# 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](#receipt) – p. 6

Use Cash Receipt Search to find a cash receipt and supporting documentation by C9 Number.

[Checks](#check) – p. 2

Use Check Search to find a check image by the Check Number and/or by Fiscal Year.

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

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

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

Use Journal Voucher Search to find Journal Vouchers, JV Requests and supporting documentation by JV number.

[General Ledgers](#ledger) – p. 7

Use General Ledger Search to find Ben Franklin Ledgers by Fiscal Year and PSRF Ledgers by Calendar year.

[Purchase Order Change Orders](#po) – 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](#voucher)  - 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](#pdf) or go to p. 12.

## How do I find a check?

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



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



1. 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*](#top)How do I find a journal voucher?

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



1. Enter **JV Number**. It is a required field.
2. Enter **JV Run Post Date** if known. (Note: Could be IBIS postdate or eDDS postdate. [Click here for help finding these dates](#rundate).) Images are indexed in DocFinity using the IBIS postdate.
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 journal vouchers will display the fields shown below.



1. 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*](#top)How do I find a voucher or invoice?

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



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



1. 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](#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**.



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



1. 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.
2. 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.

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## How do I find a cash receipt?

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



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



1. 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*](#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.



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



1. 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*](#top)How do I find a Change Order for a Purchase Order?

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



1. Enter the Purchase Order Number. It is required.
2. 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.
3. Click **Search**.
4. Results from search will display in the **Search Results Panel**.
5. The **Search Results** for purchase Orders will display the fields shown below.



1. 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.

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### Journal Voucher Run Post Dates

#### To locate IBIS post date:

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



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



1. In front of **Allot** type an “**a**” for actuals. Press **Enter**. *See below.*



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



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



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



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

1. Press **Enter** to close window.
2. 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](#journal).

##### 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** | **Firefox Steps** |
| 1. On Tools menu select **Internet Options** | 1. On Tools menu select **Options** |
| 2. On **General Tab**, find Tabs section | 2. On **Tabs** tab, look for “Open new windows in a new tab instead”. |
| 3. Click **Settings** |
| 4. In item “Open link from other programsin:” choose radio button for your preference. (new window or new tab) | 3. **Select checkbox** to have images open in new tabs. |
| 4. Unselect the checkbox to have images open in new windows. |

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