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Chapter One: Navigation

Chapter Objectives

- Logging In to Internet Native Banner (INB)
- Logging Out of Internet Native Banner (INB)
- Learning Banner Navigation Methods

The Banner Finance System is an online product that utilizes the Oracle Relational Database Management System (RDBMS). The Banner Finance System is a complete financial information and management system. Banner Finance integrates with the Banner Human Resources System, the Banner Student System, the Banner Financial Aid System, and the Banner Alumni/Development System. This capability enables the authorized user to access information that exists in the other systems.

There are two components of Banner Finance: Internet Native Banner (INB) and Self-Service Banner (SSB). At Saint Louis University, authorized employees may access Internet Native Banner to create requisitions and view fund activity. The requisitioning process is illustrated in this manual. University employees who are authorized to use Self-Service Banner (SSB) may perform budget and encumbrance queries, view document information, and approve requisitions and invoices. Self-Service Banner queries are illustrated in the Finance Self-Service manual. See Appendix A for a description of the Banner Chart of Accounts-FOAPAL elements.

Chapter One describes how to navigate Internet Native Banner (INB).
Lesson 1-1: Logging In to Internet Native Banner

The Banner system may be accessed from the mySLU Tools tab, using Microsoft Internet Explorer (do not use Netscape).

1. Open Microsoft Internet Explorer.
2. In the Address field, enter the following address:

   http://gateway.slu.edu/cp/home/loginf

3. Enter your email username (excluding the slu.edu extension) at SLU Net ID. At Password, enter your mySLU password.
   If you have forgotten your password, please call the ITS Help Desk at 977-4000.
4. At the mySLU home page, click on the Tools tab. Then click on the Internet Native Banner icon.
5. The General Menu displays.

Figure 1-2 Banner General Menu
Signing on from the Tools tab allows the user to bypass the INB Logon dialog box. However, if the logon box displays because your session is interrupted, enter your username and password as follows:

1. At **Username**, enter your SLU Net ID.

![Logon dialog box](image)

Figure 1-3 Logon dialog box

2. <Tab> to the **Password** and enter your SLU Net ID password.

3. Click Connect. The General Menu displays.
Lesson 1-2: Forms

A form is an online document where the user may enter and look up information in the Banner system. Forms may include windows, window panes, dialog boxes, and alert boxes.

Windows
A window is a framed portion of a form, and some Banner forms have multiple windows. The first window in a form is called the main window and is identified by the form name. All other windows in the form have their own unique names. See Figure 1-4.

Blocks
A block is a section of a form or window that contains related information.

Key Block
The first block on most forms contains key information, and determines what is entered or displayed on the rest of the form.

Other Blocks
Other blocks contain additional details for the key information. Each block contains related information.
Window Panes
A window pane is an area within a window that has more fields that can appear at one time. A horizontal scroll bar always appears under a window pane.

Dialog Boxes
A dialog box is a window that appears when the user must choose from two or more responses. Users must acknowledge a dialog box before proceeding.

Alert Boxes
An alert box is a window that notifies the user of a condition that may impact data. An alert box always has one response. The must acknowledge an alert box before proceeding.
Lesson 1-3: Components of a Form

Figure 1-5 illustrates a sample Banner form composed of the following elements: a menu bar, a tool bar, a title bar, iconic buttons, radio buttons, fields, checkboxes, records, scroll bars, and an auto hint line.

**Menu Bar**
The Banner menu bar, located at the top of each form, contains pull-down menus. Commonly used menu bar commands are described Chapter Two and Appendix G.

**Tool Bar**
The toolbar contains a row of iconic buttons that activate commands or functions when clicked. Commonly used tool bar icons are described in Chapter Two and Appendix G.

**Title Bar**
Displays the descriptive form name, the seven-character form title, system release number, and the database name.

**Iconic Buttons**

Iconic buttons are images used to perform an action for an associated field or record. For example, users may click on the **Search** icon button (see Figure 1-5) to search for a value or information related to a field.
Radio Buttons
Radio buttons are small circles used to select one of several options in a group. Users may pick only one radio button in a group. When a radio button is selected, the previously selected button is cleared.

Checkboxes
Checkboxes are small boxes used to enable or disable features or options. When an option is enabled, a check mark appears in the checkbox. When the option is disabled, the checkbox is empty.

Fields
Fields are areas on a form where users may enter, query, change, and display specific information.

Text fields may appear to contain more characters than the system allows. For example, a field that allows up to 50 characters may look like it still has space for additional text, as each character uses a different amount of space.

Records
Records are a set of related fields. For example, an address record is composed of a street, city, state, and zip code.

Scroll Bars
Forms may have two types of scroll bars:

- A **vertical** scroll bar, located directly to the right of the rows, indicates there are more records than are shown. A record can have one or more fields and one or more lines. A vertical scroll bar is disabled if all records appear at once.
- A **horizontal** scroll bar, located directly under the window, indicates there are more columns of information than are shown.

Auto Hint Line
The auto hint line displays helpful error and processing messages. Users should become accustomed to checking the auto hint line.
Lesson 1-4: Logging Out of Internet Native Banner (INB)

Internet Native Banner (INB) provides access to confidential financial information. Please close the browser when you have completed your session, or when leaving your work area.

1. From your Internet Native Banner screen, click the **Exit** icon (X).
2. A logout confirmation screen appears, as in Figure 1-6.
   To ensure the security of confidential information, close your browser.
Chapter 1 Review

Lesson Summary

☐ Lesson 1-1 explains logging in to Internet Native Banner (INB)
☐ Lesson 1-2 describes Banner forms
☐ Lesson 1-3 describes the components of a form
☐ Lesson 1-4 explains logging out of Internet Native Banner (INB)
Chapter Two: Requisitioning

Objectives:

- Creating a document level requisition
- Creating a commodity level requisition
- Creating a change order requisition
- Canceling a requisition
- Copying a requisition
- Modifying, viewing, and printing a requisition

The Request Processing component of the Purchasing and Procurement module in Internet Native Banner (INB) allows authorized users to create, modify, cancel, and copy requisitions.
Lesson 2-1: Creating a Requisition (Document Level)

Users have the option of creating a requisition using document level accounting or commodity level accounting. Document level accounting allows users to assign FOAPAL distributions to the requisition in total rather than to individual commodities (line items). Commodity level accounting allows users to assign FOAPAL distributions to each commodity (line item). See Lesson 2-2 for commodity level requisitioning.

**Note:** Requisitions default to document level accounting in Internet Native Banner (INB).

1. After logging in to Internet Native Banner (INB), the General Menu appears. In the **Go To** field, type **FPAREQN** and press <Enter>. (Note: The Approvals Notification form FOIAINP may appear if the user has documents awaiting approval. Click the **Exit** icon to close this form.)

2. The form opens to the key block with the cursor in the **Requisition** field. Leave the **Requisition** field blank for automatic assignment of the document number.

3. Perform a <Next Block> function by pressing the **Ctrl-Page Down** keys, or by clicking the **Next Block** icon on the toolbar, or by clicking **Block, Next** from the menu bar.
4. The Requisition Entry: Requestor/Delivery Information FPAREQN window appears with the **Order Date** highlighted. See Figure 2-2. The Order Date is the date the requisition is entered. Do not change this date as it defaults to the current date. See Appendix B for date entry options.

5. <Tab> to **Trans Date**. The Transaction Date is the date the transaction is posted to the system, and determines the fiscal period (month) to which the transaction is recorded. The transaction date defaults to the current date and should not be changed unless the user is creating a new fiscal year requisition.

