Section 1. Document Listing Fields Descriptions

A. The following table explains the key fields on the Document Listing.

Data Field	Description
Batch ID	Batch ID of the document being processed
Document ID	Document ID of the document being processed. See the section *Document Numbering* in this manual.
Status	Current Status of the document: ACCPT — Accepted update pass SCHED — Accepted edit pass and scheduled for overnight processing HELD — Held in Document Listing REJCT — Rejected during edit or overnight process DELET — Unaccepted document deleted PD HD — Batch accepted through **Edit** and put on hold PEND1 — Document pending approval
Approvals Applied	Indicates the approvals applied and needing to be applied to a document. Approvals applied may contain four different codes: 0 — Approval not necessary A — Awaiting approval Y — Approval applied N — Approval not applied
Last Date	Last date the document was changed
Last User	First four user ID characters of the last user to enter or update the document
Process Date	Date document was processed or will be processed in HUDCAPS

B. The New... and Open... buttons will access the New Document/Batch or Open Document/Batch screen, respectively, and the Process button will process the selected document.