

Voucher Inquiry by Purchase Order Number

Screen 164 displays a list of vouchers by purchase order 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 164 - Voucher Inquiry by PO Number (Panel 1)

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164 Voucher Inquiry by PO Number                                     11/16/10 16:26
                                                                    FY 2011 CC 02

Screen:  ___ PO Nbr: P100022 Fiscal Year: 2011
  PO      Vch  First
  S  Nbr  Voucher Lns  Account      Vendor Name  Stat  Net Amount  Dept
  -----
- P100022 1419166  1 302970-00000 CENTER FOR ORTHO PAID  4,800.00 ORTHOPE
- P100022 1427708  1 302970-00000 CENTER FOR ORTHO PAID  4,200.00 ORTHOPE
- P100023 1407995  1 302970-00000 INFOSYS GROUP  REC  2,950.00 CARENET
- P100023 1414789  1 302970-00000 INFOSYS GROUP  PAID  2,950.00 CARENET
- P100024 1400007  1 270640-00000 MONITOR IT  REC  10,311.50 58777
- P100024 1402422  2 270640-00000 MONITOR IT  REC  1,345.44 58777
- P100025 1402222  1 225580-10000 BARTON VALLEY CO REC  2,167.50 10000
- P100025 1412215  1 225580-10000 BARTON VALLEY CO REC  2,167.50 10000
- P100025 1423600  1 225580-10000 BARTON VALLEY CO PAID  2,167.50 10000
- P100027 1404214  1 300090-19000 SHEILA'S TRAVEL REC  21,920.40 3156
- P100027 1407468  1 300090-19000 SHEILA'S TRAVEL REC  16,864.02 3156
- P100028 1404892  1 144006-00000 STARIS CORPORATI REC  2,460.52 58753
- P100030 1400343  2 270300-07300 HIER INC  REC  2053,796.74 11036
- P100030 1403471  1 270300-07300 HIER  REC  1,624.00 11036

*** Press ENTER to view more accounts ***
Enter--PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp                                     Left  Right
  
```

Screen 164 - Voucher Inquiry by PO Number (Panel 2)

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164 Voucher Inquiry by PO Number                                     11/16/10 16:28
                                                                    FY 2011 CC 02

Screen:  ___ PO Nbr: P100022 Fiscal Year: 2011
  PO      Vch  First  Check  Check  Batch
  S  Nbr  Voucher Lns  Account Nbr  Date  Date  Stat  Net Amount
  -----
- P100022 1419166  1 302970-00000 2756765 10/26/10 10/25/10 PAID  4,800.00
- P100022 1427708  1 302970-00000 2759849 11/12/10 11/11/10 PAID  4,200.00
- P100023 1407995  1 302970-00000 2753031 09/28/10 09/27/10 REC  2,950.00
- P100023 1414789  1 302970-00000 2757739 11/01/10 10/29/10 PAID  2,950.00
- P100024 1400007  1 270640-00000 2749776 09/10/10 09/09/10 REC  10,311.50
- P100024 1402422  2 270640-00000 2750838 09/16/10 09/15/10 REC  1,345.44
- P100025 1402222  1 225580-10000 2750321 09/15/10 09/14/10 REC  2,167.50
- P100025 1412215  1 225580-10000 2754396 10/07/10 10/06/10 REC  2,167.50
- P100025 1423600  1 225580-10000 2758763 11/08/10 11/05/10 PAID  2,167.50
- P100027 1404214  1 300090-19000 2751498 09/20/10 09/17/10 REC  21,920.40
- P100027 1407468  1 300090-19000 2754374 10/07/10 10/06/10 REC  16,864.02
- P100028 1404892  1 144006-00000 STVCHR 09/21/10 09/20/10 REC  2,460.52
- P100030 1400343  2 270300-07300 2749715 09/10/10 09/09/10 REC  2053,796.74
- P100030 1403471  1 270300-07300 2751286 09/17/10 09/16/10 REC  1,624.00

*** Press ENTER to view more accounts ***
Enter--PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp                                     Left  Right
  
```

Basic Steps

- Advance to Screen 164.
- Type a PO number in the PO Number: field and press <ENTER>.

Purchase Order List Process

- Type an asterisk (*) in the Purchase Order (PO) Number: field followed by <ENTER> to access a numerical listing of all vouchers by PO number.
- 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 pass the voucher information to Screen 168 (FAMIS Voucher Total Inquiry) where detailed information and a list of voucher line items is provided. (*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> to 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

- ◆ **PO Nbr:** 7 character/digits
Enter a FAMIS purchase order number, or type an asterisk (*) and press <ENTER>.
- ◆ **Fiscal Year:** 4 digits
Type the fiscal year the voucher was posted.

Screen Information

- S:** 1 character
Type an 'X' in this field to select the voucher you wish to view.
- PO Nbr:** 7 character/digits
Displays a FAMIS purchase order number.
- Voucher:** 7 digits
Indicates the FAMIS voucher number.
- Vch Lns:** 3 digits
Shows the number of line items in a particular voucher.
- First Account:** 15 digits
Identifies the first account paying this particular voucher.
- Vendor Name:** 16 characters
Displays the vendor's name.

Screen 164 – Voucher Inquiry by PO Number (cont'd)

Panel 1

Stat: 4 characters
Shows the status of the voucher. For example:
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 net amount of the voucher, after discount.

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

Panel 2

Check Nbr: 6 digits
Identifies the check number issued when payment was made.

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

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

Stat: 4 characters
Shows the status of the voucher. For example:
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.

Additional Functions

PF KEYS See Appendix for explanation of standard PF Keys.