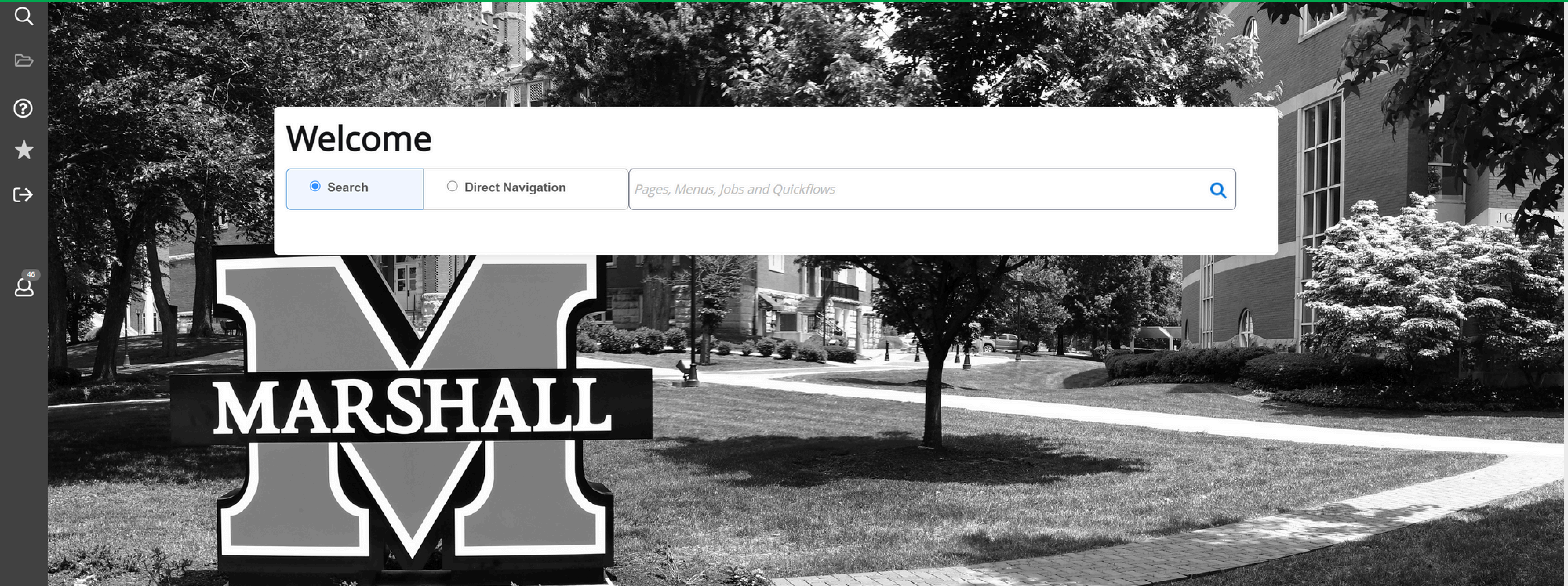
Banner Usage for Grantsmanship

Available Balance, Expenditures, and Payments in Banner (Requisitions, Purchase Orders (PO) and Encumbrances)



MARSHALL RESEARCH CORPORATION

Last updated 6/4/2025

Table of Contents

NOTE: This guide reviews financial management in banner 9. It does not provide instructions for creating banner encumbrances and requisitions. MURC compliance has detailed instructional guides for creating requisitions and encumbrances. Please reach out to your assigned compliance officer directly for these resources.

Getting Banner Access

To obtain access to Banner you need:

1. *If you are a first-time Banner user:* Complete the [Banner Basic Navigation Course].
   - This is a virtual training.
   - After you have completed Banner Navigation, you have to complete the required document here. Be sure to follow directions for appropriate signatures.

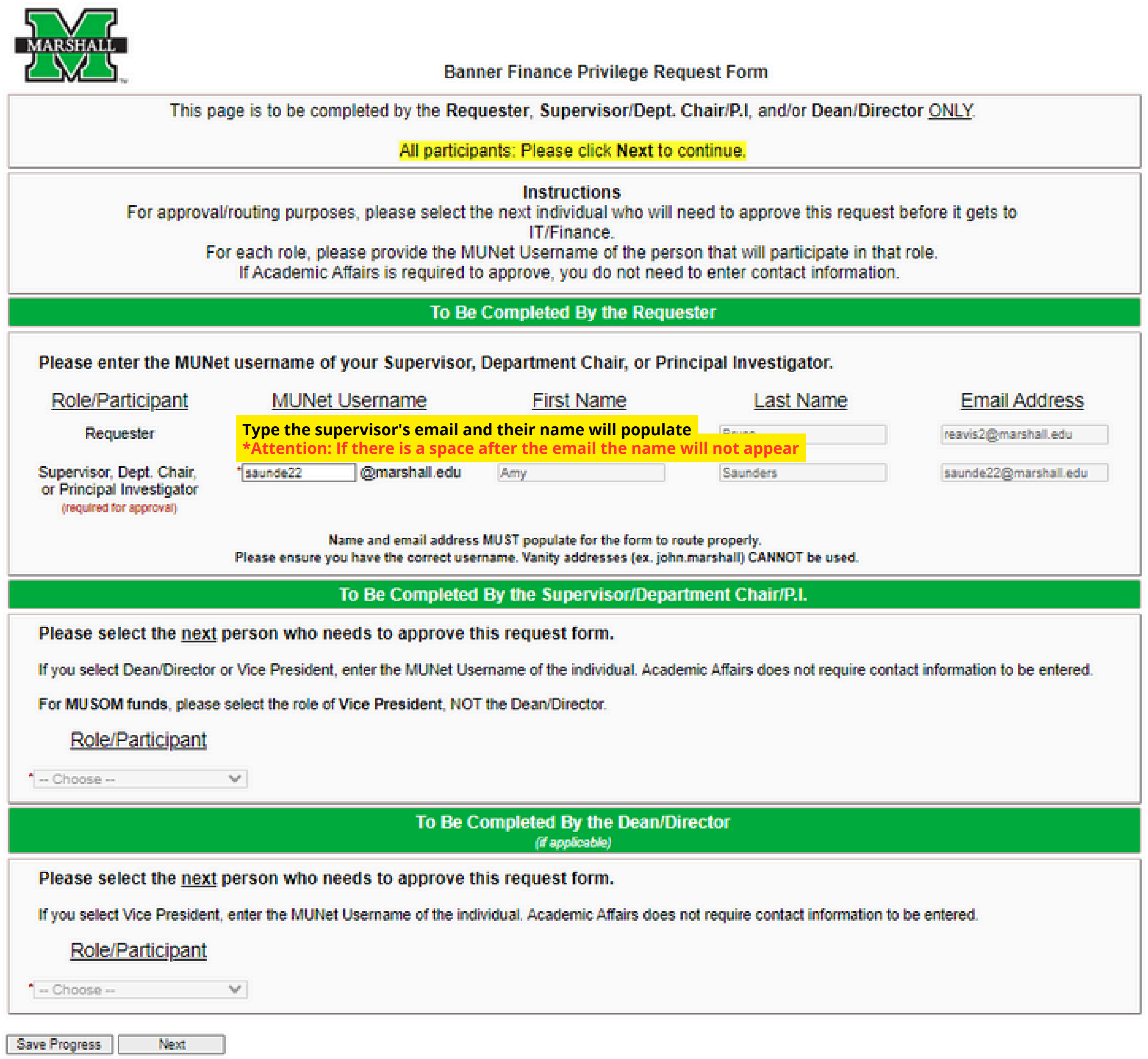
2. *Anytime you get a new fund this step needs to be completed*: Complete the Banner Privilege Request Form here.
   - This is a dynamic form that will be routed to your supervisor for approval.
   - You will need the fund number, org, and supervisor's email.
   - Once you sign it will be routed for signature and approval.

3. Those working remotely: The Virtual Private Network (VPN) service is required to connect you to the Marshall University Network (MUNet). This is needed to access:
   - Banner-related services not available thru myMU (e.g. Banner Production and Pre-prod environments)
   - Network Shares
   - Internal SharePoint sites
   - Remote Desktop Access to a computer or server

To access and view installation instructions visit the VPN page here. For any issues with installation contact IT at itservicedesk@marshall.edu or 304-696-3200

It is also recommended to obtain access to MURC Informational Reports. This allows you to view payroll and P-card information. Payroll is helpful during grant reporting. This form is provided by Kayla Perry, our assigned Post-Award Officer during fund set-up. You can also access here. Complete the form, send it to Amy Saunders, and copy Dee Lacy for signature and processing.

Banner Finance Privilege Request Form


Banner Finance Privilege Request Form

This page is to be completed by the **Requester**, **Supervisor/Dept. Chair/P.I**, and/or **Dean/Director** ONLY.

All participants: Please click **Next** to continue.

Instructions
For approval/routing purposes, please select the next individual who will need to approve this request before it gets to IT/Finance.
For each role, please provide the MUNet Username of the person that will participate in that role.
If Academic Affairs is required to approve, you do not need to enter contact information.

To Be Completed By the Requester

Please enter the MUNet username of your Supervisor, Department Chair, or Principal Investigator.

Role/Participant	MUNet Username	First Name	Last Name	Email Address
Requester		Bruce		reavis2@marshall.edu
Supervisor, Dept. Chair, or Principal Investigator (required for approval)	saunde22 @marshall.edu	Amy	Saunders	saunde22@marshall.edu

Type the supervisor's email and their name will populate
*Attention: If there is a space after the email the name will not appear

Name and email address MUST populate for the form to route properly.
Please ensure you have the correct username. Vanity addresses (ex. john.marshall) CANNOT be used.

To Be Completed By the Supervisor/Department Chair/P.I.

Please select the next person who needs to approve this request form.

If you select Dean/Director or Vice President, enter the MUNet Username of the individual. Academic Affairs does not require contact information to be entered.

For **MUSOM funds**, please select the role of **Vice President**, NOT the Dean/Director.

