Job Aid: Using Doc Search

**Purpose:** The purpose of this job aid is to list and describe the Doc Search features in KFS. In this job aid, you will learn about:

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**Doc Search Purpose and Location**
The purpose of the Doc Search button is to allow the user to retrieve a specific Document or set of documents created in KFS.

The Doc Search button appears on the KFS Main Menu screen on the right side of the Action List button.
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Using Doc Search

When you click the Doc Search button from the KFS Main Menu screen, the Document Search screen is displayed.

The table below lists and describes the Document Search fields in KFS:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Type</td>
<td>Type of Document. Allows you to search by Document Type or by using the optional Lookup feature. For common doc types see “Understanding Doc Types” heading in this Job Aid for a listing.</td>
</tr>
<tr>
<td>Initiator</td>
<td>NetID of the Initiator. Allows you to easily search for the documents you created.</td>
</tr>
<tr>
<td>Document Id</td>
<td>Document Number assigned to the transaction. In KFS, this is found in the upper right corner of the actual eDoc. In eData, links to KFS eDocs appear in transaction detail reports in the Doc Number column.</td>
</tr>
<tr>
<td>Date Created From</td>
<td>Date Created To Together these fields enable you to enter the date range in which the transactions were created.</td>
</tr>
<tr>
<td>Name This Search</td>
<td>Allows you to name the search and save it for future reference. If the criteria will be used frequently, the search can be named and retrieved using the drop down box in the upper right corner of the Doc Search screen.</td>
</tr>
</tbody>
</table>
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Understanding Transaction Doc Types
The Doc Type field can be completed to create an expanded search to locate a specific type of transaction. It also appears as a field in the Transaction Detail reports in eData. Only eDocs created in KFS or the VO system will appear in the Doc Search but all transactions appear in eData. Accordingly, only Doc Types related to KFS eDocs will appear in the Doc Search. The table below lists and describes Doc Type Names and Codes and whether they would appear in a Doc Search.

<table>
<thead>
<tr>
<th>Name</th>
<th>Code</th>
<th>Description</th>
<th>In Doc Search?</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACH Disbursement</td>
<td>ACHD</td>
<td>Payment made in legacy system with ACH</td>
<td>No</td>
</tr>
<tr>
<td>Advance Deposit</td>
<td>AD</td>
<td>Used to record deposits in the form of Ach, Wire, or credit card receipts.</td>
<td>Yes</td>
</tr>
<tr>
<td>Budget Adjustment</td>
<td>BA</td>
<td>Original and revised budget</td>
<td>Yes, except for feeds*</td>
</tr>
<tr>
<td>Cash Receipt</td>
<td>CR</td>
<td>Used to record deposits in the form of cash or check.</td>
<td>Yes</td>
</tr>
<tr>
<td>Check Disbursement</td>
<td>CHKD</td>
<td>Payment made in legacy system with check</td>
<td>No</td>
</tr>
<tr>
<td>Disbursement Voucher or Simple Disbursement Voucher (SDV)</td>
<td>DV</td>
<td>Payment made with through KFS</td>
<td>Yes</td>
</tr>
<tr>
<td>Distribution of Income and Expense</td>
<td>DI</td>
<td>Used to distribute a lump sum of income or expenses</td>
<td>Yes, except for feeds*</td>
</tr>
<tr>
<td>General Error Correction</td>
<td>GEC</td>
<td>Correction of non-payroll transaction</td>
<td>Yes</td>
</tr>
<tr>
<td>Internal Billing</td>
<td>IB</td>
<td>Billing from internal service provider that does route</td>
<td>Yes</td>
</tr>
<tr>
<td>Indirect Cost Recovery</td>
<td>ICR</td>
<td>System posted indirect cost expense and revenue. This is not the distribution of ICR</td>
<td>No</td>
</tr>
<tr>
<td>Non-Check Disbursement</td>
<td>ND</td>
<td>Payment made with ACH, foreign draft, wire, or petty cash through KFS</td>
<td>Yes</td>
</tr>
<tr>
<td>Payroll Expense</td>
<td>PAEX</td>
<td>Fees from payroll system including payroll CVs</td>
<td>No</td>
</tr>
<tr>
<td>Service Billing</td>
<td>SB</td>
<td>Billing from internal service provider that does not route</td>
<td>Yes, except for feeds from major internal systems*</td>
</tr>
<tr>
<td>Salary Expense Transfer</td>
<td>ST</td>
<td>Correction of sub-accounts on payroll transactions</td>
<td>Yes</td>
</tr>
<tr>
<td>Transfer</td>
<td>TF</td>
<td>Used for lump sum transfers and opening entries</td>
<td>Yes, except for feeds*</td>
</tr>
<tr>
<td>Voucher on PO</td>
<td>VO%</td>
<td>Payments made on Purchase Orders (PO)</td>
<td>Yes, can find eDoc number by clicking on Org Ref Number in eData.</td>
</tr>
</tbody>
</table>

* Doc Types that appear in a Doc Search have an Origination Code of 01. Other Origination Codes do not appear in Doc Search.
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Understanding Chart of Account Doc Types
In addition, there are eDocs that will appear in a Doc Search but not in eData since they are maintenance documents rather than financial processing documents. The following table lists and describes these eDocs:

<table>
<thead>
<tr>
<th>Name</th>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account</td>
<td>ACCT</td>
<td>Creation and changes to Accounts</td>
</tr>
<tr>
<td>Account Delegate</td>
<td>ADEL</td>
<td>Assignment of a person to an Account as a Delegate (proxy)</td>
</tr>
<tr>
<td>Account Delegate Global</td>
<td>GDLG</td>
<td>Assignment of multiple delegates and/or delegate(s) to multiple accounts.</td>
</tr>
<tr>
<td>Object Code</td>
<td>OBJ</td>
<td>Creation and changes to Object codes</td>
</tr>
<tr>
<td>Sub-Object Code</td>
<td>SOBJ</td>
<td>Creation and changes to Sub-Object codes</td>
</tr>
<tr>
<td>Sub-Account</td>
<td>SACC</td>
<td>Creation and changes to Sub-Accounts</td>
</tr>
<tr>
<td>Vendor</td>
<td>PVEN</td>
<td>Creation and changes to Vendor to be used on Disbursement Voucher</td>
</tr>
</tbody>
</table>

Document Route Log

The Route Log, the last tab on the eDoc allows you to see where a Document is in the routing process. Including pending and required future actions.

The route log can be found in the far right column of your doc search results.

The Route Log Status shows the approval status of the Document. The Route Log Status is displayed in the Action List table and on the Route Log in the original Document Record. A Document can be noted as one of the following in the routing process:

<table>
<thead>
<tr>
<th>Pending Statuses:</th>
<th>Successful Statuses:</th>
<th>Unsuccessful Statuses:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enroute</td>
<td>Final</td>
<td>Disapproved</td>
</tr>
<tr>
<td>Saved</td>
<td>Processed</td>
<td>Canceled</td>
</tr>
<tr>
<td>Initiated</td>
<td>Approved</td>
<td>Exception</td>
</tr>
</tbody>
</table>
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Export Options
The **Export Options** located on the bottom left side of the **Doc Search** screen are links that allow you to export the list of **Documents** to your desktop in a CSV (comma-separated file), spreadsheet, or XML (code) view.

**Spreadsheet** is the best option.

![Spreadsheet Export Options](image)