BANNER FINANCE
Internet Native Banner (INB)

A Banner Finance Training Manual
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## Appendix A-Requisition Examples
Banner Finance is a module of the Banner database that records all financial transactions. It is able to provide Budget Managers with up-to-date financial data to help facilitate proper budget control. End users are able to create documents and manage budgets using the Banner Finance forms.

This guide will teach users how to utilize the tools available in Banner Finance INB to create requisitions, search documents, and manage budgets, encumbrances, and transactions.

**Banner Navigation**

Banner INB uses online forms to enter and query information in the database. In order to navigate in these forms, users will need a basic understanding of how forms work in Banner.

- **Navigation Logic**- In order to navigate within Banner, users will need to understand Banner navigation tools.
  - **Menu Bar:** Contains a variety of functions for Banner navigation.
  - **Toolbar:** Icons for common functions can be used instead of the menu bar. When icons are grayed out, they cannot be used at that particular time.
  - **Title Bar:** Form name, form code, release number, and Banner instance (Production or Training) are displayed here.
  - **Status Bar:** Possible actions and error messages are displayed here. If you are having trouble on a form, look here to determine the problem.
- Shortcut Keys: Banner also uses keystrokes for common functions.

<table>
<thead>
<tr>
<th>Function</th>
<th>Menu Option</th>
<th>Keystroke Option</th>
<th>Toolbar Button</th>
</tr>
</thead>
<tbody>
<tr>
<td>Next Record</td>
<td>Record/Next</td>
<td>Down Arrow</td>
<td></td>
</tr>
<tr>
<td>Previous Record</td>
<td>Record/Previous</td>
<td>Up Arrow</td>
<td></td>
</tr>
<tr>
<td>Remove Record</td>
<td>Record/Remove</td>
<td>Shift + F6</td>
<td></td>
</tr>
<tr>
<td>Insert Record</td>
<td>Record/Insert</td>
<td>F6</td>
<td></td>
</tr>
<tr>
<td>Duplicate Record</td>
<td>Record/Duplicate</td>
<td>F4</td>
<td>None</td>
</tr>
<tr>
<td>Next Block</td>
<td>Block/Next</td>
<td>Ctrl + Page Down</td>
<td></td>
</tr>
<tr>
<td>Previous Block</td>
<td>Block/Previous</td>
<td>Ctrl + Page Up</td>
<td></td>
</tr>
<tr>
<td>Rollback</td>
<td>File/Rollback</td>
<td>Shift + F7</td>
<td></td>
</tr>
<tr>
<td>Next Field</td>
<td>Item/Next</td>
<td>Tab</td>
<td></td>
</tr>
<tr>
<td>Previous Field</td>
<td>Item/Previous</td>
<td>Shift + Tab</td>
<td>None</td>
</tr>
<tr>
<td>Duplicate Field</td>
<td>Item/Duplicate</td>
<td>F3</td>
<td>None</td>
</tr>
<tr>
<td>Enter Query</td>
<td>Query/Enter</td>
<td>F7</td>
<td></td>
</tr>
<tr>
<td>Execute Query</td>
<td>Query/Execute</td>
<td>F8</td>
<td></td>
</tr>
<tr>
<td>Cancel Query</td>
<td>Query/Cancel</td>
<td>Ctrl + Q</td>
<td></td>
</tr>
<tr>
<td>Save or Commit</td>
<td>File/Save</td>
<td>F10</td>
<td></td>
</tr>
<tr>
<td>Exit</td>
<td>File/Exit</td>
<td>Ctrl + Q</td>
<td></td>
</tr>
<tr>
<td>Select</td>
<td>File/Select</td>
<td>Shift + F3</td>
<td></td>
</tr>
</tbody>
</table>
• **Navigate to a Form** - Banner allows users to either navigate directly to a form by typing the form name in the Go To field or by opening the form from a menu selection.

  o Go To field: In order to navigate to a form, type the form code or name in the Go To field and hit enter on your keyboard.

  ![Go To field screenshot]

  o My Banner: This menu is user defined. Double-click on any of the form names to begin using the form.

  ![My Banner screenshot]

  o Banner Menu: You can also navigate to a form by using the Menu located on the General Menu. Double-click on any of the folders to navigate the appropriate form.

  ![Banner Menu screenshot]
Navigate within a Form

- Blocks: Data is organized into groups which are known as blocks. Blocks are separated by a solid divider line or tabs within a form.

- Records: Information is entered or stored in blocks using records, similar to a row on a spreadsheet.

- Fields: Each data value is entered or stored in a separate field, like a cell within a spreadsheet. *Note: When a record is selected, all associated fields are highlighted.*

- Queries: When searching for a specific record, queries can be performed to look up data by using the Enter Query and Execute Query functions.
Users have the ability to add personalization to their My Banner folder, color scheme and certain menu options.

- **My Banner Menu** - To create a unique menu, double click on the My Banner folder and choose the option Empty; Select to build.
  
  - Either type the form code in the Object field and hit Save (F10).
  - Or perform a search to find the desired form.
    - Move your cursor to the left side of the menu in the Description field and select Enter Query (F7).
    - Type in the criteria of the form you are trying to find and select Execute Query (F8). *Banner searches are case sensitive and use % sign as wildcard for best search results.*
• Find the form and double-click until it is highlighted. Then select Insert in the middle section to the menu.

- Once the menu is built, select Save (F10) and close out of the form.
- Refresh the menu tree in order to view changes.

- Double-click on the My Banner folder to display the added forms.

• **My Links** - Banner allows personalization to menus and colors schemes. To access the various display options, click Personal Link 1- Personal Link 6.
Display Options

- Select “Display Form Name on Menu” to see form acronyms on menus next to form name (i.e., Requisition [FPAREQN]).

- Save (F10), Close, and refresh Menu tree to view changes.

Color Schemes - Users can create unique color schemes for Banner menus and forms. Be careful to make sure text is darker/lighter than background colors to avoid “invisible” text fields.

- Select Drop Down for “User Value” for a specific field.

To restore default color scheme, copy the Default Value into User Value fields.

- Select a color and click ok.
- Save (F10), Close, and refresh Menu tree to view changes.
Check Banner Messages

The Check Banner Message functionality in Banner is a way for users to receive messages regarding documents that have been submitted. Anytime a document goes through the approval process, a message from the approver can be created. The Check Banner Message link is how users can see these messages.

- View Banner Messages- Click on the link “Check Banner Messages”

  - View Unread Messages
    - Unread messages specific to the user will be displayed.
    - Check the Complete button to mark messages as read.

