

**REQUISITION TRAINING MANUAL**

APRIL 2010

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# Encumber Funds in Purchasing

## ENCUMBRANCES

Encumbrances in the FAMIS purchasing module are established when a document is closed. The encumbrances are created at the account and object code level. An encumbrance is generated for each account and object code combination on a document. The encumbrance is keyed primarily by the document (requisition or purchase order number).

All encumbrances established by the purchasing module are posted into the financial accounting module. These encumbrances may be viewed on the Open Commitment screens (see the Open Commitment Section below).

## REQUISITIONS

Encumbering in the FAMIS purchasing system begins with the requisition. Most requisitions are encumbered. The encumbrances are established using the 7-digit document ID created when the requisition is entered.

The encumbrances are not established until the document is closed on Screen 256. Once the document is closed, no changes can be made unless the document is reopened. If changes are made which affect any amount, adjustments will be made in the encumbrances when the document is closed again.

Note, if the document is submitted to routing when it was closed, it cannot be reopened without recalling the document from routing.

## PURCHASE ORDERS

Purchase orders are also encumbered by FAMIS. In most cases, a purchase order will be established by the purchasing department transferring items from a requisition.

When a purchase order document is closed, the system will check to see if this purchase order was created from transferring a requisition. If it was, the system will release the encumbrances created from the requisition and establish new encumbrances under the purchase order number.

If a requisition is transferred to a bid document, the encumbrances will remain under the requisition number until the bids are opened and the purchase order is created and closed.

## USER REFERENCE NUMBER

The user reference number entered on the header of the requisition will be transferred to the purchase order. Therefore the encumbrances will contain the same user reference number for both the requisition and purchase order.

## BASIC REQUISITION INFORMATION

A requisition is used to capture information that pertains to the request for purchase of merchandise and/or services.

For each requisition you will use the following screens:

- 250** Requisition Header
- 251** Requisition Ship To/Invoice To addresses and text
- 254** Requisition Line Items
- 256** Requisition Document Close

## REQUISITION BASIC CONCEPTS (CONT'D)

Additional screens which may be used are:

<b>252</b>	Requisition Header Text Continued
<b>253</b>	Requisition Sole Source Justification
<b>255</b>	Requisition Item Description Continued
<b>247</b>	Copy Document
<b>259</b>	Requisition Note Text

## REQUIRED INFORMATION

FAMIS requires you to enter standard information in order to process a purchase requisition on-line. The information required includes the following:

- You must specify the **DEPARTMENT** originating this requisition as well as any additional departments that may be splitting this order. (Your four letter department code will automatically be entered)
- The **CATEGORY**, which is used to define certain accounting and receiving characteristics about the requisition must be identified prior to processing the requisition. Examples of several categories include:
  - RO Regular Order** Category used for Requisitions and Purchase Orders with 'regular processing'; usually has a three-way match.
- You must provide the **USER REFERENCE NUMBER**, which is a unique identifier assigned by your department for tracking this purchase requisition. Typically, the User Reference number is made up of the subsidiary ledger account number that will be paying for the order followed by the departmental reference number (often the departmental voucher associated with the order).
- You must ask yourself, "Will the items being requested be used for **RESEARCH** purposes"? If so, you must indicate it on the requisition header (Screen 250).
- You should also ask yourself, "Is the merchandise I am requesting a **SOLE SOURCE** item?" (Meaning that you can only purchase the order from a single specific vendor). If so, Screen 253 (Sole Source) needs to be completed before the requisition may be processed.
- Is this an **EMERGENCY** purchase? Emergency purchases must be identified on the requisition header (Screen 250).
- You need to provide a **VENDOR IDENTIFICATION NUMBER** or Federal Employer Identification Number for all of your suggested vendors. If you are not sure of it, the Vendor Identification Number can be found on-line by typing the name, or a portion of the name, of your vendor in the vendor ID field. This accesses an alphabetical listing of all vendors found on the system. (where you got the pricing from)
- ADDRESSES** for shipping and invoicing are also required in order to process your requisition.
- You must include a complete DESCRIPTION of all of the items you are requesting. Item descriptions are entered on Screen 254. If you run out of room, you may continue your item description on Screen 255.
- Finally, you must indicate all of the **ACCOUNTS** that will be responsible for the purchase of the items on the requisition.

## CHANGING A REQUISITION

Sometimes you may need to make changes to your requisition. However, changes may only be processed when the requisition is reopened. To reopen a document, advance to Screen 258 and set the Reopen Document flag to 'Y.' If changes are made which affect any amount, adjustments will be made in the encumbrance when the document is closed again.

If the document is already in the routing and approvals system, it must be recalled from your out-box in order to open it.

You may open and close, reopen and close your document as many times as is necessary before you send it into the routing and approval system of FAMIS. But you may need to make changes to it after it has already been sent into routing. For example, you may need to change an account object code on a document after you have closed it and sent it into routing. However, before you can make those changes, you must remove the document from the routing system. To do this, you should:

- Advance to Screen 912 (your document Out-Box).
- Locate the document you would like to reopen and type an 'X' next to it.
- Press PF5 to recall the document from the routing and approval system.
- Advance to Screen 258 to reopen the document.

## ROUTING THE DOCUMENT

A closed document may be submitted to the routing and approval process by pressing the PF7 key on the appropriate close screen (Screen 256). **Please Note:** If the document is submitted to routing when it is closed, it cannot be reopened without first recalling the document from routing.

## REJECTED DOCUMENTS

If errors are detected to your document while in routing, it will be rejected and returned to your in-box for correction. When this happens, you should:

1. Select the document by typing an 'X' next to it in your in-box and then pressing the PF8 (Sel) key.
2. Once the Routing Document Information pop-up window appears, <TAB> down to the Action: prompt and type NOT to display the routing notes (which will contain the reason(s) for its rejection).
3. Reopen the document on Screen 258 by setting the Reopen Document flag to 'Y' and pressing <ENTER>.
4. Make the necessary changes using Screens 250-259.
5. Finally, advance to Screen 256 to close and re-route the document.

# Create/Modify Requisition Headers

The first step to creating a requisition involves specifying header information pertaining to the entire order, regardless of individual line item information. You may use Screen 250 to enter this general requisition information. Header information typically includes the document category, the originating and, when necessary, supporting departments, people to contact, and suggested vendors.

## Screen 250 - Requisition Header Create/Modify

```
250 Req. Header Create/Modify                                04/13/10 08:36
                                                           FY 2010  CC 16
Screen:  ___ Doc: R001078
                               Doc. Year: 2010           Total Amount: 550.00
      << Dates >>
Document: 03/10/2010      Cat.: RO User Ref: 120005-DKS___ St Req: _____
Required: _____      Contact Person: Your first,/last name Ph: your # _____
Start   : _____      Buyer: _____ Ph: _____
End     : _____      Research (Y/N): N   Type Funds: _   Type Order: _____
Change  : _____      No.      Print Doc?  _
                               Dept: PURC_ SubDept: _____ Attachments: Y
Doc Summary: Brief description of what this is for _____

Sole Source (Y/N): N   Emergency(Y/N): N   Catalogue Order(Y/N): _
                               << Suggested Vendors >>
Vn ID: *_<enter>      or FEI: _____ Vn ID: _____ or FEI: _____
Addr: _____      Addr: _____
PH: _____ FAX: _____ PH: _____ FAX: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Hmenu Help  EHelp      Next      SResn EResn Notes AdVen AdDpt
```

## Automatic Requisition Creation

FAMIS will automatically assign the seven (7) character requisition number. This is accomplished by entering the desired requisition prefix (R) followed by a zero (0) in the Doc: field on the Action Line.

## BASIC STEPS

### Creating a New Requisition

- Advance to Screen 250.
- Type an 'R' prefix followed by a zero (0) and press <ENTER>. The Dept: and SubDept: fields will be filled in with the appropriate data. If not, you must enter the necessary codes in these fields. If no information is included, everything you enter on this screen will be lost when you press <ENTER>.
- Enter the category, indicate whether the requisition is for research, enter the User Reference number, type of funds, type of order, and document summary.
- Indicate whether the requisition is an emergency purchase, or a sole source purchase.
- Type additional information in the available fields, as desired, and press <ENTER> to record the requisition information.
- If all information has been successfully entered, the system assigned requisition number will be displayed on the Action Line.

**NOTE:** The creator's default department will automatically be filled in. The department for each account used in the requisition must be entered on the header. You can check the department on each account by using Screen 6 or Screen 29.

**Document Categories**

Categories are used to define certain characteristics of the requisition for accounting and receiving.

**RO Regular Order**

Category used for Requisitions and Purchase Orders with 'regular processing'; usually has a three-way match.

**Vendor Search and Select**

Vendor search and selection is available for all Vendor ID numbers. If the vendor address entered is different from the vendor file information, a pop-up window appears requesting address verification. The user may decide to use the file information or keep the address entered.

**FIELD DESCRIPTIONS**

**Action Line**

<b>Doc:</b>	7 character/digits Enter R and zero (0) to have FAMIS assign a <u>requisition number</u> , or type the number of an existing requisition.	<b>Entry Required</b>
-------------	--	-----------------------

**Screen Information**

<b>Doc. Year:</b>	4 digits Indicate the <u>fiscal year of the document</u> . The field defaults to the current system fiscal year.	
<b>Total Amount:</b>	15 digits Signifies the <u>total dollar amount of all line items entered on the requisition</u> , as calculated by the system.	
<b>Document:</b>	8 digits Indicate the <u>date the requisition is created</u> . The field defaults to the current system date.	<b>Entry Required</b>
<b>Cat:</b>	2 characters      ? Help Available Identify the <u>document category</u> which is used to define the accounting and receiving characteristics of the document.	<b>Entry Required</b>
<b>User Ref:</b>	14 digits Identify the <u>User Reference number</u> which indicates the Subsidiary ledger (SL) account number used for the order Followed by the departmental requisition number.	<b>Entry Required</b>
<b>Required: NEW</b>	8 digits Identify the <u>date</u> the requested order/service is needed This allows the creator to enter a "need by" date.	



## FIELD DESCRIPTIONS (CONT'D)

Contact Person:	20 characters Enter the <u>name of the person to contact</u> if there are any questions/ problems regarding the requisition. for Purchasing, Receiving and the Business Office	
PH:	10 digits Indicate the area code and <u>phone number</u> for the requisition's contact person.	
Start: NEW	8 digits Identify the <u>start date</u> (usually the first day of the fiscal year) for a Maintenance Agreement or for other contracts/agreements. This allows the creator to state a "need by" date.	
End: NEW	8 digits Identify the last date of a Maintenance Agreement or for other contracts/agreements.	
Research (Y/N):	1 character Indicate whether or not ('Y' or 'N') the purchase items are intended for Research purposes.	
Dept:	5 characters <b>? Help Available</b> <u>Department</u> of the primary account responsible for the requisition.	<b>Entry Required</b>
SubDept:	5 characters <b>? Help Available</b> <u>Department</u> of the primary account responsible for the requisition.	<b>Entry Required</b>
Attachments:	1 character Indicate whether or not ('Y' or 'N') there are <u>attachments</u> for the requisition.	<b>Entry Required</b>
Doc Summary:	50 characters Identify a brief <u>summary</u> of the requisition <u>document</u> as a whole. This description will be displayed on the document inquiry screens and does not print to the purchase order.	
Sole Source (Y/N):	1 character Indicate whether or not ('Y' or 'N') the merchandise/service requested is a <u>sole source</u> item (i.e.: whether or not only one vendor may fulfill the order).	<b>Entry Required</b>
Emergency (Y/N):	1 character Identify whether or not ('Y' or 'N') this is an <u>emergency purchase</u> .	<b>Entry Required</b>

# FIELD DESCRIPTIONS (CONT'D)

## Suggested Vendors

This allows the department to suggest vendors for the requisition.  
**Note:** You can access the vendor search and select pop-up window by typing an asterisk (\*) in the Vendor ID fields.

- Vn ID:** 11 digits \* **Help Available**  
Type "\*" to select a vendor or enter the FAMIS Vendor Identification number.
- or FEI:** 9 digits  
Identify the Federal Employer Identification number, if not using the vendor ID.
- Addr:** 90 characters  
Shows mailing address of the suggested vendor.
- PH:** 10 digits  
Provides the area code and phone number of the suggested vendor.
- FAX:** 10 digits  
Includes the area code and FAX number of the suggested vendor.

**TO ADD ANOTHER DEPARTMENT/ACCOUNT TO PAY YOU WILL NEED TO ADD THEIR FOUR LETTER CODE: (F11) and enter the department code under your department code. DO NOT ERASE YOURS.**

Enter all Campus Codes and Departments/SubDepartments that will have accounts on this document

Dept	SubDept	CC
PURC_	_____	16
<b>VPBS_</b>	_____	16
_____	_____	__
_____	_____	__
_____	_____	__
_____	_____	__
_____	_____	__
_____	_____	__
_____	_____	__
_____	_____	__

Press <PF4> to Exit

## FIELD DESCRIPTIONS (CONT'D)

### Additional Functions

PF5 Next	<b>Next</b> Used to advance to the <u>next screen</u> .
PF7 SResn	<b>Sole Source Reason</b> Indicates the <u>reason</u> that the <u>Sole Source</u> flag has been set to 'Y.'
PF8 EResn	<b>Emergency Reason</b> Displays the <u>reason</u> that the <u>Emergency</u> flag has been set to 'Y.'
PF9 Notes	<b>Notes</b> Used to enter <u>free-form notes</u> about the requisition. <b>Note:</b> These are on-line reference notes regarding the document. They will <u>not</u> be printed.
PF10 AdVen	<b>Additional Suggested Vendors</b> Allows the addition of four <u>additional suggested vendors</u> for the requisition.
PF11 AdDpt	<b>Additional Departments</b> Allows the <u>addition</u> of 10 extra <u>department/sub- departments</u> that will have approval and accounts on this requisition.

# Enter Requisition Shipping

Before submitting a requisition, you must first identify where information and products are to be shipped. For example, you must provide the address to which items will be shipped as well as the address to which the invoice should be mailed. Special vendor instructions, in the form of text codes must also be specified before an order may be processed. You may enter all of the above information using Screen 251.

