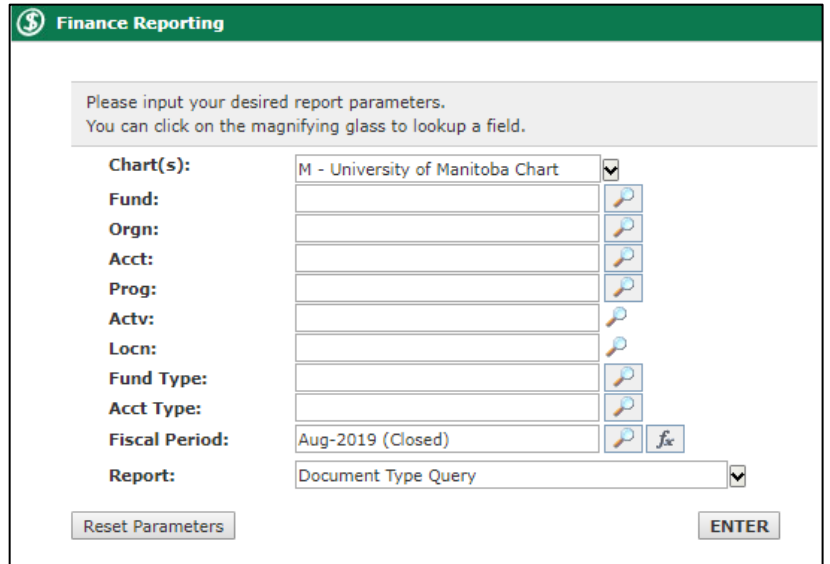


To query a specific transaction document:

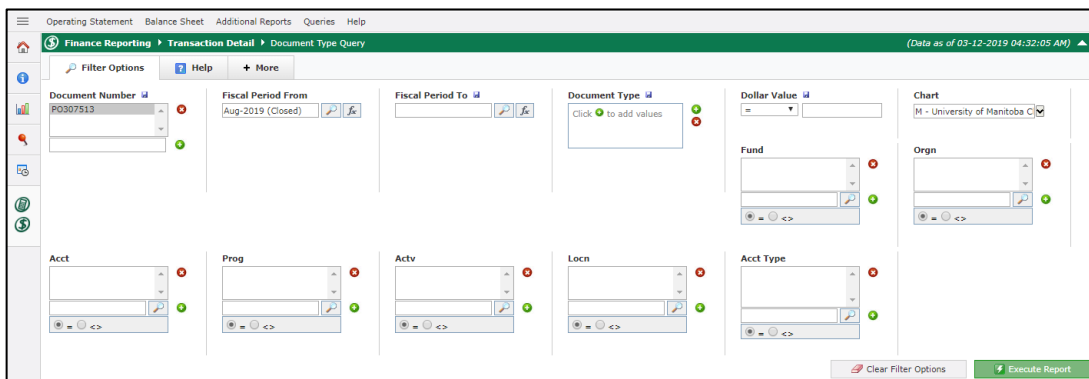
What is a **Document**? Each transaction is assigned a unique **document number** which identifies the type of transaction.

For a list of the different types of **document code prefixes**, see [Aurora Document Code Prefixes](#).

- From the **Report** drop down list on the Main Menu, select **Document Type Query**.



- Click **ENTER** and you will be brought to the **Filter Options** tab.
- Enter the Document Number or the Document Type then click **Execute Report**.



- Review the output, which includes the User ID of the person or batch process that posted the transaction to banner, the date it was entered, descriptions, amounts and much more.

Operating Statement | Balance Sheet | Additional Reports | Queries | Help

Finance Reporting > Transaction Detail > Document Type Query (Data as of 03-12-2019 04:32:05 AM)

Filter Options | Report Results | Help | + More

Document Number = PO307513 | Fiscal Period From = Aug-2019 (Closed) | Chart = M

Row #	Document	FSYR	Period	Date	User ID	Description	Document Text	Type	Doc Ref Num	Encumbrance	Chart	Fund	Orgn	Acct	Prog	Actv	Locn	Outstanding Amount	Amount
1	C0504877	2020	07	08-10-2019	LEEJ	University of Manitoba Student...		DNEI	I2003238	PO307513	M	110000	571000	210101	1300			0.00	118.72
2	C0504877	2020	07	08-10-2019	LEEJ	University of Manitoba Student...		DNEI	I2003238	PO307513	M	990001	571000	101101	1300			0.00	-118.72
3	I2003238	2020	07	07-10-2019	FMBATCH	University of Manitoba Student...	GL REF: IR108776-44925	INEI		PO307513	M	110000	571000	210101	1300			0.00	-118.72
4	I2003238	2020	07	07-10-2019	FMBATCH	Goods & Services Tax	GL REF: IR108776-44925	REBT		PO307513	M	110000	571000	110401	1300			0.00	3.55
5	PO307513	2020	06	13-09-2019		University of Manitoba Student...	Natasha Ann Martin 201	P		PO307513	M	110000	571000	704001	1300			0.00	118.72
6	PO307513	2020	07	13-09-2019		University of Manitoba Student...	Natasha Ann Martin 201	P		PO307513	M	110000	571000	704001	1300			0.00	-118.72