












Tips Of The Week

What are those codes at the end of the DV or PO Document Title?

When conducting a search for a **PO** or **DV**, you may want to use the **Title** field to narrow your search results. The Title will contain the Description the user entered on the e-doc when it was created. You may also notice there are extra characters after the document title of Disbursement Voucher and PO, such as, [E:N:N], [N:A:N], or [N:A] within the Title column. The codes represent **E=Employee**, **A=NonResidentAlien** or **N=NoTaxReview**. You can find the basic logic for the **DV's** and **PO's** below.

Disbursement Voucher: format is {1}:{2}:{3}

1. If the payee is an employee, replace the **1** with an **E**, otherwise replace it with an **N**.
2. If the payee is foreign, replace the **2** with an **A**, otherwise replace it with an **N**.
3. If the payment reason requires Tax Review, replace the **3** with a **T**, otherwise replace it with an **N**.

Document/Notification Id	Type	Title	Route Status	Initiator	Date Created	Route Log
224630	Disbursement Voucher	Disbursement Voucher - 057 AUX RICARDO SALAS [E:N:N]	ENROUTE	Miyashiro, Jamie	10/11/2012 12:46 PM	
224640	Disbursement Voucher	Disbursement Voucher - 057 AUX MARISSA SORIA [E:N:N]	ENROUTE	Miyashiro, Jamie	10/11/2012 12:51 PM	
224675	Disbursement Voucher	Disbursement Voucher - 004_Reimbursement_Miguel_Nunes_Fall12 [N:A:N]	DISAPPROVED	Snelgrove, Brent	10/11/2012 01:02 PM	
224721	Disbursement Voucher	Disbursement Voucher - 057 AUX FULTON TAUM [E:N:N]	ENROUTE	Miyashiro, Jamie	10/11/2012 01:13 PM	
224732	Disbursement Voucher	Disbursement Voucher - 057 AUX ERIC TY [E:N:N]	ENROUTE	Miyashiro, Jamie	10/11/2012 01:15 PM	
224739	Disbursement Voucher	Disbursement Voucher - 057 AUX CRAIG UYEDA [E:N:N]	ENROUTE	Miyashiro, Jamie	10/11/2012 01:16 PM	
224744	Disbursement Voucher	Disbursement Voucher - 057 AUX SIONE FELEUNGA [E:N:N]	ENROUTE	Miyashiro, Jamie	10/11/2012 01:17 PM	
224784	Disbursement Voucher	Disbursement Voucher - 060-COSTCO-ERIN LOO [E:N:N]	ENROUTE	Dela Cruz, Patricia	10/11/2012 01:26 PM	
224786	Disbursement Voucher	Disbursement Voucher - 057 AUX WAYNE FREDERICKS [E:N:N]	ENROUTE	Miyashiro, Jamie	10/11/2012 01:27 PM	
224811	Disbursement Voucher	Disbursement Voucher - 067 MBSK Supplies Reimb Smith [E:N:N]	ENROUTE	Omoto, Barbara	10/11/2012 01:32 PM	
224809	Disbursement Voucher	Disbursement Voucher - 075 Employee Reimbursement [E:N:N]	ENROUTE	Suqimoto, Wesley	10/11/2012 01:32 PM	

Tips Of The Week

Purchase Order & Payment Request: format is \${1}:\${2}

1. Logic is same as in DV.
2. If vendor is neither an employee nor a foreign vendor, do not append anything to the doc title
3. If the vendor is an employee, replace the **1** with an **E**, otherwise replace it with an **N**
4. If the vendor is a foreign vendor, replace the **2** with an **A**, otherwise replace it with an **N**

<u>Document/Notification Id</u>	<u>Type</u>	<u>Title</u>	<u>Route Status</u>	<u>Initiator</u>	<u>Date Created</u>	<u>Route Log</u>
218036	Purchase Order	Purchase Order - 057 OFIE OFFICEMAX INC	FINAL	Admin, KFS	10/08/2012 02:55 PM	Route Log
218033	Purchase Order	Purchase Order - 057 HS THERAPY ED	FINAL	Admin, KFS	10/08/2012 02:55 PM	Route Log
217990	Purchase Order	Purchase Order - 074 Spitz [N:A]	FINAL	Admin, KFS	10/08/2012 02:46 PM	Route Log
217989	Purchase Order	Purchase Order - 057 GAL Kasey T. Kawamoto	FINAL	Admin, KFS	10/08/2012 02:45 PM	Route Log
217968	Purchase Order	Purchase Order - 074 Devatine [N:A]	FINAL	Admin, KFS	10/08/2012 02:41 PM	Route Log
217935	Purchase Order	Purchase Order - 003 - Requisition HP colored toners	FINAL	Admin, KFS	10/08/2012 02:37 PM	Route Log
217897	Purchase Order	Purchase Order - 074 Conrad Enterprises	FINAL	Admin, KFS	10/08/2012 02:30 PM	Route Log
217886	Purchase Order	Purchase Order - 057 OFIE AASHE	FINAL	Admin, KFS	10/08/2012 02:29 PM	Route Log
217832	Purchase Order	Purchase Order - 043-FMO PURCHASE SERVICES	FINAL	Admin, KFS	10/08/2012 02:23 PM	Route Log
217823	Purchase Order Amendment	Purchase Order Amendment - 021 PC for DP	FINAL	Yoshihara, Staci	10/08/2012 02:21 PM	Route Log