Finding Documentation in Chrome River and Banner

PZ docs = pcards processed in Chrome River

- Find this documentation in Chrome River

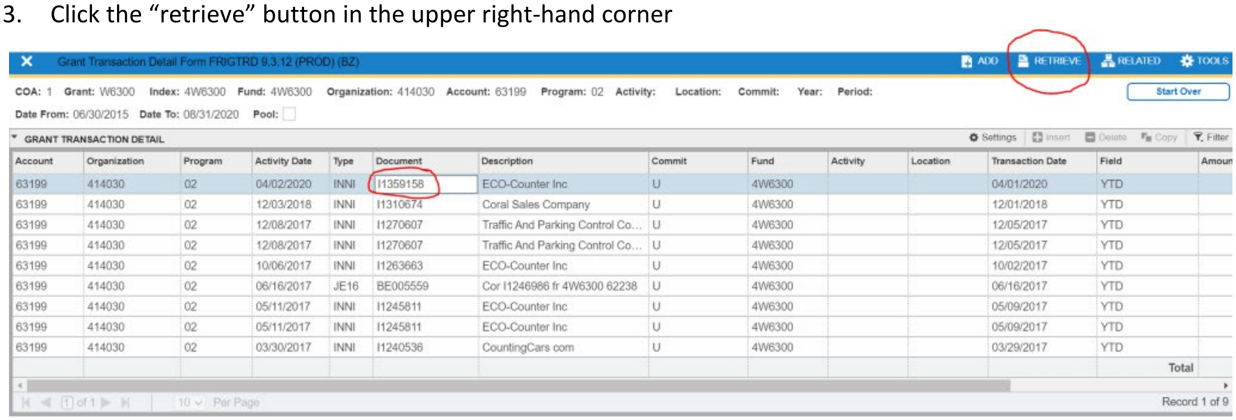
I docs = BPAs or travel reimbursements processed in Chrome River

- MSU only reimburses MSU employees through Chrome River for travel; find this documentation in Chrome River
- Payments to companies are BPAs; find this documentation in Banner/EDM
- Payments to non-MSU employees are BPAs; find this documentation in Banner/EDM

Recommendation: If you are unsure about an I doc, run CR report, then check Banner/EDM

How to pull BPA documentation in Banner/EDM using FGITRND

1. Access FGITRND (either directly in FGITRND as a query screen or through FGIBDST)
2. Click on the I doc
3. Click the “retrieve” button in the upper right-hand corner



Grant Transaction Detail Form FRIGTRD 9.3.12 (PROD) (BZ) ADD RETRIEVE RELATED TOOLS

COA: 1 Grant: W6300 Index: 4W6300 Fund: 4W6300 Organization: 414030 Account: 63199 Program: 02 Activity: Location: Commit: Year: Period: Start Over

Date From: 06/30/2015 Date To: 08/31/2020 Pool:

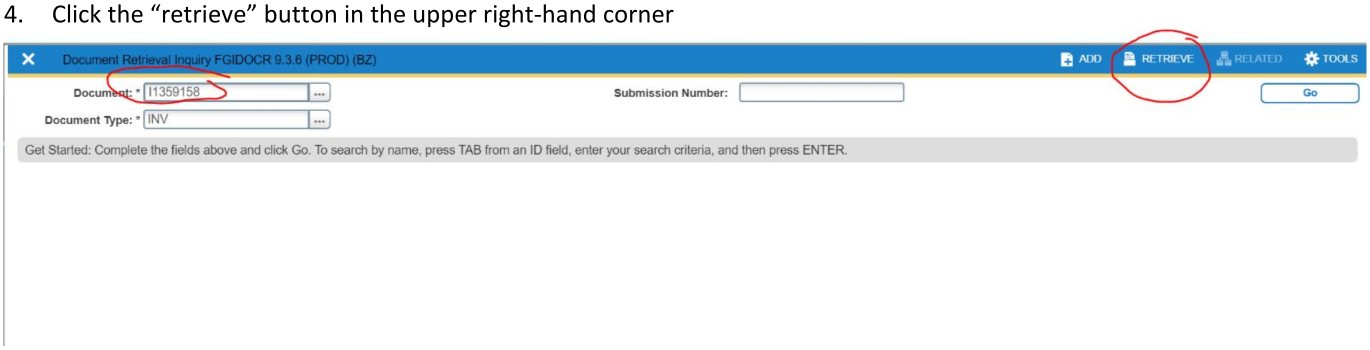
GRANT TRANSACTION DETAIL Settings Insert Delete Copy Filter

