# FINANCIAL

# ACCOUNTING

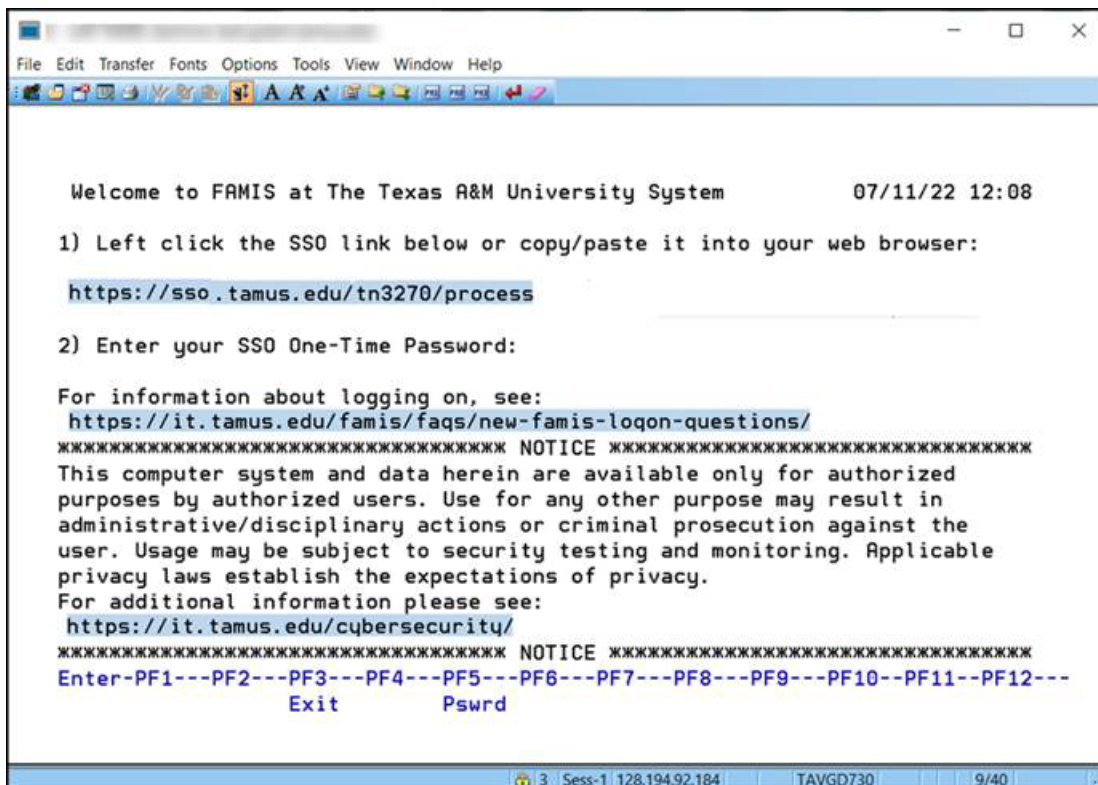# MANAGEMENT

# INFORMATION

# SYSTEM

# FAMIS Logging On Instructions

## SECTION   A

**1.**    Proceed to the Hummingbird Icon on your computer.
**Double click the Hummingbird Icon "FAMIS Replatform"** on this icon to
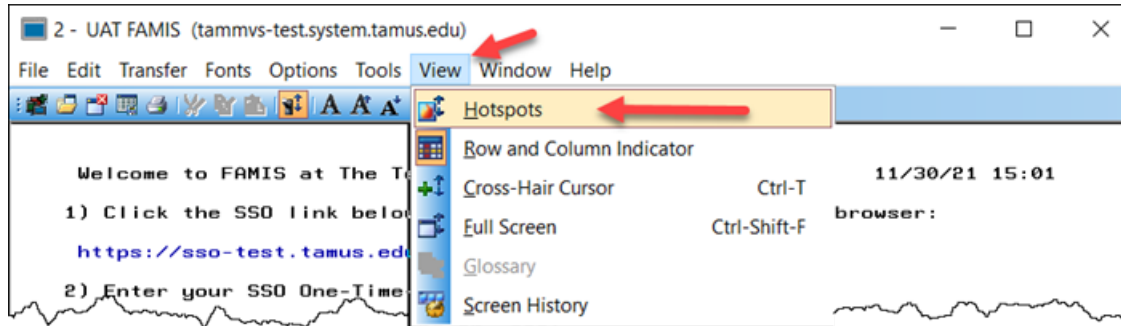open.



**2.**    When connected, the FAMIS logon screen will appear

**3.**     Click on the SSO link to open the SSO logon page in a browser window.

If the links on the screen are not active (highlighted and clickable), you can activate them by going to the View tab on the toolbar and selecting Hotspots. Otherwise, you can copy and paste the link into a browser and press enter.



