



# Introduction to FAMIS

## FAMIS 101

# Do I need this Training

- If you will use the Hummingbird application and the FAMIS mainframe application to create purchase documents, and perform budget entries then Yes, you will need this training
- If you are more comfortable with the Mainframe interface or have used it previously you will want to complete the FAMIS Online Intro training.
- If you ONLY view accounting information, approve purchasing documents, create Employee Payroll Actions, Departmental Correction Requests, Departmental Budget Requests or Transfer of Departmental Property documents then **STOP!** You may benefit from using CANOPY the web based portal for FAMIS.
- Either the Intro to FAMIS or the Intro to Canopy are acceptable.
- You will need active FAMIS Production and FAMIS Training user IDs and passwords these are the same in CANOPY and FAMIS Don't skip the practice activities!

# Welcome to FAMIS

- You will move through this training periodically stopping and minimizing your screen so you can do the activities in this training.
- You will need to practice the techniques you are learning. They are essential for taking the classroom training.
- At the end of the training, you will need to take a quiz and you must pass the quiz with a score of 100.
- You will need active FAMIS Production and FAMIS Training user IDs and passwords.
- Don't skip the practice activities!

# What is FAMIS ?



**F**inancial  
**A**ccounting  
**M**anagement  
**I**nformation  
**S**ystem

Plain and simple, FAMIS is an accounting system. The Texas A&M campus supports over 2,500 users, all of which have different needs.

The following modules are available in FAMIS:

Financial Record System (FRS)

Fixed Assets (FFX)

Sponsored Research (SPR)

Annual Financial Reporting (AFR).

A module is simply a set of related screens within an application.

# FRS Financial Record System



**FRS is the most commonly used system with the following modules:**

**Financial Accounting Module** Departmental and/or Financial Management Operation staff may enter and view budgets, revenues, expenses, and journal entries, monthly statements, and all transactions that have been posted to a department's account number.

**Accounts Payable Module** FAMIS includes payment inquiry screens which allow you to tell vendors the status of payments for items that your department has purchased.

**Accounts Receivable Module** You would use this module if your department charges entities that are not part of Texas A&M University. For example, the Small Animal Clinic at the College of Veterinary Medicine charges individuals for veterinary services they provide to the community.

**Purchasing Module** The purchasing module allows departments to electronically create purchasing documents and to electronically route them to the appropriate people for signatures.

**Payroll Module** The payroll inquiry screens show information relating to payroll expense distribution. Many departments limit payroll inquiry access.

**Budget Preparation Module** Departments and Financial Management Operations utilize budget entry and inquiry screens to prepare the annual budget that Texas A&M submits to the Board of Regents.

# Asset System - FFX



The Fixed Asset (FFX) module meets all inventory needs. This module is especially handy for anyone who is responsible for inventory management. In FFX, you can inquire and make changes on asset locations.

# SPR and AFR

The Sponsored Research (**SPR**) module contains grant and proposal information. Access at Texas A&M to SPR is limited to Contract Administration, Financial Management Operations, and the Vice President for Research staff.

The Annual Financial Reporting (**AFR**) module meets state reporting needs. Only Financial Management Operations receives access to AFR.

# FAMIS Access Levels



Your FAMIS security access level is determined by what your department requests when an FD-805 Financial Systems Access Request Form is submitted.

Depending upon your position, you may need inquiry access or update access for different FAMIS Systems and modules. You may even have access to financial information of other Texas A&M University SYSTEM campuses.

If you are a Texas A&M University employee and are unsure about what access you will have, then contact FAMIS Security at

[famis-aid@tamu.edu](mailto:famis-aid@tamu.edu).

# Types of FAMIS Access



## Inquiry Access

*Inquiry means view only. You cannot enter new or change any existing data on a FAMIS screen.* If your department requested inquiry to the Financial Record System for Texas A&M accounts, then you will receive Inquiry access to all accounts and all Purchasing screens.

## Update Access

*Update access allows you to enter new data, create new documents or change data in existing FAMIS documents.* If you need to enter data into FAMIS, then your update access will be limited to the screens and specific departmental accounts as requested and approved.

***\*\*Your access can consist of both inquiry and update for different campuses within the University System, FAMIS systems and FAMIS modules.***

# What is the Mentor Program?

## Mentor Program

A mentor is a person who your department assigns to assist you with learning about FAMIS until you are able to complete all of your required training. If you do not have a mentor your FAMIS access will be limited to Inquiry Only until you have completed all of your trainings.

After you complete this course and with your mentor's assistance, FAMIS Security will give you all of the update access that you need to do your job. You can begin creating purchase documents with your mentor's assistance right away. FAMIS Security will contact you with information on further training and assign you a training deadline. If you want to keep update access, then you must attend all of your required training by your deadline; otherwise Security will remove your update access.

*If you have a mentor, then \*Beware of Security Breaches. If you have a mentor, then you must use your own FAMIS User ID and password to perform any inquiries or entries. Your mentor should never utilize your access for anything, nor should you use his/hers. If this does happen, even for training purposes, it is a breach of security, and FAMIS Security will have to take immediate disciplinary action.*

# Training Requirements



You may be required to attend further training to perform all of your FAMIS related job functions.

Once FAMIS Security receives your quiz results, then they will contact you concerning further training.

If you do not hear from them send an email to:  
[famis-aid@tamu.edu](mailto:famis-aid@tamu.edu).

# Security-Do not Share



Password and Access Sharing is against the law (Texas Penal Code, Chapter 33, Title 7). Your FAMIS ID and password is like your signature authority and sharing your access or password is like giving away your signature.

In any instance where access or password sharing occurs, FAMIS Security will take immediate disciplinary action. If you let someone use your access, but you do not tell them your password, then you are still violating security. FAMIS records any changes made using your access under your UserID, so it is very easy for anyone to locate FAMIS entries tied to you for which you will be held responsible.

The first time that you log onto FAMIS, and once a year thereafter, you will see a Statement of Responsibility. The Statement of Responsibility is an agreement which reminds you of the security policy and the importance of keeping your logon password secret. It also reminds you that the information you have access to should only be used for work-related business. To keep your access, you must agree to the Statement of Responsibility; otherwise, Security will have to revoke your access.

At Texas A&M, we take security for FAMIS use very seriously. Password or access sharing is prohibited, no matter what the circumstance (training included).

# Security-Protect Yourself

- **You should be the only person using your FAMIS UserID, and you should never use anyone else's FAMIS UserID. NO EXCEPTIONS. As a rule of thumb, you are the only person who should touch the keyboard when you are logged into FAMIS.**
- **Never share your FAMIS password with anyone - not even your boss or assistant. Never write it down and put it where someone could find it. If someone asks you for your password, then he/she is breaching security. Please report such incidents to FAMIS Security immediately.**
- **Use passwords that are not easy for someone to guess; for example, never use your name, a pet's name, or a relative's name.**
- **Always use a secured connection when using FAMIS. If you have questions as to whether you have a secured connection, please contact your computer support person in your department.**

At Texas A&M, we take security for FAMIS use very seriously. Password or access sharing is prohibited, no matter what the circumstance (training included).

If you have trouble accessing FAMIS, then you should *always* contact FMO - Financial Security & Training at (979) 458-5555

# Section Checkpoint

Can you explain these things?

