

TEXAS A&M AGRILIFE
FAMIS DEPARTMENTAL SCREEN CARD
Updated September 2014

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Additional Reference Material and Information
<http://famis.tamu.edu>
<http://sago.tamu.edu/famis/>

FRS MAIN MENU & BULLETIN BOARDS

001 FRS Main Menu-includes menus to help find screens
B01 FAMIS Bulletin Board Menu
B02 FAMIS System Bulletin Board
B20 FAMIS Purchasing News
B21 Purchasing Campus Bulletin Board

FRS FINANCIAL ACCOUNTING SCREENS

M01 ACCOUNT INFORMATION - Inquiry
General Ledger (GL) Non-Dollar Information
002 GL 6 Digit Non-Dollar Information
004 GL 6 Digit Non-Dollar Information
029 Account Search GL/SL by acct, title, dept, responsible person

Subsidiary Ledger (SL) Non-Dollar Information

006 SL 6 Digit Non-Dollar Information
008 SL 6 Digit Non-Dollar Information Attributes 2
009 SL Grant/Contract Attributes
029 Account Search GL/SL by acct, title dept, responsible person
068 Account Search with support accounts included

M03 GL/SL BALANCES & DOLLAR INFORMATION

General Ledger (GL) Dollar Information
018 GL 6 Digit List
040 GL 10 Digit Snapshot
702 GL 6 Digit Reserve Balance

M03 Subsidiary Ledger (SL) Dollar Information

06B SL Account Dollar Totals
019 SL 6 Digit List with Category Totals
032 SL Budget Data List
033 SL Annual 10 Digit Activity by Month
034 SL Summary by Budget Pool (go here for quick balance)
041 SL 10 Digit Snapshot

M03 GL/SL Transactions and Statement

PF6: Position cursor on trans. Press PF6 for summary
023 Transaction Inquiry by Account (entire Fiscal Year)
024 FA Session/Batch Header List
027 Transaction Inquiry by Batch
046 Transactions for a Month on Reference Number 2 or 4 (For IDT's use Reference Number 2)
047 Transactions Inquiry on a Reference Number 2 or 4 (For IDT's use Reference Number 2)
048 Transactions by Account/Subcode/Month
049 Detail Account Statement – use PF keys for more info
080 Inquiry by Subcode
081 Detail Transaction by Subcode

M03 GL/SL Encumbrances /Open Commitments (OC)

020 SL OC 10 Digit List
021 OC File List
022 OC by User Ref or PO Number
026 OC Inquiry by Reference
031 OC by Vendor/SSN
042 OC Record Snapshot
750 Open Commitments By Vendor/UIIN

M03 Payroll – Form 500

090 Form 500 Tracking

M05 Support Accounting (SA)

051 SA Attributes – Non-Dollar Information
052 SA Attributes 2 – Non-Dollar Information
068 Support Account Search - GL/SA/SL

M05 SA Balances and Dollar Information

051B SA Dollar Totals
064 SA Budget Data List
069 SA 11 Digit List with Category Totals
071 SA 15 Digit Snapshot
073 SA Annual 15 Digit Activity by Month
074 SA Summary by Budget Pool

M05 SA Transactions and SA Statement

063 SA Transaction Inquiry by Account for the FY
076 SA Transaction for a Month by Reference 2 or 4
077 SA Transaction Inquiry on Reference 2 or 4
078 SA Transaction by Account/Month/Subcode
079 SA Detail Account Statement –use PF keys for more info

M05 SA Encumbrances/Open Commitments (OC)

060 SA OC 15 Digit List
061 SA OC File List
062 SA OC by User Reference or PO Number
066 SA OC Inquiry by Reference
072 SA OC Record Snapshot
750 Open Commitments by Vendor/SSN

