



Office of **Purchasing**



Banner Purchasing Manual

June 2009

INTRODUCTION

This manual was developed by the Nicholls State University Purchasing Department to assist Banner users at the University in understanding and becoming proficient with the different forms and functions relating to purchase requisitions, purchase orders, and receiving. It is revised periodically to include additional helpful information for the campus as it becomes available.

While this information is intended to be a tool to increase the campus' understanding of the various features of Sunguard/SCT Banner it is in no way intended to address unique situations and/or questions your department may have concerning Banner. For this purpose, departments are encouraged to contact any member of the Purchasing staff for assistance.

While we may not have the answer to a specific question immediately, there are a variety of resources available to enable us to find answers in an expeditious manner. There are no "stupid questions"! A great deal of the information acquired by the Purchasing Department staff regarding Banner is the direct result of questions posed by users and the process of finding a solution.

If you have any questions concerning your requisitions, please feel free to contact either Pattie Breau at X4037 or Carmen Hamilton at X4532.

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SECTION 1: CREATING REQUISITIONS

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OVERVIEW

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 Acctg" 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.

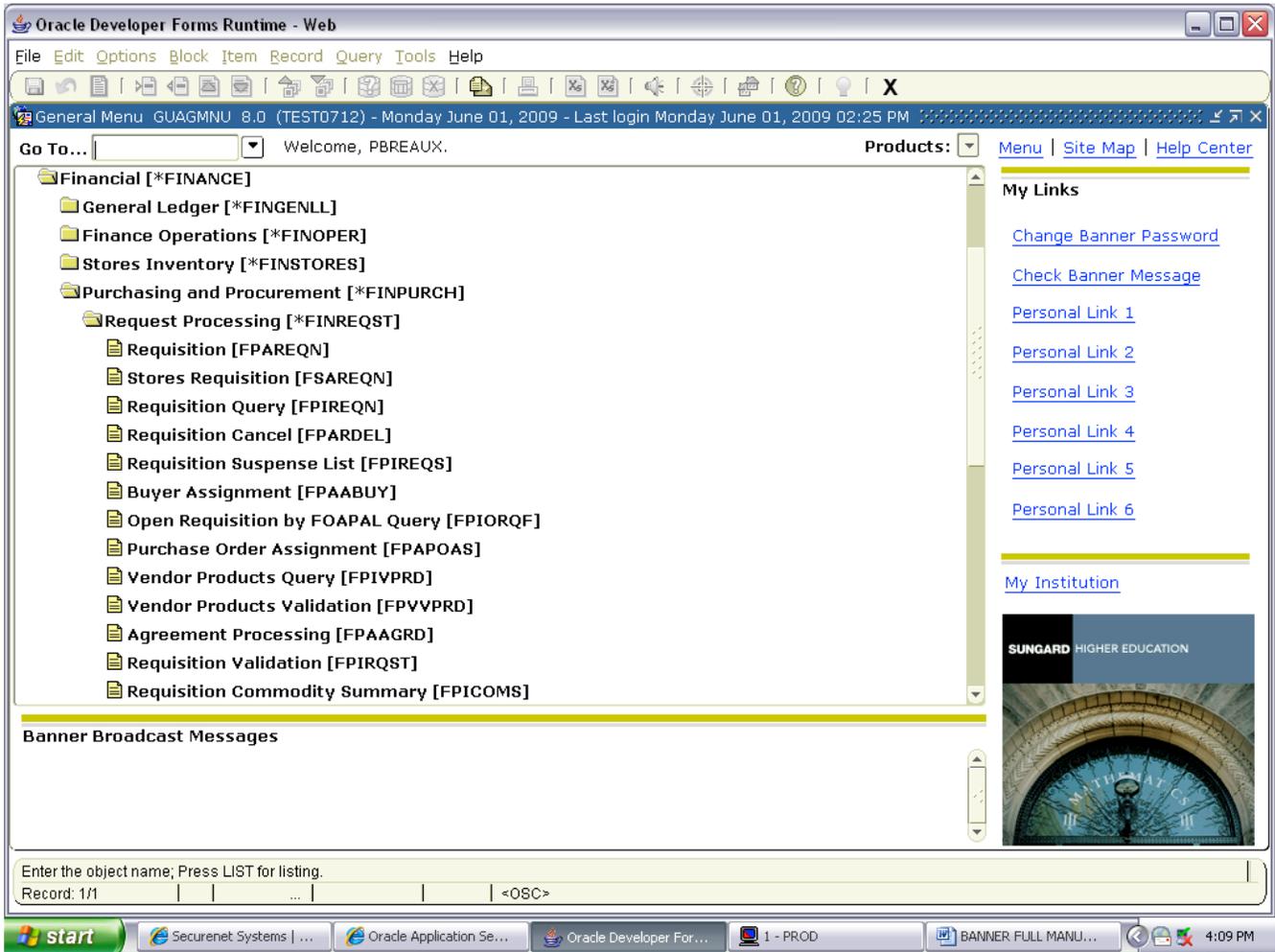
THE REQUISITION ENTRY FORM – **FPAREQN** – Quick Reference

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.

<p>1. Requisition Number Block (Key Information Block)</p>	<p>There are three Options:</p> <ul style="list-style-type: none"> • 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.
<p>2. Requestor/Delivery Block</p>	<p>Enter three things:</p> <ul style="list-style-type: none"> • Requested delivery date • Org number (if different from default) • Contact person for delivery (if different from default).
<p>3. Vendor Block</p>	<p>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.</p>
<p>4. Commodity Block</p>	<p>Enter the following information:</p> <ul style="list-style-type: none"> • Commodity code : Leave blank • Description of each item • Quantity for each item • Price for each item
<p>5. Accounting Block</p>	<p>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.</p>
<p>6. Balancing/Completion Block</p>	<p>There are two choices to consider:</p> <ul style="list-style-type: none"> • 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.

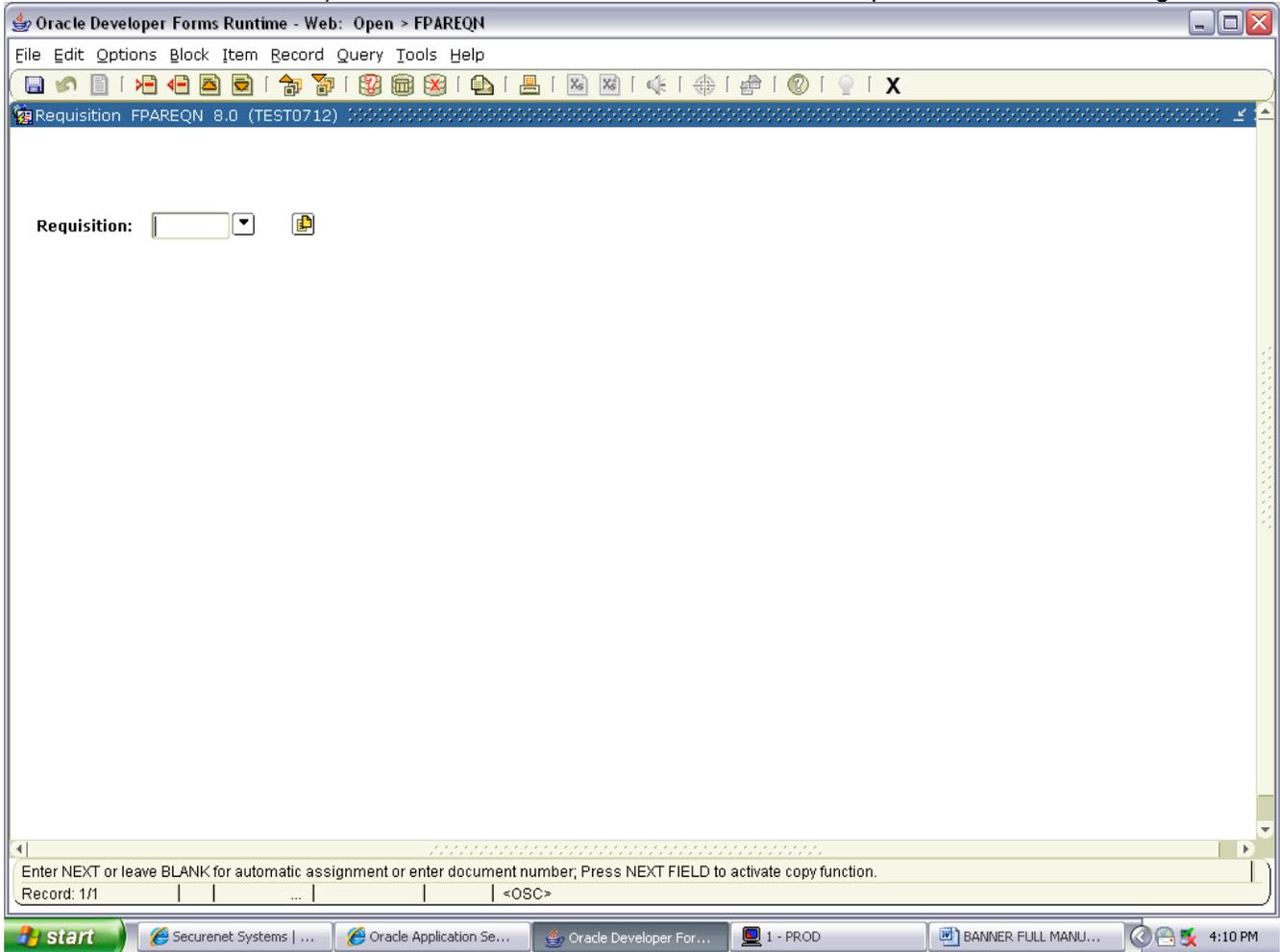
REQUISITION PROCESSING

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.

Oracle Developer Forms Runtime - Web: Open > FPAREQN

File Edit Options Block Item Record Query Tools Help

Requisition Entry: Requestor/Delivery Information FPAREQN 8.0 (TEST0712)

Requisition: NEXT

Order Date: 01-JUN-2009 **Transaction Date:** 01-JUN-2009 In Suspense

Delivery Date: 01-JUN-2009 **Comments:** Document Text

Commodity Total: 0.00 **Accounting Total:** 0.00 Document Level Accounting

Requestor/Delivery Information Vendor Information Commodity/Accounting Balancing/Completion

Requestor: Patricia L Breaux **COA:** N Nicholls State University

Organization: 2160 Purchasing **Email:** pattie.breaux@nicholls.edu

Phone: 985 448 **Extension:** 4037 **Fax:** 985 448 4921

Ship To: REC

Street Line 1: Nicholls State University

Street Line 2: Central Receiving Warehouse

Street Line 3: LA HWY 1

Building: **Floor:**

City: Thibodaux

State or Province: LA **Zip or Postal Code:** 70301

Nation:

Telephone:

Contact:

Attention To: Purchasing

Enter name for Attention-to label on Ship-to address.

Record: 1/1 | ... | <OSC>

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:** 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 'N' will default, which is for Nicholls State University.
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.
10. **Fax:** Enter your fax number if not automatically populated.
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**.

