Financial Accounting Management
Information System (FAMIS)
Purchasing System, Release 5.1

Introduction

User Training Guide
Objectives

After completing this training session, you should be able to:

1. Understand what FAMIS/Purchasing is and how it relates to FAMIS/Accounting
2. Understand the FAMIS/Purchasing Document Numbering Schemes
3. Log on to FAMIS/Purchasing
4. Understand the structure of the FAMIS/Purchasing screens
5. Navigate in FAMIS/Purchasing
6. Access the FAMIS/Purchasing Common Inquiries
7. Locate Vendors
8. Understand FAMIS/Purchasing Approval Processing
9. Log off FAMIS/Purchasing
## Purchasing to Accounting Interfaces

<table>
<thead>
<tr>
<th>Purchasing</th>
<th>Accounting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requisition</td>
<td>Establish a Pre-Encumbrance</td>
</tr>
<tr>
<td>Bid</td>
<td>N/A</td>
</tr>
<tr>
<td>Standard Purchase Order</td>
<td>Liquidates a Pre-Encumbrance</td>
</tr>
<tr>
<td>Direct Purchase Order</td>
<td>Establish an Encumbrance</td>
</tr>
<tr>
<td>Invoice</td>
<td>N/A</td>
</tr>
<tr>
<td>Voucher</td>
<td>Liquidates an Encumbrance</td>
</tr>
<tr>
<td>Direct Voucher</td>
<td>Establish a Vouchers Payable</td>
</tr>
</tbody>
</table>
Document Numbering Schemes

Requisitions will be numbered by department and can be either system generated or manually entered. Requisitions will be numbered as follows:

System Generated:

RQDDFF123456

RQ  All requisitions will begin with prefix RQ
DD  Two character identifier for the department
FF  Fiscal Year (i.e. 06, 07)
123456  Six digit sequential number

Manually Numbered:

RQDDFF123456

RQ  All requisitions will begin with prefix RQ
DD  Two character identifier for the department
FF  Fiscal Year (i.e. 06, 07)
123456  Six digit manually entered number

Departmental Blanket Purchase Orders will be numbered by department as follows:

BPDDFF123456

BP  All blanket purchase orders will begin with prefix BP
DD  Two character identifier for the department
FF  Fiscal Year (i.e. 06, 07)
123456  Six digit sequential number

City-wide Blanket Purchase Orders will be numbered as follows:

BPSF12345678

BP  All blanket purchase orders will begin with prefix BP
SF  Two character identifier for the city/county of SF
12345678  Eight digit sequential number

Standard Purchase Orders will be numbered by department as follows:

PODDFF123456

PO  All standard purchase orders will begin with prefix PO
DD  Two character identifier for the department
FF  Fiscal Year (i.e. 06, 07)
123456  Six digit sequential number
**Direct Purchase Orders** will be numbered by department as follows:

DPDDFF123456

- **DP**: All direct purchase orders will begin with prefix DP
- **DD**: Two character identifier for the department
- **FF**: Fiscal Year (i.e. 06, 07)
- **123456**: Six digit sequential number

**Invoices** will be numbered by department as follows:

IVDDFF123456

- **IV**: All invoices will begin with prefix IV
- **DD**: Two character identifier for the department
- **FF**: Fiscal Year (i.e. 06, 07)
- **123456**: Six digit sequential number

**Vouchers** will be numbered by department as follows:

VCDDFF123456

- **VC**: All vouchers will begin with prefix VC
- **DD**: Two character identifier for the department
- **FF**: Fiscal Year (i.e. 06, 07)
- **123456**: Six digit sequential number

**Direct Voucher** will be numbered by department as follows:

DVDDFF123456

- **DV**: All direct vouchers will begin with prefix DV
- **DD**: Two character identifier for the department
- **FF**: Fiscal Year (i.e. 06, 07)
- **123456**: Six digit sequential number

**Change Orders** will be numbered by department as follows:

CODDFF123456

- **CO**: All change orders will begin with prefix CO
- **DD**: Two character identifier for the department
- **FF**: Fiscal Year (i.e. 06, 07)
- **123456**: Six digit sequential number
LOG ON TO PURCHASING

City & County of San Francisco: Department of Telecommunications & Information Services

To LOGON, type in one of the following application names & press "ENTER" key:

TSO   CICSP   DHS   BPREP   MEDS   NFAMIS

TERMINAL-ID: TN3020
IP ADDR: 10.9.2.160

At the prompt, type "NFAMIS"

Directions for logging on to Purchasing region:

- At the CCSF logo screen, type "NFAMIS" and press <Enter>.
When <Enter> is pressed, the system transfers to the login screen shown above.

