# Section 08.03

# FREQUENTLY USED FAMIS SCREENS

The following is a list of screens frequently used in FAMIS. The list is organized by FAMIS menu screens. Menu screens will start with the letter "M" and will be followed by a two digit number. For example, M01 or M11.

001 FRS Main Menu-includes menus to help find screens

## FRS FINANCIAL ACCOUNTING SCREENS

### M01 ACCOUNT INFORMATION - Inquiry

#### General Ledger (GL) Non-Dollar Information
002      GL 6 Digit Non-Dollar Information
029      Account Search GL/SL by acct, title, dept, responsible person

#### Subsidiary Ledger (SL) Non-Dollar Information
006      SL 6 Digit Non-Dollar Information
008      SL 6 Digit Non-Dollar Information Attributes 2
009      SL Grant/Contract Attributes
029      Account Search GL/SL by acct, title dept, responsible person
068      Account Search with support accounts included

### M03 GL/SL BALANCES & DOLLAR INFORMATION

#### General Ledger (GL) Dollar Information
018      GL 6 Digit List

#### M03 Subsidiary Ledger (SL) Dollar Information
019      SL 6 Digit List with Category Totals
032      SL Budget Data List
034      SL Summary by Budget Pool (go here for quick balance)

#### M03 GL/SL Transactions and Statement
*PF6:Position cursor on any transaction on the screens below. Press PF6 for detailed transaction record.*
023      Transaction Inquiry by Account (entire Fiscal Year)
046      Transactions for a Month on Reference Number 2 or 4

350    Invoice Inquiry by Purchasing Document Number

351    Invoice Inquiry by Vendor Number

358    Invoice Document Inquiry (PF6 to read PIP)

359    Invoice Item Summary


### *M52 Departmental Budget Requests Menu*

520    Create/Modify a DBR

521    List Requests


### *M61 Accounts Receivable Inquiry*

602    Customer Name Search

603    Customer Add/Modify (A/R Dept Entry)

632    Invoices by Customer

633    Invoices by Billing Department

634    Invoice Line Items by Account

635    Invoice Display

636    Invoice Line Item Display

637    Invoices by Invoice Number

638    Invoices by SPR Project


### *M90 Routing and Approvals*

910    Document In-Box

911    Document In-Box by Name

912    Document Out-Box

913    Deleted Documents

914    Document Routing History

915    Approval Profile by Name (use to see who is on what desk)

916    Approval Document In-Box

917    Approval Document In-Box by Name


### *Object Code & Account Control Lists*

306    Exempt Object Codes

805    GL Account Control Descriptions

806    SL Object Code Descriptions (revenue & expense)


### *Change Campus Part & Fiscal Year*

882    Current Session Campus and/or Fiscal Year

**PURCHASING DOCUMENT TYPES/CLASSES**

Bid = PDB or B number

Exempt = PEP or E number

Number Invoice Problem = PIP or I number

Limited = PLP or L number

Purchase Order = PPO or P number

Requisition = PRQ or R number