FAMIS ACCESS TRAINING

For TAMUCC Users of Hummingbird 3270 Emulation

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INSTRUCTIONS

Access Training Objectives

A. To familiarize new Users with how to logon and logoff FAMIS.
B. To teach new Users how to change their FAMIS password.
C. To show new Users how to navigate screens and menus in FAMIS.
D. To measure the learning by the use of a short quiz. The quiz is a Word document which is a form the User will open, work on, and email to FAMIS Security.
INSTRUCTIONS

There are several suggested ways to use this presentation.

• The User can view the presentation in it’s entirety, and then go through the steps in FAMIS.
• The User can print the quiz and work on the questions, while following the presentation.
• The User can tile this presentation with FAMIS, or toggle between the two.
• The User can print this presentation by using File/Print/Print What and select Handouts-6 slides per page.
INSTRUCTIONS

Getting Started

• FAMIS stands for Financial Accounting Management Information System

• Each User has 2 ID’s and Passwords:
  – FAMIS Training ID and Training Password
  – FAMIS Production ID and Production Password

• The FAMIS Training ID and Password will be used for this training and any training you attend in the future.

• The instructions for signing *into* FAMIS Training and FAMIS Production are different. The steps for signing *out* are identical.
Signing into FAMIS

1) Double click on the FAMIS icon on your desktop.

   If you don’t see the icon, contact FAMIS Security at #5874.

2) Wait until the connection is established and you see the ATM screen.
Signing into FAMIS

3) Type in “TPX” and push the ‘Enter’ key.

The next screen is the first logon page. Make sure you have your ID and Password handy. The ID’s and Passwords are NOT case sensitive.
Changing your Password

4) Type in your ID assigned by the FAMIS Security Officer and push ‘Tab’. Your ID is always 4 letters, 15 for the TAMUCC Campus, and T for “Training”.

![Userid: XXXX15T](image)

5) Type in your first Password assigned by the FAMIS Security Officer and push ‘Enter’. Your Password is always 8 characters (must have 1 letter & 1 number). You will receive a message saying that your password has expired.

![Password: __________](image)
Changing your Password

The Password expired message looks like this:

YOUR PASSWORD IS EXPIRED.
PLEASE ENTER A NEW PASSWORD.

6) To enter a new password, the cursor will be on the New Password Line. Type in a password that is 8 characters long, with 1 letter & 1 number, and push ‘Enter’. You will be asked to reenter the New Password for verification. Type it in and push ‘Enter’ again.

This Password is set now for the next 90 days.
Changing your Password

7) If you successfully changed your password, the next screen has the following message:

![Image](image1.png)

8) Push ‘Enter’. The next screen is the TPX Menu Screen.

9) On the Command line at the bottom, type “/K” and push ‘Enter’. This will close your session.

![Image](image2.png)
Signing into FAMIS Training

Now you will sign in all the way.

1) Double click on the FAMIS icon on you desktop.

2) Wait until the connection is established and you see the ATM screen.
3) Type in “TPX” and push the ‘Enter’ key.

The next screen is the first logon page. Make sure you have your ID and Password handy.
Signing into FAMIS Training

4) Type in your ID assigned by the FAMIS Security Officer and push ‘Tab’. Your ID is always 4 letters, 15 for the TAMUCC Campus, and T for “Training”.

```
Userid: XXXX15T
```

5) Type in the Password you set earlier and push ‘Enter’. **DO NOT PUT ANYTHING ON THE NEW PASSWORD FIELD!**

```
Password:__________
```
Signing into FAMIS Training

7) If you successfully entered your password, the next screen has the following message:

TO PROCEED, HIT ENTER

8) Push ‘Enter’. The next screen is the TPX Menu Screen.
9) On the TPX Menu you will see FAMIS Training listed with PF17 next to it. To go to that Session Key, hold down the ‘Shift’ key and push the ‘F5’ key.
Signing into FAMIS Training

10) The next screen is the FAMIS Training logon page. Type in your ID (XXXX15T), push the ‘Tab’ key, type in your Password, and push ‘Enter’.

**DO NOT PUT ANYTHING ON THE NEW PASSWORD FIELD!**
11) If you successfully entered your ID and Password the next screen will display the “Sign-on is complete” message. Push ‘Tab’ and then type “FAMI” and push the ‘Enter’ key.

DFHCE3549 Sign-on is complete (Language ENU). FAMI
12) The next screen is the FAMIS Security Statement of Responsibility. Read this page and push ‘Enter’.

I understand that I will be violating System Rules and Regulations and State and Federal law if I gain or help others gain unauthorized access to the Financial Accounting Management Information System (FAMIS). I acknowledge that neither I, nor anyone else, possess the authority to allow anyone to use my I.D. or password. Furthermore, I understand that information I have access to view may be confidential in nature (i.e., social security numbers and payroll information); neither I, nor anyone else, possess the authority to allow me to use this information for non-System purposes.

I also understand that if I violate System Regulations and State and Federal laws by gaining or helping others gain unauthorized access to FAMIS, I will be subject to disciplinary action and criminal prosecution to the full extent of the law (Chapter 33, Title 7 of the Texas Penal Code).

