Banner Internal Financial Reporting: Form Guide

GENERAL INFORMATION

Budget reports are not distributed on a monthly or semi-monthly basis to all users. The following forms in Banner provide the information necessary to monitor departmental budgets. Good internal record-keeping is crucial to matching information in Banner. And as always, Banner problems can be sent to bannerhotline@odu.edu.

This Guide contains the 7-character Banner Form Name, the Descriptive Name, a brief description of what may be found within the particular form, and any additional helpful tips and tricks when using the form.

Banner Form Name	Description	Helpful Tips & Tricks
FGIBAVL	**Budget Availability Status Form:** This form provides available budget balances for personal services, nonpersonal services, travel, and equipment pools and transfers by organizational budget. It shows the current operating expenditure budget less year-to-date activity and commitments to arrive at the balance. **This form is updated as data is entered and will display both approved and unapproved transactions**. Detailed expenditure data needs to be obtained through the **Organization Budget Status Form [FGIBDST]**.	Remember that items in suspense, in process, or entered in error will display in **FGIBAVL** until cleared, and you will not be able to see the details in **FGIBDST** until those items are approved and posted. **No research can be performed from this form.**
FGIBDST	**Organization Budget Status Form:** This form shows budget, actual activity and encumbrances and shows available balances *by line item only*. **It does not provide a net budget balance.** It can also display detailed information on a specific transaction. You can perform detailed research from this form. This form is updated **after** posting and approval processes are completed. Detailed instructions on how to access this Banner form are available in ***FGIBDST: Checking Your Budget.***	During the original budget load, you will not see any pool accounts listed on **FGIBDST** since budgets are loaded at the line item level. Budget adjustments are always made in pool account sub-object codes (4999, 6999, 7999, 9899) for benefits, NPS, travel, and equipment.
FGIBSUM	**Organizational Budget Summary Form:** This form shows a summary of budget information by revenue, total personal and nonpersonal expenditures, and transfers, if applicable, for a specific organization. Can be accessed from the **Organizational Budget Status Form** [**FGIBDST]** by clicking in the **Budget Summary Information** selection from the **Related** pull-down menu.	When linking from one form to another, click on the **X** icon on the toolbar to go back to the previous form.
FGITRND	**Detail Transaction Activity Form:** Provides a detailed transaction listing by sub-account for a specific budget. Can be accessed from the **Organization Budget Status Form [FGIBDST]** by highlighting a specific line item and clicking on the **Transaction Detail Information** selection in the **Related** pull-down menu.	Transactions are shown with the newest information at the top. You can use the horizontal scroll bar to move the window pane to the right to reveal additional information about entries (i.e., description).
FGIDOCR	**Document Retrieval Inquiry Form:** This form provides detailed information about all transaction types. Can be accessed from the **Detail Transaction Activity Form [FGITRND]** by clicking on the **Query Document** selection in the **Related** pull-down menu.	When you first access **FGIDOCR**, you must click the **GO Button** to load all information about the document.

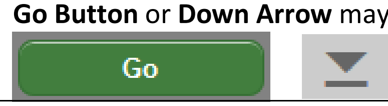
Banner Form Name	Description	Helpful Tips & Tricks
FGQDOCP	**Document Postings Form:** Shows how transactions post into each ledger. Can be accessed from the **Document Retrieval Inquiry Form [FGIDOCR]** by clicking on the **Access Document Postings** selection in the **Related** pull-down menu.	**This form *cannot* be accessed by Direct Access via the ODU Homepage Search Block. Accessed via link.**
FOATEXT	**General Text Entry Form**: Shows text description for journal entry type transactions. Can be accessed from the **Document Retrieval Inquiry Form [FGIDOCR]** by clicking on the **Document Text** selection in the **Related** pull-down menu.	Information is available when the **Document Text** check box contains a check mark.
FGIOENC	**Organization Encumbrance List Form:** Shows detailed information about *open* encumbrances. Can be accessed from the **Organization Budget Status Form [FGIBDST]** by clicking on the **Organization Encumbrances** selection in the **Related** pull-down menu.	Shows only encumbrances with a remaining balance. Once completed, encumbrance information will *not* display here. Can be accessed directly. **Check at least monthly.**
FGIENCD	**Detail Encumbrance Activity Form:** Shows detailed information about a specific encumbrance. Accessed from the **Organization Encumbrance List form [FGIOENC]** by clicking on **Query Detail Encumbrance Info** in the **Options** pull-down menu or from the **Detail Transaction Activity Form [FGITRND]** by clicking on **Detail Encumbrance Info** in the **Related** pull-down menu.	Information is displayed from oldest to newest and shows all transactions for the encumbrance (original encumbrance, partial/full payments, and changes). Can be accessed directly. Use this form to see all activity against a purchase order.
FAIINVE	**Invoice/Credit Memo Query Form:** This form shows the date an invoice is scheduled to be paid and to what address a check will be mailed. This form can be accessed directly or from the **Related** pull-down menu wherever invoice information is available. The *Document* is the Banner-generated invoice number.	If you link to **FAIINVE** from another form, you must click the **GO Button** to load all information about the document.
FTIIDEN	**Entity Name/ID Search:** This form allows you to see if a vendor is in the University's vendor table.	*Use ALL CAPS*. Unless a sole proprietor, put entire name in **Last Name** field. Refer to the ***FTIIDEN: Finding a Vendor Number*** handout for more information.
FOIDOCH	**Document History Form:** Allows you to see PO#, Banner-generated invoice number, and check number.	Refer to ***FOIDOCH: Researching an Invoice Using the Banner Invoice Number*** handout.
FAIVNDH	**Vendor Detail History Form:** Allows you to see payment history for a specific vendor.	Vendor history will be for all payments made by ODU to that vendor. Refer to ***FAIVHDH: Researching an Invoice Using Vendor History*** handout.
FGIOPAL	**Operating Activity Query and Export:** Allows for users to review and export detail budget level data as Excel file (CSV) and report detail for budgets, actuals and encumbrances.	This form will enable users to choose certain parameters, such as fiscal period, subaccount category, etc. so that data may be used according to users' needs.

FGIBAVL: Checking Available Balance

General Information

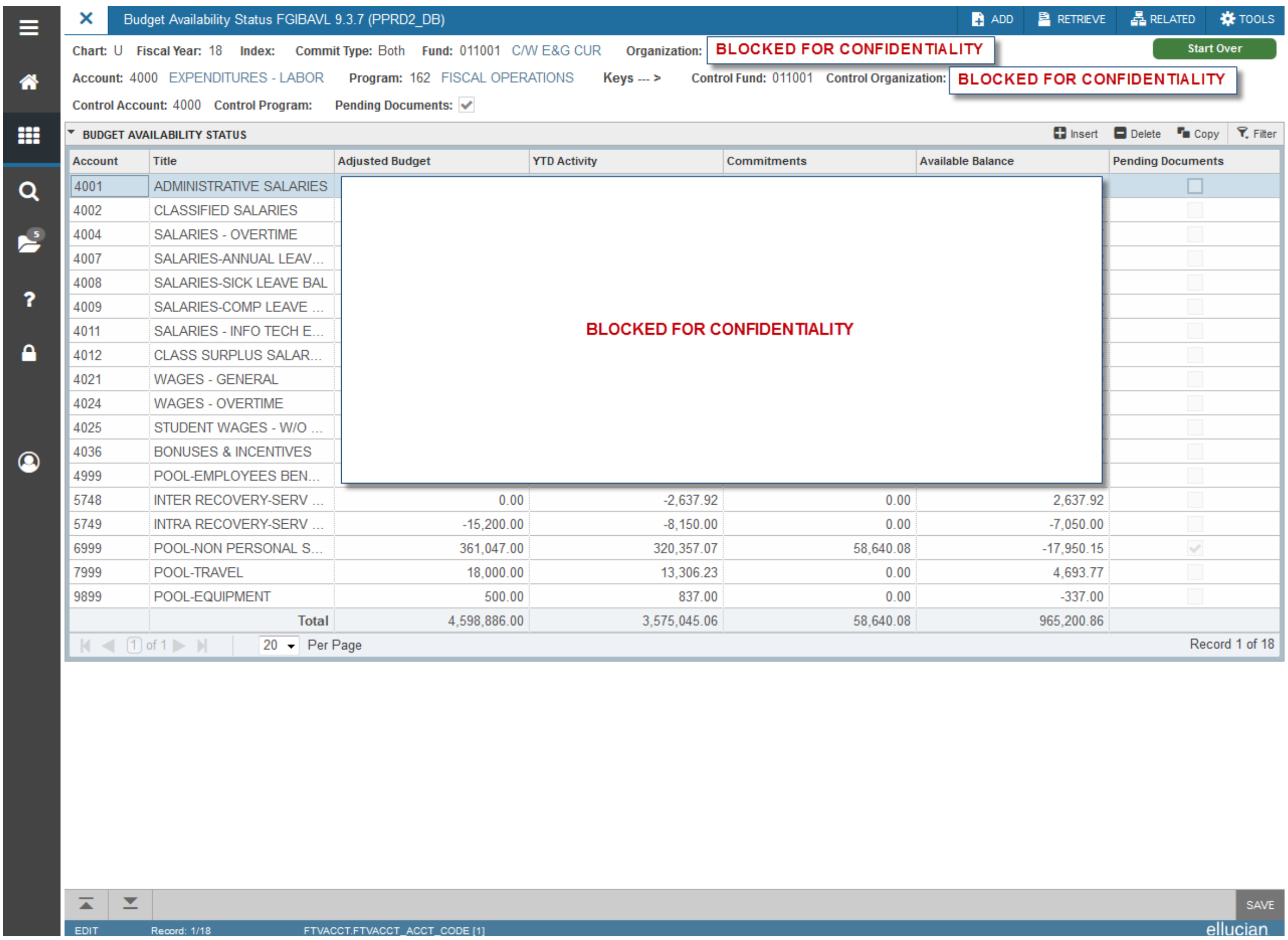
In order to manage budgets, departments must review budget balances on a regular basis. Banner allows you to access information about your budget. As a supplement to the **FGIBDST: Checking My Budget Handout**, this information is provided so that you can check available budget balances for pool accounts more easily. The information contained in this document will help you determine what you have available to spend within personal services (by line item), benefits, nonpersonal services, travel, and equipment categories. And as always, Banner questions may be sent to bannerhotline@odu.edu

How to Check Your Available Balance:

Actions and Steps	Helpful Tips & Tricks
1. Access the **Budget Availability Status Form**. This form will show you available budget balances by organizational budget.	Type **FGIBAVL** in the **Search Block** field on the **Old Dominion University Home Screen** and press **Enter**.
2. In the key information area *[top editable portion of screen]*, enter **Organization** *[think Finance Code. For example: 1CL00 is the Office of Finance Org/Finance Code]* and a valid expenditure **Sub-Account** *[think Budget Line Item].* The following information appears in the key information area of the form: ◈ **Chart**: defaults to U ◈ **Fiscal Year**: defaults to current fiscal year *[may be edited]* ◈ **Index**: leave blank ◈ **Commit Type:** leave as defaults ◈ **Fund**: filled in by system *[after you enter an Organization]* ◈ **Organization**: enter the budget code *[tab to populate other fields]* ◈ **Account:** enter a valid ***expenditure*** sub-object code ***(REQUIRED!)*** ◈ **Program:** filled in by system ◈ **Control Keys**: will fill in after information is loaded Use the **Go Button** to load the budget information for the specific budget in the information area displayed at the bottom of the form. The information related to the budget code selected is shown.	If you wish to look at your budget balances from the first expenditure sub-object code, enter **4000** in the **Account** field. Remember that salaries will display by line item, but Benefits, NPS, travel, and equipment will show pool balances. You cannot view details from this form. In the *Auto Hint/Status Line* at the bottom of the page, the number of line items in the budget is displayed (i.e., 6) **Go Button** or **Down Arrow** may be used. 
3. In the next information area, the following information is displayed for each sub-account: ◈ **Account**: code for sub-account or pool account ◈ **Title:** of sub-account or pool account ◈ **Adjusted Budget**: Current operating expense budget for the specific *personal service* categories (administrative, classified, wages, etc.) and pool accounts for *non-personal services*, *travel*, and *equipment* expenditures. This is a **total** of the original budget load and all budget adjustments. ◈ **YTD Activity**: Expenditures posted against the specific account or pool account for the current year-to-date ◈ **Commitments**: total of your encumbrances ◈ **Available Balance**: Net balance (adjusted budget minus YTD activity and commitments) ◈ **Total**: provides your net totals – generally you should ignore ◈ **Pending Documents**: If checkbox checked, a budget adjustment may exist	Please keep in mind that this form is updated *as data is entered* and will display both *approved* and *unapproved* transactions. Detailed expenditure data can be obtained through the **Organization Budget Status Form [FGIBDST]** which is updated ***after*** posting and approval processes are completed. If the Pending Documents checkbox is checked for that line item, **highlight** that line item and go to **Related Menu Button** > **Pending Documents [FGITINP]**. This will show current information about these pending documents.

Actions and Steps	Helpful Tips & Tricks
4. When you have finished reviewing your budget balances, you can review balances for another budget code. Hit on the **Start Over** button on the toolbar *[or choose Tools > Refresh].* Start Over Button: Start Over	When changing from one ledger to another, you will need to clear the information out of the form! To do so, click the **Start Over** button OR select **Tools > Refresh**, then follow the guidelines in Step 2 listed above.
5. Remember to log out when leaving your workstation to ensure that no one accesses information from your computer in your absence.	Click on the **ODU Home Screen** button on the toolbar to return to the Home Screen.

FGIBAVL Sample Screenshot:



Helpful Tips & Tricks:

- REMEMBER! This form only shows you what you have in your budget
- This is not a research page, rather just an informational page (an Inquiry Form)
- Get in the habit of locking your computer screen every time you step away from your computer. To do so, enter **Ctrl-Alt-Del** and click **Lock this Computer**

FGIBDST: Checking My Budget

<u>General Information</u>

In order to manage budgets, departments must review budget balances on a regular basis. Banner allows you to access information about your budget. This form shows budget information **by line item <u>AFTER</u> it is posted and approved**.