The screenshot shows the Oracle Developer Forms Runtime - Web interface for the FPAREQN form. The 'Options' menu is open, and 'Document Text [FOAPOXT]' is selected. The form displays the following information:

- Transaction Date:** 01-JUN-2009
- Comments:** (empty)
- Accounting Total:** 0.00
- In Suspense:**
- Document Text:**
- Document Level Accounting:**

The form is divided into four tabs: Requestor/Delivery Information, Vendor Information, Commodity/Accounting, and Balancing/Completion. The Requestor/Delivery Information tab is active, showing the following details:

- Requestor:** Patricia L Breaux
- Organization:** 2160 Purchasing
- Phone:** 985 448, **Extension:** 4037
- COA:** N Nicholls State University
- Email:** pattie.breaux@nicholls.edu
- Fax:** 985 448 4921
- Ship To:** REC
- Street Line 1:** Nicholls State University
- Street Line 2:** Central Receiving Warehouse
- Street Line 3:** LA HWY 1
- Building:** (empty), **Floor:** (empty)
- City:** Thibodaux
- State or Province:** LA, **Zip or Postal Code:** 70301
- Nation:** (empty)
- Telephone:** (empty)
- Contact:** (empty)
- Attention To:** Purchasing Department

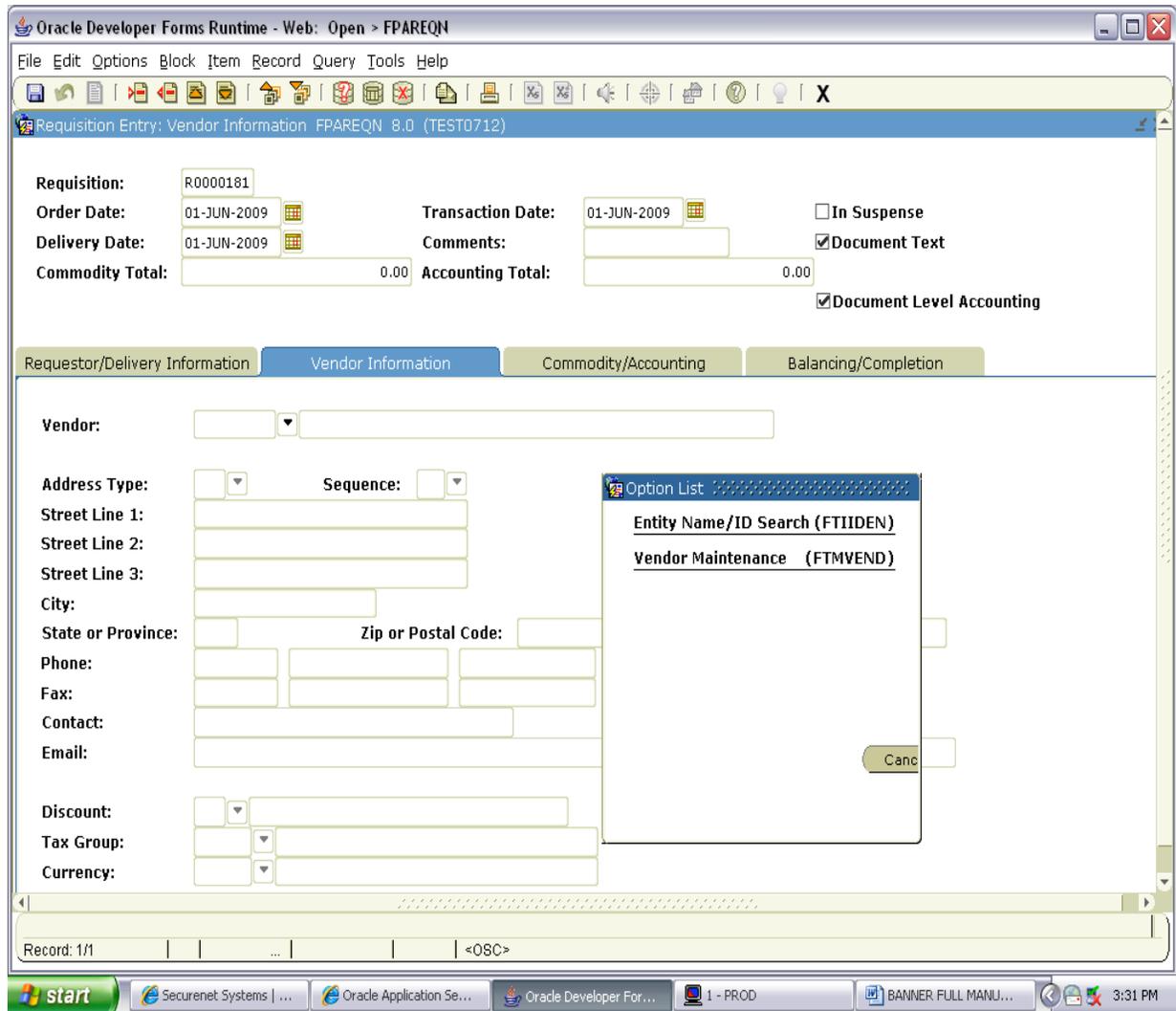
The status bar at the bottom indicates: Enter Ship-To code. Required for completing requisition. Record: 1/1. List of Valu... <OSC>

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.

IV. Requisition Entry: Vendor Information

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

1. A vendor code is **required** to complete requisitions. 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.

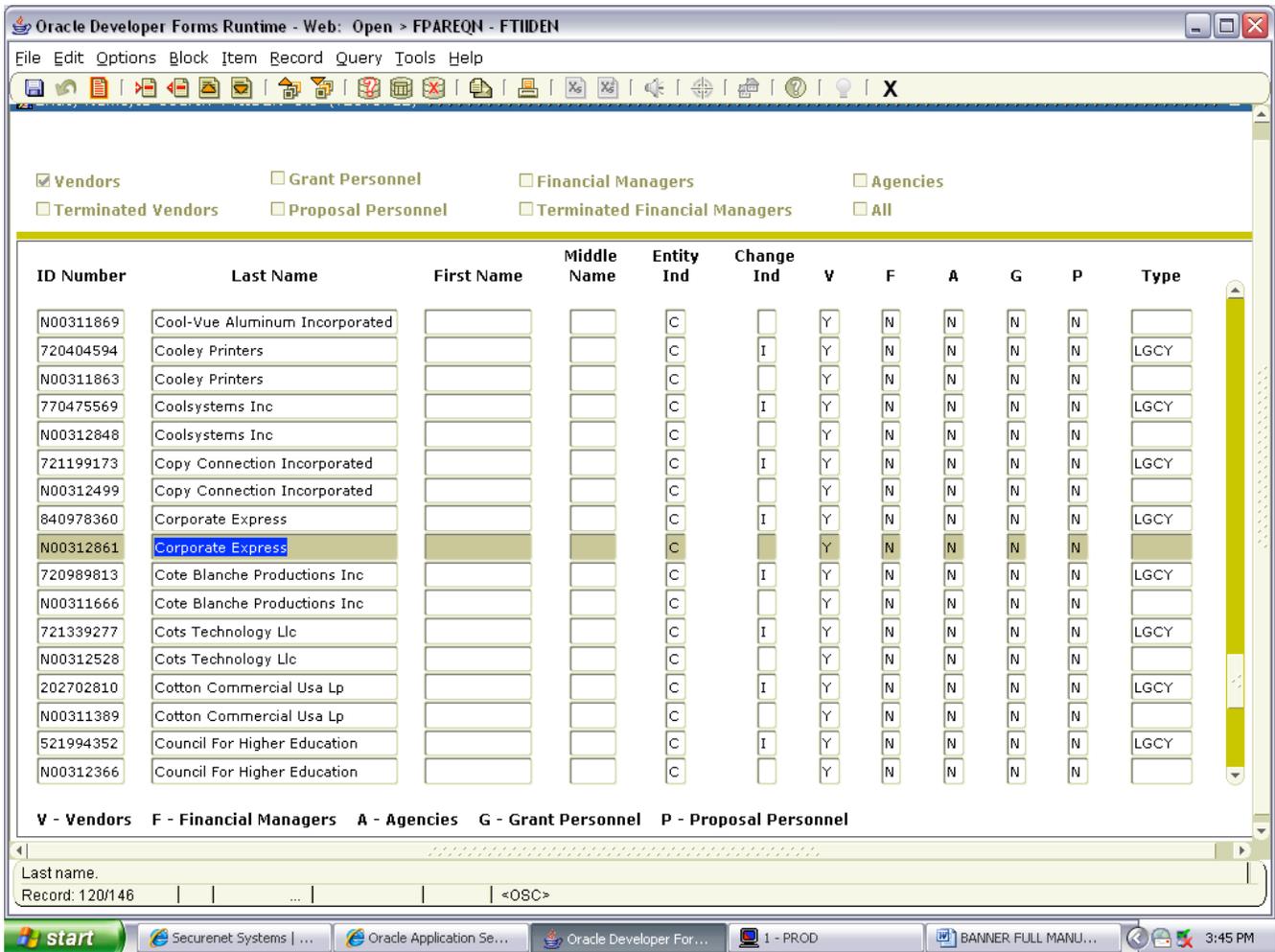


Entity Name/ID Search FTIIDEN

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. Data searches in Banner are case sensitive. Be sure to type only the first letter of the vendor's name in upper case.

The screenshot shows the Oracle Developer Forms Runtime window for the 'Entity Name/ID Search FTIIDEN' application. The window title is 'Oracle Developer Forms Runtime - Web: Open > FPAREQN - FTIIDEN'. The application interface includes a menu bar (File, Edit, Options, Block, Item, Record, Query, Tools, Help) and a toolbar. Below the toolbar, there are several checkboxes for filtering the search results: Vendors, Grant Personnel, Financial Managers, Agencies, Terminated Vendors, Proposal Personnel, Terminated Financial Managers, and All. The main area is a table with the following columns: ID Number, Last Name, First Name, Middle Name, Entity Ind, Change Ind, V, F, A, G, P, and Type. The 'Last Name' field contains the text 'C%'. Below the table, there is a legend: 'V - Vendors', 'F - Financial Managers', 'A - Agencies', 'G - Grant Personnel', 'P - Proposal Personnel'. At the bottom of the window, there is a status bar with the text 'Enter a query, press F8 to execute, Ctrl+Q to cancel.' and 'Record: 1/1'. The Windows taskbar at the bottom shows the 'start' button and several open applications: 'Securenet Systems | ...', 'Oracle Application Se...', 'Oracle Developer For...', '1 - PROD', and 'BANNER FULL MANU...'. The system clock shows '3:36 PM'.

4. Click the **Execute Query** key or press **F8** to view the list of possible vendor names resulting from the query search.



- 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 Seq # field. The **FOQADDR** form displays. Choose **'PO' (Purchase Order)** code for requisitions.

