Browsing for Payees by Payee Name

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If you have questions about the contents of this document, please contact Bill Cahill at 294-5124. This document was last updated on 04/16/2015.
**Using the Detailed Search in KFS**

Log in to AccessPlus.
Click the uBusiness tab.
Click KFS in the far left column.
(Under the KFS Main Menu there also is a Custom Document Search for Disbursement Vouchers, but the instructions below can be used for multiple types of KFS documents.)
Click **Doc Search**. (Do not click Doc Search from the Action List, or you will get different results.)

Enter the **Document Type** (e.g., DV).

Click **Detailed Search**.

If you want to see all the documents you have created, you can leave the Document Type blank. **DV** will include both Disbursement Vouchers and Simple Disbursement Vouchers. **VO*** will include only payments on purchase orders, and **ND** will include only Non-Check Disbursements. Other codes for any type of KFS transaction can be entered as well (see the table below), but the focus for this document is to find lists of payees. The fields displayed in the Detailed Search will vary depending on whether the Document Type was entered as DV, VO*, ND, or left blank.

<table>
<thead>
<tr>
<th>Common Document Type Codes and Descriptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT</td>
</tr>
<tr>
<td>AD</td>
</tr>
<tr>
<td>ADEL</td>
</tr>
<tr>
<td>BA</td>
</tr>
<tr>
<td>CR</td>
</tr>
<tr>
<td>DV</td>
</tr>
<tr>
<td>DI</td>
</tr>
<tr>
<td>GEC</td>
</tr>
</tbody>
</table>
| IB   | Internal Billing           | VO*  | Voucher Document (PO Pymts) (This is the only document type code requiring an asterisk.)
| ND   | Non-Check Disbursement     |      |                      |
Detailed Searches for Disbursement Vouchers (DV)

After selecting your Document Type, you also may find it useful to limit the results to a particular Document Status (e.g., FINAL) or range of dates (e.g., 01/01/2014 to 06/30/2014) if there are several payments to a payee.

One advantage of entering DV as the Document Type is that it displays a Payee Name field, which is better than searching for the Description by using the Title field. In the Payee Name field, which is available for DVs (but not for VO Documents or NDs), enter a fragment of the payee name, surrounded by asterisks (e.g., *EVERTS FLOWERS*). Next, click the Search button at the bottom of the screen.
Six items are displayed.

<table>
<thead>
<tr>
<th>Document Id</th>
<th>Status</th>
<th>Document Description</th>
<th>Organization Document Number</th>
<th>Check Number</th>
<th>Ledger Document Type</th>
<th>Total Amount</th>
<th>Route Log</th>
</tr>
</thead>
<tbody>
<tr>
<td>413560</td>
<td>FINAL</td>
<td>Everts Flowers, Home &amp; Gifts</td>
<td>422096</td>
<td></td>
<td></td>
<td>58.50</td>
<td></td>
</tr>
<tr>
<td>413345</td>
<td>FINAL</td>
<td>Everts Flowers, Home &amp; Gifts</td>
<td>422096</td>
<td></td>
<td></td>
<td>58.50</td>
<td></td>
</tr>
<tr>
<td>396289</td>
<td>FINAL</td>
<td>EVERTS FLOWERS</td>
<td>420079</td>
<td></td>
<td></td>
<td>45.00</td>
<td></td>
</tr>
<tr>
<td>300523</td>
<td>FINAL</td>
<td>Everts FLOWERS - flowers</td>
<td>419432</td>
<td></td>
<td></td>
<td>9.95</td>
<td></td>
</tr>
<tr>
<td>379914</td>
<td>FINAL</td>
<td>FLOWERS</td>
<td>417879</td>
<td></td>
<td></td>
<td>58.50</td>
<td></td>
</tr>
<tr>
<td>369149</td>
<td>FINAL</td>
<td>FLOWERS</td>
<td>417181</td>
<td></td>
<td></td>
<td>50.00</td>
<td></td>
</tr>
</tbody>
</table>

Export options: CSV | spreadsheet | XML

For demonstration purposes, I entered *EVERTS FLOWERS* in the Document Description field below, using the same data parameters. (The same results would appear if the Title field had been used instead.) However, as we are about to see, it is better to search by using the Payee Name field.

