Banner Finance
Purchasing and Procurement
Training Workbook

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Revision History Log

Publication Date	Summary
4/30/2008	New version that supports 8.0 software.
5/30/2008	Minor formatting changes.

Think before you print.

Table of Contents

Introduction

Course goal

The goal of this workbook is to provide you with the knowledge and practice to perform and track the requisition, bid, and purchasing process at your institution. The workbook is divided into these sections:

- Introduction
- Set-up
- Day-to-day operations

Course objectives

In this course you will learn how to

- identify and describe the setup forms that will be needed in the purchasing and procurement process
- create and maintain vendor, commodity, and buyer records
- link vendor codes to commodity codes
- create, cancel, and query requisitions
- assign a buyer to a requisition
- use the bid process from the request through award stages
- create, cancel, and query purchase orders
- receive and return purchase goods.

Intended audience

The staff who perform and track the requisition, bid, and purchasing process.

Prerequisites

To complete this course, you should have

- completed the Education Practices computer-based training (CBT) tutorial *Banner 8 Fundamentals*, or have equivalent experience navigating in the Banner system
- completed the Chart of Accounts training workbook
- administrative rights to create the setup forms needed in Purchasing and Procurement.

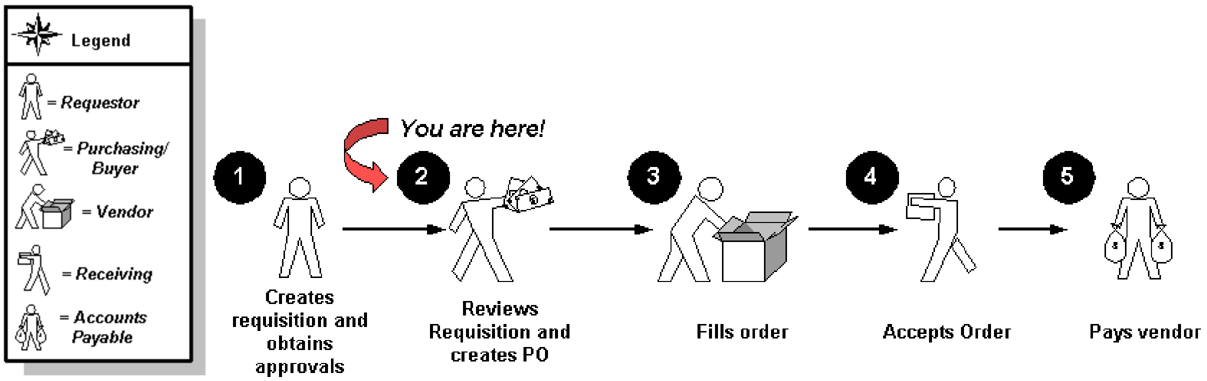
Process Introduction

Introduction

The Finance process includes several processes that occur simultaneously on a daily basis. The exception is the budget process, which occurs once a year.

Flow diagram

This diagram highlights the Requisition to Check process. The purchasing process is part of the Requisition to Check process.



About the process

The purchasing process can occur in one of two ways

1. In decentralized purchasing, the requestor can create the online requisition through Banner, Self Service, or E-Procurement.

2. In centralized purchasing, the requestor sends the paper requisition to the Purchasing department, who would then create the online purchase order in Banner.

Set Up

Section goal

The purpose of this section is to outline the set-up process and detail the procedures to set-up your Banner system for purchasing and procurement.

Objectives

In this section you will learn how to

- identify and describe the setup forms that will be needed in the purchasing and procurement process
- create and maintain vendor, commodity, and buyer records
- link vendor codes to commodity codes.

Set-up Forms Used in Purchasing and Procurement

Introduction

Before Banner can process purchasing data, there are several forms that need to be completed.

Set-up forms

The following set-up forms play important roles in the Purchasing and Procurement module. This list includes forms that are covered in the exercises that follow, as well as additional forms. Review and add values to these forms as necessary.

Form Description	Banner Name
Vendor Maintenance	FTMVEND
Commodity Maintenance	FTMCOMM
Vendor Products Maintenance	FTMVPRD
Buyer Code Maintenance	FTMBUYR
Vendor Type Code Maintenance	FTMVTYP
Unit of Measure Maintenance	FTMUOMS
FOB Code Maintenance	FTMFOBS
Ship to Address Maintenance	FTMSHIP
Equivalency Maintenance	FTMEQUL
Clause Entry Maintenance	FOACLAU
Purchase Order Classification Maintenance	FTMPCLS
Cancellation Reason Code Maintenance	FTMCRSN
Receiving Method Maintenance	FTMRCMT
Return Reason Maintenance	FTMRRSN
Freight Terms Code Validation	FTMFTRM
Tax Rate Code Maintenance	FTMTRAT
User Profile Maintenance	FOMPROF
E-Procurement Interface Preference Control	FPAEPRC

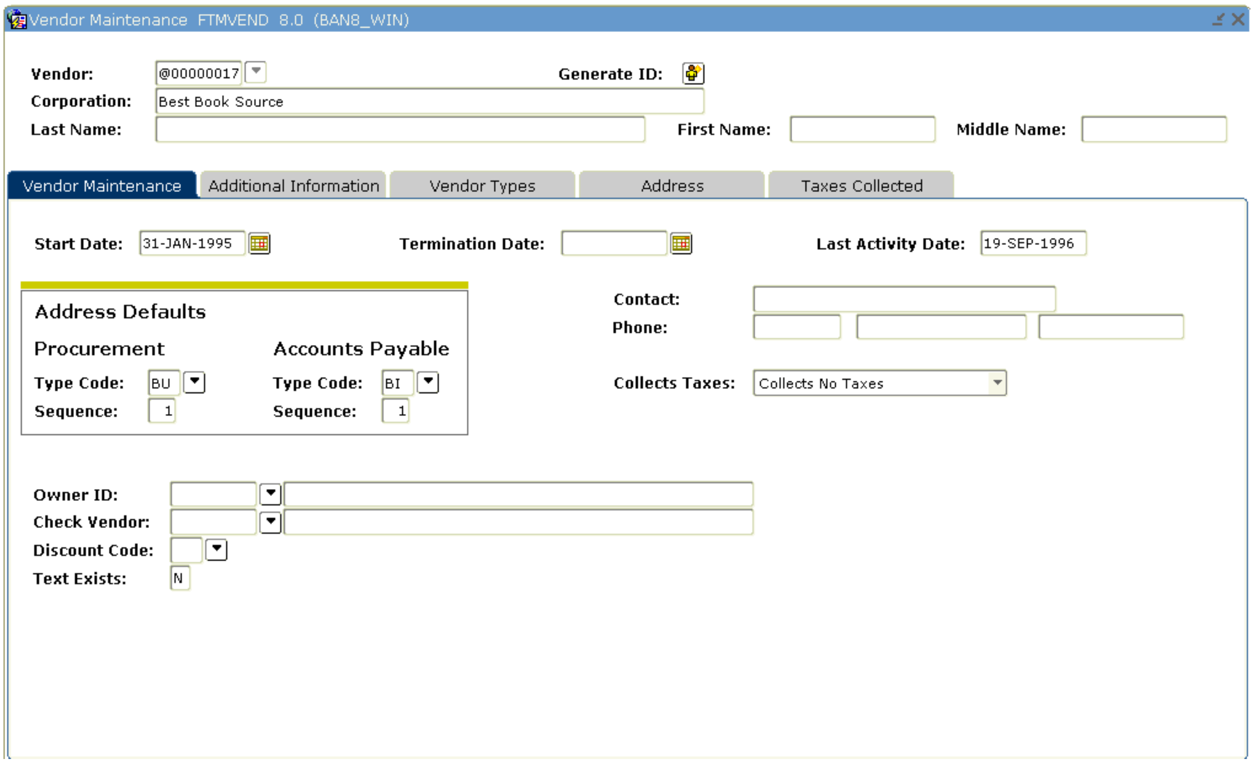
Creating a Vendor

Purpose

The Vendor Maintenance Form (FTMVEND) is used to add, change, or delete vendor information. The following exercise will demonstrate how to create a new vendor.

Note: If Common Matching is turned on, entering a new Vendor code or clicking on Generate ID will send you to the common matching form GOAMTCH. Unless training on Common Matching is intended, this feature can be turned off on GUAINST. Uncheck the **Online Matching Process Enabled** checkbox to turn off Common Matching.

Banner form



Steps

Follow these steps to complete the process.

1. Access the Vendor Maintenance Form (FTMVEND).

2. Enter the vendor number in the **Vendor** field or if common matching is turned off click the **Generate ID** icon.

3. Is the vendor a person or a corporation?

IF	THEN
Person	**Last name**, **first name**, **middle name** fields
corporation	**Corporation** field

4. Click the **Next Block** icon.

5. Enter the date the vendor information is active in the **Start Date** field.

6. Enter a date in the **Termination Date** field, if appropriate.

7. Select *BU* in the **Address Type Code** field and *1* (one) in the **Sequence Number** field in the **two PO Default** fields in the Address Defaults block .

8. If the billing address is different from the business address, select *BI* in the **Address Type Code** field and *1* (one) in the **Sequence Number** field in the two **A/P Defaults**

   Note: If you do not assign a Type Code to the **A/P Default** address, Banner will assume the address is the same as the **PO Default** address.

   Actual addresses will be entered in step 33.

9. Enter a primary contact name in the **Contact** field.

10. Enter the telephone number in the **Phone** field.

11. Select **Collects No Tax**, in the **Collects Taxes** field.

    Note: The field allows for the calculation and appropriate remittance of tax on purchases to the taxing authority if tax processing is turned on. Because of various tax jurisdictions, Banner allows the user to specify **Collects All Taxes** for the vendors who collect taxes for which your institution is subject, **Collects No Taxes** for the vendors who do not collect any taxes, and **Collects Selected Taxes** for the vendors who collect selected taxes. **Collects Selected Taxes** allows the user to list the taxes collected in the Taxes Collected window.

12. Click the **Search** icon in the **Owner ID** field to enter a parent corporation.

    Note: This field is used when the vendor you are creating is a D/B/A (doing business as), or when the vendor shares a 1099 Tax ID with the parent company.

    The owner ID must have been created previously on the vendor table. If you enter an **Owner ID**, the Tax ID for the parent vendor will default in the Tax ID field on the Vendor Header Additional Information window.

13. Select a discount code in the **Discount Code** field.

14. Select **Text** from the **Options** menu.

15. Click the **Save** icon.

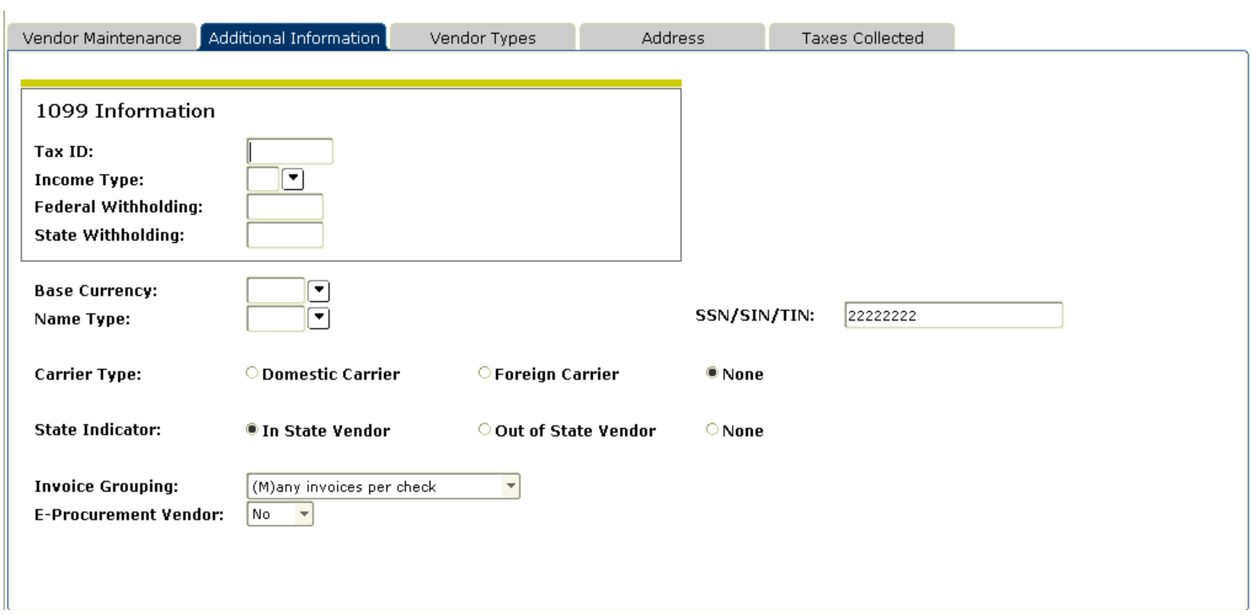
16. Enter "*This vendor requires a three-week delivery lead time.*" in the **Text** field.

17. Click the **Save** icon.

18. Click the **Exit** icon.

    Note: Notice that the **Text Exists** field is now populated with a *Y* (Yes).

19. Select the **Additional Information** tab.



20. Enter the tax id number in the **Tax ID** field.

    Note: If a value is entered here, Banner displays the Tax ID on the Invoice/Credit Memo Form (FAAINVE), which you can override. If you do not enter a **Tax ID** here, you can enter the ID on an individual invoice.

21. Double-click on the **Income Type** field, and select an income type.

    Note: Banner requires you to enter an **Income Type** when a Tax ID is entered. This identifies the income classification for 1099 reporting.

22. Enter the withholding percentage for federal in the **Federal Withholding** field.

23. Enter the withholding percentage for the state in the **State Withholding** field.

    Note: Withholdings deduct the appropriate amount from the vendor's check and create a liability for the remittance to the taxing authority. (Tax processing does not need to be turned on.)

    Before using the withholding fields, be sure to specify the liability account as a Posting Modifier for the G010 process code in Rule Classes "DDWI – Federal Withholding," "DTWI - State Withholding," "CDWI – Federal Withholding on Cancel Check" and "CTWI – State Withholding on Cancel Check."

24. Enter the proper Currency code if this is a foreign vendor or disbursing agent in the **Base Currency** field.

25. Select the **Domestic**, **Foreign**, or **None** radio buttons that describes the Carrier.

26. Select the **In State**, **Out of State**, or **None** radio button as the State Indicator that describes the vendor.

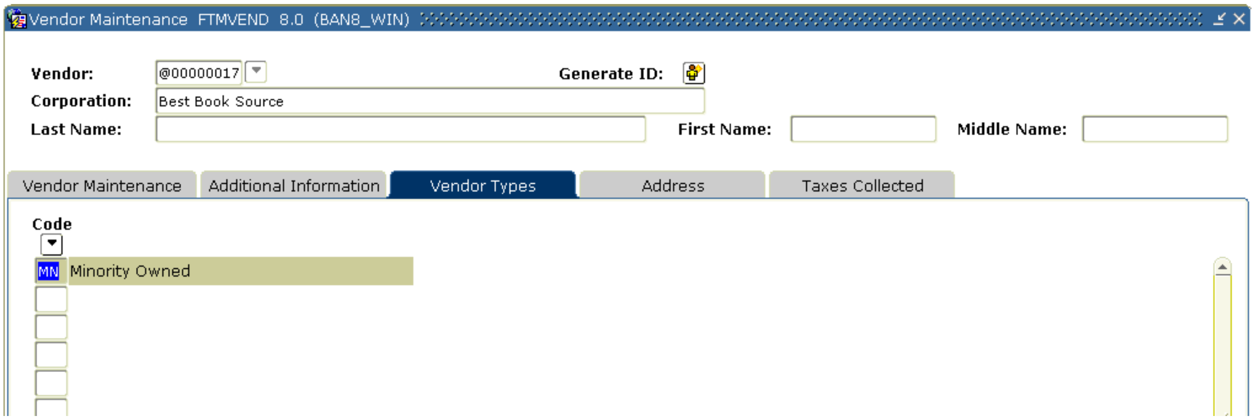
27. Select a payment option in the **Invoice Grouping** field.

    Note: The valid choices are **One invoice per check** or **Many invoices per check**.

28. Click the **Save** icon.

29. Click the **Exit** icon.

30. Select the **Vendor Types** tab.

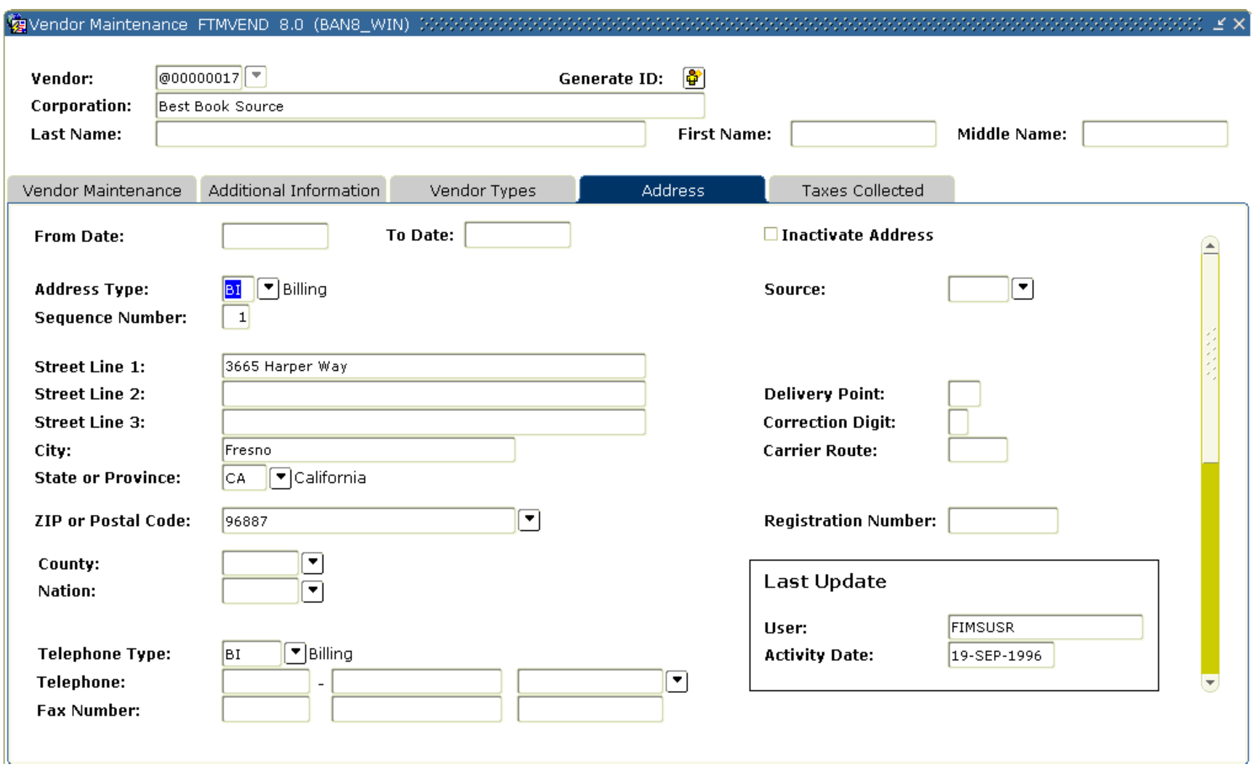


31. Double-click in the **Code** field, and select all vendor types that apply.

    Note: The Vendor Type List (FTVVTYP) gives a view of the available user-defined types.

32. Click the **Save** icon.

33. Select the **Address** tab.



34. Enter or edit the address in the **Address** field.

Tip: Clicking the **Search** icon in the **Zip or Postal Code** field, and selecting a zip or postal code from GTVZIPC will automatically populate the **City**, **State**, and **Zip or Postal Code** fields.

35. Enter or edit the city in the **City** field.

36. Double-click in the **State or Province** field, and select a state.

37. Click the **Search** icon in the **Zip or Postal Code** field, and select a zip or postal code.

38. Double-click in the **Phone Type** field, and select BU from the list.

39. Enter or edit a phone number.

Note: Do not enter dashes in the phone number.

40. Perform an **Insert Record** function to enter a second address.

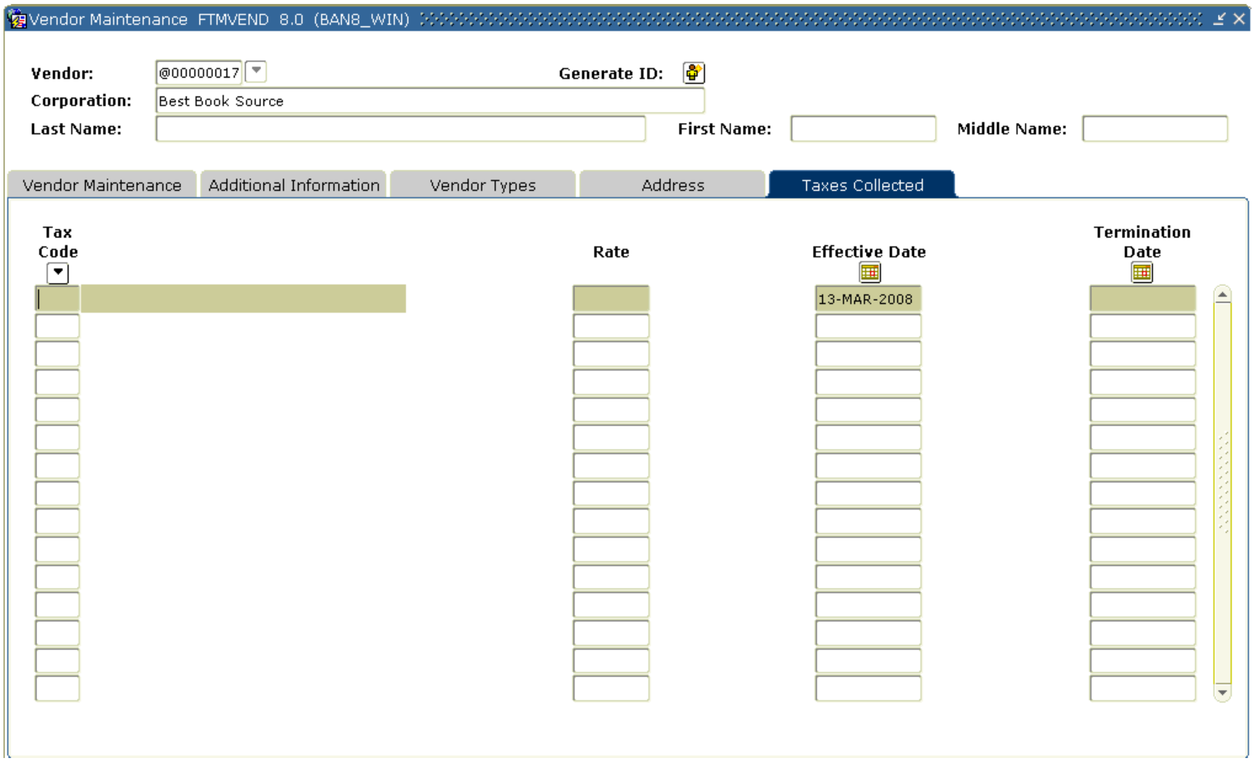
Warning: If using the same type code, enter *2* in the **Sequence Number** field.

41. Click the **Save** icon.

42. Click the **Exit** icon.

43. Select the **Taxes Collected** tab.

Note: Use the Taxes Collected tab of the Vendor Maintenance Form to establish tax collection data for a vendor. You can only access this window when you define a vendor that *Collects Selected Taxes* in the main window. When you collect taxes, the system uses the set of records that you enter to calculate the total tax due on transactions that involve this vendor.



44. Select a tax in the **Tax Code** field.

45. Enter a date in the **Effective Date** field.

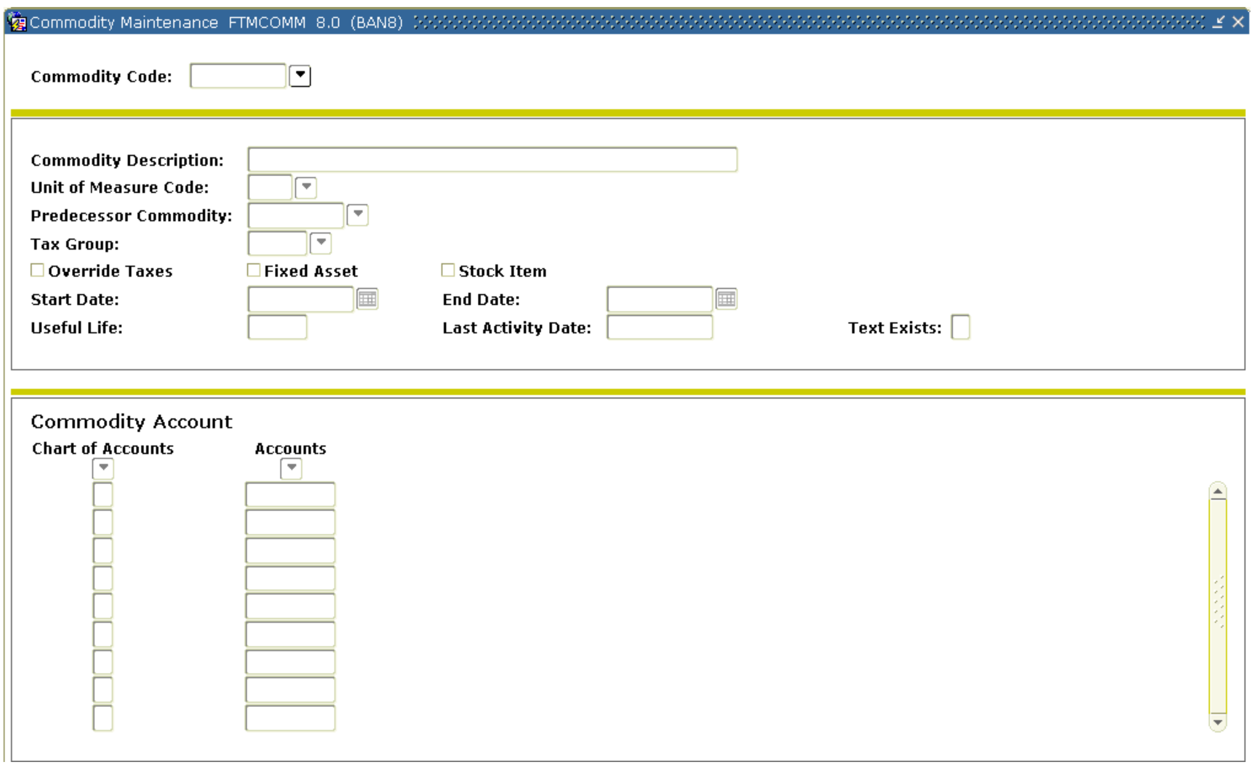
46. Click the **Save** icon.

Creating a Commodity

Purpose

The Commodity Maintenance Form (FTMCOMM) is used to add, change, or delete Commodity codes and default account relationships.

Banner form



Steps

Follow these steps to complete the process. Review the tables on the previous pages as necessary.

1. Access the Commodity Maintenance Form (FTMCOMM).

2. Enter *Next* in the **Commodity Code** field. The system will assign a new commodity number after the new code has been added.

3. Perform a **Next Block** function.

4. Enter a description of the commodity in the **Commodity Description** field.
5. Double-click in the **Unit of Measure Code** field, and select the commodity's unitized values (*Each*, *Box*, *Gallon*, etc.).
6. Double-click in the **Predecessor Commodity** field, and select a value from the existing commodity records.
7. Double-click in the **Tax Group** field, and select a value from the available user-defined commodity records, if tax processing is on.
8. Check the **Stock Item** to identify the commodity as a stock item for processing in the Stores Inventory module.
9. Enter the date the commodity is active in the **Start Date** field.

   Note: The date defaults to the current date.
10. Enter a date in the **End Date** field, if appropriate.
11. Select **Commodity Text** from the **Options** menu.
12. Enter *This is a new commodity* in the **Text** field for this commodity.

    Note: The print box is not enabled here even if checked.
13. Click the **Save** icon.
14. Click the **Exit** icon.

    Note: Notice that the **Text Exists** field is now populated with a *Y* (Yes).
15. Select **Hierarchy Information** from the **Options** menu to show the relationship between the commodity being entered and all preceding commodities in its hierarchy.
16. Perform a **Next Block** function.
17. Double-click in the **Chart of Accounts** field, and select a chart of account.

18. Double-click on the **Accounts** field, and select an account number.

    Note: This must be an expenditure account. The **Chart of Accounts** and the **Accounts** fields allow you to establish chart-specific account relationships for this commodity.

    This allows defaults for the Account code for your chart of accounts on procurement and accounts payable documents when you use this commodity.

19. Click the **Save** icon.

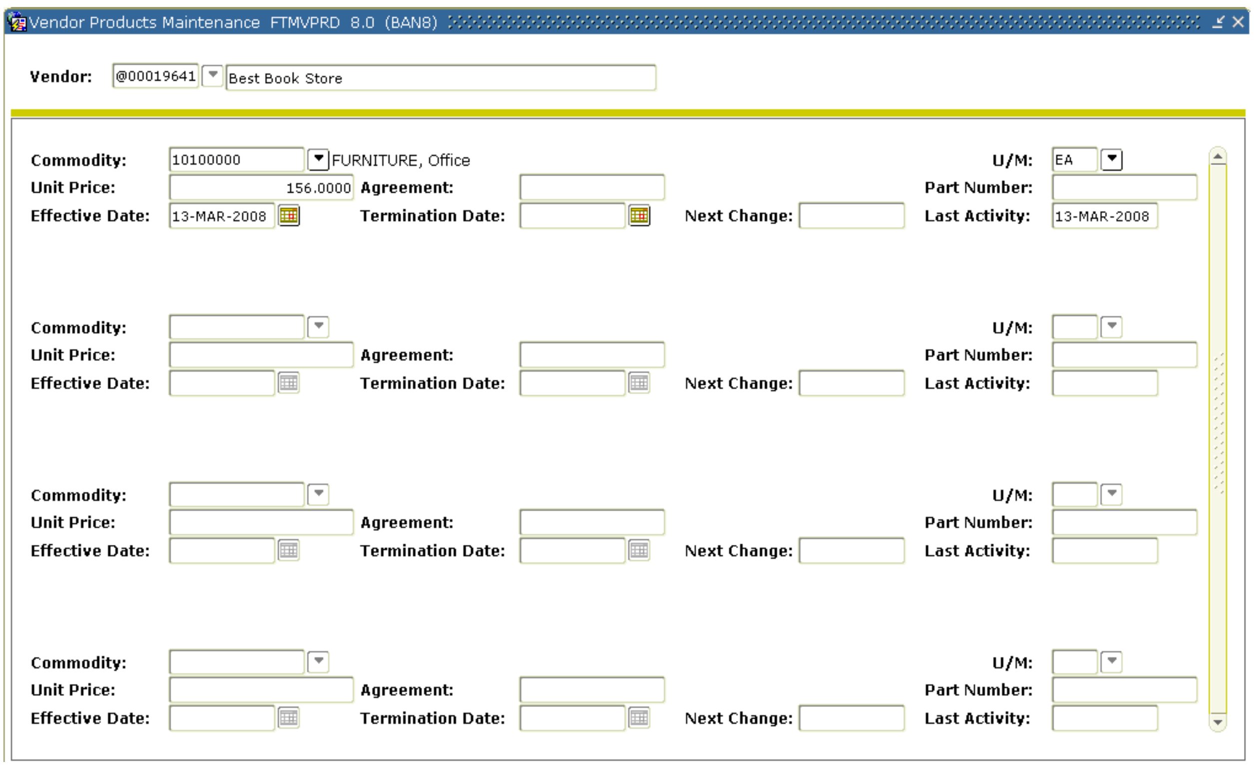
20. Click the **Exit** icon.

Linking Vendor Codes to Commodity Codes

Purpose

The Vendor Products Maintenance Form (FTMVPRD) is used to create an electronic catalog of a vendor's products.

Banner form



Steps

Follow these steps to complete the process.

1. Access the Vendor Products Maintenance Form (FTMVPRD).

2. Click the **Search** icon in the **Vendor** field, and select a vendor.

3. Perform a **Next Block** function and navigate to a blank record.

   Note: Banner displays all commodities already linked to the selected vendor. The **Agreement** field indicates a catalog record that may have been created from entries on the Agreement Processing Form (FPAAGRD). The FPAAGRD form will update the FTMVPRD form automatically.

4. Double-click in the **Commodity** field, and enter an existing commodity code (your instructor will provide a code).

5. Double-click in the **U/M** field, and select the vendor's unit of measure.

   Note: The **U/M** field will default from the commodity record, but any number of entries with different units of measure for the same commodity can exist in the vendor products catalog.

6. Enter the vendor's unit price in the **Unit Price** field.

7. Enter the part number in the **Part Number** (reference number) field.

8. Enter the effective date in the **Effective** field.

9. Enter the termination date **Termination** field, if appropriate.

   Note: If you want to link other vendors to commodities, click **Rollback** and repeat steps 2 - 9.

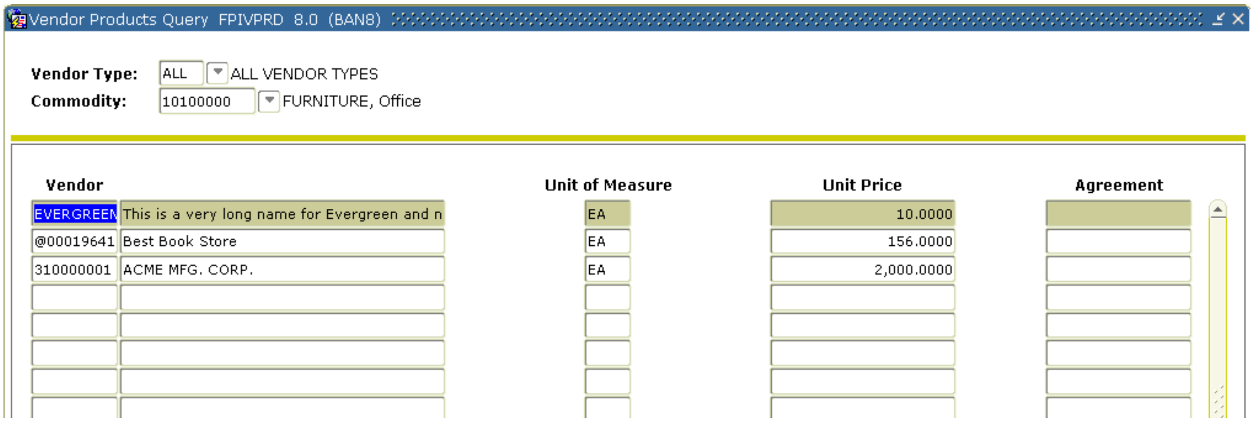
10. Click the **Save** icon.

11. Click the **Exit** icon.

Purpose

The Vendor Products Query Form (FPIVPRD) is used to look up a commodity available from different vendors. This form is an option available to users entering a commodity code on a requisition or a purchase order.

Banner form



Steps

Follow these steps to query the products.

1. Access the Vendor Products Query Form (FPIVPRD).

2. Double-click in the **Vendor Type** field, and enter *ALL* in the field. This will allow you to retrieve all vendor records with a specific commodity.

   Note: You can also enter a specific vendor type to query a user-defined group of vendors. You can view records on the Vendor Type List (FTVVTYP).

3. Double-click in the **Commodity** field, and enter an existing commodity code.

4. Perform a **Next Block** function.

   Note: Banner displays the matching records in the Query Results block. If you want to view other vendor and commodity links, click **Rollback** and, repeat steps 2 - 4.

