

Tracking a Requisition

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.

Oracle Developer Forms Runtime - Web

Document History FOIDOCH 7.0 (TFIN)

Document Type: REQ Requisition

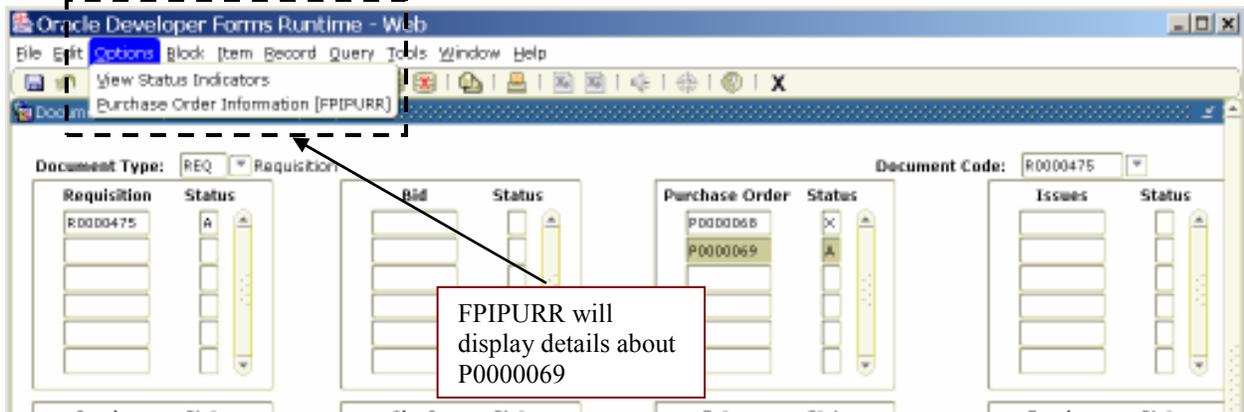
Document Code: R0000475

Document Type	Status
Requisition	A
Invoice	R
Purchase Order	X
Asset Tag	
Asset Adjustment	
Check	
Return	
Receiver	

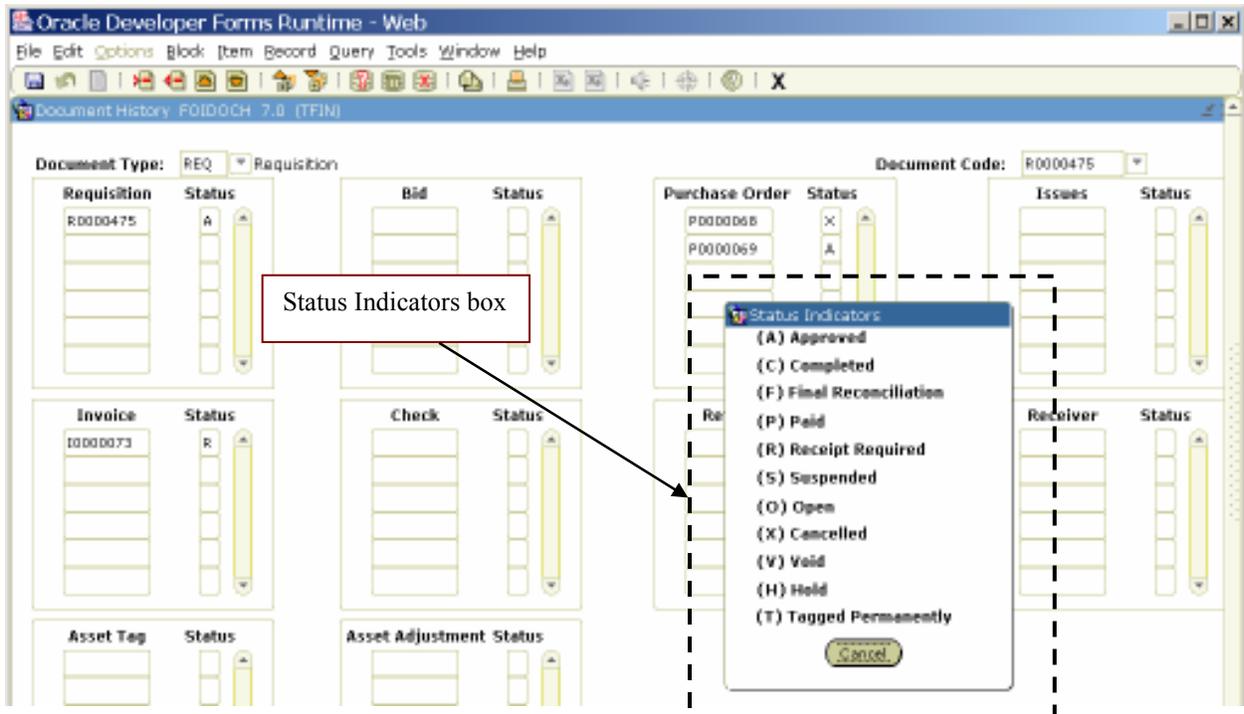
Use NEXT BLK, PREV BLK to navigate; use DUPLICATE ITEM for Doc Inquiry Form.

