

AGRICULTURE PROGRAM

FAMIS DEPARTMENTAL SCREEN CARD

Updated November 2022

Additional Reference Material and Information

<https://it.tamus.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 Bulletin Board
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	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/SSN

M03 Payroll – Form 500

090	Form 500 Tracking
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M05 Support Accounting (SA)

051	SA Attributes – Non-Dollar Information
052	SA Attributes 2 – Non-Dollar Information
068	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	SA Create – SA Account Attributes
053	SA Budget Move
054	SA Flag Maintenance
056	SA Transaction Move

M07 Departmental Planning Budgets

715	SL & SA Profile Create/Maintenance
720	SL-Tie acct to profile or create a target/planning budget
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

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/View

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 Document 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

M11 State Hold Vendor Search

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

M11 State HUB Vendor Search

173	State HUB Vendor ID Search
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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 (cross reference between AggieBuy and FAMIS reference numbers)

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

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

M70 Payroll Detail Module

- 770 Payroll Detail by SSN
- 771 Payroll Detail by Salary/Wages Account
- 772 Payroll Detail Inquiry by Voucher

M70 Payroll Detail Module (cont'd)

- 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

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

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

FFX FIXED ASSET MODULE - INVENTORY

FFX Departmental Entry

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

FFX Inquiry

- 502 Purchasing/Vendor Data
- 503 Property Control Data
- 504 Owner/Location Data
- 505 Funding/Accounting Data
- 506 Debt Finance/Maint/Insurance Data
- 508 Asset Notes
- 523 Transaction Inquiry by Asset
- 531 Asset 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
- 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

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.

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.

FORGET YOUR PASSWORD?

If you forget your FAMIS password, call AgriLife Security at 979-314-5892.

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)