

DOA AP315: EDI Employee Query

EDI Employee – Prenote Status Query Overview

The **V_AP_EDI_EMPLOYEES** query identifies all employees' prenote status by GL Unit and employee name.

Table of Contents

Run the EDI Employee Prenote Status Query:.....1

Run the EDI Employee Prenote Status Query:

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

Main Menu > Reporting Tools > Query > Query Viewer.

CAR	DINAĽ	All 👻	Search	Advanced Search
Favorites 🗸	Main Menu 🗸 > Repo	ting Tools 👻	> Query -> Query Viewer	
Query Viewe	r ation you have and click Search. I	.eave fields b	plank for a list of all values.	2
	earch By Query Name	▶ begir	V_AP_EDI_EMPLOYEE	ES

- 2. The Query Viewer search page displays.
- 3. Enter V_AP_EDI_EMPLOYEES in the Search by Query Name field.
- 4. Click the **Search** button.



Accounts Payable Job Aid

DOA AP315: EDI Employee Query

CARDINAL	All 🔻 Sea	irch		Advanced	i Search 🛛 🔯 L	ast Search Results	Ho
Favorites 👻 Main Menu 👻	> Reporting Tools ->	Query \checkmark >	Query Viewer				
uery Viewer							
nter any information you have and o	lick Search. Leave fields blank	for a list of all v	alues.				
*Search By Query			P_EDI_EMPLOYEES				
Search Advanc	ed Search						
Search Results							
*Folder View All F	olders 🗸						
Query			Pe	rsonalize Find	I View All 🔄] 🔣 🛛 First 🕚 1-2 o	f 2 🕑 Last
Query Name	Description	Owner Fol	der Run to	Run to Excel XML	Schedule	Definitional References	Add to Favorites
V_AP_EDI_EMPLOYEES	Active EDI Employee Report	Public	HTML	Excel XML	Schedule	Lookup References	Favorite
		_		Excel XML		Lookup References	

- 5. The query is listed in the **Search Results** section of the **Query Viewer** search page.
- 6. Click the HTML hyperlink.

$\langle \langle =$) (=) 🔀 http://fn92trnweb.cov	.virginia.gov/ 🄎 👻 💆 👰 Query Viewer	🖉 Query 🛛 🗙		
File	Edit View Favorites Tools	Help			x 🔁
👍 🕽	🏹 Timesheet 🛛 Inbox (7) - ron.g	gotshall@d 🚯 Home - Cardinal Project 🐌 Chan	ge leadership 🔻] Testing 👻	a	💌 🔝 💌 📑 💌 Page 🕶 Safet
V_A	P_EDI_EMPLOYEES - Act	ive EDI Employee Report			
	wsiness Unit (% for All) 50100	0			_
	GL Unit	Employee ID	Employee Name		Prenote Status

- 7. The V_AP_EDI_EMPLOYEES- Active EDI Employee Report input page displays in a new browser window.
- 8. Enter the **GL Business Unit** or % for all GL Business Units.
- 9. Click the View Results button.



DOA AP315: EDI Employee Query

~ / `		eb.cov.virginia.gov/ 🄎 👻 💆 🖉 Q	••••••••••••••••••••••••••••••••••••••	Query ×	
-ile E	dit View Favorites	Tools Help			×
🖌 🌽	Timesheet Inbox (7)	- ron.gotshall@d 🚯 Home - Cardi	inal Project 🎉 Change leadership	🗸 🌗 Testing 🔻	🟠 🔻 🗟 👻 🖃 🗰 👻 Page 🕶
AP	EDI_EMPLOYEES	- Active EDI Employee Repor	rt		
View F	Results		- (1500 bb)		
View F	Results oad results in : Excel S	preadSheet CSV Text File XML Fil	le (1592 kb)		First 1-100 of 7962 🕭 La:
View F Downle	Results oad results in : Excel S		le (1592 kb)	Employee Name	First 1-100 of 7962 🕪 La Prenote Status
View F Downle	Results oad results in : Excel S	preadSheet CSV Text File XML File	le (1592 kb)	Employee Name	
View F Downle	Results oad results in : Excel S II GL Unit	preadSheet CSV Text File XML File	le (1592 kb)	Employee Name	Prenote Status

- 10. Query results display by GL Unit.
- 11. A list of all EDI employees is displayed including GL Unit, Employee ID, Employee Name and Prenote Status.
- 12. Prenote Status values are:
 - **Confirmed**: Prenote was not rejected by the bank.
 - Pending: Prenote has been sent to the bank but has not been confirmed (wait period has not passed).
 - New: Prenote has not been sent to the bank yet.
 - **Blank**: Prenote is not required.
- The list should be downloaded into Excel by clicking the Excel SpreadSheet link and sorted by Prenote Status.

Note: Converted employees will not have a status.