

FAMIS

Accounts Payable

Basic Concepts

Version 2.0
March 2011

FAMIS Services
The Texas A&M University System

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Session I

Vendors

Session I - Vendors

Purpose

To describe how to handle vendors in Accounts Payable.

Objectives

Enable you to:

- Define terminology
- Explain vendor number assignment
- Demonstrate name rotation feature
- Describe Vendor Discount Table
- Identify screens to create/maintain vendors
- Analyze vendor activity

Vendors

Definition

Those to whom payment is made or recorded.

Purpose

To provide goods or services to:

- Suppliers
- Students
- Employees
- Visitors

Basic Information

The Vendor Add/Modify screen handles the majority of the attributes attached to a vendor. Multiple addresses can be added as well as data fields to satisfy State and Federal reporting.

Screen 103 – Vendor Add/Modify

103 Vendor Add/Modify		04/01/09 14:50	
ISM E AND I PROJECT OFFICE		FY 2009 CC 02	
Screen: ____	Vendor: 1vvvvvvvvv0	Page: 1	<More>>>>
Name: ISM E AND I PROJECT OFFICE		PIN: 1vvvvvvvvv2 ____	
Send New Setup to TINS: ____		Send Changes to TINS: N Tax-ID: 1xxxxxxx5	
----- Purchasing Bid To -----		*----- Accounts Payable Remit To ----*	
Address: 399 CONGRESS		Address: SIX LINCOLN CENTRE	
		6TH FLOOR	
City: AUSTIN		State: TX	
Zip: 78701		Country: ____	
Phone: 979-260-3333		Ext: ____	
FAX: 979-260-2222		Zone: ____	
Contact: CAROL CARSON		Contact: ____	

Vendor Type: BU		Ownership cd: 0	
Disadv: ____		Ethnic Orig: ____	
Bus size: L		TAMUS Employee: N	
Established: 06/25/1990		By: THBR02P	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---		Modified: 09/18/2006	
Hmenu Help EHelp		HUB Stats NxVn	
Order Left		Right	

Vendor Number

Definition

An eleven digit identifier for a vendor.

Purpose

To uniquely identify a vendor.

Examples:

ISM CORP 11333319850

D D Doran 20422220654

FAMIS Format

First digit

1	Corporation
2	Individual or Sole Proprietor

Second through tenth digits

133331985	Federal ID Number
042222065	Social Security Number

Eleventh digit

0	Mail Code Designator
4	Mail Code Designator

State Format

Example:

IAQ PUBLICATIONS, INC 15415725828 001

First digit

1	Corporation
2	Individual or Sole Proprietor

Second through tenth digits

541572582	Federal ID Number or Social Security Number
-----------	---

Eleventh through fourteenth digits

8	Check Digit (1 digit)
001	State Mail Code Designator (3 digits)

Vendor Guidelines

The following guidelines should be used by all users authorized to enter vendor information into the FAMIS System. These guidelines will ensure consistent data and provide better results for name searches.

Vendor Setup

In order to process a payment to a vendor or employee, the vendor or employee must be established with a vendor identification number in FAMIS.

Before entering a new vendor, the vendor file should be searched to see if the vendor already exists on file. To search for a vendor, enter part of the name in the Vendor field. If there is only one vendor that meets the criteria, that vendor will automatically display. If more than one vendor meets the criteria, a pop-up window will display additional vendors that meet the criteria you entered. To scroll through the list of vendors, press the <ENTER> key.

Function keys are listed at the bottom of the pop-up window to display addresses associated with each vendor. These include the address to send Bids, the Remit To Address, and the address to send Invoices.

If the vendor you are looking for is not found, search for it using any aliases that might be used. If you have the vendor number, use Screen 101 to try and locate the vendor information.

Before you can add the vendor to Screen 103, the vendor must send you a W-9 form.

Additionally, you need to check the IRS Website and do a 'TINS matching' which is the process of validating the vendor name and tax id number.

When all these steps are complete, then you can add the vendor to Screen 103.

ACH information is set up using Screen 207. This information should be set up by a different person than the one who is doing the vendor setup on Screen 103/203.

Individual Names & Name Rotation

For more efficient vendor searches, use an asterisk (*) in the name. For name searches and sorting, FAMIS rotates the name beginning at the character following the asterisk.

Enter 'John Jones' as **John*Jones**

Do NOT leave a space before or after the asterisk.

The name displays as **Jones John**

You may need to search using 'John Jones' in case the '*' was not entered.

Vendor Guidelines (cont'd)

'The', 'A', and 'An'

Business names beginning with 'The', 'A', or 'An' should be entered with the most important portion of the name following the '*'.

Enter 'The Apothecary Shop' as **The*Apothecary Shop**

The name displays as **Apothecary Shop The**

Periods and Commas Do NOT use periods and commas

These affect sorting and cause problems when they are not consistently used.

The '%' Never use the % sign for 'Care of'

The '%' sign is a special reserved character to the programming language and causes severe problems.

Name Changes and Aliases

When the name of a vendor is changed, the old name becomes an alias and is still available in name searches. The aliases for a vendor may be viewed on Screen 120.

Screen 120 can also be used to create aliases for vendors. If you wish to see 'IBM' in name searches but prefer the name to print The IBM Corporation on checks and purchase orders, use Screen 120 to create an alias of IBM.

Screen 120 may be used to delete an alias if there was a mistake in the original name when it was created.

Same Federal ID#, Different Name, Different Address

Vendors with the same Federal Tax ID but with a different name or multiple addresses must have a separate Vendor ID. This is done by changing the last character (Mail Code) of the FAMIS Vendor ID. The mail code may be either numeric or alphabetic.

Tom Parson Co	174444172 <u>0</u>
Parson Communications	174444172 <u>1</u>

First Digit of the Vendor ID

The first digit of the vendor ID indicates a type of vendor following the State standard.

- | | |
|---|-------------------------------------|
| 1 | Companies |
| 2 | Individuals and Sole Proprietors |
| 3 | State Agencies and Foreign Entities |

If more than 36 mail codes are needed, add an appropriate digit to the first digit of the vendor id and keep the next nine the same as the original. Thus companies would start with '1', '4', and '7'. Individuals will start with '2', '6' and '8'.

Name Search

Definition

Search of AP for vendor by name rather than by vendor number.

