TEXAS A&M UNIVERSITY

FAMIS DEPARTMENTAL SCREEN CARD
Updated May, 2007

FAMIS Security and Helpline 979-458-4340/979-847-8833
FAMIS Security and Helpline Email   famis-aid@tamu.edu
Limited & Exempt Purchasing Helpline   ap-help@vpfn.tamu.edu
Preliminary Fixed Asset Helpline   979-845-8148
Purchasing FAMIS Helpline   979-862-3261

Additional Reference Material and Information
http://famis.tamu.edu   http://purchasing.tamu.edu
http://sago.tamu.edu/famis/   http://finance.tamu.edu/fmo/

FRS MAIN MENU & BULLETIN BOARDS
001	FRS Main Menu-includes menus to help find screens
B01	FAMIS Bulletin Board Menu
B02	FAMIS System Bulletin Board
B20	FAMIS Purchasing News
B21	Purchasing Campus Bulletin Board

FRS FINANCIAL ACCOUNTING SCREENS
M01 ACCOUNT INFORMATION - Inquiry
General Ledger (GL) Non-Dollar Information
002	GL 6 Digit Non-Dollar Information
004	GL 6 Digit Non-Dollar Information
029	Account Search GL/SL by acct, title, dept, responsible person

Subsidiary Ledger (SL) Non-Dollar Information
006	SL 6 Digit Non-Dollar Information
008	SL 6 Digit Non-Dollar Information Attributes 2
009	SL Grant/Contract Attributes
029	Account Search GL/SL by acct, title dept, responsible person
068	Account Search with support accounts included

M03 GL/SL BALANCES & DOLLAR INFORMATION
General Ledger (GL) Dollar Information
018	GL 6 Digit List
040	GL 10 Digit Snapshot
702	GL 6 Digit Reserve Balance

M03 Subsidiary Ledger (SL) Dollar Information
06B	SL Account Dollar Totals
019	SL 6 Digit List with Category Totals
032	SL Budget Data List
033	SL Annual 10 Digit Activity by Month
034	SL Summary by Budget Pool (go here for quick balance)
041	SL 10 Digit Snapshot

M03 GL/SL Transactions and Statement
PF6:Position cursor on trans. Press PF6 for summary
023	Transaction Inquiry by Account (entire Fiscal Year)
024	FA Session/Batch Header List
027	Transaction Inquiry by Batch
046	Transactions for a Month on Reference Number 2 or 4 (For IDT's use Reference Number 2)
047	Transactions Inquiry on a Reference Number 2 or 4 (For IDT's use Reference Number 2)
048	Transactions by Account/Subcode/Month
049	Detail Account Statement – use PF keys for more info
080	Inquiry by Subcode
081	Detail Transaction by Subcode

M03 GL/SL Encumbrances /Open Commitments (OC)
020	SL OC 10 Digit List
021	OC File List
022	OC by User Ref or PO Number
026	OC Inquiry by Reference
031	OC by Vendor/SSN
042	OC Record Snapshot
750	Open Commitments By Vendor/UIN

M03 Payroll – Form 500
090	Form 500 Tracking

M05 Support Accounting (SA)
051	SA Attributes – Non-Dollar Information
052	SA Attributes 2 – Non-Dollar Information
068	Support Account Search - GL/SA/SL

M05 SA Balances and Dollar Information
051B	SA Dollar Totals
064	SA Budget Data List
069	SA 11 Digit List with Category Totals
071	SA 15 Digit Snapshot
073	SA Annual 15 Digit Activity by Month
074	SA Summary by Budget Pool

M05 SA Transactions and SA Statement
063	SA Transaction Inquiry by Account for the FY
076	SA Transaction for a Month by Reference 2 or 4
077	SA Transaction Inquiry on Reference 2 or 4
078	SA Transaction by Account/Month/Subcode
079	SA Detail Account Statement –use PF keys for more info

M05 SA Encumbrances/Open Commitments (OC)
060	SA OC 15 Digit List
061	SA OC File List
062	SA OC by User Reference or PO Number
066	SA OC Inquiry by Reference
072	SA OC Record Snapshot
750	Open Commitments by Vendor/SSN

M05 SA Departmental Entry
050	Dept Support Account Attributes
053	SA Budget Move
054	SA Flag Maintenance
056	SA Transaction Move

M07 Departmental Planning Budgets
715	Dept Defined Profile Maintenance
720	SL (6 Digit) Dept Defined Budget Maintenance
721	SL-Target budget (from 720) inquiry with profile
722	SL-Real-time budget inquiry with profile
730	SA-Tie acct to profile or create a target/planning budget
731	SA-Target budget (from 730) inquiry with profile
732	SA-Real-time budget inquiry with profile

