# Arkansas State University
# Internet Native Banner
# Budget and Finance Inquiry

## Contents



**Revised July 2018**

## Exporting a Page

Most pages in Banner 9 can be extracted into Excel. In order to export data, follow these instructions:

1. Open the page that you would like to export.
2. Click on the ‘Tools’ button in the upper right corner.
3. Under Actions, click on the Export link.
4. Banner will export the data into an Excel file in the Downloads folder on your computer.
5. Format to the desired appearance.

## FGIBAVL—Budget Availability Status

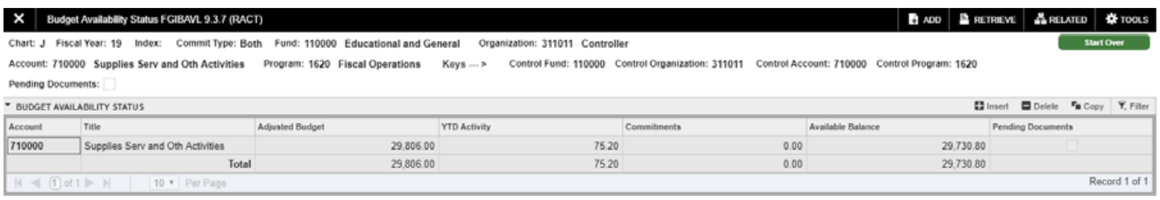
**Do NOT use this form for Grants!**

Use FGIBAVL to view budget availability for a selected fund, organization, account, and Program combination. Banner checks FGIBAVL for available budget when a requisition, budget transfer, or travel authorization is entered.

This form only displays total amounts for each account type. Detail cannot be seen here. **This is the only form in which incomplete and/or unapproved documents may be viewed.**

You cannot use FGIBAVL to view revenue accounts.

1. Enter 'FGIBAVL' in the Search bar in Application Navigator and press Enter.
2. Make sure the **Chart** is "J" and the **Fiscal Year** is populated.
3. Enter the **Fund, Organization, Account, Program Codes**.
4. Click on the Go button in the upper right corner.


Budget Availability Status FGIBAVL 9.3.7 (RACT)
ADD RETRIEVE RELATED TOOLS
Chart: J Fiscal Year: 19 Index: Commit Type: Both Fund: 110000 Educational and General Organization: 311011 Controller
Start Over
Account: 710000 Supplies Serv and Oth Activities Program: 1620 Fiscal Operations Keys ---> Control Fund: 110000 Control Organization: 311011 Control Account: 710000 Control Program: 1620
Pending Documents:
BUDGET AVAILABILITY STATUS
Insert Delete Copy Filter

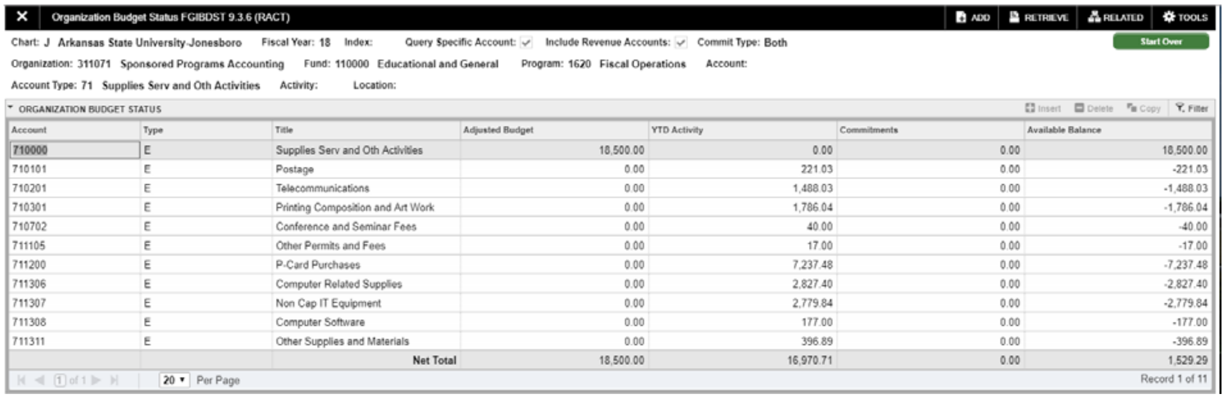
| Account | Title | Adjusted Budget | YTD Activity | Commitments | Available Balance | Pending Documents |
|---|---|---|---|---|---|---|
| 710000 | Supplies Serv and Oth Activities | 29,806.00 | 75.20 | 0.00 | 29,730.80 | |
| | Total | 29,806.00 | 75.20 | 0.00 | 29,730.80 | |

