

# BANNER FINANCE

## Internet Native Banner (INB)

A Banner Finance Training Manual  
Published by: Financial Planning & Budgeting



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TRAINING CHAMPIONS FOR CHRIST SINCE 1971

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## Appendix A-Requisition Examples

# BANNER FINANCE- Internet Native Banner

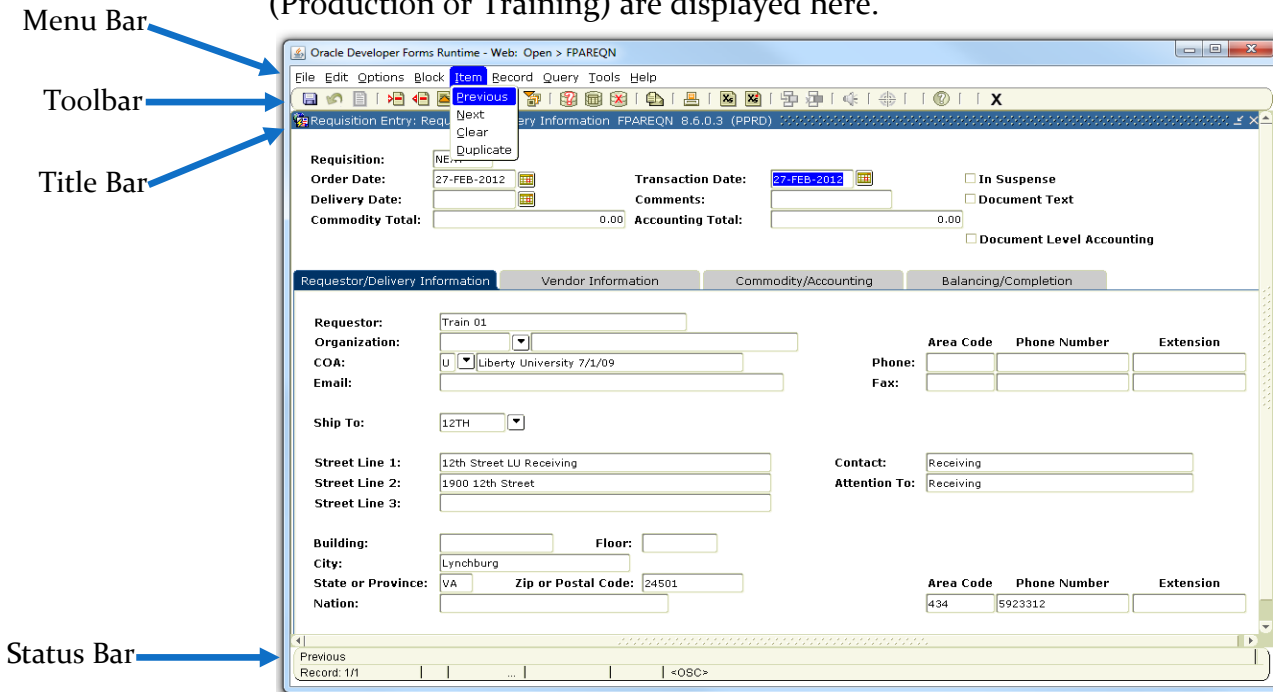
Banner Finance is a module of the Banner database that records all financial transactions. It is able to provide Budget Managers with up-to-date financial data to help facilitate proper budget control. End users are able to create documents and manage budgets using the Banner Finance forms.

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.

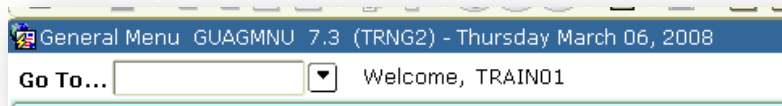


- **Status Bar:** Possible actions and error messages are displayed here. If you are having trouble on a form, look here to determine the problem.

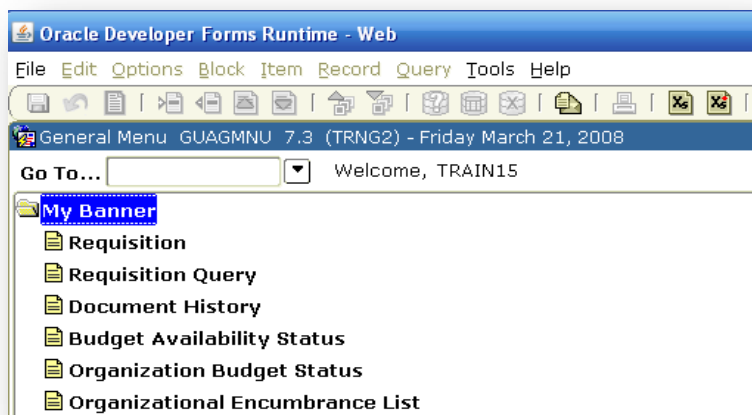
- Shortcut Keys: Banner also uses keystrokes for common functions.

Function	Menu Option	Keystroke Option	Toolbar Button
Next Record	Record/Next	Down Arrow	
Previous Record	Record/Previous	Up Arrow	
Remove Record	Record/Remove	Shift + F6	
Insert Record	Record/Insert	F6	
Duplicate Record	Record/Duplicate	F4	None
Next Block	Block/Next	Ctrl + Page Down	
Previous Block	Block/Previous	Ctrl + Page Up	
Rollback	File/Rollback	Shift + F7	
Next Field	Item/Next	Tab	None
Previous Field	Item/Previous	Shift + Tab	None
Duplicate Field	Item/Duplicate	F3	None
Enter Query	Query/Enter	F7	
Execute Query	Query/Execute	F8	
Cancel Query	Query/Cancel	Ctrl + Q	
Save or Commit	File/Save	F10	
Exit	File/Exit	Ctrl + Q	
Select	File/Select	Shift + F3	

- **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.
  - 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.



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



- 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.



- **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.*

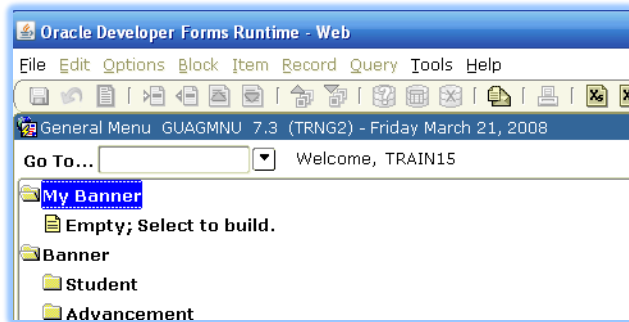
- **Queries:** When searching for a specific record, queries can be performed to look up data by using the Enter Query and Execute Query functions.



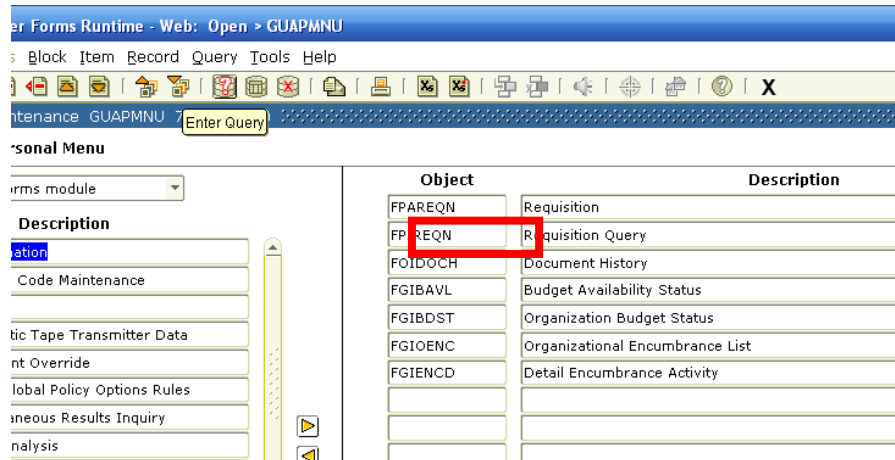
## Personalizing Banner

Users have the ability to add personalization to their My Banner folder, color scheme and certain menu options.

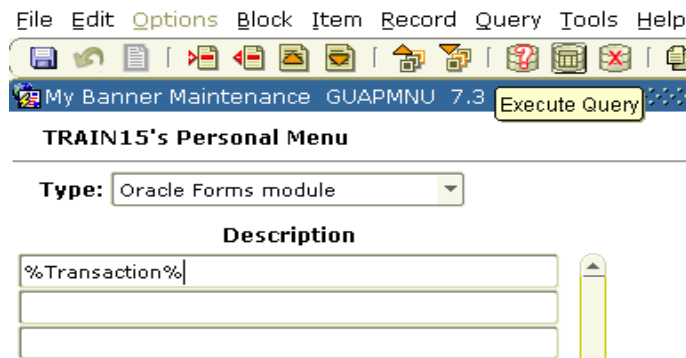
- **My Banner Menu-** To create a unique menu, double click on the My Banner folder and choose the option Empty; Select to build.



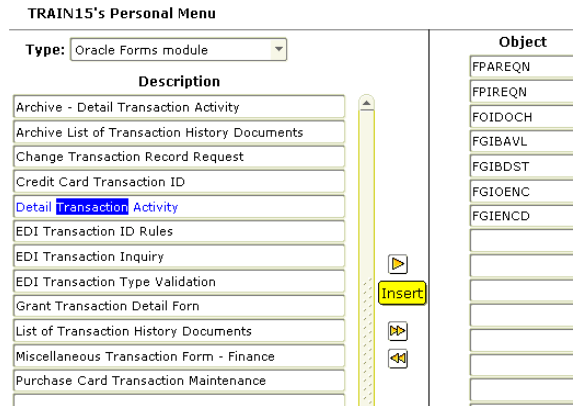
- Either type the form code in the Object field and hit Save (F10)



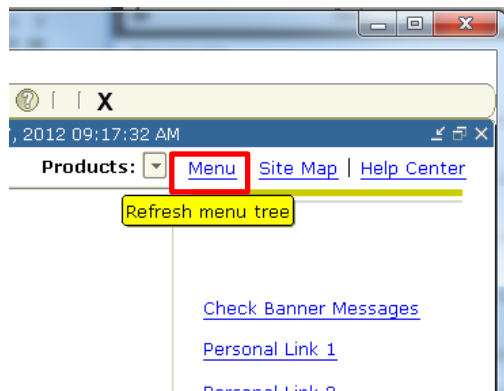
- Or perform a search to find the desired form.
  - Move your cursor to the left side of the menu in the Description field and select Enter Query (F7).
  - Type in the criteria of the form you are trying to find and select Execute Query (F8). *Banner searches are case sensitive and use % sign as wildcard for best search results.*



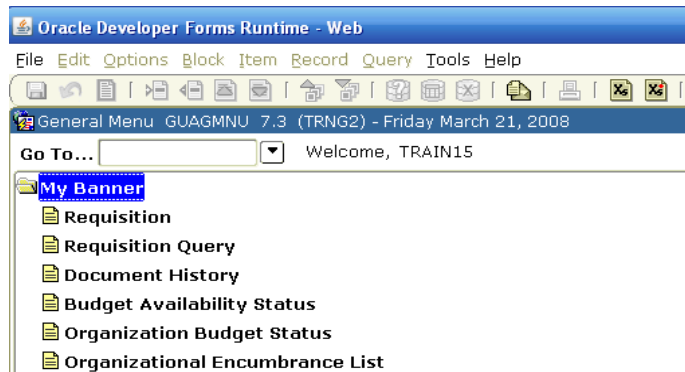
- Find the form and double-click until it is highlighted. Then select Insert in the middle section to the menu.



