IX-13. Glossary of Banner Forms Commonly Used for Purchasing and Procurement

Requisition FPAREQN	Requisition Form, used to create purchase requisitions.
Procurement Text FOAPOXT	Procurement Text Entry. Used to enter text on the requisition header.
Entity Name/ID Search FTIIDEN	Vendor Search, used to locate a vendor's record in the A/P vendor database.
Requisition Query FPIREQN	Form to review existing requisitions to verify status.
User Approval FOAUAPP	Main Form to approve or disapprove requisitions - User Approval.
Document Approval History FOIAPPH	Document Approval History, Lists status of approvals for a document.
Document Approval FOAAINP	Document Approval, List of approvals that still must be performed before the requisition can be considered "approved."
Purchase Order Validation FPIPOHD	Purchase order validation form by purchase order number.
Purchase Order by Vendor FPIOPOV	Form to view open purchase orders by vendor.
Purchase/Blanket/Change Order Query FPIPURR	Form to query purchase orders, change orders.
Document History FOIDOCH	Document history form. Displays status of all purchasing and payment documents. *EXCELLENT RESOURCE!*
Detail Transaction Activity Page FGITRND	Form for detail of all transaction activities associated with a requisition or purchase order.
Organization Budget Status FGIBDST	Form to view an Organization budget status.
Requisition Validation FPIRQST	Requisition Validation Form provides a list of all your requisitions for your review.
Budget Availability Status FGIBAVL	Form to query budget availability for a selected fund, organization, account and program combination.
Grant Inception to Date FRIGITD	Form to view a grant budget status.
Requisition Suspense List FPIREQS	Requisition Suspense List Query, List of requisitions that are suspended by Banner because all required fields were not properly filled or because incorrect budget information has been entered.
Open Requisition by FOAPAL FPIORQF	Open Requisition by FOAPAL Query, List of requisitions that have not yet been turned into purchase orders.