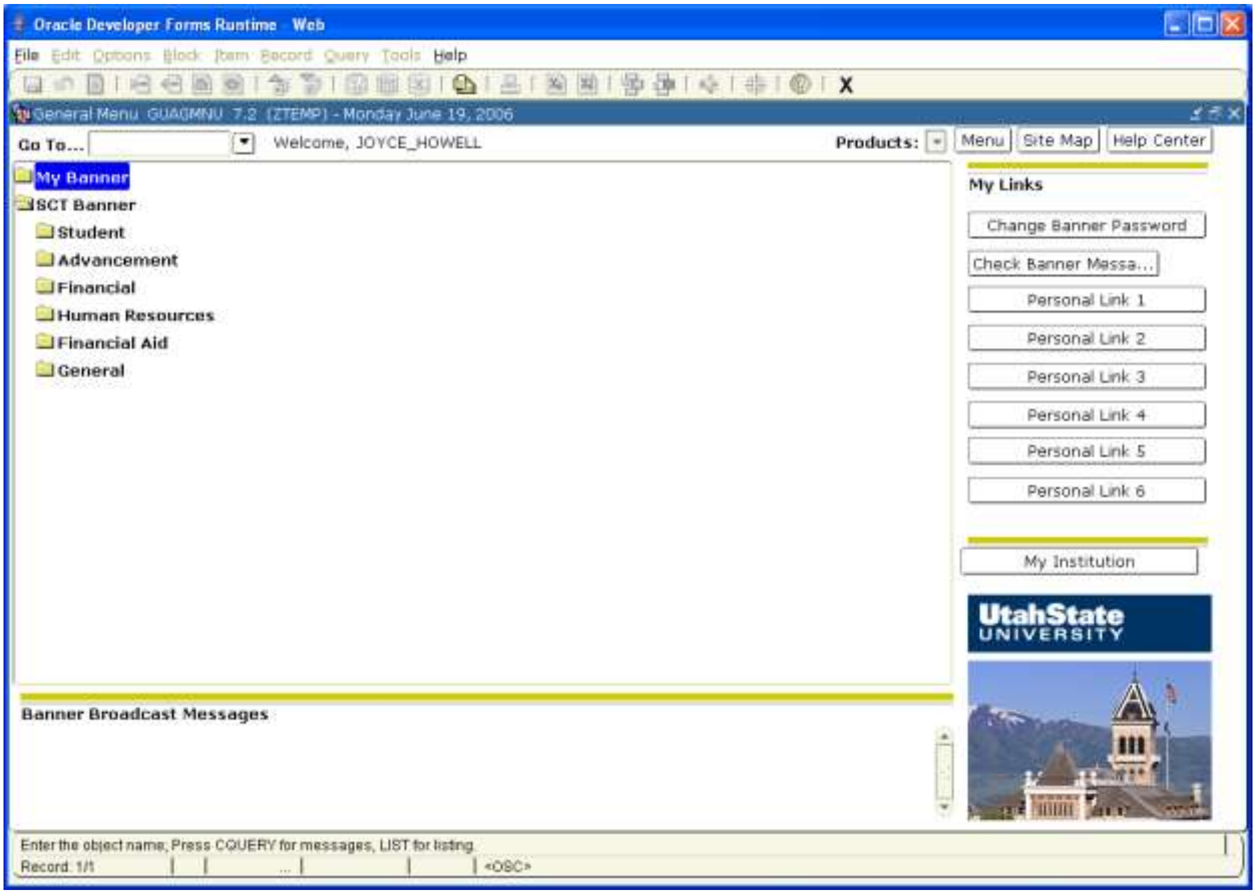
BANNER FINANCE

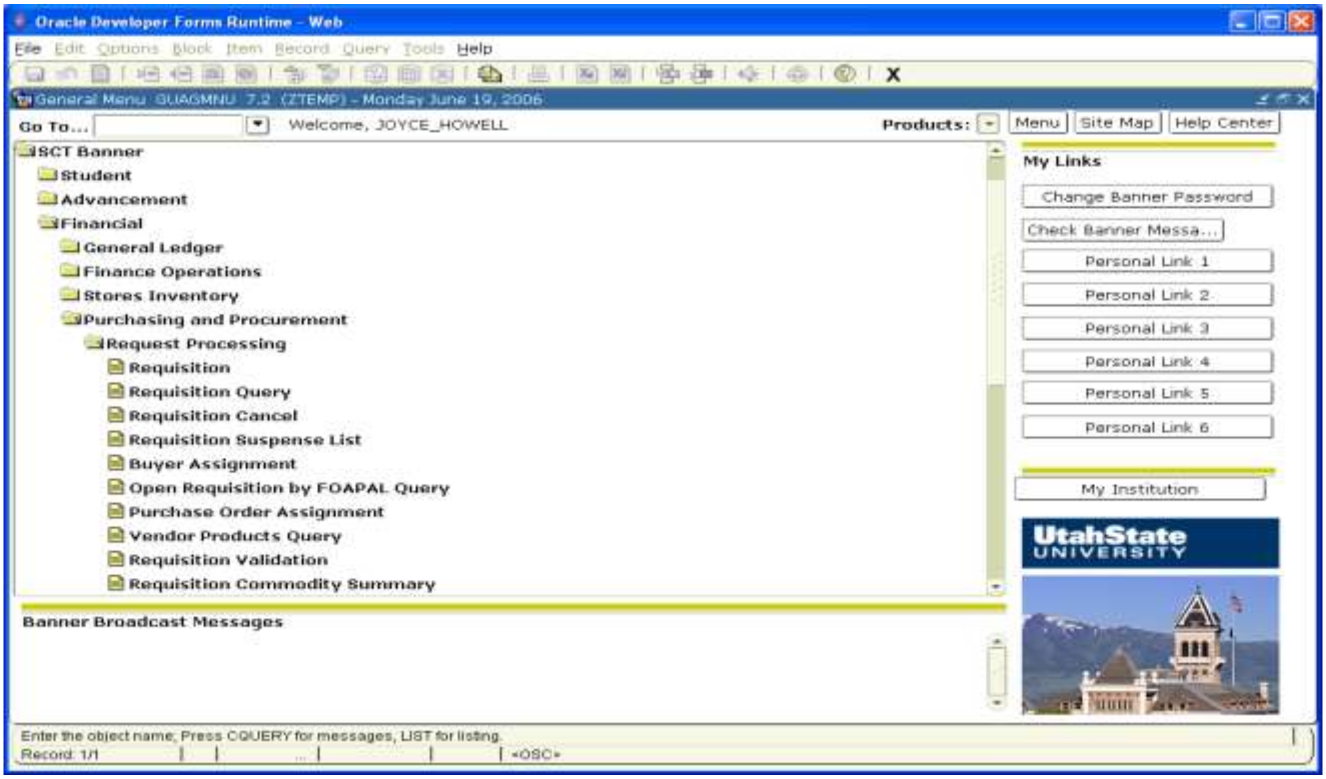
When you log on to Banner this is the first screen you will see and is where you select the portion of the Banner System you need. The screen serves as the Banner Message Center and is where you change your user password, and set your user options.