M08 Entire Connection Download
The following screens may be downloaded into a spreadsheet if you have the Entire Connection Software:
18,19,23,27,29,46,47,48,63,68,69,80,81,127,627,805,806,860,534

M09 Entire Connection Print
The following screens may be printed if you have the Entire Connection Software: 18,49,79,278,721,722,731,732

M11 Vendor Inquiry
101	Vendor Number Search
103	Vendor Add/Modify

M11 Batch Information
124	Accounts Payable Session/Batch Header list
127	Accounts Payable Transaction Inquiry by Batch

M11 Voucher Inquiry
160	Invoices by Vendor Inquiry
161	Voucher Inquiry by Voucher Number
162	Voucher Inquiry by Vendor (great for reimbursements)
163	Voucher Inquiry by Account, Departmental Reference
164	Voucher Inquiry by Purchasing Order Number
165	Outstanding Voucher Inquiry
166	Pending Voucher Inquiry
167	Voucher Inquiry by Departmental Reference Number
168	Voucher Total Inquiry
169	Voucher Line Item Inquiry

163-165 Use PF keys to see check date and check number
168-169 Use PF9 to see where the check was mailed
177	Check List search for check specific information
178	Vouchers by Reconciliation Bank Inquiry
186	Vouchers by Check Inquiry

M11 State Hold Vendor Search
171	State Hold Vendor ID Search
172	State Hold Vendor Name Search

M11 State HUB Vendor Search
173	State HUB Vendor ID Search
174	State HUB Vendor Name Search

M22 Purchasing Inquiry Menu
PF-Position cursor next to doc needed, and use PF keys.
271	Documents Closed But Not Routed
272	Documents by Status
275	Incomplete Receiving/Invoicing
277	Document Inquiry by Campus
278	Document Inquiry
279	Inquiry Information for Each Line Item of a Doc.
280	Document Browse by Document Number
281	Document Browse by Department/Subdepartment
282	Document Browse by Account
284	Document Browse by User Reference
285	Document Browse by Vendor
286	Document Browse by State Requisition Number
287	Document Browse by State Order Number
288	Document Summary
290	Document Tracking Inquiry
291	Document Tracking Cross Reference

M23 Purchase Order Inquiry
220	PO Header Create/Modify (Purchasing Services entry)
221	PO Shipping & Text Info
222	PO Additional Header Text
223	PO Sole Source
224	PO Line Item Create/Modify (Purchasing Services entry)
225	PO Item Description Cont'd

M23 Master Order Inquiry
260	MO Header Create/Modify (Purchasing Services entry)
261	MO Shipping and Text
262	MO Additional Text
263	MO Sole Source
264	MO Line Item Create/Modify (Purchasing Services entry)
265	MO Item Description Cont'd

M24 Exempt Purchases Entry (PEP)
233	Copy Exempt Purchase to Exempt Purchase
234	Part Description Maintenance
235	Exempt Purchase Header
236	Exempt Purchase Items
237	Exempt Purchase Close
238	Exempt Purchase Flag Maintenance
239	Exempt Purchase Notes
341	Invoice Header Create (Dept.)

M24 Limited Purchases Entry (PLP)
234	Part Description Maintenance
240	Limited Purchase Header
241	Limited Purchase Item
242	Limited Purchase Close
243	Limited Purchase Flag Maintenance
244	Limited Purchase Notes
245	Copy Limited Purchase to Limited Purchase
341	Invoice Header Create (Dept.)

M24 Requisition Entry (PRQ)
247	Copy Document to Requisition
250	Requisition Header Create/Modify
251	Requisition Shipping and Text Information
252	Requisition Additional Header Text
253	Requisition Sole Source
254	Requisition Line Item Create/Modify
255	Requisition Item Description Cont'd
256	Requisition Document Close
258	Requisition Flag Maintenance
259	Requisition Notes
341	Invoice Header Create (Dept.)

