BANNER PURCHASING MANUAL

December 2012 (Revised)

SCT BANNER SYSTEM

BANNER INTRODUCTION: Banner is a suite of products that is replacing what we know as the SCT Plus system. These products access a common database so that information can be shared across different systems that administer the numerous functions of the University. In Banner each screen is referred to as a form. Requisitions are entered within the Financial section of the system.

LOGGING INTO BANNER:

Banner runs in an internet environment (referred to as INB or Internet Native Banner).

In order to log into the system you will need a ULM Banner ID, User password and access to the Internet.

First you will access the ULM Banner Test Site by typing http://ulm-btestapp.ulm.edu:9099/ on the address line. Once on the Test Site click on Pre-Production [PPRD]

The University of Louisiana at Monroe - Banner Test Site

Internet Native Banner (INB)

| Banner Instance	Information
Training [TRNG]	User logs in with one of the generic training accounts. Used for SungardHE training. PIDMs and values may be added to TRNG but delivered data should not be removed.
Test [TEST]	User logs in with a personalized account. Used for SungardHE training and testing.
Pre-Production [PPRD]	User logs in with one of the generic training accounts. Used for tested Rule and Validation tables. No Personal ID or history information.

Self-Service Banner (SSB)

Training Database [TRNG]
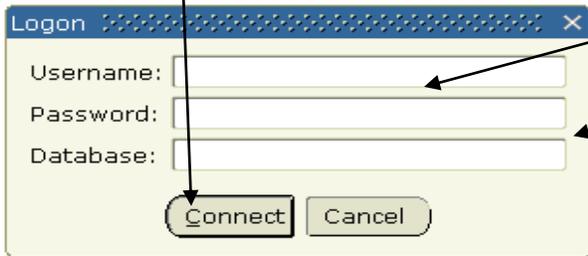TEST Database [TEST]
Pre-Production Database [PPRD]

Resources

Banner 8 Bookshelf Documentation

Click Run.
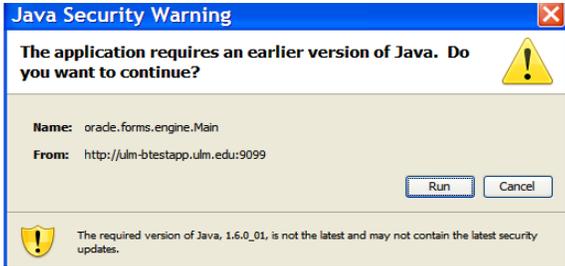
Next you will need your username and password to sign onto Banner. Enter your **Username** and **Password,** and click on **Connect.**   The Database field remains empty.

The Banner main menu will appear.

SCREEN LAYOUT

Menu Bar   **Direct Access**   **Title Bar**

Status Line Indicator   **Auto Hint Line**

Menu Bar

The menu bar contains pull-down menus of functions and commands that can be performed in Banner. When selecting items from the menu bar note that any menu item appearing in gray is disabled for that particular form or condition.

Direct Access

Form names can be entered into this field. Doing so will bring you directly to the form you are wanting to access.

Title Bar

The title bar of a form shows the descriptive name, seven character form name, Banner version and database name.

Status Line Indicator

This line shows the number of records in a block. The number of records saved will also be shown on the status line indicator.

Auto Hint Line

The auto hint line will display a variety of information, depending on the form and condition. Here you may find:

- Hints on the field the cursor is in

- Shows certain error messages

- If a field has a list of values associated with it.

MENU LAYOUT
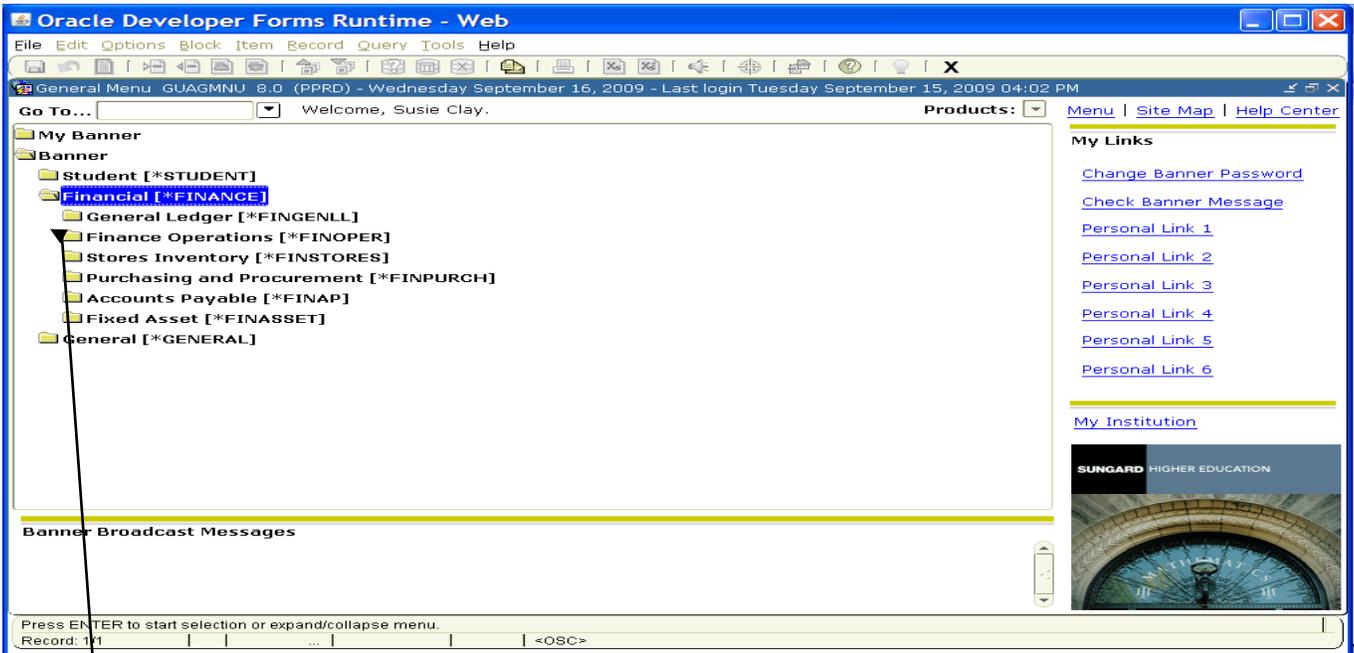
The main menu contains several ways to access forms, submenus, and jobs. Banner allows you to click on the **plus symbols** to expand a desired menu. These menu choices contain forms and sometimes additional menus. For example, to access a form in the requisition processing area of the financial menu, first click the plus symbol to the left of Financial then click the plus symbol to the left of purchasing and procurement. Then click the plus to the left of Request Processing. Here you will see different request related forms.

Opening Forms

There are two different options of opening forms while in the main menu. You can access a form by double clicking on the form name on the menu or you can enter the form name in the Go: field then press enter.
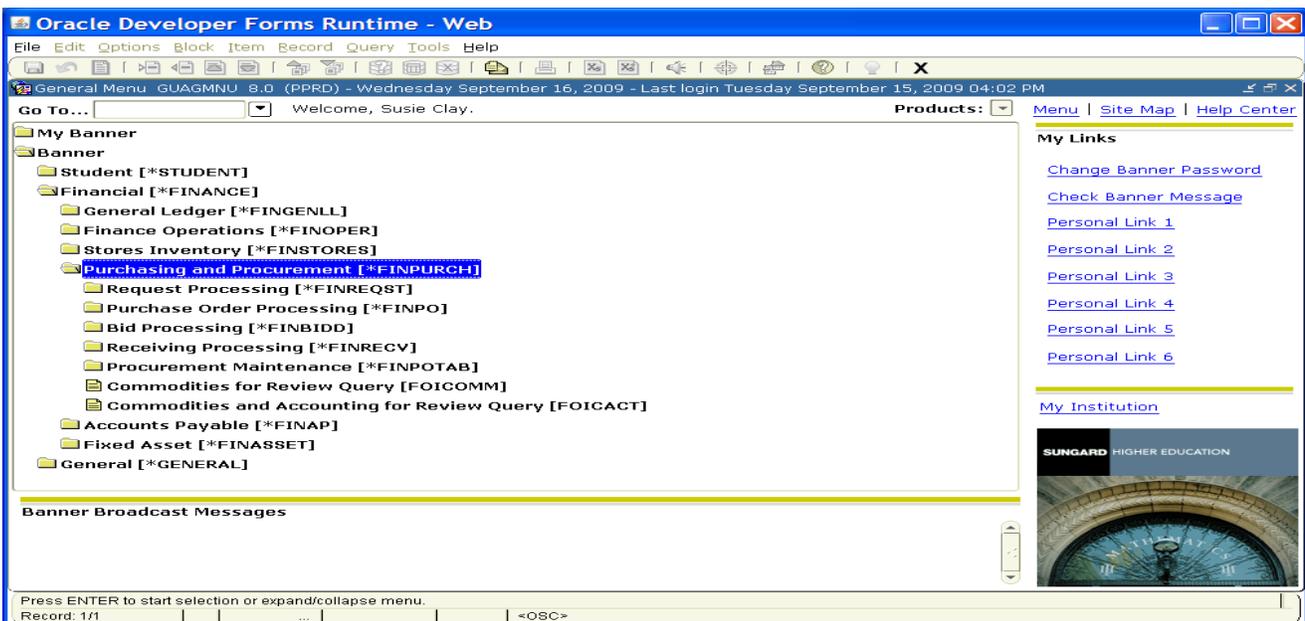
Accessing Forms while working in another form

