Common Banner Forms

Banner Process	Banner Forms	Purpose of Form
General	FAAINVD	Disapprove your own document AFTER it has been approved
	FOADOCU	Disapprove your own document BEFORE it has been approved
	FOATEXT	Add text to invoices and journal vouchers
	FOIDOCH	Check document status
Invoices	FAAINVE	Enter direct pay and regular (with PO) invoices and credit memos
	FAIINVE	Look up invoice information (complete or incomplete)
	FAIINVL	View list of invoices/credit memos
	FGIDOCR	Check if Banner invoice has posted
	FTICHKS	Look up by check number
	FAICHKH	Look up check information
Purchase Orders	FPAPURR	Prepare purchase order
	FOAPOXT	Add text to purchase orders
	FGIDOCR	Check if Banner PO has posted
	FPAPDEL	Cancel PO that has had no activity
	FPIOPOB	Open POs by buyer
	FPIOPOF	Open POs by FOAPAL
	FPIOPOV	Open POs by vendor
	FGIENCD	View PO accounting information and balance
Journal Vouchers	FGAJVCD	Prepare journal voucher
	FGIDOCR	Look up JV accounting information after it has posted
	FGIJSUM	View JV summary information
	FGIJVCD	View unapproved complete (C) or incomplete (I) JVs
	FGAJVCM	Prepare mass JVs
Grants	FRIGRNT	Query on any field (must enter F7 first, then field, then F8)
	FRAGRNT	Look up info using OSU grant # (press "Navigate to" and "Personnel" to find grant accountant)
	FTMFUND	Find out if more than one PI on grant (F7, in "fund" enter 4 digits of grant # plus "%", F8, arrow down)
	FRIGITD	Grant Inception to Date budget status (F3 gives you grant information)
	FRMFUND	Look up F&A rate, shows if cost share is required
	FRIPSTG	Lists all grants for a specific PI
	FRIORGH	Lists all grants for a specific Org
Encumbrances	FGAENCB	Enter a general encumbrance
	FGIENCB	Look up general encumbrances
	FGIENCD	Encumbrance detail- information needed for liquidating encumbrances
	FGIOENC	Open encumbrances (by Index, Org or Fund)
Vendors	FTIIDEN	Look up vendor number
	FTMVEND	Check if vendor address set up (enter vendor # and press Next Block until you reach the address block)
	FAIVNDH	Vendor history (all payments to vendor by "Payment Due Date")
	FWITXID	Vendor by tax ID
	FAIVHIS	Vendor search by dollar amount
Budget Summary	FGIBDST	Look up account activity
	FGITBSR	Current fund balance
	FGITBAL	Find beginning balance
	FWITBSR	Current fund balance by Period
Approvals	FOAUAPP	Approve/disapprove documents
	FOAAINP	Show who still needs to approve a document (if invoice, "Sub Num" must be 0)
	FOIAPHT	Shows who input and approved document
	FOIAPPH	Shows who input and approved document

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Banner Process	Banner Forms	Purpose of Form
Users	**FUVPROF**	Look up the identity of a usercode
	FUVPROF	User profile list
	GUAIDEN	Banner ID search for users (press F7, type user ID, F8)
	GUAPMNU	Set up a personal Banner menu
	GYAUSER	Get information about current user
Index	**FTVACCI**	Check name of index code
	FTMACCI	Look up index information
Fund	**FTVFUND**	Look up fund
Organization	**FTVORGN**	Look up organization
Account Code	**FTVACCT**	Look for account code
	FTMACCT	Account code info ("F7", then query on Account or Title field)
Program	**FTVPROG**	Look up program
Activity Code	**FTVACTV**	Look up activity code
Miscellaneous Forms	**GUAMESG**	Retrieve disapproval messages (To delete messages, press Delete Record then "Save" and exit)
Payroll Information		**THIS IS FOR PERSONNEL THAT HAVE HRIS BANNER ACCESS**
	NBAPOSN	Look up position information (not employee) such as salary amount and steps
	NBIPINC	Position history with list of incumbents
	NHIDIST	Look up salaries for a given period for an index
	NHIEDST	Look up salary, cashback, OPE for a given period for an employee
	NYIDIST	Look up salaries for a given period for an index (PgDn, F8)
	NYIJLST	Look up employee position #, last activity, termination date, ECLS code
	NYIJOBS	Look up employee information (arrow down in 2nd screen under "Personnel Date" to check status)
	PYAREDS	Payroll form for redistributions, etc.
	PYICHEK	Paycheck detail for one month for individual
	PYIIDEN	Employee search
	PYILIST	Listing of gross pay for individual for each month
	PYIVERI	Look up employee information, job information, labor distribution (use "Labor Dist." then "View")