University of Alabama in Huntsville
Procurement Services

UAHUNTSVILLE BANNER SELF-SERVICE REQUISITIONING WORKBOOK

SCT Banner

www.uah.edu/admin/bussvcs/procurement

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Introduction

Banner is the University of Alabama in Huntsville's administrative software package, currently containing student and financial aid, human resources, and finance. The primary mission of the SCT Banner for Finance is to fulfill the University's requirements for a more robust administrative system that positions UAHuntsville to take advantage of future technologies and meet changing needs. Components of the Banner for Finance module include the chart of accounts, accounts payable, accounts receivables, approvals, procurement, research accounting, and fixed assets. The Banner procurement module will bring the changes needed to assist the University in becoming more efficient at conducting business with the University community.

This workbook is an introduction to the functions of the Banner Self-Service procurement module which allows users to enter Requisitions, approve Requisitions, and view documents, thereby reducing the processing time.

For questions or clarifications on the Banner procurement module contact:

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Process Introduction

REQUIRED:

- All Requisitions must be submitted electronically for approval and processing.
- Paper Requisitions will no longer be accepted.
- Budget funds must be available to enter a Requisition.
- There is not an “Insufficient Fund” override.
- Once a Requisition is started it must be completed, or all information will be lost.
- Requisitions cannot be left “in process” or saved in the middle of data entry.
- All Requisitions must receive the appropriate electronic approval prior to being forwarded to Procurement.
- All Requisitions use document level accounting and require an Account Number, referred to as a FOAPAL, which consists of:
    - Fund, which replaces the General Ledger account number
    - Organization, which replaces the SL account number (which consisted of the six digits of a previous FRS account number)
    - Account Code, which replaces the Subcode
    - Program, which identifies the expense purpose
    - The account field is not to be changed. If using another FOAPAL, enter the “Index” (provided by Accounting and Finance), and the corresponding Fund, Organization, and Program fields will populate upon validating the document. Do not change the Fund, Organization, or Program fields.

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Logging On

STEP	ACTION
1	From Internet Explorer, type the following web address: http://register.uah.edu.
2	Click on Enter Banner Self Service.
3	Click on Enter Secure Area to access the Login Page.
4	Enter your user ID and PIN and click Log On. This will take you to the Main Menu.
5	Click on Finance.
6	Click on Requisition, Approve Documents, or View Document, according to your objective for this session.

Navigating Note: Use the Tab key to advance throughout the form. Do not use the Enter key. To delete a field on a form, Tab to the area and use the delete button. Do not use the space bar. You can also use the mouse buttons to select, copy, paste, etc.

Creating a Requisition

Sufficient budget funds must be available before entering a Requisition.

From the Finance Menu, click on Requisition. You can create a new Requisition or retrieve an existing template. Enter Vendor ID and select Vendor Validate to default related information. Requestor information defaults from values defined on User Profile. Defaulted information can be modified.

Use Code Lookup to query a list of available values. Use the Code Criteria or Title Criteria fields to refine a search.

Select Document Text link to attach text to the requisition. Select Item number link to add Item Text for a commodity/item.

Enter commodity, unit of measure, quantity, price, index, and account code information.