  - Save (F10)

- Search for Message
  - Enter Query (F7) to clear the form
  - Add query parameters. *It is recommended that users search by document number, which goes in the item field.*

  - Execute Query (F8) to return results
• Review all messages related to the document
  • Sender: person who approved/denied document
  • Message: Details about what action was taken
    o Highlight record with message that needs to be viewed
    o Click on Pencil icon to expand Message field
      o Message will display in a new window
        o Click OK to close
  • Date/Time: When action was taken
• Once messages are viewed, Close (Ctrl + Q) to return to Main Menu

**FOIAINP- Approvals Notification**

Each initial time you log into INB, the Approvals Notification page will be displayed if you have items in your approval queue. If this screen appears, just close out and continue to the desired form.
**Requisitions**

Requisitions are a request for a Purchase Order and are the means by which the University procures goods and services. These requests are submitted using the Requisition forms in Banner INB. The three main forms end-users will use to submit, correct, query and research requisitions are FPAREQN, FPIREQN, and FOIDOCH.

**FPAREQN - Requisition**

FPAREQN is used to submit new requisitions as well as correct, update, or delete incomplete requisitions.

**Create New Requisition**

- Navigate to the Requisition form [FPAREQN]
- Select Next Block (Ctrl + Page Down)

**Enter Requestor/Delivery Information**

- **Date**
  - **Order Date** is the date the requisition is placed. When the requisition is initiated; this field defaults to the current date and does not need to be changed.
  - **Transaction Date** is the date that identifies which fiscal year and budget period to apply the transaction. LU policy dictates that transactions are to be posted upon possession so the transaction date should be the same as the delivery date.
  - **GOODS** - Use the date that LU takes ownership of the goods; in most cases this is the same as the delivery date.
  - **SERVICES** - Use the start date of the services; this will be the same day as the delivery date.
  - **TRAVEL** - Use the date of travel, unless a travel advance is required; if a travel advance is required, the transaction date should be the date the check is needed.
o **Delivery Date** is the date when the order is needed. Since this denotes possession, the delivery and transaction dates are typically the same.
  o GOODS- Use the date when goods are expected to be delivered to LU.
  o SERVICES- Use the start date of the services and detail the length of service in the document text.
  o TRAVEL- Use the date of travel, unless a travel advance is required; if a travel advance is required, the transaction date should be the date the check is needed. By policy, travel advances cannot be issued more than 10 days prior to the date of travel.

  o Either enter the date manually and tab

  o Or click the Calendar Icon to select from a calendar
- Make sure that Document Level Accounting is **unchecked** to ensure that Commodity Level Accounting is activated. If the box is checked after filling out commodity/accounting information, the requisition will have to be denied and deleted from the system.

- **Contact Information**
  - Organization: Required
  - Name: Automatically populated with your name (can be changed)
  - Email: Recommended
  - Phone: Recommended
  - Ship To: 12th Street Warehouse

- Select Next Block (Ctrl + Page Down) or Vendor Information tab to continue to next section.
Vendor Information

- Select Search icon (F9) to look for Vendor ID

  - Enter a portion of vendor name in Title Criteria; **Banner searches are case sensitive.**
    - Use wildcards to return best results.
      - % Percent Sign can be used in place of missing letters. Surround a word with percent signs when searching for vendors to return all the appropriate possibilities.
      - _ Under Score Character acts as a placeholder for a missing character. This is best utilized when looking up information by Code Criteria rather than Title.

  ![Vendor Search Example](image)

  In the example above, the underscore is used to return any result where the first letter is and is not capitalized. The percent signs are used so any vendor with the characters “nterprise” anywhere in the name will be returned.

- Select Execute Query (F8) to return results
- Highlight desired vendor and Select (Shift + F3)
- Vendor ID and information will automatically populate on the requisition.
- Address Type should always be PO. If it is anything other than PO or the address is incorrect because the vendor has multiple locations, select the Search icon (F9).

- Highlight the correct address/type and Select (Shift + F3).
- Tab through the vendor information to populate the updated address.

- If PO address type or correct address is not available; use a BI address and make a note about the necessary address in the Document Text.

- If there is no Vendor ID for the desired vendor, enter the vendor name in Vendor field and vendor contact information in Document Text.

- If a vendor has not yet been selected or if there are multiple vendors (ie travel requisition for airfare, hotel, per diem, etc...) then type “Best Vendor” or “Multiple Vendors” respectively in the Vendor field and enter the details in Document/Item Text.
Enter Document Text

- Select Options then Document Text on the Menu Bar.

- Select Next Block (Ctrl + Page Down) to begin entering text.

- Required Document Text Information
  - New Vendor Information/Best Vendor (only if no Vendor ID)
    - Vendor name: do not use acronyms
    - Contact Information: address, phone, fax, and other pertinent information
  - Justification
    - All requisitions must include rationale for the purchase
    - Services/subscriptions must specify start and end date of service
    - Travel requests must have date, location, and reason of travel
  - Payment Method/Terms
    - Check or Credit Card
    - Deposit or Prepayment Required
  - Quote Information
  - Special instructions to vendor
• Enter text in first record then select Next Record (Down Arrow) to continue entering more text.
  o Print box will automatically check, but can be unchecked; however, approvals cannot view text when print box is unchecked.
  o Line number will default in increments of 10, but can be manually changed to rearrange text order. *When line numbers are updated, changes will not be reordered until Document Text is saved and closed.*

<table>
<thead>
<tr>
<th>Text</th>
<th>Clause Number</th>
<th>Print</th>
<th>Line</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor Information Example</td>
<td></td>
<td></td>
<td>9</td>
</tr>
<tr>
<td>New Vendor Name</td>
<td></td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>546 Main Street</td>
<td></td>
<td></td>
<td>20</td>
</tr>
<tr>
<td>Somewhere, Kansas 12345</td>
<td></td>
<td></td>
<td>30</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>38</td>
</tr>
<tr>
<td>Rationale Example</td>
<td></td>
<td></td>
<td>39</td>
</tr>
<tr>
<td>- Purchasing manuals for requisition training.</td>
<td></td>
<td></td>
<td>40</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>48</td>
</tr>
<tr>
<td>Services/Subscription Example</td>
<td></td>
<td></td>
<td>49</td>
</tr>
<tr>
<td>- Purchasing subscription to requisition training program 05/01/2012 - 04/30/2013.</td>
<td></td>
<td></td>
<td>50</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>60</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>65</td>
</tr>
<tr>
<td>Travel Example</td>
<td></td>
<td></td>
<td>69</td>
</tr>
<tr>
<td>- Travel to Kansas City, MO on 04/10/12 - 04/15/12 for conference Train the Trainer conference.</td>
<td></td>
<td></td>
<td>70</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>80</td>
</tr>
</tbody>
</table>

Additional document text may be added at any point during the Requisition process.

