

Voucher Inquiry by Vendor

To view all the vouchers posted for a specific vendor, use Screen 162. Type 'Y' in the All: field, to search for all mail codes for the vendor. The information displayed on this screen is in summary form, and is viewed in voucher number order.

Inquiries default to the current fiscal year, but previous fiscal years may be searched by typing a different year in the Fiscal Year: field. To see only outstanding vouchers for a specific fiscal year, use Screen 165.

- If a voucher is outstanding the status column will read (**OUT**).
- When a voucher has entered the check or state voucher cycle, the status is (**CYCL**).
- If a check or state voucher has already been printed, the status will read (**PAID**).
- If a voucher has been reconciled it will read (**REC**N).

Screen 162 - Voucher Inquiry by Vendor (Panel 1)

```

162 Voucher Inquiry by Vendor                               11/16/10 16:12
                    DALE MARKETING LP                       FY 2011 CC 02
Screen: ___ Vendor: lvvvvvvv5N Voucher: _____ Fiscal Yr: 2011 All: Y
Include Only: Acct: _____ Dept Ref: _____ Pg 1 of 1 Pg(s)
          Vch   First
S Voucher Lns  Account      Description      Stat  Net Amount   Date   C
-----
_ 1403309  1 225190-20000 STAFF OPTIPLEX 960 DE PAID      1,802.98 09/28/10 G
_ 1417352  1 241600-00000 DALE OPTIPLEX 780 SER PAID      1,369.50 10/20/10 G
_ 1401253  1 230071-00150 OFFICE PRO PLUS 2010 PAID         49.43 09/13/10 I
_ 1401254  2 225360-23709 OFFICE PRO PLUS 2010 PAID         593.16 09/13/10 I
_ 1401881  1 144006-00000 OFFICE PRO PLUS 2010 REC      49.43 09/14/10 I
_ 1401912  4 144006-00000 DALE LATITUDE E4310,S REC    3,330.25 09/14/10 I
_ 1401987  1 270160-62300 PRECISION T1500 BASE PAID      5,718.80 09/14/10 I
_ 1401993  3 270160-62300 LATITUDE E6410 LAPTOP PAID    31,832.10 09/14/10 I
_ 1402004  2 270160-62300 PE R610 SERVER PAID      22,717.40 09/14/10 I
_ 1402005  2 270160-62300 PE R610 SERVER PAID      18,156.81 09/14/10 I
_ 1402270  1 230069-00035 POWER SUPPLY, 160W, D PAID       35.99 09/14/10 I
_ 1402379  1 144013-36600 COMPUTER-#XF2P73487 REC     1,724.49 09/15/10 I
In Process:                Paid: 87,380.34 Total: 87,380.34
*** Press <ENTER> to view more vouchers ***
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help  EHelp                               Bkwd Frwd Addr Left Right
    
```

Screen 162 - Voucher Inquiry by Vendor (Panel 2)

```

162 Voucher Inquiry by Vendor                               11/16/10 16:13
                    DALE MARKETING LP                       FY 2011 CC 02
Screen: ___ Vendor: lvvvvvvv05N Voucher: _____ Fiscal Yr: 2011 All: Y
Include Only: Acct: _____ Dept Ref: _____ Pg 1 of 1 Pg(s)
          Vch   First
S Voucher Lns  Account      Description      Dept  Check  Check  Net Amount
          Ref  Nbr    Date
-----
_ 1403309  1 225190-20000 STAFF OPTIPLE 1000          09/29/10 1,802.98
_ 1417352  1 241600-00000 DALE OPTIPLEX #11037          10/21/10 1,369.50
_ 1401253  1 230071-00150 OFFICE PRO PL 7782461          09/20/10 49.43
_ 1401254  2 225360-23709 OFFICE PRO PL 7745954          09/20/10 593.16
_ 1401881  1 144006-00000 OFFICE PRO PL 60803 STVCHR 09/15/10 49.43
_ 1401912  4 144006-00000 DALE LATITUDE 60788 STVCHR 09/15/10 3,330.25
_ 1401987  1 270160-62300 PRECISION T15 62300          09/15/10 5,718.80
_ 1401993  3 270160-62300 LATITUDE E641 62300          09/15/10 31,832.10
_ 1402004  2 270160-62300 PE R610 SERVE 62300          09/15/10 22,717.40
_ 1402005  2 270160-62300 PE R610 SERVE 62300          09/15/10 18,156.81
_ 1402270  1 230069-00035 POWER SUPPLY, 7977270          10/06/10 35.99
_ 1402379  1 144013-36600 COMPUTER-#XF2 04272 STVCHR 09/16/10 1,724.49
In Process:                Paid: 87,380.34 Total: 87,380.34
*** Press <ENTER> to view more vouchers ***
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help  EHelp                               Bkwd Frwd Addr Left Right
    
```

Screen 162 – Voucher Inquiry by Vendor (cont'd)

Basic Steps

- Advance to Screen 162.
- Type a vendor number in the Vendor: field. A list of vouchers and pertaining information will be provided for the specified vendor.

