



TEXAS A&M
UNIVERSITY
COMMERCE

FAMIS

Training Guide

September 2005

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Introduction

What this Guide will do:

This booklet will highlight the basic procurement methods that are used by State agencies.

Cost saving methods will be revealed as well as provide the user with a desk reference for doing day-to-day purchasing tasks. This guide will step you through the different funding types and dollar limits, term contracts, explain purchasing limitations, taxpayer information, sole source justifications, and collegiate licensing.

This booklet is a supplement to your training and training documents.

What this Guide will not do:

This booklet is not designed to provide a comprehensive guide to State purchasing.

This booklet will not replace the State of Texas Procurement Manual by the Texas Building & Procurement Commission (TBPC) nor Texas A&M University System purchasing policies.

This document will not replace asking questions.

Contact Information:

Purchasing:	Carol Dickinson 886.5220
Accounts Payable:	Beverly Graves 886.5213
Purchasing help:	468.3000
Purchasing website:	http:// www7.tamu-commerce.edu/purchasing/

Section 1

Limited Orders

Section 1: Limited Purchase Order Procedures

The Limited Purchase document is designed to facilitate the purchase of smaller items that do not require purchasing office review. The total for each transaction cannot exceed the threshold amount requiring a bid, currently set at \$3,000. General document information that pertains to the entire document such as category, departments, vendor, and ship to/invoice to addresses should be entered using Screen 240. **Before placing an order the Compliance requirements must be reviewed and adhered to by the purchaser to remain in compliance with State Law.** The steps to follow when entering the information for a Limited Purchase document begin on page 6.

Compliance Requirements:

As a State agency we must be compliant with Prompt Payment Law or we must pay interest on all delinquent payments to our vendors.

Certain Software Purchases must be purchased through DIR pursuant to HB 1895. Please see the following website:

<http://www.dir.state.tx.us/servlet/products>

HEF-Article VII, Section 17, Texas Constitution, places limitations on the use of these funds by an institution of higher education.

The following types of purchases must be processed using a requisition and forwarded to Purchasing for processing, as authority has not been delegated to departments, and cannot be purchased using a Limited Purchase Order.

- 1) All Software and major Hardware Purchases
- 2) All Telecommunication Purchases
- 3) All State Term Contract Purchases
- 4) All Furniture Purchases
- 5) All TIBH set-aside purchases, ex. nameplates, furniture, etc.
- 6) All Printing (except when utilizing the University Printing Services)

Please consult the Purchasing Reference Guide provided by Purchasing for further purchasing guidelines. It is the department's responsibility to follow State and System policy regarding the purchase of goods and services within their delegated purchasing authority.

```

* ----- Limited Purchases ----- *
240 Limited Purch. Header
241 Limited Purch. Items
242 Limited Purch. Close
243 Limited Purch. Flag Maint.
244 Limited Purch. Notes
245 Copy Limited to Limited

```

Step 1: Creating the Limited Document Header Record

Go to Screen 240 to create a Limited Purchase Header record

training - CWTELNET - tammvs1.tamu.edu - 128.194.103.18

File Edit Options Keys Clear Reset PA1 PA2 PA3 Help

F3192 Document number will be created automatically
 240 Limited Purchase Header 10/01/03 11:34
 FY 2004 CC EC

Screen: Doc: **L0**
 Doc Year: 2004 Order Date: Cat.: LP State:
 Dept: PURCH Subdept: Total Amt:

Doc Summary:
 Vendor: LDT Cd:
 Reimburse ID: FOB:
 User Ref: All Items Received:
 Date Received:

Ship To Address Mbr: Invoice To Address Mbr:
 Name: Name:
 Addr: Addr:

City: State: City: State:
 Zip: Country: Zip: Country:
 Phone: Fax: Phone: Fax:

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
 Hmenu Help EHelp ADDR Next Notes Addpt

CWTELN32 04-22 Shift NumLock IBM-3278-2

Type an "L" followed by a **zero** in the "Doc" field. Press <ENTER>

The message "Document number will be created automatically" will appear in the message line.

Enter the Order Date (mm/dd/yy).

The Department Code will automatically default to the code associated with your name. If you are using an account with a different department code, enter it in the "Dept:" field. If you are using multiple account numbers, list the department code, if different, for each account number. Press <F11> to access the 'add department' screen. Enter the applicable department codes and press <ENTER>. Press <F4>.

1 - Default 3270 (tammvs1.tamu.edu) - Encrypted

File Edit Transfer Forgets Options Tools View Window Help

F3192 Document number will be created automatically 08/08/05 16:00
250 Req. Header Create/Modify FY 2005 CC 21

Screen: Doc: R0

Doc Req Sta End Cha

Enter all Campus Codes and Departments/SubDepartments that will have accounts on this document

Dept	SubDept	CC
URCH		21
VPMR		21

Doc Sol Vn I Add

Press <PF4> to Exit

P Ente

Hmenu Help EHelp Next SResn EResn Notes AdVen AdOpt

1 Sess-1 128.194.103.18 TAMT4058 11/27

Note: To find the department code, go to screen 68. Enter the account number and press <ENTER>. The department code is listed to the right of the account number.

1 - Default 3270 (tammvs1.tamu.edu) - Encrypted

File Edit Transfer Forgets Options Tools View Window Help

068 Support Account Search 08/08/05 15:58
FY 2005 CC 21

Screen: Account: 22297 Title Search:
Dept/SDept Search: Resp Person Search:
Include Deleted Accts: N

Sel	Description	Account	Dept	SDept	Responsible Person
-	MEDIA RELATIONS & PUBLICATIONS	202297-00000	VPMR		DAVIES, DEBORAH K
-	MEDIA RELATIONS & PUBLICATIONS-	202297-20300	VPMR		DAVIES, DEBORAH K
-	MEC-COMMUNITY DEVELOPMENT	202297-20301	CCR		BELCHER, PENNY A
-	WEB SERVICES	202298-00000	WEB		HARPER, JAIME J
-	WEB SERVICES	202298-20300	WEB		HARPER, JAIME J
-	WORK STUDY-MATCHING-ENHANCEMENT	202301-00000	ENRO	FNAID	HARRIS, SMITHENIA
-	WORK STUDY-MATCHING STUDENT SER	202301-20300	ENRO	FNAID	HARRIS, SMITHENIA
-	WORK STUDY-MATCHING/ACADEMIC	202302-00000	ENRO	FNAID	HARRIS, SMITHENIA
-	WORK STUDY-MATCHING/ACADEMIC	202302-20300	ENRO	FNAID	HARRIS, SMITHENIA
-	STATE WORK STUDY MATCH-ACADEMIC	202304-00000	ENRO	FNAID	HARRIS, SMITHENIA
-	STATE WORK STUDY MATCH-ACADEMIC	202304-20300	ENRO	FNAID	HARRIS, SMITHENIA
-	STATE WORK STUDY MATCH-STUDENT	202305-00000	ENRO	FNAID	HARRIS, SMITHENIA
-	STATE WORK STUDY MATCH-STUDENT	202305-20300	ENRO	FNAID	HARRIS, SMITHENIA
-	E&G SUPP ORP-INSTRUCTION	202701-00000	FRNG2		ANDERSON, JANET G

*** Press ENTER to View More Accounts ***

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EHelp Dload

1 Sess-1 128.194.103.18 TAMT4058 4/26

You are now ready to enter the Limited header record information by filling in the following fields:

Document Summary

Enter the Document Summary information. This is a brief description of the items being purchased on the Limited Order. Place the most important information of the description first.

Vendor

Type in the first 3 or 4 characters of the vendor name to which the order is being placed and hit enter. (Or use an asterisk (*) and hit enter.)

A pop-up window will appear with a listing of all vendors that start with these characters. To search for the vendor with the correct Purchase Order address press the PF11 key, this will show the vendor addresses. Place an "X" to the left of the vendor name you wish to use. Press <ENTER>.

Should your desired vendor not be located in the list, contact Accounts Payable to request that the vendor be set-up.

The pop-up screen will disappear. The header record will appear with the vendor chosen.

Reimburse ID

This field is to be utilized when reimbursements are required. The Reimburse ID field is for the person being reimbursed. Use the *Vendor field as directed above for the merchandise or service acquired. *This helps keep track of the total dollar amount spent to each vendor for accounting and auditing purposes.

Type in the first 3 or 4 characters of the person named to be reimbursed and hit enter. (Or use an asterisk (*) and hit enter.)

A pop-up window will appear with a listing of all vendors that start with these characters. To search for the vendor with the correct address press the PF11 key. Place an "X" to the left of the name you wish to use. Press <ENTER>.

The pop-up screen will disappear.

User Reference Number

This is your department's tracking number. It usually consists of the department's account number followed by a sequence number of 4 digits with a dash in between. Example: 242062-0001

LDT Code (Legal Descriptive Text)

Select a value for this field if necessary. To view the LDT codes, type a "?" in the LDT field, then hit enter. Place an "X" to the left of the LDT code you need. Press <ENTER>.

FOB (Free On Board)

FOB is a legal term of title transfer. It is important to know that FOB determines who is responsible for the goods during the shipment of those goods. To view the FOB values, type a “?” in the FOB field then press <ENTER>. Select a value for this field. It is our policy to always ship goods to our location as “FOB Destination”.

All Items Received

Select a value of “Y” or “N”. If all items have been received, value = “Y”. If order has not been received, value = “N”.

Date Received

If “All Items Received” value = “Y”, this field is required (mm/dd/yy).

Ship To - Address Number and Invoice To - Address Number

To view the choices for the ship to and invoice to addresses, place a “?” in the “Address Nbr.” field and hit enter. The choices will appear in a pop-up window. Place an “X” next to the desired address and hit enter. Or you can simply type “001” for the “Ship To” address and “002” for the “Invoice To” address.

The “Ship To” address is almost always: “001” (Texas A&M University-Commerce, Central Receiving, 2600 South Neal Street, Commerce, TX 75428). The “Invoice To” address is always: “002” (Texas A&M University-Commerce, Fiscal Office, P.O. Box 3011, Commerce, TX 75429-3011).

After both addresses are complete, press <ENTER>. The ship to and invoice to addresses will appear in the header record screen. The header record is now finished.

The message “Record has been successfully added” will appear in the message line. A Document Number is assigned to the Limited Order. This document number will carry forward on all the next screens until the document is closed.

Press the PF5 key to continue to the next screen.

Step 2: Creating the Limited Purchase Line Items

The next screen number is 241, the Limited Purchase Item screen. This screen is used to enter accounting information, quantity, unit, price, and description of each item on the document.

training - CWTELNET - tammvsv1.tamu.edu - 128.194.103.18

File Edit Options Keys Clear Reset PA1 PA2 PA3 Help

F0013 Please enter desired modifications

241 Limited Purchase Item 10/01/03 11:40

DALLAS MORNING NEWS FY 2004 CC EC

Screen: Doc: L400003 Item: 1.0

Item	St	Account	Qty.	UOM	Unit Price	--Disc--	Ext. Price
1.0		152150 20300 4025	1.00	YR	350.0000		350.00

Comm: Desc: Dallas Morning News, daily delivery.

Part:

Proc cd: St: Cost Ref 1: 2: 3:

Comm: Desc:

Part:

Proc cd: St: Cost Ref 1: 2: 3:

Comm: Desc:

Part:

Proc cd: St: Cost Ref 1: 2: 3:

Page (I/B): Document Total: 350.00

In Process

Enter-PF1--PF2--PF3--PF4--PF5--PF6--PF7--PF8--PF9--PF10--PF11--PF12--

Hmenu Help EHelp Next IDesc Bkwd Fwd CAcct MAcct Warrs

CWTELN32 04-12 Shift NumLock IBM-3278-2

Tab to the blank field listed under "Account". Type the account number followed by a support account.

