

Section 08.03

FREQUENTLY USED FAMIS SCREENS

The following is a list of screens frequently used in FAMIS. The list is organized by FAMIS menu screens. Menu screens will start with the letter “M” and will be followed by a two digit number. For example, M01 or M11.

001 FRS Main Menu-includes menus to help find screens

FRS FINANCIAL ACCOUNTING SCREENS

M01 ACCOUNT INFORMATION - Inquiry

General Ledger (GL) Non-Dollar Information

- 002 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

M03 Subsidiary Ledger (SL) Dollar Information

- 019 SL 6 Digit List with Category Totals
- 032 SL Budget Data List
- 034 SL Summary by Budget Pool (go here for quick balance)

M03 GL/SL Transactions and Statement

PF6:Position cursor on any transaction on the screens below. Press PF6 for detailed transaction record.

- 023 Transaction Inquiry by Account (entire Fiscal Year)
- 046 Transactions for a Month on Reference Number 2 or 4

- 048 Transactions by Account/Subcode/Month
- 080 Inquiry by Subcode
- 081 Detail Transaction by Subcode

M03 GL/SL Encumbrances /Open Commitments (OC)

- 021 OC File List
- 026 OC Inquiry by Reference
- 031 OC by Vendor/SSN

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

- 064 SA Budget Data List
- 069 SA 11 Digit List with Category Totals
- 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
- 078 SA Transaction by Account/Month/Subcode

M05 SA Encumbrances/Open Commitments (OC)

- 061 SA OC File List
- 066 SA OC Inquiry by Reference

M11 Vendor Inquiry

- 101 Vendor Number Search
- 103 Vendor Add/Modify

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
- 167 Voucher Inquiry by Departmental Reference Number

- 168 Voucher Total Inquiry
- 169 Voucher Line Item 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

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

M24 Exempt Purchases Entry (PEP)

- 235 Exempt Purchase Header

- 236 Exempt Purchase Items
- 237 Exempt Purchase Close
- 238 Exempt Purchase Flag Maintenance
- 239 Exempt Purchase Notes

M24 Limited Purchases Entry (PLP)

- 240 Limited Purchase Header
- 241 Limited Purchase Item
- 242 Limited Purchase Close
- 243 Limited Purchase Flag Maintenance
- 244 Limited Purchase Notes

M24 Requisition Entry (PRQ)

- 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

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

- 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

M52 Departmental Budget Requests Menu

- 520 Create/Modify a DBR
- 521 List Requests

M61 Accounts Receivable Inquiry

- 602 Customer Name Search
- 603 Customer Add/Modify (A/R Dept Entry)
- 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

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

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

PURCHASING DOCUMENT TYPES/CLASSES

Bid = PDB or B number

Exempt = PEP or E number

Number Invoice Problem = PIP or I number

Limited = PLP or L number

Purchase Order = PPO or P number

Requisition = PRQ or R number