IX-12.   Querying Purchasing and Procurement Documents

Important: **In order to keep track of documents and keep budget transactions accurate, it is critical that you keep a log for all Banner Document Reference Numbers.**

A.   Frequently Used Queries

Document by User FOADOCU

Document by User FOADOCU displays a list of documents originated by a specific user. This form also allows the user to view documents by document type, specific document, certain activity date, or a range of dates and status.

NOTE: Checking for incomplete documents should be done on a monthly basis. During the fiscal year-end (month of June) checking everyday would be best.

Follow the steps below:

Go To….   Enter **FOADOCU [ENTER]**

Original User ID: User ID automatically populate. **[TAB]**

AND/OR

Enter one or more of the following fields to narrow the search:

Document Type: Choose from the following document type codes:

Document Type Code	Document Type	Document Reference Number	Example
REQ	Requisitions	Always begins with a R	R1234567
PO	Purchase Orders	Always begins with a P	P1234567
RCV	Receiving	Always begins with a Y	Y1234567
INV	Invoices	Always begins with an I	I1234567
ENC	Encumbrances	Always begins with an E	E1234567
JV	Journal Vouchers	Always begins with a J	J1234567
CHK	Checks	Always begins with 0 (zero)	00123456
CHK	Direct Deposit/ACH	Always begins with an !	!1234567

Document: Enter the document number **[TAB]**

Status: Choose one of the following: Complete, Approved, Incomplete, Cancelled OR leave blank.

Activity Date From: Enter the beginning date, OR leave blank.

Activity Date To: Enter the end date, OR leave blank.

Next Block [Ctrl+Pg Down] to view documents associated with your User ID**.**

Informational field:

        Status: Indicates the status of the document

(I) In Process	(S) Suspended
(A) Approved	(O) Open
(C) Completed	(X) Cancelled
(F) Final Reconciliation	(V) Void
(P) Paid	(H) Hold
(R) Receipt Required	(T) Tagged Permanently

To see details of any given document number:

        Arrow Down, or click and Highlight the document you want to view.

Choose the options you would like to view from the **Options** menu.

Exit [Ctrl+Q] to return to the main menu.

Document History FOIDOCH

Document History FOIDOCH provides an online display of the history for a document by selecting one of the following document types: Requisitions, Purchase Orders, Receiving, Invoices, or Checks.

NOTE: To view information related to a:
Journal Voucher, use FGIJVCD – List of Suspended Journal Vouchers
General Encumbrance, use FGIENCD – Detail Encumbrance Activity

To look up Document History on the **FOIDOCH** form, follow these steps:

Go To…   Type **FOIDOCH [ENTER]**

Document Type: Enter the appropriate document type. **[TAB]**

Document Code: Enter the document number that corresponds with the Document Type or click the drop down arrow to search for the appropriate invoice number. **[TAB]**

Document Type Code	Document Type	Document Number	Example
REQ	Requisitions	Always begins with a R	R1234567
PO	Purchase Orders	Always begins with a P	P1234567
RCV	Receiving	Always begins with a Y	Y1234567
INV	Invoices	Always begins with an I	I1234567
CHK	Checks	Always begins with 0 (zero)	00123456
CHK	Direct Deposit/ACH	Always begins with an !	!1234567

Next Block [Ctrl +Pg Down] and all information associated with that document will display as follows:

Status: Indicates the status of the document

           (A) Approved   (O) Open

           (C) Completed   (X) Cancelled

           (F) Final Reconciliation   (V) Void

           (P) Paid   (H) Hold

           (R) Receipt Required   (T) Tagged Permanently

           (S) Suspended

To see details of any document:

      Highlight the document number, and choose the appropriate option from the **Options** menu.

Exit [Ctrl+Q] to exit the form.

Requisition Query FPIREQN

Requisition Query FPIREQN allows the user to track the status of existing or completed requisitions to verify if a requisition has been completed/approved and the date the activities occurred.

Follow the steps below:

Go To…   **FPIREQN [Enter]**

Requisition: Enter the requisition number, or choose from the drop down menu.

Next Block [Ctrl+Pg Down] to access Requisition Inquiry: Document Information

Next Block [Ctrl+Pg Down] to access Requisition Inquiry: Document Information

Next Block [Ctrl+Pg Down] to access Requisition Inquiry: Requestor/Delivery Information

Next Block [Ctrl+Pg Down] to access Requisition Inquiry: Vendor Information

Next Block [Ctrl+Pg Down] to access Requisition Inquiry: Commodity/Accounting Information

Exit [Ctrl+Q] to return to the main menu.

B. Other Useful Query Forms

Detailed Transaction Activities and Budget Status

Detail Transaction Activity FGITRND

All transaction activities associated with a specific requisition or purchase order can be viewed on form **FGITRND.** This form provides dates and any encumbrance or release of funds associated with these forms as well as the date and user code of the individual in Finance who initiated the transaction.

Refer to the *Frequently Used Banner Finance Queries User Guide,* and *Checking Budget Availability User Guide* for more information about this form.

Organization Budget Status FGIBDST

The budget status of a requisition or purchase order can be queried and viewed on form **FGIBDST.** This form is associated specifically with a FOAPAL. Only those items charged to a specific FOAPAL can be queried on this form. For documents with multiple FOAPAL assignments it is necessary to query **FGIBDST** for each FOAPAL.