Banner
Finance

Finance Query Forms
Banner Finance

Finance Query Forms

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Chart of Account Forms

FTVFUND – Query for Fund Code

In Go To (Direct Access) box, type FTVFUND and press Enter.
Enter a query (press F7 or click ). Tab to the Title field; type ‘%rant%’. Execute the query (press F8 or click ).
Results:

Exit form (press Ctrl + C or click X).
FTVORGN – Query for Organization Code

In Direct Access box, type FTVORGN and press Enter.
Enter a query (press F7 or click ![question mark]). Tab to Organization Code field and type '2%'; tab to the Data Entry field and type ‘Y’. Execute the query (press F8 or click ![execute icon]).
Exit form (press Ctrl + Q or click X).
In Direct Access box, type FTVACCT and press Enter.
Enter a query (press F7 or click ). Tab to Account Code field and type ‘7%, tab; type ‘%upp%’ in Title field, tab; type ‘Y’ in Data Entry field. Execute the query (press F8 or click ).
Results:

<table>
<thead>
<tr>
<th>Chart of Accounts</th>
<th>Account Code</th>
<th>Title</th>
<th>Type</th>
<th>Data Entry</th>
<th>Account Class</th>
<th>Status</th>
<th>Internal Type</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>N</td>
<td>7109</td>
<td>Vehicle Maintenance Supplies</td>
<td>71</td>
<td>Y</td>
<td>A</td>
<td>70</td>
<td>70</td>
<td>01-JUL-1990</td>
</tr>
<tr>
<td>N</td>
<td>7151</td>
<td>Office Supplies</td>
<td>71</td>
<td>Y</td>
<td>A</td>
<td>70</td>
<td>70</td>
<td>01-JUL-1990</td>
</tr>
<tr>
<td>N</td>
<td>7153</td>
<td>Printing Services and Supplies</td>
<td>71</td>
<td>Y</td>
<td>A</td>
<td>70</td>
<td>70</td>
<td>01-JUL-1990</td>
</tr>
<tr>
<td>N</td>
<td>7158</td>
<td>Photography Services and Supplies</td>
<td>71</td>
<td>Y</td>
<td>A</td>
<td>70</td>
<td>70</td>
<td>01-JUL-1990</td>
</tr>
<tr>
<td>N</td>
<td>7166</td>
<td>Central Stores Supplies</td>
<td>71</td>
<td>Y</td>
<td>A</td>
<td>70</td>
<td>70</td>
<td>01-JUL-1990</td>
</tr>
<tr>
<td>N</td>
<td>7201</td>
<td>Maintenance Materials &amp; Supplies</td>
<td>71</td>
<td>Y</td>
<td>A</td>
<td>70</td>
<td>70</td>
<td>01-JUL-1990</td>
</tr>
<tr>
<td>N</td>
<td>7202</td>
<td>Construction Materials &amp; Supplies</td>
<td>71</td>
<td>Y</td>
<td>A</td>
<td>70</td>
<td>70</td>
<td>01-JUL-1990</td>
</tr>
<tr>
<td>N</td>
<td>7203</td>
<td>Custodial Materials &amp; Supplies</td>
<td>71</td>
<td>Y</td>
<td>A</td>
<td>70</td>
<td>70</td>
<td>01-JUL-1990</td>
</tr>
<tr>
<td>N</td>
<td>7204</td>
<td>Roads &amp; Grounds Materials &amp; Supplies</td>
<td>71</td>
<td>Y</td>
<td>A</td>
<td>70</td>
<td>70</td>
<td>01-JUL-1990</td>
</tr>
<tr>
<td>N</td>
<td>7252</td>
<td>Laundry Services &amp; Supplies</td>
<td>71</td>
<td>Y</td>
<td>A</td>
<td>70</td>
<td>70</td>
<td>01-JUL-1990</td>
</tr>
<tr>
<td>N</td>
<td>7253</td>
<td>Medical and Lab Services &amp; Supplies</td>
<td>71</td>
<td>Y</td>
<td>A</td>
<td>70</td>
<td>70</td>
<td>01-JUL-1990</td>
</tr>
<tr>
<td>N</td>
<td>7256</td>
<td>Educational Services &amp; Supplies</td>
<td>71</td>
<td>Y</td>
<td>A</td>
<td>70</td>
<td>70</td>
<td>01-JUL-1990</td>
</tr>
<tr>
<td>N</td>
<td>7261</td>
<td>Theatre Supplies</td>
<td>71</td>
<td>Y</td>
<td>A</td>
<td>70</td>
<td>70</td>
<td>01-JUL-1990</td>
</tr>
<tr>
<td>N</td>
<td>7266</td>
<td>Library Supplies</td>
<td>71</td>
<td>Y</td>
<td>A</td>
<td>70</td>
<td>70</td>
<td>01-JUL-1990</td>
</tr>
<tr>
<td>N</td>
<td>7302</td>
<td>Data Processing Supplies</td>
<td>71</td>
<td>Y</td>
<td>A</td>
<td>70</td>
<td>70</td>
<td>01-JUL-1990</td>
</tr>
<tr>
<td>N</td>
<td>7448</td>
<td>General Supplies Purchased</td>
<td>71</td>
<td>Y</td>
<td>A</td>
<td>70</td>
<td>70</td>
<td>01-JUL-1990</td>
</tr>
</tbody>
</table>

