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)

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
</table>
| PO Nbr: | 7 character/digits  
Enter a FAMIS purchase order number, or type an asterisk (*) and press <ENTER>. |
| Fiscal Year: | 4 digits  
Type the fiscal year the voucher was posted. |

**Screen Information**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
</table>
| S: | 1 character  
Type an ‘X’ in this field to select the voucher you wish to view. |
| PO Nbr: | 7 character/digits  
Displays a FAMIS purchase order number. |
| Voucher: | 7 digits  
Indicates the FAMIS voucher number. |
| Vch Lns: | 3 digits  
Shows the number of line items in a particular voucher. |
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.