

ONLINE FAMIS

Release 5.1

How to Navigate in FAMISWeb

Logging on to FAMISWeb

1. Log on to Internet Explorer and type the following url to access the FAMISWeb site: <http://famisweb.sfgov.org/famisweb> or "10.1.3.126/famisweb". The following screen will appear. Internet Explorer is the recommended browser as there may be issues with other browsers. If you have difficulties with screen resolution, refer to the "Change Your Screen Resolution" in this document. 1024x768 is required.

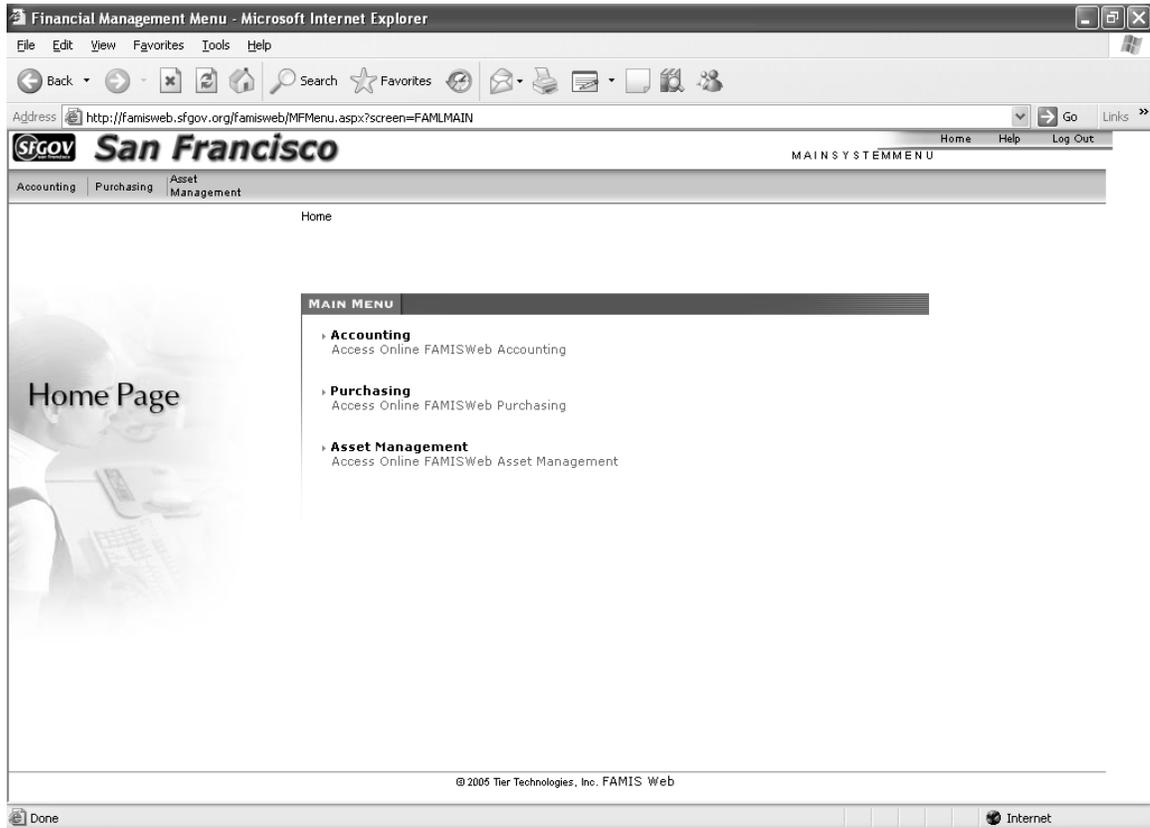


2. Type in your **FAMIS Login ID** and TAB to enter your **FAMIS Password**. Click the **LOGIN** button to get to the Home Page and Main Menu.
 - a. You will use the same FAMIS Login ID and password for both the non-web (mainframe screens) and FAMISWeb versions.
 - b. If you do not have FAMIS access, link to this site for security forms: <http://sfcontroller.org/index.aspx?page=203#security>

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3. You will notice that there is a drop-down for the **Region** but leave the default at Production (NFAMIS). Do not change it unless you need to access the archived data from Fiscal Year 1995-2007. Then select Archive (NFAMISC).



1. This is the **Home Page** with the Main Menu.
 - a. What you see on the FAMIS screens depends on your security and access rights.
 - b. If you have authority for **Accounting, Purchasing, and/or Asset Management**, then you will see those items listed.
2. For this demonstration, select **Accounting** from the Main Menu and you will see the Broadcast Screen next.
3. The Purchasing and Asset Management Main Menus are displayed after the Accounting Main Menu. The functionality described for the Accounting screens also apply to the other two for the web version.

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The Broadcast Screen appears next. It provides useful information. Read this screen for any new messages about system changes or FAMIS Flash Bulletins.

The screenshot shows a web browser window titled "Financial Management Data Entry - Microsoft Internet Explorer". The address bar shows the URL: <http://famisweb.sfgov.org/FAMISWeb/MFDataEntry.aspx?screen=FAML9000>. The page header includes the SFGOV logo and "San Francisco" text, along with navigation links for "Home", "Help", and "Log Out". Below the header, there are tabs for "Accounting", "Purchasing", and "Asset Management". The main content area displays the "FAML9000 - Help" screen with a timestamp of "08/13/2010 4:41 PM". The screen contains the following text:

Program ID: 1950 BROADCAST SCREEN
Chapter: 00
Page: 01 Of 01

NEW BROADCAST MESSAGE
USEFUL INFORMATION:
1) DO NOT POST FAMIS/ADPICS DOCUMENTS BETWEEN 6:00-6:30 PM FROM MON.-FRI.
YOUR DOCUMENT WILL BE LOCKED FROM FURTHER USE. REFER TO FAMIS VS FLASH #74
AT [HTTP://WWW.SFGOV.ORG/SITE/INTRANET/?ID=34719](http://www.sfgov.org/site/intranet/?ID=34719).

2) NEW DTIS NUMBER FOR RESETTING PASSWORDS: 415-581-7100 (SAVE THIS NUMBER).

