# How to Access Document History in Banner INB

For Purchase Orders and Invoice Review

Document History (FOIDDOCH) in Banner INB allows end-users to review and track all the activity related to a document. This may be especially helpful to track the information to related purchase orders/invoices/receipts/check disbursements, especially for blanket purchase orders that may contain multiple transactions.

1. Go to "Banner Admin Pages VPN Required" tile on MyPortal. Note: Tiles may be in a different order for each end-user.
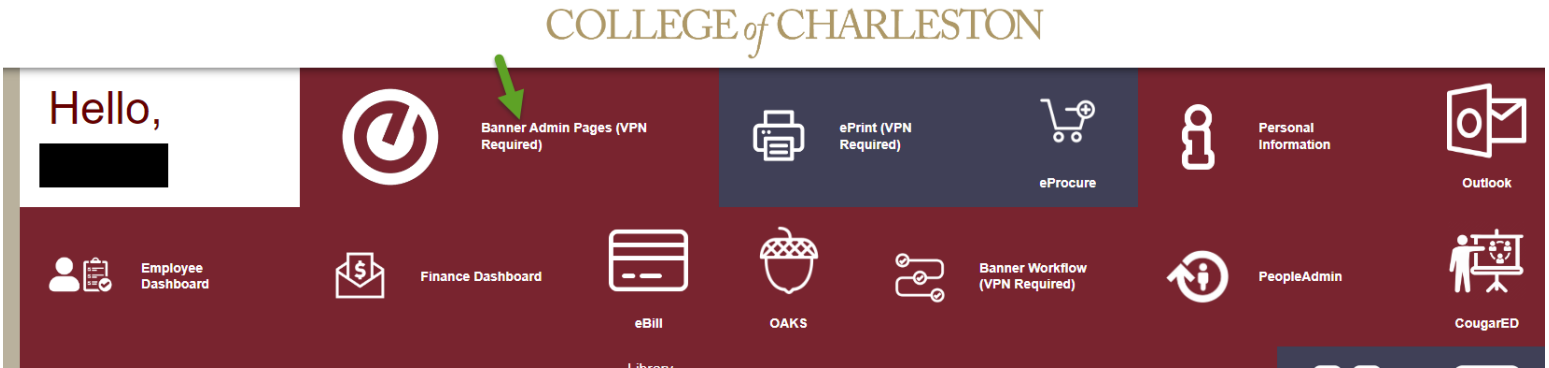

2. Search for either "Document History" or "FOIDOCH" in the Banner INB Welcome screen.
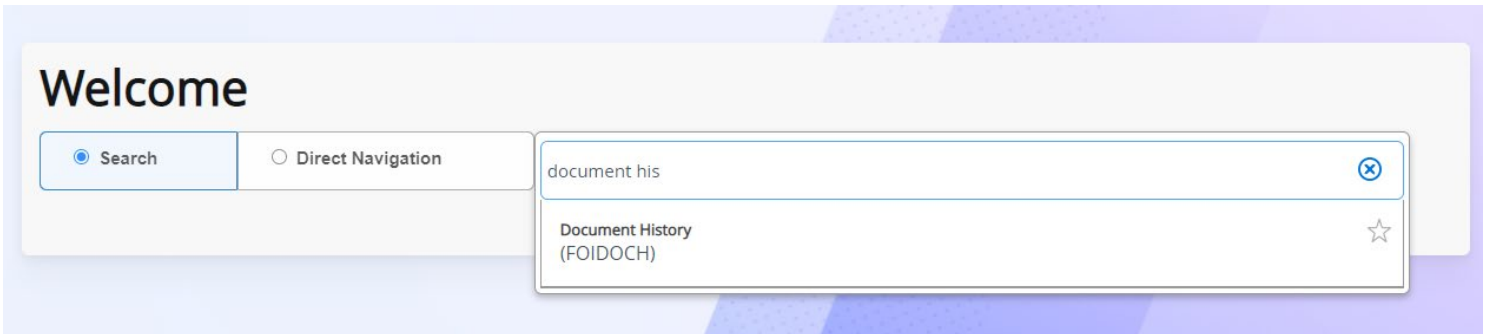
3. Enter search items
    a. Document Type: PO for purchase order, INV for invoice, CHK for check disbursement, RCV for receiving documents

b. Document Code: Typically, a purchase order document number is P00XXXXX, Invoice is I0XXXXXX, check disbursement is an eight-digit number, and receiving document is Y00XXXXX.