Purpose

- Check to see if the vendor already exists in the system
- Access vendor number when all you have is vendor name

Screen 102 – Vendor Name Search

102 Vendor Name Search						04/01/09 14:52	
						FY 2009 CC 02	
Screen: ____		Vendor: IBM					
	Name	Vendor	Drop	Alias	City	State	
-	IBM	1vvvvvvvvv0	N	Y	OAKBROOK TERR	IL	
-	IBM	1vvvvvvvvvA		Y	DALLAS	TX	
-	IBM	1vvvvvvvvv2	N	Y	ATLANTA	GA	
-	IBM	1vvvvvvvvvV	N	N	SAN FRANCISCO	CA	
-	IBM	1vvvvvvvvv6	N	N	CHICAGO	IL	
-	IBM	1vvvvvvvvv8	N	N	COLLEGE STATI	TX	
-	IBM	1vvvvvvvvv1	N	N	N. YORK	ON	
-	IBM CORP	1vvvvvvvvvL	N	N	DALLAS	TX	
-	IBM CORP	1vvvvvvvvvA		N	DALLAS	TX	
-	IBM CORP	1vvvvvvvvvG	N	N	DALLAS	TX	
-	IBM CORP	1vvvvvvvvv5		N	CAMBRIDGE	MA	
-	IBM CORP	1vvvvvvvvvZ	N	N	NORTH READING	MA	
-	IBM CORPORATION	1vvvvvvvvv0	N	Y	OAKBROOK TERR	IL	
-	IBM CORPORATION	1vvvvvvvvv1		N	ENDICOTT	NY	
-	IBM CORPORATION	1vvvvvvvvvA		Y	DALLAS	TX	
** More Entries **							
Enter -PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---							
Hmenu Help EHelp				Addr			

Vendor Search Process

Any screen with a Vendor field can be used to search for a particular vendor. After advancing to a particular screen, an asterisk (*) should be placed in the Vendor: field to access the vendor file list in alphabetical order. Any portion of the vendor name can be included in the Vendor: field; FAMIS will use the available data to match what is on the vendor file list.

After searching through the files, if the specified vendor is located, tab to the space next to the vendor's name and type an "X". This will place the vendor information on the screen currently in use, and advancing to other screens will allow this information to pass to these screens.

Vendor Alias

Definition

Vendors have different names such as “IBM” and “International Business Machines” and “IBM, INC”. While there is only one name of record for a vendor, there can be many aliases.

Purpose

To prevent multiple vendor records for the same vendor.

Example:

Dell Incorporated
Dell Computers
Dell Marketing

- Check to see if the vendor already exists in the system
- Access vendor number when all you have is vendor name

Screen 120 – Vendor Name Alias Maintenance

120 Vendor Name Alias Maintenance DELL MARKETING LP		04/01/09 14:55
Screen: ____ Vendor: 1vvvvvvvvv8		FY 2009 CC 02
Vendor Name: DELL MARKETING LP		
Vendor Alias:	DELL COMPUTERS	Drop
	DELL MARKETING, L.P.	—
		—
		—
		—
		—

Vendor Addresses

Definition

Vendors have addresses for different functions within the organization, such as an address for billing, another for orders, and another for remittance of the payment.

Purpose

To accommodate the various addresses for a vendor's business.

On vendor screens, you can enter and access multiple addresses using the PF keys at the bottom of the screen.

Example:

PF9	Bid
PF10	Remit
PF11	Order

Vendor Name Rotation

Definition

Capability to search for vendors in one format and to print the vendor name in another format on checks and reports.

Purpose

To allow vendor names to be searched and printed in appropriate formats.

Format

Inserting an asterisk (*) in the vendor name indicates a pivot point where the name rotation is to occur.

Example:

James G*Southard

Prints on checks as:

Sorts on reports and online searches as:

James G Southard

Southard, James G

Vendor ACH Setup

Definition

Bank information required for initiating ACH payments to vendor.

Basic Information

Screen 207 – Vendor ACH Information

207 Vendor ACH Information		05/14/09 10:57
		FY 2009 CC 01
Screen: ____	Vendor: 3vvvvvvvvvG PHYSICAL PLANT	
	PIN: 3xxxxxxxxx1 000	
Send to TINS: _		
Routing Number: 111111111	Note: Last Digit is computed according to NACHA rules & may be changed by FAMIS.	
Account Number: 9999999997	Account Type: C	Trans Type: CCD_
Prenote Sent Dt:	Prenote Override: Y	Dt: 09/04/2001
ACH Start Dt: 09/04/2001	ACH Override: _	
Email Addr: AR@TAMU.EDU		
* ----- Vendor Change Information ----- *		
Established: 01/31/1995	Added By: K156JKB3	
Date Modified: 03/20/2007	Modified By: JOSR01P	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---		
Hmenu Help EHelp		

Vendor Change Log

Definition

A list of the changes made to the vendor record.

Purpose

To provide an audit trail for changes to vendor information.

Basic Information

Screen 201 – Vendor Change Log

201 Vendor Change Log		THE *PERSONAL COMPUTER STORE		05/14/09 10:41	
				FY 2009 CC 01	
Screen: ____		Vendor: 1vvvvvvvvv1		Order: N Field: _____	
				Panel: 01 More>>	
Send	Sent	Field Name	New Field Value	Date	Date Pulled
Tins	Tins			Changed	for TINS
-----	-----	-----	-----	-----	-----
N		BID FAX		08/28/2008	
N		VN-W9-DT	20060103	01/11/2006	
N		NAME	THE *PERSONAL COMP	12/01/2005	
N		VN-W9-DT	20051020	11/22/2005	
N		REMIT CONTACT	MM REVWD OK TO PAY	11/15/2005	
N		VN-W9-DT	20050120	10/27/2005	
N		ADDRESS	1400 UNIVERSITY DR	10/27/2005	
N		ADDRESS	MICROAGE COLLEGE S	10/27/2005	
N		NAME	THE PERSONAL COMPU	10/27/2005	
N		1099 CODE	C	01/14/2004	
N		VENDOR TYPE	BU	01/14/2004	
N		OWNER CODE	T	01/14/2004	
***** End of Data *****					
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---					
Hmenu Help EHelp		Audit		Left Right	

Vendor Flags

Definition

Data elements used to set controls on vendors.

Purpose

To define limits on vendor/voucher activity.

Basic Information

Types:

Hold Payment
Freeze Activity
Delete
Drop
Exclude Vendor from HUB Process

Values:

N (No) Flag turned off
Y (Yes) Flag turned on

Screen 143 – Vendor Flag Set/Reset

143 Vendor Flag Set/Reset	DALE MARKETING INC	04/01/09 14:57
		FY 2009 CC 02
Screen: ____	Vendor: 1vvvvvvvvv7	
Vendor Flags	Comment:	
N - HOLD Payment		
Y - FREEZE Activity	USE 1vvvvvvvvv8	
N - DELETE this Vendor		
N - DROP this Vendor		
N - Exclude Vendor from HUB Process		
Hold Info.	Freeze Info.	Delete Info.
Operator:	WARD02P	Drop Info.
Date:	07/19/1999	
Time:	03:07 PM	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---		
Hmenu Help EHelp		Warns

Vendor Freeze Activity Flag

The purpose of this flag is to restrict voucher activity for a vendor.