COPY AND PASTE THE FOLLOWING LINK FOR THE CONTROLLER'S INTRANET SITE
FOR FAMIS FLASH BULLETINS, TRAINING SCHEDULES & SYSTEM INFO: [FAMIS.SFGOV.ORG](http://famis.sfgov.org)
PURCHASING (ADPICS) HELP DESK : 554-7878
FOR FAMIS (ACCOUNTING) HELP, PLEASE CALL YOUR FUND ACCOUNTANT
PLEASE PRESS YOUR CLEAR KEY TO EXIT THIS SCREEN
(PAUSE/BREAK OR ESC OR CTRL+SHIFT+Z OR CTRL+SHIFT+G)

At the bottom of the screen, there is a "G014 - RECORD FOUND" status bar and four navigation buttons: "PRIOR CHP", "NEXT CHP", "PRIOR PG", and "NEXT PG".

4. To clear out of this screen, press the **Clear** button to take you to the Accounting Main Menu.

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Accounting Main Menu

Financial Management Menu - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://famisweb.sfgov.org/FAMISWeb/MFMenu.aspx?screen=FAML0000

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Accounting Purchasing Asset Management

Home > FAML9000 > FAML0000

Link Clear Print FAML0000 - Main Menu 08/13/2010 4:46 PM

MAIN MENU

- Table Maintenance
Update and inquire against non-financial system tables
- Financial Processing
Enter and correct financial and statistical information
- System Management
Run reports, define system configuration tables, and establish user security
- Financial Inquiry
Invoke various financial inquiry functions
- User Class Selection
Change their default user class
- Vendor Maintenance/Inquiry Menu
Enter, maintain, and inquire on vendor information
- Document Authorization Menu
Authorize or reject financial transactions

Accounting

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1. Select **Financial Inquiry** to inquire on financial data.
2. Depending on your security access, you may see any of the following menu items:
 - a. **Table Maintenance** – to inquire against non-financial system tables.
 - b. **Financial Processing** – to enter financial documents or correct financial information.
 - c. **System Management** – mainly used by the Controller’s Office for system or security updates.
 - d. **Financial Inquiry** – to inquire financial data using various inquiry menus.
 - e. **User Class Selection** – allows certain users to change their default user class.
 - f. **Vendor Maintenance/Inquiry Menu** – to inquire on vendor information. Controller’s Office maintains the Vendor File.
 - g. **Document Authorization Menu** – to authorize or reject financial transactions.

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Purchasing Main Menu

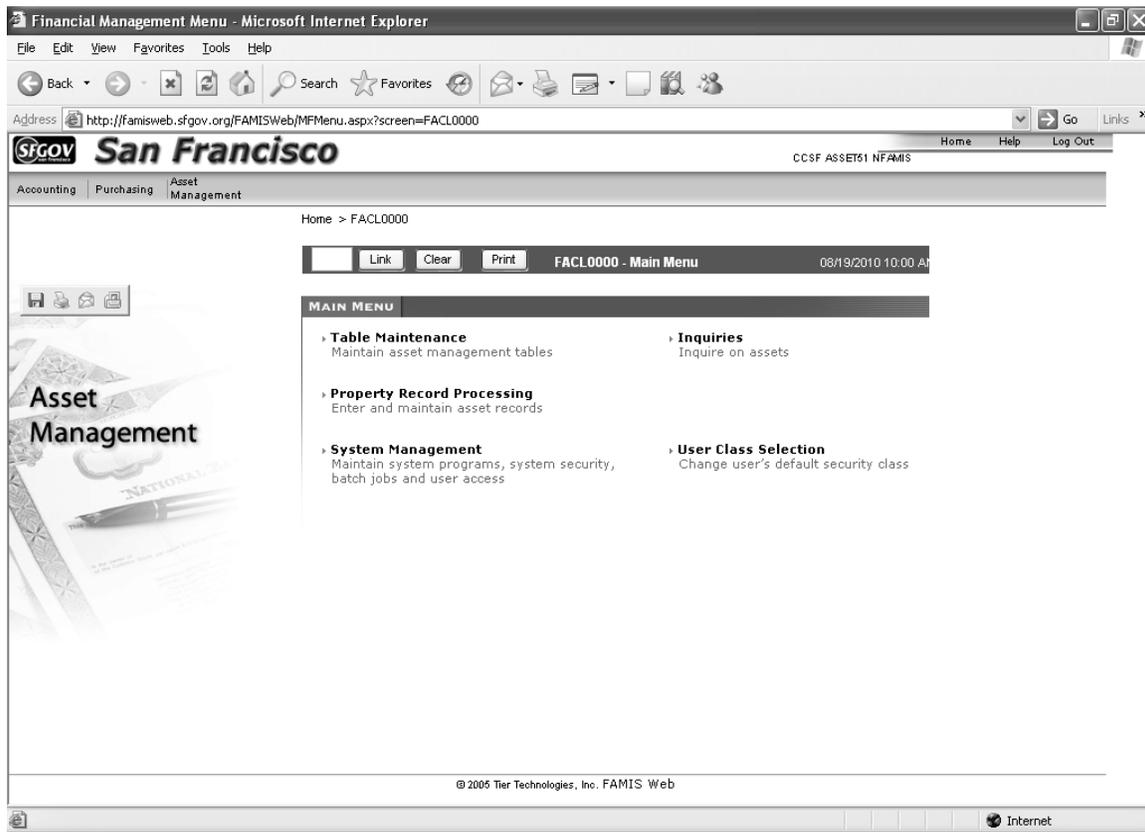


1. Selecting **Purchasing** from the Home Page brings you to this screen.
2. Depending on your security access, you may see any of the following menu items:
 - a. **Accounts Payable Menu** – to process invoices, vouchers, direct vouchers, exception processing, and credit memos.
 - b. **Procurement Transactions Menu** – to process requisitions, invitations to bid, bid entry, purchase orders and blanket purchase orders.
 - c. **Change Order Processing Menu** – access the change order menu.
 - d. **Vendor Maintenance/Inquiry Menu** – To inquire on vendor information. Controller's Office maintains Vendor File.
 - e. **User Class Selection** – allows certain users to change their default security class.
 - f. **Table Maintenance Menu** – used by Controller's Office to maintain Purchasing File Tables.
 - g. **Commodity Table Inquiry** – to inquire against the commodity table for commodity codes.

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Asset Management Main Menu



1. Selecting **Asset Management** from the Home Page brings you to this screen.
2. Depending on your security access, you may see any of the following menu items:
 - a. **Table Maintenance** – used by Controller’s Office to maintain tables in Asset Management.
 - b. **Property Record Processing** – to enter and maintain asset records.
 - c. **System Management** – used by Controller’s Office to maintain system programs, system security, batch jobs, and user access.
 - d. **Inquiries** – allows users to inquire on assets.
 - e. **User Class Selection** – allows certain users to change their default security class.

