

GUIDE TO BANNER FINANCE PAGES



Table of Contents

By Task (What Page Do I Use To...)	3
Journal Voucher Processing.....	3
General Encumbrances	4
Accounts Receivable	5
Grants.....	6
Purchasing.....	8
Receiving.....	10
Accounts Payable Queries	11
General Ledger Queries	13
By Page (What Can I Do With This Page?)	14
Journal Voucher Processing.....	14
General Encumbrances	16
Accounts Receivable	17
Grants.....	18
Purchasing.....	21
Receiving.....	24
Accounts Payable Queries	25
General Ledger Queries	28

By Task (What Page Do I Use To...)

Journal Voucher Processing

What Page Do I Use To...	Page Title	Page Name
Prepare a journal voucher for an encumbrance-related transaction or for a fixed asset transfer?	Journal Voucher Entry	FGAJVCD
Simplify the process of creating journal vouchers with one debit and multiple credits, or multiple debits and one credit?	Journal Voucher Mass Entry	FGAJVCM
Display each accounting distribution for a journal voucher in a spreadsheet format?	Journal Voucher Mass Entry	FGAJVCM
Prepare a journal voucher with a page that shows descriptions of the FOAPAL segment codes?	Journal Voucher Quick	FGAJVCQ
Access an in-process (incomplete) journal voucher?	Journal Voucher Entry or	FGAJVCD
	Journal Voucher Mass Entry or	FGAJVCM
	Journal Voucher Quick	FGAJVCQ
See the statuses of all journal vouchers that I created?	Document By User	FOADOCU
See the statuses of all journal vouchers that another Banner user created?	Document By User (Must enter the user's ID)	FOADOCU
Review the details of a posted journal voucher?	Document Retrieval Inquiry	FGIDOCR
Review the details of an unposted journal voucher to determine if it is postable or suspended?	Journal Voucher Summary	FGIJSUM
See only the statuses for journal vouchers that are unposted?	List of Suspended Journal Vouchers	FGIJVCD
Update the document text of a journal voucher?	General Text Entry	FOATEXT
Find out the Originator and all Approvers of a journal voucher?	Document Approval History	FOIAPPH

General Encumbrances

What Page Do I Use To...	Page Title	Page Name
Create a general encumbrance?	Encumbrance/Reservations Maintenance	FGAENCB
View a list of all encumbrances that I created?	Document By User	FOADOCU
View a list of all encumbrances that another Banner user created?	Document By User	FOADOCU
View a summary list of all general encumbrances in the Banner system?	Encumbrance List	FGIENCB
Review detailed transaction activities against an encumbrance?	Detail Encumbrance Activity	FGIENCD
Display all open encumbrances by Organization and/or Fund?	Organizational Encumbrance List	FGIOENC
Increase or decrease each sequence of a general encumbrance?	Journal Voucher Entry	FGAJVCD
Partially or totally liquidate each sequence of a general encumbrance?	Journal Voucher Entry	FGAJVCD
Find out if an encumbrance is open or closed?	Encumbrance List or	FGIENCB
	Detail Encumbrance Activity	FGIENCD

Guide to Banner Finance Forms

Accounts Receivable

What Page Do I Use To...	Page Title	Page Name
Mass bill charges that are not term specific?	Billing Mass Data Entry	TFAMASS
Mass bill term specific charges for students?	Billing Mass Data Entry – Student	TSAMASS
Data entry for student account and/or term related charges?	Student Account Detail	TSADETL
Close a cashier session?	Cashier Session Review	TGACREV
View account comments?	Comment Central	TGACOMC
Research detailed items on an account such as charges, payments, and deposits?	Account Detail	TFADETL
Look up GAR information?	Account Detail Review	TFIAREV
View GAR aging information and set billing and delinquency codes?	Account Review – Finance	TFAACCT
View a student account?	Customer Service Inquiry	TSICSRV
View student account aging information and set billing and delinquency codes?	Account Review – Student	TSAACCT
Search for a student by name?	Person Search	SOAIDEN
Search a GAR customer or non-student by name?	Person Identification – Finance	FOAIDEN
View a student account in detail?	Account Detail Review – Student	TSAAREV

