

## Colleague Mnemonic's: If-Then Table

Use this If-Then table to find out what Colleague mnemonic to use when you desire specific information about your accounts. Some of these mnemonics (ACBL, ENCI, etc.) do not provide for a printable report.

<b>If you want to ...</b>	<b>Then, use:</b>
Look up budgeted real-time balances of an account for a fiscal year	ACBL
View a current listing and a two-year history of an account	AHST
Look up information by check number	CHKI
View a list of purchase orders for an account	ENCI
Look up vendor names and addresses (not individuals)	ORGP
Look up a purchase order	PINQ
Verify that a vendor is currently in the vendor database	VEIN
View requisitions, purchase orders, and vouchers for a vendor	VENI
Look up voucher information	VOUI
Look up requisitions	RINQ
Look up all requisitions for a single General Ledger (GL) account number	GLRQ
View a listing of all purchase orders for a range of GL account numbers	PREG
View a listing of all requisitions for a range of GL account numbers	RREG
Look up one type of activity (purchase orders, expenditures, journal entries, etc.) for one account	LGLA
View budget transfers (from both the increase and decrease sides)	GLBE
Make budget transfers	GLBE

View a report of budget transfers for an Umbrella account	GLBS (Detail format)
Look up the amount available in a budget	GLSA (Summary format)
Calculate both the budgeted and cash balance in the same report	GLSA (Summary format)
Look up deposits and expenditures	GLTB (Detail format)
Calculate the cash balance of an account for the current fiscal year	GLTB (Summary format)
Enter new vouchers or change an existing unfinished voucher	VOUM
Enter new requisitions	REQM