Function:

System does not accept any requests for new payment activity for vendor.

Setting:

Manually set in real time.

Vendor Delete Flag

The purpose of this flag is to indicate that no further voucher activity can be processed for a vendor.

Function:

Restricts all voucher and maintenance transactions against a vendor.

Special Processing:

- Vendor cannot have any outstanding vouchers.
- All vouchers must be paid and reconciled or voided.

Vendor Drop Flag

The purpose of this flag is to identify the vendor to be purged.

Function:

Physically removes vendor from file at month end.

Setting:

Delete flag must be set to "Y".

Quiz - Vendors

1. Match the following terms with their definitions:

- | | |
|-------------------|--|
| ___ Vendor | A. One digit representing different vendor addresses |
| ___ Vendor Flags | B. Eleven character identifier for a vendor |
| ___ Name Rotation | C. Capability to format vendor name in two different ways |
| ___ Vendor Number | D. Data elements used to set controls |
| ___ Name Search | E. Anyone to whom you make or record payment |
| ___ Mail Code | F. Search of AP for vendor by name rather than by vendor number |

2. Using the "Name Rotation" feature, how would you enter the vendor "John L. Smith" in the Vendor Name: field?

3. What do the digits of the FAMIS vendor number represent?

Digit 1 _____

Digits 2 – 10 _____

Digit 11 _____

4. Reference Menu M21 to answer the following questions:

Menu M21 - Vendor Information Menu

```
M21 Vendor Information Menu                                05/06/09 19:39
                                                           FY 2009 CC 17
Screen: ____

      * ----- Vendor Information ----- *
      201 Vendor Change Log
      203 Vendor Add/Modify
      204 Vendor Purchasing Create
      205 Vendor Payables Create
      206 Vendor Ownership Information
      207 Vendor ACH Information
      209 State Vendor Hold Maintenance

      143 Vendor Flag Set/Reset
      101 Vendor Number Search
      102 Vendor Name Search
      120 Vendor Alias Maintenance
      132 Vendor History

      173 State HUB ID Search
      174 State HUB Name Search
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
      Hmenu Help  EHelp
```

- _____ A. What screen would you use to view the results of a name search in which there was more than one match?
- _____ B. What screen is used to view information on a single vendor?
- _____ C. Which screen would you reference to find out a vendor's alias?

Session II

Vendors on Hold & HUB Vendors

Session II – Vendors on Hold & HUB Vendors

Purpose

- To understand the processes of Vendors on State Hold
- To understand the processes required to process HUB vendors

Objectives

Enable you to:

- Access the Vendor on Hold file
- Discover whether a vendor is on State Hold
- Identify a vendor as a HUB vendor

Vendors on State Hold

Definition

Vendors that are identified as being indebted to the State and therefore cannot be paid by the A&M System.

Purpose

State law prohibits a State Agency from making payments to anyone indebted to the State of Texas (TEX. GOV'T CODE ANN. Section 403.055).

Basic Information

File is updated daily with data from the State.

As part of the Check Cycle, FAMIS does not produce checks or create ACHs when the vendor is matched to a Vendor on Hold record.

Screen 171 – State Hold Vendor ID Search

171 State Hold Vendor ID Search			05/05/09 18:30	
			FY 2009 CC 24	
Screen: Vendor: Hold/Release(H/R): _				
	Vendor Name	Vendor ID	Hold Src	Hold Rsn
-	BEAUMONT BUSINESS SCHOOL INC	1vvvvvvvvv5	320	455
-	LIBERTY POSTAL INC	1vvvvvvvvv5	320	455
-	XAVIER IMPROVEMENT COMPANY	1vvvvvvvvv5	320	455
-	PROFESSIONAL ELECTRONIC DISTRIBUTORS INC	1vvvvvvvvv5	304	013
-	BRET B BELL	1vvvvvvvvv7	320	160
-	MEGAN M MENDOZA	1vvvvvvvvv1	320	160
-	CIANBRO CORPORATION	1vvvvvvvvv0	304	013
-	SPENCER PRESS OF MAINE INC	1vvvvvvvvv3	304	013
-	QUADIC SYSTEMS INC	1vvvvvvvvv1	304	026
-	FOX PHOTO INC (DBA)	1vvvvvvvvv9	582	390
-	WRIGHT EXPRESS CORPORATION	1vvvvvvvvv9	304	013
-	SECURITIES CLASS ACTION SERCVICES LLC	1vvvvvvvvv0	304	026
-	SKED INVESTMENTS IN	1vvvvvvvvv2	304	013
-	MDSCJH STAR RITE TOWING MANAGEMENT INC	1vvvvvvvvv4	304	013
-	MDSCJH STAR RITE TOWING MANAGEMENT INC	1vvvvvvvvv4	304	026
Press <ENTER> For More Entries				
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---				
Hmenu Help EHelp		Hist HSrc		Left Right

State HUB Vendors

Definition

Vendors who qualify as Historically Underutilized Business (HUB).

Purpose

To allow reporting to the State of procurements using HUB vendors.

Basic Information

Examples:

Gender
Disadvantaged
Ethnic Origin

Reporting Criteria Summary:

Primary Vendor flagged as HUB
Transaction codes: 068, 048, 047, 046
Revolving vouchers are included
Object codes as indicated on Screen 806

Screen 173 – State HUB Vendor ID Search

173 State HUB Vendor ID Search				05/05/09 18:16			
				FY 2009 CC 24			
Screen: ____		Vendor: _____					
Vendor ID	Vendor Name	Gndr	Ethn Cd	QISV	Tx Off	Sm Bus	
1vvvvvvvvv2	AIR MAX ENTERPRISES, INC.	M	AS				
1vvvvvvvvv1	SPECIALTY MACHINE	F	WO			Y	
1vvvvvvvvv1	A E C INC	M	HI				
1vvvvvvvvv0	2 POP PRODUCTIONS	F	WO		Y	Y	
1vvvvvvvvv1	DOMINIONSAP, LLC	M	BL			Y	
1vvvvvvvvv5	THREAT ANALYSIS GROUP, LLC	M	AS		Y	Y	
1vvvvvvvvv2	THE WILSON ELLIS COMPANY	F	WO				
1vvvvvvvvv0	ADVANCE NETWORK SYSTEMS INC.	F	WO	Y	Y	Y	
1vvvvvvvvv7	CORPORATE FACILITIES MANAGEMENT SVC	M	HI		Y	Y	
1vvvvvvvvv4	PAVEMENT MARKINGS	M	HI		Y	Y	
1vvvvvvvvv3	DOCUTEX	M	HI		Y	Y	
1vvvvvvvvv6	BG TECHNOLOGIES OF AUSTIN, L.L.C.	F	WO	Y	Y	Y	
1vvvvvvvvv5	SHILOH PRINTING , LLC	M	BL			Y	
1vvvvvvvvv4	BIZ TECH SOLUTIONS, INC.	M	AS				
1vvvvvvvvv5	GLOBAL FORCE USA	F	AS			Y	

Workshop - Vendors

Purpose

To set up vendors and inquire on vendor information.

