

Section 04.05.04

SCREEN 163 – Inquiry by Account

Screen 163 displays a list of vouchers for a specific subsidiary ledger account (SL) or support account (SA). And departmental reference number. The information displayed shows the status of the voucher.

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 163 - Voucher Inquiry by Account, Department Reference

163 Voucher Inquiry by Account, Dept Ref		08/07/08 15:50				
FY 2008 CC 02						
Screen: ___ Account: 271020 00000 Dept Ref: _____ Fiscal Yr: 2007						
Dept	Vch					
S	Ref	Voucher Lns	Vendor Name	Stat	Net Amount	Description
_	1860	1733353	1 WORTHWHILE BIOCHEMIC REC	93.00	DEOXYRIBONUCLEAS	
_	1861	1726555	1 FINER SCIENTIFIC PAID	441.08	TEST TUBE	
_	1862	1726002	1 TEXAS AGRICULTURAL E REC	153.15	UNSCHEDULED REPA	
_	1863	1726561	1 TEXAS AGRICULTURAL E REC	1.08	DRY ICE	
_	1872	1742460	1 GT HEALTHCARE BIO-SC REC	272.00	TOTAL PROTEIN ST	
_	1873	1750211	1 AGELESS TECHNOLOGIES REC	1,227.60	FMOC AND OPA REA	
_	1873	1750213	1 AGELESS TECHNOLOGIES REC	604.00-	CREDIT	
_	1873	1750211	1 AGELESS TECHNOLOGIES REC	10.27	FMOC AND OPA REA	
_	1874	1745855	1 PROGERA CORPORATION PAID	170.00	SEQUENCING	
_	1876	1728890	1 TEXAS AGRICULTURAL E REC	290.47	GLOVES, RAZOR BL	
_	1883	1742458	1 INVIRONGEN CORPORATI REC	102.00	DRYEASE MINI CEL	
_	1887	1745854	1 SHITZUMO SCIENTIFIC REC	709.58	96 WELL, 384 WEL	
_	1887	1756711	1 SHITZUMO SCIENTIFIC REC	767.28	2MM SAMPLE PLATE	
_	1898	1731770	1 FEDERAL CARRIERS REC	38.37	FEDERAL CARRIERS	
*** Press ENTER to view more Vouchers ***						
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---						
Hmenu Help EHelp			Left Right			

Screen 163 - Voucher Inquiry by Account, Dept. Reference (Panel 2)

163 Voucher Inquiry by Account, Dept Ref		08/07/08 15:50	
FY 2008 CC 02			
Screen: ___ Account: 271020 00000 Dept Ref: _____ Fiscal Yr: 2007			
Dept	Vch	Check	Check Batch
S Ref	Voucher Lns	Vendor Name	Nbr Date Date Stat Net Amount

_ 1860	1733353	1 WORTHWHILE	2380935 11/13/06 11/10/06 REC N 93.00
_ 1861	1726555	1 FINER SCIENT	11/02/06 10/31/06 PAID 441.08
_ 1862	1726002	1 TEXAS AGRICU	2377422 10/31/06 10/30/06 REC N 153.15
_ 1863	1726561	1 TEXAS AGRICU	2377779 11/01/06 10/31/06 REC N 1.08
_ 1872	1742460	1 GT HEALTHCAR	2385918 12/04/06 12/01/06 REC N 272.00
_ 1873	1750211	1 AGELESS TECH	2396509 01/09/07 01/08/07 REC N 1,227.60
_ 1873	1750213	1 AGELESS TECH	2396509 01/09/07 01/08/07 REC N 604.00-
_ 1873	1750211	1 AGELESS TECH	2396509 01/09/07 01/08/07 REC N 10.27
_ 1874	1745855	1 PROGERA CORP	12/11/06 12/08/06 PAID 170.00
_ 1876	1728890	1 TEXAS AGRICU	2378223 11/03/06 11/02/06 REC N 290.47
_ 1883	1742458	1 INVIRONGEN C	2385914 12/04/06 12/01/06 REC N 102.00
_ 1887	1745854	1 SHITZUMO SCI	2388394 12/13/06 12/12/06 REC N 709.58
_ 1887	1756711	1 SHIMZUMO SCI	2399214 01/11/07 01/10/07 REC N 767.28
_ 1898	1731770	1 FEDERAL CARR	2380468 11/10/06 11/09/06 REC N 38.37
*** Press ENTER to view more Vouchers ***			
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---			
Hmenu Help EHelp		Left Right	

BASIC STEPS

- Advance to Screen 163.
- Type an 11-digit account ID number in the Account: field and press <ENTER> to view a list of vouchers. In some cases, the 5-digit support account number will be 00000. The Voucher: field displays the FAMIS voucher number. The Dept. Ref.: field refers to the departmental voucher number given by the department.

VOUCHER LIST PROCESS

- The Fiscal Year: field allows you to select the fiscal year in which the voucher was posted.
- Type an 'X' in the S (Select) field beside the voucher and press <ENTER> to select the voucher and view additional detailed information on Screen 168 (FAMIS Voucher Total Inquiry). (See *Screen 168 section for more information.*)
- On Screen 168, type an 'X' in the S (Select) field beside a voucher line item and press <ENTER> to view line item information on Screen 169 (FAMIS Voucher Line Item Inquiry). (See *section on Screen 169 for more information.*)

FIELD DESCRIPTIONS

Action Line

Account:	11 digits Enter desired <u>account number</u> .	Entry Required
Dept. Ref:	7 characters Include a <u>departmental reference</u> for voucher (Reference #4) or the voucher number if the departmental reference is not required. This will place it at the top of the list.	
Fiscal Yr:	4 digits Designate the <u>fiscal year</u> the voucher was posted.	Entry Required

Screen Information

S:	1 character Type an 'X' to <u>select the voucher</u> to be displayed.
Dept. Ref:	7 characters Leave blank or enter Reference #4 - <u>Departmental voucher reference number</u>
Voucher:	7 digits Shows the FAMIS <u>voucher number</u> .

FIELD DESCRIPTIONS (CONT'D)

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

Vendor Name: 20 characters
Shows the vendor's name.

Panel 1

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

Description: 18 characters
Displays a description of items purchased.

Panel 2

Check Nbr: 6 digits
Identifies the check number issued when payment was made.

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

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

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.

Additional Functions

PF KEYS See Appendix for explanation of standard PF Keys.