



Controller's Office

FAMIS v5.1 Overview

FAMIS v5.1 Training Agenda

1	Introduction
2	General v5.1 Highlights
3	Accounting v5.1 Highlights
4	Video - FAMIS Accounting
5	Q&A – FAMIS Accounting
6	~Break 15 min.~
7	Expanded Vendor File
8	Purchasing v5.1 Highlights
9	Slides-FAMIS Purchasing
10	Q&A – FAMIS Purchasing

Introduction

- Goals of FAMIS Upgrade
 - Move to baseline system
 - Minimize customization, facilitate software support
 - Implement Purchasing Enhancements
 - Move towards single 'front-end' for all purchasing, contracting, and payment processes
 - Support for functions including:
 - Contract Tracking
 - Electronic Payment
 - Go Live Date: December 5, 2005
 - Future Phase -- WEB GUI Pilot (internet access)

General v5.1 Highlights

- Key Dates
 - Nov. 11, 2005: Convert System Classification Tables
 - Subsequent Table Changes only by AOSD-Systems
 - Nov. 30, 2005:
 - Complete all ADPICS Change Orders before conversion (approved or rejected)
 - Dec. 1, 2005
 - ADPICS Change Order Screens disabled
 - No FAMIS Checks printed Thursday night, Dec. 1
 - Dec. 2-4, 2005: FAMIS/ADPICS conversion
 - No System Access
 - No FAMIS Checks issued on Friday, Dec. 2
 - Dec. 5, 2005: FAMIS v5 “Go Live”
 - FAMIS and ADPICS converted

General v5.1 Highlights

- What has not changed?
 - Accounting Code structure
 - Document Type Processing Screens
 - Screen Numbers (except Vendor Screens)
 - User Logon Id

 - EIS (PowerPlay and Impromptu)
 - LDS (Labor Distribution)
 - Archive Region (FAMISC)

General v5.1 Highlights

- New terminology = FAMIS Accounting and FAMIS Purchasing
- Enhanced security administration tools
- Common look and feel in all applications
- Broadcast messaging
- Expanded Inquiries
- Expanded Vendor File
- Easy linking between Accounting and Purchasing

Enhanced Security Administration Tools

- User Security “Classes” used to streamline security administration
- Expanded Approval Path Capability
- Document Notepad – cannot change once saved
- Document Prefix linked by Document Type

Common Look and Feel in All Applications

- F2-Select function (table look-up)
- F4-Prior function (value/document)
- Direct Links between Accounting and Purchasing screens

Examples:

- Link directly to 1410 –Voucher Header (Purchasing)
- Link directly back to 6051 – Document Summary (Accounting)

Broadcast Messages

- Messages to notify all users when logging in
 - FAMIS Flash Information on Accounting, Purchasing, and Fixed Assets
 - System updates
 - Special notices

Broadcast Messages

FAML9000 V5.1

CCSF FAMIS 51 *NFAMSA* ACCEPT TEST SYSTEM

10/06/2005

HELP

3:38 PM

PROGRAM ID : 1950

BROADCAST SCREEN

CHAPTER : 00

PAGE : 01 OF 01

THIS IS THE BROADCAST SCREEN. IT WILL AUTOMATICALLY APPEAR WHEN YOU LOG
ON TO FAMIS.

INFORMATION PERTAINING TO FAMIS WILL BE POSTED HERE.

"FAMIS V5 WILL 'GO LIVE' ON DECEMBER 5, 2005"

PRESS "CLEAR" TO EXIT THIS SCREEN

F4-PRIOR CHP F5-NEXT CHP

F7-PRIOR PG F8-NEXT PG

G014 - RECORD FOUND

FAMIS Accounting v5.1 Highlights

- Summary of Changes:
 - Drill-down from inquiry screens
 - 2 new inquiry screens
 - New document types
 - New document number coding scheme
 - Increased lines for specific documents
 - Approval screen document sort capability
 - New famis.sfgov.org website

FAMIS Accounting v5.1 Highlights

- What has changed?
 - New drill-down capability from:
 - FAML6200 - Project Summary Inquiry
 - FAML6220 - Grant Summary Inquiry
 - FAML6750 - Fund Summary Inquiry
 - FAML6250 - Appropriation Control Inquiry

FAMIS Accounting v5.1 Video

- View FAMIS Accounting videos
 - New drill-down capability:
 - FAML6200 Project Summary Inquiry
 - FAML6220 Grant Summary Inquiry
 - FAML6750 Fund Summary Inquiry
 - FAML6250 Appropriation Control Inquiry