Objectives

Enable you to:

- Set up vendors on Screen 103
- Become familiar with Vendor Alias, Screen 120
- Inquire using the Vendor Change Log, Screen 201
- Set up Vendor ACH Information on Screen 207
- Freeze/Unfreeze Vendors on Screen 143

Session III

Vouchers

Session III - Vouchers

Purpose

To describe voucher processing in AP.

Objectives

Enable you to:

- Define terminology
- Create/Modify/Delete vouchers
- Inquire on status of vouchers
- Explain accounting for vouchers

Vouchers

Definition

An authorization of payment for goods or services.

Purpose

To produce either:

- a check/ACH for payment of goods or services
- a State 'voucher' form to authorize payment from the State for goods or services

Basic Information

Types:

Regular voucher
Pending voucher
Revolving voucher
Prepaid voucher
Multi-Vendor voucher

Automatic Assignment of Voucher Numbers

Definition

Voucher numbers are automatically assigned.

Screen 834 – Create a new voucher prefix and numbers FAMIS Services only

Screen 835 – View existing voucher prefixes and numbers

Purpose

- Eliminate manual tracking of vouchers
- Provide for auditability
- Each single digit can be set up on Screen 834 to maintain a series of vouchers

Basic Information

A voucher number is a seven digit number with the first digit called the voucher prefix. Prefixes allow for the grouping of similar vouchers, such as student related vouchers.

Voucher Prefixes:

- 0** Regular Voucher
0000001 – First voucher number
0000002 – Second voucher number
- 5** Travel Voucher
5000001 – First voucher number
5000002 – Second voucher number

Screen 835 – Last Voucher Number Used Table

835 Last Voucher Number Used Table			05/07/09 10:22
			FY 2009 CC 21
Screen: ____			
Fiscal Office Campus Code: 21			
Prefix	Next Number	Description	
0	0909720	A/P	
1	1902691	TRAVEL	
2	2910533	BANNER REFUNDS	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---			
Hmenu Help EHelp			

Voucher File

Definition

Detail for all open and paid vouchers until purged by FAMIS Services.

Purpose

To serve as a record of all voucher activity.

Basic Information

Verification Highlights:

When a voucher is entered, the system checks the following:

- Vendor file to verify vendor number
- GL/SL file to verify 10 or 15 digit account number
- Open Commitment file to verify PO number
- Banks are verified
- USAS fields are verified for State banks

Accounts Payable Transaction

Definition

Entry made to record dollar information on goods and services payments.

Purpose

To post financial activity as it occurs.

Basic Information

Types:

Direct
Indirect

Accounts Payable Transaction Code

Definition

A three digit code entered on an accounts payable transaction.

Purpose

To identify the type of financial transaction being posted.

Basic Information

Types:

- 14x Regular Voucher/Revolving Voucher
- 15x Credit Memo
- 16x Prepaid Voucher/Revolving Prepaid Voucher
- 17x Prepaid Credit Memo

Data Control

Definition

Tracking the input, processing and output of data. Verifying accuracy of processing by comparing expected results to actual.

Purpose

- Ensure accurate and reliable accounting data
- Increase processing efficiency

Basic Information

Examples:

Verify all data processed
Control subsystem feeds
Monitor correction of rejected or suspended items

Processing Dollar Data

Sequence	Process
1	Organize source documents
2	Open a session
3	Post transactions
4	Reconcile the session
5	Close the session
6	Review results of processing

Accounts Payable Procedures

Purpose

Track the input, processing and output of data in FAMIS in order to ensure accurate and reliable accounting.

Compare the expected results of posting transactions to the actual results and ensure that corrections are promptly reprocessed in a timely and efficient manner.

Suggested Procedures:

1. Organize the source documents and prepare session/batch forms.
2. Enter the data.
3. Compare the transactions processed and amounts processed for the session with the submitted counts and amounts recorded on the form.

If the amounts and counts match:

- Note the amounts and initial the form, then give it to the appropriate person for review.

If the amounts and counts do not match:

- Make the corrections and forward the session/batch forms to the appropriate person.
- Note the reason for any discrepancies on the form. If there are entries that cannot be completed, set those documents aside for future handling. Give the documents and forms to the appropriate person for review and handling, as necessary.

4. Review Suspense monitor reports daily for outstanding items.

Items in Suspense beyond three days should be investigated.

Questions to help you plan:

1. What scheme will you use for your Session/Batch Reference?
2. How will the corrections cross-reference the original batch?
3. How many people will you need? Who on your current staff is responsible for that function?
4. Will the supervisor have the necessary authority to designate who makes the corrections?

Session/Batch

Definition

A control mechanism to track real-time posting of a group of financial transactions.

Purpose

To provide data control on the transactions that are entered.

Basic Information

Session/Batch Header Formats:

A A A N N N 3 alphas
 3 numerics

A A A A N N 4 alphas
 2 numerics

Alphas typically indicate transaction type

Numerics typically identify entry person

Screen 130 – AP Batch Initialize

130 AP Batch Initialize		04/01/09 15:03	
		FY 2009 CC 02	
Screen: ____			
Session Reference: PRV001		Session Date: 04/01/09	
Session Status: 0		Acct Feed: Y	
Bank: 0001		Voucher Feed: Y	
Description: Paper Vouchers			
User ID Override: N			
Batch Balancing Information			
Transactions		Amount	
Expected Totals:	5	5000	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			

Regular Voucher

Definition

An authorization of payment for goods or services by either a check for funds on a local bank or a request for payment from the State with State funds.