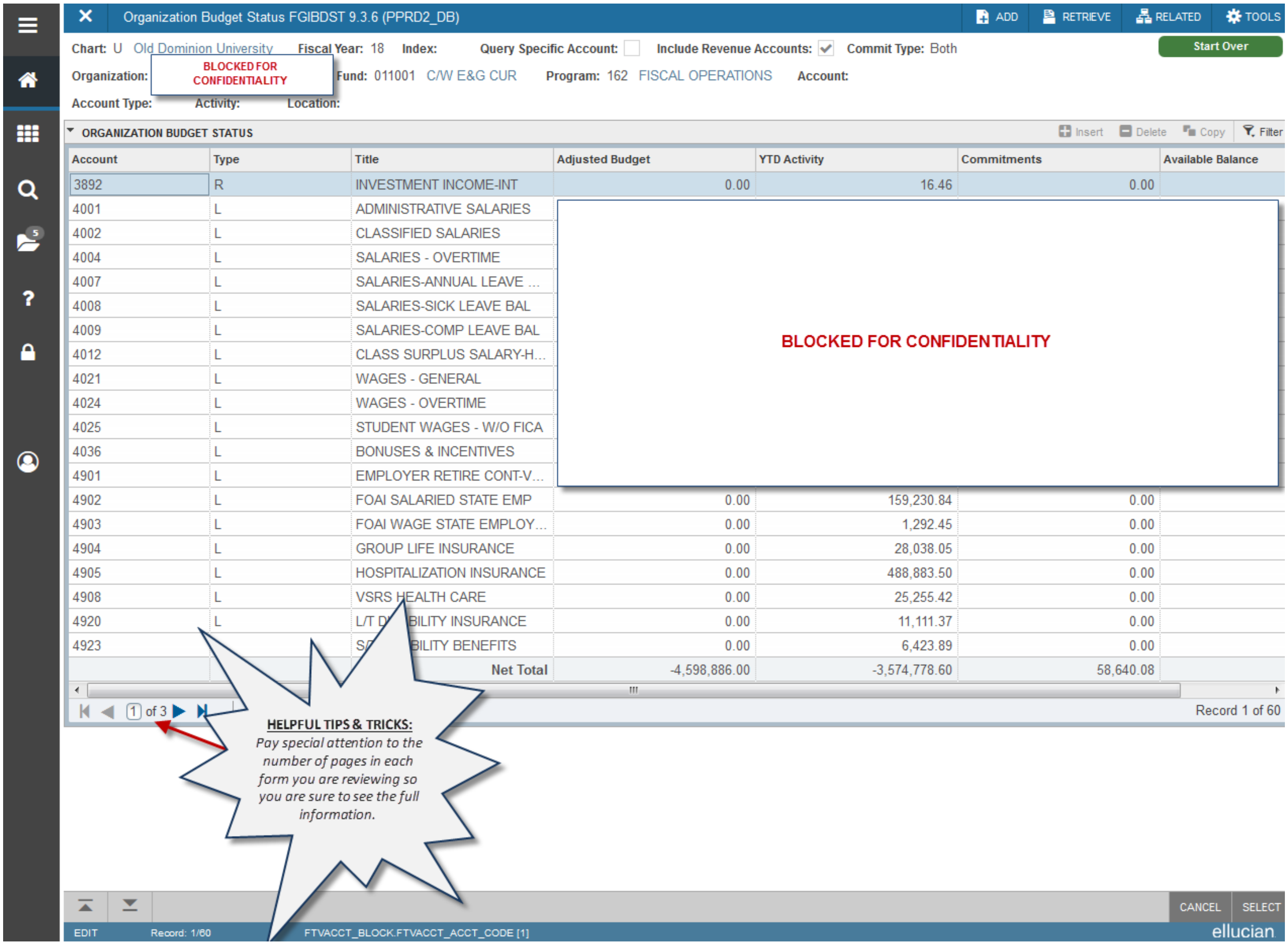
Budgets are loaded at the line item level, even in the pool accounts (although benefits are loaded at the pool level). Budget adjustments are made at the pool account level except for salary sub-accounts. ***What this means is that you won't see any amounts in the pool budget sub-object line in FGIBDST for 6999 (NPS or nonpersonal accounts), 7999 (Travel), or 9899 (Equipment) until budget adjustments begin processing against the pool.*** Then the only figures you see reflect the budget adjustments in and out. When money is moved in or out, it won't subtract from [or add to] the line item amounts that show in the adjusted budget column for each line item because money is not moved via budget adjustments at the line item level in the pool accounts listed above (Benefits, NPS, Travel, & Equipment). And as always, any and all Banner questions may be sent to bannerhotline@odu.edu.

How to Check Your Budget:

Actions and Steps	Helpful Tips & Tricks
1. Access the **Organization Budget Status Form**. This form will show budget, actual activity, encumbrances, and available balances. It can also display detailed information on a specific transaction.	Type **FGIBDST** at the **Search Block** field on the **Old Dominion University Home Screen** and press **Enter**.
2. In the key information area (portion above the solid line), the following information displays - enter the **budget code** you wish to review in the **Organization** field: ◈ **Chart**: defaults to U ◈ **Fiscal Year**: defaults to current fiscal year *[may be edited]* ◈ **Index, Query Specific Accounts, Include Revenue Accounts**: leave blank or as defaults ◈ **Organization**: enter the budget code *[tab to populate other fields]* ◈ **Fund**: filled in by system ◈ **Program:** filled in by system ◈ **Account:** leave blank unless you want info on specific sub-acct ◈ **Account Type**: leave blank ◈ **Activity**: leave blank ◈ **Location**: leave blank Use the **Go Button** to load the budget information for the specific budget in the information area displayed at the bottom of the form. The information related to the budget code selected is shown.	If you wish to see all sub-accounts related to the budget, including revenue, leave the **Account** field blank. Filling in the **Account** field displays budget information from that sub-account, forward. In the *Auto Hint/Status Line* at the bottom of the page, the number of line items in the budget is displayed (i.e., 1/72) **Go Button or Down Arrow**  
3. Once you load the budget information, you can scroll through the information and see totals by line item. You can also choose to look at the following information: ◈ **Budget Summary Information** (links you to **FGIBSUM**) ◈ **Organization Encumbrances** (links you to **FGIOENC**) ◈ **Transaction Detail Information** (links you to **FGITRND**)	**Related Menu Button:**  These selections will be in the **Related** pull-down menu.
4. If you select **Budget Summary Information** in the **Related** pull-down menu, you will link to the **Organization Budget Summary Form [FGIBSUM].** This form displays totals for the following: ◈ **Revenue Accounts**: if applicable ◈ **Personal Service Accounts**: salary line items rolled into one total ◈ **Non-Personal Service Accounts**: NPS, travel, and equipment combined ◈ **Transfer Account**: if applicable	

Actions and Steps	Helpful Tips & Tricks
5. If you select **Organization Encumbrances [FGIOENC]** from the **Related** pull-down menu, the **Organizational Encumbrance List Form [FGIOENC]** is displayed. This list contains all <u>*open*</u> departmental encumbrances and displays Encumbrance Number, Vendor/Description, Sub-Account, and Amount. To view <u>*details*</u> of a specific encumbrance, <u>*highlight*</u> the line item then click **Query Detail Encumbrance Info [FGIENCD]** in the **Related** pull-down menu. This will take you to the **Detail Encumbrance Activity Form [FGIENCD],** which displays all activity for a specific encumbrance. Information displays with the oldest activity at the top. After you have reviewed the encumbrance information, return to the **Organizational Budget Status Form [FGIBDST]** by clicking the **X Button** on the toolbar twice.	When you link from one form to another (i.e., from **FGIOENC** to **FGIENCD**), click on the **X Button** to return to the previous form. Once an encumbrance is paid, the encumbrance is removed from **FGIOENC**. This information remains part of your budget detail (see **Transaction Detail** information in the next bullet point).
6. If you select **Transaction Detail Info** from the **Related** pull-down menu in **FGIDBST**, the **Detail Transaction Activity Form [FGITRND]** is displayed. You can see the following information: ◈ **Account**: sub-account ◈ **Organization**: budget code ◈ **Program**: fills in based on budget code ➢ **Activity Date**: date of transaction activity ➢ **Type**: transaction type (i.e., E010 is Post Original Encumbrance) ➢ **Document:** computer-generated reference number ➢ **Description:** contains the vendor name or other pertinent information ➢ **Commit Type:** defaults to U ➢ **Fund**: fills in based on budget code ➢ **Activity**: generally blank ➢ **Location**: generally blank ➢ **Transaction Date**: transaction date ◈ **Field**: indicator determines which type of research can be selected from the **Related** pull-down menu. You may: ➢ ***Query Document:*** <u>RSV</u>: links to **FPIREQN** (not available for LPOs) <u>ENC</u>: links to **FPIPURR** (not available for LPOs) <u>YTD</u>: links to the form where payment/transaction was processed <u>OBD</u>: links to form where transaction was processed <u>ABD</u>: links to form where transaction was processed ➢ ***Detail Encumbrance Info:*** <u>RSV</u>: links to **FGIENCD** <u>ENC</u>: links to **FGIENCD** ◈ **Amount**: transaction amount ◈ **Increase(+) or Decrease(-)**: indicates if transaction is a <u>*debit*</u> or a <u>*credit*</u>	This lists a breakdown of all transactions in that sub-account. Information displays with the newest activity at the top. Be sure to **highlight** the line item you wish to view. Just put your cursor in the left-most field. Where the cursor lies is the field in which you will dig further. Access to **FPIREQN** AND **FPIPURR** requires Materiel Management Purchase Order Query access. *OBD = original budget* *ABD = adjusted budget* *Increase(+) = what you are doing* *Decrease(-) = What you are spending*

FGIBDST Sample Screenshot:



Helpful Tips & Tricks:

- This is a **Details** form – you are able to look at the specifics of your budget.
- You will see only the real (*read: final and posted*) information. This form provides the totals at the line item from the **FGIBAVL** Form.
- This is a research page!
- If you select **Start Over** in this form and wish to change your search criteria in the Info Block at the top of the page, be sure to *delete the information from the BOTTOM up!*
- There is a list of sub-accounts along with a description of each available on the Budget Office website. BE SURE TO CODE YOUR THINGS PROPERLY!
    - Website Link: https://www.odu.edu/facultystaff/university-business/budget/resources
- The **AP & Encumbrance Transaction Codes** and the **AR, Budget, General Accounting, & Payroll Transaction Codes** Handouts provide a thorough explanation of the codes used within this form! Be sure to check them out as reference.
- Get in the habit of locking your computer screen every time you step away from your computer. To do so, enter **Ctrl-Alt-Del** and click **Lock this Computer**

Identifying AP & Encumbrance Transaction Codes

General Information

Reviewing budget information is important. To aid departments in understanding Banner Finance Forms, the following transaction codes are provided. And as always, Banner questions may be sent to bannerhotline@odu.edu

Banner Code	Action	Sign (debit or credit)
Accounts Payable Entries		
ACCI	Cancel Additional Charges on Invoice with G/L Account	
ACDC	Cancel Additional Charges on Credit Memo	
ACDI	Cancel Additional Charges on Invoice	
ACEC	Cancel Additional Charge on C/M with Encumbrance	
ACEI	Cancel Additional Charge on Invoice with Encumbrance	
ADDC	Additional Charges on Credit Memo	
ADDI	Additional Charges on an Invoice	
ADEC	Additional Charge on Credit Memo with Encumbrance	
ADEI	Additional Charges on Invoice with Encumbrance	
ADII	Additional Charges on Invoice with G/L Account	
CNEI	Cancel check - Invoice with Encumbrance	
CNNC	Cancel Check - C/M without Encumbrance	
DNEC	Check - Invoice with Encumbrance	
DNII	Check - Inventory Invoice	
DNNC	Check - C/M without Encumbrance	
DNNI	Check - Invoice without Encumbrance	
CNNI	Cancel Check Inventory Invoice	
ICEC	Cancel Credit Memo with Encumbrance	
ICEI	Cancel Invoice with Encumbrance	
ICNI	Cancel Invoice without Encumbrance	
INEC	Credit Memo with Encumbrance	
INEI	Invoice with Encumbrance	
INNC	Credit Memo without Encumbrance	
INNI	Invoice without Encumbrance	
Banner Code	**Action**	**Sign (debit or credit)**
Encumbrance Entries		
COAD	Additional Charge on Change Order	

CORD	Establish Change Order	
E010	Post Original Encumbrance	
E020	Encumbrance Adjustment	+ or -
E032	Encumbrance Liquidation	+ or -
E035	Post Liquidation-P/T From Input: Allow Changes	
E037	Encumbrance Liquidation: Allow Changes	
E090	Encumbrance Year End Roll	
PCAD	Cancel Additional Charge on Purchase Order	
PCAP	Cancel Additional Charge on Purchase Order PY	
PCDP	Cancel Discount on Purchase Order Prior Y	
PCDS	Cancel Discount on Purchase Order	
PCLQ	Cancel Purchase Order: Reinstate Request	
PCRD	Cancel Purchase Order	
PCRP	Cancel Purchase Order in Prior Year	
POAD	Additional Charge on Purchase Order	
POAP	Additional Charge on Purchase Order Prior Year	
PODP	Discount on Purchase Order Prior Year	
PODS	Discount on Purchase Order	
POLQ	Purchase Order: Request Liquidation	
PORD	Establish Purchase Order	
RCQP	Cancel Requisition	
REQP	Requisition: Reservation	

Helpful Tips & Tricks:

- This form was created to help you interpret AP and Encumbrance Transaction Codes when reviewing Banner Finance forms.
- Get in the habit of locking your computer screen every time you step away from your computer. To do so, enter **Ctrl-Alt-Del** and click **Lock this Computer**

Identifying AR, Budget, General Accounting, & Payroll Transaction Codes

General Information

Reviewing budget information is important. To aid departments in understanding Banner Finance, the following transaction codes are provided. And as always, Banner questions may be sent to bannerhotline@odu.edu

Banner Code	Action	Sign (debit or credit)
Accounts Receivable Entries		
CHS1	Banner Student Charges/Non-Cash Pay	
CSS1	Banner Student: Cash Payments	
Budget Entries		
BD01	Original Budget Entries	+ or -
BD02	Permanent Budget Adjustments	+ or -
BD04	Temporary Budget Adjustments	+ or -
General Accounting Entries		
DCSR	Direct Cash Receipts	+ or -
J001	Year End Closing Journal	D or C
J020	Budget Carry Forward Journal	D or C
JE05	Beginning balances	D or C
JE15	Transfer within funds *[think ledger line-to-line]*	D or C
JE36	Transfer within funds: Banner only	D or C
JE16	Transfer between funds *[between ledgers]*	D or C
JE61	Transfer between funds: Banner only	D or C
JE72	General JV: YTD/Encumbrance Liquidation	
Payroll Entries		
HR01	HRIS PR Legacy Interface *	
HEEL	Payroll: Employee Liability	
HERL	Payroll: Employer Liability	
HGNL	Payroll: Gross Expenditure	
HGRB	Payroll: Gross Benefit Expense	

Helpful Tips & Tricks:

- This form was created to help you interpret AR, Budget, General Accounting, & Payroll Transaction Codes when reviewing Banner Finance forms.

