

Tip of the Month

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)

Entity Name/ID Search FTIIDEN 8.4 (PROD)

Vendors
 Grant Personnel
 Financial Managers
 Agencies
 Terminated Vendors
 Proposal Personnel
 Terminated Financial Managers
 All

ID	Last Name	First Name	Middle Name	Entity Ind	Change Ind	V	F	A	G	P	Type
	%Dep%										

Entity Name/ID Search FTIIDEN 8.4 (PROD)

Vendors
 Grant Personnel
 Financial Managers
 Agencies
 Terminated Vendors
 Proposal Personnel
 Terminated Financial Managers
 All

ID	Last Name	First Name	Middle Name	Entity Ind	Change Ind	V	F	A	G	P	Type
M20002805	Texas Department of Transpotatio			C	N	Y	N	N	N	N	
M20001179	Texas Dept Of Licensing And Regu			C		Y	N	N	N	N	
M20001180	Texas Dept Of State Health Svc			C	N	Y	N	N	N	N	
M20040243	Texas Dept of Agriculture			C		Y	N	N	N	N	
M20002540	Texas Dept of Public Safety Crime			C		Y	N	N	N	N	
M20002495	Texas Dept of State Health Servic			C		Y	N	N	N	N	
746000130	Tx Department Of Public Safety			C	I	Y	N	N	N	N	LGCY
M20001178	Tx Department Of Public Safety			C	N	Y	N	N	N	N	
M20001178	Tx Department Of Public Safety			C		Y	N	N	N	N	
M20080799	U S Department of Commerce			C		Y	N	N	N	N	
M20079048	U S Department of Homeland Seci			C		Y	N	N	N	N	
M20064449	U S Department of Veterans Affair			C		Y	N	N	N	N	
M20171594	U S Department of Veterans Affair			C		Y	N	N	N	N	
M20173341	U S Department of Veterans Affair			C		Y	N	N	N	N	
M20003724	US Dept of Education			C		Y	N	N	N	N	
M20043895	VIVA Transcription Billing Departm			C		Y	N	N	N	N	
M20002832	WFPD Training Department			C		Y	N	N	N	N	

ID. Press Edit to change Ordering of Records.

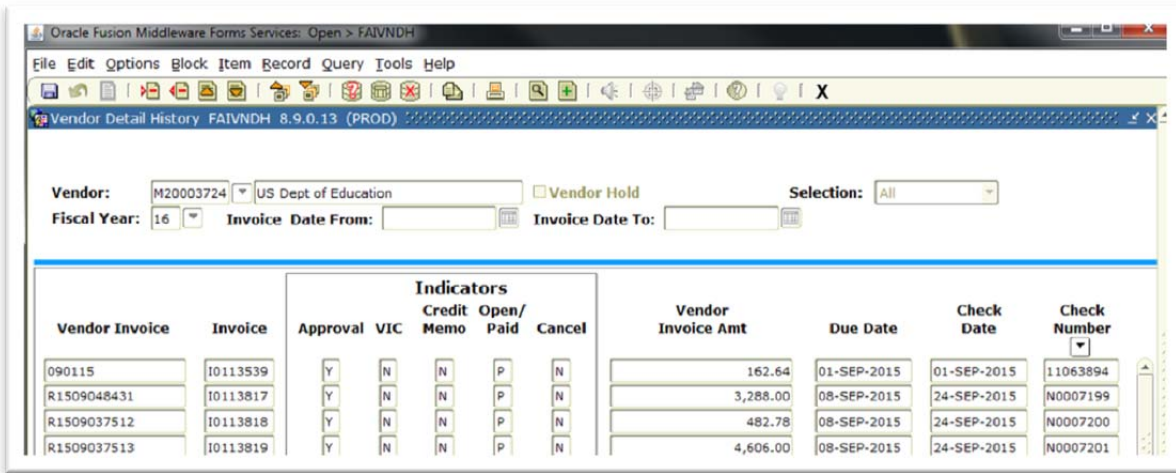
Record: 73/75

This search yielded 75 results.

