

## BANNER Finance QuickCard Reference

Function	Keyboard Shortcut
Book Shelf	
Cancel Query	Ctrl + Q
Clear Block	Shift + F5
Clear Field	Ctrl + U
Clear Form	Shift + F7
Clear Record	Shift + F4
Count Query Hits	Shift + F2
Delete Record	Shift + F6
Display Error	Shift + F1
Duplicate Record	F4
Enter Query Mode	F7
Execute Query	F8
Exit	Ctrl + Q
Help (Item Properties)	Ctrl + H
Insert Record	F6
List of Values (LOV)	F9
Online Help	
Menu Bar	Alt Key
Next Block	Ctrl + Page Down
Next Field	Tab
Previous Block	Ctrl + Page Up
Previous Field	Shift + Tab
Previous Record	Up Arrow
Print	Shift + F8
Rollback/Clear Form	Shift + F7
Save (Commit)	F10
Show Keys	Ctrl + F1
Select	Shift + F3

### Banner Finance Contacts

Accounting - x2076  
 Accounts Payable - x2055  
 Budget - x 2798  
 Cashiering - x2597 or x2070  
 Foundation Accounting - x2077  
 Grant Accounting - x2079 or x2082  
 Purchasing - x2202  
[purchasing@semo.edu](mailto:purchasing@semo.edu)

### **Banner Finance Training Materials:** <http://www6.semo.edu/infotech/sct/enduser/>

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Self Service Queries		Entity Search	
Template Name	Purpose	Form	Purpose
Budget Report Template	Check budget status for pooled budget accounts.	FTIIDEN	Search the Finance Database for specific persons and entities
Budget by Account	Review transactions that affect the budget status.	FOIVEND	List vendors, can query by Contact Name
Open PO's and Cash Advances	List of open purchase orders and cash advances by a fund/org.	<b>Purchasing Queries</b>	
Expenditure Query	To query expenditures in a fund/org.	Form	Purpose
		FPIOPOF	Display all open purchase orders by any combination of fund, organization, account, and program
		FPIOPOV	Display all open purchase orders for a particular vendor
		FPIPURR	View current purchase order or change order information
		FPIREQN	Query all the information related to a specific requisition
<b>Document Queries</b>		FPIREQS	List of suspended requisitions which require action
Form	Purpose	FPIORQF	Display all open requisitions by FOAPAL codes
FOIDOCH	Displays document approval history and status of a specific document	<b>Requisitions</b>	
FGIDOCR	Review all documents associated with another document	<b>Form Purpose</b>	
FGIENC	Display all transactions which have been posted against an encumbrance	FPAREQN	Create a requisition.
FGIOENC	Listing of all open encumbrances for an organization and fund	<b>Approvals</b>	
<b>Pooled Budget Accounts</b>		<b>Receivers</b>	
610000	Student Labor	<b>Form Purpose</b>	
620000	Personnel	FPARCVD	Create a receiver document
780000	Equipment	FPIRCVD	View receiver documents
701000	Operations	<b>Approvals</b>	
<b>Banner Accounts</b>		<b>Approvals</b>	
What is Spent/Receipted	Data Entry Range	Form	Purpose
Revenues	5xxxxx	FOIAINP	Display all documents awaiting your approval
Salaries and Wages	6xxxxx	FOAUAPP	Direct approval of a document
Operating Expenditures	7xxxxx	FOAAINP	Display all levels responsible for a document's approval
Capital Equipment	78xxxx	FOIAPPH	Display approval history of a document
Assets	1xxxxx	FOIAPHT	Display document approval history
Liabilities	2xxxxx		

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