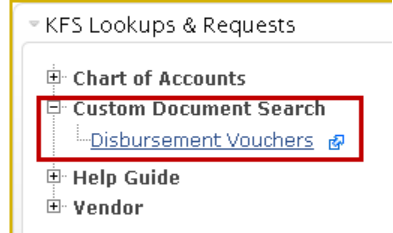# KUALI FINANCIAL SYSTEM
UNIVERSITY *of* CALIFORNIA · IRVINE

HOW TO LOOK UP A DISBURSEMENT VOUCHER (DV)

Summary: This document instructs users how to look up a Disbursement Voucher (DV) in KFS.

Steps	What you need to do	How to do it
1	Log in to ZOTPortal & Locate the KFS Lookup and Requests (basic) portlet	1. Navigate to ZOTPortal and log in using your assigned UCInetID and password: https://portal.uci.edu 2. Select the Faculty & Staff tab, and navigate to the KFS menu 3. In the KFS Lookups and Requests portlet, under the Custom Document Search, select Disbursement Vouchers
2	Perform a Detailed Search for the DV	1. Select the detailed search button to allow for more fields to search the DV eDoc
3	Enter Search Criteria and Search	1. Enter desired search criteria in any of the fields below:

Note: Some fields allow for the use of the asterisk (%) as a search qualifier, to search for partial fields.

- Select Yes for the Scanned? Indicator to only retrieve scanned documents back.
- Select the route status: "Enroute" to only view documents that have not been finanlized and are still in workflow.
- Use the Organization code (number) of the department that may have initiated the DV, and/or the Payee Name, and/or the Date Created date ranges,

2. Select the search button, once search criteria have been entered
   a) Results will be displayed on the bottom, and can be sorted or narrowed down further by inputting more search criteria

Notes	Lookups within Lookups	1. Select the 🔍 in select fields to be taken to another Lookup screen a) Selecting the 🔍 in the Account Number field would allow users to lookup the KFS Account(s) that appear on the DV.