ENTERING FAMIS DOCUMENTS

HOW TO CREATE A LIMITED DOCUMENT

A limited purchase screen is created to capture information that pertains to the purchase of merchandise or services.
For each limited purchase entered into the system, you will use the following screens:

Limited documents are for purchases under $10000. Purchases over $10000 have to be processed through Purchasing on a requisition. Under TAMU Rules, there are certain purchases that are exceptions to this. Go to the website and read TAMU Rule 25.99.02.M1, section 5.7.

Remember if the account that is paying the voucher begins with a "1" is a STATE ACCOUNT with special documentation requirements.

Screen 240

Doc: Enter L0 (zero); press enter.
Order Date: Enter the date that the items were ordered.
Doc Summary: Enter a brief description of what you are paying for on this document.

Vendor: Enter the 11-digit vendor ID # that corresponds to the remit to address on the invoice. If you do not know the number, type in as much of the vendor name that fits.   Press enter. This pulls up a listing beginning with this vendor. Press the PF10 key to pull up the remit to addresses for each vendor. Place an "X" by the one that matches the remit to address on the invoice. Press enter. This pulls the vendor ID # and vendor name forward to screen 240. If you do not have an invoice, you can obtain the correct remit to address from the vendor at the time you make the purchase or place the order.

FOB: Enter the 2-letter freight code that indicates whether your department will pay freight charges or not. Can use '?' help. You can enter the freight amount with your line item entries on screen 241 rather than indicating freight terms here if you prefer.

User Ref: Enter the 6-digit account number you are using to pay on this document followed by a – (dash) and a 1-7 digit number. If more than one account will be used, enter the primary account number here. The 1-7 digit number can be whatever number series your department internally assigns to this document or it can be a zero if your department is not using a numbering system.

All Items Received: You may enter a "Y" here if all the line items listed on screen 241 have been received. If you enter a "Y", you have to enter the date they were received in the department.
Date Received. If not all items have been received, enter an "N" and receiving will have to be done on the Receiving screens (321-326). If any of the expense object codes used on screen 241 are fixed asset codes, you cannot enter a "Y". You are required to do the receiving on the Receiving screens.

GFE Solicited: Making an effort to do business with Historically Underutilized Businesses (HUBs) by contacting the required number of HUB vendors.
> **Why?**
> - Helps our agency document that we have been making the required good faith effort
> - • Required to meet legislative and Texas A&M System requirements

You may enter a "Y" or an "N" here.
> - **N** means that The Good Faith Effort was not solicited. A pop-up screen will request your reason that you did not use a HUB vendor.
>   - CE   CONFERENCE EXPENSE
>   - DP   DIRECT PUBLICATION
>   - ER   EMPLOYEE REIMBURSEMENT
>   - GA   PURCHASE FROM GOVERNMENT AGENCY

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      ○ IN   ITEM OR SVC FOR IMMEDIATE NEED
      ○ MO MASTER OR BLANKET ORDER
      ○ SC   STATE CONTRACT
      ○ SS   SOLE SOURCE
      ○ US   UTILITY SERVICE

- **Enter a "Y"** Continue to add items on Screen 241

Ship To Address Nbr: Enter the 3-digit number for your department. '?' help can be used. Type '?' and press enter. This pulls up an alphabetical department listing. Type your department name in <u>Search Criteria</u>. Press enter. Select the correct code by placing an "X" by it and pressing enter. This pulls forward to screen 240.
Invoice To Address Nbr: Same as above.

Screen 241

Account: First, enter your 6-digit account number. Then enter your 5-digit support account number. If you are not using support accounts, leave the second section blank. In the third section, enter the appropriate expense object code.

Quantity: Enter the quantity.

UOM: Enter the unit of measure. '?' help can be used.

Unit Price: Enter the individual item price.

Desc: Enter your item description first, and then you can enter any internal documentation you desire such as invoice # or part #.