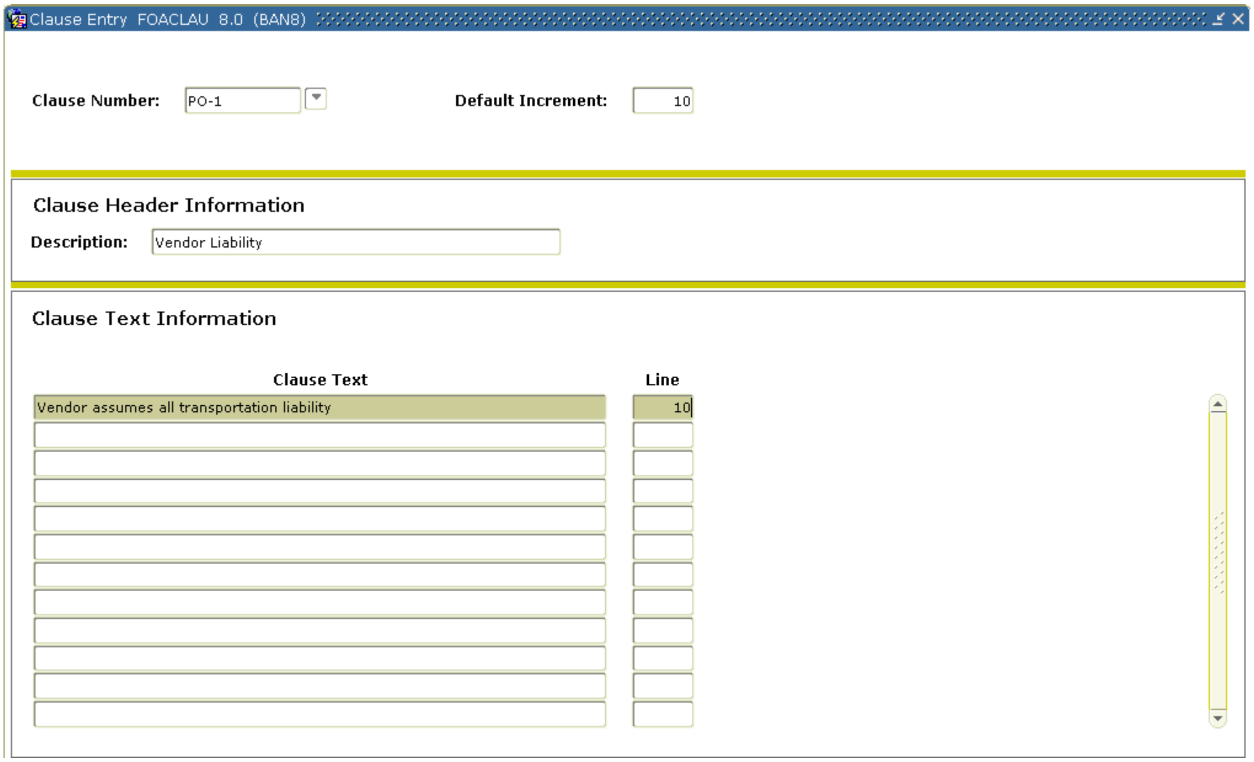
5. Click the **Exit** icon.

Creating or Modifying Standard Purchasing Clauses

Purpose

The Clause Entry Form (FOACLAU) is used to create or maintain standard clauses to be used on requisitions, bids, purchase orders, blanket orders, change orders, and vendor agreements. Creating clauses here allows you to choose and modify standard texts without having to type them out every time.

Banner form



Steps

Follow these steps to create a new clause.

1. Access the Clause Entry Form (FOACLAU).
2. Enter an alphanumeric code in the **CLAUSE Number** field.
3. Perform a **Next Block** function to go to Clause Header Information block.
4. Enter the name of the clause in the **Description** field.
5. Perform a **Next Block** function to go to Clause Text Information block.
6. Enter the text to be associated with this clause number.

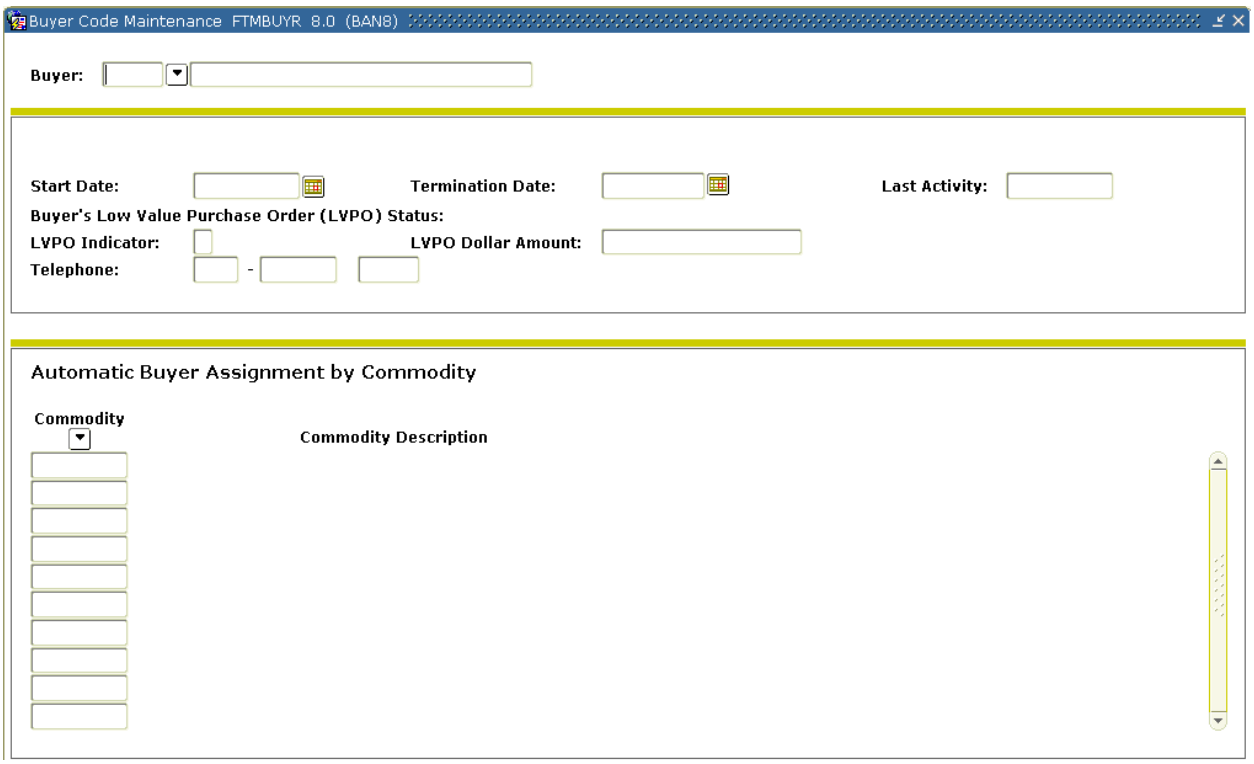
   Note: Use **Next Record** and **Previous Record** to move between lines of text.
7. Press the **Save** icon.
8. **Rollback** to enter a new clause or **Exit** this form.

Creating or Modifying Buyer Codes

Purpose

The Buyer Code Maintenance Form (FTMBUYR) is used to create buyers within Banner. By establishing multiple buyers, you can route requisitions to the appropriate buyers electronically for their action. This provides decentralized document processing.

Banner form



Fields – Buyer header block

This table shows fields you should know when completing the procedures that follows.

Field	Description
Start	Displays the current system date; however, you can override it.
Last Activity	Indicates when someone last updated the Buyer code.
LVPO (Low Value Purchase Order Limit)	Enables you to specify an upper limit on a purchase order completed by a buyer – put in field info.

Steps – Procedure 1

Follow these steps to create a new buyer.

1. Access the Buyer Code Maintenance Form (FTMBUYR).
2. Enter the new buyer code and the buyer's description in the **Buyer** field.

   Note: In this exercise you can use your initials as the buyer code.
3. Perform a **Next Block** function to go to the Buyer Header block.
4. Enter the date the buyer code will be active in the **Start** field.
5. Enter the date in the **Termination** field when the buyer code will no longer be available for use, if appropriate.
6. Go to the **LVPO Indicator** field and enter *Y* (Yes).
7. In the **LVPO Dollar Amount** field, enter the dollar limit.

   Note: The purchase order will be stopped at the balancing/completion stage when the net PO amount is greater than the LVPO limit. This provides limited security since a user can enter in a different buyer code.
8. Go to the **Phone Number** and **Extension** fields and enter the buyer's phone number and extension.
9. Click the **Save** icon.
10. Select **Assign Commodities** on the **Options** menu to go to the Automatic Buyer Assignment By Commodity window.

    Note: In this window, associate specific commodities with the buyer.

11. Double-click in the **Commodity** field, and enter a Commodity code.

    Note: If you want to add more commodities/organizations, perform a **Next Record** function and repeat the data entry.

    Note: Every time a completed requisition contains the commodities listed in this window, Banner assigns them to this buyer.

12. Perform a **Next Block** function.

    Result: This will take you to the Automatic Buyer Assignment By Organization window.

    Note: In this window, assign specific organization codes to the buyer. The automatic buyer assignment function is enabled in the form FOASYSC.

13. Double-click in the **COA** field, and enter the Chart of Accounts code.

    Note: This identifies the correct set of organization codes.

14. Double-click in the **Organization** field, and enter a data-enterable Organization code assigned to the buyer.

    Note: If you want to add more commodities/organizations, perform a **Next Record** function and repeat the data entry.

    Note: If a requisition contains a commodity assigned to one buyer and an organization code assigned to another, Banner will use the organization to determine the buyer.

15. Click the **Save** icon.

16. Click **Rollback**.

Steps – Procedure 2

Follow these steps to modify buyer's codes.

1. Access the Buyer Maintenance Form (FTMBUYR).
2. Click the **Search** icon on the **Buyer** field, and select the buyer you want to modify.
3. Perform a **Next Block** function.
4. Enter or change information for the buyer in the main record, or use the **Options** menu to enter or change commodity and organization information.

   Example: Change the start date to be two days prior to the date it currently shows.

   Note: Any information on this record could be changed.
5. Click the **Save** icon when finished.
6. Click the **Exit** icon.

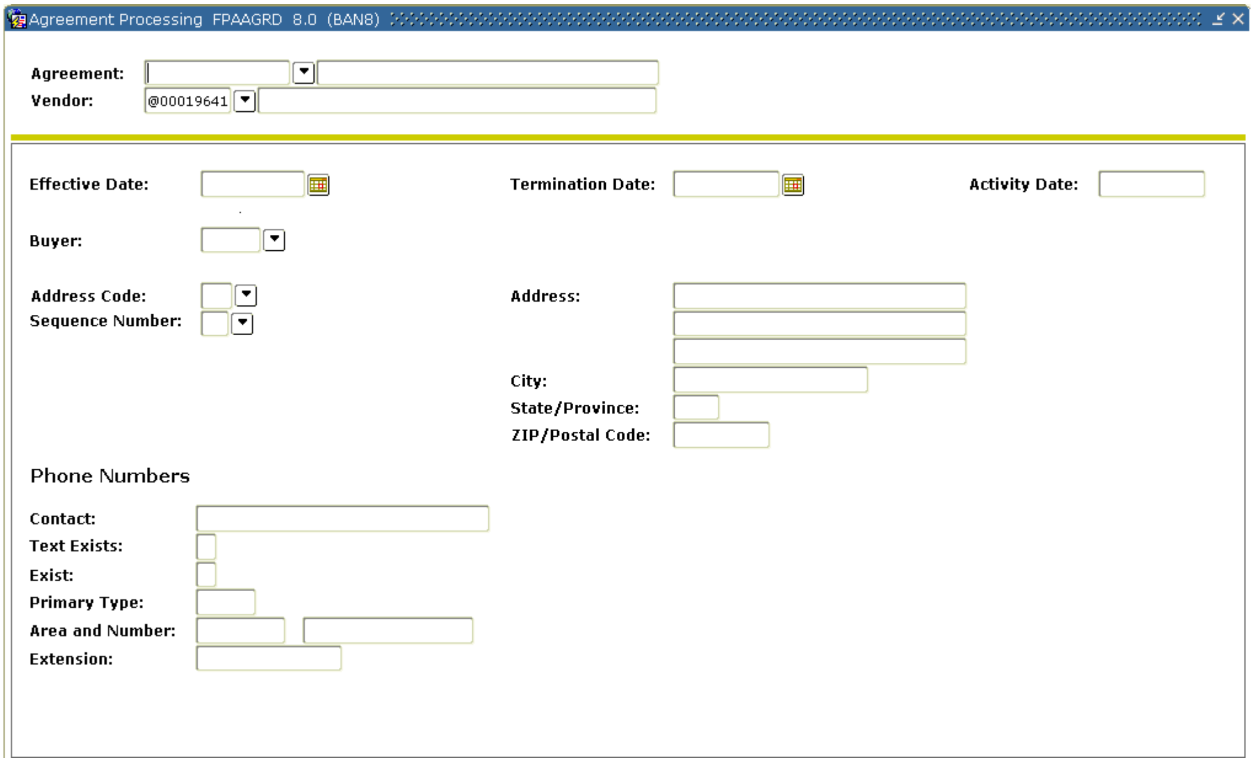
Creating Vendor Agreements

Purpose

The Agreement Processing Form (FPAAGRD) is used to maintain purchase agreements with vendors.

Note: The **Termination Date** field specifies the date when the vendor's agreement terminates and the record is no longer available for transactions after that date.

Banner form



Fields – Commodity Items window

This table shows fields and checkboxes you should know when completing the procedures that follows.

Field	Description
Max Dollars	This is an information-only field.
Min Quantity	This value is the minimum amount that must be purchased at one time for this agreement to apply.

Steps

Follow these steps to complete the process.

1. Access the Agreement Processing Form (FPAAGRD).
2. Enter *Next* in the **Agreement** field.

   Result: Banner will generate an agreement code.
3. Enter the agreement description in the next field.
4. Click the **Search** icon in the **Vendor** field, and enter a vendor code.

   Note: This is a required field.
5. Perform a **Next Block** function.
6. Enter the date the agreement will be active in the **Effective** field.
7. Go to the **Termination** field. Add two years to the current date and enter it in the field.
8. Double-click in the **Buyer** field, and select a buyer code to be identified with this agreement.

   Note: The **Address** fields will default from selected vendor's **PO Default** value.
9. Click the **Save** icon.
10. Select **Commodity Information** from the **Options** menu to go to the Commodity Items window.
11. Double-click on the **Commodity** field and enter a commodity code.
12. Enter the maximum total expenses in the **Max Dollars** field for the commodity over the life of the agreement.

Note: Banner does not automatically update the **Amount to Date** field with the summary of purchases from the vendor.

13. Enter the minimum quantity value in the **Min Quantity** field.

14. Note: The **Unit of Measure** defaults from the Commodity Maintenance Form (FTMCOMM). You may change this, if appropriate.

15. Enter the unit price as supplied by the vendor.

16. Enter the part (item) number as supplied by the vendor.

17. Click the **Save** icon.

18. Select **Agreement Information** from the **Options** menu.

    Result: This will return you to the header vendor information.

19. Select **Agreement Text** from the **Options** menu.

    Result: This will access the Procurement Text Entry Form (FOAPOXT) that will enable you to enter detailed information about the agreement.

20. Perform a **Next Block** function.

21. Go to the **Text** field, and enter *This is a new agreement* in the field.

22. Click the **Save** icon.

23. Click the **Exit** icon.

24. Click the **Exit** icon once more to exit the Agreement Processing Form (FPAAGRD).

Self Check

Directions

Use the information you have learned in this workbook to complete this self check activity.

Question 1

What is the purpose of the Vendor Maintenance Form (FTMVEND)?

Question 2

On the Vendor Maintenance Form (FTMVEND), a vendor can be identified as either a person or a corporation, but not both.

True or False

Question 3

On FTMVEND, the address codes entered in the **Procurement** and **Accounts Payable** fields in the Vendor Addresses window will *always* be the default addresses for purchase orders and accounts payable documents.

True or False

Question 4

Which form is used to add, change, or delete Commodity codes?

Question 5

Purchase agreements with vendors are maintained on what form?

Question 6

Which form is used to create a buyer within Banner?

Question 7

Once a Buyer's code is established, it cannot be modified.

True or False

Question 8

Which form is used to view vendor choices for a commodity?

Answer Key for Self Check

Question 1

What is the purpose of the Vendor Maintenance Form (FTMVEND)?

The Vendor Maintenance Form (FTMVEND) is used to add, change, or delete vendor information.

Question 2

On the Vendor Maintenance Form (FTMVEND), a vendor can be identified as either a person or a corporation, but not both.

True

Question 3

On FTMVEND, the address codes entered in the **Procurement** and **Accounts Payable** fields in the Vendor Addresses window will *always* be the default addresses for purchase orders and accounts payable documents.

False. A default address can be overridden at transaction time.

Question 4

Which form is used to add, change, or delete Commodity codes?

The Commodity Maintenance Form (FTMCOMM)

Question 5

Purchase agreements with vendors are maintained on what form?

The Agreement Processing Form (FPAAGRD)

Question 6

Which form is used to create a buyer within Banner?

The Buyer Code Maintenance Form (FTMBUYR)

Question 7

Once a Buyer's code is established, it cannot be modified.

False. You can enter or change information for an established buyer in the main record, or use the Navigation Frame to enter or change commodity and/or organization information.

Question 8

Which form is used to view vendor choices for a commodity?

The Vendor Products Query Form (FPIVPRD)

Day-to-Day Operations

Section goal

The purpose of this section is to explain the day-to-day or operational procedures to handle purchasing and procurement procedures at your institution.

Objectives

In this section you will learn how to

- create, cancel, and query requisitions
- assign a buyer to a requisition
- use the bid process from the request through award stages
- create, cancel, and query purchase orders
- receive and return purchase goods.

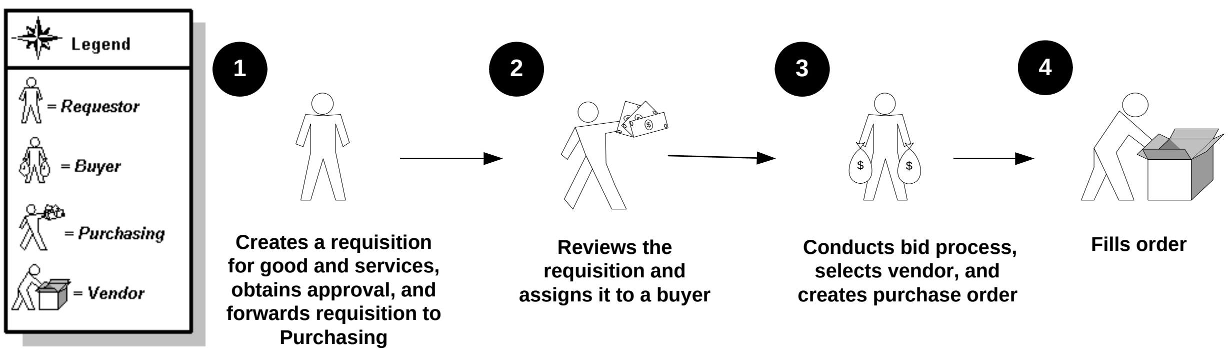
Process Introduction

About the process

- Requisitions, the bid process, and receiving are all optional steps in Banner.
- Not every requisition will have a bid.
- Receiving may or may not be online.
- The only thing that is required in Banner is completing the PO (FPAPURR).

Flow diagram

This diagram highlights the processes used in the purchasing and procurement process.



What happens

The stages of the process are described in this table.

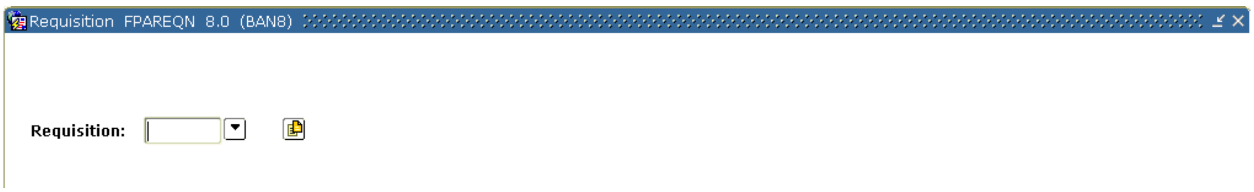
Stage	Who does it	Description
1	Requestor	Creates a requisition for goods and services and obtains approval.
		Forwards requisition to Purchasing.
2	Purchasing	Reviews the requisition and assigns it to a buyer.
3	Buyer	Conducts a bid process if desired.
		Selects vendor and creates purchase order.
4	Vendor	Fills order.

Creating a Requisition

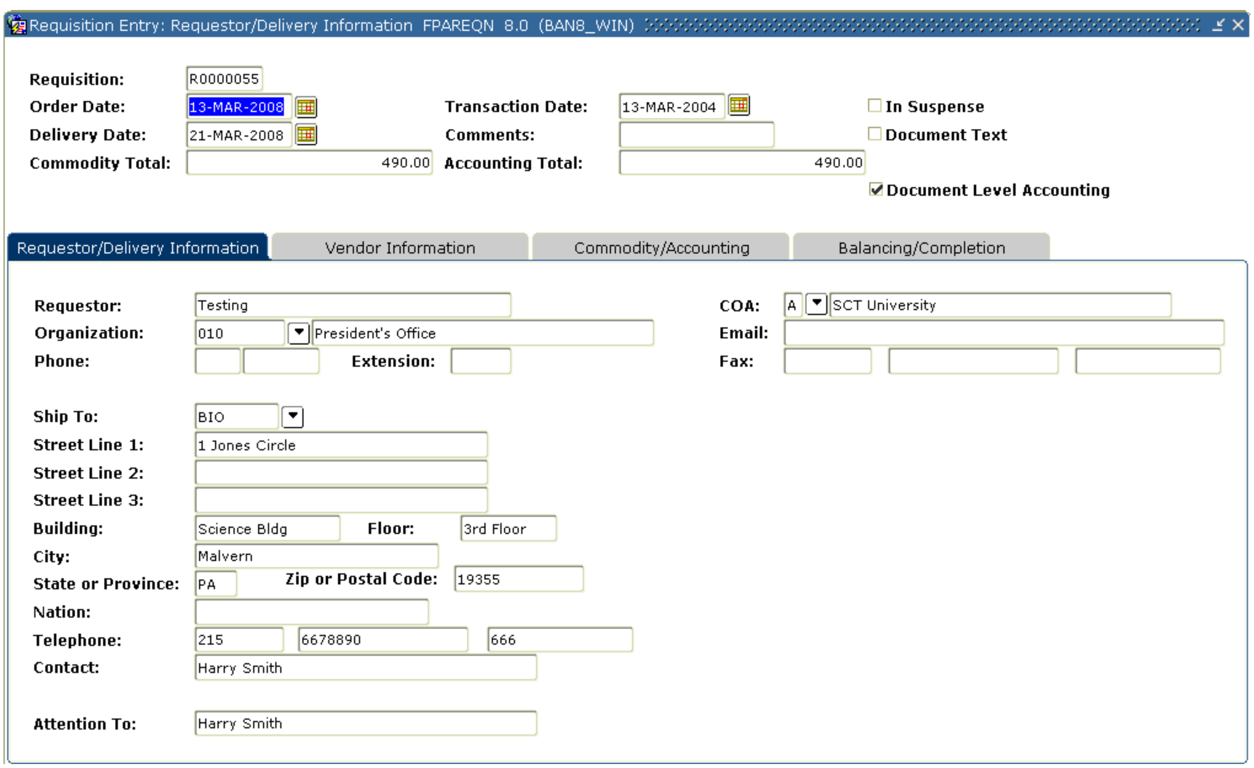
Introduction

The Requisition Form (FPAREQN) initiates the procurement process by defining an internal request to acquire goods or services. It enables you to define departmental needs by identifying the requestor, vendor, commodity, and accounting information. Entering a vendor is optional.

Banner form



Access the Requisition Form (FPAREQN) and perform a Next Block function or enter an existing requisition number to open the form.



Steps – Procedure 1

The following exercise will demonstrate how to create a requisition using document level accounting with a system generated requisition number. Follow these steps to complete the process.

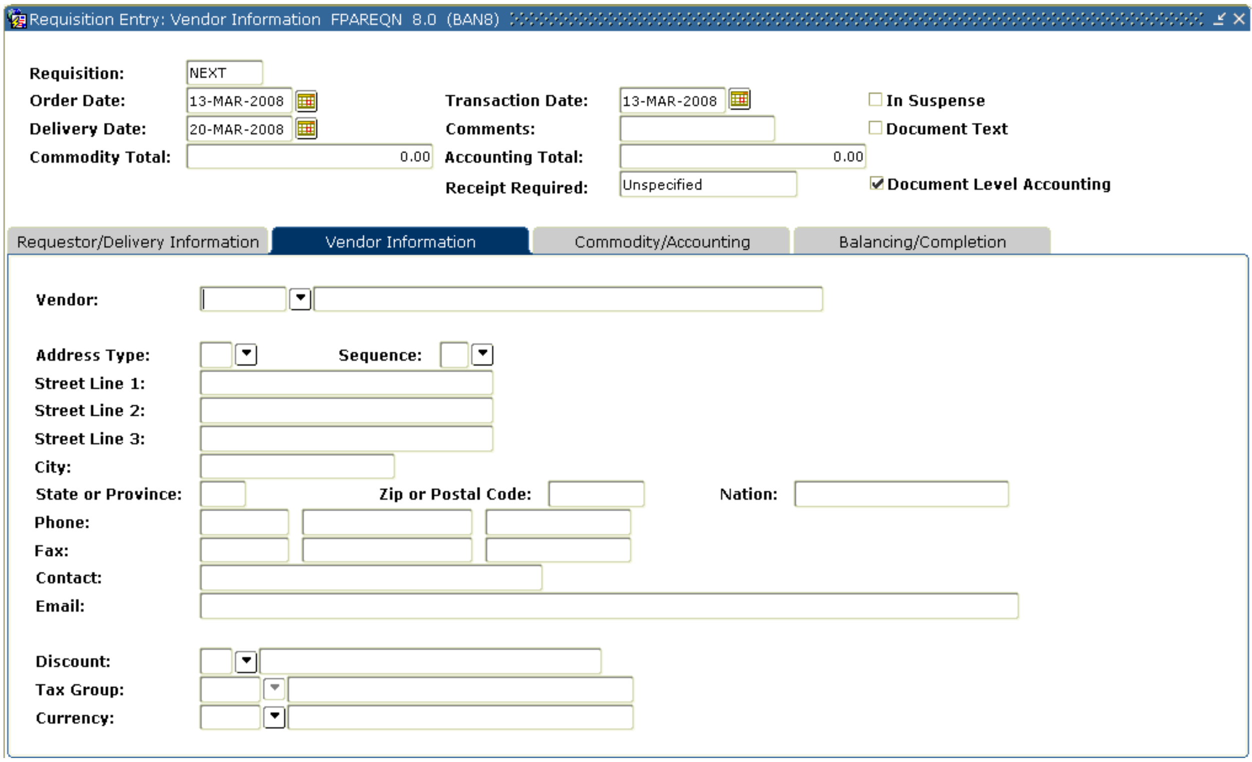
Note: If set up appropriately, the User Profile Maintenance Form (FOMPROF) will default in the values for requestor, organization, chart of account, and shipping address information.

1. Access the Requisition Form (FPAREQN).
2. Perform a **Next Block** function.
3. Change the order date in the **Order Date** field, if appropriate.
4. Change the transaction date in the **Transaction Date** field, if appropriate.
5. Enter a delivery date in the **Delivery Date** field.

   Note: The delivery date must be the same as or later than the order date.
6. Enter the requestor in the **Requestor** field.
7. Enter a comment in the **Comment** field, such as *Rush*.
8. Select a chart of accounts in the **COA** field.
9. Select an organization in the **Organization** field.
10. Click the **Search** icon, and enter a shipping address in the **Ship To** field.

    Note: When you select a shipping address the **Address**, **Phone**, **Contact**, and **Attention** fields will be filled in.

11. Select the **Vendor Information** tab.



12. Click the **Search** icon in the **Vendor** field, and enter a vendor.

Note: Once a vendor is selected, the remaining fields will be filled in for you, if the **Procurement** address exists for the vendor. If you need to create a vendor or add address information for the vendor, use the Vendor Maintenance Form (FTMVEND).

13. Do you want to enter a commodity using a commodity code?

- If yes, go to Procedure 2.
- If no, go to Procedure 3.

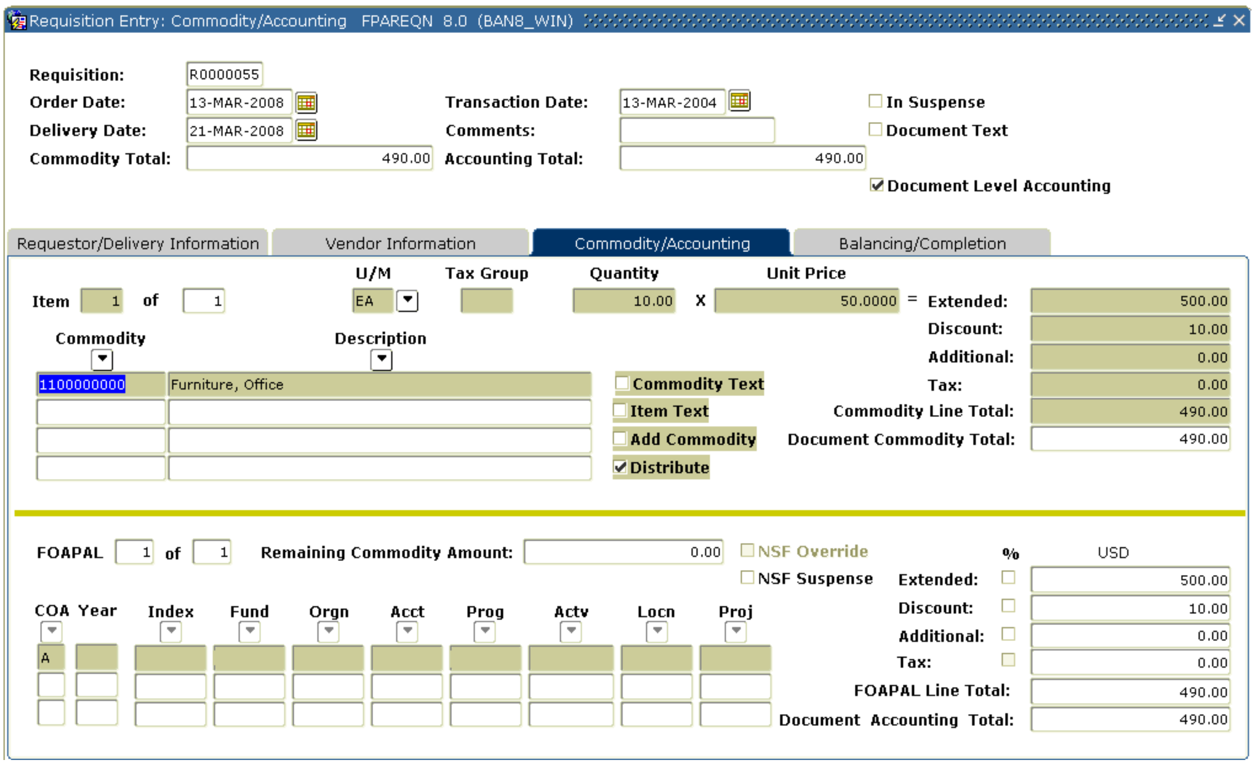
Steps – Procedure 2

Follow these steps to enter a commodity using a commodity code.

Notes: If set up appropriately, the User Profile Maintenance Form (FOMPROF) will default in the values for requestor, chart of accounts, ship to and organization information for this exercise.

If set up appropriately, the Commodity Maintenance Form (FTMCOMM) will default in values for unit of measure and unit price.

1. Select the **Commodity/Accounting** tab.



2. Select a commodity in the **Commodity** field.

3. Select *EA* in a unit of measure in the **U/M** field.

4. Enter *10* for the quantity to be requested **Quantity** field.

5. Enter $*50* for the unit price of this commodity in the **Unit Price** field.

6. Tab to the **Discount** field. Enter a discount of $*10*

   Result: The extended price has been filled in by Banner.

7. Tab to the **Additional** field. Enter $15 for the freight charges of this item.
8. Perform a **Next Record** function.
9. Repeat steps 1 - 7 if additional commodities are to be added to this requisition.
10. Perform a **Next Block** function.
11. Click the **Search** icon for **COA** and select your chart.

    Note: Fiscal year will default in based on the transaction date
12. Click the **Search** icon for **Fund** and select fund 1110.
13. Click the **Search** icon for **Orgn** and select 11102
14. Click the **Search** icon for **Acct** and then select 7210
15. Click the **Search** Icon for **Prog** and then select 10
16. Enter the amount to be charged to this account in the **USD extended** field.

    Note: In this exercise, enter in the amount shown in the **Remaining Commodity Amount** field.
17. If additional accounts were to be charged after entering the amount charged, tab to the **Chart** field, perform a **Next Record** function, and repeat steps 10 -16.
18. When finished, select the **Balancing/Completion** tab.
19. Review the Header, Commodity, and Accounting amounts.
20. Are these amounts in balance?

    If yes, click the **Complete** button.
21. Write down the requisition number list on the help bar (bottom left).

Steps – Procedure 3

Follow these steps to enter a commodity *not* using commodity codes.

Note: If set up appropriately, the User Profile Maintenance Form (FOMPROF) will default in the values for chart of accounts and organization.

1. Select the **Commodity/Accounting** tab.
2. Tab to the **Description** field and type a user-defined item.

   For this exercise, enter *three-foot high bookcase with glass doors*.
3. Select *EA* in a unit of measure in the **U/M** field.
4. Enter *10* for the quantity to be requested **Quantity** field.
5. Enter $*50* for the unit price of this commodity in the **Unit Price** field.
6. Tab to the **Discount** field. Enter a discount of $*10*

   Result: Notice the extended price has been filled in by Banner.
7. Tab to the **Additional** field. Enter $15 for the freight charges of this item.
8. Perform a **Next Record** function and repeat steps 1 - 7 if additional commodities are to be added to this requisition.
9. When finished, perform a **Next Block** function.
10. Perform a **Next Record** function and repeat steps 1 - 9 if additional commodities are to be added to this requisition.
11. When finished, perform a **Next Block** function.
12. Click the **Search** icon for **COA** and select your chart.

