

Section 04.05.02

SCREEN 161 – Inquiry by Voucher Number

Screen 161 provides a complete listing of all vouchers in FAMIS in voucher number order. Shown is one summary line per voucher inquiry which lists the FAMIS voucher number, lines per voucher, the first 11-digit account number in the voucher, vendor name, status, net dollar amounts associated with the voucher and batch session date. 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 161 - Voucher Inquiry by Voucher Number

161 Voucher Inquiry by Voucher Nbr		08/07/08 15:41	
FY 2008 CC 02			
Screen: ___ Voucher: 5092739 Fiscal Year: 2008			
Vch	First	Batch	
S Voucher Lns	Account	Vendor Name	Stat Net Amount Date
_	5092739 1 241400-00000	MICROMANAGE	RECN 448.00 03/28/08
_	5092740 2 511981-00000	VINSON*VANCE	PAID 350.74 03/28/08
_	5092741 1 240221-00000	SIGNS ILLUMINATED	RECN 4,921.25 03/28/08
_	5092742 1 270190-22000	ALPHA ONCE CORPORATION	PAID 8,965.68 03/28/08
_	5092743 2 240210-30000	TAKKT	RECN 34.00 03/28/08
_	5092744 3 270710-00000	WILLIAM W*WILSON	PAID 312.76 03/28/08
_	5092745 1 270190-22000	ALPHA ONCE CORPORATION	PAID 7,720.20 03/28/08
_	5092746 6 210680-00000	JJ MORRIS	PAID 3,756.88 03/28/08
_	5092747 1 289570-20000	TAKKT	RECN 17.00 03/28/08
_	5092748 1 455512-30000	BIOREADY INC	RECN 1,390.00 03/28/08
_	5092749 2 290226-30011	JJ MORRIS	RECN 982.01 03/28/08
_	5092750 1 242090-00000	IKE FINANCE PROCESSING	RECN 857.03 03/28/08
_	5092751 1 289570-20000	TAKKT	RECN 68.00 03/28/08
_	5092752 1 270710-00000	SOLAR SOFTWARE INC	RECN 1,781.34 04/04/08
*** Press ENTER To View More Vouchers ***			
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---			
Hmenu Help EHelp			

BASIC STEPS

- Advance to Screen 161.
- Type a voucher number in the Voucher: field. The specified voucher information will pass to the top of the voucher list. If a voucher number is not known, type an '*' and press <ENTER> to display a list of vouchers in numerical order.

VOUCHER NUMBER ANALYSIS PROCESS

- The Fiscal Year: field allows you to select the fiscal year in which the voucher was posted.

- If the voucher number is unknown, type an asterisk in the Voucher: field. The vouchers will display in numerical order.

VOUCHER NUMBER ANALYSIS PROCESS (CONT'D)

- 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) and view a list of voucher line item. *(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>. This will 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

Action Line

Voucher:	7 digits Enter a FAMIS <u>voucher number</u> .	Entry Required
Fiscal Year:	4 digits Type the <u>fiscal year</u> the voucher was posted.	Entry Required

Screen Information

S:	1 character Type an 'X' to <u>select</u> and press <ENTER> to view the voucher information.
Voucher:	7 digits Displays the FAMIS <u>voucher number</u> .
Vch Lns:	3 digits Shows the <u>number of line items</u> on a <u>voucher</u> .
First Account:	15 digits Indicates the <u>account number</u> used to the first line item of the voucher.
Vendor Name:	23 characters Displays the <u>name of the vendor</u> .

FIELD DESCRIPTIONS (CONT'D)

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

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

Additional Functions

PF KEYS See Appendix for explanation of standard PF Keys.