M32 Purchasing Receiving Entry
321	Receiving Documents Create (Dept)
322	Receiving Item Create
323	Receiving Single Item Create
326	Receiving Document Close

M32 Purchasing Receiving Inquiry
330	Receiving Documents by Document Number
331	Receiving Documents by Ship to Department
332	Receiving Documents by Status, Ship to Department
338	Receiving Document Summary
339	Receiving Documents Line Item Summary

M34 Purchasing Invoice/PIP Inquiry
341	Invoice Header Create (Dept.)
344	Invoice Frt/Tax/Ins/Oth Items
345	Invoice Pending Voucher Create/Mod (FMS Entry)
346	Invoice Document Close (PF8 to see cancel reason)
350	Invoice Inquiry by Purchasing Document Number
351	Invoice Inquiry by Vendor Number
358	Invoice Document Inquiry (PF6 to read PIP)
359	Invoice Item Summary

M36 Preliminary Fixed Assets Menu
360	Build Preliminary Assets
361	View Preliminary Assets
362	Preliminary Fixed Asset Data

M42 Bids Inquiry
410	Bid Header Create/Modify (Purchasing Services Entry)
411	Bid Shipping and Text
412	Bid Header Text Continued
413	Bid Sole Source
414	Bid Line Item Create/Modify
415	Bid Item Description
416	Bid Document Close

M52 Departmental Budget Requests Menu
520 Create/Modify a DBR
521 List Requests

M58 Budget Preparation Menu
540 Version Inquiry
541 Transfer/Allocation Listing
543 Budget Account Inquiry
552 Departmental Budget Pattern Maintenance
556 Member Budget Pattern Maintenance
560 GL to GL Transfers
561 GL to SL Transfers / Allocations
562 SL to SL Allocations
563 SL to GL Transfers / Allocations
583 Assign/Remove Pattern by Department
584 SL (6 Digit) Budget Account Attributes
589 SL (6 Digit) New Budget Entry
594 SA (11 Digit) Budget Account Attributes
599 SA (11 Digit) New Budget Entry

M61 Accounts Receivable Inquiry
602 Customer Name Search
603 Customer Add/Modify (FMS Entry)
604 Customer Comments
605 Customer System Information
632 Invoices by Customer
633 Invoices by Billing Department
634 Invoice Line Items by Account
635 Invoice Display
636 Invoice Line Item Display
637 Invoices by Invoice Number
638 Invoices by SPR Project

M75 Payroll Encumbrance Module
753 Payroll Enc Adjustment – Budget
754 Payroll Enc Adjustment – Budget
755 Payroll Encumbrance Screen by PIN
756 Payroll Enc Transaction by PIN
757 Payroll Encumbrance Screen by Account

M77 Payroll Detail Module
770 Payroll Detail by SSN
771 Payroll Detail by Salary/Wages Account
772 Payroll Detail Inquiry by Voucher
773 Payroll Detail by Pay Cycle/Date
779 Payroll Detail Record Inquiry
090 Form 500 Tracking

M90 Routing and Approvals
910 Document In-Box
911 Document In-Box by Name
912 Document Out-Box
913 Deleted Documents
914 Document Routing History
915 Approval Profile by Name (use to see who is on what desk)
916 Approval Document In-Box
917 Approval Document In-Box by Name

S01 Tables/Miscellaneous Screens
804 Maintain Automatic Budget Reallocation Rules
850 Person Information
851 Mail Code File

Object Code & Account Control Lists
306 Exempt Object Codes
805 GL Account Control Descriptions

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806 SL Object Code Descriptions (revenue & expense)
Change Campus Part & Fiscal Year
882 Current Session Campus and/or Fiscal Year

M91 Electronic Office Management Entry
920 Department View Create/Modify
921 Department Paths Create/Modify
922 Approver Desk Create/ Modify
923 Signer Desk
924 Creator Desk
928 Department View Delete
929 Desk Delete
930 Desk Copy

M91 Electronic Office Management Inquiry
915 Approval Profile by Name (use to see who is on what desk)
935 Department/Subdepartment by Office
936 Views by Office
937 Desks by Office
938 Office/Desk Workload
940 Office Create/Modify (defaults created by security)
941 Unit to Office Assignment (entered by security)
945 Office Browse
950 Electronic Documents Profile

Inquiry by Batch
024 Financial Accounting Session/Batch Header List
027 Transactions by Batch Reference and Date
124 Accounts Payable Session/Batch Header List
127 Accounts Payable Transaction Inquiry by Batch
624 Accounts Receivable Session/Batch Header List
627 Accounts Receivable Transaction Inquiry by Batch

Inquiry by Subcode
080 Inquiry by Subcode
081 Detail Transactions by Subcode

FFX FIXED ASSET MODULE - INVENTORY
FFX Departmental Entry
535 Departmental Inventory - Entry used to change inventory locations, purpose & availability

