


Purchasing

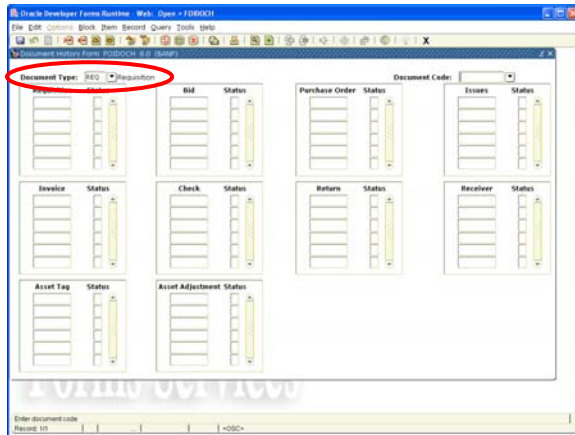
Date: 3/18/2010

Status of Purchase Requisition or Purchase Order in Banner FSJA-023

1. In the Direct Access field (labeled “Go To...”), type **FOIDOCH** and press **Enter** to access the Document History Form.
2. **Document Type:** Enter the document type (ie. REQ or PO).

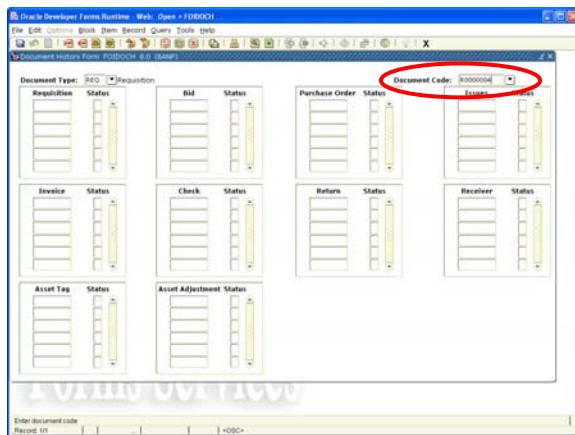
NOTE: Document Type has a search

button ; therefore, a list with available selections can be viewed by clicking on the button next to the “Document Type” field. Choose the document type you want to query.



The screenshot shows the Oracle Developer Forms Runtime window for FOIDOCH. The 'Document Type' field is set to 'REQ' and the dropdown menu is open, showing 'REQ' as the selected option. Other fields like 'Bid', 'Purchase Order', 'Invoice', 'Check', 'Return', 'Receiver', 'Asset Tag', and 'Asset Adjustment Status' are visible but empty.

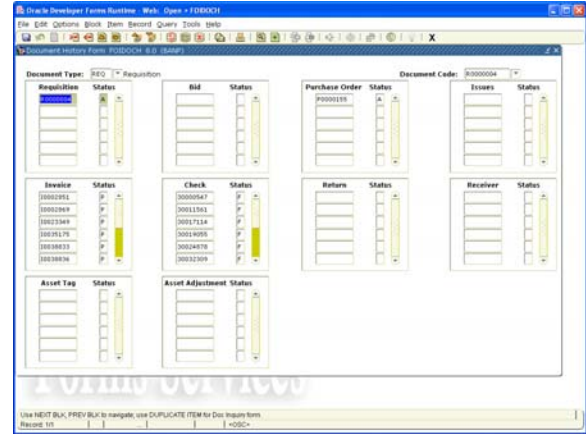
3. **Document Code:** Enter the document number (ie. Banner requisition number).



The screenshot shows the FOIDOCH form with the 'Document Code' field populated with '00000004'. The 'Document Type' remains 'REQ'.

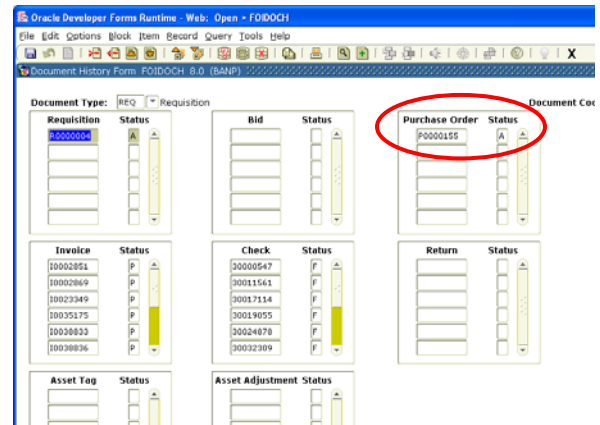
4. Click on the **Next Block** button  (or press Ctrl + PgDn)

5. All documents associated with the queried document will be displayed. (ie. Requisition, Purchase Order, Invoice, Check, Asset Tag, Receiver etc.)



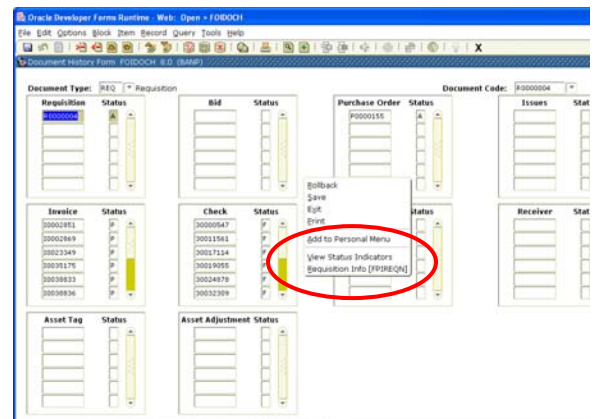
The screenshot shows the FOIDOCH form displaying a grid of document status indicators. The 'Document Type' is 'REQ' and the 'Document Code' is '00000004'. The grid includes sections for Requisition, Bid, Purchase Order, Invoice, Check, Return, Receiver, Asset Tag, and Asset Adjustment Status. Each section contains a list of document numbers and their corresponding status indicators.

6. To identify the status of a Document look at the status indicator associated with the document.



The screenshot shows the FOIDOCH form with a red circle highlighting the status indicator for a Purchase Order document. The 'Document Type' is 'REQ' and the 'Document Code' is '00000004'. The 'Purchase Order' section shows a list of document numbers and their status indicators.

NOTE: To view the legend of status indicators right click on the screen or click on the **Options** menu and select **View Status Indicators**.



The screenshot shows the FOIDOCH form with a context menu open over the status indicator. The menu options are: Back, Save, Edit, View Status Indicators, Add to Personal Menu, and Requisition Info (FPHREQN). The 'View Status Indicators' option is highlighted with a red circle.

