

Reconciliation Process User Manual

(Bank, Check and State Voucher)

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FAMIS Services

The Texas A&M University System

Introduction

The purpose of this manual is to assist in understanding the bank, check, and state voucher reconciliation processes in The Texas A&M University System Financial Accounting Management Information System (FAMIS). 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 and Fixed Assets. Manuals for these applications are either currently available or in the process of being developed.

The materials are grouped according to functions. All associated screens and processing information are included along with field descriptions. The required fields are designated by a diamond symbol (◆). Data entry information (**Help**) can be accessed on some screen fields with the use of the PF2 key or typing an asterisk (*) or question mark (?) in the field.

By utilizing the information and guidelines contained in this manual, a user should be able to reconcile bank accounts, and should be able to reconcile the state voucher activity with the FAMIS voucher records.

The FAMIS User Manuals are in a constant state of revision due to screen updates, changes in procedures, and a multitude of other 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 one of the following addresses:

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Reconciliation Menu

Menu 19 is the main menu for Reconciliation. It lists the screens used for reconciliation. These screens are useful for both check reconciliation and state voucher reconciliation.

Menu 19 - Reconciliation Menu

```
M19 Reconciliation Menu                                01/03/12 16:37
                                                       FY 2012 CC 02
Screen: ___ Vendor: _____ Voucher: _____ Account: _____

* ----- Check Reconciliation ----- *
      190 On-line Check Reconciliation
      191 Record Replacement Check
      192 Check Reconciliation Modify

* ----- State Voucher Reconciliation ----- *
      193 On-line State Voucher Reconciliation
      194 State Voucher Display
      195 Reconciled State Voucher Update
      196 State Voucher Delete
      197 State Voucher Browse
      198 State Voucher Browse by Fiscal Year

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp
```

Other Useful Screens

Check Reconciliation Screens (Menu 11 and Menu 13):

Screen 185	Outstanding Check List
Screen 186	Vouchers by Check Inquiry
Screen 126	Revolving Check Receipt

State Voucher Reconciliation Screens (Menu 12):

Screen 146	Void State Voucher/Credit Memo
Screen 147	State Voucher Partial Void/Modify

Section II

Reconciliation Basic Concepts

Reconciliation Basic Concepts

Bank Reconciliation

This is the process of reconciling the balances shown on the “physical” bank statements with the “accounting” bank balances as recorded in FAMIS.

The purpose is to compare the FAMIS “accounting” bank balances with the bank balances on the bank statements and to find and correct any discrepancies. The FAMIS balances are obtained from the following reports:

FBMR019	Cash Report By Bank
FBMR219	Detail Cash Activity By Bank

Another report, FBMR210 - Reconcile Disbursements with Checks, is normally run as part of the Month-End processing and can be used to compare dates. Further explanation can be found in this manual under the section on Check Dates.

Deposits and Bank Transfers must be reconciled manually; FAMIS does not handle them programmatically.

Check Reconciliation

This is the process of matching checks that the local banks have paid with the accounting records for the corresponding banks in FAMIS.

Purpose

- Verify whether the checks that cleared the Bank
 - (1) exist on the FAMIS outstanding check file
 - (2) have not been previously voided or reconciled
 - (3) were cleared for the same amount as the amount of the check written in FAMIS and recorded on the FAMIS check file
- Create a new outstanding check list

Useful Screens

The following screens are helpful in the check reconciliation process:

Screen 185 **Outstanding Check List**
Listing of all checks currently on the check file for a given bank; cleared checks will have a drop flag of 'Y'.

Screen 185 can be used to view all the checks currently on the check file for a given bank. A starting check number can be used.

Reconciliation Basic Concepts (cont'd)

Screen 186 **Vouchers By Check Inquiry**

Displays a single check record and the associated vouchers.

Screen 186 can be used to view detail information for a particular bank and check. It displays all check information, as well as a list of all the vouchers for which the check paid.

Screen 190 **Online Check Reconciliation**

Manually marks outstanding checks as paid/cleared.

Screen 191 **Record Replacement Check**

Records the issuance of a manual check to replace a check already on FAMIS.

Screen 192 **Check Reconciliation Modify**

Allows modification of reconciled or voided checks.

FAMIS Check File

This is the FAMIS file that contains the accounting records for checks.

Check records are placed on the FAMIS check file through one of the following processes:

- (1) By the regular (daily) check update cycle.

When the check update job (FnnCKUPD) is run, all checks that were printed that day in the check cycle are loaded to the check file by program/report VSCU025.

- (2) By entering a prepaid check on Screen 109 or 139.

The check record is written to the check file online.

- (3) By the payroll postings.

The program FBPR004 adds checks created by BPP to the check file.

- (4) By FAMIS conversion programs.

- a. These programs are used only when an agency first begins to use FAMIS.
- b. Outstanding checks created in a predecessor system are loaded to the check file by VBM315.

Check Dates

Checks are, and must be, dated in the month the accounting for the disbursement is done.

The FBMR210 monthly report (Reconcile Disbursements with Checks) will detail any date problems.

Batch Process for Check Reconciliation

Preparation Steps

- (1) **FAMIS Production Services** receives a file from each participating bank, which contains check records for the month to be reconciled.

The file includes all checks that have cleared the bank (“paid checks”).

The file contains check data for all of The Texas A&M University System (TAMUS) Members.

- (2) **FAMIS Production Services** runs VBMR300, which separates the paid checks by TAMUS Member and Bank Account.
- (3) Verify that any necessary manual clearing of checks from the last reconciliation has been completed.
- (4) You **MUST REQUEST reconciliation processing (FnnCKREC) from FAMIS Production Services.**

Reconciliation Steps

- (1) Upon request, **FAMIS Production Services** runs *FnnCKREC*.

FnnCKREC includes all reconciliation banks of the TAMUS Member. All banks for one TAMUS Member are run on the same day.

- (2) The reconciliation job (*FnnCKREC*) performs the following for each reconciliation bank:

- deletes (from the check file and writes to tape) all the cleared and voided checks from the previous reconciliation process.
- processes the bank file of paid checks against the FAMIS check file:
- clears checks with matching check numbers; *amounts do not have to match.*
- marks checks and associated vouchers as “paid” by setting the Drop Flag to “Y”.

<p>This step is optional if no bank data has been supplied for a particular bank account.</p>
--

- creates a temporary check file and flags all “paid” and voided checks as reported.

Reconciliation Basic Concepts (cont'd)

- runs and produces report VBMR303, which is a summary report, a report of voided checks, and also a report of paid checks.

You can request VBMR303 be sorted by:

- a. date cleared, check number
 - b. date cleared, check amount
 - c. check number
- runs and produces report VBMR304 - a list of outstanding checks.

You can request VBMR304 be sorted by:

- a. check date
- b. check amount
- c. check number.

Post Check Reconciliation Steps

- (1) Analyze the reconciliation reports.
- (2) At this point (and until the next reconciliation is processed):
 - You can clear additional paid checks from the outstanding check file using Screen 190.
 - You can void checks on Screen 110.
 - Any changes to checks through the above screens will be reflected in the next reconciliation process.

Online Check Reconciliation

This process is used to clear checks in FAMIS that have not been included on the bank file sent from the bank or when the bank does not send a bank file.

If you are writing checks on a bank account for which you do not receive data, FAMIS can still be used to create reconciliation reports. Screen 190 is used to enter reconciliation information in lieu of receiving the information by bank file.

- (1) After the bank statement is received, all paid checks can be manually marked as paid using Screen 190.

The following data is required:

- the bank number
- the check number
- the date the check cleared
- the amount paid by the bank.

Entry errors made on Screen 190 can be corrected using Screen 192.

- (2) You should complete manual reconciliations before requesting any new reconciliation processing.

Manual Replacement Checks

Provides the ability to record a manually written check as a replacement of a previously written check without alteration of the previously entered accounting.

Example

The student interface programs record data in FAMIS from student accounting systems including checks issued to students.

In this case, a check is damaged or destroyed. Because of the interface, no source document is available in the Fiscal Office to recreate the voucher/check, so the Fiscal Office manually types and issues a replacement check to give to the student.

Screen 191 is then used to record the issuance of the new check to the student; the original accounting is not changed.

To Process:

- **Using Screen 191**

Enter data for the replacement check. The following data is required:

- the bank number
- the original check number

A pop-up window prompts for you to enter the replacement (new) check number.

The original check is voided.

The new check number is added to the check file, the voucher file, and the invoice file.

- **OR** -

- **Replacement checks can also be issued by the following:**

- void the original check on Screen 110
- create a new voucher on Screen 104

State Voucher Reconciliation

This is the process of matching the state voucher warrants that the state has paid with the state voucher written by FAMIS.

Purpose

To verify that all state warrants

- (1) exist on the FAMIS outstanding state voucher file and have not been previously voided or reconciled.
- (2) were cleared for the same amount as the amount on the FAMIS state voucher file.

Applicable Screens

(For further explanation and print of the screen, see screen section of this document.)