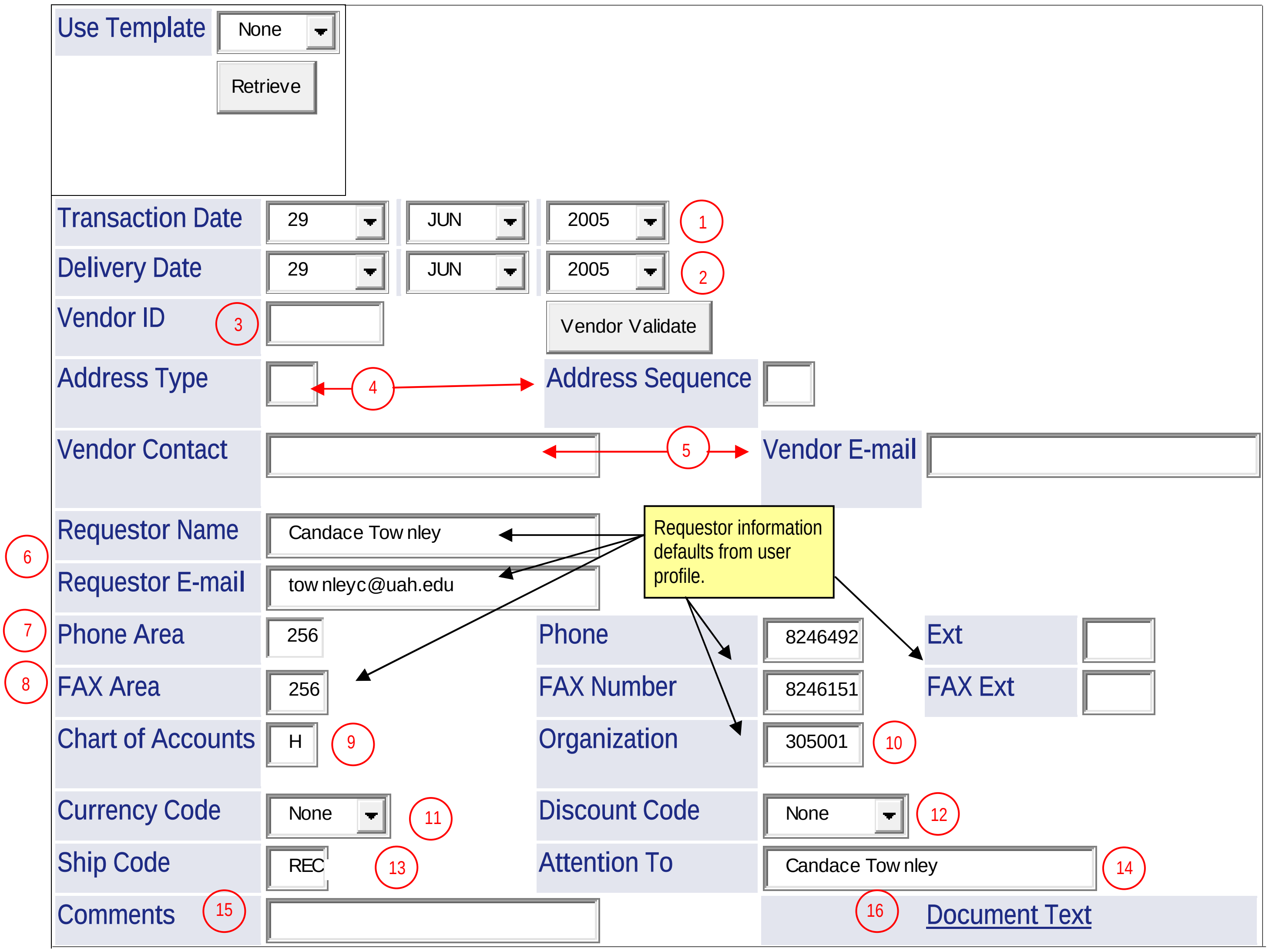
Non-Capital Equipment Codes should not be mixed with Capital Equipment Codes. Doing so results in an incorrect capitalization amount and cost distribution in fixed assets.

Computer systems should be listed as one (1) line item. Do not list each component as a separate line item. This goes for any Non-Capital or Capital Equipment that will be tagged as one system. List the noun on the first line (such as Computer, Dell Dimension 9150) and use the extended description as needed (list the E-Quote # in the extended description).

Choose Validate, if desired, to validate calculations and codes. Choose Complete to perform a validation and forward the document for processing.

A Requisition must be completed once it is started or all information will be lost. You cannot save a document or leave it in process.

VENDOR AND DOCUMENTATION



VENDOR AND DOCUMENTATION

Step	Field	Action
1	Transaction Date	Defaults to today's date. Only change when funds are to be encumbered in a future fiscal year, in which case the Transaction Date must be entered as October 1. Use only when upcoming fiscal year budgets have been established and loaded into production by the Budget Office. Otherwise, do not change.
2	Delivery Date	Enter Vendor's Estimated Delivery Date, or date delivery is required. If neither is known, as a rule, use 30 days from today (simply change the month).
3	Vendor ID	**Not required**. If known, enter the vendor number. If not known, scroll down to Code Lookup (Attachment 1, page 20). *Code Lookup* Chart of Accounts Code Type Code Criteria Title Criteria Maximum rows to return 10 Execute Query Chart of Accounts: Select "H." Type: Select "vendor." Title Criteria: Enter the first few letters of the vendor name and "%" symbol. Maximum rows to return: Optional. Click Execute Query. A list will appear at the top of the form. Double click the desired vendor number to select and copy and then click on the Vendor ID field to paste. Click Vendor Validate. The vendor fields will populate with default values. If the vendor information needs to be changed or if the vendor is not in the database, use Document Text to enter new or alternate vendor information.
4	Address Type	This code identifies the classification of the address. All Requisitions and Purchase Orders will be issued using BU business addresses.
	Address Sequence	Once you select a vendor, the default vendor record appears. To view alternate addresses for the selected vendor, enter a different number in Address Sequence and click Vendor Validate. If there are no more addresses or sequences for that vendor, you will receive an error message, "Address is not valid." If a vendor has multiple addresses they will be issued in sequence numbers.
5	Vendor Contact Vendor E-mail	Defaults from vendor record or you may enter this information.

Step	Field	Action
6	Requestor Name	Name of the individual associated with the Requisition. Defaults from values defined on the user profile form. This person is the one to be called in case a problem or question occurs regarding the order.
	Requestor E-mail	Requestor’s e-mail address
7	Phone Area … Ext	Requestor’s area code, phone number, and extension
8	FAX Area … FAX Ext	Requestor’s FAX area code, FAX number, and FAX extension
9	Chart of Accounts	Default from user profile form.
10	Organization	
11	Currency Code	The Currency Code associated with this Requisition. The initial values in the drop-down list are None or USD.
12	Discount Code	The code associated with the discount that you want to apply. The initial value in the drop-down list is None or select: 10 Net 10 days 15 Net 15 days 1A ½ % 10 days, Net 30 1B 1% 15 days, Net 30 1C 1% 30 days 20 Net 20 days 2A 2% 10 days, Net 30 30 Net 30 days 5A 5% 10 days, Net 30 When a default value is coded to the vendor record, this field will automatically populate.
13	Ship Code	Standard shipping addresses have been predefined. UAH Central Receiving Building (REC) has been set as the default. This may be changed when entering the Requisition to: REC UAH Central Receiving 301 Sparkman Drive Huntsville, AL 35899 ARC Aerophysics Research Center Bldg 6320 Anderson Road Redstone Arsenal, AL 35898 CRH Bud Cramer Research Hall 320 Sparkman Drive Huntsville, AL 35805
14	Attention To	The name of the individual to receive the items ordered. Defaults to the Requestor creating the document.
15	Comments	Enter the department name and building abbreviation for the items to be delivered.

