

Accounts Payable User Manual

Version 4.3
February 2011

FAMIS Services

The Texas A&M University System

Introduction

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

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

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

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

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Table of Contents

	<u>PAGE</u>
I Introduction	
M10, M11, Accounts Payable Menu Screens	I-9
M12, M13	
II Accounts Payable Processes	
Introduction.....	II-3
Prompt Pay	
Basic Concepts	II-4
Prompt Pay Controls	II-4
Fiscal Year Rate	II-4
Campus Code Exemption.....	II-4
Account Level Exemptions.....	II-4
Alternate Interest Account	II-5
Flag Maintenance	II-5
Voucher Level Override Flag.....	II-5
Regular Vouchers	II-5
Change Source of Funds.....	II-5
Invoicing Vouchers	II-5
Object Codes Subject to Interest	II-5
Holiday Tables.....	II-6
ACH, State, and Local Holiday Table	II-6
State Holiday Table	II-8
Prompt Pay Process.....	II-9
Local Checks.....	II-9
State Vouchers.....	II-9
Revolving Vouchers	II-10
Credit Memos	II-10
Vendors on Hold	II-10
Posting Interest into FAMIS	II-10
1099 Processing	II-10
Prompt Pay Terms/Dates Used for Compliance	II-11
State Comptroller	II-11
FAMIS	II-11
Interest Calculation.....	II-12
Calculation Method.....	II-12
FAMIS Calculation	II-13
Inquiry Screens	II-14
Pending Interest Voucher Modify – Local	II-14
Pending State Interest Create/Modify	II-15
Prompt Pay Frequently Asked Questions	II-16
Payments.....	II-16
Due Date.....	II-17
Screen 817	
Screen 818	
Screen 819	
Screen 114	
Screen 115	

Table of Contents (cont'd)

	<u>PAGE</u>
Confidential Indicator Process	
Confidential Indicator Entry.....	II-18
How the Process Works	II-18
State vs. Local Vouchers	II-18
Check and Voucher Process	
Local Check Cycle	II-19
Separate Checks	II-19
State Voucher Cycle	II-20
Voucher Transactions	
Vouchers Entered Online.....	II-21
State Voucher Update Cycle	II-22
FA Transactions Posted for Check Update Cycle	II-22
Vouchers with Discounts	II-23
FAMIS to USAS Voucher Interface	
Regular State Vouchers.....	II-24
Credit Memo State Vouchers	II-24
State Vouchers with an Alternate Vendor.....	II-24
Revolving (Reimbursement) State Vouchers.....	II-25
Revolving (Reimbursement) State Vouchers with Alternate Vendor.....	II-25
Prepaid State Vouchers	II-25
Prepaid Revolving State Vouchers.....	II-26
USAS Document Types and Purchase Category Codes (PCC) ..	II-26
USAS State Requisition Number	II-26
USAS Payment Distribution Type (PDT).....	II-27
USAS Program Cost Account Override (PCA).....	II-27
Descriptive Legal Text (LDT).....	II-27
Program Cost Account (PCA)	II-27
NACUBO	II-29
 III Accounts Payable Session/Batch Audit Information	
Screen 130 Session/Batch Initialize.....	III-3
Screen 124 Session/Batch Header List.....	III-6
Screen 127 Transaction Inquiry by Batch.....	III-8

Table of Contents (cont'd)

		<u>PAGE</u>
IV	Vouchers and Credit Memos	
	Regular and Prepaid Vouchers	
Screen 104	Create a Regular Voucher	IV-3
	Voucher Process	IV-4
	Transaction Codes.....	IV-5
	Regular Voucher Process	IV-5
	Automatic Voucher Numbering	IV-5
	Due Date Processing	IV-6
	Create a Single Voucher for Multi-Accounts	IV-6
	Multi-Account Encumbrance Liquidation	IV-7
	Multi-Account Vouchers (Over 20 Lines/Accounts)	IV-7
	Additional Description.....	IV-7
	Correct Regular Vouchers	IV-8
	Prior to Print Cycles	IV-8
	Post Print Cycles	IV-8
	Local Vouchers.....	IV-8
	State Vouchers.....	IV-8
Screen 105	Modify an Unpaid Voucher	IV-14
	Voucher Modify Process	IV-15
	Transaction Codes	IV-15
	ACH Override Flag	IV-15
	Confidential Indicator.....	IV-15
	State Hold Override Flag	IV-16
Screen 106	Drop an Unpaid Voucher.....	IV-20
	Delete a Single Line Item from Multiple Account Vouchers....	IV-20
Screen 107	Modify Voucher Line Item without Accounting	IV-23
Screen 118	Modify Voucher Line Item with Accounting.....	IV-28
Screen 125	Modify Voucher Amount.....	IV-33
	Credit Memos	
Screen 108	Create a Credit Memo	IV-36
	Use of Enclosure Codes	IV-36
	Checks	IV-37
	State Vouchers	IV-37
	Correct a Credit Memo (Local Funds)	IV-37
	Multi-Account Vouchers	IV-37
	Void a Credit Memo (State Funds)	IV-38
	Transaction Codes.....	IV-38
Screen 110	Void a Check	IV-44
Screen 146	Void a State Voucher.....	IV-46
Screen 147	State Voucher Partial Void	IV-49
Screen 131	Voucher Flag Preview	IV-52
	Release Voucher for Payment	IV-53
	Correct Voucher Release	IV-53

Table of Contents (cont'd)

		<u>PAGE</u>
	<u>Pending Vouchers</u>	
Screen 111	Create/Modify Pending Voucher	IV-54
	Automatic Voucher Numbering.....	IV-55
	Due Date Processing	IV-56
	Create Single Voucher for Multi-Accounts	IV-56
	Multi-Account Encumbrance Liquidation	IV-57
Screen 112	Pending Voucher Create/Modify with PO Numbers	IV-62
	Automatic Voucher Numbering.....	IV-63
	Due Date Processing	IV-63
	Create Single Voucher for Multi-Accounts	IV-63
	Multi-Account Encumbrance Liquidation	IV-64
Screen 113	Post a Range of Pending Vouchers.....	IV-69
Screen 114	Pending Interest Voucher Modify	IV-71
Screen 115	Pending State Interest Create/Modify	IV-75
V	Prepaid Vouchers	
Screen 109	Create a Prepaid Voucher	V-3
	Correct a Prepaid Voucher.....	V-4
	Drop a Prepaid Voucher.....	V-5
	Transaction Codes.....	V-5
Screen 119	Modify Prepaid Voucher Amount	V-11
Screen 116	Prepaid Credit Memo	V-14
	Transaction Codes.....	V-15
VI	Revolving Vouchers	
Screen 134	Create Revolving Voucher	VI-3
	Automatic Voucher Numbering.....	VI-4
	Create Single Voucher for Multi-Accounts	VI-4
Screen 135	Revolving Voucher Amount Modify	VI-11
Screen 136	Drop a Revolving Voucher.....	VI-14
	Drop a Single Line Item from Multiple Accounts	
	Revolving Vouchers	VI-15
	Drop Multiple Account Revolving Vouchers.....	VI-15
Screen 137	Void a Revolving Check	VI-17
Screen 139	Create a Prepaid Revolving Voucher.....	VI-19
	Create a Single Voucher for Multi-Accounts	VI-19
Screen 126	Revolving Check Receipt	VI-26
Screen 149	Modify a Revolving Prepaid Amount.....	VI-28
VII	Change Source of Funds	
	Basic Concepts.	VII-3
	Identification of the 'Change Source' Voucher.....	VII-3
	Void a 'Change of Source' Voucher	VII-3
Screen 141	Change from one State Account or Bank to Another	
	State Account or Bank	VII-4

Table of Contents (cont'd)

		<u>PAGE</u>
Screen 142	Change from one Local Account or Bank to Another Local Account or Bank	VII-9
Screen 148	Change Funds from Local to State and from State to Local	VII-15
	Old Bank is the Primary Local Bank	VII-16
	Old Bank is NOT the Primary Local Bank	VII-17
VIII	Inquiry Screens	
	<u>Invoices</u>	
Screen 160	Invoices by Vendor	VIII-3
	<u>Vouchers</u>	
Screen 161	Vouchers by Number..... Voucher Number Analysis Process	VIII-6
Screen 162	Vouchers by Vendor	VIII-8
Screen 163	Vouchers by Account.....	VIII-12
Screen 164	Vouchers by Purchase Order Number.....	VIII-15
Screen 165	Outstanding Voucher Inquiry	VIII-18
Screen 166	Pending Voucher Inquiry.....	VIII-21
Screen 167	Voucher Inquiry by Dept. Ref.	VIII-23
Screen 168	Voucher Total Inquiry	VIII-26
Screen 169	Voucher Line Item Inquiry	VIII-33
Screen 170	Voucher Inquiry by Alternate Vendor	VIII-43
Screen 178	Vouchers by Reconciliation Bank Inquiry	VIII-46
	<u>Checks</u>	
Screen 185	Outstanding Check List.....	VIII-48
Screen 186	Vouchers by Check Inquiry	VIII-50
Screen 177	Check List... ..	VIII-53
IX	Maintenance Screens	
Screen 808	Maintain Discount Table	IX-3
X	Appendix	
	Instruction Pages.....	X-3
	Accounts Payable Screens List.....	X-8
	Standard PF Keys	X-12
	FAMIS Codes.....	X-14
	Transaction Codes.....	X-14
	Financial Accounting	X-14
	Accounts Payable Voucher	X-15
	Session Batch Header Codes.....	X-16
	Reference Codes	X-17
	Glossary	X-21

Accounts Payable Menu Screens

The Accounts Payable menu screens provide access to the screens necessary to process vouchers including vendor and batch information. These menus also provide inquiry for all Accounts Payable documents.

Menu M10 - Accounts Payable System Menu

M10 Accounts Payable System Menu	11/16/10 10:28
	FY 2011 CC 02
Screen: ____	
* ----- Accounts Payable ----- *	
M21 Vendor Information Menu	
M11 A/P Inquiry and Vendor Menu	
M12 A/P Voucher Update Menu - Part 1	
M13 A/P Voucher Update Menu - Part 2	
M18 A/P 1099/W2 Menu	
M19 Reconciliation	
M50 ACH System Menu	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---	
Hmenu Help EHlp	

Menu M11 - Accounts Payable Inquiry and Vendor Menu

M11 Accounts Payable Inquiry and Vendor Menu	11/16/10 10:28
A TO Z TIRE & BATTERY INC	FY 2011 CC 02
Screen: ____ Vendor: _____ Voucher: _____	
----- Vendor Information -----	
M21 Vendor Information Menu	
171 State Hold ID Search	
172 State Hold Name Search	
173 State HUB ID Search	
174 State HUB Name Search	
175 Vendors Held by Agency	
----- Batch Information -----	
124 Session/Batch Header List	
127 Transaction Inquiry by Batch	
----- Check Inquiry -----	
177 Check List	
185 Outstanding Check List	
186 Vouchers by Check Inquiry	
----- Voucher Inquiry -----	
160 Invoices by Vendor Inquiry	
161 Voucher Inquiry by Voucher Nbr	
162 Voucher Inquiry by Vendor	
163 Voucher Inquiry by Acct, Dept Ref	
164 Voucher Inquiry by PO Number	
165 Outstanding Voucher Inquiry	
166 Pending Voucher Inquiry	
167 Voucher Inquiry by Dept. Ref	
168 Voucher Total Inquiry	
169 Voucher Line item Inquiry	
170 Voucher Inq. by Alt. Vendor	
178 Vouchers by Reconciliation Bank	
----- Other Menus -----	
M18 1099/W2 Menu	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---	
Hmenu Help EHlp	

Menu M12 - Voucher Update Menu - Part 1

M12 Voucher Update Menu - Part 1		11/16/10 10:28
A TO Z TIRE & BATTERY INC		FY 2011 CC 02
Screen: ____	Vendor: _____	Voucher: _____
<p>*-- Regular & Prepaid Vouchers --*</p> <p>104 Voucher Create</p> <p>105 Voucher Header Modify</p> <p>106 Unpaid Voucher Drop</p> <p>107 Voucher Line Item Mod w/o Actg</p> <p>118 Voucher Line Item Mod w/Actg</p> <p>125 Voucher Amount Modify</p> <p>110 Void Check</p> <p>117 Void FAMIS Trace Nbr</p> <p>146 Void State Voucher</p> <p>147 State Voucher Partial Void</p> <p>109 Prepaid Voucher Create/Mod</p> <p>119 Prepaid Voucher Amount Mod</p> <p>130 AP Batch Initialize</p>		
<p>*----- Pending Vouchers -----*</p> <p>111 Pending Voucher Create/Mod</p> <p>112 Pending Voucher Create/Mod with P.O. Numbers</p> <p>113 Post a Range of Pending Vouchers</p> <p>114 Pending Interest Voucher Modify</p> <p>115 Pending State Interest Create/Mod</p> <p>131 Preview Flag Reset</p> <p>*----- Credit Memos -----*</p> <p>108 Credit Memo</p> <p>116 Prepaid Credit Memo</p> <p>*----- Other Menus -----*</p> <p>M13 Voucher Update Menu - Part 2</p> <p>M18 1099/W2 Menu</p>		
<p>Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---</p> <p>Hmenu Help EHelp</p>		

M13 - Voucher Update Menu - Part 2

M13 Voucher Update Menu - Part 2		11/16/10 10:28
A TO Z TIRE & BATTERY INC		FY 2011 CC 02
Screen: ____	Vendor: _____	Voucher: _____
<p>*----- Revolving Vouchers -----*</p> <p>134 Revolving Voucher Create</p> <p>135 Revolving Voucher Amount Modify</p> <p>136 Revolving Voucher Drop</p> <p>137 Void Revolving Check</p> <p>139 Prepaid Revolving Voucher</p> <p>149 Prepaid Revolving Amount Modify</p> <p>126 Revolving Check Receipt</p> <p>*----- Change Source of Funds -----*</p> <p>141 Chg. Src. State to State</p> <p>142 Chg. Src. Local to Local</p> <p>148 Chg Loc to St / St to Loc</p>		
<p>Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---</p> <p>Hmenu Help EHelp</p>		

Section II

Accounts Payable Processes

Accounts Payable Processes

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

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

Prompt Pay Basic Concepts

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

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

Please refer to the Individual screens for more detailed information.

Prompt Pay Controls

Fiscal Year Rate

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

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

Campus Code Exemption

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

Account Level Exemptions

Accounts that start with '1' or GLs that start with '01' are considered state funds when paying a revolving voucher.

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

You can flag an **individual account** as exempt from paying interest. The Interest Exempt flag is on the account attribute screens for GL, SL and SA accounts (Screens 4, 8, 52). To indicate an account is exempt, go to the appropriate account attribute screen and enter a 'Y' in the Interest Exempt field and a reason code in the Reason field.

Prompt Pay Basic Concepts (cont'd)

Alternate Interest Account

Also available on the account attribute screens is the ability to enter an ***alternative interest account***. If the alternative interest account is filled in, the system **always** uses the alternate account to post interest.

Flag Maintenance

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

Voucher Level Override Flag

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

Regular Vouchers

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

Change Source of Funds:

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

Invoicing Vouchers (See Invoicers User's Manual):

- Screen 340 – Invoice Header Create
- Screen 341 – Invoice Header Create (Dept)
- Screen 345 – Invoice Pending Voucher Create/Modify

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

Object Codes Subject to Interest

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

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

Prompt Pay Basic Concepts (cont'd)

FAMIS Services must be notified whenever the State modifies the Comptroller Codes subject to interest or whenever a Member is granted a special exemption against an interest Comptroller Code.

Screen 817 – Comp Codes Subject to Interest

817 Comp Codes Subject to Interest						11/16/10 10:29	
						FY 2011 CC 02	
Screen: ____ Comp Code: ____ Fiscal Year: 2011							
	Interest		Interest		Interest		Interest
Code	or Exempt	Code	or Exempt	Code	or Exempt	Code	or Exempt
-----	-----	-----	-----	-----	-----	-----	-----
7202	Interest	7233	Interest	7254	Interest	7272	Interest
7203	Interest	7239	Interest	7255	Interest	7273	Interest
7204	Interest	7240	Interest	7256	Interest	7274	Interest
7205	Interest	7242	Interest	7257	Interest	7275	Interest
7206	Interest	7243	Interest	7258	Interest	7276	Interest
7210	Interest	7245	Interest	7259	Interest	7277	Interest
7211	Interest	7246	Interest	7262	Interest	7278	Interest
7213	Interest	7247	Interest	7263	Interest	7281	Interest
7216	Interest	7248	Interest	7266	Interest	7282	Interest
7218	Interest	7249	Interest	7267	Interest	7283	Interest
7219	Interest	7252	Interest	7270	Interest	7284	Interest
7223	Interest	7253	Interest	7271	Interest	7286	Interest
*** Press Enter to View More Entries ***							
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---							
Hmenu Help EHelp							

Holiday Tables

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

Screen 818 – ACH, State and Local Holiday Table

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

The “local holiday” information is used by the check cycle to determine whether a local voucher with a future due date should be pulled during the current check cycle to avoid late payment interest charges during the next scheduled check cycle. (State vouchers are sent to the State each evening, regardless of their due dates. Once at the State, the State schedules these payments according to their payment due dates.)

Screen 818 – ACH, State, and Local Holiday Table

818 ACH, State, and Local Holiday Table							11/16/10 10:29
Screen: ____ Month: 11 November Year: 2010							FY 2011 CC 02
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
-----	1 _ _ _	2 _ _ _	3 _ _ _	4 _ _ _	5 _ _ _	6 W	
7 W	8 _ _ _	9 _ _ _	10 _ _ _	11 A S L	12 _ _ _	13 W	
14 W	15 _ _ _	16 _ _ _	17 _ _ _	18 _ _ _	19 _ _ _	20 W	
21 W	22 _ _ _	23 _ _ _	24 _ _ _	25 A S L	26 S L	27 W	
28 W	29 _ _ _	30 _ _ _	-----	-----	-----	-----	
-----	-----	-----	-----	-----	-----	-----	

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EHlp LdMth Bkwd Frwd

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

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

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

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

FAMIS Production Services MUST be notified to NOT run checks on these dates.

Prompt Pay Basic Concepts (cont'd)

Screen 819 – State Holiday Table

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

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

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

S = **State holiday or day** in which the State will not accept vouchers for payment

W = **Weekend (maintained by the FAMIS Services staff)**

Blank = **Not a holiday**

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

Screen 819 – State Holiday Table

819 State Holiday Table										11/16/10 10:31			
										FY 2011 CC 02			
Screen: ____		Month: 11		November		Year: 2010							
Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
-----		-----		-----		-----		-----		-----		-----	
		1 _		2 _		3 _		4 _		5 _		6 W	
-----		-----		-----		-----		-----		-----		-----	
7 W		8 _		9 _		10 _		11 S		12 _		13 W	
-----		-----		-----		-----		-----		-----		-----	
14 W		15 _		16 _		17 _		18 _		19 _		20 W	
-----		-----		-----		-----		-----		-----		-----	
21 W		22 _		23 _		24 _		25 S		26 S		27 W	
-----		-----		-----		-----		-----		-----		-----	
28 W		29 _		30 _									
-----		-----		-----									

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

Prompt Pay Processes

Local Checks

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

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

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

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

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

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

State Vouchers

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

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

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

Prompt Pay Basic Concepts (cont'd)

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

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

Revolving Vouchers

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

Credit Memos

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

Vendors on Hold

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

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

Posting Interest into FAMIS

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

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

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

1099 Processing

Because of these new payments, the 1099 process has been modified to provide 1099-INT forms and reporting.

Terms / Dates Used In Determining Prompt Pay Compliance

State Comptroller

Payment Due Date

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

Payment Distribution Date

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

Requested Payment Date

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

FAMIS

Payment Due Date

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

Due Date

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

Discount Due Date

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

Invoice Date

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

AP Invoice Received Date

This date is only used on Screen 340 for documentation of when **Accounts Payable** received the invoice.

Department Invoice Entered Date

This date is entered on Screen 340 and Screen 341 for documentation of when the **department** received the invoice. This date, if entered, is used as part of the process to determine the payment due date.

Prompt Pay Basic Concepts (cont'd)

Delivery Date

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

Actual Received Date

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

Original Distribution Date

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

Determine Interest Calculation

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

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

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

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

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

Calculation Method

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

Prompt Pay Basic Concepts (cont'd)

The formula is:

COMPUTE ROUNDED INT-AMT = INT-RATE * VO-NET-AMT * DAYS-LATE / 365 / 100

FAMIS Calculation

Interest is calculated on a line by line basis.

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

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

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

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

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

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

Prompt Pay Inquiry Screens

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

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

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

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

Screen 114 – Pending Interest Voucher Modify (Local)

114 Pending Interest Voucher Modify		08/07/08 09:43
		FY 2008 CC 21
Screen: ____ Voucher: 0811674 Fiscal Year: 2008		
Doc Summary: PURCHASE 20 PORTEGE M400-EZ5031-TOSHIBA TABLET PC		
Vendor: 1vvvvvvvvv0 TABLET PC DIRECT		
Dept. Ref. #: 013		Enclosure Code:
Invoice Date: 06/05/2008	Order Date: 05/29/2008	Due Date: 06/16/2008
State Req Nbr:	GSC Ord:	
Description: TOSHIBA PORTEGE M700 TABLET PCS		
Cust AR NBR:		Hold Flag: N
Alt.Vendor:	W2/SSN:	Travel Hotel Zip:
USAS Doc Type: 9	PCC Code:	PDT Code:
LDT Codes: 09		
Revolving: N Fund Type: Local		
Check Nbr: 432154 Check Dt: 07/29/2008		
Budget Balance Override: N		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---		
Hmenu Help EHelp VPost Desc ReOpn Close Mlti Warns		

TECH NOTE - The name of the job that will post the local interest item is FxxVIPST, where "xx" is the A&M System Member number. The program name is VBDU080, which is the same name that will appear on the report.

Prompt Pay Inquiry Screens (cont'd)

State interest items are added as pending items, similar to the local interest items.

Screen 115 – Pending State Interest Create/Modify

115 Pending State Interest Create/Modify		08/07/08 09:31
		FY 2008 CC 21
Screen: ____ Voucher: 0xxxxx6 Fiscal Year: 2007		
Doc Summary:		
Vendor: lvvvvvvvvv1 VCT SCIENTIFIC		
Dept. Ref. #: C009		Enclosure Code:
Invoice Date: 06/21/2007	Order Date: 05/31/2007	Due Date: 08/10/2007
State Req Nbr:	GSC Ord:	
Description: EQPT FOR KOSTIC/MICROCENTRIFUGE		
Cust AR NBR:		Hold Flag: N
Alt.Vendor:	W2/SSN:	Travel Hotel Zip:
USAS Doc Type: 9	PCC Code:	PDT Code:
LDT Codes:		
Revolving: N	Fund Type: State	
Check Nbr:	Check Dt:	
Budget Balance Override: N		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---		
Hmenu Help EHelp VPost Desc ReOpn Close Mlti Warns		

PF11 Pop-Up Window

Screen: 115 ** Multi-Account Vouchering **											
Ln	Account	Bank	F Code	C Comp	Inv.	C S	St	Orig	Item		
1	804070 00000 5751	17197	7334		1491.52	Y	N	N	501	CO	
Inv	30905327	PCA		Cost Ref 1		2		3		Del	_
Int Ref				Effective Dt:							
501	804070 00000 6230	17197	7806		7.94	Y	N	N	1	RE	
Inv	30905327	PCA		Cost Ref 1		2		3		Del	_
Int Ref	3500283			Effective Dt:	08/16/2007						
Inv		PCA		Cost Ref 1		2		3		Del	_
Int Ref				Effective Dt:							
Inv		PCA		Cost Ref 1		2		3		Del	_
Int Ref				Effective Dt:							
Total Items: 2								Pg: 1 of 1			
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---											
Hmenu Help EHelp XrItm Bkwd Frwd CrInt VoInt Exit											

Prompt Pay Frequently Asked Questions

Payments

- Utility payments should be entered with the Utility company's due date in the requested payment date field. Do not schedule utility or lease payments to be past due.
- When posting interest on local accounts, FAMIS charges the interest to the override account, if present, using the original voucher line item's bank. This override account can be set on an account by account basis. It must be the bank used for the voucher line item that generated the interest.
- When paying other State agencies:

Local vouchers

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

State vouchers (regular)

FAMIS does not suppress the payment of interest to other State agencies

State vouchers (revolving)

FAMIS sends a TC to suppress the payment of interest based on its status as a revolving voucher.

State vouchers (alternate vendors)

FAMIS sends a TC to suppress the payment of interest if the alternate vendor type is "SA", "EM" and "ST".

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

Due Date

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

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

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

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

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

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

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

To determine the Payment Due Date:

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

All of these dates can be viewed on Screen 169.

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

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

A. You may view this on Screen 23.

Confidential Indicator Process

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

Confidential Indicator Entry

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

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

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

How the Process Works

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

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

All voucher line items with an object code that maps to the Comptroller List of Confidential Codes are flagged by the FAMIS programs as 'confidential' even if the Confidential Indicator is not entered on the screens.

State vs. Local Vouchers

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

Although Local Vouchers may be flagged as 'confidential', FAMIS is not controlling visibility or reporting based on the Confidential Indicator for Local Vouchers.

Check and Voucher Processing

Local Check Cycle

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

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

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

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

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

Separate Checks

There are various ways to produce a separate check:

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

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

The following will also produce separate checks:

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

State Voucher Cycle

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

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

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

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

Voucher Transactions

ACCOUNTING TRANSACTIONS POSTED IN FA FOR VOUCHERS ENTERED ONLINE

(NO DISCOUNT/TAX/CURRENCY CONVERSION)

Accrual Basis Accounting

TRANSACTION	VOUCHER	DEBIT ACCOUNT	CREDIT ACCOUNT	AMOUNT
06X	Regular Voucher	Expense Account	AP Liability 0xxxxx-2100	Gross
06X	Voucher Delete	AP Liability 0xxxxx-2100	Expense Account	Gross
06X	Credit Memo	AP Liability 0xxxxx-2100	Expense Account	Gross
06X	Credit Memo Delete	Expense Account	AP Liability 0xxxxx-2100	Gross

Check Void Accounting

TRANSACTION	VOUCHER	DEBIT ACCOUNT	CREDIT ACCOUNT	AMOUNT
04X	Check Void	Cash 0xxxxx-1100	Expense Account	Gross

Revolving Voucher Accounting

TRANSACTION	VOUCHER	DEBIT ACCOUNT	CREDIT ACCOUNT	AMOUNT
06X	Revolving Regular	Expense Account 120001-*	AP Liability 012000-21000	Gross
		Due from State 012000-1150 (credited when warrant deposited)	AP Liability 012000-2100 (cleared in check cycle)	Gross

* -- expense object code

Prepaid Voucher – Cash Basis Accounting

TRANSACTION	VOUCHER	DEBIT ACCOUNT	CREDIT ACCOUNT	AMOUNT
04X	Prepaid Voucher	Expense Account	Cash 0xxxxx-1100	Gross

ACCOUNTING TRANSACTIONS POSTED IN FA STATE VOUCHER UPDATE CYCLE

(NO DISCOUNT/TAX/CURRENCY CONVERSION)

Accrual Basis Accounting

TRANSACTION	VOUCHER	DEBIT ACCOUNT	CREDIT ACCOUNT	AMOUNT
04X	Regular	AP Liability 0xxxxx-2100	Cash 0xxxxx-1100	Gross
04X	Credit Memo	Cash 0xxxxx-1100	AP Liability 0xxxxx-2100	Gross

Revolving Voucher Accounting

TRANSACTION	VOUCHER	DEBIT ACCOUNT	CREDIT ACCOUNT	AMOUNT
04X	Revolving Regular	AP Liability 0xxxxx-2100	Cash 0xxxxx-1100	Gross

FA TRANSACTIONS POSTED FOR CHECK UPDATE CYCLE

(NO DISCOUNT/TAX/CURRENCY CONVERSION)

Accrual Basis Accounting

TRANSACTION	VOUCHER	DEBIT ACCOUNT	CREDIT ACCOUNT	AMOUNT
04X	Regular	AP Liability 0xxxxx-2100	Cash 0xxxxx-1100	Gross
04X	Credit Memo	Cash 0xxxxx-1100	AP Liability 0xxxxx-2100	Gross

Revolving Voucher Accounting

TRANSACTION	VOUCHER	DEBIT ACCOUNT	CREDIT ACCOUNT	AMOUNT
04X	Revolving Regular	AP Liability 0xxxxx-2100	Cash 0xxxxx-1100	Gross

ACCOUNTING TRANSACTIONS FOR VOUCHERS WITH DISCOUNTS

FORMULA: Gross Amount X Discount % = Discount Amount

EXAMPLE: \$1000.00 X .025 = \$25.00

Accrual Basis Accounting

TRANSACTION	VOUCHER	DEBIT ACCOUNT	CREDIT ACCOUNT	AMOUNT
06X	Entered	Expense 120000-*	AP Liability 012000-2100	\$1000.00 Gross
04X	Paid	AP Liability 012000-2100	Cash 012000-1100	\$975.00 Net
06X	Paid	AP Liability 012000-2100	Discount Acct 150000-*	\$25.00

* *expense account code*

FAMIS to USAS Voucher Interface

Regular State Vouchers

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

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

Credit Memo State Vouchers

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

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

State Vouchers with an Alternate Vendor

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

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

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

Two examples:

- Payment is needed to a rental car agency for travel by an employee. The employee will be the primary vendor, and the rental car agency will be the alternate vendor.
- An advance was made to an employee in FAMIS using a clearing account. The travel has since occurred and reimbursement to the agency is needed. The employee will be the primary vendor and the agency will be the alternate vendor.

Revolving (Reimbursement) State Vouchers

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

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

The transmission to USAS will be as follows:

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

Revolving (Reimbursement) State Vouchers with Alternate Vendor

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

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

The transmission to USAS will be as follows:

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

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

Prepaid State Vouchers

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

Prepaid Revolving State Vouchers

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

USAS Document Types and Purchase Category Codes (PCC)

USAS document types currently allowed in FAMIS are as follows:

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

(TBPC is the Texas Building and Procurement Commission)

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

USAS State Requisition Number

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

- For Document type 3, FAMIS will always transmit the State requisition number to USAS as entered on the voucher screens.
- For Document type 2, FAMIS will transmit the State requisition number to USAS if the number was entered on the voucher screen. If no requisition number was entered on the voucher screen, the voucher number will be sent as the state requisition number.

USAS Payment Distribution Type (PDT)

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

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

USAS Program Cost Account (PCA) Override

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

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

Descriptive Legal Text (LDT on FAMIS Screens)

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

Program Cost Account (PCA)

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

Program Cost Account Information Is Required by the State.

FAMIS to USAS Voucher Interface (cont'd)

Screen 840 - Maintain USAS Strategy Table

840 Maintain USAS Strategy Table										11/16/10 11:12	
										FY 2011 CC 21	
Screen: ____ Appropriation Year: 2011 Starting High Acct: ____											
	Acct	Acct	S/C	S/C							
F	Low	High	Low	High	Goal	Obj	Strat	Description			
-	110001	119999	1100	8999	1980	2980	3980	HE PERF INCENTIVE INITIATIVE			
-	120010	122090	1100	8999	1701	2701	3701	OPERATIONS SUPPORT			
-	122091	122091	1100	8999	1008	2020	3061	INDUSTRIAL ENG PROGRAM			
-	122092	132000	1100	8999	1701	2701	3701	OPERATIONS SUPPORT			
-	132001	132001	1100	8999	1980	2980	3980	HEF LIBRARY-NON ABEST			
-	132100	132110	1100	8999	1701	2701	3710	ORGANIZED ACTIVITIES			
-	132300	132610	1100	8999	1701	2701	3701	OPERATIONS SUPPORT			
-	132700	132700	5900	5929	1980	2980	3980	LICENSE PLATE-NON ABEST			
-	132800	132800	5890	5929	1980	2980	3980	FIFTH YEAR ACCT SCH-NON ABEST			
-	132890	132891	1100	8999	1980	2980	3980	TX COLLEGE WORK STUDY-NON ABES			
-	132892	132895	1100	8999	1980	2980	3980	ADVANCE TECHNOLOGY PROGRAM			
-	132900	132900	5890	5929	1980	2980	3980	TEXAS GRANTS-NON ABEST			
-	132901	132999	1100	8999	1701	2701	3701	OPERATION SUPPORT			
-	133000	133003	1100	8999	1008	2020	3093	CONSTRUCTION ENGINEERING			
***** More Data -- Press <ENTER> to View *****											
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---											
Hmenu Help EHelp DLOAD											

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

Screen 6 - SL 6 Digit Account (FSA)

006 SL 6 Digit Account (FSA)										11/16/10 11:16	
										FY 2011 CC 02	
Screen: ____ Account: 144013 ____ VET MED - TEACHING HOSPITAL											
Account Title: VET MED - TEACHING HOSPITAL SA create enable: Y											
Resp Person: lxxxxxxx8 STILES, STETSON S Old Acct: 18564											
ABR Rule: 001 Map Code: 14400 Reporting Group: ____											
Bottom Line Cntl: Y Deflt Cat Cntl: R Deflt Cat Tol Pct: ____											
AFR Fund Group: 10 Fund Group: FG Sub Fund Group: Sub-Sub: ____											
Year-End Process: F Year-End Acct: ____ Function: 10 Sub-Fun: ____											
Default Bank: 71001 Override: Y Proj FYTD End Mo: 08 Aux Code: ____											
Alternate Banks: ***** Security: ____											
State Funds: Y Appropriated: ____ ----SA Transactions----											
Dept S-Dept Exec Div Coll Mail Cd Stmt Budget Actual											
Primary: VTEA AA CD VM C4457 Y Expense: B B											
Secondary: CLVM AA CD VM C4461 Y Revenue: N B											
Admn for CC: ____ Dept: ____ SDept: ____ Center CC: ____ Dept: ____ SDept: ____											
Fund Source: 05 TRS/ORP Exempt: ____											
Long Title: VET MED - TEACHING HOSPITAL											
Account Letter: ____ Setup Date: 06/10/1985 Iteration Date: 06/10/1985											
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---											
Hmenu Help EHelp Next CAcct CProj Left Right											

NACUBO

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

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

Account Sub-Fund	NACUBO Sub-Fund
UA or UU	6100
RR	6200
RI	6300
IP	6400
Any other value	6100 and an error message is returned

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

Account Fund Group	NACUBO Sub-Fund
FG	1100
DS	1200
AX	1300
RS	2100
LN	3100
EN	4100
AN	5100
AG	7100
Any other value	1100 and an error message is returned

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

Screen 991 - USAS PCA Calculation

991 USAS PCA Calculation				11/16/10 11:20			
				FY 2011 CC 02			
Screen: ____ Account: 144013 0000		VET MED - TEACHING HOSPITAL					
Appropriation Year: 2011 Actual Fiscal Year: 2011		Function: 10					
Object							
Code	Description	Goal	Objective	Strategy	PCA		
-----		-----					
1410	Sal-Teaching - Faculty	1701	2701	3721	37210		
1510	Sal-Support Staff - Professional	1701	2701	3721	37210		
1910	Employee Insurance Payments	1701	2701	3721	37210		
4010	Supplies - Office General	1701	2701	3721	37210		

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

Section III

Session/Batch Audit Information

Accounts Payable Session/Batch Initialize

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

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

Screen 130 - AP Batch Initialize

130 AP Batch Initialize		11/16/10 11:20	
		FY 2011 CC 02	
Screen: ____			
Session Reference: _____		Session Date: 11/16/10__	
Session Status: _		Acct Feed: Y	
Bank: _____		Voucher Feed: Y	
Description: _____			
User ID Override: N			
Batch Balancing Information			
Transactions		Amount	
Expected Totals: _____		Receipts: _____	0.00
Processed Totals: 0	0.00	Disburse: _____	0.00
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---			
Hmenu Help EHelp			

Basic Steps

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

Session/Batch Process

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

Reopen a Session

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

View a Session

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

Steps to Close a Real Time Session

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

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

Screen Information

- | | |
|-----------------------------|--|
| ◆ Session Reference: | 6 characters/digits
Enter a <u>session reference number</u> . |
| ◆ Session Date: | 8 digits
Include the <u>date of the session</u> . |
| Session Status: | 1 character
Indicate the <u>status of the session</u> .
O = opens the session.
C = closes the session. |
| Acct Feed: | 1 character (field is protected at 'Y')
'Y' indicates that all vouchers and credit memos will be <u>fed to accounting</u> . |
| ◆ Bank: | 5 digits
Enter the <u>number of the bank</u> to be used for the transactions. |

Screen 130 – AP Batch Initialize (cont'd)

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

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

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

Expected Totals

Transactions: 5 digits
Enter the expected number of transactions to be completed in this session.

Amount: 14 digits
Include the expected total amount of the transactions to be completed in this session.

Processed Totals

Transactions: 5 digits
Shows the number of transactions completed in this session.

Amount: 14 digits
Displays the total amount of the transactions completed in this session.

Batch Balancing Information

Receipts: 15 digits
Identifies the total amount of receipts entered in this session.

Disburse: 15 digits
Shows the total amount of disbursements entered in this session.

Additional Functions

PF KEYS See Appendix for explanation of standard PF Keys.

Session/Batch Header List

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

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

Screen 124 - AP Session/Batch Header List

124 AP Session/Batch Header List - PROCESSED							11/16/10 11:21	
							FY 2011 CC 02	
Screen: Batch Ref: Batch Date:								
S	Batch	Batch				Bank	Run	S
e	Ref	Date	Description	Amount	Count	No	Date	t
-	-	-	-	-	-	-	-	-
-	PPVE01	10/14/10	LOCAL ACCOUNTING ONL	983.80	1	06000	10/14/10	C
-	PPVE01	10/15/10	PREPAID LOCAL PURCHA	7,257.18	11	06000	10/15/10	C
-	PPVE01	10/21/10	PREPAID LOCAL	2,270.00	8	04060	10/21/10	C
-	PPVE01	10/28/10	PREPAID LOCAL	35,602.20	6	04060	10/28/10	C
-	PPVE01	11/15/10	PREPAID LOCAL	16,100.00	3	04060	11/15/10	C
-	PPVE02	09/13/10	LOCAL ACCOUNTING ONL	665,802.42	6	06000	09/13/10	C
-	PPVE02	09/23/10	PREPAID LOCAL	37,062.21	1	06000	09/23/10	C
-	PPVE02	10/05/10	PREPAID LOCAL	100.00	1	04060	10/05/10	C
-	PPVE02	10/08/10	PREPAID LOCAL	480.00	2	04060	10/08/10	C
-	PPVE02	10/14/10	LOCAL ACCOUNTING ONL	3,108.74	1	06000	10/14/10	C
-	PPVE02	10/21/10	PREPAID LOCAL PURCHA	1,168.88	4	06000	10/21/10	C
-	PPVE02	10/27/10	LOCAL ACCOUNTING ONL	1,170,127.51	6	06000	10/27/10	C
-	PPVE02	10/28/10	PREPAID LOCAL PURCHA	673.84	4	06000	10/28/10	C
* Continued *								
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---								
Hmenu Help EHlp								

Basic Steps

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

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

Action Line

Batch Ref: 6 characters/digits
Enter a batch reference number to position the screen list to an individual batch header.

Batch Date: 8 digits
Enter a date to view batches created on or near that date.

Screen 124 – AP Session/Batch Header List (cont'd)

Screen Information

Se:	1 character Type an 'X' and press <ENTER> to <u>select the batch</u> reference and proceed to Screen 27.
Batch Ref:	6 characters/digits Designates the <u>reference number of the batch header</u> .
Batch Date:	8 digits Displays the <u>date</u> that was entered on the <u>batch</u> when <u>created</u> .
Description:	20 characters <u>Describes the transactions</u> within the batch.
Amount:	16 digits Provides the <u>total amount posted</u> in specified session.
Count:	5 digits States the <u>number of transactions</u> posted in the specified batch session.
Bank No:	5 digits Indicates the <u>bank number</u> entered on the batch header. The bank may or may not be the bank on individual transactions within the batch.
Run Date:	6 digits Shows <u>date</u> the batch was actually <u>run</u> .
St:	1 character Indicates if the <u>status of the batch</u> session is open or closed.

Additional Functions

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

Transaction Inquiry by Batch

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

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

Screen 127 - Transaction Inquiry by Batch (Panel 1)

127 Transaction Inquiry by Batch									
11/16/10 11:23									
FY 2011 CC 02									
Screen: ____ Batch Ref: INVC10 Date: 10/27/2010 Indirect Also: N Ref: 2									
Dir/ Bank Option: N									
Account	TC	Ref 2	Date	Description	Ind	Amount	I	Offset	Acct
511965	5616	068	1xxxxx0	10/27 TOMS PRINTING T	D	62.00	P	050000	2100
050000	2100	068	1xxxxx0	10/27 TOMS PRINTING T	D	62.00-	P	511965	5616
271910	5751	068	1xxxxx7	10/27 ADVANCED TECHNO	D	17.71	N	027191	2100
027191	2100	068	1xxxxx7	10/27 ADVANCED TECHNO	D	17.71-	N	271910	5751
271910	5751	068	1xxxxx7	10/27 ADVANCED TECHNO	D	4,500.00	P	027191	2100
027191	2100	068	1xxxxx7	10/27 ADVANCED TECHNO	D	4,500.00-	P	271910	5751
271910	5521	068	1xxxxx7	10/27 DALE MARKETING L	D	74.95	P	027191	2100
027191	2100	068	1xxxxx7	10/27 DALE MARKETING L	D	74.95-	P	271910	5521
* End Of Data *									
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---									
Hmenu Help EHelp View Dload Left Right									

The "Offset Acct" column will change to "Bank" when the Bank Option: field is 'Y'.

Screen 127 - Transaction Inquiry by Batch (Panel 2)

127 Transaction Inquiry by Batch									
11/16/10 11:25									
FY 2011 CC 02									
Screen: ____ Batch Ref: INVC10 Date: 10/27/2010 Indirect Also: N Ref: 2									
Bank Option: N									
Account	TC	Ref 2	Date	Description		Amount			
511965	00000	5616	068	1xxxxx0	10/27 TOMS PRINTING T	62.00			
050000	00000	2100	068	1xxxxx0	10/27 TOMS PRINTING T	62.00-			
271910	00000	5751	068	1xxxxx7	10/27 ADVANCED TECHNOLOGY PRODUCTS	17.71			
027191	00000	2100	068	1xxxxx7	10/27 ADVANCED TECHNOLOGY PRODUCTS	17.71-			
271910	00000	5751	068	1xxxxx7	10/27 ADVANCED TECHNOLOGY PRODUCTS	4,500.00			
027191	00000	2100	068	1xxxxx7	10/27 ADVANCED TECHNOLOGY PRODUCTS	4,500.00-			
271910	00000	5521	068	1xxxxx7	10/27 DALE MARKETING L P	74.95			
027191	00000	2100	068	1xxxxx7	10/27 DALE MARKETING L P	74.95-			
* End Of Data *									
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---									
Hmenu Help EHelp View Dload Left Right									

Basic Steps

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

Transaction Process

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

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

Action Line

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

Screen Information

Panel 1

- | | |
|-----------------|---|
| Account: | 10 digits
Indicates the <u>account number</u> affected by the transaction. |
|-----------------|---|

Screen 127 – Transaction Inquiry by Batch (cont'd)

TC:	3 digits Shows the <u>transaction code</u> , designating the type of transaction.
Ref:	7 digits Displays the <u>reference code number</u> entered on the Action Line.
Date:	4 digits Shows the <u>date</u> the batch session was <u>entered</u> .
Description:	16 characters <u>Describes</u> the transaction item.
Dir/Ind:	1 character Indicates whether the transaction is <u>Direct</u> (D) or <u>Indirect</u> (I). Indirects are only displayed if you type 'Y' on the Action Line in the Indirect Also: field.
Amount:	15 digits Shows the <u>amount</u> of the transaction item.
I:	1 character Identifies the <u>indicator</u> for credit, debit or encumbrance liquidation (either P-Partial or F-Final).
Offset Acct (Or Bank):	10 digits Displays the <u>offsetting account</u> for direct double-sided transactions. Bank information will be shown if 'Y' is entered in the Bank Option: field on the Action Line.

