

# Banner PURCHASING Screens & Reports

## *Requisition Screens*

<b>FPAREQN</b>	Requisition Form	Enter, Copy or Delete REQ
<b>FPIREQN</b>	Requisition Query	Print or View REQ
<b>FPIRQST</b>	Requisition Validation	Query Requisitions
<b>FOADOCU</b>	Document by User	DENY <i>Completed</i> REQ
<b>FOIDOCH</b>	Document History	Lookup REQ/PO/Invoice/Check
<b>FGIENCD</b>	Detail Encumbrance Activity	View REQ Encumbrance Balance

## *Budget Screens*

<b>FGIBAVL</b>	Budget Availability Status	Up-to-the-Minute Budget Info
<b>FYADOC D</b>	Account Transaction Details	BAVL Detail History
<b>FGIBDST</b>	Organization Budget Status	Budget Detail ( <i>posted transactions</i> )
<b>FYARBAL</b>	Available Budget Report – Ledger	List of Accounts

## *Journal Voucher Screens*

<b>FGAJVCD</b>	Journal Voucher Entry	Enter or Delete JV
<b>FYAPRJV</b>	Print Journal Voucher	Print JV
<b>FGIJVCD</b>	List of Suspended Journal Vouchers	List of JVs (if not yet <i>Approved</i> )
<b>FOADOCU</b>	Document by User	DENY <i>Completed</i> JVs

## *Approval History Screens*

<b>FOAAINP</b>	Document Approval	View Approval Status
<b>FOAUAPP</b>	User Approval Form	Track Approvals by User
<b>FOIAPPH</b>	Document Approval History	Track Approval History

## *Vendor Screens*

<b>FTIIDEN</b>	Entity Name/ID Search	Vendor Search
<b>FPIOPOV</b>	Purchase Orders by Vendor	View POs by Vendor Number
<b>FAIVNDH</b>	Vendor Detail History	View Payments to Vendor