

**TEXAS A&M FOREST SERVICE
FAMIS INQUIRY SCREENS
QUICK REFERENCE CARD**

PHONE NUMBERS

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Fax 979-458-6644

Purchasing Dept.

Phone 979-458-7380
Fax 979-458-7386

Employee Development Dept.

Phone 979-458-6690
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Payroll and Support Services Dept.

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Fax 979-458-6622

Information Resources Dept.

Phone 979-458-6609
Fax 979-458-6611

**To reset FAMIS Password 979-458-6648
or 979-458-7380**

SL/GL SA

001 FRS Main Menu

ACCOUNT ATTRIBUTE INFO (M01)

002 GL account attributes
004 GL account attributes
050 SL delegated support
account attributes
006 051 SL account attributes
008 052 SL account attributes
08B SL delegation of authority
009 SL contract & grant attributes
029 068 SL & GL acct search by dept.,
title, account, or resp. person

ACCOUNT STATEMENT (M03)

049 079 FAMIS acct stmt for a month

ACCTS PAY/VOUCHER INQUIRY (M11)

160 Invoice numbers by vendor ID
161 Vouchers by Ref 2
162 Status of vouchers by vendor ID
163 Status of vouchers for an acct
by departmental voucher num
164 Status of vouchers by purchase
document number
165 Outstanding vouchers
166 Pending vouchers
168 Voucher total display - Can
view check # and object code
169 Voucher line item display
194 Displays state voucher line
items by Ref 2
197 State voucher browse by Ref 2

ACCTS PAY INVOICE INQUIRY (M34)

164 Status of vouchers by PO doc
350 Invoice inquiry by PO doc
351 Invoice inquiry by vendor
358 Invoice document inquiry
359 Invoice item summary

ACCTS RECEIVABLE SCREENS (M61)

632 Invoices by customer
633 Invoices by billing dept code
634 Invoice line items by account
635 Invoice display by invoice #
636 Invoice line item by invoice #
637 Invoices by invoice number

BATCH INQUIRY-BY FISCAL BATCH

024 Batch header list
027 Transacs by batch ref and date
124 Accounts pay batch list
127 A/P trans by batch and date
624 Accts receivable batch list
627 Accts receivable trans by batch

CHECK INQUIRY (M11)

185 Outstanding check list
186 Voucher by check inquiry

BUDGETS-DEPTML PLANNING (M07)

714 Dept Defined Budg Maintenance
715 718 Summary by Target Budget
716 719 Budget Summ-User Defd Catgy

CHG FISCL YR AND/OR CAMPUS CODE

882 Chg fiscal yr and campus code

DOLLAR INFORMATION INQUIRY (M03)

06B 51B SL Dollar Totals
018 GL bal sheet info by acct contl
019 069 SL rev/exp info by object code
032 064 SL budget data list
034 074 SL acct summ by budget pool
040 GL account budget activity by
account control
041 071 SL acct budg activity-obj code
702 GL 6 digit reserve balance

ENCUMBRANCES (M03)

020 060 Encumbs-acct, obj codes, mth
021 061 Encumbs-acct, subcode, po #,
and month
022 062 Encumbs-po # or user reference
026 066 Encumbs-po # (reference #1)
042 072 Encumbs-obj code and po ref #

PURCHASING DOCUMENT INQUIRY (M22)

Screens use PF keys for more options.

164 Voucher stat by purch order #
278 PO document inquiry
279 PO line item inquiry
280 Purchasing Document Browse
281 Doc inquiry by dept/subdept
282 Doc inquiry by account number
284 Doc inquiry by user reference #
285 Doc inquiry by vendor
286 Doc inquiry by state req number
287 Doc inquiry by state order num
288 Document summary
290 Document tracking
291 Document tracking cross ref

FORM 500

090 Form 500 tracking

SUBCODE INQUIRY

080 Inquiry by subcode
081 Detail transaction by subcode

SUBCODE LISTS

805 Account ctrl list (GL subcode)
806 Object code list (SL subcode)
306 Exempt object code list

TRANSACTION INFORMATION (M03)

023 Acct trans 9/1-pres by subcode
033 SL acct/obj code activ by month
046 Acct trans for a month by Ref 2
047 Acct trans by Ref 2
048 Acct trans for a particular acct,
subcode, and month

VENDOR SCREENS (M11)