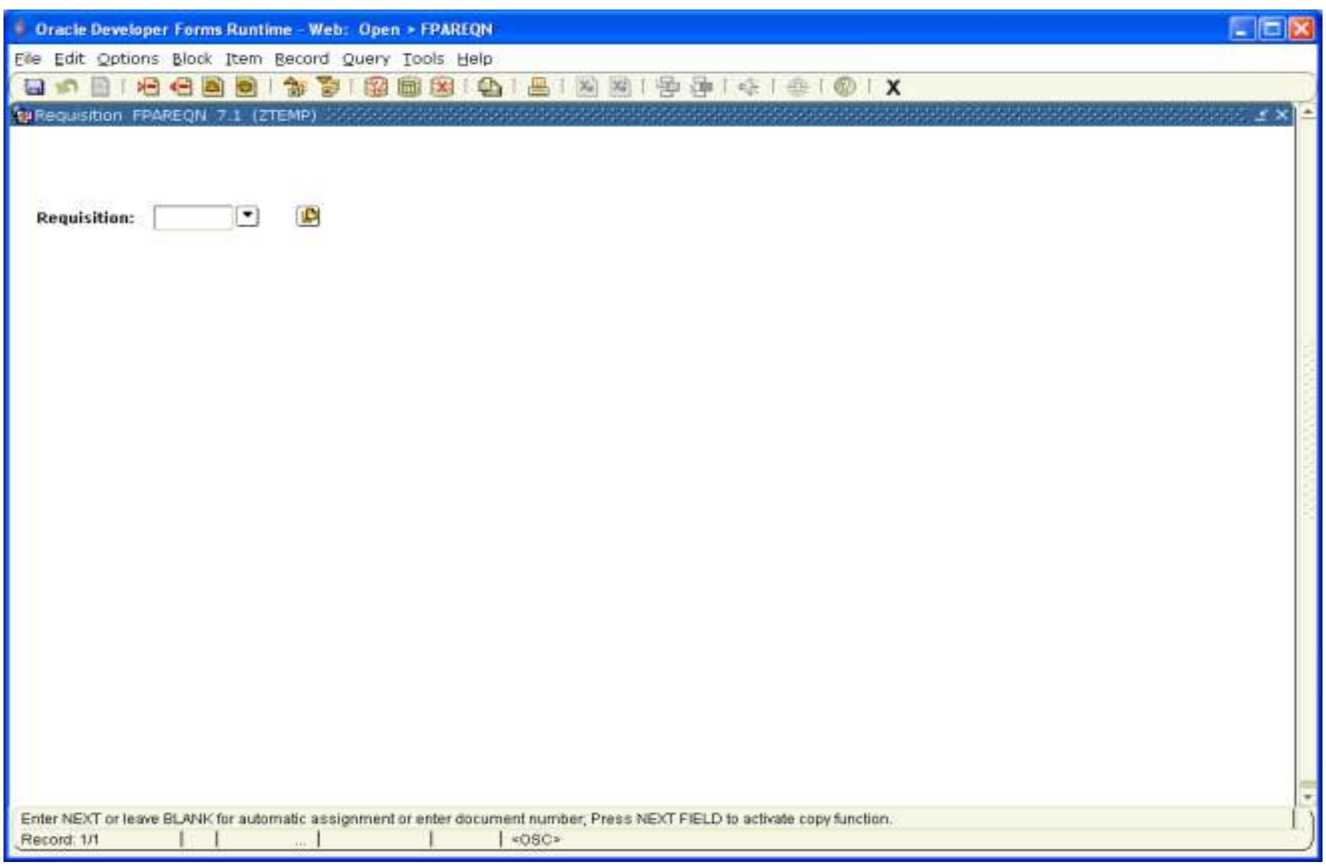
Purchase Requisitions

CREATING a Requisition (Order Request)

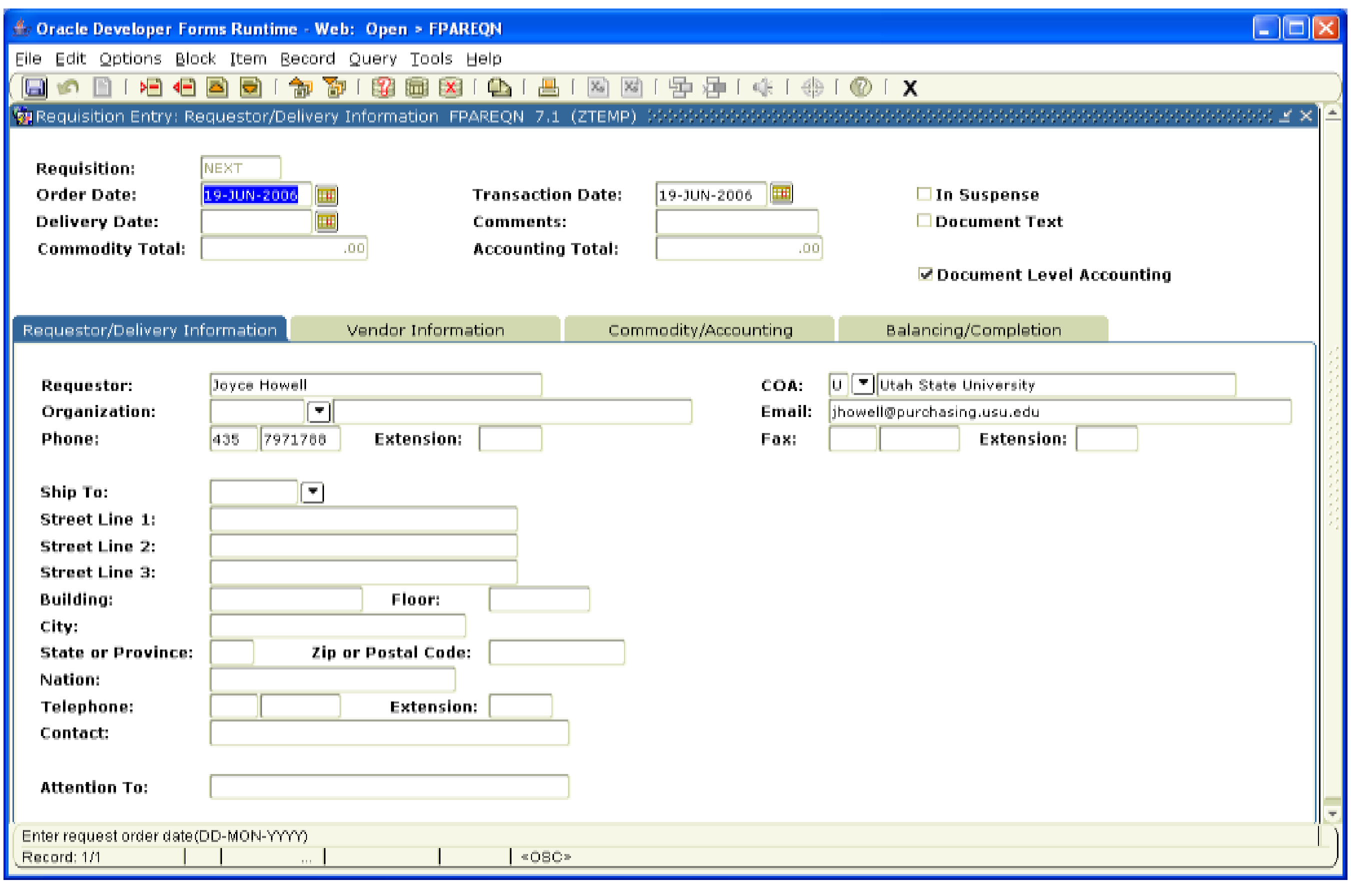
In the Banner Direct Access Box (GUAGMNU) type in *FPAREQN* and press ENTER or click on the "Financial" folder to expand the menu options. Select the "Purchasing and Procurement" folder, then the "Request Processing" folder and finally, the "Requisition" folder.



This screen now has only a requisition number field. Either type "Next" in the box, or leave it blank. Press either the <u>Next block</u> key or do a <u>Control-page down</u>. This will insert <u>Next</u> in the requisition number field.



