FOIDOCH: Researching an Invoice Using the Banner Invoice Number

<table>
<tr><td colspan="2" align="center"><u>General Information</u>
If you need to see if an invoice has been paid, you can perform some research prior to calling the Accounts Payable Processors. If you cannot find the information you need, please contact the appropriate processor. You will need to provide the purchase order number, the vendor name, the vendor invoice number, and the date you completed the e-Receiver. Prepayments are processed by the Travel Team assigned to your area!
And as always, Banner questions may be sent to bannerhotline@odu.edu</td></tr>
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How to Research an Invoice Using the Banner Invoice Number:

Actions and Steps	Helpful Tips & Tricks
1. Access the **Document History Form [FOIDOCH]**	Type **FOIDOCH** in the **Search Block** field on the **Old Dominion University Home Screen** and press **Enter**.
2. The **Document History Form [FOIDOCH]** contains two(2) blocks which must be completed: ◈ **Doc Type**.　　Type INV (for invoice) (or PO) ◈ **Doc Code**:　　Type the invoice number (or PO#)	The invoice number used in this form is the Banner-generated document number, which begins with *I* - it may be found in **FGITRND**.
3. Click the **Go Button** to load all the information about the invoice.	**Go Button** or **Down Arrow** may be used.
4. A number of different windows of information will be displayed. In the **Invoice** window, the invoice number will be displayed. In the **Check** window, the check number will be displayed if a check has been issued. A one-character **Status Indicator*** may display the status. ◈ *If you see am R displayed under **Invoice**, you must to complete an e-Receiver in Banner! If no invoice information displays, invoice has not been received and/or scanned/indexed.* ◈ Under **Receiver** you can see the receiving documents associated with the invoice. Must display a **C** for completed. ◈ Under **Check**, you may view the check number	*Status Indicator Legend (A) Approved (C) Completed (F) Final Reconciliation (P) Paid ***(R) Receipt Required*** (S) Suspended (O) Open (X) Cancelled (V) Void (H) Hold (T) Tagged Permanently
5. To find the check date, make sure the **Check** line is highlighted.	Use your mouse pointer to click into the **Check** line.
6. Select **Query Document** in the **Related** pull-down menu	
7. This will take you to a blank **Check Payment History Form [FAICHKH]** with the **Check Number** filled in. Fill in the **Bank #** (**50 OR 01**). Use the **Go Button** function to display all the information about the check.	**Go Button** or **Down Arrow** may be used. *Must select which BANK for this to work!*
8. The top portion of this window of the form displays the **Check Number**, **Vendor Number**, **Check Date**, and **Cancel Date** (if applicable). Checks are scheduled to be mailed within seven(7) work days of the check date. If a check was cancelled for some reason, the date of cancellation will be displayed.	Since all checks are done as a *batch*, it is possible that the check will include payments for multiple invoices.
9. Once you find all the information you need on a specific invoice, click on the **X** icon and you will be returned to the **Document History Form [FOIDOCH]** displaying the various windows of information about the invoice (Invoice, Check, etc.)	
10. If you wish to perform research on another invoice, click on the **Start Over** button. This will take you back to the key information area of **FOIDOCH**.	**Start Over Button:**
11. Follow steps 2-9 for each invoice you wish to research.	
12. Remember to log out of Banner when you leave your desk.	Click the **ODU Home Screen** button on the toolbar.

FOIDOCH Sample Screenshot:

Helpful Tips & Tricks:

◈ <u>Repeated for importance</u>: If you see am **R** displayed under **Invoice**, *you must to complete an e-Receiver in Banner!* If no invoice information displays, the invoice has not been received and/or scanned & indexed.

◈ Remember to refer to the Procurement Directory on the website at: https://ww1.odu.edu/procurement/directory for the most-current contact information for the AP Processing Team. Below are the current Points-of-Contact:

  o Prepayments are handled by the Travel Team assigned to your area.
  o Accounts Payable Manager: 683.4813
  o Accounts Payable Processing Supervisor: 683.4528
  o Accounts Payable Audit Supervisor: 683.4762
  o Accounts Payable Travel Processing Supervisor: 683.5020

◈ Get in the habit of locking your computer screen every time you step away from your computer. To do so, enter **Ctrl-Alt-Del** and click **Lock this Computer**