101 - 103 Vendor number/address search
120 Vendor name alias
132 Vendor history
203 View vendor address info
206 Used to obtain the ownership
and HUB class of vendor
464 Bidder list by commodity

FFX SCREEN LIST

502 Property control data
504 Debt finc, maint, and insur data
505 Owner/Location data
506 Inventory data
508 Asset notes
523 Transaction inquiry by asset
531 Asset snapshot
533 Asset search by tag #, serial #
or related asset #
534 Search by dept/subdept code
583 Acquisition/disppl meths display

3270 EMULATION KEYS

PF or F (program function) - performs specific functions at the stroke of one key

TAB or BACKTAB - (shift/tab)

CLEAR/PAUSE - clears and refreshes the screen

RESET/ESC - used to unfreeze the screen when stuck

ERASE EOF - erases to an end of a field

HOME - cursors to top left of screen

HELP

? Help-

If you have the ability to enter data into a field and need help, put a ? In the blank and hit enter.

PF2-

Position the cursor in the field where you need help. Press the PF2 key. A screen will appear showing the definition of the field. Hit enter to see the defined values.

PF4-

Press PF4 to exit any pop up screen.

TPX COMMANDS

/L then PF12 locks your screen. To re-enter FAMIS, enter your password and hit enter.

/W then PF12 takes you to the TPX menu.

/ then a PF key When logged in through TPX you may be logged onto more than one app at one time. Typing / then the corresponding PF key of the application you wish to be in allows you to toggle back and forth between applications.

/K then PF12 kills TPX. Doing /K then PF12 without typing 'so' then 'logoff' does not log you off of FAMIS.

TROUBLESHOOTING

1. When logging onto FAMIS you notice that an application is highlighted on the TPX menu.

This means you are logged into the app. To clear it, type "I all" at the 'Command' prompt and hit enter. It should clear all highlighted applications.

2. How to unfreeze a cursor that will not move.

Hit the reset button on your keyboard. On some keyboards this is the Esc key.

3. The cursor will not move and you are getting a message saying "Invalid transaction identification please resubmit."

Unfreeze the cursor (see #2) then tab to the bottom right hand corner of the screen and type "logoff." Logoff will wrap around to the top of the screen. Hit enter. When you get back to the TPX menu, type "I all" at the command prompt and hit enter. This will clear everything.

4. You are stuck and nothing you type will help.

Unfreeze your cursor (see #2). Clear the screen and type logoff. To clear the screen, find the clear or pause key on your keyboard. It depends on your emulation package as to which key clears your screen.

GLOSSARY OF FAMIS TERMS

<i>FRS</i>	The Financial Record System in FAMIS.
<i>FFX</i>	The Fixed Asset Module of FAMIS. Used for property management info.
<i>SPR</i>	The Sponsored Research Module of FAMIS.
<i>6-Digit</i>	FAMIS account number which is six digits long
<i>10-Digit</i>	FAMIS account number (6-Digit) with the subcode added
<i>Account Control</i>	GL subcode (see subcode). See list on screen 805.
<i>Attribute</i>	Any non-dollar info contained in FAMIS needed for administration
<i>Entire Connection</i>	A software package which provides downloading capabilities from FAMIS.
<i>GL - General Ledger</i>	FAMIS Accounts that begin with a "0" (zero). Each represents a collection of financial records which reflect a balance sheet.
<i>Object Code</i>	SL subcode (see subcode). See list on screen 806.

L doc	PLP11XXX...
E doc	PEP11XXX...
R doc	PRQ11XXX...
P doc	PPO11XXX...

Ref # = A code entered on a trans by the Fiscal Dept. There are 4 types.

Ref 1 = -Purchase order number
-Encumbrances
-Budget change numbers
-Fiscal requests

Ref 2 = -FAMIS reference # for a voucher
-IDT's
-A/R invoice number
-Deposits

Ref 3 = -A/P local check number

Ref 4 = -Departmental assigned ref number (at least 4 digits)

Subcode A 4-digit number that describes a transaction. The GL subcode is called an account control; for SLs it is an object code.

SL- Subsidiary Ledger Begin with non-zero numbers. Each reports revenues and expenses to a GL account.

SA- Support Account A 15-digit SL account number. The 5 extra digits break the account into sections.

Transaction Code (TC) Three-digit code assigned by FAMIS for each transaction.