   **Note:** To create a new fiscal year requisition in the old fiscal year, change the **Trans Date** to 01-JUL-200\(n\) \(n\) = new fiscal year).

6. <Tab> to **Delivery Date** and enter the anticipated delivery date. A delivery date is required and must be greater than or equal to the **Order Date**.

7. <Tab> to **Comments** and enter brief comments to Purchasing. This field is limited to 30 characters—users may enter additional document text later in the requisitioning process.

   Comments may include the following: New vendor, Standing Order, POCA, Check Enclosed Order, Bids or sole source to follow, or Documentation to follow.

   **Note:** **Commodity Total** and **Accounting Total** are system-calculated fields. In **Suspense** displays a system-generated check mark when the document contains an error such as a missing FOAPAL element. **Document Text** displays a system-
8. <Tab> to **Requestor**. This field displays the name of the person entering the requisition. The **COA, Organization, Email, Phone, and Fax** (if applicable) default from the requestor’s User ID record. (Please contact Financial Services if this information is not correct.)

   *Note:* Please do not change the name in the requestor field, as this is the name of the person entering the requisition. Use the **Attention To** field (see Step 10) to indicate the person to whom the goods should be delivered.

9. <Tab> to **Ship To**. This field defaults to the department’s primary delivery location. The requestor may enter an alternate address by typing the ship-to code in the format D#### (consisting of the letter D, the three-digit department number, and the one or two-digit address sequence number).

10. <Tab> to **Attention To** and enter the name of the person who should receive the goods or services. This field is required.

11. Proceed to the Vendor Information window by performing a <Next Block> function or clicking on the Vendor Information tab. See Figure 2-3.
Chapter Two: Requisitioning

Vendor Information Window

Figure 2-3 Vendor Information window

12. At Vendor, type the nine-digit vendor number, if known, and press <Tab>. The vendor name and address display as shown in Figure 2-3. If the vendor number is not known, proceed to Step 13; otherwise, proceed to Step 19.

13. To perform a vendor search, click the Search icon (located to the right of the Vendor number field).

14. Click on Entity Name/ID Search (FTIIDEN) in the Option List box.

15. <Tab> to Last Name and type the vendor name. Internet Native Banner (INB) is case sensitive. Upper and lowercase letters must be used. In addition, Business and Finance recommends use of the wildcard symbol to broaden the search. The “%” acts as the wildcard in Banner, representing any number of unspecified characters. See Table 2-1 for examples of wildcard searches.
Chapter Two: Requisitioning

Table 2-1: Vendor Search

<table>
<thead>
<tr>
<th>Search Criteria</th>
<th>Search Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corporate Express Inc</td>
<td>Corporate Express Inc</td>
</tr>
<tr>
<td>%Corporate Express%</td>
<td>Corporate Express Inc</td>
</tr>
<tr>
<td>%Corporate Express</td>
<td>No results</td>
</tr>
<tr>
<td>%Corporate Exp</td>
<td>No results</td>
</tr>
<tr>
<td>Corporate Express%</td>
<td>Corporate Express Inc</td>
</tr>
<tr>
<td>%corporate express%</td>
<td>No results</td>
</tr>
</tbody>
</table>

16. Execute the query by pressing <F8>, or by clicking the Execute Query icon on the toolbar, or by clicking Query, Execute from the menu bar. The query results display.

If the query causes no records to be retrieved, <Tab> to Last Name and perform another query (see Table 2-1).

If the query produces unintended results, press <F7> to reset the form and begin a new query.

If after an extensive search the system does not display the correct vendor, click the Exit icon to return to the Vendor Information window. A new vendor may be entered at the Procurement Text Entry FOAPOXT window. Leave the Vendor field blank and proceed to Step 22.

17. Perform a <Next Record> function to highlight the appropriate vendor by pressing the Down Arrow.

18. Select the vendor by double clicking on the ID Number or vendor name, or clicking the Select icon on the toolbar, or by clicking File, Select from the menu bar. The vendor name and address display as shown in Figure 2-3.

19. The Address Type defaults to “OF”, the order from address. The Sequence defaults to “1”, the first order from address. Click the Address Type or Sequence Search icon to view additional order from addresses. Please note that the screen displays “AP” (Accounts Payable remit to addresses) before the “OF” order from address. Use only Address Type “OF” for requisitioning.
Perform a <Next Record> function to view additional addresses, if applicable.

20. Perform a <Next Record> or <Previous Record> function to highlight the appropriate order from (OF) address. Select the address by double clicking on the Address Type field, or by clicking the Select icon on the toolbar, or by clicking File, Select from the menu bar. The address information displays in the window.

If the system does not display the correct order from (OF) address, click the Exit icon to return to the Vendor Information window. A new vendor address may be entered at the Procurement Text Entry FOAPOXT window. See Step 22 for further details.

21. <Tab> to Contact and enter the name of the contact person for the vendor. Users may also enter the contact person’s email address in the Email field.

The Discount and Currency fields are for Accounts Payable use only.

22. Click Options, Document Text (FOAPOXT) from the menu bar to access the Procurement Text Entry FOAPOXT window. See Figure 2-4. This window allows users to add document text such as new vendor information, notes to the Central Processing Center, or general document notes. If there is no document text to be entered, go to Step 27 to proceed to the Commodity/Accounting window.

**Procurement Text Entry Window**

![Figure 2-4 Procurement Text Entry window](image)

23. The Procurement Text Entry window displays with the cursor at the optional Modify Clause field. Users may enter text clauses (standard vendor comments) in this field. See Appendix C for a list of standard vendor comments. To select Modify Clause(s):

   a) Enter the appropriate four-character clause (S##), if known. Perform an <Insert Record> function to display clause text by pressing <F6>, or by clicking the
Insert Record icon on the toolbar, or by clicking Record, Insert from the menu bar; or

b) To search for the Modify Clause, click on the Search icon. Perform a <Next Record> or <Previous Record> function to highlight the appropriate clause. Select the clause by double clicking on the appropriate Clause code. The clause number displays in the Modify Clause field. Perform an <Insert Record> function as described above; or

c) If text clauses (standard vendor comments) are not needed, proceed to Step 24.

Note: To select additional text clauses, the cursor must be in the Modify Clause field. Repeat Step a or Step b, as necessary. If the cursor is not in the Modify Clause field, perform a <Rollback> function by pressing Shift+F7, or by clicking the Rollback icon on the toolbar, or by clicking File, Rollback from the menu bar.

The process described above displays the full clause text in the window. Users may also enter the clause number(s) directly into the Clause# column.

24. At the Procurement Text Entry window, users may enter optional text clauses as described in Step 23 and general text not available in the Modify Clause list. General text may include:
   • New vendor name, address, phone number, and fax number information
   • New order from (OF) vendor address
   • List of authorized users for standing purchase orders
   • Notes by MC Finance Office or Financial Commitment regarding required documentation or FOAPAL information

Click in the first blank Text line and enter general text (maximum of 50 characters per line). To enter additional text, click in the next blank Text line, or perform a <Next Record> function.

Note: The system default is for text lines to print on the document. Users may exclude a text line from printing on the document by unchecking the Print box associated with that text line.

25. Save the text by pressing F10, or by clicking the Save icon on the toolbar, or by clicking File, Save from the menu bar. (Note: The system will prompt the user to save changes before exiting the Procurement Text Entry window.)

