



PRAIRIE VIEW A&M UNIVERSITY

Exempt Purchase Documents

Offices of Procurement &
Accounts Payable



Training Topics

- By the end of the session you will know how to:
 - Identify Exempt Documents (E-Doc)
 - Create / Modify E-Doc's
 - Enter and Re-enter Notes in an E-Doc
 - Copy an E-Doc
 - Submit payment and receiving documentation for E-Doc's

E-Doc Characteristics

- Items exempt from PVAMU and State Comptroller purchasing requirements
- Bid process adds no measurable value
- In most cases, vendor is pre-determined
- Price is pre-established by contract or standard rate schedule
- Signified by the use of exempt Object codes recorded on FAMIS screen 306



F0013 Please enter desired modifications
306 Maintain Exempt/Delegation Type Object Code Table

07/02/08 15:13
FY 2008 CC PV

Screen **Object Codes** **Exempt Items**

Func	Low Obj	High Obj	Description
-	1925	1925	EMPLOYEE MOVING EXP-STATE EMPL RELOC - LOCAL FUNDS
-	1900	1990	EXEMPT BENEFITS
-	3010	3011	TVL-IN PUBLIC TRANS (AUTO RENTAL & OTHER)
-	3030	3030	EXEMPT IN-STATE LODGING
-	3110	3111	TVL-OUT PUBLIC TRANS (AUTO RENTAL & OTHER)
-	3130	3130	OUT-STATE LODGING
-	3210	3210	PROSPECTIVE EMPLOYEE TRAVEL
-	3410	3410	STUDENT TRAVEL
-	4025	4025	SUBSCRIPTIONS, PERIODICALS
-	5211	5213	MEMBERSHIP DUES (CEO APPROVAL ONLY)
-	5215	5217	EMPLOYEE TRAINING
-	5220	5221	INSURANCE PREMIUMS (TAMUS APPROVAL ONLY)
-	5230	5230	EMPLOYEE LICENSE/CERT & FEES - OTHER
-	5240	5240	EMPLOYEE AWARDS

