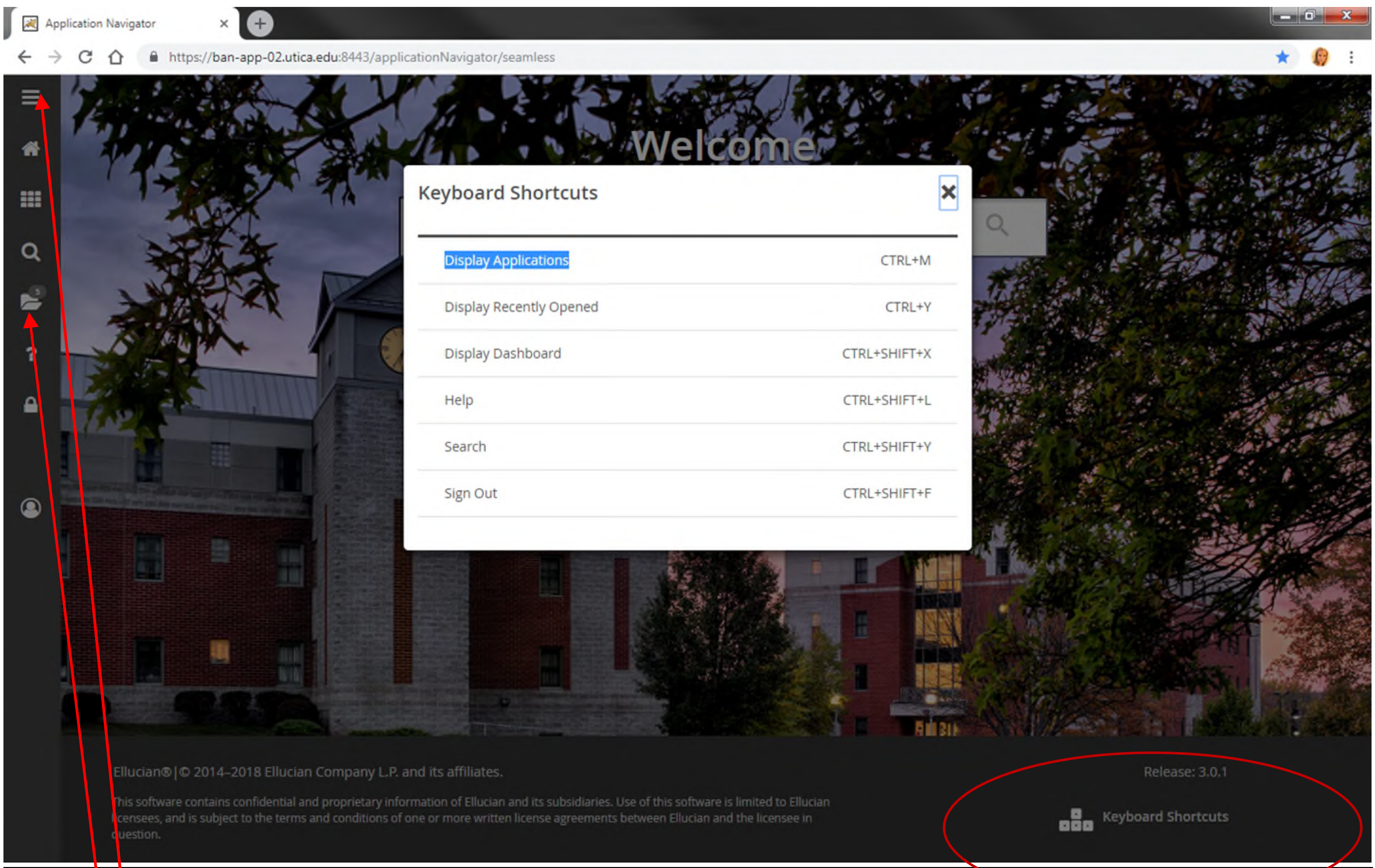
Purchasing & Accounts Payable Department
Banner 9 Requisition Training

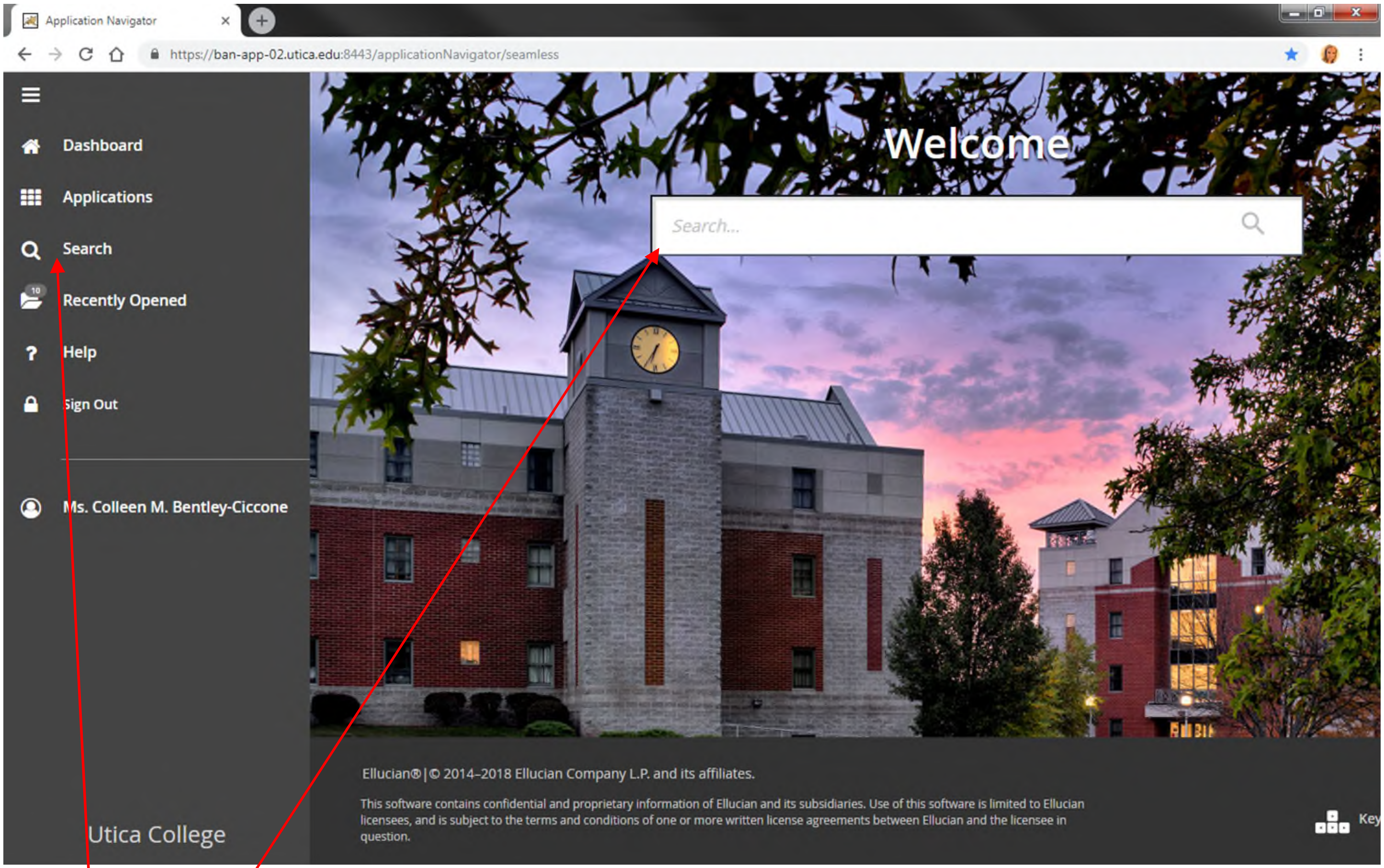
Banner Landing Page: **https://www.utica.edu/academic/iits/infoappservices/banner/banner.cfm**
Select the "Application Navigator – PROD" link listed under Banner 9. Your login will be the same as the login used for your Utica University email.

You can use any of the following to navigate within Application Navigator:
Note Key Board Shortcut Menu is located at the bottom right hand of the landing page



- **Menu Button** (CTRL+M) – The **Menu Button** is located in the upper left corner of the application. Click on this button to open the Banner Menu to find the page you are interested in opening. The **Menu Button** will also allow you to open the My Banner menu which will allow you to create a personal list of pages that you use regularly. (Instructions on Page 5)

- **Recently Opened Button** (CTRL+Y) – The **Recently Opened Button** is located in the upper left corner, just to the right of the Search button. It is displayed with a count of pages after you have opened the first page in an application. Open the list and select a page to access it.



- **Search Box** (CTRL+Home) – In this box, you can enter either the descriptive name of the page or the Banner acronym for the page. Find the desired entry and click Enter.

- **Search Button** (CTRL+Shift+Y) – The **Search Button** is located in the upper left corner, just to the right of the Menu button. You can then enter either the descriptive name of the page or the Banner acronym for the page.

You can return to the Application Navigator landing page by clicking on the **Utica University** home link.

Banner 9 Keyboard Shortcuts

Function	Key Stroke
Next Field/Item	Tab
Previous Field/Item	Shift + Tab
Up	Up Arrow
Down	Down Arrow
Previous Page Up	Page Up
Next Page Down	Page Down
First record	Ctrl + Home
Last record	Ctrl + End
Search list of values	F9
Cancel page, Exit, Close Current Page, Cancel Search or Query	Ctrl + Q
Export	Shift + F1
Print	Ctrl + P
Refresh/Rollback	F5
Change MEP Context	Alt + Shift + C
Open Related Menu	Alt + Shift + R
Open tools Menu	Alt + Shift + T
More Information	Ctrl + Shift + U
Application Navigator Display	Ctrl + Y
Application Navigator Search	Ctrl + Shift + Y
Application Navigator Help	Ctrl + Shift + L
Copy	Ctrl + C
Cut	Ctrl + X
Save	F10
Clear one Record	Shift + F4
Delete Record	Shift + F6

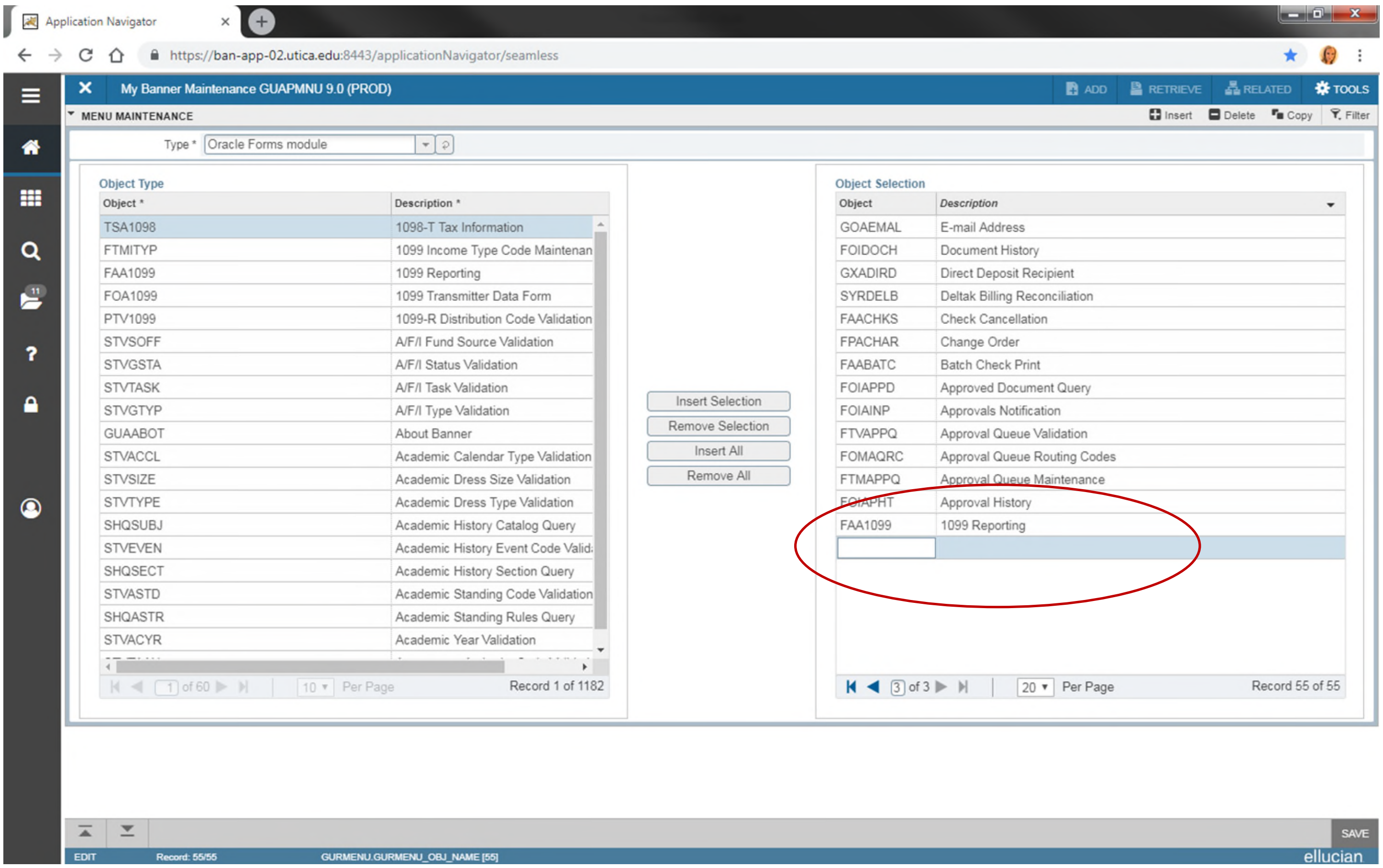
Banner 9 Keyboard Shortcuts (Cont'd)

Function	Key Stroke
Duplicate Selected Record	F4
Insert/Create Record	F6
Clear All in Section	Shift + F5
Open Menu Directly	Ctrl + M
Next Section	Alt + Pg Down
Previous Section	Alt + Pg Up
Duplicate Item	F3
Clear Page/Start Over	F7
Execute Filter Query	F8
Paste	Ctrl + V
Undo	Ctrl + Z
Redo	Ctrl + Shift + Z
Cancel Action	Esc
Select on a Called Page	Alt +S
Retrieve BDM Document	Alt + R
Add BDM Document	Alt + A
Submit Workflow	Alt + W
Release Workflow	Alt + Q

My Banner – Personal Menu

You can create shortcuts in My Banner so you do not have to memorize or search for the correct screen. If you never have setup Banner Shortcuts, you will see an empty form on the right side. If you already have set up My Banner and want to add more, type My Banner Maintenance in the search bar (GUAPMNU) and

1. Type a form name in the Object column on the right side (ex. FOIDOCH)
2. Tab once to allow the description to be populated. The description will show in your shortcut. You can change descriptions if you wish.
3. When you are finished choosing common forms, you can save and close the form.
4. You can sort your description or object names by alphabetical order.



Notification Center Messages

This will be located to the right of the Tools Menu and will display the following information as needed: You can click in the box with the number in the page header to open or close the Notification Center.

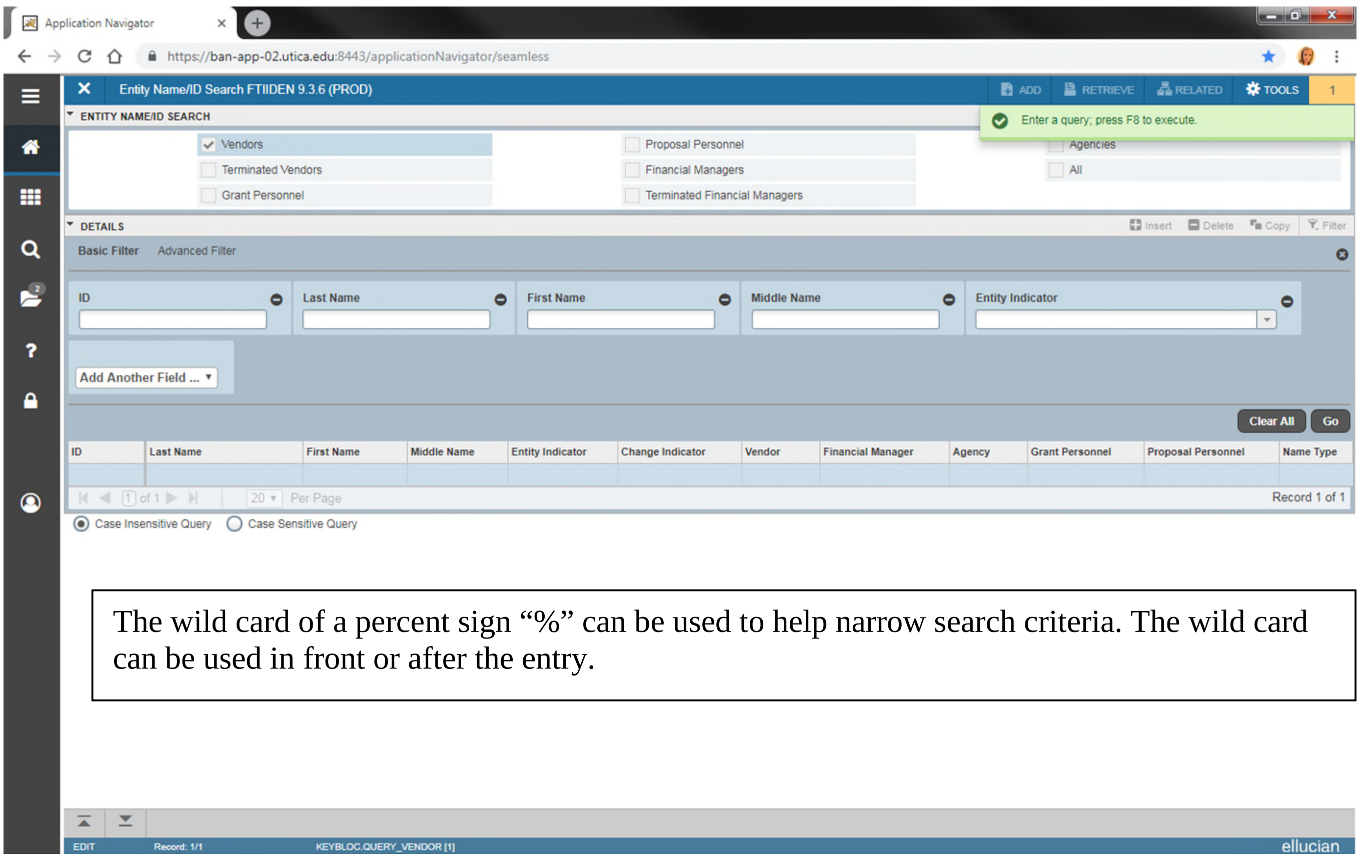
Success	A green message pop-up box indicates a successful action/message and is for informational purposes only.
Information	A blue message pop-up box is displayed for informational message.
Warning	A yellow message pop-up box indicates a warning message which requires action.
Error	A red pop-up box indicates an error message which requires changes to before proceeding.

Requisition Forms

FTIIDEN	Vendor Verification
FPAREQN	Requisition Form
FOIDOCH	Document History Form
FPIREQN	Query a Requisition
FAIVNDH	Vendor Detail History Form
FPARCVD	Receiving Goods

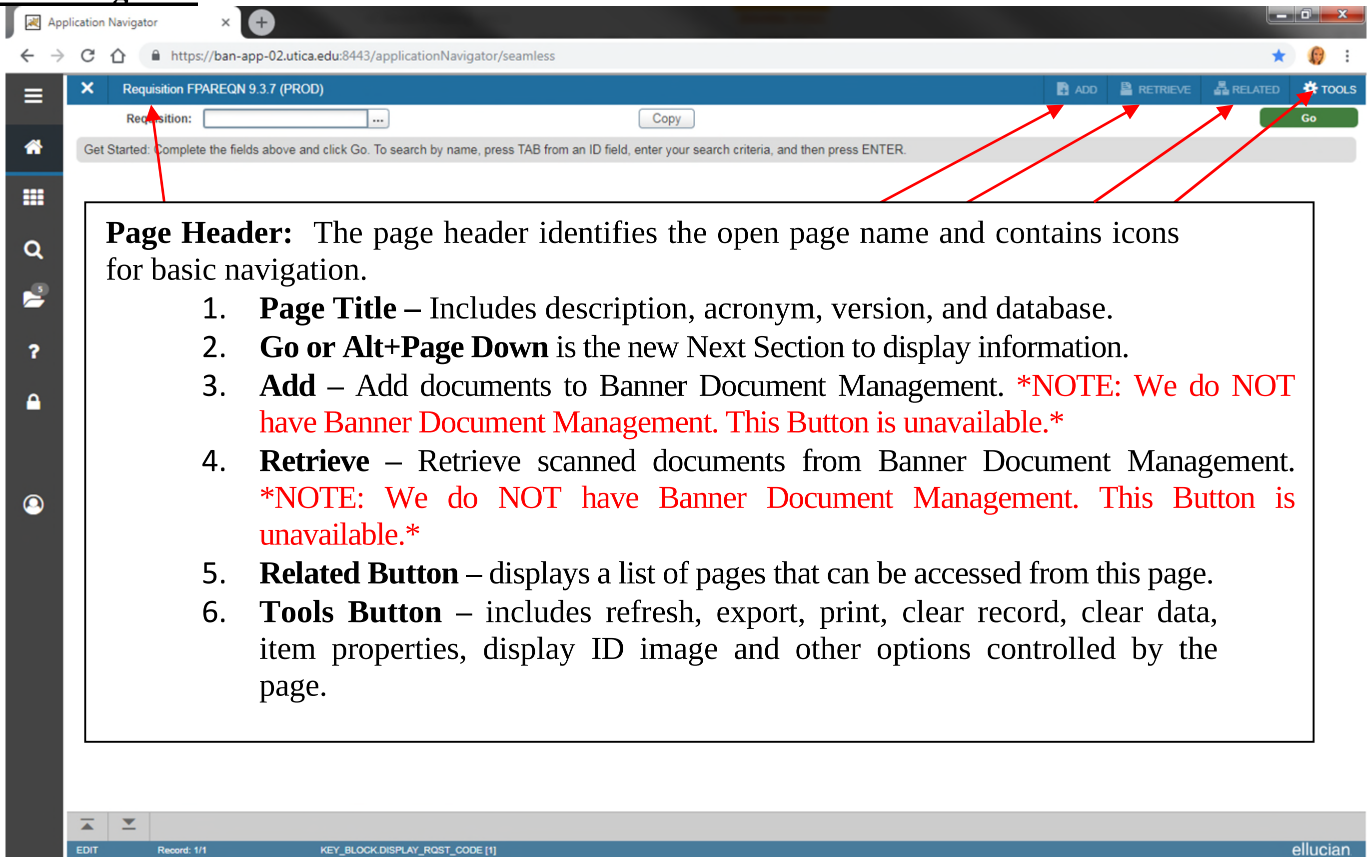
Vendor Verification

FTIIDEN: Entity Name/ID Search



The wild card of a percent sign “%” can be used to help narrow search criteria. The wild card can be used in front or after the entry.

