

# Voucher Line Item Inquiry

Screen 169 displays all the information associated with a specific voucher record. It is especially useful for finding the date a check cleared and was reconciled.

If 'Y' was entered in the ACH: field on [Screen 168](#), the title and information changes to reflect ACH data. Otherwise, if the field was left blank the title will reflect check cycle information.

Press PF6 to view additional description information.

## Screen 169 - Voucher Line Item Inquiry (Panel 1)

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169 Voucher Line Item Inquiry                                03/11/09 15:16
                                CAMDEN LABORATORIES
                                FY 2009 CC 02
Screen:  ___ Voucher: 1046587 Line Item: 1__ Fiscal Year: 2009
                                Cross Reference Item:          Panel: 01 More>>
Trans Code: 140                               Dept Ref: 05000          Encl:
Invoice Dt: 12/01/08                          Order Dt: 11/26/08       Due Dt: 12/16/08
Invoice No: 870222                             Delivery Dt:              Req Pymt Dt:
Inv Rcvd Dt: 12/09/08                         Act Rcvd Dt: 12/05/08   Pymt Due Dt: 01/08/09
Description: DLM-9-10 ACETONE                  Orig Dist Dt:
Vendor ID: 1vrvvvvvvv2                         W2/SSN:                 Alt Vendor:
USAS Doc Tp:                                  PCC Code:               PDT Code:
LDT Codes:                                    PCA Code:               PO Nbr: L922669
Inv Amt: 13.37                               IC:                     Rsn:                   P/F Liq: N 1099:
Disc Amt:                                     Disc Dt: 12/16/08       Lost: Y Batch: PVP364 12/16/08
Net Amt: 13.37 FA Acct: 270040-05000-4040     Comp Cd: 7310 Bank: 06000
                                                Orig Comp Cd: 7310 Wire:
Hold: N Drop: N --- ACH Cycle: N --- St Vchr N Cycle: N
Pull: Pending: Nbr: A622851 12/17/08 N
Trn Pull: FFX Feed: B 12/17/08 Void: N Rsn: N
Ck Feed: Y Revolving: N Recon: N N
St Feed: N Chg Src: N Bank Trace: 09zzzzzzzzzzzz5
Enter--PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EHelp Desc XRItm VOInt Addr Left Right
    
```

Displays "Check Cycle" if not an ACH payment

## Screen 169 - Voucher Line Item Inquiry (Panel 2)

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169 Voucher Line Item Inquiry                                03/11/09 15:18
                                CAMDEN LABORATORIES
                                FY 2009 CC 02
Screen:  ___ Voucher: 1046587 Line Item: 1__ Fiscal Year: 2009
                                Cross Reference Item:          Panel: 02
<<More
Trans Code: 140                               Dept Ref: 05000          Encl:
Invoice Dt: 12/01/08                          Order Dt: 11/26/08       Due Dt: 12/16/08
Invoice No: 870222                             Delivery Dt:              Req Pymt Dt:
Inv Rcvd Dt: 12/09/08                         Act Rcvd Dt: 12/05/08   Pymt Due Dt: 01/08/09
Description: DLM-9-10 ACETONE                  Orig Dist Dt:
Vendor ID: 1vrvvvvvvv2                         W2/SSN:                 Alt Vendor:
Origin Cd: P Confidential:                     Travel Hotel Zip:
Dup Inv Override:                               Cont Wk Force:
Inv Amt: 13.37                               Liab Acct: 027004-2100
Disc Amt:                                     Disc Acct: - Lost: Y Batch: PVP364 12/16/08
Net Amt: 13.37 FA Acct: 270040-05000-4040

State Hold Override Information                    Cost Reference
Override Flag:                                  1:
User ID:                                         2:
Override Dt:                                     3:

Enter--PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EHelp Desc XRItm VOInt Addr Left Right
    
```