Press <Enter> to continue
13) The next screen is the second page of the FAMIS Security Statement of Responsibility. Read this page, type your UIN or SSN in the pop-up box, and then push ‘Enter’.

By logging on to this computer system, I acknowledge my responsibility for strictly adhering to System Regulations and State and Federal laws. I am also aware that penalties exist for unauthorized access, unauthorized use or unauthorized distribution of information from FAMIS.

I further agree not to attempt to circumvent the computer security system by using or attempting to use any transactions, software, files or resources I am not authorized to use.
14) The next screen the FAMIS Bulletin Board. Push ‘Enter’ to go to the FAMIS Training Main Menu.
CONGRATULATIONS!!!
YOU HAVE SUCCESSFULLY SIGNED INTO FAMIS TRAINING

Displayed at the top of the screen is the Active Processing Month, the Fiscal Year (FY), the Campus Code (CO). The cursor is on the Screen Field. You can also type in an Account number and an Object Code.
FAMIS Training

FAMIS is navigated using Screens that are numbered and Menus that begin with a Letter. The Screen number is always found at the top left. The Main Menu is Screen 001. ‘FRS’ stands for Financial Records System.

1) Type “M20” on the Screen field and push ‘Enter’ to go to the Purchasing System Menu.
2) Type “M24” on the Screen field and push ‘Enter’ to go to the Requisitions, Limited, Exempt Menu.
FAMIS Training

3) Displayed is the Requisitions, Limited, Exempt Menu with all the screens listed. If you wanted to begin creating a Limited Purchase you would type “240” on the Screen field.

* ----- Limited Purchases ---- *
240 Limited Purch. Header
241 Limited Purch. Items
242 Limited Purch. Close
243 Limited Purch. Flag Maint.
244 Limited Purch. Notes
245 Copy Limited to Limited
FAMIS Training

4) To go to another Screen, just put the number on the Screen field and push ‘Enter’. Type in Screen “029” on the Screen field and push ‘Enter’.

5) All of the Fields at the top of this page are Search fields. Type in “SMITH” on the Responsible Person Search and push ‘Enter’ to display all of the accounts with a Responsible Person of the last name of Smith. To select an account, type an “X” next to the account and push ‘Enter’.
6) To view balances of an account, type “034” on the Screen field and push ‘Enter’. The amount next to “Unprotected Available” is usually the balance on the account.
FAMIS Training

7) On many screens, there are view options that can display the data in different forms, or show additional information. Look for PF keys at the bottom of the screen and push them to display different views.

```
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EHelp        View          DLoad Left   Right```
8) To change the Fiscal Year to view account balances or detail transactions, type in “882” on the Screen field and push ‘Enter’. Push the ‘Tab’ key to go to the Active Fiscal Year field and change to the year you want, then push ‘Enter’. Then type a Screen number on the Screen field and push ‘Enter’.
Logging off of FAMIS

1) To log off of FAMIS, type “SO” on the Screen field and push ‘Enter’.

   Screen: SO

2) On the next screen, type “LOGOFF” over the message and push ‘Enter’.

   LOGOFF5 NATURAL SESSION TERMINATED NORMALLY

3) On the TPX Menu Screen Command line, type “/K” and push ‘Enter’.

   Command ===> /K
   PF1=Help   PF7/19=Up
Logging off of FAMIS

CONGRATULATIONS!!!

YOU HAVE SUCCESSFULLY LOGGED OFF OF FAMIS TRAINING
Notes on Security

• Once you have completed this training by sending your quiz to FAMIS Security, you will be notified when you can use your Production ID and Password.
• You will need to change your Production Password.
• Memorize your ID and Passwords and **DO NOT** keep them written down at your desk!!
• **DO NOT** let anyone else use your ID or Password!!
• Contact FAMIS Security at #5874 if you have any problems logging onto FAMIS.
QUIZ TIME

Open the Access Quiz.doc in Word found on the Training CD this presentation was on, or go online to http://falcon.tamucc.edu/%7Efinserv/famis/default.html.

Instructions for Quiz
1) Click on the box next to your answer for each question
2) Fill out the bottom section
3) Attach and send the Access Quiz.doc by email to: shelley.knight@mail.tamucc.edu.
Signing into FAMIS Production

To sign into FAMIS Production the first time, the user will follow the steps covered earlier.

1) Double click on the FAMIS icon
2) Type in your Production ID (assigned by the FAMIS Security Officer), push ‘Tab’
3) Type in your initial Production Password (this will expire and you will be prompted to change it)
4) Change your Password and push ‘Enter’
5) Push ‘Enter’ when prompted
6) On the TPX Menu, push ‘F2’ to proceed to ‘FAMIS’
7) Type in your Production ID, push ‘Tab’
8) Type in your Production Password, push ‘Enter’
9) Push ‘Tab’ and type “FAMI”, push ‘Enter’
10) Type in your SSN on the 2nd page of the Statement of Responsibility and push ‘Enter’
11) Push ‘Enter’ on the Bulletin Board
Acknowledgements

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www.indezine.com

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FAMIS Services

TAMU-CC Accounting Department

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