

Appendix D-7.1

FAMIS DOCUMENT TYPES AND DOCUMENT PREFIXES

Document Type is used in creating documents in FAML4000-Financial Processing Screen.
Document Prefix is used with the 2 digit department code on the FAML4010-Document Header Screen when creating documents.
 The Document Prefix is the first two digits of a Document Number in FAMIS. Example: - PRCO12000001-01
 PR = Direct Payment Request
 CO = 2nd two digits = department code, i.e., Controller's Office
 12 = Fiscal Year ending, i.e., FY2011-12
 000001 = 6 digit sequential number assigned by system
 01 = Line number of document

Commonly Used FAMIS Document Types & Prefixes used in FAMIS Accounting

Doc Type	Document Type Description	Doc Prefix	Comments
AJ	YEAR-END PROCESSING (NON RIMS-SHELL)	YE	FM 13 audit adjusting entries only
BA	BUDGET TRANSFERS & OTHER ALLOCATIONS	BA	
BR	BUDGET SUPPLEMENTALS (REVISIONS)	BR	
BW	WORKORDER BUDGET	BW	
CR	CASH RECEIPTS	CR	
EN	FAMIS ENCUMBRANCE DOCUMENT	EN/EJ	EN for new encumbrance, EJ for modifications
EP	ENCUMBRANCE PAYMENT REQUESTS	EP	
ER	NON-RIMS ENCUMBRANCE PAYMENT REQUESTS	ER	
FA	FIXED ASSETS	FA	
GE	GRANT JOURNAL ENTRY (NON -RIMS)	GE	
GR	GRANT JOURNAL ENTRY (RIMS)	GR	
GB	GRANT BUDGET TRANSACTION-NON RIMS	GB	Grant budget set-up entries only
GM	GRANT BUDGET TRANSACTION-RIMS	GM	Grant budget set-up entries only
IS	INTERDEPARTMENTAL SERVICES ENCUMBRANCE	WN/WP/WC	WN (non-project), WP (project-related), WC for modifications
JE	JOURNAL ENTRY (NON-RIMS)	JE	
OA	ADVERTISING PAYMENTS	OA	
OS	SPECIAL CHECK REPLACEMENTS	OS	
OT	OTHER ONE-TIME VENDOR PAYMENTS	OT	
PJ	PAYROLL ADJUSTMENTS	PJ	
PR	DIRECT PAYMENT REQUESTS (NON-RIMS)	PR	For non-employees only
RA	REVENUE TRANSFERS/OTHER ALLOCATIONS (RIMS)	RA	
RD	REVENUE REFUND - RECURRING PAYMENTS (RIMS)	RD	
RE	JOURNAL ENTRY (RIMS)	RE	
RF	REVOLVING FUND REIMBURSEMENT (RIMS)	RF	
RM	DIRECT PAYMENT REQUESTS (RIMS)	RM	
RR	REVENUE REFUNDS	RR	
RT	REVENUE TRANSFERS/OTHER ALLOCATIONS (NON-RIMS)	RT	
SU	SURPLUS TRANSFERS	SU	
TA	TRAVEL ADVANCE & LIQUIDATION	TA	
TE	EMPLOYEE REIMBURSEMENT OTHER THAN TRAVEL & TRAINING	TE	Use TE instead of PR for employee reimbursement
TT	TRAVEL & TRAINING REIMBURSEMENT WITHOUT ADVANCE	TT	
WE	WORKORDER BILLING (NON RIMS SHELL)	WE	
WK	AUTOMATED WORK ORDER ENCUMBRANCES	WK	Initial AAO budget only; see IS for mid-yr wk order enc
WS	WORKORDER BILLING	WS	
XE	COPIER ENCUMBRANCE DOCUMENT	XE	
XP	REPRO-COPIER STORE ENCUMBRANCE PAYMENT	XP	Repro-Copier Store use only to bill XE docs
YA	YEAR-END PROCESSING (NON RIMS-SHELL)	YA	FM 13 material and essential entries only
YE	YEAR-END PROCESSING (RIMS)	YE	FM 13 audit adjusting entries only
YR	YEAR-END PROCESSING (RIMS)	YR	FM 13 material and essential entries only