INTRODUCTION

This manual was developed by The University of Alabama 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 buying staff for assistance.

While a buyer may not have the answer to a specific question immediately, there are a variety of resources available to enable the buyer 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.

Finally, if a campus user needs an additional, one-on-one refresher session after completing the initial training, the buying staff will be happy to accommodate your particular request.

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

<table>
<thead>
<tr>
<th>1. Requisition Number Block</th>
<th>There are three Options:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Key Information Block)</td>
<td>• Click on the <strong>Next Block</strong> button for a new requisition. Banner will assign a new requisition number after the vendor is chosen</td>
</tr>
<tr>
<td></td>
<td>• Enter a Requisition number or use the search feature to locate an existing requisition to modify and complete it.</td>
</tr>
<tr>
<td></td>
<td>• Use the <strong>COPY</strong> feature to create a new requisition from an existing one.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. Requestor/Delivery Block</th>
<th>Enter three things:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Requested delivery date</td>
</tr>
<tr>
<td></td>
<td>• Org number (if different from default)</td>
</tr>
<tr>
<td></td>
<td>• Contact person for delivery (if different from default).</td>
</tr>
</tbody>
</table>

| 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 Accounts Payable. |

<table>
<thead>
<tr>
<th>4. Commodity Block</th>
<th>Enter the following information:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Commodity code assigned to the buyer for the items being purchased</td>
</tr>
<tr>
<td></td>
<td>• Description of each item</td>
</tr>
<tr>
<td></td>
<td>• Quantity for each item</td>
</tr>
<tr>
<td></td>
<td>• Price for each item</td>
</tr>
</tbody>
</table>

| 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. |

<table>
<thead>
<tr>
<th>6. Balancing/Completion Block</th>
<th>There are two choices to consider:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• <strong>Completion</strong> – this will send the Requisition to the designated buyer</td>
</tr>
<tr>
<td></td>
<td>• <strong>In Process</strong> – select this option when you need to make changes before sending the requisition to a buyer.</td>
</tr>
</tbody>
</table>
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. This date controls the fiscal year in which the transaction will encumber. It can be overwritten with a future date in order to issue the purchase order in the current fiscal year and post it to the next fiscal year.
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 ‘A’ will default, which is for The University of Alabama. Charts for Capstone Foundation, Law School Foundation, Donor Advised Fund, National Alumni Association and The Crimson Tide Foundation are also available by clicking on the ‘Search’ icon to locate the correct COA (Chart of Accounts).
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. If not automatically populated, enter the name of the person who will accept this delivery for your department.

### III. Adding Document Text

The **Document Text** feature can be used to communicate special requests to a Purchasing buyer 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 **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.
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.

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

5. 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 an ‘OF’ (Order From) code for requisitions.

The above example illustrates two addresses for Staples Inc. Select the Order From (‘OF’) 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.

**ORDER FROM ADDRESS IS NOT FOUND:**

If the vendor is on file, but there is not an ‘Order From’ (OF) address, a pop up window will indicate that the ‘Header Vendor address type and “seqno combination is invalid or inactive” as seen below:

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To add the new ‘Order From’ address to the existing vendor file, complete the following on the ‘VENDOR ADDRESS UPDATE FORM’:

- Request for vendor address type
- Request to change address on vendor #________________.
- Requesting for: MDV, Travel Voucher, or Requisition (check one)
- Complete the requestor information at the bottom of the form.
- Fax the completed form with supporting documentation to Accounts Payable at 8-1341.

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’.

To establish a new vendor’s ‘Order From’ address:

1. The department will access the Accounts Payable website at acctspay@bama.ua.edu.download a copy of the Vendor Information Form from the Forms link.
2. The department will email the ‘Vendor Information Form’ to the new vendor for completion. The vendor will return the completed form to the department by email.
3. The department will email a request to establish a new vendor to acctspay@bama.ua.edu with the completed Vendor Information Form attached.
4. Accounts Payable will email the vendor number and “Order From” sequence number to the requesting department within 3-5 business days.
5. Department can now enter the vendor number and “Order From” sequence number on the requisition and continue processing as usual.

