

## Section 04.05.07

# SCREEN 168 – Voucher Inquiry

The voucher header information that is common for all line items of a specific multi-account voucher can be viewed on Screen 168. Each of the multiple accounts included on the voucher is displayed with one line of information. The easiest way to access Screen 168 is through Screens 161 through 165. Typing an 'X' in the S (Select) field of these screens, will pass the information to Screen 168. In this case, the voucher #, line item and fiscal year are automatically entered on the action line.

To see more detail about the line items of the voucher, type an 'X' in the S: field and press enter to advance to Screen 169.

When looking at the status on a voucher, keep in mind that the status field only shows the status of the 1<sup>st</sup> line of the voucher. If there are multiple lines, you need to check each one to see the status.

The Confidentiality related fields (Confidential, Conf and CF) identify whether a voucher or line item(s) have been marked as 'confidential'. All voucher line items with an object code that maps to the Comptroller List of Confidential Codes are flagged by the FAMIS programs as 'confidential' even if the Confidential Indicator is not entered on the screen.

### Screen 168 - Voucher Total Inquiry

<b>168 Voucher Total Inquiry</b>		<b>08/07/08 16:19</b>	
<b>FY 2008 CC 02</b>			
Screen: ___	Voucher: 5065513	Fiscal Year: 2008	
Status: RECN			
Vendor: 1vvvvvvvva	FINEST SCIENTIFIC	Hold: N	
Alt Vndr:	Encl:		
Due Date: 01/24/2008	Desc: CHEMICAL	INV 52146	St Vch: Y
Inv Date: 01/03/2008	Cust AR Nbr: 8xxxx1	Revol: N	
Dlvy Date: 09/17/2007	GSC Ord:	Pending:	Chg Src: N
Dept Ref: 170	Cont Work Force:	Conf:	ACH: ACH Ovrd:
Tran Cd: 140	Check Nbr:	St Warrant Nbr: 2046476	
St Req Nbr:	Check Date:	Warrant Date: 02/07/2008	
Vchr Total: 78.08	Check Recon:	USAS Doc Type: 9 PCC:	
Bank Trace:	IC: Reason:	Orig Dist Date:	
S ltm	Account	Net Amount	PO No. Invoice Number Bank Dp Vd XRef
-----			
_	1 290299 91270 4040	78.08	L837478 5214679 78001 N N
*** End of line items ***			
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---			
Hmenu Help EHelp		Desc	Addr Det

**NOTE:** Unless you have FAMIS element security you may not be able to see the data in the Cust AR Nbr: field. If you need to see this number, talk to your security officer about getting the element security set.

### BASIC STEPS

- Advance to Screen 168.
- Type a voucher number in the Voucher: field and press <ENTER>.

*Screen 163, or any other inquiry screen can be used to obtain the voucher number for a particular account.*

### VOUCHER TOTAL INQUIRY PROCESS

- Entering the Fiscal Year 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 address and other information for the selected vendor.

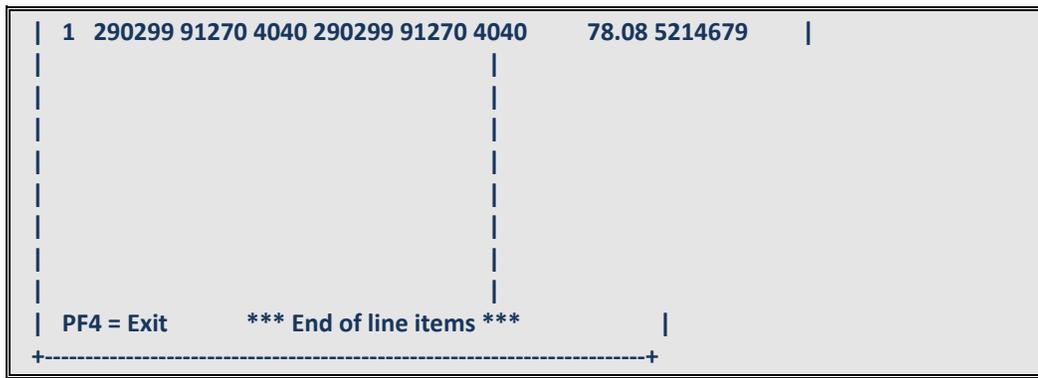
```

+-----+
|                                     |
|                                     |
| XERON CORP                         |
|                                     |
| PO BOX 650000      Established: 05/07/1997 Disc: Retn: 18 |
| ISET UP FOR DIRECT DEPOSIT/ACH Last Active: 05/09/2003 Limit: Com: |
| DALLAS TX 752650361 YTD Paid: 6,705,536.70 Type: BU Hold: N |
|                                     |
+-----+
    
```

