LIMITED
HOW TO PROCESS PAYMENTS IN FAMIS-LIMITED SCREENS

Limited Screens can only be used for purchases less than 5K, which are called delegated purchases. If greater than 5K must enter a requisition using screens 250-256 or if the purchase is exempt (see spreadsheet labled EXEMPT) can use exempt screens. If continuous purchases from the same vendor in a years time will be greater than 5K must use an existing master order in FAMIS or enter a requisition to go out for bid.

FAMIS	Fields	Information required in fields	Other Instructions	
Screen 240	Doc	Type "L0" second digit is zero not the letter O		
	Order Date	Date the goods or services were ordered	This should be taken from the department order documentation(internal PO) or from the invoice. If spot purchase will be the same day as the invoice date if not listed on invoice or receipt.	
	Dept	Defaults to creators access	If the account to be used has a different dept or sub dept (shown on screen 6 in FAMIS) than creator's default then this must be set up via the PF11 pop up	
	Subdept	Defaults to creators access		
	Doc Summary	Summary of items purchased or to be purchased		
	Vendor	Select appropriate Vendor ID and mail code for vendor listed on invoice. Verify address is correct. Verify correct mail code is selected for ACH	To select appropriate vendor, type the vendor name in this field and hit enter. It will pop up a list of vendors from which to select. Use F9 to view vendor address to ease selection.	
	Reimburse ID (also known as ALT Vendor)	Only used to reimburse an employee who has paid the vendor directly and requesting reimbursement. The vendor will be in the vendor field and the employee to be reimbursed will be in the Reimburse ID field. Required on state funds.	To select appropriate Reimb ID vendor, type the vendor name in this field and hit enter. It will pop up a list of vendors from which to select. Use F9 to view vendor address to ease selection.	
	User Ref	Must be 6 digit account hyphen at least 1 character (i.e. 123456-001 or 123456-abc)		
	LDT Cd	Leave Blank		
	FOB	Leave Blank		
	GFE Solicited	N (default). Enter Y to add information on Good Faith Effort.	After entering a Y, pop up to add detail information (also use screen 246).	
	All Items Rcvd	Should be "**Y**", unless using the receiving screens 321-326.	If controlled asset, must use the receiving screens 321-326. See receiving screen instructions.	
	Date Received	Date goods were received or date that the services were completed. This date is important due to the prompt payment calculation, please verify this date is accurate.	Not used if using screens 321-326	
	Ship To Address Nbr	Pick the three digit code for your department. If unsure of the code place cursor over field and hit PF2 to search by department name		
	Invoice To Address Nbr	Pick the three digit code for your department. If unsure of the code place cursor over field and hit PF2 to search by department name		
	PF9 to pull up Notes	Use this function key to enter Doc Notes. Special instructions for AP or key issues/problems with vendor should be noted here.	Example when to use notes; if using **existing master order in FAMIS** reference # here, if needing to pickup check vs mailing, shipment problems, special mailing instructions, etc	
PF5 to				
Screen 241	Account	Enter appropriate 6 digit department account.	If the account department/sub department code does not match the creators default code then this must be entered back on 240.	-Repeat for each line item on the invoice or summarize the invoice in FAMIS by items that can be coded with the same object code. So for example if you have an invoice with pens, pencils, staples with three different line items on the invoice it could be one line item in FAMIS coded as 4010.
	Support Account	Enter the appropriate 5 digit support account for the department account entered above.	If not using support account leave blank	
	Object Code	Enter the appropriate object code for the item(s) on the invoice.	To select the appropriate code use screen 806 in FAMIS or use the Expense Object Codes Search	
	Qty	Enter Quantity of items on invoice	Could be for each item on invoice or by like items (items on invoice that are coded the same).	
	UOM	Enter the "Unit of Measure" for the items on the invoice	Common measures are "EA" for each and "LOT" for lot. If unsure of the unit use the help function(press F2 while over this field) to look at the units available in FAMIS.	-If a line item needs to be split between several accounts use the F11 key to initiate the split. Then enter the appropriate percentage for the split between the different accounts and support accounts.
	Unit Price	Amount of that particular invoice item, based on Unit of Measure	FAMIS will calculate the Qty*Unit Price for the Ext Price field, so must use the appropriate Qty and Unit price to calculate accurately.	
	Description	General description of item(s) listed on invoice.	This could be a summary of items being purchased if combining several line items on the invoice into one line item in FAMIS or the desc could be line item by line item in relation to the invoice.	
PF5 to				
Screen 242	Close Document	Input "Y", press enter and will prompt for routing. Input "Y" and press enter	Additional routing can be selected in the prompt if needed.	
Proceed to				
Screen 341	Invoice #	Use the invoice number listed on invoice. It is imperative that the invoice number is typed in exactly as listed on the invoice. This is important to prevent duplicate payments.	FAMIS runs a check to verify that this invoice has not been paid to this same vendor. If it is a duplicate FAMIS will give an error message. See Duplicate Inv Override	
	Hit enter	Vendor number and alt vendor pulls fwd from 240	Verify that the vendor is accurate. If setting up invoice from PO the vendor will pull from screen 220.	
	Invoice Amount	Enter total reimbursement amount, must equal the total from the invoice.	If not, then explanation required by entering Invoice Notes. This can be done by pressing F9 to pull up the notes.	
	Invoice Date	Invoice date listed on invoice		
	Terms	Blank		
	Due Date	Auto Filled	Do not enter a due date from the invoice in this field - may cause delay.	
	Disc Due Date	Auto Filled		
	Receive Dt Invoice	Date invoice received in department for processing reimbursement. Date is very important for calculating prompt pay. Verify that this is accurate.	Important that the appropriate date is entered. Date should be the date first received in department, unless a dispute with the vendor. Again must use Invoice Notes to document that the invoice received date is later than what it was stamped in.	
	Encl Cd	Normally blank, but if needing invoice to be enclosed with payment must put a "Y" in this field. Use "A" if request a forced single payment not combined with other invoices.	Again use the F9 function, to pull up notes, to enter the reason why a copy of the invoice must be mailed with the check.	
	Req Pay Dt	Blank		
	Cust AR Number	Enter the customer account number listed on the invoice. If no customer account number enter your department name.	This field is very important to the vendor to be able to accurately post your payment to the appropriate account with that vendor.	
	IC	Leave Blank		
	Rsn	Leave Blank		
	Dup Inv Override	Normally blank, but if receive error message from FAMIS that this is a duplicate invoice and it still needs to be paid then enter "Y" in this field.	If enter "Y" in this field you must provide an explanation as to why this invoice is being paid again by selecting the F9 function to enter notes.	

* -State Funds generally 1xxxxx.
  -Local Funds all other accounts
** Rushes must be submitted via Laserfiche; WIP-Disbursements; Accounts Payable; Rush Invoices.
*** After completing the processing in FAMIS (including signing/approval of L-doc), scan invoice and any other supporting documenation into Laserfiche. Submit to WIP-Disbursements-Accounts Payable (or in subfolder) for processing.