# **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]

| Oracle Fusion Middleware Forms Services: Open > FOADOCU Elle Edit Options Block Item Becord Query Tools Help I I I I I I I I I I I I I I I I I I I  |                         |                      |  |             |                  |                    |                  |
|---|-------------------------|----------------------|--|-------------|------------------|--------------------|------------------|
| Document       Status     Type       Image: | Document           Code | Change<br>Sequence S |  | Description | Activity<br>Date | Document<br>Amount | Deny<br>Document |
|   |                         |                      |  |             |                  |                    |                  |
| Enter Originator ID Record: 1/1     <0SC>   |                         |                      |  |             |                  |                    |                  |

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:

| <u>Document Type Code</u> <u>Document Type</u> <u>Document Kererence Number</u> <u>Exam</u> | ipie |
|---|------|
| REQ Requisitions Always begins with a R R123  | 4567 |
| PO Purchase Orders Always begins with a P P1234   | 4567 |
| RCV Receiving Always begins with a Y Y123   | 4567 |
| INV Invoices Always begins with an I I1234  | 567  |
| ENC Encumbrances Always begins with an E E123   | 4567 |
| JV Journal Vouchers Always begins with a J J1234  | 567  |
| CHK Checks Always begins with 0 (zero) 00123  | 3456 |
| CHK Direct Deposit/ACH Always begins with an ! !1234  | 567  |

| 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.

| ☑ Oracle Fusion Middleware Forms Services: Open > FOADOCU         Elle Edit Options Block Item Record Query Tools Help         Image: Services: Open > FOADOCU BLOCK         Image: Open > FoADO |                  |                  |                      |           |                                    |  |                  |                    |  |    |
|--|------------------|------------------|----------------------|-----------|------------------------------------|--|------------------|--------------------|--|----|
| [<br>Status  | Document<br>Type | Document<br>Code | Change<br>Sequence S | ubmission | Description                        |  | Activity<br>Date | Document<br>Amount | Deny<br>Documer                          | nt |
| <u>A</u>   | PO               | P0000047         | 0                    |           | Independent Stationers, Inc        |  | 21-OCT-2014      | 106.84             |  |    |
| A  | PO               | P0000049         |                      |           | Independent Stationers, Inc        |  | 21-OCT-2014      | 106.84             | P  |    |
| A  | PO               | P0000076         |                      |           | Carolina Biological Supply Company |  | 30-OCT-2014      | 308.00             | s an |    |
|  | PO               | P0000097         |                      |           | Hewlett Packard Company            |  | 18-NOV-2014      | 1,350.00           | A start                                  |    |
|  | PO               | P0000119         |                      |           | NSU Motor Pool                     |  | 11-DEC-2014      | 50.00              | P  |    |
| A  | PO               | P0000120         |                      |           | NSU Motor Pool                     |  | 11-DEC-2014      | 50.00              |  |    |
|  | PO               | P0000129         |                      |           | Agron, Inc                         |  | 17-DEC-2014      | 17,752.74          |  |    |
| A  | REQ              | R0000010         |                      |           | Creative Carpet                    |  | 20-OCT-2014      | 130.00             | s an | 2  |
| A  | REQ              | R0000015         |                      |           | Creative Carpet                    |  | 20-OCT-2014      | 130.00             | P  | 1  |
| A  | REQ              | R0000030         |                      |           | AT&T                               |  | 20-OCT-2014      | 250.00             |  |    |
| A  | REQ              | R0000041         |                      |           | 4Imprint                           |  | 20-OCT-2014      | 5,000.00           | S  |    |
| A  | REQ              | R0000051         |                      |           | Independent Stationers, Inc        |  | 21-OCT-2014      | 106.84             | A start                                  |    |
| A  | REQ              | R0000059         |                      |           | Independent Stationers, Inc        |  | 21-OCT-2014      | 106.84             | ø  |    |
| A  | REQ              | R0000070         |                      |           | Independent Stationers, Inc        |  | 24-OCT-2014      | 316.05             | S  |    |
| A  | REQ              | R0000071         |                      |           | Independent Stationers, Inc        |  | 24-OCT-2014      | 316.05             | A start                                  |    |
| A  | REQ              | R0000072         |                      |           | Independent Stationers, Inc        |  | 03-NOV-2014      | 218.33             | Ð  |    |
| 'C' - Completed, 'A' - Approved, 'P' - Posted (only for JV and ENC), 'I' - Incomplete, 'X' - Cancelled       Record: 16/?  |                  |                  |                      |           |                                    |  |                  |                    |  |    |

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.

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