

Searching for Accounting Images/Documents in DocFinity V10

These are the searches built into DocFinity version 10 that are used for finding Accounting Images in the repository. Each search finds a specific document type(s). Each search is defined below and the link will open the page in this document that contains the steps for completing the search.

Click on document type for more details on searching for the images.

[Cash Receipts](#) – p. 6

Use [Cash Receipt Search](#) to find a cash receipt and supporting documentation by C9 Number.

[Checks](#) – p. 2

Use [Check Search](#) to find a check image by the Check Number and/or by Fiscal Year.

[SRFC and supporting documents](#) – p. 5

Use [Documents Search](#) to find documents by SRFC # (IBIS #).

[Journal Vouchers, JV Requests and supporting documentation](#) – p. 3

Use [Journal Voucher Search](#) to find Journal Vouchers, JV Requests and supporting documentation by JV number.

[General Ledgers](#) – p. 7

Use [General Ledger Search](#) to find Ben Franklin Ledgers by Fiscal Year and PSRF Ledgers by Calendar year.

[Purchase Order Change Orders](#) – p. 8

Use [Purchase Orders Search](#) to find purchase order change orders and related documentation. Sometimes original purchase order image is available with the change orders.

[Vouchers - Back up for Checks or Wire Transfers](#) - p. 4

Use [Voucher Search](#) to find invoices and vouchers by Voucher number.

Note about printing and e-mailing images:

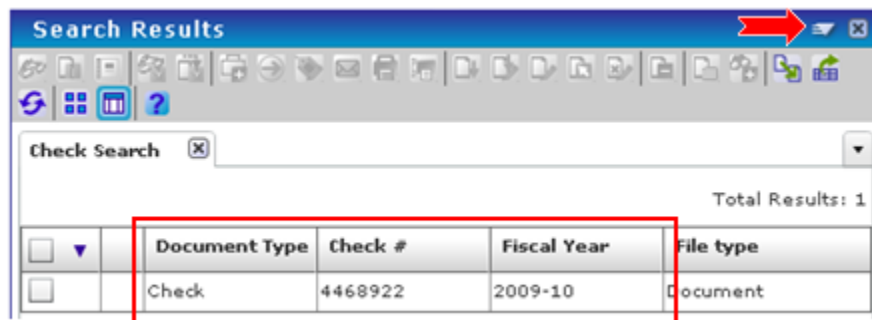
If it is usual for you to print or e-mail an image when you have located it you will want to make a setting change that will automatically have your images open as a PDF. In the PDF view you will be able to print or e-mail image using the Acrobat commands. [To view all images as a PDF follow the steps listed on this link](#) or go to p. 12.

How do I find a check?

1. In **Search** select **Check Search**.



2. Enter a **Check Number**.
3. Select **Fiscal Year** from drop down or leave blank.
4. Click **Search**.
5. Results from search will display in the **Search Results Panel**.
6. The **Search Results** for checks will display the fields shown below.



7. Double click entry to view in **Document Previewer**. To print or e-mail image use the drop down Menu and select **Open as PDF**. Use the PDF commands to print, e-mail or save a copy.

[Back to Top](#)

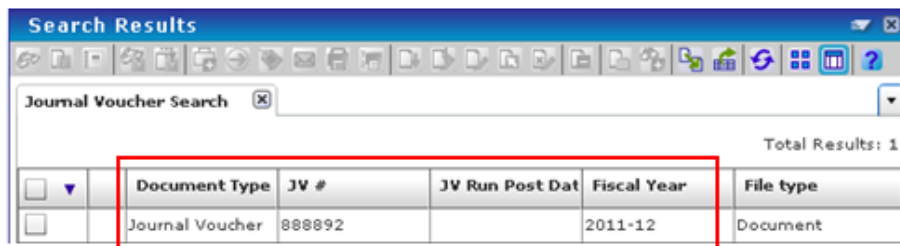
How do I find a journal voucher?

1. In **Search** select **Journal Voucher Search**.



The screenshot shows a 'Search' dialog box with a dropdown menu set to 'Journal Voucher Search'. Below this, there are several input fields: '* JV Number' with the value '888892', 'JV Run Post Date' (empty), 'Fiscal Year' with a 'Select...' dropdown, and '* Document Type' with a dropdown set to 'Journal Voucher (Accou...'. A 'Search' button is at the bottom right. Red arrows highlight the search type dropdown, the JV Number field, and the Search button.

