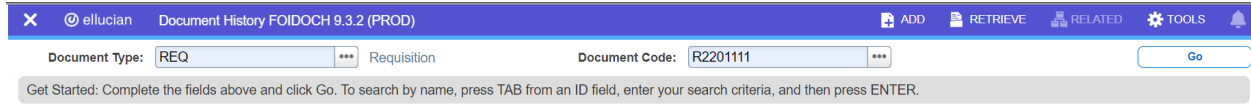


FOIDoch: Document History

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



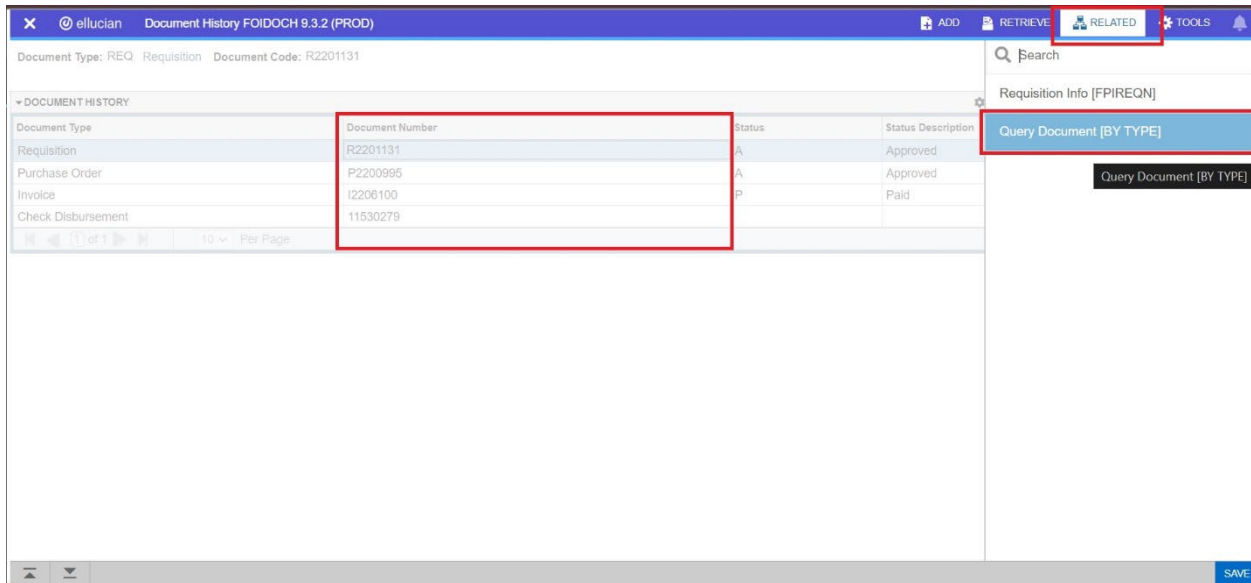
Open the FOIDoch Banner Report. Enter the Document Type and Document Code. Select **Go**.

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 **R2201131** or **PO** and **P2200999**.



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]**.