Example
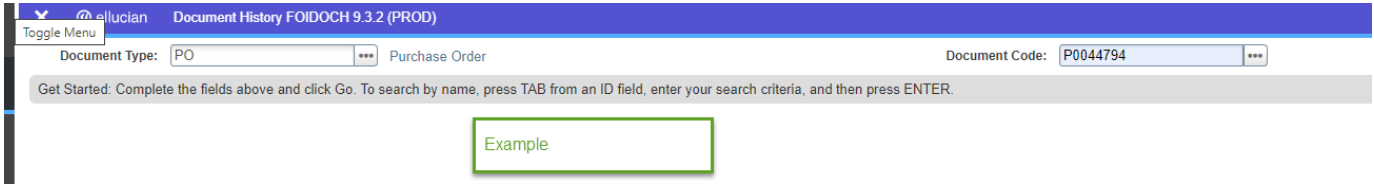
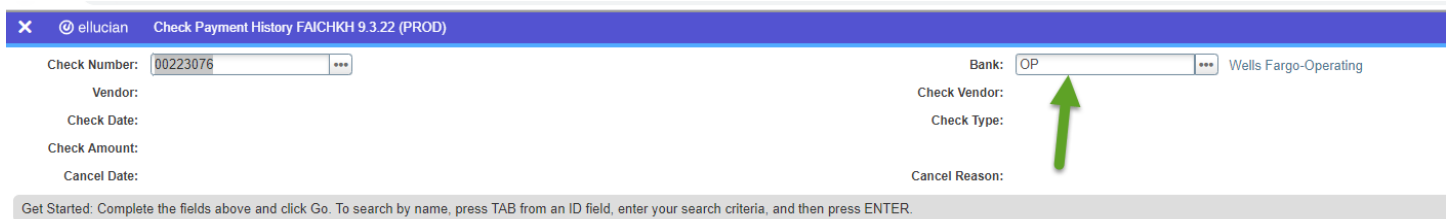4. Press "Go" on the top, right-hand side of the screen, OR use the "Alt+PgDown" shortcut keys.
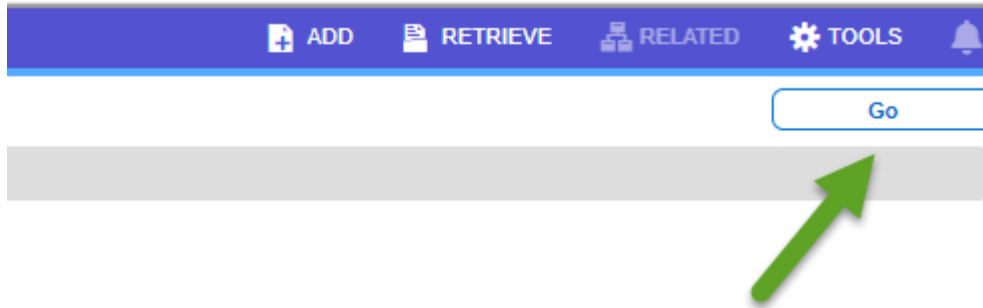
5. Review list of related documents:

Document Type	Document Number	Status	Status Description
Purchase Order	P0044794	A	Approved
Invoice	I0254584	P	Paid
Invoice	I0256357	P	Paid
Invoice	I0257774	P	Paid
Invoice	I0260659	P	Paid
Invoice	I0260660	P	Paid
Invoice	I0260661	P	Paid
Invoice	I0260662	P	Paid
Invoice	I0261146	P	Paid
Invoice	I0262078	P	Paid
Invoice	I0262745	P	Paid

