Guide to The Most Commonly Used Banner Finance and HR Forms

Form Name	Form Title	What Can I Do With This Form?
FGIBDSR	Executive Summary Form	• View a unit's budget activity and transaction details for a FOAPAL by Account (for transactions that posted to the FOAPAL and transactions that roll up to that FOAPAL).
FGIBDST	Organization Budget Status Form	• View a unit's budget activity and transaction details for a FOAPAL by Account (for transactions that posted to that FOAPAL only). • Query outstanding encumbrances, using any data entry combination of Fund, Organization, Account, Account Type, Program, Activity, or Location.
FGIGLAC	General Ledger Activity Form	• Query and display transaction details for specific Funds and Accounts.
FGITBAL	General Ledger Trial Balance Form	• Compute and view my Fund balance. • View the Account balances for a Fund. • Query and display transaction details for specific Funds\Accounts.
FGITBSR	Trial Balance Summary Form	• View my already computed Fund balance. • Query and display transaction details for specific Funds \Accounts.
FGITRND	Detail Transaction Activity Form	• View a unit's budget activity and transaction details for a FOAPAL by Account (for transactions that posted to the FOAPAL and transactions that roll up to that FOAPAL).
FGIDOCR	Document Retrieval Inquiry Form	• Review the transaction postings for an invoice or check document (as well as for requisitions, purchase orders and journal vouchers). • Search for a one-time vendor payment using the Document field search option.
FOIDOCH	Document History Form	• See the status of all requisitions and purchase orders that I created, e.g., have they been paid, were the items returned? • Look up a requisition to see if it has been approved and/or if a buyer has assigned a purchase order number to it? • Access \ view receiving documents related to purchase order documents? • Query for a return. • Display all the connected purchasing and payment documents and statuses in the processing path of a specific invoice or check document number • Determine the check number on which an invoice was paid?
NZIESUM	Banner Employee Summary View Form	• View a summary of employee information for all jobs, such as FTE, Titles, Rates, Labor Distributions, etc.? • Confirm that an employee's job or record was created properly? • View FTE changes?
FTMVEND	Vendor Maintenance Form	• Find the address of a vendor?
FZIIDEN	Entity Name / ID Search Form	• See if a vendor currently exists in the Banner database?
FZIGITD	Grant Inception To Date Form	• View a unit's budget activity.transaction details by Account code. • Find out the overdraft status of a grant project. • See all Fund codes associated with a grant. (Check "Fund Summary" box.)

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PZILIST	Banner Pay Event List Form	• Determine the disposition of a timesheet
FAIVNDH	Vendor Detail History Query Form	• Find all payments to a single UIN or Vendor ID number by Fiscal Year? • Identify categories of invoices in the system for a single vendor ID or UIN: All, Open, Paid?
FGAJVCD	Journal Voucher Entry Form	• Prepare a journal voucher for an encumbrance-related transaction or for a fixed asset transfer. • Access an in-process (incomplete) journal voucher to complete it. • Increase or decrease each sequence of a general encumbrance • Partially or totally liquidate each sequence of a general encumbrance
PHATIME	Electronic Approvals of Time Entry Form	• Report Civil Service vacation or sick leave time? • Correct and re-submit returned timesheets?
PZAADJT	Workflow and the Banner Adjustment Processing Form	• Make a positive post-payroll adjustment when an employee was underpaid during a previous pay period? • Submit an adjustment to the Department Approver's Worklist? • Review adjustments in my Department Approver Worklist and assign and route them to Payroll? • Erase a rejected adjustment or correct an adjustment returned for correction? • Process vacation and sick leave payout for the Payroll Office?
FGIENCD	Detail Encumbrance Activity Form	• Review detailed transaction activities against an encumbrance • Find out if an encumbrance is open or closed? • Track grant activities as they are posted against an encumbrance? • Look up encumbrances, balances of a purchase order and change order increases? • Review encumbrance details and track invoice transactions posted against general encumbrance and purchase order encumbrance balances?
PZAREDS	Labor Redistribution Form	• Perform a redistribution of earnings for a single pay event or for multiple pay events?? • Perform a labor distribution or redistribution? for a single employee for multiple FOAPALS http://www.obfs.uillinois.edu/jobaids/PG_PE_LaborRedist_B7.3.pdf
NBAJOBS	Employee Jobs Form	• Update an employee work schedule • View Job Information, Personnel Change Date • End jobs
FOAUAPP	User Approval Form	• Display all items in an approval queue • Approve or disapprove a requisition or a document
FZAGRNT	Grant Maintenance Form	• Look up grant attributes • Find out information about a grant including the description and award amount? • Search for a grant code using any part of the grant's long title?