BANNER FINANCE
COMMONLY USED FORMS

Note: *These forms can be accessed only in Internet Native Banner (INB)*

PURCHASING

FPAREQN – Purchase Requisition Form

Use this form to create a requisition from a vendor (outside the University).

FSAREQN – Stock Requisition Form
Use this form to make a request for stock items stored in the warehouse.

FPIREQN – Requisition Query Form

Use to query completed and Approved Requisitions

FPARDEL – Requisition Cancellation Form

Use to cancel a requisition document

FOIDOCH – Document History Form

This form will show the history of any document in the purchasing chain (i.e., requisitions, purchase order, call numbers invoices, receiving). You can "drill down" (F3) to see detail of any document.

BUDGETING

FGIBAVL – Budget Availability Status Form

This form will query the status of accounts for transactions processing both posted and un-posted.

FGIBDST – Organizational Budget Status Form

This form displays the current status of fiscal year activity in relation to the adjusted budget for a specific fund, organization and account combination. The values presented reflect transaction activity as of the time the query is performed. The form displays individual account balances and provides access to detail transactions themselves.

FGIBDSR – Executive Summary Form

This form is designed specifically to obtain roll-up balances for specified fund/organization combinations. The form displays the current status of fiscal year activity in relation to the adjusted budget for the roll-up fund, organization and account combination queried. The values presented reflect transaction activity as of the time the query is performed.

FGIBSUM- Organizational Budget Summary Form

This form will query the organizational account status at the Account Type summary level displaying data in summary for revenue, labor, direct expenditures and transfers.

INQUIRY FORMS

FTVFUND - Fund Code Validation Form

Check status of **Fund** code, if active or date of termination

FTVORGN - Organization Code Validation Form

Check status of **Organization** code, if active or date of termination

FTVACCT - Account Code Validation Form

Check status of **Account** code, if active or date of termination

FTVACTV - Activity Code Validation Form
Check status of **Activity** code, if active or date of termination

FTVACCI - Account Index Validation Form
Check status of **Account Index** code, if active or date of termination

OTHER FORMS

FGITRND – Transaction Detail Form
The **Transaction Detail Form (FGITRND)** is used to review **posted** General Ledger transactions within Banner2000. Please note that this is an **inquiry** screen and that information can be **reviewed**, but **not changed**.

FOAAINP - Document Approval Form
Allows the user to view the status of a requisition in the approval queue after they have been completed

NHIDIST – Payroll Detail Form (Budget Managers Only)
This form will display payroll detail for earnings and benefit information for a given organization.