BPA APPROVAL in BANNER - INSTRUCTIONS

FMs will be notified by email if they need to approve a BPA that has been loaded into Banner. Please access BANNER and follow the directions below to approve the BPA.

- 1. Open BANNER, go to screen FAAINVD
 - a. You may see a bar telling you how many BPAs are in your queue, please hit the X to close
- 2. Enter the Invoice Number which is the I-document number referenced in the email
- 3. Click on "RETRIEVE" from the blue task bar.

X Invoice/Credit Memo Cancel FAAINVD 9.0 (PROD) (BZ)		🗈 A 0 🤮 RETRIEVE 🚜 RED ED 🏘 TOOLS 🚹
Invoice: *	Purchase Order:	Go
Get Started: Complete the fields above and click Go. To search by name, pres	TAB from an ID field, enter your search criteria, and then press	s ENTER.
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Page Scanner Rotate Zoom I /2 > Scanner O O O - Scanner + E PIILOD VP3 Vendor Name & Address 13 Pikanii Lodge Health Institute PO Box 187 Browning MT 59417		Actions Docer 11 57 27 52 Invoice Date: 08/25/2020 Contact: ten Scott 994-1754; kristen scott2@montana.edu nths) Date mailed W-9: 02/19/2019
# PO/ENC P/F Index 7174 4W7478	Fund Orgn Account Prog Activity Amount 62494 355.36	Location Date Stamps 3 8/25/2020 12:52 PM MDT

- 4. In the Annotation Section -use the line (dropdown menu) to cross through incorrect items, create text box to create and record any adjustments you might need to make, for example:
 - a. change index
 - b. change account code
 - c. change dollar amount
- 5. Once changes are made OR you are approving BPA as is (no changes). Approve, by choosing the rubber stamp icon also found in the Annotation Section.
 - a. Click Rubber Stamp
 - b. A menu should appear, choose "Approved"
 - c. It will stamp the BPA with "Approved, Date, and FM name" (see below for placement)
- 6. SAVE in the "Actions Section" and close out of FAAINVD
- 7. Reply to original Email that the BPA is OK to release for payment.

(This replaces the paper version when you put the BPA in the 'ready to release' basket.)

							DU	C LL			DOC# 11373737
CENDES VP1					RUSH					Invoice Date: 09/18/2020	
Ve	andor Name 8	Ad	dress	425							Contact:
Century Design Inc.				Check all that apply:					Shelly Shroyer x2602		
7485 Trade St Ste A			ACH (Direct Deposit) is acceptable					shelly.shroyer@montana.edu			
						Vendor is cu	ment MSU en	plovee (or curre	nt in the last 6 mont	(ha) C	
San Diego CA 92121				Not a US Officer (indicate where work was performed)					Date mailed W-9:		
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#	PO/ENC	P/F	Index	Fund	Orgn	Account	Prog	Activity	Amount	Location	Date Stamps
9113	P0003968	F	4W7534	OK		63199	OK		82,235.60		
Ref/Ad	ditional Inform	atio	n				Total:		\$82,235.60		
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Below is an example of the email notification you will get from the Accounting Associates to approve a BPA in BANNER

From: Engel, Mary Sent: Tuesday, September 15, 2020 11:32 AM To: Huls, Dale <<u>dalehuls@montana.edu</u>> Subject: BPA APPROVAL NOTICE

Please approve the capital code on this BPA:

Y INV 0 AFRENCH 87,751.72 DOC 11373034

Please let me know when you have approved and if you have any questions.

Common reasons for forwarding a BPA for FM approval:

BPA	Approval Notice								
From									
We al	re forwarding the attached BPA for								
1	Fund not on Audit Rot and/or flagged								
2	Fund has negative balance								
3	Exp. incurred outside grant period								
4	62145 (OSP Seminar)								
	62290 (Office Supplies)								
	62309, 62315 (Advertising)								
	62370 & 62374 (Telephones)								
	62706 (Vehicle Repair & Maint.)								
	62815 (Recruiting)								
	62824 (Entertainment)								
	62868 (Participant Support)								
	62601-02-03 (Utilities)								
	63XXX,64XXX, 69XXX (Capital)								
5	Invoices >90 days old								
6	Other:								