Panel 2

Account:	15 digits Shows the entire <u>account number</u> (including SA and SL numbers).
TC:	3 digits Shows the <u>transaction code</u> , designating the type of transaction.
Ref:	7 digits Displays the <u>reference code</u> , providing details about specified transactions.
Date:	4 digits Shows the <u>date</u> the batch session was <u>entered</u> .
Description:	26 characters Displays a complete <u>description</u> of the transaction item.
Amount:	15 digits Shows the <u>amount</u> of the transaction item.

Screen 127 – Transaction Inquiry by Batch (cont'd)

Additional Functions

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

PF6 **View**
View View detail of transaction record.

PF9 **Download**
Dload Press to download the data through Entire Connection.

Section IV

Vouchers & Credit Memos

Create a Regular Voucher

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

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

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

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

Screen 130 - AP Batch Initialize

```
+-----+
| F0019 Session not currently active |
| 130 AP Batch Initialize             |
|                                     |
| Screen: _____                 |
|                                     |
| Batch Ref: JAC001   Batch Date: 11/16/2010 |
| Status: 0          Acct Feed: Y           |
| Bank: 03000        Voucher Feed: Y        |
| Description: _____                 |
| User ID Override: N                     |
|                                     |
|                                     |
|                                     |
|                                     |
|                                     |
|                                     |
| Expected Totals:  10_____ 1000.00    |
|                                     |
+-----+
```

Screen 104 - Voucher Create

```
104 Voucher Create          MICRO PC SUPPLY          11/16/10 14:05
                                FY 2010 CC AM
Screen: ____ Vendor: 1vvvvvvvvv1 Voucher: 0_____ Default Cost Ref: N
                                Budget Balance Override: Actuals: N
Type: 2                      Dept. Ref. #: MC123_____ Enclosure Code: ____
Invoice Date: 11/15/2010      Order Date: _____ Due Date: _____
State Req Nbr: _____      GSC Ord: _____
Description: _____
Cust AR NBR: _____        ACH Ovr: ____ Hold Flag: N
Discount Type: ____           Disc. Code: ____ Disc. Amt: _____
Alt. Vendor: _____        W2/SSN: _____ Travel Hotel Zip: _____
USAS Doc Type: ____           PCC Code: ____ PDT Code: ____
LDT Codes: ____ _____      IC: ____ Reason: ____
Cont Wk Force: ____           Confidential: _____ Dup
                                P.O. Encumb P/F/N      C Comp. Item Inv
                                Number Obj. Liq Ind Bank F Code Amount 1099 Ovrrd
1 440001 00000 4010 _____ 03000 7300 35.00 _____ -
Inv: _____ PCA: _____ Cost Ref 1: _____ 2: _____ 3: _____
Dates: Inv Rec: _____ Delv: _____ Req Pay: _____ IC: ____ Rsn: ____
Transactions: 0 Amount: _____ 0.00 Batch: JAC001 Date: 07/22/2008
Enter--PF1--PF2--PF3--PF4--PF5--PF6--PF7--PF8--PF9--PF10--PF11--PF12--
Hmenu Help EHelp ACH Multi Desc Warns
```

Screen 104 – Voucher Create (cont'd)

NOTES:

- **The ability to access the Budget Balance Override: Actuals: field depends on the user having the appropriate element security.** This same field can be found on Screen 109 and Screen 118. Type 'Y' in this field to override budget actuals.
- **You can mark a voucher or line items as 'confidential'** in the Confidential (on the header) or CF (on the line item) field. All voucher line items with an object code that maps to the Comptroller List of Confidential Codes are flagged by the FAMIS programs as 'confidential' even if the Confidential Indicator is **not** entered on the screen.

Basic Steps

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

Voucher Process

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

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

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

TECH NOTE:

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

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

1. Do not close the voucher until after the last check cycle before the holiday.
2. Place the voucher on hold prior to the last check cycle before a holiday and remove the hold after the last check cycle runs.

Screen 104 – Voucher Create (cont'd)

A **discount** entered on the voucher will not be realized until the check or state voucher is printed. If the check or state voucher is printed on or before the due date, the discount will be realized and transferred back to either the expense account or a separate discount account which is set up by each institution. (See Screen 822.)

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

Transaction Codes

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

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

The following transaction codes are NOT allowed on this screen:

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

Regular Voucher Process

Automatic Voucher Numbering

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

The steps for automatic voucher numbering are:

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

Screen 104 – Voucher Create (cont'd)

Due Date Processing

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

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

Create a Single Voucher for Multi-Accounts

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

Screen 104 – PF9 Multi-Account Pop-Up Window

Screen: 104		** Multi-Account Vouchering					
Ln:	Account	P.O.Num	Obj. P/F Bank	Enc.	Comp. Code	Amount	1099
Ln: 1	440001 00000 4010				7300	35.00	
Inv:		PCA:			Cost Ref 1:	2:	3:
Dates:	Inv Rec:	Delv:			Req Pay:	IC:	Rsn:
Ln: 2							
Inv:		PCA:			Cost Ref 1:	2:	3:
Dates:	Inv Rec:	Delv:			Req Pay:	IC:	Rsn:
Ln: 3							
Inv:		PCA:			Cost Ref 1:	2:	3:
Dates:	Inv Rec:	Delv:			Req Pay:	IC:	Rsn:
Ln: 4							
Inv:		PCA:			Cost Ref 1:	2:	3:
Dates:	Inv Rec:	Delv:			Req Pay:	IC:	Rsn:
Total Posted Items: 0		Total Working Items: 1				35.00	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---							
Hmenu Help EHelp Exit ECopy Bkwd Frwd SCopy Cncl							

Useful PF Keys:

- PF9 **copy a line** (place the cursor anywhere on the line to be copied)
- PF8 access up to twenty **more lines**
- PF7 scroll **backward** through the entries
- PF4 **return** to Screen 104, or press <ENTER>
- PF12 **cancel** entry on the multi account screen, press PF12.

Screen 104 – Voucher Create (cont'd)

Multi-Account Encumbrance Liquidation

Multi-account vouchers can liquidate from different purchase order numbers, one for each line of the voucher.

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

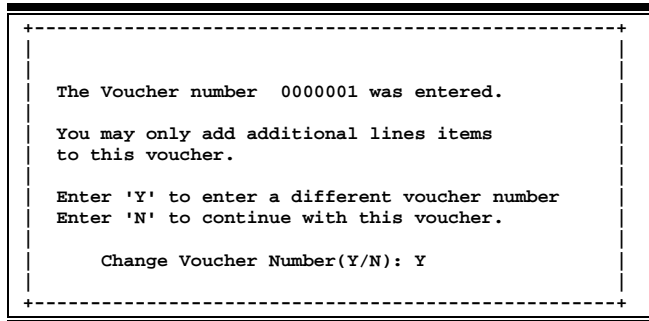
- Type 'F' on the multi-account line that finalizes the liquidation.
- Then, 'N' on all of the remaining multi-account lines.

Multi-Account Vouchers -- More Than 20 Lines / Accounts

If more than 20 lines or accounts are needed on the voucher, additional lines / accounts, up to a total of 60, may be entered on a subsequent voucher using the same voucher number.

