# Tips and Shortcuts

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**DOCUMENT SEARCH**

**Saved Search for Vouchers with No Receipts**

Using the Document Search functionality, users can view all pending vouchers that require a receipt to complete the invoice workflow.

To begin, click Documents and then Search Documents.

Select Vouchers and Advanced Search.

Use either of the following criteria:

**Invoice Owner**: select your name or name of the person that created the requisition, and/or:

**Department**: select department(s) instead of invoice owner if you are looking for invoices for multiple requisitioners.
**Workflow Status:** select Pending

- ✔ Pending
- □ Rejected
- □ Complete

**Matching Status:** select Partially Matched and Unmatched

- ✔ Partially Matched
- □ Matched
- ✔ Unmatched

Click Search at the bottom right of your screen

![Search Button]

Using the Refine Search Results on the left side of the screen, look for Matching Exceptions and click on No Receipt.

<table>
<thead>
<tr>
<th>Matching Exceptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Receipt (11)</td>
</tr>
<tr>
<td>Below TSH (2)</td>
</tr>
<tr>
<td>Over Price (1)</td>
</tr>
<tr>
<td>Over TSH (1)</td>
</tr>
</tbody>
</table>

To save this criteria, select Save New Search at the top left of your screen.

![Save New Search Button]
Saved Searches
Click Save New Search

Add a name and select a Personal Folder
Click Add New if you do not have a Personal folder yet
Click Save
To find your saved searches, click Documents > View Saved Searches

Click Go to view the results

To add this search to your Document Search Screen, click Add Shortcut to add the search to your Document Search Screen

After adding the shortcut, you will see you Saved Search Shortcuts from the Document Search screen.
FOREIGN INVOICES IN WIRE REVIEW WORKFLOW STEP

The Wire Review Workflow step is in place to stop invoices that may require payment by wire transfer. This is a verification step before the invoice exports to Oracle.

This workflow rule is driven by supplier classes. If your supplier has either of these flags next to the name, it will stop in the workflow folder for review and approval.

Wire Supplier Class

CIT Wire - If Oracle supplier has any remit sites defaulted to payment method of CIT_WIRE

Foreign Supplier - If Oracle supplier has any addresses outside of the United States.

Providing your AP Specialist with the ‘right’ information for quick payment

If a wire transfer is necessary, confirm that the invoice or request has bank account information and currency noted. Basic Requirements are IBAN and SWIFT/BIC Code.

If all the necessary information is captured your Specialist will be able to click, “Ready for wire?” ensuring a quick turnaround:

<table>
<thead>
<tr>
<th>AIM Work Order</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Subcontract Final Invoice?</td>
<td></td>
</tr>
<tr>
<td>Bring into Oracle on hold?</td>
<td></td>
</tr>
<tr>
<td>Financial approval wet signature attached?</td>
<td></td>
</tr>
<tr>
<td>Will call?</td>
<td></td>
</tr>
<tr>
<td>Ready for wire?</td>
<td>✔</td>
</tr>
<tr>
<td>Wire Review</td>
<td></td>
</tr>
</tbody>
</table>

Select from all values...
INVOICES SUBJECT TO WITHHOLDING WORKFLOW STEP

Withholding Review Workflow step

**Withholding Review**

The Withholding Review Workflow step is in place to stop invoices that may be subject to withholding. This is a verification step before the invoice exports to Oracle.

This workflow rule is driven by supplier classes. If your supplier has this flag next to the name, it will stop in the workflow folder for review and approval.

**Withholding Supplier Class**

*CIT Withholding* - a supplier that has been subject to withholding

**Providing your AP Specialist with the ‘right’ information for quick payment**

If your supplier has been flagged for possible withholding, confirming whether or not services were performed in the state of California (within the comments area of a voucher) ensures a quick turnaround:

**Services performed in California**

Per end user, services were performed in CA. Withholding applies.

**Services not performed in California**

Service was performed outside of CA.