

Revised 11.22.2022

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.

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2. Search for either "Document History" or "FOIDOCH" in the Banner INB Welcome screen.

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Search	○ Direct Navigation	document his	8
		Document History (FOIDOCH)	\$

- 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.

Toggle Menu	Document History FOIDOCH 9.3.2 (PROD)					
Document Type:	PO Purchase Orde	er	Document Code:	P0044794 ····		
Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.						
		Example				

4. Press "Go" on the top, right-hand side of the screen, OR use the "Alt+PgDown" shortcut keys.

🔒 ADD	A RELATED	🌞 TOOLS	¢
		Go	

5. Review list of related documents:

X @ ellucian Document History FOIDOCH 9.3.2 (PROD)						
Document Type: PO Purchase Order Document Code: P0044794						
▼ DOCUMENT HISTORY						
Document Type	Document Number	Status	Status Description			
Purchase Order	P0044794	A	Approved			
Invoice	10254584	Ρ	Paid			
Invoice	10256357	Р	Paid			
Invoice	10257774	Ρ	Paid			
Invoice	10260659	Ρ	Paid			
Invoice	10260660	Р	Paid			
Invoice	10260661	Р	Paid			
Invoice	10260662	Ρ	Paid			
Invoice	10261146	Ρ	Paid			
Invoice	10262078	Р	Paid			
Invoice	10262745	Р	Paid			
Check Disbursement	00228644					
Check Disbursement	00228937					
Check Disbursement	00229409					
Receiving Documents	Y0077705	с	Completed			
Receiving Documents	Y0078778	С	Completed			
Receiving Documents	Y0079535	с	Completed			
Receiving Documents	Y0080030	С	Completed			
Receiving Documents	Y0080033	с	Completed			
Receiving Documents	Y0080748	С	Completed			
Receiving Documents	Y0081215	С	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.

X @ al	ucian	Document Hi			
Toggle Menu	ucian	Document m		<i>y</i>	
Document Type: PO Purchase Order Document Code: P0044794					
Document Type	;		detail information	Document Number	
Purchase Order			P0044794		
Invoice				10254584	
Invoice	Invoice 10256357			10256357	
Invoice	Invoice 10257774			10257774	
Put ase Order: P0044794 Blanket Order: Change Sequence Number:					
Pt chase Order P0044794					
Blanket Order				Trar	
Change Sequence			I		
Item	Commod	lity	Description		
	1 81111504		FY22 portion - Ellucian Professional Services - Ba		
2	2 81111504		FY22 portion - Ellucian Professional Services - Ba		
	3 81111504 FY22 portion - Ellucian Professional Services - En				
	4 81111508 Ellucian Contractual Services - YEAR 1 - FY22 port				

7. Additional Detail parameter:

- a. Check Payment History FAICHKH, Bank = "OP"
- b. Then click "Go" OR use the shortcut "Alt+
- c. PgDown.

× Ø ellucian	Check Payment History FAICHKH 9.3.22 (PROD)			
Check Number:	00223076 ••• Ba	nk: C	P •••• Wells Fargo-Operating	
Vendor:	Check Vend	or:		
Check Date:	Check Ty	pe:	T	
Check Amount:				
Cancel Date:	Cancel Reas	on:	•	
Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.				

Questions: <u>Budget@cofc.edu</u>