

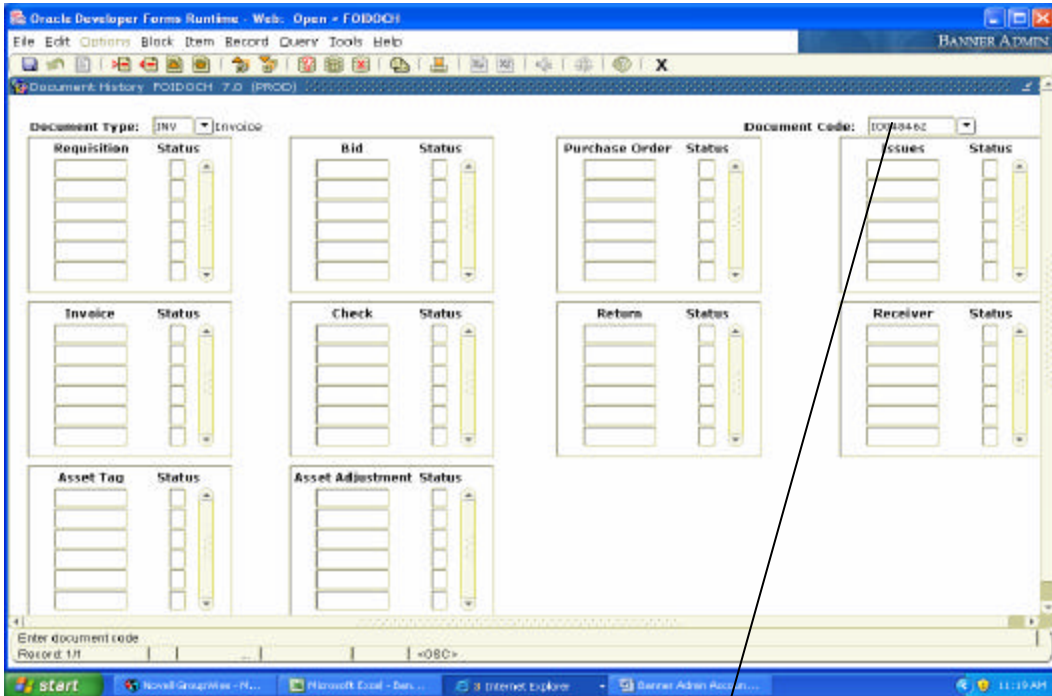
## Viewing the Status of Documents in Banner Finance (FOIDOCH)

1) Access the Document History form (FOIDOCH). Through this form you can view the status of Purchase Requisitions, Purchase Orders, Invoices, and Checks/Direct Deposit transactions.

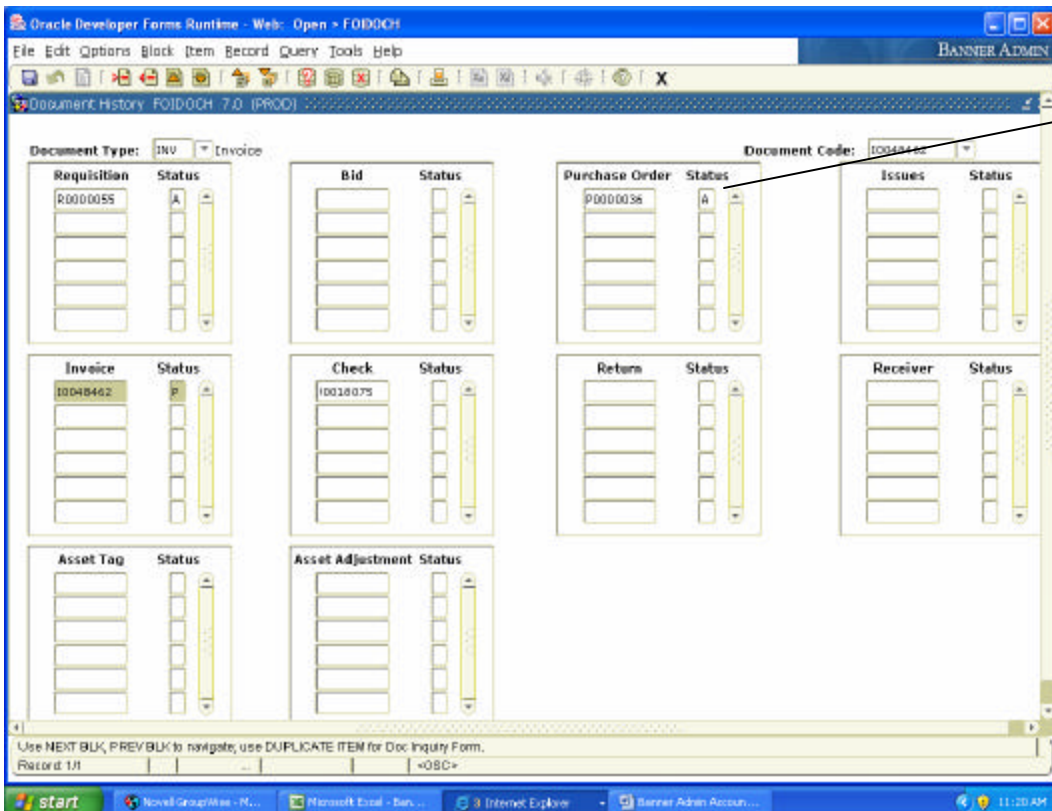
Document Type	Document Description	Last Modified
IDC	Indirect cost charge	01-JUN
IDD	Indirect Cost Distribution	01-JUN
IDR	Indirect Cost Rate	01-JUN
IMG	Investment Manager	25-MAY
INV	Invoice	01-JUN
ISS	Issues	11-OC
JV	Journal Document	14-OC
MKT	Money Market	25-MAY
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The most common Document Types to view are: Purchase Requisition (REQ), Purchase Order (PO), Invoice (INV), Check or Direct Deposit disbursement (CHK) and Journal Voucher (JV).

2) Select the Document Type of the transaction that you want to track. If you know the abbreviation of the Document Type, key it in the field. If not, access the menu by clicking on the arrow to the right of the field and the Document Type List box will appear. Highlight and double click on the type that you want to select.



3) Once the Document Type is selected, key in the Document Code (number) that you want to view. Please note that the Invoice Number that is put in this form is the internally assigned Banner Invoice number that is found with your transactions on FGITRND (similar to a Voucher Number in FRS).



A Status Indicator appears beside each document number. To find the meaning of the indicators, access the Options menu and select 'View Status Indicators'.

4) Perform a Next Block function to move to the second block. You will see all of the documents related to the document input in the first block.