FAMIS Accounting v5.1 Highlights

- What has changed?
 - New FAMIS Accounting Screens
 - FAML6070 - Encumbrances by Organization Code Detail
 - FAML6871 - Transaction by Document Reference

FAMIS Accounting v5.1 Video

- View FAMIS Accounting videos
 - New screens
 - FAML6070 Encumbrances by Org. Code
 - FAML6871 Transactions by Doc. Reference

FAMIS Accounting v5.1 Highlights

- New Document Types
 - GE – Grant Journal Entry
 - GR – Grant Journal Entry (RIMS)
 - PJ – Payroll Adjustments
 - OA – Advertising Payments
 - TE – Employee Reimbursement – No Advance
- Document Types/Document Prefixes match
 - Example: Doc. Type: GE Doc. Prefix: GEdd

FAMIS Accounting v5.1 Highlights

- What has changed
 - New Document Number Coding Scheme
 - Numbering scheme for all v5.1 accounting documents - use “**5**” after 2-digit fiscal yr. for remainder of this fiscal yr.:
 - i.e., PRCO065XXXXX

FAMIS Accounting v5.1 Highlights

- What has changed
 - 52 lines max for certain Document Types
 - CR – Cash Receipts
 - JE – Journal Entry
 - RE – RIMS Journal Entry
 - AJ – Year-End Processing
 - YE – RIMS Year-End Processing
 - FAML8010 Approval Screen
 - Sort by Document Type

FAMIS Accounting v5.1 Video

- View FAMIS Accounting videos
 - FAML8010 Doc. Type Sort on Approval Screen

New Website: famis.sfgov.org

- FAMIS Information on the Intranet
 - FAMIS Flashes
 - FAMIS Training Guides
 - FAMIS Training Schedules
- Intranet Site addresses:
 - <http://famis.sfgov.org>
(New for FAMIS information)
 - <http://intranet/Controller>
(For Controller's Policies & Procedures)

Going Live – FAMIS December 5, 2005

- November 11, 2005 - Tables converted
 - Contact Peter Chiong (email) for all additions or changes to classification codes
- December 2-4, 2005 (Fri-Sun)
 - No access to FAMIS and ADPICS
 - No Checks
- All documents in FAMIS region convert
- December 2nd – No Checks

Going Live – December 5, 2005

- User Security will be equivalent to current usage in FAMIS to new user classes
- FAMIS Help Desk available during conversion
 - #(415) 554-7878
- Drop-in clinic at Training Room
 - Rm. 230 – 875 Stevenson St
 - Schedule will be issued

End of FAMIS Accounting - Break

- Q & A FAMIS Accounting
- 15 minute break
- Next---
 - Expanded Vendor File and FAMIS Purchasing v5.1 Highlights after break

FAMIS v5 Highlights

Vendor File Overview

FAMIS v5 Vendor File

- Vendor File Features
 - Simplifies Tracking Vendors with multiple names and addresses
 - Ability to Flag Address as “Inactive”
 - Maintains Email Address and Toll-Free Numbers
 - Supports Electronic Payments
 - New Screen Numbers – start with FAML

FAMIS v5 Vendor – Quick Reference

- Find a Vendor Number ?
 - Screen 9600 -- Vendor Name Inquiry
- Check Vendor Status?
 - Screen 9560 -- Vendor Class Status
- Detailed Vendor Information?
 - Link from Screen 9600 using Function Keys

FAML9600 – Vendor Name Inquiry

- Vendor Names filtered by Mail Code
 - PO = Purchase Order
 - Use on Requisitions, Blankets, Purchase Order
 - Default Code on 9600 for most users
 - RM = Remittance
 - Use on Vouchers, Direct Vouchers
 - BU = Business
 - BI = Bid
- Use Function Keys to Link to:
 - Vendor header
 - Vendor detail
 - Vendor mail code
 - Vendor alternate names
 - Vendor class/status
 - Vendor commodities

FAML9560 – Vendor Class/Status Code

- By Vendor number under Suffix 01
- Displays Vendor Compliance Information using “Class Status” Codes
 - Example:
 - Business Tax
 - 12B Compliance
 - Non-discrimination
 - Equal Benefits

