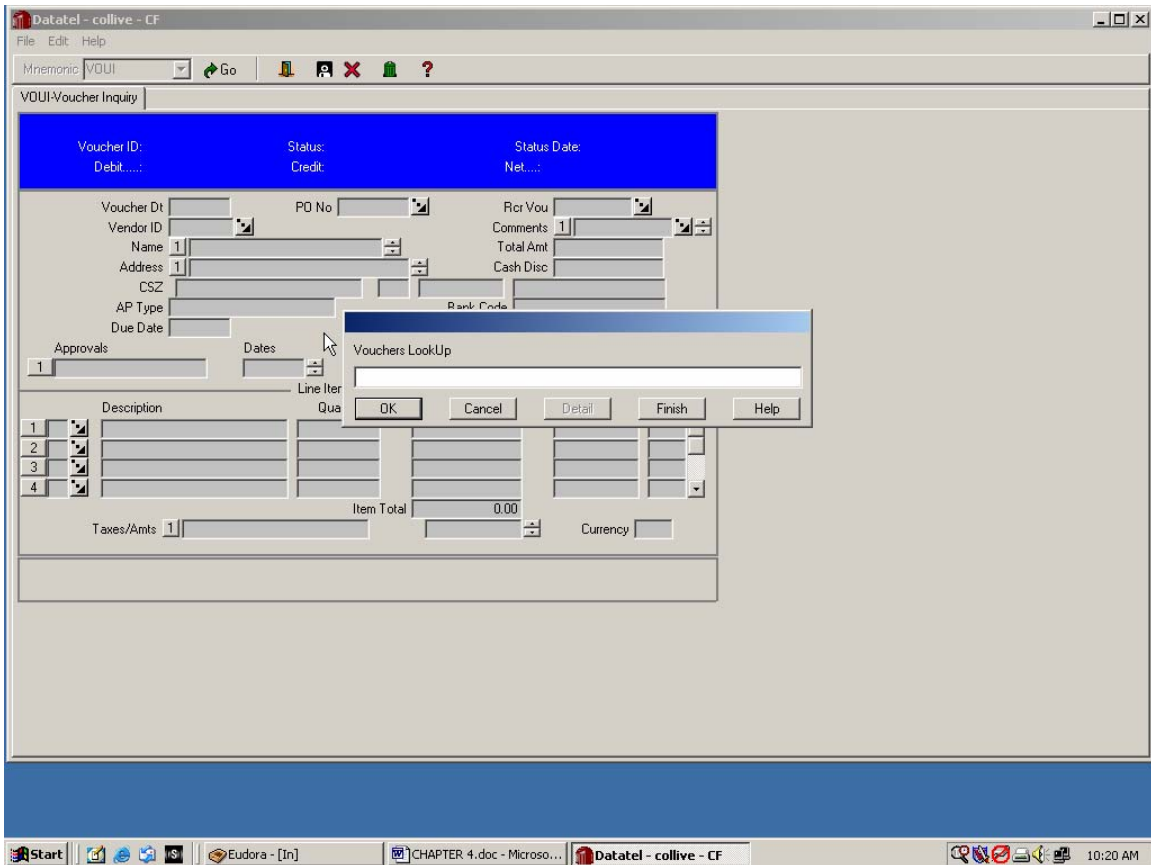# CHAPTER 5
LOOKUP TECHNIQUES IN DATATEL UI 1.0 USING VOUI
(VOUCHER INQUIRY SCREEN)

Enter "**VOUI**" (can use lower case letters too) on the address bar next to the work "Mnemonic" and either click the "GO" button with your mouse or hit your <Enter> key. Mnemonic means a four-letter abbreviation representing a lookup screen, a data entry screen, a process, or a report.

A voucher is basically a document that supports a request for payment to a vendor for goods or services rendered to your department.

Before we do voucher lookup exercises, let's talk about the various **Statuses** that vouchers go through as they are processed.

Voucher Statuses

N   *Not Yet Approved* – This means that the final electronic approval by the Comptroller's Office has not yet been entered. This is the status the voucher goes into after you enter a voucher on-line using **VOUM**.

U   *Unfinished* – Usually seen when a Blanket Purchase Order payment is waiting for the Comptroller's Office to mark the "Voucher Done" box "Yes".

