

PURCHASING DOCUMENT STATUS CODE REFERENCE GUIDE

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When researching a document, it is important to inquire on each function in the process (i.e., routing, receiving, invoicing, matching, vouchering, and overall purchasing document status) to make sure that each function reaches its end result or goal. **Below, each function is listed, and the status goals are highlighted.** If the goal is not met, utilize the screens listed to research the problem for the function that has not met its goal.

Hint: Screen 278 shows each function's status code. You may need to use the PF keys to locate some of them, for example, PF5 for invoicing.

Key: FMS – Financial Management Services L = Limited Purchase, E=Exempt Purchase, R=Requisition, P=Purchase Order, M=Master Order, B=Bid			
Routing	Status	Description	Meaning
914 – enter doc # as 12 characters, ie, PLP02L000006. Prefixes: PLP – limited PEP – exempt PIP –invoice problem PPO – purchase order PRQ - requisition	NR or Blank	Not Routed	No routing exists.
	RJ	Rejected	The approver or signer returned the document to the creator.
	RC	Recalled	Creator has recalled the doc to his in-box.
	DL	Department Level	Document is routing at the department level.
	PL	Processing Level	Document is routing at the processing level (i.e. Purchasing)
	CO	Completed	Document has completed routing. The final signature is on the document.
Receiving	Status	Description	Meaning
330 (begin here) 331 332 338 339	IP	In-process	The department has created the receiving document, and is currently working on it.
	CL	Closed	The department has finished entering receiving information and has closed the receiving document. The status will remain closed until FMS processes the invoice and "matches" what the department received. Once this occurs, the receiving status will change to CO.
	CO	Completed	FAMIS has "matched" departmental receiving with FMS invoicing.
	RE	Re-opened	The department has re-opened the receiving document for some reason and is working on it.
	CN	Cancelled	The department has cancelled or deleted the receiving document.
Invoicing	Status	Description	Meaning
346 PF8 key 350 (begin here) 351 358 359	IP	In-process	The department's creator has input the invoice header onto Screen 341 so that FMS may process it once they receive the original invoice.
	CN	Cancelled	FMS has cancelled the invoice header for some reason, NOT the document. For example, the dept entered the invoice number incorrectly and FMS had to create another invoice header with the correct number. This does not release an encumbrance. See Screen 346 PF8 for cancellation reason.
	CL	Closed but not posted	FMS has closed the invoice document, which means it is okay to pay the invoice. If FMS closes the invoice document and no problems exist, then the invoice status will change to CO the next day. Note: If a problem exists with the document then FMS may send a purchasing invoice problem (PIP) to the creator. See PIP status.
	CO	Completed	On local funds, the invoice status changes to CO the day FAMIS prints the check locally. For state funds, this means that FMS has electronically transmitted the document to the Uniform Statewide Accounting System in Austin, Texas. The Comptroller's office issues warrants/checks for payments made on state funds and schedules payments on state accounts.
	RE	Re-opened	FMS has reopened the invoice document for some reason, for example, to change an object code or to add more description.
PIPs-Purchasing Invoice Problems	Status	Description	Meaning
350 – Insert document #, select doc by placing an 'x' and pressing enter to proceed to 358 . Use the PF6 Key on 358. 359 PF6 Key 910	FYI	For Your Information	FMS sends FYI PIPs to the original creator if, for example, the department has not completed receiving or the document has not completed routing. The creator should not take action on the PIP itself, but must handle the problem. Other creators may access another's FYI PIPs by using Screen 911.
	FYA	For Your Approval	FMS sends FYA PIPs to everyone on the creator desk, not just the original creator. <u>With FYA PIPs, never re-open the L, E, or P document and fix it yourself.</u> FYA PIPs require that one of the department's creators take some action on the PIP document itself. The creator must <u>correct</u> the PIP, approve it, and route it back to FMS. The PIP will travel through routing and approvals, back to FMS, and they will fix the original L, E, or P document.
Matching	Status	Description	Meaning
270-287 PF5 Key 350 351 358 359	MS	Match Successful	On an E, L or P number, this means that the information entered by either the document's creator, receiver, and the FMS "invoicer" matched without any problems.
	NR	No Receiving	Either the department did not receive the items in FAMIS, there is a problem with the receiving document or the department has not closed the receiving document.
	MF	Match Forced	The match between the department, FMS, receiving information, and possibly Purchasing Services was forced by FMS for some reason.