Oracle Developer Forms Runtime - Web: Open > FPAREQN - FOQADDR

File Edit Options Block Item Record Query Tools Help

ID: N00312861 Corporate Express

Address Type: AP Sequence Number: 1 Source: Street Line 1: 39143 TREASURY CENTER Street Line 2: Street Line 3: City: CHICAGO State or Province: IL ZIP or Postal Code: 60694-9100 From Date: To Date: Inactive

Address Type: PO Sequence Number: 1 Source: Street Line 1: 7150 EXCHEQUER DRIVE Street Line 2: Street Line 3: City: BATON ROUGE State or Province: LA ZIP or Postal Code: 70895 From Date: To Date: Inactive

Address Type: Sequence Number: Source: Street Line 1: Street Line 2: Street Line 3: City: State or Province: ZIP or Postal Code: From Date: To Date: Inactive

Record: 2/2 List of Valu... <OSC>

The above example illustrates two addresses for Corporate Express. 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 not able to complete a requisition without a vendor. If the vendor you wish to purchase from is not in the system, please email either Pattie Breaux at Pattie.breaux@nicholls.edu or Carmen Hamilton at Carmen.hamilton@nicholls.edu

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

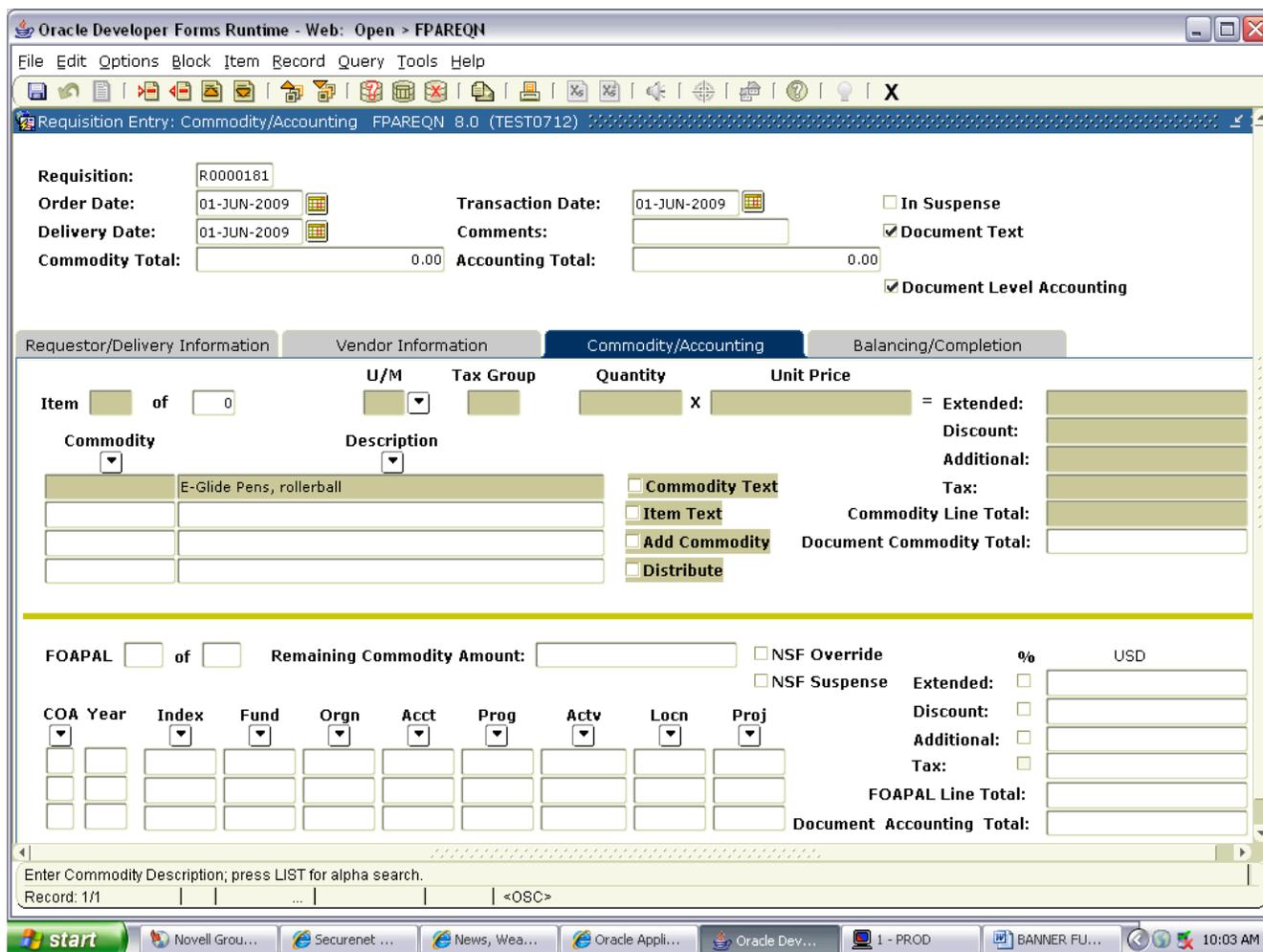
Overview:

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

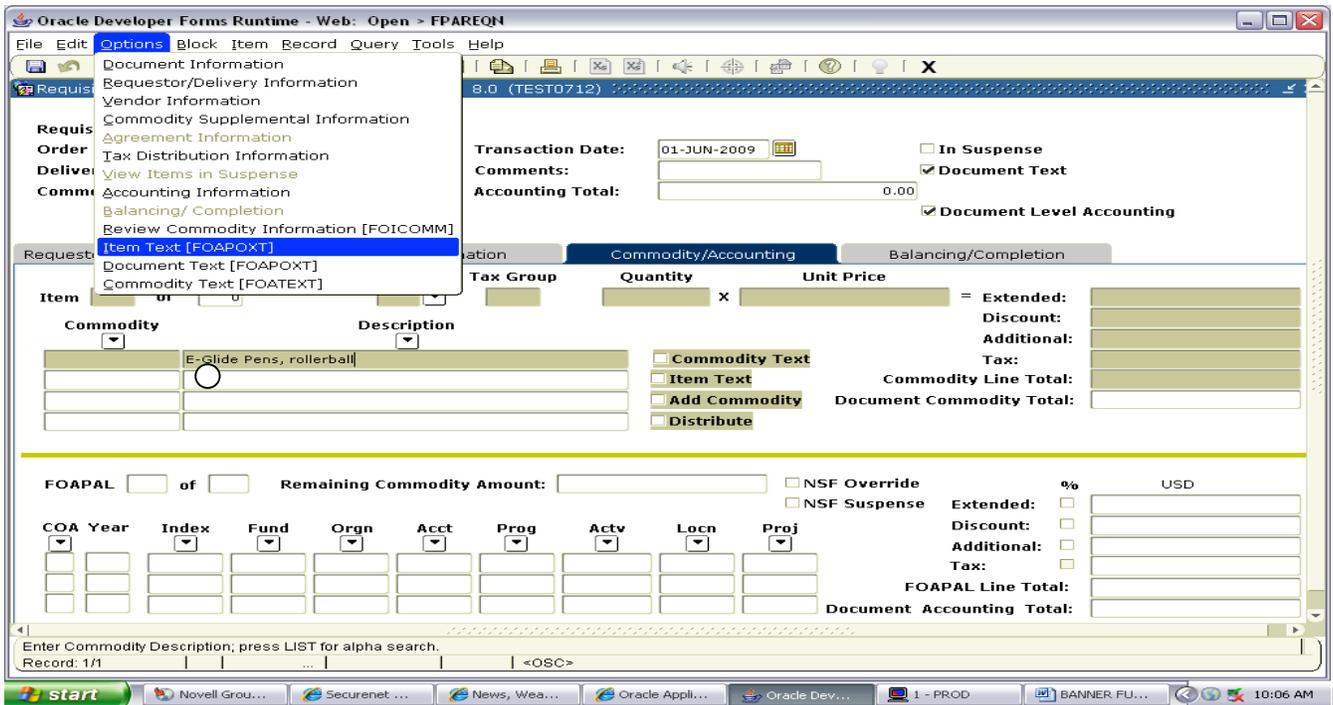
The Requisition Entry window is composed of two blocks; the **Accounting** block is visible but information cannot be entered into it until the **Commodity** block is complete.

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 **Doc Acctg** box to remove the check mark.

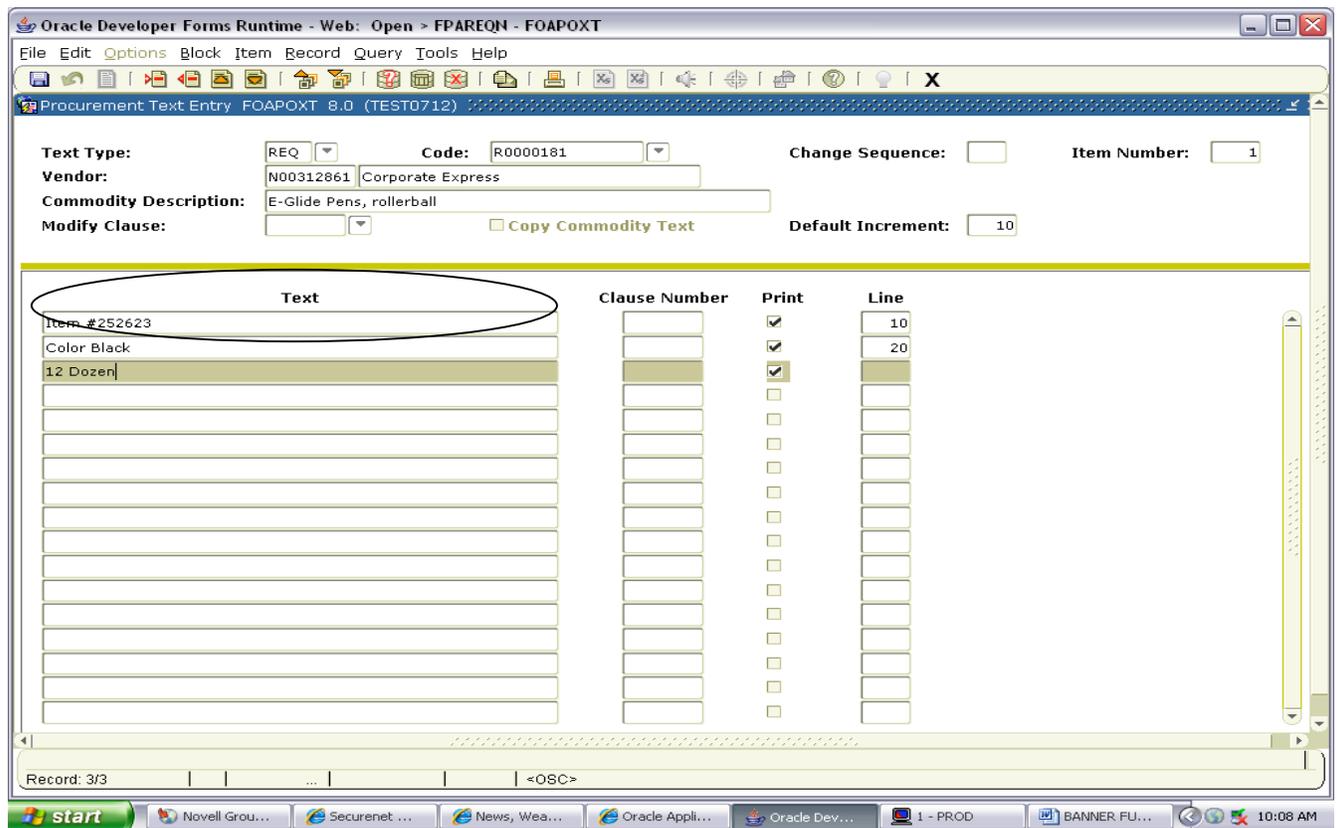
Complete the Description for Each Line Item



