

Section 04.05.06

SCREEN 167 – Inquiry by Dept Ref

Screen 167 provides a listing of vouchers for a specified departmental reference code. To see additional information about a particular voucher, type an 'X' in the S: field to select it. FAMIS will then display the additional information for you on Screen 168.

Screen 167 - Voucher Inquiry by Dept Ref (Panel 1)

167 Voucher Inquiry by Dept Ref		08/07/08 16:11				
FY 2008 CC 02						
Screen: ___ Dept Ref: 168___ Fiscal Yr: 2008 Pg 1__ of 1 Viewed Pg(s)						
Dept	Vch					
S Ref	Voucher	Ln	Vendor Name	Stat	Net Amount	Description
_ 168	5062641	1	SHAWNA*SIMPSON	RECN	288.00	MEALS
_ 168	5014090	1	DIETER*DEMPSEY	RECN	167.81	MILEAGE REIM
_ 168	5105759	1	ADVERTISE IT	RECN	185.73	CONTRACTED S
_ 168	5076671	1	DALE MARKETING L P	PAID	1,444.25	DR. BRANSON
_ 168	5004323	1	TEXAS ENGINEERING EXPERI	PAID	2.16	COPY CHARGES
_ 168	5065511	1	AGREEABLE SOCIETY	RECN	120.00	T-SHIRTS,HAT
_ 168	5056956	1	KK GROUP	RECN	1,165.94	PROMOTIONAL
_ 1680	5027197	1	TZ SALES	PAID	243.32	INV# 1002565
_ 1680	5120753	1	GWEN G GREER	RECN	95.00	LUGGAGE AREA
_ 1680	5051419	1	CARL C*CRIGHTON	RECN	1,470.00	SECURITY FOR
_ 1680	5067500	1	DDD EXPRESS INC	RECN	9.29	EXPRESS MAIL
_ 1680	5150737	2	AD INVENTIONS	PAID	11,390.00	POWERLAB 16/

Accounting Services Handbook

Screen 167- Inquiry by Dept Ref

_ 1680	5114633	1 K K*KRON	REC�	970.00	SPAIN & INDI
_ 1681	5027200	1 TZ SALES	PAID	391.64	INV# 1002565
*** Press ENTER to view more Vouchers ***					
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---					
Hmenu Help EHelp		Bkwd Frwd		Left Right	

Screen 167 - Voucher Inquiry by Dept Ref (Panel 2)

167 Voucher Inquiry by Dept Ref				08/07/08 16:16	
FY 2008 CC 02					
Screen: ___ Dept Ref: 168___ Fiscal Yr: 2008 Pg 1__ of 1 Viewed Pg(s)					
Dept		First			
S Ref	Voucher	Account	Description	Stat	

_ 168	5062641	210200-00000	MEALS	REC�	
_ 168	5014090	240905-00000	MILEAGE REIMBURSEMENT FOR PERSONAL	REC�	
_ 168	5105759	250014-00000	CONTRACTED SERVICES-MAIL/SORTING-LA	REC�	
_ 168	5076671	271200-07000	DR. BRANSON'S FACULTY WORKSTATION	PAID	
_ 168	5004323	510092-00000	COPY CHARGES 6/1/07 TO 8/7/07.	PAID	
_ 168	5065511	510289-00000	T-SHIRTS,HATS_____INV 1	REC�	
_ 168	5056956	553038-00000	PROMOTIONAL ITEMS-IMPRINTED POPPER	REC�	
_ 1680	5027197	219250-18000	INV# 10025653 HOSE AND VACCUM BAGS	PAID	
_ 1680	5120753	300020-20000	LUGGAGE AREA, ROLL UP DOOR REPAIR	REC�	
_ 1680	5051419	300090-40000	SECURITY FOR FOOTBALL-NOVEMBER	REC�	
_ 1680	5067500	302280-00000	EXPRESS MAIL SPEAKER PACKET TO VEND	REC�	
_ 1680	5150737	403000-10000	POWERLAB 16/30 CHART PRO	PAID	
_ 1680	5114633	510092-00000	SPAIN & INDIA 7/3/07-7/20/07	REC�	

_ 1681	5027200	219250-18000	INV# 10025651	CHARGER	PAID
*** Press ENTER to view more Vouchers ***					
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---					
Hmenu Help EHelp		Bkwd Frwd		Left Right	

BASIC STEPS

- Advance to Screen 167.
- To view vouchers with a specific departmental reference code, type the code in the Dept Ref: field and press <ENTER>. To view a list of pending vouchers for a specific year, use the Fiscal Year: field and press <ENTER>.
- The pending vouchers will be listed by departmental reference code in numerical order. If more detailed information is needed, type an 'X' in the Sel: field beside the voucher to advance to Screen 168 (FAMIS Voucher Total Inquiry).

FIELD DESCRIPTIONS

Action Line

Dept Ref:	7 digits/characters Enter the <u>departmental reference code</u> to select vouchers for the display.	Entry Required
Fiscal Yr:	4 digits Type the <u>fiscal year</u> to be used for searching for the specified departmental reference code.	Entry Required
Pg ___ of ___ Viewed Pg(s):	3 digits Shows the <u>number of pages viewed</u> , and allows you to enter the page number you want to view again.	

Screen Information

S:	1 character Type an 'X' in this field to <u>select the voucher</u> you wish to view.
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Dept Ref: 7 digits/characters
Displays the departmental reference code entered on the voucher when it was created.

Voucher: 7 digits
Shows the FAMIS voucher number.

Panel 1

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

Vendor Name: 24 characters
Displays the vendor's name.

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

Description: 12 characters
Displays a description of the item(s) on the voucher.

Panel 2

First Account: 11 digits
Shows the first account number listed on the voucher.

Description: 35 characters
Displays the description entered on the voucher.

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

Additional Functions

PF KEYS See Appendix for explanation of standard PF Keys.