Purpose

To produce either:

- a check/ACH for payment of goods or services
OR
- a State Voucher to authorize payment from the State

Basic Information

14x Transaction Codes:

- 141 Regular Vouchers
- 143 State Travel Vouchers
- 142 Separate Checks for Vendor
- 149 Separate Checks for Vendor

Screen 104 – Voucher Create

104 Voucher Create		WILTON'S OFFICEWORKS		05/11/09 11:07	
				FY 2009 CC AA	
Screen: ____		Vendor: 1vvvvvvvvv0		Voucher: 0 ____	
		Default Cost Ref: N			
		Budget Balance Override: Actuals: N			
Type: 1		Dept. Ref. #: 1234-1		Enclosure Code: _	
Invoice Date: 100408		Order Date: 090408		Due Date: ____	
State Req Nbr: ____		GSC Ord: ____			
Description: Office supplies - call log book					
Cust AR NBR: ____		ACH Ovrd: _		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: _			
		P.O. Encumb P/F/N		C Comp. Item Dup	
Ln		Account		Number Obj. Liq Ind Bank F Code Amount 1099 Ovrrd	
1		200311 00000 4010		____ 10.99 ____	
Inv: 226979		PCA: ____		Cost Ref 1: ____ 2: ____ 3: ____	
Dates: Inv Rec: 100508		Delv: 100508		Req Pay: ____ IC: _ Rsn: _	
Transactions: 0 Amount: ____		0.00 Batch: PRV001		Date: 05/11/2009	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---					
Hmenu Help EHelp ACH				Multi Desc Warns	

Pending Voucher (Without PO Number)

Definition

An authorization of payment for goods or services for vouchers that have no prior encumbrances and that require additional approval and release before posting.

Purpose

To create vouchers for payments not initiated in the Purchasing System, without Purchase Order numbers and that require additional approval and release before posting.

Basic Information

The pending voucher is created, an encumbrance is posted using the voucher number, but the payable is not created until the voucher is posted (PF5), or manually posted using Screen 113 (Post a Range of Pending Vouchers).

Screen 111 – Pending Voucher Create/Modify

111 Pending Voucher Create/Modify		03/21/11 14:47	
		FY 2011 CC 01	
Screen: ____	Voucher: 2902262	Fiscal Year: 2009	Default Cost Ref: N
Doc Summary: WCI			
Vendor: 1vvvvvvvvv3 S & W STATE HOSPITAL			
Type: 1	Dept. Ref. #: 042406	Enclosure Code: ____	
Invoice Date: 10/15/2008	Order Date: ____	Due Date: 10/23/2008	
State Req Nbr: ____	GSC Ord: ____		
Description: FREMONT, FARAH			
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: ____	Confidential: ____	Wire Transfer: ____	
Revolving: N	Fund Type: Local		
Prepaid Inv: N	Check Nbr: 311293	Check Dt: 10/24/2008	Override Bank: ____
SQ Voucher: 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			

Pending Voucher (Without PO Number) (cont'd)

Screen 111 – Pending Voucher Create/Modify (using PF11 Mlti key)

Screen: 111										** Multi-Account Vouchering **									
Ln	Account	Bank	F	Comp	Inv.	C	Disc		Dup										
1	261010 00000 6462 05102	Y			Amount	R	Amount	1099	Inv										
					35.65				Ovr										
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:										
Inv		PCA		Cost	Ref 1	2	3		Del										
Dates:	Inv Rec:		Delv:		Req Pay:		IC:		Rsn:										
Total Working Items: 1					35.65			Pg: 1 of 1											
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---																			
Hmenu Help			EHelp			XRitm Bkwd Frwd			V0Int Exit										

Pending Voucher (With PO Number)

Definition

An authorization of payment for goods or services by creating vouchers that reference an existing encumbrance.

Purpose

To enter and create a pending voucher which will reference and liquidate an existing encumbrance that was entered on Screen 11.

Basic Information

The pending voucher is created and the existing encumbrance is liquidated when the voucher is posted using PF5, or manually posted using Screen 113 (Post a Range of Pending Vouchers).

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

112 Pending Voucher Create/Modify with P.O. Numbers		03/21/11 14:53	
		ACH VENDOR FY 2011 CC 99	
Screen: ____	Voucher: 9000080	Fiscal Year: 2009	Default Cost Ref: N
Doc Summary: INV_____			
Vendor: Vvvvvvvvvv0 TEXAS TRANSPORT			
Type: 0	Dept. Ref. #: 0101104	Enclosure Code: ____	
Invoice Date: 09/02/2008	Order Date: _____	Due Date: 09/09/2008	
State Req Nbr: L.BROCK	GSC Ord: _____		
Description: SA UNPROT AVAILABLE EXCEEDED 5262 BY_____			
\$3.62_____			
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: R Reason: GE	Wire Transfer: ____	
Cont Wk Force: ____	Confidential: ____		
Revolving: N	Fund Type: Local		
Prepaid Inv: N	FAMIS Trc: A107047	ACH Dt: 10/24/2008	Override Bank: _____
SQ Voucher: _____	Budget: 1	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			

Pending Voucher (With PO Number) (cont'd)

Screen 112 – Pending Voucher Create/Modify (using PF11 Mlti key)

Screen: 112 ** Multi-Account Vouchering **														
Ln	Account	P.O. Number	Enc Obj	P /F Bank	C Comp F Code	Inv. Amount	C Disc R Amount	10 99	Dup Inv Ovr					
1	473700 00096 5262 9000080			P 00010	7291	3.32								
Inv 0101104 270452 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:														
Inv PCA Cost Ref 1 2 3 Del														
Dates: Inv Rec: Delv: Req Pay: IC: Rsn:														
Total Working Items: 1 3.32 Pg: 1 of 1														
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---														
Hmenu Help EHelp XRItn Bkwd Frwd V0Int Exit														

Revolving Voucher

Definition

An authorization of payment for goods or services where payment is made with local funds and reimbursement to the Agency is requested from the State.

Purpose

To produce **both** a local check for payment and a State Voucher to authorize payment from the State for goods or services.

Basic Information

Transaction Code:

147 Revolving Voucher Transaction

A special State voucher form is printed as well as the check for payment to the vendor.

Screen 134 – Revolving Voucher Create

134 Revolving Voucher Create		JS MORRIS	05/11/09 18:10	
			FY 2009 CC AA	
Screen: ____	Vendor: 1vvvvvvvvv1	Voucher: 0	Default Cost Ref: N	
		Budget Balance Override: Actuals: N		
Type: 7	Dept. Ref. #:	Enclosure Code: _		
Invoice Date: 09/11/2008	Order Date: _____	Due Date: _____		
State Req Nbr: _____	GSC Ord: _____			
Description: TRAVEL AGENT FEE AIRLINE				
Cust AR NBR: _____	ACH Ovrd: _	Hold Flag: N		
Discount Type: _	Disc. Code: _	Disc. Amt: _____		
Alt.Vendor: _____	W2/SSN: _____	Travel Hotel Zip: _____		
USAS Doc Type: _	PCC Code: _	PDT Code: _		
LDT Codes: _ _ _ _	IC: _	Reason: _		
Cont Wk Force: _	Confidential: _			
	P.O. Encumb P/F/N	C Comp. Item		Dup
Ln	Account	Number Obj. Liq Ind Bank F Code	Amount	1099 Ovrrd
1	300001 00000 3111	19102 7111	361.00	
Inv: 0135081108	PCA: _____	Cost Ref 1: _____ 2: _____ 3: _____		
Dates: Inv Rec: _____	Delv: _____	Req Pay: _____	IC: _	Rsn: _
Transactions: 0 Amount: 0.00 Batch: PRV001 Date: 05/11/2009				
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---				
Hmenu Help EHelp ACH Multi Desc Warns				

Screen 134 – Revolving Voucher Create (using PF9 Multi key)

Screen: 134 ** Multi-Account Vouchering **										
	Account	P.O.Num	Enc. Obj.	P/F	Bank	C	Comp. F	Code	Amount	1099
Ln: 1	300001 00000 3111				19102			7111	361.00	
Inv:	0135081108	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										361.00
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12--- Hmenu Help EHelp Exit ECopy Bkwd Frwd SCopy Canc1										

Credit Memo

Definition

Credit given by the vendor to an account for the return of goods or services that have been previously paid.