Expanded Vendor File

- New Vendor Screens
 - FAML9510 – Vendor Header
 - FAML9515 – Vendor Alternate Names
 - FAML9520 – Vendor Detail
 - FAML9521 – Vendor Detail Payment Info.
 - FAML9530 – Vendor Mail Code
 - FAML9560 – Vendor Class/Status Code
 - FAML9570 – Commodity by Vendor
 - FAML9600 – Vendor Name Inquiry
 - FAML9610 – Vendor Address Summary

Expanded Vendor File

- View video on Vendor screens
 - FAML9600 Vendor Name Inquiry
 - FAML9510 Vendor Header
 - FAML9520 Vendor Detail
 - FAML9530 Vendor Mail Code
 - FAML9610 Vendor Address Summary
 - FAML9560 Vendor Class/Status Code
 - FAML9515 Vendor Alternate Names

FAMIS Purchasing v5.1 Highlights

- What hasn't changed:
 - Accounts Payable Screens
 - Document Inquiry Screens
 - Vendor Numbers

FAMIS Purchasing v5.1 Highlights

- What has changed:
 - Enhanced Security Administration Tools
 - Direct Links to Accounting Screens
 - Vendor File Expanded
 - Document Numbering by Department
 - Change Order Processing and Tracking
 - Drill Downs for Accounting Codes
 - CCSF Specific Fields for tracking
 - Quote Information Screen

Purchasing v5.1 Highlights-cont'd.

– New Document Coding Scheme:

- All v5 Purchasing Documents - use “**5**” after the 2-digit fiscal year for remainder of this fiscal year:

Examples:

- Blanket PO's – BPCO065xxxxx
- Purchase Orders – POCO065xxxxx
- Vouchers, Change Orders, and Invoice **use department specific code “DD”** vs. old “SF”
 - Example – Controller's code = CO
 - VCdd = VC**CO**065xxxxx
 - COdd = CO**CO**065xxxxx

Purchasing v5.1 Highlights-cont'd.

- Direct Purchase Orders use **new DP** document prefix – PCHL2360 Direct Purchase Order Writing

Example:

– Direct Purchase Orders – **DPCO065xxxxx**

Current ADPICS Users can learn more in detailed sessions!

Purchasing v5.1 Highlights-cont'd.

- For Future Rollout
 - Retainage processing
 - Credit memo processing
 - Contract tracking

FAMIS Purchasing v5.1 - Slides

- View FAMIS Purchasing slides
 - PCHL2360 Direct Purchase Order Writing
 - Use "F2" Select Key to find Accounting Codes
 - PCHL9120 Document Change History
 - Tracks changes to Documents
 - PCHL2361 Direct Purchase Order Quotation Entry
 - For Future Roll-out

FAMIS Purchasing v5.1 - Slides

- Use F2 Select Key on PCHL2360:
 - Drill down on the accounting line
 - Example:
 - Index Code
 - Subobject
 - Find accounting code
 - Select Code and return to PCHL2360

Drill down to Index Code Table

```

PCHL2360 V5.1    CITY AND COUNTY OF SAN FRANCISCO--NFAMIS    10/20/2005
LINK TO:                DIRECT PURCHASE ORDER WRITING                10:08 AM
PURCHASE ORDER :                ACTION IND: N    STATUS:                NOTE : N
PURCHASING TYPE: DP                INTF TYPE : DP    EFF DT:                TERM :
DEPARTMENT : CON03                BUYER :                CREATE:                QUOTE :
PO AMOUNT :                MATCH TYPE:                UPDATE:                PRINT : N
PO NET AMOUNT :                CHANGE :                POST :                COPIES : 01
REMAINING AMT :                CREDIT IND:                WHSE :                INS CRT: N
VENDOR/SUFFIX :                /                SUB CTR: N
ADDRESS                VEN CHG: N
                CITY :                ST:                ZIP:                CTRY:
P/O TITLE :                *                :
BPO/SCHED/CALL :                /                /                EXPEDITOR:
DELIVERY DATE :                FOB : DEST                TRACK CODE:
EXPIRE DATE :                FREIGHT :                TRACK DATE:
DISCOUNT TERMS : NET                PURCH AUTHRTY:
DIST METHOD : S (S,M,P)                CONTRACT ID :
SFX INDEX                SUBOBJ    USERCODE    PROJCT    PRJDTL    GRANT    GRNTDTL    PERCENT
  
```

```

F1-HELP    F2-SELECT    F4-PRIOR    F5-NEXT    F6-VIEW DOC
            F8-OTHER KEY F9-LINK    F11-VW ACCT    F12-QUOTE
LK07 - HELP PROGRAM NOT AVAILABLE - CHECK PGM ID TBL & USER SEC TBL
  