The next 4 spaces are for the object code. Object Codes are used to classify the products and services purchased. Type in the object code for the item being purchased. To access the object codes list, type a "?" in the field and press <ENTER>. Either partial object codes or words may be used to search this list. Put an "X" to the left of the object code to be used and press <ENTER>.

Type the quantity, unit of measure, unit price, and, if applicable, the discount.

Description

This is the line item description of the merchandise being ordered. Type the description as it would appear on the supplier's invoice. This information is important as the Limited Order line item description and the supplier's invoice must match to be paid. Press <ENTER>.

Line Items

Continue each line item as listed above until all items have been entered.

Message will appear "x item(s) added, y item(s) updated, z item(s) deleted"

You are now ready to continue to the next screen to close the document. Press PF5.

Step 3: Closing the Document

You will be on screen 242, Limited Purchase Close Screen.

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File Edit Options Keys Clear Reset PA1 PA2 PA3 Help

F0013 Please enter desired modifications
242 Limited Purchase Close 10/01/03 11:41
FY 2004 CC EC

Screen: Doc: L400003 In Process

Close Document: _

=====

Doc Summary: DALLAS MORNING NEWS SUBSCRIPTION
Doc Year: 2004 Doc Date: 10/01/2003 Cat: LP Seate:
Dept: PURCH Sub Dept: Total Amnt: 360.00

Vendor: 14568799740 DALLAS MORNING NEWS LDT Cd:
Reimburse Id: F0B:
User Ref: 162160-0002 All Items Received: N
Date Received:

Enter--PF1--PF2--PF3--PF4--PF5--PF6--PF7--PF8--PF9--PF10--PF11--PF12--
Menu Help EHelp Next Item Route Recal Warns

CWTELN32 04-12 Shift NumLock IBM-3278-2

Verify that all information is correct. If correct, tab to the document close field and type a “Y” for yes. If you do not wish to close the document, type an “N” for no. Press <ENTER>.

If you typed “Y” the document is now closed.

After the document is closed a message will appear “Type ‘Y’ to submit to Routing & Approval.” Type in ‘Y’ and press <ENTER>. The document has been submitted to the signer for approval.

The message “Additional Routing (FYI/FYA)” is used in special circumstances. Always ask Accounts Payable first!

1 - Default 3270 (tammvs1.tamu.edu) - Encrypted

File Edit Transfer Ports Options Tools View Window Help

F0013 Please enter desired modifications
256 Requisition Document Close 08/09/05 15:49
FY 2005 CC 21

Screen: Doc: R501223

<< Dates >>
Document: 08/09/2005 Cat: RO User Ref: 210190055 St Req:
Start : Contact Person: HEATHER KILGORE Ph: 903-886-5052
End : Ph:
Required: | : L Type Order: FURN
Change : |

Doc Summary: Type 'Y' to submit to Routing & Approval: _
Additional Routing (FYI/FYA) _
Total Amount:

In Process

Close Document? y

Budget Balance Override: Session: 1500HK Date: 08/09/05
Enter: PF1--PF2--PF3--PF4--PF5--PF6--PF7--PF8--PF9--PF10--PF11--PF12--
Menu Help EHelp Next Item Route Warns

1 - Sess 1 128.194.103.18 TAMT0063 13/05

Modifying the Document

A document cannot be modified when the document is closed. If you need to modify the document, open the document by going to screen 242. Enter the document number and place an "N" in the document close field. Press <ENTER>. The document now can be updated. Close the document on the 242 screen when finished.

Please note that a document cannot be modified if Accounts Payable has paid the invoice in full and/or when the document is "completed".

An AP-500 is always required if the invoice is received in the department!

Required fields:

- Purchase Order# - Limited, Exempt, or Purchase (only)
- Department – department that the purchase is being made for
- Contact Name – name of the individual that created the document
- Date – date that the AP500 is created
- Dept Code – department code that the merchandise or service is purchased for
- Phone: - phone number of Contact person
- Amount submitted for payment/reimbursement
- Name and Social Security Number for individual seeking reimbursement
- Date invoice received in department (Payment will not be made unless this information is provided.)

In special circumstance there is a box at the bottom of the AP500 to be used if the check will be disbursed by the department or the check will be picked up! Always check with Accounts Payable first!

If you would like to avoid having to prepare Form AP-500 Please Read The Following

When placing an order to the vendor it is necessary to request the invoice be mailed directly to Accounts Payable with the Limited Purchase Order number listed on the invoice. If the invoice is sent directly to Accounts Payable from the vendor and no additional documentation is required, the process of entering the invoice in the system will be made without using an AP-500.

Vendor Certification

Form AP-500 will also be used for vendor certification. Vendor Certification is required for any payments being requested without an invoice. Examples of such payments would be services provided by individuals for services rendered.

Questions relating to the Form AP-500 should be directed to Accounts Payable. You can reach Lee Riddle at X5061, Ginger Bostick at X5057 or Stacey Preas at X5227.

Texas A&M University-Commerce
Voucher Payment Request AP-500

Purchase Order #: _____

Date: _____

Contact Name: _____

Phone: _____

Department: _____

Dept. Code: _____

Formatted: Indent: Left: 40.5 pt,
Tabs: 234 pt, Left + Not at 216 pt
+ 252 pt + 396 pt

Formatted: Tabs: 234 pt, Left

Formatted: Indent: Left: 40.5 pt,
Tabs: 234 pt, Left + Not at 216 pt
+ 252 pt + 396 pt

Formatted: Tabs: 234 pt, Left

Formatted: Indent: Left: 40.5 pt,
Tabs: 234 pt, Left + Not at 216 pt
+ 252 pt + 396 pt

Required

The attached invoice, receipt, advertisement tear sheet, completed registration form, completed membership form, subscription form, and other documentation are for the purchase order number listed above.

Amount Submitted for payment/reimbursement: \$ _____

(Below is only required if for reimbursement for expenses incurred by an employee or student):

Name and social security number of person being reimbursed: (if reimbursement for expenses incurred):

Name _____

Social Security Number _____

Required

Date invoice received in department: _____

This is **a required field** (payment will not be made unless this information is provided)

Vendor Certification (use when invoice or original receipts are not available – attach screen print of items on screen 241 if Limited Order/or signed receiving report stating date payment is to be made available if Purchase Order was created)

I certify the described articles or services were contracted for and the account is true, correct and unpaid.

Vendor Signature: _____

Date: _____

Please supply remittance address below if not clearly stated on documentation.
(this will ensure that payment is made to correct name and address)

Remit to:

Name: _____

Street and/or PO Box: _____

City, State and Zip: _____

Specify contact person and telephone number of person to call if check is to be disbursed by the department rather than mailed directly to vendor.

Please call _____

at ext _____ when check is ready.

Section 2

Exempt Orders

Section 2: Exempt Purchase Order Procedures

An exempt purchase screen is used to capture information that pertains to the purchase of tangible and intangible goods that are exempt from TBPC purchasing requirements. The following is a list of purchases that are considered "Exempt Purchases":

- Travel – In-state or Out-of-state
- Membership Dues
- Registration
- Advertising Services
- Procurement Card Purchases (Note: \$2,999.99 limit)

```
* ----- Exempt Purchases ----- *
233 Copy Exempt to Exempt
235 Exempt Purch. Header
236 Exempt Purch. Items
237 Exempt Purch. Close
238 Exempt Purch. Flag Maint.
239 Exempt Purch. Notes
```

Step 1: Creating the Exempt Document Header Record

Go to Screen 235 to create an Exempt Purchase Header record

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File Edit Options Keys Clear Reset PA1 PA2 PA3 Help

F7199 Only Exempt POs can be accessed on this screen

235 Exempt Purchase Header 10/01/03 11:11
FY 2004 CC EC

Screen: Doc: Doc Year: 2004 Order Date: Cat.: EP State: Dept: Subdept: Total Amt:

Doc Summary: Vendor: LDT Cd: Reimburse ID: FOB: User Ref: All Items Received: Date Received: Ship To Address Mbr: Invoice To Address Mbr: Name: Name: Addr: Addr: City: State: City: State: Zip: Country: Zip: Country: Phone: Fax: Phone: Fax:

Enter--PF1--PF2--PF3--PF4--PF5--PF6--PF7--PF8--PF9--PF10--PF11--PF12--
Menu Help EHelp ADDR Next Notes Addpt

CWTELN32 04-22 NumLock IBM-3278-2

Doc: Type an "E" followed by a zero in the Document number field.

Press <ENTER>

The message "Document number will be created automatically" will appear in the message line.

Order Date: Enter the "Order Date" (mm/yy/dd).

(Change the Department code, if necessary.)

Enter the purchase header record information by filling in the following fields:

Document Summary

Enter the Document Summary information. This is a brief description of the items being purchased on the Exempt Order. Try to put the most important information of the description first. For example: Subscription/Wall Street Journal.

Vendor

Type in the first 3 or 4 characters of the vendor to which the order is being placed. Press <ENTER>. (Or use an asterisk (*) and hit enter.)

A pop-up window will appear with a listing of all vendors that start with these characters. To search for the vendor with the correct Purchase Order address press the PF11 key, this will show the vendor addresses. Place an "X" to the left of the vendor name you wish to use. Press <ENTER>.

Should the vendor and/or vendor's address not be located on the list, contact Accounts Payable (Stacey Preas at X5227) to request that the vendor be set-up

The pop-up screen will disappear. The header record will appear with the vendor chosen.

Reimburse ID

This field is to be utilized when reimbursements are required. The Reimburse ID field is for the person being reimbursed. Use the *Vendor field as directed above for the merchandise or service acquired. *This helps keep track of the total dollar amount spent to each vendor for accounting and auditing purposes.

Type in the first 3 or 4 characters of the person named to be reimbursed and hit enter. (Or use an asterisk (*) and hit enter.)

A pop-up window will appear with a listing of all vendors that start with these characters. To search for the vendor with the correct address press the PF11 key. Place an "X" to the left of the name you wish to use. Press <ENTER>.

The pop-up screen will disappear.

User Reference Number

This is your department's tracking number. It will usually consist of the department's account number followed by a sequence number of 4 digits with a dash in between. Example 162062-0001

LDT Code (Legal Descriptive Text)

Select a value for this field if necessary. To view the LDT codes, type a "?" in the LDT field, then hit enter. Place an "X" to the left of the LDT code needed. Press <ENTER>.

FOB (Free On Board)

FOB is a legal term of title transfer. It is important to know that FOB determines who is responsible for the goods during the shipment of those goods. Select a value for this field. It is our policy to always ship goods to our location as "FOB Destination".

All Items Received

Select a value of "Y" or "N". If all items have been received, value = "Y". If order has not been received, value = "N".

Date Received

If "All Items Received" value = "Y", this field would be required (mm/dd/yy).

Ship To - Address Number and Invoice To - Address Number

To view the choices for the ship to and invoice to addresses, place a question mark in the "Address Nbr:" field and hit enter. The choices will appear in a pop-up window. Place an "X" next to the desired address and hit enter. Or you can simply type "001" for the "Ship To" address and "002" for the "Invoice To" address.

The "Ship To" address is almost always: "001" (Texas A&M University-Commerce, Central Receiving, 2600 South Neal Street, Commerce, TX 75428). The "Invoice To" address is always: "002" (Texas A&M University-Commerce, Fiscal Office, P.O. Box 3011, Commerce, TX 75429-3011).

