GUIDE TO BANNER 9 FINANCE PAGES (BY SCREEN)

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Accounts Payable Queries

Page Name	Page Title	What Can I Do With This Page?
FTIIDEN	Entity Name / ID Search	See if a vendor currently exists in the Banner database.
		Review status of existing vendor ID or UIN in the Banner database for Entity indicator column (P/C) and the "V" (Vendor indicator column: Y (Yes), N (No), or T (Terminated).
FTMVEND and FOAIDEN	Vendor Maintenance **and** Person Identification	Find the address of a vendor.
FAARUIV	Recurring Payables	Display the payment schedule for a recurring invoice document.
		Find out how many payments are remaining on an invoice.
FAICHKH	Check Payment History Page	Search payment details by check number.
		Identify and review all transactions paid on a check, the vendor name, the date of the check, and the amount of the check. Review available invoice images for listed transactions.
FAIINVE	Invoice/Credit Memo Query	Review all transaction details for a specific Banner invoice document number.
FAIINVL	Invoice/Credit Memo List	Query a list of invoices by document status category (Open, Paid, Suspense, Hold).
FAIIREC	Receiving/Matching Status Query	Search for invoice and receiving data specific to a single vendor ID number or name.
FAIOINF	Open Invoices by FOAPAL	Display open invoices by chart of accounts or FOAPAL elements.
FAIVHIS	Vendor History Query	Review year-to-date total dollars paid to a single vendor ID number by fiscal year.
FAIVINV	Vendor Invoice Query	Query a summary of transaction and commodity details by a specific vendor ID and invoice number.
		Search for a PO number and payment status by the vendor's invoice number.

Accounts Payable Queries (cont'd)

Page Name	Page Title	What Can I Do With This Page?
FAIVNDH	Vendor Detail History Query	Find all payments to a single UIN or vendor ID number by fiscal year.
		Identify categories of invoices in the system for a single vendor ID or UIN: All, Open, Paid.
FGIDOCR	Document Retrieval Inquiry	Review the transaction postings for an invoice or check document (as well as for requisitions, purchase orders and journal vouchers).
		Search for a one-time vendor payment using the Document field search option.
FOATEXT	General Text Entry	Update the document text of a transaction.
		Find and review text notes recorded for a specific invoice, vendor or check transaction?
FOIAPHT	Approval History	View an online display of documents sorted by document code.
		View a document's approval history.
		Show all the documents a user has approved.
FOIAPPH	Document Approval History	Find out the Originator and all Approvers of a document.
		View a document's approval history.
FOICACT	Commodities and Accounting Review Query	Review the accounting distribution of an invoice document.
FOICOMM	Commodities for Review Query	Display detailed information about an invoice commodity.
FOIDOCH	Document History	See the status of all related transactions for a single document number (requisitions, purchase orders, invoices, returns, receiving, checks, and assets).
		Access and view processing and payment records associated with a purchase order, invoice or check.
		Determine the check number on which an invoice was paid.
		Research a check's history.
		Query for a return.

Accounts Payable Queries (cont'd)

Page Name	Page Title	What Can I Do With This Page?
FPARRIM	Receipt Required Indicator Query	Verify receipt status of an invoice, purchase order, or requisition.
FPIIREC	Receiving/Matching Detail Query	Search for invoice and receiving data for a specific invoice or purchase order document number.
		Identify invoice transactions awaiting receiving documents.
FTICHKS	Check Number Validation	Validate a check number and its corresponding bank code.
		Query for a list of payments for a specific date or bank.
FGIENCB and FGIENCD	Encumbrance List **and** Detail Encumbrance Activity	Review encumbrance details and track invoice transactions posted against general encumbrance and purchase order encumbrance balances.

