

Section 04.05.03

SCREEN 162 – Inquiry by Vendor

To view all the vouchers posted for a particular vendor, use Screen 162. Type ‘Y’ in the All: field, to search for all mail codes for the selected vendor. The information displayed on this screen is in summary form, and is viewed in voucher number order.

Inquiries default to the current fiscal year, but previous fiscal years may be searched by typing a different year in the Fiscal Year: field.

To see only outstanding vouchers for a specific fiscal year, use Screen 165.

If a voucher is outstanding the status column will read (OUT).

When a voucher has entered the check or state voucher cycle, the status column will read (CYCL).

If a check or state voucher has already been printed, the status will read (PAID).

If a voucher has been reconciled it will read (REC�).

Screen 162 - Voucher Inquiry by Vendor (Panel 1)

162 Voucher Inquiry by Vendor		08/07/08 15:45	
XERON CORPORATION		FY 2008 CC 02	
Screen: ___	Vendor: 1vvvvvvvv0	Voucher: 5092739	Fiscal Yr: 2008 All: Y
Include Only: Acct: _____	Dept Ref: _____	Pg 1 ___ of 1 Pg(s)	
Vch	First	Batch M	
S Voucher Lns	Account	Description	Stat Net Amount Date C

_ 5094388	1 241890-00000	LEASE OF XERON WORK	PAID 671.75 04/01/08 A
_ 5097388	1 241890-00000	LEASE OF XERON WORK	PAID 671.75 04/08/08 A
_ 5115598	1 241890-00000	LEASE OF XERON WORK	PAID 671.75 05/12/08 A
_ 5137904	1 241890-00000	LEASE OF XERON WORK	PAID 671.75 07/01/08 A
_ 5141460	1 241890-00000	LEASE OF XERON WORK	PAID 671.75 07/09/08 A
_ 5010261	1 241503-00000	PURCHASE OF OFFICE SU REC�	214.97 10/01/07 B
_ 5034447	1 241503-00000	PURCHASE OF PRINTER S REC�	419.95 11/15/07 B
_ 5132479	1 241503-00000	PURCHASE OF PRINTER M REC�	299.97 06/17/08 B
_ 5000596	1 210670-00000	XERON DC535 COPIER LE PAID	155.55 09/11/07 D
_ 5001267	1 210660-00000	XERON DC 432 A SUB: D PAID	186.75 09/12/07 D
_ 5006278	1 241806-00000	NEW LEASE - DIGITAL P PAID	1,022.82 09/21/07 D
_ 5013743	2 241203-00000	FY2007 OF A 60 MONTH PAID	1,018.37 10/08/07 D
In Process:		Paid: 6,677.13	Total: 6,677.13
*** Press <ENTER> to view more vouchers ***			
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---			
Hmenu Help EHelp		Bkwd Frwd Addr Left Right	

Screen 162 - Voucher Inquiry by Vendor (Panel 2)

162 Voucher Inquiry by Vendor		08/07/08 15:47				
XERON CORPORATION		FY 2008 CC 02				
Screen: ___	Vendor: 1vvvvvvvv0	Voucher: 5092739	Fiscal Yr: 2008 All: Y			
Include Only: Acct: _____	Dept Ref: _____	Pg 1_ of 1 Pg(s)				
Vch	First	Dept	Check Check			
S Voucher	Ln	Account	Description	Ref Nbr	Date	Net Amount
_	5094388	1 241890-00000	LEASE OF XERO 0026	0026	04/02/08	671.75
_	5097388	1 241890-00000	LEASE OF XERO 0026	0026	04/09/08	671.75
_	5115598	1 241890-00000	LEASE OF XERO 0026	0026	05/13/08	671.75
_	5137904	1 241890-00000	LEASE OF XERO 0026	0026	07/02/08	671.75
_	5141460	1 241890-00000	LEASE OF XERO 0026	0026	07/10/08	671.75
_	5010261	1 241503-00000	PURCHASE OF O 8502	2494381	10/02/07	214.97
_	5034447	1 241503-00000	PURCHASE OF P 8506	2509665	11/16/07	419.95
_	5132479	1 241503-00000	PURCHASE OF P 8518	2575206	06/18/08	299.97
_	5000596	1 210670-00000	XERON DC535 C 0000		09/12/07	155.55
_	5001267	1 210660-00000	XERON DC 432 162		09/13/07	186.75
_	5006278	1 241806-00000	NEW LEASE - D 8654		09/24/07	1,022.82
_	5013743	2 241203-00000	FY2007 OF A 6 3000		10/09/07	1,018.37
In Process:		Paid: 6,677.13		Total: 6,677.13		
*** Press <ENTER> to view more vouchers ***						
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---						
Hmenu Help EHelp		Bkwd Frwd Addr Left Right				

BASIC STEPS

- Advance to Screen 162.
- Type a vendor number in the Vendor: field. A list of vouchers and pertaining information will be provided for the specified vendor.