1 of 1 10 Per Page Record 1 of 1

   a) Adjusted Budget is the beginning balance as of July 1 (including budget transfers).
   b) YTD (Year-to-Date) Activity is the total expenses.
   c) Commitments include approved requisitions, purchase orders and travel authorizations.
   d) Available Balance is the total amount available to spend.
5. To view pending documents, select the appropriate account and click on the Related button.
6. Click on Pending Documents. Pending documents include requisitions which have not been completed and/or approved.
   a. Requisitions which fall into this category will increase the Commitment column. The Commitment and Available Balance totals will be different from the other budget forms.
   b. Budget transfers will increase/decrease the Adjusted Budget column. These totals will be different from the other budget forms as well.

## FGIBDST—Organization Budget Status

Shows detailed operating ledger activity. To view transaction detail, click on the account and select Transaction Detail from the Options menu.
**Do NOT use this form for Grants!**



Organization Budget Status FGIBDST 9.3.6 (RACT)

ADD | RETRIEVE | RELATED | TOOLS

Chart: J Arkansas State University-Jonesboro Fiscal Year: 18 Index: Query Specific Account: ✓ Include Revenue Accounts: ✓ Commit Type: Both

Start Over

Organization: 311071 Sponsored Programs Accounting Fund: 110000 Educational and General Program: 1620 Fiscal Operations Account:

Account Type: 71 Supplies Serv and Oth Activities Activity: Location:

ORGANIZATION BUDGET STATUS

Insert Delete Copy Filter

| Account | Type | Title | Adjusted Budget | YTD Activity | Commitments | Available Balance |
|---|---|---|---|---|---|---|
| 710000 | E | Supplies Serv and Oth Activities | 18,500.00 | 0.00 | 0.00 | 18,500.00 |
| 710101 | E | Postage | 0.00 | 221.03 | 0.00 | -221.03 |
| 710201 | E | Telecommunications | 0.00 | 1,488.03 | 0.00 | -1,488.03 |
| 710301 | E | Printing Composition and Art Work | 0.00 | 1,786.04 | 0.00 | -1,786.04 |
| 710702 | E | Conference and Seminar Fees | 0.00 | 40.00 | 0.00 | -40.00 |
| 711105 | E | Other Permits and Fees | 0.00 | 17.00 | 0.00 | -17.00 |
| 711200 | E | P-Card Purchases | 0.00 | 7,237.48 | 0.00 | -7,237.48 |
| 711306 | E | Computer Related Supplies | 0.00 | 2,827.40 | 0.00 | -2,827.40 |
| 711307 | E | Non Cap IT Equipment | 0.00 | 2,779.84 | 0.00 | -2,779.84 |
| 711308 | E | Computer Software | 0.00 | 177.00 | 0.00 | -177.00 |
| 711311 | E | Other Supplies and Materials | 0.00 | 396.89 | 0.00 | -396.89 |
| | | Net Total | 18,500.00 | 16,970.71 | 0.00 | 1,529.29 |

