

How to process payments in FAMIS-Limited screens

Screens 240-242 can only be used for purchases that are \$5,000.00 or less. If purchase is over \$5000.00 it will need to be entered on a purchase requisition, screen 250-256. If continuous purchases from the same vendor in a years time will be over \$5,000.00, you will need to contact purchasing.

FAMIS	Fields	Information required in fields	Add'l information
Screen 240	Doc	Type "LO" second digit is zero not the letter O	Contact purchasing if total of order is over \$5,000.00. Robby Bounds- 979-458-7281
	Order Date	Date the goods or services were ordered	If creating doc after receiving invoice it will be same as or prior to invoice date.
	Dept	Defaults to creators access	If the account to be used has a different dept or sub dept than creators default then this must be set up via the PF11 pop up
	Subdept	Defaults to creators access	
	Doc Summary	Summary of items purchased or to be purchased.	This field is only seen by creators & signers.
	Vendor	Appropriate Vendor ID and mail code for vendor and address on invoice. Verify correct mail code is selected for ACH	To find VID,type in vendor name and hit enter.A list of vendors will pop up. Use F9 to view address selection.
	Reimburse ID (also known as ALT Vendor)	Only needed for direct bill travel or if taxable to an individual.	
	User Ref	Must be 6 digit account dash at least 4 digit (i.e. 244900-0001)	Screen 284 to search by info in this field.
	LDT Cd	Leave Blank	
	FOB (freight terms)	Use DA or SA to allow any freight amount to be added. Use a (?) for all choices.	
	All Items Received	Should be marked "Y", unless using screens 321-326(see receiving screens for instructions)	For monthly/contracted services,use screen 321-326 to capture multiple dates
	Date Received	Date goods were received or services completed.	Not needed if using screen 321-326
	Ship to Address Nbr	Pick the three digit code for your department. If unsure of the 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. Special instructions for AP or any add'l info should be added here.	Information can also be added to screen 244.	

PF5 to advance to screen 241

Screen 241

FAMIS	Fields	Information required in fields	Add'l information
Screen 241	Account	Enter 6 digit department bank account	If account dept/sub-dept does not match header. The creator will need to add/correct dept code back on screen 240(F11)
	Support Account	Enter the 5 digit department support account for account	
	Object Code	Enter correct object code for item purchased. Contact Erin Krauter for asset information. 979-458-7263.	To find correct object code see screen 806 or online expense object code search http://apps.system.tamus.edu/objcodes/
	Qty	Enter quantity	1 lot can ONLY be used if items combined are billed on the same invoice & received same day
	UOM	Enter the "Unit of Measure" for item being entered. ("?" will open a pop up with choices. Most comonly used is EA.)	
	Unit Price	Amount of the invoice item based on UOM	
	Description	Detailed description of item(s) purchased.	

Repeat for each line item on the invoice or combine items on the invoice by items that are coded the same object code. **(Items can only be combined if on the same invoice)** Example- invoice has pens, paper and staples-all coded 4010. This can be 1 line item in FAMIS. Same invoice has binders and stapler-coded 4085, this can be another line item in FAMIS. Description would need to include all the items being combined on that line item.

PF5 to advance to screen 242

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

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

Be sure items have been accepted(screen 240 or 321-326)

Proceed to screen 341

Maintenance screen for L docs

Screen 243	Delete or undelete line items.	Enter line item # you want to remove or add back in. Ex. There are 3 line items entered. You will no longer be ordering/receiving line 2. you would enter item 2 thru item 2, hit enter. Now line 2 on 241 will show DL 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 fields	Add'l info
Screen 341	Doc#	Check that correct doc # is showing	Doc # will auto fill if coming directly from screen 237.
	Invoice #	Enter the invoice number as it appears on invoice. Remove any spaces, but enter dashes.	FAMIS runs a check to see if inv # has already been entered. See Dup Inv Ovr
	Hit enter	Vendor number and alt vendor pulls from screen 240	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, but if you receive this error, then mark field with a "Y" Go to screen 160. VID & Inv # will autofill. Look at list to get Doc # of same inv#. Check that po to see if it's same invoice/purchase. If so, cancel this 341 screen (F11) and complete po(238)	
	Received Dt Invoice	Date invoices was received in department	If inv was disputed use date problem was resolved(new inv, credit memo. Notes(F9)
	Encl Cd	Normally blank. If paperwork needs to be sent with check or need check back, mark with a "Y". (?) will show other options	If marked MUST add notes to Inv notes(F9) with instructions
	Cust AR Nbr (customer account number)	Enter the customer acct # given on the invoice. If no # is given use dept name.	This prints on the check stub and may help vendor post payment
	IC	Enter " R " for employee/student reimbursements or advance payments.(?) will show other options	Must have it in writing from the vendor that payment is due in advance. If other options chosen notes (F9) must be added to explain.
Rsn	Enter " ER "-employee reimb., " AD "- student reimb. " AP " advance payments.(?) will show other options		

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