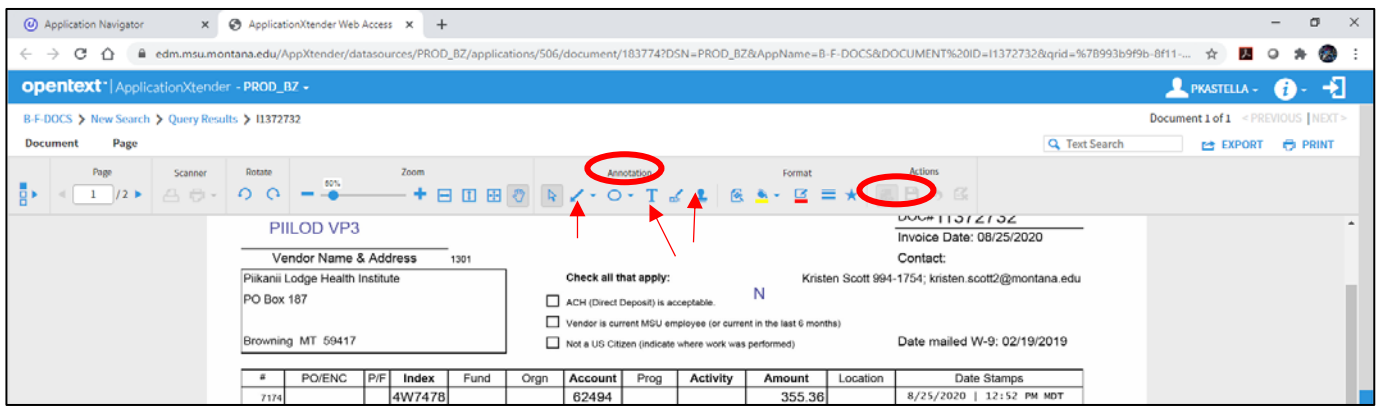
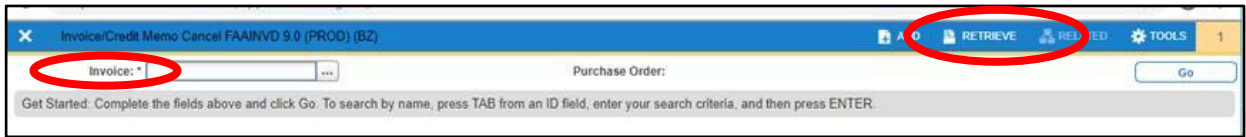


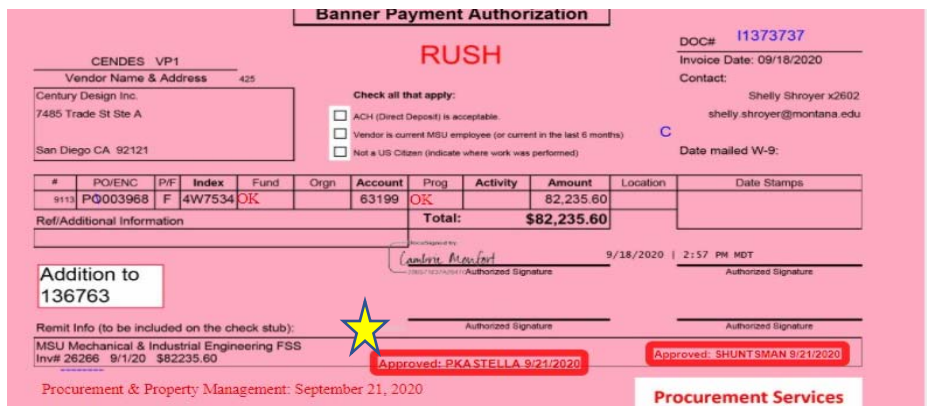
BPA APPROVAL in BANNER - INSTRUCTIONS

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.



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.)



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 <dalehuls@montana.edu>
Subject: BPA APPROVAL NOTICE

Please approve the capital code on this BPA:

Y	INV			0	AFRENCH	87,751.72	DOC	I1373034
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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		To:
Date:		
From:		
<i>We are forwarding the attached BPA for your approval of the following:</i>		
1	Fund not on Audit Rpt 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:	
Notes:		