

**INVOICING**

**USER'S**

**MANUAL**

**Version 3.0**  
**March 2004**

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# Invoicing Menus

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The Invoicing Menu (M34) provides a list of screens that you may use for accessing the functions in the Invoicing section of FAMIS.

## Menu M34 - Purchasing Invoice Menu

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

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

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

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

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

## Menu M22 - Purchasing Invoice Menu

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

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

271 Documents Closed But Not Routed  280 Document Browse by Number
272 Documents by Status                281 Document Browse by Dept.
                                         282 Document Browse by Account
                                         283 Document Browse by Buyer
275 Incomplete Receiving/Invoicing    284 Document Browse by User Ref.
                                         285 Document Browse by Vendor
277 Document Inquiry by Campus         286 Document Browse by State Req.
278 Document Inquiry                   287 Document Browse by GSC Order
279 Document Line Item Inquiry         288 Document Summary

290 Document Tracking Inquiry
291 Document Tracking Cross Reference
292 PIP Document Browse
293 PIP Browse by Document
294 PIP Browse by Invoice

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



**INVOICING**

**FUNCTIONS**



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# Invoicing Basic Concepts

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## *Invoicing Processes*

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

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

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

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

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

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

## *Two / Three Way Matches*

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

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

## Invoicing Basic Concepts

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

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

The following points are important to remember about invoicing:

1. A purchase order must exist on the system before you can post an invoice against that order.
2. Invoicing is done by line item; some of the line item information may be transferred from the purchase order detail to the invoicing document.
3. If multiple invoices for a single purchase order are received, a new invoice header and new invoice lines are created for each invoice.
4. Closing an invoice document will initiate an attempt for a 2 or 3-way match.
5. After closing the invoice document, the pending voucher can be posted to accounting either on-line (by using a PF key on the Invoice Close screen) or by letting the nightly processing cycle handle it. The accounting will post only if the matching process has been satisfied.

### Multiple Invoices

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

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

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

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

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

***PURCHASING INVOICE PROBLEMS (PIPs)***

***What is a PIP?***

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

***Sending a PIP to the creator?***

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

**Screen 340 – Invoice Header Create**

```

340 Invoice Header Create                                02/13/04 16:21
*DOC NOTES*                                           *PIP*
Screen:  ___ Doc: L419174  Inv: L419174
Vendor: 1933333333 Vendor ID's
Invoice Amt: 35.00 Cr:  _ PHI BETA DELTA Tax: 933333333
Invoice Dt: 11/04/2003 Cr:  _ HONOR SOC FOR INTERNATIO St: 1933333331
Terms:  _ _ _ _ _ SCHOLARS
Due Dt: 11/14/2003 MS SHARYL BENTON
Disc. Due Dt: 11/14/2003 Receive Dt: Invoice: 11/04/2003 Fiscal: 11/07/2003
Original Inv:  _ _ _ _ _ Encl Cd:  _ ACH Ovr:  _ Contract Work Force:  _
PO Liq Ind: P Force Pymt: N Reason:  _ _ _ _ _
Req Pay Dt:  _ _ _ _ _
Cust. AR Nbr: MARIA RUIS DEL BUELO Alt Vendor:  _ _ _ _ _ IC:  _ Rsn:  _
Vchr Amt: 35.00 Other Parts Amt:  _ Dup Inv Ovr:  _
----- Purchase Order Information -----
Vndr: 1933333333 PHI BETA DELTA Tax ID: 933333333
Document Dt: 11/04/2003 Cat.: LP User Ref: 213710-4014
Start Dt:  _ Contact Person:  _ Ph:  _
End Dt:  _ Buyer:  _ Ph:  _
Exp.Dlvry Dt:  _ FOB:  _ Type Funds/Ord:  _ PO Total: 35.00
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help EHelp ACH Next PIP Notes Accts Cncl

```



**PURCHASING INVOICE PROBLEMS (PIPs), cont'd**

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

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

**Screen 910 - Routing Document Information Pop-Up Window**

```

Screen: _____ 02/13/04 16:52
          **** Invoice Problem Cover Sheet ****          CC SA

          *Routing Notes Exist

Doc ID: PIPAMI000001          Status: Recalled
          Requested Action:

Doc Summary: PARALLEL 10'
Released by: 06/15/2000 by: WALLS, DEANA B

Limited Purch : L000053          Invoice : 86998
PO Doc Creator: SMYTH, DENNIS D          Voucher :
User Ref : 1400000011          Vchr Stat:
Dept Name :

-- Press PF6 for more PIP information --
--PF4---PF5---PF6-----PF7---PF9--
Exit NDoc ExPIP          RHist Notes
  
```

Then by pressing PF6 you will see the document summary:

**Screen 910 - Routing Document Information Pop-Up Window**

```

***** Document Summary *****

PIP: I403079          Number of Desc Lines: 5          Page: 1_ Of 4

10          If placing the membership in the employee's name best
          serves the purpose of the State Agency, the following
          statement must be on the document: "This payment serves a
          public purpose, and the agency is receiving adequate
          consideration."

NOTES:

          PF4=Exit PF7=Bck PF8=Fwr
  
```

## PURCHASING INVOICE PROBLEMS (PIPs), cont'd

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

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

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

```
***** Document Summary *****
PIP: I403079                Number of Desc Lines: 5    Page: 2_ Of 4
DESC: MEMBERSHIP PHI BETA DELTA 01/
CONTACT NAME: NAVASOD, CAMILLE P
PHONE: (979-222-2222)
PURCH DOC: L419174
INV DOC : L419174

PURCHASING VENDOR: 19300000000    INVOICE VENDOR: 19300000000
PHI BETA DELTA                    PHI BETA DELTA
HONOR SOC FOR INTERNATIONAL       HONOR SOC FOR INTERNATIONAL
SCHOLARS                          SCHOLARS
MS SHARYL BENTON                 MS SHARYL BENTON
HUMAN RESOURCES DEPT             HUMAN RESOURCES DEPT
CAMPUS MS 1255, TX              CAMPUS MS 1255, TX

PF4=Exit PF7=Bck PF8=Fwr
```

```
***** Document Summary *****
PIP: I403079                Number of Desc Lines: 5    Page: 3_ Of 4
ITEM  SOURCE DOC    QUANTITY  UOM    UNIT PRICE  XTENSION PRICE
-----
 1 LIMITED PURCH    1.00    EA     35.00      35.00
  INVOICE          1.00    EA     35.00      35.00
  Description:    MEMBERSHIP DUES (PHI BETA DELTA)
                  HONOR SOCIETY FOR INT'L SCHOLARS

  >> Document Account Distribution <<
 02 2004 213710-00000-5210 INTERNATIONAL FACULTY & SC          35.00
                        Document Accounts Total          35.00

  >> Voucher Account Distribution <<
 02 2004 213710-00000-5210 INTERNATIONAL FACULTY & SC          35.00
                        Voucher Accounts Total          35.00

PF4=Exit PF7=Bck PF8=Fwr
```

**PURCHASING INVOICE PROBLEMS (PIPs), cont'd**

```

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

                                          PF4=Exit PF7=Bck PF8=Fwr
  
```

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

```

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



***What a PIP looks like when sent FOR YOUR INFORMATION:***

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

```

Screen: _____ 03/05/02 15:42
                **** Routing Document Information ****      CC 02
Action: _____

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

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

```

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

NOTES:

                                PF4=Exit PF7=Bck PF8=Fwr
    
```

## Invoicing Basic Concepts

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

```
Screen: ____          03/05/02 15:42
          **** Routing Document Information ****          CC 02
Action: DEL

          *ROUTING NOTES
Doc ID      : PIP029999993          Status: FYI/NOTIFY
Doc Summary: Membership
Released by: 09/08/2002 by LOVETT, TAMMY T
          **** Invoice Problem Cover Sheet ****
Limited Purch : L700002          Invoice : 5259
PO Doc Creator: LEXOR, LARRY          Voucher : 3001509
User Ref      : 440000000          Vchr Stat: P-CL
Dept Name     : MIS PROJECT
          -- Press PF6 for more PIP information --
                                     --PF4--PF5--PF6--
                                     Exit NDoc DSumm
```

## **CREDIT MEMOS**

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

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

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

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

**CREDIT MEMOS, cont'd**

**Screen 340 - Invoice Header Create**

```

340 Invoice Header Create                               11/12/03 08:50
                                                    FY 2004 CC 02

Screen: ___ Doc: P000004 Inv: 68012-99___

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

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

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

```

344 Invoice Frt/Tax/Ins/Oth Items                       11/12/03 08:53
                                                    MIDWEST SPORTING GOODS
                                                    FY 2004 CC 02

Screen: ___ Doc: P000004 Inv: 68012-99___ Item: 901

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

Description:
_____  

_____  

_____  

_____

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

_____  

_____

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

**CREDIT MEMOS, cont'd**

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

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

**Screen 345 - Invoice Pending Voucher Create/Modify**

```

345 Invoice Pending Voucher Create/Modify                               11/12/03 08:54
                                                                    FY 2004 CC 02
Screen:  ___ Doc: P000004  Inv: 68012-99      Voucher: 5701626
                                                                    Default Cost Ref: N
Doc Summary: 1999-00 FOOTBALL EQUIP & SUPPLY BLANKET BID
Type: 0 Dept. Ref. #: 1671 Enclosure Code:  _
Invoice Date: 06/24/1999 Order Date: 03/30/1999 Delivery Dt: 07/12/1999
State Req Nbr:  _____ GSC Ord:  _____ Due Date: 09/10/1999
Description: SOCKS: DUKE BRAND #CM425AD Disc Due Dt: 09/10/1999
T-SHIRTS: DUKE #T-10 OXFORD T-SHIRT Inv Rcvd Dt: 07/01/1999
Cust AR NBR: TEXCSB ACH Ovr:  _ Hold Flag: N
Alt.Vendor:  _____ W2/SSN:  _____ Travel Hotel Zip:  _____
USAS Doc Type:  _ PCC Code:  _ PDT Code:  _ LDT Codes:  _ _ _ _ _
Revolving: N Fund Type: Local IC:  _ Reason:  _
Prepaid Inv: N Check Nbr: 1071109 Check Dt: 09/13/1999 Override Bank:  _____
Cont Wk Force:  _ Vch Total: 6130.20
----- Invoice/Purchase Order Information -----
Vendor: 17000001111 MIDWEST SPORTING GOODS Inv Total: 6130.20
Document Dt: 03/26/1999 Cat.: RO User Ref: 300090-1671
Type Funds: L Contact Person: BILLY PINNICK Ph: 409-885-3121
Type Ord: LOC Terms: FOB: DP PO Total: 6130.20
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EHelp ACH Next PIP INote Desc Mlti

```

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

**Screen 346 - Invoice Document Close**

```

346 Invoice Document Close                                           11/12/03 08:54
                                                                    FY 2004 CC 02
Screen:  ___ Doc: P000004  Inv: 68012-99
Vendor: 17000001111 MIDWEST SPORTING GOODS
Amount: 6130.20 Routing Status:
Invoice Dt: 06/24/1999 Delivery Dt: 07/12/1999
Inv Rcvd Dt: 07/01/1999 Act Rcvd Dt: 09/01/1999 Req Pay Dt:
Terms: Voucher: 5701626 FY: 2000
Original Inv: Posted Status: Y VOUCHER POSTED
Last Mod By: KNIGHT, LISA KAREN Date: 09/10/1999
Current Status: COMPLETE
Matching Status: MATCH SUCCESSFUL
Close Invoice Document: Y ('N' to Reopen if closed)
Cancel Invoice Document: N ('N' to reinstate if cancelled)
Budget Balance Override Actuals: N
----- Purchase Order Information -----
<< Dates >> Vendor: 17000001111 MIDWEST SPORTING GOODS
Document : 03/26/1999 Cat.: RO User Ref: 300090-1671
Exp.Dlvry: Contact Person: BILLY PINNICK Ph: 409-885-3121
Prior Inv. Forced: Buyer: SDR SUE A RAILY Ph: 409-885-3425
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EHelp Next PIP CnclR Notes Post Items Warns

```

---

---

# Creating the Invoice Header

---

---

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

## Screen 340 - Invoice Header Create

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

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

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

## **BASIC STEPS**

### **Creating a New Invoice Header**

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

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

#### **Modifying an Existing Invoice Header**

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

#### **Creating a Credit Memo**

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

### ***FIELD DESCRIPTIONS***

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

<b>Doc:</b>	7 characters/digits Identify the purchase <u>document</u> associated with the invoice.	<b>Entry Required</b>
-------------	--	-----------------------

<b>Inv:</b>	14 digits Indicate the <u>invoice</u> number, as assigned by the vendor, for the selected order.	<b>Entry Required</b>
-------------	---	-----------------------

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

<b>Vendor:</b>	11 digits Enter number of the vendor from which the order was purchased. This field will be pulled in automatically from the purchase document.	<b>Entry Required</b>
----------------	---	-----------------------

<b>Invoice Amount:</b>	14 digits Indicate the total dollar amount for the shipment, as it appears on the vendor's invoice.	<b>Entry Required</b>
------------------------	--	-----------------------

<b>Cr:</b>	1 character Identify whether or not ('Y' or blank) this invoice should be treated as a <u>credit</u> <u>memo</u> .	
------------	---	--

<b>Invoice Dt:</b>	8 digits Enter the <u>date</u> of the order, as shown on the vendor's invoice.	<b>Entry Required</b>
--------------------	--	-----------------------

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

<b>Terms:</b>	13 characters/digits Indicate any special payment terms for the invoice. For example: 2/10/n/30 would mean 2% discount if paid before the 10th day after the invoice date or pay the net amount if paid after the 10th day and before 30 days past the invoice date.	
<b>Due Dt:</b>	8 digits Signify the <u>date</u> that payment for the invoice is due, based on the vendor's invoice. Will be filled in automatically from the purchase document.	<b>Entry Required</b>
<b>Disc. Due Dt:</b>	8 digits Displays the <u>discount due date</u> , which is the date by which a check must be cut in order to receive the vendor's discount. If no terms have been specified, this date will default to the current date.	
<b>Receive Dt: Invoice:</b>	10 digits Date the agency received the invoice, whether it was received in the department or at the Fiscal Office. <i>Use this field if Screen 341 was NOT used to enter the invoice header information.</i>	
<b>Receive Dt: Fiscal:</b>	10 digits Date invoice is received in Fiscal Office. This is NOT used in the calculation of the payment due date.  <i>NOTE:</i> This is an <b>optional</b> field and should only be used if Screen 341 was used to enter header information.	
<b>Original Inv:</b>	14 digits Identify the <u>invoice</u> number of the original invoice in the event that the invoice entered is a correction or a follow-up to the original invoice.	

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

<b>Enclosure Code:</b>	1 character Code indicating enclosures may be included. This will force separate checks for local vouchers. Vouchers will be grouped by identical codes. A = Auditor Blank = Not specified C = Comptroller L = Local S = Audit Services Y = Yes, enclosures	<b>? Help Available</b>	
<b>ACH Ovr:</b>	1 character Indicate ('Y' or 'N') if an <u>override</u> was put on the ACH voucher – thereby creating a check in the check cycle.		
<b>Cont Work Force:</b>	1 character This indicates that this payment is flagged as a Contract Work Force payment.		
<b>PO Liq Ind:</b>	1 character Enter the <u>purchase order liquidation indicator</u> that determines whether the encumbrance will be Partially liquidated, Fully liquidated, or whether No encumbrance should be liquidated.	<b>? Help Available</b>	<b>Entry Required</b>
<b>Force Pymt:</b>	1 character Indicate whether or not ('Y' or 'N') <u>payment</u> for this invoice should be <u>forced</u> , i.e. whether it should be paid regardless of any 2 or 3-way match requirements or problems with unit of measure conversion.		
<b>Force Reason:</b>	80 characters Enter the reason, if any, for forcing payment of the invoice.		
<b>Req Pay Dt.:</b>	10 digits Enter the date you want the State to pay the voucher.		
<b>Cust. AR Nbr.:</b>	25 characters/digits Represents the <u>customer accounts receivable number</u> , or the vendor's reference number.		

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

<b>Alt Vendor:</b>	11 digits Identify the <u>alternate</u> vendor to be paid, if different from the original vendor on the purchase document.
<b>IC:</b>	1 character <b>? Help Available</b> Identify the <u>interest calculation</u> procedure to be followed. Valid values are: A = Accept Scheduling of Late Payment BLANK = None F = Force Interest Calculation R = Refuse Interest Calculation
<b>Rsn:</b>	2 characters <b>? Help Available</b> Include the reason for interest exemption: Valid values are: AD = Agency Discretion Exercised AI = Automation Issue(s) AP = Advance Payment DP = Disputed Payment DT = Direct Payment of Travel Expenses FC = FED Contract/Terms Prohibit Pymt GE = GSC Exemption Granted 7 Documented MI = Mailing Instr On PO Not Followed NI = No Invoice Received
<b>Vchr Amt:</b>	15 digits Displays the <u>amount vouchered</u> for (or the amount of the invoice to be paid by) your agency.
<b>Other Parts Amt:</b>	15 digits Indicates the <u>amount</u> to be paid by <u>other parts of the TAMUS</u> (i.e. if the PO indicates the cost will be shared by at least one other part).
<b>Dup Inv Ovr:</b>	1 character Indicate whether or not ('Y' or blank) <u>duplicate invoices</u> should be <u>overridden</u> by the system.

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

***Purchase Order Information:***

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

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

<b>Exp. Dlvry Dt:</b>	8 digits Signifies the <u>expected delivery date</u> for the selected order.
<b>FOB:</b>	2 characters Indicates any <u>freight</u> terms for the purchase document. Valid values are: BLANK = Not specified CL = Freight collect DA = Destination FRT prepaid DP = Destination FRT included PU = Pickup no FRT charged or paid SA = Ship pint FRT prepaid SP = Ship point FRT included
<b>Type Funds/Ord:</b>	5 characters Displays the <u>type of fund</u> and <u>type of order</u> associated with this purchase order.
<b>PO Total:</b>	13 digits Identifies the total dollar amount encumbered for the <u>purchase order</u> .