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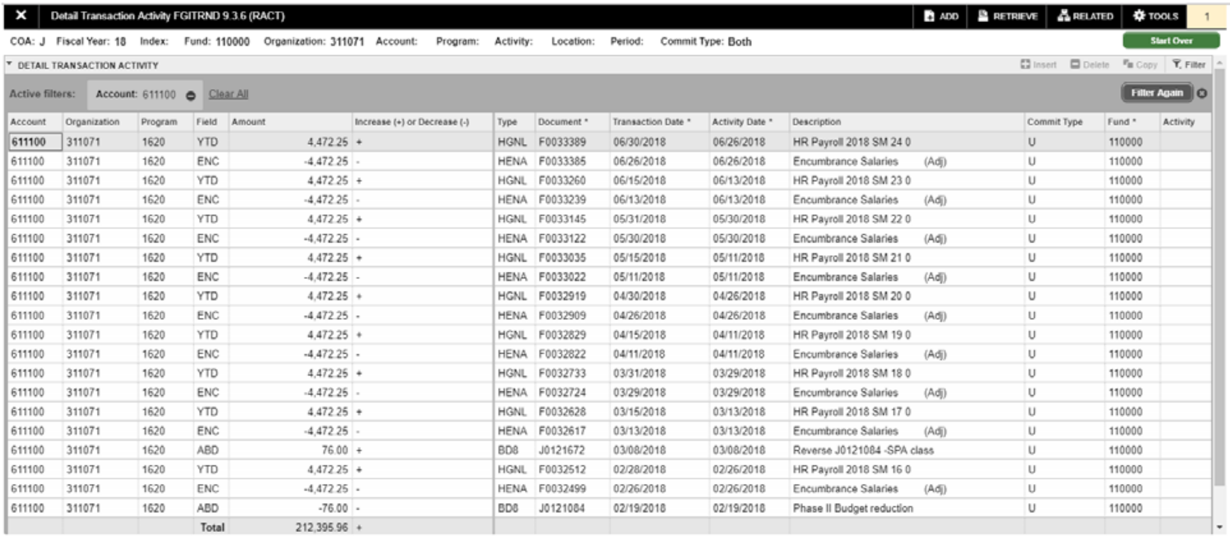
1. Enter ‘FGIBDST’ in the Search bar in Application Navigator and press Enter.
2. Enter the **Organization, Fund, Account** codes.
3. To view specific accounts, enter the first 2 digits of the account code in the **Account Type** field (ie ‘71’ for supplies, ‘72’ for travel, ‘73’ for capital).
4. Click the ‘Go’ button.
5. To view the details on a specific field, click on the ‘Related’ button and choose ‘Transaction Detail Information (FGITRND)’.
6. Banner will bring up the detail information in another page.
7. Click on the ‘X’ in the upper left corner to go back to FGIBDST.

To view the account detail information:

1. Select the account code or amount you wish to view.
2. Click on the ‘Related’ button and choose ‘Detail Transaction Activity (FRITRND)’.

## FGITRND—Detail Transaction Activity

Use to display an online view of detailed transaction activity for operating ledger accounts.




| Account | Organization | Program | Field | Amount | Increase (+) or Decrease (-) | Type | Document * | Transaction Date * | Activity Date * | Description | Commit Type | Fund * | Activity |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 611100 | 311071 | 1620 | YTD | 4,472.25 | + | HGNL | F0033389 | 06/30/2018 | 06/26/2018 | HR Payroll 2018 SM 24 0 | U | 110000 | |
| 611100 | 311071 | 1620 | ENC | -4,472.25 | - | HENA | F0033385 | 06/26/2018 | 06/26/2018 | Encumbrance Salaries (Adj) | U | 110000 | |
| 611100 | 311071 | 1620 | YTD | 4,472.25 | + | HGNL | F0033260 | 06/15/2018 | 06/13/2018 | HR Payroll 2018 SM 23 0 | U | 110000 | |
| 611100 | 311071 | 1620 | ENC | -4,472.25 | - | HENA | F0033239 | 06/13/2018 | 06/13/2018 | Encumbrance Salaries (Adj) | U | 110000 | |
| 611100 | 311071 | 1620 | YTD | 4,472.25 | + | HGNL | F0033145 | 05/31/2018 | 05/30/2018 | HR Payroll 2018 SM 22 0 | U | 110000 | |
| 611100 | 311071 | 1620 | ENC | -4,472.25 | - | HENA | F0033122 | 05/30/2018 | 05/30/2018 | Encumbrance Salaries (Adj) | U | 110000 | |
| 611100 | 311071 | 1620 | YTD | 4,472.25 | + | HGNL | F0033035 | 05/15/2018 | 05/11/2018 | HR Payroll 2018 SM 21 0 | U | 110000 | |
| 611100 | 311071 | 1620 | ENC | -4,472.25 | - | HENA | F0033022 | 05/11/2018 | 05/11/2018 | Encumbrance Salaries (Adj) | U | 110000 | |
| 611100 | 311071 | 1620 | YTD | 4,472.25 | + | HGNL | F0032919 | 04/30/2018 | 04/26/2018 | HR Payroll 2018 SM 20 0 | U | 110000 | |
| 611100 | 311071 | 1620 | ENC | -4,472.25 | - | HENA | F0032909 | 04/26/2018 | 04/26/2018 | Encumbrance Salaries (Adj) | U | 110000 | |
| 611100 | 311071 | 1620 | YTD | 4,472.25 | + | HGNL | F0032829 | 04/15/2018 | 04/11/2018 | HR Payroll 2018 SM 19 0 | U | 110000 | |
| 611100 | 311071 | 1620 | ENC | -4,472.25 | - | HENA | F0032822 | 04/11/2018 | 04/11/2018 | Encumbrance Salaries (Adj) | U | 110000 | |
| 611100 | 311071 | 1620 | YTD | 4,472.25 | + | HGNL | F0032733 | 03/31/2018 | 03/29/2018 | HR Payroll 2018 SM 18 0 | U | 110000 | |
| 611100 | 311071 | 1620 | ENC | -4,472.25 | - | HENA | F0032724 | 03/29/2018 | 03/29/2018 | Encumbrance Salaries (Adj) | U | 110000 | |
| 611100 | 311071 | 1620 | YTD | 4,472.25 | + | HGNL | F0032628 | 03/15/2018 | 03/13/2018 | HR Payroll 2018 SM 17 0 | U | 110000 | |
| 611100 | 311071 | 1620 | ENC | -4,472.25 | - | HENA | F0032617 | 03/13/2018 | 03/13/2018 | Encumbrance Salaries (Adj) | U | 110000 | |
| 611100 | 311071 | 1620 | ABD | 76.00 | + | BD8 | J0121672 | 03/08/2018 | 03/08/2018 | Reverse J0121084 -SPA class | U | 110000 | |
| 611100 | 311071 | 1620 | YTD | 4,472.25 | + | HGNL | F0032512 | 02/28/2018 | 02/26/2018 | HR Payroll 2018 SM 16 0 | U | 110000 | |
| 611100 | 311071 | 1620 | ENC | -4,472.25 | - | HENA | F0032499 | 02/26/2018 | 02/26/2018 | Encumbrance Salaries (Adj) | U | 110000 | |
| 611100 | 311071 | 1620 | ABD | -76.00 | - | BD8 | J0121084 | 02/19/2018 | 02/19/2018 | Phase II Budget reduction | U | 110000 | |
| | | | Total | 212,395.96 | + | | | | | | | | |

