

FAMIS REFERENCE CODES

The following information is useful when inquiring on specific transactions. Using these codes is very helpful in identifying what type of transaction occurred. Use them when inquiring on the following FAMIS screens: 23/63, 46/76, 47/77. Other screens not listed here may also utilize the different reference codes. The following codes may be found in this guide:

- Transaction Codes
- Reference Codes 1-4
- Batch Header Codes

FAMIS

Transaction Codes

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

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> REF 1	<u># TYPE</u> PO # (e.g. L000001, P023949)	<u>CODE</u> 05x	<u>RELATED TRANSACTIONS</u> Encumbrances, Vouchers, Credit Memos, Prepaid Vouchers, Prepaid Credit Memos, Revolving Vouchers, Revolving Prepaid Vouchers, Change Source of Funds, Multi Vendor Vouchers
	Budget # (e.g. BUD0001, BBF0001))	02x	Budgets

023 Transaction Inquiry by Account 02/23/95 08:59

FY 1995 CC 02

Screen: ____ Account: 300090 4000 Ref: 1 STADIUM REVENUE FUND

Bank Option: N

Sbcd	TC	Ref 1	Date	Description	Amount	I	BatRef	Offset	Acct
4010	057	AFRBENC	09/01	BLANKET ENCUMBRAN	1,285.28	D	ENCZ05		
4010	057	AFRBENC	09/01	BLANKET ENCUMBRAN	33.00	D	ENCZ05		
4010	057	AFRBENC	09/01	BLANKET ENCUMBRAN	972.00	D	ENCZ05		
4010	057	AFRBENC	09/01	BLANKET ENCUMBRAN	637.00	D	ENCZ05		
4010	068		09/07	TEXAS A&M UNIVERS	13.75		PPVH25	001005	1615
4010	068		09/12	ATEC	117.00		PRVE07	030009	2100
4010	068		09/15	WAL-MART	20.45		PRVH13	030009	2100
4010	068		09/15	AUSTIN BUSINESS M	415.68		PRVH13	030009	2100
4010	068		09/15	WILSON SPORTING G	15.75		PRVN22	030009	2100
4010	068		09/15	MICHAEL*CLARK	103.00		PRVH14	030009	2100
4010	060	AFRH99	09/01	FY94 PAYABLES	163.07-	N	RAFR01	030009	2101
4010	060	AFRH99	09/01	FY94 PAYABLES	13.75-	N	RAFR01	030009	2101
4010	050	AFRBENC	09/01	REVERSE AFR ENCUM	1,285.28-	C	RENC01		
4010	050	AFRBENC	09/01	REVERSE AFR ENCUM	33.00-	C	RENC01		

* Continued *

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

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REFERENCE CODES

REFERENCE # 2

<u>FIELD</u>	<u># TYPE</u>	<u>CODE</u>	<u>RELATED TRANSACTIONS</u>
REF 2	Voucher # (e.g. 5118019)	068	Disbursements, Vouchers, Credit Memos, Prepaid Vouchers, Prepaid Credit Memos, Revolving Vouchers, Change Source of Funds, Multi-Vendor Vouchers, Revolving Prepaid Vouchers
	Bill # or Receipt # (e.g. F000284)	030 061	Interdepartmental Transfers, Receipts
	A/R Invoice		A/R Add't'l Line Item Entry, A/R Line Item Adjust, A/R Line Item Payment

Screen: ___ Account: 211680 ___ Ref: 2 THEATER ARTS PRODUCTIONS										
Bank Option: N										
Sbcd	TC	Ref 2	Date	Description	Amount	I	BatRef	Offset	Acct	
1940	068	3607120	09/28	TEXAS A&M UNIVERS	10.00		PRVP11	021168	2100	
1940	068	3627388	11/09	TEXAS A&M UNIVERS	10.00		PRVP17	021168	2100	
5615	061	0022162	11/10	PHOTO SERVICES	26.70		IDT628	270150	0598	
5615	061	0022392	12/13	PHOTOGRAPHIC SERV	17.85		IDT622	270150	0598	
* Continued *										

REFERENCE # 3

<u>FIELD</u>	<u># TYPE</u>	<u>CODE</u>	<u>RELATED TRANSACTIONS</u>
REF 3	AP Check #	04X 068	Disbursements Prepaid Vouchers
	Teller #	03X 04X	Receipts Disbursements

Screen: ___ Account: 300090 0199 Ref: 3 STADIUM REVENUE FUND										
Bank Option: N										
Sbcd	TC	Ref 3	Date	Description	Amount	I	BatRef	Offset	Acct	
0400	062	1RS1207	12/07	CONCESSIONS COMMI	34.25-		DDP456	001004	1610	
0400	062	1RS0105	01/05	CONC COMM	3,463.83-		DDP474	001004	1610	
0528	041		11/28	VMC/CHG BACK	51.00		CBKN17			
0528	047	108757	01/31	JAMES B *BRIGGS	32.00-	C	VCH370			
0528	068	2601792	10/06	ROBERT B *LITTLE	120.00		PRVE05	030009	2100	
* Continued *										