M05 SA Departmental Entry

050 Dept Support Account Attributes
053 SA Budget Move
054 SA Flag Maintenance
056 SA Transaction Move

M07 Departmental Planning Budgets

715 Dept Defined Profile Maintenance
720 SL (6 Digit) Dept Defined Budget Maintenance
721 SL-Target budget (from 720) inquiry with profile
722 SL-Real-time budget inquiry with profile
730 SA-Tie acct to profile or create a target/planning budget
731 SA-Target budget (from 730) inquiry with profile
732 SA-Real-time budget inquiry with profile

M08 Entire Connection Download

The following screens may be downloaded into a spreadsheet if you have the Entire Connection Software:
18,19,23,27,29,46,47,48,63,68,69,80,81,127,627,805,806,860,534

M09 Entire Connection Print

The following screens may be printed if you have the Entire Connection Software: 18,49,79,278,721,722,731,732

M11 Vendor Inquiry

101 Vendor Number Search
103 Vendor Add/Modify

M11 Batch Information

124 Accounts Payable Session/Batch Header list
127 Accounts Payable Transaction Inquiry by Batch

M11 Voucher Inquiry

160 Invoices by Vendor Inquiry
161 Voucher Inquiry by Voucher Number
162 Voucher Inquiry by Vendor (great for reimbursements)
163 Voucher Inquiry by Account, Departmental Reference
164 Voucher Inquiry by Purchasing Order Number
165 Outstanding Voucher Inquiry
166 Pending Voucher Inquiry
167 Voucher Inquiry by Departmental Reference Number
168 Voucher Total Inquiry
169 Voucher Line Item Inquiry
163-165 Use PF keys to see check date and check number
168-169 Use PF9 to see where the check was mailed
177 Check List search for check specific information
178 Vouchers by Reconciliation Bank Inquiry
186 Vouchers by Check Inquiry

M11 State Hold Vendor Search

171 State Hold Vendor ID Search
172 State Hold Vendor Name Search

M11 State HUB Vendor Search

173 State HUB Vendor ID Search
174 State HUB Vendor Name Search

M22 Purchasing Inquiry Menu

PF-Position cursor next to doc needed, and use PF keys.

271 Documents Closed But Not Routed
272 Documents by Status
275 Incomplete Receiving/Invoicing
277 Document Inquiry by Campus
278 Document Inquiry
279 Inquiry Information for Each Line Item of a Doc.
280 Document Browse by Document Number
281 Document Browse by Department/Subdepartment
282 Document Browse by Account
284 Document Browse by User Reference
285 Document Browse by Vendor
286 Document Browse by State Requisition Number
287 Document Browse by State Order Number
288 Document Summary
290 Document Tracking Inquiry
291 Document Tracking Cross Reference
295 SciQuest Document Xref

M23 Purchase Order Inquiry

220 PO Header Create/Modify (Purchasing Services entry)
221 PO Shipping & Text Info
222 PO Additional Header Text
223 PO Sole Source
224 PO Line Item Create/Modify (Purchasing Services entry)
225 PO Item Description Cont'd

M23 Master Order Inquiry

260 MO Header Create/Modify (Purchasing Services entry)
261 MO Shipping and Text
262 MO Additional Text
263 MO Sole Source
264 MO Line Item Create/Modify (Purchasing Services entry)
265 MO Item Description Cont'd

M24 Exempt Purchases Entry (PEP)

233 Copy Exempt Purchase to Exempt Purchase
234 Part Description Maintenance
235 Exempt Purchase Header

236 Exempt Purchase Items
237 Exempt Purchase Close
238 Exempt Purchase Flag Maintenance
239 Exempt Purchase Notes
341 Invoice Header Create (Dept.)

M24 Limited Purchases Entry (PLP)

234 Part Description Maintenance
240 Limited Purchase Header
241 Limited Purchase Item
242 Limited Purchase Close
243 Limited Purchase Flag Maintenance
244 Limited Purchase Notes
245 Copy Limited Purchase to Limited Purchase
341 Invoice Header Create (Dept.)

