

How to see if payment has been made on a PO or DPO

By PO or DPO number.

1. From the Banner Control Agent Departmental Finance Query Menu, click on the Document History Form (foidoch).
2. To search by a PO or BO number, enter PO in the document type field. To search by DPO number, enter INV in the document type field.
3. Enter the PO,BO, or DPO number in the document code field. DPO's are entered without the PO i.e. D999999A. Then ctrl page down.
4. If payment has been made you will see an invoice number(s) and check number(s) in the corresponding boxes.
5. An F in the status field next to the check number indicates that the check has been cashed by the vendor.
6. You can get additional information on the PO, invoice or check by clicking on the document number, then options, then query document.

Oracle Developer Forms Runtime - Web: Open > FOIDOCH

File Edit Options Block Item Record Query Tools Help

Document History FOIDOCH 7.3 (PROD)

Document Type: PO Purchase Order Document Code: P0177540

Requisition	Status	Bid	Status	Purchase Order	Status	Issues	Status
				P0177540	A		

Invoice	Status	Check	Status	Return	Status	Receiver	Status
I0205162	P	00320945	F				

Asset Tag	Status	Asset Adjustment	Status

Use NEXT BLK, PREV BLK to navigate; use DUPLICATE ITEM for Doc Inquiry Form.
Record: 1/1 | ... | <OSC>