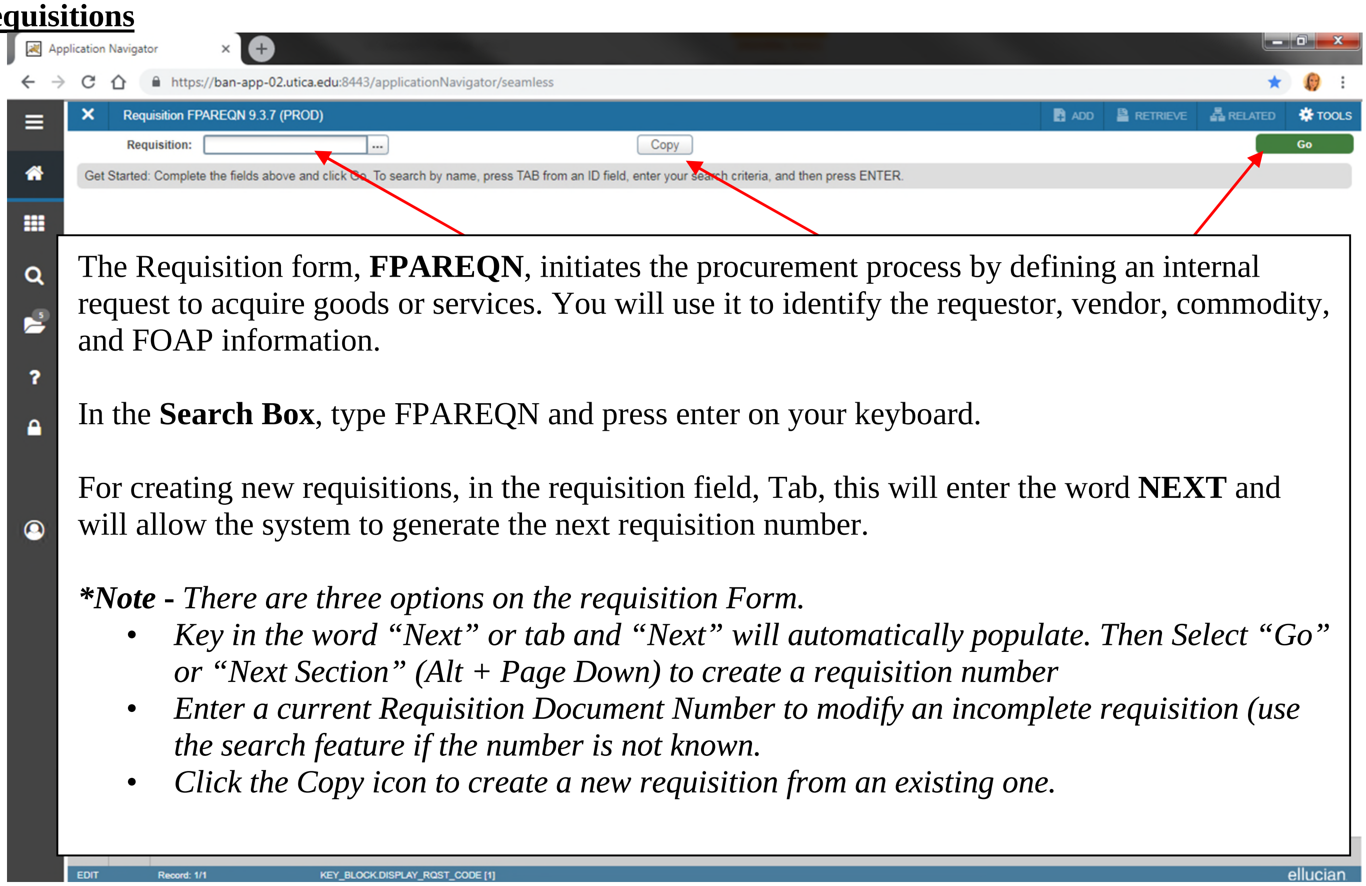
Basic Navigation



Page Header: The page header identifies the open page name and contains icons for basic navigation.

1. **Page Title –** Includes description, acronym, version, and database.
2. **Go or Alt+Page Down** is the new Next Section to display information.
3. **Add** – Add documents to Banner Document Management. *NOTE: We do NOT have Banner Document Management. This Button is unavailable.*
4. **Retrieve** – Retrieve scanned documents from Banner Document Management. *NOTE: We do NOT have Banner Document Management. This Button is unavailable.*
5. **Related Button** – displays a list of pages that can be accessed from this page.
6. **Tools Button** – includes refresh, export, print, clear record, clear data, item properties, display ID image and other options controlled by the page.

Requisitions



The Requisition form, **FPAREQN**, initiates the procurement process by defining an internal request to acquire goods or services. You will use it to identify the requestor, vendor, commodity, and FOAP information.

In the **Search Box**, type FPAREQN and press enter on your keyboard.

For creating new requisitions, in the requisition field, Tab, this will enter the word **NEXT** and will allow the system to generate the next requisition number.

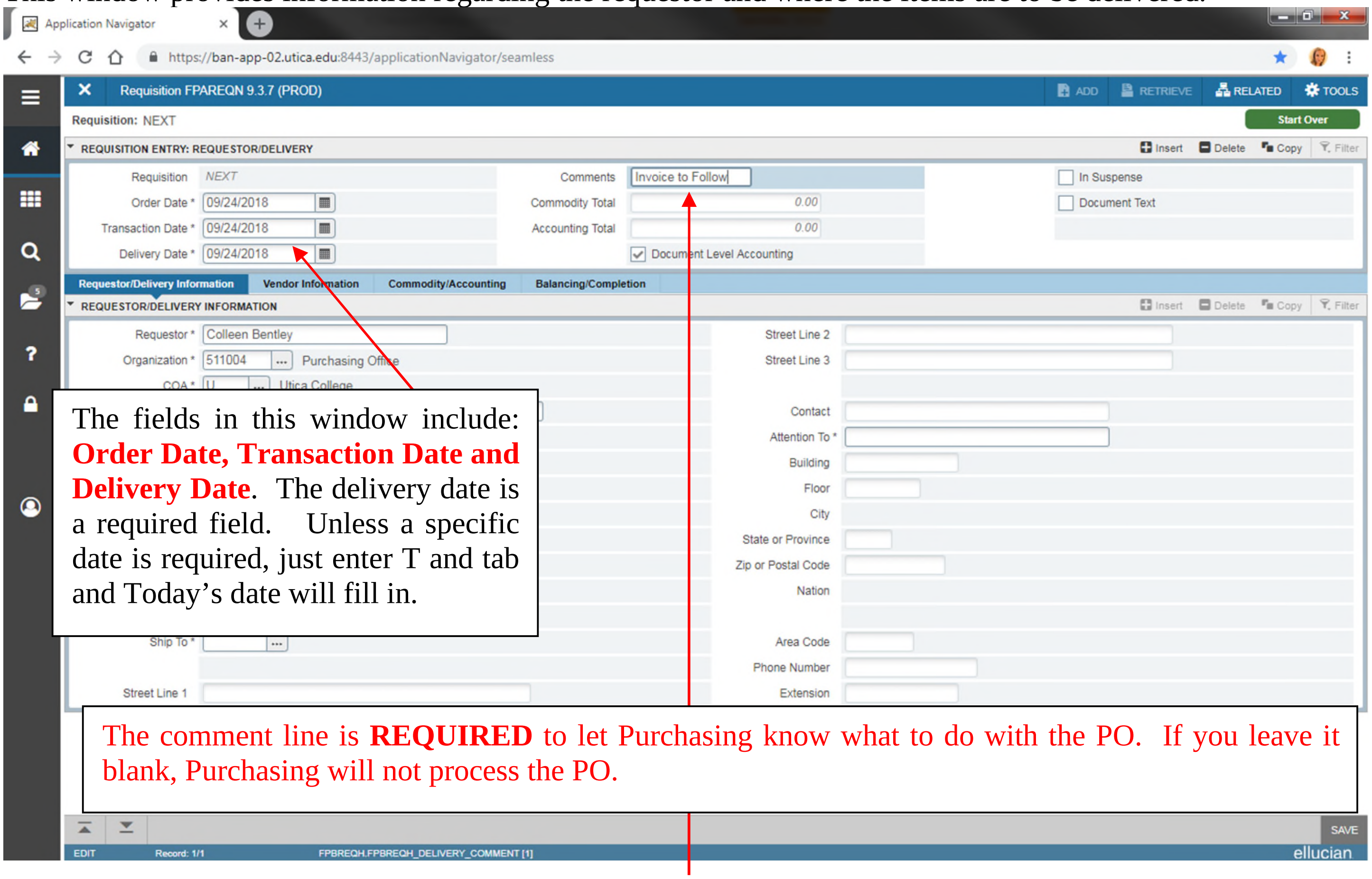
***Note -** *There are three options on the requisition Form.*

- *Key in the word "Next" or tab and "Next" will automatically populate. Then Select "Go" or "Next Section" (Alt + Page Down) to create a requisition number*
- *Enter a current Requisition Document Number to modify an incomplete requisition (use the search feature if the number is not known.*
- *Click the Copy icon to create a new requisition from an existing one.*

Next Section (Alt + Page Down) or select Go.

Requisition Entry: Requestor/Delivery

This window provides information regarding the requestor and where the items are to be delivered.



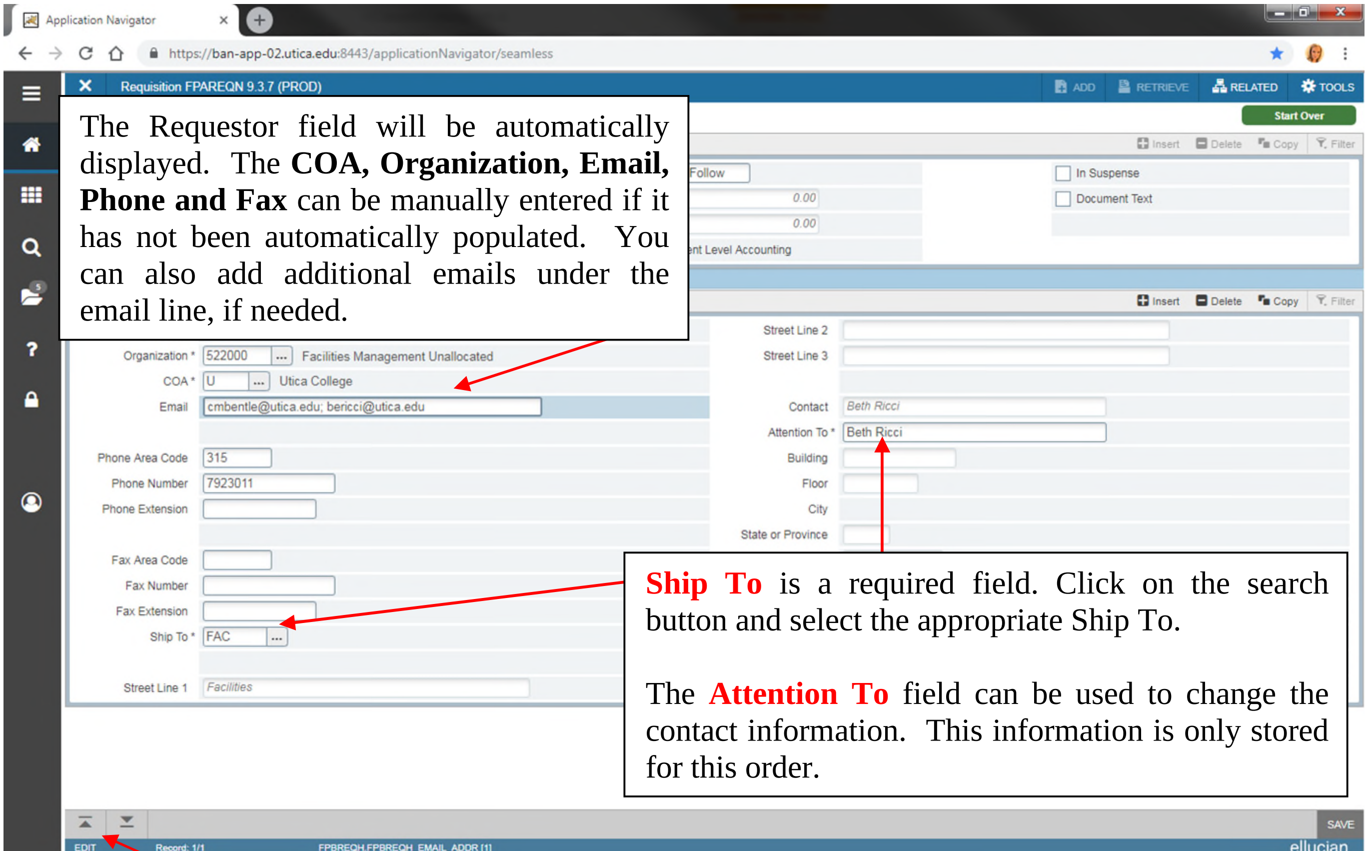
The following are your options:

- "**Mail PO**" - Purchasing will mail the PO
- **"Fax PO to xxx-xxx-xxxx"** - Be sure to put Fax #, Purchasing will fax to vendor.
- **"Email PO** to xxxxxxx@xxxx.xxx" - Be sure to put email address and Purchasing will email PO
- **"Invoice to follow"** - ONLY put this if you have already ordered the item and you have the invoice in hand. We do not want to duplicate an order so we will not send the PO to the vendor in this instance. NOTE: This should be a rare occurrence since all orders should be placed with a Purchase Order.

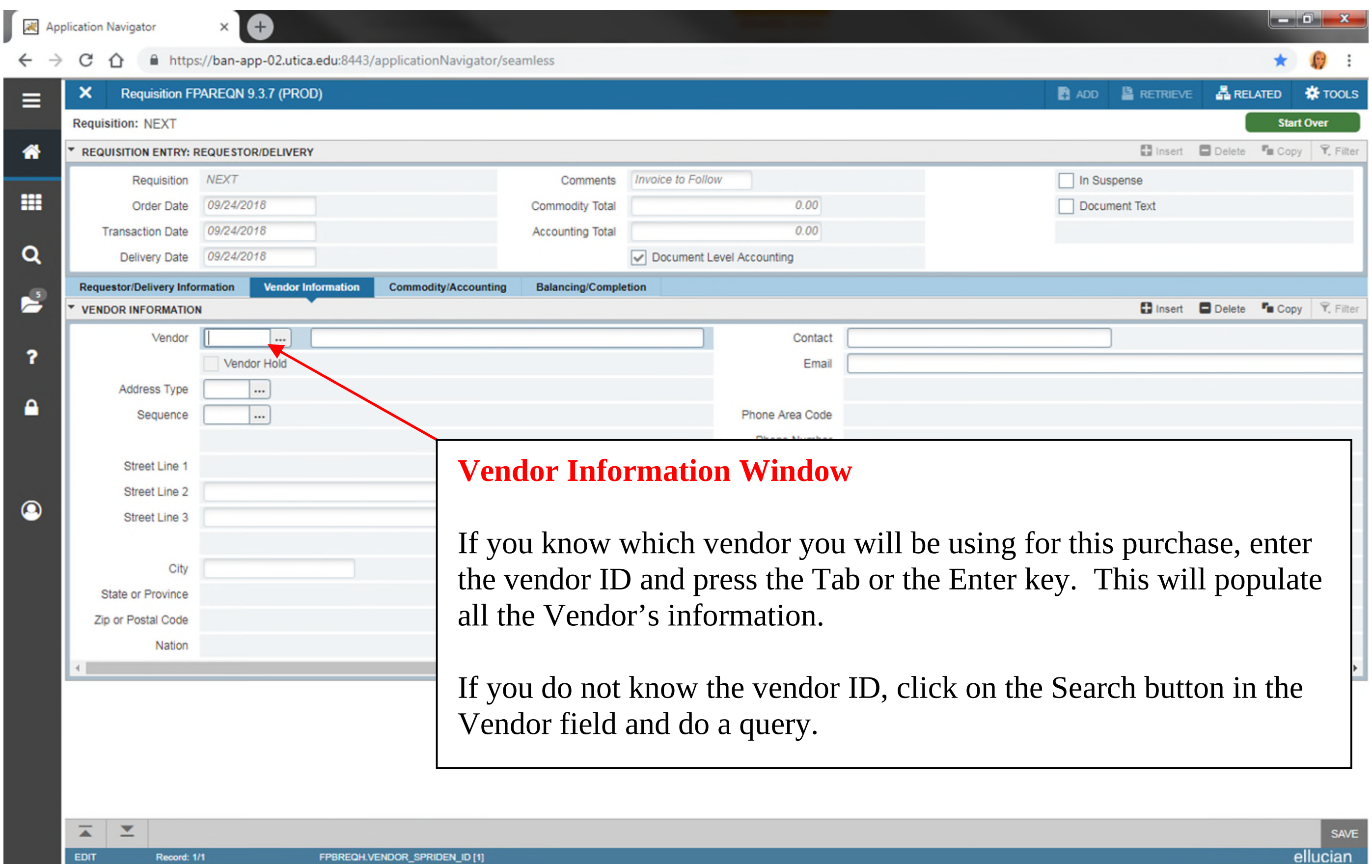
Do not give instructions on what to do with the check etc. on this line, any instructions should go in "Document Text".

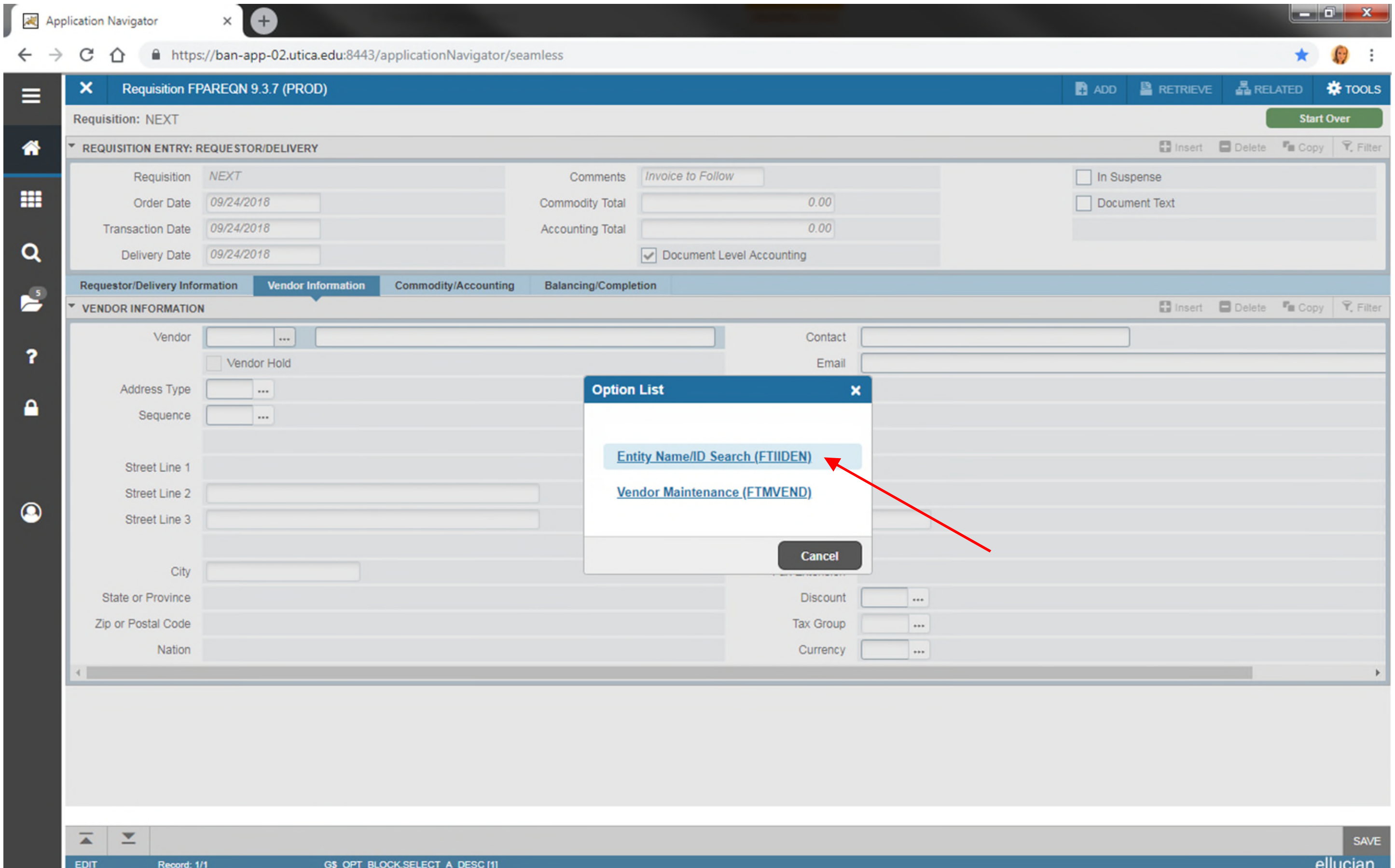
The comments in the Comment Line do not print on the PO. It is for internal information only.

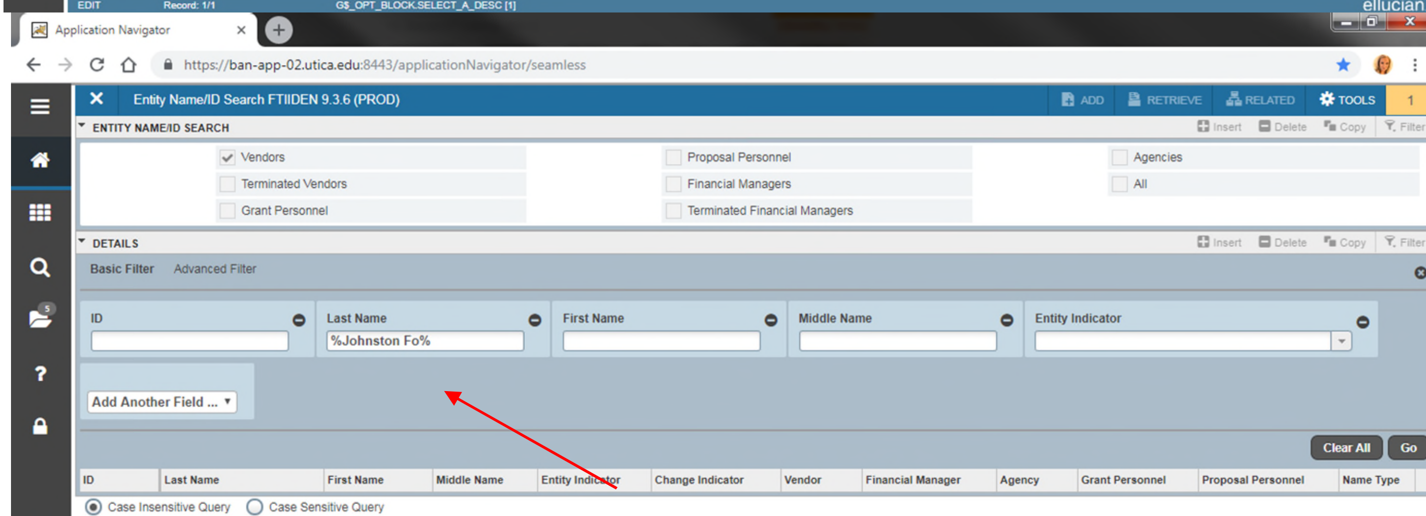
Navigate by Tabbing to each of these fields.



