

# FOIDOC INSTRUCTIONS

FOIDOC will offer you information on the status of purchase request. You will need to know one of four things to use it: requisition number, purchase order number, invoice number or check number. With this information access FOIDOC as follows:

1. At General Menu Type FOIDOC (enter)
2. Type one of the following:
  - a. REQ (Requisition)
  - b. PO (Alpha, not P zero)
  - c. INV
  - d. CHK (all check numbers begin with two zeros)
3. Tab
4. Type the corresponding number (i.e., PO # P1410000) Next Block (Ctrl Page Down)

This will fill in the information in reference to this document number. Your Screen should look like the following:

The screenshot shows the 'Document History' window for FOIDOC version 8.8.0.6. The window title bar includes the text 'Document History FOIDOC 8.8.0.6 [g3] (ICIS) 02-DEC-2014 01:48 PM'. The main area is divided into two sections: 'Document Type' and 'Document Code'. The 'Document Type' section has a dropdown menu set to 'PO' and a label 'Purchase Order'. Below this are eight panels, each with a title, a list of document numbers, and a status column. The 'Document Code' section has a dropdown menu set to 'P1410001'. The panels are: Requisition, Bid, Purchase Order (with 'P1410001' selected), Issues, Invoice (with 'I1430902' selected), Check (with '00763054' selected), Return, and Receiver (with 'Y1410001' selected). Each panel also has an 'Asset Tag' or 'Asset Adjustment' section. The status column for each panel has a dropdown menu with 'A' or 'C' selected.

Document Type	Document Code	Document Number	Status
PO (Purchase Order)	P1410001	Requisition	
		Bid	
		Purchase Order	P1410001
		Issues	
		Invoice	I1430902
		Check	00763054
		Return	
		Receiver	Y1410001

Within the Document History Form you can get additional information.

## PURCHASE ORDER/REQUISITION NUMBER

1. Click on the Requisition and/or Purchase Order number
2. Click Options
3. Click Requisition and/or Purchase Order Information
4. Next Block (Ctrl Page Down)

Requisition or Purchase/Blanket Order Inquiry: Document Information page shows you who the buyer is, the date the purchase order was created, the date the purchase order was printed.

5. Next Block (Ctrl Page Down)  
Requisition or Purchase/Blanket Order Inquiry: Requestor/Delivery page shows who the requestor was and the ship to address.
6. Next Block (Ctrl Page Down)  
Requisition or Purchase/Blanket Order Inquiry: Vendor page shows the Vendor and their address.
7. Next Block (Ctrl Page Down)  
Requisition or Purchase/Blanket Order Inquiry: Commodity/Accounting page shows the items ordered and the budget charged.
8. Exit (Ctrl Q)
9. Click Options
10. Click View Status Indicator  
This shows you what the letter following the REQ or PO means (i.e, X=cancelled)
11. Click Cancel on Status Indicator to return to the FOIDDOCH screen

You can Exit (Ctrl Q) at anytime to return to the FOIDDOCH screen.

## RECEIVING

1. Click on Receiving
2. Click Options
3. Click Receiver Information
4. Next Block (Ctrl Page Down)  
Receiving Goods Query Form shows you the date that the Green Copy was received by Purchasing. It is then passed to accounts payable the next working day.
5. Exit (Ctrl Q)

You can Exit (Ctrl Q) at anytime to return to the FOIDDOCH screen.

## INVOICE

1. Click on the Invoice Number
2. Click Options
3. Click Invoice Information
4. Next Block (Ctrl Page Down)  
Invoice/Credit Memo Query page shows you the vendor being paid. The Invoice/Credit Memo Header page shows the vendor's address, the date of the invoice, and the transaction date (date accounts payable entered information into the system), payment due date (date the check will be printed, it will be processed the next working day).
5. Click Options
6. Click Document Text
7. Next Block (Ctrl Page Down)

General Text Entry Form tells you the instructions for check distribution. (ASAP will be mailed immediately, DISC will be mailed immediately, DATE will be mailed according to date instructed to mail on, EXT a GU ext will be called.)

8. Exit (Ctrl Q)
9. Next Block (Ctrl Page Down)  
Commodity/Information – Regular page shows you what was paid on this invoice.  
Use the ↑ ↓ to move from one item to the next.
10. Next Block (Ctrl Page Down)  
Accounting Amounts page shows the net which is the total amount paid on this invoice.
11. Click Options
12. Click Accounting Distribution Information  
Accounting Distribution screen shows you what budget was used
13. Exit (Ctrl Q)
14. Click Options
15. Click View Status Indicator  
This shows you what the letter following the Inv means (i.e, P=paid)
16. Click Cancel on Status Indicator to return to FOIDDOCH.

You can Exit (Ctrl Q) at anytime to return to the FOIDDOCH screen.

## CHECK

1. Click on Check
2. Click on Options
3. Click on Check Information
4. Tab Once and make sure the Bank is UA, if not Type UA
5. Next Block (Ctrl Page Down)  
Check Payment History Form tells you the check date, the invoice number(s), and amount(s) paid.  
NOTE: One check can be used to cover numerous transactions. To confirm which invoice is related to your transaction, click on the invoice number.  
Click Options, Click Document Inquiry, Next Block (Ctrl Page Down), the Invoice/Credit Memo Query Form will show you what PO was connected to the invoice. Exit (Ctrl Q).
16. Exit (Ctrl Q)
17. Click Options
18. Click View Status Indicator  
This shows you what the letter following the Chk means (i.e, F=final reconciliation and has been cleared by the bank)
19. Click Cancel on Status Indicator

You can Exit (Ctrl Q) at anytime to return to the FOIDDOCH screen.