Exit form (press **Ctrl** + **X** or click **X**).
FTVPROG – Query for Program Code

In Direct Access box, type FTVPROG and press Enter.
Enter a query (press F7 or click ). Tab to the Title field and type ‘%ervices%’; tab to the Data Entry field and type ‘Y’. Execute the query (press F8 or click ).
Results:

<table>
<thead>
<tr>
<th>Chart of Accounts</th>
<th>Program Code</th>
<th>Title</th>
<th>Data Entry</th>
<th>Status</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>N</td>
<td>152</td>
<td>Business Mgmt &amp; Admin Services</td>
<td>Y</td>
<td>A</td>
<td>01-JUL-1990</td>
</tr>
<tr>
<td>N</td>
<td>332</td>
<td>Community Services</td>
<td>Y</td>
<td>A</td>
<td>01-JUL-1990</td>
</tr>
<tr>
<td>N</td>
<td>333</td>
<td>Cooperative Extension Services</td>
<td>Y</td>
<td>A</td>
<td>01-JUL-1990</td>
</tr>
<tr>
<td>N</td>
<td>334</td>
<td>Public Broadcasting Services</td>
<td>Y</td>
<td>A</td>
<td>01-JUL-1990</td>
</tr>
<tr>
<td>N</td>
<td>430</td>
<td>Educational Media Services</td>
<td>Y</td>
<td>A</td>
<td>01-JUL-1990</td>
</tr>
<tr>
<td>N</td>
<td>550</td>
<td>Student Health Services</td>
<td>Y</td>
<td>A</td>
<td>01-JUL-1990</td>
</tr>
<tr>
<td>N</td>
<td>630</td>
<td>Gen Admin and Logistic Services</td>
<td>Y</td>
<td>A</td>
<td>01-JUL-1990</td>
</tr>
<tr>
<td>N</td>
<td>510</td>
<td>Auxiliary Services</td>
<td>N</td>
<td>A</td>
<td>01-JUL-1990</td>
</tr>
</tbody>
</table>

Exit form (press Ctrl + X or click X).
This form provides on-line query of all activity for a given Fund, Org, and Program combination.

**Chart** - Accept the default of chart “N”

**Fiscal Year** – Represents the University’s fiscal year from July 1st to June 30th. Accept the default of the current fiscal year to view current data. You may enter prior fiscal years.

**Org, Fund, Program** – Enter the desired codes.

**Query Specific Account** - To query information on a specific Account code only, click on the check box then enter the specific Account code in the **Account** field. To query information on all Account codes leave the Query Specific Account checkbox unchecked.

**Include Revenue Accounts** - If performing a query on a Fund that has revenue, the box to see the revenue Account codes must be checked. If revenue accounts are not desired, uncheck that box.

