Finding Lost Document Numbers

Have you ever created a limited purchase document but forgot to write down the document number? There are several ways to find the document number. Below are two methods.

**Screen 23 – Transaction Inquiry by Account**

Type in 1) the account number, 2) object code used when creating the document, and 3) Ref: 1, as shown below. Document number L110649 appears.

```
23 Transaction Inquiry by Account  11/07/00 15:27
FY 2001 CC 02

Screen: ___  Account: 240007 5215  Ref: 1

Sbcd  TC  Ref 1  Date  Description  Amount  I BatRef Offset Acct
5215  054 L110649  10/05 COMPED SOLUTIONS  100.00  D 6397PM
```

**Screen 284 – Document Browse by User Reference**

On Screen 284, input the User Ref and press enter. The User Ref is an account number and departmental reference number (e.g. 270140-0001). Typing in only the account number will show all documents tied to that account.

Narrow the search in two ways: 1) For User Ref, type in the account and departmental reference number together. 2) Insert the document class, i.e., L for limited purchase, E for exempt, R for requisition, depending on what type of document you are searching.

```
F0007 End of valid data reached 11/07/00 3:31P
284 Document Browse By User Ref  FY 2001 CC 01

Screen: ___  User Ref.: 2701400001___
Include: Only Class: L

User Ref  Doc  Vendor Name  Date  Buy  Amount  St
L L T 270140-0001 L754745 BRAZOS OFFICE 05/09/97 DL
```

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