Western State College of Colorado

BANNER INSTRUCTIONS MANUAL

For Requisitioners

April 20, 2010

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Highlighted Text Key:

AQUA = Required entry or step
YELLOW = Required entry or step if applicable

GETTING STARTED

Before you can begin work in Banner Procurement forms the following items need to be accomplished:

- **Banner user name and password**
  - With requisitioner profile
  - See Computer Services

- **Banner Approvals**
  - Sets up your budget approval authority in Banner for department purchases
  - See Budget Analyst (Leonard Silence) for an Approvals Setup form to be signed by VP over your department

- **Requestor's default information**
  - FOMPROF sets up your requestor's default information in Banner Procurement forms
  - Ship Code setup with your name and department address
  - See Purchasing Assistant (Sue Oberly) for FOMPROF setup and Ship Code setup

- **Navigation Training**
  - Complete the Banner 7 Fundamentals (or current version) online navigation training module found on the Banner resource page (http://www.western.edu/administration/it/banner)

HELPFUL BROWSER BOOKMARKS FOR REQUESTORS

Banner Resource Page: http://www.western.edu/administration/it/banner

- This is where you start to log into Banner
- Select the first Banner link to access the Logon window

Procurement & Contracts Webpage: http://www.western.edu/administration/finadmn/purchasing

- How To Make Purchases…Guide
- WSC P-Card Manuals and Handbooks
- Contracts
- Related Links and more

State Price Agreements: http://www.gssa.state.co.us/SPAgree

- Toner Cartridges
- Computers and Printers
- Copier Rental
- Industrial Supplies
- Office Supplies
- And More

Colorado Correctional Industries: http://www.coloradoci.com/

- Furniture purchases – mandatory

State Travel Management Program: http://www.colorado.gov/dpa/dcs/travel

- Auto Rental Price Agreements
- Lodging Directory – In-State
- Meal Per Diem

1: CHECK FUNDS AVAILABILITY
FGIBDST
Organization Budget Status

Go To… FGIBDST ENTER

KEY BLOCK / INFORMATION

Chart: ENTER. "E" defaults. ENTER or TAB

Fiscal Year: Current fiscal year defaults. Enter any fiscal year you wish to review. The College's fiscal year is July 1 through June 30 and the BANNER fiscal year indicator is the last two digits of the fiscal year end. E.g., "10" is the fiscal year indicator for the 2009-2010 fiscal year.

Index: Enter budget Index number of department budget to be reviewed. Corresponding **Organization**, **Fund**, and **Program** fields will default. PAGE DOWN to view data in all account codes and types or choose options below to view only specific data. If the department=s accounting string does not have an index number, enter the **Organization**, **Fund** and **Program** fields.

Query Specific Account Check this box to view data only for a specific account code. Enter an account code in the **Account** field (required) and PAGE DOWN.

Include Revenue Accounts This box defaults checked to view applicable revenue data.

Commit Type: Leave as defaulted as "Both" for the commitment type.

Organization:
Fund:
Program: These fields describe the budget department and its designations within the budget organization. The index represents or "points to" these accounting string elements and default when the index is entered. If an accounting string does not have an index number, enter the **Organization**, **Fund** and **Program** fields. PAGE DOWN to display data in all account codes and types.

Account: Enter an account code number to view the data for all account codes in sequence below the account code entered in the **Account** field. Check the **Query Specific Account** check box to view the data only for a specific account code. PAGE DOWN to display the designated data.

Acct Type: Not used.
Activity: Not used.
Location: Not used.

DETAIL BLOCK / INFORMATION

The Options menu in the top Menu Bar displays related forms that provide various summaries and detail of budget transaction activity. Following is a brief description of the forms available from the Detail Block. More Options are available from each form. EXIT (F12) or **X** from Toolbar to return to the previous form viewed.

Budget Summary Information [FGIBSUM] Select **Budget Summary Information** or press COUNT QUERY HITS (F2) to view the Organization Budget Summary FGIBSUM which displays a summary of the organization budget status by account type.

Organization Select **Organization Encumbrances** or press DUPLICATE RECORD (F4) to view the

Encumbrances [FGIOENC]

Organizational Encumbrance List FGIOENC which displays all open encumbrances of the organizational budget.

From Options menu select **Query Detail Encumbrance Info** to view Detail Encumbrance Activity FGIENCD which displays transaction details for each encumbrance record on FGIOENC.

Transaction Detail Information [FGITRND]

From any **Account** field select **Transaction Detail Information** or press DUPLICATE ITEM (F3) to view the Detail Transaction Activity FGITRND which displays all the transactions and accounting activity in this account code.

From any **Adjusted Budget**, **YTD Activity**, or **Commitments** field select **Transaction Detail Information** or press DUPLICATE ITEM (F3) to view the Detail Transaction Activity FGITRND which displays only the transactions that pertain to the highlighted field on FGIBDST.

In Detail Transaction Activity FGITRND from most fields select:

- **Query Document** or press DUPLICATE ITEM (F3) to view a transaction document
- **Detail Encumbrance Info** or press COUNT QUERY HITS (F2) to view the Detail Encumbrance Activity FGIENCD on encumbrance documents
- **Query Total for all records**

2: CREATE A REQUISITION
FPAREQN
Requisition

Go To… FPAREQN ENTER

KEY BLOCK

Requisition PAGE DOWN to assign next **Requisition** number *or*
Type "NEXT" and PAGE DOWN *or*
Select **Requestor/Delivery Information** in Options Menu *or*
Click NEXT BLOCK from Toolbar
The next system-generated Requisition (REQ) number will appear on the document after initial data is committed. Note the REQ # for your records before leaving the document.

Copy Press ENTER twice to open **Copy FPAREQN** window *or*
Click on **Copy** icon *or*
Select **Copy Requisition** in Options Menu
to copy into a new REQ all the data from a previous REQ document.

Copy From

Requisition: Enter or Search (see FPIRQST in HELPFUL INQUIRY FORMS instructions chapter below) the original REQ # to be copied. Click **OK** to move to **Requestor/Delivery Information** page or press ENTER to view original REQ vendor.

Vendor: Display-only. Defaults original REQ=s vendor.

Click **OK** or press ENTER to move to **Requestor/Delivery Information** page where the new REQ number appears in the new document. Note the requisition number for your records before leaving the document.

The new REQ is not **Complete** or **Approved** and all data may be changed. Review the purchase order assigned to the original REQ and update the new REQ accordingly. Make any other changes pertinent to the new order. The **Commodity/Accounting Information** page must be visited before completion to cause system to check accounting for validity and NSF.

REQUESTOR / DELIVERY INFORMATION

Requisition Display-only. The next REQ # will be appear on the document after initial data is committed. Note the REQ # for your records before leaving the document.

Order Date Required. Defaults today's date for REQ date. Do not change.

Trans Date Required. Defaults today's date for date the REQ transaction is processed. May be changed if transaction needs to be processed in a different accounting period or fiscal year.

Delivery Date Required. Tells the vendor when order delivery is needed. Enter a quoted delivery date or a realistic estimated delivery date appropriate for order. Date format must be same as transaction date, i.e., DD-MMM-YYYY.
PAGE DOWN or click **Vendor Information** tab if all defaulted information is correct.

Comments Not used. Place all comments in Document Text (FOAPOXT) – see instructions in this chapter.

Commodity Total Display-only. Shows total amount in the document for all commodity records.

Accounting Total Display-only. Shows total amount in the document for all accounting records.

In Suspense Display-only. Appears with T if document is in suspense. **Suspense** status exists when the system detects missing required data or conditions in the document.

Document Text Display-only. Shows if document text exists. Appears with T when text is entered in Procurement Text Entry FOAPOXT.

Document Level Accounting Defaults with T showing that the accounting data entered for this REQ applies to the entire document, i.e., to all commodity item amounts. Document level accounting is appropriate for most REQs.

Uncheck this box to assign individual accounting string(s) to individual commodity items. When unchecked the REQ is in **Commodity Level Accounting** status. Best used when:

- an order has several items for more than one department
- more than one requisition from various departments will be assigned to one PO
- it is important to keep the cost of individual items expensed only from different designated accounts

Requestor Required. Defaults from the user ID profile. Updatable field may be changed. Be consistent with entry of this name on every REQ, i.e., letter case, spacing, punctuation, abbreviation, etc. This name is the key search element when searching for a REQ number in Requisition Validation FPIRQST. The **Requestor** field in FPIRQST, with wildcards, will look for a match to this **Requestor** field on requisitions.

COA Required. Defaults "E" (no change) and "Western State College" (display-only) for **C**hart **o**f **A**ccounts title.

Organization Required. Defaults from the user ID profile. Updatable field may be changed to show which department is responsible for order. Click Search drop-down to find any organization code in Organization Code Validation Form FTVORGN. In FTVORGN 1) press ENTER QUERY (F7) or click ENTER QUERY on Toolbar, 2) in **Title** column type "%" and any portion of the department name and "%", 3) press EXECUTE QUERY (F8) or click EXECUTE QUERY in Toolbar, 4) highlight desired effective organization title, 5) click SELECT on Toolbar or press EXIT W/VALUE (Shift F3). Organization title defaults into the next display-only field.

Email Defaults from user ID profile. Updatable field may be changed.

Phone Defaults from user ID profile. Updatable field may be changed. Fields auto-skip. Omit "-" in seven-digit number.

Extension Not used. Not applicable.

Fax Defaults from user ID profile. Updatable field may be changed. Fields auto-skip. Omit "-" in seven-digit number.

Ship To Required. Defaults from user ID profile. Updatable field may be changed. Enter a different ship-to code or search the **Ship-To List** by LOV (F9) or click Search drop-down to retrieve any ship-to code. The ship-to code format uses the three-letter building code followed by either a requestor's initials or an abbreviation of a department name, and possibly a number to distinguish requestors with the same initials. Advise Purchasing for updates or to set up a new ship-to code if a desired ship-to code is not found in the **Ship-To List**.

Address Fields
Telephone
Contact

The address, phone, and contact information associated with the ship-to code appears in display-only fields. Only the address fields print on the PO and indicates the delivery location for the order.

Attention To

Defaults from the **Contact** field in the associated **Ship-To** record. Updatable field may be changed for the current order. Internal information only does not print on the PO.

After all required and defaulted requestor and delivery information has been verified for the current order, PAGE DOWN or click on **Vendor Information** tab or select Vendor Information from Options Menu.

VENDOR INFORMATION

Key information defaults into display-only fields at the top of the **Vendor Information** page from the **Requestor/Delivery** and **Commodity/Accounting** pages.

Vendor

To assign a vendor, type the vendor ID number, if known, in the first field, search the vendor table to select an existing vendor, or type the vendor=s name in the second field if the vendor does not exist in the vendor table.

