Voucher Total Inquiry

The voucher header information that is common for all line items of a specific multi-account voucher can be viewed on Screen 168. Each of the multiple accounts included on the voucher is displayed with one line of information. The easiest way to access Screen 168 is through Screens 161 through 165. Typing an 'X' in the S: (Select) field on these screens will pass the information to Screen 168. In this case, the voucher number, line item and fiscal year are automatically entered on the Action Line.

To see more detail about the line items of the voucher, type an 'X' in the S: field and press <ENTER> to advance to Screen 169.

When looking at the status on a voucher, keep in mind that the status field only shows the status of the first line of the voucher. If there are multiple lines, you need to check each one to see the status.

The Confidentiality related fields (Confidential, Conf and CF) identify whether a voucher or line item(s) have been marked as 'confidential'. All voucher line items with an object code that maps to the Comptroller List of Confidential Codes are flagged by the FAMIS programs as 'confidential' even if the Confidential Indicator is **not** entered on the screen.

> Screen 163 or, other inquiry screens, can be used to find a voucher number for an account.

Screen 168 - Voucher Total Inquiry

```
 168 Voucher Total Inquiry                              11/16/10 16:56
                                                        FY 2011 CC 02
  Screen: ___   Voucher: 1412411  Fiscal Year: 2011

                                                   Status: PAID
    Vendor: 1vvvvvvvvv0 ENNIS ENTERPRISES               Hold: N      Pend:
  Alt Vndr:                                              Encl:       Wire: N
    Due Dt: 10/06/2010          Desc: ALL FIVE YELL LEADERS TO   St Vchr: N
    Inv Dt: 07/28/2010   Cust AR Nbr: TXnnnnn1                    Revolv: N
  Dlvry Dt: 08/02/2010          GSC Ord:                         Chg Src: N
  Dept Ref: 10087         Cont Wk Force: N    Confidential:     ACH: Y Ovrd:
    Tran Cd: 140           FAMIS Trace: A750895    St Warrant Nbr:
 St Req Nbr:                     ACH Dt: 10/07/2010      Warrant Dt:
 Vchr Total: 488.75          Check Recon:             USAS Doc Type:     PCC:
 Bank Trace: 09xxxxxxxxxxx8          IC: F Reason: DT   Orig Dist Dt:
 S Itm      Account       Net Amount   PO No.  Invoice Number Bank  Dp Vd XRef
 - --- ----------------- ------------- ------- -------------- ----- -- -- ----
 _   1 215790 00000 3410       488.75  E102281 D801004         06000  N  N



                      *** End of line items ***
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp             Desc  Corr        Addr  Det
```

> Unless you have FAMIS element security you may not be able to see the data in the Cust AR Nbr: field. If you need to see this number, talk to your security officer about getting the element security set.

Basic Steps

- Advance to Screen 168.
- Type a voucher number in the Voucher: field and press <ENTER>.

Voucher Total Inquiry Process

- Entering the Fiscal Year allows you to select the fiscal year in which the voucher was posted.
- Vendor information can be accessed by using the PF9 key. A pop-up window will appear providing the address and other information for the selected vendor.

```
+--------------------------------------------------------------------------+
|                                                                          |
|   ENNIS ENTERPRISES                                                       |
|   PO BOX 555552                         Established: 09/17/2009  Disc:    Retn: 18 |
|                                         Last Active: 11/15/2010  Limit:   Com:    |
|   ATLANTA        GA 355555552           YTD Paid:    613,994.23  Type: BU Hold: N |
|                                                                          |
+--------------------------------------------------------------------------+
```

- Press the PF10 key to view the voucher item, account on the voucher and the encumbrance account.

```
+--------------------------------------------------------------------------+
|                                                                          |
|            VOUCHER          ENCUMBRANCE  ENC                             |
|   ITEM     ACCOUNT          ACCOUNT      OBJ      AMT        INVOICE      |
|   ----  ----------------- ------------ ---- -------------- -------------- |
|    1    215790 00000 3410 215790 00000 3410         488.75 D801004       |
|                                                                          |
|                                                                          |
|                                                                          |
|                                                                          |
|                                                                          |
|                                                                          |
|    PF4 = Exit              *** End of line items ***                     |
+--------------------------------------------------------------------------+
```

- 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

◆ **Voucher:**   7 digits
                     Enter a FAMIS voucher number.

◆ **Fiscal Year:**   4 digits
                     Enter the fiscal year voucher was posted.

Screen Information

Status:	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

Vendor:	11 digits/30 characters
	Shows the vendor's ID number and name charged with the expense.
Hold:	1 character
	Signifies if a hold has been placed on the voucher.

N or Blank	=	No hold on voucher print.
Y	=	Do not print check/voucher.

Alt Vndr:	11 digits/30 characters
	Shows the identification number and name of the alternate vendor receiving payment.
Encl:	1 character
	Shows the code indicating enclosures may be included. This will force separate checks for local vouchers. Vouchers will be grouped by identical codes. Examples are:

A	=	Auditor
Blank	=	Not specified
C	=	Comptroller
L	=	Local
S	=	Audit Services
Y	=	Yes, enclosures

Wire:	1 character
	'Y' indicates payment was made by use of a wire transfer. FAMIS does not make the wire transfer to the bank.
Due Date:	8 digits
	Indicates the due date on voucher. This could indicate the date the voucher is pulled to cycle for payment or the date a prepaid voucher was entered into FAMIS.
Desc:	25 characters
	Displays a description of items purchased.
St Vch:	1 character
	'Y' indicates the voucher is paid with state money.

