## **eVA Purchase Orders and Banner Encumbrances**

March 15, 2021

eVA purchase order line items create a line item in Banner

Line items in Banner create an encumbrance based on the accounting

The encumbrance is a commitment from UMW to the vendor to pay for the good or service

The encumbrance is deducted from you budget balance to assist with this commitment and help to "not overspend" when you owe money to a person or company for a product or service.

eVA orders are many times your 'best educated guess' on the amount you need to set aside for these payments

Banner allows line item receiving to partial or fully pay line items as needed.

Line item payments fully or partially pay the line item

Many times, the amount you estimated for the total eVA purchase order over exceeds payment requirements

It is at this time of year to review purchase orders and their balances to ensure you are "on track" with spending and fiscal year commitments

Goal: ensure eVA purchase orders are properly paid and closed by this fiscal year

Goal Requirements: evaluation of eVA orders as seen in Banner and possible change orders in eVA

## **FGIBDST**

## 1. Review Commitments Column

Commitments		Available B		
	0.00			
	0.00			
	0.00			
	1,555.00			
	0.00			
	500.00			
	0.00			
	0.00			
	6,000.00			
	0.00			
	0.00			
	0.00			
	0.00			
	26 560 00			

 View the purchase orders making up the Commitment.
Click on the Commitment value> Go the the blue menu bar on top right and select Related>Organization Encumbrances

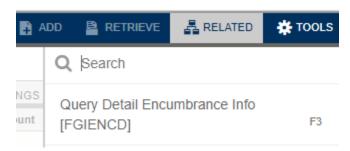


3. Review list of Encumbrances. Determine if they will be paid by June check payment deadline.

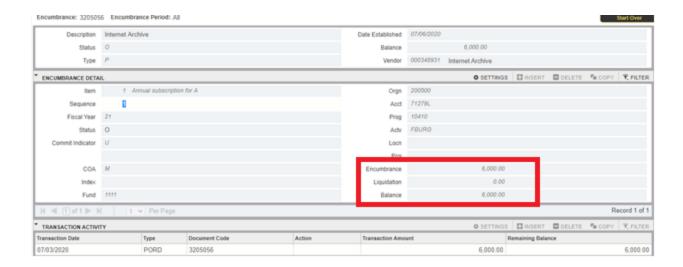
Encumbrance	Vendor	Item	Acct	Prog	Actv	Locn	Amount	Commit Type
3205056	Internet Archive	1	71279L	10410	FBURG		6,000.00	U
3208614	Vital Holdings, LLC	3	71268	10410			500.00	U
3223610	Yankee Book Peddler Inc.	1	72221	10410	FBURG		24,055.35	U
3230050	Kanopy, Inc.	1	72229	10410	EPLAN		3,000.00	U
3230050	Kanopy, Inc.	2	72229	10410	FBURG		6,717.50	U
3286568	Crowley Micrographics, Inc	1	72217F	10110			16,910.00	U
3286568	Crowley Micrographics, Inc	6	72217F	10110			2,200.00	U
3286568	Crowley Micrographics, Inc	7	72217F	10110			650.00	U
3286568	Crowley Micrographics, Inc	8	71253C	10410			1,555.00	U
3290844	NMS Imaging	1	72217F	10110			6,800.00	U

4. For most purchase orders, items not paid by June should be closed by the amount paid. The amount paid on each line item of an order is shown on the Liquidation field in FGIENCD.

Click on the Amount>from blue menu bar select Related>Query Detail Encumbrance Info



In the example below, this item has no payments. The order in eVA may need to be cancelled or this particular line item may need to be zeroed out on the eVA order.



In this example, \$944.00 has been paid from the \$25,000 line item. If the remaining balance will not be paid by June, the line item in eVA can be changed to \$944.00. Banner would reflect an Encumbrance of 944.00, a Liquidation of -944.00, and a balance of zero

