

# Guide to Searching & Filtering Invoices in FileNet



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# Locating an Invoice in FileNet

The AP Module in FileNet is made up of three queues:

- Agency Review
  - Work completed in this queue is done by the Agency Liaison
  - Can be Filtered and Searched
  
- AP Active
  - Can be Filtered and Searched
  - All Indexed fields/Properties can be Filtered and Searched
  - Location or work-step of invoice can be seen along with Invoice Status
  
- AP Processed
  - Can be Filtered and Searched
  - All Indexed fields/Properties can be Filtered and Searched
  - Audit document of all transactions can be viewed at this step

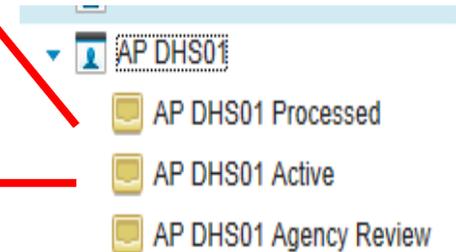


# Description of Three Main Queues

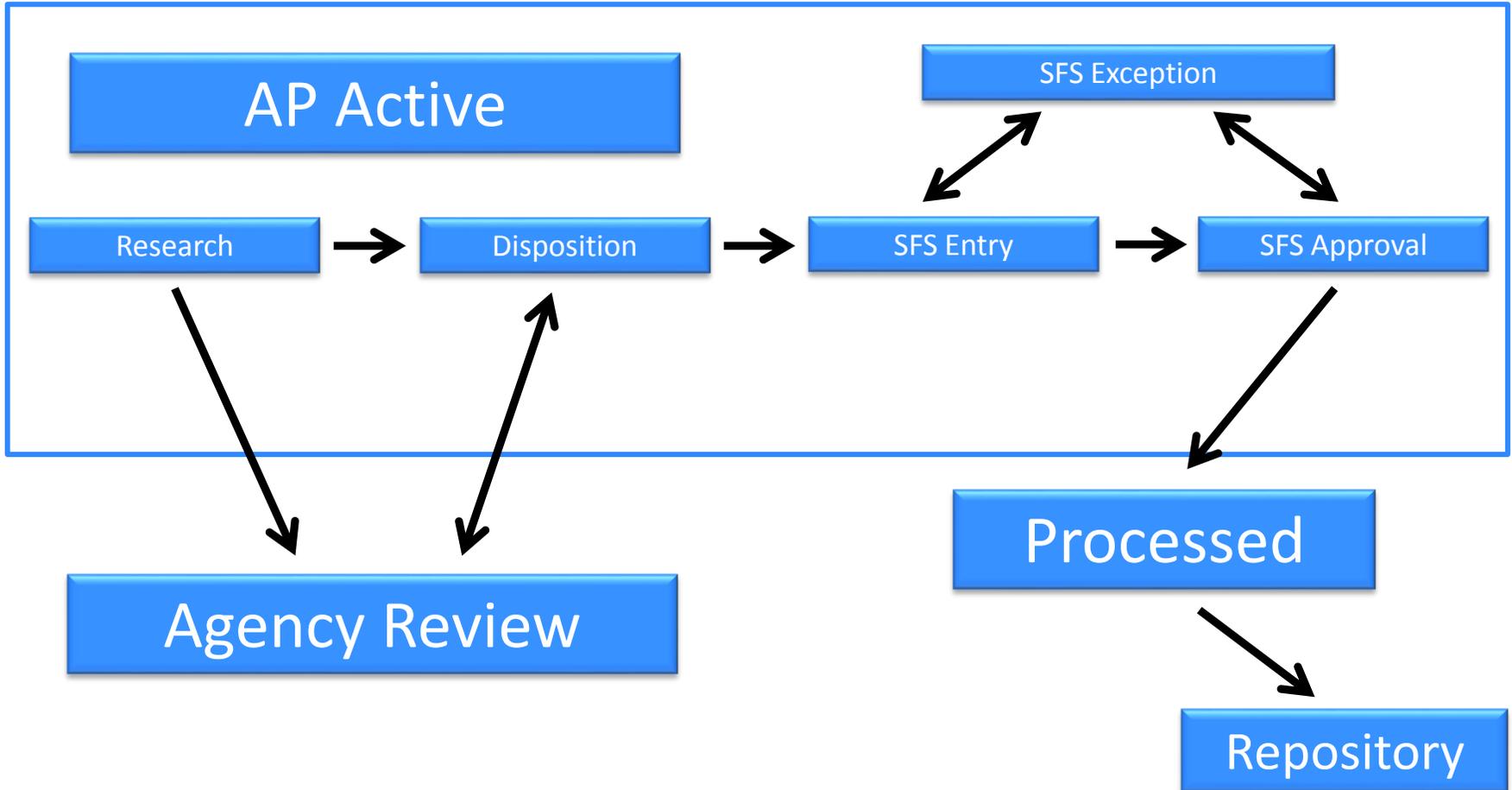
**AP Processed(Quality Control)** - Completed invoices being verified by a BSC supervisor before being sent to File/Repository. Includes invoices that are; Paid in SFS, considered duplicates, deemed paid by P-Card or statements. Upon entering this queue an audit document containing all information on the invoice is created. This document is displayed in search results using the searching function.

