Purchase order changes as of January 1, 2011

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Purchase orders (regular orders only, not PE or PU orders) are scanned and emailed to the respective department. However, Purchasing does not forward all orders to the vendor. Purchasing will continue to forward a copy of the purchase order to the vendor when the order is marked as **REU-emailed** in the Comments section. Purchase orders marked as **REU** in the Comments section will not be sent to the vendor from Purchasing. The department will need to forward the order. The purchase order is emailed to the department with the appropriate information as indicated below.

**Information for regular orders processed as **REU-emailed**: Attached please find a scanned copy of your purchase order. A paper copy will NOT be sent. Purchasing has emailed the purchase order to the vendor as indicated on the purchase order.

**Information for regular orders processed as **REU**: Attached please find a scanned copy of your purchase order. A paper copy will NOT be sent. You will need to forward a copy to the vendor (print and fax/mail or email the scanned copy) as Purchasing will not be sending the purchase order to the vendor.

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PURCHASING SELF SERVICE (WEB VERSION)

Self service may be used to view purchasing documents or to enter a simple purchase requisition.

In Banner Self Service, purchase requisition entry is limited. You may leave the requisition “in process” after all information is entered and the requisition is validated with no errors.

What Banner Self Service Requisition can do:

- If you do the same purchase requisition multiple times, you may enter it as a personal template. Personal templates are available only to your user name
- Entering document and item text are easier than regular Banner

Cannot use Banner Self Service Requisition to enter:

- Purchase for a fixed asset (account code 78xxxx)
- Requisition with more than five (5) accounting lines
- Requisition with more than five (5) commodity lines

The “validate” button shows any errors that Banner finds on the requisition. A template can only be saved after validation shows no errors but before “Complete” is selected.
CREATING A PURCHASE REQUISITION

Enter the appropriate values in the fields. Use the tab key to go to the next field needing entry or you can click in the appropriate field. You do not need to enter a vendor code.

To enter the vendor information, click on Document Text enter as much information as possible including complete vendor name, purchase order mailing address, telephone number, email address, and vendor contact. Click save and then close the window.

In the commodity line, enter each item as a separate line, if you need more room, click on the line number (Item) and you will see an item/document text screen where you can enter additional information. Such information would be item description, catalog number, quote number or any other pertinent information.

After you've entered the commodity information (do not use commodity codes) click the Commodity Validate button. The system then calculates the totals for individual line items, as well as, all items. Now go to the accounting information.

If you are entering more than one accounting line you can either enter the amounts as dollars or as a percentage. The default puts the radio button on percents – so it will need to be changed each time you are using dollar amounts

You will need to know the INDEX CODE associated with the FOAPAL needed in order to use Self-Service Requisitions. Here you will need to enter your index code. Click the Validate button which will fill in your Fund/Organization and Program codes. After that information is filled scroll back down to your account information and enter the appropriate Account code and the amount or percentage to be charged to the account line in the Accounting field.
After all information is entered, you must then click the VALIDATE button. This will check your document for any errors. The system will take you back to the top of the screen and show you any errors or if your requisition is error free and you can complete it.

If there are errors, you must correct all errors and click the VALIDATE button again.

If there are no errors, go to the bottom of the screen and click COMPLETE.

The requisition number shows at the top of the page after completion.

NOTE: It is recommended that you keep a log of your requisitions, similar to the direct pay log, including requisition number, vendor, items and prices, and accounting information.

After all approvals have been received the requisition will be submitted electronically to Purchasing.
There are some items that you can look up in the Requisition. Go all the way to the bottom of the screen where you will find “Code Look Up”.

The above indicates what information is available to look up under “Type”. You can then enter the Title Criteria to find the information you need or leave blank to see all codes (not recommended for Vendor). Not all of the “look up” information is needed on the requisition.