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Three Ways to Navigate the System

Option #1: Use the Menu Items

Select from the menu items on your screen by clicking the titles to navigate to other screens.

The screenshot displays the FAMIS web application interface within a Microsoft Internet Explorer browser window. The browser's address bar shows the URL: <http://famisweb.sfgov.org/FAMISWeb/MFMenu.aspx?screen=FAML6000>. The page header includes the San Francisco logo and navigation links for Home, Help, and Log Out. Below the header, there are tabs for Accounting, Purchasing, and Asset Management. The main content area features a breadcrumb trail: Home > FAML9000 > FAML0000 > FAML6000. A search bar with 'Link', 'Clear', and 'Print' buttons is present, along with the text 'FAML6000 - Financial Inquiry' and a timestamp '08/13/2010 4:52 PM'. A 'MAIN MENU' section lists several inquiry options:

- Account Balance Inquiries**: Access account balance summary inquiry detail screens
- Transaction Inquiries**: Access transaction inquiry detail screens
- Accounts Payable Inquiries**: Access payable inquiry detail screens
- General Ledger Inquiries**: Access the general ledger inquiry detail screens
- User Selection Inquiries**: Access the user selection inquiry detail screens
- Funds Control Inquiries**: Access the funds control inquiry detail screens
- Inquiry By Contracts**: View the financial activity related to a specific contract

The page footer contains the copyright notice: © 2005 Tier Technologies, Inc. FAMIS Web.

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Option #2: Use the LINK: Field.

Use the LINK field to directly link to a screen.

In the blank rectangle to the left of the **LINK** button: Type in the 4-digit screen number you want to access and click the **LINK** button.

The screenshot shows a Microsoft Internet Explorer browser window displaying the Financial Management Menu. The address bar shows the URL: <http://famisweb.sfgov.org/FAMISWeb/MFMenu.aspx?screen=FAML6000>. The page header includes the San Francisco logo and navigation links for Home, Help, and Log Out. The main content area features a breadcrumb trail: Home > FAML9000 > FAML0000 > FAML6000. Below this is a search field containing the number '6810' and buttons for 'Link', 'Clear', and 'Print'. A 'MAIN MENU' section lists various inquiry options: Account Balance Inquiries, Transaction Inquiries, Accounts Payable Inquiries, General Ledger Inquiries, User Selection Inquiries, Funds Control Inquiries, and Inquiry By Contracts. A callout box with an arrow pointing to the 'Link' button contains the text: 'Type the 4-digit screen number in the LINK: field and press LINK to directly link to another screen.'

Note: You will not find a numerical listing of screen numbers in FAMIS. However, you can go to the following link to find a listing of FAMIS screen numbers:

<http://sfcontroller.org/index.aspx?page=203#acct>

For FAMIS Accounting screens: View “Financial Inquiry Menus”

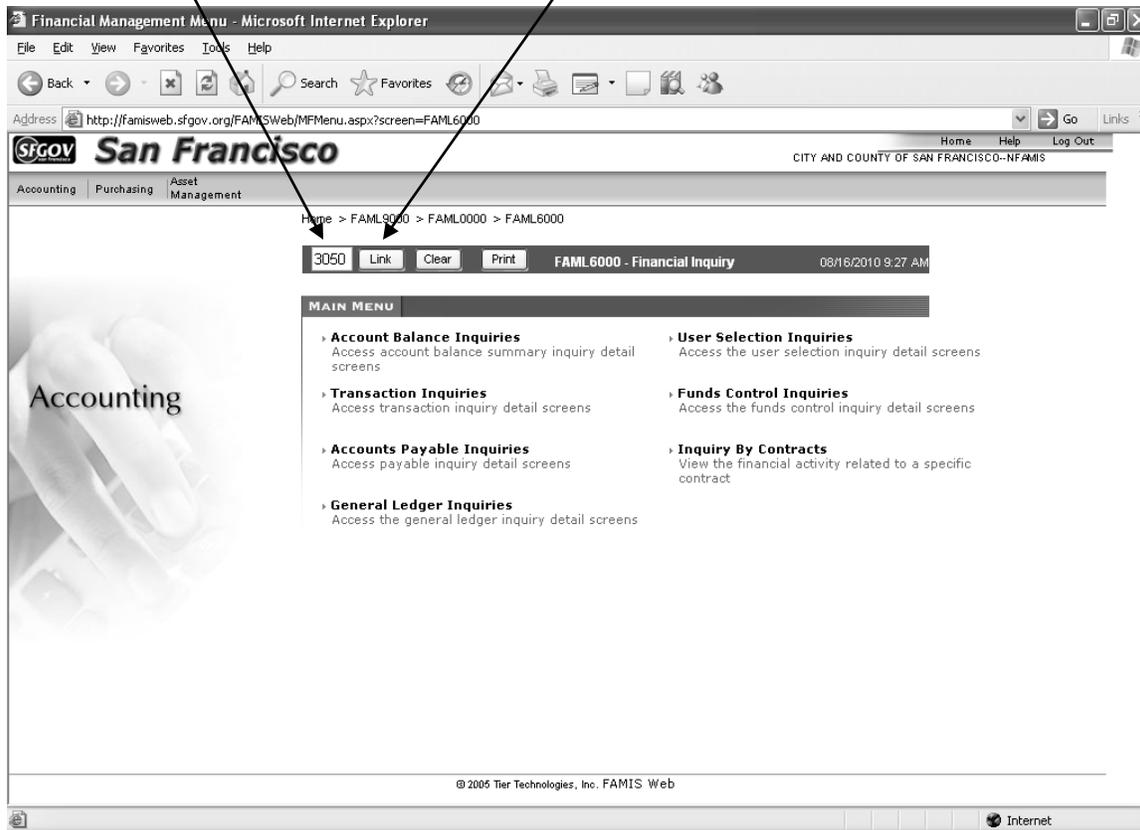
For FAMIS Purchasing screens: View “Purchasing Inquiry Screens”

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Option #3: Use the Direct Access Menu (FAML3050).

On any screen, you can use the **LINK** field to get to the Direct Access Menu by typing **3050** in the blank field and clicking **LINK**. The listing will display only those screens for which you have access rights. You can also press the **F9** function key instead of clicking the LINK button.



