

FAMIS PROCEDURES MANUAL

VOLUME II - SYSTEM MAINTENANCE MANUAL

CHAPTER I

INTRODUCTION

The FAMIS Procedures Manual is comprised of three separate volumes. Although a general knowledge of all volumes is important for the effective use of FAMIS, it is essential that those individuals responsible for accounting transaction processing be thoroughly familiar with this volume. Volume I presents the requirements for preparing accounting transactions for FAMIS processing. This volume contains the detailed descriptions for preparing input to maintain accounting data and system tables. Specifically, this volume of the procedures manual is comprised of nine chapters as follows:

- Chapter II - Table Maintenance Coding Procedures describes the procedures for coding maintenance transactions for each of the eight system tables and analyzing the table maintenance reports produced by FAMIS;
- Chapter III - System Management File presents an overview of the system management file and detailed instructions required to prepare system management file maintenance transactions;
- Chapter IV - Table Maintenance Data Entry and Inquiry describes the steps necessary to key table maintenance transactions into the system. Specific procedures are provided for accessing and entering data into each of the FAMIS tables, recalling table maintenance transactions and viewing table records;
- Chapter V - Error Correction presents an overview of FAMIS processing, focusing on the error detection process. The error reporting process is described and detailed instructions for coding error correction transactions are provided;
- Chapter VI - Error Correction Data Entry describes the procedures for entering error correction transactions online. Online error codes and messages associated specifically with the online error correction process are also identified;
- Chapter VII - Warrant Voucher Processing provides an overview of the FAMIS warrant writing subsystem and the related warrant voucher process;
- Chapter VIII - System Reconciliation describes the daily reconciliation process. The various forms and reports necessary to complete this process are identified; and
- Chapter IX - Subsystem Interfaces describes the standard interface procedures.

As can be seen from the description of the contents of this volume, it is quite comprehensive. In order to effectively maintain FAMIS tables, correct errors and utilize the various features of FAMIS, it is important to be thoroughly familiar with the contents of this volume.