The cursor is positioned in the LOGONID field. Type in your logon id (user signon).

Press <Tab> to position the cursor in the PASSWORD field. Type in your password and then press <Enter>.
ACF01134 YOUR PASSWORD WILL EXPIRE ON 08/24/06
ACFAE139 CICS 0053 Signon OK: User=ICLOGON NAME=LAST FIRST

To access Purchasing, type "ph00".

- When <Enter> is pressed, the system transfers to the screen shown above.
- To logon to Purchasing, type “ph00”. To logon to Accounting, type “f400”.
- Type “ph00” and press <Enter> to access Purchasing.
• When <Enter> is pressed, the system transfers to the Purchasing main menu.
Purchasing Screen Structure

Common Elements FAMIS Screens:

System Title: Displays title of the system.

Screen Title: Displays the title of the screen.

Screen Number: displays "PCHL" followed by the screen number.

Date and Time: Displays current system date and time.

Link to field: field used to link directly to Purchasing/Accounting screens.

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USE THE FUNCTION KEYS TO SELECT THE DESIRED FUNCTION:

(1) - ACCOUNTS PAYABLE MENU
(2) - PROCUREMENT TRANSACTIONS MENU
(5) - TABLE MAINTENANCE MENU
(6) - COMMODITY TABLE INQUIRY
(8) - CHANGE ORDER PROCESSING MENU
(11) - VENDOR MAINTENANCE/INQUIRY MENU
(12) - USER CLASS SELECTION
(CL) - EXIT

Common Elements On All Menu Screens:

Menu Choices: The menu choices available to the user are displayed.
Common Elements On All Tables and Transaction Screens:

**Data Elements:** The various data elements used to build classification structures or otherwise populate tables take up the majority of the screen.

**Function Keys:** The function keys associated with the actions a user can take are located at the bottom of the screen.
There are two ways to navigate the system

1. Using the menu structure
2. Direct Linking

The following pages illustrate these different methods of navigating FAMIS/Purchasing.
Using the Menu Structure

- Purchasing processes, tables, and inquiry screens are set-up in a series of hierarchical menus.
- Each menu screen displays the different menu, process, table, and inquiry screens that may be accessed from that screen.

KEYBOARD ACTION

- To move to a particular menu, process, table, or inquiry screen, press the function key corresponding to the number in parentheses just to the left of the menu choice.

Remember: The menu choices are dictated by your security profile. If you don’t have security to view a menu, process, table, or inquiry screen, that menu choice will not appear on your screen.
### Using the Clear/Pause Break Feature

To move backwards through the system, press the `<Clear/Pause Break>` key.

<table>
<thead>
<tr>
<th>KEYBOARD ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>To move backwards through the system, press the <code>&lt;Clear/Pause Break&gt;</code> key.</td>
</tr>
</tbody>
</table>
Using the **Clear/Pause Break** Feature (continued)

USE THE FUNCTION KEYS TO SELECT THE DESIRED FUNCTION:

- (1) - REQUISITION HEADER ENTRY
- (3) - PURCHASE ORDER/CONTRACT WRITING
- (4) - DIRECT PURCHASE ORDER WRITING
- (5) - BLANKET PURCHASE ORDER WRITING
- (6) - PURCHASE ORDER INQUIRY MENU
- (7) - REQUISITION INQUIRY MENU
- (12) - REQUEST FOR CHANGE
- (CL) - EXIT

Press `<Clear/Pause Break>`
to move back to the
Purchasing Main Menu.
Using the Direct Linking Feature

Each screen may be directly linked to by using the screen number associated with that screen.

