

Frequently Used Banner Forms FSJA-061

Date: October, 2018

Form	Form Name	Description/Use
FAIINVE	Invoice/Credit Memo Query	Option to review Banner invoice information
FAIVNDH	Vendor Detail History	List of transactions by vendor, per fiscal year
FFIFALV	Fixed Asset List form	List of Equipment Tag Numbers
FGAENCB	EncumbranceMaintenance Form	Encumberances on restricted or unrestricted funds.
FGAJVCD/M/Q	Journal Voucher Entry Form(s)	Create a journal voucher
FGIBAVL	Budget Availability Status	For a specific Index Code, lists budget related information
FGIBDST	Organization Budget Status	For a specific Chart Elements, lists budget related info., drill down w/options
FGIDOCR	Document Retrieval Inquiry	To review detailed information created with various doc, need JV#
FGIJSUM	Journal Voucher Summary	Online summary of JV's that are not posted
FGITBAL	General Ledger Trial Balance	For a specific Fund, shows balance sheet information
FGITRND	Detail Transaction Activity	Transaction by Index and Account Codes
FOAAINP	Document Approval	Status of docs still awaiting approval-must have doc. #
FOADOCU	Document by User	Look up doc by Banner User ID, gives doc code, Deny Own Document
FOAUAPP	User Approval	List of docs awaiting approval by User ID
FOATEXT	General Text Entry	To view document text existing on any document
FOIAINP	Approvals Notification	Indicates number documents in approval queue
FOIAPHT	Approval History	Online display of documents sorted by document code
FOIAPPH	Document Approval History	For tracking docs post-approval
FOIDOCH	Document History	With doc # can look up other related docs (PO, check, etc)
FRAGRNT	Grant Maintenance Form	To find the PI for a grant
FTIIDEN	Entity Name/ID Search	Vendor Look up
FTMACCI	Account Index Code Maintenance	Can determine index by query, will give date of index termination
FTMACCT	Account Code Maintenance Form	Look up Account Codes
FTMACTV	Activity Code Maintenance Form	Look up Activity Codes
FTMFUND	Fund Code Maintenance Form	Look up Fund Codes
FTMORGN	Organization Code Maintenance Form	Look up Organization Codes
FTMPROG	Program Code Maintenance Form	Look up Program Codes
GUAMESG	General Message	Messages waiting in queue while in Banner
PHATIME	Time Entry Form	Payroll Time Entry
PHAREDS	Labor Redistribution Form	To Redistribute Salary. Salary redistribution role required.