- How is FAMIS access granted?
- What is the difference between inquiry and entry/update access?
- How does the mentor program work?
- What are the Training requirements?
- Why you should not share your password or access.
- Which is the most widely used System in FAMIS?

At Texas A&M, we take security for FAMIS use very seriously. Password or access sharing is prohibited, no matter what the circumstance (training included).

# Logging In



You will need your FAMIS Production & FAMIS Training UserIDs and the temporary passwords. FAMIS Security will email your FAMIS User IDs and directions on who to call for your temporary passwords.

FAMIS User IDs are given only AFTER the FD-805 Access Request form has been received.

Employees of each TAMU System campus will have corresponding numbers. (TAMU is 02, TAMUG is 10, AG is 06, HSC is 23, etc.)

**FAMISTRN: FAMIS Training (F5)** FAMISTRN is the FAMIS Training application. It is a “practice” or test application used to create practice documents in the training classes or at your desk. This provides an practice environment to create documents before creating real ones in Production.

**FAMIS: FAMIS Production (F2)** FAMIS is the FAMIS Production application. It is used for normal day-to-day activities.

# Logging In - Summary

## ID Format examples

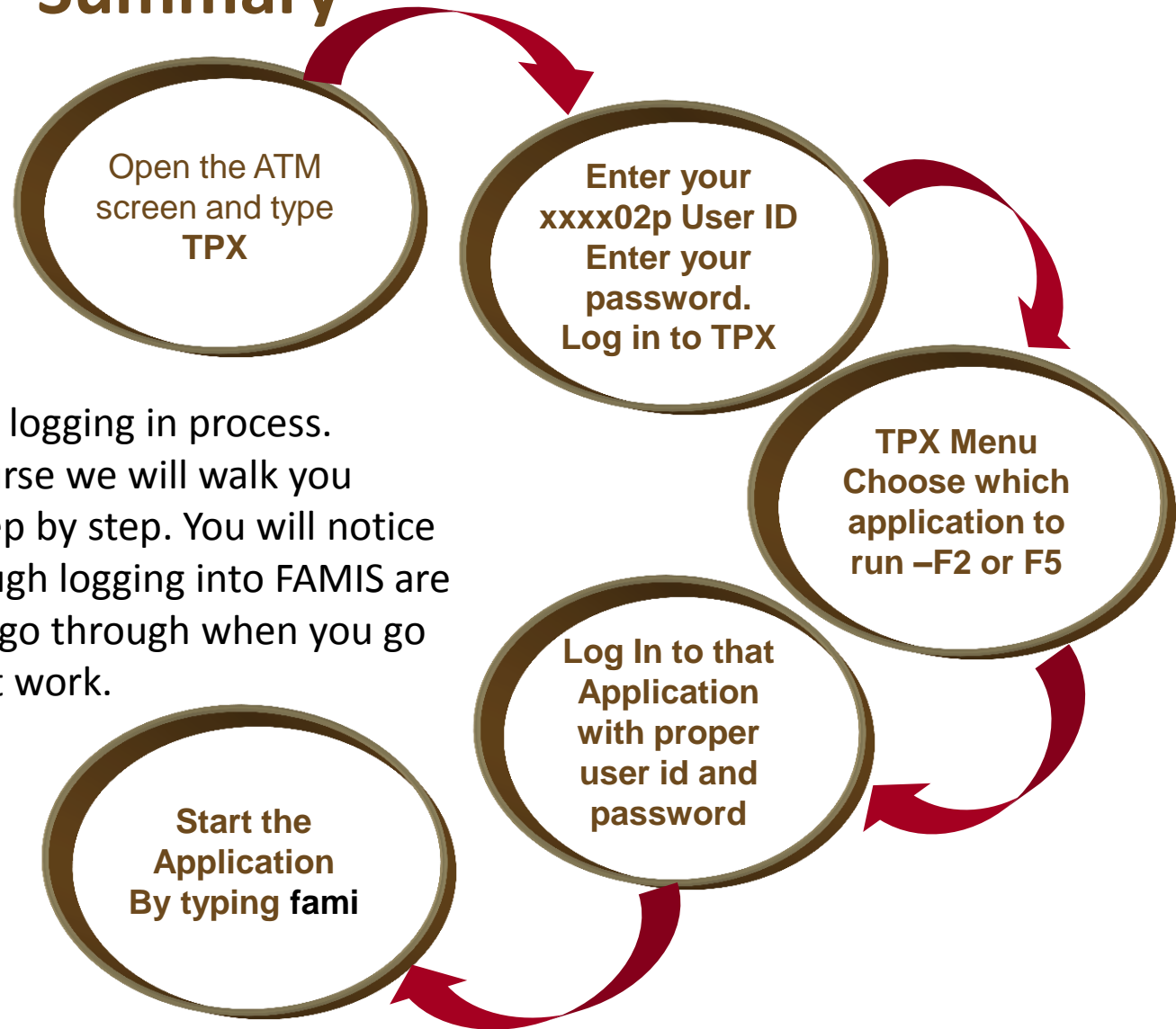
FAMIS Production IDs

**xxxx02p** or **xxxx10p**

FAMIS Training IDs

**xxxx02t** or **xxxx10t**

This graphic illustrates the logging in process. During this part of the course we will walk you through the procedure step by step. You will notice the steps you will go through logging into FAMIS are quite similar to those you go through when you go into your office building at work.



# FAMIS - getting started



## Let's start the here's how...

1. FAMIS should be installed on you computer. Contact your IT staff if FAMIS or Hummingbird is not a program to select.
2. For each screen where you see a computer screen, Read the instructions.
3. Once you have read the instructions, pause the training, minimize the screen and try the example on your own.
4. Once you have done the activity, simply maximize the FAMIS window and expand the online class window and keep working on the next step of the activity or continue with the training.
5. Remember the best way to move from field to field is by using the **TAB** key.