• Save (F10) and Close (Ctrl + Q)
• Next Block (Ctrl + Page Down) or select the Commodity/Accounting tab to continue to the next section.

**Enter Commodity/Accounting Information**

Make sure the Document Level Accounting field is **NOT** checked **BEFORE** filling out commodity/accounting information. If the box is checked after filling out commodity/accounting information, the requisition will have to be denied and deleted from the system.
• Insert code in Commodity field
  o Either type in the code manually
  o Or search for the code by clicking the drop down box (F9)
  o Select Commodity Validation on the Option List

If an invalid code is typed in; the following message will display. Click OK to close the message window and then go back and correct the commodity code.

Do NOT click the Add Commodity box as the message instructs.
Select Enter Query (F7) to clear the form

- Enter search criteria - For best results, search by the commodity code category and make a selection from the category list:

| AD  |  | PL  |  
|-----|---|-----|---|
| AS  | Advertising | PD  | Physical Plant |
| FL  | Fuel | SP  | Supplies |
| GV  | Governmental Fees & Fines | SV  | Services & Fees |
| HX  | Host Expenses | TB  | Travel- Business |
| IN  | Insurance | TP  | Travel- Professional Development |
| LB  | Library Resources | TR  | Travel- Recruitment |
| LR  | Lease & Rental Agreements | TT  | Travel- Team |
| ML  | Mailing | UT  | Utilities |
| MC  | Miscellaneous |  |  

**Note:** It is recommended that users refer to the Commodity Code Definitions to select commodity codes rather than using the drop down list in Banner.

- Use the 2 digit code followed by the % sign in the commodity code field

![Commodity Code Table]

- You may also add a description to further isolate search results
  - Select Execute Query (F8) to return results
  - Navigate to the correct code by using up and down arrows on your keyboard
  - Click the Select icon (Shift + F3)

- Update the Banner populated commodity code description with the item description

![Requestor/Delivery Information]

**Note:** The description should be specific enough that both the approving officials and the vendor can discern what is being requested.
Navigate to Options, Item Text to provide detailed descriptions/specifications

Select Next Block to enter Item Text (works like Document Text)

Save (F10) & Close (Ctrl + Q) to return to Requisition

- Input Unit of Measure (U/M), Quantity and Pricing Information
  - U/M: Search for the correct code by using the drop down list. If the U/M needed does not have a code, use Each (EA).
  - Quantity: Enter the number of requested items based on the quote/estimate from the vendor.
  - Pricing Information:
    - Unit Price: This amount should be the price of the individual item, not the total price. *This field can use up to four digits after the decimal point.*
    - Extended Amount: This field is automatically calculated based on quantity and unit price
• Discount Amount: This field should include a dollar amount of the vendor discount. Calculate the dollar amount by double-clicking in the Discount Amount field to use the calculator.
• Additional Amount: This field should include a dollar amount of any additional fees related to the transaction.

- Navigate to the FOAPAL section by selecting Next Block (Ctrl + Page Down)
  o Tab through the fields to automatically populate FOAPAL elements
    ▪ Defaults associated with Orgn on Requestor tab will populate
    ▪ Account code associated with the commodity code will populate

⚠️ Note: Use the tab key rather than the mouse to navigate; this will help avoid errors such as NSF Suspense error of “A” that occur when navigating in the FOAPAL section.

- Add additional codes
  o Required Codes: Fund, Organization, Account and Program
  o Optional Codes: Index, Activity and Location

Notes:
- Payroll index codes should NOT be used as they will populate the incorrect fund code.
- The project code field is NOT currently being used by Liberty University and should always be left blank.

- Tab through remaining fields until amount(s) populate
Save (F10) to see if sufficient funds are available for the requested line item.

- If funds are available, neither NSF box will be checked.

- If funds are NOT available, the NSF Suspense box will be checked and an insufficient budget message will display in the bottom left corner of the INB window.

- Make a note of the requisition number, navigate to the Balancing/Completion tab and put the document In Process. Once sufficient funds are added to the budget line, the requisition can be reopened and completed. Make sure to tab through all existing FOAPALs to refresh NSF checking.

- Before completing a Budget Transfer, evaluate the budget to determine if an amendment is needed to cover the cost of the requisition.

  Note: It is recommended that the budget/department manager is consulted at this point.

- Select Previous Block (Ctrl + Page Up) to navigate back to Commodity section
- Repeat the same steps to add more commodities
Submit Requisition- Balancing/Completion Tab

- Select Complete to send on for approvals
- Select In Process to come back later

---

<table>
<thead>
<tr>
<th>Approved Amount:</th>
<th>Input</th>
<th>Commodity</th>
<th>Accounting</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>27.00</td>
<td>27.00</td>
<td>27.00</td>
<td>27.00</td>
<td>BALANCED</td>
</tr>
<tr>
<td>Discount Amount:</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>BALANCED</td>
</tr>
<tr>
<td>Additional Amount:</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>BALANCED</td>
</tr>
<tr>
<td>Tax Amount:</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>BALANCED</td>
</tr>
</tbody>
</table>

Complete: ☑️  In Process: ✗

---

Congratulations! You have just submitted a requisition for approval. Refer to Appendix A to view completed requisitions as they will look appear in Banner ASIST. This is the same view your approval chain will see when reviewing requisitions.

Correct/Update Incomplete Requisitions

Incomplete requisitions are requisitions that were started and put in process or submitted and then disapproved. If a requisition is put in process or denied by someone in the approval chain for any reason, that requisition can be corrected if done within 10 days.

After 10 days, it is the policy of Financial Planning & Budgeting to delete the requisition from Banner. Once a requisition has been deleted it cannot be retrieved. Below are the steps for how to correct and submit an incomplete requisition.

- Navigate to FPAREQN
- Enter the document number in the Requisition field and select Next Block (Ctrl + Page Down)
- Navigate to the portion of the requisition that needs to be completed and/or corrected.
  - Refer to the previous sections on creating a new requisition for instructions on how to complete the various fields.
  - If correcting a commodity or accounting (FOAPAL) code, refer to the instructions below:
- Navigate to the appropriate commodity line item on the Commodity/Accounting tab.

```
<table>
<thead>
<tr>
<th>Item #</th>
<th>U/M</th>
<th>Tax Group</th>
<th>Quantity</th>
<th>Unit Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```

Remember that each commodity is associated with a specific FOAPAL, so the FOAPAL displayed is related to the highlighted commodity.

- Update the commodity code but do not replace the description if a unique item description has already been entered.