Screen 146	<u>Void State Voucher/Credit Memo</u> Voids all line items on the state voucher and FRS voucher file.
Screen 147	<u>State Voucher Partial Void/Modify</u> Reduces/increases the amount of a line item on a state voucher. Often used for state voucher disallowances.
Screen 193	<u>Online State Voucher Reconciliation</u> Manually marks outstanding state vouchers as paid/cleared.
Screen 194	<u>State Voucher Display</u> View of state vouchers on the outstanding file.
Screen 195	<u>Reconciled State Voucher Update</u> Allows modifications to a reconciled state voucher.
Screen 196	<u>State Voucher Delete</u> For Conversion Only.
Screen 197	<u>State Voucher Browse</u> Lists, by voucher number, all outstanding state vouchers.

FAMIS State Voucher File

This is the file within FAMIS that contains the accounting records for state vouchers.

State voucher records are placed on the FAMIS state voucher file through one of the following processes:

- (1) By the regular (daily) voucher update cycle.

Voucher update job (FnnVOUPD) loads the vouchers that were printed in the voucher cycle (usually the previous night) to the state voucher file.

Records of state vouchers contain all line items for the voucher.

- **OR** -

- (2) By FAMIS conversion programs. These programs are used only when an agency first begins to use FAMIS. Outstanding state vouchers created in a predecessor system are loaded to the state voucher file by VAAU316.

State Voucher Dates

State vouchers are dated the day they are printed. The disbursements are posted in the month that appears on the voucher.

Discrepancies are detailed in report VAMR320.

State Voucher Voids and Disallowances

You can void state vouchers on Screen 146. This will void all line items on the state voucher reconciliation file as well as on the FRS voucher file.

You can use Screen 147 (State Voucher Partial Void/Modify) to record state voucher disallowances. This should primarily be used to reduce a line item amount, but may be used to increase a line item if an error was made while reducing a line item.

Any changes to state vouchers through the above screens will be reflected in the next reconciliation process.

Batch Process for Check Reconciliation

Preparation Steps

- (1) **FAMIS Production Services** receives a daily electronic file from the state, which contains voucher/warrant records. At the end of the month, FAMIS Production Services combines all daily files for a particular month.

The file includes records of all warrants that have been printed by the state (“paid warrants”).

The file contains voucher/warrant data for all TAMUS Members.

- (2) Verify that any necessary manual clearing of vouchers from the last reconciliation has been completed.
- (3) You **MUST REQUEST** reconciliation processing (FnnVOREC) from FAMIS Production Services.

Reconciliation Steps

- (1) Upon request, **FAMIS Production Services** runs FnnVOREC.

FnnVOREC is run once for each campus code for the TAMUS Member, and all campus codes that are handled by one TAMUS Member Business Office are run on the same day.

- (2) The reconciliation job (FnnVOREC) does the following:
 - deletes (from the state voucher file and writes to tape) all the cleared and voided vouchers/warrants from the previous reconciliation process.
 - runs and produces report VAMR300. If this report shows NO data and state warrants have been issued during the month, contact FAMIS Services.
 - processes the state voucher file of paid warrants against the FAMIS state voucher file:
 - state vouchers will clear on matching voucher number and amount; It is possible for one line item of a state voucher to clear while a second line item remains outstanding.
 - marks state vouchers and associated FRS vouchers as “paid” by setting the Drop Flag to “Y”.

Reconciliation Basic Concepts (cont'd)

- updates the state voucher file and the FRS voucher file with warrant number and date; can be viewed on Screen 169 (FRS voucher) or Screen 194 (state voucher).
- creates the following error/exception reports:
 - error report of state vouchers not found, state vouchers already reconciled, and state vouchers previously voided.
 - exception report for state vouchers where state appropriation year, fund, or appropriation number do not match the outstanding file.
 - exception amount report for vouchers where the state amount does not match the outstanding FAMIS file.
- creates an extract file and flags all “paid” and voided state vouchers as reported.
- runs and produces report VAMR303, which consists of the following:
 - a list of outstanding state vouchers
 - a list of paid state vouchers
 - a list of voided state vouchers

These lists categorize and total the state appropriation year, fund, and appropriation number.

- runs and produces report VAMR304
 - a list of paid state vouchers in voucher number order
 - a list of outstanding state vouchers in voucher number order
 - a list of voided state vouchers in voucher number order
- report VAMR320 lists discrepancies for the month being reported between state vouchers created and the transaction history file.

Post Reconciliation Steps

- (1) Analyze reconciliation reports.
- (2) At this point (and until the next reconciliation is processed):
 - You can clear additional paid state vouchers from the outstanding state voucher file using Screen 193.
 - Any changes to state vouchers using Screen 193 will be reflected in the next reconciliation process.

Manual State Voucher Reconciliation

This process is used to clear state vouchers/warrants in FAMIS that have not been included on the state file sent from the State Comptroller.

- (1) All paid state vouchers can be manually marked as paid using Screen 193.

The following data is required:

- the agency number
- the voucher number
- the date the state paid the voucher
- the amount the state paid.

- (2) You should complete manual reconciliations before requesting new reconciliation processing.

Revolving Voucher Reconciliation

Revolving vouchers are two-fold: FAMIS creates a local check that is sent to the vendor immediately. But a state voucher is also created that is sent to USAS for reimbursement. When the State Warrant is returned to the agency, the funds are deposited in the State Paid Revolving Clearing Account.

The local check is reconciled in the Check Reconciliation process.

The state warrant is reconciled through the State Voucher Reconciliation process. There is an option that is determined by the agency and set on its JCL. Basically, the option indicates whether the agency chooses to use Screen 126 (Revolving Check Receipt) to indicate that the state reimbursement warrant has been received by the agency.

For those who choose to use Screen 126, the field, "Enter 'Y' if all checks received:" must be set to 'Y' in order for the state warrant to be removed from the state reconciliation reports and file. Otherwise, the state warrant will continue to be 'active' on the file.

Section III

Reconciliation Screens

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

185 Outstanding Check List								01/03/12 16:39	
								FY 2012 CC 02	
Screen: ___		Recon Bank: 03000		From Check No: _____		From Date: _____			
Acct	S	Bank	Check No	Campus	Recon	Void	Vendor	Date	Amount
-		03000	1027889	20	N	Y	1vvvvvvvv4N	07/06/1999	82.06
-		03000	1120707	20	N	Y	3vvvvvvvv6K	12/07/1999	66.00
-		03000	1130278	20	N	Y	3vvvvvvvv6Z	01/03/2000	206.00
-		03000	1278878	20	N	Y	3vvvvvvvv6L	09/11/2000	20.00
-		03000	1599662	20	N	Y	3vvvvvvvv12	02/13/2002	685.00
-		03000	1739709	20	N	Y	3vvvvvvvv10	11/06/2002	95.10
-		03000	1741303	20	Y	N	1vvvvvvvv4U	11/11/2002	31.22
-		03000	1746865	20	N	Y	3vvvvvvvv1G	11/14/2002	152.83
-		03000	1852467	20	N	Y	3vvvvvvvv6X	04/09/2003	60.00
-		03000	1961808	20	Y	N	1vvvvvvvv4C	12/12/2003	43.35
-		03000	2011305	20	Y	N	1vvvvvvvv00	04/06/2004	50.07
-		03000	2094152	20	Y	N	2vvvvvvvv71	10/19/2004	33.67
-		03000	2096308	20	Y	N	2vvvvvvvv71	10/26/2004	15.93

** 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 about 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.

Screen 185 – Outstanding Check List (cont'd)

From Check No: 6 digits
Provide a starting check number for listing outstanding checks.

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.

This screen only displays outstanding items, or items that have been reconciled or voided in the last month. It is the detail screen after making a selection on Screen 185 (Outstanding Check List), therefore it only displays items that would appear on Screen 185.

To view all items, including those that have been previously reconciled or voided, use **Screen 177 (Check List)**, which displays all items regardless of the status. Making a selection from Screen 177 will advance you to Screen 178 (Vouchers by Reconciliation Bank Inquiry).

Checks will be eliminated from the display one month after being reconciled.

Screen 186 – Vouchers by Check Inquiry

```
186 Vouchers by Check Inquiry                                01/03/12 16:47
                                                            FY 2012 CC 02
Screen: ___ Recon Bank: 06800 Check: 186405
                                                            Accounting Bank: 06800
Vendor: 2vvvvvvvvv1 JARLYN J*JONES
Check Date: 06/02/2011 Recon Flag: N Date: Reported:
Check Amount: 1,028.00 Void Flag: N Date: Repl Chk:
Amt Cleared: Date: Recon type: Vd Rsn:
S Voucher Vch Ln Campus Account Fiscal Yr Check Amount
-----
- 3116712 1 02 947330-00000-4015 2011 186405 628.00
- 3116712 2 02 947330-00000-6337 2011 186405 400.00

***** End of Data *****
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EHelp
```

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.

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/30characters
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
Shows 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.

