**FGIDOCR – Query Document Screen**

Provides online query capability for all transactions. You can query all document types including purchase orders, journal vouchers, checks, and invoices. It will NOT allow viewing of an incomplete document or one in suspense.

Enter the Document ID you want to query. The Document Type field will autofill based on the Document ID you enter. Next, click “GO.”
The Header information shows the transaction date, fiscal year and period, and how many items are in the document.

The query will display transaction date, description, amount and the accounting distribution. Once in the screen, you may initiate another query by selecting the filter button and choosing specific elements you wish to query.

You may also select the Related Menu to see related screens such as the Document Text (FOATEXT), if document text was entered, and the Access Document Posting (FGQDOCP) screen.