

Retrieving Document History Using FGIDOCR

The **Document Retrieval Inquiry Form (FGIDOCR)** is used to perform queries on requisitions, purchase orders, invoices, and journal voucher transactions to verify General Ledger postings.

Step	Task
1.	Type FGIDOCR in the GoTo... field and press ENTER.
2.	Type the document number in the Document field. Skip to the next step. OR Click the Search button to open the List of Transaction History Documents Form (FGQDOCN) . <ol style="list-style-type: none">Enter search criteria.Press the Execute Query button to locate the desired document.Double-click the document number to return to FGIDOCR. The document number will populate the Document field.
3.	Click the Next Block button to display the transaction detail. NOTE: If needed, select Document Text (FOATEXT) from the Options menu to view more information (if available) about the transaction.
4.	Click the Exit button to return to the main menu.