2. Enter **JV Number**. It is a required field.
3. Enter **JV Run Post Date** if known. (Note: Could be IBIS postdate or eDDS postdate. [Click here for help finding these dates.](#)) Images are indexed in DocFinity using the IBIS postdate.
4. Select **Fiscal Year** or leave blank.
5. Click **Search**.
6. Results from search will display in the **Search Results Panel**.
7. The **Search Results** for journal vouchers will display the fields shown below.



The screenshot shows the 'Search Results' panel with a table of results. The table has columns for Document Type, JV #, JV Run Post Dat, Fiscal Year, and File type. The first row is highlighted with a red box.

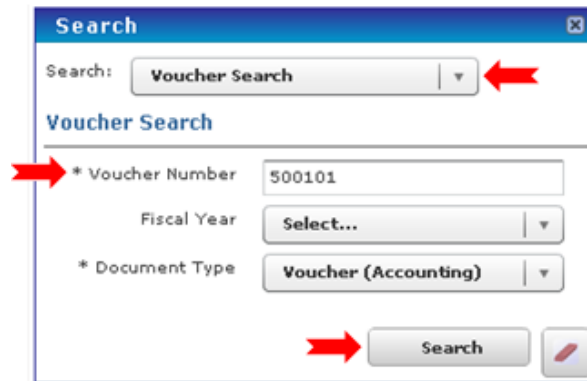
Document Type	JV #	JV Run Post Dat	Fiscal Year	File type
Journal Voucher	888892		2011-12	Document

8. Double click entry to view in **Document Previewer**. To print or e-mail image use the drop down Menu and select **Open as PDF**. Use the PDF commands to print, e-mail or save a copy.

[Back to Top](#)

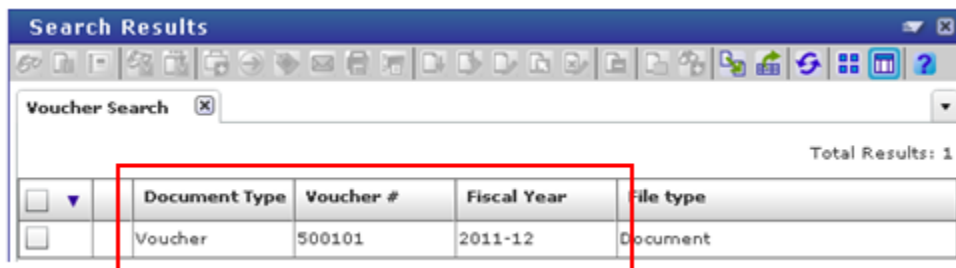
How do I find a voucher or invoice?

1. In **Search** select **Voucher Search**.



The screenshot shows a 'Search' dialog box with a 'Voucher Search' section. The search type is set to 'Voucher Search'. The 'Voucher Number' field contains '500101'. The 'Fiscal Year' dropdown is set to 'Select...'. The 'Document Type' dropdown is set to 'Voucher (Accounting)'. A 'Search' button is at the bottom right.

2. Enter **Voucher Number**. It is required.
3. Select **Fiscal Year** from drop down list or leave blank.
4. Click **Search**.
5. Results from search will display in the **Search Results Panel**.
6. The **Search Results** for vouchers will display the fields shown below.



The screenshot shows the 'Search Results' panel with a table containing one result. The table has columns for Document Type, Voucher #, Fiscal Year, and File type. The result is a Voucher with number 500101 for the fiscal year 2011-12, with a file type of Document.

	Document Type	Voucher #	Fiscal Year	File type
<input type="checkbox"/>	Voucher	500101	2011-12	Document

7. Double click entry to view in **Document Previewer**. To print or e-mail image use the drop down Menu and select **Open as PDF**. Use the PDF commands to print, e-mail or save a copy.

