Introduction

The purpose of this manual is to assist in accessing and utilizing information in the Accounts Payable section of FAMIS (Financial Accounting Management Information System). FAMIS is an accounting system that responds to financial regulations applicable to educational institutions. All applications access a common database that allows different users to access identical information. Other applications include Financial Accounting, Accounts Payable, Accounts Receivable, Purchasing, Fixed Assets and Sponsored Research. Manuals for these applications are being developed or are currently available.

The materials are grouped according to Accounts Payable functions. All associated screens and processing information are included along with field descriptions.

By utilizing the information and guidelines contained in this manual, a user should be able to access vendor information, and to create / modify vouchers, vendors and credit memos.

The FAMIS User Manuals are in a constant state of revision, due to screen updates, changes in procedures, or any one of a multitude of reasons. If you would like to make suggestions or call attention to errors, please contact us at (979) 458-6450, or copy the page with the error, note the correction or suggestion and send it to:

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# Table of Contents

## I Introduction

M10, M11, M12, M13

Accounts Payable Menu Screens .......................................................... I-9

## II Accounts Payable Processes

Introduction .......................................................................................... II-3

### Prompt Pay

- Basic Concepts .................................................................................. II-4
- Prompt Pay Controls ........................................................................ II-4
- Fiscal Year Rate .............................................................................. II-4
- Campus Code Exemption ................................................................. II-4
- Account Level Exemptions ............................................................... II-4
- Alternate Interest Account ................................................................. II-5
- Flag Maintenance ........................................................................... II-5
- Voucher Level Override Flag ............................................................ II-5
  - Regular Vouchers ...................................................................... II-5
  - Change Source of Funds ............................................................. II-5
  - Invoicing Vouchers ................................................................... II-5
- Screen 817
  - Object Codes Subject to Interest .................................................. II-5
- Holiday Tables ................................................................................ II-6
- Screen 818
  - ACH, State, and Local Holiday Table ....................................... II-6
- Screen 819
  - State Holiday Table .................................................................. II-8
  - Prompt Pay Process ..................................................................... II-9
  - Local Checks ............................................................................. II-9
  - State Vouchers ........................................................................... II-9
  - Revolving Vouchers ................................................................... II-10
  - Credit Memos ........................................................................... II-10
  - Vendors on Hold ....................................................................... II-10
  - Posting Interest into FAMIS ...................................................... II-10
  - 1099 Processing ....................................................................... II-10
- Prompt Pay Terms/Dates Used for Compliance ......................... II-11
- State Comptroller .......................................................................... II-11
- FAMIS ............................................................................................. II-11
- Interest Calculation ....................................................................... II-12
- Calculation Method ....................................................................... II-12
- FAMIS Calculation ....................................................................... II-13
- Inquiry Screens ............................................................................. II-14
- Screen 114
  - Pending Interest Voucher Modify – Local .................................. II-14
- Screen 115
  - Pending State Interest Create/Modify ...................................... II-15
  - Prompt Pay Frequently Asked Questions ................................. II-16
  - Payments ..................................................................................... II-16
  - Due Date ..................................................................................... II-17
### Confidential Indicator Process
- Confidential Indicator Entry ..................................................... II-18
- How the Process Works ........................................................... II-18
- State vs. Local Vouchers ........................................................ II-18

### Check and Voucher Process
- Local Check Cycle ..................................................................... II-19
  - Separate Checks ................................................................ II-19
  - State Voucher Cycle ........................................................... II-20

### Voucher Transactions
- Vouchers Entered Online ......................................................... II-21
- State Voucher Update Cycle .................................................... II-22
- FA Transactions Posted for Check Update Cycle ..................... II-22
- Vouchers with Discounts ......................................................... II-23

### FAMIS to USAS Voucher Interface
- Regular State Vouchers ............................................................ II-24
- Credit Memo State Vouchers ................................................... II-24
- State Vouchers with an Alternate Vendor ............................... II-24
- Revolving (Reimbursement) State Vouchers ......................... II-25
- Revolving (Reimbursement) State Vouchers with Alternate Vendor ................................................ II-25
- Prepaid State Vouchers .......................................................... II-25
- Prepaid Revolving State Vouchers ........................................ II-26
- USAS Document Types and Purchase Category Codes (PCC) . II-26
- USAS State Requisition Number ............................................. II-26
- USAS Payment Distribution Type (PDT) ................................. II-27
- USAS Program Cost Account Override (PCA) ...................... II-27
- Descriptive Legal Text (LDT) .................................................. II-27
- Program Cost Account (PCA) ............................................... II-27
- NACUBO ............................................................................. II-29

### Accounts Payable Session/Batch Audit Information
- Screen 130 Session/Batch Initialize ......................................... III-3
- Screen 124 Session/Batch Header List ..................................... III-6
- Screen 127 Transaction Inquiry by Batch .............................. III-8
IV  Vouchers and Credit Memos

Regular and Prepaid Vouchers

Screen 104  Create a Regular Voucher ......................................................... IV-3
  Voucher Process ........................................................................ IV-4
  Transaction Codes .................................................................... IV-5
  Regular Voucher Process ......................................................... IV-5
    Automatic Voucher Numbering ........................................ IV-5
    Due Date Processing ........................................................ IV-6
  Create a Single Voucher for Multi-Accounts ..................... IV-6
  Multi-Account Encumbrance Liquidation ........................ IV-7
  Multi-Account Vouchers (Over 20 Lines/Accounts) .......... IV-7
  Additional Description ........................................................ IV-7
  Correct Regular Vouchers ...................................................... IV-8
  Prior to Print Cycles .......................................................... IV-8
  Post Print Cycles ................................................................... IV-8
    Local Vouchers .................................................................. IV-8
    State Vouchers .................................................................. IV-8

Screen 105  Modify an Unpaid Voucher ................................................ IV-14
  Voucher Modify Process ...................................................... IV-15
  Transaction Codes ................................................................ IV-15
  ACH Override Flag ................................................................ IV-15
  Confidential Indicator ........................................................ IV-15
  State Hold Override Flag ..................................................... IV-16

Screen 106  Drop an Unpaid Voucher ................................................ IV-20
  Delete a Single Line Item from Multiple Account Vouchers... IV-20

Screen 107  Modify Voucher Line Item without Accounting ........ IV-23

Screen 118  Modify Voucher Line Item with Accounting ............... IV-28

Screen 125  Modify Voucher Amount ............................................. IV-33

Credit Memos

Screen 108  Create a Credit Memo ...................................................... IV-36
  Use of Enclosure Codes ...................................................... IV-36
  Checks ................................................................................ IV-37
  State Vouchers ..................................................................... IV-37
  Correct a Credit Memo (Local Funds) ............................... IV-37
  Multi-Account Vouchers ....................................................... IV-37
  Void a Credit Memo (State Funds) ....................................... IV-38
  Transaction Codes ............................................................. IV-38

Screen 110  Void a Check ................................................................. IV-44

Screen 146  Void a State Voucher ..................................................... IV-46

Screen 147  State Voucher Partial Void ........................................ IV-49

Screen 131  Voucher Flag Preview .................................................. IV-52
  Release Voucher for Payment ........................................ IV-53
  Correct Voucher Release ................................................ IV-53
### Table of Contents (cont’d)

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Pending Vouchers</strong></td>
<td></td>
</tr>
<tr>
<td>Screen 111</td>
<td>Create/Modify Pending Voucher ................................................................</td>
</tr>
<tr>
<td>Screen 112</td>
<td>Pending Voucher Create/Modify with PO Numbers</td>
</tr>
<tr>
<td>Screen 113</td>
<td>Post a Range of Pending Vouchers</td>
</tr>
<tr>
<td>Screen 114</td>
<td>Pending Interest Voucher Modify</td>
</tr>
<tr>
<td>Screen 115</td>
<td>Pending State Interest Create/Modify</td>
</tr>
<tr>
<td><strong>Prepaid Vouchers</strong></td>
<td></td>
</tr>
<tr>
<td>Screen 109</td>
<td>Create a Prepaid Voucher</td>
</tr>
<tr>
<td>Screen 119</td>
<td>Modify Prepaid Voucher Amount</td>
</tr>
<tr>
<td>Screen 116</td>
<td>Prepaid Credit Memo</td>
</tr>
<tr>
<td><strong>Revolving Vouchers</strong></td>
<td></td>
</tr>
<tr>
<td>Screen 134</td>
<td>Create Revolving Voucher</td>
</tr>
<tr>
<td>Screen 135</td>
<td>Revolving Voucher Amount Modify</td>
</tr>
<tr>
<td>Screen 136</td>
<td>Drop a Revolving Voucher</td>
</tr>
<tr>
<td>Screen 137</td>
<td>Void a Revolving Check</td>
</tr>
<tr>
<td>Screen 139</td>
<td>Create a Prepaid Revolving Voucher</td>
</tr>
<tr>
<td>Screen 149</td>
<td>Modify a Revolving Prepaid Amount</td>
</tr>
<tr>
<td><strong>Change Source of Funds</strong></td>
<td></td>
</tr>
<tr>
<td>Screen 141</td>
<td>Change from one State Account or Bank to Another</td>
</tr>
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</table>

---
<table>
<thead>
<tr>
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<th>Description</th>
<th>Page</th>
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</thead>
<tbody>
<tr>
<td>142</td>
<td>Change from one Local Account or Bank to Another</td>
<td>VII-9</td>
</tr>
<tr>
<td>148</td>
<td>Change Funds from Local to State and from State to Local</td>
<td>VII-15</td>
</tr>
<tr>
<td></td>
<td>Old Bank is the Primary Local Bank</td>
<td>VII-16</td>
</tr>
<tr>
<td></td>
<td>Old Bank is NOT the Primary Local Bank</td>
<td>VII-17</td>
</tr>
</tbody>
</table>

**VIII Inquiry Screens**

<table>
<thead>
<tr>
<th>Screen</th>
<th>Description</th>
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</tr>
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<tbody>
<tr>
<td>160</td>
<td>Invoices by Vendor</td>
<td>VIII-3</td>
</tr>
<tr>
<td>161</td>
<td>Vouchers by Number</td>
<td>VIII-6</td>
</tr>
<tr>
<td></td>
<td>Voucher Number Analysis Process</td>
<td>VIII-6</td>
</tr>
<tr>
<td>162</td>
<td>Vouchers by Vendor</td>
<td>VIII-8</td>
</tr>
<tr>
<td>163</td>
<td>Vouchers by Account</td>
<td>VIII-12</td>
</tr>
<tr>
<td>164</td>
<td>Vouchers by Purchase Order Number</td>
<td>VIII-15</td>
</tr>
<tr>
<td>165</td>
<td>Outstanding Voucher Inquiry</td>
<td>VIII-18</td>
</tr>
<tr>
<td>166</td>
<td>Pending Voucher Inquiry</td>
<td>VIII-21</td>
</tr>
<tr>
<td>167</td>
<td>Voucher Inquiry by Dept. Ref.</td>
<td>VIII-23</td>
</tr>
<tr>
<td>168</td>
<td>Voucher Total Inquiry</td>
<td>VIII-26</td>
</tr>
<tr>
<td>169</td>
<td>Voucher Line Item Inquiry</td>
<td>VIII-33</td>
</tr>
<tr>
<td>170</td>
<td>Voucher Inquiry by Alternate Vendor</td>
<td>VIII-43</td>
</tr>
<tr>
<td>178</td>
<td>Vouchers by Reconciliation Bank Inquiry</td>
<td>VIII-46</td>
</tr>
</tbody>
</table>

**Checks**

<table>
<thead>
<tr>
<th>Screen</th>
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<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>185</td>
<td>Outstanding Check List</td>
<td>VIII-48</td>
</tr>
<tr>
<td>186</td>
<td>Vouchers by Check Inquiry</td>
<td>VIII-50</td>
</tr>
<tr>
<td>177</td>
<td>Check List</td>
<td>VIII-53</td>
</tr>
</tbody>
</table>

**IX Maintenance Screens**

<table>
<thead>
<tr>
<th>Screen</th>
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<tbody>
<tr>
<td>808</td>
<td>Maintain Discount Table</td>
<td>IX-3</td>
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**X Appendix**

<table>
<thead>
<tr>
<th>Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instruction Pages</td>
<td>X-3</td>
</tr>
<tr>
<td>Accounts Payable Screens List</td>
<td>X-8</td>
</tr>
<tr>
<td>Standard PF Keys</td>
<td>X-12</td>
</tr>
<tr>
<td>FAMIS Codes</td>
<td>X-14</td>
</tr>
<tr>
<td>Transaction Codes</td>
<td>X-14</td>
</tr>
<tr>
<td>Financial Accounting</td>
<td>X-14</td>
</tr>
<tr>
<td>Accounts Payable Voucher</td>
<td>X-15</td>
</tr>
<tr>
<td>Session Batch Header Codes</td>
<td>X-16</td>
</tr>
<tr>
<td>Reference Codes</td>
<td>X-17</td>
</tr>
<tr>
<td>Glossary</td>
<td>X-21</td>
</tr>
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</table>
The Accounts Payable menu screens provide access to the screens necessary to process vouchers including vendor and batch information. These menus also provide inquiry for all Accounts Payable documents.

**Menu M10 - Accounts Payable System Menu**

<table>
<thead>
<tr>
<th>Screen: ___</th>
<th>11/16/10 10:28</th>
</tr>
</thead>
</table>
| *------- Accounts Payable -------*
| M21 Vendor Information Menu |
| M11 A/P Inquiry and Vendor Menu |
| M12 A/P Voucher Update Menu - Part 1 |
| M13 A/P Voucher Update Menu - Part 2 |
| M18 A/P 1099/W2 Menu |
| M19 Reconciliation |
| M50 ACH System Menu |

**Menu M11 - Accounts Payable Inquiry and Vendor Menu**

<table>
<thead>
<tr>
<th>Screen: ___ Vendor: _______ Voucher: _______</th>
<th>11/16/10 10:28</th>
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</table>
| *------- Vendor Information -------*
| M21 Vendor Information Menu |
| 171 State Hold ID Search |
| 172 State Hold Name Search |
| 173 State HUB ID Search |
| 174 State HUB Name Search |
| 175 Vendors Held by Agency |
| *------- Batch Information -------*
| 124 Session/Batch Header List |
| 127 Transaction Inquiry by Batch |
| *------- Check Inquiry -------*
| 177 Check List |
| 185 Outstanding Check List |
| 186 Vouchers by Check Inquiry |

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help EHelp
### Menu M12 - Voucher Update Menu - Part 1

<table>
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<th>No.</th>
<th>Description</th>
<th>No.</th>
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<tbody>
<tr>
<td>104</td>
<td>Voucher Create</td>
<td>111</td>
<td>Pending Voucher Create/Mod</td>
<td></td>
<td></td>
</tr>
<tr>
<td>105</td>
<td>Voucher Header Modify</td>
<td>112</td>
<td>Pending Voucher Create/Mod</td>
<td></td>
<td></td>
</tr>
<tr>
<td>106</td>
<td>Unpaid Voucher Drop w/o P.O. Numbers</td>
<td>113</td>
<td>Post a Range of Pending Vouchers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>118</td>
<td>Voucher Line Item Mod w/Actg with P.O. Numbers</td>
<td>114</td>
<td>Pending Interest Voucher Modify</td>
<td></td>
<td></td>
</tr>
<tr>
<td>125</td>
<td>Voucher Amount Modify</td>
<td>115</td>
<td>Pending State Interest Create/Mod</td>
<td></td>
<td></td>
</tr>
<tr>
<td>110</td>
<td>Void Check</td>
<td>116</td>
<td>Prepaid Credit Memo</td>
<td></td>
<td></td>
</tr>
<tr>
<td>117</td>
<td>Void FAMIS Trace Nbr</td>
<td>119</td>
<td>Prepaid Voucher Amount Mod</td>
<td></td>
<td></td>
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<tr>
<td>116</td>
<td>Revolving Voucher Partial Void</td>
<td>126</td>
<td>Revolving Check Receipt</td>
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<tr>
<td>118</td>
<td>Voucher Line Item Mod w/Actg</td>
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<td>Void Revolving Check</td>
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<tr>
<td>139</td>
<td>Prepaid Revolving Voucher</td>
<td>149</td>
<td>Prepaid Revolving Amount Modify</td>
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<tr>
<td>122</td>
<td>Voucher Header Modify w/P.O. Numbers</td>
<td>150</td>
<td>Revolving Check Receipt</td>
<td></td>
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<tr>
<td>131</td>
<td>Preview Flag Reset</td>
<td>151</td>
<td>Enroll State Interest</td>
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<tr>
<td>132</td>
<td>Voucher Line Item Mod w/Actg w/P.O. Numbers</td>
<td>152</td>
<td>Exit State Interest</td>
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</tr>
<tr>
<td>153</td>
<td>State Voucher Partial Void</td>
<td>154</td>
<td>Enroll Local Interest</td>
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<td>155</td>
<td>Void State Voucher</td>
<td>156</td>
<td>Exit Local Interest</td>
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<td></td>
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<td>156</td>
<td>Revolving Voucher Create/Mod</td>
<td>157</td>
<td>Exit State Interest</td>
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<tr>
<td>157</td>
<td>Revolving Voucher Create/Mod</td>
<td>158</td>
<td>Exit Local Interest</td>
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<tr>
<td>158</td>
<td>Revolving Voucher Amount Modify</td>
<td>159</td>
<td>Exit State Interest</td>
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<td>159</td>
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<td>Exit Local Interest</td>
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### M13 - Voucher Update Menu - Part 2

<table>
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<th>No.</th>
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<td>134</td>
<td>Revolving Voucher Create</td>
<td>135</td>
<td>Revolving Voucher Amount Modify</td>
</tr>
<tr>
<td>136</td>
<td>Revolving Voucher Drop</td>
<td>137</td>
<td>Void Revolving Check</td>
</tr>
<tr>
<td>139</td>
<td>Prepaid Revolving Voucher</td>
<td>149</td>
<td>Prepaid Revolving Amount Modify</td>
</tr>
<tr>
<td>126</td>
<td>Revolving Check Receipt</td>
<td>128</td>
<td>Void Revolving Check</td>
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</table>

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Section II
Accounts Payable Processes
Accounts Payable Processes

The contents of this section cover the processes of the Accounts Payable module:

- Prompt Pay
- Confidential Indicator Process
- Check and Voucher Processing
- FAMIS to USAS Voucher Interface
Prompt Pay Basic Concepts

The State of Texas prompt payment law requires vendors to be paid within 30 days of the receipt of the goods or services they provide. If payment is not received within this timeframe, an interest penalty is imposed. The amount of the penalty is calculated daily until the vendor receives the payment.

To comply with this legislation FAMIS calculates and posts interest when warranted. For local accounts, the interest is calculated and included in the payment to the vendor both for ACH and check payments. For State accounts, FAMIS sends the request for payment to the State which does its own calculation and includes any interest in the payment to the vendor. FAMIS receives a file back from the State which is posted to update the FAMIS accounts with the applicable interest charges.

Please refer to the Individual screens for more detailed information.

Prompt Pay Controls

Fiscal Year Rate
Each fiscal year can be set with the applicable interest rate for each campus. The ability to have a different rate for each fiscal year is necessary as the rate can change from one year to the next. The interest rate is entered in the field labeled Interest Rate.

If a voucher begins accruing interest in one year but isn’t paid until the next year, the interest rate is calculated based on the year the voucher became due.

Campus Code Exemption
Prompt Pay Information can be entered on the campus control record (Screen 821). If the A&M System Member is exempted by the State from paying interest, the Exempt Campus: field can be set to ‘Y’ by FAMIS Services at the direction of the Member. When this flag is set, the Reason: field is also required.

Account Level Exemptions
Accounts that start with ‘1’ or GLs that start with ‘01’ are considered state funds when paying a revolving voucher.

Currently interest on local funds is not paid for interest less than $5.00 according to HB1545.

You can flag an individual account as exempt from paying interest. The Interest Exempt flag is on the account attribute screens for GL, SL and SA accounts (Screens 4, 8, 52). To indicate an account is exempt, go to the appropriate account attribute screen and enter a ‘Y’ in the Interest Exempt field and a reason code in the Reason field.
Alternate Interest Account
Also available on the account attribute screens is the ability to enter an alternative interest account. If the alternative interest account is filled in, the system always uses the alternate account to post interest.

Flag Maintenance
The flag maintenance screens (Screen 43, 44 and 54) have edits to ensure that accounts entered as alternate interest accounts cannot be frozen or deleted if they are referenced by an account that is still active.

Voucher Level Override Flag
Many voucher screens have fields that are used to indicate an Interest Override for an individual voucher or line item. This is the ability to suppress the addition of interest on an individual voucher/line item at the time of payment.

Regular Vouchers
Screen 104 – Voucher Create
Screen 105 – Voucher Header Modify
Screen 107 – Voucher Line item Modify w/o Accounting
Screen 109 -- Prepaid Voucher
Screen 111 – Pending Voucher Create/Modify

Change Source of Funds:
Screen 141 – Change Source of Funds State to State
Screen 142 – Change Source of Funds Local to Local
Screen 148 – Change Source of Funds Local to State & State to Local

Invoicing Vouchers (See Invoicers User’s Manual):
Screen 340 – Invoice Header Create
Screen 341 – Invoice Header Create (Dept)
Screen 345 – Invoice Pending Voucher Create/Modify

The payment due date will be calculated based on the invoice date and the delivery date.

Object Codes Subject to Interest
The object codes subject to interest are displayed on Screen 817 – Comp Codes Subject to Interest. Screen 817 is an INQUIRY screen maintained by the FAMIS Services staff. This screen displays the State Comptroller Object Codes that are subject to prompt payment interest or exempt from paying interest.

If the word "Interest" appears next to a COMP CODE, your Member must pay interest on late payments against this COMP CODE. If the word "Exempt" appears opposite a COMP CODE, your Member has been given a special interest exemption for this COMP CODE by the State. The message "Entire Campus is Exempt" is displayed at the top of the screen for those Members who are exempt from the Prompt Payment Law.
FAMIS Services must be notified whenever the State modifies the Comptroller Codes subject to interest or whenever a Member is granted a special exemption against an interest Comptroller Code.

### Screen 817 – Comp Codes Subject to Interest

<table>
<thead>
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<th>Comp Code: ____</th>
<th>Fiscal Year: 2011</th>
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<td>Interest Code</td>
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<td>7202</td>
<td>Interest</td>
<td>7233</td>
</tr>
<tr>
<td>7203</td>
<td>Interest</td>
<td>7255</td>
</tr>
<tr>
<td>7204</td>
<td>Interest</td>
<td>7272</td>
</tr>
<tr>
<td>7205</td>
<td>Interest</td>
<td>7203</td>
</tr>
<tr>
<td>7206</td>
<td>Interest</td>
<td>7239</td>
</tr>
<tr>
<td>7210</td>
<td>Interest</td>
<td>7255</td>
</tr>
<tr>
<td>7211</td>
<td>Interest</td>
<td>7272</td>
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<tr>
<td>7213</td>
<td>Interest</td>
<td>7240</td>
</tr>
<tr>
<td>7216</td>
<td>Interest</td>
<td>7233</td>
</tr>
<tr>
<td>7218</td>
<td>Interest</td>
<td>7255</td>
</tr>
<tr>
<td>7219</td>
<td>Interest</td>
<td>7272</td>
</tr>
<tr>
<td>7223</td>
<td>Interest</td>
<td>7203</td>
</tr>
</tbody>
</table>

*** Press Enter to View More Entries ***

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---

### Holiday Tables

Two tables are used to coordinate calculation of interest payments and A&M System Member holiday schedules. Screen 818 is the ACH, State and Local Holiday Table which is used to record and track Member holidays. This table is maintained by the System Members. Screen 819 is the State Holiday Table which is maintained on the Master Campus code by the System Office of Budgets and Accounting.

#### Screen 818 – ACH, State and Local Holiday Table

Screen 818 is used to record and track agency holidays. It is an UPDATE screen maintained by each Member. Local holidays can be displayed and updated on this screen. State holidays can only be displayed.

The “local holiday” information is used by the check cycle to determine whether a local voucher with a future due date should be pulled during the current check cycle to avoid late payment interest charges during the next scheduled check cycle. (State vouchers are sent to the State each evening, regardless of their due dates. Once at the State, the State schedules these payments according to their payment due dates.)
This screen, keyed by month and year, displays all known state and local holidays. The following are valid holiday indicators:

- **A** = ACH / Bank Holiday
- **L** = Local holiday (maintained by each Member)
  All days that checks cannot be printed should be marked as a local holiday.
- **S** = State holiday (maintained on Screen 819 of the Master Campus (CC=00) by the System Office of Budgets and Accounting)
- **W** = Weekend (maintained by the FAMIS Services staff)
- **Blank** = Not a holiday

Update access to this screen should be restricted. Care must be taken to communicate all Member (business office) holidays to the individual(s) maintaining this screen so that the holiday table can be updated at least one check cycle before the holiday.

Any day on which checks cannot be printed should be marked as a holiday, even if the day has not been declared a holiday by the Board of Regents. “Non-holidays” that might be marked are those scheduled days that a business office will be closed because of staff retreats, building maintenance, or printer unavailability.

**FAMIS Production Services MUST be notified to NOT run checks on these dates.**
Prompt Pay Basic Concepts (cont’d)

**Screen 819 – State Holiday Table**

**Screen 819** tracks state holidays. It is an UPDATE screen that is maintained on the Master Campus (CC=00) by the System Office of Budgets and Accounting.

The dates marked as holidays are those days that the State Comptroller will not accept vouchers for payments. This table is used to determine whether discounts can be taken for items paid with State funds.

This screen, keyed by month and year, displays all state holidays. The following are valid holiday indicators:

- **S** = **State holiday or day** in which the State will not accept vouchers for payment
- **W** = **Weekend** (maintained by the FAMIS Services staff)
- **Blank** = **Not a holiday**

Update access to this screen is only available on the Master Campus (CC=00) and should be restricted. Care must be taken to communicate all holidays to the individual(s) maintaining this screen so that the holiday table can be updated at least one voucher cycle before the holiday. A day should be marked as a holiday if no vouchers will be accepted by the State on that day.

### Screen 819 – State Holiday Table

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1 S</td>
<td>2 _</td>
<td>3 _</td>
<td>4 W</td>
<td>5 _</td>
<td>6 W</td>
</tr>
<tr>
<td>7 W</td>
<td>8 _</td>
<td>9 _</td>
<td>10 W</td>
<td>11 S</td>
<td>12 _</td>
<td>13 W</td>
</tr>
<tr>
<td>14 W</td>
<td>15 _</td>
<td>16 _</td>
<td>17 _</td>
<td>18 _</td>
<td>19 _</td>
<td>20 W</td>
</tr>
<tr>
<td>21 W</td>
<td>22 _</td>
<td>23 _</td>
<td>24 _</td>
<td>25 S</td>
<td>26 _</td>
<td>27 W</td>
</tr>
<tr>
<td></td>
<td>28 _</td>
<td>29 _</td>
<td>30 _</td>
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<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---

Hmenu Help EHelp LdMth Bkwd Frwd
Prompt Pay Processes

Local Checks
FAMIS uses the Due Date to determine if a voucher should enter the payment cycle; vouchers are pulled into cycle the night before the Due Date.

The nightly check cycle examines each voucher on a ‘line item by line item’ basis. The system uses the holiday tables to determine if the voucher should be processed. For each holiday and weekend day, the program subtracts a day and determines whether to pay a voucher in order to meet the due date.

If a voucher is determined to be past due, the system attempts to calculate interest. The exempt campus flag is checked to determine if the entire campus is exempt from paying interest. The voucher exemption and the line-item exemption flags are examined. If neither the voucher nor the line-item exempt flag is set, the account on the item is checked. At any stage of this process, if an exemption flag is set, the voucher is marked with the reason code.

If interest is to be calculated, the program determines if the interest should be posted to the account on the voucher or to an alternate interest account as indicated on the account attribute record.

The check stub reflects the interest as a separate item for each invoice.

A file is written of all interest accrued, including the voucher, the account and various other fields needed to post the interest into the system. The interest accrued file is used to post the interest item to the voucher file. The interest items are added to the voucher file as pending voucher items on the original voucher. Finally, program posts the pending interest.

State Vouchers
The state voucher cycle pulls all eligible vouchers. They are sent to USAS where they are scheduled for payment by the State. The state cycle does not look at the FAMIS Due Date field to determine when to pull the voucher into cycle.

USAS makes its own determination on "when a payment should be made so that it will be distributed on the payment due date." The requested payment date and the payment due date are used by USAS.

Including multiple invoices on a State voucher may cause some line items to be paid and others to not be paid. Since different payment due dates may be calculated for each item bases on the invoice received date and the good received date, USAS will use the payment due date to schedule payments for different days.
Prompt Pay Basic Concepts (cont’d)

Any voucher that is exempt will include the exempt flag as well as the required reason code. The reason codes are defined by the State Comptroller and are required for all vouchers flagged as exempt.

Third party payments to USAS will require a "T-code" (264/905) to distinguish them from the regular reimbursement vouchers (247/904).

Revolving Vouchers
The timing of the processing for the local check cycle and the state voucher cycle is important. Because of revolving vouchers, the check print is required to run first. After the check print has determined the interest, the interest is posted in order for the state side of the revolving process to pick up any interest items. FAMIS doesn’t send the State side until the local check date has been updated.

Credit Memos
FAMIS calculates all the interest on all voucher items and then applies the credit memo to the check total.

Vendors on Hold
Vendors on State Hold complicate the calculation of interest. The ACR states “Interest calculation must not consider interest for periods of time that vendor was on hold for part or all of the time the payment was late.” For this reason, a voucher for a vendor on State hold is flagged with the date it first attempted to pay the vendor. This date is the ‘original distribution date’. No interest is calculated after this date.

The Vendor on State Hold process keeps a record of every time a vendor is put on hold or released from hold. This provides any history needed should a lost invoice surface for a vendor that may have been on hold while the invoice was lost.

Posting Interest into FAMIS
Interest is posted back into FAMIS using prepaid voucher process. This process posts the interest voucher items as pending items on the original voucher. VBDU080 will attempt to post these items. A report will be produced of any interest items that did not post. These Items may be posted on-line on two screens (114, 115) once the problem has been corrected.

Posting the interest as a prepaid item ensures that the interest is available with the other items of the voucher and makes reconciliation easier. This prepaid item is used for posting both the local and the state interest.

The new interest item references the original voucher item for which the interest was calculated providing a cross-reference. All interest items post with item number 501 thru 999.

1099 Processing
Because of these new payments, the 1099 process has been modified to provide 1099-INT forms and reporting.
Prompt Pay Basic Concepts (cont’d)

Terms / Dates Used In Determining Prompt Pay Compliance

State Comptroller

Payment Due Date
"The date each payment covered by the transaction is due under the prompt payment law. The last date that a payment can be made before interest starts accruing."

Payment Distribution Date
"The date that a warrant is available at the Comptroller’s Office for an agency or the Comptroller to distribute to a vendor."

Requested Payment Date
"Agencies may submit a requested payment date to subjugate the scheduling from the payment due date." This would probably be used for discounts."

FAMIS

Payment Due Date
"The date each payment covered by the transaction is due under the prompt payment law. The last date that a payment can be made before interest starts accruing."

Due Date
The night before the Due Date is when the voucher is pulled for payment. This currently defaults to the current date if nothing is entered. The program looks at the due date and backs it up based on the holiday table.

Discount Due Date
The discount due date is the last date the discount can be taken. There is currently no attempt to schedule these by considering holidays and weekends.

Invoice Date
The date the invoice was issued. This date must be before or equal to the date the voucher is entered. The invoice date is required if the system is to calculate the discount.

AP Invoice Received Date
This date is only used on Screen 340 for documentation of when Accounts Payable received the invoice.

Department Invoice Entered Date
This date is entered on Screen 340 and Screen 341 for documentation of when the department received the invoice. This date, if entered, is used as part of the process to determine the payment due date.
Prompt Pay Basic Concepts (cont’d)

**Delivery Date**
This date is used to indicate the receiving date. For purchasing documents, the delivery date is generated by FAMIS based on the last receiving date for all items. For the Accounts Payable screens, the date is entered by the user.

**Actual Received Date**
Invoicing Screen 345 allows the entry of a Delivery date. However, this may not correspond to the received date entered on the receiving screens. Since more than one shipment may be involved, the program determines the last receiving date involved for the purpose of Prompt Pay interest.

**Original Distribution Date**
This date is set when the check cycle first tries to pay a voucher for a ‘vendor on State hold’. This is the distribution date that would have been printed on the check if the vendor were not on State hold.

**Determine Interest Calculation**

The date the payment is due to the vendor is calculated by FAMIS using the later of the "invoice received" date, the "delivery" date or the "actual received" date and adding 29 days.

The payment due date is calculated for both state and local vouchers.

For a **local** check, the "payment due" date is used to determine whether interest is to be calculated.

**Example:** If the 3-way match occurs on October 14, the payment is due on November 13. Interest would begin to accrue on November 14.

For **state** vouchers, the check cycle does not look at the "due date". Everything is sent to USAS for scheduling payments by the State. The payment due date is sent to the State. The State uses this date to calculate interest.

**Calculation Method**
The interest rate that the State pays on late payments due to a vendor under the State’s Prompt Payment Law is now calculated on an annual basis. The interest calculation is based on the Prime Rate reported in the July 1st edition of The Wall Street Journal, plus 1 percent. The FY 2009 Prompt Pay Interest Rate decreased to 6.00%.
Prompt Pay Basic Concepts (cont’d)

The formula is:

\[
\text{COMPUTE ROUNDED INT-AMT} = \text{INT-RATE} \times \text{VO-NET-AMT} \times \text{DAYS-LATE} / 365 / 100
\]

**FAMIS Calculation**

Interest is calculated on a line by line basis.

For each line item we first determine the PAYMENT DUE DATE (see Screen 169 to view the fields).

The Invoice Date is set to the INV-RCV-DT if it is available; otherwise it is set to the INV-DT.

The Delivery Date is set to the ACT-DEL-DT if it is available; otherwise it is set to the DEL-DT.

The program then compares the Invoice Date and the Delivery Date and uses the Most Recent Date. The PAYMENT DUE-DT is determined to be the Most Recent Date plus 30 days.

Interest is calculated on payments made after the PAYMENT DUE-DT (unless the vendor is on State hold).

The program VSCR016 contains the logic that actually computes the interest, and does not include the time the vendor is on hold when it calculates this interest.
Prompt Pay Inquiry Screens

The (local) check cycle calculates interest and adds the interest line item to the voucher. The interest is included in the total amount of the ACH or check which is sent to the vendor. FAMIS creates a pending voucher item for each interest item calculated. The pending item is added to the voucher file. FAMIS then posts the pending interest item.

When an interest item fails to post, corrections must be made in order to get the interest items posted. The nightly batch program continues to try to post these items. Once the problem has been corrected, the items will post automatically. They can also be manually posted using Screen 114 - Pending Interest Voucher Modify (local) or Screen 115 - Pending State Interest Create/Modify. These screens can be used to change the account number on the interest items.

**Items must be in a “closed” status to post.**
Press PF5 to post from this screen, or wait for the batch post)

If an interest item does not post, an error message will appear on the VBDU080 report.

**Screen 114 – Pending Interest Voucher Modify (Local)**

<table>
<thead>
<tr>
<th>114 Pending Interest Voucher Modify</th>
<th>08/07/08 09:43</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen: ___ Voucher: 0811674 Fiscal Year: 2008</td>
<td></td>
</tr>
<tr>
<td>Doc Summary: PURCHASE 20 PORTEGE M400-EZ5031-TOSHIBA TABLET PC</td>
<td></td>
</tr>
<tr>
<td>Vendor: 1vvvvvvvvv0 TABLET PC DIRECT</td>
<td></td>
</tr>
<tr>
<td>Dept. Ref. #: 013 Enclosure Code:</td>
<td></td>
</tr>
<tr>
<td>Invoice Date: 06/05/2008 Order Date: 05/29/2008 Due Date: 06/16/2008</td>
<td></td>
</tr>
<tr>
<td>State Req Nbr: GSC Ord:</td>
<td></td>
</tr>
<tr>
<td>Description: TOSHIBA PORTEGE M700 TABLET PCS</td>
<td></td>
</tr>
<tr>
<td>Cust AR NBR: Hold Flag: N</td>
<td></td>
</tr>
<tr>
<td>Alt.Vendor: W2/SSN: Travel Hotel Zip:</td>
<td></td>
</tr>
<tr>
<td>USAS Doc Type: 9 PCC Code: PDT Code:</td>
<td></td>
</tr>
<tr>
<td>LDT Codes: 09</td>
<td></td>
</tr>
<tr>
<td>Revolving: N Fund Type: Local Check Nbr: 432154 Check Dt: 07/29/2008 Budget Balance Override: N</td>
<td></td>
</tr>
<tr>
<td>Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---</td>
<td></td>
</tr>
<tr>
<td>Hmenu Help EHelp VPost Desc ReOpn Close Mlti Warns</td>
<td></td>
</tr>
</tbody>
</table>

**TECH NOTE** - The name of the job that will post the local interest item is FxxVIPST, where “xx” is the A&M System Member number. The program name is VBDU080, which is the same name that will appear on the report.
State interest items are added as pending items, similar to the local interest items.

**Prompt Pay Inquiry Screens (cont’d)**

**Screen 115 – Pending State Interest Create/Modify**

<table>
<thead>
<tr>
<th>Account</th>
<th>Bank</th>
<th>F Code</th>
<th>Amount</th>
<th>Revolving</th>
<th>Fund Type</th>
<th>Check Nbr</th>
<th>Check Dt</th>
<th>Budget Balance Override</th>
</tr>
</thead>
<tbody>
<tr>
<td>804070</td>
<td>00000</td>
<td>5751</td>
<td>7334</td>
<td>_________</td>
<td>_________</td>
<td>_________</td>
<td>_________</td>
<td>_________</td>
</tr>
</tbody>
</table>

**PF11 Pop-Up Window**

<table>
<thead>
<tr>
<th>C Comp</th>
<th>Inv.</th>
<th>C S St</th>
<th>Orig</th>
<th>Item</th>
<th>Ln</th>
<th>Account</th>
<th>Bank</th>
<th>F Code</th>
<th>Amount</th>
<th>Void</th>
<th>Revlv</th>
<th>Item</th>
<th>Status</th>
<th>Int Ref</th>
<th>Effective Dt</th>
<th>Cost Ref</th>
<th>Void</th>
<th>Revlv</th>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td>804070</td>
<td>00000</td>
<td>5751</td>
<td>17197</td>
<td>1491.52</td>
<td>Y</td>
<td>N</td>
<td>N</td>
<td>501 CO</td>
<td>30905327</td>
<td>08/16/2007</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>501</td>
<td>804070</td>
<td>00000</td>
<td>6230</td>
<td>17197</td>
<td>7.94</td>
<td>Y</td>
<td>N</td>
<td>N</td>
<td>1 RE</td>
<td>30905327</td>
<td></td>
<td></td>
<td></td>
</tr>
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<td></td>
<td></td>
<td></td>
<td>3500283</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Prompt Pay Frequently Asked Questions

Payments

- Utility payments should be entered with the Utility company's due date in the requested payment date field. Do not schedule utility or lease payments to be past due.

- When posting interest on local accounts, FAMIS charges the interest to the override account, if present, using the original voucher line item's bank. This override account can be set on an account by account basis. It must be the bank used for the voucher line item that generated the interest.

- When paying other State agencies:

  **Local vouchers**
  FAMIS suppresses payment of interest to other State agencies based on the vendor type of "SA" or the repeating pattern of agency numbers

  **State vouchers (regular)**
  FAMIS does not suppress the payment of interest to other State agencies

  **State vouchers (revolving)**
  FAMIS sends a TC to suppress the payment of interest based on its status as a revolving voucher.

  **State vouchers (alternate vendors)**
  FAMIS sends a TC to suppress the payment of interest if the alternate vendor type is "SA", "EM" and "ST".

- Report "VSCR016" (Voucher Item Interest -- calculated not posted/paid) shows why the interest wasn't paid.
Due Date

Q. On Screen 104, are we supposed to key a date in the Due Date field? I thought we were supposed to leave it blank because this would be where FAMIS would calculate and enter the payment due date.

A. The FAMIS “Due Date” works like it always has. A user can enter a date or leave it blank. If it is blank, it will enter the check cycle immediately. If someone wishes to schedule it to be paid at a later date, a future date can be entered. The State voucher cycle does not look at the Due Date. It sends everything to USAS to allow them to schedule payments.

The payment due date is used in FAMIS to decide whether to calculate interest on a local check. It is also sent to the State for them to use in scheduling payments and in calculating interest.

The payment due date is calculated by FAMIS using the later of the invoice received date, the delivery date or the actual received date. Twenty-nine (29) days are added to the later date. There has been a misconception that 30 days should be added. The 30 days discussed in the Texas Bill says the payment is due on the 30th day.

Revolving won’t send State side until the local check information has been updated.

Q. What is the Payment Due Date used for and how is it determined?

A. The Payment Due Date is when FAMIS begins calculating interest.

To determine the Payment Due Date:
FAMIS first determines the Calculation Invoice Date. If there is an Invoice Received date, this becomes the Calculation Invoice Date; otherwise FAMIS uses the Invoice Date as the Calculation Invoice Date. FAMIS then determines the Calculation Delivery Date. If there is an Actual Received Date, this becomes the Calculation Receive Date; otherwise the Delivery Date becomes the Calculation Receive Date.

All of these dates can be viewed on Screen 169.

FAMIS now compares the Calculation Invoice Date and the Calculation Delivery Date and uses the most recent date. The Payment Due Date is calculated by adding 29 days to the most recent of these dates.

Q. What screen can the departments use to view interest amounts paid by their accounts?

A. You may view this on Screen 23.
Confidential Indicator Process

In response to State requirements, FAMIS programs mark voucher line items as ‘confidential’ based on matching the line item Comptroller object code with those on the Comptroller List of Confidential Codes. This confidential marking takes place at the time the State Vouchers are formatted and sent to USAS. The marking has not been visible using FAMIS screens.

Confidential Indicator Entry
A Confidential Indicator is now available on the voucher screens, including both the voucher header screens and the screens for voucher line items (Screens 104, 345, 168 and 169). This process provides the ability to flag a voucher as ‘confidential’ even if the object code is not one of the object codes designated by the current Comptroller List of Confidential Codes. In essence, the person preparing the voucher now can manually mark a voucher or line items as ‘confidential’ by setting the Confidential Indicator with one of the following valid entries:

- Blank = Field can be left blank on both the header and line items
- N = Not confidential
- S = Some information is confidential such as description
- Y = Confidential

The Confidential Indicator can be entered for both State and Local Vouchers.

How the Process Works
If the Confidential Indicator is entered on the header, the Confidential Indicator on ALL line items will be marked with the same values as the header.

As FAMIS processes the voucher line items, each object code is checked against the table of Comptroller List of Confidential Codes. If the FAMIS object code maps to one of these Comptroller object codes, the line item is always marked with a ‘Y’ by the programs regardless of the value entered for the Confidential Indicator on the header or line item. For example, you cannot override a match with a Comptroller Confidential Code by putting an ‘N’ in the Confidential Indicator field. Once FAMIS processes the voucher, the Confidential Indicator will be ‘marked’ by the FAMIS programs and will display on the voucher screens.

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 screens.

State vs. Local Vouchers
While State and Local Vouchers are processed in the same manner, State Vouchers are sent to USAS and always include the appropriate ‘confidential’ marking.

Although Local Vouchers may be flagged as ‘confidential’, FAMIS is not controlling visibility or reporting based on the Confidential Indicator for Local Vouchers.
Check and Voucher Processing

Local Check Cycle

The purpose of the check print cycle is to prepare and print checks for payment of goods and services. Voucher records are not updated with the check information until the check update cycle is run.

- The check print program collects all voucher records due to each vendor, combines the amounts and writes a check.
- Check stub contains the itemized description or invoice number for each check.

The purpose of the check update cycle is to update the files to record payment by check or a voucher.

- Updates the voucher record with the check number and date, the vendor record with the check number and date.
- If an invoice was entered on the voucher, the invoice record is updated with the check number and date.
- Currently, check updates are processed the night after the check print program is run.

The daily processing cycle will produce one check for each separate voucher for a single vendor. Checks will be produced even if the voucher total is zero (0). The register will show *VOID ZERO* to signify a check was written but voided.

Separate Checks

There are various ways to produce a separate check:

1. Enter ‘9’ in the Type: field (TC=149)
2. Enter ‘2’ in the Type: field (TC=142)
3. Enter a value (other than ‘V’ or ‘Z’) in the Enclosure Code: field.
   (Enclosure codes of ‘V’ or ‘Z’ separate out in sort, but no separate check is produced.)

Separate checks with enclosure codes are sorted by voucher number within the enclosure code.

The following will also produce separate checks:

- Checks created from revolving vouchers (TC=147).
- Checks for change source of funds processes (TC=148).
- Credit memos (TC=159).
State Voucher Cycle

The state voucher cycle is run at the same time the check cycle is run.

- The voucher print cycle prepares the state purchase vouchers and multi-vendor vouchers for payment from state cost centers for the purchase of goods and services.
- Each voucher prints separately in voucher number sequence.
- The voucher number submitted to the state is the same number assigned by FAMIS when the voucher was entered.

The state voucher update cycle updates the files to record payment by voucher.

- Updates the vendor record with the date, the voucher with the date and update the state voucher print flag to ‘Y’.
- Prints two (2) state voucher registers:
  1. State purchase vouchers
  2. Multi-vendor vouchers
- Currently, state voucher updates are processed the night after the state voucher print program is run.
Check and Voucher Processing (cont’d)

Voucher Transactions

ACCOUNTING TRANSACTIONS POSTED IN FA FOR VOUCHERS ENTERED ONLINE
(NO DISCOUNT/TAX/CURRENCY CONVERSION)

**Accrual Basis Accounting**

<table>
<thead>
<tr>
<th>TRANSACTION</th>
<th>VOUCHER</th>
<th>DEBIT ACCOUNT</th>
<th>CREDIT ACCOUNT</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>06X</td>
<td>Regular Voucher</td>
<td>Expense Account</td>
<td>AP Liability 0xxxxx-2100</td>
<td>Gross</td>
</tr>
<tr>
<td>06X</td>
<td>Voucher Delete</td>
<td>AP Liability 0xxxxx-2100</td>
<td>Expense Account</td>
<td>Gross</td>
</tr>
<tr>
<td>06X</td>
<td>Credit Memo</td>
<td>AP Liability 0xxxxx-2100</td>
<td>Expense Account</td>
<td>Gross</td>
</tr>
<tr>
<td>06X</td>
<td>Credit Memo Delete</td>
<td>Expense Account</td>
<td>AP Liability 0xxxxx-2100</td>
<td>Gross</td>
</tr>
</tbody>
</table>

**Check Void Accounting**

<table>
<thead>
<tr>
<th>TRANSACTION</th>
<th>VOUCHER</th>
<th>DEBIT ACCOUNT</th>
<th>CREDIT ACCOUNT</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>04X</td>
<td>Check Void</td>
<td>Cash 0xxxxx-1100</td>
<td>Expense Account</td>
<td>Gross</td>
</tr>
</tbody>
</table>

**Revolving Voucher Accounting**

<table>
<thead>
<tr>
<th>TRANSACTION</th>
<th>VOUCHER</th>
<th>DEBIT ACCOUNT</th>
<th>CREDIT ACCOUNT</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>06X</td>
<td>Revolving Regular</td>
<td>Expense Account 120001-*</td>
<td>AP Liability 012000-21000</td>
<td>Gross</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Due from State 012000-1150 (credited when warrant deposited)</td>
<td>AP Liability 012000-21000 (cleared in check cycle)</td>
<td>Gross</td>
</tr>
</tbody>
</table>

* -- expense object code

**Prepaid Voucher – Cash Basis Accounting**

<table>
<thead>
<tr>
<th>TRANSACTION</th>
<th>VOUCHER</th>
<th>DEBIT ACCOUNT</th>
<th>CREDIT ACCOUNT</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>04X</td>
<td>Prepaid Voucher</td>
<td>Expense Account</td>
<td>Cash 0xxxxx-1100</td>
<td>Gross</td>
</tr>
</tbody>
</table>
Check and Voucher Processing (cont’d)

ACCOUNTING TRANSACTIONS POSTED IN FA STATE VOUCHER UPDATE CYCLE
(NO DISCOUNT/TAX/CURRENCY CONVERSION)

Accrual Basis Accounting

<table>
<thead>
<tr>
<th>TRANSACTION</th>
<th>VOUCHER</th>
<th>DEBIT ACCOUNT</th>
<th>CREDIT ACCOUNT</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>04X</td>
<td>Regular</td>
<td>AP Liability 0xxxxx-2100</td>
<td>Cash 0xxxxx-1100</td>
<td>Gross</td>
</tr>
<tr>
<td>04X</td>
<td>Credit Memo</td>
<td>Cash 0xxxxx-1100</td>
<td>AP Liability 0xxxxx-2100</td>
<td>Gross</td>
</tr>
</tbody>
</table>

Revolving Voucher Accounting

<table>
<thead>
<tr>
<th>TRANSACTION</th>
<th>VOUCHER</th>
<th>DEBIT ACCOUNT</th>
<th>CREDIT ACCOUNT</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>04X</td>
<td>Revolving Regular</td>
<td>AP Liability 0xxxxx-2100</td>
<td>Cash 0xxxxx-1100</td>
<td>Gross</td>
</tr>
</tbody>
</table>

FA TRANSACTIONS POSTED FOR CHECK UPDATE CYCLE
(NO DISCOUNT/TAX/CURRENCY CONVERSION)

Accrual Basis Accounting

<table>
<thead>
<tr>
<th>TRANSACTION</th>
<th>VOUCHER</th>
<th>DEBIT ACCOUNT</th>
<th>CREDIT ACCOUNT</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>04X</td>
<td>Regular</td>
<td>AP Liability 0xxxxx-2100</td>
<td>Cash 0xxxxx-1100</td>
<td>Gross</td>
</tr>
<tr>
<td>04X</td>
<td>Credit Memo</td>
<td>Cash 0xxxxx-1100</td>
<td>AP Liability 0xxxxx-2100</td>
<td>Gross</td>
</tr>
</tbody>
</table>

Revolving Voucher Accounting

<table>
<thead>
<tr>
<th>TRANSACTION</th>
<th>VOUCHER</th>
<th>DEBIT ACCOUNT</th>
<th>CREDIT ACCOUNT</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>04X</td>
<td>Revolving Regular</td>
<td>AP Liability 0xxxxx-2100</td>
<td>Cash 0xxxxx-1100</td>
<td>Gross</td>
</tr>
</tbody>
</table>
ACCOUNTING TRANSACTIONS FOR VOUCHERS WITH DISCOUNTS

FORMULA: Gross Amount $ \times \text{Discount \%} = \text{Discount Amount}$

EXAMPLE: $1000.00 \times 0.25 = 25.00$

**Accrual Basis Accounting**

<table>
<thead>
<tr>
<th>TRANSACTION</th>
<th>VOUCHER</th>
<th>DEBIT ACCOUNT</th>
<th>CREDIT ACCOUNT</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>06X</td>
<td>Entered</td>
<td>Expense 120000-*</td>
<td>AP Liability 012000-2100</td>
<td>$1000.00 Gross</td>
</tr>
<tr>
<td>04X</td>
<td>Paid</td>
<td>AP Liability 012000-2100</td>
<td>Cash 012000-1100</td>
<td>$975.00 Net</td>
</tr>
<tr>
<td>06X</td>
<td>Paid</td>
<td>AP Liability 012000-2100</td>
<td>Discount Acct 150000-*</td>
<td>$25.00</td>
</tr>
</tbody>
</table>

* expense account code
FAMIS to USAS Voucher Interface

Regular State Vouchers

Regular State vouchers entered in FAMIS will be sent to USAS (Uniform Statewide Accounting System) using USAS T-code 225. These vouchers will produce a payment (warrant or ACH) to the primary vendor.

