The document out-box displays all the documents that the user has taken action on. The document in-box displays documents awaiting your action.

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 reopened 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
425 Copy a Specific List from one Bid to a Specific List of another Bid
426 Flag Maintenance for Bid List
428 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
458 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 PURCHASES –cont’d
240 General requisition information that pertains to the entire document such as depts, vendor, and ship to/invoice to

LIMITED PURCHASES (> $5000.00 local and > $2000.00 state)
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.
324 Close a receiving document. Initiates the process for a three-way match to pay for purchase.
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, blgd #, etc.
BIDDER MAINTENANCE—cont’d
464 Display Bidder List by Commodity

BROWSE BIDDER LISTS
480 Master List Browse
481 Display Master List by Commodity Code
482 Browse thru Specific Lists
483 Display Specific List by Open Date & Time
484 Display Specific List by Buyer, Open Date & Time
485 Display Specific List by Commodity, Open Date & Time
486 Display Bidders for a Master List
487 Display Bidders by Specific List

COMMODITIES
451 Create/Modify Commodity Codes
452 Create/Modify Commodity Code Aliases
453 Create/Modify Commodity Codes by Name
454 Browse Commodity Codes by Number

DOCUMENT INQUIRY
271 Documents Closed but not Routed
272 Documents by Status
273 Inquiry information on documents such as items, prices and status on a document.
274 Inquiry information on each line item on any document.
275 Inquiry information on requisitions and purchase orders.
276 Inquiry screen by dept/subdept.
277 Inquiry screen by account number.
278 Inquiry screen by department’s user reference number.
279 Inquiry screen by vendor name or number provides a complete listing of all purchase orders and requisitions assigned to a vendor.
280 Inquiry screen by state requisition number. (711#)
281 Inquiry by Dept/Sub-Dept.
282 Inquiry by State Order Number
283 Inquiry screen that provides a summary of all information pertaining to a document.
284 Inquiry document tracking screen. This is useful tracking a documents destination.
285 Inquiry by Account.
286 Inquiry by Dept/Sub-Dept.
287 Inquiry by State Order Number
288 Inquiry by State Order Number.
289 Inquiry by Status.
290 Inquiry Document Tracking Inquiry
291 Inquiry Document Tracking Cross Reference

EXEMPT PURCHASES
233 Exempt Copy Screen
234 Exempt Purchase Header
235 Exempt Purchase Line Items
236 Exempt Purchase Close Screen
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
343 Invoice Frt/Tax/Ins/Oth Items
344 Invoice Pending Voucher Create/Modify
345 Invoice Document Close
346 Invoice Document Close
347 Invoice Document Close
348 Invoice Document Close
349 Invoice Document Inquiry
350 Invoice Inquiry by PO Document
351 Invoice Inquiry by Vendor
352 Invoice Document Inquiry
353 Invoice Document Inquiry
354 Invoice Document Inquiry
355 Invoice Document Inquiry
356 Invoice Document Inquiry
357 Invoice Document Inquiry
358 Invoice Document Inquiry
359 Invoice Document Inquiry

LIMITED PURCHASES
240 Limited Purchase Header
241 Limited Purchase Item
242 Limited Purchase Close Screen
243 Limited Purchase Close Screen
244 Limited Purchase Flag Maintenance
245 Limited Purchase Notes
246 Limited Copy Screen
247 Limited Purchase Notes
248 Limited Purchase Notes
249 Limited Purchase Notes
250 Limited Purchase Notes
251 Limited Purchase Notes
252 Limited Purchase Notes
253 Limited Purchase Notes
254 Limited Purchase Notes
255 Limited Purchase Notes
256 Limited Purchase Notes
257 Limited Purchase Notes
258 Limited Purchase Notes
259 Limited Purchase Notes

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
218 Re-Number Screen
223 Part Number Screen
230 Object codes for Exempt Purchase

PURCHASE ORDERS
222 PO Additional Header Text
225 PO Item Create/modify
226 PO Item Create/modify
227 PO Item Description Cont’d
228 PO Close Screen

RECEIVING
231 Receiving Rpt. Create (Dept.)
232 Receiving Item Create
233 Receiving Item Create
234 Receiving Document Create
235 Receiving Document Close
236 Receiving Document Close
237 Receiving Document Close
238 Receiving Document Close
239 Receiving Document Close
240 Receiving Document Close
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259 Receiving Document Close

ROUTING & APPROVAL
901 Document In-Box
902 Document In-Box by PID
903 Document Out-Box
904 Deleted Documents
905 Document Routing History
906 Approval Profile by PID

Rev. 10/11/2005 – Help Desk Email Address Correction
Rev. 09/24/2007 – Canopy Web Site Update.