O   *Outstanding* – All written and electronic approvals are complete, a check will be cut at the next check-write.

P   *Paid* – The check has been written, but has not come back from ISU's bank yet.

R   *Reconciled* – The check has cleared ISU's bank.

V   *Voided* – The check and/or the voucher has been stopped and voided.

X   *Cancelled at creation* – Usually happens when a user erroneously cancels a voucher before saving at least the first screen of **VOUM**. The voucher can no longer be retrieved by **VOUI** or **VOUM** once it has been cancelled.

Do the following exercises to learn common lookup techniques in UI 1.0.

1 - TO LOOK UP VOUCHERS BY THE VOUCHER NUMBER (ID):

Let's say we already know we want to look up Voucher # 425572. Enter "425572" at the Vouchers Lookup prompt and click the "OK" button or hit the <Enter> key. The following screen appears on your monitor:
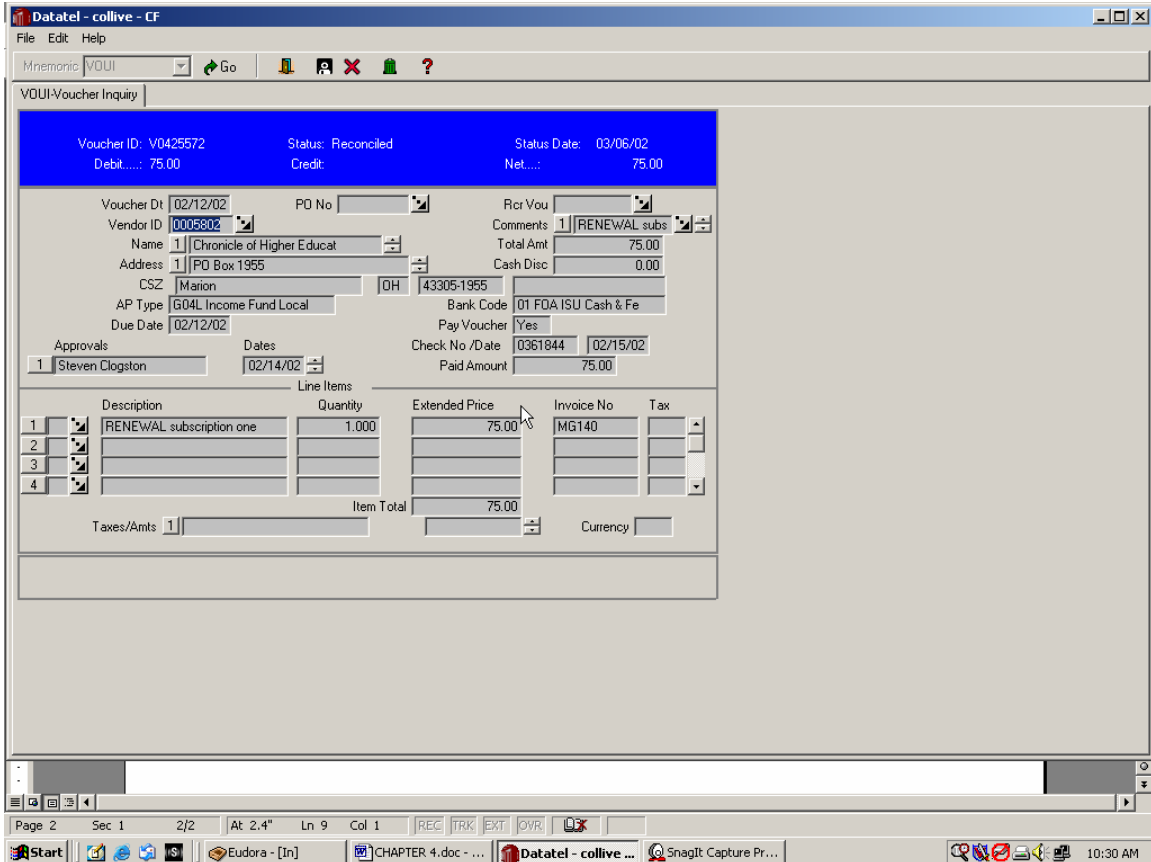
Vouchers have three screens that contain all the data about that voucher. The next page shows a voucher print (**VPRT**) that shows all the data on one page for V #425572. One very important field on this first screen is the Voucher Date field. That date determines which fiscal year and which month within that year to which the voucher expense is charged.

