

## FOADOCU (Document by User)

Use the Document by User page to display a list of documents originated by a specific user.

- 1) Log into Banner and go to FOADOCU – Document by User.
- 2) Your User ID, Chart of Accounts and the current Fiscal Year will default.

STOCKTON Document by User FOADOCU 9.3.13 (PROD)

Original User ID:  COA:  ...

Fiscal Year:  ... Document Type:

Document:  Status:

Activity Date From:  Activity Date To:

- 3) Click Go to view all of your documents, or filter by the following fields:
  - a. Document Type
    - i. REQ = Requisition
    - ii. PO = Purchase Order
    - iii. ENC = General Encumbrance
    - iv. INV = Invoice
    - v. JV = Journal Entry
  - b. Document
    - i. Enter the document # to view a specific document.
  - c. Status – choose from the drop-down menu:

Status:

Date To:

ia, and the

Completed

Approved

Incomplete

Cancelled

- d. Activity Date From – Beginning activity date for which documents can be displayed.
  - e. Activity Date To – Ending activity date for which documents can be displayed.
- 4) Filter your search as needed then click Go.
  - 5) To view a specific document, click on the document code from your list, then click on Related > Query Document by Type > Go.

ADD RETRIEVE RELATED TOOLS

Search

Query Document [BY TYPE]

Approval History [FOAUAPP]

Document History [FOIDOCH]