Guide to Banner Finance Forms

Grants

What Page Do I Use To...	Page Title	Page Name
Look up grant attributes?	Grant Maintenance	FRAGRNT
Query index codes?	Account Index Code Validation	FTVACCI
Track activities as they are posted against an encumbrance?	Detail Encumbrance Activity	FGIENCD
Display all items in an approval queue?	User Approval	FOAUAPP
Review the information regarding each budget?	Grant Budget Distribution Inquiry	FZIBDSG
View grants associated with a specific unit?	Grant Organization Inquiry	FRIORGH
View billing activity and corresponding payment history associated with a grant?	Grant Billing Query	FZIBILL
View the total amount billed for a grant, total amount paid and total refunds?	Research Accounting Billing Detail Inquiry	FZIBDET
View a unit's budget activity and transaction details by Account code?	Grant Inception To Date and	FZIGITD
	Grant Transaction Detail	FZIGTRD
Find out information about a grant, including the description and award amount?	Grant Maintenance	FRAGRNT
Find out how a budget was put in by OBFS Grants and Contracts?	Grant Budget Distribution Inquiry	FZIBDSG
Find out the overdraft status of a grant project?	Grant Inception To Date	FZIGITD
See all Fund codes associated with a grant?	Grant Inception To Date (check Fund Summary box)	FZIGITD
Query indirect cost charge codes?	Indirect Cost Charge Code Maintenance	FTMINDA
Query indirect cost distribution codes?	Indirect Cost Distribution Maintenance	FTMINDD

Guide to Banner Finance Forms

What Page Do I Use To...	Page Title	Page Name
Query indirect cost basis codes?	Basis Definition Code Maintenance	FTMBASI
Query indirect cost rate codes?	Indirect Cost Rate Code Maintenance	FTMINDR
Query a grant's indirect cost codes?	Research Accounting Fund Maintenance	FZMRFND
Look up payments for a grant?	Grant Payments Entry	FZAAREV
Find out all the grants that a Principal Investigator has?	Grant Personnel Inquiry	FRIPSTG
View all grants associated with an agency?	Grant Agency Inquiry	FRIASTG
Search for a grant code using any part of the grant's long title?	Grant Title Search	FRIKGNT
View budget codes associated with a grant code?	Grant Budget Codes Inquiry	FRIBUDG
View the line item amounts established in a grant budget?	Grant Budget Distribution Inquiry	FZIBDSG
Look at hierarchy information to find out if a grant is a Federal grant or a State of Illinois grant?	Agency Hierarchy Query	FTIAGYH
Search for existing Fund codes?	Fund Code Maintenance	FZMFUND
Find personnel associated with a Fund code?	Fund Code Maintenance (click Personnel Information under the Related menu)	FZMFUND

Purchasing

What Page Do I Use To...	Page Title	Page Name
Prepare a purchase requisition resulting in a purchase order?	Requisition	FZAREQN
See the status of all requisitions and purchase orders that I created? (for example, have they been paid? were the items returned?)	Document History	FOIDOCH
Display all completed requisitions awaiting approval?	Approvals Notification	FOIAINP
Approve or disapprove a requisition?	User Approval	FOAUAPP
Show all the requisitions a user has approved?	Approval History	FOIAPHT
Find out the Originator and all Approvers of a requisition?	Document Approval History	FOIAPPH
Print requisitions?	Requisition Query (Use File, Print.)	FPIREQN
Cancel a requisition?	Requisition Cancel	FPARDEL
Delete an in-process (incomplete) requisition?	Requisition	FZAREQN
Copy a requisition or purchase order into a new requisition?	Requisition	FZAREQN
Query requisitions?	Requisition Query or	FPIREQN
	Requisition Validation	FPIRQST
Update the document text for an in-process (incomplete) requisition?	Procurement Text Entry	FOAPOXT
Determine which individuals in my department are authorized to approve a requisition?	Document Approval	FOAAINP
Locate all requisitions from a specific requestor?	Requisition Query or	FPIREQN
	Requisition Validation	FPIRQST
See if a vendor currently exists in the Banner database?	Entity Name / ID Search	FTIIDEN

