

HOW TO PROCESS PAYMENTS IN FAMIS-EXEMPT SCREENS

Exempt Screens are usually for purchases greater than 5K and can only be used with exempt object codes which are listed on screen 306. If the code for the particular purchase is not listed on 306 the exempt screens can not be used. If the purchase is less than 5K then the purchase can be entered on the limited screens even if using an exempt code. If greater than 5K and not exempt must be entered as a requisition on screens 250-256.

| FAMIS | Fields | Information required in fields | Other Instructions |
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| Screen 235 | Doc | Type "E0" second digit is zero not the letter O | |
| | Order Date | Date the goods or services were ordered | This should be taken from the department order documentation(internal PO) or from the invoice. If spot purchase will be the same day as the invoice date if not listed on invoice or receipt. |
| | Dept | Defaults to creators access | If the account to be used has a different dept or sub dept (shown on screen 6 in FAMIS) than creator's default then this must be set up via the PF11 pop up |
| | Subdept | Defaults to creators access | |
| | Doc Summary | Summary of items purchased or to be purchased | |
| | Vendor | Select appropriate Vendor ID and mail code for vendor listed on invoice. Verify address is correct. Verify correct mail code is selected for ACH | To select appropriate vendor, type the vendor name in this field and hit enter. It will pop up a list of vendors from which to select. Use F9 to view vendor address to ease selection. |
| | Reimburse ID (also known as ALT Vendor) | Only used to reimburse an employee who has paid the vendor directly and requesting reimbursement. The vendor will be in the vendor field and the employee to be reimbursed will be in the Reimburse ID field. Required only for reimbursement greater than 600.00 for one vendor. | To select appropriate Reimb ID vendor, type the vendor name in this field and hit enter. It will pop up a list of vendors from which to select. Use F9 to view vendor address to ease selection. |
| | User Ref | Must be 6 digit account dash at least 1 digit (i.e. 210360-001) | |
| | LDT Cd | Leave Blank | |
| | FOB | Leave Blank | |
| | All Items Rcvd | Should be "Y", unless using the receiving screens 321-326. | If controlled asset, must use the receiving screens 321-326. See receiving screen instructions. |
| | Date Received | Date goods were received or date that the services were completed. This date is important due to the prompt payment calculation, please verify this date is accurate. | Not used if using screens 321-326 |
| | Ship To Address Nbr | Pick the three digit code for your department. If unsure of the code place cursor over field and hit PF2 to search by department name | |
| | Invoice To Address Nbr | Pick the three digit code for your department. If unsure of the code place cursor over field and hit PF2 to search by department name | |
| | PF9 to pull up Notes | Use this function key to enter Doc Notes. Special instructions for AP or key issues/problems with vendor should be noted here. | Example when to use notes; if needing to pickup check vs mailing, shipment problems, special mailing instructions, etc. |

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| Screen 236 | Account | Enter appropriate 6 digit department account. | If the account department/sub department code does not match the creators default code then this must be entered back on 240. | -Repeat for each line item on the invoice or summarize the invoice in FAMIS by items that can be coded with the same object code. So for example if you have an invoice with pens, pencils, staples with three different line items on the invoice it could be one line item in FAMIS coded as 4010 (used as example only not an exempt code). |
| | Support Account | Enter the appropriate 5 digit support account for the department account entered above. | If not using support account leave blank | |
| | Object Code | Enter the appropriate object code for the item(s) on the invoice. To use an exempt document the object code must be listed on screen 306, so start there to verify if an exempt document can be used to enter the purchase. | To select the appropriate code use screen 806 in FAMIS or use the Expense Object Codes Search | |
| | Qty | Enter Quantity of items on invoice | Could be for each item on invoice or by like items (items on invoice that are coded the same). | |
| | UOM | Enter the "Unit of Measure" for the items on the invoice | Common measures are "EA" for each and "LOT" for lot. If unsure of the unit use the help function (press F2 while over this field) to look at the units available in FAMIS. | If a line item needs to be split between several accounts use the F11 key to initiate the split. |
| | Unit Price | Amount of that particular invoice item, based on Unit of Measure | FAMIS will calculate the Qty*Unit Price for the Ext Price field, so must use the appropriate Qty and Unit price to calculate accurately. | Then enter the appropriate percentage for the split between the different accounts and support accounts. |
| | Description | General description of item(s) listed on invoice. | This could be a summary of items being purchased if combining several line items on the invoice into one line item in FAMIS or the desc could be line item by line item in relation to the invoice. | |

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| Screen 237 | Close Document | Input "Y", press enter and will prompt for routing. Input "Y" and press enter | Additional routing can be selected in the prompt if needed. |
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Proceed to

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| Screen 341 | Invoice # | Use the invoice number listed on invoice. It is imperative that the invoice number is typed in exactly as listed on the invoice. This is important to catch duplicate payments. | FAMIS runs a check to verify that this invoice has not been paid to this same vendor. If it is a duplicate FAMIS will give an error message. See Duplicate Inv Override |
| | Hit enter | Vendor number and alt vendor pulls fwd from 235 | Verify that the vendor is accurate. |
| | Invoice Amount | Enter total reimbursement amount, must equal the total from the invoice. | If not explanation required by entering Invoice Notes. This can be done by pressing F9 to pull up the notes. |
| | Invoice Date | Invoice date listed on invoice | |
| | Terms | Blank | |
| | Due Date | Auto Filled | |
| | Disc Due Date | Auto Filled | |
| | Receive Dt Invoice | Date invoice received in department for processing reimbursement. Date is very important for calculating prompt pay. Verify that this is accurate. | Important that the appropriate date is entered. Date should be the date first received in department, unless a dispute with the vendor. Again must use Invoice Notes to document that the invoice received date is later than what it was stamped in. |
| | Encl Cd | Normally blank, but if needing invoice to be enclosed with payment must put a "Y" in this field. | Again use the F9 function, to pull up notes, to enter the reason why a copy of the invoice must be mailed with the check. |
| | Req Pay Dt | Blank | |
| | Cust AR Number | Enter the customer account number listed on the invoice. If no customer account number enter your department name. | This field is very important to the vendor to be able to accurately post your payment to the appropriate account with that vendor. |
| | IC | Leave Blank | |
| | Rsn | Leave Blank | |
| | Dup Inv Override | Normally blank, but if receive error message from FAMIS that this is a duplicate invoice and it still needs to be paid then enter "Y" in this field. | If enter "Y" in this field you must provide an explanation as to why this invoice is being paid again by selecting the F9 function to enter notes. |

* -State Funds 1XXXXX and 29XXXX
-Local Funds all other accounts

** Rushes must be put in a Red Interdepartmental envelope or delays in the rush process will occur.

*** After completing the processing in FAMIS place the invoice in a manilla interdepartmental envelope and send to Accounts Payable MS 6000 through campus mail. If have a FMO green bag then place the envelope in the green bag.