

**Northwest Missouri State University
Banner Finance Quick Reference**

URL: <http://inb.nwmissouri.edu/> (then click on 'Administrative Banner')

Banner INB Navigation			
Function	Icon	Keystroke	Menu Location
Cancel Query		Ctrl-Q	Query/Cancel
Clear Block		Shift-F5	Block/Clear
Clear Field		Ctrl-U	Item/Clear
Clear Record		Shift - F4	Record/Clear
Copy Field		Ctrl-C	Edit/Copy
Direct Access		F5	File/Direct Access
Display Error		Shift-F1	Help/Display Error
Duplicate Field		F3	Item/Duplicate
Enter Query		F7	Query/Enter
Execute Query		F8	Query/Execute
Exit		Ctrl-Q	File Exit
Insert Record		F6	Record/Insert
Item Properties			Help/Item Properties
List		F9	Help/List
Next Block		Ctrl-PgDn	Block/Next
Next Field		Tab	Item/Next
Next Record		Down Arrow	Record/Next
Next Set		PgDn	Query/Fetch Next Set
Paste Field		Ctrl-V	Edit/Paste
Previous Block		Ctrl-PgUp	Block/Previous
Previous Field		Shift-Tab	Item/Previous
Previous Record		Up Arrow	Record/Previous
Record Duplicate		F4	Record/Duplicate
Remove Record		Shift-F6	Record/Remove
Retrieve Last Query		F7,F7	Query/Last Criteria
Rollback		Shift F7	File/Rollback
Save		F10	File/Save
Select		Shift - F3/Dble Clk	File/Select

Budget & Ledger Queries	
Form	Purpose
FGIBAVL	Check budget availability by Fund, Org & Account
FGIBDST	View budget status using any element of the FOAP
FGIBDSR	View budget status using higher levels of FOAP
FGITBAL	View current balance for specific fund
FGITBSR	View current fund balance
FGITRND	Query on revenue/expense transaction activity by FOAP
FGIGLAC	Query on General Ledger activity by FOAP
Document Queries	
Form	Purpose
FOIDOCH	Identifies & provides status of all documents in the processing path of a specified document
FGIDOCR	Displays posting detail for a specific document
FGIENC	Display all transactions which have been posted against an encumbrance
FGIOENC	Listing of all open encumbrances for an organization and fund
Purchasing	
Form	Purpose
FPAREQN	Create a Purchasing Requisition
FSAREQN	Create a Central Stores Requisition

Document Codes	
Prefix	Document
*	Enc Open/Close
E	Encumbrance
F	Fed From Payroll/AR
I	Invoices
J	Journal Vouchers
M	FA Account Adj
P	Purchase Order
R	Requisitions
T	Orig Tag Number
U	Stores Issue
Y	Receiving
FUPLOAD Documents	
Prefix	Document
BD	Beginning Budget
BL	Beginning Balance
CC	Copy Center
ES	Facility Services
MR	MRO
MS	Miscellaneous
PS	Postage
SN	Signs
ST	Stores
TE	Telephone
TR	Transportation
VI	VISA
WF	Wood Fuel
XX	FRS Conversion

WebFOCUS Reporting	
(Same User Name & Password as Network/Email)	
https://webfocus.nwmissouri.edu/ibi_apps/signin	
Budget Overview	
Purchase Orders	
Summary YTD	

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FGRTNRD Field Code Values:	
FGRTNRD_LEDGER_IND = 'G' (General Ledger):	
Field Code	Description
01	Debits
02	Credits
FGRTNRD_LEDGER_IND = 'O' (Operating Ledger)	
Field Code	Description
01	Original Budget
02	Budget Adjustment
03	Acutual
04	Budget Reservation
05	Encumbrance
06	Accounted Budget
07	Temporary Budget
FGRTNRD_LEDGER_IND = 'E' (Encumbrances):	
Field Code	Description
01	Original Encumbrance
02	Encumbrance Adjustment
03	Liquidations