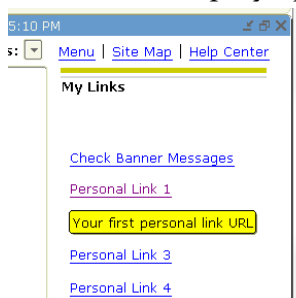
- Once the menu is built, select Save (F10) and close out of the form.
- Refresh the menu tree in order to view changes.



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

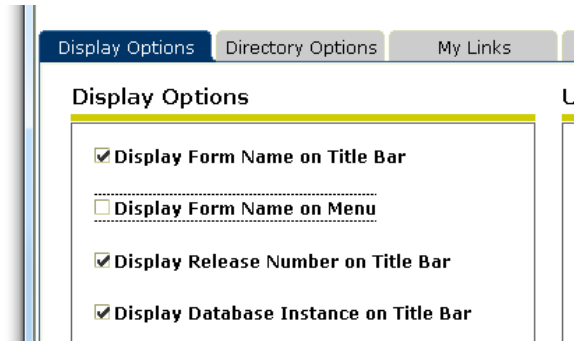


- My Links-** Banner allows personalization to menus and colors schemes. To access the various display options, click Personal Link 1- Personal Link 6.

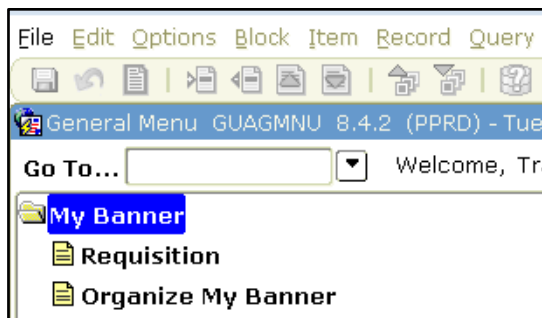




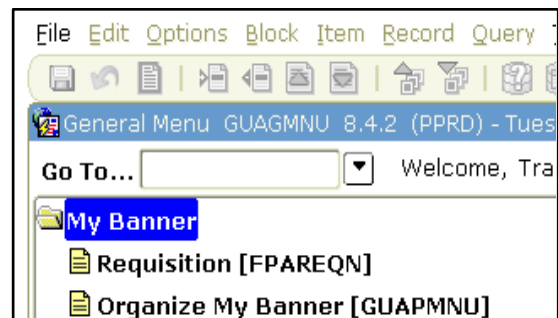
- Display Options
  - Select “Display Form Name on Menu” to see form acronyms on menus next to form name (ie. Requisition [FPAREQN]).



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

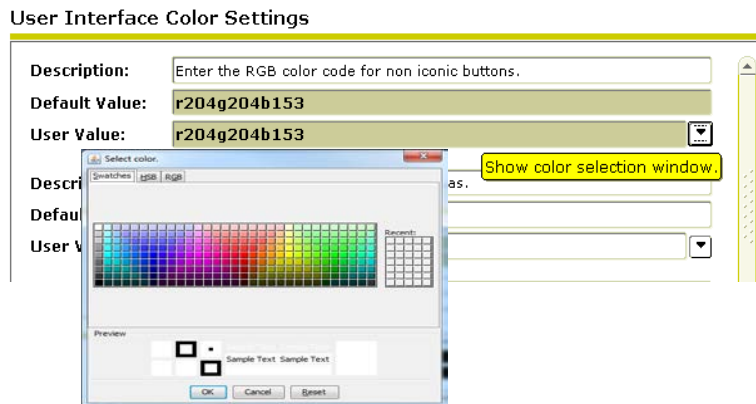


Before



After

- 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.

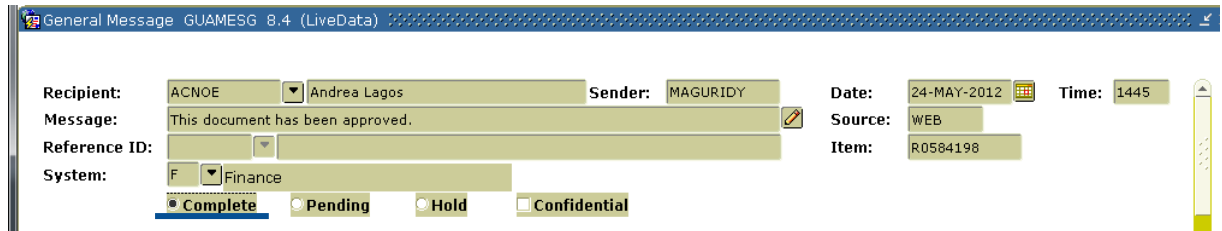
## Check Banner Messages

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.

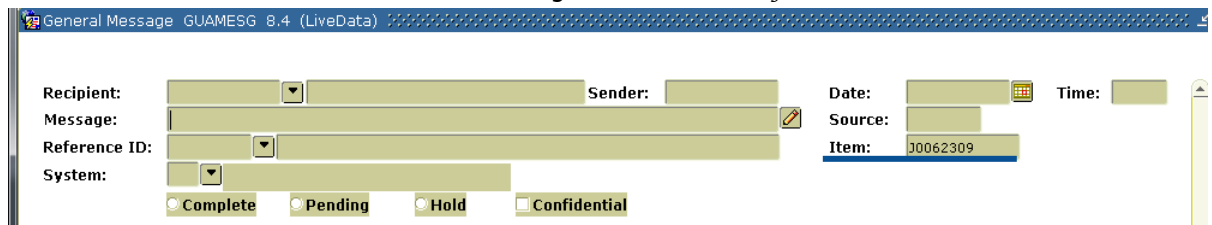
- View Banner Messages- Click on the link “Check Banner Messages”



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

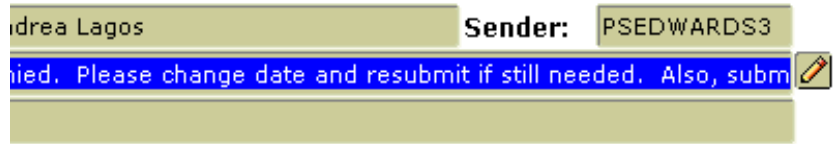


- Save (F10)
- Search for Message
  - Enter Query (F7) to clear the form
  - Add query parameters. *It is recommended that users search by document number, which goes in the item field.*

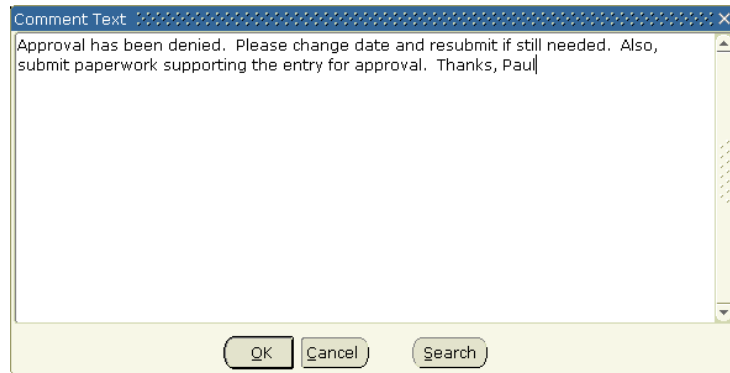


- Execute Query (F8) to return results

- Review all messages related to the document
  - Sender: person who approved/denied document
  - Message: Details about what action was taken
    - Highlight record with message that needs to be viewed
    - Click on Pencil icon to expand Message field



- Message will display in a new window



- 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.

Number of Documents	Document Type	Message
3	Requisition	Awaiting your review
3	Journal Document	Awaiting your review
2	Purchase Order	Awaiting your review
1	Invoice	Awaiting your review

## Requisitions

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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.

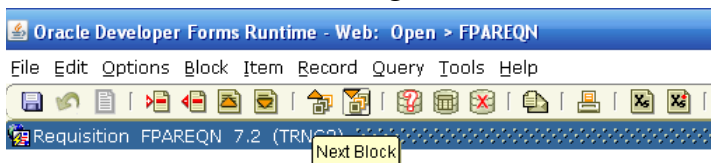
### *FPAREQN- Requisition*

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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)



Requisition:

#### 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.

- **Delivery Date** is the date when the order is needed. Since this denotes possession, the delivery and transaction dates are typically the same.
  - **GOODS**- Use the date when goods are expected to be delivered to LU.
  - **SERVICES**- Use the start date of the services and detail the length of service in the document text.
  - **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.
- Either enter the date manually and tab

Oracle Developer Forms Runtime - Web: Open > FPAREQN

File Edit Options Block Item Record Query Tools Help

Requisition Entry: Requestor/Delivery Information FPAREQN 8.6.0.3 (PPRD)

Requisition: NEXT

Order Date: 09-FEB-2012

Delivery Date: 02-29-2012

Commodity Total: 0.00

Transaction Date: 29-FEB-2012

Comments:

Accounting Total: 0.00

- Or click the Calendar Icon to select from a calendar

Oracle Developer Forms Runtime - Web: Open > FPAREQN

File Edit Options Block Item Record Query Tools Help

Requisition Entry: Requestor/Delivery Information FPAREQN 8.6.0.3 (PPRD)

Requisition: NEXT

Order Date: 09-FEB-2012

Delivery Date: 29-FEB-2012

Commodity Total: 0.00

Transaction Date: [Calendar Icon]

Comments: [Calendar Icon]

Accounting Total:

Calendar GUACALN 8.1 (PPRD)

FEBRUARY 2012

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

Today OK Cancel

- 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.