***** More Data -- Press <ENTER> to View

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

Hmenu Help EHelp

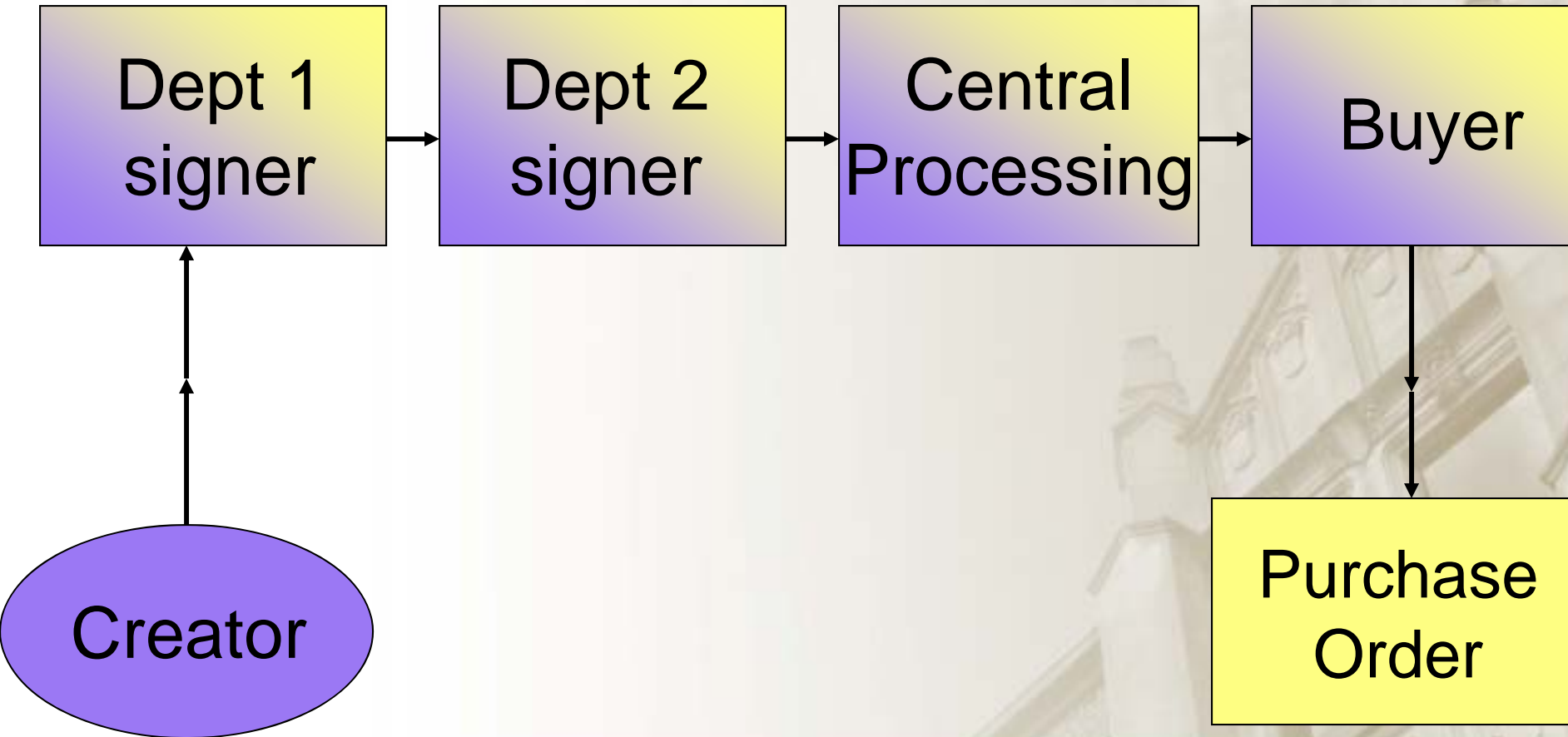
Benefits of E-Doc's

- Funds are encumbered after the creation and closing of an “exempt” document
- Allows departments to enter exempt purchases into FAMIS and forward the invoice directly to Accounts Payable for payment
- Eliminates duplication of efforts and further processing by procurement staff