When entering *EVERTS FLOWERS* in the Document Description field, there are four items displayed, rather than six as in the above example.

The difference between the two examples is that when the Payee Name field shows the vendor name per the DV or SDV, and the Document Description shows the Description field when the DV or SDV was created. Two of the Document Description fields just read FLOWERS, and did not include the vendor name.

The official name from the vendor file is EVERTS FLOWERS & GIFTS, which is what we would see if a regular DV was used. If the payment is made on a Simple DV, the user is allowed to determine the vendor name. There were three Simple DVs in the group, which included the names EVERTS FLOWERS and EVERTS FLOWERS HOME AND GIFTS. If DV creators always remember to include the payee name in the Description field, it will make searches more reliable.
If you have not already narrowed your search by entering DV as the Document Type, there will not be a Payee Name, but you can search by the Title field at the bottom of the screen. However, keep in mind that the Title will search by the Description field on the DV or SDV, rather than the Payee Name.
Detailed Searches for Voucher Documents (VOs)

When doing a Detailed Search for VOs, the Description includes the payee name from the vendor file, as well as the PO number. In the example below, I entered VO* as the Document Type, and clicked the Detailed Search button.
VOs by Date Range and Payee Name:

After clicking Detailed Search, as on the previous page, the number of fields expanded, which allowed entering a filter on **Date Created From** and **Date Created To** of 10/01/2014 to 12/31/2014, and a fragment of a vendor name surrounded by asterisks (*RED ROCK*).

The results retrieved just one item.

One item retrieved.

Any of the data in the Title field above can be used as a search term, but be sure to use asterisks on both sides.
VOs by PO Number:

Although there is no Payee Name field for the Detailed Search for VOs, the Title field includes the first 19 characters of the payee name, PO number, whether the payment was positive or negative approval, and whether there was a discount. For the VO Documents in your Action List, the Title field includes the same information.

Accordingly, you can do a detailed search using any of these criteria, such as by the PO number (e.g., *I2 89117 23*) to browse all the payments on a PO. (Please note the spacing of the PO number must match this example exactly, and the PO number must be surrounded by asterisks.)

Since 33 items were retrieved, it probably would have been better to have used a date filter.
VOs by KFS Doc Number or by Org Ref Number/Voucher Number:

When in e-Data, there is no link to the Doc Number, as there would be for a DV. If you click on the Org Ref Number (e.g., W45706), you get a link to the attachment, but there is no direct link to the VO Document itself.

However, when you click on the link for the Org Ref Number, it displays the KFS Doc Number (e.g., 453947).

With the knowledge of the KFS Doc Number, you can go from e-Data to KFS to do a Basic Search to display the VO Document.
Alternatively, to access the VO Document directly, you can go to KFS, do a detailed search for a VO, and utilize the Voucher Number (e.g., W45706) field.
**Detailed Searches for Non-Check Disbursements (NDs)**

NDs also are browsed by the Description field, as there is no Payee Name field on an ND. This highlights the importance of including the payee name in the Description field when creating an ND. If the user entered a Description field of “WIRE TRANSFER” without including the payee name, it will not allow searching, as it includes nothing about the payee name.

In the example below, I entered **ND** as the Document Type, and clicked the **Detailed Search** button.

After clicking Detailed Search, the number of fields expanded, as shown on the following page.
In the example below, I searched for ND payments to the CITY OF AMES between 09/01/2014 and 09/15/2014. Please note that a Description field is whatever the user entered, rather than pulling a value from a vendor file. Therefore, a value of “AMES CITY” would not be included in the Detailed Search for “CITY OF AMES” as requested below.

After clicking the Search button, five items were displayed. Clicking on the Document ID will display the actual ND document and attachments.
Using Search for Payment in KFS

Log in to AccessPlus.
Click the uBusiness tab.
Click KFS in the far left column.
Under the KFS Maintenance tab, in the bottom left corner, there is a link for Search for Payment.

The Search for Payment tab allows searching by Payee Name, Vendor Number, Employee ID Number, Net Payment Amount, PO Number, or Invoice Number. One useful feature of this browse is that it tells whether the check has been cashed (Check Cleared) or has not been cashed (Extracted). However, clicking on the Source Document Number does not pull up the KFS document, as we would have seen when using the Detailed Search options above.