```
<table>
<thead>
<tr>
<th>Item #</th>
<th>U/M</th>
<th>Tax Group</th>
<th>Quantity</th>
<th>Unit Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```

A window displaying the generic commodity code will appear; ignore this window as it will disappear as you navigate through the form.
- Re-enter the Unit Price and validate that the quantity and amount fields are correct.
- Select Next Block (Ctrl + Page Down) to update the account associated with the new commodity code.

<table>
<thead>
<tr>
<th>Commodity</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SVPRINT</td>
<td>Requestion Training Manuals</td>
</tr>
<tr>
<td>SVPRINT</td>
<td>Budget Quarter Training Manuals</td>
</tr>
</tbody>
</table>

Notice that the account code associated with the old commodity code does **NOT** repopulate the new code.

- Either manually type in the appropriate account code
- Or Delete the FOAPAL, tab to repopulate the accounts, and re-enter the FOAPAL information
  - Remove Record (Shift + F6) to delete FOAPAL
  - Repopulate auto fill accounts by using the tab key
  - Re-enter required FOAPAL

- After all updates have been completed, navigate to the Balancing/Completion tab to submit the requisition.
Delete Incomplete Requisitions

Incomplete requisitions that contain FOAPAL information will have a budget impact. If a requisition needs to be deleted before the 10 day timeframe is completed, the originator may delete the requisition.

- Navigate to FPAREQN
- Enter the document number in the Requisition field and select Next Block (Ctrl + Page Down)
- Remove Record (Shift + F6) twice to delete the requisition
  - First ‘Remove Record’ Message
  - Second ‘Remove Record’ Message
  - Completion Message

FPIREQN- Requisition Query

Once a requisition is completed it is no longer available for editing in FPAREQN, however, users can query a requisition at any time during the process using FPIREQN.

- Navigate to FPIREQN
- Enter the requisition number and select Next Block (Ctrl + Page Down)
- If a requisition number is not known select the Search icon (F9)

  - Select Enter Query (F7) to clear the fields

  - Enter search criteria and then select Execute Query (F8)

  - Highlight desired requisition number and Select (Shift + F3)

  - Select Next Block (Ctrl + Page Down) to open requisition
• Use Next Block (Ctrl + Page Down) to navigate through various requisition screens.

Note: This form is query only, no changes can be made.

• Select Exit (Ctrl + Q) to close form

**FOIDOCH- Document History**

After a requisition is approved it will go to Purchasing to be assigned a PO number. The PO and any other related documents will be attached to the original requisition. Users can query the related documents in the Document History form, FOIDOCH.

• Navigate to FOIDOCH
• Type REQ in Document Type field

*Search for other types of documents using the Search function (F9)*
• Enter document number in Document Code field and select Next Block (Ctrl + Page Down). (Use the Search Function (F9) if document number is unknown)

• Any related documents will be displayed in the appropriated data block

• Select the document you are reviewing and go to Options
  o Click on View Status Indicator to see what the Status of your document means
  o Click on Document Info (second option) to query document

• Select Rollback (Shift + F7) to enter a new query or Close (Ctrl + Q) to exit the form.
Change Order- FPACHAR

Once a requisition is approved changes cannot be made, however, users do have the ability to make some changes after a PO has been issued through the change order process. The Change Order form (FPACHAR) is used to increase/decrease quantity and unit price as well as add commodity lines.

- Navigate to FPACHAR
- Enter PO number in Purchase Order Field
- Tab to Change Sequence and type NEXT then Next Block to the header fields.

Note: If the Change Order will not open, view the bottom left hand of screen for error message.

- If there is a previous change that is incomplete or not approved, then search for the previous change order.

  ▪ Search (F9) from the Purchase Order field.

  ▪ Enter your search criteria, at a minimum the PO number.

---

---
- Execute Query (F8) and search for the Incomplete or Not Approved document.
  - If Completed has a status of “N”, select (Shift + F3) to edit.
  - If Completed has a status of “Y” and Approved “N”, a previous change order is still in the approval process. Banner requires that change order to be approved before a new one can be submitted.

- If the Purchase Order is closed, a Change Order cannot be completed, and a new requisition will need to be submitted.

- If the Purchase Order has an existing encumbrance close document, contact your Budget Analyst for assistance.

- Once the Change Order is opened, add Document Text to explain what adjustments are being made. Include the date of the Change Order, along with the total of the increase or decrease.

- Next Block through Purchase Order until you reach the Purchase Order Item Selection
• Check the Added Box next to the preexisting line items that you are changing. However, if you are adding new lines, the Added box does not need to be checked.

• Save (F10) and Close (Ctrl Q)

• Adjust commodity line items to reflect a revised Purchase Order.
  o Adjust Quantity from 1 to 2

  ![Adjust Quantity Image]

  **Tax Group**  **Quantity**  **Unit Price**
  
  ![Discount Amount Image]

  ![Additional Amount Image]

  ![Tax Amount Image]

  ![Commodity Line Total Image]

  o Adjust Unit Price from 4,000 to 3,000

  ![Extended Cost Image]

  **NOTE:** The new amount should reflect the total amount of the PO. The remaining balance should not be used in determining the new PO amount.
- **Add Commodity:**
  - Navigate to last commodity line and select Insert Record (F6) and add commodity *(same as creating a requisition)*

- **Adjust amount on Standing Orders**
  - View PO in FPIPURR without a change sequence number to determine current amount of PO by line item.

  - Navigate to FPIPURR, type in PO number and Next Block (Ctrl + Page Down)

  - Next Block (Ctrl + Page Down) to the Commodity/Accounting block and view amount by item.

**Note:** Standing Purchase Orders do NOT have a quantity/unit price, only an amount.

The amount of a standing Purchase Order represents the maximum amount the University department has approved to spend with a vendor within the timeframe outlined in the PO. Standing POs are typically for specific goods/services with contracted pricing that have already been negotiated by Procurement.
Calculate how much the change order amount should be by adding the adjustment amount to the current PO amount.

- Example: Current PO amount is $10,000 and an increase of $5,000 is needed. The change order amount should be $15,000.

**Change Order Amount:**

<table>
<thead>
<tr>
<th>Current PO Amount</th>
<th>Adjustment Needed</th>
<th>CO Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$10,000.00</td>
<td>$5,000.00</td>
<td>$15,000.00</td>
</tr>
</tbody>
</table>

- Navigate to FOAPAL section and tab through amount fields to refresh budget checking.
- Next Block (Ctrl + Page Down) to Balancing/Completion

- Click In Process to save changes and close document
- Click Complete to send Change Order through approval process

**Receiving Goods - FPARCVD**

The receiving process in Banner is used to verify that items have been received against a purchase order before payment is made to a vendor. Receipt of goods is recorded by quantity on a regular purchase order and amount on a standing purchase order.