**4.**     On the SSO logon page, select your campus / agency logon and follow the instructions there. OR Choose the TAMUS UIN option.
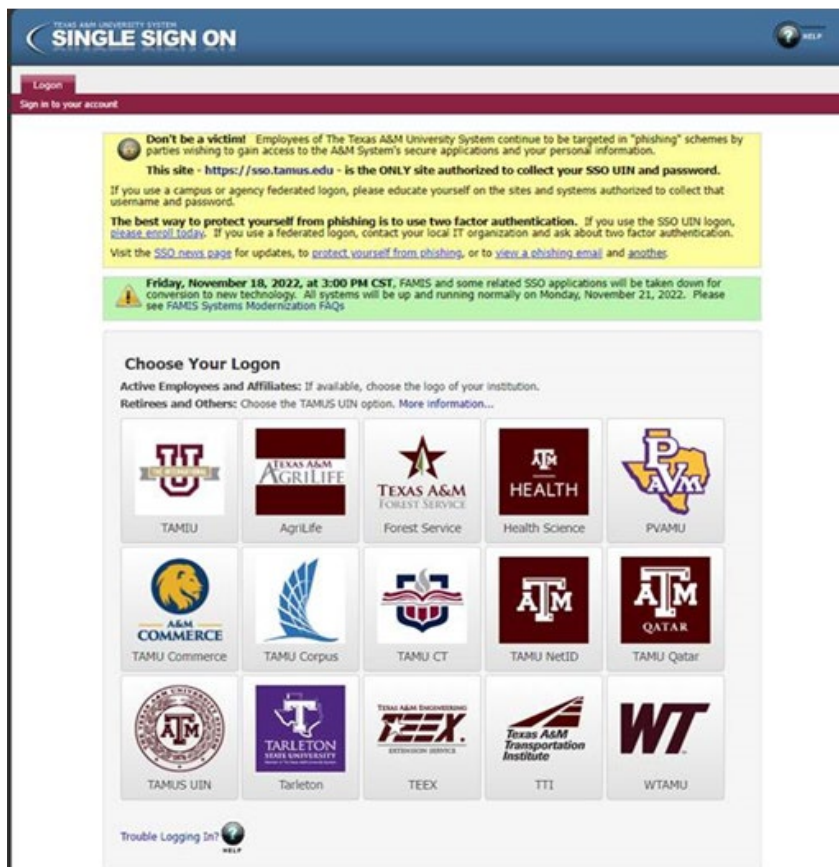
**5.** In the FAMIS One-Time Password window, click the Copy button to copy the password to the clipboard.
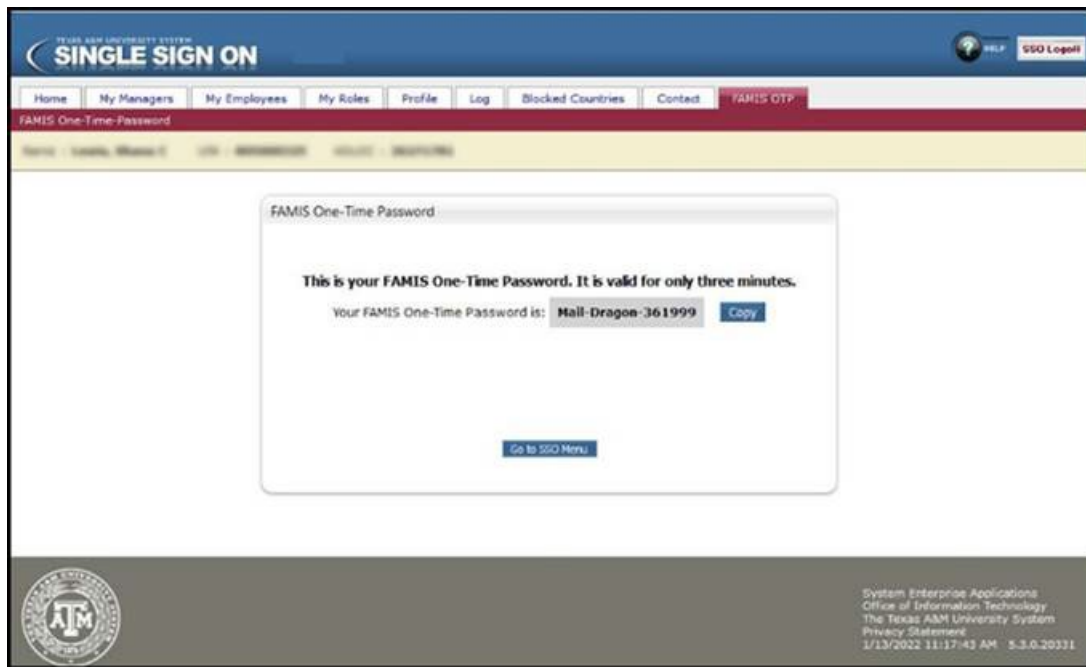


A message indicating that the password has been copied will appear.
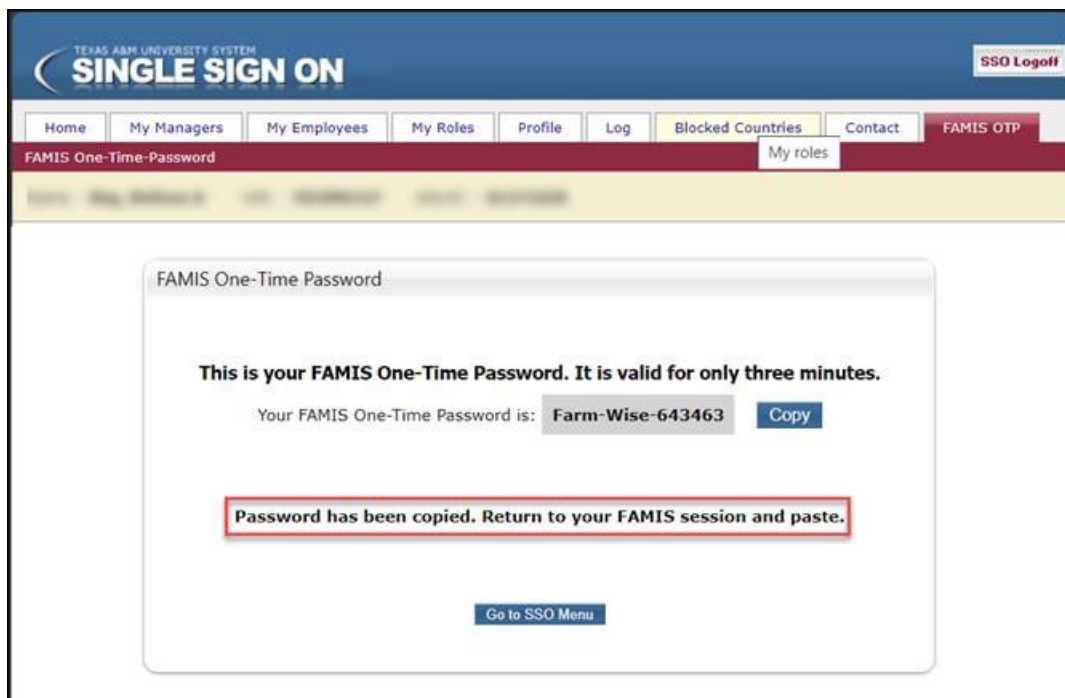
**6.** Return to the FAMIS session screen and paste (Ctrl + V) the one-time password into the password field and press Enter.



