FOIDOCH: Document History

This report provides a comprehensive purchase history, from Requisition, to Purchase Order, to Invoice, to Payment (check).

>	K 🕜 ellucian	Document History FOIDOCH 9.3.2 (PROD)	🔒 ADD	PRETRIEVE	A RELATED	🔅 TOOLS	۲
	Document Type:	REQ Requisition Document Code: R2201111	•••			Go	
(Get Started: Comple	the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then	press ENTER.				

Open the FOIDOCH Banner Report. Enter the Document Type and Document Code. Select Go.

Document Type:

• Enter the Document Type. Frequently used types are ENC-Encumbrance, INV-Invoice, PO-Purchased Order, and REQ-Requisition. Select the ellipsis menu (the three dots "…") to the right of the Document Type field for a list of options.

Document Code:

• Enter the document number associated with the Document Type selected. The Document Type and Document Code must be associated with each other, for example, **REQ** and **R**2201131 or **PO** and **P**2200999.

X @ ellucian Document History FOI	DOCH 9.3.2 (PROD)		🔒 ADD		RELATED	TOOLS
Document Type: REQ_Requisition_Document Code: R2201131						
						Requisition Info [FPIREQN]
Document Type	Document Number	Status	Status Description	Query Doc	ument [BY TYP	3
	R2201131	A	Approved			
Purchase Order	P2200995	A	Approved		Query Do	ocument [BY TY]
nvoice	12206100	P	Paid			
Check Disbursement	11530279					
	Page					

To view the details of the transaction, place the mouse cursor on the Document Number of the Document Type, select **Related**, then select **Query Document [BY TYPE]**.