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 "D*eparture 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.)**

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.)**

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 <u>and</u> airfare is paid on BTA, then the prefix of the invoice number will be "PC" (formerly PX).