If you are working in a form and you need to get to a new form there are two ways to accomplish this. You can choose to return to the main menu and enter the form name in the Go: field or you can select **file/direct access** from the menu bar and the direct access form will appear. Enter the form name in the **Enter a valid name** field. Click the start button or press enter. The requested form will appear.

```
File  Edit  Options  Block  Item  R
Direct Access
Object Search
QuickFlow
Select
Rollback
Save                    Direct Access Form  GUAPARM 5.0  (DUMY)        _ □ ×
Refresh
Print
Exit                        Enter a valid name: [                    ]
Exit QuickFlow
Preferences

SCT Banner XtenderSolutions              Start    Search    Clear    Cancel
SCT Banner XtenderSolutions - Info
```
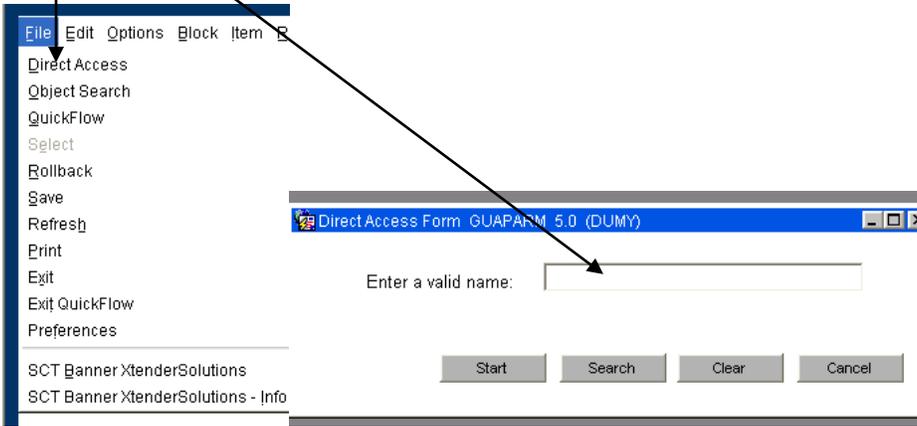
Elements of Forms

Field

A field is an area of a form where you can enter, query, change, and display specific information. The quickest way to navigate through fields is the TAB key

Search Icon (Magnifying Glass)

A form may contain one or more of these search icons. Clicking this button may open a related query form.

Information Block

Information Blocks are different sections of a form. For example, on the Commodity/Accounting requisition page the top section of the page is one information block (commodity description, cost, etc.) and the bottom portion of the form is another information block (accounting distribution). To get from one information block to the next, the next block icon will need to be selected (we will talk about this and other icons shortly).
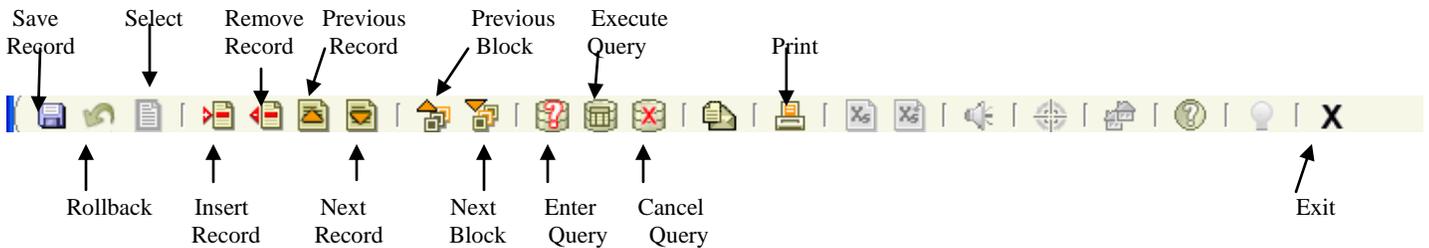
Options Menu (accessed via the Menu Bar)

The Options Menu displays other blocks in a form and other related forms allowing for quick access.

Field   Options Menu   Information Blocks

Search

SCREEN ICONS: The icons labeled below are the most commonly used buttons in Banner that offer quick access to banner functions**.**   This toolbar appears at the top of every Banner form**.**   A tool tip will appear as the mouse is moved over the icon.

Save   Select   Remove   Previous   Previous   Execute
Record   Record   Record   Block   Query   Print

Rollback   Insert   Next   Next   Enter   Cancel   Exit
                     Record   Record   Block   Query   Query

SAVE: Saves all changes entered since the last time you saved.

ROLLBACK:
   Application and Inquiry forms
   Clears all information (except key information) and returns you to the first enterable field in the key block.
   Validation forms
   Returns you to the first enterable field on the form.
   Query forms
   Returns you to the first enterable field on the calling form

SELECT: Enters the highlighted value into the current field of the form you are working from. List of Values uses **OK** as the select.

INSERT RECORD: Inserts a new blank record into the list of existing records.

DELETE RECORD: Removes all information for the current record. When you Save, the removed information is deleted.

ENTER QUERY: Puts the form into query mode so you can enter search criteria to see what information is already in the database.

EXECUTE QUERY: In query mode, searches the database and displays any records that match the search criteria.

CANCEL QUERY: Cancels the query and takes the form out of query mode.

PREVIOUS RECORD: Moves the cursor to the first enterable field in the record before the current record.

NEXT RECORD: Moves the cursor to the first enterable field in the next record of the current block and triggers next record logic coded into the form. If the cursor is in the last record, a new record is created.

PREVIOUS BLOCK: Moves the cursor to the previous block that has at least one enterable field. If the previous block is in another window, that window is opened.

NEXT BLOCK: Moves the cursor to the next block that has at least one enterable field. If the next area is in another window, that window is opened.

PRINT: Captures the active screen (only what you can see) and prints it to your local printer.

EXIT: *Forms and Windows* – Exits you from the form or window
　　　Main Menu – Exits you from Banner
　　　Query Mode – Cancels the query and takes the form out of query mode

Purchasing and Procurement

A flowchart depicting the Purchasing and Procurement process:

- Purchase Request → Assign Buyer → Is this Purchase to be Bid?
  - Yes → Create Bids
  - No → Assign Purchase Order
- Bid Header Information
- Create Bids and Bid Header Information → Assign Bidders → Bid Entry → Bid Award → Create Purchase Information
- Agreements → Vendor Products → Create Purchase Information
- Rush Order → Create Purchase Information
- Assign Purchase Order → Create Purchase Information → Are there changes to make to the PO?
  - Yes → Change Purchase Order
  - No → Receiving
- Change Purchase Order → Receiving
- Receiving → Delivery → (loops back to Purchase Request)

TABLE OF CONTENTS

Online Requisitioning

Creating

The requisition form consists of several forms. The **Requisition Form FPAREQN** is used to initiate the procurement process and to define the header information, requestor, commodity data, accounting data, balancing/completion data, and various other optional data screens. It is on the Requisition Form that you enter the items and accounting distributions for a purchase requisition.

Querying

The **Requisition Query Form FPIREQN** serves as a companion query form for the **Requisition Form FPAREQN**. It is on the Requisition Query form that you query information about the requisition in Banner.

Procurement Text Entry

Use the Procurement Text Entry Form **FOAPOXT** to enter text at the Header level or Commodity level. Select 'Procurement Text' from the 'Option' menu and perform a 'Next Block' to access the Text Field. This form is used to communicate information to a buyer pertaining to the requisition or to add information to print on the purchase order for the vendor.

Document Level and Commodity Level Accounting

Document Level Accounting is the default for all new requisitions. Document Level Accounting enables you to assign account distributions at the document level, rather than to specific line items. For a large document, which you may charge entirely to one or more accounting distributions, this means you only have to enter the distribution(s) once per document, instead of for each commodity record. The system expects and manages accounting distributions for the document in total. If you clear the "Doc Accounting" checkbox, you must assign accounting distributions to specific line items (Commodity Level Accounting). If you decide to change from Document Level Accounting to Commodity Level Accounting or vice versa, delete the existing accounting records, return to the Commodity block of the Commodity/Accounting window and reset the indicator.

Banner Receiving

Receipt acknowledgement is managed with the Banner receiving module. The receiving module contains the forms used in the process of receipt, adjustment, and return of goods and services. Banner's optional receipt required allows payment of an invoice only after matching invoiced items are correctly received. The invoiced and received commodity item quantities must match in order to pay.

THE REQUISITION ENTRY FORM – FPAREQN – Quick Reference

The **Requisition Entry form FPAREQN** contains six blocks of information. The table below shows the six information blocks with the corresponding information needed for each.

