Viewing the Status of Documents in Banner Finance (FOIDOCH)

1) Access the Document History form (FOIDOCH). Through this form you can view the status of Purchase Requisitions, Purchase Orders, Invoices, and Checks/Direct Deposit transactions.

2) Select the Document Type of the transaction that you want to track. If you know the abbreviation of the Document Type, key it in the field. If not, access the menu by clicking on the arrow to the right of the field and the Document Type List box will appear. Highlight and double click on the type that you want to select.

The most common Document Types to view are: Purchase Requisition (REQ), Purchase Order (PO), Invoice (INV), Check or Direct Deposit disbursement (CHK) and Journal Voucher (JV).
3) Once the Document Type is selected, key in the Document Code (number) that you want to view. Please note that the Invoice Number that is put in this form is the internally assigned Banner Invoice number that is found with your transactions on FGITRND (similar to a Voucher Number in FRS).

4) Perform a Next Block function to move to the second block. You will see all of the documents related to the document input in the first block.