

# DOCUMENT RETRIEVAL INQUIRY

## FGIDOCR

### Description:

The Document Retrieval Inquiry Form shows accounting and text information for journal vouchers and other finance documents. In order for a document to be displayed here, it must first be completed, approved and posted.

### Navigation:

Access to the form can be done in three ways:

1. Type FGIDOCR in the search field
2. Type Document Retrieval Inquiry in the search field
3. Select from the General Accounting Query Forms menu under Applications

### Step 1:

Follow the navigation process to FGIDOCR



### Step 2:

Document: Enter the document number you wish to query or click on the dropdown box and select your document number from the List of Transaction History Documents Form.

### Step 3:

Submission Number: Enter the document's submission number (Optional).

### Step 4:

Document Type: Automatically populates based on the document number entered above.

### Step 5:

Click the "GO" button on the right. If you use the keyboard, press "ALT" and "Page Down" simultaneously.

This will bring you to the detailed transaction

Application Navigator X +  
https://www.bantest.mun.ca/barjune1\_applicationNavigator/seamless

Document Retrieval Inquiry FGIDOCR 9.3.6 (barjune1) ADD RETRIEVE RELATED TOOLS

Document: J9000001 Submission Number: Document type: JV Start Over

Transaction Date: 04/17/2008 Items: 2  
Fiscal Year: 09 Commit Type: Uncommitted  
Fiscal Period: 01 Document Text:

DETAIL INFORMATION

Sub Number	Item	Sequence	Journal Type	Description	Amount	Sign	Currency	Document Reference	COA	Index	Fund	Orgn	Acct	Prog	Actv
0	0	1	JE16	pa2 april bal asad k	3.66	Debit			M		391000		17005		
0	0	2	JE16	pa2 april bal asad k	3.66	Credit			M		391004	83100	55602	8400	

Record 1 of 2

Memorial

### Header Information:

Transaction Date – the transaction date of the posting

Items – Numbers of lines items on the document

Fiscal Year – fiscal year the document was posted

Commit Type – whether the document was committed or uncommitted

Fiscal Period – fiscal period the transaction was posted

Document Text – if checked, text is attached to the document

### Detail Information:

Sub Number - The document's submission number, 0 = original, 1 = cancellation.

Item - Identifies which item within a document is being displayed.

Sequence - The accounting sequence.

Journal Type - Refers to the Rule class or the Transaction code for this accounting entry.

Description - 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.

Document Reference - The optional ID number established on encumbrances.

COA - The Chart of Accounts code.

Index - FOAPAL definition. Not used.

Fund - Fund code.

Orgn - Organization code.

Acct - Account code.

Prog - Program code.

Actv - Activity code.

Locn - Location code.

Prog – The project number the transaction is posted against (Not used)

NSF Override - 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.

Accrual – Accrual indicator. Valid options are Y (Yes) to have the system generate prior and current fiscal years or N (No).

**Additional Queries:**

To view document test if it exists, select “Related” in the top right and choose Document Text.

You can also review the detailed document posting for each line in the transaction by selecting “Related” in the top right and choosing Access Document Postings.