Search Vendor Table

Press LOV (List of Values) (F9) or click Search drop-down button and click **Entity Name/ID Search (FTIIDEN)**

ENTER or TAB to **Last Name**. See VENDOR SEARCH instructions chapter below for detailed guidelines for successful vendor searching.

Type "%" followed by the first few letters of the vendor=s name, a distinctive word in the name, or any portion of the name followed by "%". EXECUTE QUERY (F8) or click EXECUTE QUERY on Toolbar. The search function is case sensitive. Vendor table data is in upper and lower case letters, uses standard abbreviations, contains acronyms, and uses ***no*** punctuation. Use the wildcard (%) in various positions in the search string to customize the search.

All vendor names that match the search string will be displayed.

Highlight desired vendor and press EXIT W/VALUE (Shift F3) or click SELECT on Toolbar or begin another search (ENTER QUERY (F7) or Search in Options Menu, ENTER or TAB to **Last Name**) with different search string. The selected vendor name and address will be retrieved into the requisition.

If no match or no correct match is found in the vendor table, **X** or EXIT (F12) the search form to return to REQ. Type full vendor name desired in the second **Vendor** field on the REQ. Provide complete vendor name, address, phone and fax, contact, etc. information in **Document Text** (see instructions below).

Check for Correct Vendor Address

If a vendor ID number was typed, ENTER or TAB to view the vendor information. If vendor was selected from vendor table, the vendor information appears in display-only fields from the vendor table. Check that defaulted address information is correct for the current order.

Address Fields
Phone
Fax

If defaulted address is correct: Continue REQ processing (set up **Document Text**, if needed, move to **Commodity/Accounting Information** page).

If defaulted address is NOT correct: ENTER or TAB to **Sequence** and continue as follows.

Address Type

BU (Business) defaults from vendor table for vendor's ordering address. Do not change.

Sequence If the defaulted address in **Sequence** 1 is not the correct address, type "2" in **Sequence** field and ENTER or TAB to view the next address sequence information, if it exists. Continue typing numbers consecutively in **Sequence** field to view corresponding address information until the required address appears or until no additional address appears.
OR
Click the **Sequence** Search drop-down button or press LOV (F9) to open Address Information Query FOQADDR. ARROW DOWN/UP to view address sequence records. Click SELECT or press EXIT W/VALUES (Shift F3) to bring a highlighted record into REQ or **X** or EXIT (F12) to return to the requisition with change. Check that **Sequence** # and address is correct.

If the required address does not appear in any existing record, type a valid sequence number in **Sequence** field and provide the required address information in **Document Text** (see instructions below).

Contact The vendor=s representative name and email address defaults from the vendor table. Updatable fields may be changed for current order. Permanent changes should be placed in
Email **Document Text** for an update to the vendor table.

Discount Not used.
Tax Group Not used.
Currency Not used.

DOCUMENT TEXT

Select Document Text [FOAPOXT] in Options Menu to access Procurement Text Entry FOAPOXT.

Document Text (FOAPOXT) is a separate form tied to individual REQs where special instructions for PO handling, new and updated vendor name and address information, standard clauses, quotation information, terms and conditions, comments/special instructions to the vendor, notes to the PO file, and other comments, instructions and information are communicated to Purchasing pertaining to the *overall* order or *document*. Many **Standard Clauses** exist to copy into the document text to help requestors provide this information. The number of text lines is virtually unlimited.

KEY BLOCK: FOAPOXT key block contains display-only fields defaulted from previously entered REQ data. **Change Sequence**, **Item Number, Commodity Description**, and **Copy Commodity Text** fields *do not* apply to **Document Text**.

NAVIGATION, PLACEMENT and EDITING IN TEXT FORM:

Modify Clause Retrieve standard clauses (see **STANDARD CLAUSE** description below) from **Modify Clause** field.

No Standard Clause: If no standard clause is required/desired PAGE DOWN or click NEXT BLOCK on Toolbar or click on any text line to place the cursor on first text line to add or edit text.

Go Back to Key Block: Return to **Modify Clause** field from text lines by ROLLBACK (F10) or click ROLLBACK on Toolbar.

Type Clause Name: Type a clause name, if known, e.g., AIRFARE, CATEAUTH, QUOTE, etc.

or

Search: Click Search drop-down button or press LOV (F9) to retrieve a clause name from **Clause List FOICLAU**. FOICLAU is searchable using ENTER QUERY (F7) and EXECUTE QUERY (F8), in **Clause** field (case sensitive – use all caps). View all clause names and descriptions using ARROWs DOWN/UP. **X** or EXIT (F12) to leave the FOICLAU without retrieving a clause name.

Select:	Double click or click SELECT on Toolbar or press EXIT W/VALUE (Shift F3) on a highlighted clause to bring clause name into FOAPOXT **Modify Clause** field.
INSERT:	INSERT (F6) or click INSERT RECORD on Toolbar to bring clause into text lines. *Make a special note of this most commonly missed step*. If the clause does not appear in the text lines, INSERT did not occur – begin again in **Modify Clause** field.
Add Text:	PAGE DOWN or click on any text line to place cursor on first text line to add or edit text and SAVE. Clause text may be added, edited, or deleted to apply to any purchase. Some clauses prompt for required information.
Print:	Standard clauses default with a Tto print the line(s) on the PO. Uncheck those lines that should not appear on the PO.

Text Navigation PAGE DOWN from FOAPOXT key block or single click on any text line to place the cursor on the first text line or an existing text line to add or edit text.

Text Line Each text line is one record with limited character space. There is no text wrapping from line to line. Each text line is assigned a line number in 10-line increments as new lines are added. Text lines may be inserted between existing lines by using an unassigned line number or rearranged by changing the defaulted line number.

Delete Line DELETE RECORD (Shift F6) or click REMOVE RECORD on Toolbar

Blank Line Arrow Down to new unassigned line, ENTER or TAB or click to **Line** field and type any desired line number not previously assigned.

Single Click:	Moves cursor to any field, text line, or position within fields and text lines
Replace:	Default mode – CAUTION – highlighted text is replaced by typing
Insert Mode:	Click again to un-highlight text and insert text
Delete Key:	Deletes character to right of cursor or deletes all highlighted text
Backspace:	Deletes character to left of cursor or deletes all highlighted text
Home:	Beginning of text line
End:	End of text line
ENTER or TAB:	Moves cursor from field to field on one line
Arrows Right & Left:	Move cursor within a text line
Arrows Up & Down:	Move cursor from text line to text line

Clause Number Not used.

Print Check box indicates whether or not the text line will be printed on the PO. Added text lines default with a T. Uncheck those lines that should not print on the PO. Check or uncheck using mouse click or space bar.

SAVE COMMIT (F11) or SAVE on Toolbar before leaving form.

EXIT **X** or EXIT (F12) to return to REQ page last located before moving to text form.

WHAT GOES IN DOCUMENT TEXT:

Special Instructions for PO The default process for placing an order is to mail the original printed PO to the vendor. If requestor requires a different process for placing the order, Purchasing must be advised via document text. *Examples*:

- Fax or phone order to fax #/phone # ___-__-____ as soon as PO is processed.
- Fax or phone order to fax #/phone # ___-___-____ by ___(date & time)__.
- Call ___(requestor)___ with PO#. Will call in order.
- Send hard copy PO to vendor confirming phone order.
- No hard copy PO confirmation to vendor required.
- Hold PO for pick-up by __(date)__. Call ___(requestor)___ when ready.

- ❖ Send PO to __(requestor)__.
- ❖ Send attached order form/ad copy/agreement/specifications/(etc) with PO.

New Vendor Information

If required vendor is not in the vendor table, complete and accurate vendor information must be given in the document text for Purchasing to enter into the vendor table. Provide all known info. Vendor information to be updated should be provided here also.

PO Terms and Special Instructions to Vendor

Provide quotation information, terms and conditions, shipping terms, comments, and special instructions to the vendor pertaining to the entire order in the document text. These items are usually printed on the PO. Examples:

- ❖ As Per Your Quotation by ___(name)___ on __(date)__
- ❖ State of Colorado Price Agreement # _____YYY___
- ❖ FOB Destination / FOB Origin / FOB Denver / etc
- ❖ *** PLEASE RUSH SHIPMENT ***
- ❖ Please Ship Overnight
- ❖ Please Ship via UPS Blue / Please Ship via Federal Express / etc
- ❖ ATTN: ___(Rep Name)___
- ❖ Please Note Delivery Dates Indicated For Each Item
- ❖ Do Not Deliver Before July 1, ____

Other Comments, Instructions, Information, Etc

Examples: This purchase is covered by blanket PO # P00____
Rush PO# P00____ has been assigned. Do Not Send PO.
HSR approval sent to Computer Services on __date____.

Standard Clause

Standard clauses are phrases, sentences, and paragraphs stored in a table that may be retrieved to become a part of any requisition text. Numerous clauses have been established for a variety of uses. Some are required for certain types of purchases, some are optional for convenience, some are specialized and do not apply to all requestors, and some are for Purchasing=s use only. A standard clause can be established any time for any requestor=s frequently used set of text. To retrieve a standard clause see **Modify Clause** above.

Required Standard Clauses

CATEAUTH: Purchases for food services and products must comply with the State Fiscal Rule on Official Functions and Training Functions. The catering clause, named CATEAUTH, contains language that affirms that the requestor understands this Fiscal Rule and that the requested purchase complies with this rule. REQs for any food services and products, including Sodexo catering, cafeteria/snack bar line, or food supplies, restaurants, fast food orders, groceries, etc., ***must*** contain the CATEAUTH clause. The CATEAUTH clause also prompts the requestor to add information to the clause. Complete information is required. If a food REQ does not contain the CATEAUTH clause, the requestor must delete the REQ and complete a new one containing the clause.

AIRFARE: The AIRFARE clause prompts the requestor to add required information for an airfare purchase. The clause also indicates the requestor=s approval for Accounts Payable to enter receiving information if a receiver document is not completed by the requestor by the time payment is due to the central billing credit card bank. If an airfare REQ does not contain the AIRFARE clause, the requestor must delete the REQ and complete a new one containing the clause.

PREPAY: Prepayment REQs must contain the statement that affirms that the vendor's requirement for prepayment is standard business practice or that the benefit to the College justifies or outweighs the risk of prepayment. If a prepayment REQ does not contain the PREPAY clause, the requestor must delete the REQ and complete a new one containing the clause.

ALCOHOL: Purchases for alcoholic beverages must comply with the WSC Alcohol Policy and the State of Colorado. This policy is stated in the ALCOHOL clause along with language that affirms that the requestor understands this policy and that the requested purchase complies with this policy. REQs for alcoholic beverages ***must*** contain the ALCOHOL clause. If a REQ for alcohol does not contain the ALCOHOL clause, the requestor must delete the REQ and complete a new one containing the clause.