To continue to the **Vendor Information Window**, "**Next Section**" (Alt + Page Down) or select the arrow down button at the bottom left corner of screen.



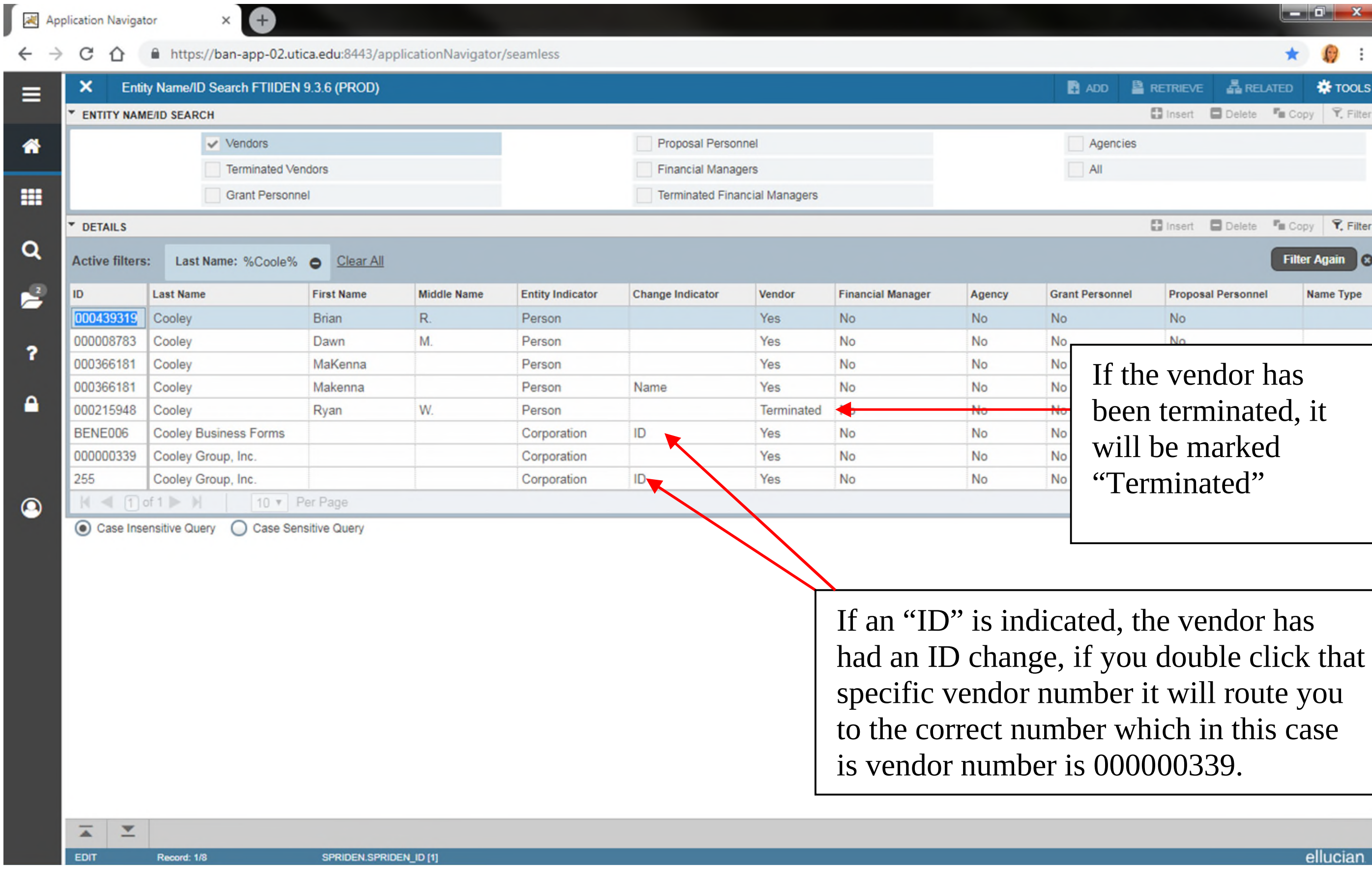




While in the **Entity Name/ID Search Form** do the following:

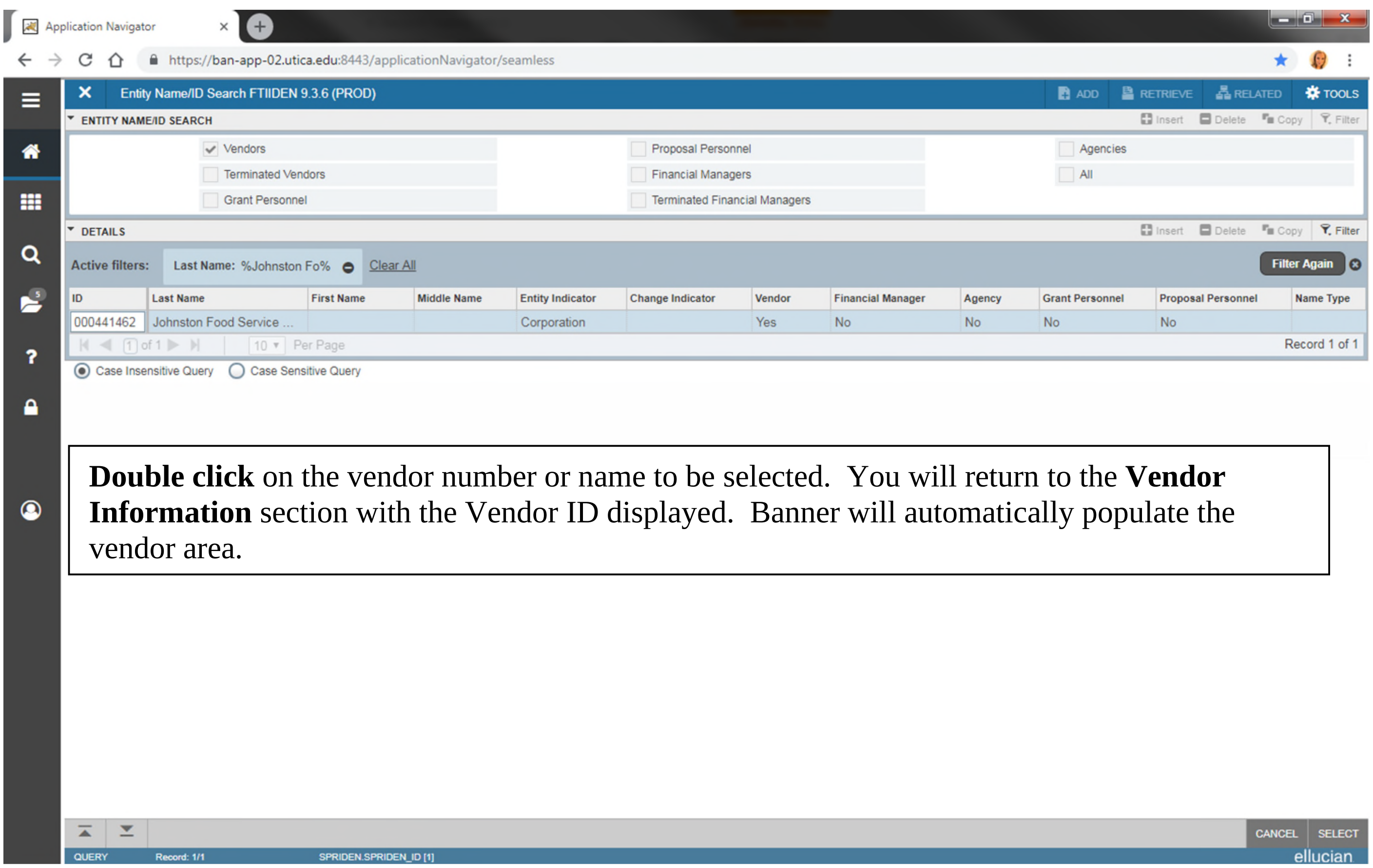
- **Click** on area labeled "last name"
- **Enter** the first few letters of the Vendors name, preceded and followed by the wildcard (%) sign. For Example: %Johnston Fo% to find Johnston Food Service and Cleaning Solutions. Using the % before and after will assist the search if you don't know the exact vendor's name.
- **Execute Query – F8** – or select **Go**

The system will bring up all vendors' names that include the letters you queried on.

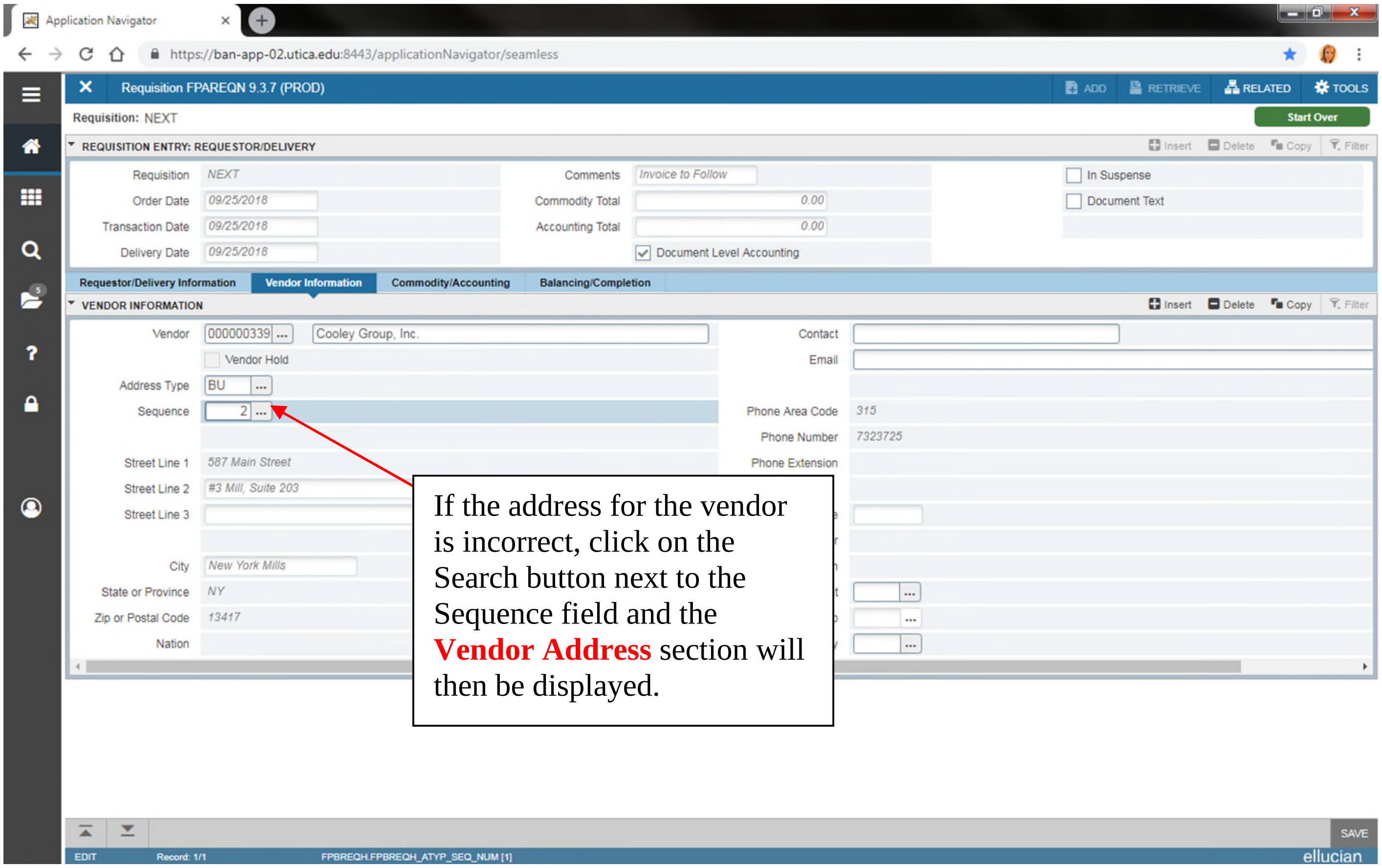


If the vendor has been terminated, it will be marked "Terminated"

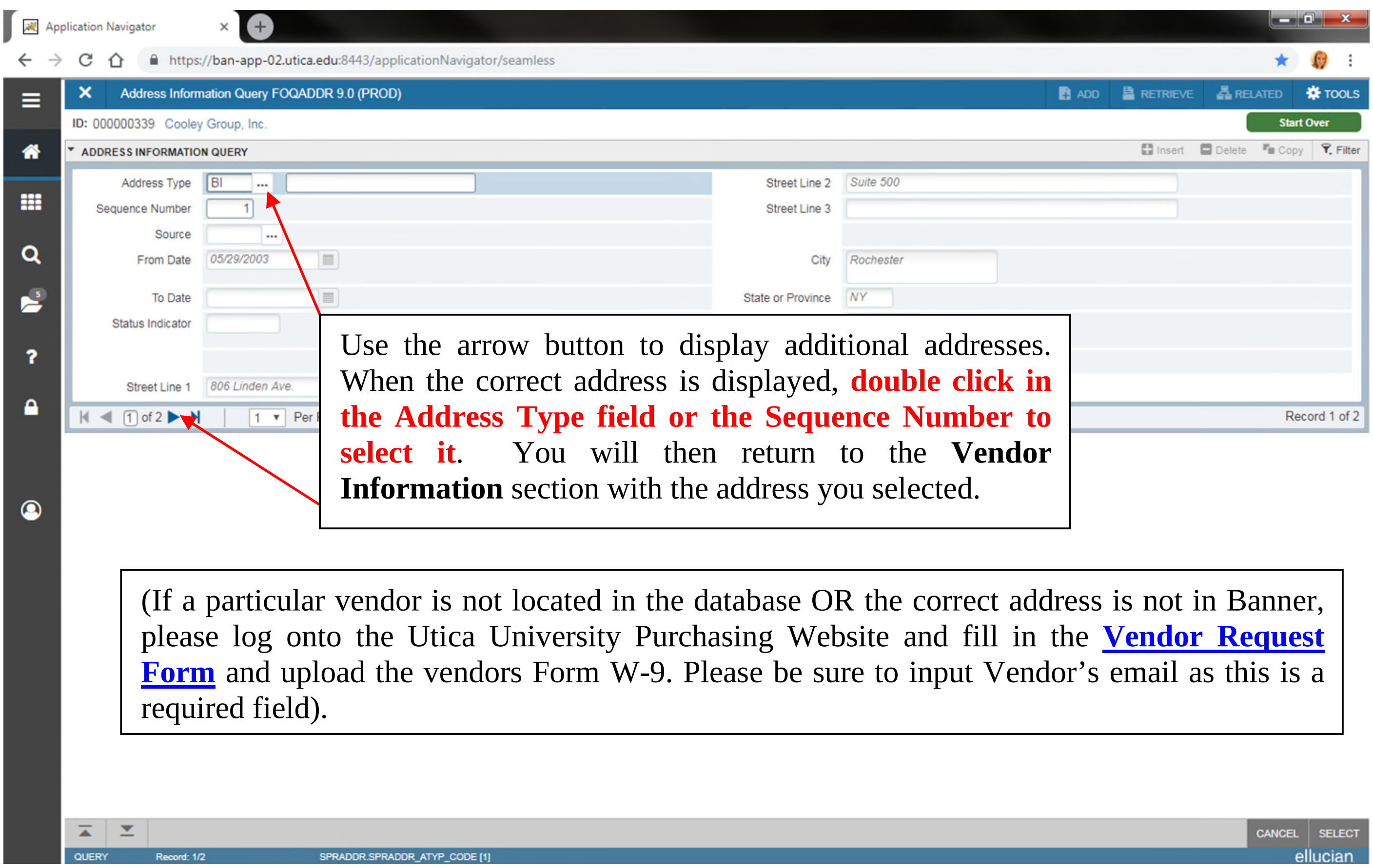
If an "ID" is indicated, the vendor has had an ID change, if you double click that specific vendor number it will route you to the correct number which in this case is vendor number is 000000339.



Double click on the vendor number or name to be selected. You will return to the **Vendor Information** section with the Vendor ID displayed. Banner will automatically populate the vendor area.

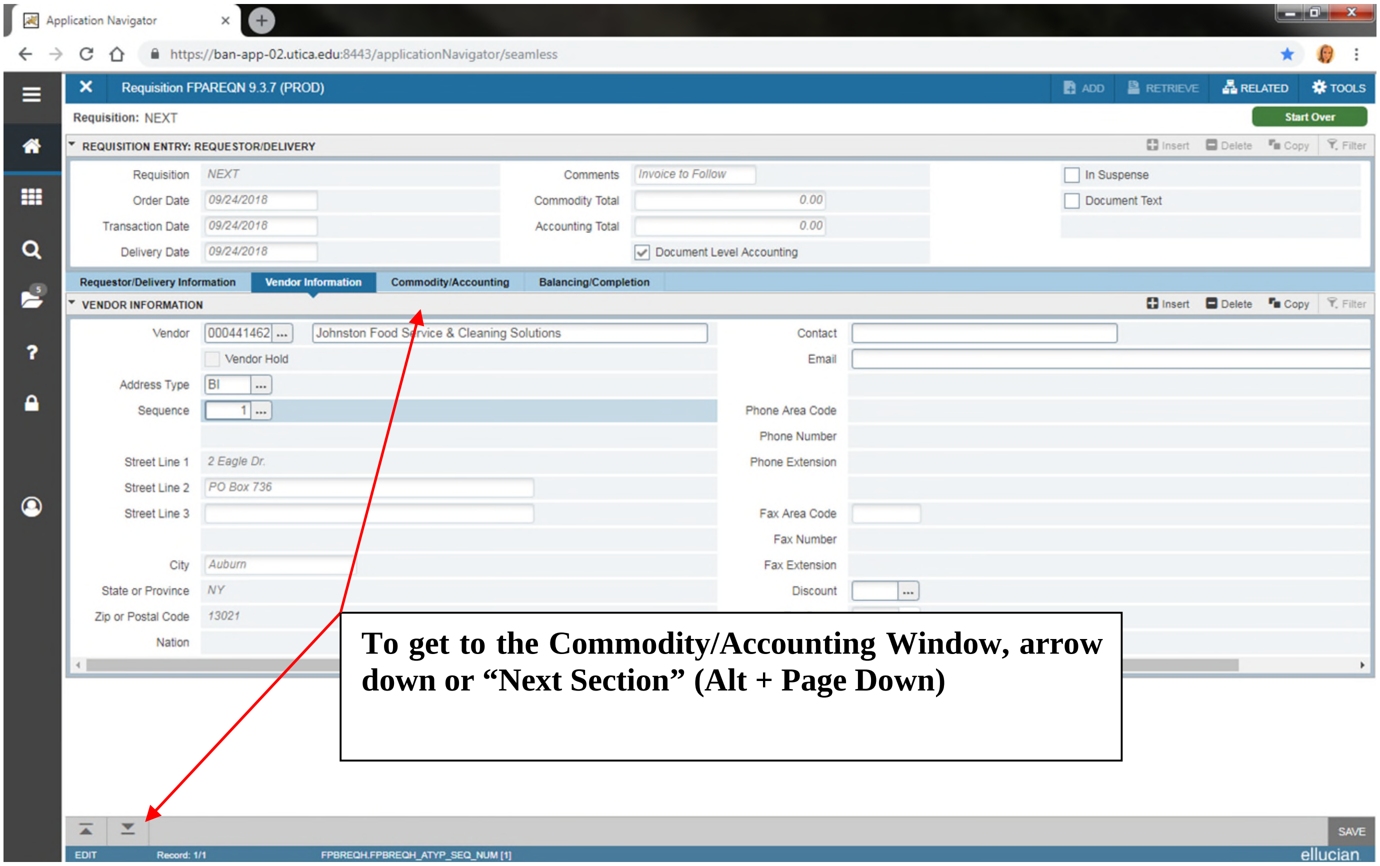


If the address for the vendor is incorrect, click on the Search button next to the Sequence field and the **Vendor Address** section will then be displayed.