Step	Field	Action
16	Document Text	Select this link to attach text to the Requisition. Text options are Print and No Print. Text that you may want to print on the Purchase Order may include delivery or special handling instructions. Non-printing text can be used for: • Internal notes and comments • Indications of an attachment to a Requisition • Vendor information to change an existing vendor record • Vendor information to create a new vendor record • Contract or grant equipment title vesting agency You can enter up to 4000 characters of free-form printable and non-printable document header text. Choose a printing option, enter your text, click Save, and click Exit. A message will indicate "Document Text Saved." Requisition attachments may include: • Vendor quote • Registration form • Copy of approved travel authorization • Sole Source Justification Form • Equipment Purchase Approval Form Indicate the Requisition number on all attachments and forward by campus mail or hand delivery to Procurement. When purchasing equipment from contract or grant funds, the applicable agency with whom the title will vest must be entered in Document Text if applicable. This information will be supplied by Office of Sponsored Programs (OSP) prior to Requisition entry. Statements to be included are as follows: • Title will vest with Government NASA • Title will vest with Government DOD • Title will vest with Government EPA • Title will vest with State • Title will vest with Commercial Entity

If you need more lines for the Description, click on Item number.

NOTE: Use Commodity Code only for Walk-thrus or Change Orders.

LINE ITEMS AND COMMODITIES

Item	Commodity Code 7	Commodity Description 1	U/M 2	Quantity 3	Unit Price 4	Discount Amount 5	Additional Amount 6
1			None				
2			None				
3			None				
4			None				
5			None				

Commodity Validate 8

Calculated Commodity Amounts

Item	Extended Amount	Discount Amount	Additional Amount	Net Amount
1				15
2				
3				
4				
5				
Totals:				

9 Dollars Percents

Seq#	Chart	Index	Fund	Orgn	Account	Program	Activity	Location	Accounting
1	10	11			13				14
2									
3									
4									
5									

Save as Template

Shared

12 16A Validate Complete 16B

LINE ITEMS AND COMMODITIES

Requisitions are limited to five line items. When entering equipment items of $2000 and greater, enter the item to be inventoried on one line item. Some items require an attachment, so a brief description may be entered on the Requisition. In Document Text, indicate that an attachment is being forwarded to Procurement. Attachments must reference the Requisition number.

Step	Field	Action
1	Commodity Description	Enter the item or service description. Give the commodity first and then other descriptive information including: • Stock number • Brand and model number • Physical description (measurements, colors, etc.) • Period of performance • Contract number • Payment number • Repairs (brand, model, UAHuntsville property number or serial number) If additional space is needed, click on the item number link in the leftmost column to add text for that item. You can enter up to 4000 characters of free-form printable and non-printable item text. NOTE: Due to Fixed Assets, separate Purchase Orders for equipment $2,000+ will be required. This will only affect Requisition entry by use of the appropriate Account Code.
2	Unit of Measure (U/M)	Click the arrow to see the drop-down list and click on the unit of measure that you want. (Examples: BOX, CSE, GAL, LB, PAK) (See Attachment 3, page 23.)
3	Quantity	Enter the quantity of the item.
4	Unit Price	Enter the unit price of the item. The unit price may not be zero when issuing a Purchase Order.
5	Discount Amount	Do not use.
6	Additional Amount	If you have an additional amount to enter, then enter it here; otherwise, leave blank.

COMMODITY CODE, CHANGE ORDERS, AND WALK-THRU REQUISITIONS

The Commodity Code field is used to identify Change Orders and Walk-thru Requisitions. Change Order requests use a "CHANGE" commodity code. Walk-thru Requisitions use a "RUSH" commodity code.

Change Order

When submitting a Change Order Requisition, type "CHANGE" in the **Commodity Code** field and enter the Purchase Order number in the **Commodity Description** field. Complete the **Unit of Measure**, **Quantity**, and **Unit Price**. The **Unit Price** may be one cent in the event you are canceling an item, encumbrance, or balance of the original Purchase Order. Select item number link to add Item Text, and enter the information regarding the change to be made to the original Purchase Order. Items may be added to encumbrances increased. Click on **Commodity Validate**. The commodity code is only required for entry with the first item. If multiple items are required, continue to enter the remainder of the items. Enter only the amount of the increase for price changes on items or the price for the item being added.

When processing a Change Order Requisition you must obtain a <u>new</u> requisition number.

Explain the reason for the Change Order in Document Text.