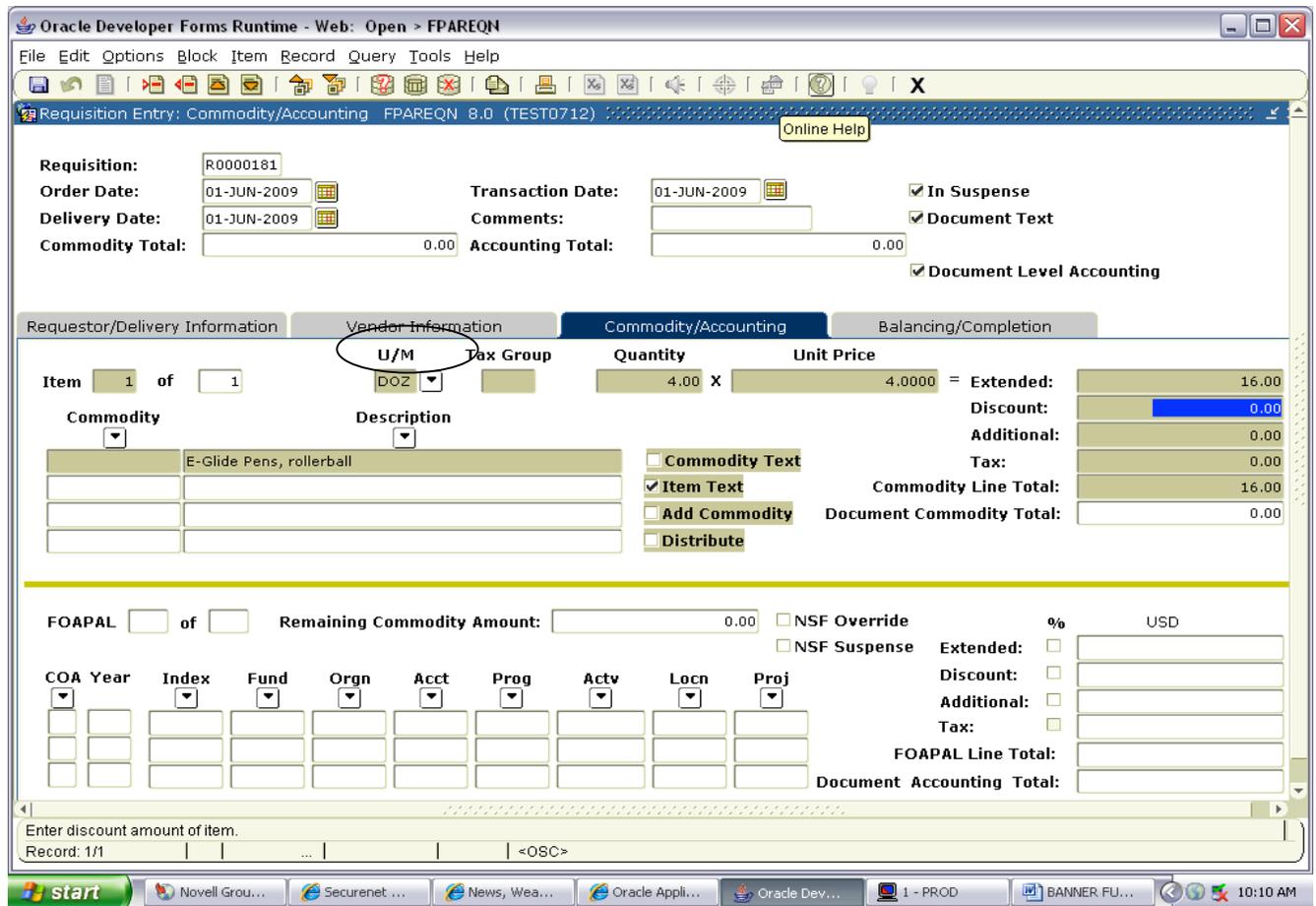
Tab to the **'DESC'** field and type the description for the item you are buying including model or product number, complete description, case packaging (6/case), etc. This field accommodates fifty spaces.



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.

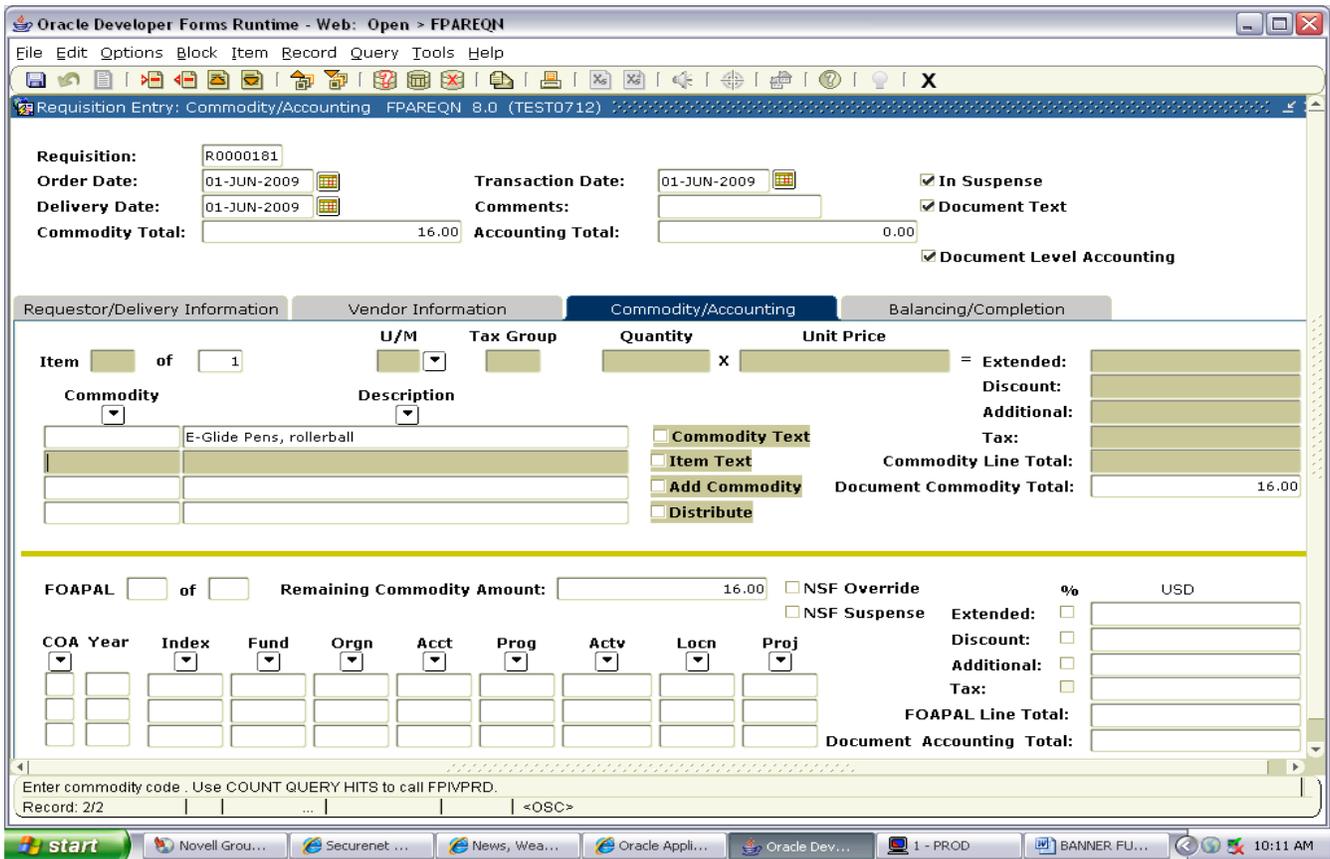


When finished, click **SAVE** and the **EXIT** icon to return to the **Requisition Entry Form (FPAREQN)**. If you have added text, the **Item Text** box is checked.



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 **Ext Cost** column. Continue tabbing until the cursor returns to the 'Comm' 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.

VI. Document Level Accounting / Commodity Level Accounting

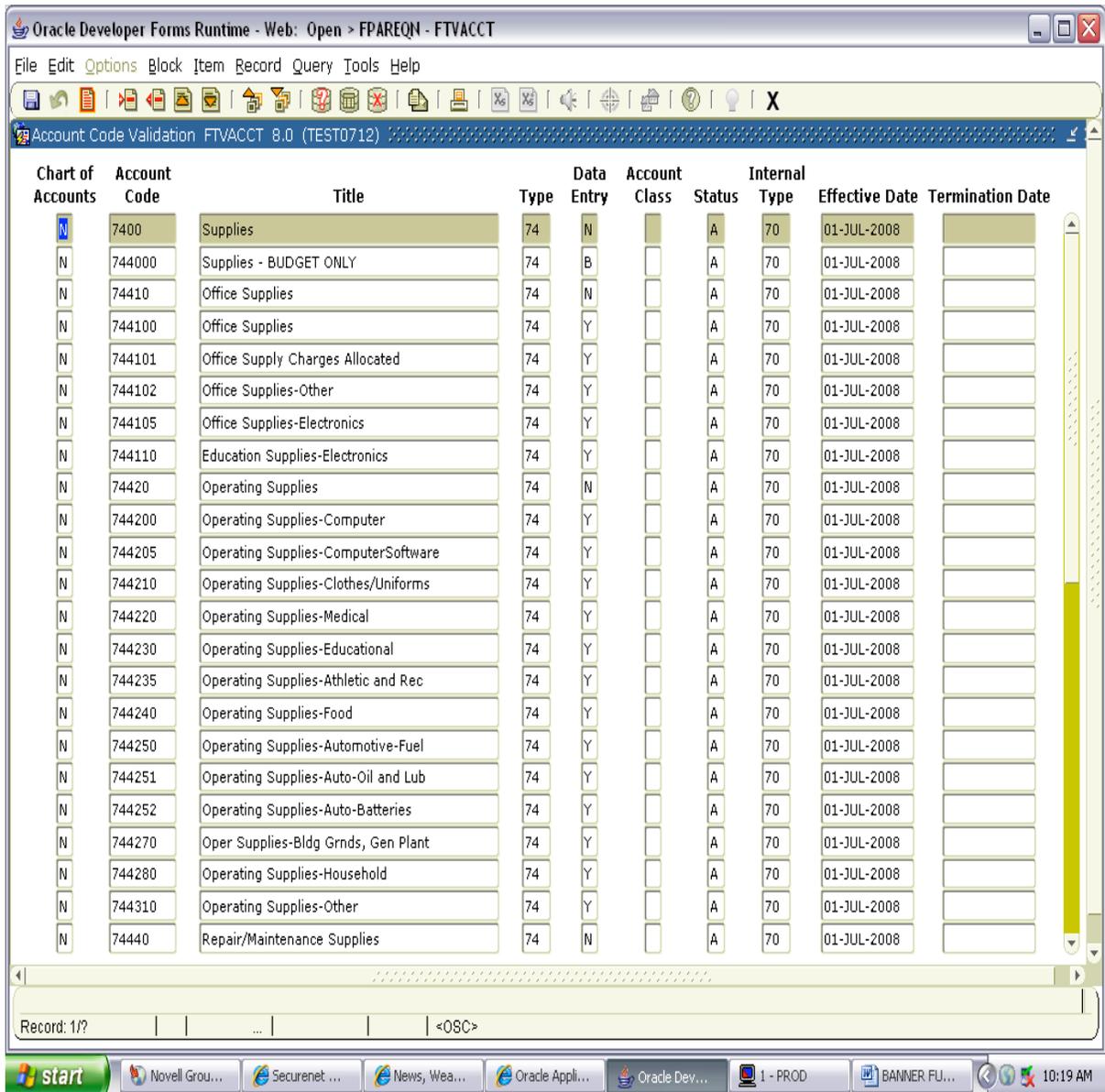
Once the items to be purchased are entered, information about where these items will be charged must be provided. If this is a **Document Level Accounting** requisition, make sure the 'Doc Acctg' checkbox is checked. The Banner default is set to this option.