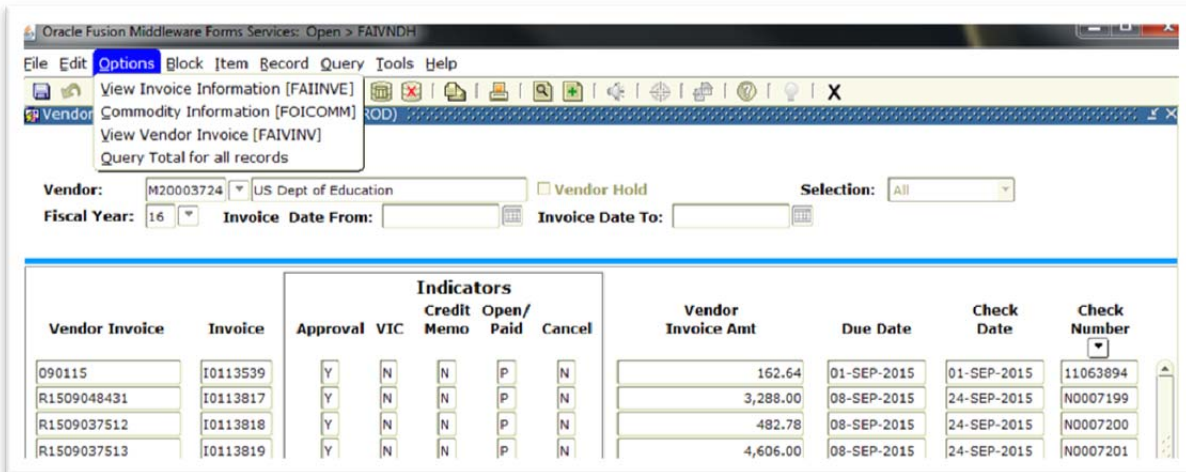
***Please note: If there are more than one instance for the same vendor, one line item may be their tax ID or social security number and the other may be their "M" number (see Tx Department of Public Safety).*

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]”.



Vendor Payments (cont'd)

The invoice description is listed below.

Vendor: M20003724 US Dept of Education Vendor Hold

Document Number: I0121052 Vendor Invoice Number: 031116
 Vendor Invoice Date: 23-MAR-2016
 Vendor Invoice Total: 12,510.00

Document Date	Document Total	PO or Encumbrance Number	Status	Hold	Cancel
23-MAR-2016	12,510.00		P Paid	<input type="checkbox"/>	<input type="checkbox"/>

Item	Commodity	Description	U/M	Quantity	Unit Price
1		Book ACH Return of Direct Loans		1.00	12,510.00

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 [FAIINVE]".

Vendor: M20003724 US Dept of Education Vendor Hold Selection: All

Fiscal Year: 16 Invoice Date From: Invoice Date To:

Vendor Id	Indicators	Vendor Invoice Amt	Due Date	Check Date	Check Number
	C Memo Open/ Paid Cancel				
090115	N P N	162.64	01-SEP-2015	01-SEP-2015	11063894
R150904843	N P N	3,288.00	08-SEP-2015	24-SEP-2015	N0007199
R150903751	N P N	482.78	08-SEP-2015	24-SEP-2015	N0007200
R150903751	N P N	4,606.00	08-SEP-2015	24-SEP-2015	N0007201
100115	N P N	162.64	01-OCT-2015	01-OCT-2015	11064366
110115	N P N	162.64	02-NOV-2015	02-NOV-2015	11064800
120115	N P N	162.64	01-DEC-2015	01-DEC-2015	11065174
201606197	N P N	162.64	04-JAN-2016	04-JAN-2016	11065621
020116	N P N	162.64	01-FEB-2016	01-FEB-2016	11066070



****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).

Vendor Payments (cont'd)

Document : I0121052 Multiple Direct Pay

Vendor: M20003724 US Dept of Education Vendor Hold

Invoice/Credit Memo Header FAIINVE 8.6 (PROD)

Invoice Date: 23-MAR-2016 Transaction: 23-MAR-2016 Cancel: Document Accounting

Check Vendor:

Address Code: AP Sequence Number: 4

Street Line 1: PO Box 105081

Street Line 2:

Street Line 3:

Service Date: 23-MAR-2016

Collects Tax: N Collects no taxes

City: Atlanta

State or Province: GA ZIP or Postal Code: 30348-5081

Nation:

Discount Code: Payment Due: 23-MAR-2016

After the address screen, you can continue to hit "Next Block" to see commodity and FOAPAL details.

