Budget & Ledger Queries

Form	Purpose
FGITBAL FGITBSR	Current **Claim on Cash** & other Balance Sheet accounts
FGIBSUM	Organization Budget summary - can drill to detail - Operating accounts
FGIBDST FGIBDSR	Organization Budget Status - **detailed** expenditure accounts. **High Levels available**
FGIBAVL	Budget available by Fund, Org, and Acct - **Pool Level**
FRIGITD	Grant/CI Inception to Date - line item
FRIGTRD	Grant/CI Transaction Detail
FGITRND	Detail transactions with field/process codes

Document Queries

Form	Purpose
FOIDOCH	Document approval history & status i.e.
FGIDOCR	Review all documents associated with another document.
FGIENCB	Lists all encumbrances in the system - may search for a particular encumbrance.
FGIOENC	Org open encumbrances list
FAIOINF	Display all open Banner disbursement invoices by FOAPAL

Banner Accounts

Classification	Data Entry Range
Assets Type 10	G1XXXX
Liabilities Type 20	G2XXXX
Control Accounts Type 30	7XXXX
Set Assets Type 40	G3XXXX
Revenues Type 50	1XXXXX
Rev-Found_Restr Type 50	1XXXXX
Rev-Allotments Type 50	1XXXXX
Labor Type 60	91XXXX
Expense Type 70	9XXXXX

WINSTON-SALEM STATE UNIVERSITY
Finance & Administration

Entity Search

Form	Purpose
FTIIDEN	Search the Finance Databases for specific persons and entities 113
FTMVEND	List Vendors, can query by name
FOIVEND	List Vendors, can query by contact.

Purchasing Queries

Form	Purpose
FPIPURR	View Change or Current Purchase Order Information
FPIOPOF	Display all open purchase orders by any combination of
FPIOPOV	Display all open purchase orders for a particular vendor.

Online Requisitions & Approvals

Form	Purpose
FOIAINP	Display all documents awaiting approval.
FOAAINP	Displays all levels responsible for a document's approval.
FOAUAPP	Direct approval of a document.
FOAAINP	Displays all levels responsible for a document's approval.
FOIAPPH	Display approval history of a document
FOIAPHT	Display document approval history.
FOADOCU	Check status of document by user

Banner Organizations

1XXXX	Chancellor
2XXXX	Academic Affairs/ Provost
3XXXX	Academic Affairs/ Provost
4XXXX	Student Affairs
5XXXX	Finance & Administration
6XXXX	University Advancement

Online Entries

Form	Purpose
FGAJVCD FGAJVCQ FGAJVCM	Journal Vouchers-Budgets, Encumbrances, Receipts & Disbursements Corrections, Journal Entries, etc. by Rule Codes

Action	Banner 9 Keystroke
Cancel Page, Close Current Page, or Cancel Search/Query	Ctrl + Q
Choose/Submit	Enter
Clear All in Section	Shift + F5
Clear One Record	Shift + F4
Clear Page or Start Over	F5
Count Query	Shift + F2
Delete Record	Shift + F6
Down/ Next Record	Down Arrow
Duplicate Selected Record	F4
Execute Filter Query	F8
Exit	Ctrl + Q
Export	Shift + F1
Insert/ Create Record	F6
Last Page	Ctrl + End
List of Values	F9
More Information	Ctrl + Shift + U
Next Field or Item	Tab
Next Page Down	Page Down
Next Section	Alt + Page Down
Open Menu Directly	Ctrl + M
Open Related Menu	Alt + Shift + R
Open Tools Menu	Alt + Shift + T
Previous Field or Item	Shift + Tab
Previous Page Up	Page Up
Previous Section	Alt + Page Up
Print	Ctrl + P
Refresh or Rollback	F5
Save	F10
Search or Open Filter Query	F7
Up/Previous Record	Up Arrow

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