Rush Order

When submitting a Rush or Walk-thru Requisition, type "RUSH" in the **Commodity Code** field and enter the item description in the **Commodity Description** field. Complete the **Unit of Measure**, **Quantity**, and **Unit Price**. Select item number link to add Item Text, and enter the information regarding the requested item. Click on **Commodity Validate**. The **Commodity Code** is only required for entry of the first item. If multiple items are required, continue to enter the remainder of the items.

Fax or hand-deliver "walk-thru" attachments.

For Emergency processing of electronic Requisitions, if required, contact the appropriate contract administrator in the Office of Sponsored Programs to obtain electronic approvals. Email Procurement Services after all approvals have been obtained at purch@uah.edu. Indicate "walk-thru" in the subject line and list the Requisition number. Include the vendor name in the message. You will receive a telephone call when your "walk-thru" is complete and the Purchase Order is ready for pick-up. It is the department's responsibility to place the order with the vendor.

For Change or Rush orders:

Step	Field	Action
7	Commodity Code	Enter "Change" or "Rush" as appropriate (for first item only). Enter U/M, Quantity, Unit Price, and Item Text per instructions above.
8	Commodity Validate	Scroll down and click Commodity Validate.

ACCOUNTING AND COMPLETION

Step	Field	Action
9	Dollars/Percents	The Net Amount may be distributed for the document total by dollars or percents. Scroll down to select the appropriate button. Dollars Percents
10	Chart	Enter the Chart code "H".
11	Index	Enter the Index code. Index is a code linked to a predefined set of accounting elements. (Index = Org)
12	Validate	Click Validate to populate Fund, Organization, and Program. If another FOAPAL is to be used, enter the Index, and the Fund, Organization, and Program fields will populate on selecting Validate.
13	Account	Enter the Account code. See Attachment 1, page 20, for Code Lookup instructions or Attachment 2, page 21, for a listing of Account codes.
14	Accounting	If Dollars was selected, enter the amount for each FOAPAL in the Accounting field. The dollar amounts must equal the Net Amount. If Percents is selected, enter the percentage required for each FOAPAL in the Accounting field. When using percents, the total of all Accounting amounts must equal 100. If unable to resolve an error message, contact Procurement Services. Each document is limited to five FOAPAL entries.
15	Net Amount	If using dollar amounts, verify that the dollar amounts are equal to the Net Amount.
16A	Validate	Click Validate to validate calculations and codes. A check mark will indicate that the document is okay. Error messages are displayed if missing or invalid data was entered. If you are unable to resolve an error message, contact Procurement Services.
16B	Complete	If you see a check mark in a box labeled "Document Validated with no errors," click Complete. The Requisition is now forwarded for processing. A Requisition number is assigned and funds are reserved for the Requisition. After approval, funds are posted to the general ledger.

Note: After you have a Requisition number, you will see two options or boxes. The first box is an option to process "Another Requisition, Same Vendor," which can be used if you have additional items for the same vendor. The second box is an option to process "Another Requisition, New Vendor" to be used when completing a new Requisition with a new vendor. Simply click on either box to start your new Requisition.

TEMPLATE

After a Requisition has been validated and before it has been completed, you can save the Requisition as a template. A template may be used for repetitive requests. Only Personal types are to be used. Personal types are retrievable only by the user and may be retrieved at any time. The information or parameters can be changed.

Save a template by entering a name in the **Save as Template** field. Choose a name appropriate to its repeated use. Enter your User ID at the beginning of the name. For example, a Requisition template to purchase airline tickets might be named "townleyc airline ticket." Save with a User ID and name to identify.

Do <u>not</u> select **Shared**. To prevent accidental overwrites of existing templates a "Save As" warning message prompt is provided. Click on **Complete**. At the top of the page you will see three messages:

- "Document Validated with no errors."
- The document number
- The name of the new template

When a template is completed, the Requisition is validated and forwarded for processing.

Save as Template

CANCEL A REQUISITION

To cancel a Requisition, the Requisition must be disapproved. Notify Procurement to remove the record once the document has been disapproved.

CHANGE TO A REQUISITION

No change may be made to a Requisition after completion in Self-Service Banner. Changes may be made to a Requisition in Internet Native Banner after the document has been "Disapproved."

If the required change does not increase the monetary amount, notify Procurement by email of the change to be made.

To cancel an item on a Requisition, notify Procurement by email of the change to be made prior to a Purchase Order being issued. If a Purchase Order has been issued a Change Order Requisition must be submitted.