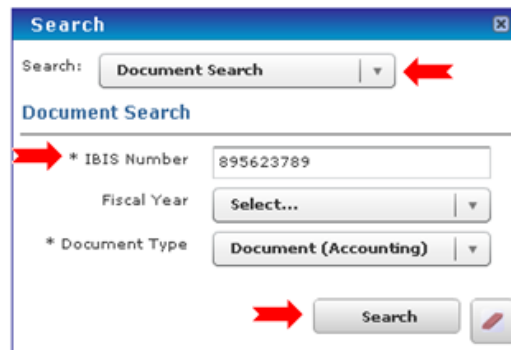
[Back to Top](#)

How do I find a SRFC and its supporting documentation?

The Document Search based on IBIS Number is used to find:

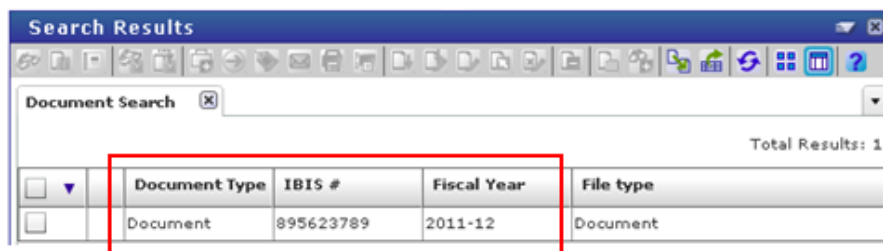
- Requests for Reimbursement Group Meal Forms,
- Group Meal / Group meeting Support Forms,
- Catering Invoices and the supporting documentation,
- Travel Receipts,
- Cash Receipts,
- Receipts for Petty Cash Expended,
- ERS Worksheets and supporting documentation,
- Time Sheets for Research Mentors / Stipends,
- Visitor Information Sheet for Income and Travel,
- Key Deposit Refund Authorization Forms,
- Direct Deposit Receipts

1. In **Search** select **Document Search**.



The screenshot shows a 'Search' window with a dropdown menu set to 'Document Search'. Below this, there are three input fields: '* IBIS Number' with the value '895623789', 'Fiscal Year' with a 'Select...' dropdown, and '* Document Type' with a dropdown set to 'Document (Accounting)'. A 'Search' button is located at the bottom right of the form area.

2. Enter **IBIS Document Number** (SRFC#). It is required.
3. Select **Fiscal Year** or leave blank.
4. Click **Search**.
5. Results from search will display in the **Search Results Panel**.
6. The **Search Results** for document search will display the fields shown below.



The screenshot shows a 'Search Results' window with a table of results. The table has four columns: Document Type, IBIS #, Fiscal Year, and File type. There is one result row with the following values: Document, 895623789, 2011-12, and Document. The table is highlighted with a red border.

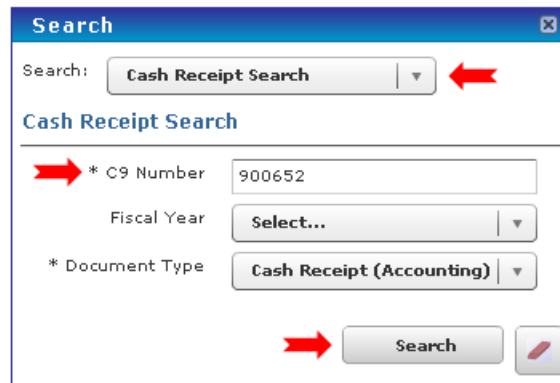
Document Type	IBIS #	Fiscal Year	File type
Document	895623789	2011-12	Document

7. Double click entry to view in **Document Previewer**. To print or e-mail image use the drop down Menu and select **Open as PDF**. Use the PDF commands to print, e-mail or save a copy.
8. Because no other metadata could be assigned to the legacy images, each image in the search result will need to be displayed to find the exact image needed relating to the SCRF Number.

[Back to Top](#)

How do I find a cash receipt?