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

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



```

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

Checks

There is a limit of 100 vouchers on a check.

Additional Description

Use PF10 to enter additional description for the voucher. There are 11 total lines available for text entry.

Correct Regular Vouchers

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

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

Prior to Print Cycles:

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

Post Print Cycles:

Local Vouchers

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

State Vouchers

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

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

Action Line

◆ Vendor:	11 digits Enter the <u>identification number</u> of the <u>vendor</u> to be paid.
◆ Voucher:	7 digits Type the <u>voucher number</u> to be created.
Default Cost Ref:	1 character Enter 'Y' to display the <u>cost reference</u> fields for entry.
Budget Balance Override: Actuals:	1 character Type 'Y' to <u>override budget actuals</u> . <div style="border: 1px solid black; padding: 2px;">Must have appropriate security to access this field.</div>

Screen Information

Type:	1 digit Enter the third digit of the transaction code, which indicates the <u>type of voucher</u> .
Dept. Ref. #:	7 digits/characters Leave blank or enter Reference #4 - <u>Departmental voucher reference number</u>

Screen 104 – Voucher Create (cont'd)

- Enclosure Code:** Help 1 character
Include the code identifying enclosures may be included.
This will force separate checks for local vouchers. Vouchers will be grouped by identical codes.
A = Auditor
Blank = Not specified
C = Comptroller
L = Local
S = Audit Services
Y = Yes, enclosures
- ◆ **Invoice Date:** 8 digits
Enter the date the invoice was issued. If you user want the system to calculate the discount, the invoice date must be entered. This date must be before or equal to the date the voucher is entered.
- Order Date:** 8 digits
Include the date the order was placed. Required for state vouchers.
- Due Date:** 8 digits
Enter the due date for the payment. This field determines when the voucher is processed for payment. **See Voucher Processes section.**
- State Req Nbr:** 11 digits
Identify the requisition number assigned by the State.
- GSC Ord:** 7 characters
Include the TBPC (General Services Commission) defined code for purchase orders requiring their approval.
- Description:** 40 characters
Type a description of the voucher to be created.
- Cust AR NBR:** 25 digits
Include the Customer Accounts Receivable number assigned to purchaser by vendor.
- ACH Ovrd:** 1 character
Enter 'Y' to override the sending of ACH (Automated Clearinghouse) for a vendor. This keeps the routing information available. Checks will be created for the vendor until reset.
- Hold Flag:** Help 1 character
Indicate if hold is to be placed on voucher:
N or Blank = No hold on voucher print.
Y = Do not print check/voucher.

Screen 104 – Voucher Create (cont'd)

Discount Type:	Help 1 character Identify the <u>discount type code</u> : D = Dollar value P = Percent value T = Code taken from Vendor record V = Code based on Discount code Blank = No discount applied
Disc. Code:	2 characters Enter pre-defined <u>discount codes</u> and values can be viewed on Screen 808.
Disc. Amt:	11 digits When used with <u>discount type 'D'</u> , enter the <u>dollar amount</u> of the discount to be applied. When used with discount type 'P', enter the percent discount to be applied.
Alt. Vendor:	11 digits If appropriate, identify the <u>alternate vendor</u> receiving payment.
W2/SSN:	9 digits Include the identification number (<u>Social Security number on W2 form</u>) for the employee if the voucher is for services (i.e., moving).
Travel Hotel Zip:	9 digits Specify the <u>zip code of the hotel used for travel</u> to determine percentage usage, and if the state discount rate is being utilized.
USAS Doc Type:	1 character Enter the <u>USAS</u> defined <u>document type code</u> that determines processing at the state.
PCC Code:	Help 1 character Provide a TBPC (GSC) defined <u>Purchase Category Code</u> for various purchase types and associated payments.
PDT Code:	Help 2 characters Include a USAS defined <u>Payment Distribution Type code</u> that identifies how transactions will be combined for warrants and direct deposits.
LDT Codes:	Help 2 characters each Enter any USAS <u>Descriptive/Legal Text</u> codes for stamps to be put on a voucher.
IC:	Help 1 character Identify the <u>interest calculation</u> procedure to be followed. Valid values are: A = Accept Scheduling of Late Payment BLANK = None F = Force Interest Calculation R = Refuse Interest Calculation

Screen 104 – Voucher Create (cont'd)

Reason:

Help 2 characters

Include the reason for interest exemption: For example:

AD = Agency Discretion Exercised
AI = Automation Issue(s)
AP = Advance Payment
DP = Disputed Payment
DT = Direct Payment of Travel Expenses
FC = FED Contract/Terms Prohibit Pymt
GE = GSC Exemption Granted 7 Documented

Cont Wk Force:

1 character

Identify if this payment is to be flagged as a Contract Work Force Payment.

Confidential:

1 character

Identify if the voucher is to be marked as 'confidential'. Valid values are:

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

Line Item Information

Ln:

2 digits

Displays the line number of an item currently being entered on a voucher.

Account:

15 digits

Include account number to be debited.

P.O. Number:

7 digits

Provide the purchase order number. Also Reference #1.

Encumb Obj:

4 digits

Identify the object code used when the encumbrance was created.

P/F/N Liq Ind:

Help 1 character

Specify the encumbrance liquidation indicator:

P = Partial liquidation
F = Full liquidation
N = No liquidation

Bank:

5 digits

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

CF:

1 character

Identify if the line items are to be marked as 'confidential'. Valid values are:

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

Screen 104 – Voucher Create (cont'd)

Comp. Code:	4 digits Enter the <u>State Comptroller Object Code</u> (required for state vouchers). This will default from FAMIS object code.
Item Amount:	12 digits Provide the <u>dollar amount</u> for a specific <u>item</u> on a voucher.
1099:	Help 1 character/digit Signify the appropriate <u>1099 code</u> . For example: Blank = Not Required N = Not 1099 Reportable 0 = Crop Insurance 1 = Rents 2 = Royalties 3 = Prizes and Awards 4 = Federal Income Tax Withheld 5 = Fishing Boat Proceeds 6 = Medical and Health Care 7 = Non-employee Compensation 8 = Substitute Paymt for Interest 9 = Direct Sales > \$5000 for Resale
Dup Inv Ovrrd:	1 character Enter 'Y' to allow creation of voucher for previously entered invoice. (<u>Duplicate Invoice Override</u>)
Inv:	14 digits Enter the <u>number of the invoice</u> to be paid.
PCA:	5 digits Provide the <u>Program Cost Account code</u> , a USAS required field used as a coding reduction field. Used to override the calculated PCA code. Should be used primarily on vouchers against GLs.
Cost Ref 1, 2, 3:	7 characters Enter the <u>cost reference</u> accounting entries.
Dates:	
Inv Rec:	8 digits Include the date the <u>invoice</u> was <u>received</u> . This must be (1) after or equal to the invoice date and (2) before or equal to the date the voucher is being entered.
Delv:	8 digits Indicate the receiving (<u>delivery</u>) <u>date</u> for vouchers created via the Purchasing Module of FAMIS. When a voucher is created on Screen 345, the receiving date is picked up from the limited purchase received date or from the date of the receiving document for documents where a receiving document was created.
Req Pay:	8 digits Include the <u>date</u> you <u>request</u> the State to <u>pay</u> the voucher.

Screen 104 – Voucher Create (cont'd)

IC:	Help 1 character Identify the <u>interest calculation</u> procedure to be followed. Valid values are: A = Accept Scheduling of Late Payment BLANK = None F = Force Interest Calculation R = Refuse Interest Calculation
Rsn:	Help 2 characters Include the <u>reason for interest exemption</u> : Valid values are: AD = Agency Discretion Exercised AI = Automation Issue(s) AP = Advance Payment DP = Disputed Payment DT = Direct Payment of Travel Expenses FC = FED Contract/Terms Prohibit Pymt GE = GSC Exemption Granted 7 Documented MI = Mailing Instr On PO Not Followed NI = No Invoice Received

Current Batch Information

Transactions:	5 digits Displays the number of <u>transactions processed</u> .
Amount:	20 digits Shows the <u>total amount of the transactions</u> processed.
Batch:	6 characters/digits Provides the <u>current batch reference number</u> .
Date:	8 digits Shows the <u>session date</u> entered on the batch header.

Additional Functions

PF KEYS	See Appendix for explanation of standard PF Keys.
PF4 ACH	ACH Displays the <u>Automated Clearing House</u> bank information if this is an ACH vendor.
PF9 Multi	Multi-account Allows additional line items to be entered for <u>multi-account</u> vouchering, if necessary.
PF10 Desc	Description Provides space for a longer <u>description</u> to be entered.
PF12 Warns	Warnings Displays nonfatal <u>warning messages</u> .

Modify an Unpaid Voucher

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

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

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

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

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

Screen 105 - Voucher Header Modify

105 Voucher Header Modify		07/21/08 14:54	
		ACH VENDOR FY 2008 CC 02	
Screen: ___ Voucher: 1825829 Fiscal Year: 2007			
Type: 0	Dept. Ref. #: 5120	Enclosure Code: _	
Invoice Date: 05/09/2007	Order Date: 05/09/2007	Due Date: 05/31/2007	
State Req Nbr: _____	GSC Ord: _____		
Description: HEADSETS			
Cust AR NBR: TELECOMMUNICATIONS	ACH Ovr: _____	Hold Flag: N	
	State Hold Ovr: _____		
Alt.Vendor: _____	W2/SSN: _____	Travel Hotel Zip: _____	
USAS Doc Type: _	PCC Code: _		
LDT Codes: _ _ _	IC: _	Reason: _	PDT Code: _
Cont Wk Force: _	Confidential: _	Orig Warrant Pay Dt: _____	
Vendor: 1vvvvvvvvv1		RTK & ASSOCIATES	
Voucher Total: 612.00		Net Amount: 612.00	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---			
Hmenu Help EHelp ACH		Desc	

Basic Steps

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

Voucher Modify Process

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

These fields **MAY NOT BE CHANGED:**

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

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

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

- Voucher Total
- Discount information

Transaction Codes

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

ACH Override Flag

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

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

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

Confidential Indicator

You can mark a voucher or line items as 'confidential' by entering the appropriate value in the Confidential: field. All voucher line items with an object code that maps to the Comptroller List of Confidential Codes are flagged by the FAMIS programs as 'confidential' even if the Confidential Indicator is **not** entered on the screen.

Screen 105 – Voucher Header Modify (cont'd)

State Hold Override Flag

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

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

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

Action Line

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

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

Screen Information

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

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

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

Enclosure Code: Help 1 character
Enter the appropriate enclosure code.
This will force separate checks for local vouchers. Vouchers will be grouped by identical codes.
Examples are:
A = Auditor
Blank = Not specified
C = Comptroller
L = Local
S = Audit Services
Y = Yes, enclosures

Invoice Date: 8 digits
Identify the date the invoice was issued. If the user wants the system to calculate the discount, the invoice date must be entered. This date must be before or equal to the date the voucher is entered.

Screen 105 – Voucher Header Modify (cont'd)

Order Date:	8 digits Include the <u>date the order was placed</u> . <div>Required for state vouchers.</div>
Due Date:	8 digits Enter the <u>due date</u> for the payment. This field determines when the voucher is pulled to cycle for payment.
State Req Nbr:	11 digits Identify the <u>Requisition number</u> given by the <u>state</u> .
GSC Ord:	7 characters Include the TBPC (<u>General Services Commission</u>) defined <u>code for purchase orders</u> requiring their approval.
Description:	35 characters Provide a <u>description of the voucher</u> to be modified.
Cust AR NBR:	25 digits Include the <u>Customer Accounts Receivable number</u> assigned to purchaser as a receivable by vendor.
ACH Ovr:	1 character Enter 'Y' to <u>override</u> the sending of ACH (<u>Automated Clearinghouse</u>) for a vendor. This keeps the routing information available. <div>Checks will be created for the vendor until reset.</div>
Hold Flag:	<div><div>Help</div>1 character Indicate if <u>hold</u> is <u>to be placed on voucher</u>: N or Blank = No hold on voucher print. Y = Do not print check/voucher.</div>
State Hold Ovr:	1 character Enter 'Y' to <u>override</u> the <u>State Vendor Hold</u> and allow the line item to create a check.
Alt. Vendor:	11 digits Signify the vendor identification number of the <u>alternate vendor</u> receiving payment. The alternate vendor can be changed prior to the cycle.
W2/SSN:	9 digits Provide the identification number (<u>Social Security number on W2 form</u>) for employee if the voucher is for services (i.e., moving).
Travel Hotel Zip:	9 digits Enter the <u>zip code of the hotel used</u> for travel to determine percentage usage, and if the state discount rate is being utilized.
USAS Doc Type:	1 character Include the <u>USAS defined document type code</u> that determines processing at the state.

Screen 105 – Voucher Header Modify (cont'd)

PCC Code:	Help 1 character Enter a General Services Commission (GSC) defined <u>Purchase Category Code</u> that identifies purchase types and associated payments.
LDT Codes:	Help 2 characters each Provide any USAS <u>Descriptive/Legal Text</u> stamps to be put on a voucher.
IC:	Help 1 character Identify the <u>interest calculation</u> procedure to be followed. Valid values are: A = Accept Scheduling of Late Payment BLANK = None F = Force Interest Calculation R = Refuse Interest Calculation
Reason:	Help 2 characters Include the <u>reason for interest exemption</u> : Valid values are: AD = Agency Discretion Exercised AI = Automation Issue(s) AP = Advance Payment DP = Disputed Payment DT = Direct Payment of Travel Expenses FC = FED Contract/Terms Prohibit Pymt GE = GSC Exemption Granted 7 Documented MI = Mailing Instr on PO Not Followed NI = No Invoice Received
PDT Code:	Help 2 characters Provide a USAS defined <u>Payment Distribution Type code</u> that identifies how transactions will be combined for warrants and direct deposits.
Cont Wk Force:	1 character Indicate if this payment is to be flagged as a <u>Contract Work Force Payment</u> .
Confidential:	1 character Identify if the <u>voucher</u> is to be marked as ' <u>confidential</u> '. Valid values are: Blank = Can be left blank on both header and line items N = Not confidential S = Some information is confidential such as description Y = Confidential
Orig Warrant Pay Dt:	8 digits Identify the <u>date</u> the <u>original warrant payment</u> was <u>issued</u> .
Vendor:	11 digits Displays the <u>vendor's identification number</u> to be paid.
Voucher Total:	15 digits Shows the <u>gross amount</u> of the <u>voucher</u> .

Screen 105 – Voucher Header Modify (cont'd)

Net Amount: 20 digits
Identifies the net amount, after discount, of the voucher.

Additional Functions

PF KEYS See Appendix for explanation of standard PF Keys.

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

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

Drop an Unpaid Voucher

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

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

A voucher with a status of "CYCL" cannot be dropped.

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

Screen 106 - Unpaid Voucher Drop

106 Unpaid Voucher Drop		11/16/10 14:33
		FY 2010 CC AM
Screen: ____ Voucher: 0xxxxx8 Fiscal Year: 2010		
Vendor:		
Line Item Nbr: ____	* Enter a Line Item Nbr to drop a specific item from a voucher.	
	* Type in 'ALL' to drop the entire voucher.	
Transactions: 0 Amount: 0.00 Batch: JAC001 Date: 11/16/2010		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---		
Hmenu Help EHelp		Warns

Voucher Drop Process

Delete a Single Line-Item from Multiple-Account Vouchers

When a multiple-account voucher requires modification, type the line item number to be deleted. (EX: for line item number 3, enter '003') In the pop-up window type 'Y' to continue the drop process, or 'N' to have the process aborted.

Screen 106 - Item Delete Pop-up Window

Voucher Drop Confirmation					
Account	P.O. Number	Enc. Obj.	P/F/N Ind.	Bank	Comp Code
297060 00000 4090				03000	7335
Amount	Inv. Number	Cost Ref 1	Cost Ref 2	Cost Ref 3	
150.24					
Enter 'Y' to Drop:					

Basic Steps

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

Drop All Line Items on Multiple-Account Vouchers

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

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

Action Line

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

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

Screen Information

Vendor: 11 digits
Displays the number of the vendor to be paid.

Screen 106 – Unpaid Voucher Drop (cont'd)

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

Additional Functions

PF KEYS See Appendix for explanation of standard PF Keys

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

Voucher Line Item without Accounting

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

Fields to modify:

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

Screen 107 - Voucher Line Item Modify without Accounting

107 Voucher Line Item Modify w/o Actg		07/21/08 15:55																																																							
		ACH VENDOR FY 2008 CC 02																																																							
Screen: ____	Voucher: 1xxxxx9	Line Item: 1__	Fiscal Year: 2007																																																						
Vendor: 1vvvvvvvvv1 TOMS PRINTING T																																																									
Alt.Vendor:																																																									
<div><table><tbody><tr><td>1099 Code: ____</td><td>PCA Code: ____</td><td>IC: _</td><td>Rsn: ____</td></tr><tr><td>Dates: Inv Rec: 05/31/2007</td><td>Delv: ____</td><td>Req Pay: ____</td><td></td></tr></tbody></table></div>				1099 Code: ____	PCA Code: ____	IC: _	Rsn: ____	Dates: Inv Rec: 05/31/2007	Delv: ____	Req Pay: ____																																															
1099 Code: ____	PCA Code: ____	IC: _	Rsn: ____																																																						
Dates: Inv Rec: 05/31/2007	Delv: ____	Req Pay: ____																																																							
Type: 0	Dept. Ref. #: PRINT	Enclosure Code:																																																							
Invoice Date: 05/25/2007	Order Date: 05/31/2007	Due Date: 06/12/2007																																																							
Description: BUS CARDS - IVAN V. IVANON--SR6418																																																									
USAS Doc Type:		PCC Code:	PDT Code:																																																						
LDT Codes:		Cont Wk Force:	State Hold Override:																																																						
		Vchr Hdr: IC:	Reason:																																																						
Hold Flag: N																																																									
<table><thead><tr><th>Account</th><th>Number</th><th>Obj.</th><th>Liability</th><th>Ind</th><th>Bank</th><th>F</th><th>Comp</th><th>Item</th></tr></thead><tbody><tr><td>214360</td><td>00000</td><td>6925</td><td>P705237</td><td>6925</td><td>F</td><td>06000</td><td>7273</td><td>30.00</td></tr><tr><td colspan="6">Inv: 147090</td><td>Cost Ref 1:</td><td>2:</td><td>3:</td></tr><tr><td colspan="2">Transactions:</td><td>0</td><td>Amount:</td><td colspan="2">0.00</td><td>Batch:</td><td colspan="2">Date:</td></tr><tr><td colspan="2">Enter-PF1---</td><td>PF2---</td><td>PF3---</td><td>PF4---</td><td>PF5---</td><td>PF6---</td><td>PF7---</td><td>PF8---</td></tr><tr><td colspan="2"></td><td>PF9---</td><td>PF10---</td><td>PF11---</td><td>PF12---</td><td colspan="3">Desc</td></tr></tbody></table>				Account	Number	Obj.	Liability	Ind	Bank	F	Comp	Item	214360	00000	6925	P705237	6925	F	06000	7273	30.00	Inv: 147090						Cost Ref 1:	2:	3:	Transactions:		0	Amount:	0.00		Batch:	Date:		Enter-PF1---		PF2---	PF3---	PF4---	PF5---	PF6---	PF7---	PF8---			PF9---	PF10---	PF11---	PF12---	Desc		
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		PF9---	PF10---	PF11---	PF12---	Desc																																																			
Hmenu Help EHelp																																																									

Basic Steps

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

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

Action Line

- ◆ **Voucher:** 7 digits
Enter the voucher number to be modified.
- ◆ **Line Item:** 3 digits
Enter the line item number to be modified.
- ◆ **Fiscal Year:** 4 digits
Include the fiscal year of the voucher to be modified. The default is the current fiscal year.

Screen 107 – Voucher Line Item Modify without Accounting (cont'd)

Screen Information

Vendor:	50 digits/characters Displays the <u>number and name of the vendor</u> to be paid.
Alt. Vendor:	50 digits/characters Shows the <u>number and name of the alternate vendor</u> to be paid.
1099 Code:	Help 1 character Indicate the <u>1099 code</u> . Examples are: Blank = Not Required N = Not 1099 Reportable 0 = Crop Insurance 1 = Rents 2 = Royalties 3 = Prizes and Awards 4 = Federal Income Tax Withheld 5 = Fishing Boat Proceeds 6 = Medical and Health Care 7 = Non-employee Compensation 8 = Substitute Paymt for Interest 9 = Direct Sales > \$5000 for Resale
PCA Code:	5 digits Include the <u>Program Cost Account code</u> , a USAS required field used as a coding reduction field. Used to override the calculated PCA code. Should be used primarily on vouchers against GL accounts.
IC:	Help 1 character Identify the <u>interest calculation</u> procedure to be followed. Valid values are: A = Accept Scheduling of Late Payment Blank = None F = Force Interest Calculation R = Refuse Interest Calculation
Rsn:	Help 2 characters Include the <u>reason for interest exemption</u> : Valid values are: AD = Agency Discretion Exercised AI = Automation Issue(s) AP = Advance Payment DP = Disputed Payment DT = Direct Payment of Travel Expenses FC = FED Contract/Terms Prohibit Pymt GE = GSC Exemption Granted 7 Documented MI = Mailing Instr On PO Not Followed NI = No Invoice Received

Screen 107 – Voucher Line Item Modify without Accounting (cont'd)

Dates:

Inv Rec:	8 digits Enter the <u>date</u> the invoice was <u>received</u> .
Delv:	8 digits Identify the <u>delivery date</u> of the items purchased.
Req Pay:	8 digits Include the <u>requested payment date</u> for the voucher.
Type:	1 digit Shows the third digit of the transaction code, which indicates the <u>type of voucher</u> .
Dept. Ref. #:	7 digits/characters Identifies the <u>departmental reference number</u> .
Enclosure Code:	1 character Indicates <u>enclosures</u> may be included. This will force separate checks.
Invoice Date:	8 digits Identifies the <u>date</u> the <u>invoice was issued</u> . If the user wants the system to calculate the discount, the invoice date must be entered. This date must be before or equal to the date the voucher is entered.
Order Date:	8 digits Shows the <u>date</u> the <u>order was placed</u> . (Required for state vouchers.)
Due Date:	8 digits Displays the <u>date</u> the remittance <u>is due</u> the vendor.
Description:	2 lines 50 characters each Provides a <u>description</u> of the items paid by the voucher.
Hold Flag:	1 character Indicate if <u>hold</u> is <u>to be placed</u> on voucher: N or Blank = No hold on voucher print. Y = Do not print check/voucher.
USAS Doc Type:	1 character Displays the <u>USAS defined document type</u> which determines processing at the state.
PCC Code:	Help 1 character Displays a General Services Commission (GSC) defined <u>Purchase Category Code</u> that identifies various purchase types and associated payments.
PDT Code:	Help 2 characters Indicates the USAS defined <u>Payment Distribution Type code</u> that identifies how transactions will be combined for warrants and direct deposits.

Screen 107 – Voucher Line Item Modify without Accounting (cont'd)

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

LDT Codes: [Help](#) 2 characters each
Displays the USAS Descriptive/Legal Text Code stamps to be put on a voucher.

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

Vchr Hdr:

IC: [Help](#) 1 character
Identifies the interest calculation procedure to be followed. Valid values are:
A = Accept Scheduling of Late Payment
BLANK = None
F = Force Interest Calculation
R = Refuse Interest Calculation

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

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

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

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

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

Bank: 5 digits
Shows the number of the bank used for payment.

Screen 107 – Voucher Line Item Modify without Accounting (cont'd)

CF: 1 character
Identify if the line items are to be marked as 'confidential'. Valid values are:
Blank = Can be left blank on both header and line items
N = Not confidential
S = Some information is confidential such as description
Y = Confidential

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

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

Inv: 10 characters/digits
Shows the invoice number.

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

Current Batch Information

Transactions: 7 digits
Identifies the number of transactions processed.

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

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

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

Additional Functions

PF KEYS See Appendix for explanation of standard PF Keys

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

Voucher Line Item Modify with Accounting

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

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

Screen 118 – Voucher Line Item Modify with Accounting

118 Voucher Line Item Modify w/Actg		07/22/08 09:14	
		FY 2008 CC AM	
Screen: ____	Voucher: 1xxxxx1	Line Item: 1	Fiscal Year: 2007
Default Cost Ref: N		Budget Balance Override: N	
Vendor: 2vvvvvvvvv0 CHARLES*CARSON			
Alt.Vendor:			
Dept. Ref. #: TRADV		Invoice Date: 10/06/2006	Due Date: 10/02/2006
Description: 10/04-06/06		GALVESTON, TEXAS	
Cont Wk Force: Conf:		ACH Ovrdr:	IC: R Reason: ER
Discount Type: _		Disc. Code: _	Disc. Amt: _
P.O. Encumb		C F	Dup
Account	Number Obj.		Item
011143 00000 1610		Bank	Inv
		Code	Amount
Inv: TR0001	PCA: _	Cost Ref 1: _	1099 Ovrdr
Dates: Inv Rec: _	Delv: 10/06/2006	Req Pay: _	IC: _ Rsn: _
Transactions: 0 Amount: 0.00 Batch: JAC001 Date: 07/22/2008			
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---			
Hmenu Help EHelp Desc			

The fields to modify are:

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

Basic Steps

- Open a session on Screen 130.
- Advance to Screen 118.
- Make modifications in the fields available.
- Indicate if the voucher or line items should be ‘confidential’ by entering the appropriate value in the Conf: or CF field.
- Press <ENTER> to record the information.
- Close the session using Screen 130.

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

Action Line

- ◆ **Voucher:** 7 digits
Enter the voucher number to be modified.
- ◆ **Line Item:** 3 digits
Enter the line number of an item currently being entered on a voucher.
- ◆ **Fiscal Year:** 4 digits
Enter the fiscal year of the voucher to be modified. The default is the current fiscal year.
- Default Cost Ref:** 1 character
Enter 'Y' if cost reference fields are to be displayed.
- Budget Balance Override:** 1 character
Type 'Y' to override budget actuals.
Must have appropriate security to access this field.

Screen Information

- Vendor:** 50 digits/characters
Shows the number and name of the vendor.
- Alt. Vendor:** 50 digits/characters
Identifies the number and name of the alternate vendor to be paid.
- Dept. Ref. #:** 7 digits/characters
Shows the departmental voucher reference number.
- Invoice Date:** 8 digits
Displays the date the invoice was issued.
- Description:** 30 characters
Displays a description of the voucher item.
- Hold Flag:** 1 character
Indicate if hold is to be placed on voucher:
N or Blank = No hold on voucher print.
Y = Do not print check/voucher.
- Cont Wk Force:** 1 character
Indicates that this payment is flagged as a Contract Work Force payment.
- Conf:** 1 character
Identify if the voucher is to be marked as 'confidential'. Valid values are:
Blank = Can be left blank on both header and line items
N = Not confidential
S = Some information is confidential such as description
Y = Confidential

Screen 118 – Voucher Line Item Modify with Accounting (cont'd)

ACH Ovr:	1 character 'Y' signifies an override on the sending of <u>ACH (Automated Clearinghouse)</u> for a vendor. This keeps the routing information available. Checks will be created for the vendor until reset.
IC:	1 character Identifies the <u>interest calculation</u> procedure to be followed. Valid values are: A = Accept Scheduling of Late Payment BLANK = None F = Force Interest Calculation R = Refuse Interest Calculation
Reason:	2 characters Displays the <u>reason for interest exemption</u> : Valid values are: AD = Agency Discretion Exercised AI = Automation Issue(s) AP = Advance Payment DP = Disputed Payment DT = Direct Payment of Travel Expenses FC = FED Contract/Terms Prohibit Pymt GE = GSC Exemption Granted 7 Documented MI = Mailing Instr on PO Not Followed NI = No Invoice Received
Discount Type:	Help 1 character Enter the <u>type of discount</u> : D = Dollar value P = Percentage value V = Code taken from Vendor T = Code based on Discount code BLANK = No Discount applied
Disc. Code:	2 characters Include the pre-defined <u>discount codes</u> to be used (Screen 808).
Disc. Amt:	11 digits When used with <u>discount</u> type 'D', the dollar <u>amount</u> of the discount to be applied. When used with discount type 'P', the percent discount to be applied.
Account:	15 digits Enter the <u>account number, sub account number, and the sub code</u> used to pay the voucher.
P.O. Number:	7 character/digits Shows the <u>number</u> assigned to the <u>purchase order</u> by Fiscal.
Encumb Obj:	4 digits Identifies the object code used when the <u>encumbrance</u> was created.

Screen 118 – Voucher Line Item Modify with Accounting (cont'd)

Bank:	5 digits Enter the number and name of the <u>bank</u> used.
CF:	1 character Identify if the <u>line items</u> are to be marked as ' <u>confidential</u> '. Valid values are: Blank = Can be left blank on both header and line items N = Not confidential S = Some information is confidential such as description Y = Confidential
Comp Code:	4 digits Identify the <u>Comptroller code</u> to be used by the state to track expenses.
Item Amount:	11 digits Include the dollar <u>amount</u> for a specific <u>item</u> on a voucher.
1099:	Help 1 character/digit Identify the <u>1099 Code</u> . Examples are: Blank = Not Required N = Not 1099 Reportable 0 = Crop Insurance 1 = Rents 2 = Royalties 3 = Prizes and Awards 4 = Federal Income Tax Withheld 5 = Fishing Boat Proceeds 6 = Medical and Health Care 7 = Non-employee Compensation 8 = Substitute Paymt for Interest 9 = Direct Sales > \$5000 for Resale
Dup Inv Ovrrd:	1 character Enter 'Y' to allow creation of voucher for previously entered invoice. (<u>Duplicate Invoice Override</u>)
Inv:	10 characters/digits Enter the <u>number</u> of the <u>invoice</u> .
PCA:	5 digits Include the <u>code to override the calculated PCA code</u> . Should be used primarily on vouchers against GL accounts.
Cost Ref 1, 2, 3:	7 characters/digits Provide the <u>cost reference</u> accounting entries.
Dates:	
Inv Rec:	6 digits Enter the <u>date</u> the <u>invoice</u> was <u>received</u> . This must be (1) after or equal to the invoice date and (2) before or equal to the date the voucher is being entered.

Screen 118 – Voucher Line Item Modify with Accounting (cont'd)

Delv:	8 digits Indicate the <u>date items/services</u> were <u>received (delivered)</u> .
Req Pay:	8 digits Include the date <u>payment</u> is <u>required</u> .
IC:	Help 1 character Identify the <u>interest calculation</u> procedure to be followed. Valid values are: A = Accept Scheduling of Late Payment BLANK = None F = Force Interest Calculation R = Refuse Interest Calculation
Rsn:	Help 2 characters Include the <u>reason for interest exemption</u> . For example: AD = Agency Discretion Exercised AI = Automation Issue(s) AP = Advance Payment DP = Disputed Payment DT = Direct Payment of Travel Expenses
Transactions:	7 digits Shows the number of <u>transactions</u> processed.
Amount:	15 digits Displays the <u>total amount</u> of the <u>transactions</u> processed.
Batch:	6 characters/digits Shows the current <u>batch reference number</u> .
Date:	8 digits Identifies the <u>session date</u> entered on the batch header.

Additional Functions

PF KEYS	See Appendix for explanation of standard PF Keys
PF10	Description
Desc	Provides space for a <u>longer description</u> to be entered.

Voucher Amount Modify

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

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

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

Screen 125 - Voucher Amount Modify

125 Voucher Amount Modify		08/07/08 10:36
		FY 2008 CC AM
Screen: ____ Voucher: 5xxxxxx0 Line Item: 1__ Fiscal Year: 2008		
Vendor: 2vvvvvvvvv0 TIME CALENDARS INC		
Account: 470802 00000 4040		
Line Item Amount: 110.00_____		Change the line item amount to
P/F/N Liq Indic: _ P.O. Number: 5800010		the new line item amount.
----- Vendor Discount Terms -----		
Discount Type: _ Code: _ Disc. Amt: _____		If applicable, change
Due Date: 07/30/2008		the Vendor discount terms
		to the new discount terms
Transactions: 0 Amount: 0.00 Batch: JAC001 Date: 08/07/2008		
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 125.
- Type on the voucher and line item number Action Line and press <ENTER>.
- Change the remaining fields as required. Press <ENTER> to record the modifications.

Voucher Modify Process

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

To modify the amount, enter the new (desired) amount in the Line Item Amount: field. The amount entered in the Amount: field should reflect the modified invoice amount before discounts. The Discount Amount should reflect the amount of discount given to the buyer and should be deducted from the total voucher amount.

Screen 125 – Voucher Amount Modify (cont'd)

**Do not enter the modified voucher amount in the Discount: field.
This field is only for use when discounts should have been entered on
Screen 104 - Voucher Create.**

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

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

Action Line

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

Screen Information

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

Vendor Discount Terms

- Discount Type:** Help 1 character
If applicable, change the vendor discount terms. Examples are:
D = Dollar value
P = Percent value
T = Code taken from Vendor record
V = Code based on Discount code
Blank = No discount applied

Screen 125 – Voucher Amount Modify (cont'd)

- Code:** 2 characters
Enter a pre-defined discount code. Values can be viewed on Screen 808.
- Disc. Amt:** 12 digits
Indicate the amount of applicable discount. This will be deducted from the gross amount and result in a net amount paid the vendor.
- Do not enter the modified voucher amount in the Discount: field. This field is only for use when discounts should have been entered on Screen 104 - Voucher Create.
- Due Date:** 8 digits
Shows due date of prepaid voucher.

Current Batch Information

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

Additional Functions

- PF KEYS** See Appendix for explanation of standard PF Keys
- PF12 Warnings**
Warns Displays nonfatal warning messages.

Create a Credit Memo

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

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

Use Screen 116 for Prepaid Credit Memos.

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

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

Screen 108 - Credit Memo

108 Credit Memo		CHARLES*CARPENTER		07/22/08 08:52	
				FY 2008 CC SA	
Screen: ____	Vendor: 2vvvvvvvvv0	Voucher: _____	Default Cost Ref: N		
		Budget Balance Override: Actuals: N			
Type: 2	Dept. Ref. #: _____	Enclosure Code: ____			
Invoice Date: 06/01/2008	Order Date: 05/25/2008	Due Date: 06/10/2008			
State Req Nbr: _____	GSC Ord: _____				
Description: SOUND CARD RETURNED					
Cust AR NBR: Snnnnnnn3		ACH Ovr: ____	Hold Flag: ____		
Discount Type: ____	Disc. Code: ____	Disc. Amt: _____			
Alt. Vendor: _____	W2/SSN: _____	Travel	Hotel Zip: _____		
USAS Doc Type: ____	PCC Code: ____	PDT Code: ____			
LDT Codes: ____	IC: ____		Reason: ____		
Cont Wk Force: ____	Confidential: _____		Dup		
P.O. Encumb P/F/N		C Comp.	Item	Inv	
Ln	Account	Number	Obj.	Liq Ind Bank	F Code Amount 1099 Ovrdr
1	271050 00000	_____	_____	0310	7300 95.00
Inv: _____		PCA: _____	Cost Ref 1: _____	2: _____	3: _____
Dates: Inv Rec: _____		Delv: _____	Req Pay: _____	IC: ____	Rsn: ____
Transactions: 0 Amount: _____		0.00 Batch: JAC001 Date: 07/22/2008			
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---					
Hmenu Help EHelp ACH		Multi Desc		Warns	

Use of Enclosure Codes

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

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

Enclosure codes cannot be entered on a credit memo unless there are non-credit memo lines on the same voucher.

Basic Steps

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

Credit Memo Process

Credit Memos Applied to Checks

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

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

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

Credit Memos Applied to State Vouchers

Credit memos for state vouchers are sent to the state by voucher number assigned.

Correct a Credit Memo (Local Funds)

Use Screen 104 to create an 'offset' voucher. Use the credit memo voucher number on the Action Line - do not let FAMIS automatically assign the voucher number.

Multi-Account Vouchers

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

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

Void a Credit Memo (State Funds)

Use Screen 146 to void the credit memo.

Transaction Codes

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

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

Action Line

- ◆ **Vendor:** 11 digits
Enter the identification number of the vendor to be paid.
- ◆ **Voucher:** 7 digits
Type the voucher number to be created.
- Default Cost Ref:** 1 character
Enter 'Y' to display the cost reference fields for entry.

Screen Information

- Type:** 1 digit
Enter the third digit of the transaction code, which indicates the type of voucher. A type '9' may cause the voucher to remain in an "out" status.
- Dept. Ref. #:** 7 digits/characters
Leave blank or enter Reference #4 - Departmental voucher reference number
- Enclosure Code:** Help 1 character
Be careful using this field with credit memos. See previous section.
Use this field for the code indicating enclosures may be included. This will force separate checks. Valid values are:
A = Auditor
Blank = Not specified
C = Comptroller
L = Local
S = Audit Services
Y = Enclosures
- Invoice Date:** 8 digits
Enter the date the invoice was issued. If the user wants the system to calculate the discount, the invoice date must be entered. This date must be before or equal to the date the voucher is entered.

Screen 108 – Credit Memo (cont'd)

Order Date:	8 digits Include the <u>date</u> the <u>order</u> was <u>placed</u> . Required for state vouchers.
Due Date:	8 digits Enter the <u>due date</u> for the payment. This field determines when the voucher is pulled to cycle for payment.
State Req Nbr:	11 digits Enter the <u>requisition number given by the State</u> is typed in this field.
GSC Ord:	7 characters Include the TBPC (<u>General Services Commission</u>) defined <u>code for purchase orders</u> requiring their approval.
Description:	35 characters Enter a <u>description of the voucher</u> to be created.
Cust AR NBR:	25 digits Provide the <u>customer Accounts Receivable number</u> assigned to purchaser by vendor.
ACH Ovrd:	1 character Enter 'Y' to <u>override</u> the sending of <u>ACH (Automated Clearinghouse)</u> for a vendor. This keeps the routing information available. Checks will be created for the vendor until reset.
Hold Flag:	Help 1 character Indicate if <u>hold is to be placed on voucher</u> : N or Blank = No hold on voucher print. Y = Do not print check/voucher.
Discount Type:	Help 1 character Enter the <u>discount type</u> . Examples are: D = Dollar value P = Percent value T = Code taken from Vendor record V = Code based on Discount code Blank = No discount applied
Disc. Code:	2 characters Include the pre-defined <u>discount code</u> . Values can be viewed on <u>Screen 808</u> .
Disc. Amt:	11 digits When used with <u>discount type 'D'</u> , enter the <u>dollar amount of the discount</u> to be applied. When used with discount type 'P', the <u>percent discount</u> to be applied.
Alt. Vendor:	11 digits Include the <u>alternate vendor's identification number</u> .

Screen 108 – Credit Memo (cont'd)

W2/SSN:	9 digits Enter the identification number (<u>Social Security number</u> on W2 form) for employee if the voucher is for services (i.e., moving).
Travel Hotel Zip:	9 digits Include the <u>zip code</u> of the hotel used for travel, to determine percentage usage, and if the state discount rate is being utilized.
USAS Doc Type:	1 character Provide the USAS defined <u>document type code</u> that determines processing at the state.
PCC Code:	Help 1 character Enter the General Services Commission (GSC) defined <u>Purchase Category Code</u> that identifies various purchase types and associated payments.
PDT Code:	Help 2 characters Designate a USAS defined <u>Payment Distribution Type code</u> that identifies how transactions will be combined for warrants and direct deposits.
LDT Codes:	Help 2 characters each Enter any USAS <u>Descriptive/Legal Text</u> that identifies up to 5 stamps to be put on a voucher.
Cont Wk Force:	1 character Identify if this payment is to be flagged as a <u>Contract Work Force Payment</u> .
Confidential:	1 character Identify if the <u>voucher</u> is to be marked as ' <u>confidential</u> '. Valid values are: Blank = Can be left blank on both header and line items N = Not confidential S = Some information is confidential such as description Y = Confidential

Line Item Information

Ln:	2 digits Enter the <u>line number</u> of an item currently being entered on a voucher.
Account:	15 digits Include the <u>number of the account</u> to be debited.
P.O. Number:	7 digits Type the <u>purchase order number</u> . Also Reference #1.
Encumb Obj:	4 digits Enter the <u>object</u> code used when the <u>encumbrance</u> was created.

Screen 108 – Credit Memo (cont'd)

P/F/N Liq Ind:	Help 1 character Enter the <u>encumbrance liquidation indicator</u> : P = <u>Partial</u> liquidation F = <u>Full</u> liquidation N = <u>No</u> liquidation
Bank:	5 digits This field is used to enter the <u>number of the bank</u> used for the voucher transaction. If blank, it will be the default bank assigned to GL or SL or SA account.
CF:	1 character Identify if the <u>line items</u> are to be marked as ' <u>confidential</u> '. Valid values are: Blank = Can be left blank on both header and line items N = Not confidential S = Some information is confidential such as description Y = Confidential
Comp. Code:	4 digits Include the <u>State Comptroller Object Code</u> (required for state vouchers).
Item Amount:	11 digits Type the <u>dollar amount for</u> a specific <u>item</u> on a voucher.
1099:	Help 1 character/digit Enter the <u>1099 code</u> . Examples are: Blank = Not Required N = Not 1099 Reportable 0 = Crop Insurance 1 = Rents 2 = Royalties 3 = Prizes and Awards 4 = Federal Income Tax Withheld 5 = Fishing Boat Proceeds 6 = Medical and Health Care 7 = Non-employee Compensation 8 = Substitute Paymt for Interest 9 = Direct Sales > \$5000 for Resale
Dup Inv Ovrrd:	1 character Enter 'Y' to allow creation of voucher for previously entered invoice. (<u>Duplicate Invoice Override</u>)
Inv:	14 digits Enter the <u>number of the invoice</u> to be paid.
PCA:	5 digits Provide the <u>Program Cost Account</u> code, a USAS required field used as a coding reduction field. Used to override the calculated PCA code. Should be used primarily on vouchers against GL accounts.

Screen 108 – Credit Memo (cont'd)

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

Dates

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

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

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

IC: Help 1 character
Identify the interest calculation procedure to be followed. Valid values are:
A = Accept Scheduling of Late Payment
BLANK = None
F = Force Interest Calculation
R = Refuse Interest Calculation

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

Current Batch Information

Transactions: 7 digits
Displays the number of transactions processed.

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

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

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

Screen 108 – Credit Memo (cont'd)

Additional Functions

PF KEYS	See Appendix for explanation of standard PF Keys
PF9 Multi	Multi-account Allows additional line items to be entered for <u>multi-account</u> vouchering, if necessary.
PF10 Desc	Description Provides space for a <u>longer description</u> to be entered.
PF12 Warns	Warnings Displays nonfatal <u>warning messages</u> .

Void a Check

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

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

Screen 110 - Void Check

110 Void Check	11/25/08 13:21
Screen: ____	FY 2009 CC SA
Vendor: 1vvvvvvvvv0 CHARLES*CARPENTER	
Check Number: A600451	
Check Amount: 110.36_____	
Recon Bank Number: 03102	
Reason Check Voided: A	
Transactions: 0 Amount: 0.00 Batch: JAC002 Date: 11/25/2008	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---	
Hmenu Help EHelp Warns	

Basic Steps

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

Voiding Check Process

Voiding a check will initiate the following processes:

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

When a check is voided, a reason for the void is required. The reason is entered on Screens 110 and 137. The reason codes are the same for all System members.

Screen 110 – Void Check (cont'd)

Reasons for voiding a check include:

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

The code is also displayed on [Screen 169](#) next to the Void check date.

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

Screen Information

◆ Vendor:	11 digits Enter the <u>vendor identification number</u> to be paid.
◆ Check Number:	6 digits Designate the <u>check number</u> being deleted.
◆ Check Amount:	14 digits Include the <u>check amount</u> to confirm the correct check is being deleted.
◆ Recon Bank Number:	5 digits Enter <u>number of the bank</u> used as reconciliation bank for voucher transaction. If blank, it will be the default bank assigned to GL or SL or SA account.
◆ Reason Check Voided:	Help 1 character Include the <u>code for the reason</u> the check is being <u>voided</u> .

Current Batch Information

Transactions:	7 digits Shows the <u>number of transactions</u> processed.
Amount:	15 digits Indicates the <u>total transaction amount</u> processed.
Batch:	6 characters/digits Displays the <u>batch reference number</u> .
Date:	8 digits Shows <u>session date</u> entered on batch header.

Additional Functions

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

Void a State Voucher or Credit Memo

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

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

There is no way to reverse the deletion / void.

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

Screen 146 - Void State Voucher

146 Void State Voucher		08/07/08 10:42
		FY 2008 CC AM
Screen: ____ Voucher: 5xxxxx4 Fiscal Year: 2008		
Vendor: 1vvvvvvvvv1 ARTEX PRESS		
Alt. Vendor:		
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: 08/07/2008		
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

<div style="border: 1px dashed black; padding: 10px; text-align: center;"><p>STATE VOUCHER DELETE</p><p>ENTER 'Y' TO VOID:</p></div>
--

There is no way to reverse the deletion / void.

Field Descriptions

Action Line

- ◆ **Voucher:** 7 digits
Enter the desired voucher number.
- Fiscal Year:** 4 digits
Type the fiscal year in which the voucher specified was created.

Screen Information

- Vendor:** 11 digits/30 characters
Displays the vendor's identification number and name that is on the voucher.
- Alt Vendor:** 11 digits/30 characters
Shows the alternate vendor's identification number and name that is on the voucher.
- State Voucher Amount:** 14 digits
Type the dollar amount of original voucher.
- OR-**
- State Voucher Credit Memo Amount:** 14 digits
Enter the dollar amount of original credit memo.

Screen 146 – Void State Voucher (cont'd)

Current Batch Information

Transactions:	5 digits Displays the <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 explanation of the standard PF Keys.
PF12 Warns	Warnings Displays nonfatal <u>warning messages</u> .

State Voucher Partial Void

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

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

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

This screen does the following:

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

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

Screen 147 - State Voucher Partial Void

147 State Voucher Partial Void		08/07/08 15:37
		FY 2008 CC AM
Screen: __ Voucher: 5154367 Line Item: 1__ Fiscal Year: 2008		
Vendor: 1vvvvvvvvv1	MARTIN TECHNOLOGIES	
Alt. Vendor:		
Account: 144031 00000 4013		
State Voucher Amount: 65.30_____	Change the State Voucher amount to the new State Voucher amount.	
P/F/N Liq Indic: _		
- State Appropriation Information -		
Year:	Fund:	Number:
Transactions: 0 Amount: 0.00 Batch: JAC001 Date: 05/12/2003		
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
Shows the year funds were appropriated by the state.
- Fund:** 6 digits
Displays the fund affected by the state appropriation.
- Number:** 10 digits
Indicates the original voucher number issued by the state.

Current Batch Information

- Transactions:** 7 digits
Displays the number of transactions processed.
- Amount:** 15 digits
Shows the total amount of the transactions processed.

Screen 147 – State Voucher Partial Void (cont'd)

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.

Voucher Flag Preview

This process is not currently being used.

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

Screen 131 - Preview Flag Reset

131 Preview Flag Reset	08/07/08 10:48
Screen: ____ Voucher: 5xxxxx9 Fiscal Year: 2000	FY 2008 CC 02
Vendor: 1vvvvvvvvv7	TEXCO COMPUTERS SERVICE
First Account: 241486 00000 8435	
Net Amount: 1500.00	
Preview Release Flag: N	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---	
Hmenu Help EHelp	

Voucher Flag Preview Process

The release local voucher preview process can be used to:

- 1) release the voucher information to FAMIS for check production

OR

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

Some agencies have selected to preview their local vouchers before they are released for payment. The institution must be set up as a Preview Campus by the FAMIS team prior to the check cycle.

Screen 131 – Preview Flag Reset (cont'd)

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

Release a Voucher for Payment

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

Correct Voucher Release

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

This must be done before the next check cycle.

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

Action Line

- ◆ **Voucher:** 7 digits
Enter the voucher number to be released.
- ◆ **Fiscal Year:** 4 digits
Type the fiscal year the voucher was posted.

Screen Information

- Vendor:** 11 digits/30 characters
Displays the number identifying the vendor to be paid.
- First Account:** 15 digits
Shows the account number used to process this voucher.
- Net Amount:** 15 digits
Indicates the amount the voucher is written for.
- Preview Release Flag:** **Help** 1 character
Y = Indicates the document has been previewed and released by preview campus.
N = Indicates the document has been previewed and **NOT** released by preview campus.

Additional Functions

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

Create/Modify Pending Voucher

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

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

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

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

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

Screen 111 – Pending Voucher Create/Modify

F7657 No update allowed. Voucher not created in A/P system.
111 Pending Voucher Create/Modify 02/24/11 13:44
FY 2011 CC 02

Screen: ____ Voucher: 1459554 Fiscal Year: 2011 Default Cost Ref: N

Doc Summary: 2011-02-08 BARON _____

Vendor: 1vvvvvvvvv1 PAAS REFRIGERATION INC
Type: 0 Dept. Ref. #: 0492134 Enclosure Code: ____

Invoice Date: 02/07/2011 Order Date: 02/08/2011 Due Date: 02/08/2011

State Req Nbr: _____ GSC Ord: _____

Description: FREON (GLOVEBOX REPAIR) _____
SPORLAN C-052-S LIQUID LINE DRIER (_____)

Cust AR NBR: _____ ACH Ovr: ____ Hold Flag: N

Alt.Vendor: _____ W2/SSN: _____ Travel Hotel Zip: _____

USAS Doc Type: ____ PCC Code: ____ PDT Code: ____

LDT Codes: ____ IC: ____ Reason: ____

Cont Wk Force: N Confidential: ____ Wire Transfer: N

Revolving: N Fund Type: Local

Prepaid Inv: N Check Nbr: 2771661 Check Dt: 02/09/2011 Override Bank: ____

SQ Voucher: Y

Budget Balance Override: Encumbrances: N Actuals: N

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EHelp ACH VPost Desc VSrch ReOpn Close Mlti Warns

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

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

Screen 111 – Pending Voucher Create/Modify (cont'd)

Following are the steps for creating pending vouchers:

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

Basic Steps

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

To post:

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

To cancel: **You must have security access to cancel a voucher.**

- Advance to Screen 130 and open a session.
- Advance to Screen 111.
- Enter the voucher number and press <ENTER>.
- Cancel the voucher using PF8.
- Return to Screen 130 and close the session.

Pending Voucher Process

Automatic Voucher Numbering

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

Screen 111 – Pending Voucher Create/Modify (cont'd)

The steps for automatic voucher numbering are:

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

Due Date Processing

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

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

Create a Single Voucher for Multi-Accounts

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

There is no field to enter a previously established P.O./Encumbrance

Screen: 111										** Multi-Account Vouchering **										Dup	
Ln		Account		Bank		F Code		Inv.		C		Disc		1099		Inv					
1		456379 00000		5670 06000		7299		787.63		-		-		7		-					
Inv		67440W		PCA		Cost Ref 1		2		3		Del		1		-					
Dates:		Inv Rec:		Delv:		Req Pay:		IC:		Rsn:											
Inv				PCA		Cost Ref 1		2		3		Del		-		-					
Dates:		Inv Rec:		Delv:		Req Pay:		IC:		Rsn:											
Inv				PCA		Cost Ref 1		2		3		Del		-		-					
Dates:		Inv Rec:		Delv:		Req Pay:		IC:		Rsn:											
Inv				PCA		Cost Ref 1		2		3		Del		-		-					
Dates:		Inv Rec:		Delv:		Req Pay:		IC:		Rsn:											
Total Working Items: 1										787.63										Pg: 1 of 1	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---																					
Hmenu Help EHelp										XRitm Bkwd Frwd										VOInt Exit	

Screen 111 – Pending Voucher Create/Modify (cont'd)

Multi-Account Encumbrance Liquidation

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

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

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

Action Line

- ◆ **Voucher:** 7 digits
Enter the voucher number to be created or modified.
- ◆ **Fiscal Year:** 4 digits
Type the fiscal year the voucher was created.
- Default Cost Ref:** 1 character
Enter Y or N.
'Y' will display the cost reference fields for entry.

Screen Information

- ◆ **Doc Summary:** 50 characters
Include a brief summary explaining the document.
- ◆ **Vendor:** 11 digits
Identify the vendor to be paid.
- Type:** 1 digit
Indicate the third digit of the transaction code, which shows the type of voucher.
- Dept. Ref. #:** 7 digits/characters
Leave blank or enter Reference #4 - Departmental voucher reference number
- Enclosure Code:** Help 1 character
Enter the appropriate code to indicate enclosures may be included. This will force separate checks for local vouchers. Vouchers will be grouped by identical codes. Examples are:
- | | | |
|-------|---|-----------------|
| A | = | Auditor |
| Blank | = | Not specified |
| C | = | Comptroller |
| L | = | Local |
| S | = | Audit Services |
| Y | = | Yes, enclosures |

Screen 111 – Pending Voucher Create/Modify (cont'd)

Invoice Date:	8 digits Include the <u>date</u> the <u>invoice</u> was <u>issued</u> . You want the system to calculate the discount; the invoice date must be entered. This date must be before or equal to the date the voucher is entered.
Order Date:	8 digits Provide the <u>date</u> the <u>order</u> was <u>placed</u> . (Required for state vouchers.)
Due Date:	Help 8 digits Identify the <u>due date</u> for the payment. This field determines when the voucher is processed to cycle for payment.
State Req Nbr:	10 digits Enter the <u>State Requisition Number</u> .
GSC Ord:	7 characters Include the TBPC (<u>General Services Commission</u>) defined <u>code for purchase orders</u> requiring their approval.
Description:	35 characters Provide a <u>description of the voucher</u> to be created.
Cust AR NBR:	25 digits Specify the <u>Customer Accounts Receivable number</u> assigned to purchaser by vendor.
ACH Ovrd:	1 character Enter 'Y' to <u>override</u> the sending of <u>ACH (Automated Clearinghouse)</u> for a vendor. This keeps the routing information available. <u>Checks will be created for the vendor until reset.</u>
Hold Flag:	Help 1 character Indicate if <u>hold is to be placed on voucher</u> : N or Blank = No hold on voucher print. Y = Do not print check/voucher.
Alt. Vendor:	11 digits Enter the <u>alternate vendor</u> (agency) number.
W2/SSN:	9 digits Include the identification number (<u>Social Security number</u> on <u>W2 form</u>) for employee if the voucher is for services (i.e., moving).
Travel Hotel Zip:	9 digits Type the <u>zip code of the hotel</u> used for travel to determine percentage usage and if the state discount rate is being utilized.
USAS Doc Type:	1 character Identify the <u>USAS</u> defined <u>document type code</u> that determines processing at the state.

Screen 111 – Pending Voucher Create/Modify (cont'd)

- PCC Code:** [Help](#) 1 character
Provide the General Services Commission (GSC) defined Purchase Category Code for various purchase types and associated payments.
- PDT Code:** [Help](#) 2 characters
Include the USAS defined Payment Distribution Type code that identifies how transactions will be combined for warrants and direct deposits.
- LDT Codes:** [Help](#) 2 characters each
Enter the USAS Descriptive/Legal Text that identifies up to 5 stamps to be put on a voucher.
- IC:** [Help](#) 1 character
Identify the interest calculation procedure to be followed. Valid values are:
A = Accept Scheduling of Late Payment
BLANK = None
F = Force Interest Calculation
R = Refuse Interest Calculation
- Reason:** [Help](#) 2 characters
Include the reason for interest exemption: Valid values are:
AD = Agency Discretion Exercised
AI = Automation Issue(s)
AP = Advance Payment
DP = Disputed Payment
DT = Direct Payment of Travel Expenses
FC = FED Contract/Terms Prohibit Pymt
GE = GSC Exemption Granted 7 Documented
MI = Mailing Instr On PO Not Followed
NI = No Invoice Received
- Cont Wk Force:** 1 character
Identify if this payment is to be flagged as a Contract Work Force Payment.
- Confidential:** 1 character
Identify if the voucher is to be marked as 'confidential'. Valid values are:
Blank = Can be left blank on both header and line items
N = Not confidential
S = Some information is confidential such as description
Y = Confidential
- Wire Transfer:** 1 character
Type 'Y' if payment is to be made by use of a wire transfer.
- Revolving:** [Help](#) 1 character
Signify if this is a revolving voucher.
Y = revolving voucher.
N = voucher is not revolving.

Screen 111 – Pending Voucher Create/Modify (cont'd)

Fund Type:	5 characters Shows the <u>fund type</u> used to pay the voucher.
Prepaid Inv:	1 character Type 'Y' to mark the <u>invoice</u> as <u>prepaid</u> .
◆ Check Nbr:	6 digits Include the <u>check number</u> printed <u>on check</u> .
Check Dt:	8 digits Enter the <u>date</u> check was <u>printed</u> .
◆ Override Bank:	5 digits Modify the <u>bank code</u> entered on the original voucher number, if necessary.
SQ Voucher:	1 character 'Y' indicates this is a SciQuest voucher.
<i>Budget Balance Override</i>	
◆ Encumbrances:	1 character Identifies the <u>budgeted balance override</u> setting. Y = indicates budget encumbrances balance can be overridden. N = indicates budget balance cannot be overridden.
◆ Actuals:	1 character Shows the setting for <u>budget actuals balance</u> : Y = indicates budget actuals balance can be overridden. N = indicates budget balance cannot be overridden.
<i>Additional Functions</i>	
PF KEYS	See Appendix for explanation of standard PF Keys.
PF4 ACH	ACH Displays the <u>Automated Clearinghouse</u> bank information if this is an ACH vendor.
PF5 VPost	Voucher Post <u>Post the voucher</u> .
PF6 Desc	Description Provides additional space for typing the <u>description</u> .
PF7 VSrch	Voucher Search <u>Search for</u> additional <u>vouchers</u> .
PF8 Cancel	Cancel Used to <u>cancel the voucher</u> . You must have security access for the PF key to be visible and active.
PF9 ReOpn	Reopen <u>Reopen</u> a closed document.

Screen 111 – Pending Voucher Create/Modify (cont'd)

PF10
Close

Close
Close the document.

PF11
Mlti

Multi-account
Allows additional line items to be entered for multi-account vouchering.

PF12
Warns

Warnings
Displays nonfatal warning messages.

Pending Voucher Create/Modify with PO Numbers

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

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

The steps for creating a pending voucher are as follows:

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

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

112 Pending Voucher Create/Modify with P.O. Numbers		02/24/11 13:54
		FY 2011 CC 02
Screen: ____	Voucher: 1459560	Fiscal Year: 2011