**7.** The FAMIS bulletin board screen will appear, and the system is now ready for use.

**8.** This screen will give you a message that you are now at the FRS Main Menu. From this point on you will just **type in screen number which you wish to access** on the screen line.

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1 - TAMIU FAMIS (tammvs1.tamu.edu) - Encrypted                    _ 🗗 ✕
File  Edit  Transfer  Fonts  Options  Tools  View  Window  Help


  001 FRS Main Menu                                      10/22/10 10:50
                                                         FY 2011 CC 16
   Screen: █__  Account: _____ ____         FAMIS APPLICATION

                   Active Processing Month: 10 October
      * ---- Financial Accounting ---- *    * --------- Purchasing --------- *
      M01   Account Information             M20  Purchasing System Menu
      M02   FA Transactions                 * ---- Routing and Approval ---- *
      M03   Inquiry - Dollar Information    M90  Routing and Approval Menu
      M05   Support Accounting              * --------- Payroll ----------- *
      M07   Departmental Planning Budgets   M70  Payroll System Menu
      M08   Entire Connection Download      * ------- Other Menus --------- *
      M09   Entire Connection Print         M58  Budget Preparation Module
      M52   Departmental Budget Requests    B01  Bulletin Board News Menu
                                            S01  FA/AP System Tables
      * ------ Accounts Payable ------ *    S02  Miscellaneous Tables
      M10   Accounts Payable System Menu    S03  Miscellaneous Tables Continued
      M21   Vendor Information Menu         AFR  Annual Financial Reporting
                                            FFX  Fixed Assets Module
      * ----- Accounts Receivable ---- *    GCP  General Construction Projects
      M61   Accounts Receivable             SPR  Sponsored Research Module
   Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
         Hmenu Help  EHelp             Pers  SOR
                                  🐾 1  Sess-1 128.194.103.18      TAMT0703
```
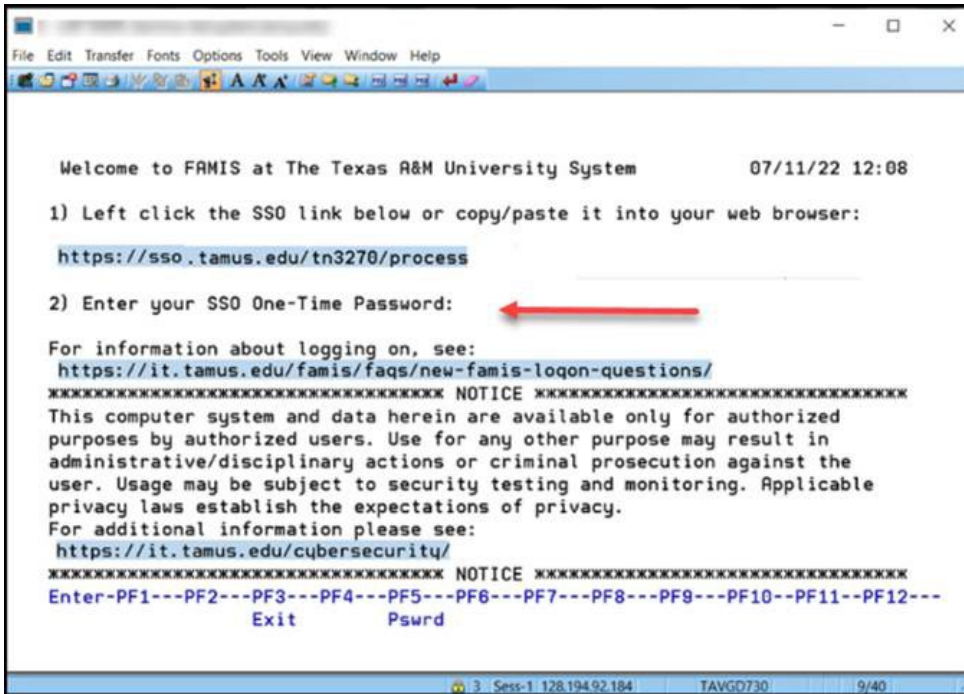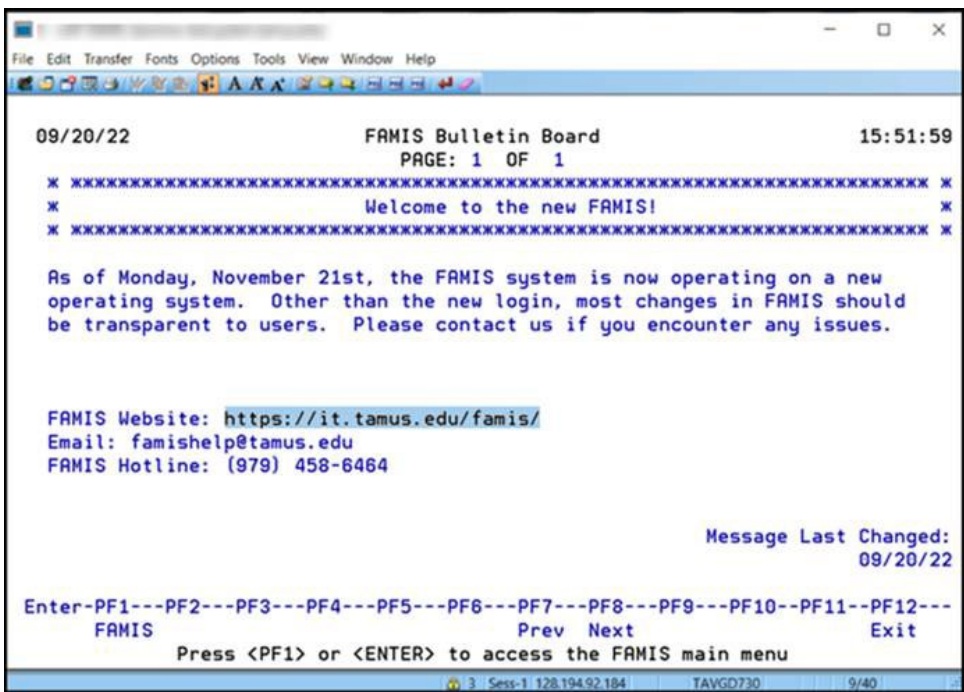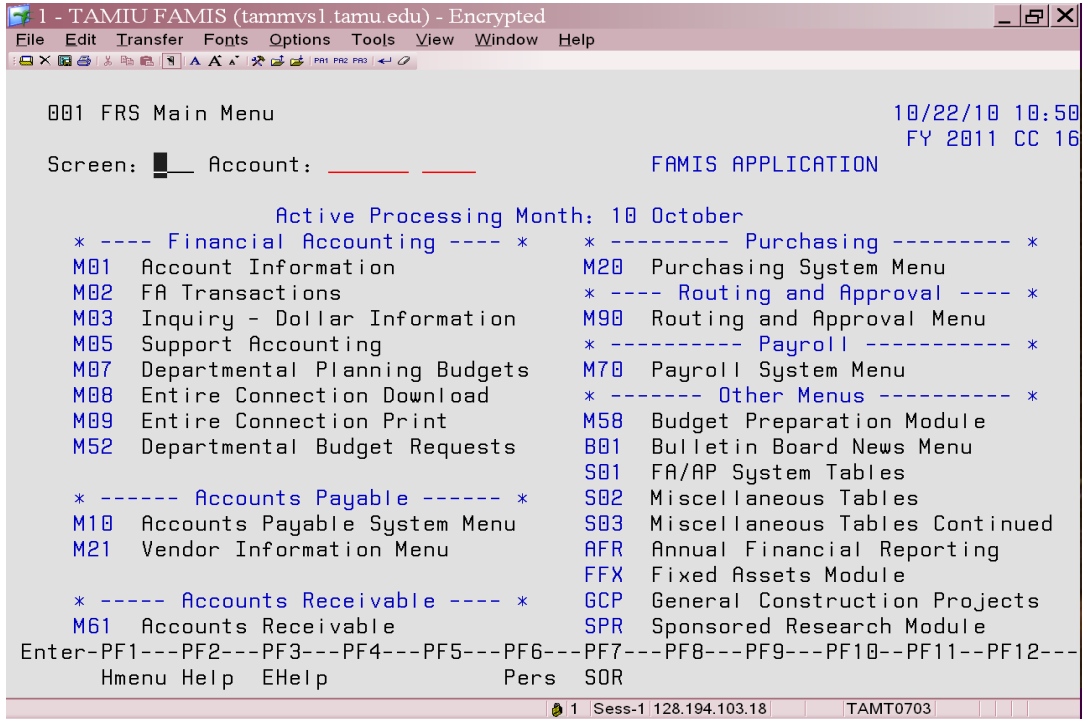
# FAMIS ACCOUNT ACTIVITY SCREENS

## SECTION   B

1.  **Screen 19**

    Type in a valid 6-digit account number which may
    be a 100000 thru 999999 account number, then hit the enter key.
    **This screen will reflect the name of the account, the
    current fiscal year, the responsible person and the dept code.
