

PRAIRIE VIEW A&M UNIVERSITY PURCHASING FAMIS CAMPUS WIDE REFERENCE CARD SCREEN LIST & GLOSSARY

<https://apps2.sago.tamus.edu/CanopyTwo/Login.aspx>
Enter FAMIS Logon ID & Password

FAMIS PHONE NUMBERS

FAMIS Purchasing Helpline (TAMU) (979) 458-6450
Purchasing Department (936) 857-2513
Purchasing Department FAX (936) 857-2799
Requests for Access or Access Changes (936) 857-2913

Email Address – FAMISHELP@TAMU.EDU
B21 Purchasing Bulletin Board

DEPARTMENTAL ACCESS

REQUISITIONS

- 247 Copies items from a closed document to a new requisition.
- 250 General requisition information that pertains to the entire document such as departments, contact and suggested vendor sources.
- 251 Shipping and Invoicing address, special vendor instruction text codes that pertain to the entire requisition document.
- 252 Addition header text to text recorded on screen 251.
- 253 Sole source justification screen. Listing items of proprietary functions or features, any other companies with similar items, and why they are unsatisfactory.
- 254 Information that pertains to the individual line items on the requisition such as quantity, unit price, description, and account.
- 255 Enter additional item description that exceeds the space on screen 254.
- 256 Close screen for requisitions.
- 257 Copy Requisitions to either Bids or Purchase Orders.
- 258 A document can be canceled/deleted, frozen, or re-opened only prior to routing. Specific items or all items on a document can be deleted.
- 259 Notes - screen for requisitions.

ROUTING & APPROVAL

- 910 The document in-box - documents awaiting your action.
- 911 Access documents as a substitute for a particular person.
- 912 The document out-box displays all the documents that the user has taken action on.
- 913 Used to access routing documents that have been deleted from the routing and approval system by their creator.
- 914 Used to access routing history on any document that has been submitted into routing and approval.
- 915 Displays the approval structures that a person is attached to within each campus code.

BIDS

- 410 General bid information that was transferred from the requisition.
- 411 Shipping and Invoicing address.
- 412 Additional text information.
- 413 Sole Source Justification
- 414 Information that pertains to the individual line items on the Bid such as quantity, unit price, and description.
- 415 Additional line item description.
- 416 Close screen for a bid.
- 417 Copy/Transfer bid line item
- 418 Flag Maintenance for bids
- 419 Note text for bids

BID LIST MAINTENANCE

- 420 Create Master Bid List
- 421 Copy Vendors from Master List to Specific List
- 422 Create Specific Bid List
- 423 Modify Bidder List for Specific Bid
- 424 Bid List Header Maintenance
- 426 Copy a Specific List from one Bid to a Specific List of another Bid
- 428 Flag Maintenance for Bid List
- 430 Bid List Response

BIDDER MAINTENANCE

- 452 Create/Modify Bidder Information
- 453 Relate Local Bidder to Commodities
- 454 Bidder Flag Maintenance
- 456 Copy FAMIS Vendor to Bidder File
- 457 Copy Bidder to FAMIS Vendor File
- 463 View Commodities for a Bidder
- 464 Display Bidder List by Commodity

BROWSE BIDDER LISTS

- 480 Master List Browse
- 481 Display Master List by Commodity Code
- 485 Browse thru Specific Lists
- 486 Display Specific List by Open Date & Time
- 487 Display Specific List by Buyer, Open Date & Time
- 488 Display Specific List by Commodity, Open Date & Time
- 497 Display Bidders for a Master List
- 498 Display Bidders by Specific List

COMMODITIES

- 451 Create/Modify Commodity Codes
- 458 Create/Modify Commodity Code Aliases
- 460 Browse Commodity Codes by Name
- 461 Browse Commodity Codes by Number

EXEMPT PURCHASES

- 233 Copies from a closed exempt purchase order to a new exempt purchase order.
- 235 General requisition information that pertains to the entire document.
- 236 Information that pertains to each item on the document.
- 237 Close screen for exempt purchase orders.
- 238 Maintenance screen for exempt purchase orders.
- 239 Notes screen for exempt purchase orders.

