Banner Finance
Self-Service Training

October 10, 2014
Training Agenda

1. Login to Self Service Banner
2. Introductions
3. Welcome to Banner Finance
   a) Banner Finance Terminology
   b) Business Processes
   c) Grants & Contracts Processing
   d) Budget Queries
   e) Encumbrance Query
4. Break
5. Welcome to Banner Purchasing
   a) Purchasing Definitions and Guidelines
   b) Creating a Requisition
   c) Approving a Requisition
   d) Converting a Requisition to a Purchase Order
6. Welcome to Banner Accounts Payable
   a) Approving Invoices
   b) Viewing Invoices, Check, or Direct Deposits in BDMS
   c) Travel Reimbursements
Welcome to Banner Finance
Learning Objectives

• Gain a general understanding of Banner Finance Self Service definitions and procedures

Learn how to:

– Monitor and track your budgets
– Make Purchases
– Pay Vendors
Internet Native Banner (INB) – is primarily the application that will be used by only administrative offices that allows for more functionality in Banner than SSB but is more difficult to use and therefore requires more training.
Self Service Banner (SSB) - is a web-based tool that 98% of the university community will use to manage budgets, track balances, create and approve purchase requisitions, and pay invoices.

- Benefits of Self Service Banner:
  - Easy to Use
  - Purchase Requisitions are all on one page
  - Customize your own management reports online
  - Ability to export to Microsoft Excel
  - Point and click access to information
How to Access Online Documentation

1. Log into NJIT Pipeline
2. Select Faculty/Staff Services Tab
3. Click on Banner Documentation
Welcome to the Project ORBIT documentation site. Here you can view documents online or download them to your computer.

- Banner Finance Documentation
- Banner Student Documentation

Click on Banner Finance Documentation

Note that the capability to access Project ORBIT documents is accessible only to NJIT faculty and staff.
Welcome to the Project ORBIT documentation site. Here you can view documents online or download them to your computer.

- **Banner Finance Documentation**
  - **Basic Training, Key Contacts, and System Access Form**
    - Self-Service Finance Training Manual-Updated 9-30-2013
    - Resources and Contacts
    - Banner Finance Access Request Form
  - **Chart of Accounts**
    - Chart of Accounts Attributes (Excel File)
    - Quick Reference: FRS vs Banner Terminology
    - Quick Reference: Banner Chart of Account
    - Account Definitions (Updated July 1, 2013)
    - Fund Type Hierarchy
    - Organizational Structure
  - **Budget**
    - Workshop 1 - Understanding Your Operating Budget Using Self Service Banner Finance Updated 10-13-2010
    - Budget Account Pools
    - Budget Transfer Form
    - Quick Reference: Budget Queries Fiscal Year to Date Information
  - **Grants**
    - Grants Detail with Index
    - Workshop 2 - Understanding Your Grant Budget Using Self Service Banner Finance Updated 10-11-2013
    - OMB Circular A21
    - Quick Reference: Budget Queries Inception to Date Information
  - **Purchasing**
    - Workshop 3 - Self Service Banner Finance for Purchasing Updated 10-23-13
    - Quick Reference: Entering a Requisition
    - Quick Reference: Approval Levels
    - Saving In Process and Recalling Disapproved Requisition
  - **Accounts Payable**
    - Workshop 4 - Self Service Banner Finance for Accounts Payable Updated 11-15-12
  - **Banner Finance End-User Meeting Materials**
    - FY2011 Changes, New Features, and Resources 8/12/10
  - **Banner Student Documentation**

Note that the capability to access Project ORBIT documents is accessible only to NJIT faculty and staff.
The chart of accounts is where all financial transactions that take place in the university are recorded. All financial aspects of university account management are dependent on the chart of accounts (C-FOAP). Below are the accounting elements that define the Banner Chart of Accounts.

<table>
<thead>
<tr>
<th>Chart of Account Codes</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Chart</strong></td>
<td>Identified Chart of Account Code 1 - NJIT and 2 - Foundation</td>
</tr>
<tr>
<td><strong>Index</strong></td>
<td>Defaults <strong>Fund, Organization</strong>, and <strong>Program Code</strong></td>
</tr>
<tr>
<td><strong>Fund</strong></td>
<td>Identifies Funding Source</td>
</tr>
<tr>
<td><strong>Organization</strong></td>
<td>Identifies where in the university the revenue or expense is occurring</td>
</tr>
<tr>
<td><strong>Account</strong></td>
<td>Identifies the type of revenue or expense</td>
</tr>
<tr>
<td><strong>Program</strong></td>
<td>Identifies the function of the expense or revenue</td>
</tr>
</tbody>
</table>
The **Chart** is a one-character code that identifies which Chart is being utilized.

Charts are as follows in Banner:
1. NJIT - Education and General Operations
2. The Foundation - University Advancement, Endowment, and donor gifts
3. NJII – Under development
The Fund is hierarchical with the six-character code at the data entry level that identifies the source of the money.

- Examples include:
  - 100000 – Current Unrestricted Operating
  - 27F021 – Federal Grant – Mechanism of Electro-Static Discharge
  - 931000 – CKB Capital Renovations Funds
  - 160300 – Residence Halls
The Organization is hierarchical with the six-character code at the data entry level that identifies the NJIT organizational structure.

<table>
<thead>
<tr>
<th>Highest Level</th>
<th>Executive Level</th>
<th>Division Level</th>
<th>Dept Level</th>
<th>Data Entry</th>
<th>Description:</th>
</tr>
</thead>
<tbody>
<tr>
<td>NJIT</td>
<td>EL1</td>
<td>DIV10</td>
<td></td>
<td></td>
<td>President's Area</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>10000</td>
<td>100000</td>
<td>Office of the President</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>10100</td>
<td></td>
<td>Office of Web Services</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>10200</td>
<td></td>
<td>Institutional Research</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>102000</td>
<td>Institutional Research</td>
</tr>
</tbody>
</table>
The **Account** is hierarchical with the six-character code at the data entry level that identifies that classifies the type of revenue or expense item.

**Examples of Accounts in Banner:**

<table>
<thead>
<tr>
<th>Account</th>
<th>Account Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>613015</td>
<td>Academic Year Adjunct</td>
</tr>
<tr>
<td>734010</td>
<td>Supplies-Office</td>
</tr>
<tr>
<td>759904</td>
<td>Postage Services</td>
</tr>
<tr>
<td>756215</td>
<td>Advertising Promotional</td>
</tr>
</tbody>
</table>
The Program is hierarchical with the six-character code at the data entry level that identifies a function and enables the institution to establish a method of classifying transactions. Below is a listing of program codes.

<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>010000</td>
<td>Non-programmatic Revenue</td>
</tr>
<tr>
<td>100100</td>
<td>Instruction</td>
</tr>
<tr>
<td>150010</td>
<td>Research</td>
</tr>
<tr>
<td>200010</td>
<td>Public Service</td>
</tr>
<tr>
<td>300010</td>
<td>Student Services</td>
</tr>
<tr>
<td>350010</td>
<td>Institutional Support</td>
</tr>
<tr>
<td>400010</td>
<td>Operation and Maintenance of Plant</td>
</tr>
<tr>
<td>450010</td>
<td>Scholarships and Fellowships</td>
</tr>
<tr>
<td>500010</td>
<td>Auxiliary Services</td>
</tr>
<tr>
<td>550010</td>
<td>Agency</td>
</tr>
<tr>
<td>600010</td>
<td>Transfers</td>
</tr>
<tr>
<td>700010</td>
<td>Expended from Plant Funds</td>
</tr>
</tbody>
</table>
The Index is a critical component of the chart of accounts. It is a six-character code used in Banner as a shortcut that defaults the Fund, Organization, and Program (FOP). It is what all users should use because it contains the correct FOP elements for your area.

When new budgets are established in Banner it is what is given to the end users to use for accessing budget information, purchasing, and personnel forms.
Banner Security

**Security**
Access to Self Service Banner will be limited depending on the Funds and Organizations within the Chart of Accounts that you manage.

**Entering Requisitions and Requisition/Invoice Approvals**
The ability to enter/approve a purchase requisition and approve invoices is dependent on your security settings.

**Obtaining Access to Self Service Banner**
Access to Banner is managed by the Budget Department. Go to (Banner Documentation\Banner Finance Documentation\Banner Finance Access Request Form) Link in the Highlander Pipeline for Banner Finance Access Form. – Prerequisite – must have UCID and general person set-up prior to gaining access to Banner Finance.
Budget Pools in Banner Finance

• Budget pools are a way of establishing non-personnel budgets in major account categories for ease of purchasing throughout the year. Budget availability during the purchasing process occurs at the major budget pooling level.