Role/Participant

-- Choose --

To Be Completed By the Dean/Director
(if applicable)

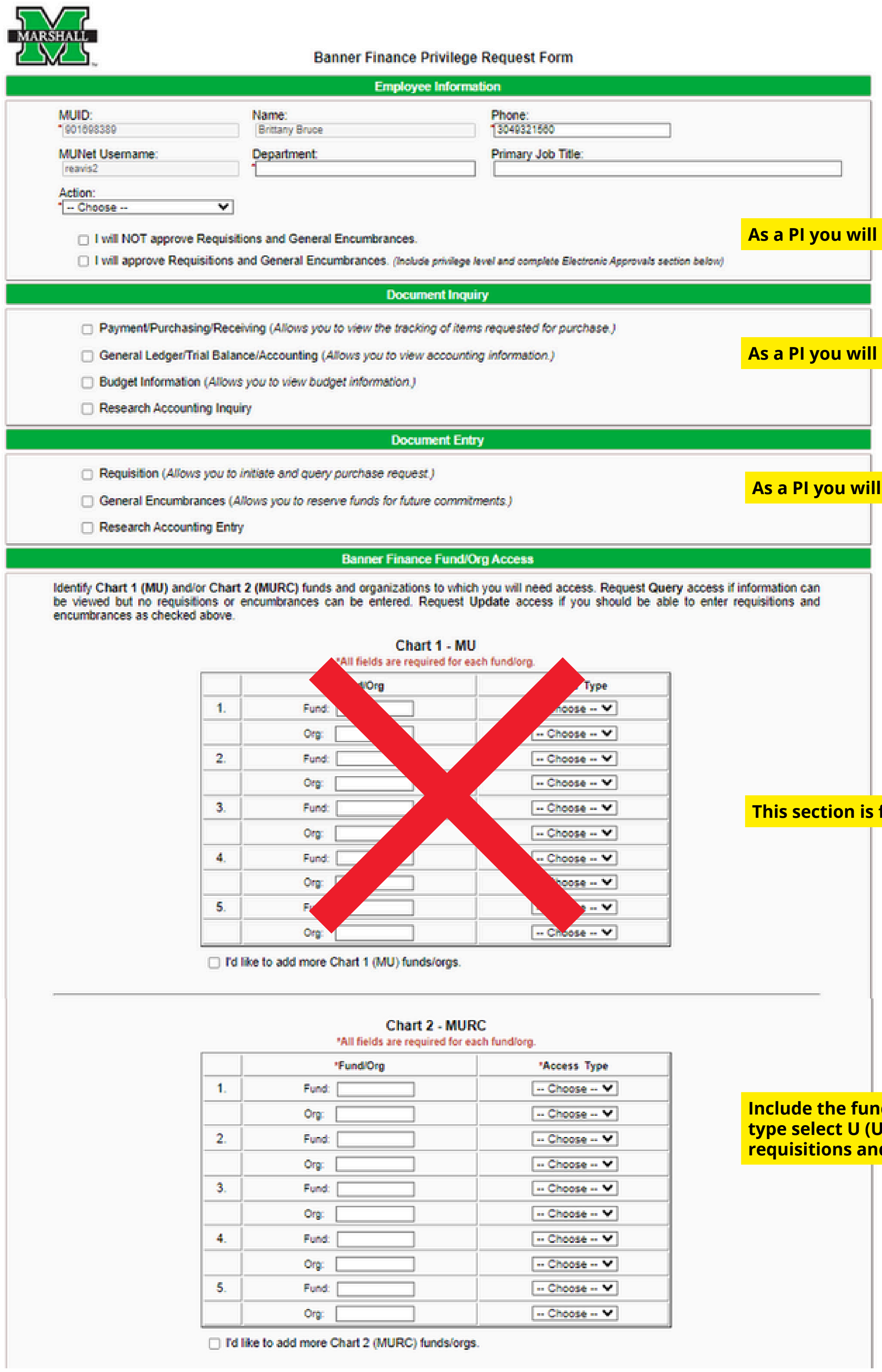
Please select the next person who needs to approve this request form.

If you select Vice President, enter the MUNet Username of the individual. Academic Affairs does not require contact information to be entered.

Role/Participant

-- Choose --

Save Progress | Next


Banner Finance Privilege Request Form

Employee Information

MUID: 901698389 | Name: Brittany Bruce | Phone: 3049321660
MUNet Username: reavis2 | Department: | Primary Job Title:
Action: -- Choose --

I will NOT approve Requisitions and General Encumbrances.
I will approve Requisitions and General Encumbrances. *(Include privilege level and complete Electronic Approvals section below)*

Document Inquiry

Payment/Purchasing/Receiving *(Allows you to view the tracking of items requested for purchase.)*
General Ledger/Trial Balance/Accounting *(Allows you to view accounting information.)*
Budget Information *(Allows you to view budget information.)*
Research Accounting Inquiry

Document Entry

Requisition *(Allows you to initiate and query purchase request.)*
General Encumbrances *(Allows you to reserve funds for future commitments.)*
Research Accounting Entry

Banner Finance Fund/Org Access

Identify Chart 1 (MU) and/or Chart 2 (MURC) funds and organizations to which you will need access. Request **Query** access if information can be viewed but no requisitions or encumbrances can be entered. Request **Update** access if you should be able to enter requisitions and encumbrances as checked above.

Chart 1 - MU
*All fields are required for each fund/org.

	*Fund/Org	*Access Type
1.	Fund:	-- Choose --
	Org:	-- Choose --
2.	Fund:	-- Choose --
	Org:	-- Choose --
3.	Fund:	-- Choose --
	Org:	-- Choose --
4.	Fund:	-- Choose --
	Org:	-- Choose --
5.	Fund:	-- Choose --
	Org:	-- Choose --

I'd like to add more Chart 1 (MU) funds/orgs.

Chart 2 - MURC
*All fields are required for each fund/org.

	*Fund/Org	*Access Type
1.	Fund:	-- Choose --
	Org:	-- Choose --
2.	Fund:	-- Choose --
	Org:	-- Choose --
3.	Fund:	-- Choose --
	Org:	-- Choose --
4.	Fund:	-- Choose --
	Org:	-- Choose --
5.	Fund:	-- Choose --
	Org:	-- Choose --

I'd like to add more Chart 2 (MURC) funds/orgs.

As a PI you will need to select the second choice

As a PI you will need to select all for full access.

As a PI you will need to select all for full access.

This section is for Marshall funds. See below section.

Include the fund(s) that you need access to. For access type select U (Update). This gives you the ability to enter requisitions and encumbrances.