After both addresses are complete, press <ENTER>. The ship to and invoice to address will appear in the header record screen. The header record is now finished.

The message "Record has been successfully added" will appear in the message line. The Document Number is assigned to the Exempt Order. This document number will carry forward on all the next screens until the document is closed.

Press the PF5 key to continue to the next screen.

Step 2: Creating the Exempt Purchase Line Items

The next screen number is 236, the Exempt Purchase Item screen. This screen is used to enter accounting information, quantity, unit, price, and description of each item on the Document.

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File Edit Options Keys Clear Reset PA1 PA2 PA3 Help

F0013 Please enter desired modifications

236 Exempt Purchase Item 10/01/03 11:16

BARWICK ENTERPRISES FY 2004 CC EC

Screen: Doc: E400003 Item: 1.0

Item	St	Account	Qty.	UOM	Unit Price	--Disc--	Ext. Price
Coman: Desc:							
Part:							
Proc cd: St: Cost Ref 1: 2: 3:							
Coman: Desc:							
Part:							
Proc cd: St: Cost Ref 1: 2: 3:							
Coman: Desc:							
Part:							
Proc cd: St: Cost Ref 1: 2: 3:							

Page (I/B): Document Total:

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---

Hmenu Help EHelp Next IDesc Bkwd Fwd CAcct MAcct Warns

CWTELN32 04-12 Shift NumLock IBM-3278-2

Tab to the blank field listed under “Account”. Type the account number followed by a support account.

The next 4 spaces are for the object code. Object Codes are used to classify the products and services purchased. See below for the Exempt Object Codes to be used.

1 - Default 3270 (tammvs1.tamu.edu) - Encrypted

File Edit Transfer Ports Options Tools View Window Help

F0013 Please enter desired modifications

306 Maintain Exempt/Delegation Type Object Code Table 08/09/05 09:56

FY 2005 CC 21

Screen: Acct Type: SL Exempt/Delg: E

Func	Low	High	Description
1925	1925	1925	STATE EMPLOYEE RELOCATION
3011	3011	3011	TRAVEL IN-STATE - - OTHER
3017	3017	3017	TVL IN MILEAGE OFF CAMPUS COURSES
3111	3111	3111	TRAVEL OUT-OF-STATE - - OTHER
5115	5115	5115	TELECOM-MONTHLY CHARGE
5211	5211	5211	MEMBERSHIP DUES-PROFESSIONAL ORG
5212	5212	5212	MEMBERSHIP DUES-COUNTRY CLUB/CIVIC
5213	5213	5213	MEMBERSHIP DUES/FEES - OTHER
5215	5215	5215	REGISTRATION
5220	5220	5220	INSURANCE PREMIUMS
5041	5041	5041	ADVERTISING SERVICES - ALL OTHER
6250	6250	6250	PROCUREMENT CARD PURCHASES
6338	6338	6338	CATERING SERVICES
6341	6341	6341	ALCOHOL PURCHASE

**** End of Data ****

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---

Hmenu Help EHelp

1 Sess-1 128.194.103.18 TAMT0960 4/12

Type the quantity, unit of measure, unit price, and, if applicable, the discount.

Description

This is the line item description of the merchandise being purchased. Type the description as it would appear on the vendor's invoice.

Line Items

Continue each line item as listed above until all items have been entered. Press <ENTER>.

Message will appear "x item(s) added, y item(s) update, z item(s) deleted"

Continue to the next screen to close the document. Press PF5.

Step 3: Closing the Document

You will be on screen 237, Exempt Purchase Close Screen.

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File Edit Options Keys Clear Reset PA1 PA2 PA3 Help

F0013 Please enter desired modifications 10/01/03 11:28
237 Exempt Purchase Close FY 2004 CC EC

Screen: █ Doc: E400003 In Process

Close Document: █

=====

Doc Summary: AUSTIN/DICKINSON/FAMIS SEMINAR
Doc Year: 2004 Doc Date: 10/01/2003 Cat: EP State:
Dept: PURCH Sub Dept: Total Amt: 1250.00

Vendor: 17884523670 BARWICK ENTERPRISES LDT Cd:
Reimburse Id: FOB:
User Ref: 162160-0001 All Items Received: N
Date Received:

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EHlp Next Item Route Recal Warns

CWTELN32 04-12 Shift NumLock IBM-3278-2

Verify that all information is correct. If correct, tab to the document close field and type a "Y" for yes. If you do not wish to close the document, type an "N" for no. Press <ENTER>.

If you typed "Y" the document is now closed.

After the document has closed a message will appear "Type 'Y' to submit to Routing & Approval." Type in 'Y' and press <ENTER>. The document has been submitted to the signer for approval.

The message "Additional Routing (FYI/FYA)" is used in special circumstances. Always ask Accounts Payable first!

Modifying the Document

A document cannot be modified when the document is closed. If you need to modify the document, open the document by going to the 237 screen. Enter document number and place an "N" in the document close field. The document now can be updated. Close document on the 237 screen when finished.

Please note: A document cannot be modified once Accounts Payable has paid the invoice in full and/or when the document is "completed".

Section 2a

Exempt Orders - Travel

Section 2a: Exempt Travel Purchase Order Procedures

An exempt purchase screen is used to capture information that pertains to the purchase of tangible and intangible goods that are exempt from TBPC purchasing requirements. This screen will be used to take the place of the travel application. General travel information that pertains to the entire travel document such as department code, vendor, and document summary should be entered using screen 235.

Step 1: Creating the Exempt Travel Document Header Record

Go to Screen 235 to create an Exempt Travel Purchase Header record

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File Edit Options Keys Clear Reset PA1 PA2 PA3 Help

F7199 Only Exempt POs can be accessed on this screen
235 Exempt Purchase Header 10/01/03 11:11
FY 2004 CC EC

Screen: Doc: Doc Year: 2004 Order Date: Cat.: EP State:
Dept: Subdept: Total Amt:

Doc Summary:
Vendor: LDT Cd:
Reimburse ID: FOB:
User Ref: All Items Received:
Date Received:

Ship To Address Mbr: Invoice To Address Mbr:
Name: Name:
Addr: Addr:
City: State: City: State:
Zip: Country: Zip: Country:
Phone: Fax: Phone: Fax:

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EHelp ADDR Next Notes AdDpt

CWTELN32 04-22 NumLock IBM-3278-2

Type an “E” followed by a zero in the Document number field.

Press <ENTER>

The message “Document number will be created automatically” will appear in the message line.

Enter the “Order Date” (mm/dd/yy).

If necessary, change Department code.

Enter the Travel Header Record information by filling in the following fields:

Document Summary

Complete the document summary field by identifying the destination and traveler. Example: Travel/Austin/Giddens

Vendor

Enter the traveler's last name or as much as will fit in the space allowed.
Press <ENTER>.
(Or use an asterisk (*) and hit enter.)

A pop-up window will appear with a listing of all vendors that start with the characters entered. To search for the name with the correct address press the PF11 key, this will show the addresses. Place an "X" to the left of the name and address needed. Should the name and/or correct address not be located on the list, contact Accounts Payable to request that the person be set-up in the vendor file.

Press <ENTER>.

The pop-up screen will disappear. The header record will appear with the vendor chosen.

Reimburse ID

This field is to be utilized when reimbursements are required. The Travel exempt purchase document should be created with the person traveling as the vendor and the reimbursing vendor is the current contracted credit card company. Example:

Vendor: Rex Giddens

Reimburse ID: Bank One Travel Card

Type in the first 3 or 4 characters of the vendor to be reimbursed and hit enter.
(Or use an asterisk (*) and hit enter.)

A pop-up window will appear with a listing of all vendors that start with these characters. To search for the vendor with the correct address press the PF11 key. Place an "X" to the left of the name you wish to use. Press <ENTER>.

The pop-up screen will disappear.

User Reference Number

This is your department's tracking number. It will usually consist of the department's account number followed by a sequence number of 4 digits with a dash in between. Example 162062-T001

LDT Code (Legal Descriptive Text)

Leave this field blank.

FOB (Free On Board)

Leave this field blank.

All Items Received

Enter "N" in this field.

Date Received

Enter the first date of travel or leave this field blank.

Ship To - Address Number and Invoice To - Address Number

Enter "001" for the "Ship To" address and "002" for the "Invoice To" address.
Press <ENTER>.

The ship to and invoice to addresses will appear in the header record screen.
The header record is now finished.

The message "Record has been successfully added" will appear in the message line. The Document Number is assigned to the Exempt Travel Order. This document number will carry forward on all the next screens.

Notes

Required: The note section will be required on an Exempt Travel document.
The note section is used to identify the itemization of the cost of the trip.

Press <PF9> to add the itemization of expenses.

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File Edit Options Keys Clear Reset PA1 PA2 PA3 Help

F0013 Please enter desired modifications 10/01/03 11:18
235 Exempt Purchase Header FY 2004 CC EC

Sc +-----+
F0002 Record has been successfully added
E400003 0.0 Position at line: _____

Line	***** Note Text *****
1	>>Note entered 10/01/03 BY DICKINSON, CAROL
2	AUSTIN, TEXAS
3	10-12-2003 - 10-16-2003
4	LODGING: \$400.
5	MEALS: \$150.
6	PARKING: \$ 25.
7	MILEAGE: \$123.
8	
9	
10	
11	
12	

Cit TX
Zi
Phon

PF4=Exit PF7=PItem PF8=NItem Page (F/E/E): _

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EHelp ADDR Next Notes AddDpt

CWTELN32 06-68 Shift NumLock IBM-3278-2

Enter the itemization of expenses on the pop-up screen: Meals, Lodging, Mileage, Parking, Taxi, etc.

Press <ENTER>.

Press <F4> to exit. You will be back on screen 235.

Press the PF5 key to continue to the next screen.

Step 2: Creating the Exempt Travel Line Items

The next screen number is 236, the Exempt Travel Item screen. This screen is used to enter accounting information, quantity, unit, price, and description of the trip.

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File Edit Options Keys Clear Reset PA1 PA2 PA3 Help

F0013 Please enter desired modifications

236 Exempt Purchase Item 10/01/03 14:02

BARNICK ENTERPRISES FY 2004 CC EC

Screen: Doc: E400003 Item: 1.0

Item	St	Account	Qty.	UOM	Price	--Disc--	Ext. Price
1.0	162160	20300 3011	1.00	LOT	1250.0000		1250.00

Comm: Desc: Austin/Dickinson/10-12-2003 - 10-16-2003

Part: FAMIS Seminar

Proc cd: St: Cost Ref 1: 2: 3:

Comm: Desc:

Part:

Proc cd: St: Cost Ref 1: 2: 3:

Comm: Desc:

Part:

Proc cd: St: Cost Ref 1: 2: 3:

Page (F/B): Document Total: 1250.00

In Process

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---

Hmenu Help EHelp Next IDesc Bkwd Fwd CAcct MAcct Warns

CWTELN32 04-12 NumLock IBM-3278-2

Tab to the blank field listed under "Account". Type the account number followed by a support account.

The next 4 spaces are for the object code. The Object Codes for Exempt Travel are:

3011	Travel In-State
3017	Travel In-State Mileage – Off Campus Courses
3111	Travel Out-Of-State

Type the quantity, unit of measure, unit price.

Description

This is the line item description of the trip. It should include the destination, date of trip, traveler, and purpose of trip. (An Exempt Travel document should have only one line item for the total amount of expected funds to be expensed by the traveler.) Due to the limited amount of characters in this field, restrict the description to: Last name, date of travel, and location.

Example: Giddens/10-2 – 10-7/Austin

Press <ENTER>.