**AP Active** - All Invoices currently being worked on by BSC Staff. This is a read-only view for Agency Liaisons to ensure invoices are processed accordingly. This queue is broken down into 5 separate work-steps. See diagram on the following page.

**Agency Review** - These are invoices that are sent to your queue requesting additional information or clarification for processing. Please access these through FileNet and provide the requested information and send them back to the BSC Disposition queue using the 3 main functions; OK to Pay, Not OK to Pay, or Agency Question.

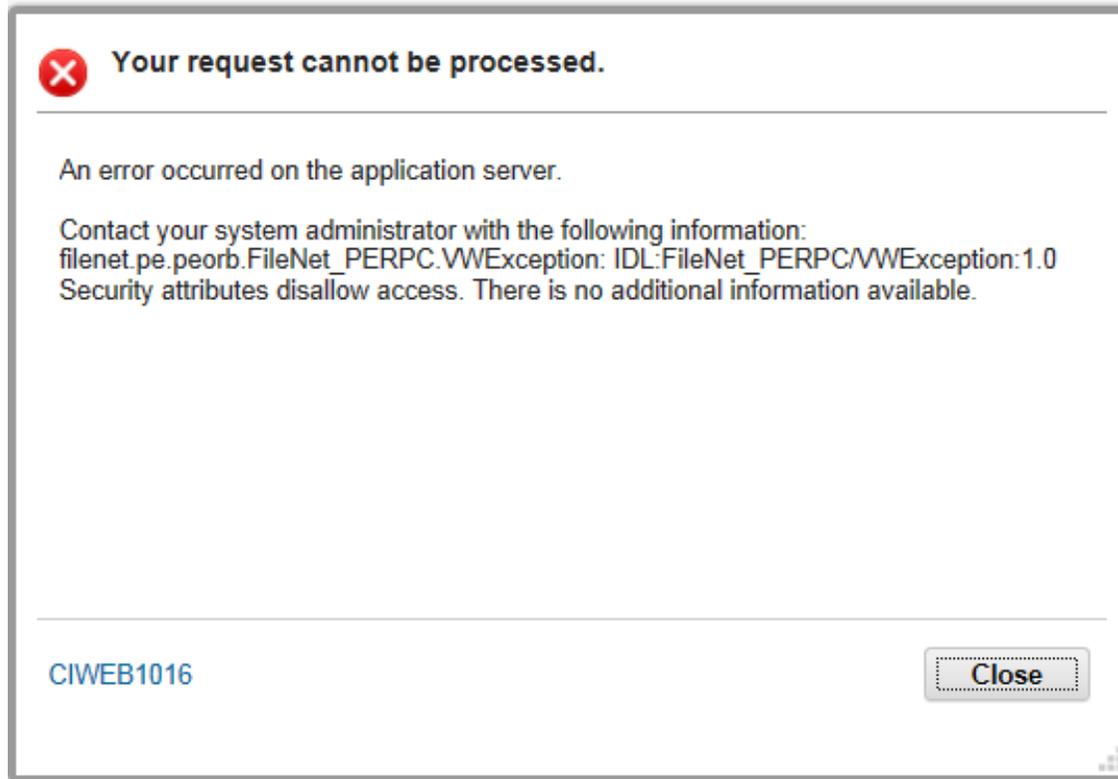


# Path of an Invoice through FileNet



# Security Error Message

The below error will be displayed if you are trying to access something in either AP Processed or AP Active



# Filtering

- When in the Agency Review Queue, the easiest way to locate an invoice is to use the Filter Function.
- All Indexed Filed/Properties can be sorted and filtered.
- To filter, select the index field to be filtered and press the enter key (please note that you will need to use the tab key to view all index fields).

