Common Banner Query Forms
FSJA-028

FGIDOCR - Document Retrieval Inquiry Form:
Use this form is to review detailed information on documents such as journal vouchers, invoices, general encumbrances, checks, PO, and requisition.

Enter the document number and select

[Go] for posting detail.

To see additional information select [RELATED]
For Document Text (FOATEXT) or Access Document Postings (FGQDOCP).

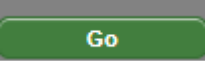**Document by User Form (FOADOCU):**
List of documents created by user. To see documents created by another user, enter his/her NetID and select

[Go]

Document History Form (FOIDOCH):
Query by document type to view related documents. Enter Document Type (INV, CHK, REQ, etc) and enter Document

Number select [Go] to view all related documents.
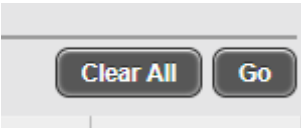
Entity Name/ID Search Form (FTIIDEN):
Click in any of the fields to open search options

▼ DETAILS	
ID	Last Name

Enter any search criteria:

ID	Last Name	First Name

Select Go

[Clear All] [Go]

Invoice/Credit Memo Query Form (FAIINVE):
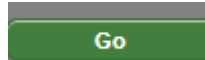Invoice Query form. Enter the document number and select

[Go]

Budget Availability Status (FGIBAVL):
Provides the Budget, at level 5, for a specific Index Code. Lists budget related information. Tab through form to populate Org and Fund. Select

[Go]

Organization Budget Status (FGIBDST):
Provides Budget related information. Enter Index or FOPA Elements and select

[Go]

To see additional information select [RELATED]
For Budget Summary Information (FGIBSUM)
Organization Encumbrances (FGIOENC) or
Transaction Detail Information (FGITRND)

Detail Transaction Activity (FGITRND):
Transactions by Index and Account Codes.

Vendor Invoice Query (FAIVINV):
View all invoices for a vendor.

Vendor Detail History (FAIVNDH):
List of transactions by vendor, per fiscal year.

View/Query Index (FTVACCI):
Index Code Validation query form.

View/Query Account Code (FTVACCT):
Account Code Validation query form.

End