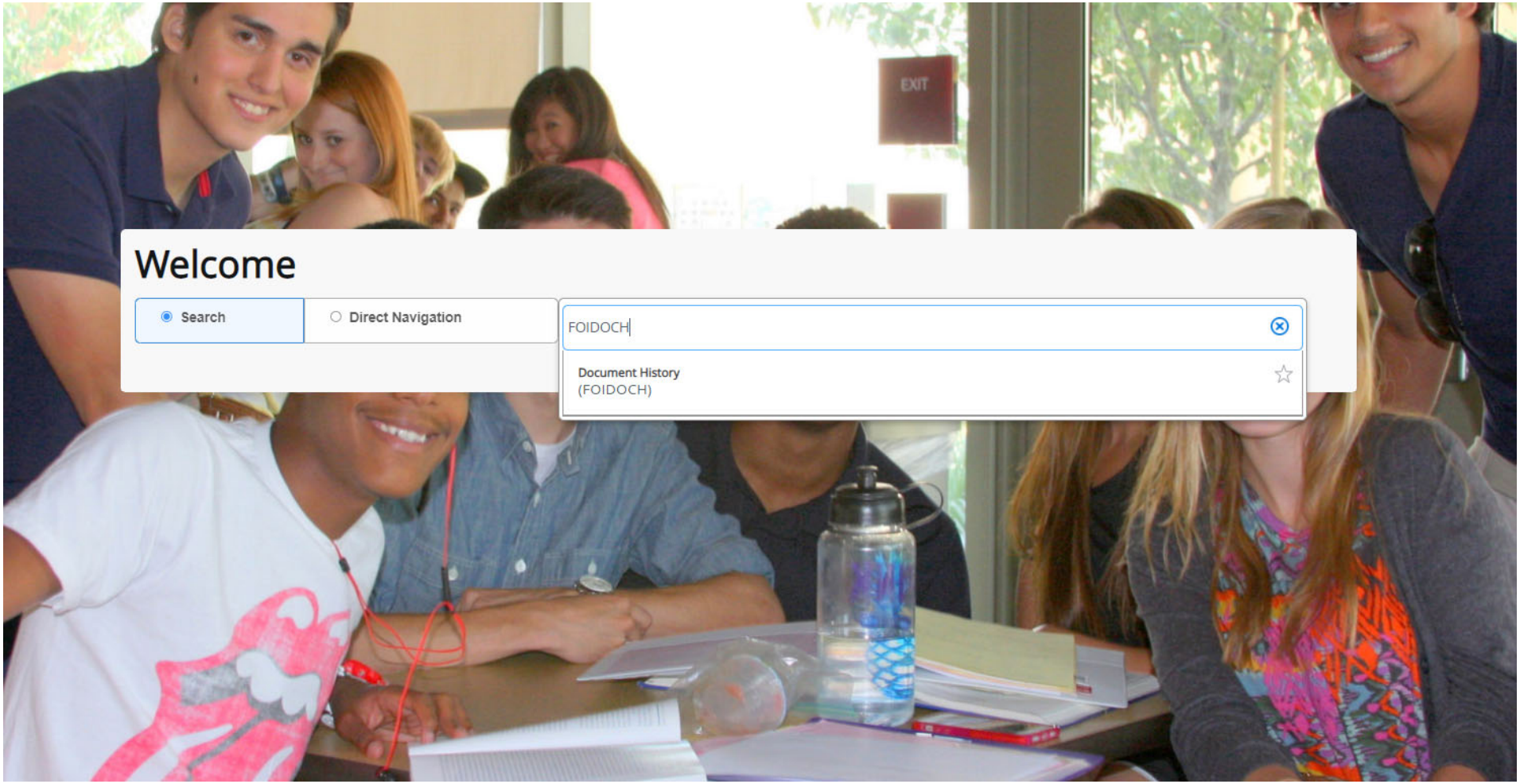
FOIDOCH | Document History Module in Banner 9

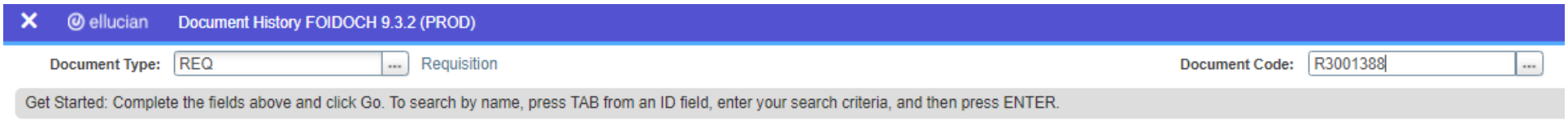
Step 1: Access the document history page in Banner

