### Unit: UABC Accounting

### Process/Procedure Owner: Otila Zuschlag

### Date of Last Update: January 27, 2013

**Title: Incomplete Document report – FGRIDOC**

**Purpose:** **To get a listing of incomplete documents in Appworx using your ONID username**.

1. A. Logon to: BANNER

B. Select: APPWORX – Run, Logon with ONID username

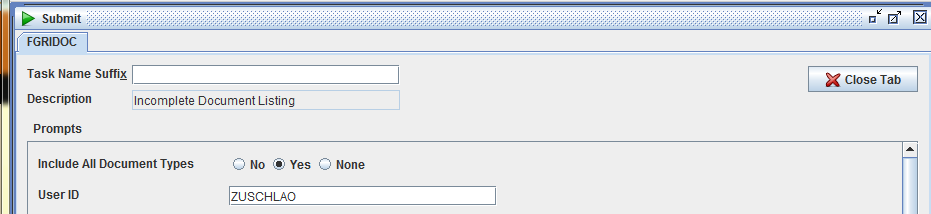
C. Click: Green Arrow brings up report names

D. In Search Field: Type in ‘FGRIDOC’ – Click ‘Request’

2. Select these Prompts only:

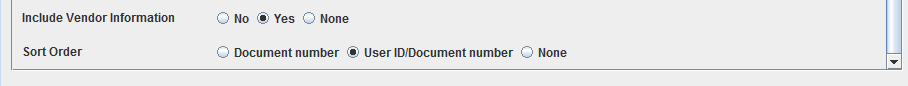
A. Include All Document Types: **Yes**

B. **Enter your User ID**



C. Include Vendor Information: **Yes**

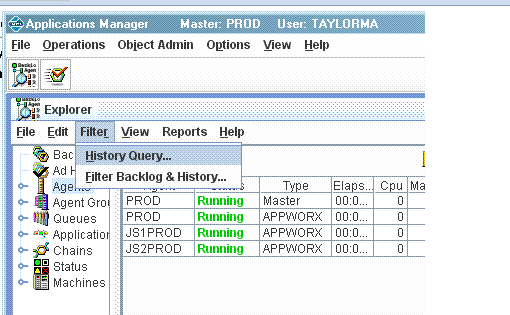
D. Sort Order: check **‘User ID/Document number’**



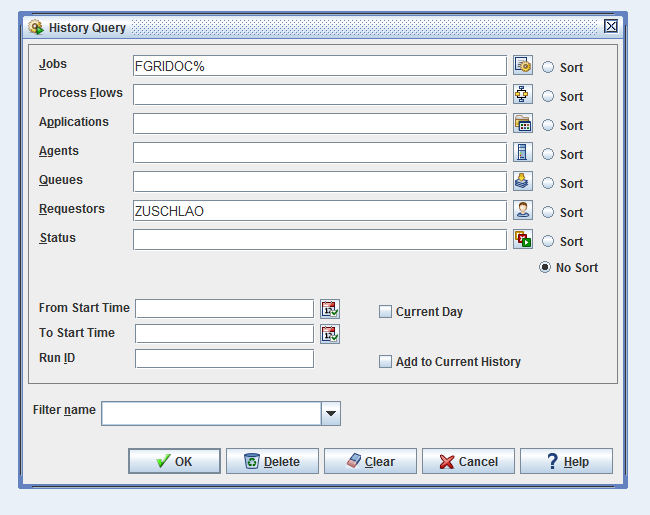
Helpful hint: You can recall this report and run it any time, after the first run.

1. Sign into ‘APPWORX’

1. At upper left-corner click on ‘Explorer’ button – Tool Bar screen is displayed
2. Click ‘Filter’ and select ‘History Query’



1. Enter the job name with the % sign - ‘FGRIDOC%’
2. In Requestor box enter your ONID user name: (this will bring up listing of reports previously run under your username).
3. Uncheck ‘Current Day’ box



1. Click ‘OK’ - History Screen pops up
2. Under ‘Task Name’ – Right click on your ‘FGRIDOC’ job and click ‘Request’

(You can revise the ‘Prompts’ if needed).