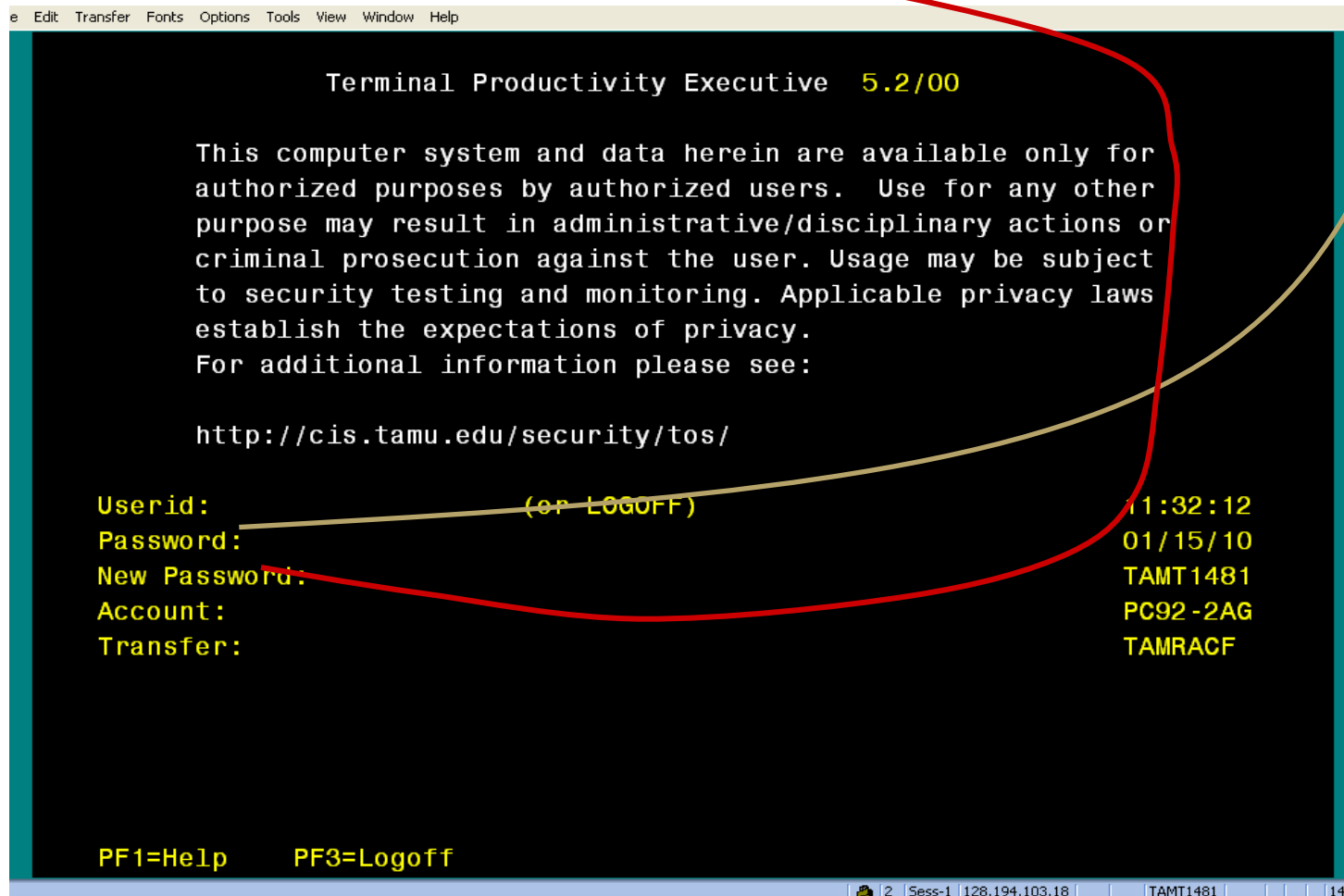


# FAMIS – logging in

The Terminal Productivity Executive Screen is the first Log-In Screen.

Your cursor will blink next to "Userid." Type your Production User ID **xxxx02p**.

Press TAB key for cursor to go to **Password:** entry.



```
e Edit Transfer Fonts Options Tools View Window Help
Terminal Productivity Executive 5.2/00

This computer system and data herein are available only for
authorized purposes by authorized users. Use for any other
purpose may result in administrative/disciplinary actions or
criminal prosecution against the user. Usage may be subject
to security testing and monitoring. Applicable privacy laws
establish the expectations of privacy.
For additional information please see:

http://cis.tamu.edu/security/tos/

Userid: (or LOGOFF)
Password:
New Password:
Account:
Transfer:

11:32:12
01/15/10
TAMT1481
PC92-2AG
TAMRACF

PF1=Help PF3=Logoff

2 Sess-1 128.194.103.18 | TAMT1481 | 14/2
```

# About Passwords

- Password should be complex and “Strong” too.
- Don’t use your name, or a child’s or pet’s name, historical dates or personal dates, like a birthday or common words or well known hobby related words.
- **USE** an unusual or random word and replace letter with numbers or use random numbers and replace several with letters
- Avoid symbols.
- \_\_\_\_\_ remember exactly eight characters.

Examples might include:

soupbowl = s0upb0w1

hula hoop = hu1ah00p

slippery = s7i99ery

fivekids = f1v3k1ds

The new password will last 90 days and you will be prompted when it is time to change it.

# FAMIS – logging in

- Type in the temporary password FAMIS Security gave you.
- Press <Enter>.
- You will see this message "**Your password has expired. Please enter a new one.**" The cursor will blink by "**New password.**"
- Create your own SECRET password
  - EXACTLY eight (8) characters in length using only numbers and letters
  - The first character has to be a LETTER
  - Your password has to be different from the temporary password
  - It should not contain personal information like your birthdate or name.
- Press <enter>
- FAMIS will ask you to Re-enter your new password for verification on the New Password line. Press <enter>
- This password will always be attached to your Production ID xxxx02p

# FAMIS-logging in-TPX Menu



The will bring you to the next screen which is the "TPX Menu." Each line is an application which requires a specific User ID.

In this course, you have two, FAMIS (PF2), which are FAMIS Production (xxxx02p) and FAMISTRN (PF5), which is FAMIS Training (xxxx02t).

```
TPX MENU FOR          BAMA02P          Panelid - TEN0041
Terminal - TAMT1481
Cmdkey=PF12          Jump=NONE          Menu=NONE          Model - PC92-2AG
Print=NONE           Cmdchar=/          System - TAMTPX

  Sessid      Sesskey      Session Description      Status
  _ CICS       PF 1         CICS - public transactions
  _ FAMIS      PF 2         FAMIS ← FAMIS (PF2) is Production Application
  _ BPP        PF 3         Budget Payroll Personnel
  _ WYLBUR     PF 4         OBS WYLBUR
  _ FAMISTRN  PF 5         FAMIS - Training ← FAMIS (PF5) is Training Application
  _ TSO        PF 6         TSO
  _ FAMISTST  PF 7         FAMIS - Test
  _ INFOVIEW  PF 8         Report Viewing System
  _ CICSNAT   PF 9         CICS - NATURAL Programs
  _ CICSTRN   PF 10        CICS - Training          N/A
  _ BPPTRN    PF 11        BPP - Training
  _ SIMS      PF 14        SIMS
  _ SIMSTST   PF 15        SIMS - Test
  _ CICSTST   PF 16        CICS - Test
  _ FAMISTR2  PF 17        FAMIS - Training

Command ==>
PF1=Help PF7/19=Up PF8/20=Down PF10/22=Left PF11/23=Right H =Cmd Help
```

# FAMIS-TPX -Applications

## **FAMIS: FAMIS Production (F2)**

FAMIS is the FAMIS Production application. It is used for normal day-to-day activities. FAMIS Production IDs end in "P" for example: xxxx02p for TAMU and TAMUQ employees and xxxx10p for TAMUG employees. You have been given Inquiry access only. After you complete this training, your complete requested FAMIS access will be activated.

## **FAMISTRN: FAMIS Training (F5)**

FAMISTRN is the FAMIS Training application. It is a "practice" or test application used to try things out at your office and in the training classes before doing the real documents in Production. FAMIS Training IDs end in "T," for example: xxxx02t for TAMU and TAMUQ employees and xxxx10t for TAMUG employees.

Right now, you have access to update screens in Training. If you change anything, don't worry about it. Changes made in training do not effect any official records.

# FAMIS- Production application

You should have already: typed TPX at the ATM Screen, entered your User ID that ends in a 'P' and your secret password.

At the TPX menu Screen select FAMIS Production (PF2) by pressing the F2 Function key located at the top of your keyboard. If you have a Mac, please contact FAMIS security for special keyboard mapping now.

