

Finance: Form Reference for End Users

| APPLICATION FORMS | | |
|--------------------------------|----------------|--|
| Description | Name | Function |
| Document Approval Form | FOAAINP | Review pending approval queues to approve a requisition. Note: Once a document is fully approved, it can no longer be viewed here. |
| Document by User Form | FOADOCU | Use to deny (disapprove) your own requisition voucher that has not been fully approved. This changes the status to Incomplete so the |
| User Approval Form | FOAUAPP | 1. Approve documents such as requisitions. 2. Query for documents pending approval to review status (query by document number or User ID). NOTE: Once a document is fully approved, it can no longer be viewed here. |
| Document History Approval Form | FOIAPPH | Review the approvals for a requisition. |
| Requisition Cancel Form | FPARDEL | Cancel a requisition. |
| Requisition Form | FPAREQN | Create a new requisition or Delete an incomplete/in process requisition. |

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| QUERY FORMS - VIEW DATA ON SCREEN | | |
|---|----------------|--|
| Description | Name | Function |
| Budget Availability Status Form | FGIBAVL | Review/investigate budget availability reflecting <u>both</u> approved and unapproved budget adjustments [no approval required for intra-organization adjustments) and commitments (requisitions). |
| Organization Budget Status Form | FGIBDST | Review/investigate budget balances reflecting <u>only</u> approved and posted budget adjustments and commitments [journal vouchers (no approval required) and requisitions]. |
| Detail Encumbrance Activity Form | FGIENC | Displays all transactions that have been posted against an encumbrance (such as a purchase order or requisition). Commonly used to check outstanding balance due on a purchase order. |
| Trial Balance Page | FGITBAL | Provides a trial balance summary by Fund with the capability of drilling down to detail information under each Account Code. PARTICULARLY HELPFUL FOR CLUB AND AGENCY FUNDS. |
| Operating Ledger Detail Transaction Activity Form | FGITRND | Review posted Operating Ledger (revenues and expenditures) transactions by any combination of Fund, Organization, Account, and Program. |
| Open Purchase Orders by FOAPAL Form | FPIOPOF | Look up open purchase orders by any combination of Fund, Organization, Account, Program, Activity Code, and Location. |
| Open Requisitions by FOAPAL Form | FPIORQF | Look up open requisitions (purchase order not approved yet) by any combination of Fund, Organization, Account, and Program. |

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| REPORTS | | |
|--|----------------|--|
| Description | Name | Function |
| Budget Status (Current Period) Report | FGRBDSC | Report to review adjusted budget, current period activity, year to date activity, budget reservations, and available balance. Set parameters for fund, organization, or specific account. |
| General Ledger Detail Transaction Report | FGRGLTA | Report to review General Ledger <i>detail activity</i> by any combination of Fund, Account, or From/To Dates. PARTICULARLY HELPFUL FOR CLUB AND AGENCY FUNDS. CAN REVIEW ALL DEPOSITS AND CHECKS WRITTEN IF YOU QUERY ON FUND 8XXX AND ACCOUNT 1078. |
| Program Detail Activity Report | FGRPDTA | Report to review <i>detail activity</i> of Program Code transactions by any combination of Organization, Fund, Program, Account, or From/To Date. |

| VALIDATION FORMS | | |
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| Description | Name | Function |
| Account Code Validation Form | FTVACCT | Review/query account codes and their corresponding titles. |
| Fund Code Validation Form | FTVFUND | Review/query fund codes and their corresponding titles. |
| Organization Code Validation Form | FTVORGN | Review/query organization codes and their corresponding titles. |
| Program Code Validation Form | FTVPROG | Review/query program codes and their corresponding titles. |
| Vendor List | FOIVEND | Review/query list of Vendors. |