

There are many useful Banner forms that deal with purchase orders and vendors. Let's look at a few of them. **FOIDOCH (Document History)** gives you a comprehensive look at purchase orders and other documents. With a PO number, you can view information about the PO, invoices received and the corresponding receiving entries. You can access FOIDOCH from the Banner general menu page or from any form. Click on **File>Direct Access** from the Banner menu bar and type FOIDOCH in the small Go To box that appears. Press the Enter key on your keyboard.

The screenshot shows the Banner FOIDOCH form. A red circle highlights the 'File' menu and the 'Go To...' field. A red box highlights the text 'File>Direct Access>Type in Form Name'. The form displays various filters and a table of budget data.

**Go To...** FOIDOCH

**My Institution:** <http://www.vcu.edu>

**Chart:** V  
**Fiscal Year:** 12  
**Index:** 121101

Query Specific Account  
 Include Revenue Accounts

**Commit Type:** Both

**Organization:** 121101 Financial Reporting  
**Fund:** 9100EG E and G General  
**Program:** 5100 Fiscal Operations

**Account:**   
**Account Type:**   
**Activity:**   
**Location:**

Account	Type	Title	Adjusted Budget	YTD Activity	Commitment	Balance
600010	E	Media Services Recruitm	0.00	0.00	3,090.93	-3,090.93
600012	E	Printing Services	0.00	486.00	0.00	-486.00
600080	E	Technical and Computer Cc	0.00	0.00	9,000.00	-9,000.00
600087	E	Personnel Mgmt Sys	0.00	0.00	0.00	0.00
60016	E	Other Services	2,000.00	0.00	0.00	2,000.00
600212	E	VITA Computer Oper Servis	0.00	105.65	0.00	-105.65
62000	E	Supplies	22,000.00	0.00	0.00	22,000.00
620002	E	Undistributed Charge Card	0.00	5,293.32	0.00	-5,293.32
620012	E	Office Supplies	0.00	4,198.99	0.00	-4,198.99
620014	E	Books Other Than Professic	0.00	340.50	0.00	-340.50
620018	E	Computers less than 5,000	0.00	14,538.91	0.00	-14,538.91
620027	E	Fuel University Vehicles and	0.00	66.10	0.00	-66.10
<b>Net Total:</b>			-1,932,332.00	-1,065,438.67	12,090.93	

Enter the object name; Press LIST for listing.  
 Record: 1/1

Type **PO** in the Document Type box. Tab to Document Code and type in your PO number (without EP). Click on the Next Block icon on the toolbar.

The screenshot displays the Oracle Developer Forms Runtime interface for a document history application. The window title is "Oracle Developer Forms Runtime - Web: Open > FGIBDST - FOIDOCH". The menu bar includes "File", "Edit", "Options", "Block", "Item", "Record", "Query", "Tools", and "Help". The toolbar contains various navigation and editing icons. The main form area is titled "Document History FOIDOCH 8.0 (PROD)".

At the top of the form, there are two fields highlighted with red circles:

- Document Type:** A text box containing "PO" and a dropdown menu showing "Purchase Order".
- Document Code:** A text box containing "593980" and a dropdown menu.

The form is organized into a grid of blocks, each representing a different document type. Each block has a title and a "Status" column with a vertical scrollbar. The blocks are:

- Requisition
- Bid
- Purchase Order
- Issues
- Invoice
- Check
- Return
- Receiver
- Asset Tag
- Asset Adjustment Status

At the bottom of the form, there is a status bar with the text "Enter document code" and "Record: 1/1".



To view a specific item, click in the field where the item is listed. In this example, we've selected an invoice. From the Banner main menu, select Options>Invoice Information.

