

**EXAMPLE 1: Disbursement Voucher**

- a) *One of your employees is planning to attend the CCI Conference. In order to see if you have enough funds available to cover the cost of the registration for the conference, you want to find the registration cost for a prior year. You don't know the actual date that the conference previously occurred, but you do know that it was in FY 2017 (7/1/2016-6/30/2017), and you know that it hit account "1270000." How would you find this document?*

Click on "doc search" and on document type enter "DV". You know that the previous conference occurred in FY 2017, so in the Date Created From: put "7/1/2016" and in the Date Created To: put in 6/30/2017. This only searches for documents within FY 2017. Next to Account Number enter "1270000." If you want to limit the search even more you can type in \*CCI\* into the document description to see if anything pulls for that conference name. Click search.

Document Type:	DV
Initiator:	
Document Id:	
Date Created From:	7/1/2016
Date Created To:	7/1/2017
Document Description:	
Organization Document Number:	
Payee ID:	
Payee Name:	
Payment Reason Code:	
PDP Extraction Date From:	
PDP Extraction Date To:	
PDP Paid Date From:	
PDP Paid Date To:	
PDP Cancellation Date From:	
PDP Cancellation Date To:	
Invoice Number:	
Chart Code:	
Organization Code:	
Account Number:	1270000
Ledger Document Type:	
Total Amount:	
Search Result Type:	<input checked="" type="radio"/> Document Specific Data <input type="radio"/> Workflow Data
Name this search (optional):	
<input type="button" value="search"/> <input type="button" value="clear"/> <input type="button" value="cancel"/>	

- b) *Lets say you didn't know what the name of the conference is, but instead only knew the payee name which is "Colo Counties" and that it posted in FY17 to account 1270000. How would you find this document?*

If you only have a vendor name, enter this information under the "Payee Name" field with the date range of FY17. Click search.

Document Type:	dv
Initiator:	
Document Id:	
Date Created From:	7/1/2016
Date Created To:	7/1/2017
Document Description:	
Organization Document Number:	
Payee ID:	
Payee Name:	*Colo Counties*
Payment Reason Code:	
PDP Extraction Date From:	
PDP Extraction Date To:	
PDP Paid Date From:	
PDP Paid Date To:	
PDP Cancelation Date From:	
PDP Cancelation Date To:	
Invoice Number:	
Chart Code:	
Organization Code:	
Account Number:	1270000
Ledger Document Type:	
Total Amount:	
Search Result Type:	<input checked="" type="radio"/> Document Specific Data <input type="radio"/> Workflow Data
Name this search (optional):	
<input type="button" value="search"/> <input type="button" value="clear"/> <input type="button" value="cancel"/>	

The search brings up 6 items. Since multiple registrations are being paid at once, you will need to click into the actual document number of one of the documents to determine the registration amount.

6 items retrieved, displaying all items.

Document Id	Status	Document Description	Organization Document Number	Invoice Number	Account Number	Ledger Document Type	Total Amount
<a href="#">12084701</a>	FINAL	Registration fees for CCI Summer Meeting			1270000	DVCA	1,100.00
<a href="#">11713370</a>	FINAL	CCI Foundation 2017 Conference		03242017	1270000	DVCA	1,100.00
<a href="#">11702516</a>	FINAL	CCI Sponsorship		2017-195	1270000	DVCA	3,500.00
<a href="#">10477086</a>	FINAL	Registration fees for CCI Winter Meeting			1270000	DVCA	900.00
<a href="#">10130628</a>	FINAL	Invoice 610 CCI Dues		610	1270000	DVCA	1,000.00
<a href="#">10034652</a>	FINAL	Invoice CCI Winter Conference		09122016	1270000	DVCA	450.00

### EXAMPLE 2: Payment Request

- a) You are trying to find a Payment Request you know was initiated during the period of 2/3/12 - 2/13/12, and was for the Vendor "Apple Inc." How would you find this document?

Click on "doc search" and on document type enter "PREQ". In the Payment Request screen, put in the information you know. Put in the Date created From: "02/3/12" and the Date Created to: "2/13/12." If you know the vendor name but not the vendor number click on the magnifying glass to the right of the Vendor Number, type in the vendor name "\*Apple Inc\*", including the wildcard (\*), will allow you to bring in everything with those words. To select the vendor you want, click on the "return value" next to the vendor name.

