

## Creating a Saved Search for Enroute AV Documents

- Go to basic document search

The screenshot shows the 'Document Search' interface. At the top, there is a navigation bar with 'Doc Search' and 'Action List'. Below this is a light blue banner with the text: 'Welcome to the new document search! The existing document search is being replaced by this screen.' There are two buttons: 'What do you think?' and 'Take me back!'. The main content area is titled 'Basic Search' with '(Advanced)' in red text to its right. The search form includes fields for 'Document Id', 'Document Type', 'Initiator', and 'Created Date' (with 'From' and 'To' sub-fields). There are 'Search' and 'Clear' buttons. To the right, there are sections for 'Recent Searches' and 'Favorite Searches', both showing 'None'.

- Click **(Advanced)** in the right corner and enter “AV” in the Document Type Field

The screenshot shows the 'Document Search' interface with the 'Advanced Search' form active. The title 'Advanced Search' is on the left, and '(Basic)' is in red text on the right. The search form includes fields for 'Document Id', 'Application Document Id', 'Document Type' (containing 'AV'), 'Initiator', 'Title', and 'Status'. The 'Status' field is a dropdown menu with options: 'Pending Statuses', '- INITIATED', '- SAVED', and '- ENROUTE'. To the right, there are sections for 'Recent Searches' and 'Favorite Searches', both showing 'None'.

The advanced search function will return document specific fields as well as a document status selection box.

- Click on “Enroute” in the Status box and enter **one or more** of the following criteria to narrow the search for your AV’s:
  - Initiator
  - Chart and Organization (this will be the chart/org tied to the account on one of the AV lines)
- Click “Search” and any enroute AV’s for the specific criteria entered will return

Route Node Logic

Created Date From  to To

Approved Date From  to To

Modified Date From  to To

Finalized Date From  to To

Document Description

Organization Document Number

Chart Code

Organization Code

Account Number

Ledger Document Type

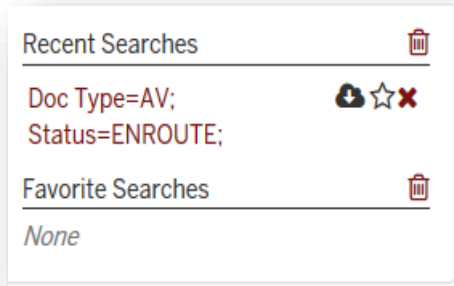
Total Amount

Search Result Type  Document Specific Data  Workflow Data

« < 1 > » 3 documents match your criteria.

Document Id	Document Type	Status	Initiator	Document Description	Organization Document Number	Ledger Document Type	Total Amount
	Auxiliary Voucher	ENROUTE		IECC ADJ ENTRY FOR EFTS POSTED 12/1/16	IECC	AVAD	547.01
	Auxiliary Voucher	ENROUTE		AECC ADJ ENTRY FOR EFTS POSTED 12/1/16	AECC	AVAD	1,628.70
	Auxiliary Voucher	ENROUTE		to adjust for IB not done by month's end		AVAE	548.88

- Once you search using these criteria, it will automatically appear as a “Recent Search” at the top of the search screen:



- If you click the star next to the search, a box will display which will allow you to name the search and save it as a favorite. This allows you to perform this search any time without having to enter the search criteria again.

