# FOIDOCH (Document History)

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

1. Log into Banner and go to FOIDOCH.

2. Fill in the document type or click on the 3 dots to search available types.

3. Enter the document code and Click Go.

4. You will see a list of associated documents that lists the type, document number, status and status description:
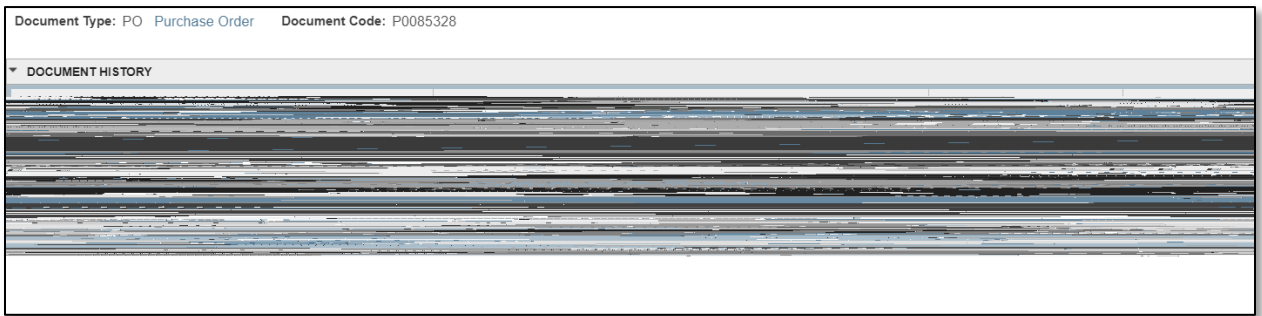
Status Descriptions on I#:

- <u>Receipt Required</u> – Either electronic receiving was not done on a PO, or there may be an issue with the receiving document (Y number). Complete receiving or contact the Purchasing Dept. for assistance.
- <u>Open</u> – A direct pay is incomplete. The document must be deleted or completed for approval.
- <u>Approved</u> – Direct pay or invoice is approved but payment has not yet been disbursed
- <u>Paid</u> – Payment has been disbursed
  - There will be a corresponding check disbursement document

5. To view a particular document, click on it and then click on Related > Query Document:
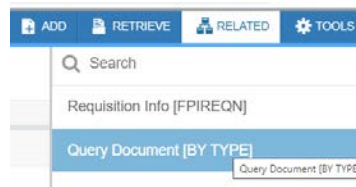
6. Click Go to view the document. Click on Retrieve to view the attached backup.