Documents entered with a USAS document type of ‘T’ (IAP - interagency payments) will be excluded from the file transmitted to USAS.

Credit Memo State Vouchers

State vouchers can be entered on the FAMIS credit memo screen (Screen 108). These vouchers will be sent to USAS using USAS T-code 248. USAS will net the credit memo against the next payment to the vendor.

While this entry does not have to be on the same voucher as a regular state voucher, it seems that the best approach would be to enter the credit memo on the same FAMIS voucher number as a regular state voucher - with the net amount greater than zero. This will assure that the credit memo will be applied quickly in USAS.

State Vouchers with an Alternate Vendor

These vouchers are entered in FAMIS on Screens 104, 111 or 112 with the alternate vendor field filled in.

This type of entry will create a reimbursement type voucher to be sent to USAS. The transmission to USAS will be as follows:

- T-code 247 - will record the expense using the primary vendor ID.
- T-code 904 - will request payment to the alternate vendor.

Two examples:

- Payment is needed to a rental car agency for travel by an employee. The employee will be the primary vendor, and the rental car agency will be the alternate vendor.

- An advance was made to an employee in FAMIS using a clearing account. The travel has since occurred and reimbursement to the agency is needed. The employee will be the primary vendor and the agency will be the alternate vendor.
FAMIS to USAS Voucher Interface (cont’d)

Revolving (Reimbursement) State Vouchers

These vouchers are entered in FAMIS on Screens 134, 111 or 112 with no alternate vendor. These vouchers will create a local check payable to the primary vendor.

This type of entry will create a reimbursement type voucher to be sent to USAS. The reimbursement will be to the agency using the agency vendor number from Screen 822 in FAMIS.

The transmission to USAS will be as follows:

- T-code 247 - will record the expense using the primary vendor ID.
- T-code 904 - will request payment to the agency vendor.

Revolving (Reimbursement) State Vouchers with Alternate Vendor

These vouchers are entered in FAMIS on Screen 134 with an alternate vendor filled in. These vouchers will create a local check payable to the alternate vendor.

This type of entry will create a reimbursement type voucher to be sent to USAS. The reimbursement will be to the agency using the agency vendor number from Screen 822 in FAMIS.

The transmission to USAS will be as follows:

- T-code 247 - will record the expense using the primary vendor ID.
- T-code 904 - will request payment to the agency vendor.

The only difference between this entry and a regular revolving voucher will be that the local check will be written to the alternate vendor. The reimbursement from the State will always be to the agency.

Prepaid State Vouchers

No State voucher should be entered on the prepaid voucher Screen 109. If a voucher needs to be entered in FAMIS, but should not be sent to the State Comptroller, usage of USAS document type ‘T’ is recommended. This document type will not be included in the transmission to the State Comptroller.
Prepaid Revolving State Vouchers

State vouchers can be entered on the prepaid revolving screen. This screen would normally be used if a vendor is to be paid with State funds, but a local revolving check has been written to pay the vendor and reimbursement from the State is needed. These vouchers will be transmitted to the State just like all other State vouchers (unless document type ‘T’ is used).

USAS Document Types and Purchase Category Codes (PCC)

USAS document types currently allowed in FAMIS are as follows:

- Document type 1 use for Travel vouchers
- Document type 2 use for Post Audit by TPBC purchase vouchers (PCC is required)
- Document type 3 use for Pre-Audit by TPBC purchase vouchers (PCC is required)
- Document type 9 use for Exempt from TPBC purchase vouchers
- Document type T use for interagency payments.

(TBPC is the Texas Building and Procurement Commission)

Type ‘T’ documents entered into FAMIS will not create a record in the file transmitted to USAS.

USAS State Requisition Number

The State requisition number is required in USAS on document types 2 and 3.

- For Document type 3, FAMIS will always transmit the State requisition number to USAS as entered on the voucher screens.

- For Document type 2, FAMIS will transmit the State requisition number to USAS if the number was entered on the voucher screen. If no requisition number was entered on the voucher screen, the voucher number will be sent as the state requisition number.
USAS Payment Distribution Type (PDT)

The USAS PDT code indicates how the vendor will be paid by the state. Following are the valid PDT codes in FAMIS.

- **Blank**: Will default based on the TPIS vendor record. If vendor is set up as direct deposit, vendor will be paid direct deposit.
- **D**: Direct Deposit. Do not combine documents for funds.
- **DD**: Direct Deposit. Combine documents within a fund or document agency.
- **DF**: Direct Deposit. Combine documents and funds within an agency.
- **DH**: Direct Deposit. Warrant Hold.
- **H**: Retain for Agency Pickup.
- **HD**: Retain for Warrant Pickup. Combine documents within a fund or agency.
- **HF**: Retail for Warrant Pickup. Combine documents and funds within an agency.
- **HH**: Retail for Warrant Pickup. Warrant Hold.
- **R**: Return to Agency. Do not combine documents and funds.
- **RD**: Return to Agency. Combine documents within a fund or document agency.
- **RF**: Return to Agency. Combine documents and funds within single document agency.
- **RH**: Return to Agency. Warrant Hold.

USAS Program Cost Account (PCA) Override

This field on the voucher screens is used to override the PCA code that will be calculated for the account and object code on the voucher. Normally this will be used only with GL accounts, where no PCA can be calculated and the default one will be used.

If the PCA override has been used (PCA coded on the voucher line item) then the NACUBO sub-fund is always set to ‘1100’.

Descriptive Legal Text (LDT on FAMIS Screens)

This information provides a basis for the transaction being processed by providing a legal cite.

Program Cost Account (PCA)

PCAs for the current year expenditure activity for your agency are based on strategies that are set up on FAMIS Screen 840.

Program Cost Account Information Is Required by the State.
Screen 840 - Maintain USAS Strategy Table

<table>
<thead>
<tr>
<th>Acct</th>
<th>Acct S/C</th>
<th>S/C F Low High S/C Low High</th>
<th>Goal Obj</th>
<th>Strat Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>_</td>
<td>_</td>
<td>_</td>
<td>_</td>
<td>_</td>
</tr>
<tr>
<td>12001</td>
<td>12001</td>
<td>1100</td>
<td>9999</td>
<td>1980 2980 3980 HE PERF INCENTIVE INITIATIVE</td>
</tr>
<tr>
<td>122091</td>
<td>122091</td>
<td>1100</td>
<td>9999</td>
<td>1980 2980 3980 OPERATIONS SUPPORT</td>
</tr>
<tr>
<td>122092</td>
<td>122092</td>
<td>1100</td>
<td>9999</td>
<td>1980 2980 3980 INDUSTRIAL ENG PROGRAM</td>
</tr>
<tr>
<td>132001</td>
<td>132001</td>
<td>1100</td>
<td>9999</td>
<td>1980 2980 3980 LICENSE PLATE-NON ABEST</td>
</tr>
<tr>
<td>132100</td>
<td>132100</td>
<td>1100</td>
<td>9999</td>
<td>1980 2980 3980 LIBRARY-NON ABEST</td>
</tr>
<tr>
<td>132300</td>
<td>132300</td>
<td>1100</td>
<td>9999</td>
<td>1980 2980 3980 ADVANCE TECHNOLOGY PROGRAM</td>
</tr>
<tr>
<td>132400</td>
<td>132400</td>
<td>1100</td>
<td>9999</td>
<td>1980 2980 3980 ADVANCE TECHNOLOGY PROGRAM</td>
</tr>
<tr>
<td>132500</td>
<td>132500</td>
<td>1100</td>
<td>9999</td>
<td>1980 2980 3980 TEXAS GRANTS-NON ABEST</td>
</tr>
<tr>
<td>132600</td>
<td>132600</td>
<td>1100</td>
<td>9999</td>
<td>1980 2980 3980 ORGANIZED ACTIVITIES</td>
</tr>
<tr>
<td>132700</td>
<td>132700</td>
<td>1100</td>
<td>9999</td>
<td>1980 2980 3980 OPERATIONS SUPPORT</td>
</tr>
<tr>
<td>132800</td>
<td>132800</td>
<td>1100</td>
<td>9999</td>
<td>1980 2980 3980 CONSTRUCTION ENGINEERING</td>
</tr>
</tbody>
</table>

---

PCAs are automatically calculated by FAMIS using the strategy from Screen 840 as the first 4 digits and the converted function attribute from Screen 6 for that SL account and object defined by the expenditure. If FAMIS does not find a match from Screen 840, a default PCA of ‘89010’ will be used. For example, the PCA for account 120310 and object code 1105 would be 30596. Refer to the chart on the next page for FAMIS conversion values for NACUBO function.

Screen 6 - SL 6 Digit Account (FSA)

<table>
<thead>
<tr>
<th>Dept</th>
<th>S-Dept Exec Div</th>
<th>Coll Mail Cid Stmt</th>
<th>Budget</th>
<th>Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Secondary</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Admn for CC</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fund Source</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Long Title: VET MED - TEACHING HOSPITAL

---

Account Letter: _ Set Up Date: 06/10/1985 Iteration Date: 06/10/1985
FAMIS to USAS Voucher Interface (cont’d)

NACUBO

If the PCA override has been used (PCA coded on the voucher line item) then the NACUBO sub-fund is always set to ‘1100’.

If the Account Fund Group is PL (Plant) then the account sub-fund is checked and the NACUBO sub-fund is set accordingly.

<table>
<thead>
<tr>
<th>Account Sub-Fund</th>
<th>NACUBO Sub-Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>UA or UU</td>
<td>6100</td>
</tr>
<tr>
<td>RR</td>
<td>6200</td>
</tr>
<tr>
<td>RI</td>
<td>6300</td>
</tr>
<tr>
<td>IP</td>
<td>6400</td>
</tr>
<tr>
<td>Any other value</td>
<td>6100 and an error message is returned</td>
</tr>
</tbody>
</table>

The other Account Fund Group values determine the NACUBO Sub-Fund.

<table>
<thead>
<tr>
<th>Account Fund Group</th>
<th>NACUBO Sub-Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>FG</td>
<td>1100</td>
</tr>
<tr>
<td>DS</td>
<td>1200</td>
</tr>
<tr>
<td>AX</td>
<td>1300</td>
</tr>
<tr>
<td>RS</td>
<td>2100</td>
</tr>
<tr>
<td>LN</td>
<td>3100</td>
</tr>
<tr>
<td>EN</td>
<td>4100</td>
</tr>
<tr>
<td>AN</td>
<td>5100</td>
</tr>
<tr>
<td>AG</td>
<td>7100</td>
</tr>
<tr>
<td>Any other value</td>
<td>1100 and an error message is returned</td>
</tr>
</tbody>
</table>

The FAMIS to USAS interface sends the calculated PCA code to the State. The calculated PCA is displayed on Screen 991.

Screen 991 - USAS PCA Calculation

<table>
<thead>
<tr>
<th>Object Code</th>
<th>Description</th>
<th>Goal</th>
<th>Objective</th>
<th>Strategy</th>
<th>PCA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1410</td>
<td>Sal-Teaching - Faculty</td>
<td>1701</td>
<td>2701</td>
<td>3721</td>
<td>37210</td>
</tr>
<tr>
<td>1510</td>
<td>Sal-Support Staff - Professional</td>
<td>1701</td>
<td>2701</td>
<td>3721</td>
<td>37210</td>
</tr>
<tr>
<td>1910</td>
<td>Employee Insurance Payments</td>
<td>1701</td>
<td>2701</td>
<td>3721</td>
<td>37210</td>
</tr>
<tr>
<td>4010</td>
<td>Supplies - Office General</td>
<td>1701</td>
<td>2701</td>
<td>3721</td>
<td>37210</td>
</tr>
</tbody>
</table>

Enter-PF1----PF2----PF3----PF4----PF5----PF6----PF7----PF8----PF9----PF10----PF11----PF12----
Hmenu Help EHelp
Section III
Session/Batch Audit Information
Accounts Payable Session/Batch Initialize

A real-time session is used to control the processing of data and to provide an audit trail. This provides the ability to check the actual entries made against the paperwork tally of the entries you intended to make. This balancing is a further opportunity to find errors in the entry of data into FAMIS. See the Session/Batch Processes below.

A session must be opened before any dollar transactions can be processed in real-time mode.

### Screen 130 - AP Batch Initialize

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen</td>
<td>___</td>
</tr>
<tr>
<td>Session Reference</td>
<td>______</td>
</tr>
<tr>
<td>Session Date</td>
<td>11/16/10</td>
</tr>
<tr>
<td>Session Status</td>
<td>_</td>
</tr>
<tr>
<td>Acct Feed</td>
<td>Y</td>
</tr>
<tr>
<td>Voucher Feed</td>
<td>Y</td>
</tr>
<tr>
<td>Description</td>
<td>___________________</td>
</tr>
<tr>
<td>User ID Override</td>
<td>N</td>
</tr>
<tr>
<td>Bank</td>
<td>_____</td>
</tr>
<tr>
<td>Description</td>
<td>___________________</td>
</tr>
<tr>
<td>User ID Override</td>
<td>N</td>
</tr>
<tr>
<td>Bank</td>
<td>_____</td>
</tr>
<tr>
<td>Description</td>
<td>___________________</td>
</tr>
<tr>
<td>User ID Override</td>
<td>N</td>
</tr>
</tbody>
</table>

**Batch Balancing Information**

<table>
<thead>
<tr>
<th>Transactions</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expected Totals:</td>
<td>0.00</td>
</tr>
<tr>
<td>Processed Totals:</td>
<td>0.00</td>
</tr>
<tr>
<td>Receipts:</td>
<td>0.00</td>
</tr>
<tr>
<td>Disburse:</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Enter - PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---

Hmenu Help  EHelp

### Basic Steps

- Before a session is opened, run a total of the transactions and amounts to be entered in the session. Later, when the session is closed, these totals are used to verify correct entry.
- Advance to Screen 130.
- Type a reference number in the Reference Number: field and an ‘O’ (open) in the Session Status: field.
- Type a date and description of the transactions in the batch.
- Type the bank number in the appropriate field.
- Enter the calculated total number of transactions and amounts in the Expected Totals: fields.
- Press <ENTER>. If there are no error messages advance to the screen desired to enter transactions.
Screen 130 – AP Batch Initialize (cont’d)

Session/Batch Process

All transactions processed within a session contain the session reference number and date. When the session is opened for the first time, the system creates a batch record that has this reference number and date. As transactions are processed, the system accumulates the number of transactions processed and the cumulative total (absolute, or ‘HASH’ total) of all dollars processed in the session. These control totals are displayed at the bottom of all the real-time updating screens. The batch record is not updated with the totals until the batch is closed.

Reopen a Session

A session may be opened and closed as many times as necessary throughout the day it is created. Each session record has a run date, which is the current CPU date. As long as the run date on the session and the CPU date agree, and an AP Check/Voucher Cycle has not been run, the session can be reopened.

View a Session

To view Accounts Payable session and batch information, use inquiry Screens 124 and 127. Additional information may be seen using the AP batch summary listing, VBMR100, which is printed with the daily reports.

Steps to Close a Real Time Session

• Advance to Screen 130.
• Type in Session Reference and Date. Press <ENTER>.
• Type a ‘C’ (close) in the Session Status field and press <ENTER>.

Field Descriptions (◆ = Required / Help = PF2, ? or * Field Help Available)

Screen Information

◆ Session Reference: 6 characters/digits
   Enter a session reference number.
◆ Session Date: 8 digits
   Include the date of the session.
Session Status: 1 character
   Indicate the status of the session.
   O = opens the session.
   C = closes the session.
Acct Feed: 1 character (field is protected at ‘Y’)
   ‘Y’ indicates that all vouchers and credit memos will be fed to accounting.
◆ Bank: 5 digits
   Enter the number of the bank to be used for the transactions.
Screen 130 – AP Batch Initialize (cont’d)

**Voucher Feed:**
1 character
‘Y’ indicates that all voucher transactions are fed to accounting based on the accrual method basis.

**Description:**
35 characters
Include a summary description of transactions in the session.

**User ID Override:**
1 character
‘Y’ allows opening a session established by a different user identification on the same day.

**Expected Totals**
- **Transactions:** 5 digits
  Enter the expected number of transactions to be completed in this session.
- **Amount:** 14 digits
  Include the expected total amount of the transactions to be completed in this session.

**Processed Totals**
- **Transactions:** 5 digits
  Shows the number of transactions completed in this session.
- **Amount:** 14 digits
  Displays the total amount of the transactions completed in this session.

**Batch Balancing Information**
- **Receipts:** 15 digits
  Identifies the total amount of receipts entered in this session.
- **Disburse:** 15 digits
  Shows the total amount of disbursements entered in this session.

**Additional Functions**
- **PF KEYS**
  See Appendix for explanation of standard PF Keys.
Session/Batch Header List

The session/batch header list, seen on Screen 124, displays summary information about the session/batches that were created for entry of accounts payable transactions. This screen lists the information in the session/batch entered on Screen 130.

The Batch Date: field has been added to allow you to position a specific batch reference at the top of the list without having to page through all the batches. For instance if you wanted to see all the batch headers for a student feed but weren't interested in batches before a certain date. Just enter the batch reference and a specific date and the program will begin listing batches beginning with the next batch on or after the date entered.

### Session 124 - AP Session/Batch Header List

<table>
<thead>
<tr>
<th>S</th>
<th>Batch Ref</th>
<th>Batch Date</th>
<th>Description</th>
<th>Amount</th>
<th>Count</th>
<th>Se:</th>
<th>Bank</th>
<th>Run</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>_</td>
<td>PPVE01</td>
<td>10/14/10</td>
<td>LOCAL ACCOUNTING ONL</td>
<td>983.80</td>
<td>1</td>
<td>06000</td>
<td>10/14/10</td>
<td>C</td>
<td></td>
<td></td>
</tr>
<tr>
<td>_</td>
<td>PPVE01</td>
<td>10/15/10</td>
<td>PREPAID LOCAL PURCHASE</td>
<td>7,257.18</td>
<td>11</td>
<td>06000</td>
<td>10/15/10</td>
<td>C</td>
<td></td>
<td></td>
</tr>
<tr>
<td>_</td>
<td>PPVE01</td>
<td>10/21/10</td>
<td>PREPAID LOCAL</td>
<td>2,270.00</td>
<td>8</td>
<td>04060</td>
<td>10/21/10</td>
<td>C</td>
<td></td>
<td></td>
</tr>
<tr>
<td>_</td>
<td>PPVE01</td>
<td>10/28/10</td>
<td>PREPAID LOCAL</td>
<td>35,602.20</td>
<td>6</td>
<td>04060</td>
<td>10/28/10</td>
<td>C</td>
<td></td>
<td></td>
</tr>
<tr>
<td>_</td>
<td>PPVE01</td>
<td>11/15/10</td>
<td>PREPAID LOCAL</td>
<td>16,100.00</td>
<td>3</td>
<td>04060</td>
<td>11/15/10</td>
<td>C</td>
<td></td>
<td></td>
</tr>
<tr>
<td>_</td>
<td>PPVE02</td>
<td>09/13/10</td>
<td>LOCAL ACCOUNTING ONL</td>
<td>665,802.42</td>
<td>6</td>
<td>06000</td>
<td>09/13/10</td>
<td>C</td>
<td></td>
<td></td>
</tr>
<tr>
<td>_</td>
<td>PPVE02</td>
<td>09/23/10</td>
<td>PREPAID LOCAL</td>
<td>37,062.21</td>
<td>1</td>
<td>06000</td>
<td>09/23/10</td>
<td>C</td>
<td></td>
<td></td>
</tr>
<tr>
<td>_</td>
<td>PPVE02</td>
<td>10/05/10</td>
<td>PREPAID LOCAL</td>
<td>100.00</td>
<td>1</td>
<td>04060</td>
<td>10/05/10</td>
<td>C</td>
<td></td>
<td></td>
</tr>
<tr>
<td>_</td>
<td>PPVE02</td>
<td>10/08/10</td>
<td>PREPAID LOCAL</td>
<td>480.00</td>
<td>2</td>
<td>04060</td>
<td>10/08/10</td>
<td>C</td>
<td></td>
<td></td>
</tr>
<tr>
<td>_</td>
<td>PPVE02</td>
<td>10/14/10</td>
<td>LOCAL ACCOUNTING ONL</td>
<td>3,108.74</td>
<td>1</td>
<td>06000</td>
<td>10/14/10</td>
<td>C</td>
<td></td>
<td></td>
</tr>
<tr>
<td>_</td>
<td>PPVE02</td>
<td>10/21/10</td>
<td>PREPAID LOCAL PURCHASE</td>
<td>1,168.88</td>
<td>4</td>
<td>06000</td>
<td>10/21/10</td>
<td>C</td>
<td></td>
<td></td>
</tr>
<tr>
<td>_</td>
<td>PPVE02</td>
<td>10/27/10</td>
<td>LOCAL ACCOUNTING ONL</td>
<td>1,170,127.51</td>
<td>6</td>
<td>06000</td>
<td>10/27/10</td>
<td>C</td>
<td></td>
<td></td>
</tr>
<tr>
<td>_</td>
<td>PPVE02</td>
<td>10/28/10</td>
<td>PREPAID LOCAL PURCHASE</td>
<td>673.84</td>
<td>4</td>
<td>06000</td>
<td>10/28/10</td>
<td>C</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Continued *

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---

### Basic Steps

- Advance to Screen 124.
- Enter the desired batch reference number in the Batch Ref: field and press <ENTER>. If the batch reference number is not known you can page through the list displayed, or enter the first letter of a batch reference header to view a list beginning with that letter and press <ENTER>.
- Type an “X” in the Se: field to select a document and advance to Screen 127.

### Field Descriptions (◆ = Required / Help = PF2, ? or * Field Help Available)

#### Action Line

**Batch Ref:**

Enter a **batch reference number** to position the screen list to an individual batch header.

**Batch Date:**

Enter a **date** to view batches **created** on or near that date.
Screen 124 – AP Session/Batch Header List (cont’d)

**Screen Information**

**Se:** 1 character
Type an ‘X’ and press <ENTER> to select the batch reference and proceed to Screen 27.

**Batch Ref:** 6 characters/digits
Designates the reference number of the batch header.

**Batch Date:** 8 digits
Displays the date that was entered on the batch when created.

**Description:** 20 characters
Describes the transactions within the batch.

**Amount:** 16 digits
Provides the total amount posted in specified session.

**Count:** 5 digits
States the number of transactions posted in the specified batch session.

**Bank No:** 5 digits
Indicates the bank number entered on the batch header. The bank may or may not be the bank on individual transactions within the batch.

**Run Date:** 6 digits
Shows date the batch was actually run.

**St:** 1 character
Indicates if the status of the batch session is open or closed.

**Additional Functions**

**PF KEYS**
See the Appendix for explanation of the standard PF Keys.
Transaction Inquiry by Batch

Where Screen 124 provides summary totals for all batches, Screen 127 provides detailed information on each batch. If there are 50 transactions in one batch, this screen will display the 50 individual transactions with detailed information. The batch information shown below displays an example of the transactions entered in the batch that was selected on Screen 124.

The “Ref” column heading and information displayed is determined by the number entered in the Ref: field on the Action Line.

Screen 127 - Transaction Inquiry by Batch (Panel 1)

<table>
<thead>
<tr>
<th>Account</th>
<th>TC</th>
<th>Ref 2</th>
<th>Date</th>
<th>Description</th>
<th>Ind</th>
<th>Amount</th>
<th>Offset Acct</th>
</tr>
</thead>
<tbody>
<tr>
<td>511965</td>
<td>5616</td>
<td>068</td>
<td>1xxxxx0</td>
<td>10/27</td>
<td>T</td>
<td>62.00</td>
<td>050000</td>
</tr>
<tr>
<td>050000</td>
<td>2100</td>
<td>068</td>
<td>1xxxxx0</td>
<td>10/27</td>
<td>T</td>
<td>62.00</td>
<td>P 511965</td>
</tr>
<tr>
<td>271910</td>
<td>5751</td>
<td>068</td>
<td>1xxxxx7</td>
<td>10/27</td>
<td>T</td>
<td>17.71</td>
<td>027191</td>
</tr>
<tr>
<td>027191</td>
<td>2100</td>
<td>068</td>
<td>1xxxxx7</td>
<td>10/27</td>
<td>T</td>
<td>17.71</td>
<td>N 271910</td>
</tr>
<tr>
<td>271910</td>
<td>5751</td>
<td>068</td>
<td>1xxxxx7</td>
<td>10/27</td>
<td>T</td>
<td>4,500.00</td>
<td>P 271910</td>
</tr>
<tr>
<td>027191</td>
<td>2100</td>
<td>068</td>
<td>1xxxxx7</td>
<td>10/27</td>
<td>T</td>
<td>4,500.00</td>
<td>P 271910</td>
</tr>
<tr>
<td>271910</td>
<td>5521</td>
<td>068</td>
<td>1xxxxx7</td>
<td>10/27</td>
<td>L</td>
<td>74.95</td>
<td>027191</td>
</tr>
<tr>
<td>027191</td>
<td>2100</td>
<td>068</td>
<td>1xxxxx7</td>
<td>10/27</td>
<td>L</td>
<td>74.95</td>
<td>P 271910</td>
</tr>
</tbody>
</table>

The “Offset Acct” column will change to “Bank” when the Bank Option: field is ‘Y’.

Screen 127 - Transaction Inquiry by Batch (Panel 2)

<table>
<thead>
<tr>
<th>Account</th>
<th>TC</th>
<th>Ref 2</th>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>511965</td>
<td>5616</td>
<td>068</td>
<td>1xxxxx0</td>
<td>TOMS PRINTING</td>
<td>62.00</td>
</tr>
<tr>
<td>050000</td>
<td>2100</td>
<td>068</td>
<td>1xxxxx0</td>
<td>TOMS PRINTING</td>
<td>62.00</td>
</tr>
<tr>
<td>271910</td>
<td>5751</td>
<td>068</td>
<td>1xxxxx7</td>
<td>ADVANCED TECHNOLOGY</td>
<td>17.71</td>
</tr>
<tr>
<td>027191</td>
<td>2100</td>
<td>068</td>
<td>1xxxxx7</td>
<td>ADVANCED TECHNOLOGY</td>
<td>17.71</td>
</tr>
<tr>
<td>271910</td>
<td>5751</td>
<td>068</td>
<td>1xxxxx7</td>
<td>ADVANCED TECHNOLOGY</td>
<td>4,500.00</td>
</tr>
<tr>
<td>027191</td>
<td>2100</td>
<td>068</td>
<td>1xxxxx7</td>
<td>ADVANCED TECHNOLOGY</td>
<td>4,500.00</td>
</tr>
<tr>
<td>271910</td>
<td>5521</td>
<td>068</td>
<td>1xxxxx7</td>
<td>DALE MARKETING</td>
<td>74.95</td>
</tr>
<tr>
<td>027191</td>
<td>2100</td>
<td>068</td>
<td>1xxxxx7</td>
<td>DALE MARKETING</td>
<td>74.95</td>
</tr>
</tbody>
</table>

The “Ref” column heading and information displayed is determined by the number entered in the Ref: field on the Action Line.
Screen 127 – Transaction Inquiry by Batch (cont’d)

Basic Steps
- Advance to Screen 127.
- Type the batch header reference number and date on the Action Line and press <ENTER>. The individual batch transactions will be displayed.
- Type ‘Y’ in the Indirect Also: field to display the indirect transactions.
- The Ref: field can be changed to display values for References 1, 2, 3, and 4.
- Type ‘Y’ in the Bank Option: field to display the bank affected by the transaction. If ‘N’, columns will show the offset account number.

Transaction Process
- The Ref: field can be changed to display values for References 1, 2, 3, and 4.
- To access a specific batch, advance to Screen 124 for the batch listings, type an ‘X’ beside the desired batch and press <ENTER>. This will display the selected batch information on Screen 127. When working with Support Accounts, Screen 127 provides the support account version of the same information by pressing PF11.
- Type ‘Y’ in the Bank Option: field to display the bank affected by the transaction. If ‘N’, columns will show the offset account number.
- Type ‘Y’ in the Indirect Also: field to also display the Indirect transactions.

Field Descriptions (◆ = Required / Help = PF2, ?, * Field Help Available)

**Action Line**
- **Batch Ref:** 6 characters/digits
  Type a batch header reference number to display the transactions in the batch at the top of the list. The batch number usually indicates the type of transactions entered.
- **Date:** 8 digits
  Indicate the date the batch was posted to the system or leave blank.
- **Indirect Also:** 1 character
  Type ‘Y’ to include the indirect transactions.
- **Ref:** 1 digit
  Enter a value for the reference code (1, 2, 3 or 4).
- **Bank Option:** 1 character
  Type ‘Y’ to display the bank used when entering the batch transactions. If ‘N’ is entered, it will display the offset account.

**Screen Information**

Panel 1
- **Account:** 10 digits
  Indicates the account number affected by the transaction.
Screen 127 – Transaction Inquiry by Batch (cont’d)

TC: 3 digits
Shows the **transaction code**, designating the type of transaction.

Ref: 7 digits
Displays the **reference code number** entered on the Action Line.

Date: 4 digits
Shows the **date** the batch session was **entered**.

Description: 16 characters
**Describes** the transaction item.

Dir/Ind: 1 character
Indicates whether the transaction is **Direct** (D) or **Indirect** (I). **Indirects are only displayed if you type ‘Y’ on the Action Line in the Indirect Also: field.**

Amount: 15 digits
Shows the **amount** of the transaction item.

I: 1 character
Identifies the **indicator** for credit, debit or encumbrance liquidation (either P-Partial or F-Final).

Offset Acct (Or Bank): 10 digits
Displays the **offsetting account** for direct double-sided transactions. **Bank information will be shown if ‘Y’ is entered in the Bank Option: field on the Action Line.**

Panel 2

Account: 15 digits
Shows the entire **account number** (including SA and SL numbers).

TC: 3 digits
Shows the **transaction code**, designating the type of transaction.

Ref: 7 digits
Displays the **reference code**, providing details about specified transactions.

Date: 4 digits
Shows the **date** the batch session was **entered**.

Description: 26 characters
Displays a complete **description** of the transaction item.

Amount: 15 digits
Shows the **amount** of the transaction item.
**Additional Functions**

**PF KEYS:** See Appendix for explanation of standard PF Keys.

<table>
<thead>
<tr>
<th>PF6</th>
<th>View</th>
</tr>
</thead>
<tbody>
<tr>
<td>View</td>
<td>View detail of transaction record.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PF9</th>
<th>Download</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dload</td>
<td>Press to download the data through Entire Connection.</td>
</tr>
</tbody>
</table>
Create a Regular Voucher

Vouchers are used to authorize payment to a vendor for goods or services rendered.

FAMIS uses the term ‘voucher’ for both local and state funds. The bank used for the voucher differentiates state and local vouchers. Local banks begin with a 0; state banks begin with a non-zero number.

An accounts payable batch session must be opened on Screen 130 before voucher processing.

- A batch session must be opened before access to Screen 104 is allowed. If a session is not opened first, a pop-up window of Screen 130 will display requiring you to open a batch session before proceeding to Screen 104.
- Include the appropriate information and press <ENTER> to advance to Screen 104.

Screen 130 - AP Batch Initialize

<table>
<thead>
<tr>
<th>Screen: ___</th>
<th>Batch Ref: JAC001</th>
<th>Batch Date: 11/16/2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status: O</td>
<td>Acct Feed: Y</td>
<td>Bank: 03000</td>
</tr>
<tr>
<td>Description:</td>
<td>Voucher Feed: Y</td>
<td></td>
</tr>
<tr>
<td>User ID Override: N</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Transactions | Amount |
-------------|--------|
10           | 1000.00|

Screen 104 - Voucher Create

<table>
<thead>
<tr>
<th>Screen: ___</th>
<th>Vendor: 1vvvvvvvvl</th>
<th>Voucher: 0</th>
<th>Default Cost Ref: N</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type: 2</td>
<td>Dept. Ref #: MC123</td>
<td>Enclosure Code:</td>
<td></td>
</tr>
<tr>
<td>Invoice Date: 11/15/2010</td>
<td>Order Date:</td>
<td>Due Date:</td>
<td></td>
</tr>
<tr>
<td>State Req Nbr:</td>
<td>GSC Ord:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Description:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Cust AR NBR: | ACH Ovrd: | Hold Flag: N |
Discount Type: | Disc. Code: | Disc. Amt: |
Alt.Vendor: | W2/SSN: | Travel Hotel Zip: |
USAS Doc Type: | PCC Code: | PDT Code: |
LDT Codes: | | |
Cont Wk Force: | Confidential: | Dup |

Ln | Account | Number | Obj. | Liq Ind | Bank | F Code | Amount | 1099 Ovrrd |
---|---------|--------|------|---------|------|--------|--------|------------|
1  | 440001  | 00000 | 4010 |         |      | 03000  | 33000  | 35.00      |

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help EHelp ACH                           Multi Desc        Warns
NOTES:

- The ability to access the Budget Balance Override: Actuals: field depends on the user having the appropriate element security. This same field can be found on Screen 109 and Screen 118. Type ‘Y’ in this field to override budget actuals.

- You can mark a voucher or line items as ‘confidential’ in the Confidential (on the header) or CF (on the line item) field. 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.

Basic Steps

- Open a batch session on Screen 130.
- Advance to Screen 104.
- Type valid data in the fields available.
- Indicate if the voucher or line item(s) should be ‘confidential’ by entering the appropriate value in the Confidential or CF field.
- Press <ENTER> to record the information.
- Close the session on Screen 130.

Voucher Process

The 15 digit accounts on the voucher are expensed when the voucher transaction is entered. In addition, a payable is created in the mapped General Ledger account. The payable is reduced when the voucher is processed for printing.

Vouchers are selected for payment based on the date in the Due Date field. This date determines the date on the check. If this field is left blank, the current date is used. At present, the regular voucher process is run nightly for most institutions.

All vouchers will go into cycle the night before the due date so the printed check date will match the due date. An exception to this will occur when there are three or more days between the due date and the last check cycle before a holiday period. In this case the voucher will pull into cycle a day earlier than usual and the check/ACH will be produced and dated on the last working day before the holiday.

TECH NOTE:

Only those check/ACH payments created during the holiday period will print on the first day after a holiday.

To force an existing voucher to pay on the first day after a holiday:

1. Do not close the voucher until after the last check cycle before the holiday.
2. Place the voucher on hold prior to the last check cycle before a holiday and remove the hold after the last check cycle runs.
A discount entered on the voucher will not be realized until the check or state voucher is printed. If the check or state voucher is printed on or before the due date, the discount will be realized and transferred back to either the expense account or a separate discount account which is set up by each institution. (See Screen 822.)

Revolving vouchers are treated differently.
See the section on revolving vouchers for details.

Transaction Codes

Vouchers have transaction codes of 140 to 149. The following transaction codes **ARE** allowed:

- TC = 140 Regular Voucher
- TC = 141 Regular Voucher
- TC = 142 Produces a Separate Check
- TC = 149 Produces a Separate Check.
- TC = 143 State Travel Vouchers (prints to a separate print set; this allows travel vouchers to be printed on plain paper, thereby not wasting a voucher form; FAMIS does not print a true Travel Voucher).

The following transaction codes are **NOT** allowed on this screen:

- TC = 147 Revolving Voucher
- TC = 148 Change Source of Funds

Regular Voucher Process

**Automatic Voucher Numbering**
To prompt FAMIS to automatically assign a voucher number, a valid prefix must be typed in the voucher field. FAMIS Services sets up valid prefixes on Screen 834 - Voucher Type Create and they can be viewed on Screen 835 - Last Voucher Number Used Table.

The steps for automatic voucher numbering are:

- Type a valid prefix in the Voucher: field.
- Press <ENTER> and begin entering voucher information.
- After final data acceptance, the assigned voucher number will be given in the message above the Screen: field, or in the pop-up screen visible by pressing PF3.
**Due Date Processing**

The Due Date: field determines the date on the check. The voucher will be pulled to cycle the day prior.

**Tech Note:** The DATETO parameter, usually set to APCYCLE, in the JCL is compared to the Due Date: field to determine if the voucher is pulled to cycle. APCYCLE pulls the voucher to cycle the night before and uses the Due Date on the check.

**Create a Single Voucher for Multi-Accounts**

Before a voucher is accepted, a pop-up screen for Multi-Account Vouchering appears. Different accounts (15 digits) paying the same vendor can be charged with a single voucher. Since these accounts are input at the object code level, you have the choice of: (1) combining line items to the same object code to one line, or (2) entering each line item separately. Keep in mind you only can input one invoice number per line.

**Screen 104 – PF9 Multi-Account Pop-Up Window**

| Screen: 104          ** Multi-Account Vouchering ** |
|----------------------|-----------------------------------------------|
| Enc.            C  Comp.          |
| Account       P.O.Num  Obj. P/F Bank   |
| Inv:   440001 00000 4010  _______   |
| Dates: Inv Rec:_________ Delv:_________ Req Pay:_________ IC:  _______ |
| Inv:   _______  PCA: _______ Cost Ref 1: _______ 2: _______ 3: _______  |
| Dates: Inv Rec:_________ Delv:_________ Req Pay:_________ IC:  _______ |
| Inv:   _______  PCA: _______ Cost Ref 1: _______ 2: _______ 3: _______  |
| Dates: Inv Rec:_________ Delv:_________ Req Pay:_________ IC:  _______ |
| Inv:   _______  PCA: _______ Cost Ref 1: _______ 2: _______ 3: _______  |
| Dates: Inv Rec:_________ Delv:_________ Req Pay:_________ IC:  _______ |
| Ln: 4  _______  PCA: _______ Cost Ref 1: _______ 2: _______ 3: _______  |
| Dates: Inv Rec:_________ Delv:_________ Req Pay:_________ IC:  _______ |
| Total Posted Items: 0   Total Working Items: 1             _________35.00   _ |

Enter—PF1——PF2——PF3——PF4——PF5——PF6——PF7——PF8——PF9——PF10——PF11——PF12——
Menu Help  EHelp Exit ECopy  Bkwd  Fpwd  SCopy  Cancel

**Useful PF Keys:**

- **PF9** copy a line (place the cursor anywhere on the line to be copied)
- **PF8** access up to twenty more lines
- **PF7** scroll backward through the entries
- **PF4** return to Screen 104, or press <ENTER>
- **PF12** cancel entry on the multi account screen, press PF12.
Multi-Account Encumbrance Liquidation
Multi-account vouchers can liquidate from different purchase order numbers, one for each line of the voucher.

Vouchers can liquidate one purchase order number on multiple lines. However, if the total of all lines will drive expenses over the encumbered amount, you must input the liquidation indicator in the P/F/N Liq Ind: field with the following values:

- Type ‘F’ on the multi-account line that finalizes the liquidation.
- Then, ‘N’ on all of the remaining multi-account lines.

Multi-Account Vouchers -- More Than 20 Lines / Accounts
If more than 20 lines or accounts are needed on the voucher, additional lines / accounts, up to a total of 60, may be entered on a subsequent voucher using the same voucher number.

Enter the first 20 accounts on Screen 104 using the multi-account window; noting the assigned voucher number upon acceptance of these lines.

Re-enter the newly created voucher number in the Voucher Number: field and press <ENTER>. This process will allow you to continue adding lines to the previously created voucher. The following pop-up window appears after you have entered accounts in the multi-account vouchering window and pressed <ENTER>. Enter ‘N’ to continue.

| The Voucher number 0000001 was entered. |
| You may only add additional lines items to this voucher. |
| Enter ‘Y’ to enter a different voucher number |
| Enter ‘N’ to continue with this voucher. |
| Change Voucher Number(Y/N): Y |

Checks
There is a limit of 100 vouchers on a check.

Additional Description
Use PF10 to enter additional description for the voucher. There are 11 total lines available for text entry.
Correct Regular Vouchers

You can only correct regular vouchers before the state voucher or check cycle has been run (usually done on a daily basis). In other words, you may access and change vouchers that have been entered, but not selected for processing in the print cycles.

For vouchers that have entered the print cycles and need correction, you must wait until they are out of cycle, then delete and re-enter them correctly.

Prior to Print Cycles:

Use Screens 105 or 125 to modify both state vouchers and local vouchers.

Post Print Cycles:

Local Vouchers
- Use Screen 110 to void the check (this will automatically void the voucher).

State Vouchers
- Use Screen 146 to void the whole state voucher.
- Use Screen 147 to enter a partial void for state disallowance.

Field Descriptions (◆ = Required / Help = PF2, ? or * Field Help Available)

Action Line
◆Vendor: 11 digits
Enter the identification number of the vendor to be paid.

◆Voucher: 7 digits
Type the voucher number to be created.

Default Cost Ref: 1 character
Enter ‘Y’ to display the cost reference fields for entry.

Budget Balance Override: Actuals: 1 character
Type ‘Y’ to override budget actuals.
Must have appropriate security to access this field.

Screen Information
Type: 1 digit
Enter the third digit of the transaction code, which indicates the type of voucher.

Dept. Ref #: 7 digits/characters
Leave blank or enter Reference #4 - Departmental voucher reference number
Enclosure Code:  1 character
   Include the code identifying enclosures may be included.
   This will force separate checks for local vouchers. Vouchers will be grouped by identical codes.
   A   =   Auditor
   Blank = Not specified
   C   =   Comptroller
   L   =   Local
   S   =   Audit Services
   Y   =   Yes, enclosures

Invoice Date:  8 digits
   Enter the date the invoice was issued. If you want 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 Date:  8 digits
   Include the date the order was placed. Required for state vouchers.

Due Date:  8 digits
   Enter the due date for the payment. This field determines when the voucher is processed for payment. See Voucher Processes section.

State Req Nbr:  11 digits
   Identify the requisition number assigned by the State.

GSC Ord:  7 characters
   Include the TBPC (General Services Commission) defined code for purchase orders requiring their approval.

Description:  40 characters
   Type a description of the voucher to be created.

Cust AR NBR:  25 digits
   Include the Customer Accounts Receivable number assigned to purchaser by vendor.

ACH Ovrd:  1 character
   Enter ‘Y’ to override the sending of ACH (Automated Clearinghouse) for a vendor. This keeps the routing information available. Checks will be created for the vendor until reset.

Hold Flag:  1 character
   Indicate if hold is to be placed on voucher:
   N or Blank = No hold on voucher print.
   Y     = Do not print check/voucher.
Screen 104 – Voucher Create (cont’d)

Discount Type:  
1 character
Identify the discount type code:
D = Dollar value
P = Percent value
T = Code taken from Vendor record
V = Code based on Discount code
Blank = No discount applied

Disc. Code:  
2 characters
Enter pre-defined discount codes and values can be viewed on Screen 808.

Disc. Amt:  
11 digits
When used with discount type ‘D’, enter the dollar amount of the discount to be applied. When used with discount type ‘P’, enter the percent discount to be applied.

Alt. Vendor:  
11 digits
If appropriate, identify the alternate vendor receiving payment.

W2/SSN:  
9 digits
Include the identification number (Social Security number on W2 form) for the employee if the voucher is for services (i.e., moving).

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

USAS Doc Type:  
1 character
Enter the USAS defined document type code that determines processing at the state.

PCC Code:  
1 character
Provide a TBPC (GSC) defined Purchase Category Code for various purchase types and associated payments.

PDT Code:  
2 characters
Include a USAS defined Payment Distribution Type code that identifies how transactions will be combined for warrants and direct deposits.

LDT Codes:  
2 characters each
Enter any USAS Descriptive/Legal Text codes for stamps to be put on a voucher.

IC:  
1 character
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
Reason: 2 characters
Include the reason for interest exemption: For example:
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

Cont Wk Force: 1 character
Identify if this payment is to be flagged as a Contract Work Force Payment.

Confidential: 1 character
Identify if the voucher is to be 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

Line Item Information
Ln: 2 digits
Displays the line number of an item currently being entered on a voucher.

Account: 15 digits
Include account number to be debited.

P.O. Number: 7 digits
Provide the purchase order number. Also Reference #1.

Encumb Obj: 4 digits
Identify the object code used when the encumbrance was created.

P/F/N Liq Ind: 1 character
Specify the encumbrance liquidation indicator:
P  = Partial liquidation
F  = Full liquidation
N  = No liquidation

Bank: 5 digits
Include the number of the bank used for the voucher transaction. If blank, it will be the default bank assigned to GL or SL or SA account.

CF: 1 character
Identify if the line items are to be 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
Screen 104 – Voucher Create (cont’d)

**Comp. Code:** 4 digits
Enter the State Comptroller Object Code (required for state vouchers). This will default from FAMIS object code.

**Item Amount:** 12 digits
Provide the dollar amount for a specific item on a voucher.

**1099:**
Help 1 character/digit
Signify the appropriate 1099 code. For example:
- 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

**Dup Inv Ovrd:** 1 character
Enter ‘Y’ to allow creation of voucher for previously entered invoice. (Duplicate Invoice Override)

**Inv:** 14 digits
Enter the number of the invoice to be paid.

**PCA:** 5 digits
Provide the Program Cost Account code, a USAS required field used as a coding reduction field. Used to override the calculated PCA code. Should be used primarily on vouchers against GLs.

**Cost Ref 1, 2, 3:** 7 characters
Enter the cost reference accounting entries.

**Dates:**

- **Inv Rec:** 8 digits
Include the date the invoice was received. This must be (1) after or equal to the invoice date and (2) before or equal to the date the voucher is being entered.

- **Delv:** 8 digits
Indicate the receiving (delivery) date 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.

- **Req Pay:** 8 digits
Include the date you request the State to pay the voucher.
IC:  
**Help** 1 character  
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:  
**Help** 2 characters  
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  

**Current Batch Information**  
**Transactions:** 5 digits  
Displays the number of transactions processed.  

**Amount:** 20 digits  
Shows the total amount of the transactions processed.  

**Batch:** 6 characters/digits  
Provides the current batch reference number.  

**Date:** 8 digits  
Shows the session date entered on the batch header.  

**Additional Functions**  
**PF KEYS**  
See Appendix for explanation of standard PF Keys.  

**PF4**  
**ACH**  
Displays the Automated Clearing House bank information if this is an ACH vendor.  

**PF9**  
**Multi-account**  
Allows additional line items to be entered for multi-account vouchering, if necessary.  

**PF10**  
**Desc**  
Provides space for a longer description to be entered.  

**PF12**  
**Warns**  
Displays nonfatal warning messages.
Modify an Unpaid Voucher

Unpaid vouchers can be corrected using Screen 105. This is useful if the data was entered incorrectly or when circumstances have changed since the voucher was created.

Unpaid vouchers can be modified only prior to the voucher being pulled for the check or state voucher print cycle.

A voucher with a status of “OUT” (outstanding) can be modified, but a voucher with a status of “CYCL” cannot be modified.

(See Correcting Regular Vouchers under the section on Screen 104 for other options.)

The State Hold Override flag will allow you to override the state hold on a specific voucher. The user ID of the person entering the override, as well as the date, is recorded and displayed at the bottom of Panel 2 on Screen 169.

Screen 105 - Voucher Header Modify

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen:</td>
<td>105 Voucher Header Modify</td>
</tr>
<tr>
<td>Fiscal Year:</td>
<td>2007</td>
</tr>
<tr>
<td>Type:</td>
<td>0</td>
</tr>
<tr>
<td>Dept. Ref #:</td>
<td>5120</td>
</tr>
<tr>
<td>Invoice Date:</td>
<td>05/09/2007</td>
</tr>
<tr>
<td>Order Date:</td>
<td>05/09/2007</td>
</tr>
<tr>
<td>Due Date:</td>
<td>05/31/2007</td>
</tr>
<tr>
<td>Description:</td>
<td>HEADSETS</td>
</tr>
<tr>
<td>Cust AR NBR:</td>
<td>TELECOMMUNICATIONS</td>
</tr>
<tr>
<td>ACH Ovrd:</td>
<td></td>
</tr>
<tr>
<td>Hold Flag:</td>
<td>N</td>
</tr>
<tr>
<td>State Hold Ovrd:</td>
<td></td>
</tr>
<tr>
<td>Alt. Vendor:</td>
<td></td>
</tr>
<tr>
<td>W2/SSN:</td>
<td></td>
</tr>
<tr>
<td>Travel Hotel Zip:</td>
<td></td>
</tr>
<tr>
<td>USAS Doc Type:</td>
<td></td>
</tr>
<tr>
<td>PCC Code:</td>
<td></td>
</tr>
<tr>
<td>LDT Codes:</td>
<td></td>
</tr>
<tr>
<td>IC:</td>
<td></td>
</tr>
<tr>
<td>Reason:</td>
<td></td>
</tr>
<tr>
<td>PDT Code:</td>
<td></td>
</tr>
<tr>
<td>Cont Wk Force:</td>
<td></td>
</tr>
<tr>
<td>Confidential:</td>
<td></td>
</tr>
<tr>
<td>RTK &amp; ASSOCIATES</td>
<td></td>
</tr>
<tr>
<td>Vendor:</td>
<td>1vvvvvvvvv1</td>
</tr>
<tr>
<td>Voucher Total:</td>
<td>612.00</td>
</tr>
<tr>
<td>Net Amount:</td>
<td>612.00</td>
</tr>
</tbody>
</table>

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---

Basic Steps

- Advance to Screen 105.
- Type valid data in the fields available.
- Indicate if the voucher should be ‘confidential’ by entering the appropriate value in the Confidential: field.
- Press <ENTER> to modify the voucher.
Voucher Modify Process

Most of the fields displayed on Screen 105 can be changed prior to cycle. However, the following is also true:

These fields **MAY NOT BE CHANGED:**

- Vendor number
- Voucher number
- Account number
- Most dollar data
- Invoice number
- P/F/N indicator
- Bank

If corrections need to be made to any of the preceding fields, you must drop the voucher or the line item on Screen 106 and then recreate it on Screen 104 with the correct information.