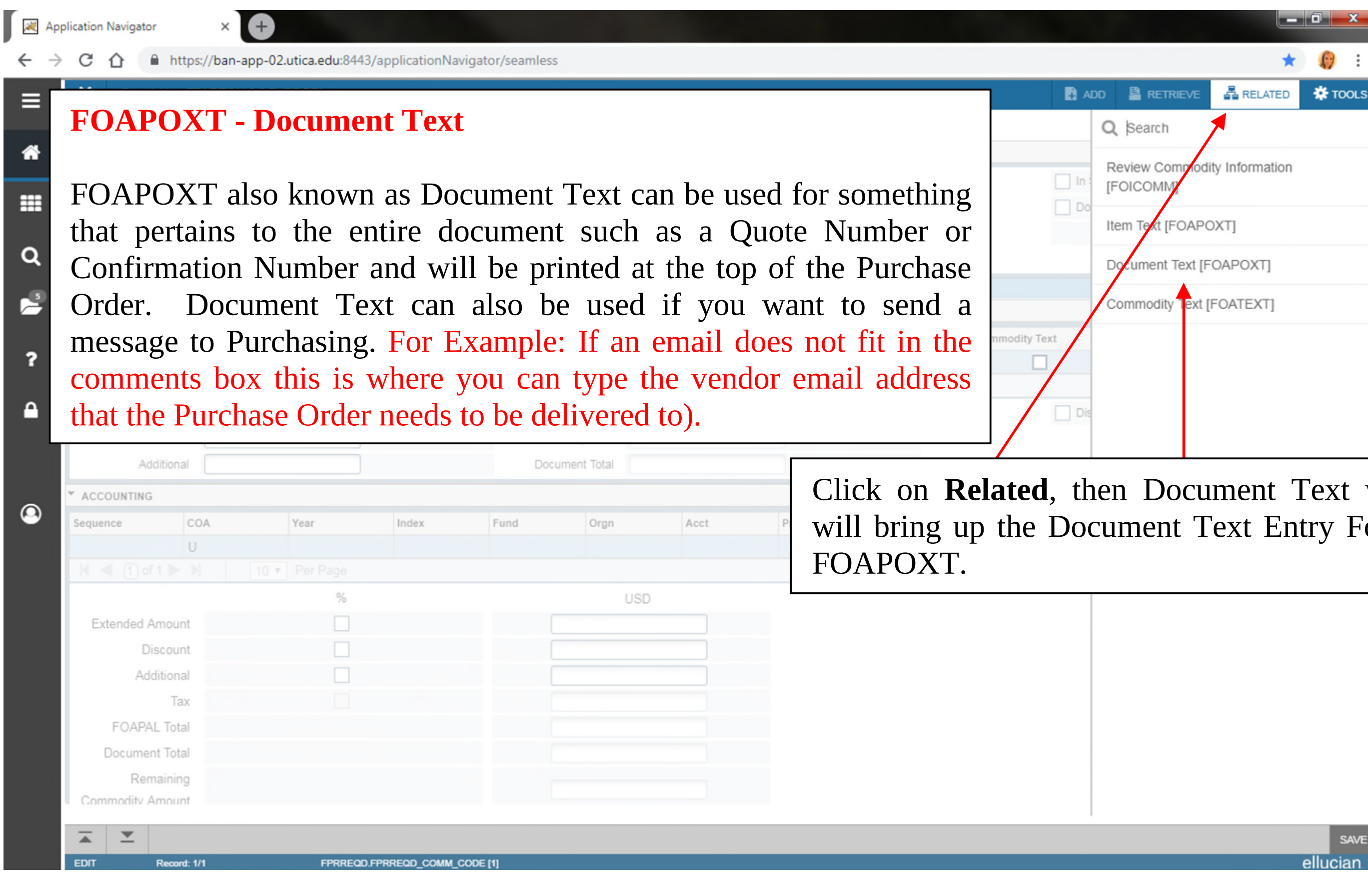


Use the arrow button to display additional addresses. When the correct address is displayed, **double click in the Address Type field or the Sequence Number to select it**. You will then return to the **Vendor Information** section with the address you selected.

(If a particular vendor is not located in the database OR the correct address is not in Banner, please log onto the Utica University Purchasing Website and fill in the **Vendor Request Form** and upload the vendors Form W-9. Please be sure to input Vendor's email as this is a required field).



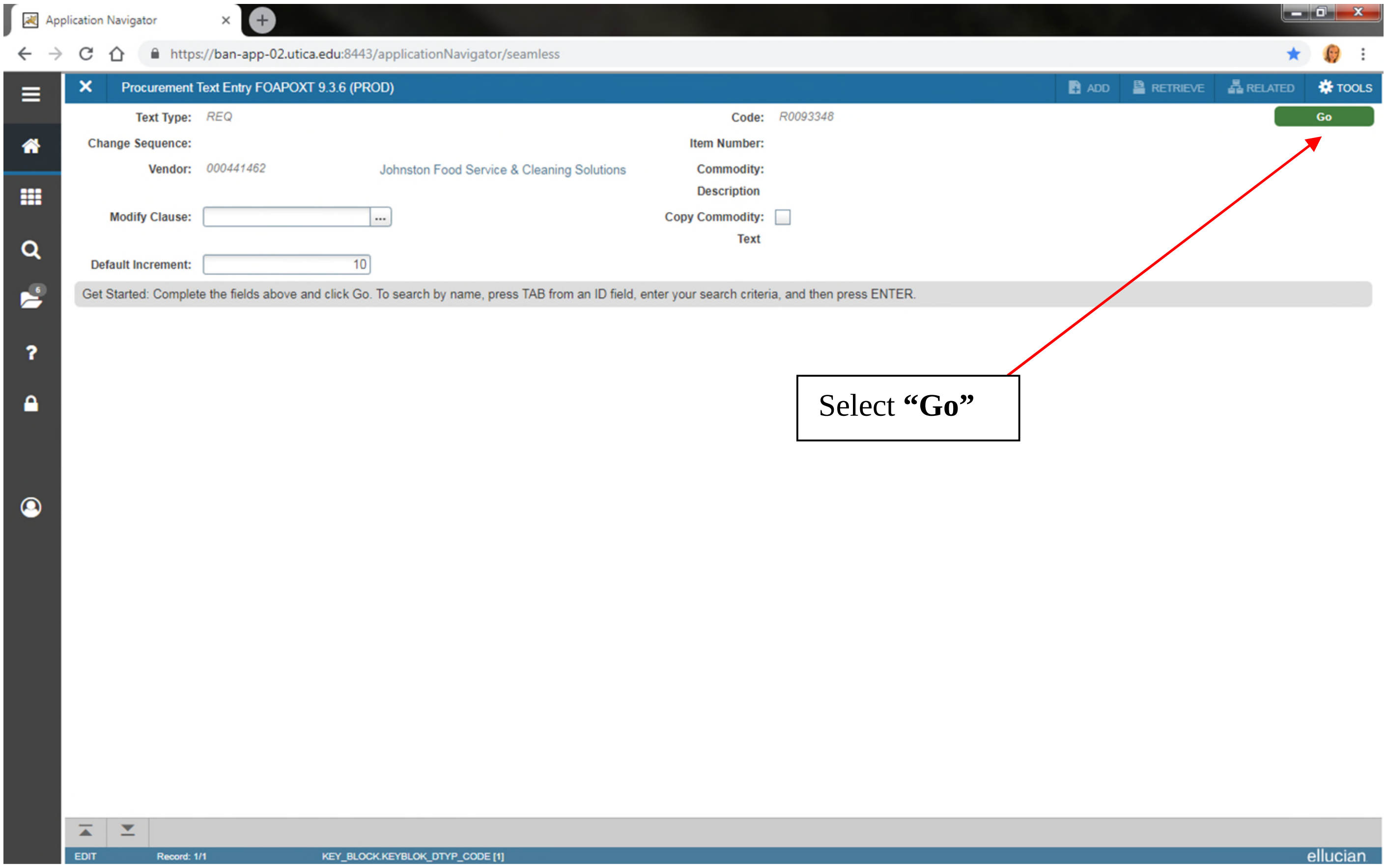
To get to the Commodity/Accounting Window, arrow down or "Next Section" (Alt + Page Down)



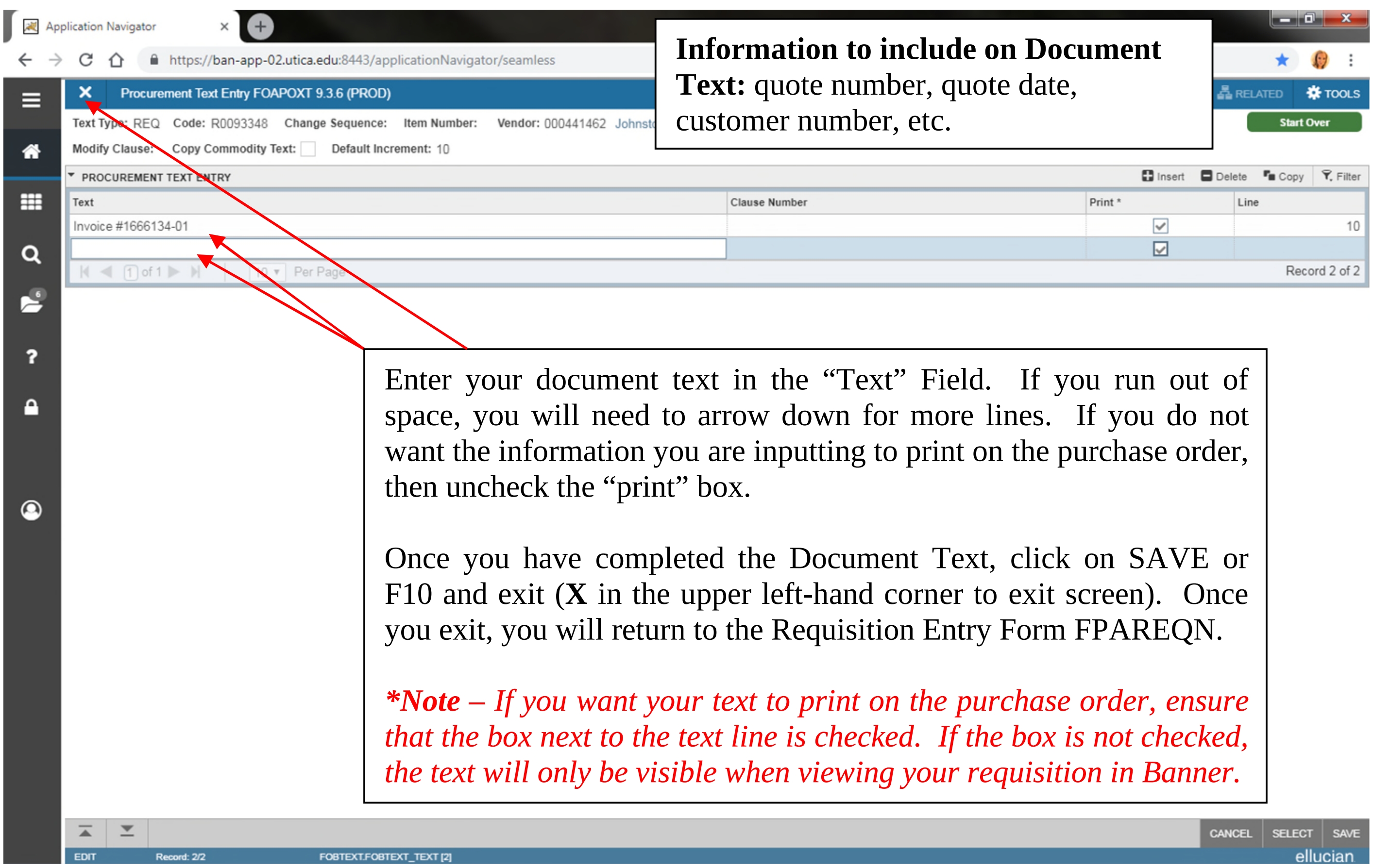
FOAPOXT - Document Text

FOAPOXT also known as Document Text can be used for something that pertains to the entire document such as a Quote Number or Confirmation Number and will be printed at the top of the Purchase Order. Document Text can also be used if you want to send a message to Purchasing. For Example: If an email does not fit in the comments box this is where you can type the vendor email address that the Purchase Order needs to be delivered to).

Click on **Related**, then Document Text which will bring up the Document Text Entry Form – FOAPOXT.



Select **"Go"**



Information to include on Document Text: quote number, quote date, customer number, etc.

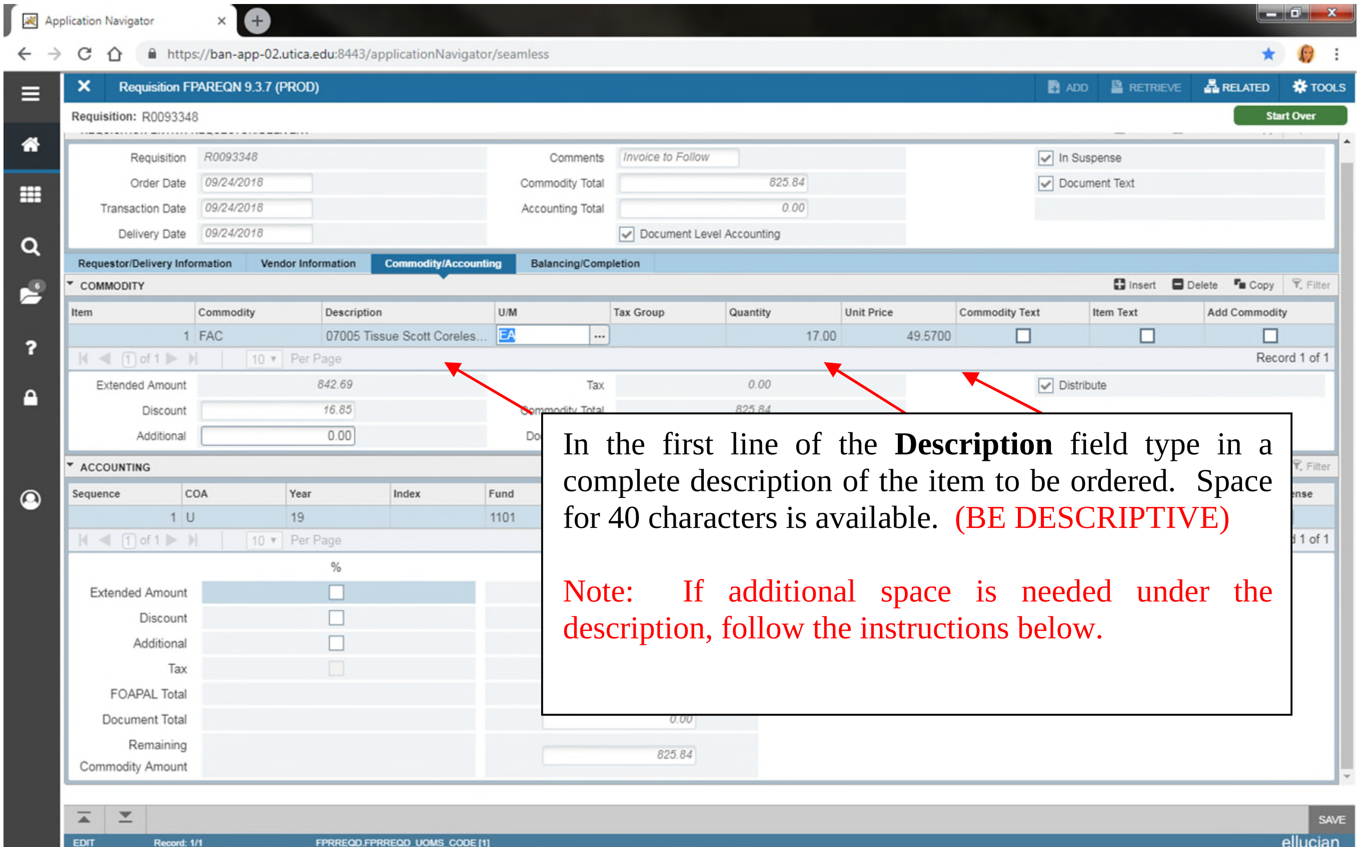
Enter your document text in the "Text" Field. If you run out of space, you will need to arrow down for more lines. If you do not want the information you are inputting to print on the purchase order, then uncheck the "print" box.

Once you have completed the Document Text, click on SAVE or F10 and exit (**X** in the upper left-hand corner to exit screen). Once you exit, you will return to the Requisition Entry Form FPAREQN.

***Note** – *If you want your text to print on the purchase order, ensure that the box next to the text line is checked. If the box is not checked, the text will only be visible when viewing your requisition in Banner.*

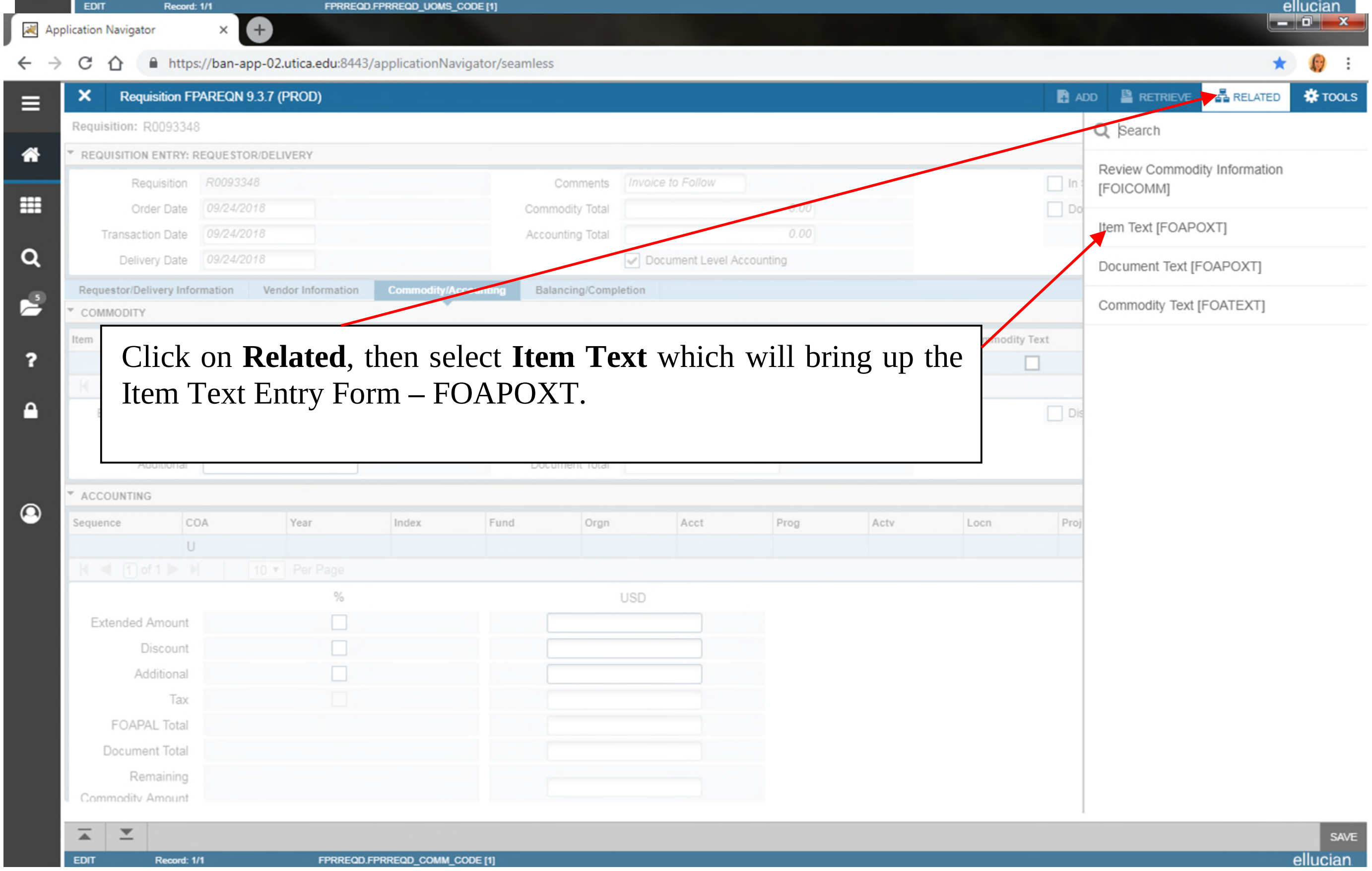
Commodity / Accounting Tab

Tab over the **Comm** Field.

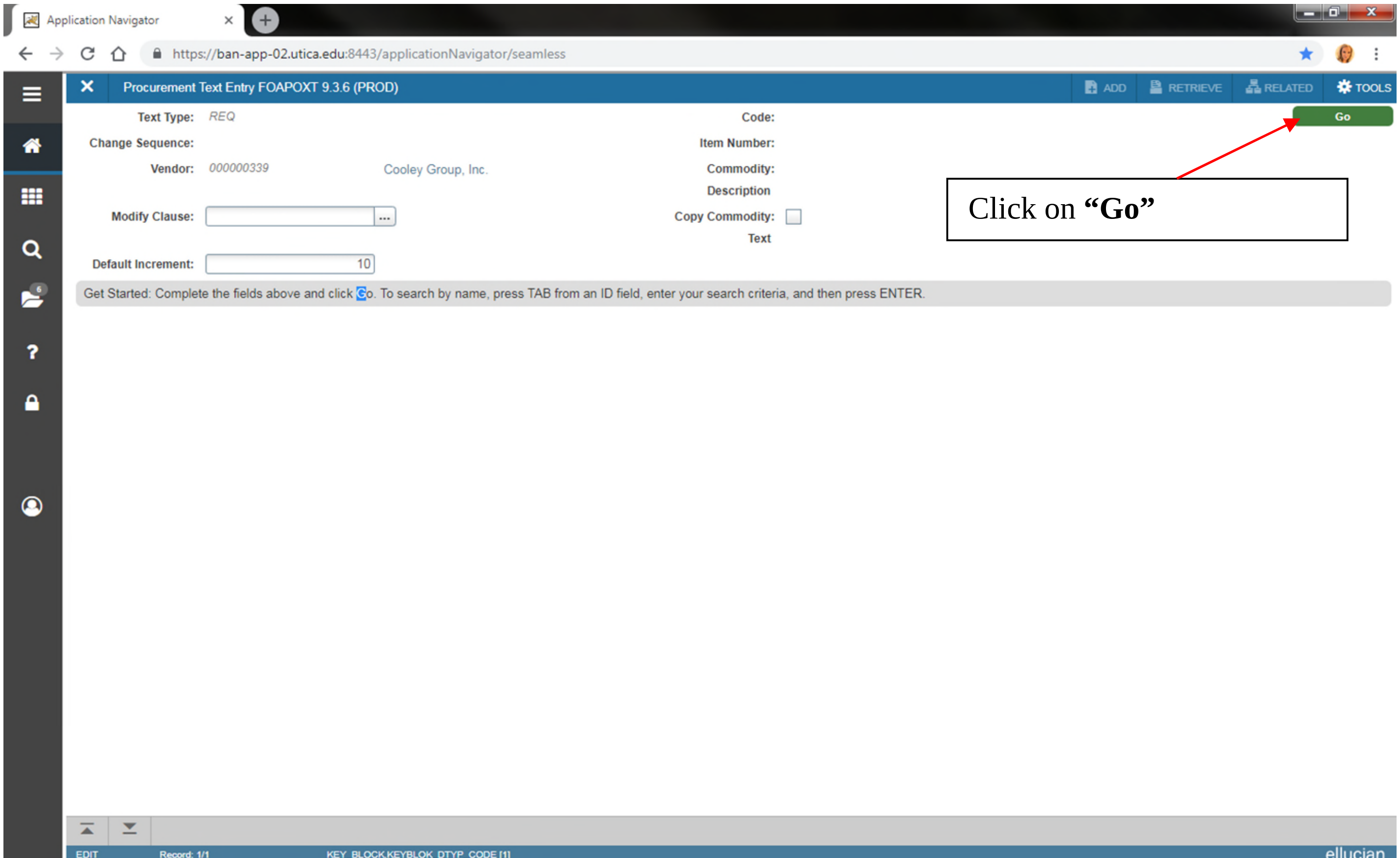


In the first line of the **Description** field type in a complete description of the item to be ordered. Space for 40 characters is available. (BE DESCRIPTIVE)

