# Datatel Mnemonic's: If-Then Table

Use this If-Then table to find out what Datatel mnemonic to use when you desire specific information about your accounts. Some of these mnemonics (ACBL, ENCI, etc.) do not provide for a printable report.

| If you want to … | Then, use: |
| --- | --- |
| Look up budgeted real-time balances of an account for a fiscal year | ACBL |
| View a current listing and a two-year history of an account | AHST |
| Look up information by check number | CHKI |
| View a list of purchase orders for an account | ENCI |
| Look up vendor names and addresses (not individuals) | ORGP |
| Look up a purchase order | PINQ |
| Verify that a vendor is currently in the vendor database | VEIN |
| View requisitions, purchase orders, and vouchers for a vendor | VENI |
| Look up voucher information | VOUI |
| Look up requisitions | RINQ |
| Look up all requisitions for a single General Ledger (GL) account number | GLRQ |
| View a listing of all purchase orders for a range of GL account numbers | PREG |
| View a listing of all requisitions for a range of GL account numbers | RREG |
| Look up one type of activity (purchase orders, expenditures, journal entries, etc.) for one account | LGLA |
| View budgets transfers (from both the increase and decrease sides) | GLBE |
| Make budget transfers | GLBE |

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| View a report of budget transfers for an Umbrella account | GLBS (Detail format) |
| Look up the amount available in a budget | GLSA (Summary format) |
| Calculate both the budgeted and cash balance in the same report | GLSA (Summary format) |
| Look up deposits and expenditures | GLTB (Detail format) |
| Calculate the cash balance of an account for the current fiscal year | GLTB (Summary format) |
| Enter new vouchers or change an existing unfinished voucher | VOUM |
| Enter new requisitions | REQM |