Oracle Developer Forms Runtime - Web: Open > FGIBDST - FOIDDOCH

File Edit **Options** Block Item Record Query Tools Help

View Status Indicators

Document: Invoice Information (PROD)

Document Type: PO Purchase Order Document Code: 593980

Requisition	Status	Bid	Status	Purchase Order	Status	Issues	Status
				593980	A		

Invoice	Status	Check	Status	Return	Status	Receiver	Status
I0631855	P	I0148490				Y0246515	C
I0657539	P	I0150276				Y0246519	C
I0657545	P	I0150747				Y0250419	C
I0684029	P	I0152717				Y0254318	C
I0715939	A	I0163259				Y0255815	C
<b>I0723914</b>	A	I0166720				Y0258970	C

Asset Tag	Status	Asset Adjustment	Status

Use NEXT BLK, PREV BLK to navigate; use DUPLICATE ITEM for Doc Inquiry Form.  
Record: 18/18 | ... | <OSC>

Form **FAIINVE (Invoice Query)** will open. At first, this form will be blank until you click on the Next Block icon. Use the Next Block and Previous Block icons to navigate throughout the pages of information about this invoice. To exit, click the **X** on the toolbar to exit and return to FOIDOCH.

Oracle Developer Forms Runtime - Web: Open > FGIBDST - FOIDOCH - FAIINVE

File Edit Options Block Item Record Query Tools Help

Invoice/Credit Memo Query FAIINVE 8.4 (PROD)

Document : I0723914  Multiple Regular

Purchase Order: 593980

Vendor: V00465402 Attain LLC  Vendor Hold **Exit**

Invoice/Credit Memo Header FAIINVE 8.4 (PROD)

Invoice Date: 21-MAR-2012 Transaction: 22-MAR-2012 Cancel:   Document Accounting

Check Vendor:

Address Code: RT Sequence Number: 2

Collects Tax: N Collects no taxes

City: Chantilly

Street Line 1: PO Box

Street Line 2:

Street Line 3:

State or Province: VA ZIP or Postal Code: 20153-1374

Nation:

Discount Code: 02 Payment Due: 15-APR-2012

Receipt Required: Receipt Required

Bank: GD General Disbursement  Credit Memo

Vendor Invoice: INV01  1099 Vendor  Text Exists

1099 Tax ID: 264396764

Direct Deposit Status: No  IAT ACH Transaction Type:

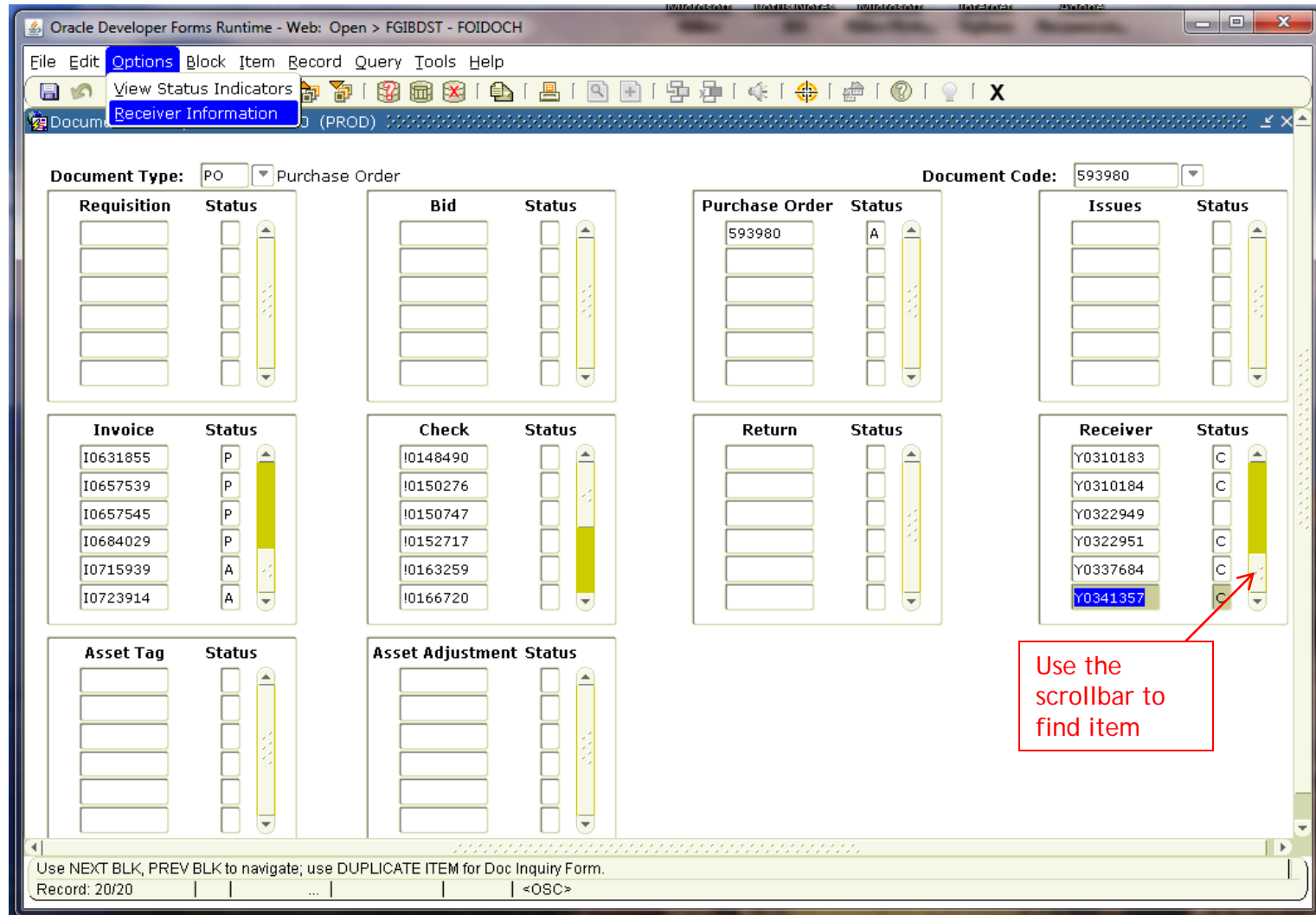
Income Type: NC Nonemployee Compensation  Direct Deposit Override