1. In **Search** select **Cash Receipt Search**.



Search

Search: **Cash Receipt Search**

Cash Receipt Search

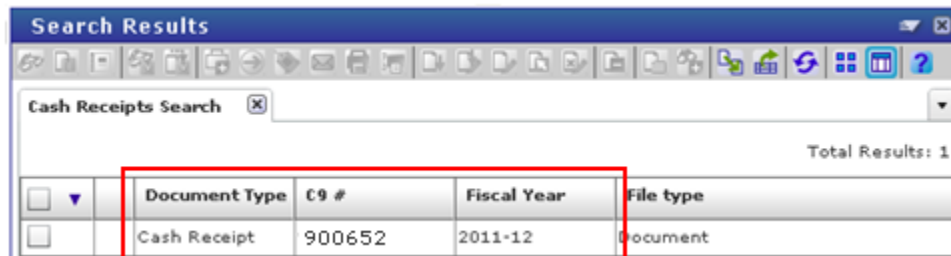
* C9 Number: 900652

Fiscal Year: Select...

* Document Type: **Cash Receipt (Accounting)**

Search

2. Enter the **C9 Number**. It is required.
3. Select **Fiscal Year** or leave blank.
4. Click **Search**.
5. Results from search will display in the **Search Results Panel**.
6. The **Search Results** for cash receipt will display the fields shown below.



Search Results

Cash Receipts Search

Total Results: 1

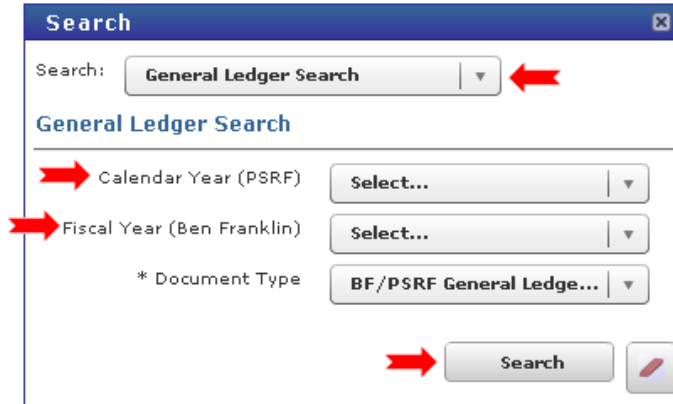
Document Type	C9 #	Fiscal Year	File type
Cash Receipt	900652	2011-12	Document

7. Double click entry to view in **Document Previewer**. To print or e-mail image use the drop down Menu and select **Open as PDF**. Use the PDF commands to print, e-mail or save a copy.

[Back to Top](#)

How do I find a General Ledger for Ben Franklin or PSRF?

1. In **Search** select **General Ledger Search**.
2. For **Ben Franklin Ledgers** select a Fiscal Year from the drop down list.
3. For a **PSRF Ledgers** select a Calendar Year from the drop down list.



4. Click **Search**.
5. Results from search will display in the **Search Results Panel**.
6. The **Search Results** for general ledgers will display the fields shown below.
7. Each page of the Ledger will be a separate image.
8. This **Ben Franklin Ledger** contains 21 pages. Each is a separate image in the set of 21 documents returned in the search. *See below.*

The screenshot shows the 'Search Results' panel with a toolbar at the top. Below the toolbar, there is a search filter dropdown set to 'General Ledger Search'. To the right of the dropdown, it says 'Total Results: 21'. Below this is a table with the following columns: Document Type, Fiscal Year, Calendar Year, and File type. The table contains 9 rows of results, all with 'General Ledger' as the Document Type and '2005' as the Calendar Year. A red box highlights the first three rows of the table. A red arrow points to the 'Total Results: 21' text.

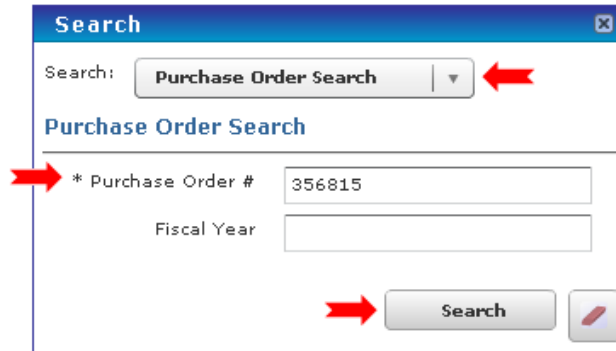
<input type="checkbox"/>	Document Type	Fiscal Year	Calendar Year	File type
<input type="checkbox"/>	General Ledger		2005	Document
<input type="checkbox"/>	General Ledger		2005	Document
<input type="checkbox"/>	General Ledger		2005	Document
<input type="checkbox"/>	General Ledger		2005	Document
<input type="checkbox"/>	General Ledger		2005	Document
<input type="checkbox"/>	General Ledger		2005	Document
<input type="checkbox"/>	General Ledger		2005	Document
<input type="checkbox"/>	General Ledger		2005	Document

9. Double click entry to view in **Document Previewer**. To print or e-mail image use the drop down Menu and select Open as PDF. Use the PDF commands to print, e-mail or save a copy.