Message will appear "x item(s) added, y item(s) update, z item(s) deleted"

Press PF5 to continue to the next screen to close the document.

Step 3: Closing the Document

You will be on screen 237, Exempt Purchase Close Screen.

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File Edit Options Keys Clear Reset PA1 PA2 PA3 Help

F0013 Please enter desired modifications
237 Exempt Purchase Close 10/01/03 11:28
FY 2004 CC EC

Screen: [] Doc: E400003 In Process

Close Document: []

=====

Doc Summary: AUSTIN/DICKINSON/F&MIS SEMINAR
Doc Year: 2004 Doc Date: 10/01/2003 Cat: EP State:
Dept: PURCH Sub Dept: Total Amt: 1250.00

Vendor: 17884523670 BARWICK ENTERPRISES LDT Cd:
Reimburse Id: FOB:
User Ref: 152160-0001 All Items Received: N
Date Received:

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EHelp Next Item Route Recal Warns

CWTELN32 04-12 Shift NumLock IBM-3278-2

Verify that all information is correct. If correct, tab to the document close field and type a “Y” for yes. If you do not wish to close the document, type an “N” for no. Press <ENTER>.

If you typed a “Y”, the document is now closed.

After the document has closed a message will appear “Type ‘Y’ to submit to Routing & Approval.” Type in ‘Y’ and press <ENTER>. The document has been submitted to the signer for approval.

The message “Additional Routing (FYI/FYA)” is used in special circumstances. Always ask Accounts Payable first!

Modifying the Document

A document cannot be modified when the document is closed. If you need to modify the document, open the document by going to the 237 screen. Enter document number and place an “N” in the document close field. The document now can be updated. Close document on the 237 screen when finished.

Please note: A document cannot be modified once Accounts Payable has paid the invoice in full and/or when the document is “completed”.

TRAVEL VOUCHER HELP

1. Complete back of voucher first. Meals, lodging and mileage will be automatically forwarded to the front page.
2. See travel web site to determine whether hotel, airline, or rental car is contracted with the state. The Texas A&M University-Commerce Certification form should be completed, signed, and attached to all vouchers.
3. Original receipts are required for everything except meals; all receipts must show full payment of the expense.
4. Do not use abbreviations, names of conferences and organizations must be written one time on voucher.
5. Travel to Washington, D.C. requires completion of the State's approval form before departing.
6. Employees of the State of Texas are exempt from State hotel tax. The Hotel tax exemption form should be presented to the hotel upon check in. (Form is on web site).
7. State tax for lodging is not reimbursable.
8. See 2005 updates on Travel web site.

FRONT OF VOUCHER

- ___ Section 2: Agency Number 751
- ___ Section 3: Agency Name Texas A&M-Commerce
- ___ Section 9: Document Amount Same as TOTAL-Section 18
- ___ Section 10: Pay to: Name and Address of traveler
- ___ Section 11: Title: Traveler's title
- ___ Section 12: Designated Headquarters Commerce, Mesquite, etc.
- ___ Section 13: Texas Identification Number Social Security Number
- ___ Section 16: Service Date Last date of trip
- ___ Section 17: Description City, State traveled to and Exempt Purchase number.
- ___ Section 18: DISTRIBUTION Same for in-state and out-of-state
- ___ Fares, Public Transportation
- ___ Taxi Bus, taxi, train, cab, shuttle, etc.
- ___ Air Fare (If not direct billed to the University).
- ___ Rental Car: Rental cost
- ___ (Contract-Avis, Advantage, Enterprise)
- ___ Personal Car Mileage is automatically forwarded to the front of voucher.
- ___ Meals and/or lodging: Section k or Section w are automatically forwarded to the front of voucher
- ___ Parking: Total of parking expenses
- ___ Incidental expenses: Hotel tax, registration, gas for rental car, business calls, toll way charges
- ___ Section 19: Signatures
- ___ Claimant: Signature of traveler and date of signature
- ___ Supervisor Required when claiming Actual Expenses

BACK OF VOUCHER

In-State Meals and Lodging

- ___ Section a Leave headquarters Date and time traveler left headquarters for trip
- ___ Section b Arrive headquarters Date and time traveler arrived back from trip
- ___ Section d Meals not to exceed \$30 Meals for overnight travel not over \$30.00
- ___ Section e Lodging not to exceed \$80 Lodging per night not over \$80.00

- ___ Section f TOTAL meals and lodging for each day
- ___ Section k Total meals and lodging Total meals and lodging for entire trip
- ___ Section g, h, i, l Actual expense Used instead of d, e, f when claiming over \$80
- Out-of-State Meals and Lodging*
- ___ Section m Leave headquarters Date and time traveler left headquarters for trip
- ___ Section n Arrive headquarters Date and time traveler arrived back from trip
- ___ Section p Meals not to exceed State Rate Meals for overnight travel not over State
- ___ Section q Lodging not to exceed State Rate Lodging per night not over State Rate
- ___ Section r TOTAL meals and lodging for each day
- ___ Section w Total meals and lodging Total meals and lodging for entire trip
- ___ Section s, t, u, x Actual expense Used instead of p, q, r when claiming over State Rate
- ___ Section y Information Required... List travel dates, duties, mileage, etc.
- ___ Date: each date of trip.
- ___ (Center) List by day duties completed and places visited
- ___ Mileage Point-to-Point List mileage from each town, school, site, etc.
- Select I for in state and O for out-of-state. Mileage will be brought forward to front page.

Section 3

Requisition Order Procedures

Section 3: Requisition Procedures

A requisition is used to capture information that pertains to the request for purchase of goods and services. **Any** purchase for goods or services of \$3000.00 or more requires a requisition. The types of goods on the following list also require a requisition.

- 1) All Software and major Hardware Purchases
- 2) All Telecommunication Purchases
- 3) All State Term Contract Purchases
- 4) All Furniture Purchases
- 5) All TIBH set-aside purchases, ex. nameplates, furniture, etc.
- 6) All Printing (except when utilizing University Printing Services)

Please consult the Purchasing Reference Guide provided by Purchasing for further purchasing guidelines. It is the department's responsibilities to follow State and System policy regarding the purchase of goods and service within their delegated purchasing authority limit.

The following is a list of the Requisition screens. Usually only screens 250, 251, 254, and 256 are needed.

```
* ----- Requisitions * ----- *
250 Req. Header Create/Modify
251 Req. Shipping and Text Info.
252 Req. Additional Header Text
253 Req. Sole Source Justification
254 Req. Item Create/Modify
255 Req. Item Description Cont'd
256 Req. Document Close

258 Req. Flag Maintenance
259 Req. Notes

247 Copy Document to Req.
```

Step 1: Creating a Requisition Header Record

Go to Screen 250 to create a Requisition Header record.

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File Edit Options Keys Clear Reset PA1 PA2 PA3 Help

F3192 Document number will be created automatically 10/01/03 11:42
250 Req. Header Create/Modify FY 2004 CC EC

Screen: Doc: 0 Doc. Year: 2004 Total Amount:

<< Dates >>

Document: 10/01/03 Cat.: User Ref: Se Req: _____
Required: Contact Person: Ph: _____
Start: Buyer: Ph: _____
End: Research (Y/N): Type Funds: Type Order: _____
Change: No. Print Doc? _____
Dept: PURCH SubDept: Attachments: _____

Doc Summary: _____

Sole Source (Y/N): Emergency(Y/N): Catalogue Order(Y/N): _____

Un ID: or FEI: Un ID: or FEI: _____

Addr: _____

PH: FAX: PH: FAX: _____

Enter=PF1--PF2--PF3--PF4--PF5--PF6--PF7--PF8--PF9--PF10--PF11--PF12--
Menu Help EHelp Next SRasn EResn Notes AdVen Addpt

CWTELN32 04-21 Shift NumLock IBM-3278-2

Type an “R” followed by a **zero** in the “Doc:” field.

Press <ENTER>

The message “Document number will be created automatically” will appear in the message line.

You are now ready to enter the requisition header record information by filling in the following fields.

Category

The category defines certain characteristics of the requisition for accounting and receiving. The following is a list of Categories:

RO	Regular Order
BU	Blanket Unencumbered – used for a Master Order
BO	Blanket Order references a Master Order
BE	Blanket Order Encumbered – used for a Master Order

User Reference Number

This is your department’s tracking number. It usually consists of the department’s account number followed by a sequence number of 4 digits with a dash in between. Example 242062-0001

Contact Person and Phone

The name and phone number of the person whom Purchasing should contact if further information is needed or there are questions about this requisition.

Research (Y/N)

Is this purchase part of a research grant/project? Y/N.

Type of Funds

Indicates the highest restricted fund used for purchases (i.e., state/local/federal/HEF). A “?” in this field will access the database for “Type of Order”. Place an “X” to the left of the selected type of order. (See Index for the list of Type of Funds and Type of Order.)

Type of Order

Classifies the order based on Type of Funds. Enter the “Type of Order” code.

Department Code

The Department Code will automatically default to the code associated with your name. If you are using an account with a different department code, enter it in the "Dept." field. If you are using multiple account numbers, list the department code, if different, for each account number. Press <F11> to access the 'add department' screen. Enter the applicable department codes and press <ENTER>. Press <F4>.

1 - Default 3270 (tamuvsv1.tamu.edu) - Crypted

File Edit Transfer Fonts Options Tools View Window Help

F3192 Document number will be created automatically

250 Req. Header Create/Modify

08/08/05 16:00

FY 2005 CC 21

Screen: ___ Doc: R0___

Doc Enter all Campus Codes and Departments/SubDepartments 20

Req that will have accounts on this document sv

Sta

End

Cha

Doc

Sol

Vn I

Add

P

Ente

Dept SubDept CC

URCH 21

VPNR_ 21

Press <PF4> to Exit

Hmenu Help EHelp Next SResn EResn Notes AdVen AdOpt

1 Sess-1 128.194.103.18 TAMU4058 11/27

Note: To find the department code, go to screen 68. Enter the account number and press <ENTER>. The department code is listed to the right of the account number.

```

1 - Default 3270 (tammv1.tamu.edu) - Encrypted
File Edit Transfer Fcpts Options Tools View Window Help

068 Support Account Search                                08/08/05 15:58
                                                         FY 2005 CC 21

Screen: _____ Account: 02297 _____ Title Search: _____
Dept/SDept Search: _____ Resp Person Search: _____

Sel      Description      Account      Dept      SDept  Responsible Person
- MEDIA RELATIONS & PUBLICATIONS 202297-00000 VPMR      DAVIES, DEBORAH K
- MEDIA RELATIONS & PUBLICATIONS- 202297-20300 VPMR      DAVIES, DEBORAH K
- MEC-COMMUNITY DEVELOPMENT        202297-20301 CCR        BELCHER, PENNY A
- WEB SERVICES                     202298-00000 WEB      HARPER, JAINE J
- WEB SERVICES                     202298-20300 WEB      HARPER, JAINE J
- WORK STUDY-MATCHING-ENHANCEMENT 202301-00000 ENRD      FNAID HARRIS, SMITHENIA
- WORK STUDY-MATCHING STUDENT SER 202301-20300 ENRD      FNAID HARRIS, SMITHENIA
- WORK STUDY-MATCHING/ACADEMIC     202302-00000 ENRD      FNAID HARRIS, SMITHENIA
- WORK STUDY-MATCHING/ACADEMIC     202302-20300 ENRD      FNAID HARRIS, SMITHENIA
- STATE WORK STUDY MATCH-ACADEMIC  202304-00000 ENRD      FNAID HARRIS, SMITHENIA
- STATE WORK STUDY MATCH-ACADEMIC  202304-20300 ENRD      FNAID HARRIS, SMITHENIA
- STATE WORK STUDY MATCH-STUDENT   202305-00000 ENRD      FNAID HARRIS, SMITHENIA
- STATE WORK STUDY MATCH-STUDENT   202305-20300 ENRD      FNAID HARRIS, SMITHENIA
- E&G SUPP ORP-INSTRUCTION         202701-00000 FRNG2  ANDERSON, JANET G

*** Press ENTER to View More Accounts ***
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EHelp                                Dload

```

Document Summary

Type in the Document Summary. This is a brief description of the items being purchased on the Requisition. Always place the most important information of the description first. For example: Gateway, E4200 Computer or, if you are using a state term contract, type the words "**State Contract**" before the description of the goods requested to be purchased.