• Example: A budget is created into an equipment budget but throughout the year you may buy computers, chairs, and microscopes. Total Non-Capital Equipment Budget – $5,947 less total Equipment Expenses (YTD+Commitments = $3,746.27) Total Available Budget = $2,200.73
# Budget Pools in Banner

<table>
<thead>
<tr>
<th>Banner Account</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>710000</td>
<td>Equipment – Capital $\geq$5,000</td>
</tr>
<tr>
<td>71100A</td>
<td>Equipment – Non-Capital &lt;$5,000</td>
</tr>
<tr>
<td>734000</td>
<td>Supplies- Major</td>
</tr>
<tr>
<td>740000</td>
<td>Travel, Meetings, Meals-Major</td>
</tr>
<tr>
<td>756000</td>
<td>Major Operating Expenses</td>
</tr>
<tr>
<td>767000</td>
<td>Library Collections</td>
</tr>
</tbody>
</table>

- For more information on Budget Pools in Banner please refer to (Banner Documentation\Banner Finance Documentation\Budget Account Pools) Link in the Highlander Pipeline for Banner Finance Access Form.
Non-Pooling Accounts

- Salaries and fringe benefits as well as selected non-personnel expenses will continue to be budgeted at the Banner account level.
- Examples of non-pooling non-personnel accounts in Banner.

<table>
<thead>
<tr>
<th>Banner Account</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>723XXX</td>
<td>All Utilities</td>
</tr>
<tr>
<td>749007</td>
<td>Athletic Bus Travel</td>
</tr>
<tr>
<td>756110</td>
<td>Subcontract &lt;= $25K</td>
</tr>
<tr>
<td>756111</td>
<td>Subcontract &gt; $25K</td>
</tr>
<tr>
<td>759216</td>
<td>Advertising-Employee Recruitment</td>
</tr>
<tr>
<td>759302</td>
<td>Telephone Usage</td>
</tr>
<tr>
<td>759904</td>
<td>Postage Services</td>
</tr>
<tr>
<td>759905</td>
<td>Copy Center Services</td>
</tr>
<tr>
<td>78xxxx – 79xxxx</td>
<td>Student Awards, Budget Reserves, and Chargebacks</td>
</tr>
</tbody>
</table>
Summary – Banner Finance

- There are two types of Banner Applications
  - Internet Native Banner (INB)
  - Self Service Banner (SSB)
- The Chart and Index (FOP) are needed for viewing your budget and for purchasing.
- Your access in Banner is limited by the Funds and Organizations and also by the ability to enter requisitions, approve requisitions, and approve invoices.
- Non-personnel budgets in Banner are established at the major account code levels e.g. budget pools. Salaries and fringe benefits along with some non personnel account codes (identified on the non-pooling account slide) are budgeted specifically to that account code.
Business Processes
How to Handle Personnel Forms:

Below is a listing of some personnel forms that require index/account information to be indicated:

1. Student Employment
2. Graduate Nomination Forms – Implementing EPAF
3. Personnel Action Forms (PAF) Implementing EPAF
4. Adjunct Contract – EPAF – online via SSB HR
Personnel Forms

Procedure for Handling Personnel Forms with Accounting Distribution:

Full-Time University Funded Employee

<table>
<thead>
<tr>
<th>Assignment Start Date</th>
<th>Assignment End Date</th>
<th>Index</th>
<th>Account</th>
<th>% Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/1/2014</td>
<td></td>
<td>215910</td>
<td>616101</td>
<td>100%</td>
</tr>
</tbody>
</table>

Temporary Grant Funded Employee

<table>
<thead>
<tr>
<th>Assignment Start Date</th>
<th>Assignment End Date</th>
<th>Index</th>
<th>Account</th>
<th>% Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/1/2014</td>
<td>12/31/2014</td>
<td>999800</td>
<td>618005</td>
<td>50%</td>
</tr>
<tr>
<td>7/1/2014</td>
<td>12/31/2014</td>
<td>994600</td>
<td>618005</td>
<td>50%</td>
</tr>
</tbody>
</table>
Operating Budget Analysts

For all questions/requests regarding:

- Unrestricted Operating Budget
- Personnel Action Forms (non-grant)
- Budget Transfers (non-grant)

Please contact the Budget Analyst assigned to your respective area.

Budget Analysts are Assigned by Executive Level:

1. Lisa Easton – VP ASSA – EL3
2. Lily Chang – Provost’s Area – EL2
3. Andrea Connell – President’s Area – EL1, VP HR – EL5, VP Advancement – EL6
Budget Transfers

All non-grant transfers will be reviewed and processed by the Budget Office. Grants and Contract Accounting will continue to review and process grant budget transfers. (See special Grants and Contracts rules in next section)

How to Handle Budget Transfers (Non-grant):
When budget is insufficient to purchase what is needed check your available budget balances to see where funds can be transferred so you can complete your requisition.

To transfer budget you need to provide the following information:
  a)  Index
  b)  Account – Use Budget Pools when applicable
Unrestricted Operating Budget Example:
Need to purchase $2,000 supplies for an upcoming event but after checking the available budget pool I have insufficient budget available. However, I do have budget available in other major operating expenses.

**Supplies Budget Pool:**

<table>
<thead>
<tr>
<th>Account</th>
<th>Account Title</th>
<th>FY15/PD14 Accounted Budget</th>
<th>FY15/PD14 Year to Date</th>
<th>FY15/PD14 Encumbrances</th>
<th>FY15/PD14 Reservations</th>
<th>FY15/PD14 Commitments</th>
<th>FY15/PD14 Available Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>734000</td>
<td>Supplies - Major</td>
<td>4,906.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>4,906.00</td>
</tr>
<tr>
<td>734005</td>
<td>Supplies - Computer</td>
<td>0.00</td>
<td>1,308.26</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>(1,308.26)</td>
</tr>
<tr>
<td>734010</td>
<td>Supplies - Office</td>
<td>0.00</td>
<td>162.19</td>
<td>1,837.81</td>
<td>0.00</td>
<td>1,837.81</td>
<td>(2,000.00)</td>
</tr>
<tr>
<td>Report Total (of all records)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1,597.74</td>
</tr>
</tbody>
</table>

Sample email to respective area Budget Analyst:
Please transfer $3,000 from 215910-756000 to 215910-734000.
Budget Transfer - Example

Unrestricted Operating Budget Example:
Need to purchase $2,000 supplies for an upcoming event but after checking the available budget pool I have insufficient budget available. However, I do have budget available in other major operating expenses.

Other Major Operating Expense Budget Pool:

<table>
<thead>
<tr>
<th>Account</th>
<th>Account Title</th>
<th>FY15/PD14 Accounted Budget</th>
<th>FY15/PD14 Year to Date</th>
<th>FY15/PD14 Encumbrances</th>
<th>FY15/PD14 Reservations</th>
<th>FY15/PD14 Commitments</th>
<th>FY15/PD14 Available Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>756000</td>
<td>Major Operating Expenses</td>
<td>15,549.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>15,549.00</td>
</tr>
<tr>
<td>756101</td>
<td>Consulting/Professional Services</td>
<td>500.00</td>
<td>8,797.12</td>
<td>2,230.00</td>
<td>0.00</td>
<td>2,230.00</td>
<td>(10,527.12)</td>
</tr>
<tr>
<td>756909</td>
<td>Membership and Dues</td>
<td>0.00</td>
<td>2,025.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>(2,025.00)</td>
</tr>
<tr>
<td>Report Total (of all records)</td>
<td></td>
<td>16,049.00</td>
<td>10,822.12</td>
<td>2,230.00</td>
<td>0.00</td>
<td>2,230.00</td>
<td>2,996.88</td>
</tr>
</tbody>
</table>

Sample email to respective area Budget Analyst:
Please transfer $2,000 from 215910-756000 to 215910-734000.
Grants and Contracts Requirements
Grants and Contracts Accounting (GC)
Sponsored Research Administration (SRA)

• Office of Management and Budget - OMB Circulars
  • Set minimum standards for institutions. (A-21 - Section J)

• Code of Federal Regulations - CFR
  • CFR is the codification of the general and permanent rules and regulations (sometimes called administrative law) published in the Federal Register by the executive departments and agencies of the Federal Government of the United States. The CFR governs all grants and contracts sponsored by the Federal Government.
Budget Revisions for Grants and Contracts

Approval by Sponsored Research Administration is required for:

• Modifying release time
• Modifying any other salary allocations
• Changes from salary categories into non-salary categories or vice-versa
• Modifying equipment budget
• Modifying F&A
Sponsored Research Administration (SRA) Subcontracts

- **Subcontracts**: SRA negotiates all subcontracts
  - Once signed and executed, a copy is sent to the PI.
  - Entry of the Requisition on the system, should not occur prior to the executed agreement.
  - Two requisitions need to be entered for subcontracts over $25,000 to be in compliance with A21 regulations
    - First $25,000 use account code – 756110 Subcontract <= 25K
    - Above $25,000 use account code – 756111 Subcontract > 25K
Sponsored Research Administration (SRA)
Other Items

• **Continuations and Amendments**: Received and reviewed by SRA. Once approved, SRA forwards to GCA to update the system

• **No Cost Extension**: PI requests a no cost extension to SRA
  – SRA reviews and submits for approval
  – Once approval is received, SRA forwards to GCA

• All policies and procedures related to grants and contracts are located on the NJIT website: http://www.njit.edu/policies/
Sponsored Research Administration

General Comments

• The Principal Investigator is responsible for the programmatic, as well as financial management of the award

• The PI together with the SRA & GCA offices should review the terms and conditions to ensure proper stewardship of the award

Please visit the NJIT webpage for more information:
http://www.njit.edu/research/researchers/index.php
Budget Queries

Click on Budget Queries

- Encumbrance Query
- Requisition
- Approve Documents
- View Document
- Delete Finance Template
Budget Queries

- To access financial information for your specific area you will use the budget query menu selection in Self Service Banner.

