

EDI Vendors – Prenote Status Query Overview

A custom Cardinal query can be run to gain important vendor EDI Prenote status count information. The output from this query can be used to assist with preparation of the Comptroller’s Quarterly Report.

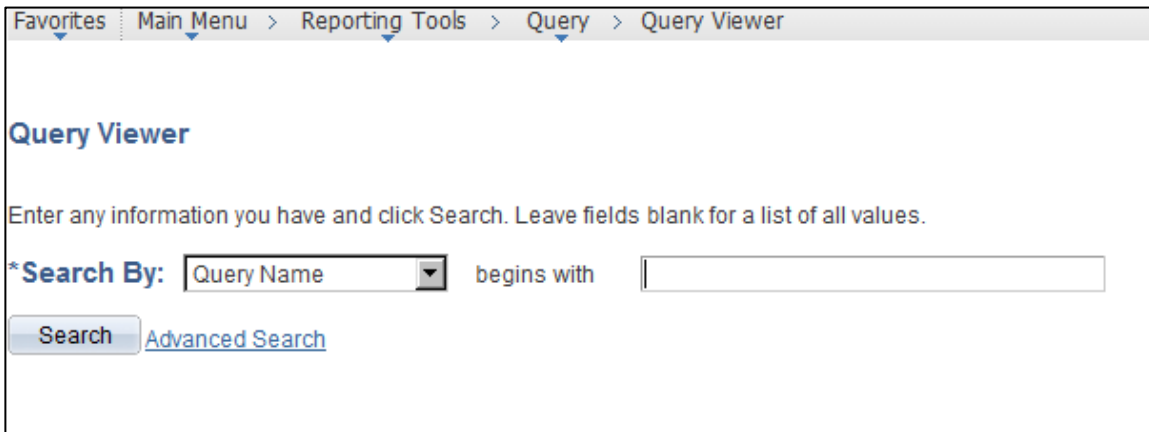
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Run the EDI Vendors Prenote Status Query

1. Navigate to the **Query Viewer** using the following path:

Man Menu > Reporting Tools > Query > Query Viewer



The screenshot shows a web browser window with the breadcrumb path: Favorites | Main Menu > Reporting Tools > Query > Query Viewer. The page title is "Query Viewer". Below the title, there is a text prompt: "Enter any information you have and click Search. Leave fields blank for a list of all values." The search section is labeled "*Search By:" and includes a dropdown menu currently set to "Query Name", followed by the text "begins with" and an empty text input field. At the bottom of the search section, there is a "Search" button and a link for "Advanced Search".

2. The **Query Viewer Search** page displays.

Favorites | Main Menu > Reporting Tools > Query > Query Viewer

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By: begins with

[Advanced Search](#)

Search Results

*Folder View:

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
V_AP_EDV_VENDORS	Active EDI Vendors	Public		HTML	Excel	XML	Schedule	Favorite

3. Enter **V_AP_EDV_VENDORS** in the **Search By: Query Name begins with** field.
4. Click the **Search** button.
5. Click the **HTML** hyperlink.



Accounts Payable Job Aid

DOA AP312: EDI Vendors – Prenote Status Query

V_AP_EDV_VENDORS- Active EDI Vendors

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (602 kb)

[View All](#) First Last

	Vendor ID	Vendor Name	Location	Location Description	Prenote Status
1	000000079	Chemsavers Inc - PCard orders ONLY	MAIN	CHEMSAVERS INC	
2	000000101	Longent LLC	MAIN	LONGENT, LLC	
3	000000200	Elite Divers & Marine Svcs	MAIN	ELITE DIVERS & MARINE SERVICES	
4	000000210	HPI Realty Group LLC	MAIN	HPI REALTY GROUP LLC	
5	000000241	Total Cleaning By Faye Inc	MAIN	TOTAL CLEANING BY FAYE INC	
6	000000323	Edward T Tracey	MAIN	PALADIN PROTECTIVE SERVICES	
7	000000371	Boaz & Ruth Inc	MAIN	BOAZ AND RUTH INC	
8	000000423	KODIAK LLC	MAIN	KODIAK LLC	
9	000000464	James River Construction & Restoration	MAIN	JAMES RIVER CONSTR & REST	
10	000000475	Central Products LLC	MAIN	JV PRTRNS 2 LLC DBA CNTRL REST	
11	000000518	Harodite Industries	MAIN	HARODITE INDUSTRIES INC	
12	000000528	Channing Bete Company Inc	MAIN	CHANNING BETE COMPANY INC	
13	000000578	Keane Inc	MAIN	KEANE INC	
14	000000579	University Products Inc	MAIN	UNIVERSITY PRODUCTS INC	
15	000000585	The Skill Bureau	MAIN	THE SKILL BUREAU DBA THE AUDIO	
16	000000591	CDM Smith Inc	MAIN	CDM SMITH INC	
17	000000666	Hawthornes Plumbing Inc	MAIN	HAWTHORNES PLUMBING	
18	000000820	Cianbro Corp	MAIN	CIANBRO CORPORATION	
19	000000836	Training & Development Corp	MAIN	TRAINING & DEVELOPMENT CORP	
20	000000844	xwave New England Corp	MAIN	ABILIS NEW ENGLAND INC	

Results:

A list of all EDI vendors is displayed including **Vendor ID**, **Vendor Name**, **Location Description** and **Prenote Status**. The list should be downloaded into Excel and sorted by **Prenote Status**.

Note: converted vendors will not have a status.

- **C:** Confirmed – Prenote was not rejected by the bank.
- **P:** Pending – Prenote has been sent to the bank but has not been confirmed.
- **N:** New – Prenote has not been sent to the bank yet.
- **No Status:** Prenote is not required and therefore a prenote status is not specified.