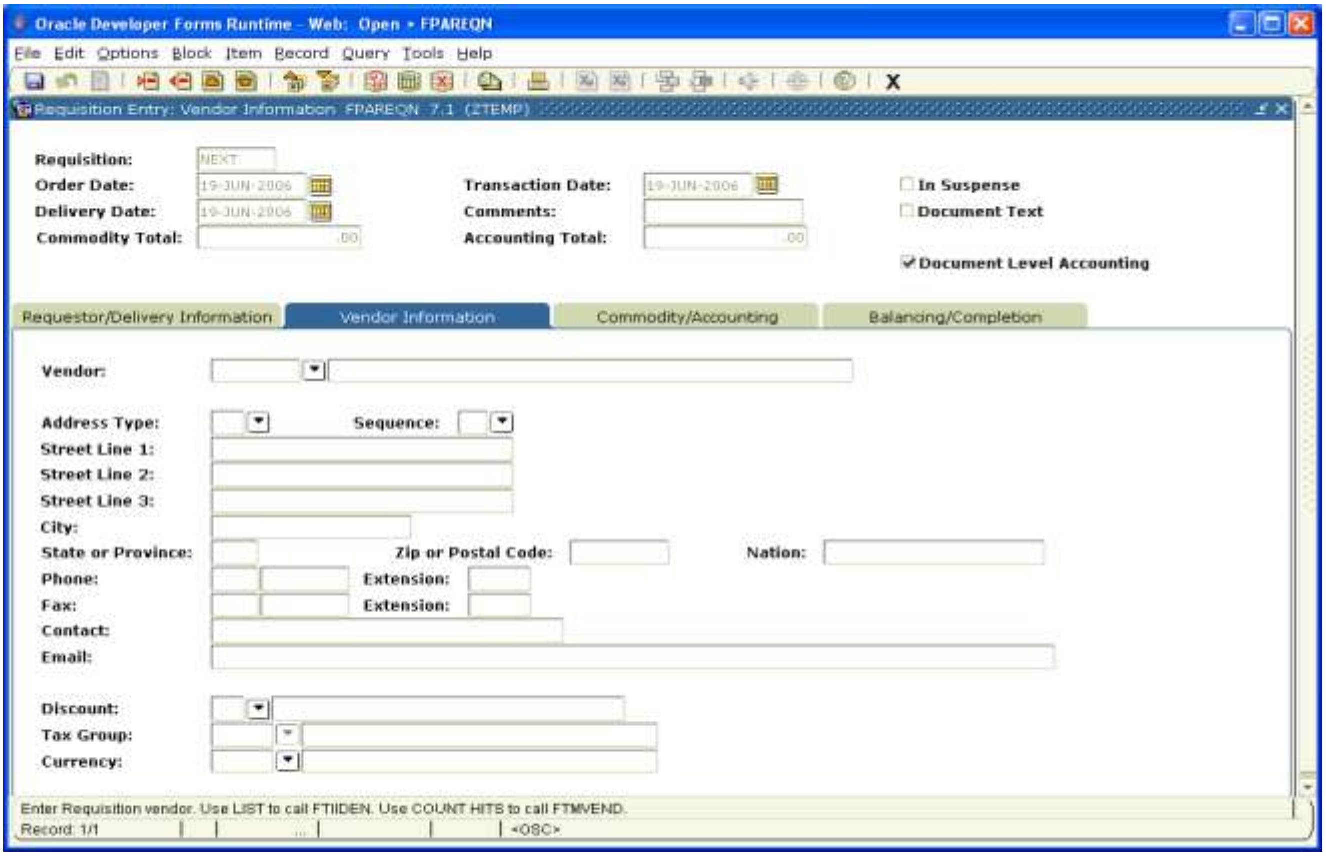
1. **Press <u>TAB</u> or <u>next block</u> twice to reach Delivery Date field. Enter your desired delivery date (this is a required field). Tab to the next entry field.**
2. **Enter delivery comments (30 characters max) if required (rush, ASAP, etc.). To enter more information choose the <u>options</u> field and <u>document text</u> (optional).**
   a. Press <u>next block</u> in the document text field to move to the first text line and click on the line. Type in your desired text.
   b. To move from one line to the next, use the <u>down arrow key</u>, or <u>your mouse</u>. Press the <u>exit</u> button when finished. Click <u>Yes</u> to save text. (Do not use commas, #, % or asterisk in the text field.)
3. **Press tab. If your name has not defaulted into the requestor box, enter your name. Press <u>Tab.</u>**
4. **If the COA (chart of accounts) does not default, type <u>U</u> in the COA field. You should be directed automatically into the <u>Organization</u> field.**
5. **If your organization does not default, enter your <u>Organization code</u>. Press <u>Tab.</u> The Organization name will automatically be populated and you will be taken to the email field.**
6. **If your email does not default, enter your e-mail address. Press <u>Tab.</u>**
7. **If your phone number does not default, enter your complete phone number without hyphens. If appropriate, enter your extension. Press <u>Tab.</u>**
8. **If your fax number does not default, enter your fax number without hyphens, or press Tab to go to the <u>Ship to field</u>.**



9. **If your <u>Ship To</u> address does not default, click on the <u>drop down menu button</u>**
   a. Select the correct ship to address code. (If a correct ship to address is not listed, please contact your department liaison or Purchasing Services prior to proceeding. If

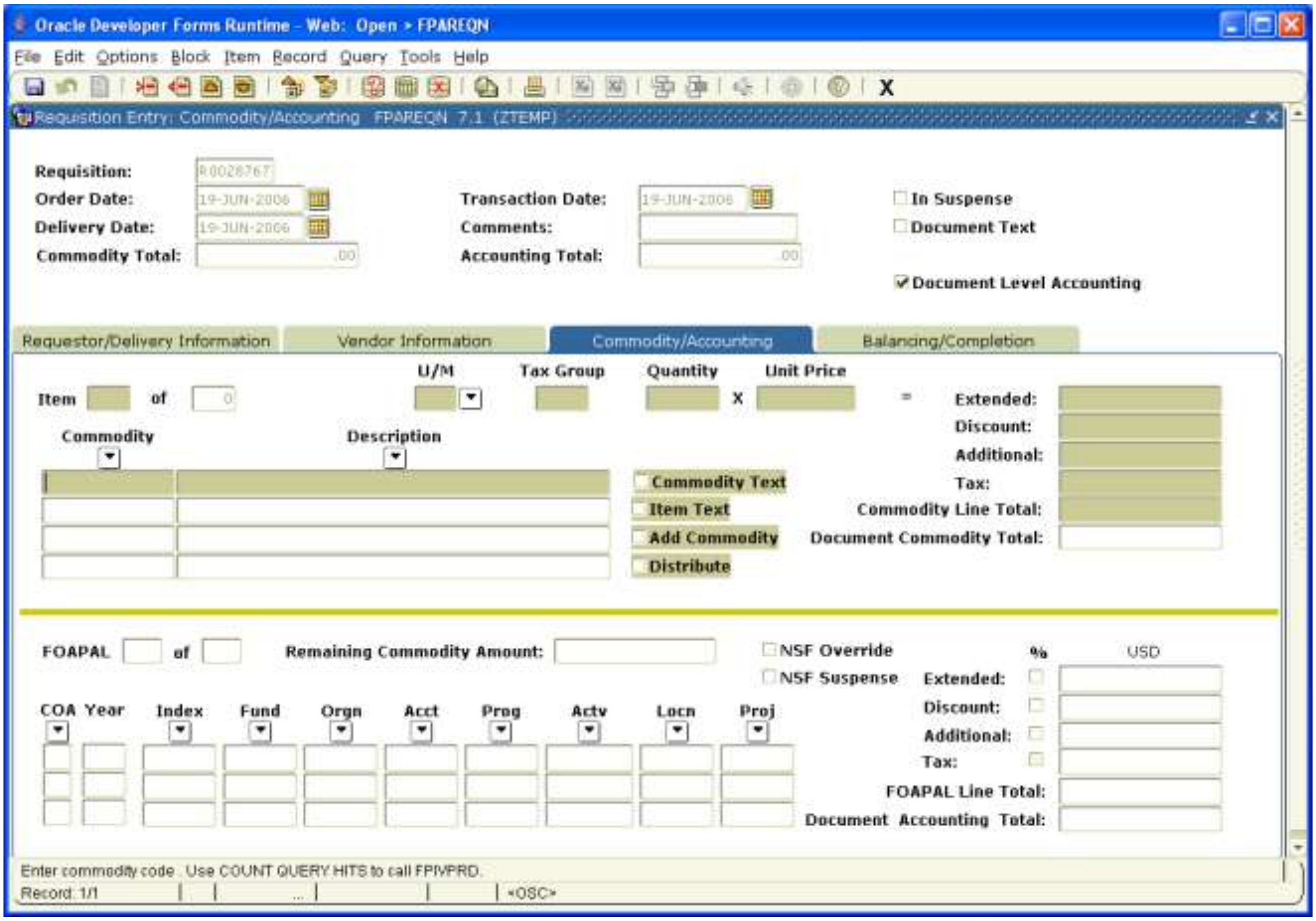
unsure go to document text field (see step 5 above) and type in the correct ship to information.