- **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 **Doc Acctg** box **unchecked**. Note: Commodity Level Accounting *must be used* when line items are a combination of fixed asset items (equipment).

Document Level Accounting

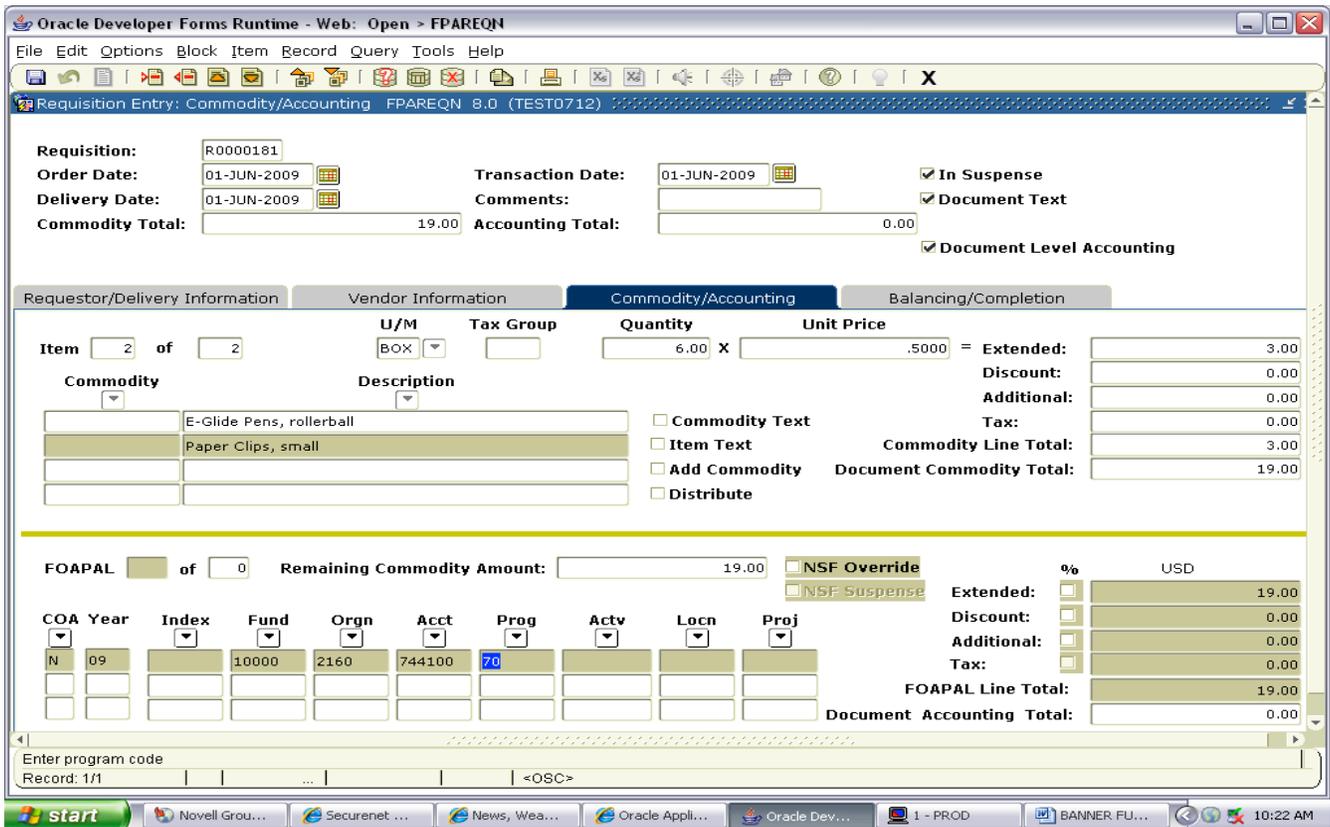
To enter the accounting distribution, click **'Next Block'**. The chosen Chart of Accounts automatically populates the **'COA'** field. Tab through the Accounting Information (**FOAPAL**) fields and they will default according to your security profile. If you have access to more than one **Orgn**, perform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

If all items will be charged to one **FOAPAL**, tab to the 'Ext' 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 percentage or exact amount to be charged to each FOAPAL. To enter by percentage, click in the box beneath the **'%'** symbol to the right of **'Ext'**, 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.

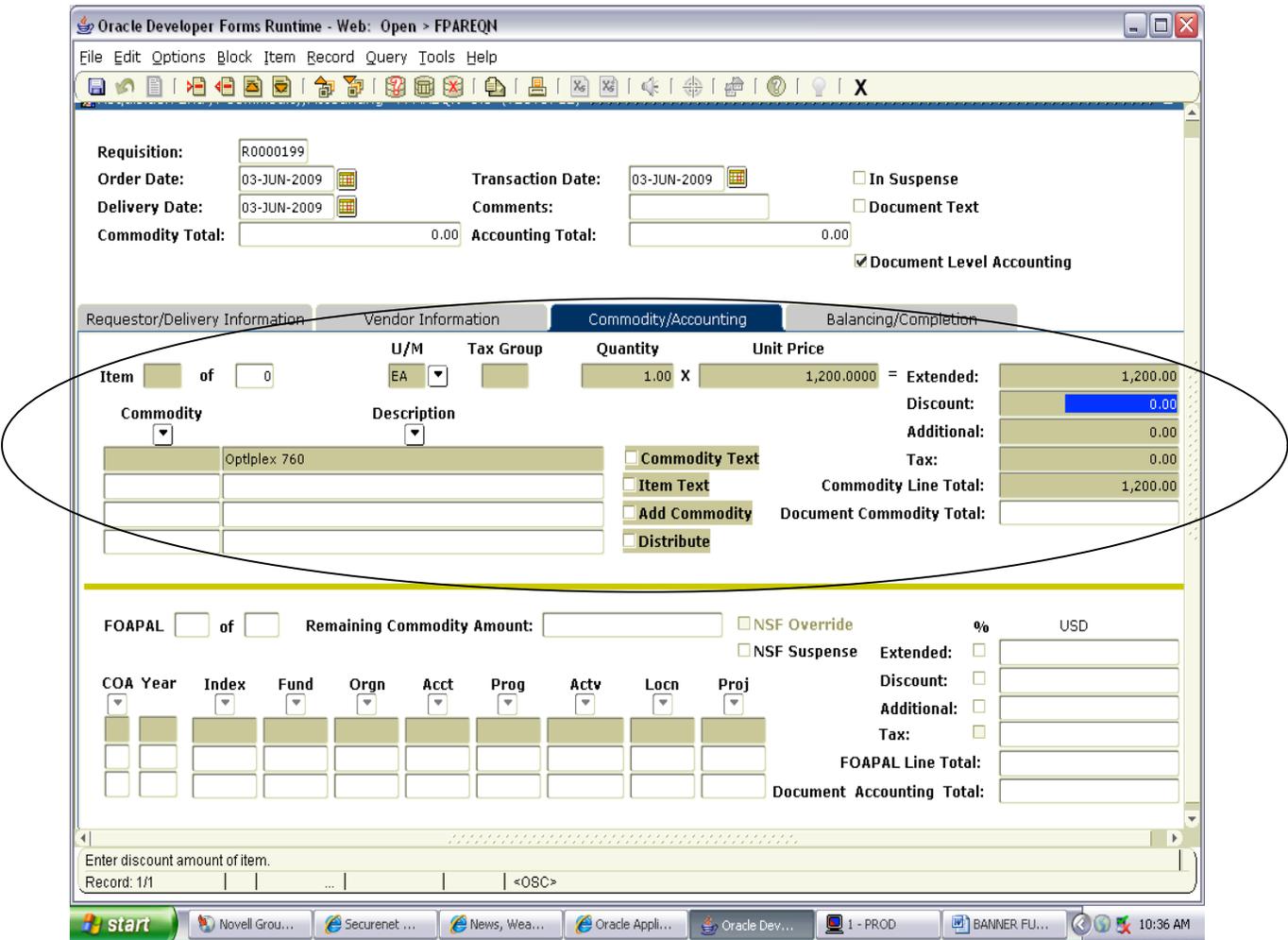
Repeat the above steps until all applicable **FOAPAL's** have been entered and the total for all items has been allocated.

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 **Doc Acctg** 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.