Sole Source

Is the merchandise requested a sole source item? Values: Y/N. If "Y", a pop-up window and Screen 253 (Sole Source) will need to be completed when they appear.

Emergency Purchase

Is this an emergency purchase? Values: Y/N. If "Y", a pop-up window will need to be filled out.

Emergencies occur as the result of unforeseeable circumstances and may require an immediate response to avert an actual or potential public threat. If a situation arises in which compliance with normal procurement practice is impracticable or contrary to the public interest an emergency purchase may be warranted to prevent a hazard to life, health, safety, welfare, property or to avoid undue additional cost to the state.

Catalog Order (Y/N)

Type "N".

Vendor

The Vendor Identification Number (VIN) or Federal Employer Identification Number (FEIN) for your suggested vendors is required. The Vendor Identification number can be found by searching the FAMIS Vendor database.

Type in the first 3 or 4 characters of the vendor to which the order is being placed and hit enter. (Or use an asterisk (*) and hit enter.)

A pop-up window will appear with a listing of all vendors that start with those characters. You will search for the vendor with the correct Purchase Order address (pressing the PF11 key will show the vendor address) and place an "X" next to the desired vendor. Press <ENTER>.

The pop-up screen will disappear. The header record will appear with the vendor you chose.

The message "Record has been successfully completed" will appear in the message line. The Document Number is assigned to the Requisition. This document number will carry forward on all the next screens until the document is closed. Press PF5 to continue to the next screen.

Reimburse ID

This field is to be utilized when reimbursements are required. The Reimburse ID field is for the person being reimbursed. Use the *Vendor field as directed above for the merchandise or service acquired. *This helps keep track of the total dollar amount spent to each vendor for accounting and auditing purposes.

Type in the first 3 or 4 characters of the person named to be reimbursed and hit enter. (Or use an asterisk (*) and hit enter.)

A pop-up window will appear with a listing of all vendors that start with these characters. To search for the vendor with the correct address press the PF11 key. Place an "X" to the left of the name you wish to use. Press <ENTER>.

The pop-up screen will disappear.

Step 2: Creating the Requisition Shipping and Text

The next screen number is 251 - Requisition Shipping and Text

training - CWTELNET - tammvs1.tamu.edu - 128.194.103.18

File Edit Options Keys Clear Reset PA1 PA2 PA3 Help

F0013 Please enter desired modifications

251 Req. Shipping and Text 10/01/03 11:48

FY 2004 CC EC

Screen: Doc: R400005

Ship To Address Nbr: 001 Invoice To Address Nbr: 002

Name: Name:

Addr: Addr:

City: State: City: State:

Zip: Country: Zip: Country:

Phone: FAX: Phone: FAX:

Text codes:

Additional Text Lines:

More text lines:

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---

Hmenu Help EHelp Next Notes

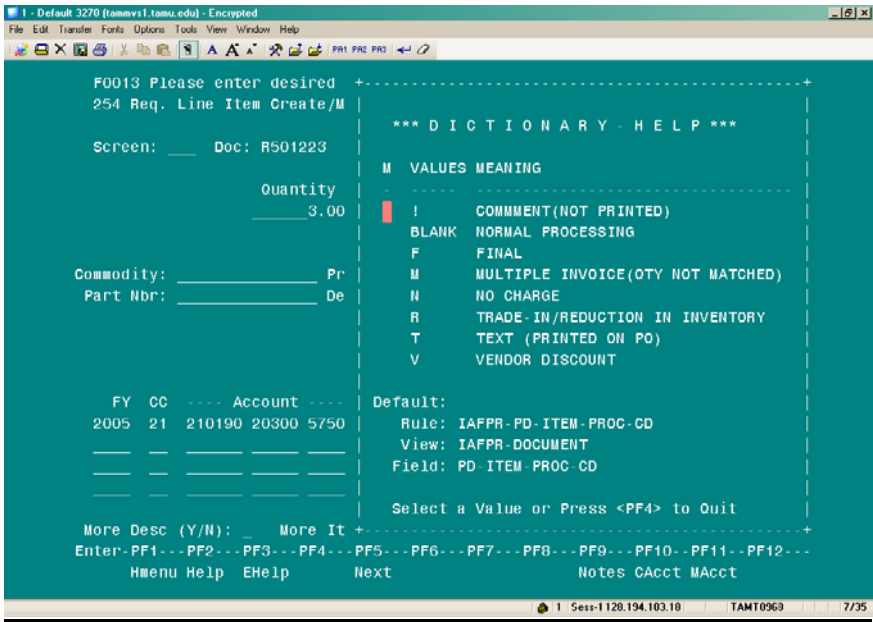
CWTELN32 07-10 Shift NumLock IBM-3278-2

Ship To - Address Number and Invoice To - Address Number

To view the choices for the ship to and invoice to addresses, place a question mark in the "Address Nbr:" field and hit enter. The choices will appear in a pop-up window. Place an "X" next to the desired address and hit enter. Or you can simply type "001" for the "Ship To" address and "002" for the "Invoice To" address.

Pro Cd

Procedure Codes are used to identify vendor discounts, trade-ins, and no charge line items. Use a “?” to access the database. The choices will appear in a pop-up window. Place an “X” next to the desired code and hit enter.



Inventory Part Number

The inventory part number is used to define specific items within a department. This is especially useful for supplies that are repeatedly ordered. (Optional)

Description

This is the line item description of the merchandise being ordered. Enter the pertinent information about the item to be purchased. Such as, brand name, model number, version, color, manufacturer's part number, etc. Type the description as it would appear on a Purchase Order (do not use all capital letters).

Account Information

Tab to Account field. (FY and CC will default to the current fiscal year and our campus code-21.)

Account: - Account number followed by a support account. The next 4 spaces are for the object code.

Object Codes

(http://www7.tamu-commerce.edu/fiscal/Property_Management/objcodehlp.html)

Object Codes are used to classify the products and services purchased. Type in the object code for the item being purchased. Some definitions for Object Codes are:

Equipment:

Non-consumable property that is owned or received by A&M-Commerce. The three areas of concern are *capitalized*, *controlled* and *non-controlled*.

Capitalized:

Equipment costing \$5,000.00 or more with a useful life of at least one-year must be recorded as a capital asset in FAMIS and the inventory system. FAMIS Object codes 8400-8479 are for these capital purchases.

Controlled:

Certain items are controlled that are considered to be highly susceptible to theft or misuse and cost less than \$5,000.00 but more than \$499.99. These items are controlled in the inventory system, but not recorded as a capital asset. Object codes 5775-5779 are used for these controlled items. Examples of controlled equipment are computers, printers, projectors, etc. Please note that firearms and cash registers are always controlled regardless of cost.

Non-Controlled:

FAMIS object codes 5750-5774 are specified for non-controlled equipment with a unit cost from \$0 – 4,999.99.

Policy: Asset value must be recorded at the actual cost of the asset plus all costs required when placing the asset into service, such as freight and other related professional expenditures incurred in the purchase of the item. Contact Jennifer Perry (5042) with any questions about Object Codes.

Pct: - Specify the percentage of the total dollar amount of the line item to be paid by the specified account. Type: **"100"**, if only one account is being used. If multiple accounts are being used, on the first account leave the Pct field blank, fill in the amount to be paid from that account, and on the second account, type "100" in Pct and leave the amount field blank. Press <ENTER>.

Message will appear "Record has been successfully added".

Additional Line Items

Press <ENTER> for additional line items.

Continue each line item as listed above until all items have been entered.

You are now ready to continue to the next screen to close the document.
Press PF5.

Step 4: Closing the Document

You will be on screen 256, Requisition Document Close screen.

```
training - CWTELNET - tammvs1.tamu.edu - 128.194.103.18
File Edit Options Keys Clear Reset PA1 PA2 PA3 Help
F0013 Please enter desired modifications
256 Requisition Document Close                               10/01/03 11:55
                                                             FY 2004 CC EC

Screen:  Doc: R400005

<< Dates >>
Document: 10/01/2003 Cat: R0 User Ref: 1621600003 St Req:
Start : 09/01/2003 Contract Person: CAROL DICKINSON Ph: 903-886-5220
End : 08/31/2004 Buyer: Ph: - -
Required: Research (Y/N): N Type Funds: 3 Type Order: NIED
Change : No. Last Print Date:
Sole Source: Y Emergency: N

Doc Summary: POJ ANNUAL RENEWAL

Total Amount: 3,000.00 Untransferred Total: 3,000.00

In Process

Close Document? N

Budget Balance Override: Session: 0619CD Date: 09/30/03
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Menu Help EHelp Next Item Route Warns
CWTELN32 04-12 Shift NumLock IBM-3278-2
```

Verify that all information is correct. If correct, tab to the document close field and type a “Y” for yes. If you do not wish to close the document, type an “N” for no.

If you typed “Y” the document is now closed.

After the document is closed a message will appear “Type ‘Y’ to submit to Routing & Approval.” Type in ‘Y’ and press <ENTER>. The document has been submitted to the signer for approval.

The message “Additional Routing (FYI/FYA)” is used in special circumstances. Always ask Accounts Payable first!

```
1 - Default 3278 (tammvs1.tamu.edu) - Encrypted
File Edit Transfer Fields Options Tools View Window Help
F0013 Please enter desired modifications
256 Requisition Document Close                               08/09/05 15:49
                                                             FY 2005 CC 21

Screen:  Doc: R501223

<< Dates >>
Document: 08/09/2005 Cat: R0 User Ref: 2101900055 St Req:
Start : Contact Person: HEATHER KILGORE Ph: 903-886-5052
End : Ph:
Required: | : L Type Order: FURN
Change : | : L Type Order: FURN

Doc Summary:
Type 'Y' to submit to Routing & Approval:
Additional Routing (FYI/FYA)

Total Amount:

In Process

Close Document? y

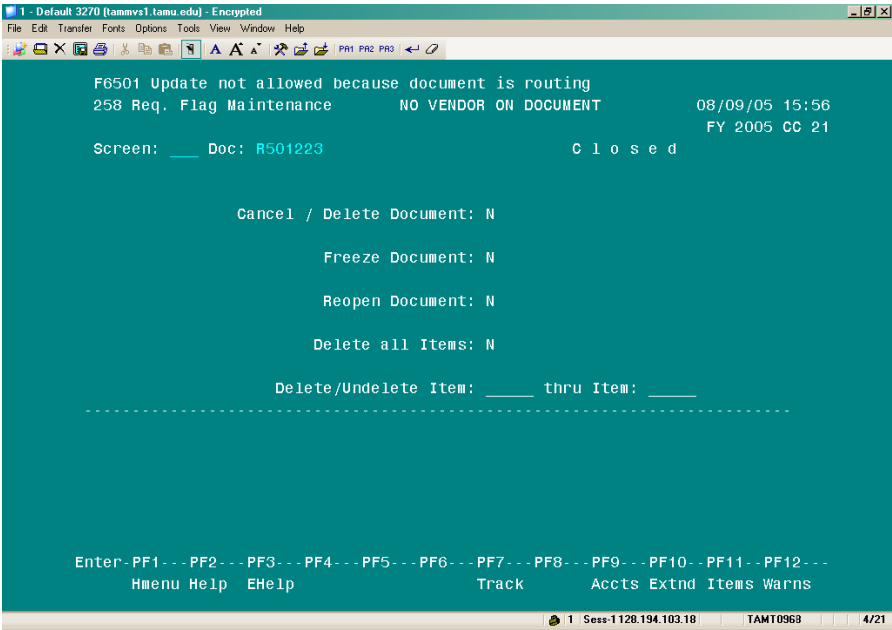
Budget Balance Override: Session: 1560MK Date: 08/09/05
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Menu Help EHelp Next Item Route Warns
1 - Sess-128.194.103.18 TAMT0903 13/03
```

Closing the document generates encumbrances, which set aside funds to pay for the purchase. All requisitions, except those that are set up as a blanket order, are encumbered. The encumbrances are established using the 7 digit document ID created when the requisition was entered. The user reference number entered on the header of the requisition, and the encumbrances will be transferred to the purchase order. These encumbrances may be viewed on Screens 20, 21, 22, and 26, and 62.