To get to the next screen, click on the Detail button to the left of the Description field
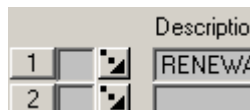
The Detail button looks like this: (the arrow with the two dots).

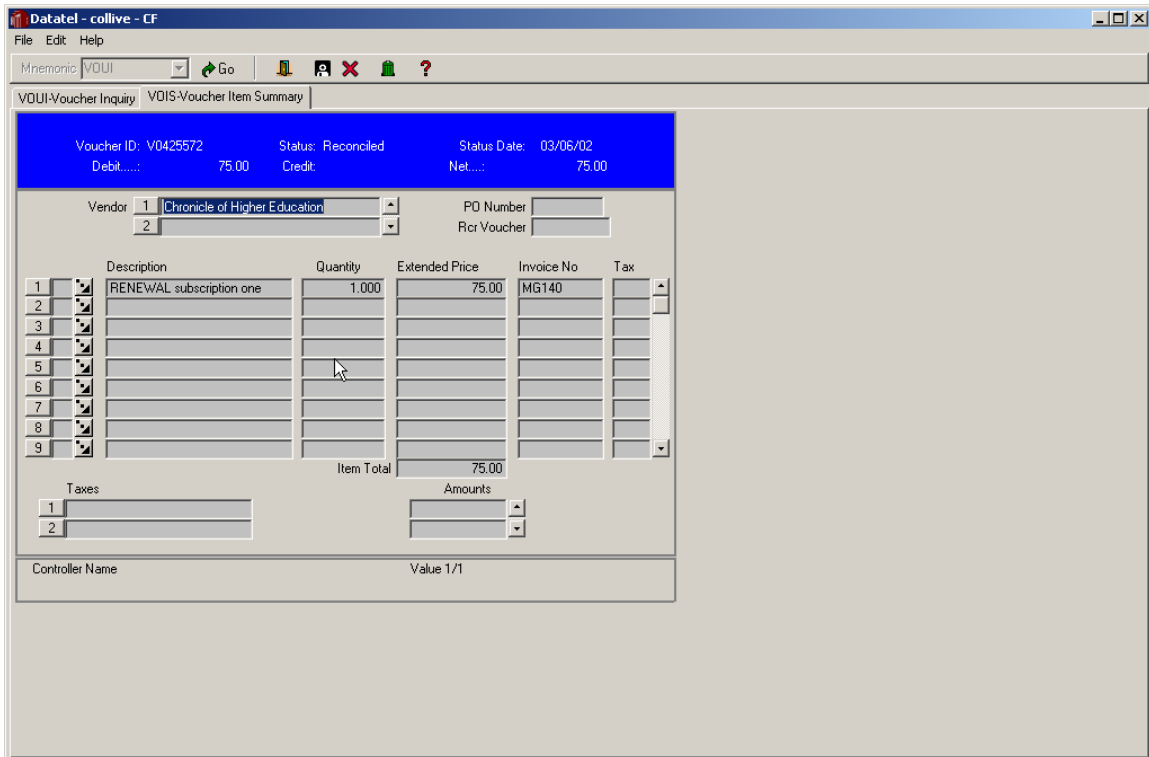You are then given the menu below to choose which voucher screen you wish to see next. In "real life", you're almost always going to choose the **VIIN** screen. For instructional purposes here, select **VOIS** this time and click "OK" or hit <Enter>.

MENU

Select Item

VOIS - Voucher Item Summary...
VIIN - Voucher Item Inquiry...

Selected Item

[OK]   [Cancel]   [Help]
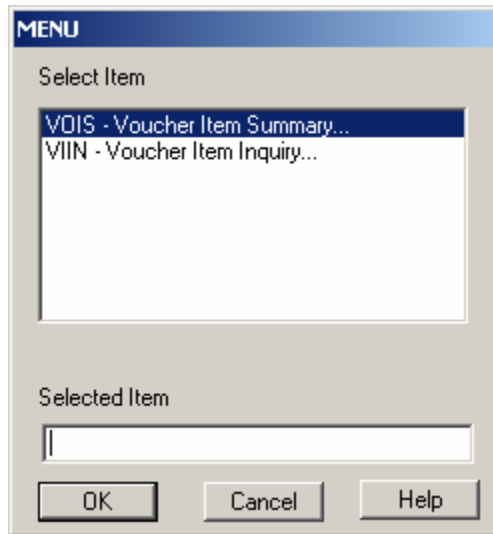
You now get the following screen, which basically just shows you 9 line items at a time.