10. **Enter the name of the individual receiving the goods in the <u>Attention to</u> field (this is a required field). Press <u>Next block</u> to go to the next form.**



11. **Leave the first block of the vendor section blank and press <u>Tab</u> or <u>Next block</u>. Use the drop down menu button to search for the recommended from the existing vendor list. If the vendor is not listed, enter the vendor name and <u>*complete address*</u> in this single field. You will not be able to use the address fields shown (reserved for Purchasing). If the vendor information is too long, press <u>Options</u>><u>document text to continue. Fill in the address; press exit button and then click yes to save text</u>. Press <u>Tab</u> or <u>Next Block</u> when finished with vendor information.**
    a. Enter information for the buyer. Choose <u>options</u>> <u>Document text</u>. Press next block to move the first text line click on the line and enter desired text. Use the mouse or the down arrow key to move to the next line. <u>ALWAYS check the print box - this allows the text to be printed on the requisition, otherwise important information will be missed</u>. Do not use commas, #, %, or an asterisk in your text.
    - **b. Use Document text to enter "Please bid" and possible bidders names and address information for Purchasing Services to utilize in the bidding process. Press the <u>Exit button</u> and then click <u>Yes</u> to save the text.**

12. **In the Contact field, enter in the contact person's name, phone, and fax numbers. If known enter in the contact's e-mail address. Press <u>Next block</u>.**

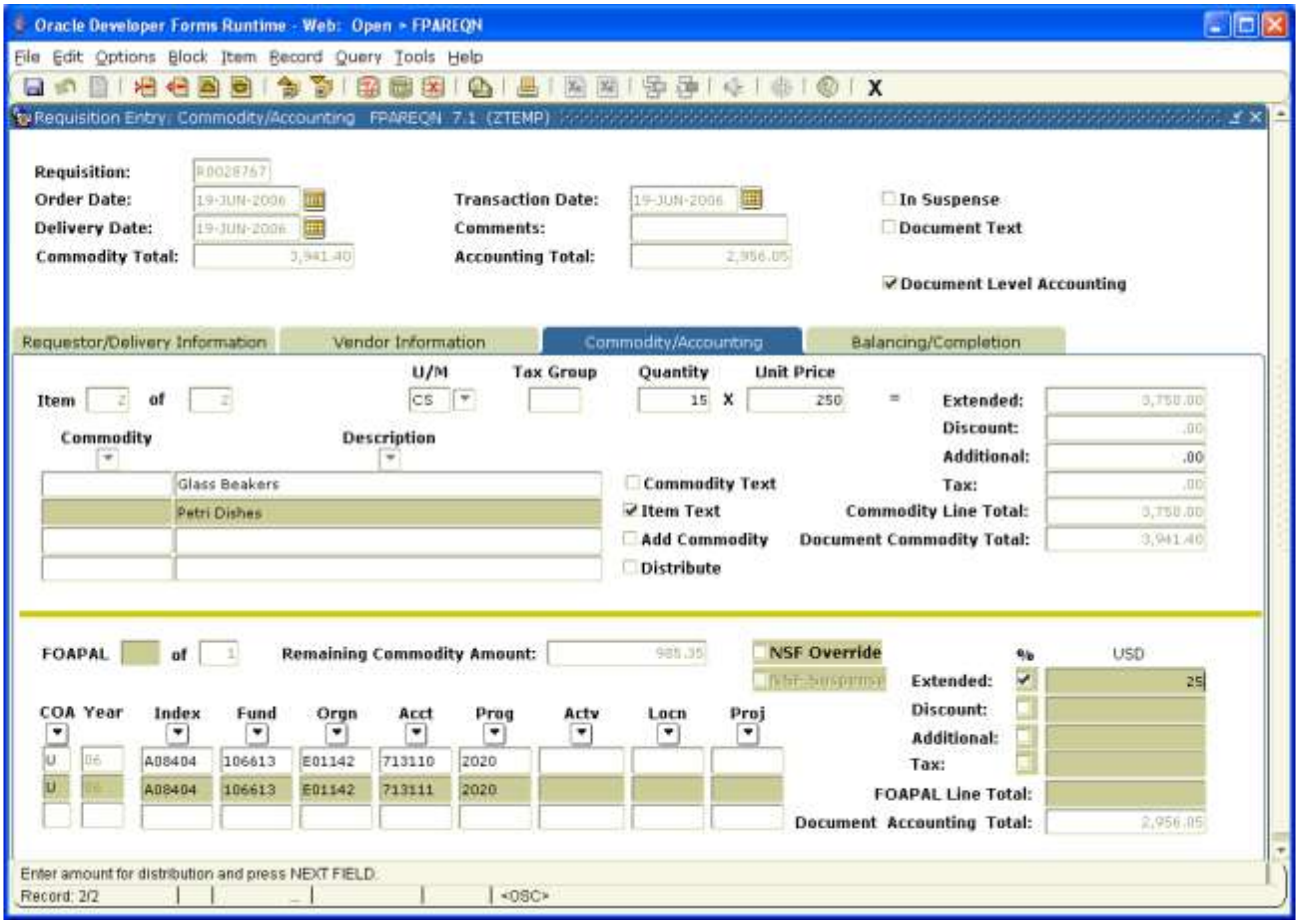


Notice that at this time, the requisition number has been issued. Write down the requisition number on your requisition log, and so it will be available for future reference.

13. **This screen allows you to enter the items that you wish to *order*. Leave the <u>Comm</u> field blank and press <u>Tab</u> or <u>Next block</u> to enter the Description field Type in a complete description of up to 50 characters. If needed, more information can be entered into <u>Options>Item text.</u> Follow previous the instructions for this screen.**

14. **Enter <u>U/M (unit of measure)</u>, click on the drop down menu button to view the list. Press <u>Tab</u> or <u>Next block.</u>**

15. **Enter quantity desired then press <u>Tab</u> or <u>Next block</u>. Enter Unit Price (up to 3 decimal places). Note: Banner will calculate the extended price. If the price is not known, enter maximum price you are willing to pay.**



16. **To enter additional items, navigate to a blank line using Next record or the down arrow key and repeat previous steps to input additional information. Up to 999 items can be requested on a single form. Do not arrow down to a blank line and leave it blank. You will not be able to move forward to the next block. If this occurs, to correct click on "Record" at the top of the screen then "Clear".**