Document : I0121052 Multiple Direct Pay

Vendor: M20003724 US Dept of Education Vendor Hold

Accounting Amounts FAIINVE 8.6 (PROD)

Commodity Record Count: 1 Commodity: Document Acctg Distribution

Accounting Record Count: 2 Transaction Date: 23-MAR-2016 Item: 0

Sequence: 1

COA	Yr	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Commit Type
M	15	<input type="text"/>	24966	<input type="text"/>	1156	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Bank: NC Operating Cash - No Check Vouc Income Type:

	Commodity	Accounting
Approved:	12,510.00	7,003.00
Discount:	0.00	0.00
Tax:	0.00	0.00
Additional:	0.00	0.00
Net:		7,003.00

-----Indicators-----

Partial/Total Liquidation: T

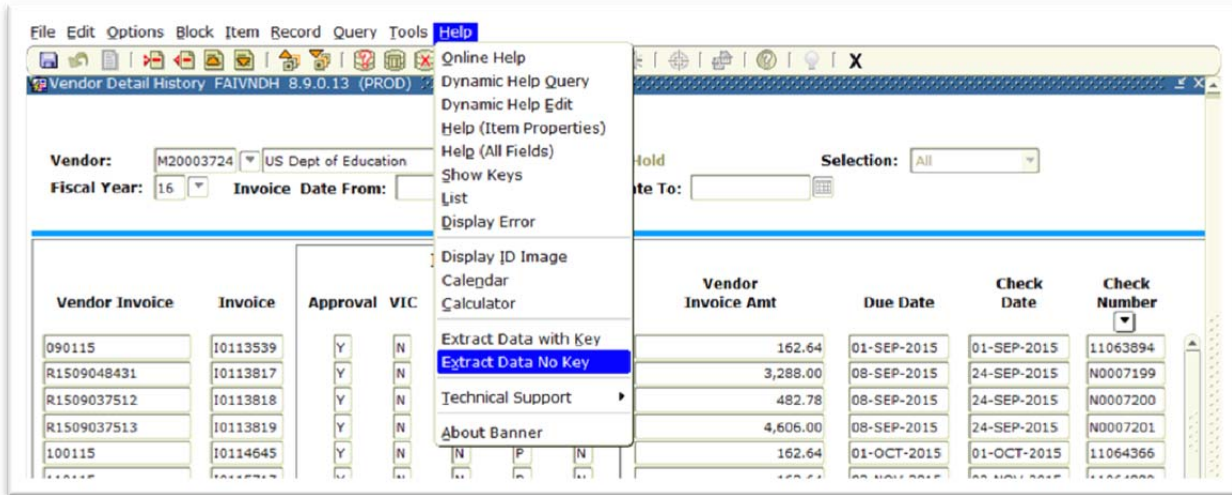
NSF Override: N

Suspense: N

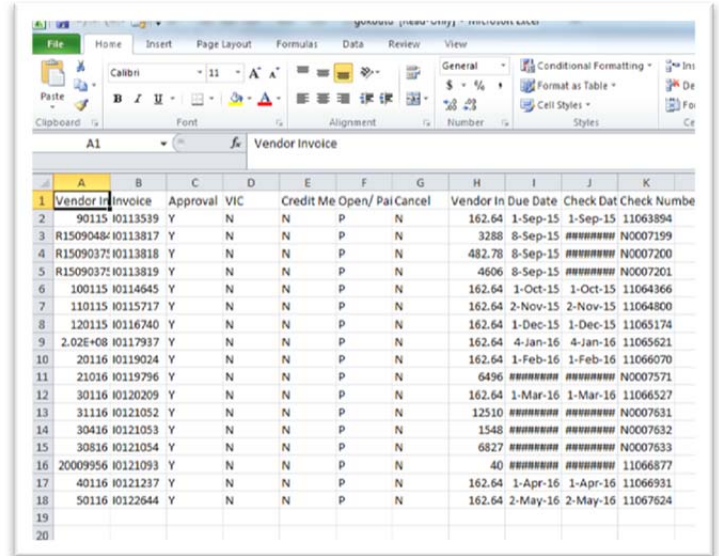
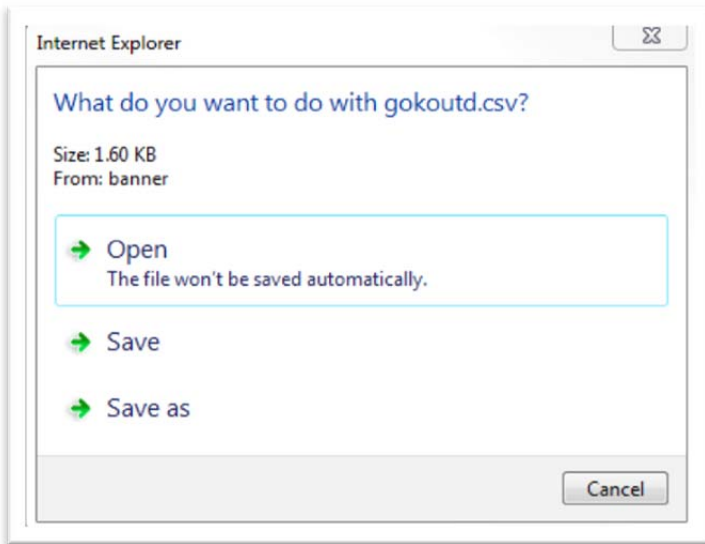
NSF Suspense: N

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*”.

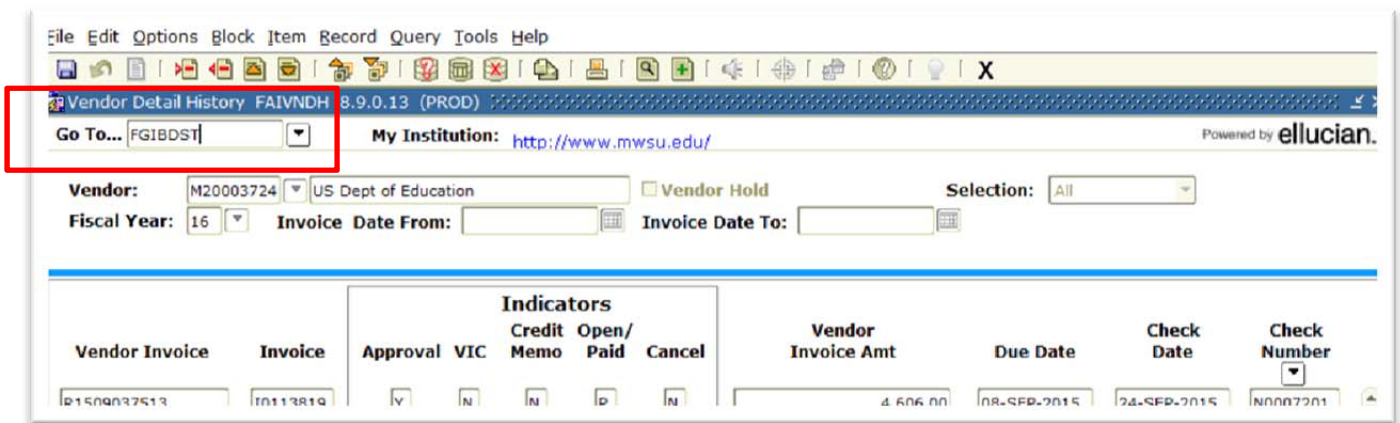


The window below should pop up to ask what you want to do with the file. Select *Open*. Once the information has been extracted, then you can save and make any necessary changes to the data (hiding or rearranging columns, delete rows, etc.).



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.



