itm Accts</b>	Line Item Accounts	<b>Vndr</b>	Vendor Information
<b>Itm Ext</b>	Extended Information		



**EXTENDED FUNCTION KEYS**

**Accts**

**Accounts**

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

CC	FY	Account	Description	Amount	St	
S +-----+-----+-----+-----+-----+-----+						
L		F5628 End of accounts on document				St
-	P	P600026	*** Account Distribution ***			-- --
-					0 CL	
-					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.

Dept	SubDept	Amount
+-----+-----+-----+-----+-----+-----+		
Additional Departments/SubDepartments		
Doc: P400013		
Dept	SubDept	
----	-----	1,945.66
CHEM		
MISP		
PURS		
		-845-3335
		7=Vndr
		11=Items
		-PF11--PF12--
Press <PF4> to Exit		

**Addr**

**Address**

Used to include more lines of address information.

Delive	+-----+-----+-----+-----+-----+-----+	
To	Addr: 11409 WADDLE WAY _____	Ext: _____
	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: 186228000008435   Acq Method: PO
Vendor
  Number: 19424041100
  Name: APPLE COMPUTER
Alt APO
  Name: RODDEY, SHEREE
  Number: 464397336
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 |
- | CC FY      Account           Over Budget Message   nt      St
P |-----|-----|-----|
P | 02 1994 133502-00000-8435           945.66 CO
P |                                     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 |
Del | Dmg Description: 10 OF THE 12 DRUMS OF CONTAINING POLY-
   | 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: RONALD G. CARTER              Ph: 409-845-3335 |
|   Start:          Buyer: BAC BARBARA CLEMMONS            Ph: 409-845-4553 |
|   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 ***						
EL: 01MORE>>						
CC	FY	Account	Amount	PCd	UOM	Extended
	02	1994 511060-00000-8435	1,515.00	X	EA	1,515.00
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                                             +
+ Quantity:      1.00                                           Date Created: 09/22/93 +
+ UOM:           EA                                           Last Modified: 10/06/93 +
+ 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 window 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                          |
|-----|-----|-----|
| 1  1.6 GB FORMATTED (USEABLE) FAST SCSI-2 DISK    |
| 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 **      |
|                                                       |
|                               Press <PF4> to Exit  |
|                                                       |
|                               m Ext                |
|                               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                                     |
| Line          ***** Note Text *****          |
| 1  >>Notes Entered 10/12/95 BY CARBO, ADRIA M   |
| 2  THE DEPARTMENT REQUESTS TO REVIEW ALL BIDS   |
| 3  PRIOR TO THE AWARD.                          |
| 4  _____                                    |
| 5  CONTACT DR. JAMES M. WADDLESWORK 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                               |