- There are 3 types of budget queries that you can use in Banner:
  - Budget Status by Account
  - Budget Status by Organizational Hierarchy
  - Budget Quick Query

- Today we will review the Budget Status by Account and the Budget Query By Organizational Hierarchy.
Budget Queries – Objectives

- We will access account information using budget queries in Self Service Banner. We will do four types of queries using this feature:
  - Access Fiscal YTD information for both operating accounts and project accounts using Budget Status By Account
  - Determine Budget Availability for Specific Pooling Accounts using Budget Status By Account
  - Determine Budget Availability using Budget Status By Organizational Hierarchy
  - Access Inception to Date or Project to Date information by using the grant code
Step 1: Budget Status By Account

Budget Queries

To create a new query choose a query type and select Create Query.

Create a New Query
Type

Budget Status by Account

Create Query

Retrieve Existing Query
Saved Query

None

Retrieve Query

Budget Status By Account

This report displays a list of all budget line items for a specific index (Fund, Org, Program), organized by account.

* You can also retrieve existing budget queries on this page. Once you build your query save it so you can access it later.
Step 2: Select Operating Ledgers

Select the Operating Ledger Data columns to display on the report.

- **Adopted Budget** - Permanent Adopted Budget (Original Budget)
- **Budget Adjustments** - Permanent recurring budget entry for rollover
- **Adjusted Budget** - Revised Budget
- **Temporary Budget** - Temporary Non Recurring Adopted Budget or Temporary Budget adjustment
- **Accounted Budget** - Year to Date accounted budget (Current Budget with Drill Down Capability)
- **Year to Date** - expenditures/balances.
- **Encumbrances** - budget set aside to cover purchase orders.
- **Commitments** - total encumbrances and reservations.
- **Available Balance** – Adjusted Budget minus Year to Date minus Commitments.
Budget Query Criteria:

Selecting Your Data for Query

**Fiscal Year:** Choose the fiscal year for the time period you wish to view. This defaults to the calendar year.

**Fiscal Period:** Choose the month you wish to view. Note that 01 corresponds to July, 02 to August, and 14 for YTD information. **ALWAYS USE FISCAL PERIOD 14 WHEN CHECKING BUDGET AVAILABILITY.**

**Comparison Fiscal Year:** You can select a fiscal year with which to compare the previously selected Fiscal Year. Earliest historical year is 2010.

**Comparison Fiscal Period:** You can select a fiscal period with which to compare to the same fiscal period of another fiscal year.
Step 4: Budget Query - Entering Criteria

**Budget Query Criteria:**

**Selecting Your Data for Query**

- **Commitment Type:** Make sure this is set to **All**. Committed budgets are for prior year purchase orders for unrestricted university funds only.

- **Chart of Accounts:** Enter – **1** - NJIT or **2** – Foundation or **3** - NJII

- **Index:** Defaults Fund, Org, and Program for you.
Index Query View

Index Query if you don’t know index number:
- After you click on index you will be taken to a query page.
- You may enter your index value in index criteria or query your index in title criteria with the use of wildcards (%).
- Once you are done click execute query.
Step 6: Budget Queries – Entering Criteria

Budget Query Criteria for Viewing budget by Index:

- The Fund, Organization, and Program is populated but the Index gets blanked out.
- Then click submit query to view the results of the query.
### Step 7: Budget Queries - Results

#### Report Parameters

<table>
<thead>
<tr>
<th>Organization Budget Status Report</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>By Account</td>
<td></td>
</tr>
<tr>
<td>Period Ending Jun 30, 2015</td>
<td></td>
</tr>
<tr>
<td>As of Oct 08, 2014</td>
<td></td>
</tr>
</tbody>
</table>

#### Chart of Accounts | New Jersey Institute of Technology/Commitment Type | All
- Fund
- Program 100000 Current Fund-Unrestricted 300010 Student Services
- Organization 320000 Banner Finance Training
- Activity All
- Location All

#### Query Results

<table>
<thead>
<tr>
<th>Account</th>
<th>Account Title</th>
<th>FY15/PD14 Accounted Budget</th>
<th>FY15/PD14 Year to Date</th>
<th>FY15/PD14 Encumbrances</th>
<th>FY15/PD14 Reservations</th>
<th>FY15/PD14 Commitments</th>
<th>FY15/PD14 Available Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>616101</td>
<td>Administrators</td>
<td>466,245.00</td>
<td>137,116.76</td>
<td>329,127.90</td>
<td>0.00</td>
<td>329,127.90</td>
<td>0.34</td>
</tr>
<tr>
<td>617201</td>
<td>Support Staff</td>
<td>116,460.00</td>
<td>28,491.52</td>
<td>88,146.08</td>
<td>0.00</td>
<td>88,146.08</td>
<td>(177.61)</td>
</tr>
<tr>
<td>619113</td>
<td>Hourly IWS</td>
<td>11,500.00</td>
<td>3,811.50</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>7,688.50</td>
</tr>
<tr>
<td>657050</td>
<td>Composite Fringes - Full-Time</td>
<td>280,801.83</td>
<td>79,010.10</td>
<td>201,543.32</td>
<td>0.00</td>
<td>201,543.32</td>
<td>248.41</td>
</tr>
<tr>
<td>657070</td>
<td>Composite Fringes - Part-Time</td>
<td>13.39</td>
<td>52.02</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>(38.63)</td>
</tr>
<tr>
<td>71100A</td>
<td>Equipment - Noncapital</td>
<td>1,500.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>1,500.00</td>
</tr>
<tr>
<td>723301</td>
<td>Telecom/Network Charge</td>
<td>1,876.00</td>
<td>472.00</td>
<td>1,404.00</td>
<td>0.00</td>
<td>1,404.00</td>
<td>0.00</td>
</tr>
<tr>
<td>734000</td>
<td>Supplies - Major</td>
<td>1,568.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>1,568.00</td>
</tr>
<tr>
<td>734005</td>
<td>Supplies-Computer</td>
<td>0.00</td>
<td>67.92</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>(67.92)</td>
</tr>
<tr>
<td>734010</td>
<td>Supplies-Office</td>
<td>1,101.67</td>
<td>19.69</td>
<td>1,082.98</td>
<td>0.00</td>
<td>1,082.98</td>
<td>0.00</td>
</tr>
<tr>
<td>740000</td>
<td>Travel, Meetings, Meals-Major</td>
<td>3,000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>3,000.00</td>
</tr>
</tbody>
</table>

#### Notes
- All numbers shaded in BLUE are hyperlinks which mean you can "drill down" to view corresponding documents. In production banner these are shaded in red.
- TELs you if you have any requisitions that are still in approvals which will NOT show up in your budget query results. These do need to be factored in when checking available balances.
You can export query results to Microsoft Excel by selecting “Download Selected Ledger Columns on the bottom of the query results page.
Budget Queries – View Pending Documents

- Pending Documents are requisitions that have NOT been approved so do not show up as reservations (requisitions).
- If you have pending documents in your budget query then you need to deduct it from your available balance in that account budget pool to get your real available balance.

Example: You budget pool says you have 4,593.60 available in 759302 but you have a pending requisition for $300.00 in that account pool you really have 4,293.60 available.
**Budget Queries – View Pending Documents**

*Pending Documents are requisitions that have NOT been fully approved so do not show up as reservations in your budget query results page. View documents will let you know who needs to approve your requisition.*

<table>
<thead>
<tr>
<th>Report Parameters</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Organization Budget Status Report</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>By Account</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Period Ending Jun 30, 2015</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>As of Oct 08, 2014</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Chart of Accounts</th>
<th>New Jersey Institute of Technology</th>
<th>Commitment Type</th>
<th>All</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund</td>
<td>100000 Current Fund-Unrestricted</td>
<td>Program</td>
<td>300010 Student Services</td>
</tr>
<tr>
<td>Organization</td>
<td>110101 Student Employment Services</td>
<td>Activity</td>
<td>All</td>
</tr>
<tr>
<td>Account</td>
<td>All</td>
<td>Location</td>
<td>All</td>
</tr>
</tbody>
</table>

Click on View Pending Documents

- Pending documents exist
Budget Queries – View Pending Documents

This view shows all pending documents for this Index

### Report Parameters

<table>
<thead>
<tr>
<th>Status of Transactions In Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period Ending Jun 30, 2015</td>
</tr>
<tr>
<td>As of Oct 08, 2014</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Chart of Accounts</th>
<th>New Jersey Institute of Technology</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund</td>
<td>100000 Current Fund-Unrestricted</td>
</tr>
<tr>
<td>Organization</td>
<td>300010 Student Services</td>
</tr>
<tr>
<td>Account</td>
<td>All</td>
</tr>
<tr>
<td>Location</td>
<td>All</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Pending Document List</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transaction Date</td>
</tr>
<tr>
<td>Sep 28, 2014</td>
</tr>
</tbody>
</table>

Report Total (of all records) (40.00)
Budget Queries – Budget Availability

Budget Status By Account

• Choose Budget Status by Account.