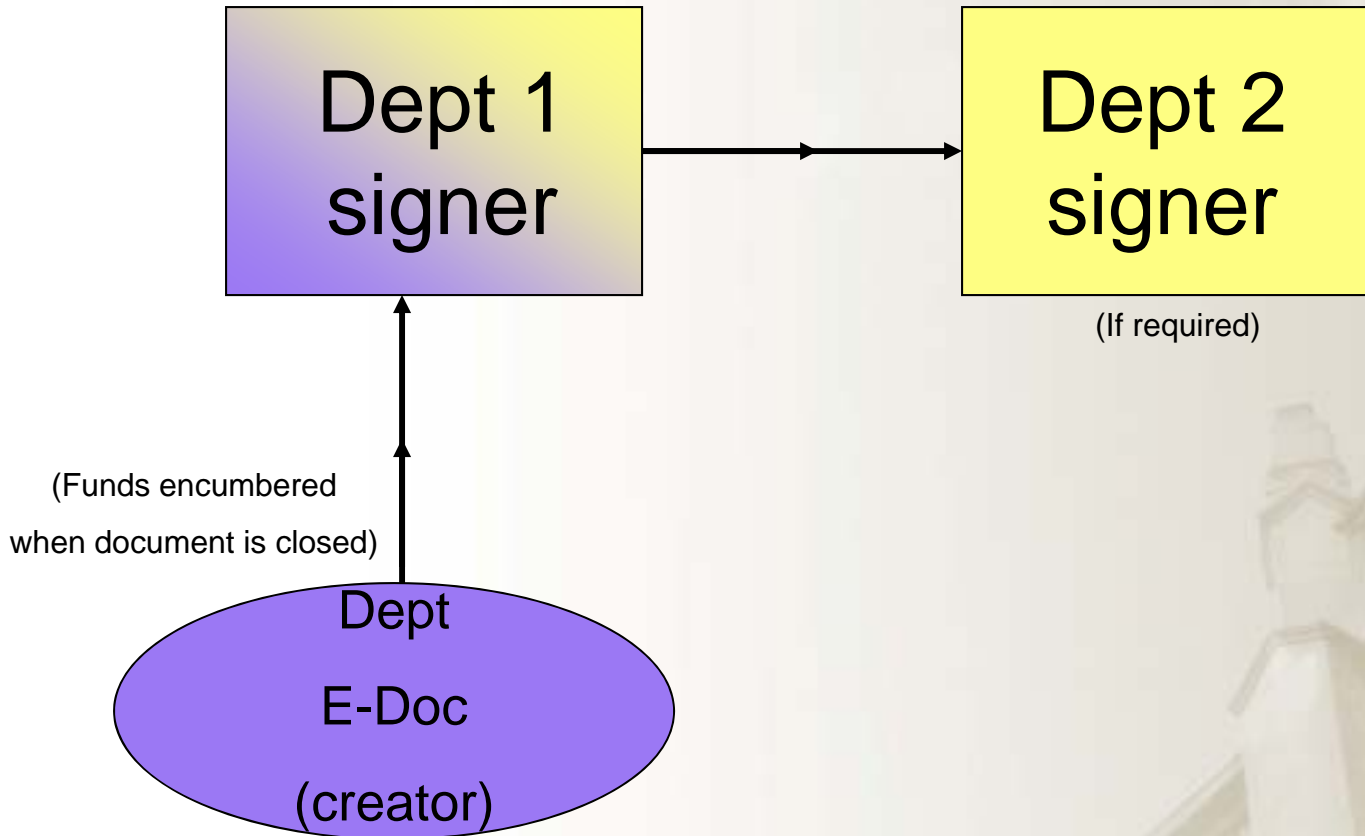
E-Doc Routing

- Will flow through department paths for each department designated on the document. “E-Doc’s” will use the same routing paths as purchase requisitions. However, these documents do not route through a processing office (Purchasing, Budget, etc). The next step will be receiving and payment.

Normal Requisition Routing



E-Doc Electronic Routing



E-Doc Support Document Routing

```
graph LR; A([Dept E-Doc  
(creator)]) --> B[Accounts  
Payable/Travel];
```

Dept E-Doc
(creator)

Accounts
Payable/Travel

Reference number must be noted on all
paper documents

FAMIS Screens

For each E-Doc entered into the system, the following screens are required:

- 235 Exempt Purchase Header
- 236 Exempt Purchase Items
- 237 Exempt Purchase Close

Additional screens which may be used:

- 238 Exempt Purchase Flag Maintenance
- 239 Exempt Purchase Note Text

Required Information

- FAMIS
Department/Sub-dept
Code (Screen 068)
- Vendor Number
- User Reference
(department assigned
reference #)
- Shipping & Invoice
Address
- All Expense Accounts
- Object Code

Helpful Tips

- Use FAMIS screen 68 to identify all dept/sub-dept codes relevant to accounts to be expensed
- Enter an asterisk (*) in the vendor field of FAMIS screen 101 to get an alphabetical list of all vendors , or type a portion of the vendor name and press <enter> to limit the search
- Entering a “?” in the address number field will provide a pop up window with a list of the campus address numbers

Creating E-Doc Headers

- Advance to screen 235, type the document prefix, “E” followed by “0” (zero) in the document number field and press enter
- Use F11 to enter multiple department codes and sub department codes

Creating E-Doc Headers (cont'd)

- The system will return to screen 235
- Enter the order date (date of request), document summary, vendor name, and user reference (dept. reference)
- Indicate whether or not the items have been received (Y/N), as well as the ship to (192) and invoice (002) to addresses

Creating E-Doc Headers (cont'd)

