3270 EMULATION KEYS

PF or F (program function) - performs specific functions at the stroke of one key
TAB or BACKTAB - (shift/tab) 
CLEAR/PAUSE - clears and refreshes the screen
RESET/ESC - used to unfreeze the screen when stuck
ERASE EOF - erases to an end of a field
HOME - cursors to top left of screen

HELP

? Help:
If you have the ability to enter data into a field and need help, put a ? In the blank and hit enter.
PF2:
Position the cursor in the field where you need help. Press the PF2 key.
A screen will appear showing the definition of the field. Hit enter to see the defined values.
PF4:
Press PF4 to exit any pop up screen.

TPX COMMANDS
/L then PF12 locks your screen. To re-enter FAMIS, enter your password and hit enter.
/W then PF12 takes you to the TPX menu.
/ then a PF key When logged in through TPX you may be logged onto more than one app at one time. Typing / then the corresponding PF key of the application you wish to be in allows you to toggle back and forth between applications.
/K then PF12 kills TPX. Doing /K then PF12 without typing 'so' then 'logoff' does not log you off of FAMIS.

TROUBLESHOOTING

1. When logging onto FAMIS you notice that an application is highlighted on the TPX menu.
   This means you are logged into the app. To clear it, type "I all" at the 'Command' prompt and hit enter. It should clear all highlighted applications.

2. How to unfreeze a cursor that will not move.
   Hit the reset button on your keyboard. On some keyboards this is the Esc key.

3. The cursor will not move and you are getting a message saying "Invalid transaction identification please resubmit."
   Unfreeze the cursor (see #2) then tab to the bottom right hand corner of the screen and type "logoff." Logoff will wrap around to the top of the screen. Hit enter. When you get back to the TPX menu, type "I all" at the command prompt and hit enter. This will clear everything.

4. You are stuck and nothing you type will help.
   Unfreeze your cursor (see #2). Clear the screen and type logoff. To clear the screen, find the clear or pause key on your keyboard. It depends on your emulation package as to which key clears your screen.

GLOSSARY OF FAMIS TERMS

Ref # = A code entered on a trans by the PF or F (program function) - performs specific functions at the stroke of one key
Ref 1 = -Purchase order number
Ref 2 = -FAMIS reference # for a voucher
Ref 3 = -A/P local check number
Ref 4 = -Departmental assigned ref number (at least 4 digits)

Ref # = A code entered on a trans by the Fiscal Dept. There are 4 types.
Ref 1 = -Encumbrances
Ref 2 = -Fiscal requests
Ref 3 = -A/R invoice number
Ref 4 = -Deposits

Ref # = A 4-digit number that describes a transaction. The GL subcode is called an account control; for SLs it is an object code.
Subcode

Ref # = A 15-digit SL account number.
SL-

Ref # = Each represents a GL subcode (see subcode). See list on screen 805.
Account

Ref # = Any non-dollar info contained in FAMIS needed for administration
Attribute

Ref # = A software package which provides downloading capabilities from FAMIS.
Entire

Ref # = GL Accounts that begin with a "0" (zero). Each represents a collection of financial records which reflect a balance sheet.
General Ledger

Ref # = SL subcode (see subcode). See list on screen 806.
Object Code

Ref # = Three-digit code assigned by Code (TC) FAMIS for each transaction.
Transaction

L doc = PLP11XXX...
E doc = PEP11XXX...
R doc = PRQ11XXX...
P doc = PPO11XXX...

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