Record: 1/1

- To view additional information, place your cursor in the field containing the document you are interested in.
- From the Options menu, select the appropriate option.



- 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.

Oracle Developer Forms Runtime - Web

Document: R0000479 Type: REQ Change Sequence: Submission:

Queue ID	Queue Description	Queue Level	Approval Level
0150	PATTY ROACH CAP	1	
0150	PATTY ROACH CAP	2	

Queue	Level	User
0150	1	Patty Roach

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.

Oracle Developer Forms Runtime - Web

Document: R0000479 Type: REQ Change Sequence: Submission:

Queue ID	Queue Description	Queue Level	Approval Level
0150	PATTY ROACH CAP	1	
0150	PATTY ROACH CAP	2	

Queue	Level	User
0150	2	Cesario Valenzuela

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.

Choose Approval History to see who has granted approval.

Queue ID	Queue Description	Queue Level	Approval Level	Queue	Level	User
0150	PATTY ROACH CAP	1	1	0150	1	Patty Roach
0150	PATTY ROACH CAP	2				

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

Requisition number comes forward.

Approvals and approval date.

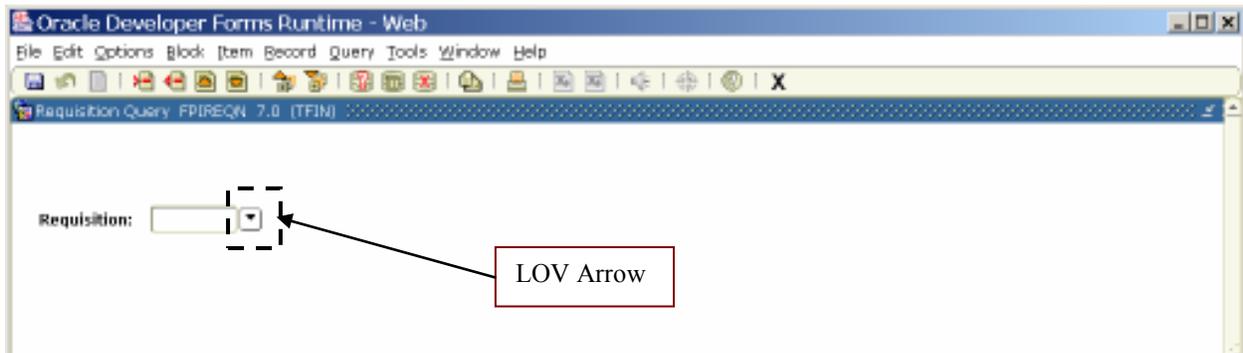
Queue ID	Level	Approver's Name	Approved Date
0150	1	Patty Roach	06-JUL-2006