After you've entered what information you want to look up click EXECUTE QUERY. The query will show the results at the top of the page and you will need to enter such in the appropriate field.
CREATING A PURCHASE REQUISITION IN SELF SERVICE
QUICK INSTRUCTIONS

1. Delivery date – change to your delivery date.
2. Vendor ID – leave this field black. Click on Document Text and in the first box enter the vendor’s name, address, phone, click Save, and click Exit Document Text.
3. Vendor Contact – if there is a specific person you talked to at the company, this name will appear in the attention to line in the address field
4. Vendor email – if you have the vendor’s email address.
5. Requestor Name – should automatically fill with your name,
6. Requester Email/Phone/Fax – enter your email, phone area, phone number (all seven digits not just extension), as well as fax area and phone. Do not use the extension field.
7. Chart of Accounts – should be a “U”
8. Organization – input your organization code (in most cases the same as your index)
9. Ship Code – CR (Central Receiving) if located on-campus
10. Attention To – input your Building Code and Room number (this is where Central Receiving will deliver)
11. Comments – REU (Return original to requestor), PE (Payment Enclosed), PU (Pick up Check).
12. Document Text – input any other special instructions for the vendor
13. Commodity Code – leave blank
14. Commodity Description – short description of what you are purchasing (example: HP Laserjet 1200 printer or J-1610 desk)
15. U/M – click for list – select one unit of measure (EA – each, LOT – lot, etc.)
16. Quantity – enter number of items to be purchased
17. Unit price – enter the unit price
18. Discount amount – enter only if there is a special discount on your item – enter the total discount (the system does not calculate discount per item).
19. Additional amount – can be used for freight charges, etc. If you use this field you must explain the charge in the item text.
20. Click the Commodity Validate button to calculate the total for each line and grand total of all items.
21. To add further descriptive text for each item click on the Item Number and a text box will pop up for you to type in additional text
22. Dollars/Percents radio button – Change to dollars
23. Enter Chart (always U) and indexes for each accounting line you wish to use then click the Validate button at the bottom of the form. Your index will be removed and the Fund/Organization/Program fields will populate. Do not re-enter the index.
**You cannot enter a requisition to use Foundation funds (Chart F).**
24. Account Code – Choose the appropriate account code for your purchase. You should not use Self Service for account codes beginning with 78XXX.
25. Accounting – Enter the total dollar amount to be charged to the index/organization
26. Validate – when all items are entered click on the VALIDATE button. If there are any errors they will be noted at the top of the screen, or if no errors found message will say “Validated with no errors”.
27. If no errors found – Click Complete
28. If errors found – will need to correct before you can complete. If you exit without completing you will lose all information you have entered.

REMEMBER: Code Look Up at bottom of Screen to search for fund, organization, account, ship code, etc.
REQUISITION AND PURCHASE ORDER QUERIES

The View Document form in Self-Service allows you to view detailed information about a requisition or purchase order. This does not restrict you to requisitions that are created in Self-Service.

From the Finance menu select – “View Document”

The first page you will come to asks you to select the document type you are looking for. You cannot select more than one document type to look at.

REQUISITION QUERY

If you do not know the requisition number, just click on the document number button and the system will display a query list.
Now perform a look up by any of the fields that have red asterisks. For example, you entered a requisition and you forgot to write down the number. You can do a look up by your User ID and a specific month, let’s say you entered it in October 2011.

A list of all of the requisitions you entered in the month of October will be displayed.

When you click on the number of the requisition that you want to view it takes you back to the first screen but inserts the number in the Document Number field.
To view the document, you must now decide if you need to see the accounting information and if you need to see the all the document text, just the printed document text or none of the document text. Then click the View Document button to view the requisition or click the Approval History to see when the document was approved by the financial manager and/or what other approvals are needed.

Although not showing on this screen print, the accounting information shows at the bottom of the screen.

You can click the print button in order to print a copy of the purchase requisition for your records. You can print regardless if you’ve entered in Self-Service or in Native Banner. At the bottom of the screen will be any related documents to your requisition – purchase order, receiver, invoice and/or check.
PURCHASE ORDER QUERY

If you have entered the purchase requisition and know the requisition number you can look it up in View Document. At the bottom of the requisition you will find a chart showing all related documents to your requisition. This includes the purchase order number related to the requisition, if one has been assigned.

When you have the purchase order number, you can enter it. Remove any value in User ID – since you will not enter purchase orders (this will cause the query to return no records.) Click “Execute Query”.

A list of the documents based on your query will then appear. Click on the document number, then on the next screen click View Document. You can now view the information on your document.