Default Cost Ref: N		
Doc Summary: SCARBOROUGH FOODSERVICE		
Vendor: 1vvvvvvvvv0 SCARBOROUGH PRODUCE INC		
Type: 0	Dept. Ref. #: 0494433	Enclosure Code: _
Invoice Date: 01/12/2011	Order Date: 02/08/2011	Due Date: 02/08/2011
State Req Nbr: _____	GSC Ord: _____	
Description: ONIONS FOR CONCESSIONS		
Cust AR NBR: _____	ACH Ovrd: _	Hold Flag: N
Alt.Vendor: _____	W2/SSN: _____	Travel Hotel Zip: _____
USAS Doc Type: _	PCC Code: _	PDT Code: _
LDT Codes: _ _ _	IC: _	Reason: _
Cont Wk Force: N	Confidential: _	Wire Transfer: N
Revolving: N	Fund Type: Local	
Prepaid Inv: N	Check Nbr: 2771655	Check Dt: 02/09/2011
SQ Voucher: Y	Override Bank: _____	
Budget Balance Override: Encumbrances: N Actuals: N		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---		
Hmenu Help EHelp ACH VPost Desc VSrch ReOpn Close Mlti Warns		

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

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

Basic Steps

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

To post:

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

Pending Voucher Process

Automatic Voucher Numbering

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

The steps for automatic voucher numbering are:

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

Due Date Processing

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

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

Create a Single Voucher for Multi-Accounts

Before a voucher is accepted, a pop-up screen asking for Multi-Account Vouchering information appears. Accounts paying the same vendor can be paid with a single voucher. Four accounts can be entered at a time. If additional accounts are needed, use PF8 to add up to twenty lines. (To add more than 20 lines, refer to the appropriate section under Screen 104). If no additions are necessary, simply press <ENTER> to return to Screen 112.

Screen 112 – Pending Voucher Create/Modify with P.O. Numbers (cont'd)

Screen 112 - PF11 Mlti Pop-Up Window

Screen: 112 ** Multi-Account Vouchering **

Ln	Account	P.O. Number	Enc P	Obj / F Bank	F Code	Inv. Amount	CR	Disc	10 Inv	Dup
1	302620 90000 6339	014957A		6339 P 06000	7546	23.25				
Inv	942152	PCA		Cost Ref 1		2				
Dates: Inv Rec:						Delv:	Req Pay:	IC:	Rsn:	
Inv		PCA		Cost Ref 1		2				
Dates: Inv Rec:						Delv:	Req Pay:	IC:	Rsn:	
Inv		PCA		Cost Ref 1		2				
Dates: Inv Rec:						Delv:	Req Pay:	IC:	Rsn:	
Total Working Items: 1						23.25				
Pg: 1 of 1										
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---										
Hmenu Help EHelp XRItn Bkwd Frwd VOInt Exit										

You may reference a previously established encumbrance in the P.O. Number field.

Type 'Y' in the CR: field if the invoice amount should be negative (credit).

Multi-Account Encumbrance Liquidation

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

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

Wire Transfer

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

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

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

Action Line

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

Screen 112 – Pending Voucher Create/Modify with P.O. Numbers (cont'd)

Default Cost Ref: 1 character
Type 'Y' to display the cost reference fields for entry.

Screen Information

- ◆ **Doc Summary:** 35 characters
Provide a brief summary explaining document.
- ◆ **Vendor:** 11 digits
Indicate the identification number of the vendor to be paid.
- Type:** 1 digit
Designate the third digit of the transaction code, which indicates the type of voucher.
- Dept. Ref. #:** 7 digits/characters
Leave blank or enter Reference #4 - Departmental voucher reference number.
- Enclosure Code:** Help 1 digit
Enter a code indicating enclosures may be included. This will force separate checks for local vouchers. **Vouchers will be grouped by identical codes.**
Examples are:
Blank = Not specified
C = Comptroller
L = Local
Y = Yes, enclosures
- Invoice Date:** 8 digits
Enter the date the invoice was issued. This date must be before or equal to the date the voucher is entered.
- If you want the system to calculate the discount, the invoice date must be entered.**
- Order Date:** 8 digits
Include the date the order was placed.
(Required for state vouchers.)
- Due Date:** 8 digits
Enter the due date for the payment. **This field determines when the voucher is processed for payment.**
- State Req Nbr:** 10 digits
Include the State Requisition Number.
- GSC Ord:** 6 characters
Include the TBPC (General Services Commission) defined code for purchase orders requiring their approval.
- Description:** 35 characters
Enter a description of the voucher to be created.

Screen 112 – Pending Voucher Create/Modify with P.O. Numbers (cont'd)

Cust AR NBR:	25 digits Include the <u>customer Accounts Receivable number</u> assigned to the purchaser by vendor.
ACH Ovr:	1 character Enter 'Y' to <u>override</u> the sending of <u>ACH (Automated Clearinghouse)</u> for a vendor. This keeps the routing information available. Checks will be created for the vendor until reset.
Hold Flag:	Help 1 character Indicate if <u>hold is to be placed on voucher</u> : N or Blank = No hold on voucher print. Y = Do not print check/voucher.
Alt. Vendor:	11 digits Signify if payment is a reimbursement to the alternate <u>vendor</u> (agency).
W2/SSN:	9 digits Indicate the identification number (<u>Social Security number on W2 form</u>) for the employee, if the voucher is for services (i.e., moving).
Travel Hotel Zip:	9 digits Include the <u>zip code of the hotel</u> used for travel, to determine percentage usage, and if the state discount rate is being utilized.
USAS Doc Type:	1 character Enter a USAS defined <u>document type code</u> that determines processing at the state.
PCC Code:	Help 1 character Provide the General Services Commission (GSC) defined <u>Purchase Category Code</u> that identifies various purchase types and associated payments.
PDT Code:	Help 2 characters Designate a USAS defined <u>Payment Distribution Type code</u> that identifies how transactions will be combined for warrants and direct deposits.
LDT Codes:	Help 2 characters each Enter the USAS <u>Descriptive/Legal Text</u> that identifies up to 5 stamps to be put on a voucher.
IC:	Help 1 character Identify the <u>interest calculation</u> procedure to be followed. Valid values are: A = Accept Scheduling of Late Payment BLANK = None F = Force Interest Calculation R = Refuse Interest Calculation

Screen 112 – Pending Voucher Create/Modify with P.O. Numbers (cont'd)

Reason:	<div><div>Help</div>2 characters Include the <u>reason for interest exemption</u>: Valid values are: AD = Agency Discretion Exercised AI = Automation Issue(s) AP = Advance Payment DP = Disputed Payment DT = Direct Payment of Travel Expenses FC = FED Contract/Terms Prohibit Pymt GE = GSC Exemption Granted 7 Documented MI = Mailing Instr On PO Not Followed NI = No Invoice Received</div>
Cont Wk Force:	1 character Indicate if this payment is to be flagged as a <u>Contract Work Force Payment</u> .
Confidential:	1 character Identify if the <u>voucher</u> is to be marked as ' <u>confidential</u> '. Valid values are: Blank = Can be left blank on both header and line items N = Not confidential S = Some information is confidential such as description Y = Confidential
Wire Transfer:	1 character Type 'Y' if payment is to be made by use of a <u>wire transfer</u> . <div>FAMIS does not make the wire transfer to the bank; the actual wire transfer must still be made by someone in the Business Office.</div>
Revolving:	<div><div>Help</div>1 character Signify if this is a <u>revolving voucher</u>. Y = for revolving voucher. N = for voucher that is not revolving.</div>
Fund Type:	5 characters Designate the <u>fund type</u> to pay the voucher.
Prepaid Inv:	1 character Type 'Y' to mark the <u>invoice</u> as <u>prepaid</u> .
◆ Check Nbr:	6 digits Type the <u>check number</u> printed on check.
Check Dt:	8 digits Include the <u>date</u> the <u>check</u> was <u>printed</u> .
◆ Override Bank:	5 digits Modify the <u>bank number</u> entered on the original voucher, if necessary.
SQ Voucher:	1 character 'Y' indicates this is a SciQuest voucher.

Screen 112 – Pending Voucher Create/Modify with P.O. Numbers (cont'd)

Budget Balance Override

- ◆ **Encumbrances:** 1 character
Identify budget balance override setting:
Y = indicate budget encumbrances balance can be overridden.
N = indicates budget balance cannot be overridden.
- ◆ **Actuals:** 1 character
Indicate the budget actuals balance setting:
'Y' = indicate budget actuals balance can be overridden.
'N' = indicates budget balance cannot be overridden.

Additional Functions

PF KEYS	See Appendix for explanation of standard PF Keys.
PF4 ACH	ACH Displays the <u>Automated Clearinghouse</u> bank information if this is an ACH vendor. If not, no information will be displayed.
PF5 VPost	Voucher Post Press this key to <u>post the voucher</u> .
PF6 Desc	Description Provides additional space for typing the <u>description</u> , if needed.
PF7 VSrch	Voucher Search <u>Search</u> for additional <u>vendors</u> .
PF9 ReOpn	Reopen <u>Reopen</u> a closed <u>document</u> .
PF10 Close	Close <u>Close</u> the <u>document</u> .
PF11 Mlti	Multi-accounts Allows additional line items to be entered for <u>multi-account</u> vouchering, if necessary.
PF12 Warns	Warnings Displays nonfatal <u>warning messages</u> .

Screen 113 – Post a Range of Pending Vouchers (cont'd)

- ◆ **To Voucher:** 7 digits
Enter the ending voucher number in the range of pending vouchers to be posted.

Screen Information

- Number of Pending Vouchers:** 3 digits
Displays the number of pending vouchers outstanding within the range.
- Number of Vouchers Posted:** 3 digits
Indicates the number of pending vouchers in the range provided that were posted.
- Number of Vouchers w/Errors:** 3 digits
Shows the number of posted pending vouchers that have errors.

Additional Functions

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

- PF5 Post** **Post**
Post the pending vouchers.

You must have 'update' security to use this PF key.

Pending Interest Voucher Modify

Interest items are posted in the **local** check cycle. This screen can be used to change the interest account number on the interest items or to fix any errors that occur from the nightly posting. If an interest item does not post, an error message will appear on the VBDU080 report.

On this screen, items must be in a **closed** status to post.
You may press PF5 to post from this screen or wait for the next nightly cycle.

The name of the job that will post the local interest item is FxxVIPST, where "xx" is the TAMUS Part number. The program name is VBDU080, which is the same name that will appear on the report.

Screen 114 – Pending Interest Voucher Modify

114 Pending Interest Voucher Modify		08/07/08 11:29
		FY 2008 CC AB
Screen: ____ Voucher: 0000326 Fiscal Year: 2008		
Doc Summary: WELDING TEST		
Vendor: 2vvvvvvvvv1 A & B WELDING		
Dept. Ref. #: 9320		Enclosure Code:
Invoice Date: 08/01/2008	Order Date: 07/26/2008	Due Date: 08/15/2008
State Req Nbr:	GSC Ord:	
Description: WELDING PARTS & SUPPLIES		
Cust AR NBR:		Hold Flag: N
Alt.Vendor:	W2/SSN:	Travel Hotel Zip:
USAS Doc Type:	PCC Code:	PDT Code:
LDT Codes:		
Revolving: N Fund Type: Local		
Check Nbr: ____	Check Dt: ____	
Budget Balance Override: N		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---		
Hmenu Help EHelp VPost Desc ReOpn Close Mlti Warns		

Screen 114 – PF11 Pop-Up Window

Screen: 114 ** Multi-Account Vouchering **										
Ln	Account	Bank	Comp Code	Inv. Amount	C	R	1099	Ppd	Orig Item	Item Status
501	440050 00000 6230	00001	7806	5.14					1	CL
Inv 2		PCA	Cost Ref 1	2				3		
Dates: Inv Rec:		Delv:	Req Pay:							
502	440050 00000 6230	00001	7806	10.27					2	CL
Inv 2		PCA	Cost Ref 1	2				3		
Dates: Inv Rec:		Delv:	Req Pay:							
503	440050 00000 6230	00001	7806	498.13					3	CL
Inv 2		PCA	Cost Ref 1	2				3		
Dates: Inv Rec:		Delv:	Req Pay:							
Inv		PCA	Cost Ref 1	2				3		
Dates: Inv Rec:		Delv:	Req Pay:							
Total Interest Items: 3								Pg: 1 of 1		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---										
Hmenu Help EHelp VOInt XRitm Bkwd Frwd Exit										

Basic Steps

- Advance to Screen 114.
- Enter a voucher number that has interest on the Action Line, and modify the fiscal year date if needed.
- Press PF5 to post on-line or wait for the batch post in the next nightly run.
- Press PF6 to view a more detailed description of the document.
- Press PF9 to reopen the document and make modifications.
- Press PF10 to close the document.
- Press PF11 to see the interest items and make necessary changes/additions.

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

Action Line

◆ **Voucher:** 7 digits
Enter a valid voucher number that has interest.

◆ **Fiscal Year:** 4 digits
Include the fiscal year. (Default is the current year).

Screen Information

Doc Summary: 30 characters
Displays a brief description of the document.

Vendor: 11 characters/digits
Shows the vendor's identification number and name.

Dept. Ref. #: 7 digits/characters
Identifies a reference number used by the department.

Enclosure Code: 1 character/digit
Displays the enclosure code used to separate checks in the check cycle. Valid values include:

A	=	Auditor
Blank	=	Not specified
C	=	Comptroller
L	=	Local
S	=	Audit Services
Y	=	Enclosures
1	=	Housing Deposit Refunds
2	=	Student Stipends

Invoice Date: 8 digits
Identifies the date on the invoice.

Order Date: 8 digits
Shows the date the order was placed with the vendor.

Screen 114 – Pending Interest Voucher Modify (cont'd)

Due Date:	8 digits Displays the <u>date payment is due</u> before incurring interest.
State Req Nbr:	8 digits Shows the <u>requisition number</u> given by the state.
GSC Ord:	7 characters Include the TBPC (<u>General Services Commission</u>) defined <u>code for purchase orders</u> requiring their approval.
Description:	35 characters Provides a <u>description</u> of the item(s) purchased.
Cust AR NBR:	25 digits This field is used for the <u>customer Accounts Receivable number</u> assigned to purchaser by vendor.
Hold Flag:	1 character Indicate if <u>hold is to be placed on voucher</u> : N or Blank = No hold on voucher print. Y = Do not print check/voucher.
Alt.Vendor:	11 digits Shows if payment is a reimbursement to the <u>alternate vendor</u> (agency).
W2/SSN:	9 digits Identifies the identification number (<u>Social Security number on W2 form</u>) for employee, if the voucher is for services (i.e., moving).
Travel Hotel Zip:	9 digits Shows the hotel's <u>zip code</u> used for travel to determine percent usage, and if state discount rate is being utilized.
USAS Doc Type:	1 character Indicates a <u>USAS-defined document type code</u> that determines processing at the state.
PCC Code:	Help 1 character Shows GSC-defined <u>Purchase Category Code</u> that identifies various purchase types and associated payments.
PDT Code:	Help 2 characters Shows the USAS defined <u>Payment Distribution Type</u> code that identifies how transactions will be combined for warrants and direct deposits.
LDT Codes:	Help 2 characters each Displays the USAS <u>Descriptive/Legal Text identifying</u> up to 5 stamps to be put on a voucher.
Revolving:	1 character 'Y' indicates this is a <u>revolving voucher</u> .

Screen 114 – Pending Interest Voucher Modify (cont'd)

Fund Type:	5 characters Shows <u>fund type</u> to pay the voucher.
Check Nbr:	6 digits Includes the <u>check number</u> printed on check.
Check Dt:	8 digits Displays the <u>date check</u> was <u>printed</u> .
Budget Balance Override:	1 character 'Y' or 'N' - indicates if <u>budget balance</u> can be <u>overridden</u> .

Additional Functions:

PF KEYS	See Appendix for explanation of standard PF Keys.
PF5 VPost	Voucher Post Press this key to <u>post the voucher</u> .
PF6 Desc	Description Shows <u>additional</u> information about the <u>description</u> .
PF9 ReOpn	Reopen <u>Reopen</u> the voucher.
PF10 Close	Close <u>Close</u> the voucher.
PF11 Mlti	Multi-account View/create/modify interest items on <u>multi-account</u> vouchering.
PF12 Warns	Warnings Displays nonfatal <u>warning messages</u> .

Pending State Interest Voucher

FAMIS posts a daily feed from the State of interest items. If, for any reason, items cannot be posted, they will be reported in the process error report. A common error is a frozen account. Screen 115 is used to correct these items. The items can then be posted online using PF5 or picked up in the nightly posting. This screen can also be used to change the account number on the interest items.

Items must be in a closed status to post.

Screen 115 – Pending State Interest Create/Modify

115 Pending State Interest Create/Modify		11/16/10 15:30
		FY 2011 CC 02
Screen: ____ Voucher: 2002595 Fiscal Year: 2010		
Doc Summary:		
Vendor: 1vvvvvvvvv0 CITISMART ASSOCIATES		
Dept. Ref. #: SORPJUL		Enclosure Code:
Invoice Date: 07/31/2010	Order Date: 07/31/2010	Due Date: 07/29/2010
State Req Nbr:	GSC Ord:	
Description: SORP-BASE JULY 2010		
Cust AR NBR:		Hold Flag: N
Alt.Vendor: 3vvvvvvvv1T	W2/SSN:	Travel Hotel Zip:
USAS Doc Type: 9	PCC Code:	PDT Code:
LDT Codes:		
Revolving: N	Fund Type: State	
Check Nbr:	Check Dt:	
Budget Balance Override: N		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---		
Hmenu Help EHelp VPost Desc ReOpn Close Mlti Warns		

Screen 115 – PF11 Pop-Up Window

F8476 Move Cursor to Line Nbr and Press PF9 to create interest items											
Screen: 115 ** Multi-Account Vouchering **											
Ln	Account	Bank	F Code	Inv. Amount	C S	St	Orig	Item	Status		
1	011126 00000 2210	70001	7086	1149.27	Y	N	N		CO		
Inv JUL20100000311 PCA 37010 Cost Ref 1 2 3 Del _											
Int Ref _____ Effective Dt: _____											
2	011126 00000 2210	70001	7086	3133.91	Y	N	N		CO		
Inv JUL20100000312 PCA 37014 Cost Ref 1 2 3 Del _											
Int Ref _____ Effective Dt: _____											
3	011126 00000 2210	70001	7086	354.32	Y	N	N		CO		
Inv JUL20100000313 PCA 37016 Cost Ref 1 2 3 Del _											
Int Ref _____ Effective Dt: _____											
Inv _____ PCA _____ Cost Ref 1 2 3 Del _											
Int Ref _____ Effective Dt: _____											
Total Items: 3 Pg: 1 of 1											
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---											
Hmenu Help EHelp Xritm Bkwd Frwd CrInt VoInt Exit											

Basic Steps

- Advance to Screen 115.
- Enter a voucher number that has interest on the Action Line, and modify the fiscal year date if needed.
- Press PF5 to post on-line or wait for the batch post in the next nightly run.
- Press PF6 to view a more detailed description of the document.
- Press PF9 to reopen the document and make modifications.
- Press PF10 to close the document.
- Press PF11 to see the interest items and make necessary changes/additions.

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

Action Line

- ◆ **Voucher:** 7 digits
Enter a valid voucher number that has interest.
- ◆ **Fiscal Year:** 4 digits
Displays the current fiscal year. Modify if needed.

Screen Information

- Doc Summary:** 30 characters
Displays a brief description of the document.
- Vendor:** 11 digits/characters
Shows the vendor's identification number and name.
- Dept. Ref. #:** 7 digits/characters
Identifies a reference number used by the department.
- Enclosure Code:** 1 character/digit
Displays the enclosure code used to separate checks in the check cycle. Valid values include:
A = Auditor
Blank = Not specified
C = Comptroller
L = Local
S = Audit Services
Y = Enclosures
1 = Housing Deposit Refunds
2 = Student Stipends
- Invoice Date:** 8 digits
Identifies the date on the invoice.
- Order Date:** 8 digits
Shows the date the order was placed with the vendor.

Screen 115 – Pending State Interest Create/Modify (cont'd)

Due Date:	8 digits Displays the <u>date payment is due</u> before incurring interest.
State Req Nbr:	8 digits Identifies the <u>requisition number given by the state</u> .
GSC Ord:	7 characters Include the TBPC (<u>General Services Commission</u>) defined <u>code for purchase orders</u> requiring their approval.
Description:	35 characters Shows a <u>description</u> of the item(s).
Cust AR NBR:	25 digits Used for the <u>customer Accounts Receivable number</u> assigned to purchaser by vendor.
Hold Flag:	1 character Indicate if <u>hold is to be placed on voucher</u> : N or Blank = No hold on voucher print. Y = Do not print check/voucher.
Alt. Vendor:	11 digits Used if payment is a reimbursement to the <u>alternate vendor</u> (agency).
W2/SSN:	9 digits Shows the identification number (<u>Social Security number on W2 form</u>) for employee, if the voucher is for services (i.e., moving).
Travel Hotel Zip:	9 digits Shows the <u>zip code of the hotel</u> used for travel to determine percentage usage, and if the state discount rate is being utilized.
USAS Doc Type:	1 character Indicates a <u>USAS-defined document type code</u> that determines processing at the state.
PCC Code:	Help 1 character Shows the GSC defined <u>Purchase Category Code</u> that identifies various purchase types and associated payments.
PDT Code:	Help 2 characters Displays the USAS defined <u>Payment Distribution Type</u> code that identifies how transactions will be combined for warrants and direct deposits.
LDT Codes:	Help 2 characters each Shows the USAS <u>Descriptive/Legal Text</u> that identifies up to 5 stamps to be put on a voucher.

Screen 115 – Pending State Interest Create/Modify (cont'd)

Revolving:	1 character 'Y' indicates the voucher is a <u>revolving voucher</u> .
Fund Type:	5 characters Designates <u>fund type</u> to pay the voucher.
Check Nbr:	6 digits <u>Check number</u> printed on check.
Check Dt:	8 digits <u>Date</u> check was <u>printed</u> .
Budget Balance Override:	1 character Type 'Y' if a <u>budget balance</u> can be <u>overridden</u> .

Additional Functions

PF KEYS	See Appendix for explanation of standard PF Keys.
PF5 VPost	VPost <u>Post</u> the <u>voucher</u> .
PF6 Desc	Desc Shows <u>additional</u> information about the <u>description</u> .
PF9 ReOpn	Reopen <u>Reopen</u> the voucher.
PF10 Close	Close <u>Close</u> the voucher.
PF11 Multi	Multi-account Identifies additional line items to be entered for <u>multi-account</u> vouchering.
PF12 Warns	Warnings Displays nonfatal <u>warning messages</u> .

Section V

Prepaid Vouchers

Screen 109 – Prepaid Voucher (cont'd)

Additional space is available for entering multi-account vouchering by pressing PF9.

A maximum of ten (10) lines/accounts may be added using the pop-up window.

Screen 109 - Multi-Account Vouchering Pop-up Window

Screen: 109		** Multi-Account Vouchering **			
Ln: 1	Account	P.O.Num	Obj. P/F Bank	Enc.	Comp.
270190 00000 5453			03102	CF	Code
Inv:	PCA:	Cost	Ref 1:	2:	Amount
Dates:	Inv Rec:	Delv:	Req Pay:	IC:	1099
					7
Ln: 2					
Inv:	PCA:	Cost	Ref 1:	2:	3:
Dates:	Inv Rec:	Delv:	Req Pay:	IC:	Rsn:
Ln: 3					
Inv:	PCA:	Cost	Ref 1:	2:	3:
Dates:	Inv Rec:	Delv:	Req Pay:	IC:	Rsn:
Ln: 4					
Inv:	PCA:	Cost	Ref 1:	2:	3:
Dates:	Inv Rec:	Delv:	Req Pay:	IC:	Rsn:
Total Posted Items: 0		Total Working Items: 1		1500.00	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---					
Hmenu Help EHelp Exit ECopy Bkwd Frwd SCopy Canc1					

Basic Steps

- Open a session using Screen 130.
- Advance to Screen 109.
- Type valid data in the available fields.
- Indicate if the voucher or line items should be 'confidential' by entering the appropriate value in the Confidential or CF field.
- The pop-up screen will appear allowing the user to enter additional accounts paying for items from the same vendor; maximum number of accounts is 10. If this information is not necessary, simply press the <ENTER> key and the information will pass back to Screen 109.
- Press <ENTER> to record the information.
- Return to Screen 130 and Close the session.

Prepaid Voucher Process

Correct a Prepaid Voucher

The Gross Amount may be adjusted using Screen 119 -- Prepaid Voucher Amount Modify. Discount information may also be corrected.

Screen 109 – Prepaid Voucher (cont'd)

Corrections to other fields are not valid. The check and voucher must be voided and a new prepaid voucher created.

- Void the check on Screen 110 - Void check. This reverses the accounting.
- Delete the check on Screen 192 - Check Reconciliation Modify to remove it from the check reconciliation file.
- Re-enter the voucher on Screen 109.

Drop a Prepaid Voucher

To drop a prepaid voucher with no recon (Type 6 & 5) use Screen 119 and bring the voucher to \$0.00. This will set the voucher to drop.

Transaction Codes

TC = 160-169

Prepaid vouchers have transaction codes of 160-164 and 167-169.

TC = 165

Does not update the recon file; does a journal entry to cash voucher clearing (Screen 823) instead of affecting the bank.

TC = 166

A transaction code of 166 is a prepaid voucher that does not update the check reconciliation file, but does an offset to the bank. This transaction code does not require a check number.

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

Action Line

◆ Vendor:	Help 11 digits Enter the <u>number identifying the vendor</u> to be paid.
◆ Voucher:	7 digits Type the <u>voucher number</u> to be created.
Default Cost Ref:	1 character Indicate Y or N: 'Y' displays the <u>cost reference</u> fields for entry.
Budget Balance Override: Actuals:	1 character Type 'Y' to <u>override budget actuals</u> . Must have appropriate security to access this field.

Screen 109 – Prepaid Voucher (cont'd)

Screen Information

Type:	1 digit Designate the third digit of the transaction code, which indicates the <u>type of voucher</u> . <div>If you enter '6' in this field, the system will not update the check reconciliation file with this voucher.</div>
Dept. Ref. #:	7 digits/characters Leave blank or enter Reference #4 - <u>Departmental</u> voucher <u>reference number</u>
Enclosure Code:	<div>Help 1 character Enter <u>code indicating enclosures</u> may be included. <u>This will force separate checks for local vouchers.</u> Vouchers will be grouped by identical codes. Examples are: A = Auditor Blank = Not specified C = Comptroller L = Local S = Audit Services Y = Yes, enclosures</div>
Invoice Date:	8 digits Provide the <u>date</u> the <u>invoice</u> was <u>issued</u> . Invoice date must be entered if system is to calculate the discount. This date must be before or equal to the date the voucher is entered.
Order Date:	8 digits Enter the <u>date</u> the <u>order</u> was <u>placed</u> . (Required for state vouchers.)
State Req Nbr:	11 digits Record the <u>State Requisition Number</u> .
GSC Ord:	7 characters Include the TBPC (<u>General Services Commission</u>) defined <u>code for purchase orders</u> requiring their approval.
Description:	35 characters Enter a <u>description</u> of the voucher to be created.
◆ Check Nbr:	6 digits Indicate the <u>check number</u> printed on the check.
◆ Check Dt:	8 digits Include the <u>date check</u> was <u>printed</u> .
Cust AR NBR:	25 digits Enter the <u>customer Accounts Receivable number</u> assigned to purchaser by vendor.

Screen 109 – Prepaid Voucher (cont'd)

Discount Type:	Help 1 character Include the <u>types of discount</u> . For example: D = Dollar value P = Percent value T = Code taken from Vendor record V = Code based on Discount code Blank = No discount applied
Disc. Amt:	11 digits When used with <u>discount type 'D'</u> , include the dollar <u>amount</u> of the discount to be applied. When used with discount type 'P', indicate the percent discount to be applied.
Alt. Vendor:	11 digits Enter the <u>alternate vendor's</u> identification number to be reimbursed.
W2/SSN:	9 digits Enter the identification number (<u>Social Security number on W2 form</u>) for employee, if the voucher is for services (i.e., moving).
Travel Hotel Zip:	9 digits The <u>zip code of the hotel</u> used for travel to determine percentage usage, and if the state discount rate is being utilized.
USAS Doc Type:	1 character Indicate a <u>USAS-defined document type</u> code that determines processing at the state.
PCC Code:	Help 1 character Provide the General Services Commission (GSC) defined <u>Purchase Category Code</u> that identifies various purchase types and associated payments.
PDT Code:	Help 2 characters Include the USAS defined <u>Payment Distribution Type</u> code that identifies how transactions will be combined for warrants and direct deposits.
LDT Codes:	Help 2 characters each Provide the USAS <u>Descriptive/Legal Text</u> that identifies up to 5 stamps to be put on a voucher.
IC:	Help 1 character Identify the <u>interest calculation</u> procedure to be followed for the entire voucher . Valid values are: A = Accept Scheduling of Late Payment BLANK = None F = Force Interest Calculation R = Refuse Interest Calculation

Screen 109 – Prepaid Voucher (cont'd)

Reason:

Help 2 characters

Include the reason for interest exemption: Valid values are:

AD	=	Agency Discretion Exercised
AI	=	Automation Issue(s)
AP	=	Advance Payment
DP	=	Disputed Payment
DT	=	Direct Payment of Travel Expenses
FC	=	FED Contract/Terms Prohibit Pymt
GE	=	GSC Exemption Granted 7 Documented
MI	=	Mailing Instr On PO Not Followed
NI	=	No Invoice Received

Cont Wk Force:

1 character

Identify if this payment is to be flagged as a Contract Work Force Payment.

Confidential:

1 character

Identify if the voucher is to be marked as 'confidential'. Valid values are:

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

Wire Transfer:

1 character

Type 'Y' if payment is to be made by use of a wire transfer.

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

Line Item Information

Ln:

2 digits

Shows the line number of an item currently being entered on a voucher.

Account:

15 digits

Include the number of the account to be debited.

P.O. Number:

7 digits

Identifies the purchase order number. Also Reference #1.

Encumb Obj:

4 digits

Enter the object code used when the encumbrance was created.

P/F/N Liq Ind:

Help 1 character

Signify the encumbrance liquidation indicator:

P	=	<u>Partial</u> liquidation
F	=	<u>Full</u> liquidation
N	=	<u>No</u> liquidation

Bank:

5 digits

Provide the number of the bank used for the voucher transaction. If blank, it will be the default bank assigned to GL or SL or SA account.

Screen 109 – Prepaid Voucher (cont'd)

CF:	1 character Identify if the <u>line items</u> are to be marked as 'confidential'. Valid values are: Blank = Can be left blank on both header and line items N = Not confidential S = Some information is confidential such as description Y = Confidential
Comp. Code:	4 digits Identify the <u>State Comptroller Object Code</u> (required for state vouchers).
Item Amount:	12 digits Enter <u>dollar amount</u> for an <u>item</u> on the voucher.
1099:	Help 1 character/digit Signify the <u>1099 code</u> : Examples are: Blank = Not Required N = Not 1099 Reportable 0 = Crop Insurance 1 = Rents 2 = Royalties 3 = Prizes and Awards 4 = Federal Income Tax Withheld 5 = Fishing Boat Proceeds 6 = Medical and Health Care 7 = Non-employee Compensation 8 = Substitute Paymt for Interest 9 = Direct Sales > \$5000 for Resale
Dup Inv Ovrrd:	1 character Enter 'Y' to allow creation of voucher for previously entered invoice. (<u>Duplicate Invoice Override</u>)
Inv:	14 digits Indicate the <u>number of the invoice</u> to be paid.
PCA:	5 digits Enter the <u>Program Cost Account code</u> , a USAS required field used as a coding reduction field. Used to override the calculated PCA code. Should be used primarily on vouchers against GL accounts.
Cost Ref 1, 2, 3:	7 characters Provide the <u>cost reference</u> accounting entries.
Dates	
Inv Rec:	6 digits Enter <u>date</u> the <u>invoice</u> was <u>received</u> . This must be (1) after or equal to the invoice date and (2) before or equal to date voucher is being entered.
Delv:	8 digits Indicate the date items/services were received (<u>delivered</u>).

Screen 109 – Prepaid Voucher (cont'd)

Req Pay:	8 digits Include the <u>date payment</u> is <u>required</u> .
IC:	Help 1 character Identify the <u>interest calculation</u> procedure to be followed for line item. Valid values are: A = Accept Scheduling of Late Payment BLANK = None F = Force Interest Calculation R = Refuse Interest Calculation
Rsn:	Help 2 characters Include the <u>reason for interest exemption</u> : Valid values are: AD = Agency Discretion Exercised AI = Automation Issue(s) AP = Advance Payment DP = Disputed Payment DT = Direct Payment of Travel Expenses FC = FED Contract/Terms Prohibit Pymt GE = GSC Exemption Granted 7 Documented MI = Mailing Instr On PO Not Followed NI = No Invoice Received

Current Batch Information

Transactions:	6 digits Displays the <u>number of transactions</u> processed.
Amount:	18 digits Shows <u>total amount</u> of <u>transactions</u> processed.
Batch:	6 characters/digits Indicates the current <u>batch reference number</u> .
Date:	8 digits Shows <u>session date</u> entered on batch header.

Additional Functions

PF KEYS	See Appendix for explanation of standard PF Keys.
PF9 Multi	Multi-account Allows additional line items to be entered for <u>multi-account</u> vouchering.
PF10 Desc	Description Provides space for a <u>longer description</u> to be entered.
PF12 Warns	Warnings Displays nonfatal <u>warning messages</u> .

Modify Prepaid Voucher Amount

The amount of a prepaid voucher entered on Screen 109 can be modified using Screen 119. The change will update both the check reconciliation file and the voucher file. The information necessary for modification can be obtained on Screen 161, Screen 163, or Screen 186.

Prepaid revolving vouchers which were entered on Screen 139, may also be modified using Screen 109.

Screen 119 - Prepaid Voucher Amount Modify

119 Prepaid Voucher Amount Modify		08/07/08 11:41 FY 2008 CC AM
Screen: ____ Voucher: 5800010 Line Item: 1__ Fiscal Year: 2008		
Vendor: 2vvvvvvvvv0 JUST IN TIME DELIVERY		
Alt Vendor:		
Account: 470802 00000 4040		
Line Item Amount: 15.00_____		Change the line item amount to
P/F/N Liq Indic: _ P.O. Number: P800010		the new line item amount.
----- Vendor Discount Terms -----		
Disc. Amt: _____	If applicable, change	
	the Vendor discount terms	
Due Date: 07/30/2008	to the new discount terms	
Transactions: 0 Amount: 0.00 Batch: JAC004 Date: 08/07/2008		
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 119.
- Enter the required information on the Action Line and press <ENTER>.
- If approved, message stating "Record has been successfully modified" will appear.
- Close the session on Screen 130.

Prepaid Voucher Modification Process

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

To modify the amount, enter the new (desired) amount in the Line Item Amount: field. The amount entered in the field should reflect the modified invoice amount before discounts. The Discount Amount should reflect the amount of discount given to the buyer, and should be deducted from the gross amount.

Do not enter the modified voucher amount in the Discount: field.
This field is only for use when discounts should have been entered on
Screen 109 - Prepaid Voucher Create.

Screen 119 – Prepaid Voucher Amount Modify (cont'd)

After entering these amounts, the resulting net amount (new invoice amount minus discount amount) will be shown in the Net Amount: field on Screen 169. Background accounting detail may be viewed on Screen 127.

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

Action Line

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

Screen Information

- Vendor:** 11 digits/30 characters
Displays the number and name identifying the vendor to be paid.
- Alt Vendor:** 11 digits/30 characters
Shows if an alternate vendor is receiving payment.
- Account:** 15 digits
Indicates the number of the account to be debited.
- Line Item Amount:** 12 digits
Enter the dollar amount to be paid by account number for a specified line item.

Enter new Line Item Amount ONLY if adjusting invoice amount.

- P/F/N Liq Indic:** Help 1 character
Include the encumbrance liquidation indicator:
- | | | |
|-------|---|----------------------------|
| P | = | <u>Partial</u> Liquidation |
| F | = | <u>Full</u> Liquidation |
| N | = | <u>No</u> OC Liquidation |
| BLANK | = | " " |

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

Vendor Discount Terms

- Discount Type:** Help 1 character
Identify the discount type: Examples are:
- | | | |
|---|---|-------------------------------|
| D | = | Dollar value |
| P | = | Percentage value |
| V | = | Code taken from Vendor record |
| T | = | Code based on Discount code |

Screen 119 – Prepaid Voucher Amount Modify (cont'd)

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

Enter Discount Information ONLY if discount of Voucher Line Item occurred before Due Date.
--

Due Date: 8 digits
Indicates the date the voucher is due.

Current Batch Information

Transactions: 6 digits
Displays the number of transactions processed.

Amount: 18 digits
Indicates the total amount of the transactions processed.

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

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

Additional Functions

PF KEYS See Appendix for explanation of standard PF Keys.

PF12 Warnings
Displays nonfatal warning messages.

Prepaid Credit Memo

Prepaid credit memos are created to record a credit to a prepaid voucher, which is a voucher created to represent a manually produced check that was either handwritten or prepared by a PC system. Entering a prepaid credit memo is the same as entering a regular credit memo where the check date and check number are to be included.

Regular Credit Memos are created on Screen 108.

If you enter a 6 in the Type: field, the system will not update the check reconciliation file with this voucher.

Screen 116 - Prepaid Credit Memo

116 Prepaid Credit Memo		DELL MARKETING		11/09/09 11:17	
				FY 2010 CC AM	
Screen: ____	Vendor: 1vvvvvvvvv0	Voucher: 0	Default Cost Ref: N		
		Budget Balance Override: Actuals: N			
Type: 2		Dept. Ref. #: Jxxxxx6		Enclosure Code: _	
Invoice Date: 09/10/2009		Order Date: 09/10/2009			
State Req Nbr: ____		GSC Ord: ____			
Description: DESK CLOCK WRONG COLOR		Check Nbr: ____			
		Check Dt: ____			
Cust AR NBR: ____					
Discount Type: _		Disc. Amt: ____			
Alt.Vendor: ____		W2/SSN: ____		Travel Hotel Zip: ____	
USAS Doc Type: _		PCC Code: _		PDT Code: _	
LDT Codes: _		IC: _		Reason: _	
Cont Wk Force: _		Wire Transfer: _		Dup	
		P.O. Encumb P/F/N		Comp. Item Inv	
Ln	Account	Number	Obj.	Liq Ind Bank	C F Code Amount 1099 Ovrrd
1	144000 00000 5453				
Inv: ____		PCA: ____		Cost Ref 1: ____ 2: ____ 3: ____	
Dates: Inv Rec: ____		Delv: ____		Req Pay: ____ IC: _ Rsn: _	
Transactions: 0		Amount: 0.00		Batch: JAC002 Date: 11/09/2009	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---					
Hmenu Help EHelp				Multi Desc Warns	

Screen 116 - Multi-Account Vouchering Pop-up Window

Screen: 116		** Multi-Account Vouchering **			
Account		P.O.Num	Obj. P/F Bank	Enc. C F	Comp. Code Amount 1099
Ln: 1	144000 00000 5453				33.00
Inv: ____		PCA: ____		Cost Ref 1: ____ 2: ____ 3: ____	
Dates: Inv Rec: ____		Delv: ____		Req Pay: ____ IC: _ Rsn: _	
Ln: 2					
Inv: ____		PCA: ____		Cost Ref 1: ____ 2: ____ 3: ____	
Dates: Inv Rec: ____		Delv: ____		Req Pay: ____ IC: _ Rsn: _	
Ln: 3					
Inv: ____		PCA: ____		Cost Ref 1: ____ 2: ____ 3: ____	
Dates: Inv Rec: ____		Delv: ____		Req Pay: ____ IC: _ Rsn: _	
Ln: 4					
Inv: ____		PCA: ____		Cost Ref 1: ____ 2: ____ 3: ____	
Dates: Inv Rec: ____		Delv: ____		Req Pay: ____ IC: _ Rsn: _	
Total Posted Items: 0		Total Working Items: 1		33.00	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---					
Hmenu Help EHelp Exit ECopy				Bkwd Frwd SCopy Canc1	

Screen 116 – Prepaid Credit Memo (cont'd)

After pressing <ENTER> for data acceptance, a pop-up window will appear asking for additional transactions from different accounts paying the same vendor. This process enables FAMIS to record the credit memo.

A maximum of ten lines/accounts can be processed on a single prepaid credit memo.

To cancel or bring to \$0.00, use Screen 109 and put in the prepaid voucher number. Then put in the corresponding prepaid voucher information.

Transaction Codes

TC = 170-174

Prepaid vouchers

TC = 175

Cash Voucher transactions not currently available

TC = 176

A transaction code of 176 is a prepaid voucher that **does not update** the check reconciliation file.

TC = 177-179

Prepaid vouchers

Basic Steps

- Open a session using Screen 130.
- Advance to Screen 116.
- Type valid data in the available fields.
- Indicate if the voucher or line items should be 'confidential' by entering the appropriate value in the Confidential or CF field.
- The pop-up screen will appear allowing the user to enter additional accounts paying for items from the same vendor; maximum number of accounts is 10. If this information is not necessary, simply press the <ENTER> key and the information will pass back to Screen 116. Press <ENTER> to process the data and close the session on Screen 130.
- Press <ENTER> to record the information.
- Advance to Screen 130 and close the session.

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

Action Line

- ◆ **Vendor:** 11 digits
Enter the number identifying the vendor to be paid.
- ◆ **Voucher:** 7 digits
Type the voucher number to be created.

Screen 116 – Prepaid Credit Memo (cont'd)

- ◆ **Default Cost Ref:** 1 character
Enter 'Y' to display the cost reference fields.

Screen Information

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

If you enter a 6 in the Type: field, the system will not update the check reconciliation file with this voucher.

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

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

- Invoice Date:** 8 digits
Identify the date the invoice was issued. **If you want the system to calculate the discount, the invoice date must be entered.** This date must be before or equal to the date the voucher is entered.

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

- State Req Nbr:** 11 digits
Indicate the State Requisition Number.

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

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

- ◆ **Check Nbr:** 6 digits
Type the check number printed on check.

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

Screen 116 – Prepaid Credit Memo (cont'd)

Cust AR NBR:	25 digits Designate the <u>customer Accounts Receivable number</u> assigned to purchaser by vendor.
Discount Type:	Help 1 character Identify the <u>type of discount</u> : Examples are: D = Dollar value P = Percentage value V = Code taken from Vendor record T = Code based on Discount code
Disc. Amt:	11 digits When used with <u>discount</u> type 'D', enter the dollar <u>amount</u> of the discount to be applied. When used with discount type 'P', include the percent discount to be applied.
Alt. Vendor:	11 digits Enter the <u>alternate vendor's identification number</u> if receiving payment.
W2/SSN:	9 digits Indicate the identification number (<u>Social Security number</u> on <u>W2 form</u>) for employee if the voucher is for services (i.e., moving).
Travel Hotel Zip:	9 digits Type the <u>ZIP code of the hotel</u> used for travel to determine percentage usage, and if the state discount rate is being utilized.
USAS Doc Type:	1 character Enter the USAS defined <u>document type code</u> that determines processing at the state.
PCC Code:	Help 1 character Indicate a General Services Commission (GSC) defined <u>Purchase Category Code</u> that identifies purchase types and associated payments.
PDT Code:	Help 1 character Enter a USAS defined <u>Payment Distribution Type</u> code that identifies how transactions will be combined for warrants and direct deposits.
LDT Codes:	Help 2 characters each Include the USAS <u>Descriptive/Legal Text</u> that identifies up to 5 stamps to be put on a voucher.
IC:	Help 1 character Identify the <u>interest calculation</u> procedure to be followed. Valid values are: A = Accept Scheduling of Late Payment BLANK = None F = Force Interest Calculation R = Refuse Interest Calculation

Screen 116 – Prepaid Credit Memo (cont'd)

Reason:

Help 2 characters

Include the reason for interest exemption: Valid values are:

AD = Agency Discretion Exercised
AI = Automation Issue(s)
AP = Advance Payment
DP = Disputed Payment
DT = Direct Payment of Travel Expenses
FC = FED Contract/Terms Prohibit Pymt
GE = GSC Exemption Granted 7 Documented
MI = Mailing Instr On PO Not Followed
NI = No Invoice Received

Cont Wk Force:

1 character

Identify if this payment is to be flagged as a Contract Work Force Payment.

Confidential:

1 character

Identify if the voucher is to be marked as 'confidential'. Valid values are:

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

Wire Transfer:

1 character

Enter 'Y' if payment is made or to be made by use of a wire transfer.

Line Item Information

Ln:

2 digits

Shows the line number of an item currently being entered on a voucher.

Account:

15 digits

Indicate the number of the account to be debited.

P.O. Number:

7 digits

Enter the purchase order number. Also Reference #1.

Encumb Obj:

4 digits

Designate the object code used when the encumbrance was created.

P/F/N Liq Ind:

Help 1 character

Include the encumbrance liquidation indicator:

P = Partial liquidation
F = Full liquidation
N = No liquidation

Bank:

5 digits

Type the number of the bank used for the voucher transaction. If blank, it will be the default bank assigned to GL or SL or SA account.

Screen 116 – Prepaid Credit Memo (cont'd)

CF:	1 character Identify if the <u>line items</u> are to be marked as ' <u>confidential</u> '. Valid values are: Blank = Can be left blank on both header and line items N = Not confidential S = Some information is confidential such as description Y = Confidential
Comp. Code:	4 digits Enter the <u>State Comptroller Object Code</u> (required for state vouchers).
Item Amount:	12 digits Include the <u>dollar amount for an item</u> on a voucher.
1099:	Help 1 character/digit Identify the <u>1099 Code</u> : Examples are: Blank = Not Required N = Not 1099 Reportable 0 = Crop Insurance 1 = Rents 2 = Royalties 3 = Prizes and Awards 4 = Federal Income Tax Withheld 5 = Fishing Boat Proceeds 6 = Medical and Health Care 7 = Non-employee Compensation 8 = Substitute Paymt for Interest 9 = Direct Sales > \$5000 for Resale
Dup Inv Ovrrd:	1 character Enter 'Y' to allow creation of voucher for previously entered invoice. (<u>Duplicate Invoice Override</u>)
Inv:	14 digits Provide the <u>number of the invoice</u> to be paid.
PCA:	5 digits Enter the <u>Program Cost Account</u> code, a USAS required field used as a coding reduction field. Used to override the calculated PCA code. To be used primarily on vouchers against GL accounts.
Cost Ref 1, 2, 3:	7 characters Include <u>cost reference</u> accounting entries.
Dates:	
Inv Rec:	6 digits Enter the <u>date</u> the <u>invoice</u> was <u>received</u> . This must be (1) after or equal to the invoice date and (2) before or equal to the date the voucher is being entered.
Delv:	8 digits Indicate the <u>date</u> items/services were <u>received (delivered)</u> .

Screen 116 – Prepaid Credit Memo (cont'd)

Req Pay:	8 digits Include the <u>date payment</u> is <u>required</u> .
IC:	Help 1 character Identify the <u>interest calculation</u> procedure to be followed. Valid values are: A = Accept Scheduling of Late Payment BLANK = None F = Force Interest Calculation R = Refuse Interest Calculation
Rsn:	Help 2 characters Include the <u>reason for interest exemption</u> : Valid values are: AD = Agency Discretion Exercised AI = Automation Issue(s) AP = Advance Payment DP = Disputed Payment DT = Direct Payment of Travel Expenses FC = FED Contract/Terms Prohibit Pymt GE = GSC Exemption Granted 7 Documented MI = Mailing Instr On PO Not Followed NI = No Invoice Received

Current Batch Information

Transactions:	6 digits Indicates the <u>number of transactions</u> processed.
Amount:	18 digits Shows <u>total amount of transactions</u> processed.
Batch:	6 characters/digits Displays the current <u>batch reference number</u> .
Date:	8 digits Shows <u>session date</u> entered on batch header.

Additional Functions

PF KEYS	See Appendix for explanation of standard PF Keys.
PF9	Multi-account Allows additional line items to be entered for <u>multi-account</u> vouchering, if necessary.
PF10 Desc	Description Provides space for a <u>longer description</u> to be entered.
PF12 Warns	Warnings Displays nonfatal <u>warning messages</u> .

Section VI

Revolving Vouchers

Create Revolving Voucher

Screen 134 is used to enter a revolving voucher. Both a check and a state voucher will be created. The revolving voucher is used to pay a vendor with local funds and request reimbursement from state funds. Typically, this has been used to get a check in the mail to a vendor very quickly.

But since the intent is to pay from state funds the request for payment (state voucher) is sent to the state. The warrant, when returned to the issuing agency, is deposited in a 'Due From State' account.

Revolving vouchers are included in HUB reporting.

Screen 134 - Revolving Voucher Create

134 Revolving Voucher Create		MICRO PC SUPPLY		07/22/08 09:23				
				FY 2008 CC AM				
Screen: ___	Vendor: 1vvvvvvvvv1	Voucher: 0	Default Cost Ref: N					
		Budget Balance Override: Actuals: N						
Type: 7		Dept. Ref. #: 24PZC		Enclosure Code: _				
Invoice Date: 06/04/2008		Order Date: _		Due Date: _				
State Req Nbr: _		GSC Ord: _						
Description: _								
Cust AR NBR: _		ACH Ovr: _		Hold Flag: _				
Discount Type: _		Disc. Code: _		Disc. Amt: _				
Alt. Vendor: _		W2/SSN: _		Travel Hotel Zip: _				
USAS Doc Type: _		PCC Code: _		PDT Code: _				
LDT Codes: _		IC: _		Reason: _				
Cont Wk Force: _		Confidential: _		Dup				
Ln	Account	P.O. Number	Encumb	P/F/N	C	Comp.	Item	Inv
1	127030 00000 4010				F	Code	Amount	1099 Ovr
						15001	7300 55.00	
Inv: _		PCA: _		Cost Ref 1: _		2: _		3: _
Dates: Inv Rec: _		Delv: _		Req Pay: _		IC: _		Rsn: _
Transactions: 0		Amount: 0.00		Batch: JAC001		Date: 07/22/2008		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---								
Hmenu Help			EHelp ACH			Multi Desc		Warns

The "Type" field will always display "7", which cannot be changed.

Basic Steps

- Open a session on Screen 130.
- Advance to Screen 134.
- Type valid data in the fields available and press <ENTER> to record the information.
- Indicate if the voucher or line items should be 'confidential' by entering the appropriate value in the Confidential and CF fields.
- Return to Screen 130 and close the session.

Revolving Voucher Process

A regular purchase voucher can be printed if options are set in the state voucher cycle. Contact the FAMIS Services Team to set these options.

- Revolving vouchers set up a 'Due From the State' accounting entry. The Due From the State account is defined on Screen 823 and always uses the account control of 1150.
- When the reimbursement warrant is returned from the state, it must be deposited in this 'Due From the State' account in order to clear the account.
- Separate checks will always be produced.
- Can't do credit memos on revolving vouchers.
- The revolving voucher transaction code has a '7' in the Type: field.
- The remaining fields are identical to Screen 104.

Automatic Voucher Numbering

- FAMIS will automatically assign a voucher number if a valid prefix is typed in the voucher field. The user can set up valid prefixes on Screen 834 - Voucher Type Create. These prefixes can be viewed on Screen 835 - Last Voucher Number Used Table.
- Type a valid prefix value in the Voucher: field and press <ENTER>.
- Begin entering voucher information. After final data acceptance, the assigned voucher number will be given in the message above the Screen: field.

Create a Single Voucher for Multi-Accounts

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

Screen 134 - Pop-up Window for Entering Multi-Accounts

Screen: 134 ** Multi-Account Vouchering **									
Ln:	Account	P.O.Num	Enc. Obj.	P/F	Bank	Comp. Code	Amount		
Ln: 1	127030 00000 4010				15001	7300	55.00		
Inv:		PCA:	Cost	Ref 1:		2:	3:		
Dates:	Inv Rec:	Delv:	Req	Pay:		IC:	Rsn:		
Ln: 2									
Inv:		PCA:	Cost	Ref 1:		2:	3:		
Dates:	Inv Rec:	Delv:	Req	Pay:		IC:	Rsn:		
Ln: 3									
Inv:		PCA:	Cost	Ref 1:		2:	3:		
Dates:	Inv Rec:	Delv:	Req	Pay:		IC:	Rsn:		
Ln: 4									
Inv:		PCA:	Cost	Ref 1:		2:	3:		
Dates:	Inv Rec:	Delv:	Req	Pay:		IC:	Rsn:		
Total Posted Items: 0 Total Working Items: 1							55.00		
Enter--PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12--- Hmenu Help EHelp Exit ECopy Bkwd Frwd SCopy Cncl									

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

Action Line

- ◆ **Vendor:** 11 digits
Enter the number identifying the vendor to be paid.
- ◆ **Voucher:** 7 digits
Type the voucher number to be processed or valid prefix to get a number assigned.
- Default Cost Ref:** 1 character
Enter 'Y' to display the cost reference fields for entry.
- Budget Balance** 1 character
Override: Actuals: Type 'Y' to override budget actuals.
Must have appropriate security to access this field.

Screen Information

- Type:** 1 digit
This field will always display 7, which cannot be changed.
- Dept. Ref. #:** 7 digits/characters
Leave blank or enter Reference #4 - Departmental voucher reference number.
- Enclosure Code:** Help 1 character
Type a code indicating enclosures may be included.
This will force separate checks for local vouchers. Vouchers will be grouped by identical codes. Examples are:
A = Auditor
Blank = Not specified
C = Comptroller
L = Local
S = Audit Services
Y = Yes, enclosures
- Invoice Date:** 8 digits
Identify the date the invoice was issued. This date must be before or equal to the date the voucher is entered.
The invoice date must be entered if the system is to calculate the discount.
- Order Date:** 8 digits
Enter the date the order was placed.
(Required for state vouchers.)
- Due Date:** 8 digits
Provide the due date for the payment. **This field determines when the voucher is pulled to cycle for payment.**

Screen 134 – Revolving Voucher Create (cont'd)

State Req Nbr:	11 digits Indicate the <u>State Requisition Number</u> .
GSC Ord:	7 characters Include the TBPC (<u>General Services Commission</u>) defined <u>code for purchase orders</u> requiring their approval.
Description:	35 characters Enter a <u>description of the voucher</u> to be created.
Cust AR NBR:	25 digits Include the <u>customer Accounts Receivable number</u> assigned to purchaser by vendor.
ACH Ovr:	1 character Enter 'Y' to <u>override</u> the sending of <u>ACH (Automated Clearinghouse)</u> for a vendor. This keeps the routing information available. <u>Checks will be created for the vendor until reset.</u>
Hold Flag:	Help 1 character Indicate if <u>hold</u> is to be placed on voucher: N or Blank = No hold on voucher print. Y = Do not print check/voucher.
Discount Type:	Help 1 character Identify the <u>discount type</u> : Examples are: D = Dollar value P = Percentage value V = Code taken from Vendor record T = Code based on Discount code table
Disc. Code:	2 characters Signify the pre-defined <u>discount codes</u> . Values can be viewed on Screen 808.
Disc. Amt:	11 digits When used with <u>discount</u> type 'D', enter the dollar <u>amount</u> of the discount to be applied. When used with discount type 'P', enter the percent discount to be applied.
Alt. Vendor:	11 digits Enter the <u>alternate vendor's</u> identification number receiving payment. Check will be made to the <u>alternate</u> vendor.
W2/SSN:	9 digits Include the identification number (<u>Social Security number</u> on <u>W2 form</u>) for employee if the voucher is for services (i.e., moving).
Travel Hotel Zip:	9 digits Enter the <u>ZIP code of the hotel</u> used for travel to determine percentage usage, and if the state discount rate is being utilized.

Screen 134 – Revolving Voucher Create (cont'd)

USAS Doc Type:	1 character Include the <u>USAS defined document type code</u> that determines processing at the state.
PCC Code:	Help 1 character Provide the General Services Commission (GSC) defined <u>Purchase Category Code</u> that identifies various purchase types and associated payments.
PDT Code:	Help 1 character Signify the USAS defined <u>Payment Distribution Type</u> code identifies how transactions will be combined for warrants and direct deposits.
LDT Codes:	Help 2 characters each Indicate the USAS <u>Descriptive/Legal Text</u> that identifies up to 5 stamps or sets of verbiage to be put on a voucher.
IC:	Help 1 character Identify the <u>interest calculation procedure</u> to be followed. Valid values are: A = Accept Scheduling of Late Payment BLANK = None F = Force Interest Calculation R = Refuse Interest Calculation
Reason:	Help 2 characters Include the <u>reason for interest exemption</u> : Valid values are: AD = Agency Discretion Exercised AI = Automation Issue(s) AP = Advance Payment DP = Disputed Payment DT = Direct Payment of Travel Expenses FC = FED Contract/Terms Prohibit Pymt GE = GSC Exemption Granted 7 Documented MI = Mailing Instr On PO Not Followed NI = No Invoice Received
Cont Work Force:	1 character Indicate if this payment is to be flagged as a <u>Contract Work Force Payment</u> .
Confidential:	1 character Identify if the <u>voucher</u> is to be marked as ' <u>confidential</u> '. Valid values are: Blank = Can be left blank on both header and line items N = Not confidential S = Some information is confidential such as description Y = Confidential
Line Item Information	
Ln:	2 digits Displays the <u>line number</u> of an item currently being entered on a voucher.

Screen 134 – Revolving Voucher Create (cont'd)

- Account:** 15 digits
Indicate the number of the account to be debited.
- P.O. Number:** 7 digits
Designate the purchase order number. Also Reference #1.
- Encumb Obj:** 4 digits
Enter the object code used when the encumbrance was created.
- P/F/N Liq Ind:** [Help](#) 1 character
Include the encumbrance liquidation indicator:
P = Partial liquidation
F = Full liquidation
N = No liquidation
- Bank:** 5 digits
Enter the number of the bank used for the voucher transaction. If blank, it will be the default bank assigned to GL or SL or SA account.
- CF:** 1 character
Identify if the line items are to be marked as 'confidential'. Valid values are:
Blank = Can be left blank on both header and line items
N = Not confidential
S = Some information is confidential such as description
Y = Confidential
- Comp. Code:** 4 digits
Provide the State Comptroller Object Code (required for state vouchers) will default, but can be changed.
- Item Amount:** 12 digits
Enter the dollar amount for a specific item on a voucher.
- 1099:** [Help](#) 1 character/digit
Indicate the 1099 Code: Examples are:
Blank = Not Required
N = Not 1099 Reportable
0 = Crop Insurance
1 = Rents
2 = Royalties
3 = Prizes and Awards
4 = Federal Income Tax Withheld
5 = Fishing Boat Proceeds
6 = Medical and Health Care
7 = Non-employee Compensation
8 = Substitute Paymt for Interest
9 = Direct Sales > \$5000 for Resale

Screen 134 – Revolving Voucher Create (cont'd)

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

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

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

Cost Ref 1, 2, 3: 7 characters
Use these three fields for entering cost reference accounting entries.

Dates

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

Delv: 8 digits
Indicates the receiving (delivery) date for vouchers created via the Purchasing Module of FAMIS. **When a voucher is created on Screen 345, the receiving date is picked up from the limited purchase received date or from the date of the receiving document for documents where a receiving document was created.**

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

IC: Help 1 character
Identify the interest calculation procedure to be followed. Valid values are:
A = Accept Scheduling of Late Payment
BLANK = None
F = Force Interest Calculation
R = Refuse Interest Calculation

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

Screen 134 – Revolving Voucher Create (cont'd)

Current Batch Information

Transactions:	6 digits Indicates the <u>number of transactions</u> processed.
Amount:	18 digits Shows the <u>total amount of the transactions</u> processed.
Batch:	6 characters/digits Displays the current <u>batch reference number</u> .
Date:	8 digits Shows the <u>session date</u> entered on the batch header.

Additional Functions

PF KEYS	See Appendix for standard PF Keys.
PF4 ACH	ACH Displays the <u>Automated Clearing House bank</u> information if this is an ACH vendor.
PF9 Multi	Multi-account Allows additional line items to be entered for <u>multi-account</u> vouchering, if necessary.
PF10 Desc	Description Provides space for a longer <u>description</u> to be entered.
PF12 Warns	Warnings Displays nonfatal <u>warning messages</u> .

Revolving Voucher Amount Modify

The amount of a revolving voucher entered on Screen 134 can be modified using Screen 135. This screen is used primarily when a voucher was entered incorrectly.

Changes must be done ***before the state vouchers and checks are processed.***

Screen 135 - Revolving Voucher Amount Modify

135 Revolving Voucher Amount Modify		08/07/08 15:00
		FY 2008 CC AM
Screen: ___ Voucher: 0004018 Line Item: 1__ Fiscal Year: 2008		
Vendor: 1vvvvvvvvv0 EOS OFFICE SUPPLIES		
Account: 611000 00000 4010		
Line Item Amount: 100.00_____		
P/F/N Liq Indic: _ P.O. Number: L520055		Change the line item amount to the new line item amount.
----- Vendor Discount Terms -----		
Discount Type: _ Code: _ Disc. Amt: _____		If applicable, change the Vendor discount terms to the new discount terms
Due Date: 08/15/2008		
Transactions: 0 Amount: 0.00 Batch: JAC001 Date: 08/07/2008		
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 135.
- Enter valid data in the Action Line (voucher and line item). Press <ENTER>.
- After entering data, press <ENTER> for acceptance. If approved, message stating "Record has been successfully modified" will appear.

Voucher Modify Process

**Do not enter the modified voucher amount in the Discount: field.
This field is only for use when discounts should have been entered on
Screen 134 - Revolving Voucher Create.**

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

To modify the amount, enter the new (desired) amount in the Line Item Amount: field. The amount entered in the field should reflect the modified invoice amount before discounts. The discount amount should reflect the amount of discount given to the buyer, and should be deducted from the gross amount.

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

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

Action Line

- ◆ **Voucher:** 7 digits
Enter the voucher number to be modified.
- ◆ **Line Item:** 3 digits
Type the line number of an item currently being entered on a voucher.

Screen Information

- Vendor:** 11 digits/30 characters
Displays the number and name of the vendor to be paid.
- Account:** 15 digits
Indicates the number of the account to be debited.
- Line Item Amount:** 12 digits
Enter the dollar amount to be paid by account number for a specified line item.
- P/F/N Liq Indic:** Help 1 character
Provide the encumbrance liquidation indicator:
P = Partial liquidation
F = Full liquidation
N = No liquidation
- P.O. Number:** 7 digits
Displays the purchase order number. Also Reference #1.

Vendor Discount Terms

- Discount Type:** Help 1 character
Identify the discount type: Examples are:
D = Dollar value
P = Percentage value
V = Code taken from Vendor record
T = Code based on Discount code
- Code:** 2 characters
Include any pre-defined discount codes. Values can be viewed on Screen 808.
- Disc. Amt:** 11 digits
Indicate the amount of applicable discount. This will be deducted from the gross amount and result in a net amount paid the vendor.

Do not enter the modified voucher amount in the Discount: field. This field is only for use when discounts should have been entered on Screen 134 - Revolving Voucher Create.
- Due Date:** 8 digits
Displays the due date of prepaid voucher.

Screen 135 – Revolving Voucher Amount Modify (cont'd)

Current Batch Information

Transactions:	6 digits Indicates the <u>number of transactions</u> processed.
Amount:	18 digits Shows the <u>total amount</u> of the <u>transactions</u> processed.
Batch:	6 characters/digits Designates the current <u>batch reference number</u> .
Date:	8 digits Shows the <u>session date</u> entered on the batch header.

