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General Accounting & Budget Query Forms

The purpose of General Accounting and Budget query forms is to query transactions in Banner. You can use budget inquiry, transaction inquiry, encumbrance inquiry or document inquiry forms.

Budget Inquiry Forms

- Budget Availability Status Form (**FGIBAVL**)
    - Current information on adjusted budget
    - Year-To-Date Activity
    - Budget Reservations
    - Available Balance by
        - Index
        - Fund
        - Organization
        - Account
        - Program
    - Chart, FY and FOAP are required
    - FOAP values must be date enterable
    - **Displays Unapproved and Unposted transactions**

- Organizational Budget Status Form (**FGIBDST**)
    - Adjusted Budget
    - Year-to-Date Activity
    - Budget Commitments
    - Available Balance by
        - Index
        - Fund
        - Organization
        - Account
        - Program
        - Activity
        - Location
    - Chart and FY are required
    - Any FOAPAL selection must be data enterable
    - Displays Approved and Posted Transactions
    - Can access the following forms from **FGIBDST**
        - **FGIBSUM** - Budget Summary
        - **FGIOENC** - Organizational Encumbrance List
            - FGIENCD - Detail Encumbrance Activity

- **FGITRND** – Detail Transaction Activity
  - Query document by type

- Organizational Budget Summary From (**FGIBSUM**)
  - Query Organizational account status at an account type summary level
  - Displays
    - Adjusted Budget
    - Year-to-Date Activity
    - Budget Reservations
    - Available Balance
  - Chart and FY are required
  - Fund and Organization must be date enterable
  - Displays on Approved and Posted Transactions

- Executive Summary From (**FGIBDSR**)
  - Query for highest level of the account structure hierarchy
  - Displays
    - Adjusted Budget
    - Year-to-Date Activity
    - Budget Commitments
    - Available Balance by
      - Index
      - Fund
      - Organization
      - Account
      - Program
      - Activity
      - Location
  - Chart and FY are required
  - FOAPAL selections can be either data or non-date enterable
  - Displays only Approved an Posted Transactions
  - Can access **FGITRND** from **FGIBDSR**
    - Query document by type

General Ledger Inquiry Forms

- General Ledger Trail Balance Form (**FGITBAL**)
  - Query the General Ledger account balances by
    - Fund
    - Account Type
    - Account Code
  - Chart, FY and Fund are required
  - Funds must be data enterable
  - Account Code must be data enterable
  - Can access **FGICLAC** from **FGITBAL**

- - Query by document type

- Trail Balance Summary Form (**FGITBSR**)
  - Query the General Ledger account balances by
    - Fund
    - Account Type
    - Account Code
  - Enables viewing of values at higher levels within the Fund hierarchy
  - Chart, FY and Fund are required
  - Fund can be either data or non-data enterable
  - Can access **FGICLAC** from **FGITBSR**
    - Query by document type

Transactions Inquiry Forms

- Operating Accounts Transaction Detail Form (**FGITRND**)
  - Query detailed transaction activity by operating ledger account combinations
  - Must Execute the Query

- General Ledger Transaction Detail Transaction Form (**FGIGLAC**)
  - Query detailed transaction activity for selected general ledger account combinations
  - Chart, FY and Fund are required
  - Fund must be data enterable
  - Account must be data enterable

- Journal Voucher Summary Form (**FGIJSUM**)
  - Query journal vouchers that have not been posted

- List of Suspended Journal Vouchers Form (**FGIJVCD**)
  - Query for list of all incomplete journal vouchers

- List of Automatic Journal Vouchers Form (**FGIAUTO**)
  - Query for list of existing recurring journal vouchers

Encumbrance Inquiry Forms

- Detail Encumbrance Activity Form (**FGIENCD**)
  - Query the detail transaction activity for an encumbrance

- Organizational Encumbrance List Form (**FGIOENC**)
  - Query on all open encumbrances by organization by
    - Index
    - Fund

- Organization
  - o Can access from **FGIBDST**

- Encumbrance List Form (**FGIENCB**)
  - o Query on all encumbrances listing by
    - Encumbrance type
    - Description
    - Current Balance
    - Status

Document Inquiry Forms

- Document Retrieval Inquiry Form (**FGIDOCR**)
  - o Query any posted journal voucher
    - Entered transactions
  - o Access Document Postings (**FGQDOCP**) from FGIDOCR
    - System generated transactions

- Document History Inquiry Form (**FOIDOCH**)
  - o Query any posted and listed transaction
  - o Access the following from FOIDOCH
    - **FPIREQN**
      - Requisition Inquiry Form
    - **FPIPURR**
      - Purchase Order Inquiry Form
    - **FAIINVE**
      - Invoice Inquiry Form
    - **FAICHKH**
      - Check Inquiry Form
    - **FFIMAST**
      - Fixed Asset Master Inquiry Form

- Open Invoice by FOAPAL Form (**FAIOINF**)
  - o All open items for a FOAPAL string
  - o Query by any element of the FOAPAL
- Open Requisitions by FOAPAL Form (**FPIORQF**)
  - o All open Requisitions by FOAPAL string
  - o Query by any element of the FOAPAL
- Open Purchase Orders by FOAPAL From (**FPIOPOF**)
  - o All open Purchase Orders by FOAPAL string
  - o Query by any element of the FOAPAL

If you have additional questions, please contact Finance Systems Management at
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