Purpose

To record credit given to an account.

Basic Information

- Credit Memo can be applied to vendors paid with State or Local funds.
- Credit memo can be assigned a voucher number or applied to a specific voucher. For local funds, the credit will be applied to the next check generated for the vendor.

15x Transaction Types:

- 151 Regular Credit Memo
- 152 Regular Credit Memo
- 159 Forces Separate Check

Only matches when used on the same voucher as the charges

Screen 108 – Credit Memo

108 Credit Memo		WILMAN'S OFFICEWORKS		05/11/09 11:07	
				FY 2009 CC AA	
Screen: ___		Vendor: 1vvvvvvvvv0		Voucher: 0	
		Default Cost Ref: N			
		Budget Balance Override: Actuals: N			
Type: 1		Dept. Ref. #: 1234-1		Enclosure Code: _	
Invoice Date: 100408		Order Date: 090408		Due Date: _____	
State Req Nbr: _____		GSC Ord: _____			
Description: Office supplies - call log book					
Cust AR NBR: _____		ACH Ovrd: _		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: _			
		P.O. Encumb P/F/N		C Comp. Item	
Ln		Account		Number Obj. Liq Ind Bank F Code Amount 1099 Ovrrd	
1		200311 00000 4010		10.99	
Inv: 226979		PCA: _____		Cost Ref 1: _____ 2: _____ 3: _____	
Dates: Inv Rec: 100508		Delv: 100508		Req Pay: _____ IC: _ Rsn: _	
Transactions: 0 Amount: _____		0.00 Batch: PRV001		Date: 05/11/2009	
Enter -PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---					
Hmenu Help EHelp ACH		Multi Desc		Warns	

Prepaid Voucher

Definition

Record of a check/wire transfer prepared outside the FAMIS check cycle.

Purpose

To record the accounting event for a manually produced (handwritten or computer-generated) check or wire transfer.

Basic Information

Prepaid vouchers require the check number of the manual check to be entered.

16x Transaction Codes:

- 161 Prepaid voucher with reconciliation
- 166 Prepaid voucher with no reconciliation

Screen 109 – Prepaid Voucher

109 Prepaid Voucher		BLUE HEALTHCARE	05/11/09 11:23
			FY 2009 CC AA
Screen: ____	Vendor: 1vvvvvvvvv0	Voucher: 0	Default Cost Ref: N
		Budget Balance Override:	Actuals: N
Type: 6	Dept. Ref. #: 443344	Enclosure Code: _	
Invoice Date: 10/15/2008	Order Date: 10/15/2008		
State Req Nbr: ____	GSC Ord: ____		
Description: INSURANCE PAYMENTS	Check Nbr: BCBS122		
	Check Dt: 05/11/2009		
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: N	Confidential: _	Wire Transfer: Y	Dup
Ln	Account	P.O. Encumb P/F/N	C Comp. Item
1	200311 00000 6451	Number Obj. Liq Ind Bank F Code	Amount 1099 Ovrrd
		00001 7300	1500000.00
Inv: 1001-1005	PCA: ____	Cost Ref 1: ____	2: ____ 3: ____
Dates: Inv Rec: 10/15/2008	Delv: 10/15/2008	Req Pay: ____	IC: _ Rsn: _
Transactions: 0	Amount: 0.00	Batch: ACC001	Date: 05/11/2009
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---			
Hmenu Help EHelp	Multi Desc	Warns	

Wire Transfer

An entry in this field indicates payment is made, or 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 be made by someone in the Business Office.

When a voucher is created and a "Y" is entered in the Wire Transfer: field, the resulting transaction will post with a (Transaction) Type of '6" (TC=146). The Wire Transfer field is also displayed on Screen 168 (Voucher Total Inquiry) and Screen 169 (Voucher Line Item Inquiry).

Prepaid Revolving Voucher

Definition

State Voucher for reimbursement of expenses paid by a manually produced check.

Purpose

- To request payment from the State for expenses previously paid by the agency.
- To record the manual check for expenses:
 1. a check for payment of goods or services
 2. a State Voucher to authorize payment from the State for goods or services

Basic Information

Transaction Code:

147 Revolving Voucher Transaction

Screen 139 – Prepaid Revolving Voucher

139 Prepaid Revolving Voucher		JS MORTON		03/21/11 15:14	
				FY 2011 CC AM	
Screen: ____		Vendor: 1vvvvvvvvv0		Voucher: _____	
		Default Cost Ref: N			
		Budget Balance Override: Actuals: N			
Type: 7		Dept. Ref. #: _____		Enclosure Code: ____	
Invoice Date: _____		Order Date: _____			
State Req Nbr: _____		GSC Ord: _____			
Description: _____				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: ____		Confidential: ____		Wire Transfer: ____	
		P.O. Encumb P/F/N		Dup	
Ln		Account		Item	
1		271030 00000		1099 Ovrdr	
Inv: _____		PCA: _____		Cost Ref 1: _____ 2: _____ 3: _____	
Dates: Inv Rec: _____		Delv: _____		Req Pay: _____ IC: ____ Rsn: ____	
Transactions: 0		Amount: 0.00		Batch: JAC004 Date: 03/21/2011	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---					
Hmenu Help EHelp				Multi Desc Warns	

Prepaid Credit Memo

Definition

Credit given against a check number posted with a prepaid voucher.

Purpose

To record credit given on a voucher that was recorded as a prepaid transaction.

Basic Information

Example: To record the return of prompt payment interest from the vendor.