Additional Functions

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

Drop a Revolving Voucher

To drop either a single line item from a revolving voucher or the entire voucher, use Screen 136. After entering the data on the Action Line, a pop-up window asking for confirmation of the deletion transaction will appear.

Screen 136 - Revolving Voucher Drop

136 Revolving Voucher Drop		08/07/08 15:02
		FY 2008 CC SA
Screen: ____ Voucher: 0001126 Fiscal Year: 2007		
Vendor: 1vvvvvvvvv0 SHINE ON INDUSTRIES		
Line Item Nbr: ALL	* Enter a Line Item Nbr to drop a specific item from a voucher.	
	* Type in 'ALL' to drop the entire voucher.	
Transactions: 0 Amount: 0.00 Batch: JAC001 Date: 05/12/2003		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---		
Hmenu Help EHlp		Warns

Screen 136 - Revolving Voucher Drop Pop-Up Window

Voucher Drop Confirmation					
Account	P.O. Number	Enc. Obj.	P/F/N Ind.	Bank	Comp Code
440091 00000 4010				12030	7300
Amount	Inv. Number	Cost Ref 1	Cost Ref 2	Cost Ref 3	
111.55					
Enter 'Y' to Drop:					

Basic Steps

- Open a session on Screen 130.
- Advance to Screen 136.
- Enter valid data in the Action Line: fields. Press <ENTER> to access the data pertaining to the specified voucher.
- To drop a single line item from a revolving voucher, type a line item number in the Line Item: field. Press <ENTER>.
- Type 'ALL' in the Line Item: field to drop an entire voucher, and press <ENTER>.
- Once the pop-up window appears asking for confirmation of the deletion, type 'Y' to continue the deletion process or 'N' to have the process aborted.
- Close the session using Screen 130.

Drop Revolving Voucher Process

Drop a Single Line-Item from Multiple-Account Revolving Vouchers

When a multiple-account revolving voucher requires modification:

- Type the line item number of the account to be dropped.

Drop Multiple-Account Revolving Vouchers

In some cases, multiple distributions for revolving vouchers are created because of a need to spread expenses across multiple accounts. An example would be FAMIS producing one voucher due to several departments receiving invoices from the same vendor.

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

- Type 'ALL' in the Line Item Number: field and press <ENTER>.

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

Action Line

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

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

Screen Information

Vendor: 11 digits/30 characters
Displays the number and name of the vendor to be paid.

◆ **Line Item Nbr:** 3 digits
Enter a line item number to drop a specific item from a voucher. (Ex. for line item number 3, enter '003')
- **OR** -
Type in 'ALL' to drop the entire voucher.

Current Batch Information

Transactions: 6 digits
Displays the number of transactions processed.

Amount: 18 digits
Shows the total amount of the transactions processed.

Screen 136 – Revolving Voucher Drop (cont'd)

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

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

Additional Functions

PF KEYS See Appendix for explanation of standard PF Keys.

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

Void a Revolving Check

To void a check created in the check cycle, as a result of a revolving voucher entered on Screen 134 or 139, use Screen 137 - Revolving Check Void.

If the check was entered on Screen 134, only the revolving check portion will be deleted.

If the check was entered as a prepaid revolving voucher on Screen 139, the program will reverse both the revolving state voucher and revolving check, ***if the state voucher has not been processed.***

Screen 137 - Void Revolving Check

137 Void Revolving Check		11/25/08 13:29
		FY 2009 CC AM
Screen: ____		
Vendor: 1vvvvvvvvv0 UNFINISHED FURNITURE SUPPLY		
Check Number: ____1101		
Check Amount: 1211.62_____		
Recon Bank Number: 03000		
Reason Check Voided: A		
Transactions: 0 Amount: 0.00 Batch: JAC003 Date: 11/25/2008		
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 137 and type valid data in the fields. Press <ENTER>.
- Type valid data in the available fields. All fields are required.
- Press <ENTER> for acceptance. If there is a problem with the check or voucher, a message will appear above the screen number. For example:

BANK ENTERED DOES NOT MATCH REVOLVING BANK
DO YOU WANT TO CONTINUE? (Y/N) _

Otherwise, the check is considered void and a message stating "Check Voided - Use Screen 146 to void voucher" will appear.

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

Screen Information

- | | |
|------------------------|---|
| ◆ Vendor: | 11 digits
Enter the <u>number identifying the vendor</u> on the revolving check. |
| ◆ Check Number: | 7 digits
Type the <u>check number</u> being deleted. |
| ◆ Check Amount: | 14 digits
Indicate the <u>check amount</u> which is used as another reference to confirm the correct check is being deleted. |
| ◆ Recon Bank Number: | 5 digits
Include the <u>number of the bank</u> used for reconciliation of the voucher transaction. |
| ◆ Reason Check Voided: | Help 1 character
Enter the <u>code for the reason</u> the check is being voided. |

Current Batch Information

- | | |
|---------------|--|
| Transactions: | 6 digits
Shows the <u>number of transactions</u> processed. |
| Amount: | 18 digits
Indicates the <u>total amount of</u> the <u>transactions</u> processed. |
| Batch: | 6 characters/digits
Displays the current <u>batch reference number</u> . |
| Date: | 8 digits
Shows the <u>session date</u> entered on the batch header. |

Additional Functions

- | | |
|------------|--|
| PF KEYS | See Appendix for explanation of standard PF Keys. |
| PF12 Warns | Warnings
Displays nonfatal <u>FAMIS warning messages</u> . |

Create a Prepaid Revolving Voucher

Screen 139 is used to record the accounting for a check created outside the FAMIS check cycle and also to create a state voucher to be sent to the state for reimbursement. These checks are disbursed for expenses that are normally paid by the state, but for other reasons (rush order, etc.) are paid by the agency's local funds.

Screen 139 - Prepaid Revolving Voucher

139 Prepaid Revolving Voucher		A&M TRAVEL TIME INC		09/24/09 11:22	
				FY 2009 CC AA	
Screen: ___ Vendor: 1vvvvvvvvv2 Voucher: 1900189 Default Cost Ref: N					
Budget Balance Override: Actuals: N					
Type: 6		Dept. Ref. #: 1xxxxx9		Enclosure Code: _	
Invoice Date: 09/02/2009		Order Date: 08/28/2009			
State Req Nbr: 345667		GSC Ord: _____		Check Nbr: 1234567	
Description: TRAVEL				Check Dt: 08/30/2009	
Cust AR NBR: _____					
Discount Type: _				Disc. Amt: _____	
Alt. Vendor: _____		W2/SSN: _____		Travel Hotel Zip: _____	
USAS Doc Type: 2		PCC Code: A		PDT Code: _____	
LDT Codes: _ _ _ _ _				IC: _ Reason: _____	
Cont Wk Force: N		Confidential: _		Wire Transfer: Y Dup	
		P.O. Encumb P/F/N		C Comp. Item Inv	
Ln	Account	Number	Obj.	Liq Ind Bank	F Code Amount 1099 Ovrrd
1					
Inv: _____		PCA: _____		Cost Ref 1: _____ 2: _____ 3: _____	
Dates: Inv Rec: _____		Delv: _____		Req Pay: _____ IC: _ Rsn: _____	
Transactions: 1 Amount: _____		30.00 Batch: DLW001 Date: 08/31/2009			
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---					
Hmenu Help EHelp			Multi Desc Warns		

This process will set up a 'Due From the State' accounting entry. The warrant, when returned to the issuing agency, must be deposited in the 'Due From the State' account defined on Screen 823 in order to clear the account.

Revolving Prepaid Voucher Create

The two disbursement entries created are:

- 1) **Debit** - Subsidiary Ledger account
- 2) **Debit** - State Paid Revolving Clearing Account

Wire Transfer Feature

When you put a 'Y' in the Wire Transfer field, you can then change the TC to '6' (you will get an error that it has to be a '6'). You can now put in a bank trace number in the check number field and date to track the wire transfer. The voucher display on Screen 168 shows the values in the appropriate fields.

Create a Single Voucher for Multi-Accounts

Before a voucher is accepted, a pop-up screen asking for Multi-Account Vouchering information appears. Accounts paying the same vendor can be paid with a single voucher. To enter additional accounts, press PF9. **The maximum number allowed is ten lines/accounts.** If no additions are necessary, simply press <ENTER> to return to Screen 139.

Screen 139 – Prepaid Revolving Voucher (cont'd)

Screen 139 - Pop-up window for a Revolving Prepaid

Screen: 139		** Multi-Account Vouchering **				
Ln: 1	Account 440001 00000 4010	P.O.Num	Enc. Obj. P/F Bank	Comp. Code	Amount	1099
Inv:		PCA:				
Dates:	Inv Rec:	Delv:	Req Pay:	IC:	Rsn:	
Ln: 2						
Inv:		PCA:				
Dates:	Inv Rec:	Delv:	Req Pay:	IC:	Rsn:	
Ln: 3						
Inv:		PCA:				
Dates:	Inv Rec:	Delv:	Req Pay:	IC:	Rsn:	
Ln: 4						
Inv:		PCA:				
Dates:	Inv Rec:	Delv:	Req Pay:	IC:	Rsn:	
Total Posted Items: 0		Total Working Items: 1		133.50		
Enter--PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---						
Hmenu Help EHelp Exit ECopy Bkwd Frwd SCopy Cancl						

Basic Steps

- Open a batch session on Screen 130.
- Advance to Screen 139.
- Enter valid information in the available fields.
- Indicate if the voucher or line items should be 'confidential' by entering the appropriate value in the Confidential or CF fields.
- Press <ENTER> to record this information.
- A pop-up window allowing entry for multi-account vouchers will appear. Press <ENTER> after entering data to return to Screen 139.
- Press <ENTER> to record the information.
- Advance to Screen 130 to close the session.

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

Action Line

- ◆ **Vendor:** 11 digits
Enter the number identifying the vendor to be paid.
- ◆ **Voucher:** 7 digits
Type the voucher number to be processed.
- Default Cost Ref:** 1 character
Enter 'Y' to display the cost reference fields for entry.
- Budget Balance** 1 character
Override: Actuals: Type 'Y' to override budget actuals.
Must have appropriate security to access this field.

Screen 139 – Prepaid Revolving Voucher (cont'd)

Screen Information

Type:	1 digit This field <u>will always display 7</u> and can be changed. The transaction code will be 147. If overridden with a '6', a check will not be produced and it will not be included in the reconciliation process.
Dept. Ref. #:	7 digits/characters Leave blank or enter Reference #4 - <u>Departmental</u> voucher <u>reference number</u> .
Enclosure Code:	<div><div>Help</div>1 character Type a <u>code indicating enclosures</u> may be included. <div>This will force separate checks for local vouchers.</div> Vouchers will be grouped by identical codes. Examples are: A = Auditor Blank = Not specified C = Comptroller L = Local S = Audit Services Y = Yes, enclosures</div>
Invoice Date:	8 digits The <u>date</u> the <u>invoice</u> was <u>issued</u> . If the user wants the system to calculate the discount, the invoice date must be entered. This date must be before or equal to the date the voucher is entered.
Order Date:	8 digits Enter the <u>date</u> the <u>order</u> was <u>placed</u> . (Required for state vouchers.)
State Req Nbr:	11 digits Indicate the <u>State Requisition Number</u> .
GSC Ord:	7 characters Include the TBPC (<u>General Services Commission</u>) defined <u>code for purchase orders</u> requiring their approval.
Description:	80 characters Enter a <u>description of the voucher</u> to be created.
Check Nbr:	6 digits Enter the <u>check number</u> used to pay the voucher.
Check Dt:	8 digits Indicate the <u>date</u> the <u>payment</u> was <u>made</u> .
Cust AR NBR:	25 digits Include the <u>customer Accounts Receivable number</u> assigned to purchaser by vendor.

Screen 139 – Prepaid Revolving Voucher (cont'd)

Discount Type:	Help 1 character Identify the <u>types of discount</u> to apply: D = Dollar value P = Percentage value V = Code taken from Vendor record T = Code based on Discount code
Disc. Amt:	11 digits When used with <u>discount</u> type 'D', enter the dollar <u>amount</u> of the discount to be applied. When used with discount type 'P', enter the percent discount to be applied.
Alt. Vendor:	11 digits Include the identification number of the <u>alternate vendor</u> - receive the payment.
W2/SSN:	9 digits Include the identification number (<u>Social Security number</u> on <u>W2 form</u>) for employee if the voucher is for services (i.e., moving).
Travel Hotel Zip:	9 digits The <u>ZIP code</u> of the hotel used for travel to determine percentage usage and if the state discount rate is being utilized.
USAS Doc Type:	1 character Provide the <u>USAS defined document type code</u> that determines processing at the state.
PCC Code:	Help 1 character Enter the General Services Commission (GSC) defined <u>Purchase Category Code</u> that identifies purchase types and associated payments.
PDT Code:	Help 1 character Indicate a USAS defined <u>Payment Distribution Type</u> code that identifies how transactions will be combined for warrants and direct deposits.
LDT Codes:	Help 2 characters each Enter the USAS <u>Descriptive/Legal Text</u> that identifies up to 5 stamps to be put on a voucher.
IC:	Help 1 character Identify the <u>interest calculation procedure</u> to be followed. Valid values are: A = Accept Scheduling of Late Payment BLANK = None F = Force Interest Calculation R = Refuse Interest Calculation

Screen 139 – Prepaid Revolving Voucher (cont'd)

Reason:

Help 2 characters

Include the reason for interest exemption: Valid values are:

AD = Agency Discretion Exercised
AI = Automation Issue(s)
AP = Advance Payment
DP = Disputed Payment
DT = Direct Payment of Travel Expenses
FC = FED Contract/Terms Prohibit Pymt
GE = GSC Exemption Granted 7 Documented
MI = Mailing Instr On PO Not Followed
NI = No Invoice Received

Cont Wk Force:

1 character

Indicate if this payment is to be flagged as a Contract Work Force Payment.

Confidential:

1 character

Identify if the voucher is to be marked as 'confidential'. Valid values are:

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

Wire Transfer:

1 character

Type 'Y' if payment is to be made by use of a wire transfer.

Line Item Information

Ln:

2 digits

Displays the line number of an item currently being entered on a voucher.

Account:

15 digits

Type the account number to be debited.

P.O. Number:

7 digits

Designate the purchase order number. Also Reference #1.

Encumb Obj:

4 digits

Enter the object code used when the encumbrance was created.

P/F/N Liq Ind:

Help 1 character

Provide the encumbrance liquidation indicator:

P = Partial liquidation
F = Full liquidation
N = No liquidation

Bank:

5 digits

Enter the number of the bank used for the voucher transaction. If blank, it will be the default bank assigned to GL or SL or SA account.

Screen 139 – Prepaid Revolving Voucher (cont'd)

CF:	1 character Identify if the <u>line items</u> are to be marked as ' <u>confidential</u> '. Valid values are: Blank = Can be left blank on both header and line items N = Not confidential S = Some information is confidential such as description Y = Confidential
Comp. Code:	4 digits Type the <u>State Comptroller Object Code</u> (required for state vouchers).
Item Amount:	12 digits Enter the <u>dollar amount for</u> a specific <u>item</u> on a voucher.
1099:	Help 1 character/digit Identify the <u>1099 code</u> : Examples are: Blank = Not Required N = Not 1099 Reportable 0 = Crop Insurance 1 = Rents 2 = Royalties 3 = Prizes and Awards 4 = Federal Income Tax Withheld 5 = Fishing Boat Proceeds 6 = Medical and Health Care 7 = Non-employee Compensation 8 = Substitute Paymt for Interest 9 = Direct Sales > \$5000 for Resale
Dup Inv Ovrrd:	1 character Enter 'Y' to allow creation of voucher for previously entered invoice. (<u>Duplicate Invoice Override</u>)
Inv:	14 digits Enter the <u>number of the invoice</u> to be paid.
PCA:	5 digits Include the <u>Program Cost Account code</u> , a USAS required field used as a coding reduction field. Used to override the calculated PCA code. Should be used primarily on vouchers against GL accounts.
Cost Ref 1, 2, 3:	7 characters Enter any <u>cost reference</u> accounting entries.
Dates	
Inv Rec:	6 digits Enter the <u>date</u> the <u>invoice</u> was <u>received</u> . This must be (1) after or equal to the invoice date and (2) before or equal to the date the voucher is being entered.

Screen 139 – Prepaid Revolving Voucher (cont'd)

Delv:	8 digits Indicate the <u>date</u> the items/services were received (<u>delivered</u>).
Req Pay:	8 digits Include the <u>date payment</u> is <u>required</u> .
IC:	Help 1 character Identify the <u>interest calculation procedure</u> to be followed. Valid values are: A = Accept Scheduling of Late Payment BLANK = None F = Force Interest Calculation R = Refuse Interest Calculation
Rsn:	Help 2 characters Include the <u>reason for interest exemption</u> : Valid values are: AD = Agency Discretion Exercised AI = Automation Issue(s) AP = Advance Payment DP = Disputed Payment DT = Direct Payment of Travel Expenses FC = FED Contract/Terms Prohibit Pymt GE = GSC Exemption Granted 7 Documented MI = Mailing Instr On PO Not Followed NI = No Invoice Received

Current Batch Information

Transactions:	6 digits Indicates the <u>number of transactions</u> processed.
Amount:	18 digits Shows <u>total amount</u> of <u>transactions</u> processed.
Batch:	6 characters/digits Displays the current <u>batch reference number</u> .
Date:	8 digits Shows <u>session date</u> entered on batch header.

Additional Functions

PF KEYS	See Appendix for explanation of standard PF Keys.
PF9 Multi	Multi-account Allows additional line items to be entered for <u>multi-account</u> vouchering, if necessary.
PF10 Desc	Description Provides space for a longer <u>description</u> to be entered.
PF12 Warns	Warnings Displays nonfatal FAMIS <u>warning messages</u> .

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 Amount:	13 digits Type the <u>total dollar amount</u> of <u>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 explanation of the standard PF Keys.
----------------	---

Revolving Prepaid Amount Modify

If an incorrect amount for a revolving prepaid voucher is entered when creating the voucher on Screen 139 - Revolving Prepaid Voucher, modifications can be made using Screen 149.

Screen 149 - Revolving Prepaid Amount Modify

149 Revolving Prepaid Amount Modify		08/07/08 15:21
		FY 2008 CC AM
Screen: ____ Voucher: 5800009 Line Item: 1__ Fiscal Year: 2008		
Vendor: 2vvvvvvvvv2 TERA TECHNOLOGIES INC		
Alt Vendor:		
Account: 120007 00000 5781		
Line Item Amount: 955.25_____		Change the line item amount to
P/F/N Liq Indic: _ P.O. Number: L800138		the new line item amount.
----- Vendor Discount Terms -----		
Disc. Amt: _____		If applicable, change
		the Vendor discount terms
Due Date: 07/07/2008		to the new discount terms
Transactions: 0 Amount: 0.00 Batch: JAC004 Date: 08/07/2008		
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 149 and enter Action Line information. Press <ENTER>.
- Enter the new line item dollar amount and press <ENTER> for data acceptance. If approved, will see: "Record has been successfully modified".
- Screen 169 can be accessed to view the prepaid voucher modifications.
- Screen 127 can be accessed to view the accounting.
- Close the session on Screen 130.

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

To modify the amount, enter the new (desired) amount in the Line Item Amount: field. The amount entered in this field should reflect the modified invoice amount before discounts. The Discount Amount should reflect the amount of discount given to the buyer, and should be deducted from the gross amount.

Do not enter the modified voucher amount in the Discount: field.

After entering these amounts, the resulting net amount (new invoice amount minus discount amount) will be shown in the Net Amount: field on Screen 169. Background accounting detail may be viewed on Screen 127.

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

Action Line

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

Screen Information

- Vendor:** 11 digits/30 characters
Displays the number and name of the vendor to be paid.
- Alt Vendor:** 11 digits/30 characters
Shows the alternate vendor receiving payment.
- Account:** 15 digits
Indicates the number of the account to be debited.
- Line Item Amount:** 12 digits
Enter the line item amount to the new line item amount.

Enter new Line Item Amount ONLY if adjusting invoice amount.
- P/F/N Liq Indic:** Help 1 character
Identify the encumbrance liquidation indicator:
P = Partial liquidation
F = Full liquidation
N = No liquidation
- P.O. Number:** 7 character/digits
Displays the purchase order number. Also Reference #1.
- Vendor Discount Terms**
- Disc. Amt:** 12 digits
If applicable, change the vendor discount terms to the new discount amount terms. This will be deducted from the gross amount and result in a net amount paid the vendor.

Enter Discount Information ONLY if discount of Voucher Line Item occurred before Due Date. Do not enter the modified voucher amount in the Discount: field.
- Due Date:** 8 digits
Displays the due date of prepaid voucher.

Screen 149 – Revolving Prepaid Amount Modify (cont'd)

Current Batch Information

Transactions:	6 digits Shows the <u>number of transactions</u> processed.
Amount:	18 digits Displays the <u>total amount of the transactions</u> processed.
Batch:	6 characters/digits Indicates the current <u>batch reference number</u> .
Date:	8 digits Shows the <u>session date</u> entered on the batch header.

Additional Functions

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

Section VII

Change Source of Funds

Change Source of Funds Basic Concepts

There are three “Change Source of Funds” screens. Change source of funds is the ability to change an existing voucher so that payment is from a different account or bank than the original transaction. All three screens have a multi-line screen similar to Screen 104 that allows multiple voucher lines to be changed. These screens are transaction-type screens and have many of the same fields as Screen 104.

Your choice of screen depends on the type of bank on the original voucher and the type of bank on the new transaction – as seen in the titles on the screens. The accounting transactions for each function can be found on the pages for each individual screen.

These screens are:

141 Change Source of Funds from State to State

142 Change Source of Funds from Local to Local

148 Change Source of Funds from Local to State or State to Local

Note that this functionality is not meant to be used for data entry error correction. In that case the voucher should be voided and re-issued. This function is a managerial tool for managing money.

Identification of the ‘Change Source’ Voucher

When a voucher is created from a Change Source of Funds transaction, a flag is set on that voucher. On Screens 168 and 169, the field ‘chg src’ will display a “Y” when the voucher has been created from the Change Source of Funds screens.

Void a ‘Change Source’ Voucher

When voiding a local revolving check/state voucher resulting from a change source of funds, be aware that the **change source of funds clearing account is not automatically reversed**.

Examine your situation and decide what is best. Steps may include:

Screen 137 Revolving Check Void

Screen 136 State Voucher Void

Journal Entry debit original SL acct & credit change source clearing account

Source of Funds from State to State Account

From a State Account or Bank to Another State Account or Bank

Screen 141 is used to change the source of expenditure from one **state** account or **state** bank to another **state** account or **state** bank. The change can be made at a line item level.

This screen does not post vouchers; it affects accounting only.
The actual accounting entries that are done depend
on whether or not the bank changes or if it stays the same.

This functionality is intended for data entry error correction. For error correction, the voucher should be voided and re-issued. This function is available as a managerial tool for managing monies.

Screen 141 - Change Source of Funds State to State

141 Chg. Src. State to State		CITY OF BRIGHTON		08/07/08 15:30	
				FY 2008 CC AM	
Screen: ____	Vendor: 1vvvvvvvvv0	Account: 144002 00000 5030			
New Account: _____		New Bank: _____		Default Cost Ref: N	
Orig: Voucher: _____		Fy: 2008 Bank: _____		Comp. Code: _____	
New: _____				Dept. Ref: _____	
Type: 8		Enclosure Code: _			
Invoice Date: _____		Order Date: _____		Delivery Date: _____	
State Req Nbr: _____		GSC Ord: _____		Due Date: _____	
Description: _____					
Cust AR NBR: _____					
		W2/SSN: _____			
Ln: 1 Item Amt: _____ 1099: _ Inv Nbr: _____					
Transactions: 0 Amount: _____		0.00 Batch: JAC004 Date: 08/07/2008			
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---					
Hmenu Help EHelp		Multi		Warns	

The pop-up window for multi-account vouchering allows the user to add or change more than one object code.

Screen 141 - Pop-Up Window for Entering Multi-Accounts

F0030 Please press <ENTER> to continue						
** Multi-Account Vouchering **						
Old	New	New				
Object	Object	Comp.				
Code	Code	Code	Amount	1099	Invoice Nbr	
4010	4010	7300	123.45	-	_____	
_____	_____	_____	_____	-	_____	
_____	_____	_____	_____	-	_____	
_____	_____	_____	123.45	-	_____	
Entr-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12						
Exit Help Escape Canc						

Basic Steps

- Open a session on Screen 130.
- Advance to Screen 141, enter the necessary Action Line information and press <ENTER>.
- Enter valid data in the fields available.
- Close session on Screen 130.

Change Source of Funds Process

If only the SL changes:

A journal entry (TC=068) is created if the **bank does not change**, that is, if the two accounts have the same default bank. The journal entry moves the expense from one account to the other.

Debit	New SL account and subcode
Credit	Old SL account and subcode

The bank changes:

Two disbursement (TC=046) transactions are posted. One disbursement credits the old SL and debits the old bank. The other disbursement entry debits the new SL and credits the new bank.

If the bank changes, the transactions will post regardless of whether the SL changes or not.

A manual entry in USAS is required.

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

Action Line

◆ Vendor:	11 digits Enter the <u>identification number</u> of the <u>vendor</u> to be paid.
◆ Account:	15 digits Indicate the <u>number of the account</u> to be debited.
◆ New Account:	15 digits Type the <u>number of the new account</u> to be debited.
◆ New Bank:	5 digits Enter the <u>new bank number</u> used for the voucher transaction. If blank, it will be the default bank assigned to GL or SL or SA account.
Default Cost Ref:	1 character Type 'Y' to display the <u>cost reference</u> fields for entry.

Screen 141 – Change Source of Funds State to State (cont'd)

Screen Information

Orig:

- ◆ **Voucher:** 7 digits
Enter the number assigned to the original voucher.
- FY:** 4 digits
Indicate the fiscal year the voucher was posted.
- Bank:** 5 digits
Designate the number of the bank used for the voucher transaction. If blank, it will be the default bank assigned to GL or SL or SA account.
- Comp. Code:** 4 digits
Include the State Comptroller Object Code.
- Dept. Ref:** 7 digits/characters
Leave blank or enter Reference #4 - Departmental voucher reference number.

New:

- Comp. Code:** 4 digits
Enter the Comptroller code for new account used as source of funds.
- Dept. Ref:** 7 digits
Leave blank or enter Reference #4 - Departmental voucher reference number.
- Type:** 1 digit
Shows the third digit of the transaction code, which indicates the type of voucher. Presently, an '8' will appear, indicating a Change Source from State to State transaction.
- Enclosure Code:** Help 1 character
Enter a code indicating enclosures may be included. This will force separate checks for local vouchers. Vouchers will be grouped by identical codes.
Examples are:
A = Auditor
Blank = Not specified
C = Comptroller
L = Local
Y = Yes, enclosures
- Invoice Date:** 8 digits
Include the date the invoice was issued. If you want the system to calculate the discount, the invoice date must be entered. This date must be before or equal to the date the voucher is entered.
- Order Date:** 8 digits
Type the date the order was placed. Required for state vouchers.
- Delivery Date:** 8 digits
Identify show the date goods/services are expected for delivery.
Required for state vouchers.

Screen 141 – Change Source of Funds State to State (cont'd)

State Req Nbr:	10 digits Enter the <u>State Requisition Number</u> .
GSC Ord:	7 digits Include the TBPC (<u>General Services Commission</u>) defined <u>code for purchase orders</u> requiring their approval.
Due Date:	8 digits Enter the <u>due date</u> for the payment. This field determines when the voucher is pulled to cycle for payment.
Description:	2 lines (40 characters each line) Include a <u>description</u> to identify <u>reason for change source of funds</u> .
Cust AR NBR:	25 digits Type the <u>customer Accounts Receivable number</u> assigned to purchaser or department by vendor.
W2/SSN:	9 digits Enter the identification number (<u>Social Security number on W2 form</u>) of employee requiring purchase.
Ln:	2 digits Displays the <u>line number</u> of an item currently being entered on a voucher.
Item Amt:	12 digits Indicate the <u>dollar amount</u> for a specific <u>item</u> on a voucher.
1099:	<div><div>Help</div>1 character/digit Identify the <u>1099 code</u>. Valid values are: Blank = Not Required N = Not 1099 Reportable 0 = Crop Insurance 1 = Rents 2 = Royalties 3 = Prizes and Awards 4 = Federal Income Tax Withheld 5 = Fishing Boat Proceeds 6 = Medical and Health Care 7 = Non-employee Compensation 8 = Substitute Paymt for Interest 9 = Direct Sales > \$5000 for Resale</div>
Inv Nbr:	14 digits Enter the <u>invoice number</u> to be paid.

Current Batch Information

Transactions:	6 digits Displays the <u>number of transactions</u> processed.
----------------------	---

Screen 141 – Change Source of Funds State to State (cont'd)

Amount:	18 digits Indicates the <u>total amount</u> of the <u>transactions</u> processed.
Batch:	6 characters/digits Shows the current <u>batch reference number</u> .
Date:	8 digits Displays the <u>session date</u> entered on the batch header.

Additional Functions

PF KEYS	See Appendix for explanation of standard PF Keys.
PF9 Multi	Multi-account Allows additional line items to be entered for <u>multi-account</u> vouchering.
PF12 Warns	Warnings Displays nonfatal FAMIS <u>warning messages</u> .

Source of Funds from Local to Local Account

Local Account or Bank to Local Account or Bank

Screen 142 allows transfer of funds if both the new and old banks are local.

To change the source of a local expenditure from one **local** account or **local** bank to another **local** account or **local** bank, use this screen.

This functionality is not intended for data entry error correction. For error correction, the voucher should be voided and re-issued. This function is available as a managerial tool for managing monies.

Screen 142 - Change Source of Funds Local to Local

142 Chg. Src. Local to Local		MICROMANAGE	08/07/08 15:32
			FY 2008 CC AM
Screen: ____	Vendor: 1vvvvvvvvv2	Voucher: ____	Account: 144002 00000 5030
New Account: ____		New Bank: ____	Default Cost Ref: N
Orig: Voucher: ____	Fy: 2008	Bank: ____	Comp. Code: ____ Dept. Ref: ____
New: ____			
Type: 8		Enclosure Code: _	
Invoice Date: ____	Order Date: ____	Delivery Date: ____	
State Req Nbr: ____	GSC Ord: ____	Due Date: ____	
Description: ____			
Cust AR NBR: ____		Hold Flag: _	
	W2/SSN: ____	Travel Hotel Zip: ____	
LDT Codes: _ _ _ _ _			
Ln: 1	Item Amt: ____	1099: _	Inv Nbr: ____
Transactions: 0	Amount: 0.00	Batch: JAC004	Date: 08/07/2008
Enter-PF1---	PF2---	PF3---	PF4---
PF5---	PF6---	PF7---	PF8---
PF9---	PF10---	PF11---	PF12---
Hmenu Help	EHelp	Multi	Warns

The pop-up window is used in to change or add additional accounts or object codes.

Screen 142 - Pop-up Window for Multi-Account Vouchering

** Multi-Account Vouchering **						
Old	New	New	Amount	1099	Invoice Nbr	
Obj Cd	Obj Cd	Comp Cd				
4010	0001	7300	100.00			
			Old Cost Ref 1: ____	2: ____	3: ____	
			New Cost Ref 1: ____	2: ____	3: ____	
			Old Cost Ref 1: ____	2: ____	3: ____	
			New Cost Ref 1: ____	2: ____	3: ____	
			Old Cost Ref 1: ____	2: ____	3: ____	
			New Cost Ref 1: ____	2: ____	3: ____	
			Old Cost Ref 1: ____	2: ____	3: ____	
			New Cost Ref 1: ____	2: ____	3: ____	
			100.00			
Entr-PF1---	PF2---	PF3---	PF4---	PF5---	PF6---	PF7---
Exit	Help	Escape		PF8---	PF9---	PF10---
				PF11---	PF12---	Canc

Basic Steps

- Open a session on Screen 130.
- Advance to Screen 142 and enter the necessary Action Line information. Press <ENTER>.
- Enter valid data in the fields available. Press <ENTER>.
- Do not enter the previous voucher number on the Action Line.
- Close session on Screen 130.

Change Source of Funds Process

Screen 142 assigns a new voucher number only when the bank is changed. A voucher prefix should be entered (EX: 2). After completion of data entry, FAMIS will assign a voucher number which will be displayed as Reference 2. The old voucher number is not referenced (it is recommended that this number be put in the description of the newly created voucher for a reference).

The accounting entries are as follows:

Only the SL Changes:

If the ***bank does not change***, a journal entry (TC=068) is processed which moves the expense from the original account to the new account. No new voucher is created.

Credit – old SL account and subcode

Debit – new SL account and subcode

Bank Changes:

If the ***bank for the transaction changes***, a credit disbursement is processed (TC=068) to reverse the original voucher. A voucher is created using the new bank, and a check will be printed by the check cycle payable to the agency to reimburse the original bank. The cashier should deposit this check in the original bank (or the local depository bank - if the old bank was part of the cash concentration pool). Through the cashing process a credit should be made to the change source of funds clearing account.

A journal entry (TC=068) is made:

Debit – change source of funds clearing account

Credit – old SL account and subcode

A journal entry (TC=068) is posted (normal AP journal entry):

Debit – new SL

Credit – accounts payable liability account

Screen 142 – Change Source of Funds Local to Local (cont'd)

The new voucher is posted to the voucher file with voucher TC=148 and the alternate vendor is the ID for the agency (as defined on Screen 822).

A check is printed in the check cycle payable to the agency to reimburse the original bank. The cashier should deposit this check in the original bank (or the local depository bank – if the old bank was part of the cash concentration pool). Through the cashiering process a credit should be made to the change source of funds clearing account.

The voucher will be posted regardless of whether the SL changes or not.

Screen 142 assigns a new voucher number only when the bank is changed. A voucher prefix should be entered (EX: 2). After completion of data entry, FAMIS will assign a voucher number which will be displayed as Reference 2. The old voucher number is not referenced (it is recommended that this number be put in the description of the newly created voucher for a reference).

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

Action Line

- | | |
|--------------------------|---|
| ◆ Vendor: | 11 digits
Enter the <u>identification number</u> of the <u>vendor</u> to be paid. |
| ◆ Voucher: | 7 digits
Type the <u>voucher number</u> to be modified. |
| ◆ Account: | 15 digits
Indicate the <u>number of the account</u> to be debited. |
| ◆ New Account: | 15 digits
Type the <u>number of the new account</u> to be debited. |
| ◆ New Bank: | 5 digits
Enter the <u>number of the new bank</u> used for the voucher transaction. If blank, it will be the default bank assigned to GL or SL or SA account. |
| Default Cost Ref: | 1 character
Type 'Y' to display the <u>cost reference</u> fields for entry. |

Screen Information

Orig:

- | | |
|-------------------|---|
| ◆ Voucher: | 7 digits
Enter the original <u>voucher number</u> . |
| FY: | 4 digits
Indicate the <u>fiscal year</u> the voucher was posted. |

Screen 142 – Change Source of Funds Local to Local (cont'd)

Bank:	5 digits Include the <u>number of the bank</u> used for the voucher transaction. If blank, it will be the default bank assigned to GL or SL or SA account.
Comp Code:	4 digits Identify the <u>State Comptroller Object Code</u> .
Dept. Ref:	7 digits Leave blank or enter Reference #4 - <u>Departmental</u> voucher <u>reference number</u>
New:	
Comp. Code:	4 digits Enter the <u>Comptroller code</u> for new account to be used as source of funds.
Dept. Ref:	7 digits Leave blank or enter Reference #4 - <u>Departmental</u> voucher <u>reference number</u>
Type:	1 digit Displays the third digit of the transaction code, which indicates the <u>type of voucher</u> . Presently, an '8' will appear, indicating a Change Source from State to State transaction.
Enclosure Code:	Help 1 character Enter a <u>code indicating enclosures</u> . This forces separate checks and vouchers will be grouped by codes. Examples are: A = Auditor Blank = Not specified C = Comptroller L = Local S = Audit Services Y = Yes, enclosures
Invoice Date:	8 digits Type the <u>date the invoice was issued</u> . If the user wants the system to calculate the discount, the invoice date must be entered. This date must be before or equal to the date the voucher is entered.
Order Date:	8 digits Include the <u>date the order was placed</u> . (Required for state vouchers.)
Delivery Date:	8 digits Enter the <u>date goods/services are expected for delivery</u> . (Required for state vouchers.)
State Req Nbr:	10 digits Enter the <u>State Requisition Number</u> .
GSC Ord:	6 characters Identify the TBPC (<u>General Services Commission</u>) defined <u>code for purchase orders</u> requiring their approval.

Screen 142 – Change Source of Funds Local to Local (cont'd)

Due Date:	8 digits Enter the <u>due date</u> for the payment. This field determines when the voucher is pulled to cycle for payment.
Description:	2 lines (40 characters each line) Provide <u>description of reason for change source of funds</u> .
Cust AR NBR:	25 digits Include the <u>customer Accounts Receivable number</u> assigned to purchaser or department by vendor.
Hold Flag:	1 character Indicate if <u>hold is to be placed on voucher</u> : N or Blank = No hold on voucher print. Y = Do not print check/voucher.
W2/SSN:	9 digits Enter the identification number (<u>Social Security number on W2 form</u>) of employee requiring purchase.
Travel Hotel Zip:	9 digits Include the <u>zip code of the hotel</u> used for travel to determine percentage usage, and if the state discount rate is being utilized.
LDT Codes:	2 characters each Provide the USAS <u>Descriptive/Legal Text</u> that identifies up to 5 stamps to be put on a voucher.
Ln:	2 digits Indicate the <u>line number</u> of an item currently being entered on a voucher.
Item Amt:	12 digits Designate the <u>dollar amount for a specific item</u> on a voucher.
1099:	<div><div>Help</div>1 character/digit Identify the <u>1099 code</u>. For example: Blank = Not Required N = Not 1099 Reportable 0 = Crop Insurance 1 = Rents 2 = Royalties 3 = Prizes and Awards 4 = Federal Income Tax Withheld 5 = Fishing Boat Proceeds 6 = Medical and Health Care 7 = Non-employee Compensation 8 = Substitute Paymt for Interest 9 = Direct Sales > \$5000 for Resale</div>

Screen 142 – Change Source of Funds Local to Local (cont'd)

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

Current Batch Information

Transactions: 6 digits
Displays the number of transactions processed.

Amount: 18 digits
Indicates the total amount of the transactions processed.

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

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

Additional Functions

PF KEYS See Appendix for explanation of standard PF Keys.

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

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

Source of Funds Local to State/State to Local

Local Account or Bank to State Account or Bank

– OR –

State Account or Bank to Local Account or bank

Screen 148 is used to change the source of an expenditure from:

- (1) A **local** account or bank to a **state** account or bank and
- (2) A **state** account or bank to a **local** account or bank.

The process creates a credit disbursement (TC=046) to correct the original account and bank. Then, either a revolving voucher or a regular voucher is posted, depending on the direction of the funds change.

Screen 148 - Change Source of Funds Local to State/State to Local

148 Chg Loc to St / St to Loc		MICRO PC SUPPLY		07/21/08 15:48	
				FY 2008 CC AM	
Screen: ____	Vendor: 1vvvvvvvvv1	Voucher: ____	Account: 140001 00000 5453		
New Account: ____		New Bank: ____	Default Cost Ref: N		
Orig: Voucher: ____	Fy: 2008	Bank: ____	Comp. Code: ____	Dept. Ref: ____	
New: ____					
Type: 8				Enclosure Code: _	
Invoice Date: ____	Order Date: ____			Delivery Date: ____	
State Req Nbr: ____	GSC Ord: ____			Due Date: ____	
Description: ____					
Cust AR NBR: ____				Hold Flag: _	
	W2/SSN: ____			Travel Hotel Zip: ____	
USAS Doc Type: ____	PCC Code: ____			PDT Code: ____	
LDT Codes: ____	Confidential: ____				
Ln: 1	Item Amt: 100.00	1099: _	Inv Nbr: ____	PCA Ovrrd: ____	
Transactions: 0	Amount: 0.00	Batch: JAC002	Date: 07/21/2008		
Enter-PF1----	PF2----	PF3----	PF4----	PF5----	PF6----
	PF7----	PF8----	PF9----	PF10----	PF11----
					PF12----
Hmenu Help	EHelp			Multi	Warns

Original Voucher Bank = Primary Local Bank

Basic Steps

- Open a session on Screen 130.
- Advance to Screen 148, enter the Action Line information and press <ENTER>.
- Do not enter the previous voucher number on the Action Line.
- Enter valid data in the fields available. Indicate if the voucher should be 'confidential' by entering the appropriate value in the Confidential of CF fields.
- Press <ENTER>.
- A message will appear prompting you to press <ENTER> to accept the change in source of funds. If the change is accepted, a message saying data was accepted will be displayed.
- Close the session on Screen 130.

Change Source of Funds Process

Screen 148 assigns a new voucher number when the change affects a local bank. A voucher prefix should be entered (EX: 2). After completion of data entry, FAMIS will assign a voucher number which will be displayed as Reference 2. The old voucher number is not referenced (it is recommended that this number be put in the description of the newly created voucher for a reference).

There is one pop-up window used in Screen 148 - Change Local to State/State to Local - to change or add additional accounts or object codes.

Screen 148 - Pop-up Window for Multi-Account Vouchering

148 Chg Loc to St / St to Loc MICROAGE COMPUTER CENTERS 07/22/08 10:04									
F0030 Please press <ENTER> to continue									
** Multi-Account Vouchering **									
Old Obj Cd	New Obj	C F	New Comp	Amount	1099	Invoice Nbr	PCA Override		
Ln: 1 4010	4050		7315	100.00					
				Cost Ref: Old: 1:		2:	3:		
				New: 1:		2:	3:		
Ln: 2									
				Cost Ref: Old: 1:		2:	3:		
				New: 1:		2:	3:		
Ln: 3									
				Cost Ref: Old: 1:		2:	3:		
				New: 1:		2:	3:		
Ln: 4									
				Cost Ref: Old: 1:		2:	3:		
				New: 1:		2:	3:		
Total Posted Items: 0				100.00					
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---									
Hmenu Help EHelp Exit Canc1									

Effects of Change Source of Funds

- 1) Changing the source from local to state:

Old Bank is the Primary Local Bank (2 JEs)

1. A journal entry (TC=068) is made:
Debit – Due from the State Comptroller GL
Credit – old SL account and subcode
2. A journal entry (TC=068) is posted (normal AP journal entry)
Debit – new SL
Credit – accounts payable liability account
3. A regular (not revolving) state voucher is created with the agency vendor as the alternate vendor. This voucher is transmitted to USAS. It is a 904 voucher. Reimbursement will be made back to the agency.
 - When the reimbursement is received, it should be deposited in the regular depository bank – crediting the due from the Comptroller account.

Screen 148 – Source of Funds Local to State/State to Local (cont'd)

Old Bank is NOT the Primary Local Bank (3 JEs)

1. A journal entry (TC=068) is made (old voucher number)
Debit – change source of funds clearing account
Credit – old account and subcode
2. A journal entry (TC=068) is posted (normal accounts payable journal entry (new voucher number)
Debit – new SL
Credit – accounts payable mapped GL liability account
3. Second journal entry (TC=068) is posted to the revolving GL/Due From State (new voucher number)
 - A revolving voucher is posted with the agency vendor as the alternate vendor
 - A check from the revolving bank is created payable to the agency in order to reimburse the old local bank. The cashier should deposit this check in the old bank. Through the cashing process a credit should be made to the change source of funds clearing account.
 - A reimbursement voucher is transmitted to USAS (type 904 voucher) requesting reimbursement from the state. When the reimbursement is received, it should be deposited in the regular depository bank – crediting the due from the Comptroller account.

**The revolving bank and the local bank may be the same bank.
(See Screen 823)**

- 2) Changing the source from state to local:
 - A disbursement (TC=046) is posted:
Debit – old bank
Credit – old SL
 - A journal entry (TC=068) is posted (normal accounts payable journal entry):
Debit – new SL
Credit – accounts payable liability account
 - A voucher is created (TC=148) with an alternate vendor of the State Comptroller (defined on Screen 822)
 - A check is produced in the check cycle payable to the State Comptroller. This check should be deposited with the Comptroller, and a deposit entry should be made in USAS, using the appropriation number of the old bank.
 - Will allow an alternate vendor, but only for Change Source of Funds -State to Local.

The reconciliation files and original voucher are not affected by the changes.

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

Action Line

- ◆ **Vendor:** 11 digits
Enter the identification number of the vendor to be paid.
- ◆ **Voucher:** 7 digits
Type the voucher number to be modified.
- ◆ **Account:** 15 digits
Indicate the number of the account to be debited.
- ◆ **New Account:** 15 digits
Include the number of the new account to be debited.
- ◆ **New Bank:** 5 digits
Enter the number of the new bank used for the voucher transaction. If blank, it will be the default bank assigned to GL or SL or SA account.
- Default Cost Ref:** 1 character
Type 'Y' to display the cost reference fields for entry.

Screen Information

Orig:

- ◆ **Voucher:** 7 digits
Enter the original voucher number.
- FY:** 4 digits
Indicate the fiscal year the voucher was posted.
- ◆ **Bank:** 5 digits
Include the number of the bank used for the voucher transaction. If blank, it will be the default bank assigned to GL or SL or SA account.
- Comp Code:** 4 digits
Enter the State Comptroller Object Code.
- Dept. Ref:** 7 digits
Leave blank or enter Reference #4 - Departmental voucher reference number

New:

- Comp. Code:** 4 digits
Identify the Comptroller code for new account used as source of funds.
- Dept. Ref:** 7 digits
Leave blank or enter Reference #4 - Departmental voucher reference number.

Screen 148 – Source of Funds Local to State/State to Local (cont'd)

Type: 1 digit
Display the third digit of the transaction code, which indicates the type of voucher. Presently, an '8' will appear, indicating a Change Source of Funds transaction.

◆ **Enclosure Code:** Help 1 character
Identify the code indicating enclosures may be included.
This will force separate checks for local vouchers. Vouchers will be grouped by identical codes. For example:
A = Auditor
Blank = Not specified
C = Comptroller
L = Local
S = Audit Services
Y = Yes, enclosures

Invoice Date: 8 digits
Enter the date the invoice was issued. **If you want the system to calculate the discount, the invoice date must be entered.** This date must be before or equal to the date the voucher is entered.

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

Delivery Date: 8 digits
Designate the date goods/services are expected for delivery.
(Required for state vouchers.)

State Req Nbr: 11 digits
Include the State Requisition Number.

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

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

Description: 2 lines (40 characters each line)
Enter a description of the reason for change source of funds.

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

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

Screen 148 – Source of Funds Local to State/State to Local (cont'd)

W2/SSN:	9 digits Enter the identification number (<u>Social Security number on W2 form</u>) of employee requiring purchase.
Travel Hotel Zip:	9 digits Include the <u>zip code of the hotel</u> used for travel to determine percentage usage, and if the state discount rate is being utilized.
USAS Doc Type:	1 character Include the <u>USAS defined document type code</u> that determines processing at the state.
PCC Code:	Help 1 character Indicate a General Services Commission (GSC) defined <u>Purchase Category Code</u> that identifies various purchase types and associated payments.
PDT Code:	Help 2 characters Include a USAS defined <u>Payment Distribution Type code</u> that identifies how transactions will be combined for warrants and direct deposits.
LDT Codes:	2 characters each Provide the USAS <u>Descriptive/Legal Text</u> that identifies up to 5 stamps to be put on a voucher.
Confidential:	1 character Identify if the <u>voucher</u> is to be marked as ' <u>confidential</u> '. Valid values are: Blank = Can be left blank on both header and line items N = Not confidential S = Some information is confidential such as description Y = Confidential
Ln:	2 digits Indicate the <u>line number</u> of an item currently being entered on a voucher.
Item Amt:	12 digits Include the <u>dollar amount for a specific item</u> on a voucher.
1099:	Help 1 character/digit Identify the <u>1099 code</u> . For example: Blank = Not Required N = Not 1099 Reportable 0 = Crop Insurance 1 = Rents 2 = Royalties 3 = Prizes and Awards 4 = Federal Income Tax Withheld 5 = Fishing Boat Proceeds 6 = Medical and Health Care 7 = Non-employee Compensation 8 = Substitute Paymt for Interest 9 = Direct Sales > \$5000 for Resale

Screen 148 – Source of Funds Local to State/State to Local (cont'd)

Inv Nbr: 14 digits
Indicate the invoice number to be paid.

PCA Ovrrd: 5 digits
Use this field to override the Program Cost Account code automatically assigned by FAMIS.

Current Batch Information

Transactions: 6 digits
Shows the number of transactions processed.

Amount: 18 digits
Displays the total amount of the transactions processed.

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

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

Additional Functions

PF KEYS See Appendix for explanation of standard PF Keys.

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

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

Section VIII

Inquiry Screens

Invoices by Vendor Inquiry

Screen 160 displays all invoices that are on file for a particular vendor.

If the vendor number starts with "T", it is a "temporary" vendor. Invoices for these temporary vendors do not appear on this screen.

Press PF11 to scroll right and view the Bank Trace information. The bank trace number is created from the first 8 digits of the originating depository financial institution (ODFI) and the last 7 digits are sequentially assigned by FAMIS.

Press PF10 to scroll right and view Panel 2.

Screen 160 - Invoices by Vendor Inquiry (Panel 1)

160 Invoices by Vendor Inquiry										11/16/10 16:02			
DALE MARKETING LP										FY 2011 CC 02			
Screen: ____		Vendor: 1vvvvvvvv5N		Invoice Nbr: _____		All: N							
----- Invoice ----- Vchr PO *-- Check/State Voucher --*													
Number		Amount	Date	Number		Number	Number	Amount	Date	St			
XF136PP61		200.12	071310	1328382		A035837	A738973	200.12	072810	E			
XF3FF1M88		886.86	092810			L114884				P			
XF49N5518		102.85	102910	1428275		L113481	A758123	102.85	111210	E			
*** End of voucher list for vendor ***													
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---													
Hmenu Help EHelp				Addr Left Right									

Screen 160 - Invoices by Vendor Inquiry (Panel 2)

160 Invoices by Vendor Inquiry										11/16/10 16:04			
DALE MARKETING LP										FY 2011 CC 02			
Screen: ____		Vendor: 1vvvvvvvv5N		Invoice Nbr: _____		All: N							
----- Invoice ----- Vchr PO Bank M													
Number		Amount	Date	Number		Number	Number	Trace			C		
XF136PP61		200.12	071310	1328382		A035837	A738973	09xxxxxxxxxxxx	0		N		
XF3FF1M88		886.86	092810			L114884					N		
XF49N5518		102.85	102910	1428275		L113481	A758123	09xxxxxxxxxxxx	1		N		
*** End of voucher list for vendor ***													
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---													
Hmenu Help EHelp				Addr Left Right									

Basic Steps

- Advance to Screen 160.
- Type a vendor number in the Vendor: field. A list of invoices and pertaining information will be provided for the specified vendor.

Invoice File List Process

- Type a vendor number in the Vendor: field for a specific vendor, or an asterisk (*) or part of the vendor name for a pop-up window of all vendors. Press <ENTER> to access the information.
- In the pop-up window, typing an 'X' beside the vendor will pass the information back to Screen 160 where the vendor invoices will be shown.
- The Invoice Nbr: field can be used to position the display. Entering a specific invoice number will position the inquiry information to begin with this invoice number.

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

Action Line

◆ Vendor:	11 digits Enter the <u>vendor identification number</u> .
Invoice Nbr:	14 digits Type an <u>invoice number</u> to place it at the top of the displayed list.
All:	1 character Enter 'Y' to <u>display all invoices</u> for the selected vendor.

Screen Information

Panel 1

Invoice

Number:	14 digits Shows the unique <u>invoice number</u> for a voucher.
Amount:	12 digits Displays the <u>amount of invoice</u> .
Date:	6 digits Indicates the <u>date entered on the invoice header</u> (Screen 240) in purchasing or as entered on the voucher in Accounts Payable.
Vchr Number:	7 digits Identifies the <u>voucher number</u> used for invoice payment.
PO Number:	7 character/digits Shows the <u>number assigned to the purchase order</u> , if used.

Screen 160 – Invoices by Vendor Inquiry (cont'd)

Check/State Voucher

Number:	7 digits Shows the <u>check number or state voucher number</u> .
Amount:	10 digits Indicates the <u>amount</u> of check or state voucher.
Date:	6 digits Displays the <u>date check was processed or state voucher was printed</u> .
St:	1 character Indicates the <u>status of this invoice</u> , in the overall flow through the process. Values are: P = in Purchasing (not yet passed to A/P) A = in A/P - not yet paid M = in A/P - entered as a prepaid C = in A/P - check has been written by the System

There is no update to indicate whether a check has been reconciled through the bank reconciliation process.

Panel 2

Bank Trace:	15 digits Shows the <u>bank trace number</u> on the transaction.
MC:	1 character Shows the <u>vendor's mail code</u> for the voucher.

Additional Functions

PF KEYS	See Appendix for explanation of standard PF Keys.
PF9	Address
Addr	View <u>vendor's address</u> information.

Voucher Inquiry by Voucher Number

Screen 161 provides a complete listing of all vouchers in FAMIS in voucher number order. Shown is one summary line per voucher inquiry which lists the FAMIS voucher number, lines per voucher, the first 11-digit account number in the voucher, vendor name, status, net dollar amounts associated with the voucher and batch session date. Inquiries default to the current fiscal year, but previous fiscal years may be searched by typing a different year in the Fiscal Year: field.

Screen 161 - Voucher Inquiry by Voucher Number

161 Voucher Inquiry by Voucher Nbr							11/16/10 16:07
							FY 2011 CC 02
Screen: ____	Voucher: 1408011		Fiscal Year: 2011				
S	Voucher	Vch Lns	First Account	Vendor Name	Stat	Net Amount	Batch Date
-	1408011	1	270300-02000	EMMAS NETWORK POWER	L PAID	35,772.70	09/27/10
-	1408012	1	271840-00000	TEXAS AGRILIFE RESEARCH	REC	9,923.24	09/27/10
-	1408013	1	271840-00000	TEXAS AGRILIFE RESEARCH	REC	9,931.53	09/27/10
-	1408014	1	241992-00000	ERIN E*ENNIS	PAID	89.49	10/04/10
-	1408015	1	241992-00000	SALLIE S*SMITH	PAID	89.51	10/04/10
-	1408016	1	241992-00000	MIKE M*MARS	PAID	89.51	10/04/10
-	1408017	1	241992-00000	ALICE A*ANSWORTH	PAID	89.51	10/04/10
-	1408018	1	241992-00000	GAIL*GANT	PAID	89.51	10/04/10
-	1408019	1	241992-00000	WARREN W*WELLINGTON	PAID	89.51	10/04/10
-	1408020	1	241992-00000	EDNA E *EINSTEIN	PAID	89.50	10/04/10
-	1408021	1	270650-00000	PFISTER INC	PAID	77.73	09/27/10
-	1408022	1	144013-34400	CARMINE EQUIPMENT	REC	125.00	09/27/10
-	1408023	1	270580-00000	PITS-BOWMAN INC	REC	3,504.00	09/27/10
-	1408024	1	271740-50000	TEXTRAIL INC	PAID	1,183.50	09/27/10
*** Press ENTER To View More Vouchers ***							
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---							
Hmenu Help EHelp							

Basic Steps

- Advance to Screen 161.
- Type a voucher number in the Voucher: field. The specified voucher information will pass to the top of the voucher list. If a voucher number is not known, type an '*' and press <ENTER> to display a list of vouchers in numerical order.

Voucher Number Analysis Process

- The Fiscal Year: field allows you to select the fiscal year in which the voucher was posted.
- If the voucher number is unknown, type an asterisk in the Voucher: field. The vouchers will display in numerical order.
- Type an 'X' in the S (Select) field beside the voucher and press <ENTER> to pass the voucher information to Screen 168 (FAMIS Voucher Total Inquiry) and view a list of voucher line item. (*See Screen 168 section for more information.*)
- On Screen 168, type an 'X' in the S (Select) field beside the voucher line item and press <ENTER>. This will pass the voucher information to Screen 169 (FAMIS Voucher Line Item Inquiry) where detailed information is provided. (*See section on Screen 169 for more information.*)

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

Action Line

- ◆ **Voucher:** 7 digits
Enter a FAMIS voucher number.
- ◆ **Fiscal Year:** 4 digits
Type the fiscal year the voucher was posted.

Screen Information

- S:** 1 character
Type an 'X' to select and press <ENTER> to view the voucher information.
- Voucher:** 7 digits
Displays the FAMIS voucher number.
- Vch Lns:** 3 digits
Shows the number of line items on a voucher.
- First Account:** 15 digits
Indicates the account number used to the first line item of the voucher.
- Vendor Name:** 23 characters
Displays the name of the vendor.
- Stat:** 4 characters
Shows the status of the voucher. Valid values are:
CYCL = In Check Cycle or State Voucher Cycle
DROP = Dropped before payment - acctg reversed
PAID = Paid (after printing or Prepaid)
PEND = Pending voucher - no acctg. Posted
P-CN = Pending cancelled before acctg. Posted
P-OP = Pending voucher - open (no acctg. posted)
P-CL = Pending closed - closed but not posted; should post overnight and enter into CYCL otherwise there may be a problem
OUT = Outstanding (after being posted but before entering the check or state voucher cycle)
RECN = Reconciled (Cleared Bank or State Comp)
VOID = Check or State voucher voided
- Net Amount:** 14 digits
Shows the net amount of the voucher after discount.
- Batch Date:** 6 digits
Displays the batch session date when transaction was processed.

Additional Functions

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

Voucher Inquiry by Vendor

To view all the vouchers posted for a specific vendor, use Screen 162. Type 'Y' in the All: field, to search for all mail codes for the vendor. The information displayed on this screen is in summary form, and is viewed in voucher number order.

Inquiries default to the current fiscal year, but previous fiscal years may be searched by typing a different year in the Fiscal Year: field. To see only outstanding vouchers for a specific fiscal year, use Screen 165.

- If a voucher is outstanding the status column will read (**OUT**).
- When a voucher has entered the check or state voucher cycle, the status is (**CYCL**).
- If a check or state voucher has already been printed, the status will read (**PAID**).
- If a voucher has been reconciled it will read (**REC**N).

Screen 162 - Voucher Inquiry by Vendor (Panel 1)

162 Voucher Inquiry by Vendor										11/16/10 16:12	
DALE MARKETING LP										FY 2011 CC 02	
Screen: _____		Vendor: lvvvvvvv5N		Voucher: _____		Fiscal Yr: 2011		All: Y			
Include Only: _____		Acct: _____		Dept Ref: _____		Pg 1 of _____		1 Pg(s)			
Vch		First						Batch		M	
S	Voucher	Lns	Account	Description	Stat	Net	Amount	Date	C		

-	1403309	1	225190-20000	STAFF OPTIPLEX 960 DE	PAID	1,802.98		09/28/10	G		
-	1417352	1	241600-00000	DALE OPTIPLEX 780 SER	PAID	1,369.50		10/20/10	G		
-	1401253	1	230071-00150	OFFICE PRO PLUS 2010	PAID	49.43		09/13/10	I		
-	1401254	2	225360-23709	OFFICE PRO PLUS 2010	PAID	593.16		09/13/10	I		
-	1401881	1	144006-00000	OFFICE PRO PLUS 2010	REC	49.43		09/14/10	I		
-	1401912	4	144006-00000	DALE LATITUDE E4310,S	REC	3,330.25		09/14/10	I		
-	1401987	1	270160-62300	PRECISION T1500 BASE	PAID	5,718.80		09/14/10	I		
-	1401993	3	270160-62300	LATITUDE E6410 LAPTOP	PAID	31,832.10		09/14/10	I		
-	1402004	2	270160-62300	PE R610 SERVER	PAID	22,717.40		09/14/10	I		
-	1402005	2	270160-62300	PE R610 SERVER	PAID	18,156.81		09/14/10	I		
-	1402270	1	230069-00035	POWER SUPPLY, 160W, D	PAID	35.99		09/14/10	I		
-	1402379	1	144013-36600	COMPUTER-#XF2P73487	REC	1,724.49		09/15/10	I		
In Process:						Paid:	87,380.34	Total:	87,380.34		
*** Press <ENTER> to view more vouchers ***											
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---											
Hmenu Help EHlp Bkwd Frwd Addr Left Right											

Screen 162 - Voucher Inquiry by Vendor (Panel 2)

162 Voucher Inquiry by Vendor										11/16/10 16:13	
DALE MARKETING LP										FY 2011 CC 02	
Screen: _____		Vendor: lvvvvvvv05N		Voucher: _____		Fiscal Yr: 2011		All: Y			
Include Only: _____		Acct: _____		Dept Ref: _____		Pg 1 of _____		1 Pg(s)			
Vch		First		Dept		Check					
S	Voucher	Lns	Account	Description	Ref	Nbr	Date	Net	Amount		

-	1403309	1	225190-20000	STAFF OPTIPLEX 1000			09/29/10	1,802.98			
-	1417352	1	241600-00000	DALE OPTIPLEX #11037			10/21/10	1,369.50			
-	1401253	1	230071-00150	OFFICE PRO PL 7782461			09/20/10	49.43			
-	1401254	2	225360-23709	OFFICE PRO PL 7745954			09/20/10	593.16			
-	1401881	1	144006-00000	OFFICE PRO PL 60803		STVCHR	09/15/10	49.43			
-	1401912	4	144006-00000	DALE LATITUDE 60788		STVCHR	09/15/10	3,330.25			
-	1401987	1	270160-62300	PRECISION T15 62300			09/15/10	5,718.80			
-	1401993	3	270160-62300	LATITUDE E641 62300			09/15/10	31,832.10			
-	1402004	2	270160-62300	PE R610 SERVE 62300			09/15/10	22,717.40			
-	1402005	2	270160-62300	PE R610 SERVE 62300			09/15/10	18,156.81			
-	1402270	1	230069-00035	POWER SUPPLY, 7977270			10/06/10	35.99			
-	1402379	1	144013-36600	COMPUTER-#XF2 04272		STVCHR	09/16/10	1,724.49			
In Process:						Paid:	87,380.34	Total:	87,380.34		
*** Press <ENTER> to view more vouchers ***											
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---											
Hmenu Help EHlp Bkwd Frwd Addr Left Right											

Basic Steps

- Advance to Screen 162.
- Type a vendor number in the Vendor: field. A list of vouchers and pertaining information will be provided for the specified vendor.

Voucher Inquiry by Vendor Process

You can search vendor files by typing a portion of the vendor name in the Vendor: field. A pop-up window will appear with a listing of all vendors on file with the specified search characters in their name. Select a vendor to pass the information to Screen 162.

