How do I look up payments, check numbers and amounts paid in one step using Banner Finance?

Tell Me

You will need to access the Banner Document History Form FOIDOCH (Document History)

1. Open your browser and go to banner.uncc.edu
2. Select BANPROD located under Banner 9 Admin Pages area and log in
3. Enter FOIDOCH in the search bar and hit Enter
4. Select the Document Type you wish to query using the triple dot menu (e.g., check #, invoice #, requisition #, purchase order #) and double-click on it or select OK

5. If you know the document code, enter it and select F8 to execute the query
6. Otherwise, select the triple dot menu and fill out the fields (e.g., Open, Paid, Suspense, Invoice Hold, or Cancelled)

7. Alt + Page Down or select the Go button
8. Select the field you would like to query on from the INVOICE/CREDIT MEMO LIST (e.g., Invoice, Vendor Name) or press F8 to execute the query
9. Double-click the line item you would like to see the detail on from the query results and Alt + Page Down

Related FAQs

- How do I verify if a vendor check payment has been cashed in Banner Finance?
- How do I move an entire account balance from one fund to another in Banner Finance?
- How do I determine if a fund has a debit or credit balance in Banner Finance?
• How do I look up all related endowment funds in Banner Finance?
• How do I determine if my fund has a negative balance in Banner Finance?