***Additional Functions***

<b>PF KEYS</b>	See the Appendix for an explanation of the standard PF Keys.
<b>PF4 ACH</b>	<b>ACH</b> Displays ACH information.
<b>PF5 Next</b>	Goes to next screen that follows in sequence.
<b>PF6 PIP</b>	<b>Purchasing Invoice Problem</b> Allows you to notify the creator of problems with their invoice. See the basic concepts topic for this section for more information.
<b>PF9 Notes</b>	<b>Notes</b> Free form notes can be entered on a document. These are on-line reference notes regarding the document. They will <u>not</u> be printed.

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

<b>PF10</b>	<b>Accounts</b>
<b>Accts</b>	Displays a window of all responsible accounts and their portion of the total order.
<b>PF11</b>	Cancels invoice header creation.
<b>Cncl</b>	

# Creating Invoice Line Items

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

## Screen 342 - Invoice Line Create

342 Invoice Line Create		SPORTS AND MORE		11/12/03 08:58	
Screen: ___		Doc: P000004	Inv: 68012-99	Item: 1.0	FY 2004 CC 02
				Pg 1 of	1 Viewed Pg(s)
					Total quantity
Item	Quantity	Unit Price	UOM	Extended Price	Inv. for PO
1	Ordered: 144.00	23.3000	DZ	3355.20	
	Invoiced: 144.00	23.3000	DZ	3355.20	144.00
	Desc: SOCKS: DUKE BRAND #CM425AD				
					300090-40000-4012
2	Ordered: 600.00	3.0500	EA	1830.00	
	Invoiced: 600.00	3.0500	EA	1830.00	600.00
	Desc: T-SHIRTS: DUKE #T-10 OXFORD T-SHIRT				
	SIZES: 48/L, 300/XL, 252/XXL				
					300090-40000-4012
3	Ordered: 60.00	15.7500	DZ	945.00	
	Invoiced: 60.00	15.7500	DZ	945.00	60.00
	Desc: SUPPORTERS: DUKE BRAND				
	SIZES TO BE PROVIDED				
					300090-40000-4012
*** End of Items List ***					
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---					
Hmenu Help EHelp IAcct Next Bkwd Frwd INote IDesc					

## BASIC STEPS

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

## FIELD DESCRIPTIONS

### Action Line Information:

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

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

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

***Line Item Information:***

**Item** 3 digits  
Identifies the line item number,  
automatically filled in by system.

**Ordered Quantity:** 10 digits  
Indicates the quantity of the line item  
ordered, as entered on the purchase  
document.

**Ordered Unit Price:** 14 digits  
Represents the price per unit of measure  
for the line item, as entered on the  
purchase document.

**Ordered UOM:** 4 characters  
Identifies the Unit of Measure for the  
line item, as entered on the purchase  
document.

**Ordered Extended Price:** 14 digits  
Signifies the extended price of the line  
item, as entered on the purchase  
document.

**Invoiced Quantity:** 10 digits  
Indicates the quantity of this item, as  
found on the vendor's invoice.

**Invoiced Unit Price:** 14 digits  
Displays the price per unit of measure  
for the line item, as found on the  
vendor's invoice. This value is pulled  
in from the purchase document, but it  
may be changed if necessary.

**Invoiced UOM:** 4 characters  
Represents the Unit of Measure for the  
line item, as found on the vendor's  
invoice. This value is pulled in from  
the purchase document, but it may be  
changed if necessary.

**Invoiced Extended Price:** 14 digits  
Indicates the total dollar amount  
invoiced for the selected line item.

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

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

***Additional Functions***

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

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

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

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

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

```

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

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

Description: FREIGHT=DA
_____
_____
_____

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

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

### **BASIC STEPS**

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

## ***EXPLANATION OF INVOICE PROCESSES***

### **Adding Additional Charges**

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

### **Account Information**

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

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

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

----	Account	----	Pct.	Amt	\$
	333909 00000		4010	2.00	_____
	373909 00000		4010	50.00	_____
	309333 09000		4010	50.00	_____
	_____		_____	_____	_____

## ***FIELD DESCRIPTIONS***

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

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

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

***Screen Information:***

<b>Type:</b>	1 character Indicate the type of additional charge to be added to the invoice.	<b>? Help Available</b>	<b>Entry Required</b>
<b>Extended Price:</b>	15 digits Enter the total cost of the additional charge.		<b>Entry Required</b>
<b>Credit:</b>	1 character Indicate whether or not ('Y' or blank) the specified amount should be credited to the invoice.		
<b>Description:</b>	5 lines (45 characters each) Type a short description of the charge to be added to the invoice.		<b>Entry Required</b>
<b>Account:</b>	15 digits Identify the SL Account, the Support Account, and the Object Code to be used to pay for the additional charge.		<b>Entry Required</b>
<b>Pct:</b>	6 digits Indicate the percentage of the total charge to be paid by the specified account.		<b>Entry Required</b>
<b>Amt \$:</b>	14 digits Signify the dollar amount of the total charge to be paid by the specified account. If a percentage was not specified in the previous field, then a dollar amount to be paid is required.		

***Additional Functions***

<b>PF KEYS</b>	See the Appendix for explanations of the standard PF Keys.
<b>PF5 Next</b>	Goes to next screen that follows in sequence.
<b>PF6 PIP</b>	<b>Purchasing Invoice Problem</b> Allows you to notify the creator of problems with their invoice. See the basic concepts topics for this section for more information.

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

<b>PF8 Accts</b>	<b>Accounts</b> Displays a window of all responsible accounts and their portion of the total order.
<b>PF9 Notes</b>	<b>Notes</b> Free form notes can be entered on a document. These are on-line reference notes regarding the document. They will <u>not</u> be printed
<b>PF10 Idesc</b>	<b>Item Description</b> More detailed item descriptions can be entered by pressing PF10.
<b>PF11 Macct</b>	<b>Multiple Accounts</b> Additional screen to add/view account distribution information.

# Creating/Modifying the Invoice Pending Voucher

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

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

## Screen 345 - Invoice Pending Voucher Create/Modify

```

345 Invoice Pending Voucher Create/Modify                               11/12/03 08:59
                                                                    FY 2004 CC 02
Screen:  ___ Doc: P000004  Inv: 68012-99      Voucher: 5701626
                                                                    Default Cost Ref: N
Doc Summary: 1999-00 FOOTBALL EQUIP & SUPPLY BLANKET BID
Type: 0 Dept. Ref. #: 1671 Enclosure Code:  _
Invoice Date: 06/24/1999 Order Date: 03/30/1999 Delivery Dt: 07/12/1999
State Req Nbr:  _____ GSC Ord:  _____ Due Date: 09/10/1999
Description: SOCKS: DUKE BRAND #CM425AD Disc Due Dt: 09/10/1999
T-SHIRTS: DUKE #T-10 OXFORD T-SHIRT Inv Rcvd Dt: 07/01/1999
Cust AR NBR: TEXCSB ACH Ovrd:  _ Hold Flag: N
Alt.Vendor:  _____ W2/SSN:  _____ Travel Hotel Zip:  _____
USAS Doc Type:  _ PCC Code:  _ PDT Code:  _ LDT Codes:  _
Revolving: N Fund Type: Local IC:  _ Reason:  _
Prepaid Inv: N Check Nbr: 1071109 Check Dt: 09/13/1999 Override Bank:  _____
Cont Wk Force:  _ Vch Total: 6130.20
----- Invoice/Purchase Order Information -----
Vendor: 17000001111 SPORTS AND MORE Inv Total: 6130.20
Document Dt: 03/26/1999 Cat.: RO User Ref: 300090-1671
Type Funds: L Contact Person: HENRY WRINKLE Ph: 409-845-3121
Type Ord: LOC Terms:  _____ FOB: DP PO Total: 6130.20
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help EHelp ACH Next PIP INote Desc Mlti
  
```

## Screen 345 - Multi-Account Pop-Up Window

```

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

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

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

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

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

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

## ***BASIC STEPS***

### **Creating a New Pending Voucher**

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

### **Modifying Your Pending Voucher**

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

## ***EXPLANATION OF INVOICE PENDING VOUCHER PROCESSES***

### **Pending Vouchers**

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

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

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

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

***FIELD DESCRIPTIONS***

***Action Line Information:***

<b>Doc:</b>	7 characters/digits Identify the purchase <u>document</u> associated with the invoice.	<b>Entry Required</b>
<b>Inv:</b>	14 digits Indicate the <u>invoice</u> number, as assigned by the vendor, for the selected order.	<b>Entry Required</b>
<b>Voucher:</b>	7 digits Identify the system-assigned pending voucher number. OR you may enter a zero (0) in order to have the system create a new pending voucher number.	<b>Entry Required</b>
<b>Default Cost Ref:</b>	1 character Indicate whether or not ('Y' or 'N') you would like to have the default <u>cost</u> <u>accounting reference</u> values filled in for the cost reference fields.	<b>Entry Required</b>
<b>Doc Summary:</b>	50 characters Displays a short description of the order. This field will be pulled in from the purchase document, but you may change it if desired.	
<b>Type:</b>	1 digit Identifies the third digit of the transaction code which designates the type of transaction taking place.	
<b>Dept. Reference #:</b>	7 digits Displays the <u>departmental reference</u> <u>number</u> . This reference, assigned by the department, will be filled in from the User Reference number on the PO.	
<b>Enclosure Code:</b>	1 character/digit <b>? Help Available</b> Designates the code which indicates how enclosures are to be handled. This will force separate checks for local vouchers. Vouchers will be grouped by identical codes. For example: A        = Auditor BLANK   =Not specified C        = Comptroller Y        = Enclosures 1        = Housing deposit refunds 2        = Sims stipends	

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

<b>Invoice Date:</b>	8 digits Displays the date the invoice was issued.	
<b>Order Date:</b>	8 digits Indicate the date the order was placed. This field will be filled in from the PO and is required for state vouchers.	<b>Entry Required</b>
<b>Delivery Date:</b>	8 digits Identify the expected delivery date of the order. This field is required for state vouchers.	<b>Entry Required</b>
<b>State Req Nbr:</b>	11 digits Denotes the <u>State Requisition Number</u> . This field is required if state funds are used for the order.	
<b>GSC Ord:</b>	7 digits Identifies the <u>General Services Commission order</u> number, for purchase orders that require GSC approval.	
<b>Due Date:</b>	8 digits Indicate the due date for the payment of the order. This field determines when the voucher is pulled to cycle for payment.	<b>Entry Required</b>
<b>Description:</b>	35 characters (2 lines) Displays a short description of the voucher to be created/modified. The system will automatically pull in the description of the first line item on the invoice, unless otherwise specified.	<b>Entry Required</b>
<b>Disc Due Date</b>	8 digits Indicates the <u>discount</u> due date, which identifies the date by which payment must be received by the vendor in order to secure the agreed discount.	
<b>Inv Rcvd Dt:</b>	6 digits Displays the date the <u>invoice</u> was <u>received</u> .	
<b>Cust AR NBR:</b>	25 characters/digits Denotes the <u>customer accounts receivable number</u> that is assigned to the purchaser by vendor.	

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

<b>ACH Ovr:</b>	1 character Indicates ('Y' or 'N') if an <u>override</u> was put on the ACH voucher – thereby creating a check in the check cycle.	
<b>Hold Flag:</b>	1 character <b>? Help Available</b> Indicates whether or not ('Y' or 'N') to hold the voucher, or prevent it from entering the check cycle.	<b>Entry Required</b>
<b>Alt Vendor:</b>	11 digits Identifies the <u>alternate</u> vendor who will receive payment for the order.	
<b>W2/SSN:</b>	9 digits Identifies the W2/ <u>social security number</u> for they employee, if the voucher is for services (i.e., moving).	
<b>Travel Hotel Zip:</b>	9 digits Designates the zip code of the hotel used for travel. This helps to determine the percentage usage and whether or not the state discount rate is being utilized.	
<b>USAS Doc Type:</b>	1 character Displays the USAS document type, which determines how to process the voucher at the State level.	
<b>PCC Code:</b>	1 character <b>? Help Available</b> Indicates the <u>purchase category code</u> that identifies various purchase types and their associated payments. For example: A           GSC term contract-automated B           GSC term contract-scheduled BLANK   not applicable/GSC exempt	
<b>PDT Code:</b>	2 characters <b>? Help Available</b> Displays a <u>payment distribution type</u> code that identifies how transactions will be combined for warrants and direct deposits. For example: BLANK = Default from TPIS system D       = DIR deposit, do not combine DF      = DIR deposit, combine within A DH      = Direct deposit, warrant hold	

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

- LDT Codes:** 2 characters/digits **? Help Available**  
 Identifies the legal descriptive text codes that define any special processing needed for the order. For example:  
 BC = Baylor College of Dentistry-exempt. Educational code  
 CC = Examinations of current catalogues, list and price quotations  
 CY = Cyclotron fabricates equipment  
 01 = Auxiliary Enterprises- TAC 10,D,2155.141
- Revolving:** 1 character **Entry Required**  
 Indicates whether or not ('Y' or 'N') the voucher is to be processed as a revolving voucher.
- Fund Type:** 8 characters  
 Identifies the type of funds that were used to pay for the specified order.
- IC:** 1 character **? Help Available**  
 Identify the interest calculation procedure to be followed. Valid values are:  
 A = Accept Scheduling of Late Payment  
 BLANK = None  
 F = Force Interest Calculation  
 R = Refuse Interest Calculation
- Rsn:** 2 characters **? Help Available**  
 Include the reason for interest exemption: Valid values are:  
 AD = Agency Discretion Exercised  
 AI = Automation Issue(s)  
 AP = Advance Payment  
 DP = Disputed Payment  
 DT = Direct Payment of Travel Expenses  
 FC = FED Contract/Terms Prohibit Pymt  
 GE = GSC Exemption Granted 7 Documented  
 MI = Mailing Instr On PO Not Followed  
 NI = No Invoice Received

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

		<b>Entry Required</b>
<b>Prepaid Inv:</b>	1 character Designate whether or not ('Y' or 'N') this voucher is for a prepaid <u>invoice</u> .	
<b>Check Nbr:</b>	6 digits Identifies the check <u>number</u> that was issued if this voucher is for a prepaid invoice.	
<b>Check Dt:</b>	10 digits Indicates the check date for the prepaid invoice.	
<b>Override Bank:</b>	5 digits Displays the number of the bank you wish to use to override the original bank for the order. This will set all voucher line item bank numbers to the override bank number.	
<b>Cont Work Force:</b>	1 character This indicates that this payment is flagged as a Contract Work Force payment.	
<b>Vch Total:</b>	15 digits Signifies the total dollar amount processed for the <u>voucher</u> .	

***Invoice/Purchase Order Information:***

<b>Vendor:</b>	11 digits Indicates the vendor to be paid for the order, as entered on the PO.	
<b>Inv Total:</b>	11 digits Displays the total dollar amount processed on the invoice.	
<b>Document Dt:</b>	8 digits Designates the <u>date</u> that the document was created by the system.	
<b>Cat:</b>	2 characters Identifies the document <u>category</u> that is used to define receiving and accounting properties of the order.	

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

<b>User Ref:</b>	10 digits Displays the <u>user reference number</u> which is made up of the subsidiary ledger account number followed by the departmental reference number.
<b>Type Funds:</b>	1 character Indicates the type of funds used to pay for the selected order.
<b>Contact Person:</b>	25 characters Displays the name of the person to contact regarding this purchase order.
<b>Ph:</b>	10 digits Indicates the area code and <u>phone</u> number for the contact person.
<b>Type Ord:</b>	3 characters Signifies the type of order associated with this purchase order.
<b>Terms:</b>	10 characters/digits Indicates any special payment terms for the invoice. For example: 2/10/n/30 would mean 2% discount if paid before the 10th day after the invoice date or pay the net amount if paid after the 10th day and before 30 days past the invoice date.
<b>FOB:</b>	2 characters Denotes any <u>freight</u> terms for the selected order.
<b>PO Total:</b>	13 digits Identifies the total dollar amount encumbered for the <u>purchase order</u> .

***Additional Functions***

<b>PF KEYS</b>	See the Appendix for explanations of the standard PF Keys.
<b>PF4 ACH</b>	Displays ACH information.
<b>PF5 Next</b>	Goes to next screen that follows in sequence.

