Searching SUSF by Document Number

Open **Document Listing (SUSF)** from the Navigator window. Use all or part of the document ID and/or the document status to search for a document.

To search by complete document number, enter the 2 or 3 letter document type in the first field, the agency number in the second field and the unique document number in the third field. Select **Display: Browse Data** or **(F4)**. The document you are searching for will be located at the top of the list.

🚔 D	ocumer	nt Listing	;				Organization					
	Batch ID Document ID				Status		Process Date					
	PVE 901 0000002399											
	Batch Type	Batch Agency	Batch Number	Dос Туре	Doc Agency	Doc Number	Status	Approvals	Last Date	Last User	Process Date	
Ê				PVE	901	00000002399	ACCPT	00YY0	08 04 08	cspencer		-
				PVE	901	00000002400	ACCPT	00YYO	08 04 08	cspencer		
				PVE	901	00000002404	ACCPT	00YYO	07 02 09	cspencer		
				PVE	901	00000002405	ACCPT	00YYO	07 02 09	cspencer		
				RB	084	FT04BUDGETB	ACCPT	001111	07 03 03	mrempe		
				RB	084	FY03BUDGETB	ACCPT	00YYY	07 19 02	mrempe		
				RB	084	FY05BUDGETB	ACCPT	00YYY	07 06 04	mrempe		
				RB	084	FY06BUDGETB	ACCPT	00YYY	07 11 05	mrempe		
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N	<u>l</u> ew	<u>O</u> pen	<u> </u>	Browse	<u>M</u> ore Data	<u>R</u> efresh	New Select	jon	Clear Selection			

To open the document, double click the highlighted document or click on **Open**.

🚔 Batch:	Document:	PVE 901 00000002399	9			
Date of Record	04 / 08	Accounting Period 01 /	09 Budget FY 09	Text Flag 🗖		
Document Total	4,200.00	Calculated Total	4,200.00			
Vendor Code	PUR000006					
Vendor Name	UNITED RENTALS		Payment Options			
Vendor Address			Single Check 🛛 🔽	Check Cat DO		
	4820 IDAHO STREE	T	EFT Indicator No 👤	Арр Туре		
	ELKO	NV 89801	Scheduled Pay Date	<u>, </u>		
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01 101 9	01 0501 / [?	326904 70 70	065 / 96001D0			
Description			Amount 4,200.00	⊙ Inc O Dec		

Searching Document Listing (SUSF) Cheat Sheet

Using the New Selection Button

Using the **New Selection** button in the **Document Listing (SUSF)** table allows users to search for documents by document type, approval levels, document status, latest date, initial user or latest user. The New Selection button is a great tool!

Select the New Selection button.



Enter your required search criteria. This example is searching for PVEs.

Document Selection	/	S	elect Choices		
Agency(ies)	060		Available Choices	View by	Selected Choices
Document Type(s)	PVE		Appropriation (Extended)		Easy Payment Voucher
Approvals			Cash Receipt (Simplified Input)		
Status(es)	PEND4		Centralized Purchase Order Check Cancellation	Add All	
Latest Date			Decentralized Purchase Order Easy Payment Voucher	< Remove	
Latest User ID(s)			Expense Budget Expense Transfer	« Remove All	
<u>Find</u> <u>V</u> alidate	Save Load Clear Cancel	4			<u>Cancel</u>

Click on **OK** to perform the search.

🚔 D	ocument Listing		•	••					
	Batch ID		Document ID			Organization Status Process Date / /			_
	Batch Batch Bato Type Agency Nun	ch Doc nber Type	Doc Agency	Doc Number	Status	Approvals	Last Date	Last User	
		PVE PVE	060 060	DEBT0000606 KT000003196	PEND4 PEND4	00YA0 00YA0	10 03 11 10 21 11	jponte jrobbins	▲ ▼

For the search criteria entered above, the outcome would list all PVE's for agency 060 that are in PEND4 status. Remember that user IDs are case sensitive so if you are searching by user, you must use lower case.