

How to Search for Travel Documents

The Travel Module has security settings in place that will only allow the traveler and the traveler's designated travel arranger(s) to view the travel documents. If you do not have access to the traveler via the travel arranger role, you will not be able to view the travel document.

There are three search options for travel documents. Two of the options are located under the Custom Document Searches, Travel Authorization and Travel Reimbursement. Because of the security settings clicking on these custom searches can take a few minutes to populate. Due to this, we highly recommend using the "Doc Search" option (starting on page 3).

The screenshot shows the Kualu financial systems interface. The top navigation bar includes the Kualu logo and the text "financial systems". Below the logo are three menu tabs: "Main Menu", "Maintenance", and "Administration". The main content area is divided into two columns. The left column is titled "Transactions" and contains several categories of links: "Accounts Receivable" (with sub-links like Cash Control, Customer Credit Memo, etc.), "Budget Construction" (with sub-link Budget Construction Selection), "Financial Processing" (with sub-links like Advance Deposit, Adjustment/Accrual Voucher, etc.), and "Purchasing/Accounts Payable" (with sub-links like Contract Manager Assignment, Payment Request, Receiving). The right column is titled "Custom Document Searches" and contains several categories of links: "Financial Transactions", "Accounts Receivable" (with sub-links like Customer Invoices, Customer Credit Memos, etc.), "Capital Asset Management" (with sub-link Asset Maintenance), "Effort Certification" (with sub-link Effort Certification), "Financial Processing" (with sub-link Disbursement Vouchers), "Purchasing/Accounts Payable" (with sub-links like Electronic Invoice Rejects, Payment Requests, etc.), and "Travel" (with sub-links Travel Authorization and Travel Reimbursement). The "Custom Document Searches" header and the "Travel" section are highlighted with red boxes.

Kualu
financial systems

Main Menu Maintenance Administration

action list doc search

Transactions

Accounts Receivable

- [Cash Control](#)
- [Customer Credit Memo](#)
- [Customer Invoice](#)
- [Customer Invoice Writeoff](#)
- [Customer Invoice Writeoff Lookup](#)
- [Payment Application](#)

Budget Construction

- [Budget Construction Selection](#)

Financial Processing

- [Advance Deposit](#)
- [Adjustment/Accrual Voucher](#)
- [Budget Adjustment](#)
- [Cash Receipt](#)
- [Disbursement Voucher](#)
- [Distribution of Income and Expense](#)
- [General Error Correction](#)
- [Indirect Cost Adjustment](#)
- [Internal Billing](#)
- [Internal Order](#)
- [Pre-Encumbrance](#)
- [Intra-Account Adjustment](#)
- [Single Sided Budget Adjustment](#)
- [Transfer of Funds](#)
- [Work Order Authorization](#)

Purchasing/Accounts Payable

- [Contract Manager Assignment](#)
- [Payment Request](#)
- [Receiving](#)

Custom Document Searches

[Financial Transactions](#)

Accounts Receivable

- [Customer Invoices](#)
- [Customer Credit Memos](#)
- [Customer Invoice Writeoffs](#)
- [Cash Controls](#)
- [Payment Applications](#)

Capital Asset Management

- [Asset Maintenance](#)

Effort Certification

- [Effort Certification](#)

Financial Processing

- [Disbursement Vouchers](#)

Purchasing/Accounts Payable

- [Electronic Invoice Rejects](#)
- [Payment Requests](#)
- [Purchase Orders](#)
- [Receiving](#)
- [Requisitions](#)
- [Vendor Credit Memos](#)

Travel

- [Travel Authorization](#)
- [Travel Reimbursement](#)