There is another document entitled “Determining the Status of a Check” that provides more detailed information on determining a check’s status.
Using e-Data to Browse Payments – Common Features of Browses

The advantage of using e-Data to browse by payee is that it includes multiple sources in the same browse (VO, DV, SDV, Accounts Receivable Refund, cyBuy, and P-Card). However, NDs, Employee Reimbursements, and Payroll are not included. Images are available for payments, with the exception of Accounts Receivable refunds.

To distinguish between the various types of payment, use the Document Type column.  
ACHD = Accounts Receivable Refunds (if not by check)  
CHKD = VO Documents (payments on purchase orders)  
DVCA = Disbursement Vouchers or Simple Disbursement Vouchers (DVs or SDVs)  
SB = Service Billing (CyBuy, P-Card, other legacy intramurals)

You can also look at the Origination Code in the far right column.  
01 = Disbursement Vouchers or Simple Disbursement Vouchers (DVs or SDVs)  
CB = cyBuy  
PC = Purchasing Card  
VO = VO Documents (payments on purchase orders)  
VP = Accounts Receivable Refunds (33XXXX) or Campus Org Vouchers (5XXXXX)  
[Please note that the VP numbers overlap with the 01 numbers.]

Maximum results are 20 per page. To see additional results, use the Page Down button at the bottom of the page. To view more than 20 results at a time, use the Additional Search and Download link, which is explained starting on page 20.

To re-sort your results by Org Ref Number or Origination Code, use the Sort By drop-down menu.

Clicking New Search allows starting a new search without cancelling the old search.
Using e-Data to Browse Payments – Accessing the Browses

To begin browsing payees in e-Data...

Log in to AccessPlus.
Click the uBusiness tab.
Click e-Data in the far left column.
Scroll down and click the Continue button after reading the Confidentiality Statement.
If prompted, log in with your extended User Name (e.g., bpcahl@iastate.edu) and password.
Click on the link for Financial Portal
Click on the icon for Browse Lists.
Click on the drop-down menu for **Report**.

Click on **Payments** from the drop-down list.

Click the **Run** button.

The default setting starts at the beginning of the alphabet, so you will want to filter your results.
Using e-Data to Browse Payments – Containing

To create a browse containing a search term anywhere in the payee name, change the drop-down menu to **Containing**, enter a search term (e.g., BRICK CITY), and click the **Run** button.

The default for this browse includes only the current month’s data. To widen your search, click **Additional Search and Download**, which allows setting a **Date Range**.

Go to page 20 for more information on Additional Search and Download.
Using e-Data to Browse Payments – Starting With

To create a browse similar to WebFM’s Voucher by Payee, change the drop-down menu to **Starting With**, enter a fragment of a payee name [e.g., SMITH (without surrounding asterisks)], and click the **Run** button.

The Voucher browse in e-Data ends the list at the end of the search term. That is, you cannot browse forward from SMITH to SMYTHE. As with the “Containing” browse on the previous page, the default setting contains only the current month’s data. To widen your search, click **Additional Search and Download**, which allows setting a **Date Range**.

Although individuals in the KFS Vendor File are set up with the LAST NAME FIRST NAME format, several users of the Simple Disbursement Voucher are incorrectly using the FIRST NAME LAST NAME format. Therefore, you may have to search both ways (e.g., SMITH JOHN and JOHN SMITH) to be confident you have found all the payments to an individual.

Go to page 20 for more information on **Additional Search and Download**.
Using e-Data to Browse Payments – Ending With

You can also search for a term at the end of a payee name, by selecting **Ending With**, entering a term such as **OF AMES**, and clicking **Run**.

As with the “Begins With” and “Containing” browses on the previous pages, the default setting contains only the current month’s data. To widen your search, click **Additional Search and Download**, which allows setting a **Date Range**.

Go to page 20 for more information on Additional Search and Download.
Using e-Data to Browse Payments – Additional Search and Download

To access **Additional Search and Download** options, click on the link below.

Instead of searching by Payee Name, you can also filter your results by Origination Code, Org Ref Number, or Amount. Each of these options is explained in subsequent pages. In the first step you can only filter your results using two categories. In the example below, we are filtering by **Amount** and **Date Range**, and then clicking **Next**.

