

Overview

The A&M System Member must provide FAMIS Services with a file/report created from the Bank data. Each Member FTP's the file to FAMIS Production in the format defined below. FAMIS receives the file and runs the procurement card programs with the file as input.

The Procurement Card process can be fed by one file or two. If you feed only one file, FAMIS Services splits it into two files using program FBXR395 based on the State Funds flag on Screen 6. If you choose, you can feed two separate files, one for local and one for state.

File for Local Procurement Card Purchases

For local entries FAMIS reformats the file into journal entries and moves the amount in the detail record from the Accounts (SL and/or SA) to a Clearing Account. Any credits in the local file create journal entries debiting the clearing account and crediting the SL/SA account(s).

Currently, many Members using the local process provide a summarized file. This type of file is summarized by Sub-Ledger, Support Account and object code. There is one record for each SL, SA, object code combination. However, the local file can be either furnished in summarized or in detail. If the file is furnished in detail, a journal entry is created for each transaction in the file.

File for State Procurement Card Purchases

For state entries FAMIS reformats the file into voucher transactions which request reimbursement from the state. The vouchers are posted using FBDO010. Once posted, the vouchers are pulled into the regular nightly voucher cycle. A separate voucher sequence can be created for the procard vouchers.

State Credits can be included in the file. For credit transactions on the state file, FAMIS creates local vouchers to reimburse the state for any credits for state funds. These vouchers will debit the clearing account used for purchasing card activity. The campus default local bank will be used for the vouchers that reimburse the state. For each credit on the state file, a credit disbursement (Screen 13) transaction will also be created to reimburse the SL/SA accounts that should receive the credit.

Preparation Work & Testing

Each Member works with the Bank to define correctly the output from the Bank.

Each Member determines:

- which transactions to send – separate Local and State files or one combined file.
 - whether you want the file format to be the *short* layout or include *extended* fields
- Send FAMIS Services the value of OPTION6
- EXT – Include the Extended fields
 - BLANK – Do not include Extended fields

For Local JEs:

Send the value of Option5 to famishelp@tamu.edu. The valid values are blank or Reftrack (if you want the unique number of each transaction)

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853 Generic Table                                07/26/05 13:54
                                                CC 02
Screen: ___ Campus Cd: 02 Table Type: PROCARD-CODES__
                Start From: _____