Other queries: You can view documents based on the Vendor Code, but you can not view based on FOAPAL elements in Self Service.
INTERNET NATIVE BANNER

ENTERING REQUISITIONS – DOCUMENT LEVEL ACCOUNTING

The Requisition Form (FPAREQN) initiates the purchasing process. Entering a vendor is not required.

STOP

Banner requires commodity level accounting when the requisition includes equipment that will be added to the fixed asset system (account codes beginning with 78****). All other requisitions can be processed using document level accounting.

To create a requisition using document level accounting follow these steps to complete the process.

Access the Requisition Form (FPAREQN).

Perform a NEXT BLOCK (CTRL/PAGE DOWN) and you will access the Requestor/Delivery information page of the requisition.

Enter a delivery date in the Delivery Date field. Note: The delivery date must be the same as or later than the order date. Enter Comments such as: if placing an order REU; if it should be a payment enclosed PE; if the department wishes to pick up the check PU. Enter the requestor, organization, email address, phone number and fax number. Enter a Ship To code in the field (on-campus Ship To Code should be CR). In the Attention To: field enter the building and room this should be delivered to.
Perform a NEXT BLOCK (CTRL/PAGE DOWN) to access the Vendor Information window.

Enter the vendor name in the second field. To give Purchasing the address, telephone number and other pertinent information for the vendor, go to Options and Document Text.

Once in Document Text perform a NEXT BLOCK (CTRL/PAGE DOWN) and type in the information needed. To get to the next line you need to arrow down (not NEXT BLOCK (CTRL/PAGE DOWN) or Tab). When finished entering the Document Text, click the Save icon, then Exit out of this form. You should now be back to your Requisition Document at the Vendor Information screen.

Now enter the contact at the Vendor and the email address, if known.

Perform a NEXT BLOCK (CTRL/PAGE DOWN).
Enter the items to purchase. Tab past the Commodity field. In the Commodity Description field enter a description of the item. (For a complete description, if more room is needed, go to Options, Item Text, and enter text, just as in document text. REMEMBER TO SAVE BEFORE EXITING.)

Click the Search icon in the U/M field and enter in a unit of measure, i.e. EA. (Note: When you click the Search icon another window will open (FTVUOMS), scroll down until you find the unit of measure you want and highlight it and click OK. It will then be transferred to your requisition.)

Tab to the Quantity field and enter the number for the quantity to be requested.

Tab to the Unit Price field and enter the dollar amount for the unit price of this commodity.

Tab to the Comm field.

Perform a NEXT RECORD (DOWN ARROW key) and repeat steps if additional commodities are to be added to this requisition.

When finished, perform a NEXT BLOCK (CTRL/PAGE DOWN).

The Chart of Accounts and Fiscal Year will auto fill. Enter the Index Code for the FOAPAL needed (the fund, organization and program code will auto fill).

Enter the appropriate account code.

If more than one account is to be charged, enter the amount for this account in the USD Ext field, otherwise the amount will auto fill with the total of your commodity lines.

If using more than one account, after filling in the USD, you would tab to the Chart field, perform a NEXT RECORD (DOWN ARROW key), and repeat steps.

When finished, perform a NEXT BLOCK (CTRL/PAGE DOWN) to access the Balancing/Completion section of the requisition.
Review the Header, Commodity and Accounting amounts. If these amounts are in balance, click the Complete button.

Now write down the requisition number listed on the help bar (bottom left).

**NOTE:** It is recommended that you keep a log of your requisitions, similar to the direct pay log, including requisition number, vendor, items and prices, and accounting information.
ENTERING REQUISITIONS – COMMODITY LEVEL ACCOUNTING

To create a requisition for an item that needs an inventory tag the system requires you to use Commodity Level Accounting.

***Banner requires commodity level accounting when the requisition includes equipment that will be added to the fixed asset system (tagged). All other requisitions can be processed using document level accounting.

Access the Requisition Form (FPAREQN).

Perform a NEXT BLOCK (CTRL/PAGE DOWN) and you will access the Requestor/Delivery information page of the requisition.

Uncheck the Document Level Accounting box.
Enter a delivery date in the Delivery Date field. Note: The delivery date must be the same as or later than the order date. Enter Comments such as: if placing an order REU; if it should be a payment enclosed PE; and if the department wishes to pick up the check PU. Enter the requestor, organization, email address, phone number and fax number. Enter a Ship To code in the field (on-campus Ship To Code should be CR). In the Attention To: field enter the building and room this should be delivered to.