Guide to Banner Finance Forms

What Page Do I Use To...	Page Title	Page Name
Find the address of a vendor?	Vendor Maintenance and	FTMVEND
	Person Identification	FOAIDEN
Look up a requisition to see if it has been approved and/or if a buyer has assigned a purchase order number to it?	Document History or	FOIDOCH
	Purchase/Blanket/Change Order Query	FPIPURR
Look up encumbrances, balances of a purchase order and change order increases?	Encumbrance List and	FGIENCB
	Detail Encumbrance Activity	FGIENCD

Receiving

What Page Do I Use To...	Page Title	Page Name
Prepare a receiving order to receive a partial or full order?	Receiving Goods	FPARCVD
Access and view receiving documents related to purchase order documents?	Document History	FOIDOCH
Delete an in-process receiving document?	Receiving Goods	FPARCVD
Create an adjustment to a previously received purchase line item?	Receiving Goods	FPARCVD
Query for a return?	Return Goods Validation List and	FPIRTRN
	Document History	FOIDOCH
Record return shipment information for specific commodity line items on a purchase order?	Returned Goods	FPARTRN

Accounts Payable Queries

What Page Do I Use To...	Page Title	Page Name
See if a vendor currently exists in the Banner database?	Entity Name/ID Search	FTIIDEN
Find the address of a vendor?	Vendor Maintenance and	FTMVEND
	Person Identification	FOAIDEN
Find all payments to a single UIN or Vendor ID number by Fiscal Year?	Vendor Detail History Query	FAIVNDH
Identify categories of invoices in the system for a single vendor ID or UIN: All, Open, Paid?	Vendor Detail History Query	FAIVNDH
Query a summary of transaction and commodity details by a specific vendor ID and invoice number?	Vendor Invoice Query	FAIVINV
Search for a purchase order (PO) number and payment status by the vendor's invoice number?	Vendor Invoice Query	FAIVINV
Query of list of invoices by document status category (Open, Paid, Suspense, Hold)?	Invoice/Credit memo List	FAIINVL
Search payment details by check number?	Check Payment History	FAICKKH
Identify and review all transactions paid on a check, the vendor name, the date of the check and the amount of the check?	Check Payment History	FAICKKH
Review all transaction details for a specific Banner invoice document number?	Invoice/Credit Memo Query	FAIINVE
Review year-to-date total dollars paid to a single vendor ID number by Fiscal Year?	Vendor History Query	FAIVHIS
Display all the purchasing and payment documents and statuses associated with a specific invoice or check document number?	Document History	FOIDOCH
Determine the check number on which an invoice was paid?	Document History	FOIDOCH
Search for invoice and receiving data specific to a single vendor ID number or name?	Receiving/Matching Status Query	FAIIREC

Guide to Banner Finance Forms

What Page Do I Use To...	Page Title	Page Name
Search for invoice and receiving data for a specific invoice or purchase order document number?	Receiving/Matching Detail Query	FPIIREC
Display open invoices by chart of accounts or FOAPAL elements?	Open Invoices by FOAPAL	FAIOINF
To display the payment schedule for a recurring invoice document?	Recurring Payables Query	FAARUIV
Validate a check number and its corresponding bank code?	Check Number Validation	FTICHKS
Verify receipt status of an invoice, purchase order, or requisition?	Receipt Required Indicator Query	FPARRIM
Review the accounting distribution of an invoice document?	Commodities and Accounting Review Query	FOICACT
Review the transaction postings for an invoice or check document?	Document Retrieval Inquiry	FGIDOCR
Search for a one-time vendor payment?	Document Retrieval Inquiry	FGIDOCR
Find out the Originator and all Approvers of an invoice document transaction?	Document Approval History	FOIAPPH
Find and review text notes recorded for a specific invoice, vendor, or check transaction?	General Text Entry	FOATEXT
Review encumbrance details and track invoice transactions posted against general encumbrance and purchase order encumbrance balances?	Encumbrance List and	FGIENCB
	Detail Encumbrance Activity	FGIENCD

General Ledger Queries

What Page Do I Use To...	Page Title	Page Name
View a unit's budget activity and transaction details for a FOAPAL by Account (for transactions that posted to the FOAPAL and transactions that roll up to that FOAPAL)?	Executive Summary and	FGIBDSR
	Detail Transaction Activity	FGITRND
View a unit's budget activity and transaction details for a FOAPAL by Account (for transactions that posted to that FOAPAL only)?	Organization Budget Status and	FGIBDST
	Detail Transaction Activity	FGITRND
Compute and view my Fund balance?	General Ledger Trial Balance	FGITBAL
View the Account balances for a Fund?	General Ledger Trial Balance	FGITBAL
View my already computed Fund balance?	Trial Balance Summary	FGITBSR
Query and display transaction details for specific funds and accounts?	General Ledger Trial Balance or	FGITBAL
	Trial Balance Summary	FGITBSR
	and General Ledger Activity	FGIGLAC

By Page (What Can I Do With This Page?)