Func      Key      Maint.      Data
Code      Key      on 853
- REF-TRACK-NBR / , / ,010779
- _____ / , / _____
- _____ / , / _____
- _____ / , / _____
- _____ / , / _____
- _____ / , / _____

```

For State Vouchers:

Request a separate voucher prefix, if desired.

Send the following to famishelp@tamu.edu to be included on Screen 853:

- Bank vendor ID (both formats)
- State Comptroller vendor ID (both formats)
- Invoice number (short file format only)
- Ref4 (short file format only)
- Description (short file format only)

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F0013 Please enter desired modifications
853 Generic Table                                05/23/05 08:55
                                                CC AB
Screen: ___ Campus Cd: AB Table Type: PROCARD FIELDS__
                Start From: _____

Func      Key      Maint.      Data
Code      Key      on 853
- BANK ONE _____ - 12345678901
- DESCRIPTION _____ - PURCHASING CARD
- INVOICE NUMBER _____ - PCARD-00000001
- REF4 _____ - PCC0001
- STATE COMPTROLLER _____ - 33103103100

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TESTING

FAMISHELP works with you to test the file before posting to Production. All test files are posted into your FAMIS Training campus. Once the testing is successful, you work with FAMIS Production to schedule the job on a regular basis.

Files:

TECH NOTE: FBXR395 – Program is used to split one file into state and local

If you are sending a single file, then use:

K7nnXX.PROCARD.TEST.DTyyyymm (DT200809 is Sept 2008)

If you are sending two files – state & local, then use:

K7nnXX.PROCARD.LOCAL.TEST.DTyyyymm
K7nnXX.PROCARD.STATE.TEST.DTyyyymm

Batch Headers:

PCCnnn -- FAMIS assigns for LOCAL (TC=06A)

PCVnnn -- FAMIS assigns for STATE vouchers to reimburse the agency. This batch also includes any local vouchers to reimburse the state for credits. (TC=068)

PCRnnn -- FAMIS assigns for credit disbursements, in addition to a LOCAL voucher is produced to reimburse the state. (TC=041)

GL and Account Control:

Send the GL Clearing Account and the Account Control to use for the JE offset account in the local batch to FAMISHELP. FAMIS adds this as a parameter to the JCL.

FTP and RACF Security:

Send an email to famishelp@tamu.edu to request RACF security for those individuals that will FTP these files. This request must come through your security officers or an authorized requester. Include the names of the people and the userids that they will use to FTP the files.

