## CHAPTER 5 LOOKUP TECHNIQUES IN DATATEL UI 1.0 USING <u>VOUI</u> (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.

Datatel - collive - CF File Edit Help Mnemonic VOUI C Go	L A X A ?			
Voucher ID:	Status: Credit PO No	Cancel Detail Finish	Help	
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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 <u>Statuses</u> that vouchers go through as they are processed.

## **Voucher Statuses**

- N <u>Not Yet Approved</u> 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 <u>Unfinished</u> Usually seen when a Blanket Purchase Order payment is waiting for the Comptroller's Office to mark the "Voucher Done" box "Yes".
- **O** <u>Outstanding</u> All written and electronic approvals are complete, a check will be cut at the next check-write.
- **P** <u>Paid</u> The check has been written, but has not come back from ISU's bank yet.
- **R** <u>*Reconciled*</u> The check has cleared ISU's bank.
- V <u>Voided</u> The check and/or the voucher has been stopped and voided.
- X <u>*Cancelled at creation*</u> 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:

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Mnemoric VOUI 🔽 🕐 Go 🛛 🦺 😫 🎽 ?	
V0UI-Voucher Inquity	
Voucher ID:         V0425572         Status:         Reconciled         Status Date:         03/06/02           Debit;         75.00         Credit         Net;         75.00	
Voucher Dt       02/12/02       PO No       Rer Vou         Vendor ID       000305       Comments       IRENEWAL subs         Name       1       Chronicle of Higher Educat       Total Arm         Address       1       PO Box 1955       Cash Disc       0.00         CSZ       Marion       0H       [43305:1955       0.00         CSZ       Marion       0H       [43305:1955       0.00         Due Date       02/12/02       Pay Voucher [Yes         Approvals       Dates       Check No /Date       0361844       02/15/02         1       Steven Clogston       02/14/02 =       Paid Amount       75.00	
Line Items	
	0 7
Page 2 Sec 1 2/2 At 2.4" Ln 9 Col 1 REC TRK EXT OVR	
🗿 Start 🛛 🕜 💩 🔯 🖉 🖉 🖉 🖉 Eudora - [In] 🖉 CHAPTER 4.doc 👔 Datatel - collive 🕵 Start Capture Pr 🔍 🕲 Capture Pr	0:30 AM

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 <u>Voucher Date</u> 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

		Descriptio	
The Detail button looks like this:	2		(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

You now get the following screen, which basically just shows you 9 line items at a time.

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File Edit Help	
Mnemonic VOUI 🕑 🏕 🗛 🔋 🕺 👔	
VOUI-Voucher Inquiry VDIS-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	
Vendor 1 Chronicle of Higher Education PO Number	
Description Quantity Extended Price Invoice No Tax	
1     2     2     3     3     1     1000     75.00     MG140       2     3     3     1     1     1       4     2     1     1     1       5     3     1     1     1       6     2     1     1     1	
3 4 4 3 5 4 6 4	
Item Total 75.00	
Taxes Amounts	
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.