## Screen 169 – Voucher Line Item Inquiry (cont'd)

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### Screen Information

#### Panel 1

<b>Cross Reference Item:</b>	1 digit For interest items, this cross reference indicates the <u>item number of the principal item on which the interest is based</u> .
<b>Trans Code:</b>	4 digits Displays the <u>transaction code</u> identifying the type of transaction.
<b>Dept. Ref. #:</b>	7 digits/characters Shows the <u>departmental reference</u> for voucher (Reference #4) or the voucher number if the departmental reference is not required.
<b>Enclosure Code:</b>	1 character Displays the <u>code indicating enclosures</u> may be included. <span style="border: 1px solid black; padding: 2px;">This will force separate checks for local vouchers.</span> Vouchers will be grouped by identical codes. Examples are: A = Auditor Blank = Not specified C = Comptroller L = Local S = Audit Services Y = Yes, enclosures
<b>Invoice Dt:</b>	6 digits Shows the <u>date the invoice was issued</u> . <b>If the user wants the system to calculate the discount, the invoice date must be entered.</b> This date must be before or equal to the date the voucher is entered.
<b>Order Dt:</b>	6 digits Displays the <u>date the order was placed</u> . <span style="border: 1px solid black; padding: 2px;">Required for state vouchers.</span>
<b>Due Dt:</b>	6 digits Shows the <u>due date on the voucher</u> . This could indicate the date the voucher is pulled to cycle for payment or the date a prepaid voucher was entered into FAMIS.
<b>Invoice No:</b>	12 digits Identifies the <u>invoice number</u> for a voucher.
<b>Delivery Dt:</b>	6 digits Indicates the <u>receiving (delivery) date or the expected delivery date entered on Screen 220</u> .
<b>Req Pymt Dt.:</b>	6 digits Shows the <u>date you requested the State to make payment</u> for the voucher.
<b>Inv Rcvd Dt:</b>	6 digits Displays the <u>date the invoice was received</u> .

## Screen 169 – Voucher Line Item Inquiry (cont'd)

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<b>Act Rcvd Dt:</b>	6 digits Identifies the last <u>date</u> all <u>items</u> were <u>actually received</u> , if more than one shipment is involved. <b>This date is generated by FAMIS.</b>
<b>Pymt Due Dt:</b>	6 digits Shows the last <u>due date</u> that a payment can be made <u>before interest starts accruing</u> .
<b>Description:</b>	40 characters Displays a <u>description of items</u> purchased.
<b>Orig Dist Dt:</b>	6 digits Identifies the <u>original distribution date</u> that would have been printed on the check if the vendor was not on hold. It is set when the check cycle first tries to pay a voucher for a vendor on hold.
<b>Vendor ID:</b>	11 digits Shows the <u>Federal Identification number</u> of the <u>vendor</u> .
<b>W2/SSN:</b>	9 digits Displays the identification number ( <u>Social Security number on W2 form</u> ) for employee if the voucher is for services (i.e., moving).
<b>Alt Vendor:</b>	11 digits Shows the <u>alternate vendor</u> receiving payment.
<b>USAS Doc Tp:</b>	3 characters/digits Displays <u>USAS defined document type code</u> that determines processing at the state.
<b>PCC Code:</b>	1 character Shows a General Services Commission (GSC) defined <u>Purchase Category Code</u> that identifies various purchase types and associated payments.
<b>PDT Code:</b>	3 characters Identifies the USAS defined <u>Payment Distribution Type code</u> that identifies how transactions will be combined for warrants and direct deposits.
<b>LDT Codes:</b>	2 digits each Displays the <u>USAS Legal/Descriptive</u> code that identifies up to 5 stamps to be put on a voucher.
<b>PCA Code:</b>	5 digits Shows the <u>Program Cost Account code</u> , a USAS required field used as a coding reduction field.
<b>PO Nbr:</b>	7 character/digits Identifies the FAMIS <u>purchase order number</u> .
<b>Inv. Amt:</b>	15 digits Shows the gross <u>invoiced amount</u> of specific line item on a voucher.

## Screen 169 – Voucher Line Item Inquiry (cont'd)

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- IC:** [Help](#) 1 character  
Identify the interest calculation procedure to be followed. Valid values are:  
A = Accept Scheduling of Late Payment  
BLANK = None  
F = Force Interest Calculation  
R = Refuse Interest Calculation
- Rsn:** [Help](#) 2 characters  
Include 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 Received
- P/F Liq:** 1 character  
Shows the Encumbrance liquidation:  
P = Partial liquidation  
F = Full liquidation  
N = No liquidation
- 1099:** [Help](#) 1 character/digit  
Displays the 1099 code. For example:  
Blank = Not Required  
N = Not 1099 Reportable  
0 = Crop Insurance  
1 = Rents  
2 = Royalties  
3 = Prizes and Awards  
4 = Federal Income Tax Withheld  
5 = Fishing Boat Proceeds  
6 = Medical and Health Care  
7 = Non-employee Compensation  
8 = Substitute Paymt for Interest  
9 = Direct Sales > \$5000 for Resale
- Disc Amt:** 3 digits  
Indicates the discount amount of a specific line item on a voucher.
- Disc Dt:** 6 digits  
Displays the date voucher must be paid by in order to receive discount.
- Lost:** 1 character  
'Y' indicates the voucher was paid beyond the time allowed to take a discount.