```

1st screen of Index Code Table

PCHL5999 V5.1 CITY AND COUNTY OF SAN FRANCISCO--NFAMIS
TABLE LOOKUP

10/20/2005
10:34 AM

S	INDEX CODE	TITLE
	WG481GGFACP	GEN/BKJ/43/F2/GF-CONTINUING PROJECTS
	*ADM3CEQSLOC	YEAR END ADJUSTMENT ONLY
	*AIRPRIND	AIRPORT COSTS/REVENUES
	*AIR5AAAAAAA	SFIA-OPERATING-NON-PROJ-CONTROLLED FD
	*AIR5AAAAAAP	SFIA-OPERATING-ANNUAL PROJECTS
	*AIR5AAAAACP	SFIA-CONTINUING PROJ-OPERATING FD
	*AIR5AAAAFAC	SFIA-FIXED ASSETS ACCOUNTS-FAACS
	*AIR5AAAAPAF	SFIA-PROJECT ALLOCATION FUND
	*AIR5AAAAWOF	SFIA WORK ORDER FUND
	*AIR5AAGTFED	SFIA-OPERATING GRANTS-FEDERAL FUND
	*AIR5AAGTLOC	SFIA-OPERATING GRANTS-LOCAL FUND
	*AIR5AAGTPVT	SFIA-OPERATING GRANTS-PRIVATE FUND
	*AIR5AAGTSTA	SFIA-OPERATING GRANTS-STATE FUND
	*AIR5AAGTUNA	SFIA-OPERATING GRANTS-UNALLOCATED
	*AIR5ACPFAOF	SFIA-CAPITAL PROJECTS-OPERATING FUND

F2-SELECT
F7-PRIOR PG F8-NEXT PG
G014 - RECORD FOUND

Type 'CON' to search for Controller-ENTER

PCHL5999 V5.1 CITY AND COUNTY OF SAN FRANCISCO--NFAMIS
TABLE LOOKUP

10/20/2005
10:34 AM

S	INDEX CODE	TITLE
	con	GEN/BKJ/43/F2/GF-CONTINUING PROJECTS
	*ADM3CEQSLOC	YEAR END ADJUSTMENT ONLY
	*AIRPRIND	AIRPORT COSTS/REVENUES
	*AIR5AAAAAAA	SFIA-OPERATING-NON-PROJ-CONTROLLED FD
	*AIR5AAAAAAP	SFIA-OPERATING-ANNUAL PROJECTS
	*AIR5AAAAACP	SFIA-CONTINUING PROJ-OPERATING FD
	*AIR5AAAAFAC	SFIA-FIXED ASSETS ACCOUNTS-FAACS
	*AIR5AAAAPAF	SFIA-PROJECT ALLOCATION FUND
	*AIR5AAAAWOF	SFIA WORK ORDER FUND
	*AIR5AAGTFED	SFIA-OPERATING GRANTS-FEDERAL FUND
	*AIR5AAGTLOC	SFIA-OPERATING GRANTS-LOCAL FUND
	*AIR5AAGTPVT	SFIA-OPERATING GRANTS-PRIVATE FUND
	*AIR5AAGTSTA	SFIA-OPERATING GRANTS-STATE FUND
	*AIR5AAGTUNA	SFIA-OPERATING GRANTS-UNALLOCATED
	*AIR5ACPFAOF	SFIA-CAPITAL PROJECTS-OPERATING FUND

F2-SELECT

F7-PRIOR PG F8-NEXT PG

G014 - RECORD FOUND

F2-Select – Specific Index Code

PCHL5999 V5.1

CITY AND COUNTY OF SAN FRANCISCO--NFAMIS

10/27/2005

TABLE LOOKUP

2:43 PM

S	INDEX CODE	TITLE
	CON-COACH	MANAGEMENT
	CON-CSA-MGMT	CITY SERVICES AUDITOR - MGMT
	CON-SYSTEMS	BUDGET/PAYROLL SYSTEM UPGRADES
	CONAOSD-GFD	CONTROLLER'S GFD PROJECT
	CONAOSD-GFNP	CONTROLLER-AOSD-GF-NONPROJECT
	CONAOSD-GFPR	CONTROLLER-AOSD-GF-ANNUAL PROJECT
	CONCITYAUDIT	CITY SERVICES AUDITOR
	CONCITYSERV	CITY SERVICES
	CONCITYWIDE	CITYWIDE SPECIAL PROJECTS
	CONCOMPTIME	LDS COMPTIME INDEX CODE
	CONDEFAULT	LDS DEFAULT INDEX CODE FOR CON
	CONECONOMIC	ECONOMIC ANALYSIS
	CONFINAUDIT	FINANCIAL AUDITS
	CONMILK	HARVEY MILK DONATIONS
	CONNSF	NSF CHECKS

