

SUMMARY OF SELECTED BANNER QUERY FORMS

BUDGET FORMS - For E&G (A101) and Auxiliary (H100) Funds

FGIBDSR – Executive Budget Summary

This form allows you to see revenue/expense vs. budget information in summary form. If you leave the account blank, it will query all revenue and expense account codes. If you want to exclude revenue (5000 level), enter 6100 in the account code field and it will bring up all salaries (6100 level), benefits (6200 level) and operations (7100 level). In this example, it queries 6100 and everything above it. If you wanted only the 6100 level, you would have to leave the account code blank, go to the next block and enter a query in the account of 61% (the percent sign is a wild card), and it will bring up only the codes beginning with 61.

You can use a higher level organization code to roll up several organizations' information together. For example, VP for Finance level is 30000, with many orgs rolling up into it (Bursar, Controller, etc.). This may be of some value at some level (colleges, for example).

It does not readily give you budget available information, although it can be computed.

FGIBAVL – Budget Availability Status

This form is less flexible than FGIBDSR; however, it does readily give you budget available. Entering 6100 in the account code line will give you all budgets for that org.

FGIBDST – Organization Budget Status

This form is much like FGIBDSR, but does not give you the “roll-up” summary capability.

BALANCE SHEET FORMS - For Revolving Funds – Restricted (G), Designated (D), Agency (T), etc.

FGITBSR – Trial Balance Summary

This form allows you to view general ledger balances for any specific fund (or fund type). The great feature about this form is that it shows you the current fund balance at the bottom of the page (but remember, you still have to subtract any outstanding encumbrances to determine balance available).

FGITBAL – General Ledger Trial Balance

Like FGITBSR, this form allows you to look at general ledger balances for any specific fund. No operating ledger activity is found here.

OTHER QUERY FORMS - For All Funds

FOIDOCH – Document History

This form allows you to enter any finance document (invoice #, PO #, check #, etc.) and then see all other associated finance documents. You can see full document information by highlighting the document number and select Document Information from the Options menu.

FPIREQN – Requisition Query

Queries purchase requisition data.

FPIPURR – Purchase Order Query

Queries purchase order data.

FPIRCVD – Receiving Query

Queries receiving data.

FAINVE – Invoice Query

Queries invoice data.

FACHKH – Check Query

Queries check data.

FGIENC D – Detail Encumbrance Activity

This form allows you to see the all the activity on any specific encumbrance.

FGIOENC – Organizational Encumbrance List

This form will show you a list of all open encumbrances on any fund or org.

FGIDOCR – Document Review

This form allows you to see the accounting postings entered on any finance document. You can even see the “behind the scenes” postings that Banner makes automatically by highlighting one entered FOAP and select Access Postings from the Options menu.

FGITRND – Detail Transaction Activity

This form enables you to display an online view of detailed transaction activity for operating ledger accounts.