File Edit Help         Mnemonic VOUI       Image: Gradie Control of Contro of Control of Control of Contro of Contro of C	Datatel - collive - CF
VOUL-Voucher Inquiry       VOUL-Voucher Inquiry       VIN-Voucher Item Inquiry         Voucher ID: V0425572       Voucher Date:       02/12/02       Status: Reconciled         Debt:       75:00       Dest       Net       75:00         Vendor I       Extended of Higher Education       PO Number       Rcr Voucher         Desc       I       RENEWAL subscription one       PO         2       yeer 6/28/202-6/28/03       Yendor Pat       Pom/Date         Price       75:0000       Fixed Asset       Invoice No         Unit of Issue       Form/Box/Loc       Invoice No       Invoice No         Trade Disc Ant       Invoice No       MG140       Invoice Date       02/12/02         Cash Discount       75:00       Tax Codes       Tax Codes       Tax Codes       Yereent       Quantity       Subscription         1       T0400-04-405000000-727000       100:000       1000       Subscription       Yereent       Yereent       Yereent         GL Ant       75:00       Yereent       Quantity       Subscription       Yereent	
Voucher ID: V0425572       Voucher Date:       02/12/02       Status: Reconciled         Debt       75.00       Credit:       Net.:       75.00         Vendor 1       Credit:       PO Number       Ror Voucher       Ror Voucher         Desc       1       RENEWAL subscription one       Ror Voucher       Ror Voucher         2       yeen 6/28/02-6/28/03       Yeen one       Ror Voucher       Ror Voucher         Price       75.000       Yeen one       Ror Voucher       Ror Voucher         Unit of Issue       Form/Box/Loc       Invoice No       Rof 2/2/2/202         Cash Discount       Comments 1       Invoice No       Rof 2/2/2/202         Cash Discount       Comments 1       Yee       Yee         1       Trade Disc Pot       Uantity       GL Account No       Percent         GL Account No       Percent       Quantity       GL Description       Yee         1       T00000       1.000       Subscriptions       Yee	
Debitumi     75.00     Credit     Neti     75.00       Vendor     1     Chronicle of Higher Education     PO Number       Cmdy     Rc Voucher     Rc Voucher       Desc     1     RENEWAL subscription one     Reveal       2     year 6/28/02-6/28/03     Yendor Part       Price     75.0000     Fixed Asset       Quantly     1.000     Vendor Part       Unit of Issue     Form/Box/Loc     Invoice No MG140       Trade Disc Pct     Invoice No MG140     Invoice Date 02/12/02       Cash Discount     Comments     Invoice Date 02/12/02       Tax Codes     I     Invoice       1     10400-04/4050000000-727000     100.000       GL Account No     Percent     Quantity       GL Amt     75.00     Invoice	
Vendor       1       Original Structure       PO Number         Cmdy       Rct Voucher       Rct Voucher         Desc       1       RENEWAL subscription one       Image: Structure         2       year 6/28/02-6/28/03       Image: Structure       Fixed Asset         Price       75.000       Fixed Asset       Image: Structure         Unit of Issue       Form/Box/Loc       Image: Structure       Image: Structure         Trade Disc Ant       Image: Structure       Image: Structure       Image: Structure         Trade Disc Pct       Image: Structure       Comments       Image: Structure         Cash Discount       Comments       Image: Structure       Image: Structure         Tax Codes       Image: Structure       Stubscription       Image: Structure         Image: Structure       Image: Structure       Image: Structure       Image: Structure         GL Amt       75.00       Image: Structure       Image: Structure       Image: Structure         Proj ID       Image: Structure       Image: Structure       Image: Structure       Image: Structure	
Cmdly       Rer Voucher         Desc       1         21       year 6/28/02/6/28/03         Price       75.0000         Price       75.0000         Unit of Issue       Form/Box/Loc         Trade Disc Amt       Invoice No         MG140       Invoice No         Trade Disc Amt       Comments         Tax Codes       Image: Subscription         1       100.000         GL Account No       Percent         Quantity       100.000         Subscription       Image: Subscription         1       100.000	Debit: 75.00 Credit: Net: 75.00
Desc 1 RENEWAL subscription one 2 year 6/28/02-6/28/03 Price 75:0000 Y Fixed Asset Quantity 1:000 Vendor Part Unit of Issue Form/Box/Loc Trade Disc Ant Trade Disc Pot Cash Discount Comments 1 Extended Price 75:00 Y Tax Codes 1 GL Account No Percent Quantity GL Description GL Amt 75:00 10000 1:000 Subscriptions	
2       jyear 6/28/02-6/28/03         Price       75.0000         Price       75.0000         Vendor Part         Unit of Issue       Form/Box/Loc         Trade Disc Amt       Invoice No         MG140       Invoice Date         Trade Disc Pot       Invoice Date         Discount       Comments         Tax Codes       1         1       10400-04-405500000-727000         GL Amt       75.00         1       100.000         1       100.000         1       100.000         1       100.000         1       100.000	
Price       75.000       Fixed Asset         Quantity       1.000       Vendor Part         Unit of Issue       Form/Box/Loc         Trade Disc Ant       Invoice No MG140         Trade Disc Ant       Comments         Extended Price       75.00         GL Account No       Percent         Quantity       GL Description         GL Amt       75.00	
Unit of Issue Form/Box/Loc Invoice No MG140 Trade Disc Pot Invoice Date 02/12/02 Cash Discount Comments 1 Tax Codes 1 1 1040-04:405000000-727000 2 100.000 1.000 Subscriptions GL Amt 75.00 S	Price 75.0000 Yined Asset
Trade Disc Amt     Invoice No     MG140       Trade Disc Pct     Invoice Date     02/12/02       Cash Discount     Comments     1       Extended Price     75.00     Invoice       GL Account No     Percent     Quantity       GL Amt     75.00     Subscriptions	
Cash Discount Extended Price T3:00 GL Arcount No Percent Quantity GL Description GL Arm T75:00 Proj ID	
Extended Price 75.00  Tax Codes 1 GL Account No Percent Quantity GL Description GL Amt 75.00 Proj ID	Trade Disc Pct
Tax Codes         Image: Contract of the second	Cash Discount Comments Comments
1 10400-04-405000000-727000     100.000     1.000     Subscriptions     Proi ID     Proi ID	Tax Codes 1
GL Amt 75.00 Proj ID	
Proj ID	GL Amt 75.00
Controller Vendor Name Value 1/1	
Controller Vendor Name Value 1/1	
	Controller Vendor Name Value 1/1

