FOIDOCH

1. Select the form **FOIDOCH** from the **Finance Fast Track Menu** on the Main Menu or type **FOIDOCH** in the **Direct Access** field and hit **Enter**.

2. Your cursor is flashing in the **Doc Type** field.
   - Type **REQ** if you are querying a **Purchase Requisition**.
   - Type **PO** if you are querying a **Purchase Order**.
   - Type **INV** if you are querying an **Invoice**.
   - Type **CHK** if you are querying a **Check**.

3. Hit the **Tab** key so that your cursor is in the **Doc Code** field. Type in the **Document Code** that you are querying on (*Example: R0000010*)

4. Click on the **Next Block** icon or, use **Ctrl-Page Down** if you prefer using your keyboard.

5. You will now see the history of your document. To find more information on any one of the documents, **highlight** the **document number** and on the yellow **Navigation Bar** to the left of your screen click on:

   - **Requisition Info**
   - **Purchase Order Information**
   - **Invoice Information**
   - **Check Information**

6. To find the meaning of the letters beside the document numbers, click on **View Status Indicators** on the yellow **Navigation Bar** to the left of your screen.

For **MORE INFORMATION** on this form see the [Form Documentation](#).