1. Requisition Number Block (Key Information Block)	There are three Options: • Click on the **Next Block** button for a new requisition. Banner will assign a new requisition number after the vendor is chosen • Enter a Requisition number or use the search feature to locate an existing requisition to modify and complete it. • Use the **COPY** feature to create a new requisition from an existing one.
2. Requestor/Delivery Block	Enter these things: • Requested delivery date • Org number (if different from default) • Contact person for delivery (if different from default). • Phone/fax number- Do not use dash
3. Vendor Block	Enter the correct vendor code, if known, or search **FTIIDEN** to locate. If the vendor that you need is not in the system, follow directions given by Purchasing.
4. Commodity Block	Enter the following information: • Commodity code : Leave blank • Description of each item • Quantity for each item • Price for each item
5. Accounting Block	Most of the data will populate these fields based on the user's security profile. The **Account Code** will always have to be entered. Change other data as necessary.
6. Balancing/Completion Block	There are two choices to consider: • **Completion** – this will send the Requisition to the designated buyer • **In Process** – select this option when you need to make changes before sending the requisition to a buyer.

REQUISITION PROCESSING

Navigate to the **Requisition** form **FPAREQN** either through the Banner main menu or by typing **FPAREQN** in the **Direct Access** field.
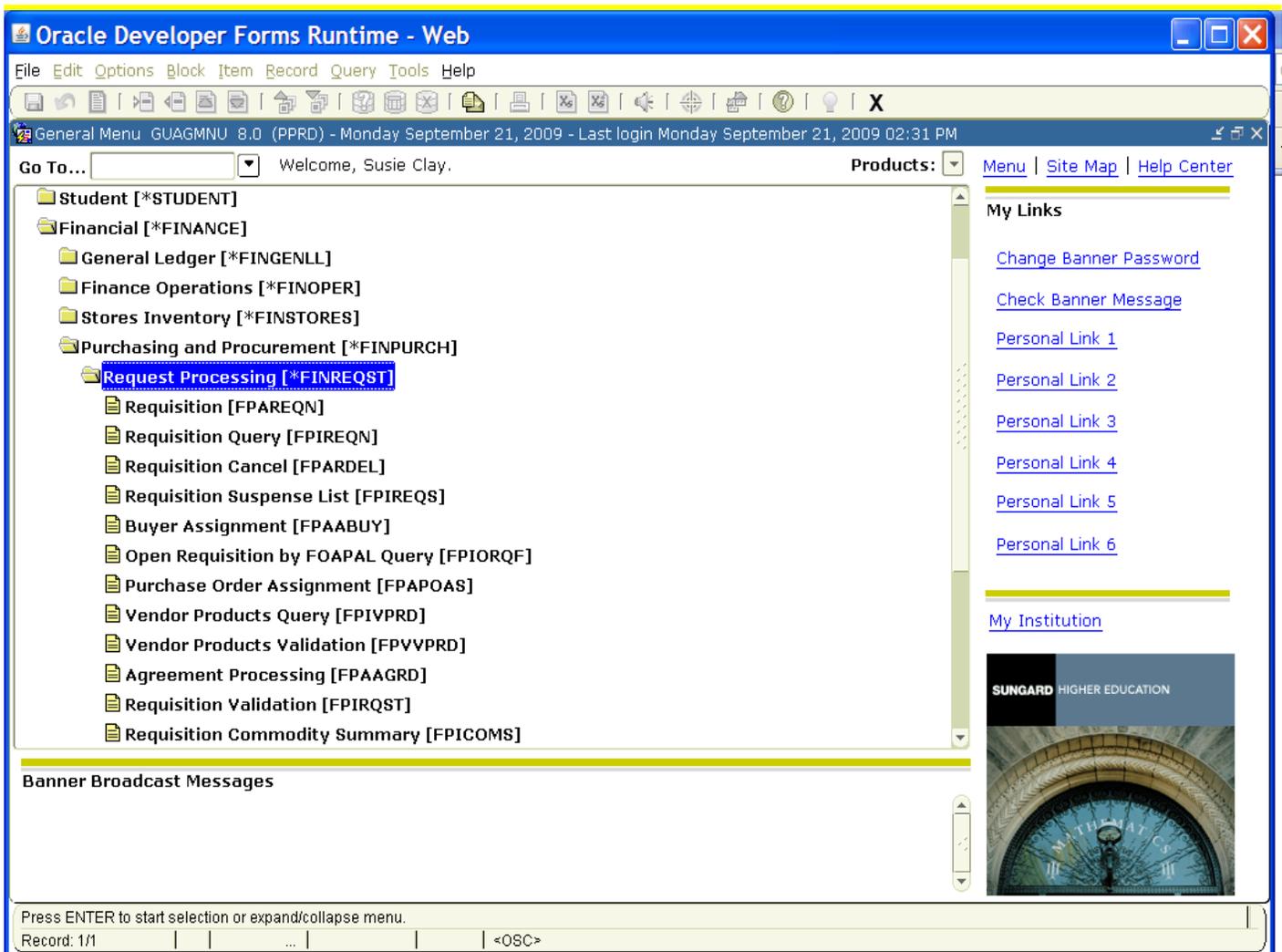
FPAREQN begins the procurement process by defining an internal request to acquire goods or services. It enables you to define departmental needs by identifying the requestor, vendor, commodity, and accounting information.

There are three Options from the Requisition Form. Click **NEXT BLOCK** to create a new requisition number, enter a current requisition number to modify an incomplete requisition (use the **search** feature if the number is not known), or click the **COPY** icon to create a new requisition from an existing one.
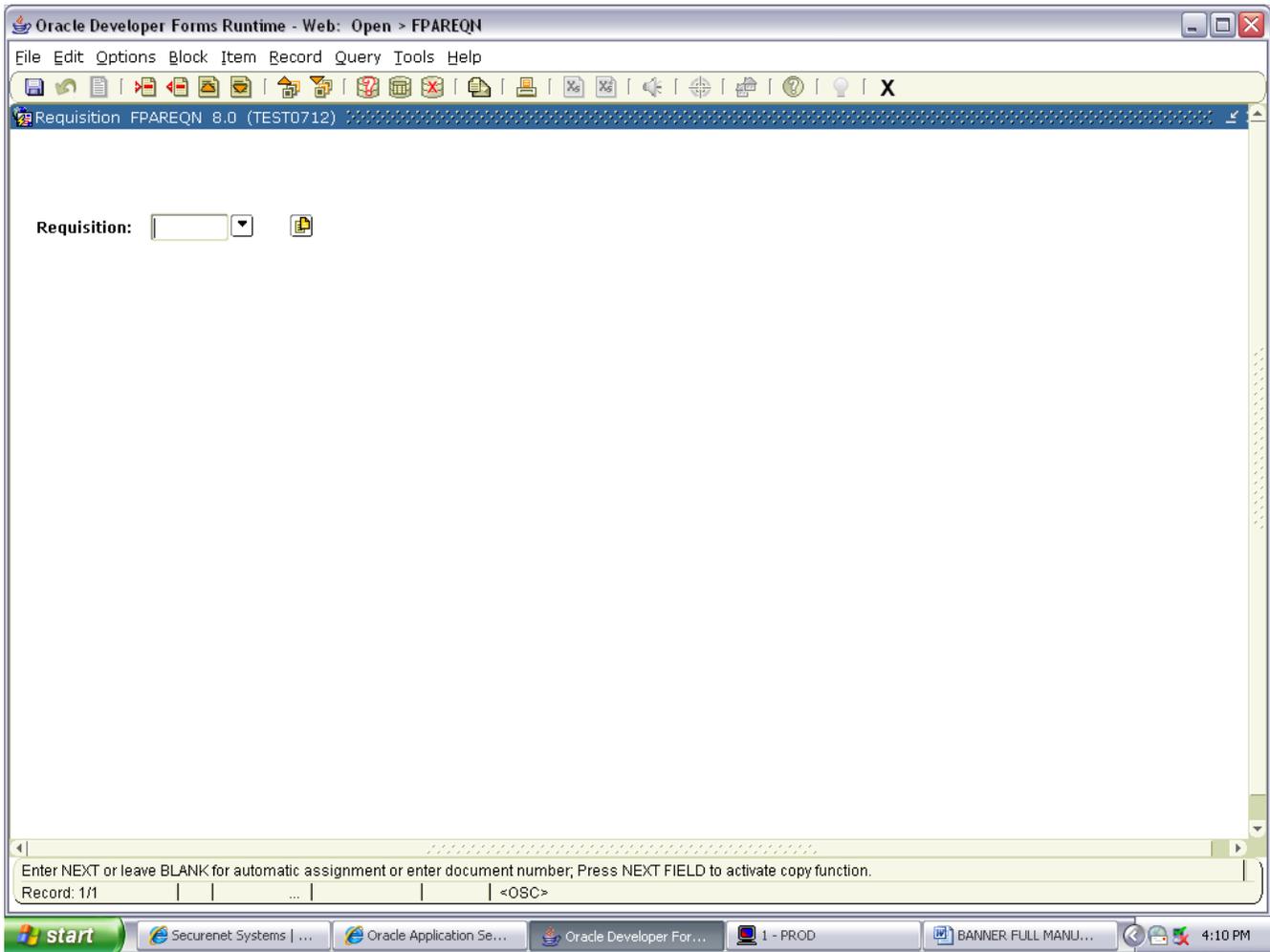
II. Creating a Requisition FPAREQN

Requisition Entry: Requestor/Delivery Information FPAREQN

Most of the fields on the **Requestor / Delivery** form will automatically populate based on the user's security profile. The **'Delivery Date'** will always need to be completed. Use **TAB** to navigate through the form.