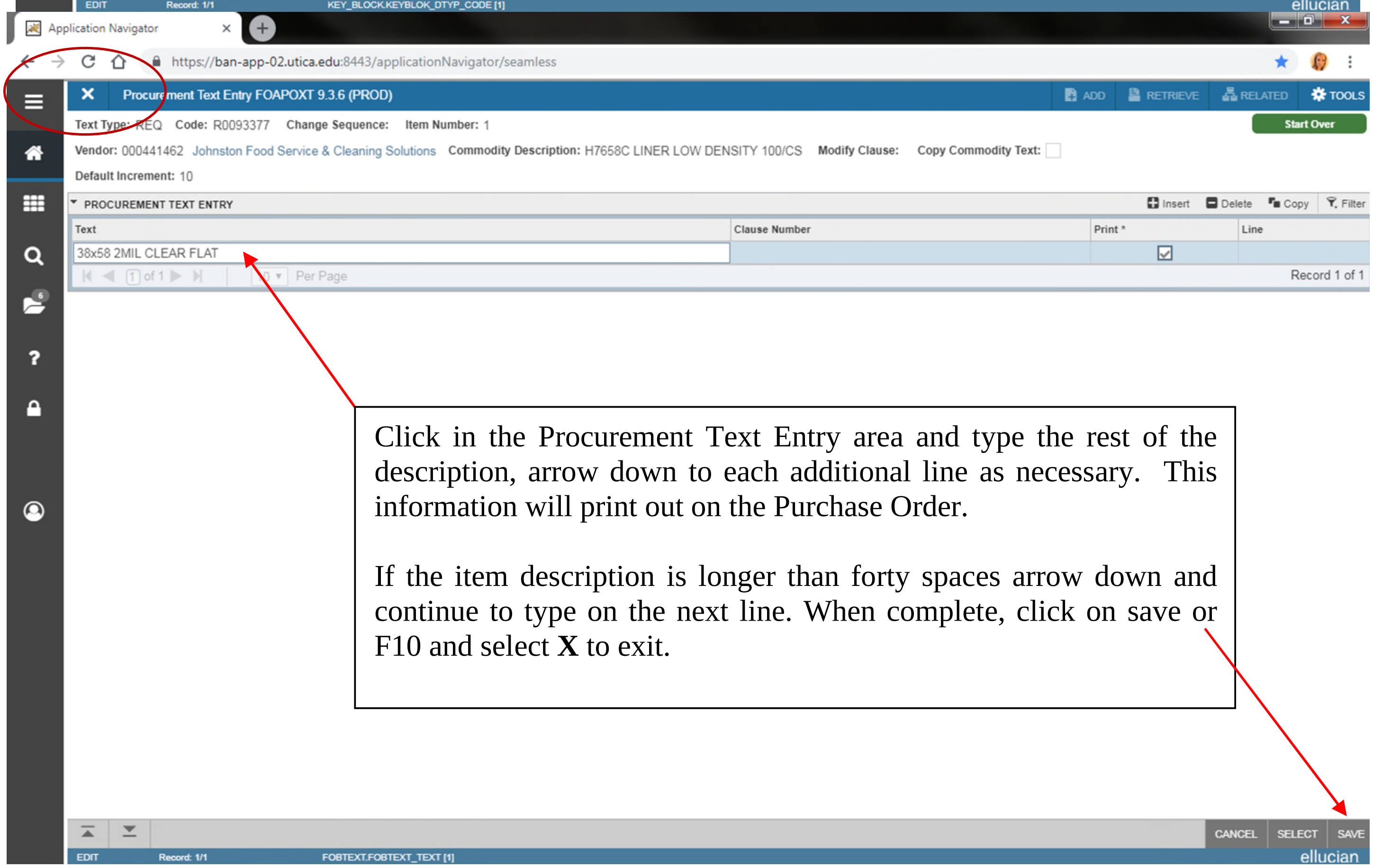
Note: If additional space is needed under the description, follow the instructions below.



Click on **Related**, then select **Item Text** which will bring up the Item Text Entry Form – FOAPOXT.

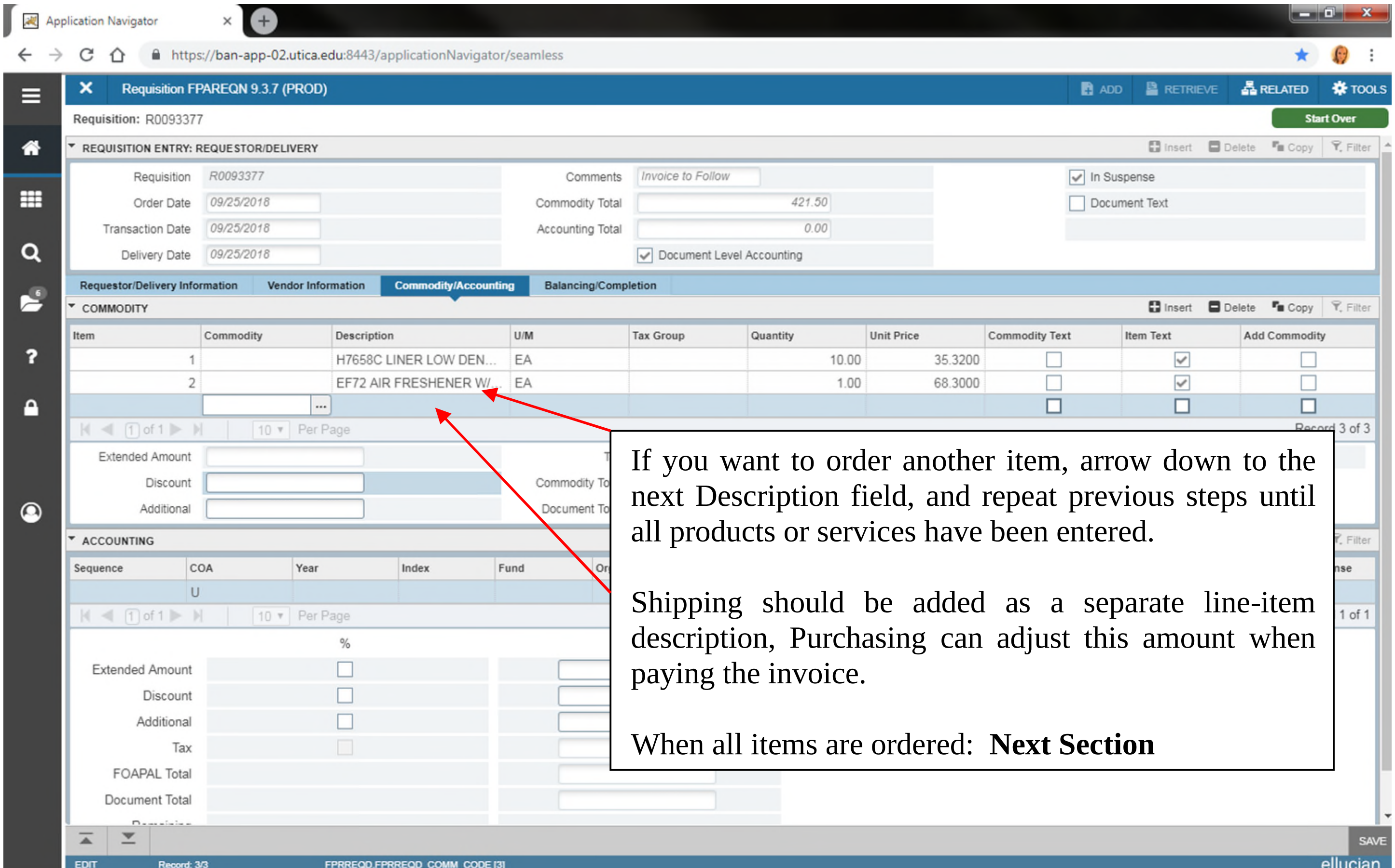


Click on **"Go"**



Click in the Procurement Text Entry area and type the rest of the description, arrow down to each additional line as necessary. This information will print out on the Purchase Order.

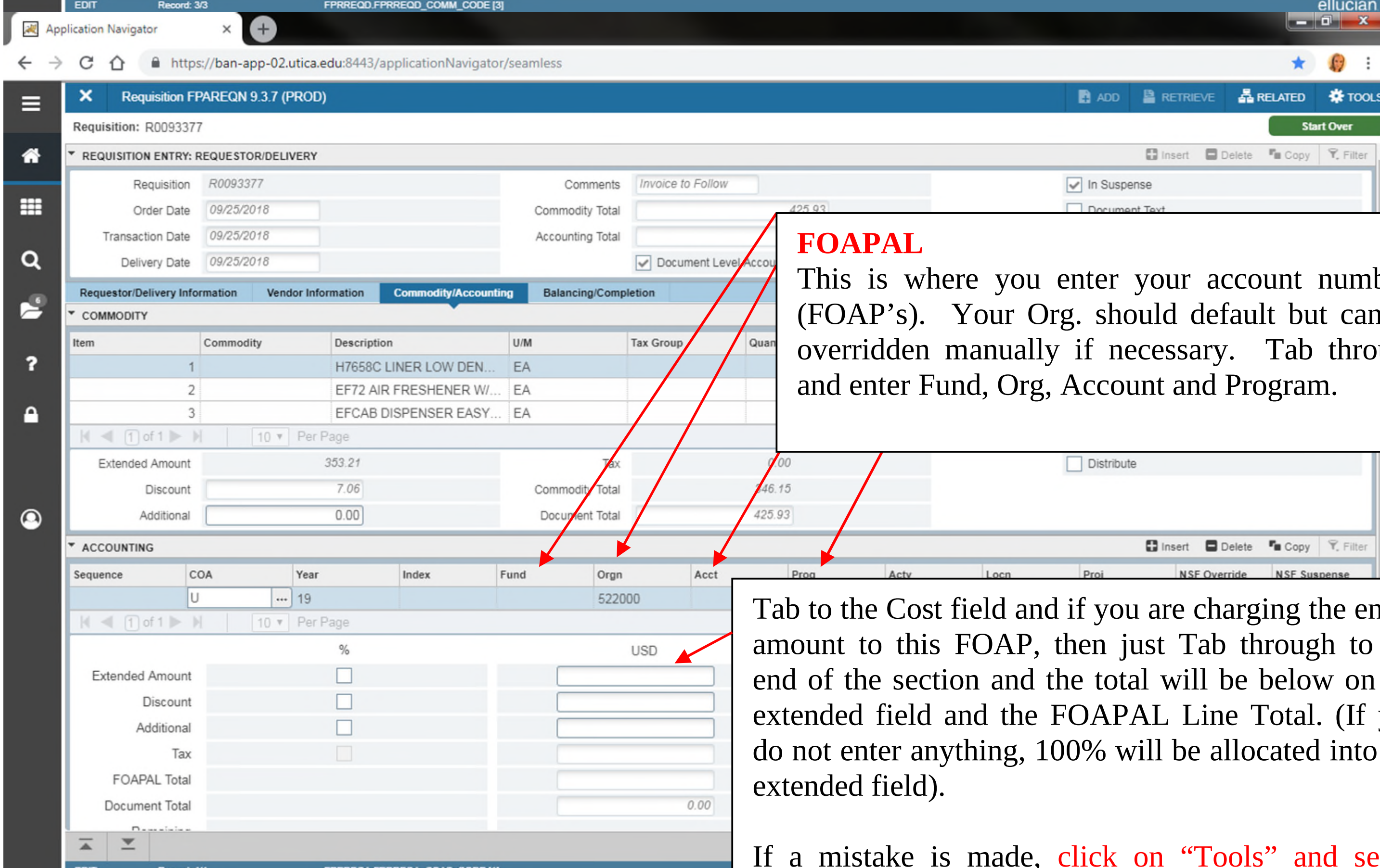
If the item description is longer than forty spaces arrow down and continue to type on the next line. When complete, click on save or F10 and select **X** to exit.



If you want to order another item, arrow down to the next Description field, and repeat previous steps until all products or services have been entered.

Shipping should be added as a separate line-item description, Purchasing can adjust this amount when paying the invoice.

When all items are ordered: **Next Section**

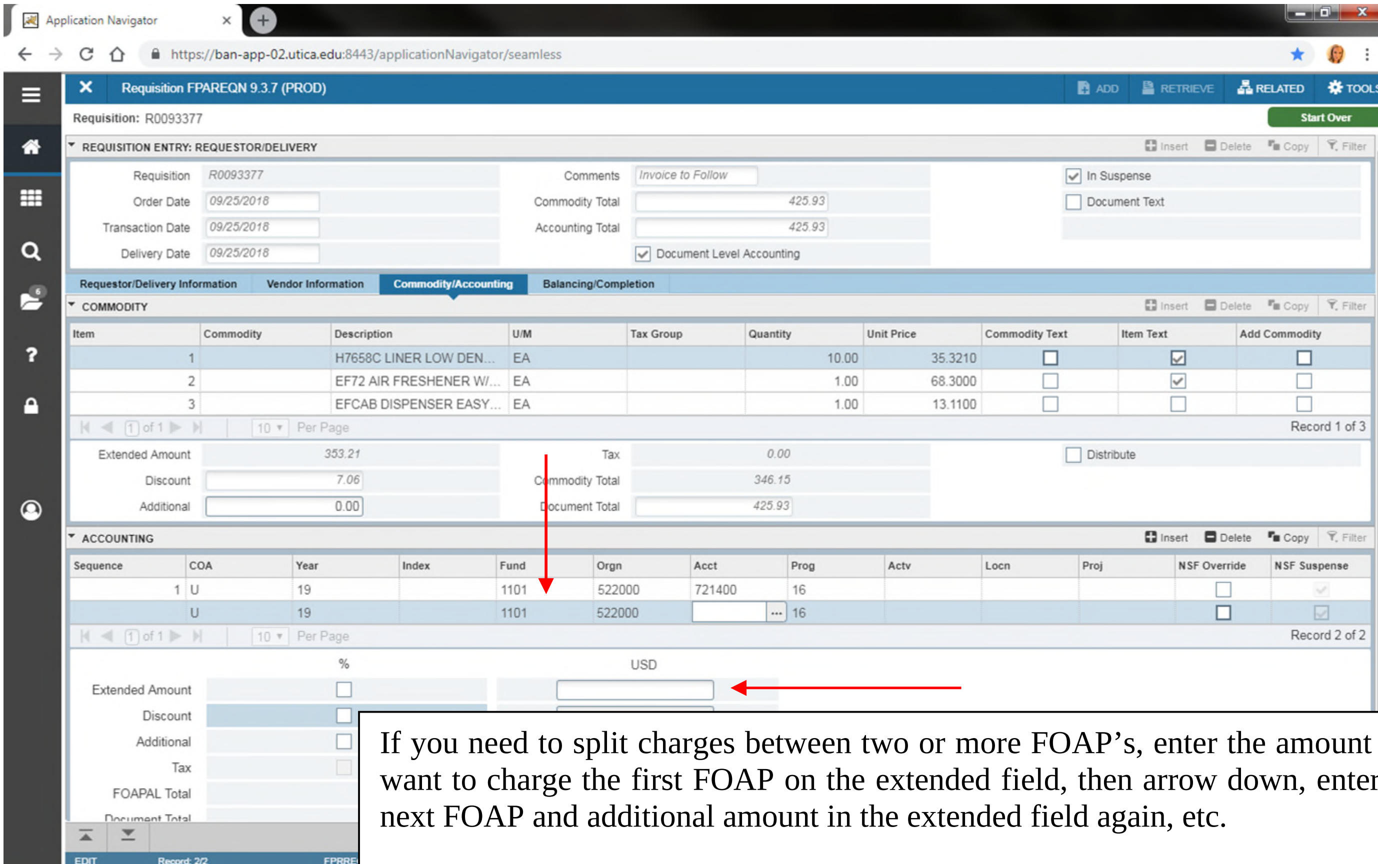


FOAPAL

This is where you enter your account numbers (FOAP's). Your Org. should default but can be overridden manually if necessary. Tab through and enter Fund, Org, Account and Program.

Tab to the Cost field and if you are charging the entire amount to this FOAP, then just Tab through to the end of the section and the total will be below on the extended field and the FOAPAL Line Total. (If you do not enter anything, 100% will be allocated into the extended field).

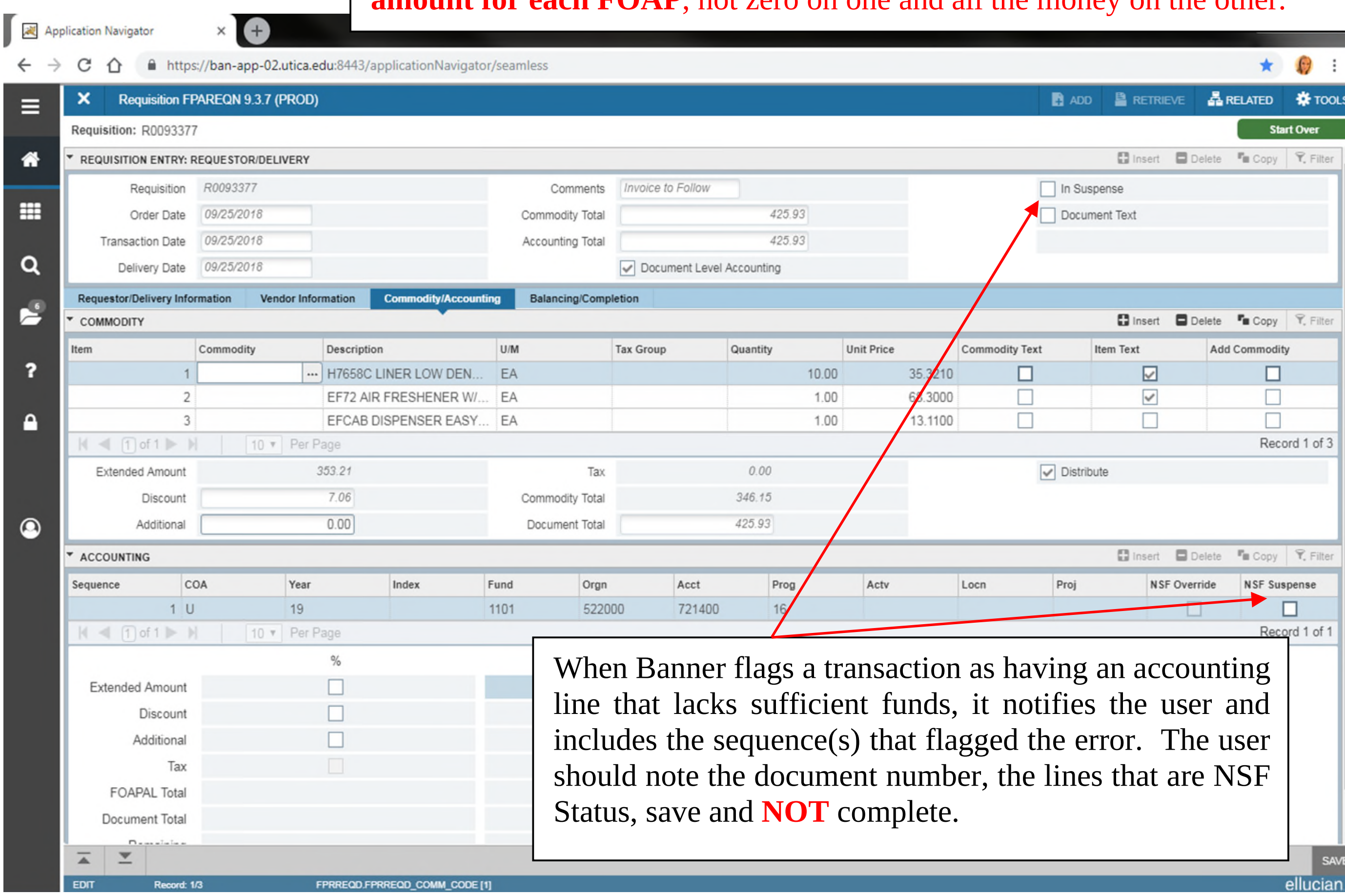
If a mistake is made, click on "Tools" and select "Clear Record". This will clear the area of all information on the line the cursor is on.



If you need to split charges between two or more FOAP's, enter the amount you want to charge the first FOAP on the extended field, then arrow down, enter the next FOAP and additional amount in the extended field again, etc.

****NOTE**** If you split costs between two FOAP's, then you **MUST enter an amount for each FOAP**, not zero on one and all the money on the other.

NSF Flags



When Banner flags a transaction as having an accounting line that lacks sufficient funds, it notifies the user and includes the sequence(s) that flagged the error. The user should note the document number, the lines that are NSF Status, save and **NOT** complete.

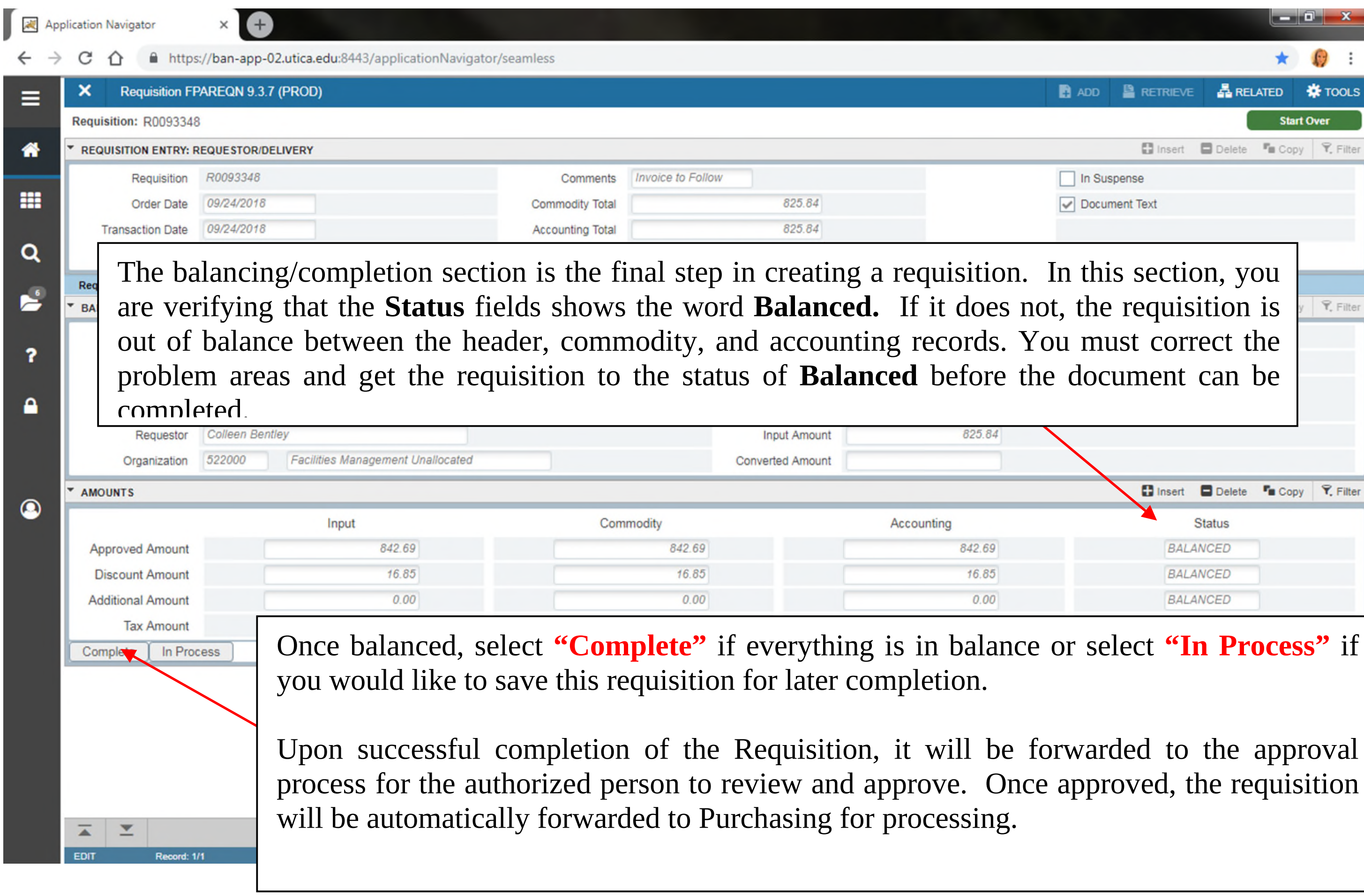
If this occurs, a budget transfer request will most likely need to be done. Before a budget transfer is done, you will want to review the actual expenditures and commitments in your budget. You will then need to have a **Budget Transfer Request Form** filled out completely and forward on to the Office of Financial Affairs.

