

**EDI Employee – Prenote Status Query Overview**

The **V\_AP\_EDI\_EMPLOYEES** query identifies all employees' prenote status by GL Unit and employee name.

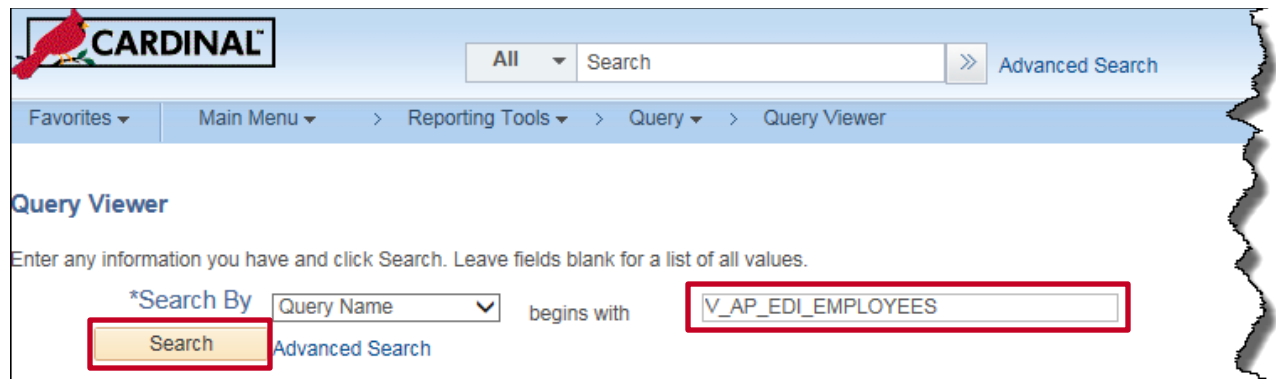
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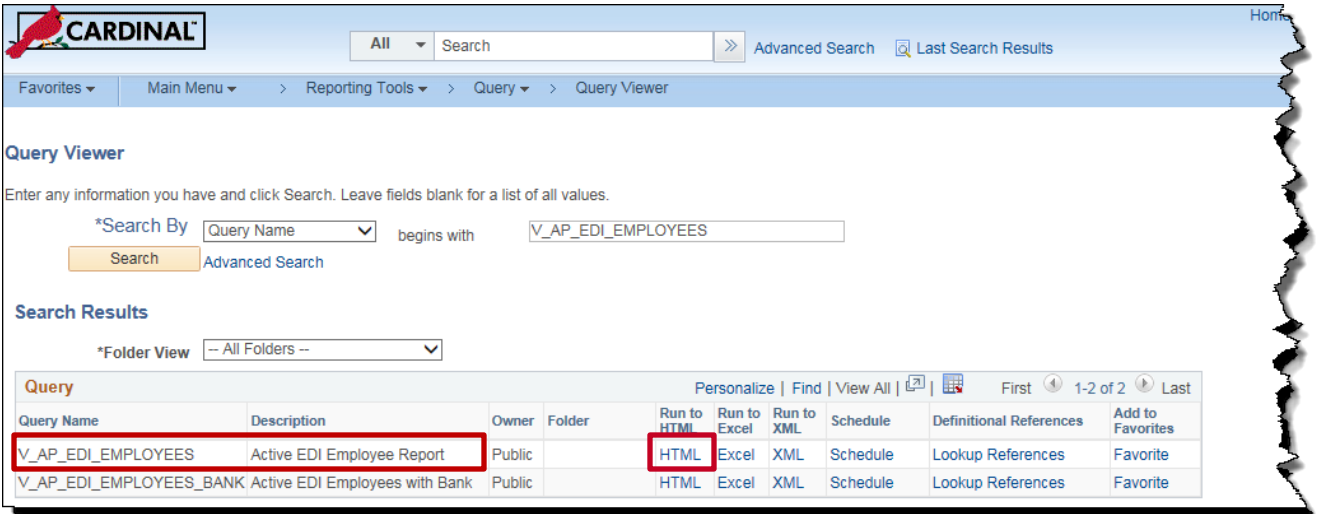
**Run the EDI Employee Prenote Status Query:**

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

**Main Menu > Reporting Tools > Query > Query Viewer.**



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.