- **FPARCVD**
  - Type NEXT in Receiver Document Code field
    - Next Block (Ctrl + Page Down)

- **Receiving Header**
  - Type DLVR in Receiving Method Field
• Packing Slip
  o Enter number from vendor packing slip in Packing Slip field
  o Enter Bill of Lading number if applicable

• Purchase Order
  o Enter PO number from packing slip in Purchase Order field
  o Select appropriate radio button
    ▪ Receive Items: Used to record receipt of goods.
    ▪ Adjust Items: Used to adjust initial receipt of goods.
    Note: If items are being rejected/returned use the Returned Goods form as it also records reason of return.

• On the Menu Bar, select Options, Select Purchase Order Items
  ▪ Next Block (Ctrl + Page Down)
  ▪ Indicate the items to receive by checking the Add Item checkbox
- Save (F10) & Close (Ctrl + Q)
  - Next Block (Ctrl + Page Down)

- **Commodity**
  - Select Final Received checkbox if all items have been received for the commodity
  - Tab to Quantity Section and type applicable quantities in Current fields
  - **Note:** To adjust items, enter a negative number

  - Update U/M field if necessary

- **Complete/In Process**
  - Next Record (Down Arrow) to receive additional commodities
  - Previous Block (Ctrl + Page Up) to return to previous screen
  - Next Block (Ctrl + Page Down) to complete
The Returned Goods form (FPARTRN) is used to identify returned goods for items ordered with a regular purchase order. Note that both the Returned Goods Form and an adjustment entered on the Receiving Goods Form update the Accepted field in the Invoice/Credit Memo Form. Do not enter the same return in both forms.

- **Create new Return document**
  - Type Next in Return Code field
  - Type PO number in Purchase Order Code field and Next Block (Ctrl + Page Down) to automatically populate PO vendor information
  - Next Block (Ctrl + Page Down) to navigate to Commodity screen

- **Return Commodities**
  - Type Item number related to original PO in Item Field and tab to automatically populate commodity information
  - Enter Reason Code- Select LOV button for list
  - Enter number of returned items in Quantity Returned field
  - Save (F10) and Close (Ctrl + Q)
The Encumbrance form (FGAENCB) is used to encumber or reserve funds for future commitments and in some instances, can be used as a vehicle for payment. Encumbrances can only be used for transactions that cannot be purchased with the P-Card and do not require a purchase order.

- Navigate to FGAENCB
- Select Next Block (Ctrl + Page Down) to enter form.
  - Enter the description of the document in the title field
  - Tab to Document Total and enter total amount.
  - Tab to Vendor ID (Optional Field)
    - If issuing payment to only one vendor, input vendor number.
    - If issuing payment to multiple vendors or using encumbrance as a budget reservation, then leave the vendor field blank.
- Navigate to Options and click Document Text.
  - Select Next Record (Down Arrow) to enter multiple lines of text.
    - Include rationale/justification for encumbrance in Document Text.
- Make sure to check the Print boxes, otherwise the document text will not display.

- Next Block (Ctrl + Page Down) to enter FOAPAL information.
  - Using the tab key to navigate, fill out the following fields:
    - Sequence: Automatically populates.
    - Journal Type: Enter E100 (Original Encumbrance).
    - FOAPAL: Fund, Orgn, Account, and Program are required.
    - Amount: Enter amount

  **Note:** Encumbrances should only use **ONE** line item as multiple line items cause errors when invoicing.

- Save (F10) for available balance checking.
  - If funds are available, the Status field will be marked P which indicates that the document can be posted.
If funds are not available an insufficient budget message will display.

- Close the message window
- Make a note of the encumbrance number and put the document in process.

*Once sufficient funds are added to the budget line, the encumbrance can be reopened and submitted.*

- Evaluate the budget and determine if funds should be transferred or amended to cover the cost of the encumbrance. 

*Note: It is recommended that the budget/department manager is consulted at this point.*

- Next Block (Ctrl + Page Down) and select Complete or In Process.

- In Process to come back to later and make edits
- Complete to send the document on for approvals
The Encumbrance form (FGAENCB) is also used to adjust encumbrances that have been completed and approved. On this form, amounts can be increased or decreased and FOAPAL items can be modified. In order to close and liquidate an Encumbrance, a request will need to be sent to Financial Planning & Budgeting.

- Navigate to FGAENCB
- Enter the Encumbrance Number and select Next Block (Ctrl + Page Down)
- Enter the amount of the encumbrance adjustment in the Document Total field
  - To Increase: Input a positive amount
  - To Decrease: Input a negative amount
  - To Update FOAPAL only: Input zero
- Enter the current date in the Transaction Date field
  - The transaction date needs to be in the current month or else there may be an error and the Change Encumbrance will not be completed.
- Enter the encumbrance change number and a description

**Note:** this is user assigned and must be unique. Suggested numbering is to use ‘EC’, the encumbrance number, leading zeros and a 1 for the first change, 2 for the second change. Example, encumbrance number E0000376, first change number is EC376001 and second change is EC376002.

- Next Block (Ctrl + Page Down)
• Tab to the Journal Type and enter E020.
• Tab to the amount and enter the amount of the change.
  o To Increase: Enter a positive number
  o To Decrease: Enter a negative number
  o To Change FOAPAL: Enter negative number and add new line item

  ▪ Reduce Existing Line down to zero

  ▪ Insert Record (Down Arrow) to add a new line item
  • Sequence: Tab to auto populate
  • Journal Type: E100- Original Encumbrance
  • FOAPAL: Add updated FOAPAL
  • Amount: Positive amount to net to zero with original line item

• Next Block (Ctrl + Page Down)

• Select Complete or In Process.
Banner INB has several tools to assist Budget Managers in reviewing and researching budgets. It contains query forms for budgets, encumbrances, and transactions. Budget managers should utilize these forms on a regular basis to be aware of transactions coming in and out of the budget. Accounting periods (months) are closed 15 days after the month ends and budgetary issues cannot be corrected after an accounting period is closed. If budgetary issues are found on any of these forms, contact your Budget Analyst immediately.

**FGIBSUM- Organization Budget Summary**

The Organization Budget Summary query displays high level budget data for a fund and organization combination. This tool is used to give managers a quick snapshot of how the budget is doing overall. From this query, budget managers are able to drill down into the account level query, FGIBDST.