KEYBOARD ACTION

- Type in the screen number that you want to link to in the LINK TO field.
- Press F9 to activate the linking function
Using the Direct Linking Feature (continued)

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>PURCHASE ORDER</td>
<td>ACTION IND: N</td>
</tr>
<tr>
<td>PURCHASING TYPE</td>
<td>INTF TYPE: DP</td>
</tr>
<tr>
<td>DEPARTMENT</td>
<td>CON</td>
</tr>
<tr>
<td>MATCH TYPE</td>
<td>UPDATE:</td>
</tr>
<tr>
<td>CREDIT IND</td>
<td>SUB CTR: N</td>
</tr>
<tr>
<td>ADDRESS</td>
<td>VEN CHG: Y</td>
</tr>
<tr>
<td>CITY</td>
<td></td>
</tr>
<tr>
<td>ST</td>
<td></td>
</tr>
<tr>
<td>ZIP</td>
<td></td>
</tr>
<tr>
<td>ZIP</td>
<td></td>
</tr>
<tr>
<td>CTRY</td>
<td></td>
</tr>
<tr>
<td>DISCOUNT TERMS</td>
<td>N30</td>
</tr>
<tr>
<td>DIST METHOD</td>
<td>S (S,M,P)</td>
</tr>
<tr>
<td>SFX INDEX</td>
<td>SUBOBJ</td>
</tr>
</tbody>
</table>

Note: You were able to move to the same screen (the Direct Purchase Order Writing screen) by using the direct linking feature.
Helpful Hints

- Some of the following instructions may vary by keyboard. Contact your system administrator for instructions about your keyboard configuration.

- Menus are accessed by pressing the function key that corresponds to the selection number on the menu screen. For example, press F2 from the Main Menu accesses the Procurement Transactions Menu.

- Always use the <Tab> key to move around the screen, not the arrow keys or the mouse. If the tab key skips a field, the field is protected. The system will not allow the user to enter data in protected fields.

- If data fills all available characters in a field, the cursor will automatically skip to the next enterable field.

- The mainframe is not case sensitive. Therefore, it is not necessary to capitalize when typing data on the screen. All text is stored and displayed in UPPERCASE only.

- Key data is the data that uniquely identifies each record in the system. For example, the BPO number assigned by the system is key data. Key data is entered on inquiries to retrieve a specific record.

- When the <Clear/Pause Break> key is pressed, the system returns to the screen that was previously displayed. For example, if the Procurement Transactions Menu is accessed from the Main Menu, the system returns you to the Main Menu when <Clear/Pause Break> is pressed. The system stores maximum of 12 screens.

  Note: the <Clear/Pause Break> key is used to return a screen that was previously accessed, not to display the data that was previously shown on a screen.

- When the <Enter> key is pressed, the system queries existing records to retrieve the record that matches the key information entered.

- Default values can be overridden by typing another valid value in the field. For example, the DISCOUNT TERMS field defaults to “NET”. To change the Discount Terms to Net 30 days, type “N30” in the DISCOUNT TERMS field and press F10-SAVE to save the change.

- System messages are displayed across the bottom of the screen.

- Posting in Purchasing is the process used to finalize/complete your document. If the document has a financial impact, the accounting event will be recorded in Accounting when the document is successfully posted in Purchasing. Documents must be posted in order to move to the next step in the procurement cycle. For example, a Blanket Purchase Order must be posted before releases against the BPO can be entered into the system.
To exit the system (from any screen in Purchasing):

- Position the cursor in the **LINK TO** field
- Type “quit”
- Press **F9-LINK**
- You will be transferred to the CCSF Logoff screen
- Type “logoff”
- Press «Enter» to return to the CICS Logo screen

**Standard Function Keys**

- The terms F1 and PF1 are synonymous. “F” refers to the function keys on a PC keyboard, whereas “PF” refers to the program function keys on a mainframe keyboard.

- **F2-SELECT:** F2 is used to select a marked item. Item is marked by placing the cursor in the **S** (select) column. Selecting usually transfers you to another screen that provides more information about the selected item. In some cases, selecting transfers you to an inquiry that provides valid values for a specific data entry field.

- **F3-DELETE:** F3 is used to delete an unposted transaction. If you are not authorized to delete documents, you would not see this function key displayed on the screen.

- **F5-NEXT:** F5 is used to scroll through existing records. When F5 is pressed the first record is displayed. Continue to press F5 to display additional records.

- **F8-NEXT PG, F7-PRIOR PG:** These function keys are used to scroll forward or backward through multiple page documents. If a document has multiple blocks of text instead of pages, the function key names will be **F8-NEXT BLK** and **F7-PRIOR BLK**.

- **F9-LINK:** F9 provides a shortcut for accessing the Purchasing screens. In order to use this function key, you must first enter a screen number in the “**LINK TO**” field. The screen number is the four digit number following “**PCHL**” in the upper left corner of each screen.

