



How to view document details (for non-purchasing documents)



Use the Document Retrieval Inquiry (FGIDOCR) form to view details of posted documents starting with F, J, and H. For documents not yet posted, use the form FGIJSUM .

Note

FGIDOCR displays details of single documents, and is useful for **non-purchasing related documents**.

To view status and details of **purchasing-related documents** including requisitions, purchase orders, invoices and cheques — which begin with R, P, I, 1 or 4 — use FOIDOCH. The FOIDOCH form shows all documents related to the purchase and the overall progress of the transaction.

Before you start

You must have the document number you wish to query, such as H0000238 or J0000038.

Viewing document details

To view the document:

- 1 Select the FGIDOCR form from the **Finance Fast Track Menu** or enter 'FGIDOCR' in the **Go To...** field and press <Enter> .

- 2 In the **Document** field, enter the document number.

Note

While you can enter any document number, including Requisitions, this form is useful for document types beginning with F (for Feed), J (for Journal Voucher) or H (For Deposit).

When you enter a Document number such as H0000008 and < Tab > out of the field, the corresponding code defaults in **Document Type**, such 'DCR'.



3 Next Block to see the **Header** and **Detail Information** blocks.

Document Retrieval Inquiry FGIDOCR 7.0 (BANUP7B)

Document: Submission Number: Document Type:

Header Information

Transaction Date: Fiscal Year: Fiscal Period: Items: Commit Type: Text Exists:

Detail Information

Item	Sequence	Journal Type	Description				Amount	Sign	Currency	Document Reference		
0	1	DCSR	reimb. of semester 99				410.00	+		H057687		
COA	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSF Override	Bank	Accrual	
1		170558	00020	500279	5200	000000	000000		N	RC		

- 4 For more details on the document:
- a Select the **Options > Document Text (FOATEXT)** menu option.
The Type and Code values from FGIDOCR are defaulted in.
 - b Next Block to see the details.

General Text Entry FOATEXT 7.1.0.1 (BANUP7B)

Type: Code: Default Increment:

Text	Print	Line
Chq # 015 Diana Martinez - reimb. semester fall 99	<input type="checkbox"/>	10
\$410.00	<input type="checkbox"/>	20

- c Exit to return to FGIDOCR.