

Budget Checking On the Banner Side – Chrome River

Pre-Approval - General Encumbrance:

Pre-Approvals will create a general encumbrance in Banner. A general encumbrance will have the prefix "TR" of the number instead of just a "T".

The description will have the "Departure date, Last name, and the Pre-Approval ID." **(Note: Instead of "QA" you will see "PR" in front of the Pre-Approval Number. The "QA" just means that this was completed in the testing environment. "PR" means that it was done in the Production environment.)**

Encumbrance: TR190086 Encumbrance Period: All

ENCUMBRANCE INFORMATION	
Description	082719_Dixon_QA0000687037
Status	O
Type	E

Expense Report - Invoice:

Expense Reports will create an invoice in Banner to pay the traveler. In the description of an invoice, you will see, "Last Name, Destination, Departure and Return date and the Expense Report ID". **(Note: Instead of "QA" you will see "PR" in front of the Pre-Approval Number. The "QA" just means that this was completed in the testing environment. "PR" means that it was done in the Production environment.)**

Document: I1913661	Multiple: <input type="checkbox"/>	Direct Pay	Vendor: XXXXXXXXXXXXXXXXXXXX
COMMODITY INFORMATION - DIRECT PAY/GENERAL ENCUMBRANCE			
Document		I1913661	
Item	Commodity	Commodity Description	
1		Dixon Dallas, TX - 7 08/19-27/19 QA0035409810	

When are the funds released from the encumbrance back into the budget?

The funds will be liquidated through a "Direct Pay" (Journal Voucher), and not the Invoice. So you will see a "J" number, rather an Invoice number in the encumbrance detail.

Document Code	Action	Transaction Amount	R
TR190079		150.00	
J1903762	T	-150.00	

Note:

***Encumbrances for BTA Expenses: Funds encumbered for BTA expenses will also have the prefix "TR" (formerly "H" for hotels paid on BTA and "B" for airfare paid on the BTA).

***If you are using state funds and airfare is paid on BTA, then the prefix of the invoice number will be "PC" (formerly PX).