Accounts Receivable

Page Name	Page Title	What Can I Do With This Page?
FOAIDEN	Person Identification – Finance	Search a General Accounts Receivable (GAR) customer or non-student by name.
		Look up GAR address information.
SOAIDEN	Person Search	Search for a student by name.
TFAACCT	Account Review –Finance	View GAR aging information and set billing and delinquency codes.
TFADETL	Account Detail	Data entry page for general account charges.
TFAMASS	Billing Mass Data Entry	Mass bill charges that are not term specific.
TFIAREV	Account Detail Review	Look up GAR information.
TGACOMC	Comment Central	View account comments.
TGACREV	Cashier Session Review	Close a cashier session.
		Review data entry transactions entered in Banner.
TSAACCT	Account Review –Student	View student account aging information and set billing and delinquency codes.
TSAAREV	Account Detail Review – Student	View a student account in detail.
TSADETL	Student Account Detail	Data entry for student account and/or term related charges.
TSAMASS	Billing Mass Data Entry – Student	Mass bill term specific charges for students.
TSICSRV	Customer Service Inquiry	View a student account.

General Encumbrances

Page Name	Page Title	What Can I Do With This Page?
FGAENCB	Encumbrance/Reservations Maintenance	Create a general encumbrance.
FGAJVCD	Journal Voucher Entry	Prepare a journal voucher to increase or decrease each sequence of a general encumbrance.
		Prepare a journal voucher to partially or totally liquidate each sequence of a general encumbrance.
		Access an in-process (incomplete) journal voucher to complete it.
FGIENCB	Encumbrance List	View a summary list of all general encumbrances in the Banner system.
		Find out if an encumbrance is open or closed.
		Look up encumbrances, balances of a purchase order, and change order increases.
FGIENCD	Detail Encumbrance Activity	Review detailed transaction activities against an encumbrance.
		Find out if an encumbrance is open or closed.
		Track grant activities as they are posted against an encumbrance.
		Look up encumbrances, balances of a purchase order, and change order increases.
FGIOENC	Organizational Encumbrance List	Display all open encumbrances by Organization and/or Fund.
FOADOCU	Document By User	View a list of all encumbrances that I created.
		View a list of all encumbrances that another Banner user created (must enter the user's ID).
		See the statuses of all journal vouchers that I created.
		See the statuses of all journal vouchers that another Banner user created (must enter the user's ID).

Page Name	Page Title	What Can I Do With This Page?
FOADOCU	Document By User	See the statuses of all journal vouchers that another Banner user created (must enter the user's ID).
		View a list of all encumbrances that I created.
		View a list of all encumbrances that another Banner user created (must enter the user's ID).
FOATEXT	General Text Entry	Update the document text of a journal voucher.
		View the reason that a transaction was made.
		Find out the name, unit, and phone number of the person who made the transaction.
FOIAPPH	Document Approval History	Find out the Originator and all Approvers of a journal voucher.
		View a journal voucher's approval history.

General Ledger Queries

Page Name	Page Title	What Can I Do With This Page?
FGIBDSR	Executive Summary	View a unit's budget activity and transaction details for a FOAPAL by Account (for transactions that posted to the FOAPAL and transactions that roll up to that FOAPAL).
FGIBDST	Organization Budget Status	View a unit's budget activity and transaction details for a FOAPAL by Account (for transactions that posted to that FOAPAL only).
		Query outstanding encumbrances, using any data entry combination of Fund, Organization, Account, Account Type, Program, Activity, or Location.
FGIGLAC	General Ledger Activity	Query and display transaction details for specific Funds and Accounts.
FGITBAL	General Ledger Trial Balance	Compute and view my Fund balance.
		View the Account balances for a Fund.
		Query and display transaction details for specific Funds and Accounts.
FGITBSR	Trial Balance Summary	View my already computed Fund balance.
		Query and display transaction details for specific Funds and Accounts.
FGITRND	Detail Transaction Activity	View a unit's budget activity and transaction details for a FOAPAL by Account (for transactions that posted to the FOAPAL and transactions that roll up to that FOAPAL).
		View a unit's budget activity and transaction details for a FOAPAL by Account (for transactions that posted to that FOAPAL only).