Welcome to FAMIS at Texas A&M University Screen.

- Type in your FAMIS Production User Id (xxxx02P) and TAB to the Password field.
- Since you should have in your secret password enter it here.
- TIP: After you type in your password, if the cursor jumps down to "New Password," DO NOT enter a new password unless you intend to change your password. Simply press <Enter>.

# FAMIS- Production application



Signon for CICS Transaction Server Release 3.1.0

APPLID TAMFAMIS

Welcome to FAMIS at Texas A&M University

\*\*\*\*\*NOTICE\*\*\*\*\*NOTICE\*\*\*\*\*NOTICE\*\*\*\*\*

This computer system and data herein are available only for authorized purposes by authorized users. Use for any other purpose may result in administrative/disciplinary actions or criminal prosecution against the user. Usage may be subject to security testing and monitoring. Applicable privacy laws establish the expectations of privacy.

Userid . . . . xxx02p  
Password . . .  
New Password . . .

For additional information please see:

<http://cis.tamu.edu/security/tos/>

\*\*\*\*\*NOTICE\*\*\*\*\*NOTICE\*\*\*\*\*NOTICE\*\*\*\*\*

DFHCE3520 Please type your userid.

F3=Exit

# Logging Into Production

Next you will see the screen below. This is the final security check point. This screen can be tricky, so pay close attention.

- Type **fami** - do not put an "s" - and press <Enter>.
- If you accidentally type "FAMIS," you will see an "Errors during Initialization" screen that says "NAT7402 No dynamic parameters allowed." Do not panic, just type '**fami**' again over the incorrect entry then press <Enter> to advance to the next screen.



How to clear your screen, if necessary:

- Press the "Pause/Break" button on your keyboard.
- Press CTRL/F2 at the same time.
- Click on the CLR or CLEAR icon on your screen.

If you are using the Hummingbird Software, this step should work fine. If not, you may get this error, "Transaction is unrecognized. Check that the transaction name is correct." To proceed, clear your screen, type "FAMI," and press <Enter>.

You will also have to clear your screen if (1) you misspelled "FAMI" or (2) you typed an incorrect word.

# Statement of Responsibility

The first time that you log on  
The Statement of  
Responsibility  
Will appear.  
Press enter to go to the  
bottom  
of the page  
You must read it and agree to  
it  
By responding with a 'Y' or  
entering your UIN.  
Then Press enter

## FAMIS SECURITY STATEMENT OF RESPONSIBILITY FOR FY: 2000

I understand that I will be violating System Rules and Regulations and State and Federal law if I gain or help others gain unauthorized access to the Financial Accounting Management Information System (FAMIS). I acknowledge that neither I, nor anyone else, possess the authority to allow anyone to use my I.D. or password. Furthermore, I understand that information I have access to view may be confidential in nature (i.e., social security numbers and payroll information); neither I, nor anyone else, possess the authority to allow me to use this information for non-System purposes.

I also understand that if I violate System Regulations and State and Federal laws by gaining or helping others gain unauthorized access to FAMIS, I will be subject to disciplinary action and criminal prosecution to the full extent of the law (Chapter 33, Title 7 of the Texas Penal Code).

Press <Enter> to continue

Enter--PF1---PF2---PF3---PF4---PF5---PF6

By logging on to this computer system, I acknowledge my responsibility for strictly adhering to System Regulations and State and Federal laws. I am also aware that penalties exist for unauthorized access, unauthorized use or unauthorized distribution of information from FAMIS.

I further agree not to attempt to circumvent the computer security system by using or attempting to use any transactions, software, files or resources I am not authorized to use.

Please Enter a 'Y' to Accept Agreement:

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

You will sign your  
Statement of Responsibility  
on an Annual basis.

# Profile Information



After reading and agreeing to the Statement of Responsibility, you will have the opportunity to update your **WORK** profile information. Make any necessary changes or make no changes and press <Enter>.

By logging on to this computer system, I acknowledge my responsibility for strictly adhering to System Regulations and State and Federal laws. I am also aware that penalties exist for unauthorized access, unauthorized use or unauthorized distribution of information from FAMIS.

I further agree not to attempt to circumvent the computer security system by using or attempting to use any transactions, software, files or resources I

-----  
Modify as Appropriate with Current Office Information

Name: VANEK, AMANDA K

Phone: 409-847-8833

E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_

St: \_\_

Zip: \_\_\_\_\_

Mail Code: \_\_\_\_\_

Press <Enter> to accept changes or <PF4> to quit

Note: Future updates can be performed on Screen 001



# Logging In - FAMIS Production

The next screen you will see should be the FAMIS Bulletin Board. **Once you reach this screen then you are logged into FAMIS.**

FAMIS Services changes the Bulletin Board notes frequently, so what you see when you log on might not be exactly what you see in the graphic below.

```
01/20/10          FAMIS Bulletin Board          14:02:20
                  PAGE: 1 OF 1
*                Happy Holidays from FAMIS      *
*
* CIS has completed their extensive file maintenance to SS0, BPP, FAMIS and *
* Canopy. FAMIS is now available for use. (12/27/09 11:00am) *
*
*
*
*
*
*
*
*
*
*
* *****
TAMU CIS performs maintenance on Sunday mornings - FAMIS may be unavailable
until noon. Call CIS Help Desk Central at 979.845.4219 if you have concerns.

FAMIS Website - www.tamus.edu/offices/famis          Message Last Changed:
FAMIS Hotline (979) 458-6464      Email: famishelp@tamus.edu          12/27/09

nter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
FAMIS                      Prev Next                      Exit
Press <PF1> or <ENTER> to access the FAMIS main menu
```

After reading the Bulletin Board, press <Enter>. DON'T SKIP THIS STEP, IF THERE ARE ANY SCHEDULED OUTAGES OR KNOWN BUGS, THEY WILL BE LISTED HERE



# FAMIS Production Logging In Check Point

**Here's a summary of the steps for logging into FAMIS Production:**

- 1. Type TPX at the ATM screen and press <Enter>.**
- 2. Type your TPX ID and password. You will use your FAMIS Production ID as the TPX ID. If it is your first time logging in with this UserID then use the password given to you by Security. The password will expire and make you put in a new one (6-8 characters).**
- 3. Press <Enter> at the screen showing your logon status.**
- 4. Press the F2 key for FAMIS at the TPX menu.**
- 5. Type your FAMIS Production UserID and password. Use the password that you made up in Step 2.**
- 6. Type FAMI and press <Enter> where you see the note "sign-on is complete." If you see the note "TAMFAMIS Transaction is unrecognized, clear your screen," re-type FAMI and press <Enter>.**
- 7. Read the Bulletin Board, then press <Enter>. If this is your first time logging on, then read and agree to the Statement of Responsibility. The next screen will be the FAMIS Bulletin Board.**

## **Locking the Screen**

Now that you are in FAMIS Production, let's learn how to protect your access if you need to leave your computer.

Locking your screen is a simple procedure that keeps others from using your FAMIS access when you are away from your desk. You should make locking your screen a habit every time you leave your desk to avoid any security violations from occurring.

# The Lock Procedure



You can lock FAMIS from any screen. To lock your screen, type /L, then press PF12.