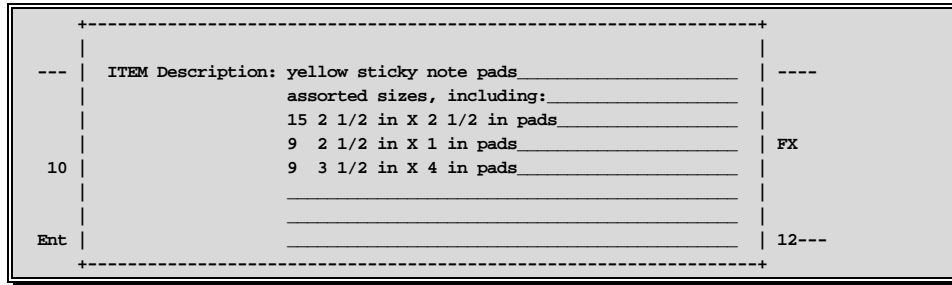
```

**EXTENDED FUNCTION KEYS, cont'd**

**Pdesc**

**Purchasing Document Description**

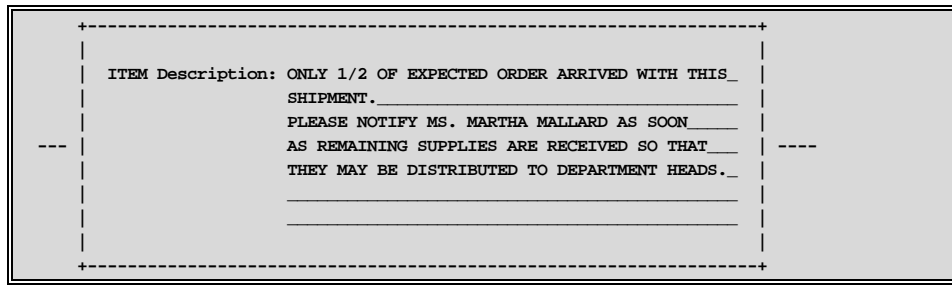
Additional description for purchasing document items may be seen by pressing this PF Key.



**Rdesc**

**Receiving Item Description**

Displays a window where additional receiving item descriptions may be added/modified.



**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: RONALD CARTER        Addr: ATTN: RONALD CARTER
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 window 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: 5816 ROSEVILLE ROAD		Addr: 1006 DEPO HILL RD SUITE G	
SACRAMENTO CA 95842		BROOMFIELD CO 80020	
PH: 800-326-1002	FAX: 916-344-1292	PH:	FAX:
Press <PF4> to Exit			

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# Vendor Name Guidelines

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The following guidelines should be used by all users authorized to enter vendors. These guidelines will insure consistent data and provide better results for name searches.

Before entering a new vendor, the vendor file should be searched to see if the vendor already exists on file. To search for a vendor, enter part of the name in the vendor id field. If there is only one vendor that meets the criteria, that vendor will automatically be selected. If more than one vendor meets the criteria, a window will pop up listing the vendors. To scroll forward, press the ENTER key.

Function keys are listed at the bottom of the pop-up window to list addresses associated with each vendor.

If the vendor you are looking for is not found, look for it using any aliases that might be used. If you have the vendor number, use Screen 101 to try and locate the vendor information.

After you have exhausted all possibilities and still cannot find the vendor, add the vendor on Screen 103.

In order to assure correct searches and alphabetizing, the system utilizes the '\*' to manipulate the name. The following examples illustrate this function.

## **Individual Names**

The name of an individual whose name is 'John Jones' should be entered as:

John\*Jones

For name searches and sorting, the system will flip the information following the '\*'. Thus the name will appear as:

Jones John

for searching.

When searching for names, search for John Jones in case the '\*' was not entered.

### **'The', 'A', and 'An'**

Business names beginning with 'The', 'A', or 'An' should be entered with the most important portion of the name following the '\*'. for the name 'The Apothecary Shop', the name should be entered as:

The\*Apothecary Shop

For name searches and sorting, the system will display the name as:

Apothecary Shop The

### **Periods and Commas**

Do not use periods and commas. These affect sorting and cause problems when they are not consistently used.

### **The '%'**

**Never** use the '%' sign for 'Care of'. This is a special reserved character to the programming language and causes severe problems.

### **Name Changes and Aliases**

Whenever the name of a vendor is changed, the old name becomes an alias and is still available for name searches. The aliases for a vendor may be viewed on screen 120.

Screen 120 can also be used to create aliases for vendors. If you wish to see 'IBM' in name searches but prefer the name to print The IBM Corporation on checks and purchase orders, use screen 120 to create an alias of IBM.

Screen 120 may be used to delete an alias if there was a mistake in the original name when it was created.

### **Same Federal ID#, Different Name, Different Address**

Vendors with the same federal tax id but a different name or multiple addresses must have a separate vendor id. This is done by changing the last character of the vendor ID. This character is known as the mail code. The mail code may be either numeric or alphabetic.

Tom Padgitt Co	174173172 <u>0</u>
----------------	--------------------

Padgitt Communications	174173172 <u>1</u>
------------------------	--------------------

### **First Digit of the Vendor ID**

The first digit of the vendor id indicates that it is a company or an individual.

Companies begin with a '1'. Individuals begin with a '2'. If more than 36 mail codes are needed, add 3 to the first digit of the vendor id and keep the next nine the same as the original. Thus companies would start with '1', '4', and '7'. Individuals will start with '2', '5' and '8'.

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# Glossary

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**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 account number for a General Ledger account. The account control designates a specific asset, liability, fund balance, fund addition, fund deduction or summary control.

**Account ID** A 6-digit identification number for an account.

**Account Number** A 10-position ID within the master file of the Financial 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 invoices and keeps track of financial activity involving vendors.

**Action/Context Line**

The screen line (usually fourth from the top) or lines where the screen to be accessed and the key of the data to be addressed are input and displayed.