Journal Voucher Processing

Page Name	Page Title	What Can I Do With This Page?
FGAJVCD	Journal Voucher Entry	Prepare a journal voucher for an encumbrance-related transaction or for a fixed asset transfer.
		Access an in-process (incomplete) journal voucher to complete it.
		Increase or decrease each sequence of a general encumbrance.
		Partially or totally liquidate each sequence of a general encumbrance.
FGAJVCM	Journal Voucher Mass Entry	Access an in-process (incomplete) journal voucher to complete it.
		Simplify the process of creating journal vouchers with one debit and multiple credits, or multiple debits and one credit.
		Display each accounting distribution for a journal voucher in a spreadsheet format.
FGAJVCQ	Journal Voucher Quick	Access an in-process (incomplete) journal voucher to complete it.
		Prepare a journal voucher with a page that shows descriptions of the FOAPAL segment codes.
FGIDOCR	Document Retrieval Inquiry	Review the details of a posted journal voucher including its document text.
		Verify that a journal voucher has been posted.
FGIJSUM	Journal Voucher Summary	Review the details of an unposted journal voucher to determine if it is postable or suspended.
FGIJVCD	List of Suspended Journal Vouchers	See only the statuses for journal vouchers that are unposted.
FOADOCU	Document By User	See the statuses of all journal vouchers that I created.
		See the statuses of all journal vouchers that another Banner user created (must enter the user's ID).

Guide to Banner Finance Forms

Page Name	Page Title	What Can I Do With This Page?
		View a list of all encumbrances that I created.
		View a list of all encumbrances that another Banner user created (must enter the user's ID).
FOATEXT	General Text Entry	Update the document text of a journal voucher.
		View the reason that a transaction was made.
		Find out the name, unit, and phone number of the person who made the transaction.
FOIAPPH	Document Approval History	Find out the Originator and all Approvers of a journal voucher.
		View a journal voucher's approval history.

General Encumbrances

Page Name	Page Title	What Can I Do With This Page?
FGAENCB	Encumbrance/Reservations Maintenance	Create a general encumbrance.
FGAJVCD	Journal Voucher Entry	Prepare a journal voucher to increase or decrease each sequence of a general encumbrance.
		Prepare a journal voucher to partially or totally liquidate each sequence of a general encumbrance.
		Access an in-process (incomplete) journal voucher to complete it.
FGIENCB	Encumbrance List	View a summary list of all general encumbrances in the Banner system.
		Find out if an encumbrance is open or closed.
		Look up encumbrances, balances of a purchase order, and change order increases.
FGIENCD	Detail Encumbrance Activity	Review detailed transaction activities against an encumbrance.
		Find out if an encumbrance is open or closed.
		Track grant activities as they are posted against an encumbrance.
		Look up encumbrances, balances of a purchase order, and change order increases.
FGIOENC	Organizational Encumbrance List	Display all open encumbrances by Organization and/or Fund.
FOADOCU	Document By User	View a list of all encumbrances that I created.
		View a list of all encumbrances that another Banner user created (must enter the user's ID).
		See the statuses of all journal vouchers that I created.
		See the statuses of all journal vouchers that another Banner user created (must enter the user's ID).

