Banner Accounting & Budget Query Form Hot List—by Form Title

There are numerous *query* forms within Banner. Listed below are the ones associated with accounting or budget information 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 accounting and budget forms. Accounting and budget documents are *entered* (processed) using the following forms:

FGAJVCD	[the Journal Type (rule code) distinguishes the transaction as a journal entry, budget entry, or cash receipt]
FGAENCB	General Encumbrances

Banner Form Title	Banner Form Name	What can you find here?
FGIBAVL	Budget Availability Status Form	Review the status of budget, actual, commitments, and budget balance available by FOAP at the level of budget control. For funds that are controlled by budget pools, you must enter the Fund, Org, and Account. For fund types that are controlled only at the Fund-Org level, you only need to enter those two elements.
FGIBDST	Organization Budget Status Form	Displays budget, activity, commitments, and available budget balance for any combination of FOAPAL elements, as entered, rather than as summarized at the level of budget control like in the FGIBAVL form.
FGIBSUM	Organization Budget Summary Form	Displays budget, activity, commitments, and available budget balance totals as summarized by account type (revenues, labor, direct expenditures, and transfers) for the queried Fund and/or Org.
FGIDOCR	Document Retrieval Inquiry Form	Retrieve all sequences (lines) that were entered associated with any particular document by document #, document type, or description.
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.)
FGIGLAC	General Ledger Activity Form	Look up documents that affect the *general ledger* by Fund and/or Account, by fiscal period and/or fiscal year. Can navigate to the Document Retrieval Inquiry Form from here (FGIDOCR).
FGITBSR	Trial Balance Summary Form	Displays the beginning balance and current balance for general ledger Accounts for the selected Fund or Fund Type and/or Account or Account Type. Also provides the Current Fund Balance.
FGITRND	Detail Transaction Activity Form	Review a list of all documents that affected a particular FOAPAL or piece of FOAPAL. This query returns the FOAPAL, Document #, Date, line description, and dollar amount of the debit or credit. Can navigate to the document (FGIDOCR) from here.
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.
FRIGITD	Grant Inception to Date Form	Displays inception to date information (adjusted budget, actual revenue, actual expense, open commitments, and available budget balance) for any fund type that has an associated grant code. In addition to true grants, plant funds also have "grant" codes to access this reporting capability.

Banner Accounting & Budget Query Form Hot List—by Function

There are numerous query forms within Banner. Listed below are the ones associated with accounting and budget information that we feel will be most valuable, organized according to their functionality. This list does not attempt to inventory all available Banner accounting and budget forms. Accounting and budget documents are *entered* (processed) using the following forms:

FGAJVCD   [the Journal Type (rule code) distinguishes the transaction as a journal entry, budget entry, or cash receipt]

FGAENCB   General Encumbrances

Banner Form Name	Banner Form Title	What can you find here?
Queries for Individual Documents, by Document Number:		
Document Retrieval Inquiry Form	FGIDOCR	Retrieve all sequences (lines) that were entered associated with any particular document by document #, document type, or description.
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.)
Information for General Ledger (Balance Sheet Accounts):		
General Ledger Activity Form	FGIGLAC	Look up documents that affect the *general ledger* by Fund and/or Account, by fiscal period and/or fiscal year. Can navigate to the Document Retrieval Inquiry Form from here (FGIDOCR).
Trial Balance Summary Form	FGITBSR	Displays the beginning balance and current balance for general ledger Accounts for the selected Fund or Fund Type and/or Account or Account Type. Also provides the Current Fund Balance.
Information for Operating Ledger (Current Year type Accounts):		
Organization Budget Status Form	FGIBDST	Displays budget, activity, commitments, and available budget balance for any combination of FOAPAL elements, as entered, rather than as summarized at the level of budget control like in the FGIBAVL form.
Budget Availability Status Form	FGIBAVL	Review the status of budget, actual, commitments, and budget balance available by FOAP at the level of budget control. For funds that are controlled by budget pools, you must enter the Fund, Org, and Account. For fund types that are controlled only at the Fund-Org level, you only need to enter those two elements.
Organization Budget Summary Form	FGIBSUM	Displays budget, activity, commitments, and available budget balance totals as summarized by account type (revenues, labor, direct expenditures, and transfers) for the queried Fund and/or Org.
Queries by FOAPAL:		
Detail Transaction Activity Form	FGITRND	Review a list of all documents that affected a particular FOAPAL or piece of FOAPAL. This query returns the FOAPAL, Document #, Date, line description, and dollar amount of the debit or credit. Can navigate to the document (FGIDOCR) from here.
Org. Encumbrance List Form	FGIOENC	Review all encumbrances posted to a particular ORG and/or Fund.
Queries by User:		
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.
Inception to Date:		
Grant Inception to Date Form	FRIGITD	Displays inception to date information (adjusted budget, actual revenue, actual expense, open commitments, and available budget balance) for any fund type that has an associated grant code. In addition to true grants, plant funds also have "grant" codes to access this reporting capability.