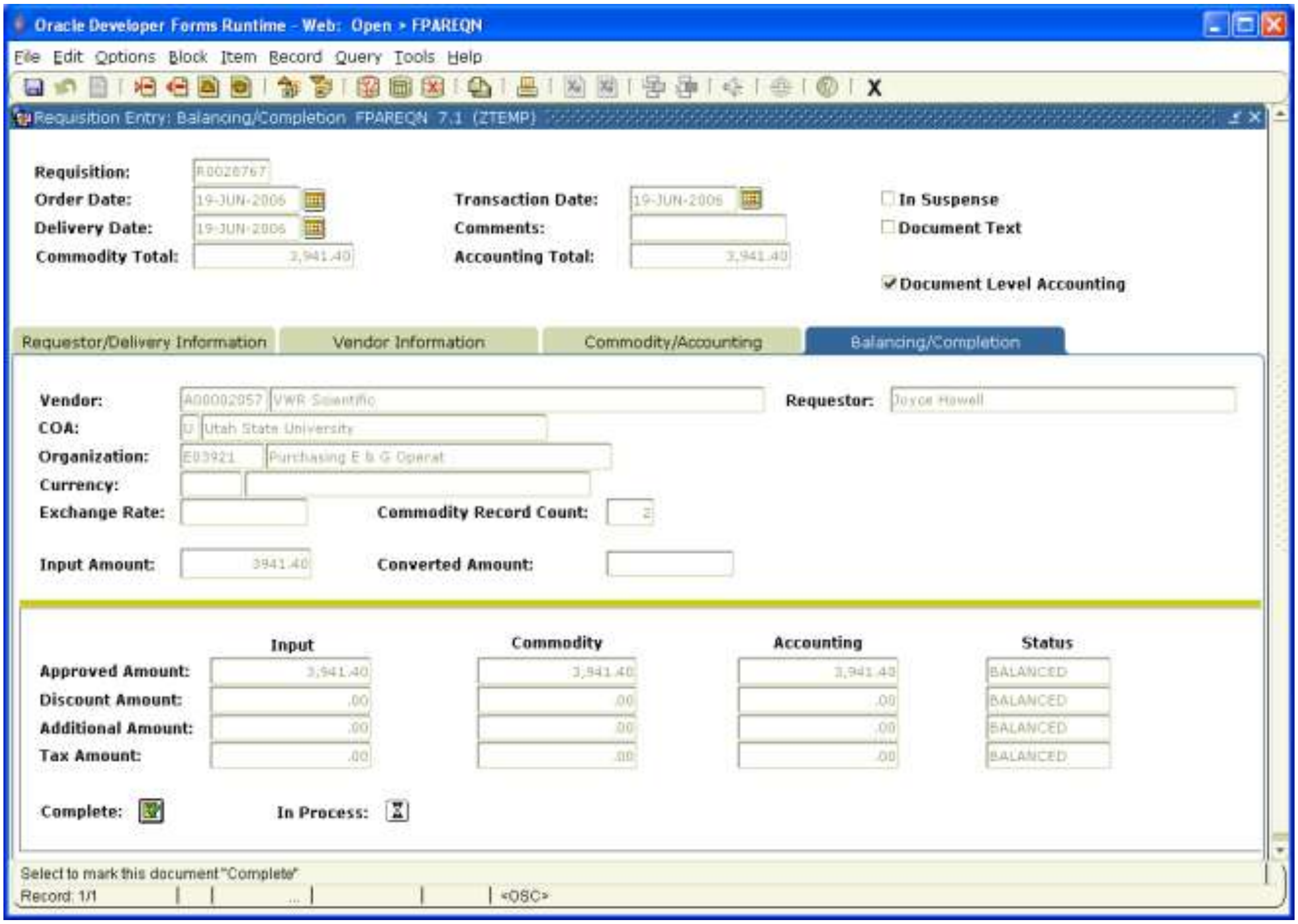
17. **When finished entering all items, press <u>Next block</u> to move to the accounting section.**

18. **Your cursor should reside in the C (chart of accounts) field, which will default (as will the Org) to the same COA that was entered earlier. Tab to the Index field and enter your <u>index</u> number (fund, organization and program will default. Tab to <u>account code</u> and enter the applicable code (old sub code) as required. Click on drop down menu button for a list of account codes (old sub codes). An account can only be used if there is a "Y" in the Data entry field. If not using more than one FOAPAL, keep tabbing to the USD section to get the totals populated. (See using more than one FOAPAL to enter multiple FOAPALS.)**

19. **To print a copy of this requisition, click on the printer icon on the toolbar. Click <u>ok</u> to the questions asked.**

20. **Press <u>Next block</u> to continue. Verify the status of the requisition by checking to see if the last column on the right indicates "Balanced" or "Unbalanced". Press <u>complete</u> button if finished, or the <u>In Process</u> button to finish the requisition at a later date.**

Check “Auto Hint” section at the bottom of the screen for any messages – “Budget Exceeded” would indicate there isn’t enough money available or budget to cover this expenditure, but the requisition would be entered into the system. “Error” would indicate there isn’t enough budget to cover this expenditure and the requisition would not be entered into the system.



For Standing Orders (Open Orders)

- **In document text, enter the authorized names of those who will be placing the orders, if required.**
- **For Commodity descriptions enter the Material or Services required.**
- **In the U/M, enter YR.**
- **In Qty enter 1.**
- **For the Unit price, enter the estimated dollar amount for the contract year.**

Capital Asset Expenditures

1. **Capital assets (an item over $5,000) must be purchased on separate requisitions from current expense items.**

2. **Capital assets are purchased separately due to requirements within the Banner program. (Example, you cannot purchase a computer or computers on the same requisition that you are ordering office supplies.)**

3. **Account codes for capital purchases are:**

BANNER ACCT#	DESCRIPTION
713300	$1000 - $49999
772300	$5000 >
713200	<$1000

Using more than one FOAPAL

1. **FOAPAL is short for Fund, Organization, Account, Program, Activity, and location. Sometimes FOAPAL will be referred to as a FOAP, they are one and the same.**

2. **There are two ways to split the expense between different FOAPALs; by dollar amounts or by percentages.**

To split by dollar amount:

1. **Enter the first Index (FOAP) in the FOAPAL field.**

2. **Tab until you reach the amount field.**

3. **Enter the dollar amount that you wish to expense against the first Index or FOAP.**

4. **Press the Down arrow key or Next record to move to a blank FOAPAL field.**

5. **Repeat previous steps until all FOAPALs are entered. Complete the requisition so it can be forwarded to the approval process.**