    [Note: If information is needed from a previous year or month,
    just type in the year or month on their appropriate lines and
    hit enter.]**

    This screen allows you to view all the available balances by pool, and the
    overall balances by account.  The example provided shows the various
    pools that an account **may have.**
    1100 ---- **Salary Pool** used solely to pay employees salaries.
    1700 ---- **Wages Pool** used to pay student employees.
    4000 ---- **M&O Pool** which consists of **4000,5000 and 6000** object
           codes, which are used to purchase supplies, pay for registration
           fees, telephone bills etc.
    3000 ---- **Travel Pool** used solely to reimburse employees for travel
           expenses.
    8000 ---- **Capital Pool** used solely for the purchase of Computers and
           Computer equipment.

    There are columns which reflect budgeted amount, the actual amount
    allocated, the encumbrances which are used to separate money for
    merchandise being bought or salaries being paid, and the available
    balance after expenses.

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 File  Edit  Transfer  Fonts  Options  Tools  View  Window  Help


  019 SL 6 Digit List with Category Totals            10/22/10 13:51
                    PRESIDENTS OFFICE                  FY 2011 CC 16
   Screen: █__   Account: 120001 ____   Fiscal Year: 2011
  Thru Month: 10  October        FY/PY/IN to Date: FY      Zero Balance: N
  Resp Person: KECK, RAY M                Bottom Line Exclusion:
  Department: PRES  Flags: D F B C Z G ABR         Net Dir BBA:
   Map Code: 12000        N N Y R N 1 002  Unprotected Available:
  Obj    Description          Budget       Actual    Encumbrances   Available
  ----  -------------------  ------------ ------------ ------------ ------------
  1940 Supplemental Compens       1200         1200
  **** Total Benefits Pool                      1200                      1200-

  4000 Other Expense Pool         1683                                    1683
  5115 Telecom-Monthly Char         87           87
  5150 Telecom-TEX-AN               13           13
  5825 Rental of Copying Ma        777          120          658
  **** Total Other Expense        2560          219          658         1683

  **** Total Expenses           169419        15847       151881         1691


 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp                             DLoad Left  Right
                                    1  Sess-1 128.194.103.18       TAMT1133
```

