HOW TO PROCESS AN INQUIRY ON FGIDOCR

Description:

Document Retrieval Inquiry Form. This form provides online query capabilities for all transactions processed by the system.

Navigation:

Direct Access ➔ FGIDOCR

Enter Selection ➔ Products Menu
Finance System Menu
General Ledger System Menu
General Accounting Query Forms Menu
Document Retrieval Inquiry Form

Step 1. Follow the navigation process to FGIDOCR

Key Block:

Step 2: Document: Your cursor is in the document field. Enter the document number you wish to query or click on the flashlight and select your document number from the List of Transaction History Documents Form.

Step 3. Sub Num: Enter the document’s submission number (Optional).
Step 4: Type: Journal Voucher Document types. With your mouse click in the field or select List to display the valid options for this field.

Step 5: Perform Next Block. If using keystrokes enter CTRL/page down or from the menu bar select Block then Next, or use the Next Block icon on the toolbar. This will bring you to the Header Information area.

**Header Information Area**

- **Trans Date:** Transaction date of the document.
- **FY:** Fiscal year of the transaction.
- **Period:** Fiscal period of the transaction.
- **Items:** Total number of transaction sequences.
- **Com Type:** Displays C (Committed) or U (Uncommitted).
- **Text Exists:** An N (No) displays if text does not exist for this document; a Y (Yes) displays if it does. If you want to view the text, select the Document Text option in the Navigation Frame, which displays the General Text Entry Form (FOATEXT).

**Detail Information Area**

- **Item:** Identifies which item within a document is being displayed.
- **Seq:** The encumbrance accounting sequence.
- **Jtype:** Refers to the Rule class or the Transaction code for this accounting entry.
- **Desc:** The transaction explanation.
- **Amount:** Displays the amount of this transaction.
Sign: Displays D, C, +, or -.
Currency: Displays the Currency code if not the base currency.
DocRef: The optional ID number established on encumbrances.
Chart: The Chart of Accounts code.
Index: FOAPAL definition.
Fund: Fund code.
Organ: Organization code.
Acct: Account code.
Prog: Program code.
Actv: Activity code.
Locn: Location code.
Ovr: Budget override indicator. Valid options are Y (Yes) to override a nonsufficient funds condition or N (No) to allow available budget editing.
Bank: Bank code.
Acr: Accrual indicator. Valid options are Y (Yes) to have the system generate prior and current fiscal years or N (No).

Use the scrollbar to scroll through the records found by querying the Banner2000 database.

Additional Queries:

- On FGIDOCR, each sequence number of the document can be queried to display the Rule code ledger postings. Go to the Detail Information window and select the desired sequence number. View all the document process postings for that sequence number.
- Select Access Document Postings in the Navigation Frame. The Document Postings Form (FGQDOCP) appears, which displays the postings created by the transaction.