Perform a NEXT BLOCK (CTRL/PAGE DOWN) to access the Vendor Information window.

Enter a vendor name in the second field. To give Purchasing the address, telephone number and other pertinent information for the vendor, go to Options and Document Text.

Once in Document Text perform a NEXT BLOCK (CTRL/PAGE DOWN) and type in the information needed. To get to the next line you need to arrow down (not NEXT BLOCK (CTRL/PAGE DOWN) or Tab). When finished entering the Document Text, click the Save icon, then Exit out of this form. You should now be back to your Requisition Document at the Vendor Information screen.

Now enter the contact at the Vendor and the email address, if known.
Perform a NEXT BLOCK (CTRL/PAGE DOWN).

Enter the items to purchase. Tab past the Commodity field. In the Commodity Description field enter a description of the item. *(For a complete description, if more room is needed, go to Options, Item Text, and enter the text, just as in document text. REMEMBER TO SAVE BEFORE EXITING).*

Click the Search icon in the U/M field and enter a unit of measure, i.e. EA. For an inventory item always use EA.

Tab to the Quantity field and enter the number for the quantity of items to be ordered.

Tab to the Unit Price field and enter in the dollar amount for the unit price of this commodity.

Tab to the Comm field

Perform a NEXT BLOCK (CTRL/PAGE DOWN).

The Chart of Accounts and Fiscal Year will auto fill. Enter the Index Code for the FOAPAL needed (the fund, organization and program code will auto fill).

Enter the appropriate account (items that should receive an inventory tag will begin with a 78****).

In the USD ext field, enter the amount to be charged to this account.

To enter other commodity lines perform a PREVIOUS BLOCK (CTRL/PAGE UP), then NEXT RECORD (DOWN ARROW) and repeat previous steps.

When all items and accounting information for each item is entered perform a NEXT BLOCK (CTRL/PAGE DOWN) to access the Balancing/Completion section of the requisition.
Review the Header, Commodity and Accounting amounts to make sure they are in balance. If these amounts are in balance, click the Complete button.

Write down the requisition number shown on the help bar (bottom left).
REQUISITION QUERY

You may query (look up) purchase requisitions from the Requisition Query Form (FPIREQN) at any stage of completion. You may query requisitions created both in Self-Service and in Native Banner.

Follow these steps to query a purchase requisition:

Access the Requisition Query Form (FPIREQN).

If you know your requisition number, enter it in the requisition field. If you do not know your requisition number you can look it up through Self Service, View Document (see instructions on page D-9).

Once the desired requisition number is filled in on FPIREQN, perform a NEXT BLOCK (CTRL/PAGE DOWN) to navigate to the Document Information window.

The Document Information window displays information entered on the requisition, including the order date, the transaction date, the delivery date, comments, commodity total, and accounting total. You can determine if the requisition is in suspense or has document text. You can also see
whether the requisition was completed, approved, printed, cancelled, closed, and the date those activities occurred, as well as the Activity Date and User ID for the last time someone updated the document. If for any reason the document was cancelled, you may review the Cancel Reason code which was entered.

To continue, perform a NEXT BLOCK (Ctrl/Page Down) to navigate to the Requestor/Delivery window.

The Requestor/Delivery window displays the Requestor’s name, email, phone number, and fax number. The Chart of Accounts and Organization code and name are also displayed. Also displayed is shipping information.

To continue, perform a NEXT BLOCK (Ctrl/Page Down) to navigate to the Vendor window.

The Vendor window displays the vendor code, name, address, and other information pulled from the vendor record. Note: If a field is blank (such as fax number), it means that this information has not been entered onto the vendor's record. If a Vendor was entered without obtaining a vendor number, then only the Vendor name will be displayed. Further information will be added to the Purchase Order by Purchasing but will not be added to the Requisition.

To continue, perform a NEXT BLOCK (Ctrl/Page Down) to navigate to the Commodity/Accounting window.
The top half of the Commodity/Accounting window displays commodity information, unit of measure, quantity, unit price, extended cost, any discount or additional cost, the commodity line total, and the document commodity total for each line item. For each line item, you can also determine if there is item text – the appropriate box will be checked.