Grants

Page Name	Page Title	What Can I Do With This Page?
FGIENCD	Detail Encumbrance Activity	Track grant activities as they are posted against an encumbrance.
		Find out if an encumbrance is open or closed.
FOATEXT	General Text Entry	Enter and update the required document text for a transaction.
		View the reason a transaction was disapproved.
		Find out the name, unit, and phone number of the person who made the transaction.
FOAUAPP	User Approval	Display all items in an approval queue.
		Approve or disapprove a document.
FOIAPHT	Approval History	View a document's approval history.
		Show all the documents a user has approved.
		View an online display of documents sorted by document code.
FOIAPPH	Document Approval History	View a document's approval history.
		Find out the Originator and all Approvers of a document.
FRIASTG	Grant Agency Inquiry	View all grants associated with an agency.
FRIBUDG	Grant Budget Codes Inquiry	View budget codes associated with a grant code.
FRIKGNT	Grant Title Search	Search for a grant code using any part of the grant's long title.
FRIORGH	Grant Organization Inquiry	View grants associated with a specific unit.
FRIPSTG	Grant Personnel Inquiry	Find out all the grants that a Principal Investigator has.
FTIAGYH	Agency Hierarchy Query	Find an agency's place in its hierarchy.
		Locate an agency's predecessor to find out if a grant is a federal grant or a state grant.
FTVACCI	Account Index Code Validation	Query index codes.
FTMINDA	Indirect Cost Charge Code Maintenance	Query indirect cost charge codes.

Grants (cont'd)

Page Name	Page Title	What Can I Do With This Page?
FTMINDD	Indirect Cost Distribution Maintenance	Query indirect cost distribution codes.
FZAAREV	Grant Payments Entry	Look up payments for a grant.
FRAGRNT	Grant Maintenance	Look up grant attributes.
		Find out information about a grant, including the description and award amount.
FZIBDET	Research Accounting Billing Detail Inquiry	View the total amount billed for a grant, total amount paid, and total refunds.
FZIBDSG	Grant Budget Distribution Inquiry	Review the information regarding each budget.
		Find out how a budget was put in by Grants and Contracts.
FZIBILL	Grant Billing Query	View billing activity and corresponding payment history associated with a grant.
FZIGITD	Grant Inception To Date	View a unit's budget activity and transaction details by Account code.
		Find out the overdraft status of a grant project.
		See all Fund codes associated with a grant. (check **Fund Summary** box)
FZIGTRD	Grant Transaction Detail	View a unit's budget activity and transaction details by Account code.
FZMRFND	Research Accounting Fund Maintenance	Query a grant's indirect cost codes.
FTMBASI	Basis Definition Code Maintenance	Query indirect cost basis codes.
FTMINDR	Indirect Cost Rate Code Maintenance	Query indirect cost rate codes.
FZMFUND	Fund Code Maintenance	Search for existing Fund codes.
		Find Fund personnel associated with a Fund code.

Journal Voucher Processing

Page Name	Page Title	What Can I Do With This Page?
FGAJVCD	Journal Voucher Entry	Prepare a journal voucher for an encumbrance-related transaction or for a fixed asset transfer.
		Access an in-process (incomplete) journal voucher to complete it.
		Increase or decrease each sequence of a general encumbrance.
		Partially or totally liquidate each sequence of a general encumbrance.
FGAJVCM	Journal Voucher Mass Entry	Access an in-process (incomplete) journal voucher to complete it.
		Simplify the process of creating journal vouchers with one debit and multiple credits, or multiple debits and one credit.
		Display each accounting distribution for a journal voucher in a spreadsheet format.
FGAJVCQ	Journal Voucher Quick	Access an in-process (incomplete) journal voucher to complete it.
		Prepare a journal voucher with a page that shows descriptions of the FOAPAL segment codes.
FGIDOCR	Document Retrieval Inquiry	Review the details of a posted journal voucher including its document text.
		Verify that a journal voucher has been posted.
FGIJSUM	Journal Voucher Summary	Review the details of an unposted journal voucher to determine if it is postable or suspended.
FGIJVCD	List of Suspended Journal Vouchers	See only the statuses for journal vouchers that are unposted.
FOADOCU	Document By User	See the statuses of all journal vouchers that I created.
FZAREQN	Requisition	Prepare a purchase requisition resulting in a purchase order.
		Delete an in-process (incomplete) requisition.
		Copy a requisition or purchase order into a new requisition.

