FOIDOCH: DOCUMENT HISTORY FORM

FOIDOCH allows you to see all the other documents associated with your document.

1. Double-Click **FOIDOCH** from My Banner menu
   - **OR**-
   Type **FOIDOCH** in **Go To** box

2. In the **Doc Type** field, type the appropriate **Document Type**
   
   **NOTE:** Wherever a search icon is displayed, you have a Lookup List available. To see the List, click the **Search icon**, Double-Click **in the field**, press **<<CTRL+L>>** or Select **Help** from the pull-down menus and select **List**.

   The most common Document Type options and the format for the Document Code are:

<table>
<thead>
<tr>
<th>DOCUMENT TYPE (3 characters)</th>
<th>DOCUMENT CODE (8 characters)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Req</td>
<td>Requisition (R plus 7 digits)</td>
</tr>
<tr>
<td>PO</td>
<td>Purchase Order (P plus 7 digits)</td>
</tr>
<tr>
<td>INV</td>
<td>Invoice (I plus 7 digits)</td>
</tr>
<tr>
<td>CHK</td>
<td>Check Number (8 digits)</td>
</tr>
<tr>
<td>RCV</td>
<td>Receiving Document (Y plus 7 digits)</td>
</tr>
</tbody>
</table>

3. Press **<<TAB>>**

4. In the **Doc Code** field, type the **Document Code** (document number)

5. Click **Next Block** or press **<<Ctrl+Page Down>>**

If you want to locate a different document in FOIDOCH or you made an incorrect entry:

**NOTES:**
1. Click the **Rollback** Icon

2. This clears the form so you are ready for a new entry

**Document Flow**

Each square section on FOIDOCH has two columns. The first column is the Document Code. The second column is the Status.

To see a description for a status code:

1. Click **Options** from the Menu Bar and select **View Status Indicators**
   - **OR-
2. Right-Click on a blank area of the form and select **View Status Indicators** from the menu
3. When you are finished, click **Cancel** to close the window

Each square on FOIDOCH is a block. If you **Next Block**, it will take you through each square until you are back at your original square. If FOIDOCH shows other documents, you can click in a specific **Block** and then select that information from the Options Menu.

**NOTE:** The location of your cursor will determine the forms available in the Options Menu Bar. For instance, if you are in the Requisition Block, you will have option of Requisition Information.

**Requisition Info**

1. While in the Requisition Block, click **Options** from the Menu Bar
2. Select **Requisition Info (FPI REQN)**
3. Click **Next Block** or click **Options** in the Menu Bar and select **Document Information** to see the Requisition Information

**NOTE:** You can also navigate through these options by doing a Next Block, Right-Click on a blank area of the form and make the selection from the menu, or clicking Options in the Menu Bar and making the appropriate selection.

The following information can be viewed about the Requisition:

**Document Information**

- This includes date information, status of requisition, and creator User ID.

**Requestor/Delivery Information**

- This includes who made the requisition request, contact information, and ship to information.

**Document Text**

- Document Text is an open text area to convey special information as to the need of the requisition. It can be used to convey information to Purchasing.  **EX:** If you have a new
vendor, type NEW VENDOR and the vendor's information that purchasing will need.
NOTE: It will also have special clauses for Open and Standing Requisitions.

1. Next Block to view Text
2. Click Exit Icon to exit Document Text Form

Vendor Information
♦ This form holds information about the Vendor.

Commodity/Accounting Information
♦ Both sets of data, Commodity and Accounting, are displayed on the same screen with Commodity Information in the top block.

Commodity Supplemental Information
♦ Commodity information tells about the product, quantity and price.
  ♦ Item Text is an open text area for retaining detailed information regarding this item.
     EX: Serial Number, Catalog Number, etc.
     1. Next Block to view Text
     2. Click Exit Icon to exit Item Text Form

Accounting Information
♦ Accounting information tells which fund and org should be charged for the purchase.
  1. Previous Block to Commodities

Purchase Order Information
1. While in the Purchase Order Block, click Options from the Menu Bar
2. Select Purchase Order Information (FPI PURR)
3. Click Next Block or click Options in the Menu Bar and select Document Information to see the Requisition Information

NOTE: You can also navigate through these options by doing a Next Block, Right-Click on a blank area of the form and make the selection from the menu, or clicking Options in the Menu Bar and making the appropriate selection.