17x Transaction Codes:

- 171 Prepaid Credit Memo with reconciliation
- 176 Prepaid Credit Memo with no reconciliation

Screen 116 – Prepaid Credit Memo

116 Prepaid Credit Memo		BLUE HEALTHCARE		05/11/09 11:23	
				FY 2009 CC AA	
Screen: ____	Vendor: 1vvvvvvvvv0	Voucher: 0	Default Cost Ref: N		
		Budget Balance Override: Actuals: N			
Type: 6	Dept. Ref. #: 443344		Enclosure Code: _		
Invoice Date: 10/15/2008	Order Date: 10/15/2008				
State Req Nbr: _____	GSC Ord: _____				
Description: INSURANCE PAYMENTS			Check Nbr: BCBS122		
			Check Dt: 05/11/2009		
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: N	Confidential: _	Wire Transfer: Y	Dup		
	P.O. Encumb P/F/N	C Comp.	Item		
Ln	Account	Number	Obj.	Liq Ind Bank	F Code
1	200311 00000 6451			00001	7300
	Inv: 1001-1005	PCA: _____	Cost Ref 1: _____	2: _____	3: _____
Dates: Inv Rec: 10/15/2008		Delv: 10/15/2008		Req Pay: _____	IC: _ Rsn: _
Transactions: 0 Amount: _____		0.00 Batch: ACC001		Date: 05/11/2009	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---					
Hmenu Help EHelp			Multi Desc Warns		

Voucher Drop

Definition

Render a voucher no longer valid.

Purpose

To flag the voucher as dropped.

Basic Information

- Can be used only before the check cycle or State voucher cycle has been run
- Reverses accounting entries

Screen 106 – Unpaid Voucher Drop

106 Unpaid Voucher Drop		04/01/09 15:19
		FY 2009 CC AM
Screen: ____	Voucher: _____	Fiscal Year: 2009
Vendor: 1vvvvvvvvvD		BARNES BOOKS
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: JAC003 Date: 03/30/2009		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---		
Hmenu Help EHelp		Warns

Void Check

Definition

Render a check no longer valid.

Purpose

To flag the check and voucher as void.

Basic Information

- Can be used only after the check cycle and check update cycle have been run
- Check is flagged as void
- Voucher is flagged as void
- Reverses the accounting entries

Screen 110 – Void Check

110 Void Check		04/01/09 15:18
		FY 2009 CC AM
Screen: ____		
Vendor: 1vvvvvvvvvd BARNES BOOKS		
Check Number: _____		
Check Amount: _____		
Recon Bank Number: _____		
Reason Check Voided: _		
Transactions: 0 Amount: 0.00 Batch: JAC003 Date: 03/30/2009		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---		
Hmenu Help EHelp		Warns

Change Source of Funds

Definition

To change source of funds on a disbursement that has been paid.

Basic Information

Four Change Source of Funds functions are available:

State to State	Screen 141
State to Local	Screen 148
Local to State	Screen 148
Local to Local	Screen 142

The vendor is not affected by these transactions and it does NOT affect the original voucher.

The Bank and/or the Account can be changed.

Screen 141 – Change Source of Funds State to State

141 Chg. Src. State to State		BARNES BOOKS		04/01/09 15:20	
				FY 2009 CC AM	
Screen: ____	Vendor: 1vvvvvvvvvD	Account: ____			
New Account: ____		New Bank: ____		Default Cost Ref: N	
Orig: Voucher: ____		Fy: 2009	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: ____					
		W2/SSN: ____			
Ln: 1	Item Amt: ____	1099: _	Inv Nbr: ____		
Transactions: 0		Amount: 0.00	Batch: JAC003	Date: 03/30/2009	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---					
Hmenu Help		EHelp	Multi	Warns	

Quiz - Vouchers

1. Define a voucher in FAMIS:

2. Referring to the Voucher Update Menu Screens (M12 and M13), enter the screen number you would use beside each type of voucher transaction:

- | | |
|-----------------------|-------------------------------|
| ___ Regular Voucher | ___ Prepaid Credit Memo |
| ___ Prepaid Voucher | ___ Void Check |
| ___ Credit Memo | ___ Pending Voucher |
| ___ Revolving Voucher | ___ Revolving Prepaid Voucher |

Menu M12 - Voucher Update Menu – Part 1

```
M12 Voucher Update Menu - Part 1                                04/01/09 15:21
                                                                FY 2009 CC AM
Screen:  ___ Vendor:  _____ Voucher:  _____

*-- Regular & Prepaid Vouchers --*      *----- Pending Vouchers -----*
104 Voucher Create                      111 Pending Voucher Create/Mod
105 Voucher Header Modify               112 Pending Voucher Create/Mod
106 Unpaid Voucher Drop                  with P.O. Numbers
107 Voucher Line Item Mod w/o Actg      113 Post a Range of Pending Vouchers
118 Voucher Line Item Mod w/Actg        114 Pending Interest Voucher Modify
125 Voucher Amount Modify               115 Pending State Interest Create/Mod
                                      131 Preview Flag Reset

110 Void Check
117 Void FAMIS Trace Nbr
146 Void State Voucher
147 State Voucher Partial Void

109 Prepaid Voucher Create/Mod
119 Prepaid Voucher Amount Mod

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

Menu M13 - Voucher Update Menu – Part 2

```
M13 Voucher Update Menu - Part 2                                05/12/09 17:38
                                                                FY 2009 CC AA
Screen:  ___ Vendor:  _____ Voucher:  _____

*----- Revolving Vouchers -----*
134 Revolving Voucher Create
135 Revolving Voucher Amount Modify
136 Revolving Voucher Drop
137 Void Revolving Check
139 Prepaid Revolving Voucher
149 Prepaid Revolving Amount Modify
126 Revolving Check Receipt

*----- Change Source of Funds -----*
141 Chg. Src. State to State
142 Chg. Src. Local to Local
148 Chg Loc to St / St to Loc

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

Quiz - Vouchers (cont'd)

3. What are the three options for Change Source of Funds?

- A. _____
- B. _____
- C. _____

4. What is the purpose of a prepaid voucher?

5. In order to post transactions, you must have a session opened.

- _____ True
- _____ False

Session IV

AP and FA Processing

Session IV – AP and FA Processing

Purpose

To explain how transactions from Accounts Payable affect Financial Accounting.