[Back to Top](#)

How do I find a Change Order for a Purchase Order?

1. In **Search** select **Purchase Order Search**.



Search

Search: **Purchase Order Search**

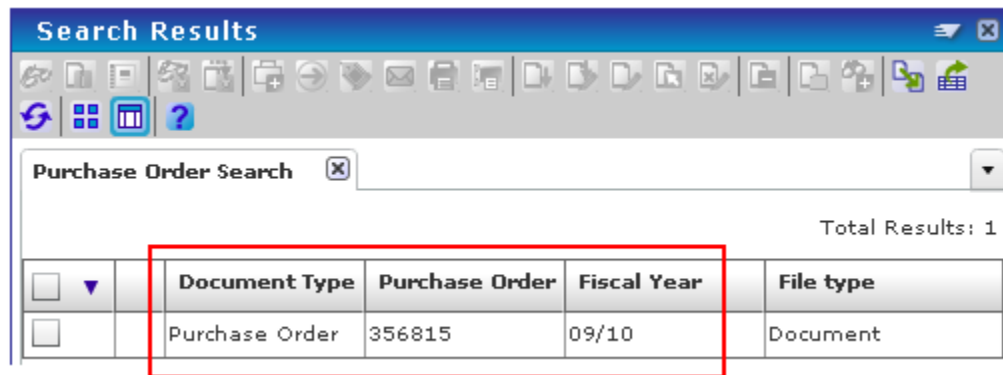
Purchase Order Search

* Purchase Order # 356815

Fiscal Year

Search

2. Enter the Purchase Order Number. It is required.
3. Select Fiscal Year only if you want to restrict the documents you see to a specific year. Not selecting a year will allow all the change orders for a purchase order to be found. There can be any number of change orders for a Purchase Order and often they will be in different years.
4. Click **Search**.
5. Results from search will display in the **Search Results Panel**.
6. The **Search Results** for purchase Orders will display the fields shown below.



Search Results

Purchase Order Search

Total Results: 1

Document Type	Purchase Order	Fiscal Year	File type
Purchase Order	356815	09/10	Document

7. Double click entry to view in **Document Previewer**. To print or e-mail image use the drop down Menu and select **Open as PDF**. Use the PDF commands to print, e-mail or save a copy.

[Back to Top](#)

Journal Voucher Run Post Dates

To locate IBIS post date:

1. In IBIS use **ICAG** function. See below.

```

09/08/11          INTEGRATED BUSINESS INFORMATION SYSTEM          M1M1
15:05:33.5                                     LWH103

Any of the functions included in this system can be invoked by
entering the corresponding function code on the command line next
to 'NEXT FUNCTION:'. The following functions are available:

FUNCTION          DESCRIPTION          FUNCTION          DESCRIPTION
-----          -
FORM             Help Selecting HRS Forms      M2PI             Property Inventory
M2AH             IBIS Adhoc Functions          M2PR             Purchasing System
M2AS             EASY Elec. Appr. System       M2VA             Vendor System
M2BG             Budgeting System              BAMB             Budget Planning: BudAuto
M2FN             Financial System              M2IM             Inventory Management
M2FS             Facilities System              CODE             Codeset Maint. System
M2HR             Human Resources System         M2NC             Nat Conn. Applications
M2PA             Payroll System                M2PE             Pay & Effort Functions
M2AP             Accounts Payable

NEXT FUNCTION: icag_                                     PREV MENU: NONE
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
HELP MENU CMPS END . . . . . KEYS PRNT .

