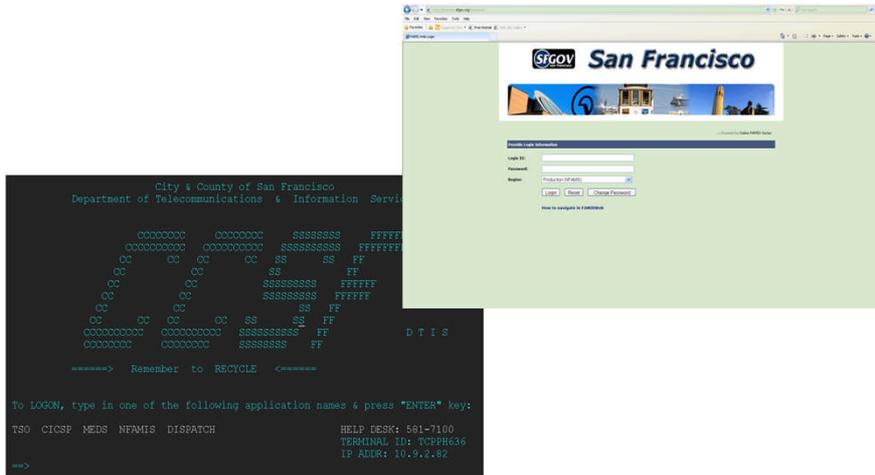


City and County of San Francisco FAMIS Accounts Payable



Agenda

- Introduction & Objectives
- Policies & Procedures
- Payment Requests to be Processed in FAMIS Accounting & FAMIS Purchasing
- Payment Requests Overview
- Accounts Payable Transaction Codes

Agenda – Cont'd

- Processing Payment Requests in FAMIS Accounting
 - I. Basic Steps of Processing Payment Requests
 - II. Paying Multiple Invoices for One Vendor through Single Payment Request
 - III. Paying Multiple Vendors through Single Payment Request
 - IV. Processing One-Time Payment or Refund
 - V. Processing Credit Memo
- Accounts Payable Inquiries
- Practice Sets

Introduction & Objectives

Objectives

After this training session, you should be able to:

- Understand City's payment related policies and locate the policies online
- Differentiate payment documents that should be processed in FAMIS Accounting and in FAMIS Purchasing
- Enter a payment request using a regular FAMIS transaction
- Enter a payment request using the RIMS
- Enter a credit memo against a vendor
- Enter one payment document with multiple vendors for the same type of transaction
- Use the Accounts Payable inquiries

Accounts Payable Policies & Procedures

FAMIS Accounts Payable Highlights

What do FAMIS Accounts Payable Documents do?

- Establishes liability at the time an invoice is entered – Vouchers Payable
- Establishes due dates for each voucher (30 days from invoice receipt date)
- Consolidates multiple payments for the same vendor Citywide
- Prints vendor checks based on the due date (checks are printed ONCE every week on Wednesday night for due dates through Friday with Thursday check dates for mailing on Friday)

FAMIS Accounts Payable Highlights – Cont'd

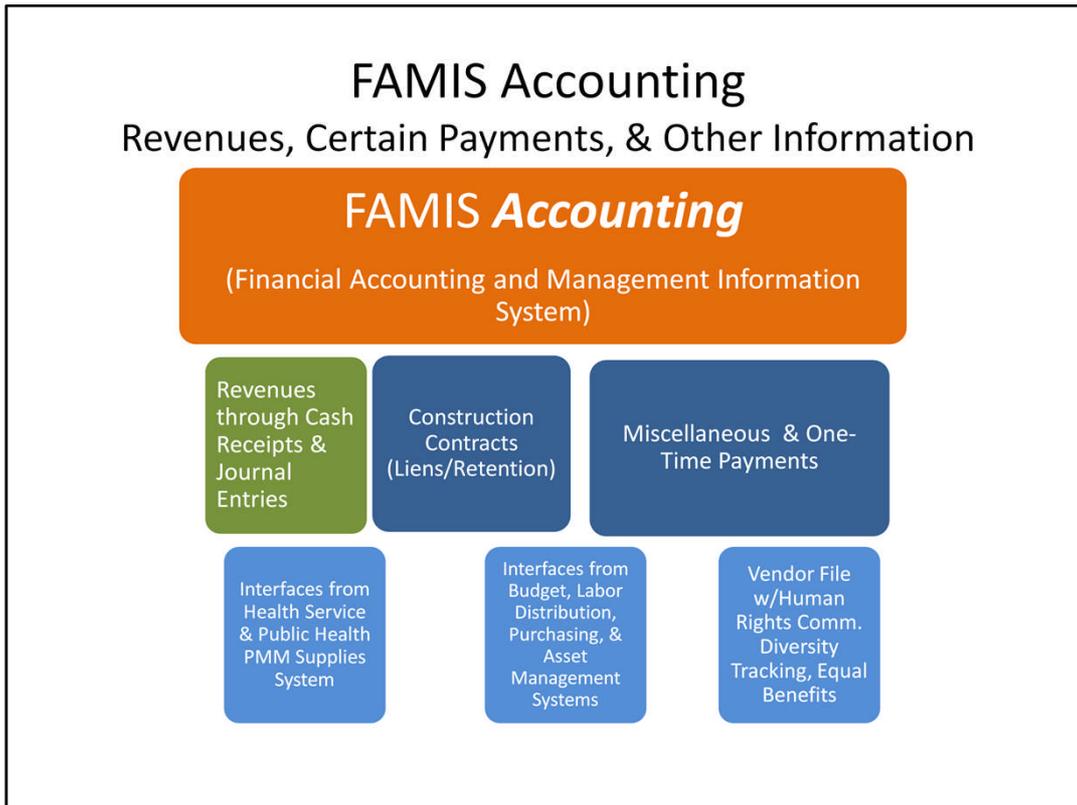
What do you need to do?