## Screen 251 - Requisition Shipping and Text

251 Req. Shipping and Text		04/15/10 14:15	
		FY 2010 CC 16	
Screen: ___ Doc: R001078			
Ship To	Address Nbr: <b>001</b>	Invoice To	Address Nbr: <b>002</b> <enter>
Name:	CENTRAL RECEIVING_____	Name:	ACCOUNTS PAYABLE_____
Addr:	TEXAS A&M INTERNATIONAL UNIV__ 5201 UNIVERSITY BLVD_____	Addr:	TEXAS A&M INTERNATIONAL UNIV__ 5201 UNIVERSITY BLVD_____
_____		_____	
City:	LAREDO_____ State: TX	City:	LAREDO_____ State: TX
Zip:	78041 1900 Country: __	Zip:	780411900 Country: __
Phone:	956-326-2355 FAX: 956-326-2349	Phone:	956-326-2148 FAX: 956-326-2159
Text codes: _____			
_____			
Additional _____			
Text Lines: _____			
_____			
_____			
More text lines: _			
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---			
Hmenu Help EHelp Next Notes			

## BASIC STEPS

- Advance to Screen 251.
- Type your requisition number on the Action Line and press <ENTER> to display existing information, if any.
- Enter a valid address number, <001 and 002> which will give you the address where the requested items should be delivered as well as the address where the invoice should be mailed.
- Press <ENTER> to record the information.

## Additional Functions

**PF5**  
**Next**

**Next**  
Advances to the next screen (Screen 254), for entering additional line item information.

**PF9**  
**Notes**

**Notes**  
Used to enter free-form notes about the requisition. **Note:** These are on-line reference notes regarding the document. They will not be printed.

# Create/Modify Requisition Line Items

Entering item information is perhaps the most important step in the process of creating your requisition. It is here, on Screen 254, that you provide information about the items you are requesting for purchase. Each individual line item for the requisition must be entered separately. You may input up to 900 different lines for a single requisition. You must specify the unit price, the description, and provide a list of all accounts responsible for payment for each of the items requested.

## Screen 254 - Requisition Line Item Create/Modify

```

254 Req. Line Item Create/Modify                                04/16/10 16:00
                                                                FY 2010 CC 16
Screen:  ___ Doc: R001078 Item:  __1.0
                                                                Estimated
                                                                Unit Price
Quantity UOM      _____ 5.5000      Extended Price
      _____ 500.00 EA _____ 2750.00

Commodity: _____ Proc Cd: _ Cost Ref 1: _____ 2: _____ 3: _____
Part Nbr:  _____ Desc: Jerzee 100% cotton adult pre-shrunk t-shirts_
                               with white imprint on front and back._____
                               5.6 ounce; two-needle coverstiched on front_
                               neck; shoulder to shoulder taping._____
                               ***MORE LINES ON SCREEN 255 OR***
FY  CC  ---- Account ---- Pct.  Amt $      CONTINUED
2010 16  210064 00000 4080  _____ 1375.00 _____
2010 16  210007 00000 4080  _100_ _____
_____ _____ _____ _____ _____
_____ _____ _____ _____ _____

More Desc (Y/N): Y_ More Items (Y/N): _ Print Line: _ Item Deleted:
N
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
    
```

Sometimes there is not enough space to type in the whole description for the items you have entered on Screen 254. When this happens, you may have to use Screen 255 to add more information. Screen 255 can hold up to ninety-nine additional lines of text about your line item. Any text you enter on this screen will appear on the purchase order when printed.

**Please Note:** You have to be careful entering text on this screen, as there is no wrap around feature. This means that you may accidentally split a word between two lines. However, pressing the (TAB) key will take you to the start of the next line and will help you avoid splitting any of your words.

```

255 Req. Item Description                                04/19/10 09:26
                                                                FY 2010 CC 16
Screen:  ___ Doc: R001078 Item:  __1.0
                                                                Position at line:  ___ of 19
                                                                Page (F/B/E): F
Line      Description
1         Jerzee 100% cotton adult pre-shrunk t-shirts_
2         with white imprint on front and back._____
3         5.6 ounce; two-needle coverstiched on front_
4         neck; shoulder to shoulder taping._____
5         Front:_____
6         Texas A&M International University_____
7         Dusty Camp_____
8         New Student Orientation_____
9         Back:_____
10        TAMIU_____
11        Class of 2014_____
12        The Traditions Start Here_____
13        Imprint area size is 12" wide by 8" tall_____
14        Sizes are as follows:_____
15        500 -small_____
16        300 -medium_____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---

Hmenu Help  EHelp  ENTER FOR MORE LINES UP TO 99 LINES
    
```

## Create/Modify Requisition Line Items (Cont'd)

```

255 Req. Item Description                                04/19/10 10:01
                                                    FY 2010 CC 16
Screen: ___ Doc: R001078 Item: __1.0
                                                    Position at line: ___ of 19
                                                    Page (F/B/E): F
Line      Description
16      300 -medium_____
17      140 -large_____
18      50 -Xlarge_____
19      10 -XXlarge_____
20      _____
21      _____
22      _____
23      _____
24      _____
25      _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11--PF12--
      Hmenu Help  EHelp
  
```

### BASIC STEPS

- Advance to Screen 254.**
- Type a valid requisition number in the Action Line.
- Press <ENTER> to display existing line item information.
- Type the quantity you are requesting, the unit of measure, the unit price, the commodity code, and the line item description.
- Type the account number(s) and object code(s).
- Enter either a percentage or a dollar amount to be paid by the account. Do NOT enter both a percentage and a dollar amount.
- Type additional data in the available fields, as desired.
- Press <ENTER> to record the line item information.

### IF ADDITIONAL LINES ARE NEEDED:

- Advance to Screen 255.**
- Type a valid requisition number in the Action Line.
- Press <ENTER> to display existing requisition text.
- Add or modify requisition text in the available fields, as desired.
- Press <ENTER> to record the information.

### Screen Information

- Position at line \_\_\_ of \_\_\_:      3 digits  
Indicate which line of text should be positioned at the top of the screen.
- Line:      3 digits  
Specifies a line number of the description.
- Description:      99 lines (45 characters each)  
Type a complete description of your line item.  
Note: There is no word wrap feature.
- Page (F/B/E):      1 character  
Signify whether to scroll forward (F) or backward (B) through text lines or end (E) the editing session and advance to the next required requisition screen.

# REQUISITION LINE ITEM PROCESS

## Line Item Entry

Documents may have up to 500.0 items. The item number will default to **1.0** when the document is being created. FAMIS automatically increments the item number by one for each additional item you need to enter on the document. Use the decimal position of the item number to represent a **text only** item for the document.

## Multiple Accounts

When payment of an item is split across several accounts, each account must be entered separately for that item. Up to 40 accounts may be specified for a single item. Press PF11 to access the multi-account pop-up window where additional accounts may be entered.

Payment by an account may be specified either by dollar amount or percentage of the line item balance. Either the percentage of the line item balance or the amount paid by each account must be entered to process the line item information. The total percentage amounts must equal 100%. It is recommended that percentage be used rather than dollar amounts. If any dollar amount is specified for an account, these amounts are subtracted from the extended price and the percentages are applied to the remaining balance to calculate each account total.

## FIELD DESCRIPTIONS

### Action Line

<b>Doc:</b>	7 character/digits Identify the <u>requisition document number</u> to add or modify line item information.	<b>Entry Required</b>
<b>Item:</b>	4 digits Enter the <u>item number</u> to be created or modified	<b>Entry Required</b>

### Screen Information

<b>Quantity:</b>	10 digits Indicate the <u>purchase quantity</u> of the specified line item.	<b>Entry Required</b>
<b>UOM:</b>	4 characters ? Help Available Identify the <u>Unit of Measure</u> for the specified line item to be printed on the requisition.	<b>Entry Required</b>
<b>Estimated Unit Price:</b>	16 digits Include the <u>estimated dollar amount</u> to be paid per unit of measure.	<b>Entry Required</b>
<b>Extended Price:</b>	16 digits Displays the <u>total item amount</u> as calculated by the system.	
<b>Proc Cd:</b>	1 character ? Help Available Indicate if the item needs <u>special processing</u> (i.e.: vendor discount, trade in, no charge).	

# FIELD DESCRIPTIONS (CONT'D)

<b>Desc:</b>	4 lines (45 characters each) Identify a detailed <u>description</u> of the specified line item.	<b>Entry Required</b>
<b>Account:</b>	15 digits Identify the <u>account</u> (subsidiary ledger + support account + object code) responsible for payment.	<b>Entry Required</b>
<b>Pct.:</b>	6 digits Specify the <u>percentage</u> of the total dollar amount of the line item to be paid by the specified account.	<b>Entry Required</b>
<b>Amt \$:</b>	14 digits Indicate the dollar <u>amount to be paid</u> by e specified account. If a percentage was not specified in the previous field, then the dollar amount to be paid will be required.	
<b>More Desc (Y/N):</b>	1 character Indicate whether or not ('Y' or 'N') <u>additional lines of description</u> are needed for the specified line item.	
<b>More Items (Y/N):</b>	1 character Signify whether or not ('Y' or 'N') <u>additional line</u> items are to be processed for the requisition.	

## **Additional Functions**

PF5 Next	Next Used to advance to the <u>next screen</u> .
PF9 Notes	Requisition Notes Used to enter free-form <u>notes</u> about the requisition. <i>Note:</i> These are on-line reference notes and will not be printed.
PF10 CAcct	Copy Account Used to <u>copy account</u> information from the previous item to the current item all dollar amounts are left blank and require either amount or percentage for a new item to be specified.
PF11 MAcct	Multiple Accounts Used to <u>add</u> as many as forty <u>accounts</u> for a specified item.



# Close A Requisition

You should close your requisition after you have entered all of the required information. This prevents further changes from accidentally being made to your requisition. Closing your document will also encumber the funds you have requested to pay for the purchase.

**Please Note:** You may close and reopen your document multiple times in order to make changes, as long as it has not yet entered the routing and approval system of FAMIS.

## Screen 256 - Requisition Document Close

```

256 Requisition Document Close                                04/20/10 10:41
                                                            FY 2010  CC 16

Screen: ___ Doc: R001078

      << Dates >>
Document: 03/10/2010   Cat: RO   User Ref: 120005DKS   St Req:
Start   :              Contact Person:              Ph:   -   -
End     :              Buyer:                          Ph:   -   -
Required:              Research (Y/N): N   Type Funds:   Type Order:
Change  :              No. 00   Last Print Date:
                               Sole Source: N   Emergency: N

Doc Summary: FAMIS TRAINING

Total Amount:          2,750.00   Untransferred Total:          2,750.00

      I n   P r o c e s s

      Close Document?  Y   <enter>

Budget Balance Override: _           Session: 6935DS   Date: 04/20/10
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
                               Hmenu Help  EHelp       Next Item Route           Warns
  
```

After you enter a pop-up box will appear: make sure you put a "Y"

```

+-----+
|                                         |
| Type 'Y' to submit to Routing & Approval: y_<enter> |
| Additional Routing (FYI/FYA) ___         |
|                                         |
+-----+
  
```

```

+-----+
|                                         |
| Multiple depts appear on the document header. |
| Please mark the Dept/SubDept which is to |
| serve as the Creator of the document. |
|                                         |
| Creator   CC   Dept/Sub Dept |
|   x       16   PURC   <enter> |
|   _       16   VPBS |
|                                         |
+-----+
  
```

## BASIC STEPS

- Advance to Screen 256.
- Type a valid requisition number in the Action Line.
- Press <ENTER> to display existing requisition information.
- Set the Close Document: flag to 'Y' and press <ENTER>.
- Indicate whether or not you would like to send the requisition into the routing and approval system of FAMIS
- If all required information has been properly entered, the message "Document closed successfully" will appear in the message line.

## REQUISITION CLOSE PROCESS

### Encumbrance Process

Closing the document generates encumbrances which set aside funds to pay for the requested purchase. All requisitions, except those that set up a blanket order, are encumbered. The encumbrances are established using the 7-digit document ID created when the requisition is entered. The user reference number entered on the header of the requisition will be transferred to the purchase order and the encumbrances. These encumbrances may be viewed on Screens 20, 21, 22, and 26.

## FIELD DESCRIPTIONS

### Action Line

<b>Doc:</b>	7 character/digits Identify the <u>document number</u> selected to be closed.	<b>Entry Required</b>
-------------	--	-----------------------

### Screen Information

<b>Close Document?:</b>	1 character Indicate whether or not ('Y' or 'N') the selected <u>document</u> should be <u>closed</u> .	<b>Entry Required</b>
-------------------------	--	-----------------------

### Additional Functions

<b>PF5 Next</b>	<b>Next</b> Advances to the <u>next screen</u> .
<b>PF6 Item</b>	<b>Item</b> Displays the document inquiry pop-up window to <u>view all items</u> for the document.
<b>PF7 Route</b>	<b>Route Document</b> Sends a closed document into the <u>routing</u> and <u>approval process</u> .
<b>PF12 Warns</b>	<b>Warns</b> Identifies any FAMIS <u>warnings</u> .

# Enter the Sole Source Justification

Requisitions that have been flagged as a sole source purchase will need to have the reason for sole source purchasing recorded. The purpose for the item(s) to be requested, proprietary functions or features, any other companies with similar items, and why they are unsatisfactory will be required on Screen 253. Need for installation and use with other equipment are also indicated on this screen.

If the sole source flag is set to "N" on the document header screens, you will be able to remove the information from this sole source screen. All information must be removed from the screen (including the PF10 pop-up window) or you will receive an error message.

First enter "Y" on screen 250 for sole source; fill out pop-up screen:

```
+-----+
|
|  Enter reason for Sole Source purchase:
|
|  TRADEMARK AND SOLE PROVIDER, NO OTHER____
|  RESELLERS. _____
|
|                                     PF4=Exit
|
+-----+
```

## Screen 253 - Requisition Sole Source

```
253 Req. Sole Source                                04/20/10 12:32
                                                    FY 2010  CC 16

Screen:  ___ Doc: R001078

1) Is this item required for use in: Research?  _  Classroom?  _
                                           Lab?  _  Other?_____
2) List proprietary functions or features. List qualities that are essential
   to accomplish your work.
   _____
   _____
   _____
3) List other companies who manufactures a similar item with similar functions.
   _____
4) Why won't these competing products be satisfactory?
   _____
   _____
5) Will installation be required?  _  (Y/N)
6) Will this item be used with existing equipment?  _  (Y/N)
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp          Next                Notes ExEq <enter>
```

After <entering> a pop up screen will appear to finish sole source information.

```
+-----+
|
|  << Repair / Replacement Information >>
|
|  If this item will be used with existing equipment,
|
|  Is it a repair/replacement part?  _  (Y/N)
|
|  Give Brand and Model number of existing equipment:
|  _____
|
+-----+
```

## BASIC STEPS

- Advance to Screen 253.
- Type a valid requisition number in the Action Line.
- Press <ENTER> to display existing document sole source information.
- Add or modify information for the questions, as applicable.
- Press <ENTER> to record the information.