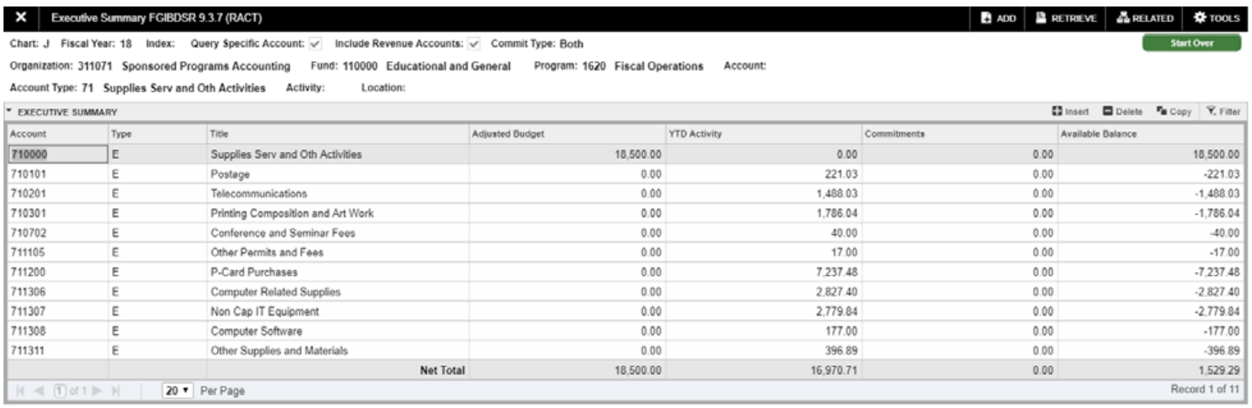
1. Enter ‘FGITRND’ in the Search bar in Application Navigator and press Enter.
2. Enter the **Fund** and **Organization**.
3. To view activity within a specific month, enter the fiscal period in the **Period** field.
4. Click the ‘Go’ button.
5. Banner will bring up the Basic Filter function.
    a. Fill in the fields that you know, and use ‘Add Another Field’ if there are other criteria that you would like to use in the filter.
    b. Click the ‘Go’ button.
    c. If you would like to create a more detailed filter, click the ‘Advanced Filter’ link in the upper left corner.
    d. Banner will bring up a new menu that allows you to choose more criteria and qualifiers.
    e. Choose the qualifier that best meets the search criteria. For example, if you are looking for a fund that starts with the numbers 150, you would choose ‘Starts With’ and then type in 150 in the search field.
    f. If you would like to add another criteria, click on the dropdown entitled ‘Add Another Field’, which will include the fields that are part of the page that the you are searching. You can continue to choose qualifiers and enter search criteria until you have chosen all of the field types.
    g. Once you have finished entering in the field, click on the ‘Go’ button at the bottom right corner of the screen.
    h. Banner will list all of the items that match your search criteria. Once you find the correct item, click on the ‘Select’ button at the bottom right corner of the screen and Banner will fill in your field with your selection.

i. Select the account code or amount you wish to view.
j. If you don't find the right information, you can click the 'Filter Again' button to take you back to the Banner page.

