

# 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]**

The screenshot shows a web browser window titled "Oracle Fusion Middleware Forms Services: Open > FOADOCU". The browser address bar displays "Document by User FOADOCU 8.7.0.4 (TEST2095)". The form contains the following search criteria:

- Original User ID: SARPYC
- COA: N
- Fiscal Year: 15
- Document Type: [ ]
- Document: [ ]
- Status: [ ]
- Activity Date From: [ ]
- Activity Date To: [ ]

The table below is empty:

Status	Document Type	Document Code	Change Sequence	Submission	Description	Activity Date	Document Amount	Deny Document

The footer of the form includes "Enter Originator ID" and "Record: 1/1".

**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:

<u>Document Type Code</u>	<u>Document Type</u>	<u>Document Reference Number</u>	<u>Example</u>
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.

Original User ID: SARPYC    COA: N    Fiscal Year: 15    Document Type:    Document:    Status:    Activity Date From:    Activity Date To:

Status	Document Type	Document Code	Change Sequence	Submission	Description	Activity Date	Document Amount	Deny Document
A	PO	P0000047	0		Independent Stationers, Inc	21-OCT-2014	106.84	
A	PO	P0000049			Independent Stationers, Inc	21-OCT-2014	106.84	
A	PO	P0000076			Carolina Biological Supply Company	30-OCT-2014	308.00	
I	PO	P0000097			Hewlett Packard Company	18-NOV-2014	1,350.00	
I	PO	P0000119			NSU Motor Pool	11-DEC-2014	50.00	
A	PO	P0000120			NSU Motor Pool	11-DEC-2014	50.00	
I	PO	P0000129			Agron, Inc	17-DEC-2014	17,752.74	
A	REQ	R0000010			Creative Carpet	20-OCT-2014	130.00	
A	REQ	R0000015			Creative Carpet	20-OCT-2014	130.00	
A	REQ	R0000030			AT&T	20-OCT-2014	250.00	
A	REQ	R0000041			4Imprint	20-OCT-2014	5,000.00	
A	REQ	R0000051			Independent Stationers, Inc	21-OCT-2014	106.84	
A	REQ	R0000059			Independent Stationers, Inc	21-OCT-2014	106.84	
A	REQ	R0000070			Independent Stationers, Inc	24-OCT-2014	316.05	
A	REQ	R0000071			Independent Stationers, Inc	24-OCT-2014	316.05	
A	REQ	R0000072			Independent Stationers, Inc	03-NOV-2014	218.33	

'C' - Completed, 'A' - Approved, 'P' - Posted (only for JV and ENC), 'I' - Incomplete, 'X' - Cancelled  
Record: 16/?    <OSC>

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]

<u>Document Type Code</u>	<u>Document Type</u>	<u>Document Number</u>	<u>Example</u>
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]**

Oracle Fusion Middleware Forms Services: Open > FPIREQN

File Edit Options Block Item Record Query Tools Help

Requisition Query FPIREQN 8.4 (TEST2095)

Requisition:  ▼

Enter request code and press NXTBLK to execute query  
Record: 1/1 | | ... | | <OSC>

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

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

Oracle Fusion Middleware Forms Services: Open > FPIREQN

File Edit Options Block Item Record Query Tools Help

Requisition Inquiry: Document Information FPIREQN 8.4 (TEST2095)

Requisition: R0000293

Order Date: 04-MAR-2015 Transaction Date: 04-MAR-2015  In Suspense

Delivery Date: 22-MAR-2015 Comments: SC - STATE CONTRACT  Document Text

Commodity Total: 356.12 Accounting Total: 356.12

Complete  Approved

Print Date:  Cancel Date:  Closed Date:

Activity Date: 04-MAR-2015 User ID: SARPYC

Cancel Reason:

Document Type: P PROCUREMENT  Deferred Editing

NSF Checking

Requisition Copied From:

Origin: BANNER

Reference Number:

Record: 1/1 | ... | <OSC>

**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.

Oracle Fusion Middleware Forms Services: Open > FGITRND

File Edit Options Block Item Record Query Tools Help

Detail Transaction Activity Page FGITRND 8.4.0.3 (TEST2095)

