

Direct Bill Payment Procedures

Employees/ Prospective Employees

1 - FAMIS (tammvs1.tamu.edu)

File Edit Transfer Fgfts Options Tools View Window Help

PR1 PR2 PR3

F6501 Update not allowed because Document is Closed
235 Exempt/Delegated Header

10/08/07 14:54
FY 2008 CC AM

Screen: █ Doc: E800001 C l o s e d 1
Doc Year: 2008 Order Date: 03/20/2006 Cat.: EP State:
Dept: FISC_ Subdept: OPS_ Total Amt: 33.00

Doc Summary: CAR RENTAL FOR DEBBIE BUESCHER FOR AUSTIN ON 1099_ 2
Vendor: 26050060460 BUESCHER*DEBORAH 3 LDT Cd: _
Reimburse ID: 1363644676J ENTERPRISE RENT A CAR FOB: _ 5
User Ref: 210360-0003_ 4 All Items Received: Y
Date Received: 03/21/2006

Ship To	Address Nbr: 690	Invoice To	Address Nbr: 690
Name: FISCAL DEPARTMENT_____		Name: FISCAL DEPARTMENT_____	
Addr: 1501 TEXAS AVE. S._____		Addr: 1501 TEXAS AVE. S._____	
_____		_____	
6000 TAMU_____		6000 TAMU_____	
_____		_____	
City: COLLEGE STATION_____ State: TX		City: COLLEGE STATION_____ State: TX	
Zip: 778436000 Country: _		Zip: 778436000 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

1 Sess-1 128.194.103.18 TAMT1790 4/12

1. First Date of Travel
2. Description of Travel
3. Employee's Vendor ID
4. Direct Bill's Vendor ID
5. Last Date of Travel

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File Edit Transfer Fonts Options Tools View Window Help

PR1 PR2 PR3

F6501 Update not allowed because E800001 is not Open
 236 Exempt Purchase Item 10/08/07 14:58
 BUESCHER*DEBORAH FY 2008 CC AM
 Screen: ___ Doc: E800001 Item: 1.0__

Item	St	Account	Qty.	UOM	Unit Price	--Disc.--	Ext. Price
1.0	CL	210360 00000 3010	1.00	EA	33.0000		33.00
Comm:		Desc: Car Rental for 1099 conference; knowledge					
Part:		gained will benefit job performance					
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: 33.00	
C l o s e d							
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---							
Hmenu Help EHelp Next IDesc Bkwd Frwd CAcct MAcct Warns							

1 Sess-1 128.194.103.18 TAMI1790 4/22

1. For receipts, documentation requirements, and coding questions refer to the local and state fund checklist.
2. If purpose and benefit along with itinerary are included with documentation there is no need to reenter here. You can enter type of travel.

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File Edit Transfer Fonts Options Tools View Window Help

PR1 PR2 PR3

F0013 Please enter desired modifications
237 Exempt Purchase Close

10/08/07 14:58
FY 2008 CC AM

Screen: ___ Doc: E800001 C l o s e d

1

Close Document: Y

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Doc Summary: CAR RENTAL FOR DEBBIE BUESCHER FOR AUSTIN ON 1099
 Doc Year: 2008 Doc Date: 03/20/2006 Cat: EP State:
 Dept: FISC Sub Dept: OPS Total Amt: 33.00

Vendor: 26050060460 BUESCHER*DEBORAH LDT Cd:
 Reimburse Id: 1363644676J ENTERPRISE RENT A CAR FOB:
 User Ref: 210360-0003 All Items Received: Y
 Date Received: 03/21/2006

2

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

1 Sess-1 128.194.103.18 TAMT1790 4/22

1. Close the document by entering a “Y”.
2. Route the document by selecting PF7.

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File Edit Transfer Fonts Options Tools View Window Help

PR1 PR2 PR3

F0003 Record has been successfully modified
341 Invoice Header Create (Dept.)

10/08/07 15:38
FY 2008 CC AM

Screen: █ Doc: E800001 Inv: D363166-6532

Vendor: 2605006046 BUESCHER DEBORAH Vendor ID's
Invoice Amt: 33.00 Cr: _ FMO Tax: 605006046
Invoice Dt: 03/23/2006 MS 6000 St: 26050060461
Terms: _ _ _ _ COLLEGE STATION, TX 77845
Due Dt: 10/08/2007
Disc. Due Dt: 10/08/2007 Receive Dt: Invoice: 03/28/2006
Original Inv: _ Encl Cd: _

Req Pay Dt: _
Cust. AR Nbr: TX871X Alt Vendor: 1363644676J IC: _ Rsn: _
Vchr Amt: Other Parts Amt: Dup Inv Ovr: _

----- Purchase Order Information -----
Vndr: 2605006046 BUESCHER*DEBORAH Tax ID: 605006046
Document Dt: 03/20/2006 Cat.: EP User Ref: 210360-0003
Start Dt: Contact Person: Ph:
End Dt: Buyer: Ph:
Exp.Dlvry Dt: FOB: Type Funds/Ord: PO Total: 33.00
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EHelp ACH Next VSrch Notes Accts Cncl

1 Sess-1 128.194.103.18 TAMT1790 4/12

1. Number located on the Invoice
2. Amount due stated on the invoice.
3. Date statement received in department.
4. Customer Number on the Invoice