Oracle Developer Forms Runtime - Web: Open > FPAREQN

File Edit Options Block Item Record Query Tools Help

Requisition: R0000199
 Order Date: 03-JUN-2009
 Delivery Date: 03-JUN-2009
 Commodity Total: 1,200.00

Transaction Date: 03-JUN-2009
 Comments:
 Accounting Total: 0.00

In Suspende
 Document Text
 Document Level Accounting

Requestor/Delivery Information Vendor Information **Commodity/Accounting** Balancing/Completion

Item 1 of 1 U/M EA Tax Group Quantity 1.00 X Unit Price 1,200.0000 = Extended: 1,200.00
 Discount: 0.00
 Additional: 0.00
 Tax: 0.00
 Commodity Line Total: 1,200.00

Commodity Description
 Optplex 760
 Commodity Text
 Item Text
 Add Commodity
 Distribute

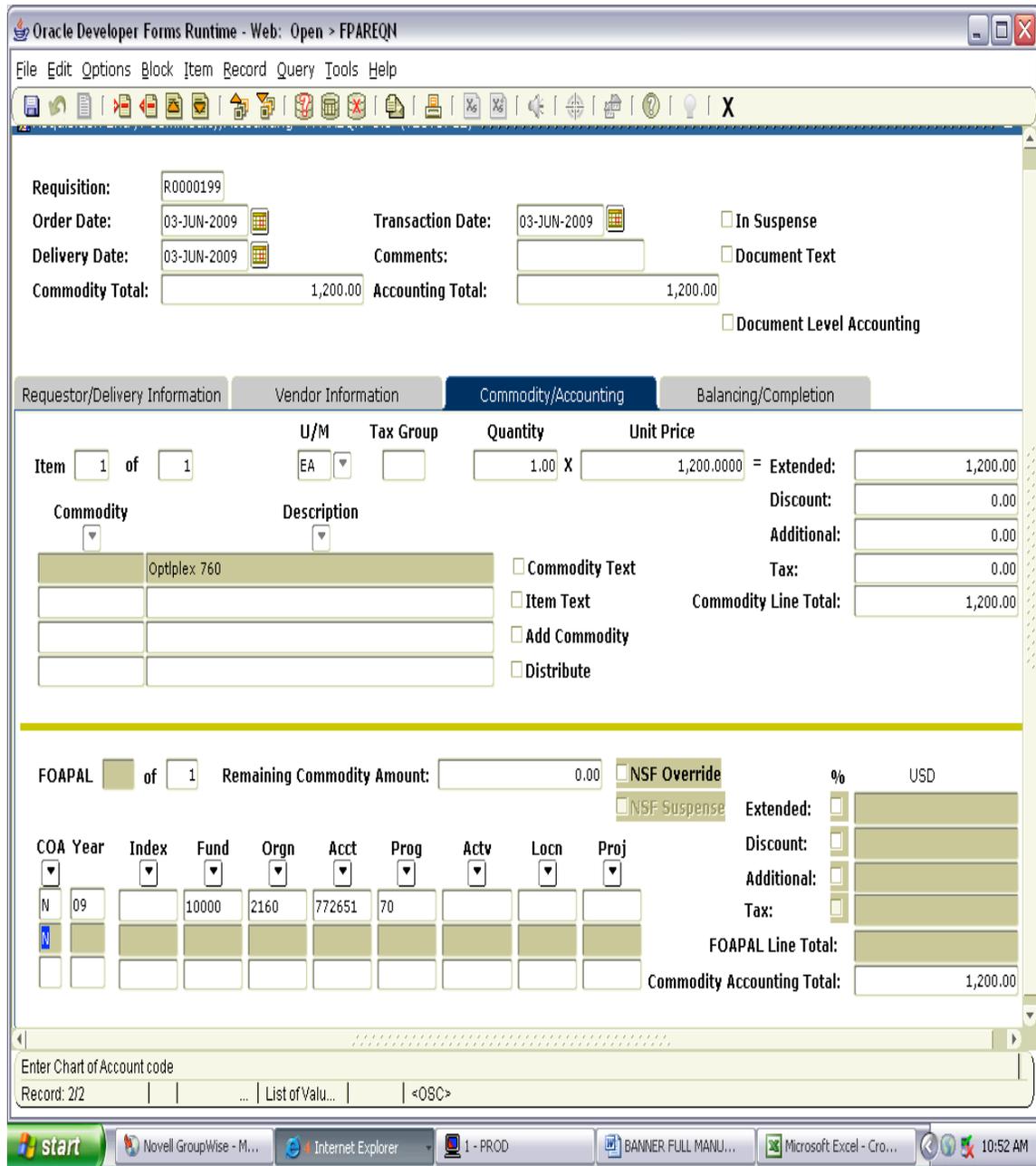
FOAPAL of 0 Remaining Commodity Amount: 1,200.00
 NSF Override
 NSF Suspense
 Extended: % USD
 Discount: %
 Additional: %
 Tax: %
 FOAPAL Line Total:
 Commodity Accounting Total: 0.00

COA Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj
N	09	10000	2160	772651	70			

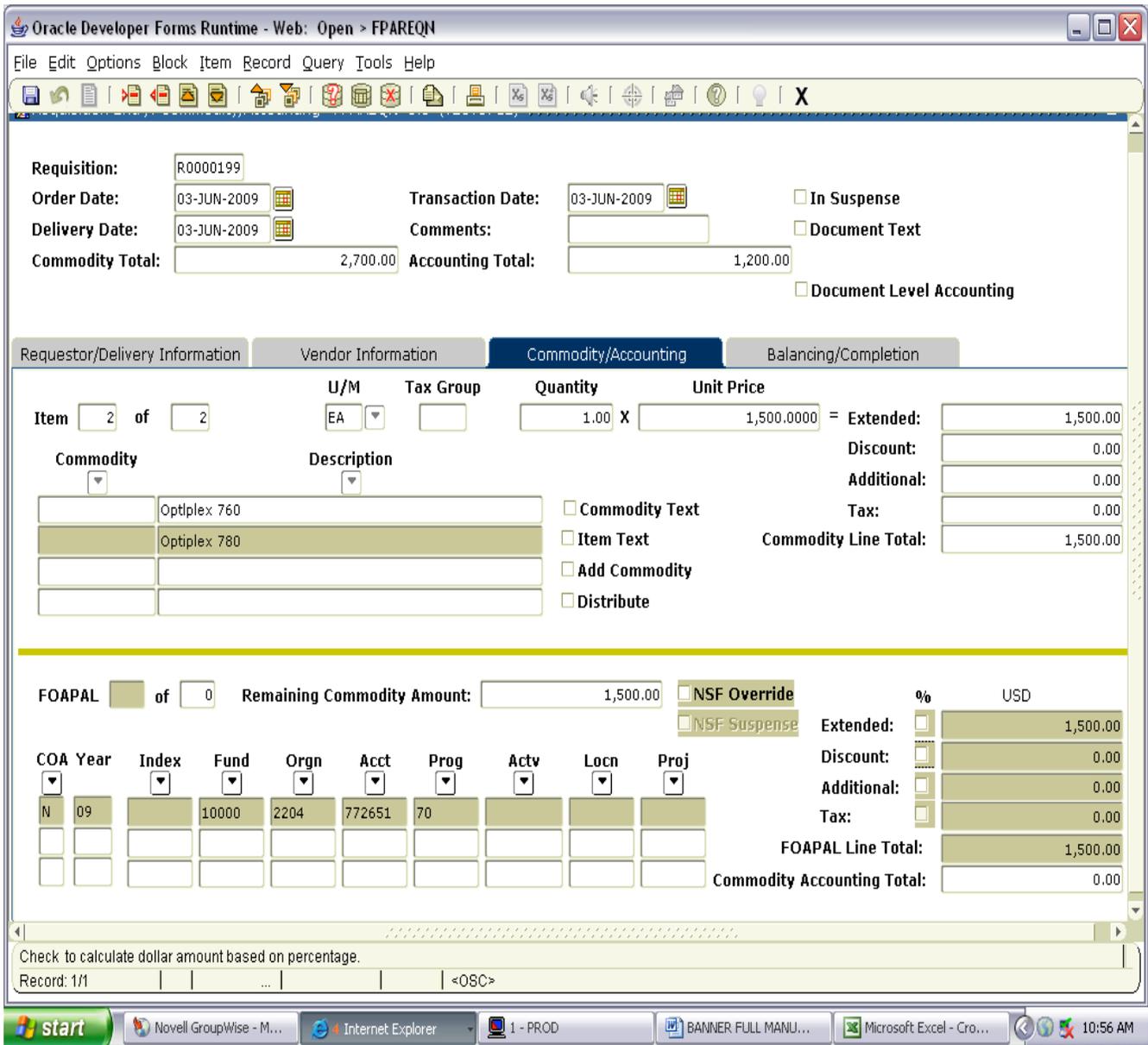
Enter activity code
 Record: 1/1 <OSC>

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.



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.

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.

Oracle Developer Forms Runtime - Web: Open > FPAREQN

File Edit Options Block Item Record Query Tools Help

Requisition Entry: Balancing/Completion Next Block FPAREQN 8.0 (TEST0712)

Requisition: R0000200
Order Date: 03-JUN-2009
Delivery Date: 03-JUN-2009
Commodity Total: 2,700.00
Transaction Date: 03-JUN-2009
Accounting Total: 2,700.00
 In Suspende
 Document Text
 Document Level Accounting

Requestor/Delivery Information Vendor Information Commodity/Accounting **Balancing/Completion**

Vendor: N00312040 Dell Marketing L P
COA: N Nicholls State University
Organization: 2160 Purchasing
Requestor: Patricia L Breaux
Commodity Record Count: 1
Input Amount: 2,700.00
Converted Amount:

	Input	Commodity	Accounting	Status
Approved Amount:	2,700.00	2,700.00	2,700.00	BALANCED
Discount Amount:	0.00	0.00	0.00	BALANCED
Additional Amount:	0.00	0.00	0.00	BALANCED
Tax Amount:	0.00	0.00	0.00	BALANCED

Complete: In Process:

WARNING : Budget is exceeded for sequence 1
Record: 1/1 <OSC>

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.