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Financial Management Data Entry - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://famisweb.sfgov.org/FAMISWeb/MFDataEntry.aspx?screen=FAML3050

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Accounting Purchasing Asset Management

Home > FAML9000 > FAML0000 > FAML6000 > FAML3050

Link Clear Enter Print FAML3050 - Direct Access Program Selection 08/16/2010 9:29 AM

<input type="radio"/> Tables	<input type="radio"/> VENDOR DETAIL	<input type="radio"/> PROJECT SUMMARY	<input type="radio"/> BALANCE TYPES
<input type="radio"/> FUND TYPES	<input type="radio"/> VEN NAME INQ	<input type="radio"/> USER CODE SUMMA	<input type="radio"/> CONTROL TYPES
<input type="radio"/> FUNDS	<input type="radio"/> TRANS CODES	<input type="radio"/> ACCT DETAIL	<input type="radio"/> SYS MISC TABLES
<input type="radio"/> SUBFUNDS	<input type="radio"/> RECURRING TRANS	<input type="radio"/> INVOICE HISTORY	<input type="radio"/> SYSTEM MESSAGES
<input type="radio"/> PROGRAMS	<input type="radio"/> MISC. TABLES	<input type="radio"/> SUBSIDIARY INQ	<input type="radio"/> NEXT DOC NUMBER
<input type="radio"/> DEPT ACTIVITY	<input type="radio"/> INTEREST DIST	<input type="radio"/> TRANS DETAIL	<input type="radio"/> HELP
<input type="radio"/> ORGANIZATION	<input type="radio"/> TAX RATES TABLE	<input type="radio"/> VENDOR SUMMARY	<input type="radio"/> DOCUMENT TYPES
<input type="radio"/> PROJECTS	<input type="radio"/> CURRENCY	<input type="radio"/> DOC SUMMARY	<input type="radio"/> PROGRAM ID
<input type="radio"/> GRANTS	<input type="radio"/> PSC TABLES	<input type="radio"/> FUND SUMM INQUI	<input type="radio"/> USER SECURITY
<input type="radio"/> USER CODES	<input type="radio"/> INQUIRIES	<input type="radio"/> BANK ACT/CONTRL	<input type="radio"/> PGM SECURITY
<input type="radio"/> INDEX CODE	<input type="radio"/> Acct Summary	<input type="radio"/> OUT CHKS/VENDOR	<input type="radio"/> DOC SECURITY
<input type="radio"/> G/L ACCOUNTS	<input type="radio"/> ALLOT CNTL INQ	<input type="radio"/> DOC SUMM BY VEN	<input type="radio"/> DOC GAP INQUIRY
<input type="radio"/> SUBSIDIARY ACCT	<input type="radio"/> APPROP INQUIRY	<input type="radio"/> TRIAL BAL INQ	<input type="radio"/> TRAN BLOCK MENU
<input type="radio"/> TREASURER ACCTS	<input type="radio"/> CASH CNTL INQ	<input type="radio"/> DOC SUMM BY SUB	<input type="radio"/>
<input type="radio"/> CHARACTER	<input type="radio"/> PROJ CNTL INQ	<input type="radio"/> FIN PROCESSING	
<input type="radio"/> OBJECT	<input type="radio"/> GRANT CNTL INQ	<input type="radio"/> System Mgt	
<input type="radio"/> SUBOBJECT	<input checked="" type="radio"/> ORG SUMMARY	<input type="radio"/> System Param	
<input type="radio"/> VENDOR HEADER	<input type="radio"/> GRANT SUMMARY	<input type="radio"/> NOMENCLATURE	

SELECT

Click the radio button to select and then click the **SELECT** button to directly access the screen.

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Standard Function Buttons

NOTE: If you let the mouse pointer hover over the button, a little help box will appear to show you the keystrokes necessary to replace the mouse click on the button.

Press:

HELP: Access the online help screen to view information about the contents of the screen.

SELECT: Select defined table values for the active field. Once selected by *cursor placement*, the system automatically enters the selected value in the active field. The user is notified with a system message if the active field is not available for selection. A table selection transfers the user to **FAML5999 – Table Lookup** while a detail select will transfer the user to the appropriate detail inquiry or table screen.

DELETE: Delete the record displayed on the screen. For classification elements, delete the displayed record only if no related financial data has been posted in the current, first prior and next fiscal years. For line items, delete the line item selected. The user must confirm the deletion by performing the **Delete** function again. If the record status does not allow deletion, an error message will be displayed.

PRIOR: Retrieve the record immediately preceding the current record. Perform the **Prior** function to scroll backward through the records. Subsequent to reaching the beginning of the file, the system displays the last record in the file and notifies the user.

NEXT: Retrieve the record immediately after the current record. Perform the **Next** function to scroll forward through the records. After reaching the end of the file, the system displays the first record in the file and notifies the user.

PRIOR PAGE: Display the previous page of information for the current record.

NEXT PAGE: Display the next page of information for the current record.

LINK: Access the screen by entering the 4-digit screen number in the blank field to the left of LINK.

SAVE: Save the record. For new records, the system will display the message "Record Saved." For existing records, the system displays "Record Replaced".

NOTEPAD: For screens that have a Notepad field, if Notepad = Y, then you can click the NOTEPAD button on the bottom of the screen to view the FAML1010-Notepad screen.

APPR HIST: The Approval History button allows you to view FAML8025-Document Authorization Tracking-Archive for the dates, times, department, user, approval levels, and days outstanding for a particular document.

Quick Tips for Exporting to Excel in FAMISWeb

- Where you see the **EXPORT** button on the menu bar of a screen, you can export that single screen or all consecutive pages for the financial data you are viewing to Microsoft Excel.
- When you click the **EXPORT** button, you will then select one of the following items for the **Page Range**:
 - All
 - Current Page
 - Pages from, to
 - Number of pages starting from current
- Once Page Range is selected, you have options to:
 - Print
 - Export to Excel
 - Return
- Exporting to Excel with All pages selected allows you to capture the entire financial data for that screen all in one place.
 - You will first get a preview screen and you will need to click the **EXPORT TO EXCEL** button.
 - A window will appear to ask if you want to Open, Save, or Close. Select **Open** to view the document in Excel. The screen has been formatted for you in Excel.
 - You can save this as you would any other Excel file.
- **Hint:** If you can't see the buttons on the bottom of the screen, use your right scroll bar, or press the **F11** function key on your keyboard which will expand your screen. The **F11** key acts as a toggle so you can also use it to reduce your screen.

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Example to export a single screen to Excel.

Click the EXPORT button.

