

Section 04.05.05

SCREEN 164 – Inquiry by PO Number

Screen 164 displays a list of vouchers by purchase order 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 164 - Voucher Inquiry by PO Number (Panel 1)

164 Voucher Inquiry by PO Number							08/07/08 15:53	
							FY 2008 CC 02	
Screen: ___ PO Nbr: L720105 Fiscal Year: 2008								
PO	Vch	First			Dept			
S	Nbr	Voucher	Ln	Account	Vendor Name	Stat	Net Amount	Ref
---	---	---	---	---	---	---	---	---
_	L720105	5058377	1	1030046-00000	FREON SUPPLIERS	PAID	215.14	0608
_	L728075	5057829	1	4111005-00000	VTW INTERNATIONA	PAID	142.34	0000
_	L733264	5053919	1	4211101-00001	LITERACY INC	RECN	175.00	00001
_	L736309	5003692	1	246050-00010	XERON CORPORATIO	PAID	45.00	00010
_	L737116	5018275	2	301960-00000	NINA N*NORRIS	P-CN	97.40	500004
_	L738086	5013083	1	241102-00000	SRST INC	RECN	194.00	0000
_	L738849	5003032	1	241802-01002	XERON CORPORATIO	PAID	51.00	01002
_	L739800	5135392	2	510793-00000	HARY*MARTIN	PAID	21.47	0005
_	L800001	5008945	1	270490-00000	LEYA CLEANING	RECN	1,948.60	0020
_	L800002	5001607	1	241801-00301	CAROLS LABS	PAID	620.75	000301
_	L800003	5001496	1	241801-00440	CAROLS LABS	PAID	148.94	00440
_	L800003	5006772	1	241801-00440	CAROLS LABS	PAID	31.16	00440
_	L800004	5001663	1	241801-00440	WILDLIFE FOOD	RECN	220.14	00440
_	L800005	5078748	1	270490-00000	ZIPPY SYSTEMS IN	RECN	2,732.00	0655
*** Press ENTER to view more accounts ***								
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---								
Hmenu Help EHelp				Left Right				

Screen 164 - Voucher Inquiry by PO Number (Panel 2)

164 Voucher Inquiry by PO Number							08/07/08 15:58		
							FY 2008 CC 02		
Screen: ___ PO Nbr: L720105 Fiscal Year: 2008									
PO	Vch	First	Check	Check	Batch				
S	Nbr	Voucher	Ln	Account	Nbr	Date	Date	Stat	Net Amount
---	---	---	---	---	---	---	---	---	---
_	L720105	5058377	1	1030046-00000	2527897	01/16/08	01/15/08	PAID	215.14
_	L728075	5057829	1	4111005-00000		01/15/08	01/14/08	PAID	142.34
_	L733264	5053919	1	4211101-00001	2519057	01/04/08	12/31/07	RECN	175.00
_	L736309	5003692	1	246050-00010		09/19/07	09/18/07	PAID	45.00
_	L737116	5018275	2	301960-00000				P-CN	97.40
_	L738086	5013083	1	241102-00000	2495957	10/08/07	10/05/07	RECN	194.00
_	L738849	5003032	1	241802-01002		09/18/07	09/17/07	PAID	51.00
_	L739800	5135392	2	510793-00000		06/25/08	06/24/08	PAID	21.47
_	L800001	5008945	1	270490-00000	2493691	09/28/07	09/27/07	RECN	1,948.60
_	L800002	5001607	1	241801-00301		09/13/07	09/12/07	PAID	620.75
_	L800003	5001496	1	241801-00440		09/13/07	09/12/07	PAID	148.94
_	L800003	5006772	1	241801-00440		09/24/07	09/21/07	PAID	31.16
_	L800004	5001663	1	241801-00440	2487743	09/13/07	09/12/07	RECN	220.14
_	L800005	5078748	1	270490-00000	2545460	02/27/08	02/26/08	RECN	2,732.00

Accounting Services Handbook

Screen 164- Inquiry by PO Number

*** Press ENTER to view more accounts ***
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help EHelp Left Right

BASIC STEPS

- Advance to Screen 164.
- Type a PO number in the PO Number: field and press <ENTER>.

PURCHASE ORDER LIST PROCESS

- Type an asterisk (*) in the Purchase Order (PO) Number: field followed by <ENTER> to access a numerical listing of all vouchers by PO number.
- 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 pass the voucher information to Screen 168 (FAMIS Voucher Total Inquiry) where detailed information and a list of voucher line items is provided. (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 information is provided. (See section on Screen 169 for more information).

FIELD DESCRIPTIONS

Action Line

PO Nbr:	7 character/digits Enter a FAMIS <u>purchase order number</u> , or type an asterisk (*) and press <ENTER>.	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' in this field to <u>select</u> the voucher you wish to view.
PO Nbr:	7 character/digits Displays a FAMIS <u>purchase order number</u> .
Voucher:	7 digits Indicates the FAMIS <u>voucher number</u> .
Vch Lns:	3 digits Shows the <u>number of line items in</u> a particular <u>voucher</u> .

FIELD DESCRIPTIONS (CONT'D)

First Account: 15 digits
Identifies the first account paying this particular voucher.

Vendor Name: 16 characters
Displays 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
Displays the net amount of the voucher, after discount.

Dept Ref: 7 digits/characters
Leave blank or enter Reference #4 - Departmental voucher reference number

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.

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.