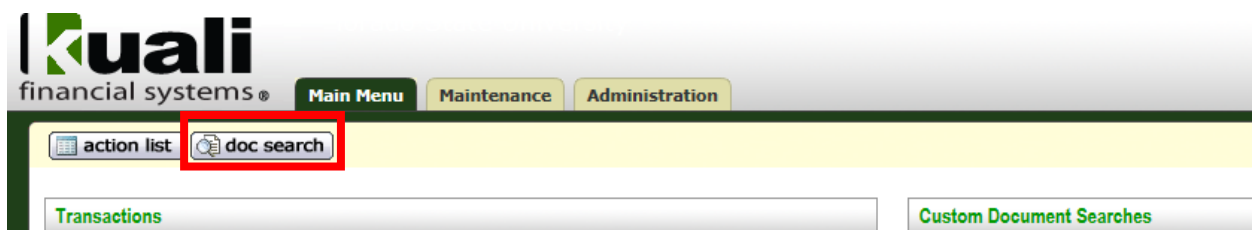
Below is the Custom Travel Authorization document search screen:

Document Type:	TA <input type="text"/> x
Initiator:	<input type="text"/>
Document Id:	<input type="text"/>
Application Document Status:	<div style="border: 1px solid gray; padding: 2px;"> In Process Awaiting Traveler Review Awaiting Fiscal Officer Review Awaiting Organization Review Awaiting Division Review </div> <input type="text"/>
Date Created From:	08/10/2015
Date Created To:	<input type="text"/>
Document Description:	<input type="text"/>
Organization Document Number:	<input type="text"/>
TEM Doc #:	<input type="text"/>
Trip Begin From:	<input type="text"/>
Trip Begin To:	<input type="text"/>
Trip End From:	<input type="text"/>
Trip End To:	<input type="text"/>
Primary Destination:	<input type="text"/>
Trip Type Code:	<input type="text"/>
Traveler Type Code:	<input type="radio"/> All <input type="radio"/> Customer <input type="radio"/> Student <input type="radio"/> Other <input type="radio"/> Employee <input type="radio"/> Non-Employee
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Primary Destination Country/State:	<input type="text"/>
Object Code:	<input type="text"/>
Chart Code:	<input type="text"/>
Organization Code:	<input type="text"/>
Account Number:	<input type="text"/>
Ledger Document Type:	<input type="text"/>
Total Amount:	<input type="text"/>
Search Result Type:	<input checked="" type="radio"/> Document Specific Data <input type="radio"/> Workflow Data
Name this search (optional):	<input type="text"/>
<input type="button" value="search"/> <input type="button" value="clear"/> <input type="button" value="cancel"/>	

Below is the Custom Travel Reimbursement document search screen:

Document Type:	TR	x	🔍	📖	?
Initiator:			🔍	📖	?
Document Id:				?	
Application Document Status:	In Process Awaiting Traveler Review Awaiting Special Request Review Awaiting Fiscal Officer Review Awaiting Organization Review				
Date Created From:	08/10/2015	📅		?	
Date Created To:		📅		?	
Document Description:					
Organization Document Number:					
TEM Doc #:					
Trip Begin From:				?	
Trip Begin To:				?	
Trip End From:				?	
Trip End To:				?	
Primary Destination:					
Trip Type Code:		▼	🔍		?
Traveler Type Code:	<input type="radio"/> All <input type="radio"/> Customer <input type="radio"/> Student <input type="radio"/> Other <input type="radio"/> Employee <input type="radio"/> Non-Employee				
First Name:					
Last Name:					
Primary Destination Country/State:					
Object Code:		🔍		?	
Chart Code:		▼	🔍		?
Organization Code:		🔍		?	
Account Number:		🔍		?	
Ledger Document Type:		🔍		?	
Total Amount:					
Search Result Type:	<input checked="" type="radio"/> Document Specific Data <input type="radio"/> Workflow Data				
Name this search (optional):					
<input type="button" value="search"/> <input type="button" value="clear"/> <input type="button" value="cancel"/>					

The third option is to click on the “doc search” button on the top left of Kuali.