Reports for Procurement Card Postings

Local Reports

FBXR389 -- three reports are created

Report of records skipped because the state fund flag was set to "Y"

Report of the journal entries records created

Report of the local records with a capital object code

NOTE: FBXR389 creates local journal entries. Any accounts with state funds will not create a journal entry. Capital Items will be printed on a separate report.

FBXR398

Report of transactions by Account or by Bank -- OPTIONAL

State Reports

FBXR396 -- two reports are created

Report of records that do not have a state memo bank

Report of all records

FBXR397 -- three reports are created

Report of the state vouchers records created

Report of credit disbursements created for credits transactions

Report of the state records with a capital object code

VBAR342 – Report of the posted vouchers by Bank or by Voucher Number --
OPTIONAL

Production

Send FAMISHELP any changes to the Batch Headers, GL and Account Control, and FTP and RACF Security that will be different than was used in TESTING.

Production Files:

If you are sending a single file, then use:

K7nnXX.PROCARD.DTyyyymm (DT200809 is Sept 2008)

If you are sending two files – state & local, then use:

K7nnXX.PROCARD.LOCAL.DTyyyymm
K7nnXX.PROCARD.STATE.DTyyyymm

Scheduling the File with Production Services

To place the file on the mainframe on a monthly basis, please do the following:

- Write a script to FTP the file to the mainframe
- In the script, add an auto-email to famisprod@tamu.edu to notify FAMIS Production when you are ready for them to process your Procurement Card file(s) and post into FAMIS.
- Include the name of the file(s) in the email to FAMIS Production.

Procurement Card Process

File Information

The following two **formats** are used as input records:

Header Record Layout:

Header-Type	(A1)	This is a '1' to indicate the header
Header-number	(N7)	This is the number of records / transactions
Header-total	(A13)	This total can be either a hash total of all the transactions in the file or a net total of all the transactions in the file. This must correspond with option4
Header-agency-ID	(A3)	Agency code – This is 710 for SAGO.