Datatel - collive - CF
File   Edit   Help

Mnemonic VOUI   Go   ?

VOUI-Voucher Inquiry   VOIS-Voucher Item Summary

Voucher ID: V0425572   Status: Reconciled   Status Date: 03/06/02
Debit.....:   75.00   Credit: Net....:   75.00

Vendor   1 Chronicle of Higher Education   PO Number
         2   Rcr Voucher

		Description	Quantity	Extended Price	Invoice No	Tax
1		RENEWAL subscription one	1.000	75.00	MG140	
2						
3						
4						
5						
6						
7						
8						
9						

Item Total   75.00

Taxes   Amounts
1
2

Controller Name   Value 1/1

Click the Detail button again next to the Description to get to the VIIN screen.

The **VIIN** screen shows you all information about a single line item. Note that this screen, in the lower left-hand portion, shows the GL Account Number(s) to which this voucher's expense has been charged.

To close this screen and go back to **VOIS**, click the Cancel button (the red "X") on the Toolbar, then click Cancel or hit <Enter>. Cancel two more times to get back to the Vouchers Lookup prompt.

2 - TO RETRIEVE THE LAST RECORD YOU WORKED WITH:

Enter the @ symbol in the Vouchers Lookup and click OK or hit <Enter>. This brings up the most recent voucher you've looked at.

3 - TO LOOK UP VOUCHERS BY VENDOR NAME:

For our example, at the Vouchers Lookup enter the name "Pantagraph." You are then presented with the following "Person Lookup" screen:

```
┌─────────────────────────────────────────────────────────────────────────────┐
│ VOUI-Voucher Inquiry │ VOUI-Voucher Inquiry │                                 │
│ ┌──────────────────────────────────────────────────────────────────────────┐ │
│ │              ┌─────────────────────────────────────────────┐             │ │
│ │              │            PERSON Lookup Screen             │             │ │
│ │              │          using PERSON, View: Combined       │             │ │
│ │ ┌─┐ ┌────────────────────────────────────────────────────────────────┐   │ │
│ │ │ │ │ Seq: Name                    Address              SSN         │   │ │
│ │ └─┘ │      ID, Status (Reunion Class)                   Entry Date  │   │ │
│ │     │      Source     (Birth Name)   Where Used         Birth Date  │  ▲│ │
│ │     └────────────────────────────────────────────────────────────────┘   │ │
│ │                                                                           │ │
│ │ ┌─┐    1: Pantagraph Printing & Statio217 W Jefferson St               │ │
│ │ │ │       0018376                  Bloomington, IL 61701-3927  09/17/99 │ │
│ │ └─┘       C - Corpor               COR,VEN                              │ │
│ │ ┌─┐    2: Pantagraph Publishing Co,  PO Box 2907                       │ │
│ │ │ │       0005581                  Bloomington, IL 61702-2907  03/27/98 │ │
│ │ └─┘       C - Corpor               COR,VEN                              │ │
│ │ ┌─┐                                                                     │ │
│ │ │ │                                                                     │ │
│ │ └─┘                                                                     │ │
│ │ ┌─┐                                                                     │ │
│ │ │ │                                                                 ▼│ │
│ │ └─┘                                                                     │ │
│ │ ┌──────────────────────────────────────────────────────────────────┐   │ │
│ │ │ Controller LookUp Resolution          Page 1/1          [👤] [✗]  │   │ │
│ │ │ Seq Number,(F)lag,(V)iew,(S)ort/Select: [_____]        │   │ │
│ │ └──────────────────────────────────────────────────────────────────┘   │ │
│ └──────────────────────────────────────────────────────────────────────────┘ │
└─────────────────────────────────────────────────────────────────────────────┘
```

Select Pantagraph Publishing Co. by either clicking the empty box to the left of that name or by entering the number 2 in the blank box at the bottom of the screen. Then click the Save icon in the lower right hand corner (looks like a person in a space suit or a computer diskette) to get the Vouchers Resolution list on the next page.