To review the text, go to OPTIONS and select Item Text. Once the Text Form (FOAPOXT) is in view perform a NEXT BLOCK (CTRL/PAGE DOWN) to view the text.

To close out of the text window, click on the “X” to return to the Commodity/Accounting window.

To move to the next line item (if applicable), place your cursor in the description field and press the down arrow key. The selected line item will turn yellow and all the information pertinent to that line item will appear.

To navigate to the bottom half of the Commodity/Accounting window, perform a NEXT BLOCK (CTRL/PAGE DOWN).

The bottom half of the Commodity/Accounting window displays complete FOAPAL information. If more than one FOAPAL is included on the requisition, you may use your up/down arrow keys to navigate through the different FOAPALs.
REQUISITION QUERY BY FOAPAL

If you don’t know the requisition number, but do know the FOAPAL, you may access the Open Requisition by FOAPAL form (FPIORQF).

Type in the FOAPAL information and perform NEXT BLOCK (CTRL/PAGE DOWN). You can scroll down the list of open requisitions for that FOAPAL until you find the desired requisition. This form will only show open requisitions, not those already processed into purchase orders, cancelled, or deleted.

To view the Requisition, click Query on the Menu Bar, then Count Hits. This will bring up the FPIREQN to view the requisition.
PURCHASE ORDER QUERY

You can query the orders created from the Purchase Order Inquiry Form (FPIPURR) at any stage of completion.

Follow the following steps to complete the process:

Access the Purchase Order Inquiry Form (FPIPURR).

If known, enter the purchase order number in the Purchase Order field or click the search icon to select one.

Note: If you don’t know the purchase order number, but you do know the vendor code number, access the (FPIOPOV) form and type in the vendor code and press Ctrl + Page Down and everything for that vendor will show and you can scroll down the list until you find the purchase order number you want.

Note: If you only know the FOAPAL, then access the (FPIOPOF) form and type in that information and press Ctrl + Page Down and the purchase order number will come up.

Perform a NEXT BLOCK (CTRL/PAGE DOWN), or select Document Information from the Options menu to go to the Document Information window.
The Document Information window displays the information entered on the order, including Order Date, Trans Date, Delivery Date and Comments fields, as well as the document totals. You can also see whether the document was completed, approved, printed, cancelled, or closed and the date those activities occurred, as well as the Activity Date and the User ID for the last time a person updated the document. If for any reason this document was cancelled, you could review the Cancel Reason code that was entered.

Follow these steps to complete the process. Review the above information as necessary.

Perform a NEXT BLOCK (CTRL/PAGE DOWN), or select Requestor/Delivery Information from the Options menu to view the Requestor and the ship to address.
If document text exists, to view the text select Document Text from the Options menu. This will display the Procurement Text Entry Form (FOAPOXT).

Perform a NEXT BLOCK (CTRL/PAGE DOWN), or select Vendor Information from the Options menu to show the current vendor information.

Perform a NEXT BLOCK (CTRL/PAGE DOWN) or select Commodity/Accounting Information from the Options menu to navigate to the Commodity/Accounting window.

The Commodity/Accounting window shows the commodity and accounting information entered on the purchase order form.

When finished click the Exit icon to exit the form.
RECEIVER DOCUMENTS

This section includes instructions for the following:

1. Accomplishing receiver for total order
2. Accomplishing receiver for partial order when no other receivers have been processed
3. Accomplishing receiver for partial order when a partial receiver already exists against the order
4. Accomplishing an adjustment against a receiver already processed (negative adjustments only)

To determine if a receiver will be required, please review the purchase order on FPIPURR. If the order reflects “receipt required”, a receiver will be required. To determine if you have already accomplished the receiver, please review the purchase order on FOIDOCH.
ENTERING A RECEIVER WHEN TOTAL ORDER HAS BEEN RECEIVED

The below instructions are for receivers where all items have been received, no other receiver documents have been processed and where no additional receiver documents will be needed. This is for total receiver only.

Used for regular orders only; payment enclosed orders will not require a receiver.

Access the FPARCVD Form.

Type the word “NEXT” in the Receiver Document Code field to allow the system to generate the receiver number. DO NOT TYPE THE PURCHASE ORDER NUMBER IN THIS FIELD.

Perform a NEXT BLOCK (CTRL/PAGE DOWN)).