6. Click on the Scrollbar at the bottom left of the page to view the additional records. The Amount column will total at the bottom in the line labeled 'Total'.
7. To extract the data, follow the instructions on page 2.

## FGIBDSR—Executive Summary

**This form is called Executive Summary because it is useful for those who want to review aggregate numbers rather than analyze specific accounting transactions.** It provides a query of operating ledger budget and activity data organized by account. FGIBDSR enables you to view the roll up of operating ledger accounting activity. Unlike FGIBDST, FGIBDSR allows you to enter a high level combination of fund, organization, account, program (FOAPAL values) and view all activity within that hierarchy.
**Do NOT use this form for Grants!**

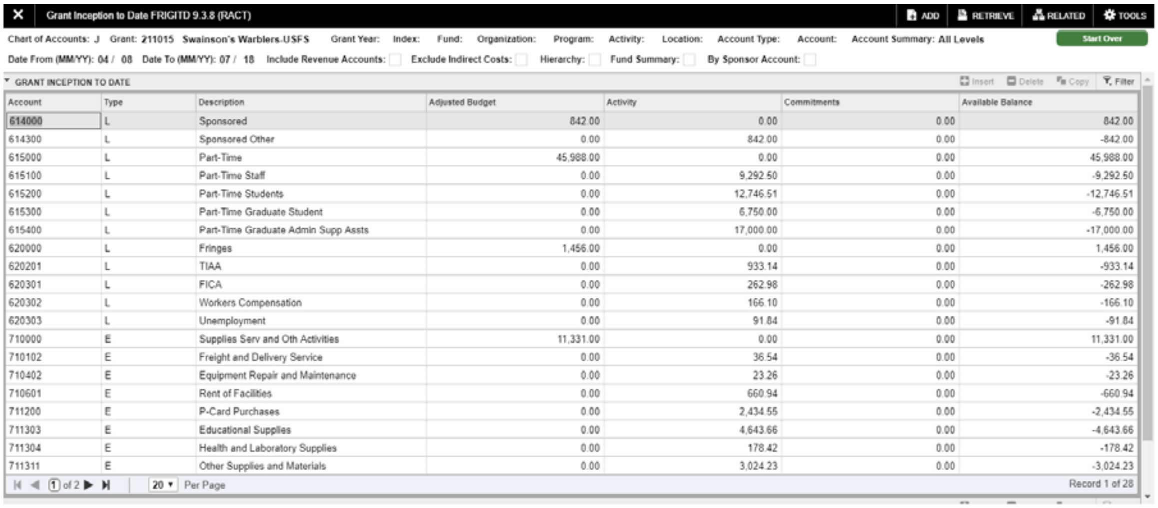



| Account | Type | Title | Adjusted Budget | YTD Activity | Commitments | Available Balance |
|---|---|---|---|---|---|---|
| 710000 | E | Supplies Serv and Oth Activities | 18,500.00 | 0.00 | 0.00 | 18,500.00 |
| 710101 | E | Postage | 0.00 | 221.03 | 0.00 | -221.03 |
| 710201 | E | Telecommunications | 0.00 | 1,488.03 | 0.00 | -1,488.03 |
| 710301 | E | Printing Composition and Art Work | 0.00 | 1,786.04 | 0.00 | -1,786.04 |
| 710702 | E | Conference and Seminar Fees | 0.00 | 40.00 | 0.00 | -40.00 |
| 711105 | E | Other Permits and Fees | 0.00 | 17.00 | 0.00 | -17.00 |
| 711200 | E | P-Card Purchases | 0.00 | 7,237.48 | 0.00 | -7,237.48 |
| 711306 | E | Computer Related Supplies | 0.00 | 2,827.40 | 0.00 | -2,827.40 |
| 711307 | E | Non Cap IT Equipment | 0.00 | 2,779.84 | 0.00 | -2,779.84 |
| 711308 | E | Computer Software | 0.00 | 177.00 | 0.00 | -177.00 |
| 711311 | E | Other Supplies and Materials | 0.00 | 396.89 | 0.00 | -396.89 |
| | | **Net Total** | 18,500.00 | 16,970.71 | 0.00 | 1,529.29 |

