

Florida Atlantic University Banner Forms (Screens) - Training

A form is an online document where you can enter and look up information in your database. A form visually organizes information so it is easier to enter and read. A Banner form is similar to a paper form, except information is entered once and then used by other forms, reports, and jobs. Forms can include windows, window panes, dialog boxes, and alert boxes.

The structure of the Form Name is outlined on the pages labeled Naming Conventions. In summary:

All Banner Finance Forms start with the letter F

The 2nd Position designates – for example

A - Accounts Payable	FAxxxxx
G – General Ledger	FGxxxxx
F – Fixed Assets	FFxxxxx
T – Table/Validation	FTxxxxx

The 3rd Position designates – for example

I – Inquiry Form	FAIxxxx, FGIxxxx, FFIxxxx
M – Maintenance Form	FAMxxxx, FGMxxxx, FTMxxxx

The 4th – 7th Positions uniquely identify the form, report, job or table

Such as FTMFUND – is the validation form for Fund Codes

Most users outside the Administrative areas (Controller and Purchasing and Budget) can get access to forms that have a 3rd position of I since all that allows the user to do is query information. In order to get this access, submit a Banner access form to AFTSS and ask for General Accounting Query. That will give you access to these forms:

NHIDIST – Labor Distribution Data Inquiry – details of payroll feeds to Finance

FGIBAVL - Budget Availability Status Form - Enables you to view an online query of the budget availability for a selected fund, organization, account, and program combination

FGIBDSR - Executive Summary Form - Provides an online query of operating ledger budget and activity data organized by account.

FGIBDST - Organization Budget Status Form - Enables you to view an online query of the budget availability by organization code

FGIBSUM “Organization Budget Summary Form - Enables you to view summarized budget information by userdefined account type for a selected organization/fund combination

FGIDOCR - Document Retrieval Inquiry Form - Provides online query capability for all transactions processed by the system.

FGIGLAC - General Ledger Activity Form - Enables you to view detailed transaction activity for General Ledger accounts by account number in an online summary.

FGIJSUM - Journal Voucher Summary Form - Provides an online summary of journal voucher transactions that are not yet posted.

FGITBAL -General Ledger Trial Balance Form - Provides an online display of a trial balance.

FGITBSR - Trial Balance Summary Form - Enables you to query and display budget detail for specific funds and accounts.

FGITRND -Detail Transaction Activity Form - Enables you to display an online view of detailed transaction activity for operating ledger accounts.

FGIENCB - Encumbrance List Form - Provides an online summary of all encumbrances including encumbrance type, description, current balance, and status.

FGIENCD - Detail Encumbrance Activity Form - Provides an online query of detailed transaction activity for an original encumbrance entry as well as all transaction activity against the encumbrance.

FGIOENC - Organizational Encumbrance List Form - Displays an online list of all encumbrances by organization.

FAIVHIS – Vendor History Query – gives summary of invoices by Fiscal Year

FAIVNDH – Vendor Detail History – Displays the vendor detail with Vendor Invoice Numbers in the first column and Banner Invoice in the second column

FAIINVL – Invoice Listing – displays open, paid and suspended invoices

You can find out more about each of these forms at in the documentation on line or at

<http://setforms.fau.edu:6600/finance6x/u-guide/finance02usgbnr.pdf> or

<http://setforms.fau.edu:6600/finance6x/u-guide/finance06gatrms.pdf>