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.