**Fund & Program** - These fields will default based on the **Org Code** entered.

**Account** – Leave blank to query all account codes. Enter a specific account code to start query at the point.

**Next Block** (click or press $\text{Ctrl} + $\text{Page Down}$) to continue.
Account - the query results for the selected Fund, Org, Program combination are displayed in ascending Account code order.

Use the vertical scroll bar at the right side of the window or press the up and down arrow keys on the keyboard to view more Account codes. When the last record is displayed the message line at the bottom of the screen will display the message “At last record”.

Type - indicates whether the Account is R for revenue, L for labor, or E for expenditures

Title - a description for each Account Code. Click on a specific Title then use the side arrow key on the keyboard to scroll to view the entire title description.

Adj Budget - the adjusted budget, including any budget revisions

YTD Activity - the expenditure total for Labor or Expense Accounts, and income total for Revenue Accounts (if the Fund contains revenue).

Commitments - the total encumbrances, which includes outstanding purchase orders charged to the highlighted Account.

Avail Bal - the balance in the Adj Budget column, minus the totals in the YTD Activity and the Commitments columns.

Last Revised – May 2010
To find out what entries made up a particular total, click on the desired Account Code in the Acct field, then on the Menu Bar, Click on Options, **Transaction Detail Information (FGITRND)** to call the **Detail Transaction Activity Form (FGITRND)**. Transactions posting to the highlighted Account will display.
FGITRND – Detail Transaction Activity

This form shows documents that posted to the Fund, Orgn, and Account selected in Operating Ledger. When accessed from another summary level form, the FOAP values from the summary form will be passed to FGITRND. If accessed directly from the Menu, the FOAP values will have to be entered.

**Chart** - Accept the default of chart “N”

**Fiscal Year** – Represents the University’s fiscal year from July 1st to June 30th. Accept the default of the current fiscal year to view current data. You may enter prior fiscal years.

**Org, Fund, Program** – Enter the desired codes.

**Account** – Leave blank to query all account codes. A specific account code can be entered.

**Next Block** (click or press + Page Down) to continue.
**Document** - lists the specific document number for the transaction, a leading P for purchase orders, I for invoices, R for Requisitions and J for journal vouchers. See Quick Reference Sheet for complete list.  
**Field** - column indicates the transaction category affected by the entry. Common entries are: ENC - encumbrance (PO), RSV – Reservation (Requisition), YTD - year-to-date activity.

Use the horizontal and vertical scroll bars near the bottom and side of the form to advance the cursor and view more information on each document.

Once in the main block, the transactions can be queried using any of the displayed fields. Examples are by date, document number, field, and amount.

**Rollback** to return to the **Key Block** to change any of the search information, Chart, FY, Index or Account.

**Next Block** (click or press Ctrl + Page Down) to continue.
FGIBAVL – Budget Availability Status

This form is similar to FGIBDST as it provides online query of all activity for a given Fund, Org, and Program combination. One difference is that FGIBAVL REQUIRES an Account Code.

**Chart** - Accept the default of chart “N”

**Fiscal Year** – Represents the University’s fiscal year from July 1st to June 30th. Accept the default of the current fiscal year to view current data. You may enter prior fiscal years.

**Org, Fund, Program** – Enter the desired codes.

**Account (Required)** - Enter 6100. This is the lowest number in the expenditure account range and by using this account number it will ensure that all expenditure accounts with activity are displayed on the form (6100 does not need to have activity for this function to work). To bypass payroll accounts, enter 7100.

**Next Block** (click or press ) to continue.
Another major difference between this form and FGIBDST is that FGIBAVL reflects actual expenditures and encumbrances as well any that are IN PROCESS and haven’t been completed.

Rollback ❌ to return to the Key Block to change any of the search information, Chart, FY, or Index.

Next Block (click or press `Ctrl` + `Page Down`) to continue.
FGITBSR – Trial Balance Summary

FGITBAL – General Ledger Trial Balance

This form provides on-line query of all General Ledger activity for a given Fund. **This form allows on-line query for all levels of the Funds.**

**Chart** - Accept the default of chart “N”

**Fiscal Year** – Represents the University’s fiscal year from July 1st to June 30th. Accept the default of the current fiscal year to view current data. You may enter prior fiscal years.