The screenshot shows a web-based filtering interface. At the top, it says "Filter: 1 applied" and "Reset". Below this is a list of search criteria, each with a text input field or a dropdown menu. The criteria include:

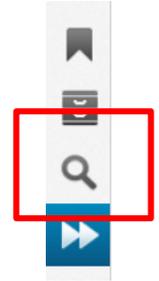
- WorkStep (is like): ?
- Status (is like): ?
- BusinessUnit (is like): ?
- UnitCode (is like): ?
- InvoiceType (is like): ?
- IsEarlyPay (equals): ?
- IsPossibleDup (equals): ?
- IsExpedited (equals): ?
- InvoiceNumber (is like): ?
- PONumber (is like): ?
- ContractNumber (is like): ?
- VendorNumber (is like): ?
- VendorName (is like): ?
- ContractNumber (is like): ?
- VendorNumber (is like): ?
- VendorName (is like): ?
- VoucherNumber (is like): ?
- BSCDateReceived From (is greater than or equal to): ?
- BSCDateReceived To (is less than or equal to): ?
- InvoiceDate From (is greater than or equal to): ?
- InvoiceDate To (is less than or equal to): ?
- InvoiceAmount From (is greater than or equal to): ?
- InvoiceAmount To (is less than or equal to): ?
- AccountingDate From (is greater than or equal to): ?
- AccountingDate To (is less than or equal to): ?
- IRD From (is greater than or equal to): ?
- IRD To (is less than or equal to): ?
- AddressSequence (is like): ?
- SpecialOpsPaymentType (is like): ?
- SpecialOpsSpecific (is like): ?
- Owner (is like): ?

At the bottom right, there are three buttons: "OK", "Reset", and "Cancel".



# Searching

- To view an invoice in the AP Processed or AP Active Queue you will need to utilize the search function. This function is strictly for searching and is view only access.
- Click on the Magnifying glass located on the left side of your screen.
- Use a pre-designed template, or create your own custom search.



+ New Search | ▾

Name contains

Recent Searches

- Invoice Number Search
- Duplicate Search

All Searches

New Search

Search Criteria

Search in: IBSC (Including subfolders) Search options: Documents, Released version

Class: Document (Including subclasses)

Invoice Amount ? Equals 5.00

Add Property Show All Properties Property options: Match all

Search Reset Save Save As... Cancel Results Display  Keep search criteria open

Search Results

# Searching (continued)

- Select the criteria to search by selecting **Add Property**. You can add additional properties if needed to limit search results. Please note that once you have selected the criteria, all documents associated with that invoice will be displayed.
- In addition, you have the ability to control what is displayed in your results. To do this select **Results Display**, see below.
  - For example: location (work-step) or status of invoice.

The screenshot displays a search interface with the following elements:

- Search in:** \BSC (Including subfolders)
- Search options:** Documents
- Class:** Document (Including subclasses)
- Invoice Amount:** 5.00
- Operator:** Equals
- Buttons:** Add Property (highlighted), Show All Properties, Property options: Match all, Search, Reset, Save, Save As..., Cancel, Results Display (highlighted), and a checkbox for 'Keep'.

The **Search Results Display** dialog box is open, showing:

- Available:** AP Invoice Number, AP Wob, Active Markings, Added By, Added On, Agency, Application Name, Approver.
- Selected:** Name (DocumentTitle), Size, Modified By, Modified On, Major Version.
- Sort by:** Name
- Sort order:** Ascending (selected), Descending.
- Buttons:** OK, Cancel.



# Searching (continued)

- Once searched, all documents associated with that invoice will be displayed. An audit document will also be included if the invoice is processed as well as all attachments or duplicates.
- Below is an example of a processed invoice. You can view a PDF version of the invoice along with the complete audit history.