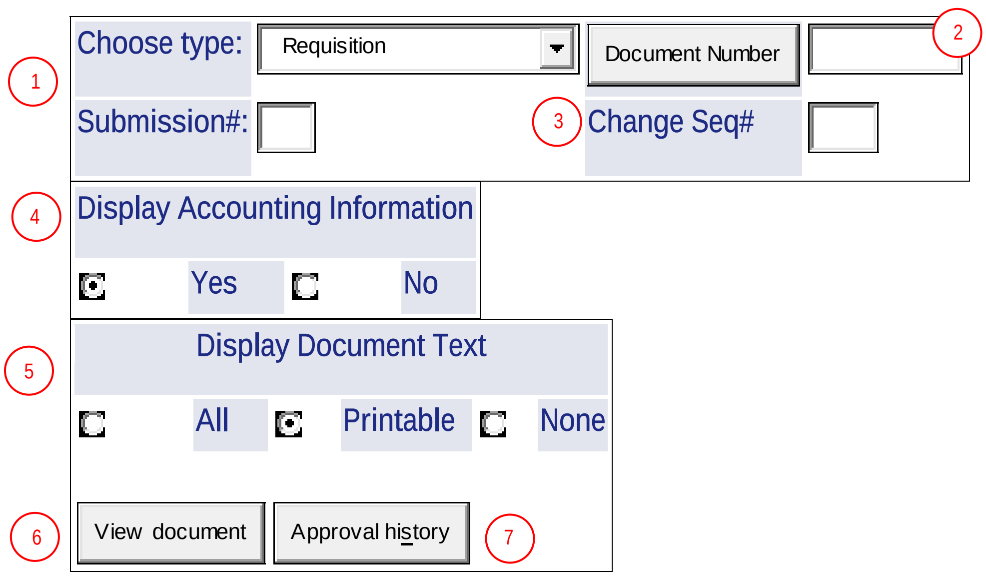
No increases may be made to a Requisition after completion in Self-Service Banner. See "Cancel a Requisition" above, if necessary.

View Document

From the Finance Menu, click on View Document. To display the details of a document enter parameters; then select View document. To display approval history for a document, enter parameters; then select Approval history. If you do not know the document number, select Document Number to access the Document Lookup feature. This enables you to perform a query and obtain a list of document numbers to choose from.

Departmental copies of Requisitions and Purchase Orders may be printed.

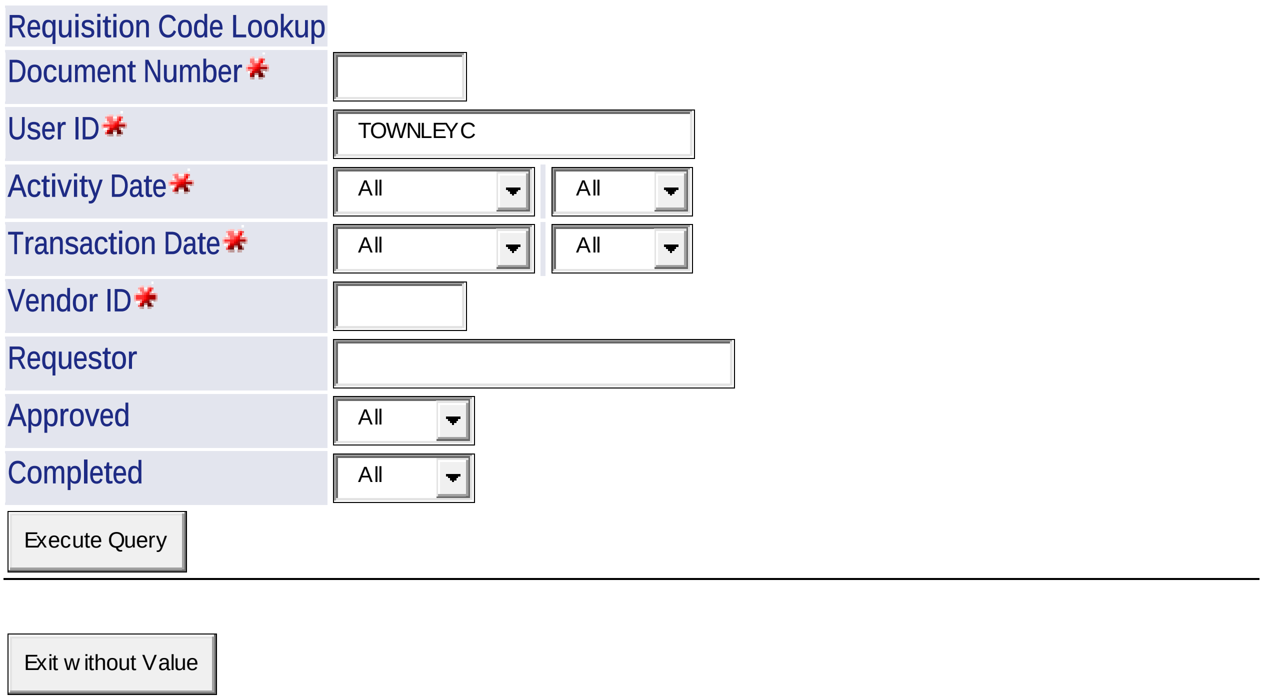
You can find the Purchase Order number associated with a Requisition by viewing the Requisition. The Purchase Order number will appear at the bottom under Related Documents. You can also perform a Budget Query. Training on Budget Queries will be offered by the Budget Office.



VIEW DOCUMENT

Step	Field	Action
1	Choose Type	Choose "Requisition" or "Purchase Order." Submission # is used for journal vouchers and invoices.
2	Document Number	Enter the document number. If you do not know the document number, click [Document Number] to access Document Lookup (see page 16).
3	Change Seq#	Used only for Purchase Orders. Specify the change sequence number for the document. Blank Purchase Order as it currently stands 0 Original Purchase Order number Change Order number to the original Purchase Order
4	Display Accounting Information	Choose Yes to display Accounting distribution information. Choose No to suppress Accounting distribution information.
5	Display Document Text	Choose All, Printable, or None to display Document Text. Choosing All will display both printing and non-printing text. Printable is the default value and will display all header and line item text that will be printed on the Requisition.
6	View Document	Click [View document] to display details of the document. You can view accounting details for information to which you have access. For information for which you do not have access, you can only view a summary total.
7	Approval History	Click [Approval history] to access the approval history of the document.