Oracle Developer Forms Runtime - Web: Open > FPAREQN

File Edit Options Block Item Record Query Tools Help

Requisition Entry: Requestor/Delivery Information FPAREQN 8.6.0.3 (PPRD)

Requisition: NEXT

Order Date: 09-FEB-2012

Delivery Date: 29-FEB-2012

Commodity Total: 0.00

Transaction Date: 29-FEB-2012

Comments:

Accounting Total: 0.00

In Suspende

Document Text

Document Level Accounting

Requestor/Delivery Information Vendor Information Commodity/Accounting Balancing/Completion

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

Oracle Developer Forms Runtime - Web: Open > FPAREQN

File Edit Options Block Item Record Query Tools Help

Requisition Entry: Requestor/Delivery Information FPAREQN 8.6.0.3 (PPRD)

Requisition: NEXT

Order Date: 09-FEB-2012

Delivery Date: 29-FEB-2012

Commodity Total: 0.00

Transaction Date: 29-FEB-2012

Comments:

Accounting Total: 0.00

In Suspende

Document Text

Document Level Accounting

Requestor/Delivery Information Vendor Information Commodity/Accounting Balancing/Completion

Requestor: Train 01

Organization: Z1010 Banner Finance Testing

COA: U Liberty University 7/1/09

Email: budget@liberty.edu

Ship To: 12TH

Area Code: 434 Phone Number: 592-3333 Extension:

Phone: Fax:

Street Line 1: 12th Street LU Receiving

Street Line 2: 1900 12th Street

Street Line 3:

Contact: Receiving

Attention To: Receiving

- 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

Requestor/Delivery Information | **Vendor Information** | Commodity/Accounting

Vendor:

Address Type:  **Search** Sequence:

Street Line 1:

- 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.*

Vendors       Grant Personnel       Financial Managers  
 Terminated Vendors       Proposal Personnel       Terminated Financial Managers

ID Number	Last Name	First Name	Middle Name	Entity Ind	Change Ind	V
<input type="text"/>	<input type="text" value="%_nterprise%"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

*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)

ID Number	Last Name	First Name	Middle Name	Entity Ind	Change Ind
L20000655	Enterprise Electrical Services	<input type="text"/>	<input type="text"/>	C	<input type="text"/>
L20000851	Enterprise Lighting Company	<input type="text"/>	<input type="text"/>	C	<input type="text"/>
L20000798	Enterprise Rent-a-Car	<input type="text"/>	<input type="text"/>	C	<input type="text"/>
L22258234	Enterprises USA Inc.	<input type="text"/>	<input type="text"/>	C	<input type="text"/>

- 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).

**Vendor:** L20000798 Enterprise Rent-a-Car

**Address Type:** BI **Sequence:** 1

**Street Line 1:** Elrac, Inc **Search**

**Street Line 2:** 408 US Highway 1 and 9 So

**Street Line 3:**

**City:** Newark

**State or Province:** NJ **Zip or Postal Code:** 07114

**Phone:**   **Extension:**

**Fax:**   **Extension:**

**Contact:**

- Highlight the correct address/type and Select (Shift + F3).

Address Information Query FOQADDR 7.3.0.1 (PPRD)

ID: L20000798 Enterprise Rent-a-Car

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**Address Type:** BI **Street Line 1:** PO Box 12907  
**Sequence Number:** 2 **Street Line 2:**  
**Source:** **Street Line 3:**  
**City:** Newport News **State or Province:** VA  
**Nation:**

**Address Type:** BI **Street Line 1:** Elrac, Inc  
**Sequence Number:** 3 **Street Line 2:** 408 US Highway 1 and 9 SO  
**Source:** **Street Line 3:**  
**City:** Newark **State or Province:** NJ  
**Nation:**

**Address Type:** PO **Street Line 1:** PO Box 12907  
**Sequence Number:** 1 **Street Line 2:**  
**Source:** **Street Line 3:**  
**City:** Newport News **State or Province:** VA  
**Nation:**



- Tab through the vendor information to populate the updated address.

Requestor/Delivery Information | **Vendor Information** | Commodity/Av

**Vendor:** L20000798 ▼ Enterprise Rent-a-Car

**Address Type:** PO ▼ **Sequence:** 1 ▼

**Street Line 1:** PO Box 12907

**Street Line 2:**

**Street Line 3:**

**City:** Newport News

**State or Province:** VA **Zip or Postal Code:** 23612

**Phone:**  **Extension:**

- 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.

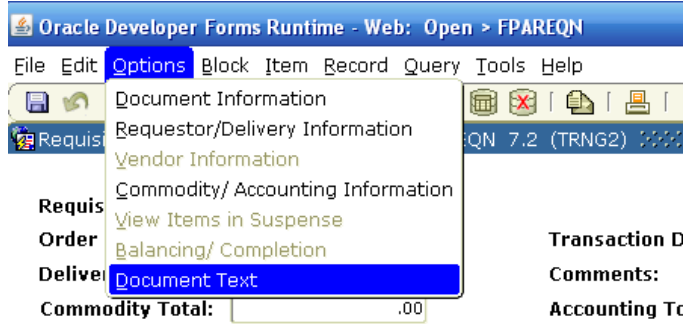
Requestor/Delivery Information | **Vendor Information** | Commodity

**Vendor:**  ▼ New Vendor Name

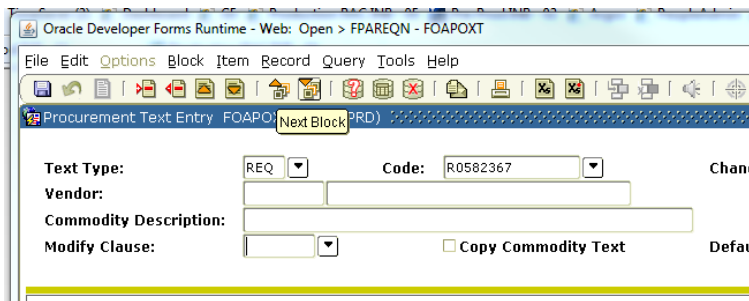
- If a vendor has not yet been selected or if there are multiple vendors (ie travel requisition for airfare, hotel, per diem, etc...) then type “Best Vendor” or “Multiple Vendors” respectively in the Vendor field and enter the details in Document/Item Text.

## 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.
  - Print box will automatically check, but can be unchecked; however, approvals cannot view text when print box is unchecked.
  - 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.*

Text	Clause Number	Print	Line
Vendor Information Example		<input checked="" type="checkbox"/>	9
New Vendor Name		<input checked="" type="checkbox"/>	10
5146 Main Street		<input checked="" type="checkbox"/>	20
Somewhere, Kansas 12345		<input checked="" type="checkbox"/>	30
		<input checked="" type="checkbox"/>	38
Rationale Example		<input checked="" type="checkbox"/>	39
- Purchasing manuals for requisition training.		<input checked="" type="checkbox"/>	40
		<input checked="" type="checkbox"/>	48
Services/Subscription Example		<input checked="" type="checkbox"/>	49
- Purchasing subscription to requisition training		<input checked="" type="checkbox"/>	50
program 05/01/2012 - 04/30/2013.		<input checked="" type="checkbox"/>	60
		<input checked="" type="checkbox"/>	68
Travel Example		<input checked="" type="checkbox"/>	69
- Travel to Kansas City, MO on 04/10/12 - 04/15/12		<input checked="" type="checkbox"/>	70
for conference Train the Trainer conference.		<input checked="" type="checkbox"/>	80
		<input type="checkbox"/>	

*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.

Requisition Entry: Commodity/Accounting FPAREQN 8.6.0.3 (PPRD)

Requisition: R0584192  
 Order Date: 23-APR-2012      Transaction Date: 15-MAY-2012       In Suspense  
 Delivery Date: 15-MAY-2012      Comments:       Document Text  
 Commodity Total: 0.00      Accounting Total: 0.00       Document Level Accounting

Requisitionor/Delivery Information    Vendor Information    **Commodity/Accounting**    Balancing/Completion

- Insert code in Commodity field
  - Either type in the code manually

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.

- Or search for the code by clicking the drop down box (F9)

- Select Commodity Validation on the Option List

- 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	Advertising	PL	Physical Plant
AS	Assets- Capital & Non-Capital	PD	Professional Development
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

FTVCOMM 8.0 (PPRD)

Commodity Code	Description	U/M	Fixed Asset	Stock	Start Date	Termination Date
SV%						

- 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

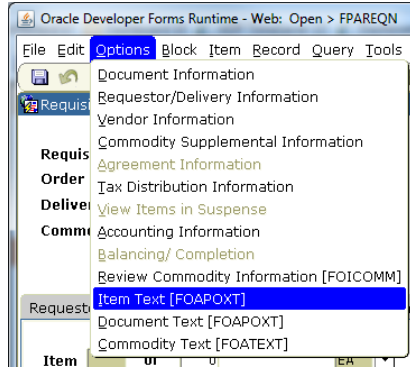
Requestor/Delivery Information    Vendor Information    Com

Item  of  0    U/M  EA  Tax Group  Qu

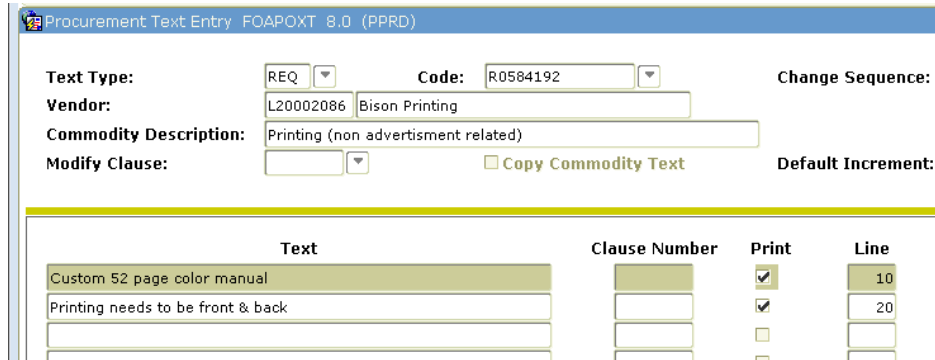
Commodity  SVPRINT    Description  Requisition Training Manuals

**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

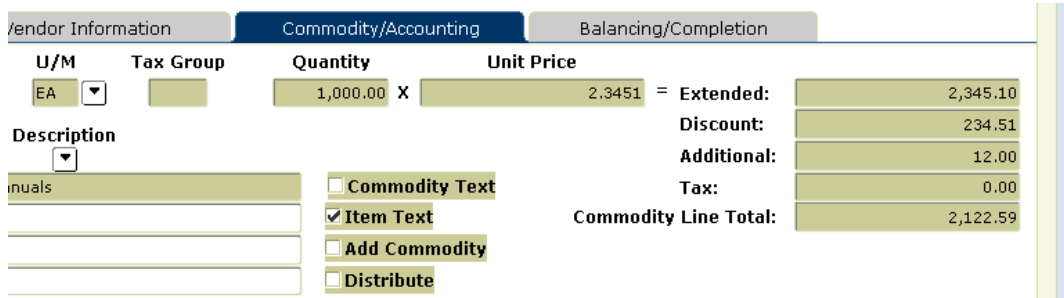


- Select Next Block to enter Item Text (works like Document Text)



- 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.

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

- Navigate to the FOAPAL section by selecting Next Block (Ctrl + Page Down)
  - **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

COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj
U	12			Z1000	712005				



**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
  - Required Codes: Fund, Organization, Account and Program
  - Optional Codes: Index, Activity and Location

COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj
U	12		111101	Z1000	712005	60			

**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

2,122.59			<input type="checkbox"/> NSF Override	%	USD
<input type="checkbox"/> NSF Suspense	Extended:	<input type="checkbox"/>		2,345.10	
	Discount:	<input type="checkbox"/>		234.51	
	Additional:	<input type="checkbox"/>		12.00	
	Tax:	<input type="checkbox"/>		0.00	
	<b>FOAPAL Line Total:</b>			2,122.59	
	<b>Commodity Accounting Total:</b>			0.00	

- Save (F10) to see if sufficient funds are available for the requested line item.
  - If funds are available, neither NSF box will be checked.