## FIELD DESCRIPTIONS

### **Action Line**

<b>Doc:</b>	7 character/digits Identify the <u>requisition document number</u> to add or modify sole source justification information.	<b>Entry Required</b>
-------------	---	-----------------------

### **Screen Information**

<b>Is this item required for use in Research?, Classroom?, Lab? Other?</b>	23 characters Identify the area for which the item is <u>required</u> . Type an "X" in the desired field or include information in the Other field.	<b>Entry Required</b>
--	--	-----------------------

<b>List proprietary functions or features.</b>	280 characters Indicate <u>why</u> the item requested is <u>essential</u> to accomplish your work.	<b>Entry Required</b>
--	---	-----------------------

<b>List other companies who manufacture a similar item with similar functions.</b>	140 characters Enter other <u>manufacturers</u> that may be used to purchase the requested item.	
--	---	--

<b>Why won't these competing products be satisfactory?</b>	210 characters Include the <u>reason alternate vendors should not be used</u> for the purchase of the requested item.	
--	--	--

<b>Will installation be required?</b>	1 character Identify whether or not ('Y' or 'N') <u>installation</u> will be <u>required</u> for the requested item.	<b>Entry Required</b>
---------------------------------------	---	-----------------------

<b>Will this item be used with existing equipment?</b>	1 character Indicate whether or not ('Y' or 'N') the requested item will be used in conjunction with <u>existing equipment</u> .	<b>Entry Required</b>
--	---	-----------------------

### **Additional Functions**

<b>PF5 Next</b>	<b>Next</b> Advances to the <u>next screen</u> .
---------------------	---

<b>PF9 Notes</b>	<b>Notes</b> Used to enter on-line <u>notes</u> about the requisition. These will not be printed.
----------------------	--

<b>PF10 ExEq</b>	<b>Existing Equipment</b> Used to enter information about any <u>existing equipment</u> the requested item will be used in conjunction with.
----------------------	---

# Set/Reset Requisition Flags

There are many functions you can perform on your requisition that are just not addressed on the main data entry screens. Some of these functions include reopening your requisition, deleting items from your requisition, or even canceling it all together. You may use Screen 258 to perform these general maintenance functions on your requisition.

## Screen 258 - Requisition Flag Maintenance

```

258 Req. Flag Maintenance      NO VENDOR ON DOCUMENT      09/11/09 14:46
                               FY 2009 CC 02
Screen:      Doc: R900962      I n P r o c e s s

      Cancel / Delete Document: Y

      Freeze Document: N

      Reopen Document: N

      Delete all Items: N

      Delete/Undelete Item:      thru Item:
-----

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp                      Track      Accts Extnd Items Warns
  
```

## BASIC STEPS

- Advance to Screen 258.
- Type a valid requisition number in the Action Line and press <ENTER> to display current requisition flag settings.
- Modify flags as necessary and press <ENTER> to record requisition flag changes.

## FIELD DESCRIPTIONS

### Action Line

**Doc:** 7 character/digits **Entry Required**  
Identify the document number on which flags will be set/re-set.

### Screen information

**Cancel / Delete Document:** 1 character  
Indicate whether or not ('Y' or 'N') the document should be removed from the system.

**Reopen Document:** 1 character  
Specify whether or not ('Y' or 'N') a document that has been closed should be returned to an open status so that additions and modifications may be processed.

## FIELD DESCRIPTIONS (CONT'D)

**Delete/Undelete Item:** 5 digits  
Enter the specific line item, or the first item in a range of items on the requisition you wish to delete.

**thru Item:** 5 digits  
Identify the specific line item, or the last item in a range of items on the requisition you wish to delete. **Note:** If you are only deleting a single line item, place the same number in this field as well as the previous field.

### **Additional Functions**

<b>PF7</b> <b>Track</b>	<b>Track</b> Shows the <u>action taken</u> on a document.
<b>PF9</b> <b>Accts</b>	<b>Accounts</b> Identifies the <u>account(s)</u> used. Press PF5 to see if there is any over budget message displayed.
<b>PF10</b> <b>Extnd</b>	<b>Document Header Extended Information</b> Shows <u>extended</u> information for the document.
<b>PF11</b> <b>Items</b>	<b>Items</b> Displays the line items <u>on the</u> document.
<b>PF12</b> <b>Warns</b>	<b>Warnings</b> Identifies any FAMIS <u>warnings</u> on document.

# Enter Notes On A Requisition

You may have an occasion to make a note about your requisition. For example, you may need to note an alternate contact person for the order or a condition that needs to be addressed before the order can be processed. Screen 259 has been provided for you to enter such notes about your requisition. Using this screen, you may enter as many as ninety-nine lines of notes on an open or a closed requisition.

**Please Note:** Text is entered on this screen without a wrap around feature, so a word may inadvertently be split between two lines. Tabbing will take you to the next available text line.

## Screen 259 - Requisition Note Text

```
259 Req Note Text                                09/11/09 14:49
                                                FY 2009 CC 02
Screen:      Doc: R000995  Item:  0.0   T r a n s f e r r e d
                                                Position at
line: Line      Description
1              >>Note entered 04/22/10 BY KING, KANDY K.
2              Please call me x3459 before issuing a purchase order
3              so I can review the quotes you get.
4              Thank you
5
6
7
8
9
10
11
12

                                                Page (F/B/E): _

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help  EHelp                                Pitem Nitem
```

## BASIC STEPS

- Advance to Screen 259.
- Type a valid requisition number in the Action Line and press <ENTER> to display existing requisition notes, if any.
- Add or modify requisition text in the available fields and press <ENTER> to record the information.

## REQUISITION NOTES ENTRY PROCESS

### Paging Through Text

The F/B/E: field is used to scroll through all of the lines of text added on Screen 259. Entering 'F' will scroll one page forward. Entering 'B' will scroll one page backwards. Entering 'E' will "end" the editing session and take you to the next required requisition screen.

# REQUISITION NOTES ENTRY PROCESS (CONT'D)

## Viewing Requisition Notes

When notes are attached to document items they can be viewed with the NOTES PF Key indicated at the bottom of the screens. The document header and all items that have notes attached will display the word “NOTE” at the top of the screens.

## Header Notes Vs. Item Notes

Using Screen 259, you may enter a note that pertains to the requisition as a whole or you may enter a note that applies only to a selected line item on the requisition. You should use the Item: field on the Action Line to distinguish between line items. To enter a note that pertains to the entire requisition, enter a line item number of zero (0.00).

## FIELD DESCRIPTIONS

### Action Line

<b>Doc:</b>	7 character/digits Identify the <u>requisition document number</u> to which you want to add notes.	<b>Entry Required</b>
<b>Item:</b>	4 digits Indicate the item <u>number to attach</u> the note.	

### Screen Information

<b>Position at line __:</b>	3 digits Identify which line of <u>text should be positioned at the top</u> of the screen.
<b>Line:</b>	3 digits Specifies a particular line <u>number of the note</u> you have entered.
<b>Description:</b>	99 lines (45 characters each) Provides an area for you to enter your <u>requisition notes</u> . <b>Note:</b> There is no word wrap feature.
<b>Page (F/B/E):</b>	1 character Signify whether to scroll <u>forward</u> (F) or <u>backward</u> (B) through text lines or <u>end</u> (E) the editing session and advance to the next required requisition screen.

### Additional Functions

<b>PF7</b> <b>PIItem</b>	<b>Previous Item</b> Allows you to back up to the <u>previous line item</u> .
<b>PF8</b> <b>NIItem</b>	<b>Next Item</b> Allows you to advance to the <u>next line item</u> .



# Copy A Document To A Requisition

You may find it beneficial to copy or transfer frequently purchased items (i.e. general supplies) from existing documents to requisitions. Screen 247 allows you to retrieve a purchasing document previously entered and copy or transfer its line items to an existing or newly created requisition.

## Screen 247 - Copy Documents to Requisition

```

247 Copy Documents - to Requisition                                04/21/10 15:50
                                                                FY 2010 CC 16
Screen:  ___ Doc: P000700 Item:  _____ From Vendor: HOBART CORPORATION
                                                                From Doc FY: 2010
New   Doc: R0_____ FY: 2010   Cat.: RO   Dt: _____
or
Existing Doc: _____
-----
Header Screen:  _

Func Item  ----- Desc -----  Quantity  Unit Price  UOM  Ext. Price  Proc
c   1.0  This is for the A           4.00      110.9400  EA   443.76     T
c   2.0  Model: 2-JS-CLEVN           1.00      112.8400  EA   112.84     M
c   3.0  Model: X4TS-CLEVND           1.00      160.1600  EA   160.16     D
c_  4.0  Model: FMH250-FRYM             2.00      193.8400  EA   387.68     N
c_  5.0  Model: FMH122S                 2.00      184.1600  EA   368.32     T
c_  6.0  Model: A200                    1.00       29.0000  EA    29.00     T
c_  7.0  Model: 84186-1                 1.00       44.5000  EA    44.50     T
c_  8.0  Model: 2612                     1.00       47.6600  EA    47.66     T
c_  9.0  Model: C-13-HATCO             1.00       46.0000  EA    46.00     T
c  10.0 Model: 536TG-STAR            1.00       69.8400  EA    69.84
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
Hmenu Help  EHelp                                           AdDpt
  
```

## BASIC STEPS

### Copy Items to a New Requisition

- Advance to Screen 247.
- Type a valid document number in the Action Line and press <ENTER>.
- Type a valid requisition prefix followed by a zero (0) in the Doc: field and a valid category in the Cat: field.
- Press <ENTER> to view a list of line items available for copy.
- Type a valid function code next to all line items you want to copy and press <ENTER> to copy the items and create the new requisition number.

### Copy/Transfer Requisition Items to an Existing Requisition

- Advance to Screen 247.
- Type a valid document number in the Action Line and press <ENTER>.
- Type a valid requisition number in the Doc: field and press <ENTER> to view a list of line items available for copy.
- Type a valid function code next to all line items you want to copy.
- Press <ENTER> to copy the selected items.

# REQUISITION COPY/TRANSFER PROCESS

## Transfer/Copy Functions

There are two distinct functions on this screen. Function “C” allows a line item to be copied to either an existing document or create a new document for the item. Function “T” allows a line item to be transferred to an existing document or create a new document for the item

When an item is transferred, the transfer is noted in the document tracking system. The encumbrances created for the source document will be liquidated when the “To” document is closed. After transferring, items on the source document cannot be updated. Once a line item has been transferred, it will be marked with an “X” in the “Proc. Cd” column and can only be copied to other documents.

Items that are copied are not tracked and encumbrances for the source document are not liquidated. Copying an item does not affect the ability to update the source item. Only requisitions may be created by this screen.

## FIELD DESCRIPTIONS

### Action Line

<b>Doc:</b>	7 character/digits Enter the desired <u>requisition document</u> number.	<b>Entry Required</b>
<b>Item:</b>	4 digits Indicate the item <u>number to position</u> on the first line of the display.	
<b>From Vendor:</b>	25 characters Provides the <u>name of the vendor</u> from which the items were originally purchased.	
<b>From Doc FY:</b>	4 digits Identifies the <u>fiscal year</u> in which the original purchase <u>document</u> was <u>created</u> .	
<b>New Doc:</b>	7 character/digits Identify the <u>document</u> prefix followed by a <b>zero</b> (0) that instructs FAMIS to automatically assign a new <u>requisition number</u> .	<b>Entry Required</b>
<b>or</b>		
<b>Existing Doc:</b>	7 character/digits Include the <u>existing requisition number you wish to copy items to</u> .	
<b>FY:</b>	4 digits Indicate the <u>fiscal year</u> items are <u>purchased</u> in. The default is the current system fiscal year.	<b>Entry Required</b>
<b>Cat.:</b>	2 characters <b>? Help Available</b> Enter the document <u>category</u> that defines the accounting and receiving characteristics.	<b>Entry Required</b>
<b>Dt:</b>	8 digits Indicates the <u>date</u> the new requisition or purchase order is <u>created</u> . <b>Will default to the current system date if left blank.</b>	

# FIELD DESCRIPTIONS (CONT'D)

## Screen information

<b>Header Screen:</b>	1 character Type 'Y' if the system should advance to <u>header</u> of the new document after line items are copied.
<b>Func:</b>	1 character <b>? Help Available</b> Identify the function to be taken: items <u>should be copied</u> (C) from the source document to the new or existing document specified or leave blank if no action to be taken.
<b>Item:</b>	5 digits Indicates the item <u>number</u> to be copied.
<b>Desc:</b>	20 characters Shows a short <u>description of the line item</u> .
<b>Quantity:</b>	9 digits Identifies the purchase <u>quantity</u> of the line item.
<b>Unit Price:</b>	11 digits Indicates the line item <u>price per unit</u> of measure.
<b>UOM:</b>	3 characters Shows the <u>Unit of Measure</u> for the line item.
<b>Ext. Price:</b>	12 digits Reflects the total <u>extended price</u> of the item, as computed by the system.
<b>Proc Cd:</b>	1 character Indicates if the processing code for the <u>requisition</u> , if the requisition needs special processing or if it has been transferred to a Purchase Order.

## Additional Functions

<b>PF 11 AdDpt</b>	<b>Additional Departments</b> Allows the <u>addition</u> of 10 extra <u>departments</u> /sub- departments that will have approval and accounts on this document.
------------------------	---

# Document Inquiry Basic Concepts

## Inquiry Access

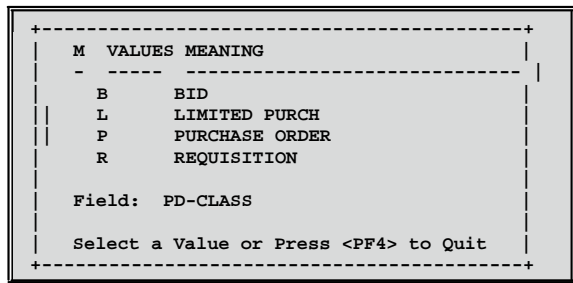
Access to any particular document depends on a number of factors. For example, your user security must match certain data on the document you wish to view in order for it to be displayed on the screen. With the exception of TAMU, most users will only be able to access documents for their individual department.

## Positioning the Display

Several document inquiry screens allow you to position a particular document at the top of the inquiry screen. This is accomplished by entering as much information on the Action Line as possible. For example, entering a particular document number on the Action Line of Screen 280 will display that document on the first informational line of the listing.

## Document Classes

Classes are used to group documents by function. Placing a question mark (?) in the Class: field and pressing <ENTER> will access a pop-up window with a complete listing of valid document classes. Type an 'X' next to the desired class and press <ENTER> to return to the document inquiry screen. Press PF4 to return to the inquiry screen without selecting a document class. Valid values are:



M	VALUES	MEANING
B	BID	
L	LIMITED PURCH	
P	PURCHASE ORDER	
R	REQUISITION	

Field: PD-CLASS

Select a Value or Press <PF4> to Quit

## Using the PF Keys

The PF keys are used to provide additional information about a particular document. In order to view information about a document using the PF keys, you must first select it for display. To select a document, move the cursor to the desired line by tabbing or by using your arrow keys. Then press the PF keys to display additional information as desired.

