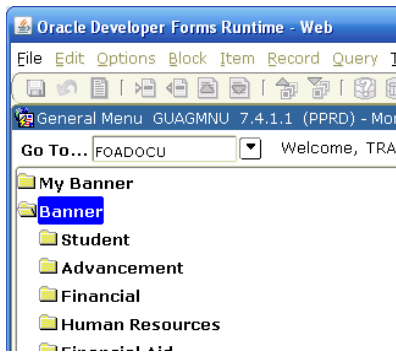


Once a requisition has been completed, it is often necessary to go back later to view the document, check the status, or to make changes. Banner INB allows you to view every document you submit, follow it through the approval process, and even deny it to make any necessary changes. FOADOCU is the tool for users to manage their documents.

- Navigate to FOADOCU
  - Either type FOADOCU in the Go To field and hit Enter
  - Or place the form in the My Banner Menu and use the shortcut



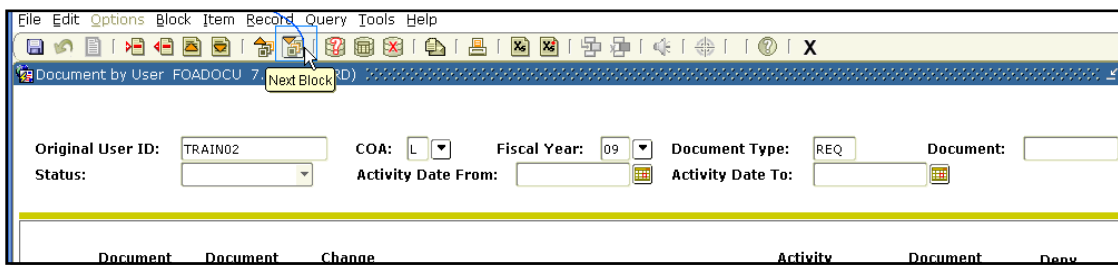
- Enter search criteria in appropriate fields (use Tab key to navigate between fields)

A screenshot of the FOADOCU search form. The fields are: Original User ID (TRAIN02), COA (L), Fiscal Year (09), Document Type (REQ), Document (empty), Status (empty), Activity Date From (empty), and Activity Date To (empty). Below the form is a table with columns: Document, Document, Change, Activity, Document, Deny.

- Original User ID: User ID of person who submitted the document
- COA: L
- Fiscal Year: FY document was submitted
- Doc Type:
  - REQ- Requisition
  - ENC- General Encumbrance
  - PO- Purchase Order
  - JV- Journal Voucher (Budget Transfer)
  - INV- Invoice

- Status:
  - C- Completed (Document is in approval process)
  - A- Approved (Document has been approved)
  - I- Incomplete (Document is not in approval process, still awaiting your action)
  - P- Posted (only for JV/Budget Transfer)
  - X- Cancelled
- Activity Dates: Enter time period in DD-MON-YYYY format

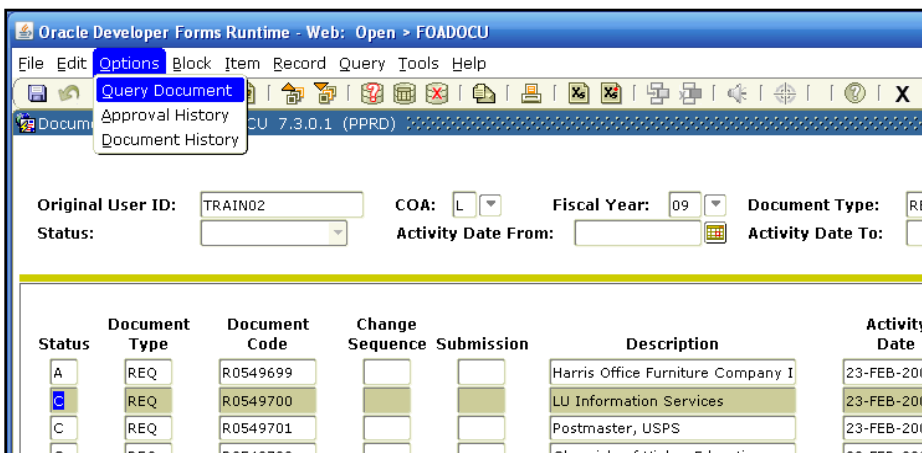
- Select Next Block (Ctrl + Page Down)