Looking at the bottom of this screen you will notice the **PF** keys.
If you were to use the **PF11** key (click PF11 twice) your screen would look as follows:

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 File  Edit  Transfer  Fonts  Options  Tools  View  Window  Help


  019 SL 6 Digit List with Category Totals            10/22/10 14:05
                 COMPTROLLER/BUSINESS OFFICE           FY 2011 CC 16
   Screen: ___   Account: 120002 ____   Fiscal Year: 2011
  Thru Month: 10  October        FY/PY/IN to Date: FY      Zero Balance: N
  Resp Person: MARTINEZ, ELENA M          Bottom Line Exclusion:
  Department: BUSO  Flags: D F B C Z G ABR         Net Dir BBA:
   Map Code: 12000        N N Y R N 1 002  Unprotected Available:
  Obj  C P   Budget        CM Actual       Actual    Encumbrances   Available
  ----  - -  -------------- -------------- -------------- -------------- --------------
  1100         1378.00-                                                  1378.00-
  1105       710566.42                                   710566.42
  1510        32473.65                      32473.65
  1515        43266.08       27913.60       43266.08
  ****       784928.15       27913.60       75739.73     710566.42       1378.00-

  1705         8875.48                                     8875.48
  1720         3260.02        2082.89        3260.02
  1740          710.50         435.00         710.50
  ****        12846.00        2517.89        3970.52      8875.48

