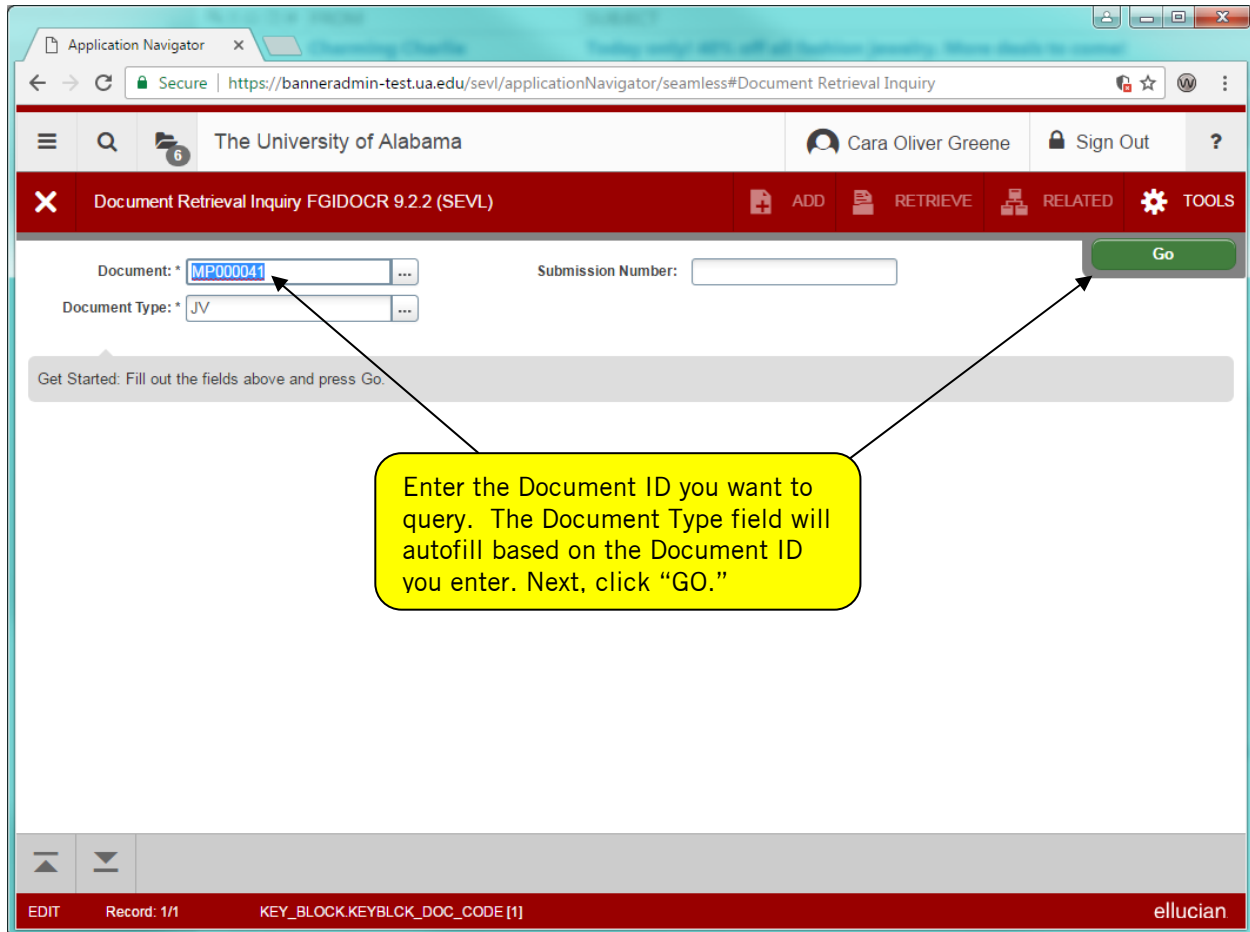


FGIDOCR – Query Document Screen

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.



The screenshot shows a web browser window with the URL [https://banneradmin-test.ua.edu/sevl/applicationNavigator/seamless#Document Retrieval Inquiry](https://banneradmin-test.ua.edu/sevl/applicationNavigator/seamless#Document%20Retrieval%20Inquiry). The page title is "Document Retrieval Inquiry FGIDOCR 9.2.2 (SEVL)". The user is logged in as "Cara Oliver Greene" and can click "Sign Out". The page has a red header with navigation buttons: "ADD", "RETRIEVE", "RELATED", and "TOOLS". The main form contains the following fields:

- Document: * ...
- Submission Number:
- Document Type: * ...

A green "Go" button is located to the right of the Submission Number field. Below the form is a grey box with the text: "Get Started: Fill out the fields above and press Go." A yellow callout box with a black border contains the text: "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 footer of the page includes "EDIT", "Record: 1/1", "KEY_BLOCK.KEYBLCK_DOC_CODE [1]", and the "ellucian" logo.

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.

Document: MP000041 Submission Number: Document Type: JV

Transaction Date: 07/11/2016 Items: 48
Fiscal Year: 16 Commit Type: Uncommitted
Fiscal Period: 10 Document Text:

Sub Number	Item	Sequence	Journal Type	Description	Amount	Sign	Currency	Document Reference	COA	Index	Fund	Orgn	Acct	Prog	Actv
0	0	1	FT01	B159950 DEP ERROR B16...	10.00	Debit		07082016	A		18316	601301	507201	900	
0	0	2	FT01	B159950 DEP ERROR B16...	10.00	Credit		07082016	A		18317	601101	507201	900	
0	0	3	FT01	B157030 TAYLOR ADJUST...	50.00	Debit		07082016	A		18316	601101	507201	900	
0	0	4	FT01	B157030 TAYLOR ADJUST...	50.00	Credit		07082016	A		18316	601201	507201	900	
0	0	5	FT01	B44057 DEP CORRECTION	72.00	Debit		07082016	A		31500	600102	508200	100	
0	0	6	FT01	B44057 DEP CORRECTION	72.00	Credit		07082016	A		31500	600102	508201	100	
0	0	7	FT01	B37881 DEP CORRECTIO...	127.00	Debit		07082016	A		31367	600102	513200	100	
0	0	8	FT01	B37881 DEP CORRECTIO...	127.00	Credit		07082016	A		31367		203134	100	
0	0	9	FT01	B41616 CORRECT DEP 16...	451.00	Debit		07082016	A		30264	600102	513051	100	
0	0	10	FT01	B41616 CORRECT DEP 16...	451.00	Credit		07082016	A		30264		203101	100	

Record 1 of 48

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.