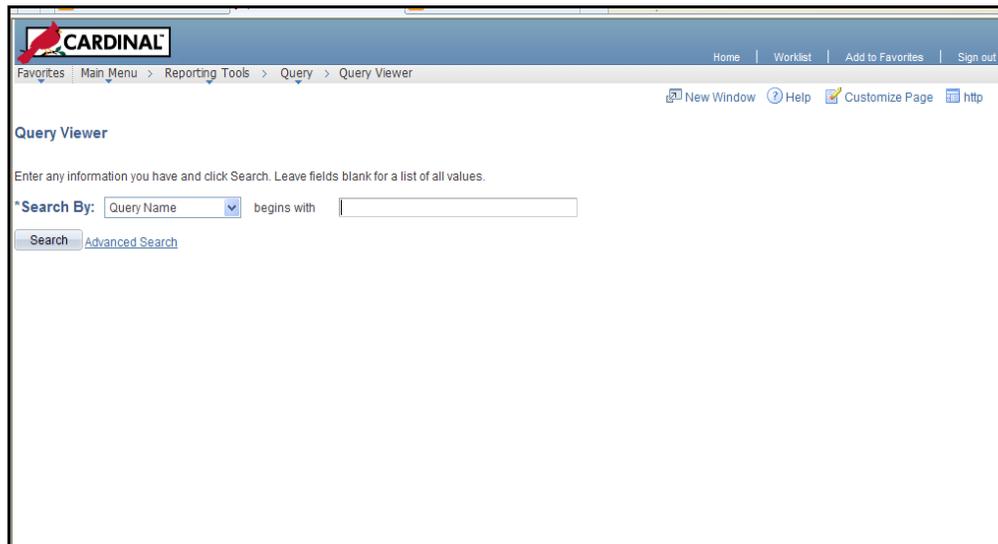


About EDI Vendors – Prenote Status Query

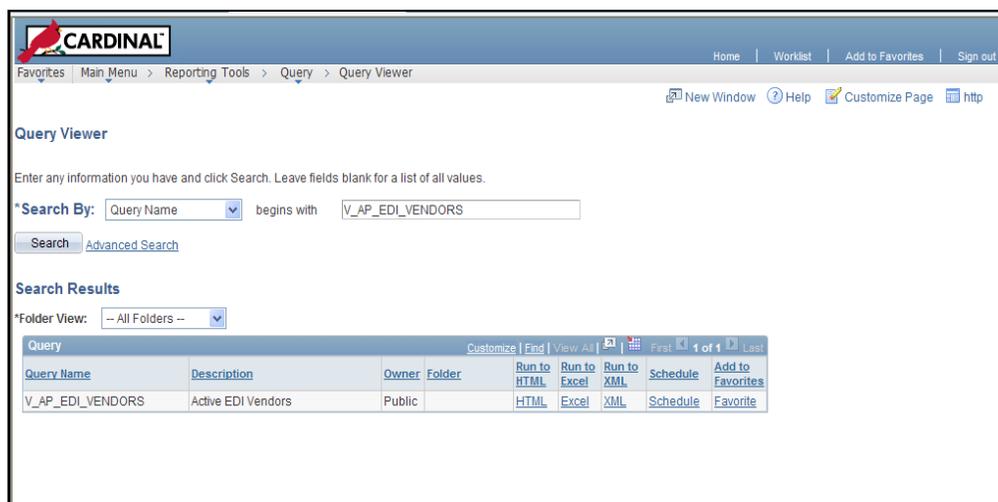
A custom Cardinal query can be run to gain important vendor EDI Prenote status count information. The output from this query can be used to assist with preparation of the Comptroller's Quarterly Report.

Run the EDI Vendors Prenote Status Query:

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



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



- 3 Click on the **HTML** hyperlink. Query results are displayed.



Accounts Payable Job Aid

EDI Vendors – Prenote Status Query

V_AP_EDV VENDORS- Active EDI Vendors

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (504 kb)

[View All](#) First ◀ 2601-2628 of 2628 ▶ Last

	Vendor ID	Vendor Name	Location	Location Description	Prenote Status
2601	0000062923	Shirley Contracting Co LLC	MAIN	Main Location	
2602	0000063011	JK INVESTMENTS INC	MAIN	Main Location	
2603	0000063172	ASM PLOWING LLC	MAIN	Main Location	
2604	0000063721	JOHN R SHERRILL	MAIN		
2605	0000063727	THE MOUNT VERNON LADIES ASSOCIATION	MAIN		
2606	0000065091	JOHN EARLY BEAHM	MAIN		
2607	0000065100	SCHOOL BOARD OF FAIRFAX COUNTY	MAIN		
2608	0000065217	NATIONAL RAILROAD PASSENGER CORP	MAIN		
2609	0000065252	MADISON COUNTY TREASURER	MAIN		
2610	0000065286	BARRY L PROCTOR ESQUIRE	MAIN		
2611	0000065319	HILLSBORO CORPORATION	MAIN		
2612	0000065373	CLARKE COUNTY JOINT ADMNS SERVICES	MAIN		
2613	0000015271	Tree & Utility Services Inc	MAIN	Main Location	C
2614	0000018137	Driveway Experts LLC	MAIN	Main Location	C
2615	0000050211	DEPARTMENT OF ACCOUNTS	EDI - IA	InterAgency Payments	C
2616	0000051003	DEPT OF AGRICULTURE AND CONSUMER SERVICE	EDI - IA	Interagency Payments	C
2617	0000052008	VIRGINIA STATE UNIVERSITY	EDI-53	EDI Location	C
2618	0000052008	VIRGINIA STATE UNIVERSITY	EDI-55	EDI Location	C
2619	0000052008	VIRGINIA STATE UNIVERSITY	EDI-57	EDI Location	C
2620	0000052008	VIRGINIA STATE UNIVERSITY	MAIN	Main Location - 25	C
2621	0000052232	DEPARTMENT OF HISTORIC RESOURCESS	EDI-IA	EDI location	C
2622	0000053552	THE LIBRARY OF VIRGINIA	EDI - IA	Interagency Payments	C
2623	0000055812	Dept of Conservation and Recreation	EDI - IA	EDI Location	C

Results:

A list of all EDI vendors is displayed including **Vendor ID**, **Vendor Name**, **Location** 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