COMMODITY/ACCOUNTING INFORMATION

PAGE DOWN or click **Commodity/Accounting** tab to move to the **Commodity/Accounting** page.

Key Information Display-only fields default key information of the REQ into the top of the **Commodity/ Accounting** page. Fields are not updatable except for **Document Level Accounting** indicator.

The **Requisition** number will not appear on the document until you move to the **Commodity/ Accounting** page. Note the requisition number for your record. To search for this number after exiting the REQ, enter a query in Requisition Validation FPIRQST.

Item __ of __ Display-only fields show which commodity item is the current item and the number of commodities on the REQ. Each commodity item is numbered automatically as commodity data is committed or saved. Watch these item numbers to know where you are in the commodities and if there are more commodities not in view.

Commodity Skip. Generally not used, field is for a code from a table of commodity codes with defaulted descriptions. **Commodity** and **Description** Search buttons access commodity code and commodity description tables used only for the Stores/Inventory module. The **Commodity Text** and **Add Commodity** check boxes also relate to commodity tables not generally used. ENTER or TAB to move to **Description**.

Description Required. Commodity item **Description** begins in this field and is the first line of description text that prints on the PO. It is important to describe items completely and accurately, not only to communicate to the vendor required items, but to adequately document the purchase for the record of the department and the College. Item descriptions should include all details, specifications and options that constitute the item or service to be delivered. Vendor=s product number followed by broad or keyword descriptors should appear in this first field of description. Continue item description details in **Item Text** to accommodate the complete description. Following are elements to include in descriptions when applicable.

Catalog # or **Item #** Vendor=s product number should appear first in the description field followed by broad or keyword descriptors.

Model #	**Fabric Pattern & Color**
Model Name	**Finish**
Style #	**Material Choice**
Style Description	**Imprint Text**
Color	**Edition**
Size	**Version**
Dimensions	**Dates of Event or Service**

Item Text **Item Text** is used to continue commodity item description as needed. **Item Text** appears printed on the PO on the next line under the information in the **Description** field, for those lines designated to print.

- Select Item Text [FOAPOXT] in Options Menu to access Procurement Text Entry FOAPOXT.
- Same form as used for **Document Text** but **Item Text** is a different set of text records tied

to a specific commodity item record in the REQ.

- ❖ Navigation and function are the same, access to standard clauses is the same, and the number of text lines is unlimited.
- ❖ **Item Text** key block defaults display-only fields from REQ.
- ❖ **Item Number** and **Commodity Description** display the information from the commodity item for which you are creating additional description text.
- ❖ On **Commodity/Accounting** page, **Item Text** check box has a T when item text exists for the current commodity.

U/M Required. **Unit of Measure** is the count descriptor for the quantity of the item on which the unit price is based. Click the **U/M** Search drop-down button to access the Unit of Measure List FTVUOMS for a variety of units of measure that can be retrieved into this field. The field auto-skips when completely filled. *Examples:*

BX BOX	**EA EACH**	**HR HOUR**
CS CASE	**FT FOOT**	**LB POUND**
DZ DOZEN	**GA GALLON**	**YR YEAR**

Tax Group / Tax Disabled. Not applicable.

Quantity Required. **Quantity** is the number of item units for the current order.

Unit Price Required. **Unit Price** is the cost of the commodity per unit. Use a decimal when entering an amount with cents. A decimal and zeros are not required for an amount with no cents. **Unit Price** calculates with **Quantity** to establish **Extended** amount when you navigate out of **Unit Price**. ENTER or TAB auto-skips to the next enterable field.

Extended Display-only field displays total **Extended Cost** of commodity based on **Quantity** X **Unit Price**.

Discount Optional. Dollar amount of discount given by vendor to be deducted from commodity total.

Additional Optional. Additional amount to be added to commodity total to allow for additional charges, such as, shipping, special handling charges, etc.

Commodity Line Total Total amount of current commodity record calculated as **Extended** less **Discount** amount plus **Additional** amount.

Document Commodity Total Total amount of all commodities entered on the document. Navigation out of the record is required for total to calculate and appear.

Add Commodity Item ARROW DOWN or click NEXT RECORD on Toolbar to move to next blank item record to add a commodity item. Unlimited records are available for as many items as needed. After entering data for all items, use ARROWs UP/DOWN to move through items for proofreading information entered.
Review items concisely by viewing FOICOMM as follows:

- ❖ Select Review Commodity Information [FOICOMM] in Options Menu to access Commodities for Review Query FOICOMM
- ❖ Displays all committed or saved commodity items in a condensed format.
- ❖ **X** or EXIT (F12) to return to REQ.

PAGE DOWN or click NEXT BLOCK to enter accounting information.

FOAPAL __ of __ **FOAPAL** (**F**und **O**rgn **A**cct **P**rog **A**ctv **L**ocn) represents a specific accounting record. Display-only fields show which accounting record is the current record and the number of accounting records created. Each accounting record is numbered automatically as accounting data is committed or saved. In **Document Level Accounting** the number of accounting records displayed applies to the whole the document. In **Commodity Level Accounting** the number of accounting records displayed applies only to the current commodity.

Remaining Commodity Amount Display-only field shows the difference between the commodity and accounting FOAPAL totals, or the commodity amount remaining to be assigned to accounting records. The amount displayed depends on the level of accounting used (Document or Commodity).
Document Level Accounting: Displays the amount for the whole document.
Commodity Level Accounting: Displays the amount for the specific commodity selected.

NSF Override Display-only. Requestors do not have NSF (Non-Sufficient Funds) override authority.
NSF Suspense Display-only. Unchecked box indicates that system NSF checking feature is active.

COA **Chart of Accounts:** Display-only defaults to "E". ENTER or TAB auto-skips **Year** to **Index**.

Year **Fiscal Year:** Display-only defaults with applicable fiscal year indicator as determined by the transaction date of the document.

Index Enter the **Index** number of department budget to be charged for a portion or entire **Document Commodity Total**. **Fund**, **Orgn**, and **Prog** numbers associated with **Index** default. Click Search drop-down button or press LOV (F9) to search Account Index Code List FTVACCI.

Fund
Orgn
Prog **No Index.** If the budget's accounting string does not have an index, enter the appropriate **Fund**, **Organization** and **Program** numbers. Click on the **Fund**, **Orgn** and **Prog** Search buttons or press LOV (F9) to query the respective code forms FTVFUND, FTVORGN, FTVPROG.

Acct Required. Enter the **Account** number in the **Acct** field that best matches the description of the commodity items. Click Search drop-down button or press LOV (F9) to query Account Code Validation FTVACCT or use Account Codes for Expenses help sheet in **Appendix** below.

PAGE DOWN or click NEXT BLOCK, if no additional accounting records will be entered, to cause the form to distribute the accounting, save, and move to the **Balancing/Completion** block for completion of the document.

Actv Not used.
Locn Not used.
Proj Not used.

Extended %
Extended ENTER or TAB or click to **Extended %** and **Extended** to indicate whether the dollar amount of **Extended** amount will be defaulted for entire, distributed by a specific amount, or calculated based on a percentage. PAGE DOWN or click NEXT BLOCK to distribute entire Document Commodity Total as defaulted.

By Percentage To calculate based on a percentage, click or press space bar on check box under "%" to select percentage calculation. Cursor auto-skips to **Extended** amount where you enter the percentage e.g., "50" for 50%. **Extended** amount calculates and displays after ENTER or TAB or navigating out of the record. Balance of commodity amount to be distributed will display in **Remaining Commodity Amount**.

By Dollar Amount A specific dollar amount to be distributed to the current accounting record can be entered directly into **Extended** field. Balance of commodity amount to be distributed will display in **Remaining Commodity Amount**.

Discount % Indicate whether the discount dollar amount will be defaulted for the whole Document

Discount	Commodity Total, distributed by a specific amount, or calculated based on a percentage. This field functions the same as **Extended** described above.
Additional % **Additional**	Indicate whether the additional dollar amount will be defaulted for the whole Document Commodity Total, distributed by a specific amount, or calculated based on a percentage. This field functions the same as **Extended** described above.
Tax	Disabled. Not applicable.
FOAPAL Line Total	Total amount of the current accounting record calculated as **Extended** amount less **Discount** amount plus **Additional** amount.
Document Accounting Total	Total amount of all accounting distribution records (FOAPALs) entered on the document.
Commodity Accounting Total	Total amount of all accounting records (FOAPALs) entered for the current commodity record when using Commodity Level Accounting. ***<u>This field appears only when the Document Level Accounting check box is unchecked. There can be no accounting records or all records deleted to change the Document Level Accounting check box</u>***.
Add Accounting Record	ARROW DOWN or click NEXT RECORD to enter another accounting record and percentages or amounts. Use *<u>all</u>* dollar amounts or *<u>all</u>* percentages for all accounting records. Continue adding accounting records until the entire commodity amount is distributed to accounting records and **Remaining Commodity Amount** shows ".00".
View Budget Availability	Select <u>V</u>iew Budget Availability [FGIBAVL] in <u>O</u>ptions Menu to access Budget Availability Status FGIBAVL. Review available balances in the major categories of the departmental budget. Key block area defaults the accounting data from the requisition. Any enterable fields can be changed to view any budget. PAGE DOWN to detail area to view the budget categories= available balances. View other budget categories preceding the defaulted account number by changing the **Account** in the key block (ROLLBACK (F10) or click ROLLBACK). An account number is required in **Account** in key block to retrieve data into the detail area. **X** or EXIT (F12) to return to REQ.
Review Accounting Information	Select <u>R</u>eview Accounting Information [FOICACT] in <u>O</u>ptions Menu to access Commodities and Accounting for Review Query FOICACT. Review all committed or saved accounting records for all commodities in a condensed format. **X** or EXIT (F12) to return to REQ.
View Items In Suspense	Select <u>V</u>iew Items In Suspense in <u>O</u>ptions Menu available only if suspense items exist. **Document Items In Suspense** window displays a summary of suspense item(s) and where the suspense item(s) are located. Click **Select** in this window to move to the block containing the suspense item(s).
Non-Sufficient Funds	If the available balance in the accounting FOAPAL's budget category is not sufficient for the document amount(s), a NON-SUFFICIENT FUNDS message box appears when accounting data is saved. Also, the Auto Hint in the Status Line displays the NSF warning message, "Insufficient budget for item _, sequence _, suspending transaction." ***<u>REQUIRED</u>:*** **Change or add** accounting FOAPALs with adequate funds. ***<u>or</u>*** **Initiate a budget adjustment** through the Budget Analyst (Leonard Silence at 7026 or lsilence@western.edu). **Re-visit** the accounting record(s) in the REQ after budget adjustment is posted to cause the form to re-run the Available Balance calculation. **Complete** the requisition if no NSF messages appear. ***<u>or</u>*** **Complete** the requisition and get departmental approvals. **Contact** the Budget

Analyst (Leonard Silence at 7026) and make arrangements for an NSF override. *Failure to contact Leonard for an NSF override results in a suspended requisition that cannot be processed by Purchasing.*

Balancing / Completion PAGE DOWN or click NEXT BLOCK or click Balancing/Completion tab to move to **Balancing/Completion** page.