FFX Inquiry
501 Purchasing/Vendor Data
502 Property Control Data
503 Funding/Accounting Data
504 Debt Finance/Maint/Insurance Data
505 Owner/Location Data
508 Asset Notes
523 Transaction Inquiry by Asset
528 Asset search by Description
531 Asset by component Snapshot
534 Asset Search by Dept/Sdept Code
536 Asset Search by Tag #, Serial #, or Related Asset
540 Building Information
541 Summary of Asset Data for Buildings/Components
543 Building Room Number Table
545 View Preliminary Assets
546 Preliminary Fixed Asset Data
581 Asset Class Code Table
583 Acquisition/Disposal Methods
860 Department Table- type *, press ENTER for a list

PURCHASING DOCUMENT TYPES/CLASSES
Bid = PDB or B number
Exempt = PEP or E number
Number Invoice Problem = PIP or I number

Limited = PLP or L number
Purchase Order = PPO or P number
Requisition = PRQ or R number

GETTING HELP WHILE USING FAMIS
PF2 KEY: Try this ANYWHERE!!! Position cursor on a field where you have a question. Press PF2. A definition MAY OR MAY NOT appear . Regardless if a definition appears or not press ENTER to see valid values for the field. You may need to try this in many places before finding what you need.

? Help: Only valid in fields where you may enter data. Type ? And press ENTER. Only valid values appear when using the ? No 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 a list of all depts.

HOW TO LOG ON TO FAMIS
1. **Type TPX** at the ATM screen and **press ENTER.**
2. Type your **FAMIS Production UserID and password**. **Press ENTER.**
3. **Press ENTER** at the screen showing your logon status.
4. Press the **F2 key or F key for CICSNAT** at the Nvi/TPX menu.
5. Type your **FAMIS Production UserID and password** again. **Press ENTER.**
6. **Type FAMI and press ENTER** where you see the note "sign-on is complete." If you see the note "CICSNAT Transaction is unrecognized," clear your screen. See section on clear screen tips.
7. Read the Bulletin Board, then **press ENTER**.
8. You should now be at Screen 001.

HELP CLEARING YOUR SCREEN
Try these options for clearing your screen:
- Press the pause/break key.
- Click the CLR or Clear icon on your screen.
- Press CTRL and F2 simultaneously if you are using Entire Connection.
- If these options do not work, then contact your computer support and have them check your keyboard mapping.

HOW TO LOG OFF OF FAMIS
1. In the Screen field of ANY screen, **type SO for Sign Off**.
2. **Press ENTER.**
3. **Type LOGOFF** over "Nat9995 Natural Session Terminated Normally" and **press ENTER.**
4. Type **/K then press the PF12 key** at the TPX menu.
In step 4, before typing /K then PF12, see if anything is highlighted on the TPX menu. If there is, then you must go into each highlighted application and log off. If you fail to do this, you will have problems. **To fix, call the NAC at 979-845-4219**.
Note: Typing /K then pressing PF12 before typing SO and LOGOFF **will not log you off of FAMIS!** It only kills TPX.

HOW TO GO BACK TO THE TPX MENU
In the Screen field of any screen, type /W then press PF12.

HOW TO LOCK YOUR SCREEN
Do this anytime you step away from your computer!
1. Type /L then press the PF12 key.
2. To unlock, type your TPX password, and press ENTER.

HOW TO EXIT FROM A POP-UP WINDOW
To exit from a pop-up window, press the PF4 key.

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

USING PF 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 the first time you press ENTER, and you will have to retype it.

LISTSERV SIGNUP
1. Send an e-mail to listserv@listserv.tamu.edu
2. Do not enter a subject
3. In the BODY of the message type SUBSCRIBE AM-FAMIS-L firstname lastname
4. Send the command

FORGET YOUR PASSWORD?
If you forget your FAMIS password, call FAMIS Security at 979-458-1147 or 979-847-8833.

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. Reference Codes can be seen on a number of FAMIS screens including screens 23, 46,47,76, and 77.

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

Reference #2: Voucher #; Bill #; Receipt #; Accounts Receivable Invoice #
(Disbursements, Vouchers, Credit Memos, Prepaid Vouchers, Prepaid Credit Memos, Revolving Vouchers, Change Source of Funds, Multi-Vendor Vouchers, Revolving Prepaid Vouchers, Interdepartmental Transfers, Receipts, A/R Addt'l Line Item Entry, A/R Line Item Adjust, A/R Line Item Payment)

Reference #3: Accounts Payable Check #; Teller #
(Disbursements, Prepaid Vouchers, Receipts)

Reference #4: Departmental Voucher #; Accounts Receivable Check #
(Vouchers, Credit Memo, Prepaid Vouchers, Prepaid Credit Memos, Revolving Prepaid Vouchers, Change Source of Funds, Multi-Vendor Vouchers, A/R Additional Line Item Entry, A/R Line Item Adjust, A/R Line Item Payment)