1. Enter ‘FGIBDSR’ in the Search bar in Application Navigator and press Enter.
2. Enter the **Organization, Fund, Account Codes**.
3. If you do not wish to see a revenue account or if the FOAP does not have a revenue account, then unclick the “Include Revenue Accounts” checkbox.
4. If you do wish to see a revenue account, enter ‘0000’ in the **Program Field** or leave **Program** blank.
5. To view specific accounts, enter the first 2 digits of the account code in the **Account Type** field (ie ‘71’ for supplies, ‘72’ for travel, ‘73’ for capital).
6. Click the ‘Go’ button.
7. To view the details on a specific field, click on the ‘Related’ button and choose ‘Transaction Detail Information (FGITRND)’.
8. Banner will bring up the detail information in another page.
9. Click on the ‘X’ in the upper left corner to go back to FGIBDSR.

## FRIGITD—Grant Inception to Date

FRIGITD enables you to view account type information, including adjusted budgets, inception-to-date actual activity, encumbrance, and available balance amounts for restricted funds (start with a 2).


Grant Inception to Date FRIGITD 9.3.8 (RACT)

ADD RETRIEVE RELATED TOOLS

Chart of Accounts: J Grant: 211015 Swainson's Warblers-USFS Grant Year: Index: Fund: Organization: Program: Activity: Location: Account Type: Account: Account Summary: All Levels Start Over

Date From (MM/YY): 04 / 08 Date To (MM/YY): 07 / 18 Include Revenue Accounts: Exclude Indirect Costs: Hierarchy: Fund Summary: By Sponsor Account:

GRANT INCEPTION TO DATE Insert Delete Copy Filter

| Account | Type | Description | Adjusted Budget | Activity | Commitments | Available Balance |
|---|---|---|---|---|---|---|
| 614000 | L | Sponsored | 842.00 | 0.00 | 0.00 | 842.00 |
| 614300 | L | Sponsored Other | 0.00 | 842.00 | 0.00 | -842.00 |
| 615000 | L | Part-Time | 45,988.00 | 0.00 | 0.00 | 45,988.00 |
| 615100 | L | Part-Time Staff | 0.00 | 9,292.50 | 0.00 | -9,292.50 |
| 615200 | L | Part-Time Students | 0.00 | 12,746.51 | 0.00 | -12,746.51 |
| 615300 | L | Part-Time Graduate Student | 0.00 | 6,750.00 | 0.00 | -6,750.00 |
| 615400 | L | Part-Time Graduate Admin Supp Assts | 0.00 | 17,000.00 | 0.00 | -17,000.00 |
| 620000 | L | Fringes | 1,456.00 | 0.00 | 0.00 | 1,456.00 |
| 620201 | L | TIAA | 0.00 | 933.14 | 0.00 | -933.14 |
| 620301 | L | FICA | 0.00 | 262.98 | 0.00 | -262.98 |
| 620302 | L | Workers Compensation | 0.00 | 166.10 | 0.00 | -166.10 |
| 620303 | L | Unemployment | 0.00 | 91.84 | 0.00 | -91.84 |
| 710000 | E | Supplies Serv and Oth Activities | 11,331.00 | 0.00 | 0.00 | 11,331.00 |
| 710102 | E | Freight and Delivery Service | 0.00 | 36.54 | 0.00 | -36.54 |
| 710402 | E | Equipment Repair and Maintenance | 0.00 | 23.26 | 0.00 | -23.26 |
| 710601 | E | Rent of Facilities | 0.00 | 660.94 | 0.00 | -660.94 |
| 711200 | E | P-Card Purchases | 0.00 | 2,434.55 | 0.00 | -2,434.55 |
| 711303 | E | Educational Supplies | 0.00 | 4,643.66 | 0.00 | -4,643.66 |
| 711304 | E | Health and Laboratory Supplies | 0.00 | 178.42 | 0.00 | -178.42 |
| 711311 | E | Other Supplies and Materials | 0.00 | 3,024.23 | 0.00 | -3,024.23 |

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1. Enter ‘FRIGITD’ in the Search bar in Application Navigator and press Enter.
2. Enter the **Grant** and **Fund Codes** – Banner will automatically fill in the **Organization** and **Program Codes**.
3. Choose an **Account Code or Type**, or leave blank if you want to see all of the accounts.
4. At Account Summary, you can click on the drop down and choose ‘Budget Pool’ to see the main account types (salaries, fringes, supplies, equipment, student support, and IDC’s) rolled up into one line.
5. Click the ‘Go’ button.
6. Use the scroll bar at the bottom left of the page to view more lines.