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

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

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# Closing Your Invoice Document

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

## Screen 346 - Invoice Document Close

346 Invoice Document Close		11/12/03 09:01
Screen: ___ Doc: P000004 Inv: 68012-99_____		FY 2004 CC 02
Vendor: 17000001111	SPORTS AND MORE	
Amount: 6130.20	Routing Status:	
Invoice Dt: 06/24/1999	Delivery Dt: 07/12/1999	
Inv Rcvd Dt: 07/01/1999	Act Rcvd Dt: 09/01/1999	Req Pay Dt:
Terms:	Voucher: 5701626	FY: 2000
Original Inv:	Posted Status: Y	VOUCHER POSTED
Last Mod By: KIRBY, EMILY	Date: 09/10/1999	
Current Status: COMPLETE		
Matching Status: MATCH SUCCESSFUL		
Close Invoice Document: Y ('N' to Reopen if closed)		
Cancel Invoice Document: N ('N' to reinstate if cancelled)		
Budget Balance Override Actuals: N		
----- Purchase Order Information -----		
<< Dates >> Vendor: 17310954681 SPORTS AND MORE		
Document : 03/26/1999	Cat.: RO	User Ref: 300090-1671
Exp.Dlvry:	Contact Person: HENRY WRINKLE	Ph: 409-845-0000
Prior Inv. Forced:	Buyer: SDR SARA CARTERS	Ph: 409-845-0000
Enter-PF1--PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---		
Hmenu Help EHelp	Next PIP	CnclR Notes Post Items Warns

## **BASIC STEPS**

### **Closing Your Invoice Document**

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

### **Re-opening Your Invoice Document**

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

### **Canceling Your Invoice Document**

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

## ***EXPLANATION OF INVOICING PROCESSES***

### **Matching Status**

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

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

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

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

### **Tolerance Checking**

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

```
* ----- * Tolerance Checking * ----- *
Unit Price Control (UPC) $: _____ Ext. Price Control (XPC) $: _____

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

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

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

---

## ***EXPLANATION OF INVOICING PROCESSES, cont'd***

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

- PO unit price is  $\geq$  the unit price control (UPC)
  - then the item is a UPC high dollar item.
- PO unit price is  $<$  the unit price control
  - then the item is a UPC low dollar item

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

### ***UPC (Unit Price Control) Tests***

High dollar items use Above Unit Price Percent and Ext. Price Cap Amount

Low dollar items use Below Unit Price Percent and Ext. Price Cap Amount

#### Test 1: Unit Price Percent

Invoice Unit Price  $\leq$  PO Unit Price + (PO Unit Price x Unit Price %)

#### Test 2: Extended Price Cap

Invoice Extended Price  $\leq$  PO Extended Price + Above Cap Amount

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

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

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

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

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

- PO extended price is  $\geq$  extending price control (XPC)
  - then item is a XPC high dollar item.
- PO extended price is  $<$  extended price control (XPC)
  - then item is a XPC low dollar item

## ***EXPLANATION OF INVOICING PROCESSES, cont'd***

### ***XPC (Extended Price Control) Tests***

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

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

#### Test 3: Extended Price Percent

Invoice Extended Price  $\leq$  PO Extended Price + (PO Extended Price x Extended Price %)

#### Test 4: Quantity Percent

Invoice Quantity  $\leq$  PO Quantity + (PO Quantity x Quantity %)

If either test fails, the error is returned.

### ***Summary of Tolerance Checking Calculations.***

#### 1. Test 1 - Unit Price Percent

(percent value is the above or below percent based on UPC test)

Invoice Unit Price  $\leq$  PO Unit Price + (PO Unit Price x Unit Price %)

#### 2. Test 2 - Extended Price Cap

(amount is the above or below amount based on UPC test)

Invoice Extended Price  $\leq$  PO Extended Price + Above Cap Amount

#### 3. Test 3 - Extended Price Percent

(percent value is the above or below percent based on XPC test)

Invoice Extended Price  $\leq$  PO Extended Price + (PO Extended Price x Extended Price %)

#### 4. Test 4 - Quantity Percent

(quantity percent is the above or below percent based on XPC test)

Invoice Quantity  $\leq$  PO Quantity + (PO Quantity x Quantity %)

## ***FIELD DESCRIPTIONS***

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

<b>Doc:</b>	7 digits	<b>Entry Required</b>
	Identify the invoice <u>document</u> you would like to close, re-open, or cancel.	

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

**Entry Required**

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

***Screen Information:***

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

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

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

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

**Delivery Dt:** 6 digits  
Indicates the receiving date.

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

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

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

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

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

<b>Voucher:</b>	7 digits Denotes the voucher number assigned to the order when the pending voucher was created.
<b>FY:</b>	4 digits Shows the <u>fiscal year</u> the invoice was created.
<b>Original Inv:</b>	14 digits Identifies the original <u>invoice</u> number in the event of duplicate invoices.
<b>Posted Status:</b>	1 character Indicates whether or not ('Y' or 'N') the voucher has been posted.
<b>Last Mod By:</b>	12 characters Identifies the name of the person who modified the record.
<b>Date:</b>	8 digits Displays the date the invoice was modified.
<b>Current Status:</b>	10 characters Displays the current status of the invoice. Valid status values include open, closed, and canceled.
<b>Matching Status:</b>	10 characters Indicates the status of the 2- or 3-way match check for the invoice.
<b>Close Invoice Document:</b>	1 character Designates whether or not ('Y' or 'N') you wish to close the invoice. You may enter a 'N' on a closed invoice in order to re-open it.
<b>Cancel Invoice Document:</b>	1 character Indicates whether or not ('Y' or 'N') you wish to cancel the selected invoice. You may type a 'N' on a canceled invoice to reinstate it.
<b>Budget Balance Override Actuals:</b>	1 character Signifies whether or not ('Y' or 'N') you wish to post the invoice, regardless of whether or not there is sufficient budget balance available.

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

***Purchase Order Information:***

<b>Vendor:</b>	11 digits Indicates the vendor to be paid for the order, as entered on the PO.
<b>Document Date:</b>	8 digits Designates the date that the document was created by the system.
<b>Cat:</b>	2 characters Identifies the document <u>category</u> which is used to define receiving and accounting properties of the order.
<b>User Ref:</b>	10 digits Displays the <u>user reference number</u> which is made up of the subsidiary ledger account number followed by the departmental reference number.
<b>Exp.Dlvry:</b>	8 digits Indicates the date the goods are <u>expected</u> to be <u>delivered</u> .
<b>Contact Person:</b>	25 characters Displays the name of the person to contact regarding this purchase order.
<b>Ph:</b>	10 digits Indicates the area code and <u>phone</u> number for the contact person.
<b>Prior Inv. Forced:</b>	5 digits Shows the number of invoices that have been forced prior to this current shipment.
<b>Buyer:</b>	3 characters Displays the buyer's code and name of the person for this order.
<b>Ph:</b>	10 digits Signifies the area code and <u>phone</u> number for the buyer.

***Additional Functions***

<b>PF KEYS</b>	See the Appendix for explanations of standard PF Keys.
<b>PF5 Next</b>	Goes to next screen that follows in sequence.

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

<b>PF6 PIP</b>	<b>Purchasing Invoice Problem</b> Allows you to notify the creator of problems with their invoice. See the basic concepts topics for this section for more information.
<b>PF8 CncIR</b>	<b>Cancel/Reinstate</b> Reason for cancellation or reinstate.
<b>PF9 Notes</b>	<b>Notes</b> Free form notes can be entered on a document. These are on-line reference notes regarding the document. They will <u>not</u> be printed
<b>PF10 Post</b>	<b>Post the Invoice</b> Allows you to manually post the invoice to accounting without waiting for the voucher/check cycle to run.
<b>PF11 Items</b>	<b>Document Items</b> Provides a window showing all document items. From within this window you can view multiple windows of item information.
<b>PF12 Warns</b>	<b>Warns</b> Displays any FAMIS warnings.

**INVOICING**

**INQUIRY**



# Listing Invoices by Purchase Order Numbers

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

## Screen 350 - Invoice Inquiry by PO Document Number

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

\*\*\* Press ENTER To view more Items \*\*\*

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

Hmenu Help EHelp Bkwd Frwd

## **BASIC STEPS**

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

## **EXPLANATION OF INVOICE BROWSE PROCESSES**

### **Positioning the Listing**

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

## ***EXPLANATION OF INVOICE BROWSE PROCESSES, cont'd***

### **Document Status**

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

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

### **Matching Status**

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

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

### **Using the PF Keys**

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

## ***FIELD DESCRIPTIONS***

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

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

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

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

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

**Doc:** 7 characters/digits  
Identifies the document number associated with the invoice.

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

<b>PI:</b>	1 character An asterisk (*) in this field indicates that a <u>PIP</u> (purchasing invoice problem) has been processed for this invoice.
<b>Invoice:</b>	14 digits Displays the invoice number. This number is used to identify the invoice header (created on Screen 340).
<b>Nbr Itm:</b>	3 digits Represents the <u>number of items</u> processed on the invoice.
<b>Invoice Total:</b>	14 digits Displays the total dollar amount processed for this invoice.
<b>St:</b>	2 characters Indicates <u>status</u> of the invoice. Common invoice status codes include: <b>CO</b> mpleted, <b>CL</b> osed, <b>In P</b> rocess, and <b>CaN</b> celed.
<b>Voucher:</b>	7 digits Identifies the pending voucher number assigned when the invoice was processed.
<b>M St:</b>	2 characters Displays the <u>matching status</u> for the specified document.
<b>Invoice Date:</b>	6 digits Indicates the date the invoice was processed by the system.
<b>Vendor Name:</b>	11 characters Identifies the name of the vendor for the specified purchase.

***Additional Functions***

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

# Listing Invoices By Vendor

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

## Screen 351 - Invoice Inquiry by Vendor

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

\*\*\* Press ENTER To view more Items \*\*\*

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

Hmenu Help EHelp Bkwd Frwd

## **BASIC STEPS**

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

## **EXPLANATION OF INVOICE BROWSE PROCESSES**

### **Vendor Search and Select**

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

## ***EXPLANATION OF INVOICE BROWSE PROCESSES, cont'd***

### **Positioning the Listing**

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

### **Document Status**

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

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

### **Matching Status**

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

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

### **Using the PF Keys**

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

## ***FIELD DESCRIPTIONS***

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

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

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

***Screen Information:***

<b>S:</b>	1 character Type an 'x' in this field to <u>select</u> an invoice for display on Screen 358.
<b>NT:</b>	1 character An asterisk (*) indicates that there are <u>notes</u> attached to the invoice.
<b>Doc:</b>	7 characters/digits Identifies the <u>document</u> number associated with the invoice.
<b>PI:</b>	1 character An asterisk (*) in this field indicates that a <u>PIP</u> (purchasing invoice problem) has been processed for this invoice.
<b>Invoice:</b>	14 digits Displays the invoice number. This number is used to identify the invoice header (created on Screen 340).
<b>Nbr Itm:</b>	3 digits Represents the <u>number of items</u> processed on the invoice.
<b>Invoice Total:</b>	14 digits Displays the total dollar amount processed for this invoice.
<b>St:</b>	2 characters Indicates <u>status</u> of the invoice. Common invoice status codes include: <b>C</b> OMpleted, <b>C</b> Losed, <b>I</b> n <b>P</b> rocess, and <b>C</b> a <b>N</b> celed.
<b>Voucher:</b>	7 digits Identifies the pending voucher number assigned when the invoice was processed.
<b>M St:</b>	2 characters Displays the <u>matching status</u> for the specified document.
<b>Invoice Date:</b>	6 digits Indicates the date the invoice was processed by the system.

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

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

***Additional Functions***

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

# Invoice Document Inquiry

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

## Screen 358 - Invoice Document Inquiry

```

358 Invoice Document Inquiry                                     11/12/03 09:03
                                                            FY 2004 CC 02

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

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

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

## ***BASIC STEPS***

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

## ***EXPLANATION OF INVOICE BROWSE PROCESSES***

### **Document Status**

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

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

### **Matching Status**

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

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

### **Routing Status**

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

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

### **Using the PF Keys**

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

## ***FIELD DESCRIPTIONS***

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

<b>Doc:</b>	7 digits	<b>Entry Required</b>
	Identifies the PO number used to create the invoice header.	

***FIELD DESCRIPTIONS cont'd***

<b>Invoice:</b>	14 digits Indicates the invoice number used to create the invoice header.	<b>Entry Required</b>
-----------------	--	-----------------------

***Screen Information:***

<b>Vendor:</b>	11 digits Identifies the vendor whose invoice information is displayed.
<b>Amount:</b>	11 digits Displays the total dollar amount of the invoice.
<b>Status:</b>	2 characters Identifies the status of the invoice as well as the date the status was assigned to the invoice.
<b>Invoice Dt:</b>	8 digits Indicates the date on the invoice.
<b>Matched St:</b>	2 characters Displays the <u>matching status</u> for the specified document.
<b>Inv Rcvd Dt:</b>	8 digits Displays the <u>date</u> the <u>invoice</u> was <u>received</u> .
<b>Routing St:</b>	2 characters Indicates a document's progress through the routing and approval system.
<b>Terms:</b>	6 characters Identifies the payment terms for the invoice. (Ex: 2/10/n/30 - 2% discount if paid before the 10th, pay net amount if paid after the 10th and by the 30th.)
<b>Voucher:</b>	7 digits Identifies the voucher number assigned when the pending voucher was created for the document.
<b>FY:</b>	4 digits Displays the <u>fiscal year</u> in which the voucher was processed.

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

<b>St:</b>	4 characters Indicates the <u>status</u> of the voucher. Common voucher status codes include: <b>OUT</b> standing, <b>RECoN</b> ciled, <b>PAID</b> and in <b>CYCL</b> e.
<b>Original Inv:</b>	14 digits Indicates the invoice number entered on the <u>original invoice</u> (if this is a follow- up invoice).
<b>Posted:</b>	1 character Indicates whether or not ('Y' or 'N') a pending voucher has been posted to the system.
<b>PO Liq Ind:</b>	1 character Displays the <u>PO liquidation indicator</u> that is used to signify whether the encumbrances for the document have been fully liquidated (F), partially liquidated (P), or not liquidated (N).
<b>Enclosure Code:</b>	1 digit Designates the code that indicates how enclosures are to be handled. This will force separate checks for local vouchers. Vouchers will be grouped by identical codes.
<b>Force Payment:</b>	1 character Indicates whether or not ('Y' or 'N') payment for the invoice has been forced.
<b>Force Reason:</b>	70 characters Displays the reason for the payment to have been forced.
<b>Last Mod By:</b>	25 characters Shows the person's name that last modified document.
<b>Date:</b>	8 digits Displays the session date entered on the batch header.
<b>S:</b>	1 character Type an 'x' in this field to <u>select</u> an invoice for display on Screen 359.