• Follow Steps 1 – 6 as defined in the previous budget query
# Budget Queries – Budget Availability

- To display all accounts for a specific budget pool enter the following into the account field in the budget query page.

<table>
<thead>
<tr>
<th>Banner Budget Pool</th>
<th>Enter Into Account Field</th>
<th>Banner Account Ranges Returned in Budget Query View</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment =&gt; $5,000</td>
<td>710%</td>
<td>710000-710034</td>
</tr>
<tr>
<td>Equipment &lt; $5,000</td>
<td>711%</td>
<td>71100A-711034</td>
</tr>
<tr>
<td>Supplies</td>
<td>73%</td>
<td>734000-734099</td>
</tr>
<tr>
<td>Travel</td>
<td>74%</td>
<td>740002-742011</td>
</tr>
<tr>
<td>Major Operating Expenses</td>
<td>756%</td>
<td>756000-756999 (Excludes separately budgeted accounts 759xxx)</td>
</tr>
<tr>
<td>Library Collections</td>
<td>76%</td>
<td>767000-767136</td>
</tr>
<tr>
<td>Capital Improvements</td>
<td>77%</td>
<td>777300-777366</td>
</tr>
</tbody>
</table>
Budget Queries – Budget Availability

- Step 1 – Choose Budget Status By Account
- Step 2 - Select Chart and Enter Index
- Step 3 – See Budget Query populated with Fund, Org, and Program
- Enter budget account pool you need to query
- See next slide for entering data within the account code box
### Budget Queries – Budget Availability

<table>
<thead>
<tr>
<th>Account Title</th>
<th>FY15/PD14 Accounted Budget</th>
<th>FY15/PD14 Year to Date</th>
<th>FY15/PD14 Encumbrances</th>
<th>FY15/PD14 Reservations</th>
<th>FY15/PD14 Commitments</th>
<th>FY15/PD14 Available Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Operating Expenses</td>
<td>6,197.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>6,197.00</td>
</tr>
<tr>
<td>Printing - Outside Vendor</td>
<td>64.14</td>
<td>0.00</td>
<td>64.14</td>
<td>0.00</td>
<td>64.14</td>
<td>0.00</td>
</tr>
<tr>
<td>Other Telecom/Wireless Device Usage</td>
<td>0.00</td>
<td>644.84</td>
<td>1,355.16</td>
<td>0.00</td>
<td>1,355.16</td>
<td>(2,000.00)</td>
</tr>
<tr>
<td>Regulatory License Fees</td>
<td>0.00</td>
<td>3,112.61</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>(3,112.61)</td>
</tr>
<tr>
<td><strong>Report Total (of all records)</strong></td>
<td>6,261.14</td>
<td>3,757.45</td>
<td>1,419.30</td>
<td>0.00</td>
<td>1,419.30</td>
<td><strong>1,084.30</strong></td>
</tr>
</tbody>
</table>

- This is the results for the budget query for checking your other major operating expenses budget pool availability.
- Enter 756 and “%” that is a wildcard in Banner which will return all accounts beginning with 756.
- The chart on the previous slide will show you the correct entry in the account code field when doing this type of query.
Budget Availability By Organizational Hierarchy – Using Index Number

Budget Status By Organizational Hierarchy

Select Budget Status by Organizational Hierarchy and click Create Query

* You can also retrieve existing budget queries on this page. Once you build your query save it so you can access it later by choosing Retrieve Existing Query.
Budget Status by Organizational Hierarchy – Using Index Number

- Criteria on Top is the same as the Budget Status By Account
- Enter Chart of Accounts
- Enter Index Number
- Submit Query (Select Twice)
Results of your Budget Status by Organizational Hierarchy Query

- First Click on the Organization
- Next you will see a high level account roll up
- You can drill down to the next level of detail by clicking on the hyperlinks.
### Budget Status by Organizational Hierarchy – Using Index Number

#### Query Results

<table>
<thead>
<tr>
<th>Account Type</th>
<th>Account Type Title</th>
<th>FY15/PD14 Accounted Budget</th>
<th>FY15/PD14 Year to Date</th>
<th>FY15/PD14 Encumbrances</th>
<th>FY15/PD14 Reservations</th>
<th>FY15/PD14 Commitments</th>
<th>FY15/PD14 Available Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>71</td>
<td>Equipment</td>
<td>1,500.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>1,500.00</td>
</tr>
<tr>
<td>72</td>
<td>Utilities</td>
<td>1,876.00</td>
<td>472.00</td>
<td>1,404.00</td>
<td>0.00</td>
<td>1,404.00</td>
<td>0.00</td>
</tr>
<tr>
<td>73</td>
<td>Supplies</td>
<td>2,669.67</td>
<td>87.61</td>
<td>1,081.98</td>
<td>0.00</td>
<td>1,081.98</td>
<td>1,500.08</td>
</tr>
<tr>
<td>74</td>
<td>Travel, Meals, Meetings, Registrations</td>
<td><strong>3,000.00</strong></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>3,000.00</td>
</tr>
<tr>
<td>75</td>
<td>Other Major Operating Expenses</td>
<td>9,091.14</td>
<td>4,401.75</td>
<td>1,419.30</td>
<td>0.00</td>
<td>1,419.30</td>
<td>3,270.09</td>
</tr>
<tr>
<td>76</td>
<td>Library Collections</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>77</td>
<td>Capital Improvements</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>78</td>
<td>Student Awards</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>79</td>
<td>Indirect Cost &amp; Chargebacks</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7A</td>
<td>Administration Overhead Expense</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7B</td>
<td>Insurance Recovery</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7C</td>
<td>Budget Reserves</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7Z</td>
<td>Grants to Foundation @ NJIT</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>70 Rollup</strong></td>
<td></td>
<td><strong>10,136.81</strong></td>
<td><strong>4,961.35</strong></td>
<td><strong>3,905.26</strong></td>
<td><strong>0.00</strong></td>
<td><strong>3,905.26</strong></td>
<td><strong>9,270.17</strong></td>
</tr>
</tbody>
</table>

#### Results of your Budget Status by Organizational Hierarchy Query

- These are the account types.
- You can drill down to the next level of detail by clicking on the hyperlinks.
Budget Queries – Project to Date Balances

Budget Queries

To create a new query choose a query type and select Create Query.

Create a New Query
Type

Retrieve Existing Query
Saved Query

Budget Status By Account

• Choose Budget Status by Account.

• Follow Steps 1 – 6 as defined on the next page.
Budget Queries – Project to Date Balances

- Step 1 – Fiscal Year 2015 and Fiscal Period 14
- Step 2 – Enter Chart 1 and Index 999800
- Step 3 – Click Submit Query, See Fund, Org, Program get populated
- Step 4 – Enter Grant Code, HINT: If research grant usually it’s the letter “G” and the Fund.
Budget Queries – Project to Date Balances

**Grant Codes**

- The grant code is the fund code with the corresponding letters in front as shown below. The only situations where this may not be the case is if there are many projects under one grant.

<table>
<thead>
<tr>
<th>First Letter of Grant Code</th>
<th>Type of Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>G</td>
<td>Grant</td>
</tr>
<tr>
<td>R</td>
<td>Restricted</td>
</tr>
<tr>
<td>P</td>
<td>Plant Fund</td>
</tr>
<tr>
<td>A</td>
<td>Agency</td>
</tr>
<tr>
<td>D</td>
<td>Designated</td>
</tr>
</tbody>
</table>
You must enter the grant code to access project to date information. Once entered select Submit Query.
This is the results of your query. All information is tracked on an inception to date basis.

**REMEMBER** – The Grant Code is what allows finance to track projects inception to date. If not included in query you will only view fiscal year to date.
Encumbrance Query

**Finance**

- Budget Queries
- Encumbrance Query
- Requisition
- Approve Documents
- View Document
- Delete Finance Template

Click on Encumbrance Query
Encumbrance Query

The Encumbrance Query allows you to view encumbrance information (purchase orders) for a specific index (fund, org, program) by account for the fiscal period and YTD.

You can view Original Commitments, Encumbrance Adjustments, Encumbrance Liquidations, YTD, and Current Commitments.

You also have the ability to drill down to obtain purchase order information by clicking on the blue hyperlinks.
1. From the Finance menu, click Encumbrance Query.
2. Enter the appropriate parameters for the query, same as budget query
3. Click **Submit Query**
**Commitment Type** – Only applicable to Unrestricted Operating Indexes

**Committed** – Prior Year Purchase Orders that were open at the end of previous fiscal year – must be spent by October 30th

**Uncommitted** – POs entered this fiscal year from current year budget
1. From the above report you can drill-down to pull more details regarding each encumbrance by clicking on the document codes in **blue**.
Summary – Building Queries

- To view specific index information in Self Service Banner you will use budget queries.
- There are 3 types of budget queries in Self Service Banner. We have reviewed the Budget Status by Account query and Budget Status by Organizational Hierarchy.
- In Banner, encumbrances are purchase orders and reservations are fully approved purchase requisitions.
- Choose Fiscal Period 14 to access YTD information.
- To access Project to Date information a grant code must be indicated in the query.
- To view all balances left on purchase orders for a specific index use the encumbrance query.
Welcome to Banner Purchasing Cycle
Benefits of Banner Purchasing/Invoicing

- One screen
- Dropdown menu
- Code Lookup
- Saving Templates
- Streamlined Approval Process including On-Line Invoice Approval
Purchasing Definitions

**Requisition (PR)** – *Reservation of Funds (not encumbered in Banner)*

**Purchase Order (PO)** – *University approved commitment of funds (is encumbered)*

**Reservation vs Encumbrance**

*Reservation*: Intend to spend however dollars are not yet committed.