TIBH Enter whether your purchase qualifies. In 2007, there were over 7,000 people with various disabilities employed all over Texas, and TIBH contracts paid over $26 million in wages to these exceptional Texans.

Screen 242

Close Document: Enter a "Y". You will get a pop-up box that says, "Type 'Y' to submit to routing and approval." If you are ready to route the document in the approval path, enter a "Y" and if you do not want it to route at this time, enter an "N". If you do not route it at this time you must remember to go back to screen 242 with this L # at some point in time and press PF7 to route it through the approval path. Documents cannot be processed for payment if the Signer has not approved them.

Other Limited Screens

Screen 243 - Limited Purchase Flag Maintenance
> This is where we can delete or undelete the document or certain line items. We can reopen the document or complete the PO.

Screen 244 – Limited Purchase Note Text
> You may add informational notes to a limited purchase document using Screen 244. You can add document notes even after it has been routed or even after the signer has approved it. With this screen, you may type as many as ninety-nine lines of notes on an open or closed document. This is the same as putting document notes on screen 240 with PF9. The difference is that you have to have the document open and "In Process" in order to use the PF9 feature on screen 240.
>
> Please note: Text is entered on this screen without a wrap around feature, so a word may inadvertently be split between two lines. Pressing the <TAB> key will take you to the next available text line.

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SCREEN 341 DIRECTIONS for any invoice L-doc, E-doc and P-doc

```
F0003 Record has been successfully modified,
341 Invoice Header Create (Dept.)                              02/16/09 08:01
                                                               FY 2009 CC AM
 Screen:___     Doc: L900191      Inv: 4709
                                                            Vendor ID's
   Vendor: 28787871144        LIGHTNING SOURCE, INC.       Tax: 878787114
Invoice Amt: 36.00    Cr: _     P.O. BOX 87991              St: 28787871145-001
  Invoice Dt: 02/02/2009        ST. LOUIS, MO  36150-7991
    Terms: _____ ___ _ ___
   Due Dt: 02/16/2009
Disc. Due Dt: 02/16/2009
 Req Pay Dt: _____     Receive Dt: Invoice: 02/02/2009


  Original Inv: _____        Enclosure Code:__
   Cust AR Nbr: 12345678
     Alt.Vendor:_____         IC: R  Reason: AD
                                       Wire Transfer: N
      Vchr Amt:           Other Parts Amt:              Dup Inv Ovrd:

 Enter---PF1----PF2----PF3----PF4----PF5----PF6----PF7----PF8----PF9----PF10---PF11----PF12---
         Hmenu Help EHelp ACH   Next        VSrch  Info   Notes  Accts  Cncl
```

Doc: Document – L, E or P #

Inv: Invoice # - Must be keyed exactly as it is on the invoice. All punctuation has to be entered such as, dashes, commas, slashes, etc. Type one space for any space between letters or numbers. If the invoice number is too long to fit here, first take out the punctuation starting at the beginning of the number. If it is still too long, then take off letters or numbers at the beginning of the number until it fits. If the invoice # is D-1234 and you enter it as D1234, then later someone else tries to pay the same invoice but enters it as D-1234, FAMIS will not detect it as a duplicate. You have to press <enter> before continuing.

Vendor: Vendor ID # - This will pull automatically from what was entered on screens 240 or 235 and from what Purchasing entered on screen 220, 227 or 417 when they transferred the R document to a P. In some cases, it will pull from what was entered in the department on screen 257. The corresponding vendor name and mailing address information will pull to the right of this field.

You must verify that the vendor information matches the remit to information on the invoice. If the correct remit to address is not set up in FAMIS, send an email to Brandi Thorp with the vendor number, name and complete remit to address. She will set it up for you and let you know the new number. If the vendor is not set up in FAMIS at all, she will not be able to set them up until we receive a W-9 from them.

Invoice Amt: Invoice Amount – The total on the invoice or the amount that you are paying. Anytime you are not paying the full amount of the invoice there must be an explanation as to why in invoice notes.

