

**Financial Services**

Date: 11/1/2011

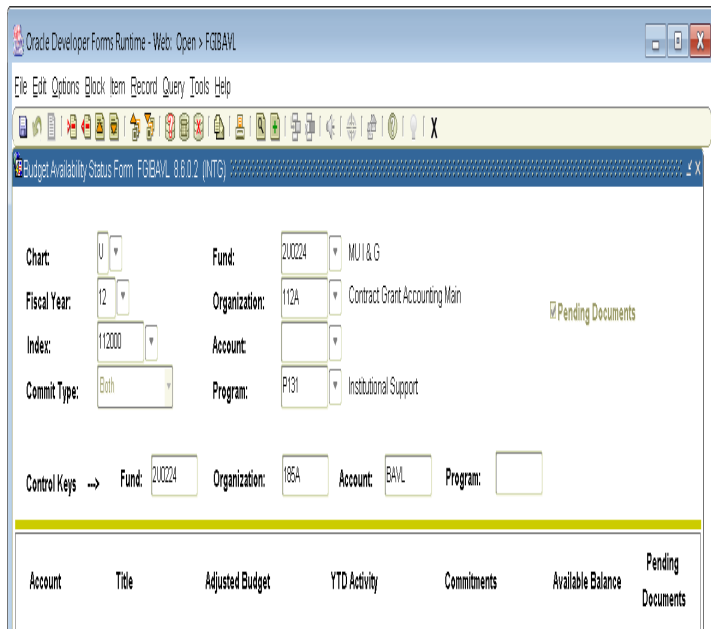
**Viewing Pending Documents in  
Banner Finance INB  
FSJA-095**

To help facilitate accurate reporting and budgeting, users have the ability to view pending documents from Banner Finance Self-Service or Banner Finance INB for budget availability purposes. This Job aid is specific to Banner Finance INB. To view these in Banner Finance Self-Service see FSJA-096.

**Banner Finance:**

1. Open Banner form FGIBAVL.
2. Enter your index.
3. Next Block.

If there are pending documents, there will be a check mark in the 'Pending Documents' box on the right.



Oracle Developer Forms Runtime - Web: Open > FGIBAVL

File Edit Options Block Item Record Query Tools Help

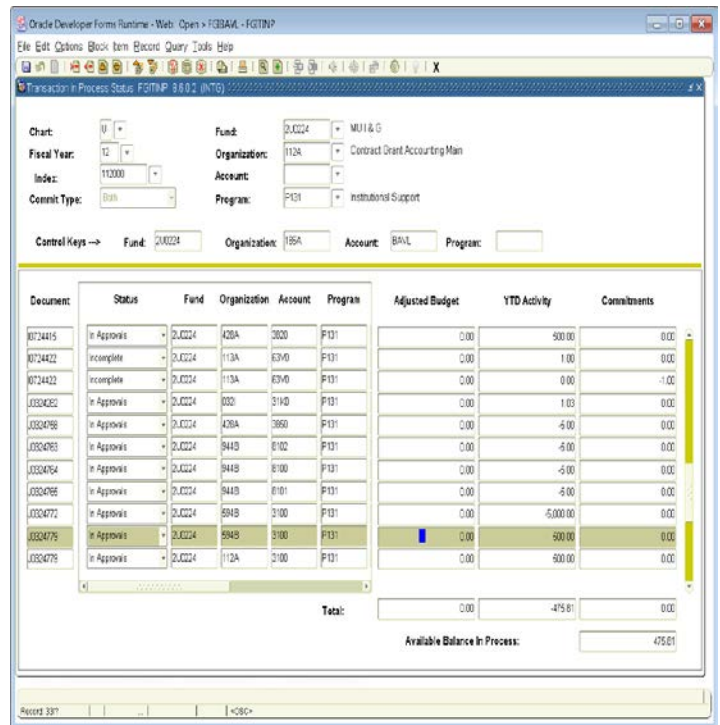
Budget Availability Status Form: FGIBAVL 8.6.0.2 (NTG)

Chart: U Fund: 2U0224 MU I & G  
 Fiscal Year: 12 Organization: 112A Contract Grant Accounting Main  
 Index: 112000 Account: Program: P131 Institutional Support  
 Commit Type: Both

Control Keys → Fund: 2U0224 Organization: 106A Account: BAVL Program:

Account	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance	Pending Documents
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1. Go 'Options'
2. Select Pending Documents (FGITINP)
3. You will see all pending documents for this index.



Oracle Developer Forms Runtime - Web: Open > FGIBAVL - FGITINP

File Edit Options Block Item Record Query Tools Help

Transaction In Process Status: FGITINP 8.6.0.2 (NTG)

Chart: U Fund: 2U0224 MU I & G  
 Fiscal Year: 12 Organization: 112A Contract Grant Accounting Main  
 Index: 112000 Account: Program: P131 Institutional Support  
 Commit Type: Both

Control Keys → Fund: 2U0224 Organization: 106A Account: BAVL Program:

Document	Status	Fund	Organization	Account	Program	Adjusted Budget	YTD Activity	Commitments
00724415	In Approval	2U0224	420A	3800	F131	0.00	500.00	0.00
00724422	Incomplete	2U0224	113A	6340	F131	0.00	1.00	0.00
00724432	Incomplete	2U0224	113A	6340	F131	0.00	0.00	-1.00
00304262	In Approval	2U0224	000	3140	F131	0.00	1.03	0.00
00304956	In Approval	2U0224	420A	3860	F131	0.00	-6.00	0.00
00304963	In Approval	2U0224	944B	8102	F131	0.00	-6.00	0.00
00304964	In Approval	2U0224	944B	8100	F131	0.00	-6.00	0.00
00304966	In Approval	2U0224	944B	8101	F131	0.00	-6.00	0.00
00304772	In Approval	2U0224	694B	3100	F131	0.00	-5,000.00	0.00
00304776	In Approval	2U0224	694B	3100	F131	0.00	500.00	0.00
00304779	In Approval	2U0224	112A	3100	F131	0.00	500.00	0.00
<b>Total:</b>						0.00	-475.81	0.00

Available Balance in Process: 475.81

You cannot drill down any further in this form. Additional approval information on any of the pending documents can be found in one or several of the following forms:

- Approval status use FOAAINP
- Approval history use FOIAPHT
- Document history use FOIDOCH

Viewing Pending Documents can also be performed from LoboWeb Self Service, refer to FSJA-096.

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