Finance Self Service
Travel Purchase Orders
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Overview

Objectives

Welcome to Finance Self Service Travel Purchase Order Web-based training. The objectives of this training course are to introduce the Self Service module of Banner and teach you the process of completing a travel purchase order through Self Service.

Prerequisites

The prerequisites required of you for this training course are:

- Basic keyboard and mouse skills;
- Internet familiarity;
- An understanding of what Banner is and the purpose of the Chart of Accounts (COA). For a short introduction to Banner, the Chart of Accounts, and the myMemphis Portal view the document Introduction to Banner, which can be found on the Web at http://bf.memphis.edu/spectrum/onlinetraining.php.

Intended Audience

University faculty and staff
University Travel Policy and Procedures

Before you begin a travel purchase order review the University’s travel policy on the Web at http://policies.memphis.edu/UM1309.htm. For current reimbursement rates and other information related to travel, view the University’s travel rate schedule on the Web at http://bf.memphis.edu/finance/accounting/travel.php. You may choose to use the University’s travel agency, Travellenium, which is located on campus. Airline tickets will be directly charged to the University if you use Travellenium, as opposed to making your own travel arrangements.

Some items to note:

- Canadian travel requires president’s approval and must be completed using the paper Travel Authorization form located on the Web at http://bf.memphis.edu/forms/trav/trav01.htm.


- Future year travel purchase orders must be completed by the Accounting Office. Use the paper request for Travel Authorization form located on the Web at http://bf.memphis.edu/forms/trav/trav01.htm, and submit it to the Accounting Office.

- Claim for Travel Reimbursements should be submitted using the online travel claims form located at http://bf.memphis.edu/forms/finance.htm.

Introduction to Travel Purchase Orders

A travel purchase order is an electronic request to encumber funds for travel. Submitting a travel purchase order form does not grant you permission to travel, it simply encumbers the funds needed to travel. Once a travel purchase order is submitted, it is electronically routed through its appropriate approval queue and if approved, it is sent to the Accounting Office for final approval.

Some important items to note before beginning a travel purchase order:

- You must use the purchase order form within Banner. This form is required for all travel where reimbursement of funds is expected.

- When creating the travel purchase order, the available funds must be present in the account from which you intend to encumber funds. It is a good idea to have a general estimate of the amount of funds that you will need for your travel at this point. Check your available budget before you begin entering information in the travel purchase order form. When you finish
entering data in the form and click on the Complete button, the system immediately checks for available funds. If the funds are not present to cover the travel, the purchase order becomes a dead document and you must transfer funds into the account and create a new travel purchase order.

- Fund/organization security is used. This means you can only view information in line with the accounts for which you have responsibility.

- Once the travel purchase order is started, it must be finished; it cannot be saved in mid-completion.

- Travel purchase orders cannot be altered after completed. Once you click on the Complete button the purchase order is automatically forwarded to the appropriate approval queue. You can e-mail accounting@memphis.edu to issue a change order to adjust the travel PO if necessary. Sending an e-mail is the recommended method for contacting the Accounting Office.

- Templates may be created for regular use and will be discussed later in this training.

**Logging into Self Service Banner**

Self Service Banner (SSB) is a Web-based interface that allows a specific set of processes to be completed. To use Self Service Banner, open your Web browser and go to the myMemphis Portal located at [http://my.memphis.edu](http://my.memphis.edu/).

Log in to the Portal using your UUID and PH password. Your UUID is your Universal User Identification. The username and password required to enter the Portal are the same username and password you use to login to your University e-mail and UMdrive accounts. It is important to note here that the Banner system is case sensitive. When logging into the system, type your username and password as you would normally do so when logging into your other University accounts.

The myMemphis Portal is a continuously growing resource for faculty, staff, and students. As it expands, you may see new services and noticeable changes in the layout and positioning of portal windows. Once you have entered the myMemphis Portal, locate the portal window for Self Service Banner. The Self Service module offers two access options for finance: Finance (in new browser window) and Finance (in portal frame). Choose the option in which you prefer to work; both options open Self Service with the same features.
SSB Menus

Upon entering Self Service, choose the **Finance** tab. The Finance tab provides links to finance services and Self Service navigation and help links.

The links located along the top right are provided to assist you with simple navigation and online help. The links located in the center and bottom of the window are standard links that will appear on most pages and forms you encounter in Finance Self Service. These links are provided so that you may easily navigate and access the different forms and services of Finance Self Service.

**Creating a Travel Purchase Order**

To begin a travel purchase order, click on the **Purchase Order** link located on the Finance Menu to open the purchase order form.

