

Document by User (FOADOCU)

Display a list of documents originated by a specific user.

X Document by User FOADOCU 9.3.6 (PROD) ADD RETRIEVE RELATED TOOLS

Original User ID: COA: Go

Fiscal Year: Document Type:

Document: Status:

Activity Date From: Activity Date To:

Document Type

- REQ = Requisition
- PO = Purchase Order
- ENC = General Encumbrance
- INV = Invoice
- JV = Journal Entry
- Blank = All documents

Document

- To view all documents, leave this field blank
- To filter one or more specific documents, enter the I#

Status

- Choose a specific status from the drop-down menu
- To display all documents, leave this field blank

Status:

Activity Date To:

enter your F

- Completed
- Approved
- Incomplete
- Cancelled

Activity Date From

- Beginning activity date for which documents can be displayed

Activity Date To

- Ending activity date for which documents can be displayed

Complete fields as needed and click **GO**.

DOCUMENT BY USER								Insert	Delete	Copy	Filter
Status	Document Type	Document Code	Change Sequence ▲	Submission	Description	Activity Date	Document Amount	Deny Document			
A	INV	I0332306		1	Suasion Communication Group...	07/19/2018	6,600.00				
A	INV	I0332307		1	Comcast Cable Communicatio...	07/23/2018	3,060.00				
A	INV	I0332489		1	BH Media Group Inc	07/23/2018	470.08				

1 of 1
 Per Page
 Record 1 of 3

Click on **Related** query a document, view approval history or document history.

ADD
 RETRIEVE
 RELATED
 TOOLS

Query Document [BY TYPE]

Approval History [FOAUAPP]

Document History [FOIDOCH]