Search Criteria: Class: Document including subclasses Search in: BSC Search options: Released version Property options: Match any

Search Results

Refresh Add Document Properties Actions

Showing results for: Invoice Number Search

Name	Size	Modified By	Modified On	Major Version	Status	Work Step	Business Unit
 Invoice4302619	213 KB	iedr P8admin	6/16/2014, 2:59 PM	1		SFS Approval	OGS01
	10 KB	iedr P8admin	6/16/2014, 2:59 PM	1			OGS01



# Viewing an Audit Document

The audit document will display all the information and audit history on the selected invoice. This includes property and indexed fields as well as all comments entered and all transactions. This is displayed in two separate parts, see below.

## Invoice Data

BusinessUnit: OFT01

InvoiceType: Utility

BSCDateReceived: 2013:06:13

InvoiceNumber: 020033401 2013-06

InvoiceDate: 2013:06:01

InvoiceAmount: 469.9

VendorNumber: 1000005026

VendorName: TIME WARNER CABLE

AddressSequence: 1

UnitCode: JERRY FOSTER

PONumber: USE CODING

ContractNumber:

IRD: 2013:06:13

AccountingDate: 2013:05:31

SpecialOpsPaymentType: cobokmd

SpecialOpsSpecific:

VoucherNumber: 00010130

POCN\_Status:

Status: Approved

IsOkToPay: true

IsExpedited: false

IsPossibleDup: false

IsEarlyPay: false

DiscountTerms:

DateToAgency: 2014:05:06

DateFromAgency: 2014:06:03

DaysInAgency: 28.224

Comments:

06/03/2014 03:56:17 PM [Agency Review] rbrown31

ok to pay per Jerry Foster unencumbered \$469.90 Dept: Prog: Fund: Acct: Prod: Bud Ref: 1380233 51950 10050 51101 N/A 2013-14

05/06/2014 09:34:10 AM [Research] jharrington6

This invoice was previously sent to you via visiflow, but please respond accordingly in Filenet now. Send to Disposition. Please see the last page of the image for what information we still require from you to process payment. Thank you

## All Index Fields/Properties and Comments



# Viewing an Audit Document (continued)

## Complete Transaction History

### Work Item History

Step	Cycle	Participant	Completed	Response	Comment
Start	1	p8admin	Thu Apr 24 15:57:38 EDT 2014		
StartStep	1	p8admin	Thu Apr 24 15:57:42 EDT 2014		
StartStep	1	p8admin	Thu Apr 24 15:57:43 EDT 2014		
Research	1	jharrington6	Tue May 06 10:34:10 EDT 2014	Agency Review	This invoice was previously sent to you via visiflow, but please respond accordi
StartStep	1	jharrington6	Tue May 06 10:34:10 EDT 2014		
StartStep	1	p8admin	Tue May 06 10:34:35 EDT 2014		
Agency Review	1	rbrown31	Tue Jun 03 15:56:17 EDT 2014	Ok To Pay	ok to pay per Jerry Foster unencumbered \$469.90 Dept: Prog: Fund:
StartStep	2	rbrown31	Tue Jun 03 15:56:17 EDT 2014		
Time in Agency Review	1	p8admin	Tue Jun 03 15:56:35 EDT 2014		
StartStep	1	p8admin	Tue Jun 03 15:56:35 EDT 2014		
Disposition	1	cocav	Mon Jun 23 10:44:11 EDT 2014	Ready For SFS	
StartStep	3	cocav	Mon Jun 23 10:44:11 EDT 2014		
StartStep	1	p8admin	Mon Jun 23 10:44:27 EDT 2014		
SFS Entry	1	cobokmd	Mon Jun 23 12:29:50 EDT 2014	SFS Complete	
StartStep	4	cobokmd	Mon Jun 23 12:29:50 EDT 2014		
StartStep	1	p8admin	Mon Jun 23 12:30:01 EDT 2014		
SFS Approval	1	dmcdonald4	Wed Jun 25 12:59:07 EDT 2014	Approved	
StartStep	5	dmcdonald4	Wed Jun 25 12:59:07 EDT 2014		
StartStep	1	p8admin	Wed Jun 25 12:59:18 EDT 2014		
	1	p8admin	Wed Jun 25 12:59:18 EDT 2014		