  4000         4731.37                                                    4731.37
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp                             DLoad Left  Right
                                    1  Sess-1 128.194.103.18       TAMT1133
```

You will now see it broken down to show you the **actual cents** and **current month expenses.**

2. **Screen 23**
   **This screen reflects an accounts activity from the beginning of the**
   **year to present day.** It shows all the transactions incurred to date
   in the month you want to view. This screen breaks down the transactions
   which are associated with different reference codes.
   The following are a list of transaction codes (TC) and their
   related transactions:

| Code | Ref | |
|---|---|---|
| 05X | PO# | Encumbrances, Vouchers, Credit Memos, Prepaid Vouchers, Prepaid Credit Memos, Revolving Vouchers, Revolving Prepaid Vouchers, Change Source Funds, Multi Vendor Vouchers |
| 02X | BUD<br>BBF<br>J00# | Budgets/transfers<br>Journel Entries |
| 068<br>04X | Voucher# | Disbursements, Vouchers, Credit Memos, Pre-paid Vouchers, Prepaid Credit Memos, Revolving Vouchers, Change of Source Funds, Multi-Vendor Vouchers, Revolving Prepaid Vouchers, "R" requisition, "L" requisitions, and Purchase Orders. |
| 030<br>061 | Bill# or<br>Receipt# | Interdepartmental Transfers, receipts |

The sessions/batch reference is used to group sessions of like transactions.  The first 3
characters typically identify the type of transactions entered during the session.  For
example, a batch reference of APR001 indicates the Accounts Receivable Payment
transactions are entered during the session.

                BANK TRANSFERS ............        BTR

                BUDGET ENTRIES
                    Regular...........................        BJN
                    Original Budgets...............        BUD
                    Generated Exp Budget.......        GEB

CASH RECEIPTS
- Cashier Deposits-Other......       COD
- Distribution to S/L.............      DTR
- Corrections Receipts.........     CRC


ENCUMBRANCE
- Encumbrance.................   ENC
- Salary Encumbrance......   SEN
- Salary Savings...............   SSV

IDT'S
- Regular........................   IDT
- Corrections...................   IDC
- Interface IDT'S............   Dept Code
  (PURSXX)

JOURNAL ENTRIES
- Regular........................   JEN

VOUCHERS
- Travel .........................   TRV
- Purchase......................   PRV
- Prepaid Vouchers.........   PPV
- Corrections-Travel.......   TRC
- Corrections- Purchase..   PVC
- Void Checks................   VCH
- Delete Vouchers..........   DEV
- Payroll Vouchers.........   PAY

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1 - TAMIU FAMIS (tammvs1.tamu.edu) - Encrypted                    _ □ X
File  Edit  Transfer  Fonts  Options  Tools  View  Window  Help

  023 Transaction Inquiry by Account                    10/22/10 14:35
                    DT-BUSINESS OFFICE M&O AND TRAVEL      FY 2011 CC 16
    Screen: █_     Account: 210178 ____   Ref: 2   Direct/Indirect: D
                              Bank Option: N
  Sbcd TC    Ref 2   Date   Description          Amount      I BatRef Offset Acct
  ----  ---   -------  -----  ------------------  ---------------  -  ------  -----------
  3000 020  BUD1011 09/01  TRAVEL                 8,280.00   D BBUD01
  3010 054  L100550 10/18  EAN HOLDINGS LLC D        86.68   D 1289MG
  3030 054  L100587 10/19  HECTOR M.*MEJIA           37.31   D 1289MG
  3030 054  L100588 10/19  ELENA*MARTINEZ           213.32   D 1289MG
  3030 054  L100588 10/20  ELENA*MARTINEZ           213.32-  C 1289MG
  3030 068  1256607 10/20  HECTOR M.*MEJIA           37.31   F PVP073 021013 2100