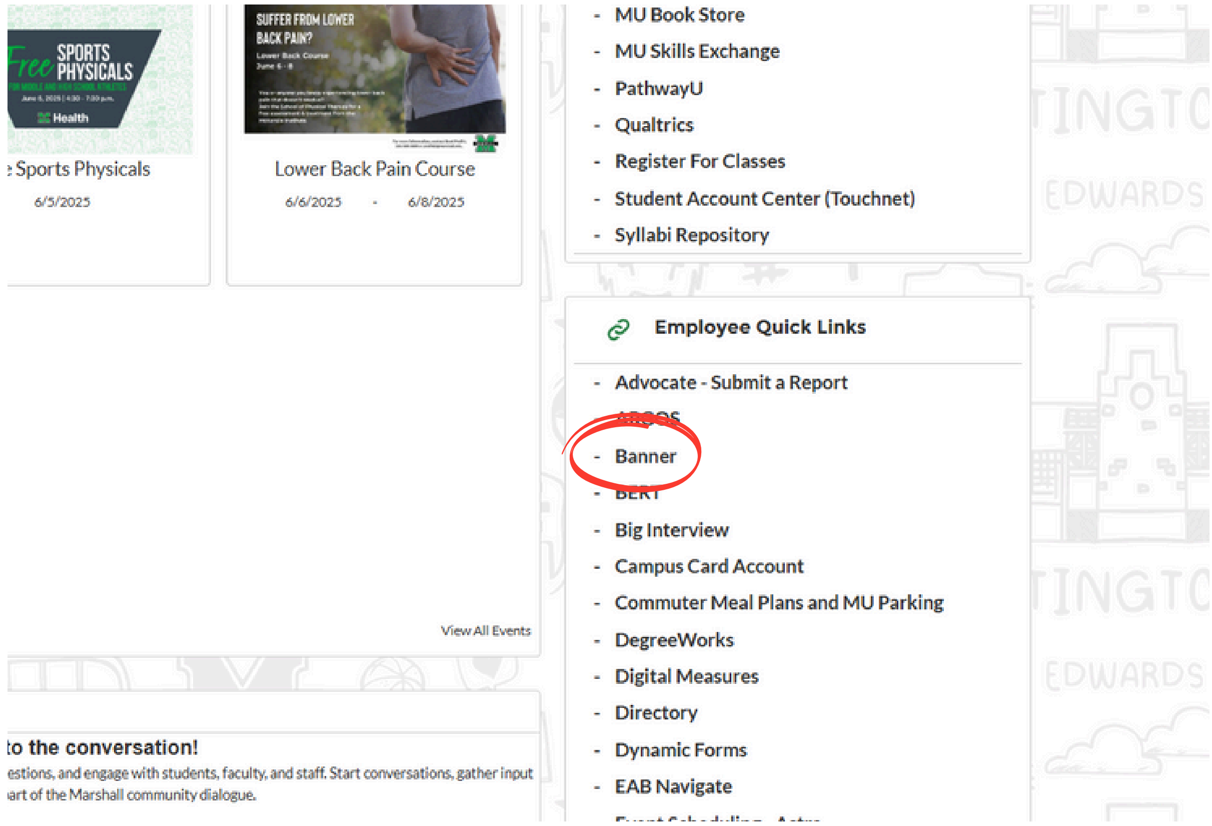
MARSHALL RESEARCH CORPORATION

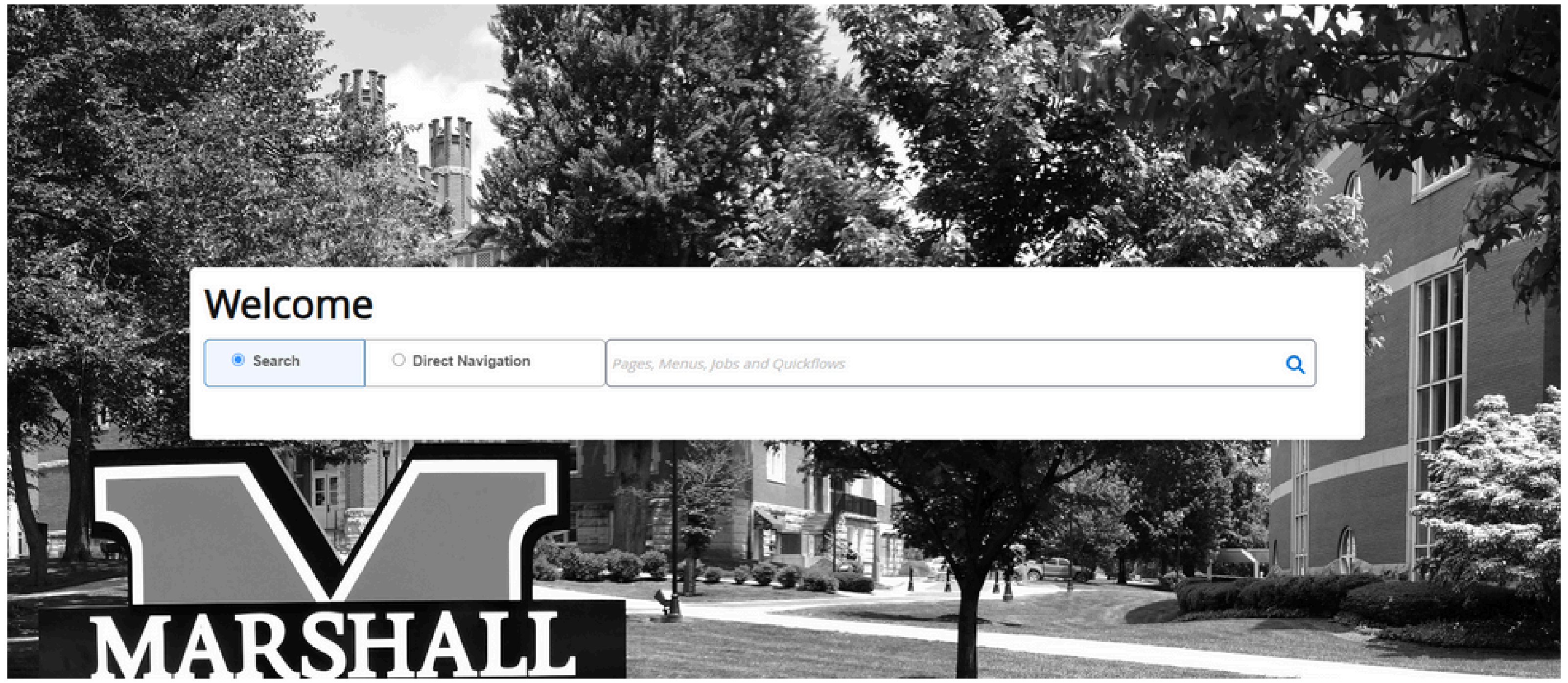
How to Login to Banner

There are two ways to Access Banner:

1. Use the direct link here.
2. Login into MyMU Portal on the Employee QuickLinks menu.
   - On the next screen you will see *To access the Banner Database selection menu, please click here.*
   - Then click on the Banner 9 link.

Note: You will need to sign in to myMU or the Banner 9 Production (BANPROD) page with your MUNet credentials to access Application Navigator.





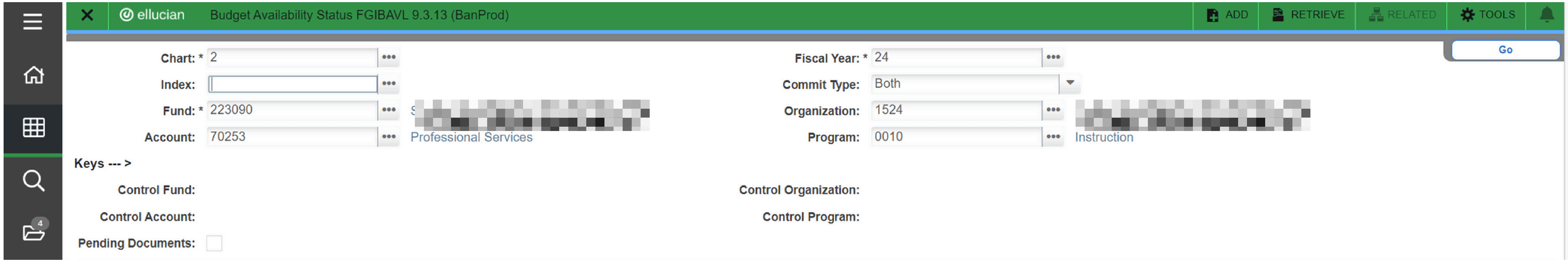
FGIBAVL: How to Check Account Availability

MARSHALL RESEARCH CORPORATION

This screen will show the most up to date balance on your MURC fund. It shows balance by line item and overall total.

To populate balance, fill in:

- **Chart**: 2
- **Fund**: Put the fund number you are inquiring about here.
- **Account**: 601
- **Fiscal Year**: Current fiscal year unless want to look at past fund availability.
- **Commit Type**: Both
- **Hit Go** or Alt Page Down as a shortcut



Screen FGIBAVL: What does it mean?

This screen is viewed by fiscal year (July - June)

- **Adjusted Balance**: What is available in the account as of June 30. Commitments are included in the total.
- **YTD Activity**: Any expenses since the beginning of the year.
- **Commitments**: Anything encumbered to the fund but not charged.
    - MURC encumbers salary and benefits for MURC employees only through the end date of the fiscal year or the end date of the grant; whichever comes first.
    - Encumbered payroll can be viewed in MURC Informational Reports.
    - **Encumbrances and Purchase Orders for equipment/supplies and travel are reflected in their respective budget lines.**
    - Contractual Pool Budget is where the money is allocated to the Sub-awardee's lives. This is where the money is pulled from when an invoice is submitted, and a requisition is created.
- **Available Balance:** The current balance available for spending. Commitments are reflected in the available balance column

ellucian Budget Availability Status FGIBAVL 9.3.13 (BanProd) ADD RETRIEVE RELATED TOOLS

Chart: 2 Fiscal Year: 24 Index: Commit Type: Both Fund: [redacted] Organization: [redacted] Start Over

Account: 70253 Professional Services Program: 0010 Instruction Keys --- > Control Fund: 223090 Control Organization: Control Account: 704B Control Program: Pending Documents:

BUDGET AVAILABILITY STATUS — Insert Delete Copy More Information Filter

Account	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance	Pending Documents
704B	Contractual Pool Budget	212,212.39	21,966.75	154,447.52	35,798.12	

FRIGITD: How to check available balance

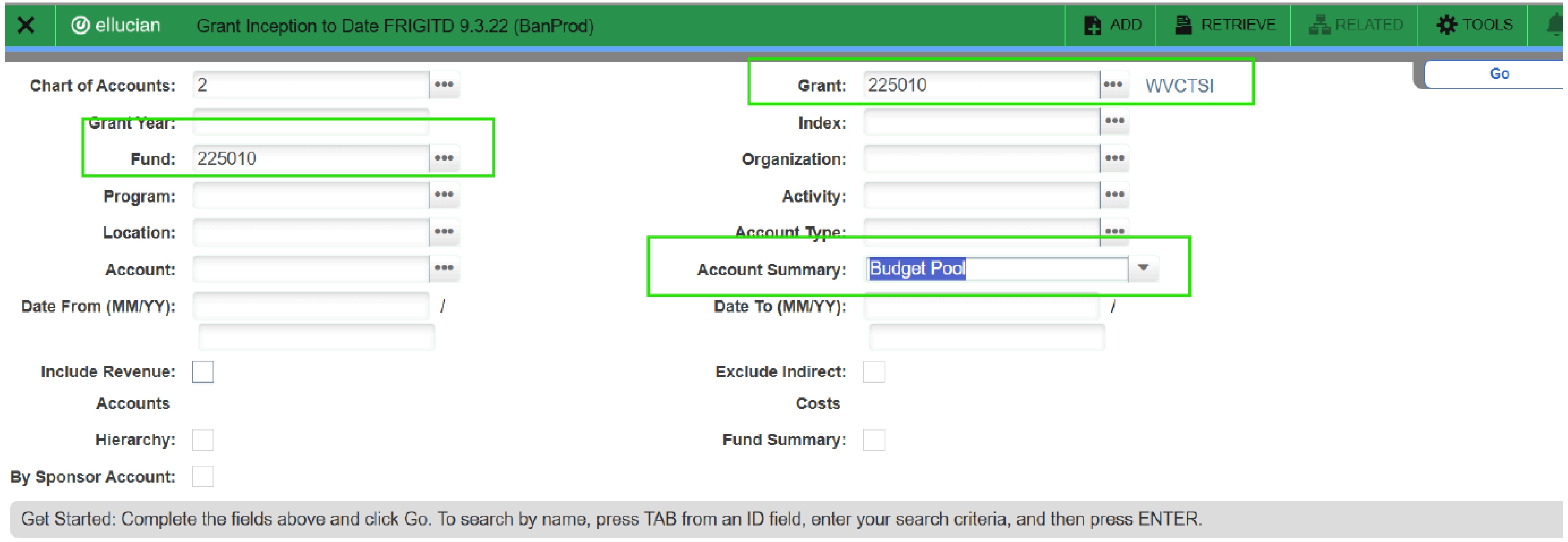
This screen will show the balance on the MURC fund by line item and total across fiscal years. This pulls the same balance data as FGIBAVL, but the view is not limited by the FY.

To populate balance, fill in:

- **Chart:** 2
- **Fund:** MURC fund#
- **Grant:** MURC fund#
- **Account Summary:** Budget Pool
- **Org:** Org associated with MURC fund#

Please Note: all other sections should be blank

- **Hit Go** or Alt Page Down as a shortcut



FRIGITD: How to check available balance

This screen shows budget, expenses, and balance for award term.