The same information that was viewed in the Requisition Information screen can also be viewed in the Purchase Order Information screen. There may be some differences in the details between both screens if information was incorrectly entered or if a paper requisition was completed.
**Invoice Information**

1. While in the Invoice Block, click **Options** from the Menu Bar
2. Select **Invoice Information (FAI INVE)**
3. Click **Next Block** or click **Options** in the Menu Bar and select **Invoice Information** to see the Invoice Information

NOTE: You can also navigate through these options by doing a Next Block. Right-Click on a blank area of the form and make the selection from the menu, or clicking Options in the Menu Bar and making the appropriate selection.

The following information can be viewed about the Invoice:

**Invoice Header**
- This screen displays invoice and transaction dates, payment due date, and vendor invoice number

**View Vendor Address**
- This pops up a window with the Vendor's address
  1. Click **Close** to close the window

**Commodity Information**
- Commodity information tells about the product, quantity and price.

**Purchase Order Item Text**
- This data is available only if the invoice pays a Purchase Order.
  1. **Next Block** to view Text
  2. Click **Exit Icon** to exit Purchase Order Item Text Form

**Accounting Amounts**
- This screen displays the Accounting information

**Accounting Distribution Information**
- This form allows you to see the accounting distribution to different funds. This form, FAI INVE, shows only one accounting Fund/Org at a time. You have to arrow down to see more.

**Review Accounting Information**
- This form also allows you to see the accounting distribution to different funds. However, this form, FOI CACT, shows three accounting Fund/Orgs at a time.
  1. Click **Exit Icon** to exit Review Accounting Information Form

**NOTES:**
Check Information
1. While in the Check Block, click **Options** from the Menu Bar
2. Select **Check Information**
3. Type **23** in the **Bank** field
4. Click **Next Block**

**ORGANIZATION BUDGET SUMMARY FORM - FGI BSUM**
Use this form to view summarized budget information by organization and fund combination. You can view your Adjusted Budget, Year-to-Date Activity, Commitments (Purchase Orders that are encumbered) and Available Balance.

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Includes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Starts with 5</td>
<td>Revenue</td>
</tr>
<tr>
<td>Starts with 6</td>
<td>Labor</td>
</tr>
<tr>
<td>Starts with 7</td>
<td>Direct Expenditures (office supplies, etc.)</td>
</tr>
<tr>
<td>Starts with 8</td>
<td>Transfers (debt repayment, etc.)</td>
</tr>
</tbody>
</table>

**NOTE:** For most forms the year defaults to the current year. Example July 01, 2003 to June 30, 2004 is Fiscal Year 04. If you want to look at expenses from last fiscal year, you need to change the field to 03.

1. Type **Organization and Fund Number** in their appropriate fields  
   **NOTE:** The C in the **Chart of Accounts** field should automatically populate
2. Click **Next Block**
3. The **Options** Menu has the following choices:
   - **Budget Status Information**—(FGIBDST)  
     This form is explained next on the handout.
   - **Format Display Preferences**  
     Change numeric format of commas or decimals.

**ORGANIZATION BUDGET STATUS FORM - FGI BDST**
Use this form to view budget information by account code line item.

1. Type **Organization and Fund Number** in their appropriate fields
2. Optional: Type an **Account Code** or **Account Type** to be more specific
3. Click **Next Block**  
   **NOTE:** GRANT FUNDS: If you enter Fund, Organization, the program code will default. If you
get the message “QUERY CAUSED NO RECORDS TO BE RETRIEVED,” click Rollback and delete Program Code.

