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

284 Document Browse By User Ref	11/07/00 3:31P
	FY 2001 CC (

Screen: ___ User Ref.: 2701400001____

Include: Only Class: L

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