



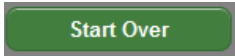
# FGIDOCR: Viewing Transaction Date, Description, & Amounts for All Processed Transactions

## General Information

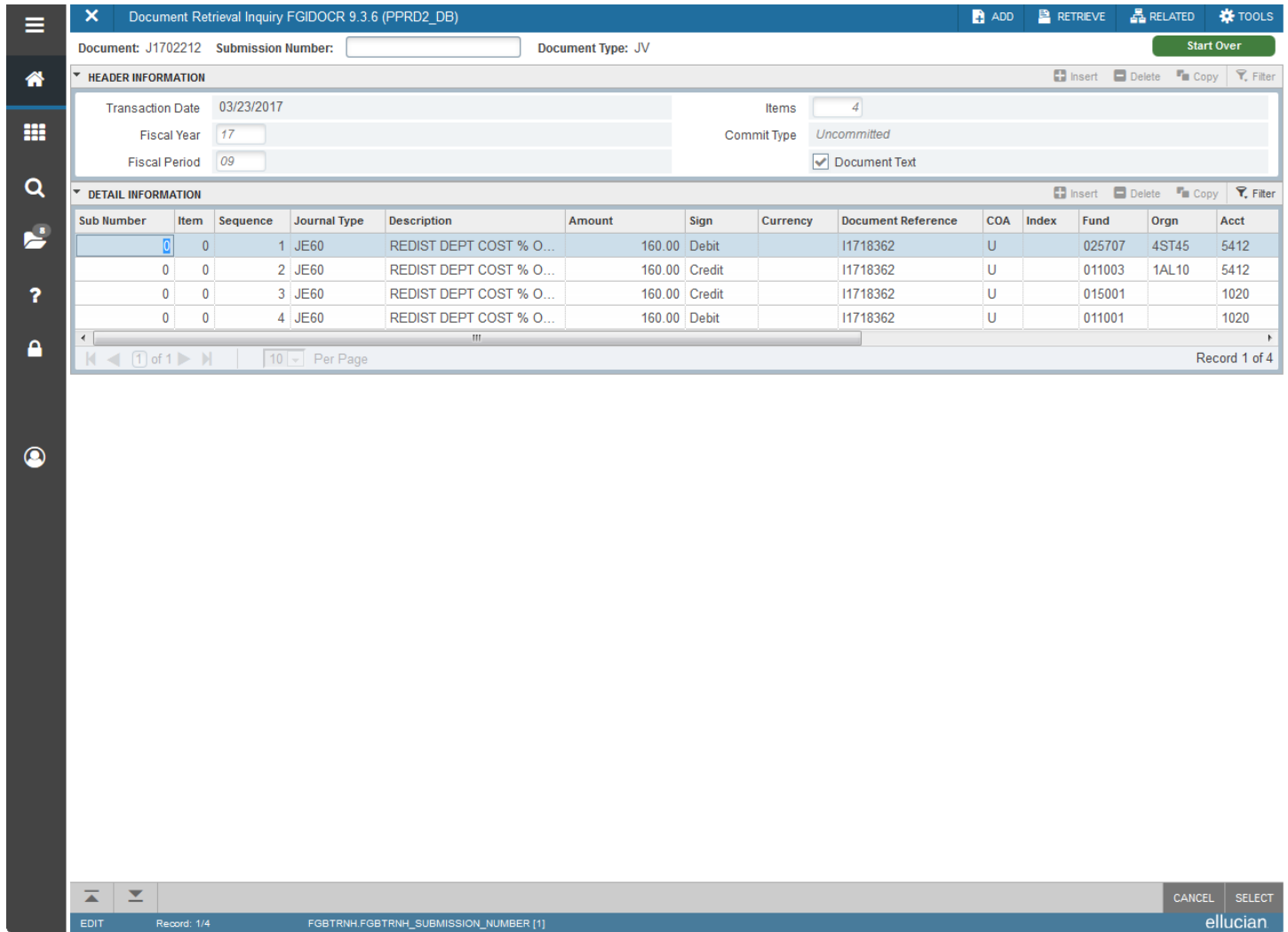
The **Document Retrieval Inquiry Page [FGIDOCR]** provides online filter capability for all transactions processed by Banner. This form posts all completed and posted transactions. Information displayed includes the Transaction Date, Description, Amount, and the Accounting Distribution. You may look 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](mailto:bannerhotline@odu.edu)

