

# REPORT HEADER POLICY ISSUE

**The policy on my report header changed to FAMIS after I already selected PAYMENT CARD. How do I fix this?**

Change the policy back to PAYMENT CARD. You will have to re-select the information in the required fields.

When making a selection in a field, clicking on a drop-down will show your RECENTLY USED items listed at the top in BOLD. If any of your recently used items have FAMIS in parenthesis and you select that item, it will change your policy to FAMIS. To avoid this, you will need to search for the item you need from the full list. You will need to scroll down to make your selection.

The screenshot shows a software interface with two dropdown menus at the top: "Account" (value: 4 2) and "Account Attributes" (value: 5). Below them is a search box with the text "Type to search by:" and radio buttons for "Text" and "Code" (selected). A search dropdown menu is open, showing a list of items. The top three items are in bold: "(PAYMENT CARD-17-SSGS-220322 00000-L) LOCAL", "(PAYMENT CARD-17-INT ST-201700 00009-L) LOCAL", and "(FAMIS-17-APPM-220328 00000-L) LOCAL". Below these are several other items, including "(201588 00000) PROCUREMENT CONTRACT REBATES" which is highlighted with a red box. A red box also highlights the search input field. Three callout boxes provide instructions: 1) "Start typing the information in the search box to filter the results at the bottom." 2) "RECENTLY USED ITEMS in BOLD: If FAMIS is in Parenthesis and that item is selected, it will change the policy to FAMIS. If PAYMENT CARD is in parenthesis, it will not change the policy to FAMIS." 3) "If the item you are searching for is not in your Recently Used list at the top, search for the item by scrolling down to find your selection."

Start typing the information in the search box to filter the results at the bottom.

RECENTLY USED ITEMS in **BOLD**  
If FAMIS is in Parenthesis and that item is selected, it will change the policy to FAMIS.  
If PAYMENT CARD is in parenthesis, it will not change the policy to FAMIS.

If the item you are searching for is not in your Recently Used list at the top, search for the item by scrolling down to find your selection.