FAIINVE: Reviewing Invoice Information

<u>General Information</u>

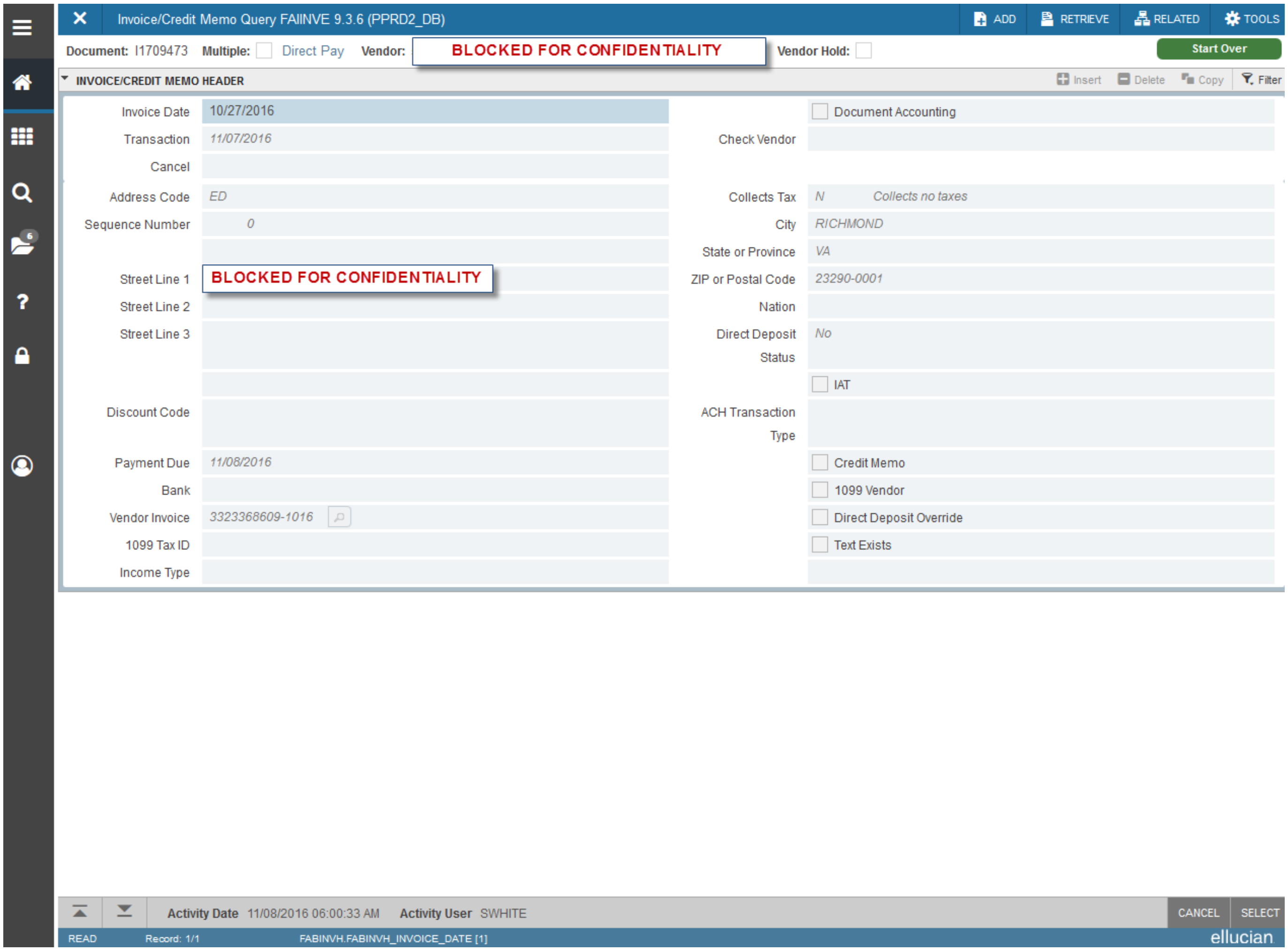
If you need to see if an invoice has been paid (and when), you can perform some research prior to calling the Accounts Payable processors. If you cannot find the information you need, please contact the appropriate processor. A staff directory may be found on the Office of Finance Directory web page at: https://www.odu.edu/finance/directory. You will need to provide the purchase order number, the vendor name, the vendor invoice number (if available), and the date you completed the e-Receiver. **<u>Prepayments are processed by the Travel Team assigned to your area!</u>**

When you see payment information posted on the **Detail Transaction Activity Form [FGITRND],** the activity date indicates when the payment process begins. To see the due date for payment, you must do further research via the **Invoice Credit Memo Query Form [FAIINVE].** This handout will help further explain this particular form.
And as always, Banner questions may be sent to bannerhotline@odu.edu

How to Review Invoice Information via the Invoice/Credit Memo Form:

Actions and Steps	Helpful Tips & Tricks
1. Access the **Invoice Credit Memo Query Form [FAIINVE]** Type **FAIINVE** in the **Search Block** field on the **Old Dominion University Home Screen** and press **Enter**.	You may also link to this form from **FGITRND** for INEI payment transactions (YTD in the Field column) – click the **Related** pull-down menu and select **FGITRND**.
2. In the key information area of the **Invoice Credit Memo Query Form [FAIINVE]**, only one field is required for the report to run: ◈ **Document –** enter the Banner-generated invoice number *(number beginning with* ***I****)* ◈ Perform the **Go Button** function to load all the information about the invoice	If you have linked from **FGITRND**, the **Document** field will already be populated. **Go Button** or **Down Arrow** may be used.  
3. You will see the following information: ◈ **Key Block** ➢ **Document Number:** Banner-generated invoice number ➢ **Purchase Order:** ➢ **Vendor:** Vendor Number and Name ◈ **Invoice/Credit Memo Header** ➢ **Invoice Date:** ➢ **Transaction:** Shows the date processed in Banner ➢ **Address Code:** Address type* ➢ **Sequence Number:** Associated with address code ➢ **Street Line 1, 2, 3:** ➢ **Payment Due:** This is the date the check is cut ➢ **Vendor Invoice:** ➢ **1099 Tax ID:** The vendor number ➢ **User ID:** The processor of this payment ➢ **Activity Date:** The date the processor last accessed ➢ **City, State, Zip:**	<u>*Address Type:</u> **MA**: Remittance/correspondence addresses used by Accounts Payable **BI**: Addresses used by Procurement Services **ED**: E-Payment; Small Business Expense **ED0**: Electronic payment address; funds wired electronically **ED33**: Indicates an employee has an AP Direct Deposit form on file for travel/petty cash reimbursements ***ED99: Debt set-off***
4. Click the **Start Over** Button to return to the key information area of the form.	You may look up other invoices. Start Over Button: 
5. Remember to log out of Banner to ensure the security of information.	Click on the **ODU Home Screen Button.**

FAIINVE Sample Screenshot:



Helpful Tips & Tricks:

- If you cannot find a Banner-generated invoice number, review the **Document History Form [FOIDOCH]** Handout. In **FOIDOCH** you will be able to review the following information:
  - Purchase Order Info (provided you have the correct access)
  - Invoice Status: if blank, invoice has not been received and scanned/indexed
  - Receiver Status: must show complete for payment to be processed
- Remember to refer to the Procurement Directory on the website at: https://ww1.odu.edu/procurement/directory for the most-current contact information for the AP Processing Team. Below are the current Points-of-Contact:
  - Prepayments are handled by the Travel Team assigned to your area.
  - Accounts Payable Manager: 683.4813
  - Accounts Payable Processing Supervisor: 683.4528
  - Accounts Payable Audit Supervisor: 683.4762
  - Accounts Payable Travel Processing Supervisor: 683.5020
- Get in the habit of locking your computer screen every time you step away from your computer. To do so, enter **Ctrl-Alt-Del** and click **Lock this Computer**

FOIDOCH: Researching an Invoice Using the Banner Invoice Number

<u>General Information</u>

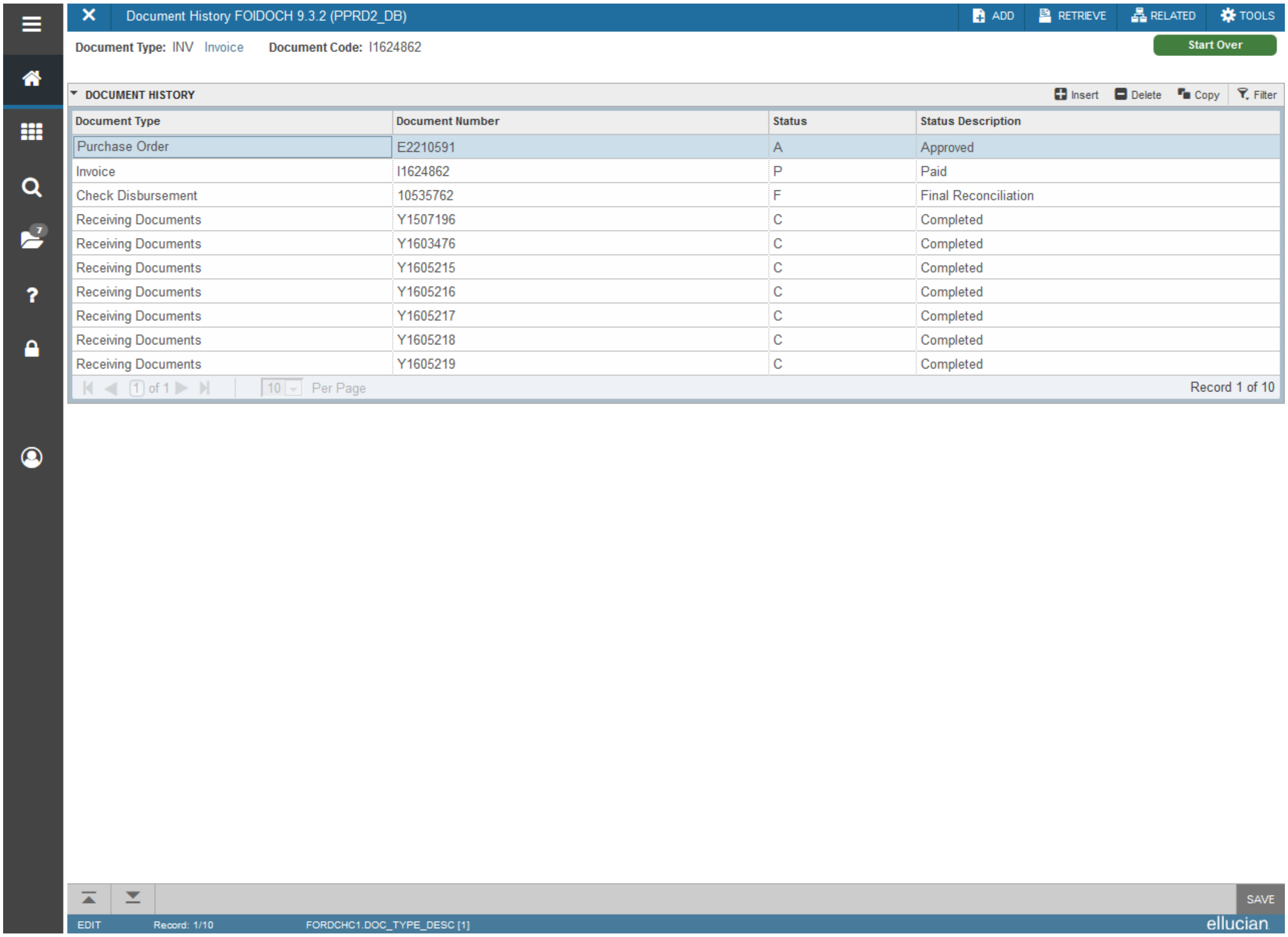
If you need to see if an invoice has been paid, you can perform some research prior to calling the Accounts Payable Processors. If you cannot find the information you need, please contact the appropriate processor. You will need to provide the purchase order number, the vendor name, the vendor invoice number, and the date you completed the e-Receiver. **Prepayments are processed by the Travel Team assigned to your area!**

And as always, Banner questions may be sent to bannerhotline@odu.edu

How to Research an Invoice Using the Banner Invoice Number:

Actions and Steps	Helpful Tips & Tricks
1. Access the **Document History Form [FOIDOCH]**	Type **FOIDOCH** in the **Search Block** field on the **Old Dominion University Home Screen** and press **Enter**.
2. The **Document History Form [FOIDOCH]** contains two(2) blocks which must be completed: ◈ **Doc Type**. Type INV (for invoice) (or PO) ◈ **Doc Code**: Type the invoice number (or PO#)	The invoice number used in this form is the Banner-generated document number, which begins with ***I*** - it may be found in **FGITRND**.
3. Click the **Go Button** to load all the information about the invoice.	**Go Button** or **Down Arrow** may be used. 
4. A number of different windows of information will be displayed. In the **Invoice** window, the invoice number will be displayed. In the **Check** window, the check number will be displayed if a check has been issued. A one-character **Status Indicator*** may display the status. ◈ *If you see am **R** displayed under **Invoice**, you must to complete an e-Receiver in Banner! If no invoice information displays, invoice has not been received and/or scanned/indexed.* ◈ Under **Receiver** you can see the receiving documents associated with the invoice. Must display a **C** for completed. ◈ Under **Check**, you may view the check number	<u>*Status Indicator Legend</u> (A) Approved (C) Completed (F) Final Reconciliation (P) Paid ***(R) Receipt Required*** (S) Suspended (O) Open (X) Cancelled (V) Void (H) Hold (T) Tagged Permanently
5. To find the check date, make sure the **Check** line is highlighted.	Use your mouse pointer to click into the **Check** line.
6. Select **Query Document** in the **Related** pull-down menu	
7. This will take you to a blank **Check Payment History Form [FAICHKH]** with the **Check Number** filled in. Fill in the **Bank #** (**50 or 01**). Use the **Go Button** function to display all the information about the check.	**Go Button** or **Down Arrow** may be used.  *<u>Must select which BANK for this to work!</u>*
8. The top portion of this window of the form displays the **Check Number**, **Vendor Number**, **Check Date**, and **Cancel Date** (if applicable). Checks are scheduled to be mailed within seven(7) work days of the check date. If a check was cancelled for some reason, the date of cancellation will be displayed.	Since all checks are done as a *batch*, it is possible that the check will include payments for multiple invoices.
9. Once you find all the information you need on a specific invoice, click on the **X** icon and you will be returned to the **Document History Form [FOIDOCH]** displaying the various windows of information about the invoice (Invoice, Check, etc.)	
10. If you wish to perform research on another invoice, click on the **Start Over** button. This will take you back to the key information area of **FOIDOCH**.	**Start Over Button:** 
11. Follow steps 2-9 for each invoice you wish to research.	
12. Remember to log out of Banner when you leave your desk.	Click the **ODU Home Screen** button on the toolbar.

FOIDOCH Sample Screenshot:



Document Type	Document Number	Status	Status Description
Purchase Order	E2210591	A	Approved
Invoice	I1624862	P	Paid
Check Disbursement	10535762	F	Final Reconciliation
Receiving Documents	Y1507196	C	Completed
Receiving Documents	Y1603476	C	Completed
Receiving Documents	Y1605215	C	Completed
Receiving Documents	Y1605216	C	Completed
Receiving Documents	Y1605217	C	Completed
Receiving Documents	Y1605218	C	Completed
Receiving Documents	Y1605219	C	Completed

Helpful Tips & Tricks:

- Repeated for importance: If you see am **R** displayed under **Invoice**, *you must to complete an e-Receiver in Banner!* If no invoice information displays, the invoice has not been received and/or scanned & indexed.
- Remember to refer to the Procurement Directory on the website at: https://ww1.odu.edu/procurement/directory for the most-current contact information for the AP Processing Team. Below are the current Points-of-Contact:
  - Prepayments are handled by the Travel Team assigned to your area.
  - Accounts Payable Manager: 683.4813
  - Accounts Payable Processing Supervisor: 683.4528
  - Accounts Payable Audit Supervisor: 683.4762
  - Accounts Payable Travel Processing Supervisor: 683.5020
- Get in the habit of locking your computer screen every time you step away from your computer. To do so, enter **Ctrl-Alt-Del** and click **Lock this Computer**

FGIDOCR: Viewing Transaction Date, Description, & Amounts for All Processed Transactions

General Information

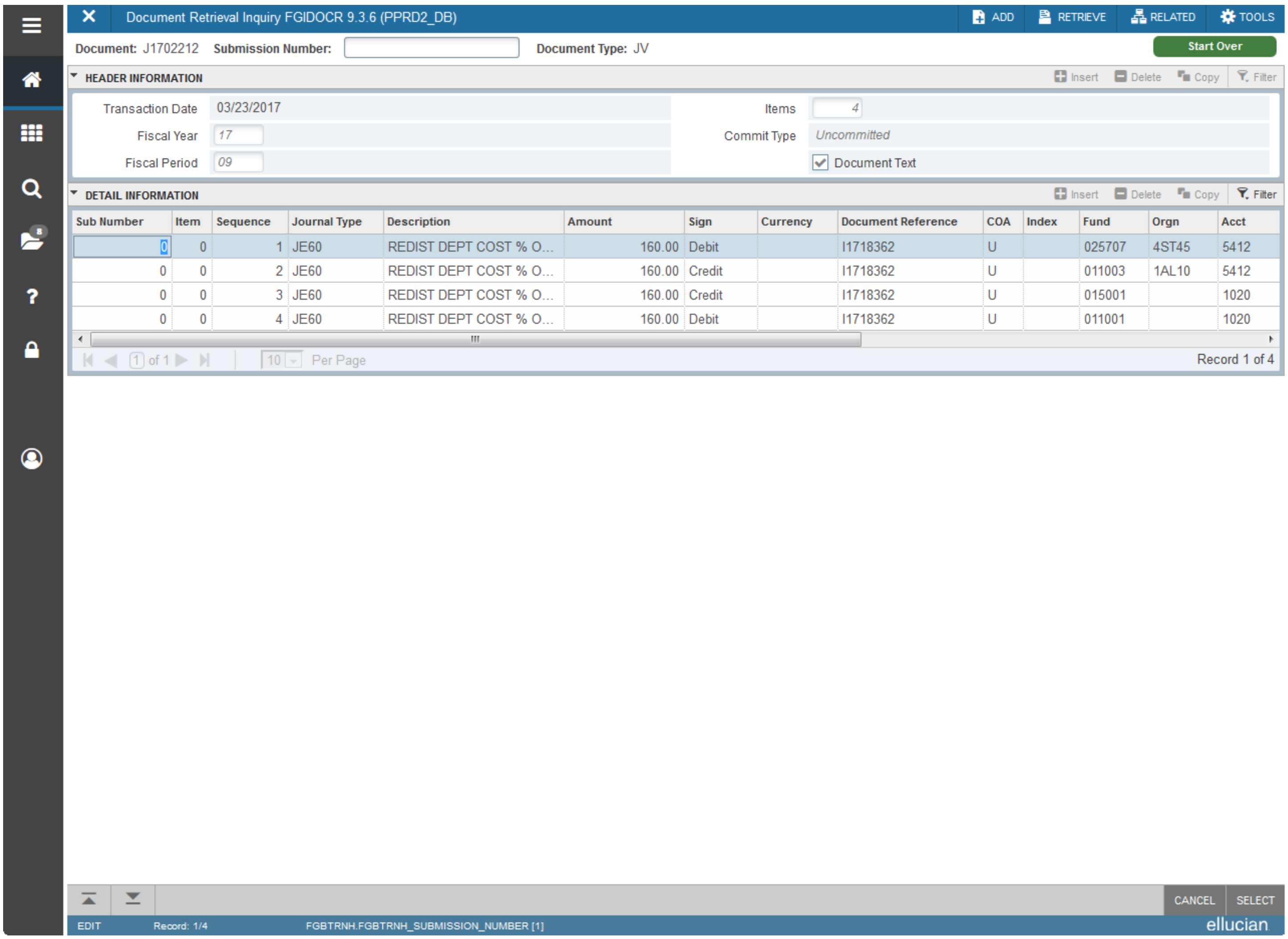
The **Document Retrieval Inquiry Page [FGIDOCR]** provides online filter capability for all transactions processed by Banner. This form posts all completed and posted transactions. Information displayed includes the Transaction Date, Description, Amount, and the Accounting Distribution. You may look at a submission number for a particular automatic journal entry by entering a Document Number, Submission Number, and Document Type. As always, Banner questions may be sent to bannerhotline@odu.edu

How to view Transaction History and Details:

Actions and Steps	Helpful Tips & Tricks
1. Access the **Document Retrieval Inquiry Form [FGIDOCR].**	Type **FGIDOCR** in the **Search Block** field on the **Old Dominion University Home Screen** and press **Enter**.
2. The **Document Retrieval Inquiry Form [FGIDOCR]** contains three(3) blocks which must be completed: ◈ **Document**: Type Document Number ◈ **Submission Number**: *May be left blank when searching for JVs* ◈ **Doc Type**: System will default in this code	The document number used in this form is the Banner-generated document number, which may be found in **FGITRND**. **Document Codes:** **JV**: Journal Entry **INV:** Invoice **PO:** Purchase Order **ENC:** Encumbrance
3. Click the **Go Button** to load all the information about the Document.	**Go Button** or **Down Arrow** may be used. 
4. The form will contain the following information: ◈ Transaction Date ◈ Fiscal Year ◈ Fiscal Period* ◈ Items ◈ Commit Type – *always Uncommitted for an encumbrance* ◈ Document Text Checkbox – provides additional info about document 5. A list will also populate containing all information pertaining to the searched document: ◈ Submission Number ◈ Item Number ◈ Sequence Number ◈ Journal Type – note the Transaction Code ◈ Description ◈ Amount ◈ Sign ◈ Document Reference ◈ Fund ◈ Organization ◈ Account ◈ Program ◈ Bank ◈ Accrual Checkbox	*The **Fiscal Period** field tells you which accounting period the transaction posted to. *(i.e.: Fiscal Year July – FP01 – June, FP12 with Accrual, FP14).* *Document Text Checkbox will provide any text written by the process to further describe the document as needed.*
6. To learn more information about the **Document Postings** for each line, you may link to the **FGQDOCP** Form.	Highlight a selected line in FGIDOCR. Document Postings will show exactly how a transaction posted to the Banner ledgers.
7. Select **Access Document Postings** in the **Related** pull-down menu	
8. This will take you to the **Document Postings [FGQDOCP] Form** for the original Document Number you searched for. The **Process Code**, **Ledger**, **Ledger Field, Amount,** and **Chart Coding** are provided.	The **Filter Button** may be used to narrow your search in this form. **Filter Button:** 

9. Once you find all the information you need on a specific document, click on the **X** icon and you will be returned to the **Document Retrieval Inquiry Form [FGIDOCR]** displaying the total information about the Document.	
10. If you wish to perform research on another document, click on the **Start Over** button. This will take you back to the key information area of **FGIDOCR**.	**Start Over Button:** 
11. Follow steps 2-9 for each invoice you wish to research.	
12. Remember to log out of Banner when you leave your desk.	Click the **ODU Home Screen** button on the toolbar.

FGIDOCR Sample Screenshot:



Helpful Tips & Tricks:

- This form is a filter-only form – you may filter most any of the fields in the Detail Information section!
- If you enter a zero in the Submission Number field, no records are queried. The submission is the template that you create and modify…but it does not exist in the Transaction History Detail tables.
- If you enter a null submission number, all posted submissions of an automatic journal voucher are queried.
- Remember to refer to the Office of Finance Directory on the website at: https://www.odu.edu/finance/directory.

FAIVNDH: Researching an Invoice Using Vendor History

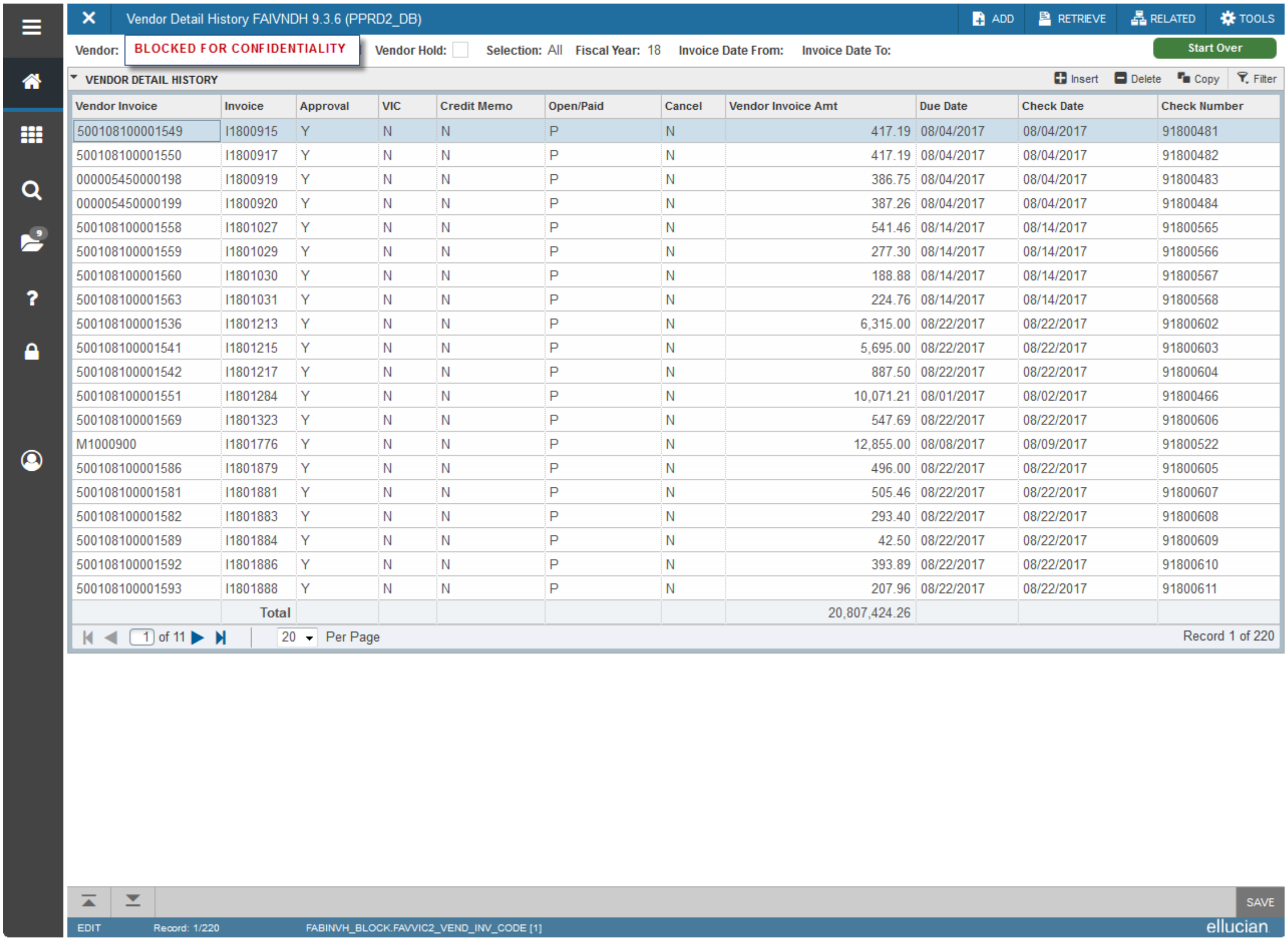
<u>**General Information**</u>

If you need to review the payment history of a specific vendor to see if an invoice has been paid, you can perform some research prior to calling the Accounts Payable Processors. If you cannot find the information you need, please contact the appropriate processor. You will need to provide the purchase order number, the vendor name, the vendor invoice number, and the date you completed the e-Receiver. **Prepayments are processed by the Travel Team assigned to your area!** And as always, Banner questions may be sent to bannerhotline@odu.edu