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

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

***Additional Functions***

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

# Invoice Line Item Summary

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

## Screen 359 - Invoice Item Summary

```

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

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

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

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

## **BASIC STEPS**

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

## **EXPLANATION OF INVOICE BROWSE PROCESSES**

### Document Status

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

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

## ***EXPLANATION OF INVOICE BROWSE PROCESSES, cont'd***

### **Matching Status**

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

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

### **Voucher Status**

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

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

### **Routing Status**

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

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

### **Using the PF Keys**

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

## ***FIELD DESCRIPTIONS***

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

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

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

**Invoice:** 14 digits **Entry Required**  
Indicate the number of the invoice you would like to display.

**Item:** 3 digits **Entry Required**  
Identify the line item number to be displayed.

***Screen Information:***

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

**Ttl Amount:** 11 digits  
Displays the total dollar amount processed for this invoice.

**Invoice Dt:** 8 digits  
Indicates the date the invoice was processed by the system.

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

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

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

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

**Voucher St:** 2 characters  
Displays the processing status of the voucher.

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

<b>Posted:</b>	1 character Indicates whether or not ('Y' or 'N') a pending voucher has been posted to the system.
<b>Routing St:</b>	2 characters Indicates the status of a document's progress through the routing and approval system.
<b>Item Desc:</b>	30 characters Displays a brief <u>description</u> of the selected item.

***This Invoice Information:***

<b>Quantity:</b>	10 digits Identifies the quantity invoiced from the invoice for the selected item.
<b>UOM:</b>	4 characters Indicates the <u>unit of measure</u> for the specified line item.
<b>Unit Price:</b>	12 digits Displays the price per unit ordered from the invoice for the selected item.
<b>Extended Price:</b>	12 digits Displays the item extended price from the invoice.

***Converted Information:***

<b>Quantity:</b>	10 digits Displays the quantity after converted to match purchase order.
<b>UOM:</b>	4 characters Indicates the <u>unit of measure</u> for the specified line item after conversion to match the purchase order.
<b>Unit Price:</b>	12 digits Displays the item unit price after being converted to match the purchase order.
<b>Extended Price:</b>	12 digits Displays the item extended price from the invoice.

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

***Total Ordered Information:***

<b>Quantity:</b>	10 digits Indicates the total quantity of the selected item ordered.
<b>UOM:</b>	4 characters Indicates the <u>unit of measure</u> for the specified line item as ordered.
<b>Unit Price:</b>	12 digits Displays the item unit price as ordered.
<b>Extended Price:</b>	12 digits Displays the item extended price as ordered.

***Received for PO Information:***

<b>Quantity:</b>	10 digits Indicates the total number of the item received to date.
<b>UOM:</b>	4 characters Indicates the <u>unit of measure</u> for the specified line item as received.
<b>Unit Price:</b>	12 digits Displays the item unit price as ordered.
<b>Extended Price:</b>	12 digits Displays the item extended price as ordered.
<b>UOM Error:</b>	1 character Indicates whether or not ('Y' or 'N') the <u>unit of measure</u> on invoice could be converted to match the PO.
<b>Last Modified by:</b>	7 characters Identifies the user ID and name of the last person to modify the invoice item.
<b>Date:</b>	8 digits Displays the session date entered on the batch header.

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

***Additional Functions***

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

**PIP**

**INQUIRY**



# PIP

## Document Browse

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

### Screen 292 – PIP Document Browse

292 PIP Document Browse							11/12/03 9:04AM	
							FY 2004 CC 02	
Screen: _____		PIP: _____						
Sel	PIP Number	Type	For Document	Invoice Number	Rt Cd	Modify Date	Modify Time	By User
---	---	---	-----	-----	---	---	---	---
-	I000001	FYI	L000034	118-0249517-0	CO	09/06/99	08:54	GRIM02P
-	I000002	FYI	L000078	L000078	CO	09/06/99	09:00	GRIM02P
-	I000003	FYA	L000152	L000152	CO	09/06/99	09:06	GRIM02P
-	I000004	FYI	L000309	L000309	CO	09/06/99	09:43	GRIM02P
-	I000005	FYI	A904971	0407D-02	CO	09/06/99	10:22	GRIM02P
-	I000006	FYI	L000223	L000223	CO	09/06/99	10:29	GRIM02P
-	I000007	FYI	L000488	L000488	CO	09/06/99	10:38	GRIM02P
-	I000008	FYI	L000395	120605	CO	09/06/99	11:38	KEKR02P
-	I000009	FYI	E917697	22934205	CO	09/06/99	11:46	KEKR02P
-	I000010	FYI	L000294	L000294	CO	09/06/99	12:56	KAUT02P
-	I000011	FYA	L000319	L000319A	CO	09/06/99	13:05	GRIM02P
-	I000012	FYA	L000319	L000319	CO	09/06/99	13:06	GRIM02P
More records - Press ENTER to scroll								
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---								
Hmenu Help			EHelp			View		

### **BASIC STEPS**

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

### **FIELD DESCRIPTIONS**

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

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

#### **Screen Information:**

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

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

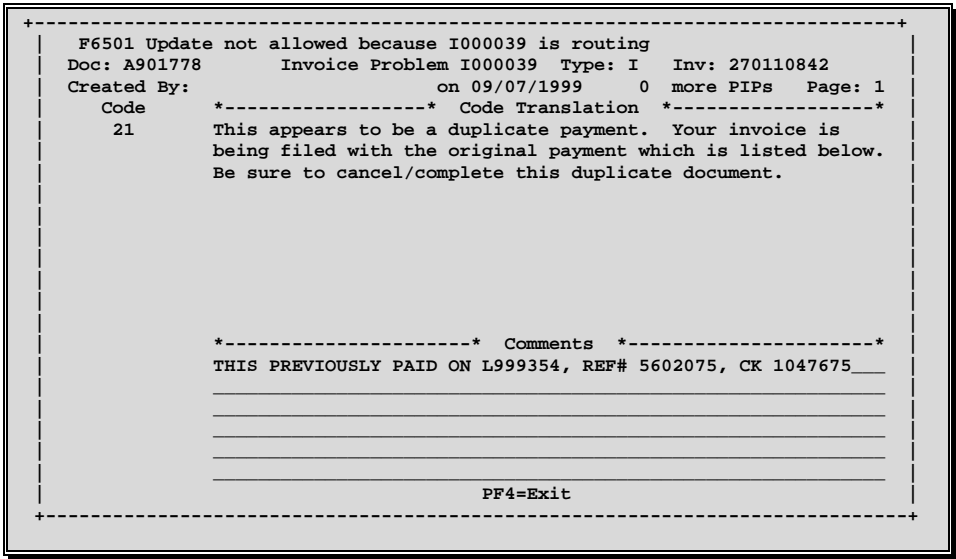
***FIELD DESCRIPTIONS, cont'd***

<b>Type:</b>	3 characters Valid values include: <b>FYA:</b> Approve and route forward to a person or desk as a For Your Approval document. This is done when you wish a person to approve a document and they are not in the path for that document. Key in the name of the person or the name of the desk to receive the document for approval in the pop-up window that appears when you enter this action. <b>FYI:</b> Send a copy of the document to another person or desk not on the document path. Key in the name of the person or name of the desk to receive the information or notification copy.
<b>For Document:</b>	7 character/digits Indicates the document number that has a problem or has been corrected.
<b>Invoice Number:</b>	14 digits Indicates the invoice number that is associated with the original document and the PIP document.
<b>Rt. Cd:</b>	2 characters Indicates the routing status. Valid values for this status are: Blank = In Process RJ = Rejected RC = Recalled DL = Deleted EL = Exec level RL = Regulatory level PL = Processing level CO = Completed
<b>Modify Date:</b>	6 digits Indicates the date the document was last modified.
<b>Modify Time:</b>	4 digits Indicates the time the document was last modified.
<b>By User:</b>	8 characters/digits Indicates the user ID and name of the person performing the action on the document.

**FIELD DESCRIPTIONS, cont'd**

*Additional Functions*

- PF KEYS** See the Appendix for a detailed description of the standard PF keys.
  
- PF6 View** Displays the invoice problem in detail.



# PIP Browse By Purchasing Document

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

## Screen 293– PIP Browse By Purchasing Document

293 PIP Browse by Purch. Document							11/12/03 9:05AM	
Screen: ___ Doc: P000004							FY 2004 CC 02	
Sel	Doc Number	PIP Number	Type	Invoice Number	Rt Cd	Modify Date	Modify Time	By User
---	P000013	I005016	FYI	312-00399964	CO	03/01/00	14:28	JONR02P
-	P000013	I003138	FYI	312-253755	CO	12/13/99	12:42	JONR02P
-	P000013	I003403	FYI	312-253755	CO	12/17/99	16:16	JONR02P
-	P000013	I003044	FYI	312-253758	CO	12/09/99	10:36	JONR02P
-	P000013	I002307	FYI	312-305267A	CO	11/17/99	13:38	JONR02P
-	P000048	I001958	FYI	993632	CO	11/04/99	15:41	GRIM02P
-	P000048	I002268	FYI	993780	CO	11/16/99	14:02	JONR02P
-	P000064	I001105	FYA	005208		10/12/99	16:14	WADA02P
-	P000065	I008898	FYI	78133	CO	07/17/00	12:33	ELLL02P
-	P000065	I009554	FYI	78133	CO	08/08/00	16:27	ELLL02P
-	P000065	I100469	NRT	78133		09/27/00	16:34	ELLL02P
-	P000065	I104713	FYI	78133	CO	02/14/01	16:31	ELLL02P

More records - Press ENTER to scroll

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

Hmenu Help EHelp View

### **BASIC STEPS**

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

### **FIELD DESCRIPTIONS**

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

**Doc:** 7 characters/digits **Entry Required**  
Enter a valid document number.

#### **Screen Information:**

**Sel:** 1 character **Entry Required**  
Type an 'X' to select which documents you would like to select for further display/action.

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

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

<b>PIP Number:</b>	7 character/digits Displays the PIP number.
<b>Type:</b>	3 characters Valid values include: <b>FYA:</b> Approve and route forward to a person or desk as a For Your Approval document. This is done when you wish a person to approve a document and they are not in the path for that document. Key in the name of the person or the name of the desk to receive the document for approval in the pop-up window that appears when you enter this action. <b>FYI:</b> Send a copy of the document to another person or desk not on the document path. Key in the name of the person or name of the desk to receive the information or notification copy.
<b>Invoice Number:</b>	14 digits Indicates the invoice number that is associated with the document.
<b>Rt. Cd:</b>	2 characters Indicates the routing status. Valid values for this status are: Blank = In Process RJ = Rejected RC = Recalled DL = Deleted EL = Exec level RL = Regulatory level PL = Processing level CO = Completed
<b>Modify Date:</b>	6 digits Indicates the date the document was last modified.
<b>Modify Time:</b>	4 digits Indicates the time the document was last modified.
<b>By User:</b>	8 characters/digits Indicates the user ID and name of the person performing the action on the document.



# PIP Document Browse By Invoice

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

## Screen 294— Document Browse By Invoice

294 PIP Browse by Invoice						11/12/03 9:05AM FY 2004 CC 02		
Screen: _____		Invoice: 68012-99 _____						
Sel	Invoice Number	Doc Number	PIP Number	Type	Rt Cd	Modify Date	Modify Time	By User
-	680225	L302741	I300704	FYI	CO	09/17/02	12:17	WHES02P
-	680225	L302741	I301103	FYA	CO	09/24/02	08:15	WHES02P
-	680268109	P200983	I204550	FYI	CO	11/13/01	12:59	WHES02P
-	680268109	P200983	I204754	FYA	CO	11/16/01	10:44	WHES02P
-	680268117	P200983	I204551	FYI	CO	11/13/01	13:01	WHES02P
-	680268117	P200983	I204753	FYA	CO	11/16/01	10:41	WHES02P
-	680376	L992687	I906965	FYA	CO	08/05/99	09:08	WADA02P
-	680531	L861012	I804162	FYA	CO	04/23/98	13:21	K702UT
-	6805848	L898812	I806586	FYI	CO	08/12/98	14:53	NUNL02P
-	680605	L270933	I211610	FYI	CO	05/06/02	09:19	GECA02P
-	6806116	P000355	I003300	FYA		12/16/99	10:58	WADA02P
-	68064	L336244	I307452	FYI	CO	01/15/03	08:44	NOVC02P

More records - Press ENTER to scroll

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

### **BASIC STEPS**

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

### **FIELD DESCRIPTIONS**

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

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

#### **Screen Information:**

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

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

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

<b>Doc Number:</b>	7 character/digits Displays the document number.
<b>PIP Number:</b>	7 character/digits Displays the PIP number.
<b>Type:</b>	3 characters Valid values include: <b>FYA:</b> Approve and route forward to a person or desk as a For Your Approval document. This is done when you wish a person to approve a document and they are not in the path for that document. Key in the name of the person or the name of the desk to receive the document for approval in the pop-up window that appears when you enter this action. <b>FYI:</b> Send a copy of the document to another person or desk not on the document path. Key in the name of the person or name of the desk to receive the information or notification copy.
<b>Rt. Cd:</b>	2 characters Indicates the routing status. Valid values for this status are: Blank = In Process RJ = Rejected RC = Recalled DL = Deleted EL = Exec level RL = Regulatory level PL = Processing level CO = Completed
<b>Modify Date:</b>	6 digits Indicates the date the document was last modified.
<b>Modify Time:</b>	4 digits Indicates the time the document was last modified.
<b>By User:</b>	8 characters Indicates the user ID and name of the person performing the action on the document.

**FIELD DESCRIPTIONS, cont'd**

**Additional Functions**

**PF KEYS**

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

**PF6  
View**

Displays the invoice problem in detail.

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



**PURCHASING**

**INQUIRY**

**INFORMATION**



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# Document Inquiry

## Basic Concepts

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### **Inquiry Access**

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

### **Positioning the Display**

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

### **Document Classes**

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

<u>Value</u>	<u>Meaning</u>
<b>B</b>	<b>Bid</b>
<b>M</b>	<b>Master Order</b>
<b>P</b>	<b>Purchase Order</b>
<b>R</b>	<b>Requisition</b>
<b>L</b>	<b>Limited Auth</b>

### **Using the PF Keys**

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

# Browsing Purchase Documents On-Line

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

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

## Screen 280 - Document Browse

280 Document Browse								11/12/03 9:05AM
Screen: ___ Class: P Doc: P000004								FY 2004 CC 02
S C N	L L T	Doc	Vendor Name	Date	User Ref	Buy	Amount	St
—	P	P000004	MIDWEST SPORTING G	03/26/99	300090-1671	SDR	6,130.20	CO
—	P *	P000005	DOUGLAS PROTECTIVE	03/26/99	300090-1860	SDR	22,500.00	CO
—	P *	P000006	ADMAL	03/29/99	300090-1715	SDR	2,100.00	CO
—	P	P000007	WILLIS MEDICAL, LL	03/31/99	300090-1657	SDR	620.64	CO
—	P	P000008	CROPPER MEDICAL IN	03/31/99	300090-1657	SDR	3,249.00	CO
—	P	P000009	FOOT MANAGEMENT IN	03/31/99	300090-1657	SDR	1,538.00	CO
—	P	P000010	CORNISH MEDICAL EL	03/31/99	300901-657	SDR	571.60	CO
—	P *	P000011	A-ATHLETIC AND MED	03/31/99	300090-1657	SDR	28,097.44	CO
—	P *	P000012	ALERT SERVICES INC	03/31/99	300090-1657	SDR	20,784.54	CO
—	P *	P000013	SPARKLE ICE BRYAN	04/07/99	300090-1697	SDR	12,000.00	CO
—	P *	P000014	AUSTIN & ASSOCIATE	04/09/99	210470-5007	SDR	23.00	CO
—	P *	P000015	TEAM SPORTS OF TEX	04/09/99	210470-5001	SDR	4,032.00	CO
—	P *	P000016	WOLVERINE WORLD WI	04/13/99	210470-4817	SDR	6,934.50	CO

More Entries - Press <ENTER> to continue

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

## BASIC STEPS

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

## FIELD DESCRIPTIONS

### Action Line Information:

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

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

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

***Screen Information:***

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

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

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

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

**Vendor Name:** 18 characters  
Identifies the vendor name.

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

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

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

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

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

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

### ***Additional Functions***

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

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

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

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

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

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

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

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

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

# Displaying Documents By Their Department Code

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

## Screen 281 - Document Browse by Dept/SubDept

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

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

### **BASIC STEPS**

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

### **FIELD DESCRIPTIONS**

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

**Dept:** 5 characters ? Help Available Entry Required  
 Specify the department to view specific documents.

**SubDept:** 5 characters  
 Indicate the sub-department to see specific documents.

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

<b>Class:</b>	1 character	<b>? Help Available</b>
	Identify the class of document. If not otherwise instructed, the system will search each class in alphabetical order (i.e. will list Bid documents before Limited Purchases). Current defined classes include <b>R</b> equisitions, <b>P</b> urchase Orders, <b>M</b> aster Orders, <b>B</b> ids, <b>E</b> xempt Purchases, and <b>L</b> imited Purchases.	
<b>Doc:</b>	7 digits	
	Indicate the first <u>document</u> number to display, if needed.	
<b>Completed Docs:</b>	1 character	
	Indicate whether or not ('Y' or 'N') to include completed <u>documents</u> in the display.	

***Screen Information:***

<b>SL:</b>	Type an 'X' in this field to <u>select</u> a particular document for display on Screen 278.
<b>CL:</b>	1 character Identifies the <u>class</u> of the document, be it <b>R</b> equisition, <b>P</b> urchase Order, <b>M</b> aster Order, <b>B</b> id, <b>E</b> xempt Purchase, or <b>L</b> imited Purchase.
<b>NT:</b>	1 character An '*' indicates whether or not <u>notes</u> are attached to the document.
<b>Doc:</b>	7 characters/digits Identifies <u>document</u> numbers for the class of document specified.
<b>Buy:</b>	3 characters Displays the initials of the <u>buyer</u> for the document, as defined by the system.
<b>Vendor Name:</b>	18 characters Identifies the vendor name.
<b>Date:</b>	6 digits Indicates the date the document was set-up on the system.

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

<b>S-Dept:</b>	5 characters Shows the <u>sub-department</u> on the document.
<b>Amount:</b>	13 digits Indicates the total dollar amount of all line items for the document.
<b>St:</b>	3 characters Indicates the <u>status</u> of the specified document. Common document status codes include: <b>CO</b> mpleted, <b>CL</b> osed, and <b>In P</b> rocess.

***Additional Functions***

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

# Sorting Documents By Their Account Numbers

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

## Screen 282 - Document Browse By Account

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

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

## BASIC STEPS

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

## ***FIELD DESCRIPTIONS***

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

<b>Class:</b>	1 character <b>? Help Available</b> Identify the class of document to inquire on. If not otherwise instructed, the system will search each class in alphabetical order (i.e. will list Bid documents before Limited Purchases). Current defined classes include <b>Requisitions, Purchase Orders, Master Orders, Bids, Exempt Purchases, and Limited Purchases.</b>	
<b>Acct:</b>	11 digits Enter the <u>account</u> number for the documents you wish to inquire on.	<b>Entry Required</b>
<b>Acct CC:</b>	2 digits Indicate the <u>campus code</u> for the <u>account</u> purchasing the items. This will default to the current campus code if not otherwise specified.	<b>Entry Required</b>
<b>Acct FY:</b>	4 digits Displays the <u>fiscal year</u> in which the <u>account</u> is purchasing the items. This will default to the current fiscal year unless otherwise specified.	<b>Entry Required</b>
<b>Doc:</b>	7 digits Identify the first <u>document</u> number to display, if needed.	
<b>Completed Docs:</b>	1 character Indicate whether or not ('Y' or 'N') to include completed <u>documents</u> in the display.	

