

How to view document status and history (purchasing-related documents)

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How to view document status and history (purchasing-related documents)



For documents in the purchasing chain (requisitions, purchase orders, invoices and cheques, use the FOIDOCH form to:

- View the document status, e.g. see whether a requisition has been approved or whether an invoice has been paid.
- View the overall progress of the purchase transaction, e.g. for a specific requisition order, you can see whether a related purchase order, invoice, or check(s) have been created, and the document numbers for each.
- View the details of any of these documents, e.g. if an invoice has been created, you can select it and view vendor and invoice details, such as payment due date.



Notes

FOIDOCH is the recommended form for viewing purchasing-related document details — which begin with R, P, I, 1 or 4 — since it shows all documents related to the purchase and the overall progress of the transaction.

Another form, FGIDOCR, displays details for single documents only, and is useful for non-purchasing related documents, including those beginning with F, J, and H.

Before you start

Before you proceed you must have the document number of the document whose history and status you wish to view, i.e. the document number of a requisition/purchase order/invoice/cheque.

Process

- Open the FOIDOCH form and enter a document type and number.
- View the status of the document you entered and that of any related purchasing documents.
- Select a document and view its detailed information using the appropriate detail form.

Viewing document status and purchasing history



Viewing document status and purchasing history

- 1 Select the FOIDOCH form from the **Finance Fast Track Menu** or enter 'FOIDOCH' in the **Go To...** field and press <Enter>.

- 2 In **Document Type**, enter the type of document you wish to query:
 - 'REQ' for a purchase requisition.
 - 'PO' for a purchase order
 - 'INV' for an invoice
 - 'CHK' for a chequeYou can also click the down arrow  to choose the Document Type.
- 3 <Tab> to **Document Code** and enter the document number, such as 'R0000012'.

Viewing document details



- 4 Next block to display the status of (in this case) the requisition, and any associated Purchased Order, Invoice(s) and Check(s) that have been created.

This allows you to see the processing history so far on this purchase and the document numbers of any related documents.

- 5 To view a list of all status codes and their descriptions, select **Options > View Status Indicators**.

Viewing document details

- 6 To view the details of any of the documents displayed:
 - a Highlight the document number, such as 'R0000012' or 'P0000058'.
 - b Select **Options > <related information form>**.
The **Options** menu displays the detail form associated with your selection. For example:
 - If you select a requisition, **Options** displays only **Requisition Info (FPIREQN)**
 - If you select a purchase order, **Options** displays only **Purchase Order Information (FPIPURR)**.
 - c When the detail form appears, the selected document number defaults in. Next Block to display the document details.

Viewing document details



Here's an example of requisition details:

| Requisition Inquiry: Document Information FPIREQN 7.2 (BANUP7B) | | | |
|---|--|--------------------------|--|
| Requisition: | <input type="text" value="R0000012"/> | Transaction Date: | <input type="text" value="01-JUN-2000"/> <input type="checkbox"/> In Suspense |
| Order Date: | <input type="text" value="01-JUN-2000"/> | Comments: | <input type="text" value="STANDING ORDER"/> <input type="checkbox"/> Document Text |
| Delivery Date: | <input type="text" value="01-JUN-2000"/> | Accounting Total: | <input type="text" value="6955.00"/> |
| Commodity Total: | <input type="text" value="6955.00"/> | | |
| <input checked="" type="checkbox"/> Complete | <input checked="" type="checkbox"/> Approved | Cancel Date: | <input type="text"/> |
| Print Date: | <input type="text"/> | Closed Date: | <input type="text" value="02-JUN-2000"/> |
| Activity Date: | <input type="text" value="02-JUN-2000"/> | User ID: | <input type="text" value="NLAVIG1"/> |
| Cancel Reason: | <input type="text"/> | | |
| Document Type: | <input type="text" value="P"/> PROCUREMENT | | |
| <input checked="" type="checkbox"/> NSF Checking | <input type="checkbox"/> Deferred Editing | | |
| Requisition Copied From: | <input type="text"/> | | |
| Origin: | <input type="text" value="BANNER"/> | | |
| Reference Number: | <input type="text"/> | | |

Here's an example of purchase order details:

| Purchase/Blanket Order Inquiry: Document Information FPIPURR 7.2 (BANUP7B) | | | |
|---|---|--------------------------|--|
| Purchase Order: | <input type="text" value="P0000058"/> | Blanket Order: | <input type="text"/> |
| Order Date: | <input type="text" value="01-JUN-2000"/> | Transaction Date: | <input type="text" value="02-JUN-2000"/> <input type="checkbox"/> In Suspense |
| Delivery Date: | <input type="text" value="31-MAY-2001"/> | Comments: | <input type="text" value="Standing Order"/> <input type="checkbox"/> Document Text |
| Commodity Total: | <input type="text" value="6,955.00"/> | Accounting Total: | <input type="text" value="6,955.00"/> |
| <input checked="" type="checkbox"/> Complete | <input checked="" type="checkbox"/> Approved | Cancel Date: | <input type="text"/> |
| Print Date: | <input type="text" value="02-JUN-2000"/> | Closed Date: | <input type="text" value="07-JUN-2001"/> |
| Activity Date: | <input type="text" value="02-JUN-2000"/> | User ID: | <input type="text" value="GLABR01"/> <input type="text" value="Type: Standing"/> |
| Cancel Reason: | <input type="text"/> | | |
| <input checked="" type="checkbox"/> Purchase Order Created from Requisition | | | |
| Requisition Document Text: | <input type="text"/> | | |
| Buyer Code: | <input type="text" value="GLAB"/> Gerald Labrosse | | |
| Blanket Order Termination Date: | <input type="text"/> | | |
| <input type="checkbox"/> Rush Order | | | |
| <input checked="" type="checkbox"/> NSF Checking | <input type="checkbox"/> Deferred Editing | | |
| Purchase Order Copied From: | <input type="text"/> | | |
| Origin: | <input type="text" value="BANNER"/> | | |
| Reference Number: | <input type="text"/> | | |

d **Exit** to return to FOIDoch, where you can make another selection.