Voucher Inquiry by Departmental Reference

Screen 167 provides a list of vouchers for a specified departmental reference code. To view additional information about a voucher, type 'X' in the S: field to select it. FAMIS will then display the additional information for you on Screen 168.

Screen 167 - Voucher Inquiry by Dept Reference (Panel 1)

```
   167 Voucher Inquiry by Dept Ref                        11/16/10 16:46
                                                           FY 2011 CC 02
   Screen: ___  Dept Ref: 168____  Fiscal Yr: 2011    Pg 1__ of   1 Viewed Pg(s)
      Dept          Vch
   S  Ref    Voucher Lns       Vendor Name       Stat   Net Amount  Description
   - ------- ------- --- ---------------------- ---- ------------- ------------
   _ 16827   1412345   1 APPLIED COMPUTERS       PAID     1,500.00  FACULTY WORK
   _ 1684    1412419   1 ROGER R*ROBINS          PAID       272.22  RENTAL CAR F
   _ 1685    1412384   1 BARRY B*BENNINGTON      PAID       217.78  RENTAL VAN F
   _ 1686    1412705   1 HART H*HYER             PAID       103.00  AUSTIN,TX-9/
   _ 1687    1412707   1 GRANT*GALEN             RECN       100.30  AUSTIN,TX -
   _ 1688    1412704   2 GRANT*GALEN             RECN       217.25  FORT WORTH,T
   _ 1689    1412872   3 MYER M*MARTIN           RECN       151.90  DENTON,TX -
   _ 1690    1412865   3 WINSTON WYNN*WARREN     RECN       322.06  FALLS CITY,T
   _ 1691    1412868   4 MACK M*MARSH            RECN     2,060.83  NEW YORK,NY-
   _ 1696    1415044   2 KINSEY K*KOLE           RECN       220.00  COLLEGE STAT
   _ 1697    1415440   3 WILSON WREN*WASHINGTON  RECN       360.21  HONDO,TX-10/
   _ 1698    1415442   3 WILSON WREN*WASHINGTON  RECN       332.91  KERRVILLE,TX
   _ 1699    1428650   1 FRED FARRIS ENTERPRISE  PAID       382.50  ADVERTISEMEN
   _ 1699    1415443   3 BARRY B*BENNINGTON      PAID       625.07  DALLAS,TX -
               *** Press ENTER to view more Vouchers ***
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp                   Bkwd  Frwd       Left  Right
```

Screen 167 - Voucher Inquiry by Dept Reference (Panel 2)

```
   167 Voucher Inquiry by Dept Ref                        11/16/10 16:46
                                                           FY 2011 CC 02
   Screen: ___  Dept Ref: 168____  Fiscal Yr: 2011    Pg 1__ of   1 Viewed Pg(s)
      Dept                  First
   S  Ref    Voucher     Account            Description              Stat
   - ------- ------- ------------ ---------------------------------- ----
   _ 16827   1412345 240954-10005 FACULTY WORKSTATION FOR DR. JOHN PH PAID
   _ 1684    1412419 553038-00000 RENTAL CAR FOR ROGER ROBINS TO TRAV PAID
   _ 1685    1412384 553038-00000 RENTAL VAN FOR BARRY BENNINGTON     PAID
   _ 1686    1412705 553038-00000 AUSTIN,TX-9/30/10-HART HYER         PAID
   _ 1687    1412707 553038-00000 AUSTIN,TX - 9/28/10 - GRANT GALEN   RECN
   _ 1688    1412704 553038-00000 FORT WORTH,TX - 9/23 TO 9/24/10 - G RECN
   _ 1689    1412872 553038-00000 DENTON,TX - 9/28 TO 9/29/10 - MYER  RECN
   _ 1690    1412865 553038-00000 FALLS CITY,TX - 9/29 TO 9/30/10-WIN RECN
   _ 1691    1412868 553038-00000 NEW YORK,NY-9/22 TO 9/25/10-MACK MA RECN
   _ 1696    1415044 553038-00000 COLLEGE STATION,TX-8/2/10-KINSEY K  RECN
   _ 1697    1415440 553038-00000 HONDO,TX-10/4 TO 10/5/10-WILSON WRE RECN
   _ 1698    1415442 553038-00000 KERRVILLE,TX-10/7 TO 10/8/10-FRED F RECN
   _ 1699    1428650 210500-20000 ADVERTISEMENTS FOR VETERANS         PAID
   _ 1699    1415443 553038-00000 DALLAS,TX - 10/6 TO 10/8/10 - BARRY PAID
               *** Press ENTER to view more Vouchers ***
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp                   Bkwd  Frwd       Left  Right
```

Basic Steps

- Advance to Screen 167.
- To view vouchers with a specific departmental reference code, type the code in the Dept Ref: field and press <ENTER>. To view a list of pending vouchers for a specific year, use the Fiscal Year: field and press <ENTER>.
- The pending vouchers will be listed by departmental reference code in numerical order. If more detailed information is needed, type an 'X' in the Sel: field beside the voucher to advance to Screen 168 (FAMIS Voucher Total Inquiry).

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

Action Line

◆ **Dept Ref:**
7 digits/characters
Enter the <u>departmental reference code</u> to select vouchers for the display.

◆ **Fiscal Yr:**
4 digits
Type the <u>fiscal year</u> to be used for searching for the specified departmental reference code.

Pg __ of __
Viewed Pg(s):
3 digits
Shows the <u>number of pages viewed</u>, and allows you to enter the page number to be displayed.

Screen Information

S:
1 character
Type an 'X' to <u>select the voucher</u> you wish to view.

Dept Ref:
7 digits/characters
Displays the <u>departmental reference</u> code entered on the voucher when it was created.

Voucher:
7 digits
Shows the FAMIS <u>voucher number</u>.

Panel 1

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

Vendor Name:
24 characters
Displays the <u>vendor's</u> name.

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:	10 digits Shows the <u>net amount of the voucher</u>, after discount.
Description:	12 characters Displays a <u>description of the item(s)</u> on the voucher.

Panel 2

First Account:	11 digits Shows the <u>first account number</u> listed on the voucher.
Description:	35 characters Displays the <u>description</u> entered on the voucher.
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

Additional Functions

PF KEYS	See Appendix for explanation of standard PF Keys.