Banner Account Manager's Query Form Hot List—by Form Title

There are numerous query forms within Banner. Listed below are the forms we feel would be most valuable to an account manager to monitor accounting or budget information, sorted by Banner Form Title (the characters that go into the "Direct Access" box on the main menu). This list does not attempt to inventory all available Banner accounting and budget forms.

Banner Form Title	Banner Form Name	What can you find here?
FGIBAVL	Budget Availability Status Form	Review the status of budget, actual, commitments, and budget balance available by FOAP at the level of budget control. For funds that are controlled by budget pools, you must enter the Fund, Org, and Account. For fund types that are controlled only at the Fund-Org level, you only need to enter those two elements.
FGIBDST	Organization Budget Status Form	Displays budget, activity, commitments, and available budget balance for any combination of FOAPAL elements, as entered, rather than as summarized at the level of budget control like in the FGIBAVL form.
FGIBSUM	Organization Budget Summary Form	Displays budget, activity, commitments, and available budget balance totals as summarized by account type (revenues, labor, direct expenditures, and transfers) for the queried Fund and/or Org.
FGIGLAC	General Ledger Activity Form	Look up documents that affect the *general ledger* by Fund and/or Account, by fiscal period and/or fiscal year. Can navigate to the Document Retrieval Inquiry Form from here (FGIDOCR).
FGITBSR	Trial Balance Summary Form	Displays the beginning balance and current balance for general ledger Accounts for the selected Fund or Fund Type and/or Account or Account Type. Also provides the Current Fund Balance.
FGITRND	Detail Transaction Activity Form	Review a list of all documents that affected a particular FOAPAL or piece of FOAPAL. This query returns the FOAPAL, Document #, Date, line description, and dollar amount of the debit or credit. Can navigate to the document (FGIDOCR) from here.
FOAAINP	Document Approval Form	Use this form to display a document that is in the approval process--showing where it is in the approval process as well as who is the next approver. An approver can approve or disapprove the document from this form and can also view the detail of the document. Note: you must know the document number to use this form.
FOAUAPP	User Approval Form	Use this form to display documents that are awaiting approval, by the User ID of the approver. An approver can approve or disapprove the document from this form and can also view the detail of the document.
FOIAPPH	Document Approval History Form	This query form displays documents that have had approvals applied, showing the Queue ID, Queue Level, Approver's Name, and Approved Date for the queried document. You can query by document number or type; however, you cannot update the document to denote approval or denial.
FRIGITD	Grant Inception to Date Form	Displays inception to date information (adjusted budget, actual revenue, actual expense, open commitments, and available budget balance) for any fund type that has an associated grant code. In addition to true grants, plant funds also have "grant" codes to access this reporting capability.

Banner Account Manager's Query Form Hot List —by Function

There are numerous query forms within Banner. Listed below are the forms we feel would be most valuable to an account manager to monitor accounting or budget information, sorted by Banner Form Title (the characters that go into the "Direct Access" box on the main menu). This list does not attempt to inventory all available Banner accounting and budget forms.

Banner Form Name	Banner Form Title	What can you find here?
Information for General Ledger (Balance Sheet Accounts):		
General Ledger Activity Form	FGIGLAC	Look up documents that affect the *general ledger* by Fund and/or Account, by fiscal period and/or fiscal year. Can navigate to the Document Retrieval Inquiry Form from here (FGIDOCR).
Trial Balance Summary Form	FGITBSR	Displays the beginning balance and current balance for general ledger Accounts for the selected Fund or Fund Type and/or Account or Account Type. Also provides the Current Fund Balance.
Information for Operating Ledger (Current Year type Accounts):		
Organization Budget Status Form	FGIBDST	Displays budget, activity, commitments, and available budget balance for any combination of FOAPAL elements, as entered, rather than as summarized at the level of budget control like in the FGIBAVL form.
Budget Availability Status Form	FGIBAVL	Review the status of budget, actual, commitments, and budget balance available by FOAP at the level of budget control. For funds that are controlled by budget pools, you must enter the Fund, Org, and Account. For fund types that are controlled only at the Fund-Org level, you only need to enter those two elements.
Organization Budget Summary Form	FGIBSUM	Displays budget, activity, commitments, and available budget balance totals as summarized by account type (revenues, labor, direct expenditures, and transfers) for the queried Fund and/or Org.
Queries by FOAPAL:		
Detail Transaction Activity Form	FGITRND	Review a list of all documents that affected a particular FOAPAL or piece of FOAPAL. This query returns the FOAPAL, Document #, Date, line description, and dollar amount of the debit or credit. Can navigate to the document (FGIDOCR) from here.
Inception to Date:		
Grant Inception to Date Form	FRIGITD	Displays inception to date information (adjusted budget, actual revenue, actual expense, open commitments, and available budget balance) for any fund type that has an associated grant code. In addition to true grants, plant funds also have "grant" codes to access this reporting capability.
Forms where an Approver can Apply Approval or Denial or Review Approval History		
Document Approval Form	FOAAINP	Use this form to display a document that is in the approval process-- showing where it is in the approval process as well as who is the next approver. An approver can approve or disapprove the document from this form and can also view the detail of the document. Note: you must know the document number to use this form.
Document Approval History Form	FOIAPPH	This query form displays documents that have had approvals applied, showing the Queue ID, Queue Level, Approver's Name, and Approved Date for the queried document. You can query by document number or type; however, you cannot update the document to denote approval or denial.
User Approval Form	FOAUAPP	Use this form to display documents that are awaiting approval, by the User ID of the approver. An approver can approve or disapprove the document from this form and can also view the detail of the document.