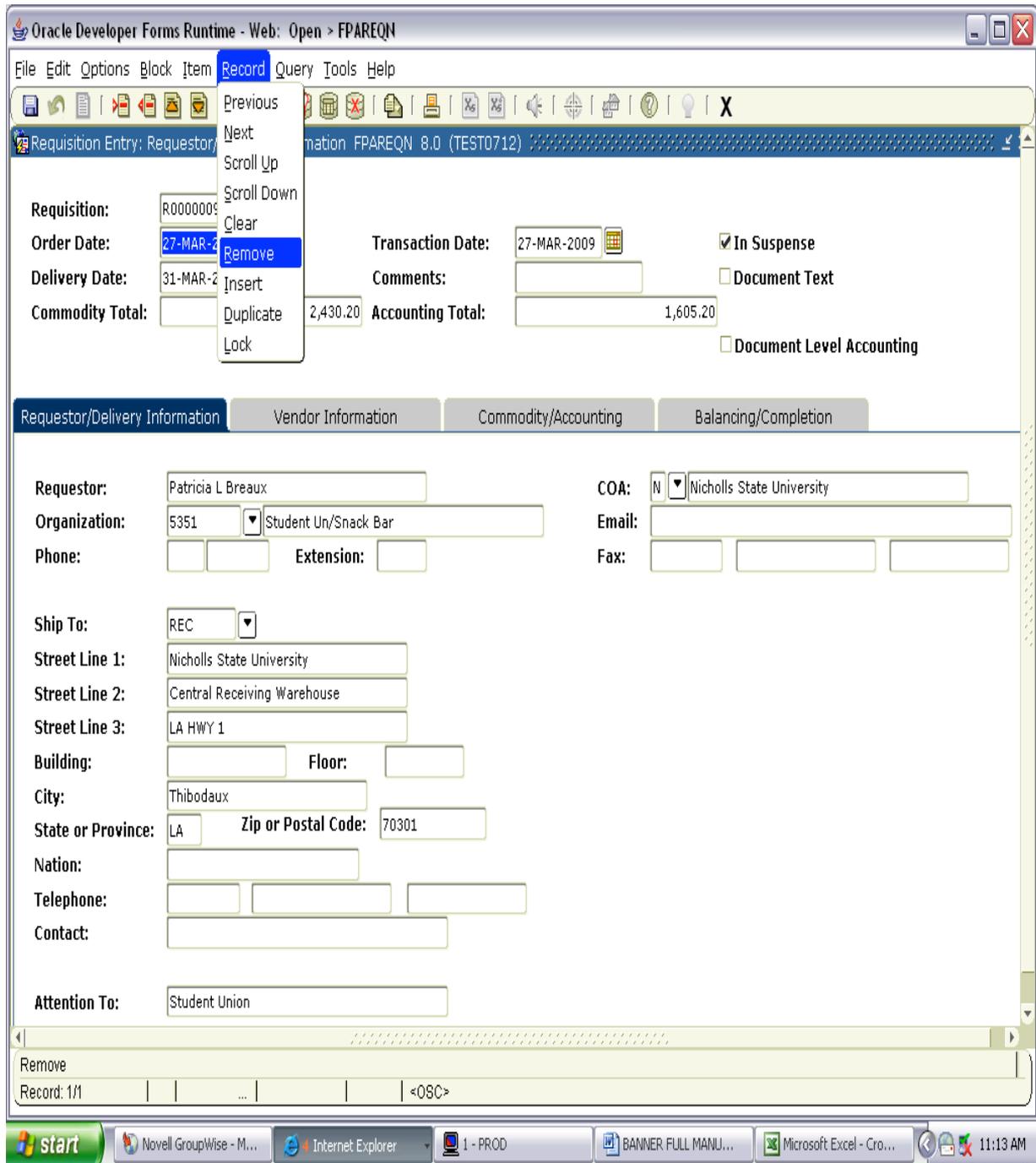
IMPORTANT: Get in the habit of reading the messages on the **Auto Hint/Status bar**. If it indicates a suspended or suspending notice, your requisition could be either **Incomplete** or **NSF**. Return to the **Commodity/Accounting** page to see if the Distribute box has a check mark in it. If not, then 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.**

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.

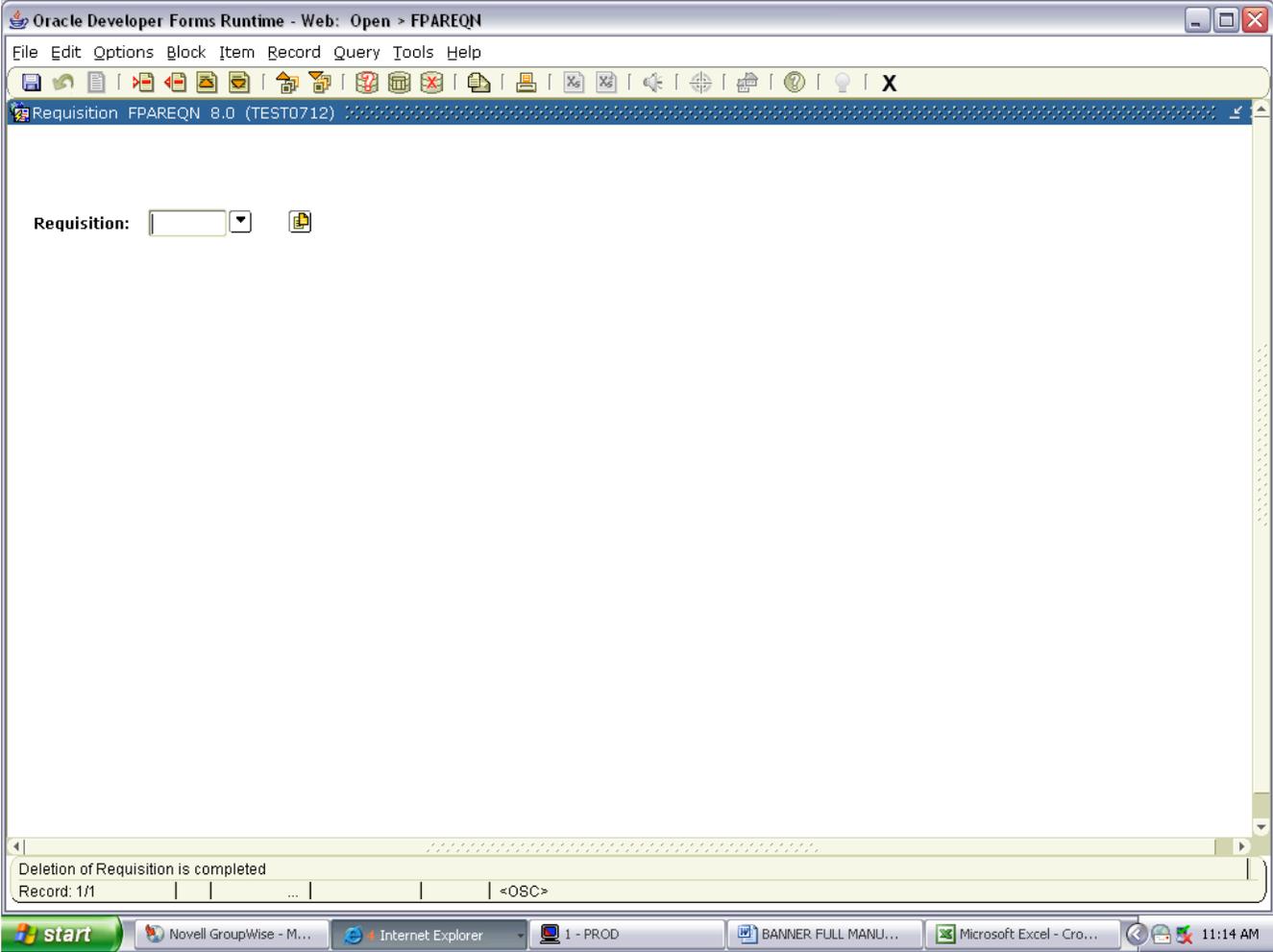
An **In Process** requisition can be removed from the system at the department level.

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**'.



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' **can only be cancelled by the Purchasing Department**. Email purchasing 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 verify 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:

<u>To get these results:</u>	<u>Enter this criteria:</u>
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

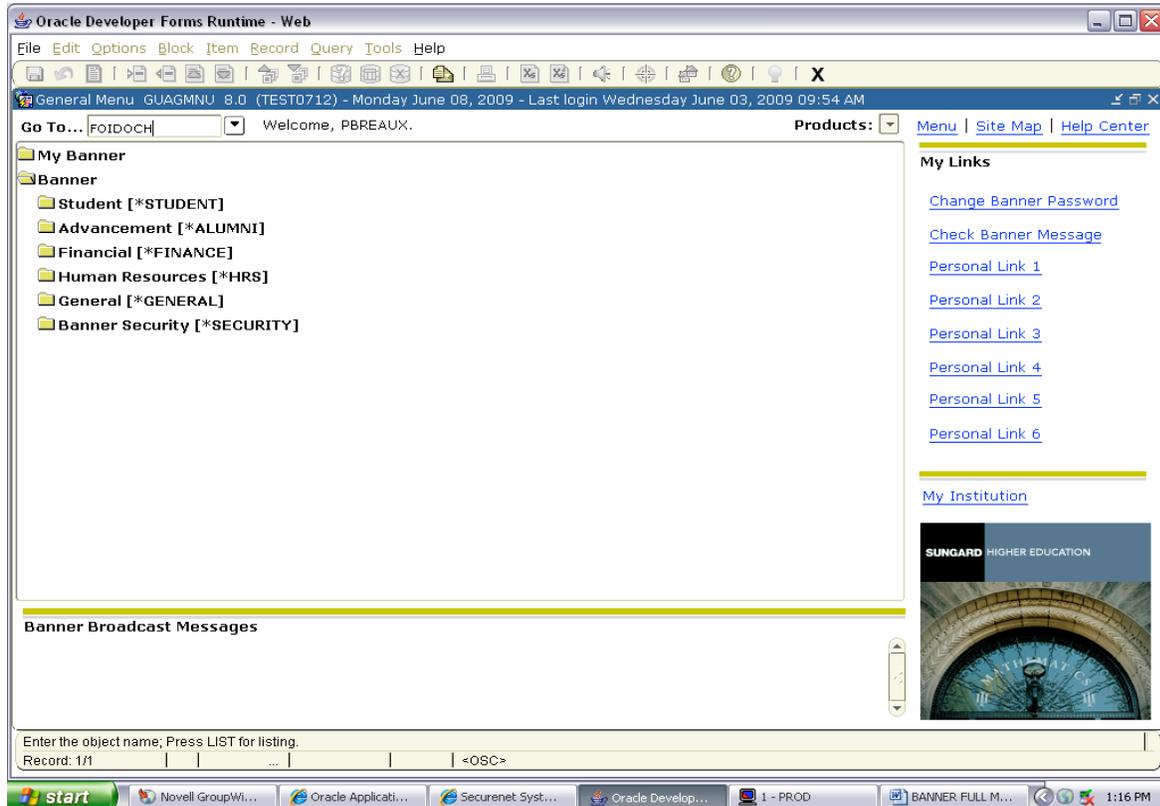
SEARCHING FOR DOCUMENT DETAILS IN FOIDoch

Tracking a Requisition using FOIDOCH

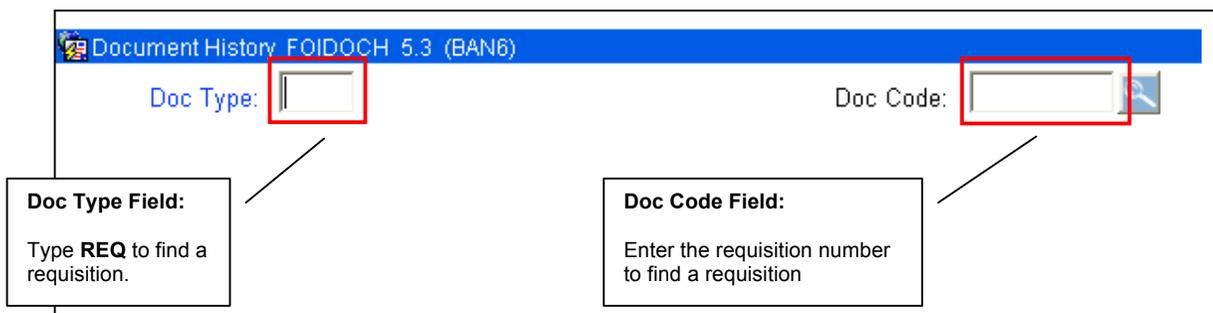
The Document History Form **FOIDOCH** displays the processing history of purchasing and payment documents. It identifies and provides the status of all documents that are in the processing path for the document that you need to query.

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. 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 FOIDDOCH

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.

The Document History Form will list all documents that are associated with the document number entered.

Status Indicator:
The box next to the document number is the Status Indicator for the specific document.