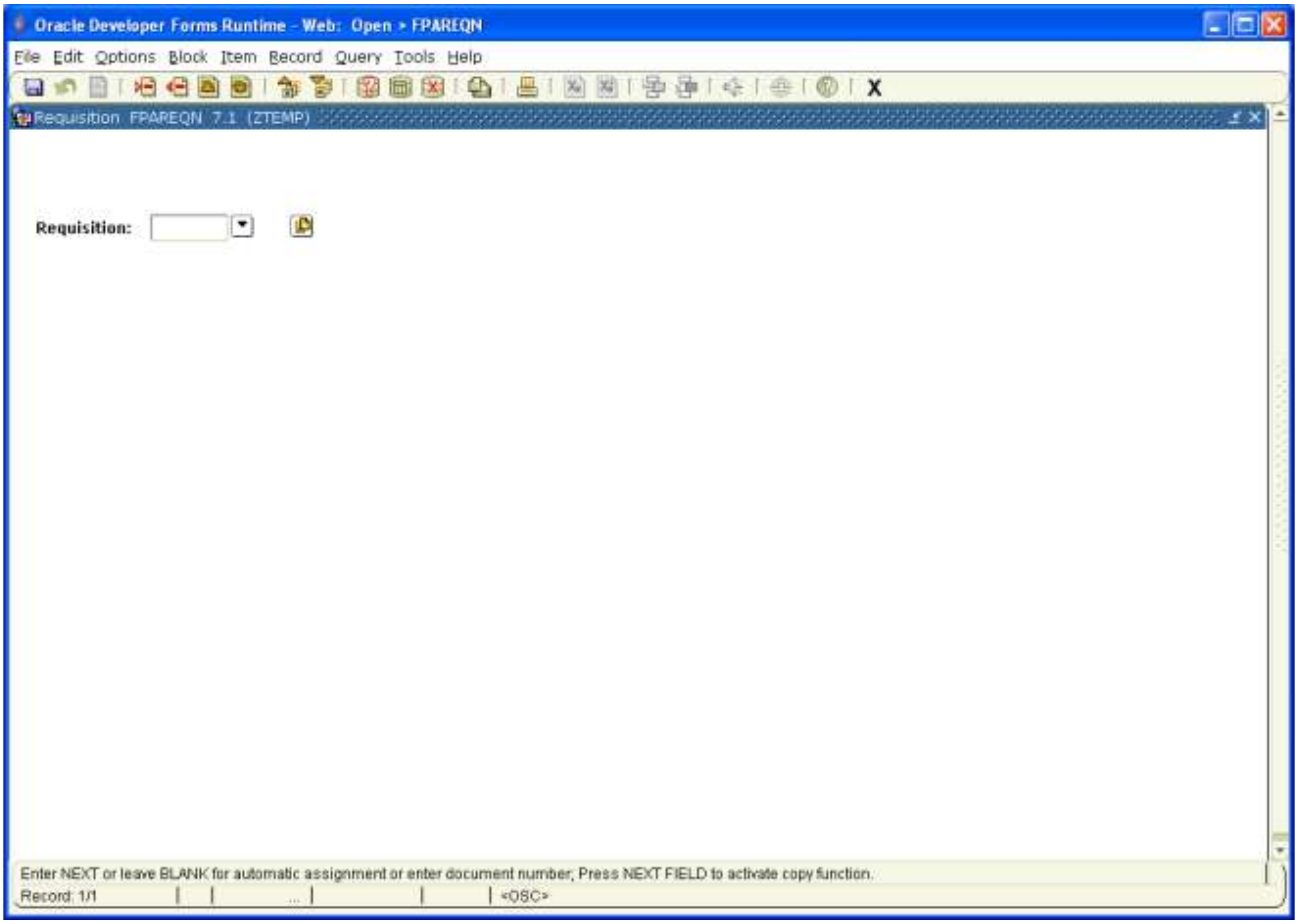
To split by percentages:

1. **Enter the first Index (FOAP)**

2. **Click on the EXT box below the % sign. The cursor will move to the Amount Field. Enter the percentage that you want allocated to this FOAP (use whole numbers only, no decimals!!)**

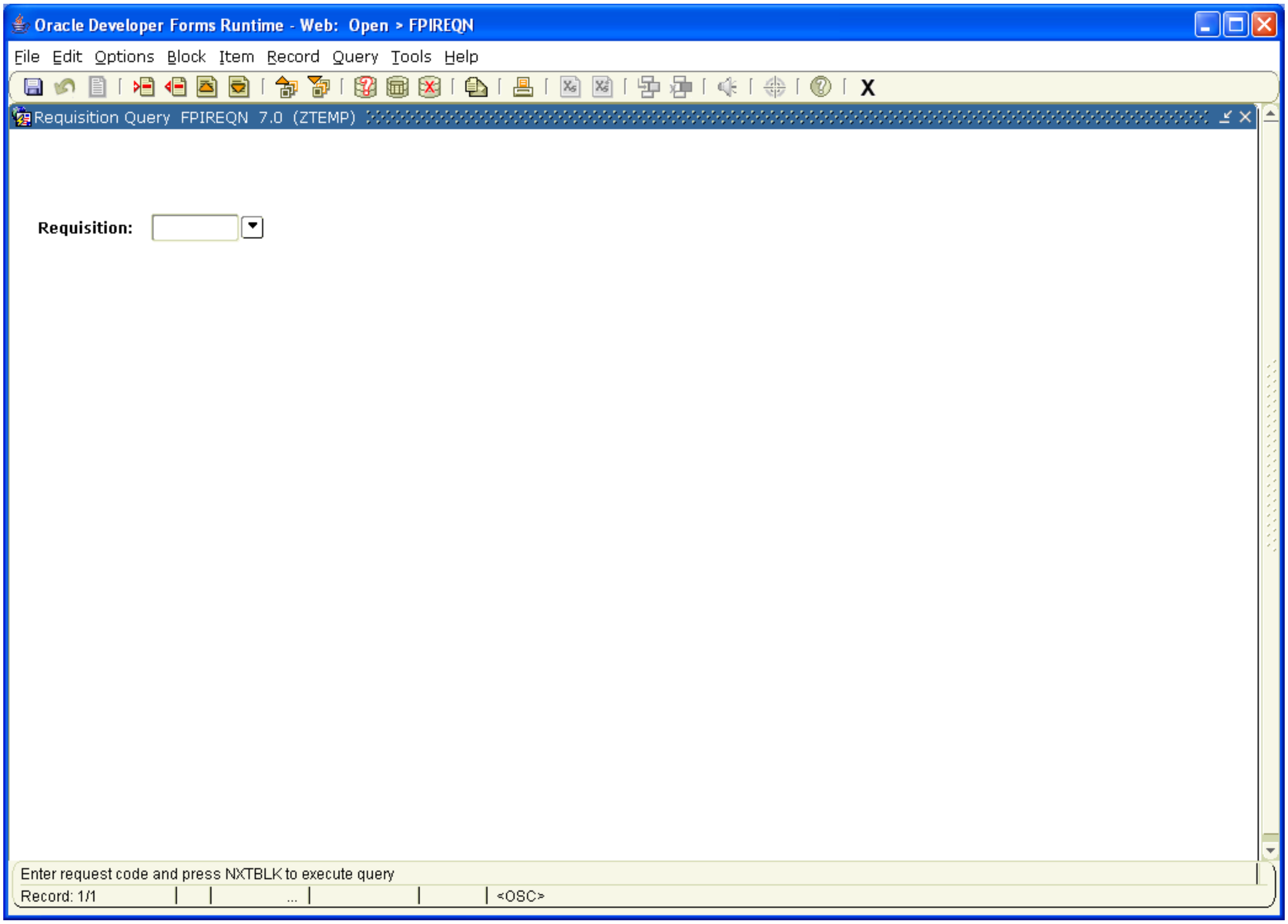
3. **The program will automatically calculate the dollar amounts.**

4. **Press the <u>Down arrow key</u> or <u>Next record</u> to move to a blank Index or FOAP line. Repeat steps 1-3 until all FOAPALs are entered. Complete the requisition so it can be forwarded to the approval process.**

