HOW TO view a Journal or Deposit Document in Banner (FGIDOCR)

The form FGIDOCR allows authorized users* to view "non-purchasing" related documents:

- **Journals** (IDC/JE15/JE16)
- **Deposits** (Canadian/U.S./Foreign currency)

 *Authorized User = An individual with Banner access to the Finance module.
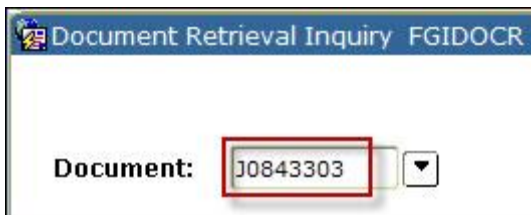

Before you begin:

To use this form, you must have the **document number** for one of the above mentioned document types (i.e. J0175261).

"Purchasing" related documents may be viewed using the **Banner form FOIDOCH**.

Documents may also be viewed using the **Minerva** > Finance (Fund) Administration menu > **View Document** menu option.

How to use FGIDOCR:

1. Log in to **Banner.**
2. Enter **FGIDOCR** in the **Go To** field and hit **Enter** or select **FGIDOCR** (Document Retrieval Inquiry Form from the **Finance Fast Track menu)**.
3. Enter the Document Number you have on hand in the **Document** field.

4. Click on the **Next Block** icon, or use **Ctrl- Page Down** if you prefer using the keyboard, to retrieve the document. The document details will display.

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TIP: Document Text
Click on **Options,** select **Document Text [FOATEXT]**, and proceed to the **Next block** to read the text.

5. Click on the **Roll Back icon** to retrieve a new document using a Document Number.