- Three-way matching
- Process invoices as soon as you receive them
- Take advantage of discounts – put due date night before discount due
- Minimize the use of Controller's Office instant print check – for dire emergencies only

Links to Accounts Payable Policies & Guidelines

- Accounting Rules and Contracting Regulations Presentation
 - <http://sfcontroller.org/Modules/ShowDocument.aspx?documentid=2141>
- Payment Processing Guidelines
 - <http://sfcontroller.org/Modules/ShowDocument.aspx?documentid=2178>
- Business Travel Reimbursement Guidelines
 - <http://sfcontroller.org/Modules/ShowDocument.aspx?documentid=2174>
- One-Time Payment Policy
 - <http://sfcontroller.org/Modules/ShowDocument.aspx?documentid=2070>
- Vendor Compliance Status Check
 - [http://mission.sfgov.org/DocCenter/DispDetail.aspx?DocNo=154&S=0&P=ByDept.aspx&T=Office%20of%20Contract%20Administration%20\(OCA\)%20|%20Training%20Materials&K=70127](http://mission.sfgov.org/DocCenter/DispDetail.aspx?DocNo=154&S=0&P=ByDept.aspx&T=Office%20of%20Contract%20Administration%20(OCA)%20|%20Training%20Materials&K=70127)

Payments to be Processed in FAMIS
Accounting & FAMIS Purchasing



FAMIS stands for Financial Accounting and Management Information System. FAMIS Accounting is the heart of the system. Revenues are recorded through cash receipts documents and revenue transfers through journal entries. Only certain types of payments are processed directly in FAMIS Accounting: 1) Construction Contracts with liens or retentions, and 2) miscellaneous and one-time payments. We also process all journal entries in FAMIS Accounting. All other payments are processed in the FAMIS Purchasing System and then are interfaced to FAMIS Accounting. Other interfaces to FAMIS Accounting as noted earlier are from the Budget, Labor Distributions, and Asset Management Systems. There are also interfaces from Health Service and the Public Health Pathway Materials Management Supplies System as well as the Vendor File updates from Human Rights Commission for diversity tracking and equal benefits information.

FAMIS Purchasing Purchases & Payments

FAMIS *Purchasing*

Commodity Purchasing for all
goods & services

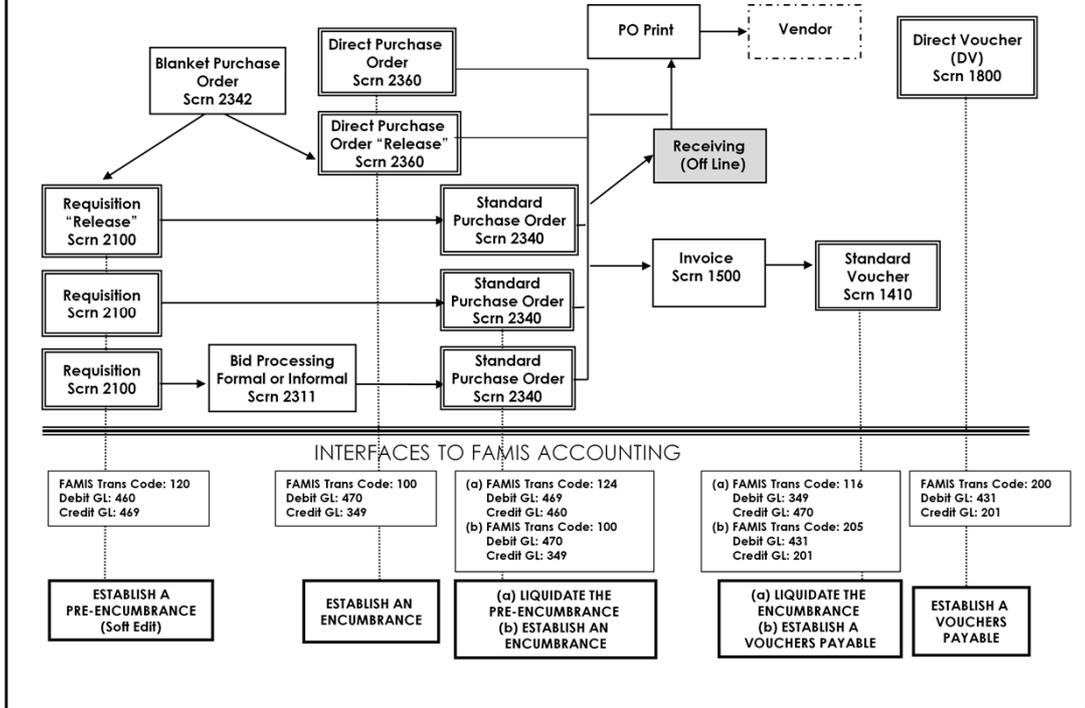
Maintenance
& Service
Agreements

Professional
Service Contracts

Construction
Contracts (except
Liens/Retention)

All purchases of goods and services, maintenance and service agreements, professional service contracts, and construction contracts (except liens and retentions) are processed through FAMIS Purchasing. FAMIS Purchasing information automatically interfaces to the FAMIS Accounting System.

FAMIS Purchasing (ADPICS) Overview



Accounts Payable Overview

Type of Payment Request	FAMIS Purchasing or Accounting?	
Advertising*	Purchasing	Accounting
Claims		Accounting
Construction**	Purchasing	Accounting
Court-related fees		Accounting
Credit Memo		Accounting
Dues & Subscriptions		Accounting
Employee Reimbursements		Accounting
Escrow Payments		Accounting
Investment Management Services		Accounting
Liens & Retentions		Accounting
Maintenance & Lease Agreements – Copiers or Other Equipment	Purchasing	
Materials & Supplies	Purchasing	

**Advertising: if placing Official Ad or Outreach Ad, process payment in FAMIS Accounting using document type OA. For all other types of advertising, set up purchase orders in FAMIS Purchasing.

**Construction: Set up and pay in FAMIS Purchasing whenever possible. There are circumstances such as retainage, liens, and other more complicated situations for which FAMIS Purchasing is not appropriate. In that case, use FAMIS Accounting.

These two Accounts Payable Overview slides display many different types of payment requests and whether they are processed in FAMIS Purchasing or FAMIS Accounting. The ones listed under FAMIS Accounting are the payments that may be processed directly in FAMIS Accounting.

Accounts Payable Overview – Cont’d

Type of Payment Request	FAMIS Purchasing or Accounting?	
Payroll-related payments, e.g. credit unions		Accounting
Postage		Accounting
Real Estate-Leases & Rentals	Purchasing	
Refunds of Revenues & Liabilities		Accounting
Revolving Funds		Accounting
Service Agreements or Professional Services, incl. Elevator maintenance, Scavenger services	Purchasing	
Training Paid to Vendors*	Purchasing	Accounting
Travel Advances to employees		Accounting
Trust & Agency Payments		Accounting
Utilities		Accounting
Wire Transfers		Accounting

*Training Paid to Vendors: if the City brings in outside companies for training, it is a professional service contract and should be set up in FAMIS Purchasing. If employees go out to get training, the training can be paid directly to the vendor in FAMIS Accounting.