Header-Date	(N8)	Format is YYYYMMDD. FAMIS doesn't determine the valid value – transaction date or date paid is up to the user.

Detail Record Layout:

Detail-type	(A1)	This should be a '2'
Detail-Acct-6	(A6)	6 Digit FAMIS Account
Detail-Acct-5	(A5)	5 Digit FAMIS Account
Detail-Obj-Cd	(A4)	4 Digit Object Code
Detail-Amount	(A12)	Dollar amounts must be zero filled. Negative amounts must have a negative sign at the beginning of the amount field. Decimal points must be included. The amount in the detail line should have a "-" sign in the left most character of the amount field to indicate a negative amount, then zero filled to the right with the dollar amount located in the right most characters of the field, including the decimal place, for a total of 12 characters

(The following are Extended Fields if using OPTION6=EXT; this is not required)

Detail- Description	(A30)	Description of transaction
Detail –Trans-ID	(A14)	Unique transaction ID provided by the bank. This will be used as the invoice number for the state vouchers
Detail-Cardholder	(A7)	7 characters of the cardholder – used as Ref4
Detail-Memobank	(A5)	Memo bank to be used on transactions

Report Parameters

FBXR389 parms (local JEs)

- Ref – Session Reference for batch header (FAMIS assigns)
- Option – Clearing account and account control (static)
- Option2 – Post or blank (from exec)
- Option3 – Override budget flag for batch header
- Option4 – “Net” total or “Hash” total (static)
- Option5 – blank or Reftrack (generate unique Ref2)
- Option6 – blank or Ext (extended data fields)(static)
- Value2 – Description (static)
- Value3 – Prefix for generating a unique Ref2 (static)

FBXR396 (State voucher) parms

- Date – Invoice date
- Option4 – “Net” or “Hash” total
- Option6 – blank or Ext (extend field format)

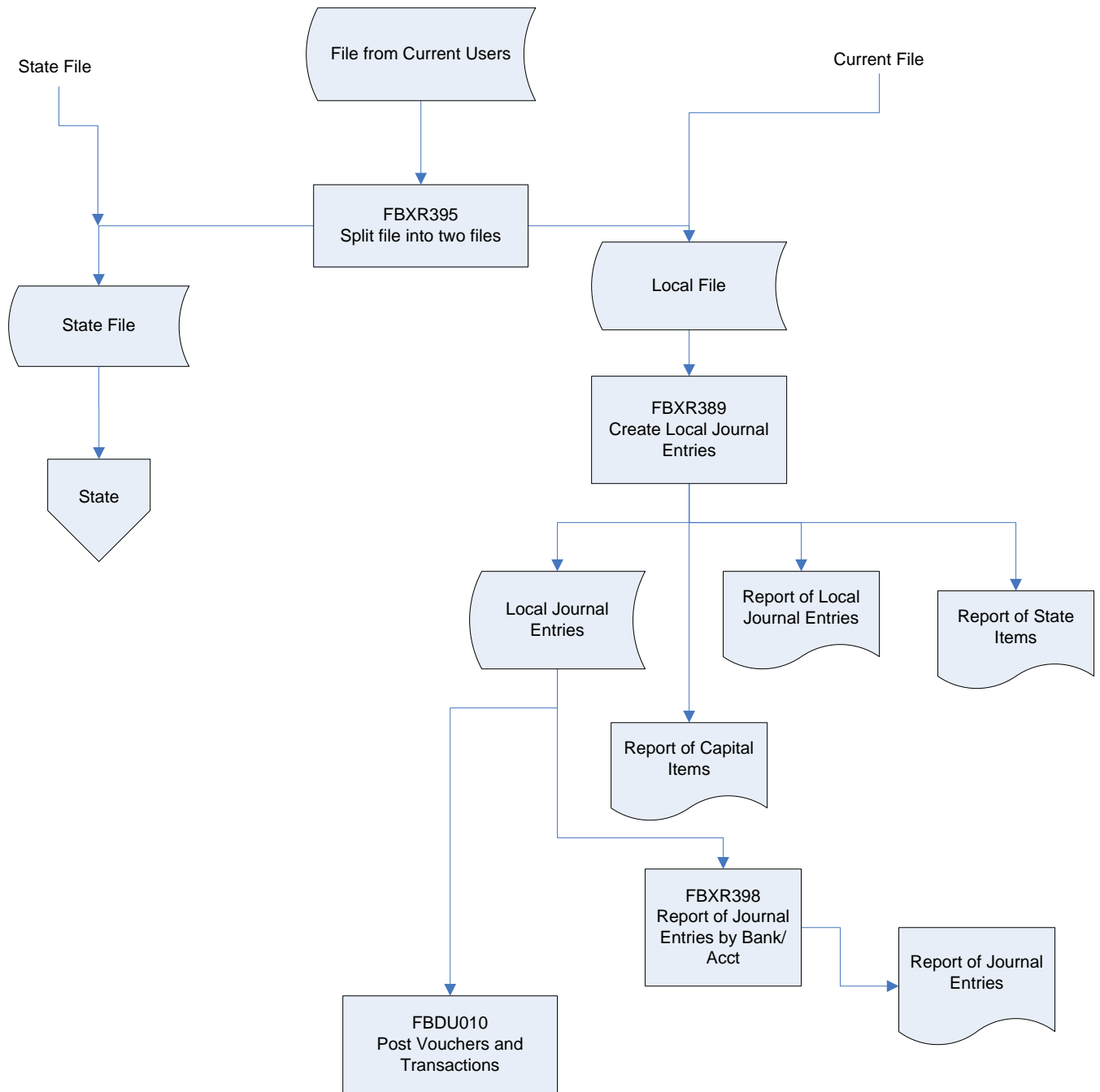
FBXR397 (Create state vouchers) parms

- Date – Batch Date
- Ref – Session Reference for batch header
- Refend – Session Reference for credit disbursements
- Code – Voucher prefix to be used
- Option – Clearing account and account control (static)
- Option3 – Override budget flag for batch header
- Option5 – Scr104 (type vouchers) or Pending (type vouchers)
- Option6 – blank or Ext (extended data fields)(static)

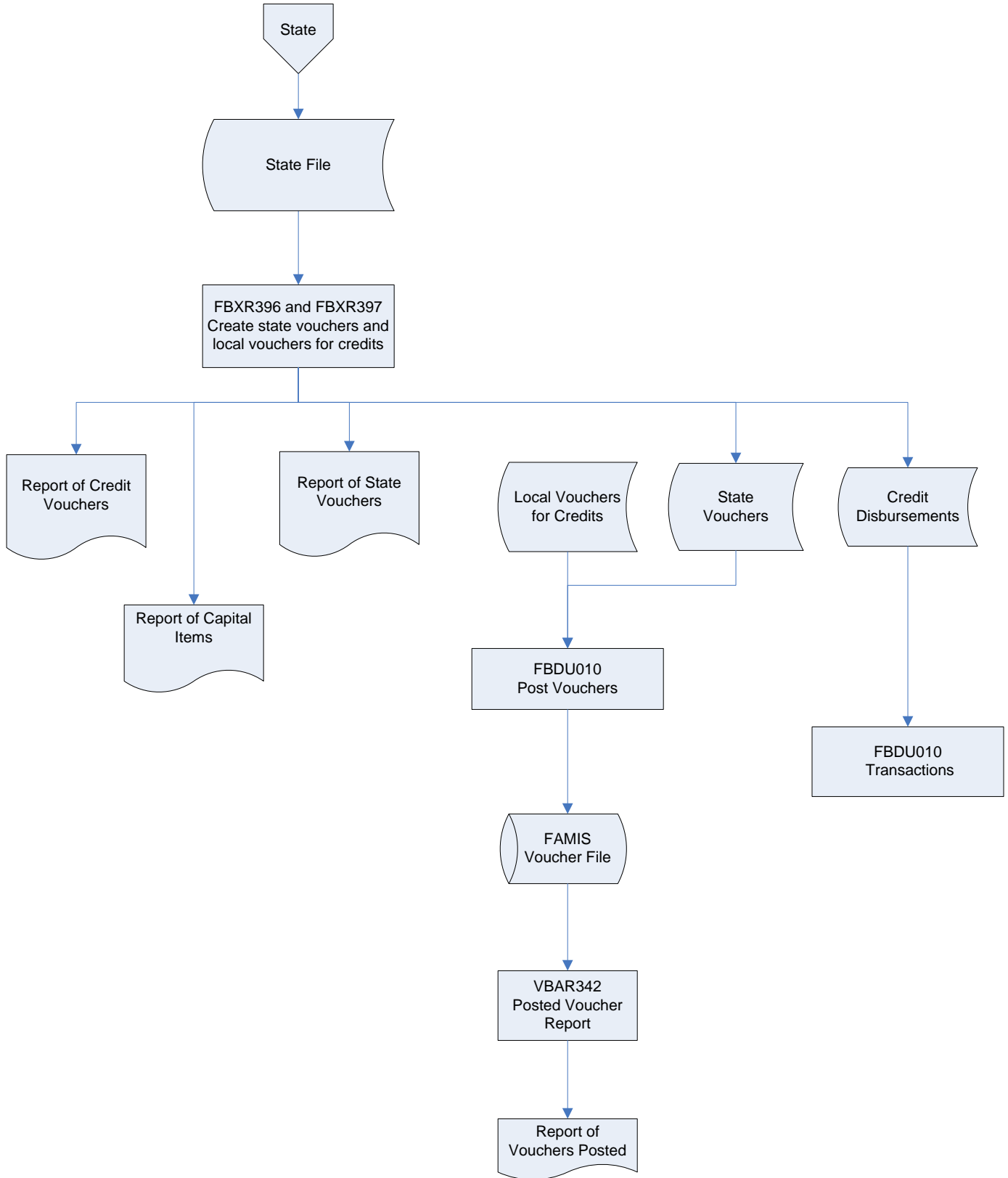
K:\FA\DOC\REF\Procurement Card Process.doc

Procurement Card Process

Purchasing Card Process



Procurement Card Process



Process for Purchasing Card