Below is the Document Search screen:

The screenshot shows the 'Document Search' interface. At the top, there is a header bar with the text 'Document Search' and a help icon. Below this is a search form with several fields: 'Document Type', 'Initiator', 'Document Id', 'Date Created From', 'Date Created To', and 'Name this search (optional)'. Each field has a search icon and a help icon. The 'Document Type' field is highlighted with a red box. At the bottom of the form, there are three buttons: 'search', 'clear', and 'cancel'.

In the Document Type section you will enter "TA" to search for Travel Authorizations, and "TR" to search for Travel Reimbursements. After you type in the document type click "tab" on your keyboard. That will change your search screen to look like the below:

The screenshot shows the 'Document Search' interface after the 'Document Type' field has been updated to 'ta'. The 'Document Type' field is highlighted with a red box. Below it, the 'Application Document Status' dropdown menu is open, showing a list of options: 'In Process', 'Awaiting Traveler Review', 'Awaiting Fiscal Officer Review', 'Awaiting Organization Review', and 'Awaiting Division Review'. The dropdown menu is also highlighted with a red box. The rest of the search form remains the same, with various fields for filters and a 'search' button at the bottom.







NOTE: If after clicking “tab” your search field doesn’t change, it is because your compatibility mode is turned on. If you turn it off, then you will be able to tab. If you would like to leave it on, then type “TA” or “TR” in the Document Type and then click on detailed search button at the top right corner of the screen (see red box on previous page).

Any of the fields listed on the search screen are search options. You do not have to enter any additional information, however completing more fields will help narrow the search results. It is highly recommended to use the asterisk on either side of all search criteria you enter. To search for a trip where you only know the destination and department number (organization code) you would fill out the search screen as shown below:

Document Type:	tr <input type="text"/> x
Initiator:	<input type="text"/>
Document Id:	<input type="text"/>
Application Document Status:	<div style="border: 1px solid gray; padding: 2px;"> In Process Awaiting Traveler Review Awaiting Special Request Review Awaiting Fiscal Officer Review Awaiting Organization Review </div>
Date Created From:	<input type="text"/>
Date Created To:	<input type="text"/>
Document Description:	<input type="text"/>
Organization Document Number:	<input type="text"/>
TEM Doc #:	<input type="text"/>
Trip Begin From:	<input type="text"/>
Trip Begin To:	<input type="text"/>
Trip End From:	<input type="text"/>
Trip End To:	<input type="text"/>
Primary Destination:	*pueblo* <input type="text"/>
Trip Type Code:	<input type="text"/>
Traveler Type Code:	<input type="radio"/> All <input type="radio"/> Customer <input type="radio"/> Student <input type="radio"/> Other <input type="radio"/> Employee <input type="radio"/> Non-Employee
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Primary Destination Country/State:	<input type="text"/>
Object Code:	<input type="text"/>
Chart Code:	<input type="text"/>
Organization Code:	6003
Account Number:	<input type="text"/>
Ledger Document Type:	<input type="text"/>
Total Amount:	<input type="text"/>
Search Result Type:	<input checked="" type="radio"/> Document Specific Data <input type="radio"/> Workflow Data
Name this search (optional):	<input type="text"/>

After the criteria has been entered, click “search”.

6 items retrieved, displaying all items.

<u>Document Id</u>	<u>Status</u>	<u>Document Description</u>	<u>Organization Document Number</u>	<u>Document Status</u>	<u>TEM Doc #</u>	<u>Object Code</u>	<u>Account Number</u>	<u>Ledger Document Type</u>	<u>Total Amount</u>	<u>Route Log</u>
<u>6222582</u>	FINAL	Zimmerer, Suzanne Debra 06/10/2015 PUEB	T-242	Department Approved	T-242	6001	1356620	TRCA	481.89	
<u>6218699</u>	FINAL	Dove, Steven 06/10/2015 PUEBLO	T-244	Department Approved	T-244	6005	1356620	TRCA	346.63	
<u>6218241</u>	FINAL	Pollman, Jennifer Leigh 06/10/2015 PUEB	T-243	Department Approved	T-243	6005	1356620	TRCA	282.94	
<u>6218076</u>	DISAPPROVED	Zimmerer, Suzanne Debra 06/10/2015 PUEB	T-242	Disapproved - Fiscal Officer	T-242	6001	1356620		481.89	
<u>6199075</u>	FINAL	Ryan, David Patrick 06/10/2015 PUEBLO	T-325	Department Approved	T-325	6001	1356620	TRCA	209.66	
<u>6112315</u>	FINAL	Zimmerer, Suzanne Debra 06/01/2015 PUEB	T-165	Department Approved	T-165	6005	1356620	TRCA	351.88	