Tracking a Requisition

Requisition Query Form - FPIREQN

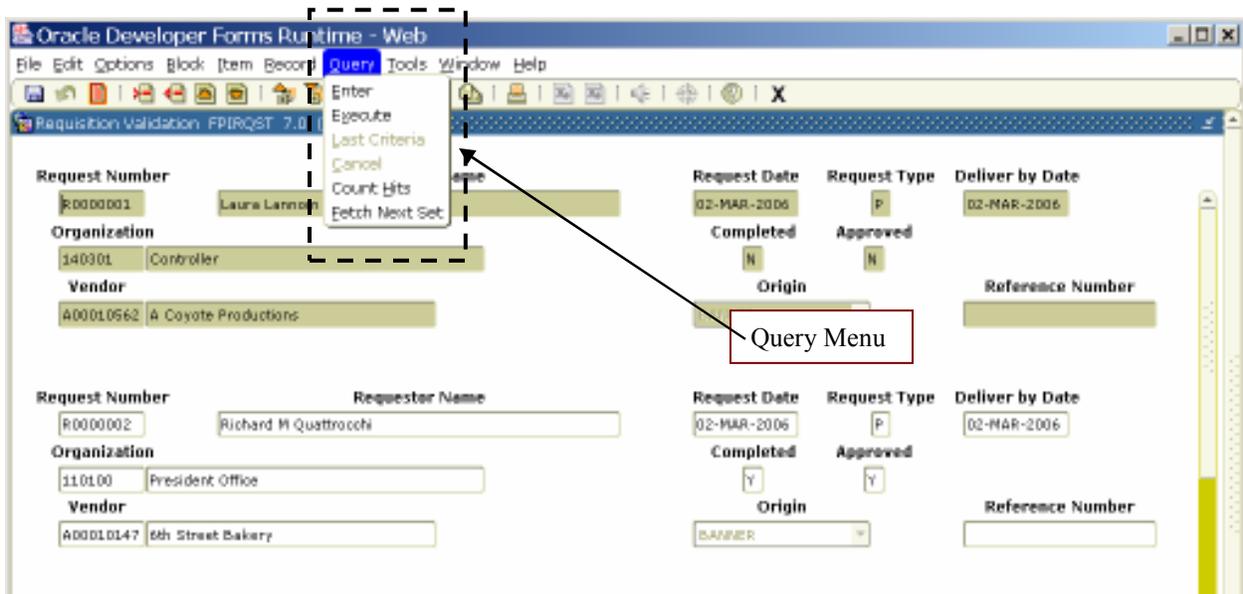
Once a requisition is completed, you cannot view it through FPAREQN. You must use the Requisition Query form (FPIREQN) to view requisition detail.

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.

The screenshot shows the Oracle Developer Forms Runtime - Web interface for Requisition Validation. The form is titled "Requisition Validation: FPIRQST 7.0 (TFIN)". It contains two main sections for data entry. The top section has a "Requester Name" field with the value "%Wolf%" entered, which is highlighted by a dashed black box. A red-bordered box labeled "Query Criteria" has an arrow pointing to this field. Other fields in the top section include "Request Number", "Organization", "Vendor", "Request Date" (29-JUN-2006), "Request Type" (Completed), "Request Type" (Approved), "Origin" (BANNER), and "Deliver by Date". The bottom section is identical but empty.

3. Execute the query.
4. Banner retrieves of all requisitions entered by this requestor.

The screenshot shows the Oracle Developer Forms Runtime - Web interface for Requisition Validation. The form is titled "Requisition Validation: FPIRQST 7.0 (TFIN)". It contains two main sections for data entry. The top section has the "Requester Name" field filled with "JoAnn Wolf". The "Request Number" field contains "R0000475", "Organization" contains "140700 Purchasing", and "Vendor" contains "A00010977 K&L Advertising Specialties". The "Request Date" is "29-JUN-2006", "Request Type" is "P", "Request Type" is "Y", "Origin" is "BANNER", and "Deliver by Date" is "29-JUN-2006". The bottom section is identical but empty.

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