Document History Form - FOIDOCH

Users can view information for all procurement and payment documents associated with their requisition. The Document History form (FOIDOCH) summarizes this information and allows you to view additional information:

1. Navigate to FOIDOCH
2. In document type, enter ‘REQ’ for requisition.
3. In the document code field, enter your requisition number.
4. Select Next Block and information will be displayed.

This requisition has been approved and has a canceled PO, new PO and invoice processed against it.
5. To view additional information, place your cursor in the field containing the document you are interested in.

6. From the Options menu, select the appropriate option.

7. The status indicators will tell you whether a document is completed, approved, canceled, etc. The definitions of the various indicators can be viewed by choosing **View Status Indicators** from the Options menu.
Tracking a Requisition

Tracking Approvals – FOAAINP & FOIAPPH

You can view approval information on **Document Approval form (FOAAINP)** and **Document Approval History (FOIAPPH)**. FOAAINP will show you all queues and approvers that must approve a specific document. FOIAPPH will show you who has actually approved the document.

1. Navigate to the Document Approval Form (FOAAINP).
2. Enter your document number and go to the next block.

Banner will display all the queues that still need to approve this document. This example shows that two levels of approval are required. Level 1 is the first level required. The Account Manager is the approver for level 1 and should approve the document first.

By selecting queue level two, you can now see that the vice president’s approval is also required for this requisition. Once a user has approved the document, their information will no longer appear on this form.
To see who has granted approvals to date, choose Approval History (FOIAPPH) from the Options menu.

This form will show you who has approved the document and when.
Tracking a Requisition

Requisition Query Form - FPIREQN

Once a requisition is completed, you cannot view it through FPAREQN. You must use the Requisition Query form (FPIREQN) to view requisition detail.

1. Navigate to FPIREQN.
2. Enter the requisition number. Select Next Block.
3. Banner will display the detailed information.

If you can’t remember your requisition number, click on the LOV arrow. This will take you to the Requisition Validation Form (FPIRQST). Banner will bring up a list of all requisitions.

1. Initiate a query by selecting the Query icon or selecting Enter from the Query menu.
2. Enter your query criteria. This example is searching on the Requestor Name.

3. Execute the query.

4. Banner retrieves of all requisitions entered by this requestor.

You can narrow your search by using a combination of fields on this form such as requestor, date and organization.