*Encumbrance*: The funds are committed.

Refer to Budget queries for additional information.

**Banner Standing Order** = Order stays open until dollars are expended or purchasing is told to close the order

**Banner Regular Order** = Item to be purchased on a one-time basis

**Wildcard (%)** – Is used in place of unknown characters in code lookup.

**Note**: A requisition is not a PO and should not be given to a vendor.
General Purchasing Guidelines

Expenses <15% of NJIT’s Bid Limit (currently $26,400)
• W-9

Expenses > 15% of NJIT’s bid Limit but less than $26,400
• W-9
• BRC – Business Registration Certificate

Expenses > $26,400 up to $50,000
• W-9
• BRC
• Affirmative Action Paperwork
• Bid
• Sole Source
• State Contract

Expenses > $50,000 but < $750,000
• W-9
• BRC
• Affirmative Action Paperwork
• Bid
• Sole Source
• State Contract
• Presidents’ Signature Sheet

Expenses > $750,000
• Board of Trustees Approval
• W-9
• BRC
• Affirmative Action Paperwork
• Bid
• Sole Source
• State Contract
• Presidents’ Signature Sheet

OTHER:
• Certificate of Insurance
• MSDS – Material Safety Data Sheets
Unallowable Costs

(Cannot be charged against Federal agreements, used as cost sharing or placed in the F&A cost base)

- Advertising
- Alcoholic Beverages
- Entertainment
- Fines & Penalties
- Moving Costs If Employee Resigns Within Twelve Months
- Certain Recruitment Costs
- Individual Professional Memberships
Purchasing Lifecycle Chart

1. Requisition entered by Requisitioner
2. Approval Process
   - Converted to a Purchase Order by Purchasing Department
     - Standing Order/Regular Order
3. Goods shipped/received
4. Invoice Received from Vendor
5. AP Posts Invoice
6. Purchaser approves invoice in SSB & if final payment on purchase order, purchaser notifies AP by email
7. Accounts Payable issues check to Vendor
Requisition

Finance

- Budget Queries
- Encumbrance Query
- [Requisition] (Click on Requisition)
- Approve Documents
- View Document
- Delete Finance Template
Purchasing Preparation Checklist

- In SSB you can only enter 5 commodity line items and 5 accounting distributions (FOAPs) per requisition.
- For Requisitions with more than 5 line items, the Purchasing Department can combine them into one Purchase Order. (See Document Text – Linking Multiple Requisitions)
- When all 5 commodities are to be charged to the same FOAP you only need to enter the FOAP once.
- Do not cut and paste text into purchase requisition comments, document text, or commodity description. This function does not always work.

NOTE: You cannot combine fixed assets with non-fixed assets.
Purchasing Preparation Checklist

- Do not use ("”) double quotes, ®, ©, or (-) dash/hyphen in purchase requisition comments, document text, or commodity description.

- Check for sufficient budget in appropriate FOAP (Fund, Org, Acct, Program) Note: Use Index for Fund, Org, Program. If budget is sufficient proceed with requisition if not here and process a budget transfer before entering the requisition.
  - FOP (Fund, Org, Program) = Index
  - A = Account
  - FOAP = Index (FOP) + Account (A)
Purchasing Preparation Checklist

- In SSB Banner your available balance does not take into account requisitions that have not been fully approved. Make sure your available balance includes all requisitions that you have entered because it may be rejected later due to insufficient funds.

- Helpful Hint – Use Budget Availability Query
The first step in creating a purchasing requisition is identifying the Account, Vendor, Organization, Ship and Index using **Code Lookup** at the bottom of the form to search.

The wildcard (%) is used in place of unknown characters. Remember less is more. You will get more returns in your search using fewer letters.
Use the following steps to look up a code:

1. **Chart of Accounts Code**: 1-NJIT 2-Foundation at NJIT
2. **Type**: Select the type of information to search from the drop-down list. (i.e. Account, Organization, Ship or Vendor)
3. **Title Criteria**: Enter your search criteria in this field. The wildcard for searching data is %. The sample shown (%Office%) will return any data with Office in the title.
4. **Maximum rows to return**: Determines the number of records to display. Choose a number from the drop down list. **Recommendation**: use the highest available number, 10000.
5. **Execute Query**: Once the search criteria has been set, click Execute Query. Your search results will display at the top of the form.
Use the following steps to enter a requisition:

1. **Transaction Date**: Leave current date (set as default).
2. **Delivery Date**: Enter the delivery date (required). Use expected delivery date.
3. **Vendor ID**: Enter the Vendor ID if known or use the Code Lookup (scroll to the bottom of the form). See Code Lookup slide for instructions.
4. **Vendor Validate**: Select Vendor Validate to populate vendor data into a requisition and to validate the Vendor ID.

5. **Address Type**: There are two types of address: PO for Vendor PO mailing address and AP for Accounts Payable address. If you are reimbursing an employee or student the following codes may be applicable – PR, MA, LA

6. **Address Sequence**: Please select correct sequence number for Vendors with multiple addresses, then repeat step 4.
These boxes are used for either notes to the vendor or purchasing staff.

If the vendor is not in the system, enter the vendor information into the top box.

**IMPORTANT:** Remember to click **Save** after entering your text. If you exit without saving you will lose all your text.
After entering the first requisition, record the requisition number to link the additional requisitions so that Purchasing can issue one Purchase Order.

1st Requisition
Enter Document Text, No Print:

2nd Requisition
Enter Document Text, No Print:

3rd Requisition
Enter Document Text, No Print:

4th Requisition
Enter Document Text, No Print:
Comments Field

To be used to designate purchase order disposition.

The following options are available to you:

- DM – Do not mail
- FX + fax vendor’s fax number
- EM and include the Vendor email in the “Vendor E-mail Field

NOTE: If blank, the PO will be sent regular mail, this applies to missing fax # and email as well.
Entering Line Items

Use the following steps to enter the line items:

1. **Item**: Enter line item text by clicking on the Item Number Link.
2. **Commodity Code**: Leave Blank
3. **Commodity Description**: Description of the item you are ordering. If there is not enough space enter line item text by clicking on the Item Number Link (see step 1)
4. **U/M**: Select unit of measure from the drop down menu (i.e. EA-each)
5. **Quantity**: Enter the quantity.
6. **Unit Price**: Enter cost per item.
7. **Discount Amount**: Do not use.
8. **Additional Amount**: Do not use.
1. Select Dollars or Percents for distribution of expense amounts to the FOAP or FOAPs you wish to use.

2. For each FOAP enter the Chart Number and Index then click Validate. This populates Fund, Org and Program. You will get an error message. Accounting column should match the dollar/percent amount of your order. Use the Calculated Commodity Amounts chart for assistance. (If using Percents the accounting column should equal 100%).

3. For each index (FOP default) listed enter the Account Code (expense type)
4. Click Validate. You should get Document Validated with no errors.
5. If you wish, at this time you can save your template for later use. You just need to give it a name and save. Caution: If you save it as “shared” the university community will have access to it.
6. Enter the FOAP only once if all commodities are being purchased from the same FOAP.
7. Do not use Capital Account Codes (710xxx) With non Capital Assets Account codes (711xxx) on the same purchase requisition.
Accounting Distribution

**Step 1:** Click the radio button to choose Dollars or Percents

**Step 2:** Enter the Chart Number (1 – NJIT, 2 – Foundation)

**Step 3:** Enter the Index

**Step 4:** Click Validate
Accounting Distribution

After you Validate, the Fund, Organization and Program are populated

**Step 5:** Enter the Account

**Step 6:** Enter the Accounting. If using Percents the total must equal 100%. If using dollars enter total dollar amounts charged to each Fund, Org, Acct, Prog (FOAP)
## Validation Error Messages

<table>
<thead>
<tr>
<th>Error Message</th>
<th>Solution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ship Code is required</td>
<td>Enter the <strong>Ship Code</strong> in the header of your requisition (i.e. NJ01)</td>
</tr>
<tr>
<td>Total of Accounting percents does not equal 100</td>
<td>Enter the percentage distribution in the <strong>Accounting</strong> column for the requisition. Located after the Calculated Commodity Amounts table.</td>
</tr>
<tr>
<td>Commodity 1 is required</td>
<td>Enter the <strong>Commodity Description</strong> for line 1.</td>
</tr>
<tr>
<td>Organization is required in header section</td>
<td>Enter your <strong>Organization</strong> in the header section of your requisition.</td>
</tr>
<tr>
<td>Quantity 1 is required</td>
<td>Enter the <strong>Quantity</strong> for line 1. You do not need to use a decimal point.</td>
</tr>
<tr>
<td>Accounting amounts not equal to net amount total</td>
<td>Enter the dollar amount distribution in the <strong>Accounting</strong> column for the requisition. Located after the Calculated Commodity Amounts table.</td>
</tr>
<tr>
<td>Chart of sequence 1 is required</td>
<td>Enter the <strong>Chart</strong> number for the index you are using.</td>
</tr>
</tbody>
</table>

If the requisition is missing information you will receive an error message(s) at the top of the requisition form. You must fix all error messages before document will validate.
Complete Requisition

Once requisition is validated with no errors, click **Complete** at the bottom of the page to initiate the approval process. You will see the requisition number on the top of the requisition document.
Saving In Process Requisition

If you are not ready to complete the requisition but have already filled in the requisition information you may choose to **Save In Process**. To use this feature a requisition must be validated (but not complete) with no errors. **Must get a requisition # on top of page or it did not save.**

Helpful Hint: If requisition has insufficient budget change the amount of requisition to be within budget and then change to correct amount once budget transfer is completed.
Retrieving In Process or Recalling Denied Requisitions

To bring up saved requisitions or recalling requisitions simply click on the Search In Process Requisitions at the top of the requisition page.

