

Viewing Invoice or PO Status Using FOIDOCH

The **Document History Form (FOIDOCH)** is an effective way to determine the current status of a voucher and can also help to find the check number on which an invoice was paid.

Step	Task
1.	Type FOIDOCH in the GoTo... field and press ENTER.
2.	Enter a type in the Document Type field (such as <i>INV</i> or <i>PO</i>).
3.	Enter the appropriate document number in the Document Code field.
4.	Click the Next Block button to display the status. EXAMPLE: An invoice was paid with check <i>C#####</i> .
5.	Select View Status Indicators from the Options menu to display a list of status indicators. EXAMPLE: Status Indicator <i>X</i> shows that an invoice has been cancelled.
6.	Click the Cancel button to close the Status Indicators window.
7.	Click the Exit button to return to the main menu.