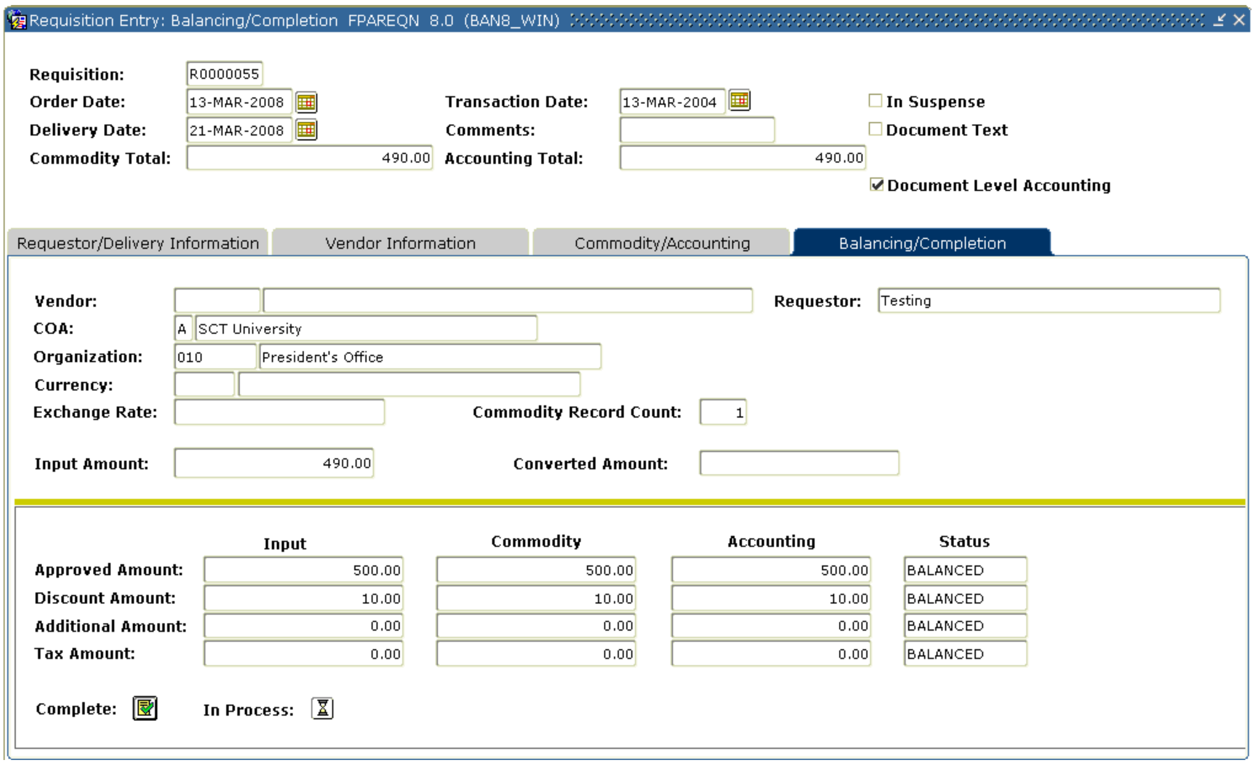
    Note: Fiscal year will default in based on the transaction date
13. Click the **Search** icon for **Fund** and select fund 1110.
14. Click the **Search** icon for **Orgn** and select 11102
15. Click the **Search** icon for **Acct** and then select 7210
16. Click the **Search** Icon for **Prog** and then select 10

17. Enter the amount to be charged to this account in the **USD extended** field. In this exercise enter in the amount shown in the **Remaining Commodity Amount** field

18. If additional accounts were to be charged after entering the amount charged

    - tab to the **Chart** field
    - perform a **Next Record** function
    - repeat steps 10 -17.

19. Select the **Balancing/Completion** tab.



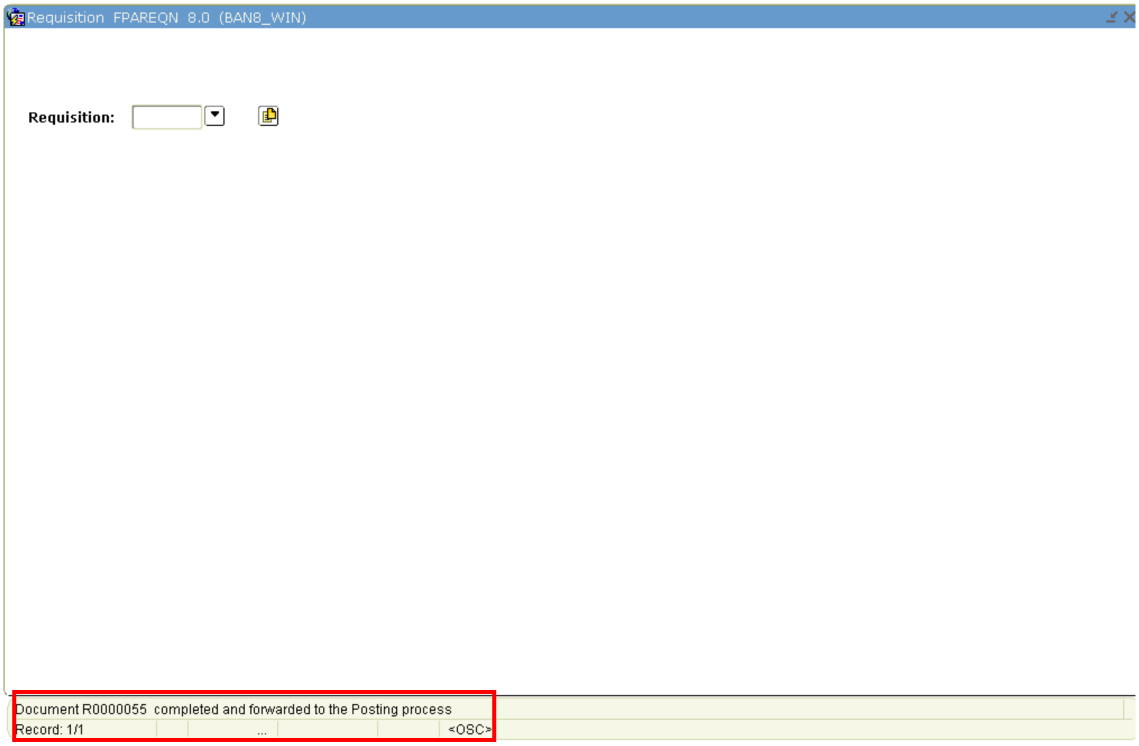
20. Review the Header, Commodity, and Accounting amounts.

    Note: If you wish to add text to this Requisition or to any commodity on this requisition see lesson in this section titled, “Adding Text to Any Purchasing Document”

21. Are these amounts in balance?

    If yes, click the **Complete** button.

22. Write down the requisition number list on the help bar (bottom left).



Steps – Procedure 4

Follow these steps to create a requisition using commodity level accounting with a system generated requisition number.

Notes: If set up appropriately, the User Profile Maintenance Form (FOMPROF) will default in the values for requestor, organization, chart of account, and shipping address information.

If set up appropriately, the Commodity Maintenance Form (FTMCOMM) will default in the values for unit of measure and unit price.

1. Access the Requisition Form (FPAREQN).
2. Perform a **Next Block** function.
3. Change the order date in the **Order Date** field, if appropriate.
4. Change the transaction date in the **Transaction Date** field, if appropriate.
5. Enter a delivery date in the **Delivery Date** field.

   Note: The delivery date must be the same as or later than the order date.
6. Enter the requestor in the **Requestor** field.
7. Enter a chart of account in the **COA** field.
8. Select an organization in the **Organization** field.
9. Select a shipping address in the **Ship To** field.

   Note: When you select a shipping address the **Address**, **Phone**, **Contact**, and **Attention** fields will be filled in.
10. Select the **Vendor Information** tab.
11. Select a vendor in the **Vendor** field.

    Note: Once a vendor is selected, the remaining fields will be filled in for you, if the **Procurement** address exists for the vendor. If you need to create a vendor or add address information for the vendor, use the Vendor Maintenance Form (FTMVEND).
12. Perform a **Next Block** function.

13. Uncheck the **Document Level Accounting** field to turn on Commodity Level Accounting.

14. Select a commodity in the **Commodity** field.

15. Select *EA* in the **U/M** field.

    Note: The unit of measure will default in for this commodity if it was set up on the FTMCOMM page.

16. Tab to the **Quantity** field and enter in *10* for the quantity of items to be requested.

17. Tab to the **Unit Price** field and enter in $*50* for the unit price of this commodity

18. Tab to the **Discount** field. Enter a discount of $*10*

    Result: The extended price has been filled in by Banner.

19. Tab to the **Additional** field. Enter $15 for the freight charges of this item.

20. Tab to the **Commodity** field.

21. Perform a **Next Block** function.

22. Enter your chart of accounts code in the **COA** field.

23. Note: Fiscal year will default in based on the transaction date.

24. Click the **Search** icon for **Fund** and select fund 1110.

25. Click the **Search** icon for **Orgn** and select 11102.

26. Click the **Search** icon for **Acct** and then select 7210

27. Click the **Search** icon for **Prog** and then select 10

28. Enter the amount to be charged to this account in the **USD extended** field. In this exercise enter in the amount shown in the **Remaining Commodity Amount** field.

29. Perform a **Previous Block** function.

30. Perform a **Next Record** function.

31. Repeat steps 14 - 30 to enter additional commodities.

32. When finished, select the **Balancing/Completion** tab.

33. Review the Header, Commodity, and Accounting amounts to make sure they are in balance.

34. Are these amounts are in balance?

    If yes, click the **Complete** button.

35. Write down the requisition number list on the help bar (bottom left).

Steps - Procedure 5

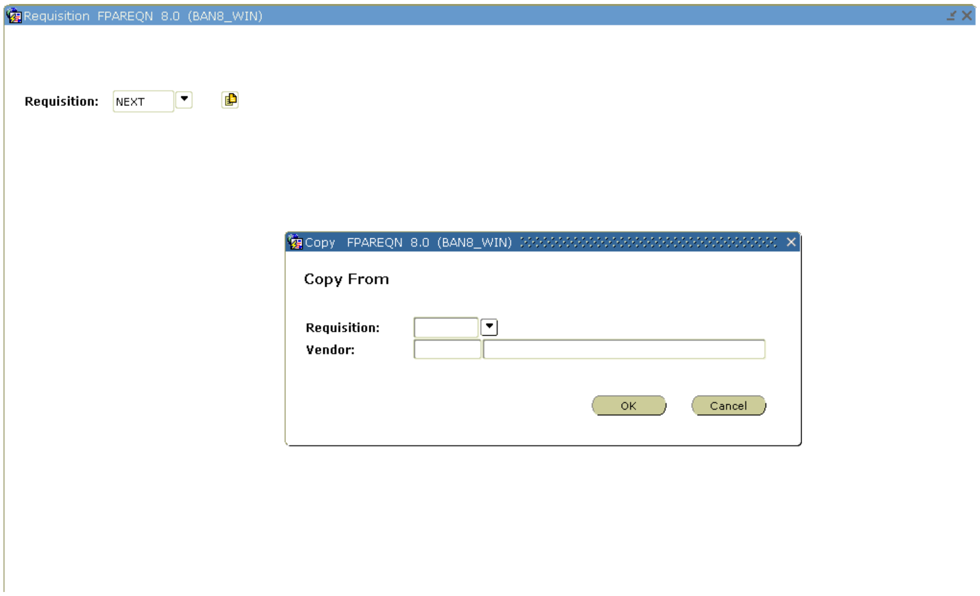
The Copy Requisition window enables you to copy data from a completed and posted requisition to a new requisition document.

Follow these steps to create a requisition using the copy function.

1. Create your own requisition code in the **Requisition** field, or allow the system to generate one by entering *Next* in the field.

2. Click the **Copy** icon or select **Copy Requisition** from the **Options** menu.

   Result: The Copy window opens.



3. Enter or select a value in the **Copy From Requisition** field.

   Note: Use the **Vendor** field to help verify that you have selected the correct requisition.

4. Click **OK**. This will copy the information from the old document to the new document, and you will be taken to the Requestor/Delivery Information window.

Result: The requestor, vendor, commodity, and accounting information are carried forward to the new document. All suspense flags are set to *Y*. You must navigate through the new requisition to remove the document from suspense and complete it.

Warning: The copy functionality will not check or update available balance until you navigate through the form.

5. Change the order date in the **Order Date** field, if appropriate.

6. Change the transaction date in the **Transaction Date** field, if appropriate

7. Enter a delivery date in the **Delivery Date** field.

   Note: The delivery date must be the same as or later than the order date.

8. Change the requestor in the **Requestor** field, if applicable.

9. Change the organization, if applicable, by clicking the **Search** icon, and enter an organization in the **Organization** field.

10. Change the chart of accounts, if applicable, by clicking the **Search** icon, and enter a chart of account in the **COA** field.

11. Change the ship to, if applicable, by clicking the **Search** icon, and enter a shipping address in the **Ship To** field.

    Note: When you select a shipping address the **Address**, **Phone**, **Contact**, and **Attention** fields will be filled in.

12. Perform a **Next Block** function.

13. Confirm this is the correct vendor and vendor address to be used.

14. If the information is not correct, to update the vendor, click the **Search** icon in the **Vendor** field, and enter a vendor.

    Note: Once a vendor is selected, the remaining fields will be filled in for you, if the **PO Default** address exists for the vendor.

    Note: If you need to create a vendor or add address information for the vendor, use the Vendor Maintenance Form (FTMVEND).

15. Perform a **Next Block** function.

16. Review and update all the information in the Commodity/Accounting window and the Commodity Supplemental Information window. Refer to procedures 2, 3, and 4 to do this.

    Note: To remove the **In Suspense** flag, navigate through each commodity record and FOAPAL record to review the data.

17. When you are ready to proceed to the Balancing/Completion window, perform a **Next Block** function.

18. Review the Header, Commodity, and Accounting amounts to make sure they are in balance.

19. Click **Complete**.

20. Write down the requisition number list on the help bar (bottom left).

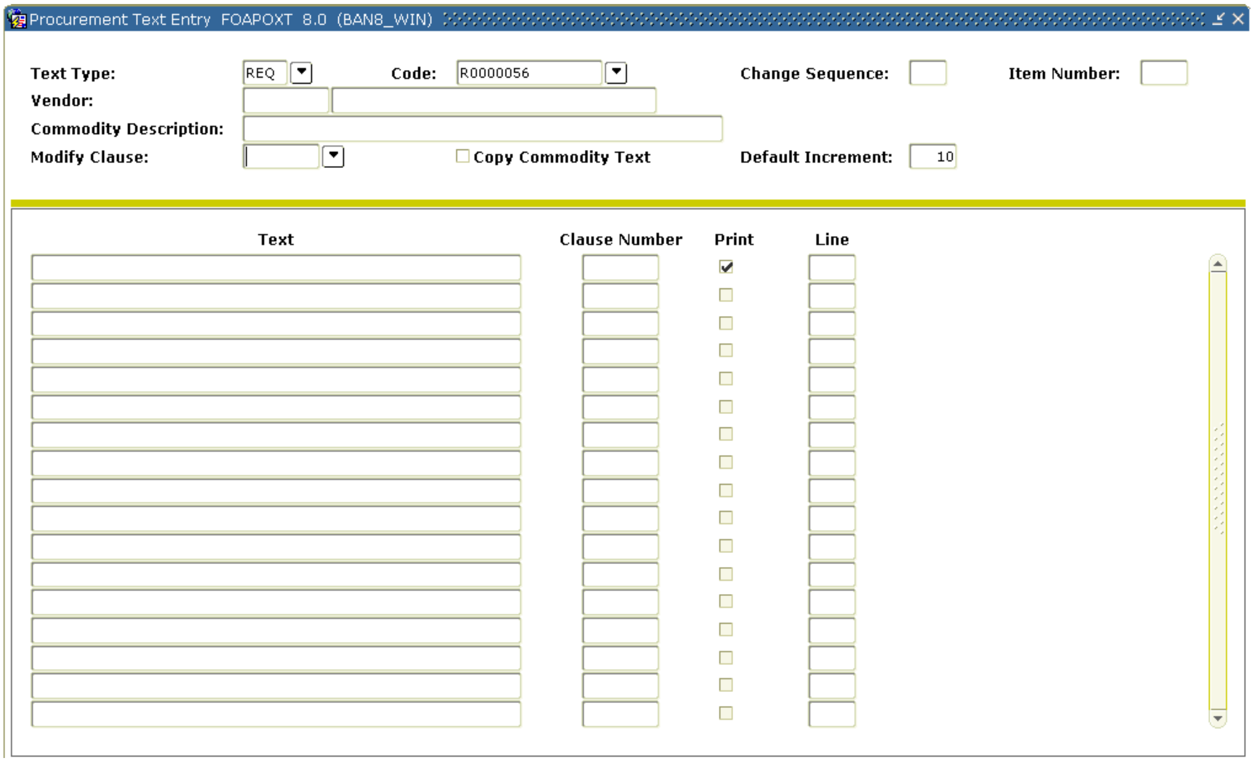
21. Click the **Exit** icon.

Adding Text to Any Purchasing Document

Introduction

Once all required fields have been entered on a purchasing document (bid, requisition, purchase order, blanket order, change order, or vendor agreement), **Document Text** can be entered that applies to the entire document. Also, when on the commodity line of any document, **Item Text** can be added for that commodity.

Banner form



Steps

Follow these steps to complete the process.

1. Create a new requisition or other purchasing document – refer to previous lessons (or select an incomplete purchasing document)

2. Once all required fields have been entered, select **Document Text (FOAPOXT)** from the **Options** menu.

   Note: The **Text Type**, **Code**, and **Vendor** information will default into the header block from the calling document.

3. Your cursor will be in the **Modify Clause** field. Select a **Clause Number** from the drop down list.

4. **Insert Record** to bring the **Clause Text** to the block below.

   Note: You can repeat steps 3 and 4 to insert additional **Clause Text.**

5. Perform a **Next Block** function to move to the **Text** block.

6. Modify the text inserted from the clause and/or add additional text.

   Note: Use **Next Record** and **Previous Record** to move between lines of text.

7. To return to the calling document, **Save** and **Exit.**

8. Click on the **Commodity/Accounting** tab or select this link from the **Options** menu.

9. Make sure your cursor is on completed commodity line.

10. Select this **Item Text (FOAPOXT)** from the **Options** menu.

    Note: The **Text Type, Code, Item Number, Vendor,** and **Commodity Description** will default from the calling document

11. You can follow steps 3 -7 to add text **Item Text** here just as you did for **Document Text** above.

    Note: If the calling commodity has **Commodity Text** previously defined on FTMCOMM, you can modify this text with this form. In the header block check the **Copy Commodity Text** checkbox and **Insert Record**. This will put the commodity text on a line below where you can modify it.

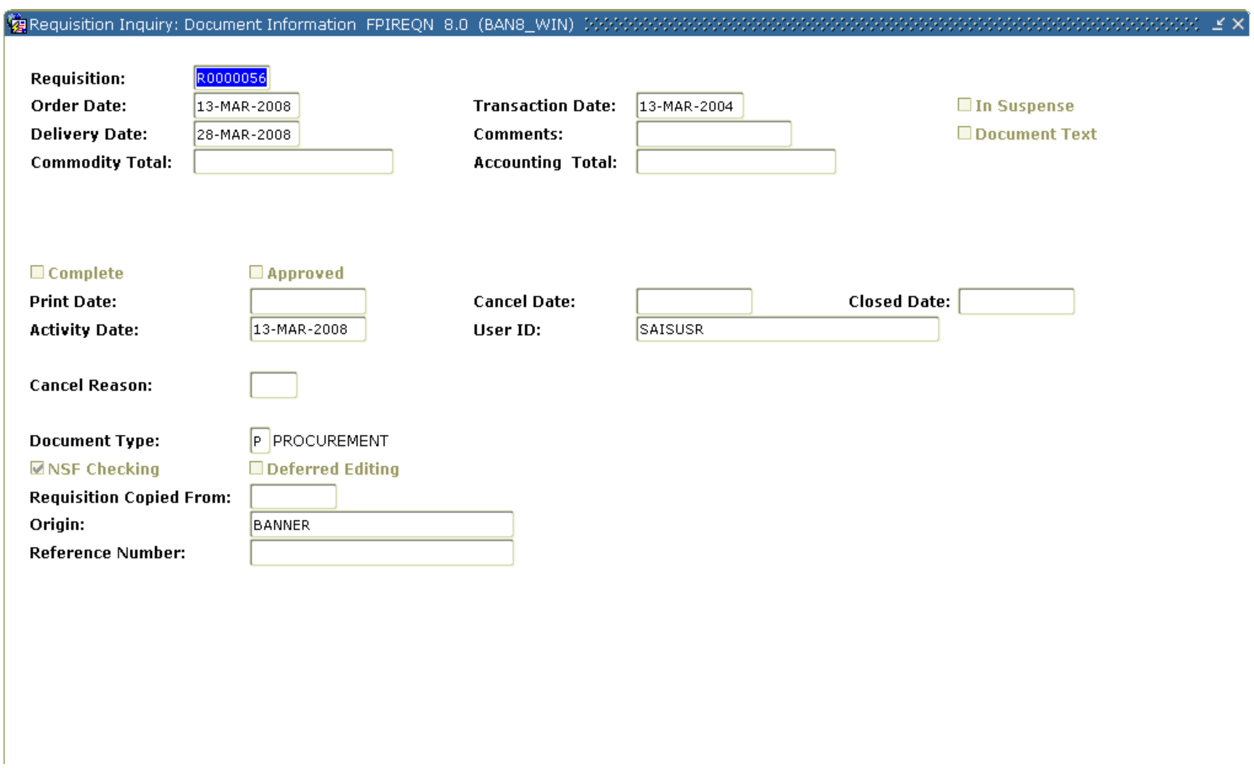
Querying Uncompleted, Completed, and Approved

Introduction

Use the Requisition Inquiry Form (FPIREQN) to query and review the requisition information. You cannot change any information on FPIREQN.

Note: The Requisition Form (FPAREQN) initiated the Procurement process. You defined the requestor, vendor, commodity, and accounting information. Once you complete a requisition, you cannot query the information from the Requisition Form (FPAREQN).

Banner form



Steps

Follow these steps to complete the process.

1. Access the Requisition Inquiry Form (FPIREQN).

2. Enter an existing requisition number in the **Requisition** field. If you do not remember the number, click the **Search** icon to display all the requisitions, and select one from the list.

3. Perform a **Next Block** function.

   Note: This takes you to the Document Information window. Information can be viewed about whether the document was completed and approved; if it was printed, cancelled, or closed, and the date those activities happened.

4. Perform a **Next Block** function to go to the Requestor/Delivery Information window. View all desired information in this window.

5. Perform a **Next Block** function to go to the Vendor Information window. View all desired information in this window.

6. Perform a **Next Block** function to go to the Commodity/Accounting window.

   Note: This window also includes the Original Commodity Description pop-up window, allowing you to see the Commodity description as defined for the code if the description was overwritten on FPAREQN.

7. From the **Options** menu, select **Commodity Supplemental Information**.

   Note: It displays additional information regarding this commodity. The **Delivery Date** and **Ship To** fields entered on the requisition, as well as the **Assigned Buyer**, **Bid Assigned** (if applicable), **Assigned to PO**, and **PO Item Number** fields.

8. Click the **Close** icon to close this window.

9. Click the **Exit** icon.

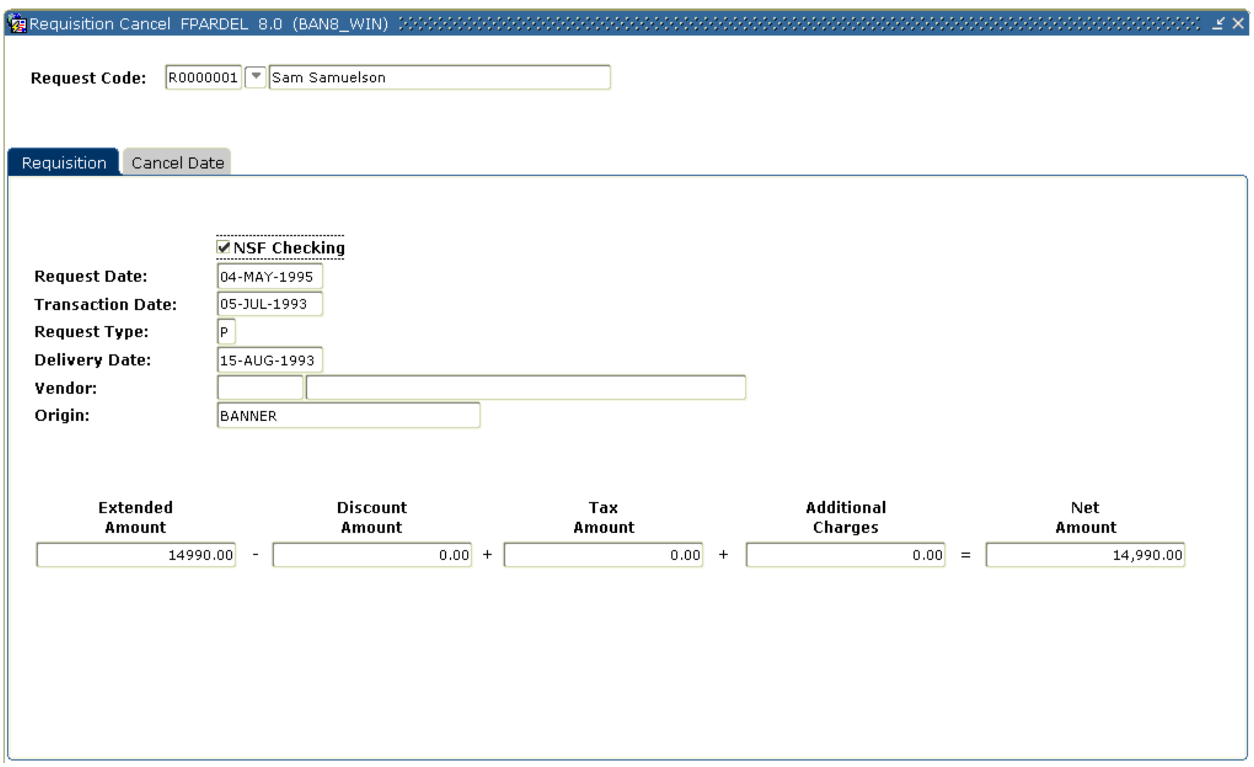
Canceling a Requisition

Introduction

The Requisition Cancel Form (FPARDEL) is used to reverse postings of the original requisition and cancel its availability for any further action in Banner. Before you can delete a requisition, you must complete, approve, and post it. Also, if the request has subsequent activity (e.g., Bid, PO, Delivery Receipt, etc.), you cannot cancel it.

Note: Use the Record remove key twice to delete a requisition that is incomplete. Canceling or removing the requisition liquidates the reservation.

Banner form



Steps

Follow these steps to complete the process.

1. Access the Requisition Cancel Form (FPARDEL).
2. Enter the Requisition code you want to cancel in the **Request Code** field. (Click on the search icon if you need to look up and select a Requisition code.)
3. Perform a **Next Block** function to go to the Cancel Header block.

   Note: Banner displays the requisition detail in this block to help confirm correct selection of the requisition to be cancelled.
4. Click the **Cancel Date** tab.

   Note: The cursor is in the **Cancel Date** field, which displays the current date. You can enter another date, but it must be after the original Transaction date and in an open fiscal year period.
5. Double-click in the **Reason Code** field, and select a reason.

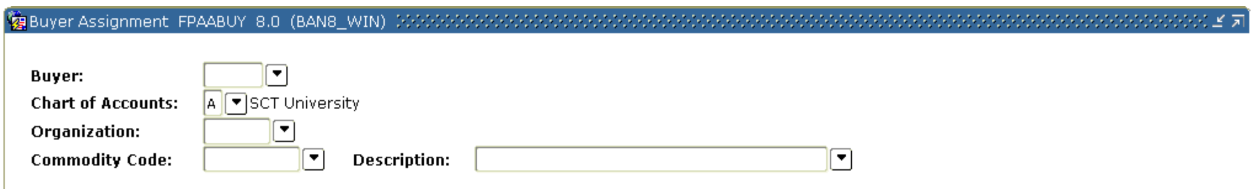
   Note: The **Reason Code** field is defined by users to explain why the item is to be cancelled.
6. Select **Process Cancellation** from the **Options** menu to cancel the requisition.
7. Click the **Exit** icon.

Assigning a Buyer to an Approved Requisition

Introduction

The Buyer Assignment Form (FPAABUY) is used to assign completed, approved, and posted requests to buyers on the basis of internal policies and procedures.

Banner form



Methods of assigning a buyer

There are two methods to assign a buyer to a requisition.

1. Manual
2. Automatic

This lesson describes both methods.

Warning: The instructor should be the only person entering data on the two forms in this exercise, FPAABUY and FOASYSC. The participants should watch the demonstration of the process unless instructed otherwise.

Assigning a buyer by document or item

The **Assign by: Document and Item** radio buttons determine how the records will be displayed and allow for easier assignment of buyers according to policy.

Selecting **Assign by: Document** will list all requests based on document in document number order.

When using this functionality, assigning a buyer to a requisition document will assign that buyer for all items not previously assigned by item.

If you prefer to do the assignment by item, then select the **Assign by: Item** radio button. The display will automatically reconfigure to show information by item.

Manual method

In a manual buyer assignment, there are four ways to manipulate the data. Each of these four ways will be shown in the four exercises that follow.

Steps – Procedure 1 - manual buyer assignment

Follow these steps to complete the process for a manual buyer assignment.

1. Access the Buyer Assignment Form (FPAABUY).

   Result: The cursor is in the **Buyer** field.

2. Double-click in the **Buyer Code** field and select a buyer.

3. Double-click in the **Chart of Accounts** field and select a chart.

   Note: If set up, this will default in from your FOMPROF settings.

4. Perform a **Next Block** function.

5. Select the appropriate radio button: **Assign by: Document** or **Assign by: Item**.

   Note: The display will automatically sort the requisitions first by requisition number, then by item. You can query existing records by clicking **View Document** from the **Options** menu.

6. The Buyer code will be defaulted in.

   Note: Double-clicking in the **Buyer** field and selecting a different buyer can change the buyer code.

7. Click the **Save** icon to confirm the assignments defaulted or entered.

8. Click the **Exit** icon.

Steps – Procedure 2 - manual buyer assignment

Follow these steps to complete the process.

1. Access the Buyer Assignment Form (FPAABUY).

   Result: The cursor is in the **Buyer** field.

2. Do not enter a buyer code.

3. Do not select a chart of accounts

4. Perform a **Next Block** function.

   Note: Banner displays all the unassigned requisitions for manual assignment by the user.

5. Select the appropriate radio button: **Assign by: Document** or **Assign by: Item**.

   Note: The display will automatically sort the requisitions first by requisition number, then by item. You can query existing records by clicking **View Document** from the **Options** menu.

6. Double-click in the **Buyer Code** field to select buyer for the document or item.

7. Click the **Save** icon to confirm the assignments defaulted or entered.

8. Click the **Exit** icon.

Steps – Procedure 3 - manual buyer assignment

Follow these steps to complete the process.

1. Access the Buyer Assignment Form (FPAABUY).

   Result: The cursor is in the **Buyer** field.

2. Double-click in the **Buyer Code** field and select a buyer.

3. Double click in the **Chart of Accounts** field and select a chart

4. Double click in the **Organization** field and select an organization

5. Use the **Search** icon in the **Commodity** field and select a commodity, if appropriate.

6. Perform a **Next Block** function.

   Note: Banner defaults all of the requisitions matching the selection to that buyer.

7. Select either **Assign by: Document** or **Assign by: Item** radio buttons.

   Note: The display will automatically sort the requisitions first by requisition number, then by item. You can query existing records by clicking **View Document** from the **Options** menu.

8. The buyer code will be defaulted in.

   Note: Double clicking in the **Buyer** field and selecting a different buyer can change the buyer code.

9. Click the **Save** icon to confirm the assignments defaulted or entered.

10. Click the **Exit** icon.

Steps – Procedure 4 – manual buyer assignment

Follow these steps to complete the process.

1. Access the Buyer Assignment Form (FPAABUY).

   Result: The cursor is in the **Buyer** field.

2. Do not enter a buyer code.
3. Double-click in the **Chart of Accounts** field and select a chart
4. Double click in the **Organization** field and select an organization
5. Use the **Search** icon in the **Commodity** field and select a commodity, if appropriate.
6. Perform a **Next Block** function.

   Note: Banner defaults all of the requisitions matching the selection.

7. Select either **Assign by: Document** or **Assign by: Item** radio buttons.

   Note: The display will automatically sort the requisitions first by requisition number, then by item. You can query existing records by clicking **View Document** from the **Options** menu.

8. Double-click in the **Buyer Code** field to select the buyer for the document or item.
9. Click the **Save** icon to confirm the assignments defaulted or entered.
10. Click the **Exit** icon.

Steps – Procedure 5 – automatic buyer assignment

Follow these steps to complete the process for automatic buyer assignment.

1. Access the System Control Maintenance Form (FOASYSC).

   Note: On this form, you will activate the Automatic Buyer Assignment.

2. Perform an **Insert Record** function.
3. Perform a **Duplicate Record** function.
4. Enter today's date in the **Effective Date** field.
5. Select **Procurement Processing Info** from the **Options** menu.
6. Check the **Automatic Buyer Assignment** checkbox.
7. Click the **Save** icon.
8. Click the **Exit** icon to exit the form.
9. Logoff the Banner system and then logon again.

   Note: You must logoff Banner in order for any changes made to FOASYSC to become effective. Only the person updating the form needs to logoff and logon.

Next steps

Now that you have seen the Automatic Buyer Assignment process, create three or four new requisitions with commodities and organizations that have been assigned to a specific buyer on the Buyer Maintenance Form (FTMBUYR).

Use the Requisition Inquiry Form (FPIREQN) to query the completed, approved, and posted requisitions. Note the Buyer codes that Banner assigned.

Using the Bid Process

Starting the bid process

The Bid Process supports the development and maintenance of bid documents from the request through award stages.

There are two ways to start the Bid Process.

Method 1: Create bids from open requisitions assigned to a buyer using the Bid Creation Form (FPACTBD).

Method 2: Create bids using the Bid Header Form (FPABIDH).

Bid process steps

There are eight steps to the bid process. Depending on which method you choose, the forms used may vary.

Step	Form(s) Used
Starting the Bid Process	FPACTBD (method 1 only) FPABIDH (methods 1 and 2)
Identifying Prospective Vendors	FPAPRBD
Identifying Commodities	FPABIDH
Generating Bid Request Forms	FPABIDD
Entering Vendor Pricing Data	FPABIDE
Comparing Vendor Data Online	FPABIDC
Generating a Printed Report to Compare Vendor Data	FPRBEVL
Assigning a Chosen Vendor	FPABAWD

Searching for bid information

There are two query forms to help you search for bid information entered in the Banner system.

The Bid Alpha Search Form (FTIABID) provides an alphanumeric bid search capability based on the spelling of the bid description.

The Bid List Validation Form (FTIBIDS) provides an online listing of all unawarded bids entered into the Purchasing System.

Starting the Bid Process

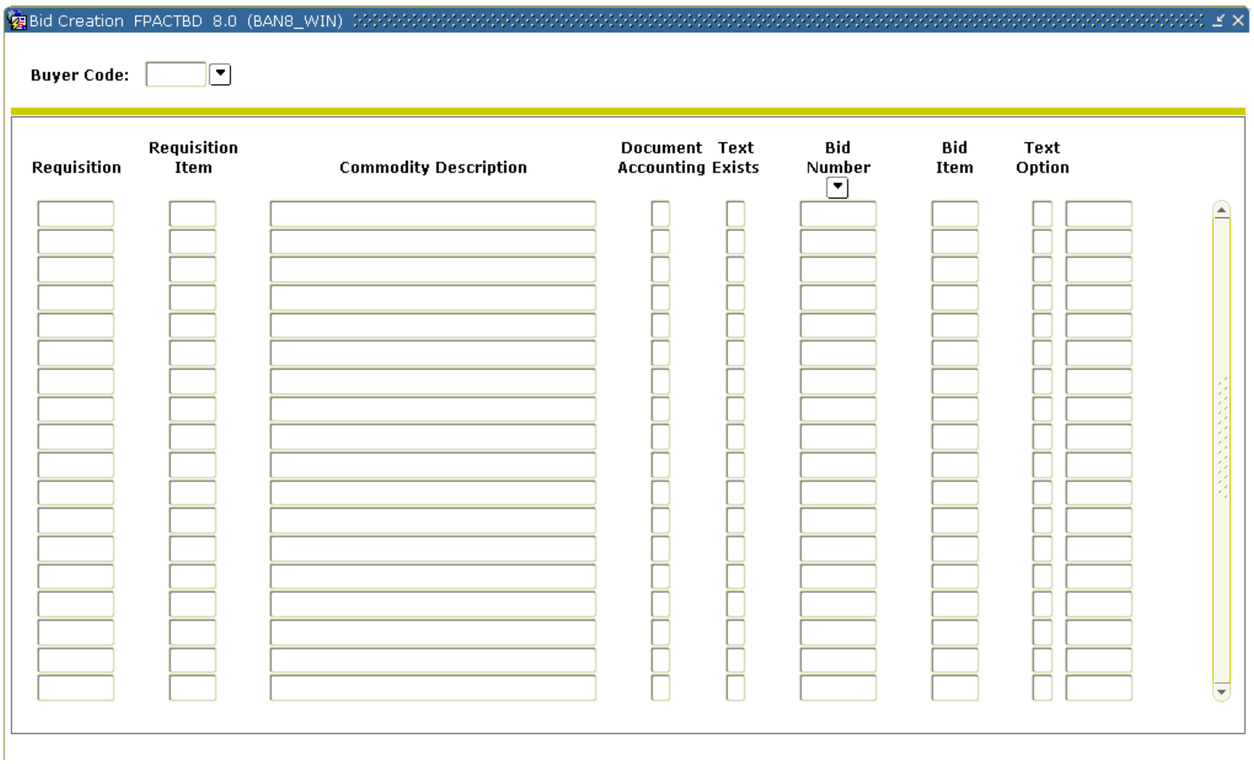
Introduction

The Bid Creation Form (FPACTBD) enables you to consolidate existing requisitions into a single bid and provides a mechanism for tracking a bid request.