```

2. Enter **Account Number** and press **Enter**. See below.

```

ENTER ACCOUNT AND FISCAL YEAR FOR RECORD RETRIEVAL
09/08/11          IBIS FINANCIAL SYSTEM          ICAG
15:07:54.9                                     LWH103
INQUIRE OBJCAT BY CATEGORY
Account Name:
Sel Catg         Budget (B)   Encumbrance (E)   Actual (A)   Income   %ACT %A/E
- INCOM          .00          .00               .00          .00      0   0

Sel Catg         Budget (B)   Encumbrance (E)   Actual (A)   Balance   %ACT %A/E
- SALRY          .00          .00               .00          .00      0   0
- WAGE           .00          .00               .00          .00      0   0
- ALLOT          .00          .00               .00          .00      0   0
- EQUIP          .00          .00               .00          .00      0   0
- CAPTL          .00          .00               .00          .00      0   0
- OVRHD          .00          .00               .00          .00      0   0
- TOTAL          .00          .00               .00          .00      0   0

NET              .00          .00               .00          .00

Create Date: 00 / 00 / 0000 Closed Date: 00 / 00 / 0000      0 % Elapsed Days
STATUS: (Begin to End Date)
NEXT ACCT: 04 - 078 - 21_BD 2BPG0 FISC YR: 2011 / 2012 CCTR:
NEXT FUNCTION: (MENU, KEYS, END)
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
HELP MENU CMPS END . . . . . HDR PRNT .

```

3. In front of **Allot** type an "a" for actuals. Press **Enter**. See below.

```

09/08/11          IBI5 FINANCIAL SYSTEM          ICAG
15:08:58.0      INQUIRE OBJCAT BY CATEGORY      LWH103
Account Name:
Sel Catg      Budget(B)      Encumbrance(E)      Actual(A)      Income      %ACT %A/E
- INCOM              .00              .00              .00              .00          0  0

Sel Catg      Budget(B)      Encumbrance(E)      Actual(A)      Balance      %ACT %A/E
- SALRY              .00              .00              .00              .00          0  0
- WAGE              .00              .00              .00              .00          0  0
a ALLOT          .00              .00              .00              .00          0  0
█ EQUIP              .00              .00              .00              .00          0  0
- CAPTL              .00              .00              .00              .00          0  0
- OVRHD              .00              .00              .00              .00          0  0
- TOTAL              .00              .00              .00              .00          0  0

NET              .00              .00              .00              .00
Create Date: 00 / 00 / 0000 Closed Date: 00 / 00 / 0000      0 % Elapsed Days
STATUS: (Begin to End Date)
NEXT ACCT: 04 - 078 - 21 BD 2BPG0_ FISC YR: 2011 / 2012 CCTR:
NEXT FUNCTION: (MENU, KEYS, END)
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
HELP MENU CMPS END . . . . . RTRN HDR PRNT .

```

4. Look for entry. Use PF8 to page forward in the list of entries if needed. Use PF9 to return to prior screen. See below.

```

SUM OF DETAIL $          7,540.06 EQUAL CATEGORY TOTAL $          7,540.06
                        (ALLOTMENT / ACTUAL )
PAGE 1
Sel   Report   Dtl   Enc #/   Desc   Cobj   Free Space X/M   Amount
-----
1 10/07/2010 DBMC          DSCR66295 DS 0322          5.34-
2 10/07/2010 DBMC          DSCR66295 DS 0414          191.67-
3 10/07/2010 DBMC          DSCR66295 DS 0414          18.76-
4 10/07/2010 DBMC          DSCR66295 DS 0414          16.83-
5 09/15/2010 DBPS          DS66295 DS 0322          5.34
6 09/15/2010 DBPS          DS66295 DS 0414          227.26
7 04/20/2010 JVDP 8149775 08149775 RY 0338 RYERSON          7,540.06

Sel: __ (PF10 ADTL info or PF7 Payables info for dtls after 7/9/2007)
Select Amnt from: _____ to: _____ TOTAL $          7,540.06
Obj: _____ Display Date: 08 / 01 / 2009 Thru 12 / 31 / 2099
Next Acct: 04 - 078 - 21 BD 2BPG0 Date: 07 / 01 / 2011 FY: 2011 / 2012
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
. . . . . A/P FWRD RTRN ADTL PRNT RGHT

```

- Type the number of your entry in the **Sel:** field. Press **Enter**. See below.