Screen 186 – Vouchers by Check Inquiry (cont'd)

Date:	8 digits Shows <u>date the check cleared</u> accounting bank.
Recon type:	Help 1 digit Indicates the <u>type of reconciliation</u> 1 - Batch = Automated Reconciliation Cycle 2 – Online = Manual Reconciliation Cycle
Vd Rsn:	1 character Identifies the <u>reason the voucher was voided</u> . For example, the following: 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
S:	1 character Type an 'X' in this field, and press ENTER to <u>select an item</u> and advance to Screen 169 .
Voucher:	7 digits Displays the <u>voucher number</u> used in processing the specified check.
Vch Ln:	3 digits Indicates the <u>number of line items</u> on the <u>voucher</u> .
Campus:	2 digits Shows the TAMUS <u>campus code</u> that created the voucher.
Account:	15 digits Displays the <u>account number</u> used when creating the voucher.
Fiscal Yr:	4 digits Identifies the <u>fiscal year</u> in which the check was processed.
Check:	7 digits Shows the printed <u>check number</u> .
Amount:	15 digits Indicates the <u>amount of voucher</u> for the specific account shown on same line.

Additional Functions

PF KEYS See the Appendix for explanations of the standard PF Keys.

Online Check Reconciliation

Manual, or online, reconciliation may be necessary to clear a check from the reconciliation file that has not cleared through the automated bank reconciliation process. Screen 190 is used for this process.

Screen 185 provides the user with an outstanding check list for use in reconciliation. Cleared checks will have a drop flag of 'Y'. Checks with a drop flag will be displayed until the next reconciliation process, then they will be removed from the listing.

Screen 186 can also be used to obtain information on a check. If the user indicates, FAMIS aggregates local vouchers to be paid to the same vendor and produces one check. **All vouchers attached to a specified check number will be listed on Screen 186.**

Screen 190 - Online Check Reconciliation

```
190 Online Check Reconciliation                                01/03/12 16:53
                                                            FY 2012 CC 02
Screen:  ___ Recon Bank: 03000

      Check Nbr: 2000133
      Amt Bank Paid: 753.71_____
      Date Cleared Bank: 04/15/2008

* -----*
*                               Last Transaction Information                               *
* -----*

Recon Bank:
Acct Bank:      Vendor:
Check:          Vendor Name:
Check Dt:      Date Clear Bank:
Check Amt:     Amt Bank Pd:
Drop Fg:      Drop Date:
Void Fg:      Void Date:

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp
```

After entering the necessary data for check reconciliation, the outstanding check is marked as paid (cleared) and flagged 'Y' in the Drop Fg: field. The other data fields at the bottom of the screen are also displayed.

Screen 190 - Online Check Reconciliation

```
* -----*
*                               Last Transaction Information                               *
* -----*

Recon Bank: 03000
Acct Bank: 03000      Vendor: 1vvvvvvvvv3
Check: 2000133      Vendor Name: SHINE ON INDUSTRIES
Check Dt: 04/01/08  Date Clear Bank: 04/15/08
Check Amt: 753.71   Amt Bank Pd: 753.71
Drop Fg: Y Drop Date: 04/15/08
Void Fg: N Void Date:

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp
```

Screen 190 – Online Check Reconciliation (cont'd)

Manual reconciliation may be necessary when any of the following occur:

- a check is damaged and not included in the bank's reconciliation information.
- a check was posted to the wrong bank.
- a check is written to a bank that is not included in the reconciliation tape.

Basic Steps

- Advance to Screen 190.
- Enter the Reconciliation Bank number on the Action Line.
- Enter valid check data in the available fields.
- Press <ENTER> for check reconciliation. A message should appear stating that the check was reconciled, and the “Last Transaction Information” window should detail the most recent activity for the specified check.

Steps to Override an Imbalance

- Advance to Screen 190.
- Enter valid data for specified reconciliation bank.
- Press <ENTER> for data acceptance. If Amt. Bank Paid: field does not agree with FAMIS records for the specified check number, the pop-up window (shown below) asking for amount verification will be displayed.

Screen 190 - Online Check Reconciliation

```
190 Online Check Reconciliation                                01/03/12 16:53
                                                            FY 2012 CC 01
Screen:  ___ Recon Bank: 00001

      Check Nbr: 123457
      Amt Bank Paid: 220.00
Date Cleared Bank: -----
* ----- Bank: 00001      Check: 123457 ----- *
* ----- Check Amount:      210.00 ----- *
* ----- Amount Bank Paid:    220.00 ----- *
Recon Bank:      Voucher Total:    210.00
Acct Bank:
Check:
Check Dt:      Check Amt does not equal Bank Amt
Check Amt:
Drop Fg: Dro|
Void Fg: Voi|      OK to override (Y/N: N)
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp
```

The valid values for the pop-up window are “Y” and “N”. If “N” is entered, the message “Previous transaction backed out” will appear, verifying the reconciliation was canceled. If “Y” is entered, the message “Accepted - please enter new transaction” will appear.

Entering “Y” in the “OK to override:” field will not create bank or accounting transactions. Imbalance conditions may require corrective action in accounting.

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

Action Line

- ◆ **Recon Bank:** 5 digits
Enter the reconciliation bank number.

- ◆ **Check Nbr:** 7 digits
Type the check number being reconciled.

- ◆ **Amt Bank Paid:** 12 digits
Enter the bank amount posted against the account for a specified check number.

- ◆ **Date Cleared Bank:** 8 digits
Indicate the date check cleared account at the bank.

Screen Information

Last Transaction Information

- Recon Bank:** 5 digits
Displays the reconciliation bank number.

- Acct Bank:** 5 digits
Shows the accounting bank number.

- Vendor:** 11 digits
Shows the payee's vendor identification number.

- Check:** 7 digits
Identifies the check number being reconciled.

- Vendor Name:** 30 characters
Displays the name of the vendor associated with the vendor ID shown.

- Check Dt:** 8 digits
Displays the date of the check.

- Date Clear Bank:** 8 digits
Specifies the date the check cleared the bank.

- Check Amt:** 12 digits
Indicates the amount of the reconciled check.

- Amt Bank Pd:** 12 digits
Displays the dollar amount the bank paid.

- Drop Fg:** 1 character
Indicates whether or not ('Y' or 'N') the check is marked paid and has cleared the bank and the drop flag has been set.

Screen 190 – Online Check Reconciliation (cont'd)

Drop Date:	8 digits Shows the <u>date</u> the <u>drop</u> flag was set.
Void Fg:	1 character Indicates whether or not ('Y' or 'N') the <u>flag</u> has been set to indicate the check was <u>voided</u> .
Void Date:	8 digits Displays the <u>date</u> check was <u>voided</u> .

Additional Functions

PF KEYS See the Appendix for explanations of the standard PF Keys.

Modify Check Reconciliation

After checks have been reconciled or voided, Screen 192 can be used to modify the previously entered data. Modifications include altering the amount or date the bank paid, unreconciling a check, or altering/deleting a voided check.

To locate a bank and outstanding check number, use [Screen 185 - Outstanding Check List](#).

Screen 192 - Check Reconciliation Modify

```
192 Check Reconciliation Modify                                01/03/12 16:57
                                                            FY 2012 CC 02
Screen:  ___ Recon Bank: 06800 Check: 189434

On this screen you may:
  1. For a Reconciled check - Alter the Amount Bank Paid, or Date Bank Paid
  2. For a Reconciled check - Unreconcile the check
  3. For a Voided check - Alter replacement check number or delete the check

>>>> Reconciled Check Changes <<<<<< | >>>> Voided Check Changes <<<<<<
Date Bank Paid Check: 11/15/2011         | 'Y' to Delete a Voided Check:  _
Amount Bank Paid: 239.22                 | Replacement Check Number:  _____
'Y' to Unreconcile Check:  _             |
----- Check Information - Inquiry only -----
Vendor: 2vvvvvvvvv0 LANCE*LINDSEY
Check Amount: 239.22                      Void Flag: N   Void Date:
Check Date: 10/17/2011                    Drop Flag: Y   Drop Date: 12/06/2011
Acct Bank: 06800                          Reconciled Type: 1
----- Payroll Check Data -----
SSN:           Name:                       Local Check No:

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help  EHelp
```

Check Reconciliation Modify Process

Reconciled checks:

- unreconcile the check
- alter the amount the bank paid
- change the date the check was paid by the bank

Voided checks:

- change the replacement check number
- delete a check from reconciliation process

The check must be voided on Screen 110 first.

Sample situation:

- A check was entered as a prepaid voucher (Screen 109) with an incorrect check number.
- This check must be voided (Screen 110) and deleted (Screen 192), which allows the reuse of that check number.
- Now the correct check number can be entered as the prepaid voucher payment number.