- If all information is entered successfully, the system assigned E-Doc number will be displayed in the 'Doc:' field at the top of the document
- If modified address information is required, remove the address number, add the modified information and press <enter> to record the purchase information

F0002 Record has been successfully added

235 Exempt/Delegated Header

06/15/09 11:12
FY 2009 CC PV

Screen: Doc: E900004 In Process
Doc Year: 2009 Order Date: 06/15/2009 Cat.: EP State:
Dept: FARP_ Subdept: Total Amt:

Doc Summary: AIRFARE FOR K PEAVY TO DALLAS
Vendor: 11349946506 JP MORGAN CHASE
Reimburse ID:
User Ref: 222210-00000

Record has been successfully added

LDT Cd:
FOB:
All Items Received: N
Date Received:

Ship To Address Nbr:
Name: PROCUREMENT OFFICE
Addr: L.W. MINOR- W.R. BANKS BLDG.
SUITE 129
City: PRAIRIE VIEW State: TX
Zip: 77446 Country: US
Phone: Fax:

Invoice To Address Nbr: 002
Name: PRAIRIE VIEW A&M UNIVERSITY
Addr: ACCOUNTS PAYABLE
P.O. BOX 248
City: PRAIRIE VIEW State: TX
Zip: 77446 Country:
Phone: 936-857-3051 Fax:

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help EHelp ADDR Next Notes AdDpt

Creating/Modifying E-Doc Line Items

- Information that pertains to each item on the E-Doc, such as the account to be billed, the quantity to be ordered, and the price per unit ordered, are entered on screen 236

Creating/Modifying E-Doc Line Items (cont'd)

- From screen 235 use the “F5” key to advance to screen 236, or type 236 in designated field and press <enter>
- Type a valid E-Doc number in the action line, if not carried forward from the previous screen. Press <enter> to display existing line item information
- Enter a valid account number and object code in the field provided

Creating/Modifying E-Doc Line Items (cont'd)

- Enter a valid quantity, unit of measure (UOM), unit price, and line item description
- Place a “?” in the UOM field and press <enter> to reveal valid units of measure
- Enter additional information in the available fields, if desired
- Press <enter> to record additional line items

Line Item Entry

- Documents may have up to **900.0 items**. The item number will default to **1.0** when the documents are being created. FAMIS automatically increments the item number by one for each additional item entered in the document. Use the decimal position of the item to represent a **text only** item for the document (Ex: To add additional item specifications)

F6501 Update not allowed because E900004 is routing

236 Exempt Purchase Item

06/17/09 08:12

JP MORGAN CHASE

FY 2009 CC PV

Screen: ___ Doc: E900004 Item: 1.0__

Item	St	Account	Qty.	UOM	Unit Price	--Disc.--	Ext. Price
1.0	CL	222210 00000 3011	1.00	EA	165.0000		165.00

Comm: _____ Desc: Round trip airfare for Kay Peavy to travel to
Part: _____ Dallas, Tx on June 25, 2009 to attend the NAA
Proc cd: _ St: Cost Ref 1: _____ 2: _____ 3: _____ TIBH: _

Comm: _____ Desc: _____
Part: _____
Proc cd: _ St: Cost Ref 1: _____ 2: _____ 3: _____ TIBH: _

Comm: _____ Desc: _____
Part: _____
Proc cd: _ St: Cost Ref 1: _____ 2: _____ 3: _____ TIBH: _

Page (F/B): _ Document Total: 165.00

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

Closing an E-Doc

- Close the document after all required information has been successfully entered to prevent changes from being inadvertently added. (Closing the document also encumbers the funds)

Closing an E-Doc (cont'd)

- From screen 236, use the “F5” key to advance to screen 237 or type 237 in the designated field and enter
- Type a valid e-doc number in the action, if the number is not carried forward from the previous screen
- Press <enter> to display existing document information

Closing an E-Doc (cont'd)