26. Click the Exit icon to return to the Vendor Information window.

Note: The Document Text box in the upper right corner of the window is checked when text exists in the Procurement Text Entry FOAPXT window.

27. Proceed to the Commodity/Accounting window by performing a <Next Block> function or clicking on the Commodity/Accounting tab.
Chapter Two: Requisitioning

Commodity/Accounting Window

Figure 2-5 Commodity/Accounting window

Note: The system will generate the requisition number in the Requisition field at this time. It is recommended that you write this number down for future reference.

The system defaults the requisition to document level accounting, as indicated by the check in the Document Level Accounting box. See Lesson 2-2 for commodity level requisitioning.

28. <Tab> to Description and enter a detailed description (maximum of 50 characters) of the goods or services to be ordered, including the catalog or item number, if applicable.

Note: To enter additional text, click Options, Item Text (FOAPOXT) from the menu bar. Perform a <Next Block> function to access the data block. Enter item text (maximum of 50 characters per line). To enter additional text, click in the next Text line, or perform a <Next Record> function.

The system default is for text lines to print on the document. Users may exclude a text line from printing on the document by unchecking the Print box associated with that text line.

<Save> the item text and click the Exit icon to return to the Commodity/Accounting window.
Chapter Two: Requisitioning

29. <Tab> to U/M and enter the abbreviation of the unit of measure for the item ordered OR click the Search icon, and select the appropriate unit of measure. To use the Find feature, at Find type the specific unit of measure after the “%” already contained in that field. Click <Find>. Highlight the appropriate code and click <OK>. See Appendix D for a list of valid unit of measure codes.

30. <Tab> to Quantity and enter the quantity of the item to be ordered.

31. <Tab> to Unit Price and enter the price of a single unit of the item. Do not enter a dollar sign or comma in this field.

32. Press <Tab> to display Extended Cost (total extended cost of the commodity based on the quantity times unit price).

The Discount field displays the dollar amount of the discount terms established with the vendor, if applicable. For example, if a vendor offers a 1% payment discount, the system calculates 1% of the extended cost and displays this amount in the Discount field.

For vendors who offer purchase discounts, users may enter the discount amount in dollars at the Discount field.

The Additional field is not used for requisitioning.

The Commodity Line Total displays the total amount of the current commodity record calculated as Extended Cost less Discount amount.

The Document Commodity Total displays the total amount of all the commodities entered on the document.

33. To order additional items, <Tab> to Description and perform a <Next Record> function. Repeat Steps 28 – 32 for each additional item to be ordered. Otherwise, proceed to Step 34.

   Note: The highlighted Extended Cost fields display dollar information for the commodity that is highlighted. Perform a <Next Record> or <Previous Record> function to view dollar information for other commodities.

34. Perform a <Next Block> function to continue to the FOAPAL accounting block at the bottom of the form. Please note that the solid bold line on the form indicates that the user must perform a <Next Block> function.
**Note**: The system will not allow you to proceed to the next block until all required fields are populated. After entering the dollar amount(s) for the last item to be ordered, do not perform a <Next Record> function, as the system will require you to complete the record before continuing to the next block. If you do perform a <Next Record> in error, click Record, Remove from the menu bar. The last completed record will then be highlighted and you may now perform a <Next Block> function.

35. <Tab> to **Fund** and enter the six-digit fund number (no dashes) to be charged. The **Orgn** (Organization) defaults to the department (D###) or sub department (Z###) associated with the fund.

**Note**: The first element of the FOAPAL, Chart of Accounts (COA) defaults to "1". The fiscal year (Year) defaults based on the transaction date entered at the Requestor/Delivery Information window.

36. <Tab> to **Acct** and enter the six-digit account number to be charged.

Requestors may search on an account by clicking the **Search** icon (located above the Acct field). The screen displays a complete list of account codes. To search for a specific account code, press <F7>, <Tab> to **Title**, enter the search characters (see Note below), and press <F8>.

**Note**: Banner is case sensitive. The first letter of each word in the account code description is generally upper case and must be entered that way when performing a query. The "%" acts as a wildcard in Banner, and may be placed before and/or after the search characters.

- Placing the wildcard before and after the search characters will retrieve all account codes that contain the specified characters, regardless of location within the description.
- Placing the wildcard before the search characters will retrieve all account codes that end with the search characters.
- Placing the wildcard after the search characters will retrieve all account codes that begin with the search characters.

General expense account codes begin with a "7". The query may produce income (5XXXXX), salary (6XXXXX), and general expense (7XXXXX) account codes. For requisitioning, users must select general expense account codes.

Account code descriptions may be abbreviated, requiring the user to reduce the number of search characters.

Select the account code by double clicking on the account code **Title**. The account code displays as shown in Figure 2-5.

37. <Tab> to **Actv** (Activity Code) and enter the six-character activity code to be charged, if applicable. This field is optional.

38. When charging only one FOAPAL, perform a <Next Block> function and the system will automatically populate the Document Accounting dollar amount fields.
Chapter Two: Requisitioning

The **Extended** field displays the total extended cost.

The **Discount** field displays the dollar amount of the discount terms established with the vendor, if applicable.

For vendors who offer purchase discounts, users may enter the discount amount in dollars at the **Discount** field.

The **Additional** field is not used for requisitioning.

The **FOAPAL Line Total** displays the total amount of the current FOAPAL line record calculated as Extended Cost less Discount amount.

The **Document Accounting Total** displays the total amount of all accounting distributions (FOAPAL’s) entered on the document.

See Step 39 to allocate charges to multiple FOAPALs (funds/accounts). Otherwise, proceed to Step 42.

39. To allocate charges to multiple FOAPAL’s, a percent or dollar amount must be entered for each accounting line.

   a) For allocation by dollars, <Tab> to the USD **Extended** field and enter the dollar amount (without $ sign) to be charged to this FOAPAL. Proceed to Step 40.

   b) For allocation by percentage, click on the **Extended** checkbox to select percentage allocation. Enter the percentage (without % sign) in the USD **Extended** field. Proceed to Step 40.

   **Note:** The **Remaining Commodity Amount**, located above the FOAPAL elements, displays the dollar amount that has not been allocated. The **Document Accounting Total** displays the dollar amount that has been allocated.

   *Users may allocate charges by percentage or dollar amount when entering a requisition. However, when Accounts Payable applies invoice(s) to the purchase order, the system will allocate charges by percentage.* See Lesson 2-2 for commodity level requisitioning.

   For vendors who offer purchase discounts, users may enter the discount amount in dollars at the **Discount** field.

40. To enter the next FOAPAL, perform a <Next Record> function and repeat Steps 35 - 39.

   **Note:** The highlighted **Extended** Cost fields display dollar information for the FOAPAL that is highlighted. Perform a <Next Record> or <Previous Record> function to view dollar information for other FOAPAL’s.

   To recalculate the **Remaining Commodity Amount** and **Document Accounting Total**, perform a <Previous Record> function. Verify that the **Remaining Commodity Amount** is zero and that the **Document Accounting Total** equals the **Document Commodity Total**.
Chapter Two: Requisitioning

The system will not allow the user to proceed to the next block until all required fields are populated. After entering the dollar amount or percentage for the last accounting record, do not perform a <Next Record> function, as the system will require you to complete the record before continuing to the next block. If you do perform a <Next Record> in error, click **Record, Remove** from the menu bar. The last completed record will then be highlighted and you may now perform a <Next Block> function as indicated in Step 41.