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

<b>SL:</b>	Type an 'X' here to <u>select</u> a particular document for display on Screen 278.
<b>CL:</b>	1 character Identifies the <u>class</u> of the document, be it <b>Requisition, Purchase Order, Master Order, Bid, Exempt Purchase, or Limited Purchase.</b>
<b>NT:</b>	1 character An '*' indicates whether or not <u>notes</u> are attached to the document.

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

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

***Additional Functions***

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

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

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

# Browsing Documents By Their User Reference Numbers

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

## Screen 284 - Document Browse by User Reference

284 Document Browse By User Ref							11/12/03 9:09AM		
Screen: ___ User Ref.: _____							FY 2004 CC 02		
Include: Only Class: _									
S	C	N							
L	L	T	User Ref	Doc	Vendor Name	Date	Buy	Amount	St
-	L	*	000000- 9001	L936359	THE ECONOMIST SH	01/08/99		200.59	CO
-	L		000000-DAC	L947017	MICROAGE	02/12/99		552.00	CO
-	L		000000-DAC	L978084	TEXAS A&M UNIVER	05/28/99		76.97	CO
-	B		000000-0	B000219		08/30/99	KFP	29,499.96	PRT
-	B		000000-0	C000008		08/06/99	KFP	29,499.96	TR
-	R		000000-0	R600495		09/27/95			DL
-	B		000000-00	B300120		07/08/02	DJM	32.00	PRT
-	B		000000-00	B300606		02/25/03	PKP	45.00	PRT
-	B		000000-00	B300879		08/01/03	CBP	1.00	TR
-	B		000000-00	B400125		08/01/03	CBP	2.00	PRT
-	B		000000-00	C000222		05/31/00	BAC	1.00	TR
-	L		000000-00	L215971	CHARLES C*LOVE	10/23/01			IP
-	M	*	000000-00	M100143	SILICON GRAPHICS	08/26/00	BAC		PRT

More Entries - Press <Enter> to continue

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

Hmenu Help EHelp Invc Recv Audit Accts PIP Headr Items Track

## **BASIC STEPS**

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

## **FIELD DESCRIPTIONS**

### **Action Line Information:**

**User Ref:** 14 characters  
Identify the user reference number you would like to search for.

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

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

***Screen Information:***

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

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

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

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

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

**Vendor Name:** 18 characters  
Identifies the vendor name.

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

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

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

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

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

### ***Additional Functions***

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

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

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

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

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

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

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

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

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

# Sorting Documents By Their Vendor

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

## Screen 285 - Document Browse by Vendor

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

More Entries - Press <Enter> to continue

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

Hmenu Help EHelp Invc Recv Audit Accts PIP Headr Items Track

## **BASIC STEPS**

- Advance to Screen 285.
- Type the vendor identification number and document class in the Action Line.
- Type additional data in the available fields, as desired.
- Press <ENTER> to view a complete list of all documents for the specified vendor and document class.
- Type an 'X' in the SL: (select) column to the left of a document to advance to Screen 278, where detailed document information will be displayed.

## **EXPLANATION OF DOCUMENT BROWSE PROCESSES**

### **Vendor Search and Select**

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

***FIELD DESCRIPTIONS***

***Action Line Information:***

		<b>Entry Required</b>
<b>Vendor:</b>	11 digits Indicate the FAMIS vendor identification number.	
<b>Class:</b>	1 character <b>? Help Available</b> Identify the class of document to inquire on. If not otherwise instructed, the system will search each class in alphabetical order (i.e. will list Bid documents before Limited Purchases). Current defined classes include <b>Requisitions, Purchase Orders, Master Orders, Bids, Exempt Purchases, and Limited Purchases.</b>	
<b>Doc:</b>	7 digits Indicate the first <u>document</u> number to display, if specified.	
<b>Completed Docs:</b>	1 character Signify whether or not ('Y' or 'N') to include completed <u>documents</u> in the display.	
<b>All Mail Codes:</b>	1 character Indicate whether or not ('Y' or 'N') to display all documents for the vendor, regardless of the mail code.	

***Screen Information:***

<b>SL:</b>	Type an 'X' in this field to <u>select</u> a particular document for display on Screen 278.
<b>CL:</b>	1 character Identifies the <u>class</u> of the document, be it <b>Requisition, Purchase Order, Master Order, Bid, Exempt Purchase, or Limited Purchase.</b>
<b>NT:</b>	1 character An '*' indicates whether or not <u>notes</u> are attached to the document.
<b>Doc:</b>	7 characters/digits Identifies <u>document</u> numbers for the class of document specified.
<b>MC:</b>	1 character Identifies the state <u>mail code</u> for the specified vendor.

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

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

***Additional Functions***

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

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

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

# Listing Documents By Their State Requisition Numbers

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

## Screen 286 - Document Browse by State Requisition

286 Document Browse By State Requisition Nbr							11/12/03 9:10AM		
							FY 2004 CC 02		
Screen: ___		State Req: _____		Class: L	Doc: _____	Completed Docs: N			
S	C	N	State						
L	L	T	Req Number	Doc	Vendor Name	Date	User Ref		
							Amount		
							St		
-	R	___	N	R802826		03/98	413008-0051	6,780.00	TR
-	R			R002570		02/00	158208-1000	22,791.00	TR
-	R			R500282		02/95	270620-0092	590.80	TR
-	B		DDM	B200468		12/01	158255-2001	10.00	TR
-	R		LOC	R303233		04/03	270060-33000	3,000.00	TR
-	R		LOC	R400369		08/03	151301-40000	1,584.00	TR
-	B		LOCAL	B000703		04/00	270060-104	22,000.00	TR
-	B		LOCAL	B000898		06/00	270060-138	20,917.25	TR
-	B		LOCAL	B300520		01/03	270060-32000	8,820.00	TR
-	B		LOCAL	B300652		03/03	270060-30000	10,000.00	TR
-	B		LOCAL	B300722		04/03	270060-45000	13,600.00	TR
-	B		LOCAL	B300782		06/03	270190-181419	55,140.00	TR
-	B		LOCAL	B300890		08/03	270060-181435	11,880.00	PRT
More Entries - Press <Enter> to continue									
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---									
Hmenu Help		EHelp		Invc Recv		Audit Accts PIP		Headr Items Track	

## **BASIC STEPS**

- Advance to Screen 286.
- Type valid data in the available fields, as desired.
- Press <ENTER> to view a complete list of all documents with a state requisition number.
- Type an 'X' in the SL (select) column to the left of a document to advance to Screen 278, where detailed document information will be displayed.

## **EXPLANATION OF DOCUMENT BROWSE PROCESSES**

### **State Requisition Number**

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

## ***FIELD DESCRIPTIONS***

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

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

### ***Screen Information***

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

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

<b>User Ref:</b>	14 digits Displays the <u>user reference</u> that is used to identify the subsidiary ledger (SL) account number used for the order followed by the departmental reference number.
<b>Amount:</b>	13 digits Indicates the total dollar amount of all line items for the document.
<b>St:</b>	3 characters Represents the <u>status</u> of the specified document. Common document status codes include: <b>C</b> ompleted, <b>C</b> losed, and <b>I</b> n Process.

***Additional Functions***

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

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

**PF12**  
**Track**

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

# Browsing Documents By Their State Order Numbers

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

## Screen 287 - Document Browse by State Order Number

287 Document Browse By State Order Nbr							11/12/03 9:10AM	
							FY 2004 CC 02	
Screen:	State Order:	Class:	Doc:				Completed Docs: N	
S	C	N	St	Ord.				
L	L	T	Number	Doc	Vendor Name	Date	User Ref	
							Amount	
							St	
-	P			P602076	R.E. WHITTAKER COM	12/95	300620-0101	DL
-	P		100002	P803109	FISHER SCIENTIFIC	04/98	241801-5000	27.60 TR
-	P *		100002	P900010	FISHER SCIENTIFIC	04/98	241801-5000	DL
-	P *		100005	P501290	CANON USA INC	10/94	510137-0003	DL
-	P *		100015	P003475	FOX SCIENTIFIC INC	05/00	241801-5316	1,556.67 TR
-	P *		100015	P100031	FOX SCIENTIFIC INC	05/00	241801-5316	DL
-	P		100015	P100124	FOX SCIENTIFIC INC	07/00	241801-5316	DL
-	P *		100192	P700080	FISHER SCIENTIFIC	06/96	133501-5034	DL
-	P		100224	P605312	CANON USA INC	06/96	186004-7001	3,488.40 TR
-	P		100654	P804747	FORT WORTH SCIEN TI	07/98	144006-6	919.90 TR
-	P		100690	P605773	XEROX CORP	07/96	132005-6013	21,496.80 TR
-	P *		100879	P100130	KONICA BUSINESS MA	07/00	133007-0001	DL
-	P		101007	P300173	PITNEY BOWES MAILI	08/02	158061-0078	2,491.00 CL
More Entries - Press <Enter> to continue								
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---								
Hmenu Help EHelp Invc Recv Audit Accts PIP Headr Items Track								

## BASIC STEPS

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

## EXPLANATION OF DOCUMENT BROWSE PROCESSES

### State Order Number

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

## FIELD DESCRIPTIONS

### Action Line Information:

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

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

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

***Screen Information***

<b>SL:</b>	Type an 'X' in this field to <u>select</u> a document for display on Screen 278.
<b>CL:</b>	1 character Identifies the <u>class</u> of the document. Valid values are: <b>R</b> equisition, <b>P</b> urchase Order, <b>M</b> aster Order, <b>B</b> id, <b>E</b> xempt Purchase, or <b>L</b> imited Purchase.
<b>NT:</b>	1 character An '*' indicates whether or not <u>notes</u> are attached to the document.
<b>St Ord. Number:</b>	6 digits Identifies the <u>State Order</u> Number of the specified document.
<b>Doc:</b>	7 characters/digits Identifies <u>document</u> numbers for the class of document specified.
<b>Vendor Name:</b>	18 characters Identifies the name of the vendor the items were purchased from.
<b>Date:</b>	4 digits Indicates the date the document was set-up on the system.

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

<b>User Ref:</b>	14 digits Displays the <u>user reference</u> that is used to identify the subsidiary ledger (SL) account number used for the order followed by the departmental reference number.
<b>Amount:</b>	13 digits Indicates the total dollar amount of all line items for the document.
<b>St:</b>	3 characters Represents the <u>status</u> of the specified document. Common document status codes include: <b>C</b> ompleted, <b>C</b> losed, and <b>I</b> n Process.

***Additional Functions***

<b>PF KEYS</b>	See the Appendix for a detailed description of the standard PF keys.
<b>PF5 Inv</b>	<b>Inv</b> Used to view the invoice details.
<b>PF6 Recv</b>	<b>Receive</b> View the receiving information associated with the selected document.
<b>PF7 Audit</b>	<b>Audit Information</b> View the audit information for the selected document.
<b>PF8 Accts</b>	<b>Accounts</b> Shows the account distribution used for the document selected.
<b>PF9 PIP</b>	<b>Purchasing Invoice Problems</b> Used to display any purchasing invoice problems (PIPs) associated with the selected invoice.
<b>PF10 Headr</b>	<b>Header</b> Shows the document header information that was entered when the document was created.

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

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

# Browsing Documents Closed But Not Routed

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

## Screen 271 - Documents Closed But Not Routed

271 Documents Closed But Not Routed								11/12/03 9:10AM	
								FY 2004 CC 02	
Screen: ___		Dept: PURS_	SubDept: _____	Class: _	Doc: _____				
S	C	N							
L	L	T	Doc	Buy	Vendor Name	User Ref.	Date	S-Dept	Amount
-	B		B000024	DIM		2710800002	06/08/99		18,588.00
-	B		B000188	PAW		2150500005	08/17/99		36.00
-	B		B000189	PAW		1100016003	08/17/99		1.00
-	B		B000219	KFP		00000000	08/30/99		29,499.96
-	B		B000234	PAW		2702300000	09/06/99		100.00
-	B		B300120	DJM		00000000	07/08/02		32.00
-	B		B300492	DJM		4306000000	12/12/02		
-	B		B300606	PKP		00000000	02/25/03		45.00
-	B		B400125	CBP		00000000	08/01/03		2.00
-	B		B600319	FCO		808709483	03/05/96		15,000.00
-	B		B600403	FCO		808709491	04/15/96		16,039.00
-	B		B600558	MSG		808709499	05/27/96		430,000.00

More Entries - Press <Enter> to continue

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

Hmenu Help EHelp Invc Recv Audit Accts Headr Items Track

## **BASIC STEPS**

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

## **FIELD DESCRIPTIONS**

### **Action Line Information:**

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

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

<b>Class:</b>	1 character	<b>? Help Available</b>
	Identify the class of document to inquire on. If not otherwise instructed, the system will search each class in alphabetical order (i.e. it will list Bid documents before Limited Purchase documents, etc).	
<b>Doc:</b>	7 characters/digits	
	Indicate the first <u>document</u> number to display, if needed.	

***Screen Information***

<b>SL:</b>	1 character	
	Type an 'X' in this field to <u>select</u> a particular document for display on Screen 278.	
<b>CL:</b>	1 character	
	Identifies the <u>class</u> of the document. Valid values are: <b>R</b> equisition, <b>P</b> urchase Order, <b>M</b> aster Order, <b>B</b> id, <b>E</b> xempt Purchase, or <b>L</b> imited Purchase.	
<b>NT:</b>	1 character	
	An '*' indicates whether or not there are any <u>notes</u> attached to the document.	
<b>Doc:</b>	7 characters/digits	
	Identifies <u>document</u> numbers for the class of document specified.	
<b>Buy:</b>	3 characters	
	Displays the initials of the <u>buyer</u> for the purchase document.	
<b>Vendor Name:</b>	18 characters	
	Identifies the name of the vendor the items were purchased from.	
<b>User Ref:</b>	14 digits	
	Displays the <u>user reference</u> that is used to identify the subsidiary ledger (SL) account number used for the order followed by the departmental reference number.	
<b>Date:</b>	6 digits	
	Indicates the date the document was set-up on the system.	

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

<b>S-Dept:</b>	5 characters Displays the sub-department associated with the purchase document.
<b>Amount:</b>	13 digits Indicates the total dollar amount of all line items for the document.

***Additional Functions***

<b>PF KEYS</b>	See the Appendix for a detailed description of the standard PF keys.
<b>PF5 Invc</b>	<b>Invc</b> Used to view the invoice details.
<b>PF6 Recv</b>	<b>Receive</b> View the receiving information associated with the selected document.
<b>PF7 Audit</b>	<b>Audit Information</b> View the audit information for the selected document.
<b>PF8 Accts</b>	<b>Accounts</b> Shows the account distribution used for the document selected.
<b>PF10 Headr</b>	<b>Header</b> Shows the document header information that was entered when the document was created.
<b>PF11 Items</b>	<b>Items</b> Lists the line item information for the document.
<b>PF12 Track</b>	<b>Track</b> Allows you to track the routing history of the selected document.

# Sorting Documents By Their Status Code

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

## Screen 272 - Documents by Status

272 Documents By Status										11/12/03 9:11AM
										FY 2004 CC 02
Screen: ___		Dept: PURS_	SubDept: _____		Class: _		Doc: _____			
		Status: IP	Route Status: ___							
S	C	N								
L	L	T	Doc	Buy Vendor Name	St	Rt	User Ref.	Date	S-Dept	Amount
-	B		B300460	PAW		IP	2702600101	12/03/02		10,000.00
-	B		C000059	KFP		IP	00000000	10/28/99		1.00
-	M		M100260	PKP LABOR READY		IP	270260TEMP	08/20/01		
-	M		M300229	DJM SONY ELECTR		IP	4306000000	09/03/02		
-	M		M300328	PFB TEJAS OFFIC		IP		01/21/03		20.00
-	M	*	M300350	PKP HBI OFFICE		IP	00000000	05/06/03		
-	M	*	M300352	PKP HBI OFFICE		IP	00000000	05/06/03		
-	P	*	P502216	JAW NORAN INSTR		IP	808709423	12/21/94		170,000.00
-	P	*	P700757	MSG CARL ZEISS		IP	808709514	09/18/96		2,028.00
-	P	*	P701073	JAW VWR SCIENTI		IP	808709514	10/15/96		3,644.47
-	R		R300928			IP	3003400000	10/01/02		

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

### **BASIC STEPS**

- Advance to Screen 272.
- Type your department code on the Action Line.
- If you wish, you may enter a particular status code. If not, the system will display all documents for your department, sorted alphabetically by their status code. (i.e. **CL** (Closed documents) will display before those that are **IP** (In Process)).
- Press <ENTER> to view a complete list of all documents in your department, sorted by their status codes.
- Press <ENTER> to scroll through the available documents.
- You may type an 'X' in the SL (select) column to the left of a document to advance to Screen 278, where detailed information will be displayed.

## ***FIELD DESCRIPTIONS***

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

<b>Dept:</b>	5 characters <b>? Help Available</b> Identify the <u>department</u> whose documents you would like to display.	<b>Entry Required</b>
<b>SubDept:</b>	5 characters <b>? Help Available</b> Indicate the <u>sub-department</u> whose documents you would like to display.	<b>Entry Required</b>
<b>Class:</b>	1 character <b>? Help Available</b> Signify the class of document to inquire on. If not otherwise instructed, the system will search each class in alphabetical order (i.e. it will list Bid documents before Limited Purchase documents, etc).	
<b>Doc:</b>	7 characters/digits Identify the first <u>document</u> number to display, if specified.	
<b>Status:</b>	2 characters Signify which status code to begin browsing with, if needed.	
<b>Route Status:</b>	2 characters Signifies which routing status code to begin browsing with, if needed. Valid codes include: <b>CO</b> mpleted, <b>ReJ</b> ected, <b>ReC</b> alled, <b>D</b> epartmental Level, <b>P</b> rocessing Level, and <b>RE</b> -opened.	

### ***Screen Information***

<b>SL:</b>	1 character Type an 'X' in this field to <u>select</u> a document for display on Screen 278.	
<b>CL:</b>	1 character Identifies the <u>class</u> of the document. Valid values are: <b>R</b> equisition, <b>P</b> urchase Order, <b>M</b> aster Order, <b>B</b> id, <b>E</b> xempt Purchase, or <b>L</b> imited Purchase.	
<b>NT:</b>	1 character An '*' indicates whether or not <u>notes</u> are attached to the document.	
<b>Doc:</b>	7 characters/digits Identifies <u>document</u> numbers for the class of document specified.	

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

<b>Buy:</b>	3 characters Displays the initials of the <u>buyer</u> for the purchase document.
<b>Vendor Name:</b>	10 characters Identifies the name of the vendor the items were purchased from.
<b>St:</b>	2 characters Displays the current <u>status</u> of the document.
<b>Rt:</b>	2 characters Displays the current <u>routing status</u> of the document.
<b>User Ref:</b>	14 digits Displays the <u>user reference</u> that is used to identify the subsidiary ledger (SL) account number used for the order, followed by the departmental reference number.
<b>Date:</b>	6 digits Indicates the date the document was set-up on the system.
<b>S-Dept:</b>	5 characters Identifies the <u>sub-department</u> associated with the document.
<b>Amount:</b>	13 digits Indicates the total dollar amount of all line items for the document.

***Additional Functions***

<b>PF KEYS</b>	See the Appendix for a detailed description of the standard PF keys.
<b>PF5 Inv</b>	<b>Inv</b> Used to view the invoice details.
<b>PF6 Rec</b>	<b>Receive</b> View the receiving information associated with the selected document.
<b>PF7 Audit</b>	<b>Audit Information</b> View the audit information for the selected document.

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

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

# Displaying The Document Summary

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

## Screen 288 - Document Summary