  **Note:** If you type a screen number in the **LINK TO** field and press «Enter» instead of **F9-LINK**, the system will redisplay the data currently on the screen.

- **F10-SAVE:** F10 is used to save new or changed records. The system will not recognize new or changed information unless this function key is pressed. If you are not authorized to create nor change documents, you would not see this function key displayed on the screen.

  **Note:** If you change or add data and you do not press **F10-SAVE**, you will lose the data you changed or deleted if you leave the screen or press «Enter» to inquire.
Common Purchasing Inquiries

For preparing orders:

1. What is the correct commodity?
   - Access the Commodity Table Inquiry (screen 1100).
   - Type part of the commodity name and press <Enter>.
   - Once you locate the commodity, place the cursor next to the commodity in the S (select) column.
   - Press F2-SELECT to view the commodity in detail.
   - Verify that this is the correct commodity code.

2. What is my vendor’s number and suffix?
   - Access the Vendor Name Inquiry (screen 9600).
   - Erase the default vendor type and mail code and press <Enter>.
   - Tab to the first vendor name displayed on the screen.
   - Type over the vendor name displayed with part of the vendor name which you are looking up and press <Enter>.
   - Once you locate the vendor, write down the vendor number.
   - Link to Vendor Address Summary Inquiry (screen 9610).
   - Type in the vendor number and ‘**’ to view all suffixes and address codes and press <Enter>.
   - Locate the correct suffix.

3. What is the vendor’s HRC status?
   - Access the Vendor Name Inquiry (screen 9600).
   - Erase the default vendor type and mail code and press <Enter>.
   - Tab to the first vendor name displayed on the screen.
   - Type over the vendor name displayed with part of the vendor name which you are looking up and press <Enter>.
   - Once you locate the vendor, tab to the Select column next to the vendor with suffix 01.
   - Press <F4> CLS/STAT to view the vendor’s HRC status.

4. What is my shipping/delivery address code?
   - Access the Other Address Table (screen 5250).
     Shipping/delivery address codes have the following format:
     Two character department code
Followed by a “S” or “D” for delivery
Followed by a two digit sequence number
A shipping/delivery address for the Controller would be COD01 or COS01.

- In the OTHER ADDRESS CODE field type in your two character department code followed by followed by a “S” or “D”.
- Press F5-NEXT to find the first shipping/delivery address
- Continue to press F5-NEXT until you locate the correct shipping/delivery address.

5. What is my billing/invoice address code?

- Access the Other Address Table (screen 5250).
  Billing/invoice address codes have the following format:
  Two character department code
  Followed by a “B” or “I” for invoice
  Followed by a two digit sequence number
  A billing/invoice address for the Controller would be COB01 or COI01.
- In the OTHER ADDRESS CODE field, type in your two character department code followed by a “B” or “I”.
- Press F5-NEXT to find the first billing/invoice address.
- Continue to press F5-NEXT until you locate the correct billing/invoice address.

6. What is the purchasing authority code?

- Access the Miscellaneous Table (screen 5750).
- Type “PA” in the FILE IDENTIFICATION field.
- Press F5-NEXT to find the first purchasing authority code.
- Continue to press F5-NEXT until you locate the correct purchasing authority code.

7. Is there a City Blanket order for my commodity?

- Access the Commodity Table Inquiry (screen 1100).
- Type part of the commodity name and press <Enter>.
- Once you locate the commodity, look at the value contained in the BPO ITEM field. If a “N” is displayed, the commodity is not contained on a BPO. If a “Y” is displayed, the commodity is contained on at least one BPO.
- If a “Y” is displayed, place an “s” next to the commodity in the S (select) column.
- Press F11-VIEW BPO to view the BPO(s) that contain the commodity. If the BPO number begins with BPSF, it is a city blanket. If the BPO number begins with BP followed by a two character department code, it is a departmental blanket.
Common Purchasing Inquiries

For Order Status:

8. Finding Purchase Order Number by vendor.
   - Access the PO/Contracts by Vendor Inquiry (screen 2440).
   - Press F6-SEL VEN to link to Vendor Name Inquiry table.
   - Follow steps outline in 2. “What is my vendor’s number and suffix?” to locate your vendor.
   - Select the vendor by tabbing to the Select column next to the vendor and press F6-RETURN.
   - Verify that the created date that the purchase order you are searching for falls into the date range. If not, modify the date range.
   - Press <Enter> to initiate the inquiry.
   - Press F8-NEXT to scroll through the list of purchase orders until you locate the purchase order you are searching for.

