DOCUMENT HISTORY

FOIDOCH

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 FOIDOCH 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 FOIDOCH



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.

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C Interpret/www.contescho	carbargunes_application/vavigator/seamless		
 Document History FOIDOCH 	1.3.2-M1 (banjune1)		
Document Type: INV Invoice Doc	ment Code: 19221720		Start Ov
* DOCUMENT HISTORY			🖸 insert 🗖 Delete 🧖 Copy
Document Type	Document Number	Status	Status Description
Purchase Order	P0143121	A	Approved
Invoice	19221720	P	Paid
Check Disbursement	C0383556		
Receiving Documents	Y0237918	c	Completed
Fixed Assets	000013933	Т	Tagged Permanently
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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.