

## Financial Services

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### Common Banner Query Forms FSJA-028

#### **Document Retrieval Inquiry Form (FGIDOCR):**

This form is to review the detailed information created with various Banner forms, such as journal voucher, invoice, general encumbrance, check, PO, and requisition. To access the posted document, enter the document number and perform a next block twice. To see all the posting detail, including General Ledger indirect update postings, go to Options and select Access Document Postings (FGQDOCP).

#### **Document by User Form (FOADOCU):**

Provides all the documents created by a particular Banner user ID. The search can be for documents by type or status. By default, your Banner user ID is entered. To see documents created by another user, enter his/her Banner User ID. There is no search capability or directory to provide a list of Banner user IDs.

#### **Document History Form (FOIDOCH):**

View all documents related to one particular document number. A search of any one document will display other related document numbers.

Ex: If a PO number is known the associated check number, PR number, and Banner Invoice number will be listed.

#### **Entity Name/ID Search Form (FTIIDEN):**

Search to determine if a vendor is set up within Banner.

#### **Invoice/Credit Memo Query Form (FAINVE):**

Allow query (but no changes) of invoices previously entered. Form can be used to view invoices to determine if keying errors were made.

#### **Budget Availability Status (FGIBAVL):**

Provides the Budget, at level 5, for a specific Index Code. Lists budget related information.

#### **Organization Budget Status (FGIBDST):**

For a specific Index or FOPA Elements, lists budget related information. Capability of drilling down: highlight amount, select options and transaction detail.

#### **Detail Transaction Activity (FGITRND):**

Transactions by Index and Account Codes.

#### **Vendor Invoice Query (FAIVINV):**

Option to view information on all invoices for a vendor.

#### **Vendor Detail History (FAIVNDH):**

List of transactions by vendor, per fiscal year.

#### **Direct Pay EX Query Form (FZIDPEZ):**

Look up a Direct Pay EZ/invoice.

#### **View/Query Index (FTVACCI):**

Form provides status, effective date, and termination date.

#### **View/Query Account Code (FTVACCT):**

Form provides account code title, type, status, internal type, effective date and termination date.

#### **PO/Blanket/Change Order Query (FPIPURR):**

Information regarding a Purchase Order. To query, will need a Purchase Order number.

#### **Requisition Query (FPIREQN):**

Information on a requisition. To query, will need a requisition number.

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