BALANCING/COMPLETION

Key Information Key information defaults into display-only fields from the REQ data. Review for accuracy. **Currency**, **Exchange Rate**, and **Converted Amount** are not applicable.

Note REQ # Note the **Requisition** number for your records.

Balancing The REQ amount totals are summarized in display-only fields for convenient checking of the commodity and accounting tables. These amounts must be the same – **Status** = BALANCED for all amounts – for the document to **Complete**.
PAGE UP or DOWN, NEXT or PREVIOUS BLOCK, or click any tab to return to any desired page.

In Process Click **In Process** button to exit and save the document in an **Incomplete** status and move to a blank requisition to begin a new document.

EXIT **X** or EXIT (F12) on any page saves the document in an **Incomplete** status, leaves the **Requisition Form** and moves to **Go To…** field on Banner main menu page.

Complete **Complete** is the default function and **Complete** button defaults selected for completion. Be sure you have provided and proofread all needed information. You have no further access to the document after the document is **Complete** unless it can be disapproved in Approvals.
Click **Complete** button or press the space bar to **Complete** the document.

WHERE IS MY REQUISITION NOW?

Complete **Complete** REQ documents (status indicator in FOIDOCH = **C**) queue up immediately in an Unapproved Document Table to be included in the next Approvals and Posting Processes.

Approvals & Posting Processes The Approvals and Posting Processes (commonly referred to as "the Post") execute consecutively in the Finance system in a scheduled Banner job automatically recurring many times throughout the workday. Execution time of each Post is no more than a few minutes.

The **Approvals Process** sends documents into the appropriate users' approval queues based on data items such as document type and document amount.

The **Posting Process** updates the finance ledgers with approved document accounting information.

Document History **FOIDOCH** displays a document=s processing history, showing related documents and their status. Use this form to check the status of a requisition and its assignment to a purchase order. View any document from this form. Find document numbers of related documents. See FOIDOCH instructions chapter below.

Which Approval Queue? **FOAAINP** Document Approval form shows the approval(s) pending for a particular unapproved REQ. Enter the REQ number, document type (REQ), and PAGE DOWN to view the queue ID and description and approver names. View Document Approval History FOIAPPH

	and access REQ **Detail** information in FPIREQN and FOICOMM inquiry forms. See FOAAINP instructions chapter below.
View All Documents in All Queues	**FOAUAPP** User Approval form to view all documents in all approval queues. To access this view, CLEAR RECORD (Shift F4) on the **User ID** field and PAGE DOWN. Access **Detail**, **Queues**, and **Approval History**. See FOAUAPP instructions chapter below.
Completing User=s Approval	When the user who **Complete**s a REQ is also an approver for the account(s) on the REQ, that user=s approval is automatically applied to the document in the next Approvals/Posting Process without moving to the user=s approval queue. If no other user=s approval is required on the document, the document approves.
Additional or Different Approver	If additional or a different user=s approval is required for the account(s) on the REQ, other than the **Complet**ing user=s, the requisition document appears in each user=s approval queue after the next Approvals/Posting Process.
Approved But Not Posted	View and query approved requisitions that are **A**pproved, but have not yet been posted using the Approved Document Query FOIAPPD. Select Query Document [By Type] in Options Menu to view a selected requisition. Once posted, documents no longer appear on this form.
Approved	Only **Approved** requisitions (status indicator in FOIDOCH = **A**) move to Purchasing=s access document, the Purchase Order Assignment Form FPAPOAS, that enables assignment and creation of a Purchase Order document from a requisition.

TRACK YOUR REQUISITION

Check Requisition Status	Requisitioners are responsible for tracking their REQs through to the purchase order approval status. Check every new requisition, at least daily, using FOIDOCH to verify that the document is approved and assigned to a purchase within the expected or required amount of time. ***Please do not complete a requisition and forget about it.*** Communicate with Purchasing *by phone* when you have a time-sensitive purchase requiring immediate attention or before the week's regular PO processing day. Within **30 minutes** after **Completion**, your document should be **A**pproved or in other approval queues. **Check FOAAINP** to verify the expected approval queue location(s) of your document. **Contact other approving users** to advise them that your document is awaiting their approval.
Approved Purchase	The requested order is not authorized until the ***Purchase Order*** document is approved (status indicator in FOIDOCH = **A**).

3: REQUISITION CHECK LIST

Go To… FPAREQN ENTER

KEY BLOCK

Requisition PAGE DOWN *or* Initiate **Copy** function.

REQUESTOR / DELIVERY INFORMATION

Order Date REQUIRED. Defaults today's. DO NOT CHANGE.

Trans Date REQUIRED. Defaults today's.

Delivery Date REQUIRED. Enter date. PAGE DOWN

Comments Skip

Requestor and **Ship To** information defaults from user ID profile. Review all **Requestor** and **Ship To** information and verify appropriateness for this order.

VENDOR INFORMATION

Vendor Retrieve existing vendor by searching vendor table
OR
Type a new vendor=s name

Verify Vendor Address Verify that defaulted address for existing vendor is correct. View all address sequences until desired address is found. Provide address correction or update in Document Text.

DOCUMENT TEXT Select from Options Menu

Document Text Find standard clauses in **Modify Clause**. Bring clause into **Text** by INSERT (F6) & PAGE DOWN
Required clauses: CATEAUTH, AIRFARE, PREPAY, ALCOHOL
Special instructions for PO handling
New and updated vendor name and address information
Quotation information
Terms and conditions
Comments/special instructions to the vendor
Notes to the PO file
Other comments, instructions, and information to Purchasing pertaining to order overall
NO COMMODITY DESCRIPTION

COMMODITY / ACCOUNTING DATA

Commodity SKIP - DO NOT USE (except Stores/Inventory users)

Description REQUIRED. Describe commodity item completely and accurately including all details, specifications, and options to be delivered. Continue description in **Line Item Text**.
Following are elements to include in descriptions when applicable:
Catalog # or **Item #** Vendor=s product number should appear at the beginning of **Description** with broad descriptors or keywords on first line.
Model # **Model Name** **Style #** **Style Description** **Size** **Color** **Dimensions**

Fabric Pattern & Color **Finish** **Material Choice** **Imprint Text** **Edition or Version**

Line Item Text Continue commodity item description in **Line Item Text**. Select from Options Menu**.**

U/M Unit of Measure - REQUIRED.
Quantity Quantity - REQUIRED
Unit Price Unit Price - REQUIRED

Discount Enter discount amount, if applicable.

Additional Enter shipping cost for entire order in first commodity item.

Add Item ARROW DOWN to a new blank commodity record.

PAGE DOWN to FOAPAL

Index Enter account **Index Number**. Then **Fund**, **Orgn**, and **Prog** fields default.

Account REQUIRED. Enter **Account** number (see Account Code Help Sheet). PAGE DOWN

Add Accounting Record ARROW DOWN to a new blank accounting record. Enter desired amount or percentages in **Extended** field for each accounting record.

NSF Suspense Indicator = **Y** and message box will give alert. Do not complete the requisition before correcting the budget available balance or changing the account. *Or* **Complete** the REQ, get all departmental approvals, and contact Leonard (7026) for NSF override.

BALANCING / COMPLETION

Note REQ# Note **Requisition** number for your records.

Complete or In Process **Complete** by click button or press space bar. Exits form.
Save as **Incomplete** for further update and return to key block to begin new REQ or EXIT.

WHERE IS MY REQUISITION NOW?

Document History **FOIDOCH** shows all related documents and their status indicators.

Which Approval Queue? **FOAAINP**. Enter requisition number and document type (REQ)
PAGE DOWN to view the queue ID and description and approver names.

View All Docs in All Queues **FOAUAPP** Clear the **User ID** field and PAGE DOWN.

Approved Only **Approved** requisitions (status indicator in FOIDOCH = **A**) move to Purchasing=s access document for PO assignment and approval of a Purchase Order document. **NSF** *must* be remedied or overridden before document will attain **Approved** status.

TRACK YOUR REQUISITION - Check FOIDOCH at least daily until the REQ is approved and assigned to a PO within the expected or required amount of time. *Do not complete a requisition and forget about it*. Communicate with Purchasing by *phone* when you have a time-sensitive purchase requiring immediate or expedited attention.

4: DELETE / CANCEL A REQUISITION

FPARDEL

Requisition Cancel

A requisition's status (Approved, Complete but not Approved, Not Complete) determines how a requisition can be deleted or canceled. Choose one of the following methods according to the requisition=s status.

Go To... FPARDEL ENTER

APPROVED

CHECK FOIDOCH	Verify that a purchase order has not been assigned to the requisition. If a PO # has been assigned, call Purchasing for assistance.
FPARDEL	Enter Requisition Cancel FPARDEL only when a requisition is *approved*, i.e. status indicator in FOIDOCH = **A**.
Request Code	Enter the requisition number. Requestor's name appears in display-only field next to requisition number. PAGE DOWN.
Verify Defaulted Info	Confirm that the intended requisition will be deleted. Verify all displayed information defaulted from requisition. PAGE DOWN or click **Cancel Date** tab.
Record Count	Number of accounting and commodity records on the requisition is displayed.
Cancel Date	Today's date defaults in the **Cancel Date** field.
Reason Code	Optional: reason code may be selected from search
Make Cancellation Permanent	Click the **Process Cancellation** icon to complete the cancellation. The requisition status in FOIDOCH changes to **X**.

COMPLETE, BUT NOT APPROVED

FOAUAPP	A **Complete** requisition (status indicator in FOIDOCH = **C**) may be disapproved in User Approval FOAUAPP by an approver who is not also the user who **Complete**d the requisition.
Disapprove	When **Disapprove**d the requisition becomes no longer **Complete** and may be deleted using Requisition FPAREQN as follows.

NOT COMPLETE

FPAREQN	Enter Requisition FPAREQN if REQ is *not* **Complete** (status indicator in FOIDOCH = blank).
Requisition	Enter requisition number in **Requisition** field. PAGE DOWN.
Requisition Header	With cursor in any field in **Requestor/Delivery Information** block verify that the intended requisition will be canceled.
DELETE RECORD	DELETE RECORD (Shift F6) *twice* (as directed in Status Line message at bottom of screen) to complete deletion. The Requisition and number are no longer valid and will not appear in FOIDOCH.

