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 FSJ-A-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.

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 FSJ-A-096.

***END***