

Section 04.05.08

SCREEN 169 – Voucher Line Item

Screen 169 displays all the information associated with a specific voucher record. It is especially useful for finding the date a check cleared and was reconciled.

Note: If 'Y' was entered in the ACH: field on Screen 168, the title and information changes to reflect ACH data. Otherwise, if the field was left blank the title will reflect check cycle information.

Screen 169 - Voucher Line Item Inquiry (Panel 1)

169 Voucher Line Item Inquiry		07/21/08 09:57
DR. MARCI M. MOORE		FY 2008 CC 01
Screen: ___	Voucher: 2810894	Line Item: 1__ Fiscal Year: 2008
Cross Reference Item:		Panel: 01 More>>
Trans Code: 140	Dept. Ref. #: 8064	Enclosure Code:
Invoice Dt: 03/11/08	Order Dt: 03/03/08	Due Dt: 04/04/08
Invoice No: JB03/03-06/08	Delivery Dt: 03/06/08	Req Pymt Dt: 04/08/08
Inv Rcvd Dt: 03/18/08	Act Rcvd Dt:	Pymt Due Dt: 04/17/08
Description: HIGHER EDUCATION SYMPOSIUM		Orig Dist Dt:
Vendor ID: 2vvvvvvvvv0	W2/SSN:	Alt Vendor:
USAS Doc Tp: 1	PCC Code:	PDT Code:
LDT Codes:	PCA Code:	PO Nbr: E812068
Inv. Amt: 72.91	IC: Rsn:	P/F Liq: P 1099:
Disc Amt:	Disc Dt: 04/04/08	Lost: Y Batch: PVP876 04/04/08
Net Amt: 72.91	FA Acct: 215040-00000-3025	Comp Cd: 7105 Bank: 78001
Orig Comp Cd: 7105		
Hold: N	Drop: N	--- ACH Cycle: N --- St Vchr Y Cycle: N
Pull: Pending:	Nbr: A025741 04/07/08 Y 04/08/08	
Trn Pull: FFX Feed: B 04/08/08	Void: N	N
Ck Feed: Y	Revolving: Y	Recon: N Y 04/08/08 3065961
St Feed: Y	Change Src: N	Bank Trage: 091000010990891
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---		
Hmenu Help EHelp		Desc XRItm VOInt Addr Left Right

Displays "Check"

Additional voucher information may be viewed on Panel 2 of this screen by pressing PF11. Press PF10 to return to the Panel 1.

Screen 169 - Voucher Line Item Inquiry (Panel 2)

169 Voucher Line Item Inquiry		07/21/08 09:59
DR. MARCI M. MOORE		FY 2008 CC 01
Screen: ___	Voucher: 2810894	Line Item: 1__ Fiscal Year: 2008
<<More	Cross Reference Item:	Panel: 02
Trans Code: 140	Dept. Ref. #: 8064	Enclosure Code:

Invoice Dt: 03/11/08	Order Dt: 03/03/08	Due Dt: 04/04/08
Invoice No: JB03/03-06/08	Delivery Dt: 03/06/08	Req Pymt Dt: 04/08/08
Inv Rcvd Dt: 03/18/08	Act Rcvd Dt:	Pymt Due Dt: 04/17/08
Description: HIGHER EDUCATION SYMPOSIUM		Orig Dist Dt:
Vendor ID: 2vvvvvvvvv0	W2/SSN:	Alt Vendor:
Origin Cd: P	Confidential:	Travel Hotel Zip:
	Dup Inv Override:	Cont Wk Force:
Inv. Amt: 72.91	Liab Acct: 021500-2100	
Disc Amt:	Disc Acct: -	Lost: Y Batch: PVP876 04/04/08
Net Amt: 72.91	FA Acct: 215040-00000-3025	
State Hold Override Information		Cost Reference
Override Flag:	1:	
User ID:	2:	
Override Dt:	3:	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---		
Hmenu Help EHelp Desc XRItm VOInt Addr Left Right		

BASIC STEPS

- Advance to Screen 169.
- Enter the voucher number, line item number and fiscal year on the Action Line and press <ENTER>.
- The specified voucher information will be displayed in detail.

