



# Search for a Document

## Overview

The Warehouse Management module Document Inquiry process provides the ability to inquire about document numbers.


With the Enterprise Rollup, searches can be focused within a particular Logistics Programs, Regions, Sites, or Warehouse.


## Navigation

Inquiries > Document

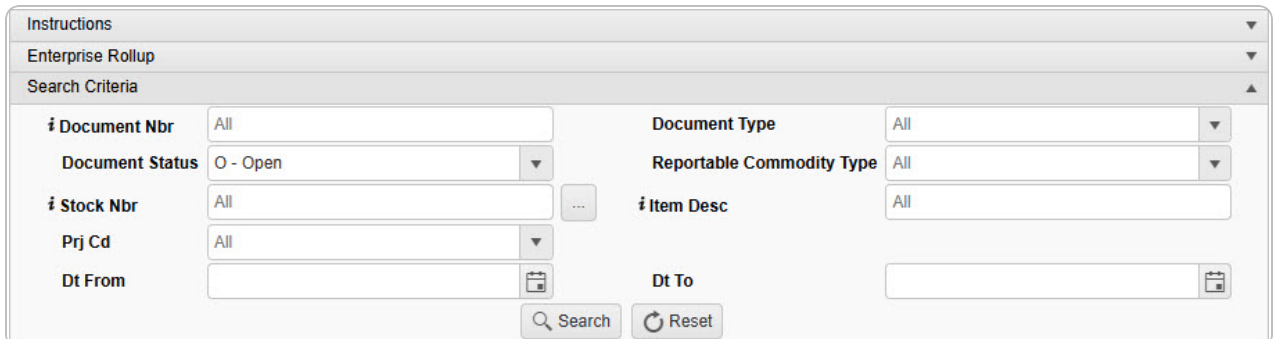
## Procedures

### Search for a Document

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. In the Search Criteria section, narrow the results by entering one or more of the following fields.




The screenshot shows a web interface for searching documents. It includes a 'Search Criteria' section with the following fields:

Search Criteria	
# Document Nbr	All
Document Status	O - Open
# Stock Nbr	All
Prj Cd	All
Dt From	
Document Type	All
Reportable Commodity Type	All
# Item Desc	All
Dt To	

At the bottom of the form are 'Search' and 'Reset' buttons.



- Select  **Search** . Results appear in the Document Inquiry Search Results grid.

Doc Type	To Warehouse	From Warehouse	Doc Nbr	Suffix Cd	Doc Status	Doc Stage Cd	Doc Sub Type	Qty Ordered	Qty Received	Qty Verified	Qty Accepted	Qty in OC	Stock Nbr	Item Desc	Source of Supply	U1	Shipping U1	Transportable Commodity Type	Repl Qty Dt	Qty Coded
MA - Miscellaneous Add	COLUMBUS		HC100152992000		O - Open		MAA - Physical Count	30	21	1	0	0	113811381138A	LIGHT SABER - BLUE		EA - Each	EA - Each	FIELD GEAR - FIELD GEAR		
MA - Miscellaneous Add	COLUMBUS		HC100152992002		O - Open		MAB - Accounting Error	1	1	1	0	0	113811381138B	LIGHT SABER - GREEN		EA - Each	EA - Each	FIELD GEAR - FIELD GEAR		


## View the Document Inquiry Details

- Select  . It becomes  and the Individual Issue / Return Details grid appears.

Doc Type	To Warehouse	From Warehouse	Doc Nbr	Suffix Cd	Doc Status	Doc Stage Cd	Doc Sub Type	Qty Ordered	Qty Received	Qty Verified	Qty Accepted	Qty in OC	Stock Nbr	Item Desc
MA - Miscellaneous Add	COLUMBUS		HC100152992000		O - Open		MAA - Physical Count	30	21	1	0	0	113811381138A	LIGHT SABER - BLUE
Doc Transaction Status	Stock Nbr	Item Desc	Serial Nbr	Qty	Cond Cd	Owning DtdAAC	T1 Address	Mgmt Cd	Pty Cd	Last Transaction D/Tm	Last Updated By			
VF - VERIFIED	113811381138A	LIGHT SABER - BLUE	ABC987	1	A - Stock(Inv Quant)	HC1001	DEFENSE INFORMATION SYSTEMS AGENCY - A - Serial Number Managed			10/27/2016 1:34:55 PM	OROCERP			
D - DISCREPANT	113811381138A	LIGHT SABER - BLUE		1	A - Stock(Inv Quant)	HC1001	DEFENSE INFORMATION SYSTEMS AGENCY - A - Serial Number Managed			10/28/2016 1:31:39 PM	GROCEBP			
R - RECEIVED	113811381138A	LIGHT SABER - BLUE		21		HC1001	DEFENSE INFORMATION SYSTEMS AGENCY - A - Serial Number Managed			07/29/2017 3:51:36 PM	DOIBBONS			
P - PENDING	113811381138A	LIGHT SABER - BLUE		30		HC1001	DEFENSE INFORMATION SYSTEMS AGENCY - A - Serial Number Managed			07/29/2017 3:51:36 PM	DOIBBONS			

## Isolate Document Inquiry Results

Isolating the Document Inquiry Search Results can be found in the Enterprise Rollup feature.

Selecting  at any point of this procedure returns all fields to the default "All" setting.

- In the Enterprise Rollup section, narrow the results by entering one or more of the following optional fields.

**Instructions**

**Enterprise Rollup**


Logistics Program

Region

Site

Warehouse

Search Criteria

- Select  . Results appear in the Document Inquiry Search Results grid.

Doc Type	To Warehouse	From Warehouse	Doc Nbr	Suffix Cd	Doc Status	Doc Stage Cd	Doc Sub Type	Qty Ordered	Qty Received	Qty Verified	Qty Accepted	Qty in OC	Stock Nbr	Item Desc	Source of Supply	U1	Shipping U1	Transportable Commodity Type	Repl Qty Dt	Qty Coded
MA - Miscellaneous Add	COLUMBUS		HC100152992000		O - Open		MAA - Physical Count	30	21	1	0	0	113811381138A	LIGHT SABER - BLUE		EA - Each	EA - Each	FIELD GEAR - FIELD GEAR		
MA - Miscellaneous Add	COLUMBUS		HC100152992002		O - Open		MAB - Accounting Error	1	1	1	0	0	113811381138B	LIGHT SABER - GREEN		EA - Each	EA - Each	FIELD GEAR - FIELD GEAR		