For questions concerning vendor creates/address changes, email acctspay@bama.ua.edu. If the vendor does not have email access, contact acctspay@bama.ua.edu to make alternate arrangements.

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 Commodity Description for Each Line Item

1. Enter the correct buyer’s commodity code number, if known, or click on the Search icon to the right of the ‘COMM’ field to locate a buyer’s commodity number. This will automatically assign the requisition to the correct buyer.

An Options list appears.

Choose Commodity Validation by clicking once.

The Commodity Validation form appears listing the University buying staff and respective commodity code numbers. Buyers’ commodity codes are numbered beginning with B100. You can find all of the buyers’ commodity codes can be found on the drop down list. NOTE: Please be sure and choose the correct buyer for the commodity. Requisitions are routed to buyers based on this field and if a requisition goes to an incorrect buyer it cannot be changed and will delay the processing of your order.
Click twice on the commodity number for the buyer who is responsible for the applicable item(s). This will automatically assign your requisition to the correct buyer. The buyer’s commodity number will populate in the **Comm** field on the Requisition Entry form and the buyer’s name will appear in the **Desc** field.

Tab to the ‘**DESC**’ field and the buyer’s name becomes highlighted. Type the description for the item you are buying over the buyer’s name 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:
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) and other items with a unit price of less than $5000.00 or when line items are charged to different accounting distributions (FOAPALs).

**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.
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 buyer’s Comm code, 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.
To search for a different **Orgn**, click on the **Search** icon to the right of ‘**Orgn**’. Enter the appropriate **Account Code**.

Specify the percentage or exact amount to be charged.

**Results:**
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.

**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 a buyer in the Purchasing Department. Email the buyer who is responsible for the applicable commodity 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:

<table>
<thead>
<tr>
<th>To get these results:</th>
<th>Enter this criteria:</th>
</tr>
</thead>
<tbody>
<tr>
<td>All entries that contain “ma”</td>
<td>%ma%</td>
</tr>
<tr>
<td>All entries that begin with “ma”</td>
<td>Ma%</td>
</tr>
<tr>
<td>All entries that have “ma” as the last two characters</td>
<td>%ma</td>
</tr>
<tr>
<td>All entries that have “m” as the second character</td>
<td>_ma%</td>
</tr>
</tbody>
</table>
SECTION 2: BANNER RECEIVING

THE RECEIVING GOODS FORM

ENTERING A RECEIPT OF GOODS
THE RECEIVING GOODS FORM – FPARCVD – Quick Reference

ENTERING A RECEIPT OF GOODS

Use the Receiving Goods form to enter or view receipt information from a packing slip or receiving document. You can only perform receiving transactions against completed purchase orders.