4. The Options Menu has the following choices:
   - **Budget Summary Information**
     Takes you to Organization Budget Summary (FGIBSUM). This is the form previously explained.
   - **Organization Encumbrances**
     Takes you to List of Purchase Orders for your organization (FGOIENC).
   - **Transaction Detail Information**
     Takes you to Detail Transaction Activity screen (FGITRND) which provides detail for specific account codes.
     NOTE: The data you get will depend on what field your mouse is in when you click on Transaction Detail Information.
     --From **Account Code**--you get budget and expense items for that account
     --From **Adj Budget Column**--you get only budget transactions
     --From **YTD Activity Column**--you get only expenses * Most Common Option
     --From **Commitments Column**--you get Encumbrances (Req/PO)
   - The Options Menu on **Detail Transaction Activity Form – FGITRND** has the following options:
     NOTE: See handout for a list of most common Banner Type Codes
     - **Query Document** to see selected document
     - **Detail Encumbrance Info** (for PO Items)
     - **Query Totals for all records**
     - **Format Display Preferences**--Change numeric format of commas or decimals
   - **Format Display Preferences**
     Change numeric format of commas or decimals.

**BUDGET AVAILABILITY STATUS FORM - FGIBAVL**

Use this form to check budget availability by pooled accounts.

<table>
<thead>
<tr>
<th>Pooled accounts:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>POOL 60</strong></td>
<td>Personnel</td>
</tr>
<tr>
<td><strong>POOL 75</strong></td>
<td>Internal Service Credits</td>
</tr>
</tbody>
</table>

NOTE: This form does not reflect Revenue.

1. Type **Organization and Fund Number** in their appropriate fields
2. Type a **7890** in the **Account Code** for Grants or **6000** for all other funds
   NOTE: Grants must use Account Code 7890 to see Indirect Costs
3. Click **Next Block**

**NOTES:**
EXECUTIVE SUMMARY FORM - FGI BDSR
Use this form to view data at your fund and/or organization ROLLUP level (usually a non-data ROLLUP fund or organization). You can view by account or account type.

1. Type **Organization and Fund Number** in their appropriate fields
   NOTE: To get totals by category use Account Type (50 for Revenue, 60 for Salaries, 70 for Expenses, and 80 for Transfers). The details will show for that category with a total listed account codes.

2. Click **Next Block**

3. The **Options** Menu has the following choices:
   - **Transaction Detail Information** - (FGITRND)
     Detail not available at the Rollup level.
   - **Format Display Preferences**
     Change numeric format of commas or decimals.

ORGANIZATIONAL ENCUMBRANCE LIST FORM - FGI OENC
This form will display a list of all purchase orders (encumbrances) with a balance by organization and fund. You can enter just Organization Number to get list of PO's for all your funds.

1. Type **Organization and Fund Number** in their appropriate fields

2. Click **Next Block**

3. The **Options** Menu has the following choice:
   - **Query Detail Encumbrance Info** - (FGIENCD)
     See next form explanation.

DETAIL ENCUMBRANCE ACTIVITY FORM - FGI ENCD
Displays detail for a specific Purchase Order.

1. Type **Purchase Order Number** or **Requisition Number**

2. Click **Next Block**

3. You can view encumbrance/liquidation information along with current balance

VENDOR DETAIL HISTORY FORM - FAI VNDH
This form will display vendor invoice and payment information for a given year.

1. Type **Vendor Number** in the appropriate field

2. Click **Next Block**

3. The **Options** Menu has the following choices:
   - **View Invoice Information** - (FAIINVE)
     Displays invoice information for a document.
   - **Commodity Information** - (FOICOMM)
     Displays all commodities for a document.

NOTES:
• **View Vendor Invoice** - (FAVINV)
  Displays detailed invoice information about a vendor invoice.

• **Query Total for all records**

**EXTRACTING DATA**
Feature which allows data to be extracted to Excel for further manipulation. This option can be used on most forms.

1. Click **Help** from the Menu Bar
2. Select **Extract Data With Key** (displays Fund and Org information in the header) or **Extract Data No Key** (does not display information in the header)
3. From the File Download screen, click **Save**
4. Click the **Save In** arrow and change the location to where you want to save the file
5. Type **File Name** in the **File Name** field
6. Click **Save**