Document Type:	PREQ
Initiator:	
Document Id:	
Application Document Status:	Initiated In Process Cancelled In Process Cancelled Department-Approved
Date Created From:	2/3/2012
Date Created To:	2/13/2012
Document Description:	
Organization Document Number:	
Payment Request #:	
Invoice Number:	
Purchase Order #:	
Requisition #:	
Vendor #:	9951-0
PO Chart Code:	

b) Now, let's say you don't know the vendor, but you do know the purchase order number "318182" for a computer you have purchased. This was during the timeframe 2/3/2012-2/13/2012. How would you find this Payment Request?

If you only have a Purchase Order number "318182" and need to find the Payment Request document. Click on "doc search" and on document type enter "PREQ". Enter the PO number "318182" next to the Purchase Order # box and hit search.

Document Type:	PREQ
Initiator:	
Document Id:	
Application Document Status:	Initiated In Process Cancelled In Process Cancelled Department-Approved
Date Created From:	
Date Created To:	
Document Description:	
Organization Document Number:	
Payment Request #:	
Invoice Number:	
Purchase Order #:	318182
Requisition #:	

### EXAMPLE 3: Purchase Orders

a) You have been asked to find a purchase order for your organization (8031), and it was in the amount of \$1,500. The person doesn't know when the Purchase Order was done, but only knows the amount was \$1,500. How would you find this document?

In the document look up screen for Purchase Orders, type in the information you know. So type in the organization code of "8031" and the total PO amount of "\$1,500" and click "search."

Document Type:	PO
Initiator:	
Document Id:	
Application Document Status:	INCOMPLETE STATUSES - In Process - Awaiting Fiscal Officer Review - Awaiting New Unordered Item Review - Disapproved New Unordered Item Review
Date Created From:	
Date Created To:	
Document Description:	
Organization Document Number:	
Purchase Order #:	
Requisition #:	
Vendor #:	
Purchase Order Chart Code:	
Purchase Order Organization Code:	
Requestor Name:	
Assigned To User:	
Delivery Campus:	
Contract Manager:	
Previous Purchase Order #:	
Purchase Order Last Transmit Date From:	
Purchase Order Last Transmit Date To:	
Date Required From:	
Date Required To:	
Date Required Reason:	
Receiving Required:	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Both
Payment Request Positive Approval Required:	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Both
Return Current Documents Only:	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Both
Solicitation Number:	
EPLS Indicator:	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Both
Chart Code:	
Organization Code:	8031
Account Number:	
Ledger Document Type:	
Total Amount:	1500

**b) If you don't have any other information but know that the PO was for "Warming Blankets". How would you find this document?**

If you don't have any other information but know the item description, enter this information next to the Document Description box "Warming Blankets" and hit search. It will pull all the documents that has those wordings.

Document Type:	po
Initiator:	
Document Id:	
Application Document Status:	INCOMPLETE STATUSES - In Process - Awaiting Fiscal Officer Review - Awaiting New Unordered Item Review - Disapproved New Unordered Item Review
Date Created From:	
Date Created To:	
Document Description:	*warming blankets*

**EXAMPLE 4: Receiving**

**You are searching for a Receiving document that was initiated by “kkita@colostate.edu” and is for TKW LLC. How would you find this document?**

Click on “doc search” and on document type enter “RCV”. Type in the information you know. If you are not sure if “TKW LLC” will be in the description, just type in the initiator, then click search.

This will retrieve 10 items. Based on the description you should be able to find the TKW LLC document.

10 items found. Please refine your search criteria to narrow down your search.

10 items retrieved, displaying all items.

