



University of South Alabama

Purchasing Department

Banner Financial Information Systems Reference Manual

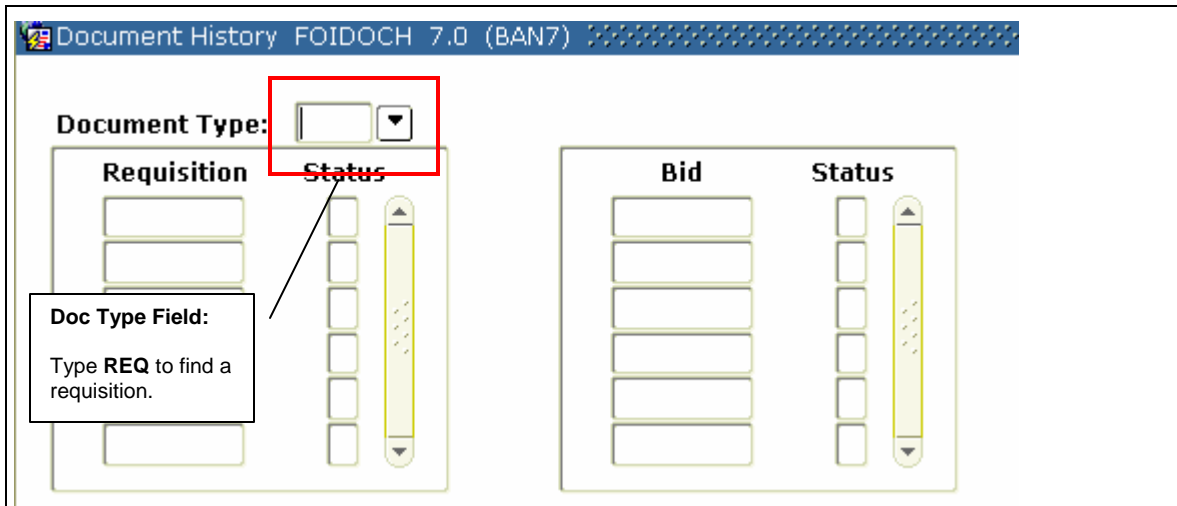
Querying Finance Documents (Ban7)

Revised March 22, 2006

Tracking a Requisition using FOIDoch

To look up a requisition on the FOIDoch form, follow these steps:

1. From the Main Menu, go to the **FOIDoch** form.
2. Type "REQ" in the Doc Type field. This is document code for a requisition.
3. Type the requisition number in the Document Code field. Include the "R" in front of the number.



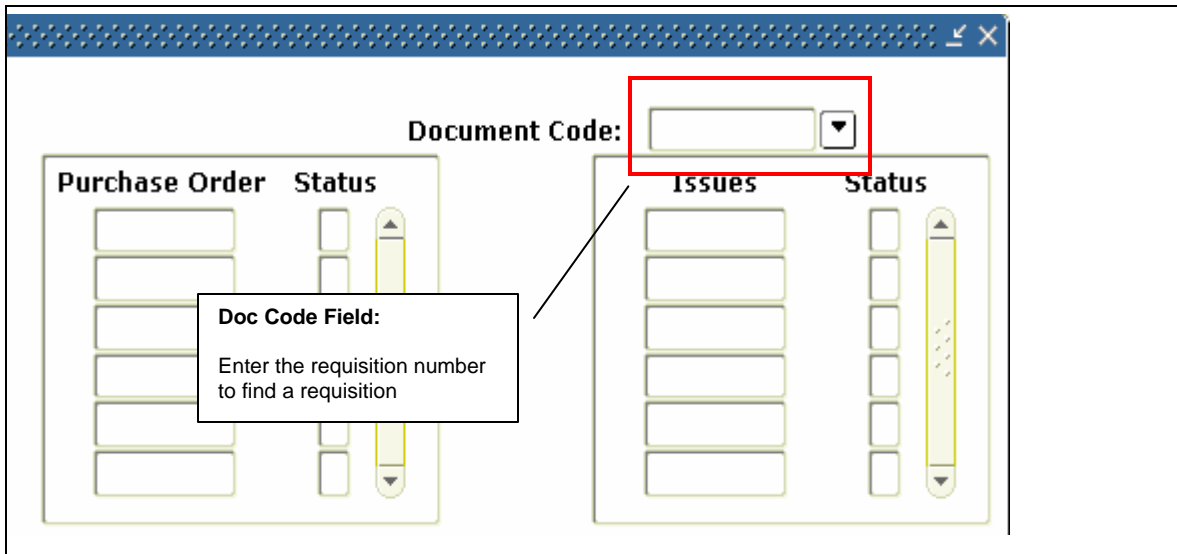
Document History FOIDoch 7.0 (BAN7)