**Fund Code** – Key in Fund Code desired.

Next Block (click or press Ctrl + Page Down) to display results.

Rollback to return to the Key Block to change any of the search information, Chart, FY, Fund, or Account.

Next Block (click or press Ctrl + Page Down) to return the results.

Last Revised – May 2010
FGIGLAC – General Ledger Activity

This form is similar to the FGITRND, but the difference is that it displays the transactions against the General Ledger.

When accessed from another summary level form, the Fund and Account values from the summary form will be passed to FGIGLAC. If accessed directly from the Menu, the Fund and Account values will have to be entered.

Chart - Accept the default of chart “N”.

Period – Represents the fiscal period in the fiscal year. July is fiscal period 01 and each month is numbered sequentially through June, which is fiscal period 12.

Fiscal Year – Represents the University’s fiscal year from July 1st to June 30th. Accept the default of the current fiscal year to view current data. You may enter prior fiscal years.
**Fund** - This Key in **Fund Code** desired

**Account** – If **FGIGLAC** is accessed from **FGITBSR or FGITBAL**, the Account field will already be populated. If accessed directly from the main menu, the Account Code may be entered, or it may be left blank in order to retrieve every transaction for every Account Code in the Fund.

**Next Block** (click or press `Ctrl` + `Page Down`).

**Document** - lists the specific document number for the transaction, a leading **P** for purchase orders, **I** for invoices, **R** for Requisitions and **J** for journal vouchers. See Quick Reference Code for complete list.

Use the vertical scroll bar on the side of the form to advance the cursor and view more transactions.

Once in the main block, the transactions can be queried using any of the displayed fields. Examples are by date, document number, description, or amount.

**Rollback** to the **Key Block** to change any of the search information, Chart, FY, Period, Index or Account.

**Next Block** (click or press `Ctrl` + `Page Down`) to return the results.
This form provides on-line query of all activity for a given Fund, Org, and Program combination. The Fund and Org are required fields.

This form allows on-line query for levels of the chart other than the data entry level. To query at higher levels, follow directions below.

**Chart** - Accept the default of chart “N”

**Fiscal Year** – Represents the University’s fiscal year from July 1st to June 30th. Accept the default of the current fiscal year to view current data. You may enter prior fiscal years.

**Fund, Org** – When querying for a higher level Fund, the Division level Org must be used. See chart below for Level 2 orgs.
<table>
<thead>
<tr>
<th>Level 2 Org</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>10000</td>
<td>President</td>
</tr>
<tr>
<td>20000</td>
<td>Provost</td>
</tr>
<tr>
<td>30000</td>
<td>Finance</td>
</tr>
<tr>
<td>40000</td>
<td>Student Affairs</td>
</tr>
<tr>
<td>50000</td>
<td>University Relations</td>
</tr>
<tr>
<td>60000</td>
<td>Advancement</td>
</tr>
<tr>
<td>70000</td>
<td>Informations Systems</td>
</tr>
</tbody>
</table>

**Query Specific Account** - To query information on a specific Account code only click on the check box then enter the specific Account code in the **Account** field. To query information on all Account codes leave the Query Specific Account checkbox unchecked.

**Include Revenue Accounts** - If performing a query on a Fund that has revenue, the box to see the revenue Account codes **must** be checked. If revenue accounts are not desired, uncheck that box.

**Next Block (click or press Ctrl + Page Down)** to continue.
Acct - the query results for the selected Fund, Org, Program combination are displayed in ascending Account code order.

Use the vertical scroll bar at the right side of the window or press the up and down arrow keys on the keyboard to view more Account codes. When the last record is displayed the message line at the bottom of the screen will display the message “At last record”.

Type - indicates whether the Account is R for revenue, L for labor, or E for expenditures

Title - a description for each Account Code. Click on a specific Title and press Ctrl+E to view the entire title description.

Adj Budget - the adjusted budget, including any budget revisions

YTD Activity - the expenditure total for Labor or Expense Accounts, and income total for Revenue Accounts (if the Fund contains revenue).
Commitments - the total encumbrances, which includes outstanding purchase orders and requisitions charged to the highlighted Account.