**Enter /L  
Then press  
F12**

1 - FAMIS (tammvs1.tamu.edu)

File Edit Transfer Fonts Options Tools View Window Help

F6443 No document number entered  
240 Limited Purchase Header 03/15/10 13:03  
FY 2010 CC 02

Screen: /1\_ Doc: \_\_\_\_\_  
Doc Year: 2010 Order Date: \_\_\_\_\_ Cat.: LP State:  
Dept: \_\_\_\_\_ Subdept: \_\_\_\_\_ Total Amt:

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

Ship To Address Nbr: \_\_\_\_\_ Invoice To Address Nbr: \_\_\_\_\_  
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 Resn Notes AdDpt

# The Lock Procedure

The following screen will appear:

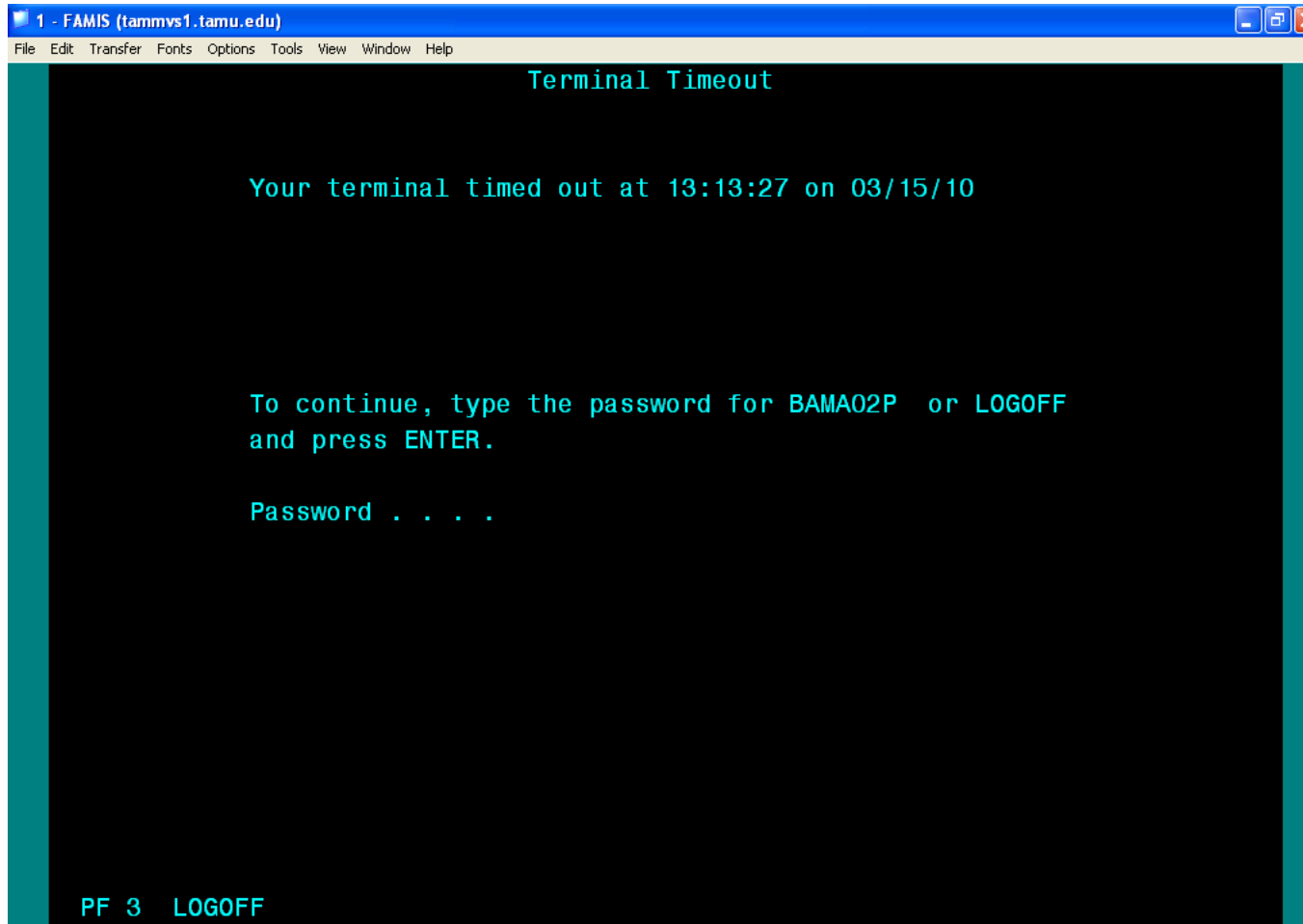
```
File Edit Transfer Fonts Options Tools View Window Help
*****
*
*      MSGID: TEN0023      *
*
*      CAUSE: TERMINAL LOCKED      *
*
*      TO PROCEED, ENTER THE LOCK WORD      *
*
*              ===>      *
*
*****
```

Since locking your screen locks all of TPX (like locking the entire building), to re-enter the FAMIS system, use your TPX password (the key for the front door of the building) as the "Lock Word" and press <Enter>.

Tip: The TPX password will be the password you used with your FAMIS Production UserID.

# Time-Outs

If you are logged into FAMIS and do not use it for 5-10 minutes, then a system time-out will automatically occur whether you locked your screen or not. This is for your protection.



Notice that it tells you the UserID that is locked. To re-enter - type in the password for the UserID shown on your screen and press <Enter>.

Even though FAMIS will automatically time-out, we encourage you to always lock TPX.

## **Activity -Locking Your Screen**

On screen 001, FRS Main Menu,  
practice locking and unlocking your  
screen until you have mastered it.

# Logging Off

Never just close the ATM screen without following the log off procedures. Doing so **will not** log you out of FAMIS, and will almost guarantee problems the next time you log on.

Type so  
Enter

1 - FAMIS (tammvs1.tamu.edu)

File Edit Transfer Fonts Options Tools View Window Help

F6443 No document number entered  
240 Limited Purchase Header 03/15/10 14:21  
FY 2010 CC 02

Screen: **so** Doc: \_\_\_\_\_  
Doc Year: 2010 Order Date: \_\_\_\_\_ Cat.: LP State: \_\_\_\_\_  
Dept: \_\_\_\_\_ Subdept: \_\_\_\_\_ Total Amt: \_\_\_\_\_

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

Ship To Address Nbr: \_\_\_\_\_ Invoice To Address Nbr: \_\_\_\_\_  
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 Resn Notes Addpt

From any screen in FAMIS, type "SO" for Sign Off and then press  
<Enter> in the Screen Field.

# Logging Off

After typing SO,  
the next screen that you will see is almost all black except for the top  
line

```
NAT9995 Natural session terminated normally.
```

Your cursor will be at the top left corner. Type the word "logoff" over the text you see and then press <Enter>. It may seem a little odd because the word you are typing is actually overwriting the text that is already there, but do not worry, that is what is supposed to happen.

```
logoff5 Natural session terminated normally.
```

**This action will bring you to the TPX Menu**

# Logging Off

Now you should be back at the "TPX MENU" screen. The PF keys should all be the same color. If they are not, then you need to clear the white highlighted ones.