- Set the Close Document flag to “Y” and press <enter>
- A pop up window will appear, type “Y” to submit the document for routing
- If document is successfully submitted for routing, the message “Document has been successfully closed and routed” will appear or an error message will appear

F3140 Document E000008 closed successfully and routed

237 Exempt Purchase Close

07/02/08 16:13
FY 2008 CC PV

Screen: Doc: E000008

C l o s e d

Document has been closed and successfully routed

Close Document: Y

=====

Doc Summary: TEST2

Doc Year: 2008 Doc Date: 07/02/2008 Cat: EP State:

Dept: FISC Sub Dept: Total Amt: 1.00

Vendor: 00123456789 A VENDOR

LDT Cd:

Reimburse Id:

FOB:

User Ref: 222220-200000

All Items Received: Y

Date Received: 07/02/2008

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

F8268 Routing paths for unit PVFARP has not been established.

06/15/09 11:23
FY 2009 CC PV

237 Exempt Purchase Close

Screen: █ Doc: E900004 In Process

Document has not been closed or successfully routed

Close D

=====

Doc Summary: AIRFARE FOR K PEAVY TO DALLAS

Doc Year: 2009 Doc Date: 06/15/2009 Cat: EP State:
Dept: FARP Sub Dept: Total Amt: 165.00

Vendor: 11349946506 JP MORGAN CHASE LDT Cd:
Reimburse Id: FOB:
User Ref: 222210-00000 All Items Received: N
Date Received:

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

Modifying E-Docs

- If document is closed, advance to screen 238, type a valid E-Doc number in the action line and press <enter> and change flag to “Y” to re-open it
- Advance to screen 235
- Enter valid data in the available fields, as desired, and press <enter> to record the information
- Return to screen 237 to close and route the document

Note: Document must be open to make changes

Setting/Resetting E-Doc Flags

- Special functions for an E-Doc or items on an exempt document are performed using screen 238. A document may be canceled/deleted, frozen, or re-opened. Specific items or all items on an E-Doc may also be deleted using this screen

Setting/Resetting E-Doc (cont'd)

- Advance to screen 238
- Type a valid E-Doc number in the Action Line
- Press <enter> to display current flag settings
- Modify flags as necessary
- Press <enter> to record E-Doc flag changes



F0013 Please enter desired modifications

238 EP Flag Maintenance A VENDOR

03/18/08 11:55

FY 2008 CC PV

Screen: ___ Doc: E000006

C l o s e d

Cancel / Delete Document: N

Freeze Document: N

Reopen Document: N

Delete all Items: N

Delete/Undelete Item: _____ thru Item: _____

Completing a document finalizes it and liquidates all encumbrances
This process CANNOT be reversed. Do NOT complete a document unless
you are certain that no invoicing or receiving will be done in the future

Complete PD N

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EHelp Track CnclR Accts Extnd Items Warns

Entering Notes To an E-Doc

- You may enter informational notes about your E-Doc using screen 239. With this screen, you may type as many as ninety-nine lines of notes to an open or closed document

Entering Notes To an E-Doc (cont'd)

- Advance to screen 239
- Type a valid E-Doc number in the Action Line
- Press <enter> to display existing document notes
- Add or modify text in the available lines, as desired
- Press <enter> to record the information

F0002 Record has been successfully added

239 Exempt Purch Note Text

06/17/09 15:24

FY 2009 CC PV

Screen: ___ Doc: E900004 Item: __1.0 C l o s e d

Position at line: ___

Line	Description
1	>>Note entered 06/17/09 BY STEWART, COURTNEY_
2	MRS. PEAVY WILL BE ATTENDING NAR CONFERENCE__
3	FROM JUNE 26-JUNE 29. ITINEREARY ENCLOSED__
4	_____
5	_____
6	_____
7	_____
8	_____
9	_____
10	_____
11	_____
12	_____



New Notes

Page (F/B/E): _

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help EHelp Pitem Nitem

Copying E-Docs

- Screen 233 allows you to retrieve a previously entered E-Doc and copy its line items to an existing or newly created E-Doc.