Guide to Banner Finance Forms

Accounts Receivable

Page Name	Page Title	What Can I Do With This Page?
FOAIDEN	Person Identification – Finance	Search a General Accounts Receivable (GAR) customer or non-student by name.
		Look up GAR address information.
SOAIDEN	Person Search	Search for a student by name.
TFAACCT	Account Review –Finance	View GAR aging information and set billing and delinquency codes.
TFADETL	Account Detail	Data entry page for general account charges.
TFAMASS	Billing Mass Data Entry	Mass bill charges that are not term specific.
TFIAREV	Account Detail Review	Look up GAR information.
TGACOMC	Comment Central	View account comments.
TGACREV	Cashier Session Review	Close a cashier session.
		Review data entry transactions entered in Banner.
TSAACCT	Account Review –Student	View student account aging information and set billing and delinquency codes.
TSAAREV	Account Detail Review – Student	View a student account in detail.
TSADETL	Student Account Detail	Data entry for student account and/or term related charges.
TSAMASS	Billing Mass Data Entry – Student	Mass bill term specific charges for students.
TSICSRV	Customer Service Inquiry	View a student account.

Grants

Page Name	Page Title	What Can I Do With This Page?
FGIENCD	Detail Encumbrance Activity	Track grant activities as they are posted against an encumbrance.
		Find out if an encumbrance is open or closed.
FOATEXT	General Text Entry	Enter and update the required document text for a transaction.
		View the reason a transaction was disapproved.
		Find out the name, unit, and phone number of the person who made the transaction.
FOAUAPP	User Approval	Display all items in an approval queue.
		Approve or disapprove a document.
FOIAPHT	Approval History	View a document's approval history.
		Show all the documents a user has approved.
		View an online display of documents sorted by document code.
FOIAPPH	Document Approval History	View a document's approval history.
		Find out the Originator and all Approvers of a document.
FRIASTG	Grant Agency Inquiry	View all grants associated with an agency.
FRIBUDG	Grant Budget Codes Inquiry	View budget codes associated with a grant code.
FRIKGNT	Grant Title Search	Search for a grant code using any part of the grant's long title.
FRIORGH	Grant Organization Inquiry	View grants associated with a specific unit.
FRIPSTG	Grant Personnel Inquiry	Find out all the grants that a Principal Investigator has.
FTIAGYH	Agency Hierarchy Query	Find an agency's place in its hierarchy.

Guide to Banner Finance Forms

Page Name	Page Title	What Can I Do With This Page?
		Locate an agency's predecessor to find out if a grant is a Federal grant or a State of Illinois grant.
FTVACCI	Account Index Code Validation	Query index codes.
FTMINDA	Indirect Cost Charge Code Maintenance	Query indirect cost charge codes.
FTMINDD	Indirect Cost Distribution Maintenance	Query indirect cost distribution codes.
FZAAREV	Grant Payments Entry	Look up payments for a grant.
FRAGRNT	Grant Maintenance	Look up grant attributes.
		Find out information about a grant, including the description and award amount.
FZIBDET	Research Accounting Billing Detail Inquiry	View the total amount billed for a grant, total amount paid, and total refunds.
FZIBDSG	Grant Budget Distribution Inquiry	Review the information regarding each budget.
		Find out how a budget was put in by OBFS Grants and Contracts.
FZIBILL	Grant Billing Query	View billing activity and corresponding payment history associated with a grant.
FZIGITD	Grant Inception To Date	View a unit's budget activity and transaction details by Account code.
		Find out the overdraft status of a grant project.
		See all Fund codes associated with a grant. (check Fund Summary box)
FZIGTRD	Grant Transaction Detail	View a unit's budget activity and transaction details by Account code.
FZMRFND	Research Accounting Fund Maintenance	Query a grant's indirect cost codes.
FTMBASI	Basis Definition Code Maintenance	Query indirect cost basis codes.

Guide to Banner Finance Forms

Page Name	Page Title	What Can I Do With This Page?
FTMINDR	Indirect Cost Rate Code Maintenance	Query indirect cost rate codes.
FZMFUND	Fund Code Maintenance	Search for existing Fund codes.
		Find Fund personnel associated with a Fund code.