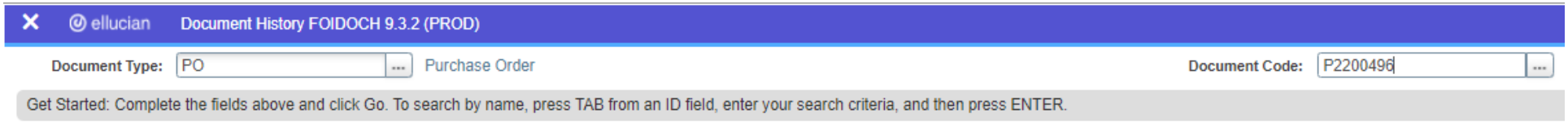
- Log into Banner 9 via the Banner 8 program or by clicking this link: https://appnavprod.clpccd.cc.ca.us:8470/applicationNavigator/seamless
- In the search box, enter **FOIDOCH**
- Press **Enter**



Step 2: Enter query data

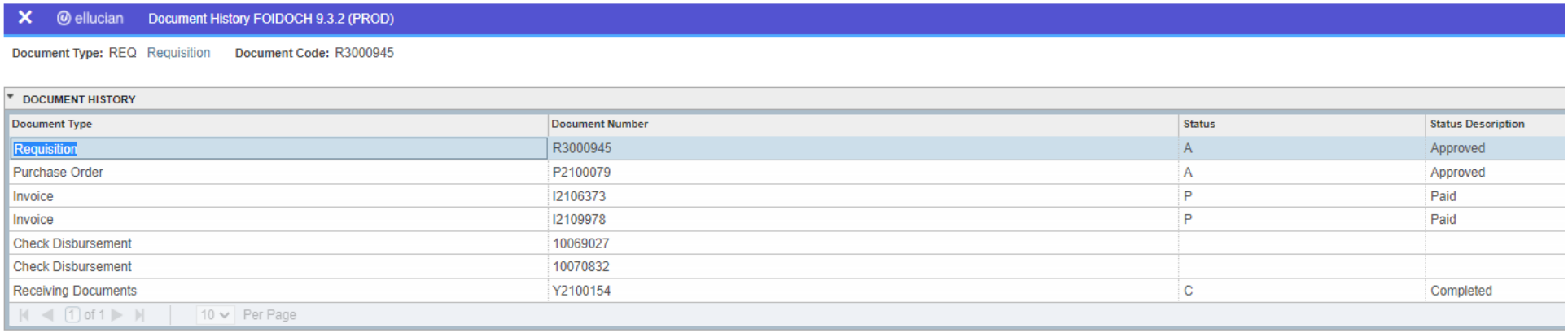
- **Document Type**: enter the code that corresponds to the type of document you are searching for.
  - Most common document types include:
    - **REQ** → Requisitions
    - **PO** → Purchase Orders
- **Document Code**: enter the assigned number that corresponds to the document.
  - For **Requisitions**, enter the full R number assigned by the Business Office **without** the hyphen.
  - For **Purchase Orders**, enter the full PO number assigned by Purchasing, including the "O" or "P."
- Once entered, press **Alt + Pg. Down** or press Go





Step 3: Review your document's related items

Any documents related to the document code you entered will be displayed. For example, if you enter a requisition number, you will see any purchase orders, invoices, checks, and receivers that have been processed against this requisition.

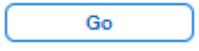
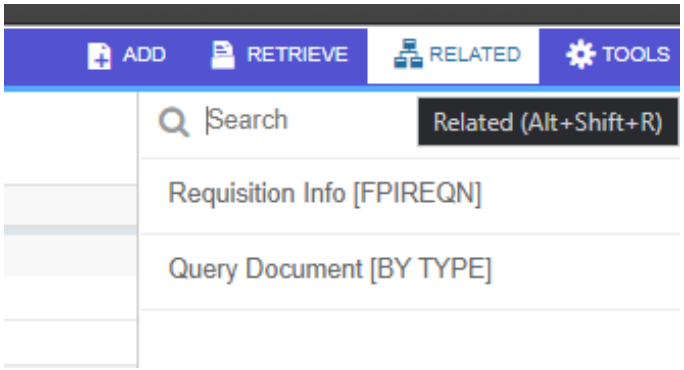


Document Type	Document Number	Status	Status Description
Requisition	R3000945	A	Approved
Purchase Order	P2100079	A	Approved
Invoice	I2106373	P	Paid
Invoice	I2109978	P	Paid
Check Disbursement	10069027		
Check Disbursement	10070832		
Receiving Documents	Y2100154	C	Completed

Step 4: Review details of each document

You can use the **Related**

sub-menu to view the details of these documents.

- Click on the **Related** menu button in the top-right corner of the window.
- To view details of the requisition, make sure you are selected on the Requisition line in the **Document History** section, then press **Related → Requisition Info [FPIREQN]**
- To view details of the other documents, such as POs, invoices, etc., select the appropriate line and press **Related → Query Document [BY TYPE]**
- Use **Alt + Pg. Down** or press 

to navigate to the various pages in these detail screens to review the document's information.