- Navigate to FGIBSUM
- Enter Query Parameters in Header Section
  
  *If navigating directly from FGIOENC, this step is already completed.*
- Next Block (Ctrl + Page Down) to review budget data
• Navigate to account code detail from Options Menu, Budget Status Information

**FGIBDST- Organization Budget Status**

FGIBDST displays the budget by individual account code and works very similar to the queries in Banner Self Service. All columns can be drilled down into for transaction level detail.

• Navigate to FGIBDST
• Enter query parameters and select Next Block (Ctrl + Page Down)

The results will be displayed showing current budget, actual expenditures, commitments and available balance by account code.

• The total of each column is reflected at the bottom of the screen.

**Note:** If totals do not display correctly, go back to the header section and make sure that the Include Revenue Accounts checkbox is **NOT** checked.
In order to research a specific account, highlight the desired account code and select Options from the menu bar and navigate to the appropriate form.

- **Budget Summary Information**- Use this form to review high level data on FGIBSUM.
- **Organization Encumbrances**- Use this form to review current balances on open requisitions, purchase orders and encumbrances.
- **Transaction Detail Information**- Use this form to review transaction detail. In order to isolate the results to a specific transaction type; budget, actual expense, or commitment, tab to the appropriate column before navigating to transaction detail.

For this example, we will be researching account 711005 because there is a $6,000 deficit.

- Start by reviewing the commitments column to see what is currently encumbered.
- Once commitments are reviewed, look through the transactions in the YTD column.

**FGIOENC- Organizational Encumbrance List**

FGIOENC will display a list of all open encumbrances and the remaining balances by Fund and Organization. You can either navigate here from FGIBDST using the Options menu or directly from the Banner Menu.

- Navigate to FGIOENC
- Enter query parameters in header section
- Next Block (Ctrl + Page Down).

A list of open encumbrances and the remaining balances will be displayed.

- If the list of encumbrances is too long, you can narrow your search by using the query function.
  - Select Enter Query (F7).
  - Type in criteria and select Execute Query (F8).
Highlight the encumbrance number you are researching and select Options, Query Detail Encumbrance Info.

FGIENCD- Detail Encumbrance Activity

FGIENCD will display the details of the selected encumbrance. You can either navigate here from FGIOENC using the Options menu or directly from the Banner Menu.

- Navigate to FGIENCD
- Type in the Encumbrance number
  If navigating directly from FGIOENC, this step is already completed.
- Select Next Block (Ctrl + Page Down) to navigate between the 3 sections.
  - Section 1: This section contains information related to the entire PO.
  - Section 2: This section contains information related to a specific line item on the PO.
  - Section 3: This section contains information related to the balance of the PO line item. It will display a line item for each payment, increase, or liquidation made to the line item.
Notice that there has been no activity since the PO was established.

Select Close (Ctrl + Q), to return back to the previous form. (If you used the Options menu to navigate here from FGIBDST, close each form until you return back to that screen.)

**FGITRND- Detail Transaction Activity**

FGITRND will display every transaction that has posted against the FOAPAL you are researching. You can either navigate here from FGIBDST using the Options menu or directly from the Banner Menu. *If you are using FGIBDST, only the information regarding the account you selected will be displayed.*

**Navigate to FGITRND**

- Enter query parameters in Header Section.
  *If navigating directly from FGIBDST, this step is already completed.*
- Select Next Block (Ctrl + Page Down).

**Enter query parameters** *(when not navigating directly from FGIBDST)* or leave blank to see all transactions
  - FOAPAL Elements: Account, Organization, Program, Fund, Activity, Location
  - Dates:
    - Activity Date: Records the date the transaction was completed, approved and posted to Banner ledgers
    - Transaction Date: Records the date the transaction occurred.
  - Document Parameters:
    - Type: Records the rule code used to complete the transaction, such as, BD2 or BD4 for budget transfers
    - Document: Records the Banner document number associated with the transaction.
    - Description: Records either the vendor name for requisitions, PO’s and invoices or a description related to the document for budget transfers and various accounting entries/feeds.
    - Field: Records which column the transaction posted to in the budget query.
      - OBD: Original Budget
      - ABD: Adjusted Budget
      - YTD: Year-to-date Activity
      - ENC: Encumbrance
      - RSV: Reservations
Select Execute Query (F8)
Each transaction will display as a line item in the budget. To review in more detail, tab over as this form has several columns.

Notice that this invoice payment is for the same vendor and dollar amount as the Purchase Order in the commitment column. Drill down on the invoice to see if this is attached to another Purchase Order.

Go to Options; Query Document
Next Block (Ctrl + Page Down) to query the invoice.
If it is determined that the invoice should have been applied to the open PO, contact your Budget Analyst to resolve this issue and release the $6,000 back into the budget.

FGIBAVL- Budget Availability Status

The Budget Availability Status form (FGIBAVL) will display the budget based on posted (approved) documents plus documents in progress. Documents in progress include documents that are completed (in approval process), incomplete (started, but not finished/submitted), disapproved, receipt pending (invoices without receiving document), and documents with errors. Of these documents, line items that have insufficient funding are placed in NSF suspense and are not reflected in the available balance.

\[
\text{FGIBAVL} = \text{Posted} + \text{In Progress} - \text{NSF Items}
\]

FGIBAVL is the only budget query that will display In Progress documents, all other budget queries only display posted documents. However, In Progress documents may be viewed with their status indicators from FGIBAVL and Banner Self Service budget queries via the Transaction in Process Status query.

The account balances displayed in FGIBAVL are the balances that Banner uses to check funding availability for document processing. Available balance is determined by the FGIBAVL balance of Fund, Organization and Account combinations. Other FOAPAL elements are disregarded when querying in FGIBAVL and should not be used on the form.
• Navigate to FGIBAVL
• Tab through the fields to enter query parameters. *(Required fields are displayed in screenshot below)*

![Screenshot of FGIBAVL interface]

**Note:** When querying the total operating budget enter 7100 in the Account field and when viewing payroll budgets use 6100 with the payroll fund code.

• Next Block (Ctrl + Page Down) to view the budget

![Screenshot of FGIBAVL interface with budget details]

**Note:** FGIBAVL cannot be used to drill down into an account and see a list of all transactions; however, users can view documents in progress on line items where the Pending Documents field is checked.
• From FGIBAVL, select a line item where the Pending Documents box is checked and go to Options, Pending Documents (F3).

• The status, transaction detail and budget impact will display for every pending document related to a budget line item.
The status indicator will identify why the document has not posted to the operating ledger and will determine what action needs to be taken with the document.