FOAPAL 1 of 1 Remaining Commodity Amount: 0.00

NSF Override  
 NSF Suspense

COA Year Index Fund Orgn Acct Prog Actv Locn Proj

- 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.

FOAPAL 1 of 1 Remaining Commodity Amount: 0.00

NSF Override  
 NSF Suspense

COA Year Index Fund Orgn Acct Prog Actv Locn Proj

U 12 111101 21000 712005 60

Extended: 2,345.10  
Discount: 234.51  
Additional: 12.00  
Tax: 0.00

FOAPAL Line Total: 2,122.59  
Commodity Accounting Total: 2,122.59

Insufficient budget for item 1, sequence 1, suspending transaction.

- 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

	Input	Commodity	Accounting	Status
Approved Amount:	27.00	27.00	27.00	BALANCED
Discount Amount:	.00	.00	.00	BALANCED
Additional Amount:	.00	.00	.00	BALANCED
Tax Amount:	.00	.00	.00	BALANCED

Complete:  In Process:

**Complete**

Select to mark this document "Complete"

Record: 1/1 | ... | <OSC>

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.

Requestor/Delivery Information Vendor Information **Commodity/Accounting**

Item 2 of 2 U/M EA Tax Group Quantity 500.00 X

Commodity Description

SVPRINT	Requisition Training Manuals	<input type="checkbox"/> Commodity Text
<b>ADPRINT</b>	<b>Budget Query Training Manuals</b>	<input type="checkbox"/> Item Text
		<input type="checkbox"/> Add Commodity
		<input checked="" type="checkbox"/> Distribute

---

FOAPAL 1 of 1 Remaining Commodity Amount: 0.00  N:  N:

COA Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj
<b>U</b>	12		111101	Z1010	714002	60		

Insufficient budget for item 2,sequence 1, suspending transaction.  
Record: 2/2 <08C>

**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.

Requestor/Delivery Information Vendor Information **Commodity/Accounting** Balancing/Cor

Item 2 of 2 U/M Tax Group Quantity Unit Price

Commodity Description

SVPRINT	Requisition Training Man
<b>SVPRINT</b>	<b>Budget Query Training M</b>

Forms

Do you want the commodity code description to replace the existing description?

Yes No

- A window displaying the generic commodity code will appear; ignore this window as it will disappear as you navigate through the form.

Requestor/Delivery Information Vendor Information **Cor**

Original Commodity Description FPAREQN 8.6.0.3 (PPR)

Printing (non advertisement related)

Commodity Description

SVPRINT	Requisition Training Manuals
<b>SVPRINT</b>	<b>Budget Query Training Manuals</b>

- 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.

Commodity	Description	
SVPRINT	Requisition Training Manuals	<input type="checkbox"/> Commodity Text
SVPRINT	Budget Query Training Manuals	<input type="checkbox"/> Item Text
		<input type="checkbox"/> Add Commodity
		<input checked="" type="checkbox"/> Distribute

---

FOAPAL 1 of 1 Remaining Commodity Amount: 0.00  N  N

COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj
U	12		111101	Z1010	714002	60			

Enter Chart of Account code  
Record: 1/1 ... List of Valu... <OSC>

**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

FOAPAL 0 of 0 Remaining Commodity Amount: 1,172.55  NSF  NSF

COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj
U	12			Z1010	712005				

- Re-enter required FOAPAL

FOAPAL 1 of 1 Remaining Commodity Amount: 1,172.55  NSF  NSF

COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj
U	12		111101	Z1010	712005	60			

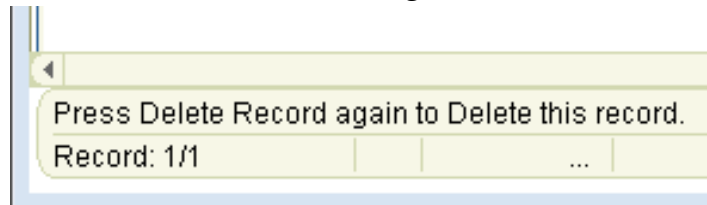
Check to calculate dollar amount based on percentage.  
Record: 1/1 ... <OSC>

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

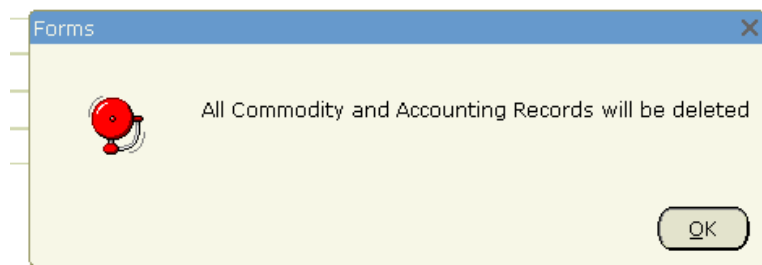
## Delete Incomplete Requisitions

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.

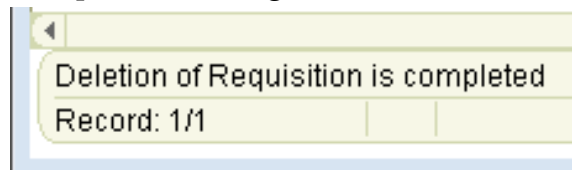
- Navigate to FPAREQN
- Enter the document number in the Requisition field and select Next Block (Ctrl + Page Down)
- Remove Record (Shift + F6) twice to delete the requisition
  - First 'Remove Record' Message



- 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)

**Requisition:**

- If a requisition number is not known select the Search icon (F9)

Requisition:

- Select Enter Query (F7) to clear the fields

Oracle Developer Forms Runtime - Web: Open > FPAREQN - FPIRQST

File Edit Options Block Item Record Query Tools Help

Requisition Validation FPIRQST 7.0 (Enter Query)

Request Number	Requestor Name	Request Date	Req
FPIRQST	User7, Training	11-MAR-2008	
Organization	3425 DLP - Admissions	Completed	App
		Y	
Vendor	L21938269 Datamark, Inc.	Origin	BANNER

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

Oracle Developer Forms Runtime - Web: Open > FPAREQN - FPIRQST

File Edit Options Block Item Record Query Tools Help

Requisition Validation FPIRQST 7.0 (TRN Execute Query)

Request Number	Requestor Name	Request Date	Request Type	Deliver by
Organization	6510	Completed	Approved	
		N		
Vendor		Origin		Refere

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

Oracle Developer Forms Runtime - Web: Open > FPAREQN - FPIRQST

File Edit Options Block Item Record Query Tools Help

Requisition Validation FPIRQST 7.0 (TRNG2) Select

Request Number	Requestor Name	Request Date	Request Type	Del
R0528317	Training, User03	06-MAR-2008	P	3:
Organization	6510 Financial Planning & Budgeting	Completed	Approved	
		N	N	
Vendor		Origin		
		BANNER		

- Select Next Block (Ctrl + Page Down) to open requisition

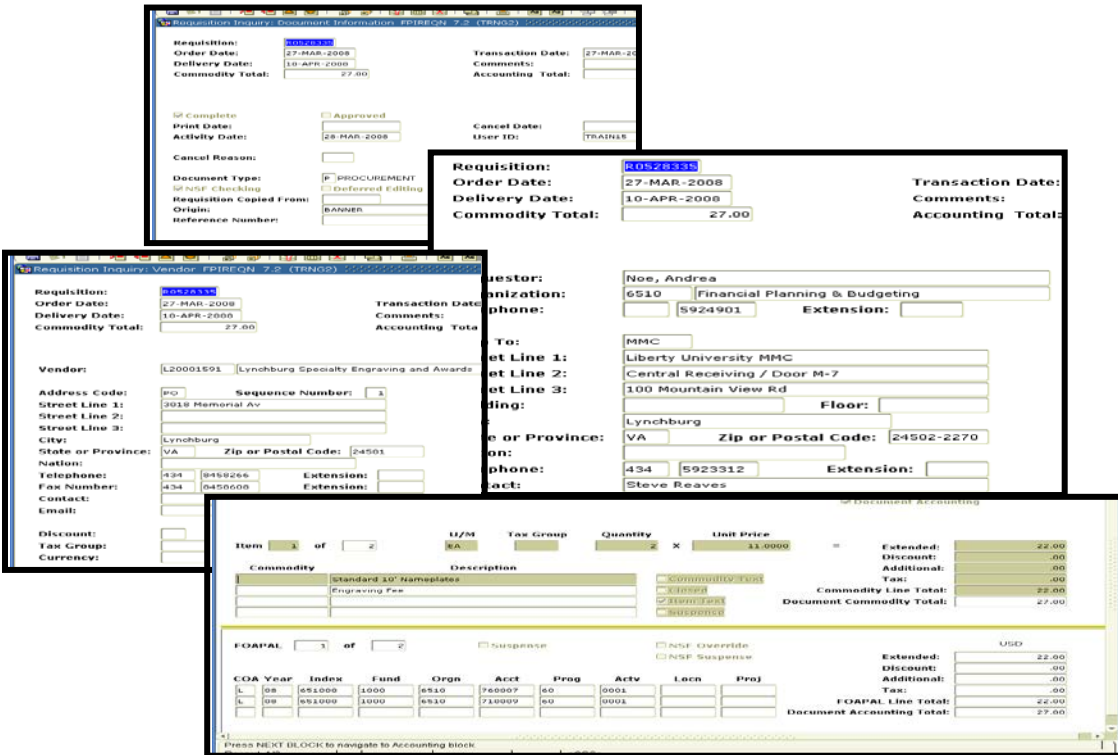
Oracle Developer Forms Runtime - Web: Open > FPAREQN

File Edit Options Block Item Record Query Tools Help

Requisition FPAREQN 7.2 (TRNG2) Next Block

Requisition: R0528317

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



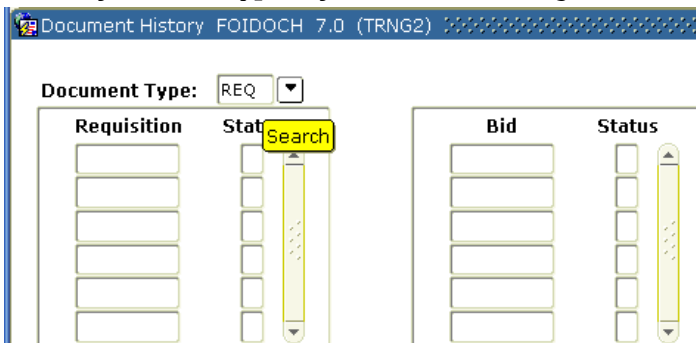
**Note:** This form is query only, no changes can be made.

- Select Exit (Ctrl + Q) to close form

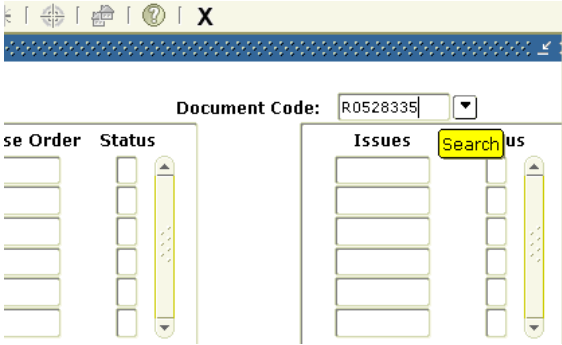
## FOIDOCH- Document History

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.