5: DOCUMENT STATUS AND PROCESSING HISTORY

FOIDOCH

Document History

Go To… FOIDOCH ENTER

KEY BLOCK / INFORMATION

Document Type Type REQ (Requisition) or PO (Purchase Order) or RCV (Receiving Goods) etc., or Search or press LOV (F9) for **Document Type** of the document status/history to be viewed. ENTER/TAB.

Document Code Type document number (REQ#, PO#, etc) – be sure to use zeros, not the letter "O" – or Search or press LIST OF VALUES (F9). PAGE DOWN.

DETAIL BLOCK / INFORMATION

Detail blocks display related document numbers for Requisitions, Bids, Purchase Orders, Issues, Invoices, etc., in the small document windows. Each transaction document will appear that relates to the original query document showing the processing history. Document status appears next to each document number. Navigate to related document types using PAGE UP/DOWN. Navigate to multiple documents within document types using ARROW UP/DOWN.

Document Inquiry View any document using Options Menu or press DUPLICATE ITEM (F3). Highlight the document=s window by mouse click or by PAGE UP/DOWN to select a document for inquiry.

View Status Indicators Select **View Status Indicators** in Options Menu to view list of status indicators and descriptions. Not all status indicators are applicable to all documents.

Requisition: Blank = Not Complete
- **C** = Complete (Awaiting Approval and Posting)
- **A** = Approved (Available to Purchasing for PO processing)
- **X** = Canceled (Previously approved, then canceled via Requisition Cancel FPARDEL)

Purchase Order: Blank = Not Complete
- **C** = Complete (Awaiting Approval and Posting)
- **A** = Approved (Authorized order)
- **X** = Canceled (Previously approved, then canceled via Purchase/Blanket Order Cancel FPAPDEL)

Receiving: Blank = Not Complete
- **C** = Complete (Approvals not applicable)

Invoice: Blank = Not Complete
- **R** = Receipt Required (Awaiting Receiver document = **C**)
- **A** = Approved (Awaiting next check run)
- **P** = Paid (Check number displays in check document)
- **X** = Canceled

Check: Blank = Check processed (Check Number displayed)
- **F** = Final Reconciliation (Check has cleared the bank)
- **V** = Void (Check voided)
- **X** = Canceled (Check canceled)

6: CREATE A RECEIVER DOCUMENT

FPARCVD

Receiving Goods

Go To… FPARCVD ENTER

KEY BLOCK / INFORMATION

Receiver Document Code	Type "NEXT". PAGE DOWN. System-generated number beginning with "Y" is assigned to the Receiver Document.

RECEIVING HEADER

Receiving Method	Optional. **Receiving Method** provides freight, parcel or mail carrier name and description of type of delivery. Informational only.
Carrier	Not used.
Date Received	Required. Defaults today's date. **Date Received** indicates when delivery of items or services occurred or is effective. Use default date or change date to show the actual date items are physically delivered. PAGE DOWN to **Packing Slip** block.
Received By	Display-only. Defaults user ID and is non-enterable. Cursor will not stop on this field.
View Receiving Text	Optional. Select View Receiving Text [FOATEXT] in Options Menu to create or view text using General Text Entry FOATEXT for notes pertaining to this Receiver Document for internal informational purposes.
Text Exists	Display-only. **Text Exists** indicator defaults unchecked and changes to checked when **Receiving Text** is entered in FOATEXT.

PACKING SLIP

Packing Slip	Required. *Always* use **Receiver Document Code** "Y" number. This field must to be a unique number. Actual packing slip numbers are not unique. DO NOT USE actual packing slip or invoice numbers. PAGE DOWN
Bill of Lading	Optional. A Bill of Lading is usually a numbered document that may accompany a freight shipment. Informational only.
Packing Slip Text	Optional. **Packing Slip Text** functions the same as **Receiving Text**. Access to **Packing Slip Text** is available only after the **Purchase Order** Block is established.

PURCHASE ORDER

Purchase Order	Required. Type the PO number applicable to this Receiver Document. ENTER or TAB to show default info. Search for PO number with Search drop-down button using Open Purchase Orders By Vendor FPIOPOV.
Buyer	Display-only. Defaults information from PO.
Vendor	Display-only. Defaults information from PO.

Receive Items Defaults selected for normal receiving of PO items (positive transaction). Change selection to **Adjust Items** only if the purpose of this Receiver Document is to correct or adjust receiving completed on a previous Receiver Document.

Adjust Items Select **Adjust Items** to correct or adjust receiving completed on a previous Receiver Document (negative transaction).

Select Purchase Order Items Access Select Purchase Order Items [FPCRCVP] in Options Menu to bring into Receiver Document applicable PO items to be received. Receiving Goods PO Item Selection FPCRCVP displays all PO items available for receiving. The Selection form allows selection of individual items for partial receiving and verification of all items before **Receive All**.

Receiving Goods PO Item Selection FPCRCVP

Key Block:

- Defaults information from PO and Receiver Document. PAGE DOWN to select items.
- **Receive All** option (*use cautiously*) is available here and functions the same as Receive All Purchase Order Items in Options Menu. Click **Receive All** check box. COMMIT (F11) or SAVE and **X** or EXIT (F12) Selection Form. PAGE DOWN to …

PO Commodity Information Block:

- Defaults commodity item detail from the PO for all items available for receiving.
- **Item** displays PO commodity item number. Items previously received completely do not display.
- First description line of PO displays.
- **Text Exists** indicates if there is item text for the commodity item on the PO. To view text that EXISTS for a highlighted item, select Item Text [FOAPOXT] in Options Menu.
- **U/M** and **Quantity** values default from PO.
- **Quantity Accepted** displays previously accepted quantities from previously completed Receiver Document(s).

Add Item Click **Add Item** check box to select the item(s) applicable for receiving into the Receiver Document. Selecting items creates commodity item records in the Receiver **Commodity** block *without* receiving designated, i.e., **Current** is blank.
COMMIT (F11) or SAVE and **X** or EXIT (F12) Selection Form to return to Receiver Document.
PAGE DOWN to **Commodity** block.

Receive All Purchase Order Items Use **Receive All Purchase Order Items** option *very carefully*. *Be absolutely sure all items on the PO have been delivered and that all items are for your department(s) to receive*. **Receive All** can be used *only* on the first Receiver Document for a PO showing delivery of the *entire* quantity of *all* items on the PO.

- Select Receive All Purchase Order Items in Options Menu and the Selection form will bring all PO items into the Receiver Document. PAGE DOWN to **Commodity** block.
- All items display complete receiving, i.e. **Current** is valued to equal **Ordered** quantity.
- Verify accurate receiving. **Ordered** quantity defaults from PO and must match the values in **Received** and **Accepted** on all commodities.

PAGE DOWN or select the Access Completion in Options Menu to move to **Completion** block.

COMMODITY

Key block and commodity item detail information default from the PO and Receiver Document. "Regular" POs display receiving based on item quantity. "Standing" POs display receiving based on item dollar amount.

Item Display-only. PO commodity item number. ARROW DOWN/UP through item records.

Commodity Record Count Display-only. Displays the number of commodity items selected into the Receiver Document.

Commodity Code Not used.

Description Defaults the commodity description line from PO. Scrollable field is not updatable.

Stock Item Display-only indicator from Stores Inventory Module.

U/M Display-only. Defaults unit of measure code from PO.

FOB Code Not used.

Final Received Click **Final Received** check box if entire, remaining or final quantity of this item is being received. Defaults checked if **Receive All** was used. Defaults unchecked if **Select PO Items** was used. Indicator is carried forward and displayed on Invoice/Credit Memo FAAINVE.

To Date Display-only. **To Date** fields display quantities or amounts previously designated as **Received**, **Rejected**, **Returned**, **Accepted** and **Ordered** in previous Receiver Documents and include the **Current** committed or saved quantity or amount.

Received: Displays all committed quantities or amounts received in all receiver documents to date.
Rejected: Not used.
Returned: Not used.
Accepted: Displays all committed quantities or amounts received in all Receiver Documents and that have been accepted for payment to date.
Ordered: Displays the quantity ordered or standing amount which defaults from the PO.

Current Received Required. Enter the delivered quantity or amount of commodity item in **Current Received**. Contains defaulted **Quantity Ordered** value if **Receive All** function was used. **Current** quantity when committed/saved is added to **Quantity Received: To Date**. If Receiver Document is for a "Standing" PO, enter the *dollar amount* being received in **Current Received**.

Tolerance Suspense Receiving Overage Tolerance is set in the system so that a **To Date** quantity or amount **Received** greater than the **Ordered** quantity or amount will cause a Tolerance Suspense condition that will not allow completion of the document. If an acceptable excess quantity or dollar amount has been delivered or is required, as in the case of an overrun of an estimated quantity or amount on the PO, or a vendor=s double shipment error is desirable for acceptance, or a printing job overrun, etc., a change order to the PO is *required* before a Receiver Document can be completed for the excess quantity or amount.

Current Rejected Not used.

U/M Unit of Measure defaults from PO.

Primary Location Not used (except for Stores Inventory).

Sub Location Not used

Item Suspense Unknown

Tolerance Suspense **Tolerance Suspense** indicator is checked when the **Received: To Date** quantity exceeds the quantity or amount **Ordered**.

Tolerance Override N/A – Requisitioners have no override authority.

Completion Receiver Documents must be **Complete** to integrate receiving data with invoice documents to

authorize payment.
PAGE DOWN or select Access Completion in Options Menu to move to **Completion** block.

COMPLETION

In Process Saves the receiver document as *not* **Complete** and moves to a blank Receiver Document to begin a new document. Receiver Document that is *not* **Complete** may be changed or deleted.

Complete Click **Complete** button to complete Receiver Document (FOIDOCH status = **C**) and allow Receiver Document data to be matched to invoice document data for payment authorization.

CORRECT A RECEIVER DOCUMENT

To adjust quantities or amounts received by a **Complete** Receiver Document:

- Create new Receiver Document (FPARCVD) and type "NEXT" in **Receiver Document Code**. PAGE DOWN.
- Enter all required fields in **Receiving Header**, **Packing Slip** and **Purchase Order** blocks.
- Select **Adjust Items** in **Purchase Order** block *before* selecting PO item(s).
- Select Purchase Order Items [FPCRCVP] in Options Menu and click/check **Add Item** on item(s) to be adjusted. COMMIT/SAVE and **X**/EXIT the Selection Form. PAGE DOWN to **Commodity** block.
- In **Received: Adjustment** enter a negative number to adjust **Received: To Date** to the desired quantity.
- COMMIT/SAVE the adjustment and verify desired result in **Received: To Date**.