WORKING WITH A GROUP OF RECORDS

When you want to review or work with a set of records on a given form, you can select a group of records directly from a resolution screen:

```
VOUI-Voucher Inquiry   VOUI-Voucher Inquiry

                          PERSON Lookup Screen
                       using PERSON, View: Combined

       Seq: Name                       Address                    SSN
            ID, Status (Reunion Class)                         Entry Date
            Source      (Birth Name)    Where Used             Birth Date


         1: Pantagraph Printing & Statio217 W Jefferson St
            0018376                     Bloomington, IL 61701-3927   09/17/99
            C - Corpor                  COR,VEN
         2: Pantagraph Publishing Co,   PO Box 2907
            0005581                     Bloomington, IL 61702-2907   03/27/98
            C - Corpor                  COR,VEN










    Controller LookUp Resolution              Page 1/1
    Seq Number,(F)lag,(V)iew,(S)ort/Select:  [                    ]
```

Labels (left side):
- Select ALL
- Click on box
- or
- Enter Seq Number

You can select a group of records in several ways:

- Click the box to the left of each desired record to highlight it. **OR**
- Use the keyboard to enter a **F**(lag) in the Controller Lookup Resolution Box, followed by the record number (only one record number at a time) you want to select. Each selected record will be highlighted as soon as you press <Enter>.
- Use the **Select ALL button** if you wish to view vouchers for all of the vendors listed.
- Save the selections by clicking the **Save button** at the bottom of the resolution screen, or by clicking the Save button on the User Interface 1.0 toolbar, or by choosing Save from the File menu, or by typing Alt-F-S.

User Interface 1.0 displays the first of your selected records on the form. You can make changes, save, and exit. You can then display the next record or jump to another record in the group.

User Interface 1.0 shows which record is currently displayed at the bottom of the form, as shown below.
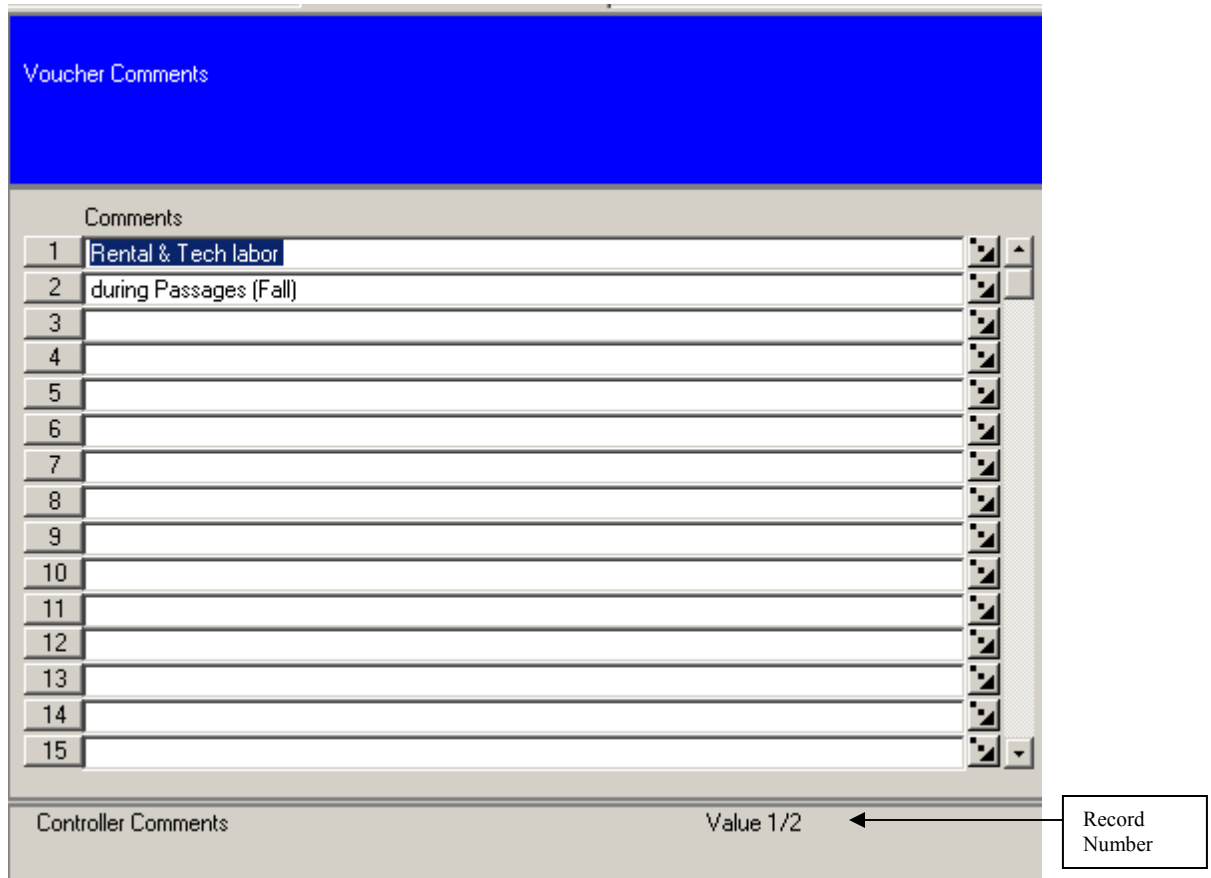