Note: Banner will allow you to complete a requisition with an NSF Flag and it will go through the approval process. Upon approving the requisition, the approvers will see the message: Document R00XXXX has your approval but remains in NSF. After the last approver approves the requisition, it will go into the NSF Queue. The Requisition will never make it to the Purchasing Department unless a Budget Transfer Request Form has been filled out or a Budget Variance Request has been made. The NSF Queue is monitored by the Office of Financial Affairs.

After the FOAP's have been entered and before going to the Next Section (Alt + Page Down) for completion of the requisition, go back over the form and make sure everything is entered correctly. A requisition can be cancelled anytime during the process by going Previous Section to the first section showing the Requestor / Delivery information and clicking the delete button on the top right corner twice. This will delete the requisition.

When all information has been correctly entered on the FPAREQN, from the FOAPAL section, go to **Next Section**.

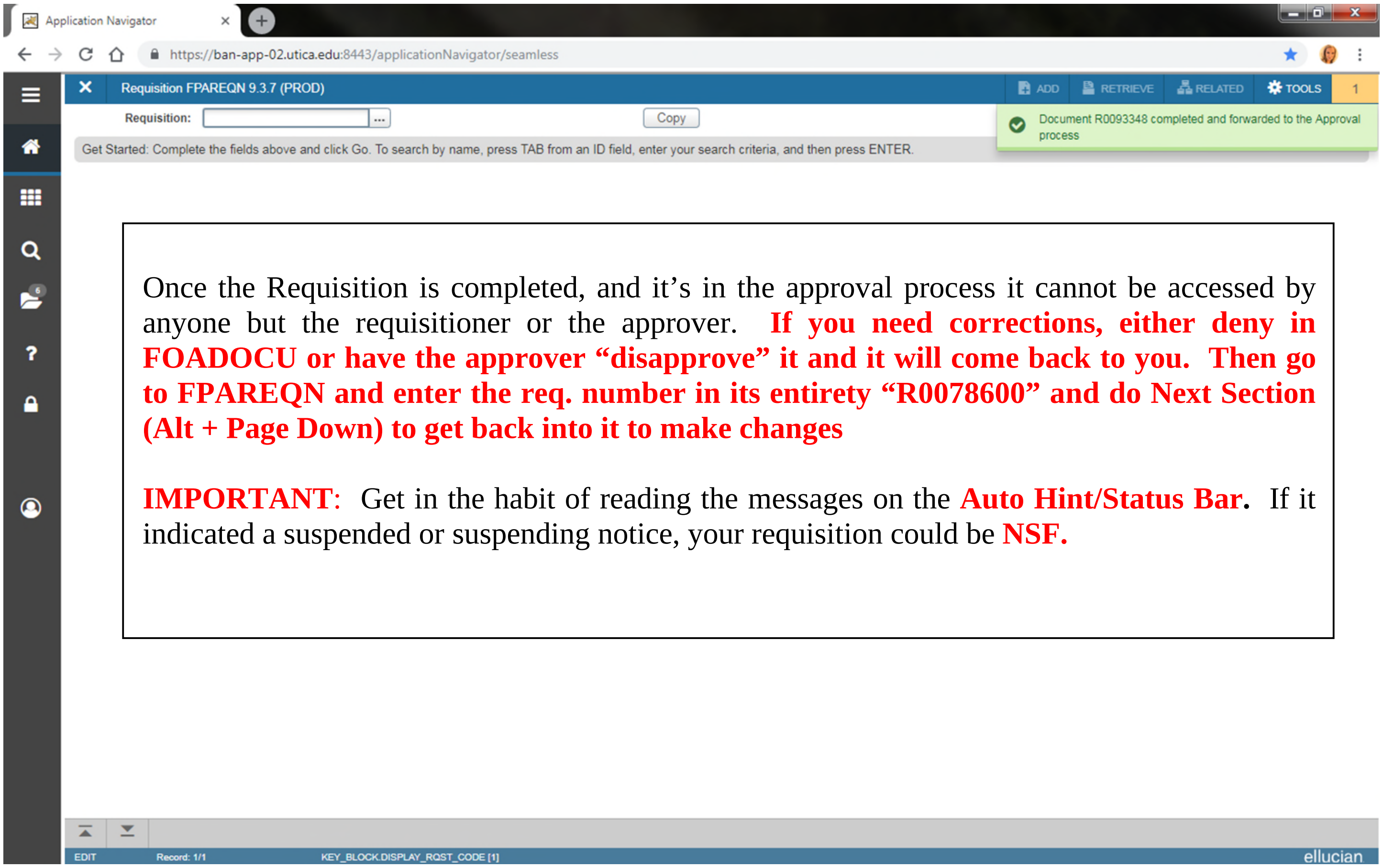
Balancing/Completion



The balancing/completion section is the final step in creating a requisition. In this section, you are verifying that the **Status** fields shows the word **Balanced.** If it does not, the requisition is out of balance between the header, commodity, and accounting records. You must correct the problem areas and get the requisition to the status of **Balanced** before the document can be completed.

Once balanced, select **"Complete"** if everything is in balance or select **"In Process"** if you would like to save this requisition for later completion.

Upon successful completion of the Requisition, it will be forwarded to the approval process for the authorized person to review and approve. Once approved, the requisition will be automatically forwarded to Purchasing for processing.

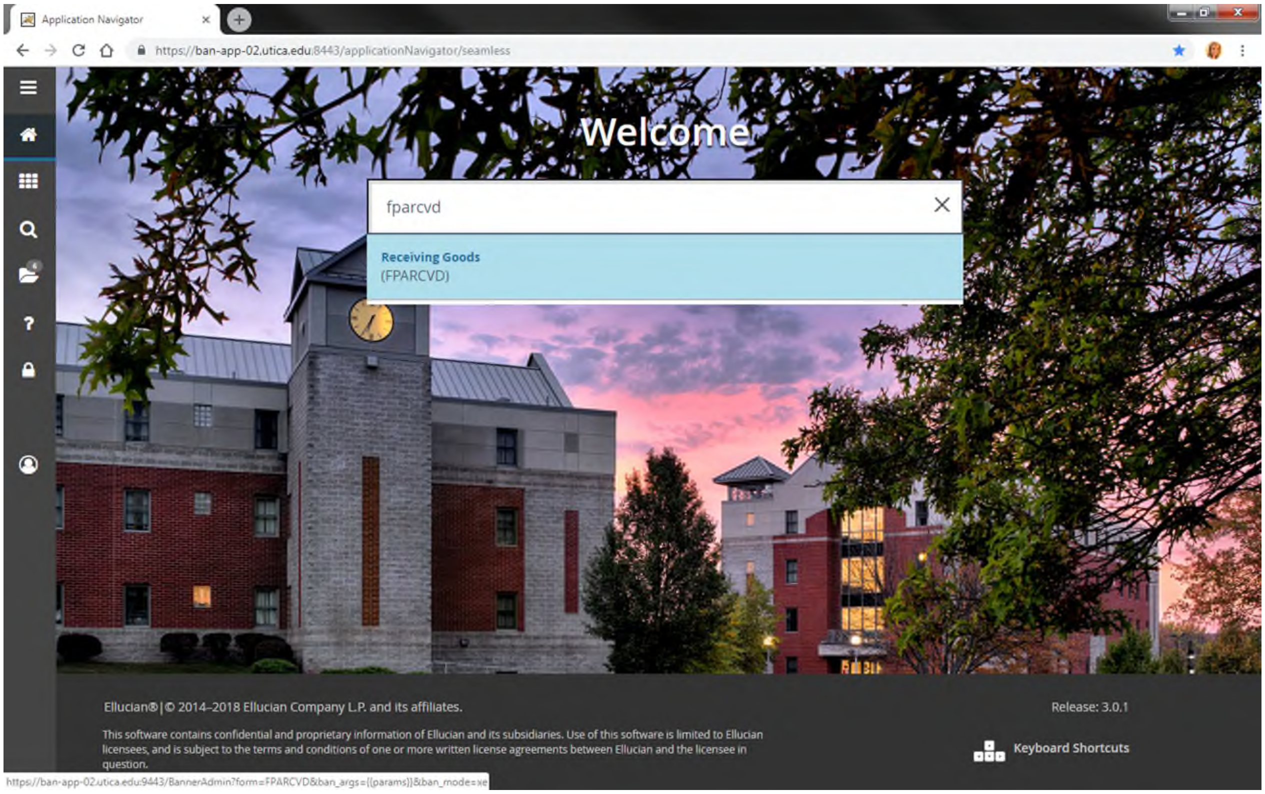


Once the Requisition is completed, and it's in the approval process it cannot be accessed by anyone but the requisitioner or the approver. **If you need corrections, either deny in FOADOCU or have the approver "disapprove" it and it will come back to you. Then go to FPAREQN and enter the req. number in its entirety "R0078600" and do Next Section (Alt + Page Down) to get back into it to make changes**

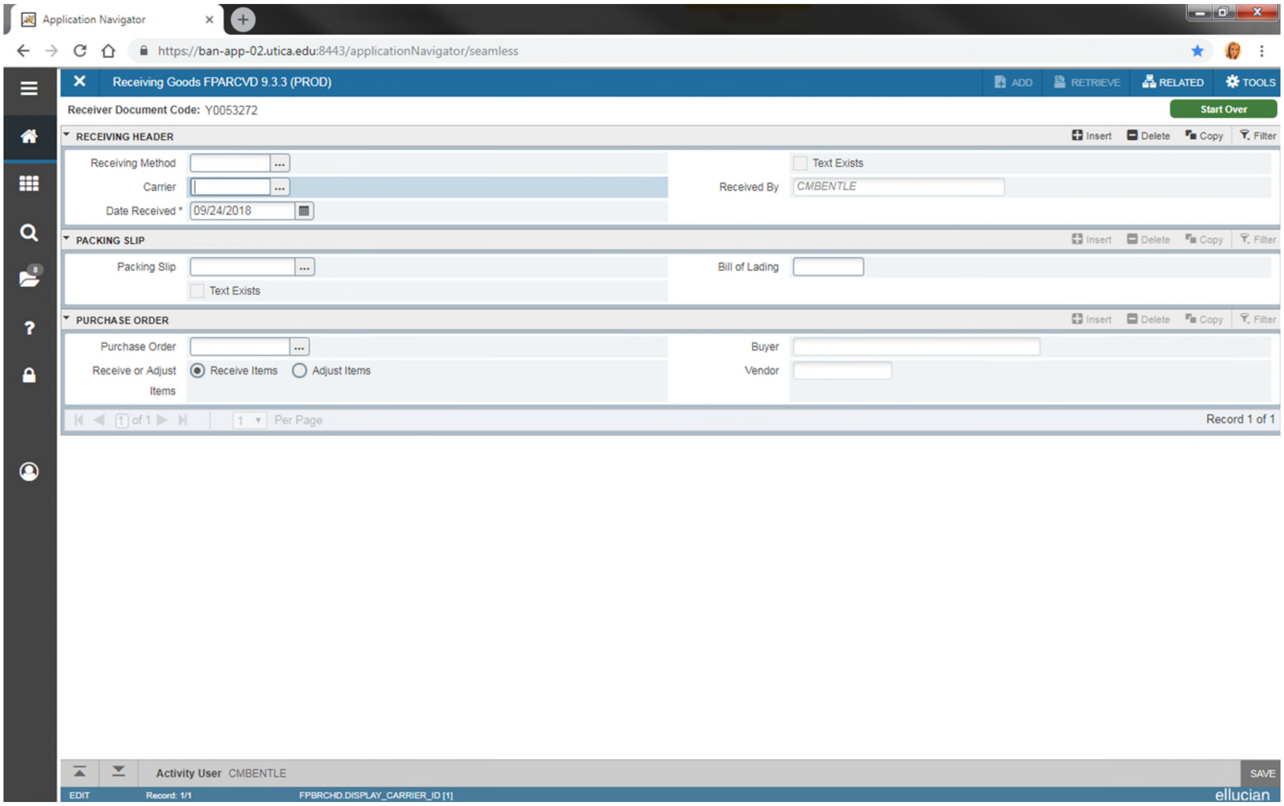
IMPORTANT: Get in the habit of reading the messages on the **Auto Hint/Status Bar.** If it indicated a suspended or suspending notice, your requisition could be **NSF.**

ONLINE BANNER RECEIVING PROCESS

Go to **FPARCVD**



Type "Next" into the **Receiver Document field** and select **Go** or **Alt + Page Down** to allow the system to generate a new document number. All Receiver Documents start with the letter "**Y**".



Receiving Method: You can enter this for your records, but it is not a required field. There are options in the drop-down box to choose from.

Carrier: Leave blank

Date Received: It will default with today's date, but you can override this and enter the actual date the product was received.

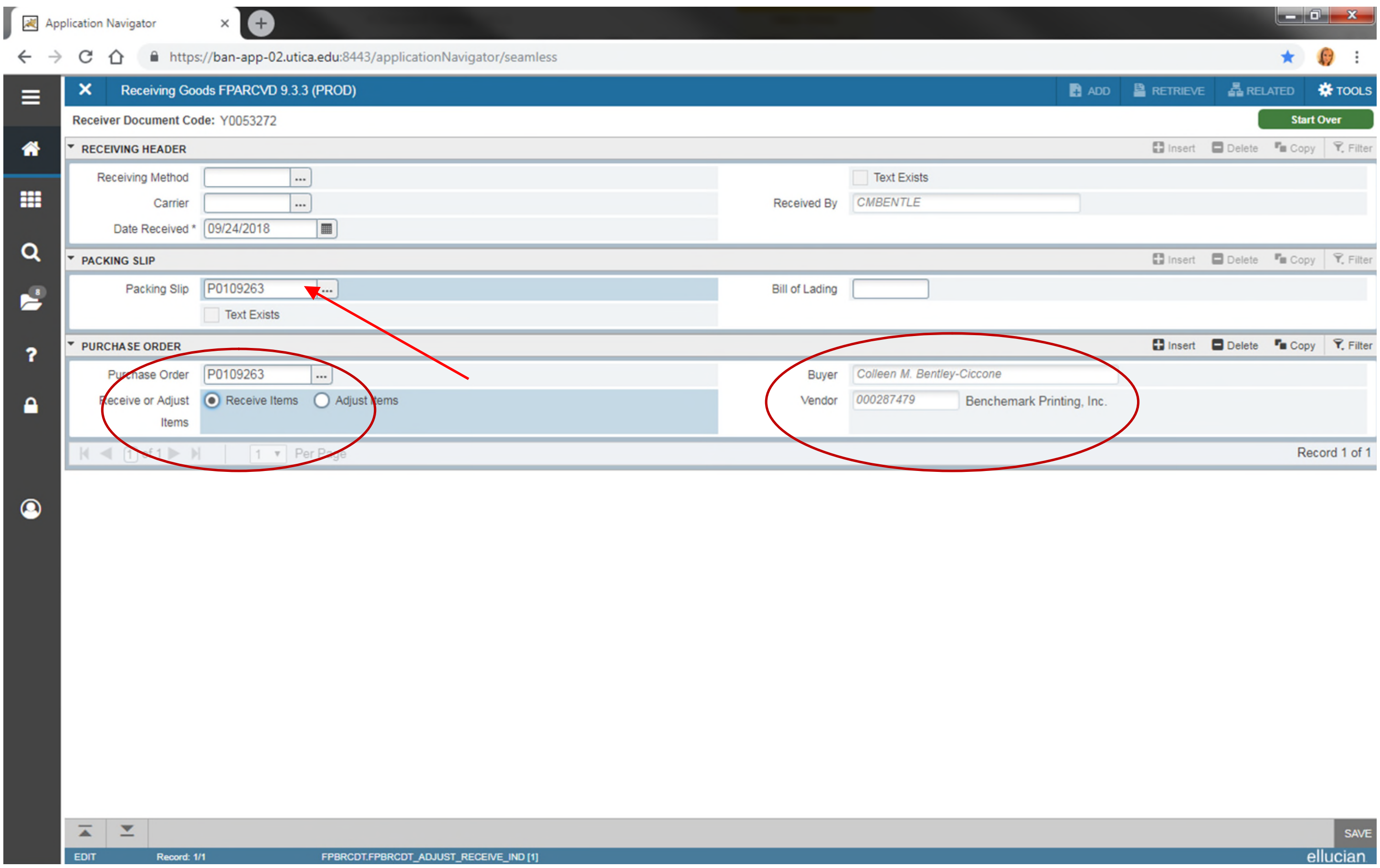
Go "Next Section" to **Packing Slip.** This is a required field. You can enter the number on the packing slip or if there is none, then just put in the PO number.

Bill of Lading: Leave blank

Go "Next Section" (Alt + Page Down) to Purchase Order.

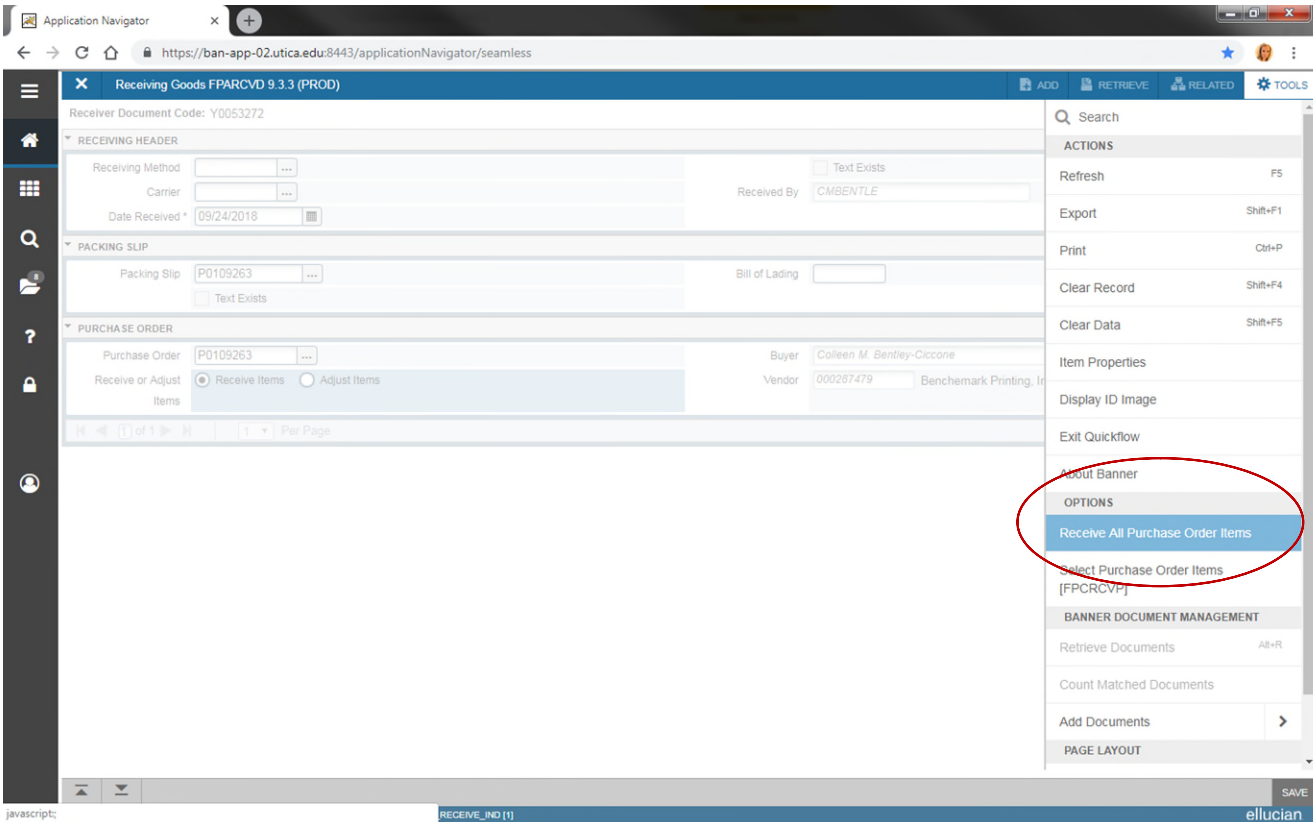
Purchase Order: Enter the complete PO number for example P0095929

Tab and the **Buyer** and **Vendor** fields will automatically populate. The **Receive Items** radio button will be selected.



Complete Shipments:

Go to “Tools” drop down menu on the toolbar and select “**Receive all Purchase Order Items**” if you are receiving all items and it is not a partial shipment.