User ID: RLJOHNSON

Activity Date: 22-MAR-2012

Record: 1/1 | ... | <OSC>

**FOIDoch** (continued)-You can also view who received the order in Banner. Click on the most recent Receiver (will be last in the list so use the scroll bar). Then Click on Options>Receiver Information from the Banner toolbar.



Click on the Next Block icon. This form will give you the Receiver's eID and date the invoice was received. Click on the X on the toolbar to exit.

Oracle Developer Forms Runtime - Web: Open > FGIBDST - FOIDDOCH - FPIRCVD

File Edit Options Block Item Record Query Tools Help

Receiving Goods Query FPIRCVD 8.0 (PROD)

Receiver Document Code: Y0341357

### Receiver Information

Receiving Method:

Carrier:

Date Received: 21-MAR-2012 Received By: JEHARDIN

Text Exists:

### Packing Slip Information

Packing Slip: 4539 Bill of Lading:

Text Exists:

### Purchase Order Information

Purchase Order: 593980  Receive Items  Adjust Items

Buyer: EVA Purchase

Vendor: V00465402 Attain LLC

Record: 1/1 ... <OBC>

Another useful form for purchase orders is **FGIENCD (Encumbrance Detail)**. Go to form FGIENCD and put in the purchase order number (do not include EP). Click on the Next Block Icon.

Oracle Developer Forms Runtime - Web: Open > FGIBDST - FGIENCD

File Edit Options Block Item Record Query Tools Help

Detail Encumbrance Activity FGIENCD 8.3 (PROD)

Encumbrance: 593980 Encumbrance Period: All

Description: Status: Type: Vendor: Date Established: Balance:

Item: Sequence: Fiscal Year: Status: Commit Indicator: COA Index Fund Orgn Acct Prog Actv Locn Proj Encumbrance: Liquidation: Balance:

Transaction Date Type Document Code Action Transaction Amount Remaining Balance

Enter the Encumbrance Number. LIST is available.  
Record: 1/1 <OSC>

Type in PO number.  
Click Next Block.



**FGIENCD** (continued)-This form shows a detailed accounting of the purchase order in chronological order. In the Type field: PORD would be the original purchase order, CORD are purchase order changes, INEI are the invoices processed against the order and E090 indicates the PO rolled over from the previous fiscal year.