Document Lookup



Enter the desired search terms in the fields. At least one of the starred fields is required to execute a query. Click Execute Query to generate a list of all matching documents. The system will display all documents for the specified criteria. You can then add criteria to refine the search.

Clicking Exit without Value returns you to the View Document form.

DOCUMENT LOOKUP QUERY RESULTS

Press the document number link to return the value to the View Document page. Press the Exit without Value button to return without a value to the View Document page.

8 documents selected.

Requisition Lookup Results

Document Number	User I D	Activity Date	Trans Date	Vendor ID	Vendor	Requestor	Approved	Completed
R0000228	TOWNLEYC	Jul 19, 2005	Jul 19, 2005			Candace Townley	No	No
R0000229	TOWNLEYC	Jul 20, 2005	Jul 20, 2005	A00061979	Dell Marketing	Candace Townley	No	No
R0000230	TOWNLEYC	Jul 20, 2005	Jul 20, 2005	A00061979	Dell Marketing	Candace Townley	No	Yes
R0000231	TOWNLEYC	Jul 27, 2005	Jul 25, 2005	V1	Office Max	Candace Townley	No	No
R0000232	TOWNLEYC	Jul 27, 2005	Jul 27, 2005	V1	Office Max	Candace Townley	No	No
R0000239	TOWNLEYC	Jul 29, 2005	Jul 29, 2005	A00062140	Fisher Scientific Co	Terence Haley	No	Yes
R0000240	TOWNLEYC	Jul 31, 2005	Jul 31, 2005	A00062140	Fisher Scientific Co	Candace Townley	No	Yes
R0000241	TOWNLEYC	Jul 31, 2005	Jul 31, 2005	A00062140	Fisher Scientific Co	Candace Townley	No	Yes
8 documents selected.								

Exit without Value

Clicking Exit without Value returns you to the View Document form.

Another Query

Clicking Another Query returns you to a blank Document Lookup form.

Click on the desired document number to select it. You will be returned to the View Document form, where you will click View Document to see the document onscreen. Then you may print the document by clicking on File (on the Toolbar) and Print.

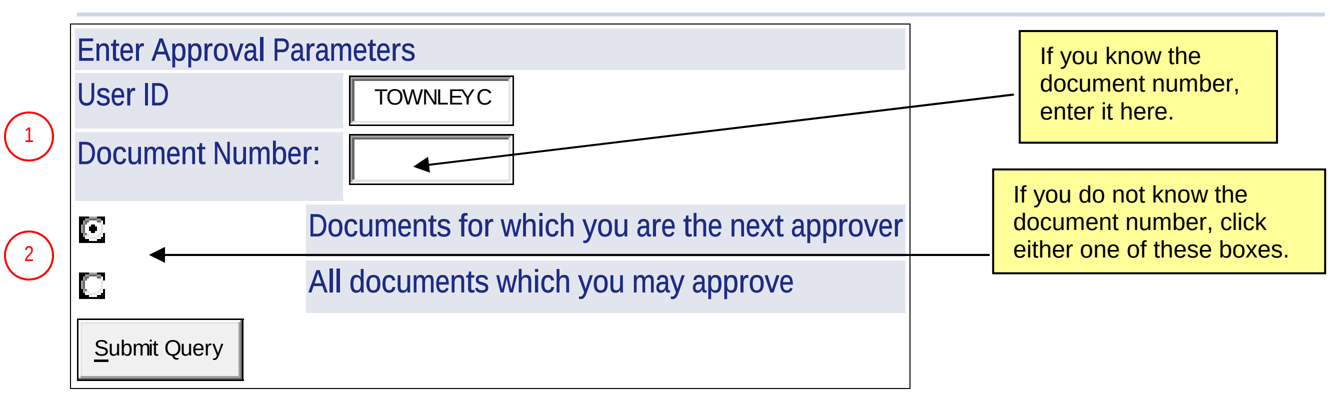
Approve Documents

Only an authorized person can approve a Requisition after it has been entered. Depending on your department or funding, the Requisition may require several different levels of approval.

No change may be made to a Requisition in Self-Service Banner. If the Requisition requires a change that does not increase the monetary amount, notify Procurement by email of the change to be made. To cancel an item on a Requisition, notify Procurement by email of the change to be made. To cancel a Requisition, the Requisition must be "Disapproved." Then notify Procurement to remove the record once the document has been disapproved.

After all electronic approvals are complete; the Requisition is ready for further processing by Procurement.

From the Finance Menu, click on Approve Documents. Your User ID will default when accessing this screen. The Approve Documents Form allows a user to approve or disapprove a Requisition online. Enter parameters; then select Submit Query to obtain a list of all documents satisfying the query.