M24 Requisition Entry (PRO)

247 Copy Document to Requisition
250 Requisition Header Create/Modify
251 Requisition Shipping and Text Information
252 Requisition Additional Header Text
253 Requisition Sole Source
254 Requisition Line Item Create/Modify
255 Requisition Item Description Cont'd
256 Requisition Document Close
258 Requisition Flag Maintenance
259 Requisition Notes
341 Invoice Header Create (Dept.)

M32 Purchasing Receiving Entry

321 Receiving Documents Create (Dept)
322 Receiving Item Create
323 Receiving Single Item Create
326 Receiving Document Close

M32 Purchasing Receiving Inquiry

330 Receiving Documents by Document Number
331 Receiving Documents by Ship to Department
332 Receiving Documents by Status, Ship to Department
338 Receiving Document Summary
339 Receiving Documents Line Item Summary

M34 Purchasing Invoice/PIP Inquiry

341 Invoice Header Create (Dept.)
344 Invoice Frt/Tax/Ins/Oth Items
345 Invoice Pending Voucher Create/Mod (FMS Entry)
346 Invoice Document Close (PF8 to see cancel reason)
350 Invoice Inquiry by Purchasing Document Number
351 Invoice Inquiry by Vendor Number
358 Invoice Document Inquiry (PF6 to read PIP)
359 Invoice Item Summary

M36 Preliminary Fixed Assets Menu

360 Build Preliminary Assets
361 View Preliminary Assets
362 Preliminary Fixed Asset Data

M42 Bids Inquiry

410 Bid Header Create/Modify (Purchasing Services Entry)
411 Bid Shipping and Text
412 Bid Header Text Continued
413 Bid Sole Source
414 Bid Line Item Create/Modify
415 Bid Item Description
416 Bid Document Close

M52 Departmental Budget Requests Menu

520 Create/Modify a DBR
521 List Requests

M58 Budget Preparation Menu

540 Version Inquiry
541 Transfer/Allocation Listing
543 Budget Account Inquiry
552 Departmental Budget Pattern Maintenance
556 Member Budget Pattern Maintenance
560 GL to GL Transfers
561 GL to SL Transfers / Allocations
562 SL to SL Allocations
563 SL to GL Transfers / Allocations
583 Assign/Remove Pattern by Department
584 SL (6 Digit) Budget Account Attributes
589 SL (6 Digit) New Budget Entry
594 SA (11 Digit) Budget Account Attributes
599 SA (11 Digit) New Budget Entry

M61 Accounts Receivable Inquiry

602 Customer Name Search
603 Customer Add/Modify (FMS Entry)
604 Customer Comments
605 Customer System Information
632 Invoices by Customer
633 Invoices by Billing Department
634 Invoice Line Items by Account
635 Invoice Display
636 Invoice Line Item Display
637 Invoices by Invoice Number
638 Invoices by SPR Project

M75 Payroll Encumbrance Module

753 Payroll Enc Adjustment – Budget
754 Payroll Enc Adjustment – Budget
755 Payroll Encumbrance Screen by PIN
756 Payroll Enc Transaction by PIN
757 Payroll Encumbrance Screen by Account

M77 Payroll Detail Module

770 Payroll Detail by SSN
771 Payroll Detail by Salary/Wages Account
772 Payroll Detail Inquiry by Voucher
773 Payroll Detail by Pay Cycle/Date
779 Payroll Detail Record Inquiry
090 Form 500 Tracking

M90 Routing and Approvals

910 Document In-Box
911 Document In-Box by Name
912 Document Out-Box
913 Deleted Documents
914 Document Routing History
915 Approval Profile by Name (use to see who is on what desk)
916 Approval Document In-Box
917 Approval Document In-Box by Name