41. To proceed to the Balancing/Completion window, perform a <Next Block> function or click on the Balancing/Completion tab.

**Balancing/Completion Window**

![Balancing/Completion Window](image)

42. Verify that the Status column indicates BALANCED as indicated in Figure 2-6.

   **Note:** If the Status column does not indicate BALANCED, return to the Commodity/Accounting window by performing a <Previous Block> function or clicking on the Commodity/Accounting tab, and make necessary changes. Return to the Balancing/Completion window.

43. Click the **Complete** icon or the **In Process** icon.
   - To complete the requisition, proceed to Step 44.
   - To exit the window, but maintain the data for the requisition, **write down the requisition number**, and select **In Process**. (The user may then access the Requisition FPAREQN form and complete the requisition at a later time. See Lesson 2-6.) Proceed to Step 45.

44. After clicking **Complete**, the auto hint line indicates:

   "Document Rxxxxxxx completed and forwarded to the Approval process."
Write down the requisition number for future reference. The user must know the requisition number to view the document in Finance Self Service (see Lesson 3-1).

45. At the Requisition FPAREQN form, the user may start another requisition, edit an in-process requisition (by entering the R####### and performing a <Next Block> function), or click the Exit icon to return to the General Menu.
Lesson 2-2: Creating a Requisition (Commodity Level)

As explained in Lesson 2-1, users have the option of creating a requisition using document level accounting or commodity level accounting. Document level accounting allows users to assign FOAPAL distributions to the requisition in total rather than to individual commodities (line items). Commodity level accounting allows users to assign FOAPAL distributions to each commodity (line item). See Lesson 2-1 for document level requisitioning.

Note: Requisitions default to document level accounting in Internet Native Banner (INB).

1. After logging in to Internet Native Banner (INB), the General Menu appears. In the Go To field, type FPAREQN and press <Enter>. (Note: The Approvals Notification form FOIAINP may appear if the user has documents awaiting approval. Click the Exit icon to close this form.)

2. The form opens to the key block with the cursor in the Requisition field. Leave the Requisition field blank for automatic assignment of the document number.

3. Follow Steps 3 through 26 in Lesson 2-1 to complete the Requestor/Delivery Information window, the Vendor Information window, and the Procurement Text Entry window.
4. Proceed to the Commodity/Accounting Window by performing a <Next Block> function or clicking on Commodity/Accounting tab.

**Commodity/Accounting Window**

*Note:* The system will generate the requisition number in the Requisition field at this time. See Figure 2-7. It is recommended that you write this number down for future reference.

The system defaults the requisition to document level accounting, as indicated by the check in the Document Level Accounting box.

5. Click in the Document Level Accounting box to uncheck the box and activate commodity level accounting.

6. <Tab> to Description and enter a detailed description (maximum of 50 characters) of the goods or services to be ordered, including the catalog or item number, if applicable.

*Note:* To enter additional text, click Options, Item Text (FOAPOXT) from the menu bar. Perform a <Next Block> function to access the data block. Enter item text (maximum of 50 characters per line). To enter additional text, click in the next Text line, or perform a <Next Record> function.

The system default is for text lines to print on the document. Users may exclude a text line from printing on the document by unchecking the Print box associated with that text line.

<Save> the item text and click the Exit icon to return to the Commodity/Accounting window.

7. <Tab> to U/M and enter the abbreviation of the unit of measure for the item ordered OR click the Search icon, and select the appropriate unit of measure. To use the Find feature, at Find type the specific unit of measure after the “%” already contained in that field. Click <Find>. Highlight the appropriate code and click <OK>. See Appendix D for a list of valid unit of measure codes.

8. <Tab> to Quantity and enter the quantity of the item to be ordered.

9. <Tab> to Unit Price and enter the price of a single unit of the item. Do not enter a dollar sign or comma in this field.
10. Press <Tab> to display **Extended** Cost (total extended cost of the commodity based on the quantity times unit price).

The **Discount** field displays the dollar amount of the discount terms established with the vendor, if applicable. For example, if a vendor offers a 1% payment discount, the system calculates 1% of the extended cost and displays this amount in the **Discount** field.

For vendors who offer purchase discounts, users may enter the discount amount in dollars at the **Discount** field.

The **Additional** field is not used for requisitioning.

The **Commodity Line Total** displays the total amount of the current commodity record calculated as Extended Cost less Discount amount.

11. Perform a <Next Block> function to assign FOAPAL accounting distribution to this line item. Please note that the solid bold line on the form indicates that the user must perform a <Next Block> function.

*Note:* The system will not allow you to proceed to the next block until all required fields are populated. After entering the dollar amount(s) for a line item, do not perform a <Next Record> function, as the system will require you to complete the record before continuing to the next block. If you do perform a <Next Record> in error, click **Record, Remove** from the menu bar. The last completed record will then be highlighted and you may now perform a <Next Block> function.

12. <Tab> to **Fund** and enter the six-digit fund number (no dashes) to be charged. The **Orgn** (Organization) defaults to the department (D###) or sub department (Z###) associated with the fund.

*Note:* The first element of the FOAPAL, Chart of Accounts (COA) defaults to “1”. The fiscal year (Year) defaults based on the transaction date entered at the Requestor/Delivery Information window.

13. <Tab> to **Acct** and enter the six-digit account code to be charged.

Requestors may search on an account code by clicking the **Search** icon (located above the **Acct** field). The screen displays a complete list of account codes. To search for a specific account code, press <F7>, <Tab> to **Title**, enter the search characters, and press <F8>.

*Note:* Banner is case sensitive. The first letter of each word in the account code description is generally upper case and must be entered that way when performing a query. The “%” acts as a wildcard in Banner, and may be placed before and/or after the search characters.

- Placing the wildcard before and after the search characters will retrieve all account codes that contain the specified characters, regardless of location within the description.
• Placing the wildcard before the search characters will retrieve all account codes that end with the search characters.
• Placing the wildcard after the search characters will retrieve all account codes that begin with the search characters.

General expense accounts codes begin with a “7”. The query may produce income (5XXXXX), salary (6XXXXX), and general expense (7XXXXX) account codes. For requisitioning, users must select general expense account codes.

Account code descriptions may be abbreviated, requiring user to reduce the number of search characters.

Select the account code by double clicking on the account code **Title**. The account code displays as shown in Figure 2-7.

14. <Tab> to **Actv** (Activity Code) and enter the six-character activity code to be charged, if applicable. This field is optional.

15. <Tab> to the USD **Extended** (US Dollar Extended Cost) field and enter the dollar amount (without $ sign) to be charged to this FOAPAL. This example assumes one FOAPAL per commodity line item. Users may assign multiple FOAPALs per commodity line item.

The **Extended** field displays the total extended cost.

The **Discount** field displays the dollar amount of the discount terms established with the vendor, if applicable.

For vendors who offer purchase discounts, users may enter the discount amount in dollars at the **Discount** field.

The **Additional** field is not used for requisitioning.

The **FOAPAL Line Total** displays the total amount of the current FOAPAL line record calculated as Extended Cost less Discount amount.

The **Commodity Accounting Total** displays the total amount of all accounting distributions (FOAPALs) entered for the current commodity line item.

16. Perform a <Previous Block> function to order additional items.

17. Perform a <Next Record> function.

18. Repeat Steps 6 through 17 for each item to be ordered, with the exception of the last item to be ordered. For the last item ordered, repeat Steps 6 through 15, and then proceed to Step 19.