**Alias**

A commonly used name for a vendor, other than the formal vendor 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.

**Glossary  
Appendix**

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<b>Batch/Session</b>	A collection of related transactions input to the system with a header record and sometimes with control totals, usually prepared by one person or subsystem feed.	<b>Chart of Accounts</b>	A listing, at the 6-digit level, of all account numbers within the Financial Accounting System. Sometimes the COA defines the accounts at the 10-digit level as well. The 10-digit level includes account controls and object codes.
<b>Batch Interface</b>	A type of interface where one system generates transaction to be batched for input into another system.	<b>Check Override</b>	The capability to bypass, on an individual-voucher basis, controls that were previously set for all vouchers.
<b>BBA</b>	See <u>B</u> udget <u>B</u> alance <u>A</u> vailable.	<b>Claim-On-Cash</b>	The share of ownership that an account has in the institution's moneys.
<b>Budget</b>	A plan of revenue and expenditures for an accounting period expressed in monetary terms.	<b>Clearing Account</b>	A temporary summary account (such as a payroll account) which is periodically set to zero.
<b>Budget Balance Available (BBA)</b>	That portion of budget funds that is unspent and unencumbered.	<b>COA</b>	See <u>C</u> hart of <u>A</u> ccounts.
<b>Budget Pool</b>	A budget summarized at significant levels of revenue or expense.	<b>Compound Journal Entry</b>	A transaction that posts more than one debit or credit.
	<div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> <span style="font-size: 1.2em; font-weight: bold;">C</span> </div>	<b>Context</b>	The information that identifies the record being displayed or to be displayed by the system.
<b>Cash</b>	Coins, currency, checks, and anything else a bank will accept for immediate deposit.	<b>Credit Memo</b>	The reduction of a payable previously paid or still open. A credit memo may result from overpayment, overbilling, or the return of goods.
<b>Cash Disbursement</b>	A payment for goods received, services rendered, reduction of debt or purchase of other assets.		
<b>Cash Receipt</b>	Cash received from cash sales, collections on accounts receivable and sale of other assets.		

<b>Currency Code</b>	A code that identifies a record in the Tax Currency Table. This record provides the factor to calculate foreign currency conversion costs or gains and the liability account used. The code is translated through a table into a conversion rate.	<b>Delete Flag</b>	A data element whose condition signifies that a document will be permanently removed from the data base during the next archive cycle.
<b>Cycle</b>	Two or more programs that are run in a specific sequence.	<b>Demand Voucher</b>	Voucher to be paid during the next Check Cycle.
<div style="border: 1px solid black; display: inline-block; padding: 2px 10px;"><b>D</b></div>		<b>Diagnostic Message HELP</b>	An on-line feature that assists the user with data entry by providing an explanation of a message and the appropriate action to take.
<b>Data</b>	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.	<b>Diagnostics</b>	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.
<b>Database</b>	The collected information that is accessible to the computer for processing.	<b>Digit 3 of TC</b>	The third digit of the <u>Transaction Code</u> (Entry Code) which specifies the type of transaction.
<b>Data Control</b>	The tracking of input, processing and output, and the comparing of actual results to expected results in order to verify accuracy.	<b>Discount Account</b>	The account credited for discounts taken by the system when a check is written.
<b>Data Element HELP</b>	An on-line feature that assists the user by providing immediate information about any particular field on a screen.	<b>Discount Table</b>	A table containing user-defined values representing discount terms for vendors.
<b>Data Entry</b>	A means for adding information into the system.	<b>Dollar Data</b>	A record of the dollar amount and the type of financial transactions posted to an account.
<b>Default</b>	The value that the system will assign if no other value is entered.	<b>Dollar Limit</b>	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 a commitment.

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

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

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

**F**

**FA** See Financial Accounting

**Feed** Transactions from other systems that are transferred to the 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 data base for the purpose of 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 the data on this document cannot be transferred. 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.



<b>Fund Group ID</b>	A one-digit number representing the fund group with which an account is associated.		<b>I</b>
<b>Fund Transfer</b>	A movement of dollars from one fund balance to another.	<b>Indirect Updating</b>	The automatic posting of real dollar activity to a GL Balance Sheet account as a result of a direct transaction.
	<b>G</b>	<b>Inquiry Screen</b>	A screen which only displays information and cannot be used for entering data.