REFERENCE CODES

REFERENCE # 4

<u>FIELD</u>	<u># TYPE</u>	<u>CODE</u>	<u>RELATED TRANSACTIONS</u>
REF 4	Dept Voucher # (e.g. 0026)	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

Screen: ____ Account: 300090 3000 Ref: 4 STADIUM REVENUE FUND									
Bank Option: N									
Sbcd	TC	Ref 4	Date	Description	Amount	I	BatRef	Offset	Acct
3010	068	4508	09/20	KRISTY *SIMS	199.20		TRVH11	030009	2100
3010	068	4539	10/21	FRANK *HAITH	81.40		TRVH06	030009	2100
3010	068	4545	10/21	MITCH*BUONAGURO	226.77		TRVN01	030009	2100

* Continued *

FAMIS SESSION BATCH HEADER CODES

TRANSACTION	SESSION CODE	TRANSACTION	SESSION CODE
BANK TRANSFERS	BTR	IDT'S	
BUDGET ENTRIES		Regular	IDT
Regular	BJN	Gift Fees	FEE
Form 500's		Interpart IDT's	IDP
(stopped 5-1-91)	BUF	Corrections	IDC
Beginning Entries	BEG	Interface IDT's	DEPT CODE
Corrections Reg	BJC	*Interface IDT's.....	DEPT CODE
Corrections Form 500.....	BUC		(PHPLxx)
Original Budgets.....	BUD		(TCOMxx)
*Generated Exp Budget	GEB		(CSCNxx)
Budget Brought Forward.....	BBF		(PPUTxx)
			(PURSxx)
		Visa/MC Charges	VMC
CASH RECEIPTS		JOURNAL ENTRIES	
Cashier Deposits-Depts	CEN	Regular	JEN
Cashier Deposits-Other	COD	Amortization.....	ATZ
Interest	INT	Corrections	JEC
Distribution to S/L.....	DTR	Payroll	JPR
V/MC Charge Back	CBK	Investments.....	JIN
P/R Deposits	PRD	Investments Corrections.....	JIC
Gifts	GIF	Property.....	PJE
Letter of Credit	LOC	Batch Feeds from Fixed Assets.....	FFX
Investment Sales	INS	Loan Feed.....	BER
Investment Correction	INC	Transfers (062).....	TRx
Departmental Deposits	DDP		
Cashiers Collections	CSH	PAYABLES	
A/R Payments.....	ARD/ARP/FAR	*Acct Payable-Check	APC
A/R Payments Corrections...ARD/ARM		*Acct Payable-Voucher	APV
Corrections Receipts.....	CRC		
Direct Deposits.....	ARD/ARN	*SUSPENSE	SUS
Student Loans	SLR		
Miscellaneous.....	MDP		
ENCUMBRANCE			
Encumbrance	ENC		
Corrections	ENX		
*Salary Encumbrance.....	SEN		
*Salary Savings.....	SSV		
FORM 500's			
Salary and Budget Interface	BUSZ		

*= *System Assigned*

FAMIS SESSION BATCH HEADER CODES

TRANSACTION	SESSION CODE	TRANSACTION	SESSION CODE
VOUCHERS		FIXED ASSETS	
Travel	TRV	Add a New Item	
Purchase	PRV	Purchase Vouchers.....	PAV
Fee	FEE	Gifts	PAG
Prepaid Vouchers	PPV	Transfers into System.....	PAT
GL Checks.....	GLV	Other Additions	PAO
Corrections-Travel	TRC	Corrections	PAC
Corrections-Purchase	PVC	IDT's	PAI
Void Checks.....	VCH	Delete an Item	
Delete Vouchers	DEV	Sales	PDS
Housing Interface	HSG	Trade-In.....	PDR
*SIMS Interface.....	SIMS	Drop.....	PDD
Investment Purchase.....	INP	Transfer out of System	PDT
Miscellaneous.....	MDP	Other Deletions.....	PDO
*Payroll Vouchers.....	PAY	Corrections	PDC
Corrections-Payroll	CPR	Change of Information	
Revolving Receivable	RRP	Transfer w/in System.....	PCT
Online Purchase Voucher	PVP	General.....	PCG
AP ACH Accounting Fee.....	APA	Corrections.....	PCC
		 YEAR END ENTRY (13TH MONTH)	
		To be reversed next FY.....	AFR
		Release Enc	AFR217
		Year End Entry	YEx