Screen 192 – Check Reconciliation Modify (cont'd)

Screen 192 - Check Reconciliation Modify

```
192 Check Reconciliation Modify                                06/11/08 14:36
                                                            FY 2008 CC 02
Screen:  ___ Recon Bank: 03000 Check: 1027889

On this screen you may:
  1. For a Reconciled check - Alter the Amount Bank Paid, or Date Bank Paid
  2. For a Reconciled check - Unreconcile the check
  3. For a Voided check - Alter replacement check number or delete the check

>>>> Reconciled Check Changes <<<<<< | >>>> Voided Check Changes <<<<<<
Date Bank Paid Check: _____ | 'Y' to Delete a Voided Check: _
Amount Bank Paid: _____ | Replacement Check Number: 9900412
'Y' to Unreconcile Check: _

----- Check Information - Inquiry only -----
Vendor: 1vvvvvvvvvN VENTURA SOUTHEAST
Check Amount: 82.06                               Void Flag: Y Void Date: 07/06/1999
Check Date: 07/06/1999                             Drop Flag: N Drop Date:
Acct Bank: 03000                                   Reconciled Type:

----- Payroll Check Data -----
SSN:          Name:                               Local Check No:

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help  EHelp
```

Basic Steps

Unreconcile a Reconciled Check

- Enter the reconciliation bank and check number in the Action Line fields.
- Press <ENTER> and the reconciled check information appears on the screen.
- Enter “Y” in the Unreconcile Check: field and press <ENTER>. A pop-up window requesting verification to unreconcile will appear.

```
192 Check Reconciliation Modify                                06/11/08 09:48
                                                            FY 2008 CC 02
Screen:  ___ Recon Bank: 03000 Check: 1741303

On this screen you may:
  1. For a Reconciled check - Alter the Amount Bank Paid, or Date Bank Paid
  2. For a Reconciled check - Unreconcile the check
  3. For a Voided check - Alter replacement check number or delete the check

>>>> Reconciled Check Changes <<<<<< | >>>> Voided Check Changes <<<<<<
Date Bank Paid Check: 11/11/2002 | 'Y' to Delete a Voided Check: _
Amount Bank Paid: 31.22          | Replacement Check Number: _____
'Y' to Unreconcile Check: Y

----- Check Information - Inquiry only -----
Vendor: 1vvvvvvvvvU IOLA STATE UNIV
Check Amount: 31.22                               Void Flag: N Void Date:
Check Date: 11/11/2002                             Drop Flag: Y Drop Date: 04/03/2007
Acct Bank: 03000                                   Reconciled Type: 2

----- Payroll Check Data -----
SSN:          Name:                               Local Check No:

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help  EHelp
```

Screen 192 - Pop-up window

```
+-----+
| Check 1741303 on Bank 03000 will be Unreconciled |
| OK to Unreconcile (Y/N): Y |
+-----+
```

Screen 192 – Check Reconciliation Modify (cont'd)

Change Amount or Date of a Reconciled Check

- Enter the correct date and/or amount and press <ENTER>.

Change a Voided Check

- Enter the Reconciliation Bank information and the previously voided check number. Press <ENTER>. The replacement check number and check information will be provided on the screen.

Delete a Voided Check

- Enter “Y” under Voided Check Changes to delete the voided check. Doing this will allow the voided check number to be reused. Press <ENTER>. The pop-up window shown on the next page will appear asking for verification to delete.
- Enter “Y” in the verification window to delete the voided check, which enables the user to reissue that particular check number.
- Enter “N” to return to Screen 192 for further modifications.

Screen 192 – Check Reconciliation Modify

```
192 Check Reconciliation Modify                                06/11/08 09:53
                                                            FY 2008 CC 02
Screen: ___ Recon Bank: 03000 Check: 1027889

On this screen you may:
  1. For a Reconciled check - Alter the Amount Bank Paid, or Date Bank Paid
  2. For a Reconciled check - Unreconcile the check
  3. For a Voided check - Alter replacement check number or delete the check

>>>> Reconciled Check Changes <<<<<< | >>>> Voided Check Changes <<<<<<
Date Bank Paid Check: _____ | 'Y' to Delete a Voided Check: Y
Amount Bank Paid: _____ | Replacement Check Number: 9900412
'Y' to Unreconcile Check: _ |
----- Check Information - Inquiry only -----
Vendor: lvvvvvvvvvN VERIBEST SOUTHWEST
Check Amount: 82.06 Void Flag: Y Void Date: 07/06/1999
Check Date: 07/06/1999 Drop Flag: N Drop Date:
Acct Bank: 03000 Reconciled Type:
----- Payroll Check Data -----
SSN: Name: Local Check No:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help EHelp
```

Screen 192 - Verification to delete voided check

```
+-----+
| Check 300120 on Bank 00001 will be Deleted |
| OK to Delete (Y/N): Y |
+-----+
```

Screen 192 – Check Reconciliation Modify (cont'd)

Alter a Replacement Check for a Voided Check

- Enter the Action Line information and press <ENTER>.
- The voided check information will be displayed and the current replacement check number given. To alter the replacement check number, fill in the changes in the Replacement Check Number: field and press <ENTER>.
- Message stating “Record has been successfully modified” will appear on Screen 192. Additional changes can be made at this time.

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

Action Line

- ◆ **Recon Bank:** 5 digits
Enter the reconciliation bank number.
- ◆ **Check:** 7 digits
Type the number of the check to be reconciled or voided.

Screen Information

Reconciled Check Changes

- Date Bank Paid** 8 digits
Check: Indicates the date the bank paid the check.
- Amount Bank Paid:** 12 digits
Shows the amount paid by the bank.
- 'Y' to Unreconcile** 1 character
Check: To unreconcile a check, type 'Y'.

Voided Check Changes

- 'Y' to Delete a** 1 character
Voided Check: To delete a check that has been voided, type 'Y'.
- Replacement** 7 digits
Check Number: Type the new replacement check number.

Check Information - Inquiry Only

- Vendor:** 11 digits/30 characters
Displays the vendor's identification number and name associated with the specified check.
- Check Amount:** 12 digits
Shows the dollar amount paid.
- Void Flag:** **Help** 1 character
'Y' indicates the check has been voided.
- Void Date:** 8 digits
Displays the date the check was voided.

Screen 192 – Check Reconciliation Modify (cont'd)

Check Date:	8 digits Specifies the <u>date</u> the check was <u>printed</u> .
Drop Flag:	Help 1 character 'Y' indicates check has been <u>cleared</u> .
Drop Date:	8 digits Shows the <u>date</u> the <u>drop flag was set</u> and check was cleared.
Acct Bank:	5 digits Displays the <u>accounting bank number</u> .
Reconciled Type:	Help 1 digit Displays the <u>type of reconciliation</u> . Valid values are as follows: 1 - Batch = Automated Reconciliation Cycle 2 - Online = Manual Reconciliation Cycle

Payroll Check Data

SSN:	9 digits Identifies the <u>Social Security Number</u> of the person receiving the payroll check.
Name:	22 characters Displays the <u>name</u> of the person on payroll associated with Social Security number given.
Local Check No:	7 digits Shows the number assigned by BPP; not related to physical <u>check number</u> .

Additional Functions

PF KEYS	See the Appendix for explanations of the standard PF Keys.
----------------	--

Record Replacement Check

Screen 191 is used to enter a replacement check number. A check number cannot be replaced if the check has already been dropped or reconciled from the outstanding check file.

**Each lost check must have a different replacement check number.
For voided checks, see Screen 192.**

Screen 191 - Record Replacement Check

```
191 Record Replacement Check                                01/04/12 08:39
                                                            FY 2012 CC 02
Screen:  ___ Recon Bank: 06800 Check: 177030
Replacement Check Number:  _____
Accounting Bank: 06800
Vendor: 2vvvvvvvvv1 KATY K*KLING
Check Amount: 38.09 Void Flag: N Void Date:
Check Date: 11/02/2010 Drop Flag: N Drop Date:
Reconciled type:
Current Replacement Check Number:
* ----- Payroll Check Data ----- *
Soc Sec No: Name:
Local Check No:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help EHelp
```

Basic Steps

- Advance to Screen 191.
- Enter valid data in the Action Line fields (reconciliation bank, original check number and replacement check number) and press <ENTER>.
- Detailed information will be provided on the specified check, whether replacement is accepted or denied.

Record Replacement Check Process

- After entering the new check number, press <ENTER> to verify acceptance.
- If the check cannot be replaced, a message indicating the reason will be provided.
- If the replacement check is accepted, the message “Accepted - please enter new transaction” will appear.
- Any vouchers paid by the check will be updated with the new check number.

Screen 191 - Confirmation Window for Replacement Check

```
+-----+
| Check number: 177030 will be Voided |
| and replaced on the outstanding check |
| file with check number: 177031 |
| Please Enter 'Y' to Confirm: N |
+-----+
```

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

Action Line

- ◆ **Recon Bank:** 5 digits
Enter the number of the reconciliation bank.
- ◆ **Check:** 7 digits
Type the check number to be replaced.
- ◆ **Replacement Check Number:** 7 digits
Indicate the new replacement check number in this field.

Screen Information

- Accounting Bank:** 5 digits
Displays the accounting bank for the original check.
- Vendor:** 11 digits/30 characters
Shows the vendor identification number and name of vendor.
- Check Amount:** 12 digits
Displays the dollar amount of the check.
- Void Flag:** **Help** 1 character
Indicates whether check has been voided. Values are as follows:
'Y' = Yes
'N' = No
- Void Date:** 8 digits
Shows date the check was voided.
- Check Date:** 8 digits
Shows the date the check was produced.
- Drop Flag:** **Help** 1 character
Identifies the drop flag setting for check
'Y' = Yes
'N' = No
- Drop Date:** 8 digits
Indicates date the check was dropped.
- Reconciled type:** **Help** 1 digit
Displays transaction type if a reconciled check.
1 – Batch = Automated Reconciliation Cycle
2 – Online = Manual Reconciliation Cycle
- Current Replacement Check Number:** 7 digits
Indicates check number replacing original check.