## How to view Transaction History and Details:

Actions and Steps	Helpful Tips & Tricks
1. Access the <b>Document Retrieval Inquiry Form [FGIDOCR]</b> .	Type <b>FGIDOCR</b> in the <b>Search Block</b> field on the <b>Old Dominion University Home Screen</b> and press <b>Enter</b> .
2. The <b>Document Retrieval Inquiry Form [FGIDOCR]</b> contains three(3) blocks which must be completed: <ul style="list-style-type: none"> <li>◆ <b>Document:</b> Type Document Number</li> <li>◆ <b>Submission Number:</b> May be left blank when searching for JVs</li> <li>◆ <b>Doc Type:</b> System will default in this code</li> </ul>	The document number used in this form is the Banner-generated document number, which may be found in <b>FGITRND</b> . <b>Document Codes:</b> <b>JV:</b> Journal Entry <b>INV:</b> Invoice <b>PO:</b> Purchase Order <b>ENC:</b> Encumbrance
3. Click the <b>Go Button</b> to load all the information about the Document.	<b>Go Button</b> or <b>Down Arrow</b> may be used. 
4. The form will contain the following information: <ul style="list-style-type: none"> <li>◆ Transaction Date</li> <li>◆ Fiscal Year</li> <li>◆ Fiscal Period*</li> <li>◆ Items</li> <li>◆ Commit Type – <i>always Uncommitted for an encumbrance</i></li> <li>◆ Document Text Checkbox – provides additional info about document</li> </ul> 5. A list will also populate containing all information pertaining to the searched document: <ul style="list-style-type: none"> <li>◆ Submission Number</li> <li>◆ Item Number</li> <li>◆ Sequence Number</li> <li>◆ Journal Type – note the Transaction Code</li> <li>◆ Description</li> <li>◆ Amount</li> <li>◆ Sign</li> <li>◆ Document Reference</li> <li>◆ Fund</li> <li>◆ Organization</li> <li>◆ Account</li> <li>◆ Program</li> <li>◆ Bank</li> <li>◆ Accrual Checkbox</li> </ul>	*The <b>Fiscal Period</b> field tells you which accounting period the transaction posted to. (i.e.: Fiscal Year July – FP01 – June, FP12 with Accrual, FP14).  <i>Document Text Checkbox will provide any text written by the process to further describe the document as needed.</i>
6. To learn more information about the <b>Document Postings</b> for each line, you may link to the <b>FGQDOCP</b> Form.	Highlight a selected line in FGIDOCR. Document Postings will show exactly how a transaction posted to the Banner ledgers.
7. Select <b>Access Document Postings</b> in the <b>Related</b> pull-down menu	
8. This will take you to the <b>Document Postings [FGQDOCP] Form</b> for the original Document Number you searched for. The <b>Process Code, Ledger, Ledger Field, Amount, and Chart Coding</b> are provided.	The <b>Filter Button</b> may be used to narrow your search in this form. <b>Filter Button:</b> 

9. Once you find all the information you need on a specific document, click on the <b>X</b> icon and you will be returned to the <b>Document Retrieval Inquiry Form [FGIDOCR]</b> displaying the total information about the Document.	
10. If you wish to perform research on another document, click on the <b>Start Over</b> button. This will take you back to the key information area of <b>FGIDOCR</b> .	<b>Start Over Button:</b> 
11. Follow steps 2-9 for each invoice you wish to research.	
12. Remember to log out of Banner when you leave your desk.	Click the <b>ODU Home Screen</b> button on the toolbar.

**FGIDOCR Sample Screenshot:**



The screenshot displays the 'Document Retrieval Inquiry FGIDOCR 9.3.6 (PPRD2\_DB)' interface. At the top, it shows 'Document: J1702212', 'Submission Number: [ ]', and 'Document Type: JV'. A 'Start Over' button is visible. The 'HEADER INFORMATION' section includes 'Transaction Date: 03/23/2017', 'Fiscal Year: 17', 'Fiscal Period: 09', 'Items: 4', and 'Commit Type: Uncommitted'. The 'DETAIL INFORMATION' section contains a table with 14 columns: Sub Number, Item, Sequence, Journal Type, Description, Amount, Sign, Currency, Document Reference, COA, Index, Fund, Orgn, and Acct. The table lists four entries for 'REDIST DEPT COST % O...' with amounts of 160.00. The bottom of the screen shows 'Record: 1/4', 'FGBTRNH.FGBTRNH\_SUBMISSION\_NUMBER [1]', and the 'ellucian' logo.

Sub Number	Item	Sequence	Journal Type	Description	Amount	Sign	Currency	Document Reference	COA	Index	Fund	Orgn	Acct
0	0	1	JE60	REDIST DEPT COST % O...	160.00	Debit		I1718362	U		025707	4ST45	5412
0	0	2	JE60	REDIST DEPT COST % O...	160.00	Credit		I1718362	U		011003	1AL10	5412
0	0	3	JE60	REDIST DEPT COST % O...	160.00	Credit		I1718362	U		015001		1020
0	0	4	JE60	REDIST DEPT COST % O...	160.00	Debit		I1718362	U		011001		1020

**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>.