



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

April 9, 2007

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY07-56

Delivered via Campus Email

To: FAMIS Users

From: Mary Lee Hodge
Vice President for Business Affairs

Re: FAMIS Enhancements for Purchase Order Notifications

Enhancements to the FAMIS Purchasing Module have been made to send a notification to the requisitions creator's in-box whenever a purchase order is created or 'added to' as a result of line item transfer(s) from either a requisition (via Screen 257) or a bid originating from a requisition (via Screen 417). This change has been made in an effort to better communicate to departments the change of status from a requisition to a purchase order.

This communication comes in the form of an 'FYI' notification to the requisition creator's inbox. The requested action of the 'FYI' will indicate 'Ntfy/Trnsfr'. The routing document will contain a routing note indicating :>> Item Transfer on 3/28/07 to Doc: P7xxxxx. The specific line items used to create the purchase order is not shown in this notification, however the user may continue to see the specifics of the transfer by viewing Screen 290 or using the PF12 'Track' key via Screen 280. Screen 280 shows the most detail.

All other existing notifications will continue to be sent. Questions regarding this change may be directed to the Purchasing Office at 936-261-1902.