<table>
<thead>
<tr>
<th>Status</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incomplete</td>
<td>Document has not been completed and either needs to be submitted by the originating user or deleted from the system.</td>
</tr>
<tr>
<td>In Approvals</td>
<td>Document is in the approval process. Contact the next approver to review the document.</td>
</tr>
<tr>
<td>Disapproved</td>
<td>Document has been denied and either needs to be corrected for resubmission or deleted from the system.</td>
</tr>
<tr>
<td>Receipt Pending</td>
<td>Invoice has been completed, but cannot post until AP has received confirmation that goods/services have been received.</td>
</tr>
<tr>
<td>To Be Posted</td>
<td>Document has been approved and is waiting to be posted. Contact your Budget Analyst to resolve this issue.</td>
</tr>
<tr>
<td>Error</td>
<td>Document has an error that is preventing it from being removed from the Pending Documents listing. Contact your Budget Analyst to resolve this issue.</td>
</tr>
<tr>
<td>Undefined</td>
<td>Document has an undetermined status. Contact your Budget Analyst to resolve this issue.</td>
</tr>
</tbody>
</table>

**Note:** NSF line items on documents in progress will **NOT** be displayed in the query.

- Close the Pending Documents query to return to FGIBAVL

**Extracting Data from INB**

Banner INB has the capability to move data from Banner into Microsoft Excel as a CSV file. Once the data is downloaded, it can be rearranged and manipulated without changing the data stored in Banner. Any form with the option to Extract Data located on the Help menu can use this tool.

- Adjust settings to extract headers with data.
  - Go to the main screen in INB and click on a Personal Link (located in the right My Links column)
- Select “Include Header Row in Data Extract”

- Save (F10) and close (Ctrl + Q) form.

- Be sure to check that your Pop-Up Blocker is turned off on your internet browser.
  - Internet Explorer: The Pop-Up Blocker will not allow you download data so you must hold down the Ctrl key before selecting Extract Data until the Opening gokoutp.csv dialogue box is displayed.
  - Firefox (recommended for INB usage):
    - On your web browser go to Tools, Options
    - By the field Block pop-up windows select the Exceptions button
      - Type inb.liberty.edu in the Address field and select Allow
    - Close the window to save settings.
- Once settings are selected, navigate to the form in BANNER INB you wish to download into Excel and enter any search criteria.
- Move your cursor to Help on the menu bar and select one of the Extract Data options.
  - Extract Data With Key will display with search criteria in the first 2 rows:
Extract Data No Key will display without the search criteria, only the query information with header rows:

- Click OK to open the Excel file
- Go to File, Save As, and choose the Save As type: Excel Workbook (*xlsx).

The data can now be rearranged and manipulated without affecting any of the data stored in Banner. After reviewing transactions, if further clarification/research is needed, please contact your Budget Analyst.
Appendix A- Requisition Examples
Requisition Example - Goods
**Requisition Document**

### Requisition Header

<table>
<thead>
<tr>
<th>Requisition</th>
<th>Order Date</th>
<th>Trans Date</th>
<th>Delivery Date</th>
<th>Print Date</th>
<th>Total</th>
</tr>
</thead>
</table>

- **Origin:** BANNER
- **Complete:** Y
- **Approved:** Y
- **Type:** Procurement
- **Cancel Reason:**
- **Date:**
- **Requestor:** Lagos, Andrea 
  Z1010  Banner Finance Testing
- **Accounting:** Commodity Level
- **Ship to:** 12th Street LU Receiving  
  1900 12th Street  
  Lynchburg, VA 24501
- **Attention:** Receiving
- **Contact:** Receiving
- **Phone Number:** 434-592-3312

- **Vendor:** L20519528  Collinsville Printing Co., Inc.  
  PO Box 505  
  Collinsville, VA 24078-0505
- **Phone Number:** 276-666-4400
- **Fax Number:** 276-666-4513

**Document Text:** Purchasing manuals for requisition training.

### Requisition Commodities

<table>
<thead>
<tr>
<th>Item</th>
<th>Commodity</th>
<th>Description</th>
<th>U/M</th>
<th>Qty</th>
<th>Unit Price</th>
<th>Ext Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>SVPRINT</td>
<td>Requisition Training Manuals</td>
<td>EA</td>
<td>1000</td>
<td>2.3451</td>
<td>2,345.10</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>234.51</td>
<td>12.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

- Custom 52 page color manual
- Printing needs to be front & back
- 10% discount reflected in extended field
- Additional amount is for shipping

### Requisition Accounting

<table>
<thead>
<tr>
<th>Seq #</th>
<th>COA</th>
<th>FY</th>
<th>Index</th>
<th>Fund</th>
<th>Orgn</th>
<th>Acct</th>
<th>Prog</th>
<th>Actv</th>
<th>Locn</th>
<th>Proj</th>
<th>NSFSusp</th>
<th>NSFOvr</th>
<th>Susp</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>U</td>
<td>12</td>
<td>111101</td>
<td>Z1010</td>
<td>712005</td>
<td>60</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td></td>
<td></td>
<td>2,122.59</td>
</tr>
</tbody>
</table>

Total of displayed sequences: 2,122.59

No Related Documents Available

**RELEASE: 8.2**
Requisition Example - Services/Subscriptions
**Requisition Header**

<table>
<thead>
<tr>
<th>Requisition</th>
<th>Order Date</th>
<th>Trans Date</th>
<th>Delivery Date</th>
<th>Print Date</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>R0584672</td>
<td>Apr 01, 2012</td>
<td>May 01, 2012</td>
<td>May 01, 2012</td>
<td></td>
<td>18,250.00</td>
</tr>
</tbody>
</table>

Origin: BANNER  
Complete: Y  
Approved: N  
Type: Procurement  
Cancel Reason:  
Date:  
Requestor: Lagos, Andrea  
Z1010  
Banner Finance Testing  
Accounting: Commodity Level  
Ship to:  
12th Street LU Receiving  
1900 12th Street  
Lynchburg, VA 24501  
Attention: Receiving  
Contact: Receiving  
Phone Number: 434-592-3312  
Vendor: L20002599  
SunGard Higher Education  
4 Country View Rd  
Malvern, PA 19355-1408  
Phone Number: 610-578-5409  
Fax Number: 610-578-6760  
Document Text:  
Purchasing subscription to Banner INB training  
program for training Finance Staff.  
Start Date: 05/01/12  
End Date: 04/30/13  
Prepayment is due on 4/15/2012.