<b>General Ledger (GL)</b>	A balance sheet account for the institution. All GL account numbers begin with "0" (zero).	<b>Interface</b>	A communication link between data processing systems or parts of systems that permits sharing of information.
<b>GL</b>	See <u>General Ledger</u>	<b>Interfund Borrowing</b>	The transfer of an asset or liability from one fund to another.
<b>GL/SL Relationships</b>	User-defined structures relating <u>Subsidiary Ledger</u> revenue/expense accounts to <u>General Ledger</u> fund accounts.		<b>J</b>
<b>Global Subcode Edit (GSE)</b>	A system edit that checks each new 10-digit account against a table that specifies valid combinations of 6-digit accounts and subcodes.	<b>JCL</b>	See <u>Job Control Language</u> .
<b>GSE</b>	See <u>Global Subcode Edit</u> .	<b>Job Control Language (JCL)</b>	A problem-oriented language, used in IBM, that expresses the statements of a job. It is also used to identify the job or describe its requirements, usually to an operating system.
	<b>H</b>		
<b>Header</b>	That portion of a Purchasing document containing basic information such as the document's number, the date and amount.	<b>Journal Entry</b>	A non-cash transfer of dollars between two or more accounts.
<b>HELP</b>	An on-line feature which accesses PREDICT in order to supply descriptions, valid values and suggested actions. See Data Element HELP, Diagnostic Message Help and Screen HELP.		<b>L</b>
		<b>Ledger</b>	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**

A GL account that is credited for the liability when a voucher is processed.

**M**

**Map Code**

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

**Memo Bank  
Account**

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

**Menu**

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

**N**

**Name  
Rotation**

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

**O**

**Object Code**

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

**P**

**Parameter**

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

**R**

**Regular  
Order**

A type 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.

**Run  
Parameter**

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

**S**

**6-Digit  
Account**

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

<b>Session</b>	A control mechanism to track real-time posting of a group of financial transactions in order to provide an audit trail.	<b>Tax Code</b>	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.
<b>SL</b>	See <u>S</u> ub <u>s</u> idiary <u>L</u> edger.		
<b>Split Encumbrance</b>	An encumbrance which applies to several accounts.		
<b>Standing Order</b>	A type of purchase order used for reoccurring services like those provided by the telephone and electric companies.	<b>Tax ID</b>	A Social Security Number or Federal Employer Identification Number (FEIN) that is available for 1099 report preparation.
<b>Subcode</b>	Four digits appended to the account ID to identify attributes and dollar records within an account.	<b>Taxes</b>	An additional charge on the acquisition of goods that is imposed by the taxing authority and should be paid with the invoice.
<b>Subsidiary Ledger</b>	Revenue and expenditure accounts for the institution. All SL account numbers begin with a ledger number of 1 through 9.	<b>Temporary Vendor</b>	A vendor from whom only one purchase or service is required. No further transactions, for this vendor, are expected.
<b>Suspense Account</b>	A GL clearing account reflecting real dollar activity directed to the Suspense File.  <div style="border: 1px solid black; display: inline-block; padding: 2px 10px; margin: 5px 0;"><i>T</i></div>	<b>Transaction Code</b>	A three-digit code that uniquely identifies a transaction type and determines editing criteria and dollar fields to be updated.  <div style="border: 1px solid black; display: inline-block; padding: 2px 10px; margin: 5px 0;"><i>U</i></div>
<b>1099 Vendor</b>	A vendor (usually a consultant or professional service hired by an institution) whose payments must be reported to the IRS on Form 1099.	<b>Update Screen</b>	A screen that allows a user to enter data for updating the files.  <div style="border: 1px solid black; display: inline-block; padding: 2px 10px; margin: 5px 0;"><i>V</i></div>
<b>1099 Voucher</b>	A voucher that must be reported to the IRS on Form 1099.	<b>Valid Value</b>	A value of a data element that has been defined in the DBD of IDD.
<b>10-Digit Account</b>	The six-digit account ID combined with the four-digit subcode.		

**Glossary  
Appendix**

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<b>Value-Based</b>	A mechanism used to restrict operator access to information by comparing operator security authorization with the value stored in the field.	<b>Vendor Automatic</b>	A feature that automatically assigns a specific Number Assignment to the vendor in the Action/Context Line.
<b>Vendor</b>	A provider of goods and/or services.	<b>Vendor Commodity</b>	A good or service purchased from a specific vendor.
<b>Vendor Addresses</b>	See Order-From Addresses and Remit-To Addresses.	<b>Vendor File</b>	A record of all attributes, dollar data, and control information for all vendors.

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