Oracle Developer Forms Runtime - Web: Open > FGIBDST - FGIENCD

File Edit Options Block Item Record Query Tools Help

Detail Encumbrance Activity FGIENCD 8.3 (PROD)

Encumbrance: 593980 Encumbrance Period: All

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Description: Attain LLC Status:  O Type:  P  
 Date Established: 04-AUG-2010 Balance: 20,067.22 Vendor: V00465402 Attain LLC

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Item: 1 University Facilities and Administrative Cost Anal

Sequence:  Fiscal Year: 12 Status:  O Commit Indicator:  U

COA Index Fund Orgn Acct Prog Actv Locn Proj  
  9100EG 121152 600082 5000

Encumbrance: 346,019.46 Liquidation: -326,277.26 Balance: 19,742.20

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Transaction Date	Type	Document Code	Action	Transaction Amount	Remaining Balance
04-AUG-2010	PORD	593980		346,019.46	346,019.46
16-AUG-2010	INEI	I0525480		-9,505.00	336,514.46
16-AUG-2010	INEI	I0525472		-110.00	336,404.46
14-SEP-2010	INEI	I0534545		-58,042.12	278,362.34
04-OCT-2010	INEI	I0541740		-3,597.81	274,764.53
12-OCT-2010	ICEI	I0541740		3,597.81	278,362.34
04-OCT-2010	INEI	I0541740		-3,597.81	274,764.53
22-OCT-2010	INEI	I0548658		-36,080.00	238,684.53

Press Next Record or Previous Record to scroll accounting/transaction details  
 Record: 1/?

FPIPURR (Purchase Order Inquiry) is useful when you're looking for purchase order origination information. Type in the PO number (no EP) and click on Next Block.

Oracle Developer Forms Runtime - Web: Open > FGIBDST - FPIPURR

File Edit Options Block Item Record Query Tools Help

Purchase/Blanket Order Inquiry: Requestor/Delivery FPIPURR 8.4.0.1 (PROD)

<b>Purchase Order:</b> 593980	<b>Blanket Order:</b> <input type="text"/>	<b>Change Sequence Number:</b> <input type="text"/>
<b>Order Date:</b> 03-AUG-2010	<b>Transaction Date:</b> 04-AUG-2010	<input type="checkbox"/> In Suspense
<b>Delivery Date:</b> 03-AUG-2010	<b>Comments:</b> <input type="text"/>	<input checked="" type="checkbox"/> Document Text
<b>Commodity Total:</b> <input type="text"/> 346,519.46	<b>Accounting Total:</b> <input type="text"/> 346,519.46	
	<b>Receipt Required:</b> Receipt Required	

<b>Requestor:</b> <input type="text"/> Lamb, Karen			
<b>COA:</b> <input type="text"/> V Virginia Commonwealth University			
<b>Organization:</b> <input type="text"/> 121152 Consultant Facr Rate	<b>Phone:</b> <input type="text"/>	<b>Area Code</b> <input type="text"/>	<b>Phone Number</b> <input type="text"/>
<b>Email:</b> <input type="text"/>	<b>Fax:</b> <input type="text"/>	<b>Extension</b> <input type="text"/>	

<b>Ship To:</b> <input type="text"/> EVA			
<b>Street Line 1:</b> <input type="text"/> See eVA for address	<b>Contact:</b> <input type="text"/>		
<b>Street Line 2:</b> <input type="text"/>	<b>Attention To:</b> <input type="text"/> Lamb, Karen		
<b>Street Line 3:</b> <input type="text"/>			

<b>Building:</b> <input type="text"/>	<b>Floor:</b> <input type="text"/>		
<b>City:</b> <input type="text"/>			
<b>State or Province:</b> <input type="text"/>	<b>ZIP or Postal Code:</b> <input type="text"/>		
<b>Nation:</b> <input type="text"/>			
<b>Area Code</b> <input type="text"/>	<b>Phone Number</b> <input type="text"/>	<b>Extension</b> <input type="text"/>	

Record: 1/1    ...    <OSC>