# Document Browse

Screen 280 is a useful screen that displays all purchasing documents created, and shows the status in the routing and approval process. Users may limit the selection displayed by typing a document class type in the Class: field. For example, if you want to view only Limited Purchase documents, type 'L' in this field.

PF keys have been added to the bottom of this screen to provide additional information about each document.

## Screen 280 - Document Browse

280 Document Browse										09/11/09 3:06PM	
Screen: ___ Class: L Doc: L000125										FY 2010 CC 02	
S	C	N									
L	L	T	Doc	Vendor	Name	Date	User Ref	Buy	Amount	St	
-	L		L000125	APPLIED	BIOLOGY	08/26/09	210930-00000		205.00	CL	
-	L		L000126	ALLIED	GLASS	08/26/09	270860-09100		165.00	CL	
-	L		L000127	AMERICAN	PEPTIDES	08/26/09	210930-00000		75.00	CO	
-	L		L000128	MCMILLAN-CANE	SUPP	08/26/09	270860-09100		60.11	CO	
-	L		L000129	D W	MEDICAL SUPPL	08/26/09	225360-32501		58.82	CO	
-	L		L000130	SETON-ALDERS	INC	08/26/09	225360-32501		158.63	CO	
-	L		L000131	AVANTAGE	LIPIDS	08/26/09	225360-32501		300.00	CL	
-	L		L000132	ELLINGTON	ADHESIVE	08/26/09	225360-32502		103.20	CO	
-	L		L000133	INSULATORS	INC	08/18/09	270490-0000			IP	
-	L		L000134	DALE	MARKETING LP	08/28/09	270490-0015		59.98	CL	
-	L		L000135	ROGERS	DIAGNOSTICS	08/26/09	200520-00012		550.85	CL	
-	L		L000136	DALE	COMPUTERS	08/28/09	270490-0000			IP	
-	L *		L000137	SEQUEL	SYSTEMS	08/26/09	270300-10064		764.00	CO	

More Entries - Press <ENTER> to continue

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---F11---PF12---

Hmenu Help EHelp Invc Recv Audit Accts PIP Headr Items Track

## BASIC STEPS

- Advance to Screen 280.
- Type a valid document class in the Class: field on the Action Line.
- Press <ENTER> to view a complete list of all documents for the specified class.
- Type an 'X' in the SL: (select) column to the left of a document to advance to Screen 278, where detailed document information will be displayed.

## FIELD DESCRIPTIONS

### Action Line

**Class:** 1 character ? Help Available  
 Enter the class of document to inquire on. The system will default the search to the first defined class.

**Doc:** 7 character/digits  
 Identify the first document number to be displayed.

## FIELD DESCRIPTIONS (CONT'D)

### Screen Information

<b>SL:</b>	Type an 'X' to <u>select a document</u> for display on Screen 278.
<b>CL:</b>	1 character Identifies the <u>class of the document</u> : requisition (R), purchase order (P), master order (M), bid (B), exempt purchase (E), or limited purchase (L).
<b>NT:</b>	1 character An asterisk (*) indicates whether or not <u>notes</u> are <u>attached</u> to the document.
<b>Doc:</b>	7 character/digits Identifies <u>document numbers</u> for the class of document specified.
<b>Vendor Name:</b>	18 characters Identifies the <u>vendor name</u> .
<b>Date:</b>	6 digits Indicates the <u>date</u> the document was <u>set-up</u> on the system.
<b>User Ref:</b>	14 digits/characters Displays the <u>user reference</u> which is used to indicate the subsidiary ledger (SL) account number used for the order followed by the departmental reference number.
<b>Buy:</b>	3 characters Displays the initials of <u>the buyer for the document</u> , as defined by the system.
<b>Amount:</b>	10 digits Indicates the <u>total dollar amount</u> of all line items for the document.
<b>St:</b>	3 characters Indicates the <u>status of the specified document</u> . Common document status codes include: CL = Closed CO = Completed FR = Frozen IP = In Process TR = Transferred PRT = Printed DL = Deleted

## FIELD DESCRIPTIONS (CONT'D)

### Additional Functions

#### PF KEYS

<b>PF 5</b> <b>Invc</b>	<b>Invoice</b> Used to view the invoice <u>details</u> .
<b>PF 6</b> <b>Recv</b>	<b>Receive</b> View the <u>receiving</u> information associated with the selected document.
<b>PF 7</b> <b>Audit</b>	<b>Audit Information</b> View the <u>audit information</u> for the selected document.
<b>PF 8</b> <b>Accts</b>	<b>Accounts</b> Shows the <u>account distribution</u> used for the document selected.
<b>PF9</b> <b>PIP</b>	<b>PIP</b> Shows the <u>PIP documents</u> .
<b>PF 10</b> <b>Headr</b>	<b>Header</b> Shows the <u>document header</u> information that was entered when the document was created.
<b>PF 11</b> <b>Items</b>	<b>Items</b> Lists the line item <u>information</u> for the document.
<b>PF 12</b> <b>Track</b>	<b>Track</b> Allows you to <u>track</u> the <u>routing history</u> of the selected document.

# Document Browse By Department

Browsing information on requisitions and purchase orders by the department and sub-department is accomplished using Screen 281. This screen displays those documents that are currently incomplete (have not been paid) by default. However, you can also specify that only completed documents are displayed.

## Screen 281 - Document Browse By Dept/SubDept

281 Document Browse By Dept/SubDept										09/11/09 3:08PM	
Screen: Dept: CHEM_ SubDept:										FY 2010 CC 02	
										Class: P Doc: P901712	
										Completed Docs: N	
P U R C H A S E O R D E R											
S	C	N	Doc	Buy	Vendor Name	Date	S-Dept	Amount	St		
-	-	-	-	-	-	-	-	-	-		
-	P	*	P901712	PKP	DUNAWAY STOCK SUPPLIES	12/03/08			DL		
-	P	*	P902269	MEY	XERON CORP	01/13/09		3,211.92	PRT		
-	P	*	P902375	AGC	VTR INTERNATIONAL	01/21/09			DL		
-	P	*	P902615	SAP	VTR INTERNATIONAL INC	02/03/09		51,707.88	PRT		
-	P	*	P902961	SAP	VTR INTERNATIONAL INC	02/20/09		2,378.38	PRT		
-	P	*	P903168	VJE	XERON CORP	03/04/09			DL		
-	P	*	P903210	MEY	XERON CORP	03/05/09		38,402.18	PRT		
-	P	*	P903212	MEY	XERON CORPORATION	03/05/09		15,456.00	PRT		
-	P	*	P903213	MEY	XERON CORPORATION	03/05/09		10,408.68	PRT		
-	P	*	P905045	LPS	UNIVERSAL WINDOWS	06/24/09		12,149.10	PRT		
-	P	*	P905073	MEY	XERON CORP	06/24/09		7,933.68	PRT		
-	P	*	P905119	MEY	XERON CORPORATION	06/25/09		6,116.76	PRT		
More Entries - Press <Enter> to continue											
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---											
Hmenu Help EHelp Invc Recv Audit Accts PIP Headr Items Track											

## BASIC STEPS

- Advance to Screen 281.
- Type a valid department code in the Dept: field on the Action Line.
- Type additional data in the available fields, if desired, and press <ENTER> to view a complete list of all documents for the specified department.
- Type an 'X' in the SL: (select) column to the left of a document to advance to Screen 278, where detailed document information will be displayed.

## FIELD DESCRIPTIONS

### Action Line

<b>Dept:</b>	5 characters	<b>? Help Available</b>	<b>Entry Required</b>
	Identify the <u>department</u> for which you want to browse documents.		
<b>SubDept:</b>	5 characters		
	Indicate the <u>sub-department</u> to be included in the display.		
<b>Class:</b>	1 character	<b>? Help Available</b>	
	Enter the <u>class of document</u> to inquire on.		
<b>Doc:</b>	7 character/digits		
	Identify the first <u>document number</u> to be displayed.		
<b>Completed Docs:</b>	1 character		
	Enter 'Y' to include <u>completed documents</u> in the display.		



## FIELD DESCRIPTIONS (CONT'D)

### Screen Information

<b>SL:</b>	1 character Type an 'X' to <u>select</u> a <u>document</u> for display on Screen 278.
<b>CL:</b>	1 character Identifies the <u>class of the document</u> : requisition (R), purchase order (P), master order (M), bid (B), exempt purchase (E), or limited purchase (L).
<b>NT:</b>	1 character An asterisk (*) indicates <u>notes</u> are <u>attached</u> to the document.
<b>Doc:</b>	7 character/digits Identifies <u>document numbers</u> for the class of document specified.
<b>Buy:</b>	3 characters Displays the initials of <u>the buyer for the document</u> , as defined by the system.
<b>Vendor Name:</b>	18 characters Identifies the <u>vendor's name</u> .
<b>Date:</b>	6 digits Indicates the <u>date</u> the document was <u>set-up</u> on the system.
<b>S-Dept:</b>	5 characters Identifies the <u>sub-department</u> on the document.
<b>Amount:</b>	10 digits Shows the <u>total dollar amount</u> of all line items for the document.
<b>St:</b>	3 characters Indicates the <u>status of the specified document</u> . Common document status codes include: completed (CO), closed (CL), and in process (IP).

### Additional Functions

<b>PF 5 Invc</b>	<b>Invoice</b> Used to view the invoice <u>details</u> .
<b>PF 6 Recv</b>	<b>Receive</b> View the <u>receiving</u> information associated with the selected document.
<b>PF 7 Audit</b>	<b>Audit Information</b> View the <u>audit information</u> for the selected document.
<b>PF 8 Accts</b>	<b>Accounts</b> Shows the <u>account distribution</u> used for the document selected.
<b>PF9 PIP</b>	<b>PIP</b> Shows the <u>PIP documents</u> .
<b>PF 10 Headr</b>	<b>Header</b> Shows the <u>document header</u> information that was entered when the document was created.
<b>PF 11 Items</b>	<b>Items</b> Lists the line item <u>information</u> for the document.
<b>PF 12 Track</b>	<b>Track</b> Allows you to <u>track</u> the <u>routing history</u> of the selected document.

# Document Browse By Account

FAMIS allows you to browse through purchase documents, sorted by their buying account, fiscal year, and campus code using Screen 282. This screen automatically displays incomplete documents (those that have not been paid).

If you wish to view all completed documents, type "Y" in the Completed Docs: field.

## Screen 282 - Document Browse by Account

282 Document Browse By Account							04/22/10 3:15PM
Screen: _____		Class: R	Acct: 120005 00000	Acct CC: 16	Acct FY: 2010	FY 2010 CC 02	
							Doc: _____
							Completed Docs: N
S C N	Supp	R E Q U I S I T I O N					
L L T	Doc	Acct	Vendor Name	Date	User Ref	Amount	St
-	R *	R000294	00000		04/14/10	144013-M008	68,915.00 TR
-	R	R804676	00000		07/03/08	144013-99999	DL

Enter--PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--  
Hmenu Help EHlp Invc Recv Audit Accts PIP Headr Items Track

### BASIC STEPS

- Advance to Screen 282.
- Type a valid document class and account number on the Action Line.
- Type additional data in the available fields, if desired, and press <ENTER> to view a complete list of all documents for the specified account and document class.
- Type an 'X' in the SL: (select) column to the left of a document to advance to Screen 278, where detailed document information will be displayed.

### FIELD DESCRIPTIONS

#### Action Line

Class:	1 character	<b>? Help Available</b>	
	Identify the <u>class of document</u> to inquire on.		
Acct:	11 digits		<b>Entry Required</b>
	Enter the <u>account number</u> for the documents to be displayed.		
Acct CC:	2 characters		<b>Entry Required</b>
	Indicate the campus code for the account purchasing the items. This will default to the current campus code if not otherwise specified.		
Acct FY:	4 digits		<b>Entry Required</b>
	Identify the fiscal year for the documents to be displayed. This will default to the current fiscal year unless otherwise specified.		
Doc:	7 character/digits		
	Type the first document number to be displayed at the top.		
Completed Docs:	1 character		
	Enter 'Y' to include <u>completed documents</u> in the display.		
Acct CC:	2 characters		<b>Entry Required</b>
	Indicate the <u>campus code</u> for the <u>account</u> purchasing the items. This will default to the current campus code if not otherwise specified.		

## FIELD DESCRIPTIONS (CONT'D)

Acct FY:	4 digits Identify the <u>fiscal year</u> for the documents to be displayed. This will default to the current fiscal year unless otherwise specified.	<b>Entry Required</b>
Doc:	7 character/digits Type the <u>first document number</u> to be displayed at the top.	
Completed Docs:	1 character Enter 'Y' to include <u>completed documents</u> in the display.	

### **Screen Information**

SL:	1 character Type an 'X' to <u>select</u> a <u>document</u> for display on Screen 278.	
CL:	1 character Identifies the <u>class of the document</u> : requisition (R) purchase order (P) Bid (B), or limited purchase (L).	
NT:	1 character An asterisk (*) indicates <u>notes</u> are <u>attached</u> to the document.	
Doc:	7 character/digits Identifies <u>document numbers</u> for the class of document specified.	
Supp Acct:	5 digits Identifies the <u>Support Account</u> purchasing the items.	
Vendor Name:	16 characters Identifies the <u>vendor name</u> .	
Date:	6 digits Indicates the <u>date</u> the document was <u>set-up</u> on the system.	
User Ref:	14 digits/characters Shows the <u>user reference</u> which is used to indicate the subsidiary ledger (SL) account number used for the order followed by the departmental reference number.	
Amount:	8 digits Indicates the <u>total dollar amount</u> of all line items for the document.	
St:	3 characters Shows the <u>status of the specified document</u> : completed (CO), closed (CL) or in process (IP).	

### **Additional Functions**

PF 5 Invc	<b>Invoice</b> Used to view the invoice details.
PF 6 Recv	<b>Receive</b> View the <u>receiving</u> information associated with the selected document.
PF 7 Audit	<b>Audit Information</b> View the <u>audit information</u> for the selected document.
PF 8 Accts	<b>Accounts</b> Shows the <u>account distribution</u> used for the document selected.
PF9 PIP	<b>PIP</b> Shows the <u>PIP documents</u> .
PF 10 Headr	<b>Header</b> Shows the <u>document header</u> information that was entered when the document was created.
PF 11 Items	<b>Items</b> Lists the line item <u>information</u> for the document.
PF 12 Track	<b>Track</b> Allows you to <u>track</u> the <u>routing history</u> of the selected document.

# Document Browse By User Reference

The user reference field is used to group documents by account. The first six digits typically represent the subsidiary ledger account number that will be charged for the purchase(s). This is generally followed by a hyphen and the departmental reference number, assigned to uniquely identify the document.