To view the grant detail information:

3. Select the account code or amount you wish to view.
4. Click on the ‘Related’ button and choose ‘Grant Detail Information (FRIGTRD)’.

# FRIGTRD—Grant Transaction Detail


1. Enter the **Fund** code in the **Grant** and **Fund** field, plus the **Organization** and **Program** Code.
2. Enter the **Date From** and **Date To** (if different than default).
3. Click the 'Go' button.
4. Banner will bring up the Basic Filter function.
    a. Fill in the fields that you know, and use 'Add Another Field' if there are other criteria that you would like to use in the filter.
    b. Click the 'Go' button.
    c. If you would like to create a more detailed filter, click the 'Advanced Filter' link in the upper left corner.
    d. Banner will bring up a new menu that allows you to choose more criteria and qualifiers.
    e. Choose the qualifier that best meets the search criteria. For example, if you are looking for a fund that starts with the numbers 211, you would choose 'Starts With' and then type in 211 in the search field.
    f. If you would like to add another criteria, click on the dropdown entitled 'Add Another Field', which will include the fields that are part of the page that the you are searching. You can continue to choose qualifiers and enter search criteria until you have chosen all of the field types.
    g. Once you have finished entering in the field, click on the 'Go' button at the bottom right corner of the screen.
    h. Banner will list all of the items that match your search criteria. Once you find the correct item, click on the 'Select' button at the bottom right corner of the screen and Banner will fill in your field with your selection.
5. If you don't find the right information, you can click the 'Filter Again' button to take you back to the Banner page. Click on the 'Go' button.

<u>To see the individual transactions</u>

1. Click on the account code.
2. Select Query Document from the Related menu.

<u>To track the document history for a specific transaction</u>

1. Write down the Document number.
2. Access FOIDOCH.

3. Enter the **Document Type** and **Document Number**.
4. Click on the ‘Go’ button.

## FOIDOCH—Document History

1. Enter a **Document Type** in the **Document Type** field:
    a. REQ-Requisition
    b. PO-Purchase Order
    c. INV-Invoice
    d. CHK-Check
    e. RCV-Receiving Document
2. Enter the document number in the **Document Code** field.
3. Click on the 'Go' button.

You can select any of the document numbers to view the details:

4. Click on the desired document number.
5. Select the Query Document selection from the Related menu.
6. To view the status indicators, select the Tools menu, then click on View Status Indicators under Options.

*Note*: When looking at a check, enter '12' in the Bank field prior to clicking on the Next Block icon.

## FOIAPPH—Document Approval History

This form displays who has approved/disapproved a document.

1. Click on the dropdown entitled 'Add Another Field', which will lists the fields that are part of FOIAPPH that you can search (includes Document Code, Type, Change Sequence, and Submission Number).
2. Choose the qualifier that best meets the search criteria. For example, if you are looking for a requisition that includes the numbers 436, you would choose 'Contains' and then type in 436 in the search field.
3. Once you have included all of the search fields that are necessary, you can either click on the Go button in the lower right corner.
4. Choose the document that you would like to see.
5. The details section will tell you the approval queue ID, the level of the approver, the approver's name, and the date that they approved the document.

## FOAAINP – Document Approval

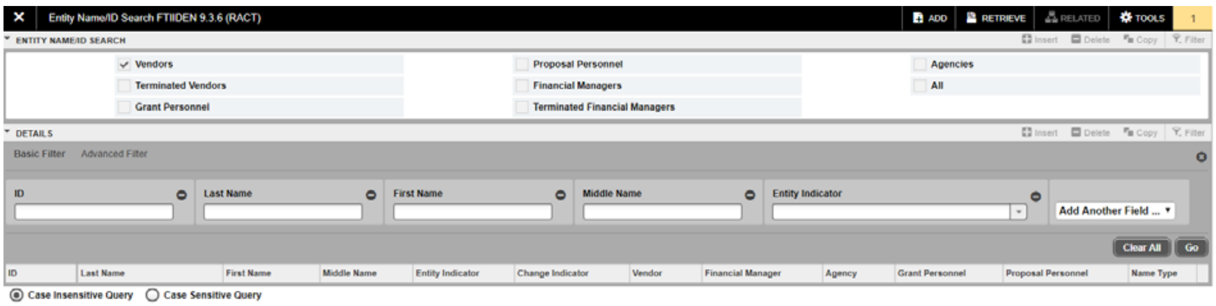
This form displays who needs to review a document for approval.