These fields **MAY** be changed, by using Screen 125:

- Voucher Total
- Discount information

**Transaction Codes**
Changes may be made to the Transaction Type: field, as long as the type of voucher is not changed. For example, the transaction type to process a regular voucher (TC=141) cannot be changed to a revolving process voucher (TC=147).

**ACH Override Flag**
Screen 105 allows the ACH Override flag to be changed on vouchers which have the "Original distribution date" set. This eliminates problems where:

1. vendors were on state hold and
2. vouchers and credit memos summed to a negative amount in the ACH or Check Cycle.

These ACH entries can now be overridden to produce a check.

**Confidential Indicator**
You can mark a voucher or line items as ‘confidential’ by entering the appropriate value in the Confidential: field. 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 105 – Voucher Header Modify (cont’d)

**State Hold Override Flag**
The State Hold Override flag on Screen 105 allows the state hold to be overridden on a voucher by voucher basis. The user ID of the person entering the override, as well as the date, is recorded.

When you type ‘Y’ in the State Hold Ovrd: field and press <ENTER> the check override status can be seen on Screen 169. Press PF11 to scroll right and view the information at the bottom of the screen.

**Field Descriptions** (◆ = Required / Help = PF2, ? or * Field Help Available)

**Action Line**

- **Voucher:** 7 digits
  Enter the voucher number to be modified.

- **Fiscal Year:** 4 digits
  The fiscal year the voucher was posted.

**Screen Information**

- **Type:** 1 digit
  Enter the third digit of the transaction code, which indicates the type of voucher.

  If the third digit of the transaction code is changed, the voucher type cannot be changed. For example, a regular voucher cannot be changed to a revolving voucher.

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

- **Enclosure Code:** Help 1 character
  Enter the appropriate enclosure code.
  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 Date:** 8 digits
  Identify 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.
Screen 105 – Voucher Header Modify (cont’d)

Order Date: 8 digits
Include the date the order was placed. Required for state vouchers.

Due Date: 8 digits
Enter the due date for the payment. This field determines when the voucher is pulled to cycle for payment.

State Req Nbr: 11 digits
Identify the Requisition number given by the state.

GSC Ord: 7 characters
Include the TBPC (General Services Commission) defined code for purchase orders requiring their approval.

Description: 35 characters
Provide a description of the voucher to be modified.

Cust AR NBR: 25 digits
Include the Customer Accounts Receivable number assigned to purchaser as a receivable by vendor.

ACH Ovrd: 1 character
Enter ‘Y’ to override the sending of ACH (Automated Clearinghouse) for a vendor. This keeps the routing information available.
Checks will be created for the vendor until reset.

Hold Flag: 1 character
Indicate if hold is to be placed on voucher:
N or Blank = No hold on voucher print.
Y = Do not print check/voucher.

State Hold Ovrd: 1 character
Enter ‘Y’ to override the State Vendor Hold and allow the line item to create a check.

Alt. Vendor: 11 digits
Signify the vendor identification number of the alternate vendor receiving payment. The alternate vendor can be changed prior to the cycle.

W2/SSN: 9 digits
Provide the identification number (Social Security number on W2 form) for employee if the voucher is for services (i.e., moving).

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

USAS Doc Type: 1 character
Include the USAS defined document type code that determines processing at the state.
Screen 105 – Voucher Header Modify (cont’d)

PCC Code: 1 character
Enter a General Services Commission (GSC) defined Purchase Category Code that identifies purchase types and associated payments.

LDT Codes: 2 characters each
Provide any USAS Descriptive/Legal Text stamps to be put on a voucher.

IC: 1 character
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

Reason: 2 characters
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

PDT Code: 2 characters
Provide a USAS defined Payment Distribution Type code that identifies how transactions will be combined for warrants and direct deposits.

Cont Wk Force: 1 character
Indicate if this payment is to be flagged as a Contract Work Force Payment.

Confidential: 1 character
Identify if the voucher is to be 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

Orig Warrant Pay Dt: 8 digits
Identify the date the original warrant payment was issued.

Vendor: 11 digits
Displays the vendor’s identification number to be paid.

Voucher Total: 15 digits
Shows the gross amount of the voucher.
### Screen 105 – Voucher Header Modify (cont’d)

<table>
<thead>
<tr>
<th><strong>Net Amount:</strong></th>
<th>20 digits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identifies the <strong>net amount,</strong> after discount, of the voucher.</td>
<td></td>
</tr>
</tbody>
</table>

**Additional Functions**

<table>
<thead>
<tr>
<th>PF KEYS</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PF4</td>
<td><strong>ACH</strong></td>
</tr>
<tr>
<td>ACH</td>
<td>Displays the <strong>Automated Clearing House</strong> bank information if this is an ACH vendor.</td>
</tr>
<tr>
<td>PF10</td>
<td><strong>Description</strong></td>
</tr>
<tr>
<td>Desc</td>
<td>Provides space for a including a <strong>longer description</strong> to be entered.</td>
</tr>
</tbody>
</table>
Drop an Unpaid Voucher

A voucher (or specific line items) may be dropped only before the state voucher or check print cycles. When the voucher (or line item) is dropped, the reversing accounting entries are automatically created.

Screen 106 is used to drop vouchers created on Screens 104 and 108 before they are pulled into the check cycle and printed.

A voucher with a status of “CYCL” cannot be dropped.

Multiple distributions for vouchers are created because of a need to spread expenses across multiple accounts. An example would be FAMIS producing one voucher and check due to several departments receiving invoices from the same vendor. This would be a voucher with multiple accounts.

Screen 106 - Unpaid Voucher Drop

Voucher Drop Process

Delete a Single Line-Item from Multiple-Account Vouchers

When a multiple-account voucher requires modification, type the line item number to be deleted. (EX: for line item number 3, enter ’003’) In the pop-up window type ‘Y’ to continue the drop process, or ‘N’ to have the process aborted.
Screen 106 – Unpaid Voucher Drop (cont’d)

Screen 106 - Item Delete Pop-up Window

<table>
<thead>
<tr>
<th>Voucher Drop Confirmation</th>
</tr>
</thead>
<tbody>
<tr>
<td>P.O. Enc. P/F/N Comp</td>
</tr>
<tr>
<td>Account Number Obj. Ind. Bank Code</td>
</tr>
<tr>
<td>297060 00000 4090 03000 7335</td>
</tr>
<tr>
<td>Amount Inv. Number Cost Cost Cost</td>
</tr>
<tr>
<td>150.24 Ref 1 Ref 2 Ref 3</td>
</tr>
</tbody>
</table>

Enter 'Y' to Drop:

Basic Steps

- Open a session on Screen 130.
- Advance to Screen 106.
- Enter valid data on the Action Line. Press <ENTER>.
- To drop a single line item from an unpaid voucher, type the line item number in the Line Item Number field: and press <ENTER>.
- Type ‘ALL’ in the line item field to drop a voucher that has been distributed among more than one account and press <ENTER>.
- Once the pop-up window appears asking for confirmation of the drop, type ‘Y’ to continue the drop process, or ‘N’ to have the process aborted.
- Close the session using Screen 130.
- Type ‘ALL’ in the Line Item Nbr: field and press <ENTER>.

Drop All Line Items on Multiple-Account Vouchers

In cases like these, all lines of the multi-account vouchers may be dropped with a single voucher drop transaction. This is only possible, however, if the same voucher number was used to create the multiple distributions. The system creates the appropriate accounting transactions for each account distribution that is dropped.

Field Descriptions (◆ = Required / Help = PF2, ? or * Field Help Available)

**Action Line**

◆ Voucher: 7 digits
Enter the voucher number to be dropped.

◆ Fiscal Year: 4 digits
Type the fiscal year the voucher was posted.

**Screen Information**

Vendor: 11 digits
Displays the number of the vendor to be paid.
Screen 106 – Unpaid Voucher Drop (cont’d)

**Line Item Nbr:** 3 digits
Enter the **line item number** of a specific item on a voucher, to drop a specific item from a voucher. (Ex. for line item number 3, enter ‘003’)
OR
type ‘**ALL**’ to drop the entire voucher.

**Additional Functions**

<table>
<thead>
<tr>
<th>PF KEYS</th>
<th>See Appendix for explanation of standard PF Keys</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PF12</strong></td>
<td><strong>Warnings</strong></td>
</tr>
<tr>
<td>Warns</td>
<td>Displays nonfatal warning messages</td>
</tr>
</tbody>
</table>
Voucher Line Item without Accounting

Sometimes you need to modify some attributes on a line item on a voucher and Screen 107 allows you to modify certain fields.

**Fields to modify:**

- 1099 Code
- PCA code
- IC (interest calculation)
- IC Reason
- Invoice Receive Date
- Delivery Date
- Requested Payment Date

**Screen 107 - Voucher Line Item Modify without Accounting**

```
1099 Code: _____  PCA Code: _____  IC: _ Rsn: __
Dates:   Inv Rec: 05/31/2007     Delv: __________  Req Pay: __________
```

**Basic Steps**

- Open a session on Screen 130.
- Advance to Screen 107.
- Type modification in the fields available and press <ENTER> to record the information.
- Close the session using Screen 130.

**Field Descriptions**  
(♦ = Required / Help = PF2, ? or * Field Help Available)

**Action Line**

- **Voucher:** 7 digits
  - Enter the voucher number to be modified.

- **Line Item:** 3 digits
  - Enter the line item number to be modified.

- **Fiscal Year:** 4 digits
  - Include the fiscal year of the voucher to be modified. The default is the current fiscal year.
Screen 107 – Voucher Line Item Modify without Accounting (cont’d)

**Screen Information**

**Vendor:**
- 50 digits/characters
- Displays the *number and name of the vendor* to be paid.

**Alt. Vendor:**
- 50 digits/characters
- Shows the *number and name of the alternate vendor* to be paid.

**1099 Code:**
- **Help** 1 character
- Indicate 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

**PCA Code:**
- 5 digits
- Include the Program Cost Account code, a USAS required field used as a coding reduction field. Used to override the calculated PCA code. Should be used primarily on vouchers against GL accounts.

**IC:**
- **Help** 1 character
- 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:**
- **Help** 2 characters
- 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
Screen 107 – Voucher Line Item Modify without Accounting (cont’d)

**Dates:**

- **Inv Rec:** 8 digits
  Enter the date the invoice was received.

- **Delv:** 8 digits
  Identify the delivery date of the items purchased.

- **Req Pay:** 8 digits
  Include the requested payment date for the voucher.

- **Type:** 1 digit
  Shows the third digit of the transaction code, which indicates the type of voucher.

- **Dept. Ref. #:** 7 digits/characters
  Identifies the departmental reference number.

- **Enclosure Code:** 1 character
  Indicates enclosures may be included. This will force separate checks.

- **Invoice Date:** 8 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 Date:** 8 digits
  Shows the date the order was placed.
  (Required for state vouchers.)

- **Due Date:** 8 digits
  Displays the date the remittance is due the vendor.

- **Description:** 2 lines 50 characters each
  Provides a description of the items paid by the voucher.

- **Hold Flag:** 1 character
  Indicate if hold is to be placed on voucher:
  N or Blank = No hold on voucher print.
  Y = Do not print check/voucher.

- **USAS Doc Type:** 1 character
  Displays the USAS defined document type which determines processing at the state.

- **PCC Code:** 1 character
  Displays a General Services Commission (GSC) defined Purchase Category Code that identifies various purchase types and associated payments.

- **PDT Code:** 2 characters
  Indicates the USAS defined Payment Distribution Type code that identifies how transactions will be combined for warrants and direct deposits.
Screen 107 – Voucher Line Item Modify without Accounting (cont’d)

State Hold Override: 1 character
   ‘Y’ overrides the State Vendor Hold and allows the line item to create a check.

LDT Codes: 2 characters each
   Displays the USAS Descriptive/Legal Text Code stamps to be put on a voucher.

Cont Wk Force: 1 character
   Indicates that this payment is flagged as a Contract Work Force payment.

Vchr Hdr:
   IC: 1 character
      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

Reason: 2 characters
   Displays 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

Account: 15 digits
   Shows the account number, sub account number, and the sub code used to pay the voucher.

P.O. Number: 7 character/digits
   Indicates the number assigned to the purchase order by Fiscal.

Encumb Obj: 4 digits
   Identifies the object code used when the encumbrance was created.

P/F/N Liq Ind: 1 character
   Identifies the encumbrance liquidation indicator:
   P = Partial liquidation
   F = Full liquidation
   N = No liquidation

Bank: 5 digits
   Shows the number of the bank used for payment.
Screen 107 – Voucher Line Item Modify without Accounting (cont’d)

**CF:** 1 character
Identify if the line items are to be 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

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

**Item Amount:** 11 digits
Displays the dollar amount for a specific item on a voucher.

**Inv:** 10 characters/digits
Shows the invoice number.

**Cost Ref 1, 2, 3:** 7 characters/digits
Displays the cost reference accounting entries.

**Current Batch Information**
- **Transactions:** 7 digits
  Identifies the number of transactions processed.
- **Amount:** 15 digits
  Shows the total amount of the transactions processed.
- **Batch:** 6 characters/digits
  Displays the current batch reference number.
- **Date:** 8 digits
  Provides the session date entered on the batch header.

**Additional Functions**
- **PF KEYS** See Appendix for explanation of standard PF Keys
- **PF10 Description** Provides space for a longer description to be entered.
Voucher Line Item Modify with Accounting

Screen 118 is used to modify certain voucher information that has accounting effect for a specific line item. This includes data related to discounts, dates, and banking information.

The ability to access the “Budget Balance Override: Actuals:” field depends on the user having the appropriate element security. This same field can be found on Screen 104 and Screen 109.

Screen 118 – Voucher Line Item Modify with Accounting

The fields to modify are:
- Discount Type
- Discount Code
- Discount Amount
- Account
- PO Number
- Encumbrance Object
- Bank
- CF
- Item Amount
- 1099 Code
- Duplicate Invoice Override
- Invoice Number
- PCA Code
- Cost Refs 1,2,3
- Invoice Receive Date
- Delivery Date
- Requested Payment Date
- Interest Calculation
- IC Reason

Basic Steps
- Open a session on Screen 130.
- Advance to Screen 118.
- Make modifications in the fields available.
- Indicate if the voucher or line items should be ‘confidential’ by entering the appropriate value in the Conf: or CF field.
- Press <ENTER> to record the information.
- Close the session using Screen 130.
Field Descriptions (◆ = Required / Help = PF2, ?, or * Field Help Available)

**Action Line**

◆ Voucher: 7 digits
Enter the voucher number to be modified.

◆ Line Item: 3 digits
Enter the line number of an item currently being entered on a voucher.

◆ Fiscal Year: 4 digits
Enter the fiscal year of the voucher to be modified. The default is the current fiscal year.

**Default Cost Ref:** 1 character
Enter ‘Y’ if cost reference fields are to be displayed.

**Budget Balance Override:** 1 character
Type ‘Y’ to override budget actuals.
Must have appropriate security to access this field.

**Screen Information**

Vendor: 50 digits/characters
Shows the number and name of the vendor.

Alt. Vendor: 50 digits/characters
Identifies the number and name of the alternate vendor to be paid.

Dept. Ref #: 7 digits/characters
Shows the departmental voucher reference number.

Invoice Date: 8 digits
Displays the date the invoice was issued.

Description: 30 characters
Displays a description of the voucher item.

Hold Flag: 1 character
Indicate if hold is to be placed on voucher:
N or Blank = No hold on voucher print.
Y = Do not print check/voucher.

Cont Wk Force: 1 character
Indicates that this payment is flagged as a Contract Work Force payment.

Conf: 1 character
Identify if the voucher is to be 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 Ovrd: 1 character
‘Y’ signifies an override on the sending of ACH (Automated Clearinghouse) for a vendor. This keeps the routing information available. Checks will be created for the vendor until reset.

IC: 1 character
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

Reason: 2 characters
Displays 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

Discount Type: 1 character
Enter the type of discount:
D = Dollar value
P = Percentage value
V = Code taken from Vendor
T = Code based on Discount code
BLANK = No Discount applied

Disc. Code: 2 characters
Include the pre-defined discount codes to be used (Screen 808).

Disc. Amt: 11 digits
When used with discount type ‘D’, the dollar amount of the discount to be applied. When used with discount type ‘P’, the percent discount to be applied.

Account: 15 digits
Enter the account number, sub account number, and the sub code used to pay the voucher.

P.O. Number: 7 character/digits
Shows the number assigned to the purchase order by Fiscal.

Encumb Obj: 4 digits
Identifies the object code used when the encumbrance was created.
Screen 118 – Voucher Line Item Modify with Accounting (cont’d)

**Bank:**
5 digits
Enter the number and name of the bank used.

**CF:**
1 character
Identify if the line items are to be 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

**Comp Code:**
4 digits
Identify the Comptroller code to be used by the state to track expenses.

**Item Amount:**
11 digits
Include the dollar amount for a specific item on a voucher.

**1099:**
Help 1 character/digit
Identify 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

**Dup Inv Ovrrd:**
1 character
Enter ‘Y’ to allow creation of voucher for previously entered invoice. (Duplicate Invoice Override)

**Inv:**
10 characters/digits
Enter the number of the invoice.

**PCA:**
5 digits
Include the code to override the calculated PCA code. Should be used primarily on vouchers against GL accounts.

**Cost Ref 1, 2, 3:**
7 characters/digits
Provide the cost reference accounting entries.

**Dates:**
**Inv Rec:**
6 digits
Enter the date the invoice was received. This must be (1) after or equal to the invoice date and (2) before or equal to the date the voucher is being entered.
Screen 118 – Voucher Line Item Modify with Accounting (cont’d)

Delv: 8 digits
Indicate the date items/services were received (delivered).

Req Pay: 8 digits
Include the date payment is required.

IC: 1 character
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
Include the reason for interest exemption. For example:
AD = Agency Discretion Exercised
AI = Automation Issue(s)
AP = Advance Payment
DP = Disputed Payment
DT = Direct Payment of Travel Expenses

Transactions: 7 digits
Shows the number of transactions processed.

Amount: 15 digits
Displays the total amount of the transactions processed.

Batch: 6 characters/digits
Shows the current batch reference number.

Date: 8 digits
Identifies the session date entered on the batch header.

Additional Functions
 PF KEYS See Appendix for explanation of standard PF Keys

PF10 Description
Desc Provides space for a longer description to be entered.
Voucher Amount Modify

When you need to modify the dollar amount on a voucher that was entered on Screen 104, use Screen 125.

The changes must be input **before the voucher is paid** (i.e., before the state voucher/check has been printed). This usually means the same day that the voucher was entered.

After the modifications have been accepted, the changes can be viewed on Screen 169 - Voucher Line Item Inquiry; the accounting can be viewed on Screen 127.

**Screen 125 - Voucher Amount Modify**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen: ____ Voucher: 5xxxxx0 Line Item: 1__ Fiscal Year: 2008</td>
<td></td>
</tr>
<tr>
<td>Vendor: 2vvvvvcccc0 TIME CALENDARS INC</td>
<td></td>
</tr>
<tr>
<td>Account: 470802 00000 4040</td>
<td></td>
</tr>
<tr>
<td>Line Item Amount: 110.00</td>
<td></td>
</tr>
<tr>
<td>Change the line item amount to</td>
<td></td>
</tr>
<tr>
<td>P/F/N Liq Indic: _</td>
<td></td>
</tr>
<tr>
<td>P.O. Number: 5800010</td>
<td></td>
</tr>
<tr>
<td>Due Date: 07/30/2008</td>
<td></td>
</tr>
<tr>
<td>Transactions: 0</td>
<td></td>
</tr>
<tr>
<td>Amount: 0.00</td>
<td></td>
</tr>
<tr>
<td>Batch: JAC001 Date: 08/07/2008</td>
<td></td>
</tr>
</tbody>
</table>

*-------------- Vendor Discount Terms --------------*

Discount Type: _  Code: __  Disc. Amt: ____________  If applicable, change the Vendor discount terms to the new discount terms

Basic Steps

- Open a session on Screen 130.
- Advance to Screen 125.
- Type on the voucher and line item number Action Line and press <ENTER>.
- Change the remaining fields as required. Press <ENTER> to record the modifications.

Voucher Modify Process

When the voucher information is entered on the Action Line and <ENTER> is pressed, the voucher amount and due date are displayed.

To modify the amount, enter the new (desired) amount in the Line Item Amount: field. The amount entered in the Amount: field should reflect the modified invoice amount before discounts. The Discount Amount should reflect the amount of discount given to the buyer and should be deducted from the total voucher amount.
Do not enter the modified voucher amount in the Discount: field. This field is only for use when discounts should have been entered on Screen 104 - Voucher Create.

After entering these amounts, the resulting net amount (new invoice amount minus discount amount) will be shown in the Net Amount: field on Screen 169.

Field Descriptions (◆ = Required / Help = PF2, ? or * Field Help Available)

**Action Line**
- **Voucher:** 7 digits
  Enter the voucher number to be modified.
- **Line Item:** 3 digits
  Type the line number of an item currently being entered on a voucher.
- **Fiscal Year:** 4 digits
  Include the fiscal year of the voucher.

**Screen Information**
- **Vendor:** 11 digits/20 characters
  Displays the number and name identifying the vendor to be paid.
- **Account:** 15 digits
  Shows the number of the account to be debited.
- **Line Item Amount:** 12 digits
  Modify the line item amount as needed.
- **P/F/N Liq Indic:** 1 character
  Indicate the amount of encumbrance liquidation of the voucher.
  - P = Partial Liquidation
  - F = Full Liquidation
  - N = No OC Liquidation
  - Blank = ‘ ‘
- **P.O. Number:** 7 digits
  Displays the purchase order number. Also Reference #1.

**Vendor Discount Terms**
- **Discount Type:** 1 character
  If applicable, change the vendor discount terms. Examples are:
  - D = Dollar value
  - P = Percent value
  - T = Code taken from Vendor record
  - V = Code based on Discount code
  - Blank = No discount applied
Code: 2 characters
Enter a pre-defined discount code. Values can be viewed on Screen 808.

Disc. Amt: 12 digits
Indicate the amount of applicable discount. This will be deducted from the gross amount and result in a net amount paid the vendor.

Due Date: 8 digits
Shows due date of prepaid voucher.

Current Batch Information
Transactions: 7 digits
Displays the number of transactions processed.

Amount: 15 digits
Indicates the total amount of the transactions processed.

Batch: 6 characters/digits
Shows the current batch reference number.

Date: 8 digits
This field shows the session date entered on the batch header.

Additional Functions
PF KEYS
See Appendix for explanation of standard PF Keys

PF12
Warnings
Displays nonfatal warning messages.
Create a Credit Memo

Credit memos are used to record a credit issued by a vendor for the return of goods or services that have been previously invoiced or paid. Credit memos can be applied to vendors paid with state or local funds.

Normally, when a credit memo is created, a voucher number is automatically assigned. However, if you want to apply the credit to a specific voucher, type the voucher number in the Voucher: field on the Action Line.

Use Screen 116 for Prepaid Credit Memos.

Credit memos in hold status (hold flag turned on with a ‘Y’ in the Hold: field) are not considered when the vendor is paid.

Line items on a credit memo cannot cross banks – the same bank must be used on all items.

Screen 108 - Credit Memo

Use of Enclosure Codes

On credit memos DO NOT use enclosure codes or transaction code 159 because FAMIS tries to create a separate check and the credit will never apply to a voucher.

To correct this situation, you may be able to use Screen 106 to delete the line item.

Enclosure codes cannot be entered on a credit memo unless there are non-credit memo lines on the same voucher.
Screen 108 – Credit Memo (cont’d)

Basic Steps

- Open a session on Screen 130.
- Advance to Screen 108.
- Type valid data in the fields available.
- Indicate if the voucher or line items should be ‘confidential’ by entering the appropriate value in the Confidential or CF field.
- Press <ENTER> to record the information.
- Close the session using Screen 130.

Credit Memo Process

Credit Memos Applied to Checks
Credit memos are applied toward the next check generated for the vendor; however, they will not drive a check to a negative or zero amount. You can use multiple accounts on a credit memo, but not different banks.

The total of all credit memos is compared to the total of all vouchers to be paid to a specific vendor. If the credit memo total exceeds the voucher total, the system will not produce a check.

In the check cycle, credit memos are combined, if no enclosure codes are set, with other vouchers to produce the net amount.

Credit Memos Applied to State Vouchers
Credit memos for state vouchers are sent to the state by voucher number assigned.

Correct a Credit Memo (Local Funds)
Use Screen 104 to create an ‘offset’ voucher. Use the credit memo voucher number on the Action Line - do not let FAMIS automatically assign the voucher number.

Multi-Account Vouchers
The following pop-up window appears after you have entered accounts in the multi-account vouchering window (PF9) and pressed <ENTER>. Enter ‘N’ to continue.

+----------------------------------------------------+
| The Voucher number 0000001 was entered.            |
| You may only add additional lines items            |
| to this voucher.                                   |
| Enter ‘Y’ to enter a different voucher number      |
| Enter ‘N’ to continue with this voucher.           |
| Change Voucher Number(Y/N): Y                      |
+----------------------------------------------------+
Void a Credit Memo (State Funds)

Use Screen 146 to void the credit memo.

Transaction Codes

| TC = 15x | Credit Memo |
| TC = 159 | Force Separate Credit Memo (will not deduct from vouchers unless the credit memo is on the same voucher as the charges) |

Field Descriptions (◆ = Required / Help = PF2, ?, * Field Help Available)

**Action Line**

◆ Vendor: 11 digits
Enter the identification number of the vendor to be paid.

◆ Voucher: 7 digits
Type the voucher number to be created.

Default Cost Ref: 1 character
Enter ‘Y’ to display the cost reference fields for entry.

**Screen Information**

Type: 1 digit
Enter the third digit of the transaction code, which indicates the type of voucher. A type ‘9’ may cause the voucher to remain in an “out” status.

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

Enclosure Code: 1 character
*Be careful using this field with credit memos. See previous section.*
Use this field for the code indicating enclosures may be included. This will force separate checks. Valid values are:

- A = Auditor
- Blank = Not specified
- C = Comptroller
- L = Local
- S = Audit Services
- Y = Enclosures

Invoice Date: 8 digits
Enter 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.
Screen 108 – Credit Memo (cont’d)

Order Date:  8 digits
Include the date the order was placed. **Required for state vouchers.**

Due Date:  8 digits
Enter the due date for the payment. **This field determines when the voucher is pulled to cycle for payment.**

State Req Nbr:  11 digits
Enter the requisition number given by the State is typed in this field.

GSC Ord:  7 characters
Include the TBPC (General Services Commission) defined code for purchase orders requiring their approval.

Description:  35 characters
Enter a description of the voucher to be created.

Cust AR NBR:  25 digits
Provide the customer Accounts Receivable number assigned to purchaser by vendor.

ACH Ovrdr:  1 character
Enter 'Y' to override the sending of ACH (Automated Clearinghouse) for a vendor. This keeps the routing information available. **Checks will be created for the vendor until reset.**

Hold Flag:  1 character
Indicate if hold is to be placed on voucher:
N or Blank = No hold on voucher print.
Y = Do not print check/voucher.

Discount Type:  1 character
Enter the discount type. Examples are:
D = Dollar value
P = Percent value
T = Code taken from Vendor record
V = Code based on Discount code
Blank = No discount applied

Discount Code:  2 characters
Include the pre-defined discount code. Values can be viewed on Screen 808.

Discount Amt:  11 digits
When used with discount type ‘D’, enter the dollar amount of the discount to be applied. When used with discount type ‘P’, the percent discount to be applied.

Alt. Vendor:  11 digits
Include the alternate vendor’s identification number.
Screen 108 – Credit Memo (cont’d)

**W2/SSN:**
9 digits
Enter the identification number (Social Security number on W2 form) for employee if the voucher is for services (i.e., moving).

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

**USAS Doc Type:**
1 character
Provide the USAS defined document type code that determines processing at the state.

**PCC Code:**
Help 1 character
Enter the General Services Commission (GSC) defined Purchase Category Code that identifies various purchase types and associated payments.

**PDT Code:**
Help 2 characters
Designate a USAS defined Payment Distribution Type code that identifies how transactions will be combined for warrants and direct deposits.

**LDT Codes:**
Help 2 characters each
Enter any USAS Descriptive/Legal Text that identifies up to 5 stamps to be put on a voucher.

**Cont Wk Force:**
1 character
Identify if this payment is to be flagged as a Contract Work Force Payment.

**Confidential:**
1 character
Identify if the voucher is to be 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

**Line Item Information**

**Ln:**
2 digits
Enter the line number of an item currently being entered on a voucher.

**Account:**
15 digits
Include the number of the account to be debited.

**P.O. Number:**
7 digits
Type the purchase order number. Also Reference #1.

**Encumb Obj:**
4 digits
Enter the object code used when the encumbrance was created.
Screen 108 – Credit Memo (cont’d)

P/F/N Liq Ind: 1 character
Enter the encumbrance liquidation indicator:
P = Partial liquidation
F = Full liquidation
N = No liquidation

Bank: 5 digits
This field is used to enter the number of the bank used for the voucher transaction. If blank, it will be the default bank assigned to GL or SL or SA account.

CF: 1 character
Identify if the line items are to be 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

Comp. Code: 4 digits
Include the State Comptroller Object Code (required for state vouchers).

Item Amount: 11 digits
Type the dollar amount for a specific item on a voucher.

1099: 1 character/digit
Enter 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

Dup Inv Ovrrd: 1 character
Enter ‘Y’ to allow creation of voucher for previously entered invoice. (Duplicate Invoice Override)

Inv: 14 digits
Enter the number of the invoice to be paid.

PCA: 5 digits
Provide the Program Cost Account code, a USAS required field used as a coding reduction field. Used to override the calculated PCA code. Should be used primarily on vouchers against GL accounts.
Screen 108 – Credit Memo (cont’d)

Cost Ref 1, 2, 3: 7 characters
Include the cost reference accounting entries.

Dates
Inv Rec: 6 digits
Enter the date the invoice was received. This must be (1) after or equal to the invoice date and (2) before or equal to the date the voucher is being entered.

Delv: 8 digits
Indicate the date items/services were received (delivered).

Req Pay: 8 digits
Include the date payment is required.

IC: Help 1 character
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: Help 2 characters
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 Documented
MI = Mailing Instr On PO Not Followed
NI = No Invoice Received

Current Batch Information
Transactions: 7 digits
Displays the number of transactions processed.

Amount: 15 digits
Indicates the total amount of the transactions processed.

Batch: 6 characters/digits
Designates the current batch reference number.

Date: 8 digits
Shows the session date entered on the batch header.
**Additional Functions**

<table>
<thead>
<tr>
<th>PF KEYS</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PF9</td>
<td>Multi-account</td>
</tr>
<tr>
<td>PF10</td>
<td>Description</td>
</tr>
<tr>
<td>PF12</td>
<td>Warnings</td>
</tr>
</tbody>
</table>
Void a Check

Checks may be voided on Screen 110 before they have been reconciled. A single void check transaction will void the check in the reconciliation file, and automatically make the reversing entries in financial accounting, for each voucher related to the check.

If a credit memo is combined with a voucher, voiding the check will not affect the credit memo lines. This must be done with an offset voucher. (See Credit Memo Screen 108.)

### Screen 110 - Void Check

<table>
<thead>
<tr>
<th>110 Void Check</th>
<th>11/25/08 13:21</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen: ___</td>
<td>FY 2009 CC SA</td>
</tr>
<tr>
<td>Vendor: 1vvvvvvvvv0 CHARLES*CARPENTER</td>
<td></td>
</tr>
<tr>
<td>Check Number: A600451</td>
<td></td>
</tr>
<tr>
<td>Check Amount: 110.36________</td>
<td></td>
</tr>
<tr>
<td>Recon Bank Number: 03102</td>
<td></td>
</tr>
<tr>
<td>Reason Check Voided: A</td>
<td></td>
</tr>
</tbody>
</table>

### Basic Steps

- Open a session using Screen 130.
- Advance to Screen 110, and type valid data in the required fields.
- Press <ENTER> for acceptance. If there is a problem with the check or voucher, a message will appear above the screen number. Otherwise, the check is considered void.

### Voiding Check Process

Voiding a check will initiate the following processes:

- The accounting will be reversed.
- The voucher and check will be flagged as voided.

When a check is voided, a reason for the void is required. The reason is entered on Screens 110 and 137. The reason codes are the same for all System members.
Screen 110 – Void Check (cont’d)

Reasons for voiding a check include:

- **A** = Amount incorrect on check
- **D** = Duplicate payment
- **I** = Incorrect vendor address
- **L** = Lost/Stolen/Destroyed
- **S** = Stale dated check/reissue
- **U** = Unclaimed property
- **W** = Wrong vendor name

The code is also displayed on Screen 169 next to the Void check date.

Field Descriptions (◆ = Required / [Help] = PF2, ? or * Field Help Available)

**Screen Information**

- **◆ Vendor:** 11 digits
  Enter the vendor identification number to be paid.

- **◆ Check Number:** 6 digits
  Designate the check number being deleted.

- **◆ Check Amount:** 14 digits
  Include the check amount to confirm the correct check is being deleted.

- **◆ Recon Bank Number:** 5 digits
  Enter number of the bank used as reconciliation bank for voucher transaction. If blank, it will be the default bank assigned to GL or SL or SA account.

- **◆ Reason Check Voided:** [Help] 1 character
  Include the code for the reason the check is being voided.

**Current Batch Information**

- **Transactions:** 7 digits
  Shows the number of transactions processed.

- **Amount:** 15 digits
  Indicates the total transaction amount processed.

- **Batch:** 6 characters/digits
  Displays the batch reference number.

- **Date:** 8 digits
  Shows session date entered on batch header.

**Additional Functions**

- **PF KEYS**
  See Appendix for explanation of standard PF Keys.

- **PF12 Warnings**
  Displays nonfatal warning messages.
Void a State Voucher or Credit Memo

To void an entire state voucher or a credit memo for a state bank, use Screen 146. **All line items will be voided.** Both the state voucher reconciliation file and the FRS voucher file will be flagged as voided.

If a partial void is needed, Screen 147 is used to change the amount of a line item on a state voucher.

There is no way to reverse the deletion / void.

If the State has not paid the vendor, the voucher can be voided on USAS and then re-entered as a voucher on FAMIS. If the State has paid the vendor, a disbursement entry should be made to correct the accounting. The State voucher reconciliation will be off by this voucher.

### Screen 146 - Void State Voucher

<table>
<thead>
<tr>
<th>146 Void State Voucher</th>
<th>08/07/08 10:42</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen: ___ Voucher: 5xxxxx4 Fiscal Year: 2008</td>
<td>FY 2008 CC AM</td>
</tr>
<tr>
<td>Vendor: 1vvvvvvvvv1 ARTEX PRESS</td>
<td></td>
</tr>
<tr>
<td>Alt. Vendor:</td>
<td></td>
</tr>
<tr>
<td>State Voucher Amount: 500.00________</td>
<td></td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>State Voucher Credit Memo Amount: ______________</td>
<td></td>
</tr>
</tbody>
</table>

** This screen will void the entire State Voucher
** Use Screen 147 for partial voids

Transactions: 0 Amount: 0.00 Batch: JAC001 Date: 08/07/2008

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---

### Basic Steps

- Open a session on Screen 130.
- Advance to Screen 146.
- Type the voucher number and fiscal year in the fields on the Action Line and press <ENTER>. Information from the voucher will be displayed.
- Enter valid information in the available fields and press <ENTER>. A pop-up window will appear to verify the state voucher deletion.
- Type “Y” to complete the void or “N” to abort the current process, and press <ENTER>.
- After returning to Screen 146 from the pop-up window, press the <ENTER> key again to accept the changes entered.
Void State Voucher Process

Enter the vendor's identification number and voucher number to be voided.

Shown below is the confirmation screen that allows you to make sure the information entered is correct. To verify deletion, enter a “Y”. To abort the void process, enter an “N”.

Screen 146 – Void State Voucher (cont’d)

Field Descriptions

**Action Line**
- **Voucher:** 7 digits
  Enter the desired voucher number.

- **Fiscal Year:** 4 digits
  Type the fiscal year in which the voucher specified was created.

**Screen Information**
- **Vendor:** 11 digits/30 characters
  Displays the vendor's identification number and name that is on the voucher.

- **Alt Vendor:** 11 digits/30 characters
  Shows the alternate vendor's identification number and name that is on the voucher.

- **State Voucher Amount:** 14 digits
  Type the dollar amount of original voucher.

  **OR**

- **State Voucher Credit Memo Amount:** 14 digits
  Enter the dollar amount of original credit memo.
Screen 146 – Void State Voucher (cont’d)

Current Batch Information
Transactions: 5 digits
Displays the number of transactions in the current batch.

Amount: 12 digits
Shows the dollar amount associated with the batch session.

Batch: 6 characters/digits
Indicates batch number associated with the transaction displayed.

Date: 8 digits
Displays the date the transaction batch was created.

Additional Functions
PF KEYS See the Appendix for explanation of the standard PF Keys.

PF12 Warnings
Displays nonfatal warning messages.
State Voucher Partial Void

Reductions or increases in line item amounts on a state voucher can be handled on Screen 147. This would be done because the state disallowed part of an expenditure or to correct an error. The amount of the voucher is adjusted on the outstanding state voucher file and the FRS voucher file.

This screen is only used after the state voucher has been processed. The state voucher and any other information sent to the state will have to be changed manually.

Screen 147 only reverses the accounting. Additional entries will have to be done to reflect the corrected accounting.

This screen does the following:

- Creates a credit disbursement for the difference in the amount.
- Adjusts state voucher reconciliation file to reflect the correct amount.

Additional entries are necessary only if you have differences that need to be accounted for. For example, if you paid a staff member $40 for travel expenses with a local check. You send the voucher to the State, but the State only pays part of the voucher ($30). You will need to set up a receivable for the amount now owed by the staff member ($10).

Screen 147 - State Voucher Partial Void

<table>
<thead>
<tr>
<th>147 State Voucher Partial Void</th>
<th>08/07/08 15:37</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen: ___ Voucher: 5154367 Line Item: 1__ Fiscal Year: 2008</td>
<td></td>
</tr>
<tr>
<td>Vendor: 1vvvvvcccc1 MARTIN TECHNOLOGIES</td>
<td></td>
</tr>
<tr>
<td>Alt. Vendor:</td>
<td></td>
</tr>
<tr>
<td>Account: 144031 00000 4013</td>
<td></td>
</tr>
<tr>
<td>State Voucher Amount: 65.30_________ Change the State Voucher amount to the new State Voucher amount.</td>
<td></td>
</tr>
<tr>
<td>P/F/N Liq Indic: _</td>
<td></td>
</tr>
<tr>
<td><em>- State Appropriation Information -</em></td>
<td></td>
</tr>
<tr>
<td>Year: Fund: Number:</td>
<td></td>
</tr>
<tr>
<td>Transactions: 0 Amount: 0.00 Batch: JAC001 Date: 05/12/2003</td>
<td></td>
</tr>
<tr>
<td>Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---</td>
<td></td>
</tr>
<tr>
<td>Hmenu Help EHelp Warnings</td>
<td></td>
</tr>
</tbody>
</table>

Basic Steps

- Open a session on Screen 130.
- Advance to Screen 147 and enter the voucher, line item and fiscal year in the Action Line fields. Press <ENTER>.
- If the data is accepted, the message, “Accepted - Please enter new transaction” will appear.
Screen 147 – State Voucher Partial Void (cont’d)

Field Descriptions (◆ = Required / Help = PF2, ? or * Field Help Available)

**Action Line**

◆ Voucher: 7 digits  
Enter the voucher number to be deleted.

◆ Line Item: 3 digits  
Type the line item number to be voided.

◆ Fiscal Year: 4 digits  
Indicate the fiscal year the voucher was posted.

**Screen Information**

Vendor: 11 digits/30 characters  
Displays the number identifying the vendor to be paid.

Alt. Vendor: 11 digits/30 characters  
Shows the alternate vendor receiving payment.

Account: 15 digits  
Indicates the account number to be debited.

◆ State Voucher Amount: 14 digits  
Enter the corrected amount. The program will compute the difference and generate the correct accounting entries.

P/F/N Liq Indic: Help 1 character  
Provide the encumbrance liquidation indicator:

\[ P = \text{Partial liquidation} \]
\[ F = \text{Full liquidation} \]
\[ N = \text{No liquidation} \]

**State Appropriation Information**

Year: 4 digits  
Shows the year funds were appropriated by the state.

Fund: 6 digits  
Displays the fund affected by the state appropriation.

Number: 10 digits  
Indicates the original voucher number issued by the state.

**Current Batch Information**

Transactions: 7 digits  
Displays the number of transactions processed.

Amount: 15 digits  
Shows the total amount of the transactions processed.
### Screen 147 – State Voucher Partial Void (cont’d)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Batch:</strong></td>
<td>6 characters/digits</td>
</tr>
<tr>
<td></td>
<td>Indicates the current batch reference number.</td>
</tr>
<tr>
<td><strong>Date:</strong></td>
<td>8 digits</td>
</tr>
<tr>
<td></td>
<td>Designates the session date entered on the batch header.</td>
</tr>
</tbody>
</table>

### Additional Functions

- **PF KEYS**
  - See Appendix for explanation of standard PF Keys

- **PF12**
  - **Warnings**
  - Displays nonfatal warning messages.
Voucher Flag Preview

This process is not currently being used.

Agencies with centralized accounts payable departments can use this screen to print a local voucher (not on-line) and delay the printing of the check. This allows for the local voucher to be routed to the originating offices for signatures and approval. When the voucher is returned to the fiscal office, the preview mode is released, allowing the local voucher to be processed, and then a check is created. The release is done on Screen 131.

Screen 131 - Preview Flag Reset

| Screen: ___ Voucher: 5xxxxx9 Fiscal Year: 2000 |
| Vendor: 1vvvvvvvv7 TEXCO COMPUTERS SERVICE |
| First Account: 241486 00000 8435 |
| Net Amount: 1500.00 |
| Preview Release Flag: N |

Voucher Flag Preview Process

The release local voucher preview process can be used to:

1) release the voucher information to FAMIS for check production

OR

2) correct a previous entry to release voucher information, if the release was done in error. This correction must be done before the next check cycle.

Some agencies have selected to preview their local vouchers before they are released for payment. The institution must be set up as a Preview Campus by the FAMIS team prior to the check cycle.
Screen 131 – Preview Flag Reset (cont’d)

Typically, the accounts payable department receives the vendor’s invoice and enters the local voucher information on Screen 104 - Voucher Create. This initiates local voucher creation. After the local voucher is printed, the accounts payable department sends it to the buying departments to ensure valid charges were billed. After receiving approval from the departments, the agency’s accounts payable department releases the local voucher on Screen 131. This signals FAMIS to print a check for payment.

**Release a Voucher for Payment**

After the voucher is printed by FAMIS and authorized by the buying department, advance to Screen 131 and release the voucher for payment by typing a ‘Y’ in the Preview Release Flag: field.

**Correct Voucher Release**

To prevent a local voucher from being released and creating a printed check, type an ‘N’ in the Voucher Preview Release Flag: field. This will reverse a prior release. The status of the Release flag can be seen on Screen 169 - Voucher Line Item Inquiry - in the Rls: field.

> This must be done before the next check cycle.

**Field Descriptions** (◆ = Required / Help = PF2, ? or * Field Help Available)

**Action Line**

◆ **Voucher:** 7 digits
  Enter the **voucher number** to be released.

◆ **Fiscal Year:** 4 digits
  Type the **fiscal year** the voucher was posted.

**Screen Information**

**Vendor:** 11 digits/30 characters
  Displays the **number identifying the vendor** to be paid.

**First Account:** 15 digits
  Shows the **account number** used to process this voucher.

**Net Amount:** 15 digits
  Indicates the **amount** the voucher is written for.

**Preview Release Flag:**

| Y | Indicates the document has been previewed and released by preview campus. |
| N | Indicates the document has been previewed and **NOT** released by preview campus. |

**Additional Functions**

**PF KEYS**

See Appendix for explanation of standard PF Keys
Create/Modify Pending Voucher

This process is helpful if you need to prepare a voucher and obtain approval before payment is processed. The pending voucher is created, an encumbrance is posted, but the payable is not created until the voucher is pulled into payment cycle. This must be done by manually releasing the voucher using Screen 113.

Screen 111 cannot be used to liquidate a pre-existing encumbrance. (created on Screen 11)

You may create Prepaid or Revolving pending vouchers using this screen.

Another way this screen may be used is to record a Wire Transfer. Enter ‘Y’ in the Wire Transfer: field to indicate payment made or to be made by use of a wire transfer. The resulting transaction will post with a transaction type of ‘6’ (TC=146) and you may enter a bank trace number in the Check Nbr field and a date.

FAMIS does not make the wire transfer to the bank; the actual wire transfer must still be made by someone in the Business Office.

Screen 111 – Pending Voucher Create/Modify

If you do not have security access to create or modify pending vouchers, some of the PF keys shown above will not be displayed. Instead, only these PF keys will be available:
Following are the steps for creating pending vouchers:

1) Create the voucher on Screen 111 using the same fields and input rules as a regular voucher. When the voucher is accepted it is assigned a number.
2) Close the voucher (PF10) to encumber the funds.
3) To modify a pending voucher, it can be re-opened (PF9).
4) If modified, the voucher must be closed again (PF10) -- adjusting the encumbrance.
5) Post (PF5) the voucher – this requires opening a batch. The batch open screen will display in a window. When you post the voucher, the encumbrance will be liquidated and the payable will be created.
6) Cancel (PF8) the voucher – you must have security access for this PF key to be visible and active.

Basic Steps

- Advance to Screen 111.
- Enter a valid voucher number or voucher prefix (for automatic voucher numbering) and press <ENTER>.
- Enter data in the fields available.
- Indicate if the voucher should be ‘confidential’ by entering the appropriate value in the Confidential: field.
- Press <ENTER> to get the voucher accepted and a voucher number assigned.
- Press PF10 to close the voucher and encumber the funds.

To post:
- Advance to Screen 130 and open a session.
- Advance to Screen 111.
- Enter the voucher number and press <ENTER>.
- Post the voucher using PF5.
- Return to Screen 130 and close the session.

To cancel: You must have security access to cancel a voucher.
- Advance to Screen 130 and open a session.
- Advance to Screen 111.
- Enter the voucher number and press <ENTER>.
- Cancel the voucher using PF8.
- Return to Screen 130 and close the session.

Pending Voucher Process

Automatic Voucher Numbering
To prompt FAMIS to automatically assign a voucher number, a valid prefix must be typed in the voucher field. FAMIS Services will set up the valid prefixes on Screen 834 - Voucher Type Create and they can be viewed on Screen 835 - Last Voucher Number Used Table.
The steps for automatic voucher numbering are:

- Type a valid prefix in the Voucher: field.
- Press <ENTER> and begin entering voucher information.
- After final data acceptance, the assigned voucher number will be displayed in the message above the Screen: field, or in the pop-up screen visible by pressing PF3.

**Due Date Processing**

The Due Date: field determines the date on the check. The voucher will be pulled to cycle the day prior.

**Tech Note:** The DATETO parameter in the JCL is compared to the Due Date: field to determine if the voucher is pulled to cycle.

**Create a Single Voucher for Multi-Accounts**

Before a voucher is accepted, a pop-up screen asking for Multi-Account Vouchering information appears. Accounts paying the same vendor can be paid with a single voucher. Four accounts can be entered at a time. To enter additional accounts, press PF8 to enter up to twenty lines of information. (To add more than 20 lines, refer to the appropriate section under Screen 104). If no additions are necessary, simply press <ENTER> to return to Screen 111.

There is no field to enter a previously established P.O./Encumbrance
Multi-Account Encumbrance Liquidation

Multi-account vouchers can use different purchase order numbers, one for each line item of the voucher. Multi-account vouchers can liquidate one purchase order number on multiple lines. If all lines of the multi-account voucher will drive expenses over the encumbered amount, input the P/F/N Liq. Indic: field with the following values:

- Type ‘F’ on the multi-account line that finalizes the liquidation.
- Next, type ‘N’ on all of the remaining multi-account lines.

Field Descriptions (◆ = Required / Help = PF2, ?, * Field Help Available)

**Action Line**
- **Voucher:** 7 digits
  Enter the voucher number to be created or modified.
- **Fiscal Year:** 4 digits
  Type the fiscal year the voucher was created.

**Default Cost Ref:**
1 character
Enter Y or N.
‘Y’ will display the cost reference fields for entry.

**Screen Information**
- **Doc Summary:** 50 characters
  Include a brief summary explaining the document.
- **Vendor:** 11 digits
  Identify the vendor to be paid.

**Type:**
1 digit
Indicate the third digit of the transaction code, which shows the type of voucher.

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

**Enclosure Code:**
Help 1 character
Enter the appropriate code to indicate 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
**Screen 111 – Pending Voucher Create/Modify (cont’d)**

**Invoice Date:** 8 digits  
Include the *date the invoice was issued*. You want 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 Date:** 8 digits  
Provide the *date the order was placed*.  
*(Required for state vouchers.)*

**Due Date:** 8 digits  
Identify the *due date* for the payment. This field determines when the voucher is processed to cycle for payment.

**State Req Nbr:** 10 digits  
Enter the *State Requisition Number*.

**GSC Ord:** 7 characters  
Include the TBPC *(General Services Commission)* defined *code for purchase orders* requiring their approval.

