

# CHAPTER 9

## OTHER USEFUL INQUIRY MNEMONICS

### VENDOR LOOKUP

#### VEIN - Vendor Inquiry

This screen is used to **verify** whether or not a **vendor** is currently in the vendor file. This function is critical for departments that enter their own requisitions and vouchers. Payees must be in the vendor file prior to making payment.

This screen may also be used to look up a vendor ID, which can be used in performing search techniques. See VOUI for an example. Information provided on this screen includes:

- Vendor Name
- Vendor ID (this is just a sequential number assigned by Datatel as vendors are added to the system)
- Vendor FEIN (Federal Employment Identification Number)
- Vendor Address

#### Vendor Inquiry Instructions:

1. Enter **VEIN**.
2. Enter all, or part, of the name of the vendor that you are searching for and hit <Enter> or click OK
3. If more than one vendor comes up on the list, click your mouse cursor on the correct vendor name and then hit <Enter> or click OK. In this example, Kmart has been entered as the desired vendor.

**IMPORTANT:** Individuals must be looked up on VEIN as they are not found on ORGP.

The screenshot displays the 'VEIN-Vendor Inquiry' window. At the top, there is a blue header bar. Below it, there are several input fields for 'AP Types', 'Vendor Types', 'Terms', and 'Misc Codes', each with a dropdown arrow. A 'Vendors LookUp' dialog box is overlaid on the main window, featuring a search input field containing the text 'Kmart'. Below the search field are buttons for 'OK', 'Cancel', 'Detail', 'Finish', and 'Help'. The background window shows various fields for vendor information, including 'Active', 'Stop Payment', 'Approved Vendor', 'Approval Notes', 'Alternate ID', 'Institution ID', 'Tax Form', 'Currency', 'Annual Sales', 'Comments', 'Misc. Terms', and 'Tax Information'.

ORGP-Organization Profiles ORGP-Organization Profiles

CORP Lookup Screen  
using CORP, View: Combined

Seq:	Name	Address	SIC Code
	ID, Status		Entry Date
	Source		Where Used
	FEIN		
1:	Kmart Corp	1608 E Empire	
	0008700	Bloomington, IL 61701-3578	08/18/98
	C - Corporation		COR, VEN
	38-0729500		

Controller LookUp Resolution Page 1/1  
Seq Number, (F)lag, (V)iew, (S)ort/Select, (A)dd:

In this example there is only one vendor that met the search criterion: “Kmart.” So there is only one vendor to choose from. Note that you can obtain the vendor ID (8700), vendor FEIN (38-0729500), and vendor address (1608 E. Empire, Bloomington, IL 61701-3578) from this screen.

## ORGP Organization Profile (Vendor names and addresses)

This screen can be used to **find vendor names**, including alternate names, and **vendor addresses**. **NOTE:** This mnemonic cannot be used for individuals. You must use VEIN for individuals.

### Instructions:

1. Enter **ORGP**
2. Enter the name of the vendor at the first **ORGP** prompt and hit <Enter> or click OK. As few as five characters may be entered.
3. Once a list comes up, select the appropriate vendor.

The screenshot displays the 'ORGP-Organization Profiles' window. At the top, a blue header bar contains the text: 'Ace Glass Inc ID: 0006570 Corporation Philadelphia, PA 19182-0023 SIC: Contact:'. Below this, the form is organized into several sections. The first section contains fields for 'Source' (value 1), 'Origin/Dt' (value W9), 'Substitu' (dropdown), 'EIN' (value 21-0387640), 'Name' (value Ace Glass Inc), 'Mail Label' (value Ace Glass Inc), 'Other Name' (value 1), and 'Sort Name' (value ACE GLASS). The second section contains address fields: 'Address' (value 1, PD Box 820023), 'CSZ' (value Philadelphia), 'PA' (value 19182-0023), 'Country' (empty), and 'Address Type' (value 1, CK Check Address). The 'Home Office' field is set to 'No'. The third section contains phone information: 'Phone(s)' (value 1, 800-223-4524), 'Ext' (empty), 'Type' (value REMP), 'Source' (dropdown), 'Date' (empty), and 'By' (value DATA04). The fourth section contains 'Phone(s)' (value 2, 800-543-6752), 'Ext' (empty), 'Type' (value REMFAX), and 'By' (value DATA04). At the bottom, there is a 'Controller Source' field and a 'Value 1/1' indicator.

