



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

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

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