In the resulting screen we can specify the **Amount Range** of amounts (or a single amount), and further filter by the **Org Dept** (if desired), and clicking **Run**.
The results for the above query are displayed below.

<table>
<thead>
<tr>
<th>Payee Name</th>
<th>Org Ref Number (KFS Org Ref ID)</th>
<th>Posted Date</th>
<th>Doc Number/VO Check #</th>
<th>Document Type</th>
<th>Transaction Date</th>
<th>Amount</th>
<th>Original Document Number (KFS Organization Doc Number)</th>
<th>Document Amount</th>
<th>Origination Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>CARONIA HEALTH LLC</td>
<td>W01620</td>
<td>02/06/2015</td>
<td>5.1204</td>
<td>C-007</td>
<td>02/19/2015</td>
<td>500.03</td>
<td>500.03</td>
<td>500.03</td>
<td>PC</td>
</tr>
<tr>
<td>MAGNET DIAGNOSTICCTE</td>
<td>224578</td>
<td>03/21/2015</td>
<td>10710668</td>
<td>58</td>
<td>01/26/2015</td>
<td>500.05</td>
<td>500.05</td>
<td>500.05</td>
<td>WC</td>
</tr>
</tbody>
</table>

If necessary, you can further Sort By the drop-down options to the right. Another option is to export your results to an Excel file, which allows doing multiple filters.
Additional Search and Download – Selecting Specific Payee Names
We will use an example similar to Browse Payments – Containing on page 14, except that we will filter our results.

Enter PLUMBING INC in the Payee Name field, click on the Options link to display the options, and select Contains all of these keywords, and then click the Search button.
Instead of having to view all the results, you can select the payee names you want to include by clicking them and then clicking the **Insert** button. Holding down the **CTRL** key on your keyboard allows selecting multiple results. You can also click the **Select All** link.

Next, click the **Run** button, and only the selected vendors will appear.
Additional Search and Download – Selecting Specific Origination Codes

The Origination Codes are the types of documents from which the payments originated, and should not be confused with Org Codes, which are a five-digit number to allow grouping accounts of a particular administrative unit.

- 01 = Disbursement Vouchers or Simple Disbursement Vouchers (DV or SDV)
- CB = cyBuy
- PC = Purchasing Card
- VO = VO Documents (payments on purchase orders)
- VP = Accounts Receivable Refunds (33XXXX) or Campus Org Vouchers (SXXXX)

[Please note that the VP numbers overlap with 01 numbers.]

The purpose of filtering by Origination Code is to only select payments of a certain type, rather than all payments.

For example, you may want a list of the payments on an Origination Code of VO (payments on a purchase order), but not want to include the payments by cyBuy or Purchasing card. (We can also select multiple Origination Codes, but not multiple Org Depts.) However, without a secondary filter, such as an Org Dept, the results may be too broad to be meaningful. The example below shows how to access all the VO payments for the Org Dept of the CONTROLLER’S DEPT from 01/01/2015 through 02/22/2015.
After clicking the **Run** button above, we get the following results.

<table>
<thead>
<tr>
<th>Payee Name</th>
<th>Org Ref Number (KFS Org Ref ID)</th>
<th>Posted Date</th>
<th>Doc Number/VO Check No</th>
<th>Document Type</th>
<th>Transaction Date</th>
<th>Amount</th>
<th>Original Document Number (KFS Orgination Doc Number)</th>
<th>Document Amount</th>
<th>Origination Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>McKesson</td>
<td>W005240</td>
<td>02/16/2015</td>
<td>50072</td>
<td>Check</td>
<td>02/23/2015</td>
<td>25.00</td>
<td>W005240</td>
<td>25.00</td>
<td>WO</td>
</tr>
<tr>
<td>RECO USA INC</td>
<td>W005280</td>
<td>02/17/2015</td>
<td>60016</td>
<td>Check</td>
<td>02/23/2015</td>
<td>0.46</td>
<td>W005280</td>
<td>0.46</td>
<td>WO</td>
</tr>
<tr>
<td>RECO USA INC</td>
<td>R005245</td>
<td>02/17/2015</td>
<td>80025</td>
<td>Check</td>
<td>02/26/2015</td>
<td>131.22</td>
<td>R005245</td>
<td>131.22</td>
<td>WO</td>
</tr>
<tr>
<td>Thermo Fisher Scientific</td>
<td>W005222</td>
<td>02/20/2015</td>
<td>80044</td>
<td>Check</td>
<td>02/24/2015</td>
<td>-40.00</td>
<td>W005222</td>
<td>-40.00</td>
<td>WO</td>
</tr>
</tbody>
</table>