VOUCHER INQUIRY BY VENDOR PROCESS

- You can search vendor files by typing a portion of the vendor name in the Vendor: field. A pop-up window will appear with a listing of all vendors on file with the specified characters in their name. An example would be entering 'TWIN' and receiving the following information in the pop-up window. Selecting a vendor will take the information directly to Screen 162.

F0043 Mark Vendor with an 'X' to select					
Screen: ___	Search: XERON_____	Type: N (N,V)			
Include Frz/Del Vendors: N					
Vendor Name	Vendor ID	Alias	Frz	Del	SHld HUB
_ XERON	1vvvvvvvvD	N	N	N	
_ XERON ADMINISTRATION	1vvvvvvvvI	N	N	N	
_ XERON CORP	1vvvvvvvvJ	N	N	N	

_ XERON CORP	1vvvvvvv0	Y	N	N	
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VOUCHER INQUIRY BY VENDOR PROCESS (CONT'D)

_ XERON CORP	1vvvvvvvH	N	N	N	
_ XERON CORP	1vvvvvvvX	N	N	N	
_ XERON CORP	1vvvvvvvY	N	N	N	
_ XERON CORP	1vvvvvvvT	Y	N	N	
_ XERON CORPORATION	1vvvvvvv0	N	N	N	
_ XERON CORPORATION	1vvvvvvvA	N	N	N	
_ XERON CORPORATION	1vvvvvvvG	N	N	N	
_ XERON CORPORATION	1vvvvvvv1	N	N	N	
_ XERON CORPORATION	1vvvvvvv2	N	N	N	
	** More Vendors - Press <Enter> to View **				
	PF4=Exit PF9=Bid PF10=Remit PF11=Order PF12=Main				
+-----+					
Hmenu Help EHelp		Bkwd Frwd Addr Left Right			

- Type an asterisk (*) in the Vendor: field and press <ENTER> will access an alphabetical listing of all vendors.
- The Voucher: field can be used to position the screen display.
- The Fiscal Year: field 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 vendor's address, date the account was established, and other information for the selected vendor.

Screen 162 - PF9 Pop-up Window

+-----+					
	XERON CORPORATION				
	2222 COMMON WAY DRIVE	Established: 06/25/1990	Disc:	Retn: 18	
	Last Active: 05/02/2007 Limit: Com:				
	CENTER CITY IL 60003	YTD Paid: 81,040.28	Type: BU	Hold: N	
+-----+					

- 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). This will allow you to view detailed information for the voucher. (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 line item information is provided. (See *section on Screen 169 for more information.*)

Action Line

Vendor:	11 digits Enter the <u>vendor identification number</u> .	Entry Required
Voucher:	7 digits Type the FAMIS <u>voucher number</u> to be displayed at the top of the list.	Entry Required
Fiscal Yr:	4 digits Indicate the <u>fiscal year</u> the voucher was posted.	Entry Required
All:	1 character Type 'Y' - to display <u>all mail codes</u> pertaining to the vendor. EXAMPLE: IBM would list all vouchers for IBM regardless of address.	

Include Only:

Acct:	11 digits Enter a FAMIS <u>account number</u> to limit the display.
Dept Ref:	7 digits/characters Indicate a <u>reference number</u> used by the <u>department</u> to limit the display.
Pg _ of _ Pg(s):	2 digits Indicate the <u>page number of the total number of pages</u> to be displayed

Screen Information

Panel 1

S:	1 character Type an 'X' on the line to <u>select</u> the vendor information.
Voucher:	7 digits Displays the FAMIS <u>voucher number</u> .

Vch Lns:	3 digits Indicates the number of <u>line items in</u> a particular <u>voucher</u> .
First Account:	11 digits Shows the first <u>account number</u> paying for this voucher.
Description:	21 characters Displays a <u>description</u> of items purchased.
Stat:	4 characters Shows the <u>status</u> 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:	12 digits Shows the <u>net amount</u> of the voucher, after discount.
Batch Date:	6 digits Indicates the <u>batch session date</u> when transaction was processed.
MC:	1 character Shows the vendor's <u>mail code</u> for the voucher.

Panel 2

Dept Ref:	7 digits/characters Indicates the <u>reference number</u> used by the <u>department</u> .
Check Nbr:	7 digits Identifies the <u>check number</u> issued when payment was made.
Check Date:	6 digits Indicates the <u>date</u> the <u>check</u> was <u>processed</u> .
Net Amount:	10 digits

	Identifies the <u>net dollar amount</u> of the voucher.
In Process:	12 digits Displays the <u>net amount in process</u> to be paid.
Paid:	12 digits Shows the <u>net amount paid</u> .
Total:	12 digits Displays the <u>total amount of the vouchers</u> displayed on the screen. Note: This total does not include amount of dropped, cancelled or voided vouchers displayed.

Additional Functions

PF KEYS	See Appendix for explanation of standard PF Keys.
PF9 Addr	Address Displays the <u>vendor's address</u> and provides additional vendor information.