<table>
<thead>
<tr>
<th>Receiving Document Code</th>
<th>Enter an existing Receiving code, or type ‘NEXT’ to have the system generate one for you.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receiving Header</td>
<td>View Receiving Text in Options menu to access General Text Entry form.</td>
</tr>
<tr>
<td></td>
<td>Receiving Method and Carrier Fields are optional.</td>
</tr>
<tr>
<td></td>
<td>Date Received defaults to current date.</td>
</tr>
<tr>
<td></td>
<td>Received by defaults to user based on security profile.</td>
</tr>
<tr>
<td>Packing Slip</td>
<td>Enter the ‘Packing Slip’ number.</td>
</tr>
<tr>
<td></td>
<td>Enter or view text in Options menu to access General Text Entry Form.</td>
</tr>
<tr>
<td></td>
<td>Bill of Lading – Optional</td>
</tr>
<tr>
<td>Purchase Order</td>
<td>Enter Purchase Order number or perform a search to locate an existing purchase order number.</td>
</tr>
<tr>
<td>Identify Items to be Received</td>
<td>There are two Options:</td>
</tr>
<tr>
<td></td>
<td><strong>Receive All:</strong></td>
</tr>
<tr>
<td></td>
<td>• Choose ‘Receive All’ from Options menu.</td>
</tr>
<tr>
<td></td>
<td>• All items are received and ‘Final Received’ block is checked. You can verify by performing a Next Block to view items.</td>
</tr>
<tr>
<td></td>
<td><strong>PO Item Selection:</strong></td>
</tr>
<tr>
<td></td>
<td>• Choose ‘Select PO Items’ from Options menu, perform a Next Block, and scroll through list to view multiple items and select desired items. Click ‘Save’ icon to include items for receiving. Click ‘Exit’ icon to close window.</td>
</tr>
<tr>
<td></td>
<td>• Select ‘Receive Items’ or ‘Adjust Items’ on Purchase Order field.</td>
</tr>
<tr>
<td></td>
<td>• Perform Next Block to access Commodity window.</td>
</tr>
</tbody>
</table>
| Commodity Window | • Scroll through items using arrow keys.  
• FOB field is optional.  
• Check ‘Final Received’ box to indicate final receiver for this purchase order, if applicable.  
• Select Next Items or use TAB to enter the Current-QTY-Rejected field.  
• If items are rejected at delivery, enter the quantity rejected and the unit of measure for each.  
• Perform Next Block to access the Completion Window. |
|---|---|
| Asset Information Window | Access by selecting Asset Information from the Options menu on the Commodity Window.  
Enter make, model and manufacturer for a fixed asset commodity.  
Select OK to add to commodity record or select Cancel. |
| Completion Window | There are two Options:  
• To complete and post the data, select ‘Complete’.  
• Select ‘In Process’ if you wish to complete at a later time. |
ENTERING A RECEIPT OF GOODS

Navigate to the Receiving Goods form FPARCHD either through the menu or direct access field. Use the Receiving Goods form to enter or view receipt information from a packing slip or receiving document. You can only perform receiving transactions against completed purchase orders.

1. Receiving Document Code: Required. Type ‘NEXT’ in the Receiver Document Code field to have the system generate a new Receiving Code, enter an existing Receiving code to complete a Receiving record that is in process, or click the Search icon to have the system search for an incomplete document.
2. Perform a **Next Block** function to access the **Receiving Header**. Notice that the Receiver Document Code has been assigned.

3. **Receiving Method and Carrier Fields**: OPTIONAL.

4. **Date Received**: REQUIRED: Automatically defaults by the system to the current date. Override, if appropriate.

5. **Received By**: Defaults by the system and identifies the person performing the receiving process.

6. To create or view comments associated with the receiver document; select **View Receiving Text** from the **Options** menu to access the **General Text Entry Form FOATEXT** to create or modify text associated with a receiver document.
The General Text Entry form FOATEXT will be displayed. To enter the desired text to be added to the Receiving form, perform a Next Block to access the Text fields and enter comments. Fields are limited to fifty spaces. Use the Arrow down key to access additional Text lines. Click SAVE or F10 to record Text and click the Exit icon to return to Receiving Goods form. A checkmark in the Text Exists field indicates that receiving text exists.

Perform a NEXT BLOCK function to enter packing slip information.

7. Packing Slip: Enter the Packing Slip number. If a packing slip number is not available, enter your initials and the current date MMDDYY. You may click on the search icon to select an existing receiver document and packing slip code from the Receiver/Packing Slip List Window if the packing slip encompasses the receipt of more than one purchase order. You may enter or view text associated with the packing slip. Click Packing Slip Text in the Options menu to access the General Text Entry Form FOATEXT.
8. **Bill of Lading:** Optional.

   Perform a **NEXT BLOCK** function to enter the purchase order information. The Buyer and Vendor fields are automatically populated from the purchase order.