Observe the information noted with the Banner information icon. This icon will appear throughout the Banner modules displaying important information that you should always read before proceeding with your current task.

**Travel Dates**
The beginning field, **Use Template**, will be discussed later in this training. The next three fields, **Transaction Date, Purchase Order Date** and **Delivery Date**, are used in a unique way to indicate your travel dates.

Upon entering the purchase order form, the date fields are automatically populated with the current date by the system. The Transaction Date should remain as today’s date, which is the date you are requesting to encumber funds. The Purchase Order Date is used to enter the date that travel begins. The Delivery Date is the date that the travel ends. Should you need to extend the travel dates either at the start or the end, please enter the true dates that travel begins and ends for auditing purposes.

### Entering Vendor Information

<table>
<thead>
<tr>
<th>Buyer Code</th>
<th>Vendor ID</th>
<th>Vendor Validate</th>
<th>Address Type</th>
<th>Address Sequence</th>
<th>Vendor E-mail</th>
</tr>
</thead>
</table>

The Buyer Code for travel is TRAV. Enter **TRAV** in this field.

The Vendor ID field is a required field used to identify the person who is traveling. Social security numbers are not used for the Vendor ID; instead, the University is assigning Vendor IDs as needed as individuals travel. If you do not know a traveler’s Vendor ID you may use the Code Lookup to find his or her ID.

For example, let’s look up the Vendor ID for Star Jones in Code Lookup. Code Lookup is located at the bottom of the form.

### Code Lookup

Leave the **Chart of Accounts** on U, which is The University of Memphis assigned COA code. In the **Type** dropdown field select **Vendor**. Since we are looking for a name and not a code, enter **%Jones%** in the Title Criteria field. By using percent signs before and after the name, you ensure that the database will find all names containing Jones. Results will be retrieved that contain your entry exactly as typed. Please remember that searches are case-sensitive.
The **Maximum rows to return** field is the number of rows of data returned from the database. Some queries have thousands of rows, which on some computers may take a long time to display. You can eliminate some processing time by estimating the number of rows possibly required to locate the data. However, if you choose to display 100 rows and the query finds more than 100 results, only the first 100 results will display. Estimate and select the approximate number of rows to ensure all query results are displayed.

Click on the **Execute Query** button to execute the query and you will be moved to the top of the page where your search results are displayed. If there are no matching search results, a message indication will appear, though you will still be returned to the top of the page.

Based on the size of your monitor screen you may have to scroll down to see all of the results. If the vendor you are looking for is listed you can highlight the Vendor ID and copy and paste it into the Vendor ID field. You may also have to scroll down the page further to return to the Vendor ID field.

If the traveler is not listed in the query results, send an e-mail to accounting@memphis.edu requesting to have a vendor ID assigned for that person. Include that individual’s name, address, and social security number in your e-mail.
Once you have entered the Vendor ID, click on the Vendor Validate button. If the information has been entered into the system, the fields Address Type, Address Sequence, Vendor Contact, and Vendor E-mail will automatically populate. The system will also notify you of errors, if any are present.

In this example, the system notified us that we are missing the ship code and the default address. Enter AP for the Address Type and 1 for the Address Sequence. These two entries are always required for all travel purchase orders. All employees, students, faculty, and alumni have this same address type and address sequence. The ship code field is located further down the form, which will be discussed shortly. After entering the address type and sequence information, click on the Vendor Validate button again.

The Ship Code error still remains because we have not entered information into that field. Though, when you scroll down to view the vendor information, notice that the system has entered the address associated with the address type and sequence of the vendor.

Entering Requestor Form Information

The Requestor Name field is automatically populated with the name of the person who is logged into the system. The remaining fields are provided for entering your contact information. Enter your e-mail address in Requestor E-mail field. Enter your contact phone and fax numbers in their appropriate fields.

The Chart of Accounts code for The University of Memphis is always U. This field is a required field and is automatically populated by the system.

Each department has a six-character organization code that identifies a unit of budgetary responsibility and/or departments within the University. The organization code is normally used to define “who” spends the money. The Organization field is a required field. If you are unsure
of your organization code you may use the Code Lookup, or you may use the Banner Finance Program Guide, which can be found on the Web at [http://bf.memphis.edu/spectrum/](http://bf.memphis.edu/spectrum/). If you use Code Lookup to search for organization codes ensure that you always copy the six-digit code. The other occurrences of codes serve different purposes and relate to the hierarchical structure of the Chart of Accounts.

The **Currency Code** is always **USD** for US Dollars.