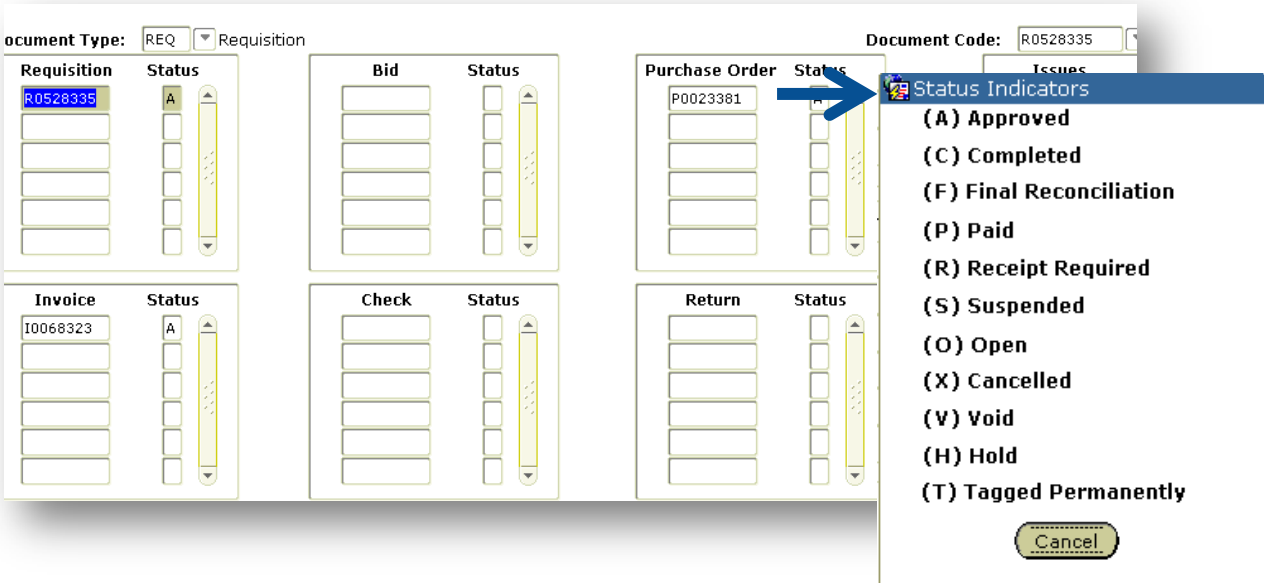
- Navigate to FOIDOCH
  - Type REQ in Document Type field
- Search for other types of documents using the Search function (F9)*



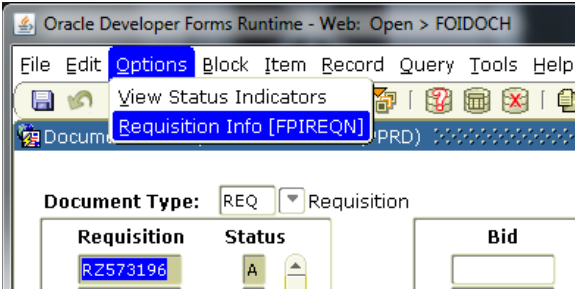
- Enter document number in Document Code field and select Next Block (Ctrl + Page Down). (Use the Search Function (F9) if document number is unknown)



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



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

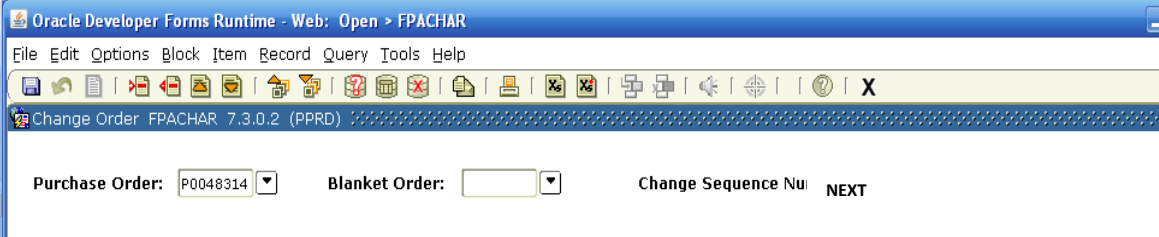


- Select Rollback (Shift + F7) to enter a new query or Close (Ctrl + Q) to exit the form.

# Change Order- FPACHAR

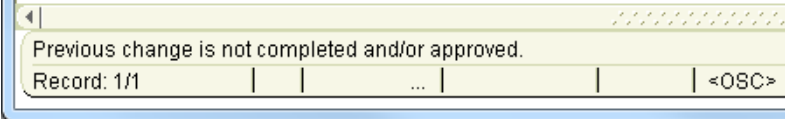
Once a requisition is approved changes cannot be made, however, users do have the ability to make some changes after a PO has been issued through the change order process. The Change Order form (FPACHAR) is used to increase/decrease quantity and unit price as well as add commodity lines.

- 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.*

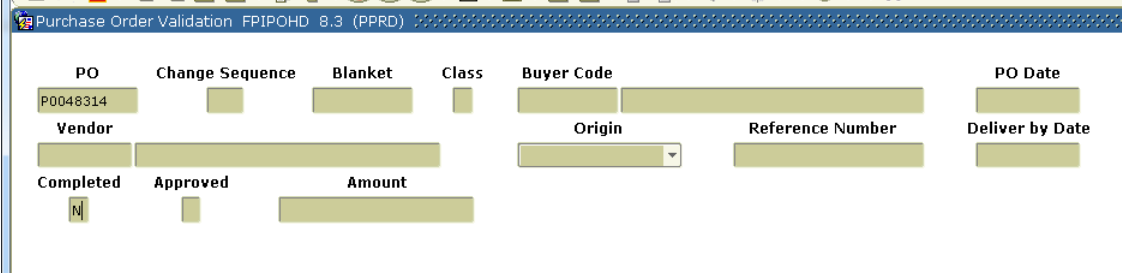
- If there is a previous change that is incomplete or not approved, then search for the previous change order.



- Search (F9) from the Purchase Order field.



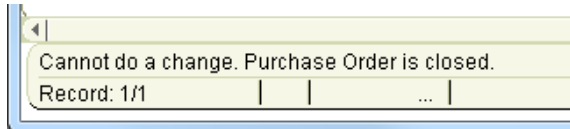
- Enter your search criteria, at a minimum the PO number.



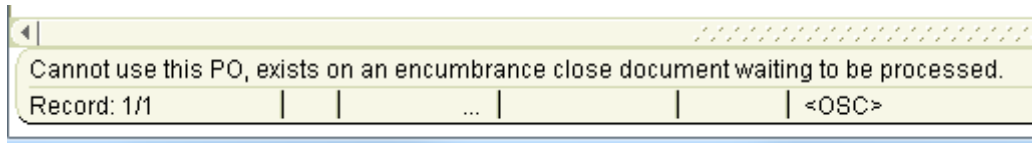


- Execute Query (F8) and search for the Incomplete or Not Approved document.
  - If Completed has a status of “N”, select (Shift + F3) to edit.
  - If Completed has a status of “Y” and Approved “N”, a previous change order is still in the approval process. Banner requires that change order to be approved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

The collage consists of four screenshots from the Oracle Developer Forms Runtime, showing the steps to create a Change Order:

- Top Left:** Shows the "Change Order: Vendor Information" form. Fields include Purchase Order: P0048334, Order Date: 13-JUL-2009, Delivery Date: 24-JUL-2009, Commodity Total: 46,530.20, Blanket Order: 17-AUG-2009, Transaction Date: 17-AUG-2009, Accounting Total: 46,530.20, and Change Seq: NCT.
- Top Right:** Shows the "Change Order: Vendor Address" form. Fields include Vendor: 522194955, Street Line 1: 1300 N. University Blvd., Street Line 2: Suite 100, City: Charlottesville, State or Province: VA, ZIP or Postal Code: 22902, and Extension: 24502274.
- Bottom Left:** Shows the "Change Order: Vendor Contact" form. Fields include Vendor: 522194955, Contact Name: J. Fulbright, and Extension: 24502274.
- Bottom Right:** Shows the "Purchase Order Item Selection" form. It displays a table of Purchase Order Commodity Information with columns for Line, Item, Commodity Code, Line Item Text, Exists, Copy Option, U/M, Units, and Unit Price.

- 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.

Purchase Order Item	Commodity Code	Line Item Text	Exists	Copy Option	U/M	Units	Unit Price	Added
1	MLPOST	July Postage	N	Ignore	EA	1.00	5,030.2000	<input type="checkbox"/>
2	MLPOST	August Postage	N	Ignore	EA	1.00	3,500.0000	<input checked="" type="checkbox"/>
3	MLPOST	September Postage	N	Ignore	EA	1.00	4,000.0000	<input type="checkbox"/>
4	MLPOST	October Postage	N	Ignore	EA	1.00	2,500.0000	<input type="checkbox"/>
5	MLPOST	November Postage	N	Ignore	EA	1.00	3,500.0000	<input type="checkbox"/>
6	MLPOST	December Postage	N	Ignore	EA	1.00	4,000.0000	<input checked="" type="checkbox"/>
7	MLPOST	January Postage	N	Ignore	EA	1.00	4,000.0000	<input type="checkbox"/>
8	MLPOST	February Postage	N	Ignore	EA	1.00	4,000.0000	<input type="checkbox"/>
9	MLPOST	March Postage	N	Ignore	EA	1.00	4,000.0000	<input type="checkbox"/>
10	MLPOST	April Postage	N	Ignore	EA	1.00	4,000.0000	<input type="checkbox"/>
11	MLPOST	May Postage	N	Ignore	EA	1.00	4,000.0000	<input type="checkbox"/>
12	MLPOST	June Postage	N	Ignore	EA	1.00	4,000.0000	<input type="checkbox"/>

- Save (F10) and Close (Ctrl Q)
- Adjust commodity line items to reflect a revised Purchase Order.
  - Adjust Quantity from 1 to 2

<b>Tax Group</b>	<b>Quantity</b>	<b>Unit Price</b>
<input type="text"/>	<input type="text" value="2"/> X	<input type="text" value="3,500.0000"/>
<input type="checkbox"/> Commodity Text		<b>Discount Amount:</b>
<input type="checkbox"/> Item Text		<b>Additional Amount:</b>
<input type="checkbox"/> Add Commodity		<b>Tax Amount:</b>
<input checked="" type="checkbox"/> Distribute		<b>Commodity Line Total:</b>

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

<b>Quantity</b>	<b>Unit Price</b>	<b>Extended Cost</b>
<input type="text" value="1"/> X	<input type="text" value="3000"/>	<input type="text" value="4,000.00"/>
	<b>Discount Amount:</b>	<input type="text" value=".00"/>
	<b>Additional Amount:</b>	<input type="text" value=".00"/>
	<b>Tax Amount:</b>	<input type="text" value=".00"/>
	<b>Commodity Line Total:</b>	<input type="text" value="4,000.00"/>