Financial Management Data Entry - Microsoft Internet Explorer
Address: http://famisweb.sfgov.org/FAMISWeb/MSDataEntry.aspx?screen=FAML6450

Sfgov San Francisco CITY AND COUNTY OF SAN FRANCISCO-NFAMIS
Accounting Purchasing Asset Management

Home > FAML9000 > FAML0000 > FAML6000 > FAML6001 > FAML6450

Link Clear Enter Print **Export** FAML6450 - Organization Summary Inquiry 08/16/2010 10:35 AM

Balance (Y,M,Q,A): Curr/Prior Prd : Currency Code:
Fiscal Mo/Year: Funding Period:
Index Code : MANAGEMENT
Organization :
Char / Object :
Fdtpr Fund Sfnr :
Project Proj Dtl :
Grant Grant Dtl :
User Cd :

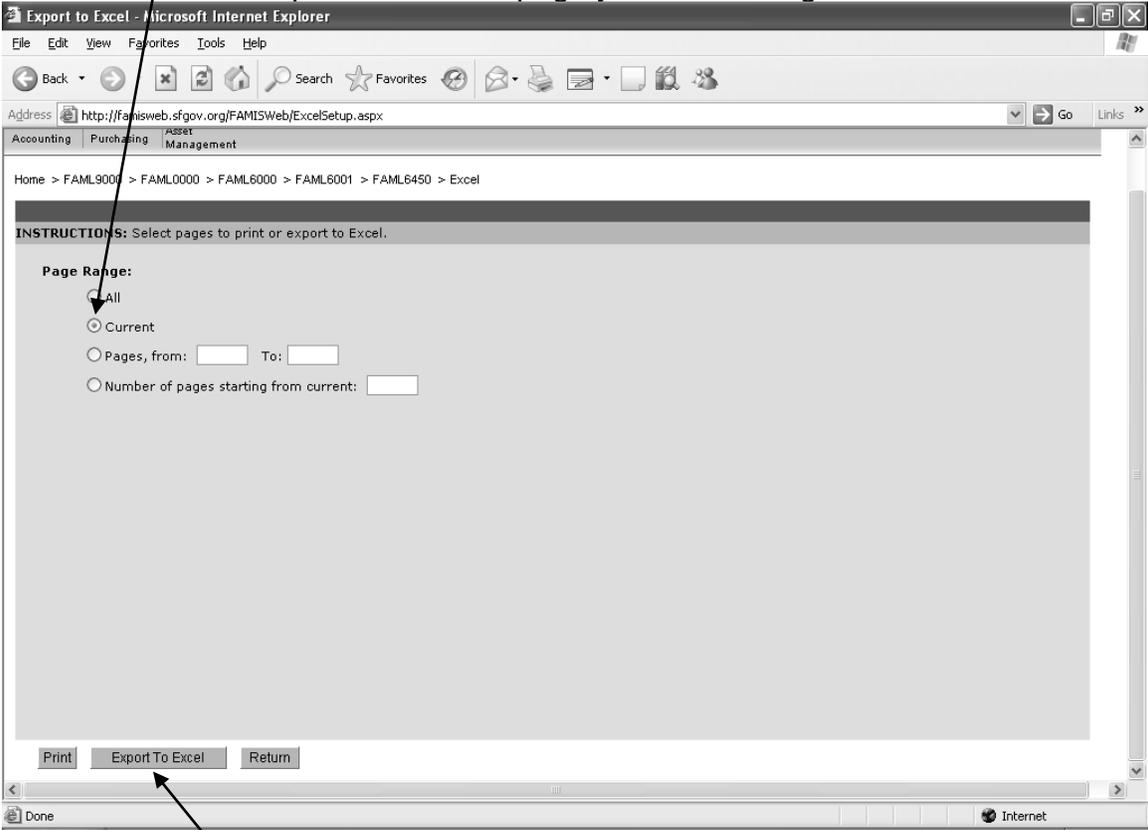
S	Subobj	Description	Budget	Actual	Encumbrance	Balance
<input type="radio"/>	10940	PROP TAX-ADMINISTR	36,360			-36,360
<input type="radio"/>	60167	DELINQUENT INSTALL	40,812			-40,812
<input type="radio"/>	60168	REDEMPTION FEE	38,014			-38,014
		REVENUE TOTAL	115,186			-115,186
<input type="radio"/>	00101	MISC-REGULAR	2,420,370	110,884		2,309,486
<input type="radio"/>	00102	MISC-SICK PAY		3,461		-3,461
<input type="radio"/>	00104	MISC-VACATION		2,084		-2,084

G014 - RECORD FOUND
HELP SELECT PRIOR NEXT PRIOR PG NEXT PG

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Select **Current** to export the current page you are viewing.



Then select **Export To Excel**.

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A preview screen appears. Select the **Export To Excel** button.

The screenshot shows a Microsoft Internet Explorer browser window with the address bar displaying 'http://famisweb.sfgov.org - Export To Excel'. The browser's menu bar includes 'File', 'Edit', 'View', 'Favorites', 'Tools', and 'Help'. The toolbar contains various navigation and utility icons. Below the toolbar, there are three buttons: 'Export To Excel', 'Print', and 'Close'. The main content area displays the title 'FamI6450 - Organization Summary Inquiry' and a form with the following fields:

Balance Type (Y,M,Q,A): Y	Curr/Prior Prd: MANAGEMENT	Currency Code:
Fiscal Month/Year: 02 2011 AUG 2010		Funding Period:
Index Code: CON314005		
Organization:		
Char:	Object:	Sfnd:
Fdtp:	Fund:	
Project:	Proj Dtl:	
Grant:	Grant Dtl:	
User Cd:		

Below the form is a table with the following data:

Subobj	Description	Budget	Actual	Preenc/Enc	Balance
10940	PROP TAX-ADMINISTR	\$36,360	\$	\$	\$-36,360
60167	DELINQUENT INSTALL	\$40,812	\$	\$	\$-40,812
60168	REDEMPTION FEE	\$38,014	\$	\$	\$-38,014
	REVENUE TOTAL	\$115,186	\$	\$	\$-115,186
00101	MISC-REGULAR	\$2,420,370	\$110,884	\$	\$2,309,486
00102	MISC-SICK PAY	\$	\$3,461	\$	\$-3,461
00104	MISC-VACATION	\$	\$2,084	\$	\$-2,084

Select **Open** from the pop-up window.

The screenshot shows a 'File Download' dialog box with the following text:

Do you want to open or save this file?

