

Document Query - FOADOCU (Document By User)

Want to pull back an RQ or JV before it was approved? Did you forget you had even started an RQ or JV? This screen will let you see what you started and where it stands.

The screenshot shows the 'Document by User' interface for FOADOCU 8.7.0.4 (PROD). The search filters are: Original User ID: KGARCIA, COA: 1, Fiscal Year: 17, Document Type: REQ, Status: Approved, Activity Date From: (empty), and Activity Date To: (empty). The table below lists 12 document entries with columns for Status, Document Type, Document Code, Change Sequence, Submission, Description, Activity Date, Document Amount, and a Deny Document icon.

Status	Document Type	Document Code	Change Sequence	Submission	Description	Activity Date	Document Amount	Deny Document
A	REQ	R0124833			Nth Generation Computing Inc	02-JUN-2016	14,850.00	
A	REQ	R0124834			Ellucian Company LP	26-MAY-2016	19,219.00	
A	REQ	R0124836			Ellucian Support Inc	02-JUN-2016	398,722.00	
A	REQ	R0124837			Ellucian Support Inc	02-JUN-2016	18,415.00	
A	REQ	R0124839			Evisions Inc	02-JUN-2016	11,109.00	
A	REQ	R0124840			Micro Focus (US) Inc.	02-JUN-2016	1,083.68	
A	REQ	R0124944			Oracle Corporation	02-JUN-2016	75,445.97	
A	REQ	R0124947			Oracle Corporation	02-JUN-2016	18,271.89	
A	REQ	R0124948			Oracle Corporation	02-JUN-2016	15,531.96	
A	REQ	R0124950			Oracle Corporation	02-JUN-2016	5,710.34	
A	REQ	R0124955			Educause	02-JUN-2016	40.00	

1. Type FOADOCU in the Go To... field and press ENTER to open the form
2. User name will default
3. You can also choose to query on Document Types (REQ, PO, INV, ENC, JV)
4. You can choose to query on Status – use drop down box to select (Completed, Approved, Incomplete, Cancelled, or all (blank))
5. Perform next block
6. List of all documents you've entered will populate
7. If document has not been approved you can deny the document!
 - a. To deny the document the icon under deny document should be in color (not greyed out)
 - b. Click the deny document icon and this will put the document back in process
 - c. Document can NOT be denied if it is already approved.
8. Click X to exit

Document Query - FOIDOCH (Document History)

Did your RQ get turned into a PO? Have any payments been started or made against that PO? This screen will let you query all documents that are related, from your RQ to the Checks that have been cut.

Document History FOIDOCH 8.8.0.6 (PROD)

Document Type: REQ Requisition Document Code: R0112588

Requisition	Status
R0112588	A

Bid	Status

Purchase Order	Status
P0099805	A

Issues	Status

Invoice	Status
I0479466	P

Check	Status
88435589	

Return	Status

Receiver	Status

Asset Tag	Status
57510	T

Asset Adjustment	Status

1. Type **FOIDOCH** in the **Go To...** field and press ENTER to open the form
2. Enter Document Type - (REQ, PO, INV, etc..) can use drop down to search
3. Enter Document Code – this is your document number
4. Perform next block
5. Document history will populate fields and show status
6. To view additional information on any field, highlight the field and click Options from the tool bar and choose 2nd option
7. Click **Next Block** to enter the form
8. Click X to exit