**Note:** Please note that the system displays only the FOAPAL accounting record(s) for the commodity that is highlighted. To review the FOAPAL for a specific commodity record, the user must be at the commodity block. Perform a
Chapter Two: Requisitioning

<Previous Record> or <Next Record> function to highlight the commodity record and display the FOAPAL information.

19. To proceed to the Balancing/Completion window, perform a <Next Block> function or click on the Balancing/Completion tab.

Balancing/Completion Window

![Figure 2-8 Balancing/Completion window]

20. Verify that the Status column indicates BALANCED as indicated in Figure 2-8.

*Note:* If the Status column does not indicate BALANCED, perform a <Previous Block> function to review the information in the Commodity/Accounting window, and make necessary changes. Perform a <Next Block> function to return to the Balancing/Completion window.

21. Click the Complete icon or the In Process icon.
   - To complete the requisition, proceed to Step 22.
   - To exit the window, but maintain the data for the requisition, write down the requisition number, and select In Process. (The user may then access the Requisition FPAREQN form and complete the requisition at a later time. See Lesson 2-6.) Proceed to Step 23.

22. After clicking Complete, the auto hint line indicates:

   *Document Rxxxxxxx completed and forwarded to the Approval process.*

   Write down the requisition number for future reference. The user must know the requisition number to view the document in Finance Self Service (see Lesson 3-1).
23. At the Requisition FPAREQN form, the user may start another requisition, edit an in-process requisition (by entering the R############ and performing a <Next Block> function), or click the Exit icon to return to the General Menu.
Lesson 2-3: Creating a Change Order (P.O.C.A.) Requisition

A change order (P.O.C.A.) is a requisition to modify an existing purchase order. Change order requisitions may be used to increase or decrease the purchase order, but should not be used to cancel a purchase order.

The FOAPAL (Fund, Organization, and Activity Code, if applicable) must agree with the FOAPAL on the original requisition. The FOAPAL on an existing purchase order cannot be modified. To charge a different FOAPAL than the one identified on the existing purchase order, the user must create a requisition for a new purchase order. See Lesson 2-1 or Lesson 2-2 to create a new requisition.

1. After logging in to Internet Native Banner (INB), the General Menu appears. In the Go To field, type FPAREQN and press <Enter>. (Note: The Approvals Notification form FOIAINP may appear if the user has documents awaiting approval. Click the Exit icon to close this form.)

2. The form opens to the key block with the cursor in the Requisition field. Leave the Requisition field blank for automatic assignment of the document number.

3. Perform a <Next Block> function to access the Requisition Entry: Requestor/Delivery Information FPAREQN window.
4. The **Order Date** is the date the requisition is entered. Do not change this date as it defaults to the current date.

5. <Tab> to **Transaction Date**. The Transaction Date is the date the transaction is posted to the system, and determines the fiscal period (month) to which the transaction is recorded. The transaction date defaults to the current date and should not be changed unless the user is creating a new fiscal year requisition.

   *Note:* To create a new fiscal year requisition in the old fiscal year, change the **Transaction Date** to 01-JUL-200\(n\) \((n = \text{new fiscal year})\).

6. <Tab> to **Delivery Date** and enter the anticipated delivery date. A Delivery Date is required and the date must be greater than or equal to the **Order Date**.

7. <Tab> to **Comments** and enter brief comments to Purchasing. This field is limited to 30 characters. Enter “POCA”, followed by the purchase order number. For example, “POCA S#####”.

8. <Tab> to **Requestor**. This field displays the name of the person entering the requisition. The **COA, Organization, Email, Phone, and Fax** (if applicable) default from the requestor’s User ID record. (Please contact Financial Services if this information is not correct.)

   *Note:* Please do not change the name in the requestor field, as this is the name of the person entering the requisition. Use the **Attention To** field (see Step 10) to indicate the person to whom the goods should be delivered.

9. <Tab> to **Ship To**. This field defaults to the department’s primary delivery location. The requestor may enter an alternate address by typing the ship-to code in the format D#### (consisting of the letter D, the three-digit department number, and the one or two-digit address sequence number), or by searching on the ship-to code by clicking the Search icon.

10. <Tab> to **Attention To** and enter the name of the person who should receive the goods or services. This field is required.

11. Proceed to the Vendor Information window by performing a <Next Block> function or clicking on the Vendor Information tab.

12. At **Vendor**, type the nine-digit vendor number, if known, and press <Tab>. If the vendor number is not known, see Appendix E for vendor search instructions.

13. Proceed to the Commodity/Accounting window by performing a <Next Block> function or clicking on the Commodity/Accounting tab.
Chapter Two: Requisitioning

Figure 2-10 Requisition Entry: Commodity/Accounting window (decrease POCA)

Note: The system will generate the requisition number in the Requisition field at this time. It is recommended that you write this number down for future reference.

The system defaults the requisition to document level accounting as indicated by the check in the Document Level Accounting box. The accounting level (document or commodity) must agree with the original requisition.

14. <Tab> to Desc and enter “Increase PO S##### by $_______” or “Decrease PO S##### by $_______”.

15. Click Options, Item Text (FOAPOXT) from the menu bar to enter POCA description.

16. Perform a <Next Block> function to access the data block.

17. Enter item text (maximum of 50 characters per line) as illustrated below. To enter additional text, click in the next Text line, or perform a <Next Record> function.

Note: This example illustrates an increase to a standing purchase order. For regular purchase orders, enter a full description of the item to be added to the purchase order.
Note: This example illustrates a decrease to a standing purchase order. For regular purchase orders, enter a full description of the item to be reduced on the purchase order.

18. The system default is for text lines to print on the document. Do not change.

19. <Save> the item text and click the Exit icon to return to the Commodity/Accounting window. Please note that the Item Text box is checked.

20. <Tab> to U/M (Unit of Measure) and enter “EA”.

21. <Tab> to Quantity and enter the quantity of the item to be ordered. For standing purchase orders, enter the quantity of “1”.

22. <Tab> to Unit Price and enter the price of a single unit of the item. To increase a standing purchase order, enter the amount the purchase order should be increased. To decrease a standing purchase order, enter 0 (zero) as illustrated in Figure 2-10.

23. Press <Tab> to display Extended Cost amounts.

24. To order additional items on a regular purchase order, <Tab> to Description and perform a <Next Record> function. Repeat Steps 14 – 23 for each additional item to be ordered. Otherwise, proceed to Step 25.

Note: The highlighted Extended Cost fields display dollar information for the commodity that is highlighted. Perform a <Next Record> or <Previous Record> function to view dollar information for other commodities.

25. Perform a <Next Block> function to continue to the FOAPAL accounting block at the bottom of the form. Please note that the solid bold line on the form indicates that the user must perform a <Next Block> function.

Note: The system will not allow you to proceed to the next block until all required fields are populated. After entering the dollar amount(s) for the last item to be ordered, do not perform a <Next Record> function, as the system will require you to complete the record before continuing to the next block. If you do perform a <Next Record> in error, click Record, Remove from the menu bar. The last completed record will then be highlighted and you may now perform a <Next Block> function.
26. <Tab> to **Fund** and enter the six-digit fund number (no dashes) to be charged. The **Orgn** (Organization) defaults to the department (D###) or sub department (Z###) associated with the fund.

   **Note:** The first element of the FOAPAL, Chart of Accounts (COA) defaults to “1”. The fiscal year (Year) defaults based on the transaction date entered at the Requestor/Delivery Information window.