PAGE DOWN or Access Completion and **Complete** the document.

If Receiver Document is ***not*** **Complete**:

- **Go To… FPARCVD** and enter applicable **Receiver Document Code** number (Y00_ _ _ _ _).
- PAGE DOWN (4 times) to **Commodity** block.
- ARROW DOWN/UP to desired **Item** and replace the quantity or amount in **Received: Current** field to adjust the **Received: To Date** data to the desired quantity or amount.
- COMMIT/SAVE the correction and verify desired result in **Received: To Date**.

PAGE DOWN or Access Completion and **Complete** the document.

DELETE A RECEIVER DOCUMENT

If a Receiver Document is **Complete**, it cannot be deleted or canceled. The effect of a **Complete** Receiver Document can only be adjusted by entering a new Receiver Document as stated above.

A Receiver Document can be deleted only if it is ***not*** **Complete**.

- **Go To… FPARCVD**
- Enter **Receiver Document Code** (Y00_ _ _ _ _) PAGE DOWN
- In **Receiving Header** press DELETE RECORD (Shift F6) or click REMOVE RECORD in Toolbar twice (see Auto Hint in Status Line) or until the message states that "Receiver #:Y00_____ and all detailed records have been deleted."

X or EXIT (F12)

7: RECEIVER DOCUMENT CHECK LIST
FPARCVD

Go To… FPARCVD ENTER

KEY BLOCK / INFORMATION

Receiver Document Code	Type "NEXT" PAGE DOWN

RECEIVING HEADER

Receiving Method	Not required, informational only. Carrier and type of delivery.
Date Received	Required. Defaults today's date. Can change to show actual date items were physically delivered. PAGE DOWN

PACKING SLIP

Packing Slip	Required. Use only the **Receiving Document Code** "Y_ _ _ _ _ _ _". PAGE DOWN

PURCHASE ORDER

Purchase Order	Required. Type or search for the PO number applicable to this Receiver Document.
Select PO Items	Click Options Menu to **Select PO Items** FPCRCVP to access Item Selection form.
PO Item Selection FPCRCVP	PAGE DOWN and click/check **Add Item** to select item(s) or click **Receive All**, if applicable. COMMIT/SAVE and **X**/EXIT and return to Receiver Document. PAGE DOWN from **Purchase Order** block to **Commodity** block.
Receive All Purchase Order Items	Use **Receive All** *very carefully*. *Be absolutely sure all the items on the PO have been delivered and that all items are for your department(s) to receive*. Use *only* for the *first and only* Receiver Document on a PO, showing delivery of the *entire* quantity of *all* items. PAGE DOWN to **Commodity** block to verify appropriate receiving. PAGE DOWN or select Access Completion in Options Menu to move to **Completion** block.

COMMODITY

Final Received	Select **Final Received** if the entire, remaining, or final quantity of this item is being received.
Current	Enter delivered quantity or amount in **Received: Current** or verify defaulted data. *Cannot* receive a quantity or amount that results in a **To Date** quantity or amount that exceeds the quantity or amount in **Ordered**. Request a change order to the PO before receiving a quantity or amount in excess of original **Ordered** value. PAGE DOWN or Access Completion to **Completion** block.

COMPLETION

Click **Complete** (FOIDOCH status = **C**) for payment authorization.

8: CREATE AN ENCUMBRANCE

FGAENCB

Encumbrance/Reservations Maintenance Form

Go To... FGAENCB ENTER

KEY BLOCK

Encumbrance Number — Type "NEXT" and PAGE DOWN. System assigns next available number. Number does not appear until after data is committed, COMMIT/SAVE or PAGE DOWN. Watch for and record the number before exiting the encumbrance form.

ENCUMBRANCE HEADER BLOCK

Encumbrance Title — Enter a brief description of the services the contractor will perform. ***Do not use the contractor's name in this field***. If the contractor is an individual, i.e., a guest speaker, lecturer, etc., indicate the topic or subject area of expertise. Examples:

- Comedy performance by Robin Williams
- Graphic design for Search Piece
- Guest conductor for Brass Band concert
- Staff seminar for Working Smarter
- Guest lecturer on Congo red-eyed frogs

ENTER or TAB.

Document Total — Enter maximum amount to be paid to contractor. Do not include related P-Card purchase or PO amounts (lodging, airfare, etc., paid directly by department) or to be paid from a travel expense form; *however, this additional amount information must be included in the General Text Entry FOATEXT screen*. ENTER or TAB

Transaction Date — Defaults today=s date but may be over-written if contract is for next fiscal year. ENTER or TAB

Encumbrance Type — Defaults as **Encumbrance**. ENTER or TAB

Vendor ID — If known, type the contractor=s federal tax ID number. If system does not pull in the contractor=s name or you don't know the tax ID number, Search or press LIST OF VALUES (F9) to search the vendor table in Entity Name/ID Search FTIIDEN. *See* VENDOR SEARCH and VENDOR SET-UP STANDARDS instructions chapters below. SELECT from Toolbar or press Exit w/Value (Shift F3) if vendor name found or **X** or EXIT (F12) back to encumbrance form. ENTER or TAB

Encumbrance Change — Do not use. Reserved for change orders/adjustments. ENTER or TAB

Title — Do not use. Reserved for change orders/adjustments. ENTER or TAB

Date Established — Defaults the date the encumbrance number was first established. ENTER or TAB

Document Reference — Not used.

From Options Menu select **Document Text [FOATEXT]**

DOCUMENT TEXT – FOATEXT

Required information about the contract and contractor is entered in Document Text FOATEXT. Select **Document Text [FOATEXT]** in Options Menu.

Type — **ENC** defaults as encumbrance document type code.

Code — System-generated **Encumbrance Number** for this encumbrance. Make note of this number.

Default Increment: — Refers to the automatic assignment of text line numbers.

Text — Enter the following information that applies to this request for a personal services contract. Standard clauses are not available on the encumbrance form. ARROWs UP/DOWN move from one text line to the next. At a minimum, this screen must contain:

- name of independent contractor -- even if in **Vendor ID** field on first screen
- address of contractor *(must be included even if contractor is already in Banner)*
- phone and fax numbers, email address, if known
- dates of service
- complete scope or description of services
- name of WSC employee who will act as contact person

and as much of the following that apply to this contract:

- federal tax ID number or social security number, if known
- if check is to be made payable to someone else, who, their address, & why
- any POs or P-Card purchases associated with this contract, any reimbursement of expenses and how that is to be determined
- name and address of agent, if a performer
- where services are to be performed, if relevant to contract
- description of everything the College will provide for contractor to complete the services
- any payment instructions (e.g., hold check for pickup, etc.) – default is mailing after next regular payment cycle following completion of services
- any other pertinent information

COMMIT (F11) or SAVE on Toolbar and **X** or EXIT (F12)
PAGE DOWN to **Transaction Detail** page

TRANSACTION DETAIL BLOCK

Encumbrance Number, Encumbrance Title, Document Total — Defaults from the "Encumbrance Header"

Sequence — ENTER or TAB and accounting record number appears for each accounting record created

Journal Type — Type "E010" (Cursor moves to next field.) ENTER or TAB to **Index**.

Project — Not used - ENTER or TAB

COA — Defaults "E" - ENTER or TAB

Index Enter index number of accounting string. The **Fund**, **Orgn** and **Prog** numbers associated with the index defaults; check. (Cursor moves to **Fund**.)

Fund If needed, enter fund number of accounting string. ENTER or TAB

Orgn If needed, enter organization number of accounting string. ENTER or TAB

Acct Enter "711211" – *account code number is always 711211*. ENTER or TAB

Prog If needed, enter program number of the accounting string. ENTER or TAB

Actv Not used - ENTER or TAB

Locn Not used - ENTER or TAB

Percent Enter percentage of total amount of encumbrance to be paid from this accounting string. Applicable **Amount** will automatically calculate and default. If contract amount is split based on a dollar amount rather than a percentage, do not enter a percentage amount.
ENTER or TAB

NSF Override Skip - Remains as defaulted. ENTER or TAB

Commit Type Skip - Remains as defaulted. ENTER or TAB

Amount Required. System will calculate the amount of the percentage entered. If no percentage was entered, enter amount to be paid from this accounting string.

Multiple Accounting Strings To enter another accounting string: ARROW DOWN for a new blank record, then follow the steps above beginning with **Sequence** field.

PAGE DOWN or select Access Completion in Options Menu.

Fiscal Year Defaults fiscal year of **Transaction Date** in Encumbrance Header after accounting committed.

Current Encumbrance Amount Populated by system during posting.

COMPLETION BLOCK

BE SURE TO RECORD THE ENCUMBRANCE NUMBER BEFORE COMPLETING DOCUMENT.

Click **Complete** if all information and data are complete for this encumbrance.
Click **In Process** if more information is pending (also select In Process in Options Menu).

When encumbrance is **Complete**, document moves to Approvals process. After budget approvals occur, document moves to HR's approval queue. If others are required to approve the encumbrance, it will also appear on their approval queues. Only after the encumbrance is fully approved does it move to Finance & Administration for creation of a Personal Services Contract.

Remember that no work or services may begin until the contract has been fully executed by all parties. See Personal Services Contracts - Processes on the Procurement & Contracts webpage.

9: DELETE / CANCEL AN ENCUMBRANCE

FGAENCB

Encumbrance/Reservations Maintenance

Go To… FGAENCB ENTER

NOT COMPLETE

FGAENCB	Enter FGAENCB if the Encumbrance document is *not* **Complete**.
Encumbrance Number	Type Encumbrance number in **Encumbrance Number** field and PAGE DOWN. Verify that the intended encumbrance will be deleted. PAGE DOWN to the **Transaction Detail** block.
Transaction Detail	In **Transaction Detail** block press DELETE RECORD (Shift F6) or click Remove Record in Toolbar or select Remove from the Record Menu to delete the accounting record. Repeat for each accounting record. PAGE UP to the **Encumbrance Header** block.
Encumbrance Header	In **Encumbrance Header** block press DELETE RECORD (Shift F6) or click Remove Record in Toolbar or select Remove from the Record Menu to complete the deletion of the encumbrance. **X** or EXIT (F12)

COMPLETE, BUT NOT APPROVED

FOAUAPP or FOAAINP	A **Complete** but unapproved encumbrance may be disapproved in User Approval FOAUAPP or Document Approval FOAAINP by an approver who is not also the user who **Complete**d the encumbrance.
Disapprove	Click **Disapprove** icon and the encumbrance becomes no longer **Complete** and may be deleted using FGAENCB and the instructions above.