Modifying the Document

A document cannot be modified when it is closed. If you need to modify the document, open it by going to the 258 screen. Enter document number and place a “Y” in the Reopen Document field. The document can now be updated. Close document on the 256 screen when finished.

Please note that a document cannot be modified once it has been transferred to a Purchase Order.



Copying a Purchase Order to a Requisition

Purpose: Copying from a purchase order to a requisition is useful when renewing annual maintenance purchase orders (such as, copiers, software maintenance, etc.) or making a new requisition for a recurring order (such as, bookbinding, dissertations, etc.). Copying from the prior year's purchase order, in the case of an annual renewal, or from the last purchase order, in the case of a recurring order, insures that all of the required information is on the new requisition.

Step 1: Copying a Purchase Order to a Requisition

Go to Screen 247.

train - CWTELNET - tammvs1.tamu.edu - 128.194.103.18

File Edit Options Keys Clear Reset PA1 PA2 PA3 Help

F2999 End of line items on file
247 Copy Documents - to Requisition 10/08/03 10:04
FY 2004 CC EC

Screen: Doc: P400001 Item: From Vendor: HECKMAN BINDERY
From Doc FY: 2004
New Doc: R0 FY: 2004 Cat.: R0 Dt: 10/01/2003
or
Existing Doc:

Header Screen: y

Func	Item	Desc	Quantity	Unit Price	UOM	Ext. Price	Proc Cd
c	1.0	Standard binding	200.00	6.7500	EA	1350.00	
c	2.0	Recasing, per vol	40.00	3.2000	EA	128.00	
c	3.0	Hand sewing, per	20.00	5.0000	EA	100.00	
c	4.0	Over 13" height	20.00	0.7500	EA	15.00	
c	5.0	Over 3" thickness	7.00	1.0000	EA	7.00	

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EHelp AddPt

CWTELN32 04-12 NumLock IBM-3278-2

In the "Doc:" field, enter the purchase order number you are copying from. Press <ENTER>.

A pop-up window with a dept code will appear. Changes and/or additions to the dept code(s) can be made at this time. Press <ENTER> twice.

In the "New Doc:" field, enter "R" followed by a **zero**. "FY:" will default to the current fiscal year. It can be changed to the next fiscal year for an annual renewal, if needed. "Cat.:" is "RO". "DT.:" is the current date. Press <ENTER>. The line items on the purchase order being copied will appear on the screen. In the "Header Screen:" field, enter a "Y" (for yes). Under "Func", enter a "C" (for copy) by the line items you wanted copied to the new requisition. Press <ENTER>.

Step 2: Making Necessary Changes to the New Requisition

Screen 250 will appear with a new R#. Make any necessary changes. For example: user reference number. Press <ENTER>. Press <F5>.

On screen 251, make any necessary changes. Press <ENTER>. Press <F5>.

On screen 254, make any necessary changes in the quantity, unit price, description, fiscal year (FY)* and/or account number. Press <ENTER>.

*Note: the fiscal year is copied from prior Purchase Order. Check the fiscal year on the account number line to make sure it is correct.

Press <ENTER> again to go to the next line item. Make any necessary changes. Press <ENTER>. Continue through all of the copied line items. Press <F5>.

On screen 256, if all of the information is correct, tab to the document close field and type a "Y" for yes. If you do not wish to close the document, type an "N" for no. Press <ENTER>.

If you typed "Y" the document is now closed. Routing pop-up window appears. (See page 39 for more routing information)

Closing the document generates encumbrances, which set aside funds to pay for the purchase. All requisitions, except those that set up a blanket order, are encumbered. The encumbrances are established using the 7 digit document ID created when the requisition was entered. The user reference number entered on the header of the requisition, and the encumbrances will be transferred to the purchase order. These encumbrances may be viewed on Screens 20, 21, 22, and 26, and 62.

Modifying the Document

A document cannot be modified when the document is closed. If you need to modify the document, open the document by going to the 258 screen. Enter document number and place a "Y" in the Reopen Document field. The document now can be updated. Close document on the 256 screen when finished.

Please note that a document cannot be modified once it has been transferred to a Purchase Order.

Requisition Status:

To check the status of your requisition, go to screen 914.

In the "Document" field enter your document number. For example:
"PRQ21R400111".

Press <ENTER>.

You will be able to see the status of your requisition.

"Transferred" means the requisition was transferred to a purchase order on the date listed.

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File Edit Options Keys Clear Reset PA1 PA2 PA3 Help

F2225 This document has already received final approval
914 Document Routing History 10/01/03 14:59
CC EC

Screen: ___ Document: PRQECR300011 Position at line: ___

Ln	Description	
1	The following people have seen this document:	
2	Submitted	02/06/03 14:23 DICKINSON, CAROL J (903-886-5220)
3	Approved	02/06/03 14:23 DICKINSON, CAROL J (903-886-5220)
4	Signed	02/10/03 10:11 EDWARDS, CONNIE J (000-886-5060)
5	Approved/FYP	02/10/03 10:12 EDWARDS, CONNIE J (000-886-5060)
6	Approved/FYP	02/10/03 15:11 MCNAIR, JOE R (903-468-3056)
7	Approved/FYP	02/10/03 15:16 MCNAIR, JOE R (903-468-3056)
8	Transfer	02/10/03 15:27 MCNAIR, JOE R (903-468-3056)
9	The following people have an Info/Notify copy of this document:	
10	Notify	02/10/03 15:27 DICKINSON, CAROL J (903-886-5220)
11		
12		
13		
14		
15		

Page (F/B/E): _

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---

Hmenu Help Bck Fwd

CWTELN32 04-12 Shift NumLock IBM-3278-2

Section 4

Receiving Procedures

Section 4: Receiving Procedures

Receiving is a Texas A&M University-Commerce internal function, which will be a part of the 3-way match in the Purchasing Module. The data is compared from the Purchase Order to the receiving information as well as the invoice information for the 3-way match.

To begin receiving procedures you must know the document number (Exempt Order Number, Limited Order Number or Purchase Order Number of the items you are receiving.) **Please note that you cannot do receiving with a requisition number.** The process of receiving entails creating a receiving document, receiving one or more line items, and closing the receiving document. The Receiving Closing process completes the match for receiving the document. All invoices input to the system will be verified by a systematic check to verify that the information matches the Purchase Order ("E", "L", or "P" #'s) and actual items received. If items had been invoiced and a pending voucher was created, the items will be matched for receiving and the pending voucher will pay through accounting.

If the merchandise ordered was delivered first to Central Receiving and Central Receiving delivered it to you, then Central Receiving will do the Header Record for the receiving.

To do your part of the receiving in this case, go to screen 321 and enter the document number. Press <ENTER>.

The document information should appear on the screen. If it does, then press PF5 to continue to screen 322 and Step 2.

If it doesn't, then contact Central Receiving (5760) to have them enter the receiving information, so that you can proceed with the receiving procedure.

If the merchandise came directly to your department from the vendor, then you need to fill in the information required on screen 321 as described in Step 1.

Step 1 Creating the Receiving Document

Go to Screen 321 to create a Receiving Document Create record.

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File Edit Options Keys Clear Reset PA1 PA2 PA3 Help

P0013 Please enter desired modifications

321 Receiving Document Create (Dept.) 10/01/03 15:04
FY 2004 CC EC

Screen: Doc: P300012 Shipment: 1 of 1 Add Shipment:

Doc Summary: SCANNER

Rec by Dept: PURCH Rec by User: DICKINSON, CAROL Rcv Dt: 02/24/2003
Carrier: OTHER Carrier Doc: Packing Doc:
Pieces: Total: 2 Damaged: Weight-lb:

Ship to: Dept: PURCH
Name: CENTRAL RECEIVING Phone: Ext:
Addr: 2600 SOUTH NEAL STREET FAX:
City: COMMERCE State: TX Zip: 75429 Country:

----- Purchase Order Information -----
Document Dt: 02/10/2003 Vendor: 17549899030 BARKWICK RECORD CORP
Start Dt: Cat.: R0 User Ref: 162160-0101 FOB: DP
End Dt: Contact Person: CAROL DICKINSON Ph: 903-886-5220
Exp.Dlvry Dt: Buyer: JRM JOE MCNAIR Ph: 903-468-3056
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EHelp Next DDesc Cncl Addr RNote DNote INote

CWTELN32 04-12 NumLock IBM-3278-2

Type the document number in the action line. (Remember it must be an “E”, “L”, or “P” document.) Press <ENTER>.

The message “please enter a valid shipment number or “Y” in the add shipment” will appear. If the merchandise was delivered directly to your department by the vendor, then type a “Y” in the add shipment field. Press <ENTER>. The system will pull in the purchase order information.

Enter the following information:

- Rcv Dt: Date you received the merchandise
- Carrier: Carrier Delivering Shipment (you can type “?” and <ENTER> for a list of carrier ID’s)
- Carrier Document#: From the Carrier’s Document (*optional*)
- Packing Slip Number of the packing Slip (*optional*)
- Pieces: Total number of pieces delivered
- Damaged?: Number of pieces damaged
- Weight - lb: Weight in lbs. of delivery (*optional*)

Press <Enter>. The message “Record has been successfully added” will appear in the message line.

Press the <PF5> key to continue to the next screen.

Step 2 Create the Receiving Items

The next screen number is 322, the Receiving Item Create screen. This screen displays the purchase order line item detail and allows entry to indicate what items have been received.

Item	UOM	Qty	Ordered	Accepted	Total	Accepted	Accept	Reject	Qlty
1.0	EA	1.00	1.00	1.00	1.00	1.00	Accept: 1.00	Reject: 1.00	-
Desc: HP ScanJet 7450C									
2.0	EA	1.00	1.00	1.00	1.00	1.00	Accept: 1.00	Reject: 1.00	-
Desc: Black toner for HP ScanJet 7450C									
Desc:									
Desc:									
Desc:									
Desc:									
*** End of Items List ***									

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EHlp Next AcScr Bkwd Frwd RNote AcAll RDesc

CWTELN32 04-12 NumLock IBM-3278-2

Receiving Line Item create options

Tab to the item that has been received and type the quantity received in the Accept field. If an item is rejected, type the quantity of the items rejected and enter the appropriate **QLTY** code. Type a "?" in QLTY field and press <ENTER>. This will access the rejection reason options. Put an "X" to the left of the reason that applies and press <ENTER>.