The user reference number may be used to trace purchase documents from requisition to payment. You may browse purchasing documents on-line, sorted by their user reference number using Screen 284.

## Screen 284 - Document Browse by User Reference (Panel 1)

284 Document Browse By User Ref							04/26/10 11:18AM	
Screen: ___ User Ref.: 120005DKS_____							FY 2010 CC 16	
Include: Only Class: _								
S C N								
L L T	User Ref	Doc	Vendor Name	Date	Buy	Amount	St	
- L	120005-DKS	L001328		12/17/09			DL	
- L	120005-DKS	L600086	GMA STITCHES	09/20/05			DL	
- L	120005-DKS	L901416		06/30/09			DL	
- L	120005-DKS	L902218		08/14/09			IP	
- P	120005-DKS	P000001	XEROX CORPORATIO	08/10/09	DKS	3,412.32	CL	
- P	120005-DKS	P000002	XEROX CORPORATIO	08/10/09	DKS	2,044.56	CL	
- P	120005-DKS	P000003	XEROX CORPORATIO	08/10/09	DKS	2,637.84	CL	
- P	120005-DKS	P000004	XEROX CORPORATIO	08/10/09	DKS	2,044.56	CL	
- P *	120005-DKS	P000005	XEROX CORPORATIO	08/10/09	DKS	3,137.52	CL	
- P	120005-DKS	P000006	XEROX CORPORATIO	08/10/09	DKS	2,143.80	CL	
- P	120005-DKS	P000007	XEROX CORPORATIO	08/10/09	DKS	4,476.48	CL	
- P	120005-DKS	P000008	XEROX CORPORATIO	08/10/09	DKS	2,044.56	CL	
- P	120005-DKS	P000009	XEROX CORPORATIO	08/10/09	DKS	775.80	CL	

More Entries - Press <Enter> to continue

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---  
Hmenu Help EHelp Invc Recv Audit Accts PIP Headr Items Track

## BASIC STEPS

- Advance to Screen 284.
- Type a valid user reference on the Action Line, if desired, and press <ENTER> to view a complete list of all documents.
- Type an 'X' in the SL: (select) column to the left of a document to advance to Screen 278, where detailed document information will be displayed.

## FIELD DESCRIPTIONS

### Action Line

- User Ref:** 14 digits/characters  
Identify the user reference number to be displayed at the top of the list.
- Include:** 1 character **? Help Available**
- Only Class:** Enter the class of document to inquire on.

### Screen Information

- SL:** 1 character  
Type an 'X' to select a document for display on Screen 278.
- CL:** 1 character  
Identifies the class of the document: requisition (R), purchase order (P), bid (B) or limited purchase (L).

## FIELD DESCRIPTIONS (CONT'D)

<b>NT:</b>	1 character An asterisk (*) indicates <u>notes</u> are <u>attached</u> to the document.
<b>User Ref:</b>	14 digits/characters Displays the <u>user reference</u> that is used to indicate the subsidiary ledger (SL) account number used for the order followed by the departmental reference number.
<b>Doc:</b>	7 character/digits Identifies <u>document</u> numbers for the class of document specified.
<b>Vendor Name:</b>	16 characters Identifies the <u>vendor name</u> .
<b>Date:</b>	6 digits Indicates the <u>date</u> the document was <u>set-up</u> on the system.
<b>Buy:</b>	3 characters Displays the initials of the <u>buyer for the document</u> .
<b>Amount:</b>	13 digits Indicates the <u>total dollar amount</u> of all line items for the document.

### Additional Functions

<b>PF 5 Invc</b>	<b>Invoice</b> Used to view the invoice details.
<b>PF 6 Recv</b>	<b>Receive</b> View the <u>receiving</u> information associated with the selected document.
<b>PF 7 Audit</b>	<b>Audit Information</b> View the <u>audit information</u> for the selected document.
<b>PF 8 Accts</b>	<b>Accounts</b> Shows the <u>account distribution</u> used for the document selected.
<b>PF9 PIP</b>	<b>PIP</b> Shows the <u>PIP documents</u> .
<b>PF 10 Headr</b>	<b>Header</b> Shows the <u>document header</u> information that was entered when the document was created.
<b>PF 11 Items</b>	<b>Items</b> Lists the line item <u>information</u> for the document.
<b>PF 12 Track</b>	<b>Track</b> Allows you to <u>track</u> the <u>routing history</u> of the selected document.

# Document Browse By Vendor

To find a document when the best information you have available is the name of the vendor, use Screen 285. This is a good choice when a vendor calls for information about a purchase. This screen automatically displays incomplete documents (those that have not been paid).

To view completed documents, type "Y" in the Completed Docs: field.

## Screen 285 - Document Browse by Vendor

Screen: ____		P D MORRISON ENTERPRISES INC DBA*PD				FY 2010 CC 16	
Vendor: lvvvvvvvvv0		Class: P		Doc: P_____		Completed Docs: Y	
						All Mail Codes: Y	
S C N	M First	P U R C H A S E O R D E R					
L L T	Doc	C Dept	Doc Summary	Buy Date	User Ref	Amount	St
- P	P000106	0 DCHP	MICROSOFT W	EG 09/07/09	130713-HC	89.99	CO
- P	P600265	0 DONG	STORAGE CAB	DKS 09/30/05	530069-MEL	245.77	CO
- P *	P600290	0 AVPS	EXTERNAL ZI	PND 10/03/05	420206-TS	149.99	CO
- P	P600420	0 STFA	PDME SUPPLY	EG 10/12/05	300140-MLE	2486.66	CO
- P	P600877	0 REGR	BELKIN COMB	EG 11/22/05	137002-AG	9.99	CO
- P	P601175	0 SECS	ASAP-TRANSP	DKS 01/10/06	130704-JKS	86.13	CO
- P	P601307	0 OGDS	CRISTINA HD	PND 01/27/06	141037-VAM	280.86	CO
- P *	P602494	0 DEED	TARGUS GRAV	PND 06/08/06	420224-GGV	3200.00	CO
- P	P602776	0 DINP	SHREDDER	PND 07/05/06	210206-IA	1199.99	CO
- P *	P603273	0 OGDS	OGSR-SHREDD	PND 08/18/06	141037-VAM	451.97	CO
- P	P603401	0 DBIC	EQUIPMENT/L	DKS 08/30/06	130737-IS	1494.54	CO
- P	P700676	0 DBIC	EQUIPMENT/R	EG 11/08/06	420051-IS	194.99	CO
- P *	P701108	0 DEFS	PAYMENT FOR	EG 12/13/06	130712-MRJ	686.03	CO

More Entries - Press <Enter> to continue

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---  
Hmenu Help EHelp Invc Recv Audit Accts PIP Headr Items Track

## BASIC STEPS

- Advance to Screen 285.
- Type the vendor identification number or name and document class on the Action Line.
- Type additional data in the available fields, as desired.
- Press <ENTER> to view a complete list of all documents for the specified vendor and document class.
- Type an 'X' in the SL: (select) column to the left of a document to advance to Screen 278, where detailed document information will be displayed.

## FIELD DESCRIPTIONS

### Action Line

Vendor:	11 digits	? Help Available	Entry Required
	Enter the desired FAMIS <u>vendor</u> identification <u>number</u> .		
Class:	1 character	? Help Available	
	Identify the <u>class of document</u> to inquire on.		
Doc:	7 character/digits		
	Enter the first <u>document number</u> to be displayed.		
Completed Docs:	1 character		
	Type 'Y' to include <u>completed documents</u> in the display.		
All Mail Codes:	1 character		
	Enter 'Y' to <u>display all documents for the vendor</u> .		

## FIELD DESCRIPTIONS (CONT'D)

### Screen Information

<b>SL:</b>	1 character Type an 'X' to <u>select a document</u> for display on Screen 278.
<b>CL:</b>	1 character Identifies the <u>class of the document</u> : requisition (R), purchase order (P), bid (B), or limited purchase (L).
<b>NT:</b>	1 character An asterisk (*) indicates <u>notes are attached</u> to the document.
<b>Doc:</b>	7 character/digits Identifies <u>document numbers</u> for the class of document specified.
<b>First Dept:</b>	5 characters Shows the <u>first department</u> listed <u>on the document header</u> .
<b>Doc Summary:</b>	11 characters Displays a brief <u>summary</u> description <u>of the document header</u> .
<b>Buy:</b>	3 characters Displays the initials of the buyer for the document.
<b>Date:</b>	6 digits Indicates the <u>date</u> the document was <u>set-up</u> on the system.
<b>User Ref:</b>	11 digits/characters Displays the <u>user reference</u> used to identify the subsidiary ledger (SL) account number for the order followed by the departmental reference number.
<b>Amount:</b>	10 digits Indicates the <u>total dollar amount</u> of all line items for the document.
<b>St:</b>	3 characters Shows the <u>status of the specified document</u> : completed (CO), closed (CL) or in process (IP).

### **Additional Functions**

<b>PF 5 Invc</b>	<b>Invc</b> Used to view the <u>invoice details</u> .
<b>PF 6 Recv</b>	<b>Receive</b> View the <u>receiving information</u> associated with the selected document.
<b>PF 7 Audit</b>	<b>Audit Information</b> View the <u>audit information</u> for the selected document.
<b>PF 8 Accts</b>	<b>Accounts</b> Shows the <u>account distribution</u> used for the document selected.
<b>PF9 PIP</b>	<b>PIP</b> Shows the <u>PIP documents</u> .
<b>PF 10 Headr</b>	<b>Header</b> Shows the <u>document header</u> information that was entered when the document was created.
<b>PF 11 Items</b>	<b>Items</b> Lists the line <u>item information</u> for the document.
<b>PF 12 Track</b>	<b>Track</b> Allows you to <u>track the routing history</u> of the selected document.

# Browse Documents Closed But Not Routed

There are many steps along the line to getting a purchase document paid. Sometimes the only thing holding up the payment of a document is that it has not received the proper approvals because it was never sent into the on-line routing and approval system. Screen 271 is available for you to display your documents that have been closed, but that have not been sent into the routing and approval system.

## Screen 271 - Documents Closed But Not Routed

```

271 Documents Closed But Not Routed                                04/26/10  3:31PM
                                                                FY 2010 CC 16
Screen:  ___ Dept: LPP0_ SubDept:  _____ Class:  _ Doc:  _____

S C N
L L T  Doc  Buy   Vendor Name      User Ref.      Date  S-Dept  Amount
-----
_ L   L002663  CONCEPCION MARIA* 156003NC      04/15/10      287.80

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp Print Invc  Recv  Audit Accts      Headr Items Track
  
```

### BASIC STEPS

- Advance to Screen 271.
- Type the desired department code on the Action Line. Enter the SubDept code if you wish to include it in the list to be displayed.
- Press <ENTER> to view a complete list of all documents in your department/sub- department that have been closed but not routed.
- Type an 'X' in the SL: field to select a document and advance to Screen 278, where detailed information will be displayed.

### FIELD DESCRIPTIONS

#### Action Line

<b>Dept:</b>	5 characters Enter the <u>department</u> whose documents you would like to display.	<b>? Help Available</b>	<b>Entry Required</b>
<b>SubDept:</b>	5 characters Identify the <u>sub-department</u> whose documents you would like to display.	<b>? Help Available</b>	<b>Entry Required</b>
<b>Class:</b>	1 character Enter the <u>class of document</u> to inquire on.	<b>? Help Available</b>	
<b>Doc:</b>	7 character/digits Identify the first <u>document number</u> to be displayed.		



## FIELD DESCRIPTIONS (CONT'D)

### Screen Information

<b>SL:</b>	1 character Type an 'X' to <u>select a document</u> for display on Screen 278.
<b>CL:</b>	1 character Identifies the <u>class of the document</u> : requisition (R), purchase order (P), bid (B), or limited purchase (L).
<b>NT:</b>	1 character An asterisk (*) indicates there are <u>notes attached</u> to the document.
<b>Doc:</b>	7 character/digits Identifies <u>document numbers</u> for the class of document specified.
<b>Buy:</b>	3 characters Displays the initials of <u>the buyer for the purchase document</u> .
<b>Vendor Name:</b>	18 characters Identifies the <u>name of the vendor</u> the items were purchased from.
<b>User Ref.:</b>	11 digits/characters Displays the <u>user reference</u> which is used to identify the subsidiary ledger (SL) account number used for the order followed by the departmental reference number.
<b>Date:</b>	6 digits Indicates the <u>date</u> the document was <u>set-up</u> on the system.
<b>S-Dept:</b>	5 characters Displays the <u>sub-department</u> associated with the purchase document.
<b>Amount:</b>	10 digits Indicates the <u>total dollar amount</u> of all line items for the document.

### Additional Functions

<b>PF 5 Invc</b>	<b>Invoice</b> Used to view the <u>invoice details</u> .
<b>PF 6 Recv</b>	<b>Receive</b> View the <u>receiving</u> information associated with the selected document.
<b>PF 7 Audit</b>	<b>Audit Information</b> View the <u>audit information</u> for the selected document.
<b>PF 8 Accts</b>	<b>Accounts</b> Shows the <u>account distribution</u> used for the document selected.
<b>PF 10 Headr</b>	<b>Header</b> Shows the <u>document header</u> information that was entered when the document was created.
<b>PF 11 Items</b>	<b>Items</b> Lists the line item <u>information</u> for the document.
<b>PF 12 Track</b>	<b>Track</b> Allows you to <u>track</u> the <u>routing history</u> of the selected document.

# Document Inquiry

When the document number is known, the most comprehensive information available may be viewed using Screen 278. You may also advance to Screen 278 after selecting a document for display from one of the other document inquiry screens.

To see more information on a specific line item, select the item and the system will advance to Screen 279 for that document line item.

## Screen 278 - Document Inquiry (Panel 1)

```

278 Document Inquiry                                04/26/10  4:24PM
                                                    FY 2010 CC 16
Screen:  _   Document: P000042                    Panel: 01 More >>
Doc Summary: CC 20 INITIAL LEASE/INITIAL ORDER
Vendor: 11604680202 XEROX CORPORATION
Reimburse ID:                               Doc FY: 2010      Doc Amt: 848.16
User Ref: 120005-KDS      Status: CL          Amt Inv: 494.55
Doc Date: 08/10/2009     Route St: FN        Amt Vchr: 494.55
Class: P                   Oth A/P Src:          Inv Forced:
Category: R2              USAS Doc Type: 2 Req Delivery Date: 09/01/2009
LP Received:                               Buyer: DEBRA K SEGOVIA
Nbr Invoices: 7          Catalogue Order:   Delg:   Contact: DEBBIE SEGOVIA

S Line  Quantity  UOM  Description                P  Unit Price  Extended Price
-----
_   1.0      12.00 MO  Xerox CC20 (First YR o M   64.6500      775.80
_   2.0      12.00 MO  WCM201 Upgrade to Add Pr M  6.0300        72.36
_   3.0       1.00 EA  Base Unit Up to 22 PPM;I N

*** End of line items ***
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help  EHelp          Inv  Recv  DlPrt Accts Print Left  Right
    
```

If the Proc Cd: field is left blank, the document matches and Completes when all items are received. An "M" means there can be multiple invoices so the document will not automatically finalize.