**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:

Current PO Amount	Adjustment Needed	CO Amount
\$ 10,000.00	\$ 5,000.00	\$ 15,000.00

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



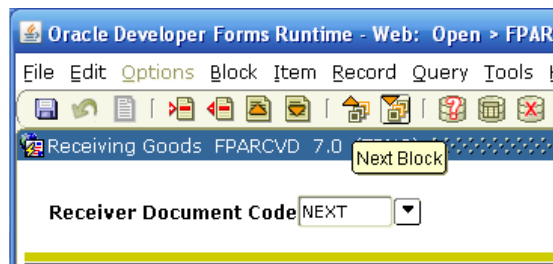
- Click In Process to save changes and close document
- Click Complete to send Change Order through approval process

## 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

Receiving Header

Receiving Method: DLVR  Delivered

Carrier:

Date Received: 14-OCT-2009   Text Exists

Received By: ACNOE

- Next Block (Ctrl + Page Down)

- **Packing Slip**

- Enter number from vendor packing slip in Packing Slip field
- Enter Bill of Lading number if applicable

Packing Slip

Packing Slip: PKG123456   Text Exists

Bill of Lading:

- Next Block (Ctrl + Page Down)

- **Purchase Order**

- Enter PO number from packing slip in Purchase Order field
- 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.*

Purchase Order

Purchase Order: P0048852   Receive Items  Adjust Items

Buyer: Elizabeth Beale

Vendor: L20001591 Lynchburg Specialty Engraving and Awards

- On the Menu Bar, select Options, Select Purchase Order Items

Oracle Developer Forms Runtime - Web: Open > FPAF

File Edit **Options** Block Item Record Query Tools

Receive All Purchase Order Items

Receive **Select Purchase Order Items [FPCRCVP]**

Receiver Document Code Y0008683

- Next Block (Ctrl + Page Down)
- Indicate the items to receive by checking the Add Item checkbox

Item	Commodity	Text Exists	U/M	Quantity	Quantity Accepted	Add Item
1	SPSIGNIN Signage- Interior	NONE	EA	5	0	<input checked="" type="checkbox"/>
2	SPSIGNIN Signage- Interior	NONE	EA	4	0	<input type="checkbox"/>
3	SPSIGNIN Signage- Interior	NONE	EA	22	15	<input type="checkbox"/>
4	SPSIGNIN Signage- Interior	EXISTS	EA	2	0	<input type="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

## Returned Goods- FPARTRN

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

Returned Goods FPARTRN 8.3 (TRNG)

Return Code:  Purchase Order Code:

- 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

Item	Commodity Description	Reason	Unit of Measure	Quantity Returned	To Date Return
1					

- Enter Reason Code- Select LOV button for list

Item	Commodity Description	Reason	Unit of Measure	Quantity Returned
1	Lead Generation- August		EA	

Return Reason List (FTVRRSN)

Find: %

Code	Return Description	Eff Date	Ter
DMGD	Damaged Goods were Delivered	01-OCT-1988	
DUPE	Duplicate Item was Delivered	05-OCT-1990	
INCL	Incorrect Item was Delivered	01-OCT-1988	
OBSL	Item Cannot be Used, Obsolete	01-OCT-1988	
PART	Partial Shipment, Unacceptable	01-OCT-1988	

Find OK Cancel

- Enter number of returned items in Quantity Returned field

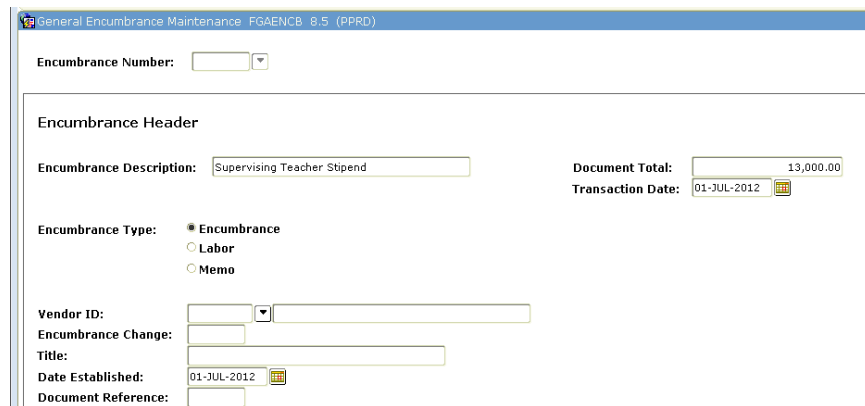
Reason	Unit of Measure	Quantity Returned	To Date Returned	To Date Received-Rejected
OBSL	EA	5.00		96.00

- Save (F10) and Close (Ctrl + Q)

## Encumbrances – FGAENCB

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.



General Encumbrance Maintenance FGAENCB 8.5 (PPRD)

Encumbrance Number:

Encumbrance Header

Encumbrance Description:  Document Total:   
Transaction Date:

Encumbrance Type:  Encumbrance  
 Labor  
 Memo

Vendor ID:

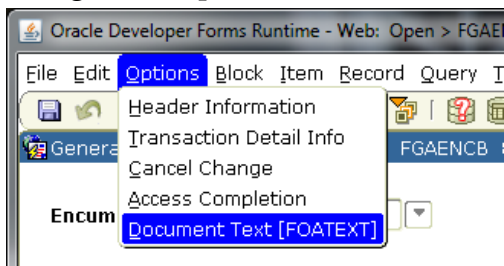
Encumbrance Change:

Title:

Date Established:

Document Reference:

- 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.

General Text Entry: FOATEXT 8.4.0.1 (PPRD)

Type: ENC Code: E0001688 Default Increment:

Text	Print	Line
Reserving funds for the salary of supervising	<input checked="" type="checkbox"/>	10
teachers. Estimated cost is \$2,600 per month	<input checked="" type="checkbox"/>	20
for the Fall Semester	<input checked="" type="checkbox"/>	30
	<input type="checkbox"/>	
	<input type="checkbox"/>	

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

Status:  Fiscal Year:

Sequence:  Current Encumbrance Amount:

Journal Type: E100 Original Encumbrance

Project:

COA  Index  Fund  Orgn  Acct  Prog  Actv  Locn  Percent

NSF Override Commit Type: Uncommitted 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.

Status:

Sequence:

Journal Type: E100 Original Encumbrance

Project:


- 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.

(PPRD)

Complete: 

In Process: 

Net Amount:

- In Process to come back to later and make edits
- Complete to send the document on for approvals

## Change Encumbrances – FGAENCB

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)



General Encumbrance Maintenance - FGAENCB

Encumbrance Number: E0001689

- 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



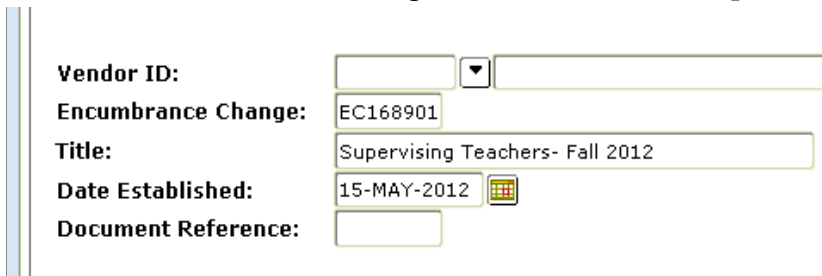
Encumbrance Header

Encumbrance Description: Supervising Teachers- Fall 2012

Document Total: 0.00

Transaction Date: 15-MAY-2012

- 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



Vendor ID: [ ]

Encumbrance Change: EC168901

Title: Supervising Teachers- Fall 2012

Date Established: 15-MAY-2012

Document Reference: [ ]

**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 Eo2o.
- Tab to the amount and enter the amount of the change.
  - To Increase: Enter a positive number
  - To Decrease: Enter a negative number
  - To Change FOAPAL: Enter negative number and add new line item
    - Reduce Existing Line down to zero

Status:  Fiscal Year:   
 Sequence:  Current Encumbrance Amount:   
 Journal Type:  Encumbrance Adjustment  
 Project:

COA  Index  Fund  Orgn  Acct  Prog  Actv  Locn  Percent   
 NSF Override Commit Type:  Amount:

- 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

Status:  Fiscal Year:   
 Sequence:  Current Encumbrance Amount:   
 Journal Type:  Original Encumbrance  
 Project:

COA  Index  Fund  Orgn  Acct  Prog  Actv  Locn  Percent   
 NSF Override Commit Type:  Amount:

- Next Block (Ctrl + Page Down)

Completion FGAENCB 8.5 (PPRD)

Complete:  In Process:  Net Amount:

Select to leave document "In Process"

Record: 1/1 ... <OSC>

- Select Complete or In Process.

## BANNER INB- BUDGET MANAGEMENT

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

The screenshot displays the Oracle Developer Forms Runtime interface for the FGIBSUM query. The header section includes the following parameters:

Chart of Accounts:	U	Organization:	Z1010	Banner Finance Testing	Commit Indicator:	Both
Fiscal Year:	12	Fund:	111101	Resident Undergraduate Non-Payroll		

The main data area is a table with the following columns: Account Type, Adjusted Budget, YTD Activity, Commitments, and Available Balance. The data rows are as follows:

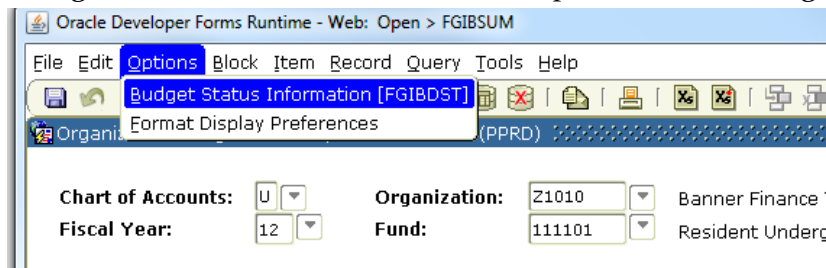
Account Type	Adjusted Budget	YTD Activity	Commitments	Available Balance
Revenue				
Labor				
Direct Expenditures	45,180.00	9,977.28	11,500.00	23,702.72
Transfers				

Summary data at the bottom of the table:

Net: Revenue minus (Labor + Expense + Transfer)	-45,180.00	-9,977.28		
Total Commitments:			11,500.00	

The footer of the form displays: Press Count Query Hits for Organization Budget Status, Record: 1/4, and navigation buttons <OSC>

- 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.

