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
# Accounting Services Handbook

## Frequently Used FAMIS Screens

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<td>Inquiry by Subcode</td>
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<td>Detail Transaction by Subcode</td>
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### 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
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Frequently Used FAMIS Screens

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
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Frequently Used FAMIS Screens

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