# General Information

The Document Retrieval Inquiry Page [FGIDOCR] provides online filter capability for all transactions processed by Banner. This form posts all completed and posted transactions. Information displayed includes the Transaction Date, Description, Amount, and the Accounting Distribution. You may look at a submission number for a particular automatic journal entry by entering a Document Number, Submission Number, and Document Type. As always, Banner questions may be sent to bannerhotline@odu.edu

## How to view Transaction History and Details:

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<th>Actions and Steps</th>
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<tr>
<td><strong>1.</strong> Access the Document Retrieval Inquiry Form [FGIDOCR].</td>
<td>Type FGIDOCR in the Search Block field on the Old Dominion University Home Screen and press Enter.</td>
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| **2.** The Document Retrieval Inquiry Form [FGIDOCR] contains three(3) blocks which must be completed:  
- **Document:** Type Document Number  
- **Submission Number:** May be left blank when searching for JVs  
- **Doc Type:** System will default in this code | The document number used in this form is the Banner-generated document number, which may be found in FGITRND.  
**Document Codes:**  
**JV:** Journal Entry  
**INV:** Invoice  
**PO:** Purchase Order  
**ENC:** Encumbrance |
| **3.** Click the Go Button to load all the information about the Document. | Go Button or Down Arrow may be used. |
| **4.** The form will contain the following information:  
- Transaction Date  
- Fiscal Year  
- Fiscal Period*  
- Items  
- Commit Type – always Uncommitted for an encumbrance  
- Document Text Checkbox – provides additional info about document | *The Fiscal Period field tells you which accounting period the transaction posted to. (i.e.: Fiscal Year July – FP01 – June, FP12 with Accrual, FP14).  
**Document Text Checkbox will provide any text written by the process to further describe the document as needed.** |
| **5.** A list will also populate containing all information pertaining to the searched document:  
- Submission Number  
- Item Number  
- Sequence Number  
- Journal Type – note the Transaction Code  
- Description  
- Amount  
- Sign  
- Document Reference  
- Fund  
- Organization  
- Account  
- Program  
- Bank  
- Accrual Checkbox | |
| **6.** To learn more information about the Document Postings for each line, you may link to the FGQDOCP Form. | Highlight a selected line in FGIDOCR. Document Postings will show exactly how a transaction posted to the Banner ledgers. |
| **7.** Select Access Document Postings in the Related pull-down menu | The Filter Button may be used to narrow your search in this form.  
**Filter Button:** |
| **8.** This will take you to the Document Postings [FGQDOCP] Form for the original Document Number you searched for. The Process Code, Ledger, Ledger Field, Amount, and Chart Coding are provided. | |
9. Once you find all the information you need on a specific document, click on the X icon and you will be returned to the Document Retrieval Inquiry Form [FGIDOCR] displaying the total information about the Document.

10. If you wish to perform research on another document, click on the Start Over button. This will take you back to the key information area of FGIDOCR.

11. Follow steps 2-9 for each invoice you wish to research.

12. Remember to log out of Banner when you leave your desk.

FGIDOCR Sample Screenshot:

Helpful Tips & Tricks:
- This form is a filter-only form – you may filter most any of the fields in the Detail Information section!
- If you enter a zero in the Submission Number field, no records are queried. The submission is the template that you create and modify...but it does not exist in the Transaction History Detail tables.
- If you enter a null submission number, all posted submissions of an automatic journal voucher are queried.
- Remember to refer to the Office of Finance Directory on the website at: https://www.odu.edu/finance/directory.