

# How to process a travel direct bill payment in Famis

FAMIS	Fields	Information required in field	Add'l information
Screen 240	Doc	Type "L0" second digit is zero not the letter O	If expense is over \$5,000.00 it will need to be an E doc, screens 235-237
	Order Date	Date flight was booked or first date of lodging or car rental	Will always be the same as or prior to invoice date
	Dept	Defaults to creators access	If account to be used has a different dept/subdept than default it must be added via PF11 popup
	Subdept	Defaults to creators access	
	Doc Summary	Summary of travel (depends on what approver wants)	<b>This field is only see by creators and approvers</b>
	Vendor	Appropriate Vendor ID and mailcode for traveler,must be work address for employees	Must be used if travel is for an employee, prospective employee or a State of Texas employee on business time. <b>If billed for multiple travelers,a different doc must be created for each traveler.</b>
	Reimburse ID(also known as ALT vendor)	Appropriate Vendor ID and mailcode for vendor and address on invoice.Verify correct mail code is selected for ACH	To find VID,type in vendor name,hit enter. A list will pop up. Use F9 to view addresses.
	User REF	Must be 6 digit account dash and 4-7 digits (i.e. 244900-0001)	Use screen 284 to search by info in this field
	FOB (freight terms)	leave blank	
	All Items Received	Must be marked "Y"	
	Date Received	Last date of travel	
	Ship to Address Nbr	Pick the 3 digit code for your dept. To find code, use a (?) to search by department name	Contact purchasing to set up new dept address/code. Robby Bounds-979-458-7281
	Invoice to Address Nbr		
PF9 to pull up Notes	Use this to enter Doc notes with any add'l information	Information can also be added to screen 244	

**PF5 advance to screen 241**

### Screen 241

FAMIS	Fields	Information required in field	Add'l information
<b>Screen 241</b>	Account	Enter 6 digit department account	If account,dept/sub-dept does not match header. Correct dept code will need to be added or changed on 240(F11)
	Support Account	Enter 5 digit department support account for account entered	
	Object Code	Enter correct object code for type of travel purchased.	To find correct object code see screen 806 or online expense object code search <a href="http://apps.system.tamus.edu/objcodes/">http://apps.system.tamus.edu/objcodes/</a>
	QTY	Enter Quantity	
	UOM	Must enter ea.	
	Unit Price	Amount of the invoice item based on the UOM.	
	Description	Detailed description of travel	

### PF5 to advance to screen 242

<b>Screen 242</b>	Close Document	Enter "Y" to close document, hit enter. A pop up will open,type "Y" on the line and hit enter. You will see a message that doc has closed sucessfully and routed	The funds have now been encumbered and doc is ready for signer to approve.
<p><b>If doc was only closed and is now ready to be approved. Use F7 and hit enter.</b></p> <p><b>If doc was recalled/reopened for changes,it must be closed and routed again.</b></p>			

**\*\*\* Doc MUST be approved by signer before it can be processed\*\*\***

### proceed to screen 341

#### Maintenance screen for L docs

<b>Screen 243</b>	Delete or Undelete line items	Enter line item# you want to remove or add back in. Ex. There are 3 line items entered.You entered line item 3 in error. Enter line item 3 thru item 3, hit enter. Now line item 3 will show as DL on screen 241 and total amount of po has changed.
	Complete PO	Enter a "Y" and hit enter. This will disencumber the funds for this PO

## How to enter invoice information in Famis-screen 341

FAMIS	Fields	Information required in field	Add'l information
<b>Screen 341</b>	Doc#	check that correct doc # is showing	Doc# will autofill if coming directly from 242
	Invoice #	Enter the invoice number as it appears on the invoice. Remove any spaces, but enter dashes.	FAMIS runs a check to see if an inv# has already been entered. See Dup Inv Ovr
	HIT ENTER	Vendor number and Alt vendor pulls from the 240 screen.	If a message shows that invoice does not exist, hit enter again.
	Invoice Amount	Enter total amount of this invoice.	If a partial payment a note must be added to INV notes(F9)
	Invoice Date	The date listed on the invoice.	
	Dup Inv Ovr (duplicate invoice override)	Normally blank, if you receive this error, then mark field with a "Y" If this is a CITIBANK payment mark "Y" to override, no other steps are needed	Go to screen 160.VID & Inv# will autofill. Look at the list to get Doc # that lists same inv#. Check that po to see if it's same invoice /purchase. If so, cancel this 341 (F11) and complete po(243)
	Received DT Invoice	Date the invoice was received in the department	If inv was disputed, use date problem was resolved by a new inv or credit memo. Notes(F9 INV notes) need to be added to explain.
	Encl Cd	Mark with an "A".	
	Cust AR Nbr customer account number	Enter customer acct# given on the invoice. For CITIBANK use reference number for flight shown on statement	This prints on check stub and may help vendor post payment.
	IC	Enter "F" if employee travel, leave blank for any other	
Rsn	Enter "DT" if employee travel, leave blank for any other		

To cancel or un cancel a 341 screen use F11 key  
 Every invoice must have a 341 set up for it  
 Every 341 must have a separate scan with template sent to AP