# Banner Tips and Tricks

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Search for a Vendor’s “M” Number

1. Go to the screen FAIVNDH.

2. Type in the vendor’s tax ID or social security number. The Mustang’s number will populate if one exists.

3. If MSU has never paid the vendor, an error message will appear - “*ERROR* ID does not exist; press LIST for name/ID search.” If the following applies, then click on the black drop down arrow next to the vendor box (you should also do this if you don’t know their Tax ID or Social Security number) and the following box will pop up:

4. Click on the Entity Name/ID Search link to begin your search. With most vendors, the first letter of each word is capitalized while the rest are lowercase. You can use the % as a wildcard if you are unsure of the spelling or if abbreviations might exist. For example, U.S. Department of Education. There is a possibility that US may have periods or department may be abbreviated. If you use the % sign, use a word that is most unique in the vendor’s name. Using the word “education” may populate lots of data since it is a common word in a place of higher education.
Search for a Vendor’s “M” Number (cont’d)

This search yielded 75 results.

**Please note: If there are more than one instance for the same vendor, one line item may be their tax ID or social security number and the other may be their “M” number (see Tx Department of Public Safety).
Vendor Payments

When you double click the M-number of the vendor you were searching for, it will automatically pull in that number into the form FAIVNDH and you can begin to search for invoices paid to the vendor. Hit next block to see invoices year to date. Find the invoice you want to look at and click in any column except for the dollar amount column to get more information.

To find out what commodity was paid for, click on Options and select “View Vendor Invoice [FAIVINV]”.

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Vendor Payments (cont’d)

The invoice description is listed below.

<table>
<thead>
<tr>
<th>Item</th>
<th>Commodity</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Book ACH Return of Direct Loans</td>
</tr>
</tbody>
</table>

**Shortcut:** You can also access the Options menu by right clicking anywhere on the screen that is not an input field.

If you would like more information about where a payment was mailed or the date it was processed, simply click on Options (or use the shortcut tip) then “View Invoice Information [FAIINV]”.

**Please note:** If a vendor requests that you give them a date when a check was mailed, then please add one business day to the check date due to check handling procedures. Checks begin with a number one, direct deposit payments begin with an exclamation mark, and the letter “N” is an internal finance document (no check was mailed).
After the address screen, you can continue to hit “Next Block” to see commodity and FOAPAL details.
Extract Banner Data

If you would like to extract your search results to Microsoft Excel, go to Help menu and select “Extract Data No Key”.

The window below should pop up to ask what you want to do with the file. Select Open. Once the information has been extracted, then you can save and make any necessary changes to the data (hiding or rearranging columns, delete rows, etc.).
**Multiple Banner Forms**

If you are working in one of Banner’s forms (FGIBDST, FAIVNH, etc.) and need to access another Banner form but do not want to get out of the current one you are in, simply hit the F5 button on your keyboard. The Go To box will appear at the top of your form. Type in the other form you would like to access and you will be routed to the new screen. You are able to open multiple screens with this function.

![Banner Form Screenshot]

Once you are done with the second form, you can close the form by clicking the “X” button located on the icon bar.

If you change your mind and want the Go To box to disappear, just hit the F5 button again or click on a input field located on the current form.
Banner Discrepancies

If you notice that your balance on FGIBDST (without “include revenue accounts” checked) is different then the balance on FGIBAVL, then it is possible that a purchase requisition is in the approval process. Purchase requisitions show up on FGIBAVL under the Commitments section but not on FGIBDST. Other discrepancies should be reported to our office for further investigation.
Account Detail

To search your account for an item(s), you can go to FGITRND directly from the Go To screen.

Put in either your 5 digit organization or 5 digit fund (if it has only a 4 digit organization), and the rest will populate for you. You can change the Fiscal Year for historical searches. If you think something may have hit the account with the wrong program code on it, you can delete the program code altogether and it will pick up any item with that Fund/Org combination. Once you are done changing the data on the top line, hit next block or click in one of the boxes below the line to enter search criteria based on what type of item you’re looking for. Below is an example of how to search for all expense transactions (year-to-date) in FOAPAL 23240-3200-22 in FY 16, and the results.

- F8 - execute query
- F7 - new query or to cancel query
- Rollback - to search for a different FOAPAL

This query has 446 results.
You can also use the *Period* box to specify what month (MSU’s fiscal year not the calendar year; i.e. September = 01, October = 02, etc.) the transaction occurred in.

The screenshot below shows the results of a query of all expense transactions (7%) just during Period 08 (April). Remember, you can extract this information to excel! For organization, you could create a tab for each month.

If you would like to search for all procurement card charges (year-to-date) in FOAPAL 23240-3200-22 then you would input the following info:
Account Detail (cont’d)

The same information can be found on FGIBDST. Click on the account code in the first column then go to Options then Transaction Detail Information [FGITRND]. You will get a listing of all encumbrances and transactions that have hit that expense code throughout the year.

However, if you click in the YTD Activity or Commitments column, you will get a listing of only YTD actual expenses or only YTD encumbrance activity that hit that expense code during the year (see the “Field” column on FGITRND).
Account Detail (cont’d)