1. **Order Date**: REQUIRED. Today's date automatically defaults.
2. **Trans. Date**: REQUIRED. Today's date automatically defaults.
3. **Delivery Date:** REQUIRED. Enter a realistic delivery date that the commodities on this requisition are to be delivered. If the delivery date is in the same month as the Order Date, you can enter just the day and press the TAB key to complete the date. The date must be reasonable and the same or later than the transaction date. The Delivery Date must be entered in a **MMDDYY** format.
4. **Comments:** Enter the purchase order classification code in the Comments Field. Classifications are as follows:
   RO - Regular order
   BO – Blanket order (no encumbrance)
   SO - Standing order (contract, maintenance, annual bids etc.)
   CMAO – Check Must Accompany Order
   SC - State Contract
   SS - Sole Source
   CO - Confirmation order
   MR - Major Repair
   PW - Public Works
   RE - Public Works (ULM policy)

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Optional. Enter delivery comments such as 'See Document Text', 'Delivery required no later than 11/29/05', or 'Fax to vendor today'. This field is limited to 30 characters.

5. **Requestor Field**: REQUIRED. Enter the requestor's name. Defaults to user based on security profile.

6. **COA Code:** REQUIRED. Chart **'M'** will default, which is for The University of LA-Monroe.

7. **Organization Code:** REQUIRED. Defaults based on user's security profile, or enter the **Organization code** number, if known, and **Tab** to populate the field. If the Organizational Code is not known, click on the search icon to locate the correct code number. Double click on the correct code number and the Organization Code will be populated in the Organization field.

8. **Email:** Enter your email address if not automatically populated.

9. **Phone:**   Enter your telephone number if not automatically populated. Do not enter a dash in the number.

10. **Fax:**   Enter your fax number if not automatically populated. Do not enter a dash between the numbers.

11. **Ship to**: REQUIRED. Defaults according to user's security profile. This is the code representing the physical location for delivery. Enter the correct 'Ship To' code, if known, or request a list by clicking the Search icon to locate another. If this information needs to be updated, call or email the Purchasing Department.

12. **Attention To:** REQUIRED. Enter the name of the department requesting the purchase.

III. Adding Document Text

The **Document Text** feature can be used to communicate special requests to Purchasing or to a vendor. If you have attachments such as a written quote, invoice, order form, etc. or if you need to request a verbal purchase order number, a reference to the request or attachment and how it will reach the Purchasing Department can be made on **Document Text**. Use the following method to add Document Text to your requisition.

1. Click **Options** in the menu bar and select **Document Text**. This will open the **Procurement Text Entry form FOAPOXT.**

2. Click the **'NEXT BLOCK'** icon or click into the first line of the Text area of the form to begin typing Document Text. Each line accommodates fifty (50) spaces. Once you have reached 50 spaces per line, use the down arrow key to move to the next line and continue typing.
    Note: If you want your text to print on the purchase order, ensure that the box next to the text line is checked. If the box is not checked, the text will only be visible when viewing your requisition in Banner.

3. Once you have completed the **Document Text**, click on the **Save** icon to retain the notation.
4. Click on the Black**Exit (X)** icon to close the form. You will return to the **Requisition Entry form FPAREQN.**

Click **"NEXT BLOCK"** to proceed to the Vendor Information form.

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IV. Requisition Entry: Vendor Information

CORRECT VENDOR 'ORDER FROM' ('OF') ADDRESS FOUND

1. A vendor code is **required** to complete purchase order. Click the **Search** icon in the Vendor field to execute a query. An Options List appears.
2. Click the '**Entity Name/ID Search**' **FTIIDEN** to locate the correct vendor. This will open the **FTIIDEN** form.

Entity Name/ID Search FTIIDEN

3. Tab to the **Last Name** field. Execute a query by entering a portion of the vendor's name in the **Last Name** field, followed by the wildcard "%" symbol. <u>Data searches in Banner are case sensitive.</u> Be sure to type only the first letter of the vendor's name in upper case.

4. Click the **Execute Query** key or press **F8** to view the list of possible vendor names resulting from the query search.
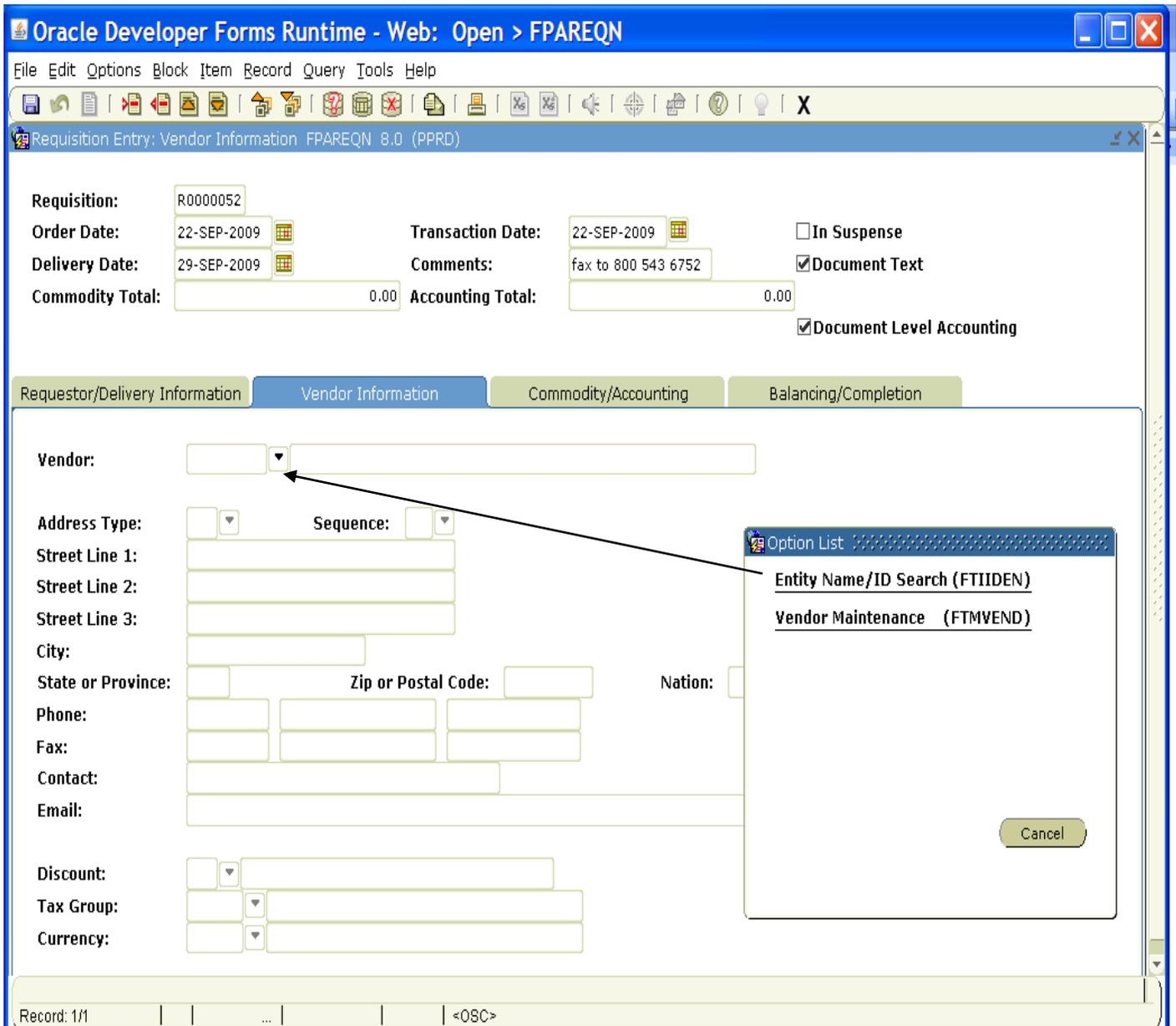
5. Click the Select icon or double clicking the selected vendor name in the **ID Number** field will populate all required fields on the **Requisition Entry form FPAREQN**.

VERY IMPORTANT: It is essential that the vendor address chosen is verified as being the correct address. Multiple addresses and alternate address types may exist for the same vendor. Alternate addresses may be viewed by clicking the search icon next to the Sequence # field. The **FOQADDR** form displays. Choose **'PO'** (Purchase Order) code for requisitions.