Sel	Report Date	Dtl Type	Enc #/ Form #	Desc	Cobj	Free Space	X/M	Amount
SUM OF DETAIL \$				7,540.06	EQUAL CATEGORY TOTAL \$		7,540.06	
				(ALLOTMENT / ACTUAL)				
								PAGE 1
1	10/07/2010	DBMC		DSCR66295 DS 0322				5.34-
2	10/07/2010	DBMC		DSCR66295 DS 0414				191.67-
3	10/07/2010	DBMC		DSCR66295 DS 0414				18.76-
4	10/07/2010	DBMC		DSCR66295 DS 0414				16.83-
5	09/15/2010	DBPS		DS66295 DS 0322				5.34
6	09/15/2010	DBPS		DS66295 DS 0414				227.26
7	04/20/2010	JVDP	8149775	08149775 RY 0338	RYERSON			7,540.06

Sel: 2 (PF10 ADTL info or PF7 Payables info for dtls after 7/9/2007)
 Select Amnt from: _____ to: _____ TOTAL \$ 7,540.06
 Obj: _____ Display Date: 08 / 01 / 2009 Thru 12 / 31 / 2099
 Next Acct: 04 - 078 - 21 BD 2BPG0 Date: 07 / 01 / 2011 FY: 2011 / 2012
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
 A/P FWRD RTRN ADTL PRNT RGHT

- Check for **Posted Date**. Note the **Cent Ref #** is the **JV Number**. See below.

FY: 2010/2011 Acct: 0407821 BD 2BPG0 Cobj: 0414 PRINTING AND COPYING		1
Rec Type: ACTUAL	Dtl status: POSTED	Dtl type: DBMC
Amount: 191.67-	Rpt. Month: 10	-
DESC: DSCR66295_ DSCR66295	F&O(FIT): N	-
Free Space: _____	ERS Type:	-
ERS Rpt Id: _____	Report Date: 10/07/2010	-
Form #: _____	Last Update: 10/07/2010	
Encumb #: _____	Vendor: _____	
Partial: N	Vendor: _____	
Cent Ref #: J888869	Invoice #: _____	
Discount \$: _____	PO #: _____	
OAS SysDoc#: 100780000024257	Check #: _____	
Tieback #: _____	POCH: _____	
Date Trans: _____		
Form Entered: 10/07/2010		
Acct Seq: 1		
UnEncumber: N		
HIT ENTER TO RETURN		
Next Acct: 04 - 078 - 21 BD 2BPG0 Date: 07 / 01 / 2011 FY: 2011 / 2012		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12--- A/P FWRD RTRN ADTL PRNT RGHT		

Note: In DocFinity images are indexed with the **Posted Date in IBIS** as the **JV Post Date**.

- Press **Enter** to close window.
- Press **PF9** to return to **ICAG** screen where a new account can be entered or press **PF4** to quit.

Note: Usually the eDDS post date will match the JV Post Date, but it could be 1 day after. Use the **JV Post Date** for searching for images. Images are indexed with that date.

[Back to Journal Voucher Search steps.](#)

Setting Preferences to Open Images in PDF Reader

To change your viewing options follow these steps:

1. Log in to DocFinity Version 10.
2. Open the **Searching Workspace**.
3. On the top Menu bar select **DocFinity**.
4. Slide down to **Preferences**.
5. Slide over and select **Document View**.
6. Select the radio button for "**PFD Reader**".
7. Click **Save**.

When you double click an image in the Search Results screen it will open as a PDF.

Does your PDF image open in a new browser tab or in a new browser window?

To change the default setting in your browser follow these steps:

Internet Explorer Steps

1. On Tools menu select **Internet Options**
2. On **General Tab**, find Tabs section
3. Click **Settings**
4. In item "Open link from other programs in:" choose radio button for your preference. (new window or new tab)

Firefox Steps

1. On Tools menu select **Options**
2. On **Tabs** tab, look for "Open new windows in a new tab instead".
3. **Select checkbox** to have images open in new tabs.
4. Unselect the checkbox to have images open in new windows.

[Back to Top](#)