

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 and a small '1' or '2' next to it. 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', each with a corresponding input field or dropdown menu.

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 includes fields for 'Source' (value 1), 'EIN' (value 21-0387640), 'Origin/Dt' (value W9), 'Substitu' (dropdown), 'Addnl Info' (checkbox), 'Name' (value Ace Glass Inc), 'Mail Label' (value Ace Glass Inc), 'Other Name' (value 1), and 'Sort Name' (value ACE GLASS). The second section is for address information, with 'Address' (value 1, PD Box 820023), 'CSZ' (value Philadelphia), 'PA' (value 19182-0023), 'Country' (empty), 'County' (empty), 'Address Type' (value 1, CK Check Address), and 'Home Office' (value No). The third section is for phone information, with a table:

Phone(s)	Ext	Type	Source
1 800-223-4524		REMP	
2 800-543-6752		REMFAX	

 The 'Date' field is empty and 'By' is 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

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

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

Line Items

Line	Description		Item Status	Expected Date	Tax/
	Ordered	Accepted			
1	Print computer		Reconciled	01/05/01	
	3,000.000	3,000.000		1.2500	
2	Overages		Reconciled	01/05/01	
	125.000	125.000		1.2500	
Remaining Taxes		Amounts		Remaining	0.00
1				Taxes	0.00
2				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:

The screenshot shows the CHKI-Check Inquiry interface. At the top, a blue header bar contains the following information: Bank Code: 01 FOA ISU Cash_Fe, GL Acct No...: 10800-99-000000000-101201, Check No.: 0415247, Check Status: Reconciled, and Status Date: 10/03/02.

Below the header, there are several input fields: Check Date (09/06/02), Amount (22,416.07), Payee (Alamo II the), Manual Check (No), Recon Reg Date (10/04/02), and Vendor/Payee ID (0006241).

The main section is titled "Vouchers" and contains a table with the following columns: ID, Date, Invoice No, Paid Amount, and AP Type. The table lists 10 vouchers, each with a detail button next to its ID. The total amount for all vouchers is 22,416.07.

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

At the bottom of the screen, it says "Controller Vouchers" and "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:

AHST-GL Account History Inquiry

GL Account: 10100-06-120000000-991300
GL Account Tag: 91300

UMB - Commodities

Fiscal Year	1	2	3	
	2004	2003	2002	
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		

Controller GL Account History
Value 1/6

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.