The above example illustrates two addresses for Abcam Inc. Select the Purchase Order **('PO')** address by double clicking in the **Code** field for the correct address profile. If the chosen address is **correct**, close the FOQADDR form by clicking the **Exit** icon**, "X",** on the menu bar.

Vendor NOT FOUND in Vendor File

If the vendor that you need is not located after a thorough search, a message will be indicated on the **Status/Hint** bar stating '**Query Caused No Records to be Retrieved'**.

Please note that you are able to complete a requisition without a vendor listed. When prompted, click yes at the completion of the requisition. If the vendor you wish to purchase from is not in the system, please complete the vendor information form located under forms for the Purchasing Department and obtain a

current W-9 from the prospective vendor. Email the form to your purchasing contact: Susie Clay-clay@ulm.edu; Rose Joseph- joseph@ulm.edu; or Shakeya Rodgers- Rodgers@ulm.edu referencing the requisition number.

We will need the following:
- Company Name
- Address, City, State, Zip Code
- Phone Number
- Fax Number
- Federal Tax Identification Number

Click the **'Next Block'** icon to proceed to the **Commodity Information Block.**

V. Requisition Entry: Commodity/Accounting

Overview:

The **Requisition** field is now populated with a Requisition number. Write down the requisition number for your future reference.

The Requisition Entry window is composed of two blocks; the **Accounting** block is visible but information cannot be entered into it until the **Commodity** block is complete.

Requisitions automatically default to Document Level Accounting. This means that all line items will be charged proportionally to one or more FOAPAL's.   If each line item in the requisition should be charged to a different **FOAPAL**, **Commodity Level Accounting** should be used. This is established by clicking in the **Document Level Accounting** box to remove the check mark.

Complete the Description for Each Line Item

Tab to the '**DESCRIPTION'** field and type the description for the item you are buying including model or product number, complete description, case packaging (6/case), etc. This field accommodates fifty spaces.

If the item description is longer than fifty spaces, additional descriptive text can be added to a commodity line by clicking '**Item Text'** under the **Options** menu. The **Procurement Text Entry** form (FOAPOXT) will be displayed. Click the **'NEXT BLOCK'** icon to access the lower portion of the form. Enter the additional desired text to be added to the commodity description.

When finished, click **SAVE** and the **EXIT** icon to return to the **Requisition Entry Form (**FPAREQN). If you have added text, the **Item Text** box is checked.

Tab to the **'U/M'** field. If "**EA**" is not a suitable unit of measure for this item, search additional choices by clicking the **Search** icon next to the **U/M** field and selecting the correct unit of measure from the menu by clicking twice. Tab to enter a **quantity**. Tab again to enter a **unit price**. Press the **TAB** key to extend this line item. Tab again to complete the **Extended Cost** column. Continue tabbing until the cursor returns to the '**Commodity'** field.

Optional: If you need to add additional line items to your order, click the **Next Record** icon or press the down arrow key to create a new commodity line. This will move the cursor to the next record, where a new commodity line item can be entered as indicated below:

Repeat the instructions above for entering subsequent commodity lines until all items have been entered. Remember, never leave a blank line. The system is reading it as a line item but is not able to compute it.

VI. Document Level Accounting / Commodity Level Accounting

Once the items to be purchased are entered, information about where these items will be charged must be provided. If this is a **Document Level Accounting** requisition, make sure the '**Document Level Accounting'** checkbox is checked. The Banner default is set to this option.

- **Document Level Accounting**: The system **does not link** any line item to a specific accounting distribution. The system defaults to this option. Use Document Level Accounting when **all** items on the requisition will be charged to one or more FOAPAL's.

- **Commodity Level Accounting**: The system **does link** each item to a specific accounting distribution. For this option, leave the **Document Level Accounting** box **unchecked**. Note: Commodity Level Accounting *must be used* when line items are a combination of fixed asset items (equipment).

Document Level Accounting

To enter the accounting distribution, click **'Next Block'**. The chosen Chart of Accounts automatically populates the **'COA'** field. Tab through the Accounting Information **(FOAPAL)** fields and they will default according to your security profile. If you have access to more than one **Orgn**, perform a search for other choices.

The **Account Code** (previously Sub Code in FRS) must be entered on every transaction. A list of account codes has been provided for your use in looking up and choosing the correct one. A known account code can be entered directly in the **Acct** field. If you don't know the account code, click the **Search** icon next to the **Acct** field to locate the correct account code in **FOQADDR**. HINT: Enter '7%' for the search value to limit results to only Supply & Expense Account Codes.

Place the cursor in the **COA** field and click twice to select the correct account code

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If all items will be charged to one **FOAPAL**, tab to the **'Extended'** field in the '**USD'** column. Continue tabbing to complete the fields. Perform a **"Next Block"** to proceed to the **Balancing/Completion** block.

If you are only charging a portion of the overall purchase to the previously specified account, click the '**Next Record'** icon or press the down arrow key. This will provide fields to enter additional **FOAPAL's** to the requisition, specifying the <u>percentage</u> or <u>exact amount</u> to be charged to each FOAPAL. To enter by percentage, click in the box beneath the **'%'** symbol to the right of '**Extended'**, and enter the percentage that you wish to allocate to this **FOAPAL** in the '**USD'** field. Tab to populate the fields. If you do not enter anything, 100% will be allocated into the extended field.

Repeat the above steps until all applicable **FOAPAL's** have been entered and the total for all items has been allocated.

If you decide to change from Document Level Accounting to Commodity Level Accounting or vice versa, delete the existing accounting records, return to the Commodity block of the Commodity/Accounting window and reset the indicator.

Commodity Level Accounting:

The **Document Level Accounting** checkbox is automatically populated by the System, so you can assign accounting distributions to the entire document. To assign accounting distributions to each commodity, click in this box to remove the check. This allows you to enter **FOAPAL** information for each line item or Commodity record. In order to keep track as you enter this information, the Commodity record remains highlighted as you move from the Commodity block to the Accounting block of this form by clicking the **NEXT BLOCK** icon.

Enter the first commodity line item, unit of measure, quantity, unit price, and tab to extend the line item cost.

Perform a **Next Block** function to access the accounting line for this commodity line item to enter the **FOAPAL**. The chosen Chart of Accounts automatically populates the **'COA'** field. **Tab** through the Accounting Information **FOAPAL** fields and they will default according to your security profile.

Uncheck by clicking in Doc Acctg box for Commodity Level Accounting

If you have access to more than one **Org**, click the **Search** icon for other choices. This will open the **Organization Code Validation** form. Tab to the **'Title'** column, and enter a portion of the name for which you are searching plus the '%' symbol.

Click the **F8** function key to execute the query.

Select a new **Orgn** that is data enterable (Y in the Data Entry column) and place the cursor in the **'COA'** (Chart of Accounts) column. Double click in the '**COA**' column to select the new **Orgn.**

This will return you to the Requisition Entry Commodity/Accounting block. Complete the **FOAPAL** with an **Account Code**. You can choose to enter the amounts either by percentage or dollar amount. To enter by percentage, click in the box beneath the **'%'** symbol to the right of '**Ext'**, enter the percentage that you wish to allocate to this **FOAPAL** in the '**USD'** field, and **Tab** to execute. If you do not enter anything, 100% will be allocated into the extended field.

Results:

Note: Click the '**Next Record'** icon or press the down arrow key to enter the next **FOAPAL**. This will provide a new field (highlighted in yellow) to enter an additional **FOAPAL** for this line item.

To search for a different **Orgn**, click on the **Search** icon to the right of **'Orgn.** Assign the **Account Code** and specify the percentage or exact amounts to be charged to each account.

Repeat the above steps until all applicable **FOAPAL's** have been entered. To add additional commodity lines and accounting information, perform a **Previous Block** function to go back to the **Commodity** records. Once in the Commodity area, perform a **Next Record** function or use the down arrow key to go to the next commodity line.

Complete the second commodity line with the, item description, unit cost, unit price, and extended price.

Click the **NEXT BLOCK** icon to enter the next **FOAPAL**.

This will provide a new field (highlighted in yellow) to enter an additional **FOAPAL** for this line item.

The **Distribute** checkbox will not be checked until the **FOAPAL** elements have been entered. Once the **FOAPAL** elements are entered, it will **always** display a check. This checkbox allows you to change the amount of the Commodity record, and automatically distributes the change to any **FOAPAL** records that are

attached to the commodity. If you do not want to automatically distribute the change to the commodity, click in the **Distribute** box to remove the check, perform a '**Next Block'** function to the **FOAPAL**, and make the changes manually.

VERY IMPORTANT: Corrections cannot be made to the accounting fields by overwriting the existing data. Each incorrect **FOAPAL** must be deleted and the correct information added.   To remove an accounting line, position the cursor on the incorrect accounting line in the **'C'** field, click '**Record**' on the menu bar, and select '**Remove'**. This will allow you to enter a new **FOAPAL** line and corresponding amount to be charged.

Once all accounting information is recorded, perform a '**NEXT BLOCK'** to access the **Balancing Completion** block.

Remember never leave a blank line. The system will read this as a new FOAPAL but will not be able to compute it.