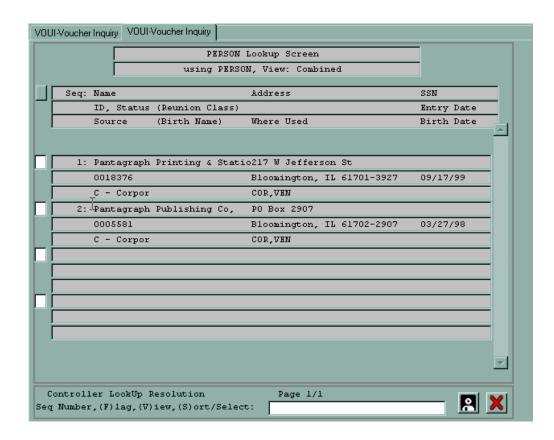
To close this screen and go back to **VOIS**, click the Cancel button (the red "X") on the Toolbar, then click Cancel or hit <Enter>. Cancel two more times to get back to the Vouchers Lookup prompt.

#### 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:



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:

	V0UI-Voucher Inquiry V0UI-Voucher Inquiry	
Select ALL	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	
Click	0018376 Bloomington, IL 61701-3927	09/17/99
on	C - Corpor COR,VEN	
box	2: Pantagraph Publishing Co, PO Box 2907	
	0005581 Bloomington, IL 61702-2907	03/27/98
	C - Corpor COR,VEN	
or		
Enter Seq	Controller LookUp Resolution Page 1/1	
Number	Seq Number, (F) lag, (V) iew, (S) ort/Select:	

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.

Voucher Comments		
Comments           1         Rental & Tech labor           2         during Passages (Fall)           3		
Controller Comments	Value 1/2 🗲	Record Number

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.

Alert		
Update record, Cancel record or Return to editing		
Update	Cancel	Return

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.

Alert			
	of records is active s record, go to next i		
Discard	Previous	Next	Jump

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.

Alert	
Cancel record or Return	n to editing
Cancel	Return

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.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.

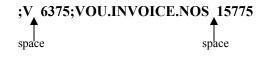
#### Let's say we want to look up all vouchers that have a status of Not Approved.

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



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

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:



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 (...):



#### You may also look for vouchers that you have created:

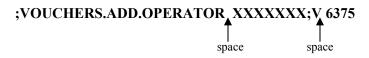
This is very useful if you have forgotten to write down a voucher number or wish to view the statuses of vouchers you have created. Vouchers are displayed in reverse chronological order (by voucher date), and the current status, vendor ID, invoice number and date, voucher amount and check number are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

VOUI-Voucher Inquir	y VOUI-Voucher Inquir	2					
	Vouchers Resolution						
	using VOUCHERS, View: VOUCHERS						
Seq: Vou	No Sts Vendor	Name			Voucher	Total	1
Vou	Date Check No	Check Dt	Invoice No	Invoice			1
							-
1: V059	5132 N 0005134	Waugh Food	ls Inc			232.68	
08/1	.3/03		666057	08/13/03			
2: V058	1389 P 0006375	Menard Inc	:			10.68	
07/3	1/03 01*0497445	08/15/03	7337	07/31/03			
3: V057	7175 P 0004380	B & J Sale	es Inc			-96.45	
07/1	.1/03 01*0502582	08/26/03	5019203	07/11/03			

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

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



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):



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