How to Research an Invoice Using Vendor History:

Actions and Steps	Helpful Tips & Tricks
1. Access the **Vendor Detail History Form [FAIVNDH]**	Type **FAIVNDH** in the **Search Block** field on the **Old Dominion University Home Screen** and press **Enter**.
2. The key information area of the **Vendor Detail History Form [FAIVNDH]** contains three(3) fields which must be completed: ◈ **Vendor:** Enter the Vendor Number ◈ **Selection:** Defaults to **All** ◈ **Fiscal Year: Defaults to current fiscal year** *[may be edited]*	Other selections include: ◈ Credit Memo ◈ Open ◈ Paid
3. Hit the **Go Button** to load all the information about the vendor's payment history. The following information is displayed: ◈ **Vendor Invoice**: lists all vendor invoices for this vendor ◈ **Invoice**: Banner-generated reference number ➢ **Approval:** shows if an item was approved (Y or N) ➢ **VIC Ind**: not used at this time ➢ **Credit Memo:** shows if an item is a credit memo (Y or N) ➢ **Open/Paid:** indicates O(pen) or P(aid) ➢ **Cancel:** shows if item has been cancelled (Y or N) ◈ **Vendor Invoice Amt**: the amount of that specific vendor invoice ◈ **Due Date:** displays the date an invoice is expected to be paid ◈ **Check Date:** when the check is cut, displays the check date ◈ **Check Number:** if applicable	**Go Button** or **Down Arrow**:  When you view a listing of vendor invoices, keep in mind that all invoices processed by the University for this vendor are shown here. You can also view the invoice info by selecting ***View Invoice Information [FAIINVE]*** from the **Related** pull-down menu. The check date is generally about a week before mailing – allows for auditing
4. Click on **Start Over** Button or the **Tools > Refresh** to return to the key information area of the form.	**Start Over Button:** 
5. Remember to log out of Banner to ensure the security of information.	Click on the **ODU Home Screen** button on the toolbar to return to the Home Screen.

FAIVNDH Sample Screenshot:



Vendor Detail History FAIVNDH 9.3.6 (PPRD2_DB) ADD RETRIEVE RELATED TOOLS

Vendor: BLOCKED FOR CONFIDENTIALITY Vendor Hold: Selection: All Fiscal Year: 18 Invoice Date From: Invoice Date To: Start Over

VENDOR DETAIL HISTORY Insert Delete Copy Filter

Vendor Invoice	Invoice	Approval	VIC	Credit Memo	Open/Paid	Cancel	Vendor Invoice Amt	Due Date	Check Date	Check Number
500108100001549	I1800915	Y	N	N	P	N	417.19	08/04/2017	08/04/2017	91800481
500108100001550	I1800917	Y	N	N	P	N	417.19	08/04/2017	08/04/2017	91800482
000005450000198	I1800919	Y	N	N	P	N	386.75	08/04/2017	08/04/2017	91800483
000005450000199	I1800920	Y	N	N	P	N	387.26	08/04/2017	08/04/2017	91800484
500108100001558	I1801027	Y	N	N	P	N	541.46	08/14/2017	08/14/2017	91800565
500108100001559	I1801029	Y	N	N	P	N	277.30	08/14/2017	08/14/2017	91800566
500108100001560	I1801030	Y	N	N	P	N	188.88	08/14/2017	08/14/2017	91800567
500108100001563	I1801031	Y	N	N	P	N	224.76	08/14/2017	08/14/2017	91800568
500108100001536	I1801213	Y	N	N	P	N	6,315.00	08/22/2017	08/22/2017	91800602
500108100001541	I1801215	Y	N	N	P	N	5,695.00	08/22/2017	08/22/2017	91800603
500108100001542	I1801217	Y	N	N	P	N	887.50	08/22/2017	08/22/2017	91800604
500108100001551	I1801284	Y	N	N	P	N	10,071.21	08/01/2017	08/02/2017	91800466
500108100001569	I1801323	Y	N	N	P	N	547.69	08/22/2017	08/22/2017	91800606
M1000900	I1801776	Y	N	N	P	N	12,855.00	08/08/2017	08/09/2017	91800522
500108100001586	I1801879	Y	N	N	P	N	496.00	08/22/2017	08/22/2017	91800605
500108100001581	I1801881	Y	N	N	P	N	505.46	08/22/2017	08/22/2017	91800607
500108100001582	I1801883	Y	N	N	P	N	293.40	08/22/2017	08/22/2017	91800608
500108100001589	I1801884	Y	N	N	P	N	42.50	08/22/2017	08/22/2017	91800609
500108100001592	I1801886	Y	N	N	P	N	393.89	08/22/2017	08/22/2017	91800610
500108100001593	I1801888	Y	N	N	P	N	207.96	08/22/2017	08/22/2017	91800611
	Total						20,807,424.26			

1 of 11 20 Per Page Record 1 of 220

SAVE

EDIT Record: 1/220 FABINVH_BLOCK.FAVVIC2_VEND_INV_CODE [1] ellucian

---

Helpful Tips & Tricks:

- This form goes hand-in-hand with **FTIIDEN: Finding a Vendor Number** handout. Be sure to refer to it as you work in **FAIVNDH**!
- Remember to refer to the Procurement Directory on the website at: https://ww1.odu.edu/procurement/directory for the most-current contact information for the AP Processing Team. Below are the current Points-of-Contact:
  - Prepayments are handled by the Travel Team assigned to your area.
  - Accounts Payable Manager: 683.4813
  - Accounts Payable Processing Supervisor: 683.4528
  - Accounts Payable Audit Supervisor: 683.4762
  - Accounts Payable Travel Processing Supervisor: 683.5020
- Get in the habit of locking your computer screen every time you step away from your computer. To do so, enter **Ctrl-Alt-Del** and click **Lock this Computer**

FTIIDEN: Finding a Vendor Number

General Information

The University is required to document a vendor's Taxpayer Identification Number (TIN) – also called the Federal Employer Identification Number (FEIN) or Employer's Identification Number (EIN). ODU must have either an IRS form W-9 (Request for Taxpayer Identification) or W-8BEN (for international vendors) for each vendor receiving payments from the University. It is possible for a vendor to be in eVA but NOT in the University's vendor table. It is the ***department's*** responsibility to ensure that a vendor is in the University's vendor table prior to issuing a purchase order. For more information, refer to "How to Obtain a Vendor Number" in the Certificate in University Financial Management training material list: *Accounts Payable, Part 2: Payments.*

This form will help you confirm if a vendor is indeed in the University's vendor table. And as always, Banner questions may be sent to bannerhotline@odu.edu

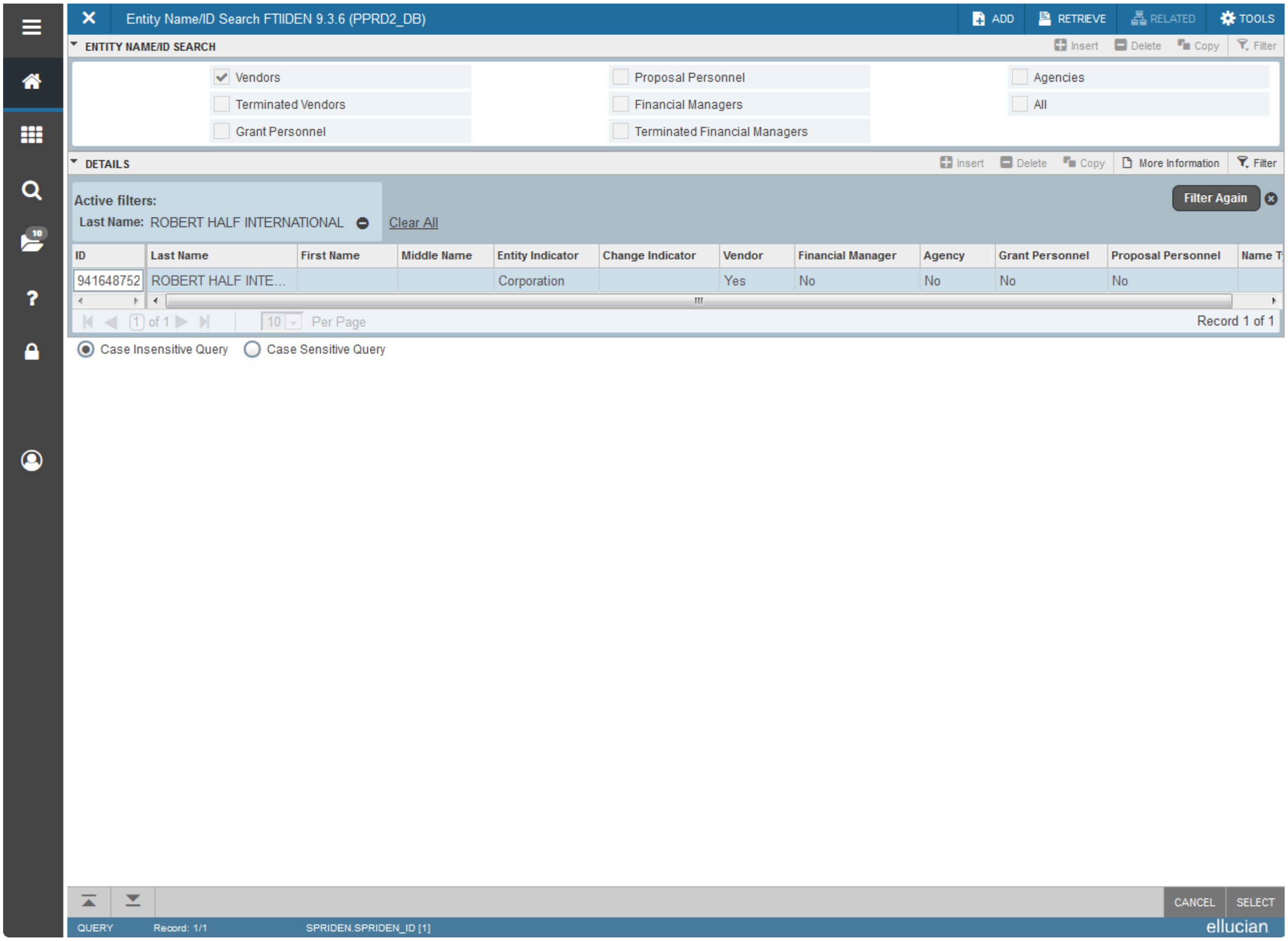
How to Look up a Vendor Number in Banner:

Actions and Steps	Helpful Tips & Tricks
1. Access the **Entity Name/ID Search [FTIIDEN]** form in Banner.	Type **FTIIDEN** in the **Search Block** field on the **Old Dominion University Home Screen** and press **Enter**.
2. **FTIIDEN** opens in the query mode so you may search for the **Vendor** and the **Vendor's Identification Number** ○ Place cursor in the **Details** field so you may enter the query criteria. *You may also press **F7** to start a **Filter**.* ➢ *Even if you are searching for a business name, the entire business name should be entered into the **Last Name** field in this form. Select **Last Name** from the drop-down menu to begin your query. If you are uncertain of the entire business name, be sure to use wildcards*!* ◈ If you know the vendor's FEIN, TIN, or EIN select the ID option from the drop-down menu and enter the Vendor Number.	Remember to use ALL CAPS! **You may use wildcards (_ and %) when searching for a Vendor.* Click the **Go Button** or press **F8** to execute the query. **Go Button:** 
3. Upon executing the query, the vendor's information that meets your search criteria will populate. ◈ Double-click the correct vendor. ◈ This will take you back to **FAIVNDH** with this verified user's profile information so that you may continue your work with this vendor.	Never assume you have the correct vendor number. This information must be verified! The easiest way to do this is to ask the vendor for the FEIN, TIN, or EIN and query using this number! If the vendor is not in the system, you <u>*must*</u> obtain a W9 or W8BEN!

<u>Helpful Tips & Tricks:</u>

- ◈ This form goes hand-in-hand with **FAIVNDH: Researching an Invoice Using Vendor History** handout. Be sure to refer to it as you work in **FAIVNDH**!
- ◈ If you have used the vendor before, you may find the vendor number on the PO Records. *NEVER guess the vendor number – this information MUST be verified!*
- ◈ You may only double-click or select the Vendor from **FTIIDEN** and have it populate in **FAIVNDH** if you drilled down from the original **FAIVNDH** screen!
  - ○ If you go directly to **FTIIDEN**, you will only be able to view the information, NOT select it and have it populate in other previously-used forms!
- ◈ You *MUST* use ***<u>ALL CAPITAL LETTERS</u>*** when searching for a vendor in **FTIIDEN**!

