



Date: 09/07/2010

Frequently Used Banner Forms  
FSJA-061

<i>Form Code</i>	<i>Product Area</i>	<i>Type or Use</i>	<i>Form Name</i>	<i>Description/Use</i>
<b>FAICKH</b>	Accts Pay	inquiry	<b>Check</b> Payment History	Option to look at check detail
<b>FAIINVE</b>	Accts Pay	inquiry	<b>Invoice</b> /Credit Memo Query	Option to review Banner invoice information
<b>FAIINVL</b>	Accts Pay	inquiry	Invoice/Credit Memo List	Status of all <b>invoices</b> per fiscal year
<b>FAIVINV</b>	Accts Pay	inquiry	Vendor <b>Invoice</b> Query	Option to view information on all invoices for a vendor
<b>FAIVNDH</b>	Accts Pay	inquiry	<b>Vendor</b> Detail History	List of transactions by vendor, per fiscal year
<b>FFIFALV</b>	Prop Acctg	inquiry	Fixed Asset List form	List of <b>Equipment Tag Numbers</b> , can query by tag number, system status
<b>FGAENCB</b>	Gen Ledger	inquiry	<b>Encumbrance</b> /Reservation Maintenance Form	Anticipated allowable expenditures can be encumbered on restricted (or unrestricted) funds using this form
<b>FGAJVCD</b>	Gen Ledger	application	<b>Journal Voucher</b> General Entry	Create a journal voucher
<b>FGAJVCM</b>	Gen Ledger	application	<b>Journal Voucher</b> Mass Entry	Create a journal voucher
<b>FGAJVCQ</b>	Gen Ledger	application	<b>Journal Voucher</b> Quick	Create a journal voucher
<b>FGIBAVL</b>	Gen Ledger	inquiry	<b>Budget</b> Availability Status	For a specific <b>Index Code</b> , lists budget related information
<b>FGIBDSR</b>	Gen Ledger	inquiry	Executive Summary	Check <b>budgets</b> on operational accounts
<b>FGIBDST</b>	Gen Ledger	inquiry	Organization <b>Budget</b> Status	For a specific Chart Elements, lists budget related info., drill down w/options
<b>FGIDOCR</b>	Gen Ledger	inquiry	Document Retrieval Inquiry	To review detailed information created with various doc, need <b>JV#</b>
<b>FGIENCB</b>	Gen Ledger	inquiry	<b>Encumbrance</b> List	Summary of all encumbrances and their status
<b>FGIENCD</b>	Gen Ledger	inquiry	Detail <b>Encumbrance</b> Activity	For an original encumbrance, shows all transaction activity
<b>FGIGLAC</b>	Gen Ledger	inquiry	General Ledger Activity	By <b>account code</b> shows detail transaction by fund
<b>FGIJSUM</b>	Gen Ledger	inquiry	<b>Journal Voucher</b> Summary	Online summary of JV's that are not posted
<b>FGIJVCD</b>	Gen Ledger	inquiry	List of Suspended <b>JV's</b>	
<b>FGIOENC</b>	Gen Ledger	inquiry	Organizational <b>Encumbrance</b> List	For a specific Org code, lists all open encumbrances
<b>FGITBAL</b>	Gen Ledger	inquiry	General Ledger Trial Balance	For a specific <b>Fund</b> , shows balance sheet informatior