**Description:** 35 characters  
Provide a *description of the voucher* to be created.

**Cust AR NBR:** 25 digits  
Specify the *Customer Accounts Receivable number* assigned to purchaser by vendor.

**ACH Ovrd:** 1 character  
Enter ‘Y’ to *override* the sending of ACH *(Automated Clearinghouse)* for a vendor. This keeps the routing information available.  
*Checks will be created for the vendor until reset*

**Hold Flag:** 1 character  
Indicate if *hold is to be placed on voucher*:  
N or Blank = *No hold on voucher print.*  
Y = *Do not print check/voucher.*

**Alt. Vendor:** 11 digits  
Enter the *alternate vendor* (agency) number.

**W2/SSN:** 9 digits  
Include the identification number *(Social Security number on W2 form)* for employee if the voucher is for services (i.e., moving).

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

**USAS Doc Type:** 1 character  
Identify the *USAS defined document type code* that determines processing at the state.
Screen 111 – Pending Voucher Create/Modify (cont’d)

PCC Code: 1 character  
Provide the General Services Commission (GSC) defined Purchase Category Code for various purchase types and associated payments.

PDT Code: 2 characters  
Include the USAS defined Payment Distribution Type code that identifies how transactions will be combined for warrants and direct deposits.

LDT Codes: 2 characters each  
Enter the USAS Descriptive/Legal Text that identifies up to 5 stamps to be put on a voucher.

IC: 1 character  
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

Reason: 2 characters  
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

Cont Wk Force: 1 character  
Identify if this payment is to be flagged as a Contract Work Force Payment.

Confidential: 1 character  
Identify if the voucher is to be 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

Wire Transfer: 1 character  
Type ‘Y’ if payment is to be made by use of a wire transfer.

Revolving: 1 character  
Signify if this is a revolving voucher.
- Y = revolving voucher.
- N = voucher is not revolving.
Screen 111 – Pending Voucher Create/Modify (cont’d)

**Fund Type:** 5 characters
Shows the fund type used to pay the voucher.

**Prepaid Inv:** 1 character
Type ‘Y’ to mark the invoice as prepaid.

**Check Nbr:** 6 digits
Include the check number printed on check.

**Check Dt:** 8 digits
Enter the date check was printed.

**Override Bank:** 5 digits
Modify the bank code entered on the original voucher number, if necessary.

**SQ Voucher:** 1 character
‘Y’ indicates this is a SciQuest voucher.

**Budget Balance Override**

**Encumbrances:** 1 character
Identifies the budgeted balance override setting.
Y = indicates budget encumbrances balance can be overridden.
N = indicates budget balance cannot be overridden.

**Actuals:** 1 character
Shows the setting for budget actuals balance:
Y = indicates budget actuals balance can be overridden.
N = indicates budget balance cannot be overridden.

**Additional Functions**

**PF KEYS**
See Appendix for explanation of standard PF Keys.

**PF4 ACH**
Displays the Automated Clearinghouse bank information if this is an ACH vendor.

**PF5 Voucher Post**
Post the voucher.

**PF6 Description**
Provides additional space for typing the description.

**PF7 Voucher Search**
Search for additional vouchers.

**PF8 Cancel**
Used to cancel the voucher. You must have security access for the PF key to be visible and active.

**PF9 Reopen**
Reopen a closed document.
<table>
<thead>
<tr>
<th>Key Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PF10</td>
<td><strong>Close</strong></td>
</tr>
<tr>
<td>Close</td>
<td>Close the document.</td>
</tr>
<tr>
<td>PF11</td>
<td><strong>Multi-account</strong></td>
</tr>
<tr>
<td>Mlti</td>
<td>Allows additional line items to be entered for multi-account vouchering.</td>
</tr>
<tr>
<td>PF12</td>
<td><strong>Warnings</strong></td>
</tr>
<tr>
<td>Warns</td>
<td>Displays nonfatal warning messages.</td>
</tr>
</tbody>
</table>
Pending Voucher Create/Modify with PO Numbers

Screen 112 allows you to create a pending voucher which will reference and liquidate an existing encumbrance – one entered on Screen 11. You can also create Prepaid or Revolving pending vouchers using this screen.

While you reference an existing encumbrance here, it will not change until the voucher is posted (PF5). The encumbrance is not changed when the voucher is closed (PF10). Liquidations will occur when the voucher is posted (PF5).

The steps for creating a pending voucher are as follows:

1) Create the voucher on Screen 112 using the same fields and input rules as a regular voucher. When the voucher is accepted it is assigned a voucher number.
2) The voucher can be re-opened (PF9) and modified as necessary.
3) If modified, the voucher must be closed again (PF10) – there is no effect on the encumbrance.
4) Post (PF5) the pending voucher — this requires opening a batch. The batch open screen will display in a window. When the voucher is posted, the encumbrance will be liquidated and the payable created.

Screen 112 - Pending Voucher Create/Modify with P.O. Numbers

If you do not have security access to create or modify pending vouchers, some of the PF keys shown above will not be displayed. Instead, only these PF keys will be available:
Screen 112 – Pending Voucher Create/Modify with P.O. Numbers (cont’d)

Basic Steps

- Advance to Screen 112.
- Enter a valid voucher number or voucher prefix (for automatic voucher numbering) and press <ENTER>.
- Enter data in the fields available – including the encumbrance (PO) number.
- Indicate if the voucher or line items (on the Multi-Account Screen) should be ‘confidential’ by entering the appropriate value in the Confidential or CF field.
- Press <ENTER> to have the voucher accepted and assigned a voucher number.
- Press PF10 to close the voucher.

To post:

- Advance to Screen 130 and open a session.
- Advance to Screen 112.
- Enter the voucher number and press <ENTER>.
- Post the voucher using PF5.
- Return to Screen 130 and close the session.

Pending Voucher Process

Automatic Voucher Numbering

To prompt FAMIS to automatically assign a voucher number, a valid prefix must be typed in the voucher field. FAMIS Services will set up valid prefixes on Screen 834 - Voucher Type Create and they can be viewed on Screen 835 - Last Voucher Number Used Table.

The steps for automatic voucher numbering are:

- Type a valid prefix in the Voucher: field.
- Press <ENTER> and begin entering voucher information.
- After final data acceptance, the assigned voucher number will be given in the message above the Screen: field, or in the pop-up screen visible by pressing PF3.

Due Date Processing

The Due Date: field determines the date on the check. The voucher will be pulled to cycle the day prior.

Tech Note: The DATETO parameter in the JCL is compared to the Due Date: field to determine if the voucher is pulled to cycle.

Create a Single Voucher for Multi-Accounts

Before a voucher is accepted, a pop-up screen asking for Multi-Account Vouchering information appears. Accounts paying the same vendor can be paid with a single voucher. Four accounts can be entered at a time. If additional accounts are needed, use PF8 to add up to twenty lines. (To add more than 20 lines, refer to the appropriate section under Screen 104). If no additions are necessary, simply press <ENTER> to return to Screen 112.
Multi-Account Encumbrance Liquidation
Multi-account vouchers can use different purchase order numbers, one for each line item of the voucher. They can liquidate one purchase order number on multiple lines. If all lines will drive expenses over the encumbered amount, input the P/F/N Liq. Indic: field with the following values:

- Put ‘F’ on the multi-account line that finalizes the liquidation.
- Then, ‘N’ on all of the remaining multi-account lines.

Wire Transfer
Another way this screen may be used is to record a Wire Transfer. Entering ‘Y’ in the Wire Transfer: field indicates payment is made or to be made by a use of wire transfer. The resulting transaction will post with a transaction type of ‘6’ (TC=146) and you may enter a bank trace number in the Check Nbr field and a date.

FAMIS does not make the wire transfer to the bank; the actual wire transfer must still be made by someone in the Business Office.

Field Descriptions (◆ = Required /Help = PF2, ? or * Field Help Available)

**Action Line**

◆ **Voucher:** 7 digits
Enter the voucher number to be created or modified.

◆ **Fiscal Year:** 4 digits
Type the fiscal year the voucher was created.
## Screen 112 – Pending Voucher Create/Modify with P.O. Numbers (cont’d)

### Default Cost Ref:
- 1 character
- Type ‘Y’ to display the cost reference fields for entry.

### Screen Information

#### Doc Summary:
- 35 characters
- Provide a brief summary explaining document.

#### Vendor:
- 11 digits
- Indicate the identification number of the vendor to be paid.

#### Type:
- 1 digit
- Designate the third digit of the transaction code, which indicates the type of voucher.

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

#### Enclosure Code:
- 1 digit
- Enter a code indicating enclosures may be included. This will force separate checks for local vouchers. Vouchers will be grouped by identical codes. Examples are:
  - Blank = Not specified
  - C = Comptroller
  - L = Local
  - Y = Yes, enclosures

#### Invoice Date:
- 8 digits
- Enter the date the invoice was issued. This date must be before or equal to the date the voucher is entered.

  **If you want the system to calculate the discount, the invoice date must be entered.**

#### Order Date:
- 8 digits
- Include the date the order was placed. (Required for state vouchers.)

#### Due Date:
- 8 digits
- Enter the due date for the payment. This field determines when the voucher is processed for payment.

#### State Req Nbr:
- 10 digits
- Include the State Requisition Number.

#### GSC Ord:
- 6 characters
- Include the TBPC (General Services Commission) defined code for purchase orders requiring their approval.

#### Description:
- 35 characters
- Enter a description of the voucher to be created.
Cust AR NBR: 25 digits
Include the customer Accounts Receivable number assigned to the purchaser by vendor.

ACH Ovrd: 1 character
Enter 'Y' to override the sending of ACH (Automated Clearinghouse) for a vendor. This keeps the routing information available. **Checks will be created for the vendor until reset.**

Hold Flag: 1 character
Indicate if hold is to be placed on voucher:
N or Blank = No hold on voucher print.
Y = Do not print check/voucher.

Alt. Vendor: 11 digits
Signify if payment is a reimbursement to the alternate vendor (agency).

W2/SSN: 9 digits
Indicate the identification number (Social Security number on W2 form) for the employee, if the voucher is for services (i.e., moving).

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

USAS Doc Type: 1 character
Enter a USAS defined document type code that determines processing at the state.

PCC Code: 1 character
Provide the General Services Commission (GSC) defined Purchase Category Code that identifies various purchase types and associated payments.

PDT Code: 2 characters
Designate a USAS defined Payment Distribution Type code that identifies how transactions will be combined for warrants and direct deposits.

LDT Codes: 2 characters each
Enter the USAS Descriptive/Legal Text that identifies up to 5 stamps to be put on a voucher.

IC: 1 character
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
Reason: 2 characters
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

**Cont Wk Force:** 1 character
Indicate if this payment is to be flagged as a **Contract Work Force Payment**.

**Confidential:** 1 character
Identify if the voucher is to be 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

**Wire Transfer:** 1 character
Type ‘Y’ if payment is to be made by use of a **wire transfer**.

FAMIS does not make the wire transfer to the bank; the actual wire transfer must still be made by someone in the Business Office.

**Revolving:** 1 character
Signify if this is a **revolving voucher**.
- **Y** = for revolving voucher.
- **N** = for voucher that is not revolving.

**Fund Type:** 5 characters
Designate the **fund type** to pay the voucher.

**Prepaid Inv:** 1 character
Type ‘Y’ to mark the invoice as **prepaid**.

**Check Nbr:** 6 digits
Type the **check number** printed on check.

**Check Dt:** 8 digits
Include the **date the check was printed**.

**Override Bank:** 5 digits
Modify the **bank number** entered on the original voucher, if necessary.

**SQ Voucher:** 1 character
‘Y’ indicates this is a SciQuest voucher.
Screen 112 – Pending Voucher Create/Modify with P.O. Numbers (cont’d)

**Budget Balance Override**
- **Encumbrances:** 1 character
  Identify budget balance override setting:
  - **Y** = indicate budget encumbrances balance can be overridden.
  - **N** = indicates budget balance cannot be overridden.
- **Actuals:** 1 character
  Indicate the budget actuals balance setting:
  - **‘Y’** = indicate budget actuals balance can be overridden.
  - **‘N’** = indicates budget balance cannot be overridden.

**Additional Functions**
- **PF KEYS**
  See Appendix for explanation of standard PF Keys.
- **PF4 ACH**
  Displays the Automated Clearinghouse bank information if this is an ACH vendor. If not, no information will be displayed.
- **PF5 Voucher Post**
  Press this key to post the voucher.
- **PF6 Description**
  Provides additional space for typing the description, if needed.
- **PF7 Voucher Search**
  Search for additional vendors.
- **PF9 Reopen**
  Reopen a closed document.
- **PF10 Close**
  Close the document.
- **PF11 Multi-accounts**
  Allows additional line items to be entered for multi-account vouchering, if necessary.
- **PF12 Warnings**
  Displays nonfatal warning messages.
Post a Range of Pending Vouchers

Pending vouchers must be posted in order to be paid. An individual pending voucher can be posted using a PF key on Screen 111 or Screen 112. To save time, you may post pending vouchers a range at a time.

To post a range of pending vouchers use Screen 113. This screen will display the number of pending vouchers, the number of vouchers posted, and the number of vouchers with errors.

You must have ‘update’ security to post vouchers using the PF5 Key.

Screen 113 - Post A Range Of Pending Vouchers

| 113 Post A Range Of Pending Vouchers | 11/16/10 15:26 |
| Screen: ___ Fiscal Yr: 2010 | From Voucher: 1459560 | To Voucher: 1459563 |

Number of Pending Vouchers:
Number of Vouchers Posted:
Number of Vouchers w/Errors:

Basic Steps

• Advance to Screen 113.
• Enter the fiscal year (if other than the current year).
• Type beginning voucher number in the From Voucher: field, and enter the ending voucher number in the To Voucher: field for the range of pending vouchers to be posted. Press <ENTER>.

Field Descriptions (◆ = Required / Help = PF2, ? or * Field Help Available)

Action Line

◆ Fiscal Yr: 4 digits
  Designate the fiscal year in which the pending vouchers were created.
  
◆ From Voucher: 7 digits
  Enter the beginning voucher number in the range of pending vouchers to be posted.
Screen 113 – Post a Range of Pending Vouchers (cont’d)

To Voucher: 7 digits
Enter the ending voucher number in the range of pending vouchers to be posted.

Screen Information
- Number of Pending Vouchers: 3 digits
  Displays the number of pending vouchers outstanding within the range.
- Number of Vouchers Posted: 3 digits
  Indicates the number of pending vouchers in the range provided that were posted.
- Number of Vouchers w/Errors: 3 digits
  Shows the number of posted pending vouchers that have errors.

Additional Functions
- PF KEYS
  See Appendix for explanation of standard PF Keys.
- PFS
  Post
  Post the pending vouchers.
  You must have ‘update’ security to use this PF key.
Pending Interest Voucher Modify

Interest items are posted in the **local** check cycle. This screen can be used to change the interest account number on the interest items or to fix any errors that occur from the nightly posting. If an interest item does not post, an error message will appear on the VBDU080 report.

On this screen, items must be in a closed status to post. You may press PF5 to post from this screen or wait for the next nightly cycle.

The name of the job that will post the local interest item is FxxVIPST, where "xx" is the TAMUS Part number. The program name is VBDU080, which is the same name that will appear on the report.

**Screen 114 – Pending Interest Voucher Modify**

<table>
<thead>
<tr>
<th>Screen: 114</th>
<th><strong>Pending Interest Voucher Modify</strong></th>
<th>08/07/08 11:29</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen: ___</td>
<td>Voucher: 0000326</td>
<td>Fiscal Year: 2008</td>
</tr>
<tr>
<td>Doc Summary:</td>
<td>WELDING TEST</td>
<td></td>
</tr>
<tr>
<td>Vendor: 2vvvvvvvvv1 A &amp; B WELDING</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dept. Ref. #: 9320</td>
<td>Enclosure Code:</td>
<td></td>
</tr>
<tr>
<td>Invoice Date: 08/01/2008</td>
<td>Order Date: 07/26/2008</td>
<td>Due Date: 08/15/2008</td>
</tr>
<tr>
<td>State Reg Nbr:</td>
<td>GSC Ord:</td>
<td></td>
</tr>
<tr>
<td>Description: WELDING PARTS &amp; SUPPLIES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cust AR NBR:</td>
<td>Hold Flag: N</td>
<td></td>
</tr>
<tr>
<td>Alt.Vendor:</td>
<td>W2/SSN:</td>
<td>Travel Hotel Zip:</td>
</tr>
<tr>
<td>USAS Doc Type:</td>
<td>PCC Code:</td>
<td>PDT Code:</td>
</tr>
<tr>
<td>LDT Codes:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revolving: N</td>
<td>Fund Type: Local</td>
<td>Budget Balance Override: N</td>
</tr>
<tr>
<td>Check Nbr:</td>
<td>Check Dt:</td>
<td></td>
</tr>
<tr>
<td>Budget Balance Override: N</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hmenu Help</td>
<td>EHelp</td>
<td>VOInt</td>
</tr>
</tbody>
</table>

**Screen 114 – PF11 Pop-Up Window**

<table>
<thead>
<tr>
<th>Ln</th>
<th>Account</th>
<th>Bank Code</th>
<th>Amount</th>
<th>R</th>
<th>Inv. C</th>
<th>1099</th>
<th>Ppd</th>
<th>Item</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>501</td>
<td>440050</td>
<td>00000</td>
<td>6230</td>
<td>0000001</td>
<td>7806</td>
<td>5.14</td>
<td>1</td>
<td>CL</td>
<td></td>
</tr>
<tr>
<td>Inv 2</td>
<td>Comp</td>
<td>Cost Ref 1</td>
<td>2</td>
<td>-</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dates: Inv Rec:</td>
<td>Delv:</td>
<td>Req Pay:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>502</td>
<td>440050</td>
<td>00000</td>
<td>6230</td>
<td>0000001</td>
<td>7806</td>
<td>10.27</td>
<td>2</td>
<td>CL</td>
<td></td>
</tr>
<tr>
<td>Inv 2</td>
<td>Comp</td>
<td>Cost Ref 1</td>
<td>2</td>
<td>-</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dates: Inv Rec:</td>
<td>Delv:</td>
<td>Req Pay:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>503</td>
<td>440050</td>
<td>00000</td>
<td>6230</td>
<td>0000001</td>
<td>7806</td>
<td>498.13</td>
<td>3</td>
<td>CL</td>
<td></td>
</tr>
<tr>
<td>Inv 2</td>
<td>Comp</td>
<td>Cost Ref 1</td>
<td>2</td>
<td>-</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dates: Inv Rec:</td>
<td>Delv:</td>
<td>Req Pay:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Interest Items: 3

Page: 1 of 1

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help | EHelp | VOInt | XRItm | Bkwd | Frwd | Exit
Basic Steps

- Advance to Screen 114.
- Enter a voucher number that has interest on the Action Line, and modify the fiscal year date if needed.
- Press PF5 to post on-line or wait for the batch post in the next nightly run.
- Press PF6 to view a more detailed description of the document.
- Press PF9 to reopen the document and make modifications.
- Press PF10 to close the document.
- Press PF11 to see the interest items and make necessary changes/additions.

Field Descriptions (◆ = Required / Help = PF2, ? or * Field Help Available)

**Action Line**

- **Voucher:** 7 digits
  Enter a valid voucher number that has interest.

- **Fiscal Year:** 4 digits
  Include the fiscal year. (Default is the current year).

**Screen Information**

- **Doc Summary:** 30 characters
  Displays a brief description of the document.

- **Vendor:** 11 characters/digits
  Shows the vendor’s identification number and name.

- **Dept. Ref. #:** 7 digits/characters
  Identifies a reference number used by the department.

- **Enclosure Code:** 1 character/digit
  Displays the enclosure code used to separate checks in the check cycle. Valid values include:
  - A = Auditor
  - Blank = Not specified
  - C = Comptroller
  - L = Local
  - S = Audit Services
  - Y = Enclosures
  - 1 = Housing Deposit Refunds
  - 2 = Student Stipends

- **Invoice Date:** 8 digits
  Identifies the date on the invoice.

- **Order Date:** 8 digits
  Shows the date the order was placed with the vendor.
Due Date: 8 digits
Displays the date payment is due before incurring interest.

State Req Nbr: 8 digits
Shows the requisition number given by the state.

GSC Ord: 7 characters
Include the TBPC (General Services Commission) defined code for purchase orders requiring their approval.

Description: 35 characters
Provides a description of the item(s) purchased.

Cust AR NBR: 25 digits
This field is used for the customer Accounts Receivable number assigned to purchaser by vendor.

Hold Flag: 1 character
Indicate if hold is to be placed on voucher:
N or Blank = No hold on voucher print.
Y = Do not print check/voucher.

Alt.Vendor: 11 digits
Shows if payment is a reimbursement to the alternate vendor (agency).

W2/SSN: 9 digits
Identifies the identification number (Social Security number on W2 form) for employee, if the voucher is for services (i.e., moving).

Travel Hotel Zip: 9 digits
Shows the hotel’s zip code used for travel to determine percent usage, and if state discount rate is being utilized.

USAS Doc Type: 1 character
Indicates a USAS-defined document type code that determines processing at the state.

PCC Code: 1 character
Shows GSC-defined Purchase Category Code that identifies various purchase types and associated payments.

PDT Code: 2 characters
Shows the USAS defined Payment Distribution Type code that identifies how transactions will be combined for warrants and direct deposits.

LDT Codes: 2 characters each
Displays the USAS Descriptive/Legal Text identifying up to 5 stamps to be put on a voucher.

Revolving: 1 character
‘Y’ indicates this is a revolving voucher.
Screen 114 – Pending Interest Voucher Modify (cont’d)

**Fund Type:**
5 characters
Shows fund type to pay the voucher.

**Check Nbr:**
6 digits
Includes the check number printed on check.

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

**Budget Balance Override:**
1 character
‘Y’ or ‘N’ - indicates if budget balance can be overridden.

**Additional Functions:**
PF KEYS
See Appendix for explanation of standard PF Keys.

PF5
**Voucher Post**
Press this key to post the voucher.

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

PF9
**Reopen**
Reopen the voucher.

PF10
**Close**
Close the voucher.

PF11
**Multi-account**
View/create/modify interest items on multi-account vouchering.

PF12
**Warnings**
Displays nonfatal warning messages.
Pending State Interest Voucher

FAMIS posts a daily feed from the State of interest items. If, for any reason, items cannot be posted, they will be reported in the process error report. A common error is a frozen account. Screen 115 is used to correct these items. The items can then be posted online using PF5 or picked up in the nightly posting. This screen can also be used to change the account number on the interest items.

**Items must be in a closed status to post.**

### Screen 115 – Pending State Interest Create/Modify

<table>
<thead>
<tr>
<th>Screen: ___</th>
<th>Voucher: 2002595</th>
<th>Fiscal Year: 2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doc Summary:</td>
<td>Vendor: vvvvvvv0 CITISMAINT ASSOCIATES</td>
<td>Dept. Ref. #: SORPJUL</td>
</tr>
<tr>
<td></td>
<td>Enclosure Code:</td>
<td></td>
</tr>
<tr>
<td>Invoice Date:</td>
<td>07/31/2010</td>
<td>Order Date: 07/31/2010</td>
</tr>
<tr>
<td>Due Date:</td>
<td></td>
<td>SORPJUL</td>
</tr>
<tr>
<td>Description:</td>
<td>SORP-BASE JULY 2010</td>
<td></td>
</tr>
<tr>
<td>Cust AR Nbr:</td>
<td>Hold Flag: N</td>
<td></td>
</tr>
<tr>
<td>Alt. Vendor:</td>
<td>W2/SSN:</td>
<td></td>
</tr>
<tr>
<td>USAS Doc Type:</td>
<td>PCC Code:</td>
<td></td>
</tr>
<tr>
<td>LDT Codes:</td>
<td>PDT Code:</td>
<td></td>
</tr>
<tr>
<td>Revolving: N</td>
<td>Fund Type: State</td>
<td></td>
</tr>
<tr>
<td>Check Nbr:</td>
<td>Check Dt:</td>
<td></td>
</tr>
<tr>
<td>Budget Balance Override: N</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Screen 115 – PF11 Pop-Up Window

**Multi-Account Vouchering**

<table>
<thead>
<tr>
<th>Ln</th>
<th>Account</th>
<th>Bank</th>
<th>F Code</th>
<th>Amount</th>
<th>R</th>
<th>Void</th>
<th>Revlv Item</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>011126 00000 2210 70001 7086</td>
<td>_____</td>
<td>1149.27</td>
<td>Y</td>
<td>N</td>
<td>N</td>
<td>CO</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>011126 00000 2210 70001 7086</td>
<td>_____</td>
<td>3133.91</td>
<td>Y</td>
<td>N</td>
<td>N</td>
<td>CO</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>011126 00000 2210 70001 7086</td>
<td>_____</td>
<td>354.32</td>
<td>Y</td>
<td>N</td>
<td>N</td>
<td>CO</td>
<td></td>
</tr>
</tbody>
</table>

Total Items: 3

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Screen 115 – Pending State Interest Create/Modify (cont’d)

Basic Steps

- Advance to Screen 115.
- Enter a voucher number that has interest on the Action Line, and modify the fiscal year date if needed.
- Press PF5 to post on-line or wait for the batch post in the next nightly run.
- Press PF6 to view a more detailed description of the document.
- Press PF9 to reopen the document and make modifications.
- Press PF10 to close the document.
- Press PF11 to see the interest items and make necessary changes/additions.

Field Descriptions (◆ = Required / Help = PF2, ? or * Field Help Available)

**Action Line**

- **Voucher**: 7 digits
  Enter a valid voucher number that has interest.
- **Fiscal Year**: 4 digits
  Displays the current fiscal year. Modify if needed.

**Screen Information**

- **Doc Summary**: 30 characters
  Displays a brief description of the document.
- **Vendor**: 11 digits/characters
  Shows the vendor’s identification number and name.
- **Dept. Ref. #**: 7 digits/characters
  Identifies a reference number used by the department.

**Enclosure Code**: 1 character/digit
Displays the enclosure code used to separate checks in the check cycle. Valid values include:
- A = Auditor
- Blank = Not specified
- C = Comptroller
- L = Local
- S = Audit Services
- Y = Enclosures
- 1 = Housing Deposit Refunds
- 2 = Student Stipends

**Invoice Date**: 8 digits
Identifies the date on the invoice.

**Order Date**: 8 digits
Shows the date the order was placed with the vendor.
Screen 115 – Pending State Interest Create/Modify (cont’d)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
</table>
| Due Date:        | 8 digits  
|                  | Displays the date payment is due before incurring interest.                                                                                   |
| State Req Nbr:   | 8 digits  
|                  | Identifies the requisition number given by the state.                                                                                         |
| GSC Ord:         | 7 characters  
|                  | Include the TBPC (General Services Commission) defined code for purchase orders requiring their approval.                                     |
| Description:     | 35 characters  
|                  | Shows a description of the item(s).                                                                                                            |
| Cust AR NBR:     | 25 digits  
|                  | Used for the customer Accounts Receivable number assigned to purchaser by vendor.                                                           |
| Hold Flag:       | 1 character  
|                  | Indicate if hold is to be placed on voucher:                                                                                                  |
|                  | N or Blank = No hold on voucher print.                                                                                                        |
|                  | Y = Do not print check/voucher.                                                                                                               |
| Alt. Vendor:     | 11 digits  
|                  | Used if payment is a reimbursement to the alternate vendor (agency).                                                                          |
| W2/SSN:          | 9 digits  
|                  | Shows the identification number (Social Security number on W2 form) for employee, if the voucher is for services (i.e., moving).           |
| Travel Hotel Zip:| 9 digits  
|                  | Shows the zip code of the hotel used for travel to determine percentage usage, and if the state discount rate is being utilized.         |
| USAS Doc Type:   | 1 character  
|                  | Indicates a USAS-defined document type code that determines processing at the state.                                                         |
| PCC Code:        | 1 character  
|                  | Shows the GSC defined Purchase Category Code that identifies various purchase types and associated payments.                                |
| PDT Code:        | 2 characters  
|                  | Displays the USAS defined Payment Distribution Type code that identifies how transactions will be combined for warrants and direct deposits. |
| LDT Codes:       | 2 characters each  
|                  | Shows the USAS Descriptive/Legal Text that identifies up to 5 stamps to be put on a voucher.                                                  |
Screen 115 – Pending State Interest Create/Modify (cont’d)

**Revolving:** 1 character
‘Y’ indicates the voucher is a revolving voucher.

**Fund Type:** 5 characters
Designates fund type to pay the voucher.

**Check Nbr:** 6 digits
Check number printed on check.

**Check Dt:** 8 digits
Date check was printed.

**Budget Balance Override:** 1 character
Type ‘Y’ if a budget balance can be overridden.

### Additional Functions

**PF KEYS**
See Appendix for explanation of standard PF Keys.

**PF5**
VPost
VPost post the voucher.

**PF6**
Desc
Desc shows additional information about the description.

**PF9**
Reopen
Reopen the voucher.

**PF10**
Close
Close the voucher.

**PF11**
Multi-account
Multi identifies additional line items to be entered for multi-account vouchering.

**PF12**
Warnings
Warnings displays nonfatal warning messages.
Create a Prepaid Voucher

Prepaid vouchers are created to record the accounting for a manually produced check, a check either handwritten or prepared by a PC system. Information is entered as a regular voucher, but with the check date and check number included. After pressing <ENTER> for data acceptance, a pop-up window will appear asking for additional transactions from different accounts paying the same vendor. **A maximum of ten (10) lines/accounts can be input for processing a single prepaid voucher.**

**Per check – 10 voucher line items:**
10 one-line vouchers  or  1 ten-line voucher

This process enables FAMIS to record the check and voucher to accounting.

Another way this screen may be used is to record a **Wire Transfer**. Entering ‘Y’ in the Wire Transfer: field indicates payment is made or to be made by a use of wire transfer. The resulting transaction will post with a transaction type of ‘6’ (TC=146) and you may enter a bank trace number in the Check Nbr field and a date.

Access to the “Budget Balance Override: Actuals:” field depends on the user having the appropriate element security. Type ‘Y’ in this field to override budget actuals.

This same field can be found on **Screen 104 and Screen 118.**
Additional space is available for entering multi-account vouchering by pressing PF9.

A maximum of ten (10) lines/accounts may be added using the pop-up window.

**Screen 109 - Multi-Account Vouchering Pop-up Window**

<table>
<thead>
<tr>
<th>Ln:</th>
<th>Inv:</th>
<th>PCA:</th>
<th>Cost Ref 1:</th>
<th>Delv:</th>
<th>Req Pay:</th>
<th>IC:</th>
<th>Rsn:</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1500.00</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Posted Items: 0  Total Working Items: 1  1500.00

Basic Steps

- Open a session using Screen 130.
- Advance to Screen 109.
- Type valid data in the available fields.
- Indicate if the voucher or line items should be ‘confidential’ by entering the appropriate value in the Confidential or CF field.
- The pop-up screen will appear allowing the user to enter additional accounts paying for items from the same vendor; maximum number of accounts is 10. If this information is not necessary, simply press the <ENTER> key and the information will pass back to Screen 109.
- Press <ENTER> to record the information.
- Return to Screen 130 and Close the session.

Prepaid Voucher Process

**Correct a Prepaid Voucher**

The Gross Amount may be adjusted using Screen 119 -- Prepaid Voucher Amount Modify. Discount information may also be corrected.
Corrections to other fields are not valid. The check and voucher must be voided and a new prepaid voucher created.

- Void the check on Screen 110 - Void check. This reverses the accounting.
- Delete the check on Screen 192 - Check Reconciliation Modify to remove it from the check reconciliation file.
- Re-enter the voucher on Screen 109.

**Drop a Prepaid Voucher**

To drop a prepaid voucher with no recon (Type 6 & 5) use Screen 119 and bring the voucher to $0.00. This will set the voucher to drop.

**Transaction Codes**

**TC = 160-169**
Prepaid vouchers have transaction codes of 160-164 and 167-169.

**TC = 165**
Does not update the recon file; does a journal entry to cash voucher clearing (Screen 823) instead of affecting the bank.

**TC = 166**
A transaction code of 166 is a prepaid voucher that does not update the check reconciliation file, but does an offset to the bank. This transaction code does not require a check number.

**Field Descriptions** (*Required / Help = PF2, ? or * Field Help Available)

**Action Line**

- **Vendor:**
  - Help: 11 digits
  - Enter the number identifying the vendor to be paid.

- **Voucher:**
  - 7 digits
  - Type the voucher number to be created.

**Default Cost Ref:**
- 1 character
- Indicate Y or N:
  - ‘Y’ displays the cost reference fields for entry.

**Budget Balance Override: Actuals:**
- 1 character
- Type ‘Y’ to override budget actuals. Must have appropriate security to access this field.
Screen Information

Type: 1 digit
Designate the third digit of the transaction code, which indicates the type of voucher.

If you enter ‘6’ in this field, the system will not update the check reconciliation file with this voucher.

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

Enclosure Code: 1 character
Enter 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 Date: 8 digits
Provide the date the invoice was issued. Invoice date must be entered if system is to calculate the discount. This date must be before or equal to the date the voucher is entered.

Order Date: 8 digits
Enter the date the order was placed. (Required for state vouchers.)

State Req Nbr: 11 digits
Record the State Requisition Number.

GSC Ord: 7 characters
Include the TBPC (General Services Commission) defined code for purchase orders requiring their approval.

Description: 35 characters
Enter a description of the voucher to be created.

◆ Check Nbr: 6 digits
Indicate the check number printed on the check.

◆ Check Dt: 8 digits
Include the date check was printed.

Cust AR NBR: 25 digits
Enter the customer Accounts Receivable number assigned to purchaser by vendor.
Discount Type:  

Help 1 character  
Include the types of discount. For example:  
D = Dollar value  
P = Percent value  
T = Code taken from Vendor record  
V = Code based on Discount code  
Blank = No discount applied  

Disc. Amt:  

11 digits  
When used with discount type ‘D’, include the dollar amount of the discount to be applied. When used with discount type ‘P’, indicate the percent discount to be applied.  

Alt. Vendor:  

11 digits  
Enter the alternate vendor’s identification number to be reimbursed.  

W2/SSN:  

9 digits  
Enter the identification number (Social Security number on W2 form) for employee, if the voucher is for services (i.e., moving).  

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.  

USAS Doc Type:  

1 character  
Indicate a USAS-defined document type code that determines processing at the state.  

PCC Code:  

Help 1 character  
Provide the General Services Commission (GSC) defined Purchase Category Code that identifies various purchase types and associated payments.  

PDT Code:  

Help 2 characters  
Include the USAS defined Payment Distribution Type code that identifies how transactions will be combined for warrants and direct deposits.  

LDT Codes:  

Help 2 characters each  
Provide the USAS Descriptive/Legal Text that identifies up to 5 stamps to be put on a voucher.  

IC:  

Help 1 character  
Identify the interest calculation procedure to be followed for the entire voucher. Valid values are:  
A = Accept Scheduling of Late Payment  
BLANK = None  
F = Force Interest Calculation  
R = Refuse Interest Calculation
Reason: 2 characters
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

Cont Wk Force: 1 character
Identify if this payment is to be flagged as a Contract Work Force Payment.

Confidential: 1 character
Identify if the voucher is to be 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

Wire Transfer: 1 character
Type ‘Y’ if payment is to be made by use of a wire transfer.
FAMIS does not make the wire transfer to the bank; the actual wire transfer must still be made by someone in the Business Office.

Line Item Information
Ln: 2 digits
Shows the line number of an item currently being entered on a voucher.

Account: 15 digits
Include the number of the account to be debited.

P.O. Number: 7 digits
Identifies the purchase order number. Also Reference #1.

Encumb Obj: 4 digits
Enter the object code used when the encumbrance was created.

P/F/N Liq Ind: 1 character
Signify the encumbrance liquidation indicator:
P = Partial liquidation
F = Full liquidation
N = No liquidation

Bank: 5 digits
Provide the number of the bank used for the voucher transaction. If blank, it will be the default bank assigned to GL or SL or SA account.
Screen 109 – Prepaid Voucher (cont’d)

**CF:** 1 character
Identify if the line items are to be 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

**Comp. Code:** 4 digits
Identify the State Comptroller Object Code (required for state vouchers).

**Item Amount:** 12 digits
Enter dollar amount for an item on the voucher.

**1099:** Help 1 character/digit
Signify 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

**Dup Inv Ovrrd:** 1 character
Enter ‘Y’ to allow creation of voucher for previously entered invoice. (Duplicate Invoice Override)

**Inv:** 14 digits
Indicate the number of the invoice to be paid.

**PCA:** 5 digits
Enter the Program Cost Account code, a USAS required field used as a coding reduction field. Used to override the calculated PCA code. Should be used primarily on vouchers against GL accounts.

**Cost Ref 1, 2, 3:** 7 characters
Provide the cost reference accounting entries.

**Dates**

**Inv Rec:** 6 digits
Enter date the invoice was received. This must be (1) after or equal to the invoice date and (2) before or equal to date voucher is being entered.

**Delv:** 8 digits
Indicate the date items/services were received (delivered).
Screen 109 – Prepaid Voucher (cont’d)

**Req Pay:** 8 digits
Include the **date payment is required**.

**IC:**

<table>
<thead>
<tr>
<th>Help</th>
<th>1 character</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identify the <strong>interest calculation</strong> procedure to be followed for line item. Valid values are:</td>
<td></td>
</tr>
<tr>
<td>A</td>
<td>Accept Scheduling of Late Payment</td>
</tr>
<tr>
<td>BLANK</td>
<td>None</td>
</tr>
<tr>
<td>F</td>
<td>Force Interest Calculation</td>
</tr>
<tr>
<td>R</td>
<td>Refuse Interest Calculation</td>
</tr>
</tbody>
</table>

**Rsn:**

<table>
<thead>
<tr>
<th>Help</th>
<th>2 characters</th>
</tr>
</thead>
<tbody>
<tr>
<td>Include the <strong>reason for interest exemption</strong>: Valid values are:</td>
<td></td>
</tr>
<tr>
<td>AD</td>
<td>Agency Discretion Exercised</td>
</tr>
<tr>
<td>AI</td>
<td>Automation Issue(s)</td>
</tr>
<tr>
<td>AP</td>
<td>Advance Payment</td>
</tr>
<tr>
<td>DP</td>
<td>Disputed Payment</td>
</tr>
<tr>
<td>DT</td>
<td>Direct Payment of Travel Expenses</td>
</tr>
<tr>
<td>FC</td>
<td>FED Contract/Terms Prohibit Pymt</td>
</tr>
<tr>
<td>GE</td>
<td>GSC Exemption Granted 7 Documented</td>
</tr>
<tr>
<td>MI</td>
<td>Mailing Instr On PO Not Followed</td>
</tr>
<tr>
<td>NI</td>
<td>No Invoice Received</td>
</tr>
</tbody>
</table>

**Current Batch Information**

**Transactions:** 6 digits
Displays the **number of transactions** processed.

**Amount:** 18 digits
Shows the **total amount** of transactions processed.

**Batch:** 6 characters/digits
Indicates the current **batch reference number**.

**Date:** 8 digits
Shows the **session date** entered on batch header.

**Additional Functions**

**PF KEYS**
See Appendix for explanation of standard PF Keys.

**PF9**
Multi-account
Allows additional line items to be entered for multi-account vouchering.

**PF10**
Description
Provides space for a **longer description** to be entered.

**PF12**
Warnings
Displays nonfatal **warning messages**.
Modify Prepaid Voucher Amount

The amount of a prepaid voucher entered on Screen 109 can be modified using Screen 119. The change will update both the check reconciliation file and the voucher file. The information necessary for modification can be obtained on Screen 161, Screen 163, or Screen 186.

Prepaid revolving vouchers which were entered on Screen 139, may also be modified using Screen 109.

Screen 119 - Prepaid Voucher Amount Modify

<table>
<thead>
<tr>
<th>119 Prepaid Voucher Amount Modify</th>
<th>08/07/08 11:41</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen: ___ Voucher: 5800010 Line Item: 1__ Fiscal Year: 2008</td>
<td></td>
</tr>
<tr>
<td>Vendor: 2vvvvvvvvv0   JUST IN TIME DELIVERY</td>
<td></td>
</tr>
<tr>
<td>Alt Vendor:</td>
<td></td>
</tr>
<tr>
<td>Account: 470802 00000 4040</td>
<td></td>
</tr>
<tr>
<td>Line Item Amount: 15.00 _______ Change the line item amount to</td>
<td></td>
</tr>
<tr>
<td>P/F/N Liq Indic: _ P.O. Number: P800010 the new line item amount.</td>
<td></td>
</tr>
<tr>
<td><em>---------------- Vendor Discount Terms ---------------</em></td>
<td></td>
</tr>
<tr>
<td>Disc. Amt: ____________ If applicable, change</td>
<td></td>
</tr>
<tr>
<td>Due Date: 07/30/2008 to the new discount terms</td>
<td></td>
</tr>
<tr>
<td>Transactions: 0 Amount: 0.00 Batch: JAC004 Date: 08/07/2008</td>
<td></td>
</tr>
<tr>
<td>Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---</td>
<td></td>
</tr>
<tr>
<td>Hmenu Help EHelp</td>
<td></td>
</tr>
<tr>
<td>Warns</td>
<td></td>
</tr>
</tbody>
</table>

Basic Steps

- Open a session on Screen 130.
- Advance to Screen 119.
- Enter the required information on the Action Line and press <ENTER>.
- If approved, message stating “Record has been successfully modified” will appear.
- Close the session on Screen 130.

Prepaid Voucher Modification Process

When the prepaid voucher information is entered on the Action Line and <ENTER> is pressed, the voucher amount and due date are displayed.

To modify the amount, enter the new (desired) amount in the Line Item Amount: field. The amount entered in the field should reflect the modified invoice amount before discounts. The Discount Amount should reflect the amount of discount given to the buyer, and should be deducted from the gross amount.

Do not enter the modified voucher amount in the Discount: field. This field is only for use when discounts should have been entered on Screen 109 - Prepaid Voucher Create.
Screen 119 – Prepaid Voucher Amount Modify (cont’d)

After entering these amounts, the resulting net amount (new invoice amount minus discount amount) will be shown in the Net Amount: field on Screen 169. Background accounting detail may be viewed on Screen 127.

Field Descriptions (◆ = Required / Help = PF2, ? or * Field Help Available)

**Action Line**
- **Voucher:** 7 digits
  Enter the voucher number to be modified.
- **Line Item:** 3 digits
  Type the line number of an item currently being entered on a voucher.
- **Fiscal Year:** 4 digits
  Include the fiscal year of the voucher.

**Screen Information**
- **Vendor:** 11 digits/30 characters
  Displays the number and name identifying the vendor to be paid.
- **Alt Vendor:** 11 digits/30 characters
  Shows if an alternate vendor is receiving payment.
- **Account:** 15 digits
  Indicates the number of the account to be debited.
- **Line Item Amount:** 12 digits
  Enter the dollar amount to be paid by account number for a specified line item.

Enter new Line Item Amount ONLY if adjusting invoice amount.

- **P/F/N Liq Indic:** 1 character
  Include the encumbrance liquidation indicator:
  P = Partial Liquidation
  F = Full Liquidation
  N = No OC Liquidation
  BLANK = " "

- **P.O. Number:** 7 digits
  Displays the purchase order number. Also Reference #1.

**Vendor Discount Terms**
- **Discount Type:** 1 character
  Identify the discount type: Examples are:
  D = Dollar value
  P = Percentage value
  V = Code taken from Vendor record
  T = Code based on Discount code
Screen 119 – Prepaid Voucher Amount Modify (cont’d)

**Disc. Amt:**
- 12 digits
- Indicate the amount of applicable discount. This will be deducted from the gross amount and result in a net amount paid the vendor.

Enter Discount Information ONLY if discount of Voucher Line Item occurred before Due Date.

**Due Date:**
- 8 digits
- Indicates the date the voucher is due.

**Current Batch Information**

**Transactions:**
- 6 digits
- Displays the number of transactions processed.

**Amount:**
- 18 digits
- Indicates the total amount of the transactions processed.

**Batch:**
- 6 characters/digits
- Shows the current batch reference number.

**Date:**
- 8 digits
- Displays the session date entered on the batch header.

**Additional Functions**

**PF KEYS**
- See Appendix for explanation of standard PF Keys.

**PF12**
- **Warnings**
  - Displays nonfatal warning messages.
Prepaid Credit Memo

Prepaid credit memos are created to record a credit to a prepaid voucher, which is a voucher created to represent a manually produced check that was either handwritten or prepared by a PC system. Entering a prepaid credit memo is the same as entering a regular credit memo where the check date and check number are to be included.

Regular Credit Memos are created on Screen 108.

If you enter a 6 in the Type: field, the system will not update the check reconciliation file with this voucher.

**Prepaid Credit Memo**

Prepaid credit memos are created to record a credit to a prepaid voucher, which is a voucher created to represent a manually produced check that was either handwritten or prepared by a PC system. Entering a prepaid credit memo is the same as entering a regular credit memo where the check date and check number are to be included.

Regular Credit Memos are created on Screen 108.

If you enter a 6 in the Type: field, the system will not update the check reconciliation file with this voucher.
Screen 116 – Prepaid Credit Memo (cont’d)

After pressing <ENTER> for data acceptance, a pop-up window will appear asking for additional transactions from different accounts paying the same vendor. This process enables FAMIS to record the credit memo.

**A maximum of ten lines/accounts can be processed on a single prepaid credit memo.**

To cancel or bring to $0.00, use Screen 109 and put in the prepaid voucher number. Then put in the corresponding prepaid voucher information.

**Transaction Codes**

TC = 170-174  
Prepaid vouchers

TC = 175  
Cash Voucher transactions not currently available

TC = 176  
A transaction code of 176 is a prepaid voucher that does not update the check reconciliation file.

TC = 177-179  
Prepaid vouchers

**Basic Steps**

- Open a session using Screen 130.
- Advance to Screen 116.
- Type valid data in the available fields.
- Indicate if the voucher or line items should be ‘confidential’ by entering the appropriate value in the Confidential or CF field.
- The pop-up screen will appear allowing the user to enter additional accounts paying for items from the same vendor; maximum number of accounts is 10. If this information is not necessary, simply press the <ENTER> key and the information will pass back to Screen 116. Press <ENTER> to process the data and close the session on Screen 130.
- Press <ENTER> to record the information.
- Advance to Screen 130 and close the session.

**Field Descriptions**

(◆ = Required / Help = PF2, ? or * Field Help Available)

**Action Line**

◆ Vendor: 11 digits  
Enter the number identifying the vendor to be paid.

◆ Voucher: 7 digits  
Type the voucher number to be created.
Screen 116 – Prepaid Credit Memo (cont’d)

**Default Cost Ref:** 1 character
Enter ‘Y’ to display the cost reference fields.

**Screen Information**

**Type:** 1 digit
Enter the third digit of the transaction code, which indicates the type of voucher.

If you enter a 6 in the Type: field, the system will not update the check reconciliation file with this voucher.

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

**Enclosure Code:** 1 character
Type the appropriate 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 Date:** 8 digits
Identify the date the invoice was issued. If you want 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 Date:** 8 digits
Designate the date the order was placed. (Required for state vouchers.)

**State Req Nbr:** 11 digits
Indicate the State Requisition Number.

**GSC Ord:** 7 characters
Include the TBPC (General Services Commission) defined code for purchase orders requiring their approval.

**Description:** 35 characters
Enter a description of the voucher to be created.

**Check Nbr:** 6 digits
Type the check number printed on check.

**Check Dt:** 8 digits
Enter the date the check was printed.
Screen 116 – Prepaid Credit Memo (cont’d)

- **Cust AR NBR:** 25 digits
  Designate the customer Accounts Receivable number assigned to purchaser by vendor.

- **Discount Type:** Help 1 character
  Identify the type of discount: Examples are:
  - D = Dollar value
  - P = Percentage value
  - V = Code taken from Vendor record
  - T = Code based on Discount code

- **Disc. Amt:** 11 digits
  When used with discount type ‘D’, enter the dollar amount of the discount to be applied. When used with discount type ‘P’, include the percent discount to be applied.

- **Alt. Vendor:** 11 digits
  Enter the alternate vendor’s identification number if receiving payment.

- **W2/SSN:** 9 digits
  Indicate the identification number (Social Security number on W2 form) for employee if the voucher is for services (i.e., moving).

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

- **USAS Doc Type:** 1 character
  Enter the USAS defined document type code that determines processing at the state.

- **PCC Code:** Help 1 character
  Indicate a General Services Commission (GSC) defined Purchase Category Code that identifies purchase types and associated payments.

- **PDT Code:** Help 1 character
  Enter a USAS defined Payment Distribution Type code that identifies how transactions will be combined for warrants and direct deposits.

- **LDT Codes:** Help 2 characters each
  Include the USAS Descriptive/Legal Text that identifies up to 5 stamps to be put on a voucher.

- **IC:** Help 1 character
  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
Reason: 2 characters
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

Cont Wk Force: 1 character
Identify if this payment is to be flagged as a Contract Work Force Payment.

Confidential: 1 character
Identify if the voucher is to be 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

Wire Transfer: 1 character
Enter ‘Y’ if payment is made or to be made by use of a wire transfer.

**Line Item Information**
Ln: 2 digits
Shows the line number of an item currently being entered on a voucher.

Account: 15 digits
Indicate the number of the account to be debited.

P.O. Number: 7 digits
Enter the purchase order number. Also Reference #1.

Encumb Obj: 4 digits
Designate the object code used when the encumbrance was created.

P/F/N Liq Ind: 1 character
Include the encumbrance liquidation indicator:
P = Partial liquidation
F = Full liquidation
N = No liquidation

Bank: 5 digits
Type the number of the bank used for the voucher transaction. If blank, it will be the default bank assigned to GL or SL or SA account.
Screen 116 – Prepaid Credit Memo (cont’d)

**CF:**
1 character
Identify if the line items are to be 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

**Comp. Code:**
4 digits
Enter the State Comptroller Object Code (required for state vouchers).

**Item Amount:**
12 digits
Include the dollar amount for an item on a voucher.

**1099:**
1 character/digit
Identify 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

**Dup Inv Ovrd:**
1 character
Enter ‘Y’ to allow creation of voucher for previously entered invoice. (Duplicate Invoice Override)

**Inv:**
14 digits
Provide the number of the invoice to be paid.

**PCA:**
5 digits
Enter the Program Cost Account code, a USAS required field used as a coding reduction field. **Used to override the calculated PCA code.** To be used primarily on vouchers against GL accounts.

