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
### Object Codes

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

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More Data -- Press <ENTER> to View
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

Creator

Dept 1 signer

Dept 2 signer

Central Processing

Buyer

Purchase Order
Reference number must be noted on all paper documents
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
• 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
Record has been successfully added
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
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

JP MORGAN CHASE

Screen: __ Doc: E900004 Item: 1.0

<table>
<thead>
<tr>
<th>Item</th>
<th>St</th>
<th>Account</th>
<th>Qty.</th>
<th>UOM</th>
<th>Price</th>
<th>--Disc.--</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>CL</td>
<td>222210 00000 3811</td>
<td>1.00</td>
<td>EA</td>
<td>165.0000</td>
<td>_ _ _ _ _ _</td>
<td>165.00</td>
</tr>
</tbody>
</table>

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: _

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 CAcct MACct 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
Document has been closed and successfully routed.
F8268 Routing paths for unit PVFARP has not been established.

237 Exempt Purchase Close

Screen: I Doc: E900004

In Process

Close Doc

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

Reimburse Id: User Ref: 222210-00000

LDT Cd: FOB: 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 Warnings

Document has not been closed or successfully routed
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
Please enter desired modifications

238 EP Flag Maintenance  A VENDOR

Screen: __ Doc: E000006

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 PO  N
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
New Notes

F0002 Record has been successfully added
239 Exempt Purch Note Text

Screen: __ Doc: E900004 Item: __1.0 Closed

06/17/09 15:24
FY 2009 CC PV

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. ITINERARY ENCLOSED_

Page (F/B/E): _

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

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

New Doc: _____ FY: _____ Cat.: _____ Dt: __________
or
Existing Doc: E900003

Copied Items

Header Screen: _

Func Item _____ Desc ______ Quantity Unit Price UOM Ext. Price Cd
_ 1.00 crystal engraved 4.00 40.0000 EA 160.00

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.)
Reference number must be noted on all paper documents.
E-Doc Paper Flow

Dept. Approved E-Doc

Accounts Payable

Or

Travel Office

Vendor

(when necessary)
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.
F6501 Update not allowed because document is routing

237 Exempt Purchase Close 02/24/10 12:15
FY 2010 CC 05

Screen: ___ Doc: E000024 ROUTING
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
936-261-1902
crstewart@pvamu.edu
ddbean@pvamu.edu