FAMIS Accounts Payable
Payment Requests Overview

FAMIS Payment Requests

FAMIS PURCHASING

There are many different types of payment requests. Use FAMIS PURCHASING if you are purchasing goods or services such as maintenance and lease agreements, service agreements and professional service agreements. Those purchase requests must be established in FAMIS PURCHASING as Blanket Purchase Order Releases or Direct Purchase Orders. Payments are then processed as Vouchers or Direct Vouchers.

FAMIS ACCOUNTING

All other payments listed on the next few slides are processed through FAMIS ACCOUNTING.

Payment Requests in FAMIS Accounting

Document Type	Document Prefix	Transaction	Examples
EP	EPDD (DD=Dept. code)	Encumbrance Payment Request-RIMS	Construction contracts with retention; DEM grants contracts
ER	ERDD	Encumbrance Payment Request-Non-RIMS	
RM	RMDD	Direct Payment Request-RIMS	Membership dues, fees, postage, trust & agency payments, utilities, etc.
PR	PRDD	Direct Payment Request-Non-RIMS	

Payment Requests in FAMIS Accounting – Cont'd

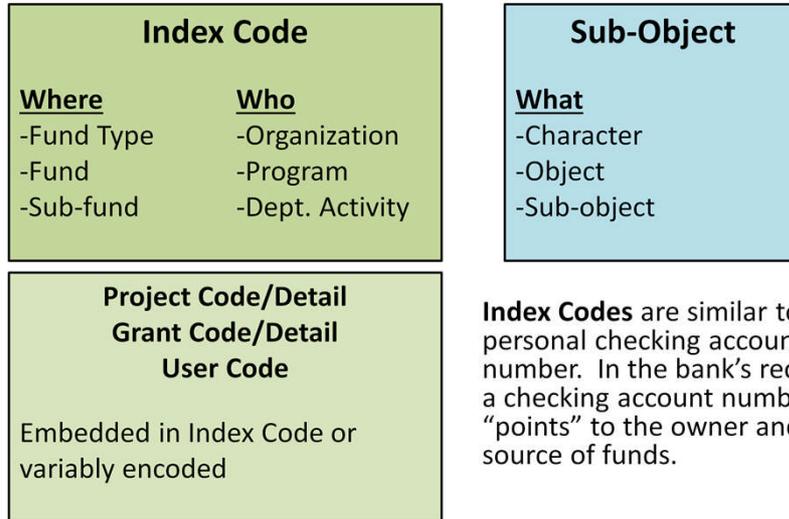
Document Type	Document Prefix	Transaction	Examples
OT	OTDD	One-Time Vendor Payments (non-1099 reportable)	Refunds of security deposits, claims and judgments, restitutions, etc.
RD	RDDD	Revenue Refund-RIMS.	Parking & traffic revenue refund to garages;
RR	RRDD	Revenue Refund-Non RIMS.	refunds of deposits for work done; refund of duplicate fees
JE	JEDD	Credit Memo Journal Entry -Non-RIMS	Credit against vendor for next payment Citywide

Payment Requests in FAMIS Accounting – Cont'd

Document Type	Document Prefix	Transaction	Examples
RF	RFDD	Revolving Fund Reimbursement-RIMS	Dept. petty cash replenishment
TA	TADD	Travel Advance & Liquidation	Advance to employees for travel > \$1,000
TE	TEDD	Employee Reimbursement	Local field expenses such as parking/toll/BART
TT	TTDD	Travel & Training Reimbursement	Travel /training reimbursement
TX	TXDD	Tax Refunds	Tax Collector property tax refunds

FAMIS Accounts Payable
Transaction Codes

FAMIS Data Classification Structure



Here is how we must identify each accounting event we want to record in FAMIS. We use an Index Code that represents the combination of our funding source (Where) and our department (Who). We can also have embedded in our index code or variably encoded projects, grants, or user codes. If the codes are embedded, then we have a one-to-one relationship with that index code so that it posts not only to our organization and funding but also to the project, grant, or user code defined in the index code. If they are variably encoded, then you could have many projects, grants, or user codes that point to an index code. The sub-object is the required level of the object structure for posting any transaction. The Sub-object code describes the purpose of the transaction, i.e., 04951-Other Office Supplies. The Character and Object levels are used for budget and reporting purposes.

How is Data Recorded in FAMIS

- **Transactions** are used to record data in FAMIS. **Transaction Codes** point to pre-defined rules which tell the system what type of financial activity is being recorded.
 - In accounting lingo....Transaction Codes tell the system which general ledger and other accounts (sub-accounts, etc, etc, etc) to “debit or credit” .
- To record activity correctly in FAMIS, you **must use correct...**
 - **Transaction Code** and
 - **Data Classification**
- Transaction example:

Date	Trans Code	Description	Transaction Doc No	Index Code	Sub-object	Amount
02/09/12	408	Revenue Allocation	RACO12000017-08	625002	12210	596,250

In order to get the accounting data into FAMIS, we use transactions. Transactions are used to record data in FAMIS. Transaction codes point to pre-defined rules which tell the system what type of financial activity is being recorded. There are specific transaction codes to record everything from budget increases and decreases, payment due, revenues received, revenues due, encumbrances increased or decreased, expenditures, checks issued, bonds issued, and many, many more. To record anything in FAMIS, you must use the correct transaction code to describe the accounting event you wish to record, the correct index code to charge your organization and funds, and the correct sub-object code to describe what the entry is for. In the example, we are using transaction code: 408 which is adjustment to increase revenue account. In the next couple of slides, we will identify the transaction code range and explain the transaction document number in detail.

The Transaction codes tell the system what general ledger accounts to debit and credit and what system files and indicators to update. There must be a transaction code for every entry in FAMIS Accounting.

FAMIS Accounts Payable Transaction Codes

<i>Transaction Codes defaulted for FAMIS Accounting Payment Requests</i>		
Type of Transaction	T/C	Description
PR/RM -Direct Payment	210	Establish a V/P-Direct Expenditure
OT -One-time Payment	"	"
RF -Revolving Fund	"	"
TE/TT -Employee Reimbursement	"	"
TA -Travel Advance*	211	Establish a V/P for Advances (Gen TC210)
EP/ER -Encumbrance Payment*	215	Establish a V/P-Encumbered Expenditures
JE -Credit Memo	216	Establish a V/P-Credit Memo-Expenditure Abatement
RD/RR -Revenue Refund	217	Establish a V/P Revenue Refund
TX -Tax Refund	234	Establish a V/P-Current Liability with subsidiary

* 1) TA must be liquidated after the trip. 2) Contract payments involving retainages start with encumbrances. See next slides for more details.

The transaction codes on this slide will automatically appear on the detail line entry when you use these document types. Refer to FAMIS screen 5400 for complete listing of transaction codes.