VERY IMPORTANT: Req must be disapproved first before any changes can be made.

1) Requisition

2) Document Lookup

- at least one of these fields required.

3) In Process Requisition Lookup Results

        Document Number View User ID   Activity Date Trans ID
        R1201492  View CARAMITR Oct 24, 2011 Sep 15

1 document selected.
Correcting In Process Requisitions Cont.

When making corrections to “in process” purchase requisitions, do not click “VALIDATE”; click “COMPLETE.” In addition, remember to click “SAVE” when making Document Text changes.
Requisition Approval Process

Click Approve Documents to begin the approval process.
Requisition Approval Step 1:

Enter Approval Parameters

User ID: JDOE

Document Number:

1) Only see documents that you are next to approve
2) All documents that you may approve

[ Budget Queries | Encumbrance Query | Requisition | Approve Documents | View Document | Delete Finance Template ]

RELEASE: 8.3
Requisition Approval Step 2:

<table>
<thead>
<tr>
<th>Next Approver</th>
<th>Type</th>
<th>NSF</th>
<th>Change Seq#</th>
<th>Sub#</th>
<th>Originating User</th>
<th>Amount</th>
<th>Queue Type</th>
<th>Document #</th>
<th>History</th>
<th>Approve</th>
<th>Disapprove</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y</td>
<td>REQ</td>
<td></td>
<td></td>
<td>OMAR</td>
<td></td>
<td>395.00</td>
<td>DOC</td>
<td>R1503894</td>
<td>History</td>
<td>Approve</td>
<td>Disapprove</td>
</tr>
<tr>
<td>Y</td>
<td>REQ</td>
<td></td>
<td></td>
<td>OMAR</td>
<td></td>
<td>495.00</td>
<td>DOC</td>
<td>R1503902</td>
<td>History</td>
<td>Approve</td>
<td>Disapprove</td>
</tr>
<tr>
<td>Y</td>
<td>REQ</td>
<td></td>
<td></td>
<td>OMAR</td>
<td></td>
<td>1,036.32</td>
<td>DOC</td>
<td>R1503903</td>
<td>History</td>
<td>Approve</td>
<td>Disapprove</td>
</tr>
</tbody>
</table>

Select R# to get detail on requisition
Select History to view other approvers
If OK select "Approve", if correction is needed or you do not approve select "Disapprove"

Another Query
Requisition Approval Step 3:

Document Pending Approval

- Document R1501452 has your approval

- Note: This will confirm your document has been approved

- Step 3: Click Continue
# Requisition Approval Process

## Approval Amounts

<table>
<thead>
<tr>
<th>Role</th>
<th>Approval Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td>up to $5,000</td>
</tr>
<tr>
<td>Dean</td>
<td>up to $15,000</td>
</tr>
<tr>
<td>VP</td>
<td>up to $50,000</td>
</tr>
<tr>
<td>President</td>
<td>up to $750,000</td>
</tr>
<tr>
<td>BOT</td>
<td>above $750,000</td>
</tr>
</tbody>
</table>

## Non-Grant Requisition Approval Queue

<table>
<thead>
<tr>
<th>Requisition Type</th>
<th>Approval Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Requisitions</td>
<td>Chair/Associate Chair/Department Designee Approval Required (if approval was not implied when requisition was entered)</td>
</tr>
<tr>
<td>Fixed Assets (Finance Approvals)</td>
<td>Dean/Dean Designee Approval Required (if approval was not implied when requisition was entered)</td>
</tr>
<tr>
<td>up to $5,000</td>
<td>Chair/Associate Chair/Department Designee Approval Required (if approval was not implied when requisition was entered)</td>
</tr>
<tr>
<td>up to $50,000</td>
<td>Vice President/VP Designee Approval Required (if approval was not implied when requisition was entered)</td>
</tr>
<tr>
<td>up to $750,000</td>
<td>President’s Approval Required. VP obtains approval from President via manual signature on requisition form.</td>
</tr>
<tr>
<td>above $750,000</td>
<td>BOT's Approval Required. President obtains approval via Board Resolution.</td>
</tr>
</tbody>
</table>

## Grant Requisition Approval Queue

<table>
<thead>
<tr>
<th>Requisition Type</th>
<th>Approval Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Requisitions</td>
<td>Principal Investigator/PI Designee enters Requisition in Banner. If the person entering the requisition is an approver, Banner assumes that he/she has approved it at his/her level (implied approval).</td>
</tr>
<tr>
<td>Fixed Assets (Finance Approvals)</td>
<td>Accounting and Grant and Contract Accounting Departments review requisition for account coding, compliance with grant guidelines and NJIT expenditure policies, etc.</td>
</tr>
<tr>
<td>Greater than $5,000</td>
<td>Chair is notified, but has no approval authority. Notification to Chair disappears upon approval of the requisition at the Dean or VP level.</td>
</tr>
<tr>
<td>up to $15,000</td>
<td>Dean/Dean Designee Approval Required (if approval was not implied when requisition was entered)</td>
</tr>
<tr>
<td>up to $50,000</td>
<td>Vice President/VP Designee Approval Required (if approval was not implied when requisition was entered)</td>
</tr>
<tr>
<td>up to $750,000</td>
<td>President’s Approval Required. VP obtains approval from President via manual signature on requisition form.</td>
</tr>
<tr>
<td>above $750,000</td>
<td>BOT's approval Required. President obtains approval via Board Resolution.</td>
</tr>
</tbody>
</table>
Approve Requisitions

Requisitions:

- Is this type of purchase allowed and consistent with the mission of the Department as well as University Policies?
- Once the final approval level is satisfied the requisition will be reviewed by the Purchasing Department. If purchasing and university guidelines are met then requisition will be converted to a purchase order.
- Try to be explicit in your description. Include item #’s, quote information and a complete description.

Once a requisition is fully approved it will be converted to a purchase order.
Types of Purchase Orders in Banner

The PO type is based on the type of purchase and is assigned by the Purchasing Department.

- Regular Order – Item to be purchased on a one time basis
- Standing Order - Order stays open until dollars are expended or purchasing is told to close order (example: Office Supplies, Office Depot)
- Do not mix a “standing order” line item with a “regular” line item on the same purchase order
Accounts Payable Agenda

• How to View Invoices by Banner Invoice No. and Purchase Order
  - Payment Status, Including History
• How to View Invoice and Check or Direct Deposit Advice Images in BDMS (Banner Document Management System)
• How to Approve Invoices
• How to Determine if a Credit has Been Posted to your Account
• Travel Reimbursements
  – Payment Status, Including History
Invoice Approval Process

Approve and View Invoices, Travel Reimbursements and Payment

Click on Banner Self-Service (Production)
View Documents, Images and Approve Invoices

Main Menu

Personal Information
View Your Personal Information.

Employee
Time sheets, time off, paystubs, W2 forms, W4 data.

Finance
Create or review financial documents, budget information, approvals.

Select Finance

RELEASE: 8.5.2
View Document

How to perform a document look up and display the details of the document by Invoice, Purchase Order, Requisition, and Journal Entry.

Document Number Beginning With:

R = Requisition
I = Invoice
J = Journal Entry
P = Purchase Order
Click here to view documents
View Document by Document No. (Banner Invoice No.)

Instructions to view document image using BDMS

To display the details of a document enter parameters then select View document. To display approval history for a document enter parameters then select Approval history. If you do not know the document number, select Document Number to access the Code Lookup feature. This enables you to perform a query and obtain a list of document numbers to choose from.

