BUid Conversion Notes for Budget Managers

11.21.07
Kelly Moreland Jones

Related Resources:
Administrative Computing and Instructional Technology (ACIT) Public Web Site
BUid Conversion Project Public Web Site
BUid Training Information for Banner Users
General Banner Training Info for Banner Users

As of 12.26.07 all Banner person and non-person records are identifiable by name, last 4 digits of SSN/TIN and/or BUid. This includes vendor records. Because you may be asked for these values on documents by Finance and because the values may appear on Finance reports, please be aware of the following FAQs:

How do I locate a vendor’s BUid and/or TIN?
1. Obtain the vendor’s name and the last 4 digits of his/her/its TIN/SSN.
2. Log in to Banner at https://inb2.belmont.edu/prod
3. Type GUIALTI at the ‘Go To…’ prompt and press enter.
4. Enter a query – enter the company name in the last name field. Use the wildcard as needed. If desired, also enter the last 4 digits of SSN/TIN in the SSN/SIN/TIN field. Do this by entering % followed by the last 4 digits. Then continue with step 5 below.
5. Perform an execute query (Ctrl +F11) function.
6. Identify the needed record by reviewing names and, when appropriate, birthdates.

7. The SSN/SIN/TIN field contains the SSN/TIN value; The ID field contains the BUid value. All records will have an ID value. Some may have null (blank) SSN/SIN/TIN’s. In those cases, if you are asked for the TIN from Finance, you’ll need to contact the vendor for their TIN.

8. These values can be copied and pasted into other documents as needed (i.e., check requests and purchase orders). Highlight the value and go to Edit / Copy to place the value in your clipboard. Paste as needed.

**Special Note – GUIALTI, The Alternate ID Search Form, is also available on the ID field List of Values (LOV) for many, but not all, Banner forms.** Here is an example of how to access GUIALTI from the LOV of a form:

1. Access the form (e.g., FAIVNDH).
2. Press the drop down arrow to the right of ID.
3. Review the Option List and identify the Alternate ID Search link. Click this link.
4. GUIALTI is launched.
   a. Enter a query – enter the company name in the last name field. Use the wildcard as needed. If desired, also enter the last 4 digits of SSN/TIN in the SSN/SIN/TIN field. Do this by entering % followed by the last 4 digits. Then continue with step b below.
   b. Perform an execute query (Ctrl +F11) function.
   c. Identify the needed record by reviewing names and, when appropriate, birthdates.
d. Highlight the record needed by clicking on it then press Select (Shift + F7). You’ll be taken back to the form you were in previously (e.g. FAIVNDH).

**Can I look up BUId in BannerWeb?**

1. Yes. Obtain the vendor’s name and the last 4 digits of his/her/its TIN/SSN.
2. Log in to BIC at [http://bic.belmont.edu](http://bic.belmont.edu)
4. Access Financial Information.
5. Access the Look Up BUId link.
6. Enter and submit the last 4 digits of SSN/TIN when prompted.

7. Identify the needed record by reviewing names and, if appropriate, birthdates.
8. Highlight the ID needed and perform a copy function (e.g., right click and select Copy).

9. Paste the BUId as needed.