FAMIS Accounts Payable Transaction Codes – Cont'd

<i>Transaction Codes for Travel Advance and Liquidation</i>		
Type of Transaction	T/C	Description
TA-Travel Advance	211	Establish a V/P for Advances (Gen TC210)
Actual Expense < TA	720	Expense Less Than Advance-Refund Of Expenditure (Gen TC719)
	440F	Liquidate Travel Advance
Actual Expense = TA	440F	Liquidate Travel Advance
Actual Expense > TA	250F	Establish a V/P-Expense Greater Than Advance (Gen TC440)
	440F	Liquidate Travel Advance

Travel advances create an asset – Advances (General Ledger 161). Advances must be liquidated after the travel and be recognized as expenditures. This slide shows the transaction codes for travel advance liquidation under different situations.

FAMIS Accounts Payable Transaction Codes – Cont'd

<i>Transaction Codes for Encumbrances & Payments with Retainage</i>		
Type of Transaction	T/C	Description
EN-FAMIS Encumbrance	140	Establish a Non-ADPICS Encumbrance
EP/ER-Encumbrance Payment	215	Establish a V/P-Encumbered Expenditures (Gen TC156)
	226	Establish a Retainage Payable from Encumbrance (Gen TC161)
	227	Establish a V/P-Release of Retainage Payable (Gen TC164)
	229	Establish a Liens Payable from Encumbrance (Gen TC161)
	223	Establish a V/P-Release of Liens Payable (Gen TC144)

When a contract involves retainage, first set up the encumbrance in FAMIS Accounting using document type EN. For construction contracts, encumber the regular payment under Sub-Object 02704 (Construction Contract) and the retainage under Sub-Object 02706 (Construction Contingency). When making the actual payment, use T/C 215 for regular payment and T/C 226 to set aside retainage payable. Both transaction codes generate another transaction code which liquidates the EN encumbrance. Use T/C 227 to pay the retainage when the retention is released. For liens, use T/C 229 to set up liens payable. When the stop notice is no longer effective, use T/C 223 to release the liens and make the payment.

FAMIS Accounts Payable Transaction Codes – Cont'd

<i>Transactions Interfaced to FAMIS Accounting from ADPICS</i>		
Type of Transaction	T/C	Description
ADPICS Direct Voucher	200	ADPICS Interface to Establish a V/P – Direct Expenditures
ADPICS Voucher through Purchase Order	205	ADPICS Interface to Establish a V/P – Encumbered Expenditures

We mentioned before how the FAMIS Purchasing entries are automatically posted to FAMIS Accounting. These two transaction codes 200 & 205 are for expenditures from FAMIS Purchasing. You do not see transaction codes when processing documents in FAMIS Purchasing. When they interface to FAMIS Accounting, you will see these transactions for the documents that you have processed.

FAMIS Accounts Payable Transaction Codes – Cont'd

Transaction Codes for Adjustments & Corrections		
Type of Transaction	T/C	Description
Credit Memo	216	Establish a V/P-credit memo-expenditure abatement
Refund of Deposits on Custom Work	235	Establish a V/P-refund of deposits on custom work
Cancellation of Payment*	240	Manual cancellation of a V/P-direct expenditure
Cancellation of Credit Memo	241	Manual cancellation of a V/P-credit memo expenditure abatement
Cancellation of Revenue Refund	248	Manual cancellation of a V/P-revenue refund

* See next slides for details on payment cancellation, incorrect checks, stop payment and lost warrant.

Check Cancellation and Stop Payment

<i>Payment Cancellation, Check Cancellation & Stop Payment</i>		
Type of Transaction	T/C	Description
<i>Canceling a payment request before check is issued</i>	240	For FAMIS Purchasing payments, cancel the Voucher in screen 8500; for FAMIS Accounting payments, cancel the Direct Payment Request through journal entry.
<i>Canceling a payment request after check is issued but not yet mailed out</i>		If the check has been issued but not sent out, call the Controller's Disbursements Unit at 554-7545 to catch the check. Request Controller's Office fund accountant to cancel the check.
<i>If incorrect check is mailed to vendor</i>		Call vendor to return check. Void check and contact the Controller's Office fund accountant to cancel the check. If check not returned, call Controller's Office Disbursements Unit to stop payment as described below.

These are helpful hints for canceling checks and processing stop payments for incorrect or lost checks.

Check Cancellation and Stop Payment – Cont'd

<i>Payment Cancellation, Check Cancellation & Stop Payment – Cont'd</i>		
Type of Transaction	T/C	Description
<i>Stop payment request</i>		FAX the Controller's Disbursement Unit at 554-7578 to request stop payment on a check that has been issued. FAX detailed check information and reason for stop payment. The Disbursement Unit will forward a request to the Treasurer's Office. It takes at least two days to process. Once stop payment is processed, Disbursement will request the Controller's Office fund accountant to cancel the check in FAMIS. Then you can submit a new payment request.

Check Cancellation and Stop Payment – Cont'd

<i>Payment Cancellation, Check Cancellation & Stop Payment – Cont'd</i>		
Type of Transaction	T/C	Description
<i>Lost warrant (check)</i>		Call the Controller's Disbursements Unit at 554-7545 to request the form "Lost Warrant Affidavit". Department completes Section 1 with original signatures. Vendor completes Section 2. Disbursement Unit processes the form and sends a stop payment request to the Treasurer's Office. Once the stop payment is processed, Disbursement will request the Controller's Office fund accountant to cancel the check in FAMIS. The Disbursements Unit will then process a replacement check.

Processing Payment Requests in FAMIS Accounting

I. Basic Steps of Processing Payment Requests in FAMIS Accounting

Processing Payments in FAMIS Accounting

1. Determine the type of payment you are making.
2. Determine the document type and document prefix it falls under.
3. Determine the transaction code you need by the accounting event you want to record.
4. Log in to FAMIS to the Main Menu, and select the Financial Processing menu or go to screen 4000.
5. Enter the two character Document Type and press Enter.

Processing Payments in FAMIS Accounting – Cont'd

6. Create the payment document through 5 steps:

a. Document Header

Enter summary information for the document

b. Notepad

Enter Notepad explanation for the document

c. Document Detail

Enter detail financial information for the document

d. View Document – Review for Errors

Check for financial and posting errors, correct, and save

e. Document Header-Post Document

Submit document for posting to ONLINE FAMIS.