F2-SELECT

F7-PRIOR PG F8-NEXT PG

G014 - RECORD FOUND

Selection appears on acctg. line

```
PCHL2360 V5.1    CITY AND COUNTY OF SAN FRANCISCO--NFAMIS    10/20/2005
LINK TO:                DIRECT PURCHASE ORDER WRITING                10:49 AM
PURCHASE ORDER :                ACTION IND: N    STATUS:                NOTE : N
PURCHASING TYPE: DP                INTF TYPE : DP    EFF DT:                TERM :
DEPARTMENT : CON03                BUYER :                CREATE:                QUOTE :
PO AMOUNT :                MATCH TYPE:                UPDATE:                PRINT : N
PO NET AMOUNT :                CHANGE :                POST :                COPIES : 01
REMAINING AMT :                CREDIT IND:                WHSE :                INS CRT: N
VENDOR/SUFFIX :                /                SUB CTR: N
ADDRESS                VEN CHG: N
                CITY :                ST:                ZIP:                CTRY:
P/O TITLE :                *                :
BPO/SCHED/CALL :                /                /                EXPEDITOR:
DELIVERY DATE :                FOB : DEST                TRACK CODE:
EXPIRE DATE :                FREIGHT :                TRACK DATE:
DISCOUNT TERMS : NET                PURCH AUTHRTY:
DIST METHOD : S (S,M,P)                CONTRACT ID :
SFX INDEX                SUBOBJ                USERCODE                PROJCT                PRJDTL GRANT                GRNTDTL                PERCENT
CONAOSD-GFNP

F1-HELP                F2-SELECT                F4-PRIOR                F5-NEXT                F6-VIEW DOC
                F8-OTHER KEY F9-LINK                F11-VW ACCT                F12-QUOTE
G535 - FIELD SELECTED, PLEASE SELECT A FUNCTION KEY
```

Search for Sub-object

```
PCHL2360 V5.1    CITY AND COUNTY OF SAN FRANCISCO--NFAMIS    10/20/2005
LINK TO:                DIRECT PURCHASE ORDER WRITING    10:49 AM
PURCHASE ORDER :                ACTION IND: N    STATUS:                NOTE : N
PURCHASING TYPE: DP                INTF TYPE : DP    EFF DT:                TERM :
DEPARTMENT : CON03                BUYER :                CREATE:                QUOTE :
PO AMOUNT :                MATCH TYPE:                UPDATE:                PRINT : N
PO NET AMOUNT :                CHANGE :                POST :                COPIES : 01
REMAINING AMT :                CREDIT IND:                WHSE :                INS CRT: N
VENDOR/SUFFIX :                /                SUB CTR: N
ADDRESS                VEN CHG: N
                CITY :                ST:                ZIP:                CTRY:
P/O TITLE :                *                :
BPO/SCHED/CALL :                /                /                EXPEDITOR:
DELIVERY DATE :                FOB : DEST                TRACK CODE:
EXPIRE DATE :                FREIGHT :                TRACK DATE:
DISCOUNT TERMS : NET                PURCH AUTHRTY:
DIST METHOD : S (S,M,P)                CONTRACT ID :
SFX INDEX                SUBOBJ                USERCODE                PROJCT                PRJDTL                GRANT                GRNTDTL                PERCENT
                CONAOSD-GFNP
```

```
F1-HELP                F2-SELECT                F4-PRIOR                F5-NEXT                F6-VIEW DOC
                F8-OTHER KEY                F9-LINK                F11-VW ACCT                F12-QUOTE
G535 - FIELD SELECTED, PLEASE SELECT A FUNCTION KEY
```

