Banner transactions
Banner Terminology & Edgar Web Applications

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Understanding Banner Transaction Codes

Encumbrance

An Encumbrance is money reserved to pay a future expense. This can be money to pay a vendor using purchase orders and invoices or money to pay employees through Labor Encumbrances. No check is issued when an encumbrance is crated and no payment is made, it is only a commitment to pay. The transaction changes from an Encumbrance to an Invoice when it is paid.

- **Encumbrance Queries using WebApps**
  - Vendor/Encumbrance History
  - Open Purchase Orders
  - Document History
  - Purchase Order Detail
  - Encumbrance Detail
- **Document Code Examples**
  - General PO's   PO######
  - Chemistry PO's   POS#####
  - Facilities & Engineering POF#####
  - Info Tech/Computing   POC#####
  - Web Entry Purchase Orders PW######
  - Travel Encumbrances   T##### or E######
  - Rice MarketPlace   X#######
- **Transaction Code Examples**
  - PORD = Issue Purchase Order
  - CORD = Canceled Purchase Order
  - Exx = Encumbrance

  Salary Encumbrances

  Salary encumbrances are based on the personnel action job information set up by Payroll. They calculate the remaining salary for employees to be charged to the fund and orgn through the end of the fiscal year or budget period. Salary encumbrances are account code 6xxxxx.

  Procurement at Rice using Rice Marketplace

  Rice Marketplace is a system used to purchase goods from key suppliers. More information about how to obtain an account and the suppliers used can be found on the Procurement site at http://www.procurement.rice.edu/

Invoices

An Invoice is a check issued to a vendor or person (non-payroll). Invoice payments can be complete or partial. Multiple invoices and payments are possible on the same purchase order.

- **Invoice Queries using WebApps**
  - Vendor/Invoice History
  - Document History
  - Invoice Detail
  - Purchasing Card Vendor/Invoice Query

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- o Check Detail
- 🖅 **Document Code Examples**
    - o Invoices for Payments = I#######
    - o Invoices entered online = IW######
    - o Purchasing Card = IP######
    - o Purchasing Card Travel= IT######
    - o Purchasing Card Credit = CT######
    - o Travel Reimbursement = TR######
    - o Online Travel, Business & Entertainment = TV######
    - o Mileage Reimbursement = MV######
    - o Check Requests = CQ######
    - o Online Check Requests = CQW#####
    - o Business/Entertainment = BE######
- 🖅 **Transaction Code Examples**
    - o INNI = Invoice without encumbrance (PO not in Banner)
    - o INEI = Invoice relieving encumbrance (PO in Banner)
    - o CNII = Cancelled invoice document

Journal Vouchers

A Journal Voucher is money moving internally. No check is issued when a Journal Voucher is created and no payment is made, it is simply just moving money.

- 🖅 **Journal Voucher Queries using WebApps**
    - o Transaction Document Detail
    - o Journal Voucher Document History
- 🖅 **Journal Voucher Document Code Examples**
    - o Expense Transfers beginning letter(s) varies
    - o Internal Billings (IDT) = DT######
    - o Petty Cash = PC######
    - o Budget Entries/Transfers = BD######
    - o Purchasing Card Reallocation = JP######
    - o Purchasing Card Travel = IT######
    - o Purchasing Card Credit = CT######
    - o Travel, Entertainment, Business Meeting Reallocation = JT######
    - o Controller's Office JV's = J####### or Z#######
    - o Revenues Received = Z#######
- 🖅 **Transaction Code Examples**
    - o Xxxx = Internal Billing (IDT)
    - o BDxx = General Journal
    - o Jxxx = General Journal
    - o JWPC = Purchasing Card or Travel Reallocation Journal
    - o Zxxx = General Journal