

Banner Buy Pay Query Form Hot List—by Form Title

There are numerous *query* forms within Banner. Listed below are the ones associated with purchasing or payables transactions that we feel will be most valuable, sorted by Banner Form Title (the characters that go into the “Direct Access” box on the main menu). This list does not attempt to inventory all available Banner buy pay query forms.

Buy/Pay documents are *entered* (processed) using the following forms:

FPAREQN for requisitions

FAAINVE for invoices (direct pay or purchase order)

Banner Form Title	Banner Form Name	What can you find here?
FAIINVE	Invoice/Credit Memo Query Form	Use this form to query all information related to a specific invoice.
FAIOINF	Open Invoices by FOAPAL	Use this form to query all open invoices by FOAPAL codes.
FAIVINV	Vendor Invoice Query Form	Use this form to review summary information about vendor's invoices. You can search by vendor, invoice number, vendor invoice date, vendor invoice total and invoice document number.
FAIVNDH	Vendor Detail History Query Form	Displays check history related to all invoices from a particular vendor. Can limit based on status (open, paid, credit memo etc.). Can query based on vendor or Banner invoice number, amount, due date.
FGIENCD	Detail Encumbrance Activity Form	Use this form to review all transactions affecting encumbrances (requisitions, purchase orders, general encumbrances, and the payments that liquidate them).
FOADOCU	Documents by User	Use this form to display a list of documents originated by a specific user, based on his/her Banner username. Can limit based on document type, status, FY, and date range.
FOIDOCH	Document History Form	Use this form to display the document number and status of related requisitions, purchase orders, invoices, and checks.
FPIOPOF	Open Purchase Orders by FOAPAL	Use this form to query all open purchase orders by FOAPAL codes.
FPIOPOV	Open Purchase Orders by Vendor	Displays all open PO's for a particular vendor.
FPIORQF	Open Requisitions by FOAPAL	Use this form to query all open requisitions by FOAPAL codes.
FPIPURR	Purchase/Blanket/Change Order Query Form	Use this form to query all information related to a specific purchase order, either original or as changed via a Change Order.
FPIREQN	Requisition Query Form	Use this form to query all information related to a specific requisition.
FTIIDEN	Vendor Look up	Use this form to search the Finance database for specific person, entities and ID numbers.

Banner Buy Pay Query Form Hot List—by Function

There are numerous query forms within Banner. Listed below are the ones associated with purchasing or payables transactions that we feel will be most valuable, organized according to their functionality. This list does not attempt to inventory all available Banner buy pay query forms.

Buy/Pay documents are *created* (processed) using the following forms:

- FPAREQN for requisitions
- FAAINVE for invoices (direct pay or purchase order)

Banner Form Name	Banner Form Title	What can you find here?
<i>Queries for Individual Documents, by Document Number:</i>		
Requisition Query Form	FPIREQN	Use this form to query all information related to a specific requisition.
Purchase/Blanket/Change Order Query Form	FPIPURR	Use this form to query all information related to a specific purchase order, either original or as changed via a Change Order.
Invoice/Credit Memo Query Form	FAINVE	Use this form to query all information related to a specific invoice.
Detail Encumbrance Activity Form	FGIENCD	Use this form to review all transactions affecting encumbrances (requisitions, purchase orders, general encumbrances, and the payments that liquidate them).
<i>Vendor Information:</i>		
Vendor Look up	FTIIDEN	Use this form to search the Finance database for specific person, entities and ID numbers.
Open Purchase Orders by Vendor	FPIOPOV	Displays all open PO's for a particular vendor.
Vendor Detail History Query Form	FAIVNDH	Displays check history related to all invoices from a particular vendor. Can limit based on status (open, paid, credit memo etc.). Can query based on vendor or Banner invoice number, amount, due date.
Vendor Invoice Query Form	FAIVINV	Use this form to review summary information about vendor's invoices. You can search by vendor, invoice number, vendor invoice date, vendor invoice total and invoice document number.
<i>Queries by FOAPAL:</i>		
Open Requisitions by FOAPAL	FPIORQF	Use this form to query all open requisitions by FOAPAL codes.
Open Purchase Orders by FOAPAL	FPIOPOF	Use this form to query all open purchase orders by FOAPAL codes.
Open Invoices by FOAPAL	FAIOINF	Use this form to query all open invoices by FOAPAL codes.
<i>Queries by User:</i>		
Documents by User	FOADOCU	Use this form to display a list of documents originated by a specific user, based on his/her Banner username. Can limit based on document type, status, FY, and date range.
<i>Cross-Reference Query:</i>		
Document History Form	FOIDOCH	Use this form to display the document number and status of related requisitions, purchase orders, invoices, and checks.