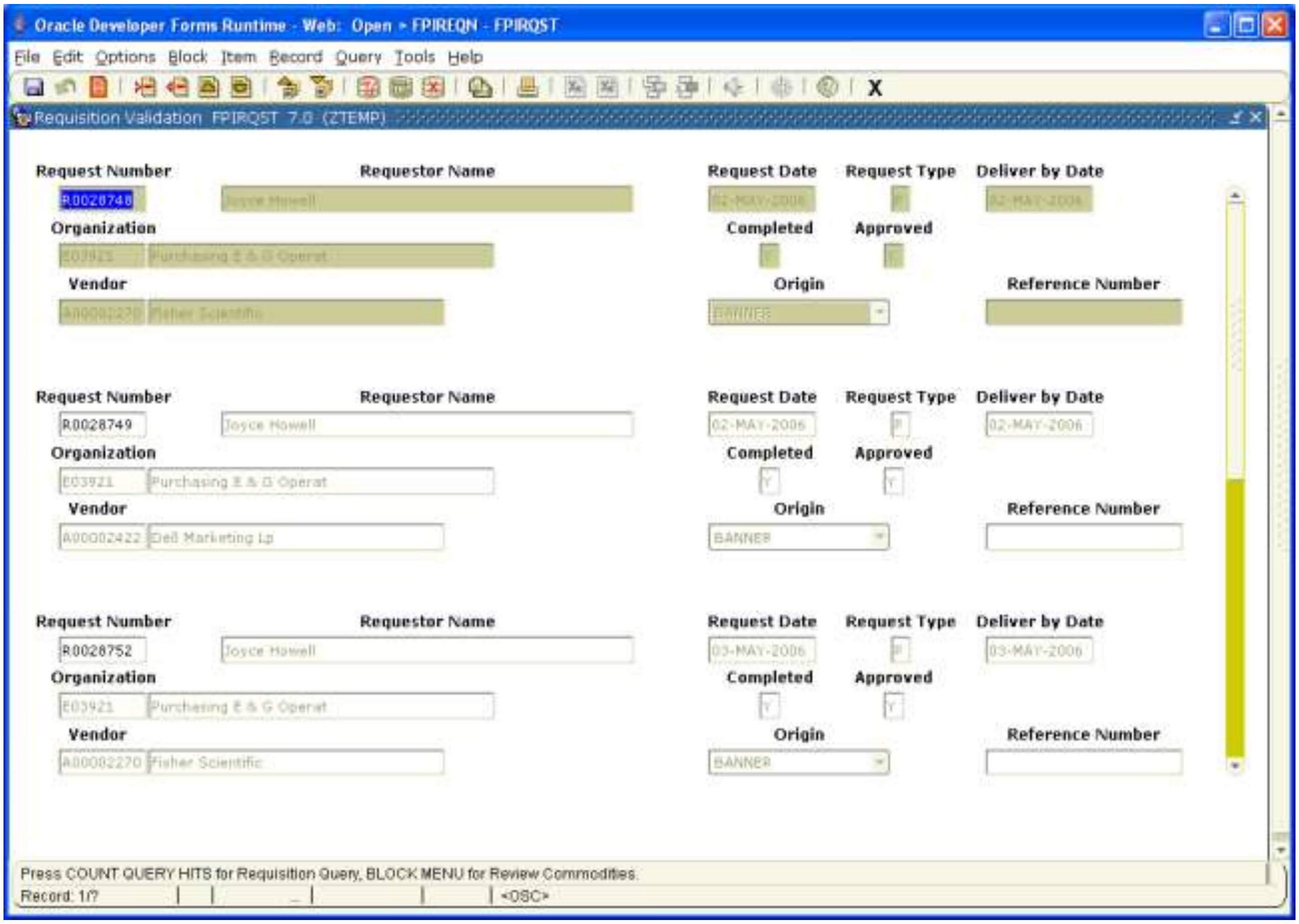


Looking up a Requisition: If you did not to write down your requisition number, you can look up your requisition by using the following methods.

1. **Go to FPIREQN (requisition Inquiry form)**



2. **Press F7 or click on the <u>Enter Query</u> icon.**
   You have two choices depending on your needs:
   a. **Type N in the Completed field to find a requisition that wasn't completed**
   b. **Type your name in the Requestor field (to find all the requisitions entered by you). This request must exactly match your spelling, including capitalization. If the requestors name cannot be found, type in the wild card. (%)**



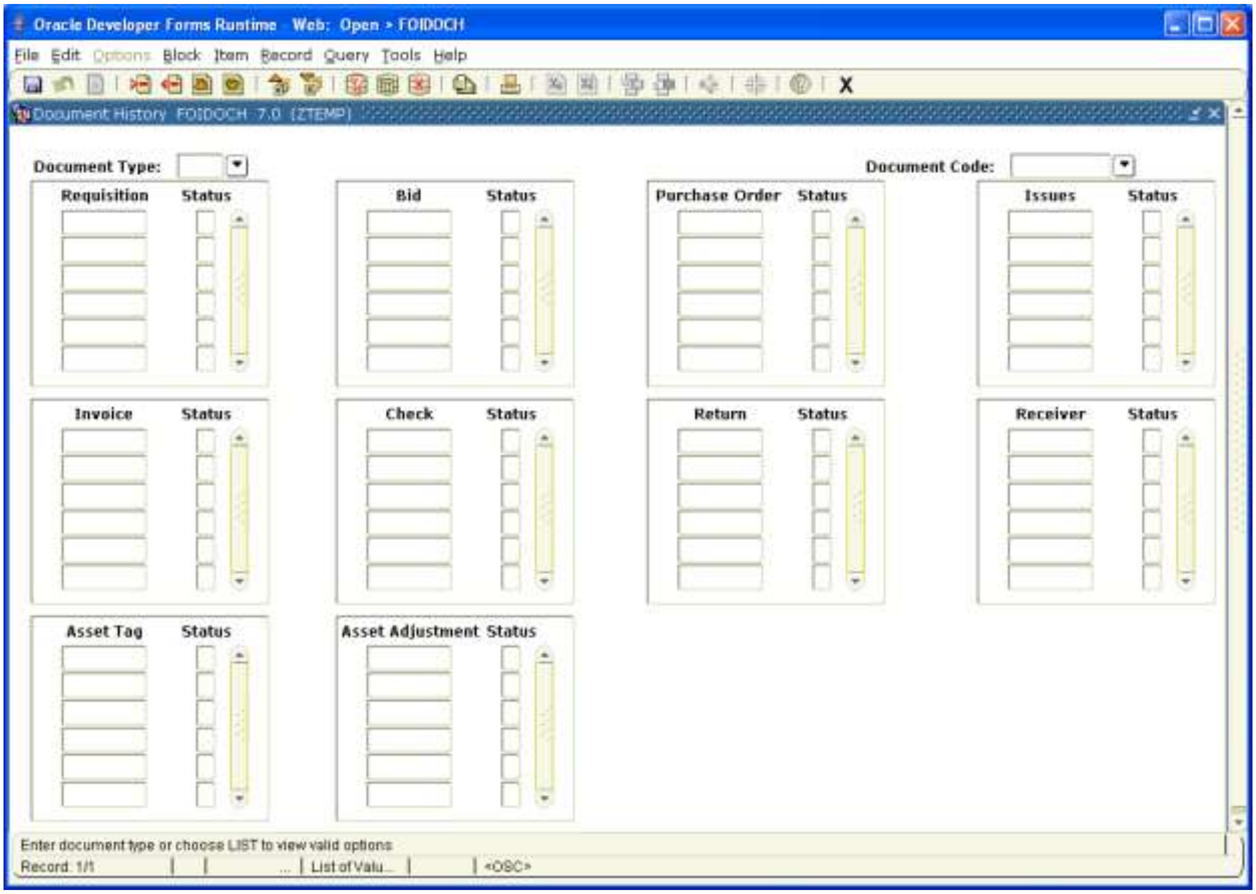
3. **Click on either F8 or the Execute Query icon. Page down may be needed to search out all requisitions entered.**