VOUCHER RECORD DISPLAY PROCESS

- The Confidential: field identifies whether a voucher has 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.
- 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.
- Pressing PF6 provides a pop-up window with additional description.

Screen 169 - PF6 Pop-up window for additional description

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Description: LATITUDE D820 T7600	

The screenshot shows a screen with a grid of 10 horizontal lines for data entry. Each line is bounded by vertical lines on the left and right. At the bottom left of the grid, the text 'PF4 = EXIT' is displayed. Below the grid, there is a dashed line with a plus sign at its right end.

- Pressing the PF4 key will take the user directly back to Screen 169.
- The Fiscal Year: field allows you to select the fiscal year in which the voucher was posted.

FIELD DESCRIPTIONS

Action Line

Voucher:	7 digits Enter a FAMIS <u>voucher number</u> .	Entry Required
Line Item:	3 digits Type the <u>line number of an item</u> on the voucher to be displayed.	Entry Required

FIELD DESCRIPTIONS (CONT'D)

Fiscal Year:	4 digits Include the <u>fiscal year</u> the voucher was posted.	Entry Required
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Screen Information

Panel 1

- Cross Reference Item:** 1 digit
For interest items, this cross reference indicates the item number of the principal item on which the interest is based.
- Trans Code:** 4 digits
Displays the transaction code identifying the type of transaction.
- Dept. Ref. #:** 7 digits/characters
Shows the departmental reference for voucher (Reference #4) or the voucher number if the departmental reference is not required.
- Enclosure Code:** 1 character
Displays 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
- Invoice Dt:** 6 digits
Identifies the date the invoice was issued. If the user wants the system to calculate the discount, the invoice date must be entered. This date must be before or equal to the date the voucher is entered.
- Order Dt:** 6 digits
Displays the date the order was placed.
(Required for state vouchers.)
- Due Dt:** 6 digits
Shows the due date on the voucher. This could indicate the date the voucher is pulled to cycle for payment or the date a prepaid voucher was entered into FAMIS.

FIELD DESCRIPTIONS (CONT'D)

Invoice No:	12 digits Identifies the <u>invoice number</u> for a particular voucher.
Delivery Dt:	6 digits Indicates the <u>receiving (delivery) date or the expected deliver date entered on Screen 220.</u>
Req Pymt Dt.:	6 digits Shows the <u>date you requested</u> the State to make <u>payment</u> for the voucher.
Inv Rcvd Dt:	6 digits Displays the <u>date the invoice was received.</u>
Act Rcvd Dt:	6 digits Identifies the last <u>date all items were actually received</u> , if more than one shipment is involved. This date is generated by FAMIS.
Pymt Due Dt:	6 digits Shows the last <u>due date</u> that a <u>payment</u> can be made before interest starts accruing.
Description:	40 characters Displays a <u>description of items</u> purchased.
Orig Dist Dt:	6 digits Identifies the <u>original distribution date</u> that would have been printed on the check if the vendor was not on hold. It is set when the check cycle first tries to pay a voucher for a vendor on hold.
Vendor ID:	11 digits Shows the <u>Federal Identification number</u> of the <u>vendor</u> .
W2/SSN:	9 digits Displays the identification number (<u>Social Security number on W2 form</u>) for employee if the voucher is for services (i.e., moving).
Alt Vendor:	11 digits Shows the <u>alternate vendor</u> receiving payment.
USAS Doc Tp:	3 characters/digits

FIELD DESCRIPTIONS (CONT'D)

Displays USAS defined document type code that determines processing at the state.