Choose type: Invoice

Submission#:  

Display Accounting Information

Display Document/Line Item Text

Display Commodity Text

View document

Approval history

Budget Queries | Encumbrance Query | Requisition | Approve Documents | View Document | Delete Finance Template
### List of Approvers

#### Document Identification

- **Document Number**: 15005090
- **Type**: Invoice
- **Originator**: NINA Jennifer Nina

#### Approvals required

<table>
<thead>
<tr>
<th>Queue</th>
<th>Description</th>
<th>Level</th>
<th>Approvers</th>
</tr>
</thead>
<tbody>
<tr>
<td>RIID</td>
<td>RESEARCH &amp; INNOVATION INVOICE 1000</td>
<td></td>
<td>Atam Dhawan, Donna M Sessoms</td>
</tr>
<tr>
<td>RIID</td>
<td>RESEARCH &amp; INNOVATION INVOICE 2000</td>
<td></td>
<td>Nakia Evans, Maria La Lima, Atam Dhawan, Donna M Sessoms</td>
</tr>
</tbody>
</table>

- No approvals have been recorded for this document.

---

[Budget Queries | Encumbrance Query | Requisition | Approve Documents | View Document | Delete Finance Template]

**RELEASE: 8.5.0.4**
**Vendor Name and Number, Invoice Number and Amount**
- Payment Due Date
- Check or Direct Deposit Date
- Status of Check
- Image of the Invoice
- Check or Direct Deposit Advice

### Invoice Header

<table>
<thead>
<tr>
<th>Invoice</th>
<th>Sub#</th>
<th>Purchase Order</th>
<th>Invoice Date</th>
<th>Trans Date</th>
<th>Payment Due</th>
<th>Total</th>
</tr>
</thead>
</table>

**Complete:** Y  **Approved:** Y  **Vendor Inv:** 16675

**Open Paid:** P  **Hold:** N

**Credit Memo:** N  **Cancel Date:**

**1099 Tax Id:** 16675  **Recurring:** N  **Income Type:**

---

**Note:** If the invoice posted is a credit a Y will appear here.

### Vendor Information

- **Vendor:** 31000788 Federal Fire Protection, Inc
  - P.O. Box 470
  - New Providence, NJ 07974-0470
- **Collects Tax:** Collects No Taxes
- **Discount Code:** 30 Net 30
- **Currency:**

### Invoice Commodities

<table>
<thead>
<tr>
<th>Item</th>
<th>Commodity</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>NEW FIRE SUPRESSION AND EXHAUST SYSTEM</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PO Item</th>
<th>U/M</th>
<th>Tax Group</th>
<th>To/Override</th>
<th>Final Pmt</th>
<th>Last Rcv</th>
<th>Suspense</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Vendor Invoice No.:** 16675  **Vendor Inv Item 1**

**Amount of Invoice:** Total of all Commodities 10,525.00

### Invoice Accounting

<table>
<thead>
<tr>
<th>Seq# COA</th>
<th>FY</th>
<th>Index</th>
<th>Fund</th>
<th>Orgn</th>
<th>Acct</th>
<th>Prog</th>
<th>Disc</th>
<th>Tax</th>
<th>Addl</th>
<th>Net</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>15</td>
<td>926112</td>
<td>926112</td>
<td>820000</td>
<td>756202</td>
<td>40020</td>
<td></td>
<td></td>
<td></td>
<td>10,525.00</td>
</tr>
</tbody>
</table>

**Total of displayed sequences: 10,525.00**

### Related Documents

- **Transaction Date:** Nov 04, 2014  **Document Type:** Requisition
  - **Document Code:** R1404918  **Status Indicator:** Approved
- **Sequence Date:** Sep 03, 2014  **Document Type:** Check Disbursement
  - **Document Code:** 00111425  **Status Indicator:** Approved
- **Sequence Date:** Nov 12, 2014  **Document Type:** Purchase Order
  - **Document Code:** P1404690  **Status Indicator:** Approved

---

**Note:** For Checks Only-Final Reconciliation will appear here if the check has been cashed.

---

**Check No. or Direct Deposit No. (!) (Click here to view Image)**

---

**Payment Date**

---

**Click here to view image of invoice**

---

**Vendor Number, Name and Address**

---

**Note:** This is the address that will print on the check. If incorrect, please do not approve and contact the Originator in AP to correct.

---

**Invoice breakdown based on Purchase Order and Invoice Posting**

---

**Release:** 8.5.0.4
**Invoice**

**FEDERAL FIRE PROTECTION, INC.**

**P.O. BOX 470**
BERKELEY HEIGHTS, NJ 07922-0470
TEL: (908) 665-5030
FAX: (908) 665-9237
www.federalfireprotection.com

<table>
<thead>
<tr>
<th>DATE</th>
<th>INVOICE #</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/16/2014</td>
<td>16675</td>
</tr>
</tbody>
</table>

**BILL TO:**
New Jersey Institute of Technology  
University Heights  
Newark NJ 07102-1982  
NJIT

**SHIP TO:**
NJIT-Cypress  
NJIT  
Newark NJ 07102

<table>
<thead>
<tr>
<th>P.O. NUMBER</th>
<th>TERMS</th>
<th>REP</th>
<th>SHIP</th>
<th>VIA</th>
<th>F.O.B.</th>
<th>PROJECT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1416690</td>
<td>Net 30</td>
<td>CS</td>
<td>7/16/2014</td>
<td></td>
<td></td>
<td>NJIT-Cypress</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>ITEM CODE</th>
<th>DESCRIPTION</th>
<th>PRICE EACH</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>New Install of Kitchen Hood and Fire Suppression</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>System $21,500.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Deposit Paid to date $10,975.10</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>NEW Ansul Fire Suppression System/Hood-Balance</td>
<td>10,525.00</td>
<td>10,525.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Due</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>System Left in Service</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**TOTAL**  
$10,525.00
## New Jersey Institute of Technology - Paying Agent for Foundation at New Jersey Institute of Technology

<table>
<thead>
<tr>
<th>INVOICE NUMBER</th>
<th>DATE</th>
<th>PURCHASE ORDER</th>
<th>VOUCHER NUMBER</th>
<th>GROSS AMOUNT</th>
<th>DISCOUNT AMOUNT</th>
<th>NET AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>720920487001</td>
<td>07/21/14</td>
<td>P1500283</td>
<td>I1502173</td>
<td>108.28</td>
<td>0.00</td>
<td>108.28</td>
</tr>
<tr>
<td>720938921001</td>
<td>07/21/14</td>
<td>P1500283</td>
<td>I1502174</td>
<td>3.55</td>
<td>0.00</td>
<td>3.55</td>
</tr>
<tr>
<td>721121924001</td>
<td>07/21/14</td>
<td>P1402296</td>
<td>I1502175</td>
<td>122.41</td>
<td>0.00</td>
<td>122.41</td>
</tr>
</tbody>
</table>

**CHECK NUMBER** | **CHECK DATE** | **TOTAL GROSS** | **TOTAL DISCOUNT** | **CHECK AMOUNT**
---|---|---|---|---
00136297 | 08/20/14 | 234.24 | 0.00 | 234.24

**PAY** Two Hundred Thirty-Four & 24/100

TO THE ORDER OF OFFICE DEPOT

62-22/311
Name in box should match payee name below.
Vendor ID 31000645
Wells Fargo Bank, National Association
100 W 10th Street Lobby 1
Wilmington, DE 19801-1545

**FILE COPY** **FILE COPY**
View Document by Purchase Order

Instructions to view document image using BDMS

To display the details of a document enter parameters then select View document. To display approval history for a document enter parameters then select Approval history. If you do not know the document number, select Document Number to access the Code Lookup feature. This enables you to perform a query and obtain a list of document numbers to choose from.

Choose type: Purchase Order  Document Number: P1500283

Use the drop down arrow to select Purchase Order

Enter the Purchase Order No.

Display Accounting Information

- Yes
- No

Display Document/Line Item Text

- All
- Printable
- None

Display Commodity Text

- All
- Printable
- None

View document  Approval history

Click here to view the invoices posted to the Purchase Order
Here you will see the list of invoices posted and payments made against the selected PO, along with the status of each.