   The FOAPAL (Fund, Organization, and Activity Code, if applicable) must agree with the FOAPAL on the original requisition. The FOAPAL on an existing purchase order cannot be modified. To charge a different FOAPAL than the one identified on the existing purchase order, you must create a requisition for a new purchase order. See Lesson 2-1 or Lesson 2-2.

27. <Tab> to **Acct** and enter the six-digit account code to be charged.

28. <Tab> to **Actv** (Activity Code) and enter the six-character activity code to be charged, if applicable. This field is optional.

29. When charging only one FOAPAL, perform a <Next Block> function and the system will automatically populate the dollar fields. Otherwise, enter accounting distribution to agree with the accounting distribution on the original requisition.

30. To proceed to the Balancing/Completion window, perform a <Next Block> function or click on the Balancing/Completion tab.

31. Verify that the Status column indicates BALANCED.

   **Note:** If the Status column does not indicate BALANCED, perform a <Previous Block> function to review the information in the Commodity/Accounting window, and make necessary changes. Perform a <Next Block> function to return to the Balancing/Completion window.

32. Click the **Complete** icon or the **In Process** icon.
   - To complete the requisition, proceed to Step 33.
   - To exit the window, but maintain the data for the requisition, write down the requisition number, and select **In Process**. (The user may then access the Requisition FPAREQN form and complete the requisition at a later time. See Lesson 2-6.) Proceed to Step 34.

33. After clicking **Complete**, the auto hint line indicates:

   *Document Rxxxxxxx completed and forwarded to the Approval process.*

   Write down the requisition number for future reference. The user must know the requisition number to view the document in Finance Self Service (see Lesson 3-1).

34. At the Requisition FPAREQN form, the user may start another requisition, edit an in-process requisition (by entering the R##### and performing a <Next Block> function), or click the **Exit** icon to return to the General Menu.
Lesson 2-4: Canceling a Requisition

A requisition that has been entered in error or denied may be deleted or canceled in order to release the budget funds and to delete the approval requirements.

A requisition that is incomplete or in the approval process may be deleted at the Requisition FPAREQN form.

A requisition that is complete, approved, and posted may be canceled at the Requisition Cancel FPARDEL form.

A requisition that has been transferred to a purchase order may only be canceled if the Central Processing Center has canceled the corresponding PO.

The cancel requisition process may not be reversed. A new requisition must be created if a requisition is canceled in error.

Deleting an In-Process Requisition

1. After logging into Internet Native Banner (INB), the General Menu appears. In the Go To field, type FPAREQN and press <Enter>. (Note: The Approvals Notification form FOIAINP may appear if the user has documents awaiting approval. Click the Exit icon to close this form.)

2. The form opens to the key block with the cursor in the Requisition field.
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3. Enter the eight-character requisition number (R####) to be deleted.

4. Perform a <Next Block> function to access the Requisition Entry: Requestor/Delivery Information window.

5. Review the requisition to verify that you are deleting the correct document, as this process is not reversible.

6. The user must be at the Requestor/Delivery Information window to delete a requisition.

7. Click Record, Remove from the menu bar. The auto hint line displays the following message:

   Press Delete Record again to Delete this record.

8. Click Record, Remove from the menu bar. Repeating this step prompts the following alert box.

   ! All Commodity and Accounting Records will be deleted

9. Click OK to delete the requisition and return to the Requisition FPAREQN form. The auto hint line displays the following message:

   Deletion of Requisition is completed

Canceling a Posted Requisition (Reservation)

1. After logging into Internet Native Banner (INB), the General Menu appears. In the Go To field, type PPARDEL and press <Enter>. (Note: The Approvals Notification form FOIAINP may appear if the user has documents awaiting approval. Click the Exit icon to close this form.)

2. At Request Code, enter the eight-character requisition number to be canceled. The name of the person who entered the requisition displays.

3. Perform a <Next Block> function to access the summarized data for the requisition. Review the information in this block to confirm that you have selected the correct requisition. See Figure 2-11.
4. Perform a <Next Block> function to go to the Cancel Date window. The **Cancel Date** field defaults to the current date. Do not change this date. Leave **Reason Code** blank.

5. Click **Options, Document Text (FOAPOXT)** from the menu bar to document the reason for cancellation. This step is optional. If the user chooses not to add text, proceed to Step 11.

6. Perform a <Next Block> function.

7. Enter the reason for the cancellation (maximum 50 characters per line). If necessary, perform a <Next Record> function to continue entering document text.

8. Save the text by pressing <F10>.

9. Click the **Exit** icon to return to the Cancel Date window.

10. Click **Options, Process Cancellation** from the menu bar to cancel the requisition. A dialog box appears indicating Transaction complete: records applied and saved.

11. Click **OK**.

12. Click the **Exit** icon to return to the General Menu window.
Lesson 2-5: Copying a Requisition

Users have the option of copying a requisition from an existing requisition. The original requisition must be completed and approved by the Commitment Office (Medical Center Finance or Financial Commitment). Requisitions that are in process or awaiting approvals may not be copied.

This lesson emphasizes the key fields that users should verify before completing the copied requisition. See Lesson 2-1 (Document Level) or Lesson 2-2 (Commodity Level) for detailed instructions.

1. After logging in to Internet Native Banner (INB), the General Menu appears. In the Go To field, type FPAREQN and press <Enter>. (Note: The Approvals Notification form FOIAINP may appear if the user has documents awaiting approval. Click the Exit icon to close this form.)

2. The form opens to the key block with the cursor in the Requisition field. Leave the Requisition field blank.

3. Click the Copy icon.

4. At Copy From Requisition, enter the requisition number (R#######) to be copied as illustrated in Figure 2-13.
5. **<Tab>** to view **Vendor Name.** The vendor name may be changed later as noted in Step 13.

6. Click **OK** to access the Requisition Entry: Requestor/Delivery Information FPAREQN window.

7. The **Order Date** is the date the requisition is entered. Do not change this date as it defaults to the current date.

8. **<Tab>** to **Transaction Date.** The Transaction Date is the date the transaction is posted to the system, and determines the fiscal period (month) to which the transaction is recorded. The transaction date defaults to the current date and should not be changed unless the user is creating a new fiscal year requisition.

   *Note:* To create a new fiscal year requisition in the old fiscal year, change the **Transaction Date** to 01-JUL-200\(n\) (\(n\) = new fiscal year).

9. **<Tab>** to **Delivery Date** and enter the anticipated delivery date. A Delivery Date is required and the date must be greater than or equal to the **Order Date**.

10. **<Tab>** to **Comments** and verify that comments, if any, apply to the new requisition. This field is limited to 30 characters. Comments may include the following: New vendor, Standing Order, POCA, Check Enclosed Order, Bids or sole source to follow, or Documentation to follow.

11. Verify the **Ship To** and **Attention To** fields, and change if necessary.

12. Proceed to the Vendor Information window by performing a **<Next Block>** function or clicking on the Vendor Information tab.

13. Verify the vendor information (name, address, and contact) and change if necessary.

14. Verify document text by clicking **Options, Document Text (FOAPOXT)** from the menu bar to access the Procurement Text Entry FOAPOXT window.

15. Perform a **<Next Block>** function to view text and change if necessary.

16. Save the text by pressing **<F10>**.

17. Click the **Exit** icon to return to the Vendor Information window.

18. Proceed to the Commodity/Accounting window by performing a **<Next Block>** function or clicking on the Commodity/Accounting tab.