## Screen 278 - Document Inquiry (Panel 2)

```

278 Document Inquiry                                04/26/10  4:34PM
                                                    FY 2010 CC 16
Screen:  _   Document: P000042                    Panel: 02 More >>
<< More
Doc Summary: CC 20 INITIAL LEASE/INITIAL ORDER
Vendor: 11604680202 XEROX CORPORATION
Reimburse ID:                               Doc FY: 2010      Doc Amt: 848.16
User Ref: 120005-KDS      Status: CL          Amt Inv: 494.55
Doc Date: 08/10/2009     Route St: FN        Amt Vchr: 494.55
Class: P                   Oth A/P Src:          Inv Forced:
Category: R2              USAS Doc Type: 2 Req Delivery Date: 09/01/2009
LP Received:                               Buyer: DEBRA K SEGOVIA
Nbr Invoices: 7          Catalogue Order:   Delg:   Contact: DEBBIE SEGOVIA

S Line  Received  Date Recvd  Invoiced  Date Invcd  Matched  Date Mtchd
-----
_   1.0      0.00                7.00 04/01/2010
_   2.0      0.00                7.00 04/01/2010
_   3.0      0.00                1.00 10/01/2009

*** End of line items ***
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help  EHelp          Inv  Recv  DlPrt Accts Print Left  Right
    
```

## Screen 278 - Document Inquiry (Panel 3)

```

278 Document Inquiry                                04/26/10  4:46PM
                                                    FY 2010 CC 16

Screen: ____ Document: P000042
<< More                                           Panel: 03
Doc Summary: CC 20 INITIAL LEASE/INITIAL ORDER
Vendor: 11604680202 XEROX CORPORATION
Reimburse ID: _____ Doc FY: 2010           Doc Amt: 848.16
User Ref: 120005-KDS      Status: CL           Amt Inv: 494.55
Doc Date: 08/10/2009     Route St: FN         Amt Vchr: 494.55
Class: P                  Oth A/P Src:         Inv Forced:
Category: R2              USAS Doc Type: 2 Req Delivery Date: 09/01/2009
LP Received: _____ Buyer: DEBRA K SEGOVIA
Nbr Invoices: 7          Catalogue Order: Delg: Contact: DEBBIE SEGOVIA

```

S Line	UOM	Description	P	Quantity	Paid Amount	Remaining Balance
1.0	MO	Xerox CC20 (Firs M		7.00	452.55	323.25
2.0	MO	WCM201 Upgrade to M		7.00	42.00	30.36
3.0	EA	Base Unit Up to 22 N		1.00		0.00

```

*** End of line items ***
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help  EHelp      Invc Recv DlPrt Accts Print Left Right

```

### BASIC STEPS

- Advance to Screen 278.
- Enter the document number to be displayed and press <ENTER> to retrieve document information. Each line item is listed at the bottom of the screen.
- Type an "X" next to the line item or position the cursor in the S (select) field and press <ENTER> to advance to Screen 279 where detailed information will be provided.

### FIELD DESCRIPTIONS

#### Action Line

**Document:** 7 character/digits **Entry Required**  
Identify the document number to be displayed.

#### Screen Information

##### Panel 1

**Doc Summary:** 50 characters/digits  
Displays a description of the document selected.

**Vendor:** 11 digits/30 characters  
Displays the identification number and name of the vendor.

**Reimburse ID:** 11 characters/digits  
Shows the ID number of the individual who is being reimbursed for items already purchased.

**Doc FY:** 4 digits  
Indicates the fiscal year in which the document is processed.

**Doc Amt:** 15 digits  
Displays the total dollar amount for document.

**User Ref:** 14 digits  
Shows the user reference that is used to identify the subsidiary ledger (SL) account number for the order followed by the departmental reference number.

**Status:** 2 characters  
Indicates the status activity level of the document. For example: process (IP), closed (CL), deleted (DL), and completed (CO).

**Amt Inv:** 15 digits  
Shows total dollar amount invoiced for document.

## FIELD DESCRIPTIONS (CONT'D)

<b>Doc Date:</b>	8 digits Identifies the <u>date</u> the <u>document</u> was <u>processed</u> by the system.
<b>Route St:</b>	2 characters Displays a purchasing <u>document's status</u> in the Routing and Approval System.
<b>Amt Vchr:</b>	15 digits Shows the <u>total dollar amount vouchered</u> .
<b>Class:</b>	1 character Identifies the <u>class code</u> of the document.
<b>Oth A/P Src:</b>	2 characters Shows any additional <u>accounts payable source</u> .
<b>Inv Forced:</b>	1 character Y' indicates an invoice <u>has been forced</u> for the document selected.
<b>Category:</b>	2 characters Defines the accounting and receiving <u>category</u> characteristics of the document.
<b>Req Delivery Date:</b>	8 digits Displays the <u>date</u> items were requested to be <u>delivered</u> .
<b>LP Received:</b>	10 digits Indicates whether or not good/services were received for a <u>limited purchase</u> before it was closed/routed. If the items were <u>received</u> , the date they were received will be displayed.
<b>Buyer:</b>	20 characters/digits Displays the <u>buyer's name</u> for the document, and phone extension if available.
<b>Nbr Invoices:</b>	3 digits Indicates the <u>number</u> of invoices that have been <u>processed</u> for the document.
<b>Contact:</b>	15 characters Shows <u>name of the person to contact</u> .
<b>S:</b>	1 character Type an 'X' to <u>select</u> a line item for display on Screen 279.
<b>Line:</b>	3 digits Shows the line item for the specified document.
<b>Quantity:</b>	10 digits Identifies the <u>purchase quantity</u> of line item.
<b>UOM:</b>	3 characters Represents the <u>unit of measure</u> for line item.
<b>Description:</b>	25 characters Displays a brief <u>description of</u> line item.
<b>Unit Price:</b>	10 digits Displays the dollar <u>amount</u> to be <u>paid per unit of measure</u> .
<b>Extended Price:</b>	10 digits Indicates the <u>total item amount</u> as <u>calculated</u> by the system.

## FIELD DESCRIPTIONS (CONT'D)

### Panel 2

Received:	10 digits Shows the <u>quantity</u> of items received.
Date Recvd:	8 digits Identifies the <u>date</u> the line item was <u>received</u> .
Invoiced:	10 digits Displays the <u>quantity</u> of items invoiced.
Date Invcd:	8 digits Signifies the <u>date</u> the line item was invoiced.
Matched:	10 digits Indicates the <u>quantity of matched items</u> .
Date Mtchd:	8 digits Shows the <u>date</u> the line item was <u>matched</u> .

### Panel 3

INV UOM:	4 characters Identifies the <u>invoiced unit of measure</u> . This field is filled in each time an invoice posting occurs to this line. It comes from Screen 342. Each subsequent posting will overly this value.
Paid Quantity:	10 digits Shows the <u>quantity paid</u> .
Paid Amount:	10 digits Shows the <u>amount paid</u> .
Remaining Balance:	10 digits Identifies the <u>remaining amount</u> to be paid.

### ***Additional Information***

PF 5 Invc	Invoice Used to view the invoice details.
PF 6 Recv	Receive View the <u>receiving information</u> .
PF8	Accounts Accts Shows the <u>account distribution</u> used.

# Document Line Item Inquiry

Detailed information for line items may be viewed on Screen 279. This is a detailed follow up screen from Screen 278.

This screen is helpful in determining if an item has passed the three-way match requirement in order to be paid. It displays the date an item was received, invoiced, and matched.

## Screen 279 - Document Line Item Inquiry

```

279 Document Line Item Inquiry                                09/11/09  4:28PM
                                                            FY 2010 CC 02
Screen:      Document: P900247  Item: 1.0  of 2

Vendor: 2vvvvvvvvv1  AMY ANDERSON DBA*SERVICE TECH
User Ref: 241801-0415A
Item UOM: EA
Item Qty: 12.00
Item Unit Price: 514.5000
Item Discount:
Item Ext Price: 6174.00
Item Proc Cd: M
Commodity Code: 93862
First Account: 241801-00099-5512  Cost Refl:      2:      3:
Item Desc: Service Agreement to include the following
           four (4) Reverse Osmosis Water Systems:
TIBH Code:
Delete Flag:
Freeze Flag:
Capital/Inv Flag:

Received   Invoiced   Matched
-----
UOM:      EA          EA
Dt: 08/31/2009 09/01/2008 09/15/2008
Qty:      12.00     12.00     12.00

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7- -PF8---PF9---PF10--PF11--PF12---
Hmenu Help  EHelp                               InDt Accts  IDesc
    
```

Use PF7 to view all invoices against the item that is currently being displayed on the screen. The information in the pop-up window will display a total of all invoices at the end of the list of invoices.

The pop-up window allows the user to view all invoices except cancelled invoices. There is also an option to look at all completed invoices.

## Screen 279 – PF7 Invoice Detail

```

279 Document Line Item Inquiry Item:                                09/11/09  4:29PM
                                                            FY 2010 CC 16
Screen ____ Document: P900247  Item: 1.0  of 2
+-----+
***Invoice Inquiry for Item      1.0 of Document P900247 ***
                                   Completed Docs: N
                                   M
Invoice Nbr  Vch Nbr  St St  Inv Date      Quantity  Unit Price  Ext Price
-----
10076       1001957  CO MS 09/01/08      12.00    514.5000    6174.00
***  Inv Totals                12.00                    6174.00

                                   End of Valid Invoices Found
                                   PF3= Back to 279  PF4=Exit
+-----+
    
```

## BASIC STEPS

- Most of the time you will reach this screen by selecting an item on Screen 278. However, if you want to view a line item on a specific document, advance to Screen 279.
- Type the document and item number you want to display on the Action Line and press <ENTER> to view the detailed line item information.

## FIELD DESCRIPTIONS

### **Action Line**

<b>Document:</b>	7 character/digits Identify the desired <u>document</u> to be displayed.	<b>Entry Required</b>
<b>Item: ___ of ___:</b>	4 digits Indicate the <u>item number to be displayed</u> . The default is the first item.	

### **Screen Information**

<b>Vendor:</b>	11 digits/30 characters Displays the <u>identification number and name of the vendor</u> from which items are purchased.	
<b>User Ref:</b>	14 digits/characters Displays the <u>user reference</u> that is used to identify the subsidiary ledger (SL) account number for the order, followed by the departmental reference number.	
<b>Item UOM:</b>	3 characters Shows the <u>unit of measure</u> for the line item.	
<b>Item Qty:</b>	10 digits Identifies the purchase <u>quantity of</u> the line item.	
<b>Item Unit Price:</b>	12 digits Displays the <u>dollar amount to be paid per unit of measure</u> .	
<b>Item Discount:</b>	5 digits Identifies the <u>discount percentage for</u> the line item.	
<b>Item Ext Price:</b>	12 digits Indicates the total <u>extended item amount</u> , as <u>calculated by</u> the system.	
<b>Item Proc Cd:</b>	1 character Code that indicates any <u>special processing</u> needs for the document.	
<b>Commodity Code:</b>	5 digits Displays the <u>commodity code</u> for classifying goods and services.	
<b>First Account:</b>	15 digits Identifies the <u>first FAMIS account</u> for this document.	
<b>Cost Ref 1, 2, 3:</b>	7 characters Identifies the user-defined <u>cost accounting reference</u> which provides additional details about the processing of the line item.	
<b>Item Desc:</b>	50 characters/digits Displays a short <u>description of the line item</u> purchased.	

## FIELD DESCRIPTIONS (CONT'D)

### ***Received, Invoiced, Matched***

<b>UOM:</b>	3 characters Represents the <u>unit of measure</u> for the specified line item.
<b>Dt:</b>	8 digits Indicates the <u>date</u> the item was received, invoiced, and/or matched.
<b>Qty:</b>	10 digits Identifies the purchase <u>quantity of</u> the specified line item received, invoiced, or matched.

### **Additional Information**

<b>PF KEYS</b>	See the Appendix for an explanation of the standard PF Keys.
<b>PF7 InDtl</b>	<b>Invoice Detail</b> Displays <u>detailed invoice information</u> about the document.
<b>PF8 Accts</b>	<b>Accounts</b> Identifies the <u>accounts</u> used to pay for the selected item.
<b>PF11 Idesc</b>	<b>Item Description</b> Place cursor on line item <u>and press</u> this key to see detailed <u>description</u> of the item.



# Document Tracking Inquiry

Document activity may be monitored using Screen 290. This screen is used to track actions that are performed on a particular document and tell what user last took action on the document.

Press ENTER to scroll through the list, or type a document number on the Action Line to advance to the number specified. If the document number is not known, but you know the class of document, you may type the document number prefix and press ENTER to view all documents for the class specified.

## Screen 290 - Document Tracking Inquiry

290 Document Tracking Inquiry										09/11/09 4:35PM
Screen: Doc: P900007										FY 2010 CC 02
C	Document	Item	To Cls	To Document	To Item	Action	Action Date	Action Time	By User	
P	P900007					CREATE	05/09/08	09:55	ENGV02P	
P	P900007					CLOSED	05/09/08	10:23	K702YM	
P	P900007					COMPLET	07/07/09	11:26	K702YM	
P	P900008					CREATE	05/12/08	09:57	K702ZY	
P	P900008					CLOSED	05/12/08	10:00	K702ZY	
P	P900008	1.0	P	P000106	1.0	TRNSFR	07/22/09	08:54	WAAS02P	
P	P900008	2.0	P	P000106	2.0	TRNSFR	07/22/09	08:54	WAAS02P	
P	P900009					CREATE	05/13/08	09:27	BUJU02P	
P	P900009					CLOSED	05/13/08	15:10	K702YM	
P	P900009	0.1	M	M900062	0.1	TRNSFR	05/21/08	14:24	BUJU02P	
P	P900009	1.0	M	M900062	1.0	TRNSFR	05/21/08	14:24	BUJU02P	
P	P900010					CREATE	05/15/08	11:26	MORC02P	

More records - Press ENTER to scroll

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

## BASIC STEPS

- Advance to Screen 290.
- Type a valid document number on the Action Line to display it at the top of the list.
- Press <ENTER> to view a complete list of all documents.

## FIELD DESCRIPTIONS

### Action Line

**Doc:** 7 character/digits **Entry Required**  
Enter the document number to be displayed.

### Screen Information

**CL:** 1 character  
Identifies the class of the document: requisition (R), purchase order (P), master order (M), bid (B), or limited purchase (L).