The screenshot shows a web browser window with a menu bar (File, Edit, Options, Block, Item, Record, Query, Tools, Help) and a toolbar. The browser title bar reads "Vendor Detail History FAIVNDH 8.9.0.13 (PROD)". The main content area has a "Go To..." dropdown menu highlighted with a red box, containing the text "FGIBDST". To the right of this is a "My Institution:" label with the URL "http://www.mwsu.edu/". Below this are fields for "Vendor:" (M20003724), "US Dept of Education", "Vendor Hold" checkbox, and "Selection:" (All). Further down are "Fiscal Year:" (16), "Invoice Date From:" and "Invoice Date To:" fields. At the bottom, there is a table with columns for "Vendor Invoice", "Invoice", "Indicators" (Approval, VIC, Credit Memo, Open/Paid, Cancel), "Vendor Invoice Amt", "Due Date", "Check Date", and "Check Number".

Vendor Invoice	Invoice	Approval	VIC	Credit Memo	Open/Paid	Cancel	Vendor Invoice Amt	Due Date	Check Date	Check Number
R1509037513	T0113819	Y	N	N	D	N	4,606.00	08-SEP-2015	28-SEP-2015	N0007201

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.

Budget Availability Status FGIBAVL 8.6.1.4 (PROD)

Chart: M Fund: 81000 Unexpended Plant Funds
 Fiscal Year: 16 Organization: 83016 WFMA - Cummings
 Index: Account: 6000 Faculty Salaries Bud Pool
 Commit Type: Both Program: 18 Academic Support

Control Keys ---> Fund: 81000 Organization: 83016 Account: 6000 Program:

Account	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance	Pending Documents
7200	Maint And Oper Budget Pool	5,390.29	0.00	3,320.00	2,070.29	<input checked="" type="checkbox"/>
7600	Capital Outlay Budget Pool	0.00	0.00	0.00	0.00	<input type="checkbox"/>
Total:		5,390.29	0.00	3,320.00	2,070.29	

Organization Budget Status FGIBDST 8.5 (PROD)

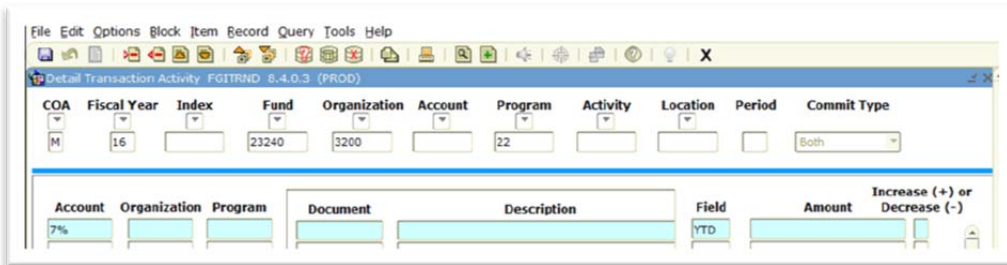
Chart: M Organization: 83016 WFMA - Cummings
 Fiscal Year: 16 Fund: 81000 Unexpended Plant Funds
 Index: Program: 18 Academic Support
 Query Specific Account
 Include Revenue Accounts
 Commit Type: Both

Account Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
7200	E Maint And Oper Budget Pool	5,390.29	0.00	0.00	5,390.29
7271	E Grounds Maint Repair	0.00	0.00	0.00	0.00
7341	E Construction In Progress	0.00	0.00	0.00	0.00
Net Total:		5,390.29	0.00	0.00	5,390.29