Document Type: ▼

Requisition Status

Bid Status

Doc Type Field:
Type **REQ** to find a requisition.



Document Code: ▼

Purchase Order Status

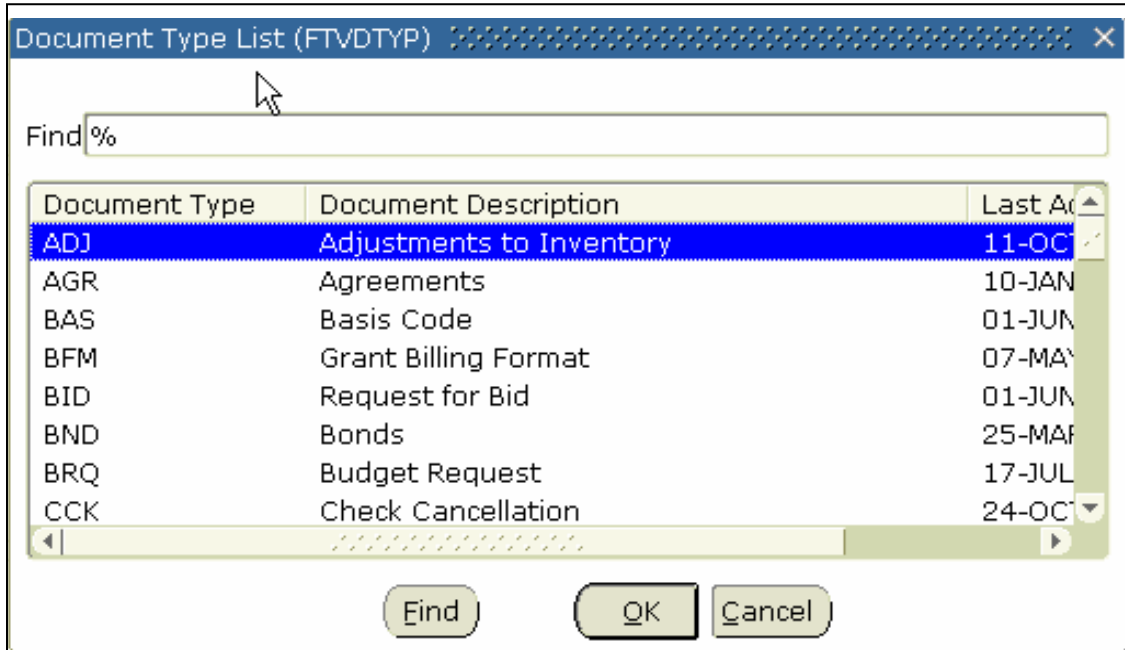
Issues Status

Doc Code Field:
Enter the requisition number to find a requisition

Tracking a Requisition using FOIDOCH (continued)

Note:

You can also use to **FOIDOCH** to search other document types including Invoices, Purchase Orders, and Checks by double clicking in the Doc Type field which will bring you to menu **FTVDTYP**. Select the document type from the dropdown menu.



4. Click on the **Next Block** button to view your results. All documents associated with your document will be indicated on the FOIDOCH screen.