- You can press the PF key for the one that is highlighted and follow the steps to log off of the application OR
- A shortcut is to tab next to the highlighted application, type an 'i' in the blank to inactivate it, and press <Enter>.
- Then close the TPX session by typing /k PF12. TPX should automatically close.

```
TPX MENU FOR      ,BAMA02P                ,Panelid  -,TEN0041
,Terminal  -,TAMT0555
Cmdkey=PF12      , Jump=NONE      ,Menu=NONE      ,
,Model      -,PC92-2AG
Print=NONE      , Cmdchar=/      ,
,System     -,TAMTPX
,==> Session FAMIS has ended <==
  Sessid_      Sesskey_      Session Description      Status
- CICS         PF 1          ,CICS - public transactions
- FAMIS        PF 2          ,FAMIS
- BPP          PF 3          ,Budget Payroll Personnel
- WYLBUR       PF 4          ,OBS WYLBUR
- FAMISTRN     PF 5          ,FAMIS - Training
- TSO          PF 6          ,TSO
- FAMISTST     PF 7          ,FAMIS - Test
- INFOVIEW     PF 8          ,Report Viewing System
- CICSNAT      PF 9          ,CICS - NATURAL Programs
- CICSTRN      PF 10         ,CICS - Training          N/A
- BPPTRN       PF 11         ,BPP - Training
- SIMS         PF 14         ,SIMS
- SIMSTST      PF 15         ,SIMS - Test
- CICSTST      PF 16         ,CICS - Test
- FAMISTR2     PF 17         ,FAMIS - Training
Command => /k
F1=Help  PF7/19=Up  PF8/20=Down  PF10/22=Left  PF11/23=Right ,H,=Cmd Help
```

# Logging Off from the TPX menu

After pressing PF12, you will either end up at the ATM screen OR your session may completely disappear. Either way, you will be successfully logged off of FAMIS. If your session disappears, then to log back in, simply open another ATM session.

You must be able to log on and off of FAMIS Production before you attend any future FAMIS classes; so, practice, practice, practice!

## Activity

Practice makes perfect.

1. Access FAMIS
2. Type TPX at the bottom
3. Log in using your user ID that ends in P
4. Select F2 and log into FAMIS Production.
5. Lock your screen in FAMIS Production.
6. Unlock your screen.
7. Log off of Production.
8. Log off from the TPX menu

**Repeat the activities as many times as needed!**

1. In the Screen field of ANY screen, **type SO for Sign Off.**
  2. **Press ENTER.**
  3. **Type LOGOFF** over “Nat9995 Natural Session Terminated Normally” and **press ENTER.**
  4. Type **/K then press the PF12 key** at the TPX menu  
In step 4, before typing /K then PF12, see if anything is highlighted on **HOW TO LOG OFF OF FAMIS** the TPX menu. If there is, then you must go into each highlighted application and log off. If you fail to do this, you will have problems. **To fix, call the NAC at 979-845-4219.**
- Note:** Typing /K then pressing PF12 before typing SO and LOGOFF **will not log you off of FAMIS!** It only kills TPX.

## **FAMIS Training!**

Now that you have successfully mastered logging in and out of FAMIS Production, logging into FAMIS Training will be a breeze for you!

Remember FAMISTRN is the FAMIS training application. It is a "play" or "test" application used to try things out at your office and in any additional FAMIS training classes you might attend.

Your FAMIS Training UserID will end in a "t" (i.e. crec02t).

# FAMIS Training

You will log into FAMIS Training much like FAMIS Production. Just like logging into Production you will have to log into TPX first

## Let's review:

- Bring up your ATM screen.
- Type your TPX ID and your TPX password (remember - your TPX ID is your FAMIS Production UserID - the ID that ends in "P").
- Press <Enter>.
- Press <Enter> at the screen showing your logon status.
- You've just unlocked the office building door! You should now see the TPX menu.

# FAMIS Training System

As we discussed, at the TPX menu, you will need to choose FAMISTRN (PF5).

```
TPX MENU FOR      ,BAMA02P          ,Panelid  -,TEN0041
,Terminal  -,TAMT0555
Cmdkey=PF12      , Jump=NONE      ,Menu=NONE      ,
,Model     -,PC92-2AG
Print=NONE      , Cmdchar=/
,==> Session FAMIS has ended <==
,
  Sessid_      Sesskey_      Session Description      Status
- CICS         PF 1         ,CICS - public transactions
- FAMIS        PF 2         ,FAMIS
- BPP          PF 3         ,Budget Payroll Personnel
- WYLBUR       PF 4         ,OBS WYLBUR
- FAMISTRN    PF 5         FAMIS - Training
- TSO          PF 6         ,TSO
- FAMISTST     PF 7         ,FAMIS - Test
- INFOVIEW    PF 8         ,Report Viewing System
- CICSNAT     PF 9         ,CICS - NATURAL Programs
- CICSTRN     PF 10        ,CICS - Training          N/A
- BPPTRN      PF 11        ,BPP - Training
- SIMS        PF 14        ,SIMS
- SIMSTST     PF 15        ,SIMS - Test
- CICSTST     PF 16        ,CICS - Test
- FAMISTR2    PF 17        ,FAMIS - Training
Command => /k
F1=Help PF7/19=Up PF8/20=Down PF10/22=Left PF11/23=Right ,H,=Cmd Help
```

# Logging Off

Now you should be back at the "TPX MENU" screen. The PF keys should all be the same color. If they are not, then you need to clear the white highlighted ones.

- You can press the PF key for the one that is highlighted and follow the steps to log off of the application OR
- A shortcut is to tab next to the highlighted application, type an 'i' in the blank to inactivate it, and press <Enter>.
- Then close the TPX session by typing /k PF12. TPX should automatically close.

```
TPX MENU FOR      ,BAMA02P                ,Panelid  -,TEN0041
,Terminal  -,TAMT0555
Cmdkey=PF12      , Jump=NONE      ,Menu=NONE      ,
,Model      -,PC92-2AG
Print=NONE      , Cmdchar=/      ,
,System     -,TAMTPX
,==> Session FAMIS has ended <==
  Sessid_      Sesskey_      Session Description      Status
-  CICS        PF 1          ,CICS - public transactions
-  FAMIS       PF 2          ,FAMIS
-  BPP         PF 3          ,Budget Payroll Personnel
-  WYLBUR      PF 4          ,OBS WYLBUR
-  FAMISTRN    PF 5          ,FAMIS - Training
-  TSO         PF 6          ,TSO
-  FAMISTST    PF 7          ,FAMIS - Test
-  INFOVIEW    PF 8          ,Report Viewing System
-  CICSNAT     PF 9          ,CICS - NATURAL Programs
-  CICSTRN     PF 10         ,CICS - Training          N/A
-  BPPTRN     PF 11         ,BPP - Training
-  SIMS        PF 14         ,SIMS
-  SIMSTST     PF 15         ,SIMS - Test
-  CICSTST     PF 16         ,CICS - Test
-  FAMISTR2    PF 17         ,FAMIS - Training
Command => /k
F1=Help  PF7/19=Up  PF8/20=Down  PF10/22=Left  PF11/23=Right ,H,=Cmd Help
```

# FAMIS Training

**Since this is your first time to log on using your FAMIS Training UserID, you will need to reset (or "re-key") your password.**

- Type in your FAMIS Training UserID (ends in "T") and TAB to the Password field.
- Type in the temporary password FAMIS Security gave you.
- Press <Enter>.
- You will see this message "Your password has expired. Please enter a new one." The cursor will blink by "New password."
- Create your own SECRET password and press <Enter>.