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<b>FGITRND</b>	Gen Ledger	inquiry	Detail Transaction Activity	Transaction by <b>Index and Account Codes</b>
<b>FOAAINP</b>	Operations	application	Document Approval	Status of docs still <b>awaiting approval</b> -must have doc. #
<b>FOADOCU</b>	Operations	application	<b>Document</b> by User	Look up doc by Banner User ID, gives doc code, <b>Deny Own Document</b>
<b>FOAUAPP</b>	Operations	application	User Approval	List of docs <b>awaiting approval</b> by User ID
<b>FOATEXT</b>	All	inquiry	General Text Entry	To view document text existing on any <b>document</b>
<b>FOIAINP</b>	Operations	inquiry	Approvals Notification	Indicates number and type of documents in <b>approval queue</b>
<b>FOIAPHT</b>	Operations	inquiry	<b>Approval History</b>	Online display of documents sorted by document code
<b>FOIAPPD</b>	Operations	inquiry	<b>Approved Document</b> Query Form	Shows items sitting in the queue awaiting the FORAPPL process
<b>FOIAPPH</b>	Operations	inquiry	Document Approval History	For tracking docs <b>post-approval</b>
<b>FOICACT</b>	Purchasing	inquiry	Commodities & Acctng for Review Query	Percentage Breakout on <b>Indices</b>
<b>FOICOMM</b>	Operations	inquiry	<b>Commodities</b> for Review Query	Option to review Commodity information
<b>FOIDOCH</b>	Operations	inquiry	<b>Document</b> History	With doc # can look up other related docs (PO, check, etc)
<b>FOMUSOR</b>	Operations	inquiry	<b>Org Security</b>	To view what orgs a netID has security to view
<b>FPARCVD</b>	Purchasing	application	Receiving Goods	To record the receipt of goods ordered on a PO
<b>FPARTRN</b>	Purchasing	application	<b>Returned Goods</b>	Form used to record goods returned to a vendor.
<b>FPCRCVP</b>	Purchasing	process	<b>Receiving</b> Goods PO item Selection Form	Used indirectly, from FPARCVD
<b>FPIIREC</b>	Purchasing	inquiry	<b>Receiving/Matching</b> Detail Query	Information on materials received
<b>FPIOPOB</b>	Purchasing	inquiry	Open <b>PO</b> by Buyer	Used to determine what PO's are issued by a specific Purchasing Dept Buyer
<b>FPIOPOF</b>	Purchasing	inquiry	Open <b>PO</b> by FOAPAL	elements
<b>FPIOPOV</b>	Purchasing	inquiry	<b>Purchase Orders</b> by Vendor	For determining what Purchase Orders exist for a particular vendor
<b>FPIORQF</b>	Purchasing	inquiry	Open <b>Requisition</b> by Index	FOAPAL Query
<b>FPIPKSL</b>	Purchasing	inquiry	<b>Receiver/Packing</b> Slips Validation Form	Packing list numbers as they are associated with receivers
<b>FPIPOHD</b>	Purchasing	inquiry	<b>Purchase Order</b> Validation Form	Quick snapshot of PO includes #LM # Vendor, buyer, date, status of completed and approved & amount
<b>FPIPURR</b>	Purchasing	inquiry	<b>PO/Blanket/Change</b> Order Query	Info regarding PO, need PO number
<b>FPIREQN</b>	Purchasing	inquiry	<b>Requisition</b> Query	Information on requisitions
<b>FPIRQST</b>	Purchasing	inquiry	<b>Requisition</b> Validation	Use HM req to find Banner req, <b>HM req goes in Ref # field</b>
<b>FRAGRNT</b>	ResearchAcc	application	<b>Grant</b> Maintenance Form	To find the PI for a grant
<b>FRIAPPL</b>	ResearchAcc	inquiry	Application of Payment History Inquiry Form	Specific to <b>Grants</b>
<b>FTICHKS</b>	Validation	inquiry	<b>Check Number</b> Validation	Check status by check number

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<b>FTIIDEN</b>	Purchasing	inquiry	Entity Name/ID Search	<b>Look up vendors or Banner ID #s</b> , uncheck vendors, check ALL %name%
<b>FTMACCI</b>	FSM	maintenance	<b>Account Index</b> Code Maintenance	Can determine index by query, will give date of index termination
<b>FTMACCT</b>	FSM	inquiry	<b>Account Code</b> Maintenance Form	Look up Account Codes
<b>FTMACTV</b>	FSM	inquiry	<b>Activity Code</b> Maintenance Form	Look up Activity Codes
<b>FTMAPPQ</b>	FSM	maintenance	<b>Approval Queue</b> Maintenance Form	Used to update or set-up Banner Approval Queues
<b>FTMFUND</b>	Operations	inquiry	<b>Fund Code</b> Maintenance Form	Look up Fund Codes
<b>FTMORGN</b>	Operations	inquiry	<b>Organization Code</b> Maintenance Form	Look up Organization Codes
<b>FTMPROG</b>	Operations	inquiry	<b>Program Code</b> Maintenance Form	Look up Program Codes
<b>FTVACCI</b>	FSM	inquiry	View/Query <b>Index</b>	View or Query Index
<b>FTVACCT</b>	FSM	inquiry	View/Query <b>Acct code</b>	View or Query Account Code
<b>FWAINVT</b>	Purchasing	application	<b>PCard</b> Transaction	To perform Pcard transaction maintenance
<b>FZADPEZ</b>	Accts Pay	application	<b>Direct Pay</b> EZ Form	Create a Direct Pay EZ
<b>FZIDPEZ</b>	Accts Pay	inquiry	<b>Direct Pay</b> EZ Query Form	Look up a Direct Pay EZ
<b>FZRDPEZ</b>	Accts Pay	inquiry	<b>Direct Pay</b> Approval Form	Print a Direct Pay EZ
<b>GUAMESG</b>	ERP	application	<b>General Message</b>	Messages waiting in queue while in Banner
<b>PHATIME</b>	HRPR	application	<b>Time Entry</b> Form	Enter hours for Non-exempt employees & exception time for exempt employees. Time Entry Role required.
<b>PHAREDS</b>	HRPR	application	<b>Labor Redistribution</b> Form	To Redistribute Salary. Salary redistribution role required.