- Press the PF10 key to view the voucher item, account on the voucher and the encumbrance account.

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+-----+
|                                     |
| VOUCHER ENCUMBRANCE ENC           |
| ITEM ACCOUNT ACCOUNT OBJ AMT INVOICE |
+-----+
    
```



- 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

<b>Voucher:</b>	7 digits Enter a FAMIS <u>voucher number</u> .	<b>Entry Required</b>
<b>Fiscal Year:</b>	4 digits Enter the <u>fiscal year</u> voucher was posted.	<b>Entry Required</b>

### Screen Information

<b>Status:</b>	4 characters Shows the <u>status of the voucher</u> . For example: 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
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OUT = Outstanding (after being posted but before entering the check or state voucher cycle)

**Vendor:** 11 digits/30 characters  
Shows the vendor's ID number and name charged with the expense.

**Hold:** 1 character  
Signifies if a hold has been placed on the voucher.  
N or Blank = No hold on voucher print.  
Y = Do not print check/voucher.

**Alt Vndr:** 11 digits/30 characters  
Shows the identification number and name of the alternate vendor receiving payment.

## FIELD DESCRIPTIONS (CONT'D)

**Encl:** 1 character  
Shows the code indicating enclosures may be included. This will force separate checks for local vouchers. Vouchers will be grouped by identical codes. Examples are:  
A = Auditor  
Blank = Not specified  
C = Comptroller  
L = Local  
S = Audit Services  
Y = Yes, enclosures

**Due Date:** 8 digits  
Indicates the due date on voucher. This could indicate the date the voucher is pulled to cycle for payment or the date a prepaid voucher was entered into FAMIS.

**Desc:** 25 characters  
Displays a description of items purchased.

**St Vch:** 1 character  
'Y' indicates the voucher is paid with state money.

**Inv Date:** 8 digits  
Shows the date the invoice was issued.

<b>Cust AR Nbr:</b>	25 digits Identifies the <u>customer Accounts Receivable number</u> assigned to purchaser by vendor. <b>You must have security access to the document to view this number.</b>
<b>Revolv:</b>	1 character 'Y' indicates a <u>revolving voucher</u> .
<b>Dlvry Date:</b>	8 digits Indicates the <u>receiving (delivery) date</u> for vouchers created via the Purchasing Module of FAMIS. When a voucher is created on Screen 345, the receiving date is picked up from the limited purchase received date or from the date of the receiving document for documents where a receiving document was created.
<b>GSC Ord:</b>	15 characters Identifies the TBPC ( <u>General Services Commission</u> ) defined <u>code for purchase orders</u> requiring their approval.

**FIELD DESCRIPTIONS (CONT'D)**

<b>Pending:</b>	1 character Indicates whether the <u>voucher</u> is <u>pending</u> .
<b>Chg Src:</b>	1 character 'Y' indicates the voucher involved the <u>change source of funds</u> process.
<b>Dept Ref:</b>	7 digits/characters Displays the <u>departmental reference</u> for voucher (Reference #4) or the voucher number if the departmental reference is not required.
<b>Cont Work Force:</b>	1 character Indicates that this payment is flagged as a <u>Contract Work Force Payment</u> .
<b>Conf:</b>	1 character Identifies if the voucher has been marked as 'confidential'. Valid values are: Blank = Can be left blank on both header and line items N = Not confidential

S = Some information is confidential such as description  
 Y = Confidential

**ACH:** 1 character  
 'Y' indicates the voucher is marked for the ACH process.

**ACH Ovr:** 1 character  
 Indicates ('Y' or 'N') if an override was put on the ACH voucher – thereby creating a check in the check cycle.