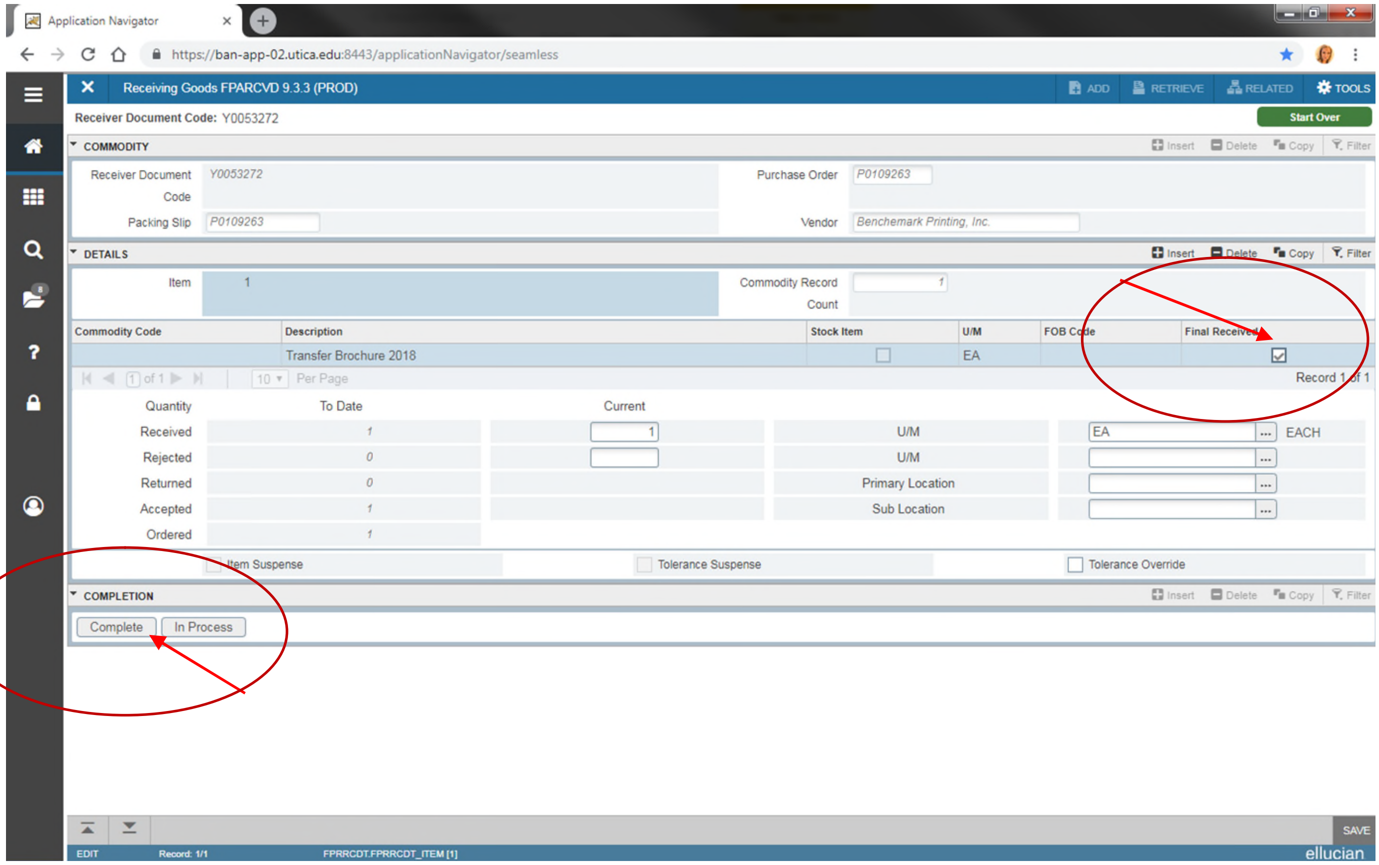
Go to “Next Section”

The column header “Current” for the row “Received” will be automatically filled in to match the PO. If there is more than one line item on your PO, every line will be received at 100%, you can change an accepted amount if you need to.

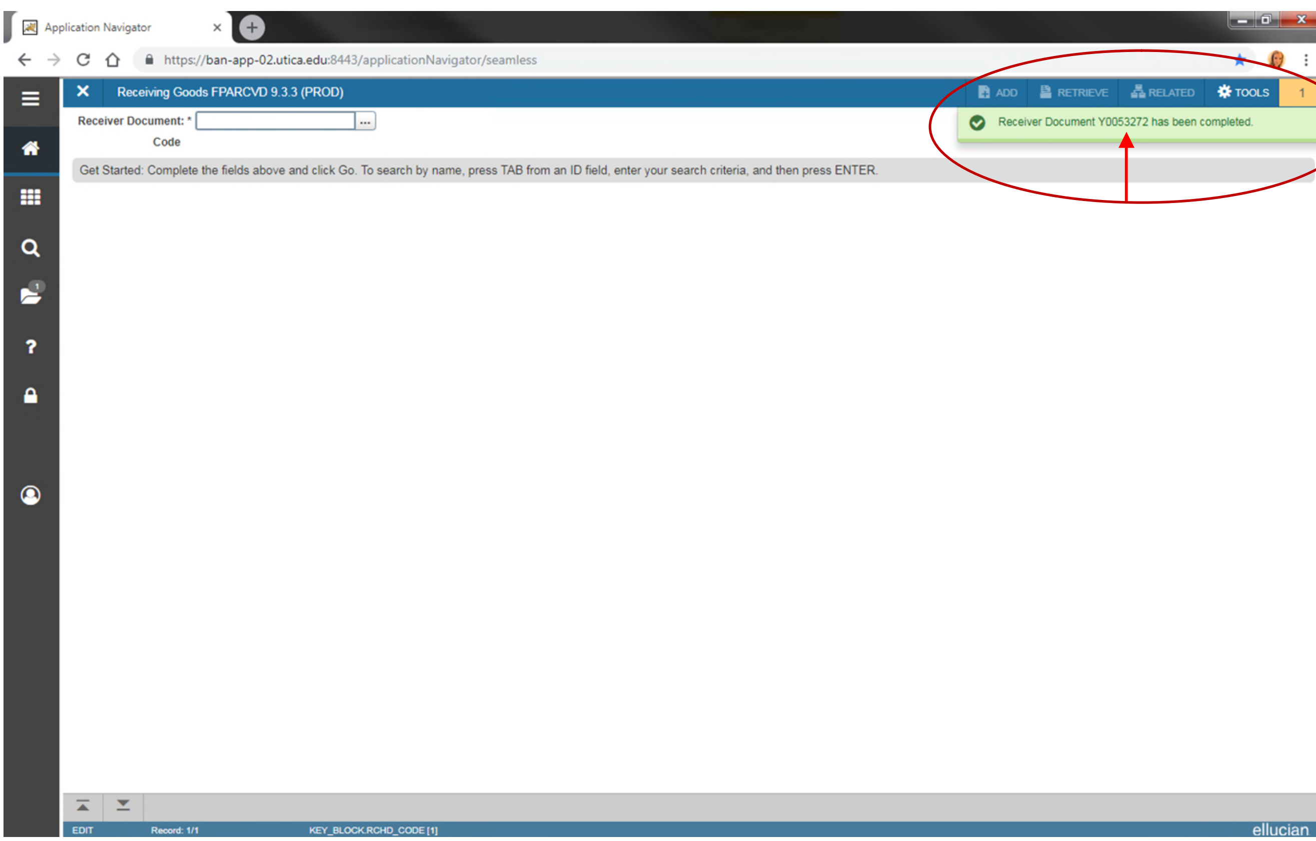
Have you received all the goods for each line item?

- Yes - check the “**Final Received**” box
- No - Make sure the “**Final Received**” box is blank. This will keep the PO open for future payments.

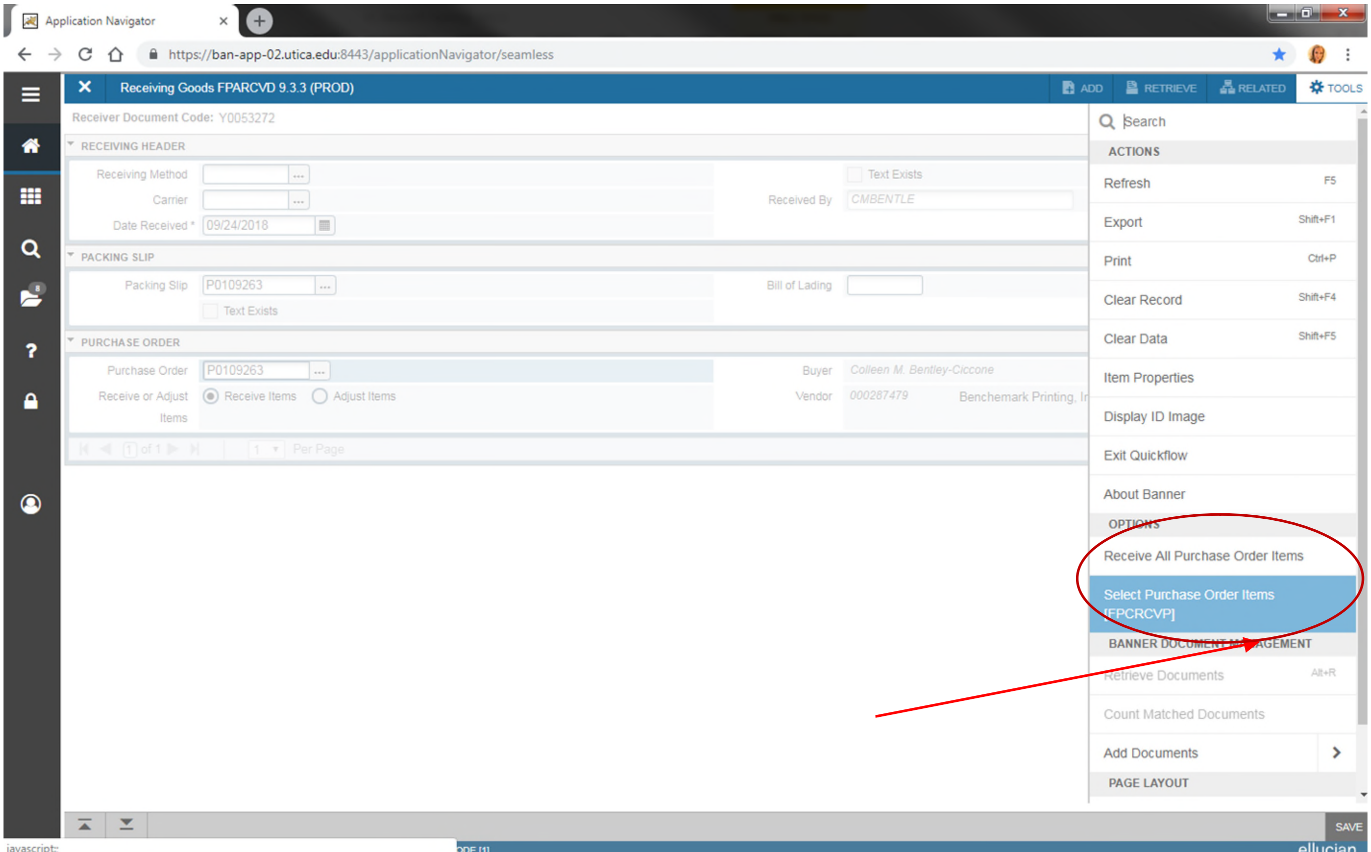
Note: If you selected “**Receive all Purchase Order Items**, the Final Received box will automatically be checked. (SEE NEXT PAGE)

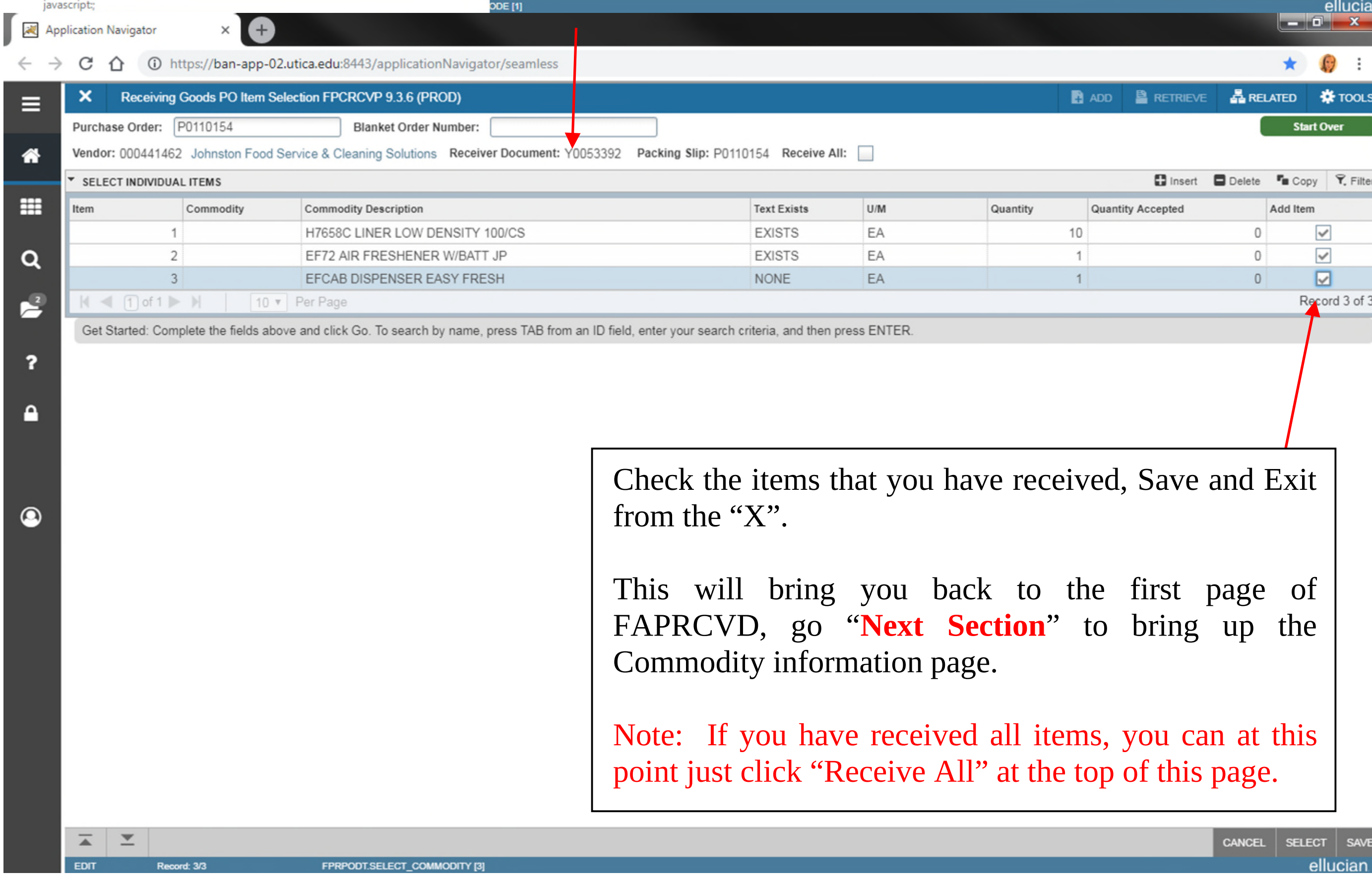


Go to "Next Section" to bring up the "**Complete**" button. Click to complete. Take note of your "Y" number and write it on your copy of the PO. Once completed you cannot make changes to a Y document.



Partial Shipments:
Go to “Option” drop down menu on the toolbar and select “**Select Purchase Order Items**”.

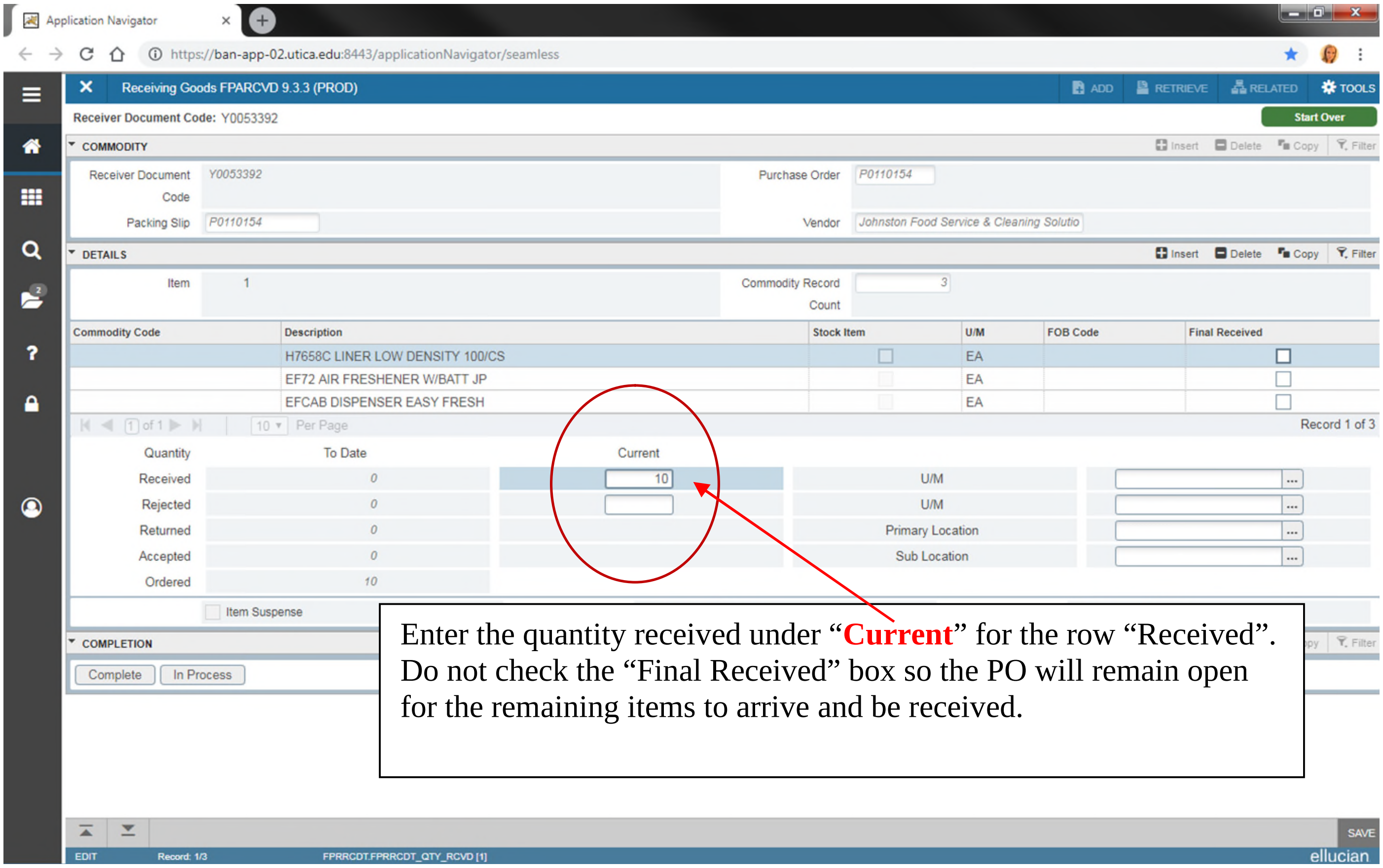




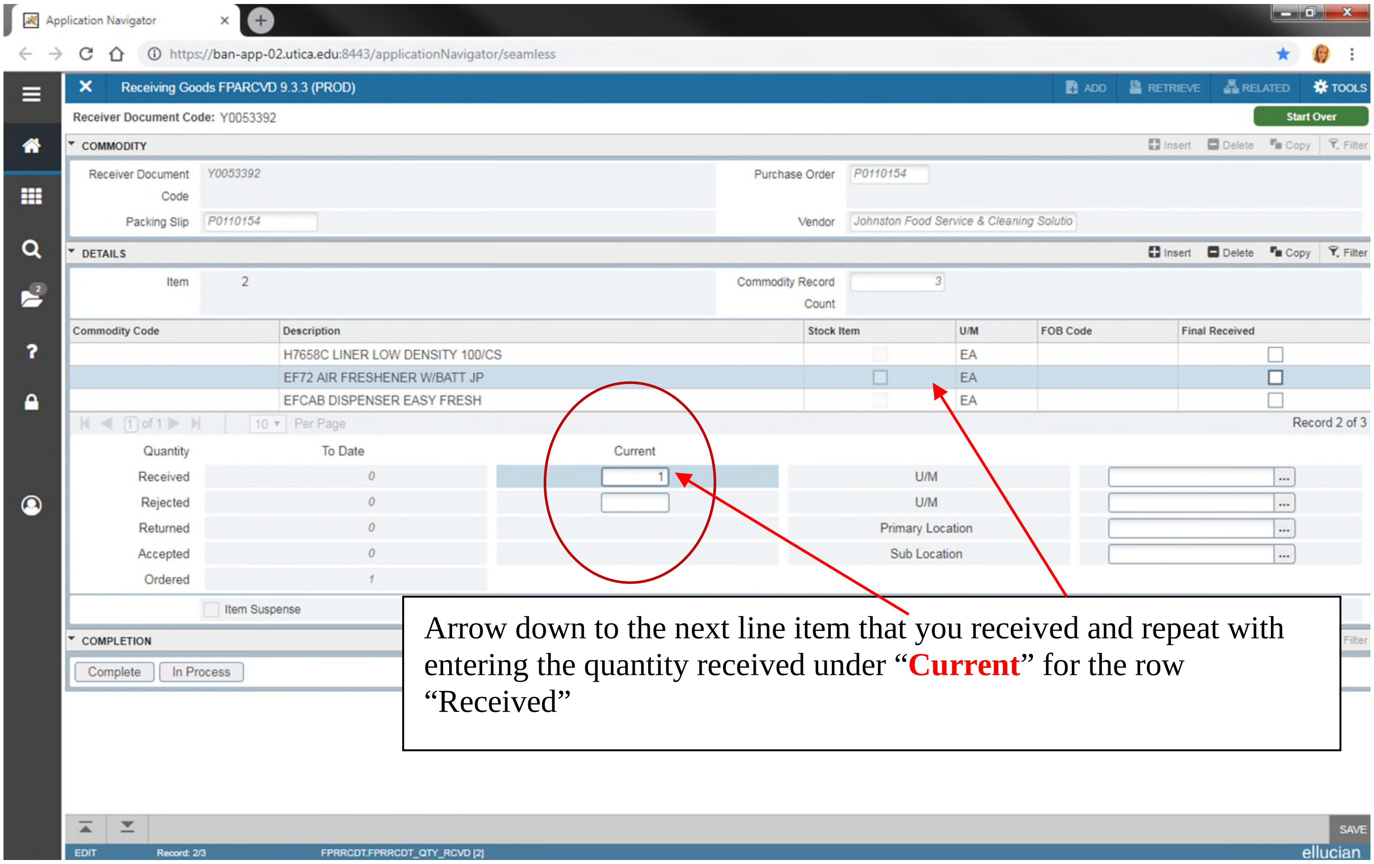
Check the items that you have received, Save and Exit from the “X”.

This will bring you back to the first page of FAPRCVD, go “**Next Section**” to bring up the Commodity information page.

Note: If you have received all items, you can at this point just click “Receive All” at the top of this page.