Overall Doc Status	Status	Description	Meaning		
<p>The overall status is listed on these screens:</p> <p>271 286 272 287 278 288 279 280 281 282 284 285</p> <p>Note: You will need to research the other functions to find out why a document has not completed.</p>	IP	In-process	For Ls, Es, & Rs, the dept creator is currently modifying the document. For Ps, Purchasing Services is modifying the document.		
	CL	Closed	For Ls, Es, & Rs, the dept creator has closed the document. For Ps, Purchasing Services closed it. Closed <i>usually</i> means that funds are encumbered. The creator may reopen the document at this point and modify it. If she reopens it, then when she closes it again FAMIS will adjust the new encumbrance.		
	DL	Deleted	For Ls, Es, & Rs, the dept creator has deleted the document and released the encumbrance. For Ps, Purchasing Services deleted the document. Deleting requires notes, and may be reversed, if necessary.		
	CO	Completed	<p>No further activity may occur on the document. All encumbrances have been released. Only Ls, Es, and Ps complete, Rs do not, instead, they get transferred (TR).</p> <p>Below is how FAMIS knows to release an encumbrance:</p> <ol style="list-style-type: none"> When FAMIS processes a voucher for an amount on a document, it releases the amount that entered the voucher cycle. Therefore, if the entire amount of the document does not get processed for some reason, then the remaining money will stay encumbered on the document, and you will need to release the unpaid amount, if necessary, using either number 2 or 3 below. When the department creator DELETES a document using these screens: 243, 238, or 258. Deleting allows the creator to put notes as to why she deleted it and to re-open the document, if necessary. When the department creator COMPLETES a document using these screens: 243, 238, or 258. You must use caution when completing a document because you can not "uncomplete" it. Once it is done, it is done, and nothing else can ever happen to the document. 		
	FR	Frozen	The document is frozen from further activity.		
	PRT	Printed	Purchasing Services has printed the document.		
	TR	Transferred	For Rs, Ms, or Bs, Purchasing Services has transferred the document, for example, from a requisition to a bid or a purchase order. When purchasing closes the new document FAMIS will adjust the encumbrance under the new document number.		
	Voucher Status	Status	Description	Meaning for State Funds	Meaning for Local Funds
	<p>162 163 164 (begin here) 168 169</p>	PEND	Pending	No accounting has been posted.	No accounting has been posted.
OUT		Out	FMS has entered the voucher, but the voucher has not entered the state voucher cycle. The voucher should post to FAMIS and the status should change to CYCL the next day. If not, then there is something keeping it from paying.	The voucher has been entered by FMS, but has not entered the local check cycle. The voucher should post to FAMIS and status should change to CYCL the next day unless there is a problem.	
CYCL		Cycle	The voucher is in the state voucher cycle and is posted to FAMIS. FMS electronically sent the document to Austin, Texas on this day. The State Comptroller's Office will mail the check/warrant to FMS just before the payment is due to the vendor according to the Prompt Payment Law. FMS will then mail the warrant to the vendor.	The voucher is in the check cycle. A check was printed overnight and is being mailed today to the vendor.	
PAID		Paid	The check date represents the date the document was electronically submitted to Austin. The State Comptroller's Office will mail the check/warrant to FMS just before the payment is due to the vendor according to the Prompt Payment Law. FMS must then mail the check to the vendor. If it is an ACH payment, the State performs this function and no notification is sent to the vendor.	The check has been printed. FMS mailed the check on the check date listed in FAMIS. If the voucher has been paid by ACH, the vendor will receive notification of the payment via email and the status will remain as PAID.	
RECN		Reconciled	The check/warrant/ACH has cleared the state comptroller's office. This does not mean it has been cashed. You must call FMS to check the warrant status. The state downloads the warrant numbers into FAMIS at the end of each month.	The vendor has cashed the check.	
DROP		Dropped	FMS dropped the voucher before payment.		
P-CN		Pending-cancelled	FMS cancelled the invoice header before processing the invoice for payment.		
P-OP		Pending-Open	FMS has not closed the document and no accounting has been posted. If the document remains in this status more than one day there could be a problem.		
P-CL		Pending-Closed	FMS closed the doc, but it did not post to FAMIS. The document will usually post overnight and enter into CYCL. If the document remains in this status more than one day there may be a problem.		
VOID		Void	FMS voided the check or state voucher.		
<p>Note: State Funds For state funds, it is the vendor's option if they wish to be paid with a direct deposit or a check/warrant. The Comptroller's office will not issue a check until the due date listed on the document. If the vendor to be paid is set up in the state's vendor system, then a warrant/check will be issued. If the vendor is not set up, then the delay may be two or more weeks, depending on what information the state needs concerning the vendor.</p>					