LIMITED PURCHASE (> \$5000.00 local and > \$2000.00 state)

- 240 General requisition information that pertains to the entire document such as depts. vendor, and ship to/invoice to

LIMITED PURCHASES –cont'd

- addresses.
- 241 Information that pertains to each item on the document.
- 242 Close screen for limited purchase orders.
- 243 Maintenance screen for limited purchase orders.
- 244 Notes screen for limited purchase orders.
- 245 Copies from a closed limited purchase order to a new limited purchase order.

MASTER ORDERS

- 260 MO Header Create/Modify
- 261 MO Shipping and Text
- 262 MO Additional Text
- 263 MO Sole Source
- 264 MO Item Create/Modify
- 265 MO Item Description Cont'd
- 266 MO Close Screen

PURCHASE ORDERS

- 220 Used to view header information.
- 221 Shipping and Invoicing address.
- 222 Additional text information.
- 223 Sole Source Justification.
- 224 Used to view the line item description.
- 225 Additional line item description
- 226 Close screen for purchase orders

RECEIVING

- 321 Create a receiving document for goods or services received indicating the shipper, packing slip and piece count.
- 322 Displays purchase order line item detail and allows entry to indicate quantity on items to be accepted or rejected.
- 323 Purchase order line item detail-entry to indicate items accepted, rejected, backordered, or marked as late quantity.
- 326 Close a receiving document. Initiates the process for a three-way match to pay for purchase.
- 330 Inquiry screen by document. Summary of all receipts for a document.
- 331 Display receiving information by department code.
- 332 Displays receiving document information for a certain status within a department.
- 338 Inquiry screen that displays a summary about a shipment.
- 339 Display detailed line information about a shipment.

INVOICING

- 340 Used to create an Invoice Header.
- 341 Used to create an Invoice Header (Dept.).
- 342 Used to create an Invoice Line Item.
- 344 Used to create an Invoice Frt/Tax/Ins/Other Items.
- 345 Invoice Pending Voucher Create/Modify.
- 346 Used to close an Invoice Document.
- 350 Used for Invoice Inquiry by PO Document.
- 351 Used for Invoice Inquiry by Vendor.
- 358 Used for Invoice Document Inquiry.
- 359 Used for Invoice Item Summary.

PRELIMINARY FIXED ASSETS

- 360 Used to build a preliminary asset record from a PO, from an approved asset or from other preliminary assets.
- 361 View information for the asset created on screen 360.
- 362 Used to add or modify preliminary fixed asset data, such as serial #, class, bldg #, etc.

DEPARTMENTAL INQUIRY

DOCUMENT INQUIRY

271	Inquiry information on documents that are closed but not routed.
272	Inquiry information on documents by status.
278	Inquiry screen that shows information such as items, prices and status on a document.
279	Inquiry information on each line item on any document.
280	Inquiry information on requisitions and purchase orders. Required information needed to utilize this screen is the document number.
281	Inquiry information by dept/subdept.
282	Inquiry screen by account number.
284	Inquiry screen by department's user reference number.
285	Inquiry screen by vendor name or number provides a complete listing of all purchase orders and requisitions assigned to a vendor.
286	Inquiry screen by state requisition number. (711#)
287	Inquiry screen by state order number.
288	Inquiry screen that provides a summary of all information pertaining to a document.
290	Inquiry document tracking screen. This is useful tracking a documents destination.
291	Inquiry document tracking screen. This is useful tracking a documents origination.