If all items have been received, press <PF6> to accept all items on the screen.

The message "record has been successfully modified" will appear in the message line.

Press PF5.

Step 3 Closing the Document

You will be on screen 326, Receiving Document Close screen.

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File Edit Options Keys Clear Reset PA1 PA2 PA3 Help

F0013 Please enter desired modifications
326 Receiving Document Close 10/01/03 15:36
FY 2004 CC EC

Screen: Doc: P300012 Shipment: 1 of 1

Doc Summary: SCANNER

Rec by Dpt: PURCH Rec by User: DICC21T Date: 02/24/2003
Carrier: OTHER Carrier Doc: Pieces: Total: 2 Damage:

Current Status: IN PROCESS

Close Receiving Document: N ('N' to Reopen if closed)
Cancel Receiving Document: N ('N' to reinstate if cancelled)

----- Purchase Order Information -----

<< Dates >> Vendor: 17549899030 BARWICK RECORD CORP
Document : 02/10/2003 Cat.: R0 User Ref: 162160-0101
Exp. Dlvry: Contact Person: CAROL DICKINSON Ph: 903-886-5220
Prior Inv. Forced: Buyer: JRM JOE MCNAIR Ph: 903-468-3056
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---

Hmenu Help EHelp Next Notes Items

CWTELN32 04-12 NumLock IBM-3278-2

Verify that all information is correct. If correct tab to the close receiving document field and type a "Y" for yes.

If the Invoice has already been received in Accounts Payable, there will be a screen that says "successfully matched" and the invoice number. Press <ENTER> to confirm.

The document is now closed.

Modifying the Document

A document cannot be modified when the document is closed. If you need to modify the document, open the document by going to the 326 screen. Enter document number and place an "N" in the document close field. Press <ENTER>. The document now can be updated. Close document on the 326 screen when finished. Modifying the Receiving document has to be done before a 3-way match has occurred.

Section 5

Encumbrances and Open Commitments

Section 5: Encumbrances and Open Commitments

Encumbrances in the FAMIS purchasing module are established when a document is closed. The encumbrances are created at the account and object code level. An encumbrance is generated for each account and object code combination on a document. The encumbrance is keyed primarily by the document (**E**, **L**, **R**, or **P**) number.

All encumbrances established by the purchasing module are posted into the financial account module. These encumbrances may be viewed on the Open commitment screens (see the Open Commitment Section below).

Requisitions

Encumbering in the FAMIS purchasing system begins with the requisition. All requisitions, except for those that set up a blanket order, are encumbered. The encumbrances are established using the 7 digit document ID created when the requisition is entered.

The encumbrances are not established until the document is closed on screen 256. Once the document is closed, no changes can be made unless the document is reopened. If changes are made which affect any amount, adjustments will be made in the encumbrances when the document is closed again.

Purchase Orders

Purchase orders are also encumbered by FAMIS. In all cases, the purchasing department transferring items from a requisition will establish a purchase order.

When a purchase order document is closed, the system will check to see if this purchase order was created from transferring a requisition. If it was, the system will release the encumbrances created from the requisition and establish new encumbrances under the purchase order number.

If a requisition is transferred to a bid document, the encumbrances will remain under the requisition number until the bids are opened and the purchase order is created and closed.

User Reference Number

The user reference number entered on the header of the requisition will be transferred to the purchase order. Therefore the encumbrances will contain the same user reference number for both the requisition and purchase order.

Open Commitment Screens

Screen 62 – OC by User Ref or PO Number

This screen lists the encumbrances for a particular account.

Appendix

Recalling a Document from the Signer Desk

Step 1 Recalling a Document for Correction when document is on the Signer Desk

- Go to screen 912 (Document Out-Box). Select document to recall by placing the cursor on the document number and tapping <PF5>.
- A text box will appear asking to confirm recall. Type a "Y" to recall and tap <enter>.
- A text box will appear asking for reason for recall. Type reason for recall and tap <enter>. (Message will appear at top of screen that document has been recalled to the creator)

Step 2 Re-opening document, correcting, and rerouting

Use the following screens to re-open document

Limited Purchase Order: **243** – Flag Maintenance

Exempt Purchase Order: **238** – Flag Maintenance

Requisition: **258** – Flag Maintenance

- To re-open document type the Document Number in the document number field and tap <enter>.
- Tab down to Re-open field and type "Y". Tap <enter>. (This will re-open the document.)
- The document is now ready for correction. Once correction is made, document has to be closed and sent back through the routing process.

Recalling a Document **after Document has been Approved**

Step 1 Recalling a Document when the document has completed routing

- The document has to be placed back into routing. Step 1 can only be done on Limited and Exempt orders.

Use the following screens to place document into routing:

Limited Purchase Order: **242** - Limited Purchase Close
Exempt Purchase Order: **237** - Exempt Purchase Close

- Go to appropriate screen and type in document number in the document number field. Tap <enter>.
- Tap <PF7> to place document into routing.

A pop-up window will appear with the following message: "This document has already completed routing and received final approval. You may restart routing process by typing a 'Y' below."

- Type 'Y' to submit to routing and approval and tap <enter>.

The following message will appear at the top of the screen: "Document is now at desk SIGNER DESK."

- The document is now on the signer's desk and can be recalled by following the procedures for recalling a document from the signer's desk.

Step 2 Recalling a Document when the document is on Signer Desk

- Go to screen 912 (Document Out-Box). Select document to recall by placing the cursor on the document number and tapping <PF5>.
- A text box will appear asking to confirm recall. Type a "Y" to recall and tap <enter>.
- A text box will appear asking for reason for recall. Type reason for recall and tap <enter>.

(Message will appear at top of screen that document has been recalled to the creator)

Step 3 Re-opening document, correcting, and rerouting

Use the following screens to re-open document

Limited Purchase Order: **243** – Flag Maintenance

Exempt Purchase Order: **238** – Flag Maintenance

Requisition: **258** – Flag Maintenance

- To re-open document type the document number in the document number field and tap <enter>.
- Tab down to Re-open field, type “Y” and tap <enter>. This will re-open the document.
- The document is now ready for correction. Once correction is made, document has to be closed and sent back through the routing process.

Please note Requisitions cannot be recalled after routing is complete. A Requisition document would need to be rejected by the Purchasing Office. This sends the document back to the creator. The creator can then re-open the document, make changes, and send it back through the routing process.

Status Check Screens

278 and 914

To check the receiving, invoicing, or paid status of an order, go to screen 278.

In the "Document" field enter the document number. For example: "P400541". Press <Enter>.

The screenshot shows a terminal window titled "CWTELNET - tammvs1.tamu.edu - 128.194.103.18". The menu bar includes File, Edit, Options, Keys, Clear, Reset, PA1, PA2, PA3, and Help. The main display shows the following information:

F2321 Make selection to proceed to screen 279
278 Document Inquiry 02/25/04 9:01AM
FY 2004 CC 21

Screen: Document: P400541

Doc Summary: 6 PRINTER CARTRIDGES - 2 HP C4096A'S & 4 HP Q2610A
Vendor: 17600458541 U S TECH

Reimburse ID: Doc FY: 2004 Doc Amt: 590.00
User Ref: 121030-0042 Status: CO Amt Inv: 590.00
Doc Date: 10/31/2003 Route St: FN Amt Vchr: 590.00

Class: P Oth A/P Src: Inv Forced:
Category: R0 USAS Doc Type: 9
LP Received: Buyer: JOE MCNAIR
Nbr Invoices: 1 Catalogue Order: Contact: SANDY BOND

S Line	Quantity	UOM	Description	P	Unit Price	Extended Price
1.0	2.00	EA	2 printer cartridges for		87.0000	174.00
2.0	4.00	EA	4 printer cartridges for		104.0000	416.00

*** End of line items ***

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EHelp Invc Recv D1Prt Accts Print Left Right

CWTELN32 03-40 NumLock IBM-3278-2

"Status" and "Route St" (highlighted) show the status of the document (Status), and the routing (Route St). Document status values include: in process (**IP**), closed (**CL**), deleted (**DL**), and completed (**CO**). Routing status refers to the document's status in regards to the routing and approval system.

"Doc Amt", "Amt Inv", and "Amt Vchr" (highlighted) refer to the amount encumbered, the amount invoiced, and the amount paid.

Using the <PF> keys more information can be viewed in regards to invoicing <PF5>, receiving <PF6>, and accounts <PF8>.

The <PF11> key allows viewing of receiving, invoice, and matched information (highlighted).
 Note: Vendors generally mail the invoice the day they ship the merchandise. This means the merchandise should arrive at Central Receiving within days of Accounts Payable receiving the invoice. Accounts Payable enters the invoice information that shows on this screen. When a department does it's receiving, their information shows on this screen.

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File Edit Options Keys Clear Reset PA1 PA2 PA3 Help

F2321 Make selection to proceed to screen 279
 278 Document Inquiry 02/25/04 10:49AM
 FY 2004 CC 21

Screen: Document: P400541

Doc Summary: 6 PRINTER CARTRIDGES - 2 HP C4096A'S & 4 HP Q2610A
 Vendor: 17600458541 U S TECH

Reimburse ID: Doc FY: 2004 Doc Amt: 590.00
 User Ref: 121030-0042 Status: CO Amt Inv: 590.00
 Doc Date: 10/31/2003 Route S: FN Amt Vchr: 590.00
 Class: P Oth A/P Src: Inv Forced:
 Category: R0 USAS Doc Type: 9
 LP Received: Buyer: JOE MCNAIR
 Nbr Invoices: 1 Catalogue Order: Contact: SANDY BOND

S Line	Received	Date Recvd	Invoiced	Date Invcd	Matched	Date Mtchd
1.0	2.00	11/04/2003	2.00	11/04/2003	2.00	11/17/2003
2.0	4.00	11/04/2003	4.00	11/04/2003	4.00	11/17/2003

*** End of line items ***

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
 Hmenu Help EHelp Invc Recv D1Prt Accts Print Left Right

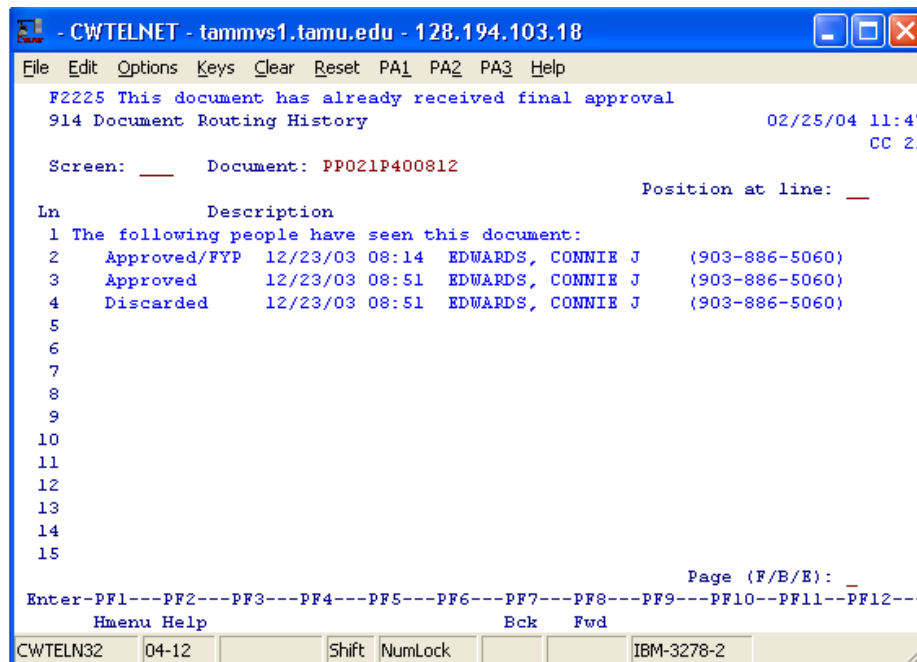
CWTELN32 10-37 Shift NumLock IBM-3278-2

Hitting <PF10> shifts the screen back to the left where the item information is.