FTIIDEN Sample Screenshot:



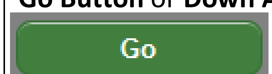
FBIBUDG: Checking Your Base Budget

General Information

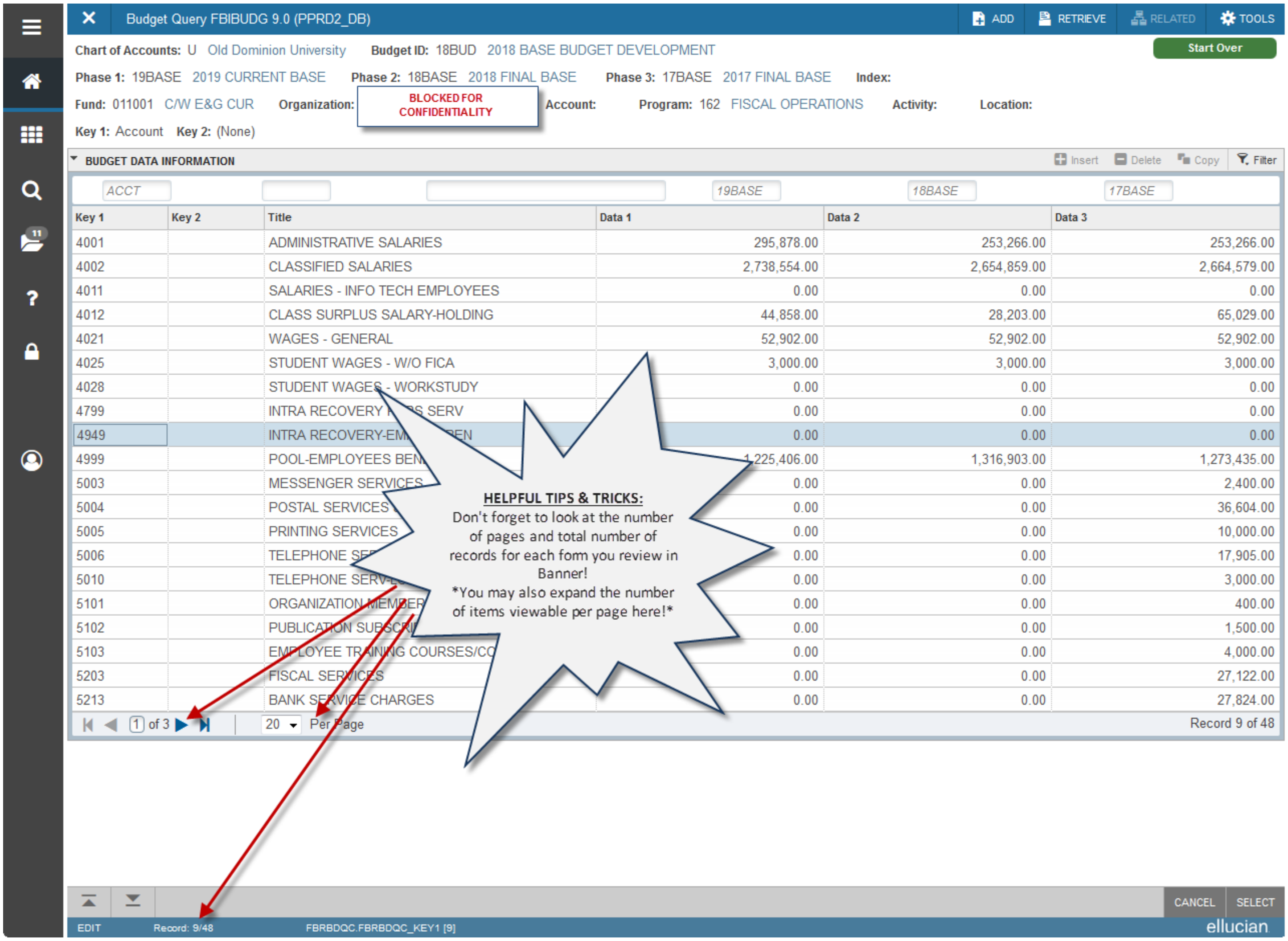
There are times when departments need to review *base budget* versus current operating budget. The information contained in this document will explain the process for doing so. The Budget Query Form is query-only for departments to review continuation costs for a full fiscal year. If departments need to modify base budget amounts, a budget adjustment should be submitted. Only the University Budget Office has authorization to modify a base budget in accordance with the annual University budget approval process and as operating year adjustments impact the *base.* Remember – base budgets do not reflect one-time funds. Departments who have access to **FBIBUDG** can review information on only the budgets requested on the Computer Account Request Form.

ALL QUESTIONS ABOUT THIS INFORMATION MAY BE DIRECTED TO THE BUDGET OFFICE AT: 683 3127.

How to Check Your Base Budget:

Actions and Steps	Helpful Tips & Tricks
1. Access the **Budget Query Form [FBIBUDG]**.	Type **FBIBUDG** in the **Search Block** field on the **Old Dominion University Home Screen** and press **Enter**.
2. Fill in **Budget ID** and **Organization**. The following information displays: ◈ **Chart of Accounts**: defaults to U ◈ **Budget ID**: press **F9** to see **budget ID** selections ◈ **Phase 1:** Reflects next budget year ◈ **Phase 2:** Reflects budget year selected ◈ **Phase 3:** Reflects prior budget year ◈ **Index**: leave blank ◈ **Fund:** fills in automatically based on budget code ◈ **Organization**: enter the **budget code** you wish to query ◈ **Account: leave blank** to bring up all sub-accounts in the budget ◈ **Program:** fills in automatically based on budget code ◈ **Activity:** leave blank ◈ **Location**: leave blank	
3. Under Selection Criteria: ◈ Key 1: select **Account** from the drop-down menu ◈ Key 2: no action required – leave blank	This will bring up all sub-accounts with base budget amounts.
4. In order to move to the Budget Data Information window, hit the **Go Button.** The base budget figures will be displayed for all sub-accounts in the selected budget.	**Go Button** or **Down Arrow**:  
5. To view the **Budget Data Information** window, use the scroll arrow at the right to see all the data lines. The following grand totals will be displayed: ◈ **Phase 1**: displays next FY from the budget year selected ◈ **Phase 2**: displays budget year selected ◈ **Phase 3**: displays previous FY from the budget year selected	Displays base budget info for 3 years. Reporting capability is available via Insight Budget Reports. Contact the Budget Office for more details.
6. To view information on another budget, click the **Start Over** Button and then follow steps 2 -5. ◈ **Start Over Button:** 	*<u>Remember to clear out the following fields:</u>* Organization, Fund, Program *If you do not clear these fields, the system will give you an error message that "Query caused no records to be retrieved"*
7. Remember to log out when leaving your workstation to ensure that no one accesses information from your computer in your absence.	Click on the **ODU Home Screen** button on the toolbar to return to the Home Screen.

FBIBUDG Sample Screenshot:



Key 1	Key 2	Title	Data 1	Data 2	Data 3
4001		ADMINISTRATIVE SALARIES	295,878.00	253,266.00	253,266.00
4002		CLASSIFIED SALARIES	2,738,554.00	2,654,859.00	2,664,579.00
4011		SALARIES - INFO TECH EMPLOYEES	0.00	0.00	0.00
4012		CLASS SURPLUS SALARY-HOLDING	44,858.00	28,203.00	65,029.00
4021		WAGES - GENERAL	52,902.00	52,902.00	52,902.00
4025		STUDENT WAGES - W/O FICA	3,000.00	3,000.00	3,000.00
4028		STUDENT WAGES - WORKSTUDY	0.00	0.00	0.00
4799		INTRA RECOVERY ... SERV	0.00	0.00	0.00
4949		INTRA RECOVERY-EM...	0.00	0.00	0.00
4999		POOL-EMPLOYEES BEN...	1,225,406.00	1,316,903.00	1,273,435.00
5003		MESSENGER SERVICES	0.00	0.00	2,400.00
5004		POSTAL SERVICES	0.00	0.00	36,604.00
5005		PRINTING SERVICES	0.00	0.00	10,000.00
5006		TELEPHONE SE...	0.00	0.00	17,905.00
5010		TELEPHONE SERV...	0.00	0.00	3,000.00
5101		ORGANIZATION MEMBER...	0.00	0.00	400.00
5102		PUBLICATION SUBSCRI...	0.00	0.00	1,500.00
5103		EMPLOYEE TRAINING COURSES/C...	0.00	0.00	4,000.00
5203		FISCAL SERVICES	0.00	0.00	27,122.00
5213		BANK SERVICE CHARGES	0.00	0.00	27,824.00

Helpful Tips & Tricks:

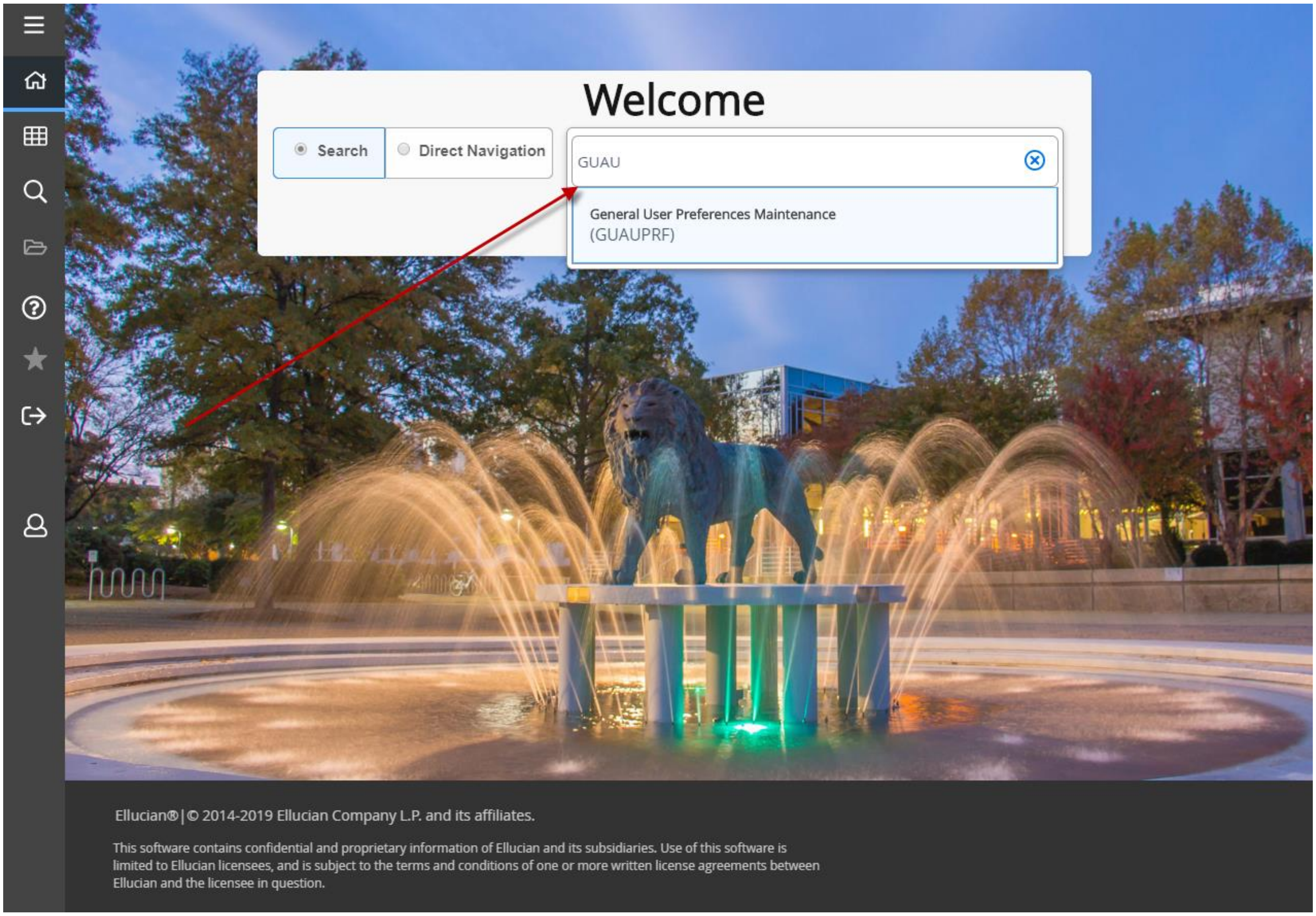
- REMEMBER! This is a Budget Query Form!
- Need access to Insight Reports? Contact the Budget Office – budget@odu.edu; 683 3127
- Month-End reports are available via EPrint! However for access to these reports, you must attend EPrint training and be granted approval by your area BUD (*Budget Unit Director*).
  - Check the Office of Finance Access website for the EPrint training schedule and further information at: http://odu.edu/facultystaff/university-business/information-management/data-control/reports
- **HELPFUL TIP:** A base budget is the annual budget commitment for ongoing operations of a department or area – the "base" commitment of resources for operations.
- Get in the habit of locking your computer screen every time you step away from your computer. To do so, enter **Ctrl-Alt-Del** and click **Lock this Computer**