**Cost Ref 1, 2, 3:**
7 characters
Include cost reference accounting entries.

**Dates:**

**Inv Rec:**
6 digits
Enter the date the invoice was received. This must be (1) after or equal to the invoice date and (2) before or equal to the date the voucher is being entered.

**Delv:**
8 digits
Indicate the date items/services were received (delivered).
Screen 116 – Prepaid Credit Memo (cont’d)

**Req Pay:** 8 digits
Include the date payment is required.

**IC:** 1 character
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
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

**Current Batch Information**

**Transactions:** 6 digits
Indicates the number of transactions processed.

**Amount:** 18 digits
Shows total amount of transactions processed.

**Batch:** 6 characters/digits
Displays the current batch reference number.

**Date:** 8 digits
Shows session date entered on batch header.

**Additional Functions**

**PF KEYS**
See Appendix for explanation of standard PF Keys.

**PF9**
**Multi-account**
Allows additional line items to be entered for multi-account vouchering, if necessary.

**PF10**
**Desc**
Provides space for a longer description to be entered.

**PF12**
**Warns**
Displays nonfatal warning messages.
Create Revolving Voucher

Screen 134 is used to enter a revolving voucher. Both a check and a state voucher will be created. The revolving voucher is used to pay a vendor with local funds and request reimbursement from state funds. Typically, this has been used to get a check in the mail to a vendor very quickly.

But since the intent is to pay from state funds the request for payment (state voucher) is sent to the state. The warrant, when returned to the issuing agency, is deposited in a ‘Due From State’ account.

Revolving vouchers are included in HUB reporting.

**Screen 134 - Revolving Voucher Create**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen: 134</td>
<td>MICRO PC SUPPLY</td>
</tr>
<tr>
<td>Vendor: 1vvvvvvvvv1</td>
<td>07/22/08 09:23</td>
</tr>
<tr>
<td>Voucher: 0</td>
<td>FY 2008 CC AM</td>
</tr>
<tr>
<td>Default Cost Ref: N</td>
<td></td>
</tr>
<tr>
<td>Budget Balance Override: Actuals: N</td>
<td></td>
</tr>
<tr>
<td>Type: 7</td>
<td>Dept. Ref. #: 24F2C__</td>
</tr>
<tr>
<td>Invoice Date: 06/04/2008</td>
<td>Enclosure Code: _</td>
</tr>
<tr>
<td>Order Date: ______</td>
<td>Due Date: ______</td>
</tr>
<tr>
<td>State Req Nbr: _______</td>
<td>GSC Ord: _______</td>
</tr>
<tr>
<td>Description:</td>
<td></td>
</tr>
<tr>
<td>Cust AR NBR: ______</td>
<td>ACH Ovrd: _</td>
</tr>
<tr>
<td>Discount Type: _</td>
<td>Hold Flag: _</td>
</tr>
<tr>
<td>W2/SSN: _______</td>
<td>Disc. Amt: ______</td>
</tr>
<tr>
<td>Travel Hotel Zip: ______</td>
<td></td>
</tr>
<tr>
<td>USAS Doc Type: _</td>
<td>PCC Code: _</td>
</tr>
<tr>
<td>PDT Code: __</td>
<td>IC: _ Reason: __</td>
</tr>
<tr>
<td>LDT Codes: __ __ __ __</td>
<td>Confidential: _</td>
</tr>
<tr>
<td>Cont Wk Force: _</td>
<td>P.O. Encumb P/F/N</td>
</tr>
<tr>
<td>P.O. Encumb P/F/N</td>
<td>C Comp. Item Inv</td>
</tr>
<tr>
<td>Inv: ___________</td>
<td>Code Amount 1099 Ovrd</td>
</tr>
<tr>
<td>Ln Account Number</td>
<td>127030 00000 4010</td>
</tr>
<tr>
<td>Obj. Liq Ind Bank #</td>
<td>15001 7300 55.00</td>
</tr>
<tr>
<td>Inv: ___________</td>
<td>Cost Ref 1: __ __ __ __</td>
</tr>
<tr>
<td>Dates: Inv Rec: ______</td>
<td>Delv: ___________</td>
</tr>
<tr>
<td>Req Pay: ___________</td>
<td></td>
</tr>
<tr>
<td>Transactions: 0 Amount:0.00 Batch: JAC001 Date: 07/22/2008</td>
<td></td>
</tr>
<tr>
<td>Enter-PF1--PF2--PF3--PF4--PF5--PF6--PF7--PF8--PF9--PF10--PF11--PF12--</td>
<td></td>
</tr>
<tr>
<td>Hmenu Help EHelp ACH</td>
<td>Multi Desc Warns</td>
</tr>
</tbody>
</table>

The “Type” field will always display,”7”, which cannot be changed.

**Basic Steps**

- Open a session on Screen 130.
- Advance to Screen 134.
- Type valid data in the fields available and press <ENTER> to record the information.
- Indicate if the voucher or line items should be ‘confidential’ by entering the appropriate value in the Confidential and CF fields.
- Return to Screen 130 and close the session.
Revolving Voucher Process

A regular purchase voucher can be printed if options are set in the state voucher cycle. Contact the FAMIS Services Team to set these options.

- Revolving vouchers set up a ‘Due From the State’ accounting entry. The Due From the State account is defined on Screen 823 and always uses the account control of 1150.
- When the reimbursement warrant is returned from the state, it must be deposited in this ‘Due From the State’ account in order to clear the account.
- Separate checks will always be produced.
- Can’t do credit memos on revolving vouchers.
- The revolving voucher transaction code has a ‘7’ in the Type: field.
- The remaining fields are identical to Screen 104.

Automatic Voucher Numbering

- FAMIS will automatically assign a voucher number if a valid prefix is typed in the voucher field. The user can set up valid prefixes on Screen 834 - Voucher Type Create. These prefixes can be viewed on Screen 835 - Last Voucher Number Used Table.
- Type a valid prefix value in the Voucher: field and press <ENTER>.
- Begin entering voucher information. After final data acceptance, the assigned voucher number will be given in the message above the Screen: field.

Create a Single Voucher for Multi-Accounts

Before a voucher is accepted, a pop-up screen asking for Multi-Account Vouchering information appears. Accounts paying the same vendor can be paid with a single voucher. Four accounts can be entered at a time. To enter additional accounts, press PF8 to enter up to twenty lines of information. If no additions are necessary, simply press <ENTER> to return to Screen 111.

Screen 134 - Pop-up Window for Entering Multi-Accounts

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>127030</td>
<td>00000</td>
<td>4010</td>
<td></td>
<td>7300</td>
<td>55.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Inv:</td>
<td>PCA:</td>
<td>Cost Ref 1:</td>
<td>2:</td>
<td>3:</td>
<td></td>
<td></td>
<td></td>
<td>IC:</td>
<td>Ran:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dates: Inv Rec:</td>
<td>Delv:</td>
<td>Req Pay:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Inv:</td>
<td>PCA:</td>
<td>Cost Ref 1:</td>
<td>2:</td>
<td>3:</td>
<td></td>
<td></td>
<td></td>
<td>IC:</td>
<td>Ran:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dates: Inv Rec:</td>
<td>Delv:</td>
<td>Req Pay:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Inv:</td>
<td>PCA:</td>
<td>Cost Ref 1:</td>
<td>2:</td>
<td>3:</td>
<td></td>
<td></td>
<td></td>
<td>IC:</td>
<td>Ran:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dates: Inv Rec:</td>
<td>Delv:</td>
<td>Req Pay:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Inv:</td>
<td>PCA:</td>
<td>Cost Ref 1:</td>
<td>2:</td>
<td>3:</td>
<td></td>
<td></td>
<td></td>
<td>IC:</td>
<td>Ran:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dates: Inv Rec:</td>
<td>Delv:</td>
<td>Req Pay:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total Posted Items: 0</td>
<td>Total Working Items: 1</td>
<td>55.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Screen 134 – Revolving Voucher Create (cont’d)

Field Descriptions (◆ = Required / Help = PF2, ?, * Field Help Available)

**Action Line**

◆ Vendor: 11 digits
Enter the number identifying the vendor to be paid.

◆ Voucher: 7 digits
Type the voucher number to be processed or valid prefix to get a number assigned.

**Default Cost Ref:** 1 character
Enter ‘Y’ to display the cost reference fields for entry.

**Budget Balance Override: Actuals:** 1 character
Type ‘Y’ to override budget actuals.
Must have appropriate security to access this field.

**Screen Information**

**Type:** 1 digit
This field will always display 7, which cannot be changed.

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

**Enclosure Code:** Help 1 character
Type a 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 Date:** 8 digits
Identify the date the invoice was issued. This date must be before or equal to the date the voucher is entered.
The invoice date must be entered if the system is to calculate the discount.

**Order Date:** 8 digits
Enter the date the order was placed. (Required for state vouchers.)

**Due Date:** 8 digits
Provide the due date for the payment. This field determines when the voucher is pulled to cycle for payment.
State Req Nbr:  11 digits
Indicate the State Requisition Number.

GSC Ord:  7 characters
Include the TBPC (General Services Commission) defined code for purchase orders requiring their approval.

Description:  35 characters
Enter a description of the voucher to be created.

Cust AR NBR:  25 digits
Include the customer Accounts Receivable number assigned to purchaser by vendor.

ACH Ovrd:  1 character
Enter ‘Y’ to override the sending of ACH (Automated Clearinghouse) for a vendor. This keeps the routing information available.
Checks will be created for the vendor until reset.

Hold Flag:  Help 1 character
Indicate if hold is to be placed on voucher:
N or Blank = No hold on voucher print.
Y = Do not print check/voucher.

Discount Type:  Help 1 character
Identify the discount type: Examples are:
D = Dollar value
P = Percentage value
V = Code taken from Vendor record
T = Code based on Discount code table

Disc. Code:  2 characters
Signify the pre-defined discount codes. Values can be viewed on Screen 808.

Disc. Amt:  11 digits
When used with discount type ‘D’, enter the dollar amount of the discount to be applied. When used with discount type ‘P’, enter the percent discount to be applied.

Alt. Vendor:  11 digits
Enter the alternate vendor’s identification number receiving payment. Check will be made to the alternate vendor.

W2/SSN:  9 digits
Include the identification number (Social Security number on W2 form) for employee if the voucher is for services (i.e., moving).

Travel Hotel Zip:  9 digits
Enter the ZIP code of the hotel used for travel to determine percentage usage, and if the state discount rate is being utilized.
Screen 134 – Revolving Voucher Create (cont’d)

**USAS Doc Type:**
1 character
Include the USAS defined document type code that determines processing at the state.

**PCC Code:**
Help 1 character
Provide the General Services Commission (GSC) defined Purchase Category Code that identifies various purchase types and associated payments.

**PDT Code:**
Help 1 character
Signify the USAS defined Payment Distribution Type code identifies how transactions will be combined for warrants and direct deposits.

**LDT Codes:**
Help 2 characters each
Indicate the USAS Descriptive/Legal Text that identifies up to 5 stamps or sets of verbiage to be put on a voucher.

**IC:**
Help 1 character
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

**Reason:**
Help 2 characters
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

**Cont Work Force:**
1 character
Indicate if this payment is to be flagged as a Contract Work Force Payment.

**Confidential:**
1 character
Identify if the voucher is to be 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

**Line Item Information**

**Ln:**
2 digits
Displays the line number of an item currently being entered on a voucher.
**Screen 134 – Revolving Voucher Create (cont’d)**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account:</td>
<td>15 digits</td>
</tr>
<tr>
<td></td>
<td>Indicate the <strong>number of the account</strong> to be debited.</td>
</tr>
<tr>
<td>P.O. Number:</td>
<td>7 digits</td>
</tr>
<tr>
<td></td>
<td>Designate the <strong>purchase order number</strong>. Also Reference #1.</td>
</tr>
<tr>
<td>Encumb Obj:</td>
<td>4 digits</td>
</tr>
<tr>
<td></td>
<td>Enter the <strong>object code</strong> used when the <strong>encumbrance</strong> was created.</td>
</tr>
<tr>
<td>P/F/N Liq Ind:</td>
<td>1 character</td>
</tr>
<tr>
<td></td>
<td>Include the encumbrance <strong>liquidation indicator</strong>:</td>
</tr>
<tr>
<td></td>
<td>P = Partial liquidation</td>
</tr>
<tr>
<td></td>
<td>F = Full liquidation</td>
</tr>
<tr>
<td></td>
<td>N = No liquidation</td>
</tr>
<tr>
<td>Bank:</td>
<td>5 digits</td>
</tr>
<tr>
<td></td>
<td>Enter the <strong>number of the bank</strong> used for the voucher transaction.</td>
</tr>
<tr>
<td></td>
<td>If blank, it will be the default bank assigned to GL or SL or SA account.</td>
</tr>
<tr>
<td>CF:</td>
<td>1 character</td>
</tr>
<tr>
<td></td>
<td>Identify if the <strong>line items</strong> are to be marked as ‘confidential’.</td>
</tr>
<tr>
<td></td>
<td>Blank = Can be left blank on both header and line items</td>
</tr>
<tr>
<td></td>
<td>N = Not confidential</td>
</tr>
<tr>
<td></td>
<td>S = Some information is confidential such as description</td>
</tr>
<tr>
<td></td>
<td>Y = Confidential</td>
</tr>
<tr>
<td>Comp. Code:</td>
<td>4 digits</td>
</tr>
<tr>
<td></td>
<td>Provide the <strong>State Comptroller Object Code</strong> (required for state vouchers)</td>
</tr>
<tr>
<td></td>
<td>will default, but can be changed.</td>
</tr>
<tr>
<td>Item Amount:</td>
<td>12 digits</td>
</tr>
<tr>
<td></td>
<td>Enter the <strong>dollar amount for a specific item</strong> on a voucher.</td>
</tr>
<tr>
<td>1099:</td>
<td>1 character/digit</td>
</tr>
<tr>
<td></td>
<td>Indicate the <strong>1099 Code</strong>: Examples are:</td>
</tr>
<tr>
<td></td>
<td>Blank = Not Required</td>
</tr>
<tr>
<td></td>
<td>N = Not 1099 Reportable</td>
</tr>
<tr>
<td></td>
<td>0 = Crop Insurance</td>
</tr>
<tr>
<td></td>
<td>1 = Rents</td>
</tr>
<tr>
<td></td>
<td>2 = Royalties</td>
</tr>
<tr>
<td></td>
<td>3 = Prizes and Awards</td>
</tr>
<tr>
<td></td>
<td>4 = Federal Income Tax Withheld</td>
</tr>
<tr>
<td></td>
<td>5 = Fishing Boat Proceeds</td>
</tr>
<tr>
<td></td>
<td>6 = Medical and Health Care</td>
</tr>
<tr>
<td></td>
<td>7 = Non-employee Compensation</td>
</tr>
<tr>
<td></td>
<td>8 = Substitute Paymt for Interest</td>
</tr>
<tr>
<td></td>
<td>9 = Direct Sales &gt; $5000 for Resale</td>
</tr>
</tbody>
</table>
Screen 134 – Revolving Voucher Create (cont’d)

**Dup Inv Ovrd:**
1 character
Enter ‘Y’ to allow creation of voucher for previously entered invoice. (Duplicate Invoice Override)

**Inv:**
14 digits
Enter the number of the invoice to be paid.

**PCA:**
5 digits
Include the Program Cost Account code, a USAS required field used as a coding reduction field. **Used to override the calculated PCA code.** Should be used primarily on vouchers against GL accounts.

**Cost Ref 1, 2, 3:**
7 characters
Use these three fields for entering cost reference accounting entries.

**Dates**

**Inv Rec:**
6 digits
Enter the date the invoice was received. This must be (1) after or equal to the invoice date and (2) before or equal to the date the voucher is being entered.

**Delv:**
8 digits
Indicates the receiving (delivery) date 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.**

**Req Pay:**
8 digits
Include the date payment is required.

**IC:**
Help 1 character
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:**
Help 2 characters
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
Screen 134 – Revolving Voucher Create (cont’d)

**Current Batch Information**

Transactions: 6 digits
Indicates the number of transactions processed.

Amount: 18 digits
Shows the total amount of the transactions processed.

Batch: 6 characters/digits
Displays the current batch reference number.

Date: 8 digits
Shows the session date entered on the batch header.

**Additional Functions**

**PF KEYS**
See Appendix for standard PF Keys.

**PF4**
**ACH**
Displays the Automated Clearing House bank information if this is an ACH vendor.

**PF9**
**Multi-account**
Allows additional line items to be entered for multi-account vouchering, if necessary.

**PF10**
**Description**
Provides space for a longer description to be entered.

**PF12**
**Warnings**
Displays nonfatal warning messages.
Revolving Voucher Amount Modify

The amount of a revolving voucher entered on Screen 134 can be modified using Screen 135. This screen is used primarily when a voucher was entered incorrectly.

Changes must be done *before the state vouchers and checks are processed.*

### Screen 135 - Revolving Voucher Amount Modify

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen:</td>
<td>135 Revolving Voucher Amount Modify</td>
</tr>
<tr>
<td>Voucher:</td>
<td>0004018</td>
</tr>
<tr>
<td>Line Item:</td>
<td>1__</td>
</tr>
<tr>
<td>Fiscal Year:</td>
<td>2008</td>
</tr>
<tr>
<td>Vendor:</td>
<td>1vvvvvvvvvvv0 EOS OFFICE SUPPLIES</td>
</tr>
<tr>
<td>Account:</td>
<td>611000 00000 4010</td>
</tr>
<tr>
<td>Line Item Amount:</td>
<td>100.00</td>
</tr>
<tr>
<td>P/F/N Liq Indic:</td>
<td>_</td>
</tr>
<tr>
<td>P.O. Number:</td>
<td>L520055</td>
</tr>
<tr>
<td>Discount Type:</td>
<td>_</td>
</tr>
<tr>
<td>Code:</td>
<td>__</td>
</tr>
<tr>
<td>Disc. Amt:</td>
<td>____________</td>
</tr>
<tr>
<td>Due Date:</td>
<td>08/15/2008</td>
</tr>
<tr>
<td>Transactions:</td>
<td>0 Amount: 0.00</td>
</tr>
<tr>
<td>Batch:</td>
<td>JAC001</td>
</tr>
<tr>
<td>Date:</td>
<td>08/07/2008</td>
</tr>
</tbody>
</table>

---

### Basic Steps

- Open a session on Screen 130.
- Advance to Screen 135.
- Enter valid data in the Action Line (voucher and line item). Press <ENTER>.
- After entering data, press <ENTER> for acceptance. If approved, message stating “Record has been successfully modified” will appear.

### Voucher Modify Process

**Do not enter the modified voucher amount in the Discount: field. This field is only for use when discounts should have been entered on Screen 134 - Revolving Voucher Create.**

When the voucher information is entered on the Action Line and <ENTER> is pressed, the voucher amount and due date are displayed.

To modify the amount, enter the new (desired) amount in the Line Item Amount: field. The amount entered in the field should reflect the modified invoice amount before discounts. The discount amount should reflect the amount of discount given to the buyer, and should be deducted from the gross amount.

After entering these amounts, the resulting net amount (new invoice amount minus discount amount) will be shown in the Net Amount: field on Screen 169.
Screen 135 – Revolving Voucher Amount Modify (cont’d)

Field Descriptions (◆ = Required / Help = PF2, ?, or * Field Help Available)

Action Line
◆ Voucher: 7 digits
Enter the voucher number to be modified.

◆ Line Item: 3 digits
Type the line number of an item currently being entered on a voucher.

Screen Information
Vendor: 11 digits/30 characters
Displays the number and name of the vendor to be paid.

Account: 15 digits
Indicates the number of the account to be debited.

Line Item Amount: 12 digits
Enter the dollar amount to be paid by account number for a specified line item.

P/F/N Liq Indic: Help 1 character
Provide the encumbrance liquidation indicator:
P = Partial liquidation
F = Full liquidation
N = No liquidation

P.O. Number: 7 digits
Displays the purchase order number. Also Reference #1.

Vendor Discount Terms
Discount Type: Help 1 character
Identify the discount type: Examples are:
D = Dollar value
P = Percentage value
V = Code taken from Vendor record
T = Code based on Discount code

Code: 2 characters
Include any pre-defined discount codes. Values can be viewed on Screen 808.

Disc. Amt: 11 digits
Indicate the amount of applicable discount. This will be deducted from the gross amount and result in a net amount paid the vendor.

Due Date: 8 digits
Displays the due date of prepaid voucher.
Screen 135 – Revolving Voucher Amount Modify (cont’d)

**Current Batch Information**
- **Transactions:** 6 digits
  Indicates the number of transactions processed.
- **Amount:** 18 digits
  Shows the total amount of the transactions processed.
- **Batch:** 6 characters/digits
  Designates the current batch reference number.
- **Date:** 8 digits
  Shows the session date entered on the batch header.

**Additional Functions**
- **PF KEYS**
  See Appendix for explanation of standard PF Keys.
- **PF12**
  **Warnings**
  Displays nonfatal warning messages.
Drop a Revolving Voucher

To drop either a single line item from a revolving voucher or the entire voucher, use Screen 136. After entering the data on the Action Line, a pop-up window asking for confirmation of the deletion transaction will appear.

**Screen 136 - Revolving Voucher Drop**

136 Revolving Voucher Drop 08/07/08 15:02
Screen: ___ Voucher: 0001126 Fiscal Year: 2007
Vendor: 1vvvvvvvvv0        SHINE ON INDUSTRIES
Line Item Nbr: ALL

* Type in 'ALL' to drop the entire voucher.

Transactions: 0 Amount: 0.00 Batch: JAC001 Date: 05/12/2003
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---

**Screen 136 - Revolving Voucher Drop Pop-Up Window**

<table>
<thead>
<tr>
<th>Voucher Drop Confirmation</th>
</tr>
</thead>
<tbody>
<tr>
<td>P.O.  Enc.  P/Y/N  Comp</td>
</tr>
<tr>
<td>Account Number  Obj.  Ind.  Bank  Code</td>
</tr>
<tr>
<td>440091 00000 4010</td>
</tr>
<tr>
<td>Amount   Inv. Number  Ref 1  Ref 2  Ref 3</td>
</tr>
<tr>
<td>111.55</td>
</tr>
</tbody>
</table>

Enter 'Y' to Drop:

**Basic Steps**

- Open a session on Screen 130.
- Advance to Screen 136.
- Enter valid data in the Action Line: fields. Press <ENTER> to access the data pertaining to the specified voucher.
- To drop a single line item from a revolving voucher, type a line item number in the Line Item: field. Press <ENTER>.
- Type 'ALL' in the Line Item: field to drop an entire voucher, and press <ENTER>.
- Once the pop-up window appears asking for confirmation of the deletion, type 'Y' to continue the deletion process or 'N' to have the process aborted.
- Close the session using Screen 130.
Drop Revolving Voucher Process

**Drop a Single Line-Item from Multiple-Account Revolving Vouchers**
When a multiple-account revolving voucher requires modification:

- Type the line item number of the account to be dropped.

**Drop Multiple-Account Revolving Vouchers**
In some cases, multiple distributions for revolving vouchers are created because of a need to spread expenses across multiple accounts. An example would be FAMIS producing one voucher due to several departments receiving invoices from the same vendor.

In cases like these, all lines of the multi-account revolving vouchers may be dropped with a single voucher drop transaction. This is only possible, however, if the same voucher number was used to create the multiple distributions. The system creates the appropriate accounting transactions for each account distribution that is dropped.

- Type ‘ALL’ in the Line Item Number: field and press <ENTER>.

**Field Descriptions** (*◆* = Required / *Help* = PF2, ? or * Field Help Available)

**Action Line**

- Voucher: 7 digits
  Enter the voucher number to be dropped.

- Fiscal Year: 4 digits
  Type the fiscal year the voucher was posted.

**Screen Information**

- Vendor: 11 digits/30 characters
  Displays the number and name of the vendor to be paid.

- Line Item Nbr: 3 digits
  Enter a line item number to drop a specific item from a voucher. (Ex. for line item number 3, enter ’003’)
  - OR -
  Type in ‘ALL’ to drop the entire voucher.

**Current Batch Information**

- Transactions: 6 digits
  Displays the number of transactions processed.

- Amount: 18 digits
  Shows the total amount of the transactions processed.
Screen 136 – Revolving Voucher Drop (cont’d)

**Batch:**
6 characters/digits
Indicates the current batch reference number.

**Date:**
8 digits
Shows the session date entered on the batch header.

### Additional Functions

**PF KEYS**
See Appendix for explanation of standard PF Keys.

**PF12 Warnings**
Displays nonfatal warning messages.
Void a Revolving Check

To void a check created in the check cycle, as a result of a revolving voucher entered on Screen 134 or 139, use Screen 137 - Revolving Check Void.

If the check was entered on Screen 134, only the revolving check portion will be deleted.

If the check was entered as a prepaid revolving voucher on Screen 139, the program will reverse both the revolving state voucher and revolving check, *if the state voucher has not been processed.*

<table>
<thead>
<tr>
<th>Screen 137 - Void Revolving Check</th>
</tr>
</thead>
<tbody>
<tr>
<td>137 Void Revolving Check</td>
</tr>
<tr>
<td>Screen: ___</td>
</tr>
<tr>
<td>Vendor: lvvvvvvvvv0 UNFINISHED FURNITURE SUPPLY</td>
</tr>
<tr>
<td>Check Number: ___1101</td>
</tr>
<tr>
<td>Check Amount: 1211.62</td>
</tr>
<tr>
<td>Recon Bank Number: 03000</td>
</tr>
<tr>
<td>Reason Check Voided: A</td>
</tr>
<tr>
<td>Transactions: 0</td>
</tr>
<tr>
<td>Amount: 0.00</td>
</tr>
<tr>
<td>Batch: JAC003 Date: 11/25/2008</td>
</tr>
</tbody>
</table>

Basic Steps
- Open a session on Screen 130.
- Advance to Screen 137 and type valid data in the fields. Press <ENTER>.
- Type valid data in the available fields. All fields are required.
- Press <ENTER> for acceptance. If there is a problem with the check or voucher, a message will appear above the screen number. For example:

```
+B-------------------------------------------+
| BANK ENTERED DOES NOT MATCH REVOLVING BANK |
| DO YOU WANT TO CONTINUE? (Y/N) _          |
+B-------------------------------------------+
```

Otherwise, the check is considered void and a message stating “Check Voided - Use Screen 146 to void voucher” will appear.
Screen 137 – Void Revolving Check (cont’d)

Field Descriptions (◆ = Required / Help = PF2, ? or * Field Help Available)

**Screen Information**

◆ **Vendor:** 11 digits
Enter the number identifying the vendor on the revolving check.

◆ **Check Number:** 7 digits
Type the check number being deleted.

◆ **Check Amount:** 14 digits
Indicate the check amount which is used as another reference to confirm the correct check is being deleted.

◆ **Recon Bank Number:** 5 digits
Include the number of the bank used for reconciliation of the voucher transaction.

◆ **Reason Check Voided:** Help 1 character
Enter the code for the reason the check is being voided.

**Current Batch Information**

**Transactions:** 6 digits
Shows the number of transactions processed.

**Amount:** 18 digits
Indicates the total amount of the transactions processed.

**Batch:** 6 characters/digits
Displays the current batch reference number.

**Date:** 8 digits
Shows the session date entered on the batch header.

**Additional Functions**

**PF KEYS**
See Appendix for explanation of standard PF Keys.

**PF12**
**Warnings**
Displays nonfatal FAMIS warning messages.
Create a Prepaid Revolving Voucher

Screen 139 is used to record the accounting for a check created outside the FAMIS check cycle and also to create a state voucher to be sent to the state for reimbursement. These checks are disbursed for expenses that are normally paid by the state, but for other reasons (rush order, etc.) are paid by the agency's local funds.

Screen 139 - Prepaid Revolving Voucher

<table>
<thead>
<tr>
<th>139 Prepaid Revolving Voucher</th>
<th>A&amp;M TRAVEL TIME INC</th>
<th>09/24/09 11:22</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen: ___ Vendor: 1vvvvvvv2 Voucher: 1900189 Default Cost Ref: N</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Type: 6 Dept. Ref. #: 1xxxxx9 Enclosure Code: _</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Invoice Date: 09/02/2009 Order Date: 08/28/2009</td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Req Nbr: 3456768978</td>
<td>GSC Ord: _______</td>
<td></td>
</tr>
<tr>
<td>Description: TRAVEL</td>
<td>Check Nbr: 1234567</td>
<td></td>
</tr>
<tr>
<td>Cost AR NBR: ___________</td>
<td>Check Dt: 08/30/2009</td>
<td></td>
</tr>
</tbody>
</table>
| Discount Type: ___________ | Disc. Amt: ___________
| Alt.Vendor: ___________ | W2/SSN: _______
| USAS Doc Type: 2 PCC Code: A PDT Code: _ |
| LDT Codes: ___ ___ ___ ___ ___ | IC: _ Reason: _ |
| Cont Wk Force: N Confidential: Wire Transfer: Y Dup |
| Inv: ___________ PCA: ___________ Cost Ref 1: ___________ 2: ___________ 3: ___________ |
| Dates: Inv Rec: ___________ Delv: ___________ Req Pay: ___________ IC: _ Ran: _ |
| Transactions: 1 Amount: 30.00 Batch: DLW001 Date: 08/31/2009 |

This process will set up a ‘Due From the State’ accounting entry. The warrant, when returned to the issuing agency, must be deposited in the ‘Due From the State’ account defined on Screen 823 in order to clear the account.

Revolving Prepaid Voucher Create

The two disbursement entries created are:

1) Debit - Subsidiary Ledger account
2) Debit - State Paid Revolving Clearing Account

Wire Transfer Feature

When you put a 'Y' in the Wire Transfer field, you can then change the TC to '6' (you will get an error that it has to be a '6'). You can now put in a bank trace number in the check number field and date to track the wire transfer. The voucher display on Screen 168 shows the values in the appropriate fields.

Create a Single Voucher for Multi-Accounts

Before a voucher is accepted, a pop-up screen asking for Multi-Account Vouchering information appears. Accounts paying the same vendor can be paid with a single voucher. To enter additional accounts, press PF9. The maximum number allowed is ten lines/accounts. If no additions are necessary, simply press <ENTER> to return to Screen 139.
Screen 139 – Prepaid Revolving Voucher (cont’d)

Screen 139 - Pop-up window for a Revolving Prepaid

<table>
<thead>
<tr>
<th>Ln</th>
<th>Account</th>
<th>P.O.Num</th>
<th>Obj</th>
<th>P/F Bank</th>
<th>Enc</th>
<th>Comp.</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>440001</td>
<td>00000</td>
<td>4010</td>
<td></td>
<td>_____</td>
<td>_____</td>
<td>12030</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>7300</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>133.50</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dates: Inv Rec:</th>
<th>Delv:</th>
<th>Req Pay:</th>
<th>PCA:</th>
<th>Cost Ref 1:</th>
<th>2:</th>
<th>3:</th>
<th>IC:</th>
<th>Ran:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inv: _</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PCA: _____</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cost Ref 1: ___</td>
<td>2:</td>
<td>3:</td>
<td>IC:</td>
<td>Ran: ___</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dates: Inv Rec:</td>
<td>Delv:</td>
<td>Req Pay:</td>
<td>PCA:</td>
<td>Cost Ref 1:</td>
<td>2:</td>
<td>3:</td>
<td>IC:</td>
<td>Ran:</td>
</tr>
<tr>
<td>-----------------</td>
<td>-------</td>
<td>----------</td>
<td>------</td>
<td>-------------</td>
<td>----</td>
<td>----</td>
<td>----</td>
<td>------</td>
</tr>
<tr>
<td>Inv: _</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PCA: _____</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cost Ref 1: ___</td>
<td>2:</td>
<td>3:</td>
<td>IC:</td>
<td>Ran: ___</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dates: Inv Rec:</td>
<td>Delv:</td>
<td>Req Pay:</td>
<td>PCA:</td>
<td>Cost Ref 1:</td>
<td>2:</td>
<td>3:</td>
<td>IC:</td>
<td>Ran:</td>
</tr>
<tr>
<td>-----------------</td>
<td>-------</td>
<td>----------</td>
<td>------</td>
<td>-------------</td>
<td>----</td>
<td>----</td>
<td>----</td>
<td>------</td>
</tr>
<tr>
<td>Inv: _</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PCA: _____</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cost Ref 1: ___</td>
<td>2:</td>
<td>3:</td>
<td>IC:</td>
<td>Ran: ___</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Posted Items: 0  Total Working Items: 1   ________133.50

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help  EHelp Exit ECopy   Bkwd  Frwd SCopy             Cancl

Basic Steps

- Open a batch session on Screen 130.
- Advance to Screen 139.
- Enter valid information in the available fields.
- Indicate if the voucher or line items should be ‘confidential’ by entering the appropriate value in the Confidential or CF fields.
- Press <ENTER> to record this information.
- A pop-up window allowing entry for multi-account vouchers will appear. Press <ENTER> after entering data to return to Screen 139.
- Press <ENTER> to record the information.
- Advance to Screen 130 to close the session.

Field Descriptions (◆ = Required / Help = PF2, ? or * Field Help Available)

**Action Line**

◆ Vendor: 11 digits
  Enter the number identifying the vendor to be paid.

◆ Voucher: 7 digits
  Type the voucher number to be processed.

Default Cost Ref: 1 character
  Enter ‘Y’ to display the cost reference fields for entry.

Budget Balance Override: Actuals: 1 character
  Type ‘Y’ to override budget actuals.
  Must have appropriate security to access this field.
Screen 139 – Prepaid Revolving Voucher (cont’d)

**Screen Information**

**Type:** 1 digit
This field will always display 7 and can be changed. The transaction code will be 147. If overridden with a ‘6’, a check will not be produced and it will not be included in the reconciliation process.

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

**Enclosure Code:** Help 1 character
Type a 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 Date:** 8 digits
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 Date:** 8 digits
Enter the date the order was placed. (Required for state vouchers.)

**State Req Nbr:** 11 digits
Indicate the State Requisition Number.

**GSC Ord:** 7 characters
Include the TBPC (General Services Commission) defined code for purchase orders requiring their approval.

**Description:** 80 characters
Enter a description of the voucher to be created.

**Check Nbr:** 6 digits
Enter the check number used to pay the voucher.

**Check Dt:** 8 digits
Indicate the date the payment was made.

**Cust AR NBR:** 25 digits
Include the customer Accounts Receivable number assigned to purchaser by vendor.
Discount Type: 1 character
   Identify the types of discount to apply:
   D = Dollar value
   P = Percentage value
   V = Code taken from Vendor record
   T = Code based on Discount code

Disc. Amt: 11 digits
   When used with discount type ‘D’, enter the dollar amount of the discount to be applied. When used with discount type ‘P’, enter the percent discount to be applied.

Alt. Vendor: 11 digits
   Include the identification number of the alternate vendor - receive the payment.

W2/SSN: 9 digits
   Include the identification number (Social Security number on W2 form) for employee if the voucher is for services (i.e., moving).

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.

USAS Doc Type: 1 character
   Provide the USAS defined document type code that determines processing at the state.

PCC Code: 1 character
   Enter the General Services Commission (GSC) defined Purchase Category Code that identifies purchase types and associated payments.

PDT Code: 1 character
   Indicate a USAS defined Payment Distribution Type code that identifies how transactions will be combined for warrants and direct deposits.

LDT Codes: 2 characters each
   Enter the USAS Descriptive/Legal Text that identifies up to 5 stamps to be put on a voucher.

IC: 1 character
   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
Screen 139 – Prepaid Revolving Voucher (cont’d)

Reason: 2 characters
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

Cont Wk Force: 1 character
Indicate if this payment is to be flagged as a Contract Work Force Payment.

Confidential: 1 character
Identify if the voucher is to be 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

Wire Transfer: 1 character
Type ‘Y’ if payment is to be made by use of a wire transfer.

Line Item Information

Ln: 2 digits
Displays the line number of an item currently being entered on a voucher.

Account: 15 digits
Type the account number to be debited.

P.O. Number: 7 digits
Designate the purchase order number. Also Reference #1.

Encumb Obj: 4 digits
Enter the object code used when the encumbrance was created.

P/F/N Liq Ind: 1 character
Provide the encumbrance liquidation indicator:
- **P** = Partial liquidation
- **F** = Full liquidation
- **N** = No liquidation

Bank: 5 digits
Enter the number of the bank used for the voucher transaction. If blank, it will be the default bank assigned to GL or SL or SA account.
Screen 139 – Prepaid Revolving Voucher (cont’d)

**CF:** 1 character
Identify if the **line items** are to be 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

**Comp. Code:** 4 digits
Type the **State Comptroller Object Code** (required for state vouchers).

**Item Amount:** 12 digits
Enter the **dollar amount** for a specific **item** on a voucher.

**1099:** 1 character/digit
Identify 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

**Dup Inv Ovrd:** 1 character
Enter ‘Y’ to allow creation of voucher for previously entered invoice. (**Duplicate Invoice Override**)

**Inv:** 14 digits
Enter the **number of the invoice** to be paid.

**PCA:** 5 digits
Include the **Program Cost Account code**, a USAS required field used as a coding reduction field. **Used to override the calculated PCA code.** Should be used primarily on vouchers against GL accounts.

**Cost Ref 1, 2, 3:** 7 characters
Enter any **cost reference** accounting entries.

**Dates**

**Inv Rec:** 6 digits
Enter the **date the invoice was received**. This must be (1) after or equal to the invoice date and (2) before or equal to the date the voucher is being entered.
Screen 139 – Prepaid Revolving Voucher (cont’d)

**Delv:** 8 digits
Indicate the date the items/services were received (delivered).

**Req Pay:** 8 digits
Include the date payment is required.

**IC:** 1 character
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
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

**Current Batch Information**
- **Transactions:** 6 digits
  Indicates the number of transactions processed.
- **Amount:** 18 digits
  Shows total amount of transactions processed.
- **Batch:** 6 characters/digits
  Displays the current batch reference number.
- **Date:** 8 digits
  Shows session date entered on batch header.

**Additional Functions**
- **PF KEYS** See Appendix for explanation of standard PF Keys.
- **PF9 Multi**
  Multi-account
  Allows additional line items to be entered for multi-account vouchering, if necessary.
- **PF10 Desc**
  Description
  Provides space for a longer description to be entered.
- **PF12 Warns**
  Warnings
  Displays nonfatal FAMIS warning messages.
Revolving Check Receipt

Warrants and checks from all revolving vouchers should be entered on Screen 126; recording this information makes the state reconciliation process for revolving vouchers much easier.

The state voucher file is updated by recording the receipt of the check from the state on Screen 126. The check amount is recorded in the Revolving Check Amt: field.

This process is done for multi-vendor vouchers only. While a batch must be opened to maintain the totals, no transactions are generated.

In addition, there may be a situation that requires the employee to submit a personal check to the agency. For example, an employee receives a travel advance. After submitting a voucher for reimbursement from the state, the agency discovers that the state will not cover certain expenses (i.e., rental auto insurance). To completely reconcile the voucher, the employee will have to submit a personal check to cover the additional expenses not covered by the state.

Screen 126 - Revolving Check Receipt

<table>
<thead>
<tr>
<th>Revolving Check Receipt</th>
<th>08/07/08 15:07</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen: ___ Voucher: 3700001</td>
<td></td>
</tr>
<tr>
<td>Revolving Check Amt: 200.00</td>
<td>Personal Check Amt: 10.00</td>
</tr>
<tr>
<td>Enter ‘Y’ if all checks received: Y</td>
<td></td>
</tr>
</tbody>
</table>

Transactions: Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---

Basic Steps

- Open a session on Screen 130. This is required because the check totals will be maintained, but no transactions will be generated.
- Advance to Screen 126.
- Enter data on the Action Line (voucher number) and press <ENTER>.
- Type valid data in the fields available and press <ENTER> to record data.
- Close session on Screen 130.

Field Descriptions (◆ = Required / Help = PF2, ? or * Field Help Available)

Action Line

◆ Voucher: 7 digits
Enter a valid voucher number.
Screen 126 – Revolving Check Receipt (cont’d)

**Screen Information**

- **Revolving Check**
  - Amt: 13 digits
  - Indicate the amount received from the state for the revolving voucher.

- **Personal Check**
  - Amount: 13 digits
  - Type the total dollar amount of personal check received by the agency to cover any unreimbursed expenses on the revolving voucher.

- **Enter ‘Y’ if all checks received:**
  - 1 character
  - Enter ‘Y’ to indicate that all checks have been received for the total amount of the voucher. This includes the state check and a personal check for any unreimbursed expenses.

**Current Batch Information**

- **Transactions:** 5 digits
  - Displays the number of transactions in the current batch.

- **Amount:** 12 digits
  - Shows the dollar amount associated with the batch session.

- **Batch:** 6 characters/digits
  - Indicates the batch number.

- **Date:** 8 digits
  - Displays the date the transaction batch was created.

**Additional Functions**

- **PF KEYS**
  - See the Appendix for explanation of the standard PF Keys.
Revolving Prepaid Amount Modify

If an incorrect amount for a revolving prepaid voucher is entered when creating the voucher on Screen 139 - Revolving Prepaid Voucher, modifications can be made using Screen 149.

Screen 149 - Revolving Prepaid Amount Modify

<table>
<thead>
<tr>
<th>149 Revolving Prepaid Amount Modify</th>
<th>08/07/08 15:21</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen: ___ Voucher: 5800009 Line Item: 1__ Fiscal Year: 2008</td>
<td></td>
</tr>
<tr>
<td>Vendor: 2vvvvvvvvv2 TERA TECHNOLOGIES INC</td>
<td></td>
</tr>
<tr>
<td>Alt Vendor:</td>
<td></td>
</tr>
<tr>
<td>Account: 120007 00000 5781</td>
<td></td>
</tr>
<tr>
<td>Line Item Amount: 955.25 Change the line item amount to</td>
<td></td>
</tr>
<tr>
<td>P/F/N Liq Indic: _ P.O. Number: L800138 the new line item amount.</td>
<td></td>
</tr>
<tr>
<td><em>-------------- Vendor Discount Terms --------------</em></td>
<td></td>
</tr>
<tr>
<td>Disc. Amt: ____________ If applicable, change</td>
<td></td>
</tr>
<tr>
<td>the Vendor discount terms</td>
<td></td>
</tr>
<tr>
<td>Due Date: 07/07/2008 to the new discount terms</td>
<td></td>
</tr>
<tr>
<td>Transactions: 0 Amount: 0.00 Batch: JAC004 Date: 08/07/2008</td>
<td></td>
</tr>
<tr>
<td>Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---</td>
<td></td>
</tr>
<tr>
<td>Hmenu Help EHelp</td>
<td></td>
</tr>
<tr>
<td>Warns</td>
<td></td>
</tr>
</tbody>
</table>

Basic Steps

- Open a session on Screen 130.
- Advance to Screen 149 and enter Action Line information. Press <ENTER>.
- Enter the new line item dollar amount and press <ENTER> for data acceptance. If approved, will see: “Record has been successfully modified”.
- Screen 169 can be accessed to view the prepaid voucher modifications.
- Screen 127 can be accessed to view the accounting.
- Close the session on Screen 130.

When the voucher information is entered on the Action Line and <ENTER> is pressed, the voucher amount and due date are displayed.

To modify the amount, enter the new (desired) amount in the Line Item Amount: field. The amount entered in this field should reflect the modified invoice amount before discounts. The Discount Amount should reflect the amount of discount given to the buyer, and should be deducted from the gross amount.

Do not enter the modified voucher amount in the Discount: field.

After entering these amounts, the resulting net amount (new invoice amount minus discount amount) will be shown in the Net Amount: field on Screen 169. Background accounting detail may be viewed on Screen 127.
Screen 149 – Revolving Prepaid Amount Modify (cont’d)

Field Descriptions (◆ = Required / Help = PF2, ? or * Field Help Available)

**Action Line**

◆ Voucher: 7 digits
Enter the voucher number to be modified.

◆ Line Item: 3 digits
Type the line number of an item currently being entered on a voucher.

Fiscal Year: 4 digits
Displays the fiscal year of the voucher, but may be modified.

**Screen Information**

Vendor: 11 digits/30 characters
Displays the number and name of the vendor to be paid.

Alt Vendor: 11 digits/30 characters
Shows the alternate vendor receiving payment.

Account: 15 digits
Indicates the number of the account to be debited.

Line Item Amount: 12 digits
Enter the line item amount to the new line item amount.
Enter new Line Item Amount ONLY if adjusting invoice amount.

P/F/N Liq Indic: Help 1 character
Identify the encumbrance liquidation indicator:
P = Partial liquidation
F = Full liquidation
N = No liquidation

P.O. Number: 7 character/digits
Displays the purchase order number. Also Reference #1.

**Vendor Discount Terms**

Disc. Amt: 12 digits
If applicable, change the vendor discount terms to the new discount amount terms. This will be deducted from the gross amount and result in a net amount paid the vendor.
Enter Discount Information ONLY if discount of Voucher Line Item occurred before Due Date. Do not enter the modified voucher amount in the Discount: field.

Due Date: 8 digits
Displays the due date of prepaid voucher.
Screen 149 – Revolving Prepaid Amount Modify (cont’d)

Current Batch Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
</table>
| Transactions: | 6 digits  
               Shows the number of transactions processed. |
| Amount: | 18 digits  
               Displays the total amount of the transactions processed. |
| Batch: | 6 characters/digits  
               Indicates the current batch reference number. |
| Date: | 8 digits  
               Shows the session date entered on the batch header. |

Additional Functions

<table>
<thead>
<tr>
<th>Function</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PF KEYS</td>
<td>See Appendix for explanation of standard PF Keys</td>
</tr>
<tr>
<td>PF12 Warnings</td>
<td>Displays nonfatal FAMIS warning messages.</td>
</tr>
</tbody>
</table>
Section VII
Change Source of Funds
Change Source of Funds Basic Concepts

There are three “Change Source of Funds” screens. Change source of funds is the ability to change an existing voucher so that payment is from a different account or bank than the original transaction. All three screens have a multi-line screen similar to Screen 104 that allows multiple voucher lines to be changed. These screens are transaction-type screens and have many of the same fields as Screen 104.

Your choice of screen depends on the type of bank on the original voucher and the type of bank on the new transaction – as seen in the titles on the screens. The accounting transactions for each function can be found on the pages for each individual screen.

These screens are:

141  Change Source of Funds from State to State
142  Change Source of Funds from Local to Local
148  Change Source of Funds from Local to State or State to Local

Note that this functionality is not meant to be used for data entry error correction. In that case the voucher should be voided and re-issued. This function is a managerial tool for managing money.

Identification of the ‘Change Source’ Voucher

When a voucher is created from a Change Source of Funds transaction, a flag is set on that voucher. On Screens 168 and 169, the field ‘chg src’ will display a “Y” when the voucher has been created from the Change Source of Funds screens.

Void a ‘Change Source’ Voucher

When voiding a local revolving check/state voucher resulting from a change source of funds, be aware that the change source of funds clearing account is not automatically reversed.

Examine your situation and decide what is best. Steps may include:

Screen 137  Revolving Check Void
Screen 136  State Voucher Void
Journal Entry  debit original SL acct & credit change source clearing account
Source of Funds from State to State Account

From a State Account or Bank to Another State Account or Bank

Screen 141 is used to change the source of expenditure from one state account or state bank to another state account or state bank. The change can be made at a line item level.

This screen does not post vouchers; it affects accounting only. The actual accounting entries that are done depend on whether or not the bank changes or if it stays the same.

This functionality is intended for data entry error correction. For error correction, the voucher should be voided and re-issued. This function is available as a managerial tool for managing monies.

Screen 141 - Change Source of Funds State to State

The pop-up window for multi-account vouchering allows the user to add or change more than one object code.

Screen 141 - Pop-Up Window for Entering Multi-Accounts
Basic Steps

- Open a session on Screen 130.
- Advance to Screen 141, enter the necessary Action Line information and press <ENTER>.
- Enter valid data in the fields available.
- Close session on Screen 130.

Change Source of Funds Process

If only the SL changes:

A journal entry (TC=068) is created if the bank does not change, that is, if the two accounts have the same default bank. The journal entry moves the expense from one account to the other.

Debit
New SL account and subcode

Credit
Old SL account and subcode

The bank changes:

Two disbursement (TC=046) transactions are posted. One disbursement credits the old SL and debits the old bank. The other disbursement entry debits the new SL and credits the new bank.

If the bank changes, the transactions will post regardless of whether the SL changes or not.

A manual entry in USAS is required.

Field Descriptions (◆ = Required / Help = PF2, ?, * Field Help Available)

**Action Line**

◆ **Vendor:**

11 digits
Enter the identification number of the vendor to be paid.

◆ **Account:**

15 digits
Indicate the number of the account to be debited.

◆ **New Account:**

15 digits
Type the number of the new account to be debited.

◆ **New Bank:**

5 digits
Enter the new bank number used for the voucher transaction. If blank, it will be the default bank assigned to GL or SL or SA account.

◆ **Default Cost Ref:**

1 character
Type ‘Y’ to display the cost reference fields for entry.
Screen 141 – Change Source of Funds State to State (cont’d)

**Screen Information**

**Orig:**

- **Voucher:** 7 digits
  Enter the number assigned to the original voucher.

- **FY:** 4 digits
  Indicate the fiscal year the voucher was posted.

- **Bank:** 5 digits
  Designate the number of the bank used for the voucher transaction. If blank, it will be the default bank assigned to GL or SL or SA account.

- **Comp. Code:** 4 digits
  Include the State Comptroller Object Code.

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

**New:**

- **Comp. Code:** 4 digits
  Enter the Comptroller code for new account used as source of funds.

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

- **Type:** 1 digit
  Shows the third digit of the transaction code, which indicates the type of voucher. Presently, an ‘8’ will appear, indicating a Change Source from State to State transaction.

- **Enclosure Code:** 1 character
  Enter a 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
  - Y = Yes, enclosures

- **Invoice Date:** 8 digits
  Include the date the invoice was issued. If you want 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 Date:** 8 digits
  Type the date the order was placed. Required for state vouchers.

- **Delivery Date:** 8 digits
  Identify the date goods/services are expected for delivery. Required for state vouchers.
Screen 141 – Change Source of Funds State to State (cont’d)

**State Req Nbr:**

10 digits
Enter the State Requisition Number.

**GSC Ord:**

7 digits
Include the TBPC (General Services Commission) defined code for purchase orders requiring their approval.