Note: This form is similar to the Purchase Order Assignment Form (FPAPOAS). The Buyer Assignment Form (FPAABUY) updates both forms. The buyer, or other designated employee, assigns a bid number to an open requisition after which the bid appears on the subsequent Bid Processing forms.

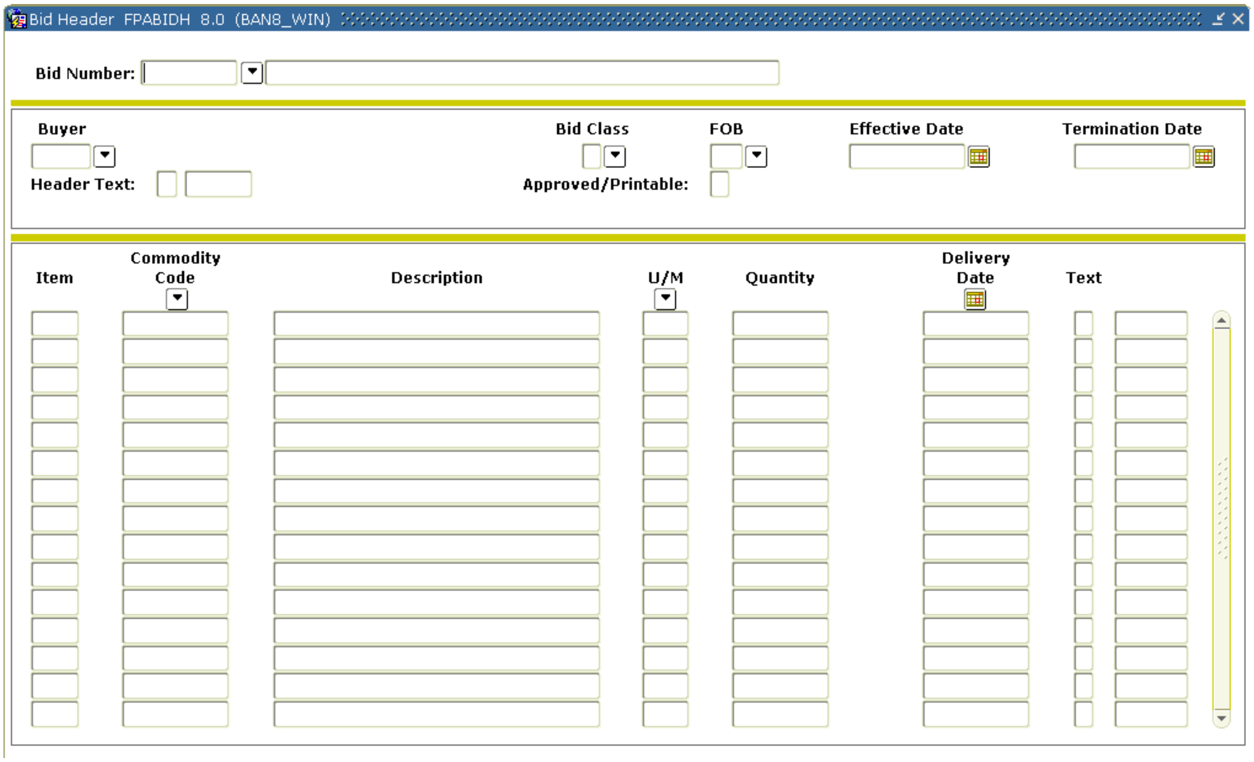
Note: Using this form is only necessary when you are creating a bid from an existing requisition (method 1).

Banner form



Banner form

The Bid Header Form (FPABIDH) can be used to create a bid from an existing requisition (method 1) or to start the bid process by identifying buyer and commodity data (method 2).



Steps 1 – method 1

Follow these steps to create a bid number from an existing requisition.

Note: In this exercise, you will create a bid using method 1. The Bid Creation Form (FPACTBD) is used only in this method.

1. Access the Bid Creation Form (FPACTBD).
2. Enter the **Buyer** code in the key block.
3. Perform a **Next Block** function.

   Note: The system displays open requisitions for that Buyer code.

4. Assign new or existing bid numbers to requests, or enter *Next* in a **Bid Number** field for Banner to assign a bid number to a request.

5. Note: The **Text Option** field allows you to copy the requisition commodity text into the bid and purchase order by entering a *C* for copy (default). You can also choose *I* to ignore the text or *V* to view it.

6. Click the **Save** icon.

Steps – Procedure 2– method 1

Follow these steps to continue creating a bid from an existing requisition.

1. Access the Bid Header Form (FPABIDH).

2. Use the **Search** icon in the **Bid** field to select one of the Bids you just created in FPACTBD

3. Enter a name for the new bid.

4. Perform a **Next Block** function.

5. Enter a bid termination date in the **Termination Date** field.

6. Perform a **Next Block** function.

   Note: Banner displays the requisition buyer and commodity data for the bid.

7. Modify this information, if appropriate, or add more commodity data for the bid as necessary.

8. Click the **Save** icon.

9. Click the **Exit** icon.

Steps – method 2

In method 2 of bid creation, the bid process is started using the Bid Header Form (FPABIDH).

Follow these steps to start the Bid Process by identifying buyer and commodity data.

Note: The **Bid Class** field in the header block refers to the Bid Classification Maintenance Form (FTMBCLS), which permits users to track the status of a bid through user-defined categories.

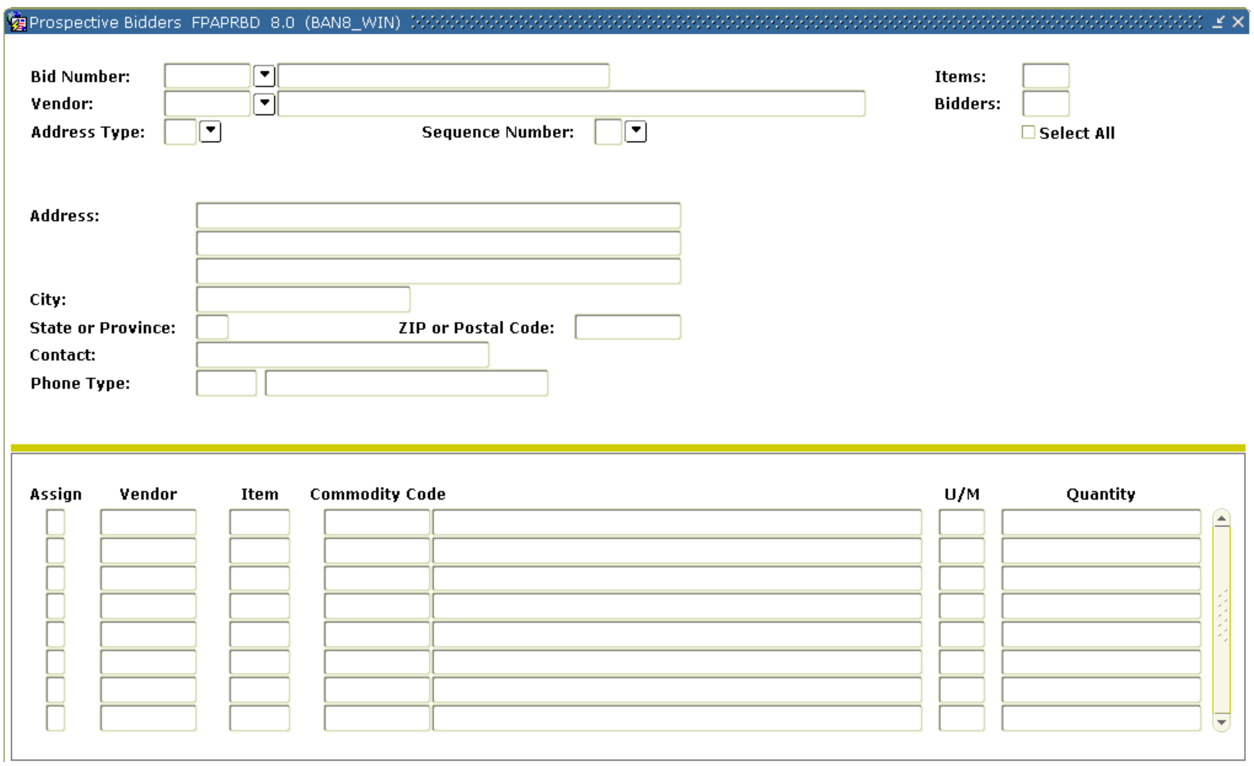
1. Access the Bid Header Form (FPABIDH).
2. Enter *Next* in the **Bid Number** field to have Banner assign a bid number.
3. Enter a name for the new bid.
4. Perform a **Next block** function.
5. Double-click in the **Buyer Code** field and select a buyer.
6. Change the effective date if the bid did not start today.
7. Enter a bid termination date in the **Termination Date** field.
8. Perform a **Next block** function.
9. Perform either of the following:
    - Double-click the **Search** icon in the **Commodity Code** field and select a commodity, or
    - Enter a user-defined description in the **Commodity Description** field.
10. Double-click in the **U/M** field and select a unit of measure.
11. Enter in a quantity in the **Quantity** field.
12. Enter the delivery date in the **Delivery Date** field.
13. Click the **Save** icon.
14. Click the **Exit** icon.

Identifying Prospective Vendors

Introduction

The Prospective Bidders Form (FPAPRBD) identifies prospective vendors who might participate in the bid process.

Banner form



Steps – method 1

Using method 1, follow these steps to identify prospective vendors who might participate in the bid process.

1. Access the Prospective Bidders Form (FPAPRBD).
2. Enter the bid number in the **Bid Number** field or click the **Search** icon to find it.

   Note: If clicking the **Search** icon, choose List of Bids (FTIBIDS) from the options to select the bid.
3. Tab to the **Vendor** field.
4. Click the **Search** icon and select the List of Assigned Vendors.
5. Select one of the assigned vendors from the list.
6. Tab to the **Address Code** field.
7. Verify the vendor address information, which is automatically displayed on the form.
8. Perform a **Next Block** function.

   Note: The commodity information automatically defaults for the selected vendor.
9. For each commodity that you wish to assign to the indicated vendor, enter a *Y* (Yes) in the **Assign** column.
10. Click the **Save** icon.
11. Select **Rollback** and repeat steps 4 - 10 to enter or update another vendor.

Steps – method 2

Using method 2, follow these steps to identify prospective vendors who might participate in the bid process.

1. Access the Prospective Bidders Form (FPAPRBD).
2. Enter the bid number in the **Bid Number** field or click the **Search** icon to find it.

   Note: If clicking the **Search** icon, choose List of Bids (FTIBIDS) from the options to select the bid.
3. Tab to the **Vendor** field.
4. Click the **Search** icon and select Entity Name ID Search (FTIIDEN).
5. Execute a query.
6. Select one of the vendors from the list.
7. Tab to the **Address Code** field.
8. Verify the vendor address information, which is automatically displayed on the form.
9. Perform a **Next Block** function.

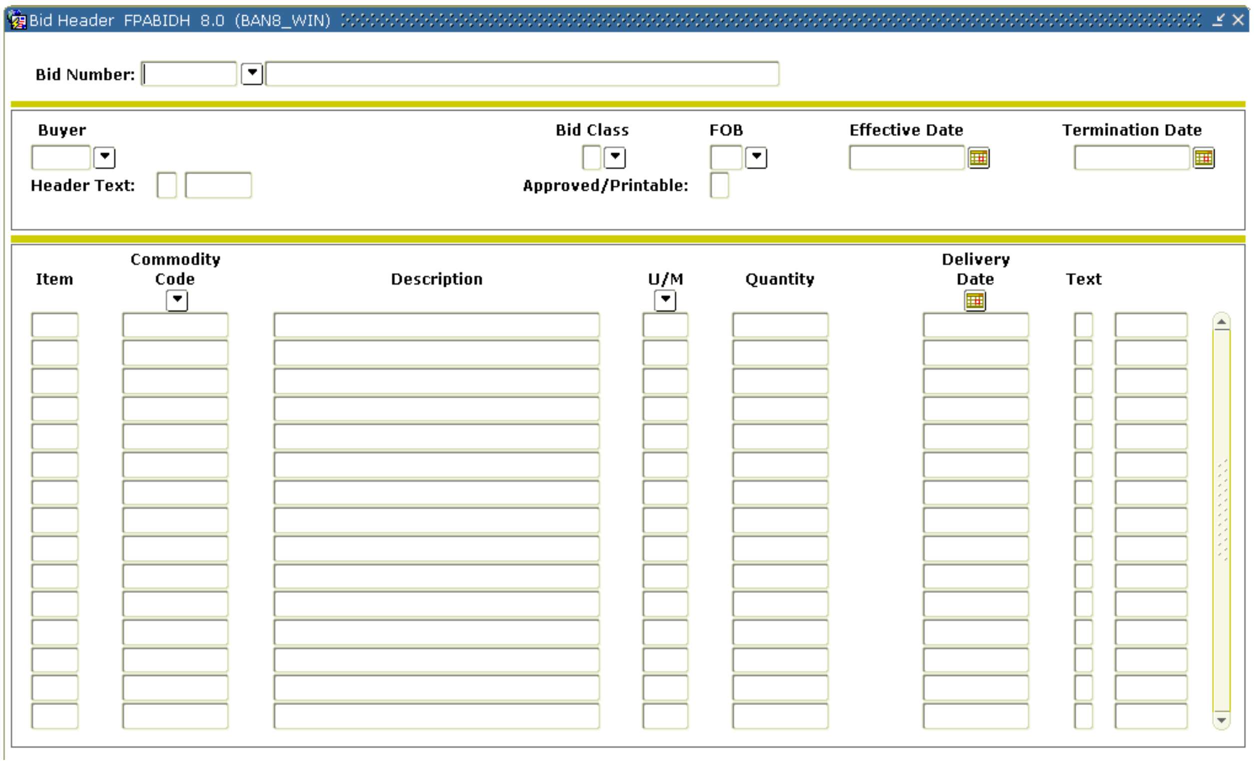
   Note: The commodity information automatically defaults for the selected vendor.
10. Enter a *Y* (Yes) in the **Assign** column for each commodity that you wish to assign to the indicated vendor.
11. Click the **Save** icon.
12. Select **Rollback** and repeat steps 4 - 11 to enter or update another vendor.

Identifying Commodities

Introduction

You can use the Bid Header Form (FPABIDH) to identify commodities.

Banner form



Steps

Follow these steps to complete the process.

Note: The remaining steps in the bid creation process are the same, regardless of whether you are using method 1 or 2.

1. Return to the Bid Header Form (FPABIDH).

2. Enter the bid number in the **Bid Number** field.

   Note: Use the **Search** icon to find the bid number if necessary.

3. Perform a **Next Block** function.

4. Enter *Y* (Yes) in the **Approved/Printable** field.

   Note: *Y* (Yes) indicates you are ready to print this bid. Even if you do not actually print the bid forms, this field must be set to *Y* (Yes) before bids can be awarded.

5. Click the **Save** icon.

   Warning: Once this step has been completed, you cannot update commodity information or modify vendor information.

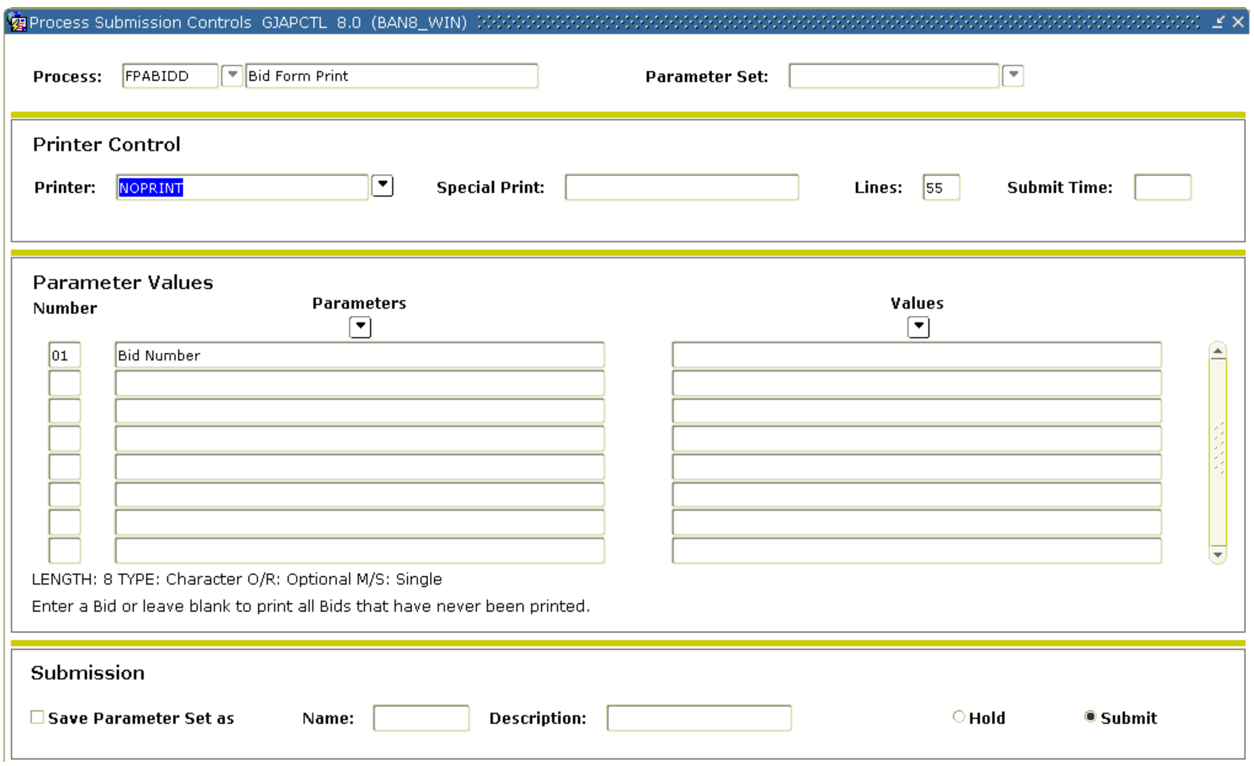
Generating Bid Request Forms

Introduction

You can run the Print Bid Forms process (FPABIDD) to generate the Bid Request forms, which you send to the vendors entered as Prospective Bidders. This process runs for each bid not previously printed or by specific bid number, and prints a Request For Bid form for each vendor.

Once the prospective vendors return their bids, go to the Bid Entry Form (FPABIDE).

Banner form



Steps

Follow these steps to complete the process. Run the Print Bid Forms Process (FPABIDD) to generate the Bid Request forms.

1. Access the Print Bid Forms Process (FPABIDD).
2. Select the printer you want to submit this to in the **Printer** field.
3. Enter the bid you want to print, or leave it blank to print all bids that you haven't printed before.
4. Perform a **Next Block** function.
5. Click the **Save** icon.
6. Click the **Exit** icon.
7. Send the Bid Request forms to the vendors entered as Prospective Bidders.

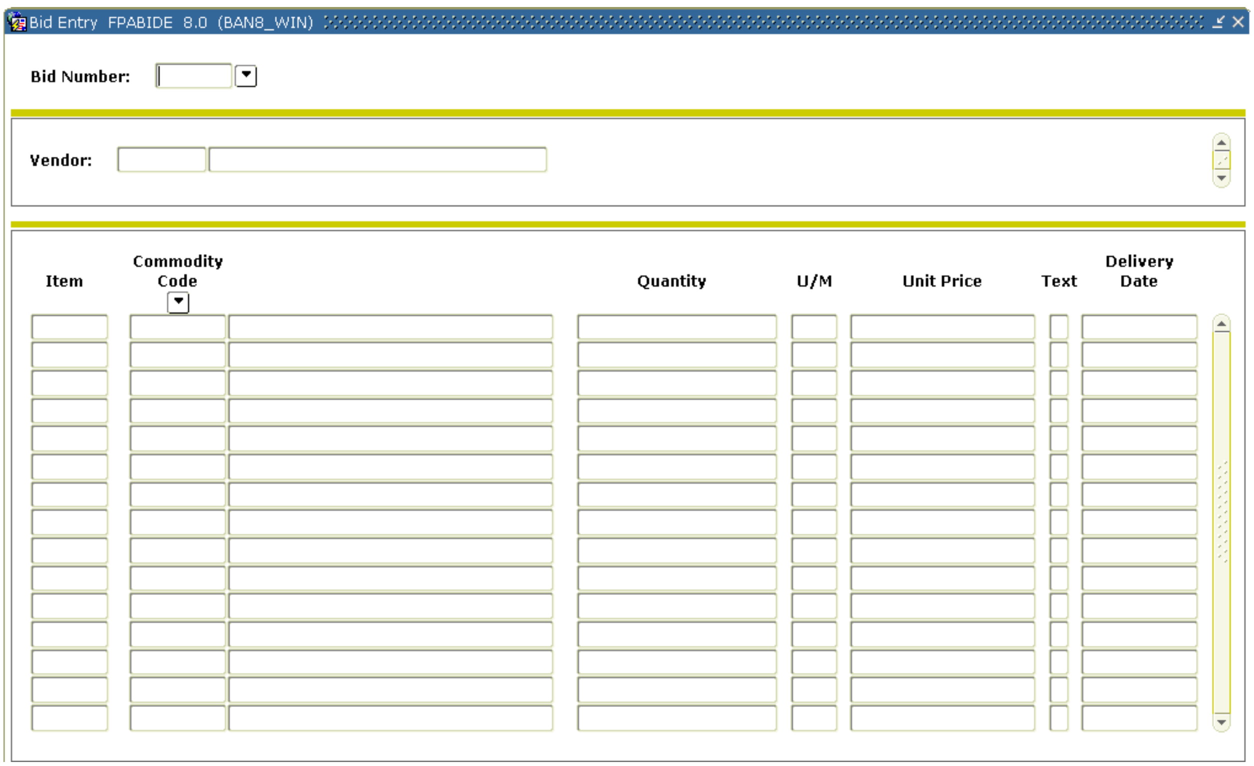
   Note: Once the prospective vendors return their bids, go to the Bid Entry Form (FPABIDE).

Entering Vendor Pricing Data

Introduction

The Bid Entry Form (FPABIDE) enables you to enter vendor pricing data to facilitate vendor bid comparisons.

Banner form



Steps

Follow these steps to complete the process.

1. Access the Bid Entry Form (FPABIDE).
2. Enter the bid number or use the **Search** icon to find the bid.
3. Perform a **Next Block** function.

   Note: The first vendor assigned to this bid will default in.
4. Perform a **Next Block** function.
5. Enter the unit price for each commodity associated with this vendor.
6. Perform a **Previous Block** function.
7. Perform a **Next Record** function.

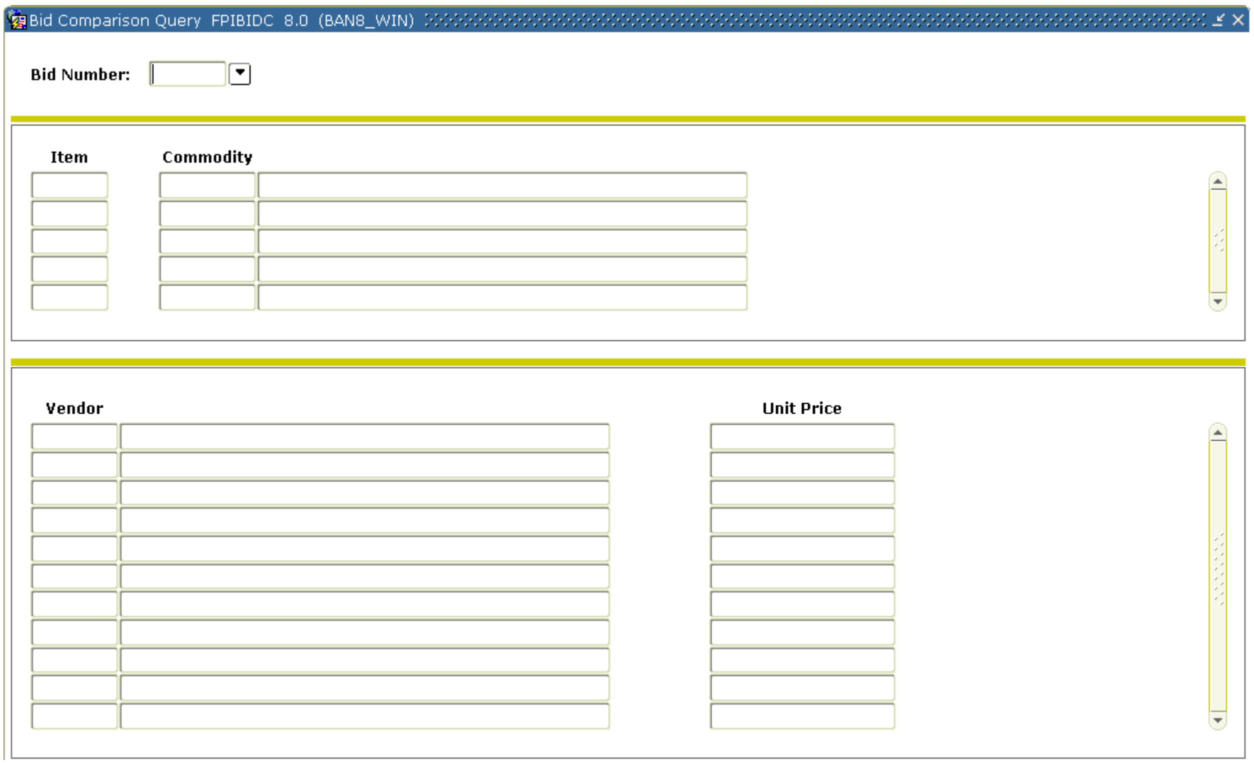
   Result: This brings up the next vendor associated with this bid.
8. Repeat steps 4 - 7 until completed for each vendor.
9. Click the **Save** icon.
10. Click the **Exit** icon.

Comparing Vendor Data Online

Introduction

The Bid Comparison Form (FPIBIDC) provides an online display of comparative vendor data.

Banner form



Steps

Follow these steps to complete the process.

1. Access the Bid Comparison Form (FPIBIDC).
2. Enter the bid number or double-click in the **Bid Number** field to find the bid.
3. Perform a **Next Block** function.

   Note: The first commodity will default in. All the vendor information for that commodity will be shown.
4. Perform a **Next Record** function to select the next commodity.

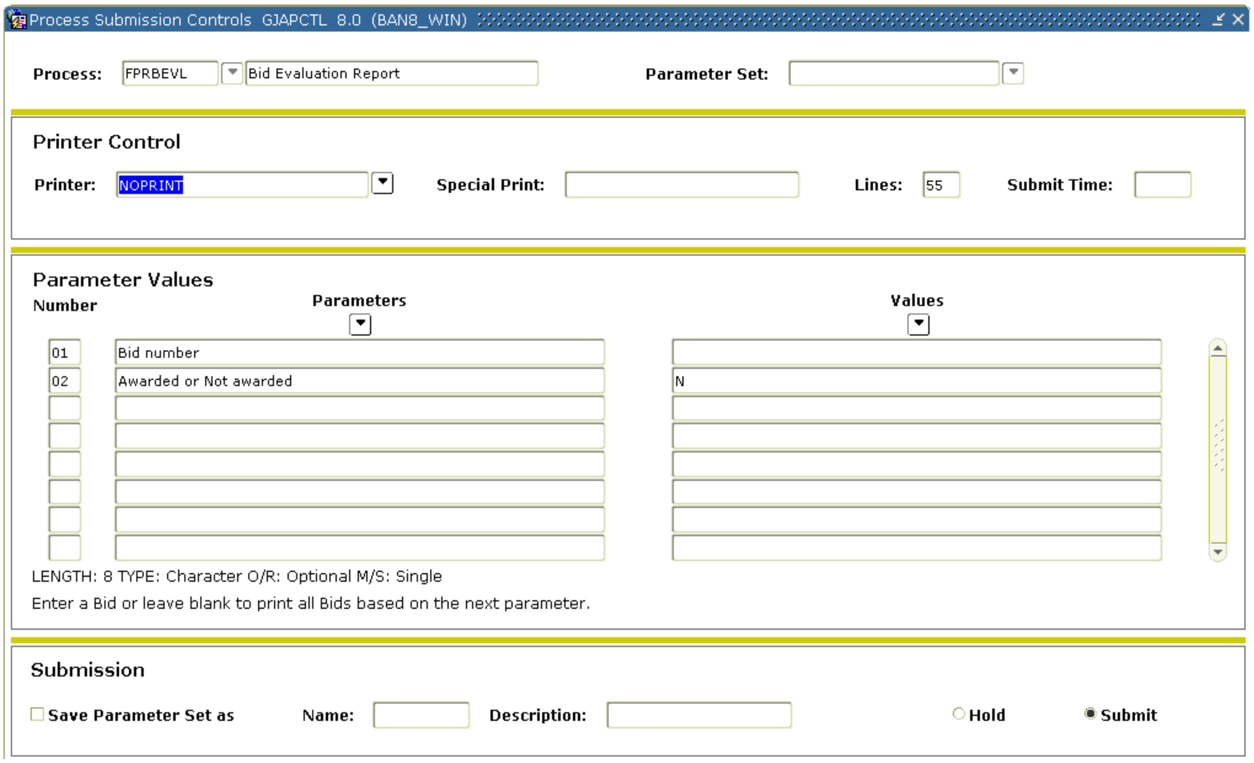
   Note: All the vendor information for that commodity will be shown.
5. Repeat step 4 until you have reviewed the information for all commodities.
6. Click the **Exit** icon.

Generating a Printed Report to Compare Vendor Data

Introduction

The Bid Evaluation Report (FPRBEVL) is a hard copy report that provides bid comparisons by vendor. Run this report to complete step 8 in the bid process.

Banner form



Steps

Follow these steps to complete the process.

1. Access the Bid Evaluation Report (FPRBEVL).
2. Enter the printer you want to submit this to in the **Printer** field.
3. Enter these parameter values.

Parameter	**Value**
01: Bid Number	Enter the bid you want to print, or leave it blank to print all bids based on the next parameter.
02: Awarded or Not Awarded	Has the bid been awarded? If awarded, enter *Y*. If not awarded, enter *N*.

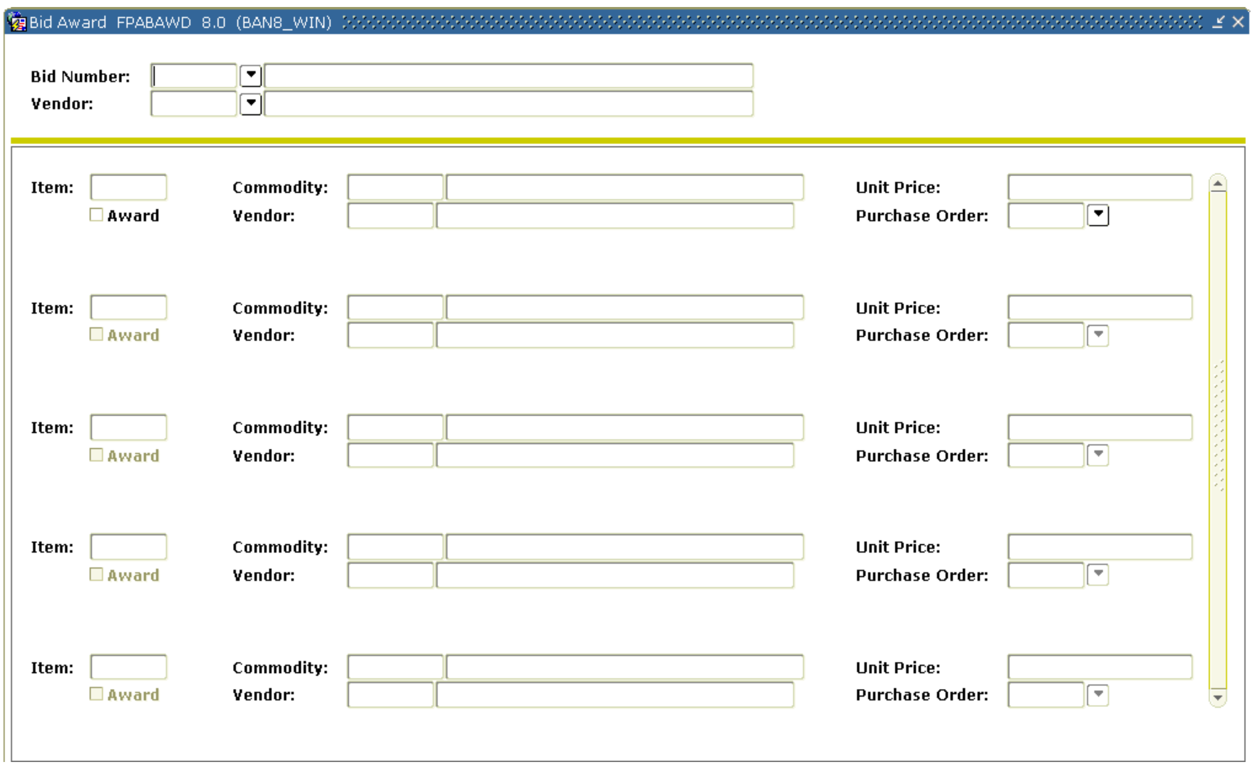
4. Click the **Save Parameter Set as** checkbox.
5. Enter a name and description in the **Name** and **Description** fields.
6. Click the **Submit** radio button.
7. Click the **Save** icon to execute the report.
8. Select **Review Output** on the **Options** menu to review the report.
9. Click the **Exit** icon.

Assigning a Chosen Vendor

Introduction

The Bid Award Form (FPABAWD) enables you to assign a chosen vendor to each commodity and to create a purchase order number.

Banner form



Steps

Follow these steps to complete the process.

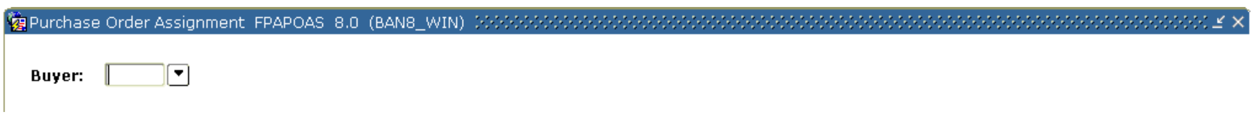
1. Access the Bid Award Form (FPABAWD).
2. Enter in the approved bid in the **Bid Number** field or click the **Search** icon to select it.
3. Leave the **Vendor** field blank or use the **Search** icon to select a vendor for this bid.
4. Perform a **Next Block** function.
5. Click the **Award** checkbox to select it.
6. Tab to the **Purchase Order** field.
7. Assign a purchase order number or enter *Next* in the **Purchase Order** field for each **Commodity** item.
8. Click the **Save** icon.
9. Repeat steps 7 and 8 to assign more commodities to the same PO.
10. Click the **Exit** icon.

