

Unapproved Document Search in KFS

Last update 12/3/21

The normal processing of financial documents consists of three stages: initiation, routing/approval, and final approval. A document's corresponding ledger entries are not reflected on the general ledger or standard reports until the final approval is completed. To identify unapproved (enroute) financial documents, use the *Document Search* function in KFS.

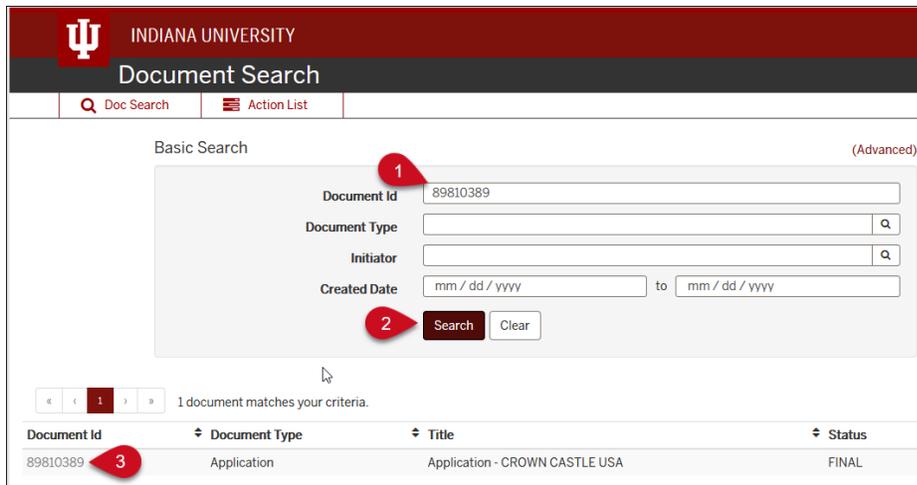


Checking For Documents That Have Not Been Approved

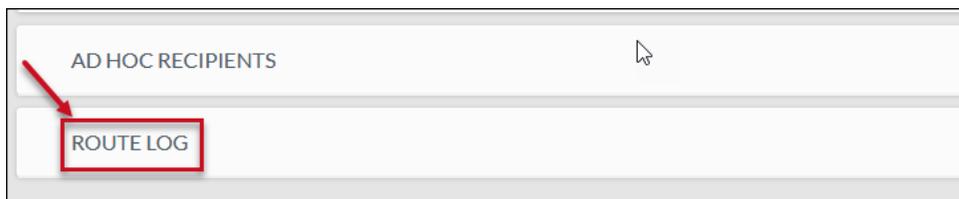
Searching Specific Document Numbers

When the specific document number is known, perform a *Document Search*:

1. Enter Document number in Document ID field
2. Click Search
3. Click on Document ID number to open document



Click on the "Route Log" tab to bring up the Document Route Log.



In the Route Log, the following information is available:

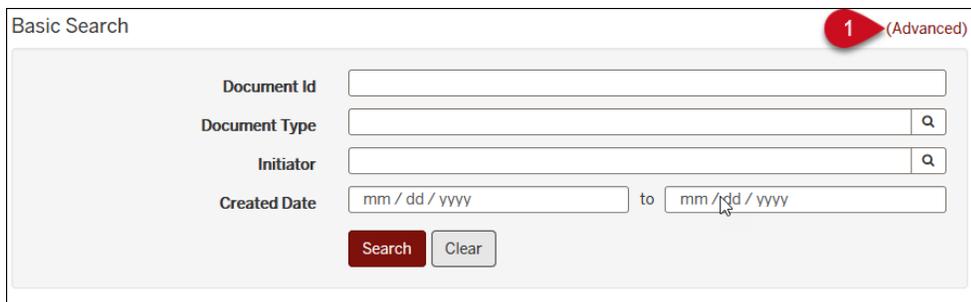
- Route Status indicating if the document still needs approvals (**ENROUTE**) or has all required approvals (**PROCESSED** or **FINAL**).
- The Action Taken tab shows users who have previously acted on the document and when they acted.
- The Pending Action Requests tab shows users who still need to act on the document at its current stage of routing and the Time/Date it arrived at that stage. If the Action column indicates "In Action List Approve," the document is with that user now. If the Action column indicates "Pending Approve" it will route to that person once the current approval requests are fulfilled.
- The Future Actions tab will show routing that will take place after all the approval requests in the Pending Action Requests tab are complete. To view these click the Show button on this tab.
- Each tab identifies who was notified and you can click on the person or group name to see more information.

Searching for all ENROUTE KFS Transaction Documents for an Organization

When specific document numbers are not known, you may want to see a listing of all of the accounting documents involving your organization that have not been approved. This can be helpful near the end of a month as well as at the end of the fiscal year, when you need to make sure that certain entries are posted within a specific accounting period.

To do this, go to *Document Search*:

1. Near the top click Advanced



The screenshot shows a search interface titled "Basic Search". In the top right corner, there is a red callout bubble with the number "1" and the text "(Advanced)". Below the title, there are four search criteria: "Document Id" with a text input field; "Document Type" with a text input field and a search icon; "Initiator" with a text input field and a search icon; and "Created Date" with two date input fields (format mm/dd/yyyy) separated by "to". At the bottom of the search area, there are two buttons: "Search" and "Clear".

2. Enter a Document Type of "**KFST**"
3. Select Document Status "**ENROUTE**"
4. Enter the Chart and Organization Codes
5. Click Search

Advanced Search (Basic)

Document Id

Application Document **2**

Document Type

Initiator

Title

Status **3**

Approver

Viewer

Group Viewer

Route Node

Route Node Logic

Created Date to

Approved Date to

Modified Date to

Finalized Date to

Document Description

Organization Document Number **4**

Chart Code

Account Number **4**

Organization Code

Total Amount

Search Result Type Document Specific Data Workflow Data

5

Click on the document number to open a document from your search results. To see the route log, click on the “Route Log” icon on the document and review the information to determine what actions remain to be taken on your document.