The **Discount Code** field is not commonly used for travel purchase orders.

The **Ship Code** field is commonly used to identify your building and room location. For example, goods delivered to the Administration Building, Room 151 are identified in the Banner system as AD151. If you do not know your building code you may perform a search using Code Lookup. However, when submitting a purchase order for travel, enter **TRAVEL** into this field.

The **Attention To** field is automatically populated with the name of person logged into the system.

The **Comments** field is used to enter short comments. When creating a Travel Purchase Order, enter **See Document Text** into this field. The Accounting Office is requesting that all travelers enter detailed travel information into Document Text.

### Document/Commodity Text

**Document/Commodity Text** is a text entry area that may be accessed by clicking on the hyperlink titled **Document Text**.

The **Document/Commodity Text** section consists of two text entry fields used for a variety of purposes and they can be accessed by clicking on the colored link titled Document Text. Text entered in the ‘**Enter Document Text, Print**’ field will print on the final travel purchase order.
Text entered in the ‘Enter Document Text, No Print’ field will not print on the travel purchase order and will not be visible when viewing the document. Using this field for travel purchase orders is not recommended.

The Accounting Office requests that you enter the following information into the Print field of Document/Commodity Text:

- Dates of travel (i.e. June 18, 2006 – June 24, 2006 (Sunday – Saturday))
- Destination (i.e. Miami, FL)
- Name of conference hotel (i.e. Hyatt Regency Miami)
- Mode of travel (i.e. Travel by Air)
- Your status as either faculty, staff, student, or guest (i.e. Faculty)
- Reason for travel (i.e. Presenting paper at the 26th Annual Anxiety Disorders Association of America Conference)
- Any additional information

There are also a few other things to note about Document/Commodity Text:

- There is a 4000 character limit for each text field.
- You must always click on the Save button to save your Document/Commodity Text entries.
- If you exit Document/Commodity Text without first clicking on the Save button and receiving the message “Document Text saved,” your entry will be lost. To return to the form click on the link Exit document/item text page.
Entering Commodity Information

The commodity section of Self Service allows you to enter up to five line items. The line items are identified by the numbers 1 through 5 displayed under the Item heading. Clicking on the Item number opens Document/Commodity Text, which is used to enter descriptive information for each line item. The same limitations apply to line item Document/Commodity Text as those that applied to form Document/Commodity Text.

Commodity Codes are not being used at this time so that field may remain blank.

The Commodity Description field is used to enter the destination city for the travel. Additional descriptive information may be added by clicking on the item number for the line item you are using. Enter the information into Document/Commodity Text.

The U/M field is used for indicating the appropriate unit of measure for goods or services. For example, EA identifies EACH, DOZ identified a DOZEN, as so on. The U/M code for travel is always EA.

The Quantity field is used to enter the number of items you are requesting. In the case of travel, generally the number 1 will be used here. However, there are instances in which the Quantity would be more than 1; for example, an individual traveling multiple times under a blanket travel purchase order.

The Unit Price field is used to enter the cost per each item. You should already know the approximate unit price before beginning the travel purchase order.

The Discount Amount and Additional Amount fields are not being used at this time. If you have a question regarding a discount or additional amount, contact the Accounting Office at accounting@memphis.edu.

Once you have the commodity information entered on the form, click on the Commodity Validate button to execute price extensions and perform calculations.
Your calculations appear in the **Calculated Commodity Amounts** table.

Next enter your FOAPAL information.

### Entering FOAPAL Information

The choice of Dollars or Percents designates the method of defining the accounting distribution. If you choose the **Dollars** radio button, you must enter the exact dollar amount in the **Accounting** field. If you choose the **Percents** radio button, you must enter a whole-number percentage of the total amount for each sequence number. Percents are the default and are the most commonly-used option.

For example, if you wanted to split a charge between two FOAPALs with one being charged 30% of the total and the other being charged 70%, you could use Sequence lines 1 and 2 and enter 30 in the Accounting field on sequence line 1 and 70 in the Accounting field on sequence line 2. If you do not need to split the accounting distribution, you must enter one FOAPAL with 100 in the Accounting field to cover all of the costs.

The **Chart** field is used to designate the Chart of Accounts. The University of Memphis Chart of Accounts is always U.

The **Index** field is used to automatically populate the fund, organization, and program codes of a FOAPAL. Therefore, if you know your index code, you need not enter the fund, organization or program codes. New accounts are assigned index codes by the Accounting Office. If you do not know your department’s index code, use Code Lookup to find the required codes, or use the Banner Finance Program Guide located on the Web at [http://bf.memphis.edu/spectrum](http://bf.memphis.edu/spectrum).
Performing a search for your index code is the most logical approach to finding the correct fund, organization, and program codes.