F2-Select on Sub-object field

```
PCHL2360 V5.1    CITY AND COUNTY OF SAN FRANCISCO--NFAMIS    10/20/2005
LINK TO:                DIRECT PURCHASE ORDER WRITING    10:49 AM
PURCHASE ORDER :                ACTION IND: N    STATUS:                NOTE : N
PURCHASING TYPE: DP                INTF TYPE : DP    EFF DT:                TERM :
DEPARTMENT : CON03                BUYER :                CREATE:                QUOTE :
PO AMOUNT :                MATCH TYPE:                UPDATE:                PRINT : N
PO NET AMOUNT :                CHANGE :                POST :                COPIES : 01
REMAINING AMT :                CREDIT IND:                WHSE :                INS CRT: N
VENDOR/SUFFIX :                /                SUB CTR: N
ADDRESS                VEN CHG: N
                CITY :                ST:                ZIP:                CTRY:
P/O TITLE :                *                :
BPO/SCHED/CALL :                /                /                EXPEDITOR:
DELIVERY DATE :                FOB : DEST                TRACK CODE:
EXPIRE DATE :                FREIGHT :                TRACK DATE:
DISCOUNT TERMS : NET                PURCH AUTHRTY:
DIST METHOD : S (S,M,P)                CONTRACT ID :
SFX INDEX                SUBOBJ                USERCODE                PROJCT                PRJDTL GRANT                GRNTDTL                PERCENT
                CONAOSD-GFNP

F1-HELP                F2-SELECT                F4-PRIOR                F5-NEXT                F6-VIEW DOC
                F8-OTHER KEY                F9-LINK                F11-VW ACCT                F12-QUOTE
G535 - FIELD SELECTED, PLEASE SELECT A FUNCTION KEY
```

F2-Select on Sub-object field

PCHL5999 V5.1 CITY AND COUNTY OF SAN FRANCISCO--NFAMIS
TABLE LOOKUP

10/20/2005
10:53 AM

S	SUB OBJECT	TITLE
	CAP60	EQUIPMENT PURCHASE
	CAP61	EQUIPMENT LEASE PURCHASE-INITIAL
	CAP62	EQUIPMENT LEASE PURCHASE-OPTION RENEWAL
	CAP63	EQUIPT LEASE/PURCHASE-FIN AGCY-INITIAL
	CAP64	EQUIPT LEASE/PURCHASE-FIN AGCY-OPT RENEW
	CAP65	ANIMAL PURCHASE
	CAP66	LAND
	CAP67	BLDGS, STRUCTURES & IMPROVEMENTS
	CAP68	INTEREST EXPENSE-CAPITALIZED
	CAP69	CONSTRUCTION IN PROGRESS
	CAP69A	CONSTRUCTION IN PROGRESS
	CAP69B	COMPLETED CAPITAL PROJECTS
	CAP69E	CONSTRUCTION IN PROGRESS-EQUIPMENT
	MRO20	MANAGED CARE-O/P
	NCP60	EQUIPMENT PURCHASE

F2-SELECT
F7-PRIOR PG F8-NEXT PG
G014 - RECORD FOUND

Type '04' on 1st line for M&S-Enter

PCHL5999 V5.1 CITY AND COUNTY OF SAN FRANCISCO--NFAMIS
TABLE LOOKUP

10/20/2005
10:53 AM

S	SUB OBJECT	TITLE
	04	EQUIPMENT PURCHASE
	CAP61	EQUIPMENT LEASE PURCHASE-INITIAL
	CAP62	EQUIPMENT LEASE PURCHASE-OPTION RENEWAL
	CAP63	EQUIPT LEASE/PURCHASE-FIN AGCY-INITIAL
	CAP64	EQUIPT LEASE/PURCHASE-FIN AGCY-OPT RENEW
	CAP65	ANIMAL PURCHASE
	CAP66	LAND
	CAP67	BLDGS, STRUCTURES & IMPROVEMENTS
	CAP68	INTEREST EXPENSE-CAPITALIZED
	CAP69	CONSTRUCTION IN PROGRESS
	CAP69A	CONSTRUCTION IN PROGRESS
	CAP69B	COMPLETED CAPITAL PROJECTS
	CAP69E	CONSTRUCTION IN PROGRESS-EQUIPMENT
	MRO20	MANAGED CARE-O/P
	NCP60	EQUIPMENT PURCHASE

F2-SELECT

F7-PRIOR PG F8-NEXT PG

G014 - RECORD FOUND

F2-Select for specific Sub-object

PCHL5999 V5.1 CITY AND COUNTY OF SAN FRANCISCO--NFAMIS
TABLE LOOKUP

10/20/2005
10:58 AM

S	SUB OBJECT	TITLE
	04A01	EQUIPMENT (5K OR LESS-CONTROLLED ASSET)
	04000	MATERIALS & SUPPLIES-BUDGET
	04001	MATERIALS & SUPPLIES-1 TIME BUDGET ITEMS
	04100	INVENTORIES-BUDGET ONLY
	04110	INVENTORIES-PURCHASE
	04120	INVENTORIES-USAGE
	0413P	ALLOCATED CHARGES-PURCHASES
	0413R	ALLOCATED CHARGES-REIMBURSEMENT
	04199	INVENTORIES ADJUSTMENTS
	04211	ELECTRICAL
	04221	HARDWARE
	04231	LIGHTING
	04241	LUMBER
	04251	PAINTERS SUPPLIES
	04261	PLUMBING SUPPLIES

