

## VI-7.Document History FOIDoch

Document History FOIDoch provides an online display of the history for a document by selecting one of the following document types: Requisitions, Purchase Orders, Receiving, Invoices, or Checks.

**NOTE:** To view information related to a:

*Journal Voucher, use FGIJLCD – List of Suspended Journal Vouchers*

*General Encumbrance, use FGIENCDC – Detail Encumbrance Activity*

To look up Document History on the **FOIDoch** form, follow these steps:

**Go To...** Type **FOIDoch** [ENTER]

**Document Type:** Enter the appropriate document type. [TAB]

**Document Code:** Enter the document number that corresponds with the Document Type or click the drop down arrow to search for the appropriate invoice number. [TAB]

<u>Document Type Code</u>	<u>Document Type</u>	<u>Document Number</u>	<u>Example</u>
REQ	Requisitions	Always begins with a R	R1234567
PO	Purchase Orders	Always begins with a P	P1234567
RCV	Receiving	Always begins with a Y	Y1234567
INV	Invoices	Always begins with an I	I1234567
CHK	Checks	Always begins with 0 (zero)	00123456
CHK	Direct Deposit/ACH	Always begins with an !	!1234567

**Next Block [Ctrl +Pg Down]** and all information associated with that document will display as follows:

**Status:** Indicates the status of the document

(A) Approved	(O) Open
(C) Completed	(X) Cancelled
(F) Final Reconciliation	(V) Void
(P) Paid	(H) Hold
(R) Receipt Required	(T) Tagged Permanently
(S) Suspended	

**To see details of any document:**

**Highlight** the document number, and choose the appropriate option from the **Options** menu.

**Exit [Ctrl+Q]** to exit the form.