COA: N, Fiscal Year: 15, Index: 106020, Fund: 100001, Organization: 311111, Account: , Program: 60, Activity: , Location: , Period: , Commit Type: Both

Account	Organization	Program	Activity Date	Type	Document	Field	Amount	Increase (+) or Decrease (-)
510342	311111	60	21-JAN-2015	CR05	J0000072	STATE OF LOUISISA	9,460.80	+
702010	311111	60	04-FEB-2015	REQP	R0000245	Grace M Hill	45,000.00	+
702010	311111	60	03-FEB-2015	INNI	I0000204	4Imprint	3,310.00	+
702110	311111	60	02-FEB-2015	PORD	P0000202	NSU T-Card	2,000.00	+
702250	311111	60	11-DEC-2014	PORD	P0000120	NSU Motor Pool	50.00	+
703000	311111	60	14-JAN-2015	BD02	J0000050	Transfer Funds	-310.00	-
703000	311111	60	14-JAN-2015	BD02	J0000050	Transfer Funds	-825.00	-
703112	311111	60	15-JAN-2015	REQP	R0000200	Christi Sarpy	46.00	+
703116	311111	60	20-OCT-2014	REQP	R0000028	amberg	50.00	+
703119	311111	60	29-JAN-2015	REQP	R0000184	Grace M Hill	17,752.74	+
703119	311111	60	21-OCT-2014	POLQ	P0000040	AT&T	-89.00	-
703119	311111	60	21-OCT-2014	POLQ	P0000040	AT&T	-432.00	-
703119	311111	60	21-OCT-2014	PORD	P0000040	AT&T	432.00	+
703119	311111	60	21-OCT-2014	PORD	P0000040	AT&T	89.00	+
703119	311111	60	20-OCT-2014	REQP	R0000025	Amber Beasley	89.00	+
703119	311111	60	20-OCT-2014	REQP	R0000025	Amber Beasley	432.00	+
703119	311111	60	20-OCT-2014	REQP	R0000028	amberg	20.00	+
<b>Total:</b>							262,985.20	

FRM-40100: At first record.  
Record: 1/?



# 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.

Oracle Fusion Middleware Forms Services: Open > FGIBDST

File Edit Options Block Item Record Query Tools Help

Organization Budget Status: FGIBDST 8.5 (TEST2095)

Chart: N  
 Fiscal Year: 15  
 Index: 106020

Query Specific Account  
 Include Revenue Accounts  
 Commit Type: Both

Organization: 311111 Business Affairs  
 Fund: 100001 Operating Fund  
 Program: 60 Institutional Support  
 Account:   
 Account Type:   
 Activity:   
 Location:

Account Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
510342	R State/Federal Grants	0.00	9,460.80	0.00	-9,460.80
702010	E Administrative---I/S	0.00	3,310.00	45,000.00	-48,310.00
702110	E Conferences-----I/S	0.00	0.00	2,000.00	-2,000.00
702250	E In-State It Travel	0.00	0.00	50.00	-50.00
703000	E Operating Services - Budget On	-1,135.00	0.00	0.00	-1,135.00
703112	E Pmtg-Stationary Etc	0.00	0.00	46.00	-46.00
703116	E Pmtg-Mnlis Hndbk S	0.00	0.00	50.00	-50.00
703119	E Pmtg-Other	0.00	0.00	18,293.74	-18,293.74
703124	E Magazines	0.00	25.00	0.00	-25.00
703360	E Maint-Janitor/Custd	0.00	0.00	20,000.00	-20,000.00
703361	E Custodial Svcs Cntct	0.00	2,100.00	3,450.00	-5,550.00
703481	E Data Proc Equip Fin	0.00	0.00	159,774.66	-159,774.66
<b>Net Total:</b>		0.00	1,766.31	345,393.33	

Dup Item for Detail, Count Query for Orgn. Summary, Dup Rec for Encum. List  
 Record: 1/27 | ... | <OSC>