```

+-----+
| F0043 Mark Vendor with an 'X' to select                               |
| Screen: _____ Search: XERON                                     Type: N (N,V) |
|                               Include Frz/Del Vendors: N              |
|                                                                       |
| Vendor Name      Vendor ID  Alias Frz Del SHld HUB                |
| - XERON          1vvvvvvvvD  N    N   N                        |
| - XERON ADMINISTRATION 1vvvvvvvvI  N    N   N                        |
| - XERON CORP       1vvvvvvvvJ  N    N   N                        |
| - XERON CORP       1vvvvvvvv0  Y    N   N                        |
| - XERON CORP       1vvvvvvvvH  N    N   N                        |
| - XERON CORP       1vvvvvvvvX  N    N   N                        |
| - XERON CORP       1vvvvvvvvY  N    N   N                        |
| - XERON CORP       1vvvvvvvvT  Y    N   N                        |
| - XERON CORPORATION 1vvvvvvvv0  N    N   N                        |
| - XERON CORPORATION 1vvvvvvvvA  N    N   N                        |
| - XERON CORPORATION 1vvvvvvvvG  N    N   N                        |
| - XERON CORPORATION 1vvvvvvvv1  N    N   N                        |
| - XERON CORPORATION 1vvvvvvvv2  N    N   N                        |
|                                                                       |
| ** More Vendors - Press <Enter> to View **                          |
| PF4=Exit PF9=Bid PF10=Remit PF11=Order PF12=Main                  |
+-----+

```

- Type an asterisk (*) in the Vendor: field and press <ENTER> to view a list of all vendors.
- The Voucher: field can be used to position the screen display.
- The Fiscal Year: field allows you to select the fiscal year when voucher was posted.
- Vendor information can be accessed by using the **PF9** key. A pop-up window displays the vendor's address, date the account was established and other vendor information.

Screen 162 - PF9 Pop-up Window

```

+-----+
| XERON CORPORATION                                                    |
| 2222 COMMON WAY DRIVE                                               |
|                               Established: 06/25/1990 Disc: Retn: 18 |
|                               Last Active: 05/02/2007 Limit: Com:    |
| CENTER CITY IL 60003 YTD Paid: 81,040.28 Type: BU Hold: N         |
+-----+

```

- Type an 'X' in the S (Select) field beside the voucher and press <ENTER> to pass the voucher information to Screen 168 (FAMIS Voucher Total Inquiry). This will allow you to view detailed information for the voucher. (See Screen 168 section for more information.)

Screen 162 – Voucher Inquiry by Vendor (cont'd)

- On Screen 168, type an 'X' in the S (Select) field beside the voucher line item and press <ENTER> to pass the voucher information to Screen 169 (FAMIS Voucher Line Item Inquiry) where detailed line item information is provided. (*See section on **Screen 169** for more information.*)

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

Action Line

- ◆ **Vendor:** 11 digits
Enter the vendor identification number.
- ◆ **Voucher:** 7 digits
Type the FAMIS voucher number to be displayed at the top of the list.
- ◆ **Fiscal Yr:** 4 digits
Indicate the fiscal year the voucher was posted.
- All:** 1 character
Type 'Y' to display all mail codes pertaining to the vendor. For example: IBM would list all vouchers for IBM regardless of address.

Include Only:

- Acct:** 11 digits
Enter a FAMIS account number to limit the display.
- Dept Ref:** 7 digits/characters
Indicate a reference number used by the department to limit the display.
- Pg _ of _ Pg(s):** 2 digits
Indicate the page number of the total number of pages to be displayed

Screen Information

Panel 1

- S:** 1 character
Type an 'X' to select the vendor information.
- Voucher:** 7 digits
Displays the FAMIS voucher number.
- Vch Lns:** 3 digits
Indicates the number of line items on a voucher.
- First Account:** 11 digits
Shows the first account number paying for this voucher.
- Description:** 21 characters
Displays a description of items purchased.

Screen 162 – Voucher Inquiry by Vendor (cont'd)

Stat: 4 characters
Shows the status of the voucher. Valid values are:
CYCL = In Check Cycle or State Voucher Cycle
DROP = Dropped before payment - acctg reversed
PAID = Paid (after printing or Prepaid)
PEND = Pending voucher - no acctg. Posted
P-CN = Pending cancelled before acctg. Posted
P-OP = Pending voucher - open (no acctg. posted)
P-CL = Pending closed - closed but not posted; should post overnight and enter into CYCL otherwise there may be a problem
OUT = Outstanding (after being posted but before entering the check or state voucher cycle)
RECN = Reconciled (Cleared Bank or State Comp)
VOID = Check or State voucher voided

Net Amount: 12 digits
Shows the net amount of the voucher, after discount.

Batch Date: 6 digits
Indicates the batch session date when transaction was processed.

MC: 1 character
Shows the vendor's mail code for the voucher.

Panel 2

Dept Ref: 7 digits/characters
Indicates the reference number used by the department.

Check Nbr: 7 digits
Identifies the check number issued when payment was made.

Check Date: 6 digits
Indicates the date the check was processed.

Net Amount: 10 digits
Identifies the net dollar amount of the voucher.

In Process: 12 digits
Displays the net amount in process to be paid.

Paid: 12 digits
Shows the net amount paid.

Total: 12 digits
Displays the total amount of the vouchers displayed on the screen.

This total does not include amount of dropped, cancelled or voided vouchers displayed.

Additional Functions

PF KEYS See Appendix for explanation of standard PF Keys.

PF9 Address
Addr Displays the vendor's address and provides additional vendor information.

Voucher Inquiry by Account

Screen 163 displays a list of vouchers for a specific subsidiary ledger account (SL) or support account (SA) and departmental reference number. The information displayed shows the status of the voucher.

Inquiries default to the current fiscal year, but previous fiscal years may be searched by typing a different year in the Fiscal Year: field.

Screen 163 - Voucher Inquiry by Account, Dept Ref (Panel 1)

163 Voucher Inquiry by Account, Dept Ref							11/16/10 16:19
							FY 2011 CC 02
Screen: ____	Account: 510069	20000	Dept Ref: ____	Fiscal Yr: 2011			
Dept	Vch						
S	Ref	Voucher	Lns	Vendor Name	Stat	Net Amount	Description
-	-	-	-	-	-	-	-
-	7807480	1416011	1	XERON CORPORATION	PAID	169.91	2011-XEROX MFP88
-	7807480	1429173	1	XERON CORPORATION	OUT	169.91	2011-XEROX MFP88
-	8546870	1413224	3	OFFICE PRODUCTS	RECN	456.96	LABEL, FILE, FOL
-	8547627	1413223	2	OFFICE PRODUCTS	RECN	13.41	BATTERY, ALKA, D
-	8547874	1413222	1	OFFICE PRODUCTS	RECN	639.92	TONER, PHASER 85
-	8548032	1413221	1	OFFICE PRODUCTS	RECN	3.09	DATER, ECONO, OD
-	8654841	1424847	1	OXFORD LABELING	PAID	7.59	PRESENTING SCIEN
-	8654841	1424848	1	OXFORD LABELING	PAID	60.00-	PRESENTING SCIEN
-	8654841	1424847	1	OXFORD LABELING	PAID	60.00	PRESENTING SCIEN
-	8655710	1416654	1	TOM'S BUSINESS SOLUT	PAID	15.18	TAPE,LABEL,LETRA
-	8709237	1416669	1	FEDSTREAM	PAID	33.72	FREIGHT - NSF-RE
-	8783882	1419380	1	TOM;S BUSINESS SOLUT	PAID	13.90	BOOK,CMP,WIDE,10
-	8783882	1420631	1	TOM'S BUSINESS SOLUT	PAID	157.40	NTBK,LAB,11X8.5,
-	8953827	1422858	1	FEDSTREAM	OUT	52.77	FREIGHT - DUNBAR
*** Press ENTER to view more Vouchers ***							
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---							
Hmenu Help EHelp Left Right							

Screen 163 - Voucher Inquiry by Account, Dept Ref (Panel 2)

163 Voucher Inquiry by Account, Dept Ref							11/16/10 16:22
							FY 2011 CC 02
Screen: ____	Account: 510069	20000	Dept Ref: ____	Fiscal Yr: 2011			
Dept	Vch		Check	Check	Batch		
S	Ref	Voucher	Lns	Vendor Name	Nbr	Date	Stat Net Amount
-	-	-	-	-	-	-	-
-	7807480	1416011	1	XERON CORPORA		10/28/10	10/15/10 PAID 169.91
-	7807480	1429173	1	XERON CORPORA			11/15/10 OUT 169.91
-	8546870	1413224	3	OFFICE PRODU	2754574	10/08/10	10/07/10 RECN 456.96
-	8547627	1413223	2	OFFICE PRODU	2754574	10/08/10	10/07/10 RECN 13.41
-	8547874	1413222	1	OFFICE PRODU	2754574	10/08/10	10/07/10 RECN 639.92
-	8548032	1413221	1	OFFICE PRODU	2754574	10/08/10	10/07/10 RECN 3.09
-	8654841	1424847	1	OXFORD LABEL	2759646	11/11/10	11/04/10 PAID 7.59
-	8654841	1424848	1	OXFORD LABEL	2759646	11/11/10	11/04/10 PAID 60.00-
-	8654841	1424847	1	OXFORD LABEL	2759646	11/11/10	11/04/10 PAID 60.00
-	8655710	1416654	1	TOM'S BUSINE		11/04/10	10/18/10 PAID 15.18
-	8709237	1416669	1	FEDSTREAM	2757180	10/28/10	10/18/10 PAID 33.72
-	8783882	1419380	1	TOM'S BUSINE		11/10/10	10/25/10 PAID 13.90
-	8783882	1420631	1	TOM'S BUSINE	2760053	11/15/10	10/27/10 PAID 157.40
-	8953827	1422858	1	FEDEX			11/01/10 OUT 52.77
*** Press ENTER to view more Vouchers ***							
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---							
Hmenu Help EHelp Left Right							

Basic Steps

- Advance to Screen 163.
- Type an 11-digit account ID number in the Account: field and press <ENTER> to view a list of vouchers. In some cases, the 5-digit support account number will be 00000. The Voucher: field displays the FAMIS voucher number. The Dept. Ref.: field refers to the departmental voucher number given by the department.

Voucher List Process

- The Fiscal Year: field allows you to select the fiscal year in which the voucher was posted.
- Type an 'X' in the S (Select) field beside the voucher and press <ENTER> to select the voucher and view additional detailed information on Screen 168 (FAMIS Voucher Total Inquiry). (*See Screen 168 section for more information.*)
- On Screen 168, type an 'X' in the S (Select) field beside a voucher line item and press <ENTER> to view line item information on Screen 169 (FAMIS Voucher Line Item Inquiry). (*See section on Screen 169 for more information.*)

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

Action Line

- | | |
|--------------|--|
| ◆ Account: | 11 digits
Enter desired <u>account number</u> . |
| Dept. Ref: | 7 characters
Include a <u>departmental reference</u> for voucher (Reference #4) or the voucher number if the departmental reference is not required. This will place it at the top of the list. |
| ◆ Fiscal Yr: | 4 digits
Designate the <u>fiscal year</u> the voucher was posted. |

Screen Information

- | | |
|--------------|---|
| S: | 1 character
Type an 'X' to <u>select the voucher</u> to be displayed. |
| Dept. Ref: | 7 characters
Leave blank or enter Reference #4 - <u>Departmental</u> voucher <u>reference number</u> . |
| Voucher: | 7 digits
Shows the FAMIS <u>voucher number</u> . |
| Vch Lns: | 3 digits
Displays the <u>number of line items in</u> a particular <u>voucher</u> . |
| Vendor Name: | 20 characters
Shows the <u>vendor's name</u> . |

Screen 163 – Voucher Inquiry by Account, Dept Ref (cont'd)

Panel 1

Stat: 4 characters
Shows the status of the voucher. Valid values are:
CYCL = In Check Cycle or State Voucher Cycle
DROP = Dropped before payment - acctg reversed
PAID = Paid (after printing or Prepaid)
PEND = Pending voucher - no acctg. Posted
P-CN = Pending cancelled before acctg. Posted
P-OP = Pending voucher - open (no acctg. posted)
P-CL = Pending closed - closed but not posted; should post overnight and enter into CYCL otherwise there may be a problem
OUT = Outstanding (after being posted but before entering the check or state voucher cycle)
RECN = Reconciled (Cleared Bank or State Comp)
VOID = Check or State voucher voided

Net Amount: 13 digits
Shows the net amount of the voucher, after discount.

Description: 18 characters
Displays a description of items purchased.

Panel 2

Check Nbr: 6 digits
Identifies the check number issued when payment was made.

Check Date: 6 digits
Indicates the date the check was processed.

Batch Date: 6 digits
Shows the date of the batch session when the transaction was processed.

Stat: 4 characters
Shows the status of the voucher. Valid values are:
CYCL = In Check Cycle or State Voucher Cycle
DROP = Dropped before payment - acctg reversed
PAID = Paid (after printing or Prepaid)
PEND = Pending voucher - no acctg. Posted
P-CN = Pending cancelled before acctg. Posted
P-OP = Pending voucher - open (no acctg. posted)
P-CL = Pending closed - closed but not posted; should post overnight and enter into CYCL otherwise there may be a problem
OUT = Outstanding (after being posted but before entering the check or state voucher cycle)
RECN = Reconciled (Cleared Bank or State Comp)
VOID = Check or State voucher voided

Net Amount: 14 digits
Shows the net amount of the voucher, after discount.

Additional Functions

PF KEYS See Appendix for explanation of standard PF Keys.

Voucher Inquiry by Purchase Order Number

Screen 164 displays a list of vouchers by purchase order number. The information displayed shows the status of the voucher.

Inquiries default to the current fiscal year, but previous fiscal years may be searched by typing a different year in the Fiscal Year: field.

Screen 164 - Voucher Inquiry by PO Number (Panel 1)

164 Voucher Inquiry by PO Number							11/16/10 16:26		
							FY 2011 CC 02		
Screen: PO Nbr: P100022 Fiscal Year: 2011									
PO		Vch		First				Dept	
S	Nbr	Voucher	Lns	Account	Vendor Name	Stat	Net Amount	Ref	

-	P100022	1419166	1	302970-00000	CENTER FOR ORTHO	PAID	4,800.00	ORTHOPE	
-	P100022	1427708	1	302970-00000	CENTER FOR ORTHO	PAID	4,200.00	ORTHOPE	
-	P100023	1407995	1	302970-00000	INFOSYS GROUP	REC	2,950.00	CARENET	
-	P100023	1414789	1	302970-00000	INFOSYS GROUP	PAID	2,950.00	CARENET	
-	P100024	1400007	1	270640-00000	MONITOR IT	REC	10,311.50	58777	
-	P100024	1402422	2	270640-00000	MONITOR IT	REC	1,345.44	58777	
-	P100025	1402222	1	225580-10000	BARTON VALLEY CO	REC	2,167.50	10000	
-	P100025	1412215	1	225580-10000	BARTON VALLEY CO	REC	2,167.50	10000	
-	P100025	1423600	1	225580-10000	BARTON VALLEY CO	PAID	2,167.50	10000	
-	P100027	1404214	1	300090-19000	SHEILA'S TRAVEL	REC	21,920.40	3156	
-	P100027	1407468	1	300090-19000	SHEILA'S TRAVEL	REC	16,864.02	3156	
-	P100028	1404892	1	144006-00000	STARIS CORPORATI	REC	2,460.52	58753	
-	P100030	1400343	2	270300-07300	HIER INC	REC	2053,796.74	11036	
-	P100030	1403471	1	270300-07300	HIER	REC	1,624.00	11036	
*** Press ENTER to view more accounts ***									
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---									
Hmenu Help EHelp								Left Right	

Screen 164 - Voucher Inquiry by PO Number (Panel 2)

164 Voucher Inquiry by PO Number								11/16/10 16:28	
								FY 2011 CC 02	
Screen: ____		PO Nbr: P100022		Fiscal Year: 2011					
PO	Vch	First	Check	Check	Batch				
S	Nbr	Voucher	Lns	Account	Nbr	Date	Date	Stat	Net Amount

-	P100022	1419166	1	302970-00000	2756765	10/26/10	10/25/10	PAID	4,800.00
-	P100022	1427708	1	302970-00000	2759849	11/12/10	11/11/10	PAID	4,200.00
-	P100023	1407995	1	302970-00000	2753031	09/28/10	09/27/10	REC	2,950.00
-	P100023	1414789	1	302970-00000	2757739	11/01/10	10/29/10	PAID	2,950.00
-	P100024	1400007	1	270640-00000	2749776	09/10/10	09/09/10	REC	10,311.50
-	P100024	1402422	2	270640-00000	2750838	09/16/10	09/15/10	REC	1,345.44
-	P100025	1402222	1	225580-10000	2750321	09/15/10	09/14/10	REC	2,167.50
-	P100025	1412215	1	225580-10000	2754396	10/07/10	10/06/10	REC	2,167.50
-	P100025	1423600	1	225580-10000	2758763	11/08/10	11/05/10	PAID	2,167.50
-	P100027	1404214	1	300090-19000	2751498	09/20/10	09/17/10	REC	21,920.40
-	P100027	1407468	1	300090-19000	2754374	10/07/10	10/06/10	REC	16,864.02
-	P100028	1404892	1	144006-00000	STVCHR	09/21/10	09/20/10	REC	2,460.52
-	P100030	1400343	2	270300-07300	2749715	09/10/10	09/09/10	REC	2053,796.74
-	P100030	1403471	1	270300-07300	2751286	09/17/10	09/16/10	REC	1,624.00
*** Press ENTER to view more accounts ***									
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---									
Hmenu Help EHelp								Left Right	

Basic Steps

- Advance to Screen 164.
- Type a PO number in the PO Number: field and press <ENTER>.

Purchase Order List Process

- Type an asterisk (*) in the Purchase Order (PO) Number: field followed by <ENTER> to access a numerical listing of all vouchers by PO number.
- The Fiscal Year: field allows you to select the fiscal year in which the voucher was posted.
- Type an 'X' in the S (Select) field beside the voucher and press <ENTER> to pass the voucher information to Screen 168 (FAMIS Voucher Total Inquiry) where detailed information and a list of voucher line items is provided. (*See Screen 168 section for more information.*)
- On Screen 168, type an 'X' in the S (Select) field beside the voucher line item and press <ENTER> to pass the voucher information to Screen 169 (FAMIS Voucher Line Item Inquiry) where detailed information is provided. (*See section on Screen 169 for more information.*)

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

Action Line

- ◆ **PO Nbr:** 7 character/digits
Enter a FAMIS purchase order number, or type an asterisk (*) and press <ENTER>.
- ◆ **Fiscal Year:** 4 digits
Type the fiscal year the voucher was posted.

Screen Information

- S:** 1 character
Type an 'X' in this field to select the voucher you wish to view.
- PO Nbr:** 7 character/digits
Displays a FAMIS purchase order number.
- Voucher:** 7 digits
Indicates the FAMIS voucher number.
- Vch Lns:** 3 digits
Shows the number of line items in a particular voucher.
- First Account:** 15 digits
Identifies the first account paying this particular voucher.
- Vendor Name:** 16 characters
Displays the vendor's name.

Screen 164 – Voucher Inquiry by PO Number (cont'd)

Panel 1

Stat: 4 characters
Shows the status of the voucher. For example:
CYCL = In Check Cycle or State Voucher Cycle
DROP = Dropped before payment - acctg reversed
PAID = Paid (after printing or Prepaid)
PEND = Pending voucher - no acctg. Posted
P-CN = Pending cancelled before acctg. Posted
P-OP = Pending voucher - open (no acctg. posted)
P-CL = Pending closed - closed but not posted; should post overnight and enter into CYCL otherwise there may be a problem
OUT = Outstanding (after being posted but before entering the check or state voucher cycle)
RECN = Reconciled (Cleared Bank or State Comp)
VOID = Check or State voucher voided

Net Amount: 13 digits
Shows net amount of the voucher, after discount.

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

Panel 2

Check Nbr: 6 digits
Identifies the check number issued when payment was made.

Check Date: 6 digits
Indicates the date the check was processed.

Batch Date: 6 digits
Shows the date of the batch session when the transaction was processed.

Stat: 4 characters
Shows the status of the voucher. For example:
CYCL = In Check Cycle or State Voucher Cycle
DROP = Dropped before payment - acctg reversed
PAID = Paid (after printing or Prepaid)
PEND = Pending voucher - no acctg. Posted
P-CN = Pending cancelled before acctg. Posted
P-OP = Pending voucher - open (no acctg. posted)
P-CL = Pending closed - closed but not posted; should post overnight and enter into CYCL otherwise there may be a problem
OUT = Outstanding (after being posted but before entering the check or state voucher cycle)
RECN = Reconciled (Cleared Bank or State Comp)
VOID = Check or State voucher voided

Net Amount: 14 digits
Shows the net amount of the voucher, after discount.

Additional Functions

PF KEYS See Appendix for explanation of standard PF Keys.

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

Action Line

- ◆ **Fiscal Year:** 4 digits
Enter the fiscal year the voucher was posted.
- ◆ **Voucher:** 7 digits
Type a FAMIS voucher number to place it at the top of the list.

Screen Information

- S:** 1 character
Type an 'X' in this field to select the voucher you wish to view.
- Voucher:** 7 digits
Shows the FAMIS voucher number.
- Vch Lns:** 3 digits
Displays the number of line items in a particular voucher.
- First Account:** 15 digits
Indicates the number to identify the first account paying this particular voucher.
- Fscl Yr:** 4 digits
Shows the fiscal year the voucher was posted.
- First Bank:** 11 digits
Shows bank number voucher was paid against.
- Vendor Name:** 12 characters
Identifies the vendor's name.
- Stat:** 4 characters
Shows the status of the voucher. For example:
CYCL = In Check Cycle or State Voucher Cycle
DROP = Dropped before payment - acctg reversed
PAID = Paid (after printing or Prepaid)
PEND = Pending voucher - no acctg. Posted
P-CN = Pending cancelled before acctg. Posted
P-OP = Pending voucher - open (no acctg. posted)
P-CL = Pending closed - closed but not posted; should post overnight and enter into CYCL otherwise there may be a problem
OUT = Outstanding (after being posted but before entering the check or state voucher cycle)
RECN = Reconciled (Cleared Bank or State Comp)
VOID = Check or State voucher voided
- Net Amount:** 14 digits
Shows the net amount of the voucher, after discount.

Screen 165 – Outstanding Voucher Inquiry (cont'd)

Due Date:

6 digits

Indicates the date the payment for the voucher is due. If a discount code was specified, the due date is calculated; if no discount code was specified, the due date will default to the current date of the voucher.

Additional Functions

PF KEYS

See Appendix for explanation of standard PF Keys.

Pending Voucher Inquiry

Screen 166 displays a list of pending vouchers in voucher number order by year. To change the display, enter a specific fiscal year and voucher number.

Press PF6 to download information using Entire Connection. (See the Entire Connection User's Manual for use of this feature.)

Screen 166 - Pending Voucher Inquiry

166 Pending Voucher Inquiry										11/16/10 16:36	
										FY 2011 CC 02	
Screen: ____		Fiscal Year: 2011		Voucher: ____							
	Vch	First	Fsc	First							
S	Voucher	Lns	Account	Yr	Bank	Vendor Name	Stat	Net Amount			
-	-	-	-	-	-	-	-	-			
-	1410371	1	940040-00000	2011	06000	HENRY HENSON	P-CL	20,682.90			
-	1412420	1	421169-00000	2011	06000	KATIE K*KLEIN	P-OP	87.50			
-	1414352	1	289568-00000	2011	06000	FEDSTREAM	P-OP	11.02			
-	1414886	3	426093-20000	2011	06000	ERIN E*ENNIS	P-CL	851.20			
-	1417122	2	201500-00000	2011	06000	JULES JENSEN*JONES	P-CL	127.07			
-	1417898	3	510916-00000	2011	06000	ARNIE*ANDERSON	P-OP	295.90			
-	1418134	2	230084-10014	2011	06000	HIS-HENN*HUNN	P-OP	750.00			
-	1418139	1	500270-11000	2011	06000	CYBERSCENES	P-OP	2,110.20			
-	1418144	5	225650-00000	2011	06000	JERRY J*JOHNSON	P-CL	1,675.91			
-	1419113	6	512491-10000	2011	06000	ETTIST*ENGLISH	P-OP	947.50			
-	1419325	1	271800-00000	2011	06000	C M BIO SUPPLY	P-CL	48.46			
-	1419346	2	216760-00030	2011	06000	MORSER ELECTRODES	P-CL	28.65			
-	1419817	1	512405-00000	2011	06000	THE*INTRE GROUP	P-CL	5,561.00			
-	1421475	1	402122-10000	2011	06000	CYBIL*CARUSO	P-CL	120.60			
** Press <ENTER> to view more vouchers **											
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---											
Hmenu Help EHelp											

Basic Steps

- Advance to Screen 166.
- To view a voucher, type the fiscal year and voucher number on the Action Line and press <ENTER>. To view a list of pending vouchers for a specific year, use the Fiscal Year: field and press <ENTER>.
- The pending vouchers will be listed in numerical order. If more detailed information is needed, type an 'X' in the Sel: field beside the voucher to advance to Screen 168 (FAMIS Voucher Total Inquiry).

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

Action Line

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

Voucher: 7 digits
Type a FAMIS voucher number to place it at the top of the list.

Screen Information

S: 1 character
Type an 'X' to select the desired voucher.

Screen 166 – Pending Voucher Inquiry (cont'd)

Voucher:	7 digits Displays the FAMIS <u>voucher number</u> .
Vch Lns:	3 digits Shows <u>number of line items</u> in a <u>voucher</u> .
First Account:	15 digits Indicates the <u>first account number</u> paying this voucher.
Fiscal Yr:	4 digits Shows the <u>fiscal year</u> the voucher was posted.
First Bank:	5 digits Displays the <u>bank number</u> the voucher was paid against.
Vendor Name:	21 characters Displays the <u>vendor's name</u> .
Stat:	4 characters Shows the <u>status of the voucher</u> . For example: CYCL = In Check Cycle or State Voucher Cycle DROP = Dropped before payment - acctg reversed PAID = Paid (after printing or Prepaid) PEND = Pending voucher - no acctg. Posted P-CN = Pending cancelled before acctg. Posted P-OP = Pending voucher - open (no acctg. posted) P-CL = Pending closed - closed but not posted; should post overnight and enter into CYCL otherwise there may be a problem OUT = Outstanding (after being posted but before entering the check or state voucher cycle) RECN = Reconciled (Cleared Bank or State Comp) VOID = Check or State voucher voided
Net Amount:	10 digits Shows <u>net amount</u> of voucher, after discount.

Additional Functions

PF KEYS	See Appendix for explanation of standard PF Keys.
PF9	Download
Dload	Used to <u>download</u> data using Entire Connection.

Voucher Inquiry by Departmental Reference

Screen 167 provides a list of vouchers for a specified departmental reference code. To view additional information about a voucher, type 'X' in the S: field to select it. FAMIS will then display the additional information for you on [Screen 168](#).

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

167 Voucher Inquiry by Dept Ref						11/16/10 16:46
						FY 2011 CC 02
Screen: ____	Dept Ref: 168	Fiscal Yr: 2011	Pg 1	of	1	Viewed Pg(s)
Dept	Vch					
S Ref	Voucher	Lns	Vendor Name	Stat	Net Amount	Description
-	16827	1412345	1 APPLIED COMPUTERS	PAID	1,500.00	FACULTY WORK
-	1684	1412419	1 ROGER R*ROBINS	PAID	272.22	RENTAL CAR F
-	1685	1412384	1 BARRY B*BENNINGTON	PAID	217.78	RENTAL VAN F
-	1686	1412705	1 HART H*HYER	PAID	103.00	AUSTIN,TX-9/
-	1687	1412707	1 GRANT*GALEN	REC	100.30	AUSTIN,TX -
-	1688	1412704	2 GRANT*GALEN	REC	217.25	FORT WORTH,T
-	1689	1412872	3 MYER M*MARTIN	REC	151.90	DENTON, TX -
-	1690	1412865	3 WINSTON WYNN*WARREN	REC	322.06	FALLS CITY,T
-	1691	1412868	4 MACK M*MARSH	REC	2,060.83	NEW YORK,NY-
-	1696	1415044	2 KINSEY K*KOLE	REC	220.00	COLLEGE STAT
-	1697	1415440	3 WILSON WREN*WASHINGTON	REC	360.21	HONDO,TX-10/
-	1698	1415442	3 WILSON WREN*WASHINGTON	REC	332.91	KERRVILLE,TX
-	1699	1428650	1 FRED FARRIS ENTERPRISE	PAID	382.50	ADVERTISEMEN
-	1699	1415443	3 BARRY B*BENNINGTON	PAID	625.07	DALLAS,TX -
*** Press ENTER to view more Vouchers ***						
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---						
Hmenu Help EHelp Bkwd Frwd Left Right						

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

167 Voucher Inquiry by Dept Ref						11/16/10 16:46
						FY 2011 CC 02
Screen: ____	Dept Ref: 168	Fiscal Yr: 2011	Pg 1	of	1	Viewed Pg(s)
Dept	First					
S Ref	Voucher	Account	Description	Stat		
-	16827	1412345	240954-10005	FACULTY WORKSTATION FOR DR. JOHN PH	PAID	
-	1684	1412419	553038-00000	RENTAL CAR FOR ROGER ROBINS TO TRAV	PAID	
-	1685	1412384	553038-00000	RENTAL VAN FOR BARRY BENNINGTON	PAID	
-	1686	1412705	553038-00000	AUSTIN,TX-9/30/10-HART HYER	PAID	
-	1687	1412707	553038-00000	AUSTIN,TX - 9/28/10 - GRANT GALEN	REC	
-	1688	1412704	553038-00000	FORT WORTH,TX - 9/23 TO 9/24/10 - G	REC	
-	1689	1412872	553038-00000	DENTON,TX - 9/28 TO 9/29/10 - MYER	REC	
-	1690	1412865	553038-00000	FALLS CITY,TX - 9/29 TO 9/30/10-WIN	REC	
-	1691	1412868	553038-00000	NEW YORK,NY-9/22 TO 9/25/10-MACK MA	REC	
-	1696	1415044	553038-00000	COLLEGE STATION,TX-8/2/10-KINSEY K	REC	
-	1697	1415440	553038-00000	HONDO,TX-10/4 TO 10/5/10-WILSON WRE	REC	
-	1698	1415442	553038-00000	KERRVILLE,TX-10/7 TO 10/8/10-FRED F	REC	
-	1699	1428650	210500-20000	ADVERTISEMENTS FOR VETERANS	PAID	
-	1699	1415443	553038-00000	DALLAS,TX - 10/6 TO 10/8/10 - BARRY	PAID	
*** Press ENTER to view more Vouchers ***						
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---						
Hmenu Help EHelp Bkwd Frwd Left Right						

Basic Steps

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

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

Action Line

- ◆ **Dept Ref:** 7 digits/characters
Enter the departmental reference code to select vouchers for the display.
- ◆ **Fiscal Yr:** 4 digits
Type the fiscal year to be used for searching for the specified departmental reference code.
- Pg ___ of ___ Viewed Pg(s):** 3 digits
Shows the number of pages viewed, and allows you to enter the page number to be displayed.

Screen Information

- S:** 1 character
Type an 'X' to select the voucher you wish to view.
- Dept Ref:** 7 digits/characters
Displays the departmental reference code entered on the voucher when it was created.
- Voucher:** 7 digits
Shows the FAMIS voucher number.

Panel 1

- Vch Lns:** 3 digits
Displays the number of line items in a particular voucher.
- Vendor Name:** 24 characters
Displays the vendor's name.
- Stat:** 4 characters
Shows the status of the voucher. Valid values are:
CYCL = In Check Cycle or State Voucher Cycle
DROP = Dropped before payment - acctg reversed
PAID = Paid (after printing or Prepaid)
PEND = Pending voucher - no acctg. Posted
P-CN = Pending cancelled before acctg. Posted
P-OP = Pending voucher - open (no acctg. posted)
P-CL = Pending closed - closed but not posted; should post overnight and enter into CYCL otherwise there may be a problem
OUT = Outstanding (after being posted but before entering the check or state voucher cycle)
RECN = Reconciled (Cleared Bank or State Comp)
VOID = Check or State voucher voided

Screen 167 – Voucher Inquiry by Dept Reference (cont'd)

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

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

Panel 2

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

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

Stat: 4 characters
Shows the status of the voucher. Valid values are:

CYCL	=	In Check Cycle or State Voucher Cycle
DROP	=	Dropped before payment - acctg reversed
PAID	=	Paid (after printing or Prepaid)
PEND	=	Pending voucher - no acctg. Posted
P-CN	=	Pending cancelled before acctg. Posted
P-OP	=	Pending voucher - open (no acctg. posted)
P-CL	=	Pending closed - closed but not posted; should post overnight and enter into CYCL otherwise there may be a problem
OUT	=	Outstanding (after being posted but before entering the check or state voucher cycle
RECN	=	Reconciled (Cleared Bank or State Comp)
VOID	=	Check or State voucher voided

Additional Functions

PF KEYS See Appendix for explanation of standard PF Keys.

Voucher Total Inquiry

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

To see more detail about the line items of the voucher, type an 'X' in the S: field and press <ENTER> to advance to [Screen 169](#).

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

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

Screen 163 or, other inquiry screens, can be used to find a voucher number for an account.

Screen 168 - Voucher Total Inquiry