**Due Date:**

8 digits
Enter the due date for the payment. **This field determines when the voucher is pulled to cycle for payment.**

**Description:**

2 lines (40 characters each line)
Include a description to identify reason for change source of funds.

**Cust AR NBR:**

25 digits
Type the customer Accounts Receivable number assigned to purchaser or department by vendor.

**W2/SSN:**

9 digits
Enter the identification number (Social Security number on W2 form) of employee requiring purchase.

**Ln:**

2 digits
Displays the line number of an item currently being entered on a voucher.

**Item Amt:**

12 digits
Indicate the dollar amount for a specific item on a voucher.

**1099:**

Help 1 character/digit
Identify the 1099 code. Valid values 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

**Inv Nbr:**

14 digits
Enter the invoice number to be paid.

**Current Batch Information**

**Transactions:**

6 digits
Displays the number of transactions processed.
Screen 141 – Change Source of Funds State to State (cont’d)

Amount: 18 digits
Indicates the total amount of the transactions processed.

Batch: 6 characters/digits
Shows the current batch reference number.

Date: 8 digits
Displays the session date entered on the batch header.

Additional Functions

PF KEYS
See Appendix for explanation of standard PF Keys.

PF9 Multi-account
Multi
Allows additional line items to be entered for multi-account vouchering.

PF12 Warnings
Warns
Displays nonfatal FAMIS warning messages.
Source of Funds from Local to Local Account

Local Account or Bank to Local Account or Bank

Screen 142 allows transfer of funds if both the new and old banks are local.

To change the source of a local expenditure from one local account or local bank to another local account or local bank, use this screen.

This functionality is not intended for data entry error correction. For error correction, the voucher should be voided and re-issued. This function is available as a managerial tool for managing monies.

Screen 142 - Change Source of Funds Local to Local

The pop-up window is used in to change or add additional accounts or object codes.

Screen 142 - Pop-up Window for Multi-Account Vouchering
Basic Steps

- Open a session on Screen 130.
- Advance to Screen 142 and enter the necessary Action Line information. Press <ENTER>.
- Enter valid data in the fields available. Press <ENTER>.
- Do not enter the previous voucher number on the Action Line.
- Close session on Screen 130.

Change Source of Funds Process

Screen 142 assigns a new voucher number only when the bank is changed. A voucher prefix should be entered (EX: 2). After completion of data entry, FAMIS will assign a voucher number which will be displayed as Reference 2. The old voucher number is not referenced (it is recommended that this number be put in the description of the newly created voucher for a reference).

The accounting entries are as follows:

**Only the SL Changes:**
If the **bank does not change**, a journal entry (TC=068) is processed which moves the expense from the original account to the new account. No new voucher is created.

- **Credit** – old SL account and subcode
- **Debit** – new SL account and subcode

**Bank Changes:**
If the **bank for the transaction changes**, a credit disbursement is processed (TC=068) to reverse the original voucher. A voucher is created using the new bank, and a check will be printed by the check cycle payable to the agency to reimburse the original bank. The cashier should deposit this check in the original bank (or the local depository bank - if the old bank was part of the cash concentration pool). Through the cashiering process a credit should be made to the change source of funds clearing account.

- **A journal entry (TC=068) is made:**
  - **Debit** – change source of funds clearing account
  - **Credit** – old SL account and subcode

- **A journal entry (TC=068) is posted (normal AP journal entry):**
  - **Debit** – new SL
  - **Credit** – accounts payable liability account
Screen 142 – Change Source of Funds Local to Local (cont’d)

The new voucher is posted to the voucher file with voucher TC=148 and the alternate vendor is the ID for the agency (as defined on Screen 822).

A check is printed in the check cycle payable to the agency to reimburse the original bank. The cashier should deposit this check in the original bank (or the local depository bank – if the old bank was part of the cash concentration pool). Through the cashiering process a credit should be made to the change source of funds clearing account.

The voucher will be posted regardless of whether the SL changes or not.

Screen 142 assigns a new voucher number only when the bank is changed. A voucher prefix should be entered (EX: 2). After completion of data entry, FAMIS will assign a voucher number which will be displayed as Reference 2. The old voucher number is not referenced (it is recommended that this number be put in the description of the newly created voucher for a reference).

Field Descriptions (◆ = Required / Help = PF2, ? or * Field Help Available)

**Action Line**

◆ Vendor: 11 digits
Enter the identification number of the vendor to be paid.

◆ Voucher: 7 digits
Type the voucher number to be modified.

◆ Account: 15 digits
Indicate the number of the account to be debited.

◆ New Account: 15 digits
Type the number of the new account to be debited.

◆ New Bank: 5 digits
Enter the number of the new bank used for the voucher transaction. If blank, it will be the default bank assigned to GL or SL or SA account.

Default Cost Ref: 1 character
Type ‘Y’ to display the cost reference fields for entry.

**Screen Information**

Orig:

◆ Voucher: 7 digits
Enter the original voucher number.

FY: 4 digits
Indicate the fiscal year the voucher was posted.
Screen 142 – Change Source of Funds Local to Local (cont’d)

**Bank:** 5 digits
Include the number of the bank used for the voucher transaction. If blank, it will be the default bank assigned to GL or SL or SA account.

**Comp Code:** 4 digits
Identify the State Comptroller Object Code.

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

**New:**

**Comp. Code:** 4 digits
Enter the Comptroller code for new account to be used as source of funds.

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

**Type:** 1 digit
Displays the third digit of the transaction code, which indicates the type of voucher. Presently, an ‘8’ will appear, indicating a Change Source from State to State transaction.

**Enclosure Code:**

**Help** 1 character
Enter a code indicating enclosures. This forces separate checks and vouchers will be grouped by codes. Examples are:
- A = Auditor
- Blank = Not specified
- C = Comptroller
- L = Local
- S = Audit Services
- Y = Yes, enclosures

**Invoice Date:** 8 digits
Type 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 Date:** 8 digits
Include the date the order was placed. (Required for state vouchers.)

**Delivery Date:** 8 digits
Enter the date goods/services are expected for delivery. (Required for state vouchers.)

**State Req Nbr:** 10 digits
Enter the State Requisition Number.

**GSC Ord:** 6 characters
Identify the TBPC (General Services Commission) defined code for purchase orders requiring their approval.
**Screen 142 – Change Source of Funds Local to Local (cont’d)**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Due Date:</strong></td>
<td>8 digits Enter the due date for the payment. <strong>This field determines when the voucher is pulled to cycle for payment.</strong></td>
</tr>
<tr>
<td><strong>Description:</strong></td>
<td>2 lines (40 characters each line) Provide description of reason for change source of funds.</td>
</tr>
<tr>
<td><strong>Cust AR NBR:</strong></td>
<td>25 digits Include the customer Accounts Receivable number assigned to purchaser or department by vendor.</td>
</tr>
<tr>
<td><strong>Hold Flag:</strong></td>
<td>1 character Indicate if hold is to be placed on voucher: N or Blank = No hold on voucher print. Y = Do not print check/voucher.</td>
</tr>
<tr>
<td><strong>W2/SSN:</strong></td>
<td>9 digits Enter the identification number (Social Security number on W2 form) of employee requiring purchase.</td>
</tr>
<tr>
<td><strong>Travel Hotel Zip:</strong></td>
<td>9 digits Include the zip code of the hotel used for travel to determine percentage usage, and if the state discount rate is being utilized.</td>
</tr>
<tr>
<td><strong>LDT Codes:</strong></td>
<td>2 characters each Provide the USAS Descriptive/Legal Text that identifies up to 5 stamps to be put on a voucher.</td>
</tr>
<tr>
<td><strong>Ln:</strong></td>
<td>2 digits Indicate the line number of an item currently being entered on a voucher.</td>
</tr>
<tr>
<td><strong>Item Amt:</strong></td>
<td>12 digits Designate the dollar amount for a specific item on a voucher.</td>
</tr>
<tr>
<td><strong>1099:</strong></td>
<td>1 character/digit Identify the 1099 code. For example: 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 &gt; $5000 for Resale</td>
</tr>
</tbody>
</table>
### Screen 142 – Change Source of Funds Local to Local (cont’d)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inv Nbr:</td>
<td>14 digits&lt;br&gt;Include the number of the invoice to be paid.</td>
</tr>
<tr>
<td><strong>Current Batch Information</strong></td>
<td></td>
</tr>
<tr>
<td>Transactions:</td>
<td>6 digits&lt;br&gt;Displays the number of transactions processed.</td>
</tr>
<tr>
<td>Amount:</td>
<td>18 digits&lt;br&gt;Indicates the total amount of the transactions processed.</td>
</tr>
<tr>
<td>Batch:</td>
<td>6 characters/digits&lt;br&gt;Displays the current batch reference number.</td>
</tr>
<tr>
<td>Date:</td>
<td>8 digits&lt;br&gt;Shows session date entered on the batch header.</td>
</tr>
</tbody>
</table>

### Additional Functions

<table>
<thead>
<tr>
<th>PF KEYS</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PF9</td>
<td><strong>Multi-account</strong>&lt;br&gt;Allows additional line items to be entered for multi-account vouchering, if necessary.</td>
</tr>
<tr>
<td>PF12</td>
<td><strong>Warnings</strong>&lt;br&gt;Displays nonfatal FAMIS warning messages.</td>
</tr>
</tbody>
</table>
Source of Funds Local to State/State to Local

Local Account or Bank to State Account or Bank  
| OR |  
| State Account or Bank to Local Account or Bank  

Screen 148 is used to change the source of an expenditure from:

1. A local account or bank to a state account or bank and
2. A state account or bank to a local account or bank.

The process creates a credit disbursement (TC=046) to correct the original account and bank. Then, either a revolving voucher or a regular voucher is posted, depending on the direction of the funds change.

Screen 148 - Change Source of Funds Local to State/State to Local

Basic Steps

- Open a session on Screen 130.
- Advance to Screen 148, enter the Action Line information and press <ENTER>.
- Do not enter the previous voucher number on the Action Line.
- Enter valid data in the fields available. Indicate if the voucher should be ‘confidential’ by entering the appropriate value in the Confidential of CF fields.
- Press <ENTER>.
- A message will appear prompting you to press <ENTER> to accept the change in source of funds. If the change is accepted, a message saying data was accepted will be displayed.
- Close the session on Screen 130.
Change Source of Funds Process

Screen 148 assigns a new voucher number when the change affects a local bank. A voucher prefix should be entered (EX: 2). After completion of data entry, FAMIS will assign a voucher number which will be displayed as Reference 2. The old voucher number is not referenced (it is recommended that this number be put in the description of the newly created voucher for a reference).

There is one pop-up window used in Screen 148 - Change Local to State/State to Local - to change or add additional accounts or object codes.

Screen 148 - Pop-up Window for Multi-Account Vouchering

<table>
<thead>
<tr>
<th>Ln: 1</th>
<th>Obj Cd</th>
<th>New Obj Cd</th>
<th>New Comp</th>
<th>Amount</th>
<th>1099</th>
<th>Invoice Nbr</th>
<th>PCA</th>
<th>Override</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>4010</td>
<td>4050</td>
<td>7315</td>
<td>100.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Cost Ref: Old: 1: _______ 2: _______ 3: _______
New: 1: _______ 2: _______ 3: _______

<table>
<thead>
<tr>
<th>Ln: 2</th>
<th>New Obj Cd</th>
<th>New Comp</th>
<th>Amount</th>
<th>1099</th>
<th>Invoice Nbr</th>
<th>PCA</th>
<th>Override</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>4000</td>
<td>7315</td>
<td>100.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Cost Ref: Old: 1: _______ 2: _______ 3: _______
New: 1: _______ 2: _______ 3: _______

<table>
<thead>
<tr>
<th>Ln: 3</th>
<th>New Obj Cd</th>
<th>New Comp</th>
<th>Amount</th>
<th>1099</th>
<th>Invoice Nbr</th>
<th>PCA</th>
<th>Override</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>4000</td>
<td>7315</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Cost Ref: Old: 1: _______ 2: _______ 3: _______
New: 1: _______ 2: _______ 3: _______

<table>
<thead>
<tr>
<th>Ln: 4</th>
<th>New Obj Cd</th>
<th>New Comp</th>
<th>Amount</th>
<th>1099</th>
<th>Invoice Nbr</th>
<th>PCA</th>
<th>Override</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>4000</td>
<td>7315</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Cost Ref: Old: 1: _______ 2: _______ 3: _______
New: 1: _______ 2: _______ 3: _______

Total Posted Items: 0
100.00

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EHelp Exit Cancl

Effects of Change Source of Funds

1) Changing the source from local to state:

Old Bank is the Primary Local Bank (2 JEs)

1. A journal entry (TC=068) is made:
   - **Debit** – Due from the State Comptroller GL
   - **Credit** – old SL account and subcode

2. A journal entry (TC=068) is posted (normal AP journal entry)
   - **Debit** – new SL
   - **Credit** – accounts payable liability account

3. A regular (not revolving) state voucher is created with the agency vendor as the alternate vendor. This voucher is transmitted to USAS. It is a 904 voucher. Reimbursement will be made back to the agency.
   - When the reimbursement is received, it should be deposited in the regular depository bank – crediting the due from the Comptroller account.
Old Bank is NOT the Primary Local Bank (3 JEs)

1. A journal entry (TC=068) is made (old voucher number)
   Debit – change source of funds clearing account
   Credit – old account and subcode

2. A journal entry (TC=068) is posted (normal accounts payable journal entry
   (new voucher number)
   Debit – new SL
   Credit – accounts payable mapped GL liability account

3. Second journal entry (TC=068) is posted to the revolving GL/Due From State
   (new voucher number)
   • A revolving voucher is posted with the agency vendor as the alternate
     vendor
   • A check from the revolving bank is created payable to the agency in order
     to reimburse the old local bank. The cashier should deposit this check in
     the old bank. Through the cashiering process a credit should be made to
     the change source of funds clearing account.
   • A reimbursement voucher is transmitted to USAS (type 904 voucher)
     requesting reimbursement from the state. When the reimbursement is
     received, it should be deposited in the regular depository bank – crediting
     the due from the Comptroller account.

The revolving bank and the local bank may be the same bank.
(See Screen 823)

2) Changing the source from state to local:

• A disbursement (TC=046) is posted:
  Debit – old bank
  Credit – old SL

• A journal entry (TC=068) is posted (normal accounts payable journal entry):
  Debit – new SL
  Credit – accounts payable liability account

• A voucher is created (TC=148) with an alternate vendor of the State
  Comptroller (defined on Screen 822)

• A check is produced in the check cycle payable to the State Comptroller. This
  check should be deposited with the Comptroller, and a deposit entry should
  be made in USAS, using the appropriation number of the old bank.

• Will allow an alternate vendor, but only for Change Source of Funds -State to
  Local.

The reconciliation files and original voucher are not affected by the changes.
Field Descriptions (◆ = Required / Help = PF2, ? or * Field Help Available)

Action Line
◆ Vendor: 11 digits
Enter the identification number of the vendor to be paid.

◆ Voucher: 7 digits
Type the voucher number to be modified.

◆ Account: 15 digits
Indicate the number of the account to be debited.

◆ New Account: 15 digits
Include the number of the new account to be debited.

◆ New Bank: 5 digits
Enter the number of the new bank used for the voucher transaction. If blank, it will be the default bank assigned to GL or SL or SA account.

Default Cost Ref: 1 character
Type ‘Y’ to display the cost reference fields for entry.

Screen Information
Orig:
◆ Voucher: 7 digits
Enter the original voucher number.

FY: 4 digits
Indicate the fiscal year the voucher was posted.

◆ Bank: 5 digits
Include the number of the bank used for the voucher transaction. If blank, it will be the default bank assigned to GL or SL or SA account.

Comp Code: 4 digits
Enter the State Comptroller Object Code.

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

New:
Comp. Code: 4 digits
Identify the Comptroller code for new account used as source of funds.

Dept. Ref: 7 digits
Leave blank or enter Reference #4 - Departmental voucher reference number.
Screen 148 – Source of Funds Local to State/State to Local (cont’d)

**Type:**
1 digit
Display the third digit of the transaction code, which indicates the type of voucher. Presently, an ‘8’ will appear, indicating a Change Source of Funds transaction.

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

**Invoice Date:**
8 digits
Enter the date the invoice was issued. If you want 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 Date:**
8 digits
Indicate the date the order was placed.
(Required for state vouchers.)

**Delivery Date:**
8 digits
Designate the date goods/services are expected for delivery.
(Required for state vouchers.)

**State Req Nbr:**
11 digits
Include the State Requisition Number.

**GSC Ord:**
7 digits
Provide the TBPC (General Services Commission) defined code for purchase orders requiring their approval.

**Due Date:**
8 digits
Indicate the due date for the payment. This field determines when the voucher is pulled to cycle for payment.

**Description:**
2 lines (40 characters each line)
Enter a description of the reason for change source of funds.

**Cust AR NBR:**
25 digits
Include the customer Accounts Receivable number assigned to purchaser or department by vendor.

**Hold Flag:**
Help 1 character
Indicate if hold is to be placed on voucher:
N or Blank = No hold on voucher print.
Y = Do not print check/voucher.
Screen 148 – Source of Funds Local to State/State to Local (cont’d)

**W2/SSN:** 9 digits
Enter the identification number (Social Security number on W2 form) of employee requiring purchase.

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

**USAS Doc Type:** 1 character
Include the USAS defined document type code that determines processing at the state.

**PCC Code:**
1 character
Indicate a General Services Commission (GSC) defined Purchase Category Code that identifies various purchase types and associated payments.

**PDT Code:**
2 characters
Include a USAS defined Payment Distribution Type code that identifies how transactions will be combined for warrants and direct deposits.

**LDT Codes:**
2 characters each
Provide the USAS Descriptive/Legal Text that identifies up to 5 stamps to be put on a voucher.

**Confidential:**
1 character
Identify if the voucher is to be 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

**Ln:**
2 digits
Indicate the line number of an item currently being entered on a voucher.

**Item Amt:**
12 digits
Include the dollar amount for a specific item on a voucher.

**1099:**
1 character/digit
Identify the 1099 code. For example:
- 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
Screen 148 – Source of Funds Local to State/State to Local (cont’d)

**Inv Nbr:** 14 digits  
Indicate the **invoice number** to be paid.

**PCA Ovrd:** 5 digits  
Use this field to **override** the **Program Cost Account** code automatically assigned by FAMIS.

**Current Batch Information**

- **Transactions:** 6 digits  
  Shows the **number of transactions** processed.

- **Amount:** 18 digits  
  Displays the **total amount of** the transactions processed.

- **Batch:** 6 characters/digits  
  Indicates the current **batch reference number**.

- **Date:** 8 digits  
  Shows the **session date** entered on the batch header.

**Additional Functions**

**PF KEYS**  
See Appendix for explanation of standard PF Keys.

- **PF9 Multi**  
  **Multi-account**  
  Allows additional line items to be entered for **multi-account** vouchering, if necessary.

- **PF12 Warns**  
  **Warnings**  
  Displays nonfatal FAMIS **warning messages**.
Invoices by Vendor Inquiry

Screen 160 displays all invoices that are on file for a particular vendor.

If the vendor number starts with “T”, it is a “temporary” vendor. Invoices for these temporary vendors do not appear on this screen.

Press PF11 to scroll right and view the Bank Trace information. The bank trace number is created from the first 8 digits of the originating depository financial institution (ODFI) and the last 7 digits are sequentially assigned by FAMIS.

Press PF10 to scroll right and view Panel 2.

**Screen 160 - Invoices by Vendor Inquiry (Panel 1)**

<table>
<thead>
<tr>
<th>Number</th>
<th>Amount</th>
<th>Date</th>
<th>Vchr</th>
<th>PO</th>
<th><em>-- Check/State Voucher --</em></th>
</tr>
</thead>
<tbody>
<tr>
<td>XF136PF61</td>
<td>200.12</td>
<td>071310</td>
<td>1328382</td>
<td>A035837</td>
<td>A738973</td>
</tr>
<tr>
<td>XF3FF1M88</td>
<td>886.86</td>
<td>092810</td>
<td></td>
<td>L114884</td>
<td></td>
</tr>
<tr>
<td>XF49N5518</td>
<td>102.85</td>
<td>102910</td>
<td>1428275</td>
<td>L113481</td>
<td>A758123</td>
</tr>
</tbody>
</table>

*** End of voucher list for vendor ***

**Screen 160 - Invoices by Vendor Inquiry (Panel 2)**

<table>
<thead>
<tr>
<th>Number</th>
<th>Amount</th>
<th>Date</th>
<th>Vchr</th>
<th>PO</th>
<th>Bank</th>
<th><em>-- Check/State Voucher --</em></th>
</tr>
</thead>
<tbody>
<tr>
<td>XF136PF61</td>
<td>200.12</td>
<td>071310</td>
<td>1328382</td>
<td>A035837</td>
<td>A738973</td>
<td>09xxxxxxxxxxxx0</td>
</tr>
<tr>
<td>XF3FF1M88</td>
<td>886.86</td>
<td>092810</td>
<td></td>
<td>L114884</td>
<td></td>
<td></td>
</tr>
<tr>
<td>XF49N5518</td>
<td>102.85</td>
<td>102910</td>
<td>1428275</td>
<td>L113481</td>
<td>A758123</td>
<td>09xxxxxxxxxxxx1</td>
</tr>
</tbody>
</table>

*** End of voucher list for vendor ***
Basic Steps

- Advance to Screen 160.
- Type a vendor number in the Vendor: field. A list of invoices and pertaining information will be provided for the specified vendor.

Invoice File List Process

- Type a vendor number in the Vendor: field for a specific vendor, or an asterisk (*) or part of the vendor name for a pop-up window of all vendors. Press <ENTER> to access the information.
- In the pop-up window, typing an ‘X’ beside the vendor will pass the information back to Screen 160 where the vendor invoices will be shown.
- The Invoice Nbr: field can be used to position the display. Entering a specific invoice number will position the inquiry information to begin with this invoice number.

Field Descriptions (◆ = Required / Help = PF2, ?, * Field Help Available)

**Action Line**

- **Vendor:**
  - 11 digits
  - Enter the vendor identification number.

- **Invoice Nbr:**
  - 14 digits
  - Type an invoice number to place it at the top of the displayed list.

- **All:**
  - 1 character
  - Enter ‘Y’ to display all invoices for the selected vendor.

**Screen Information**

**Panel 1**

**Invoice**

- **Invoice Number:**
  - 14 digits
  - Shows the unique invoice number for a voucher.

- **Amount:**
  - 12 digits
  - Displays the amount of invoice.

- **Date:**
  - 6 digits
  - Indicates the date entered on the invoice header (Screen 240) in purchasing or as entered on the voucher in Accounts Payable.

- **Vchr Number:**
  - 7 digits
  - Identifies the voucher number used for invoice payment.

- **PO Number:**
  - 7 character/digits
  - Shows the number assigned to the purchase order, if used.
Screen 160 – Invoices by Vendor Inquiry (cont’d)

**Check/State Voucher**

**Number:**
- 7 digits
- Shows the check number or state voucher number.

**Amount:**
- 10 digits
- Indicates the amount of check or state voucher.

**Date:**
- 6 digits
- Displays the date check was processed or state voucher was printed.

**St:**
- 1 character
- Indicates the status of this invoice, in the overall flow through the process.
- Values are:
  - P = in Purchasing (not yet passed to A/P)
  - A = in A/P - not yet paid
  - M = in A/P - entered as a prepaid
  - C = in A/P - check has been written by the System

| There is no update to indicate whether a check has been reconciled through the bank reconciliation process. |

**Panel 2**

**Bank Trace:**
- 15 digits
- Shows the bank trace number on the transaction.

**MC:**
- 1 character
- Shows the vendor’s mail code for the voucher.

**Additional Functions**

**PF KEYS**
- See Appendix for explanation of standard PF Keys.

**PF9**
- **Addr**
- View vendor’s address information.
Voucher Inquiry by Voucher Number

Screen 161 provides a complete listing of all vouchers in FAMIS in voucher number order. Shown is one summary line per voucher inquiry which lists the FAMIS voucher number, lines per voucher, the first 11-digit account number in the voucher, vendor name, status, net dollar amounts associated with the voucher and batch session date. 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 161 - Voucher Inquiry by Voucher Number

<table>
<thead>
<tr>
<th>Voucher</th>
<th>First</th>
<th>Account</th>
<th>Vendor Name</th>
<th>Stat</th>
<th>Net Amount</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1408011</td>
<td></td>
<td>270300-02000</td>
<td>EMMAS NETWORK POWER</td>
<td>L PAID</td>
<td>35,772.70</td>
<td>09/27/10</td>
</tr>
<tr>
<td>1408012</td>
<td></td>
<td>271840-00000</td>
<td>TEXAS AGRILIFE RESEARCH RECN</td>
<td></td>
<td>9,923.24</td>
<td>09/27/10</td>
</tr>
<tr>
<td>1408013</td>
<td></td>
<td>271840-00000</td>
<td>TEXAS AGRILIFE RESEARCH RECN</td>
<td></td>
<td>9,931.53</td>
<td>09/27/10</td>
</tr>
<tr>
<td>1408014</td>
<td></td>
<td>241992-00000</td>
<td>ERIN E*ENNIS</td>
<td>PAID</td>
<td>89.49</td>
<td>10/04/10</td>
</tr>
<tr>
<td>1408015</td>
<td></td>
<td>241992-00000</td>
<td>SALLIE S*SMITH</td>
<td>PAID</td>
<td>89.51</td>
<td>10/04/10</td>
</tr>
<tr>
<td>1408016</td>
<td></td>
<td>241992-00000</td>
<td>MIKE M*MARS</td>
<td>PAID</td>
<td>89.51</td>
<td>10/04/10</td>
</tr>
<tr>
<td>1408017</td>
<td></td>
<td>241992-00000</td>
<td>ALICE A*ANSWORTH</td>
<td>PAID</td>
<td>89.51</td>
<td>10/04/10</td>
</tr>
<tr>
<td>1408018</td>
<td></td>
<td>241992-00000</td>
<td>GAIL*GANT</td>
<td>PAID</td>
<td>89.51</td>
<td>10/04/10</td>
</tr>
<tr>
<td>1408019</td>
<td></td>
<td>241992-00000</td>
<td>WARREN W*WELLINGTON</td>
<td>PAID</td>
<td>89.51</td>
<td>10/04/10</td>
</tr>
<tr>
<td>1408020</td>
<td></td>
<td>241992-00000</td>
<td>EDNA E *EINSTEIN</td>
<td>PAID</td>
<td>89.50</td>
<td>10/04/10</td>
</tr>
<tr>
<td>1408021</td>
<td></td>
<td>270650-00000</td>
<td>PFISTER INC</td>
<td>PAID</td>
<td>77.73</td>
<td>09/27/10</td>
</tr>
<tr>
<td>1408022</td>
<td></td>
<td>144013-34400</td>
<td>CARMINE EQUIPMENT</td>
<td>RECN</td>
<td>125.00</td>
<td>09/27/10</td>
</tr>
<tr>
<td>1408023</td>
<td></td>
<td>270580-00000</td>
<td>FITS-BOWMAN INC</td>
<td>RECN</td>
<td>3,504.00</td>
<td>09/27/10</td>
</tr>
<tr>
<td>1408024</td>
<td></td>
<td>271740-50000</td>
<td>TEXTRAIL INC</td>
<td>PAID</td>
<td>1,183.50</td>
<td>09/27/10</td>
</tr>
</tbody>
</table>

Basic Steps

- Advance to Screen 161.
- Type a voucher number in the Voucher: field. The specified voucher information will pass to the top of the voucher list. If a voucher number is not known, type an ‘*’ and press <ENTER> to display a list of vouchers in numerical order.

Voucher Number Analysis Process

- The Fiscal Year: field allows you to select the fiscal year in which the voucher was posted.
- If the voucher number is unknown, type an asterisk in the Voucher: field. The vouchers will display in numerical order.
- 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) and view a list of voucher line item. (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>. This will 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 (◆ = Required / Help = PF2, ? or * Field Help Available)

**Action Line**
- **Voucher:** 7 digits
  Enter a FAMIS voucher number.
- **Fiscal Year:** 4 digits
  Type the fiscal year the voucher was posted.

**Screen Information**
- **S:** 1 character
  Type an ‘X’ to select and press <ENTER> to view the voucher information.

- **Voucher:** 7 digits
  Displays the FAMIS voucher number.

- **Vch Lns:** 3 digits
  Shows the number of line items on a voucher.

- **First Account:** 15 digits
  Indicates the account number used to the first line item of the voucher.

- **Vendor Name:** 23 characters
  Displays the name of the vendor.

- **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.

- **Batch Date:** 6 digits
  Displays the batch session date when transaction was processed.

**Additional Functions**

**PF KEYS**
See Appendix for explanation of standard PF Keys.
Voucher Inquiry by Vendor

To view all the vouchers posted for a specific vendor, use Screen 162. Type 'Y' in the All: field, to search for all mail codes for the vendor. The information displayed on this screen is in summary form, and is viewed in voucher number order.

Inquiries default to the current fiscal year, but previous fiscal years may be searched by typing a different year in the Fiscal Year: field. To see only outstanding vouchers for a specific fiscal year, use Screen 165.

- If a voucher is outstanding the status column will read (OUT).
- When a voucher has entered the check or state voucher cycle, the status is (CYCL).
- If a check or state voucher has already been printed, the status will read (PAID).
- If a voucher has been reconciled it will read (RECN).

### Screen 162 - Voucher Inquiry by Vendor (Panel 1)

<table>
<thead>
<tr>
<th>Voucher Lns</th>
<th>Account</th>
<th>Description</th>
<th>Stat</th>
<th>Net Amount</th>
<th>Date</th>
<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td>1403309</td>
<td>1</td>
<td>225190-20000 STAFF OPTIPLEX 960 DE PAID</td>
<td>PAID</td>
<td>1,802.98</td>
<td>09/28/10</td>
<td>G</td>
</tr>
<tr>
<td>1401752</td>
<td>1</td>
<td>241600-00000 DALE OPTIPLEX 780 SER PAID</td>
<td>PAID</td>
<td>1,365.50</td>
<td>10/20/10</td>
<td>G</td>
</tr>
<tr>
<td>1401253</td>
<td>1</td>
<td>230071-00150 OFFICE PRO PLUS 2010 PAID</td>
<td>PAID</td>
<td>49.43</td>
<td>09/13/10</td>
<td>I</td>
</tr>
<tr>
<td>1401254</td>
<td>2</td>
<td>225360-23709 OFFICE PRO PLUS 2010 PAID</td>
<td>PAID</td>
<td>593.16</td>
<td>09/13/10</td>
<td>I</td>
</tr>
<tr>
<td>1401881</td>
<td>1</td>
<td>144006-00000 OFFICE PRO PLUS 2010 RECN</td>
<td>RECN</td>
<td>49.43</td>
<td>09/14/10</td>
<td>I</td>
</tr>
<tr>
<td>1401912</td>
<td>4</td>
<td>144006-00000 DALE LATITUDE E4310,S RECN</td>
<td>RECN</td>
<td>3,330.25</td>
<td>09/14/10</td>
<td>I</td>
</tr>
<tr>
<td>1401987</td>
<td>1</td>
<td>270160-62300 PRECISION T1500 BASE PAID</td>
<td>PAID</td>
<td>5,718.80</td>
<td>09/14/10</td>
<td>I</td>
</tr>
<tr>
<td>1401993</td>
<td>3</td>
<td>270160-62300 LATITUDE E6410 LAPTOP PAID</td>
<td>PAID</td>
<td>31,832.10</td>
<td>09/14/10</td>
<td>I</td>
</tr>
<tr>
<td>1402004</td>
<td>2</td>
<td>270160-62300 PE R610 SERVER PAID</td>
<td>PAID</td>
<td>22,717.40</td>
<td>09/14/10</td>
<td>I</td>
</tr>
<tr>
<td>1402005</td>
<td>2</td>
<td>270160-62300 PE R610 SERVER PAID</td>
<td>PAID</td>
<td>18,156.81</td>
<td>09/14/10</td>
<td>I</td>
</tr>
<tr>
<td>1402270</td>
<td>1</td>
<td>230069-00035 POWER SUPPLY, 160W, D PAID</td>
<td>PAID</td>
<td>35.99</td>
<td>09/14/10</td>
<td>I</td>
</tr>
<tr>
<td>1402379</td>
<td>1</td>
<td>144013-36600 COMPUTER-#XF2P73487 RECN</td>
<td>RECN</td>
<td>1,724.49</td>
<td>09/15/10</td>
<td>I</td>
</tr>
</tbody>
</table>

In Process: 87,380.34  Paid: 87,380.34  Total: 87,380.34

*** Press <ENTER> to view more vouchers ***

### Screen 162 - Voucher Inquiry by Vendor (Panel 2)

<table>
<thead>
<tr>
<th>Voucher Lns</th>
<th>Account</th>
<th>Description</th>
<th>Dept</th>
<th>Check</th>
<th>Net Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1403309</td>
<td>1</td>
<td>225190-20000 STAFF OPTIPLEX 960 DE PAID</td>
<td></td>
<td></td>
<td>1,802.98</td>
</tr>
<tr>
<td>1401752</td>
<td>1</td>
<td>241600-00000 DALE OPTIPLEX 780 SER PAID</td>
<td></td>
<td></td>
<td>1,365.50</td>
</tr>
<tr>
<td>1401253</td>
<td>1</td>
<td>230071-00150 OFFICE PRO PLUS 2010 PAID</td>
<td></td>
<td></td>
<td>49.43</td>
</tr>
<tr>
<td>1401254</td>
<td>2</td>
<td>225360-23709 OFFICE PRO PLUS 2010 PAID</td>
<td></td>
<td></td>
<td>593.16</td>
</tr>
<tr>
<td>1401881</td>
<td>1</td>
<td>144006-00000 OFFICE PRO PLUS 2010 RECN</td>
<td></td>
<td></td>
<td>49.43</td>
</tr>
<tr>
<td>1401912</td>
<td>4</td>
<td>144006-00000 DALE LATITUDE E4310,S RECN</td>
<td></td>
<td></td>
<td>3,330.25</td>
</tr>
<tr>
<td>1401987</td>
<td>1</td>
<td>270160-62300 PRECISION T1500 BASE PAID</td>
<td></td>
<td></td>
<td>5,718.80</td>
</tr>
<tr>
<td>1401993</td>
<td>3</td>
<td>270160-62300 LATITUDE E6410 LAPTOP PAID</td>
<td></td>
<td></td>
<td>31,832.10</td>
</tr>
<tr>
<td>1402004</td>
<td>2</td>
<td>270160-62300 PE R610 SERVER PAID</td>
<td></td>
<td></td>
<td>22,717.40</td>
</tr>
<tr>
<td>1402005</td>
<td>2</td>
<td>270160-62300 PE R610 SERVER PAID</td>
<td></td>
<td></td>
<td>18,156.81</td>
</tr>
<tr>
<td>1402270</td>
<td>1</td>
<td>230069-00035 POWER SUPPLY, 160W, D PAID</td>
<td></td>
<td></td>
<td>35.99</td>
</tr>
<tr>
<td>1402379</td>
<td>1</td>
<td>144013-36600 COMPUTER-#XF2P73487 RECN</td>
<td></td>
<td></td>
<td>1,724.49</td>
</tr>
</tbody>
</table>

In Process: 87,380.34  Paid: 87,380.34  Total: 87,380.34

*** Press <ENTER> to view more vouchers ***
Basic Steps

- Advance to Screen 162.
- Type a vendor number in the Vendor: field. A list of vouchers and pertaining information will be provided for the specified vendor.

Voucher Inquiry by Vendor Process

You can search vendor files by typing a portion of the vendor name in the Vendor: field. A pop-up window will appear with a listing of all vendors on file with the specified search characters in their name. Select a vendor to pass the information to Screen 162.

- Type an asterisk (*) in the Vendor: field and press <ENTER> to view a list of all vendors.
- The Voucher: field can be used to position the screen display.
- The Fiscal Year: field allows you to select the fiscal year when voucher was posted.
- Vendor information can be accessed by using the PF9 key. A pop-up window displays the vendor’s address, date the account was established and other vendor information.

Screen 162 - PF9 Pop-up Window

- 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). This will allow you to view detailed information for the voucher. (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 line item information is provided. (See section on Screen 169 for more information.)

Field Descriptions (◆ = Required / Help = PF2, ? or * Field Help Available)

**Action Line**
- **Vendor:**
  - 11 digits
  - Enter the vendor identification number.

- **Voucher:**
  - 7 digits
  - Type the FAMIS voucher number to be displayed at the top of the list.

- **Fiscal Yr:**
  - 4 digits
  - Indicate the fiscal year the voucher was posted.

- **All:**
  - 1 character
  - Type ‘Y’ to display all mail codes pertaining to the vendor. For example: IBM would list all vouchers for IBM regardless of address.

**Include Only:**
- **Acct:**
  - 11 digits
  - Enter a FAMIS account number to limit the display.

- **Dept Ref:**
  - 7 digits/characters
  - Indicate a reference number used by the department to limit the display.

- **Pg _ of _ Pg(s):**
  - 2 digits
  - Indicate the page number of the total number of pages to be displayed

**Screen Information**

**Panel 1**
- **S:**
  - 1 character
  - Type an ‘X’ to select the vendor information.

- **Voucher:**
  - 7 digits
  - Displays the FAMIS voucher number.

- **Vch Lns:**
  - 3 digits
  - Indicates the number of line items on a voucher.

- **First Account:**
  - 11 digits
  - Shows the first account number paying for this voucher.

- **Description:**
  - 21 characters
  - Displays a description of items purchased.
Screen 162 – Voucher Inquiry by Vendor (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: 12 digits
Shows the net amount of the voucher, after discount.

Batch Date: 6 digits
Indicates the batch session date when transaction was processed.

MC: 1 character
Shows the vendor’s mail code for the voucher.

Panel 2
Dept Ref: 7 digits/characters
Indicates the reference number used by the department.

Check Nbr: 7 digits
Identifies the check number issued when payment was made.

Check Date: 6 digits
Indicates the date the check was processed.

Net Amount: 10 digits
Identifies the net dollar amount of the voucher.

In Process: 12 digits
Displays the net amount in process to be paid.

Paid: 12 digits
Shows the net amount paid.

Total: 12 digits
Displays the total amount of the vouchers displayed on the screen.
This total does not include amount of dropped, cancelled or voided vouchers displayed.

Additional Functions
PF KEYS
See Appendix for explanation of standard PF Keys.

PF9
Addr
Displays the vendor’s address and provides additional vendor information.
Voucher Inquiry by Account

Screen 163 displays a list of vouchers for a specific subsidiary ledger account (SL) or support account (SA) and departmental reference 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 163 - Voucher Inquiry by Account, Dept Ref (Panel 1)

<table>
<thead>
<tr>
<th>Dept</th>
<th>S Ref</th>
<th>Voucher Lns</th>
<th>Vendor Name</th>
<th>Stat</th>
<th>Net Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>7807490 1416011</td>
<td>1 XERON CORPORATION</td>
<td>PAID</td>
<td>169.91</td>
<td>2011-XEROX MFP88</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8546870 1413224</td>
<td>3 OFFICE PRODUCTS</td>
<td>RECN</td>
<td>456.96</td>
<td>LABEL, FILE, PDL</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8547627 1413223</td>
<td>2 OFFICE PRODUCTS</td>
<td>RECN</td>
<td>13.41</td>
<td>BATTERY, ALKA, D</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8547874 1413222</td>
<td>1 OFFICE PRODUCTS</td>
<td>RECN</td>
<td>639.92</td>
<td>TONER, PHASER 85</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8548032 1413221</td>
<td>1 OFFICE PRODUCTS</td>
<td>RECN</td>
<td>3.09</td>
<td>DATER, ECONO, OD</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8654841 1424847</td>
<td>1 OXFORD LABELING</td>
<td>PAID</td>
<td>7.59</td>
<td>PRESENTING SCIEN</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8654841 1424848</td>
<td>1 OXFORD LABELING</td>
<td>PAID</td>
<td>60.00</td>
<td>PRESENTING SCIEN</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8654841 1424847</td>
<td>1 OXFORD LABELING</td>
<td>PAID</td>
<td>60.00</td>
<td>PRESENTING SCIEN</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8655710 1416654</td>
<td>1 TOM’S BUSINESS SOLUT</td>
<td>PAID</td>
<td>15.18</td>
<td>TAPE, LABEL, LETRA</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8709237 1416669</td>
<td>1 FEDSTREAM</td>
<td>PAID</td>
<td>33.72</td>
<td>FREIGHT - NSF-RE</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9783882 1419380</td>
<td>1 TOM’S BUSINESS SOLUT</td>
<td>PAID</td>
<td>157.40</td>
<td>BOOK, CMP, WIDE, 10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>953827 1422858</td>
<td>1 FEDSTREAM</td>
<td>OUT</td>
<td>52.77</td>
<td>PRESENTING SCIEN</td>
<td></td>
</tr>
</tbody>
</table>

*** Press ENTER to view more Vouchers ***

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---

Hmenu Help EHelp                                     Left  Right

Screen 163 - Voucher Inquiry by Account, Dept Ref (Panel 2)

<table>
<thead>
<tr>
<th>Dept</th>
<th>S Ref</th>
<th>Voucher Lns</th>
<th>Vendor Name</th>
<th>Stat</th>
<th>Net Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>7807490 1416011</td>
<td>1 XERON CORPORATION</td>
<td>10/28/10</td>
<td>10/15/10</td>
<td>PAID</td>
<td>169.91</td>
</tr>
<tr>
<td></td>
<td>8546870 1413224</td>
<td>3 OFFICE PRODUCE 2754574</td>
<td>10/08/10</td>
<td>10/07/10</td>
<td>RECN</td>
<td>456.96</td>
</tr>
<tr>
<td></td>
<td>8547627 1413223</td>
<td>2 OFFICE PRODUCE 2754574</td>
<td>10/08/10</td>
<td>10/07/10</td>
<td>RECN</td>
<td>13.41</td>
</tr>
<tr>
<td></td>
<td>8547874 1413222</td>
<td>1 OFFICE PRODUCE 2754574</td>
<td>10/08/10</td>
<td>10/07/10</td>
<td>RECN</td>
<td>639.92</td>
</tr>
<tr>
<td></td>
<td>8548032 1413221</td>
<td>1 OFFICE PRODUCE 2754574</td>
<td>10/08/10</td>
<td>10/07/10</td>
<td>RECN</td>
<td>3.09</td>
</tr>
<tr>
<td></td>
<td>8654841 1424847</td>
<td>1 OXFORD LABELING 2759646</td>
<td>11/11/10</td>
<td>11/04/10</td>
<td>PAID</td>
<td>7.59</td>
</tr>
<tr>
<td></td>
<td>8654841 1424848</td>
<td>1 OXFORD LABELING 2759646</td>
<td>11/11/10</td>
<td>11/04/10</td>
<td>PAID</td>
<td>60.00</td>
</tr>
<tr>
<td></td>
<td>8655710 1416654</td>
<td>1 TOM’S BUSINESS SOLUT</td>
<td>11/04/10</td>
<td>10/18/10</td>
<td>PAID</td>
<td>15.18</td>
</tr>
<tr>
<td></td>
<td>8709237 1416669</td>
<td>1 FEDSTREAM</td>
<td>10/28/10</td>
<td>10/18/10</td>
<td>PAID</td>
<td>33.72</td>
</tr>
<tr>
<td></td>
<td>8783882 1419380</td>
<td>1 TOM’S BUSINESS SOLUT</td>
<td>11/10/10</td>
<td>10/25/10</td>
<td>PAID</td>
<td>13.90</td>
</tr>
<tr>
<td></td>
<td>8783882 1420631</td>
<td>1 TOM’S BUSINESS SOLUT</td>
<td>11/10/10</td>
<td>10/27/10</td>
<td>PAID</td>
<td>157.40</td>
</tr>
<tr>
<td></td>
<td>8953827 1422858</td>
<td>1 FEDSTREAM</td>
<td>11/01/10</td>
<td>10/10/10</td>
<td>OUT</td>
<td>52.77</td>
</tr>
</tbody>
</table>

*** Press ENTER to view more Vouchers ***

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---

Hmenu Help EHelp                                     Left  Right
Basic Steps
- Advance to Screen 163.
- Type an 11-digit account ID number in the Account: field and press <ENTER> to view a list of vouchers. In some cases, the 5-digit support account number will be 00000. The Voucher: field displays the FAMIS voucher number. The Dept. Ref.: field refers to the departmental voucher number given by the department.

Voucher List Process
- 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 select the voucher and view additional detailed information on Screen 168 (FAMIS Voucher Total Inquiry). (See Screen 168 section for more information.)
- On Screen 168, type an ‘X’ in the S (Select) field beside a voucher line item and press <ENTER> to view line item information on Screen 169 (FAMIS Voucher Line Item Inquiry). (See section on Screen 169 for more information.)

Field Descriptions (◆ = Required / Help = PF2, ? or * Field Help Available)

Action Line
◆ Account: 11 digits
Enter desired account number.

◆ Dept. Ref: 7 characters
Include a departmental reference for voucher (Reference #4) or the voucher number if the departmental reference is not required. This will place it at the top of the list.

◆ Fiscal Yr: 4 digits
Designate the fiscal year the voucher was posted.

Screen Information
S: 1 character
Type an ‘X’ to select the voucher to be displayed.

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

Voucher: 7 digits
Shows the FAMIS voucher number.

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

Vendor Name: 20 characters
Shows the vendor’s name.
Screen 163 – Voucher Inquiry by Account, Dept Ref (cont’d)

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
Shows the net amount of the voucher, after discount.

Description: 18 characters
Displays a description of items purchased.

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.
Voucher Inquiry by Purchase Order 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.

Basic Steps

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

Screen 164 - Voucher Inquiry by PO Number (Panel 1)

Screen 164 - Voucher Inquiry by PO Number (Panel 2)
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 ( ◆ = Required / Help = PF2, ? or * Field Help Available)

**Action Line**

◆ 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**

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.

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

Vendor Name: 16 characters
Displays the vendor’s name.
Screen 164 – Voucher Inquiry by PO Number (cont’d)

Panel 1
Stat:
- 4 characters
  - Shows the status of the voucher. 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
    - 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
  - Shows 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. 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
    - 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.
Outstanding Voucher Inquiry

To obtain a listing of outstanding vouchers, use Screen 165. This screen is similar in format to Screen 161, except that only the outstanding vouchers are displayed on the screen in voucher number order. Screen 161 contains all vouchers on record.

The vouchers are displayed by fiscal year, sorted by Vendor ID (even though the number is not displayed) and then by voucher number.

**Screen 165 - Outstanding Voucher Inquiry**

<table>
<thead>
<tr>
<th>S</th>
<th>Voucher Lns</th>
<th>First Voucher Lns</th>
<th>Fiscal Year</th>
<th>First Fiscal Year</th>
<th>Voucher</th>
<th>_____</th>
<th>Account</th>
<th>_____</th>
<th>Year</th>
<th>Bank</th>
<th>Vendor Name</th>
<th>Stat</th>
<th>Net Amount</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1429065</td>
<td>1 300090-40000</td>
<td>2011</td>
<td>06000</td>
<td>WATER POLO C CYCL</td>
<td>10,500.00</td>
<td>11/15/10</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>1423390</td>
<td>2 289010-40000</td>
<td>2011</td>
<td>06000</td>
<td>CASTLENI LIB OUT</td>
<td>78.03</td>
<td>12/07/10</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>1429120</td>
<td>1 650728-00000</td>
<td>2011</td>
<td>06000</td>
<td>KIMDALL COUN CYCL</td>
<td>1,500.00</td>
<td>11/15/10</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>1429122</td>
<td>1 650728-00000</td>
<td>2011</td>
<td>06000</td>
<td>KIMDALL COUN CYCL</td>
<td>300.00</td>
<td>11/15/10</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>1429102</td>
<td>1 652008-00000</td>
<td>2011</td>
<td>06000</td>
<td>EDDLESON-MTF CYCL</td>
<td>1,000.00</td>
<td>11/15/10</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>6</td>
<td>1429097</td>
<td>1 460067-10000</td>
<td>2011</td>
<td>06000</td>
<td>ALBERT*ANDER CYCL</td>
<td>4,999.99</td>
<td>11/15/10</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>1429114</td>
<td>1 650002-00000</td>
<td>2011</td>
<td>06000</td>
<td>A&amp;S CLUB INC CYCL</td>
<td>500.00</td>
<td>11/15/10</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>1429075</td>
<td>1 650309-00000</td>
<td>2011</td>
<td>06000</td>
<td>PROJECT GRAY CYCL</td>
<td>500.00</td>
<td>11/15/10</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>1429146</td>
<td>1 010210-00000</td>
<td>2011</td>
<td>06000</td>
<td>PETER*PETERS CYCL</td>
<td>9.60</td>
<td>11/15/10</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>1429112</td>
<td>1 651769-00000</td>
<td>2011</td>
<td>06000</td>
<td>EXECUTIVE BO CYCL</td>
<td>500.00</td>
<td>11/15/10</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>1429111</td>
<td>1 650292-00000</td>
<td>2011</td>
<td>06000</td>
<td>HARLAN COUN CYCL</td>
<td>250.00</td>
<td>11/15/10</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>142993</td>
<td>1 216740-75000</td>
<td>2011</td>
<td>06000</td>
<td>AMY*AMITRON CYCL</td>
<td>240.80</td>
<td>11/15/10</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>1429110</td>
<td>1 650002-00000</td>
<td>2011</td>
<td>06000</td>
<td>COREN COUN CYCL</td>
<td>1,000.00</td>
<td>11/15/10</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>1429107</td>
<td>1 650292-00000</td>
<td>2011</td>
<td>06000</td>
<td>WILLS CANES CYCL</td>
<td>500.00</td>
<td>11/15/10</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Press ENTER> to view more vouchers**

Basic Steps

- Advance to Screen 165.
- Type the voucher number and press <ENTER> to view a listing of outstanding vouchers. The outstanding vouchers will be listed 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).

Outstanding Voucher Process

- Type an asterisk (*) in the Voucher: field and press <ENTER> to access a numerical listing of all vouchers.
- 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.)
Screen 165 – Outstanding Voucher Inquiry (cont’d)

Field Descriptions  (Required / Help = PF2, ?, or * Field Help Available)

Action Line
◆ Fiscal Year:  4 digits
Enter the fiscal year the voucher was posted.