Assigning a Requisition to a Purchase Order

Introduction

The Purchase Order Assignment Form (FPAPOAS) is used to assign purchase order numbers to items from a buyer's request list.

Banner form



Assigning by document or by item

The **Assign by: Document and Item** radio buttons determine how the records will be displayed, and allow for easier assignment of requisitions to purchase order numbers as required.

Selecting **Assign by: Document** will list all requests by requisition number order for the selected document.

Selecting the **Assign by: Item** radio button will assign purchase order numbers by item. The display will automatically reconfigure to show information by item, sorting first by requisition number and then by commodity item. You can then enter *Next* or assign a purchase order number for each item in the **Purchase Order Number** field. You can also use the double quote (") feature to combine request items into a purchase order number.

Steps - Procedure 1

Follow these steps to assign a purchase order by document.

1. Access the Purchase Order Assignment Form (FPAPOAS).

2. Enter a buyer code in the **Buyers** field or double-click in the field to access the Buyer Code list to select the buyer.

3. Perform a **Next Block** function.

4. Verify that the **Assign by: Document** radio button is selected.

   Note: A line item in this view may represent just part of a requisition. Other items in the requisition may already have an assigned purchase order number or may have been assigned to another buyer (or no buyer).

5. Tab to the **Purchase Order Number** field.

6. Enter *Next* in the **Purchase Order Number** field or enter a number of your choice.

7. Is there more than one **Request Code** that you want to assign to the same purchase order number?

   If yes, enter a double quote (") in the **Purchase Order Number** field of the subsequent **Request Code** lines that you want assigned to the same purchase order number.

8. Click the **Save** icon.

   Result: The request code(s) has been assigned.

9. Click the **Exit** icon.

Steps – Procedure 2

Follow these steps to assign a purchase order by item.

1. Access the Purchase Order Assignment Form (FPAPOAS).

2. Enter a buyer code in the **Buyers** field or double-click in the field to access the Buyer Code list to select the buyer.

3. Perform a **Next Block** function.

4. Select the **Assign by: Item** radio button.

   Note: Banner will combine multiple requisitions into any incomplete purchase order number if all documents are either Document Level or Commodity Level Accounting. The purchase order will use the vendor choice.

5. Tab to the **Purchase Order Number** field.

6. Enter *Next* in the **Purchase Order Number** field or enter a number of your choice.

7. Is there more than one item that you want to assign to the same purchase order number?

   If yes, enter a double quote (") in the **Purchase Order Number** field of the subsequent **Request Code** lines that you want assigned to the same purchase order number.

8. Click the **Save** icon.

   Result: All commodity items will have the same purchase order number displayed.

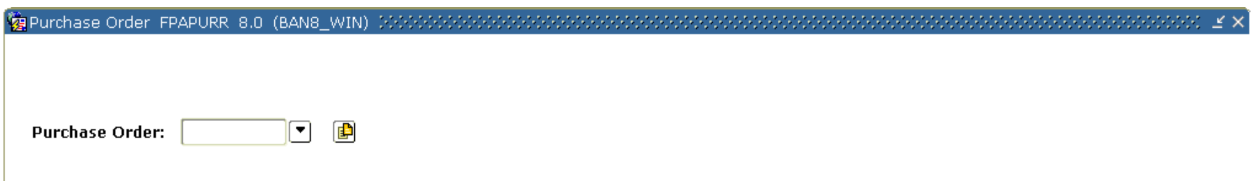
9. Click the **Exit** icon.

Creating a Purchase Order from a Requisition

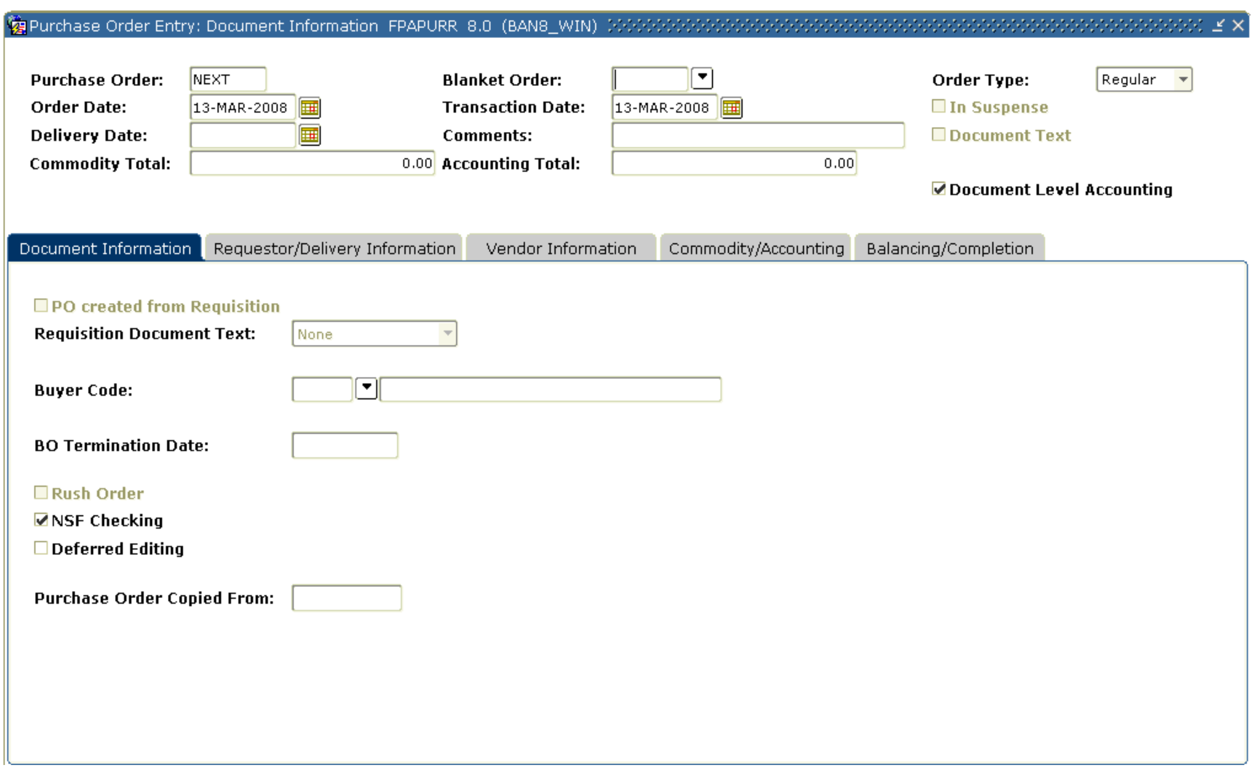
Introduction

The Purchase Order Form (FPAPURR) is used to produce an external request for the purchase of goods or services from a vendor.

Banner form



When you access the Purchase Order Form (FPAPURR), you are prompted to enter a Purchase Order number. You can enter a purchase order or you can perform a Next Block function to access the rest of the form. Similar to the Requisition Form (FPAREQN), the Purchase Order Form (FPAPURR) contains the some of the same tabs.



Steps

Follow these steps to create a purchase order from one of the requisitions created in the beginning of this section.

1. Access the Purchase Order Form (FPAPURR).

2. Enter one of the purchase order numbers you created when you assigned a requisition to a PO in the FPAABUY form in the **Purchase Order** field. If it is not known, click on the search icon to find the purchase order.

3. Perform a **Next Block** function.

   Note: All of the header information is automatically populated if you created the purchase order from a requisition, however it can be overridden

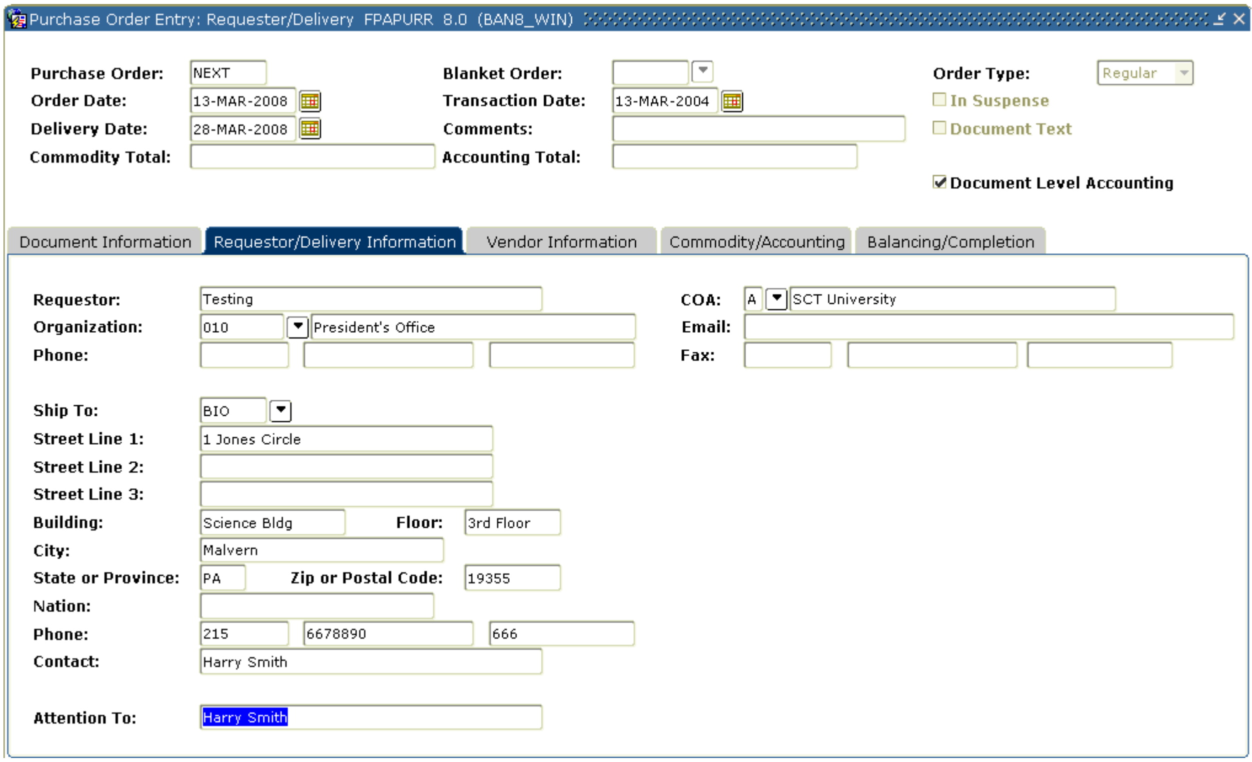
4. Confirm that the **Order Date**, **Transaction Date**, **Delivery Date,** and **Buyer Code** are correct; change if necessary.

   Note: the **PO Created from Requisition** field will be checked.

5. Verify the **Requisition Document Text** pull-down list has the appropriate option selected.

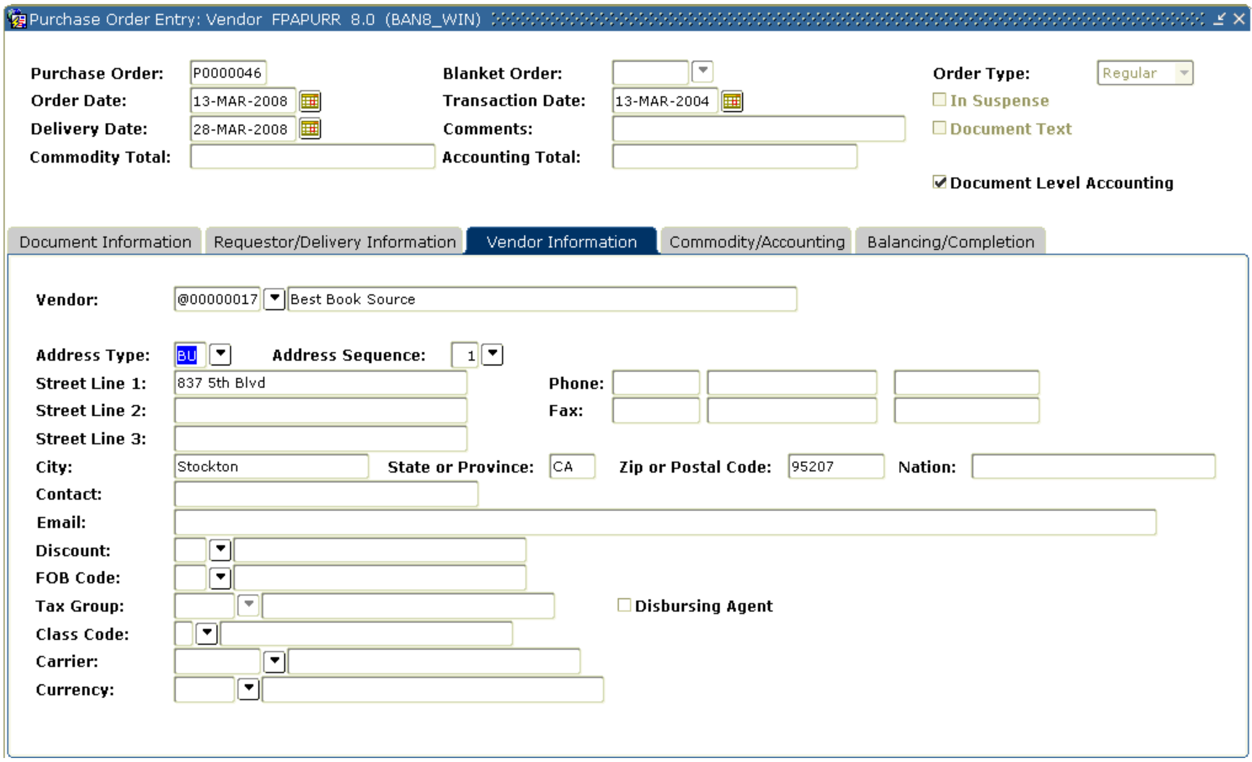
6. Check the **Deferred Editing** and **NSF Checking** fields if appropriate.

7. Select the **Requestor/Delivery Information** tab.



8. Confirm the **Requestor** and **Ship to** information are correct; change if necessary.

9. Select the **Vendor Information** tab.



10. Confirm that the vendor information is correct, or assign the vendor if the requisition did not.

11. Select **Document Text** from the **Options** menu.

12. Enter in a Modify Clause or click the **Search** icon to select one.

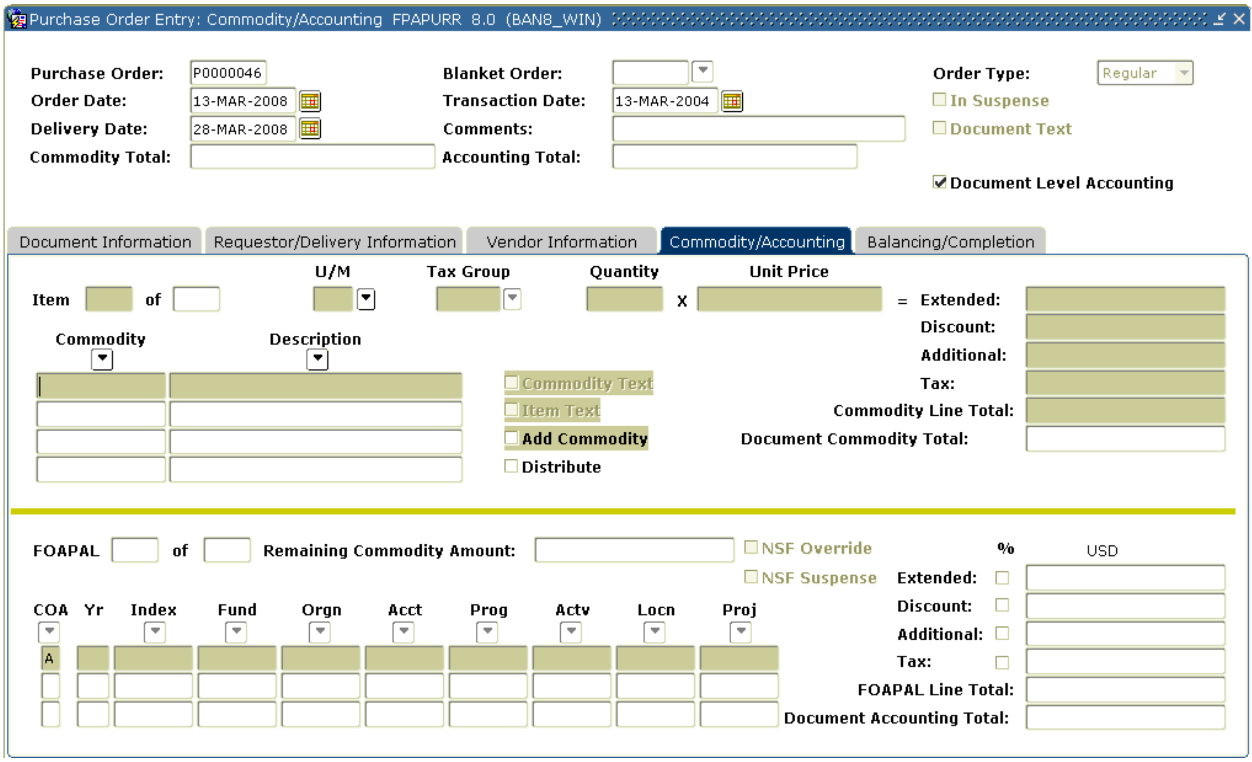
    Note: The modify clause is only entered when you want to temporarily add text to the clause. You still must enter the clause number on its own line. Clauses can be created in FOACLAU.

13. Perform a **Next Block** function.

14. Click the **Save** icon.

15. Click the **Exit** icon.

16. Select the **Commodity/Accounting** tab.



17. Confirm that the commodities requested are correct; change if necessary.

18. Perform a **Next Block** function.

19. Confirm that the accounting distributions assigned are correct; change if necessary.

20. Select the **Balancing/Completion** tab.

21. Verify that the **Heading**, **Commodity,** and **Accounting approved** amounts match.

22. Click the **Complete** button.

Creating a Purchase, Using Document Level

Introduction

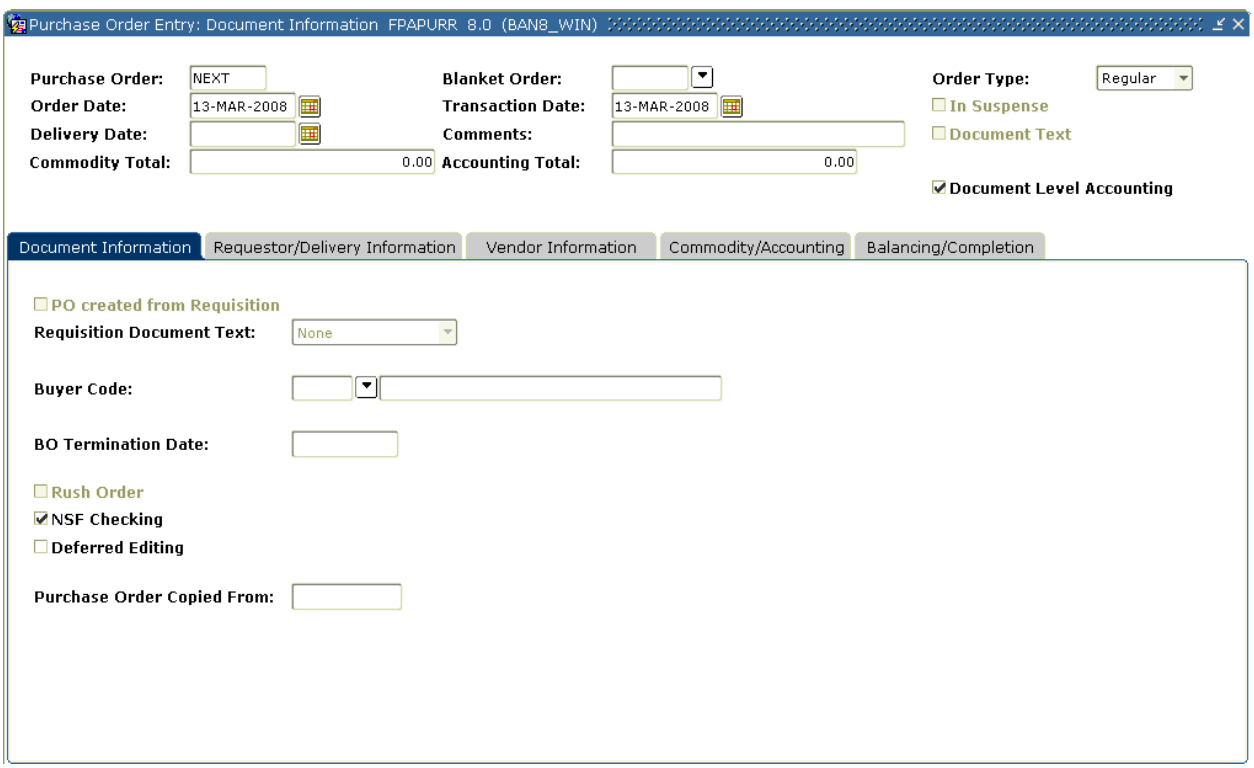
You can use the Purchase Order Form (FPAPURR) to create a purchase.

Important fields

Information entered in the **Comments** field will be passed from the purchase order through the change order, and can be used for *internal* notes without having to access document text.

You can defer editing from the completion of the document to an independent running of the Interface Process (FGRTRNI) by checking the **Deferred Editing** field. If the enterprise did not indicate NSF Checking on the System Control Maintenance Form (FOASYSC), you can activate NSF Checking for the document by checking the **NSF Checking** field.

Banner form



Steps – Procedure 1

Follow these steps to create a regular purchase order with a system generated number that uses document level accounting.

1. Access the Purchase Order Form (FPAPURR).
2. Enter *NEXT* in the **Purchase Order** field to create a system generated number. Leave the blanket order field blank and the type field will default to Regular. This will create a regular purchase order.

   Note: Selecting Standing will create a standing order that does not use quantities.
3. Perform a **Next Block** function.
4. Change the **Order Date** if today's date is not appropriate.
5. Change the **Transaction Date** if today's date is not appropriate
6. Enter a delivery date in the **Delivery Date** field.

   Note: The delivery date must be the same as or later than the order date.
7. Tab to the **Buyers Code** field
8. Enter in a **Buyer Code** or click on the search icon to find one.
9. Check the **Deferred Editing** and **NSF Checking** fields if appropriate.
10. Select the **Requestor/Delivery Information** tab.

    Note: If set up, FOMPROF will default the Requestor and Ship to information.
11. Enter the requestor in the **Requestor** field; if appropriate.
12. Select a chart of account in the **COA** field, if appropriate
13. Select an organization in the **Organization** field, if appropriate.
14. Select a shipping address in the **Ship To** field.

    Note: When you select a shipping address the **Address**, **Phone**, **Contact**, and **Attention** fields will be filled in.
15. Select the **Vendor Information** tab.

16. Select a vendor in the **Vendor** field.

    Note: Once a vendor is selected, the remaining fields will be filled in for you, if the **Procurement** address exists for the vendor. If you need to create a vendor or add address information for the vendor, use the Vendor Maintenance Form (FTMVEND).

17. Enter a discount code in the **Discount** field. View and select from the available records in the Discount Terms List (FTVDISC).

18. Enter an FOB code in the **FOB Code** field. View and select from the available records in the FOB Code List (FTVFOBS).

19. Enter a tax group if tax processing is on in the **Tax Group** field. View and choose from the available records on the Tax Group Table (FTVTGRP).

    Note: Tax groups entered in the purchase order override the settings on the System Control Form (FOASYSC) and the Vendor Maintenance Form (FTMVEND).

20. Enter a Purchase Order Classification code in the **Class Code** field. View and choose from the available records on the Purchase Order Classification List (FTVPCLS).

21. Enter a Purchase Order Shipping Carrier code in the **Carrier** field. View and choose from the available records in the Carrier List (FTVCARR).

22. Tab to the **Currency** field. Select a currency code if the order is in a foreign currency.

    Note: If your institution does not maintain accounts in foreign currency, and has specified on the Currency Maintenance Form (GUACURR) that a disbursing agent exchanges the funds and makes the actual foreign currency payment, Banner checks the **Disbursing Agent** box.

23. Select **Document Text** from the **Options** menu.

24. Enter in a Modify Clause or click the **Search** icon to select one.

25. Perform a **Next Block** function.

26. Enter *This is a training purchase order.*

27. Click the **Save** icon.

28. Click the **Exit** icon.

29. Select the **Commodity/Accounting** tab.

30. Do you want to enter a commodity using a commodity code?

- If yes, go to Procedure 2.
- If no, go to Procedure 3.

Steps – Procedure 2

Follow these steps to enter a commodity using a commodity code.

Note: If set up, the FTMCOMM will default in the values for unit of measure and unit price. FOMPROF will default the chart of accounts and organization.

1. Select a commodity in the **Commodity** field.
2. Click the **Search** icon in the **U/M** field and enter in a unit of measure. Select *EA*.
3. Tab to the **Quantity** field and enter *10* for the quantity to be requested.
4. Tab to the **Unit Price** field and enter $*50* for the unit price of this commodity.
5. Tab to the **Discount** field.

   Note: The **Discount** field is automatically calculated based on the Discount code previously entered. If you have not specified a Discount code, you may enter a discount amount into this field.
6. Tab to the **Additional** field. Enter $*15* for the freight charges.
7. Note: The **Tax** field is automatically populated based on the tax group you've identified on this commodity record.
8. Tab to the **Commodity** field.
9. Perform a **Next Record** function and repeat steps 1 - 7 if additional commodities are to be added to this requisition.
10. When finished, perform a **Next Block** function.
11. Enter your chart of accounts code in the **COA** field.
12. Note: Fiscal year will default in based on the transaction date.
13. Click the **Search** icon for **Fund** and select *1110*.
14. Click the **Search** icon for **Orgn** and select *11102.*

15. Click the **Search** icon for **Acct** and select *7210*.

16. Click the **Search** icon for **Prog** and select *10*.

17. Enter the amount to be charged to this accounting distribution in the **USD extended** field. Enter in the amount shown in the **Remaining Commodity Account** field.

18. If additional accounts were to be charged after entering the amount charged, tab to the **COA** field, perform a **Next Record** function, and repeat steps 11 -17.

19. Select the **Balancing/Completion** tab.

20. Review the **Header**, **Commodity**, and **Accounting** amounts.

21. If these amounts are in balance, click the **Complete** button.

Steps – Procedure 3

Follow these steps to enter a commodity not using a commodity code.

Note: If set up appropriately, FTMCOMM will default in the values for unit of measure and unit price. FOMPROF will default in the chart of accounts and organization information for this exercise.

1. Tab to the **Description** field and enter the user-defined item.

   For this exercise, enter *three-foot high bookcase with glass doors.*

2. Tab to the **U/M** field, click the **Search** icon, and enter in a unit of measure. Select *EA*.

3. Tab to the **Quantity** field and enter *10* for the quantity to be requested.

4. Tab to the **Unit Price** field and enter *$50* for the unit price of this commodity.

5. Tab to the **Discount** field.

   Note: The **Discount** field is automatically calculated based on the Discount code previously entered. If you have not specified a Discount code, you may enter a discount amount into this field.

   Result: Notice the extended price has been filled in by Banner.

6. Tab to the **Additional** field. Enter *$15* for the freight charges of this item.

7. The **Tax** field is automatically populated based on the tax group you've identified on this commodity record.

8. Tab to the **Commodity** field.

9. Perform a **Next Record** function and repeat steps 1 - 7 if additional commodities are to be added to this requisition.

10. When finished, perform a **Next Block** function.

11. Click the **Search** icon for **Chart of Accounts** and select your chart.

12. Note: Fiscal year will default in based on the transaction date.

13. Click the **Search** icon for **Fund** and select *1110*.

14. Click the **Search** icon for **Orgn** and select *11102*.

15. Click the **Search** icon for **Acct** and select *7210.*

16. Click the **Search** icon for **Prog** and select *10.*

17. Enter the amount to be charged to this account in the **USD extended** field.

    In this exercise, enter in the amount shown in the **Remaining Commodity Accounting** field.

    Note: If additional accounts were to be charged after entering the amount charged, tab to the **COA** field, perform a **Next Record** function, and repeat steps 1 - 15.

18. When finished, select the **Balancing/Completion** tab.

19. Review the **Header**, **Commodity**, and **Accounting** amounts.

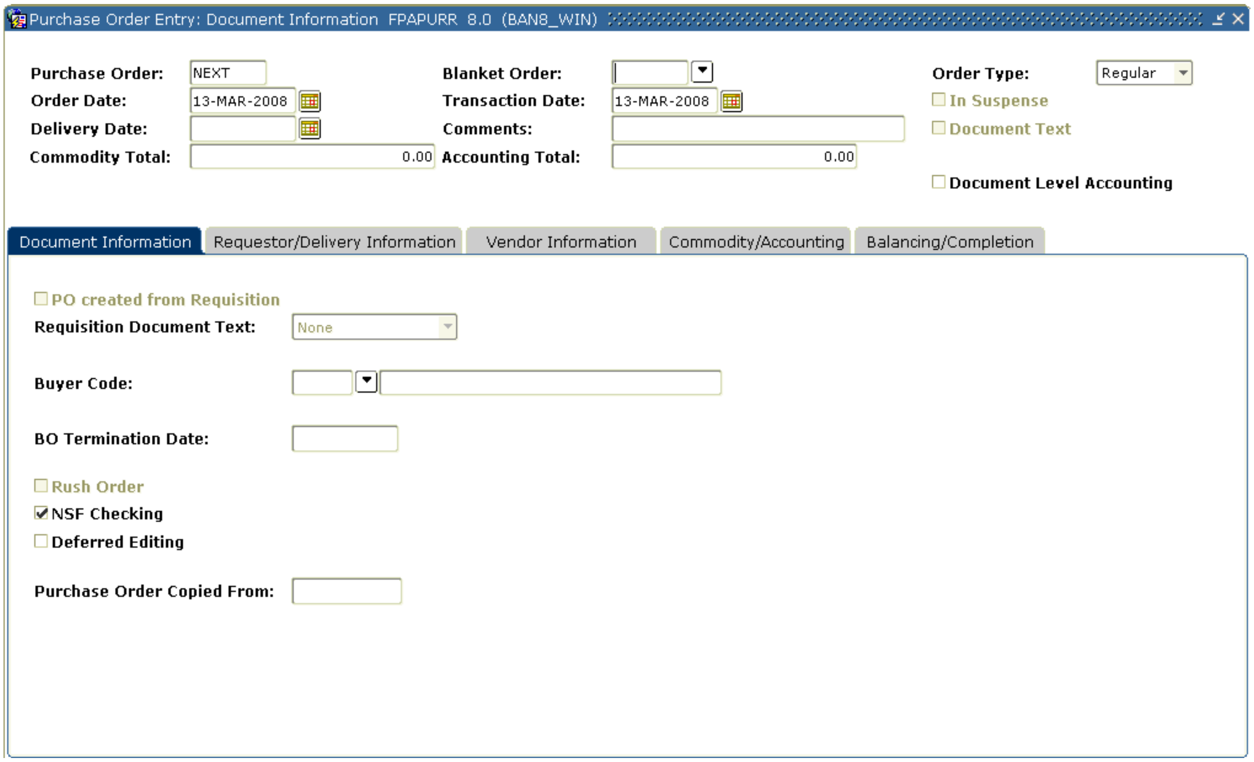
20. If these amounts are in balance, click the **Complete** button.

Creating a Purchase, Using Commodity Level

Introduction

You can also use the Purchase Order Form (FPAPURR) to create a regular purchase order with a system generated number that uses commodity level accounting.

Banner form



Steps

Follow these steps to create a regular purchase order with a system generated number that uses commodity level accounting.

1. Access the Purchase Order Form (FPAPURR).
2. Enter *NEXT* in the **Purchase Order** field to create a system generated number.
3. Perform a **Next Block** function.
4. Change the order date if today's date is not appropriate.

5. Change the transaction date if today's date is not appropriate

6. Enter a delivery date in the **Delivery Date** field.

   Note: Delivery date must be the same as or later than the order date.

7. Tab to the **Buyers Code** field.

8. Enter in a buyer code or click on the **Search** icon to find one.

9. Check the **Deferred Editing** and **NSF Checking** fields if appropriate.

10. Select the **Requestor/Delivery Information** tab.

    Note: If set up, FOMPROF will default in the values for the Requestor and Ship to information.

11. Enter the requestor in the **Requestor** field; if appropriate.

12. Select a chart of account in the **COA** field, if appropriate.

13. Select an organization in the **Organization** field, if appropriate.

14. Select a shipping address in the **Ship To** field, if appropriate.

    Note: When you select a shipping address the **Address**, **Phone**, **Contact**, and **Attention** fields will be filled in.

15. Select the **Vendor Information** tab.

16. Select a vendor in the **Vendor** field.

    Note: Once a vendor is selected, the remaining fields will be filled in for you, if the **Procurement** address exists for the vendor. If you need to create a vendor or add address information, use FTMVEND.

17. Enter a discount code in the **Discount** field or click the **Search** icon to select one.

18. Select an FOB code in the **FOB Code** field.

19. Enter a tax group in the **Tax Group** field if tax processing is on.

    Note: Tax groups entered in the purchase order override the settings on the System Control Form (FOASYSC) and the Vendor Maintenance Form (FTMVEND).

20. Select a Purchase Order classification code in the **Class Code** field.

21. Enter a Purchase Order shipping carrier code in the **Carrier** field.

22. If the order is in a foreign currency, enter the currency code in the **Currency** field or click the **Search** icon to select one.

    Note: If your institution does not maintain accounts in foreign currency, and has specified on the Currency Maintenance Form (GUACURR) that a disbursing agent exchanges the funds and makes the actual foreign currency payment, Banner checks the **Disbursing Agent** box.

23. Select **Document Text** from the **Options** menu.

24. Enter in a Modify Clause or click the **Search** icon to select one.

25. Perform a **Next Block** function.

26. Enter *This is a training purchase order*.

27. Click the **Save** icon.

28. Click the **Exit** icon.

29. Select the **Commodity/Accounting** tab.

30. Uncheck the checkmark in the **Document Level Accounting** checkbox to make this purchase order commodity level accounting.

31. Select a commodity in the **Commodity** field.

    Note: In this exercise, the commodity codes will be used, however user defined commodities can be used with commodity level accounting.

32. Select *EA* in the **U/M** field to enter a unit of measure.

    Note: The unit of measure will default in for this commodity if it was set up on FTMCOMM.

33. Tab to the **Quantity** field and enter in *10* for the quantity of items to be requested.

34. Tab to the **Unit Price** field and enter in $*50* for the unit price of this commodity

35. Tab to the **Discount** field.

    Note: The **Discount** field is automatically calculated based on the discount code previously entered. If you have not specified a discount code, you may enter a discount amount into this field.

    Result: Notice the extended price has been filled in by Banner.

36. Tab to the **Additional** field. Enter $*15* for the freight charges of this item.

37. Note: The **Tax** field is automatically populated based on the tax group you've identified on this commodity record.

38. Tab to the **Commodity** field.

39. Perform a **Next Block** function.

    Note: Remember, in commodity level accounting, each commodity has its own accounting distribution attached to it.