Account	Organization	Program	Activity Date	Type	Document	Description	Commit	Fund	Activity	Location	Transaction Date	Field	Amoun
63199	414030	02	04/02/2020	INNI	I1359158	ECO-Counter Inc	U	4W6300			04/01/2020	YTD	
63199	414030	02	12/03/2018	INNI	I1310674	Coral Sales Company	U	4W6300			12/01/2018	YTD	
63199	414030	02	12/08/2017	INNI	I1270607	Traffic And Parking Control Co…	U	4W6300			12/05/2017	YTD	
63199	414030	02	12/08/2017	INNI	I1270607	Traffic And Parking Control Co…	U	4W6300			12/05/2017	YTD	
63199	414030	02	10/06/2017	INNI	I1263663	ECO-Counter Inc	U	4W6300			10/02/2017	YTD	
63199	414030	02	06/16/2017	JE16	BE005559	Cor I1246986 fr 4W6300 62238	U	4W6300			06/16/2017	YTD	
63199	414030	02	05/11/2017	INNI	I1245811	ECO-Counter Inc	U	4W6300			05/09/2017	YTD	
63199	414030	02	05/11/2017	INNI	I1245811	ECO-Counter Inc	U	4W6300			05/09/2017	YTD	
63199	414030	02	03/30/2017	INNI	I1240536	CountingCars com	U	4W6300			03/29/2017	YTD	
												Total	

1 of 1 10 Per Page Record 1 of 9

How to pull BPA documentation in Banner/EDM using FGIDOCR

1. Access FGIDOCR
2. Enter the doc number in the document field
3. Do not click “go”
4. Click the “retrieve” button in the upper right-hand corner



Document Retrieval Inquiry FGIDOCR 9.3.6 (PROD) (BZ) ADD RETRIEVE RELATED TOOLS

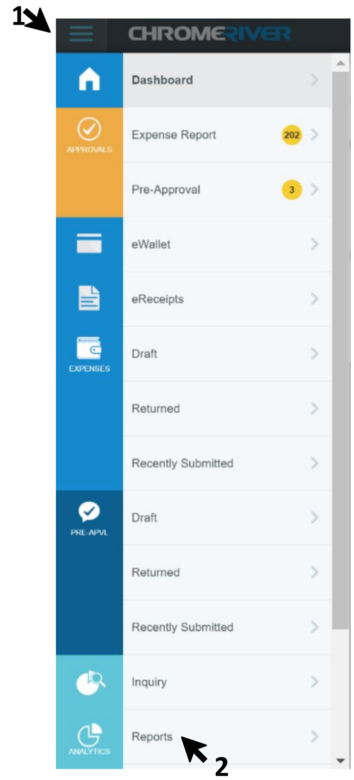
Document: * I1359158 Submission Number: Go

Document Type: * INV

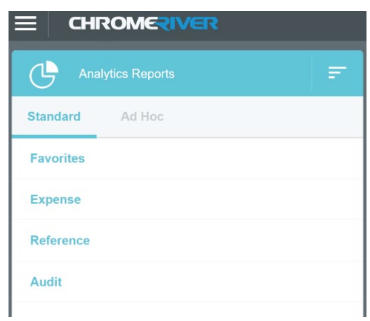
Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