**Tran Cd:** 3 digits  
 The transaction code identifies the type of transaction.

**Check Nbr:** 7 digits  
 Shows the check number printed on the check.

OR

**FAMIS Trace:** 7 character/digits  
 Displays the FAMIS bank tracking number if this is an ACH payment,

**FIELD DESCRIPTIONS (CONT'D)**

**St Warrant Nbr:** 7 digits  
 This number is assigned by the state and displayed after the voucher has been reconciled.

**St Req Nbr:** 15 digits  
 Shows the state requisition number.

**Check Date:** 8 digits  
 Displays the date the check was printed.

**Warrant Date:** 8 digits  
 Identifies the date given by the state indicating when the state warrant was produced.

**Vchr Total:** 12 digits  
 Shows the total amount of the voucher; the sum of the line items.

**Check Recon:** 1 character/8 digits

'Y' indicates the check has been reconciled. The date indicates when the bank cleared the check.

- USAS Doc Type:** 3 characters  
Identifies the document type code assigned by USAS.
- PCC:** 1 character  
Shows the General Services Commission (GSC) defined Purchase Category Code that identifies various purchase types and associated payments.
- Bank Trace:** 15 digits  
Shows the bank number the voucher was paid against. The first 8 digits are the originating depository financial institution (ODFI) and the last 7 numbers are sequentially assigned by FAMIS.
- IC:** 1 character **? Help Available**  
Identifies the interest calculation procedure to be followed. Valid values are:  
A = Accept Scheduling of Late Payment  
BLANK = None  
F = Force Interest Calculation  
R = Refuse Interest Calculation

## FIELD DESCRIPTIONS (CONT'D)

- Reason:** 2 characters **? Help Available**  
Shows the reason for interest exemption: Valid values are:  
AD = Agency Discretion Exercised  
AI = Automation Issue(s)  
AP = Advance Payment  
DP = Disputed Payment  
DT = Direct Payment of Travel Expenses  
FC = FED Contract/Terms Prohibit Pymt  
GE = GSC Exemption Granted 7 Documented  
MI = Mailing Instr On PO Not Followed  
NI = No Invoice

<b>Orig Dist Date:</b>	8 digits Indicates the first <u>date</u> the system <u>attempted to pay</u> a vendor on hold.
<b>S:</b>	1 character Type an 'X' to <u>select</u> and press <ENTER> to view the <u>voucher</u> information.
<b>Itm:</b>	3 digits Displays the <u>line number of an item</u> entered on a voucher.
<b>Account:</b>	15 digits Indicates the <u>account number</u> paying the first line item of the voucher.
<b>Net Amount:</b>	14 digits Shows the <u>net amount of the voucher</u> , after discount.
<b>PO No.:</b>	7 character/digits Displays the FAMIS <u>purchase order number</u> .
<b>Invoice Number:</b>	14 digits Identifies the <u>invoice number</u> for a particular voucher.
<b>Bank:</b>	5 digits Shows the <u>bank number</u> the voucher was paid against.
<b>Dp:</b>	1 character Displays the <u>drop</u> flag setting: 'Y' = <u>deleted unpaid voucher</u> .
<b>Vd:</b>	1 character 'Y' indicates the <u>check</u> has been <u>voided</u> .

**FIELD DESCRIPTIONS (CONT'D)**

<b>XRef:</b>	3 characters/digits For interest calculations, this shows the item number of the <u>principal item</u> on which the interest is based.
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**Additional Functions**

<b>PF KEYS</b>	See Appendix for explanation of standard PF Keys.
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<b>PF6 Desc</b>	<b>Description</b> Shows <u>additional</u> information about the <u>description</u> .
<b>PF9 Addr</b>	<b>Address</b> Shows the <u>vendor's address</u> information.
<b>PF10 Det</b>	<b>Details</b> Displays the <u>voucher item detail</u> , account number on the voucher and the encumbrance account.