Double-click in the Receiving Method field to select a receiving method.

Tab to the date received field. If necessary, you may override the date displayed in the Date Received field (will default to current date).
Perform a NEXT BLOCK (CTRL/PAGE DOWN) to go to the Packing Slip block.

Enter the packing slip number in the Packing Slip field (required). If you do not have the packing slip, you may enter whatever you choose but you must make sure that you do not use the same packing slip number for more than one receiver. Options for entry include receiver number (Y followed by seven digits), purchase order number followed by the date, purchase order number followed by alpha (a, b, c, etc.), or any other option you may choose.

Tab to the Bill of Lading field and enter the number (optional).

Perform a NEXT BLOCK (CTRL/PAGE DOWN).

Enter the Purchase Order number for your receiver in the Purchase Order field or click the Search icon to select the completed Purchase Order.

Tab to the Receive Items button and verify that it is selected.
Please note: The Buyer and Vendor fields are automatically populated from the purchase order.
From the Options menu, select Receive All Purchase Order Items. The Receive All Purchase Order Items option is not available if there are already receiving documents against the selected purchase order.

Perform a NEXT BLOCK (CTRL/PAGE DOWN).

Verify the items that you are receiving into the system. Use the scroll bar or the down arrow key to view additional line items.

From Options, select Access Completion.

Select “Complete”. 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.
ENTERING A RECEIVER WHEN ONLY PARTIAL ORDER HAS BEEN RECEIVED

Below instructions are for partial receivers where the remaining items will be received but where no other receivers have been entered.

Access the form FPARCVD.

Type the word “NEXT” in the Receiver Document Code field to allow the system to generate the receiver number. DO NOT TYPE THE PURCHASE ORDER NUMBER IN THIS FIELD.

Perform a NEXT BLOCK (CTRL/PAGE DOWN).

Double-click in the Receiving Method field to select a receiving method.

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

Tab to the date received field. If necessary, you may override the date displayed in the Date Received field (will default to current date).
Perform a NEXT BLOCK (CTRL/PAGE DOWN) to go to the Packing Slip block.

Enter the packing slip number in the Packing Slip field (required). If you do not have the packing slip, you may enter whatever you choose but you must make sure that you do not use the same packing slip number for more than one receiver. Options for entry include receiver number (Y followed by seven digits), purchase order number followed by the date, purchase order number followed by alpha (a, b, c, etc.), or any other option you may choose.

Tab to the Bill of Lading field and enter the number (optional).

Perform a NEXT BLOCK (CTRL/PAGE DOWN).

Enter the Purchase Order number for your receiver in the Purchase Order field or click the Search icon to select the completed Purchase Order.

Tab to the Receive Items button and verify that it is selected.
Please note: The Buyer and Vendor fields are automatically populated from the purchase order.

From the Options menu, select “Select Purchase Order Items”. This will take you to the Receiving Goods PO Item Selection Form.
Perform a NEXT BLOCK (CTRL/PAGE DOWN). System will highlight first item.

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

Click the Save icon.

Click the Exit icon.

System will prompt you with the following question: Close this form? At this point, your reply should be “Y” for yes.

Perform a NEXT BLOCK (CTRL/PAGE DOWN). The commodity information should default from the purchase order.
Go to the Current Quantity Received field and enter the quantity of goods received for this item.

For each commodity, did you receive all the goods?
If yes, check the Final Received? checkbox
If no, leave the Final Received? checkbox unchecked

Repeat above steps for each item on the purchase order. Use the scroll bar or down arrow to view additional items.

When finished with above, select Options, Access Completion.

Select “Complete”. 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.

If finished with receivers, click the Exit icon.
ENTERING A RECEIVER WHEN A PARTIAL RECEIVER ALREADY EXISTS

Receiving purchased goods – partial order received (second or subsequent receiver against order).

Access the form FPARCVD.

Type the word “NEXT” in the Receiver Document Code field to allow the system to generate the receiver number. DO NOT TYPE THE PURCHASE ORDER NUMBER IN THIS FIELD.

Perform a NEXT BLOCK (CTRL/PAGE DOWN).

Double-click in the Receiving Method field to select a receiving method.

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

Tab to the date received field. If necessary, you may override the date displayed in the Date Received field (will default to current date).
Perform a NEXT BLOCK (CTRL/PAGE DOWN) to go to the Packing Slip block.