Screen 191 – Record Replacement Check (cont'd)

Payroll Check Data

Soc Sec No:	9 digits Shows the <u>Social Security number</u> of the person receiving the payroll check.
Name:	22 characters Displays the <u>name</u> , on payroll, associated with the Social Security number given.
Local Check No:	7 digits Identifies the <u>check number</u> assigned by BPP (not related to physical check number).

Additional Functions

PF KEYS	See the Appendix for explanations of the standard PF Keys.
----------------	--

State Voucher Display

State voucher information on outstanding state vouchers is displayed on Screen 194. The voucher number can be entered directly on this screen or can be selected on Screen 197 - State Voucher Browse.

State voucher numbers can also be found on Screens 112, 113, and 163.

Screen 194 - State Voucher Display

```
194 State Voucher Display                                01/03/12 16:00
                                                    FY 2012 CC 02
Screen: ___ Voucher: 1524715

Vendor: lvvvvvvvvv5 SIGNAL-ALCORN INC
Voucher Date: 07/21/2011 Drop: Fg: Y Date: 08/02/2011      FY: 2011
Date St. Paid: 07/21/2011 Void: Fg: N Date:                Recon Type: 3
Date Chk Recvd:      Tot Recvd:      St Warrant: 0982426
Revolving: Y          Chg Src: N Agy Appr Appr Drop
S Item Account Amount Cd Yr Fund Nbr Bank V D Date
-----
  1 290346 00000 4040      15.47 711 2011 0047 13058 71001 N Y 08/02/11
  2 290346 00000 4040     160.50 711 2011 0047 13058 71001 N Y 08/02/11

*** VOUCHER TOTAL ***                                175.97 State Pd: 175.97
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EHelp                                     Addr
```

Basic Steps

- Advance to Screen 194.
- Enter a valid voucher number and press <ENTER>.
- To view additional detail for a line item, type an 'X' in the S: field and press <ENTER>. This will advance you to Screen 169, where additional information will be displayed.

State Voucher Display Process

Type the desired voucher number in the Voucher: field and press <Enter>. Information about the voucher will be displayed along with the individual line items on the voucher.

To select a line item, type an 'X' in the S: field and press <ENTER>. This will advance you to Screen 169, where additional detailed information about the voucher will be displayed.

Screen 194 – State Voucher Display (cont'd)

Screen 169 - Voucher Line Item Inquiry (Panel 1)

```

169 Voucher Line Item Inquiry                                01/03/12 16:02
                SIGNAL-ALCORN INC                          FY 2012 CC 02
Screen:  ___ Voucher: 1524715 Line Item: 1__ Fiscal Year: 2011
                Cross Reference Item:                      Panel: 01 More>>
Trans Code: 140                Dept Ref: 3014231          Encl:
Invoice Dt: 06/23/11           Order Dt: 06/22/11        Due Dt: 07/20/11
Invoice No: 525082905          Delivery Dt:                Req Pymt Dt: 07/21/11
Inv Rcvd Dt:                    Act Rcvd Dt: 07/05/11      Pymt Due Dt: 08/04/11
Description: METHYLLITHIUM SOLUTION 1.6M IN DIET          Orig Dist Dt:
Vendor ID: 1vvvvvvvvv5          W2/SSN:                Alt Vendor:
USAS Doc Tp: 9                  PCC Code:                PDT Code: DF
LDT Codes: 65                   PCA Code:                PO Nbr: 029648A
Inv Amt: 15.47                   IC: Rsn:                P/F Liq: N 1099:
Disc Amt:                        Disc Dt: 07/20/11        Lost: N Batch: PVP278 07/06/11
Net Amt: 15.47 FA Acct: 290346-00000-4040                Comp Cd: 7310 Bank: 71001
                                                Orig Comp Cd: 7310 Wire: N
Hold: N Drop: N --- Check Cycle: N --- St Vchr Y Cycle: N
Pull: Pending: Nbr: 2794360 07/20/11 Y 07/21/11
Trn Pull: FFX Feed: B 07/21/11 Void: N Rsn: N
Chk Feed: Y Revolving: Y Recon: Y 07/26/11 Y 07/21/11 0982426
St Feed: Y Chg Src: N
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EHelp Desc XRItm VOInt Addr Left Right
    
```

Pressing PF6 provides a pop-up window with additional description information.

Screen 169 - Voucher Line Item Inquiry (Panel 2)

```

169 Voucher Line Item Inquiry                                01/03/12 16:03
                SIGNAL-ALCORN INC                          FY 2012 CC 02
Screen:  ___ Voucher: 1524715 Line Item: 1__ Fiscal Year: 2011
<<More                Cross Reference Item:                      Panel: 02
Trans Code: 140                Dept Ref: 3014231          Encl:
Invoice Dt: 06/23/11           Order Dt: 06/22/11        Due Dt: 07/20/11
Invoice No: 525082905          Delivery Dt:                Req Pymt Dt: 07/21/11
Inv Rcvd Dt:                    Act Rcvd Dt: 07/05/11      Pymt Due Dt: 08/04/11
Description: METHYLLITHIUM SOLUTION 1.6M IN DIET          Orig Dist Dt:
Vendor ID: 1vvvvvvvvv5          W2/SSN:                Alt Vendor:
Origin Cd: P Confidential:                Travel Hotel Zip:
Dup Inv Override:                Cont Wk Force: N
Inv Amt: 15.47 Liab Acct: 029025-2100
Disc Amt:                        Disc Acct: - Lost: N Batch: PVP278 07/06/11
Net Amt: 15.47 FA Acct: 290346-00000-4040
State Hold Override Information                Cost Reference
Override Flag: 1:
User ID: 2:
Override Dt: 3:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EHelp Desc XRItm VOInt Addr Left Right
    
```

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

Action Line

◆ Voucher: 7 digits
Enter a valid voucher number.

Screen Information

Vendor: 11 digits
Displays the vendor's name and identification number.

Screen 194 – State Voucher Display (cont'd)

Voucher Date:	8 digits Shows the <u>date</u> the voucher was <u>issued</u> .
Drop: Fg:	Help 1 character Indicates whether the voucher has been <u>dropped</u> and <u>cleared</u> . Values are as follows: 'Y' = Yes 'N' = No
Date:	8 digits Displays the <u>date</u> the voucher was <u>cleared</u> .
FY:	4 digits Identifies the <u>fiscal year</u> in which the voucher was issued.
Date St. Paid:	8 digits Shows the date the <u>State</u> issued the warrant.
Void: Fg:	Help 1 character Indicates whether the voucher has been <u>voided</u> . 'Y' = Yes 'N' = No
Date:	8 digits Displays the <u>date</u> the voucher was <u>voided</u> .
Recon Type:	Help 1 digit Identifies the type of <u>reconciliation</u> 1 – Batch = Automated Reconciliation Cycle 2 – Online = Manual Reconciliation Cycle
Date Chk Recvd:	8 digits Shows the date the <u>check</u> was <u>received</u> .
Tot Recvd:	12 digits Displays the <u>total dollar amount</u> received.
St Warrant:	10 characters/digits Displays the <u>State warrant identification number</u> .
Revolving:	1 character 'Y' (Yes) or 'N' (No) indicates whether or not this is a <u>revolving voucher</u> .
Chg Src:	1 character 'Y' (Yes) or 'N' (No) indicates whether or not this voucher is a <u>source of funds</u> .
S:	1 character Type 'X' in this field to <u>select</u> an item and advance to Screen 169.
Item:	2 digits Shows the <u>number of line items</u> on the voucher.

Screen 194 – State Voucher Display (cont'd)

Account:	15 digits Shows the <u>account number</u> used for issuing payment.
Amount:	10 digits Indicates the <u>amount paid</u> .
Agy Cd:	3 digits Displays the state <u>agency code</u> .
Appr Yr:	4 digits Shows the state <u>appropriation year</u> .
Fund:	4 digits Identifies the <u>fund code</u> used for payment.
Appr Nbr:	5 digits Indicates the <u>appropriation number</u> .
Bank:	5 digits Displays the <u>bank code</u> .
V:	1 character Indicates whether or not ('Y' or 'N') this voucher line item was <u>voided</u> .
D:	1 character Indicates whether or not ('Y' or 'N') this voucher line item was <u>dropped</u> .
Drop Date:	6 digits Identifies the <u>date</u> the voucher was <u>dropped</u> .
VOUCHER TOTAL:	12 digits Displays the <u>total dollar amount of the state vouchers displayed</u> .
State Pd:	12 digits Identifies the <u>dollar amount reconciled</u> that was paid by the state.

Additional Functions

PF KEYS	See the Appendix for explanations of the standard PF Keys.
PF10 Addr	Address View the vendor's <u>address</u> information and hold status.

State Voucher Browse

Screen 197 lists, by voucher number, all outstanding state vouchers. State vouchers that have cleared the state and been reconciled with FAMIS accounting will remain on display until the next reconciliation is processed.