Document/Notification Id	Document Description	Organization Document Number	Vendor	Purchase Order #	Document Status	Date Created	Type	Route Log
<a href="#">2069253</a>	PO: 341536 Vendor: Xcite Audiovisuals LI		Xcite Audiovisuals LLC	341536	APPROVED	09/25/2012	Line Item Receiving	
<a href="#">1984530</a>	PO: 340181 Vendor: Dell Marketing Corp		Dell Marketing Corp	340181	APPROVED	07/31/2012	Line Item Receiving	
<a href="#">1981100</a>	PO: 340181 Vendor: Dell Marketing Corp		Dell Marketing Corp	340181	APPROVED	07/27/2012	Line Item Receiving	
<a href="#">1951041</a>	PO: 339999 Vendor: Dell Marketing Corp		Dell Marketing Corp	339999	APPROVED	07/07/2012	Line Item Receiving	
<a href="#">1884384</a>	PO: 328458 Vendor: Dell Marketing Corp		Dell Marketing Corp	328458	APPROVED	06/05/2012	Line Item Receiving	
<a href="#">1710446</a>	PO: 312499 Vendor: Echo360		Echo360	312499	APPROVED	02/13/2012	Line Item Receiving	
<a href="#">1706211</a>	PO: 288940 Vendor: Complete Book And Med		Complete Book And Media	288940	APPROVED	02/09/2012	Line Item Receiving	
<a href="#">1701122</a>	PO: 312673 Vendor: Dell Marketing Corp		Dell Marketing Corp	312673	APPROVED	02/07/2012	Line Item Receiving	
<a href="#">1615074</a>	PO: 291837 Vendor: C C S Presentation Sy		C C S Presentation Systems	291837	APPROVED	12/05/2011	Line Item Receiving	
<a href="#">1484104</a>	PO: 284924 Vendor: T K W LLC		T K W LLC	284924	CANCELLED	09/01/2011	Line Item Receiving	

Export options: [CSV](#) | [spreadsheet](#) | [XML](#)

**EXAMPLE 5: Requisition**

a) You are searching for a Requisition in which Janine L. Crick was the requestor, and it was for \$252.00. How would you find this document?

Click on “doc search” and on document type enter “REQS”. Type in the information you know. Type in the Requestor Name: Crick, Janine L, the total Amount: \$252.00 and click search. If you don’t know requestor full name you can use wild cards to search with just last name, for example: \*crick\*.

Document Type:	REQS
Initiator:	
Document Id:	
Application Document Status:	Awaiting Content Approval Disapproved Content Awaiting Accounting Lines Disapproved Accounting Lines Awaiting Sub Account
Date Created From:	
Date Created To:	
Document Description:	
Organization Document Number:	
Requisition #:	
Vendor #:	
Requisition Chart Code:	
Requisition Organization Code:	
Requestor Name:	Crick, Janine L
Delivery Campus:	
Delivery To:	
Reference 1:	
Reference 2:	
Reference 3:	
Chart Code:	
Organization Code:	
Account Number:	
Ledger Document Type:	
Total Amount:	252
Search Result Type:	<input checked="" type="radio"/> Document Specific Data <input type="radio"/> Workflow Data
Name this search (optional):	

search clear cancel

b) A delivery was made to the Housing Warehouse for cleaning supplies with the requisition number 216114. How would you find this document?

Type in the requisition number “216114” in the box and hit search.

<b>Document Type:</b>	REQS   
<b>Initiator:</b>	<input type="text"/>   
<b>Document Id:</b>	<input type="text"/> 
<b>Application Document Status:</b>	<div style="border: 1px solid gray; padding: 2px;">         Awaiting Content Approval          Disapproved Content          Awaiting Accounting Lines          Disapproved Accounting Lines          Awaiting Sub Account       </div> 
<b>Date Created From:</b>	<input type="text"/>  
<b>Date Created To:</b>	<input type="text"/>  
<b>Document Description:</b>	<input type="text"/> 
<b>Organization Document Number:</b>	<input type="text"/> 
<b>Requisition #:</b>	216114 
<b>Vendor #:</b>	<input type="text"/>  
<b>Requisition Chart Code:</b>	<input type="text"/>  
<b>Requisition Organization Code:</b>	<input type="text"/>  
<b>Requestor Name:</b>	<input type="text"/> 
<b>Delivery Campus:</b>	<input type="text"/>  
<b>Delivery To:</b>	<input type="text"/> 
<b>Reference 1:</b>	<input type="text"/> 
<b>Reference 2:</b>	<input type="text"/> 
<b>Reference 3:</b>	<input type="text"/> 
<b>Chart Code:</b>	<input type="text"/>   
<b>Organization Code:</b>	<input type="text"/>  
<b>Account Number:</b>	<input type="text"/>  
<b>Ledger Document Type:</b>	<input type="text"/>  
<b>Total Amount:</b>	<input type="text"/> 
<b>Search Result Type:</b>	<input checked="" type="radio"/> Document Specific Data <input type="radio"/> Workflow Data 
<b>Name this search (optional):</b>	<input type="text"/> 