

If you use Banner, please read this entire message.

To assist the University in being compliant with our grants, we are implementing a new Banner Workflow process that will allow the Grants and Contracts office to be proactive for all encumbrances completed using restricted funds and sensitive items accounts.

What that means is that when a person clicks the <Complete> button on the requisition or general encumbrance forms, a check is made to determine whether a restricted fund and a sensitive item account code have been used. If so, the document is automatically forwarded to the corresponding Grant Technician for approval. A Banner message is displayed indicating that the document is a sensitive item and that it is being forwarded through workflow for authorization.

What makes an item a sensitive item?? If the FOAPAL uses a fund and account code as defined below:

- a) valid restricted fund with type of 20 (i.e. A2, F2, J2) that has a grant code
- OR
- b) valid fund that is linked to a grant
- OR
- c) valid fund 5 that has a grant with a Billing Signer (i.e. 011 personnel indicator) defined on FRAGRNT
- AND
- d) an account code in the following series:  
2010, 2040, 2070, 2090, 2110, 2140, 2170, 2190, 2200-2499  
3005, 3007, 3008, 3010, 3017-3040, 3081-3095, 3111-3119, 3441, 3443, 3501-3520,  
3661, 3662, 3900-3999  
4008, 4018, 4020, 4082, 4099, 4451, 4500-9999

In order to assist with proper and timely notification, please insure you have correctly entered your name, telephone number, and email address on the new FOM2PRF Banner form. Your Ship To address can be included also which will default on all newly created requisitions and calls (must log out of Banner and back in for it to take affect).

If your requisition or general encumbrance went to workflow for approval and you have backup for the purchasing office, please hold off sending your backup until you get the message that your item was approved by Grants and Contracts.

If you have any questions, please contact us at :

UAA and sites – Karol Weatherby 907-786-1663 or [anklw2@uaa.alaska.edu](mailto:anklw2@uaa.alaska.edu)  
UAF and sites – Maggie Griscavage 907-474-6446 or [fngmg1@uaf.edu](mailto:fngmg1@uaf.edu)  
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IMPLEMENTATION of this process will occur on June 4, 2006 and will check all new requisitions and general encumbrances from this day forward.