4. **To finish entering the requisition, exit FPIREQN and go to FPAREQN.**

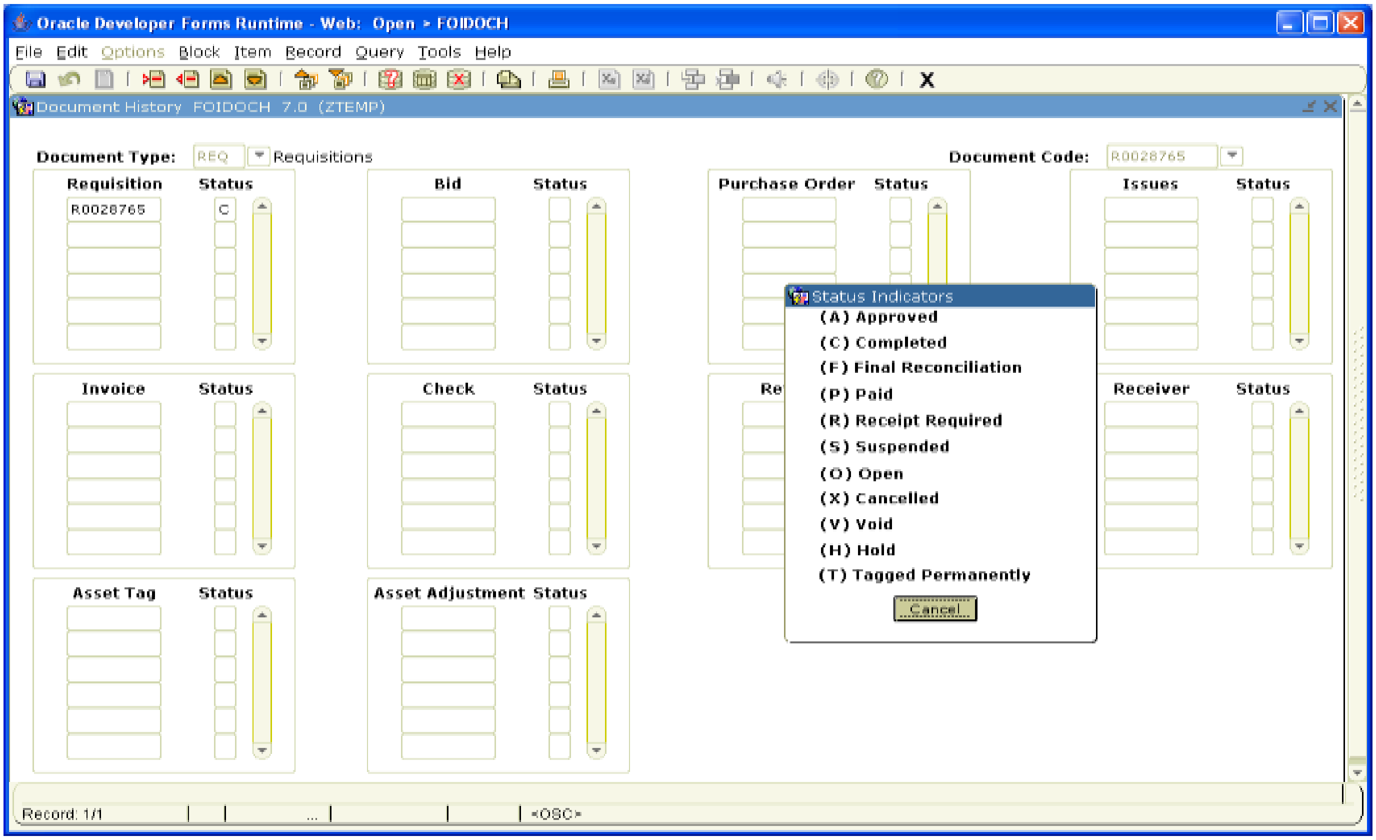
5. **Document Status Form (FOIDOCH) Status of 10 different forms can be located by using the FOIDOCH screen.**

Document History/Inquiry

1. **Type FOIDOCH in the direct access block (GUAGMNU).**

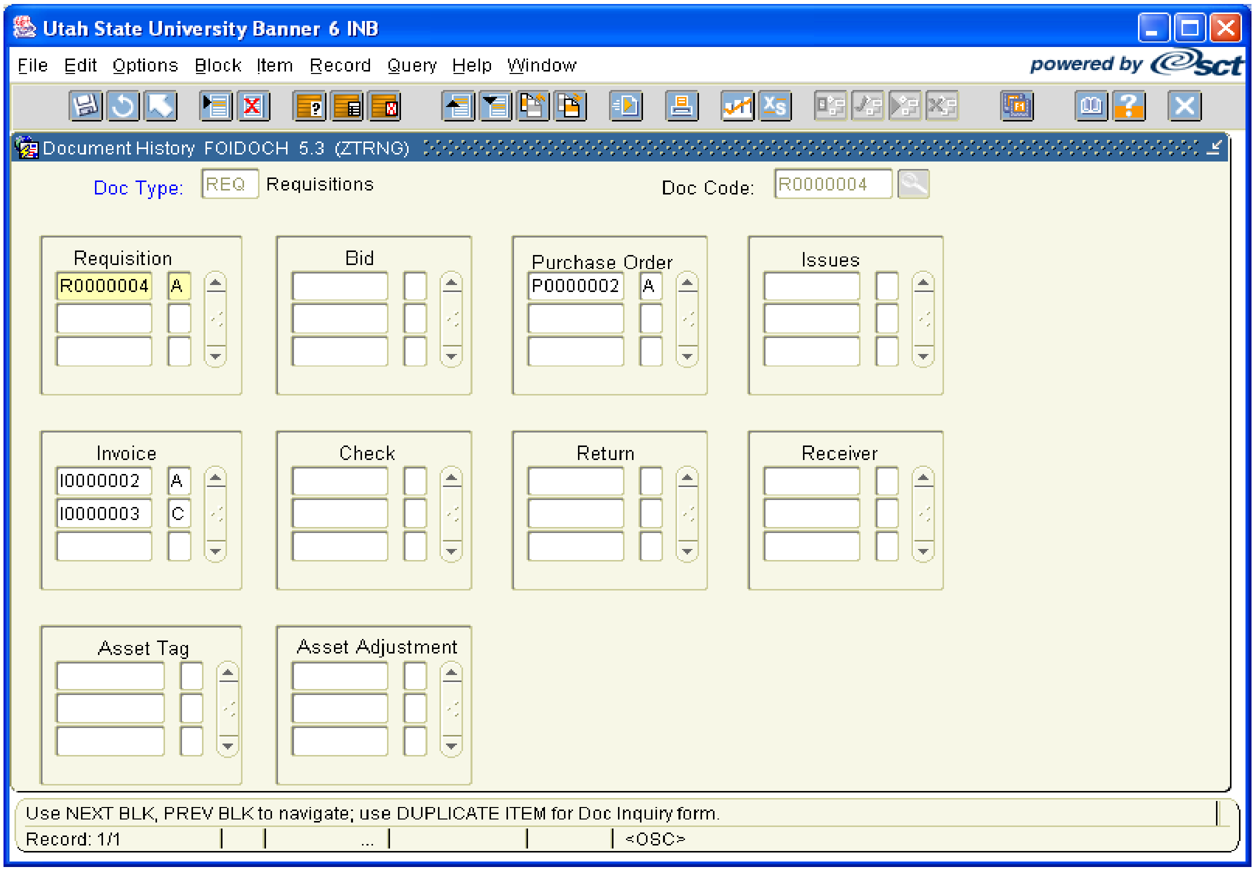


2. **Type in a Doc type or double-click in this field to see the different document types. Some document types include: Req (Requisition), Bid, or PO (Purchase order).**
3. **Tab to Doc Code. Type in Document number or click on the magnifying glass to search for your document number. Use the down arrow key to find your document number and double click on the number. It will be displayed in the Doc Code field.**
4. **When the Doc Type and Doc Codes are correct, click the Next block button.**
5. **You will see the appropriate boxes filled in beginning with Requisition and on to bid (if a bid is done) to Purchase Order and on to invoice and check number.**
6. **Go to Options > view status indicators to get an explanation for each of the letter codes to the right of the document reference numbers.**



7. **Double click (highlight) on the document that you want to review. Go to Options> (in the tool bar) and if you have chosen “requisition” then click on requisition info. This will take you to FPIREQN. Review the requisition then click on exit. This will take you back to FOIDOCH.**

8. **Click on Next block to move through the different forms. If you continue to click through forms until you reach Invoice, then the options>Requisition info will now change to options> Invoice info. You then can see detailed information on the Invoice.**


Utah State University Banner 6 INB
File Edit Options Block Item Record Query Help Window
powered by sct
Document History FOIDOCH 5.3 (ZTRNG)
Doc Type: REQ Requisitions
Doc Code: R0000004
Requisition
R0000004 A
Bid
Purchase Order
P0000002 A
Issues
Invoice
I0000002 A
I0000003 C
Check
Return
Receiver
Asset Tag
Asset Adjustment
Use NEXT BLK, PREV BLK to navigate; use DUPLICATE ITEM for Doc Inquiry form.
Record: 1/1
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