Object Code & Account Control Lists

Object Code Tables

• Sale = POS or B number
• Exempt = PEP or E number

Limited = PIP or L number
Purchase Order = PPO or P number
Receipt = POS or B number

GETTING HELP WHILE USING FAMIS

PF2 KEY: Try this ANYWHERE!!
Position cursor on a field where you have a question. MAY OR MAY NOT appear. Regardless if a definition appears or not press ENTER on the PF2 key. You may need to try this in many places before finding what you need.

7: Help: Only valid in fields where you may enter data.
Type ? and press ENTER. Only valid values appear when using the ?900 definitions will appear. You must use PF2 for a definition.

* Help: Only valid in fields where you may enter data.
Type * and press ENTER. Valid on the action lines for Screens such as 715, 860, and 922. For example: placing an * for Dept on the action line of Screen 860 will give you a list of all departments.

HOW TO LOG ON TO FAMIS

1. Type ATM screen and press ENTER.
2. Type your FAMIS Production Userid and Password. PRESS ENTER.
3. Press ENTER on the screen showing your login status.
4. Press the F2 key or F key for CICSNAT at the NP/TPX menu.
5. Type FAMIS Production Userid and password. Press ENTER.
6. Type FAMIS and press ENTER where you see the note: “Sign-ons complete.” If you see the note: “CICSNAT Transaction is unrecognized,” clear your screen. See section on clear screen tips.
7. Type then press ENTER.
8. You should now be at Screen 001.

HELP CLEARING YOUR SCREEN
Try these options for clearing your screen:

Press the backspace key.
1. Click the CLR or Clear icon on your screen.
Press the pause/break key.
Type LOGOFF and press ENTER.

DO THIS ANYTIME!!! Position cursor on a field where you may enter data.
Press the F2 key for CICSNAT at the NP/TPX menu.
Press the F2 key or F key for CICSNAT at the Nvi/TPX menu.
Press PF2 to try this in many places before finding what you need.

ORDERING DATA
Before entering data, always press ENTER after inputting data on the action line – first line of data on the screen. If you fail to press ENTER on the action line and proceed to complete the screen, you will lose all data you just input; press ENTER and you will have to try it over.

LISTENER SIGNUP
Send an e-mail to listeners@alamu.edu
Do not enter a subject.
In the BODY of the message type SUBSCRIBE AM-FAMIS-L first name last name
Send the command

FORGET YOUR PASSWORD?
If you forget your FAMIS password, call FAMIS Security at 979-488-1147 or 979-847-8831.

REFERENCE CODES
Certain areas of FAMIS use different reference codes found in FAMIS. Specific transactions are associated with these codes. Each transaction code is identified above, along with related transactions. Reference Codes can be seen on a number of FAMIS screens including screens 23, 46,47,56, and 77.

Reference #1: PO or Budget
(Disbursements, Vouchers, Credit Memos, Prepaid Vouchers, Prepaid Credit Memos, Revolving Vouchers, Revolving Prepaid Vouchers, Change Source of Funds, Multi Vendor Vouchers, Budgets)

Reference #2: Vendor # or Receipt #
(Disbursements, Vouchers, Credit Memos, Prepaid Vouchers, Prepaid Credit Memos, Revolving Vouchers, Revolving Prepaid Vouchers, Change Source of Funds, Multi Vendor Vouchers, Budgets)

Reference #3: Accounts Payable Check #
(Disbursements, Vouchers, Credit Memos, Prepaid Vouchers, Prepaid Credit Memos, Revolving Vouchers, Revolving Prepaid Vouchers, Change Source of Funds, Multi Vendor Vouchers, Budgets)

Reference #4: Departmental Voucher #
(Disbursements, Vouchers, Credit Memos, Prepaid Vouchers, Prepaid Credit Memos, Revolving Vouchers, Revolving Prepaid Vouchers, Change Source of Funds, Multi Vendor Vouchers, Budgets)

Using FPA KEYS FOR MORE INFORMATION
Numerous screens have FPA keys listed at the bottom to provide you with more information. By pressing the FPA keys, pop-up screens may appear. To exit them, press PF4. Other PF keys will roll your cursors to the right or left providing extra columns of information.

Using FPA KEYS ON THE PURCH. INQUIRY SCREENS
(Screens 278-287) Position the cursor next to the document you would like to see. Press the function keys for pop-up screens to appear.

HINTS ON ENTERING DATA
Always watch the message line (top line of the screen) for any error messages that may appear. Do not change screens without getting the message, “Record has been Successfully Modified” or you will lose data.

Before entering data, always press ENTER after inputting data on the action line – first line of data on the screen. If you fail to press ENTER on the action line and proceed to complete the screen, you will lose all data you just input; press ENTER and you will have to try it over.