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

<table>
<thead>
<tr>
<th>Letter</th>
<th>Status Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>N</td>
<td><em>Not Yet Approved</em> – 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 <strong>VOUM</strong>.</td>
</tr>
<tr>
<td>U</td>
<td><em>Unfinished</em> – Usually seen when a Blanket Purchase Order payment is waiting for the Comptroller’s Office to mark the “Voucher Done” box “Yes”.</td>
</tr>
<tr>
<td>O</td>
<td><em>Outstanding</em> – All written and electronic approvals are complete, a check will be cut at the next check-write.</td>
</tr>
<tr>
<td>P</td>
<td><em>Paid</em> – The check has been written, but has not come back from ISU’s bank yet.</td>
</tr>
<tr>
<td>R</td>
<td><em>Reconciled</em> – The check has cleared ISU’s bank.</td>
</tr>
<tr>
<td>V</td>
<td><em>Voided</em> – The check and/or the voucher has been stopped and voided.</td>
</tr>
<tr>
<td>X</td>
<td><em>Cancelled at creation</em> – Usually happens when a user erroneously cancels a voucher before saving at least the first screen of <strong>VOUM</strong>. The voucher can no longer be retrieved by <strong>VOUI</strong> or <strong>VOUM</strong> once it has been cancelled.</td>
</tr>
</tbody>
</table>
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:  

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1 - - (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>.

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

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:

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:

- 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](image)

**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](image)
**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 Dialog Box: Discard, Previous, Next or Jump](image)

**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 Dialog Box: Cancel or Return](image)

**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:

This Dictionary Resolution screen shows you all the fields in the VOUl 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
```

“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:

;S  N

Our next voucher exercise is to simulate looking up a vendor’s invoice number to see if it’s 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 number 15775:

;V  6375;VOU.INVOICE.NOS 15775

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 exactly as originally entered on vouchers. If you’re uncertain of the exact invoice number, you may enter partial invoice numbers, using the ellipsis (…):

;V  6375;VOU.INVOICE.NOS  …5775

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.
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 X XXXXXX
```

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

`;VOUCHERS.ADD OPERATOR X XXXXXX;V 6375
```

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 X XXXXXX;DA GE 070103;S N
```

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