- **Adjusted Budget:** This is the balance on the award at the start date. It reflects any budget modifications that have been made during the award cycle.
- **YTD Activity:** Any expenses since the start date of the award.
- **Commitments:** Anything encumbered to the fund, but not yet entered for posting.
  - MURC encumbers salary and benefits for MURC employees only through the end date of the fiscal year or the end date of the grant; whichever comes first.
    - Encumbered payroll can be viewed in MURC Informational Reports.
  - Encumbrances and Purchase Orders for equipment/supplies and travel are reflected in their respective budget lines.
- **Available Balance:** The current balance available for spending. Commitments are reflected in the available balance column.
  - **NOTE:** Be aware of most recently closed month.
- All columns are subtotaled at the bottom of the screen.

ellucian Grant Inception to Date FRIGITD 9.3.22 (BanProd) — ADD · RETRIEVE · RELATED · TOOLS

Start Over

Chart of Accounts: 2 **Grant:** 225010 WVCTSI **Grant Year:** **Index:** **Fund:** 225010 **Organization:** **Program:** **Activity:** **Location:** **Account Type:**

Account: **Account Summary:** Budget Pool **Date From (MM/YY):** / **Date To (MM/YY):** / **Include Revenue Accounts:** **Exclude Indirect Costs:**

Hierarchy: **Fund Summary:** **By Sponsor Account:**

GRANT INCEPTION TO DATE — Insert · Delete · Copy · Filter

Account	Type	Description	Adjusted Budget	Activity	Commitments	Available Balance
601B	L	Salaries/Personnel Pool Budget	537,447.00	412,709.45	9,904.93	114,832.62
602B	L	Fringe Benefits Pool Budget	137,475.00	94,364.08	2,560.42	40,550.50
701B	E	Travel Pool Budget	3,054.00	1,738.94	0.00	1,315.06
702B	E	Equipment Pool Budget	0.00	0.00	8,150.00	-8,150.00
703B	E	Supplies Pool Budget	2,000.00	57.99	0.00	1,942.01
790B	E	Indirect Cost Pool Budget	326,388.00	205,664.72	0.00	120,723.28

1 of 1 · 10 Per Page · Record 1 of 6

NET TOTAL — Insert · Delete · Copy · Filter

Adjusted Budget	Activity	Commitments	Available Balance
1,006,364.00	714,535.18	20,615.35	271,213.47

FGIBAVL and FRIGITD

IMPORTANT information regarding posting dates

This screen will show the most up to date balance on your MURC fund. It shows balance by line item and overall total.

This is a real-time balance **with the exception of three items:**

- MU Payroll beyond the most recently closed month.
- P-Card Expenses beyond the most recently closed month.
- Indirect costs beyond the most recently closed month.
  - These three expense types are uploaded on the 10th -15th of the following month. Example: October P-Card won't be reflected until mid November.
- Departments are notified when accounting has closed each month via this email
- When viewing FGIBAVL be cognizant of the most recently closed month. For example: If viewing at the beginning of a month, understand that the above expense types are not yet reflected and account for them accordingly

It is important to view the balance in FGIBAVL on a routine basis. It is recommended to review monthly at minimum.

MARSHALL RESEARCH CORPORATION

MURC Reports - March 2025

murc-grants-administrators-request@lists.marshall.edu or
To

Good Morning,
The March 2025 reports have been generated and are now available to view on the MURC Financial Reports System.

The MURC FRS site for MURC monthly reports is located here: https://murcapps.marshall.edu/murc-frs/prod/login.php

The Principal Investigator, Co-PI, and anyone they designate to copy reports can access these monthly reports.

It is important that you review this information and inform MURC Compliance of any errors to ensure accurate financial reporting and accurate billing
If anything is incorrect or you have any questions about the reports, please contact your MURC Compliance contact.

MURC payroll registers and P'Card detail reports are accessible via the MURC web-based Financial Reports System. To access the system, go to: http://muwe new.marshall.edu/murc/frs/. Complete the request form and submit it to Kristen Martin

MURC Reports Instructions

- Follow this link: https://murcapps.marshall.edu/murc-frs/prod/login.php
- Log-in using your MUNet username and password (this is the same login you use for MyMU)
  - Contact the IT Helpdesk if you need to reset your MUNet password
- In the "Available Reports & Options" section, click "Grants Monthly Reports"
- Select the Month from the dropdown list
- Select the Detail Grants Report or Summary Report from the "Available Reports" list

You have received this message because you are subscribed to the MURC Grants Administrators list for MURC Fund PIs, Co-PIs, and Administrators. If you are no longer affiliated with a MURC grant, contract, or fund, and you wish to be removed from the list, click here to unsubscribe or send an email to sympa@lists.marshall.edu with the subject line **unsubscribe murc-grants-administrators**

FGIBDST: How to Drill Down on Expenditure Detail

MARSHALL
RESEARCH CORPORATION

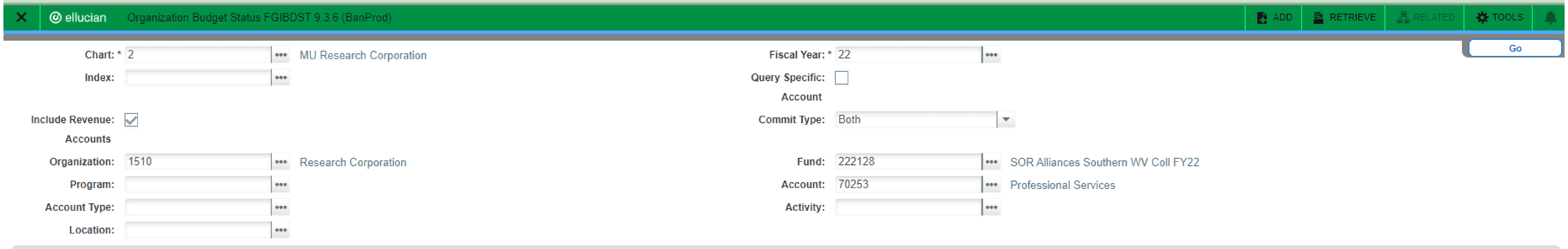
This screen allows you to “drill down” to see detailed transactions by account code.

Fill in:

- **Chart:** 2
- **Fiscal Year**
- **Commit Type:** Both
- **Fund:** MURC Fund
- **Organization**
- **Hit Go** or Alt Page Down

This screen is viewed by fiscal year (July-June)

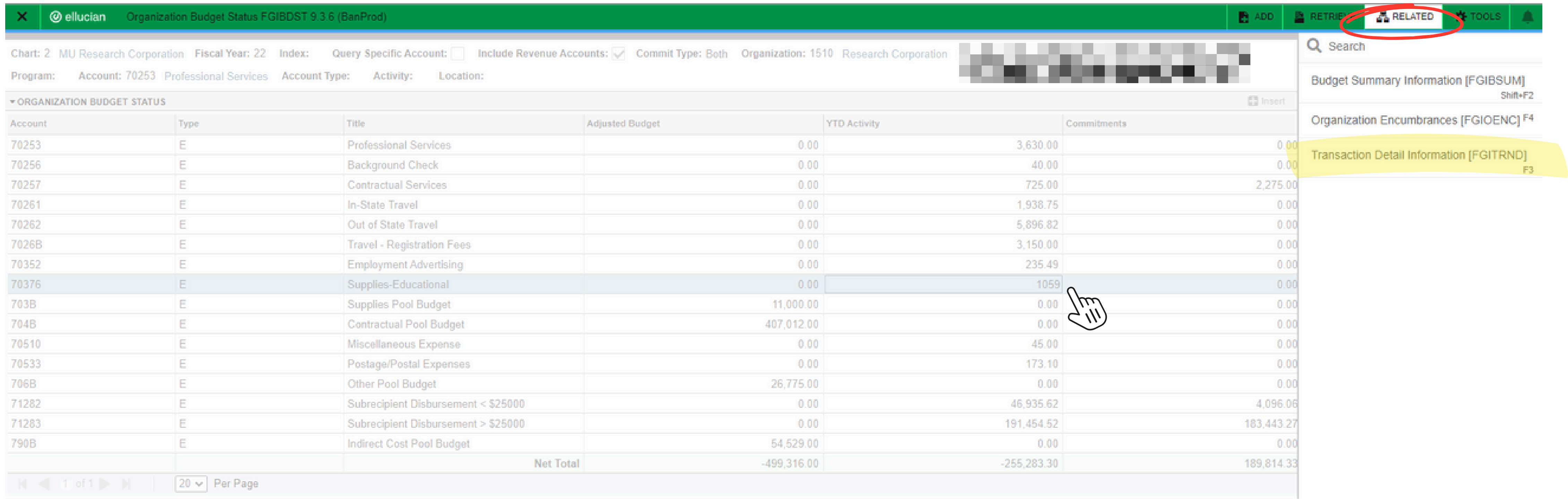
- If you need to review expenses from a prior FY, edit Fiscal Year field.
- Please note: this screen is useful for viewing **expenditure detail** by account code. Use FGIBAVL to check on **balance** information. Use FGIBDST to check on **expenditure** information.

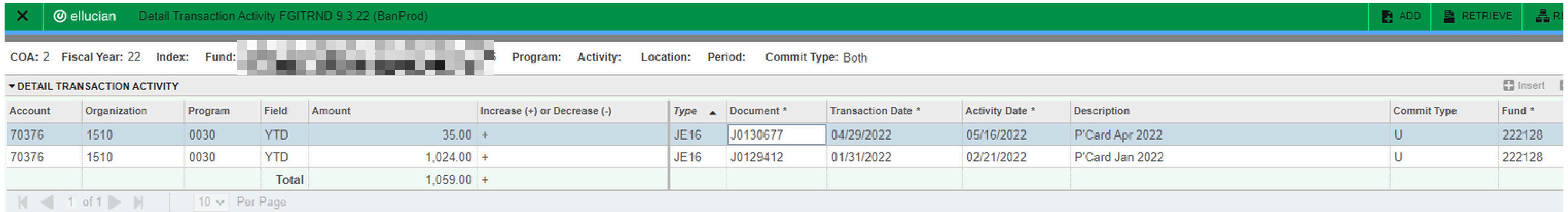


FGIBDST: How to drill down on expenditure detail

This screen allows you to see a list of detailed transactions that is broken down by account code. From this screen, you can drill down on the expense in account code.

