

TRACKING INVOICE PAYMENTS IN BANNER

Why This Matters

Departments help ensure vendors and subrecipients are paid correctly and on time. Tracking invoices in Banner helps confirm that payments were processed and prevents missed or delayed payments.

Step-by-Step Instructions

1. Open the Banner Screen: FGIENCD

Go to the search field, type **FGIENCD**, and press **Enter**.

In the **Document field**, enter your agreement number by replacing the “R” in your requisition number with a “P.”

Example: **R2000356** → **P2000356**.

Click **Go**.

2. Review Your Agreement Summary

You’ll see your **Encumbered Amount**, **Liquidation Amount**, and **Balance** on the right side of the screen.

3. Look at the Transaction Activity

Scroll to **Transaction Activity** to view all transactions for this agreement.

Document codes starting with **I#** and a document type of **INEI** indicate a payment.

4. Record Invoice Information

Each time you submit an invoice, at minimum record the following in your **Invoice Tracking Spreadsheet**:

- Date submitted
- Invoice number
- Billing period
- Amount
- Remaining balance

5. Confirm Payment in Banner

Return to **FGIENCD**.

If you see an **I#** with type **INEI**, that invoice has been paid.

Record the **payment date** in your spreadsheet.

6. Verify Details in FAINVE

Go to screen **FAINVE**, enter the **I#** from **FGIENCD**, and click **Go**.

At the bottom left corner, click the down arrow to tab down to the second page

In the top right, verify that the **invoice description (billing dates)** matches your spreadsheet entry.

7. Follow Up if No Payment Appears

If no payment appears after a few weeks:

1. Confirm your **P-number** is correct.
 2. Follow up with **MURC** staff to check the invoice status.
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Quick Reference Summary

Step	Action	Banner Screen	What to Record
1	Open Banner and enter P-number	FGIENCD	—
2	Review summary information	FGIENCD	—
3	Identify payments (I# + INEI)	FGIENCD	Invoice #, amount, billing period
4	Record submission info	—	Date sent, amount, billing period
5	Confirm payment posted	FGIENCD	Payment date
6	Verify invoice details	FAINVE	Match description & billing
7	Follow up if unpaid	—	period Log contact with MURC