Searching for Document Details in FOIDoch

The screen will list all documents that are associated with the requisition number you entered.

Document Type: REQ | Requisition

Requisition	Status	Bid	Status	Purchase Order	Status
R0000004	A			P0000017	A

Invoice	Status	Check	Status	Return	Status
I0020321	P	01018248			

Check Status

01000621 F

Status Indicator:
The box next to the document number is the Status Indicator for the specific document.

Status Indicators

- (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

Cancel

Searching for Document Details in FOIDoch (continued)

Requisition – used to request goods and/or services

Purchase Order – used to place the order with a vendor

Invoice - forwarded to Accounts Payable by the vendor

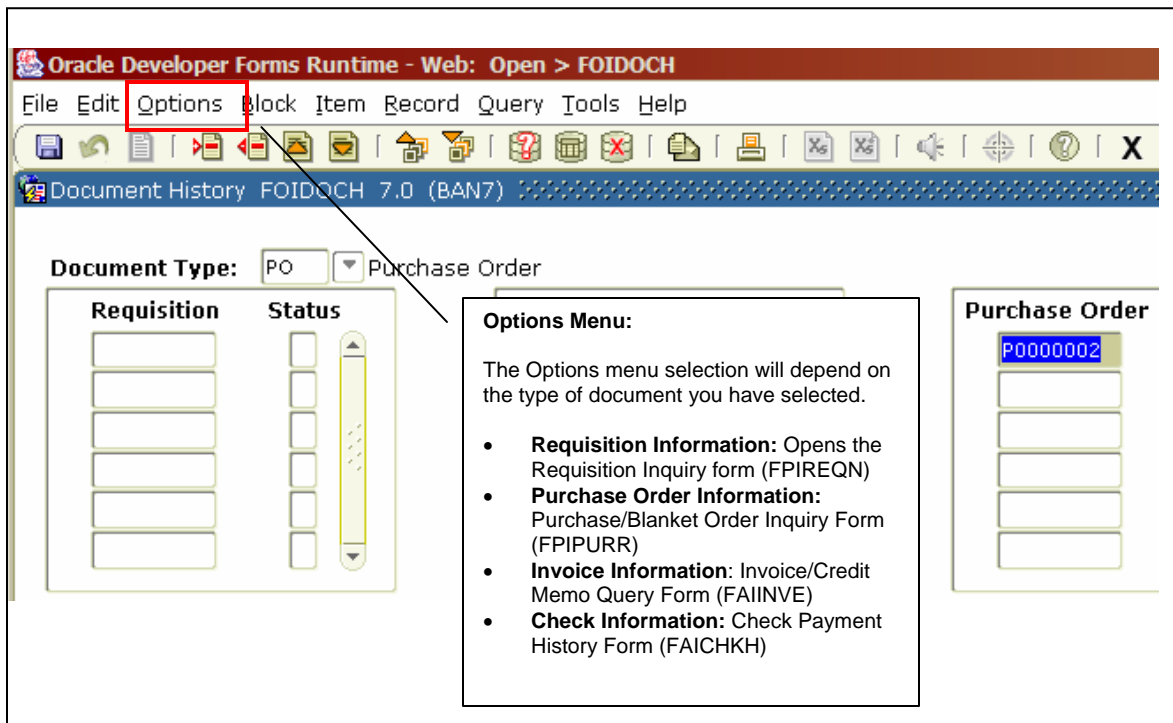
Check – used to pay invoices

Note:

A description for each status indicator can be found by selecting Options from the Toolbar, then selecting View Status Indicators. The Status Indicator menu box will appear as shown above. Click Cancel to close the menu box.

You can search for details on any of these documents by using the Options menu. To view details of a document, follow these steps:

1. Select one of the documents by clicking on the document number.
2. Click on the Options menu and select the last item. The name of the item will depend on which document type you have selected. (see screenshot below)



Searching for Document Details in FOIDoch (continued)

After selecting the last item, click Next Block. This will allow you to view the details of your document.