Processing Payment - 6a. Document Header


Home

Accounting Purchasing
CCSF - TRAINING REGION

Home > FAML9000 > FAML0000 > FAML4000 > FAML4010

Approvals

FAML4010 - Document Header 02/16/2012

Notepad: Y

Document Category: PR DIRECT PAYMENT REQUESTS

Entered By: TRAINING ID 99

Document Number: PRUW12000002 Initiating Dept: WTR

Input Period (Mm Yyyy): 02 | 2012 | FEBRUARY

Vendor Number / Suffix: 08883 | 01 Approval Type: 01

VENDOR NAME : ALEXANDER HAMILTON INSTITUTE INC

VENDOR ADDRESS :

STREET : 70 HILLTOP RD

CITY / STATE / ZIP : RAMSEY NJ 074460119 COUNTRY: USA

DBA NAME :

BANK NUMBER :

Due Date: 02/16/2012 TREAS NO :

Document Amount: 79.20 Single Check: N

NUMBER OF LINES :

CURRENCY CODE :

TRANSACTION CODE HASH : RESPONSIBLE UNIT :

TERMS :

Posting/Edit Errors:

G082 - RECORD REPLACED

In the Document Header, enter the summary information as follows:

Document Number: XXDP (first 2 digits = Doc Prefix; second 2 digits = Your Department Code); system assigns rest of number

Input Period: MMYYYY (calendar period); system defaults to current period but can be changed to any open period in FAMIS

Vendor Number/Suffix: press SELECT>to screen FAML9600>choose the vendor number and the suffix (make sure the address for the suffix matches that on the vendor invoice)> press RETURN

Approval Type: 01 = Controller; your department may have a different 2-digit approval type

Due Date: MMDDYY (Be aware of Controller's check processing dates)

Single Check: N (always)

Document Amount: no dollar sign or “,” but must enter decimal point

Notepad: Y (always so you can enter a description for your payment).

Always SAVE before leaving this screen. Also, by pressing SAVE, the system guides you through the required fields.

To update Notepad, press ADL FCTNS>press NOTEPAD

Processing Payment - 6b. Notepad

Home > FAML9000 > FAML0000 > FAML4000 > FAML4010 > FAML1010

Accounting | Purchasing

Home CCSF - TRAINING REGION

Link Clear Enter Print FAML1010 - Notepad 02/15/2012 3:24 PM

Attached To: DOCUMENT NUMBER : PRUW12000002
Page: 01 Of 01

PAYMENT OF 24 ISSUES FOR MANAGER'S LEGAL BULLETIN.
PERIOD COVERED 07/15/11 TO 07/01/12
12B EXEMPT BECAUSE DEPT. YTD SPENDING SO FAR IS \$79.20.

G001 - RECORD SAVED

HELP TOP COPY LINE AUDIT INS LINE INS PAGE PRIOR PG NEXT PG SAVE DEL LINE DEL PAGE

After clicking NOTEPAD, you will be at this screen. Enter the description for your payment. You can have more than one page of explanation by pressing the INS PAGE function key. Check for spelling and other corrections before saving. For Non-RIMS document types, once you save, you cannot change it, you can only add additional lines. Be sure to SAVE before pressing the CLEAR key to return to the Document Header.

Processing Payment - 6c. Document Detail


Home

Accounting Purchasing
CCSF - TRAINING REGION

Home > FAML9000 > FAML0000 > FAML4000 > FAML4010 > FAML4250
Approvals

Link Clear Enter Print
FAML4250 - Other Documents
02/15/2012 3:27 PM

Document: PRUW12000002 - 01 Input Per: 02 2012 Amt: 79.20

Trans Code: 210 ESTABLISH A V/P-DIRECT EXPENDITURES

Document Ref: DP47-10103

Trans Desc.: *34518589*ACCT 8151854-1 MANAGER'S LEGAL BULLETIN

Trans Amount: 79.20 Trans Net Amt:

Index Code: 470401 WATER QUALITY - ADMIN

Sub-Object: 03571 SUBSCRIPTIONS

User Cd:

Grant:

Grant Detail:

Project:

Project Detail:

GI Account:

Subsidiary:

Vendor:

Bank Number: Treas No: Start/End:

Financial Errors:

G014 - RECORD FOUND

HELP
SELECT
DELETE
PRIOR
NEXT
VIEW DOC
SAVE

When you clear back to the Document Header screen, click on DTL ENTRY and the system takes you to FAML4250 Other Documents for you to work on the Document Detail line. The system has now assigned the full Document Number and defaulted the **Trans Code** corresponding to the Document Type. If a different transaction code is required, type over the default code.

Enter the following fields:

Document Ref: Some Trans Codes require a FAMIS document number in this field, e.g., T/C 440 for Travel Advance Liquidation & T/C 240 for Cancellation of V/P. Otherwise, this field is used for audit trail; enter according to your department requirements.

Trans Desc: Bracket the vendor invoice number with asterisks first, then a brief description of the transaction.

Trans Amount: No dollar sign or “,” but must enter decimal point.

Index Code: Enter the Index Code representing the cost center you are charging.

Sub-Object: Enter the Sub-Object for the type of expenditure being charged for.

Enter other fields such as Grant, Grant Detail, Project, Project Detail, etc. as necessary.

Press SAVE, the system will automatically lead you to the next Document Detail line. If no more lines to enter, press CLEAR to return to the Document Header. Press VIEW DOC to review for possible errors.

Processing Payment - 6d. View Document

SFGOV San Francisco Home | CCSF - TRAINING REGION

Accounting Purchasing

Home > FAML9000 > FAML0000 > FAML4000 > FAML4010 > FAML4250 > FAML4760 | Approvals

Link Clear Enter Print FAML4760 - Document Display 02/15/2012 3:29 PM

Document: PRUW12000002 Input Period: 02 2012 Amt: 79.20

S	Sfx	T/C	Document Ref	Index Code	Subobj	Vendor	G/L	Subsid	Err
Pst/Gst	Description								Trans Amount
01	210		DP47-10103	470401	03571				N
*34518589*ACCT 8151854-1 MANAGER'S LEGAL BULLETIN									79.20

HELP SELECT PRIOR PG NEXT PG

After pressing VIEW DOC, you are at screen FAML4760 Document Display.

- 1) Make sure total of all lines agree with Document Header amount.
- 2) Check for errors in the Err column. "N" means no errors. "Y" means you need to SELECT the line to view details and correct errors.
- 3) At the detail line, press ERROR to view the type of error involved. Correct the error and press SAVE.
- 4) Use the CLEAR key to return to the Document Header screen.