 Name: Report.xls
Type: Microsoft Office Excel 97-2003 Worksheet, 5.22 KB
From: famisweb.sfgov.org

Buttons:

Warning: While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

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Excel formatted version.

Note: This example displays the current page as requested, however, if you selected **All**, then all pages would be listed on the Excel spreadsheet.

Fam16450 - Organization Summary Inquiry					
Balance Type (Y,M,Q,A): Y	Curr/Prior Prd:	Currency Code:			
Fiscal Month/Year: 02 2011 AUG 2010		Funding Period:			
Index Code: CON314005	MANAGEMENT				
Organization:					
Char:	Object:				
Fdtp:	Fund:	Sfnd:			
Project:	Proj Dtl:				
Grant:	Grant Dtl:				
User Cd:					
<hr/>					
Subobj	Description	Budget	Actual	Preenc/Enc	Balance
10940	PROP TAX-ADMINISTR	\$36,360	\$	\$	(\$36,360)
60167	DELINQUENT INSTALL	\$40,812	\$	\$	(\$40,812)
60168	REDEMPTION FEE	\$38,014	\$	\$	(\$38,014)
	REVENUE TOTAL	\$115,186	\$	\$	(\$115,186)
00101	MISC-REGULAR	\$2,420,370	\$110,884	\$	\$2,309,486
00102	MISC-SICK PAY	\$	\$3,461	\$	(\$3,461)
00104	MISC-VACATION	\$	\$2,084	\$	(\$2,084)

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Using the Print Button

You can use the Microsoft clipboard with the PRINT image provided by FAMISWeb.

The screenshot shows a web browser window titled "Financial Management Data Entry - Microsoft Internet Explorer". The address bar shows the URL: <http://famisweb.sfgov.org/FAMISWeb/MFDataEntry.aspx?screen=FAML6160>. The page header includes the "SFGOV San Francisco" logo and navigation links for "Home", "Help", and "Log Out". Below the header, there are tabs for "Accounting", "Purchasing", and "Asset Management". The main content area displays a "Vendor Summary" for "FAML6160 - Vendor Summary" as of "08/16/2010 4:44 PM". At the top of this section are buttons for "Link", "Clear", "Enter", "Print", and "Export". Below these buttons, there are input fields for "Fiscal Mo/Year:" (02 / 2011) and "Vendor Number:" (008838), with the vendor name "EASTWIND BOOKS & ARTS INC" displayed. A table follows, showing a summary of financial data for the vendor. The table has four columns: "Vendor Summary", "Aug 2010", "Annual Balance", and "All Years Balance". The rows include various financial categories such as ENCUMBRANCES, RETAINAGE/LIENS, ACCTS PAY, PAYMENTS, CASH RECEIPTS, ACCTS REC, 1099 TOTALS, B/U WITHHOLDING, B/U WITH PAID, TAX LIEN WITHLD, TAX LEINDSPD, STATE WITHHOLDG, and ST WTHLD PD. At the bottom of the table, there is a status bar that reads "G008 - NEXT RECORD DISPLAYED" and a set of navigation buttons: "HELP", "SELECT", "PRIOR", and "NEXT". An arrow points from the "Print" button in the screenshot above to the text below.

Vendor Summary	Aug 2010	Annual Balance	All Years Balance
ENCUMBRANCES	-6,749.25	-8,174.44	72,340.48
RETAINAGE/LIENS	.00	.00	.00
ACCTS PAY	5,324.06	-23,031.64	6,749.25
PAYMENTS	1,425.19	31,206.08	613,387.97
CASH RECEIPTS	.00	.00	.00
ACCTS REC	.00	.00	.00
1099 TOTALS			
B/U WITHHOLDING			
B/U WITH PAID			
TAX LIEN WITHLD	.00	.00	.00
TAX LEINDSPD	.00	.00	.00
STATE WITHHOLDG	.00	.00	.00
ST WTHLD PD	.00	.00	.00

Click the **PRINT** button and you get the following screen.

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CITY AND COUNTY OF SAN FRANCISCO--NFAMIS
FAML6160 Vendor Summary 08/16/2010 4:45 PM

Fiscal Mo/Year: 02 2011
Vendor Number: 06898 EASTWIND BOOKS & ARTS INC
Vendor Alt:

S	Vendor Summary	Aug 2010	Annual Balance	All Years Balance
<input type="radio"/>	ENCUMBRANCES	-6,749.25	-8,174.44	72,340.48
<input type="radio"/>	RETAINAGE/LIENS	.00	.00	.00
<input type="radio"/>	ACCTS PAY	5,324.06	-23,031.64	6,749.25
<input type="radio"/>	PAYMENTS	1,425.19	31,206.08	613,387.97
<input type="radio"/>	CASH RECEIPTS	.00	.00	.00
<input type="radio"/>	ACCTS REC	.00	.00	.00
<input type="radio"/>	1099 TOTALS			
<input type="radio"/>	B/U WITHHOLDING			
<input type="radio"/>	B/U WITH PAID			
<input type="radio"/>	TAX LIEN WITHLD	.00	.00	.00
<input type="radio"/>	TAX LEINDSPD	.00	.00	.00
<input type="radio"/>	STATE WITHHOLDG	.00	.00	.00
<input type="radio"/>	ST WTHLD PD	.00	.00	.00
	G008 - NEXT RECORD DISPLAYED			

If you press the **Print Screen** key on your keyboard, you can paste the image you see above. If you only want the pop-up print image, press the **ALT key plus Print Screen** key at the same time and you'll be able to paste the screen below.

If you want to print this screen, click on the **Printer** icon to print this page.

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You get only this pop-up window without the background for pasting if you press the **ALT** plus **Print Screen** keys on your keyboard. Use your **CTRL + V** keys or the menu – **Edit > Paste** to paste your selected screen to your document.