Enter the packing slip number in the Packing Slip field (required). If you do not have the packing slip, you may enter whatever you choose but you must make sure that you do not use the same packing slip number for more than one receiver. Options for entry include receiver number (Y plus seven digits), purchase order number followed by the date, purchase order number followed by alpha (a, b, c, etc.), or any other option you may choose.

Tab to the Bill of Lading field and enter the number (optional).

Perform a NEXT BLOCK (CTRL/PAGE DOWN).

Enter the Purchase Order number for your receiver in the Purchase Order field or click the Search icon to select the completed Purchase Order.

Tab to the Receive Items button and verify that it is selected.
Please note: The Buyer and Vendor fields are automatically populated from the purchase order.

From the Options menu, select Select Purchase Order Items. This will take you to the Receiving Goods PO Item Selection Form.
Perform a NEXT BLOCK (CTRL/PAGE DOWN). System will highlight first item.

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

Click the Save icon.

Click the Exit icon.

System will prompt you with the following question: Close this form? At this point, your reply should be “Y” for yes.

Perform a NEXT BLOCK (CTRL/PAGE DOWN). The commodity information should default from the purchase order.
Go to the Current Quantity Received field and enter the quantity of goods received for this item.

For each commodity, did you receive all the goods?
If yes, check the Final Received? checkbox
If no, leave the Final Received? checkbox unchecked

Repeat above steps for each item on the purchase order. Use the scroll bar or down arrow to scroll through all commodity items.

When finished with above, select Options, Access Completion.

Select “Complete”. 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.

If finished with receivers, click the Exit icon.
ADJUSTING A RECEIVER DOCUMENT

In Banner, you cannot simply cancel a receiver instead you must perform a negative adjustment against each item received.

If you need to make an adjustment, you must create a new Receiver Document using the same purchase order previously used.

Access the Form FPARCVD.

Enter NEXT in the Receiver Document Code field to allow the system to generate the receiver number or click the Search icon (hourglass) to select an incomplete document.

Perform a NEXT BLOCK (CTRL/PAGE DOWN).

Double-click in the Receiving Method field to select a receiving method.

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

Tab to the date received field. If necessary, you may override the date displayed in the Date Received field (will default to current date).
Perform a NEXT BLOCK (CTRL/PAGE DOWN) to go to the Packing Slip block.

Enter the packing slip number in the Packing Slip field (required). Since this is an adjustment, you will need to create a packing slip number. You may use the receiver number (Y plus seven digits), purchase order number followed by the alpha (a, b, c, etc.), or any other option you may choose.

Tab to the Bill of Lading field and enter the number (optional).

Perform a NEXT BLOCK (CTRL/PAGE DOWN).

Enter the Purchase Order number for your receiver in the Purchase Order field or click the Search icon to select the completed Purchase Order.

Select the Adjust Items button (do not tab to this field). Please note: The Buyer and Vendor fields should automatically populate from the purchase order.

From the Options menu, select Select Purchase Order Items. This will take you to the Receiving Goods PO Item Selection Form.
Perform a NEXT BLOCK (CTRL/PAGE DOWN). First line will be highlighted.

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

Click the Save icon.

Click the Exit icon.

System will prompt you with the following question:
Close this form? At this point, your reply should be “Y” for yes.

Perform a NEXT BLOCK (CTRL/PAGE DOWN).

Go to the Adjustment Quantity Received field and enter the quantity of goods adjusted for this item. Must be a negative quantity (-1, -2, etc).

Repeat above steps for each item from the receiver document that needs to be adjusted.

When finished with above, select Options, Access Completion.
Select “Complete”. 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.

If finished with receivers, click the Exit icon.
RECEIVER QUERY

You may query receiver documents from the Receiving Goods Query Form (FPIRCVD).

Follow these steps to query a receiver:

Access the Receiving Goods Query Form (FPIRCVD).

If you know your receiver number, enter it into the Receiver Document Code field. If you do not know your receiver number, click the search icon to select one. Scroll through the list of receivers until you find the one you are looking for or you can query on the purchase order number. Double click on the desired Receiver Document to select it.