**Doc:** 7 character/digits  
Identifies the document number for the class of document specified.

**Item:** 3 digits  
Shows the number of line items on the document.

**To Cls:** 1 character  
Identifies the class of document the document item was transferred to.

**To Document:** 7 character/digits  
Displays the document number the item was transferred to.

**To Item:** 3 digits  
Identifies the item number on the document it was transferred to.

## FIELD DESCRIPTIONS (CONT'D)

- Action:** 7 characters  
Designates the type of action that was taken against the document.
- Action Date:** 6 digits  
Shows the date the action was performed on the document.

### **Screen Information**

- CL:** 1 character  
Identifies the class of the document: requisition (R), purchase order (P), master order (M), bid (B) or limited purchase (L).
- Doc:** 7 character/digits  
Identifies the document number for the class of document specified.
- Item:** 3 digits  
Shows the number of line items on the document.
- To Cls:** 1 character  
Identifies the class of document the document item was transferred to.
- To Document:** 7 character/digits  
Displays the document number the item was transferred to.
- To Item:** 3 digits  
Identifies the item number on the document it was transferred to.
- Action:** 7 characters  
Designates the type of action that was taken against the document.
- Action Date:** 6 digits  
Shows the date the action was performed on the document.
- Action Time:** 4 digits  
Displays the time the action was performed on the document.
- By User:** 8 characters/digits  
Indicates the user ID of the person performing the action on the document.

# Document Tracking Cross Reference

FAMIS allows you to cross reference a document from its original source document. Cross references for purchasing documents may be viewed using Screen 291. The "To Document" number is created when items are transferred on the "From Document."

If a PO or LPO document completes normally, no tracking record is created and you will not see these documents displayed on this screen.

If a purchase order is completed by using the flag on Screen 228 or Screen 242, then a tracking record will appear on Screen 291.

## Screen 291 - Document Tracking Cross Reference

291 Document Tracking Cross Reference										09/11/09 4:34PM	
										FY 2010 CC 02	
Screen:___		Doc: P900012									
C	To Document	To Item	From Cls	From Document	From Item	Action	Action Date	Action Time	By User		
P	P900012	1.0		R900084	1.0	TRNSFR	05/19/08	09:16	TENFO2P		
P	P900012	1.1	R	R900084	1.1	TRNSFR	05/19/08	09:16	TENFO2P		
P	P900012	2.0	R	R900084	2.0	TRNSFR	05/19/08	09:16	TENFO2P		
P	P900012	3.0	R	R900084	3.0	TRNSFR	05/19/08	09:16	TENFO2P		
P	P900013	0.1	R	R803603	0.1	TRNSFR	05/20/08	09:38	KUBK02P		
P	P900013	1.0	R	R803603	1.0	TRNSFR	05/20/08	09:38	KUBK02P		
P	P900013	2.0	R	R803603	2.0	TRNSFR	05/20/08	09:38	KUBK02P		
P	P900013	3.0	R	R803603	3.0	TRNSFR	05/20/08	09:38	KUBK02P		
P	P900013	4.0	R	R803603	4.0	TRNSFR	05/20/08	09:38	KUBK02P		
P	P900013	5.0	R	R803603	5.0	TRNSFR	05/20/08	09:38	KUBK02P		
P	P900013	6.0	R	R803603	6.0	TRNSFR	05/20/08	09:38	KUBK02P		
P	P900013	7.0	R	R803603	7.0	TRNSFR	05/20/08	09:38	KUBK02P		

More records - Press ENTER to scroll

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9--- F10--PF11---PF12  
 --- Hmenu Help EHelp

## BASIC STEPS

- Advance to Screen 291.
- Enter the document number on the Action Line to display it at the top of the list and press <ENTER>.

## FIELD DESCRIPTIONS

### Action Line

Doc: 7 character/digits Entry Required  
 Enter the document number to be displayed.

### Screen Information

CL: 1 character  
 Shows the class of document: requisition (R), purchase order (P), master order (M), bid (B), or limited purchase (L).

To Document: 7 character/digits  
 Displays the document number the item was transferred to.

To Item: 3 digits  
 Identifies the item number on the document it was transferred to.

From Cls: 1 character  
 Identifies the class of document the document item was transferred from.

From Document: 7 character/digits  
 Identifies the document number from which the item was transferred.

## FIELD DESCRIPTIONS (CONT'D)

- From Item:** 3 digits  
Identifies the item number on the document from which the item was transferred.
- Action:** 7 characters  
Designates the type of action that was taken against the document.
- Action Date:** 6 digits  
Date the action was performed on the document.
- Action Time:** 4 digits  
Time the action was performed on the document.
- By User:** 8 characters/digits  
Indicates the user ID of the person performing the action on the document.

## Document In-Box

The document In-Box displays all the documents awaiting your action. Documents listed on this screen may be there because they:

- are on a routing desk on which you serve as a primary assignee, **or**
- have been forwarded to you specifically for approval or review, **or**
- have been referenced back to you as the creator.

When someone routes or re-routes a document, they have the ability to send the document as an “FYI” or “FYA” to an additional person or desk. This allows the submitter to route the document for additional approval before the document goes to the next desk or signer desk.

Documents will appear in the following order:

1. FRA/FYA documents. This will include any documents (including “rejects” and “recalls”) routed to an individual.
2. All Desk routed documents
3. Information/Notification copies of documents.

Within each of these groups, the documents are displayed in document-ID order.

### **IMPORTANT NOTE:**

**The PF keys and some of the fields displayed on Routing & Approvals screens WILL BE DIFFERENT DEPENDING OF THE TYPE OF DOCUMENT YOU ARE VIEWING. For example, a PIP document will display differently than a BID document.**

**Also, if you don't have approval authority for a particular document, you WILL NOT SEE the Action: field on the Cover Sheet.**

# SECTION I – MAIN SCREEN

## Screen 910 - Document In-Box (Panel 1)

910 Document In-Box				09/15/09 13:24 CC AM
Screen:	Document:	Office:	Desk:	
		Approvals Only: N	Panel: 01 More>>	
			Requested Action	Status
Sel	Document ID	N	Doc Summary	Status
-	PRQSAR000013	*	COPIER RENTAL FOR 4-1-00 THROUGH 8-	FYA/Approve FYA/FRA Rt
-	PLPAML400008	*	COFFEE	Revise Rejected
-	PRQSAR000009	*	FURNITURE FOR MY OFFICE	Notify Final
-	PRQSAR000019	*	RENTAL OF A XEROX 1090	Notify Recalled
-	PRQSAR000024	*	FURNITURE FOR MY OFFICE	Notify Final
-	PRQSAR000024	*	FURNITURE FOR MY OFFICE	Ntfy/Final Final
-	PRQSAR000030	*	DR. JOHN JONES' ORBITAL SHAKER	Ntfy/Signed In Proc Rt
-	PLPSAL000006	*	OFFICE FURNITURE	Notify Recalled
-	PLPSAL000075		MAHOGANY DESK	Notify Recalled
-	PRQSAR100001	*	COMPUTER MONITOR FOR JULIE JENSEN	Notify Rejected
-	PRQSAR100004	*	RENTAL OF XEROX COPIER 1090_FOR 9/1	Ntfy/Signed In Proc Rt
-	PRQSAR100006		COMPUTER MONITOR FOR JULIE JENSEN	Ntfy/Signed In Proc Rt
*** End of List 12 Document(S) Found ***				
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---				
Hmenu Help EHelp Discd RHist Sel All Left Right				

## Screen 910 - Document In-Box (Panel 2)

910 Document In-Box				09/15/09 13:25 CC AM			
Screen: <<More	Document:	Office:	Desk:				
		Approvals Only: N	Panel: 02 More>>				
			Requested Action	Status			
Sel	Document ID	FY	Submitted by	Submitted	Arrived	CC	Unit
-	PRQSAR000013	2000	STRIKER, SONDRA S	03/27/2000	03/27/2000		INRE FAMIS
-	PLPAML400008	2004	JENSEN, JULIE J	11/13/2006	09/02/2008		
-	PRQSAR000009	2000	JENSEN, JULIE J	03/27/2000	04/18/2000	SA	
-	PRQSAR000019	2000	JENSEN, JULIE J	03/27/2000	03/28/2000	SA	
-	PRQSAR000024	2000	JENSEN, JULIE J	03/27/2000	04/03/2003		
-	PRQSAR000024	2000	JENSEN, JULIE J	03/27/2000	11/06/2003		
-	PRQSAR000030	2000	JENSEN, JULIE J	03/28/2000	06/23/2008	SA	
-	PLPSAL000006	2000	JENSEN, JULIE J	03/28/2000	03/29/2000	SA	
-	PLPSAL000075	2000	JENSEN, JULIE J	03/28/2000	03/28/2000	SA	
-	PRQSAR100001	2001	JENSEN, JULIE J	11/21/2000	04/03/2003	SA	
-	PRQSAR100004	2001	JENSEN, JULIE J	11/21/2000	06/23/2008	SA	
-	PRQSAR100006	2001	JENSEN, JULIE J	11/21/2000	06/23/2008	SA	
*** End of List 12 Document(S) Found ***							
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---							
Hmenu Help EHelp Discd RHist Sel All Left Right							

## Screen 910 - Document In-Box (Panel 3)

```

910      Document In-Box                               09/15/09 13:26
                                                    CC AM

Screen:      Document:      Office:      Desk
<<More      -----      Approvals Only: N   Panel: 03
Current
_Sel Document ID      Office      Desk      View
-----
- PRQSAR000013      INDIVIDUAL
- PLPAML400008      INDIVIDUAL
- PRQSAR000009
- PRQSAR000019
- PRQSAR000024
- PRQSAR000024
- PRQSAR000030      PUR
- PLPSAL000075
- PRQSAR100001
- PRQSAR100004      PURCHASING CENTRALDSK PURS
- PRQSAR100006      PURCHASING CENTRALDSK PURS

*** End of List 12 Document(S) Found ***
Enter--PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help  EHelp      Discd RHist
  
```

```

PLPAML400008      Position at line:
Ln      ***** Routing History *****
1 The following people have seen this document:
2 Submitted      11/03/03 09:39 DREW, DORA D      **Voided**|
3 Approved/FYA   11/03/03 16:03 DREW, DORA D      **Voided**
4 Rejected      11/03/03 17:21 LEE, LINDA L      **Voided**
5 Cancelled     11/05/03 14:05 DREW, DORA D      **Voided**
6 Submitted     11/05/03 14:08 DREW, DORA D      **Voided**
7 Signed        11/06/03 15:50 LEE, LINDA L      **Voided**
8 Discarded     06/03/04 13:19 DREW, DORA D      **Voided**
9 Submitted     11/13/06 15:01 JENSEN, JULIE J      **Voided**
10 Rejected     09/02/08 08:19 MOORE, MARLA M      (979-845-9212)
11 This document has been rejected back to JENSEN, JULIE J      |
12 |
13 |
14 |
15 |

PF4=Exit      PF7=Bck      PF8=Fwd
+-----+
  
```

## DOCUMENT IN-BOX PROCESS

### Positioning the Display

The Document, Office and Desk fields can be used to filter the display of documents shown on the screen. For example, if you type "PRQ\*" in the Document: field on the Action Line, the screen will display all the requisition documents in your In-Box. Press PF11 to scroll to the right and view additional information.

If you wish to view documents on desks where you serve as a substitute, you would go to Screen 911, key in the name for a primary approver on the desk and press <ENTER>.

## BASIC STEPS

### Approving or Rejecting Documents

- Advance to Screen 910.
- Press <ENTER> to scroll through documents in your in-box.
- Type an 'X' next to all documents you would like to approve and press PF8.
- OR-**
- Press PF9 to select all of the documents in your in-box..
- This will bring up the Routing Document Information Pop-Up Window.
- Type APP in the Action: field, type 'Y' in the pop-up box to confirm that you would like to approve the document and press <ENTER>.

## BASIC STEPS (CONT'D)

- If you are rejecting a document, type REJ in the Action: field, enter the reason that you are rejecting the document in the pop-up window provided and press <ENTER> to return the document to its creator.
- This will return you to the Routing Document Information window. Press PF5 to move to the next document requiring action or press PF4 to return to Screen 910.

## FIELD DESCRIPTIONS

### Action Line

- Document:** 12 characters/digits  
Enter the document number, if known, or leave blank to display all documents.  
You can also use wildcards to search for types of documents (for example: PP\*).
- Office:** 10 characters  
Enter the title of the electronic office for the documents awaiting action. Must be used in conjunction with the Desk: field.
- Desk:** 10 characters  
Type the name of the desk where the documents are awaiting action. Must be used in conjunction with the Office: field.
- Approvals Only:** 1 character  
Indicate whether or not ('Y' or 'N') you wish to display only items that need to be approved.

### Screen Information

#### Panel 1

- Sel:** 1 character  
Type an 'X' in this field and press PF8 to select a document for further review.
- Document ID:** 12 characters/digits  
Displays the document identifier used in routing and approval; consists of the form (3 characters) + the campus code (2 digits) + the document number (7 characters).
- N:** 1 character  
An "\*" indicates that routing notes are attached to the document.
- Doc Summary:** 40 characters/digits  
Displays a short description taken from the original document.
- Requested Action:** 11 characters  
Identifies the action that needs to be taken on the document.
- Status:** 14 characters  
Shows a document's progress through the routing and approval system.

#### Panel 2

- FY:** 4 digits  
Indicates the fiscal year that the document was created.
- Submitted by:** 21 characters  
Displays the name of the person who submitted the document for routing and approval.
- Submitted:** 8 digits  
Identifies the date the document was submitted for routing and approval.
- Arrived:** 8 digits  
Shows the date the document arrived at the In- Box.



## FIELD DESCRIPTIONS (CONT'D)

### **Current**

**Unit:** 10 characters  
Identifies the current department/sub- department in which the document is being routed.

### **Panel 3**

#### **Current**

**Office:** 10 characters  
Displays the current office the document is being routed through.

**Desk:** 10 characters  
Indicate the current desk/PID the document is awaiting action from.

**View:** 10 characters  
Displays the name of the view where a person has approval authority on a signer or creator desk. This is only applicable to signer/ creator desks.

### **Additional Functions**

**PF6** **Discard**  
**Discd** Discards the selected document(s) from the in- box.

**PF7** **Routing History**  
**RHist** Displays the routing history of the document and shows who has seen it.

**PF8** **Select**  
**Sel** Selects the document that you have chosen with an 'X' and displays the Routing Document Information pop-up window.

**PF9** **Select All Documents**  
**All** Selects all the documents in your In-Box and displays the routing document information pop- up window. The documents are displayed sequentially.

# Document In-Box By Name

If you are a substitute on an approval desk, you will not receive documents directly to your document In-Box (displayed on Screen 910).