APPROVED

To cancel an **Approved** encumbrance, contact Finance & Administration Assistant (2186 or dpennartz@western.edu) who will process a reversing journal entry against the encumbrance.

10: APPROVE A DOCUMENT

FOAUAPP

User Approval

Go To… FOAUAPP ENTER

KEY BLOCK / INFORMATION

User ID Defaults with the system user name of the logged-in user. The field is data-enterable and may be changed to another user=s user ID or cleared to view all documents in approval queues.
PAGE DOWN

User's Documents Only: With **User ID** field populated the detail block displays only the documents available for approval in that user's approval queue.

All Documents: Clear **User ID** field press **Delete** or select Clear in Item Menu to display all documents awaiting approvals.

Document *Optional*: Type the document number in **Document** field to display only a specific document. This field is a search feature shortcut and wildcards (%) may be used to customize the search, e.g., with **User ID** blank and by typing **R%**, all the documents with a document number beginning with "R" awaiting approvals will display in the detail block.

PAGE DOWN

Next Approver If **Next Approver** indicator is checked, the **User ID** user is the next approver for a document in the approval queue.

DETAIL BLOCK / INFORMATION

The detail block consists of records identifying each document awaiting approval(s). Each record gives the approver the ability to **Approve** or **Disapprove** the document. Any user may view more **Detail** from the document and pending approval(s) in **Queue** required for the document.

NSF "**Y**" in the **NSF** field indicates that the document has insufficient funds and will move to the NSF queue after department approvals take place.

NSF = **Y:** Approver should not approve an NSF document unless arrangements for NSF override have been made with Budget Analyst (Leonard Silence 7026). Alternatively, approver should disapprove the document and have adjustments to the accounting data made on the document or make a budget adjustment, through Budget Analyst for the existing document account. After the budget adjustment posts, the document may be re**Complete**d and approved.

Document Type & Number Displays the document type code and document number.

Change Sequence & Submisson Not used.

Originating User System user ID of the user who **Complete**d the document.

Document Amount Total dollar amount encumbered by the document. Includes all dollar amounts for all accounts on the document.

Queue Type Displays the queue type code.

Next Approver If **Next Approver** = "Y" **User ID** user is next approver for the document in the approval queue.

Approve Approver may approve document by clicking **Approve** button. Approver approves only for the accounting record(s) for which that approver has budget signing authority. Multiple approvers may simultaneously approve a document. Document then flows to next approval queue, if applicable, or queues up for the next posting process. Document is approved after all approvals, NSF override (if applicable), and posting process take place.

Disapprove Approver may disapprove document by clicking **Disapprove** button. Document immediately becomes no longer **Complete** and is available for revision and re**Complete** or deletion.

Detail Opens the document=s approval form (e.g., Requisition Approval FOQRACT, or Encumbrance/Reservations Approval FOQENCB, etc.) which displays key information and the accounting data from the document. Options Menu provides access to detail in the document or access to the actual document. **X** or EXIT (F12) to return to FOAUAPP.

Queue Opens Document Approval FOAAINP and PAGE DOWN displays the approval queue information for the document. Approver may **Approve** or **Disapprove** the document from this form. ARROW DOWN/UP in **Queue ID** to view approvers in multiple approval queues. Select Approval History FOIAPPH from Options Menu to view previous approvers on the document, date approved, and document's originating user. *See* CHECK UNAPPROVED DOCUMENT QUEUE instructions chapter below. **X** or EXIT (F12) to return to FOAUAPP.

11: CHECK UNAPPROVED DOCUMENT QUEUE

FOAAINP

Document Approval

Go To... FOAAINP ENTER

KEY BLOCK / INFORMATION

Document	Enter document number - requisition number, encumbrance number, etc. ENTER or TAB
Type	Document type will default. If not, type REQ, ENC, etc. or Search or press LOV (F9). PAGE DOWN
Change Sequence:	Not used.
& **Submission:**	Not used.

DETAIL BLOCKS / INFORMATION

Two detail blocks provide approval queue information for the document. Left detail block shows the approval queue(s) containing the document awaiting approval. Right detail block shows the approver authority for the approval queue.

If multiple approval queues appear in the left detail block, the right detail block displays only the approver(s) for the highlighted queue. ARROW DOWN/UP to highlight a queue and view the corresponding approver(s).

Detail	The **Detail** button displays the document=s Approval Form (FOQRACT, FOQENCB, etc.) showing header and accounting information from the document. Further document detail is available from the approval forms, i.e., view the entire requisition document, review requisition commodities only, or view an encumbrance=s text, etc. **X** or EXIT (F12) to return to the FOAAINP screen.
Approve & **Disapprove**	Approver may **Approve** or **Disapprove** the document from this form.
Approval History	Select Approval History FOIAPPH from Options Menu to view previous approvers on the document, date approved, and document's originating user. **X** or EXIT (F12) to return to FOAAINP.

12: CHECK ENCUMBRANCE STATUS & PAYMENTS

FGIENCD

Detail Encumbrance Activity

Go To… FGIENCD ENTER

KEY BLOCKS / INFORMATION

Encumbrance Type document number (REQ#, ENC# or PO#) or click Search drop-down or press LOV (F9). PAGE DOWN. If document is not approved, no records will be retrieved.

Description Defaults REQ Requestor name, ENC Encumbrance Title, PO Vendor name

Date Established Defaults date document was first entered.

Balance Remaining unpaid balance still encumbered on the document.

Status O = Open
C = Closed

Type Defaults document type code.

Vendor If vendor was inserted from vendor table into document the vendor ID & name defaults.

DETAIL BLOCK / ACCOUNT INFORMATION

Accounting data defaults from the document and related transaction information displays in two detail blocks. All fields are display-only and only the ARROWs DOWN/UP and PAGE DOWN/UP navigation keys are available for viewing all records.

Item Shows number of commodity level accounting items on REQs and POs; not applicable for ENC documents.

Sequence Displays the number of the accounting record in view. ARROW DOWN/UP on this field to view all accounting records. Transaction activity in the detail block below changes for the activity of the accounting record in view. If the document has had accounting changes they may be viewed here.

Encumbrance Total original amount encumbered for this accounting record.

Liquidation Amount paid or reduced by changes to date for this accounting record.

Balance Remaining encumbered amount for this accounting record.
PAGE DOWN to navigate through the transaction records.

DETAIL BLOCK / TRANSACTION INFORMATION

Transaction Date Date of transaction for each transaction detail record.

Type **Type** codes represent the transaction function. The following **Type** codes will appear for REQ, ENC and PO documents:

E010 = Post original encumbrance	REQP = Requisition
E020 = Encumbrance adjustment	POLQ = PO liquidates REQ

E032 = Encumbrance liquidation	PORD = Purchase Order
E090 = Year-End Encumbrance Roll	INEI = Invoice paid

Document Code Document number of the transaction.

Action "**T**" (for **T**otal) appears when the transaction causes full liquidation of the remaining encumbrance, i.e. final payment, or close document.

Transaction Amount Displays the amount of the transaction.

Remaining Balance Remaining encumbered amount after transaction.

13: VENDOR SEARCH

FTIIDEN

Entity Name/ID Search

IMPORTANT: Avoid creation of duplicate vendors. Try several different search strings, using a variety of wild card arrangements, to be certain a vendor does not already exist in the vendor table before creating or requesting a new vendor.

Begin Vendor Table Search

From Requisition FPAREQN: **Vendor Information** page in **Vendor** field press LOV (F9) or click Search drop-down icon then single click on Entity Name/ID Search FTIIDEN ***or***
From Vendor Maintenance FTMVEND: In **Vendor** field press LOV (F9) or click Search drop-down icon to move to the Entity Name/ID Search Form FTIIDEN ***or***
Enter FTIIDEN directly in the **Go To…** field on Banner main menu page.

ENTER or TAB to the **Last Name** field.

Search String / Query

A search string or query is a group of characters the system uses to identify existing character sequences. Enter a search string in the **Last Name** field according to the guidelines below. After entering a search string press EXECUTE QUERY (F8) or select Search in Options Menu. To re-enter a different search string, press ENTER QUERY (F7) and ENTER to **Last Name** field, enter new search string and EXECUTE QUERY (F8) or Search.

The following search guidelines produce the most successful searches of existing data. Also, refer to the VENDOR SET-UP STANDARDS instruction sheet to aid understanding how vendors are most likely to be found in the table.

Wild Cards: The wild card symbol "%" can stand for one or many unspecified characters. The wild card symbol "_" stands for one unspecified character. Use wild cards in various locations in the search string to avoid conflict with the exact character sequence of an existing vendor name. Use and combinations of wild cards are unlimited. Here are only a few examples.

- For all entries that contain *ma* - enter **%ma%**
- For all entries that contain *m* and *a* and may have intervening characters - enter **%m%a%**
- For all entries that begin with *ma* - enter **ma%**
- For all entries that have *ma* as the final two characters - enter **%ma**
- For all entries that have *m* as the second character - enter **_m%**

Case: Form ***is case sensitive***. Use upper and lower case letters appropriately.

Punctuation: DO NOT USE PUNCTUATION. For the faithless, doubtful, or compulsive, substitute with the "%" wildcard.

Distinctive Word: Enter only the most distinctive or unusual word in the name with "%" before and after the word.

Partial Word: Type only part of the first word of the vendor name with "%" at the end of the string.

Acronym: Acronyms are placed as the first word of the vendor=s name, followed by the full name represented by the acronym.

Select Vendor

When the desired vendor name appears in the results listed from the search, highlight the vendor **ID Number** and press Exit w/Value (Shift F3) or click the **Select** button on Toolbar to retrieve the vendor information into the calling form (REQ or ENC).

Vendor Not Found **X** or EXIT (F12) *twice* to return to the calling form without vendor information. (If returning to the Requisition FPAREQN, ENTER/TAB/click to long **Vendor** field in **Vendor Information** page and type vendor name to be set up as a new vendor. Enter the new vendor=s complete name, address, phone and fax information in the Document Text of the REQ.)

Soundex Search If literal searches produced no results and the message "Query caused no records to be retrieved" the **Soundex** option may be used. **X** or EXIT (F12) to cancel the query mode, select Soundex from Options Menu to open the Soundex Search window, enter a search string in the **Sounds Like . . . Last Name** field, EXECUTE QUERY (F8) or select Search.

The broader parameters of this search produce more results, which are not dependent upon exact spelling. Type one word or a partial word of the vendor name (*not* case sensitive) and use wildcards. If the desired vendor is not displayed, begin another Soundex Search by selecting Soundex as above.