◆ Voucher:  7 digits
Type a FAMIS voucher number to place it at the top of the list.

Screen Information
S:  1 character
Type an ‘X’ in this field to select the voucher you wish to view.

Voucher:  7 digits
Shows the FAMIS voucher number.

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

First Account:  15 digits
Indicates the number to identify the first account paying this particular voucher.

Fscl Yr:  4 digits
Shows the fiscal year the voucher was posted.

First Bank:  11 digits
Shows bank number voucher was paid against.

Vendor Name:  12 characters
Identifies the vendor’s name.

Stat:  4 characters
Shows the status of the voucher. 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
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.
Screen 165 – Outstanding Voucher Inquiry (cont’d)

**Due Date:**
6 digits
Indicates the date the payment for the voucher is due. If a discount code was specified, the due date is calculated; if no discount code was specified, the due date will default to the current date of the voucher.

*Additional Functions*
**PF KEYS**
See Appendix for explanation of standard PF Keys.
Pending Voucher Inquiry

Screen 166 displays a list of pending vouchers in voucher number order by year. To change the display, enter a specific fiscal year and voucher number.

Press PF6 to download information using Entire Connection. (See the Entire Connection User’s Manual for use of this feature.)

**Screen 166 - Pending Voucher Inquiry**

<table>
<thead>
<tr>
<th>S</th>
<th>Voucher</th>
<th>Lns</th>
<th>Account</th>
<th>Yr</th>
<th>Bank</th>
<th>Vendor Name</th>
<th>Stat</th>
<th>Net Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>_</td>
<td>1410371</td>
<td>1</td>
<td>940040-000000</td>
<td>2011</td>
<td>06000</td>
<td>HENRY HENSON</td>
<td>P-CL</td>
<td>20,682.90</td>
</tr>
<tr>
<td>_</td>
<td>1412420</td>
<td>1</td>
<td>421169-000000</td>
<td>2011</td>
<td>06000</td>
<td>KATIE KLEIN</td>
<td>P-OP</td>
<td>87.50</td>
</tr>
<tr>
<td>_</td>
<td>1414866</td>
<td>3</td>
<td>426093-200000</td>
<td>2011</td>
<td>06000</td>
<td>ERIN ENSIS</td>
<td>P-CL</td>
<td>851.20</td>
</tr>
<tr>
<td>_</td>
<td>1417122</td>
<td>2</td>
<td>201500-000000</td>
<td>2011</td>
<td>06000</td>
<td>JULES JENSEN JONES</td>
<td>P-CL</td>
<td>127.07</td>
</tr>
<tr>
<td>_</td>
<td>1417898</td>
<td>3</td>
<td>510916-000000</td>
<td>2011</td>
<td>06000</td>
<td>ARNIE ANDERSON</td>
<td>P-OP</td>
<td>295.90</td>
</tr>
<tr>
<td>_</td>
<td>1419113</td>
<td>6</td>
<td>512491-100000</td>
<td>2011</td>
<td>06000</td>
<td>ETTIST ENGLISH</td>
<td>P-OP</td>
<td>947.50</td>
</tr>
<tr>
<td>_</td>
<td>1419346</td>
<td>2</td>
<td>230084-10014</td>
<td>2011</td>
<td>06000</td>
<td>HIS HENN HUNN</td>
<td>P-OP</td>
<td>750.00</td>
</tr>
<tr>
<td>_</td>
<td>1419817</td>
<td>1</td>
<td>500270-110000</td>
<td>2011</td>
<td>06000</td>
<td>CYBERSCENES</td>
<td>P-OP</td>
<td>2,110.20</td>
</tr>
<tr>
<td>_</td>
<td>1421475</td>
<td>1</td>
<td>402122-100000</td>
<td>2011</td>
<td>06000</td>
<td>CYBIL CARUSO</td>
<td>P-CL</td>
<td>120.60</td>
</tr>
</tbody>
</table>

**Basic Steps**

- Advance to Screen 166.
- To view a voucher, type the fiscal year and voucher number on the Action Line 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 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**

(◆ = Required / Help = PF2, ? or * Field Help Available)

**Action Line**

◆ Fiscal Year: 4 digits

Enter the fiscal year the voucher was posted.

Voucher: 7 digits

Type a FAMIS voucher number to place it at the top of the list.

**Screen Information**

S: 1 character

Type an ‘X’ to select the desired voucher.
Screen 166 – Pending Voucher Inquiry (cont’d)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Voucher:</strong></td>
<td>7 digits&lt;br&gt;Displays the FAMIS voucher number.</td>
</tr>
<tr>
<td><strong>Vch Lns:</strong></td>
<td>3 digits&lt;br&gt;Shows number of line items in a voucher.</td>
</tr>
<tr>
<td><strong>First Account:</strong></td>
<td>15 digits&lt;br&gt;Indicates the first account number paying this voucher.</td>
</tr>
<tr>
<td><strong>Fiscal Yr:</strong></td>
<td>4 digits&lt;br&gt;Shows the fiscal year the voucher was posted.</td>
</tr>
<tr>
<td><strong>First Bank:</strong></td>
<td>5 digits&lt;br&gt;Displays the bank number the voucher was paid against.</td>
</tr>
<tr>
<td><strong>Vendor Name:</strong></td>
<td>21 characters&lt;br&gt;Displays the vendor’s name.</td>
</tr>
<tr>
<td><strong>Stat:</strong></td>
<td>4 characters&lt;br&gt;Shows the status of the voucher. For example:</td>
</tr>
<tr>
<td>CYCL</td>
<td>In Check Cycle or State Voucher Cycle</td>
</tr>
<tr>
<td>DROP</td>
<td>Dropped before payment - acctg reversed</td>
</tr>
<tr>
<td>PAID</td>
<td>Paid (after printing or Prepaid)</td>
</tr>
<tr>
<td>PEND</td>
<td>Pending voucher - no acctg. Posted</td>
</tr>
<tr>
<td>P-CN</td>
<td>Pending cancelled before acctg. Posted</td>
</tr>
<tr>
<td>P-OP</td>
<td>Pending voucher - open (no acctg. posted)</td>
</tr>
<tr>
<td>P-CL</td>
<td>Pending closed - closed but not posted; should post overnight and enter into CYCL otherwise there may be a problem</td>
</tr>
<tr>
<td>OUT</td>
<td>Outstanding (after being posted but before entering the check or state voucher cycle)</td>
</tr>
<tr>
<td>RECN</td>
<td>Reconciled (Cleared Bank or State Comp)</td>
</tr>
<tr>
<td>VOID</td>
<td>Check or State voucher voided</td>
</tr>
<tr>
<td><strong>Net Amount:</strong></td>
<td>10 digits&lt;br&gt;Shows net amount of voucher, after discount.</td>
</tr>
</tbody>
</table>

**Additional Functions**

**PF KEYS**<br>See Appendix for explanation of standard PF Keys.

**PF9**<br>Download<br>Used to download data using Entire Connection.
Voucher Inquiry by Departmental Reference

Screen 167 provides a list of vouchers for a specified departmental reference code. To view additional information about a voucher, type ‘X’ in the S: field to select it. FAMIS will then display the additional information for you on Screen 168.

Voucher Inquiry by Departmental Reference (Panel 1)

Voucher Inquiry by Dept Ref 11/16/10 16:46
FY 2011 CC 02

Departmental Reference Field

<table>
<thead>
<tr>
<th>S Ref</th>
<th>Voucher Lns</th>
<th>Vendor Name</th>
<th>Stat</th>
<th>Net Amount</th>
<th>Description</th>
</tr>
</thead>
</table>
| .....

Voucher Inquiry by Departmental Reference (Panel 2)

Voucher Inquiry by Dept Ref 11/16/10 16:46
FY 2011 CC 02

Departmental Reference Field

<table>
<thead>
<tr>
<th>S Ref</th>
<th>Voucher</th>
<th>Account</th>
<th>Description</th>
<th>Stat</th>
</tr>
</thead>
</table>
| .....

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).
Screen 167 – Voucher Inquiry by Dept Reference (cont’d)

Field Descriptions (◆ = Required / Help = PF2, ? or * Field Help Available)

**Action Line**

◆ Dept Ref: 7 digits/characters
Enter the departmental reference code to select vouchers for the display.

◆ Fiscal Yr: 4 digits
Type the fiscal year to be used for searching for the specified departmental reference code.

Pg __ of __
Viewed Pg(s): 3 digits
Shows the number of pages viewed, and allows you to enter the page number to be displayed.

**Screen Information**

S: 1 character
Type an 'X' to select the voucher you wish to view.

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.

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
Screen 167 – Voucher Inquiry by Dept Reference (cont’d)

**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.

**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.
Voucher Total 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 on these screens will pass the information to Screen 168. In this case, the voucher number, 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 first 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 163 or, other inquiry screens, can be used to find a voucher number for an account.

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.
Screen 168 – Voucher Total Inquiry (cont’d)

Basic Steps

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

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.

<table>
<thead>
<tr>
<th>ENNIS ENTERPRISES</th>
<th>Established: 09/17/2009</th>
<th>Disc: Retn: 18</th>
</tr>
</thead>
<tbody>
<tr>
<td>PO BOX 555552</td>
<td>Last Active: 11/15/2010</td>
<td>Limit: Com:</td>
</tr>
<tr>
<td>ATLANTA GA 35555552</td>
<td>YTD Paid: 613,994.23</td>
<td>Type: BU Hold: N</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>ITEM</th>
<th>VOUCHER ACCOUNT</th>
<th>ENCUMBRANCE ACCOUNT</th>
<th>ENC OBJ</th>
<th>AMT</th>
<th>INVOICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>215790 00000 3410</td>
<td>215790 00000 3410</td>
<td></td>
<td>488.75</td>
<td>D801004</td>
</tr>
</tbody>
</table>

PF4 = Exit 

*** End of line items ***

- 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 (◆ = Required / Help = PF2, ? or * Field Help Available)

**Action Line**

◆ Voucher: 7 digits
Enter a FAMIS voucher number.

◆ Fiscal Year: 4 digits
Enter the fiscal year voucher was posted.
Screen Information

Status:  
4 characters
Shows the status of the voucher. 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
- 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.

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

Wire:  
1 character
‘Y’ indicates payment was made by use of a wire transfer.
FAMIS does not make the wire transfer to the bank.

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.
Screen 168 – Voucher Total Inquiry (cont’d)

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

**Cust AR Nbr:** 25 digits
Identifies the customer Accounts Receivable number assigned to purchaser by vendor. You must have security access to the document to view this number.

**Revolv:** 1 character
‘Y’ indicates a revolving voucher.

**Dlvry Date:** 8 digits
Indicates the receiving (delivery) date 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.

**GSC Ord:** 15 characters
Identifies the TBPC (General Services Commission) defined code for purchase orders requiring their approval.

**Pending:** 1 character
Indicates whether the voucher is pending.

**Chg Src:** 1 character
‘Y’ indicates the voucher involved the change source of funds process.

**Dept Ref:** 7 digits/characters
Displays the departmental reference for voucher (Reference #4) or the voucher number if the departmental reference is not required.

**Cont Work Force:** 1 character
Indicates that this payment is flagged as a Contract Work Force Payment.

**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

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

**ACH Ovrd:** 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.
### Screen 168 – Voucher Total Inquiry (cont’d)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check Nbr:</td>
<td>7 digits</td>
</tr>
<tr>
<td>-- OR --</td>
<td></td>
</tr>
<tr>
<td>FAMIS Trace:</td>
<td>7 character/digits</td>
</tr>
<tr>
<td>St Warrant Nbr:</td>
<td>7 digits</td>
</tr>
<tr>
<td>St Req Nbr:</td>
<td>15 digits</td>
</tr>
<tr>
<td>Check Date:</td>
<td>8 digits</td>
</tr>
<tr>
<td>Warrant Date:</td>
<td>8 digits</td>
</tr>
<tr>
<td>Vchr Total:</td>
<td>10 digits</td>
</tr>
<tr>
<td>Check Recon:</td>
<td>1 character/8 digits</td>
</tr>
<tr>
<td>USAS Doc Type:</td>
<td>3 characters</td>
</tr>
<tr>
<td>PCC:</td>
<td>1 character</td>
</tr>
<tr>
<td>Bank Trace:</td>
<td>15 digits</td>
</tr>
<tr>
<td>IC:</td>
<td>1 character</td>
</tr>
</tbody>
</table>

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

**FAMIS Trace:** Displays the FAMIS bank tracking number if this is an ACH payment.

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

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

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

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

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

**Check Recon:** ‘Y’ indicates the check has been reconciled. The date indicates when the bank cleared the check.

**USAS Doc Type:** Identifies the document type code assigned by USAS.

**PCC:** Shows the General Services Commission (GSC) defined Purchase Category Code that identifies various purchase types and associated payments.

**Bank Trace:** 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:**

- **Help:**
- 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
Reason:
2 characters
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

Orig Dist Date:
8 digits
Indicates the first date the system attempted to pay a vendor on hold.

S:
1 character
Type an ‘X’ to select and press <ENTER> to view the voucher information.

Itm:
3 digits
Displays the line number of an item entered on a voucher.

Account:
15 digits
Indicates the account number paying the first line item of the voucher.

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

PO No.:
7 character/digits
Displays the FAMIS purchase order number.

Invoice Number:
14 digits
Identifies the invoice number for a particular voucher.

Bank:
5 digits
Shows the bank number the voucher was paid against.

Dp:
1 character
Displays the drop flag setting:
‘Y’ = deleted unpaid voucher.

Vd:
1 character
‘Y’ indicates the check has been voided.

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

<table>
<thead>
<tr>
<th>PF KEYS</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PF6</td>
<td>Description</td>
</tr>
<tr>
<td>Desc</td>
<td>Shows additional information about the description.</td>
</tr>
<tr>
<td>PF9</td>
<td>Address</td>
</tr>
<tr>
<td>Addr</td>
<td>Shows the vendor's address information.</td>
</tr>
<tr>
<td>PF10</td>
<td>Details</td>
</tr>
<tr>
<td>Det</td>
<td>Displays the voucher item detail, account number on the voucher and the encumbrance account.</td>
</tr>
</tbody>
</table>
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.

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.

Press PF6 to view additional description information.

### Screen 169 - Voucher Line Item Inquiry (Panel 1)

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen:</td>
<td>___ Voucher: 1046587 Line Item: ___ Fiscal Year: 2009</td>
</tr>
<tr>
<td>Trans Code:</td>
<td>140</td>
</tr>
<tr>
<td>Invoice Dt:</td>
<td>12/01/08</td>
</tr>
<tr>
<td>invoice No:</td>
<td>870222</td>
</tr>
<tr>
<td>Inv Rcvd Dt:</td>
<td>12/09/08</td>
</tr>
<tr>
<td>Description:</td>
<td>DLM-9-10 ACETONE</td>
</tr>
<tr>
<td>Vendor ID:</td>
<td>1vvvvvvvvv2</td>
</tr>
<tr>
<td>Trans Code:</td>
<td>140</td>
</tr>
<tr>
<td>Invoice Dt:</td>
<td>12/01/08</td>
</tr>
<tr>
<td>Invoice No:</td>
<td>870222</td>
</tr>
<tr>
<td>Inv Rcvd Dt:</td>
<td>12/09/08</td>
</tr>
<tr>
<td>Description:</td>
<td>DLM-9-10 ACETONE</td>
</tr>
<tr>
<td>Vendor ID:</td>
<td>1vvvvvvvvv2</td>
</tr>
</tbody>
</table>

Displays “Check Cycle” if not an ACH payment

### Screen 169 - Voucher Line Item Inquiry (Panel 2)

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen:</td>
<td>___ Voucher: 1046587 Line Item: ___ Fiscal Year: 2009</td>
</tr>
<tr>
<td>Trans Code:</td>
<td>140</td>
</tr>
<tr>
<td>Invoice Dt:</td>
<td>12/01/08</td>
</tr>
<tr>
<td>Invoice No:</td>
<td>870222</td>
</tr>
<tr>
<td>Inv Rcvd Dt:</td>
<td>12/09/08</td>
</tr>
<tr>
<td>Description:</td>
<td>DLM-9-10 ACETONE</td>
</tr>
<tr>
<td>Vendor ID:</td>
<td>1vvvvvvvvv2</td>
</tr>
</tbody>
</table>

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
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.

PF6 Description Pop-Up Window

| Description: DLM-9-10 ACETONE |
| DLM-10-50 DIMETHYL |
| FREIGHT |

PF4 = EXIT

- 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 (◆ = Required / Help = PF2, ? or * Field Help Available)

**Action Line**

- **Voucher:** 7 digits
  Enter a FAMIS voucher number.

- **Line Item:** 3 digits
  Type the line number of an item on the voucher to be displayed.

- **Fiscal Year:** 4 digits
  Include the fiscal year the voucher was posted.
Screen 169 – Voucher Line Item Inquiry (cont’d)

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
Shows 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.

Invoice No: 12 digits
Identifies the invoice number for a voucher.

Delivery Dt: 6 digits
Indicates the receiving (delivery) date or the expected delivery date entered on Screen 220.

Req Pymt Dt: 6 digits
Shows the date you requested the State to make payment for the voucher.

Inv Rcvd Dt: 6 digits
Displays the date the invoice was received.
Screen 169 – Voucher Line Item Inquiry (cont’d)

Act Rcvd Dt: 6 digits
Identifies the last date all items were actually received, if more than one shipment is involved. This date is generated by FAMIS.

Pymt Due Dt: 6 digits
Shows the last due date that a payment can be made before interest starts accruing.

Description: 40 characters
Displays a description of items purchased.

Orig Dist Dt: 6 digits
Identifies the original distribution date 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 Federal Identification number of the vendor.

W2/SSN: 9 digits
Displays the identification number (Social Security number on W2 form) for employee if the voucher is for services (i.e., moving).

Alt Vendor: 11 digits
Shows the alternate vendor receiving payment.

USAS Doc Tp: 3 characters/digits
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 code 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  
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  
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

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

1099:  
1 character/digit  
Displays the 1099 code. For example:  
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.
Screen 169 – Voucher Line Item Inquiry (cont’d)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Batch:</td>
<td>6 characters/digits&lt;br&gt;Shows the batch session reference number used when transaction was processed. Date indicates the session reference date when transaction was processed.</td>
</tr>
<tr>
<td>Net Amt:</td>
<td>11 digits&lt;br&gt;Shows the net amount, after discount, of the voucher.</td>
</tr>
<tr>
<td>FA Acct:</td>
<td>15 digits&lt;br&gt;Indicates the financial accounting account number paying the voucher; may be a GL, SL or SA.</td>
</tr>
<tr>
<td>Comp Cd:</td>
<td>4 digits&lt;br&gt;Identifies the Comptroller code used by the state to track expenses.</td>
</tr>
<tr>
<td>Bank:</td>
<td>5 digits&lt;br&gt;Shows the bank number processing the voucher check.</td>
</tr>
<tr>
<td>Orig Comp Cd:</td>
<td>4 digits&lt;br&gt;If changed, identifies the original Comptroller code used by the state to track expenses.</td>
</tr>
<tr>
<td>Wire:</td>
<td>1 character&lt;br&gt;‘Y’ indicates payment was made by use of a wire transfer. FAMIS does not make the wire transfer to the bank.</td>
</tr>
<tr>
<td>Hold:</td>
<td>1 character&lt;br&gt;Identifies if a hold has been place on the voucher. N or Blank = No hold on voucher print. Y = Do not print check/voucher.</td>
</tr>
<tr>
<td>Drop:</td>
<td>1 character/8 digits&lt;br&gt;‘Y’ indicates a voucher has been dropped, and date dropped is displayed.</td>
</tr>
<tr>
<td>Check Cycle:</td>
<td>1 character&lt;br&gt;‘Y’ identifies voucher is in the check processing cycle. No updates can be done; online not allowed. ‘N’ indicates update done or not needed.</td>
</tr>
<tr>
<td>-OR-</td>
<td></td>
</tr>
<tr>
<td>ACH Cycle:</td>
<td>1 character&lt;br&gt;‘Y’ indicates voucher is in the ACH processing cycle. ‘N’ indicates update done or not needed.</td>
</tr>
<tr>
<td>St Vchr:</td>
<td>1 character&lt;br&gt;‘Y’ indicates the voucher is paid with state money.</td>
</tr>
<tr>
<td>Cycle:</td>
<td>1 character&lt;br&gt;‘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.</td>
</tr>
<tr>
<td>Pull:</td>
<td>1 character&lt;br&gt;‘Y’ indicates the document should be pulled for print cycle.</td>
</tr>
</tbody>
</table>
Screen 169 – Voucher Line Item Inquiry (cont’d)

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

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 $$s < 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.

Rsn: 2 characters
Displays a code indicating the reason a check was voided. For example:
A = Amount incorrect on check
D = Duplicate payment
I = Incorrect Vendor address
L = Lost/Stolen/Destroyed
S = Stale dated check/reissue
U = Unclaimed property
W = Wrong Vendor Name

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/online not allowed. ‘N’ indicates updates done or not needed.

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

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 (Screen 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.

Dup Inv Ovrrd: 1 character
‘Y’ indicates the Duplicate Invoice Override flag has been set to allow the creation of a voucher for a previously entered invoice.
**Screen 169 – Voucher Line Item Inquiry (cont’d)**

**Cont Work Force:**
1 character
Indicates that this payment is flagged as a Contract Work Force Payment.

**Inv. Amt:**
15 digits
Shows the gross invoiced amount of a line item on a voucher.

**Liab Acct:**
11 digits
Displays a GL Account indicating the liability.

**Disc. Amt:**
11 digits
When used with discount type ‘D’, shows the dollar amount 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 account to be credited with the 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.

**State Hold Override Information**

**Override Flag:**
1 character
Indicates (‘Y’ or ‘N’) if there is an override to the vendor on hold flag.

**User ID:**
6 characters/digits
Displays the FAMIS user identification number of the person who entered the override flag.

**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

<table>
<thead>
<tr>
<th>PF KEYS</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PF6</td>
<td>Description</td>
</tr>
<tr>
<td>Desc</td>
<td>Shows additional information about the description.</td>
</tr>
<tr>
<td>PF7</td>
<td>Cross-Referenced Item</td>
</tr>
<tr>
<td>XRItm</td>
<td>Displays cross-reference item information.</td>
</tr>
<tr>
<td>PF8</td>
<td>Voucher Interest</td>
</tr>
<tr>
<td>Volnt</td>
<td>Shows interest information for voucher.</td>
</tr>
<tr>
<td>PF9</td>
<td>Address</td>
</tr>
<tr>
<td>Addr</td>
<td>Shows the vendor's address information.</td>
</tr>
</tbody>
</table>
Voucher Inquiry by Alternate Vendor

Screen 170 is used to search for vouchers using the name of the alternate vendor. To view all vouchers for the alternate vendor, type ‘Y’ in the All: field on the Action Line.

### Screen 170 - Voucher Inquiry by Alternate Vendor (Panel 1)

<table>
<thead>
<tr>
<th>Voucher Lns</th>
<th>Account</th>
<th>Description</th>
<th>Stat</th>
<th>Net Amount</th>
<th>Date</th>
<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td>1702597</td>
<td>500181-00000</td>
<td>2 GB CRUZER TITANIUM</td>
<td>RECN</td>
<td>25.20</td>
<td>09/14/06</td>
<td>I</td>
</tr>
<tr>
<td>1721262</td>
<td>500181-00000</td>
<td>2 GB CRUZER TITANIUM</td>
<td>RECN</td>
<td>50.39</td>
<td>10/20/06</td>
<td>I</td>
</tr>
</tbody>
</table>

** Vendor Total ** 75.59

*** End of voucher list for vendor ***

Enter—PF1—PF2—PF3—PF4—PF5—PF6—PF7—PF8—PF9—PF10—PF11—PF12—
Hmenu Help EHelp                   Bkwd  Frwd  Addr  Left  Right

### Screen 170 - Voucher Inquiry by Alternate Vendor (Panel 2)

<table>
<thead>
<tr>
<th>Voucher Lns</th>
<th>Account</th>
<th>Description</th>
<th>Ref</th>
<th>Nbr</th>
<th>Date</th>
<th>Net Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1702597</td>
<td>500181-00000</td>
<td>2 GB CRUZER T</td>
<td>32832</td>
<td>361686</td>
<td>09/15/06</td>
<td>25.20</td>
</tr>
<tr>
<td>1721262</td>
<td>500181-00000</td>
<td>2 GB CRUZER T</td>
<td>32832</td>
<td>374525</td>
<td>10/23/06</td>
<td>50.39</td>
</tr>
</tbody>
</table>

** Vendor Total ** 75.59

*** End of voucher list for vendor ***

Enter—PF1—PF2—PF3—PF4—PF5—PF6—PF7—PF8—PF9—PF10—PF11—PF12—
Hmenu Help EHelp                   Bkwd  Frwd  Addr  Left  Right

### Voucher Inquiry by Alternate Vendor Process

Type the alternate vendor’s identification number, and any other criteria to be used in searching and displaying the desired information. If you type part or all of the alternate vendor’s name, in the Alt Vndr: field, a pop-up window will display to allow you to select the desired vendor.

You may also type an asterisk (*) in the Alt Vndr: field to view a pop-up list of alternate vendors and select the vendor’s number from the list by typing an ‘X’ in the Sel: field. Press <ENTER> to “pass back” the number to the field on Screen 170.
Screen 170 – Voucher Inquiry by Alternate Vendor (cont’d)

Basic Steps

- Advance to Screen 170.
- Type a valid alternate vendor’s identification number in the Alt Vndr: field and press <ENTER>. If there are vouchers for the specified vendor they will be displayed.
- You may enter a specific voucher number, account number, and/or department reference code to narrow the search and advance to a specific item.

Field Descriptions (◆ = Required / Help = PF2, ? or * Field Help Available)

**Action Line**

◆ Alt Vndr: 11 digits
Enter a valid [alternate vendor identification number](#). The vendor’s name will appear above this field.

Voucher: 7 digits
Include the desired [voucher number](#) to display.

Fiscal Year: 4 digits
Identify the [fiscal year](#) to begin the search.

All: 1 character
Type ‘Y’ to include all vouchers in the displayed list.

**Include Only**

Account: 11 digits
Enter an [account number](#) to limit the search.

Dept Ref: 7 digits/characters
Indicate a [department reference number](#).

Pg _ of _ Pg(s): 4 digits
Identify a [page number](#) to advance through the list of vouchers displayed.

**Screen Information**

Panel 1

S: 1 character
Type an ‘X’ to [select an item](#) and advance to Screen 168 to view voucher detail.

Voucher: 7 digits
Displays [voucher number(s)](#) that match the inquiry data entered on the Action Line.

Vch Lns: 3 digits
Shows the [number of line items on](#) the voucher.

First Account: 11 digits
Identifies the [first account number](#) listed on the voucher.
Description: 21 characters
Displays the description entered on the voucher.

Stat: 4 characters
Shows the status of the voucher. 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

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

Batch Date: 6 digits
Indicates the batch session date when transaction was processed.

MC: 1 digit
Shows the vendor’s mail code for the voucher.

Vendor Total: 10 digits
Displays the total dollar amount paid to the vendor.

Panel 2
Dept Ref: 7 digits/characters
Indicates a reference number used by the department.

Check Nbr: 6 digits
Identifies the check number issued when payment was made.

Check Date: 6 digits
Indicates the date the check was processed.

Net Amount: 10 digits
Identifies the net dollar amount of the voucher.

Vendor Total: 10 digits
Displays the total dollar amount paid to the vendor.

Additional Functions
PF KEYS
See the Appendix for an explanation of the standard PF Keys.

PF9 Address
Displays detail address information for the vendor.
Vouchers by Reconciliation Bank Inquiry

Screen 178 displays voucher information for a specified reconciliation bank check. This screen shows the voucher number, the line item numbers and amounts that were paid for, as well as the total amount of the check.

**Screen 178 – Vouchers by Reconciliation Bank Inquiry**

<table>
<thead>
<tr>
<th>S</th>
<th>Voucher</th>
<th>Ln</th>
<th>Campus</th>
<th>Account</th>
<th>Fiscal Yr</th>
<th>Check</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3815086</td>
<td>1</td>
<td>02</td>
<td>954610-00000-6337</td>
<td>2008</td>
<td>144456</td>
<td>113.98</td>
</tr>
<tr>
<td></td>
<td>3815086</td>
<td>2</td>
<td>02</td>
<td>954610-00000-5453</td>
<td>2008</td>
<td>144456</td>
<td>2.20</td>
</tr>
</tbody>
</table>

***** End of Data *****

Total: 116.18

Basic Steps

- Advance to Screen 178.
- Type a valid reconciliation bank number and check number on the Action Line and press <ENTER>.
- Type ‘X’ in the S: field to select a voucher and advance to Screen 169.

Field Descriptions (◆ = Required / Help = PF2, ? or * Field Help Available)

**Action Line**

- **Recon Bank:** 5 digits
  Enter a valid reconciliation bank number.

- **Check:** 7 digits
  Type the check number to be displayed.

**Screen Information**

- **Accounting Bank:** 5 digits
  Shows the accounting bank number used for the payment.

- **Vendor:** 11 digits/30 characters
  Displays the vendor's identification number and name that was on the check.

- **Check Date:** 8 digits
  Shows the date the check was printed.
**Screen 178 – Vouchers by Reconciliation Bank Inquiry (cont’d)**

<table>
<thead>
<tr>
<th>Field</th>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Cleared</td>
<td>8 digits</td>
<td>Identifies the date the check cleared the bank.</td>
</tr>
<tr>
<td>Void Flag</td>
<td>1 character</td>
<td>‘Y’ indicates the check was voided.</td>
</tr>
<tr>
<td>Date</td>
<td>8 digits</td>
<td>Displays the date the check was voided.</td>
</tr>
<tr>
<td>S</td>
<td>1 character</td>
<td>Type ‘X’ in this field to select a voucher for display on Screen 169.</td>
</tr>
<tr>
<td>Voucher</td>
<td>7 digits</td>
<td>Shows the voucher number that was paid for by the check.</td>
</tr>
<tr>
<td>Ln</td>
<td>3 digits</td>
<td>Displays the line item number on the voucher.</td>
</tr>
<tr>
<td>Campus</td>
<td>2 digits</td>
<td>Identifies the campus code.</td>
</tr>
<tr>
<td>Account</td>
<td>15 digits</td>
<td>Shows the account number used to pay for the voucher.</td>
</tr>
<tr>
<td>Fiscal Yr</td>
<td>4 digits</td>
<td>Indicates the fiscal year in which the payment was made.</td>
</tr>
<tr>
<td>Check</td>
<td>7 digits</td>
<td>Displays the check number sent to the vendor.</td>
</tr>
<tr>
<td>Amount</td>
<td>12 digits</td>
<td>Identifies the amount for each line item on the voucher.</td>
</tr>
<tr>
<td>Total</td>
<td>12 digits</td>
<td>Includes the total amount of the check.</td>
</tr>
</tbody>
</table>

**Additional Functions**

**PF KEYS**

See the Appendix for an explanation of the standard PF Keys.
Outstanding Check List

Screen 185 provides a listing of all checks currently on the Check file for a given bank. Cleared checks will have a Drop Flag of ‘Y’. Checks with a ‘Y’ in either the Drop or Void fields will be deleted in the subsequent Check Reconciliation.

Checks from BPP are loaded for reconciliation purposes. The check numbers are direct from BPP.

### Screen 185 - Outstanding Check List

<table>
<thead>
<tr>
<th>Acct S</th>
<th>Bank 5 digits</th>
<th>Check No 6 digits</th>
<th>Campus</th>
<th>Recon</th>
<th>Void</th>
<th>Vendor</th>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>03000</td>
<td>825933</td>
<td>02</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>3vvvvvvvv3</td>
<td>07/28/1998</td>
<td>4.59</td>
</tr>
<tr>
<td>03000</td>
<td>919962</td>
<td>02</td>
<td>N</td>
<td>N</td>
<td>3vvvvvvvvv1</td>
<td>05/04/2000</td>
<td>10.51</td>
<td></td>
</tr>
<tr>
<td>03000</td>
<td>973524</td>
<td>02</td>
<td>N</td>
<td>N</td>
<td>1vvvvvvvvv0</td>
<td>03/25/1999</td>
<td>35.36</td>
<td></td>
</tr>
<tr>
<td>03000</td>
<td>1027889</td>
<td>20</td>
<td>N</td>
<td>Y</td>
<td>1vvvvvvvvvN</td>
<td>07/06/1999</td>
<td>82.06</td>
<td></td>
</tr>
<tr>
<td>03000</td>
<td>1033752</td>
<td>02</td>
<td>N</td>
<td>Y</td>
<td>3vvvvvvvvvF</td>
<td>07/16/1999</td>
<td>20.00</td>
<td></td>
</tr>
<tr>
<td>03000</td>
<td>1048025</td>
<td>02</td>
<td>N</td>
<td>Y</td>
<td>3vvvvvvvvvC</td>
<td>08/23/1999</td>
<td>54.70</td>
<td></td>
</tr>
<tr>
<td>03000</td>
<td>1048045</td>
<td>02</td>
<td>N</td>
<td>Y</td>
<td>3vvvvvvvvv0</td>
<td>08/23/1999</td>
<td>283.28</td>
<td></td>
</tr>
<tr>
<td>03000</td>
<td>1048046</td>
<td>02</td>
<td>N</td>
<td>Y</td>
<td>3vvvvvvvvv0</td>
<td>08/23/1999</td>
<td>45.00</td>
<td></td>
</tr>
<tr>
<td>03000</td>
<td>1048049</td>
<td>02</td>
<td>N</td>
<td>Y</td>
<td>3vvvvvvvvv0</td>
<td>08/23/1999</td>
<td>15.00</td>
<td></td>
</tr>
<tr>
<td>03000</td>
<td>1048050</td>
<td>02</td>
<td>N</td>
<td>Y</td>
<td>3vvvvvvvvv0</td>
<td>08/23/1999</td>
<td>25.00</td>
<td></td>
</tr>
<tr>
<td>03000</td>
<td>1048051</td>
<td>02</td>
<td>N</td>
<td>Y</td>
<td>3vvvvvvvvv0</td>
<td>08/23/1999</td>
<td>79.18</td>
<td></td>
</tr>
<tr>
<td>03000</td>
<td>1048068</td>
<td>02</td>
<td>N</td>
<td>Y</td>
<td>3vvvvvvvvvC</td>
<td>08/23/1999</td>
<td>39.90</td>
<td></td>
</tr>
<tr>
<td>03000</td>
<td>1048072</td>
<td>02</td>
<td>N</td>
<td>Y</td>
<td>3vvvvvvvvvC</td>
<td>08/23/1999</td>
<td>191.13</td>
<td></td>
</tr>
</tbody>
</table>

** Press ENTER to view more checks **

Enter - PF1 --- PF2 --- PF3 --- PF4 --- PF5 --- PF6 --- PF7 --- PF8 --- PF9 --- PF10 --- PF11 --- PF12 ---

Hmenu Help  EHelp

### Basic Steps

- Advance to Screen 185.
- Enter the Recon bank number and press <ENTER>.

### Outstanding Check List Process

- The From Check No: field may be used to position the display. Entering a specific check number will position the inquiry information to begin with this check number.
- The From Date: field may be used to inquire on checks by date. Entering a specific date will display all checks printed on this date for a specified account bank.
- Type an ‘X’ in the S (Select) field beside the Acct Bank line item and press <ENTER> to pass the check information to Screen 186 (FAMIS Vouchers by Check Inquiry) where detailed information is provided. *(See section on Screen 186 for more information.)*

### Field Descriptions (*◆* = Required / Help = PF2, ? or * Field Help Available)

**Action Line**

- **◆ Recon Bank:**
  - 5 digits
  - Enter the Reconciliation Bank number.

- **From Check No:**
  - 6 digits
  - Provide a starting check number for listing outstanding checks.
Screen 185 – Outstanding Check List (cont’d)

**From Date:** 8 digits
Indicate a date to begin outstanding check search.

**Screen Information**

**S:** 1 character
Type an ‘X’ in this field to select the line item for viewing further information about this check.

**Acct Bank:** 5 digits
Displays the accounting bank number.

**Check No:** 7 digits
Provides the outstanding check number.

**Campus:** 2 digits
Identifies the campus code this check is associated with.

**Recon:** 1 character
Identifies whether or not (‘Y’ or ‘N’) the check has been reconciled.

**Void:** 1 character
‘Y’ indicates the check was voided.

**Vendor:** 11 digits
Displays the vendor identification number.

**Date:** 8 digits
Shows the date the check was processed.

**Amount:** 12 digits
Indicates the amount of the outstanding check.

**Additional Functions**

**PF KEYS**
See Appendix for explanation of standard PF Keys.
Vouchers by Check Inquiry

To display all outstanding vouchers that were aggregated on a single check to pay a vendor, use Screen 186. Depending on the way the voucher is coded, FAMIS local vouchers will be aggregated by vendor and one check printed. Therefore, the vouchers from several different departments may be included on a single check to the same vendor.

Checks will be eliminated from the display one month after being reconciled.

Screen 186 – Vouchers by Check Inquiry

| Vendor: 2vvvvvvvvv0 | JUNE J*JOHNSON |
| Check Date: 05/15/2007 | Recon Flag: N |
| Amt Cleared: | Recon Type: |
| Check Amount: 325.29 | Void Flag: Y | Date: 11/03/2009 | Repl Chk: |
| S Voucher Vch Ln Campus | Account | Fiscal Yr | Check | Amount |
| 3714838 1 02 | 947160-00000-6337 | 2007 | 128446 | 325.29 |

Basic Steps
- Advance to Screen 186.
- Enter the reconciliation bank and check number and press <ENTER>. (The bank number can be seen on Screen 833 - Maintain AP Bank Information, and the check number may be listed on Screen 185 - Outstanding Check List.)
- Type an 'X' in the S (Select) field next to the voucher line item and press <ENTER> to pass the voucher information to Screen 169 (FAMIS Voucher Line Item Inquiry) where detail information is provided. (See section on Screen 169.)

Voucher Process
- The check number and the reconciliation bank must be given in order to process the voucher information.
- Since different accounts may have produced separate vouchers to the same vendor, each line may provide information on different vouchers and accounts.
Screen 186 – Vouchers by Check Inquiry (cont’d)

Field Descriptions (◆ = Required / Help = PF2, ? or * Field Help Available)

**Action Line:**
◆ Recon Bank: 5 digits
   Enter the reconciliation bank number.
◆ Check: 6 digits
   Enter the check number.

**Screen Information**
Accounting Bank: 5 digits
Displays the accounting bank from which funds were taken.

Vendor: 11 digits/30 characters
Shows the payee's vendor identification number and name.

Check Date: 8 digits
Indicates the date the check was processed.

Recon Flag: 1 character
Displays ‘Y’ if the check has been reconciled.

Date: 8 digits
Specifies the date the check was reconciled.

Reported: 1 character
Indicates whether payment was reported to the IRS on 1099.

Check Amount: 15 digits
Shows the amount of the check.

Void Flag: 1 character
Displays ‘Y’ if the check was voided.

Date: 1 character
Shows the date the check was voided.

Repl Chk: 1 character
Displays ‘Y’ if this is a replacement check number.

Amt Cleared: 15 digits
Indicates the amount cleared, if reconciled.

Date: 8 digits
Shows the date the check cleared the accounting bank.

Recon type: Help 1 digit
Indicates the type of reconciliation:
1 - Batch = Automated Reconciliation Cycle
2 – Online = Manual Reconciliation Cycle
**Screen 186 – Vouchers by Check Inquiry (cont’d)**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vd Rsn:</td>
<td>1 character&lt;br&gt;Identifies the reason the voucher was voided. For example:</td>
</tr>
<tr>
<td></td>
<td>A = Amount incorrect on check</td>
</tr>
<tr>
<td></td>
<td>D = Duplicate payment</td>
</tr>
<tr>
<td></td>
<td>I = Incorrect vendor address</td>
</tr>
<tr>
<td></td>
<td>L = Lost/Stolen/Destroyed</td>
</tr>
<tr>
<td></td>
<td>S = Stale dated check/reissue</td>
</tr>
<tr>
<td></td>
<td>U = Unclaimed property</td>
</tr>
<tr>
<td></td>
<td>W = Wrong vendor name</td>
</tr>
<tr>
<td>S:</td>
<td>1 character&lt;br&gt;Type an ‘X’ in this field and press ENTER to select an item</td>
</tr>
<tr>
<td></td>
<td>and advance to Screen 169.</td>
</tr>
<tr>
<td>Voucher:</td>
<td>7 digits&lt;br&gt;Displays the voucher number used in processing the specified</td>
</tr>
<tr>
<td></td>
<td>check.</td>
</tr>
<tr>
<td>Vch Ln:</td>
<td>3 digits&lt;br&gt;Indicates the number of line items on the voucher.</td>
</tr>
<tr>
<td>Campus:</td>
<td>2 digits&lt;br&gt;Shows the TAMUS campus code that created the voucher.</td>
</tr>
<tr>
<td>Account:</td>
<td>15 digits&lt;br&gt;Displays the account number used when creating the voucher.</td>
</tr>
<tr>
<td>Fiscal Yr:</td>
<td>4 digits&lt;br&gt;Identifies the fiscal year in which the check was processed.</td>
</tr>
<tr>
<td>Check:</td>
<td>7 digits&lt;br&gt;Shows the printed check number.</td>
</tr>
<tr>
<td>Amount:</td>
<td>15 digits&lt;br&gt;Indicates the amount of voucher for the specific account shown</td>
</tr>
<tr>
<td></td>
<td>on same line.</td>
</tr>
</tbody>
</table>

**Additional Functions**

**PF KEYS**<br>See the Appendix for explanation of the standard PF Keys.
Check List

Screen 177 displays check information for checks issued on the reconciliation bank specified in the Action Line. To get a complete list in check number order, press enter.

To position from a certain check number, enter that check number in the From Check No field. To further refine the data, you may also enter a date to see only checks after a certain date.

The date field works best when the check number is entered also.

**Press ENTER to view more checks**

Basic Steps

- Advance to Screen 177.
- Type a valid reconciliation bank number on the Action Line and press <ENTER>.
- You may specify a check number to begin the list and a date to display checks that were printed after specific day.
- Type ‘X’ in the S: field to select a voucher and advance to Screen 169.

Field Descriptions (◆ = Required / Help = PF2, ? or * Field Help Available)

**Action Line**

◆ Recon Bank: 5 digits
Enter a valid reconciliation bank number.

From Check No: 7 digits
Type the check number to be displayed at the beginning of the list of checks on the screen, if desired.

From Date: 8 digits
Include a specific date to see checks after that date.
Screen 177 – Check List (cont’d)

**Screen Information**

- **S:**
  - 1 character
  - Type ‘X’ in this field to select a voucher for display on Screen 178.

- **Acct Bank:**
  - 5 digits
  - Shows the accounting bank number used for the payment.

- **Check No:**
  - 7 digits
  - Displays the check number sent to the vendor.

- **Campus:**
  - 2 digits
  - Identifies the campus code.

- **Recon:**
  - 1 character
  - Shows if the check has been reconciled.

- **Void:**
  - 1 character
  - Identifies if the check has been voided.

- **Vendor:**
  - 11 digits
  - Displays the vendor’s identification on the check.

- **Date:**
  - 8 digits
  - Shows the date the check was printed.

- **Amount:**
  - 15 digits
  - Identifies the amount of the check.

**Additional Functions**

- **PF KEYS**
  - See the Appendix for an explanation of the standard PF Keys.
Maintain Discount Table

The entries on this screen are only for vouchers created using Screens 104 and 125.

Values on the discount table specify terms of frequently used discounts. Each discount table record contains a discount code, discount percent, and a number of days. This information is used to determine the discount amount if payment is made within a specific time period.

Each agency can select values to be set up in the discount table. In the sample below, discount terms are a 1.5% discount if invoice is paid within 10 days.

Screen 808 displays the current values on the discount table and is also used to add, change or delete table values.

This screen is maintained and updated by FAMIS Services.

Screen 808 - Maintain Discount Table

<table>
<thead>
<tr>
<th>Function</th>
<th>Code</th>
<th>Discount</th>
<th>Days</th>
<th>Message</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>01</td>
<td>1.50</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>03</td>
<td>2.50</td>
<td>22</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Basic Steps

Add a Discount Record

- Advance to Screen 808.
- Type 'A' in the Function: field for Add.
- Type a two-digit account code in the Code: field.
- Type a four-digit discount percent in the Discount: field. The decimal point is entered two positions from the right. For example, 1.5% = 1.50.
- In the Days: field, type the number of days from the invoice date that payment must be received by the vendor in order to take advantage of the discount.
- Press <ENTER> to record the discount table entry.
- The message ** Added ** should appear in the Message: field beside the newly created discount code.
Screen 808 – Maintain Discount Table (cont’d)

**Update a Discount Record**
- Advance to Screen 808.
- Tab to the Function: field next to the discount code requiring modification.
- Type a ‘U’ in the Function: field for Update.
- Make the necessary changes to the discount code and press <ENTER>.
- The message **Update** should appear in the Message: field beside the modified discount code.

**Drop a Discount Record**
- Advance to Screen 808.
- Tab to the Function: field next to the discount code being dropped.
- Type a ‘D’ in the Function: Field for Delete.
- Press <ENTER> to drop the discount code.
- The message “Delete performed successfully” should appear at the top of the screen above the screen number.

**Discount Table**

When voucher transactions (vouchers, credit memos, or checks) are entered with a discount type indicator of “V” on Screens 104 or 125, FAMIS references the discount table for the correct discount percentage and the due date.

**Due Date**
The due date calculation is based on the invoice date and the number of days on the discount record.

**Field Descriptions** (◆ = Required / Help = PF2, ? or * Field Help Available)

**Screen Information**

- **Function:** 1 character
  Enter the desired function for maintaining the discount:
  - A = add a discount code
  - D = delete a discount code
  - U = update a discount code

- **Code:** 2 digits
  Include the numeric code assigned by the user to the vendor’s discount terms. Values are: 01-99.

- **Discount:** 4 digits
  Indicate the percentage cash discount associated with the discount code.

- **Days:** 3 digits
  Enter the number of days the discount terms are valid. FAMIS automatically calculates the due date by adding these days to the invoice date.
Screen 808 – Maintain Discount Table (cont’d)

**Message:**
15 lines 50 characters each
Shows the message for the function performed:
‘Added’ should appear in Message: field beside the newly created discount code. ‘Update’ will display if the information has been changed.

**Additional Functions**

**PF KEYS**
See Appendix for explanation of standard PF Keys.
Instructions

Listed below are general instructions that will make your job easier as you use FAMIS to input or view document information. Please become familiar with the information in this reference as it can make your navigation in FAMIS more efficient.

3270 Emulation Keys

Special keys and key combinations must be used when working with FAMIS. These keys are known as 3270 emulation keys and may be defined differently by each 3270 terminal or PC emulation software that you are using. Contact your computer support person if you do not know how to identify the following keys on your computer.

PF Keys
When a key is listed as PFn, PF represents Program Function. Many PCs use the function keys labeled Fn for these PF keys. Others have special combinations of keys to represent the PF keys, for example, on a Memorex emulation, a combination of the ALT key and the number 1 will represent the PF1 key.

At the bottom of the FAMIS screens, there are PF keys listed that can assist in the use of the screen. For example, on Screen 104, Voucher Create, the bottom of the screen shows the PF7 with the word ‘Bkwd’ under it. This means that by pressing the PF7 key, the screen listing will scroll backwards.

TAB and BACKTAB Keys
Use the TAB and BACKTAB keys on a 3270 terminal to move from field to field. This will position the cursor at the start of each field. Most PCs have a key labeled TAB, while the BACKTAB is a combination of the SHIFT/TAB keys.

Using the arrow keys, instead of the TAB keys, to move around the screen may lock the computer keyboard. Use the RESET key, then the TAB key, to position the cursor and unlock the keyboard.

CLEAR Key
The CLEAR key on many PC keyboards is the PAUSE key. This key is often used to clear, or refresh, the screen before typing.

RESET Key
After pressing <ENTER> to process data information, note the status bar at the bottom of the screen. When the system is processing information, the symbol "X ( )" or  will appear. You cannot enter additional information until the system is finished processing. If any other symbols appear, press your RESET key -- often the ESCAPE key on a PC.
Appendix – Instructions (cont’d)

**ERASE END OF FIELD Key**
To erase all the information in a field with one stroke, the ERASE EOF key on a 3270 keyboard is helpful. For example, a vendor name is held in context when moving from screen to screen. To change to a different vendor, use this key and the current vendor name in the Action Line will be removed. Now the new vendor name can be input. On most PCs, the correct key to use is the END key on the numeric keypad.

**HOME Key**
From anywhere on the screen, the most efficient way to take the cursor back to the Screen: field on the Action Line is by pressing certain keys. For the 3270 terminals, the correct combination is the ALT/RULE keys. On most PCs, the HOME key on the numeric keypad will work.

**Protected Area**
The Protected Area is the area of the screen that will not allow the user to enter information. Typing information in the protected area may freeze the screen. Use your reset key and then tab key to release your system when it freezes.

**Action Line/Context**
The Action Line is usually the first line of information on each screen. The Screen: field is used to navigate from screen to screen by entering the number of the screen desired. Fields such as screen, vendor, voucher number, account, etc. are often found on the Action Line.

Data that is entered on the Action Line will be carried in ‘context’ from screen to screen until changed. For example, the GL account number 032365 is entered on the Action Line of the screen below. That account will be carried in ‘context’ until the user keys a different account in the field.

The <ENTER> key must be pressed after entering Action Line data. If a user does not follow this step, all information entered on the screen may be lost and must be re-entered. After pressing <ENTER>, a message will be given at the top of the screen asking for modifications or providing further processing instructions.

![Example Screen](image-url)
Appendix – Instructions (cont’d)

Message Line

The line above the Action Line is used to display messages to the user. These messages may be error messages or processing messages, such as the one below.

```
F6537 Please enter a valid six digit GL account
002 GL 6 Digit                      01/20/92 11:26
```

Scrolling Through Data

Pressing the <ENTER> key will scroll through information listed on a screen. On some screens, there are PF keys to use to scroll forward, backward, left and right. These PF keys are displayed at the bottom on the screens with that function.

Help

HELP functions are available for many screen fields in FAMIS. Placing a "?" in the blank beside the desired field and hitting <ENTER> will access a pop-up window with specified field information. Another way is to place your cursor in the desired field and press the F2 key.

