

Voucher Inquiry by Voucher Number

Screen 161 provides a complete listing of all vouchers in FAMIS in voucher number order. Shown is one summary line per voucher inquiry which lists the FAMIS voucher number, lines per voucher, the first 11-digit account number in the voucher, vendor name, status, net dollar amounts associated with the voucher and batch session date. Inquiries default to the current fiscal year, but previous fiscal years may be searched by typing a different year in the Fiscal Year: field.

Screen 161 - Voucher Inquiry by Voucher Number

161 Voucher Inquiry by Voucher Nbr							11/16/10 16:07
							FY 2011 CC 02
Screen: ___		Voucher: 1408011		Fiscal Year: 2011			
S	Voucher	Vch Lns	First Account	Vendor Name	Stat	Net Amount	Batch Date
-	1408011	1	270300-02000	EMMAS NETWORK POWER	L PAID	35,772.70	09/27/10
-	1408012	1	271840-00000	TEXAS AGRILIFE RESEARCH	REC	9,923.24	09/27/10
-	1408013	1	271840-00000	TEXAS AGRILIFE RESEARCH	REC	9,931.53	09/27/10
-	1408014	1	241992-00000	ERIN E*ENNIS	PAID	89.49	10/04/10
-	1408015	1	241992-00000	SALLIE S*SMITH	PAID	89.51	10/04/10
-	1408016	1	241992-00000	MIKE M*MARS	PAID	89.51	10/04/10
-	1408017	1	241992-00000	ALICE A*ANSWORTH	PAID	89.51	10/04/10
-	1408018	1	241992-00000	GAIL*GANT	PAID	89.51	10/04/10
-	1408019	1	241992-00000	WARREN W*WELLINGTON	PAID	89.51	10/04/10
-	1408020	1	241992-00000	EDNA E *EINSTEIN	PAID	89.50	10/04/10
-	1408021	1	270650-00000	PFISTER INC	PAID	77.73	09/27/10
-	1408022	1	144013-34400	CARMINE EQUIPMENT	REC	125.00	09/27/10
-	1408023	1	270580-00000	PITS-BOWMAN INC	REC	3,504.00	09/27/10
-	1408024	1	271740-50000	TEXTRAIL INC	PAID	1,183.50	09/27/10

*** Press ENTER To View More Vouchers ***
Enter--PF1--PF2--PF3--PF4--PF5--PF6--PF7--PF8--PF9--PF10--PF11--PF12--
Hmenu Help EHelp

Basic Steps

- Advance to Screen 161.
- Type a voucher number in the Voucher: field. The specified voucher information will pass to the top of the voucher list. If a voucher number is not known, type an '*' and press <ENTER> to display a list of vouchers in numerical order.

Voucher Number Analysis Process

- The Fiscal Year: field allows you to select the fiscal year in which the voucher was posted.
- If the voucher number is unknown, type an asterisk in the Voucher: field. The vouchers will display in numerical order.
- Type an 'X' in the S (Select) field beside the voucher and press <ENTER> to pass the voucher information to Screen 168 (FAMIS Voucher Total Inquiry) and view a list of voucher line item. (*See Screen 168 section for more information.*)
- On Screen 168, type an 'X' in the S (Select) field beside the voucher line item and press <ENTER>. This will pass the voucher information to Screen 169 (FAMIS Voucher Line Item Inquiry) where detailed information is provided. (*See section on Screen 169 for more information.*)

Field Descriptions (◆ = Required / Help = PF2, ? or * Field Help Available)

Action Line

- ◆ **Voucher:** 7 digits
Enter a FAMIS voucher number.
- ◆ **Fiscal Year:** 4 digits
Type the fiscal year the voucher was posted.

Screen Information

- S:** 1 character
Type an 'X' to select and press <ENTER> to view the voucher information.
- Voucher:** 7 digits
Displays the FAMIS voucher number.
- Vch Lns:** 3 digits
Shows the number of line items on a voucher.
- First Account:** 15 digits
Indicates the account number used to the first line item of the voucher.
- Vendor Name:** 23 characters
Displays the name of the vendor.
- Stat:** 4 characters
Shows the status of the voucher. Valid values are:
CYCL = In Check Cycle or State Voucher Cycle
DROP = Dropped before payment - acctg reversed
PAID = Paid (after printing or Prepaid)
PEND = Pending voucher - no acctg. Posted
P-CN = Pending cancelled before acctg. Posted
P-OP = Pending voucher - open (no acctg. posted)
P-CL = Pending closed - closed but not posted; should post overnight and enter into CYCL otherwise there may be a problem
OUT = Outstanding (after being posted but before entering the check or state voucher cycle)
RECN = Reconciled (Cleared Bank or State Comp)
VOID = Check or State voucher voided
- Net Amount:** 14 digits
Shows the net amount of the voucher after discount.
- Batch Date:** 6 digits
Displays the batch session date when transaction was processed.

Additional Functions

- PF KEYS** See Appendix for explanation of standard PF Keys.