Downloading Budget Information from Banner

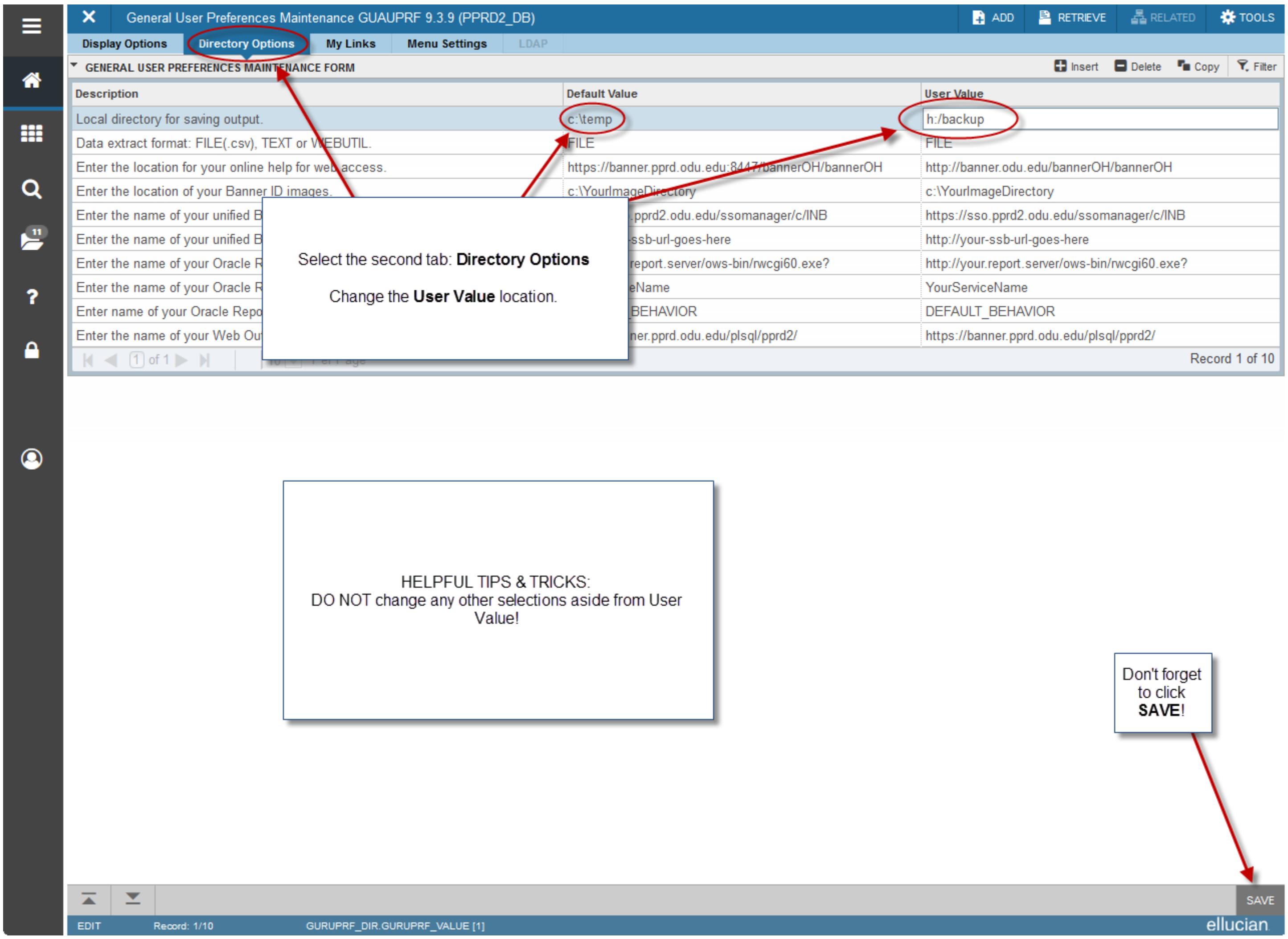
General Information

Departments may download select budget data into Excel spreadsheets. This provides departments with another tool to more effectively manage budgets. This download process should not be confused with the *Cognos* budget reports available via **Insight**. You can only download data for budgets to which you have Banner access. You may not have access to all forms listed in this handout if they are not included in your current Banner access. Once you have set up your output options that determine where you want your Excel files stored, you may download information. And as always, Banner questions may be sent to bannerhotline@odu.edu

1. **Set up your output options:**
   - Go to the **General User Preferences Maintenance form [GUAUPRF]**, which will enable you to edit your Banner XE user preferences.
     - **HELPFUL TIPS & TRICKS:** Before you can download from Banner, you must first tell Banner where you would like your output (*read: Excel file*) stored.

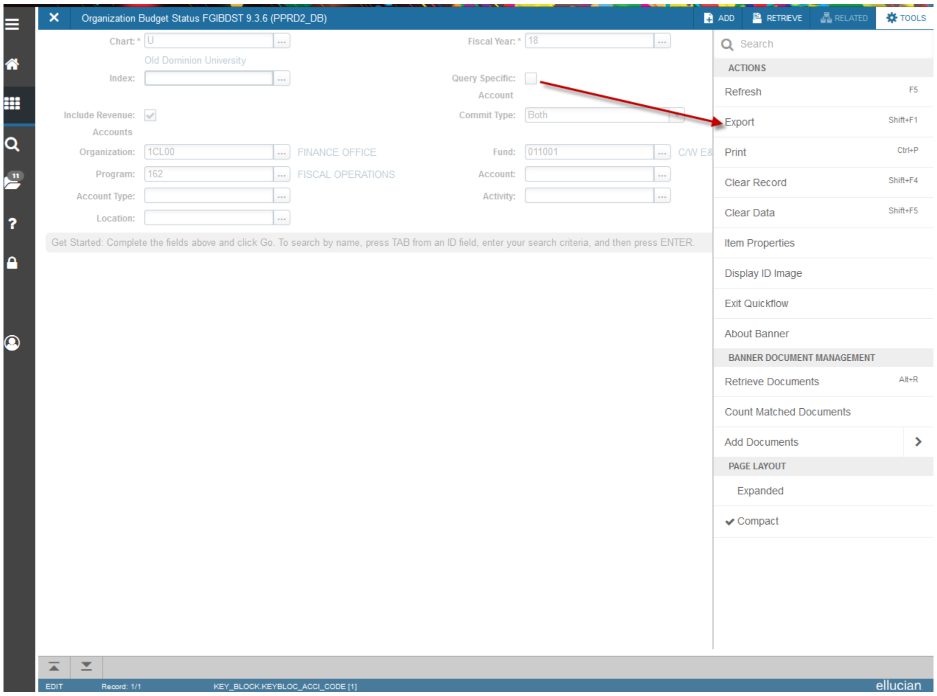


2. <u>**Determining where data will be stored:**</u>
   - ◈ Select the second tab entitled: **Directory Options**
     - ➢ The ***Description*** should read: **Local directory for saving output.**
     - ➢ The ***Default Location or Value*** where files are stored is **c:\temp**.
     - ➢ ***User Value*** can be changed to reflect where you want your Excel output to be stored (*for example, h:\backup*).
       - ✸ **HELPFUL TIPS & TRICKS:** This is the only thing you should change – leave everything else as it defaults.
3. Click **Save**
   - ◈ You will see the message that the transaction is complete.
4. You may **X** from the **General User Preferences Maintenance [GUAUPRF]** form.



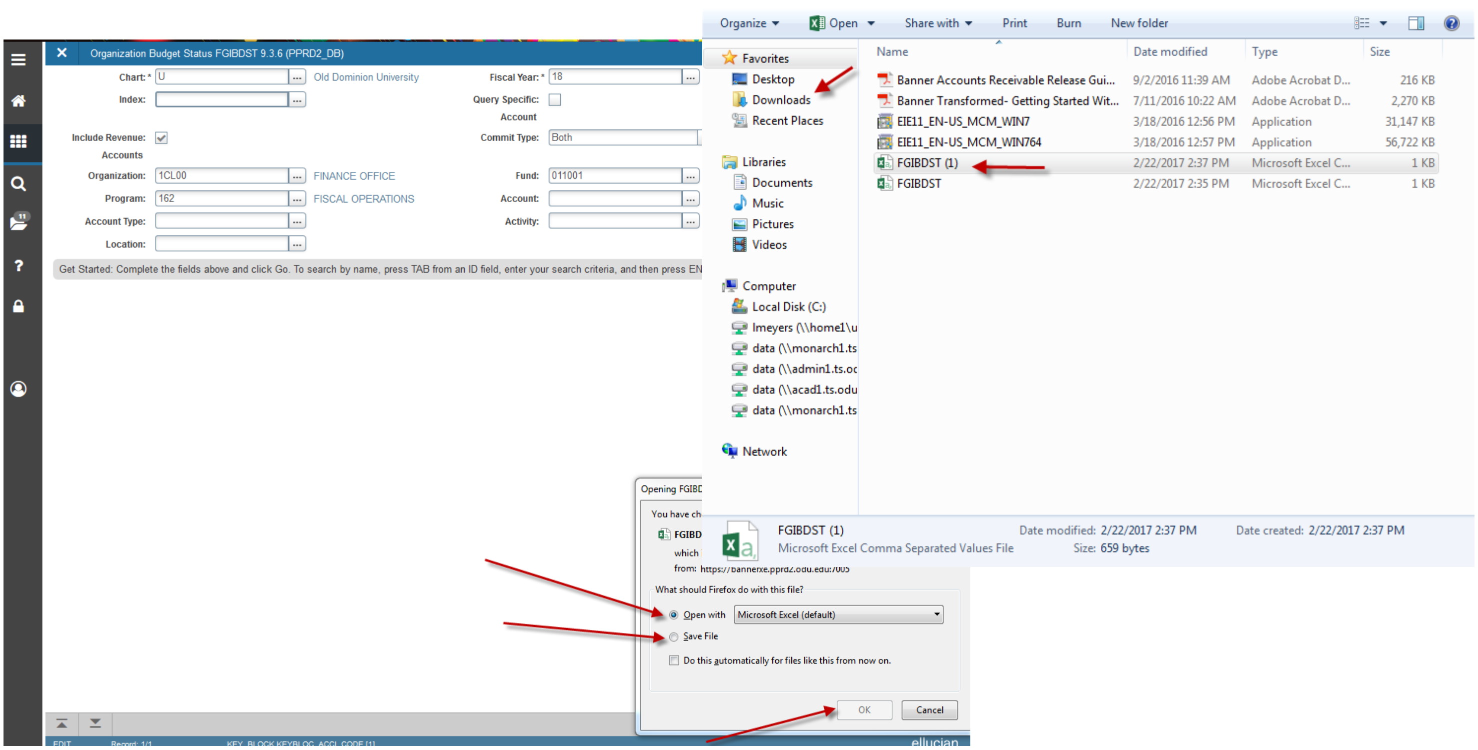
5. **DOWNLOADING TO EXCEL**:

◈ Access the Banner form you want to download, populate the form, and select **Export** from the **Tools Menu**. *NOTE: Every form we reviewed today may be exported into Excel!*



6. You are now prompted to **Open** or **Save** the file.

➢ **HELPFUL TIPS & TRICKS:** Note the default file name - you will want to change this when you save. You may also click **Cancel** if you wish to stop the download process.



BDM: Viewing Invoices via Banner Document Management

General Information

You must be granted access to utilize BDM Services, and must also have the Web Extender loaded onto your computer station before BDM Services will work properly. ITS grants these services, but you must gain approval from your BUD before being granted access. And as always, all Banner-related questions may be sent to bannerhotline@odu.edu

How to Obtain Banner and WebEx Access:

Actions and Steps

1. Access the **Services/Account Requests Page** on the ITS website.
   - This page will walk users through how to electronically request a Banner Account, BDM access, or any other account access.
   - Request the following access for BDM capabilities:
     - Be sure to include justification for obtaining access
     - Under Banner Classification Accesses Needed, request *FIN_EVERYONE* and list ALL BUDGETS (including any ledger 6 budgets!) for which you will need access

Helpful Tips & Tricks

Form Link: https://www.odu.edu/ts/access/monarchkey/online-account

2. Access the **BDM Account Request Form** on the ITS website.
   - Complete all parts of the form it its entirety.
   - When completing the form, under the **Finance B-F_DOCS** Row, mark an ***A*** in the *Viewers* and *AIR* columns (*see sample below*).
   - Be sure to print, sign, and date the second page of this request form.
   - Your Budget Unit Director will also need to approve your request form.

Form Link: https://www.odu.edu/content/dam/odu/offices/occs/docs/bdms_acctrequest.pdf

Group	Power User	Scan & Index	Scanners	Viewers	AIR	TEST
Finance B-F-DOCS				A	A	

3. In addition, a Service Now *Incident* must be submitted so the WebEx *[Web Extender]* application may be installed at your computer station.

Service Now Link: https://oduprod.service-now.com

How to View Invoice Images:

Actions and Steps

4. Upon entering into an appropriate Financial Form (*i.e.: **FOIDOCH***) where BDM viewing is available, select the **Retrieve** Button in the toolbar. You may also select **Tools > Retrieve Documents**.
   - NOTE: The invoice will only become viewable if it is scanned and indexed!