40. Enter your chart of account code in the **COA** field.

41. Note: Fiscal year will default in based on the transaction date

42. Click the **Search** icon for **Fund** and select *1110*.

43. Click the **Search** icon for **Orgn** and select *11102*.

44. Click the **Search** icon for **Acct** and select *7210.*

45. Click the **Search** icon for **Prog** and select *10.*

46. In the **USD extended** field, enter the amount to be charged to this account. Enter in the amount shown in the **Remaining Commodity Account** field.

47. Perform a **Previous Block** function.

48. Perform a **Next Record** function.

49. Repeat steps 31 – 46 to enter additional commodities.

50. When finished, select the **Balancing/Completion** tab.

51. Review the **Header**, **Commodity**, and **Accounting** amounts to make sure they are in balance.

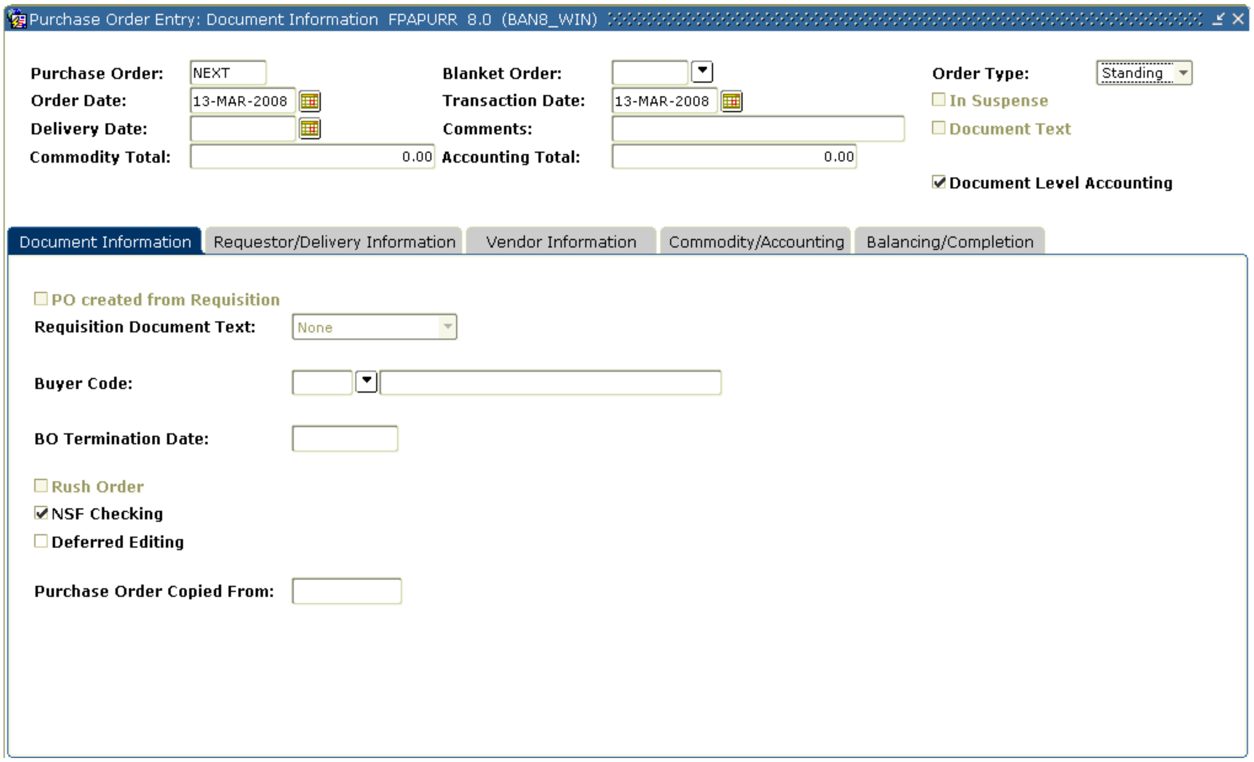
52. If these amounts are in balance, click the **Complete** button

Creating a Standing Order Using Document Level

Introduction

You can use the Purchase Order Form (FPAPURR) to create a standing purchase order with a system generated number that uses document level accounting. Standing orders can also use commodity level accounting the same way regular purchase orders do.

Banner form



Steps

Follow these steps to create a standing purchase order with a system generated number that uses document level accounting.

1. Access the Purchase Order Form (FPAPURR).
2. Enter *NEXT* in the **Purchase Order** field to create a system generated number.
3. Perform a **Next Block** function.
4. Tab to the **Type** field.
5. Select *Standing* from the drop down list.
6. Change the order date if today's date is not appropriate.
7. Change the transaction date if today's date is not appropriate.
8. Enter a delivery date in the **Delivery Date** field.

   Note: The delivery date must be the same as or later than the order date.
9. Tab to the **Buyers Code** field.
10. Enter in a buyer code or click on the **Search** icon to find one.
11. Check the **Deferred Editing** and **NSF Checking** fields if appropriate.
12. Select the **Requestor/Delivery Information** tab.

    Note: If set up, FOMPROF will default in the values for Requestor and Ship to information.
13. Enter the requestor in the **Requestor** field, if appropriate.
14. Select a chart of account in the **COA** field, if appropriate.
15. Select an organization in the **Organization** field, if appropriate.
16. Enter a shipping address in the **Ship To** field, if appropriate.

    Note: When you select a shipping address, the **Address**, **Phone**, **Contact**, and **Attention** fields will be filled in.
17. Select the **Vendor Information** tab.
18. Select a vendor in the **Vendor** field.

Note: Once a vendor is selected, the remaining fields will be filled in for you, if the **Procurement** address exists for the vendor. If you need to create a vendor or add address information for the vendor, use the Vendor Maintenance Form (FTMVEND).

19. Enter a discount code in the **Discount** field.

20. Enter an FOB code in the **FOB Code** field.

21. Enter a tax group in the **Tax Group** field, if tax processing is on.

    Note: Tax groups entered in the purchase order override the settings on the System Control Form (FOASYSC) and the Vendor Maintenance Form (FTMVEND).

22. Select a Purchase Order Classification code in the **Class Code** field.

23. Enter a Purchase Order Shipping Carrier code in the **Carrier** field.

24. If the order is in a foreign currency, enter the currency code in the **Currency** field or click the **Search** icon to select one.

    Note: If your institution does not maintain accounts in foreign currency, and has specified on the Currency Maintenance Form (GUACURR) that a disbursing agent exchanges the funds and makes the actual foreign currency payment, Banner checks the **Disbursing Agent** box.

25. Select **Document Text** from the **Options** menu.

26. Enter in a Modify Clause or click the **Search** icon to select one.

27. Perform a **Next Block** function.

28. Enter *This is training purchase order*.

29. Click the **Save** icon.

30. Click the **Exit** icon.

31. Select the **Commodity/Accounting** tab.

    Note: Although some fields are different, how one navigates this form is the same as in creating a regular purchase order.

32. Select a commodity in the **Commodity** field.

33. Select *EA* in the **U/M** field to enter in a unit of measure.

34. Tab to the **Amount** field and enter *10* for the amount to be requested.

35. Tab to the **Discount** field.

Note: The **Discount** field is automatically calculated based on the discount code previously entered. If you have not specified a discount code, you may enter a discount amount into this field.

Result: Notice the extended price has been filled in by Banner.

36. Tab to the **Additional** field. Enter $15 for the freight charges of this item.

37. Note: The **Tax** field is automatically populated based on the tax group you've identified on this commodity record.

38. Tab to the **Commodity** field.

39. Perform a **Next Record** function and repeat steps 32 – 38 if additional commodities are to be added to this requisition.

40. When finished, perform a **Next Block** function.

41. Select your chart of account in the **COA** field.

42. Fiscal year will default in based on the transaction date.

43. Click the **Search** icon for **Fund** and select fund *1110*.

44. Click the **Search** icon for **Orgn** and select *11102*.

45. Click the **Search** Icon for **Acct** and then select *7210*.

46. Click the **Search** Icon for **Prog** and then select *10*.

47. Enter the amount to be charged to this accounting distribution in the **USD extended** field.

    In this exercise, enter in the amount shown in the **Remaining Commodity Accounting** field.

48. If additional accounting distributions were to be charged after entering the amount charged, tab to the **COA** field, perform a **Next Record** function, and repeat steps 41 -47.

49. When finished, select the **Balancing/Completion** tab.

50. Review the **Header**, **Commodity**, and **Accounting** amounts.

51. If these amounts are in balance, click the **Complete** button

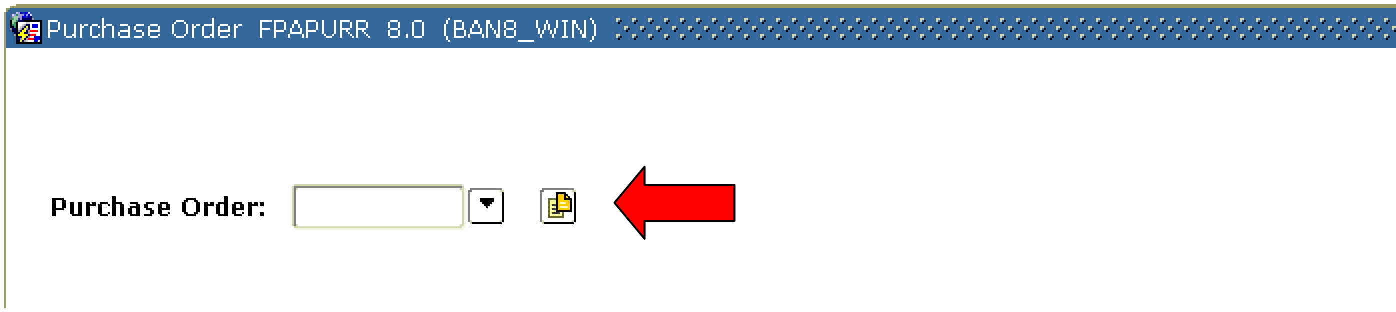
Copying Information to a New Purchase Order

Introduction

You can use the copy feature on the Purchase Order Form (FPAPURR) to copy the information form one PO to a new purchase order.

Note: The PO number that is being copied is identified in the **Purchase Order Copied From** field.

Banner form



Steps

Follow these steps to complete the process.

1. Access the Purchase Order Form (FPAPURR).
2. Enter *NEXT* in the **Purchase Order** field to create a system generated number.
3. Click the **Copy** icon.
4. Enter in the purchase order number to copy from or click the **Search** icon to find one.
5. Verify the vendor information.

6. Click the **OK** button

   Note: If you change your mind and do not wish to use the Copy Purchase Order window, click **Cancel**.

   Result: The requestor, vendor, commodity, and accounting information are carried forward to the new document. All suspense flags are set to *Y*. You must navigate through the new purchase order to remove the document from suspense and complete it.

   Warning: The copy functionality will not check or update available balance until you navigate through the form.

7. Change the order date if today's date is not appropriate.

8. Change the transaction date if today's date is not appropriate

9. Enter a delivery date in the **Delivery Date** field.

   Note: The delivery date must be the same as or later than the order date.

10. Tab to the **Buyers Code** field.

11. Enter in a buyer code or click the **Search** icon to find one.

12. Check the **Deferred Editing** and **NSF Checking** fields if appropriate.

13. Select the **Requestor/Delivery Information** tab.

    Note: If your FOMPROF is set up the Requestor and Ship to information will default in.

14. Enter the requestor in the **Requestor** field; if appropriate.

15. Enter a chart of account in the **COA** field.

16. Enter an organization in the **Organization** field.

17. Select a shipping address in the **Ship To** field, if appropriate.

    Note: When you select a shipping address the **Address**, **Phone**, **Contact**, and **Attention** fields will be filled in.

18. Select the **Vendor Information** tab.

19. Confirm this is the correct vendor and vendor address to be used.

20. If the information is not correct, to update the vendor, click the **Search** icon in the **Vendor** field, and enter a vendor.

    Note: Once a vendor is selected, the remaining fields will be filled in for you, if the **Procurement** address exists for the vendor. If you need to create a vendor or add address information for the vendor, use the Vendor Maintenance Form (FTMVEND).

21. Change a discount code in the **Discount** field or click the **Search** icon to select one, if appropriate.

22. Change the FOB in the **FOB Code** field or click the **Search** icon to select one, if appropriate.

23. Change the tax group in the **Tax Group** field by entering a code or clicking the **Search** icon to select one, if appropriate.

    Note: Tax groups entered in the purchase order override the settings on the System Control Form (FOASYSC) and the Vendor Maintenance Form (FTMVEND).

24. Change the class code in the **Class Code** field by entering the code or clicking the **Search** icon to select one, if appropriate.

25. Change the carrier in the in the **Carrier** field by entering the code or by clicking the **Search** icon to select one, if appropriate.

26. If the order is in a foreign currency, enter the currency code in the **Currency** field or click the **Search** icon to select one.

    Note: If your institution does not maintain accounts in foreign currency, and has specified on the Currency Maintenance Form (GUACURR) that a disbursing agent exchanges the funds and makes the actual foreign currency payment, Banner checks the **Disbursing Agent** box.

27. Select **Document Text** from the **Options** menu.

28. Enter in a Modify Clause or click the **Search** icon to select one.

29. Perform a **Next Block** function.

30. Enter *This is a training purchase order*.

31. Click the **Save** icon.

32. Click the **Exit** icon.

33. Select the **Commodity/Accounting** tab.

34. Review the commodity and accounting information and make changes if necessary.

35. Click the **Save** icon.

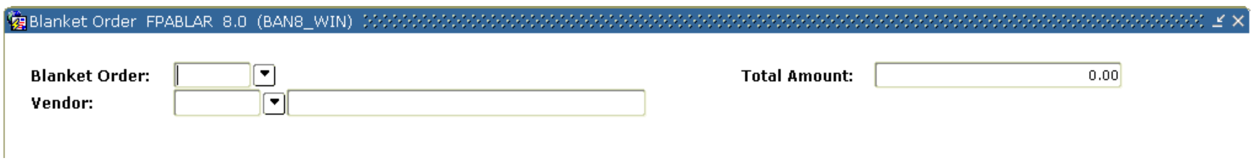
36. Click the **Exit** icon.

Creating a Blanket Order

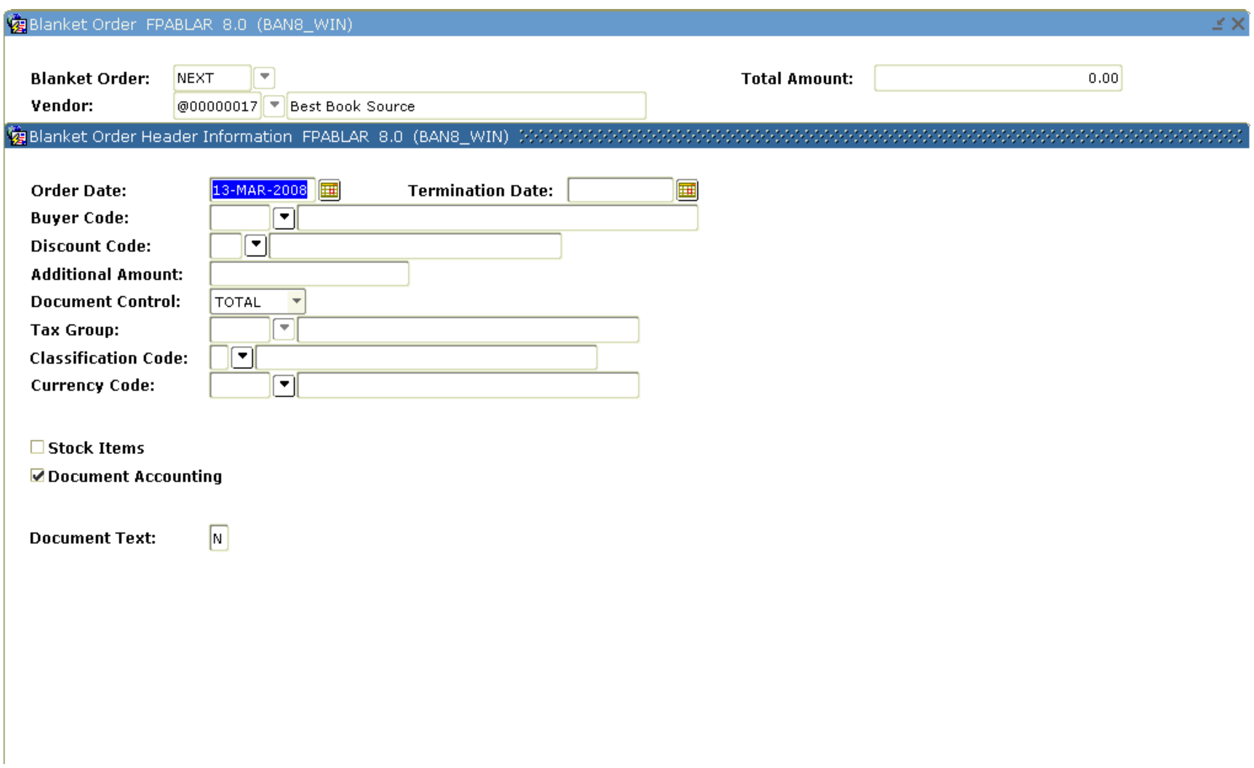
Introduction

The Blanket Order Form (FPABLAR) is used to track quantities and dollar amounts expended for a contract with a specific vendor. It is not used to encumber monies from which to draw down; use the standing purchase order (FPAPURR) if you want to encumber funds.

Banner form



Once you have entered a vendor, perform a Next Block function to access the rest of the form.



Steps

Follow these steps to complete the process.

1. Access the Blanket Order Form (FPABLAR).
2. Enter *Next* in the **Blanket Order** field, or enter a number of your own.
3. Tab to the **Vendor** field and select the vendor code.
4. Perform a **Next Block** function.
5. Change the date in the **Order Date** field, if appropriate.
6. Enter the date the blanket order will be terminated in the **Termination Date** field.
7. Enter the buyer code in the **Buyer Code** field.
8. Enter the discount code in the **Discount Code** field.
9. Enter any freight charges in the **Additional Amount** field.
10. Select the appropriate option from the **Document Control** field pull-down list.

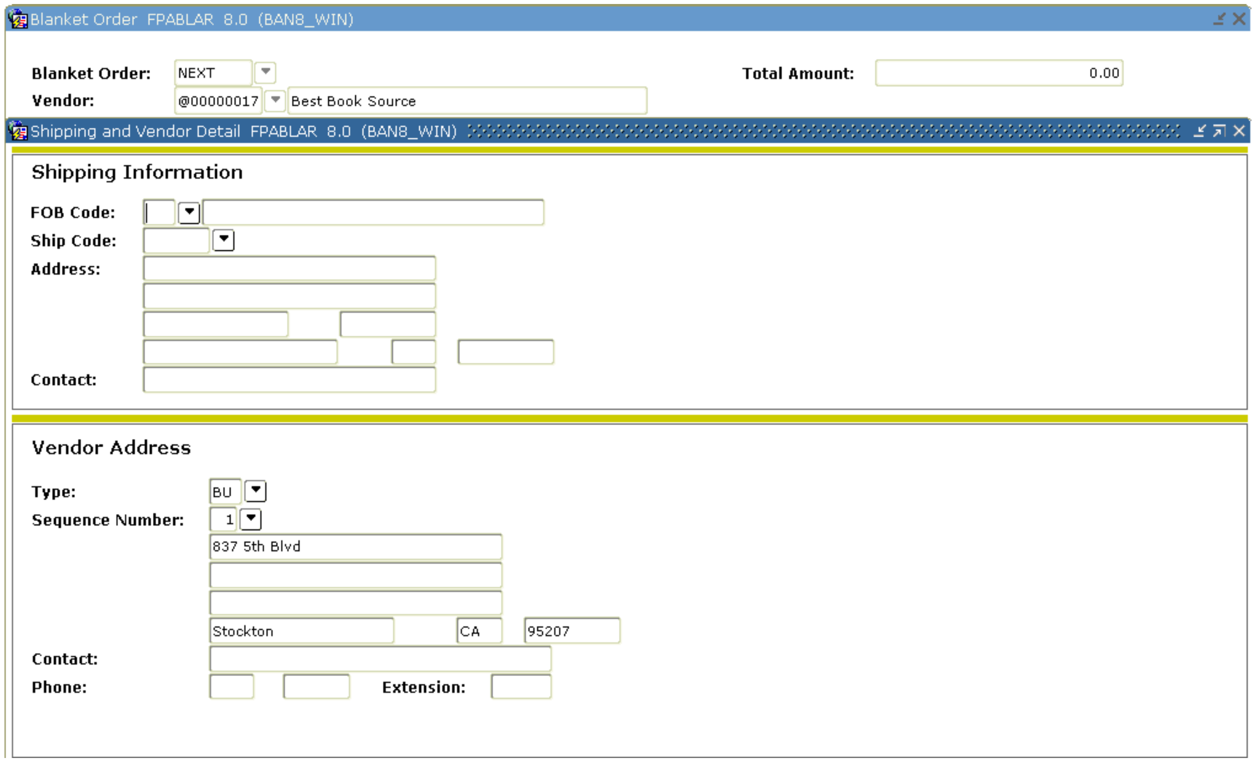
    Note: This field indicates whether the system tracks and controls the blanket order at the entire document level (Document Control at *TOTAL*) or the commodity level (Document Control at *ITEM*). Total document tracking is less restrictive because any one commodity can consume all of the remaining balance for the entire blanket order. Commodity level tracking applies a dollar limit to each item as specified on the blanket order. Once you complete the blanket order, you cannot change the control method.

11. Enter a code in the **Class Code** field or click the **Search** icon from the Purchase Order Classification List (FTMPCLS).
12. Enter a code in the **Currency Code** field or click the **Search** icon from the Currency Code Maintenance Form (GUACURR), if applicable.
13. Check the **Stock Items** box if you want the items covered by the blanket order to be stock items using the Banner Finance Stores Inventory module.
14. Select **Document Text** from the **Options** menu.
15. Enter in a Modify Clause or click the **Search** icon to select one.
16. Perform a **Next Block** function.
17. Enter *This is a training Blanket Order*.

18. Click the **Save** icon.

19. Click the **Exit** icon.

20. Select **Shipping Information** from the **Options** menu.



21. Select a code in the **FOB Code** field.

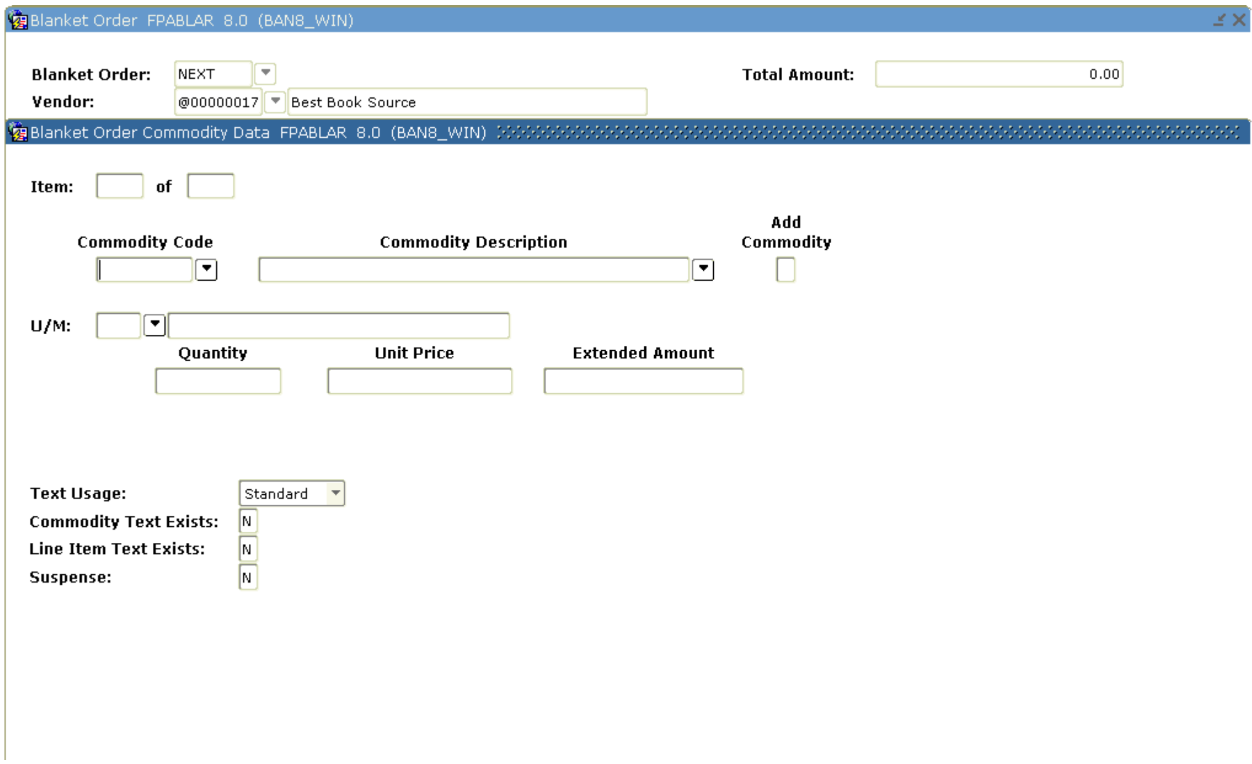
22. Select a ship to address in the **Ship Code** field.

23. Perform a **Next Field** function.

24. Verify the defaulted vendor address or select a different one.

25. Perform a **Next Block** function.

    Result:



26. Enter the commodity code in the **Commodity** field, or enter the commodity's description in the **Commodity Description** field.

27. Select the unit of measure for this blanket order.

28. Note: If an agreement exists for the vendor specified on this blanket order, the information becomes available. Select **Commodity Agreement Information** from the **Options** menu to view the details of the vendor agreement.

29. Tab to the **Quantity** field and enter the desired quantity.

30. Tab to the **Unit Price** field and enter in the unit price, if necessary.

31. If the **Commodity Text** indicator is *Y* (Yes), select **View Commodity Text** from the **Options** menu to view the text.

32. Select **Line Item Text** from the **Options** menu to create customized text for this blanket order commodity.

33. Perform a **Next Block** function.

34. Enter in the text commodity *Text One.*

35. Click the **Save** icon.

36. Click the **Exit** icon.

37. If the blanket order is in a foreign currency, select **Currency Information** from the **Options** menu to view conversion information.

38. Perform a **Next Block** function.

39. Click **Complete**.

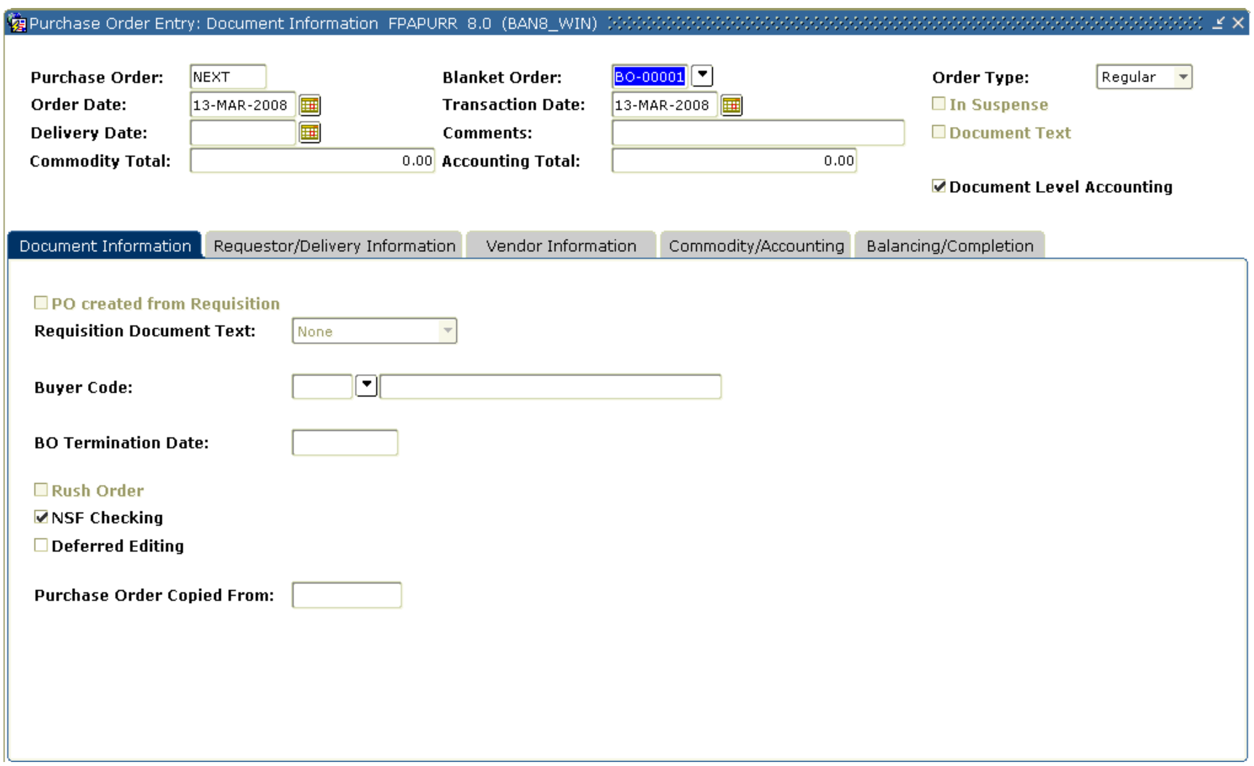
Creating a Regular Order from a Blanket Purchase

Introduction

You can use the Purchase Order Form (FPAPURR) to create a regular purchase order that is from a Blanket purchase order with a system generated number that uses document level accounting. Purchase orders from a Blanket PO cannot be standing purchase orders. Also the purchase orders can be set to be commodity level accounting.

Note: When using a Blanket Order the **BO Termination Date** field shows the termination date of the blanket order you have referenced.

Banner form



Steps

Follow these steps to complete the process.

1. Access the Purchase Order Form (FPAPURR).
2. Enter *NEXT* in the **Purchase Order** field to create a system generated number.
3. Perform a **Next Block** function.
4. Tab to the **Blanket Order** field
5. Enter in the blanket order or click the **Search** icon to select one.
6. Change the order date if today's date is not appropriate.
7. Change the transaction date if today's date is not appropriate
8. Enter a delivery date in the **Delivery Date** field.
9. Tab to the **Buyers Code** field
10. Enter in a buyer code or click on the **Search** icon to find one.
11. Check the **Deferred Editing** and **NSF Checking** fields if appropriate.
12. Select the **Requestor/Delivery Information** tab.

    Note: If FOMPROF is setup, the Requestor and Ship to information will default in.
13. Enter the requestor in the **Requestor** field.
14. Enter a chart of account in the **COA** field.
15. Select an organization in the **Organization** field.
16. Click the **Search** icon, and enter a shipping address in the **Ship To** field, if appropriate.

    Note: When you select a shipping address the **Address**, **Phone**, **Contact**, and **Attention** fields will be filled in.
17. Select the **Vendor Information** tab.

18. Select a vendor in the **Vendor** field.

    Note: Once a vendor is selected, the remaining fields will be filled in for you, if the **Procurement** address exists for the vendor. If you need to create a vendor or add address information for the vendor, use the Vendor Maintenance Form (FTMVEND).

19. Enter a discount code in the **Discount** field.

20. Enter an FOB code in the **FOB Code** field.

21. Enter a tax group in the **Tax Group** field, if tax processing is on.

    Note: Tax groups entered in the purchase order override the settings on the System Control Form (FOASYSC) and the Vendor Maintenance Form (FTMVEND).

22. Enter a Purchase Order classification code in the **Class Code** field.

23. Select a Purchase Order shipping carrier code in the **Carrier**.

24. If the order is in a foreign currency, enter the currency code in the **Currency** field or click the **Search** icon to select one.

    Note: If your institution does not maintain accounts in foreign currency, and has specified on the Currency Maintenance Form (GUACURR) that a disbursing agent exchanges the funds and makes the actual foreign currency payment, Banner checks the **Disbursing Agent** box.

25. Select **Document Text** from the **Options** menu.

26. Enter in a Modify Clause or click the **Search** icon to select one.

27. Perform a **Next Block** function.

28. Enter *This is a training purchase order*.

29. Click the **Save** icon.

30. Click the **Exit** icon.

31. Select the **Commodity/Accounting** tab.

    Note: The Purchase Order Selection form appears with the commodities from the Blanket Order defaulted in.

32. Check mark each commodity using the **ADD** checkbox. to select the commodities to be used in this purchase order.

33. Click the **Save** icon.

34. Click the **Exit** icon.

    Result: The Commodity/Accounting window shows, with the commodities selected from the Purchase Order Selection window displayed.

35. Review the first commodity; make changes, if necessary, in the **Commodity** and **Description** fields.

36. Review the unit of measure. If changes are necessary, click the **Search** icon in the **U/M** field and enter a unit of measure.

37. Tab to the **Quantity** field and enter in the quantity desired.

38. Tab to the **Unit Price** field and review the unit price; change if appropriate.

39. Tab to the **Discount** field.

    Note: The **Discount** field is automatically calculated based on the discount code previously entered. If you have not specified a discount code, you may enter a discount amount into this field.

    Result: The extended price has been filled in by Banner.

40. Tab to the **Additional** field. Enter $15 for the freight charges of this item.

41. Note: The **Tax** field is automatically populated based on the tax group you've identified on this commodity record.

42. Tab to the **Commodity** field.

43. If additional commodities defaulted in, perform a **Next Record** function and repeat steps 35-42.

44. When finished, perform a **Next Block** function.

45. Select your chart of accounts in the **COA** field.

46. Note: Fiscal year will default in based on the transaction date.

47. Click the **Search** icon for **Fund** and select 1110.

48. Click the **Search** icon for **Orgn** and select 11102.

49. Click the **Search** icon for **Acct** and select 7210.

50. Click the **Search** icon for **Prog** and select 10.

51. Enter the amount to be charged to this accounting distribution in the **USD extended** field. In this exercise enter in the amount shown in the **Remaining Commodity Account** field

52. If additional accounting distributions were to be charged after entering the amount charged, tab to the **COA** field, perform a **Next Record** function, and repeat steps 45-51.