**Requisition Commodities**

<table>
<thead>
<tr>
<th>Item</th>
<th>Commodity</th>
<th>Description</th>
<th>U/M</th>
<th>Qty</th>
<th>Unit Price</th>
<th>Ext Amount</th>
<th>Disc</th>
<th>Addl</th>
<th>Tax</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>PDSUB</td>
<td>Banner Suite Subscription-Unlimited Users</td>
<td>EA</td>
<td>1</td>
<td>18250</td>
<td>18,250.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>18,250.00</td>
</tr>
</tbody>
</table>

**Requisition Accounting**

<table>
<thead>
<tr>
<th>Seq#</th>
<th>COA</th>
<th>FY</th>
<th>Index Fund</th>
<th>Orgn</th>
<th>Acct</th>
<th>ProbAcct</th>
<th>Locn</th>
<th>Proj</th>
<th>NSFSusp</th>
<th>NSF0vr</th>
<th>Susp</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>U</td>
<td>12</td>
<td>111101</td>
<td>Z1010</td>
<td>721004</td>
<td>60</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>18,250.00</td>
</tr>
</tbody>
</table>

Total of displayed sequences: 18,250.00

No Related Documents Available

**RELEASE: 8.2**
Requisition Example - Travel
# Requisition Header

<table>
<thead>
<tr>
<th>Requisition</th>
<th>Order Date</th>
<th>Trans Date</th>
<th>Delivery Date</th>
<th>Print Date</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>R0584673</td>
<td>Mar 15, 2012</td>
<td>Apr 10, 2012</td>
<td>Apr 06, 2012</td>
<td></td>
<td>744.79</td>
</tr>
</tbody>
</table>

- **Origin:** BANNER
- **Complete:** N
- **Approved:** N
- **Type:** Procurement
- **Cancel Reason:**
- **Date:**
- **Requestor:** Lagos, Andrea Z1010 Banner Finance Testing
- **Accounting:** Commodity Level

- **Ship to:** 12th Street LU Receiving
  - 1900 12th Street
  - Lynchburg, VA 24501
- **Attention:** Receiving
- **Contact:** Receiving
- **Phone Number:** 434-592-3312
- **Vendor:** Multiple Vendors

**Document Text:**

Jane Doe is travelling to Birmingham, AL on 4/10/12 - 4/15/12 for Train the Trainer conference. Registration, and lodging were paid for using department P-Card. Traveller will need monies for per diem, rental car, and fuel.

# Requisition Commodities

<table>
<thead>
<tr>
<th>Item</th>
<th>Commodity/Description</th>
<th>U/M</th>
<th>Qty</th>
<th>Unit Price</th>
<th>Ext Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>TPDIEM</td>
<td>EA</td>
<td>1</td>
<td>212.80</td>
<td>212.80</td>
</tr>
</tbody>
</table>

- **Vendor:** Jane Doe
  - 12345 Main Street
  - Lynchburg, VA 24504

**Copy of per diem calculator showing breakdown of meals provided is being emailed to Purchasing.**

Traveller will need advance check on 4/6/2012.

# Requisition Accounting

<table>
<thead>
<tr>
<th>Seq#</th>
<th>COA</th>
<th>FY</th>
<th>Index</th>
<th>Fund</th>
<th>Orgn</th>
<th>Acct</th>
<th>Prog</th>
<th>Actv</th>
<th>Locn</th>
<th>Proj</th>
<th>NSFSusp</th>
<th>NSFOvr</th>
<th>Susp</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>U</td>
<td>12</td>
<td>111101</td>
<td>Z1010</td>
<td>722002</td>
<td>60</td>
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<td>N</td>
<td>N</td>
<td>N</td>
<td>212.80</td>
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</tbody>
</table>
Requisition Commodities

<table>
<thead>
<tr>
<th>Item</th>
<th>Commodity Description</th>
<th>U/M</th>
<th>Qty</th>
<th>Unit Price</th>
<th>Ext Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>TPGRND Economy Car Rental</td>
<td>EA</td>
<td>6</td>
<td>41.999</td>
<td>251.99</td>
</tr>
</tbody>
</table>

Vendor: Enterprise Rent A Car (L20000798)
Wards Road location
Traveller will put car on personal card and be reimbursed on return.

Requisition Accounting

<table>
<thead>
<tr>
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<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>251.99</td>
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Requisition Commodities

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<th>U/M</th>
<th>Qty</th>
<th>Unit Price</th>
<th>Ext Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>TPGRND Fuel Expenses</td>
<td>EA</td>
<td>1</td>
<td>280</td>
<td>280.00</td>
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</tbody>
</table>

Vendor: Jane Doe
12345 Main Street
Lynchburg, VA 24504
Fuel estimated at $280. Traveller will need advance check for expenses on 4/6/2012.

Requisition Accounting

<table>
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<tr>
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<th>COA</th>
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<td>N</td>
<td>280.00</td>
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</tbody>
</table>

No Related Documents Available

RELEASE: 8.2
Per Diem Calculator Example
From: Sharepoint Support
Sent: Thursday, May 10, 2012 11:35 AM
To: Financial Planning & Budgeting, Financial Planning & Budgeting
Subject: Perdiem calculation for Trip TC10001254‘from Jane Doe

[Submitted by aclagos@liberty.edu]
This message was created by a Microsoft InfoPath form. The form data may be included as an attachment.

<table>
<thead>
<tr>
<th>Name</th>
<th>Jane Doe</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trip #</td>
<td>TC10001254</td>
<td>Dept ID</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Z1010</td>
</tr>
<tr>
<td>Start Time</td>
<td>12:00pm - 6:00pm</td>
<td>Start Date 4/10/2012</td>
</tr>
<tr>
<td>End Time</td>
<td>6:00pm - 12:00am</td>
<td>End Time 4/15/2012</td>
</tr>
<tr>
<td>Destination</td>
<td>AL, Birmingham, Jefferson and Shelby (Year Round)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
<th>%</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day 1</td>
<td>$11.20</td>
<td>✓</td>
<td>$28.00</td>
<td>✓</td>
<td>75</td>
</tr>
<tr>
<td>Day 2</td>
<td>$11.20</td>
<td>✓</td>
<td>$0.00</td>
<td>☐</td>
<td>100</td>
</tr>
<tr>
<td>Day 3</td>
<td>$11.20</td>
<td>✓</td>
<td>$0.00</td>
<td>☐</td>
<td>100</td>
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<tr>
<td>Day 4</td>
<td>$11.20</td>
<td>✓</td>
<td>$0.00</td>
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<tr>
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<tr>
<td>Day 6</td>
<td>$11.20</td>
<td>✓</td>
<td>$16.80</td>
<td>✓</td>
<td>75</td>
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</table>

Lodging $645.00 Per Diem $212.80

Total Lodging Allowance $645.00 Total Per Diem $212.80

LU Travel & Entertainment Policy
Find a county on naco.org
International Per Diem Rates