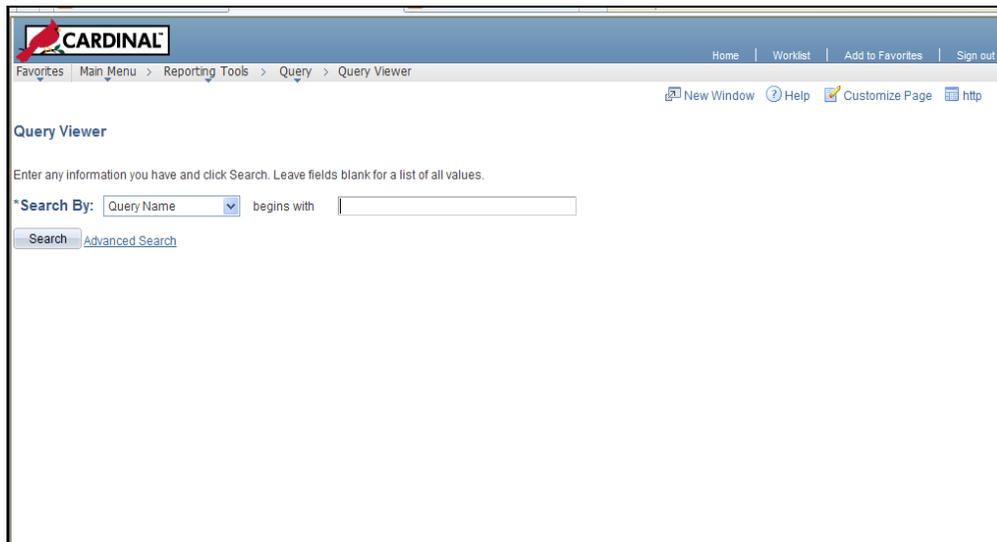


About EDI Employee – Prenote Status Query

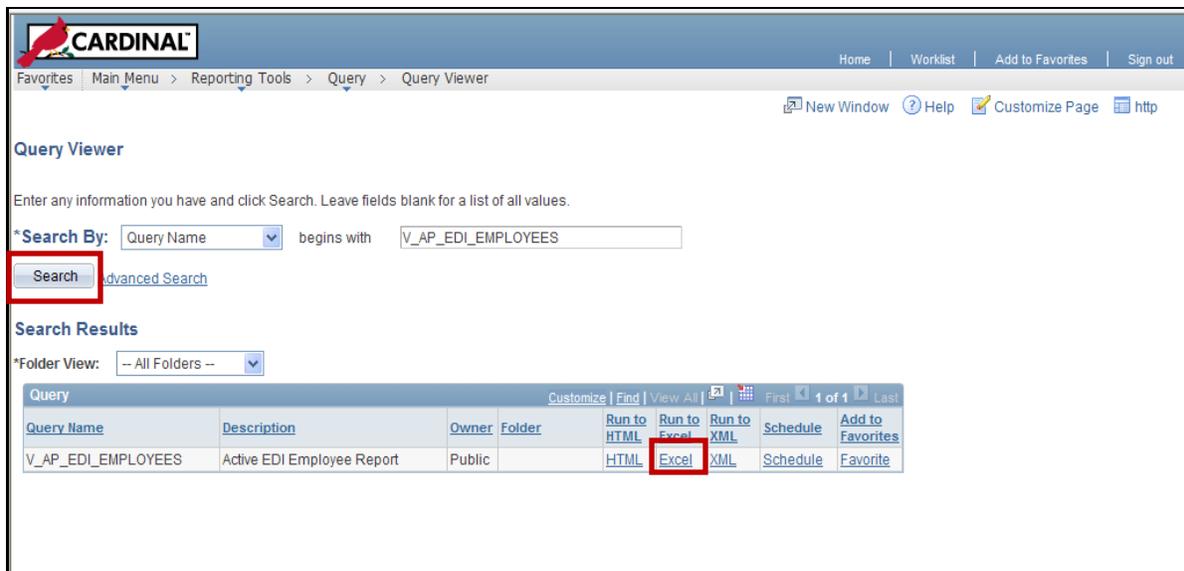
The V_AP_EDI_Employees query identifies all employees' prenote status by GL Unit and employee name.

Run the EDI Employee Prenote Status Query:

- 1 Navigate to **Reporting Tools > Query > Query Viewer**.
The **Query Viewer Search** page displays.



- 2 Enter **V_AP_EDI_EMPLOYEES** in the **Search by** Query Name field and click the **Search** button.
The query is listed in the bottom portion of the screen.



- Click on the **Excel** hyperlink.
Query results display by **GL Unit**.



Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(1 kb\)](#)

View All First Last

	GL Unit	Employee ID	Employee Name	Prenote Status
1	50100	VTEST123	Sun,Summer	Confirmed

Results:

A list of all EDI employees is displayed including **GL Unit**, **Employee ID**, **Employee Name** and **Prenote Status**. **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 and sorted by **Prenote Status**. Note: converted Employees will not have a status.