Figure 5-1: User Interface 1.0

Cycling Through A Selected Group of Records
To cycle through the records in a group, save or cancel changes to the currently displayed record.

Saving a Record and Displaying Another Record
Perform the following steps to save the current record and display another record in the selected group:

> **Step 1.** Click the Save button or press Alt-F-S. An alert box prompts you to update, cancel, or return to editing, as shown below in Figure 5-2.
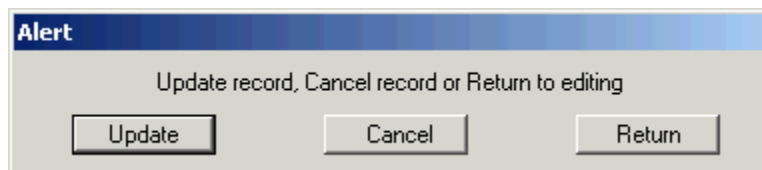

Figure 5-2: Alert Dialog Box: Update, Cancel or Return

Step 2. Click the Update button, press <Enter>, or type **U** to choose Update. An alert box is displayed, as shown below in Figure 5-3.

Figure 5-3: Alert Dialog Box: Discard, Previous, Next or Jump

Step 3. Choose one of the following actions:
- Click Previous or type **P** to move to the previous record in the list.
- Click Next or type **N** to move to the next record in the list.
- Click Jump or type **J** to select a specific record in the list.
- If you do not want to edit any more records in the list, click Discard, press <Enter>, or type **D** to discard the entire list. **WARNING:** Once a list has been discarded, it cannot be retrieved. You must start the entire process over again.

Canceling Your Changes and Displaying Another Record
Perform the following steps to cancel your changes to the current record and display another record in the selected group:

Step 1. Click the Cancel button or press Alt-F-C. An alert box prompts you to cancel or return to editing, as shown below in Figure 5-4.
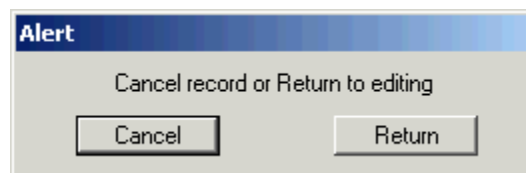

