

FOIDDOCH – Document History Screen

FOIDDOCH can be used to research various pieces of information related to a document. The following document types are examples of those that can be researched using the FOIDDOCH screen.

CHK Check Disbursement
INV Invoice
PO Purchase Order
REQ Requisition

In the example below, we are inquiring about purchase order P0006622. By entering PO as the document type and the PO number in the document code fields, and then clicking “Go” or Next Block(Alt +PgDn), the following information is displayed.

The screenshot shows a web browser window with the URL <https://banneradmin-test.ua.edu/sevl/applicationNavigator/seamless#Document History>. The page title is "Document History FOIDDOCH 9.0 (SEVL)". The user is logged in as "Cara Oliver Greene" and can click "Sign Out".

Document Type: PO Purchase Order Document Code: P0006622 Start Over

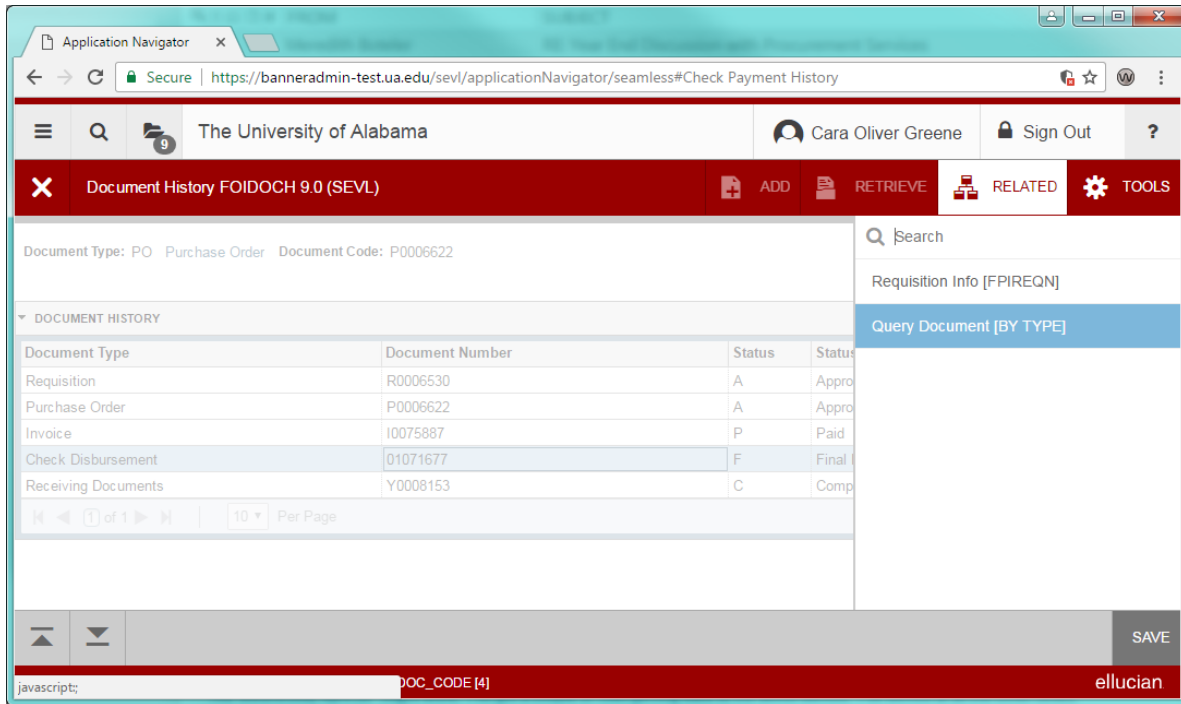
DOCUMENT HISTORY Insert Delete Copy Filter

Document Type	Document Number	Status	Status Description
Requisition	R0006530	A	Approved
Purchase Order	P0006622	A	Approved
Invoice	I0075887	P	Paid
Check Disbursement	O1071677	F	Final Reconciliation
Receiving Documents	Y0008153	C	Completed

Navigation: 1 of 1 | 10 Per Page | Record 1 of 5

SAVE

Each of the fields of information displayed can be selected and “drilled down on” (via the Related menu) to identify further information. Here I’ve selected the check number because I’d like to see the date the check was issued. Next, I’ll select “Query Document [BY TYPE]” from the Related menu.



Once redirected to the FAICHH screen, the check number automatically populates in the first field. After selecting next block, the Auto Hint will instruct you that a bank number should be entered. Most of the time you will enter ‘21’ here (could be ‘27’ in some instances) and then perform another next block (Atl + PgDn or “Go” button). As noted below, the check date was April 7, 2007. **NOTE:** The old bank code ‘01’ was used for this example.

