## Viewing a Transaction's FOAP Posting (FGIDOCR)

1) Access the Document Retrieval form (FGIDOCR). This form will show the FOAP that a transaction was processed against.

The most common Document Types to view are: Purchase Requisition (REQ), Purchase Order (PO), Invoice (INV), Check or Direct Deposit disbursement (CHK) and Journal Voucher (JV).

2) Input the Document Number in the 'Document' field. The Document Type will default in for you. Then perform a 'Next Block' function to move to the next block of information.
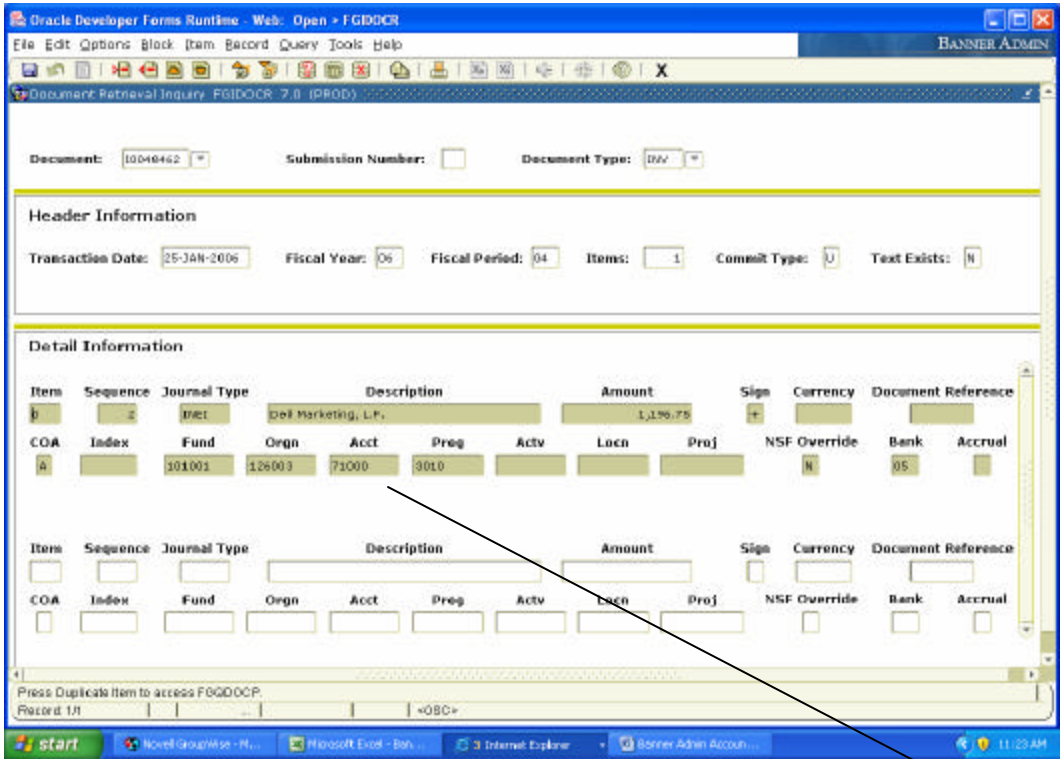
3) You will see the FOAP information related to the document in the 'Detail Information' block.