VII. Balancing/Completion Block

The **Balancing/Completion** block is the final step in creating a requisition. In this block, you are verifying that the '**STATUS**' field shows the word **'Balanced'**. If it does **not**, the requisition is out of balance between the header, commodity and accounting records. You must correct problem areas and get the requisition to a status of **'Balanced'** before the document can be completed.

If Status = Balanced:

Click the **'COMPLETE'** button to complete the Requisition and forward it to the posting process. Once completed, this document cannot be changed or queried on form **FPAREQN**.
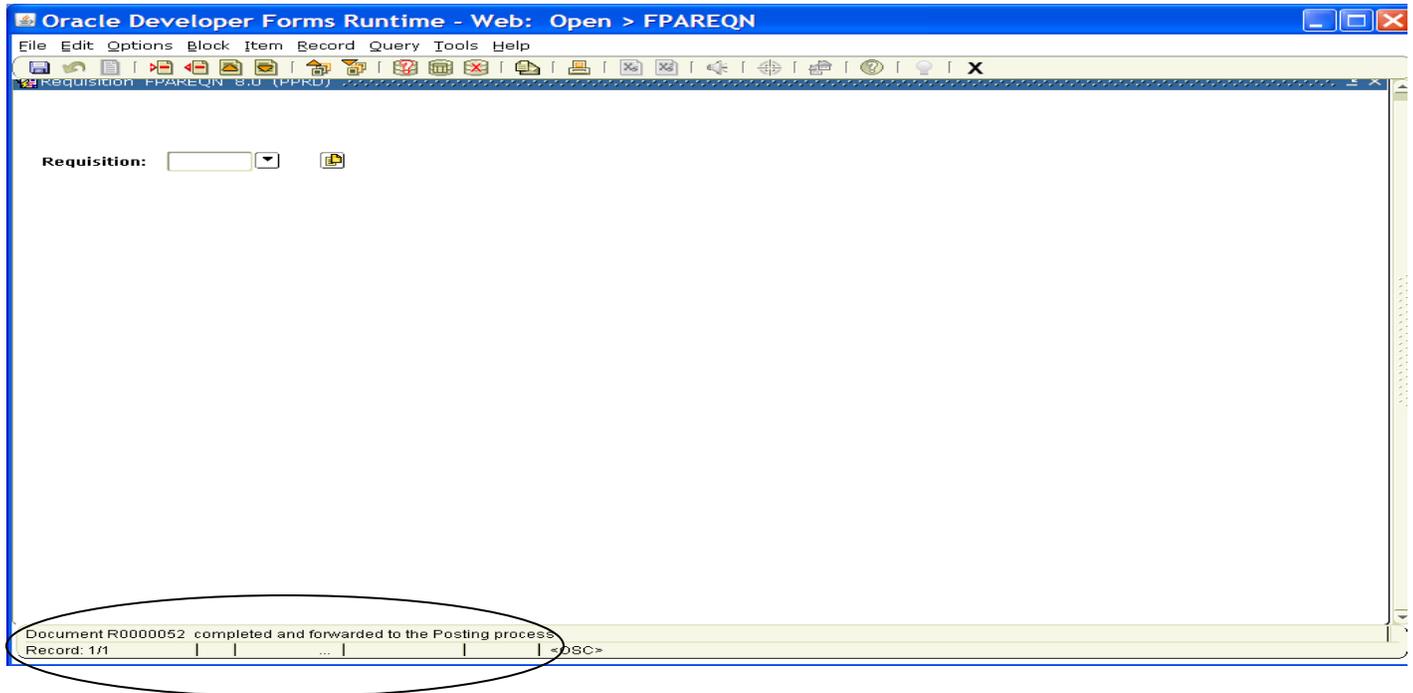
Click the **'IN PROCESS'** button to save the document for retrieval and completion at a later point in time. This will save the requisition information you have input, but will not complete it, or forward it to the posting process. It is your responsibility to complete this requisition or cancel it, if no longer needed.

If Status = COM/ACCT or any other message:

Research the **'out of balance'** condition and correct. If you need to retreat back to a previous information block to make modifications or corrections, click the **Previous Block** icon to return to the previous information block. When **Status = Balance**, follow the above instructions for completion.

IMPORTANT: Get in the habit of reading the messages on the **Auto Hint/Status bar**. If it indicates a suspended or suspending notice, your requisition could be either **Incomplete** or **NSF**. Return to the **Commodity/Accounting** page to see if the Distribute box has a check mark in it. If not, then you need to do the accounting. Do not click on **Complete** if the message on the prompt bar indicates a suspended record. **Once a requisition has been completed, it can NOT be edited or changed**.

To change a completed requisition, have the approval to deny the requisition. It can be corrected at that time. The requisition must be completed again.

VIII. Removing an Unwanted, Incomplete Requisition

If you enter a requisition and choose never to complete it, the requisition needs to be deleted. If the requisition is not deleted, the amount will be used in NSF (non-sufficient fund) checking as a reservation against the available budget. This could mean that a future requisition could be placed in NSF status when funds are actually available.

An **In Process** requisition can be removed from the system at the department level.

1. Access the **Requisition Form FPAREQN.**

2. Enter the requisition number, if known, or click the **Search** icon to select the correct requisition by clicking twice on the **Request** number. This will return you to **FPAREQN** with the selected Requisition number.
3. Perform '**Next Block'** to open the requisition. The cursor will be in the **'Order Date'** field.
4. Click **'RECORD'** on the menu bar and choose '**REMOVE**' from the drop down menu. The **Status/Hint** bar indicates '**Press Delete Record Again to Delete this Record'**.

To change a completed requisition, have the approval to deny the requisition. It can be corrected at that time. The requisition must be completed again.

34
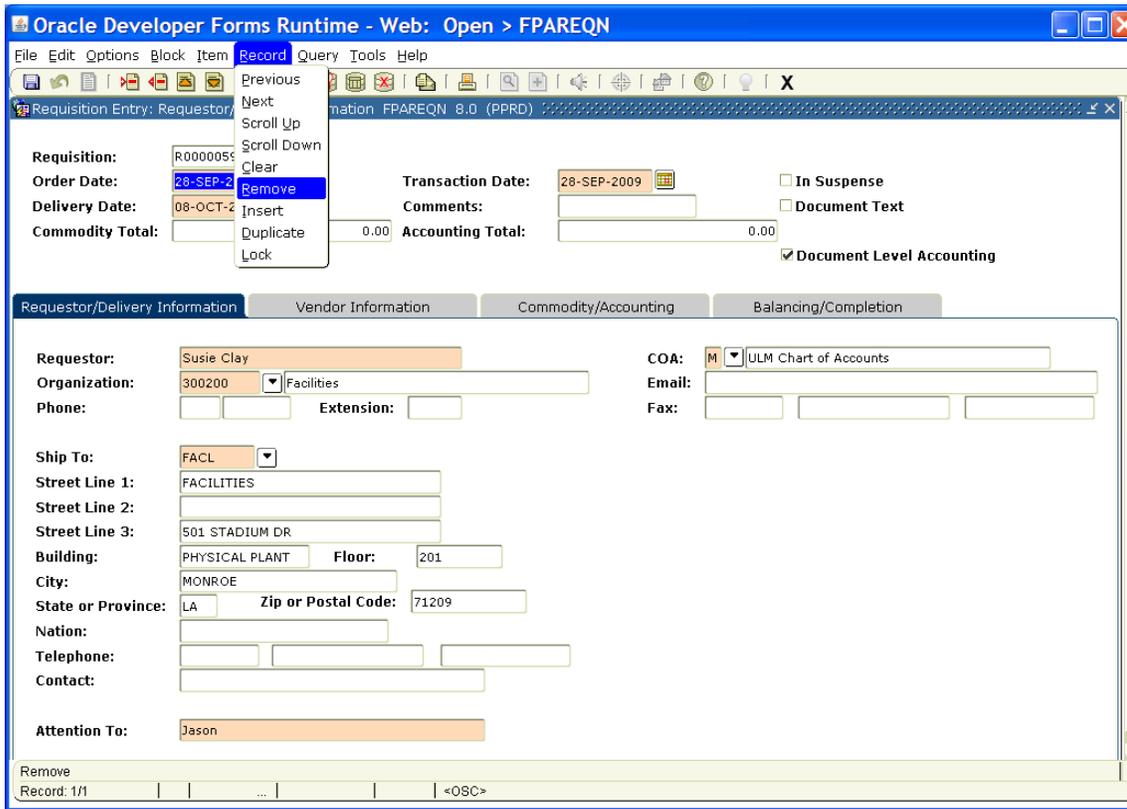
5. Click **RECORD** and choose **REMOVE** again to permanently delete this requisition. A window opens with the message **'All Commodity and Accounting Records will be deleted**. Click **OK**