The address resolution screen in **ORGP** demonstrates what we use here at Illinois State University when trying to make a payment to a University department on a voucher using the **VOUM** (Voucher Maintenance) mnemonic. ISU's vendor ID is **5546**; you may enter that number in the Organization Lookup prompt and hit <Enter> to view all the ISU vendor names/addresses. The addresses are in alphabetical order for ease of searching.

## VENDOR ACTIVITY HISTORY – VENI

Use **VENI** (Vendor Activity Inquiry) to look up all the requisitions, purchase orders, and vouchers processed for a vendor. At the main window enter **VENI** and click Go or hit <Enter>. At the Vendors Lookup prompt, enter “Ron Smith Printing”. Select Ron Smith Printing Company from the Person Lookup screen and click Save. The following screen comes up:

**VENI-Vendor Activity Inquiry**

Ron Smith Printing Company Inc ID: 0006862 Tax ID: 37-0794707 SRC: Corpo  
 Bloomington, IL 61702-1543 Phone: 309-827-8039

Requisitions					Req YTD	Count/Amount
Number	Date	Amount	Status		0	0.00
1	0008682	12/08/00	3,750.00	PO Created		
2	0007461	07/27/00	6,480.00	PO Created		

Purchase Orders					PO YTD	Count/Amount
Number	Date	Amount	Status		0	0.00
1	P0012681	12/19/00	3,906.25	Reconciled		
2	P0011656	08/07/00	7,080.00	Reconciled		
3	P0001222	06/07/00	860.00	Reconciled		
4	P0003793	06/07/00	860.00	Voided		
5	P0002861	12/22/99	2,360.00	Reconciled		

Vouchers					Vou YTD	Count/Amount
Number	Date	Net	Status	Check No/Date	2	94.40
1	V0579205	07/30/03	86.00	Paid	01*0490069	07/31/03
2	V0579460	06/30/03	8.40	Paid	01*0490291	08/01/03
3	V0572239	06/25/03	882.00	Reconciled	01*0485325	06/27/03
4	V0560157	05/19/03	150.36	Reconciled	01*0474264	05/23/03

Controller Requisitions Value 1/4

Note that each document section has scroll bars for viewing more transactions for this vendor.

Also note that each document has a Detail button next to it to link to the respective inquiry screen, such as **VOUI** for voucher inquiry.

For an example of a Purchase Order inquiry, click on one of the Detail buttons next to one of the Purchase Orders. Proceed to the next page.

## PURCHASE ORDER INQUIRY - PINQ

From our Ron Smith Printing example on the previous page we get the following screen:

VENI-Vendor Activity Inquiry    PINQ-Purchase Order Inquiry

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PO Number: P0012681                      PO Status: Reconciled                      Status Date: 05/04/01

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PO Date: 12/19/00                      PO Amt: 3,906.25                      Req NOs: 1 0008682

Appr/Date: 1 David Greenfield                      12/19/00                      Vouchers: 1 V0319603

Vendor ID: 0006862                      Name: 1 Ron Smith Printing Company Inc                      Purged IDs: 1

Address: 1 2425 S Main St                      Comments: 1 per quot

CSZ: Bloomington                      IL 61702-1543                      Ptd Com: 1

Buyer: Ernest W. Olson                      Initiator: Janis A. Semingson

Ship To: SS Computer Infra Support Serv

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Line Items

Line	Description	Item Status		Expected Date	Tax/
		Ordered	Accepted		
1	Print computer	3,000.000	3,000.000	Reconciled	01/05/01
				Unit Price	1.2500
2	Overages	125.000	125.000	Reconciled	01/05/01
				Unit Price	1.2500

  

Remaining Taxes		Amounts		Remaining
1				0.00
2				0.00
Taxes				0.00
Totals				0.00

Here is a listing of the various processing statuses for Purchase Orders :

- U**      In progress/Unfinished
- N**      Not Approved
- O**      Outstanding - (Complete, Approved)
- A**      Accepted - (goods received satisfactorily)
- B**      Backordered - (after partial receipt of goods)
- I**      Invoiced /Vouchered
- P**      Paid – (after check is written)
- R**      Reconciled – (check has cleared bank)
- C**      Closed
- V**      Voided

## CHECK INQUIRY - CHKI

Use **CHKI** (Check Inquiry) to look up a check. At the main screen, type in **CHKI** and click Go or hit <Enter>.

