

## BANNER Finance 9 QuickCard Reference

Production: <http://banner.uncc.edu>

General Question [IT Service Desk Site](#)

Financial Systems Support website:

<https://finance.charlotte.edu/about-us/offices/oneit-financial-systems-support/>

Function	Keyboard Shortcut	Icon	Document	Prefix
Clear Data	Shift + F5		Budget Revision	J
Clear Field	F5		Checks	1
Clear One Record	Shift + F4		Def Grant Calc	G
Copy/Duplicate Record	F4		Direct Deposit	!
Delete Record	Shift + F6		Encumbrance	E
Display Open Items	Ctrl + Y		Fixed Asset Acct Adj	M
Enter Query Mode	F7		FTR Book Disbursement	D
Execute Query	F8		FTR Book Receipt	R
Exit / Cancel Query	Ctrl + Q		FTR Interdept. Invoice	N
Export	Shift + F1		FTR Interdept. Invoice w/ Enc.	V
Help	Ctrl + Shift + L		FTR Mass JE	M
Insert / Create Record	F6		FTR Transfer	X
Menu Bar	Ctrl + M		Interface	F
Next Field	Tab		Internal Vendor Transfer	UV
Next Record	Down Arrow		Invoices from 49er Mart	Z
Next Section	Alt + Page Down		Invoices from DPRs, Travel	I
Open Related Menu	Alt + Shift + R		Journal Voucher	J
Open Tools Menu	Alt + Shift + T		Mail Center	MC
Previous Field	Shift + Tab		Orig Tag Number	T
Previous Record	Up Arrow		Payroll	F
Previous Section	Alt + Page Up		Pcard	PC
Print	Ctrl + P		Perm Tag Number	T
Rollback / Clear Form	F5		Purchase Order	P
Save (Commit)	F10		Telecomm	TL
Search	F9			



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Budget & Ledger Queries		Entity Search	
Form	Purpose	Form	Purpose
FGIBAVL	Check budget availability by Fund, Org & Account (rolled up by budget pool)	FTIIDEN	Search the Finance Database for specific persons and entities
FGIBDST	View budget status using any element of FOAPAL	FTMVEND	View vendor information including addresses
FGIBDSR	View budget status using higher levels of FOAPAL	SOADDRQ	Address lookup for employees, students and vendors
FGITBAL	View current balance for specific fund	<b>Purchasing Queries</b>	
FGITBSR	View current fund balance	<b>Form</b>	<b>Purpose</b>
FGITRND	Query on revenue/expense trans activity by FOAPAL	FPIOPOF	Display all open purchase orders by any combination of fund, org, acct & program
FGIGLAC	Query on General Ledger trans activity by FOAPAL	FPIOPOV	Display all open purchase orders for a particular vendor
FRIGITD	Project to Date Funds-View budget status using any element of FOAPAL	FPIPURR	View current Purchase/Blanket Order or Change Order information
FRIGTRD	Project to Date Funds-Query on detail trans activity by FOAPAL, date, trans type, etc.	FOICOMM	View expanded list of commodities for a PO, Req or Invoice
<b>Document Queries</b>		FOICACT	Displays the accounting distribution by commodity for POs, Reqs or Invoices
<b>Form</b>	<b>Purpose</b>	<b>Accounts Payable Queries</b>	
FOIDDOCH	Identifies & provides status of all documents in the processing path of a specified document	<b>Form</b>	<b>Purpose</b>
FGIDOCR	Displays posting detail for a specific document	FAINVE	Query all the info related to a specific invoice
FGIENCD	Display all transactions which have been posted against an encumbrance	FAIVNDH	Lists all invoices and checks related to a specific vendor
<b>Banner Accounts - 6 digits</b>		FAINVNL	Query open/paid invoices by PO
<b>Data Entry</b>	<b>What is Spent / Received</b>		
1xxxxx 8xxxxx	Revenues IntraTransfers In		
3xxxxx 8xxxxx	Expenditures IntraTransfers Out		
G3xxxx	Fund Balance		
Gxxxxx	Assets & Liabilities		
9xx000 and 914500	Budget Pools		