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

Account	Organization	Program	Activity Date	Type	Document	Field	Amount	Increase (+) or Decrease (-)	
7005	3200	22	12-APR-2016	HGNL	F0026715	HR Payroll 2016 SH	50.00	+	
7005	3200	22	22-MAR-2016	HGNL	F0026601	HR Payroll 2016 SH	50.00	+	
7005	3200	22	25-FEB-2016	HGNL	F0026469	HR Payroll 2016 SH	143.75	+	
7005	3200	22	10-FEB-2016	HGNL	F0026369	HR Payroll 2016 SH	150.00	+	
7005	3200	22	27-JAN-2016	HGNL	F0026294	HR Payroll 2016 SH	200.00	+	
7005	3200	22	25-SEP-2015	HGNL	F0025599	HR Payroll 2015 SH	200.00	+	
7010	3200	22	22-APR-2016	HGNL	F0026771	HR Payroll 2016 MF	11,475.75	+	
7010	3200	22	21-MAR-2016	HGNL	F0026596	HR Payroll 2016 MF	11,475.75	+	
7010	3200	22	25-FEB-2016	HGNL	F0026464	HR Payroll 2016 MF	11,107.50	+	
7010	3200	22	27-JAN-2016	HGNL	F0026293	HR Payroll 2016 MF	10,950.00	+	
7010	3200	22	17-DEC-2015	HGNL	F0026037	HR Payroll 2016 MF	10,950.00	+	
7010	3200	22	20-NOV-2015	HGNL	F0025902	HR Payroll 2015 MF	10,950.00	+	
7010	3200	22	26-OCT-2015	HGNL	F0025758	HR Payroll 2015 MF	10,950.00	+	
7010	3200	22	25-SEP-2015	HGNL	F0025597	HR Payroll 2015 MF	10,950.00	+	
7014	3200	22	25-APR-2016	HGNL	F0026783	HR Payroll 2016 SH	373.50	+	
7014	3200	22	12-APR-2016	HGNL	F0026715	HR Payroll 2016 SH	279.00	+	
7014	3200	22	22-MAR-2016	HGNL	F0026601	HR Payroll 2016 SH	369.00	+	
Total:								90,624.25	

This query has 446 results.

Account Detail (cont'd)

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.

Account	Organization	Program	Activity Date	Type	Document	Field	Amount	Increase (+) or Decrease (-)	
7203	3200	22	11-APR-2016	DNNI	11067152	Texas BUC\$	0.00	-	
7203	3200	22	11-APR-2016	INNI	I0121741	Second Alliance, Ir	299.00	+	
7203	3200	22	11-APR-2016	INNI	I0121679	Texas BUC\$	85.00	+	
7210	3200	22	15-APR-2016	INNI	I0121956	Expertpay	1.50	+	
7210	3200	22	06-APR-2016	INNI	I0121473	Expertpay	12.00	+	
7245	3200	22	15-APR-2016	INNI	I0121966	Wells Fargo Bank,	23.52	+	
7245	3200	22	13-APR-2016	DNNI	I0014711	Vining Sparks	0.00	-	
7245	3200	22	13-APR-2016	DNNI	I0014711	Vining Sparks	0.00	-	
7273	3200	22	02-MAY-2016	JE16	PR000104	(8-29) 2500 #10 W	130.50	+	
7276	3200	22	18-APR-2016	DNEI	I0014748	Time Warner Cabl	0.00	-	
7276	3200	22	18-APR-2016	INEI	I0121932	Time Warner Cable	26.32	+	
7286	3200	22	05-APR-2016	DNEI	I0014619	Trinity Armored Se	0.00	-	
7286	3200	22	05-APR-2016	INEI	I0121391	Trinity Armored Se	350.00	+	
7300	3200	22	02-MAY-2016	JE16	PR000104	(8-52) 20 Credit C	3.30	+	
7406	3200	22	06-APR-2016	DNEI	I0014631	Xerox Corporation	0.00	-	
7406	3200	22	06-APR-2016	DNEI	I0014631	Xerox Corporation	0.00	-	
7909	3200	22	22-APR-2016	HGRB	F0026771	HR Payroll 2016 M	1,150.24	+	
Total:								25,022.62	

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	Organization	Program	Activity Date	Type	Document	Field	Amount	Increase (+) or Decrease (-)
7%					CC%			

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.

