

Document History – FOIDDOCH

1. Enter the Document Type you're attempting to research (Three most used by AP below). Press TAB on your keyboard.
 - a. REQ – Requisition
 - b. PO – Purchase Order
 - c. INV – Banner Invoice Number (This number is generated by the Banner entry. It is different than the Vendor's invoice number which appears on the vendor's invoice sent to SCSU).
2. Enter the Document Code (**Exemplars below**) based on the Document Type. Press TAB on your keyboard.
 - a. Requisition example # – 25001069
 - b. Purchase Order example # – P0064392 -OR- SO005604
 - c. Banner Invoice example # – I0475292
3. Click "Go".

4. All documents associated with the search will be displayed.

Document Type	Document Number	Status	Status Description
Requisition	25001069	A	Approved
Purchase Order	P0064392	A	Approved
Invoice	I0475292	P	Paid
Check Disbursement	I0041116		
Receiving Documents	Y0041947	C	Completed

5. Please follow these general guidelines when determining which department to contact to assist with a resolution:
 - a. "Invalid request code" alert – contact Procurement.
 - b. Requisition – contact Procurement.
 - c. Requisition & PO – contact AP.
 - d. Requisition & PO & Banner Invoice – Contact AP.
 - e. Requisition & PO & Banner Invoice & Check Disbursement – Contact Vendor