Helpful Tips & Tricks

Retrieve Button: 

HELPFUL TIPS & TRICKS: You must highlight the **Document Type** field for which you would like to see the original document *(i.e.: see sample screenshot on Page 2*)

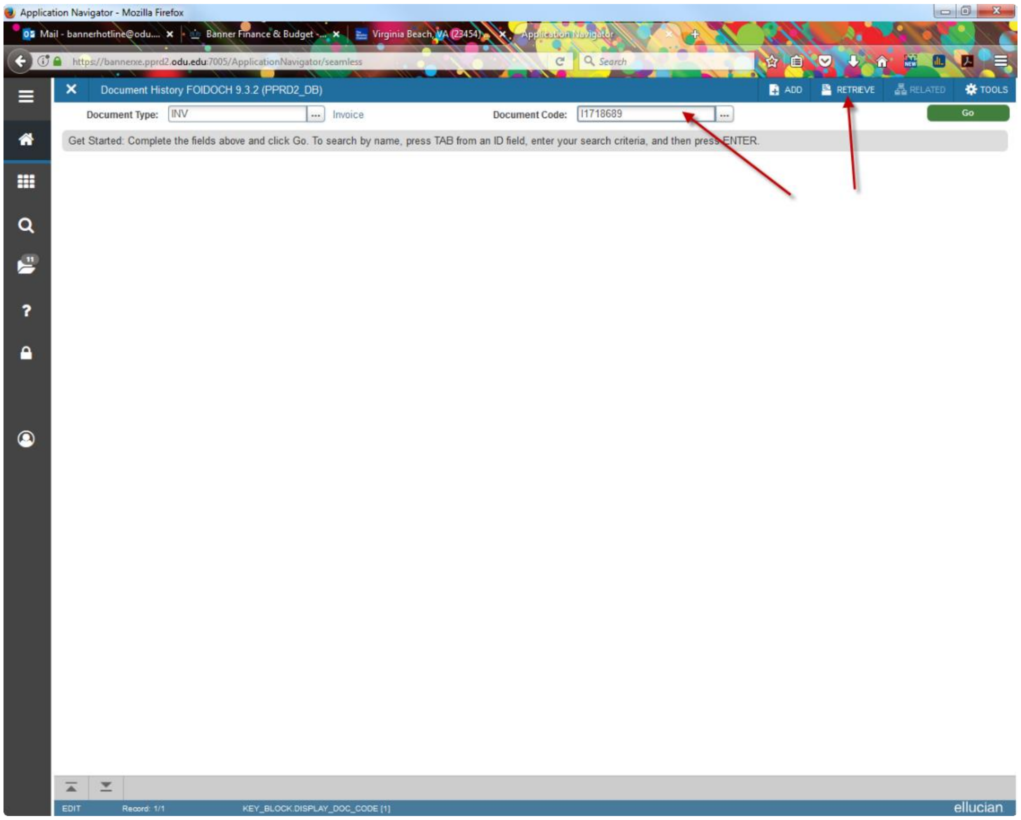
5. Upon selecting the **Retrieve** Button, you will be taken to a screen containing the scanned image of the document.
   - From this screen, you may navigate through each page of the document.
   - When you have finished viewing the invoice, close the application by clicking the **RED X** *[unlike when using other Banner Applications!]*
     - If a Response Window pops up asking if you would like to close the window, select **YES**.

HELPFUL TIPS & TRICKS: Be sure to make note of the number of pages within the selected document, located at the **Auto Hint/Status Line** on the screen.

6. **HELPFUL TIP:** An Error Message Response Window may pop up explaining that there is no invoice or document scanned and indexed for your selection. Simply click **OK**. *[There is no document to view.]*

All invoices were scanned when processed by Accounts Payable as of September 1, 2011. If you receive the error message, it is likely the invoice was not implemented after this date.

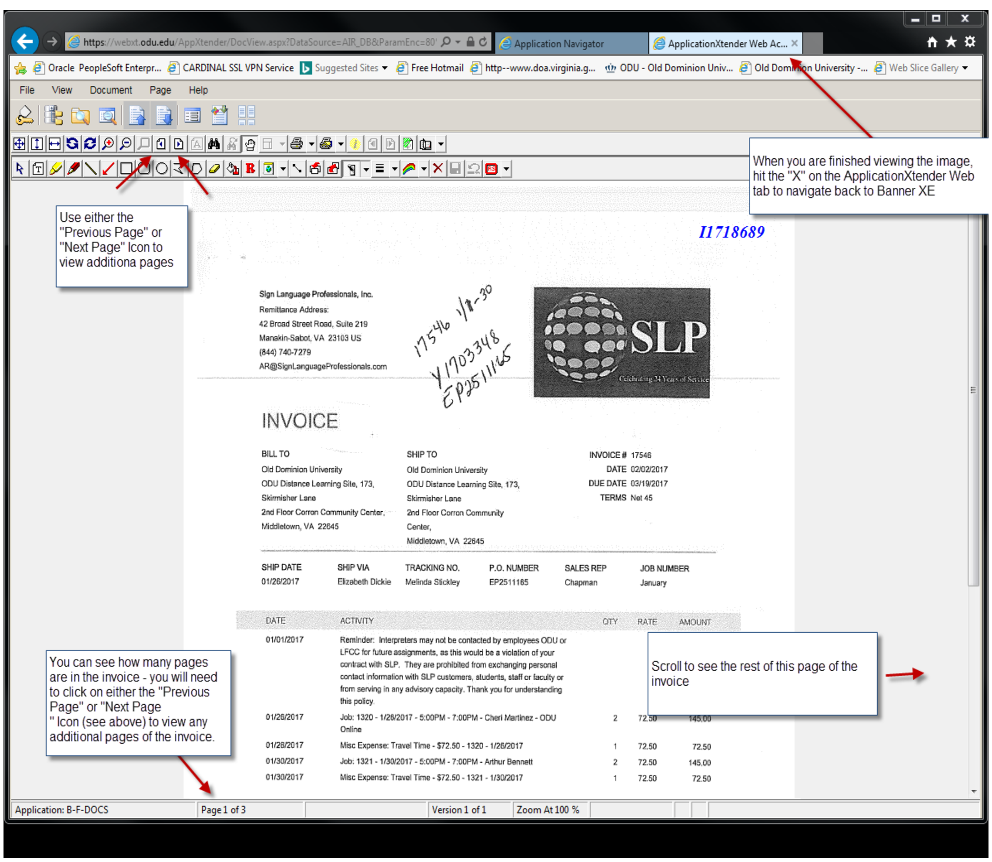
Sample Screenshot: Viewing Invoice Images



Helpful Tips & Tricks:

◈ Your cursor must be in the **Document Code** field to access the scanned image.

Sample Screenshot: Viewing the Image

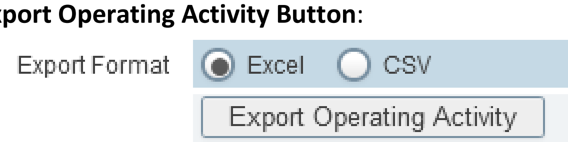
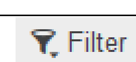


FGIOPAL: Reviewing & Exporting Budget Detail Information

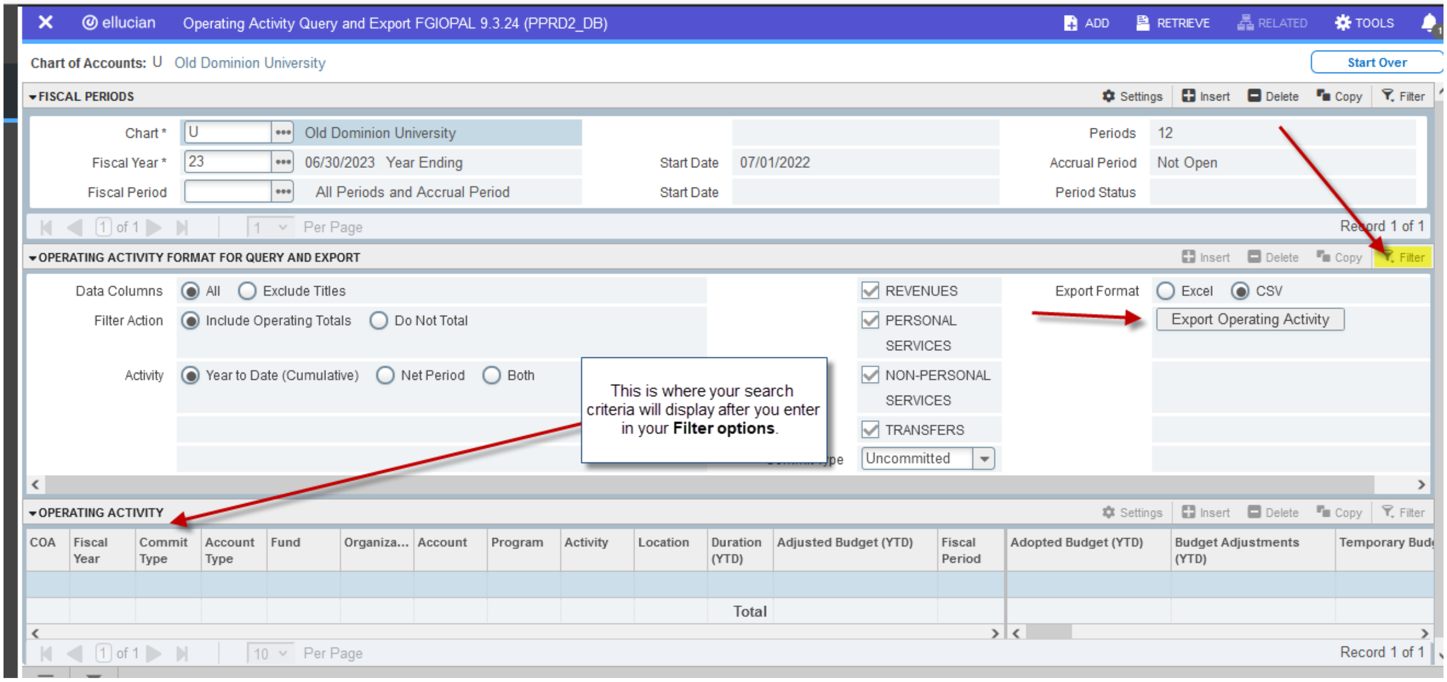
General Information

The **Operating Activity Query & Export [FGIOPAL]** form allows for users to review and export detail budget level data as Excel file (CSV) and report detail for budgets, actuals and encumbrances. This will enable users to choose certain parameters, such as fiscal period, subaccount category, etc. so that data can be manipulated according to users' needs. As always, Banner questions may be sent to bannerhotline@odu.edu

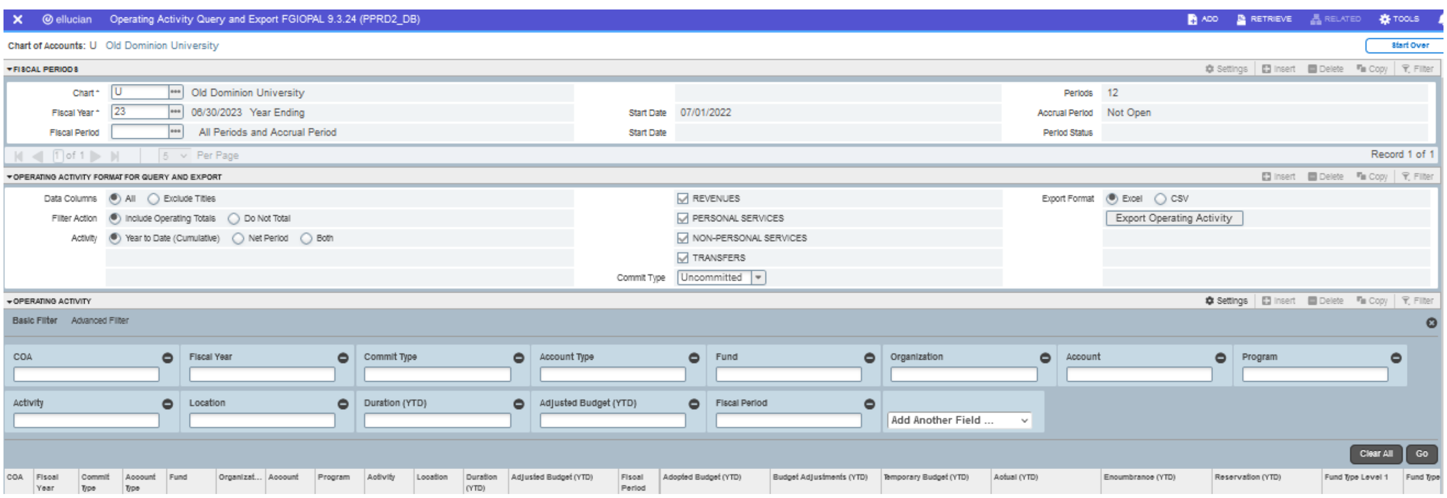
How to view Transaction History and Details:

Actions and Steps	Helpful Tips & Tricks
13. Access the **Operating Activity Query & Export Form [FGIOPAL].**	Type **FGIOPAL** in the **Search Block** field on the **Old Dominion University Home Screen** and press **Enter**.
14. The **Operating Activity Query & Export Form [FGIOPAL]** contains one block to initiate a search which auto-populates: ◈ **Chart of Accounts**: Defaults to "***U***"	This will allow you to access all Budget accounts stored in the Banner system. You will be able to narrow your query search after executing the search and further accessing the form. ***See Step 4***.
15. Click the **Go Button** to load all the information about the Document.	**Go Button** or **Down Arrow** may be used. 
◈ The form allows users to narrow their search parameters within each information block and export the data into an Excel spreadsheet. You may do this by selecting the **Filter Button**. In the middle section of the form, the "Operating Activity," users may filter their search by the following criteria: ◈ Fiscal Year ◈ Fiscal Period* ◈ Activity Settings/Account Category ◈ Organization Budget Code ◈ Excel or CSV Export options Simply click the **Filter Button** in this section to access and enter your preferred search criteria, as listed above.	The **Filter Button** may be used to narrow your search in this form. **Filter Button:**  *The **Fiscal Period** field tells you which accounting period the transaction posted to. *(i.e.: Fiscal Year July – FP01 – June, FP12 with Accrual, FP14).* *This form is a query search form and allows flexibility with search criteria. After selecting preferred search criteria, users may export the data into an Excel or CSV document and save or print the document.*
16. After entering your search criteria (*for example, **Organization Budget Code** and **Fiscal Year***), click the **Filter Go Button**. Your search will execute.	**Filter Go Button:** 
17. If you prefer to export this data after executing the above search, Select your **Export Format (Excel or CSV) Radio Button** you prefer and click the **Export Operating Activity Button**. After doing so, a pop-up window will display, select the **OK Button** and the spreadsheet in your chosen format will automatically display. You may Save or Print this spreadsheet.	**Export Format Radio Buttons** and **Export Operating Activity Button**: 
18. If you wish to perform research with different search criteria, click the Filter button. This will allow you to re-enter search parameters.	**Filter Button:** 
19. Remember to log out of Banner when you leave your desk.	Click the **ODU Home Screen** button on the toolbar.

FGIOPAL Sample Screenshot:



Filter Options Screenshot:



Helpful Tips & Tricks:

- This form is a filter-only form – you may filter most any of the fields displayed in the Filter section!
- Remember to refer to the Office of Finance Directory on the website at: https://www.odu.edu/finance/directory.