To get out of the HELP function, either select a value and press <ENTER> or hit the PF4 key. The distinction on which key to use will normally be designated in the pop-up window (EX: PF4 = Exit).

Escaping from a Pop-Up Window

When in a pop-up window, pressing PF4 will usually take you back to the original screen. There are a few screens when pressing <ENTER> will take you back to the original screen.
Appendix – Instructions (cont’d)

Field Help Using the F2 Program Function Key

On selected fields, additional information can be displayed using the F2 program function key. This HELP information is accessed by moving the cursor to the field in question and pressing the F2 Key.

Screen 002 - GL 6 Digit

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen: ___ Account: 032365</td>
<td>NAVSO, INC.</td>
</tr>
<tr>
<td>Account Title: NAVSO, INC.</td>
<td></td>
</tr>
<tr>
<td>Resp Person: 4uuuuuuu9 SOSA, SOPHIE S</td>
<td>Old Acct: _______________</td>
</tr>
<tr>
<td>Default Bank: 00001 Override: Y SL Mapped Count: 1</td>
<td></td>
</tr>
<tr>
<td>Alternate Banks: 00002 _______ _______ _______ Security: _______</td>
<td></td>
</tr>
</tbody>
</table>

The first help screen describes the field; pressing <ENTER> will display the valid values for the field.

Description: Designates departments within schools or units for which fiscal reports will be necessary, i.e., Chemistry Department, Administration and Counselor Education.
Question Mark (?) and Asterisk (*) Help

FAMIS also provides information about selected fields through the Question Mark (?) Help facility. This HELP information may be accessed by typing a question mark (?) in the field in question and pressing the <ENTER> key.

**Screen 002 - GL 6 Digit**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen: ___</td>
<td>Account: 010100 ___</td>
</tr>
<tr>
<td>Account Title:</td>
<td>ED &amp; GEN INCOME-TUITION</td>
</tr>
<tr>
<td>Resp Person:</td>
<td>MASON, MARY M</td>
</tr>
<tr>
<td>Old Acct: NA</td>
<td></td>
</tr>
<tr>
<td>Year-end Process: F</td>
<td>Reporting Group:</td>
</tr>
<tr>
<td>Aux Code: __</td>
<td>Sub Fund Group:</td>
</tr>
<tr>
<td>Function: __</td>
<td></td>
</tr>
<tr>
<td>Default Bank: 03000</td>
<td>Override: Y</td>
</tr>
<tr>
<td>Alternate Banks: ***** _____</td>
<td>SL Mapped Count: 18</td>
</tr>
<tr>
<td>Dept S-Dept Exec Div Coll Mail Cd Stmt</td>
<td></td>
</tr>
<tr>
<td>Primary: REV_ _____ UN AD</td>
<td>C6000 N</td>
</tr>
<tr>
<td>Secondary: VTEA_ _____ AA CD</td>
<td>VM C4457 Y</td>
</tr>
<tr>
<td>Long Title: EDUCATIONAL AND GENERAL INCOME - TUITION</td>
<td></td>
</tr>
<tr>
<td>Account Letter: Y Setup Date:</td>
<td>08/26/1991</td>
</tr>
<tr>
<td>Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---</td>
<td></td>
</tr>
</tbody>
</table>

In some instances, typing an asterisk ( * ) will provide additional information for a field.

A pop-up window is displayed with the valid values for the field. By typing an 'X' next to the desired value, that value is passed to the main screen. This is the Passback feature.

**MORE CODES**

<table>
<thead>
<tr>
<th>AFR Fund Group</th>
<th>Sub Fund</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 DS DF</td>
<td></td>
<td>DESIGNATED/FUNCTIONAL &amp; GENERAL</td>
</tr>
<tr>
<td>21 DS DS</td>
<td></td>
<td>DESIGNATED/SERV DEPT-PROF FEES &amp; SE</td>
</tr>
<tr>
<td>22 DS ST</td>
<td></td>
<td>DESIGNATED/SERV DEPT-TRAVEL</td>
</tr>
<tr>
<td>23 DS SM</td>
<td></td>
<td>DESIGNATED/SERV DEPT-MATERIAL &amp; SUP</td>
</tr>
<tr>
<td>24 DS SU</td>
<td></td>
<td>DESIGNATED/SERV DEPT-COMM &amp; UTIL</td>
</tr>
<tr>
<td>25 DS SR</td>
<td></td>
<td>DESIGNATED/SERV DEPT-REPAIRS &amp; MAIN</td>
</tr>
<tr>
<td>26 DS SL</td>
<td></td>
<td>DESIGNATED/SERV DEPT-RENTALS &amp; LEAS</td>
</tr>
<tr>
<td>27 DS SP</td>
<td></td>
<td>DESIGNATED/SERV DEPT-PRINTING &amp; REP</td>
</tr>
<tr>
<td>28 DS SC</td>
<td></td>
<td>DESIGNATED/SERV DEPT-CLAIMS &amp; LOSS</td>
</tr>
<tr>
<td>29 DS SO</td>
<td></td>
<td>DESIGNATED/SERV DEPT-OTHER OPER EXP</td>
</tr>
<tr>
<td>30 AX AX</td>
<td></td>
<td>AUXILIARY NON-PLEDGED</td>
</tr>
<tr>
<td>31 AX AP</td>
<td></td>
<td>AUXILIARY PLEDGED</td>
</tr>
<tr>
<td>-- IASYS-AFR-FUND-GROUP --</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Select an AFR Fund Group or Press &lt;PF4&gt; to Quit</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Accounts Payable Screens List

<table>
<thead>
<tr>
<th>SCREEN</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>M10</td>
<td>Accounts Payable System Menu</td>
</tr>
<tr>
<td>M11</td>
<td>Accounts Payable Inquiry and Vendor Menu</td>
</tr>
<tr>
<td>M12</td>
<td>Voucher Update Menu – Part 1</td>
</tr>
<tr>
<td>M13</td>
<td>Voucher Update Menu – Part 2</td>
</tr>
<tr>
<td>104</td>
<td>Voucher Create</td>
</tr>
<tr>
<td>105</td>
<td>Voucher Header Modify</td>
</tr>
<tr>
<td>106</td>
<td>Unpaid Voucher Drop</td>
</tr>
<tr>
<td>107</td>
<td>Voucher Line Item Modify without Accounting</td>
</tr>
<tr>
<td>108</td>
<td>Credit Memo</td>
</tr>
<tr>
<td>109</td>
<td>Prepaid Voucher</td>
</tr>
<tr>
<td>110</td>
<td>Void Check</td>
</tr>
<tr>
<td>111</td>
<td>Pending Voucher Create/Modify</td>
</tr>
<tr>
<td>112</td>
<td>Pending Voucher Create/Modify with P.O. Numbers</td>
</tr>
<tr>
<td>113</td>
<td>Post a Range of Pending Vouchers</td>
</tr>
<tr>
<td>114</td>
<td>Pending Interest Voucher Modify</td>
</tr>
<tr>
<td>115</td>
<td>Pending State Interest Create/Modify</td>
</tr>
<tr>
<td>116</td>
<td>Prepaid Credit Memo</td>
</tr>
</tbody>
</table>
### Appendix – Accounts Payable Screens List (cont’d)

<table>
<thead>
<tr>
<th>Screen</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>118</td>
<td><strong>Voucher Line Item Modify with Accounting</strong>&lt;br&gt;Used to add/modify voucher line item information and affect accounting.</td>
</tr>
<tr>
<td>119</td>
<td><strong>Prepaid Voucher Amount Modify</strong>&lt;br&gt;Change the amount of a prepaid voucher entered on Screen 109. Updates both the check reconciliation file and the voucher file.</td>
</tr>
<tr>
<td>124</td>
<td><strong>Session/Batch Header List</strong>&lt;br&gt;Provides a list of all session/batches processed in FAMIS.</td>
</tr>
<tr>
<td>125</td>
<td><strong>Voucher Amount Modify</strong>&lt;br&gt;Used to change the amount of a voucher entered on Screen 104. Must be done before the voucher is paid.</td>
</tr>
<tr>
<td>126</td>
<td><strong>Revolving Check Receipt</strong>&lt;br&gt;Updates the state voucher file to record the receipt of the check from the state. This is only done for multi-vendor vouchers.</td>
</tr>
<tr>
<td>127</td>
<td><strong>Transaction Inquiry by Batch</strong>&lt;br&gt;Provides a detailed listing of transactions processed in a specified batch.</td>
</tr>
<tr>
<td>130</td>
<td><strong>AP Batch/Initialize</strong>&lt;br&gt;A session/batch must be opened to enter accounts payable transactions.</td>
</tr>
<tr>
<td>131</td>
<td><strong>Preview Flag Reset</strong>&lt;br&gt;Change the previous status of a voucher that has been placed on ‘Hold’ by the agency.</td>
</tr>
<tr>
<td>134</td>
<td><strong>Revolving Voucher Create</strong>&lt;br&gt;Used to enter a revolving voucher. The multi-vendor voucher requests reimbursement from the state.</td>
</tr>
<tr>
<td>135</td>
<td><strong>Revolving Voucher Amount Modify</strong>&lt;br&gt;Modifies the amount of a revolving voucher entered on Screen 134. Must be done before the voucher is paid.</td>
</tr>
<tr>
<td>136</td>
<td><strong>Revolving Voucher Drop</strong>&lt;br&gt;Used to delete a revolving voucher created on Screen 134.</td>
</tr>
<tr>
<td>137</td>
<td><strong>Void Revolving Check</strong>&lt;br&gt;This screen is used to void a check created in the check cycle as a result of a voucher entered on Screen 134 or 139.</td>
</tr>
<tr>
<td>139</td>
<td><strong>Prepaid Revolving Voucher</strong>&lt;br&gt;Request payment from the state for expenses previously paid by the agency. Also records the check created outside FAMIS for expenses.</td>
</tr>
<tr>
<td>141</td>
<td><strong>Change Source State to State</strong>&lt;br&gt;Used to change the source of an expenditure from on account or state bank to another account or state bank.</td>
</tr>
<tr>
<td>142</td>
<td><strong>Change Source Local to Local</strong>&lt;br&gt;This screen is used to change the source of an expenditure from one account or local bank to another account or local bank.</td>
</tr>
</tbody>
</table>
Appendix – Accounts Payable Screens List (cont’d)

146 Void State Voucher .................................................................................................................. IV-46
   Used to void an entire state voucher. All line items will be voided.

147 State Voucher Partial Void .................................................................................................. IV-49
   This screen is used to change the amount of a line item on a state voucher.

148 Change Local to State/State to Local .................................................................................. VII-15
   Change the source of an expenditure from local to state or state to local on this screen.

149 Revolving Prepaid Amount Modify .................................................................................... VI-28
   Modify the amount of a prepaid revolving voucher entered on Screen 139.

160 Invoices by Vendor Inquiry ................................................................................................ VIII-3
   Provides a list of invoices paid to a specified vendor.

161 Voucher Inquiry by Voucher Number ................................................................................. VIII-6
   Lists all FAMIS vouchers by voucher number.

162 Voucher Inquiry by Vendor ................................................................................................ VIII-8
   Provides a list of vouchers for a specified vendor.

163 Voucher Inquiry by Account, Department Reference ........................................................ VIII-12
   Provides a voucher list for a specified account.

164 Voucher Inquiry by PO Number ........................................................................................ VIII-15
   Displays vouchers for a purchase order number.

165 Outstanding Voucher Inquiry ............................................................................................. VIII-18
   Shows outstanding vouchers for a specified vendor.

166 Pending Voucher Inquiry .................................................................................................... VIII-21
   Lists pending vouchers in voucher number order by year.

167 Voucher Inquiry by Dept Ref ............................................................................................... VIII-23
   Displays list of vouchers for a specified departmental reference code.

168 Voucher Total Inquiry .......................................................................................................... VIII-26
   Lists all line items for selected multi-account voucher.

169 Voucher Line Item Inquiry ................................................................................................ VIII-33
   Displays detail information on a specified voucher line item.

170 Voucher Inquiry by Alternate Vendor ................................................................................ VIII-43
   Displays vouchers having the specified alternate vendor.

171 Check List ............................................................................................................................. VIII-53
   Displays check information for checks issued on the recon bank specified in the Action Line.

172 Vouchers by Reconciliation Bank Inquiry .......................................................................... VIII-46
   Shows voucher information for a specified recon bank check.

173 Outstanding Check List ......................................................................................................... VIII-48
   Lists outstanding checks for a reconciliation bank.

174 Vouchers by Check Inquiry ................................................................................................ VIII-50
   This screen provides reconciliation information for a specified check.
<table>
<thead>
<tr>
<th>PAGE</th>
<th>Screen Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>IX-3</td>
<td>Maintain Discount Table</td>
<td>Used to maintain the vendor discount information.</td>
</tr>
<tr>
<td>II-6</td>
<td>Comp Codes Subject to Interest</td>
<td>Displays the State Comptroller Object Codes subject to prompt payment interest.</td>
</tr>
<tr>
<td>II-7</td>
<td>ACH, State, and Local Holiday Table</td>
<td>Shows all known State and Local holidays.</td>
</tr>
<tr>
<td>II-8</td>
<td>State Holiday Table</td>
<td>Displays State holidays.</td>
</tr>
</tbody>
</table>
Standard PF Keys

PF Keys are used in the purchasing module of FAMIS to access additional information. Wherever possible the same assignment has been given to the same PF key, such as PF9 always being the key used for NOTES. Occasionally this has not been possible and a different assignment has been made.

The following list is to help you identify the functionality behind the PF keys that you will see on the many screens in Routing & Approvals.

Many screens have extended information windows assigned to various function keys that are designated at the bottom of each screen or pop-up window. Placing the cursor (using the cursor arrow keys) on a particular line and pressing the extended information function key will display the pop-up window information for the document or item on that line.

Press <PF4> to exit a pop-up window and return to the previous window or inquiry screen. If multiple windows have been opened pressing <PF3> will return you directly to the screen where you started.

From within many of the pop-up windows, an additional set of extended function keys may appear to further inquire on the document or item.

Extended Function Keys

<table>
<thead>
<tr>
<th>Accts</th>
<th>Accounts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Displays a window of all responsible accounts and their portion of the total order.</td>
<td></td>
</tr>
</tbody>
</table>

| +-----------------------------------------------+ |
| F5628 End of accounts on document             |
| P P600026 *** Account Distribution ***       |
| CC FY Account Description Amount              |
| AM 1996 330001-00000-4050 RENEWAL MAINTENANCE AGREE 70.95 |
| AM 1996 330001-00000-4010 DELIVERY SERVICES 11.23 |
| Total all Accounts * 82.18                   |
| +-----------------------------------------------+ |
| PF3= Back to 280  PF4=Exit  PF5=BBA           |

<table>
<thead>
<tr>
<th>Addr</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Used to include more lines of address information.</td>
<td></td>
</tr>
</tbody>
</table>

| +-----------------------------------------------+ |
| Addr: 11409 WILSON BLVD SUITE 909 ATN: WAYNE WILSON |
| +-----------------------------------------------+ |
Appendix – Standard PF Keys (cont’d)

**Bkwd**  **Backwards**
Returns to the previous screen or scrolls one page back for a particular item.

**Frwd**  **Forward**
Advances to the next screen or scrolls one page forward for a particular item.

**Left**  **Scroll Left**
Some windows are made up of several adjacent panels. These will be designated by the word Panel: #\# appearing in the window. Pressing this key scrolls the panel to the left.

**Next**  **Next Screen**
Advances to the next screen required.

**Right**  **Scroll Right**
Some windows are made up of several adjacent panels. These will be designated by the word Panel: #\# appearing in the window. Pressing this key scrolls the panel to the right.

**Vndr**  **Suggested Vendors**
Displays all suggested vendor sources for a particular document.

<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>**** Suggested Vendors Information ****</td>
</tr>
<tr>
<td>----------------------------------</td>
</tr>
<tr>
<td>Document:  R400007</td>
</tr>
<tr>
<td>VID: or FEI: 6xxxxxxx8     VID: or FEI: 8xxxxxxx8</td>
</tr>
<tr>
<td>FALCO SYSTEMS INC LEGACY SYSTEMS</td>
</tr>
<tr>
<td>Addr: 5555 ROSEMARY ROAD Addr: 1000 DEE HIGH RD SUITE M</td>
</tr>
<tr>
<td>SACRAMENTO CA 95842 BROOM CO 80000</td>
</tr>
<tr>
<td>PH: 800-333-3333 FAX: 916-300-1111 PH: FAX:</td>
</tr>
<tr>
<td>Press &lt;PF4&gt; to Exit</td>
</tr>
<tr>
<td>----------------------------------</td>
</tr>
</tbody>
</table>

*Press <PF4> to Exit*
FAMIS Transaction Codes

FAMIS uses a 3-digit transaction code to determine how transactions are processed. The last digit is often used as a reference to further describe the transaction.

The exception is a full 3-digit code to indicate special processing. Many of these codes are used for budget transactions, encumbrances and beginning balances.

### Financial Accounting

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>020</td>
<td>Original Budgets &amp; Original Budget Corrections</td>
<td>Special FAMIS Processing</td>
</tr>
<tr>
<td>021</td>
<td>Revised Budgets (General)</td>
<td>Special FAMIS Processing</td>
</tr>
<tr>
<td>022</td>
<td>Budget Transfers</td>
<td>Special FAMIS Processing</td>
</tr>
<tr>
<td>023</td>
<td>Base SL to SA (Original)</td>
<td>Special FAMIS Processing</td>
</tr>
<tr>
<td>024</td>
<td>Base SL to SA (Revised)</td>
<td>Special FAMIS Processing</td>
</tr>
<tr>
<td>025</td>
<td>SA to SA (Within SL Only)</td>
<td>Special FAMIS Processing</td>
</tr>
<tr>
<td>027</td>
<td>Begin Year Budget Forward</td>
<td>Special FAMIS Processing</td>
</tr>
</tbody>
</table>

### 03x - Receipts (Screen 12)

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>030</td>
<td>Regular Cash Receipts (Dept. Sales, Payments to Clearing Accts)</td>
<td>User Defined</td>
</tr>
<tr>
<td>031</td>
<td>Investment Earnings</td>
<td>User Defined</td>
</tr>
<tr>
<td>032</td>
<td>Gifts</td>
<td>User Defined</td>
</tr>
<tr>
<td>033</td>
<td>Miscellaneous Receipts</td>
<td>User Defined</td>
</tr>
<tr>
<td>034</td>
<td>Cashiers – Vault Entries</td>
<td>User Defined</td>
</tr>
<tr>
<td>038</td>
<td>Payroll Interpart Transfers</td>
<td>Assigned by FAMIS</td>
</tr>
<tr>
<td>039</td>
<td>Interpart IDTs – Credit to One Part, Disbursement to Other</td>
<td>Assigned by FAMIS</td>
</tr>
</tbody>
</table>

### 04x - Disbursements (Screen 13)

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>043</td>
<td>Miscellaneous Disbursements</td>
<td>User Defined</td>
</tr>
<tr>
<td>044</td>
<td>Cashiers – Vault Entries</td>
<td>User Defined</td>
</tr>
<tr>
<td>045</td>
<td>Miscellaneous Cash Disbursements (Travel Advance, Work Funds)</td>
<td>User Defined</td>
</tr>
<tr>
<td>046</td>
<td>Change of Source of Funds</td>
<td>Assigned by FAMIS</td>
</tr>
<tr>
<td>047</td>
<td>AP Check Voids</td>
<td>Assigned by FAMIS</td>
</tr>
<tr>
<td>048</td>
<td>AP Disbursements</td>
<td>Assigned by FAMIS</td>
</tr>
<tr>
<td>049</td>
<td>Payroll Disbursements</td>
<td>Assigned by FAMIS</td>
</tr>
</tbody>
</table>

### 05x - Encumbrances (Screen 11)

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>050</td>
<td>Previous Year(s) Encumbrances</td>
<td>Special FAMIS Processing</td>
</tr>
<tr>
<td>051</td>
<td>Salary Encumbrances</td>
<td>Assigned by FAMIS</td>
</tr>
<tr>
<td>054</td>
<td>Requisition</td>
<td>Assigned by FAMIS</td>
</tr>
<tr>
<td>055</td>
<td>Purchase Order</td>
<td>Assigned by FAMIS</td>
</tr>
<tr>
<td>057</td>
<td>Encumbrance Begin Year Carry Forward</td>
<td>Special FAMIS Processing</td>
</tr>
<tr>
<td>058</td>
<td>Regular Encumbrance</td>
<td>User Defined</td>
</tr>
<tr>
<td>059</td>
<td>Current Year Encumbrances (budget check, regardless of flags)</td>
<td>Special FAMIS Processing</td>
</tr>
<tr>
<td>E5x</td>
<td>Blanket Wage Encumbrances</td>
<td>Assigned by FAMIS</td>
</tr>
</tbody>
</table>
### Financial Accounting Transaction Codes (cont’d)

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>06x</td>
<td>Encumbrances (Screens 14, 14A, 25, 35, 36, 37 85, 86)</td>
</tr>
<tr>
<td>060</td>
<td>Real Journal Entries                                                                          User Defined</td>
</tr>
<tr>
<td>061</td>
<td>JE for IDTs                                                                                  Assigned by FAMIS</td>
</tr>
<tr>
<td>062</td>
<td>JE for Cash Sales/Payments on Receivables (overrides freeze)                                  Assigned by FAMIS</td>
</tr>
<tr>
<td>063</td>
<td>JE from Student Feeds                                                                        Assigned by FAMIS</td>
</tr>
<tr>
<td>064</td>
<td>JE from Payroll Feeds                                                                        Assigned by FAMIS</td>
</tr>
<tr>
<td>065</td>
<td>JE from Accounts Receivable (create receivable)                                               Assigned by FAMIS</td>
</tr>
<tr>
<td>066</td>
<td>JE from Fixed Assets (capitalization, etc)                                                    Assigned by FAMIS</td>
</tr>
<tr>
<td>067</td>
<td>JE from LMS (Loan Management System)                                                          Assigned by FAMIS</td>
</tr>
<tr>
<td>068</td>
<td>JE from Accounts Payable (setting up liabilities)                                             Assigned by FAMIS</td>
</tr>
<tr>
<td>069</td>
<td>Compound Journal Entries (system controlled)                                                  Assigned by FAMIS</td>
</tr>
<tr>
<td>06A</td>
<td>JE for Procurement Card Entries                                                               Assigned by FAMIS</td>
</tr>
<tr>
<td>09x</td>
<td>Beginning Balances, Bank Transfers (Screen 15)</td>
</tr>
<tr>
<td>090</td>
<td>Bank Transfers                                                                               Special FAMIS Processing</td>
</tr>
<tr>
<td>098</td>
<td>Beginning Balances                                                                          Special FAMIS Processing</td>
</tr>
</tbody>
</table>

### A/P Voucher

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>14x</td>
<td>Regular Vouchers (Screens 104, 111, 112) (Invoicing Screen345)</td>
</tr>
<tr>
<td>140</td>
<td>Regular Vouchers                                                                           User Defined</td>
</tr>
<tr>
<td>141</td>
<td>Regular Vouchers                                                                           User Defined</td>
</tr>
<tr>
<td>142</td>
<td>Produce Separate Checks for Vouchers                                                        User Defined</td>
</tr>
<tr>
<td>143</td>
<td>State Travel Vouchers                                                                       User Defined</td>
</tr>
<tr>
<td>147</td>
<td>Revolving Vouchers                                                                         Special FAMIS Processing</td>
</tr>
<tr>
<td>148</td>
<td>Change Source of Funds                                                                     Assigned by FAMIS</td>
</tr>
<tr>
<td>149</td>
<td>Force Separate Check                                                                       Special FAMIS Processing</td>
</tr>
<tr>
<td>15x</td>
<td>Credit Memos (Screen 108) (Invoicing Screen340)</td>
</tr>
<tr>
<td>151</td>
<td>Regular Credit Memo                                                                        User Defined</td>
</tr>
<tr>
<td>152</td>
<td>Regular Credit Memo                                                                        User Defined</td>
</tr>
<tr>
<td>159</td>
<td>Forces Separate Credit Memo (only matches when used on same voucher as charges)             Special FAMIS Processing</td>
</tr>
<tr>
<td>16x</td>
<td>Prepaid Vouchers (Screen 109) (Invoicing Screen345)</td>
</tr>
<tr>
<td>160</td>
<td>Prepaid Voucher (Regular) with reconciliation                                               User Defined</td>
</tr>
<tr>
<td>165</td>
<td>Prepaid Voucher with NO reconciliation (does a JE to cash voucher clearing and does not affect the bank) Assigned by FAMIS</td>
</tr>
<tr>
<td>166</td>
<td>Prepaid Voucher with NO reconciliation (offset to the bank)                                 Assigned by FAMIS</td>
</tr>
<tr>
<td>167</td>
<td>Prepaid Revolving Voucher                                                                   Assigned by FAMIS</td>
</tr>
<tr>
<td>169</td>
<td>Prepaid Cash Voucher                                                                       User Defined</td>
</tr>
<tr>
<td>17x</td>
<td>Prepaid Credit Memo (Screen 116) (Invoicing Screen340 and 345)</td>
</tr>
<tr>
<td>170</td>
<td>Prepaid Credit Memo with reconciliation                                                     User Defined</td>
</tr>
<tr>
<td>176</td>
<td>Prepaid Credit Memo with NO reconciliation (no offset to the bank)                          User Defined</td>
</tr>
<tr>
<td>175</td>
<td>NOT USED                                                                                    User Defined</td>
</tr>
<tr>
<td>177</td>
<td>Prepaid vouchers with reconciliation                                                        User Defined</td>
</tr>
</tbody>
</table>

K:\FA|DOC\WRKNPRCS\Charts for Manuals\(NEW) transactioncodesidea.docx
Session and Batch Header Codes

A session/batch reference code is used to group sessions of like transactions. The first three (3) characters typically identify the type of transactions entered during the session. For example, ARP001 would signify an Accounts Receivable Payment transaction. We recommend that FAMIS users use these batch header codes where appropriate.

<table>
<thead>
<tr>
<th>Accounts Payable</th>
<th>IDTs</th>
</tr>
</thead>
<tbody>
<tr>
<td>AP ACH</td>
<td>Regular</td>
</tr>
<tr>
<td>AP Check</td>
<td>Corrections</td>
</tr>
<tr>
<td>AP State Voucher</td>
<td>Gift Fees</td>
</tr>
<tr>
<td>Fee</td>
<td>Interface IDTs</td>
</tr>
<tr>
<td>Travel</td>
<td>(dept. code)</td>
</tr>
<tr>
<td>Corrections-Travel</td>
<td></td>
</tr>
<tr>
<td>Purchase</td>
<td></td>
</tr>
<tr>
<td>Prepaid Vouchers</td>
<td></td>
</tr>
<tr>
<td>Corrections- Purchase</td>
<td></td>
</tr>
<tr>
<td>Delete Vouchers</td>
<td></td>
</tr>
<tr>
<td>Housing Interface</td>
<td></td>
</tr>
<tr>
<td>SIMS Interface</td>
<td></td>
</tr>
<tr>
<td>Miscellaneous</td>
<td></td>
</tr>
<tr>
<td>Procurement Card</td>
<td></td>
</tr>
<tr>
<td>Corrections-Payroll</td>
<td></td>
</tr>
<tr>
<td>AR Accounting Feed</td>
<td></td>
</tr>
<tr>
<td>AR Payments</td>
<td></td>
</tr>
<tr>
<td>Bank Transfers</td>
<td></td>
</tr>
<tr>
<td>Budget</td>
<td></td>
</tr>
<tr>
<td>Generated Exp Budget</td>
<td></td>
</tr>
<tr>
<td>Cash Receipts</td>
<td></td>
</tr>
<tr>
<td>Encumbrance</td>
<td></td>
</tr>
</tbody>
</table>

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts Receivable</td>
<td>Payroll</td>
</tr>
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<td>AR Accounting Feed</td>
<td>EPA Adjustments</td>
</tr>
<tr>
<td>AR Payments</td>
<td>Insurance Billing</td>
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<td></td>
<td>Insurance Equity Transfer</td>
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<tr>
<td></td>
<td>Payroll</td>
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<td></td>
<td>Payroll Auto Adjustment</td>
</tr>
<tr>
<td></td>
<td>Salary Encumbrance</td>
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<td>Salary Savings</td>
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<tr>
<td>Bank Transfers</td>
<td>FFX Accounting Feed</td>
</tr>
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<td>Budget</td>
<td>FFX Depreciation Fee</td>
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<tr>
<td>Budget Brought Forward</td>
<td>Sponsored Research (SPR)</td>
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<tr>
<td>Beginning Entries</td>
<td>Indirect Cost</td>
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<td>Regular</td>
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<tr>
<td>Original Budgets</td>
<td></td>
</tr>
<tr>
<td>Generated Exp Budget</td>
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<tr>
<td>Cash Receipts</td>
<td></td>
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<tr>
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<td></td>
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</tr>
</tbody>
</table>

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FAMIS Reference Codes

Currently, there are four different reference codes used in FAMIS. Specific transactions are associated with these codes. Each transaction code is identified below, along with related transactions. Samples of Screen 23 have been used to show each reference code with related transactions.

Reference # 1

<table>
<thead>
<tr>
<th>FIELD</th>
<th>RELATED TRANSACTIONS</th>
<th>CODE</th>
<th>TYPE OF DATA or # TYPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>REF 1</td>
<td>Encumbrances</td>
<td>05x</td>
<td>PO # or Doc #</td>
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<tr>
<td></td>
<td>Vouchers</td>
<td>05x</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Credit Memos</td>
<td>05x</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prepaid Vouchers</td>
<td>05x</td>
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</tr>
<tr>
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<td>Prepaid Credit Memos</td>
<td>05x</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Revolving Vouchers</td>
<td>06x</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Revolving Prepaid Vouchers</td>
<td>06x</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Change Source of Funds</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Multi Vendor Vouchers (SL &amp; GL)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Budget (SL)</td>
<td>02x</td>
<td>Budget #</td>
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<tr>
<td></td>
<td>Budget Transfer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Beg Balance #</td>
<td>098</td>
<td></td>
<td>Beginning Balance (GL)</td>
</tr>
<tr>
<td>AFR #</td>
<td>060</td>
<td></td>
<td>AFR Entries/Reversals (SL &amp; GL)</td>
</tr>
</tbody>
</table>

Screen 23 – Transaction Inquiry by Account (Panel 1)

<table>
<thead>
<tr>
<th>Sbcd TC</th>
<th>Ref 1</th>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
<th>I BatRef Offset Acct</th>
</tr>
</thead>
<tbody>
<tr>
<td>4010 054</td>
<td>Lxxxxx1</td>
<td>09/16</td>
<td>DYLAN TROPHY DB</td>
<td>420.50</td>
<td>D 8576JF</td>
</tr>
<tr>
<td>4010 054</td>
<td>Lxxxxx5</td>
<td>09/22</td>
<td>WINSTON’S OFFICEWOR</td>
<td>367.00</td>
<td>D 8576JF</td>
</tr>
<tr>
<td>4010 068</td>
<td>Lxxxxx2</td>
<td>09/25</td>
<td>NASH NASWORTHY</td>
<td>131.49</td>
<td>F PVP308 014400 2100</td>
</tr>
<tr>
<td>4010 068</td>
<td>Lxxxxx5</td>
<td>09/26</td>
<td>WINSTON’S OFFICEWOR</td>
<td>367.00</td>
<td>F PVP309 014400 2100</td>
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<td>09/26</td>
<td>STORES</td>
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</tr>
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<td>STORES</td>
<td></td>
<td>107.47</td>
<td>PURS01 270260 0523</td>
</tr>
<tr>
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<td>09/26</td>
<td>STORES</td>
<td></td>
<td>434.10</td>
<td>PURS01 270260 0523</td>
</tr>
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<td>09/26</td>
<td>STORES</td>
<td></td>
<td>51.41</td>
<td>PURS01 270260 0523</td>
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<td>09/26</td>
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<td>STORES</td>
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<td>STORES</td>
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<td>09/26</td>
<td>STORES</td>
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<td>STORES</td>
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<td>09/26</td>
<td>STORES</td>
<td></td>
<td>98.66</td>
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</table>

* Continued *

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---

Hmenu Help EHelp View DLoad Left Right
Appendix – FAMIS Reference Codes (cont’d)

Reference # 2

Reference 2 is almost always assigned by FAMIS. In most cases, this will be the voucher number. There are various ways to view or report data by this reference number.

<table>
<thead>
<tr>
<th>FIELD</th>
<th>RELATED TRANSACTIONS</th>
<th>CODE</th>
<th>TYPE OF DATA or # TYPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ref 2</td>
<td>Disbursements</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>Vouchers</td>
<td>068</td>
<td>Voucher #</td>
</tr>
<tr>
<td></td>
<td>Credit Memos</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prepaid Vouchers</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prepaid Credit Memos</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Revolving Vouchers</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Change Source of Funds</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Multi-Vendor Vouchers</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Revolving Prepaid Vouchers</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Interdepartmental Transfers</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Receipts</td>
<td>030</td>
<td>Bill # or Receipt #</td>
</tr>
<tr>
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<td>A/R Add’l Line Item Entry</td>
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<td>A/R Invoice</td>
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<tr>
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<td>A/R Line Item Adjust</td>
<td>060</td>
<td>Document #</td>
</tr>
<tr>
<td></td>
<td>A/R Line Item Payment</td>
<td>022</td>
<td>DBR Document #</td>
</tr>
<tr>
<td></td>
<td>Encumbrance (SL)</td>
<td>05x</td>
<td>Document #</td>
</tr>
<tr>
<td></td>
<td>AFR Entries/Reversals (SL &amp; GL)</td>
<td></td>
<td>Document #</td>
</tr>
<tr>
<td></td>
<td>DBR Budget Transfer</td>
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<td></td>
</tr>
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</table>

Screen 23 – Transaction Inquiry by Account (Panel 1)

<table>
<thead>
<tr>
<th>Ref 2</th>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
<th>I BatRef Offset Acct</th>
</tr>
</thead>
<tbody>
<tr>
<td>068</td>
<td>09/16</td>
<td>DYLAN TROPHY DB</td>
<td>420.50</td>
<td>D 85762F</td>
</tr>
<tr>
<td>054</td>
<td>09/22</td>
<td>WINSTON’S OFFICEWOR</td>
<td>367.00</td>
<td>D 85762F</td>
</tr>
<tr>
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<td>09/25</td>
<td>NASH NASWORTHY</td>
<td>131.49</td>
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<td>068</td>
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<td>WINSTON’S OFFICEWOR</td>
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<td>09/26</td>
<td>STORES</td>
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<td>09/26</td>
<td>STORES</td>
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<td>09/26</td>
<td>STORES</td>
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<td>09/26</td>
<td>STORES</td>
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<td>09/26</td>
<td>STORES</td>
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<td>09/26</td>
<td>STORES</td>
<td>11.96</td>
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<tr>
<td>061</td>
<td>09/26</td>
<td>STORES</td>
<td>417.24</td>
<td>PURS01 270260 0523</td>
</tr>
<tr>
<td>061</td>
<td>09/26</td>
<td>STORES</td>
<td>322.99</td>
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</tr>
<tr>
<td>061</td>
<td>09/26</td>
<td>STORES</td>
<td>98.66</td>
<td>PURS01 270260 0523</td>
</tr>
</tbody>
</table>

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Reference # 3

Reference 3 is less used than the others. There are some transactions where you will see entries in Reference 3. There are various ways to view the data for this reference number.

<table>
<thead>
<tr>
<th>FIELD</th>
<th>RELATED TRANSACTIONS</th>
<th>CODE</th>
<th>TYPE OF DATA or # TYPE</th>
<th>AUTO OR MANUAL</th>
</tr>
</thead>
<tbody>
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<td>REF 3</td>
<td>AP Disbursements (GL) Prepaid Vouchers</td>
<td>04x 068</td>
<td>AP Check #</td>
<td>A</td>
</tr>
<tr>
<td></td>
<td>Receipts Disbursements</td>
<td>03x 04x</td>
<td>Teller # (if manually entered)</td>
<td>M</td>
</tr>
</tbody>
</table>

Screen 23 – Transaction Inquiry by Account (Panel 1)

<table>
<thead>
<tr>
<th>Sbcd TC</th>
<th>Ref 3</th>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
<th>I BatRef</th>
<th>Offset Acct</th>
</tr>
</thead>
<tbody>
<tr>
<td>4011 068</td>
<td>02/28</td>
<td>JT MOORE CHANCE</td>
<td>89.61</td>
<td>N</td>
<td>PCV001 014400 2100</td>
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</tr>
<tr>
<td>4011 041</td>
<td>02/28</td>
<td>WALLER-CREDIT INV</td>
<td>8.00</td>
<td>C</td>
<td>PCR001</td>
<td></td>
</tr>
<tr>
<td>4013 054</td>
<td>03/06</td>
<td>ROY RASWELL DISTR</td>
<td>316.36</td>
<td>D</td>
<td>85762F</td>
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</tr>
<tr>
<td>4013 054</td>
<td>12/04</td>
<td>MMM VETERINARY SUP</td>
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<td>D</td>
<td>7940EP</td>
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<tr>
<td>4013 054</td>
<td>12/04</td>
<td>MMM VETERINARY SUP</td>
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<td>7940EP</td>
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<td>12/15</td>
<td>MMM VETERINARY SUP</td>
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<td>INV376 014400 2100</td>
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<tr>
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<td>12/15</td>
<td>MMM VETERINARY SUP</td>
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<td>O</td>
<td>S02009 001004 1610</td>
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<td>4013 054</td>
<td>03/06</td>
<td>PNEUMON SERVICES</td>
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<td>03/06</td>
<td>SHORE VETERINARY I</td>
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<td>4020 054</td>
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<td>85762F</td>
<td></td>
</tr>
<tr>
<td>4020 054</td>
<td>09/15</td>
<td>DISK-O-TAPE INC</td>
<td>753.82</td>
<td>D</td>
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</table>

* Continued *
Reference # 4

Reference 4 is typically used by departments to identify transactions by a number that is meaningful to them. There are various ways to view or report data by this reference number thereby aiding the departments to work with their accounting data.

<table>
<thead>
<tr>
<th>FIELD</th>
<th>RELATED TRANSACTIONS</th>
<th>CODE</th>
<th>TYPE OF DATA or # TYPE</th>
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<tr>
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</tr>
<tr>
<td>Vouchers</td>
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<td>068</td>
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<tr>
<td>Credit Memo</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Prepaid Vouchers</td>
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<td></td>
</tr>
<tr>
<td>Prepaid Credit Memos</td>
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</tr>
<tr>
<td>Revolving Prepaid Vouchers</td>
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<tr>
<td>Change Source of Funds</td>
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<td></td>
</tr>
<tr>
<td>Multi-Vendor Vouchers</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A/R Additional Line Item Entry</td>
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<td>022</td>
<td>A/R Payment Check #</td>
</tr>
<tr>
<td>A/R Line Item Adjust</td>
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</tr>
<tr>
<td>A/R Line Item Payment</td>
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<td></td>
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</tr>
<tr>
<td>AFR #</td>
<td></td>
<td>060</td>
<td>AFR Entries/Reversals (SL &amp; GL)</td>
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Screen 23 – Transaction Inquiry by Account (Panel 1)

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<th>Sbod TC</th>
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<th>Amount</th>
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</tr>
</tbody>
</table>

* Continued *

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Glossary

A

ABR
See Automatic Budget Reallocation.

ABR Pool Table
A user-defined table assigning rules for budget pools and the subcode ranges participating in each pool.

Account
A functional unit, identified by an account ID that serves a particular accounting purpose where one person has primary responsibility for it. Accounts include balance sheets (GL) and revenue/expenditure accounts (SL). A building (in the Plant Funds area) is an example of a General Ledger account and the President’s Office is an example of a Subsidiary Ledger account.

Account Control
The last four digits in the ten-digit account number for a General Ledger account. The account control designates a specific asset, liability, fund balance, fund addition, fund deduction or summary control.

Account ID
A 6-digit identification number for an account.

Account Number
A 10-position ID within the master file of the Financial Records System. The first 6 positions identify the specific account while the last four positions identify the account control for a balance sheet account (GL) and the object code for a revenue or expenditure account (SL).

Accounts Payable

Action/Context Line
The screen line (usually fourth from the top) or lines where the screen to be accessed and the key of the data to be addressed are input and displayed.

Alias
A commonly used name for a vendor, other than the formal customer name (primary name) that prints on the check. The Purchasing System also offers a commodity alias name and permits you to define any number of alias names, once a vendor has been created.

AP
See Accounts Payable.

Attributes
Descriptive data associated with a record. Examples are school, department, function, name and responsible person. Attributes support a variety of sophisticated reporting techniques.

Automatic Budget Reallocation (ABR)
When transactions are entered, a process by which the system automatically transfers budget dollars from predefined budget pools to specific object codes.

B

Bank Transfer
A movement of cash from one bank account to another. This allows expenditures at specific object codes to share in a single pool of money.
Appendix – Glossary (cont’d)

**Batch/Session**
A collection of related transactions entered into the system with a header record and control totals, usually prepared by one person or subsystem feed.

**Batch Interface**
A type of interface where one system generates transactions to be batched for input into another system.

**BBA**
See Budget Balance Available.

**Budget**
A plan of revenue and expenditures for an accounting period expressed in monetary terms.

**Budget Balance Available (BBA)**
That portion of budget funds that is unspent and unencumbered.

**Budget Pool**
A budget summarized at significant levels of revenue or expense. A single pool of money defined for use by specific object codes.

**Cash**
Coins, currency, checks, and anything else a bank will accept for immediate deposit.

**Cash Disbursement**
A non-voucherized payment for goods received, services rendered, reduction of debt or purchase of other assets.

**Cash Receipt**
Cash received from cash sales, collections on accounts receivable and sale of other assets.

**Chart of Accounts**
A listing, at the 6-digit level, of all account numbers within FAMIS. Sometimes the COA defines the accounts at the 10-digit level as well.

**Check Override**
The capability to bypass, on an individual-voucher basis, controls that were previously set for all vouchers.

**Claim-On-Cash**
The share of ownership that an account has in the institution’s money.

**Clearing Account**
A temporary summary account (such as a payroll account) which is periodically set to zero.

**COA**
See Chart of Accounts.

**Compound Journal Entry**
A two-sided transaction that posts debits and credits.

**Context**
The information that identifies the record being displayed or to be displayed by the system.

**Credit Memo**
The reduction of a payable previously paid or still open. A credit memo may result from overpayment, overbilling, or the return of goods.
Appendix – Glossary (cont’d)

**Cycle**
Two or more programs that are run in a specific sequence.

**Data**
Data are representations, such as characters, to which meaning might be assigned. They provide information and can be used to control or influence a process. This term is not synonymous with information. Information is data to which meaning has been assigned.

**Database**
The collected information that is accessible to the computer for processing.

**Data Control**
The tracking of input, processing and output, and the comparing of actual results to expected results in order to verify accuracy.

**Data Element HELP**
An on-line feature that assists the user by providing immediate information about any particular field on a screen.

**Data Entry**
A means for adding information into the system.

**Default**
The value that the system will assign if no other value is entered.

**Delete Flag**
A data element whose condition signifies that a document will be permanently removed from the database during the next archive cycle.

**Demand Voucher**
Voucher to be paid during the next Check Cycle.

**Diagnostic Message HELP**
An on-line feature that assists the user with data entry by providing an explanation of a message and the appropriate action to take.

**Diagnostics**
The messages that describe the results of processing. These messages may indicate an error and provide information about a process by noting what action to take to correct the error.

**Digit 3 of TC**
The third digit of the Transaction Code (Entry Code) which specifies the type of transaction.

**Discount Account**
The account credited for discounts taken by the system when a check is written.

**Discount Table**
A table containing user-defined values representing discount terms for vendors.

**Dollar Data**
A record of the dollar amount and the type of financial transactions posted to an account.

**Dollar Limit**
A code used in Accounts Payable to specify a check amount. If the amount of a vendor’s check is greater than this value, the check will not be generated.
Appendix – Glossary (cont’d)

Drop Flag
A data element whose condition signifies that a document is to be removed from the database immediately.

Encumbrance
An obligation incurred in the form of a purchase order or contract. Also referred to as an open commitment.

Endowment
Funds received by an institution from a donor who specifies the condition that the principal not be spent.

Endowment Income
The income generated by investing the principal of an Endowment Fund.

Entry Code
The initial three-digit code on a transaction that denotes the transaction type. This code, which is mandatory for all FRS transactions, is predefined by the system. It is also known as the Transaction Code.

FA
See Financial Accounting.

Feed
Transactions from other systems that are transferred to the FRS.

Field
That part of a control record, transaction or established for displaying or entering information.

File
A storage area established within a computer system or database for organizing similar kinds if data.

Financial Accounting (FA)
A Financial Records System application that balances the General and Subsidiary ledgers while providing a complete audit trail of all transactions.

Financial Records System (FRS)
A system that supports the financial record-keeping and reporting of a college or university.

Financial Transaction
An entry made to the system to record information.

Flag
A data element used to set controls or conditions on a process or program.

Freeze Flag
A data element whose condition signifies that new transactions cannot be posted. This includes no feeds or invoice postings for this document.

FRS
See Financial Records System.

Fund
An accounting entity (a 6-digit GL account) with a self-balancing set of 10-digit accounts for recording assets, liabilities, a fund balance and changes in the balance.
Appendix – Glossary (cont’d)

**Fund Balance**
The equity of a fund (the difference between assets and liabilities).

**Fund Group**
A related collection of funds (6-digit GL accounts). Examples include Current Unrestricted, Current Restricted, Loan, Endowment, Annuity and Life Income, Plant, and Agency.

**Fund Group ID**
A one-digit identification number representing the fund group with which an account is associated.

**Fund Transfer**
A movement of dollars from one fund balance to another.

**General Ledger (GL)**
A balance sheet account for the institution. All GL account numbers begin with “0” (zero).

**GL**
See General Ledger.

**GL/SL Relationships**
User-defined structures relating Subsidiary Ledger (SL) revenue/expense accounts to General Ledger (GL) fund accounts.

**Global Subcode Edit (GSE)**
A system edit that checks each new 10-digit account against a table that specifies valid combinations of 6-digit accounts and subcodes.

**GSE**
See Global Subcode Edit.

**Header**
That portion of a Purchasing document containing basic information such as the document’s number, the date and amount.

**Indirect Updating**
The automatic posting of real dollar activity to a GL Balance Sheet account as a result of a direct transaction.

**Inquiry Screen**
A screen which only displays information and cannot be used for entering data.

**Interface**
A communication link between data processing systems or parts of systems that permits sharing of information.

**Interfund Borrowing**
The transfer of an asset or liability from one fund to another.

**JCL**
See Job Control Language.

**Job Control Language (JCL)**
A problem-oriented language, used in IBM that expresses the statements of a processing job. It is also used to identify the job or describe its requirements, usually to an operating system.
Appendix – Glossary (cont’d)

Journal Entry
A non-cash transfer of dollars between two or more accounts.

Ledger
A collection of account records for an organization. FRS contains two ledgers: the GL (balance sheet) and the SL (revenue and expense). See also General Ledger and Subsidiary Ledger.

Liability Account
In AP, a GL account that is credited for the liability when a voucher is processed. Any GL account that accepts a transaction creating a liability.

Map Code
A five-digit attribute code in an SL account indicating the GL Fund ID to which it relates.

Memo Bank Account
An account that represents the balances of demand deposits for operating accounts.

Menu
A screen containing a list of available processes, screens or other menus.

Name Rotation
A feature that allows users to print a vendor name in one format on checks and then rotate it to another format for sorting on reports.

Object Code
A four-digit number identifying specific items of revenue/expense or attribute records.

Parameter
A variable that is assigned a constant value for a specific purpose or process. It provides the user with defined choices for report selection, processing or output requirements.

Regular Order
A type of purchase order that denotes a typical order.

Remit-To Address
The address to which the check for goods and/or services rendered will be sent.

Requisition
A type of document that internally requests goods and/or services to be acquired. It must be authorized before being converted to a purchase order.

Retention Months
A data element defined when creating a vendor. This indicates the number of months a vendor is to be maintained on file after all outstanding items have been paid or reconciled.

6-Digit Account
For GL: An entity that consists of a self-balancing set of 10-digit accounts.
For SL: An entity of revenues and/or expenses

Screen HELP
An on-line feature that assists the user with data entry by providing information on the purpose and operation of a particular screen.
Secondary Vendor
The vendor record holding the multiple addresses that are used periodically, as opposed to the primary address.

Session
A control mechanism to track real-time posting of a group of financial transactions in order to provide an audit trail.

SL
See Subsidiary Ledger.

Split Encumbrance
An encumbrance which applies to several accounts.

Standing Order
A type of purchase order used for (recurring) services like those provided by the telephone and electric companies.

Subcode
Four digits appended to the account ID to identify attributes and dollar records within an account.

Subsidiary Ledger
Revenue and expenditure accounts for the institution. All SL account numbers begin with a ledger number of 1 through 9.

Suspense Account
A GL clearing account reflecting real dollar activity directed to the Suspense File.

1099 Vendor
A vendor (usually a consultant or professional service hired by an institution) whose payments must be reported to the IRS on Form 1099.

1099 Voucher
A voucher that must be reported to the IRS on Form 1099.

10-Digit Account
The six-digit account ID combined with the four-digit subcode, i.e. an account control or object code.

Tax Code
A code that identifies a record in the PO Tax Table (for the Purchasing System) and in the Tax Currency Table (for Accounts Payable). The code must be the same for both tables. This record contains the tax percentage and the tax liability account to be used.

Tax ID
A Social Security Number or Federal Employer Identification Number that is available for 1099 report preparation.

Taxes
An additional charge on the acquisition of goods that is imposed by the taxing authority and should be paid with the invoice.

Temporary Vendor
A vendor from whom only one purchase or service is required. No further transactions, for this vendor, are expected.
Appendix – Glossary (cont’d)

Transaction Code
A three-digit code that uniquely identifies a transaction type and determines editing criteria and dollar fields to be updated.

Update Screen
A screen that allows a user to enter data for updating the files.

Valid Value
A value of a data element that has been defined for input.

Vendor
A provider of goods and/or services.

Vendor Addresses
See Order-From Addresses and Remit-To Addresses.

Vendor File
A record of all attributes, dollar data, and control information for all vendors.