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

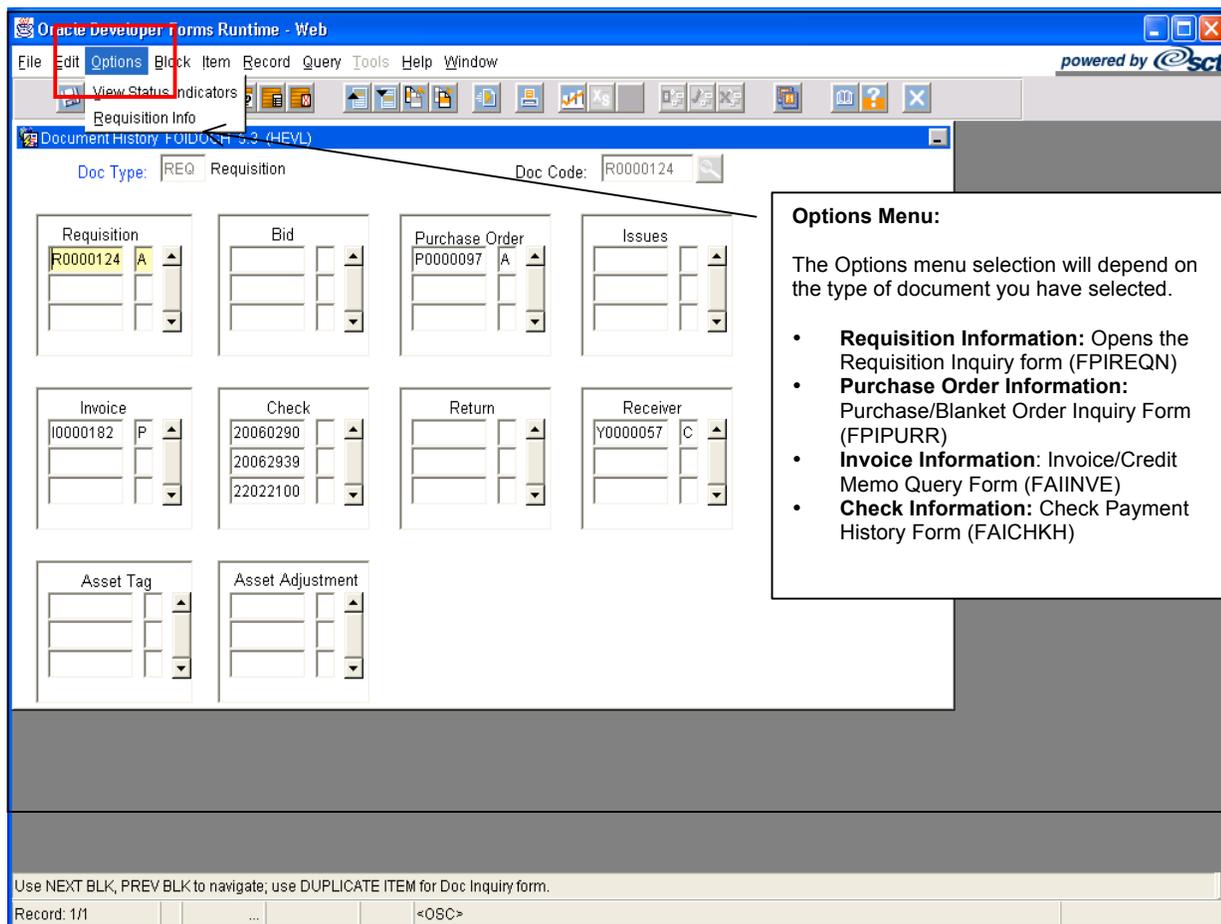
Check – used to pay invoices

Searching for Document Details in FOIDDOCH (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)



The screenshot shows the Oracle Developer Forms Runtime - Web interface. The title bar reads "Oracle Developer Forms Runtime - Web" and "powered by @sct". The menu bar includes "File", "Edit", "Options", "Block", "Item", "Record", "Query", "Tools", "Help", and "Window". The toolbar contains various icons, with "View Status Indicators" and "Options" highlighted. The main window displays "Document History FOIDDOCH 5.3 (HEVL)" with "Doc Type: REQ Requisition" and "Doc Code: R0000124". Below this, there are several document type selection boxes: Requisition (R0000124 A), Bid, Purchase Order (P0000097 A), Issues, Invoice (I0000182 P), Check (20060290, 20062939, 22022100), Return, Receiver (Y0000057 C), Asset Tag, and Asset Adjustment. A callout box titled "Options Menu:" explains that the selection depends on the document type and lists the following options:

- **Requisition Information:** Opens the Requisition Inquiry form (FPIREQN)
- **Purchase Order Information:** Purchase/Blanket Order Inquiry Form (FPIPURR)
- **Invoice Information:** Invoice/Credit Memo Query Form (FAINVE)
- **Check Information:** Check Payment History Form (FAICKH)

At the bottom of the window, it says "Use NEXT BLK, PREV BLK to navigate; use DUPLICATE ITEM for Doc Inquiry form." and "Record: 1/1" with a "<OSC>" button.

Searching for Document Details in FOIDUCH (continued)

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

Oracle Developer Forms Runtime - Web
File Edit Options Block Item Record Query Tools Help Window

Purchase/Blanket Order Inquiry: Document Information FPIPURR 6.0.1 (BAN6)

Purchase Order:	P0000002	Blanket Order:		Change Seq #:	
Order Date:	10-MAY-2005	Trans Date:	10-MAY-2005	<input type="checkbox"/> In Suspense	
Delivery Date:	10-MAY-2005	Comments:		<input checked="" type="checkbox"/> Document Text	
Commodity Total:	432.00	Accounting Total:	432.00	Receipt Required:	Unspecified
Complete:	<input checked="" type="checkbox"/>	Approved:	<input checked="" type="checkbox"/>	Type:	Regular
Print Date:	06-JUN-2005	Cancel Date:		Closed Date:	
Activity Date:	06-JUN-2005	User ID:	ALOGAN		

Cancel Reason:

Purchase Order Created from Req:

Requisition Document Text:

Buyer Code: MKO Marcia K. Orso

Blanket Order Termination Date: Rush Order:

NSF Checking: Deferred Editing:

Purchase Order Copied From:

Origin: BANNER

Reference Number:

Purchase Order Detail Screen

Oracle Developer Forms Runtime - Web
File Edit Options Block Item Record Query Tools Help Window

Invoice/Credit Memo Query FAIINVE 5.3.1 (BAN6)

Document :	I0000010	Multiple:	<input type="checkbox"/>	Regular	
Purchase Order:	P0000002				
Vendor:	J00380762	Omega Engineering Inc.			

Invoice/Credit Memo Header FAIINVE 5.3.1 (BAN6)

Invoice Date:	10-MAY-2005	Transaction:	10-MAY-2005	Cancel:		Doc Acctg:	<input checked="" type="checkbox"/>
Check Vendor:							
Address Code:	AP	Seq #:	1	Collects Tax:	N	Collects no taxes	
Address:	PO Box 740496	City:	Atlanta	State/Prov:	GA	ZIP/PC:	30374-0496
Discount Code:		Payment Due:	10-MAY-2005	Receipt Required:	Unspecified		
Bank:	OP Operating Account			Credit Memo:	<input type="checkbox"/>		
Vendor Inv #:	810583	1099 Vendor:	<input type="checkbox"/>	Text Exists:	<input type="checkbox"/>		
1099 Tax ID:							

Invoice Detail Screen

Searching for Document Details in FOIDoch (continued)

Oracle Developer Forms Runtime - Web

File Edit Options Block Item Record Query Tools Help Window

Check Payment History FAICHKH 5.2.0.1 (BAN6)

Check Number: 00000011 Bank: OP Operating Account
Vendor: J00346273 R & D Systems Inc.
Check Vendor:
Check Date: 11-MAY-2005 Check Type: Batch
Cancel Date: Check Amount: 1000.00

Document Number	Document Type	Net Amount	Vendor Invoice Code	Vendor Invoice Amount
00000005	Invoice	1000.00		1000.00

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.

Oracle Developer Forms Runtime - Web: Open > FGITRND

File Edit Options Block Item Record Query Tools Help

Detail Transaction Activity FGITRND 8.0.0.1 (TEST0712)

COA Fiscal Year Index Fund Organization Account Program Activity Location Period Query Type Commit Type

N 09 10000 3997 744240 10 S

Account	Organization	Program	Activity Date	Type	Document	Field	Amount	Increase (+) or Decrease (-)	
744240	3997	10	04-JUN-2009	PORD	P0000177	Community Coffee ENC	134.00	+	
744240	3997	10	04-JUN-2009	POLQ	P0000177	Community Coffee RSV	-134.00	-	
744240	3997	10	04-JUN-2009	POLQ	P0000167	Thompson Packers RSV	-1,214.75	-	
744240	3997	10	04-JUN-2009	PORD	P0000167	Thompson Packers ENC	1,214.75	+	
744240	3997	10	02-JUN-2009	REQP	R0000195	Vicky Veillion RSV	134.00	+	
744240	3997	10	02-JUN-2009	REQP	R0000185	Vicky Veillion RSV	1,214.75	+	
744240	3997	10	26-MAY-2009	POLQ	P0000126	Capitol City Product RSV	-331.66	-	
744240	3997	10	26-MAY-2009	PORD	P0000126	Capitol City Product ENC	331.66	+	
744240	3997	10	26-MAY-2009	POLQ	P0000117	Louisiana Seafood RSV	-157.26	-	
744240	3997	10	26-MAY-2009	PORD	P0000117	Louisiana Seafood ENC	157.26	+	
744240	3997	10	26-MAY-2009	POLQ	P0000118	Sysco Food Service RSV	-781.77	-	
744240	3997	10	26-MAY-2009	PORD	P0000118	Sysco Food Service ENC	781.77	+	
744240	3997	10	26-MAY-2009	POLQ	P0000119	Doerle Food Service RSV	-2,040.04	-	
744240	3997	10	26-MAY-2009	PORD	P0000119	Doerle Food Service ENC	2,040.04	+	
744240	3997	10	26-MAY-2009	REQP	R0000134	Vicky Veillion RSV	157.26	+	
744240	3997	10	26-MAY-2009	REQP	R0000135	Vicky Veillion RSV	781.77	+	
744240	3997	10	26-MAY-2009	REQP	R0000136	Vicky Veillion RSV	2,040.04	+	
Total:								4,327.82	

Press Key Dup Item for document query forms; Count Query for encumbrance detail

Record: 1/? | ... | <OSC>

start | Novell Grou... | Oracle Appli... | Securenet ... | Oracle Dev... | 1 - PROD | BANNER FU... | Document1 ... | 1:36 PM

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 FGIBDST.0.1 (TEST0712)

Chart: N
 Fiscal Year: 09
 Index:
 Query Specific Account
 Include Revenue Accounts
 Commit Type: Both

Organization: 2160 Purchasing
 Fund: 10000 General Fund Operating
 Program: 70 Institutional Support
 Account:
 Account Type:
 Activity:
 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>

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