- Use the up and down arrows to navigate to the document you are looking for

**To view the document**

- Go to Options
- Query Document



- Use Next Block (Ctrl + Page Down) to navigate between the different screens



- Exit (Ctrl + Q) to return to FOADOCU

### To make changes to a Completed req

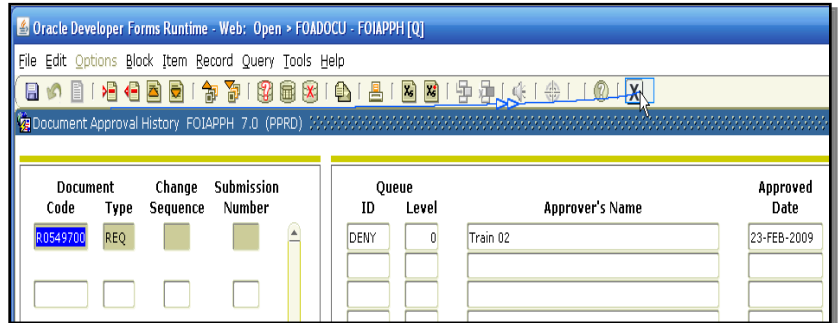
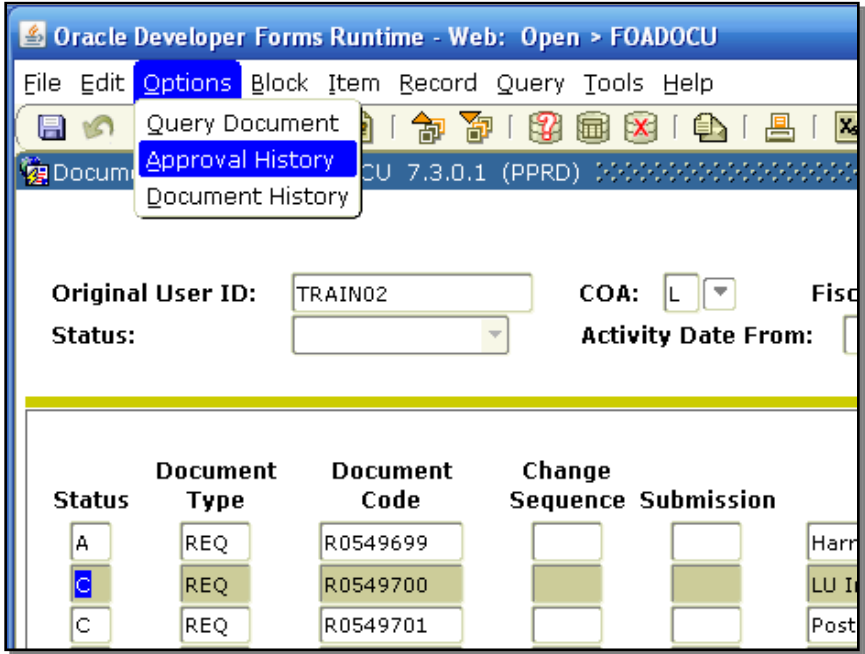
- Click the Deny Document icon

Status	Document Type	Document Code	Change Sequence	Submission	Description	Activity Date	Document Amount	Deny Document
A	REQ	R0549699			Harris Office Furniture Company I	23-FEB-2009	1,009.00	
C	REQ	R0549700			LU Information Services	23-FEB-2009	1,405.00	
C	REQ	R0549701			Postmaster, USPS	23-FEB-2009	175.00	
C	REQ	R0549702			Chronicle of Higher Education	23-FEB-2009	130.00	
I	REQ	R0549703			Blue Ridge Business Journal	23-FEB-2009	15.00	

- Make changes in FPAREQN- Requisition

**To view the approval history**

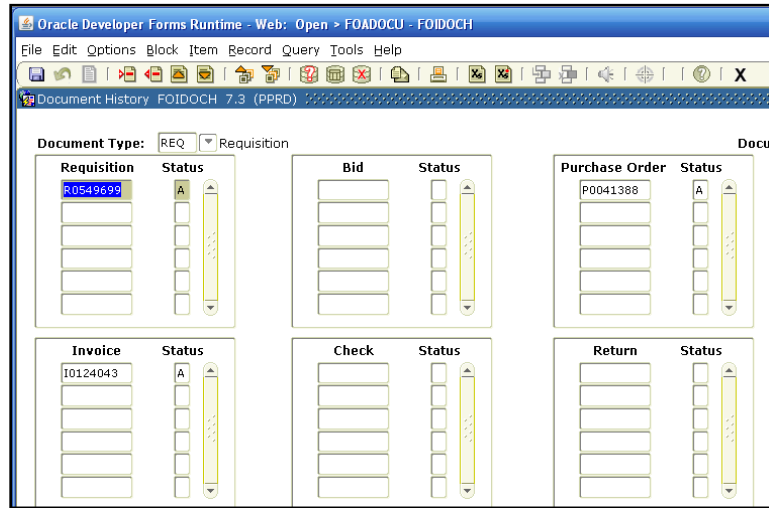
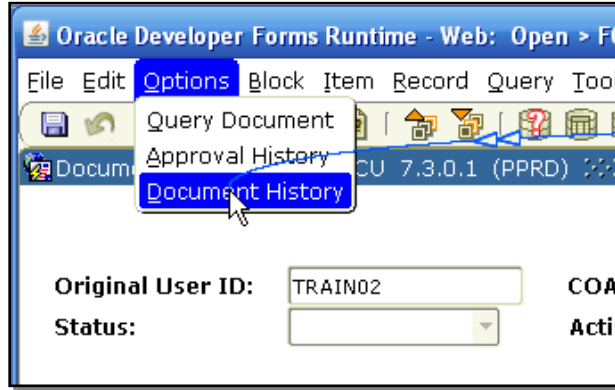
- Go to Options
- Approval History



- Exit (Ctrl + Q) to return to FOADOCU

## To view related documents

- Go to Options
- Document History



- Exit (Ctrl + Q) to return to FOADOCU