At the Bank Codes lookup, enter “01” and click OK or hit <Enter>.

For an example, enter the check number **415247** to get the screen below:

CHKI-Check Inquiry

Bank Code: 01 FOA ISU Cash\_Fe
GL Acct No...: 10800-99-000000000-101201

Check No : 0415247
Check Status: Reconciled
Status Date: 10/03/02

Check Date

Amount

Payee

Manual Check

Recon Reg Date

Vendor/Payee ID

Vouchers					
ID	Date	Invoice No	Paid Amount	AP Type	
1	V0484870	08/23/02	1933	5.65	G04L Income Fund Local
2	V0486033	08/26/02	2811 87651	76.98	G04L Income Fund Local
3	V0486134	08/26/02	2075 88643	79.70	G04L Income Fund Local
4	V0486265	08/27/02	6674 88404	5.46	G04L Income Fund Local
5	V0486658	08/28/02	7092 87771	43.17	G04L Income Fund Local
6	V0486671	08/28/02	7065 87771	62.10	G04L Income Fund Local
7	V0488504	08/29/02	6245 87626	21.65	G04L Income Fund Local
8	V0489812	09/04/02	7018	3.06	G04L Income Fund Local
9	V0489836	09/04/02	8912	103.25	LOCA Local Agency Fund
10	V0489879	09/04/02	SEP 4	22,015.05	S529 Accounting Serv
Net Total			22,416.07		

Controller Vouchers
Value 1/10

Note that sometimes, as in this example, multiple vouchers are combined on one check. Also note that each voucher has a Detail button next to it to link to **VOUI** (Voucher Inquiry). A check can have one of three statuses:

**Outstanding** – has been issued, has not cleared the bank yet.

**Reconciled** – has cleared the bank; can have a copy made of the cancelled check by calling your Comptroller’s Office contact person.

**Void** – has been voided; cannot be cashed.

## GL ACCOUNT HISTORY AHST

Use **AHST** (GL Account History) to see fiscal year totals for the three most recent fiscal years for any given specific umbrella or poolee account. For an example, enter **AHST** at the Mnemonic Box, then click Go or hit <Enter>. At the GL Account Lookup window, enter the account number “10100-06-120000000-991300”. This is the Commodities Umbrella (budget pool) account for the Comptroller’s Office. The following screen appears:

The screenshot displays the 'AHST-GL Account History Inquiry' window. At the top, it shows the GL Account: 10100-06-120000000-991300 and GL Account Tag: 91300. Below this, the account name 'UMB - Commodities' is visible. The interface includes three columns for Fiscal Years 1, 2, and 3, with corresponding Account Statuses (Open, Open, Closed). A table follows, detailing budget and actuals for each year. At the bottom, it indicates 'Controller GL Account History' and 'Value 1/6'.

	Fiscal Year 1	Fiscal Year 2	Fiscal Year 3
Account Status	Open	Open	Closed
Original Budget YTD	58,761.00	53,345.00	47,755.00
Adjustments YTD	0.00	0.00	0.00
Contingencies YTD	1,450.00	11,104.00	11,627.00
Allocated Budget YTD	57,311.00	64,449.00	59,382.00
Opening Balance	0.00		
Actuals	0.00	0.00	0.00
Encumbrances	0.00	0.00	0.00
Ending Balance	0.00	0.00	0.00
Uncommitted Funds	57,311.00	64,449.00	59,382.00
	Estimated		

The upper half of the screen shows Umbrella account information; the lower half is for Poolee accounts (individual revenue/expense accounts). The above screen has no totals on the lower half of the screen because you cannot charge requisitions, purchase orders, or vouchers directly to an Umbrella object number.