Inv Date: 8 digits
Shows the date the invoice was issued.

Cust AR Nbr: 25 digits
Identifies the customer Accounts Receivable number assigned to purchaser by vendor. You must have security access to the document to view this number.

Revolv: 1 character
'Y' indicates a revolving voucher.

Dlvry Date: 8 digits
Indicates the receiving (delivery) date for vouchers created via the Purchasing Module of FAMIS.

When a voucher is created on Screen 345, the receiving date is picked up from the limited purchase received date or from the date of the receiving document for documents where a receiving document was created.

GSC Ord: 15 characters
Identifies the TBPC (General Services Commission) defined code for purchase orders requiring their approval.

Pending: 1 character
Indicates whether the voucher is pending.

Chg Src: 1 character
'Y' indicates the voucher involved the change source of funds process.

Dept Ref: 7 digits/characters
Displays the departmental reference for voucher (Reference #4) or the voucher number if the departmental reference is not required.

Cont Work Force: 1 character
Indicates that this payment is flagged as a Contract Work Force Payment.

Confidential: 1 character
Identifies if the voucher has been marked as 'confidential'. Valid values are:
Blank = Can be left blank on both header and line items
N = Not confidential
S = Some information is confidential such as description
Y = Confidential

ACH: 1 character
'Y' indicates the voucher is marked for the ACH process.

ACH Ovrd: 1 character
Indicates ('Y' or 'N') if an override was put on the ACH voucher – thereby creating a check in the check cycle.

Tran Cd: 3 digits
The transaction code identifies the type of transaction.

Check Nbr: 7 digits
Shows the <u>check number</u> printed on the check.

-- OR --

FAMIS Trace: 7 character/digits
Displays the <u>FAMIS bank tracking number</u> if this is an ACH payment.

St Warrant Nbr: 7 digits
This <u>number</u> is <u>assigned by the state</u> and displayed after the voucher has been reconciled.

St Req Nbr: 15 digits
Shows the <u>state requisition number</u>.

Check Date: 8 digits
Displays the <u>date</u> the <u>check</u> was <u>printed</u>.

Warrant Date: 8 digits
Identifies the <u>date</u> given by the state indicating when the <u>state warrant</u> was <u>produced</u>.

Vchr Total: 10 digits
Shows the total <u>amount of the voucher</u>; the sum of the line items.

Check Recon: 1 character/8 digits
'Y' indicates the <u>check</u> has been <u>reconciled</u>. The <u>date indicates when the bank cleared the check</u>.

USAS Doc Type: 3 characters
Identifies the <u>document type code</u> assigned by <u>USAS</u>.

PCC: 1 character
Shows the <u>General Services Commission (GSC) defined Purchase Category Code</u> that identifies various purchase types and associated payments.

Bank Trace: 15 digits
Shows the <u>bank number the voucher was paid against</u>. The first 8 digits are the originating depository financial institution (ODFI) and the last 7 numbers are sequentially assigned by FAMIS.

IC: **Help** 1 character
Identifies the <u>interest calculation procedure to be followed</u>. Valid values are:
A   =   Accept Scheduling of Late Payment
BLANK =   None
F   =   Force Interest Calculation
R   =   Refuse Interest Calculation

Reason: **Help** 2 characters
Shows the reason for interest exemption: Valid values are:

AD	=	Agency Discretion Exercised
AI	=	Automation Issue(s)
AP	=	Advance Payment
DP	=	Disputed Payment
DT	=	Direct Payment of Travel Expenses
FC	=	FED Contract/Terms Prohibit Pymt
GE	=	GSC Exemption Granted 7 Documented
MI	=	Mailing Instr On PO Not Followed
NI	=	No Invoice

Orig Dist Date: 8 digits
Indicates the first date the system attempted to pay a vendor on hold.

S: 1 character
Type an 'X' to select and press <ENTER> to view the voucher information.

Itm: 3 digits
Displays the line number of an item entered on a voucher.

Account: 15 digits
Indicates the account number paying the first line item of the voucher.

Net Amount: 10 digits
Shows the net amount of the voucher, after discount.

PO No.:   7 character/digits
Displays the FAMIS purchase order number.

Invoice Number: 14 digits
Identifies the invoice number for a particular voucher.

Bank: 5 digits
Shows the bank number the voucher was paid against.

Dp: 1 character
Displays the drop flag setting:
'Y' = deleted unpaid voucher.

Vd: 1 character
'Y' indicates the check has been voided.

XRef: 3 characters/digits
For interest calculations, this shows the item number of the principal item on which the interest is based.

Additional Functions

PF KEYS	See Appendix for explanation of standard PF Keys.	
PF6	**Description**	
Desc	Shows <u>additional</u> information about the <u>description</u>.	
PF9	**Address**	
Addr	Shows the <u>vendor's address</u> information.	
PF10	**Details**	
Det	Displays the <u>voucher item detail</u>, account number on the voucher and the encumbrance account.	