- On-screen FGIBDST, put the cursor on YTD Activity
- Click on the account code then select **Related** in the top right corner of the screen and select **Transaction Detail (FGITRND)**.
- This will populate the detailed transaction list for that account code



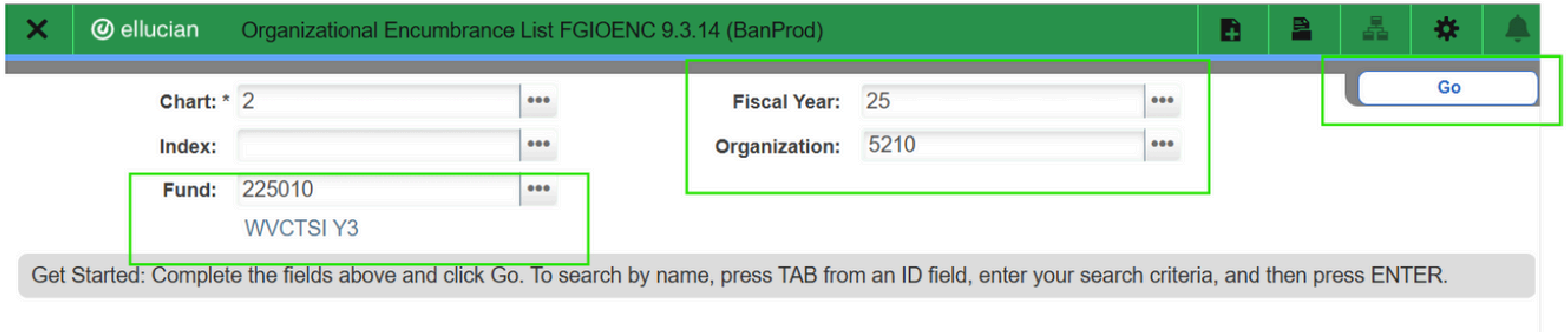


FGIOENC: How to check what is encumbered

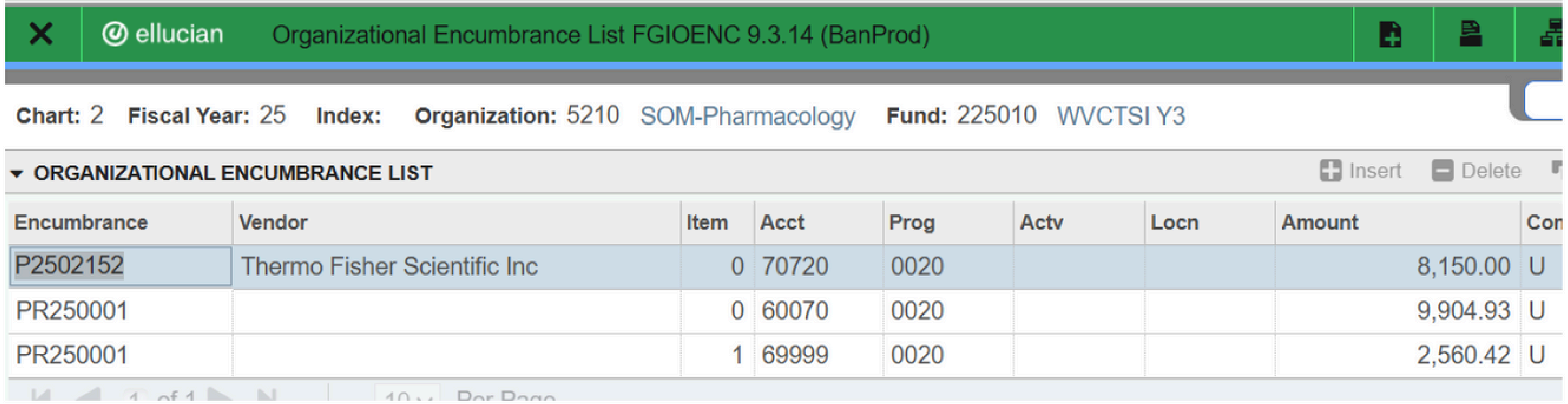
MARSHALL RESEARCH CORPORATION

This screen allows you to see a list of open Purchase Orders and Encumbrances.

- Navigate to FGIOENC on Banner home screen
- Type in Fund, Org, and FY
- Hit Go or Alt Page Down



- All open/unpaid Encumbrances and Purchase Orders will be reflected in the detailed listing below:



FGIOENC: How to check what is encumbered

- All open/unpaid Encumbrances and Purchase Orders will be reflected in this screen.
- Periodically review this screen to check on open/unpaid commitments.
  - Submit unpaid invoices to MURC for payment or contact your assigned Compliance Administrator to close the commitment if the items are no longer needed.
  - **NOTE:** It is the departments responsibility to monitor open commitments and submit invoices to MURC for payment.

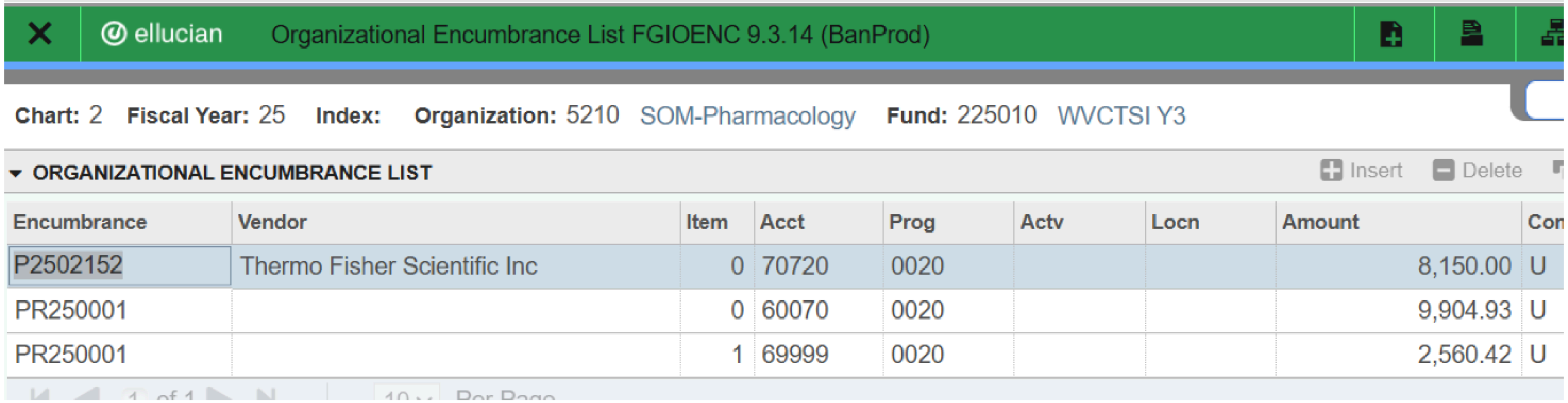

ellucian Organizational Encumbrance List FGIOENC 9.3.14 (BanProd)

Chart: 2 **Fiscal Year:** 25 **Index:** **Organization:** 5210 SOM-Pharmacology **Fund:** 225010 WVCTSI Y3

ORGANIZATIONAL ENCUMBRANCE LIST Insert Delete

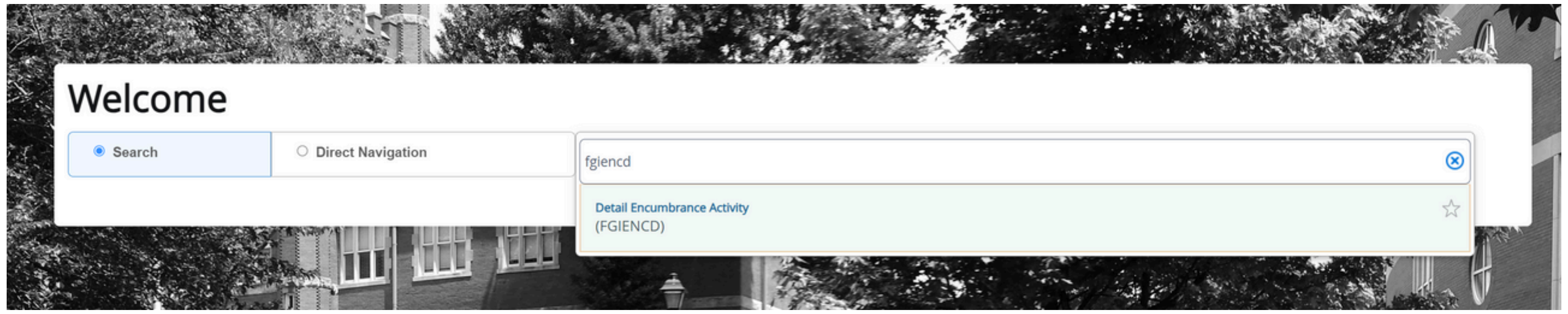
Encumbrance	Vendor	Item	Acct	Prog	Actv	Locn	Amount	Con
P2502152	Thermo Fisher Scientific Inc	0	70720	0020			8,150.00	U
PR250001		0	60070	0020			9,904.93	U
PR250001		1	69999	0020			2,560.42	U

Helpful Tip: If there are commitments reflected in FGIBAVL, but you aren't sure what they are for, you can use this screen to drill down on all open commitments.

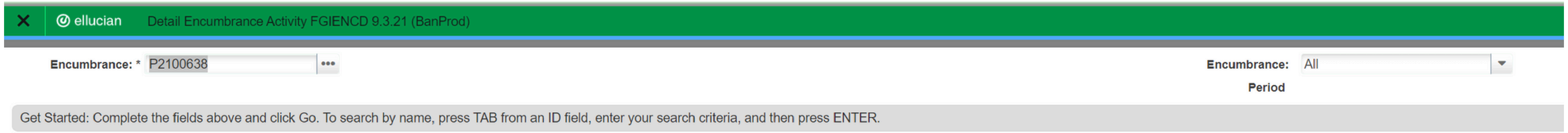
FGIENCD: How to check payment status on Encumbrance/PO

Use this screen to view Purchase Order balances and see payments made against the PO/Encumbrance. For this screen, you will need the Encumbrance or Purchase Order # (must be PO #, not R#)

Type **FGIENCD** in the search box and then hit Enter.