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Invoice Dt: The date of the invoice. If there is no invoice date on the invoice, enter the date the invoice was received in the department as the invoice date.

Terms: Auto fills
Due Dt: DO NOT USE. It will default to the current date.

Disc. Due Dt: DO NOT USE. It will default to the current date.

Rcv Dt: Inv: The date the invoice was received in the department. This has to be the first date it was received at our agency in the case where it was received by another department prior to the correct one.

Original Inv: DO NOT USE. If any information pulls to this field, take it out.

Encl Cd: Enclosure Code – Enter:

> **Y-** if a copy of the invoice must be mailed with the check to the vendor.
> **P-** for pick up the check
> **S-** if it is to be sent overnight
> **L-** if vendor requires the original invoice sent with the check-usually government or professional licenses.

Documentation is required to substantiate the department's request either in Doc Notes or on the invoice.

Req Pay Dt: Requested Payment Date – On **STATE ACCOUNTS ONLY** you will enter today's date for all advance payments, membership, subscription, conference registration fee, professional license fee, advance payment for books and software, rentals, and maintenance agreements and or the date the discount is due if a vendor discount is involved.

Cust. AR Nbr: Customer Accounts Receivable Number –
> 1st choice – Your account # assigned to you by this vendor.
> 2nd choice – Your customer # assigned to you by this vendor.
> 3rd choice – Your department name exactly as billed on the invoice.

Alt Vendor: Alternate Vendor – This will automatically pull from what the department entered in the Reimburse ID field on screen 240 or 235. Make sure it is valid. It cannot be the same as the vendor ID #.

IC: Interest Control – This is our ability to manually control whether interest is calculated or not. Documentation is required to substantiate the department's request either in Doc Notes or on the invoice.
If you put it into Document notes the reason why interest should not be paid, the Accounts Payable auditor can enter the correct information in the **IC and **Rsn** fields for you.

Dup Inv Ovrd: You have the ability to override the duplicate invoice message by entering a Y here for yes, but you must verify on screen 160 that this is not a duplicate payment first. Documentation is required either in Doc Notes or on the invoice as to why you did this.

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```
F0013 Please enter desired modifications,
341 Invoice Header Create (Dept.)                                   02/16/09   08:09
                                                                     FY 2009 CC AM
   Screen:___  Doc: L900191  Inv: 000000NEW
                                                                     Vendor ID's,
     Vendor: 28787871144,           LIGHTNING SOURCE, INC.          Tax: 878787114
  Invoice Amt: 36.00        Cr: __   P.O. BOX 87991                  St: 28787871145-001
    Invoice Dt: 02/02/2009            ST. LOUIS, MO  36150-7991
      Terms: _____ ___ _ ___
      Due Dt:  02/16/2009
 Disc. Due Dt: 02/16/2009
 +----------------------------------------------------------------------------------------------------+


 ------------------------------------- Purchase Order Information -------------------------------------
          Vndr: 28787871144 LIGHTNING SOURCE, INC.                  Tax ID: 878787114
 Document  Dt: 02/01/2009   Cat.: LP      User Ref:  120007-NEW
 Start    Dt:             Contact Person:                           Ph:
 End      Dt:             Buyer:                                     Ph:
 Exp.Dlvry Dt:            FOB: __   Type Funds/Ord:                  PO Total: 36.00


 +----------------------------------------------------------------------------------------------------+

 Enter----PF1------PF2----PF3----PF4----PF5----PF6----PF7----PF8----PF9----PF10---PF11---PF12----
          Hmenu Help   EHelp ACH    Next              VSrch  Info    Notes Accts  Cncl
```

Press the PF8 function key for Purchasing Information. This information will display in a pop-up window.

Remember if you create an invoice header (Screen 341) with an incorrect invoice number you must cancel the incorrect invoice header using the F11 key and start over.

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