Oracle Developer Forms Runtime - Web: Open > FOIDoch - FPIPURR

File Edit Options Block Item Record Query Tools Help

Purchase/Blanket Order Inquiry: Document Information FPIPURR 7.0 (BAN7)

Purchase Order:	P0000002	Blanket Order:	
Order Date:	02-OCT-2005	Transaction Date:	02-OCT-2005
Delivery Date:	28-OCT-2005	Comments:	
Commodity Total:	39,144.00	Accounting Total:	39,144.00
		Receipt Required:	Receipt Required
<input checked="" type="checkbox"/> Complete	<input checked="" type="checkbox"/> Approved		
Print Date:	10-FEB-2006	Cancel Date:	
Activity Date:	02-OCT-2005	User ID:	RBROWN
Cancel Reason:			
<input type="checkbox"/> Purchase Order Created from Requisition			
Requisition Document Text:			
Buyer Code:	RMB	Robert M. Brown	

(Purchase Order Detail Screen)

Searching for Document Details in FOIDoch (continued)

Invoice/Credit Memo Query FAINVE 7.0 (BAN7)

Document : 10007474 Multiple Direct Pay

Vendor: 100349612 Hughes Supply Inc.

Invoice/Credit Memo Header FAINVE 7.0 (BAN7)

Invoice Date: 01-AUG-2005 Transaction: 02-NOV-2005 Cancel:

Check Vendor:

Address Code: AP Sequence Number: 2 Collects Tax:

Street Line 1: P.O. Box 101888 City:

Street Line 2: State or Province:

Street Line 3: Nation:

Discount Code: Payment Due: 02-NOV-2005

Bank: OP Operating Account Credit Memo

Vendor Invoice: S119250472.001 1099 Vendor Text Exists

1099 Tax ID:

(Invoice Detail Screen)

Check Payment History FAICPKH 7.0 (BAN7)

Check Number: 01000017 Bank: OP Operating Account

Vendor: 100379576 Alliance Medical Corporation

Check Vendor:

Check Date: 04-OCT-2005 Check Type: Batch

Cancel Date: Check Amount: 407.77

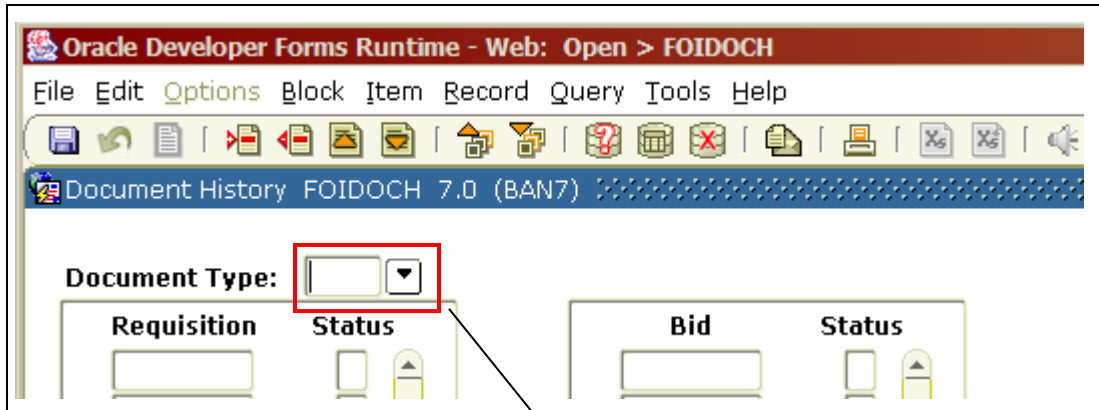
Document Number	Document Type	Net Amount	Vendor Invoice Code	In
10000013	Invoice	401.22	288318	
10000014	Invoice	6.55		

(Check Detail Screen)

