VI-6. Document by User FOADOCU

Document by User FOADOCU displays a list of documents originated by a specific user. This form also allows the user to view documents by document type, specific document, certain activity date, or a range of dates and status.

NOTE: Checking for incomplete documents should be done on a monthly basis. During the fiscal year-end (month of June) checking everyday would be best.

Follow the steps below:

Go To….   Enter **FOADOCU [ENTER]**

Original User ID: User ID automatically populate. **[TAB]**

AND/OR

Enter one or more of the following fields to narrow the search:

Document Type: Choose from the following document type codes:

Document Type Code	Document Type	Document Reference Number	Example
REQ	Requisitions	Always begins with a R	R1234567
PO	Purchase Orders	Always begins with a P	P1234567
RCV	Receiving	Always begins with a Y	Y1234567
INV	Invoices	Always begins with an I	I1234567
ENC	Encumbrances	Always begins with an E	E1234567
JV	Journal Vouchers	Always begins with a J	J1234567
CHK	Checks	Always begins with 0 (zero)	00123456
CHK	Direct Deposit/ACH	Always begins with an !	!1234567

Document: Enter the document number **[TAB]**

Status: Choose one of the following: Complete, Approved, Incomplete, Cancelled
OR leave blank.

Activity Date From: Enter the beginning date, OR leave blank.

Activity Date To: Enter the end date, OR leave blank.

Next Block [Ctrl+Pg Down] to view documents associated with your User ID**.**
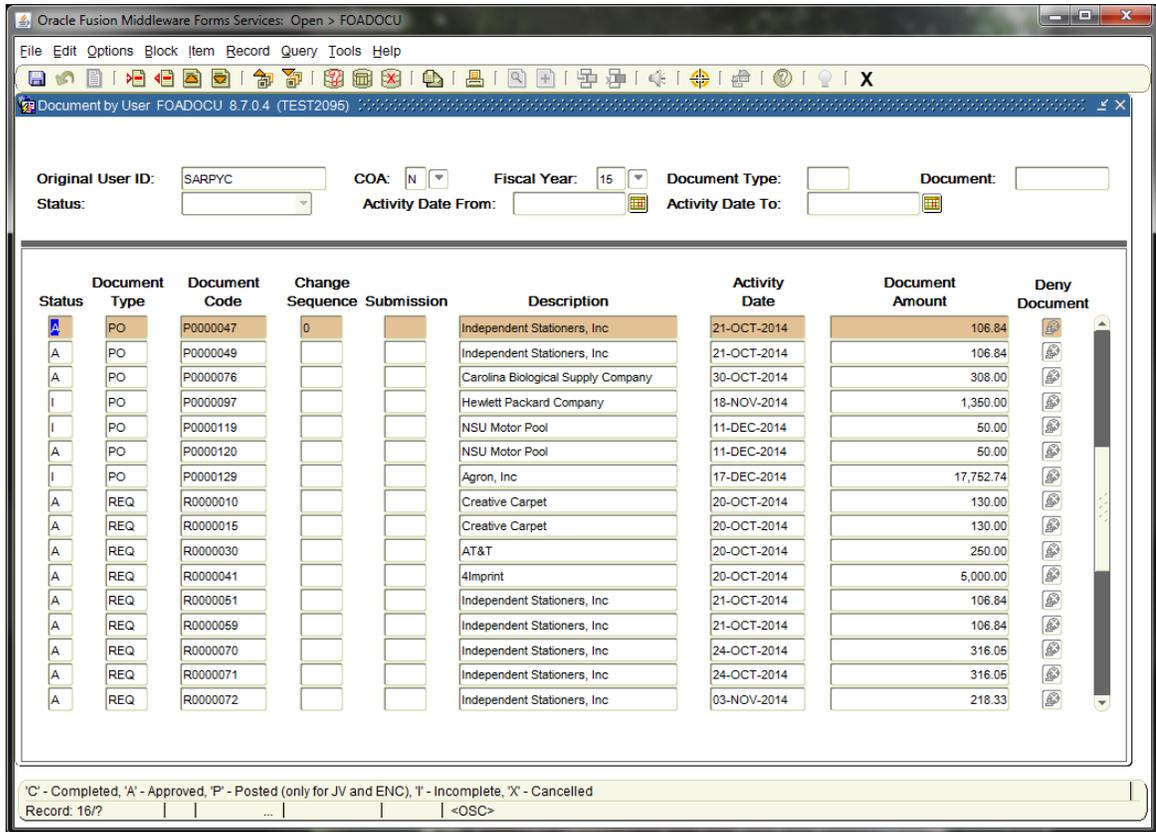
Informational field:

Status: Indicates the status of the document

(I) In Process	(S) Suspended
(A) Approved	(O) Open
(C) Completed	(X) Cancelled
(F) Final Reconciliation	(V) Void
(P) Paid	(H) Hold
(R) Receipt Required	(T) Tagged Permanently

To see details of any given document number:

Arrow Down, or click and Highlight the document you want to view.

Choose the options you would like to view from the **Options** menu.

Exit [Ctrl+Q] to return to the main menu.