Revolving vouchers will remain on the list until

- (1) the state reconciliation process has cleared the voucher, and
- (2) the state warrant information has been entered on Screen 130 - Revolving Check Receipt.

Each line item of a multi-line voucher will be shown on the screen. For example, if a voucher had three items purchased from different accounts or object codes, they will be listed separately on this screen.

Screen 197 - State Voucher Browse

197 State Voucher Browse										01/03/12 16:05			
Screen: ___ Voucher: 1524715										FY 2012 CC 02			
S	Voucher	Vch	Ln	First	Account	Vendor Name	FY	Bank	Amount	Date	Paid	V	D
-	1524715	2	290346-00000	SIGNAL-ALCORN	2011	71001	175.97	07/21/11	N	Y	-	-	
-	1524746	1	144006-00000	VTS INTERNATI	2011	71001	41.42	07/27/11	N	Y	-	-	
-	1524805	1	164051-00000	LANCE LINDSEY	2011	11001	135.00	07/11/11	N	Y	-	-	
-	1524822	1	144013-22600	ZOOLEY INC	2011	71001	20.00	07/08/11	N	Y	-	-	
-	1524860	1	144013-22800	C R BIOMEDIC	2011	71001	181.74	07/13/11	N	Y	-	-	
-	1524867	1	144013-22800	C R BIOMEDIC	2011	71001	77.62	07/18/11	N	Y	-	-	
-	1524868	2	144013-22800	C R BIOMEDIC	2011	71001	122.49	07/15/11	N	Y	-	-	
-	1524870	1	144013-22800	C R BIOMEDIC	2011	71001	19.71	07/18/11	N	Y	-	-	
-	1524871	1	144013-22400	C R BIOMEDIC	2011	71001	105.18	07/08/11	N	Y	-	-	
-	1524872	1	144013-22800	C R BIOMEDIC	2011	71001	47.08	07/15/11	N	Y	-	-	
-	1524873	2	144013-22800	C R BIOMEDIC	2011	71001	320.03	07/15/11	N	Y	-	-	
-	1524874	1	144013-34400	CARSON HEALS	2011	71001	113.90	07/15/11	N	Y	-	-	
-	1524875	1	144013-34400	ASTON SURGICA	2011	71001	226.20	07/22/11	N	Y	-	-	
-	1524876	1	144013-46000	CTT GOVERNMENT	2011	71001	321.93	07/18/11	N	Y	-	-	

** Press ENTER To View More State Vouchers **

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

State Voucher Browse Process

Type a valid voucher number on the Action Line, and press <ENTER> to view a list of outstanding state vouchers.

Select a voucher and advance to Screen 194 to view additional detailed information.

State voucher numbers can be found on Screens 112, 113 and 163.

Basic Steps

- Advance to Screen 197.
- Type an 'X' in the S:field and press <ENTER>. This will advance you to Screen 194, where additional information on the selected voucher will be displayed.

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

Action Line

◆ Voucher: 7 digits
Enter a valid voucher number.

Screen Information

S: 1 character
Type 'X' in this field to select a voucher for viewing additional detail on Screen 194.

Voucher: 7 digits
Identifies an outstanding voucher number.

Vch Lns: 2 digits
Displays number of line items on the voucher.

First Account: 11 digits
Shows the first account number used for the voucher.

Vendor Name: 13 characters
Indicates the name of the vendor on the voucher.

FY: 4 digits
Identifies the fiscal year voucher was issued.

First Bank: 5 digits
Displays the first bank number used on the voucher.

Amount: 10 digits
Shows the dollar amount of the voucher.

Date Paid: 6 digits
Indicates the date the voucher was issued.

V: 1 character
'Y' indicates voucher line item was voided.

D: 1 character
'Y' indicates voucher line item was dropped.

Additional Functions

PF KEYS See the Appendix for explanations of the standard PF Keys.

State Voucher Browse by Fiscal Year

Screen 198 is similar to Screen 197 but allows you to view State Vouchers for the desired fiscal year.

Each line item of a multi-line voucher will be shown on the screen. For example, if a voucher had three items purchased from different accounts or object codes, they will be listed separately on this screen.

Screen 198 - State Voucher Browse by Fiscal Year

198 State Voucher Browse by Fiscal Year										01/03/12 15:59		
Screen: ___ Voucher: 1524292 Fiscal Year: 2011										FY 2012 CC 02		
S	Voucher	Vch Lns	First Account	Vendor Name	FY	First Bank	Amount	Date Paid	V	D		
-	1524294	1	130041-00000	ARLEY A*ASPEC	2011	71001	35.00	07/08/11	N	Y		
-	1524301	2	144006-00000	KENT K*KRAMER	2011	71001	160.59	07/08/11	N	Y		
-	1524410	1	160117-00000	TEXAS AGRILIF	2011	11072	85.78	07/14/11	N	Y		
-	1524486	3	135307-00000	YASHI*YOMEN	2011	71001	305.00	07/18/11	N	Y		
-	1524570	1	144013-46750	SPPS INC	2011	71001	367.50	07/08/11	N	Y		
-	1524715	2	290346-00000	SIGNAL-ALCORN	2011	71001	175.97	07/21/11	N	Y		
-	1524746	1	144006-00000	VTS INTERNATI	2011	71001	41.42	07/27/11	N	Y		
-	1524805	1	164051-00000	LANCE LINDSEY	2011	11001	135.00	07/11/11	N	Y		
-	1524822	1	144013-22600	ZOOLEY INC	2011	71001	20.00	07/08/11	N	Y		
-	1524860	1	144013-22800	C R BIOMEDIC	2011	71001	181.74	07/13/11	N	Y		
-	1524867	1	144013-22800	C R BIOMEDIC	2011	71001	77.62	07/18/11	N	Y		
-	1524868	2	144013-22800	C R BIOMEDIC	2011	71001	122.49	07/15/11	N	Y		
-	1524870	1	144013-22800	C R BIOMEDIC	2011	71001	19.71	07/18/11	N	Y		
-	1524871	1	144013-22400	C R BIOMEDIC	2011	71001	105.18	07/08/11	N	Y		
** Press ENTER To View More State Vouchers **												
Enter--PF1--PF2--PF3--PF4--PF5--PF6--PF7--PF8--PF9--PF10--PF11--PF12--												
Hmenu Help EHelp												

Basic Steps

- Advance to Screen 198.
- Type a valid voucher number and the desired fiscal year on the Action Line, and press <ENTER> to view a list of outstanding State vouchers.
- Type an 'X' in the S:field and press <ENTER>.
- This will advance you to Screen 194 to view additional information for the selected voucher.

State Voucher Browse Process

Selecting a voucher on Screen 198 will advance to Screen 194, providing additional detailed information about the selected voucher.

State voucher numbers can be found on [Screens 112, 113 and 163](#).

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

Action Line

- ◆ **Voucher:** 7 digits
Enter a valid voucher number.

Screen 198 – State Voucher Browse by Fiscal Year (cont'd)

Fiscal Year: 4 digits
Include the desired fiscal year for the vouchers to be displayed.

Screen Information

S: 1 character
Type 'X' in this field to select a voucher for viewing additional detail on Screen 194.

Voucher: 7 digits
Identifies an outstanding voucher number.

Vch Lns: 2 digits
Displays the number of line items on the voucher.

First Account: 11 digits
Shows the first account number used for the voucher.

Vendor Name: 13 characters
Indicates the name of the vendor on the voucher.

FY: 4 digits
Identifies the fiscal year in which the voucher was issued.

First Bank: 5 digits
Displays the first bank number used on the voucher.

Amount: 10 digits
Shows the dollar amount of the voucher.

Date Paid: 6 digits
Indicates the date the voucher was issued.

V: 1 character
Indicates whether or not ('Y' or 'N') this voucher line item was voided.

D: 1 character
Indicates whether or not ('Y' or 'N') this voucher line item was dropped.

Additional Functions

PF KEYS See the Appendix for explanations of the standard PF Keys.

Reconciling a State Voucher

Manual online reconciliation of a state voucher is allowed on Screen 193. Each month, a file is received from the state comptroller containing information on state warrants issued on behalf of TAMUS agencies. FAMIS uses this file to reconcile FAMIS accounting with the state records and to record the state warrant numbers and dates for state vouchers. This is the state voucher reconciliation.

An entire voucher may be reconciled by entering the word "ALL" in the Item Nbr: field or by entering a specific item number to reconcile one item.

Screen 193 - Online State Voucher Reconciliation

```
193 Online State Voucher Reconciliation                                01/03/12 16:06
                                                                    FY 2012 CC 02

Screen:  ___  Voucher: 1524715  Item Nbr: 001

                        State Information

      Date Paid: 07/21/2011
      Amount Paid: 15.47
      Warrant Nbr: 0999996
      Appr Year: 2011
      Appr Number: 13058
      Fund: 0047

                        Voucher Information

      Vendor: 1vvvvvvvvv5  SIGNAL-ALCORN INC
      Voucher Amt: 15.47
      Recon: 3  Batch - By line item

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp  Recon
```

State Voucher Reconciliation Process

Screen 193 allows for manual reconciliation of a state voucher. The state voucher will be marked as paid, and "Y" will be displayed in the Drop: field, indicating that the state voucher has been reconciled or replaced. The following data is required:

- the agency number
- the voucher number
- the date the state paid the voucher
- the amount the state paid.