You will see the message "Please re-enter the new password for verification." Simply do what it says, and press <Enter>.

The password you created will last for 90 days. In 90 days, your password will expire again, and you will need to change it. Simply change it - you don't need to contact FAMIS Security when this happens.

# FAMIS Training

After logging into the FAMIS Training application, you will see the screen below. This is the final security check point. This screen can be tricky, so pay close attention.

- Type FAMI - do not put an "s" - and press <Enter>.
- If you accidentally type "FAMIS," you will see an "Errors during Initialization" screen that says "NAT7402 No dynamic parameters allowed." Do not panic, just press <Enter> to advance to the next screen.
- If you are using the Hummingbird Software, this step should work fine.
- If not, you may get this error, "Transaction is unrecognized. Check that the transaction name is correct."
- To proceed, clear your screen, type "FAMI," and press <Enter>.
- You will also have to clear your screen if (1) you misspelled "FAMI" or (2) you typed an incorrect word.

How to clear your screen, if necessary:

- Press the "Pause/Break" button on your keyboard.
- Press CTRL/F2 at the same time.
- Click on the CLR or CLEAR icon on your screen.

# Logging Into Training

Next you will see the screen below. This is the final security check point. This screen can be tricky, so pay close attention.

- Type **fami** - do not put an "s" - and press <Enter>.
- If you accidentally type "FAMIS," you will see an "Errors during Initialization" screen that says "NAT7402 No dynamic parameters allowed." Do not panic, just type '**fami**' again over the incorrect entry then press <Enter> to advance to the next screen.



How to clear your screen,  
if necessary:

- Press the "Pause/Break" button on your keyboard.
- Press CTRL/F2 at the same time.
- Click on the CLR or CLEAR icon on your screen.

If you are using the Hummingbird Software, this step should work fine. If not, you may get this error, "Transaction is unrecognized. Check that the transaction name is correct." To proceed, clear your screen, type "FAMI," and press <Enter>.

You will also have to clear your screen if (1) you misspelled "FAMI" or (2) you typed an incorrect word.

# Statement of Responsibility

The first time that you log on  
The Statement of  
Responsibility  
Will appear.  
Press enter to go to the  
bottom  
of the page  
You must read it and agree to  
it  
By responding with a 'Y' or  
entering your UIN.  
Then Press enter

## FAMIS SECURITY STATEMENT OF RESPONSIBILITY FOR FY: 2000

I understand that I will be violating System Rules and Regulations and State and Federal law if I gain or help others gain unauthorized access to the Financial Accounting Management Information System (FAMIS). I acknowledge that neither I, nor anyone else, possess the authority to allow anyone to use my I.D. or password. Furthermore, I understand that information I have access to view may be confidential in nature (i.e., social security numbers and payroll information); neither I, nor anyone else, possess the authority to allow me to use this information for non-System purposes.

I also understand that if I violate System Regulations and State and Federal laws by gaining or helping others gain unauthorized access to FAMIS, I will be subject to disciplinary action and criminal prosecution to the full extent of the law (Chapter 33, Title 7 of the Texas Penal Code).

Press <Enter> to continue

Enter--PF1---PF2---PF3---PF4---PF5---PF6

By logging on to this computer system, I acknowledge my responsibility for strictly adhering to System Regulations and State and Federal laws. I am also aware that penalties exist for unauthorized access, unauthorized use or unauthorized distribution of information from FAMIS.

I further agree not to attempt to circumvent the computer security system by using or attempting to use any transactions, software, files or resources I am not authorized to use.

Please Enter a 'Y' to Accept Agreement:

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

You will sign your  
Statement of Responsibility  
on an Annual basis.

# FAMIS Training

After reading and agreeing to the Statement of Responsibility, you will have the opportunity to update your [work](#) address, phone number and e-mail address. Make any necessary changes and press <Enter> When you are done.

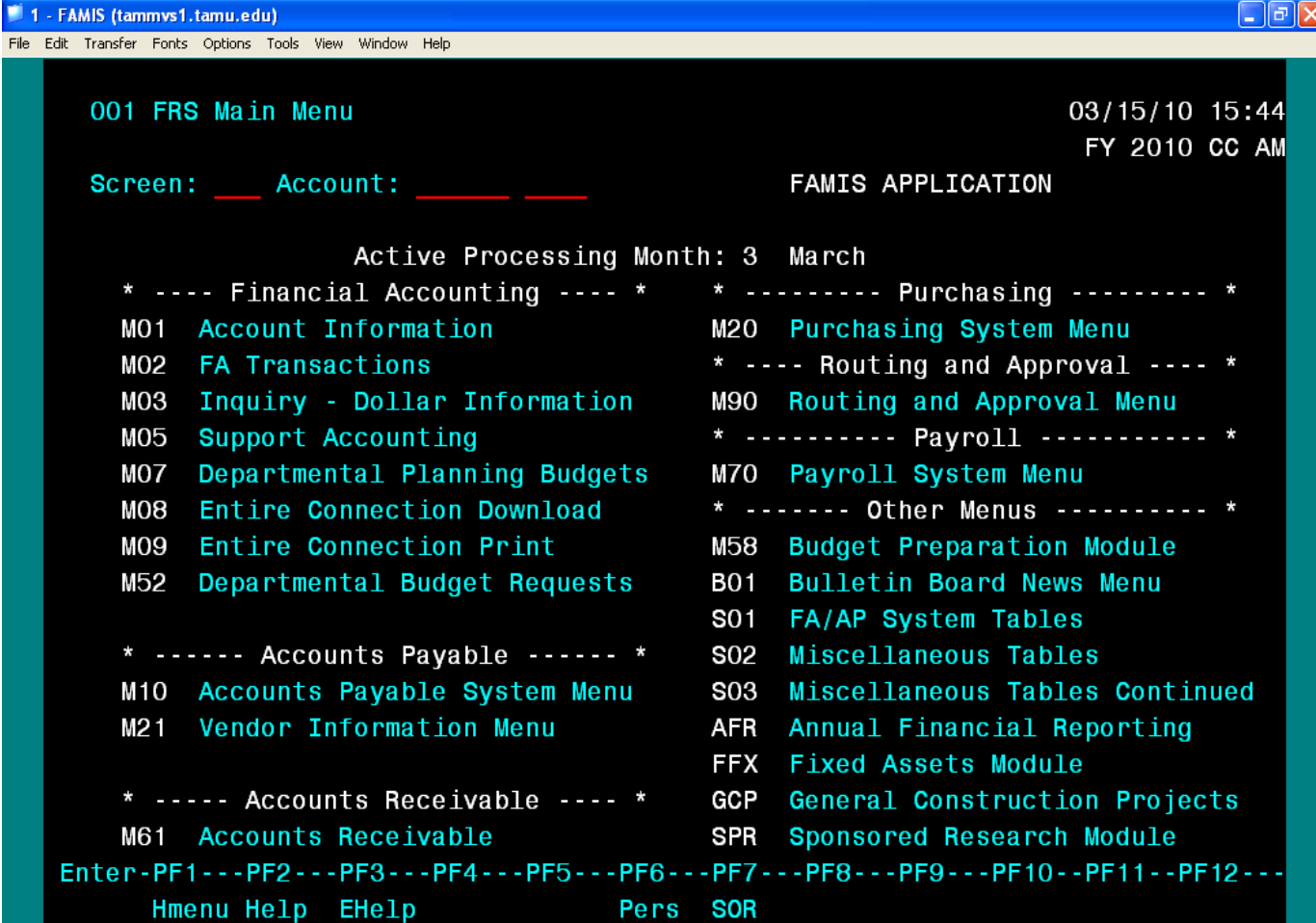
The next screen you will see should be the FAMIS Bulletin Board. [Once you reach this screen then you are logged into FAMIS Training.](#)

Since this is FAMIS Training, FAMIS Services does not change the Bulletin Board notes, so you should see the screen below.