### Purchase Order Header

<table>
<thead>
<tr>
<th>Purchase Order</th>
<th>Change#</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:**  
**Standing:**  
**Cancel Reason:**  
**Date:**  
**Requestor:** Charlotte L Gillis  
**Phone Number:** 973-596-6445  
**E-mail:** gillis@adm.njit.edu  
**Accounting:** Document Level  
**Ship to:** New Jersey Institute of Technology  
182 Central Avenue  
University Heights  
CAB  
Newark, NJ 07102  
**Attention:** Charlotte L Gillis  
**Contact:**  
**Phone Number:**  
**Vendor:** 31000645 Office Depot  
4 Brighton Rd Ste 400  
Clifton, NJ 07012-1646  
**Phone Number:** 973-365-7321  
**Fax Number:** 973-777-4553  
**Currency:**  

---

Page 1 of 2
### Purchase Order Commodities

<table>
<thead>
<tr>
<th>Item Commodity Description</th>
<th>U/M</th>
<th>Qty</th>
<th>Unit Price</th>
<th>Ext Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Center for Pre College Programs EA</td>
<td></td>
<td>1</td>
<td>500</td>
<td>500.00</td>
</tr>
<tr>
<td>Supplies for the RET (Research Experience for</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teachers) Workshop:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Binders</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dividers</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pens</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pencils</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Highlighters</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rulers</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Composition Pads</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Research Notebooks</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3-hole notebook paper for binders</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>permanent markers</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>scissors</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total:** 500.00

### Purchase Order 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>Acctv</th>
<th>Locn</th>
<th>Proj</th>
<th>NSF</th>
<th>Susp</th>
<th>NSF Over</th>
<th>Susp Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>15</td>
<td>27L310</td>
<td>330000</td>
<td>734010</td>
<td>150030</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>500.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total of displayed sequences:** 500.00

### Related Documents

<table>
<thead>
<tr>
<th>Transaction Date</th>
<th>Document Type</th>
<th>Document Code</th>
<th>Status Indicator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul 28, 2014</td>
<td>Requisition</td>
<td>R1500336</td>
<td>Approved</td>
</tr>
<tr>
<td>Jul 28, 2014</td>
<td>Invoice</td>
<td>I1502173</td>
<td>Paid</td>
</tr>
<tr>
<td>Jul 28, 2014</td>
<td>Invoice</td>
<td>I1502174</td>
<td>Paid</td>
</tr>
<tr>
<td>Aug 06, 2014</td>
<td>Invoice</td>
<td>I1502952</td>
<td>Paid</td>
</tr>
<tr>
<td>Aug 06, 2014</td>
<td>Invoice</td>
<td>I1502194</td>
<td>Paid</td>
</tr>
<tr>
<td>Aug 06, 2014</td>
<td>Invoice</td>
<td>I1502952</td>
<td>Paid</td>
</tr>
<tr>
<td>Aug 08, 2014</td>
<td>Invoice</td>
<td>I1503334</td>
<td>Paid</td>
</tr>
<tr>
<td>Aug 08, 2014</td>
<td>Invoice</td>
<td>I1503338</td>
<td>Paid</td>
</tr>
<tr>
<td>Aug 12, 2014</td>
<td>Invoice</td>
<td>I1503478</td>
<td>Approved</td>
</tr>
<tr>
<td>Aug 19, 2014</td>
<td>Invoice</td>
<td>I1504015</td>
<td>Approved</td>
</tr>
<tr>
<td>Sep 01, 2014</td>
<td>Invoice</td>
<td>I1505109</td>
<td>Completed</td>
</tr>
<tr>
<td>Aug 20, 2014</td>
<td>Check Disbursement</td>
<td>00136297</td>
<td>Final Reconciliation</td>
</tr>
<tr>
<td>Aug 25, 2014</td>
<td>Check Disbursement</td>
<td>00136458</td>
<td>Final Reconciliation</td>
</tr>
<tr>
<td>Aug 27, 2014</td>
<td>Check Disbursement</td>
<td>00136556</td>
<td>Final Reconciliation</td>
</tr>
<tr>
<td>Sep 04, 2014</td>
<td>Check Disbursement</td>
<td>00136788</td>
<td>Final Reconciliation</td>
</tr>
</tbody>
</table>

**Page 2 of 2**

To view the invoice image click on the Banner Invoice No. ("I" number). This will bring you to the View Document page, click on the Banner Invoice No. ("I" number), the image will appear.

To view a check or direct deposit advice image click on the check or direct deposit number, the image will appear.
Invoice Approval Process

• All invoices must be submitted to Accounts Payable and approved electronically through SSB

• Your electronic approval is certifying that you have received the goods and you are authorizing Accounts Payable to issue payment to the vendor.

• Vendor invoices are approved in Banner by the Chair/Principal Investigator/Designee as appropriate.

Note: There are very few instances when an invoice should be disapproved. If you feel an invoice should be disapproved always contact the Originator (AP Rep) before doing so.
Click Approve Documents to begin the approval process.
Approve Documents

Enter Approval Parameters

- User ID: SMITH
- Document Number:
- Documents for which you are the next approver
- All documents which you may approve

Your UCID will automatically appear
If you know the document number (Banner Invoice No.) that you would like to approve enter it here and click on Submit Query
To view all documents that you may approve click here and then click on Submit Query

[ Budget Queries | Encumbrance Query | Requisition | Approve Documents | View Document | Delete Finance Template ]

RELEASE: 8.3
Approved Documents

Select the Document Number link to display the details of the document. Select the History link to display the approval history of the document. Select the Approve link, if enabled, to approve the document. Select the Disapprove link, if enabled, to disapprove the document.

To Approve Documents Follow Steps 1-3

Your Name

Click on History to see the list of approvers

Step 1: Click Approve

<table>
<thead>
<tr>
<th>Approve Documents List</th>
<th>Type</th>
<th>NSF</th>
<th>Change_Seq #</th>
<th>Seq #</th>
<th>Originating User</th>
<th>Amount</th>
<th>Queue Type</th>
<th>Document Status</th>
<th>Approve</th>
<th>Disapprove</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Details for each document]</td>
<td>INV</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: The table above shows the document list with details such as user name, amount, and status. The highlight focuses on the steps for approval and disapproval.
### Document Information

<table>
<thead>
<tr>
<th>Document Number:</th>
<th>I1505060</th>
<th>Type:</th>
<th>INV</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change Seq# Sub#</td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Amount:</td>
<td></td>
<td></td>
<td>10,525.00</td>
</tr>
</tbody>
</table>

**Comment:**

This document has been approved.

[Approve Document] [Cancel]

---

**Step 2: Click Approve Document**
Document Pending Approval

Document I1505060 has your approval.

Note: This will confirm your document has been approved

Step 3: Click Continue
Travel Reimbursement
(Employee travel reimbursements will be submitted via a travel reimbursement form)

Travel Policy:
Travel Form:
Check Payment Status for all Travel Reimbursements by doing a Budget Query

Select a link from an amount column in the Query Results list to retrieve detail information for the specific item chosen. Select one of the Download options to download Budget Query data to a Microsoft Excel spreadsheet. Calculate user defined columns for the query by making selections from the Compute Additional Columns pull down lists.

Use the View Pending Documents button to display unposted documents in process that are excluded from the Budget Status Report. Also select the View Pending Documents button to view a summary of the available balances used for non-sufficient funds (NSF) checking.

**Report Parameters**

<table>
<thead>
<tr>
<th>Organization Budget Status Report</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>By Account</strong></td>
</tr>
<tr>
<td>Period Ending Jun 30, 2015</td>
</tr>
<tr>
<td>As of Sep 03, 2014</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Chart of Accounts</th>
<th>Commitment Type</th>
<th>Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 New Jersey Institute of Technology</td>
<td>All</td>
<td></td>
</tr>
<tr>
<td>Fund</td>
<td>Organization</td>
<td>Activity</td>
</tr>
<tr>
<td>100000 Current Fund-Unrestricted</td>
<td>All</td>
<td>All</td>
</tr>
<tr>
<td>Account</td>
<td>Location</td>
<td>All</td>
</tr>
<tr>
<td>74%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Query Results**

<table>
<thead>
<tr>
<th>Account Account Title</th>
<th>FY15/PD14 Accounted Budget</th>
<th>FY15/PD14 Year to Date</th>
<th>FY15/PD14 Encumbrances</th>
<th>FY15/PD14 Reservations</th>
<th>FY15/PD14 Commitments</th>
<th>FY15/PD14 Available Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>740000</td>
<td>740004</td>
<td>740005</td>
<td>740008</td>
<td>742001</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel, Meetings, Meals-Major</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>One Day Travel - Domestic</td>
<td>0.00</td>
<td>387.44</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>(387.44)</td>
</tr>
<tr>
<td>Registration Fees</td>
<td>400.00</td>
<td>7,950.00</td>
<td>860.00</td>
<td>60.00</td>
<td>920.00</td>
<td>(8,470.00)</td>
</tr>
<tr>
<td>Other Domestic Travel</td>
<td>0.00</td>
<td>545.35</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>(545.35)</td>
</tr>
<tr>
<td>Meetings and Receptions</td>
<td>0.00</td>
<td>7,846.93</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>7,846.93</td>
</tr>
</tbody>
</table>

Click on the Year to Date Total for Travel
Click on the Document No. to view payment information
To view the invoice image click on the Banner Invoice No. ("I" number). This will bring you to the View Document page, click on the Banner Invoice No. ("I" number), the image will appear.

Breakdown of Travel Expense by Account

Payment Information:
To view the image click on the Check or Direct Deposit Advice No.
Questions

Should you have any questions or concerns please do not hesitate to contact someone in Accounts Payable.

Maria La Lima- Director
Nakia Evans- Supervisor
Jennifer Nina- AP Rep
Marion Baker- AP Rep
Cathy Hansen- AP Rep

For vendors A-L contact Cathy Hansen
For vendors M-Z contact Jennifer Nina
For all travel related concerns contact Marion Baker
Key Contact Offices

- **Grants and Contracts Office:** grants budget transfers, grant budget questions, project begin and end dates
- **General Accounting:** proper use of account codes and creation of new indexes
- **Budget Office:** non-grant budget transfers, security, non-grant budget questions, and questions on budget queries
- **Purchasing:** requisitions, purchase orders, new vendors, bid limits and the bidding process
- **Accounts Payable:** travel expense vouchers, invoices, and vendor payments

Thank you for your participation!!!