Purchasing

Page Name	Page Title	What Can I Do With This Page?
FZAREQN	Requisition	Prepare a purchase requisition resulting in a purchase order.
		Delete an in-process (incomplete) requisition.
		Copy a requisition or purchase order into a new requisition.
FTVCOMM	Commodity Validation	Display commodity codes and associated descriptions defined to the system.
		Verify or select a commodity code to process using the page's features.
FTVSHIP	Ship to Validation	Display ship to codes defined in Banner.
		Verify shipping locations for purchasing commodity deliveries.
FTIIDEN	Entity Name / ID Search	See if a vendor currently exists in the Banner database.
FTMVEND FOAIDEN	Vendor Maintenance and Person Identification	Find the address of a vendor.
FOAAINP	Document Approval	Determine which individuals in my department are authorized to approve a requisition.
		Approve or disapprove an invoice or other document.
		Display remaining invoices in the approval queues.
FOAPOXT	Procurement Text Entry	Update the document text for an in-process (incomplete) requisition.
FOAUAPP	User Approval	Approve or disapprove a requisition or other document.
		Display all items in an approval queue.
FOIAINP	Approvals Notification	Display all completed requisitions or other documents awaiting approval.

Guide to Banner Finance Forms

Page Name	Page Title	What Can I Do With This Page?
FOIAPHT	Approval History	View a document's approval history.
		Show all the documents a user has approved.
		View an online display of documents sorted by document code.
FOIAPPH	Document Approval History	View a document's approval history.
		Find out the Originator and all Approvers of a document.
FOIDOCH	Document History	See the status of all requisitions and purchase orders that I created. (for example, whether it has been paid, or if items were returned)
		Look up a requisition to see if it has been approved and/or if a buyer has assigned a purchase order number to it.
		Access and view processing and payment records associated with a purchase order, invoice or check.
		Query for a return.
		Determine the check number on which an invoice was paid.
FGIENCB	Encumbrance List	Look up encumbrances, balances of a purchase order, and change order increases.
		View a summary list of encumbrances in the Banner system.
		Find out if an encumbrance is open or closed.
FGIENCD	Detail Encumbrance Activity	Look up encumbrances, balances of a purchase order, and change order increases.
		Find out if an encumbrance is open or closed.
		Review detailed transaction activities against an encumbrance.
FPIPURR	Purchase/Blanket/Change Order Query	Look up a requisition to see if it has been approved and/or if a buyer has assigned a purchase order number to it.

Guide to Banner Finance Forms

Page Name	Page Title	What Can I Do With This Page?
		Display purchase orders that are completed, approved, closed, canceled, or in process.
FPIREQN	Requisition Query	Print requisitions. (Use File, Print.)
		Query requisitions.
		Locate all requisitions from a specific requestor.
		View completed, approved, closed, canceled, or in-process requisitions.
		View document information (including cancel date and reason, close date).
		View requestor and ship to information.
		View vendor information.
		View commodity and FOAPAL information.
		View text associated with the requisition.
FPIRQST	Requisition Validation	Query requisitions.
		Locate all requisitions from a specific requestor.
FPROPNR	Open Request Report	Display the status of requests for goods and services that have not been fully satisfied (open).

Receiving

Page Name	Page Title	What Can I Do With This Page?
FOIDOCH	Document History	Access and view receiving documents related to purchase order documents.
		Query for a return.
		See the status of all requisitions and purchase orders that I created. (for example, whether it has been paid, or if items were returned)
		Look up a requisition to see if it has been approved and/or if a buyer has assigned a purchase order number to it.
		Identify and find the status of all documents associated with a selected document and find the processing history of purchasing and payment documents.
		Determine the check number on which an invoice was paid.
FPARCVD	Receiving Goods	Prepare a receiving order to receive a partial or full order.
		Delete an in-process receiving document.
		Create an adjustment to a previously received purchase line item.
FPARTRN	Returned Goods	Record return shipment information for specific commodity line items on a purchase order.
FPIIREC	Receiving/Matching Detail Query	Search for invoice and receiving data for a specific invoice or purchase order document number.
FPIRTRN	Return Goods Validation List	Query for a return.