You will be taken to the **Detail Encumbrance Activity** form, enter the PO number in the Encumbrance field and click either GO or Alt-PageDown.



FGIENCD: How to check payment status on Encumbrance/PO

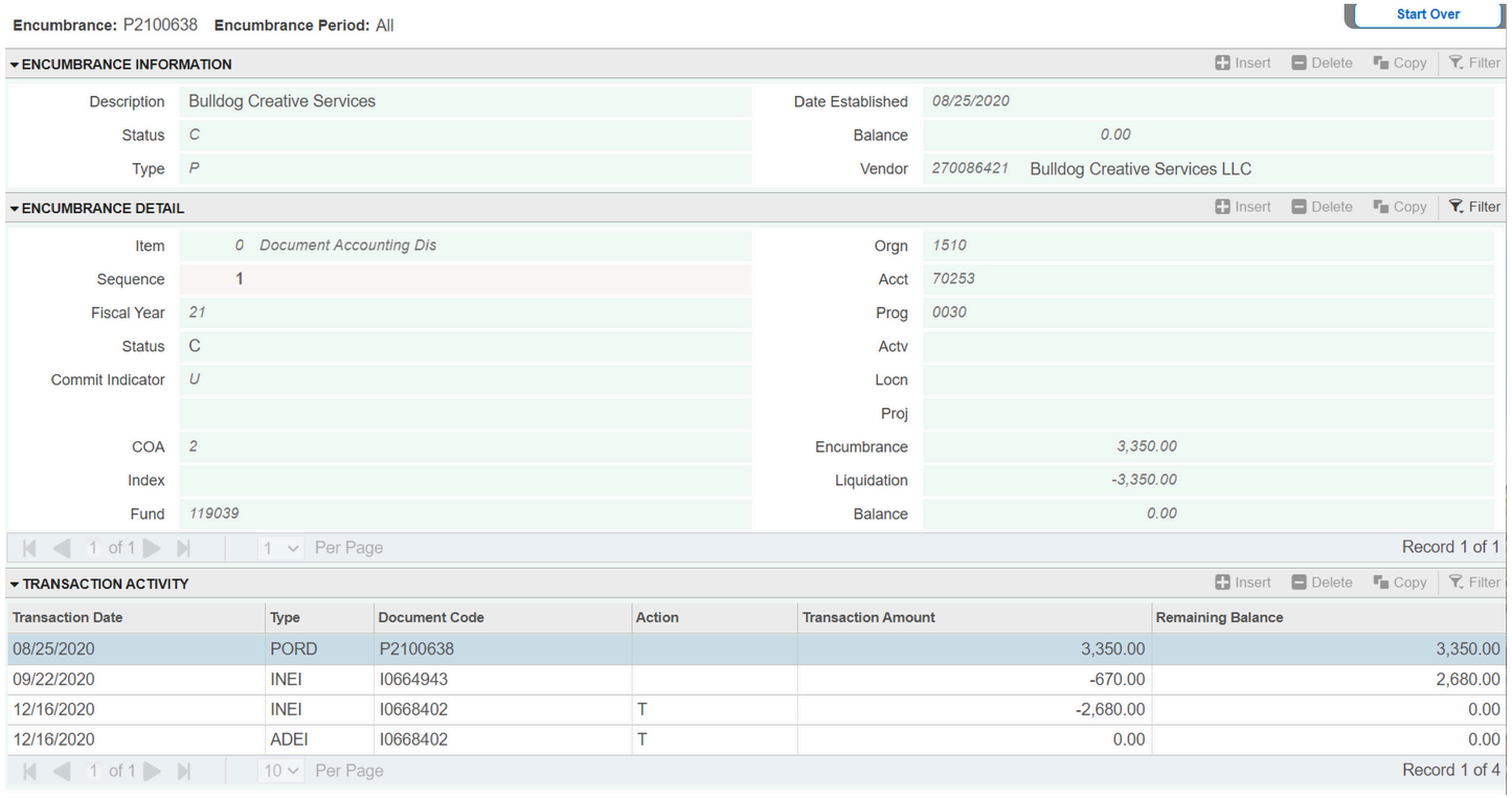
You will now see the Encumbrance Information and your cursor will be in the Encumbrance Detail section. By clicking the right arrow on the bottom left corner of the Encumbrance Detail area, you can scroll through every line of the PO

Note the following Encumbrance Information:

1. **Description** – vendor name
2. **Status** – O or C indicates whether the PO is open or closed
3. **Type** – P indicates that this is a PO
4. **Date Established** – date PO was created
5. **Balance** – balance left on PO
6. **Vendor** – vendor ID and name

Note the following Encumbrance Details:

1. **Item** – a numbered list of what was ordered on the PO
2. **Sequence** – each different Fund, Orgn, Acct, and Prog (FOAP) combination on a line is considered to be a sequence
3. **Fiscal Year** – FY in which PO was created
4. **Status** – O or C, indicating open or closed
5. **Commit Indicator** – U
6. **Index, Fund, Orgn, Acct, and Prog**
7. **Encumbrance** – original amount encumbered on this line
8. **Liquidation** – total of all payments made against the line
9. **Balance** – encumbrance remaining on the line


Encumbrance: P2100638 Encumbrance Period: All
Start Over

ENCUMBRANCE INFORMATION
Insert Delete Copy Filter

Description: Bulldog Creative Services
Status: C
Type: P
Date Established: 08/25/2020
Balance: 0.00
Vendor: 270086421 Bulldog Creative Services LLC

ENCUMBRANCE DETAIL
Insert Delete Copy Filter

Item: 0 Document Accounting Dis
Sequence: 1
Fiscal Year: 21
Status: C
Commit Indicator: U
COA: 2
Index:
Fund: 119039
Orgn: 1510
Acct: 70253
Prog: 0030
Actv:
Locn:
Proj:
Encumbrance: 3,350.00
Liquidation: -3,350.00
Balance: 0.00

1 of 1 | 1 Per Page | Record 1 of 1

TRANSACTION ACTIVITY
Insert Delete Copy Filter

Transaction Date	Type	Document Code	Action	Transaction Amount	Remaining Balance
08/25/2020	PORD	P2100638		3,350.00	3,350.00
09/22/2020	INEI	I0664943		-670.00	2,680.00
12/16/2020	INEI	I0668402	T	-2,680.00	0.00
12/16/2020	ADEI	I0668402	T	0.00	0.00

1 of 1 | 10 Per Page | Record 1 of 4

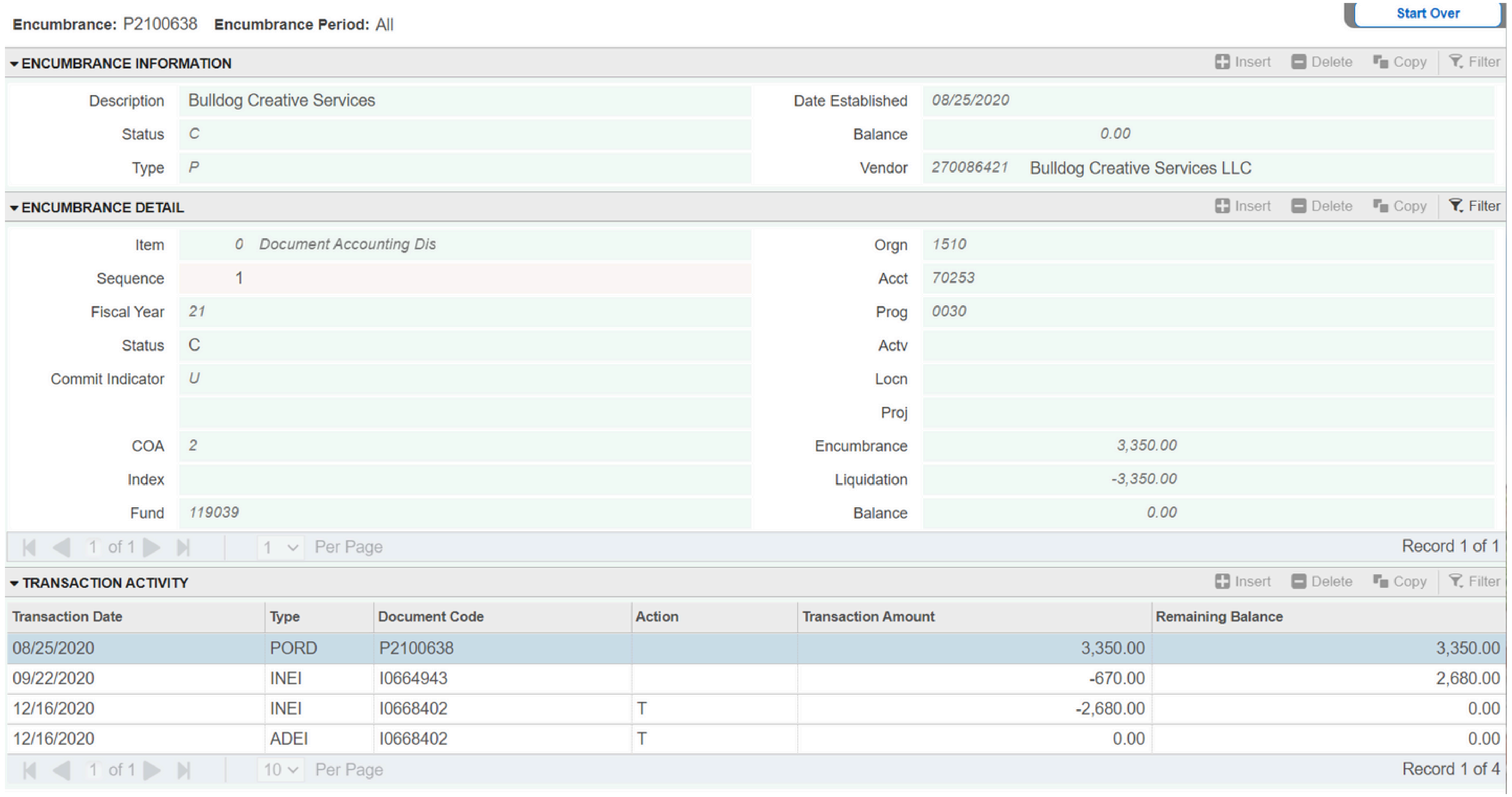
FGIENCD: How to check payment status on Encumbrance/PO

As you scroll through the lines in the Encumbrance Detail, the Transaction Activity section reflects the activity for each line

A few Transaction Types:

- **PORD** = PO created
- **CORD** = Change to PO (a.k.a. "Change Order")
- **INEI** = Invoice entry for payment
  - This means a payment has been made against the PO or Encumbrance. Reflected as a negative amount.
- **ICEI** = Invoice cancellation
- **E090** = Encumbrance roll from the previous year

Helpful Tip: FGIENCD is useful for tracking the status of payment on an Encumbrance/PO. If a vendor asks if a payment has been made, you can navigate to this screen to see payment date. Any "INEI" type is a payment made against the PO/E#. The transaction date is the date the check was cut by MURC.