53. When finished, select the **Balancing/Completion** tab.

54. Review the **Header**, **Commodity**, and **Accounting** amounts.

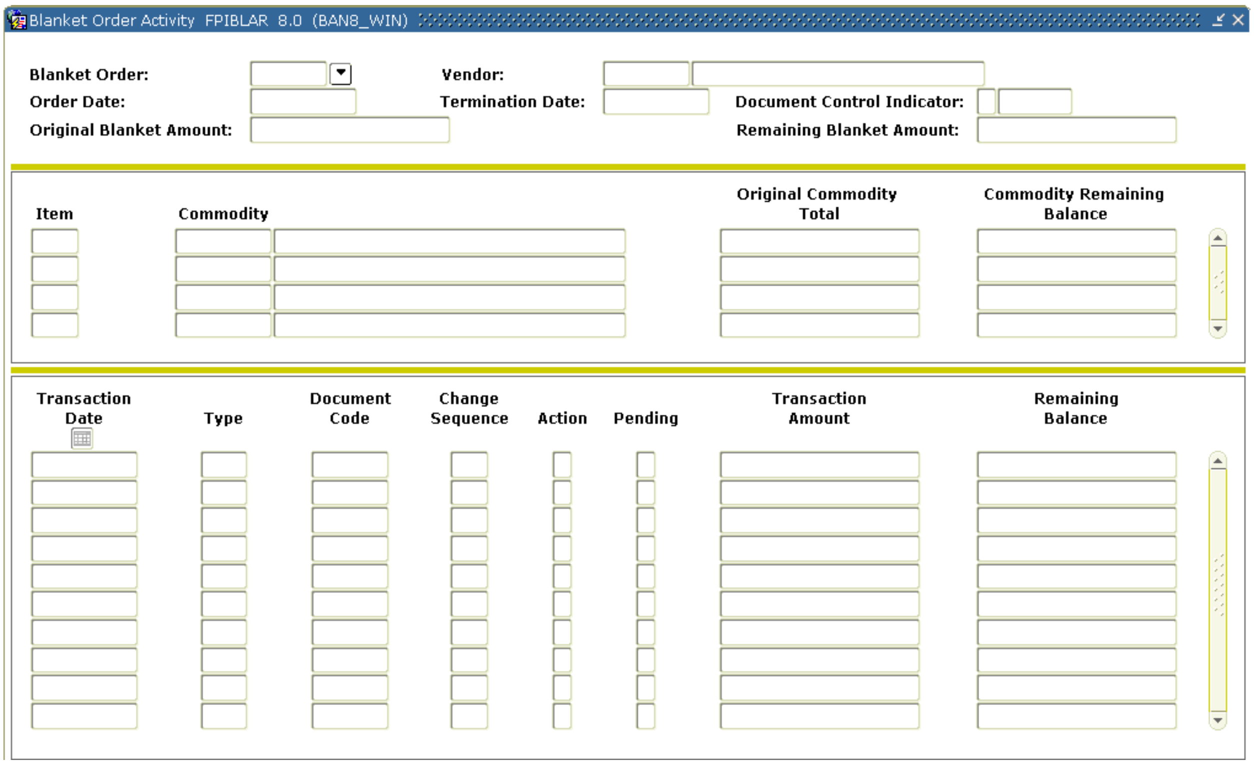
55. If these amounts are in balance, click the **Complete** button.

Monitoring Blanket Order Activity

Introduction

The Blanket Order Activity Form (FPIBLAR) is used to monitor various activities against a blanket order. This includes purchase orders, change orders, invoices, and credit memos.

Banner form



Steps

Follow these steps to complete the process.

1. Access the Blanket Order Activity Form (FPIBLAR).

2. Enter a blanket order code in the **Blanket Order** field or view the available records on the Blanket Order Validation Form (FPIBORD).

3. Perform a **Next Block** function.

   Note: The commodity's item number, code, and/or description, original commodity amount, and commodity remaining balance values are automatically populated into the appropriate fields

4. Scroll through the commodity records for this blanket order using the scroll bar to the right.

   Note: The detail block shows the documents that you issued against the blanket order for this specific commodity. You can scroll through the documents using the bottom scroll bar. You can also query the Transaction Date, Type, Document Code, or Change Sequence to specify which transactions to view.

   The **Action** field reflects the direction in which the transaction affects the **Remaining Balance** field (+ for increases; - for decreases).

   The **Pending** field indicates *Y* (Yes) when the document is awaiting posting.

5. Click the **Exit** icon.

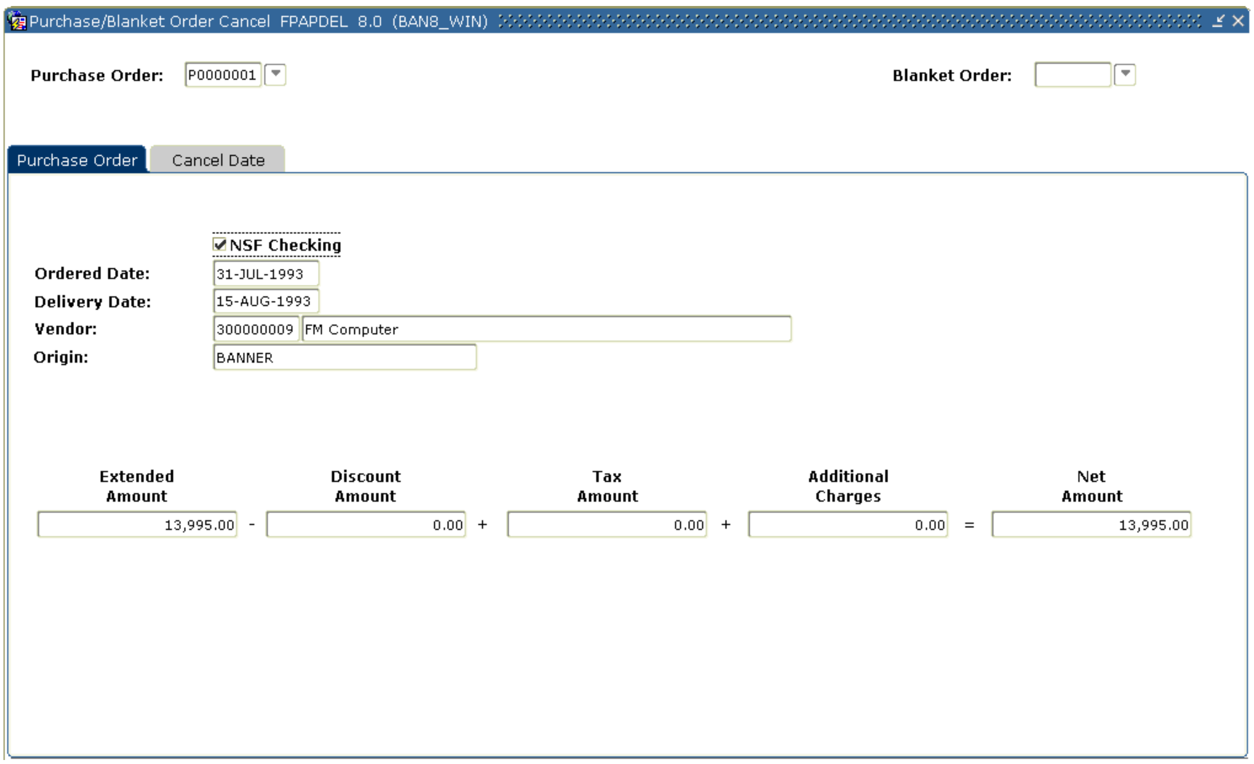
Canceling a Purchase/Blanket Order

Introduction

The Purchase/Blanket Order Cancel Form (FPAPDEL) is used to permanently cancel purchase orders and blanket orders that have been previously completed, approved, and posted within the Banner system.

The original purchase orders will be reversed, if all change orders have been cancelled. Canceling an order will prevent any further activity against the document.

Banner form



Steps

Follow these steps to complete the process.

1. Access the Purchase/Blanket Order Cancel Form (FPAPDEL).
2. Enter the purchaser order number in the **Purchase Order** or click the **Search** icon to select one.
3. Perform a **Next Block** function.

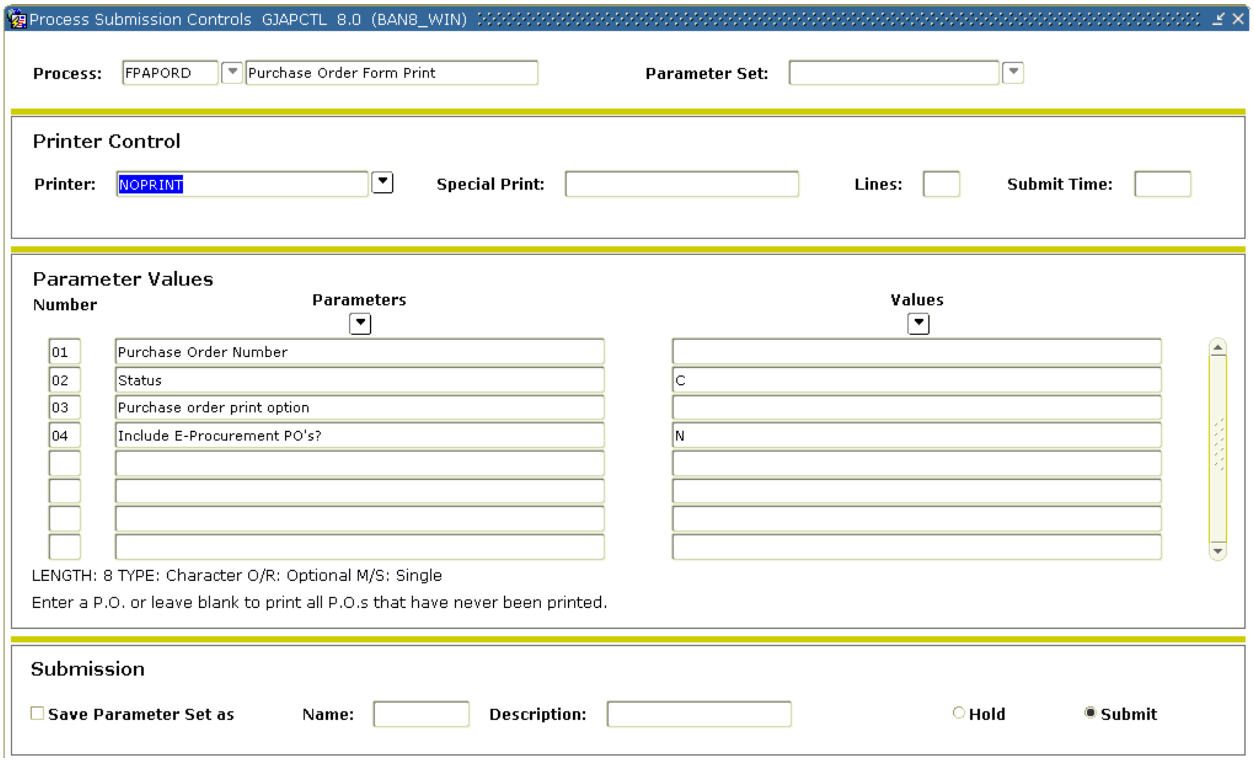
   Note: Banner displays the purchase order/blanket order information for you to verify that you have selected the right document.
4. Click the **Cancel Date** tab.
5. Enter any date that is in an open accounting period or accrual period in the **Cancel Date** field.

   Rule: The date must be after the original transaction date.

   Note: The **Cancel Date** field defaults to the current date.
6. Tab to the **Reason Code** field.
7. Double-click in the **Reason Code** field to select a reason for why the Purchase order is being canceled.
8. Select **Document Text** from the **Options** menu.
9. Perform a **Next Block** function.
10. Enter *This Purchase Order was created in Error.*
11. Click the **Save** icon.
12. Click the **Exit** icon.
13. When you are ready to complete the cancellation, select the Process Cancellation option from the **Options** menu to permanently cancel the purchase order or blanket order.
14. Click the **Exit** icon.

Printing a Purchase Order

Banner form


Process Submission Controls GJAPCTL 8.0 (BAN8_WIN)

Process: FPAPORD Purchase Order Form Print **Parameter Set:**

Printer Control

Printer: NOPRINT **Special Print:** **Lines:** **Submit Time:**

Parameter Values

Number	Parameters	Values
01	Purchase Order Number	
02	Status	C
03	Purchase order print option	
04	Include E-Procurement PO's?	N

LENGTH: 8 TYPE: Character O/R: Optional M/S: Single

Enter a P.O. or leave blank to print all P.O.s that have never been printed.

Submission

Save Parameter Set as **Name:** **Description:** **Hold** **Submit**

Steps

Follow these steps to print a purchase order.

1. Access the GJAPCTL form simply by entering *FPAPORD* in the **Go To** field.

2. Enter into parameter 01 the number of a purchaser order you created. If left blank, all previously unprinted PO's will print.

   Note the help information below the parameters for each parameter in this process.

3. You can select current or prior versions of a changed PO with parameter 02.

4. If parameter 01 is left blank, you can select **Standing**, **Regular** or **Both PO's** with parameter 03.

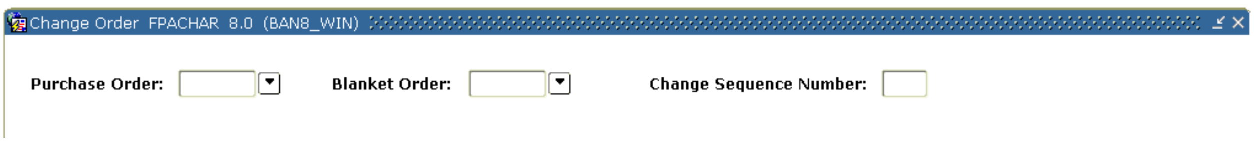
5. Parameter 04 can be used to print e-Procurement PO's.

Creating a Change Order

Introduction

The Change Order Form (FPACHAR) is used to revise header, commodity, and accounting information on a completed, approved, and posted purchase order or blanket order. You cannot change the following: the Vendor, the Currency code, the document type (i.e., regular versus standing), and the **Document Accounting** indicator. You can change the monetary amounts of the distributions and add new ones.

Banner form



Steps

Follow these steps to complete the process.

1. Access the Change Order Form (FPACHAR).

2. Perform one of these actions.

   - Enter the purchase order in the **Purchase Order** field or click the **Search** icon to select one.

   - Enter a Blanket Purchase Order in the **Blanket Order** field or click the **Search** icon to select one.

   Note: If you enter a purchase order number that is associated with a blanket order, the blanket order number displays in the **Blanket Order** field. If you want to revise a blanket order, leave the **Purchase Order** field blank.

3. Enter *NEXT* in the **Change Sequence Number** field to generate a change sequence number. If you want to access an incomplete change order, enter that change sequence number.

   Note: You cannot generate a new change order sequence number until you complete, approve, and post the previous change order sequence number.

4. Perform a **Next Block** function.

Note: Information entered on the Purchase Order Form (FPAPURR) is also presented here. However, there is additional information and functionality available on the Change Order Form (FPACHAR).

5. Check the **Change Accounting Only** checkbox.

   Note: Only changes to the accounting distribution can now occur. If this checkbox is left unchecked it enables you to change all the permitted fields.

6. Verify the option selected in **Original Document Text** pull-down list, change if necessary.

   Note: The **Original Document Text** pull-down list allows you to decide how you want to handle that document text. The options are: *Copy Document Text*, *Ignore Document Text*, and *None* (if there is no preexisting text).

7. Select **Document Text** from the **Options** menu to create document text or modify the current document text as noted by the checkmark displayed in the **Document Text** field.

8. Enter in a **Modify Clause** or click the Search icon to select one.

9. Perform a **Next Block** function.

10. Enter text.

11. Click the **Save** icon.

12. Click the **Exit** icon.

13. Note: The **Document Text** field should now have a check in the checkbox.

    By adding new text, the **Original Document Text** field has been reset to *Ignore Document Text* and is grayed out. This prevents the form from copying text from the original purchase order to the change order multiple times.

14. Change the buyer code entered in the **Buyer Code** field if desired.

15. Verify the **Purchase Order Type**, **BO Termination Date** (if the purchase order being changed references a blanket order**), Rush Order**, **NSF Checking**, and **Deferred Editing** field settings.

16. Select the **Requestor/Delivery Information** tab.

17. Verify the **Requestor**, **COA**, **Organization**, **Email**, **Phone**, **Fax**, **Ship To**, and **Attention To** fields. Make changes if necessary.

    Note: Information such as the Ship To code and the Delivery Date also affect the commodity records; updating this information will cause all commodity records to be included in the change order, whether or not you specifically include them. Use the Commodity Supplemental Information window to change Ship To or Delivery Date by line item.

    Note: When creating a change order for a blanket order, some fields in the Requestor/Delivery window will require entry, even though they were not required for the original blanket order.

18. Select the **Vendor Information** tab.

19. Verify the vendor information and change, if necessary.

    Note: You cannot change the vendor on a purchase order, but you can update the address code and sequence number.

20. Verify the Contact, Email, Discount, FOB Code, Tax Group, Class Code, and Carrier fields. Make changes if necessary.

    Note: You cannot change the Currency code that was used on the original purchase order.

21. Select the **Commodity/Accounting Information** tab.

    Note: The Purchase Order Item Selection Form (FPQCHAP) allows you to select specifically which items on the purchase order you would like to change.

22. To change all items, select the Change All checkbox.

    Note: The Change All function is a method for copying all of the commodities on the original purchase order (plus any change orders) to the commodity page of the change order.

23. To change specific items, perform a **Next Block** function.

    Note: If you do not choose the "**Change All**" function, the items and their amounts are still included in this change order; they are just not visible. However, their totals will be included in the **Remaining Commodity Amount**

24. Click the **Add** checkbox to indicate which items you would like to change on this change order.

25. Click the **Save** icon.

26. Click the **Exit** icon to return to the Change Order: Commodity/ Accounting window.

    Note: All of the commodity and accounting information that you have selected will be carried forward and populated on the Change Order Form (FPACHAR). You can still add new items to the order by either entering a commodity code in the **Comm** field, or by not entering a commodity code and entering just a description in the **Desc** field. Note that you can still overwrite the commodity description on this form. If you navigate using the **Next Field** function back through the **Commodity** and **Description** fields, you may notice a pop-up box. This feature allows you to see the original commodity description if you have overwritten the original description. This would assist you in identifying whether the Commodity code is appropriate in case additional information has been entered in the **Description** field.

27. Change the **Quantity** and/ or **Unit Price** (or **Amount** on a standing purchase order) so that the extended amount is the correct or revised amount that you want to order.

28. Perform a **Next Block** function.

    Note: As in the purchase order, if you are using commodity level or document level accounting and you have the **Distribute** checkbox checked, the form will automatically distribute your commodity changes in the appropriate manner. To make changes manually, uncheck the **Distribute** checkbox.

29. Make the necessary changes to the accounting distributions.

    Note: Although you cannot delete existing accounting distributions from the change order (because they have already been posted by the original purchase order and any subsequent change orders), you can zero out the existing distributions, which will reverse the accounting behind them. You can also change existing distributions with a new monetary amount or add new accounting distributions.

30. Select the **Balancing/Completion** tab.

31. Review the **Header**, **Commodity**, and **Accounting** amounts.

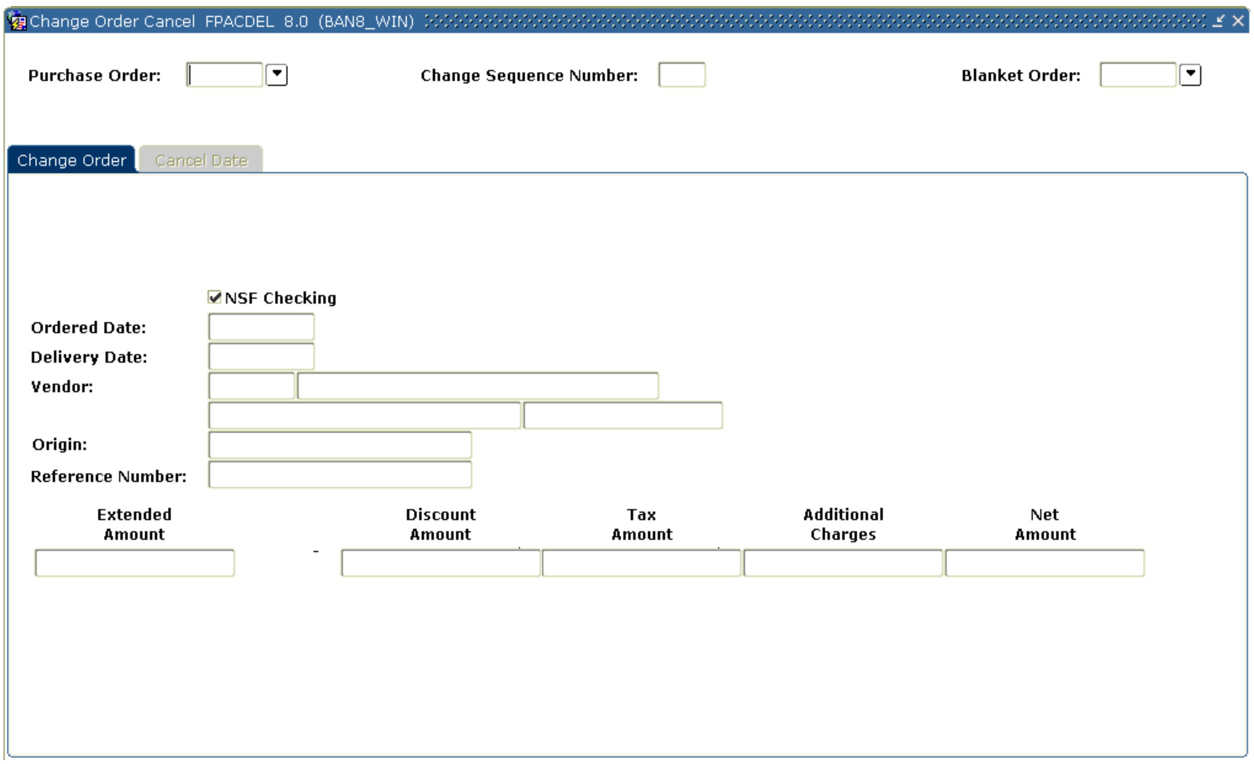
32. If these amounts are in balance, click the **Complete** button.

Canceling a Change Order

Introduction

The Change Order Cancel Form (FPACDEL) is used to permanently cancel change orders. You cannot cancel change orders until after they have been completed, approved, and posted.

Banner form



Steps

Follow these steps to complete the process.

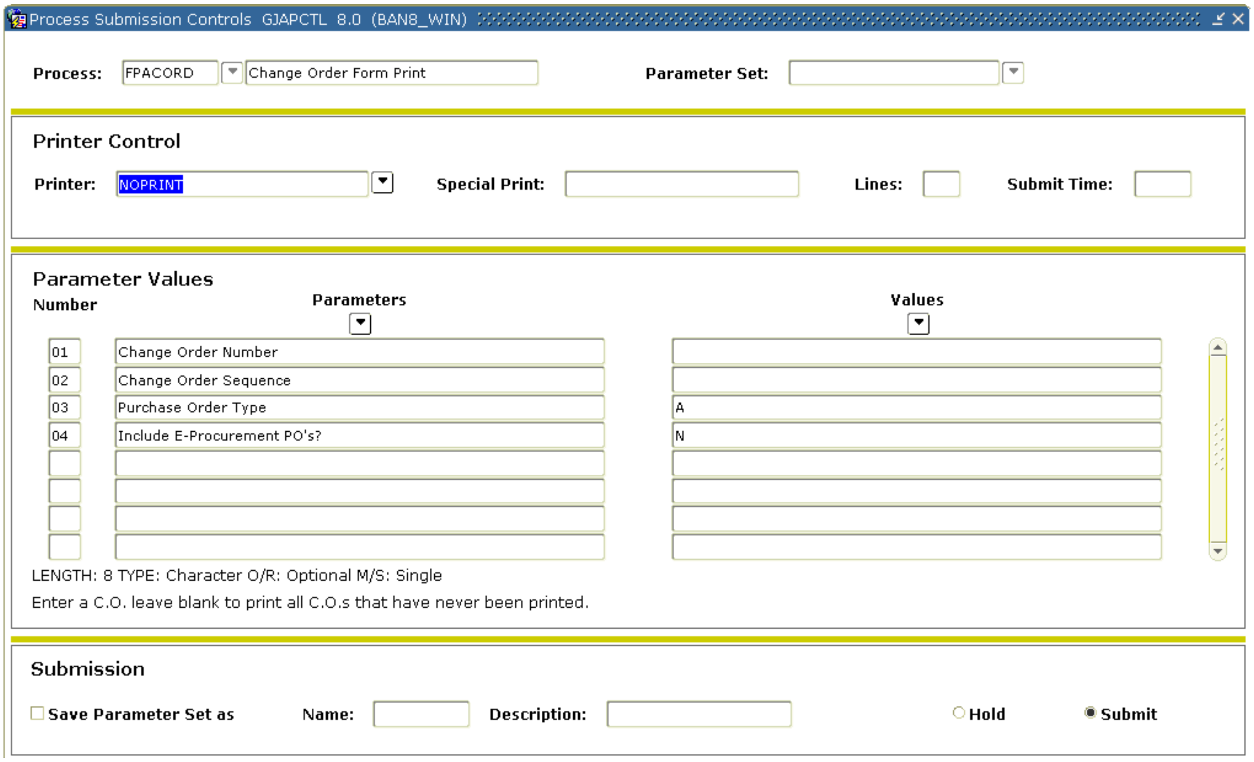
1. Access the Change Order Cancel Form (FPACDEL).
2. Enter the purchase order in the **Purchase Order** field or click the **Search** icon to select one, or enter a blanket purchase order in the **Blanket Order** field.
3. Enter the latest change order sequence number in the **Change Sequence Number** field.
4. Perform a **Next Block** function.

   Note: The change order detail is displayed.
5. Click the **Cancel Date** tab.
6. Enter any date that is in an open accounting period or accrual period in the **Cancel Date** field; however, the date must be after the original transaction date.

   Note: The **Cancel Date** field defaults to the current date.
7. Tab to the **Reason Code** field.
8. Double-click in the **Reason Code** field to select a reason for why the change order is being canceled.
9. Select **Document Text** from the **Options** menu.
10. Perform a **Next Block** function.
11. Enter *This change order was created in Error*.
12. Click the **Save** icon.
13. Click the **Exit** icon.
14. When you are ready to complete the cancellation, select **Process Cancellation** from the **Options** menu to permanently cancel the purchase order or blanket order.
15. Click the **Exit** icon.

Printing a Change Order

Banner form



Steps

1. Access the GJAPCTL form simply by entering *FPACORD* in the **Go To** field.

2. Enter into parameter 01 the number of a change order you created. If left blank, all previously unprinted PO's will print. Note the help information below the parameters for each parameter in this process.

3. You can select a particular version (sequence) of a change order with parameter 02.

4. If parameter 01 is left blank, you can select **Standing**, **Regular** or **Both PO's** with parameter 03.

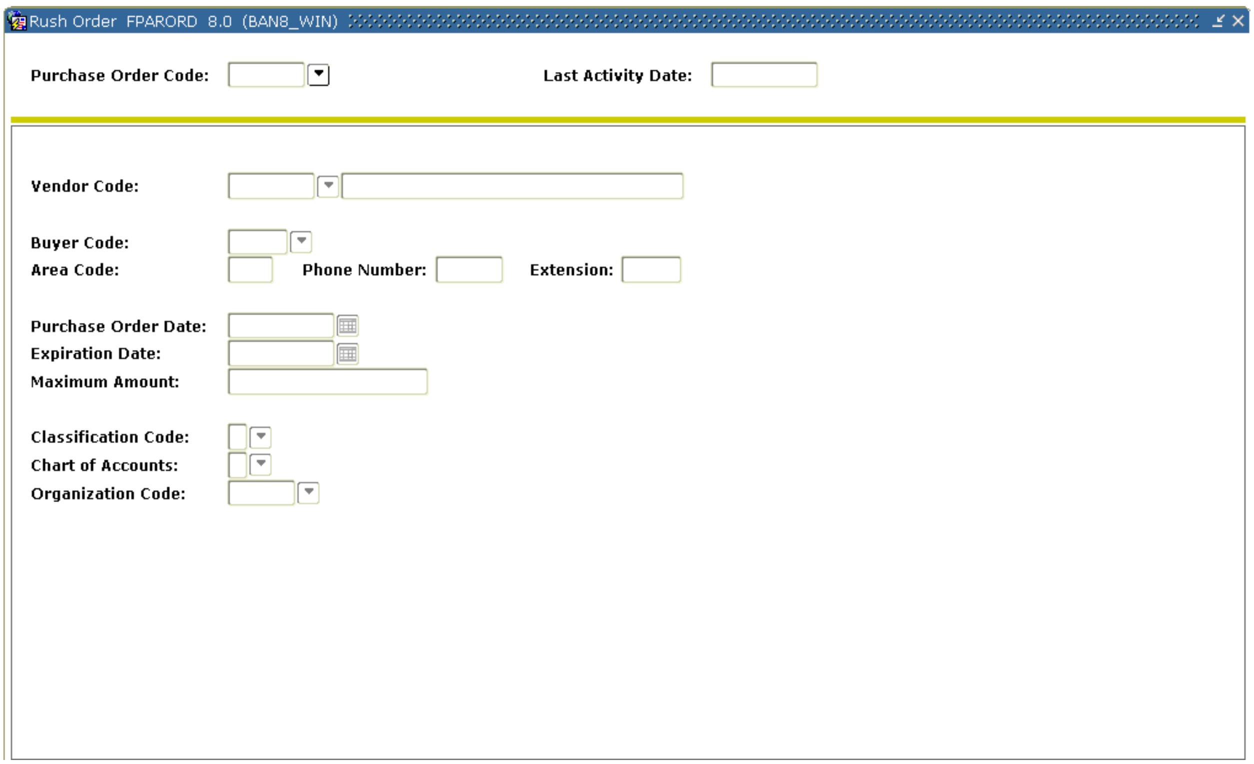
5. Parameter 04 can be used to print e-Procurement PO's.

Creating a Purchase Order Quickly

Introduction

The Rush Order Form (FPARORD) is used to reserve a purchase order number quickly without having to complete all of the information required to enter a purchase order. You can complete all of the information later using the Purchase Order Form (FPAPURR). This form does not create a budget encumbrance.

Banner form



Steps

Follow these steps to complete the process.

Note: The **Classification Code**, **Chart of Accounts**, and **Organization Code** fields are optional, but will be displayed on FPAPURR.

1. Access the Rush Order Form (FPARORD).

2. Enter *NEXT* In the **Purchase Order Code** field

3. Perform a **Next Block** function.

4. Enter a vendor code in the **Vendor Code** field or click the **Search** icon to select one.

   Note: This is an optional field. One-time vendor information cannot be saved with a rush order. If you enter a name without entering a code, Banner does not display the name on the Purchase Order Form (FPAPURR) when you complete the rush order.

5. Tab to the **Buyer Code** field and enter a valid buyer or double-click the **Buyer Code** field to select one.

   Result: After selecting a buyer code, the buyer's name and information displays in the **Phone Number** and **Extension** fields from FTMBUYR.

6. Change the purchase order date in the **Purchase Order Date** field if necessary.

   Note: The system date is defaulted in.

7. Tab to the **Expiration Date** field, and enter the date when the rush order is no longer valid.

8. Enter a maximum amount for the resulting purchase order (not the rush order) in the **Maximum Amount** field.

   Note: If you exceed this amount when you complete the purchase order, Banner displays a warning message. This is an optional field.

9. Enter a classification code in the **Classification Code** field or double click in the field to select one.

10. Enter in the chart of accounts in the **Chart of Accounts** field, or double click in the field to select one.

11. Enter in an organization in the **Organization Code** fields, or double click in the field to select one.

12. Click the **Save** icon.

13. Click the **Exit** icon.

    Note: This type of purchase order does not have to produce a printed hard copy. Some institutions require vendors to only accept a hard copy.

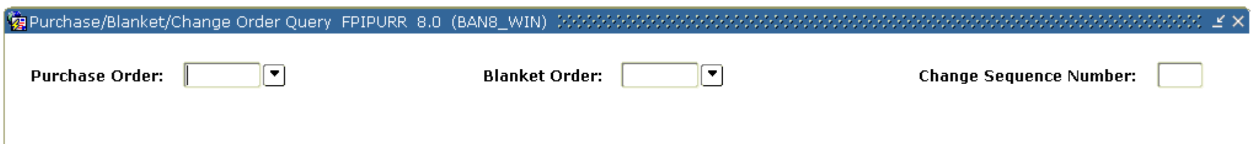
Querying Completed and Approved Purchase/Blanket/ Change Orders

Background

In previous exercises, you created and modified purchase orders, blanket orders, and change orders using the Purchase Order Form (FPAPURR), Blanket Order Form (FPABLAR), and Change Order Form (FPACHAR). Because you completed and approved these documents, you cannot review them from these forms.

Banner form

You can query the orders you created from the Purchase/Blanket Order Inquiry Form (FPIPURR) at any stage of completion.



Steps

Follow these steps to complete the process.

1. Access the Purchase/Blanket Order Inquiry Form (FPIPURR).
2. Enter the purchase order in the **Purchase Order** field, or click the **Search** icon to select one, or enter a blanket purchase order in the **Blanket** field.
3. Enter change number in the **Change Sequence Number** field if you want to review a specific change order. If not, leave the field blank.
4. Perform a **Next Block** function, or select **Document Information** from the **Options** menu to go to the Document Information window.
5. Perform a **Next Block** function or select **Requestor/Delivery Information** from the **Options** menu to view the requestor and the ship to address
6. View the document text, if it exists, by selecting **Document Text** from the **Options** menu.

Result: This will display the Procurement Text Entry Form (FOAPOXT).

7. Perform a **Next Block** function or select **Vendor Information** from the **Options** menu to show the current vendor information.

8. Select **Commodity/Accounting Information** from the **Options** menu to access the Commodity/Accounting window.

   Note: This window shows the commodity and accounting information entered on any of the three order creation forms. This window also includes the Original Commodity Description pop-up window, which allows you to see the commodity description as defined for the code, even if the description has been overwritten.

   Warning: Important! Reviewing a change order that has been posted only displays changes that were made to the items. Any items that were not changed will not be displayed. You can also see the amount the change order has been changed *by*; whereas when you entered the change order, you entered the amount you wanted the purchase order to be changed *to*. Make a note of this so you are aware of the differences in display.

9. Note: The Commodity Supplemental Data window is displayed when you select **Commodity Supplemental Information** from the **Options** menu, and shows additional information regarding this commodity.

   It displays the **Delivery Date** and **Ship To** fields entered on the requisition, as well as the **Assigned Buyer**, **Bid Assigned** (if applicable), **Assigned to PO**, and **PO Item Number** fields.

10. Click **Close** to close this window.

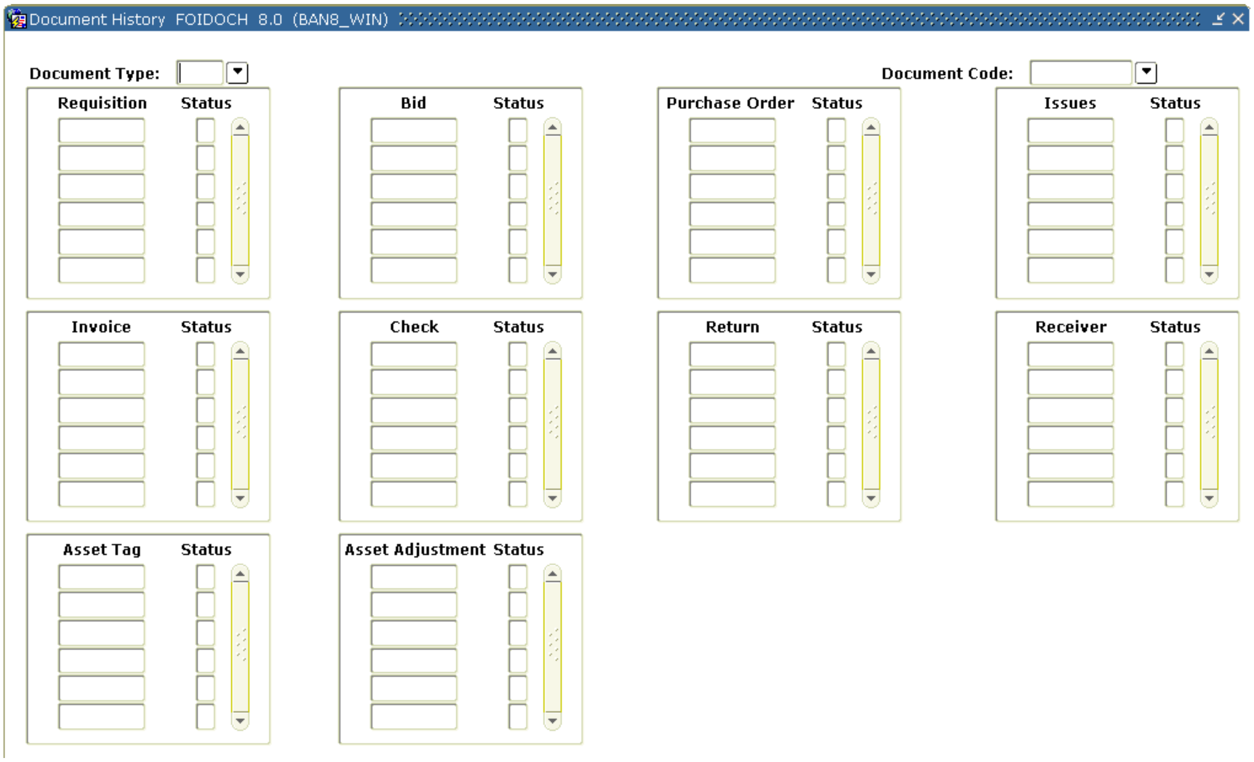
11. Click the **Exit** icon to exit the form.