Copying E-Docs (cont'd)

- Advance to screen 233
- Indicate the E-Doc from which you wish to copy line items on the Action Line
- To create a new document, type the E-Doc prefix followed by a zero (0) in the New Document field and press <enter>

Copying E-Docs (cont'd)

- To add items to an existing E-Doc, type the E-Doc number to which you would like to copy the line items
- Indicate whether or not you wish to advance to the E-Doc header (screen 235) after copying items to the new document

(This indication should only be placed on the last page of items for the document)

Copying E-Docs (cont'd)

- Type a “c” next to the items you wish to copy to the new document
- Press <enter> to create the new E-Doc with the copied item information

F2505 1 items copied/transferred to Doc E900003

233 Copy Exempt Purchase to Exempt Purchase

06/17/09 08:07

FY 2009 CC PV

Copy from

Screen: ___ Doc: E900002 Item: ___ From Vendor: ACCRON DISTRIBUTING COMPA
From Doc FY: 2009

New Doc: ___ FY: ___ Cat.: ___ Dt: ___

or

Existing Doc: E900003

Copy To

Header Screen: _

Func	Item	Desc	Quantity	Unit Price	UOM	Ext. Price	Proc Cd
_	1.0	crystal engraved	4.00	40.0000	EA	160.00	

Copied Items

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

Routing Payment/ Receiving Documentation

- Reference FAMIS E-Doc numbers on all source paper documents
- Forward documentation to Accounts Payable or Travel (must include a valid invoice, travel itinerary, registration form, etc.)

E-Doc Paper Flow

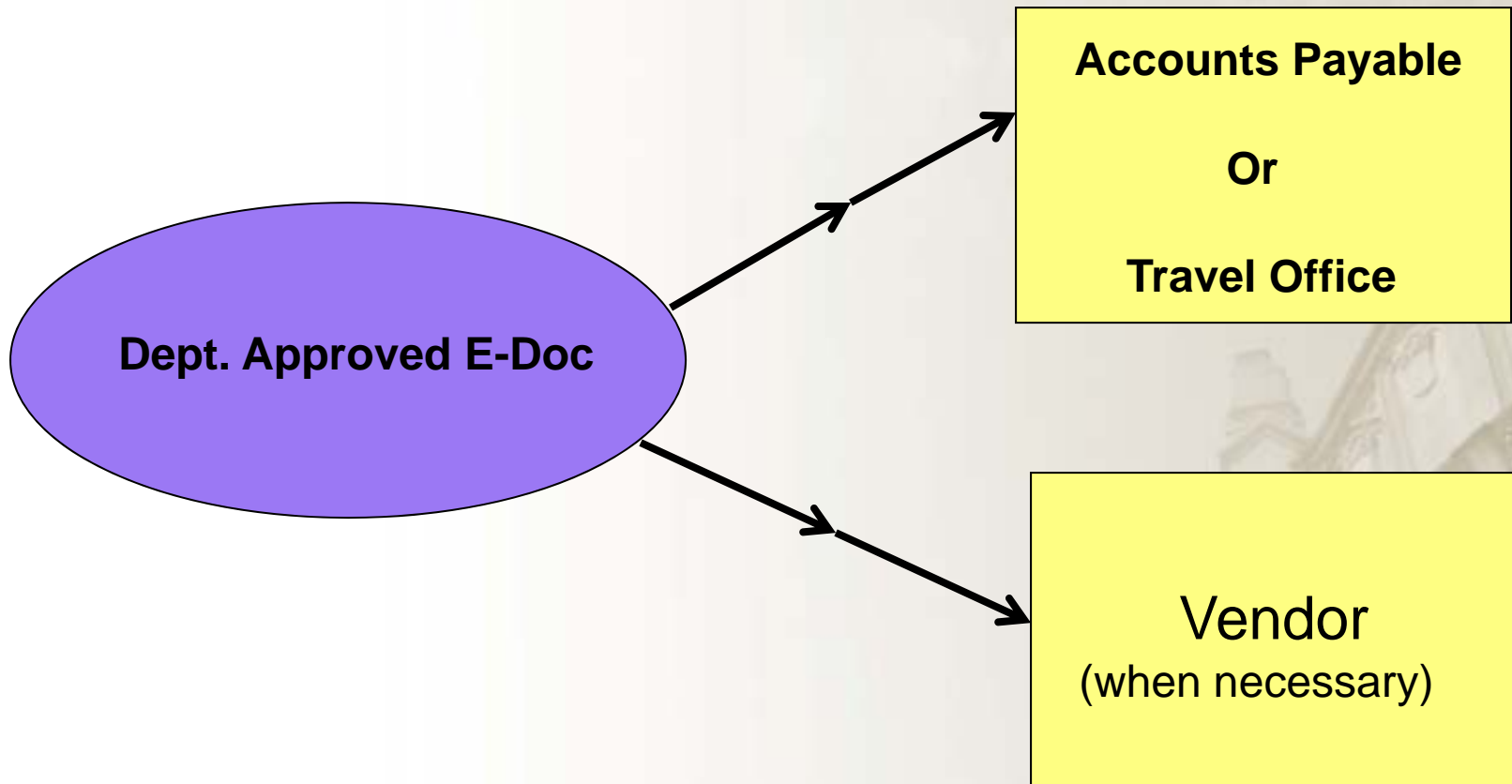
```
graph LR; A([Dept E-Doc  
(creator)]) --> B[Accounts  
Payable/Travel];
```