Start Over

Encumbrance: P2100638 **Encumbrance Period:** All

ENCUMBRANCE INFORMATION — Insert Delete Copy Filter

Description	Bulldog Creative Services	Date Established	08/25/2020
Status	C	Balance	0.00
Type	P	Vendor	270086421 Bulldog Creative Services LLC

ENCUMBRANCE DETAIL — Insert Delete Copy Filter

Item	0 Document Accounting Dis	Orgn	1510
Sequence	1	Acct	70253
Fiscal Year	21	Prog	0030
Status	C	Actv	
Commit Indicator	U	Locn	
		Proj	
COA	2	Encumbrance	3,350.00
Index		Liquidation	-3,350.00
Fund	119039	Balance	0.00

1 of 1 — 1 Per Page — Record 1 of 1

TRANSACTION ACTIVITY — Insert Delete Copy Filter

Transaction Date	Type	Document Code	Action	Transaction Amount	Remaining Balance
08/25/2020	PORD	P2100638		3,350.00	3,350.00
09/22/2020	INEI	I0664943		-670.00	2,680.00
12/16/2020	INEI	I0668402	T	-2,680.00	0.00
12/16/2020	ADEI	I0668402	T	0.00	0.00

1 of 1 — 10 Per Page — Record 1 of 4

Example: This screenshot shows that a PO was created on 8/25/2020 for $3,350 and two payments were made for $670 and $2,680.

Screen FOIDOCH: How to Access Check Number

MARSHALL RESEARCH CORPORATION

This screen allows you to see the status of all documents attached to a completed requisition.
You may inquire about the following document types: **REQ-Requisitions** **PO-Purchase Orders** ***Note: This screen is not used for encumbrances.***

Type **Document Type** (PO or REG) and the **Document Code** (PO or REG number). Hit Go.

Document Type: PO ••• Purchase Order **Document Code:** P2100638 ••• Go

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

A listing of all documents associated with that number will populate. The fields will tell you what the status is of that document.

- Blank- the requisition or PO has not been completed.
- C- The requisition or PO has been completed but not yet approved.
- A- The requisition or PO has been completed and approved.
- P- The document has been paid.
- X- The requisition or PO has been canceled.

Document Type: PO Purchase Order **Document Code:** P2100638 Start Over

▾ DOCUMENT HISTORY Insert Delete Copy Filter

Document Type	Document Number	Status	Status Description
Requisition	R2100638	A	Approved
Purchase Order	P2100638	A	Approved
Invoice	I0664943	P	Paid
Invoice	I0668402	P	Paid
Check Disbursement	00229715		
Check Disbursement	00230744		

1 of 1 10 Per Page Record 1 of 6

FAIVNDH: Vendor Detail History

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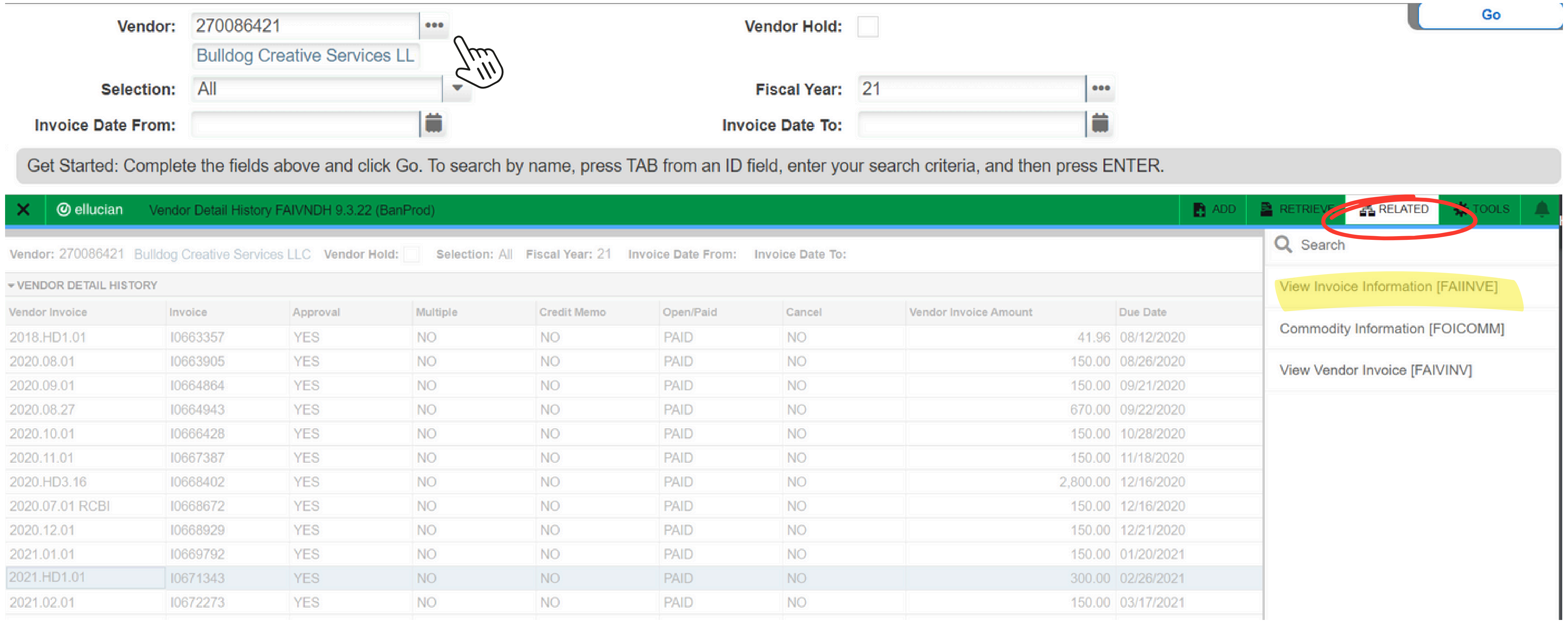
Use this screen to view vendor payment history.

On the Vendor Detail History screen, you will need to know the vendor ID # (FEIN) to search for payment history.
If you do not know the vendor number, please see previous slide for steps on how to identify the vendor if needed.

- In the **Vendor** field, type the vendor's ID # (FEIN).
- The **Selection** field should automatically populate to all.
- You can limit the search by FY, or you can search open ended history. If you would to view a specific FY, enter the # under the **Fiscal Year** field.
- Hit Go or Alt Page Down.
- MURC COA2 Check Numbers will begin with "00".
- MU COA1 Check Numbers will begin with "Z".

To view more information about the vendor you can then click on **Related** in the upper right-hand corner. This will bring up a listing of **Related Forms**. Click **View Invoice Info.** You will then be taken to the query form **FAIINVE**

