GUIDE TO BANNER 9 FINANCE PAGES (BY TASK)

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Accounts Payable Queries

What Page Do I Use To…	Page Title	Page Name
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Accounts Receivable

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What Page Do I Use To…	Page Title	Page Name
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What Page Do I Use To…	Page Title	Page Name
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Grants

What Page Do I Use To…	Page Title	Page Name
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Grants (cont'd)

What Page Do I Use To…	Page Title	Page Name
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Journal Voucher Processing

What Page Do I Use To…	Page Title	Page Name
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	Journal Voucher Mass Entry **or**	FGAJVCM
	Journal Voucher Quick	FGAJVCQ
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Purchasing

What Page Do I Use To...	Page Title	Page Name
Prepare a purchase requisition resulting in a purchase order?	Requisition	FZAREQN
See the status of all requisitions and purchase orders that I created? (for example, have they been paid? Were the items returned?)	Document History	FOIDOCH
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	Requisition Validation	FPIRQST

Purchasing (cont'd)

What Page Do I Use To…	Page Title	Page Name
See if a vendor currently exists in the Banner database?	Entity Name / ID Search	FTIIDEN
Find the address of a vendor?	Vendor Maintenance **and**	FTMVEND
	Person Identification	FOAIDEN
Look up a requisition to see if it has been approved and/or if a buyer has assigned a purchase order number to it?	Document History **or**	FOIDOCH
	Purchase/Blanket/Change Order Query	FPIPURR
Look up encumbrances, balances of a purchase order and change order increases?	Encumbrance List **and**	FGIENCB
	Detail Encumbrance Activity	FGIENCD

Receiving

What Page Do I Use To…	Page Title	Page Name
Prepare a receiving order to receive a partial or full order?	Receiving Goods	FPARCVD
Access and view receiving documents related to purchase order documents?	Document History	FOIDOCH
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Create an adjustment to a previously received purchase line item?	Receiving Goods	FPARCVD
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	Document History	FOIDOCH
Record return shipment information for specific commodity line items on a purchase order?	Returned Goods	FPARTRN