After acceptance of a reconciliation transaction, Screen 193 provides the Last Transaction Information.

Basic Steps to Manually Reconcile a State Voucher

- Advance to Screen 193.
- Enter required information (agency number, voucher number, date the state paid the voucher, and amount the state paid) and press <ENTER>.
- If the state information and FAMIS information differ, a pop-up window requesting verification of reconciliation will appear.
- In the example below, the state has paid \$205.00 on a voucher for \$215.50. FAMIS asks for verification of the amount.

OK to Override field:

Entering “N” and pressing <ENTER> will prompt the message “Processing aborted due to operator request.”

If “Y” is entered, the message “Accepted - please enter new transaction” will appear, along with detailed voucher information, in the Last Transaction Information section.

If “Y” is entered, the bank or accounting transactions are not updated, and an imbalance will be accepted. Corrective action may be necessary.

Screen 193 - Online State Voucher Reconciliation (Pop-Up)

```
Agency Cd: 711      Voucher: 2xxxxx4
State Recon Amount:      200.00
Amount State Paid:      205.00
Voucher Total:          215.50

St. Appr Yr:      Fund:      Appr Number:
Recon Ap Yr: 2000  Fund: 0001  Appr Number: 11111

Voucher Recon does not equal State Amt

OK to override (Y/N): Y
```

Basic Steps

- Advance to Screen 193.
- Type the item number to be reconciled on the Action Line, or type “ALL” to reconcile an entire voucher.
- Enter modifications in the fields provided and press <ENTER>.
- Press PF5 to post the reconciliation.

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

Action Line

- ◆ **Voucher:** 7 digits
Type a valid voucher number.

Screen 193 – Online State Voucher Reconciliation (cont'd)

- ◆ **Item Nbr:** Help 3 digits
Identify the item number to be reconciled. Valid values are as follows:
ALL = All item numbers on the voucher
00-999 = Type an individual item number

Screen Information

State Information

- Date Paid:** 8 digits
Shows date the voucher was paid by the State.
- Amount Paid:** 12 digits
Indicates amount the State paid.
- Warrant Nbr:** 7 digits
Shows warrant number issued by the State.
- Appr Year:** 4 digits
Displays the year funds were appropriated.
- Appr Number:** 5 digits
Identifies the appropriation number.
- Fund:** 4 digits
Shows state fund for the state bank.

Voucher Information

- Vendor:** 11 digits/30 characters
Indicates the vendor's identification number and name that is on the voucher.
- Voucher Amt:** 12 digits
Identifies the dollar amount of the voucher.
- Recon:** 1 character
'Y' indicates the check number has been reconciled.

Additional Functions

- PF KEYS** See the Appendix for explanations of the standard PF Keys.
- PF5** **Reconcile**
- Recon** Used to reconcile the State Voucher (not displayed if user doesn't have security for this process)

State Voucher Reconciliation Update

Limited modifications to a reconciled state voucher can be made on Screen 195. An entire voucher may be unreconciled by entering the word "ALL" in the Item Nbr: field or by entering a specific item number to unreconcile one item.

Screen 195 - Reconciled State Voucher Update

```
195 Reconciled State Voucher Update                                01/04/12 08:43
                                                                    FY 2012 CC 02
Screen:  ___  Voucher: 1524715  Item Nbr: 001
Drop Flag: Y
Drop Date: 08/02/2011
Date State Paid: 07/21/2011
State Warrant Nbr: 0982426
Amt State Paid: 15.47
Date Paid: 07/21/2011
Appr Year: 2011
Appr Number: 13058
Fund: 0047
Voucher Information
Vendor: 1vvvvvvvvv5  SIGNAL-ALCORN INC
Voucher Amount: 15.47
Recon: 3  Batch - By line item
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help  EHelp
```

Type "ALL" in this field to unreconcile all items.

Basic Steps

- Advance to Screen 195.
- Type the information necessary for the update on the Action Line. You may unreconcile one item number, or type "ALL" to unreconcile all items.
- Enter modifications in the fields provided and press <ENTER>.

State Voucher Reconciliation Update Process

The fields that can be changed include the following:

Drop Flag
Drop Date
Date State Paid
State Warrant Number

To Unreconcile a State Voucher:

Changing the Drop Flag to 'N' will unreconcile the state voucher. Typing an 'N' in the Drop Flag: field displays a pop-up window, which allows verification of the voucher modification process.

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

Action Line

- ◆ **Voucher:** 7 digits
Type a valid voucher number.
- ◆ **Item Nbr:** Help 3 digits
Identify the item number to be reconciled.
ALL = All item numbers on the voucher
00-1000 = Type an individual item number

Screen Information

- Drop Flag:** Help 1 character
Type 'Y' to indicate check has been cleared.
- Drop Date:** 8 digits
Type date drop flag was set and check cleared.
- Date State Paid:** 8 digits
Include the date voucher was paid by the State.
- State Warrant Nbr:** 7 digits
Enter the warrant number issued by the State.
- Amt State Paid:** 12 digits
Shows the amount the State paid.
- Date Paid:** 8 digits
Identifies the date the State issued the payment.
- Appr Year:** 4 digits
Displays the year funds were appropriated.
- Appr Number:** 5 digits
Identifies the appropriation number.
- Fund:** 4 digits
Shows the state fund for the state bank.

Voucher Information

- Vendor:** 11 digits/30 characters
Shows vendor's identification number and name.

Screen 195 – Reconciled State Voucher Update (cont'd)

Voucher Amount: 12 digits
Identifies the dollar amount of the voucher.

Recon: 1 character
'Y' indicates check number has been reconciled.

Additional Functions

PF KEYS See the Appendix for explanations of the standard PF Keys.

Reconciling a State Voucher

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 on Screen 126 by recording the receipt of the check from the state. 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, an employee receives a travel advance, for example. 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

```
126 Revolving Check Receipt                                01/04/12 08:47
                                                           FY 2012 CC AM
Screen: ___ Voucher: 3xxxxx1

Revolving Check Amt: 200.00_____
Personal Check Amt: 10.00_____
Enter 'Y' if all checks received: Y

Transactions:      Amount:      Batch: JAC004 Date: 08/07/2008
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help  EHelp
```

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 <u>amount received from the state for the revolving voucher</u> .
Personal Check Amt:	13 digits Type the <u>total dollar amount of personal check</u> 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 <u>all checks have been received</u> 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 <u>number of transactions</u> in the current batch.
Amount:	12 digits Shows the <u>dollar amount</u> associated with the batch session.
Batch:	6 characters/digits Indicates the <u>batch number</u> .
Date:	8 digits Displays the <u>date</u> the transaction <u>batch</u> was <u>created</u> .

Additional Functions

PF KEYS	See the Appendix for explanations of the standard PF Keys.
----------------	--

Void a State Voucher / 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

```
146 Void State Voucher                                01/03/12 16:27
                                                    FY 2012 CC SA
Screen: ___ Voucher: 5000008 Fiscal Year: 2010
Vendor: 1vvvvvvvvv1      JJ JOHNSON BANK
Alt. Vendor: 3vvvvvvvvv0  TAMU SYSTEM

State Voucher Amount: 500.00_____

OR

State Voucher Credit Memo Amount: _____

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

Transactions:      0 Amount:      0.00 Batch: JAC001 Date: 11/15/2011
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help  EHelp                                     Warns
```

Basic Steps

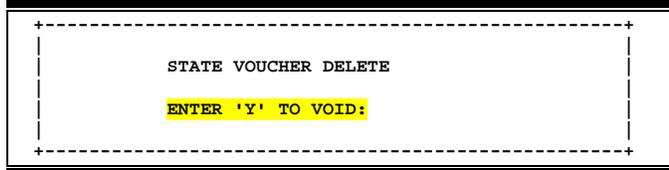
- Open a session on Screen 130.
- Advance to Screen 146.
- Type the voucher number and fiscal year in the fields on the Action Line and press <ENTER>. Information from the voucher will be displayed.
- Enter valid information in the available fields and press <ENTER>. A pop-up window will appear to verify 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 - Confirmation Screen



STATE VOUCHER DELETE
ENTER 'Y' TO VOID:

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.

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

Action Line

- ◆ **Voucher:** 7 digits
Enter the desired voucher number.
- Fiscal Year:** 4 digits
Type the fiscal year the voucher 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 <u>number of transactions</u> in the current batch.
Amount:	12 digits Shows the <u>dollar amount</u> associated with the batch session.
Batch:	6 characters/digits Indicates <u>batch number</u> associated with the transaction displayed.
Date:	8 digits Displays the <u>date</u> the transaction <u>batch</u> was <u>created</u> .

Additional Functions

PF KEYS	See the Appendix for explanations of the standard PF Keys.
PF12 Warns	Warnings Displays nonfatal <u>warning messages</u> .

