



# Banner Finance Data Review

For Information On	Banner Form
<b>Procurement and Vendor Queries</b>	
Requisition, PO, Receiving, Asset Tag Number/History	FOIDCH
Transaction date/description, amount and FOAP	FGIDOCR
Open Requisitions	FPIORQF
Open Purchase Orders by FOAPAL	FPIOPOF
Vendor Detail History	FAIVNDH
Vendor Invoice Query	FAIVINV
Check Payment History	FACHKH
<b>General Encumbrance Queries</b>	
Organizational Encumbrance List	FGIOENC
Detail Encumbrance List	FGIENCD
<b>General Budget Summary Queries</b>	
Ledger Budget/Activity data by organization	FGIBDSR
Budget Availability by Organization Code	FGIBDST
<b>General Accounting Queries</b>	
View transaction detail by Index	FGITRND
View GL activity by Index	FGIGLAC
View Budget available status	FGIBAVL
General Ledger Trail Banner	FGITBAL
<b>General Grant Accounting Queries</b>	
Grant Inception to-date	FRIGITD
Grant Information	FRAGRNT
<b>Fixed Assets Queries</b>	
Asset Query	FFIMAST
Search by Asset Description	FFIFALV
Search by Purchase Order number	FFIPROC

Finance Self-Service can also be used to query Purchase Requisitions, Purchase Orders, and Invoices (system) under the View Document option. Other Finance options are Budget Queries, Encumbrance Query and Approve Documents.

## Remember...

- The Auto Hint line at the bottom of the form will have information about the field where the cursor is located.
- The Status line at the bottom of the form (underneath the Auto Hint line) will contain processing messages.

## HELP

If you need HELP with performing queries on Banner Finance or Finance Self-Service:

- **Call the ICT Help Desk at 646-HELP (4357)**
- **E-mail [help\\_admin@nmsu.edu](mailto:help_admin@nmsu.edu)**
- **For online help, documentation an interactive online training, demos go to:**  
**<http://hr.nmsu.edu/hrs/documents--demos.html>**