Accounts Payable Queries

Page Name	Page Title	What Can I Do With This Page?
FTIIDEN	Entity Name / ID Search	See if a vendor currently exists in the Banner database.
		Review status of existing vendor ID or UIN in the Banner database for Entity indicator column (P/C) and the "V" (Vendor indicator column: Y (Yes), N (No), or T (Terminated)).
FTMVEND FOAIDEN	Vendor Maintenance and Person Identification	Find the address of a vendor.
FAARUIV	Recurring Payables	Display the payment schedule for a recurring invoice document.
		Find out how many payments are remaining on an invoice.
FAICHHK	Check Payment History Page	Search payment details by check number.
		Identify and review all transactions paid on a check, the vendor name, the date of the check, and the amount of the check. Review available invoice images for listed transactions.
FAIINVE	Invoice/Credit Memo Query	Review all transaction details for a specific Banner invoice document number.
FAIINVL	Invoice/Credit Memo List	Query a list of invoices by document status category (Open, Paid, Suspense, Hold).
FAIIREC	Receiving/Matching Status Query	Search for invoice and receiving data specific to a single vendor ID number or name.
FAIOINF	Open Invoices by FOAPAL	Display open invoices by chart of accounts or FOAPAL elements.
FAIVHIS	Vendor History Query	Review year-to-date total dollars paid to a single vendor ID number by Fiscal Year.
FAIVINV	Vendor Invoice Query	Query a summary of transaction and commodity details by a specific vendor ID and invoice number.

Guide to Banner Finance Forms

Page Name	Page Title	What Can I Do With This Page?
		Search for a PO number and payment status by the vendor's invoice number.
FAIVNDH	Vendor Detail History Query	Find all payments to a single UIN or vendor ID number by Fiscal Year.
		Identify categories of invoices in the system for a single vendor ID or UIN: All, Open, Paid.
FGIDOCR	Document Retrieval Inquiry	Review the transaction postings for an invoice or check document (as well as for requisitions, purchase orders and journal vouchers).
		Search for a one-time vendor payment using the Document field search option.
FOATEXT	General Text Entry	Update the document text of a transaction.
		Find and review text notes recorded for a specific invoice, vendor or check transaction?
FOIAPHT	Approval History	View an online display of documents sorted by document code.
		View a document's approval history.
		Show all the documents a user has approved.
FOIAPPH	Document Approval History	Find out the Originator and all Approvers of a document.
		View a document's approval history.
FOICACT	Commodities and Accounting Review Query	Review the accounting distribution of an invoice document.
FOICOMM	Commodities for Review Query	Display detailed information about an invoice commodity.
FOIDOCH	Document History	See the status of all related transactions for a single document number (requisitions, purchase orders, invoices, returns, receiving, checks, and assets).
		Access and view processing and payment records associated with a purchase order, invoice or check.
		Determine the check number on which an invoice was paid.

Guide to Banner Finance Forms

Page Name	Page Title	What Can I Do With This Page?
		Research a check's history.
		Query for a return.
FPARRIM	Receipt Required Indicator Query	Verify receipt status of an invoice, purchase order, or requisition.
FPIIREC	Receiving/Matching Detail Query	Search for invoice and receiving data for a specific invoice or purchase order document number.
		Identify invoice transactions awaiting receiving documents.
FTICHKS	Check Number Validation	Validate a check number and its corresponding bank code.
		Query for a list of payments for a specific date or bank.
FGIENCB FGIENCD	Encumbrance List and Detail Encumbrance Activity	Review encumbrance details and track invoice transactions posted against general encumbrance and purchase order encumbrance balances.

Guide to Banner Finance Forms

General Ledger Queries

Page Name	Page Title	What Can I Do With This Page?
FGIBDSR	Executive Summary	View a unit's budget activity and transaction details for a FOAPAL by Account (for transactions that posted to the FOAPAL and transactions that roll up to that FOAPAL).
FGIBDST	Organization Budget Status	View a unit's budget activity and transaction details for a FOAPAL by Account (for transactions that posted to that FOAPAL only).
		Query outstanding encumbrances, using any data entry combination of Fund, Organization, Account, Account Type, Program, Activity, or Location.
FGIGLAC	General Ledger Activity	Query and display transaction details for specific Funds and Accounts.
FGITBAL	General Ledger Trial Balance	Compute and view my Fund balance.
		View the Account balances for a Fund.
		Query and display transaction details for specific Funds and Accounts.
FGITBSR	Trial Balance Summary	View my already computed Fund balance.
		Query and display transaction details for specific Funds and Accounts.
FGITRND	Detail Transaction Activity	View a unit's budget activity and transaction details for a FOAPAL by Account (for transactions that posted to the FOAPAL and transactions that roll up to that FOAPAL).
		View a unit's budget activity and transaction details for a FOAPAL by Account (for transactions that posted to that FOAPAL only).