   *Note:* The system will generate the requisition number in the **Requisition** field at this time. It is recommended that you write this number down for future reference.

   The **In Suspense** box may be checked indicating that the user must verify the FOAPAL information before completing the requisition.
Chapter Two: Requisitioning

The **Document Text** box may be checked indicating there is text associated with the document.

The **Document Level Accounting** box is checked for document level accounting, or is unchecked for commodity level accounting. This cannot be changed.

19. Verify the **Description, U/M (Unit of Measure), Quantity, Unit Price**, and **Extended (Extended Cost)** for each commodity line item. Change if necessary.

*Note:* The user must perform a <Next Record> function to view each commodity record.

If the **Item Text** box is checked, click **Options, Item Text (FOAPOXT)** from the menu bar. Perform a <Next Block> function to view the text and change if necessary. Save the text by pressing <F10>. Click on the **Exit** icon to return to the Commodity/Accounting window.

If the **Distribute** box is checked, the system automatically updates the FOAPAL dollar amounts when changes are made to the commodity quantity and/or unit price.

*Note:* The system will not allow you to proceed to the next block until all required fields are populated. After entering the dollar amount(s) for the last item to be ordered, do not perform a <Next Record> function, as the system will require you to complete the record before continuing to the next block. If you do perform a <Next Record> in error, click **Record, Remove** from the menu bar. The last completed record will then be highlighted and you may now perform a <Next Block> function.

20. Perform a <Next Block> function to continue to the FOAPAL accounting block at the bottom of the form. Please note that the bold line on the form indicates that the user must perform a <Next Block> function.

21. Verify the FOAPAL information and dollar amounts. Change if necessary.

*Note:* The system will not allow the user to proceed to the next block until all required fields are populated. After entering the dollar amount or percentage for the last accounting record, do not perform a <Next Record> function, as the system will require you to complete the record before continuing to the next block. If you do perform a <Next Record> in error, click **Record, Remove** from the menu bar. The last completed record will then be highlighted and you may now perform a <Next Block> function.

22. Proceed to the Balancing/Completion window by performing a <Next Block> function or clicking the Balancing/Completion tab.

23. Verify that the Status column indicates BALANCED.

*Note:* If the Status column does not indicate BALANCED, perform a <Previous Block> function to review the information in the Commodity/Accounting window,
and make necessary changes. Perform a <Next Block> function to return to the Balancing/Completion window.

24. Click the **Complete** icon or the **In Process** icon.
   - To complete the requisition, proceed to Step 25.
   - To exit the window, but maintain the data for the requisition, **write down the requisition number**, and select **In Process**. (The user may then access the Requisition FPAREQN form and complete the requisition at a later time. See Lesson 2-6.) Proceed to Step 26.

25. After clicking **Complete**, the auto hint line indicates:

   *Document R####### completed and forwarded to the Approval process.*

   Write down the requisition number for future reference. The user must know the requisition number to view the document in Finance Self Service (see Lesson 3-1).

26. At the Requisition FPAREQN form, the user may start another requisition, edit an in-process requisition (by entering the R####### and performing a <Next Block> function), or click the **Exit** icon to return to the General Menu.
Lesson 2-6: Modifying, Viewing, and Printing a Requisition

Requisitions that have not been transferred to a purchase order may be modified at the Requisition FPAREQN form. In order to modify a requisition, the document must be in process. Requisitions that are in process include:

- Incomplete requisitions saved during requisition entry
- Requisitions placed In Process at the Requisition Entry: Balancing/Completion window
- Requisitions that have been disapproved by the originator or an approver

Note: The originator or an approver must disapprove a completed requisition before editing the document for changes to the FOAPAL or commodities. Requisitions may be disapproved in Self Service Banner (SSB). See Lesson 4-2 for detailed instructions.

Users must know the requisition document number before beginning this process.

Modifying a Requisition

1. After logging in to Internet Native Banner (INB), the General Menu appears. In the Go To field, type FPAREQN and press <Enter>. (Note: The Approvals Notification form FOIAINP may appear if the user has documents awaiting approval. Click the Exit icon to close this form.)
2. The form opens to the key block with the cursor in the **Requisition** field.

   ![](Requisition_field.png)

3. Enter the eight-character requisition number (R############) to be modified.

4. Perform a <Next Block> function to view each Requisition Entry window:
   Requestor/Delivery Information, Vendor Information, Document Text (FOAPOXT),
   Commodity/Accounting, Item Text (FOAPOXT), and Balancing/Completion.

5. Edit or complete each Requisition Entry window, as necessary.

6. Click **Complete** at the Balancing/Completion window.

7. At the Requisition FPAREQN form, the user may start another requisition, edit an in-
   process requisition (by entering the R############ and performing a <Next Block>
   function), or click the **Exit** icon to return to the General Menu.

**Viewing Requisitions**

See Lesson 3-1 for viewing a purchase requisition document in Self Service Banner
(SSB).

**Viewing Open Requisition List**

The Open Requisitions by FOAPAL Query form provides a list of open requisitions by
accounting distribution. An open requisition is a requisition which has not been assigned
to a purchase order or which has been posted but not cancelled.

1. After logging in to Internet Native Banner (INB), the General Menu appears. In the
   **Go To** field, type **FPIORQF** and press <Enter>. (Note: The Approvals Notification
   form FOIAINP may appear if the user has documents awaiting approval. Click the
   **Exit** icon to close this form.)

2. The form opens with the cursor at the **COA** (Chart of Accounts) field.
Chapter Two: Requisitioning

Open Requisition by FOAPAL Query

3. **<Tab>** to **Fund** and enter six-digit fund number.

4. **<Tab>** to **Orgn** and enter four-digit organization number.

5. Perform a **<Next Block>** function to view open requisition detail including the requisition number, line item number, item description, unit of measure, quantity, vendor, and unit price.

6. Scroll down to view additional line items.

7. Click the **Exit** icon to return to the General Menu.

Printing a Requisition

Users may print requisitions in Internet Native Banner (INB) by clicking the **Print** icon located on the tool bar, and then clicking **OK** in the Print window. Users may also print requisitions from the View Document screen in Self-Service Banner (SSB). See Lesson 3-1 for viewing a requisition document in Self-Service Banner.
Chapter Two Review

Lesson Summary

☐ Lesson 2-1 describes the process of creating a document level requisition
☐ Lesson 2-2 describes the process of creating a commodity level requisition
☐ Lesson 2-3 describes the process of creating a change order requisition
☐ Lesson 2-4 describes the process of canceling a requisition
☐ Lesson 2-5 describes the process of copying a requisition
☐ Lesson 2-6 describes the process of modifying, viewing, and printing a requisition
Chapter Three: View Document

Chapter Objectives:

- Retrieving a document
- Viewing the approval status and history of a document

The View Document option in **Self-Service Banner (SSB)** allows users to view detailed financial information for a document (requisition, purchase order, invoice, journal voucher, or encumbrance). This form corresponds to level four, View Document, of the Operating Ledger query process. In addition, users may view the approval status and history for documents such as requisitions and invoices (eSeeDPV's and purchase order invoices greater than $1,000).
Lesson 3-1: Retrieving a Document

Requisition Header

<table>
<thead>
<tr>
<th>Requisition</th>
<th>Order Date</th>
<th>Trans Date</th>
<th>Delivery Date</th>
<th>Print Date</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>R0000629</td>
<td>Jun 10, 2004</td>
<td>Jul 01, 2004</td>
<td>Jul 01, 2004</td>
<td></td>
<td>500.00</td>
</tr>
</tbody>
</table>

Complete: N  Approved: N  Type: Procurement

Requestor: DeBolt, Sharon K  DO10  Controller

Accounting: Document Level

Ship to: Controller's Office

1/6 Frost Campus Receiving

St Louis, MO 63104

Attention: Sharon DeBolt

Contact:

Vendor: 000054157  Addich Chemical

PO Box 4600

Acct Number 4641296

Reserve Numbers X1702

St Louis, MO 63178 United States

Phone:  Fax:


This order is based on the estimated needs of the department noted above and should not be construed as a contractual agreement. Please ship as requested.