Screen 914 will show the routing history of a document. The status and location (routing-wise) of a document can be tracked using this information.

The “Document” prefixes are:

- PLP21**_____ for Limiteds (ex: PLP21L401182)
- PEP21**_____ for Exempts (ex: PEP21E400182)
- PRQ21**_____ for Requisitions (ex: PRQ21R400812)
- PPO21**_____ for Purchase Orders (ex: PPO21P400812)



See page 36 for more information regarding requisition status.

Tracking Documents Screens 290 and 291

Purpose: Screen 290 will track a document from requisition number to purchase order number, or requisition number to bid number to purchase order number. Screen 291 will track a document from purchase order number to requisition number, or purchase order number to bid number to requisition number.

Screen 290:

C	L	Document	Item	To	Cls	To Document	To Item	Action	Date	Time	By User
R		R400815						CREATE	12/15/03	15:29	SMID21P
R		R400815						CLOSED	12/15/03	15:47	SMID21P
R		R400815	1.0	B		B400051	1.0	TRNSFR	12/16/03	09:41	EDWC21P
R		R400815	2.0	B		B400051	2.0	TRNSFR	12/16/03	09:41	EDWC21P
R		R400815	3.0	B		B400051	3.0	TRNSFR	12/16/03	09:41	EDWC21P
R		R400816						CREATE	12/15/03	17:13	WHED21P
R		R400816						CLOSED	12/15/03	17:34	WHED21P
R		R400816						REOPEN	12/15/03	17:39	WHED21P
R		R400816						CLOSED	12/15/03	17:42	WHED21P
R		R400816	1.0	P		P400790	1.0	TRNSFR	12/16/03	14:51	EDWC21P
R		R400817						CREATE	12/16/03	08:41	WRIB21P
R		R400817						CLOSED	12/16/03	09:08	WRIB21P

In the "Doc:" field, enter the requisition number. Press <ENTER>.

The requisition number entered will appear under the "Document" heading on the left. The number of the document it was transferred to ("TRNSFR" under "Action" heading) will be under the "To Document" header (highlighted).

In the example above, requisition R400815 was transferred to bid B400051. Entering the bid number (B400051) in the "Doc:" field will track the bid to the purchase order number.

Screen 291:

CWTELNET - tammvs1.tamu.edu - 128.194.103.18

File Edit Options Keys Clear Reset PA1 PA2 PA3 Help

291 Document Tracking Cross Reference 02/25/04 12:19PM
FY 2004 CC 21

Screen: Doc: P400795

C	To	To	From	From	From	Action	Action	Action	
L	Document	Item	Cls	Document	Item	Action	Date	Time	By User
P	P400795	1.0	B	B400051	1.0	TRNSFR	12/18/03	14:49	ANDE21P
P	P400795	2.0	B	B400051	2.0	TRNSFR	12/18/03	14:49	ANDE21P
P	P400795	3.0	B	B400051	3.0	TRNSFR	12/18/03	14:49	ANDE21P
P	P400796	1.0	R	R400827	1.0	TRNSFR	12/18/03	15:11	DICC21P
P	P400796	2.0	R	R400827	2.0	TRNSFR	12/18/03	15:11	DICC21P
P	P400797	1.0	R	R400716	1.0	TRNSFR	12/18/03	15:36	DICC21P
P	P400798	1.0	R	R400716	2.0	TRNSFR	12/18/03	16:11	DICC21P
P	P400799	1.0	R	R400833	1.0	TRNSFR	12/18/03	16:16	ANDE21P
P	P400800	1.0	R	R400832	1.0	TRNSFR	12/18/03	16:17	ANDE21P
P	P400801	1.0	R	R400831	1.0	TRNSFR	12/18/03	16:19	ANDE21P
P	P400802	1.0	R	R400830	1.0	TRNSFR	12/18/03	16:21	ANDE21P
P	P400803	1.0	R	R400829	1.0	TRNSFR	12/18/03	16:22	ANDE21P

More records - Press ENTER to scroll

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---

Hmenu Help EHelp

CWTELN32 04-12 Shift NumLock IBM-3278-2

In the "Doc:" field, enter the purchase order number. Press <ENTER>.

The purchase order number entered will appear under the "Document" heading on the left. The number of the document it was transferred from ("TRNSFR" under "Action" heading) will be under the "To Document" header (highlighted).

In the example above, purchase order P400795 was transferred from bid B400051. Entering the bid number (B400051) in the "Doc:" field will track the bid back to the requisition number.

Type of Funds & Type of Order Text for FAMIS

1. S – State Funds

HIED – Higher Education

2. H – HEAF Funds

ADVT – Advertisement
CAPT – Acquisition of Capital Equipment
CNST – Construction & Building Materials
INAG – Inter-Agency Purchase
LAND – Purchase of Land
LIBR – Library Purchases
OFEQ – Office Equipment
OFSP – Office Supplies
QISV – QISV Catalog Order
RENT – Rental
REPR – Building Repairs & Renovations
SERV – Service

3. L – Local Funds

ADVT – Advertisement
AUTO – Automated Term Contract
BLDG – Building Repairs & Renovations
COMM – Commodity, Other
CONT – Contract
CNST – Construction & Building Materials
DIRP – Direct Publications
EMER – Emergency
FARM – Farm Purchase
FOUN – Foundation Expenditures
FUEL – Fuel Purchase
FURN – Furniture
GAS – Gas Purchase & Cylinder Rental
GRAN – Grant Expenditures
GROU – Group Purchase
INAG – Inter-Agency Purchase
LAB – Lab Equipment
LEAS – Lease
LIBR – Library Purchase
NONC – Non-automated Contract
OFEQ – Office Equipment
OFSP – Office Supplies
OPEN – Open Market
QISV – QISV Catalog Purchase
RENT – Rental
SCHD – Scheduled Purchase
SERV – Service
SPOT – Spot Purchase

4. **F** – Federal Funds

ADVT – Advertisement
AUTO – Automated Term Contract
BLDG – Building Repairs & Renovations
COMM – Commodity Purchase
CONT – Contract
CNST – Construction & Building Materials
DIRP – Direct Publication
EMER – Emergency
FED – Federal Expenditures
FUEL – Fuel Purchase
FURN – Furniture
GAS – Gas Purchase and Cylinder Rental
GRAN – Federal Grant
GROU – Group Purchase
INAG – Inter-Agency Purchase
LAB – Lab Equipment
LEAS – Lease
NONC – Non Automated Term Contract
OFEQ – Office Equipment
OFSP – Office Supplies
OPEN – Open Market
QISV – QISV Catalog Purchase
RENT - Rental
SCHD – Scheduled Purchase
SERV – Service
SPOT – Spot Purchase

OBJECT CODES

Equipment:

Non-consumable property that is owned or received by A&M-Commerce.
The three areas of concern are capitalized, controlled and non-controlled.

Policy: Asset value must be recorded at the actual cost of the asset plus all costs required when placing the asset into service, such as freight and other related professional expenditures incurred in the purchase of the item.

Remember " UNIT COST " when determining your object code!!

8400-8479 CAPITALIZED Object codes specified for equipment with a **unit cost of \$ 5,000 or more** with a useful life of at least one-year must be recorded as a capital asset in FFX.

8410	Motor Vehicles-Passenger Cars	Cost \$5,000+
8415	Motor Vehicles-Other	Cost \$5,000+
8420	Classroom Teaching Aids	Cost \$5,000+
8421	Office Furnishings and Equipment	Cost \$5,000+
8422	Medical, Science & Lab Equipment	Cost \$5,000+
8423	Specimens and Collections	Cost \$5,000+
8424	Other Institutional Furnishings and Equipment	Cost \$5,000+
8425	Shop and Industrial Equipment	Cost \$5,000+
8426	Marine Equipment	Cost \$5,000+
8430	Purchase of Aircraft	Cost \$5,000+
8435	Computers and Related Equipment	Cost \$5,000+
8440	Computer Software	Cost \$5,000+
8445	Telecommunications - Equipment	Cost \$5,000+
8450	Fabrication of Equipment	Cost \$5,000+

Code Ranges for Specific Capital Purchases Other Than Equipment:

The following are object codes that should be used for the processing of major projects. Please contact Property Management if you have any questions concerning the use of these codes.

8001-8099 Land
8100-8299 Buildings
8200-8299 Improvements Other Than Buildings
8300-8349 Leasehold Improvements
8700-8799 Construction in Progress

5775-5799 CONTROLLED In addition, A&M-Commerce is required by the state to control certain items with a **unit cost more than \$ 500 but less than \$ 5,000.00**. These items are considered to be highly susceptible to theft or misuse. These items are controlled in the FFX system, but are not recorded as a capital asset. Object codes 5775-5799 are for controlled items. Examples of controlled equipment are computers, printers, projectors, etc. Please note that firearms are always controlled regardless of cost. A specific list of these assets are provided below.

Note: These codes are **NOT** for consumable purchases.

5775	Firearms (Handguns/Rifles)	Cost \$ 0 - \$4,999
5777	FAX Machines	Cost \$ 500 - \$4,999
5780	Stereo Systems	Cost \$ 500 - \$4,999
5781	Cameras	Cost \$ 500 - \$4,999
5782	VCR's and Television	Cost \$ 500 - \$4,999
5783	Projectors (Agency Controlled)	Cost \$ 500 - \$4,999
5785	Cash Registers (Agency Controlled)	Cost \$ 0 - \$4,999
5787	Computers and Microcomputers	Cost \$ 500 - \$4,999
5788	Printers (for computers)	Cost \$ 500 - \$4,999
5797	Scanners-Agency Controlled	Cost \$ 500 - \$4,999

5750-5774 NON-CONTROLLED Furnishings & Equipment

FAMIS object codes 5710-5745 no longer exist.

FAMIS object codes **5750-5774** are specified for non-controlled equipment with a **unit cost of \$ 0 to \$ 4,999.00.**

The below category offers object codes for specific items with specific amounts.

Only apply these objects when the description fits. Check object codes for consumable purchases if necessary.

5750	Office Furniture & Equipment	Cost	\$0 - \$4,999
5751	Medical & Lab Equipment	Cost	\$0 - \$4,999
5752	Institutional Furniture & Equipment	Cost	\$0 - \$4,999
5753	Shop and Industrial Equipment	Cost	\$0 - \$4,999
5754	Marine Equipment	Cost	\$0 - \$4,999
5755	Uniforms & Clothing	Cost	\$0 - \$4,999
5760	PC Equip/External Add On/Peripherals (Not CPU)	Cost	\$0 - \$4,999
5761	Computer Software	Cost	\$0 - \$4,999
5765	Educational Books, Film & Ref	Cost	\$0 - \$4,999
5770	Telecom-Equip Purchase	Cost	\$0 - \$4,999
5772	Fabrication of Equip	Cost	\$0 - \$4,999

4000-4899 CONSUMABLE Supplies and Other Materials

Object codes for consumable supplies and other material purchased can be found in this object code range.

TBPC Website

<http://www.tbpc.state.tx.us/>