

## How to view document details (for nonpurchasing 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 .



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 youYou must have the document number you wish to query, such as H0000238startor 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>.

🙀 Document Retrieval Inquiry FGIDOCR 7.0 (BANUP7B) 000000000000000000	
Document: 🛛 🛡 Submission Number: 🗌 Docu	iment Type:
Header Information	
Transaction Date: Fiscal Year: Fiscal Period:	Items: Commit Type: Text Exists:

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

Note

2

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'.

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

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Docum	ent: Hoo	00008	Submission Numb	ber: 🗌 Da	cument Type: Do	CR			
Heade	Header Information								
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Transaction Date: 02-JUN-2000 Fiscal Year: 01 Fiscal Period: 01 Items: 1 Commit Type: U Text Exists: Y									
Detail Information									
Detail	l Informa	tion							
Detail Item	l Informa Sequence	tion Journal Type	Desci	ription	Amount		Sian Currency	Document Reference	
Detail Item	Sequence	Journal Type	Desci	ription	Amount	10.00	Sign Currency	Document Reference	•
Detail Item 0	Sequence	Journal Type	Desci reimb. of semester 99	ription	Amount 41	10.00	Sign Currency +	Document Reference H057687	
Detail Item 0 COA	Sequence	ition Journal Type DCSR Fund	Desci reimb. of semester 99 Orgn Acct	ription Prog Act	Amount 41 V Locn	10.00 Proj	Sign Currency + NSF Override	Document Reference H057687 Bank Accrual	
Detail	Informa Sequence 1 Index	Journal Type DCSR Fund 170558 0	Descr reimb. of semester 99 Orgn Acct 0020 500279	ription Prog Act 5200 000000	Amount 41 • Locn	10.00 Proj	Sign Currency + NSF Override	Document Reference H057687 Bank Accrual RC	
Detail	Sequence	tion Journal Type DCSR Fund 170558 0	Descr reimb. of semester 99 Orgn Acct 0020 500279	ription Prog Act 5200 000000	Amount 41 • Locn • 000000	10.00 Proj	Sign Currency + NSF Override	Document Reference H057687 Bank Accrual RC	tatat 🕒 🕨
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- 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.

🙀 Genera	l Text Entry	FOATEXT 7.1.0	D.1 (BANUP7B)						
Type:	Type: DCR Code: H0000008				•	Default Increment: 10			
Chq # ( \$410.00	)15 Diana Ma	Text artinez - reimb. s	emester fall 99		]	Print	Line 10 20		

c Exit to return to FGIDOCR.