CITY AND COUNTY OF SAN FRANCISCO--NFAMIS

FAML6160 Vendor Summary 08/16/2010 4:45 PM

Fiscal Mo/Year:

Vendor Number: EASTWIND BOOKS & ARTS INC

Vendor Alt:

S	Vendor Summary	Aug 2010	Annual Balance	All Years Balance
<input type="radio"/>	ENCUMBRANCES	-6,749.25	-8,174.44	72,340.48
<input type="radio"/>	RETAINAGE/LIENS	.00	.00	.00
<input type="radio"/>	ACCTS PAY	5,324.06	-23,031.64	6,749.25
<input type="radio"/>	PAYMENTS	1,425.19	31,206.08	613,387.97
<input type="radio"/>	CASH RECEIPTS	.00	.00	.00
<input type="radio"/>	ACCTS REC	.00	.00	.00
<input type="radio"/>	1099 TOTALS			
<input type="radio"/>	B/U WITHHOLDING			
<input type="radio"/>	B/U WITH PAID			
<input type="radio"/>	TAX LIEN WITHLD	.00	.00	.00
<input type="radio"/>	TAX LEINDSPD	.00	.00	.00
<input type="radio"/>	STATE WITHHOLDG	.00	.00	.00
<input type="radio"/>	ST WTHLD PD	.00	.00	.00

G008 - NEXT RECORD DISPLAYED

Other Helpful Hints

- Default values are provided by the system on certain screens to reduce data entry requirements. Default values are generally overridden by typing another valid value in the field. For example, the fiscal month and fiscal year are defaulted by the system. To examine a different fiscal month and year, simply type the period desired over the previously displayed period and click the **ENTER** button. You can change the fiscal month/year to any open year in Production, currently FY2008/09 to date.
- If you can't see the buttons on the bottom of the screen, you can toggle to expand to full screen using the F11 function key on your keyboard.
- The **SELECT** button allows you to access tables in data fields by placing your cursor at the beginning of that field and pressing the **SELECT** button to get a listing. Whatever you select will be returned to the screen.
- You can click the **ENTER** button or press the **Enter** key on your keyboard.
- When selecting a radio button in the "S" column, be sure to press the **SELECT** button on the bottom to return the data.
- Above the menu bar, you will see the path of screens in the order that you have selected in "cookie" format, i.e., Home > FAML9000 > FAML0000 > FAML6000. You can go back to any of those screens by clicking on them.
- When the **CLEAR** key is pressed, the system returns to the screen that was previously displayed. For example, if the Table Maintenance menu is accessed from the Main Menu, the system returns you to the Main Menu when **CLEAR** is pressed. The system stores a maximum of 10 screens.
- When the **ENTER** key is pressed, the system queries existing records to retrieve a record that matches the key information entered. If it can't find the data, you will get a system message at the bottom of the screen.
- Posting in FAMIS is the process used to finalize/complete your document. A document may be created and saved in the system but not posted. An example of this is electronic approval processing. Using electronic approval paths, a document is not posted until the final approval is given. Thus, the document has been created but the accounting event has not yet occurred until final approval.
- Login at least once a month to keep your access active. After 90 days of inactivity you are locked out of the system and you must reapply for security access. Passwords last 90 days. You will get a system reminder to change it.

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System Time Out

- On FAMISWeb, you will find that the system times out when you have been inactive for more than 10 minutes.
- A Timeout Reminder gives you a chance to continue your current session.
 - If you catch the message right when it happens, you can click the **CLOSE** button and your session will resume as though you had entered your password.
 - If you do not catch the message in time, the system will log you out and return to the login screen.

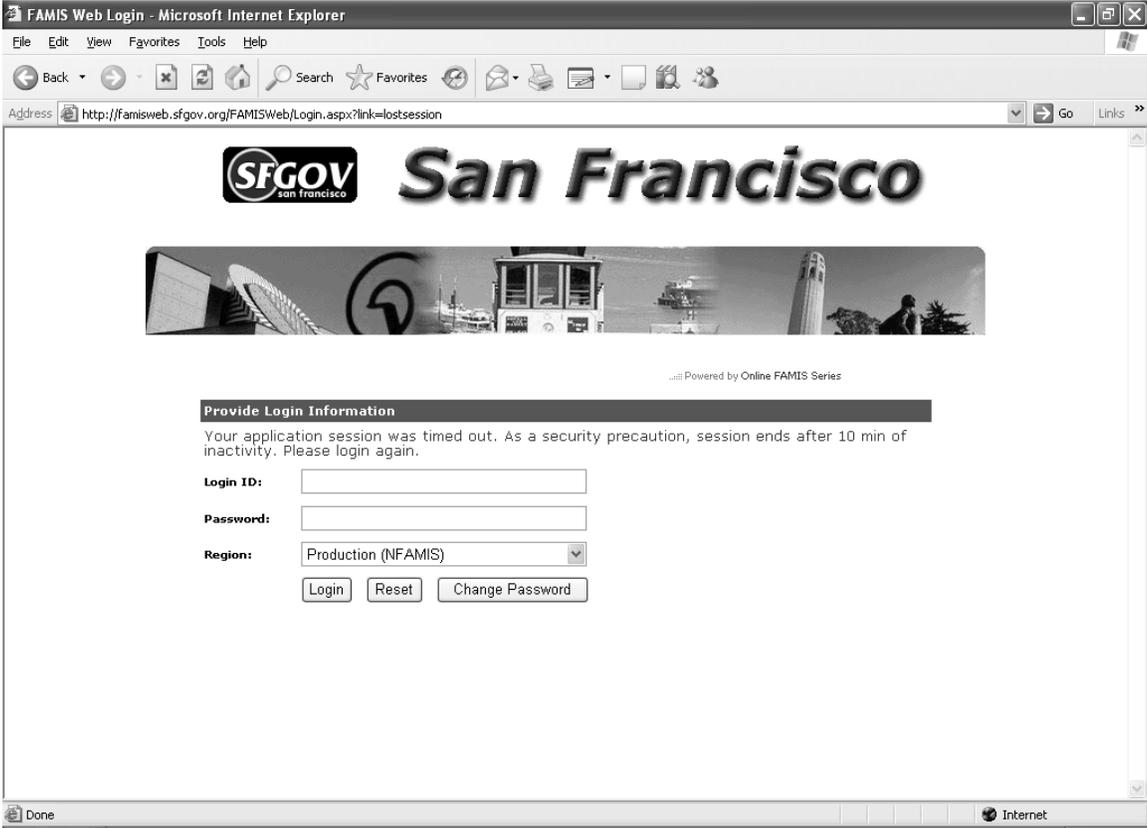


- If you really want to log out at this point, click the white “X” in the red box at the upper right and you will be logged out.

