

# FAMIS E-Office Review Notes

You can find the **E-Office** and **View** for each department on FAMIS screen 860

- Can assign one office/view to multiple departments
- Can assign same office and different view

Screen 921 – E-Office Overview

- Enter the Office and View in the fields at the top
- Each form type can have a defined path or follow the default path
- Default path is on top with an \* in the "Form" column
- Place your cursor on an approver or signer desk and hit F7 to see who is on the desk. F4 to close

Screen 922 – Update Approver desks

- Enter the Office and Desk Name in the fields at the top

Screen 923 – Update Signer Desks

- Enter the Office, View and form type in the fields at the top

Screen 924 – Update Creator Desks

- Enter the Office, View and form type in the fields at the top

Screen 919 – Travel Overview

- Enter Department code in field at the top
- **Type** E = Expense, R = Request, P = Payment Card
- Updates to travel form types/Concur documents take overnight

## **FAMIS documents that route through the E-Office**

- DBR
- DCR
- PCT
- TDP

## **Concur Documents that route through the E-Office**

- Travel Requests - DTR
- Travel Expense Reports - DTV
- Payment Card Transactions – DTP
- A combination of these form types can also be combined into DT\*

## **FMO Laserfiche Forms**

- Uses the LRF Form Type
- Uses Creator and Signer desks for approvals