```
168 Voucher Total Inquiry                                     11/16/10 16:56
                                                            FY 2011 CC 02
Screen:  ____ Voucher: 1412411 Fiscal Year: 2011
Vendor: 1vvvvvvvvv0 ENNIS ENTERPRISES                      Status: PAID
Alt Vndr:                                                Hold: N      Pend:
Due Dt: 10/06/2010 Desc: ALL FIVE YELL LEADERS TO        Encl:      Wire: N
Inv Dt: 07/28/2010 Cust AR Nbr: TXnnnnnn1              St Vchr: N
Dlvry Dt: 08/02/2010 GSC Ord:                            Revolv: N
Dept Ref: 10087 Cont Wk Force: N                          Chg Src: N
Tran Cd: 140 FAMIS Trace: A750895                        ACH: Y Ovr:
St Req Nbr: ACH Dt: 10/07/2010 Warrant Dt:
Vchr Total: 488.75 Check Recon: USAS Doc Type: PCC:
Bank Trace: 09xxxxxxxxxxxx8 IC: F Reason: DT Orig Dist Dt:
S Itm Account Net Amount PO No. Invoice Number Bank Dp Vd XRef
-----
_ 1 215790 00000 3410 488.75 E102281 D801004 06000 N N

*** End of line items ***
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EHelp Desc Corr Addr Det
```

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

Screen 168 – Voucher Total Inquiry (cont'd)

Basic Steps

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

Voucher Total Inquiry Process

- Entering the Fiscal Year allows you to select the fiscal year in which the voucher was posted.
- Vendor information can be accessed by using the PF9 key. A pop-up window will appear providing the address and other information for the selected vendor.

ENNIS ENTERPRISES		Established: 09/17/2009	Disc:	Retn: 18
PO BOX 555552		Last Active: 11/15/2010	Limit:	Com:
ATLANTA	GA 35555552	YTD Paid: 613,994.23	Type: BU	Hold: N

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

ITEM	VOUCHER ACCOUNT	ENCUMBRANCE ACCOUNT	ENC OBJ	AMT	INVOICE
1	215790 00000 3410	215790 00000 3410		488.75	D801004

PF4 = Exit *** End of line items ***

- On Screen 168, type an 'X' in the S (Select) field beside the voucher line item and press <ENTER> to pass the voucher information to Screen 169 (FAMIS Voucher Line Item Inquiry) where detailed information is provided. (*See section on Screen 169 for more information.*)

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

Action Line

- ◆ **Voucher:** 7 digits
Enter a FAMIS voucher number.
- ◆ **Fiscal Year:** 4 digits
Enter the fiscal year voucher was posted.

Screen 168 – Voucher Total Inquiry (cont'd)

Screen Information

Status:	4 characters Shows the <u>status of the voucher</u> . For example: CYCL = In Check Cycle or State Voucher Cycle DROP = Dropped before payment - acctg reversed PAID = Paid (after printing or Prepaid) PEND = Pending voucher - no acctg. posted P-CN = Pending cancelled before acctg. posted P-OP = Pending voucher - open (no acctg. posted) P-CL = Pending closed - closed but not posted; should post overnight and enter into CYCL otherwise there may be a problem OUT = Outstanding (after being posted but before entering the check or state voucher cycle)
Vendor:	11 digits/30 characters Shows the <u>vendor's ID number and name</u> charged with the expense.
Hold:	1 character Signifies if a <u>hold has been placed on the voucher</u> . N or Blank = No hold on voucher print. Y = Do not print check/voucher.
Alt Vndr:	11 digits/30 characters Shows the identification number and name of the <u>alternate vendor</u> receiving payment.
Encl:	1 character Shows the <u>code indicating enclosures may be included</u> . <div style="border: 1px solid black; padding: 2px;">This will force separate checks for local vouchers.</div> Vouchers will be grouped by identical codes. Examples are: A = Auditor Blank = Not specified C = Comptroller L = Local S = Audit Services Y = Yes, enclosures
Wire:	1 character 'Y' indicates payment was made by use of a <u>wire transfer</u> . <div style="border: 1px solid black; padding: 2px;">FAMIS does not make the wire transfer to the bank.</div>
Due Date:	8 digits Indicates the <u>due date</u> on voucher. This could indicate the date the voucher is pulled to cycle for payment or the date a prepaid voucher was entered into FAMIS.
Desc:	25 characters Displays a <u>description of items</u> purchased.
St Vch:	1 character 'Y' indicates the <u>voucher is paid with state money</u> .

Screen 168 – Voucher Total Inquiry (cont'd)

Inv Date:	8 digits Shows the <u>date</u> the <u>invoice</u> was <u>issued</u> .
Cust AR Nbr:	25 digits Identifies the <u>customer Accounts Receivable number</u> assigned to purchaser by vendor. You must have security access to the document to view this number.
Revolv:	1 character 'Y' indicates a <u>revolving voucher</u> .
Delvry Date:	8 digits Indicates the <u>receiving (delivery) date</u> for vouchers created via the Purchasing Module of FAMIS. <div style="border: 1px solid black; padding: 5px; margin-top: 5px;">When a voucher is created on Screen 345, the receiving date is picked up from the limited purchase received date or from the date of the receiving document for documents where a receiving document was created.</div>
GSC Ord:	15 characters Identifies the TBPC (<u>General Services Commission</u>) defined <u>code for purchase orders</u> requiring their approval.
Pending:	1 character Indicates whether the <u>voucher</u> is <u>pending</u> .
Chg Src:	1 character 'Y' indicates the voucher involved the <u>change source of funds</u> process.
Dept Ref:	7 digits/characters Displays the <u>departmental reference</u> for voucher (Reference #4) or the voucher number if the departmental reference is not required.
Cont Work Force:	1 character Indicates that this payment is flagged as a <u>Contract Work Force Payment</u> .
Confidential:	1 character Identifies if the <u>voucher</u> has been marked as ' <u>confidential</u> '. Valid values are: Blank = Can be left blank on both header and line items N = Not confidential S = Some information is confidential such as description Y = Confidential
ACH:	1 character 'Y' indicates the voucher is marked for the <u>ACH process</u> .
ACH Ovrd:	1 character Indicates ('Y' or 'N') if an <u>override was put on the ACH voucher</u> – thereby creating a check in the check cycle.
Tran Cd:	3 digits The <u>transaction code</u> identifies the type of transaction.

Screen 168 – Voucher Total Inquiry (cont'd)

Check Nbr:	7 digits Shows the <u>check number</u> printed on the check.
-- OR --	
FAMIS Trace:	7 character/digits Displays the <u>FAMIS bank tracking number</u> if this is an ACH payment.
St Warrant Nbr:	7 digits This <u>number</u> is <u>assigned by the state</u> and displayed after the voucher has been reconciled.
St Req Nbr:	15 digits Shows the <u>state requisition number</u> .
Check Date:	8 digits Displays the <u>date</u> the <u>check</u> was <u>printed</u> .
Warrant Date:	8 digits Identifies the <u>date</u> given by the state indicating when the <u>state warrant</u> was <u>produced</u> .
Vchr Total:	10 digits Shows the total <u>amount of the voucher</u> ; the sum of the line items.
Check Recon:	1 character/8 digits 'Y' indicates the <u>check</u> has been <u>reconciled</u> . The <u>date indicates when the bank cleared the check</u> .
USAS Doc Type:	3 characters Identifies the <u>document type code</u> assigned by <u>USAS</u> .
PCC:	1 character Shows the <u>General Services Commission (GSC) defined Purchase Category Code</u> that identifies various purchase types and associated payments.
Bank Trace:	15 digits Shows the <u>bank number the voucher was paid against</u> . The first 8 digits are the originating depository financial institution (ODFI) and the last 7 numbers are sequentially assigned by FAMIS.
IC:	<div><div>Help</div>1 character Identifies the <u>interest calculation procedure to be followed</u>. Valid values are: A = Accept Scheduling of Late Payment BLANK = None F = Force Interest Calculation R = Refuse Interest Calculation</div>

Screen 168 – Voucher Total Inquiry (cont'd)

Reason:	Help 2 characters Shows the <u>reason for interest exemption</u> : Valid values are: AD = Agency Discretion Exercised AI = Automation Issue(s) AP = Advance Payment DP = Disputed Payment DT = Direct Payment of Travel Expenses FC = FED Contract/Terms Prohibit Pymt GE = GSC Exemption Granted 7 Documented MI = Mailing Instr On PO Not Followed NI = No Invoice
Orig Dist Date:	8 digits Indicates the <u>first date the system attempted to pay a vendor on hold</u> .
S:	1 character Type an 'X' to <u>select</u> and press <ENTER> to view the <u>voucher</u> information.
Itm:	3 digits Displays the <u>line number of an item</u> entered on a voucher.
Account:	15 digits Indicates the <u>account number</u> paying the first line item of the voucher.
Net Amount:	10 digits Shows the <u>net amount of the voucher</u> , after discount.
PO No.:	7 character/digits Displays the FAMIS <u>purchase order number</u> .
Invoice Number:	14 digits Identifies the <u>invoice number</u> for a particular voucher.
Bank:	5 digits Shows the <u>bank number</u> the voucher was paid against.
Dp:	1 character Displays the <u>drop</u> flag setting: 'Y' = <u>deleted unpaid voucher</u> .
Vd:	1 character 'Y' indicates the <u>check</u> has been <u>voided</u> .
XRef:	3 characters/digits For interest calculations, this shows the item number of the <u>principal item</u> on which the interest is based.

Screen 168 – Voucher Total Inquiry (cont'd)

Additional Functions

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

Voucher Line Item Inquiry

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

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

Press PF6 to view additional description information.

Screen 169 - Voucher Line Item Inquiry (Panel 1)

169 Voucher Line Item Inquiry		03/11/09 15:16	
CAMDEN LABORATORIES		FY 2009 CC 02	
Screen: ____	Voucher: 1046587	Line Item: 1__	Fiscal Year: 2009
Cross Reference Item:		Panel: 01 More>>	
Trans Code: 140	Dept Ref: 05000	Encl:	
Invoice Dt: 12/01/08	Order Dt: 11/26/08	Due Dt: 12/16/08	
Invoice No: 870222	Delivery Dt:	Req Pymt Dt:	
Inv Rcvd Dt: 12/09/08	Act Rcvd Dt: 12/05/08	Pymt Due Dt: 01/08/09	
Description: DLM-9-10 ACETONE	Orig Dist Dt:		
Vendor ID: 1vvvvvvvvv2	W2/SSN:	Alt Vendor:	
USAS Doc Tp:	PCC Code:	PDT Code:	
LDT Codes:	PCA Code:	PO Nbr: L922669	
Inv Amt: 13.37	IC: Rsn:	P/F Liq: N 1099:	
Disc Amt:	Disc Dt: 12/16/08	Lost: Y	Batch: PVP364 12/16/08
Net Amt: 13.37	FA Acct: 270040-05000-4040	Comp Cd: 7310	Bank: 06000
		Orig Comp Cd: 7310	Wire:
Hold: N	Drop: N	--- ACH Cycle: N ---	St Vchr N Cycle: N
Pull: Pending:	Nbr: A622851	12/17/08	N
Trn Pull: FFX Feed: B	12/17/08	Void: N	Rsn: N
Ck Feed: Y	Revolving: N	Recon: N	N
St Feed: N	Chg Src: N	Bank Trace: 09zzzzzzzzzzzz5	
Enter--PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---			
Hmenu Help EHlp		Desc XRItm VOInt Addr Left Right	

Displays "Check Cycle" if not an ACH payment

Screen 169 - Voucher Line Item Inquiry (Panel 2)

169 Voucher Line Item Inquiry		03/11/09 15:18	
CAMDEN LABORATORIES		FY 2009 CC 02	
Screen: ____	Voucher: 1046587	Line Item: 1__	Fiscal Year: 2009
<<More	Cross Reference Item:	Panel: 02	
Trans Code: 140	Dept Ref: 05000	Encl:	
Invoice Dt: 12/01/08	Order Dt: 11/26/08	Due Dt: 12/16/08	
Invoice No: 870222	Delivery Dt:	Req Pymt Dt:	
Inv Rcvd Dt: 12/09/08	Act Rcvd Dt: 12/05/08	Pymt Due Dt: 01/08/09	
Description: DLM-9-10 ACETONE	Orig Dist Dt:		
Vendor ID: 1vvvvvvvvv2	W2/SSN:	Alt Vendor:	
Origin Cd: P	Confidential:	Travel Hotel Zip:	
	Dup Inv Override:	Cont Wk Force:	
Inv Amt: 13.37	Liab Acct: 027004-2100		
Disc Amt:	Disc Acct: -	Lost: Y	Batch: PVP364 12/16/08
Net Amt: 13.37	FA Acct: 270040-05000-4040		
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 EHlp		Desc XRItm VOInt Addr Left Right	

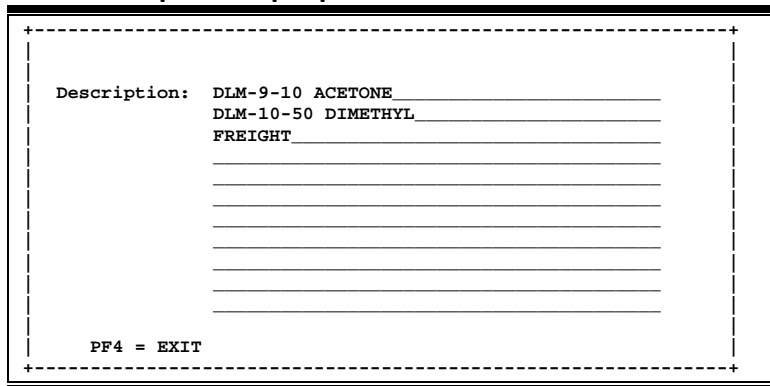
Basic Steps

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

Voucher Record Display Process

- The Confidential: field identifies whether a voucher has been marked as 'confidential'. All voucher line items with an object code that maps to the Comptroller List of Confidential Codes are flagged by the FAMIS programs as 'confidential' even if the Confidential Indicator is **not** entered on the screen.
- Vendor information can be accessed by using the PF9 key. A pop-up window will appear providing the address and other information for the selected vendor.
- Pressing PF6 provides a pop-up window with additional description.

PF6 Description Pop-Up Window

A screenshot of a pop-up window titled "PF6 Description Pop-Up Window". The window has a dashed border and contains the following text: "Description: DLM-9-10 ACETONE", "DLM-10-50 DIMETHYL", and "FREIGHT". Below this text are several horizontal lines for additional input. At the bottom left of the window, it says "PF4 = EXIT".

Description: DLM-9-10 ACETONE
DLM-10-50 DIMETHYL
FREIGHT

PF4 = EXIT

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

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

Action Line

- ◆ **Voucher:** 7 digits
Enter a FAMIS voucher number.
- ◆ **Line Item:** 3 digits
Type the line number of an item on the voucher to be displayed.
- ◆ **Fiscal Year:** 4 digits
Include the fiscal year the voucher was posted.

Screen 169 – Voucher Line Item Inquiry (cont'd)

Screen Information

Panel 1

Cross Reference Item:	1 digit For interest items, this cross reference indicates the <u>item number of the principal item on which the interest is based</u> .
Trans Code:	4 digits Displays the <u>transaction code</u> identifying the type of transaction.
Dept. Ref. #:	7 digits/characters Shows the <u>departmental reference</u> for voucher (Reference #4) or the voucher number if the departmental reference is not required.
Enclosure Code:	1 character Displays the <u>code indicating enclosures</u> may be included. <div>This will force separate checks for local vouchers. Vouchers will be grouped by identical codes. Examples are: A = Auditor Blank = Not specified C = Comptroller L = Local S = Audit Services Y = Yes, enclosures</div>
Invoice Dt:	6 digits Shows the <u>date</u> the <u>invoice</u> was <u>issued</u> . If the user wants the system to calculate the discount, the invoice date must be entered. This date must be before or equal to the date the voucher is entered.
Order Dt:	6 digits Displays the <u>date</u> the <u>order</u> was <u>placed</u> . <div>Required for state vouchers.</div>
Due Dt:	6 digits Shows the <u>due date on the voucher</u> . This could indicate the date the voucher is pulled to cycle for payment or the date a prepaid voucher was entered into FAMIS.
Invoice No:	12 digits Identifies the <u>invoice number</u> for a voucher.
Delivery Dt:	6 digits Indicates the <u>receiving (delivery) date or the expected delivery date entered on Screen 220</u> .
Req Pymt Dt.:	6 digits Shows the <u>date</u> you <u>requested the State to make payment</u> for the voucher.
Inv Rcvd Dt:	6 digits Displays the <u>date</u> the <u>invoice</u> was <u>received</u> .

Screen 169 – Voucher Line Item Inquiry (cont'd)

Act Rcvd Dt:	6 digits Identifies the last <u>date</u> all <u>items</u> were <u>actually received</u> , if more than one shipment is involved. This date is generated by FAMIS.
Pymt Due Dt:	6 digits Shows the last <u>due date</u> that a payment can be made before interest starts <u>accruing</u> .
Description:	40 characters Displays a <u>description of items</u> purchased.
Orig Dist Dt:	6 digits Identifies the <u>original distribution date</u> that would have been printed on the check if the vendor was not on hold. It is set when the check cycle first tries to pay a voucher for a vendor on hold.
Vendor ID:	11 digits Shows the <u>Federal Identification number</u> of the <u>vendor</u> .
W2/SSN:	9 digits Displays the identification number (<u>Social Security number on W2 form</u>) for employee if the voucher is for services (i.e., moving).
Alt Vendor:	11 digits Shows the <u>alternate vendor</u> receiving payment.
USAS Doc Tp:	3 characters/digits Displays <u>USAS defined document type code</u> that determines processing at the state.
PCC Code:	1 character Shows a General Services Commission (GSC) defined <u>Purchase Category Code</u> that identifies various purchase types and associated payments.
PDT Code:	3 characters Identifies the USAS defined <u>Payment Distribution Type code</u> that identifies how transactions will be combined for warrants and direct deposits.
LDT Codes:	2 digits each Displays the <u>USAS Legal/Descriptive</u> code that identifies up to 5 stamps to be put on a voucher.
PCA Code:	5 digits Shows the <u>Program Cost Account code</u> , a USAS required field used as a coding reduction field.
PO Nbr:	7 character/digits Identifies the FAMIS <u>purchase order number</u> .
Inv. Amt:	15 digits Shows the gross <u>invoiced amount</u> of specific line item on a voucher.

Screen 169 – Voucher Line Item Inquiry (cont'd)

IC:	Help 1 character Identify the <u>interest calculation procedure</u> to be followed. Valid values are: A = Accept Scheduling of Late Payment BLANK = None F = Force Interest Calculation R = Refuse Interest Calculation
Rsn:	Help 2 characters Include the <u>reason for interest exemption</u> : Valid values are: AD = Agency Discretion Exercised AI = Automation Issue(s) AP = Advance Payment DP = Disputed Payment DT = Direct Payment of Travel Expenses FC = FED Contract/Terms Prohibit Pymt GE = GSC Exemption Granted 7 Documented MI = Mailing Instr On PO Not Followed NI = No Invoice Received
P/F Liq:	1 character Shows the <u>Encumbrance liquidation</u> : P = Partial liquidation F = Full liquidation N = No liquidation
1099:	Help 1 character/digit Displays the <u>1099 code</u> . For example: Blank = Not Required N = Not 1099 Reportable 0 = Crop Insurance 1 = Rents 2 = Royalties 3 = Prizes and Awards 4 = Federal Income Tax Withheld 5 = Fishing Boat Proceeds 6 = Medical and Health Care 7 = Non-employee Compensation 8 = Substitute Paymt for Interest 9 = Direct Sales > \$5000 for Resale
Disc Amt:	3 digits Indicates the <u>discount amount</u> of a specific line item on a voucher.
Disc Dt:	6 digits Displays the <u>date voucher must be paid by in order to receive discount</u> .
Lost:	1 character 'Y' indicates the <u>voucher was paid beyond the time allowed to take a discount</u> .

Screen 169 – Voucher Line Item Inquiry (cont'd)

Batch:	6 characters/digits Shows the <u>batch session reference number</u> used when transaction was processed. Date indicates the session reference date when transaction was processed.
Net Amt:	11 digits Shows the <u>net amount, after discount</u> , of the voucher.
FA Acct:	15 digits Indicates the <u>financial accounting account number</u> paying the voucher; may be a GL, SL or SA.
Comp Cd:	4 digits Identifies the <u>Comptroller code</u> used by the state to track expenses.
Bank:	5 digits Shows the <u>bank number</u> processing the voucher check.
Orig Comp Cd:	4 digits If changed, identifies the <u>original Comptroller code</u> used by the state to track expenses.
Wire:	1 character 'Y' indicates payment was made by use of a <u>wire transfer</u> . <div>FAMIS does not make the wire transfer to the bank.</div>
Hold:	1 character Identifies if a <u>hold has been place on the voucher</u> . N or Blank = No hold on voucher print. Y = Do not print check/voucher.
Drop:	1 character/8 digits 'Y' indicates a <u>voucher</u> has been <u>dropped</u> , and <u>date dropped</u> is displayed.
Check Cycle:	1 character 'Y' identifies <u>voucher is in the check processing cycle</u> . No updates can be done; online not allowed. 'N' indicates update done or not needed.
-OR- ACH Cycle:	1 character 'Y' indicates <u>voucher is in the ACH processing cycle</u> . 'N' indicates update done or not needed.
St Vchr:	1 character 'Y' indicates the <u>voucher is paid with state money</u> .
Cycle:	1 character 'Y' shows the <u>voucher is in the state voucher processing cycle</u> . No updates can be done online – not allowed. 'N' indicates update done or not needed.
Pull:	1 character 'Y' indicates the document should be <u>pulled for print cycle</u> .

Screen 169 – Voucher Line Item Inquiry (cont'd)

Pending:	1 character 'Y' indicates the <u>voucher</u> is <u>pending</u> . 'N' indicates the voucher has been processed.
Nbr:	7 digits <u>Check number</u> printed on check <u>and</u> the <u>date</u> it was <u>printed</u> or <u>FAMIS trace number and date the ACH was transmitted to the bank</u> . Also, 'Y' indicates the state voucher was printed. 'N' indicates the voucher as not printed.
Trn Pull:	1 character 'Y' indicates <u>disbursement transaction needs to be done</u> .
FFX Feed:	1 character Identifies the <u>Fixed Assets</u> flag: ' ' = Not examined yet Y = Fed to FFX module C = Capital \$\$s < Minimum N = G/L or Voided P = Purchasing Bypassed B = Not a capital object
Void:	1 character 'Y' signifies this is a <u>voided check/ACH</u> .
Rsn:	2 characters Displays a code indicating the <u>reason a check was voided</u> . For example: A = Amount incorrect on check D = Duplicate payment I = Incorrect Vendor address L = Lost/Stolen/Destroyed S = Stale dated check/reissue U = Unclaimed property W = Wrong Vendor Name
Ck Feed:	1 character 'Y' indicates the <u>check account entries</u> have been <u>fed to FRS</u> .
Revolving:	1 character 'Y' indicates the voucher is a <u>revolving voucher</u> .
Recon:	1 character 'Y' shows this <u>check</u> has been <u>reconciled and</u> displays the <u>date</u> it was reconciled.
St Feed:	1 character 'Y' indicates the <u>account entries</u> for a <u>state voucher</u> have been <u>fed to FRS</u> .
Change Src:	1 character 'Y' indicates <u>voucher posted as a result of change source of funds</u> .

Screen 169 – Voucher Line Item Inquiry (cont'd)

Check Cycle:	1 character 'Y' indicates the <u>voucher is in the check cycle</u> – Updates not done/online not allowed. 'N' indicates updates done or not needed.
St Vchr:	1 character 'Y' indicates the <u>voucher is paid with state money</u> .
Cycle:	1 character 'Y' indicates voucher is in <u>state voucher cycle</u> – Updates not done/on-line not allowed. 'N' indicates updates done or not needed.
Nbr:	7 digits/6 digits Shows the <u>check number and date</u> printed: 'Y' indicates that the state voucher was printed; 'N' indicates the voucher has not been printed.
Void:	1 character/6 digits 'Y' indicates this is a <u>voided check or state voucher</u> , and displays the date voided.
Recon:	1 character/6 digits 'Y' indicates if this check or state <u>voucher has been reconciled</u> and the date it was reconciled. On a state voucher the warrant will also be displayed.
Bank Trace:	15 digits Shows the <u>bank number</u> the voucher was paid against. The first 8 digits are the originating depository financial institution (ODFI) and the last 7 numbers are sequentially assigned by FAMIS.

Panel 2

Origin Cd:	1 character Displays the <u>origin code</u> for the voucher. Valid values are: P = Purchasing (Screen 345) N = Pending (Screen 111) D = Pending (Screen 112) ' ' = Regular AP (Screen 104, etc)
Confidential:	1 character Identifies if the <u>voucher</u> has been <u>marked as 'confidential'</u> . Valid values are: Blank = Can be left blank on both header and line items N = Not confidential S = Some information is confidential such as description Y = Confidential
Travel Hotel Zip:	9 digits The <u>zip code of the hotel</u> used for travel to determine percentage usage, and if the state discount rate is being utilized.
Dup Inv Ovrrd:	1 character 'Y' indicates the <u>Duplicate Invoice</u> Override flag has been set to allow the creation of a voucher for a previously entered invoice.

Screen 169 – Voucher Line Item Inquiry (cont'd)

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

State Hold Override Information

Override Flag:	1 character Indicates ('Y' or 'N') if there is an <u>override to the vendor on hold flag</u> .
User ID:	6 characters/digits Displays the <u>FAMIS user identification number</u> of the person who entered the override flag.
Override Dt:	6 digits Identifies the <u>date the override flag was set</u> .
Cost Reference (1,2,3):	7 characters/digits Identifies the user-defined <u>cost accounting reference</u> which provides additional details about the processing of the line item.

Screen 169 – Voucher Line Item Inquiry (cont'd)

Additional Functions

PF KEYS	See Appendix for explanation of standard PF Keys.
PF6	Description
Desc	Shows additional information about the <u>description</u> .
PF7	Cross-Referenced Item
XRItn	Displays <u>cross-reference item information</u> .
PF8	Voucher Interest
Volnt	Shows <u>interest information</u> for voucher.
PF9	Address
Addr	Shows the <u>vendor's address</u> information.

Voucher Inquiry by Alternate Vendor

Screen 170 is used to search for vouchers using the name of the alternate vendor. To view all vouchers for the alternate vendor, type 'Y' in the All: field on the Action Line.

Screen 170 - Voucher Inquiry by Alternate Vendor (Panel 1)

170 Voucher Inquiry by Alt Vendor										08/07/08 16:28	
DALE MARKETING LP										FY 2008 CC 02	
Screen: ____		Alt Vndr: 1vvvvvvvvv8		Voucher: _____		Fiscal Yr: 2007		All: Y			
Include Only:		Acct: _____		Dept Ref: _____		Pg 1__ of		1 Pg(s)			
Vch		First						Batch		M	
S	Voucher	Lns	Account	Description	Stat	Net Amount	Date	C			

-	1702597	1	500181-00000	2 GB CRUZER TITANIUM	RECN	25.20	09/14/06	I			
-	1721262	1	500181-00000	2 GB CRUZER TITANIUM	RECN	50.39	10/20/06	I			

** Vendor Total **						75.59					
*** End of voucher list for vendor ***											
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---											
Hmenu Help EHelp Bkwd Frwd Addr Left Right											

Screen 170 - Voucher Inquiry by Alternate Vendor (Panel 2)

170 Voucher Inquiry by Alt Vendor										08/07/08 16:28	
DALE MARKETING LP										FY 2008 CC 02	
Screen: ____		Alt Vndr: 1vvvvvvvvv8		Voucher: _____		Fiscal Yr: 2007		All: Y			
Include Only:		Acct: _____		Dept Ref: _____		Pg 1__ of		1 Pg(s)			
Vch		First		Dept		Check		Check			
S	Voucher	Lns	Account	Description	Ref	Nbr	Date	Net Amount			

-	1702597	1	500181-00000	2 GB CRUZER T	32832	361686	09/15/06	25.20			
-	1721262	1	500181-00000	2 GB CRUZER T	32832	374525	10/23/06	50.39			

** Vendor Total **						75.59					
*** End of voucher list for vendor ***											
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---											
Hmenu Help EHelp Bkwd Frwd Addr Left Right											

Voucher Inquiry by Alternate Vendor Process

Type the alternate vendor's identification number, and any other criteria to be used in searching and displaying the desired information. If you type part or all of the alternate vendor's name, in the Alt Vndr: field, a pop-up window will display to allow you to select the desired vendor.

You may also type an asterisk (*) in the Alt Vndr: field to view a pop-up list of alternate vendors and select the vendor's number from the list by typing an 'X' in the Sel: field. Press <ENTER> to "pass back" the number to the field on Screen 170.

Basic Steps

- Advance to Screen 170.
- Type a valid alternate vendor's identification number in the Alt Vndr: field and press <ENTER>. If there are vouchers for the specified vendor they will be displayed.
- You may enter a specific voucher number, account number, and/or department reference code to narrow the search and advance to a specific item.

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

Action Line

◆ Alt Vndr:	11 digits Enter a valid <u>alternate vendor identification number</u> . The vendor's name will appear above this field.
Voucher:	7 digits Include the desired <u>voucher number</u> to display.
Fiscal Year:	4 digits Identify the <u>fiscal year</u> to begin the search.
All:	1 character Type 'Y' to include <u>all vouchers</u> in the displayed list.

Include Only

Account:	11 digits Enter an <u>account number</u> to limit the search.
Dept Ref:	7 digits/characters Indicate a <u>department reference number</u> .
Pg _ of _ Pg(s):	4 digits Identify a <u>page number</u> to advance through the list of vouchers displayed.

Screen Information

Panel 1

S:	1 character Type an 'X' to <u>select an item</u> and advance to Screen 168 to view voucher detail.
Voucher:	7 digits Displays <u>voucher number(s)</u> that match the inquiry data entered on the Action Line.
Vch Lns:	3 digits Shows the <u>number of line items on the voucher</u> .
First Account:	11 digits Identifies the <u>first account number</u> listed on the voucher.

Screen 170 – Voucher Inquiry by Alternate Vendor (cont'd)

Description:	21 characters Displays the <u>description</u> entered on the voucher.
Stat:	4 characters Shows the <u>status of the voucher</u> . For example: CYCL = In Check Cycle or State Voucher Cycle DROP = Dropped before payment - acctg reversed PAID = Paid (after printing or Prepaid) PEND = Pending voucher - no acctg. Posted P-CN = Pending cancelled before acctg. Posted P-OP = Pending voucher - open (no acctg. posted) P-CL = Pending closed - closed but not posted; should post overnight and enter into CYCL otherwise there may be a problem
Net Amount:	10 digits Shows the <u>net amount</u> of the voucher, after discount.
Batch Date:	6 digits Indicates the <u>batch session date</u> when transaction was processed.
MC:	1 digit Shows the vendor's <u>mail code</u> for the voucher.
Vendor Total:	10 digits Displays the <u>total dollar amount paid</u> to the <u>vendor</u> .

Panel 2

Dept Ref:	7 digits/characters Indicates a <u>reference number</u> used by the <u>department</u> .
Check Nbr:	6 digits Identifies the <u>check number</u> issued when payment was made.
Check Date:	6 digits Indicates the <u>date</u> the <u>check</u> was <u>processed</u> .
Net Amount:	10 digits Identifies the <u>net dollar amount</u> of the voucher.
Vendor Total:	10 digits Displays the <u>total dollar amount paid</u> to the <u>vendor</u> .

Additional Functions

PF KEYS	See the Appendix for an explanation of the standard PF Keys.
PF9	Address
Addr	Displays detail <u>address</u> information for the vendor.

Vouchers by Reconciliation Bank Inquiry

Screen 178 displays voucher information for a specified reconciliation bank check. This screen shows the voucher number, the line item numbers and amounts that were paid for, as well as the total amount of the check.

Screen 178 – Vouchers by Reconciliation Bank Inquiry

178 Vouchers by Reconciliation Bank Inquiry						08/08/08 08:59	
						FY 2008 CC 02	
Screen: ____		Recon Bank: 06800		Check: 144456		Accounting Bank: 06800	
Vendor: 1vvvvvvvvv9		WALTER'S DRUGSTORE					
Check Date: 05/28/2008							
Date Cleared: 06/03/2008		Void Flag: N Date:					
S	Voucher	Ln	Campus	Account	Fiscal Yr	Check	Amount
-	-	-	-	-	-	-	-
-	3815086	1	02	954610-00000-6337	2008	144456	113.98
-	3815086	2	02	954610-00000-5453	2008	144456	2.20
***** End of Data *****							Total: 116.18
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---							
Hmenu Help EHlp							

Basic Steps

- Advance to Screen 178.
- Type a valid reconciliation bank number and check number on the Action Line and press <ENTER>.
- Type 'X' in the S: field to select a voucher and advance to Screen 169.

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

Action Line

- ◆ **Recon Bank:** 5 digits
Enter a valid reconciliation bank number.
- ◆ **Check:** 7 digits
Type the check number to be displayed.

Screen Information

- Accounting Bank:** 5 digits
Shows the accounting bank number used for the payment.
- Vendor:** 11 digits/30 characters
Displays the vendor's identification number and name that was on the check.
- Check Date:** 8 digits
Shows the date the check was printed.

Screen 178 – Vouchers by Reconciliation Bank Inquiry (cont'd)

Date Cleared:	8 digits Identifies the <u>date</u> the <u>check cleared</u> the bank.
Void Flag:	1 character 'Y' indicates the <u>check</u> was <u>voided</u> .
Date:	8 digits Displays the <u>date</u> the <u>check</u> was <u>voided</u> .
S:	1 character Type 'X' in this field to <u>select a voucher</u> for display on Screen 169.
Voucher:	7 digits Shows the <u>voucher number</u> that was paid for by the check.
Ln:	3 digits Displays the <u>line item number</u> on the voucher.
Campus:	2 digits Identifies the <u>campus code</u> .
Account:	15 digits Shows the <u>account number</u> used to pay for the voucher.
Fiscal Yr:	4 digits Indicates the <u>fiscal year</u> in which the payment was made.
Check:	7 digits Displays the <u>check number</u> sent to the vendor.
Amount:	12 digits Identifies the <u>amount for each line item</u> on the voucher.
Total:	12 digits Includes the <u>total amount of</u> the <u>check</u> .

Additional Functions

PF KEYS See the Appendix for an explanation of the standard PF Keys.

Outstanding Check List

Screen 185 provides a listing of all checks currently on the Check file for a given bank. Cleared checks will have a Drop Flag of 'Y'. Checks with a 'Y' in either the Drop or Void fields will be deleted in the subsequent Check Reconciliation.

Checks from BPP are loaded for reconciliation purposes. The check numbers are direct from BPP.

Screen 185 - Outstanding Check List

185 Outstanding Check List						WALGREEN CO		08/08/08 09:01	
								FY 2008 CC 02	
Screen: ____		Recon Bank: 03000 From Check No: 144456 From Date: ____							
Acct									
S	Bank	Check No	Campus	Recon	Void	Vendor	Date	Amount	
-	03000	825933	02	N	N	3vvvvvvvvv3	07/28/1998	4.59	
-	03000	919962	02	N	Y	3vvvvvvvvv1	05/04/2000	10.51	
-	03000	973524	02	N	Y	1vvvvvvvvv0	03/25/1999	35.36	
-	03000	1027889	20	N	Y	1vvvvvvvvvN	07/06/1999	82.06	
-	03000	1033752	02	N	Y	3vvvvvvvvvF	07/16/1999	20.00	
-	03000	1048025	02	N	Y	3vvvvvvvvvC	08/23/1999	54.70	
-	03000	1048045	02	N	Y	3vvvvvvvvv0	08/23/1999	283.28	
-	03000	1048046	02	N	Y	3vvvvvvvvv0	08/23/1999	45.00	
-	03000	1048049	02	N	Y	3vvvvvvvvv0	08/23/1999	15.00	
-	03000	1048050	02	N	Y	3vvvvvvvvv0	08/23/1999	25.00	
-	03000	1048051	02	N	Y	3vvvvvvvvv0	08/23/1999	79.18	
-	03000	1048068	02	N	Y	3vvvvvvvvvC	08/23/1999	39.90	
-	03000	1048072	02	N	Y	3vvvvvvvvvC	08/23/1999	191.13	
** Press ENTER to view more checks **									
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---									
Hmenu Help EHelp									

Basic Steps

- Advance to Screen 185.
- Enter the Recon bank number and press <ENTER>.

Outstanding Check List Process

- The From Check No: field may be used to position the display. Entering a specific check number will position the inquiry information to begin with this check number.
- The From Date: field may be used to inquire on checks by date. Entering a specific date will display all checks printed on this date for a specified account bank.
- Type an 'X' in the S (Select) field beside the Acct Bank line item and press <ENTER> to pass the check information to Screen 186 (FAMIS Vouchers by Check Inquiry) where detailed information is provided. (***See section on Screen 186 for more information.***)

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

Action Line

◆ Recon Bank: 5 digits
Enter the Reconciliation Bank number.

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

Screen 185 – Outstanding Check List (cont'd)

From Date: 8 digits
Indicate a date to begin outstanding check search.

Screen Information

S: 1 character
Type an 'X' in this field to select the line item for viewing further information about this check.

Acct Bank: 5 digits
Displays the accounting bank number.

Check No: 7 digits
Provides the outstanding check number.

Campus: 2 digits
Identifies the campus code this check is associated with.

Recon: 1 character
Identifies whether or not ('Y' or 'N') the check has been reconciled.

Void: 1 character
'Y' indicates the check was voided.

Vendor: 11 digits
Displays the vendor identification number.

Date: 8 digits
Shows the date the check was processed.

Amount: 12 digits
Indicates the amount of the outstanding check.

Additional Functions

PF KEYS See Appendix for explanation of standard PF Keys.

Vouchers by Check Inquiry

To display all outstanding vouchers that were aggregated on a single check to pay a vendor, use Screen 186. Depending on the way the voucher is coded, FAMIS local vouchers will be aggregated by vendor and one check printed. Therefore, the vouchers from several different departments may be included on a single check to the same vendor.

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

Screen 186 – Vouchers by Check Inquiry

186 Vouchers by Check Inquiry										11/09/09 14:39	
										FY 2010 CC 02	
Screen: ____ Recon Bank: 06800 Check: 128446										Accounting Bank: 06800	
Vendor: 2vvvvvvvvv0 JUNE J*JOHNSON											
Check Date: 05/15/2007 Recon Flag: N Date:										Reported:	
Check Amount: 325.29 Void Flag: Y Date: 11/03/2009										Repl Chk:	
Amt Cleared:										Date:	
S Voucher Vch Ln Campus Account Fiscal Yr Check										Vd Rsn: U	
- - - - -										Amount	
_ 3714838 1 02 947160-00000-6337 2007 128446										325.29	
***** 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
Indicates whether payment was reported to the IRS on 1099.
- Check Amount:** 15 digits
Shows the amount of the check.
- Void Flag:** 1 character
Displays 'Y' if the check was voided.
- Date:** 1 character
Shows the date the check was voided.
- Repl Chk:** 1 character
Displays 'Y' if this is a replacement check number.
- Amt Cleared:** 15 digits
Indicates the amount cleared, if reconciled.
- Date:** 8 digits
Shows the date the check cleared the accounting bank.
- Recon type:** Help 1 digit
Indicates the type of reconciliation:
1 - Batch = Automated Reconciliation Cycle
2 - Online = Manual Reconciliation Cycle

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

Vd Rsn:	1 character Identifies the <u>reason the voucher was voided</u> . For example: A = Amount incorrect on check D = Duplicate payment I = Incorrect vendor address L = Lost/Stolen/Destroyed S = Stale dated check/reissue U = Unclaimed property W = Wrong vendor name
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 explanation of the standard PF Keys.
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Check List

Screen 177 displays check information for checks issued on the reconciliation bank specified in the Action Line. To get a complete list in check number order, press enter.

To position from a certain check number, enter that check number in the From Check No field. To further refine the data, you may also enter a date to see only checks after a certain date.

The date field works best when the check number is entered also.

Screen 177 – Check List

177 Check List									
Screen: Recon Bank: 03000 From Check No: From Date:									
Acct	Bank	Check No	Campus	Recon	Void	Vendor	Date	Amount	
S	03000	099701	02	Y		3vvvvvvvvv0	05/04/2001	54,284.28	
-	03000	101110	01	Y		2vvvvvvvvv0	12/07/1994	218.70	
-	03000	103439	01	Y		2vvvvvvvvv0	12/13/1994	215.53	
-	03000	105600	01	Y		2vvvvvvvvv0	12/16/1994	215.53	
-	03000	110276	01	Y		2vvvvvvvvv0	01/04/1995	240.93	
-	03000	110281	01	Y		2vvvvvvvvv0	01/04/1995	168.55	
-	03000	120927	01	Y		2vvvvvvvvv0	01/11/1995	85.73	
-	03000	124145	01	Y		2vvvvvvvvv0	01/17/1995	270.07	
-	03000	132334	01	Y		2vvvvvvvvv0	01/31/1995	157.49	
-	03000	132861	02	N		1vvvvvvvvvS	12/01/2000	52.50	
-	03000	132888	02	N	Y	3vvvvvvvvv0	11/30/2000	70.00	
-	03000	133061	02	N	Y	3vvvvvvvvv0	01/22/2001	4,317.00	
-	03000	133062	02	N	Y	3vvvvvvvvv0	01/22/2001	3,394.50	
** Press ENTER to view more checks **									
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---									
Hmenu Help EHlp									

Basic Steps

- Advance to Screen 177.
- Type a valid reconciliation bank number on the Action Line and press <ENTER>.
- You may specify a check number to begin the list and a date to display checks that were printed after specific day.
- Type 'X' in the S: field to select a voucher and advance to Screen 169.

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

Action Line

- ◆ Recon Bank: 5 digits
Enter a valid reconciliation bank number.
- From Check No: 7 digits
Type the check number to be displayed at the beginning of the list of checks on the screen, if desired.
- From Date: 8 digits
Include a specific date to see checks after that date.

Screen 177 – Check List (cont'd)

Screen Information

S:	1 character Type 'X' in this field to <u>select a voucher</u> for display on Screen 178.
Acct Bank:	5 digits Shows the <u>accounting bank number</u> used for the payment.
Check No:	7 digits Displays the <u>check number</u> sent to the vendor.
Campus:	2 digits Identifies the <u>campus code</u> .
Recon:	1 character Shows if the <u>check</u> has been <u>reconciled</u> .
Void:	1 character Identifies if the <u>check</u> has been <u>voided</u> .
Vendor:	11 digits Displays the <u>vendor's identification</u> on the check.
Date:	8 digits Shows the <u>date</u> the <u>check</u> was <u>printed</u> .
Amount:	15 digits Identifies the <u>amount of the check</u> .

Additional Functions

PF KEYS	See the Appendix for an explanation of the standard PF Keys.
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Section IX

Maintenance Screens

Maintain Discount Table

The entries on this screen are only for vouchers created using Screens 104 and 125.

Values on the discount table specify terms of frequently used discounts. Each discount table record contains a discount code, discount percent, and a number of days. This information is used to determine the discount amount if payment is made within a specific time period.

Each agency can select values to be set up in the discount table. In the sample below, discount terms are a 1.5 % discount if invoice is paid within 10 days.

Screen 808 displays the current values on the discount table and is also used to add, change or delete table values.

This screen is maintained and updated by FAMIS Services.

Screen 808 - Maintain Discount Table

808 Maintain Discount Table				08/08/08 09:17
				FY 2008 CC AM
Screen: ____				
Function	Code	Discount	Days	Message
-	01	1.50__	10__	
-	03	2.50__	22__	
-	__	__	__	
-	__	__	__	
-	__	__	__	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---				
Hmenu Help EHelp				

Basic Steps

Add a Discount Record

- Advance to Screen 808.
- Type 'A' in the Function: field for Add.
- Type a two-digit account code in the Code: field.
- Type a four-digit discount percent in the Discount: field. The decimal point is entered two positions from the right. For example, 1.5% = 1.50.
- In the Days: field, type the number of days from the invoice date that payment must be received by the vendor in order to take advantage of the discount.
- Press <ENTER> to record the discount table entry.
- The message **** Added **** should appear in the Message: field beside the newly created discount code.

Screen 808 – Maintain Discount Table (cont'd)

Update a Discount Record

- Advance to Screen 808.
- Tab to the Function: field next to the discount code requiring modification.
- Type a 'U' in the Function: field for Update.
- Make the necessary changes to the discount code and press <ENTER>.
- The message **** Update **** should appear in the Message: field beside the modified discount code.

Drop a Discount Record

- Advance to Screen 808.
- Tab to the Function: field next to the discount code being dropped.
- Type a 'D' in the Function: Field for Delete.
- Press <ENTER> to drop the discount code.
- The message **"Delete performed successfully"** should appear at the top of the screen above the screen number.

Discount Table

When voucher transactions (vouchers, credit memos, or checks) are entered with a discount type indicator of "V" on Screens 104 or 125, FAMIS references the discount table for the correct discount percentage and the due date.

Due Date

The due date calculation is based on the invoice date and the number of days on the discount record.

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

Screen Information

Function:	1 character Enter the desired <u>function</u> for maintaining the discount: A = add a discount code D = delete a discount code U = update a discount code
Code:	2 digits Include the <u>numeric code</u> assigned by the user to the <u>vendor's discount terms</u> . Values are: 01-99.
Discount:	4 digits Indicate the <u>percentage cash discount</u> associated with the discount code.
Days:	3 digits Enter the <u>number of days</u> the discount terms are valid. FAMIS automatically calculates the due date by adding these days to the invoice date.

Screen 808 – Maintain Discount Table (cont'd)

Message: 15 lines 50 characters each
Shows the message for the function performed:
'Added' should appear in Message: field beside the newly created discount code. 'Update' will display if the information has been changed.

Additional Functions

PF KEYS See Appendix for explanation of standard PF Keys.

Section X

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 in the use of the screen. For example, on Screen 104, Voucher Create, the bottom of the screen shows the PF7 with the word 'Bkwd' under it. This means that by pressing the PF7 key, the screen listing will scroll backwards.

TAB and BACKTAB Keys

Use the **TAB** and **BACKTAB** keys on a 3270 terminal to move from field to field. This will position the cursor at the start of each field. Most PCs have a key labeled TAB, while the BACKTAB is a combination of the SHIFT/TAB keys.

Using the arrow keys, instead of the TAB keys, to move around the screen may lock the computer keyboard. Use the RESET key, then the TAB key, to position the cursor and unlock the keyboard.

CLEAR Key

The **CLEAR** key on many PC keyboards is the **PAUSE** key. This key is often used to clear, or refresh, the screen before typing.

RESET Key

After pressing <ENTER> to process data information, note the status bar at the bottom of the screen. When the system is processing information, the symbol "X ()" or ⌂ will appear. You cannot enter additional information until the system is finished processing. If any other symbols appear, press your **RESET** key -- often the **ESCAPE** key on a PC.

ERASE END OF FIELD Key

To erase all the information in a field with one stroke, the **ERASE EOF** key on a 3270 keyboard is helpful. For example, a vendor name is held in context when moving from screen to screen. To change to a different vendor, use this key and the current vendor name in the Action Line will be removed. Now the new vendor name can be input. On most PCs, the correct key to use is the **END** key on the numeric keypad.

HOME Key

From anywhere on the screen, the most efficient way to take the cursor back to the Screen: field on the Action Line is by pressing certain keys. For the 3270 terminals, the correct combination is the **ALT/RULE** keys. On most PCs, the **HOME** key on the numeric keypad will work.

Protected Area

The **Protected Area** is the area of the screen that will not allow the user to enter information. Typing information in the protected area may freeze the screen. Use your **reset** key and then **tab** key to release your system when it freezes.

Action Line/Context

The **Action Line** is usually the first line of information on each screen. The Screen: field is used to navigate from screen to screen by entering the number of the screen desired. Fields such as screen, vendor, voucher number, account, etc. are often found on the Action Line.

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

The **<ENTER>** key must be pressed after entering **Action Line** data. If a user does not follow this step, all information entered on the screen may be lost and must be re-entered. After pressing **<ENTER>**, a message will be given at the top of the screen asking for modifications or providing further processing instructions.

F0002 Record has been successfully added		03/03/94 14:56
002 GL 6 Digit		FY 1994 CC AA
Screen: ____	Account: 032365 ____	NAVSO, INC.
Account Title: NAVSO, INC. _____		

Message Line

The line above the Action Line is used to display messages to the user. These messages may be error messages or processing messages, such as the one below.



Scrolling Through Data

Pressing the <ENTER> key will scroll through information listed on a screen. On some screens, there are PF keys to use to scroll forward, backward, left and right. These PF keys are displayed at the bottom on the screens with that function.

Help

HELP functions are available for many screen fields in FAMIS. Placing a "?" in the blank beside the desired field and hitting <ENTER> will access a pop-up window with specified field information. Another way is to place your cursor in the desired field and press the F2 key.

To get out of the HELP function, either select a value and press <ENTER> or hit the **PF4** key. The distinction on which key to use will normally be designated in the pop-up window (EX: **PF4** = Exit).

Escaping from a Pop-Up Window

When in a pop-up window, pressing **PF4** will usually take you back to the original screen. There are a few screens when pressing <ENTER> will take you back to the original screen.

Field Help Using the F2 Program Function Key

On selected fields, additional information can be displayed using the F2 program function key. This HELP information is accessed by moving the cursor to the field in question and pressing the F2 Key.

Screen 002 - GL 6 Digit

002 GL 6 Digit		11/24/97 12:05
		FY 1997 CC AA
Screen: ____ Account: 032365 ____	NAVSO, INC.	
Account Title: NAVSO, INC.		
Resp Person: 4uuuuuuu9 SOSA, SOPHIE S	Old Acct: _____	
Year-end Process: F	Reclassify: _	Reporting Group: ____ Aux Code: ____
Fund Group: FG	Sub Fund Group: DF	Sub-Sub: GP Function: ____
Default Bank: 00001	Override: Y	SL Mapped Count: 1
Alternate Banks: 00002	____	Security: ____

The first help screen describes the field; pressing <ENTER> will display the valid values for the field.

DESCRIPTION: DESIGNATES DEPARTMENTS WITHIN SCHOOLS OR UNITS FOR WHICH FISCAL REPORTS WILL BE NECESSARY, I.E. CHEMISTRY DEPARTMENT, ADMINISTRATION AND COUNSELOR EDUCATION.		
+-----+		
3		3
3	*** D I C T I O N A R Y - H E L P ***	3
3		3
3	VALUES	MEANING
3	-----	-----
3	ACCN	ACADEMIC COMPUTING CENTER
3	ACCS	ACADEMIC COMPUTING SERVICES
3	ACCT	ACCOUNTING
3	ADEX	ADULT & EXTENSION EDUCATION
3	ADLL	ADULT LITERACY & LEARNING CEN
3		
3	Lookup Value / . Menu	
3	Rule : IASYS-DEPT	Default value is:
3	View : IAFRS-GENERAL-SUBSIDIARY	
3	Field: FG-FS-DEPT	

Question Mark (?) and Asterisk (*) Help

FAMIS also provides information about selected fields through the Question Mark (?) Help facility. This HELP information may be accessed by typing a question mark (?) in the field in question and pressing the <ENTER> key.

Screen 002 - GL 6 Digit