- PCC Code:** 1 character
Shows a General Services Commission (GSC) defined Purchase Category Code that identifies various purchase types and associated payments.
- PDT Code:** 3 characters
Identifies the USAS defined Payment Distribution Type code that identifies how transactions will be combined for warrants and direct deposits.
- LDT Codes:** 2 digits each
Displays the USAS Legal/Descriptive that identifies up to 5 stamps to be put on a voucher.
- PCA Code:** 5 digits
Shows the Program Cost Account code, a USAS required field used as a coding reduction field.
- PO Nbr:** 7 character/digits
Identifies the FAMIS purchase order number.
- Inv. Amt:** 15 digits
Shows the gross invoiced amount of specific line item on a voucher.
- IC:** 1 character **? Help Available**
Identify 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
- Rsn:** 2 characters **? Help Available**
Include 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 Received

FIELD DESCRIPTIONS (CONT'D)

P/F Liq: 1 character
Shows the Encumbrance liquidation:
P = Partial liquidation
F = Full liquidation
N = No liquidation

1099: 1 character/digit **? Help Available**
Displays the 1099 code:

Examples are:

- Blank = Not Required
- N = Not 1099 Reportable
- 0 = Crop Insurance
- 1 = Rents
- 2 = Royalties
- 3 = Prizes and Awards
- 4 = Federal Income Tax
Withheld
- 5 = Fishing Boat Proceeds
- 6 = Medical and Health Care
- 7 = Non-employee Compensation
- 8 = Substitute Paymt for Interest
- 9 = Direct Sales > \$5000 For Resale

Disc Amt: 3 digits
Indicates the discount amount of a specific line item on a voucher.

Disc Dt: 6 digits

Displays the date voucher must be paid by in order to receive discount.

Lost: 1 character
 'Y' indicates the voucher was paid beyond the time allowed to take a discount.

Batch: 6 characters/digits
 Shows the batch session reference number used when transaction was processed. Date indicates the session reference date when transaction was processed.

Net Amt: 11 digits
 Shows the net amount, after discount, of the voucher.

FA Acct: 15 digits
 Indicates the financial accounting account paying the voucher, may be a GL, SL or SA.

FIELD DESCRIPTIONS (CONT'D)

Comp Cd: 4 digits
 Identifies the Comptroller code used by the state to track expenses.

Bank: 5 digits
 Shows the number for bank processing voucher check.

Orig Comp Cd: 4 digits
 If changed, identifies the original Comptroller code used by the state to track expenses.

Hold: 1 character
 Identifies whether a hold has been place on the voucher.
 N or Blank = No hold on voucher print.
 Y = Do not print check/voucher.

Drop: 1 character/8 digits
 'Y' indicates a voucher has been dropped, and date dropped is displayed.

Check Cycle: 1 character
 'Y' identifies that voucher is in the check processing cycle. No updates can be done; online not allowed. 'N' indicates update done or not needed.

OR

ACH Cycle: 1 character
 'Y' indicates voucher is in the ACH processing cycle. 'N' indicates update done or not needed.

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

Cycle: 1 character
 'Y' shows the voucher is in the state voucher processing cycle. No updates can be done; online not allowed. 'N' indicates update done or not needed.

Pull: 1 character
 'Y' indicates the document should be pulled for print cycle.

Pending: 1 character
 'Y' indicates the voucher is pending.
 'N' indicates the voucher has been processed.

FIELD DESCRIPTIONS (CONT'D)

Nbr: 7 digits
Check number printed on check and the date it was printed or FAMIS trace number and date the ACH was transmitted to the bank. Also, 'Y' indicates the state voucher was printed. 'N' indicates the voucher as not printed.

Trn Pull: 1 character
 'Y' indicates disbursement transaction needs to be done.