Purchasing

Page Name	Page Title	What Can I Do With This Page?
FTVCOMM	Commodity Validation	Display commodity codes and associated descriptions defined to the system.
		Verify or select a commodity code to process using the page's features.
FTVSHIP	Ship to Validation	Display ship to codes defined in Banner.
		Verify shipping locations for purchasing commodity deliveries.
FTIIDEN	Entity Name / ID Search	See if a vendor currently exists in the Banner database.
FTMVEND FOAIDEN	Vendor Maintenance **and** Person Identification	Find the address of a vendor.
FOAAINP	Document Approval	Determine which individuals in my department are authorized to approve a requisition.
		Approve or disapprove an invoice or other document.
		Display remaining invoices in the approval queues.
FOAPOXT	Procurement Text Entry	Update the document text for an in-process (incomplete) requisition.
FOAUAPP	User Approval	Approve or disapprove a requisition or other document.
		Display all items in an approval queue.
FOIAINP	Approvals Notification	Display all completed requisitions or other documents awaiting approval.
FOIAPHT	Approval History	View a document's approval history.
		Show all the documents a user has approved.
		View an online display of documents sorted by document code.

Purchasing (cont'd)

Page Name	Page Title	What Can I Do With This Page?
FOIAPPH	Document Approval History	View a document's approval history.
		Find out the Originator and all Approvers of a document.
FOIDOCH	Document History	See the status of all requisitions and purchase orders that I created. (for example, whether it has been paid, or if items were returned)
		Look up a requisition to see if it has been approved and/or if a buyer has assigned a purchase order number to it.
		Access and view processing and payment records associated with a purchase order, invoice or check.
		Query for a return.
		Determine the check number on which an invoice was paid.
FGIENCB	Encumbrance List	Look up encumbrances, balances of a purchase order, and change order increases.
		View a summary list of encumbrances in the Banner system.
		Find out if an encumbrance is open or closed.
FGIENCD	Detail Encumbrance Activity	Look up encumbrances, balances of a purchase order, and change order increases.
		Find out if an encumbrance is open or closed.
		Review detailed transaction activities against an encumbrance.
FPIPURR	Purchase/Blanket/Change Order Query	Look up a requisition to see if it has been approved and/or if a buyer has assigned a purchase order number to it.
		Display purchase orders that are completed, approved, closed, canceled, or in process.

Page Name	Page Title	What Can I Do With This Page?
FPIREQN	Requisition Query	Print requisitions. (Use **File**, **Print**.)
		Query requisitions.
		Locate all requisitions from a specific requestor.
		View completed, approved, closed, canceled, or in-process requisitions.
		View document information (including cancel date and reason, close date).
		View requestor and ship to information.
		View vendor information.
		View commodity and FOAPAL information.
		View text associated with the requisition.
FPIRQST	Requisition Validation	Query requisitions.
		Locate all requisitions from a specific requestor.
FPROPNR	Open Request Report	Display the status of requests for goods and services that have not been fully satisfied (open).

Receiving

Page Name	Page Title	What Can I Do With This Page?
FOIDOCH	Document History	Access and view receiving documents related to purchase order documents.
		Query for a return.
		See the status of all requisitions and purchase orders that I created. (for example, whether it has been paid, or if items were returned)
		Look up a requisition to see if it has been approved and/or if a buyer has assigned a purchase order number to it.
		Identify and find the status of all documents associated with a selected document and find the processing history of purchasing and payment documents.
		Determine the check number on which an invoice was paid.
FPARCVD	Receiving Goods	Prepare a receiving order to receive a partial or full order.
		Delete an in-process receiving document.
		Create an adjustment to a previously received purchase line item.
FPARTRN	Returned Goods	Record return shipment information for specific commodity line items on a purchase order.
FPIIREC	Receiving/Matching Detail Query	Search for invoice and receiving data for a specific invoice or purchase order document number.
FPIRTRN	Return Goods Validation List	Query for a return.