

Document Locator

The UAB Document Locator allows users to locate a document and see its current location in the system. By inputting the document ID, the list of names associated with the current approval queue will be displayed or a comprehensive record of previous approvers is listed.

UAB AP End User → Document Locator

UAB FN Document Entry/Approval → Document Locator

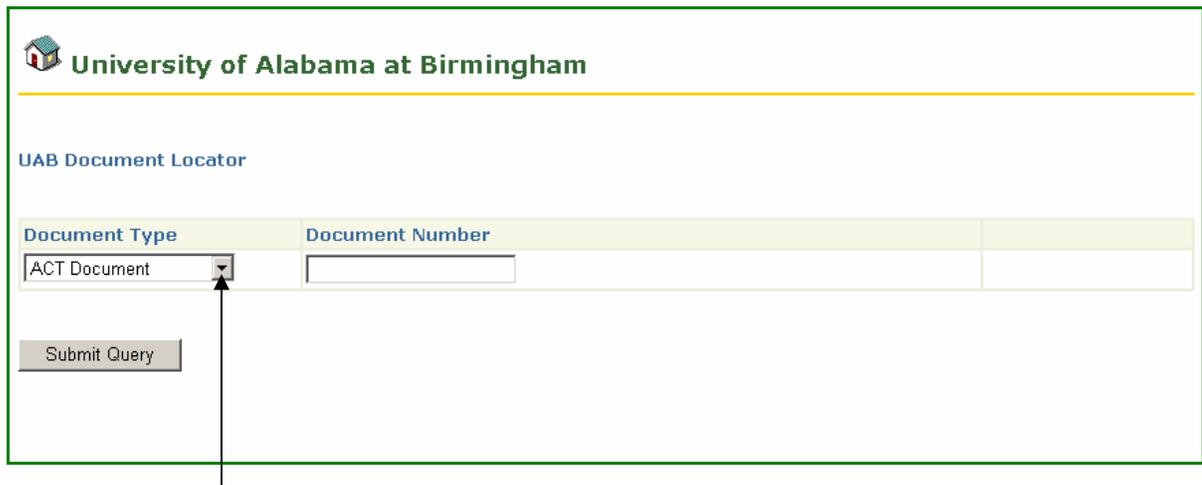
UAB HR Officer → Workflow → Document Locator

UAB Requisition Input → Document Locator

UAB Salary Reclass → UAB Workflow → Document Locator

UAB Timekeeper → UAB Workflow → Document Locator

1. Double click on **DOCUMENT LOCATOR**. A screen similar to the one below will appear:



The screenshot shows the UAB Document Locator interface. At the top, there is a logo and the text "University of Alabama at Birmingham". Below this, the title "UAB Document Locator" is displayed. The main area contains a form with two columns: "Document Type" and "Document Number". The "Document Type" dropdown menu is currently set to "ACT Document". A "Submit Query" button is located below the form. A black arrow points to the downward arrow of the "Document Type" dropdown menu.

2. Click on the **Down** arrow to select the desired DOCUMENT TYPE.



The screenshot shows the UAB Document Locator interface with the "Document Type" dropdown menu expanded. The menu lists the following options: "ACT Document", "ACT Document", "TEL Document", "LD Reclass Document", "LD Effort Report", "Requisition", "Journal Entry", "Payment Request", and "Invoice: Pos/Neg". The "ACT Document" option is highlighted in blue.

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3. Enter the **Document Number** of the document in the **DOCUMENT NUMBER** field.
NOTE: LD Effort Report offers two search options: by Document Number or by employee Name. If the name is used, enter **LAST NAME, FIRST NAME**.
4. Click on **SUBMIT QUERY**.
5. A screen will appear resembling the one below. Users will be able to view the Action History on a particular document.

 University of Alabama at Birmingham				
UAB Document Locator Results				
Payment Request Action History (Document Number 429353)				
Action	Approver UserName	Date/Time	Organization	Notes
SUBMITTED	Ray, Jonathan A	AUG-08-2005 11:21:03 AM		
		AUG-08-2005 11:21:03 AM	331000000 Center for Biophysical Sciences/Engineering	Notification sent to User Approval Level 1, Org: 331000000 Center for Biophysical Sciences/Engineering
APPROVED	Harrington, Michael D	AUG-09-2005 08:53:19 AM	331000000 Center for Biophysical Sciences/Engineering	
USER APPROVED		AUG-09-2005 08:53:19 AM	331000000 Center for Biophysical Sciences/Engineering	User Approved
		AUG-09-2005 08:53:19 AM	CENTRAL SUPPORT	Sent to Central Org: CENTRAL SUPPORT
APPROVED	Head, Laneitria D	AUG-11-2005 10:11:10 AM	CENTRAL SUPPORT	Approved by Central Approver
CENTRALLY APPROVED		AUG-11-2005 10:11:10 AM	CENTRAL SUPPORT	
		AUG-11-2005 10:11:11 AM		PAYREQ Status Changed to CENTRALLY APPROVED
APPROVED		AUG-11-2005 10:11:11 AM		The invoice has been released and approved

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