9. **Purchase Order:** REQUIRED. Enter the **Purchase Order Number** associated with the packing slip. You may navigate to one of the following areas from the **Purchase Order** field:

   - To access the **Purchase Order Validation Form** **FPIPOHD**, click on the **Search** icon.
   - To view open purchase orders click on the **Search** icon to access the **Open Purchase Orders by Vendor Form** **FPIOPOV**.
   - To access the **Purchase/Blanket/Change Order Query Form** **FPIPURR** click on the **Search** icon. This form enables you to view a specific purchase order document.

Identify whether the receiving document is to **Receive Items or Adjust Items** by selecting the appropriate box. The **Adjust Items** box can only be used when a previously received amount exists and may not be for an amount greater than the previously received amount.
10. **Identify Items to be Received:**

Click **Options** and choose **Select PO Items** from the **Options** menu to access the **Receiving Goods PO Item Selection FPCRCVP** form. Do **NOT** select **Receive All** from the **Options** menu. Receiving all items without reviewing them could easily cause mistakes.

To select the items you wish to receive, perform a **NEXT BLOCK** and click the check box under ‘**Add Item**’. A check mark will appear verifying that each item has been selected.

Click in the **Add Item box** to select item. Use the down arrow key to access each line item.
Click the **Save** icon or **F10** to add the items to the receiving form. A message window appears indicating that the transaction is complete with the number of records selected. Click **OK**. Click the **Exit** icon and **YES** to close the **PO Item Selection** form and return to the Receiving Goods form.

Perform a **NEXT BLOCK** function to access the **Commodity Window**. **TIP:** The selected items will appear one at a time by using the **Scroll** bar.

11. **Commodity Window:** Used to enter receiving information for each line item on the selected purchase order. The header fields display the information entered in the main window of this form. The commodity information defaults from the purchase order items selected for receiving.

To enter information on the receiving detail record in the Commodity Window Form:
• Scroll through the items using the arrow keys or scroll bar to find the item(s) you are ready to receive.
• Use TAB to navigate to the FOB field. This field is not required.
• Check the Final Received checkbox in order to indicate this receiver document is intended to be the final receiver entered against the referenced purchase order, if applicable. This indicator is carried forward to the invoice.
• Select Next Item or use TAB to enter the Current-Quantity-Received field. Press the Tab key.
• The U/M (Unit of Measure) default value comes from the purchase order. If the unit of measure for the goods being received is different than that of the purchase order, enter the received quantity and the received unit of measure. The form converts the quantity into the unit of measure for the purchase order.
• If items are rejected at delivery time, enter the Current-Quantity-Rejected and the corresponding unit of measure for the rejected quantity.

Using the Scroll Bar, click to the next line item to perform receiving. Line Item number and Commodity Record Count are shown for your convenience. The above screen example shows Item 1 of a total of 2 Commodity Records selected to be received.

Perform a NEXT BLOCK function to access the Completion Window to commit the receiving transaction.
**Completion:** To complete and post the document, click **Complete**. Once you complete the document, you can make no further changes to it. If further changes are necessary, enter a new receiver document by selecting ‘Receiving Goods’ on the main menu.

**In Process:** If you wish to maintain this data in your records but do not wish to complete and post the receipt at this time, click **In Process**. You can access this information again using the identical receiver document code.

The **Status Line** will indicate the number of records applied and saved as indicated below after completion.
12. Asset Information Window

Use the Asset Information Window of the Receiving Goods form to enter make, model, and manufacturer information for a fixed asset commodity. To access this window, select Next Block from the Commodity Window. The information entered here defaults into the Acquisition Information Window on the Fixed Asset master maintenance form. Select OK to add this information to the commodity record, or select Cancel.

13. Making Adjustments to a Receiving Document

1. Access the Receiving Goods Form FPARCVD.

2. Enter NEXT in the Receiver Document Code field to generate a new Receiver Document Code or click the Search icon to choose an incomplete document.