Querying Document History

Introduction

The Document History Form (FOIDOCH) displays the processing history of purchasing and payment documents. It identifies related documents and provides the status of all documents that are in the processing stream for the queried document.

Banner form



Steps

Follow these steps to complete the process.

1. Access the Document History Form (FOIDOCH).
2. Enter the type of document in the **Document Type** field or double-click to retrieve one from the existing document types.

3. Go to the **Document Code** field and enter a document code or retrieve one from the existing documents for the selected document type.

4. Perform a **Next Block** function.

   Note: The cursor goes to the block that corresponds to the Document type and code selected. The following are the query forms associated with each of the blocks.

Block	**Associated Query Form**
Requisition	Requisition Inquiry Form (FPIREQN)
Bid	Request for Bid List Validation Form (FTIBIDS)
Purchase Order	Purchase/Blanket Order Inquiry Form (FPIPURR)
Issues	Stores Issues/Return Query Form (FSIISSQ)
Invoice	Invoice/Credit Memo Query Form (FAIINVE)
Check	Check Payment History Form (FAICHKH)
Return	Returned Goods Validation List Form (FPIRTRN)
Receiver	Receiving Goods Query Form (FPIRCVD)
Asset Tag	Fixed Asset Master Query Form (FFIMAST)
Asset Adjustment	Fixed Assets Adjustment Query Form (FFIADJF)

5. Note: You can also use the Direct Access function for the following document types.

   - **Bid** - Request for Bid List Validation Form (FTIBIDS)
   - **Check -** Check Payment History Form (FAICHKH)
   - **Return** - Returned Goods Validation List Form (FPIRTRN)

   Note: Selecting **Status** on the **Options** menu will give an explanation of the status code on the document.

6. When finished viewing the history, click the **Exit** icon.

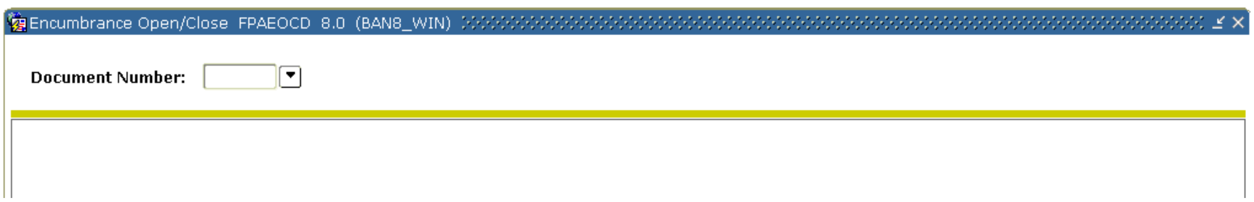
Opening/Closing Encumbrances

Introduction

The Encumbrance Open/Close Form (FPAEOCD) is used to re-open closed purchase orders at either the document or commodity item level and to close requisitions or purchases orders at either the document or commodity item level. Documents created against either Operating Ledger or General Ledger accounts may be closed with this form. Use of this form will not affect any related systems such as Fixed Asset records or Stores Inventory "on order" quantities.

Closing all commodity items will also close the requisition or purchase order document.

Banner form



Steps – Procedure 1

Follow these steps to complete the process.

1. Access the Encumbrance Open/Close Form (FPAEOCD).
2. Enter *NEXT* in the **Document Number** field, to create a system-generated number or, if you have previously begun an open/close document, enter the document number, or query and select an incomplete document.

   Note: The first character of this type of document is an asterisk (*).

   Warning: Do **not** enter the requisition or Purchase Order number of the document you want to open/close in this field.
3. Perform a **Next Block** function.
4. Select **Close PO document or commodity**.

5. Tab to the **Document Transaction** field and change the date if necessary.

   Result: Today's date defaults in.

6. Perform a **Next Block** function.

7. Enter the purchase order in the **Purchase Order Number field or** click on the **Search** icon to select one.

   Note: The **PO Transaction Date, Vendor,** and **PO Text Exist** indicator will default in from the document.

8. Click on the **Close All Items** and **Change Accounting** boxes.

   Note: The option to close all items will not automatically close all items; it signals the system to default a close indicator for all open commodity items on the document.

   Note: The **Change Accounting** checkbox must be checked for the Close Options to complete the document.

9. Select **Commodity/Accounting Information** tab.

   Result: All of the commodity line item information will appear in the Commodity Information section.

10. Verify that the items you want to close have a checkmark in the **Close** box.

11. Perform a **Next Block** function

12. Enter the amount in the **Adjust By** column from the appropriate **Current Encumbrance** column for the total of all the commodity items being closed.

    Note: Data entry is always assumed as a positive entry.

13. Select the **Complete** option from the **Options** menu to complete the document.

    Note: A message will appear in the Auto-Hint Help line that identifies the document number and says that the document has been forwarded to the Posting process.

Steps – Procedure 2 – closing a requisition

Follow these steps to complete the process.

1. Access the Encumbrance Open/Close Form (FPAEOCD).

2. Enter *NEXT* in the **Document Number** field, to create a system-generated number or, if you have previously begun an open/close document, either enter the document number, or click on the search icon to select an incomplete document.

   Note: The first character of this type of document is an asterisk (*).

   Warning: Do **not** enter the requisition or Purchase Order number of the document you want to open/close in this field.

3. Perform a **Next Block** function.

4. Select **Close Requisition or commodity** from the pull-down menu

5. Tab to the **Document Transaction** field and change the date if necessary.

   Note: Today's date defaults in.

6. Perform a **Next Block** function.

7. Enter the requisition number in the **Requisition Number field or** click the **Search** icon to select one.

   Note: The **Requisition Transaction Date, Vendor,** and **Requisition Text Exist** indicator will default in from the document.

8. Click the **Close All Items** and **Change Accounting** boxes.

   Note: The option to close all items will not automatically close all items; it signals the system to default a close indicator for all open commodity items on the document.

   Note: The **Change Accounting** checkbox must be checked for the Close Options to complete the document.

9. Perform a **Next Block** function or select **Commodity/Accounting Information** from the **Options** menu.

   Result: All of the commodity line item information will appear in the Commodity Information section.

10. Verify that the items you want to close have a checkmark in the **Close** checkbox.

11. Perform a **Next Block** function

12. Enter the amount in the **Adjust By** column from the appropriate **Current Encumbrance** column for the total of all the commodity items being closed.

    Note: Data entry is always assumed as a positive entry.

13. Select the **Complete** option from the **Options** menu to complete the document.

    Note: A message will appear in the Auto-Hint Help line that identifies the document number and says that the document has been forwarded to the Posting process.

Steps – Procedure 3

Follow these steps to complete the process.

1. Access the Encumbrance Open/Close Form (FPAEOCD).

2. Enter *NEXT* in the **Document Number** field, to create a system-generated number or, if you have previously begun an open/close document, either enter the document number, or click on the search icon to select an incomplete document.

   Note: The first character of this type of document is an asterisk (*).

   Warning: Do **not** enter the requisition or Purchase Order number of the document you want to open/close in this field.

3. Perform a **Next Block** function.

4. Select **Open PO Document or commodity** from the pull-down menu

5. Tab to the **Document Transaction** field and change the date if necessary.

   Note: Today's date defaults in.

6. Perform a **Next Block** function.

7. Enter the purchase order in the **Purchase Order Number field or** click on the search icon to select one.

   Note: The **PO Transaction Date, Vendor,** and **PO Text Exist** indicator will default in from the from the document

8. Click on the **Open All Items** and **Change Accounting** boxes.

   Note: The option to open all items will not automatically open all items; it signals the system to default a close indicator for all open commodity items on the document. The Change Accounting feature is optional when opening a purchase order.

9. Perform a **Next Block** function or select **Commodity/Accounting Information** from the **Options** menu to navigate to the Commodity/Accounting window.

   Result: All of the commodity line item information will appear in the Commodity Information section.

10. Verify that the items you want to close have a checkmark in the **Open** checkbox.

11. Perform a **Next Block** function

12. Enter the amount in the **Adjust By** column from the appropriate **Original Encumbrance** column for the total of all the commodity items being opened.

    Note: Data entry is always assumed as a positive entry.

13. Select the **Complete** option from the **Options** menu to complete the document.

    Note: A message will appear in the Auto-Hint Help line that identifies the document number and says that the document has been forwarded to the Posting process.

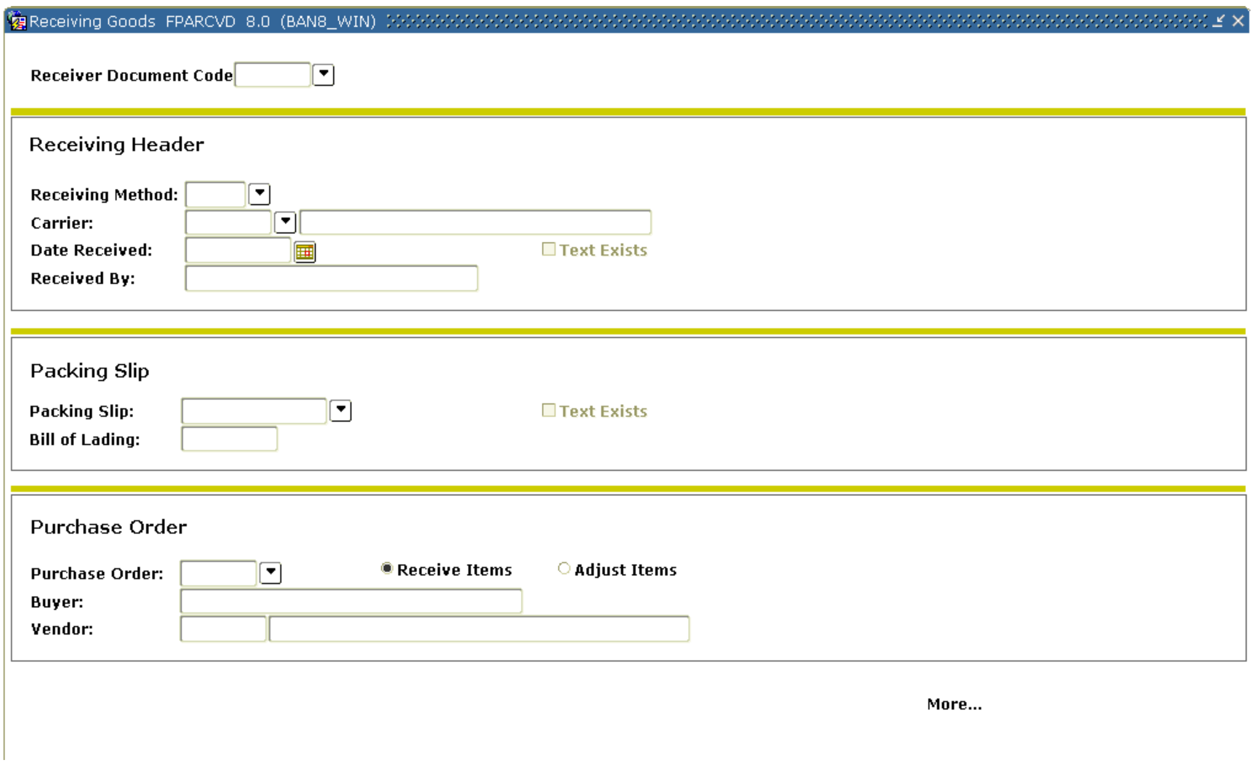
Receiving Purchased Goods

Introduction

The receiving process enables you to enter receipt information for items ordered through the purchase order process. You can receive goods based on the quantity identified on a regular purchase order or based on the dollar amount identified on a standing purchase order.

Banner form

Receiving Goods Form (FPARCVD).



Fields

The table shows fields and checkboxes you should know when completing the exercise that follows.

Field or Checkbox	Description
Receiving Method	This optional field corresponds to the Receiving Method Maintenance Form (FTMRCMT) and contains a user-defined list of receiving methods.
Carrier	Vendors are classified as carriers when either **Domestic Carrier** or **Foreign Carrier** is activated from the Vendor Header Additional Information window on the Vendor Maintenance Form (FTMVEND).
Date Received	The **Date Received** field displays the system date. You can override it.
Received By	Banner controls the **Received By** field and enters the document creator's User ID upon completion.
Receive Items and **Adjust Items**	The radio buttons allow you to process an original receiving document or an adjustment to an existing receipt transaction. An adjustment is basically a negative receiver, and allows you to correct or update completed receipt documents.

Steps – Procedure 1 –original receipt

Follow these steps to enter an original receipt.

1. Access the Receiving Goods Form (FPARCVD).
2. Enter *NEXT* In the **Receiver Document Code** field to allow the system to generate number or click the **Search** icon to have the system select an incomplete document.
3. Double-click in the **Receiving Method** field to select a receiving method.
4. Click the **Search** icon to select a **Carrier** (optional).
5. Tab to the **Date Received** field, if necessary. Override the date displayed in the **Date Received** field, if appropriate.
6. Select **View Receiving Text** from the **Options** menu to create or modify text

associated with a receiver document, and use the General Text Entry Form (FOATEXT) to enter text.

7. When completed, click the **Save** icon.

8. Click the **Exit** icon.

   Result: A checkmark in the **Text Exists** field indicates that receiving text exists.

9. Enter the packing slip number in the **Packing Slip** field.

   Note: If the packing slip encompasses the receipt of more than one purchase order, click the **Search** icon to select the packing slip number entered with a different purchase order number. Packing slips need to be unique to a receiving document. You may add a letter to the end of the packing slip number to create more than one receiver on a packing slip.

10. Tab to the **Bill of Lading** field and enter the bill of lading number (optional).

11. Enter the Purchase Order code for your receipt in the **Purchase Order** field or click the **Search** icon to select the completed Purchase Order.

    Note: The **Buyer** and **Vendor** fields are automatically populated from the purchase order.

12. Tab to the **Receive Items** radio button and verify that it is selected.

13. Select the **Receive All Purchase Order Items** from the **Options** menu.

    Note: This option is not available if there are already receiving documents against the selected purchase order.

14. Perform a **Next Block** function.

    Note: The commodity information defaults from the purchase order.

15. Did you receive all the goods for each commodity?

    - If yes, leave the **Final Received?** checkbox checked.

    - If no, uncheck the **Final Received?** checkbox.

    Note: As a side note to the Accounts Payable department - for creating the payment document, additional receiving documents can still be created. Receiving history can be viewed on the Accounts Payable Invoice form (FAAINVE). Receiving can also be done on this form. History will be maintained but a not receiving document will be created.

16. For a regular purchase order, go to the **Current Quantity Received** field and enter the quantity of goods received for this item.

    Note: If this document is a standing order, you will not see this field; you will see the **Current Amount Received** field. This field also supports the functionality of receiving against a zero dollar unit price, or a zero dollar amount item.

17. The **U/M** field from the purchase order is displayed with the commodity. Enter the receiving unit of measure in the **U/M** field if the **U/M** is different than the purchase order.

    Note: For a regular purchase order, Banner converts the quantity into the purchase order's unit of measure as long as an equivalency record exists in the Equivalency Maintenance Form (FTMEQUL).

18. Use the scrollbar to review the rest of the commodity information and repeat steps 15 - 17.

19. Do you want to return to the Packing Slip block?

    If yes, go to steps 20 -25. If no, go to step 26.

20. Perform two **Previous Block** functions.

21. Select **View Packing Slip Text** from the **Options** menu.

22. Enter free form text to associate with the packing slip.

23. Click the **Save** icon.

24. Click the **Exit** icon.

25. Perform two **Next Block** functions.

26. Select **Access Completion** from the **Options** menu to go to the Completion window.

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

    Result: Once you complete the document, the Receiver Document number will be displayed on the Auto-Hint Help line and the cursor will rollback to allow you to enter another receiver.

28. Click the **Exit** icon.

    Note: You cannot make further changes to the Receiver Document at this point. If you need to make adjustments, go to Procedure 2.

Steps – Procedure 2

If you need to make adjustments, you can create a new Receiver Document using the same packing slip and purchase order used in Procedure 1. Follow these steps to enter a receipt adjustment.

1. Access the Receiving Goods Form (FPARCVD).

2. Enter *Next* In the **Receiver Document Code** field to allow the system to generate number or click the **Search** icon to have the system select an incomplete document.

3. Double-click in the **Receiving Method** field to select a receiving method.

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

5. Tab to the **Date Received** field, if necessary. Override the date displayed in the **Date Received** field, if appropriate.

6. Select **View Receiving Text** from the **Options** menu to create or modify text associated with a receiver document, and use the General Text Entry Form (FOATEXT) to enter text.

7. When completed, click the **Save** icon.

8. Click the **Exit** icon.

   Result: A checkmark in the **Text Exists** field indicates that receiving text exists.

9. Click the **Search** icon to select the packing slip number used in Exercise 1.

10. Tab to the **Bill of Lading** field and enter the bill of lading number (optional).

11. Click the **Search** icon to select the Purchase Order used in Exercise 1.

    Note: The **Buyer** and **Vendor** fields are automatically populated from the purchase order.

12. Select the **Adjusted Items** radio button.

13. Select **Select Purchase Order Items** from the **Options** menu.

    Note: This will take you to the Receiving Goods PO Item Selection Form (FPCRCVP).

14. Perform a **Next Block** function.

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

16. Click the **Save** icon.

17. Click the **Exit** icon.

18. Perform a **Next Block** function.

19. For a regular purchase order, go to the **Adjustment Quantity Received** field and enter the quantity of goods adjusted for this item.

    Note: The adjustment must be a negative quantity.

20. The **U/M** field from the purchase order is displayed with the commodity. Enter the receiving unit of measure in the **U/M** field if the **U/M** is different than the purchase order.

    Note: For a regular purchase order, Banner converts the quantity into the purchase order's unit of measure as long as an equivalency record exists in the Equivalency Maintenance Form (FTMEQUL).

21. Use the scrollbar to review the rest of the commodity information and repeat steps 22 - 23.

22. Perform a **Next Block** function.

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

    Result: Once you complete the document, the Receiver Document number will be displayed on the Auto-Hint Help line and the cursor will rollback to allow you to enter another receiver.

24. Click the **Exit** icon.

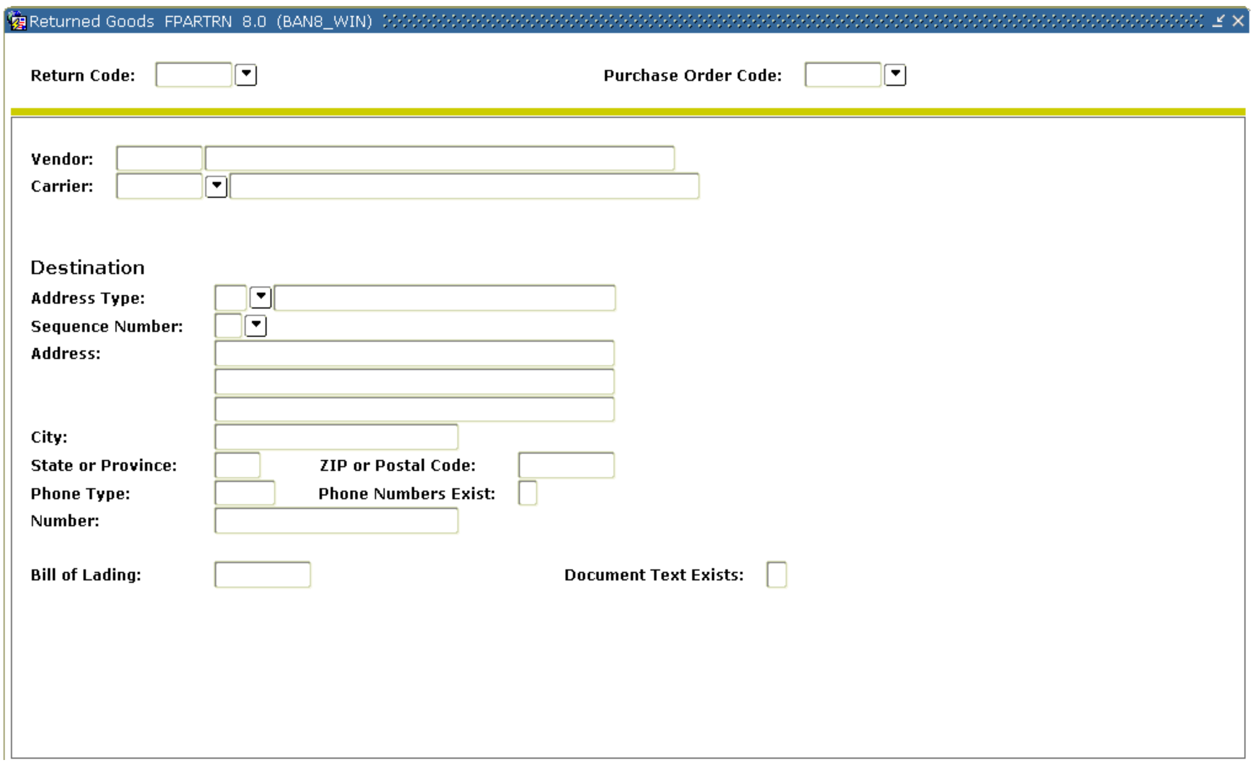
Returning Purchased Goods

Introduction

The Returned Goods Form (FPARTRN) is used to identify returned goods for items ordered with a regular purchase order.

Note: Both the Returned Goods Form (FPARTRN) and an adjustment entered on the Receiving Goods Form (FPARCVD) update the **Accepted** field in the Invoice/Credit Memo Form (FAAINVE). Do not enter the same return in both forms.

Banner form



Steps

Follow these steps to complete the process.

1. Access the Returned Goods Form (FPARTRN).
2. Enter *NEXT* in the **Return Code** field or click the **Search** icon to select an incomplete return.
3. Tab to the **Purchase Order Code** field.
4. Enter the Purchase Order code that the goods have been received on or click the **Search** icon to find a purchase order that the goods have been received on.
5. Perform a **Next Block** function.

   Result: The vendor and address information will default from the purchase order.
6. Select a different vendor address using the **Sequence Number** field, if necessary.
7. Tab to the **Bill of Lading** field and enter the bill of lading number for the return of goods (optional).
8. Perform a **Next Block** function or select **Returned Goods Information** from the **Options** menu to navigate to the Returned Goods window.
9. Enter the purchase order line item number to be returned in the **Item** field.

   Result: The commodity information automatically populates from the purchase order.
10. Tab to the **Reason** field and enter the reason code for this return or double-click in this field to select the return reason.
11. Enter the quantity returned for this item in the **Quantity Returned** field.

    Note: The system updates the **Quantity To-Date Returned** when the return document is saved. The **Quantity To-Date Received-Rejected** field shows information from data entry on the Receiving Goods Form (FPARCVD).
12. Click the **Save** icon.
13. Click the **Exit** icon.

Summary

Let's review

As a result of completing this workbook, you have

- created, canceled, and queried requisitions
- assigned a buyer to a requisition
- used the bid process from the request through award stages
- created, canceled and queried purchase orders
- received and returned purchase goods.

Next step

The next step is to complete the Accounts Payable workbook.

Self Check

Directions

Use the information you have learned in this workbook to complete this self check activity.

Question 1

What form is used to create a requisition?

Question 2

The copy function will automatically update the available balance for a copied requisition.

True or False

Question 3

Once you complete a requisition, you can query the information using the Requisition Form (FPAREQN).

True or False

Question 4

You cannot change any information for a completed requisition on the Requisition Inquiry Form (FPIREQN).

True or False

Question 5

Which form is used to cancel requisitions from Banner?

Question 6

Before a requisition can be cancelled, it must first be completed, approved, and posted.

True or False

Question 7

The Buyer Assignment Form (FPAABUY) is used to assign procurement requests to buyers on the basis of internal policies and procedures

True or False

Question 8

What are the two methods to assign a buyer to a requisition?

Question 9

What are the two ways to start the Bid Process?

Question 10

What form is used to combine commodities from different requisitions?

Question 11

Which form is used to produce an external request for the purchase of goods or services from a vendor?

Question 12

Document level accounting assigns one accounting distribution to each commodity ordered.

True or False

Question 13

Documents of different Accounting types (document or commodity level) cannot be combined at any time in any way.

True or False

Question 14

The Blanket Order Form (FPABLAR) is used to encumber monies which can be drawn down by subsequent purchases.

True or False

Question 15

The Blanket Order Activity Form (FPIBLAR) can be used to view just purchase orders against a blanket order, excluding invoices.

True or False

Question 16

The Purchase/Blanket Order Cancel Form (FPAPDEL) is used to permanently cancel purchase orders and blanket orders that have been previously completed, approved, and posted within the Banner system.

True or False

Question 17

Which form is used to revise header, commodity, and accounting information on a completed, approved, and posted purchase order or blanket order?

Question 18

You cannot change the Vendor code, the Currency code, the Document Accounting Level indicator, or the order type using the Change Order Form (FPACHAR). However, you can change the monetary amounts of the distributions and add new ones.

True or False

Question 19

A change order can be cancelled at anytime.

True or False

Question 20

The Rush Order Form (FPARORD) creates an encumbrance.

True or False

Question 21

Purchase orders, blanket orders, and change orders can be queried using the Purchase/Blanket Order Inquiry Form (FPIPURR).

True or False

Question 22

When reviewing an order using FPRPURR, the Commodity/Accounting window only displays items it changes that were made to those items. Any items that were not changed are not displayed.

True or False

Question 23

The Document History Form (FOIDOCH) can only be used when processing history begins with purchasing.

True or False

Question 24

Documents charged against General Ledger accounts may be closed with the Encumbrance Open/Close Form (FPAEOCD).

True or False

Question 25

Which form is used to receive purchased goods?

Question 26

The Returned Goods Form (FPARTRN) can be used with Standing purchase orders.

True or False

Answer Key for Self Check

Question 1

What form is used to create a requisition?

The Requisition Form (FPAREQN)

Question 2

The copy function will automatically update the available balance for a copied requisition.

False. The copy functionality will not check or update available balance until you navigate through the form.

Question 3

Once you complete a requisition, you can query the information using the Requisition Form (FPAREQN).

False. Once completed, you review it using the Requisition Inquiry Form (FPIREQN).

Question 4

You cannot change any information for a completed requisition on the Requisition Inquiry Form (FPIREQN).

True. The Requisition Inquiry Form (FPIREQN) is used to review completed requisitions. You cannot change any information on the FPIREQN form.

Question 5

Which form is used to cancel requisitions from Banner?

The Requisition Cancel Form (FPARDEL) is used to delete requisitions from Banner.

Question 6

Before a requisition can be cancelled, it must first be completed, approved, and posted.

True. Also, if the request has subsequent activity (e.g., Bid, PO, Delivery Receipt, etc.), you cannot delete it.

Question 7

The Buyer Assignment Form (FPAABUY) is used to assign procurement requests to buyers on the basis of internal policies and procedures

True

Question 8

What are the two methods to assign a buyer to a requisition?

Manual Buyer Assignment and Automatic Buyer Assignment

Question 9

What are the two ways to start the Bid Process?

Create bids from requisitions using the Bid Creation Form (FPACTBD), or create bids using the Bid Header Form (FPABIDH).

Question 10

What form is used to combine commodities from different requisitions?

The Purchase Order Assignment Form (FPAPOAS)

Question 11

Which form is used to produce an external request for the purchase of goods or services from a vendor?

The Purchase Order Form (FPAPURR)

Question 12

Document level accounting assigns one accounting distribution to each commodity ordered.

False. Commodity level accounting assigns one accounting distribution to each commodity ordered. Document level accounting assigns one accounting distribution (which can be one or more FOAPAL lines) to the collective total of all commodities ordered.

Question 13

Documents of different Accounting types (document or commodity level) cannot be combined at any time in any way.

True

Question 14

The Blanket Order Form (FPABLAR) is used to encumber monies which can be drawn down by subsequent purchases.

False. It is not used to encumber monies from which to draw down; use the Standing Purchase Order (FPAPURR) if you want to encumber funds.

Question 15

The Blanket Order Activity Form (FPIBLAR) can be used to view just purchase orders against a blanket order, excluding invoices.

True. Enter a query with "PO" in the Type field to view purchase orders only.

Question 16

The Purchase/Blanket Order Cancel Form (FPAPDEL) is used to permanently cancel purchase orders and blanket orders that have been previously completed, approved, and posted within the Banner system.

True

Question 17

Which form is used to revise header, commodity, and accounting information on a completed, approved, and posted purchase order or blanket order?

The Change Order Form (FPACHAR)

Question 18

You cannot change the Vendor code, the Currency code, the Document Accounting Level indicator, or the order type using the Change Order Form (FPACHAR). However, you can change the monetary amounts of the distributions and add new ones.

True

Question 19

A change order can be cancelled at anytime.

False. You cannot cancel change orders until they have been completed, approved, and posted. You must also cancel change orders in the reverse order that they were created.

Question 20

The Rush Order Form (FPARORD) creates an encumbrance.

False

Question 21

Purchase orders, blanket orders, and change orders can be queried using the Purchase Blanket Order Inquiry Form (FPIPURR).

True

Question 22

When reviewing an order using FPRPURR, the Commodity/Accounting window only displays items it changes that were made to those items. Any items that were not changed are not displayed.

True

Question 23

The Document History Form (FOIDOCH) can only be used when processing history begins with purchasing.

False. The Document History Form (FOIDOCH) applies to all document types listed regardless of origin.

Question 24

Documents charged against General Ledger accounts may be closed with the Encumbrance Open/Close Form (FPAEOCD).

True

Question 25

Which form is used to receive purchased goods?

The Receiving Goods Form (FPARCVD)

Question 26

The Returned Goods Form (FPARTRN) can be used with Standing purchase orders.

False

Appendix

Forms Job Aid

Form	Full Name	Use this Form to...
FOMPROF	User Profile Maintenance	establish fund/organizational security for users by user ID.
FPAABUY	Buyer Assignment Form	assign procurement requests to buyers on the basis of internal policies and procedures.
FPABAWD	Bid Award Form	assign a vendor for each commodity and to assign a purchase order number.
FPABIDE	Bid Entry Form	enter vendor pricing data to make bid comparisons.
FPABIDH	Bid Header Form	establish a bid for items that you request.
FPABLAR	Blanket Order Form	contract to order a certain dollar amount of goods from a specific vendor.
FPACDEL	Change Order Cancel Form	cancel a change order which you previously completed and posted.
FPACTBD	Bid Creation Form	consolidate existing requisitions into a single bid.
FPAPDEL	Purchase/Blanket Order Cancel Form	cancel a posted purchase order or a completed blanket order.
FPAPOAS	Purchase Order Assignment Form	consolidate and/or assign completed and approved requisitions to a purchase order.
FPAPRBD	Prospective Bidders Form	identify bidders who participate in the bid process.
FPAPURR	Purchase Order Form	enter information to create or modify purchase orders.
FPARCVD	Receiving Goods Form	enter or view receipt information from a packing slip or receiving document.
FPARDEL	Requisition Cancel Form	cancel a requisition document.
FPAREQN	Requisition Form	initiate the procurement process and to define the requestor, vendor, commodity, and accounting information.

Form	Full Name	Use this Form to...
FPARORD	Rush Order Form	enter basic summary purchase data for a rush order entry.
FPARTRN	Returned Goods Form	create a return transaction code number or modify existing return transaction information.
FPIBIDC	Bid Comparison Form	view an online display of comparative vendor data.
FPIBLAR	Blanket Order Activity Form	check the various activities against a blanket order, including purchase orders, change orders, invoices, and credit memos.
FPIPURR	Purchase/Blanket Order Inquiry Form	display purchasing requisitions which are completed, approved, closed, cancelled, or in process.
FPIREQN	Requisition Inquiry Form	display purchase requisitions which are completed, approved, closed, cancelled, or in process.
FTMBUYR	Buyer Code Maintenance	create and designate buyer definitions and restrictions.
FTMCOMM	Commodity Maintenance	create and maintain commodity codes and default account relationships.
FTMCRSN	Cancellation Reason Code Maintenance	maintain a list of codes that indicate why orders for goods were cancelled.
FTMEQUL	Equivalency Maintenance	access a cross-reference between the requisition unit of measure, the purchase order unit of measure, and the receiving unit of measure.
FTMFOBS	FOB Code Maintenance	create, maintain, and query the freight-on-board (FOB) codes you use on procurement forms.
FTMPCLS	Purchase Order Classification Maintenance	define criteria for additional classification of a purchase order.
FTMRCMT	Receiving Method Maintenance	create and maintain method-of-receipt codes for goods and services.
FTMRRSN	Return Reason Maintenance	create and maintain reason codes for returns on received goods.
FTMSHIP	Ship to Address Maintenance	establish departmental or central routings for deliveries.

Form	Full Name	Use this Form to...
FTMTRAT	Tax Rate Code Maintenance	establish the individual tax rates applicable to your installation.
FTMUOMS	Unit of Measure Maintenance	create and maintain a uniform set of unit of measure codes to facilitate the purchase and receipt of goods.
FTMVEND	Vendor Maintenance	add, change, or terminate vendor information.
FTMVPRD	Vendor Products Maintenance	link vendors with commodities to create an electronic catalog.
FTMVTYP	Vendor Type Code Maintenance	add, change, or delete vendor type designations.

Terminology

Bid process

This occurs when potential vendors compete for a contract to produce a good or provide a service.

Commodity

The good or service that is being purchased. In Banner, commodities can be either user-defined, or the NIGP (National Institute of Governmental Purchasing) code may be used.

Commodity level accounting

A way of processing requisitions or purchase orders in which each "line" (commodity) of the requisition will have its own accounting distribution. Supplies and equipment can still be ordered on one requisition.

Document level accounting

A way of processing requisitions or purchase orders in which the accounting distribution entered on the requisition applies to the whole requisition.

Encumbrance

This is the encumbering of funds against budget for a specific purchase order. The encumbrance is established when a purchase order is approved. The encumbrance is reduced or eliminated when invoice is approved, or when the encumbrance is cancelled.

Fixed Asset

Property or item of a lasting nature owned by the institution for its day-to-day operations. Fixed assets are assets that cannot be instantly liquidated. Examples of fixed assets include real estate and equipment.

Purchase order

A commercial document used to request someone to supply a good or service in return for payment.

Purchase orders can be of these three types.

- **Regular Purchase Order** – Will encumber funds in Banner. All commodities have quantity and a unit price.
- **Standing Purchase Order** – Will encumber funds in Banner. Commodities have dollar values assigned to them. This type of PO is useful when you are paying for contracts, services or travel.
- **Blanket Purchase Order** – Does not encumber funds in Banner. Commodities will be assigned quantity and unit prices to them.

Requestor

A person asking for certain goods or services.

Requisition

A written request to purchase something.

Reservation

A reservation is created when a requisition is complete. It represents an internal request for expenditures against budget. A reservation is liquidated when a PO is created. An encumbrance is established by the PO.

Stock Item

A commodity that is in stores inventory. For example, copier paper can be a stock item in stores inventory.

Vendor

A person or company selling goods or providing services to your institution. Typically, Banner Finance requires a vendor record for anyone to whom a check is sent.