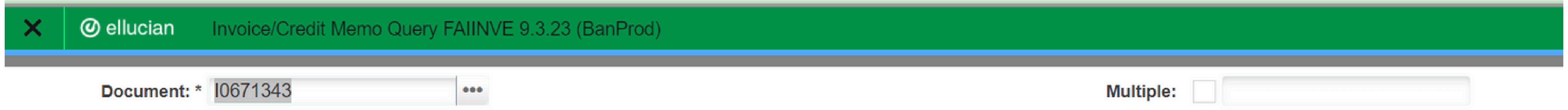


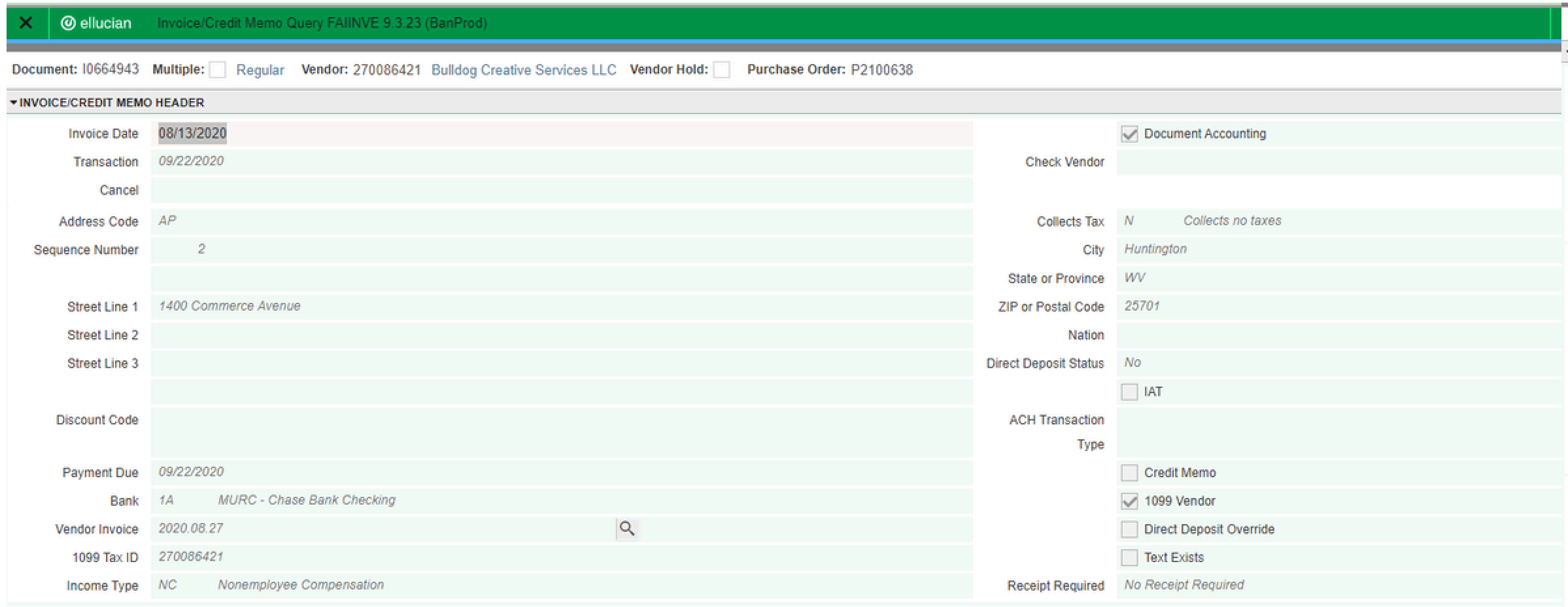
Vendor Invoice	Invoice	Approval	Multiple	Credit Memo	Open/Paid	Cancel	Vendor Invoice Amount	Due Date
2018.HD1.01	I0663357	YES	NO	NO	PAID	NO	41.96	08/12/2020
2020.08.01	I0663905	YES	NO	NO	PAID	NO	150.00	08/26/2020
2020.09.01	I0664864	YES	NO	NO	PAID	NO	150.00	09/21/2020
2020.08.27	I0664943	YES	NO	NO	PAID	NO	670.00	09/22/2020
2020.10.01	I0666428	YES	NO	NO	PAID	NO	150.00	10/28/2020
2020.11.01	I0667387	YES	NO	NO	PAID	NO	150.00	11/18/2020
2020.HD3.16	I0668402	YES	NO	NO	PAID	NO	2,800.00	12/16/2020
2020.07.01 RCBI	I0668672	YES	NO	NO	PAID	NO	150.00	12/16/2020
2020.12.01	I0668929	YES	NO	NO	PAID	NO	150.00	12/21/2020
2021.01.01	I0669792	YES	NO	NO	PAID	NO	150.00	01/20/2021
2021.HD1.01	I0671343	YES	NO	NO	PAID	NO	300.00	02/26/2021
2021.02.01	I0672273	YES	NO	NO	PAID	NO	150.00	03/17/2021

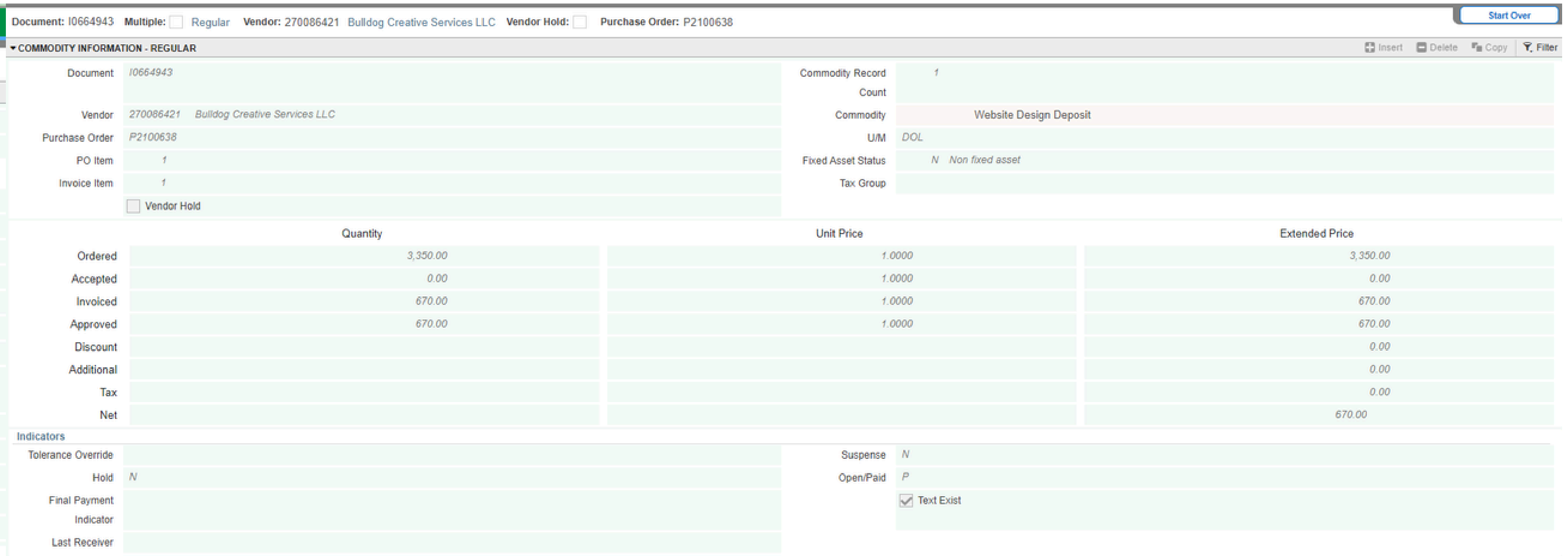
FAIINVE: Invoice Query

This screen allows you to see a detailed invoice view. To use this screen you must have the I# readily available.

  - The I# can be found in FGIENCD. In FGIENCD you can locate the I# under **Transaction Activity**, the third column over titled **Document Code**.
- In FAIINVE type the I# in the **Document** field.
- Hit Go or Alt Page Down through each screen to view the entered invoice information.







FTIIDEN: Looking up a vendor

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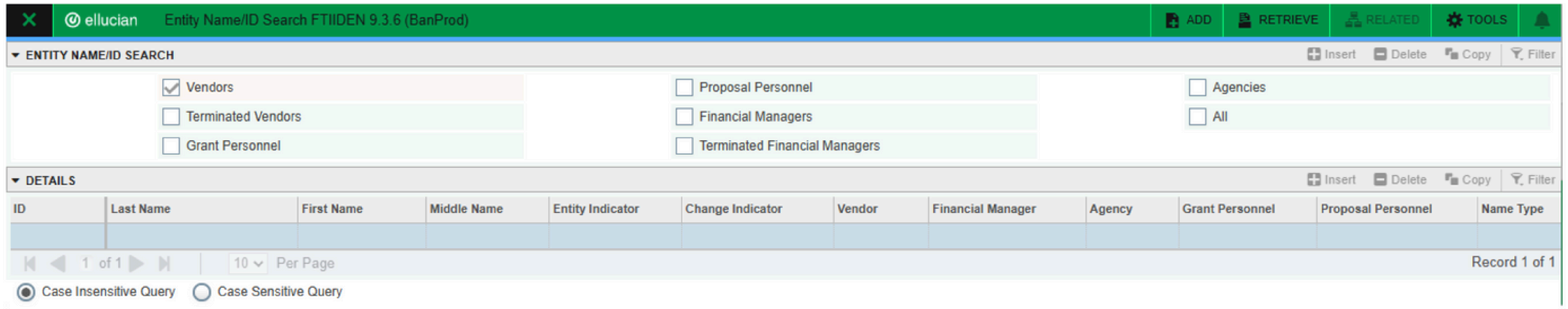
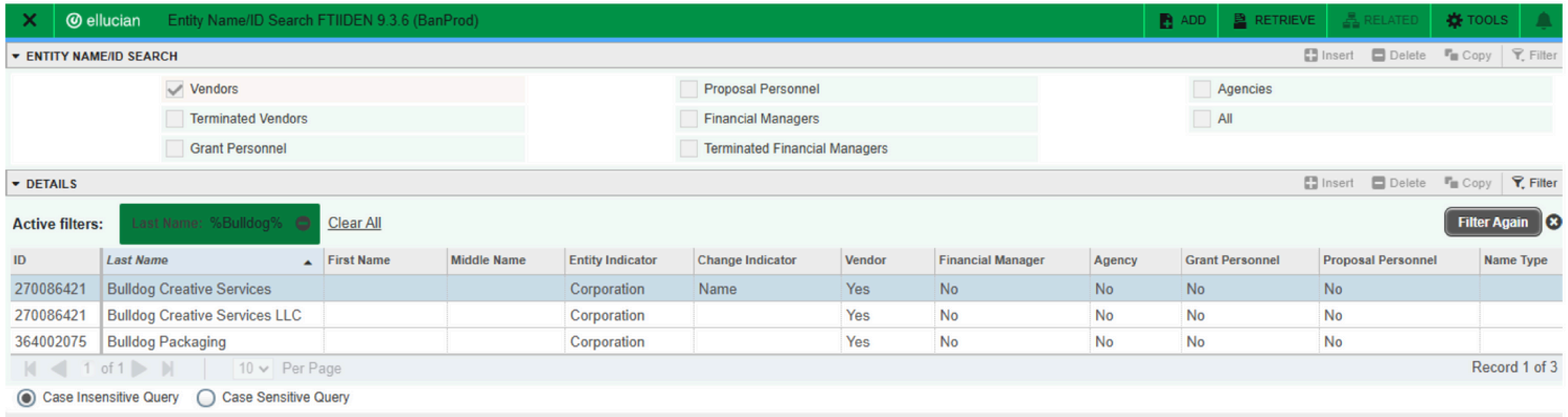
This screen is used to locate a vendor ID #.

- In the Last Name field, type the vendor's name.
  - Hint: If you are unsure of the exact name, you can try a variation of what you think it may be and type the wildcard, %, after the name. It will pull up all ID's in Banner that have those characteristics.
    - For example: If you know the vendor is Bulldog Creative Services you can type '%Bulldog%' in the Last Name field.
- Hit F8, or click Go
- It will populate all the options with your search criteria.
- The FEIN # can be located in the ID box.





FTMVEND: Looking up a vendor address

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This screen is used to locate a vendor address.

- Note: If you don't already have the vendor's ID # (FEIN), follow the instructions from the previous slide.
- In the Vendor field, type the vendor's ID # (FEIN).
- Hit Go or Alt Page Down.
    - Hint: If you forgot to locate the Vendor ID #, click on the 3 dots box to the right of the Vendor field and it will take you to the FTIIDEN screen.
- Click on the Address tab at the top of the screen. You will be able to scroll through the various addresses (if applicable), by using the arrows in the bottom left.