In Banner enter **FGIDOCR** in *Go To...*

Click on the arrow next to the *Document* field (brings up query screen).

Enter ZP% in *Document Code* field, tab to transaction date field and enter the last day of the month in which the cycle ended.

Click on the arrow next to the *Document* field (brings up query screen).

Enter ZP% in *Document Code* field, tab to transaction date field and enter the last day of the month in which the cycle ended.

F8 to execute query.

Make a note of the journal numbers that appear in the *Document Code* field.

Close the query screen (X). Enter the first ZP document number in the *Document Field*.

Navigate next-block to *Detail Information*. The US Bank journal will contain 5,000 or more items and is usually listed first. The JP Morgan journal will contain a few hundred items. F7 to begin query.

Enter your known data in the appropriate fields (ex: description, amount, org, acct); this data is case sensitive. If known, try to narrow the search by specifying an organization code or a portion of an organization code and the % sign.

F8 to execute query – results will appear.

When using the description field to search, note that the merchant name begins the data field and four digits associated with the cardholder end the field. When searching for a transaction for which you know the merchant and cardholder, type the first few letters of the merchant name, a percent sign, and the last four digits of:

- The **Card Account Number** (not card account ID) for US Bank

- The **cardholder account number** for JP Morgan

For example: **Stap%1111** will bring up all Staples transactions for the cardholder whose *card account number* ends in 1111. For all Staples transactions in an organization, search by entering **Stap%** in description and the organization code in the *Orgn* field. For all transactions for a given cardholder, enter % before the last four digits of that cardholder’s **Card Account number** (account number).

Use the arrow-down button to view all transactions.