If the results had been larger, we could have used the **Sort By** drop-down to further sort the results, or we could have exported the results to an Excel file to be further filtered.
Additional Search and Download – Selecting Specific Org Ref Numbers

Org Ref Numbers in e-Data (a/k/a Org Ref ID Numbers in KFS) are a way of identifying a transaction. Org Ref Numbers are different functions, depending on the Origination Code.

<table>
<thead>
<tr>
<th>Origination Code</th>
<th>Function of the Org Ref Number (KFS Org Ref ID)</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 = DVs or SDVs</td>
<td>The Org Ref Number usually is blank for DVs and SDVs, but clicking on the Doc Number/VO Check Number link displays the actual KFS document and attachments. When the Org Ref Number is not blank for a DV, it cannot be clicked, but it usually indicates the barcode number used by Ames Lab, the Bookstore or the Library for a DV upload. For departments other than Ames Lab, the Bookstore, or the Library, it can also represent any value entered by the initiator in the Org Ref ID field of an individual DV or SDV, although this is rarely used.</td>
</tr>
<tr>
<td>CB = cyBuy</td>
<td>Clicking on the Org Ref Number link displays the cyBuy Display Release.</td>
</tr>
<tr>
<td>PC = Purchasing Card</td>
<td>Clicking on the Org Ref Number link displays the Purchasing Card transaction data and attachments.</td>
</tr>
<tr>
<td>VO = VO Document</td>
<td>Clicking on the Org Ref Number link displays the VO Document attachments and the Kuali e-Doc ID Number. You can do a KFS Doc Search on the Kuali e-Doc ID Number to display the actual VO Document.</td>
</tr>
<tr>
<td>VP = Accounts Receivable Refunds and Campus Organizations Vouchers</td>
<td>The Org Ref Number links are not active for the Payments browse in e-Data. However, the links are active in e-Data when browsing Transaction Detail for a specific account. Another alternative is to enter the Org Ref Number in the Reference Number field of CONTR Vouchers in e-Content.</td>
</tr>
</tbody>
</table>

The Org Ref Number search probably is not as useful as the others, as this number is not how users typically search for transactions, and the Org Ref Number typically is used only once. However, if a department consistently entered a search term in the KFS Org Ref ID field when creating a DV, such as “VET MED SUMMER STIPEND,” it could be used as a way of tracking those types of payments across different account numbers. (The more unique your Org Ref Number term is, the more likely you are to select only your department’s payments.)

Nonetheless, if you are the initiator of a DV that utilizes the Org Ref ID field (e.g., Ames Lab, the Library, or the Bookstore), the Org Ref ID number may be more meaningful to you as a search term than the KFS Doc Number.
To begin, click **Org Ref Nbr**, as in the example below, and then click the **Next** button.

In the example below, we are searching for an Org Ref Number starting with “GRADUATE” that was used by department when creating the DVs, and then clicking the **Search** button. (It’s not a very unique term, but it was one of the few examples actually used.)
After highlighting Graduate from the Results, click Insert, and then click Run. The results are displayed below, and can be re-sorted by clicking the Sort By drop-down menu option.

The results are displayed below.

If the results had been larger, we could have used the Sort By drop-down to further sort the results, or we could have exported the results to an Excel file to be further filtered.
Additional Search and Download – Selecting Specific Amounts

To begin, click **Amount**, as in the example below, and then click the **Next** button.

Use an **Amount Range**, such as 125.00 to 125.99. (You can use the same amount in both fields, such as 125.34, to select exactly that amount.) Next, select the date range. (You can also select your **Org Dept** to see only the payments for your department.) Finally, click **Run** to display your results.

The results below are truncated for display in this document.
As with the other Additional Search and Download displays, you can use the **Sort By** drop-down menu option to re-sort the data. You can also download the data to an Excel file to do multiple filters.