3. Perform a Next Block function.

4. Double-click in the Receiving Method Field to select a receiving method (optional).

5. Click the Search icon to select a Carrier (optional).

6. Tab to the Date Received field. Override the date, if appropriate.

7. Select View Receiving Text from the Options menu to create or modify text associated with this receiver document.

8. When completed, click the Save and Exit icons.

9. Perform a Next Block function to go to the Packing Slip block.

10. Click the Search icon to select the packing slip number used previously for this purchase order.

11. Select the Adjusted Items radio button.

12. Click Select Purchase Order Items from the Options menu. This takes you to the Receiving Goods PO Item Selection Form FPCRCVP.

13. Perform a Next Block function.

14. Click the Add Item checkbox for the commodities that need to be adjusted.

15. Click the Save and Exit icons.

16. Perform a Next Block function.

17. Tab to the Adjustment Quantity Received field and enter the quantity of goods adjusted for this item. The adjustment must be a negative quantity.

18. Use the Scrollbar to access other line items and adjust as necessary.
19. Perform a **Next Block** function.

20. Click **Complete** to complete the receiving document.

21. Click the **Exit** icon.
SECTION 3: 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 Field.

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 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:

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.
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.

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**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 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)

![Options Menu](image)

Options Menu:
The Options menu selection will depend on the type of document you have selected.

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

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**Purchase Order Detail Screen**

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**Invoice Detail Screen**
Searching for Document Details in FOIDOCH (continued)

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.
BANNER REQUISITION AND RECEIVING ENTRY PROBLEMS

RECEIVING

Problem: Many Receiving forms have correct information but are not ‘Completed’. Invoices will not pay with incomplete receiving.

Solution: A ‘Next Block’ function must be performed after line items have been received to access the ‘Completion Block’ and commit the receiving to the purchase order. See Example # 1 attached.

Problem: Some receiving attempts are abandoned with little or no information. Abandoned receiving attempts prevent invoices from being paid.

Solution: These ‘false starts’ can be removed by opening the receiving document using FPARCVD. Place your cursor in the ‘Receiving Method’ field on the first block of the receiving form and choose ‘Remove’ on the ‘Record’ menu. Important: This step must be repeated for the removal to be permanent. See Example # 2 attached.

EXAMPLE 1: Accessing the Completion Block after all items have been received.

After all items are received, perform a NEXT BLOCK function to access the Completion Window and commit the receiving transaction.
Completion: To complete and post the document, click **Complete**. Once you complete the document, you can make no further changes to it. If further changes are necessary, enter a new receiver document by selecting ‘Receiving Goods’ on the main menu.

In Process: If you wish to maintain this data in your records but do not wish to complete and post the receipt at this time, click **In Process**. You can access this information again using the identical receiver document code.

The **Status Line** will indicate the number of records applied and saved as indicated below after completion.
EXAMPLE 2: Removing an Unwanted Receiving Document

To remove an unwanted receiving document, place the cursor in the ‘Receiving Method’ field on the first block of the receiving form and choose ‘Remove’ on the ‘Record’ menu.

Step 1: Place cursor in the Receiving Method field

Step 2: Choose ‘Remove’ on the ‘Record’ menu. This step must be repeated for the removal to be permanent.

Important: This step must be repeated for the removal to be permanent.

After clicking the ‘Remove’ command once, the status line prompts the user to click the ‘Remove’ command a second time to permanently delete the record.
After the second ‘Remove’ command is executed, a message confirming that this record has been deleted will appear in the status line.

The status line confirms that the record has been deleted after the second ‘Remove’ command is executed.
GLOSSARY OF BANNER FORMS

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

FGIDOCT: Budget changes postings

FGIENCD: Review current balances and encumbrances for po’s and req’s.

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

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

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

FOQADDR: Form for viewing alternate addresses for vendors.

FPAREQN: Requisition Form, used to create purchase requisitions.

FPARCVD: Receiving goods form.

FPIREQN: Form to review existing requisitions to verify status.

FPCRCVP: Receiving goods purchase order selection form.

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