  4000 020  BUD1011 09/01  OPERATIONS AND MAI    21,115.00   D BBUD01
  4000 027  BBF2010 10/01  RESERVE FOR ENCUMB       181.74   D BBFE01
  4010 061  S014865 09/23  STORES                   272.40     PURS01 299995 4010
  4010 06A  PROCARD 10/08  JP MORGAN FOR 2010         3.58   N PCC001 000826 1615
  4010 06A  PROCARD 10/08  JP MORGAN FOR 2010        31.99   N PCC001 000826 1615
  4010 06A  PROCARD 10/08  JP MORGAN FOR 2010        40.46   N PCC001 000826 1615
  4020 06A  PROCARD 10/08  JP MORGAN FOR 2010        55.00   N PCC001 000826 1615
  4020 06A  PROCARD 10/08  JP MORGAN FOR 2010       190.00   N PCC001 000826 1615
                        * Continued *
  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp              View              DLoad Left   Right

  ▲1  Sess-1 128.194.103.18          TAMT1133
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**Voucher #**

**Examples: 0**193489 - If the voucher starts with a 0 (zero) it was paid with a state acct-State accts start with a 1 (one)

**1**222590 – If the voucher # starts with a 1 (one) it was paid with an acct that starts with a 2, 3, 4, 5, 6

**\*Accts that start with a:**

**1** – state funds
**2** – local funds
**3** – local funds
**4** – Federal Grants
**5** – State Grants, Gift Accts
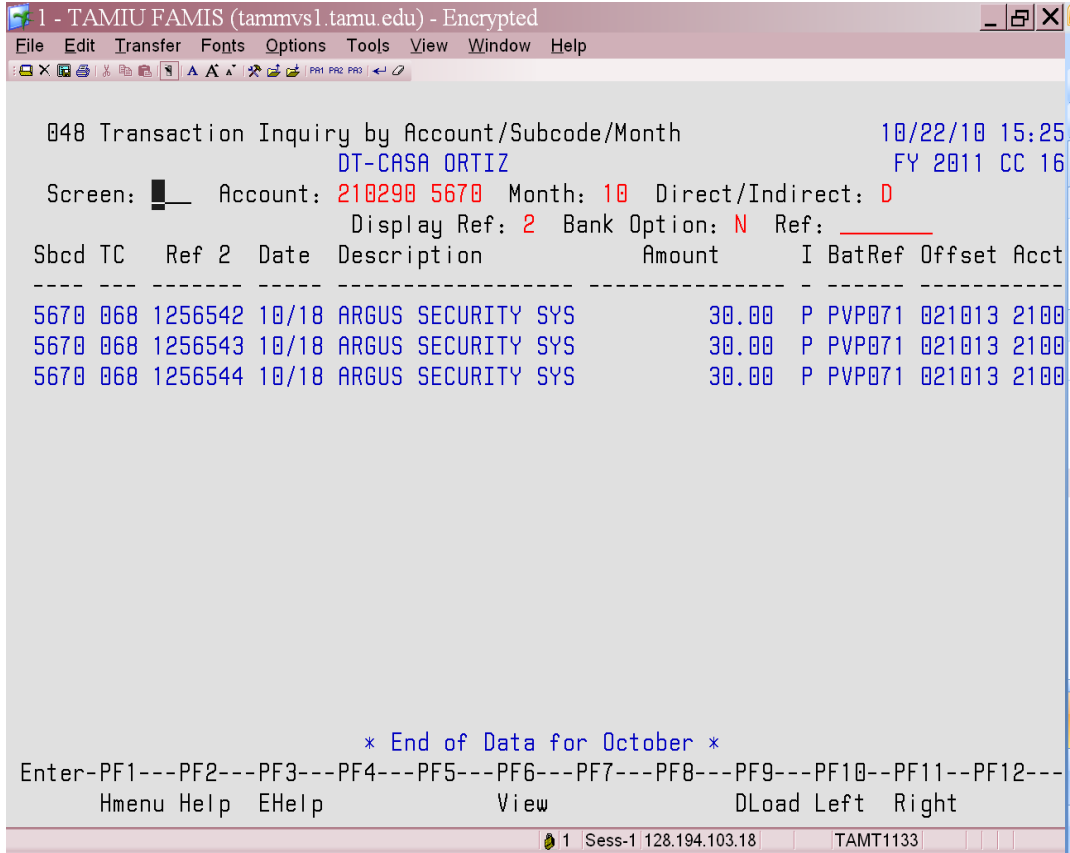**6** – Scholarship Accts

3.    **Screen 46**
      **This screen reflects an accounts activity by month.**
      You may alter the month by tabbing to the month line and typing
      in the month you want to view. This screen breaks down the transactions
      by subcode, L#, or P.O.#, the date it occurred, vendor, the amount
      spent, and who created the requisition. These transactions
      are not in any particular order.

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1 - TAMIU FAMIS (tammvs1.tamu.edu) - Encrypted                          _ | □ | X
File   Edit   Transfer   Fonts   Options   Tools   View   Window   Help

  046 Transactions for a Month by Reference Number 2 or 4          10/22/10 14:56
                     DT-BUSINESS OFFICE M&O AND TRAVEL               FY 2011 CC 16
    Screen: █__   Account: 210178  Month: 10   Search On Ref: 2   Ref Nbr: _____
                              Display Ref: 2   Bank Option: N
   Sbcd TC    Ref 2  Date  Description            Amount      I BatRef Offset Acct
   ----  ---  ------ ----- ------------------  ---------------- - ------ -----------
   4000  027  BBF2010 10/01 RESERVE FOR ENCUMB      181.74    D BBFE01
   3010  054  L100550 10/18 EAN HOLDINGS LLC D       86.68    D 1289MG
   3030  054  L100587 10/19 HECTOR M.*MEJIA          37.31    D 1289MG
   3030  054  L100588 10/19 ELENA*MARTINEZ          213.32    D 1289MG
   3030  054  L100588 10/20 ELENA*MARTINEZ          213.32-   C 1289MG
   4010  06A  PROCARD 10/08 JP MORGAN FOR 2010        3.58    N PCC001 000826 1615
   4010  06A  PROCARD 10/08 JP MORGAN FOR 2010       31.99    N PCC001 000826 1615
   4010  06A  PROCARD 10/08 JP MORGAN FOR 2010       40.46    N PCC001 000826 1615
   4020  06A  PROCARD 10/08 JP MORGAN FOR 2010       55.00    N PCC001 000826 1615
   4020  06A  PROCARD 10/08 JP MORGAN FOR 2010      190.00    N PCC001 000826 1615
   4085  06A  PROCARD 10/08 JP MORGAN FOR 2010       23.91    N PCC001 000826 1615
   4085  06A  PROCARD 10/08 JP MORGAN FOR 2010        4.27    N PCC001 000826 1615
   4085  06A  PROCARD 10/08 JP MORGAN FOR 2010       84.10    N PCC001 000826 1615
   5115  061  T011046 09/30 CENTREX CHARGE: 16      364.00      TCOM01 299990 0608
                           * Continued *
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp              View            DLoad Left   Right
                                            1  Sess-1 128.194.103.18    TAMT1133
```