SCREEN LIST BY FUNCTION/SCREEN NUMBER

BIDS

410	Bid Header Create/Modify
411	Bid Shipping and Text
412	Bid Header Text Continued
413	Bid Sole Source
414	Bid Line Item Create/Modify
415	Bid Item Description
416	Bid Document Close
417	Bid Line Item Copy/Transfer
418	Bid Flag Maintenance
419	Bid Note Text

BID LIST MAINTENANCE

420	Master List Create
421	Copy Master List to Specific List
422	Specific List Create
423	Bid List Bidder Modify
424	Bid List Header Maintenance
426	Copy Specific List to Specific List
428	Bid List Flag Maintenance
430	Bid List Response

BIDDER MAINTENANCE

452	Create/Maintain Bidder Information
453	Relate Local Bidders to Commodity Codes
454	Bidder Flag Maintenance
456	Copy FAMIS Vendor to Bidder File
457	Copy Bidder to FAMIS Vendor File
463	View Commodities for a Bidder

BIDDER MAINTENANCE-cont'd

464	Display Bidder List by Commodity
-----	----------------------------------

BROWSE BIDDER LISTS

480	Master List Browse
481	Display Master List by Commodity Code
485	Browse thru Specific Lists
486	Display Specific List by Open Date & Time
487	Display Specific List by Buyer, Open Date & Time
488	Display Specific List by Commodity, Open Date & Time
497	Display Bidders for a Master List
498	Display Bidders by Specific List

COMMODITIES

451	Create/Modify Commodity Codes
458	Create/Modify Commodity Code Aliases
460	Browse Commodity Codes by Name
461	Browse Commodity Codes by Number

DOCUMENT INQUIRY

271	Documents Closed but not Routed
272	Documents by Status
278	Inquiry information on a document
279	Inquiry information on each line item
280	Document Inquiry
281	Inquiry by Dept/Sub-Dept.
282	Document Inquiry by Account.
284	Inquiry by User Reference
285	Inquiry by Vendor
288	Document Summary
290	Document Tracking Inquiry
291	Document Tracking Cross Reference

EXEMPT PURCHASES

233	Exempt Copy Screen
235	Exempt Purchase Header
236	Exempt Purchase Line Items
237	Exempt Purchase Close Screen
238	Exempt Purchase Flag Maintenance
239	Exempt Purchase Notes

INVOICING

340	Invoice Header Create
341	Invoice Header Create (Dept.)
342	Invoice Line Item Create
344	Invoice Frt/Tax/Ins/Oth Items
345	Invoice Pending Voucher Create/Modify
346	Invoice Document Close
350	Invoice Inquiry by PO Document
351	Invoice Inquiry by Vendor
358	Invoice Document Inquiry
359	Invoice Item Summary

LIMITED PURCHASES

240	Limited Purchase Header
241	Limited Purchase Item
242	Limited Purchase Close Screen
243	Limited Purchase Flag Maintenance
244	Limited Purchase Notes
245	Limited Copy Screen

MASTER ORDERS

260	MO Header Create/Modify
261	MO Shipping and Text
262	MO Additional Text
263	MO Sole Source
264	MO Item Create/Modify
265	MO Item Description Cont'd
266	MO Close Screen

MISC. INFORMATION

206	Vendor Ownership Information
218	Re-Number Screen
234	Part Number Screen
306	Object codes for Exempt Purchase

PURCHASE ORDERS

220	PO Header Create/Modify
221	PO Shipping and Text Info
222	PO Additional Header Text
223	PO Sole source
224	PO Item Create/modify
225	PO Item Description Cont'd
226	PO Close Screen

RECEIVING

321	Receiving Rpt. Create (Dept.)
322	Receiving Item Create
323	Receiving Item Create
326	Receiving Document Close
330	Receiving Doc. Inq. by Document
331	Receiving Doc. Inq. by Department
332	Receiving Doc. Inq. by Status, Dept.
338	Receiving Shipment Summary
339	Receiving Shipment Line Item Summary

REQUISITIONS

247	Req. Copy Document
250	Req. Header Create/Modify
251	Req. Shipping and Text Info
252	Req. Additional Header Text
253	Req. Sole Source
254	Req. Item Create/Modify
255	Req. Item Description Cont'd
256	Req. Document Close
257	Req. to BID/PO copy/Transfer
258	Req. Flag Maintenance
259	Req. Notes

ROUTING & APPROVAL

910	Document In-Box
911	Document In-Box by PID
912	Document Out-Box
913	Deleted Documents
914	Document Routing History
915	Approval Profile by PID

Rev. 10/11/2005 – Help Desk Email Address Correction

Rev. 09/24/2007 – Canopy Web Site Update.