The **Account** field is used to designate the account from which funds will be used. In this example the account code for *Individual Out of State Travel* is used. If you do not know the account code for *Individual Out of State Travel* you can perform a search using Code Lookup, or you can view account codes using the Banner Finance Program Guide, which can be found on the Web at [http://bf.memphis.edu/spectrum/codes.php](http://bf.memphis.edu/spectrum/codes.php). If you use Code Lookup to search for account codes, ensure that you always copy the five-digit code. The other occurrences of codes serve different purposes and relate to the hierarchical structure of the Chart of Accounts.

The **Activity** code is maintained at the department level and does not affect budget checking. You may leave this field blank.

**Location codes** are used for Fixed Asset purchases and are maintained by the Accounting Department; therefore, this field may also remain blank.

Now that each of these fields has been defined, we will explain how to enter and validate the information successfully.

Begin by deciding to use either dollars or percents in your accounting distribution. “Percents” is the default and recommended method for most account distributions. Enter U in the Chart of Accounts field on sequence line 1.

Next, enter your index into its designated field on sequence line 1, and then enter 100 in the Accounting field on that same sequence line. Then click on the Validate button, located under the Shared checkbox, to populate the fund, organization and program fields of your FOAPAL.

Being that the account code is a required field; an error message is generated stating “Sequence 1 accounting information is incomplete.” At this point scroll down to the FOAPAL section and enter the correct account number for the type of travel being made. In this example, 73200 is the Account Code for Individual Out of State Travel.

Click on the validate button again to check for errors.

**Personal Templates**

If you wish, you may save the information you have entered as a template by giving your template a name in the **Save as Template** field. Make sure that you do not check the **Shared** box. If you do check the Shared checkbox, your template will be available for use by everyone on campus with access to Banner Finance. The Accounting Office asks that users do not share their templates. You can have as many personal templates as you wish. To recall an existing
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template, you simply select it from the **Use Template** dropdown box at the top of the form and click on the **Retrieve** button.

**Completing the Travel Purchase Order**

Once you have finished entering your information, click on the **Complete** button. Clicking the Complete button activates a final validation of the purchase order. The Validate buttons found throughout the form are provided to assist you with error-checking as you complete each section of the purchase order, but they are not required. Validation is always performed when you click on the Complete button.

If there are errors in the travel purchase order, error messages will appear at the top of the page indicated by the fatal error icon [ ] or a warning error icon [ ]. The warning error icon indicates that there are problems with your travel purchase order, but they will not prevent it from being completed. The fatal error icon indicates problems that must be fixed in order to continue. Otherwise, you will receive messages stating the document was validated without any errors. Once completed, the travel purchase order is assigned a purchase order number and is then routed to the appropriate approval queue. If you saved a template, you will see a message verifying that your template has been saved. You also have the option to process more purchase orders with the same vendor or a different vendor and the ability to retrieve your saved template.

As you use the travel purchase order system, here’s a list of items to keep in mind:

- Be sure to print out a copy of the completed travel purchase order for your records.

- Keep in mind that once a travel purchase order is completed and assigned a purchase order number, those funds will remain encumbered even if the travel purchase order is disapproved. You will need to contact the Accounting Office at [accounting@memphis.edu](mailto:accounting@memphis.edu) with the travel purchase order number to have the disapproved purchase order removed from the system and the funds unencumbered.

- If you have funds remaining on a travel purchase order after the travel has been completed and all expenses have been reimbursed, you will need to contact the Accounting Office at [accounting@memphis.edu](mailto:accounting@memphis.edu) with the travel purchase order number to have the travel purchase order closed and these additional funds unencumbered.
Other Notes

- Learn about My Banner. My Banner is a tool in INB that allow users to customize a menu listing the forms and services they use most frequently. Visit the Finance Program Guide at http://bf.memphis.edu/spectrum/onlinetraining.php to learn how to customize your My Banner menu!

- To keep up-to-date on Banner information, set your Web browser home page to the myMemphis Portal [http://my.memphis.edu/]

- Personalize your INB GUAGMNU form by adding your favorite or most frequently used Web site links to your My Links. Visit the Finance Program Guide at http://bf.memphis.edu/spectrum/onlinetraining.php to learn how!

Contact Information

For assistance call the ITD Helpdesk at 678-8888 or enter a Helpdesk request online by accessing the Web site http://helpdesk.memphis.edu/admin/ and selecting Banner Finance.