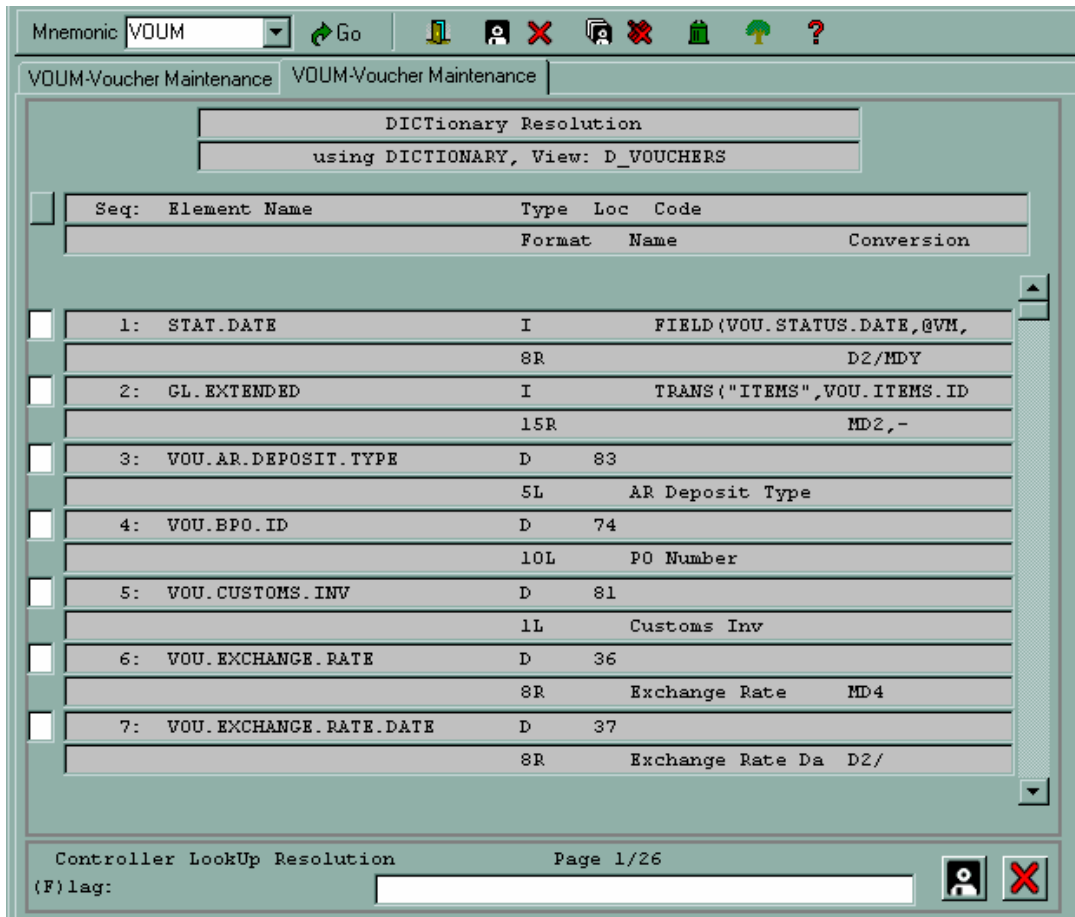**Figure 5-4:** Alert Dialog Box: Cancel or Return

Step 2. Click the Cancel button, press <Enter>, or type **C** to choose Cancel. An alert box is displayed.

Step 3. Choose one of the following actions:
- Click Previous or type **P** to move to the previous record in the list
- Click Next or type **N** to move to the next record in the list
- Click Jump or type **J** to select a specific record in the list
- If you do not want to edit any more records in the list, click Discard, press <Enter>, or type **D** to discard the entire list.

4 - TO LOOKUP VOUCHERS USING THE SEMI-COLON COMMAND

Get back to the Vouchers Lookup and enter a semi-colon (;) and click "OK" or hit <Enter>. The following screen comes up:

```
Mnemonic VOUM    ▼   🔄 Go    🚪 👤 ✖ 🗃 ✖ 🏛 🌳 ?

VOUM-Voucher Maintenance   VOUM-Voucher Maintenance

                    DICTionary Resolution
                using DICTIONARY, View: D_VOUCHERS

    Seq:   Element Name              Type  Loc  Code
                                     Format    Name           Conversion

    1:   STAT.DATE                   I              FIELD(VOU.STATUS.DATE,@VM,
                                     8R                        D2/MDY
    2:   GL.EXTENDED                 I              TRANS("ITEMS",VOU.ITEMS.ID
                                     15R                       MD2,-
    3:   VOU.AR.DEPOSIT.TYPE         D     83
                                     5L          AR Deposit Type
    4:   VOU.BPO.ID                  D     74
                                     10L         PO Number
    5:   VOU.CUSTOMS.INV             D     81
                                     1L          Customs Inv
    6:   VOU.EXCHANGE.RATE           D     36
                                     8R          Exchange Rate     MD4
    7:   VOU.EXCHANGE.RATE.DATE      D     37
                                     8R          Exchange Rate Da  D2/

    Controller LookUp Resolution              Page 1/26        👤 ✖
    (F)lag:
```

This Dictionary Resolution screen shows you all the fields in the **VOUI** screen that can theoretically be used to search the Vouchers file using a semi-colon command.