```

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

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

VENDOR:
17010000610
MADISON CONSTRUCTION CORP
PO BOX 3333
BRYAN, TX  77805

+-----+
| DOC: D400004 |
| USER REF: 270190-62197 |
+-----+

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

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

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

## Screen 288 - Document Summary: Page 2

```

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

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

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

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

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

**Screen 288 - Document Summary: Page 3**

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

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

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

Bidding Vendor                Vendor Contact                Bid Amount

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

**Screen 288 - Document Summary: Page 4**

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

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

REASON FOR AWARD TO OTHER THAN LOW BIDDER:

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

***BASIC STEPS***

- Advance to Screen 288.
- Enter the document number you wish to display.
- Enter the number of description lines to display per item.
- Press <ENTER> to retrieve document information.
- Continue to press <ENTER> to scroll through the pages of the document or use PF7 and PF8 to scroll backwards and forwards through the pages.

## ***FIELD DESCRIPTIONS***

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

		<b>Entry Required</b>
<b>Doc:</b>	7 characters/digits Identify the <u>document</u> to be displayed.	
<b>Number of Desc Lines:</b>	2 digits Indicate the number of <u>description</u> lines to display per item. The screen will default to 5 lines to match those on the item create screen if not specified.	
<b>Page:</b>	2 digits Signify the document summary page to be displayed. Will default to the current page, if not specified.	

### ***Screen 1 Information:***

<b>Vendor:</b>	4 lines (30 characters/digits each) Identifies the vendor items will be purchased from.
<b>Invoice To:</b>	4 lines (30 characters each) Indicates the billing address.
<b>Ship To:</b>	4 lines (30 characters each) Indicates the shipping/delivery address.

### ***Screen 2 Information:***

<b>Item:</b>	3 digits Identifies a particular item on the specified document.
<b>Description:</b>	27 characters Displays a brief description of the specified line item.
<b>Quantity:</b>	10 digits Indicates the purchase quantity of the specified line item.
<b>UOM:</b>	4 characters Identifies the <u>Unit of Measure</u> for the specified line item to be printed on the purchase order.
<b>Unit Price:</b>	16 digits Displays the dollar amount to be paid per unit of measure.

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

<b>Extended Price:</b>	16 digits Indicates the total item amount as calculated by the system.
<b>Total:</b>	16 digits Includes a total of items entered
<b>Account Distribution:</b>	60 characters/digits Displays a breakdown of accounts responsible for payment of the items.
<b>Account Total:</b>	16 digits Shows the total for account displayed.

***Screen 3 Information:***

<b>Document Date:</b>	8 digits Shows the date document was entered.
<b>Disc Pct:</b>	5 digits Identifies the <u>discount percentage</u> applied to the purchase by the vendor.
<b>Disc Due DD:</b>	8 digits Displays the <u>discount due date</u> , or the date by which the invoice has to be paid in order to receive the discount.
<b>Disc Ind:</b>	1 character Signifies the <u>discount indicator</u> . This is usually 'N' (for net) which indicates the net (invoice amount discount) may be paid. An 'T' indicates that no discount allowed.
<b>Pay DD:</b>	5 digits Represents the number of <u>days</u> after the invoice date the agency has to make the payment.
<b>F.O.B.:</b>	2 characters Indicates the <u>freight</u> code defining conditions by which purchased goods will be transported/delivered.
<b>Vendor Ref:</b>	35 characters Displays the reference number assigned by the vendor, if any.
<b>Vendor Ref:</b>	25 characters Identifies the vendor contact information.

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

<b>Delivery Date:</b>	8 digits Identifies the date the items were delivered.
<b>Delivery Req'd By:</b>	8 digits Indicates the day by which the items requested are <u>required</u> .
<b>Dept Contact:</b>	10 characters Displays the name of the person in the department to contact regarding the purchase.
<b>Phone No.:</b>	10 digits Identifies area code and phone number for the document's contact person.

***Screen 4 Information:***

<b>Bidding Vendor:</b>	3 lines (30 characters/digits each) Identifies a vendor submitting a bid for the purchase.
<b>Vendor Contact:</b>	25 characters Displays the name of the person to contact with the vendor regarding bids for this order.
<b>Bid Amount:</b>	15 digits Indicates the total dollar amount the vendor bids for the purchase.
<b>Reason for Award to Other Than Low Bidder:</b>	15 digits Indicates the reason why the purchase did not go to the lowest bidder, if applicable.

***Additional Information***

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

# Displaying Detail Document Information

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

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

## Screen 278 - Document Inquiry

```

278 Document Inquiry                                02/23/04  1:14PM
                                                    FY 2004 CC 02

Screen:  ___   Document: P300021

Doc Summary: 2002-2003 ATHLETIC SCHOLARSHIP BOOK RENTAL
Vendor: 1134555590 BARNES & NOBLE BOOKSTORE #572
Reimburse ID:          Doc FY: 2003          Doc Amt: 216064.00
User Ref: 300090-1719   Status: CL          Amt Inv: 177887.46
Doc Date: 04/23/2002   Route St: FN        Amt Vchr: 177887.46
Class: P              Oth A/P Src:         Inv Forced:
Category: BE          USAS Doc Type:
LP Received:         Buyer: TRUDY STRALEY X107
Nbr Invoices: 5     Catalogue Order:       Contact: DELLIA LERNER

S Line  Quantity  UOM      Description                P  Unit Price  Extended Price
-----
-   1.0    400.00  EA      2002-03 FALL SEMESTER SC   197.9100  79164.00
-   2.0    400.00  EA      2002-03 SPRING SEMESTER   197.9100  79164.00
-   3.0    400.00  EA      2002-03 SUMMER SESSION I   72.1700   28868.00
-   4.0    400.00  EA      2002-03 SUMMER SESSION I   72.1700   28868.00
*** End of line items ***
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help  EHelp      Invc Recv  D1Prt Accts Print Left  Right
  
```

## **BASIC STEPS**

- Advance to Screen 278.
- Enter the document number you wish to display.
- Press <ENTER> to retrieve document information. Each line item is listed at the bottom of the screen.
- Type an “X” next to the line item or position the cursor in the S (select) field and press <ENTER> to advance to screen 279 where detailed information will be provided.

## ***FIELD DESCRIPTIONS***

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

<b>Document:</b>	7 characters/digits Identifies the document to be displayed.	<b>Entry Required</b>
------------------	---	-----------------------

### ***Screen 1 Information:***

<b>Doc Summary:</b>	50 characters/digits Displays a brief description of the document selected.
<b>Vendor:</b>	50 digits/characters Displays the identification number and name of the vendor from which items are purchased.
<b>Reimburse ID:</b>	11 characters/digits Identifies the ID of the individual who is being reimbursed for items already purchased.
<b>Doc FY:</b>	4 digits Indicates the <u>fiscal year</u> in which the document is processed.
<b>Doc Amt:</b>	15 digits Displays the total dollar <u>amount</u> for the specified <u>document</u> .
<b>User Ref:</b>	14 digits Displays the <u>user reference</u> that is used to identify the subsidiary ledger (SL) account number used for the order followed by the departmental reference number.
<b>Status:</b>	2 characters Indicates the activity level of the document. Sample values include: in process (IP), closed (CL), deleted (DL), and completed (CO).
<b>Amt Inv:</b>	15 digits Displays the total dollar <u>amount invoiced</u> for the specified document.
<b>Doc Date:</b>	8 digits Identifies the date the <u>document</u> was processed by the system.

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

<b>Route St:</b>	2 characters Displays a purchasing document's <u>status</u> in the routing and approval system.
<b>Amt Vchr:</b>	15 digits Shows the total dollar <u>amount</u> <u>vouchered</u> for the specified document.
<b>Class:</b>	1 character Identifies the class code of the document displayed.
<b>Oth A/P Src:</b>	2 characters Shows any additional accounts payable source.
<b>Inv Forced:</b>	1 character Indicates whether or not ('Y' or 'N') an <u>invoice</u> has been <u>forced</u> for the document selected.
<b>Category:</b>	2 characters Defines the accounting and receiving characteristics of the document.
<b>USAS Doc Type:</b>	1 digit Defines the document type for USAS processing.
<b>LP Received:</b>	10 characters Indicates whether or not good/services were received for a <u>limited purchase</u> before it was closed/routed. If the items were received, the date they were received will be displayed.
<b>Buyer:</b>	5 characters Displays the name of the buyer for the document.
<b>Nbr Invoices:</b>	3 digits Indicates the <u>number</u> of invoices that have been processed for the document.
<b>Catalogue Order:</b>	1 character Indicates whether or not ('Y' or 'N') the document is a catalogue order.

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

<b>Contact:</b>	15 characters Displays the name of the person to contact regarding the specified document.
<b>S:</b>	1 character Type an 'X' in this field to <u>select</u> a particular line item for display on Screen 279.
<b>Line:</b>	3 digits Shows the line item for the specified document.
<b>Quantity:</b>	10 digits Identifies the purchase quantity of the specified line item.
<b>UOM:</b>	3 characters Represents the <u>unit of measure</u> for the specified line item.
<b>Description:</b>	25 characters Displays a brief description of the specified line item.
<b>P:</b>	1 character Indicates any special <u>processing</u> needs for the document.
<b>Unit Price:</b>	16 digits Displays the dollar amount to be paid per unit of measure.
<b>Extended Price:</b>	16 digits Indicates the total item amount as calculated by the system.

***Additional Information***

<b>PF KEYS</b>	See the Appendix for an explanation of the standard PF Keys.
<b>PF 5 Inv</b>	<b>Inv</b> Used to view the invoice details.
<b>PF 6 Rec</b>	<b>Receive</b> View the receiving information associated with the selected document.

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

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

# Displaying Detail Document Line Item Information

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

## Screen 279 - Document Line Item Inquiry

```

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

Vendor: 17000001111 SPORTS AND MORE
User Ref: 300090-1671
Item UOM: DZ
Item Qty: 144.00
Item Unit Price: 23.3000
Item Discount:
Item Ext Price: 3355.20
Item Proc Cd:
Commodity Code: 80512
First Account: 300090-40000-4012 Cost Ref1:
Item Desc: SOCKS: DUKE BRAND #CM425AD

                                Received  Invoiced  Matched
                                -----  -----  -----
UOM: DZ                          DZ
Dt: 09/01/1999 06/24/1999 09/10/1999
Qty: 144.00    144.00    144.00

Delete Flag:
Freeze Flag:
Capital/Inv Flag:

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

## **BASIC STEPS**

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

## **FIELD DESCRIPTIONS**

### **Action Line Information:**

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

### **Screen Information**

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

***FIELD DESCRIPTIONS cont'd***

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

***Received, Invoiced, Matched Information***

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

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

<b>Qty:</b>	10 digits Identifies the purchase <u>quantity</u> of the specified line item. received, invoiced, or matched.
<b>Cost Ref 1, 2, 3:</b>	7 characters Identifies the user-defined cost accounting <u>reference</u> which provides additional details about the processing of the line item.
<b>Delete Flag:</b>	1 character Indicates whether or not ('Y' or 'N') the item has been deleted from the system.
<b>Freeze Flag:</b>	1 character Shows whether or not ('Y' or 'N') the item has been frozen from further activity within the system.
<b>Capital/Inv Flag:</b>	1 character Indicates whether or not ('Y' or 'N') the item will be <u>inventoried</u> or <u>capitalized</u> within the system.

***Additional Information:***

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

# Tracking Document Activity

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

## Screen 290 - Document Tracking Inquiry

290 Document Tracking Inquiry						11/12/03 9:16AM FY 2004 CC 02			
Screen: ___		Doc: P000004							
C	Document	Item	To Cls	To Document	To Item	Action	Action Date	Action Time	By User
P	P000004					CREATE	03/26/99	09:37	DAIL02P
P	P000004					CLOSED	03/30/99	09:39	MADE02P
P	P000004	4.0				DELETE	03/29/99	08:22	K702G1
P	P000005					CREATE	03/26/99	14:38	DAIL02P
P	P000005					CLOSED	03/29/99	08:15	K702G1
P	P000005					COMPLET	07/31/00	14:02	K702ZJ
P	P000006					CREATE	03/29/99	13:54	DAIL02P
P	P000006					CLOSED	03/30/99	09:27	K702G1
P	P000006					VNDRCHG	10/14/99	15:06	K702ZY
P	P000006					COMPLET	07/31/00	14:00	K702ZJ
P	P000007					CREATE	03/31/99	10:54	DAIL02P
P	P000007					CLOSED	03/31/99	16:47	MADE02P

More records - Press ENTER to scroll

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

### **BASIC STEPS**

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

### **FIELD DESCRIPTIONS**

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

<b>Document:</b>	7 characters/digits Identify the desired document to be displayed.	<b>Entry Required</b>
------------------	---	-----------------------

#### **Screen Information:**

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

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

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

<b>Item:</b>	3 digits Identifies the number of line items on the document.
<b>To Cls:</b>	1 character Identifies the <u>class</u> of document the document item was transferred to.
<b>To Document:</b>	7 characters/digits Displays the document number the item was transferred to.
<b>To Item:</b>	3 digits Identifies the item number on the document it was transferred to.
<b>Action:</b>	7 characters Designates the type of action that was taken against the document.
<b>Action Date:</b>	6 digits Date the action was performed on the document.
<b>Action Time:</b>	4 digits Time the action was performed on the document.
<b>By User:</b>	8 characters/digits Indicates the user ID of the person performing the action on the document.

***Additional Information:***

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

# Cross Referencing Purchasing Documents

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

## Screen 291 - Document Tracking Cross Reference

291 Document Tracking Cross Reference							11/12/03 9:16AM		
Screen: ____ Doc: P000004							FY 2004 CC 02		
C	To	To	From	From	From	Action	Action	Action	Action
L	Document	Item	Cls	Document	Item	Action	Date	Time	By User
P	P000004	1.0	R	R000023	1.0	TRNSFR	03/26/99	09:37	DAIL02P
P	P000004	2.0	R	R000023	3.0	TRNSFR	03/26/99	09:37	DAIL02P
P	P000004	3.0	R	R000023	4.0	TRNSFR	03/26/99	09:37	DAIL02P
P	P000004	4.0	R	R000023	2.0	TRNSFR	03/26/99	09:37	DAIL02P
P	P000005	1.0	P	P902343	1.0	TRNSFR	03/26/99	14:38	DAIL02P
P	P000006	1.0	R	R000020	1.0	TRNSFR	03/29/99	13:54	DAIL02P
P	P000007	1.0	R	R000026	1.0	TRNSFR	03/31/99	10:54	DAIL02P
P	P000007	2.0	R	R000026	2.0	TRNSFR	03/31/99	10:54	DAIL02P
P	P000007	3.0	R	R000026	3.0	TRNSFR	03/31/99	10:54	DAIL02P
P	P000007	4.0	R	R000026	4.0	TRNSFR	03/31/99	10:54	DAIL02P
P	P000008	1.0	R	R000027	1.0	TRNSFR	03/31/99	10:57	DAIL02P
P	P000008	2.0	R	R000027	2.0	TRNSFR	03/31/99	10:57	DAIL02P

More records - Press ENTER to scroll

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

## **BASIC STEPS**

- Advance to Screen 291.
- Enter the document number on the Action Line, if desired.
- Press <ENTER> to initiate the inquiry process at the specified document.

## **FIELD DESCRIPTIONS**

### **Action Line Information:**

<b>Document:</b>	7 digits Identify the desired document to be displayed.	<b>Entry Required</b>
------------------	--	-----------------------

### **Screen Information:**

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

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

<b>To Document:</b>	7 characters Displays the document number the item was transferred to.
<b>To Item:</b>	3 digits Identifies the item number on the document it was transferred to.
<b>From Cls:</b>	1 character Identifies the <u>class</u> of document the document item was transferred from.
<b>From Document:</b>	7 characters Identifies the document number from which the item was transferred.
<b>From Item:</b>	3 digits Identifies the item number on the document from which the item was transferred.
<b>Action:</b>	7 characters Designates the type of action that was taken against the document.
<b>Action Date:</b>	6 digits Date the action was performed on the document.
<b>Action Time:</b>	4 digits Time the action was performed on the document.
<b>By User:</b>	8 characters/digits Indicates the user ID of the person performing the action on the document.

***Additional Information:***

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

*A*

*P*

*P*

*E*

*N*

*D*

*I*

*X*





# Instructions



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

## **3270 EMULATION KEYS**

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

### ***PF Keys***

When a key is listed as **PF<sub>n</sub>**, PF represents **P**rogram **F**unction. Many PCs use the function keys labeled **F<sub>n</sub>** for these PF keys. Others have special combinations of keys to represent the PF keys, for example, a combination of the ALT key and the number 1 will represent the PF1 key.