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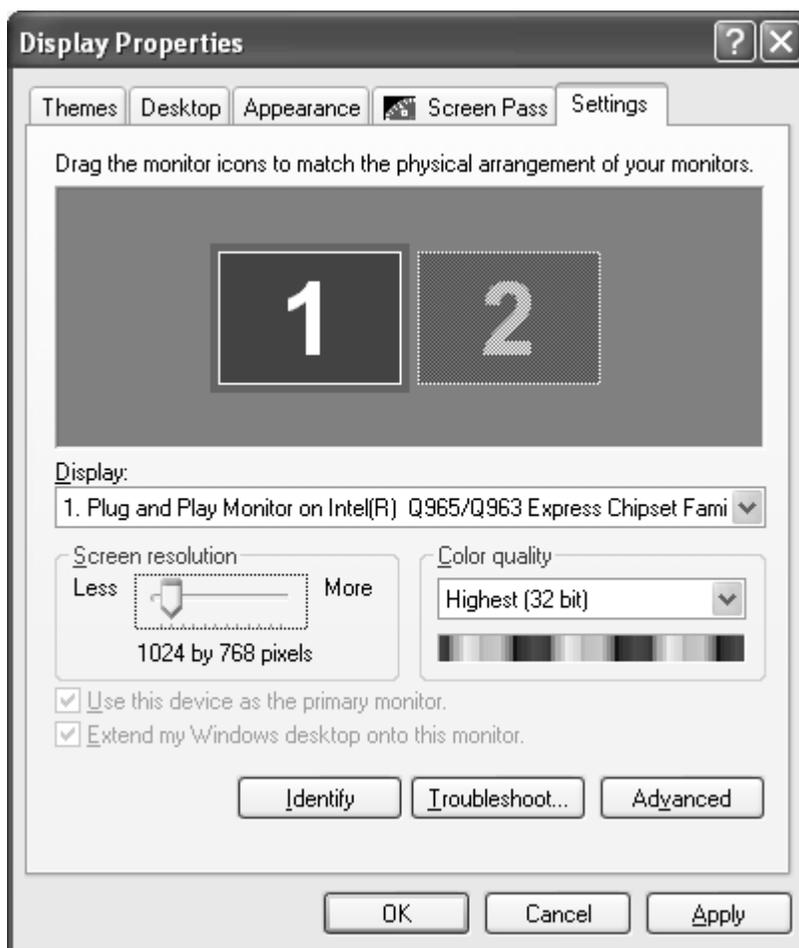
- You will be back to the login screen with a note that your session was timed out.



Change Your Screen Resolution

Set your PC's screen resolution to 1024x768. This is required for FAMISWeb.

1. On your monitor, right click on your desktop display and select "Properties" from the pop-up window.
2. Click the tab "Settings" to view your Screen Resolution from the Display Properties window.
3. Move the Less to More slider arrow to 1024x768 and click "Apply", then "OK".

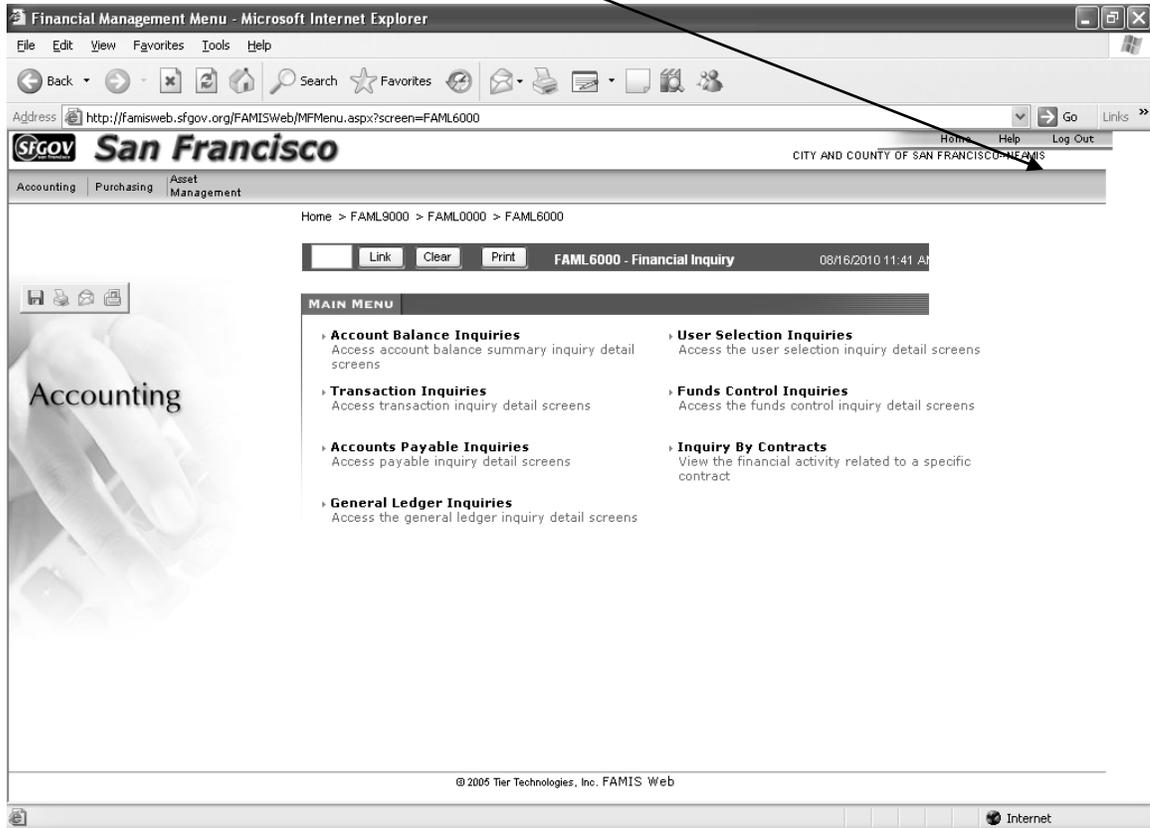


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Logging Off FAMISWeb

1. You must log out of the system (unless you are timed out).
 - a. From any screen, click **Log Out** to exit the system.



Problem Reporting

1. Report problems via email to adpics.helpdesk@sfgov.org.
2. BEFORE reporting a problem with FAMISWeb, go to the regular NFAMIS mainframe screen and try the same routine to make sure that what you see is not part of normal production.
3. In the email:
 - a. Indicate that you have tested this on the mainframe screen.
 - b. Describe what is wrong and include a FAMISWeb screen print.
 - c. Give a step-by-step of what you did to generate the problem.

Known Issues

1. Login can be very slow early in the morning. Please have patience.
2. You must have the Pop-Up Blocker turned off in Internet Explorer for the FAMISWeb site. You will want that to be for FAMISWeb ONLY and not all sites.