Vendor Search Tool
Accounts Payable Department
1. Go to “Document Search” and select “Search Documents”
2. Click on “Advanced Search”
3. Make sure “All Documents” is selected and go to the “Supplier” and key in the name of the vendor (enter)
4. The following list of information will appear.
5. There will always be “3 types of documents” for each transaction/payment (verify that there are 3 document numbers for your payment inquiry):
   • Requisition number – Generated by the department or requestor
   • PO (purchase order) number – System generated for Direct Pay items after the requisition has been completed in A/P
   • E document number – System generated after the A/P process is complete
6. Click on the most recent document number to view the detail (in the case shown below, click on the E document number for the $13,008.50 amount)

7. Click on the “History” tab and it will list all activity. The “Summary” tab will list the due date of the payment and other detail. If it says it “fed successfully to ERP,” that means the invoice fed over to Banner and will print a check.
8. Go to FOIDOCH in Banner to search a document

9. Document Type: “INV” and tab over to

10. Document Code: (enter the E-doc number) in this case the number is “E1009853” (next block)

11. This screen will list the PO and check number. If there is no check number, it has not been paid. If the check number begins with an exclamation point, it was a “direct deposit” – as shown.