The syntax for a semi-colon search is: *;dictitem␣datavalue*

↑
Space

"Dictitem" means dictionary item, and "datavalue" means the specific data value you are searching for.

Some dictionary items have Lookup Shortcuts to save keystrokes in a semi-colon search. See the next two pages for a listing of these Lookup Shortcuts.

Let's say we want to <u>look up all vouchers that have a status of Not Approved</u>.

Using the Lookup Shortcuts for vouchers, we need to enter the following at the Vouchers Lookup prompt:

<center>

;S N

↑
space

</center>

Our next voucher exercise is to simulate <u>looking up a vendor's invoice number to see if it's been paid.</u>

Get back to the Vouchers Lookup prompt and click Finish. Enter **VEIN** (to look up the vendor Menard's vendor number), click Go or hit <Enter>. Type in the word Menard's at the Vendor Lookup prompt. The number listed right under the word Menard Inc is Menard's vendor number (6375). Write it down. Cancel completely out of **VEIN**. Open up VOUI again and enter the following, using the invoice number15775:

<center>

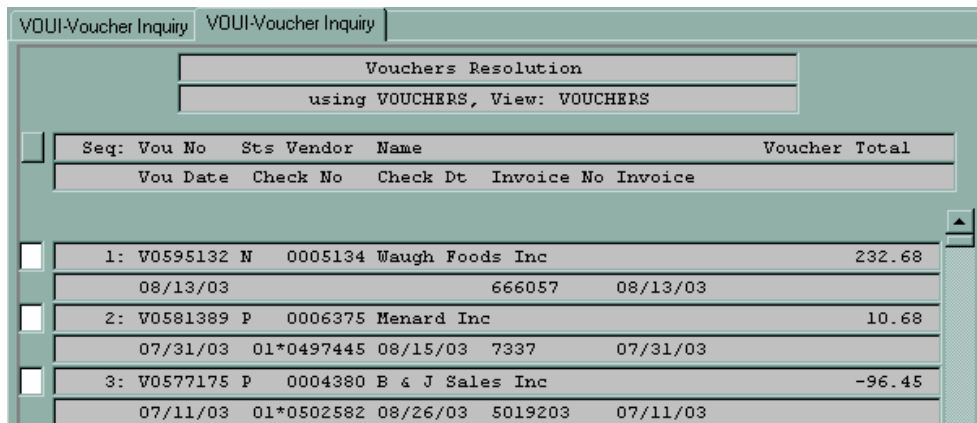**;V 6375;VOU.INVOICE.NOS 15775**

↑   ↑
space   space

</center>

Note that the voucher that comes up shows 15775 as the vendor invoice number. The voucher status will tell you whether the voucher has been paid yet. Vendor invoice numbers must be entered <u>exactly</u> as originally entered on vouchers. If you're uncertain of the exact invoice number, you may enter partial invoice numbers, using the ellipsis (…):

<center>

;V 6375;VOU.INVOICE.NOS …5775

↑   ↑
space   space

</center>

You may also look for <u>vouchers that you have created</u>:

This is very useful if you have forgotten to write down a voucher number or wish to view the statuses of vouchers you have created. Vouchers are displayed in reverse chronological order (by voucher date), and the current status, vendor ID, invoice number and date, voucher amount and check number are displayed.

To view ALL vouchers that you have created in the Datatel system, enter your User ID, which is the same as your Datatel Logon ID (or the User ID of any voucher initiator):

;VOUCHERS.ADD.OPERATOR XXXXXXX

space

To limit the search to vouchers you have created to a specific vendor: enter your User ID and a vendor ID:

;VOUCHERS.ADD.OPERATOR XXXXXXX;V 6375

space   space

To limit the search to vouchers you have created since a specific date and with a specific status: enter the initiator, date of voucher (in this case, greater than or equal to 07/01/03) and status (in this case, Not Approved):

;VOUCHERS.ADD.OPERATOR XXXXXXX;DA GE 070103;S N

space   space   space

You may use any combination of up to 3 different criteria in a search.