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
711005	E	Consulting Fees	10,000.00	6,000.00	10,000.00	-6,000.00
712001	E	Service Contracts	5,000.00	0.00	0.00	5,000.00
712005	E	Printing-Non-Advertising	2,500.00	421.28	0.00	2,078.72
714001	E	Advertising	1,000.00	0.00	0.00	1,000.00
721001	E	Conference & Course Fees	3,000.00	1,000.00	0.00	2,000.00
721002	E	Professional Memberships	1,000.00	0.00	0.00	1,000.00
722001	E	Travel-Business/General	5,000.00	472.82	0.00	4,527.18
722002	E	Travel-Professional Develop	12,500.00	34.11	0.00	12,465.89
722003	E	Travel-Recruitment	0.00	993.32	0.00	-993.32
722004	E	Travel-Team	0.00	154.18	0.00	-154.18
732001	E	Office Supplies	1,700.00	330.03	0.00	1,369.97
732099	E	Other Supplies	1,345.00	571.54	1,500.00	-726.54
<b>Net Total:</b>			<b>-45,180.00</b>	<b>-9,977.28</b>	<b>11,500.00</b>	

Dup Item for Detail, Count Query for Orgn. Summary, Dup Rec for Encum. List  
Record: 1/15 ... <OSC>

- 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).

Organizational Encumbrance List: FGIOENC 8.0.0.1 (PPRD)

Chart: U Index: Organization: 21010 Banner Finance Testing  
 Fiscal Year: 12 Fund: 111101 Resident Undergraduate Non-Payroll

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

Encumbrance	Vendor	Item	Acct	Prog	Actv	Locn	Amount	Commit Type
EZ000791		0	732099	50			1,500.00	U
PZ053834	JNC Consulting	1	711005	60			6,000.00	U
PZ053836	JNC Consulting	2	711005	50			4,000.00	U
PZ062646	Harris Office Furniture Company Inc	1	732003	60		3G1500	150.00	U

- 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).

Encumbrance Vendor Item Acct Prog Actv

711005

- Highlight the encumbrance number you are researching and select Options, Query Detail Encumbrance Info.

Encumbrance	Vendor	Item	Acct	Prog	Actv	Locn	Amount	Commit Typ
PZ053834	JNC Consulting	1	711005	60			6,000.00	U
PZ053836	JNC Consulting	2	711005	50			4,000.00	U

### *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.

1  
2  
3



- 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).

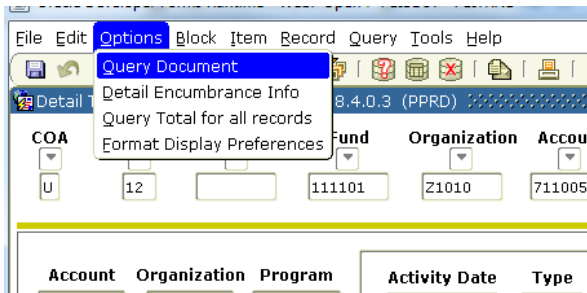
- Enter query parameters (*when not navigating directly from FGIBDST*) or leave blank to see all transactions
  - FOAPAL Elements: Account, Organization, Program, Fund, Activity, Location
  - Dates:
    - Activity Date: Records the date the transaction was completed, approved and posted to Banner ledgers
    - 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.

Activity Date	Type	Document	Field	Amount	Increase (+ Decrease (-))
11-MAY-2012	INEI	I0225219	JNC Consulting	YTD	6,000.00 +

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*)

**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

Account	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance	Pending Documents
711005	Consulting Fees	10,000.00	0.00	10,000.00	0.00	<input type="checkbox"/>
712001	Service Contracts	5,000.00	0.00	4,500.00	500.00	<input checked="" type="checkbox"/>
712005	Printing-Non-Advertising	3,000.00	421.28	2,122.59	456.13	<input type="checkbox"/>
714001	Advertising	1,000.00	0.00	0.00	1,000.00	<input type="checkbox"/>
721001	Conference & Course Fees	3,000.00	1,000.00	0.00	2,000.00	<input type="checkbox"/>
721002	Professional Memberships	1,000.00	0.00	0.00	1,000.00	<input type="checkbox"/>
721004	Professional Resource Mate	20,000.00	0.00	18,250.00	1,750.00	<input type="checkbox"/>
722001	Travel-Business/General	5,000.00	472.82	860.00	3,667.18	<input checked="" type="checkbox"/>
722002	Travel-Professional Develop	12,500.00	34.11	894.79	11,571.10	<input checked="" type="checkbox"/>
722003	Travel-Recruitment	0.00	993.32	0.00	-993.32	<input type="checkbox"/>
722004	Travel-Team	0.00	154.18	0.00	-154.18	<input type="checkbox"/>
732001	Office Supplies	1,700.00	330.03	0.00	1,369.97	<input type="checkbox"/>
732099	Other Supplies	1,345.00	571.54	1,500.00	-726.54	<input type="checkbox"/>
7910	Non-Capital & Capital Expei	2,135.00	0.00	150.00	1,985.00	<input type="checkbox"/>
<b>Total:</b>		65,680.00	3,977.28	38,277.38	23,425.34	

**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).

Oracle Developer Forms Runtime - Web: Open > FGIBAVL

File Edit **Options** Block Item Record Query Tools Help

Format Form Preferences Pending Documents [FGITINP]

Budget: .0.2 (PPRD)

Chart: U Fund: 111101 Resident Undergraduate Non-Payroll  
 Fiscal Year: 12 Organization: Z1010 Banner Finance Testing  Pending Documents  
 Index: Account: 7100 Contractual Services  
 Commit Type: Both Program:

Control Keys ---> Fund: 111101 Organization: Z1010 Account: 7100 Program:

Account	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance	Pending Documents
711005	Consulting Fees	10,000.00	0.00	10,000.00	0.00	<input type="checkbox"/>
712001	Service Contracts	5,000.00	0.00	4,500.00	500.00	<input type="checkbox"/>
712005	Printing-Non-Advertising	3,000.00	421.28	2,122.59	456.13	<input type="checkbox"/>
714001	Advertising	1,000.00	0.00	0.00	1,000.00	<input type="checkbox"/>
721001	Conference & Course Fees	3,000.00	1,000.00	0.00	2,000.00	<input type="checkbox"/>
721002	Professional Memberships	1,000.00	0.00	0.00	1,000.00	<input type="checkbox"/>
721004	Professional Resource Mate	20,000.00	0.00	18,250.00	1,750.00	<input type="checkbox"/>
<b>722001</b>	<b>Travel-Business/General</b>	<b>5,000.00</b>	<b>472.82</b>	<b>860.00</b>	<b>3,667.18</b>	<input checked="" type="checkbox"/>
722002	Travel-Professional Develop	12,500.00	34.11	894.79	11,571.10	<input checked="" type="checkbox"/>
722003	Travel-Recruitment	0.00	993.32	0.00	-993.32	<input type="checkbox"/>
722004	Travel-Team	0.00	154.18	0.00	-154.18	<input type="checkbox"/>
732001	Office Supplies	1,700.00	330.03	0.00	1,369.97	<input type="checkbox"/>
732099	Other Supplies	1,345.00	571.54	1,500.00	-726.54	<input type="checkbox"/>
7910	Non-Capital & Capital Expe	2,135.00	0.00	150.00	1,985.00	<input type="checkbox"/>
<b>Total:</b>		<b>65,680.00</b>	<b>3,977.28</b>	<b>38,277.38</b>	<b>23,425.34</b>	

Account Code. Duplicate Item to view Pending Documents.  
 Record: 8/14 <OSC>

- The status, transaction detail and budget impact will display for every pending document related to a budget line item.

Document	Status	Fund	Organization	Account	Program	Adjusted Budget	YTD Activity	Commitments
R0584674	In Approvals	111101	Z1010	722001	60	0.00	0.00	360.00
R0584674	In Approvals	111101	Z1010	722001	60	0.00	0.00	500.00
<b>Total:</b>						0.00	0.00	860.00
<b>Available Balance In Process:</b>								-860.00

Record: 1/2 <OSC>

- 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.

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

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

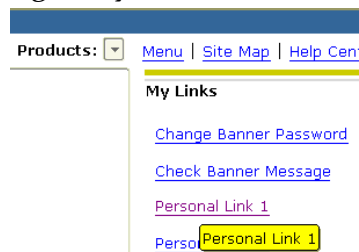
- Close the Pending Documents query to return to FGIBAVL

### *Extracting Data from INB*

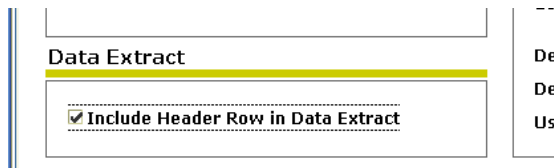
---

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.

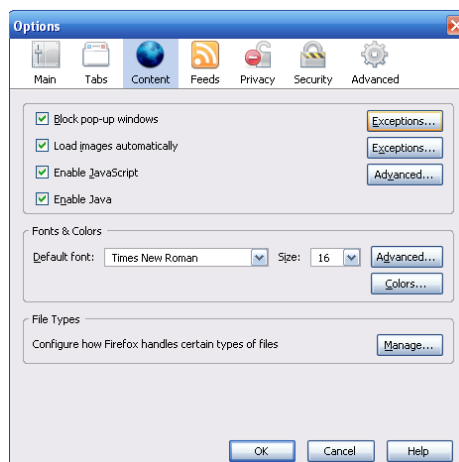
- Adjust settings to extract headers with data.
  - Go to the main screen in INB and click on a Personal Link (located in the right My Links column)



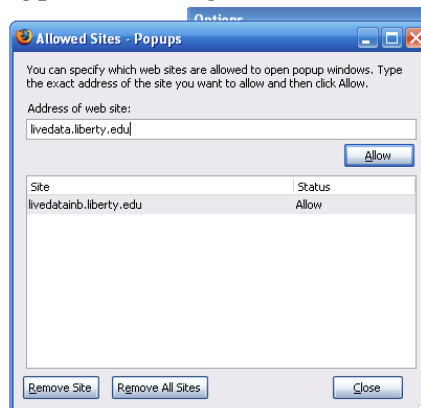
- Select “Include Header Row in Data Extract”