S01 Tables/Miscellaneous Screens

804 Maintain Automatic Budget Reallocation Rules
850 Person Information
851 Mail Code File

Object Code & Account Control Lists

306 Exempt Object Codes
805 GL Account Control Descriptions
806 SL Object Code Descriptions (revenue & expense)

Change Campus Part & Fiscal Year

882 Current Session Campus and/or Fiscal Year

M91 Electronic Office Management Entry

920 Department View Create/Modify
921 Department Paths Create/Modify
922 Approver Desk Create/ Modify
923 Signer Desk
924 Creator Desk
928 Department View Delete
929 Desk Delete
930 Desk Copy

M91 Electronic Office Management Inquiry

915 Approval Profile by Name (use to see who is on what desk)
935 Department/Subdepartment by Office
936 Views by Office
937 Desks by Office
938 Office/Desk Workload
940 Office Create/Modify (defaults created by security)
941 Unit to Office Assignment (entered by security)
945 Office Browse
950 Electronic Documents Profile

Inquiry by Batch

024 Financial Accounting Session/Batch Header List
027 Transactions by Batch Reference and Date
124 Accounts Payable Session/Batch Header List
127 Accounts Payable Transaction Inquiry by Batch
624 Accounts Receivable Session/Batch Header List
627 Accounts Receivable Transaction Inquiry by Batch

Inquiry by Subcode

080 Inquiry by Subcode
081 Detail Transactions by Subcode

FFX FIXED ASSET MODULE - INVENTORY

FFX Departmental Entry

535 Departmental Inventory - Entry used to change inventory locations, purpose & availability

FFX Inquiry

501 Purchasing/Vendor Data
502 Property Control Data
503 Funding/Accounting Data
504 Debt Finance/Maint/Insurance Data
505 Owner/Location Data
508 Asset Notes
523 Transaction Inquiry by Asset
528 Asset search by Description
531 Asset by component Snapshot
534 Asset Search by Dept/Sdept Code
536 Asset Search by Tag #, Serial #, or Related Asset
540 Building Information
541 Summary of Asset Data for Buildings/Components
543 Building Room Number Table
545 View Preliminary Assets
546 Preliminary Fixed Asset Data
581 Asset Class Code Table
583 Acquisition/Disposal Methods
860 Department Table- type *, press ENTER for a list

PASSWORD RULES

Use exactly eight spaces by using a mix of letters and numbers.
Do not re-use an old password.
Begin with a letter.

GETTING HELP WHILE USING FAMIS

PF2 KEY: Try this ANYWHERE!!! Position cursor on a field where you have a question. Press PF2. A definition MAY OR MAY NOT appear . Regardless if a definition appears or not press ENTER to see valid values for the field. You may need to try this in many places before finding what you need.

? **Help:** Only valid in fields where you may enter data.

Type ? And press ENTER. Only valid values appear when using the ? No definitions will appear. You must use PF2 for a definition.

* **Help:** Only valid in fields where you may enter data.

Type * and press ENTER. Valid on the action lines for Screens such as 715, 860, and 922. For example: placing an * for Dept on the action line of Screen 860 will give a list of all depts.

HOW TO LOG ON TO FAMIS

1. **Type TPX** at the ATM screen and **press ENTER**.
2. Type your **FAMIS Production UserID and password**. **Press ENTER**.
3. **Press ENTER** at the screen showing your logon status.
4. Press the **F2 key or F key for CICS/NAT** at the Nvi/TPX menu.
5. Type your **FAMIS Production UserID and password** again. **Press ENTER**.
6. **Type FAMI and press ENTER** where you see the note “sign-on is complete.” If you see the note “CICS/NAT Transaction is unrecognized,” clear your screen. See section on clear screen tips.
7. Read the Bulletin Board, then **press ENTER**.
8. You should now be at Screen 001.

HELP CLEARING YOUR SCREEN

Try these options for clearing your screen:

- Press the pause/break key.
- Click the CLR or Clear icon on your screen.
- Press CTRL and F2 simultaneously if you are using Entire Connection.
- If these options do not work, then contact your computer support and have them check your keyboard mapping.

