

DOCUMENT HISTORY

FOIDUCH

Description:

The Document History Form shows you all related documents and their statuses for a specific document. Query screens may be accessed to view any of the documents visible here under the “Related” header.

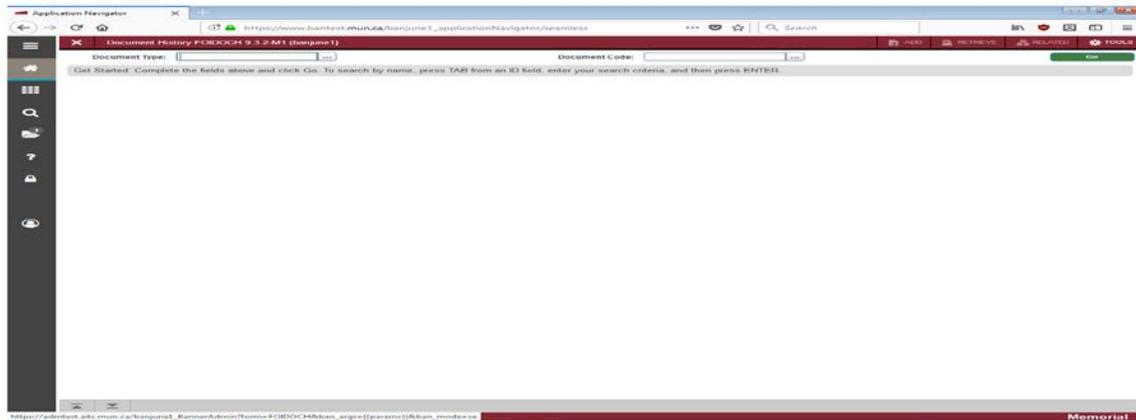
Navigation:

Access to the form can be done in three ways:

1. Type FOIDUCH in the search field
2. Type Document History in the search field
3. Select from the Finance Operations menu under Applications

Step 1:

Follow the navigation process to FOIDUCH



Enter the document type and document code your wish to query.

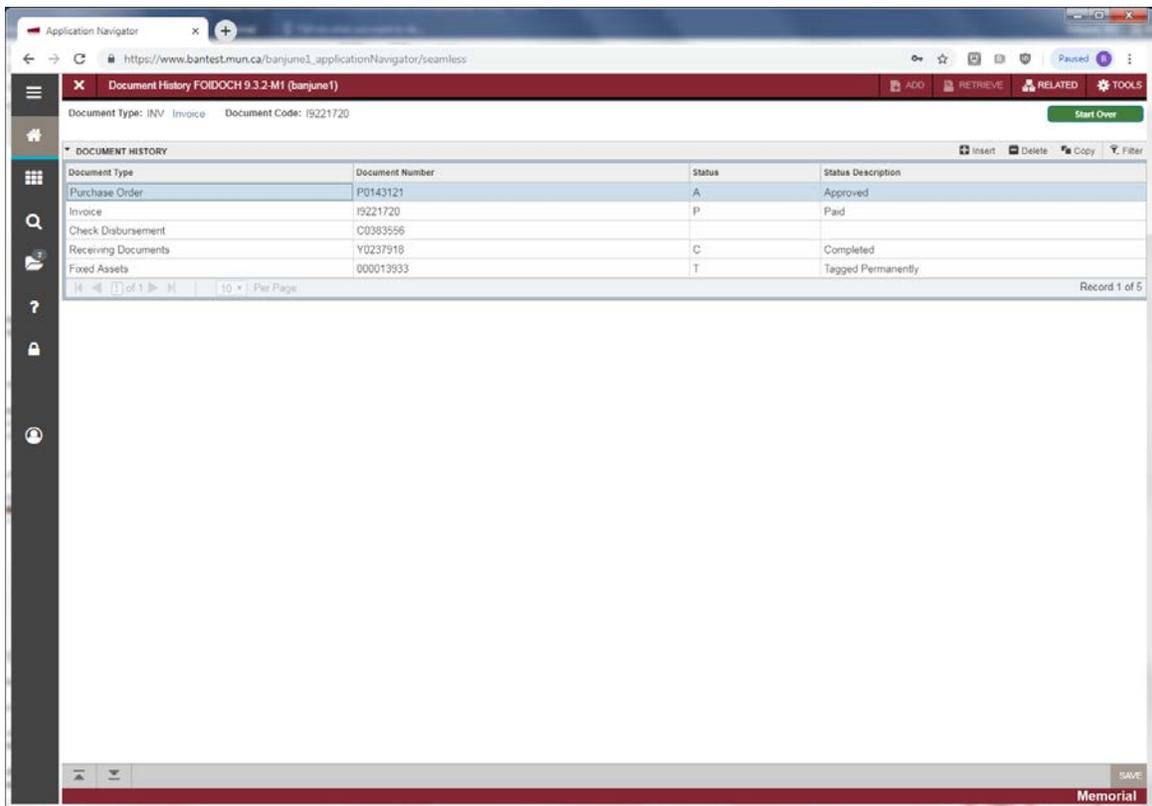
This portion of the form requires two inputs:

1. Document type
 - a. Select the search button to the right of Document Type for a list of document type codes. Select the document type you want to query.
2. Document code
 - a. Enter the document code you are querying. You can get the document code from your transaction detail listing.

Step 2:

Click the “GO” button on the right. If you use the keyboard, press “ALT” and “Page Down” simultaneously.

This next form displays all documents related to the document you queried, including purchase order, requisition, cheque number, fixed asset codes, etc. 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.



Step 3:

You can query each document listed in this form by selecting the appropriate line and then selecting Query Document under the "Related" tab at the top.