

BANNER 9 FORMS/REPORTS QUICK HELP GUIDE

Category	Forms/ Screens	Description
General	GUAPMNU – My Person Menu	Allows you to input Banner forms and reports for direct access.
	GUAMESG – General Message	Allows you to view all messages sent through Banner.
	FOATEXT – General Text Entry	Allows you to add text to a Banner document.
Journal Vouchers	FGAJVCD – Journal Voucher Entry	Form used to create a financial document into Banner.
	FGIDOCR – Document Retrieval/ Inquiry (Posted JVS)	Allows you to verify that a journal voucher has been posted, as well as review any details.
	FGIJSUM - Journal Voucher Summary (Unposted JVs)	Allows you to review the details of an unposted journal voucher. This will help you to determine if it is postable or suspended.
	FGIJVCD - List of Suspended Journal Vouchers Form	See only the statuses for journal vouchers that are unposted.
	FOADOCU - Document by User	See the status of all journal vouchers that I (or another user) created.
	FWRJVPR – Print Journal Voucher	Allows you to print a completed journal voucher; does not have to be posted.
Approvals	FOADOCU – Document by User	Allows the “originator” to disapprove a document before it goes through the next approval queue.
	FOAAINP – Document Approval Form	Allows the user to locate a document in the approval process and identify who the next approver is.
	FOAUAPP - User Approval	Displays all items in an approval queue, and allows you to approve or disapprove a requisition.
	FOIAPHT – Approval History Form	Displays the document approval history and status of a specific document
	FOIAINP - Approval Notification	Displays all complete requisitions awaiting approval

BANNER 9 FORMS/REPORTS QUICK HELP GUIDE

Category	Forms/Screens	Description
<p>Accounting</p>	<p>FGITBAL– Trial Balance</p>	<p>Allows the user to query account balances for fund. First page shows assets, liabilities, control accounts and current account balances. Hit F7 to enter a query, then type 90%, and hit F8. This will show your actual fund balance (expenses + revenue +/- transfers—encumbrances +/- beginning fund balance). Can drill down to see transaction level detail via the options menu.</p>
	<p>FGIGLAC– General Ledger Activity Form (GL Transactions)</p>	<p>Query and display transaction details for specific Funds and Accounts.</p>
	<p>FGITBSR– Trail Balance Summary Form</p>	<p>Allows the user to see fund balance (balance does not include encumbrances). Can view total activity for a specific account (mainly use account codes that begin with the number 9...).</p>
	<p>FGITRND– Detail Transaction Activity</p>	<p>Shows all Finance transactions for specified departmental accounting and fiscal year/period parameters.</p>
<p>Budget / Operations</p>	<p>FGIBAVL– Budget Availability Status</p>	<p>Allows the user to view available budgeted funds. Includes all posted and non-posted transactions. On sponsored programs budgets does NOT include overhead on unposted items.</p>
	<p>FGIBDST– Organization Budget Status</p>	<p>Allows the user to view posted transactions expensed or credited to an organization. Can drill down to see transaction level detail via the options menu.</p>
	<p>FGIBDSR – Executive Summary</p>	<p>Allows you to view a unit's budget activity and transaction details for a FOAPAL by Account.</p>
	<p>FOIDEN – Finance Person Search</p>	<p>Allows the user to query all the persons (non-entities) in Banner.</p>

BANNER 9 FORMS/REPORTS QUICK HELP GUIDE

Category	Forms/ Screens	Description
Accounts Payable	FAIINVE – Invoice/Credit Memo Query	Allows you to view a BANNER invoice document, regardless of their completion, approval, or payment status.
	FOIDOCH – Document History	Allows the user to view the status of Purchasing/Accts Payable Transactions and ties associated documents together.
	FAIVHIS – Vendor History	Provides a summary listing of total invoice payments by vendor per year.
	FAIVNDH – Vendor Detail/History	Allows the user to view all invoices paid to a vendor.
	FAIOINF – Open Invoices	Allows user to view open invoices by budget or FOAPAL.
	FAIINVL – Invoice/ Credit Memo List	Allows you to look for a list of invoices by document status category (Open, Paid, Suspense, Hold).
Purchasing	FPIPURR – Purchase/Blanket Change Order Query	Allows a user to view a purchase order or change order, no matter what status it is in.
	FPIOPOF - Open Purchase Orders by FOAPAL	Provides a list of Purchase Orders by budget or FOAPAL.
	FOIAPHT – Approval History Form	Displays the document approval history and status of a specific document.
	FOIDOCH – Document History	Allows the user to view the status of Purchasing /Accts Payable transactions and ties associated documents together.

BANNER 9 FORMS/REPORTS QUICK HELP GUIDE

Category	Reports	Description
Finance Reports	FGRGLTA – General Ledger Detail transactions	Shows detailed transactions within the General Ledger
	FGRIDOC – Incomplete Document Listing	Lists incomplete documents for a specified user ID.
	FGRORGH – Organization Hierarchy Report	Shows your midlevel, roll-up code and budget numbers that fall under a specific roll-up code. This helps to determine if budgets are in the correct area.
	FWRDSTR – Statement of Changes	This report shows by org range; the beginning fund balance, YTD income; YTD expenditures; YTD transfers; current encumbrances, and the ending fund balance.
	FWRITEM – Itemization Report	List of itemized expenditures and payroll by person for specific date range. Was originally created for grants, but you can now use any budget. Allows you to narrow down your start and end date by actual days instead of periods.
	FWROERP – Outstanding Encumbrance Report	Shows all outstanding encumbrances for specified budgets.
	FWRTPEC – Operating Budget/Primary Expense Class	Shows original budgets by primary expense as entered into Banner for the budget setting process.

BANNER 9 FORMS/REPORTS QUICK HELP GUIDE

Category	Reports	Description
Human Resource Forms/ Reports Human	NBAJOBS – Employee Jobs	Allows the user to check the status of an employee.
	NBAPBUD – Position Budget	Shows positions (PCN) budgeted amounts and labor distribution.
	NBIPINC – Position Incumbent List	Shows all individuals who have been appointed to that PCN.
	NOAAPSM - Electronic Approval Summary	Personal action (EPAF) approval form.
	NHIDIST - Labor Distribution Data Inquiry	Show individual expenditures by earn code and organization.
	NHIEDST – Employee Distribution Inquiry	Allows you to see payments made for a specific period.
	NOAEPAF – Electronic Personnel Action Form	Allows you to view an EPAF for an individual within Banner. For EPAF originating, use VandalWeb.
	NTRPCLS – Position Class Rules	Title (class code) query form.
	NWRDPOS – Departmental Position Report	Shows all active and vacant positions.
	NWRDERP – Departmental Employees Report	Shows all active and vacant positions.
	PEAEMPL – Employee History Form	Shows hire dates, leave balances, and other pertinent information
	PEAFAC – Faculty Information Form	Shows rank and effective dates of faculty.
	PEIJTOT – Job Year to Date Totals	Shows you the gross earnings by person for a calendar year.
PHILIST – Pay Event List	Shows list of payments made to that individual.	