Processing Payment - 6e. Post Document

SFGOV San Francisco Home
CCSF - TRAINING REGION

Accounting Purchasing

Home > FAMIL9000 > FAMIL0000 > FAMIL4000 > FAMIL4010 Approvals

FAMIL4010 - Document Header 02/16/2012

Notepad: Y

Document Category: PR DIRECT PAYMENT REQUESTS
Entered By: TRAINING ID 99
Document Number: PRUW12000002 Initiating Dept: WTR
Input Period (Mm Yyyy): 02 | 2012 | FEBRUARY
Vendor Number / Suffix: 08863 | 01 Approval Type: 01
VENDOR NAME : ALEXANDER HAMILTON INSTITUTE INC
VENDOR ADDRESS :

STREET : 70 HILLTOP RD
CITY / STATE / ZIP : RAMSEY NJ 074460119 COUNTRY: USA
DBA NAME :
BANK NUMBER :
Due Date: 02/16/2012
Document Amount: 79.20
NUMBER OF LINES :
TRANSACTION CODE HASH :
Posting/Edit Errors:

TREAS NO :
Single Check: N
CURRENCY CODE :
RESPONSIBLE UNIT :
TERMS :

G014 - RECORD FOUND

HELP SELECT DELETE PRIOR NEXT DTL ENTRY VIEW DOC SUBMIT SAVE ADL FCTNS

From the VIEW DOC, CLEAR back to the Document Header screen and click SUBMIT to post your document.

Processing Payment - 6e. Post Document – Cont'd

Home > FAML9000 > FAML0000 > FAML4000 > FAML4010

Accounting | Purchasing

Home CCSF - TRAINING REGION

Link Clear Enter Print FAML4010 - Document Header 02/16/2012

Document Category: PR DIRECT PAYMENT REQUESTS Notepad:

Entered By: TRAINING ID 99

Document Number: [REDACTED] Initiating Dept: CON

Input Period (Mm Yyyy): 07 2011 JULY

Vendor Number / Suffix: [REDACTED] Approval Type:

VENDOR NAME :

VENDOR ADDRESS :

STREET :

CITY / STATE / ZIP : COUNTRY:

DBA NAME :

BANK NUMBER : TREAS NO :

Due Date: [REDACTED] Single Check:

Document Amount: [REDACTED] CURRENCY CODE :

NUMBER OF LINES : RESPONSIBLE UNIT :

TRANSACTION CODE HASH : TERMS :

Posting/Edit Errors:

APPROVAL PATH FOUND AND SUCCESSFULLY BUILT FOR DOCUMENT NUMBER : PRIUW12000002

HELP SELECT DELETE PRIOR NEXT DTL ENTRY VIEW DOC SUBMIT SAVE ADL FCTNS

Once submitted, you will see a message at the bottom of the screen: "Approval path found and successfully built for Document Number: XXDPYNNNNNNN" . (XX = Doc Prefix; DP = 2-digit department number; YY = Fiscal Year; NNNNNN = system assigned 6-digit number.)

Press CLEAR to go back to the Financial Processing screen. You can check the approval status of the document in screen 8020 by inputting the Document Number.

If No Invoice Number on Vendor Invoice

- If vendor does not provide an invoice number, use the following format:
 - DPMMDYY+(sequential letter)
 - DP = 2 character FAMIS Department Code; i.e. SH = Sheriff
 - MMDDYY = date of invoice; i.e., 011612
 - Use sequential letter beginning with A, B, C, etc., where more than one invoice received on the SAME DATE for that vendor
 - Example: *SH011612A**SH011612B*
- If this format does not work for your department, contact your Controller's Office Fund Accountant to discuss alternatives.

Maintaining an Audit Trail

- Always use Notepad to provide additional information regarding receipt, payment, or journal entry
 - Write clearly to convey what it is with understandable abbreviations
- Use Document Reference field to provide previous or source document information to cross reference for audit trail

Supporting Documentation

- Provide ORIGINAL supporting documentation for audit purposes
 - Packing slips
 - Receiving reports
 - Invoices
 - Vendor insurance – valid as of date of service
 - Screen print of FAML9560 for Compliant Vendor Status or copy of Sole Source Waiver

Vendor Set Up and Update in FAMIS

- Vendor set-up for Purchasing documents:
 - Contact via email – vendor.file.support@sfgov.org
- Vendor number is set up but you have a different address:
 - Check Screen FAML9610 – Vendor Address Summary Inquiry in FAMIS Accounting for a listing of existing addresses for that vendor
 - Request to add a vendor number suffix for the new address via email : vendor.file.support@sfgov.org
Must provide a copy of the invoice or vendor letterhead displaying the new address
- Vendor changed name:
 - Have vendor fill out W-9 and Vendor Information Change Request Form and email to vendor.file.support@sfgov.org

II. Paying Multiple Invoices for One
Vendor through Single Payment
Request in FAMIS Accounting

Keying Multiple Invoice Numbers in a Single Document

- Use when you have many invoices for one vendor
- Invoice number/s between pairs of asterisks as 1st item/s on Description Line
- Multiple invoices for a single payment entered on Trans Desc. Line using multiple lines:
 - Line 1 *0156789**0156790* with TOTAL doc. amt.
 - Line 2 '0156791**0156792* with 0.00 in Amount
 - Line 3 '0156793**0156794* with 0.00 in Amount
 - Trick – use apostrophe (') at beginning of 2nd line and 3rd line, etc., never at end of line
 - Must be same vendor, same transaction

Keying Multiple Invoice Numbers in a Single Document – Cont'd

Line 01 of document →

Invoice nos. between * * →

Grand Total of all lines →

Home > FAMIL9000 > FAMIL0000 > FAMIL6000 > FAMIL6002 > FAMIL6300

FAMIL6300 - Transaction Detail Inquiry 02/16/2012 1:03 PM

Document	Post Period	Post Date	Posted By	Unit
PRSP0300001E 01	01 2003 JULY 2002	07/08/2002		

Trans Code: 210 ESTABLISH A V/P-DIRECT EXPENDITURES

Document Ref: 241175 Notepad: N

Trans Desc.: *269763 CAST/COL**262539 NORIEG/TRILL*

Amount: 2,285.89 Due Date: 07/08/2002 Single Check:

Line 02 of document →

'Apostrophe, then * →

.00 in Amount for 2nd Line of document →

Home > FAMIL9000 > FAMIL0000 > FAMIL6000 > FAMIL6002 > FAMIL6300

FAMIL6300 - Transaction Detail Inquiry 02/16/2012 1:03 PM

Document	Post Period	Post Date	Posted By	Unit
PRSP0300001E 02	01 2003 JULY 2002	07/08/2002		

Trans Code: 210 ESTABLISH A V/P-DIRECT EXPENDITURES

Document Ref: 241175 Notepad: N

Trans Desc.: *271720 TENE/STEY**272785 KENDRK/TRILL*

Amount: .00 Due Date: 07/08/2002 Single Check:

This is how the payment document looks like after being posted in FAMIS.