6. The Status/Hint bar indicates **'Deletion of Requisition is completed'**.
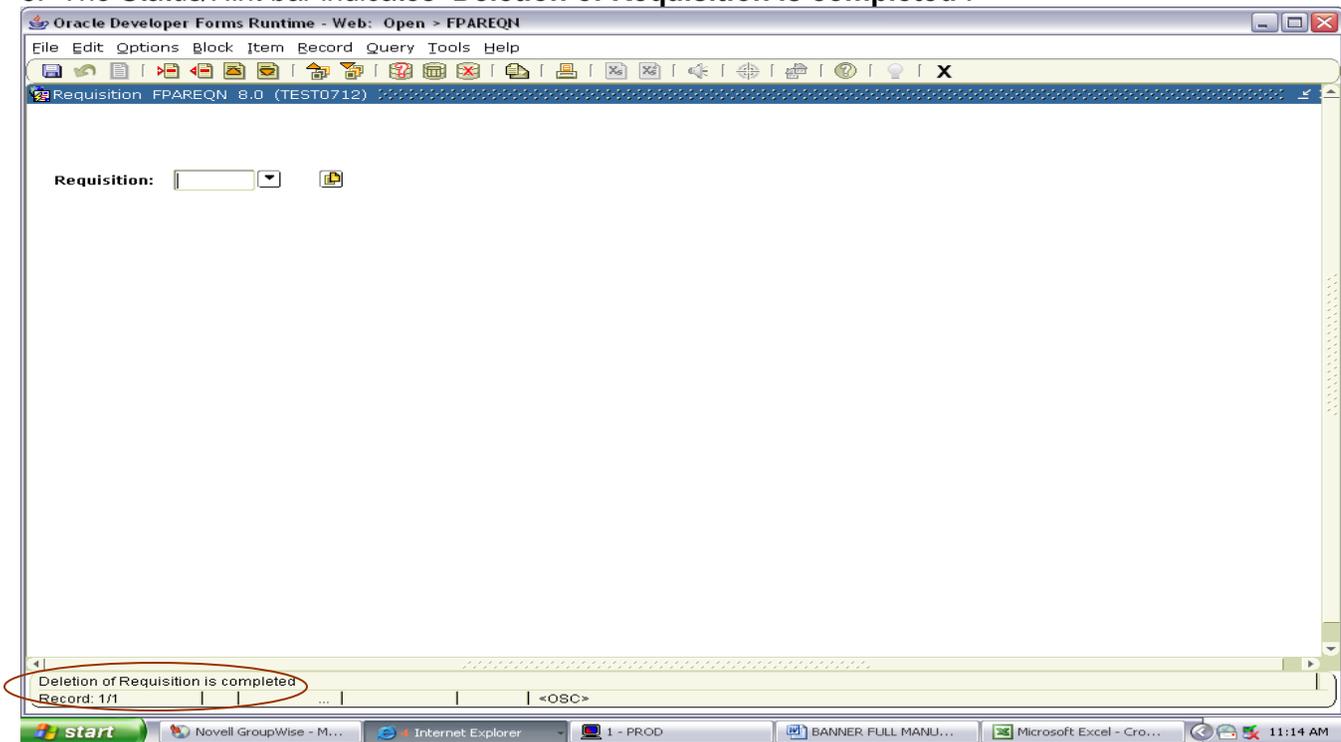
IX. Removing a 'Completed' Requisition

A requisition that has been entered into Banner and labeled 'Complete' and has been approved **can only be cancelled by the Purchasing Department**. Use the purchasing/cancellation form to request the cancellation of the requisition citing the assigned requisition number and the reason for cancellation.

X. Copy Requisition Option:

This option enables you to copy data from a completed and posted requisition to a new requisition document. This option is helpful for issuing new orders to the same vendor for essentially the same items.

1. To copy data from a completed and posted requisition to a new requisition, access the **FPAREQN** form, and click the **Copy** icon. Enter the requisition number that you want to copy, if known, or click the **'Search'** icon to select the appropriate requisition number. Use the vendor field to verity that you have selected the correct requisition. Click **OK** to copy the information from the old document to the new document.

2. The requestor, vendor, commodity, and accounting information are carried forward to the new document. Enter a **Delivery Date** and navigate through the new requisition making necessary changes to remove the document from suspense and complete it.

XI. Querying Completed Requisitions

The status of existing requisitions is available on form **FPIREQN** from the Banner main menu, or by typing **FPIREQN** in the **Direct Access field**. This process allows you to review existing requisitions to verify if a requisition has been completed, printed, cancelled or closed, and the date the activities occurred.

1. Enter an existing requisition number, if known, or click the **Search** icon to locate the correct requisition.

2. Select one requisition from the list by placing the cursor in the requisition number field and clicking twice.

3. Click Next Block to access the Requestor/Delivery Information window. Review all desired information.

4. Click Next Block to access the Vendor Information window. Review all desired information.

5. Click Next Block to access the Commodity/Accounting window. Complete your review by clicking the Exit icon to exit the form.

XII. Query Functions:

Some forms automatically open in query mode, usually because a large number of records would have to be retrieved. When a form opens in query mode, **Enter Query** appears in the status line. You can immediately specify search criteria to narrow the search. If a form does not open in query mode you must put the form into query mode by clicking **F7** before you can enter search criteria.

To Query Information:

1. Access the form you want to query.

2. If the form opens in query mode (**Enter Query** is in the status line), go directly to step 3. If the form does not open in query mode (**Enter Query** is not in the status line), select the **Enter Query** function '**F7'**.

3. Enter the search criteria. You can query information in any field that you can access. You can use the wildcards % and _. Use upper and lower case characters. **Capitalization matters**. Data is matched against the search criteria exactly as you enter them.

4. Select the Execute Query function, '**F8**'. The form displays all records that match the search criteria.

Wildcards:
- The character **%** represents any number of unspecified characters.
- The character _ represents one occurrence of an unspecified character.
- The following examples illustrate the use of wildcards:

To get these results:	Enter this criteria:
All entries that contain "ma"	%ma%
All entries that begin with "ma"	Ma%
All entries that have "ma" as the last two characters	%ma
All entries that have "m" as the second character	_ma%

SECTION 2: QUERYING FINANCE DOCUMENTS & TRACKING A REQUISITION

TRACKING A REQUISITION USING FOIDOCH

SEARCHING FOR DOCUMENT DETAILS IN FOIDOCH

Tracking a Requisition using FOIDOCH

The Document History Form **FOIDOCH** displays the processing history of purchasing and payment documents. It identifies and provides the status of all documents that are in the processing path for the document that you need to query.

To look up a requisition on the **FOIDOCH** form, follow these steps:

1. From the Main Menu, enter **FOIDOCH** in the Direct Access
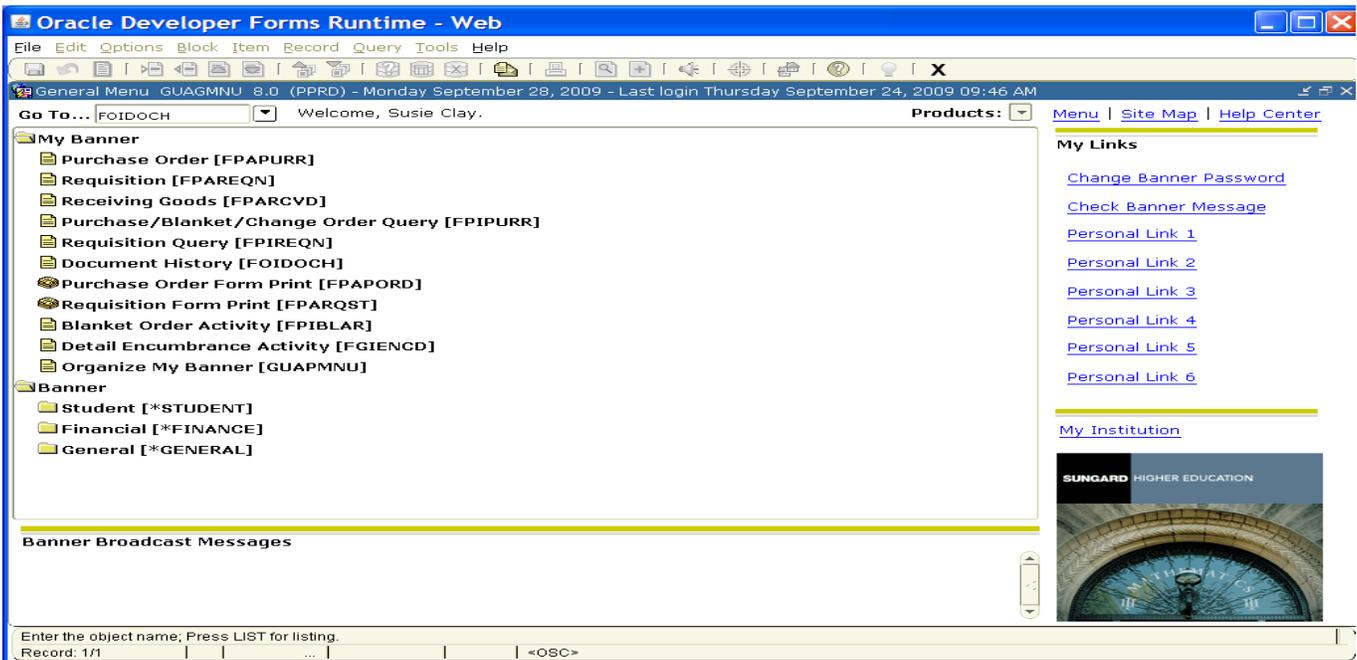
2. Type "**REQ**" in the **Doc Type** field, or click the search icon. This is document code for a requisition.

