Banner Finance Forms

Form	Description	Purpose
BUDGET/INCOME STATEMENT FORMS		
FGIBAVL	Budget Availability Status	Query budget availability (requires COA, Fiscal Year, Fund, Orgn, Acct - usually 700001)
FGIBSUM	Organization Budget Summary Form	Summarized budget information, listed by category for any combination of fund and organization (requires COA and Fiscal Year also)
FGIBDST	Organization Budget Status Form	Detailed budget information, listed by account, for any combination of fund and organization
FGIBDSR	Executive Summary Form	Summary of operating ledger budget information organized by account (can also view orgn roll-ups here)
FGITRND	Detail Transaction Activity	Provides a detail of all transactions affecting the operating ledger or income statement type accounts for a particular fund/orgn depending on your Banner security (requires COA and Fiscal Year)
BALANCE SHEET FORMS		
FGITBAL	General Ledger Trial Balance	Provides the general ledger or balance sheet of a particular fund (requires COA, Fiscal Year and Fund)
FGITBSR	Trial Balance Summary	Provides the general ledger or balance sheet of a particular fund with current fund balance (requires COA, Fiscal Year and Fund/Fund Type)
FGIGLAC	General Ledger Activity	Provides detail of all transactions affecting the general ledger or balance sheet type accounts for a particular fund (requires COA, Fiscal Year and Fund)
FOAPA ELEMENT FORMS		
FTMACCT	Account Code Maintenance	Query Account Code Maintenance form
FTMACTV	Activity Code Maintenance	Query Activity Code Maintenance form
FTMFUND	Fund Code Maintenance	Query Fund Code Maintenance form
FTMORGN	Organization Code Maintenance	Query Organization Code Maintenance form
FTMPROG	Program Code Maintenance	Query Program Code Maintenance form
FTVACCT	Account Code Validation	Query Account Codes
FTVACTV	Activity Code Validation	Query Activity Codes
FTVFUND	Fund Code Validation	Query Fund Codes
FTVORGN	Organization Code Validation	Query Organization Codes
FTVPROG	Program Code Validation	Query Program Codes
VENDOR/INVOICE INFORMATION FORMS		
FAICHKH	Check Payment History Form	Summary information about check transactions (requires check number and bank code)
FAIINVE	Invoice/Credit Memo Query Form	Detailed information about a specific invoice or credit (requires an invoice number or choose from FAIINVL)
FAIINVL	Invoice/Credit Memo List	Query for an invoice by invoice status (open, paid, suspense, hold, cancelled)
FAIVINV	Vendor Invoice Query Form	Allows you to look up document numbers (Purchase Orders or Encumbrances) if you only know the vendor and the vendor invoice number
FAIVNDH	Vendor Detail History Form	List of vendor invoices, credit memos, and payment transactions (required vendor CWID)
FTIIDEN	Entity Name/ID Search	Query entities by name
FOIDOCH	Document History Form	Provides status and history of purchasing and payment documents - lookup what PO goes with what Invoice goes with what Check

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PURCHASE ORDER/ENUCMBRANCE FORMS		
FGIOENC	Organizational Encumbrance List	Provides a list of open encumbrances by Orgn or Orgn/Fund
FPIOPOF	Open Purchase Orders by FOAPAL	Provides a list of open PO sorted by fund, orgn, acct prog, activity
FPIPURR	Purchase/Change Order Query	Detail information for existing purchase/change orders
FGIENCB	Encumbrance List	Query encumbrances and purchase orders
FGIENCD	Detail Encumbrance Activity	Displays all transactions posted against an encumbrance/purchase order (requires encumbrance/purchase order number)
JOURNAL VOUCHER/BUDGET CHANGE FORMS		
FGAJVCD	Journal Voucher Entry	Journal Voucher form for journal entries and budget changes not using BD04/Can also adjust and liquidate encumbrances with this form
FGIJVCD	List of Suspended Journal Vouchers	Provides a list of journal vouchers incomplete or complete and not yet approved
FGAJVCQ	Journal Voucher Entry - Quick Form	Journal Voucher form for journal entries and budget changes not using BD04
FGAJVCM	Budget Change Entry	Journal Voucher form specific to budget changes using rule codes BD01, BD02 and BD04 - documents will begin with 'Z'
FGIJSUM	Journal Voucher Summary	Summary of the detail lines of incomplete or completed and unapproved journal voucher entries
GUAMESG	General Message	Banner message screen that may explain the approval or disapproval of a document
DOCUMENT/APPROVAL FORMS		
FOADOCU	Document by User	List of documents by a particular user (requires user id, COA and Fiscal Year) If document is complete but not approved, ability to deny document
FOATEXT	General Text Entry	Query text associated with a particular document number (requires document type and code)
FGIDOCR	Document Retrieval Inquiry	Online query for all transactions posted by the system, including journal vouchers (requires document number and type)
FOIAPHT	Approval History	Query approval history for a particular document code
FOAAINP	Document Approval	Provides a list of the approval queue and approvers of a particular document
FOIAPPH	Document Approval History	Displays approvers of a particular document
FOAUAPP	User Approval	Provides a list of documents to approve for a particular user
INCEPTION TO DATE FUND/C&G FUND FORMS		
FRAGRNT	Grant Maintenance	Query Grant information
FRIGRNT	Grant Code Inquiry	Query Grant information
FRIGITD	Grant Inception to Date	Detailed budget information, listed by account, for life of grant
FRIGTRD	Grant Transaction Detail Form	Provides a detail of all transactions affecting the operating ledger or income statement type accounts for a particular grant depending on your Banner security
SALARY BUDGET/EMPLOYEE FORMS		
FZISBVW	Salary Budget View	View positions by fiscal year, fund, orgn, acct, prog
NBAJOBS	Employee Jobs	View job data by CWID and position
NHIDIST	Labor Distribution Data Inquiry	View Labor Distribution by Employee for a particular FOAP and time period
NBIPINC	Position Incumbent List	Provides a list of employees holding a particular position
NBAPOSN	Position Definition	View position information by position number

*Access to forms depends on security class. Some forms may not be available to you.