Order Search By ID / Order By Name To rearrange the list of records in **ID Number** order from the defaulted alpha order by the **Last Name** select Order Search By ID in the Options Menu. To reorder by **Last Name** again select Order by Name from Options Menu.
View entire list of records by ENTER QUERY (F7) and EXECUTE QUERY (F8) or Search without a search string in any field.

14: VENDOR SET-UP STANDARDS

FTMVEND

Vendor Maintenance Form

ALWAYS SEARCH THE VENDOR TABLE THOROUGHLY BEFORE CREATING A NEW VENDOR See **Vendor Search** instructions.

Go To… FTMVEND ENTER

Vendor ID Number

System generated numbers are created for new purchase order vendors providing goods or services. Type "NEXT" in the **Vendor** field to retrieve the next system generated number for a new vendor. ENTER or TAB

Exceptions: A social security number or tax ID number is used ***only*** for:

- Individuals (W-9) operating under a social security number or tax ID number
- Individuals (W-9) issued a Personal Service Contract
- Students or student employees whom the College has previously paid and to whom the College issues a purchase order

Vendor Name

Set-up all purchase order vendors in the **Corporation** field unless a W-9 identifies the vendor as an "Individual". Set-up all individuals in the person fields (**Last Name**, **First Name**, **Middle Name**). Use the following standards for vendor name set-up in the **Corporation** field.
PAGE DOWN to **Vendor Maintenance** block.

Case: Use upper and lower case letters.

Punctuation: DO NOT USE PUNCTUATION.

"THE" & "A": ***NEVER*** use "The" or "A" to begin a vendor name (no exceptions).

Abbreviations: Abbreviate "Company" (Co), "Corporation" (Corp), "Incorporated" (Inc), "Association" (Assn), Associates (Assoc), etc., when the word occurs at the end of a vendor name.

Acronyms: Acronyms are placed as the first word of a vendor name, followed by the full named represented by the acronym, using common abbreviations where appropriate e.g., **ACT American College Testing**, **RMGPA Rocky Mountain Governmental Purchasing Assn**.

Omit: Dashes, hyphens, slashes, etc.
Spaces between company name initials, e.g. **DE Visuals**, **CBS Scientific**, **ATD American**, **DS Transition Assoc, WW Grainger Inc**
Spaces between personal name initials, e.g. **JT Baker**, **WS Darley**, **DW Dodd Supply Inc**
Space between "Mc" and "Mac" names, e.g. **McGraw Hill**, **McDonalds Restaurant**, **McMaster Carr Supply Co**, **MacDonald Enterprises**.

"&": Space before and after "&". Space between company name initials separated by the "&", e.g. **M & L Business Machine Co Inc**, **H & R Corp**.

Common Abbreviations

Amer, Natl, Colo, Intl, Cncl, Ctr, Dept, Univ; Assn=Association, Assoc=Associates
Use abbreviations only when these words end the vendor name or when space constraints require them.

Address Defaults

Procurement = **Type Code:** "BU" **Sequence:** "1"
Accounts Payable = **Type Code:** "AP" **Sequence:** "1"

Contact

The **Contact** field may be used for the sales or order contact name.

Phone

Enter vendor or contact phone number if available.

If text not needed, PAGE DOWN or click tab to **Additional Information** block

Text	Select Text [FOATEXT] from Options Menu to access text screen where any information or instructions about the vendor can be added for future reference. COMMIT (F11) or SAVE and **X** or EXIT (F12) PAGE DOWN or click tab to **Additional Information** block
SSN/SIN/TIN	Enter vendor's tax ID no. when available. PAGE DOWN or click tab to **Vendor Types** block
Vendor Types Code	Enter all applicable vendor type codes when information becomes available. Click Search drop-down box to select from Vendor Type List. PAGE DOWN or click tab to **Address** block
Address	c/o: A "c/o" name goes in **Street Line 1**. Attention: Usually an "Attn" name goes in the Document Text of the PO. If preferred, the Attn: name may go in **Street Line 1**. Omit "Attn" or "Attention". Punctuation: DO NOT USE PUNCTUATION, except the hyphen in a nine-digit zip code. Abbreviations: Abbreviate ***all*** street, building and room indicators, e.g., St, Ave, Pl, Blvd, Bldg, Rm, Dept, Ste, #, etc. Abbreviate all directional words, i.e. N, S, E, W PO Box: ***Do not combine*** a PO Box address and a street address in the same address sequence. Omit spaces and punctuation in "PO", e.g., **PO Box** Phone Nos: Enter phone and fax numbers in BU address sequences when information is available. Foreign Country: Place Canadian provinces, US territories, military addresses, etc., in the **State or Province** field. Click Search drop-down box to select from State/Province Code list. **State or Province** remains blank if not applicable. COMMIT (F11) or SAVE **X** or EXIT (F12)

15: PRINT A REQUISITION

FPARQST

Requisition Form Print

The **Requisition Form Print** is a process initiated through the Banner job submission function. Process Submission Controls GJAPCTL establishes the parameters and values for printing a specific requisition and sends the document to the designated email address.

*Requisition must be **Complete** and **Approved** to print*.

Go To… FPARQST ENTER PAGE DOWN

PRINTER CONTROL

Printer Type or select "email"
Special Print Type your email name only (no @western.edu) e.g. "lchambliss"
PAGE DOWN

PARAMETER VALUES

01 **Values** Enter your **Requisition** number
All **Parameters** and other **Values** remain as defaulted
PAGE DOWN

SUBMISSION

Save Parameter Set as Optional. Click check box to save entered value.

COMMIT (F11) or SAVE

When you receive the email output from banner@banner-prod.western.edu open the PDF document to view and print the REQ.

16: HELPFUL INQUIRY FORMS

The following inquiry forms related to purchase and payment documents (REQs, POs, ENCs, INVs) are helpful tools to come to know for information about your purchases and related documents.

- Find a Requisition Number in **Requisition Validation FPIRQST**
- Find an Encumbrance Number in **Encumbrance List FGIENCB**
- Find a Purchase Order by vendor name in **Purchase Orders by Vendor FPIOPOV**
- Find a Purchase Order by account in **Open Purchase Orders by FOAPAL FPIOPOF**
- Find all Encumbrances by organization in **Organizational Encumbrance List FGIOENC**
- Find a payment to a vendor in **Vendor Detail History FAIVNDH**
- Find vendor address and contact information in **Vendor Maintenance FTMVEND**

FIND A REQUISITION NUMBER

Go To… FPIRQST ENTER

Begin search	Press ENTER QUERY (F7) or click Enter Query on Toolbar
Choose field(s) to search	All fields may be searched. Use wildcards (%) in any position(s) in any field. Use "%" at end of date fields, e.g. "20-APR-2010%". Note the following: **Request Date** – best field to search as this date is usually known and results are most precise. **Requestor Name** – case sensitive and must match **Requestor** field on REQ.
Get results	Press EXECUTE QUERY (F8) or click Execute Query on Toolbar
Get more details	See Options Menu

FIND AN ENCUMBRANCE NUMBER

Go To… FGIENCB ENTER

Begin search	Press ENTER QUERY (F7) or click Enter Query on Toolbar
Choose field(s) to search	Most fields may be searched. Use wildcards (%) in any position(s) in any field. Use "%" at end of date fields, e.g. "20-APR-2010%". Note the following: **Encumbrance Number** – Type document letter and as much as the number you might remember with "%" at end, e.g. "E0005%" or "R0045%". **Type** – "E" (Encumbrance), "R" (Requisition), "P" (Purchase Order) **Description** – case sensitive and must match corresponding field in document.
Get results	Press EXECUTE QUERY (F8) or click Execute Query on Toolbar

FIND A PURCHASE ORDER BY VENDOR NAME

Go To… FPIOPOV ENTER

Vendor	Enter **Vendor** number *or* Search for vendor in FTIIDEN by LOV (F9), search string, EXECUTE QUERY (F8) or Execute Query on Toolbar or Search from Options Menu, and EXIT W/VALUE (F3) OR Select from Toolbar
Status	Click **All** and PAGE DOWN or further refine search as follows.
Fiscal Year	Enter **Fiscal Year** code. Must also enter **COA:** "E"
Organization	Enter Organization code. Must also enter **COA:** "E"
Get results	PAGE DOWN
Get more details	See Options Menu

FIND A PURCHASE ORDER BY FOAPAL (ACCOUNT)

Go To… FPIOPOF ENTER

Select field(s) to search	Enter any one, all or a combination of **Index**, **Fund**, **Orgn**, **Acct** and **Prog**
Index	Enter **Index** number and ENTER/TAB or PAGE DOWN to default **Fund**, **Orgn**, and **Prog**.
Acct	Optional. Enter **Acct** code to refine search.
Get Results	PAGE DOWN
Go back to select field(s)	ROLLBACK (F10) or Rollback on Toolbar
Get more details	See Options Menu

FIND ALL ENCUMBRANCES BY ORGANIZATION

Go To… FGIOENC ENTER

Fiscal Year	ENTER/TAB to **Fiscal Year** and enter desired Fiscal Year code.
Index	Enter **Index** code and **Organization** and **Fund** default *or*
Organization Fund	Enter **Organization** and/or **Fund**
Get Results	PAGE DOWN
Get more details	See Options Menu

FIND A PAYMENT TO A VENDOR

Go To… FAIVNDH ENTER

Vendor	Enter **Vendor** number *or* Search for vendor in FTIIDEN by LOV (F9), search string, EXECUTE QUERY (F8) or Execute Query on Toolbar or Search from Options Menu, and EXIT W/VALUE (F3) OR Select from Toolbar
Get results - entire vendor payment history	PAGE DOWN
Refine search	Enter **Fiscal Year** code and PAGE DOWN to view only the payments in the desired fiscal year. Enter or select dates in **Invoice Date From** and **Invoice Date To** and PAGE DOWN.
Get more details	See Options Menu

FIND VENDOR ADDRESS AND CONTACT INFORMATION

Most requisitioners have query-only access to the **Vendor Maintenance** table. Existing data cannot be affected by query-only users while viewing the table information.

Go To… FTMVEND ENTER

Vendor	Enter **Vendor** number *or* Search for vendor in FTIIDEN by LOV (F9), search string, EXECUTE QUERY (F8) or Execute Query on Toolbar or Search from Options Menu, and EXIT W/VALUE (F3) OR Select from Toolbar
View vendor info	PAGE DOWN/UP or click page tabs to view vendor's information
Address Page	ARROW DOWN/UP through **Address Sequences** to view all addresses and phone information.
Changes needed?	Advise Purchasing Assistant of any contact, address and phone information changes needed.

APPENDIX

ACCOUNT CODE FOR EXPENSES – HELP SHEET

PRINTED PURCHASE ORDER - SAMPLE