To see the documents at a desk where you are a substitute, advance to Screen 911 and enter the name of the desk's **primary assignee** and press enter. The name search will allow you to choose the correct person and display this person's In-Box. *The documents in the In-Box which are on desks that you are assigned to will be accessible. Others will be protected and you may not select them.*

Security element "10" allows security officers, and certain members of the Purchasing Office/Fiscal Office to have viewing access to the cover sheet and all routing documents on Screens 911 and 913 in order to provide assistance in resolving routing and approval problems.

## SECTION I – MAIN SCREEN

Documents will appear in the following order:

1. FRA/FYA documents. This will include any documents routed to an individual. Rejects and Recalls fall into this category.
2. All Desk routed documents
3. Information/Notification copies of documents.

Within each of these groups the documents are displayed in document-ID order.

### Screen 911 - Document In-Box by Name (Panel 1)

911 Document In-Box by Name		09/15/09 13:36		
LAWRENCE, LINDA L		CC AM		
Screen:	Name:	Document:	Panel: 01 More>>	
		Approvals Only: N		
Sel	Document ID	Doc Summary	Requested Action	Status
-	EBRSA0001911	EBR: Janice Jones PIN: Sxxxx3	Ntfy/Signed	In Proc Rt
-	PLPSAL400089	* OFFICE SUPPLIES	Ntfy/Final	Final
-	PRQSAR400022	CO	Ntfy/Signed	In Proc Rt
-	PLPSAL400090	PE	Ntfy/Final	Final
-	EWRSA0001915	EWR: Roger Reese - Wage Position -	Ntfy/Signed	In Proc Rt
-	EBRSA0001917	EBR: Vacant PIN: Sxxxx6	Ntfy/Final	Final

\*\*\* End of List 6 Document(S) Found \*\*\*

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10-- F11--PF12---  
 Hmenu Help EHelp Discd RHist Sel All Left Right

## Screen 911 - Document In-Box by Name (Panel 2)

911 Document In-Box by Name							09/15/09 13:47
LAWRENCE, LINDA L							CC AM
Screen:	Name:	Document:		Panel: 02 More>>			
<<More		Approvals Only:N		---			
-----Current----							
Sel	Document ID	FY	Submitted by	Submitted	Arrived	CC	Unit
-----							
-	EBRSA0001911	2005	LAWRENCE, LINDA L	11/04/2004	06/23/2008	SA	
-	PLPSAL400089	2004	LAWRENCE, LINDA L	09/21/2004	06/23/2008		
-	PRQSAR400022	2004	LAWRENCE, LINDA L	09/21/2004	06/24/2005	SA	
-	PLPSAL400090	2004	LAWRENCE, LINDA L	09/21/2004	06/23/2008		
-	EWRSA0001915	2005	LAWRENCE, LINDA L	11/04/2004	06/23/2008	SA	
-	EBRSA0001917	2005	LAWRENCE, LINDA L	11/04/2004	07/18/2008		

\*\*\* End of List 6 Document(S) Found \*\*\*

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---  
 Hmenu Help EHelp Discd RHist Sel All Left Right

## Screen 911 - Document In-Box by Name (Panel 3)

911 Document In-Box by Name							09/15/09 13:47
LAWRENCE, LINDA L							CC AM
Screen:	Name:	Document:		Panel: 02 More>>			
<<More		Approvals Only:N		---			
-----Current----							
Sel	Document ID	Office	Desk	View			
-----							
-	EBRSA0001911	PAYROLLWS	BUDGET-1	PAYROLL			
-	PLPSAL400089						
-	PRQSAR400022	PURCHASING	CENTRALDSK	PURS			
-	PLPSAL400090						
-	EWRSA0001915	PAYROLLWS	BUDGET-1	PAYROLL			
-	EBRSA0001917						

Place cursor on an item in the current column and press PF7 to view routing history

\*\*\* End of List 6 Document(S) Found \*\*\*

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---  
 Hmenu Help EHelp Discd RHist Sel All Left Right

EWRSA0001915		Position at line:
Ln	***** Routing History *****	
1	The following people have seen this document:	
2	Submitted 11/04/04 10:18 LAWRENCE, LINDA L	(979-458-6111)
3	Signed 06/23/08 09:55 PETERS, PAULA P	(979-458-6222)
4	Approved 06/23/08 10:05 PETERS, PAULA P	(979-458-6222)
5	This document is currently in CC SA office PAYROLLWS	
6	on desk BUDGET-1 - Arrival Date: 06/23/2008 10:05	
7	Desk workers are:	
8	DOLAN, DUKE D	(979-458-6110)
9	WILSON, WANDA W A (sub)	(979-458-6109)
10	GRANT, GINA G	(979-845-6707)
11	JONES, JAMES J	(979-458-6452)
12	STRALEY, STARLA S	(979-458-6460)
13	The following people have an Info/Notify copy of this document:	
14	Info 06/23/08 09:55 LAWRENCE, LINDA L	**Voided**
15		

PF4=Exit PF7=Bck PF8=Fwd

# BASIC STEPS

## Approving or Rejecting Documents

- Advance to Screen 911.
- Press <ENTER> to scroll through documents in the in-box.
- Type an 'X' next to all documents you would like to approve and press PF8.
- OR-**
- Press PF9 to select all of the documents in your inbox.
- This will bring up the Routing Document Information Pop-Up Window.
- Type APP in the Action: field, type 'Y' in the pop-up box to confirm that you would like to approve the document and press <ENTER>.
- If you are rejecting a document, type REJ in the Action: field, enter the reason that you are rejecting the document in the pop-up window provided and press <ENTER> to return the document to its creator.
- This will return you to the Routing Document Information window. Press PF5 to move to the next document requiring action or press PF4 to return to Screen 911.

# Document Out-Box

The document Out-Box displays all the documents that you have taken action on and lists them in order of the date the action was taken. You can filter the data by using the Date From and Date To fields. Finished documents are included in the list displayed by typing 'Y' in the Include Finished: field or to exclude them, type 'N'.

## Screen 912 - Document Out-Box (Panel 1)

```

912 Document Out-Box                                09/15/09 13:59
                                                    CC AM
Screen:      Document:                               Include Finished: Y
            Actions From: 08/16/2000 Thru: 09/15/2009
                                                    Panel: 01 More>>
Sel Document ID N   Doc Summary                    Status      Action
-----
-   PLPAML400006 * CANDY FOR HALLOWEEN                Final       Discarded
-   PLPAML400008 * COFFEE                          Rejected    Submitted
-   PLPAML400006 * CANDY FOR HALLOWEEN                Final       Submitted
-   PBDAMB000003 FURNITURE FOR BUYERS                       Cancelled   Cancelled
-   PLPSAL000030 LEATHER CHAIR                          Cancelled   Discard/Cncl
-   PLPAML000305 * OFFICE FURNITURE                   Cancelled   Discard/Cncl
-   PLPSAL000022 NET DIALOG                          Final(CO)   Deleted
-   PLPAML100143 CHEMICALS                          In Dept Rt  Approved
-   PRQSAR100004 RENTAL OF XEROX COPIER 1090_FOR 9/      In Proc Rt  Approved
-   PRQSAR100006 COMPUTER MONITOR FOR JULIE JONES     In Proc Rt  Approved

*** End of List 10 Document(S) Found ***
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Hmenu Help  EHelp      Recal      RHist Sel  Notes Left Right
  
```

## Screen 912 - Document Out-Box (Panel 2)

```

912 Document Out-Box                                09/15/09 14:02
                                                    CC AM
Screen:      Document:                               Include Finished: Y
            Actions From: 08/16/2000 Thru: 09/15/2009
            <<More
                                                    Panel: 02 More>>
Sel Document ID  Action Date/Time  Form Name    FY      Submitted by
-----
-   PLPAML400006  06/07/2007 11:19  LIMITED PRCH 2004  CARSON, CARLA C
-   PLPAML400008  11/13/2006 15:01  LIMITED PRCH 2004  CARSON, CARLA C
-   PLPAML400006  11/13/2006 14:57  LIMITED PRCH 2004  CARSON, CARLA C
-   PBDAMB000003  03/04/2004 14:53  BID          2000  YEATS, YOLANDA Y
-   PLPSAL000030  01/13/2004 17:04  LIMITED PURC 2000  CARSON, CARLA C
-   PLPAML000305  12/15/2003 14:11  LIMITED PRCH 2000  CARSON, CARLA C
-   PLPSAL000022  07/13/2001 00:00  LIMITED PURC 2000  CARSON, CARLA C
-   PLPAML100143  12/08/2000 14:11  LIMITED PRCH 2001  CARSON, CARLA C
-   PRQSAR100004  11/21/2000 15:53  REQUISITION 2001  CARSON, CARLA C
-   PRQSAR100006  11/21/2000 15:52  REQUISITION 2001  CARSON, CARLA C

*** End of List 10 Document(S) Found ***
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Hmenu Help  EHelp      Recal      RHist Sel  Notes Left Right
  
```

## Screen 912 - Document Out-Box (Panel 3)

912 Document Out-Box		09/15/09 14:06	
		CC AM	
Screen:	Document:	Include Finished: Y	
Actions From: 08/16/2000		Thru: 09/15/2009	
<<More		Panel: 03	
Sel	Document ID	Submitted	Finished
---	-----	-----	-----
-	PLPAML400006	11/13/2006	Y
-	PLPAML400008	11/13/2006	N
-	PLPAML400006	11/13/2006	Y
-	PBDAMB000003	02/10/2000	N
-	PLPSAL000030	03/28/2000	N
-	PLPAML000305	03/20/2000	N
-	PLPSAL000022	03/21/2000	Y
-	PLPAML100143	12/08/2000	N
-	PRQSAR100004	11/21/2000	N
-	PRQSAR100006	11/21/2000	N
*** End of List 10 Document(S) Found ***			
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---			
Hmenu Help EHelp Recal RHist Sel Notes Left Right			

## BASIC STEPS

- Advance to Screen 912.
- Optionally, complete the Action Line information to limit the display to a specific type of document and press <ENTER> to display all of the documents that you have take action on.

## ROUTING PROCESS

### Browsing Your Out-Box

The current status and location of a document and when it arrived there can be checked using your out-box.

Various pop-up screens are available using the PF keys at the bottom of the screen. To access this information, type an 'X' in the Sel field or position the cursor anywhere on the line of the desired document and press the PF key that indicates the information/action you want. For example, pressing PF8 will display a pop-up window with document routing information about the document, whereas PF7 will display routing history information.

## FIELD DESCRIPTIONS

### Action Line

Document:

12 characters

Enter the routing document number to be positioned on the first line of the display.

# FIELD DESCRIPTIONS (CONT'D)

- Include Finished:** 1 character  
Indicate whether or not ('Y' or 'N') to view documents that have completed routing.
- Actions From:** 8 digits  
The default is 1 month back, but this can be changed to view documents within a specified date range.
- Thru:** 8 digits  
The default is 1 month back, but this can be changed to limit the date range when displaying documents.

## Screen Information

### Panel 1

- Sel:** 1 character **Entry Required**  
Type 'X' to select documents one at a time.
- Document ID:** 12 characters/digits  
Displays the document identifier used in routing and approval; it consists of the Form (3 characters), the Campus Code (2 digits), and the Document Number (7 characters).
- N:** 1 character  
An '\*' indicates routing notes are attached to the document.
- Doc Summary:** 39 characters  
Displays a short description taken from entry of the original document.
- Status:** 14 characters  
Identifies the status of the document as it relates to the user:
- Action:** 14 characters  
Shows the last action taken on the document in the routing process.

### Panel 2

- Action Date/Time:** 12 digits  
Identifies the date and time document was sent to the Out-Box.
- Form Name** 12 characters  
Indicates whether the document is a requisition, a purchase order, a limited purchase order, or an exempt purchase order.
- FY:** 4 digits  
Shows the fiscal year for the document.

# FIELD DESCRIPTIONS (CONT'D)

**Submitted by:** 21 characters  
Displays the name of the person who submitted the document for approval.

## Panel 3

**Submitted:** 8 digits  
Identifies the date the document was submitted for approval.

**Finished:** 1 character  
Indicates whether the document has finished the routing process.

## **Additional Functions**

**PF KEYS** See the ***Additional Functions*** for Panel 1 and the Appendix for explanation of the standard PF keys.

**PF5** **Recall the Document**  
**Recal** Recall the document back to your In-Box. This is valid for only the creator of the document and the last person who approved the document.

**PF7** **Routing History**  
**RHist** Displays routing history of the selected document.

**PF8** **Select**  
**Sel** Selects the document that you have chosen with an 'X' and displays the Routing Document Information pop-up window.

**PF9** **Routing Notes**  
**Notes** Displays routing notes on the document.



# Document Route History

The history of a document's routing is available online on Screen 914. Each line is numbered along with a description of the action taken on the document.

## Screen 914 - Document Routing History

```

914 Document Routing History                                09/15/09  15:15
                                                         CC 02
Screen: ___ Document:  PLP02L000885
                                                         Position at line: ___
Ln      Description
1.  The following people have seen this document:
2.  Submitted      09/08/09  10:15  Wood, Wanda W          (979-458-2790)
3.  Approved      09/08/09  10:43  HARRIS, HENRY H      (979-845-0168)
4.  Approved      09/08/09  15:55  LINDSEY, LEONA L     (979-845-4563)
5.  Signed        09/08/09  16:04  MILLER, MARK M       (979-845-0182)
6.  The following people have an Info/Notify copy of this document:
7.  Info          09/08/09  16:04  Wood, Wanda W          (979-458-2790)
8.
9.
10.
11.
12.
13.
14.
15.

Enter  -PF1-- -PF2-  --PF3-- -PF4-- -PF5-- -PF6-- -PF7-- -PF8-- -PF9-- -PF10-- PF11--PF12---
       Hmenu  Help                               Bck   Fwd
    
```

### BASIC STEPS

- Advance to Screen 914.
- Type a valid document number on the Action Line and press <ENTER> to display the routing history and press <ENTER> to scroll through the display, if necessary.

### ROUTING PROCESS

#### Positioning the Display

The Position at Line: field can be used to position the screen at a particular line number. This will aid in bringing history items into view on the same screen.

PF7 and PF8 keys allow you to page forward and backwards through the displayed list.

#### Information Displayed on Screen 914

Actions cancelled by a later "reject" or "recall" of the document are shown with "voided" in the phone number area of the display.

The date and time of the action taken on the specified document have been added to this screen.

#### Action Line

**Document:** 12 characters/digits  
Identify the desired document number to display the routing history. The document id consists of the:  
Form + Campus Code + Document Number.

**Position at line:** 2 digits  
Indicate the line number to be positioned at the top of the screen.

#### Screen Information

**Ln:** 2 digits  
Sequential line numbers to identify historical actions.

**Description:** 50 characters/digits  
Describes the specific actions taken on the selected document.