

| UNIVERSITY DEPARTMENTS-NORMAL USE | |
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| FAMIS SCREENS | |
| SCREEN | DEFINITION |
| 001 | Main menu |
| M03 | budget, expenditure status menu |
| M22 | Purchasing inquiry menu |
| 34 | Summary of account by major pool |
| * 19/69 | Account Balance by object code |
| * 21/61 | Search by account encumbrances |
| 23 | Account activity detail |
| 26 | Encumbrance status |
| 62 | Open commitment by account/User Ref |
| * 68 | Account-to find acct/suppt a/c & dept/sub-dept |
| 160 | Vendor ID & Invoice -gives voucher # & po # |
| 163 | Reconciled |
| 164 | Crossreference from PO to Voucher |
| 168/169 | voucher #--gives payment details |
| 171 | Vendors on state hold |
| * 173 | Hub vendor id search |
| 204 | Vendors info-address, phone #, state hold |
| 220 | Purchase Order #-gives po details |
| * 240 | Local PO="L" docs |
| * 243 | open doc, change info, delete item |
| 244 | Add Notes on "L" |
| * 245 | Copy "L" doc to new doc |
| * 247 | Copy "R" doc to new doc |
| * 250 | Requisitions |
| * 258 | Open, change, delete "R" doc |
| 259 | Add notes on "R" doc |
| 271 | Doc tracking |
| 272 | Documents-in process/deleted/closed/completed |
| 278 | PO #-Document Inquiry |
| 279 | Invoice Payment from PO F7 |
| 280 | Document Browse |
| 281 | Docs by Dept name |
| 282 | Docs by account # |
| * 284 | Docs Status by User Reference |
| 285 | Doc browse by vendor |
| 288 | View Doc summary |
| 290 | Crossref: Req to bid/po |
| 291 | Crossref: PO to req/bid |
| 292 | PIP by pip # to Doc # |
| 293 | PIP by Doc # |
| 294 | PIP by Invoice # |
| 316 | Address codes-3 digit - Univ locations |
| 321 | Receiving Screen |
| 350 | Crossreference-po to invoice/voucher |
| 806 | OBJ CODES, ALL-same as blue card |
| * 882 | Change Fiscal Year |
| * 910 | Inbox |
| 911 | Inbox by name |
| * 914 | Routing History |
| * | FREQUENTLY USED SCREENS |
| | DON'T USE OBJ CODE 5650-FREIGHT |
| | EXCEPT if freight is the only item being paid-such as UPS |