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

Need Student Form Accesses?   : https://www.odu.edu/facultystaff/university-business/banner/finance

BAN_FIN_EVERYONE   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_OPS_RECEIVING   allows users to create receiving reports for delivered goods, this access is given to general University personnel responsible for eReceiving tasks. 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 B-F-DOCS Viewers   when requesting BDM Finance access. After your request has been approved, you must also

work station by your TSP. You may then view all hard-copy invoices/journal entries for your budgets.
https://odu.edu/content/dam/odu/offices/finance-office/docs/viewing-invoice-images.pdf

Need Student Form Accesses?

Retrieve Button in Banner:

1. FGIDOCR
2. FGIENCD
3. FAIINVE
4. FAIVNDH/FTIIDEN

5. FOIDOCH   DO NOT HIT GO!
6. FAICHKH   AFTER clicking GO

            these forms will not allow you to pull up an invoice/journal entry directly
Banner Document Number

                            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
   (   ). Steps 1-