Avail Bal - the balance in the Adj Budget column, minus the totals in the YTD Activity and the Commitments columns.

To Query for a Specific Account:

Click “Query Specific Account” and enter Account Code 7164

This query yields same results as before but only for Advertising

Query Specific Account - To query information on a specific Account code only click on the check box then enter the specific Account code in the Account field. To query information on all Account codes leave the Query Specific Account checkbox unchecked.
Encumbrance Forms

FGIOENC – Open Encumbrance List

This form shows open encumbrances for purchase orders not yet closed by invoice activity.

**Chart** - Accept the default of chart “N”

**Fiscal Year** – Represents the University’s fiscal year from July 1st to June 30th. Accept the default of the current fiscal year to view current data. You may enter prior fiscal years.

**Fund and Organization** – Enter the desired codes

**Next Block** (click or press $\text{Ctrl} + \text{Page Down}$).

Each open encumbrance for the given Fund/Org combination will be displayed showing the document number, Vendor, Account Code, Program Code, and Amount.

Use the vertical scroll bar at the right side of the window or press the up and down arrow keys on the keyboard to view more open encumbrances.

To view the activity on any specific encumbrance, press $\text{Down}$ to highlight the document number you want to view. Then click on ‘Options’ and click on ‘Query Detail Encumbrance Info (FGIENCD)’.
This form displays the balance and all transactions that have posted against an encumbrance. Use this form to find the remaining balance on purchase orders. FGIENCD can also be accessed directly from the main menu.

**Encumbrance** – Enter purchase order number and **Next Block** (click or press `Ctrl + Page Down`), or use the search button select an encumbrance.

**Desc:** Vendor name and date the PO was established will default.

**Next Block** (click or press `Ctrl + Page Down`) and the FOAP(s) used on purchase order will default.

**Enc** – Dollar amount of original purchase order.

**Liq** – Dollar amount liquidated to date from purchase order.

**Balance** – Remaining encumbered balance on purchase order. If the purchase order is split between two or more different FOAPs, use the **Next Record** command or the vertical scroll bar on the right to view the balances on each accounting entry.

**Next Block** (click or press `Ctrl + Page Down`) to view transaction detail.

**Next Record** (click or press `Page Down`) to view all the transactions that make up the balance.
This form shows the status of documents; ties document numbers together and shows detail on the documents that are displayed.

**Doc Type** - Enter **REQ** for requisitions, **PO** for purchase orders, **INV** for invoices, **RCV** for receiving or **CHK** for checks.

**Doc Code** - Enter the specific requisition number, PO number, invoice number or check number.

**Next Block** (click or press ). This will populate the information. All document numbers relating to the queried document will be displayed. **Next Block** (click or press ) to navigate through the document.

**Status** - The field to the right of each document number is the **Status Indicator**. On the Menu Bar, click on **Options, View Status Indicators** under to call a list of the indicators. If this field is blank, the document has not yet been completed.

To view the details of a document, click on the desired document to highlight it, and then select **Options** on the Menu Bar. Select **Requisition Info, Purchase Order Information, Invoice Information** or **Check Information** to view the source document.
FPIREQN – Requisition Query

FPIREQN provides the user with the ability to query all the information related to a specific requisition. This form is similar to FPAREQN where the requisition is created except that the information cannot be edited. Upon entering the desired requisition number, the user can look through the associated windows to obtain all the information.

Using FPIREQN

1. Navigate to the Requisition Query form. From the Direct Access box, type in **FPIREQN** and press Enter OR from FOIDOCH, select Options/Requisition Info.

2. The following form will display.

3. If the Requisition Number is not the desired requisition, type the Requisition Number to be researched. NOTE: To search for a Requisition Number click **X**.

4. Click Next Block or press **Ctrl** + **Page Down**.

5. Click Next Block or press **Ctrl** + **Page Down**, or the Options menu to review the full details for the Document.

The information for the requisition will display in the following order:

- Document Information
- Requestor/Delivery
- Vendor
- Commodity/Accounting

6. Click the Exit toolbar button or press **Ctrl** + **Q** to exit FPIREQN.
FPIPURR – Purchase/Blanket/Change Order Query

FPIPURR provides the user with the ability to view Change or Current Purchase Order information (never choose the Blanket Order Option). This form is similar to the form where the purchase order is created except that the information cannot be edited. Upon entering the desired purchase order number, the user can look through the associated windows to obtain all the information.