1. Enter the document number in the **Document** field.
2. Click on the Go button.
3. The Approver List section will tell you who is next in the approval queue.

## FAIVNDH—Vendor Detail History

The Vendor Detail History Form provides an online list of vendor invoice/credit memo/payment transactions for all vendors in the system including terminated vendors.

1. Choose a vendor by selecting the Search icon (the box with the three dots).
2. Click on the FTIIDEN link.




3. Banner will bring up the Basic Filter function.
   a. Fill in the fields that you know, and use ‘Add Another Field’ if there are other criteria that you would like to use in the filter.
   b. Click the ‘Go’ button.
   c. If you would like to create a more detailed filter, click the ‘Advanced Filter’ link in the upper left corner.
   d. Banner will bring up a new menu that allows you to choose more criteria and qualifiers.
   e. Choose the qualifier that best meets the search criteria. For example, if you are looking for a name that starts with Tur, you would choose ‘Starts With’ and then type in Tur in the search field.
   f. If you would like to add another criteria, click on the dropdown entitled ‘Add Another Field’, which will include the fields that are part of the page that the you are searching. You can continue to choose qualifiers and enter search criteria until you have chosen all of the field types.
   g. Once you have finished entering in the field, click on the ‘Go’ button at the bottom right corner of the screen.
   h. Banner will list all of the items that match your search criteria. Once you find the correct item, click on the ‘Select’ button at the bottom right corner of the screen and Banner will fill in your field with your selection.
   i. If you don’t find the right information, you can click the ‘Filter Again’ button to take you back to the Banner page.
4. Double-click on the Vendor ID to populate the **Vendor** field.
5. Change the **Fiscal Year** as needed.
6. Click the Go button to access the history detail.

7. Use the scroll bar at the bottom of the section to scroll through the list of invoices and to view the fiscal year total amount paid.
8. To view the invoice detail, click once on the invoice record.
9. Select the Related menu and select “View Invoice Information”.
10. Use the Go button and the next section icon to view the item description and account information.
11. To view the account information in detail, make note of the fund, organization, and account and view your budget in FGIBDST.

## FPIREQN—Requisition Query

The Requisition Query Form is a query-only form which consists of seven sections. It displays purchase requisitions which are completed, approved, closed, cancelled, or in process. **All fields are protected against update. FPIREQN may be used to find a lost requisition and to print a requisition.**

1. Enter the **Requisition Document Code** or search for the code by clicking on the Search icon (the box with the three dots next to the Document Code box)
2. If you have to search for the number, click on the Filter icon in the upper right corner.
3. Banner will bring up the Basic Filter function.
    a. Fill in the fields that you know, and use 'Add Another Field' if there are other criteria that you would like to use in the filter.
    b. Click the 'Go' button.
    c. If you would like to create a more detailed filter, click the 'Advanced Filter' link in the upper left corner.
    d. Banner will bring up a new menu that allows you to choose more criteria and qualifiers.
    e. Choose the qualifier that best meets the search criteria. For example, if you are looking for a Requestor Name that starts with Tur, you would choose 'Starts With' and then type in Tur in the search field.
    f. If you would like to add another criteria, click on the dropdown entitled 'Add Another Field', which will include the fields that are part of the page that the you are searching. You can continue to choose qualifiers and enter search criteria until you have chosen all of the field types.
    g. Once you have finished entering in the field, click on the 'Go' button at the bottom right corner of the screen.
    h. Banner will list all of the items that match your search criteria. Once you find the correct item, click on the 'Select' button at the bottom right corner of the screen and Banner will fill in your field with your selection.
    i. If you don't find the right information, you can click the 'Filter Again' button to take you back to the Banner page
4. Click on the Next Section icon or the Go button
5. Use the Related Menu to view all windows available
6. **Print the first page if documentation is needed to send to Procurement**

## FGIDOCR—Document Retrieval Inquiry

The Document Retrieval Inquiry Form provides online query capability for all transactions processed by the system. Information displayed includes the Transaction Date, Description, Amount, and the accounting distribution (FOAPAL).

1. Enter the **Document Number** or click on the Search icon to query for the document number.
2. Enter the **Document Type** or click on the Search icon to find the right type.
3. Click on the Next Section icon or the Go button.
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