Objectives

Enable you to:

- Define terminology
- Explain FA liability account options
- Specify FA discount account logic
- Name FA transactions generated as a result of AP processing

Financial Accounting Transactions

Voucher

(NO DISCOUNT/TAX/CURRENCY CONVERSION)

Transaction	Voucher	Debit Account	Credit Account	Amount
ACCRUAL				
06X	Regular	Expense Account	AP Liability 2100	Gross
06X	Voucher Drop	AP Liability 2100	Expense Account	Gross
06X	Credit Memo	AP Liability 2100	Expense Account	Gross
06X	Credit Memo Delete	Expense Account	AP Liability 2100	Gross
VOID				
04X	Void Check	Cash 1100	Expense Account	Gross
REVOLVING				
06X	Revolving Regular	Expense Account 120000-*	AP Liability 012000-2100	Gross
	Revolving Regular	Due from State 012000-1150	AP Liability 012000-2100	Gross
PREPAID				
04X	Prepaid Voucher	Expense Account	Cash 1100	Gross

State Voucher Update Cycle

(NO DISCOUNT/TAX/CURRENCY CONVERSION)

Transaction	Voucher	Debit Account	Credit Account	Amount
ACCRUAL				
04X	Regular	AP Liability 2100	Cash 1100	Gross
04X	Credit Memo	Cash 1100	AP Liability 2100	Gross
REVOLVING				
04X	Revolving Regular	AP Liability 2100	Cash 1100	Gross

Voucher Paid as a Result of Check Update Cycle

(NO DISCOUNT/TAX/CURRENCY CONVERSION)

Transaction	Voucher	Debit Account	Credit Account	Amount
ACCRUAL				
04X	Regular	AP Liability 2100	Cash 1100	Gross
04X	Credit Memo	Cash 1100	AP Liability 2100	Gross
REVOLVING				
04X	Revolving Regular 012000-2100	AP Liability	Cash 1100	Gross

Voucher with Discount

Formula

Gross Amount X Discount % = Discount Amount

Example

\$1,000.00 X .025 = \$25.00

Transaction	Voucher	Debit Account	Credit Account	Amount
ACCRUAL				
06X	Entered	Expense 120000-*	AP Liability 012000-2100	\$1,000.00
04X	Paid	AP Liability 012000-2100	Cash 1100	\$975.00 Net
06X	Paid	AP Liability 012000-2100	Discount Acct 150000-*	\$25.00

* Expense object code

Session V

Special Topics

Session V – Special Topics

Purpose

To describe further AP functionality.

Objectives

Enable you to:

- Define terminology
- Understand the Prompt Pay function
- Explain the basics of Positive Pay and responsible persons
- Utilize the Confidential Indicator

Prompt Pay

Definition

State Law requires vendors to be paid within 30 days of the receipt of the goods or services they provide.

Purpose

To expedite payments to vendors.

Basic Information

Local Funds

FAMIS calculates and posts interest when appropriate. The interest is included in the payment to the vendor for both ACH and checks.

State Funds

FAMIS sends the request for payment to the State, which does its own calculation and includes any interest in the payment. FAMIS receives a file back from the State, which is posted to update the FAMIS accounts with the interest charges.

Prompt Pay Controls

- Fiscal Year Rate
- Campus Code Exemptions
- Account Level Exemptions
- Alternate Interest Account
- Flag Maintenance
- Voucher Level Override Flag

Object Codes Subject to Interest

- Screen 817 – Comptroller Codes Subject to Interest

Holiday Tables

- Screen 818 – ACH, State & Local Holiday Table
- Screen 819 – State Holiday Table

Eligibility Summary

Local Funds	'Payment Due' date is used to determine whether interest is due. Payment due date is the later of the 'invoice received' date, the 'delivery' date or the 'actual received' date and adding 29 days.
--------------------	--

State Funds	All data is sent to the State and the State determines the interest.
--------------------	--

Positive Pay

Definition

A file sent to the Bank with valid check numbers and amounts for payment.

Purpose

To prevent the tampering of checks issued by the A&M System.

Basic Information

When a check is presented at the bank that is not included in the list of checks, the bank will contact the Member to verify that the check should be paid.

Confidential Indicator

Definition

The ability to mark a line item on a voucher designating that it contains information deemed confidential by the State.

Purpose

To protect confidential data based on user entry or by matching the object code on the voucher with the State's list of Confidential Codes.

Basic Information

A Confidential Indicator is available on the Voucher Header and also on the Voucher Line Item entry screens. This allows the ability to flag a voucher as 'confidential' even if the object code is not one of the designated object codes.

State vouchers are always sent to the State with the appropriate 'confidential' marking.

Local vouchers can be marked, but there is no reporting based on this indicator.

Session VI

Accounts Payable Cycles

Session VI – Accounts Payable Cycles

Purpose

To describe the Accounts Payable Cycles.

Objectives

Enable you to:

- Define terminology
- Explain the concept of Separate Checks
- Understand the processing for:

Check Cycle
ACH
State Voucher

Check Cycle

Definition/Purpose

To prepare and print checks for payment of goods and services.

Voucher records are not updated until check update cycle is run.

Basic Information

- The check collects all voucher records due each vendor, combines the amounts, and writes a check.
- Check stub contains the itemized description or invoice number for each check.
- Checks are not produced for Vendors on Hold.
- Voucher Data Forms are produced as part of the AP daily cycles.

Check Update Cycle

Definition/Purpose

To update the files to record payment of a voucher by check.

Basic Information

- The voucher record is updated with the check number and date and the vendor record is updated with the date.
- Check updates are processed the night after the check is produced. Therefore, there is a 24-hour delay in viewing the check number and date.

Separate Checks

Definition

One check produced for each voucher; therefore, multiple vouchers are not combined to one check.

Basic Information

There are two primary ways to request a separate check:

1. Enter "9" in the Type: field
OR
 2. Enter a value in the Enclosure Code: field.
(Exceptions are "blank", "V" and "Z" – will not produce separate checks)
- Separate checks with enclosure codes are sorted by voucher number within enclosure code.
 - All checks created from Revolving Vouchers will be separate checks (TC=147).
 - All checks for Change Source of Funds processes will be separate checks. (TC=148)
 - Credit Memo with TC=159 will not pay on separate check as must match up with a voucher payment. Negative checks are not produced.

ACH Cycle

Definition/Purpose

To prepare ACH transactions and send them to the banks for payment of goods and services.

Voucher records are not updated until check update cycle is run.

Basic Information

- The ACH process collects all voucher records flagged for ACH payment and due each vendor and sends the file to the bank.
- ACH payments must be approved by 11:00am each day using Screen 501 through Screen 503.

ACH Update Cycle

Definition/Purpose

To update the files to record ACH payment of a voucher.

Basic Information

- To update the voucher record.
- Currently, ACH updates are processed the night after the cycle is run.

State Voucher Cycle

Definition

Processing of State vouchers from accounts payable.

Basic Information

- To prepare State purchase vouchers and revolving vouchers for payment from State appropriations.
- The State voucher cycle is run at the same time the check cycle is run.
- The voucher number submitted to the State is the same number assigned by FAMIS when the voucher was entered.

State Voucher Update Cycle

Definition/Purpose

To update the files to record payment by voucher.

Basic Information

- To update the vendor record with the date, the voucher with the date and update this State voucher print flag to “Y”.
- Currently, State voucher updates are processed the night after the State voucher cycle is run.

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