

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.

Document: 10000013 Submission Number: Document Type: CHK

Header Information

Transaction Date: 18-APR-2002 Fiscal Year: 03 Fiscal Period: 01 Items: 2 Commit Type: Uncommitted Document Text

Detail Information

Sub Number	Item	Sequence	Journal Type	Description	Amount	Sign	Currency	Document Reference			
0	1	1	DNNI	Grewal, Kuljit S.	758.33	+ Plus		I3090041			
COA	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSF Override	Bank	Accrual
M		871048	95000	95002	9100	12002				02	

Sub Number	Item	Sequence	Journal Type	Description	Amount	Sign	Currency	Document Reference			
0	1	2	DNNI	Grewal, Kuljit S.	13,500.00	+ Plus		I3090146			
COA	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSF Override	Bank	Accrual
M		871048	95000	90010	9100	12002				02	

Submission Number: Press Duplicate Item to access Document Postings (FGQDOCP).
Record: 1/2 | ... | <OSC>

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: Organizational 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.