3. Type the requisition number in the **Doc Code** field. Include the "R" in front of the number.
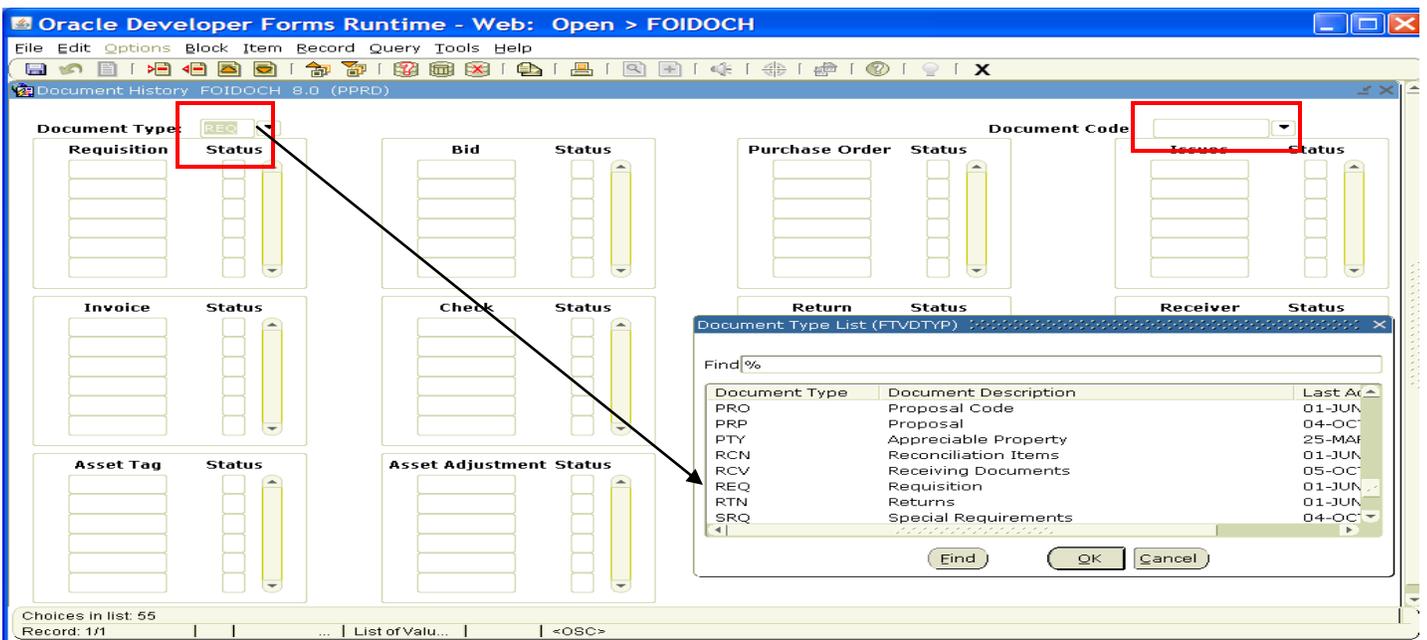
Searching for Document Details in FOIDOCH

If you don't know your document number, you can search for a document using various search criteria. To search for a document, follow these steps:

Doc Type Field:

REQ – Requisition

PO – Purchase order

Inv – Invoice

Doc Code Field:

Click to search for a document

1. If the **Doc Type** and **Doc Code** fields are populated with data that doesn't apply to your search criteria, click the **Rollback** button on the toolbar to clear all search fields.

2. Type the document type code into the Doc Type field (**REQ** – Requisition, **PO** Purchase Order, **INV** – Invoice).

3. Click on the searchlight next to the **Doc Code** field. This will open a search form based on the **Doc Type** you previously entered.

4. Press the **F7** key to enter **Query Mode**. This will clear the data in the form and allow you to search for your document.

Org Code Field:

Type your Org code here to search for related req's.

You can also search most other fields on this form.

Searching for Document Details in FOIDOCH (continued)

5. To search for all requisitions related to your Org, type your Org code in the Org code field.

6. Press the F8 key. The results will appear in the form. You can scroll down to see more from the list.

7. Double-click on the **Req** number of the document you want to retrieve. This will return you to the **FOIDOCH** screen with information for that requisition.

   This process can be followed for requisitions, purchase orders, and invoices.

Click **Next Block** to view the results. All documents associated with your document will be indicated on the **FOIDOCH** screen.

Requisition – used to request goods and/or services

Purchase Order – used to place the order with a vendor

Invoice – forwarded to Accounts Payable by the vendor

Check – used to pay invoices

Searching for Document Details in FOIDOCH (continued)

Note: A description for each status indicator can be found by selecting **Options** from the Toolbar, then selecting **View Status** Indicators. The Status Indicator menu box will appear as shown above. Click **Cancel** to close the menu box.

You can search for details on any of these documents by using the **Options** menu. To view details of a document, follow these steps:

1. Select one of the documents by clicking on the document number.

2. Click on the **Options** menu and select Requisition Information, Purchase Order Information, Invoice Information, or Check Information. The name of the information offered will depend on which document type you have selected. (see screenshot below)

Searching for Document Details in FOIDOCH (continued)

After selecting the last item, click **Next Block**. This will allow you to view the details of the chosen document.

Purchase Order Detail Screen

Invoice Detail Screen

Searching for Document Details in FOIDOCH (continued)

Check Detail Screen

When you have completed your review, click the **Exit** button to close the form and return to the **FOIDOCH** form.

Detailed Transaction Activities and Budget Status

All transaction activities associated with a specific requisition or purchase order can be viewed on form **FGITRND.** This form provides dates and any encumbrance or release of funds associated with these forms as well as the date and user code of the individual in Finance who initiated the transaction.

The budget status of a requisition or purchase order can be queried and viewed on form **FGIBDST.** This form is associated specifically with a FOAPAL. Only those items charged to a specific FOAPAL can be queried on this form. For documents with multiple FOAPAL assignments it is necessary to query **FGIBDST** for each FOAPAL.

Oracle Developer Forms Runtime - Web: Open > FGIBDST

File Edit Options Block Item Record Query Tools Help

Organization Budget Status FG Next Block .0.1 (TEST0712)

Chart:	N		Organization:	2160		Purchasing
Fiscal Year:	09		Fund:	10000		General Fund Operating
Index:			Program:	70		Institutional Support
			Account:			
☐ Query Specific Account			Account Type:			
☑ Include Revenue Accounts			Activity:			
Commit Type:	Both		Location:			

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
611000	L	Personal Services - BUDGE	253,051.00	0.00	0.00	253,051.00
621310	L	Wages-Intermittent Employ	32,500.00	0.00	0.00	32,500.00
631320	L	Student Labor-Regular	13,000.00	923.56	0.00	12,076.44
652000	L	Related Benefits - BUDGET	84,681.00	0.00	0.00	84,681.00
722000	E	Travel - BUDGET ONLY	100.00	0.00	0.00	100.00
733000	E	Operating Services - BUDG	12,573.00	0.00	0.00	12,573.00
733118	E	On Campus Printing Publica	800.00	0.00	0.00	800.00
733511	E	Dues and Memberships	0.00	710.00	0.00	-710.00
733620	E	Freight and Express	0.00	81.06	0.00	-81.06
733799	E	Telephone Charges Allocate	2,000.00	59.01	0.00	1,940.99
733999	E	Other Operating Servi-Misc	0.00	90.60	20.00	-110.60
744000	E	Supplies - BUDGET ONLY	2,284.00	0.00	0.00	2,284.00
		Net Total:	-406,489.00	-2,265.03	2,264.00	

Dup Item for Detail,Count Query for Orgn. Summary, Dup Rec for Encum. List
Record: 1/17 | | | ... | | | <OSC>

start | Novell GroupWise - M... | Internet Explorer | 1 - PROD | BANNER FULL MANU... | 1:42 PM

SECTION 3

GLOSSARY OF BANNER FORMS

FPAREQN: Requisition Form, used to create purchase requisitions.

FOAPOXT: Procurement Text Entry. Used to enter text on the requisition header.

FTIIDEN: Vendor Search, used to locate a vendor's record in the A/P vendor database.

FPIREQN: Form to review existing requisitions to verify status.

FPIPOHD: Purchase order validation form by purchase order number.

FPIOPOV: Form to view open purchase orders by vendor.

FPIPURR: Form to query purchase orders, change orders or blanket orders.

FOIDOCH: Document history form. Displays status of all purchasing and payment documents. *EXCELLENT RESOURCE!*

FGITRND: Form for detail of all transaction activities associated with a requisition or purchase order.

FGIBDST: Form to view budget status of a document by FOAPAL.

FOAUAPP: Form to approve requisitions