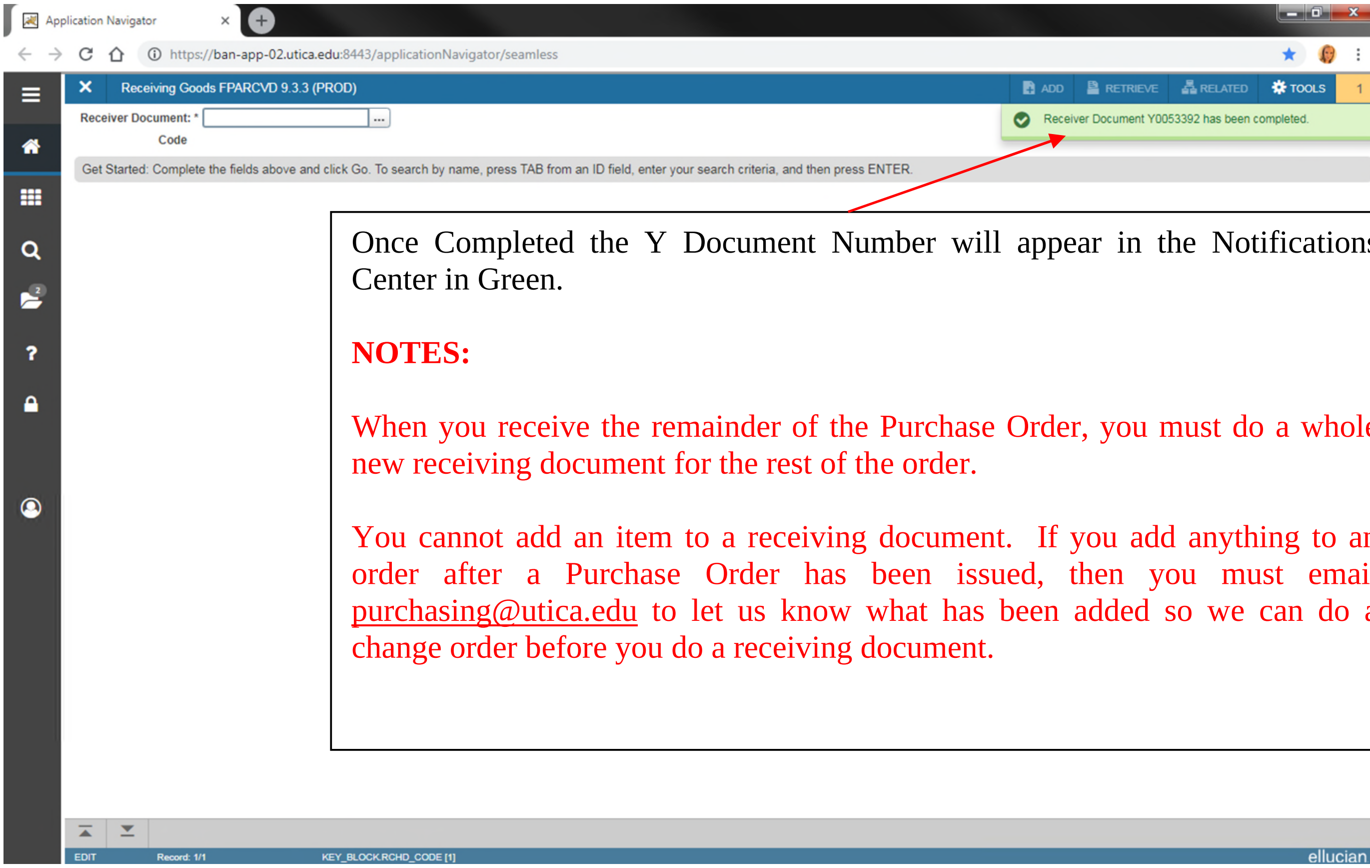


Enter the quantity received under "**Current**" for the row "Received". Do not check the "Final Received" box so the PO will remain open for the remaining items to arrive and be received.



Arrow down to the next line item that you received and repeat with entering the quantity received under "**Current**" for the row "Received"

Go “**Next Section**” to **Complete**.



Once Completed the Y Document Number will appear in the Notifications Center in Green.

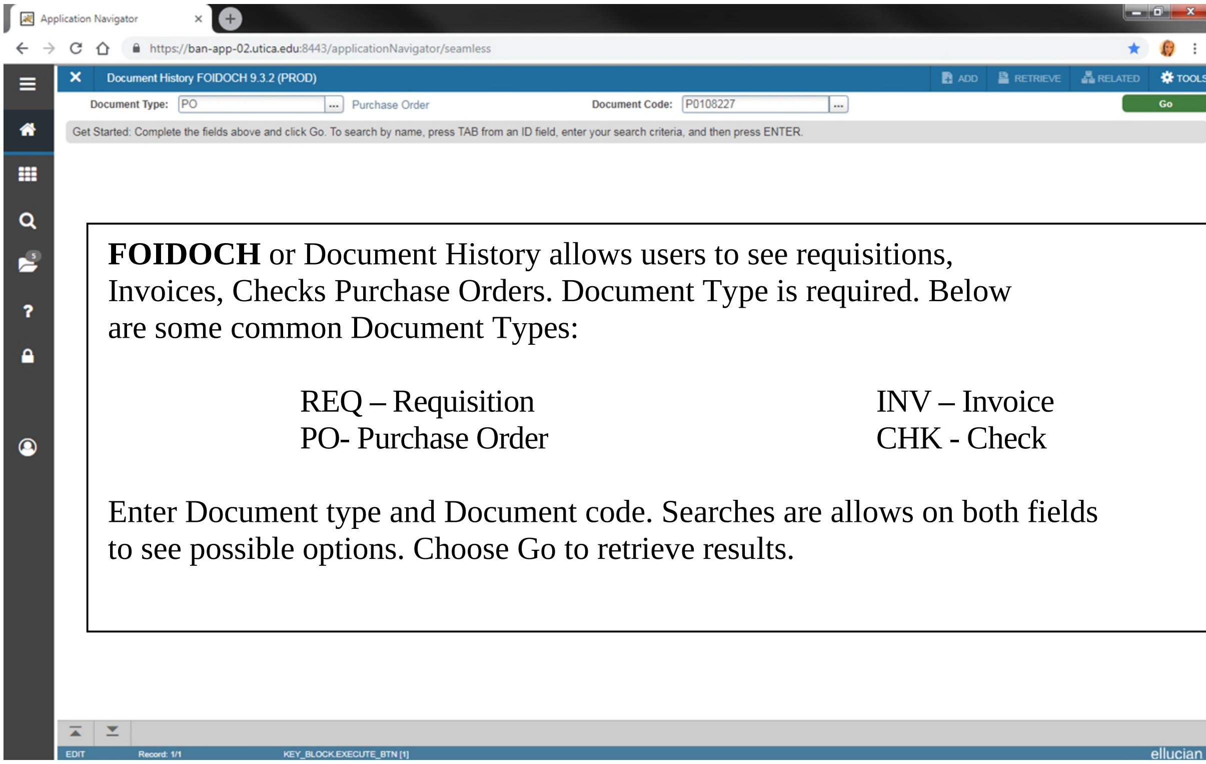
NOTES:

When you receive the remainder of the Purchase Order, you must do a whole new receiving document for the rest of the order.

You cannot add an item to a receiving document. If you add anything to an order after a Purchase Order has been issued, then you must email purchasing@utica.edu to let us know what has been added so we can do a change order before you do a receiving document.

<u>**TO LOOKUP ANY INFORMATION ABOUT YOUR ORDER:**</u>

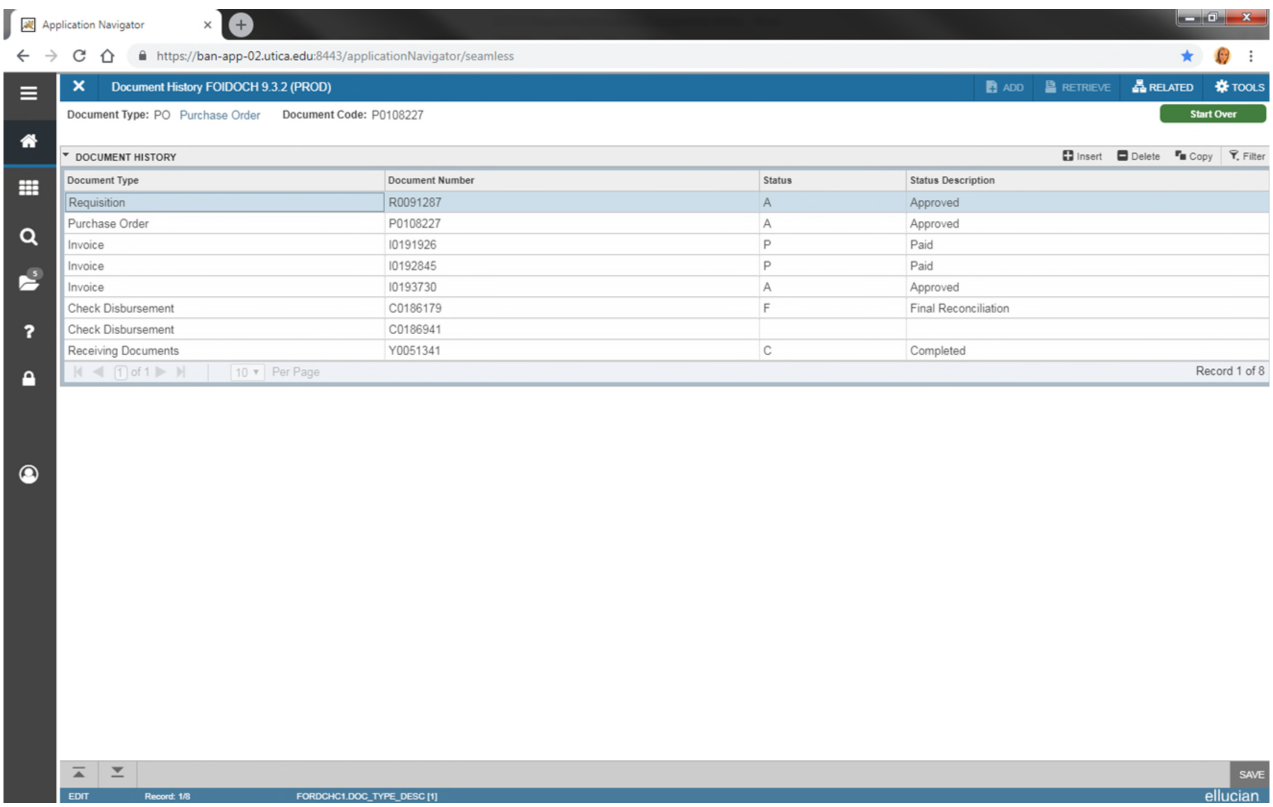
Document History Form



FOIDOCH or Document History allows users to see requisitions, Invoices, Checks Purchase Orders. Document Type is required. Below are some common Document Types:

REQ – Requisition	INV – Invoice
PO- Purchase Order	CHK - Check

Enter Document type and Document code. Searches are allows on both fields to see possible options. Choose Go to retrieve results.



FOIDOCH – Invoice

In the Invoices field, if an invoice has been issues, there will be one or more invoice numbers. Next to the Invoice Number there will be a status code (A P, R, X or S)

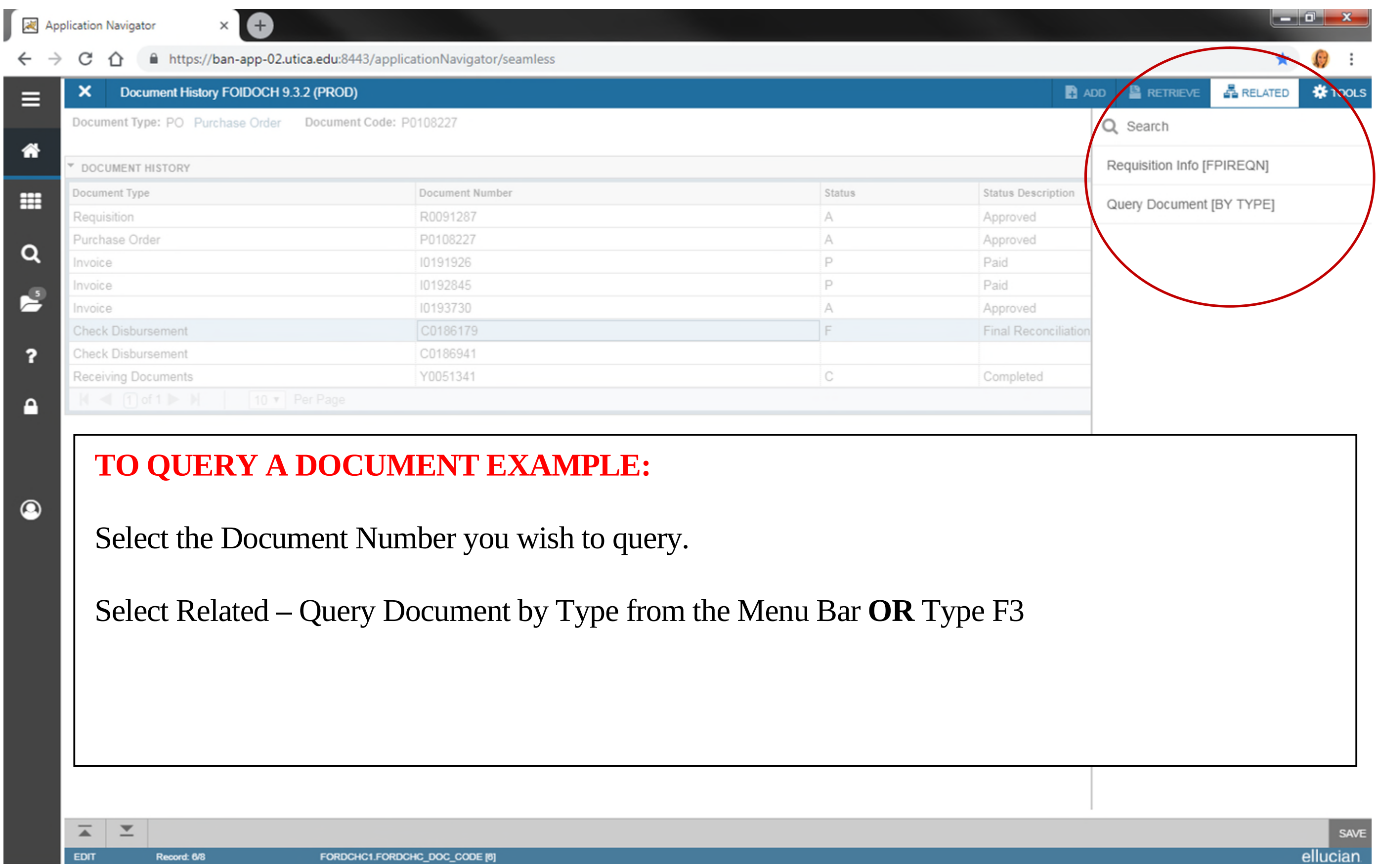
A: Approved but not yet Paid (In for payment)
P: Paid
R: Receiving is incomplete
S: Invoice Suspended
X: Invoice was cancelled

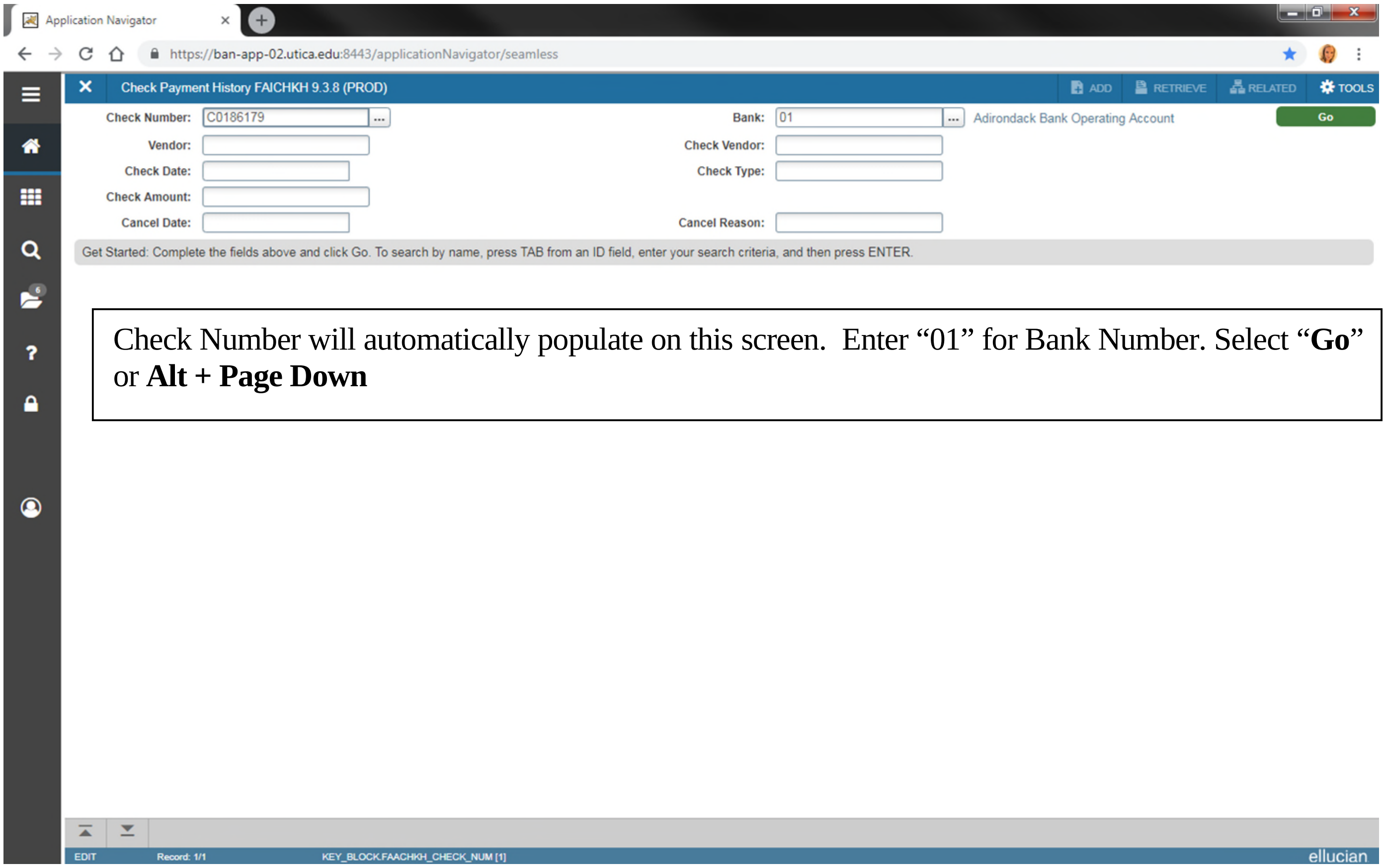
FOIDOCH – Check

In the Check field, if the check has been issued, there will be a check number. Next to the Check number there will be a status code (X, F or Blank)

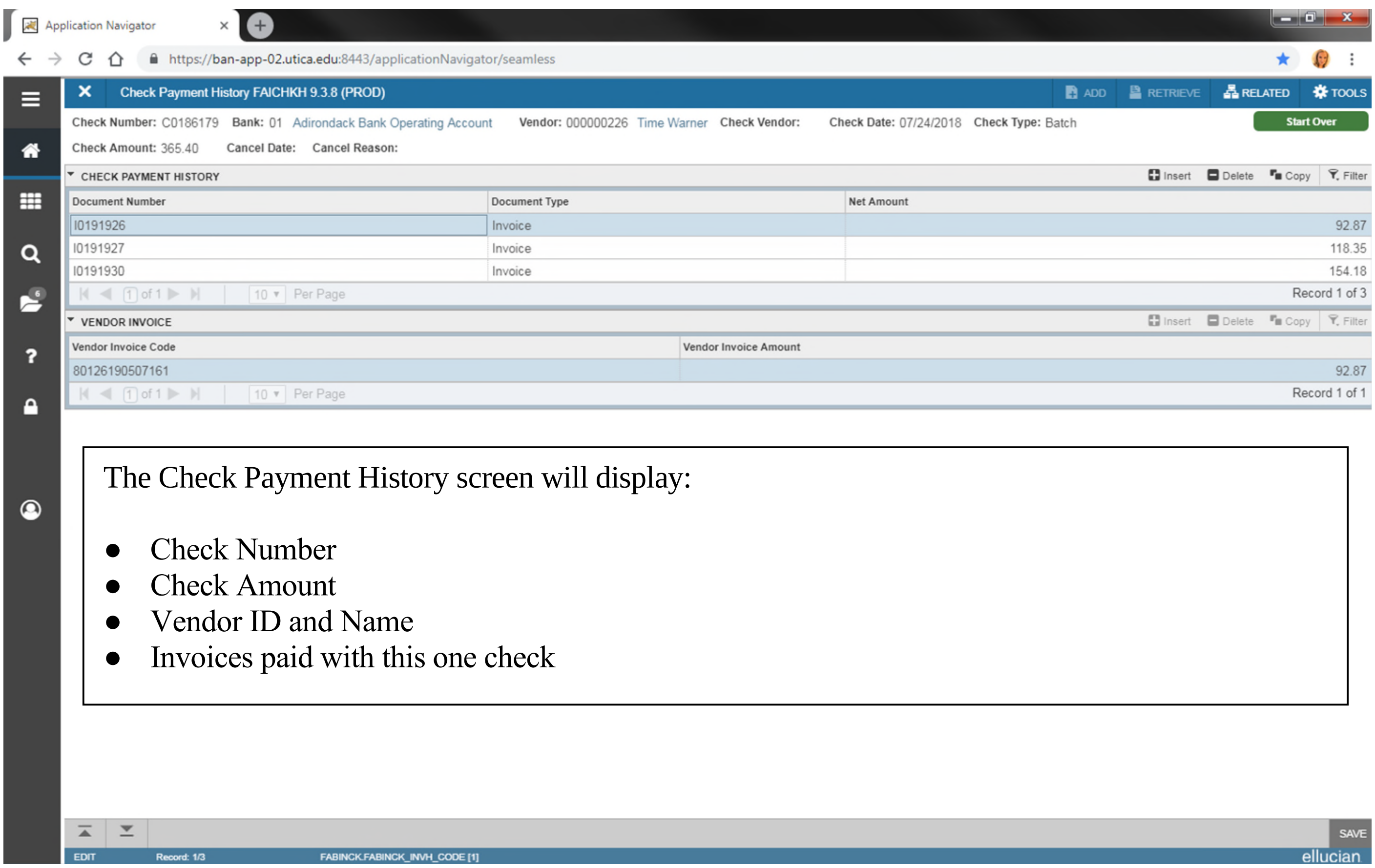
Blank: Check has not cleared.
F: Check has been finalized.
X: Check has been voided.

If it is a Direct Deposit (indicated by an "!" in the first digit, the status will always be blank)





Check Number will automatically populate on this screen. Enter “01” for Bank Number. Select “**Go**” or **Alt + Page Down**



The Check Payment History screen will display:

- Check Number
- Check Amount
- Vendor ID and Name
- Invoices paid with this one check