Account	Organization	Program	Activity Date	Type	Document	Field	Amount	Increase (+) or Decrease (-)	
7015	3200	22	22-APR-2016	HGNL	F0026771	HR Payroll 2016 MM	5,119.58	+	
7015	3200	22	22-APR-2016	HENA	F0026770	Encumbrance Salai	-5,119.58	-	
7015	3200	22	21-MAR-2016	HGNL	F0026596	HR Payroll 2016 MM	5,119.58	+	
7015	3200	22	21-MAR-2016	HENA	F0026595	Encumbrance Salai	-4,384.10	-	
7015	3200	22	25-FEB-2016	HGNL	F0026464	HR Payroll 2016 MM	4,997.00	+	
7015	3200	22	25-FEB-2016	HENA	F0026463	Encumbrance Salai	-4,997.00	-	
7015	3200	22	27-JAN-2016	HGNL	F0026293	HR Payroll 2016 MM	4,997.00	+	
7015	3200	22	27-JAN-2016	HENA	F0026292	Encumbrance Salai	-4,997.00	-	
7015	3200	22	17-DEC-2015	HGNL	F0026037	HR Payroll 2016 MM	4,997.00	+	
7015	3200	22	17-DEC-2015	HENA	F0026036	Encumbrance Salai	-4,997.00	-	
7015	3200	22	20-NOV-2015	HGNL	F0025902	HR Payroll 2015 MM	4,997.00	+	
7015	3200	22	20-NOV-2015	HENA	F0025901	Encumbrance Salai	-4,997.00	-	
7015	3200	22	26-OCT-2015	HGNL	F0025758	HR Payroll 2015 MM	4,997.00	+	
7015	3200	22	26-OCT-2015	HENA	F0025757	Encumbrance Salai	-4,997.00	-	
7015	3200	22	25-SEP-2015	HGNL	F0025597	HR Payroll 2015 MM	4,997.00	+	
7015	3200	22	25-SEP-2015	HENC	F0025596	Encumbrance Salai	54,967.00	+	
Total:								60,699.48	

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 Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
6100 L	Staff Salaries Budget Pool	197,330.00	0.00	0.00	197,330.00
6300 L	Student Salaries Bud Pool	5,756.25	0.00	0.00	5,756.25
6400 L	Non-Student Wages and All	793.75	0.00	0.00	793.75
6500 L	Fringe Benefits Budget Pool	56,191.00	0.00	0.00	56,191.00

Account Detail (cont'd)

File Edit Options Block Item Record Query Tools Help

Detail Transaction Activity FGIRND 8.4.0.3 (PRGD)

COA Fiscal Year Index Fund Organization Account Program Activity Location Period Commit Type

M 16 23240 3200 7015 22 Both

Account	Organization	Program	Activity Date	Type	Document	Field	Amount	Increase (+) or Decrease (-)
7015	3200	22	22-APR-2016	HGNL	F0026771	YTD	5,119.58	+
7015	3200	22	21-MAR-2016	HGNL	F0026596	YTD	5,119.58	+
7015	3200	22	25-FEB-2016	HGNL	F0026464	YTD	4,997.00	+
7015	3200	22	27-JAN-2016	HGNL	F0026293	YTD	4,997.00	+
7015	3200	22	17-DEC-2015	HGNL	F0026037	YTD	4,997.00	+
7015	3200	22	20-NOV-2015	HGNL	F0025902	YTD	4,997.00	+
7015	3200	22	26-OCT-2015	HGNL	F0025758	YTD	4,997.00	+
7015	3200	22	25-SEP-2015	HGNL	F0025597	YTD	4,997.00	+

File Edit Options Block Item Record Query Tools Help

Detail Transaction Activity FGIRND 8.4.0.3 (PRGD)

COA Fiscal Year Index Fund Organization Account Program Activity Location Period Commit Type

M 16 23240 3200 7015 22 Both

Account	Organization	Program	Activity Date	Type	Document	Field	Amount	Increase (+) or Decrease (-)
7015	3200	22	22-APR-2016	HENA	F0026770	ENC	-5,119.58	-
7015	3200	22	21-MAR-2016	HENA	F0026595	ENC	-4,384.10	-
7015	3200	22	25-FEB-2016	HENA	F0026463	ENC	-4,997.00	-
7015	3200	22	27-JAN-2016	HENA	F0026292	ENC	-4,997.00	-
7015	3200	22	17-DEC-2015	HENA	F0026036	ENC	-4,997.00	-
7015	3200	22	20-NOV-2015	HENA	F0025901	ENC	-4,997.00	-