

## Banner Finance Screens

<http://banner.usu.edu>

User Name:

Password:

## Requisitions:

FPAREQN: Create/Enter Requisitions

FPARDEL: Cancel/Delete Requisitions (can be used only if requisition is approved)

FOADOCU: Requisitioner can "deny" requisitions prior to approval

FOAUAPP: Approve Requisitions

## Handy Document Inquiry Screens & Forms:

FPIREQN: Query/View Requisitions

FOIDoch: Document History/Tracking

FOAAINP: Document Approval (Approval queue & approval history)

FGIDOCR: Document Retrieval form

FAIVNDH: Vendor Detail History

FAICHKH: Check Payment History - (UG is the Bank Code)

FOIVEND: Vendor List

FAIVHIS: Query Vendor History

FPIPURR: Query Purchase/Change Orders

FAIOINF: Open Invoices by FOAPAL

FPIOPOV: Purchase Order by Vendor

## Accounting Inquiry Screens

FGITRND: Transaction Expenditure Detail – by Index

FGIENCB: Encumbrance List

FGIENCD: Detailed Encumbrance Activity Form

FTIORGH: Organizational Hierarchy Table

FTMACCI: Account Index Information

FTMACCT: Account Code Information

FTVACCT: Account Index Validation

## Ship to Default:

If ship code is not listed contact:

Jill Ballard @ 7-1038 or email to: [jill.ballard@usu.edu](mailto:jill.ballard@usu.edu)