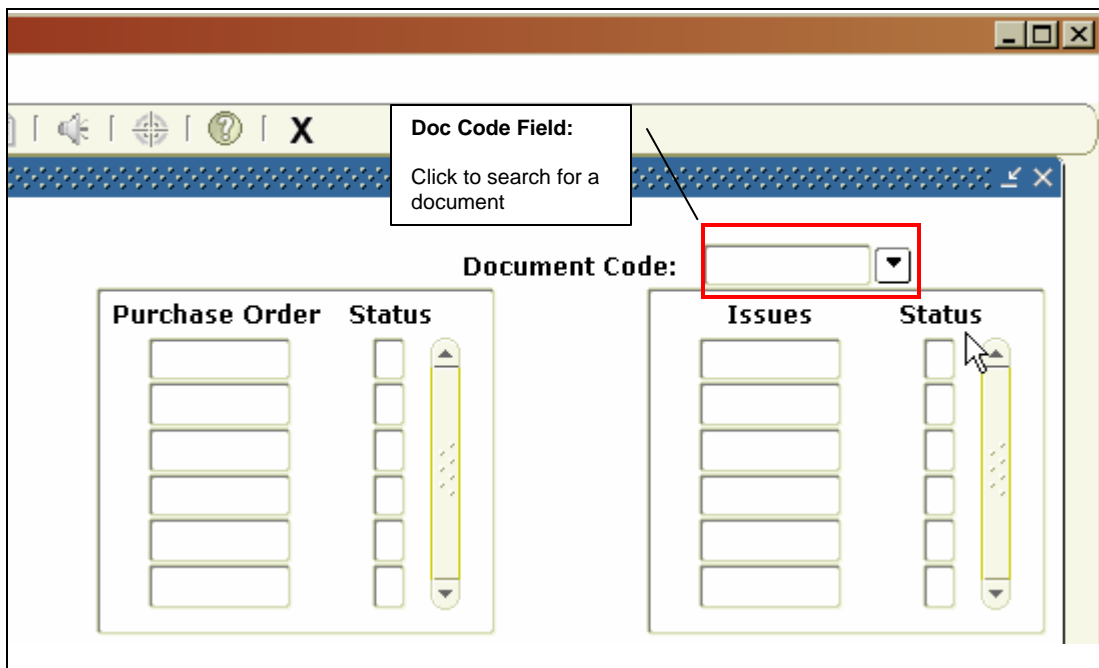
When you have completed your review, click the **Exit** button to close the form and return to the FOIDoch screen.

Searching for Document Details in FOIDoch (continued)

If you don't know your document number, you can search for a document using various search criteria. To search for a document, follow these steps:



Doc Type Field:
REQ – Requisition
PO – Purchase order
Inv – Invoice



Searching for Document Details in FOIDoch (continued)

1. If the Doc Type and Doc Code fields are populated with data that doesn't apply to your search criteria, click the Rollback button on the toolbar to clear all search fields.
2. Type the document type code into the Doc Type field (**REQ** – Requisition, **PO** Purchase Order, **INV** – Invoice).
3. Click on the searchlight next to the Doc Code field. This will open a search form based on the Doc Type you previously entered.
4. Press the **F7** key to enter Query Mode. This will clear the data in the form and allow you to search for your document.

Requisition Validation FPIRQST 7.0 (BAN7)

Request Number	Requestor Name	Request Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
Organization	<input type="text"/>	Completed
<input type="text"/>	<input type="text"/>	<input type="text"/>
Vendor	<input type="text"/>	Origin
<input type="text"/>	<input type="text"/>	<input type="text"/>

Org Code Field:
Type your Org code here to search for related req's.
You can also search most other fields on this form.

Searching for Document Details in FOIDOCH (continued)

5. To search for all requisitions related to your Org, type your Org code in the Org code field.
6. Press the F8 key. The results will appear in the form. You can scroll down to see more from the list.
7. Double-click on the Req number of the document you want to retrieve. This will return you to the FOIDOCH screen with information for that requisition.

*This process can be followed for requisitions, purchase orders, and invoices.