

Track a Requisition with the FZEDOCH report

You can access the **Req, PO, Invoice and Check No Report (FZEDOCH)** to track all your requisitions and invoices for the current fiscal year, on a monthly basis. You will find FZEDOCH on the second page of reports in Eprint.

PRODUCTION Repository			
	Report	Description	Latest Date
PDF TEXT	FGRTBEX	Trial Balance Exception Report	Wed Jan 25, 2006 12:00pm
PDF TEXT DATA	FRRGITD	Gr FZEDOCH Report	Mon Jan 09, 2006 5:14pm
PDF TEXT	FZECNTL	General Fund Summary Report	Tue Jan 10, 2006 09:50am
PDF TEXT	FZEDOCH	Req, PO, Invoice and Check No Report	Fri Jan 06, 2006 1:30pm
PDF TEXT	FZEDRPT	tribution Report	Mon Jan 23, 2006 03:20am
PDF TEXT	FZESTOR	Stores Detail Report	Fri Jan 06, 2006 3:45pm
PDF TEXT	FZETELE	Telecommunication Chairperson Report	Mon Jan 23, 2006 6:50pm

Previous FGRTBEX

1. Click on the **Drill** icon next to the FZEDOCH report.
2. Click on the **Magnifying Glass** icon next to the latest version of the report.
3. Enter your Org (or Fund) code and click on the Go button.
4. Click on the **PDF** icon to display the report.

Account	Activity Date	Req No	PO No	Inv No	Check No	Vendor	Amount
3015	7/19/2005	R597627	P0014610	I0080491	A0298103	Best Software Inc	\$790.00
3135	10/3/2005			I0085490	A0302421	SBC/Ameritech	\$31.34
3150	8/9/2005			IR597638	A0299288	Telcom Service Corporation	\$65.00
3165	8/26/2005	R597469	P0010276	I0082949	A0300356	Retz, Robin M.	\$60.00
3165	11/1/2005			IR597600	A0304503	Sungard SCT	\$700.00
3325	8/31/2005	R597554	P0015347	I0083162	A0300553	Dell Computer Corp	\$19.64
3325	8/31/2005	R597554				Dell Computer Corp	\$1,805.36
3325	11/15/2005	R597596				Dell Computer Corp	
3325	11/15/2005	R597596	P0016322	I0089278	A0305701	Dell Computer Corp	
3325	12/21/2005	R626859	P0016500	I0091893	A0308303	Data Image Systems Inc	\$4,142.00

The FZEDOCH report shows the following document numbers for each transaction:

1. Requisition number (starts with R)
2. PO number (starts with P)
3. Invoice number (starts with I)
4. Check number (starts with A)

Note: some transactions only require an Invoice and a Check.