Step	Action
1	Enter the Document Number or click one of the following: Documents for which you are the next approver — To view a list of all documents in a queue for which the User ID has authority and that are waiting for approval before proceeding to the next approval queue. All documents which you may approve — To view a list of all documents in the approval queues for which the User has authority and that are waiting for approval.
2	Click Submit Query.

Approve Documents Query Results

Select the Document Number link to display the details of a document. Select the History link to display the approval history of the document. Select the Approve link, if enabled, to approve the document. Select the Disapprove link, if enabled, to disapprove the document.

Queried Parameters

User ID	TOWNLEYC	Candace Townley
Document Number:		
Documents Shown:	Next Approver	

Approve Documents List

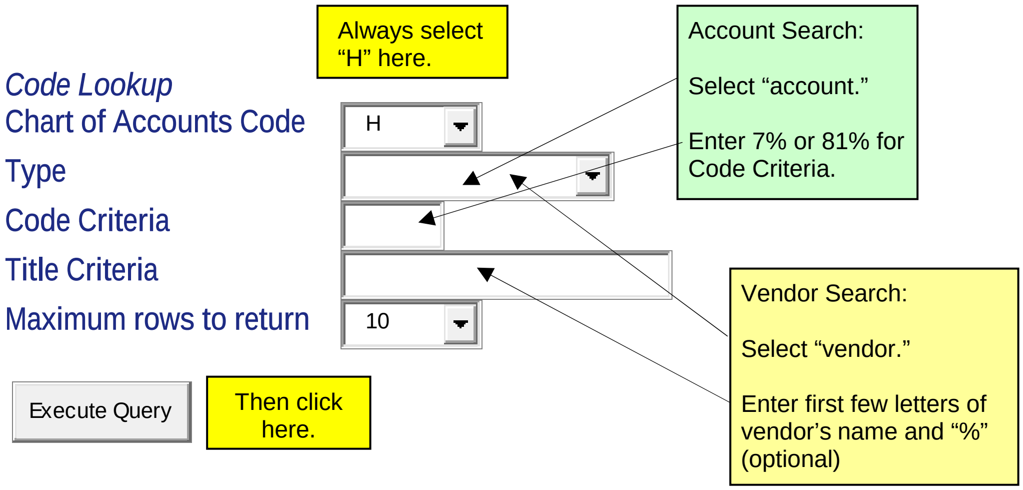
Next Approver	Type	NSF	Change Seq#	Sub#	Originating User	Amount	Queue Type	Document	History	Approve	Disapprove
	REQ				TOWNLEYC	2,000.00	DOC	R0000230	History	Approve	Disapprove
	REQ				TOWNLEYC	450.00	DOC	R0000239	History	Approve	Disapprove
	REQ				TOWNLEYC	485.00	DOC	R0000240	History	Approve	Disapprove
	REQ				TOWNLEYC	532.00	DOC	R0000241	History	Approve	Disapprove
Another Query											

Step	Action
3	Click the appropriate Document Number link to display the details of the selected document. Click the History link to display the approval history of the document.
4	The Approve link will be enabled only if the user has authority to approve the document. The Disapprove link will be enabled if the user has authority to disapprove the document or is the originator of the document. Click the appropriate link to approve or disapprove the document.
5	Click Another Query to return to the Approve Documents form.

NOTE: **Please be advised that all requisitions submitted must have approvals recorded in the same month.** For example, a requisition submitted by July 25 must be approved by July 31. This is necessary for the University to close its accounting month in a timely manner and promptly issue monthly budgetary reports to the campus. This process also strengthens the University's internal control system. If a requisition is entered in Banner but not approved by all parties by the end of the month, the requisition will need to be denied and forwarded to the following month. When the requisition is denied, notify Procurement so that the transaction date can be adjusted, and then the approval process will start from the beginning. ***It is strongly recommended that the initiator of the requisition monitor the approval history to ensure all approvals are recorded in the same month.***

Attachment 1

Code Lookup Instructions



If a value is not known, use Code Lookup to query a list of available values.

Chart of Accounts: Select from the drop-down menu. Always select "H."

Type: Select from the drop-down menu that value which you want to query.

Account	Account code (formerly subcode) to which expenditures are identified
Address Type	Specific address types used by Procurement and Accounts Payable; BU for Purchase Orders, CK for payments
Buyer	Initials and names of buyers
Commodity	Commodity codes used to identify walk-thru Requisitions or Change Orders to be issued against Purchase Orders ("RUSH" or "CHANGE")
Currency	USD—United States Dollars
Discount	Vendor payment terms
Index	Provided by Accounting and Finance
Location	Campus locations used in Fixed Assets for property inventory locations
Ship	Shipping destinations indicated on Requisitions and Purchase Orders. Four locations are designated for UAHuntsville.
Unit of Measure	Units in which merchandise is ordered
Vendor	Vendor names to select the correct vendor in Requisition issuance

Code Criteria/Title Criteria: Used to refine your search. Use the % wildcard character before or after an entry. All title queries are case sensitive except for vendor. Use the Code Criteria for all searches except vendor. Use the Title Criteria for vendor searches.

Maximum rows to return: The number of results to review from the query.

Execute Query: Click to display results.