9. Finding Purchase Order Number by department:
   - Access the Purchase Orders by Department inquiry (screen 2455).
   - Type the code of the department that created the purchase order in the DEPARTMENT field.
   - Verify that the purchase orders delivery date falls into the default date range. If not, modify the date range.
   - Press <Enter> to initiate the inquiry.
   - Press F8-NEXT to scroll through the list of purchase order until you locate the purchase order you are searching for.

10. Finding Blanket Purchase Order (BPO) numbers by Department:
    - Access the Blanket Purchase Orders by Department inquiry (screen 2456).
    - Type the code of the department that created the blanket purchase order in the DEPARTMENT field.
    - Verify that the blanket purchase orders expiration date falls into the default date range. If not, modify the date range.
    - Press <Enter> to initiate the inquiry.
    - Press F8-NEXT to scroll through the list of blanket purchase order until you locate the blanket purchase order you are searching for.

11. What has been released against a department blanket purchase order:
    - Once you locate the BPO number (exercise 10), access the Blanket Purchase Writing screen (PCHL2342).
12. What is the current approval status for the purchase order?

- Access the Direct Purchase Order Writing screen (PCHL2360).
- Recall the purchase order by typing the purchase order number in the PURCHASE ORDER field and press <Enter>.
- View the purchase order’s STATUS. If the status displays “APPR”, the purchase order is in approval processing.
- Access the Document Authorization Tracking-Active inquiry by linking to screen 9220.

13. What is the archived approval path for the purchase order?

- Access the Direct Purchase Order Writing screen (PCHL2360).
- Recall the purchase order by typing the purchase order number in the PURCHASE ORDER field and press <Enter>.

14. Reviewing notes attached to your document.

- Recall your document.
- If a “Y” is displayed in the NOTE field, notes are attached to your document.
- To review the notes, type “note” in LINK TO field and press F9-LINK.
- Review the notes.
- Press <Pause Break/Clear> to return to your document.
Vendor Search Reference

Vendor Name Inquiry (FAML9600)

When searching for a vendor name, try each approach listed below until you locate the name you are looking for.

1. **Partial** name  
   (Smith for Smith Electrical Corp)

2. **Abbreviated** name  
   (Calif for California)

3. **Acronym** of the name  
   (IBM for International Business Machines)

4. **Companies with letters** (A B C CO)  
   For example, a correct entry is: \(A\text{ (space)}B\text{ (space)}C\text{ (space)}\)  
   Also, look for: \(ABC \text{ CO} \) (no space)  
   \(A.B.C. \text{ CO} \) (with periods separating)

5. **Alternate names** (other DBA’s or Corp names a company may use)

6. **Personal names** as names of companies  
   For example, a correct entry is: \(E \text{ G Wilson & Associates} \)  
   Also, look for: \(Wilson & Associates \text{ E G} \)

7. **Federal ID**  
   Enter the Federal Tax ID as follows:
   
   For **FEIN**  
   Search Under **Name**
   
   94-1234567  
   TAX#941234567F

If you still cannot locate the vendor, please contact the Vendor Support Hotline at 554-6702.
When you attempt to post a document that meets one or more of the approval path tables criteria:

- The ACTION IND changes from an "N" (not posted) to an "A" (in approval processing).
- The STATUS of the document changes from NOPT (not posted) to APPR (in approval processing).
- The system displays the message, "DOCUMENT IS SUBMITTED FOR APPROVAL PROCESSING".
- The document automatically appears in the mailbox(es) of the first user (or user level) in the approval path. You may view the active approval path by accessing the Document Authorization Tracking-Active inquiry on screen 9220.

- All purchasing documents require approval from various authorized personnel prior to proceeding through the procurement process. Purchasing provides the ability to electronically route each document that requires approval to each of the entities which must authorize it.
Logging Off

Directions for Logging Off of Purchasing:

- On any screen in Purchasing, type “quit” in the LINK TO field and press F9-LINK.
When **F9-LINK** is pressed, the system transfers to the screen shown above.

Type **"logoff"** over **PURCHASING** and press <Enter>.
ACFAE131 CICS 0002 Signoff has been completed
ACFAE136 This terminal will be disconnected from CICS

- Your pc is disconnect from CICS now.