**After reading the Bulletin Board, press <Enter>.**

# FAMIS Training

The next screen you will see is Screen 001, FRS Main Menu.



```
1 - FAMIS (tammvs1.tamu.edu)
File Edit Transfer Fonts Options Tools View Window Help

001 FRS Main Menu                                03/15/10 15:44
                                                FY 2010 CC AM

Screen: ___ Account: _____ FAMIS APPLICATION

                Active Processing Month: 3  March
* ---- Financial Accounting ---- *
M01 Account Information
M02 FA Transactions
M03 Inquiry - Dollar Information
M05 Support Accounting
M07 Departmental Planning Budgets
M08 Entire Connection Download
M09 Entire Connection Print
M52 Departmental Budget Requests

* ----- Accounts Payable ----- *
M10 Accounts Payable System Menu
M21 Vendor Information Menu

* ----- Accounts Receivable ---- *
M61 Accounts Receivable

* ----- Purchasing ----- *
M20 Purchasing System Menu
* ---- Routing and Approval ---- *
M90 Routing and Approval Menu
* ----- Payroll ----- *
M70 Payroll System Menu
* ----- Other Menus ----- *
M58 Budget Preparation Module
B01 Bulletin Board News Menu
S01 FA/AP System Tables
S02 Miscellaneous Tables
S03 Miscellaneous Tables Continued
AFR Annual Financial Reporting
FFX Fixed Assets Module
GCP General Construction Projects
SPR Sponsored Research Module

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

You will be able to tell if you are logged on to Training by looking in the upper right hand corner of the screen where it says "CC". This means campus code. In FAMIS Training the CC will be AM. In the graphic above we are logged into CC AM, which is FAMIS Training.

# Logging Off

Never just close the ATM screen without following the log off procedures because doing so will not log you out of FAMIS and will cause problems the next time you log on.

From any screen in FAMIS, type "SO" for Sign Off and then press <Enter> in the Screen Field.

# Logging Off

Never just close the screen without following the log off procedures. Doing so **will not** log you out of FAMIS, and will almost guarantee problems the next time you log on.

Type so  
Enter

1 - FAMIS (tammvs1.tamu.edu)

F6443 No document number entered  
240 Limited Purchase Header 03/15/10 14:21  
FY 2010 CAMP

Screen: so\_ Doc: \_\_\_\_\_  
Doc Year: 2010 Order Date: \_\_\_\_\_ Cat.: LP State: \_\_\_\_\_  
Dept: \_\_\_\_\_ Subdept: \_\_\_\_\_ Total Amt: \_\_\_\_\_

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

Ship To Address Nbr: \_\_\_\_\_ Invoice To Address Nbr: \_\_\_\_\_  
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 Resn Notes Addpt

From any screen in FAMIS, type "SO" for Sign Off and then press <Enter> in the Screen Field.

# Logging Off

After typing SO,  
the next screen that you will see is almost all black except for the top  
line

```
NAT9995 Natural session terminated normally.
```

Your cursor will be at the top left corner. Type the word "logoff" over the text you see and then press <Enter>. It may seem a little odd because the word you are typing is actually overwriting the text that is already there, but do not worry, that is what is supposed to happen.

```
logoff5 Natural session terminated normally.
```

**This action will bring you to the TPX Menu**

# Logging Off

Now you should be back at the "TPX MENU" screen. The PF keys should all be the same color. If they are not, then you need to clear the white highlighted ones.

- You can press the PF key for the one that is highlighted and follow the steps to log off of the application OR
- A shortcut is to tab next to the highlighted application, type an 'i' in the blank to inactivate it, and press <Enter>.
- Then close the TPX session by typing /k PF12. TPX should automatically close.

```
TPX MENU FOR      ,BAMA02P                ,Panelid  -,TEN0041
,Terminal  -,TAMT0555
Cmdkey=PF12      , Jump=NONE      ,Menu=NONE      ,
,Model      -,PC92-2AG
Print=NONE      , Cmdchar=/      ,
,System     -,TAMTPX
,==> Session FAMIS has ended <==
  Sessid_      Sesskey_      Session Description      Status
- CICS         PF 1         ,CICS - public transactions
- FAMIS        PF 2         ,FAMIS
- BPP          PF 3         ,Budget Payroll Personnel
- WYLBUR       PF 4         ,OBS WYLBUR
- FAMISTRN     PF 5         ,FAMIS - Training
- TSO          PF 6         ,TSO
- FAMISTST     PF 7         ,FAMIS - Test
- INFOVIEW     PF 8         ,Report Viewing System
- CICSNAT      PF 9         ,CICS - NATURAL Programs
- CICSTRN      PF 10        ,CICS - Training          N/A
- BPPTRN       PF 11        ,BPP - Training
- SIMS         PF 14        ,SIMS
- SIMSTST      PF 15        ,SIMS - Test
- CICSTST      PF 16        ,CICS - Test
- FAMISTR2     PF 17        ,FAMIS - Training
Command => /k
F1=Help  PF7/19=Up  PF8/20=Down  PF10/22=Left  PF11/23=Right ,H,=Cmd Help
```

# Logging Off

After entering /k and pressing PF12, you will either end up at the ATM screen OR your session may completely disappear. Either way, you will be successfully logged off of FAMIS. If your session disappears, then to log back in, simply open another ATM session.

**You must be able to log on and off FAMIS Training before you attend any future FAMIS classes; so, practice, practice, practice!**

# Activity

1. Practice makes perfect! To make it easy, print the "Quick Reference" document for a summary of log on and log off steps.
2. Open FAMIS and type TPX
3. Enter your user ID that ends in P
4. Select F5 and log into FAMIS Training using your ID that ends in T.
5. 2. Lock your screen.
6. 3. Unlock your screen.
7. 4. Log off of Training.
8. Log out of the FAMIS TPX Menu by entering /K and press F12.

**Repeat the activities as many times as needed!**

## Course Credit

Congratulations! You have made it through Introduction to FAMIS! To obtain credit for this class you must be able to:

- Master a short 10 question multiple choice, true/false quiz.
- Log completely into FAMIS Production, lock your screen and successfully log off. Keep in mind, we can tell if you did this because the date you logged in will appear on your FAMIS security record.
- Log completely into FAMIS Training, lock your screen and successfully log off. Remember, we can tell if you completed this step!

To take the quiz simply click on this link:



Quiz

FAMIS Security will be in touch with you concerning further FAMIS Training once you have completed your quiz.