When you find the document you want, click on the underlined document number. The document will open in a new window.

If you receive the below error message, you do not have access to the traveler via the travel arranger role, and you will not be able to view the travel document.

Document Search ?

* required field

Warnings for this Section:
 ■ 1 rows were filtered for security purposes.

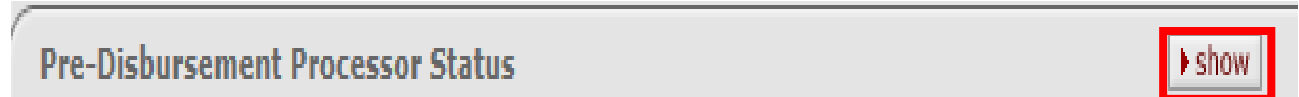
Document Type:	<input type="text"/>	  
Initiator:	<input type="text"/>	  
Document Id:	6218241	
Date Created From:	<input type="text"/>	 
Date Created To:	<input type="text"/>	 
Name this search (optional):	<input type="text"/>	
<input type="button" value="search"/> <input type="button" value="clear"/> <input type="button" value="cancel"/>		

No values match this search.

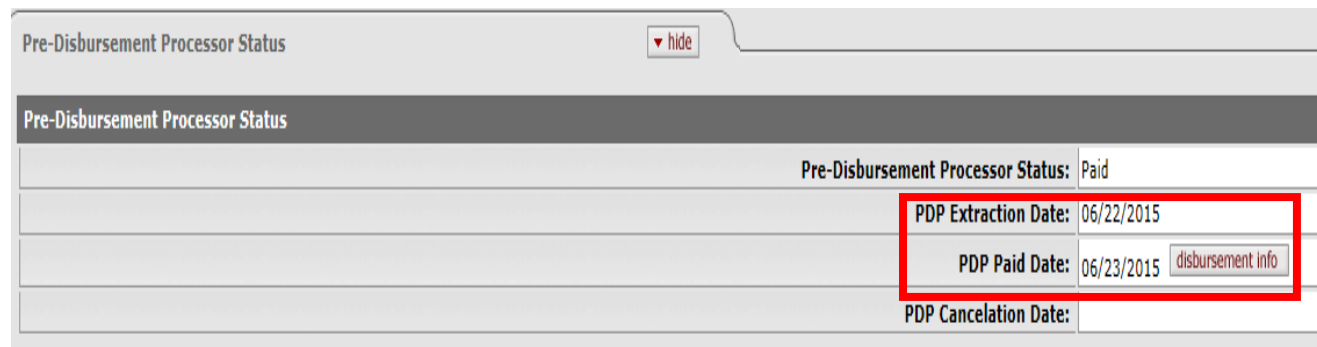
How to See if the Traveler has been Paid

This option will only be shown on the Travel Authorization when there is a Travel Advance, or the Travel Reimbursement. Also, before a traveler can be paid the document must be final regardless of the due date.

Once you open your travel document, scroll to the bottom of your document and click “show” next to “Pre-Disbursement Processor Status”.



Once you click show the below screen will appear:



The PDP Extraction Date is the date the payment was pulled from Kualu. The PDP Paid Date is the date the payment information was sent to the bank. The processing of the payment could take up to 3 days to show in the traveler’s bank account.