Non – Employees

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File Edit Transfer Fonts Options Tools View Window Help

PR1 PR2 PR3

F6501 Update not allowed because Document is Closed
 235 Exempt/Delegated Header

10/09/07 08:54
 FY 2008 CC AM

Screen: ___ Doc: E800002 C l o s e d **1**
 Doc Year: 2008 Order Date: 03/20/2006 Cat.: EP State:
 Dept: FISC_ Subdept: OPS_ **2** Total Amt: 33.00

Doc Summary: CAR RENTAL FOR GUEST SPEAKER_____
 Vendor: 1363644676J ENTERPRISE RENT A CAR **3** LDT Cd: ___
 Reimburse ID: _____ FOB: ___
 User Ref: 210360-0003___ All Items Received: Y **4**
 Date Received: 03/21/2006

Ship To	Address Nbr: 690	Invoice To	Address Nbr: 690
Name: FISCAL DEPARTMENT_____		Name: FISCAL DEPARTMENT_____	
Addr: 1501 TEXAS AVE. S._____		Addr: 1501 TEXAS AVE. S._____	
_____		_____	
6000 TAMU_____		6000 TAMU_____	
_____		_____	
City: COLLEGE STATION_____ State: TX		City: COLLEGE STATION_____ State: TX	
Zip: 778436000 Country: ___		Zip: 778436000 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

1 Sess-1 128.194.103.18 TAMT4850 4/12

1. First Date of Travel
2. Description of Travel
3. Direct Bill's Vendor ID
5. Last Date of Travel

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File Edit Transfer Fonts Options Tools View Window Help

PA1 PA2 PA3

F6501 Update not allowed because E800002 is not Open
 236 Exempt Purchase Item
 ENTERPRISE RENT A CAR
 Screen: ___ Doc: E800002 Item: 1.0__

10/09/07 09:07
 FY 2008 CC AM

Item	St	Account	Qty.	UOM	Unit Price	--Disc.--	Ext. Price	
1.0	CL	210360 00000 3010	1.00	EA	33.0000		33.00	
		Comm: _____	Desc: Car Rental for guest speaker; "7 Habits of a					
		Part: _____	Highly Effective Manager"; 3/20/06					
		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:		33.00	

C l o s e d

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
 Hmenu Help EHelp Next IDesc Bkwd Frwd CAcct MAcct Warns

1 Sess-1 | 128.194.103.18 | TAMT4850 | 4/12

1. For receipts, documentation requirements, and coding questions refer to the local and state fund checklist.
2. If purpose and benefit along with itinerary are included with documentation there is no need to reenter here. You can enter type of travel.

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File Edit Transfer Fonts Options Tools View Window Help

PR1 PR2 PR3

F0013 Please enter desired modifications
 237 Exempt Purchase Close 10/09/07 09:38
 FY 2008 CC AM

Screen: █ Doc: E800002 C l o s e d

Close Document: Y

=====

Doc Summary: CAR RENTAL FOR GUEST SPEAKER
 Doc Year: 2008 Doc Date: 03/20/2006 Cat: EP State:
 Dept: FISC Sub Dept: OPS Total Amt: 33.00

Vendor: 1363644676J ENTERPRISE RENT A CAR LDT Cd:
 Reimburse Id: FOB:
 User Ref: 210360-0003 All Items Received: Y
 Date Received: 03/21/2006

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

1 Sess-1 128.194.103.18 TAMT4850 4/12

1. Close the document by entering a "Y".
2. Route the document by selecting PF7.

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File Edit Transfer Fonts Options Tools View Window Help

PA1 PA2 PA3

F0013 Please enter desired modifications
341 Invoice Header Create (Dept.) 10/09/07 12:23
FY 2008 CC AM

Screen: █ Doc: E800002 Inv: D363166-6532 **1**

Vendor: 1363644676J **2** ENTERPRISE RENT A CAR Vendor ID's Tax: 363644373
Invoice Amt: 33.00 Cr: _ 4210 SOUTH CONGRESS St: 13636443734-001
Invoice Dt: 03/23/2006 AUSTIN, TX 78745
Terms: _____
Due Dt: 10/09/2007 **3**

Disc. Due Dt: 10/09/2007 Receive Dt: Invoice: 03/28/2006
Original Inv: _____ Encl Cd: _

Req Pay Dt: _____ **4**
Cust. AR Nbr: TX871X Alt Vendor: _____ IC: _ Rsn: _
Vchr Amt: _____ Other Parts Amt: _____ Dup Inv Ovrd: _

----- Purchase Order Information -----
Vndr: 1363644676J ENTERPRISE RENT A CAR Tax ID: 363644373
Document Dt: 03/20/2006 Cat.: EP User Ref: 210360-0003
Start Dt: Contact Person: Ph:
End Dt: Buyer: Ph:
Exp.Dlvry Dt: FOB: Type Funds/Ord: PO Total: 33.00
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EHelp ACH Next VSrch Notes Accts Cncl

1 Sess-1 128.194.103.18 TAMT4850 4/12

1. Number located on the Invoice
2. Amount due stated on the invoice.
3. Date statement received in department.
4. Customer Number on the Invoice

- End of Show