Attachment 2

Commonly-Used Account Codes for Requisitions and Petty Cash Vouchers

Banner Account Code (New)	FRS Subcode (Previous)	Category
7103	4010	Honorariums and Consultants[1]
7151	4110	Advertising
7152	4115	Institutional Dues and Memberships
7153	4120	Institutional Subscriptions
7156	4130	Postage and Freight
7159	4140	Telephone Expense
7167	4150	Printing
7168	4155	Binding and Publications
7170	4160	Bulletins and Catalogs
7171	4165	Page Charges
7172	4166	Internet/Web Services
7174	4175	Software Purchase
7175	4176	Software Maintenance Support
7205	4205	Travel: Air
7210	4205	Travel: Rail/Bus
7220	4220	Travel Expense[2]
7229	4229	Vehicle Rental
7230	4230	Personnel Recruitment
7231	4235	Personnel Recruitment Advertisement
7232	4240	Moving Expense
7245	4260	Travel Expense: Non-Employee *For reimbursement of expenses or travel.*
7304	4315	Maintenance and Repair: Equipment
7306	4325	Maintenance Agreements
7310	4346	Hazardous Material Handling
7312	4354	Rental of Equipment
7313	4356	Rental of Premises
7314	4358	Lease of Vehicles
7403	N/A	Furniture less than $2000
7404	4510	Office Supplies
7406	4515	Educational Supplies
7425	4545	Books: Non-Library
7428	4560	Other Supplies and Materials
7430	4562	Chemical Supplies
7431	4563	Radioactive Materials
7432	N/A	IPods, PDAs, etc. (with VP approval)
7433	4567	Computer and Peripheral Supplies
7434	4569	Laboratory Supplies
7435	4570	Supplies: Equipment Manufacturing[3] *Will not incur indirect charges.*
7436	4571	Supplies: Equipment Manufacturing[3] *Will incur indirect charges.*
7437	4575	Supplies: UAHUNTSVILLE Bookstore
7440	4590	Hazardous Chemicals (requires special handling)
7450	N/A	Computer and Peripheral Equipment ($2000–$4999) Non-Capital Equipment
7451	N/A	Lab Equipment ($2000–$4999) Non-Capital Equipment
7452	N/A	Audio Visual Equipment ($500–$4999) Non-Capital Equipment
7453	N/A	Internal Enhancements($2000–$4999) Non-Capital Equipment
7454	N/A	Other Equipment ($2000–$4999) Non-Capital Equipment

Banner Account Code (New)	FRS Subcode (Previous)	Category
7455	N/A	Musical Instruments/Equipment $2,000 - $4,999
7460	4577	Computers and Peripheral Equipment ($500–$2000) Non-Capital Equipment
7461	4576	Audio/Visual Equipment (under $500)
7463	N/A	Equipment $500 - $1,999 Non-Capital Equipment
7603	4902	Business Conferences and Luncheons
7604	4903	Plaques and Awards
7605	4904	Cash Awards
7612	4935	Registration Fees: Conferences
7621	4990	Other Miscellaneous Operating Expenditures
8101	5100	Movable Equipment (excluding vehicles)[4] Capital Equipment
8103	5103	Internal Enhancements over $5000[5] Capital Equipment
8105	5110	Equipment Special PR[5]
8107	5120	Vehicles - Capital Equipment
8108	5200	Payment on Equipment Obligations (Lease-Purchase)
8109	5300	Fixed Equipment *For equipment and fixtures to be attached to a building which increases the value of the building.*
8111	N/A	Fixed Equipment – capitalized as an improvement
Professional Services Contract Codes		
7114	4055	Contract: Not an Individual up to $25,000
7115	4056	Contract: Not an Individual over $25,000
7116	4057	Contract: Individual up to $25,000
7117	4058	Contract: Individual over $25,000

[1] Payments to individuals or companies performing consulting or other professional services. (Usually subject to IRS 1099 reporting.)
[2] Incurred by employees in connection with official travel outside the state of Alabama; per diem allowance incurred for travel within the state if travel is six hours or more.
[3] Only used on Contracts and Grants FOAPAL.
[4] For equipment purchases not associated with building construction. Equipment is defined as tangible personal property with a life expectancy greater than one year and having a unit cost of $5000 or more.
[5] When buying equipment to attach to existing equipment, you must indicate on the Purchase Order the existing equipment's ID number, serial number, etc.

Attachment 3

Unit of Measure (U/M) Codes

U/M Code	Unit
BK	Book
BOX	Box
BTL	Bottle
BXS	Boxes
CON	Container
CS	Case
CTN	Carton
CYL	Cylinder
DOZ	Dozen
DYS	Days
EA	Each
FT	Foot
GAL	Gallon
GM	Gram
HR	Hour
HRS	Hours
INC	Inches
KIT	Kit
LB	Pound
LOT	Lot
LTR	Liter
MI	Mile
MO	Month
NGT	Night
OZ	Ounce
PK	Pack
PKG	Package
PL	Pail
PR	Pair
RL	Roll
RM	Ream
SDT	Student
SET	Set
SHT	Sheet
TUB	Tube
UNT	Unit
VLS	Vials
WKS	Weeks
YD	Yard
YDS	Yards
YR	Year