```

002 GL 6 Digit                                02/16/04 10:12
                                              FY 2004 CC 02

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

Account Title: ED & GEN INCOME-TUITION
Resp Person: 4uuuuuuuu0  MASON, MARY 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: 03000  Override: Y          SL Mapped Count: 18
Alternate Banks: *****  Security:  _

                Dept      S-Dept Exec Div  Coll Mail Cd Stmt
Primary: REV  _          UN   AD      C6000  N
Secondary: VTEA  _      AA   CD      C4457  Y

Fund Source:  _
Long Title: EDUCATIONAL AND GENERAL INCOME - TUITION

Account Letter: Y  Setup Date: 08/26/1991

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

In some instances, typing an asterisk (*) will provide additional information for a field.

A pop-up window is displayed with the valid values for the field. By typing an 'X' next to the desired value, that value is passed to the main screen. This is the Passback feature.

```

+-----+
** More Codes - Press <ENTER> to View **
+-----+

Search Criteria:  AFR Fund Group: 20

  AFR      Sub
Fund Fund Fund Description
- 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
- 31  AX  AP  AUXILIARY PLEDGED
      -- IASYS-AFR-FUND-GROUP --
Select an AFR Fund Group or Press <PF4> to Quit
+-----+
  
```

Accounts Payable Screens List

	<u>PAGE</u>
M10 Accounts Payable System Menu	I-9
Shows the available menus in the Accounts Payable system.	
M11 Accounts Payable Inquiry and Vendor Menu	I-9
Lists the inquiry screens to use for the Accounts Payable application functions.	
M12 Voucher Update Menu – Part 1	I-10
Displays the available screens to use with the Accounts Payable voucher transactions.	
M13 Voucher Update Menu – Part 2	I-10
Indicates the screens to use with revolving vouchers.	
104 Voucher Create	IV-3
Enter regular vouchers on this screen.	
105 Voucher Header Modify	IV-14
Modify information entered on Screen 104. To change the amount, you must use Screen 125.	
106 Unpaid Voucher Drop	IV-20
Drop a voucher entered on Screens 104 or 108, before it is paid.	
107 Voucher Line Item Modify without Accounting	IV-23
Modify voucher information entered on Screens 104 or 108, before it is paid.	
108 Credit Memo	IV-36
Used to enter a credit that the vendor has given the customer (agency or institution).	
109 Prepaid Voucher	V-3
This screen is used to enter a voucher for prepaid goods and services and to cover a check manually produced outside FAMIS.	
110 Void Check	IV-44
Allows user to void a check on the check reconciliation file and marks the voucher records as void. This may be a check from the check cycle (originally entered on Screen 10) or from a prepaid voucher (Screen 109).	
111 Pending Voucher Create/Modify	IV-54
Used to create or modify a pending voucher.	
112 Pending Voucher Create/Modify with P.O. Numbers	IV-62
Create or modify a pending voucher with PO Numbers.	
113 Post a Range of Pending Vouchers	IV-69
Used to post a specified range of pending vouchers.	
114 Pending Interest Voucher Modify	IV-71
Used to modify the account on a pending interest voucher.	
115 Pending State Interest Create/Modify	IV-75
Used to create or modify interest passed from the State to the correct FAMIS voucher.	
116 Prepaid Credit Memo	V-14
Enter a credit memo for a prepaid voucher.	

Appendix – Accounts Payable Screens List (cont'd)

	PAGE
118 Voucher Line Item Modify with Accounting.....	IV-28
Used to add/modify voucher line item information and affect accounting.	
119 Prepaid Voucher Amount Modify.....	V-11
Change the amount of a prepaid voucher entered on Screen 109. Updates both the check reconciliation file and the voucher file.	
124 Session/Batch Header List.....	III-6
Provides a list of all session/batches processed in FAMIS.	
125 Voucher Amount Modify.....	IV-33
Used to change the amount of a voucher entered on Screen 104. Must be done before the voucher is paid.	
126 Revolving Check Receipt	VI-26
Updates the state voucher file to record the receipt of the check from the state. This is only done for multi-vendor vouchers.	
127 Transaction Inquiry by Batch.....	III-8
Provides a detailed listing of transactions processed in a specified batch.	
130 AP Batch/Initialize	III-3
A session/batch must be opened to enter accounts payable transactions.	
131 Preview Flag Reset	IV-52
Change the previous status of a voucher that has been placed on 'Hold' by the agency.	
134 Revolving Voucher Create.....	VI-3
Used to enter a revolving voucher. The multi-vendor voucher requests reimbursement from the state.	
135 Revolving Voucher Amount Modify.....	VI-11
Modifies the amount of a revolving voucher entered on Screen 134. Must be done before the voucher is paid.	
136 Revolving Voucher Drop.....	VI-14
Used to delete a revolving voucher created on Screen 134.	
137 Void Revolving Check.....	VI-17
This screen is used to void a check created in the check cycle as a result of a voucher entered on Screen 134 or 139.	
139 Prepaid Revolving Voucher	VI-19
Request payment from the state for expenses previously paid by the agency. Also records the check created outside FAMIS for expenses.	
141 Change Source State to State	VII-4
Used to change the source of an expenditure from on account or state bank to another account or state bank.	
142 Change Source Local to Local.....	VII-9
This screen is used to change the source of an expenditure from one account or local bank to another account or local bank.	

Appendix – Accounts Payable Screens List (cont'd)

	<u>PAGE</u>
146 Void State Voucher	IV-46
Used to void an entire state voucher. All line items will be voided.	
147 State Voucher Partial Void	IV-49
This screen is used to change the amount of a line item on a state voucher.	
148 Change Local to State/State to Local	VII-15
Change the source of an expenditure from local to state or state to local on this screen.	
149 Revolving Prepaid Amount Modify.....	VI-28
Modify the amount of a prepaid revolving voucher entered on Screen 139.	
160 Invoices by Vendor Inquiry.....	VIII-3
Provides a list of invoices paid to a specified vendor.	
161 Voucher Inquiry by Voucher Number	VIII-6
Lists all FAMIS vouchers by voucher number.	
162 Voucher Inquiry by Vendor	VIII-8
Provides a list of vouchers for a specified vendor.	
163 Voucher Inquiry by Account, Department Reference.....	VIII-12
Provides a voucher list for a specified account.	
164 Voucher Inquiry by PO Number.....	VIII-15
Displays vouchers for a purchase order number.	
165 Outstanding Voucher Inquiry	VIII-18
Shows outstanding vouchers for a specified vendor.	
166 Pending Voucher Inquiry.....	VIII-21
Lists pending vouchers in voucher number order by year.	
167 Voucher Inquiry by Dept Ref	VIII-23
Displays list of vouchers for a specified departmental reference code.	
168 Voucher Total Inquiry.....	VIII-26
Lists all line items for selected multi-account voucher.	
169 Voucher Line Item Inquiry.....	VIII-33
Displays detail information on a specified voucher line item.	
170 Voucher Inquiry by Alternate Vendor.....	VIII-43
Displays vouchers having the specified alternate vendor.	
177 Check List.....	VIII-53
Displays check information for checks issued on the recon bank specified in the Action Line.	
178 Vouchers by Reconciliation Bank Inquiry.....	VIII-46
Shows voucher information for a specified recon bank check.	
185 Outstanding Check List.....	VIII-48
Lists outstanding checks for a reconciliation bank.	
186 Vouchers by Check Inquiry	VIII-50
This screen provides reconciliation information for a specified check.	

Appendix – Accounts Payable Screens List (cont'd)

	<u>PAGE</u>
808 Maintain Discount Table	IX-3
Used to maintain the vendor discount information.	
817 Comp Codes Subject to Interest	II-6
Displays the State Comptroller Object Codes subject to prompt payment interest.	
818 ACH, State, and Local Holiday Table	II-7
Shows all known State and Local holidays.	
819 State Holiday Table	II-8
Displays State holidays.	

Standard PF Keys

PF Keys are used in the purchasing module of FAMIS to access additional information. Wherever possible the same assignment has been given to the same PF key, such as PF9 always being the key used for NOTES. Occasionally this has not been possible and a different assignment has been made.

The following list is to help you identify the functionality behind the PF keys that you will see on the many screens in Routing & Approvals.

Many screens have extended information windows assigned to various function keys that are designated at the bottom of each screen or pop-up window. Placing the cursor (using the cursor arrow keys) on a particular line and pressing the extended information function key will display the pop-up window information for the document or item on that line.

Press <PF4> to exit a pop-up window and return to the previous window or inquiry screen. If multiple windows have been opened pressing <PF3> will return you directly to the screen where you started.

From within many of the pop-up windows, an additional set of extended function keys may appear to further inquire on the document or item.

Extended Function Keys

Accts

Accounts

Displays a window of all responsible **accounts** and their portion of the total order.

F5628 End of accounts on document				
P P600026 *** Account Distribution ***				
CC	FY	Account	Description	Amount
AM	1996	330001-00000-4050	RENEWAL MAINTENANCE AGREE	70.95
AM	1996	330001-00000-4010	DELIVERY SERVICES	11.23
Total all Accounts *				82.18
PF3= Back to 280 PF4=Exit PF5=BBA				

Addr

Address

Used to include more lines of address information.

Addr: 11409 WILSON BLVD	
SUITE 909	
ATN: WAYNE WILSON	

Appendix – Standard PF Keys (cont'd)

Bkwd	Backwards Returns to the previous screen or scrolls one page back for a particular item.
Frwd	Forward Advances to the next screen or scrolls one page forward for a particular item.
Left	Scroll Left Some windows are made up of several adjacent panels. These will be designated by the word Panel: ## appearing in the window. Pressing this key scrolls the panel to the left .
Next	Next Screen Advances to the next screen required.
Right	Scroll Right Some windows are made up of several adjacent panels. These will be designated by the word Panel: ## appearing in the window. Pressing this key scrolls the panel to the right .
Vndr	Suggested Vendors Displays all suggested vendor sources for a particular document.

**** Suggested Vendors Information ****			
Document: R400007			
VID:	or FEI: 6xxxxxxx8	VID:	or FEI: 8xxxxxxx8
FALCO SYSTEMS INC		LEGACY SYSTEMS	
Addr: 5555 ROSEMARY ROAD		Addr: 1000 DEE HIGH RD SUITE M	
SACRAMENTO CA 95842		BROOM CO 80000	
PH: 800-333-3333 FAX: 916-300-1111		PH:	FAX:
Press <PF4> to Exit			

FAMIS Transaction Codes

FAMIS uses a 3-digit transaction code to determine how transactions are processed. The last digit is often used as a reference to further describe the transaction.

The exception is a full 3-digit code to indicate special processing. Many of these codes are used for budget transactions, encumbrances and beginning balances.

Financial Accounting

02x - Budgets (Screens 10, 10A, 10B, 10C, 10D)		
020	Original Budgets & Original Budget Corrections	Special FAMIS Processing
021	Revised Budgets (General)	Special FAMIS Processing
022	Budget Transfers	Special FAMIS Processing
023	Base SL to SA (Original)	Special FAMIS Processing
024	Base SL to SA (Revised)	Special FAMIS Processing
025	SA to SA (Within SL Only)	Special FAMIS Processing
027	Begin Year Budget Forward	Special FAMIS Processing
03x - Receipts (Screen 12)		
030	Regular Cash Receipts (Dept. Sales, Payments to Clearing Accts)	User Defined
031	Investment Earnings	User Defined
032	Gifts	User Defined
033	Miscellaneous Receipts	User Defined
034	Cashiers – Vault Entries	User Defined
038	Payroll Interpart Transfers	Assigned by FAMIS
039	Interpart IDTs – Credit to One Part, Disbursement to Other	Assigned by FAMIS
04x - Disbursements (Screen 13)		
043	Miscellaneous Disbursements	User Defined
044	Cashiers – Vault Entries	User Defined
045	Miscellaneous Cash Disbursements (Travel Advance, Work Funds)	User Defined
046	Change of Source of Funds	Assigned by FAMIS
047	AP Check Voids	Assigned by FAMIS
048	AP Disbursements	Assigned by FAMIS
049	Payroll Disbursements	Assigned by FAMIS
05x - Encumbrances (Screen 11)		
050	Previous Year(s) Encumbrances	Special FAMIS Processing
051	Salary Encumbrances	Assigned by FAMIS
054	Requisition	Assigned by FAMIS
055	Purchase Order	Assigned by FAMIS
057	Encumbrance Begin Year Carry Forward	Special FAMIS Processing
058	Regular Encumbrance	User Defined
059	Current Year Encumbrances (budget check, regardless of flags)	Special FAMIS Processing
E5x	Blanket Wage Encumbrances	Assigned by FAMIS

Appendix – FAMIS Transaction Codes (cont'd)

Financial Accounting Transaction Codes (cont'd)

06x - Encumbrances (Screens 14, 14A, 25, 35, 36, 37 85, 86)		
060	Real Journal Entries	User Defined
061	JE for IDTs	Assigned by FAMIS
062	JE for Cash Sales/Payments on Receivables (overrides freeze)	Assigned by FAMIS
063	JE from Student Feeds	Assigned by FAMIS
064	JE from Payroll Feeds	Assigned by FAMIS
065	JE from Accounts Receivable (create receivable)	Assigned by FAMIS
066	JE from Fixed Assets (capitalization, etc)	Assigned by FAMIS
067	JE from LMS (Loan Management System)	Assigned by FAMIS
068	JE from Accounts Payable (setting up liabilities)	Assigned by FAMIS
069	Compound Journal Entries (system controlled)	Assigned by FAMIS
06A	JE for Procurement Card Entries	Assigned by FAMIS
09x – Beginning Balances, Bank Transfers (Screen 15)		
090	Bank Transfers	Special FAMIS Processing
098	Beginning Balances	Special FAMIS Processing

A/P Voucher

14x – Regular Vouchers (Screens 104, 111, 112) (Invoicing Screen345)		
140	Regular Vouchers	User Defined
141	Regular Vouchers	User Defined
142	Produce Separate Checks for Vouchers	User Defined
143	State Travel Vouchers	Special FAMIS Processing
147	Revolving Vouchers	Assigned by FAMIS
148	Change Source of Funds	Assigned by FAMIS
149	Force Separate Check	Special FAMIS Processing
15x – Credit Memos (Screen 108) (Invoicing Screen340)		
151	Regular Credit Memo	User Defined
152	Regular Credit Memo	User Defined
159	Forces Separate Credit Memo (only matches when used on same voucher as charges)	Special FAMIS Processing
16x – Prepaid Vouchers (Screen 109) (Invoicing Screen345)		
160-164	Prepaid Voucher (Regular) with reconciliation	User Defined
165	Prepaid Voucher with NO reconciliation (does a JE to cash voucher clearing and does not affect the bank)	Assigned by FAMIS
166	Prepaid Voucher with NO reconciliation (offset to the bank)	Assigned by FAMIS
167	Prepaid Revolving Voucher	Assigned by FAMIS
169	Prepaid Cash Voucher	User Defined
17x – Prepaid Credit Memo (Screen 116) (Invoicing Screen340 and 345)		
170-174	Prepaid Credit Memo with reconciliation	User Defined
176	Prepaid Credit Memo with NO reconciliation (no offset to the bank)	User Defined
175	NOT USED	User Defined
177-179	Prepaid vouchers with reconciliation	User Defined

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Session and Batch Header Codes

A session/batch reference code is used to group sessions of like transactions. The first three (3) characters typically identify the type of transactions entered during the session. For example, ARP001 would signify an Accounts Receivable Payment transaction. We recommend that FAMIS users use these batch header codes where appropriate.

Accounts Payable		
AP ACH	APA	FAMIS ASSIGNED
AP Check	APC	FAMIS ASSIGNED
AP State Voucher	APV	FAMIS ASSIGNED
Fee	FEE	
Travel	TRV	
Corrections-Travel	TRC	
Purchase	PRV	
Prepaid Vouchers	PPV	
Corrections- Purchase	PVC	
Delete Vouchers	DEV	
Housing Interface	HSG	FAMIS ASSIGNED
SIMS Interface	SIMS	FAMIS ASSIGNED
Miscellaneous	MDS	
Procurement Card	PCC	FAMIS ASSIGNED
Corrections-Payroll	CPR	
Accounts Receivable		
AR Accounting Feed	FAR	FAMIS ASSIGNED
AR Payments	ARP	FAMIS ASSIGNED
Bank Transfers		
Bank Transfers	BTR	
Budget		
Budget Brought Forward	BBF	FAMIS ASSIGNED
Beginning Entries	BEG	
Regular	BJN	
Original Budgets	BUD	
Generated Exp Budget	GEB	FAMIS ASSIGNED
Cash Receipts		
Cashier Deposits-Depts	CDP	
Corrections Receipts	CRC	
Departmental Deposits	DDP	
Distribution to S/L	DTR	
Gifts	GIF	
Interest	INT	
Investment Sales	INS	
Letter of Credit	LOC	
Miscellaneous	MDP	
V/MC Charge Back	CBK	
V/MC Deposits	VDD	
Encumbrance		
Encumbrance	ENC	

IDTs		
Regular	IDT	
Corrections	IDC	
Gift Fees	FEE	
Interface IDTs	(dept. code) Ex: PHPLxx	
Visa/MC Charges	VMC	
Interagency Payments	IAP	
Journal Entries		
Regular	JEN	
Corrections	JEC	
Investments	JIN	
Payroll		
EPA Adjustments	EPA	FAMIS ASSIGNED
Insurance Billing	INS	FAMIS ASSIGNED
Insurance Equity Transfer	INEQ	FAMIS ASSIGNED
Payroll	PAY	FAMIS ASSIGNED
Payroll Auto Adjustment	SEAA	FAMIS ASSIGNED
Salary Encumbrance	SEN	FAMIS ASSIGNED
Salary Savings	SSV	FAMIS ASSIGNED
Fixed Assets (FFX)		
FFX Accounting Feed	FFX	FAMIS ASSIGNED
FFX Depreciation Fee	FFD	FAMIS ASSIGNED
Sponsored Research (SPR)		
Indirect Cost	INDZ	FAMIS ASSIGNED
Suspense		
Suspense	SUS	

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FAMIS Reference Codes

Currently, there are four different reference codes used in FAMIS. Specific transactions are associated with these codes. Each transaction code is identified below, along with related transactions. Samples of Screen 23 have been used to show each reference code with related transactions.

Reference # 1

FIELD	RELATED TRANSACTIONS	CODE	TYPE OF DATA or # TYPE
REF 1	Encumbrances Vouchers Credit Memos Prepaid Vouchers Prepaid Credit Memos Revolving Vouchers Revolving Prepaid Vouchers Change Source of Funds Multi Vendor Vouchers (SL & GL)	05x 06x	PO # or Doc #
	Budget (SL) Budget Transfer	02x	Budget #
	Beg Balance #	098	Beginning Balance (GL)
	AFR #	060	AFR Entries/Reversals (SL & GL)

Screen 23 – Transaction Inquiry by Account (Panel 1)

023 Transaction Inquiry by Account									
VET MED - TEACHING HOSPITAL									
Screen: ____ Account: 144013 4010 Ref: 1 Direct/Indirect: D									
Bank Option: N									
Sbcd	TC	Ref 1	Date	Description	Amount	I	BatRef	Offset	Acct
4010	054	Lxxxxx1	09/16	DYLAN TROPHY DB	420.50	D	8576JF		
4010	054	Lxxxxx5	09/22	WINSTON'S OFFICEWOR	367.00	D	8576JF		
4010	068	Lxxxxx2	09/25	NASH NASWORTHY	131.49	F	PVP308	014400	2100
4010	068	Lxxxxx5	09/26	WINSTON'S OFFICEWOR	367.00	F	PVP309	014400	2100
4010	061		09/26	STORES	646.71		PURS01	270260	0523
4010	061		09/26	STORES	107.47		PURS01	270260	0523
4010	061		09/26	STORES	434.10		PURS01	270260	0523
4010	061		09/26	STORES	51.41		PURS01	270260	0523
4010	061		09/26	STORES	72.35		PURS01	270260	0523
4010	061		09/26	STORES	90.57		PURS01	270260	0523
4010	061		09/26	STORES	11.96		PURS01	270260	0523
4010	061		09/26	STORES	417.24		PURS01	270260	0523
4010	061		09/26	STORES	322.99		PURS01	270260	0523
4010	061		09/26	STORES	98.66		PURS01	270260	0523
* Continued *									
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---									
Hmenu Help EHelp View DLoad Left Right									

Reference # 2

Reference 2 is almost always assigned by FAMIS. In most cases, this will be the voucher number. There are various ways to view or report data by this reference number.

FIELD	RELATED TRANSACTIONS	CODE	TYPE OF DATA or # TYPE
REF 2	Disbursements Vouchers Credit Memos Prepaid Vouchers Prepaid Credit Memos Revolving Vouchers Change Source of Funds Multi-Vendor Vouchers Revolving Prepaid Vouchers	068	Voucher #
	Interdepartmental Transfers Receipts	030 061	Bill # or Receipt #
	A/R Addt'l Line Item Entry A/R Line Item Adjust A/R Line Item Payment		A/R Invoice
	Encumbrance (SL)	05x	Document #
	AFR Entries/Reversals (SL & GL)	060	Document #
	DBR Budget Transfer	022	DBR Document #

Screen 23 – Transaction Inquiry by Account (Panel 1)

023 Transaction Inquiry by Account									
VET MED - TEACHING HOSPITAL									
Screen: ____ Account: 144013 4010 Ref: 2 Direct/Indirect: D									
Bank Option: N									
Sbcd	TC	Ref 2	Date	Description	Amount	I	BatRef	Offset	Acct
4010	054	Lxxxxx1	09/16	DYLAN TROPHY DB	420.50	D	8576JF		
4010	054	Lxxxxx5	09/22	WINSTON'S OFFICEWOR	367.00	D	8576JF		
4010	068	1xxxxx9	09/25	NASH NASWORTHY	131.49	F	PVP308	014400	2100
4010	068	1xxxxx8	09/26	WINSTON'S OFFICEWOR	367.00	F	PVP309	014400	2100
4010	061	Sxxxxx0	09/26	STORES	646.71		PURS01	270260	0523
4010	061	Sxxxxx2	09/26	STORES	107.47		PURS01	270260	0523
4010	061	Sxxxxx3	09/26	STORES	434.10		PURS01	270260	0523
4010	061	Sxxxxx4	09/26	STORES	51.41		PURS01	270260	0523
4010	061	Sxxxxx5	09/26	STORES	72.35		PURS01	270260	0523
4010	061	Sxxxxx6	09/26	STORES	90.57		PURS01	270260	0523
4010	061	Sxxxxx7	09/26	STORES	11.96		PURS01	270260	0523
4010	061	Sxxxxx8	09/26	STORES	417.24		PURS01	270260	0523
4010	061	Sxxxxx9	09/26	STORES	322.99		PURS01	270260	0523
4010	061	Sxxxxx0	09/26	STORES	98.66		PURS01	270260	0523
* Continued *									
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---									
Hmenu Help EHelp View Dload Left Right									

Reference # 3

Reference 3 is less used than the others. There are some transactions where you will see entries in Reference 3. There are various ways to view the data for this reference number.

FIELD	RELATED TRANSACTIONS	CODE	TYPE OF DATA or # TYPE	AUTO OR MANUAL
REF 3	AP Disbursements (GL) Prepaid Vouchers	04x 068	AP Check #	A
	Receipts Disbursements	03x 04x	Teller # (if manually entered)	M

Screen 23 – Transaction Inquiry by Account (Panel 1)

023 Transaction Inquiry by Account									
VET MED - TEACHING HOSPITAL									
Screen: ____ Account: 144013 4010 Ref: 3 Direct/Indirect: D									
Bank Option: N									
Sbcd TC	Ref 3	Date	Description	Amount	I	BatRef	Offset	Acct	
4011 068		02/28	JT MOORE CHANCE	89.61	N	PCV001	014400	2100	
4011 041		02/28	WALLER-CREDIT INV	8.00-	C	PCR001			
4011 054		03/06	ROY RASWELL DISTR	316.36	D	8576JF			
4013 054		12/04	MMM VETERINARY SUP	21.82	D	7940EP			
4013 054		12/04	MMM VETERINARY SUP	15.58	D	7940EP			
4013 068		12/15	MMM VETERINARY SUP	21.82	F	INV376	014400	2100	
4013 068		12/15	MMM VETERINARY SUP	15.58	F	INV376	014400	2100	
4013 061	0106202	01/08	CARE PAY 20090000	2,089.64		OSJ009	001004	1610	
4013 054		03/06	PNEUMON SERVICES	32.00	D	7940EP			
4013 054		03/06	SHORE VETERINARY I	253.66	D	7940EP			
4014 068		03/03	DYLAN TROPHY DB	7.50	F	PVP410	014400	2100	
4020 054		09/01	DALE MARKETING L P	593.92	D	PUR001			
4020 054		09/09	DALE MARKETING L P	79.99	D	8576JF			
4020 054		09/15	DISK-O-TAPE INC	753.82	D	8576JF			
* Continued *									
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---									
Hmenu Help EHelp View DLoad Left Right									

Reference # 4

Reference 4 is typically used by departments to identify transactions by a number that is meaningful to them. There are various ways to view or report data by this reference number thereby aiding the departments to work with their accounting data.

FIELD	RELATED TRANSACTIONS	CODE	TYPE OF DATA or # TYPE
REF 4	Vouchers	068	Department Voucher #
	Credit Memo		
	Prepaid Vouchers		
	Prepaid Credit Memos		
	Revolving Prepaid Vouchers		
	Change Source of Funds		
	Multi-Vendor Vouchers		
	A/R Additional Line Item Entry	022	A/R Payment Check #
	A/R Line Item Adjust		
	A/R Line Item Payment		
	AFR #	060	AFR Entries/Reversals (SL & GL)

Screen 23 – Transaction Inquiry by Account (Panel 1)

023 Transaction Inquiry by Account									
VET MED - TEACHING HOSPITAL									
Screen: ____ Account: 144013 4010 Ref: 4 Direct/Indirect: D									
Bank Option: N									
Sbcd TC	Ref 4	Date	Description	Amount	I	BatRef	Offset	Acct	
4010 054 84691		09/16	DYLAN TROPHY DB	420.50	D	8576JF			
4010 054 90248		09/22	WINSTON'S OFFICEWOR	367.00	D	8576JF			
4010 068 90105		09/25	NASH NASWORTHY	131.49	F	PVP308	014400	2100	
4010 068 90248		09/26	WINSTON'S OFFICEWOR	367.00	F	PVP309	014400	2100	
4010 061		09/26	STORES	646.71		PURS01	270260	0523	
4010 061		09/26	STORES	107.47		PURS01	270260	0523	
4010 061		09/26	STORES	434.10		PURS01	270260	0523	
4010 061		09/26	STORES	51.41		PURS01	270260	0523	
4010 061		09/26	STORES	72.35		PURS01	270260	0523	
4010 061		09/26	STORES	90.57		PURS01	270260	0523	
4010 061		09/26	STORES	11.96		PURS01	270260	0523	
4010 061		09/26	STORES	417.24		PURS01	270260	0523	
4010 061		09/26	STORES	322.99		PURS01	270260	0523	
4010 061		09/26	STORES	98.66		PURS01	270260	0523	
* Continued *									
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---									
Hmenu Help EHelp View DLoad Left Right									

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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 where the screen to be accessed and the key of the data to be addressed are input and displayed.

Alias

A commonly used name for a vendor, other than the formal customer name (primary name) that prints on the check. The Purchasing System also offers a commodity alias name and permits you to define any number of alias names, once a vendor has been created.

AP

See Accounts Payable.

Attributes

Descriptive data associated with a record. Examples are school, department, function, name and responsible person. Attributes support a variety of sophisticated reporting techniques.

Automatic Budget Reallocation (ABR)

When transactions are entered, a process by which the system automatically transfers budget dollars from predefined budget pools to specific object codes.

B

Bank Transfer

A movement of cash from one bank account to another. This allows expenditures at specific object codes to share in a single pool of money.

Appendix – Glossary (cont'd)

Batch/Session

A collection of related transactions entered into the system with a header record and control totals, usually prepared by one person or subsystem feed.

Batch Interface

A type of interface where one system generates transactions to be batched for input into another system.

BBA

See Budget Balance Available.

Budget

A plan of revenue and expenditures for an accounting period expressed in monetary terms.

Budget Balance Available (BBA)

That portion of budget funds that is unspent and unencumbered.

Budget Pool

A budget summarized at significant levels of revenue or expense. A single pool of money defined for use by specific object codes.

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.

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 on-line feature that assists the user by providing immediate information about any particular field on a screen.

Data Entry

A means for adding information into the system.

Default

The value that the system will assign if no other value is entered.

Delete Flag

A data element whose condition signifies that a document will be permanently removed from the database during the next archive cycle.

Demand Voucher

Voucher to be paid during the next Check Cycle.

Diagnostic Message HELP

An on-line feature that assists the user with data entry by providing an explanation of a message and the appropriate action to take.

Diagnostics

The messages that describe the results of processing. These messages may indicate an error and provide information about a process by noting what action to take to correct the error.

Digit 3 of TC

The third digit of the Transaction Code (Entry Code) which specifies the type of transaction.

Discount Account

The account credited for discounts taken by the system when a check is written.

Discount Table

A table containing user-defined values representing discount terms for vendors.

Dollar Data

A record of the dollar amount and the type of financial transactions posted to an account.

Dollar Limit

A code used in Accounts Payable to specify a check amount. If the amount of a vendor's check is greater than this value, the check will not be generated.

Appendix – Glossary (cont'd)

Drop Flag

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

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

FA

See Financial Accounting.

Feed

Transactions from other systems that are transferred to the FRS.

Field

That part of a control record, transaction or established for displaying or entering information.

File

A storage area established within a computer system or database for organizing similar kinds of data.

Financial Accounting (FA)

A Financial Records System application that balances the General and Subsidiary ledgers while providing a complete audit trail of all transactions.

Financial Records System (FRS)

A system that supports the financial record-keeping and reporting of a college or university.

Financial Transaction

An entry made to the system to record information.

Flag

A data element used to set controls or conditions on a process or program.

Freeze Flag

A data element whose condition signifies that new transactions cannot be posted. This includes no feeds or invoice postings for this document.

FRS

See Financial Records System.

Fund

An accounting entity (a 6-digit GL account) with a self-balancing set of 10-digit accounts for recording assets, liabilities, a fund balance and changes in the balance.

Appendix – Glossary (cont'd)

Fund Balance

The equity of a fund (the difference between assets and liabilities).

Fund Group

A related collection of funds (6-digit GL accounts). Examples include Current Unrestricted, Current Restricted, Loan, Endowment, Annuity and Life Income, Plant, and Agency.

Fund Group ID

A one-digit identification number representing the fund group with which an account is associated.

Fund Transfer

A movement of dollars from one fund balance to another.

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 the document's number, the date and amount.

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.

Appendix – Glossary (cont'd)

Journal Entry

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

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 on-line 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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