F2-SELECT

F7-PRIOR PG F8-NEXT PG

G014 - RECORD FOUND

Selection appears on acctg. line

```
PCHL2360 V5.1    CITY AND COUNTY OF SAN FRANCISCO--NFAMIS    10/20/2005
LINK TO:                DIRECT PURCHASE ORDER WRITING                11:00 AM
PURCHASE ORDER :                ACTION IND: N    STATUS:                NOTE : N
PURCHASING TYPE: DP                INTF TYPE : DP    EFF DT:                TERM :
DEPARTMENT : CON03                BUYER :                CREATE:                QUOTE :
PO AMOUNT :                MATCH TYPE:                UPDATE:                PRINT : N
PO NET AMOUNT :                CHANGE :                POST :                COPIES : 01
REMAINING AMT :                CREDIT IND:                WHSE :                INS CRT: N
VENDOR/SUFFIX :                /                SUB CTR: N
ADDRESS                VEN CHG: N
                CITY :                ST:                ZIP:                CTRY:
P/O TITLE :                *                :
BPO/SCHED/CALL :                /                /                EXPEDITOR:
DELIVERY DATE :                FOB : DEST                TRACK CODE:
EXPIRE DATE :                FREIGHT :                TRACK DATE:
DISCOUNT TERMS : NET                PURCH AUTHRTY:
DIST METHOD : S (S,M,P)                CONTRACT ID :
SFX INDEX                SUBOBJ                USERCODE                PROJCT                PRJDTL GRANT                GRNTDTL                PERCENT
                CONAOSD-GFNP                04A01
```

```
F1-HELP                F2-SELECT                F4-PRIOR                F5-NEXT                F6-VIEW DOC
                F8-OTHER KEY F9-LINK                F11-VW ACCT                F12-QUOTE
G535 - FIELD SELECTED, PLEASE SELECT A FUNCTION KEY
```


FAMIS Purchasing v5.1

- PCHL9120 – Document Change History
 - Displays changes: old and new
 - Tracks by change number
 - Example:
 - Change document status from Post to CINP (Change in Process)
 - Enter CINP to Post
 - Change amount
 - Change commodity code

PCHL9120-Document Change History

PCHL9120 V5.1 CCSF PURCHASING 51 *NFAMISA* INITIAL TEST SYSTEM 10/20/2005
 LINK TO: DOCUMENT CHANGE HISTORY 11:28 AM

PO/CONTRACT ID : POCO05000168 CHANGE NO : 001

LINE/SFX FIELD NAME USER ID DATE UPDATE TYPE

 DOC-STATUS ICLONGM 05/06/2005 **CHANGED**
 OLD POST
 NEW CINP

 DOC-STATUS ICLONGM 05/06/2005 **CHANGED**
 OLD CINP
 NEW POST

 01 AMOUNT ICLONGM 05/06/2005 **CHANGED**
 OLD 1396.40
 NEW 1775.63

 004 COMMODITY-ID ICLONGM 05/06/2005 **ADDED**
 OLD

NEW 919012
 F1-HELP F4-PRIOR F5-NEXT
 F7-PRIOR PG F8-NEXT PG F9-LINK
 G005 - PRIOR RECORD DISPLAYED

FAMIS Purchasing v5.1

- PCHL2361 – Direct Purchase Order Quotation Entry
 - Displays 3 columns to enter vendor quotes received for goods/services
 - From PCHL2360 Direct Purchase Order Writing, press F12-Quote

