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 (RECN).

Screen 162 - Voucher Inquiry by Vendor (Panel 1)
Screen 162 - Voucher Inquiry by Vendor (Panel 2)

<table>
<thead>
<tr>
<th>162 Voucher Inquiry by Vendor</th>
<th>08/07/08 15:47</th>
</tr>
</thead>
<tbody>
<tr>
<td>XERON CORPORATION</td>
<td>FY 2008 CC 02</td>
</tr>
<tr>
<td>Screen: ___ Vendor: 1vwwwwv0</td>
<td>Voucher: 5092739 Fiscal Yr: 2008 All: Y</td>
</tr>
<tr>
<td>Include Only: Acct: _________ Dept Ref: _________ Pg 1__ of 1 Pg(s)</td>
<td></td>
</tr>
<tr>
<td>Vch First Dept Check Check S Voucher Lns Account Description Ref Nbr Date Net Amount</td>
<td></td>
</tr>
<tr>
<td>5094388 1 241890-00000 LEASE OF XERO 0026 04/02/08 671.75</td>
<td></td>
</tr>
<tr>
<td>5097388 1 241890-00000 LEASE OF XERO 0026 04/09/09 671.75</td>
<td></td>
</tr>
<tr>
<td>5115598 1 241890-00000 LEASE OF XERO 0026 05/13/08 671.75</td>
<td></td>
</tr>
<tr>
<td>5137904 1 241890-00000 LEASE OF XERO 0026 07/02/08 671.75</td>
<td></td>
</tr>
<tr>
<td>5141460 1 241890-00000 LEASE OF XERO 0026 07/10/08 671.75</td>
<td></td>
</tr>
<tr>
<td>5010261 1 241503-00000 PURCHASE OF O 8502 2494381 10/02/07 214.97</td>
<td></td>
</tr>
<tr>
<td>5034447 1 241503-00000 PURCHASE OF P 8506 2509665 11/16/07 419.95</td>
<td></td>
</tr>
<tr>
<td>5132479 1 241503-00000 PURCHASE OF P 8518 2575206 06/18/08 299.97</td>
<td></td>
</tr>
<tr>
<td>5000596 1 210670-00000 XERON DC535 C 0000 09/12/07 155.55</td>
<td></td>
</tr>
<tr>
<td>5001267 1 210660-00000 XERON DC-432 162 09/13/07 186.75</td>
<td></td>
</tr>
<tr>
<td>5006278 1 241806-00000 NEW LEASE - D 8654 09/24/07 1,022.82</td>
<td></td>
</tr>
<tr>
<td>5013743 2 241203-00000 FY2007 OF A 6 3000 10/09/07 1,018.37</td>
<td></td>
</tr>
<tr>
<td>*** Press &lt;ENTER&gt; to view more vouchers ***</td>
<td></td>
</tr>
<tr>
<td>Hmenu Help EHelp Bkwds Frwds Addr Left Right</td>
<td></td>
</tr>
</tbody>
</table>

**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.
VOUCHER INQUIRY BY VENDOR PROCESS (CONT’D)

- 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
• 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 vendor identification number.

Voucher: 7 digits
Type the FAMIS voucher number to be displayed at the top of the list.

Fiscal Yr: 4 digits
Indicate the fiscal year the voucher was posted.

All: 1 character
Type ‘Y’ - to display all mail codes pertaining to the vendor.
EXAMPLE: IBM would list all vouchers for IBM regardless of address.

Include Only:

Acct: 11 digits
Enter a FAMIS account number to limit the display.

Dept Ref: 7 digits/characters
Indicate a reference number used by the department to limit the display.

Pg _ of _ Pg(s): 2 digits
Indicate the page number of the total number of pages to be displayed.

Screen Information

Panel 1

S: 1 character
Type an ‘X’ on the line to select the vendor information.

Voucher: 7 digits
Displays the FAMIS voucher number.
Vch Lns: 3 digits
Indicates the number of line items in a particular voucher.

First Account: 11 digits
Shows the first account number paying for this voucher.

Description: 21 characters
Displays a description of items purchased.

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: 12 digits
Shows the net amount of the voucher, after discount.

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

MC: 1 character
Shows the vendor’s mail code for the voucher.

Panel 2

Dept Ref: 7 digits/characters
Indicates the reference number used by the department.

Check Nbr: 7 digits
Identifies the check number issued when payment was made.

Check Date: 6 digits
Indicates the date the check was processed.

Net Amount: 10 digits
Identifies the net dollar amount of the voucher.

**In Process:**
12 digits
Displays the net amount in process to be paid.

**Paid:**
12 digits
Shows the net amount paid.

**Total:**
12 digits
Displays the total amount of the vouchers 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**
Displays the vendor’s address and provides additional vendor information.