Keying Multiple Invoice Numbers in a Single Document – Cont'd

Home > FAML9000 > FAML0000 > FAML6510

02/16/2012 3:34 PM

Link Clear Enter Print Export FAML6510 - Invoice History

Invoice Number: 271720 TENE/STEY

Inquiry Level: (D)etail (S)ummary

Invoice Number	Create Date	Voucher Number
Vendor Number	Paymnt Date	Check No / Bank
Vendor Name	Clear Date	Voucher Amount
271720 TENE/STEY	07/08/2002	PRSP03000015 02
11156 01	07/09/2002	02063243 1600
LEGAL SERVICES FOR CHILDREN INC	07/12/2002	* .00

G014 - RECORD FOUND

HELP NEXT PRIOR PG NEXT PG

Invoice from Line 02 : 3rd line shows that a check in the amount of \$0 was cleared on 7/12/2002. To get more details, must copy Document Number to FAML6300-Transaction Detail Inquiry.

To look up payment of a certain invoice, input the invoice number in screen FAML 6510. In our example, if the invoice number you try to retrieve is not listed on Line 01, the amount paid will show \$0. To view the entire document for total payment of the multiple invoices, go to screen FAML 6300.

III. Paying Multiple Vendors through
Single Payment Request in FAMIS
Accounting

Paying Multiple Vendors in a Single Document

- Normally, you should process different payment documents for different vendors in FAMIS Accounting
- You can pay multiple vendors through ONE document if you are charging the same index code, sub-object, & transaction code
- Use ONE document with MANY lines, one line for each vendor (recommended max. of 25 lines)
- Timesaving & less documents to approve for all approvers in Approval Path

Payment to Multiple Vendors – Document Header

SfGov San Francisco Home
Accounting Purchasing CCSF - TRAINING REGION

Home > FAML9000 > FAML0000 > FAML4000 > FAML4010 Approvals

Link Clear Enter Print FAML4010 - Document Header 02/17/2012

Notepad: Y

Document Category: PR DIRECT PAYMENT REQUESTS
Entered By: TRAINING ID 99
Document Number: PRHG12000001
Initiating Dept: HCNHG
Input Period (Mm Yyyy): 02 | 2012 | FEBRUARY
Approval Type: 01
Vendor Number / Suffix:
VENDOR NAME :
VENDOR ADDRESS :
STREET :
CITY / STATE / ZIP : COUNTRY:
DBA NAME :
BANK NUMBER :
Due Date: 02/17/2012
Document Amount: 2,810.00
Treas No :
Single Check: N
CURRENCY CODE :
RESPONSIBLE UNIT :
TERMS :
TRANSACTION CODE HASH :
Posting/Edit Errors:

G014 - RECORD FOUND

HELP SELECT DELETE PRIOR NEXT DTL ENTRY VIEW DOC SUBMIT SAVE ADL FCTNS

For multi-line payment document, DO NOT enter Vendor Number on Document Header

Document Amount = Total of all Lines of document

Payment to Multiple Vendors – Document Detail Line 01

Home > FAML9000 > FAML0000 > FAML4000 > FAML4010 > FAML4760 > FAML4250 Approvals

Link Clear Enter Print FAML4250 - Other Documents 02/16/2012 11:38 AM

Document: PRHG12000001 - 01 Input Per: 02 2012 Amt: 2,810.00

Trans Code: 210 ESTABLISH A V/P-DIRECT EXPENDITURES

Document Ref:

Trans Desc.: *JANUARY12*

Trans Amount: 1,390.00 Trans Net Amt:

Index Code : HGH1HCL40121 8363 INTERPRETER SERVICE DEPARTMENT

Sub-Object : 02661 INTERPRETERS

User Cd :

Grant :

Grant Detail :

Project :

Project Detail :

GI Account:

Subsidiary:

Vendor: 35401 01 HELEN LIM

Bank Number: Treas No: Start/End:

Financial Errors:

G014 - RECORD FOUND

HELP SELECT DELETE PRIOR NEXT VIEW DOC SAVE

Line 01: Enter Trans Desc, Trans Amount, Index Code, Sub-object, Vendor and Suffix

In addition to the required fields for regular payment documents, make sure to input Vendor and Vendor Suffix on the Document Detail line.

Payment to Multiple Vendors – Document Detail Line 02

Home > FAML9000 > FAML0000 > FAML4000 > FAML4010 > FAML4760 > FAML4250 | Approvals

Link Clear Enter Print FAML4250 - Other Documents 02/16/2012 11:42 AM

Document: PRHG12000001 - 02 Input Per: 02 2012 Amt: 2,810.00

Trans Code: 210 ESTABLISH A V/P-DIRECT EXPENDITURES

Document Ref:

Trans Desc.: #JANUARY12#

Trans Amount: 1,420.00 Trans Net Amt:

Index Code: HGH1HCL40121 8363 INTERPRETER SERVICE DEPARTMENT

Sub-Object: 02661 INTERPRETERS

User Cd:

Grant:

Grant Detail:

Project:

Project Detail:

Gl Account:

Subsidiary:

Vendor: 46533 01 VUONG NGA

Bank Number: Treas No: Start/End:

Financial Errors:

G014 - RECORD FOUND

HELP SELECT DELETE PRIOR NEXT VIEW DOC SAVE

Line 02: Enter Trans Amount, **Vendor and Suffix**. The system brings over invoice no. from Line 01, but bracket it with a pair of # instead of * to indicate payment is for same invoice.

Line 02: The system brings the Trans Code, invoice number, Index Code, SOB, Vendor and Suffix from Line 01 by default. Enter Trans Amount and write over Vendor and Suffix. Note the “#” signs around the invoice number. This indicates that Line 02 is paying the same invoice.