## Screen 169 – Voucher Line Item Inquiry (cont'd)

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<b>Batch:</b>	6 characters/digits Shows the <u>batch session reference number</u> used when transaction was processed. Date indicates the session reference date when transaction was processed.
<b>Net Amt:</b>	11 digits Shows the <u>net amount, after discount</u> , of the voucher.
<b>FA Acct:</b>	15 digits Indicates the <u>financial accounting account number</u> paying the voucher; may be a GL, SL or SA.
<b>Comp Cd:</b>	4 digits Identifies the <u>Comptroller code</u> used by the state to track expenses.
<b>Bank:</b>	5 digits Shows the <u>bank number</u> processing the voucher check.
<b>Orig Comp Cd:</b>	4 digits If changed, identifies the <u>original Comptroller code</u> used by the state to track expenses.
<b>Wire:</b>	1 character 'Y' indicates payment was made by use of a <u>wire transfer</u> . <span style="border: 1px solid black; padding: 2px;">FAMIS does not make the wire transfer to the bank.</span>
<b>Hold:</b>	1 character Identifies if a <u>hold has been place on the voucher</u> . N or Blank = No hold on voucher print. Y = Do not print check/voucher.
<b>Drop:</b>	1 character/8 digits 'Y' indicates a <u>voucher</u> has been <u>dropped</u> , and <u>date dropped</u> is displayed.
<b>Check Cycle:</b>	1 character 'Y' identifies <u>voucher is in the check processing cycle</u> . No updates can be done; online not allowed. 'N' indicates update done or not needed.
<b>-OR- ACH Cycle:</b>	1 character 'Y' indicates <u>voucher is in the ACH processing cycle</u> . 'N' indicates update done or not needed.
<b>St Vchr:</b>	1 character 'Y' indicates the <u>voucher is paid with state money</u> .
<b>Cycle:</b>	1 character 'Y' shows the <u>voucher is in the state voucher processing cycle</u> . No updates can be done online – not allowed. 'N' indicates update done or not needed.
<b>Pull:</b>	1 character 'Y' indicates the document should be <u>pulled for print cycle</u> .

## Screen 169 – Voucher Line Item Inquiry (cont'd)

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<b>Pending:</b>	1 character 'Y' indicates the <u>voucher is pending</u> . 'N' indicates the voucher has been processed.
<b>Nbr:</b>	7 digits <u>Check number printed on check and the date it was printed or FAMIS trace number and date the ACH was transmitted to the bank.</u> Also, 'Y' indicates the state voucher was printed. 'N' indicates the voucher as not printed.
<b>Trn Pull:</b>	1 character 'Y' indicates <u>disbursement transaction needs to be done</u> .
<b>FFX Feed:</b>	1 character Identifies the <u>Fixed Assets</u> flag: ' ' = Not examined yet Y = Fed to FFX module C = Capital \$\$s < Minimum N = G/L or Voided P = Purchasing Bypassed B = Not a capital object
<b>Void:</b>	1 character 'Y' signifies this is a <u>voided check/ACH</u> .
<b>Rsn:</b>	2 characters Displays a code indicating the <u>reason a check was voided</u> . For example: A = Amount incorrect on check D = Duplicate payment I = Incorrect Vendor address L = Lost/Stolen/Destroyed S = Stale dated check/reissue U = Unclaimed property W = Wrong Vendor Name
<b>Ck Feed:</b>	1 character 'Y' indicates the <u>check account entries</u> have been <u>fed to FRS</u> .
<b>Revolving:</b>	1 character 'Y' indicates the voucher is a <u>revolving voucher</u> .
<b>Recon:</b>	1 character 'Y' shows this <u>check</u> has been <u>reconciled and</u> displays the <u>date</u> it was reconciled.
<b>St Feed:</b>	1 character 'Y' indicates the <u>account entries</u> for a <u>state voucher</u> have been <u>fed to FRS</u> .
<b>Change Src:</b>	1 character 'Y' indicates <u>voucher posted as a result of change source of funds</u> .

