**PO/Encumbrance Frequently Asked Questions**

Q: How can I see who has already approved a PO?

A: Use Banner form FOIAPPH-Document Approval History Form

Q: How can I see which approvers are left to approve a PO?

A: Use Banner form FOAAINP-Document Approval Form. The form displays two panels of information. The left panel displays what queues and what levels in each of those queues require approvals to be applied before the document can be updated. When there is more than one line on the left, select each row and the names of those who can approve will display on the right. If all necessary approvals are complete all rows will be blank.

Q: How do I cancel a change order?

A: Use Banner form FPACDEL. The change order must be completed, approved and posted first.

Q: Can I use a capital (fixed asset) account on a Standing Order?

A: No. A fixed asset account may not be assigned to a standing order. Fixed assets need to have a quantity and amount per commodity and standing orders do not use quantities. An error message may occur if a fixed asset account is attempted on a Standing Order. Capital accounts are in the 717xxx range.

Q: Can I use document level accounting when purchasing capitalized items (fixed assets)?

A: Technically the system will allow it but commodity level accounting should always be used when the PO includes capital accounts in the accounting lines. This insures that appropriate information is recorded in the fixed asset module of Banner. Capital accounts are in the 717xxx range.

Q: How can I see the various status indicators linked to a PO such as: completed, approved, rush, suspense, cancel and closed?

A: Use FPRPURA-Purchase Order Activity Report.

Q: How can I see all of the encumbrance and unencumbrance transactions for a PO?

A: Use Banner form FGIENCD-Detail Encumbrance Activity. The form also indicates if the PO is Open or Closed.

Q: How can I check the remaining balance on a PO?

A: Use Banner form FGIENCD-Detail Encumbrance Activity.

Q: How are approvers notified that PO’s are awaiting approval.

A: A daily email notification is sent at 1:15 AM, seven days a week. Approvers will also get a message when they sign on to Banner and navigate to any form.

Q: How are buyers notified that PO’s they created have been approved.

A: Two daily email notifications are sent at 1:05 AM and 1:05 PM, seven days a week. Buyers can also check the status in the Banner form FPIPURR.

Q: What if I have a student to do PO entry using a particular buyer code?

A: A student will not be given a Banner account and access like a regular full time employee. They can use someone’s Banner login-with that person accepting all responsibility. To get by Citrix limitations a student must have a network account and be able to sign in to Citrix and access the CWIS folder. Once there, the responsible buyer can sign them in to Banner using the buyer’s login. All responsibility for what the student does will belong to the buyer. The buyer can also be signed into Banner simultaneously.

A: How can one view:

* All open PO’s?
* Open PO’s generated by a specific user?
* Open PO’s by FOAPAL codes?

Q: Use FGROPNE-Open Encumbrance Report.

Q: How can I get a list of open PO’s by fund and organization code into Excel.

A: Use FGIOENC-Organizational Encumbrance List. Select Extract Data with Key from the Help menu.

Q: What is an incomplete document and how can I view all or those generated by a specific user?

A: An incomplete document is a PO, JV, invoice . . . etc. that has been started but not yet posted to accounting records. All incomplete documents should either be removed or resolved so they become completed. Resolution may involve correcting errors or actively moving the document through remaining processes. Use FGRIDOC-Incomplete Document List to view incomplete documents.

Q: How can I get a list of all documents generated by a user and their current status’?

A: Use FOADOCU-Document by User. If a PO is completed but not approved, a user can deny it from FOADOCU and then make changes in FPAPURR. Data from FOADOCU can also be downloaded to Excel by selecting Extract Data with Key from the Help menu.

Q: Can I use a balance sheet account such as construction-in-progress on a PO?

A: Yes. Balance sheet accounts are allowed on a PO but will not encumber since balance sheet accounts have no budgets. Also, PO testing has showed that a single PO cannot contain both a general ledger account (balance sheet) and expense accounts (income statement). A PO using a balance sheet account must be on its own PO separate from any expense account coding.