Voucher Inquiry by Account

Screen 163 displays a list of vouchers for a specific subsidiary ledger account (SL) or support account (SA) and departmental reference number. The information displayed shows the status of the voucher.

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 163 - Voucher Inquiry by Account, Dept Ref (Panel 1)

```
   163 Voucher Inquiry by Account, Dept Ref                 11/16/10 16:19
                                                            FY 2011 CC 02
   Screen: ___  Account: 510069 20000  Dept Ref: _____  Fiscal Yr: 2011
      Dept          Vch
   S   Ref   Voucher Lns     Vendor Name      Stat   Net Amount   Description
   - ------- ------- --- ------------------- ----  ------------- ----------------
   _ 7807480 1416011   1 XERON CORPORATION    PAID       169.91  2011-XEROX MFP88
   _ 7807480 1429173   1 XERON CORPORATION    OUT        169.91  2011-XEROX MFP88
   _ 8546870 1413224   3 OFFICE PRODUCTS      RECN       456.96  LABEL, FILE, FOL
   _ 8547627 1413223   2 OFFICE PRODUCTS      RECN        13.41  BATTERY, ALKA, D
   _ 8547874 1413222   1 OFFICE PRODUCTS      RECN       639.92  TONER, PHASER 85
   _ 8548032 1413221   1 OFFICE PRODUCTS      RECN         3.09  DATER, ECONO, OD
   _ 8654841 1424847   1 OXFORD LABELING      PAID         7.59  PRESENTING SCIEN
   _ 8654841 1424848   1 OXFORD LABELING      PAID        60.00- PRESENTING SCIEN
   _ 8654841 1424847   1 OXFORD LABELING      PAID        60.00  PRESENTING SCIEN
   _ 8655710 1416654   1 TOM'S BUSINESS SOLUT PAID        15.18  TAPE,LABEL,LETRA
   _ 8709237 1416669   1 FEDSTREAM            PAID        33.72  FREIGHT - NSF-RE
   _ 8783882 1419380   1 TOM;S BUSINESS SOLUT PAID        13.90  BOOK,CMP,WIDE,10
   _ 8783882 1420631   1 TOM'S BUSINESS SOLUT PAID       157.40  NTBK,LAB,11X8.5,
   _ 8953827 1422858   1 FEDSTREAM            OUT         52.77  FREIGHT - DUNBAR
                  *** Press ENTER to view more Vouchers ***
   Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
         Hmenu Help  EHelp                                     Left  Right
```

Screen 163 - Voucher Inquiry by Account, Dept Ref (Panel 2)

```
   163 Voucher Inquiry by Account, Dept Ref                 11/16/10 16:22
                                                            FY 2011 CC 02
   Screen: ___  Account: 510069 20000  Dept Ref: _____  Fiscal Yr: 2011
      Dept          Vch              Check    Check    Batch
   S   Ref   Voucher Lns Vendor Name  Nbr     Date     Date    Stat  Net Amount
   - ------- ------- --- ----------- ------- -------- -------- ---- ------------
   _ 7807480 1416011   1 XERON CORPOR         10/28/10 10/15/10 PAID       169.91
   _ 7807480 1429173   1 XERON CORPOR                  11/15/10 OUT        169.91
   _ 8546870 1413224   3 OFFICE PRODU 2754574 10/08/10 10/07/10 RECN       456.96
   _ 8547627 1413223   2 OFFICE PRODU 2754574 10/08/10 10/07/10 RECN        13.41
   _ 8547874 1413222   1 OFFICE PRODU 2754574 10/08/10 10/07/10 RECN       639.92
   _ 8548032 1413221   1 OFFICE PRODU 2754574 10/08/10 10/07/10 RECN         3.09
   _ 8654841 1424847   1 OXFORD LABEL 2759646 11/11/10 11/04/10 PAID         7.59
   _ 8654841 1424848   1 OXFORD LABEL 2759646 11/11/10 11/04/10 PAID        60.00-
   _ 8654841 1424847   1 OXFORD LABEL 2759646 11/11/10 11/04/10 PAID        60.00
   _ 8655710 1416654   1 TOM'S BUSINE         11/04/10 10/18/10 PAID        15.18
   _ 8709237 1416669   1 FEDSTREAM    2757180 10/28/10 10/18/10 PAID        33.72
   _ 8783882 1419380   1 TOM'S BUSINE         11/10/10 10/25/10 PAID        13.90
   _ 8783882 1420631   1 TOM'S BUSINE 2760053 11/15/10 10/27/10 PAID       157.40
   _ 8953827 1422858   1 FEDEX                         11/01/10 OUT         52.77
                  *** Press ENTER to view more Vouchers ***
   Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
         Hmenu Help  EHelp                                     Left  Right
```

Basic Steps

- Advance to Screen 163.
- Type an 11-digit account ID number in the Account: field and press <ENTER> to view a list of vouchers. In some cases, the 5-digit support account number will be 00000. The Voucher: field displays the FAMIS voucher number. The Dept. Ref.: field refers to the departmental voucher number given by the department.

Voucher List Process

- The Fiscal Year: field allows you to select the fiscal year in which the voucher was posted.
- Type an 'X' in the S (Select) field beside the voucher and press <ENTER> to select the voucher and view additional detailed information on Screen 168 (FAMIS Voucher Total Inquiry). (*See Screen 168 section for more information.*)
- On Screen 168, type an 'X' in the S (Select) field beside a voucher line item and press <ENTER> to view line item information on Screen 169 (FAMIS Voucher Line Item Inquiry). (*See section on Screen 169 for more information.*)

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

Action Line

◆ **Account:**   11 digits
                 Enter desired account number.

Dept. Ref: 7 characters
                 Include a departmental reference for voucher (Reference #4) or the voucher number if the departmental reference is not required. This will place it at the top of the list.

◆ **Fiscal Yr:**   4 digits
                 Designate the fiscal year the voucher was posted.

Screen Information

S: 1 character
                 Type an 'X' to select the voucher to be displayed.

Dept. Ref: 7 characters
                 Leave blank or enter Reference #4 - Departmental voucher reference number.

Voucher: 7 digits
                 Shows the FAMIS voucher number.

Vch Lns: 3 digits
                 Displays the number of line items in a particular voucher.

Vendor Name: 20 characters
                 Shows the vendor's name.

Panel 1

Stat:

4 characters

Shows the <u>status of the voucher</u>. 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:

13 digits

Shows the <u>net amount</u> of the voucher, after discount.

Description:

18 characters

Displays a <u>description of items</u> purchased.

Panel 2

Check Nbr:

6 digits

Identifies the <u>check number</u> issued when payment was made.

Check Date:

6 digits

Indicates the <u>date</u> the <u>check</u> was <u>processed</u>.

Batch Date:

6 digits

Shows the <u>date of the batch session</u> when the transaction was processed.

Stat:

4 characters

Shows the <u>status of the voucher</u>. 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 <u>net amount</u> of the voucher, after discount.

Additional Functions

PF KEYS

See Appendix for explanation of standard PF Keys.