## Screen 169 – Voucher Line Item Inquiry (cont'd)

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<b>Check Cycle:</b>	1 character 'Y' indicates the <u>voucher is in the check cycle</u> – Updates not done/online not allowed. 'N' indicates updates done or not needed.
<b>St Vchr:</b>	1 character 'Y' indicates the <u>voucher is paid with state money</u> .
<b>Cycle:</b>	1 character 'Y' indicates voucher is in <u>state voucher cycle</u> – Updates not done/on-line not allowed. 'N' indicates updates done or not needed.
<b>Nbr:</b>	7 digits/6 digits Shows the <u>check number and date</u> printed: 'Y' indicates that the state voucher was printed; 'N' indicates the voucher has not been printed.
<b>Void:</b>	1 character/6 digits 'Y' indicates this is a <u>voided check or state voucher</u> , and displays the date voided.
<b>Recon:</b>	1 character/6 digits 'Y' indicates if this check or state <u>voucher has been reconciled</u> and the date it was reconciled. <span style="border: 1px solid black; padding: 2px;">On a state voucher the warrant will also be displayed.</span>
<b>Bank Trace:</b>	15 digits Shows the <u>bank number</u> the voucher was paid against. The first 8 digits are the originating depository financial institution (ODFI) and the last 7 numbers are sequentially assigned by FAMIS.
<b>Panel 2</b>	
<b>Origin Cd:</b>	1 character Displays the <u>origin code</u> for the voucher. Valid values are: P = Purchasing (Screen 345) N = Pending (Screen 111) D = Pending (Screen 112) ' ' = Regular AP (Screen 104, etc)
<b>Confidential:</b>	1 character Identifies if the <u>voucher</u> has been <u>marked as 'confidential'</u> . 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
<b>Travel Hotel Zip:</b>	9 digits The <u>zip code of the hotel</u> used for travel to determine percentage usage, and if the state discount rate is being utilized.
<b>Dup Inv Ovrrd:</b>	1 character 'Y' indicates the <u>Duplicate Invoice Override</u> flag has been set to allow the creation of a voucher for a previously entered invoice.



## Screen 169 – Voucher Line Item Inquiry (cont'd)

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<b>Cont Work Force:</b>	1 character Indicates that this payment is flagged as a <u>Contract Work Force Payment</u> .
<b>Inv. Amt:</b>	15 digits Shows the <u>gross invoiced amount</u> of a line item on a voucher.
<b>Liab Acct:</b>	11 digits Displays a <u>GL Account</u> indicating the <u>liability</u> .
<b>Disc. Amt:</b>	11 digits When used with <u>discount</u> type 'D', shows the dollar <u>amount</u> of the discount to be applied. When used with discount type 'P', displays the percent discount to be applied.
<b>Disc Acct:</b>	11 digits Displays the <u>account</u> to be <u>credited with</u> the <u>discount</u> .
<b>Lost:</b>	1 character 'Y' indicates the voucher was <u>paid beyond the time allowed</u> to take a discount.
<b>Batch:</b>	6 characters/digits Shows the <u>batch session reference number</u> used when transaction was processed. Date indicates the session reference date when transaction was processed.
<b>Net Amt:</b>	11 digits Shows the <u>net amount, after discount</u> , of the voucher.
<b>FA Acct:</b>	15 digits Indicates the <u>financial accounting account</u> paying the voucher, may be a GL, SL or SA.

### ***State Hold Override Information***

<b>Override Flag:</b>	1 character Indicates ('Y' or 'N') if there is an <u>override to the vendor on hold flag</u> .
<b>User ID:</b>	6 characters/digits Displays the <u>FAMIS user identification number</u> of the person who entered the override flag.
<b>Override Dt:</b>	6 digits Identifies the <u>date the override flag was set</u> .
<b>Cost Reference (1,2,3):</b>	7 characters/digits Identifies the user-defined <u>cost accounting reference</u> which provides additional details about the processing of the line item.

## Screen 169 – Voucher Line Item Inquiry (cont'd)

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### **Additional Functions**

<b>PF KEYS</b>	See Appendix for explanation of standard PF Keys.
<b>PF6</b>	<b>Description</b>
<b>Desc</b>	Shows additional information about the <u>description</u> .
<b>PF7</b>	<b>Cross-Referenced Item</b>
<b>XRltn</b>	Displays <u>cross-reference item information</u> .
<b>PF8</b>	<b>Voucher Interest</b>
<b>Volnt</b>	Shows <u>interest information</u> for voucher.
<b>PF9</b>	<b>Address</b>
<b>Addr</b>	Shows the <u>vendor's address</u> information.