Start with PCHL2360 > PCHL2361

```
PCHL2360 V5.1      CCSF PURCHASING 51 *NFAMISA* INITIAL TEST SYSTEM      10/25/2005
LINK TO:                DIRECT PURCHASE ORDER WRITING                3:15 PM
PURCHASE ORDER : DPCO06500007  ACTION IND: P      STATUS: POST      NOTE      : N
PURCHASING TYPE: PQ              INTF TYPE : DP      EFF DT: 10/20/2005 TERM      : N
DEPARTMENT      : CON03          BUYER       :          CREATE: 10/20/2005 QUOTE   : Y
PO AMOUNT       :                54.25 MATCH TYPE: 2L    UPDATE: 10/20/2005 PRINT   : N
PO NET AMOUNT   :                54.25 CHANGE      :      POST  : 10/20/2005 COPIES  : 01
REMAINING AMT   :                54.25 CREDIT IND: N     WHSE   :          INS CRT: N
VENDOR/SUFFIX   : 24143          / 01 OFFICE FURNITURE KING          SUB CTR: N
ADDRESS         : 325 E GRAND AVE                                VEN CHG: N
                  CITY : S SAN FRANCISCO          ST: CA ZIP: 94080-0000 CTRY: USA
P/O TITLE       : FLIP CHART PAPER                                *          :
BPO/SCHED/CALL  :                /          /          EXPEDITOR:
DELIVERY DATE   : 11/11/2005    FOB           : DEST      TRACK CODE:
EXPIRE DATE     :                FREIGHT      :          TRACK DATE:
DISCOUNT TERMS : N30          PURCH AUTHRTY: PROPQ-NO BID
DIST METHOD      : S (S,M,P)    CONTRACT ID  :
SFX INDEX       SUBOBJ  USERCODE  PROJCT  PRJDTL  GRANT  GRNTDTL  PERCENT
01  CONAOSD-GFNP  04110

F1-HELP      F2-SELECT  F3-DELETE  F4-PRIOR  F5-NEXT  F6-VIEW DOC
F7-ADDRESS   F8-OTHER KEY F9-LINK    F10-SAVE  F11-VW ACCT  F12-QUOTE
G112 - INQUIRY SUCCESSFUL
```

PCHL2361-Direct Purchase Order Quotation Entry

PCHL2361 V5.1 CCSF PURCHASING 51 *NFAMISA* INITIAL TEST SYSTEM 10/25/2005
LINK TO: **DIRECT PURCHASE ORDER QUOTATION ENTRY** 3:18 PM

PAGE 01 OF 01

DPO ID: DPCO06500007 **VEN 24143** 01 **VEN 06886** 01 **VEN 44809** 04
VENDOR NAME : **OFFICE FURNITU** **OFFICE DEPOT /** **OFFICE MAX INC**
QUOTED BY : **JANE DOE** **JOHN DOE** **JIMMY DOE**
TELEPHONE NUMBER : **415 111 2222** **650 111 2222** **510 111 2222**
DATE OF QUOTATION : **10/01/2005** **10/05/2005** **10/10/2005**
COMMENTS:

LINE	QTY	ORDER	U/M	UNIT COST/TOTAL	UNIT COST/TOTAL	UNIT COST/TOTAL
001	10.00		EA	5.0000	5.1000	5.2500
		PAPER, CHART, FOR MEASURE		50.00	51.00	52.50

QUOTATION TOTALS 50.00 51.00 52.50

F1-HELP F2-SELECT F3-DELETE
F7-PRIOR PG F8-NEXT PG F9-LINK F10-SAVE
G112 - INQUIRY SUCCESSFUL

FAMIS Purchasing v5.1 - Slides

- Detailed Training Sessions for Current ADPICS Users will explore....
 - Change order process
 - Blanket purchase orders
 - PO release against blanket
 - Requisition
 - Invoice/Voucher
 - Direct Voucher
 - Prop Q PO

General v5.1 Highlights

- Key Dates
 - Nov. 11, 2005: Tables convert
 - Subsequent Table Changes only by AOSD-Systems
 - Nov. 30, 2005:
 - Last day to complete ADPICS Change Orders before conversion (approved or rejected)
 - Dec. 1, 2005
 - ADPICS Change Order Screens disabled
 - No FAMIS Checks printed Thursday night, Dec 1
 - Dec. 2-4, 2005: FAMIS/ADPICS conversion
 - No System Access
 - No FAMIS Checks issued on Friday, Dec 2
 - Dec. 5, 2005: FAMIS v5 “Go Live”
 - FAMIS and ADPICS converted

Going Live – December 5, 2005

- User Security will be equivalent to current usage in ADPICS to new user classes
 - Inquiry
 - Initiator
 - Approver
- Help Desk available for assistance
 - #(415) 554-7878
- Drop-in clinic at Training Room
 - Rm. 230 – 875 Stevenson St
 - Schedule will be issued

Q & A

- General questions
- More detailed sessions will be given to current ADPICS users on the changes for FAMIS Purchasing
- Thank you for attending.