Dept E-Doc
(creator)

Accounts
Payable/Travel

Reference number must be noted on all
paper documents

E-Doc Paper Flow



E-Doc Paper Flow

- The creating department will need to screen print the E-Doc from FAMIS and forward a copy to the vendor. (the vendors have been informed of the new purchasing E-Doc's).
- The creating department will need to forward all supporting documentation to the appropriate processing area.

Re-Calling/Re-Routing an E-Doc

An E-doc can be opened by the creator if it has not been completed. To do this the creator must get the document out of routing, re-route it to get it to the Inbox and then open it to make the change. Once it is closed it will follow the routing path again for signatures.

Re-Calling/Re-Routing an E-Doc

F6501 Update not allowed because document is routing

237 Exempt Purchase Close

02/24/10 12:15

FY 2010 CC 05

Screen: ____ Doc: E000024 R O U T I N G

Close Document: Y

=====
Doc Summary: AIRLINE TICKETS FOR 2 STUDENTS

Doc Year: 2010 Doc Date: 02/22/2010 Cat: EP State:

Dept: VPRS Sub Dept: Total Amt: 1192.60

Vendor: 11349946506 JP MORGAN CHASE

LDT Cd:

Reimburse Id:

FOB:

User Ref: 241001-10000

All Items Received: N

Date Received:

nter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---

Hmenu Help EHelp

Next Item **Route** Recal

Warns

Re-Calling/Re-Routing an E-Doc

To make changes to a Purchasing document once it has been sent to Routing, you must Recall it. For example, you realize that you must change an account object code on a document, but it is Routing. You can make those changes, but must recall the document from the routing system. To do this, you should:

- Advance to Screen 912 (your document Out-Box).
- Locate the document you would like to re-open and type an 'X' next to it.
- Press PF5 to recall the document from the routing and approval system.
- Advance to Screen 238 to re-open the document.“

These instructions can be found in the Purchasing Manual, page I-25 You will need to use Screen 238 for Exempt documents.

Helpful Tips

- State and University mandates and guidelines still apply
- When an E-Doc is closed successfully, immediately forward all support documents to their required destination
- Always reference the E-Doc Number on ALL support documents

Questions, Comments, Concerns

FAMIS User Manual:

<http://www.tamus.edu/offices/famis/usermanuals/>

Procurement Office or Accounts Payable Office
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PRAIRIE VIEW A&M UNIVERSITY