Check Disbursement	00228644		
Check Disbursement	00228937		
Check Disbursement	00229409		
Receiving Documents	Y0077705	C	Completed
Receiving Documents	Y0078778	C	Completed
Receiving Documents	Y0079535	C	Completed
Receiving Documents	Y0080030	C	Completed
Receiving Documents	Y0080033	C	Completed
Receiving Documents	Y0080748	C	Completed
Receiving Documents	Y0081215	C	Completed

6. View Detail information (dates, amounts, etc.)
   a. Highlight the desired row and press "F3."
   b. Second page will appear. Click "Go" or use the shortcut "Alt+PgDown"."
      i. For Check Disbursement Detail the Bank parameter is "OP"
   c. Third Page will appear. Use the shortcut "Alt+PgDown" to scroll through the financial information.
   d. Press the "X" in the top, left-hand corner to return the list of related documents.
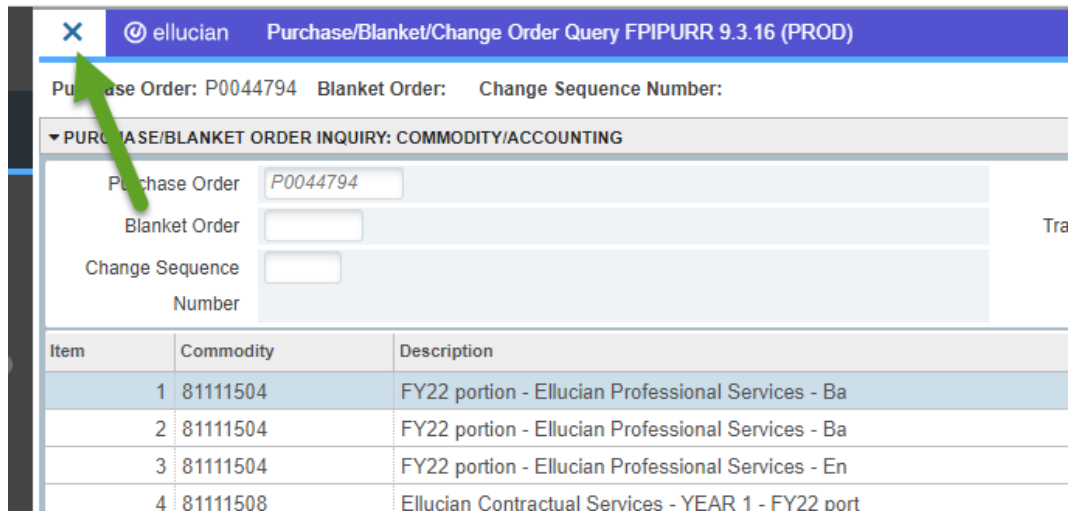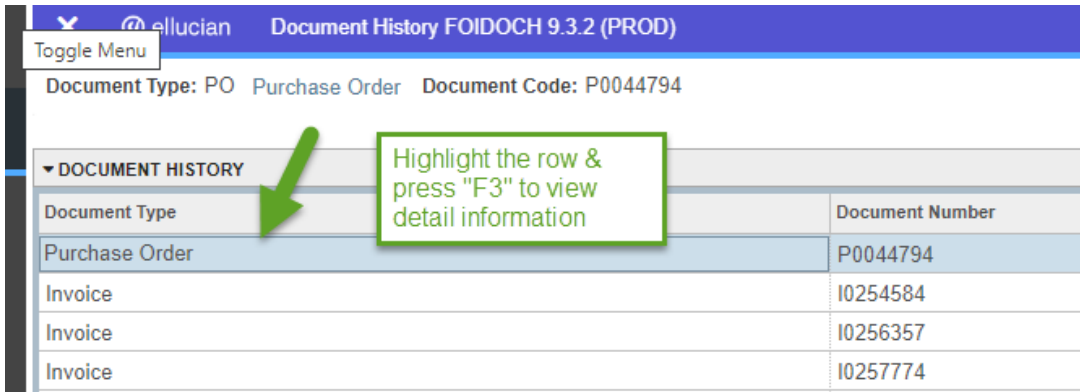
7. Additional Detail parameter:
   a. Check Payment History FAICHKH, Bank = "OP"
   b. Then click "Go" OR use the shortcut "Alt+
   c. PgDown.

Questions: Budget@cofc.edu