GETTING STARTED WITH REPORTS MODULE

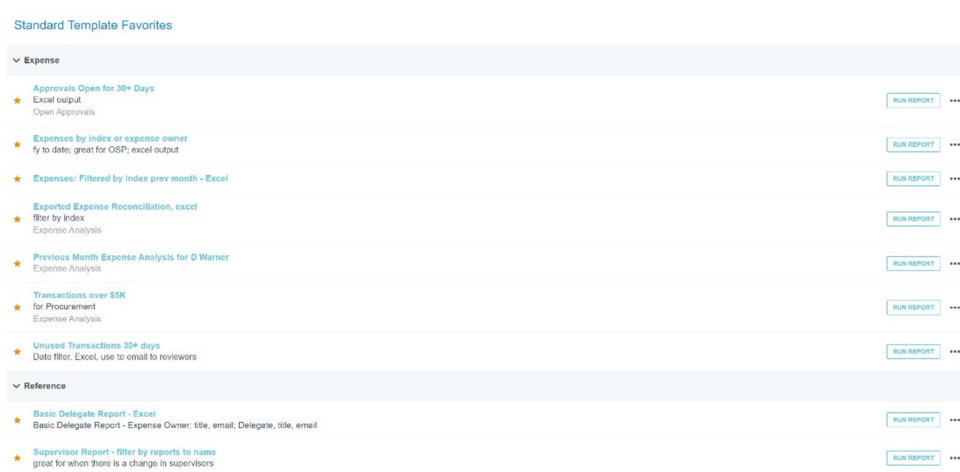
1. Click 3-bar Menu (1) and “Reports” (2)

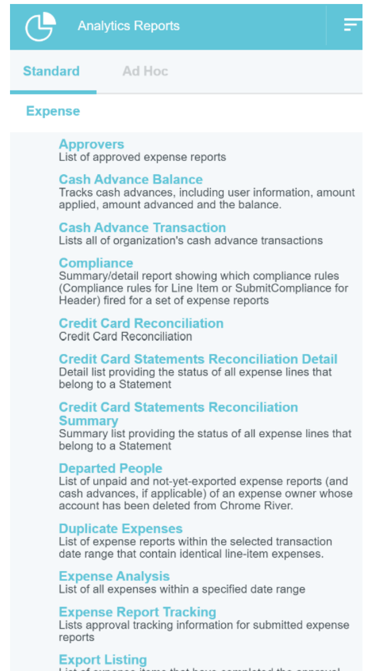


The subsequent screen provides report type options.



“Favorites” will lead to those reports you have saved as a favorite. Use for reports you access often.





"Expense" will lead to the majority of the useful reports. Including:

Credit Card Reconciliation: Detailed information about credit card transactions and whether or not they have been attached to an expense report.

Expense Analysis: List of all expenses within a specified date range.

Expense Report Tracking: Lists approval tracking information for submitted expense reports.

Export Totals: Lists the line items that have been exported.

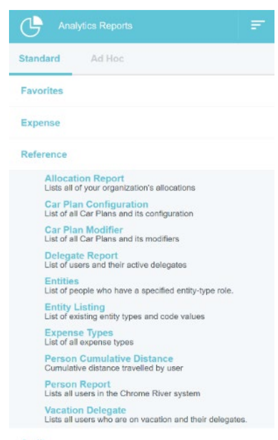
Open Approvals: Approvers can see all items or reports that have been pending approval for more than a certain period.

Pre-Approval Request Tracking: Search all pre-approvals by Report ID, Expense Owner, Approver, Status and/or Submit Date.

Submitted Reports: Lists all reports that have been submitted.

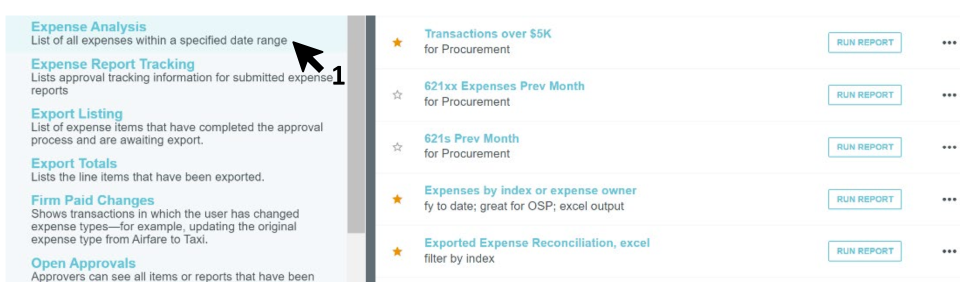
Transactions Not Exported: Lists all credit card transactions that have not yet been exported.

