

View All Document History (Banner)

Finance → Purchasing

This form allows you to search the system for other documents related to a document you have entered. For example, you can learn the purchase order number for a requisition you've entered. You will need to know the original document number to use this form.

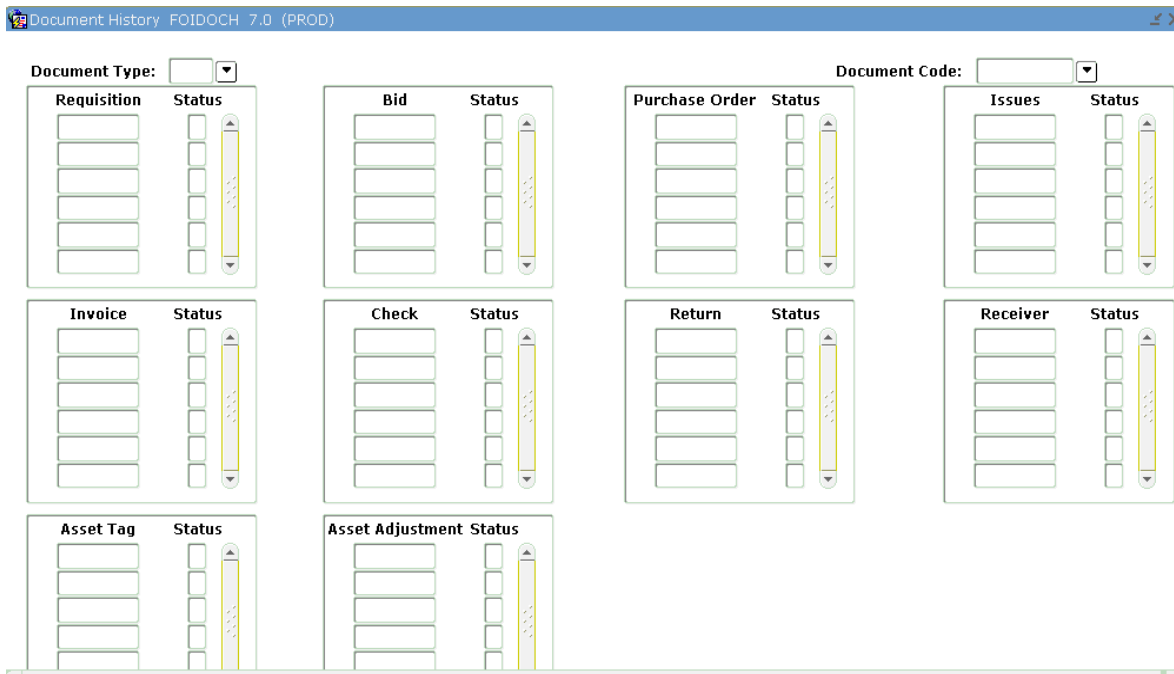
FOIDoch Forum

Log into Banner and do the following:

- Type *FOIDoch* in the **Go To** field, and press <Enter>.



The following screen is displayed:

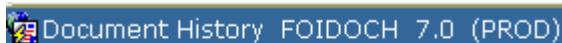


Document History FOIDoch 7.0 (PROD)

Document Type: Document Code:

Requisition Status <input type="text"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Bid Status <input type="text"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Purchase Order Status <input type="text"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Issues Status <input type="text"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Invoice Status <input type="text"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Check Status <input type="text"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Return Status <input type="text"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Receiver Status <input type="text"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Asset Tag Status <input type="text"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Asset Adjustment Status <input type="text"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		


- In the **Document Type** field, type *REQ* to search using a requisition document number.



Document Type: Requisition

- In the **Document Code** field, type the requisition number (*RXXXXXXX*).

Document Code:

- Click on the **Next Block**  icon on the toolbar to populate information.

Below are some examples of the data that will be available for you to view. You will be able to see the progress of the purchase requisition, purchase order, invoice and check number that matches the same encumbrance.



Requisition	Status
R0000001	A

Purchase Order	Status
P0000100	A

Invoice	Status
I0002246	P

Check	Status
00321396	F

You are able to drill down into any of the listed documents to view detail information on any box that has a record showing.

- Highlight the document that you want to view.
- Go up to **Options** and select **Requisition Info**, **Purchase Order**, **Invoice Info** or **Check Info** to view various documents.
- Click on the **Next Block**  icon to view.
- Continue to **Next Block** through all pages.
- **Exit**  to return to **Document History** page.

Refer to:

- Log into Banner

