HOWTOREQUEST BANNER ACCESS – https://www.odu.edu/content/dam/odu/offices/occs/docs/midas-account-request.pdf

Banner Accesses complete list of all

allows users to review most inquiry forms, including those associated with budget monitoring, chart code validation, and disbursement transaction research. Be sure to list all budget codes you will need access to!

BAN_CPS_RECEIVING allows users to create receiving reports for delivered goods, this access is given to general University personnel responsible for eReceiving tasks. }v [š forget to use Internet Explorer when eReceiving!

BDM FINANCE be sure to request access to Banner Document Management (BDM) in order to view scanned vendor invoices and journal entries. You must also request

HOW TO VIEW IMAGES IN BANNER

Which forms allow you to view invoices AND Journal Entries directly once BDM is installed?

NOTE - when highlighting/researching a Banner Invoice Number/Banner Journal Entry Number on these forms.

Retrieve Button in Banner:

1. FGIDOCR Cursor should be in the Document Number Field to view the image.
2. FGIENCD Cursor should be on the invoice data field line to view the image
3. FAIINVE Cursor may be anywhere on this form to view the image
4. FAIVNDH/FTIIDEN Cursor must be on the vendor invoice number, Banner invoice number, or invoice amount fields to view the image
5. FOIDOCH Cursor should be on check or invoice number field to view the image. DO NOT HIT GO!
6. FAICHKH Cursor should be on the check number field to view the image. AFTER clicking GO, cursor may also be on the Banner or Vendor invoice number lines to view the image.
7. FGIBDST/FGITRND These forms will not allow you to pull up an invoice/journal entry directly, but will show you the Banner Document Number so you may access the invoice/journal entry details on any of the above-mentioned forms!

HOW TO EXPORT BANNER DATA INTO EXCEL - https://odu.edu/content/dam/odu/offices/finance-office/docs/downloading-budget-info-from-banner-to-excel.pdf

1. Users must first setup their user preferences in Banner to save temporary files in a SECURE location (suggested: H:/backup) Steps 1-