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

### ***TAB and BACKTAB Keys***

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

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

### ***CLEAR Key***

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

### ***RESET Key***

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

### ***ERASE END OF FIELD Key***

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



# Instructions



## **HOME Key**

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

## **ACTION LINE/CONTEXT**

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

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

The <ENTER> key 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

```



# Instructions



## SCROLLING THROUGH DATA

Pressing the <ENTER> key will scroll through information listed on a screen. On some screens, there are PF keys to use to scroll forward, backward, left and right. These PF keys are displayed at the bottom on the screens with that function.

## HELP

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

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

## ESCAPING FROM A POP-UP WINDOW

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



# Instructions



## FIELD HELP USING THE F2 PROGRAM FUNCTION KEY

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

### Screen 002 - GL 6 Digit

```

002 GL 6 Digit                                02/13/04 12:08
                                                FY 2004 CC AM
Screen:  ___ Account: 010100  ___           ED & GEN INCOME-TUITION

Account Title: ED & GEN INCOME-TUITION
Resp Person: 452222232 MASON, MARY W       Old Acct: NA
Year-end Process: F Reclassify:  _ Reporting Group:  _ Aux Code:  ___
  AFR Fund Group: 10 Fund Group: FG Sub Fund Group:  Sub-Sub:  ___
  ● Function:  ___
  Default Bank: 03000 Override: Y           SL Mapped Count: 18
  Alternate Banks: ***** Security:  ___

                Dept  S-Dept Exec Div Coll Mail Cd Stmt
  Primary: REV  ___  ___  UN  AD  C6000  N
  Secondary: VTEA  ___  ___  AA  CD  VM  C4457  Y

Fund Source:  ___
Long Title:  EDUCATIONAL AND GENERAL INCOME - TUITION

Account Letter: Y Setup Date: 08/26/1991

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

```

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

```

DESCRIPTION: AN INSTITUTIONALLY DEFINED CODE THAT GROUPS CURRENT FUND
EXPENDITURES ACCORDING TO THE PURPOSE FOR WHICH COSTS WERE INCURRED.

```

```

*** D I C T I O N A R Y - H E L P ***

VALUES                                MEANING
-----                                -
AC                                     ACCRUED COMPENSABLE ABSENCES
AS                                     ACADEMIC SUPPORT
AX                                     AUXILIARY
BLANK                                  NOT SPECIFIED
IN                                     INSTRUCTION
IS                                     INSTITUTIONAL SUPPORT
PL                                     OPERATION & MAINT OF PLANT
PS                                     PUBLIC SERVICE

Lookup Value / . Menu  _____
Rule : IAFRS-FG-FS-PURP                                Default value is:
View : IAFRS-GENERAL-SUBSIDIARY-LEDGER
Field: FG-FS-PURP

PAGE PF1=M
PF1=M

```



# Instructions



## QUESTION MARK (?) HELP

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

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

### Screen 002 - GL 6 Digit

```

002 GL 6 Digit                                02/13/04 12:08
                                                FY 2004 CC AM
Screen:  ___ Account: 010100  ___           ED & GEN INCOME-TUITION

Account Title: ED & GEN INCOME-TUITION
Resp Person: 45222232 MASON, MARY W         Old Acct: NA
Year-end Process: F Reclassify:  _ Reporting Group:  _ Aux Code:  ___
  AFR Fund Group: 10 Fund Group: FG Sub Fund Group:  Sub-Sub:  ___
  Function:  ___
  Default Bank: 03000 Override: Y           SL Mapped Count: 18
  Alternate Banks: ***** Security:  ___

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

Fund Source:  ___
Long Title: EDUCATIONAL AND GENERAL INCOME - TUITION

Account Letter: Y Setup Date: 08/26/1991

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

```

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

```

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

```



# Instructions





# Invoicing Screen List



MENU SCREEN	DESCRIPTION	MENU SCREEN	DESCRIPTION
M22	<b>Purchasing Inquiry Menu</b> Lists screens to be used for document information. <b>Page .....I-6</b>	282	<b>Document Browse by Account</b> Allows searching on all document classes by the buying account for a designated fiscal year and campus code. <b>Page ..... V-10</b>
271	<b>Documents Closed But Not Routed</b> Provides list of all documents that are closed but have not gone through the routing process. <b>Page .....V-29</b>	284	<b>Document Browse by User Reference</b> Searches all documents by user reference number. <b>Page ..... V-14</b>
272	<b>Documents by Status</b> Provides list of all documents sorted by their status codes. <b>Page .....V-32</b>	285	<b>Document Browse by Vendor</b> Searches all documents by vendor id. <b>Page ..... V-17</b>
278	<b>Document Inquiry</b> Presents document information for an individual document. <b>Page .....V-41</b>	286	<b>Document Inquiry by State Requisition Nbr</b> Provides list of documents starting with the state requisition number. <b>Page ..... V-21</b>
279	<b>Document Line Item Inquiry</b> Provides all information associated with a specific document. <b>Page .....V-46</b>	287	<b>Document Inquiry by State Order Number</b> Provides list of documents starting with the State Order number. <b>Page ..... V-25</b>
280	<b>Document Browse</b> Provides document information for all document classes. <b>Page .....V-4</b>	288	<b>Document Summary</b> Provides a snap shot of the entire document. <b>Page ..... V-36</b>
281	<b>Document Browse by Department</b> Allows searching on all document classes by department and sub-department. <b>Page .....V-7</b>	290	<b>Document Tracking Inquiry</b> Used to track documents through the purchasing process. <b>Page ..... V-49</b>



# Invoicing Screen List



MENU SCREEN	DESCRIPTION	MENU SCREEN	DESCRIPTION
291	<b>Document Tracking Cross Reference</b> Cross reference documents and items from the source documents. Page ..... V-51	344	<b>Invoice Frt/ Tax/ Ins/ Oth Items</b> Used to enter special line items on the invoice document. Page ..... II-26
292	<b>PIP Document Browse</b> Used to view and select PIP documents in PIP document number order. Page ..... IV-3	345	<b>Invoice Pending Vchr Create/Mod.</b> Used to create or modify an invoice pending voucher. Page ..... II-30
293	<b>PIP Browse by Purch. Document</b> Used to view and select all PIPS for a document. Page ..... IV-6	346	<b>Invoice Document Close</b> Used to close the invoice document. Page ..... II-39
294	<b>PIP Browse by Invoice</b> Used to view and select invoices by invoice number for any documents that have had PIPS. Page ..... IV-9	350	<b>Invoice Doc. Inq. by PO Doc Nbr.</b> Provides a list of invoice documents in purchase order number. Page ..... III-3
M34	<b>Purchasing Invoice Menu</b> Contains a list of all the screens used to create and modify the purchasing invoices. Page ..... I-7	351	<b>Invoice Doc. Inq. by Vendor Nbr.</b> Provides a list of invoice documents for a particular vendor. Page ..... III-6
340	<b>Invoice Header Create</b> Used to create the invoice header. Page ..... II-15	358	<b>Invoice Document Inquiry</b> Provides detail for a particular invoice document. Page ..... III-10
342	<b>Invoice Line Create</b> Used to create line items on the invoice document. Page ..... II-23	359	<b>Invoice Item Summary</b> Provides a summary of the invoice document. Page ..... III-15

---

---

# Standard PF Keys

---

---

PF Keys are used in the purchasing module of FAMIS to access additional information. Wherever possible the same assignment has been given to the same PF key, such as PF9 always being the key used for NOTES. Occasionally this has not been possible and a different assignment has been made.

The following list is to help you identify the functionality behind the PF keys that you will see on the many screens in Routing & Approvals.

Many screens have extended information windows assigned to various function keys that are designated at the bottom of each screen or pop-up window. Placing the cursor (using the cursor arrow keys) on a particular line and pressing the extended information function key will display the pop-up window information for the document or item on that line.

Exiting a pop-up window is done by pressing <PF4> to return to the previous window or inquiry screen. If multiple windows have been opened pressing <PF3> will return you directly to the screen where you started.

From within many of the pop-up window an additional set of extended function keys may appear to further inquire on the document or item.

## ***LIST OF EXTENDED FUNCTION KEYS TO FOLLOW***

<b>Accts</b>	Accounts	<b>Itm Notes</b>	Line Item Notes
<b>AdDept</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
F5628 End of accounts on document					
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		
		1,945.66
CHEM		
MISP		
PURS		
Press <PF4> to Exit		-845-3335
		7=Vndr
		11=Items
		-PF11--PF12--

**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                                                           |
| Account Number: 186222200008435      PO Line: 001                        |
|                                                                              |
| Vendor                                                                      |
|   Number: 19444444100                                                       |
|   Name: ARIAL COMPUTER                                                       |
|                                                                              |
| Alt APO                                                                     |
|   Name: KAYCY NEELEY                                                         |
|   Number: 464444433                                                         |
| Exec Level: AA                                                               |
| Division: CD                                                                  |
| School: BA                                                                    |
| Dept: CLBA                                                                    |
|                                                                              |
+-----+

```

**BBA**

**Budget Balance Available**

Show any over budget messages that may pertain to a particular account on the document.

```

+-----+
| 5628 End of accounts on document                                          |
| P P400013      *** Budget Balance Available ***                          |
|                                                                              |
| C   CC  FY      Account      Over Budget Message      nt      St      |
| L   -   -   -   -   -   -   -   -   -   -   -   -   -   -   -   -   -   |
| P   -   -   -   -   -   -   -   -   -   -   -   -   -   -   -   -   -   |
| P   02 1994 133502-00000-8435                                          945.66 CO |
| P                                          502.01 PRT |
|                                          71.40 CO   |
| Ent                                          PF4=exit  11--PF12--- |
|                                                                              |
+-----+

```

**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 _____
   |      VENDOR AND SHOULD ARRIVE W/IN 10 DAYS _____
Doc |
Sta |
End |
Exp +-----+
```

**Frwd**                      **Forward**  
Advances to the next screen or scrolls one page forward for a particular item.

**Header**                    **Document Header**  
Accesses a window of document header information. From within this window you can view multiple windows of document information.

```
+-----+
|                                     **** Document Header Extended Information ****
|
| Document:  P400013                Doc Year: 1995 Total:          1,945.66
|
| << Dates>>
| Document: 10/04/93  Cat: RO User Ref: 133502-4048           Req:
| Required:   Contact: KATIE LITTLE                          Ph: 409-845-0000
| Start:     Buyer: BAC JASON SHERRIEB                      Ph: 409-845-0000
| End:       Research: N   Type Funds: S   Type Order: SPOT
| Change:    No:          Print Doc: N   10/15/93
| Dept: CHEM  SubDept:
|
|                                     PF4=Exit  PF5=AdDept  PF6=Ship  PF7=Vndr
|                                     PF8=Sole   PF9=Notes  PF11=Items
+-----+
```

**EXTENDED FUNCTION KEYS, cont'd**

**Idesc**

**Item Description**

More detailed item descriptions can be entered by pressing PF11.

Car	+-----+-----+		
Do	Item Description: MACINTOSH QUADRA 650 WITH 500 MB HARD DISK		
Exp	8 MB RAM, 1 MB VRAM, INTERNAL CD ROOM 300I		DMIN.
Con	PART NO: M2104LL/B		
A	_____		
R	_____		94
Bac	_____		
Lat	_____		
	+-----+-----+		

**Items**

**Document Items**

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

+-----+-----+						
F2999 End of line items on file						
R R400007 **** Document Item Inquiry ****						
PANEL: 01MORE>>						
Nt	Item	Description	Quantity	PCd	UOM	Extended
-----						
1.0	1.6	GB FORMATTED (USEABLE) FAS	1.00	X	EA	1,515.00
PF3= Back to 280      PF4=Exit      PF5=More Desc      PF6=Itm Ext						
PF8=Itm Accts      PF9=Itm Notes      PF10=Left      PF11=Right						
+-----+-----+						

**Itm Accts**

**Accounts on a Document**

Displays the responsible **accounts** for the particular document **item** and their portion of the item total.

+-----+-----+						
5628 End of accounts on document						
R R400007 *** Account Distribution ***						
CC	FY	Account	Amount	EL: 01MORE>>		
-----						
02	1994	511060-00000-8435	1,515.00	PCd	UOM	Extended
-----						
				X	EA	1,515.00
+-----+-----+						
PF4=exit      PF5=BBA						
+-----+-----+						
Accts Extnd Items Track						



**EXTENDED FUNCTION KEYS, cont'd**

**More Desc**

**More Description**

Displays complete description text for a document or an item.

Line	Descriptions	ended
R R400007      **Document Item Inquiry **		
Item: 1.0		
1	1.6 GB FORMATTED (USEABLE) FAST SCSI-2 DISK	1,515.00
2	DRIVE FOR SGI INDIGO WITH INTERNAL MOUNTING	
3	BRACKET, 10 MS ACCESS TIME, FORMATTED AND	
4	TESTED PRIOR TO SHIPPING, MODEL SEAGATE	
5	OR EQUIVALENT. 5 YEAR OR GREATER.	
** End of description List **		
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.

Line	Note Text	Price
Sc +-----+-----+		
F0013 Please enter desired modifications		
P600026	1.0	Position at line: _____
Line	***** Note Text *****	Price
1	>>Notes Entered 10/12/95 BY CHO, ANDRIA T	14.88
2	THE DEPARTMENT REQUESTS TO REVIEW ALL BIDS	
3	PRIOR TO THE AWARD.	
Comm		
Par		
4		
5	CONTACT DR. JAMES M. WASHINGTON FOR FURTHER	
6	DETAILS/CLARIFICATION ABOUT THE REQUESTED	
7	ITEMS.	
8		
9		
19		
10		
11		
12		
PF4=Exit PF7=PItem PF8=NItem Page (F/B/E): _		
Mor +-----+-----+ N		

**EXTENDED FUNCTION KEYS, cont'd**

**Pdesc**

**Purchasing Document Description**

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

```
-----+-----+-----  
ITEM Description: yellow sticky note pads  
assorted sizes, including:  
15 2 1/2 in X 2 1/2 in pads  
9 2 1/2 in X 1 in pads  
10 9 3 1/2 in X 4 in pads  
Ent  
-----+-----+-----  
FX  
12-----
```

**Rdesc**

**Receiving Item Description**

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

```
-----+-----+-----  
ITEM Description: ONLY 1/2 OF EXPECTED ORDER ARRIVED WITH THIS_  
SHIPMENT.  
PLEASE NOTIFY MS. MARTHA MALLARD AS SOON_____  
AS REMAINING SUPPLIES ARE RECEIVED SO THAT_____  
THEY MAY BE DISTRIBUTED TO DEPARTMENT HEADS._____  
-----+-----+-----
```

**Right**

**Scroll Right**

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



**EXTENDED FUNCTION KEYS, cont'd**

**Track**

**Document Tracking**

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

P P600026		Document Tracking				
Class	Document	Item	Action	Date	Time	
To			CREATE	10/05/95	16:15	
To			CLOSED	10/12/95	10:30	
To			REOPEN	10/13/95	14:33	
To			CLOSED	10/13/95	14:35	
To			REOPEN	10/13/95	14:42	
To			CLOSED	10/13/95	14:49	
To			REOPEN	10/13/95	14:49	
To			CLOSED	10/13/95	14:51	

PF3= Back To 280 PF4=Exit PF12=Track

**Vndr**

**Suggested Vendors**

Displays all suggested vendor sources for a particular document.

**** Suggested Vendors Information ****			
Document: R400007			
VID:	or FEI: 680101128	VID:	or FEI: 841208588
FALCON SYSTEMS INC		LEGACY SYSTEMS	
Addr: 5000 ROSEBUD ROAD		Addr: 1006 DEPO HILL RD SUITE G	
SACRAMENTO MA 95842		BROOMFIELD NY 80020	
PH: 800-326-1002 FAX: 916-344-1292		PH: FAX:	
Press <PF4> to Exit			

---

---

# FAMIS Transaction Codes

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---

Transaction codes are three (3) characters in length. With the exception of budget transactions and the 059 encumbrance processing, only the first two characters for a transaction are significant as to how FAMIS will process the transaction. The last character essentially works as a user reference to further describe the transaction.

- \* Denotes special FAMIS processing. For detailed descriptions of these transaction codes, see the main body of the manual.
- ❖ FAMIS assigned reference codes. Users should exercise caution when entering these codes as it makes it more difficult to determine if the information has been processed correctly.
- blank** User defined transaction codes. Shown below are suggestions of how these user defined codes are used in different parts of the TAMU system.

## FINANCIAL ACCOUNTING TRANSACTION CODES

### **02x Entries – Budgets**

*(Screens 10, 10A, 10B, 10C, 10D)*

- \*020 - Original Budgets & Original Budget Corrections
- \*021 - Revised Budgets - General
- \*022 - Budget Transfers
- \*023 - Base SL to Support Account - Original
- \*024 - Base SL to Support Account - Revised
- \*025 - Support Account to Support Account (Within SL Only)
- \*027 - Project Budget Forward

### **03x Entries – Receipts - (Screen 12)**

- 030 - Regular Cash Receipts (Dept Sales, Payments to Clearing Accts)
- 031 - Investment Earnings
- 032 - Gifts
- 033 - Miscellaneous Receipts
- 034 - Cashiers - Vault Entries
- ❖038 - Payroll Interpart Transfers
- ❖039 - Interpart IDT's - Credit to One Part, Disbursement to Other

### **04x Entries – Disbursements - (Screen 13)**

- 043 - Miscellaneous Disbursements
- 044 - Cashiers - Vault Entries
- 045 - Miscellaneous Cash Disbursements (Travel Advance, Work Funds)
- ❖046 - Change Source of Funds
- ❖047 - AP Check Voids
- ❖048 - AP Disbursements
- ❖049 - Payroll Disbursements

### **05x Entries – Encumbrances - (Screen 11)**

- \*050 - Previous Year(s) encumbrances
- \*051 - Salary Encumbrances
- \*054 - Requisition
- \*055 - Purchase Order
- \*057 - Encumbrance Begin Year Carry Forward
- 058 - Regular Encumbrance
- \*059 - Current Year Encumbrances - performs a budget check, regardless of flags

### **06x Entries - Journal Entries**

*(Screens 14, 14A, 25, 35, 36, 37, 85, 86)*

- 060 - Real Journal Entries
- \*061 - JE for IDT's
- \*062 - JE for Cash Sales/Payments on Receivables - overrides freeze
- \*063 - JE from Student Feeds
- \*064 - JE from Payroll Feeds
- \*065 - JE from Accounts Rec. (Create receivable)
- \*066 - JE from Fixed Assets (Capitalization, etc)
- \*067 - JE from LMS –(loan management system)
- \*068 - JE from Accounts Payable (Setting Up Liabilities)
- \*069 - Compound Journal Entries (System Controlled)

### **09x Entries - Beginning Balances, Bank Transfers**

*(Screen 15)*

- \*090 - Bank Transfer Entries
- \*098 - Beginning Balances

## A/P VOUCHER TRANSACTION CODES

### 14x Entries - Regular Vouchers

(Screens 104, 111, 112)

- 140 - Regular Vouchers
- 141 - Regular Vouchers
- 142 - Produce Separate Checks for Vouchers
- \*143 - State Travel Vouchers
- ❖147 - Revolving Voucher
- ❖148 - Change of Source of Funds
- \*149 - Force Separate Checks for Voucher

### 15x Entries - Credit Memos - (Screen 108)

- 151 - Regular Credit Memo
  - 152 - Regular Credit Memo
  - \*159 - Forces Separate Credit Memo
- (will only match when used on same voucher as charges.)

### 16x Entries - Prepaid Vouchers - (Screen 109)

- 160-164 -Prepaid Voucher (Regular) with reconciliation
- ❖165 - Prepaid Voucher with No reconciliation, but does a JE to cash voucher clearing and does not affect the bank
- ❖166 - Prepaid Voucher with No reconciliation, but does offset to the bank
- ❖167 - Prepaid Revolving Voucher
- 169 - Prepaid Cash Voucher

### 17x Entries - Prepaid Credit Memo - (Screen 116)

- 170-174 -Prepaid Credit Memo with reconciliation
- 176 - Prepaid Credit Memo with No reconciliation and does not offset to the bank
- 175 - Not Used
- 177-179 Prepaid vouchers with reconciliation

---



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# FAMIS Session

## Batch Header Codes

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**BANK TRANSFERS.....BTR**

**BUDGET ENTRIES**

Regular ..... BJN  
 Form 500's  
 (stopped 5-1-91) ..... BUF  
 Beginning Entries ..... BEG  
 Corrections Reg ..... BJC  
 Corrections Form 500..... BUC  
 Original Budgets..... BUD  
 \*Generated Exp Budget ..... GEB

**CASH RECEIPTS**

Cashier Deposits-Depts ..... CDP  
 Cashier Deposits-Other..... COD  
 Interest ..... INT  
 Distribution to S/L..... DTR  
 V/MC Charge Back ..... CBK  
 P/R Deposits ..... PRD  
 Gifts ..... GIF  
 Letter of Credit ..... LOC  
 Investment Sales ..... INS  
 Investment Correction ..... INC  
 Departmental Deposits ..... DDP  
 Cashiers Collections ..... CSH  
 A/R Payments ..... ARP  
 Corrections Receipts..... CRC  
 Student Loans ..... SLR  
 Miscellaneous ..... MDP

**ENCUMBRANCE**

Encumbrance ..... ENC  
 Corrections ..... ENX  
 \*Salary Encumbrance..... SEN  
 \*Salary Savings ..... SSV

**FORM 500's**

Salary and Budget Interface ..... BUSZ

**IDT'S**

Regular ..... IDT  
 Gift Fees ..... FEE  
 Interpart IDT's ..... IDP  
 Corrections ..... IDC  
 Interface IDT's ..... DEPT CODE  
(PHPLxx)  
 Visa/MC Charges ..... VMC

**JOURNAL ENTRIES**

Regular ..... JEN  
 Amortization..... ATZ  
 Corrections ..... JEC  
 Payroll ..... JPR  
 Investments..... JIN  
 Investments Corrections ..... JIC

**PAYABLES**

\*Acct Payable-Check ..... APC  
 \*Acct Payable-Voucher ..... APV

**\*SUSPENSE.....SUS**

**VOUCHERS**

Travel ..... TRV  
 Purchase ..... PRV  
 Fee ..... FEE  
 Prepaid Vouchers ..... PPV  
 GL Checks ..... GLV  
 Corrections-Travel..... TRC  
 Corrections-Purchase..... PVC  
 Void Checks ..... VCH  
 Delete Vouchers ..... DEV  
 \*Housing Interface ..... HSG  
 \*SIMS Interface ..... SIMS  
 Investment Purchase ..... INP  
 Miscellaneous ..... MDS  
 \*Payroll Vouchers ..... PAY  
 Corrections-Payroll ..... CPR  
 Revolving Receivable..... RRP

# FAMIS Reference Codes

Currently, there are four different reference codes used in FAMIS. Specific transactions are associated with these codes. Each transaction code is identified below, along with related transactions. Samples of Screen 23 have been used to show each reference code with related transactions.

## REFERENCE # 1

<u>FIELD</u>	<u># TYPE</u>	<u>CODE</u>	<u>RELATED TRANSACTIONS</u>
REF 1	Doc #	05x	Encumbrances, Vouchers, Credit Memos, Prepaid Vouchers, Prepaid Credit Memos, Revolving Vouchers, Revolving Prepaid Vouchers, Change Source of Funds, Multi Vendor Vouchers (SL & GL)
	Budget #	02x	Budgets (SL)
	Beg Balance #	098	Beginning Balance (GL)
	AFR #	060	AFR Entries/Reversals (SL & GL)