Once your Receiver Document Code is filled in on FPIRCVD, perform a NEXT BLOCK (CTRL/PAGE DOWN). The window will fill with information, and your cursor will move to the Receiver Information section. You can see the Receiving Method, the Carrier (if applicable), the Date Received, and the individual who entered the Receiver Document.

Perform a NEXT BLOCK (Ctrl/Page Down) to navigate to the Packing Slip Information section and you can see the Packing Slip information.

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Perform a NEXT BLOCK (Ctrl/Page Down) to navigate to the Purchase Order Information section. You can see the Purchase Order Number, the Buyer, the Vendor Number and Name, and two radio buttons: Receive Items and Adjust Items.

Perform a NEXT BLOCK (Ctrl/Page Down) to navigate to the Commodity Detail Information window.

On this screen you may scroll through the line items on the Purchase Order using your up/down arrows. The Item Number will tell you which line item you are viewing, and you can see quantities received, rejected, returned, and accepted. At the bottom of this window the message “Posting Control Information Complete” will have a “y” if the receiver is complete.

Note: You can use PREVIOUS BLOCK (Ctrl/Page Up) to navigate back through the windows.
DOCUMENT HISTORY (PURCHASE REQUISITION/PURCHASE ORDER/INVOICE/RECEIVER)

FOIDOCH is the Document History Form that displays the processing history of purchasing and payment documents. It identifies documents and provides the status of all documents.

Access the form FOIDOCH.

For the Doc Type, enter the proper document code from the below list.

<table>
<thead>
<tr>
<th>Code</th>
<th>Document type</th>
</tr>
</thead>
<tbody>
<tr>
<td>REQ</td>
<td>Requisition</td>
</tr>
<tr>
<td>BID</td>
<td>Bid</td>
</tr>
<tr>
<td>PO</td>
<td>Purchase Order</td>
</tr>
<tr>
<td>INV</td>
<td>Invoice</td>
</tr>
<tr>
<td>CHK</td>
<td>Check</td>
</tr>
<tr>
<td>RTN</td>
<td>Return (Returned Goods)</td>
</tr>
<tr>
<td>RCV</td>
<td>Receiver</td>
</tr>
</tbody>
</table>

Tab to Doc Code and enter the document number or click the Search icon.

After the appropriate number has been entered in the Doc Code field, perform a NEXT BLOCK (CTRL/PAGE DOWN).

Each transaction will be listed followed by a status indicator. Below is complete list of indicators.

<table>
<thead>
<tr>
<th>Status Indicators:</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
</tr>
<tr>
<td>C</td>
</tr>
<tr>
<td>F</td>
</tr>
<tr>
<td>P</td>
</tr>
<tr>
<td>S</td>
</tr>
<tr>
<td>O</td>
</tr>
<tr>
<td>X</td>
</tr>
<tr>
<td>V</td>
</tr>
<tr>
<td>H</td>
</tr>
<tr>
<td>T</td>
</tr>
</tbody>
</table>

To review a specific transaction, click on the transaction (selected transaction will highlight).
Go to Options and select the appropriate process. For instance, if you have highlighted a receiver your options will include “View Status Indicators” and “Receiver Information”.

You will most likely want to select “Receiver Information”. System will take you to FPIRCVD and perform a NEXT BLOCK (CTRL/PAGE DOWN) to review the receiver. When finished, please click the exit icon and you will be returned to FOIDOCH.

To refresh the window and query a new document, select Rollback (shift/F7).
INVENTORY QUERY

FFIMAST is the fixed asset query form that provides all information regarding a specific inventory tag number.

Access the form FFIMAST

Enter the inventory tag number and next-block. The first screen shows the following information:
- Origination tag number (number assigned by Banner)
- Permanent or University tag number
- Asset description
- Cost
Next-block again and the following information is displayed:

- Acquisition date (date paid by the University)
- Model
- Manufacturer
- Serial number (if provided by the department)
- Title to
  - If blank or “SE” then University funds were used for the purchase
  - If “FG”, “SG”, or “PG” then grant funds were used for the purchase

Next-block again and the following information is displayed at the top of the screen:

- Vendor
- Purchase order number
- Receiver document number and receiver date
- Invoice number

The following information is displayed at the bottom of the screen under Transfer Data:

- Date (date the organization and/or location was last changed in Banner)
- Organization (who is responsible for the item)
- Location