HOW TO LOG OFF OF FAMIS

1. In the Screen field of ANY screen, **type SO for Sign Off**.
2. **Press ENTER**.
3. **Type LOGOFF** over “Nat9995 Natural Session Terminated Normally” and **press ENTER**.

4. Type **/K then press the PF12 key** at the TPX menu

In step 4, before typing /K then PF12, see if anything is highlighted on the TPX menu. If there is, then you must go into each highlighted application and log off. If you fail to do this, you will have problems. **To fix, call the NAC at 979-845-4219.**

Note: Typing /K then pressing PF12 before typing SO and LOGOFF will **not log you off of FAMIS!** It only kills TPX.

HOW TO GO BACK TO THE TPX MENU

In the Screen field of any screen, type /W then press PF12.

HOW TO LOCK YOUR SCREEN

Do this anytime you step away from your computer!

1. Type **/L** then press the PF12 key.
2. To unlock, type your TPX password, and press ENTER.

HOW TO EXIT FROM A POP-UP WINDOW

To exit from a pop-up window, press the PF4 key.

USING PF KEYS FOR MORE INFORMATION

Numerous screens have PF keys listed at the bottom to provide you with more information. By pressing the PF keys, pop-up screens may appear. To exit them, press PF4. Other PF keys will scroll your screens to the right or left providing extra columns of information.

USING PF KEYS ON THE PURCH. INQUIRY SCREENS (Screens 278-287)

Position the cursor next to the document you would like to see. Press the function keys for pop-up screens to appear.

HINTS ON ENTERING DATA

Always watch the message line (top line of the screen) for any error messages that may appear. Do not change screens without getting the message, “Record has been Successfully Modified” or you will lose data.

Before entering data, always press ENTER after inputting data on the action line – first line of data on the screen. If you fail to press ENTER on the action line and proceed to complete the screen, you will lose all data the first time you press ENTER, and you will have to retype it.

LISTSERV SIGNUP

1. Send an e-mail to listserv@listserv.tamu.edu
2. Do not enter a subject
3. In the BODY of the message type SUBSCRIBE AM-FAMIS-L
firstname lastname
4. Send the command

FORGET YOUR PASSWORD?

If you forget your FAMIS password, call AgriLife Business Services FAMIS Security at 979-845-4794 or 979-862-6307.

REFERENCE CODES

Currently, there are four different reference codes used in FAMIS. Specific transactions are associated with these codes. Each transaction code is identified below, along with related transactions. Reference Codes can be seen on a number of FAMIS screens including screens 23, 46, 47, 76, and 77.

Reference #1: PO #; Budget #

(Encumbrances, Vouchers, Credit Memos, Prepaid Vouchers, Prepaid Credit Memos, Revolving Vouchers, Revolving Prepaid Vouchers, Change Source of Funds, Multi Vendor Vouchers, Budgets)

Reference #2: Voucher #; Bill #; Receipt #; Accounts Receivable Invoice #

(Disbursements, Vouchers, Credit Memos, Prepaid Vouchers, Prepaid Credit Memos, Revolving Vouchers, Change Source of Funds, Multi-Vendor Vouchers, Revolving Prepaid Vouchers, Interdepartmental Transfers, Receipts, A/R Addt'l Line Item Entry, A/R Line Item Adjust, A/R Line Item Payment)

Reference #3: Accounts Payable Check #; Teller #

(Disbursements, Prepaid Vouchers, Receipts)

Reference #4: Departmental Voucher #; Accounts Receivable Check #

(Vouchers, Credit Memo, Prepaid Vouchers, Prepaid Credit Memos, Revolving Prepaid Vouchers, Change Source of Funds, Multi-Vendor Vouchers, A/R Additional Line Item Entry, A/R Line Item Adjust, A/R Line Item Payment)