Voucher Inquiry by Vendor Process

You can search vendor files by typing a portion of the vendor name in the Vendor: field. A pop-up window will appear with a listing of all vendors on file with the specified search characters in their name. Select a vendor to pass the information to Screen 162.

```
+-----+
| F0043 Mark Vendor with an 'X' to select
| Screen: ___ Search: XERON Type: N (N,V)
| Include Frz/Del Vendors: N
|
| Vendor Name           Vendor ID  Alias Frz Del SHld HUB
| - XERON               1vvvvvvvvD  N   N   N
| - XERON ADMINISTRATION 1vvvvvvvvI  N   N   N
| - XERON CORP           1vvvvvvvvJ  N   N   N
| - XERON CORP           1vvvvvvvv0  Y   N   N
| - XERON CORP           1vvvvvvvvH  N   N   N
| - XERON CORP           1vvvvvvvvX  N   N   N
| - XERON CORP           1vvvvvvvvY  N   N   N
| - XERON CORP           1vvvvvvvvT  Y   N   N
| - XERON CORPORATION    1vvvvvvvv0  N   N   N
| - XERON CORPORATION    1vvvvvvvvA  N   N   N
| - XERON CORPORATION    1vvvvvvvvG  N   N   N
| - XERON CORPORATION    1vvvvvvvv1  N   N   N
| - XERON CORPORATION    1vvvvvvvv2  N   N   N
|
| ** More Vendors - Press <Enter> to View **
| PF4=Exit PF9=Bid PF10=Remit PF11=Order PF12=Main
+-----+
```

- Type an asterisk (*) in the Vendor: field and press <ENTER> to view a list of all vendors.
- The Voucher: field can be used to position the screen display.
- The Fiscal Year: field allows you to select the fiscal year when voucher was posted.
- Vendor information can be accessed by using the **PF9** key. A pop-up window displays the vendor's address, date the account was established and other vendor information.

Screen 162 - PF9 Pop-up Window

```
+-----+
| XERON CORPORATION
| 2222 COMMON WAY DRIVE           Established: 06/25/1990  Disc:   Retn: 18
|                                Last Active: 05/02/2007  Limit:  Com:
| CENTER CITY   IL 60003          YTD Paid:      81,040.28  Type: BU Hold: N
+-----+
```

- 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). This will allow you to view detailed information for the voucher. ([See Screen 168 section for more information.](#))

Screen 162 – Voucher Inquiry by Vendor (cont'd)

- On Screen 168, type an 'X' in the S (Select) field beside the voucher line item and press <ENTER> to pass the voucher information to Screen 169 (FAMIS Voucher Line Item Inquiry) where detailed line item information is provided. (See section on Screen 169 for more information.)

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

Action Line

- ◆ **Vendor:** 11 digits
Enter the vendor identification number.
- ◆ **Voucher:** 7 digits
Type the FAMIS voucher number to be displayed at the top of the list.
- ◆ **Fiscal Yr:** 4 digits
Indicate the fiscal year the voucher was posted.
- All:** 1 character
Type 'Y' to display all mail codes pertaining to the vendor. For example: IBM would list all vouchers for IBM regardless of address.

Include Only:

- Acct:** 11 digits
Enter a FAMIS account number to limit the display.
- Dept Ref:** 7 digits/characters
Indicate a reference number used by the department to limit the display.
- Pg _ of _ Pg(s):** 2 digits
Indicate the page number of the total number of pages to be displayed

Screen Information

Panel 1

- S:** 1 character
Type an 'X' to select the vendor information.
- Voucher:** 7 digits
Displays the FAMIS voucher number.
- Vch Lns:** 3 digits
Indicates the number of line items on a voucher.
- First Account:** 11 digits
Shows the first account number paying for this voucher.
- Description:** 21 characters
Displays a description of items purchased.

Screen 162 – Voucher Inquiry by Vendor (cont'd)

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: 12 digits
Shows the net amount of the voucher, after discount.

Batch Date: 6 digits
Indicates the batch session date when transaction was processed.

MC: 1 character
Shows the vendor's mail code for the voucher.

Panel 2

Dept Ref: 7 digits/characters
Indicates the reference number used by the department.

Check Nbr: 7 digits
Identifies the check number issued when payment was made.

Check Date: 6 digits
Indicates the date the check was processed.

Net Amount: 10 digits
Identifies the net dollar amount of the voucher.

In Process: 12 digits
Displays the net amount in process to be paid.

Paid: 12 digits
Shows the net amount paid.

Total: 12 digits
Displays the total amount of the vouchers displayed on the screen.

This total does not include amount of dropped, cancelled or voided vouchers displayed.

Additional Functions

PF KEYS See Appendix for explanation of standard PF Keys.

PF9 **Address**
Addr Displays the vendor's address and provides additional vendor information.