How to Inquire on Document History

Description: The Document History Form displays the processing history of purchasing and payment documents. It identifies and provides the status of all documents in the processing path for the document you select.

Form Name/Direct Access: FOIDOCH

Menu: Purchasing Query Menu *FINPOQRY

Navigation: Products Menu
Finance System Menu
Purchasing and Procurement System Menu
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Purchasing Query Menu
Document History Form

General Note:
The flashlight icon provides a list of valid entries for applicable fields and fields with blue text can be double-clicked to get a list of valid entries.

Instructions:
1. Select Document History Form.
This form displays windows with related document numbers for Requisitions, Bids, Purchase Orders, Change Orders, Fixed Asset Adjustments, Fixed Asset Origination Tags, Fixed Asset Permanent Tags, Issues, Invoices, Checks, Returns, and Receiving Documents. Each purchasing and payable transaction that relates to the specified document number appears within the window of the appropriate document type. In addition to the document number, the system indicates the status of each document.

**Doc Type:** Enter the type of document you want to see a history for. Double click in the field to get a list of values. Not all values presented are valid for this form. The following are the valid types:

- REQ: Requisition
- BID: Not used.
- PO: Purchase Order
- ISS: Not used.
- INV: Invoice (voucher)
- CHK: Cheque
- RTN: Returns
- RCV: Receiving Report
- FAS: Fixed Asset Tag
- FAA: Fixed Asset Adjustment.

Use of any other code will yield the following message at the bottom of the screen: *Document type inappropriate for this form.*

**Doc Code:** Enter the code representing the document. If you do not know the document number, use the search icon (flashlight), F9 from the keyboard or *List* from the *Help* menu to initiate a query. Some document types will immediately display a list. If a list does not appear, execute a query to see the possible documents (click the *Execute Query* button on the tool bar, F8 from the keyboard or select *Execute* from the *Query* menu). Double click to select the desired document.

2. *Next Block* (use ctrl page down, the toolbar button or on the main menu, select *Block* then *Next).*
This takes you to the second part of the *Document History Form* and displays all documents related to the one you specified. The information that appears on this form is display only. You may not update any of these fields.

**Requisition:** Displays a list of requisition numbers related to the document number you specified. The first field is the document number. The second field is the status indicator (described later).

**Bid:** Not used. Will always be blank.

**Purchase Order:** Displays a list of purchase order numbers related to the document number you specified. The first field is the document number. The second field is the status indicator (described later).

**Issues:** Currently not used in the Memorial University system as it relates to Stores Inventory. Displays a list of *Issues* related to the document number you specified. The first field is the document number. The second field is the status indicator (described later).
Invoice: Displays a list of invoice numbers related to the document number you specified. (Banner uses this term to describe vouchers. This invoice number is **not** the vendor invoice number.) The first field is the document number. The second field is the status indicator (described later).

Check: Displays a list of cheque numbers related to the document number you specified. The first field is the document number. The second field is the status indicator (described later).

Return: Displays a list of goods returned form numbers related to the document number you specified. The first field is the document number. The second field is the status indicator (described later).

Receiver: Displays a list of receiving report numbers related to the document number you specified. The first field is the document number. The second field is the status indicator (described later).

Asset Tag: Displays a list of asset tag numbers related to the document number you specified. The first field is the document number. The second field is the status indicator (described later).

Asset Adjustment: Displays a list of asset adjustment numbers related to the document number you specified. The first field is the document number. The second field is the status indicator (described later).

3. You may scroll through list of each document if you wish. Use the scroll bar to the right of each document type window (or select Next from the Record menu at the top of the screen or use the appropriate button on the toolbar) to scroll through the list of documents.

4. To view the document details, click once on the appropriate document number you wish to query to highlight it and select the appropriate choice from the Options menu at the top of the screen. The choices presented depend on the document you select with your mouse.

5. To view the list of status indicators and their definition, select View Status Indicators from the Options menu at the top of the screen. You will be presented with the following list. Click Cancel when finished.
6. **Exit** when finished or **Rollback** (use the toolbar button or select **File** from the main menu, then **Rollback**) to view another document.