"Reference" & "Audit" lead to other reports that you may or may not have access to or need.

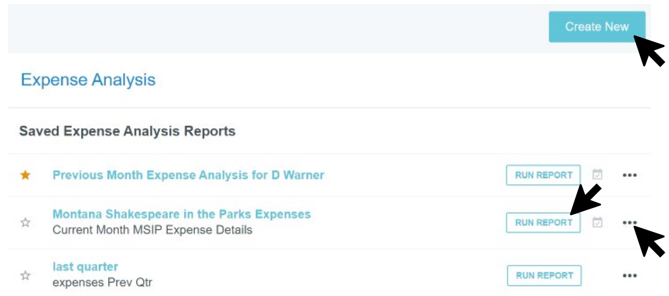


"Expense Analysis" is one of the most useful Standard Reports

2. Click Expense Analysis (1) under "Standard Reports"



3. Click "Run Report" or the 3-dot menu for additional options on a previously saved report or "Create New."



4. Clicking "Create New" or "Edit" from the 3-dot menu takes you to the report builder screen where you can add filters, data columns, and select the output format.

   The top section allows you to give the report a name and a description if you wish to save the report for future use with the parameters you are about to enter.

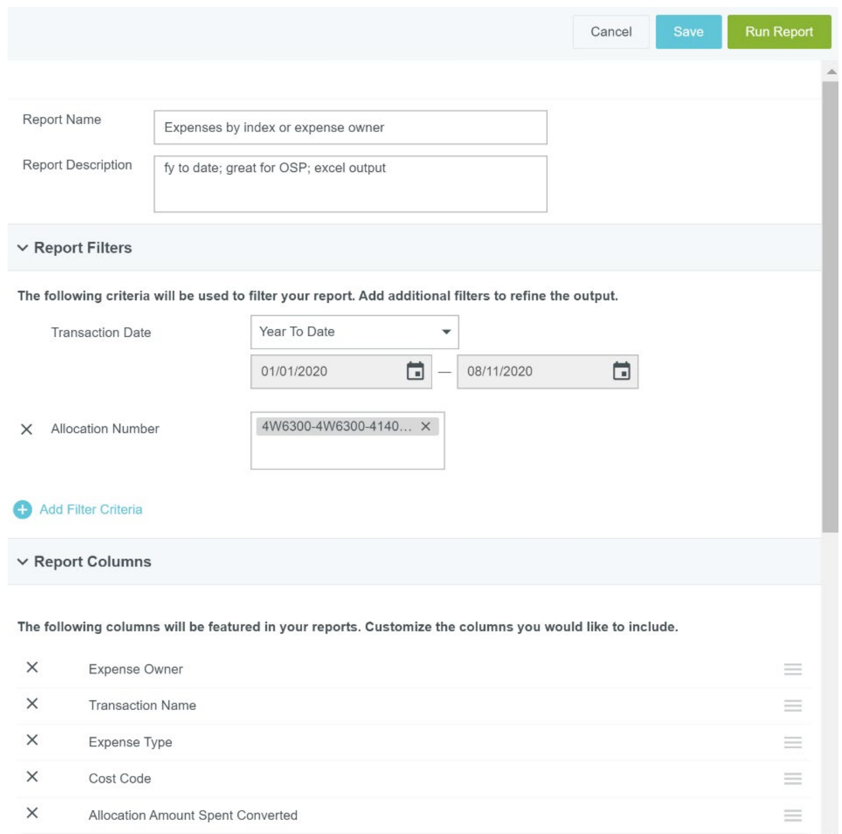
   Use the arrows to expand or collapse the other sections of the report.

   Each Standard report has a default set of report columns. You may add, remove and rearrange the columns.

   Remove: Tap the X to the left of the column name to remove it from the report.

   Add: Tap ADD COLUMNS to select additional columns for the report.

   Re-Order: Touch the three lines to the right of a column name and drag to rearrange where it appears in the order of columns.



https://pt.ca1.chromeriver.com/help/hg_admin_en/Content/F_ANALYTICS/MERCURY_Reports.htm?Highlight=mercury%20reports