There are several ways to search for a DP-EZ with or without the document number.

**FZADPEZ** - To update, complete or remove an incomplete or denied DP-EZ.

**FZI DPEZ** - To search for any DP-EZ this form for view access only (no updates).

**FOIDOCH** - To search for any DP-EZ, Requisition, PO or Invoice view access only (no updates).

**FOADOCU** - To search for complete, incomplete or denied DP-EZ.

**Account office Database** - To search for documents logged by the accounting office

To search using **FZADPEZ**:

- Access Banner form FZADPEZ.
- Select Create New or Edit in Process DP-EZ.
- Enter a query.
- You can use any or all of the following criteria in your query:
  - DZ number
  - DPI number
  - Originator Net ID
  - Payee
- Execute the query.

**NOTE**: Depending on the criteria you selected, you may need to scroll through multiple DP-EZ's.

- If the Payee Type is reimbursement, Banner will default to the commodity screen. To get to the header screen, select Options, Header Screen.

To search using **FZI DPEZ**:

- Access Banner form FZI DPEZ.
- Enter a query.
- You can use any or all of the following criteria in your query:
  - DZ number
  - DPI number
  - Originator Net ID
  - Payee
- Execute the query.

To search **FOIDOCH** using the DPI #:

- Access Banner form FOIDOCH.
- Enter “INV” in the Document Type.
- Enter DPI number in Document Code.
- Next Block.
- To view the invoice, select “Options”.
- To view a scanned image of the invoice: Select the BDMS Display Document icon.

To search **FOADOCU**:

- Access Banner form FOADOCU
- To limit the search results:
  - Document Type – INV.
  - Enter the DPI number if known in Document field.
  - To view all DP-EZ’s you created leave Document field blank.
  - Next Block
  - You can also narrow your search by selecting specific dates.

To search documents that has been logged by Unrestricted Accounting or Contract & Grant Accounting:

- Access the Document Search at: [http://galog.unm.edu/](http://galog.unm.edu/)
- This is for documents that have been received and logged by the accounting office.

***END***