

Business and Finance Division

SAINT LOUIS UNIVERSITY

Banner Finance

Internet Native Banner (INB) Forms and Banner Self Service (BSS) Queries

INB			Comparable SSB Query	Notes
Form	Form Description	Form Purpose		
Fund Summary and Transaction Detail				
FGIBSUM	Organization Budget Summary	View summary fund information (Adjusted Budget, YTD, Commitments, Available Balance) by revenue and expense categories	Operating Ledger Query Budget Status by Organizational Hierarchy	For BSS Query, exclude revenue account codes; click on organization number to view results.
FGIBDST	Organization Budget Status	View individual revenue and expense account code totals for a specific fund.	Operating Ledger Query Account Code Detail	
FGITRND	Detail Transaction Activity	View transactions for a specific fund by fiscal period or transaction type.	Operating Ledger Query Transaction Detail	
FRIGITD	Grant Inception to Date	View grant inception to date by account code.	Operating Ledger Query Account Code Detail	For BSS Query, enter fund and grant codes; leave org blank.
Encumbrance Detail				
FPIOPOF	Open Purchase Orders by FOAPAL	View list of open purchase orders by fund number (original amounts by line item and any change orders).	Encumbrance Query	
FGIOENC	Organizational Encumbrance List	View list of current commitments (general encumbrances, purchase orders, salaries, approved requisitions) by fund number.	Encumbrance Query	BSS Query excludes approved requisitions.
FGIENC	Detail Encumbrance Activity	Query by document number to view status (open or closed), FOAPAL information, and all transaction activity associated with an encumbrance.	Encumbrance Query	INB form displays Banner invoice document number, not vendor invoice number, in the transaction list.

INB			Comparable SSB Query	Notes
Form	Form Description	Form Purpose		
Miscellaneous				
FOIDOCH	Document History	View status of purchase requisitions and disbursement documents (e.g., purchase order number, Banner invoice document(s), and check number(s) associated with a requisition; check number associated with a DPV).	View Document	For BSS Query, select Requisition, Purchase Order, or Invoice, as appropriate, from the "Choose Type" menu.
GUAMESG	General Message	View messages entered by requisition approvers (e.g., reason(s) for denying the document).	N/A	Press <F7>, tab to Item, enter R##### requisition number, press <F8>.
General Ledger Summary and Detail				
FGITBSR	Trial Balance Summary	View balance sheet (assets and liabilities) activity	General Ledger Query	
FGIGLAC	General Ledger Activity	View balance sheet (assets and liabilities) transactions	General Ledger Query Transaction Detail	