

## Helpful Hints

1. If you plan to be out of the office for an extended period you should delegate your authority to someone else within your department refer to Section K in the eVA & Banner Purchasing Manual.  
<http://www.vcu.edu/procurement/EPBRManual.pdf>
2. You **MUST** use the “Copy” button to add additional lines to your eVA Requisition and **NOT** the “Add Items” button. The “Add Items” button will generate multiple DO numbers for one order.
3. Use the following steps to delete an incomplete Receiver Document in Banner.
  - a. Go to FPARCVD and put the Y# in the Receiver Document Field.
  - b. Click “Next Block” one time
  - c. Select “Record” from the top tool bar and then “Remove” from the drop down list. Repeat this “Record” & “Remove” step twice.
4. Shipping and Freight charges should be entered into eVA as a line item. There is a commodity code to specify these charges.
5. If you are having problems with your password you will need to reset that password by going to the “Password Problems” link right under the Buyer Login box on the eVA Home Page.
6. Once an order has been submitted it cannot be deleted from your folders. You will need to create a personal folder to move any unwanted orders to.
7. When a line needs to be deleted from an order in eVA do not delete the line just zero out the dollar amount, so that your order will come over to Banner correctly.

## FAQs

- 8. How do I process Recurring Payments (e.g. Diamond Springs, Comcast, Air Gas, Nextel, Alltel, and copiers)?**  
P-card orders should be entered in eVA to the vendor for up to one year of service, provided the total amount does not exceed \$5,000. The vendor will charge your P-card each month. A new P-card order will be required each year. For standing orders that are currently being charged to your P-card, an order should be entered in eVA to cover the remainder of the contract period (not to exceed 1 year).
- 9. Which Banner Indexes are Grants?**  
Only Banner Indexes beginning with the number 5 are Grant indexes.



**10. What do I do if all of our departmental P-card holders do not have eVA access?**

The department must determine whether their P-card holders will be limited to exempt purchases only (exempt transactions do not require eVA entry), or whether their P-cardholders will also be purchasing non-exempt items, which will require eVA access. A careful review of eVA exempt items will assist departments in making that determination

<http://www.vcu.edu/procurement/evaexemp.htm>

**11. How do I order in eVA using my P-card?**

Before ordering you must determine if your vendor is eVA registered and accepts the P-card. If the vendor is both eVA registered and accepts the P-card, you must also determine if the vendor accepts orders electronically through eVA. You can find all of this information at:

<http://learnabouteva.dgs.virginia.gov/Vendors.aspx>

eVA Registered

If the vendor is eVA registered and accepts the p-card, you will create a **PCO** order in eVA. If the vendor accepts orders electronically through eVA, no other action is required. If the vendor does not accept orders electronically through eVA, you must contact the vendor to place the order and supply them with your P-card information. PCO orders **are not** sent to Banner.

Non-Registered

If the vendor is not registered in eVA, you will create a **PCO** order in eVA. The cardholder is responsible for placing the order with the vendor and supplying them with the P-card information.

Cardholders should not wait for their monthly statements to enter confirming orders into eVA. This may cause the duplication of your order if the vendor is registered in eVA and receives their orders electronically.

**12. How do I enter a confirming order in eVA for another Pcard user?**

You will then create an **EP** order in eVA. The cardholder is responsible for placing the order with the vendor and supplying them with the P-card information. The order **will be** sent to Banner.

The encumbrance created by the **EP** order should be liquidated in Banner.

<http://www.controller.vcu.edu/banner/EncumbranceRemoval.pdf>

Failure to liquidate this order will cause the duplication of the amount on the department's budget.



**13. Given the requirement to enter P-card orders in eVA, what is the benefit in having a P-card?**

There are still many benefits to having and using a P-Card. Examples include: 1) merchants receive payment as quickly as 3 days, thereby improving vendor relations; 2) no Receiving is required in Banner; 3) many items that cardholders purchase are eVA exempt items and do not require eVA entry, please refer to the link above for eVA Exempt items; 4) the Commonwealth's Performance Measures require eVA non-exempt p-card transactions be entered into eVA; 5) the State Department of Accounts levies financial penalties for each non-P-card payment that is processed to a merchant that accepts the P-card.

**14. When do I need to liquidate a p-card encumbrance in Banner?**

Only entering a p-card order in eVA to a non-registered Vendor creates an encumbrance in Banner. Your PO number will begin with an "E" which will be sent to Banner. P-card purchase orders that begin with "PCO" are not sent to Banner.

**15. How do I see if a Vendor is eVA registered?**

Refer to Section S in the eVA & Banner Purchasing Manual.

<http://www.vcu.edu/procurement/EPBRManual.pdf>

**16. What if I need to have a requisition go to a Buyer in purchasing?**

If you need to get a requisition to come over to a Buyer in purchasing you need to have the amount be over \$7500 in order for them to see it.

**17. How do I cancel an order?**

The eVA system will not check to see if the order has been received or invoiced. To cancel an order in eVA depends on **status** of your order:

- a. Composing Status – *Cancel* – disappears from system.
- b. Submitted Status – *Withdraw* – moves to Composing status folder but cannot be cancelled and disappear from the system. Create a folder to move previously submitted-cancelled orders to.
- c. Approved Status – *Cancel* – stays in approved folder as Version 2 (V2) canceled

**18. How can I delete/edit a comment on my order?**

You **cannot** delete or edit an existing comment on an order. You can Copy your order, the comments will drop off and submit that order. The original order will need to be put in a personal folder for "junk" orders. If you are placing an order over \$7,500 **do not** put comments on the order.

**19. How long does it take for my change order to show up in Banner?**

Change orders take 48 hours after they are fully received in eVA to show up in Banner.



**20. How do I search Banner for vendor payments?**

Use form **FAIVNDH** to search the vendor history. This query will show all payments made to this vendor, dates and check numbers.

**21. Where do I search for a vendor in Banner?**

You will go to screen **FTMVEND** and refer to Section S in the eVA & Banner Purchasing Manual.

<http://www.vcu.edu/procurement/EPBRManual.pdf>

**22. How do I see if my DO has been received?**

You will go to screen **FOIDOCH** and refer to Section R in the eVA & Banner Purchasing Manual.

<http://www.vcu.edu/procurement/EPBRManual.pdf>