FFX Feed: 1 character
 Identifies the Fixed Assets flag:
 ' ' = Not examined yet
 Y = Fed to FFX module
 C = Capital \$\$\$ < Minimum
 N = G/L or Voided

P = Purchasing Bypassed
 B = Not a capital object

- Void:** 1 character
 'Y' signifies this is a voided check/ACH.
- Ck Feed:** 1 character
 'Y' indicates the check account entries have been fed to FRS.
- Revolving:** 1 character
 'Y' indicates the voucher is a revolving voucher.
- Recon:** 1 character
 'Y' shows this check has been reconciled and displays the date it was reconciled.
- St Feed:** 1 character
 'Y' indicates the account entries for a state voucher have been fed to FRS.
- Change Src:** 1 character
 'Y' indicates voucher posted as a result of change source of funds.
- Check Cycle:** 1 character
 'Y' indicates the voucher is in the check cycle - Updates not done/On-line not allowed. 'N' indicates updates done or not needed.
- St Vchr:** 1 character
 'Y' indicates the voucher is paid with state money.

FIELD DESCRIPTIONS (CONT'D)

- Cycle:** 1 character
 'Y' indicates voucher is in state voucher cycle - Updates not done/On-line not allowed. 'N' indicates updates done or not needed.
- Nbr:** 7 digits/6 digits
 Shows the check number and date printed. 'Y' indicates that the state voucher was printed. 'N' indicates the voucher has not been printed.
- Void:** 1 character/6 digits

'Y' indicates this is a voided check or state voucher, and displays the date voided.

Recon: 1 character/6 digits
 'Y' indicates if this check or state voucher has been reconciled and the date it was reconciled. On a state voucher the warrant will also be displayed.

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.

Panel 2

Origin Cd: 1 character
 Displays the origin code for the voucher. Valid values are:
 'P' - Purchasing (Screen 345)
 'N' - Pending (Screen 111)
 'D' - Pending (Screen 112)
 '' - Regular AP (104, etc)

Confidential: 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

Travel Hotel Zip: 9 digits
 The zip code of the hotel used for travel to determine percentage usage, and if the state discount rate is being utilized.

FIELD DESCRIPTIONS (CONT'D)

Dup Inv Ovrdd: 1 character
 'Y' indicates the flag has been set to allow the creation of a voucher for a previously entered invoice. (Duplicate Invoice Override)

Cont Work Force: 1 character

	Indicates that this payment is flagged as a <u>Contract Work Force Payment</u> .
Inv. Amt:	15 digits Shows the <u>gross invoiced amount</u> of specific line item on a voucher.
Liab Acct:	11 digits Displays a <u>GL Account</u> indicating the <u>liability</u> .
Disc. Amt:	11 digits When used with <u>discount</u> type 'D', shows the dollar <u>amount</u> of the discount to be applied. When used with discount type 'P', displays the percent discount to be applied.
Disc Acct:	11 digits Displays the <u>account</u> to be <u>credited with</u> the <u>discount</u> .
Lost:	1 character 'Y' indicates the voucher was <u>paid beyond the time allowed</u> to take a discount.
Batch:	6 characters/digits Shows the <u>batch session reference number</u> used when transaction was processed. Date indicates the session reference date when transaction was processed.
Net Amt:	11 digits Shows the <u>net amount</u> , after discount, of the voucher.
FA Acct:	15 digits Indicates the <u>financial accounting account</u> paying the voucher, may be a GL, SL or SA.

State Hold Override Information

Override Flag:	1 character Indicates ('Y' or 'N') if an <u>override</u> to the vendor on hold <u>flag</u> .
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FIELD DESCRIPTIONS (CONT'D)

User ID:	6 characters/digits Displays the FAMIS <u>user identification number</u> of the person who entered the override flag.
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Override Dt: 6 digits
Identifies the date the override flag was set.

Cost Reference (1,2,3): 7 characters/digits
Identifies the user-defined cost accounting reference which provides additional details about the processing of the line item.

Additional Functions

PF KEYS See Appendix for explanation of standard PF Keys.

PF6 **Description**
Desc Shows additional information about the description.

PF7 **Cross-Referenced Item**
XRIitm Displays cross-reference item information.

PF8 **Voucher Interest**
VoInt Shows interest information for voucher.

PF9 **Address**
Addr Shows the vendor's address information.