Void Line Items on a State Voucher

Reductions or increases in line item amounts on a state voucher can be handled on Screen 147. This would be done either to correct an error or because the state disallowed part of an expenditure. 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 would 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

```
147 State Voucher Partial Void                                01/03/12 16:34
                                                            FY 2012 CC AM
Screen:  __ Voucher: 1100002 Line Item: 1__ Fiscal Year: 2012
Vendor: 2vvvvvvvvv2          CLARICE C*COOK
Alt. Vendor:
Account: 211270 00000 5680

State Voucher Amount: 13.05_____ Change the State Voucher
P/F/N Liq Indic:  _              amount to the new State
                                   Voucher amount.

*- State Appropriation Information -*
Year:      Fund:      Number:

Transactions:      0 Amount:      0.00 Batch: JAC001 Date: 12/15/2011
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help  EHelp                                         Warns
```

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.

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 = Partial liquidation
F = Full liquidation
N = No liquidation

State Appropriation Information

- Year:** 4 digits
Displays the year the funds were appropriated by the state.
- Fund:** 6 digits
Shows 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)

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

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

Additional Functions

PF KEYS See Appendix for explanation of standard PF Keys

PF12 **Warnings**
Warns Displays nonfatal warning messages.

Section IV

Appendix

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 with 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 followed by 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 entered. 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 followed by the **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.

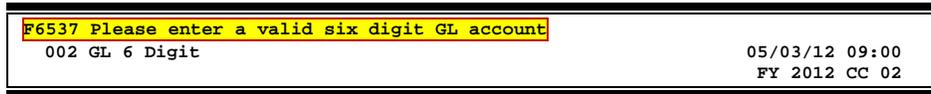
Data that is entered on the Action Line will be carried in 'context' from screen to screen until changed. For example, the GL account number 032365 is entered on the Action Line of the screen below. That account will be carried in 'context' until the user keys a different account in the field.

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.

F0002 Record has been successfully added	01/04/12 09:17
002 GL 6 Digit	FY 2012 CC 02
Screen: ___ Account: 032365 NAVSO, INC	
Account Title: NAVSO, INC. _____	OSRS: __

Message Line

The message line at the top of the screen is used to display messages to the user. These messages may display error messages or processing messages, such as the one below.



Scrolling Through Data

Pressing the <ENTER> key will scroll through information listed on a screen. On some screens, there are PF keys that can be used to scroll forward, backward, left, and right. These PF keys are displayed at the bottom of 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, but there are a few screens on which pressing <ENTER> will take you back to the original screen.

Field Help Using the F2 Program Function Key

On selected fields, additional information can be displayed using the PF2 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

002 GL 6 Digit	08/01/11 09:15
Screen: ___ Account: 014000 ___ MEDICINE	FY 2011 CC 02
Account Title: MEDICINE	OSRS: _
Resp Person: 1uuuuuu7 COLLINS, CINDY C	Old Acct: 0284
Year-end Process: F	Reclassify: _ Reporting Group: ___ Aux Code: ___
AFR Fund Group: 10	Fund Group: FG Sub Fund Group: ___ Sub-Sub: ___

For example, place the cursor in the Year-end Process: field and press PF2. The first screen displayed explains the purpose of the field. Press <ENTER> to view the valid values for the field.

Flag to t end.	Flag to indicate what action to take with balance at year end.
-------------------	--

Flag to t end.	*** D I C T I O N A R Y - H E L P ***	
	VALUES	MEANING
	F	Fiscal Year
	P	Project Year
	E	Encumbrance Only (SL's only)
	T	Transfer BBA (SL's Only)
	D	BBA to Different account (SL)
	Rule : IAFRS-FG-FS-YY-END-PROC	Default value is:
	View : IAFRS-GENERAL-SUBSIDIARY-LEDGER	
	Field: FG-FS-YY-END-PROC	

Question Mark (?) 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 and pressing <ENTER>.

Screen 002 - GL 6 Digit

```

002 GL 6 Digit                                08/01/11 09:17
                                                FY 2011 CC 02

Screen: ___ Account: 010100 ___ ED & GEN INCOME-TUITION

Account Title: ED & GEN INCOME-TUITION          OSRS: _
Resp Person: Suuuuuu4 MASON, MOLLY M          Old Acct: NA_____
Year-end Process: F   Reclassify: _ Reporting Group: ___ Aux Code: ___
AFR Fund Group: ?   Fund Group: FG Sub Fund Group:   Sub-Sub: ___
Function: ___

Default Bank: 06000      Override: Y      SL Mapped Count: 22
Alternate Banks: *****      Security: _____

      Dept S-Dept Exec Div Coll Mail Cd Stmt
Primary: REV_   UN   AD   C6000 N
Secondary: VTEA_ AA  CD  VM  C4457 N

Fund Source: _____ Account Letter: Y
Long Title: EDUCATIONAL AND GENERAL INCOME - TUITION Setup Dt: 08/26/1991

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help  EHelp  Next
    
```

For example, type a question mark (?) in the AFR Fund Group: field and press <ENTER>. A pop-up window will be displayed with the valid values for the field.

```

+-----+
** More Codes - Press <ENTER> to View **
Search Criteria:  AFR Fund Group: 10

  AFR      Sub
Fund Fund Fund Description
- 10  FG  DF  FUNCTIONAL AND GENERAL
- 20  DS  DF  DESIGNATED/FUNCTIONAL & GENERAL
- 21  DS  DS  DESIGNATED/SERV DEPT-PROF FEES & SE
- 22  DS  ST  DESIGNATED/SERV DEPT-TRAVEL
- 23  DS  SM  DESIGNATED/SERV DEPT-MATERIAL & SUP
- 24  DS  SU  DESIGNATED/SERV DEPT-COMM & UTIL
- 25  DS  SR  DESIGNATED/SERV DEPT-REPAIRS & MAIN
- 26  DS  SL  DESIGNATED/SERV DEPT-RENTALS & LEAS
- 27  DS  SP  DESIGNATED/SERV DEPT-PRINTING & REP
- 28  DS  SC  DESIGNATED/SERV DEPT-CLAIMS & LOSSE
- 29  DS  SO  DESIGNATED/SERV DEPT-OTHER OPER EXP
- 30  AX  AX  AUXILIARY NON-PLEDGED
      -- IASYS-AFR-FUND-GROUP --
Select an AFR Fund Group or Press <PF4> to Quit
+-----+
    
```

By placing an 'X' next to the desired value, that value is passed to the main screen. This is the Passback feature.

Reconciliation Screens List

	<u>PAGE</u>
126	Revolving Check Receipt III-34
	Updates the state voucher file to record the receipt of the check from the state. This is only done for multi-vendor vouchers.
146	Void State Voucher III-36
	Used to void an entire state voucher. All line items will be voided.
147	State Voucher Partial Void III-39
	Used to change the amount of a line item on a state voucher.
185	Outstanding Check List III-3
	Used to create and maintain payroll distribution rules for a SSN for a Part, BPP account, and Object Code.
186	Vouchers by Check Inquiry III-5
	Provides reconciliation information for a specified check.
190	Online Check Reconciliation III-8
	Allows the user to manually reconcile a check in the reconciliation file that has not cleared through the automated bank reconciliation process.
191	Record Replacement Check III-17
	Used to enter a replacement check number. Cannot be used if the check has already been voided, dropped or reconciled from the outstanding check file.
192	Check Reconciliation Modify III-12
	After checks have been reconciled or voided, this screen can be used to modify the previously entered data.
193	Online State Voucher Reconciliation III-28
	Used to manually reconcile a state voucher.
194	State Voucher Display III-20
	Displays state voucher information on <u>outstanding</u> state vouchers.
195	Reconciled State Voucher Update III-31
	Used to make limited modifications to a reconciled state voucher.
197	State Voucher Browse III-24
	Lists, by voucher number, all <u>outstanding</u> state vouchers.
198	State Voucher Browse by Fiscal Year III-26
	Lists, by fiscal year, all outstanding state vouchers.
M19	Reconciliation Menu I-6
	Provides a list of screens used for reconciliation.

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

An application of the Financial Records System (FRS). AP processes vendor payments and keeps track of financial activity involving vendors.

Action/Context Line

The screen line (usually fourth from the top) or lines into which 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.

C

Cash

Coins, currency, checks, and anything else a bank will accept for immediate deposit.

Cash Disbursement

A non-vouchered 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.

D

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 online 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.

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.

Drop Flag

A data element whose condition signifies that a document is to be removed from the database immediately.

Appendix – Glossary (cont'd)

E

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.

F

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.

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.

Appendix – Glossary (cont'd)

G

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.

H

Header

That portion of a Purchasing document containing basic information such as document number, date, and amount.

HEAF

Indicates a Higher Education Assistance Fund code number.

I

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.

J

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.

Journal Entry

A non-cash transfer of dollars between two or more accounts.

Appendix – Glossary (cont'd)

L

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.

M

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.

N

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.

O

Object Code

A four-digit number identifying specific items of revenue/expense or attribute records.

P

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.

R

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.

S

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 online feature that assists the user with data entry by providing information on the purpose and operation of a particular screen.

Appendix – Glossary (cont'd)

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.

T

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.

U

Update Screen

A screen that allows a user to enter data for updating the files.

V

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.

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Last Revised: 7/22/2013 4:49 PM