```

023 Transaction Inquiry by Account                               10/23/98 15:05
                                FAMIS SERVICES                     FY 1998 CC 01
Screen:  ___ Account: 271030 4010 Ref: 1 Direct/Indirect: D
                                Bank Option: N
-----
Sbcd TC   Ref 1   Date   Description                               Amount      I BatRef Offset Acct
-----
4010 068           09/17  PHYSICAL PLANT                            6.69        PRV001 027100 2100
4010 068           10/31  IKOR OFFICE SOLUTI                       167.64      PRV002 027100 2100
4010 068           12/01  MATERIALS SERVICES                       106.53      PRV002 027100 2100
4010 068           12/18  MATERIALS SERVICES                        19.97      PRV002 027100 2100
4010 068           12/18  MATERIALS SERVICES                       154.14      PRV002 027100 2100
4010 068           01/12  IKOR OFFICE SOLUTI                       167.64      PRV001 027100 2100
4010 068           01/21  MATERIALS SERVICES                        17.15      PRV003 027100 2100
4010 062           01/26  REIMB COPIES/STAFF                       17.77-     CDP001 009600 1610
4010 068           02/19  MATERIALS SERVICES                        28.66      PRV001 027100 2100
4010 068           03/13  MATERIALS SERVICES                        122.86      PRV002 027100 2100
4010 068           04/14  MATERIALS SERVICES                        115.63      PRV002 027100 2100
4010 068           05/06  PHYSICAL PLANT                            5.90        PRV002 027100 2100
4010 068           06/08  FRANN K*STRALEY                          13.92      PRV001 027100 2100
4010 068           06/09  PHYSICAL PLANT                            0.79        PRV003 027100 2100
-----
                                * Continued *
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help  EHelp                               View                               DLoad Left  Right
  
```

**REFERENCE # 2**

<u>FIELD</u> REF 2	<u># TYPE</u> Voucher #	<u>CODE</u> 068	<u>RELATED TRANSACTIONS</u>
			Disbursements, Vouchers, Credit Memos, Prepaid Vouchers, Prepaid Credit Memos, Revolving Vouchers, Change Source of Funds, Multi-Vendor Vouchers, Revolving Prepaid Vouchers
	Bill # or Receipt #	030 061	Interdepartmental Transfers, Receipts
	A/R Invoice		A/R Addt'l Line Item Entry, A/R Line Item Adjust, A/R Line Item Payment
	Doc #	05x	Encumbrance (SL)
	Doc #	060	AFR Entries/Reversals (SL & GL)

```

023 Transaction Inquiry by Account                                10/23/98 15:02
FAMIS SERVICES                                                FY 1998 CC 01
Screen:  ___ Account: 271030 4010 Ref: 2 Direct/Indirect: D
Bank Option: N
-----
Sbcd TC   Ref 2   Date   Description                               Amount      I BatRef Offset Acct
-----
4010 068 9880501 09/17 PHYSICAL PLANT                               6.69      PRV001 027100 2100
4010 068 9883278 10/31 IKOR OFFICE SOLUTI          167.64      PRV002 027100 2100
4010 068 9884693 12/01 MATERIALS SERVICES          106.53      PRV002 027100 2100
4010 068 9885972 12/18 MATERIALS SERVICES           19.97      PRV002 027100 2100
4010 068 9885974 12/18 MATERIALS SERVICES          154.14      PRV002 027100 2100
4010 068 9886695 01/12 IKOR OFFICE SOLUTI          167.64      PRV001 027100 2100
4010 068 9887375 01/21 MATERIALS SERVICES           17.15      PRV003 027100 2100
4010 062 Z005552 01/26 REIMB COPIES/STAFF          17.77-     CDP001 009600 1610
4010 068 9888921 02/19 MATERIALS SERVICES           28.66      PRV001 027100 2100
4010 068 9890167 03/13 MATERIALS SERVICES          122.86      PRV002 027100 2100
4010 068 9891696 04/14 MATERIALS SERVICES           115.63      PRV002 027100 2100
4010 068 9892983 05/06 PHYSICAL PLANT              5.90      PRV002 027100 2100
4010 068 9894440 06/08 FRANN K*STRALEY           13.92      PRV001 027100 2100
4010 068 9894549 06/09 PHYSICAL PLANT              0.79      PRV003 027100 2100
-----
* Continued *
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help  EHelp                               View                               DLoad Left  Right

```

**REFERENCE # 3**

<u>Field</u>	<u>Auto or Manual</u>	<u># Type</u>	<u>Code</u>	<u>Related Transactions</u>
REF 3	A	AP Check #	04x 068	AP Disbursements (GL) Prepaid Vouchers
	M	Teller # (If manually entered)	03x 04x	Receipts Disbursements

023 Transaction Inquiry by Account				10/23/98 15:07
FAMIS SERVICES				FY 1998 CC 01
Screen:	Account: 271030 4010	Ref: 3	Direct/Indirect: D	
Bank Option:				
Sbcd TC	Ref 3	Date	SAcct Description	Amount
4010 068		09/17	00000 PHYSICAL PLANT	6.69
4010 068		10/31	00000 IKOR OFFICE SOLUTIONS	167.64
4010 068		12/01	00000 MATERIALS SERVICES	106.53
4010 068		12/18	00000 MATERIALS SERVICES	19.97
4010 068		12/18	00000 MATERIALS SERVICES	154.14
4010 068		01/12	00000 IKOR OFFICE SOLUTIONS	167.64
4010 068		01/21	00000 MATERIALS SERVICES	17.15
4010 062		01/26	00000 REIMB COPIES/STAFF	17.77-
4010 068		02/19	00000 MATERIALS SERVICES	28.66
4010 068		03/13	00000 MATERIALS SERVICES	122.86
4010 068		04/14	00000 MATERIALS SERVICES	115.63
4010 068		05/06	00000 PHYSICAL PLANT	5.90
4010 068		06/08	00000 FRANN K*STRALEY	13.92
4010 068		06/09	00000 PHYSICAL PLANT	0.79
* Continued *				
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---				
Hmenu Help		EHelp	View	DLoad Left Right

## REFERENCE # 4

<u>Field</u>	<u># Type</u>	<u>Code</u>	<u>Related Transactions</u>
REF 4	Dept #	068	Vouchers, Credit Memo, Prepaid Vouchers, Prepaid Credit Memos, Revolving Prepaid Vouchers, Change Source of Funds, Multi-Vendor Vouchers
	A/R Payment Check #	022	A/R Additional Line Item Entry, A/R Line Item Adjust, A/R Line Item Payment
		060	AFR Entries/Reversals (SL & GL)

Sbcd TC	Ref 4	Date	SAcct Description	Amount
023 Transaction Inquiry by Account <span style="float: right;">10/23/98 15:08</span>				
FAMIS SERVICES <span style="float: right;">FY 1998 CC 01</span>				
Screen: ___ Account: 271030 4010 Ref: 4 Direct/Indirect: D				
Bank Option: _				
-----	-----	-----	-----	-----
4010 068 8002		09/17	00000 PHYSICAL PLANT	6.69
4010 068 8004		10/31	00000 IKOR OFFICE SOLUTIONS	167.64
4010 068 8008		12/01	00000 MATERIALS SERVICES	106.53
4010 068 8016		12/18	00000 MATERIALS SERVICES	19.97
4010 068 8017		12/18	00000 MATERIALS SERVICES	154.14
4010 068 8020		01/12	00000 IKOR OFFICE SOLUTIONS	167.64
4010 068 8022		01/21	00000 MATERIALS SERVICES	17.15
4010 062		01/26	00000 REIMB COPIES/STAFF	17.77-
4010 068 8028		02/19	00000 MATERIALS SERVICES	28.66
4010 068 8031		03/13	00000 MATERIALS SERVICES	122.86
4010 068 8036		04/14	00000 MATERIALS SERVICES	115.63
4010 068 8042		05/06	00000 PHYSICAL PLANT	5.90
4010 068 8041		06/08	00000 FRANN K*STRALEY	13.92
4010 068 8048		06/09	00000 PHYSICAL PLANT	0.79
* Continued *				
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---				
Hmenu Help EHelp View DLoad Left Right				



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# Glossary

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## **A**

<b>ABR</b>	See <u>A</u> utomatic <u>B</u> udget <u>R</u> eallocation .
<b>ABR Pool Table</b>	A user-defined table assigning rules for budget pools and the subcode ranges participating in each pool.
<b>Account</b>	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.
<b>Account Control</b>	The last four digits in the ten digit account number for a General Ledger account. The account control designates a specific asset, liability, fund balance, fund addition, fund deduction or summary control.
<b>Account ID</b>	A 6-digit number identifying an account.
<b>Account Number</b>	A 10-position ID within the master file of the Financial Accounting System. The first 6 positions identify the specific account while the last four positions identify the account control for a balance sheet account (GL) and the object code for a revenue or expenditure account (SL).

## **Accounts Payable**

An application of the Financial Records System. AP processes vendor payments and keeps track of financial activity involving vendors.

## **Action/Context Line**

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

## **Alias**

A commonly used name for a customer, other than the formal customer name (primary name) that prints on the check. The Purchasing System also offers a commodity alias name and permits you to define any number of alias names, once a vendor has been created.

## **AP**

See Accounts Payable.

## **Attributes**

Descriptive data associated with a record. Examples are school, department, function, name and responsible person. Attributes support a variety of sophisticated reporting techniques.

## **Automatic Budget Reallocation (ABR)**

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

**B**

<b>Bank Transfer</b>	A movement of cash from one bank account to another. This allows expenditures at specific object codes to share in a single pool of money.
<b>Batch/Session</b>	A collection of related transactions input to the system with a header record and control totals, usually prepared by one person or subsystem feed.
<b>Batch Interface</b>	A type of interface where one system generates transactions to be batched for input into another system.
<b>BBA</b>	See <u>B</u> udget <u>B</u> alance <u>A</u> vailable.
<b>Budget</b>	A plan of revenue and expenditures for an accounting period expressed in monetary terms.
<b>Budget Balance Available (BBA)</b>	That portion of budget funds that is unspent and unencumbered.
<b>Budget Pool</b>	A budget summarized at significant levels of revenue or expense. A single pool of money defines for use by specific object codes.

**C**

<b>Cash</b>	Coins, currency, checks, and anything else a bank will accept for immediate deposit.
<b>Cash Disbursement</b>	A non-vouchered 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>Chart of Accounts</b>	A listing, at the 6-digit level, of all account numbers within the Financial Accounting System.
<b>Check Override</b>	The capability to bypass, on an individual-voucher basis, controls that were previously set for all vouchers.
<b>Claim-On-Cash</b>	The share of ownership that an account has in the institution's Moines.
<b>Clearing Account</b>	A temporary summary account (such as a payroll account) which is periodically set to zero.
<b>COA</b>	See <u>C</u> hart of <u>A</u> ccounts.
<b>Compound Journal Entry</b>	A two-sided transaction that posts debits and credits.
<b>Context</b>	The information that identifies the record being displayed or to be displayed by the system.
<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>Cycle</b>	Two or more programs that are run in a specific sequence.

**D**

<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 Transaction Code (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.
<b>Delete Flag</b>	A data element whose condition signifies that a document will be permanently removed from the database during the next archive cycle.	<b>Drop Flag</b>	A data element whose condition signifies that a document is to be removed from the data base immediately.
<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><u>E</u></b>	
		<b>Encumbrance</b>	An obligation incurred in the form of a purchase order or contract. Also referred to as an open commitment.
		<b>Endowment</b>	Funds received by an institution from a donor who specifies the condition that the principal not be spent.

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

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

**F**

**FA** See Financial Accounting

**Feed** Transactions from other systems that are transferred to the Financial Records System.

**Field** That part of a control record, transaction or screen established for displaying or entering information.

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

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

**Financial Records System (FRS)** A system that supports the financial record-keeping and reporting of a college or university.

**Financial Transaction** An entry made to the system to record information.

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

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

**FRS** See Financial Records System.

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

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

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

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

**Fund Transfer** A movement of dollars from one fund balance to another.

**G**

**General Ledger (GL)** A balance sheet account for the institution. All GL account numbers begin with "0" (zero).

**GL** See General Ledger

**GL/SL Relationships** User-defined structures relating SL revenue/expense accounts to GL fund accounts.

**Global Subcode Edit (GSE)** A system edit that checks each new 10-digit account against a table that specifies valid combinations of 6-digit accounts and subcodes.

**GSE** See Global Subcode Edit.

## H

**Header** That portion of a Purchasing document containing basic information such as the document's number, the date and amount.

## I

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

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

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

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

## J

**JCL** See Job Control Language.

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

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

## L

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

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

## M

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

**Memo Bank Account** An account that represents the balances of deposits for operating accounts.

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

**N**

**Name Rotation** A feature that allows users to print a vendor name in one format on checks and then rotates it to another format for sorting on reports on on-line searching.

**O**

**Object Code** A four-digit number identifying specific items of revenue/expense.

**P**

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

**R**

**Regular Order** A type or purchase order that denotes a typical order.

**Remit-To Address** The address to which the check for goods and/or services rendered will be sent.

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

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

**S**

**6-Digit Account** For GL: An entity that consists of a self-balancing account.  
For SL: An entity of revenues and/or expenses.

**Screen HELP** An on-line feature that assists the user with data entry by providing information on the purpose and operation of a particular screen.

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

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

**SL** See Subsidiary Ledger.

**Split Encumbrance** An encumbrance which applies to several accounts.

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

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

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

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

**T**

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

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

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

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

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

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

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

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

**U**

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

**V**

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

**Vendor** A provider of goods and/or services.

**Vendor Addresses** See Order-From Addresses and Remit-To Addresses.

**Vendor File** A record of all attributes, dollar data, and control information for all vendors.

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