4.    **Screen 48**
      **This screen reflects transaction inquiry by account, subcode and month.**  Type in the actual expense code and month you need information on.  Provides same information as SC23 and SC46 **except it is subcode driven.**



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1 - TAMIU FAMIS (tammvs1.tamu.edu) - Encrypted                          _  □  X
File  Edit  Transfer  Fonts  Options  Tools  View  Window  Help


  048 Transaction Inquiry by Account/Subcode/Month            10/22/10 15:25
                        DT-CASA ORTIZ                          FY 2011 CC 16
    Screen: █    Account: 210290 5670  Month: 10  Direct/Indirect: D
                        Display Ref: 2  Bank Option: N  Ref: _____
   Sbcd TC   Ref 2  Date  Description          Amount      I BatRef Offset Acct
   ---- ---  ------- ----- ------------------ --------------- - ------ ----------
   5670 068 1256542 10/18 ARGUS SECURITY SYS       30.00  P PVP071 021013 2100
   5670 068 1256543 10/18 ARGUS SECURITY SYS       30.00  P PVP071 021013 2100
   5670 068 1256544 10/18 ARGUS SECURITY SYS       30.00  P PVP071 021013 2100












                         * End of Data for October *
   Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp               View              DLoad Left  Right
                                        1  Sess-1 128.194.103.18      TAMT1133
```

**5. Screen 21**
  **This screen reflects an accounts current outstanding Purchase Orders and Limited Requisitions.** This screen is broken down by sub-code, P.O.#, date it was created, the amount the purchase order was originally encumbered for, and how much has been paid up to date shown under the liquidated line. Under the adjustment line you will find any increases or deductions made to the P.O., and under the current line you will see the amount currently for each P.O.

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1 - TAMIU FAMIS (tammvs1.tamu.edu) - Encrypted                    _ |@| X
File  Edit  Transfer  Fonts  Options  Tools  View  Window  Help

  021 OC File List                                      10/22/10 15:32
                   DT-BUSINESS OFFICE M&O AND TRAVEL      FY 2011 CC 16
    Screen: █__   Account: 210178 ____   Ref: _____
             Thru Month: 10  October    Include Completed(Y/N): N
    Department: BUSO    Resp Person: MARTINEZ, ELENA M    Flags: D F B C Z G ABR
                                                                 N N N N N   002


   Obj    Ref    Date   Description      Original  Liquidated Adjustments  Current
   ----  -------  ----  ----------------  ----------  ---------- ---------- ----------
   3010 L100550 1018 EAN HOLDINGS LLC        87                                  87
   5825 P100033 0901 XEROX CORPORATIO      2181        182                     1999








                  * Account Total             2268        182           0       2086
  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp                                         Left  Right
                                    1  Sess-1 128.194.103.18       TAMT1133
```
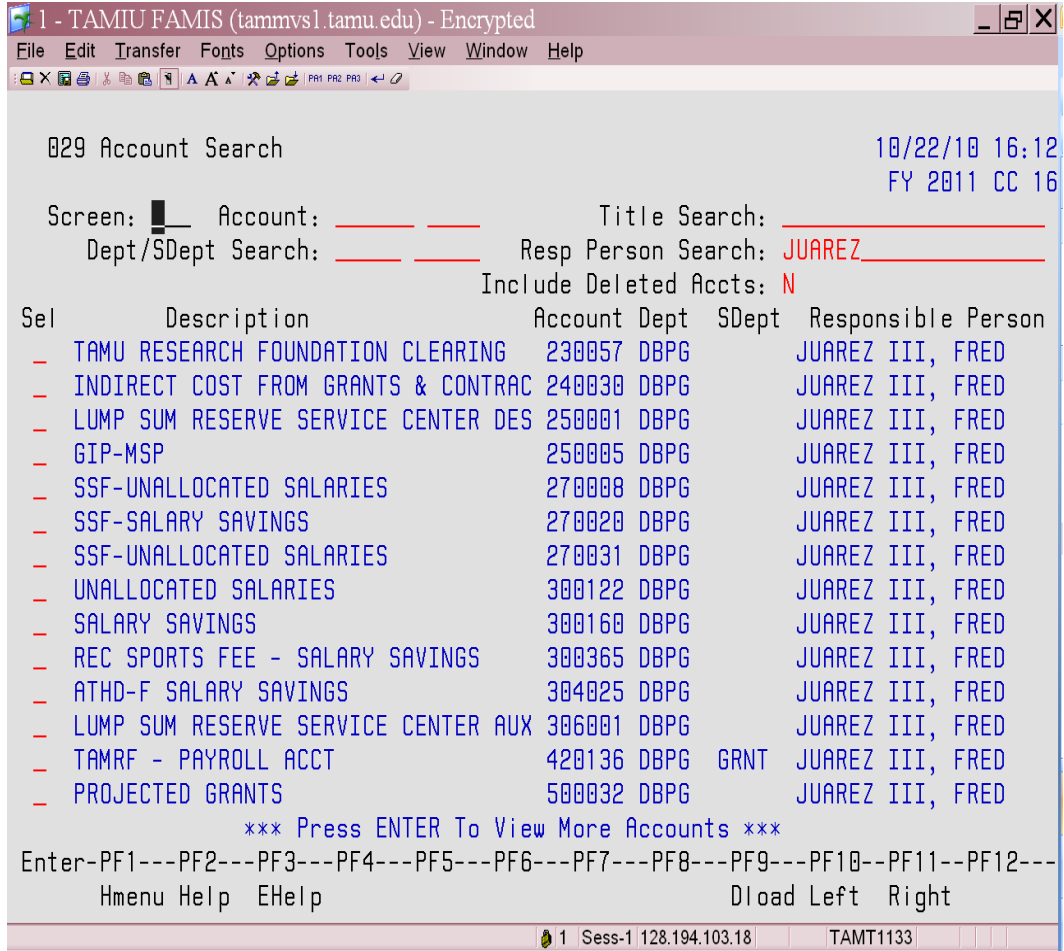
**6.** **Screen 29**
**This screen is for searching by Account Number, Title Search, Department Code or Responsible Person.** This screen shows the accounts description, account number, department code, sub-department code (if any) and the Responsible person.

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1 - TAMIU FAMIS (tammvs1.tamu.edu) - Encrypted                    _ 🗗 X
File  Edit  Transfer  Fonts  Options  Tools  View  Window  Help
🔲X🔲🖨 ✂🖹📋❚ A A ˅ ❘ ⚡📂📂 PA1 PA2 PA3 ↵ ∅

   029 Account Search                                    10/22/10 16:12
                                                         FY 2011 CC 16

   Screen: ▮__   Account: _____ ___       Title Search: _____
      Dept/SDept Search: ____ _____   Resp Person Search: JUAREZ_____
                           Include Deleted Accts: N
 Sel       Description              Account Dept  SDept  Responsible Person
 _  TAMU RESEARCH FOUNDATION CLEARING  230057 DBPG        JUAREZ III, FRED
 _  INDIRECT COST FROM GRANTS & CONTRAC 240030 DBPG        JUAREZ III, FRED
 _  LUMP SUM RESERVE SERVICE CENTER DES 250001 DBPG        JUAREZ III, FRED
 _  GIP-MSP                            250005 DBPG        JUAREZ III, FRED
 _  SSF-UNALLOCATED SALARIES           270008 DBPG        JUAREZ III, FRED
 _  SSF-SALARY SAVINGS                 270020 DBPG        JUAREZ III, FRED
 _  SSF-UNALLOCATED SALARIES           270031 DBPG        JUAREZ III, FRED
 _  UNALLOCATED SALARIES               300122 DBPG        JUAREZ III, FRED
 _  SALARY SAVINGS                     300160 DBPG        JUAREZ III, FRED
 _  REC SPORTS FEE - SALARY SAVINGS    300365 DBPG        JUAREZ III, FRED
 _  ATHD-F SALARY SAVINGS              304025 DBPG        JUAREZ III, FRED
 _  LUMP SUM RESERVE SERVICE CENTER AUX 306001 DBPG        JUAREZ III, FRED
 _  TAMRF - PAYROLL ACCT               420136 DBPG  GRNT  JUAREZ III, FRED
 _  PROJECTED GRANTS                   500032 DBPG        JUAREZ III, FRED
               *** Press ENTER To View More Accounts ***
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp                         Dload Left  Right
                          🐢 1  Sess-1 128.194.103.18      TAMT1133
```

**To logoff of FAMIS**, type <u>so</u> and press Enter.



System will shut down.