**Query Viewer**

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

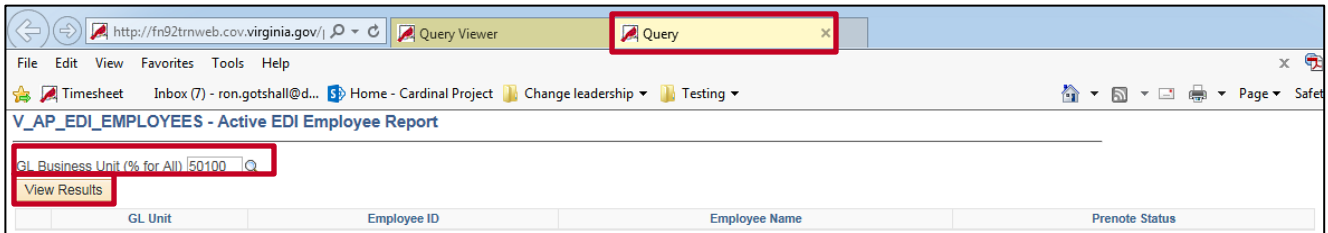
\*Search By  begins with

**Search Results**

\*Folder View

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
V_AP_ED_I_EMPLOYEES	Active EDI Employee Report	Public		<a href="#">HTML</a>	Excel	XML	Schedule	Lookup References	Favorite
V_AP_ED_I_EMPLOYEES_BANK	Active EDI Employees with Bank	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

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



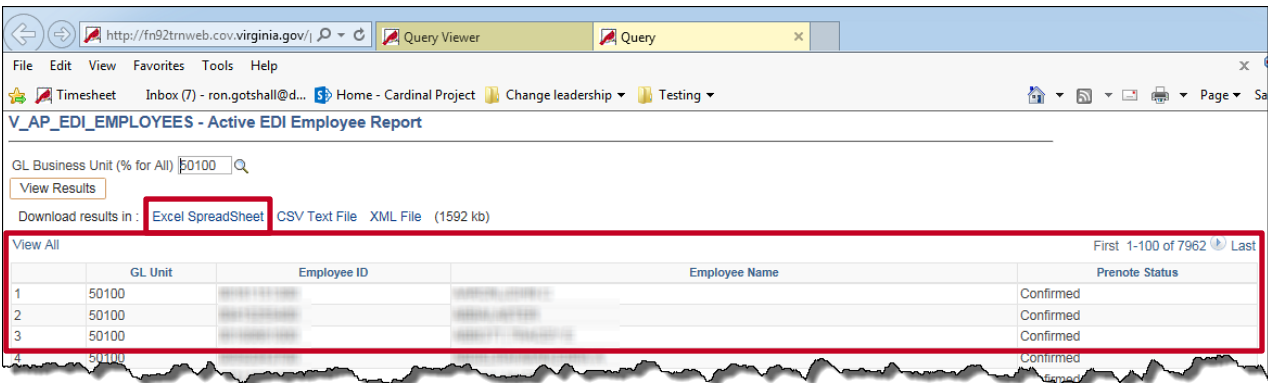
http://fn92trnweb.cov.virginia.gov/ Query Viewer Query

V\_AP\_ED\_I\_EMPLOYEES - Active EDI Employee Report

GL Business Unit (% for All)

GL Unit	Employee ID	Employee Name	Prenote Status
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- The **V\_AP\_ED\_I\_EMPLOYEES- Active EDI Employee Report** input page displays in a new browser window.
- Enter the **GL Business Unit** or % for all GL Business Units.
- Click the **View Results** button.



GL Business Unit (% for All) 50100

View Results

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(1592 kb\)](#)

View All First 1-100 of 7962 Last

	GL Unit	Employee ID	Employee Name	Prenote Status
1	50100			Confirmed
2	50100			Confirmed
3	50100			Confirmed
4	50100			Confirmed

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.
13. 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.