IV. Processing One-Time Payment or Refund in FAMIS Accounting

Payment to One-Time Vendor – Document Header

Home > FAMIL9000 > FAMIL0000 > FAMIL4000 > FAMIL4010 Approvals

Link Clear Enter Print FAMIL4010 - Document Header Notepad: Y

Document Category: RR REVENUE REFUNDS

Entered By:

Document Number: Rrc0 Initiating Dept: CON Doc Type=RR Dept.=XX

Input Period (Mm Yyyy): 02 | 2012 | JULY

VENDOR NUMBER / SUFFIX :

Approval Type: 01

Vendor Name: Pearl Chan Individual-First name SPACE Last name

Vendor Address: C/O Controller's Office, Room 300 2nd Line-Continuation of payee line, or c/o, attention

Street: 1 Dr. Carlton B. Goodlett Pl. MUST be Street address

City / State / Zip: San Francisco CA 94102 Country: Usa 6th Line-City TAB State, Zip TAB Country

BANK NUMBER : TREAS NO :

Due Date: 2/17/2012 SINGLE CHECK :

Document Amount: 1000000 CURRENCY CODE :

NUMBER OF LINES : RESPONSIBLE UNIT :

TRANSACTION CODE HASH : TERMS :

Posting/Edit Errors:

G007 - RECORD DOES NOT EXIST, PLEASE SELECT A FUNCTION

HELP SELECT DELETE PRIOR NEXT DTL ENTRY VIEW DOC SUBMIT SAVE ADL FCTNS

For Revenue Refund (RR) to a one-time vendor, follow the format shown above to set up the vendor in FAMIS. The one-time Vendor Number (CCOTXXXXXX) cannot be reused. This same format applies to One-time Payment (OT).

Follow the same procedure for regular payment documents for the rest of the processing.

V. Processing Credit Memo in FAMIS Accounting

Credit Memo – Document Header

Home > FAMIL9000 > FAMIL0000 > FAMIL4000 > FAMIL4010

Approvals

Link Clear Enter Print FAMIL4010 - Document Header

Notepad: Y

Document Category: JE JOURNAL ENTRY

Entered By: TRAINING ID 99

Document Number: JECO12000005

Initiating Dept: CON

Input Period (Mm Yyyy): 02 2012 FEBRUARY

Approval Type: 01

VENDOR NUMBER / SUFFIX :

VENDOR NAME :

VENDOR ADDRESS :

STREET :

CITY / STATE / ZIP :

DBA NAME :

BANK NUMBER :

DUE DATE :

Document Amount: 135.08

Number Of Lines: 1

Transaction Code Hash: 216

Posting/Edit Errors:

TREAS NO :

SINGLE CHECK :

CURRENCY CODE :

RESPONSIBLE UNIT :

TERMS :

COUNTRY:

G014 - RECORD FOUND

HELP SELECT DELETE PRIOR NEXT DTL ENTRY VIEW DOC SUBMIT SAVE ADL FCTNS

Credit memos can be processed in FAMIS Accounting against payments made in both FAMIS Accounting and FAMIS Purchasing. Use document type JE. Once the JE is posted, the system creates a negative voucher. When the checkwriter runs the next check for this vendor, it will reduce the total amount of the check Citywide by the negative voucher.

Credit Memo – Document Detail

Home > FAML9000 > FAML0000 > FAML4000 > FAML4010 > FAML4250 Approvals

FAML4250 - Other Documents 02/16/2012 1:52 PM

Document: JECO12000005 - 01 Input Per: 02 2012 Amt: 135.08

Trans Code: 216 ESTABLISH A V/P-CREDIT MEMO-EXPENDITURE ABATEMENT

Document Ref: VCCO06500075 01

Trans Desc.: *CREDIT MEMO 65630091* INV 66098067 COPY PPR

Trans Amount: 135.08 Trans Net Amt:

Index Code : CON309252 PAYROLL/PERSONNEL SVS DIV

Sub-Object : 04951 OTHER OFFICE SUPPLIES

User Cd :

Grant :

Grant Detail :

Project :

Project Detail :

Gl Account:

Subsidiary:

Vendor: 53339 02 CORPORATE EXPRESS

Bank Number: Treas No: Start/End:

Financial Errors:

G014 - RECORD FOUND

- 1) Use **T/C 216** which dr. Voucher Payable and cr. Actual Uses (Expenditures)
- 2) Enter Voucher Number or Document Number of the original payment in Document Ref field
- 3) Bracket credit memo number in a pair of asterisks (*) and then followed by a brief description
- 4) Enter Index Code, Sub-object, Vendor and Suffix; the negative voucher will be under the Vendor and Suffix inputted in the Credit Memo

Credit Memo – Notepad

Home > FAML9000 > FAML0000 > FAML4000 > FAML4010 > FAML1010

Approvals

Link Clear Enter Print FAML1010 - Notepad 02/16/2012 1:45 PM

Attached To: DOCUMENT NUMBER : JECO12000005
Page: 01 Of 01

CREDIT MEMO NUMBER 65630091 FOR \$135.08 AGAINST INVOICE NUMBER 66098067 FOR
COPIER PAPER DELIVERED TO CONTROLLER'S PAYROLL AND PERSONNEL SERVICES
DIVISION, 875 STEVENSON ST., SF. REFERENCE POC00600010 LN 04.
P. CHAN 554-6401

Describe the credit in detail in Notepad.

Accounts Payable Inquiries

Accounts Payable Inquiries in FAMIS Accounting

Accounts Payable Inquiries	FAML6003
-Document Summary Inquiry	FAML6050
-Invoice History	FAML6510
-Bank Activity by Control No.	FAML6480
-Outstanding Checks by Vendor	FAML6490
-Document Summary by Vendor	FAML6040
-Encumbrances by Index Code	FAML6060
-Encumbrances by Organization Code	FAML6070
-Vendor Name Inquiry	FAML9600
-Vendor Summary	FAML6160
-Document Inquiry	FAML6051
-Department Vendor Inquiry	FAML6880

The last two items are added to the accounts payable inquiry screens as they are very useful screens for inquiring on document balances (FAML6051) and vendor information by department (FAML6880).

Accounts Payable Inquiries in FAMIS Purchasing

Accounts Payable Menu	PCHL1000
-Accounts Payable Inquiries Menu	PCHL1600



Accounts Payable Inquiries Menu	PCHL1600
-Purchase Order Open Item Summary Inquiry	PCHL1440
-Invoice by Purchase Order/Contract Inqui	PCHL1530
-Invoice by Vendor	PCHL1540
-Open Voucher by Department	PCHL1480
-Vouchers by Purchase Order/Contract	PCHL1490
-Payable Documents by Vendor	PCHL1550
-All Vouchers by Department	PCHL1830

Accounts Payable Practice in FAMIS Accounting

Practice Sets

Exercise #1 – Process a Travel Advance (TA)

Exercise #2 – Process a Revenue Refund (RR) to a one-time vendor

Exercise #3 – Process payment to multiple vendors through single document (PR)

Exercise #4 – Inquire on 2 FAMIS Purchasing documents in FAMIS Accounting and FAMIS Purchasing

Summary

- Payment related policies & procedures and their links
- Payment Requests to be processed in FAMIS Accounting & FAMIS Purchasing
- Payment Requests and Transaction Codes
- Processing Payment Requests in FAMIS Accounting
- Accounts Payable Inquiries