- 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

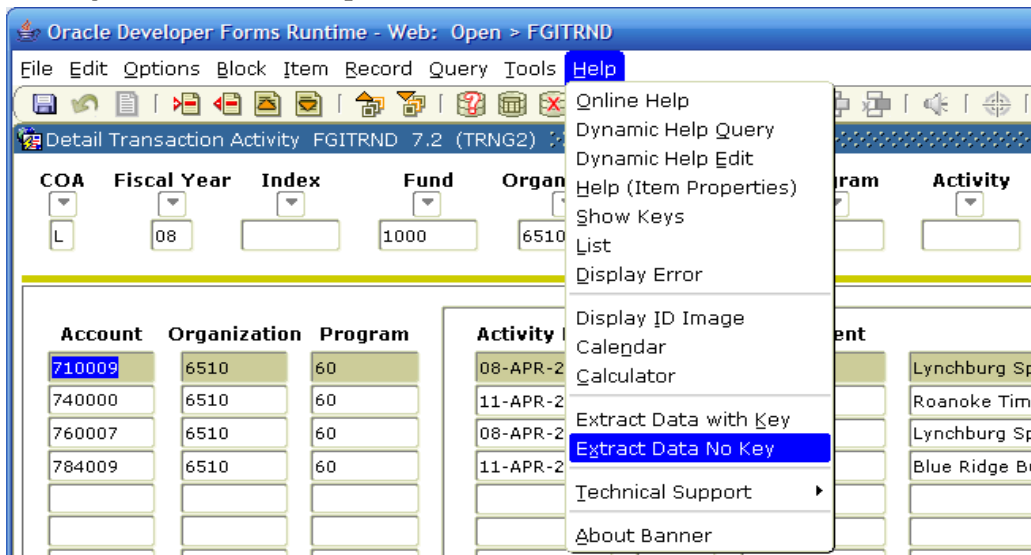


- Type inb.liberty.edu in the Address field and select Allow

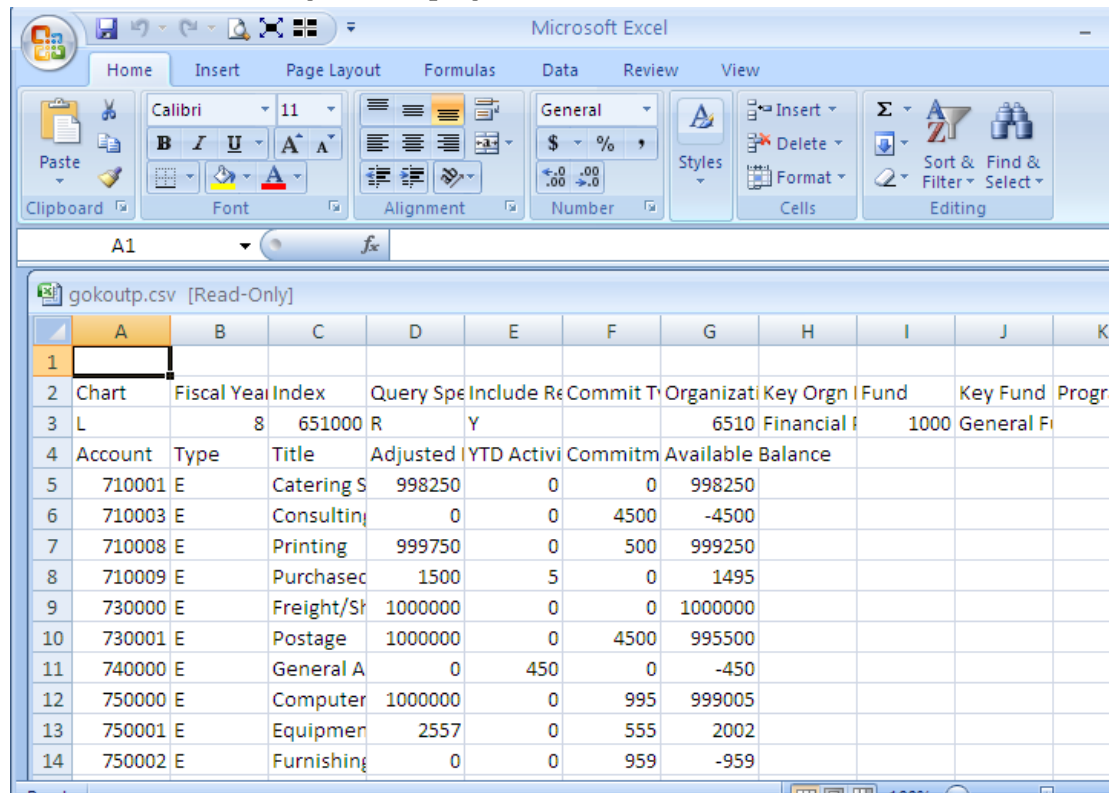


- Close the window to save settings.

- 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.



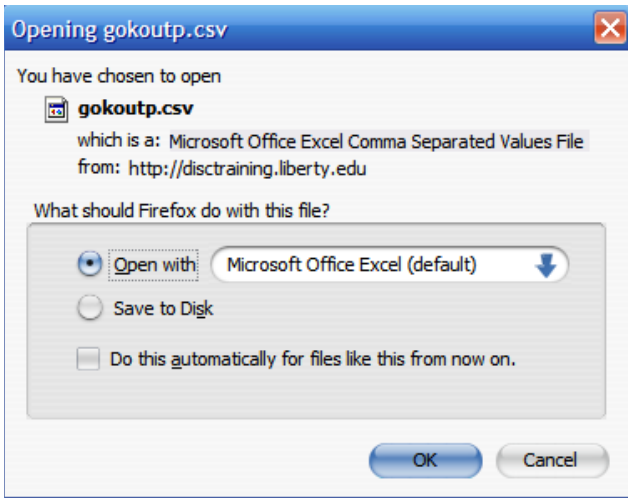
- Extract Data With Key will display with search criteria in the first 2 rows:



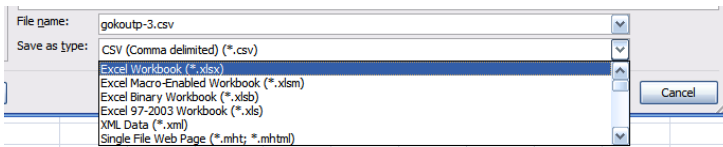
- Extract Data No Key will display without the search criteria, only the query information with header rows:

Account	Type	Title	Adjusted	YTD Activ	Commitm	Available Balance
710001	E	Catering S	998250	0	0	998250
710003	E	Consulting	0	0	4500	-4500
710008	E	Printing	999750	0	500	999250
710009	E	Purchasec	1500	5	0	1495
730000	E	Freight/St	1000000	0	0	1000000
730001	E	Postage	1000000	0	4500	995500
740000	E	General A	0	450	0	-450
750000	E	Computer	1000000	0	995	999005
750001	E	Equipmen	2557	0	555	2002
750002	E	Furnishing	0	0	959	-959
760007	E	Office Sup	7029	22	0	7007
763001	E	Network/	4400	0	345	4055

- 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*

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*Requisition Example- Goods*

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## View Document

**Requisition Header**

Requisition	Order Date	Trans Date	Delivery Date	Print Date	Total
R0584671	May 10, 2012	Jun 15, 2012	Jun 15, 2012		2,122.59
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**

Item	Commodity	Description	U/M	Qty	Unit Price	Ext Amount	
				Disc	Addl	Tax	Cost
1	SVPRINT	Requisition Training Manuals	EA	1000	2.3451	2,345.10	
				234.51	12.00	0.00	2,122.59
		Custom 52 page color manual					
		Printing needs to be front & back					
		10% discount reflected in extended field					
		Additional amount is for shipping					

**Requisition Accounting**

Seq#	COA	FY	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSFSusp	NSFOvr	Susp	Amount
1	U	12		111101	Z1010	712005	60				N	N	N	2,122.59
Total of displayed sequences:														2,122.59

 No Related Documents Available

RELEASE: 8.2

*Requisition Example- Services/Subscriptions*

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## View Document

**Requisition Header**

Requisition	Order Date	Trans Date	Delivery Date	Print Date	Total
R0584672	Apr 01, 2012	May 01, 2012	May 01, 2012		18,250.00
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**

Item	Commodity	Description	U/M	Qty	Unit Price	Ext Amount	
				Disc	Addl	Tax	Cost
1	PDSUB	Banner Suite Subscription-Unlimited Users	EA	1	18250	18,250.00	
				0.00	0.00	0.00	18,250.00

**Requisition Accounting**

Seq#	COA	FY	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSFSusp	NSFOvr	Susp	Amount
1	U	12		111101	Z1010	721004	60				N	N	N	18,250.00
Total of displayed sequences:													18,250.00	

 No Related Documents Available**RELEASE: 8.2**

*Requisition Example- Travel*

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## View Document

**Requisition Header**

Requisition	Order Date	Trans Date	Delivery Date	Print Date	Total
R0584673	Mar 15, 2012	Apr 10, 2012	Apr 06, 2012		744.79
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 Birgingham, 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**

Item	Commodity	Description	U/M	Qty	Unit Price	Ext Amount	
				Disc	Addl	Tax	Cost
1	TPDIEM	Per Diem for Jane Doe	EA	1	212.8	212.80	
				0.00	0.00	0.00	212.80
	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**

Seq#	COA	FY	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSFSusp	NSFOvr	Susp	Amount
1	U	12		111101	Z1010	722002	60				N	N	N	212.80

Total of displayed sequences:	212.80
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**Requisition Commodities**

Item	Commodity	Description	U/M	Qty	Unit Price	Ext Amount		
				<b>Disc</b>	<b>Addl</b>	<b>Tax</b>	<b>Cost</b>	
2	TPGRND	Economy Car Rental	EA	6	41.999	251.99		
				0.00	0.00	0.00	251.99	
	Vendor: Enterprise Rent A Car (L20000798)							
	Wards Road location							
	Traveller will put car on personal card and be							
	reimbursed on return.							

**Requisition Accounting**

Seq#	COA	FY	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSFSusp	NSFOvr	Susp	Amount
1	U	12		111101	Z1010	722002	60				N	N	N	251.99
Total of displayed sequences:														251.99

**Requisition Commodities**

Item	Commodity	Description	U/M	Qty	Unit Price	Ext Amount		
				<b>Disc</b>	<b>Addl</b>	<b>Tax</b>	<b>Cost</b>	
3	TPGRND	Fuel Expenses	EA	1	280	280.00		
				0.00	0.00	0.00	280.00	
	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**

Seq#	COA	FY	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSFSusp	NSFOvr	Susp	Amount
1	U	12		111101	Z1010	722002	60				N	N	N	280.00
Total of displayed sequences:														280.00

No Related Documents Available

**RELEASE: 8.2**



*Per Diem Calculator Example*

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## Financial Planning & Budgeting, Financial Planning & Budgeting

**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](mailto:aclagos@liberty.edu)]

This message was created by a Microsoft InfoPath form. The form data may be included as an attachment.

Name  Email   
 Trip #  Dept ID   
 Start Time  Start Date   
 End Time  End Time

### Destination 1

AL, Birmingham, Jefferson and Shelby (Year Round)

	Breakfast	Lunch	Dinner	%	Amount
Day 1	\$11.20 <input checked="" type="checkbox"/>	\$16.80 <input checked="" type="checkbox"/>	\$28.00 <input checked="" type="checkbox"/>	75	\$42.00
Day 2	\$11.20 <input checked="" type="checkbox"/>	\$0.00 <input type="checkbox"/>	\$28.00 <input checked="" type="checkbox"/>	100	\$39.20
Day 3	\$11.20 <input checked="" type="checkbox"/>	\$0.00 <input type="checkbox"/>	\$28.00 <input checked="" type="checkbox"/>	100	\$39.20
Day 4	\$11.20 <input checked="" type="checkbox"/>	\$0.00 <input type="checkbox"/>	\$28.00 <input checked="" type="checkbox"/>	100	\$39.20
Day 5	\$11.20 <input checked="" type="checkbox"/>	\$0.00 <input type="checkbox"/>	\$0.00 <input type="checkbox"/>	100	\$11.20
Day 6	\$11.20 <input checked="" type="checkbox"/>	\$16.80 <input checked="" type="checkbox"/>	\$28.00 <input checked="" type="checkbox"/>	75	\$42.00

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](#)

