

How to Query a J% and H% Documents
Using the Form FGIDOCR

1. Select the form **FGIDOCR** from the **Finance Fast Track Menu** on the Main Menu or type **FGIDOCR** in the **Direct Access** field and hit **Enter**.
2. Enter your **Document** number in the **Document** field.
3. Click on the **Next Bloc** icon  or use **Ctrl-Page Down** if you prefer using your keyboard.
4. For more information, click on **Document Text** on the yellow **Navigation** bar to the left of the screen.

For **MORE INFORMATION** on this form see the [Form Documentation](#)