Using FPIPURR

1. Navigate to the Purchase/Blanket/Change Order Query form. From the Direct Access box, type in FPIPURR and press Enter OR from FOIDOCH, select Options/Purchase Order information.

2. The following form will display.

![Purchase/Blanket/Change Order Query Form]

3. If the Purchase Order Number is not the desired purchase order, type the Purchase Order Number to be researched. To search for a Purchase Order Number click .

4. Click Next Block or press

5. Click Next Block or press , or the Options menu to review the full details for the Document.

The information for the purchase order will display in the following order:
  Document Information  
  Requestor/Delivery  
  Vendor  
  Commodity/Accounting

6. Click the Exit toolbar button or press to exit FPIPURR.
FPIRCVD – Receiving Goods Query

FPIRCVD is used to view a Receiving Document and its associated Packing Slip and Purchase Order data.

Using FPIRCVD

1. Navigate to the Receiving Goods Query form. From the Direct Access box, type in FPIRCVD and press Enter OR from FOIDOCH, select Options/Receiver Information.

2. The following form will display.

   ![Receiving Goods Query Form]

   If the Receiver Number is not the desired document, type the Receiver Number to be researched. To search for a Receiver Number click . Receiving documents can be queried by Packing Slip Number, Purchase Order, or Vendor Name.

   3. Click Next Block or press Ctrl + Page Down to view the details of the Receiving document. A form similar to the following will display.
4. If text exists for the Receiver or Packing Slip information, the Text Exists checkbox will display Y. Go to Options and choose Receiver Text (FCATEXT).
5. The Options menu also provides Commodity information. Go to Options and choose Commodity Information. The following displays a sample.

6. Click the Exit toolbar button or press Ctrl + Q to exit FPIRCVD.
FAIINVE – Invoice/Credit Memo Query

FAIINVE provides the user with the ability to view Invoice/Credit Memo. This form is similar to the form where the invoice is created except that the information cannot be edited. Upon entering the desired invoice number, the user can look through the associated windows to obtain all the information.

Using FAIINVE

1. Navigate to the Invoice/Credit Memo Query form. From the Direct Access box, type in FAIINVE and press Enter OR from FOIDOCH, select Invoice Information [FAIINVE].

2. The following form will display.

3. Type the invoice number to be researched or click the (Search) to access form FAIINVL and select the invoice.

4. Click Next Block or press Ctrl + Page Down to see the blocks of the form. The information for the invoice will display in the following order.
   - Invoice/Credit Memo Header
   - Commodity Information
   - Accounting Amounts
   - Balancing/Completion

5. Accessing the Options menu on each form opens other drill down options.

6. Click (Exit) or press Ctrl + Q to exit FAIINVE.
Enter the check number and in the Bank field enter ‘2’. Click Next Block or press Ctrl + Page Down.

Every invoice that is paid on the check will be displayed on the left side of the form. The right side will show the vendor's invoice number.
FGIDOCR - Document Retrieval Inquiry

FGIDOCR shows the accounting postings entered on any finance document. Even the ‘behind the scenes’ postings that Banner generates automatically can be seen.

Typically this form is used to view the postings on a journal voucher.

Document - Enter the document number for the purchase order, journal voucher, check number, etc… that you wish to view.

Document Type - Enter or select the document type. JV for journal voucher, PO for purchase order, INV for invoice, etc…

Click Next Block or press Ctrl + Page Down.
This will populate the postings in the detail information block.

If there are more than two postings click **Next Record** (click ![Next Record button](image)) or press ![Next Record button](image)) or use the scroll bar to the right to navigate through the Detail information block.

### Note the Signs:
- **D** Debit, which increases expenses and decreases revenues
- **C** Credit, which increases revenues and decreases expenses
- **+** Adds to budget
- **-** Subtracts from budget

To view all the detail postings select ![Options button](image) and select ‘Access Document Postings’
This view will display all the postings for that particular entry.