Authorized Users: John Smith, Jane Buyer, and Ed Jones.

Requisition Commodities

<table>
<thead>
<tr>
<th>Item</th>
<th>Commodity Description</th>
<th>U/M</th>
<th>Qty</th>
<th>Unit Price</th>
<th>Ext Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Standing order for lab supplies as needed EA</td>
<td>1</td>
<td>500</td>
<td>500.00</td>
<td></td>
</tr>
</tbody>
</table>

Lab supplies are for Dr. Smith's research.

Total: 500.00

Requisition Accounting

<table>
<thead>
<tr>
<th>Seq#</th>
<th>GFA#</th>
<th>FY Index Fund</th>
<th>Org#</th>
<th>Account</th>
<th>Org Acct</th>
<th>Orig Acct</th>
<th>Proj Acct</th>
<th>Inv Proj</th>
<th>Invoice #</th>
<th>Inv Seq</th>
<th>NSF</th>
<th>Susp</th>
<th>NSF Susp</th>
<th>NSF Disc</th>
<th>NSF Adj</th>
<th>NSF #</th>
<th>NSF Adj #</th>
<th>NSF Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>05</td>
<td>269986</td>
<td>00655725</td>
<td>00000000</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>500.00</td>
<td>N</td>
<td></td>
<td></td>
<td>500.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total of displayed sequences: 500.00

Figure 3-1 Requisition document
Viewing a document allows users to retrieve header, line item, and accounting detail for a specific transaction (requisition, purchase order, invoice, journal voucher, or encumbrance).

*Note:* Users must know the requisition document number before beginning this process.

1. After logging in to Self-Service Banner (SSB), click **Finance** from the web page navigation bar or the body of the web page.

2. Click **View Document** from the Finance menu. The View Document window appears.

3. Click on the pull-down menu next to **Choose type**, and select the appropriate document type:

<table>
<thead>
<tr>
<th>Choose type:</th>
<th>Document Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submission#:</td>
<td>Change Seq#</td>
</tr>
</tbody>
</table>

   **Display Accounting Information**
   - Yes  Ne  

   **Display Document/Line Item Text**
   - All, Printable, None

   **Display Commodity Text**
   - All, Printable, None

   ![View Document Window](image)

   **Document Type:**
   - **Requisition** – Includes requisitions in the approval process, reservations, and requisitions that have been transferred to purchase orders
   - **Purchase Order** – Includes purchase orders and change orders
   - **Invoice** – Includes vendor invoices paid against purchase orders, eSeeDPV's (Direct Payment Vouchers), Business and Entertainment Expense Vouchers, and Travel Expense Reimbursement Vouchers (TERV's) paid directly to the traveler
   - **Journal Voucher** – Includes journal entries, inter-departmental orders, budget revisions, and deposit of funds
   - **Encumbrance** – Includes general encumbrances such as prepaid travel
   - **Direct Cash Receipt** – See Journal Voucher

4. Tab to **Document Number**. Enter the eight-character document code.

   *Note:* **Submission#** is used only for journal vouchers and invoices. This field is generally not used for a View Document request.

5. Tab to **Change Seq#**. This field is optional and used only for purchase orders. The sequence number is related to the change order number for POCA’s.
   - To view the current purchase order including all changes, the **Change Seq#** field should remain blank.
• To view the original purchase order, enter “0” (zero) in the **Change Seq#** field.
• To view subsequent changes to the purchase order, enter the change order (POCA) number. For example, enter “1” for POCA #1, “2” for POCA #2, and so on.

6. **At Display Accounting Information**, click **Yes** or **No** to indicate whether FOAPAL information should be displayed. The default is Yes.

7. **At Display Document Text**, click **All**, **Printable**, or **None** to specify the portion of document text you wish to view. (At the time a user enters a document, there is an option to add descriptive text and to indicate whether the text should be printed on the document.)

8. Click **View document**. See Figure 3-1 for an illustration of a requisition document. See Table 3-1 for a description of requisition document fields.

9. Click the print icon on the toolbar, if desired, to print the View Document details.

10. To perform another query, select one of the following options:
    - Click **MENU** located on the navigation bar in the upper right corner of the screen; or
    - Click the desired query link at the bottom of the screen
### Table 3-1: Requisition View Document

<table>
<thead>
<tr>
<th>Column</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requisition</td>
<td>Requisition number</td>
</tr>
<tr>
<td>Order Date</td>
<td>Date that the requisition was entered</td>
</tr>
</tbody>
</table>
| Trans Date              | Date that the requisition transaction was posted to the system.  
  Note: New year requisitions entered prior to July 1 must have a transaction date of July 1. |
| Delivery Date           | Requested delivery date of goods or services; the delivery date must be equal to or greater than the transaction date                      |
| Total                   | The requisition total                                                                                                                       |
| Cancel Reason           | The reason the requisition was canceled, if canceled                                                                                         |
| Requestor               | The name of the person who entered the requisition                                                                                           |
| Accounting              | Indicates Document Level (FOAPAL elements apply to entire requisition) or Commodity Level (FOAPAL elements apply to individual requisition line items) |
| Ship To:                | University address to which goods or services are to be delivered                                                                         |
| Attention               | The name of the person who is responsible for receiving the goods                                                                         |
| Vendor                  | Vendor number, name, and address                                                                                                             |
| Requisition Commodities | This box contains detail for each item ordered including description, unit of measure, quantity, unit price, extended amount, discount, additional charges (such as shipping), tax, cost (net amount), and requisition total  
  Note: A separate Requisition Commodities box will display for each line item of a Commodity Level requisition. |
| Requisition Accounting  | This box contains the FOAPAL associated with the requisition  
  Note: A separate Requisition Accounting box will display for each line item of a Commodity Level requisition. |
Lesson 3-2: Document Approval History

<table>
<thead>
<tr>
<th>Document Identification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Number: R0145...</td>
</tr>
<tr>
<td>Originator: FRAZERMM Frazer, Mary M</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Approvals required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Queue</td>
</tr>
<tr>
<td>YFSV</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Approvals recorded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Queue</td>
</tr>
<tr>
<td>DC---</td>
</tr>
</tbody>
</table>

The View Document option allows users to view the approval status and history for documents such as requisitions and invoices (eSeeDPV’s and purchase order invoices greater than $1,000).

1. Follow Steps 1 through 7 in Lesson 3-1 to select a document.
2. Click Approval history. See Figure 3-2.

For documents currently in the approval process, the screen displays three boxes as illustrated in Figure 3-2. The Document Identification box displays the Document Number, Type of Document, and Originator of the Document. The Approvals Required box displays the approval queue name and description, and the authorized approvers at each level of the queue. Only one approval is required at each level. The Approvals Recorded box displays the queue name, the approval date, and approver at each level of the queue.

For documents that have recorded all approvals, the screen displays the following message: “There are no approvals required at this time.” For documents that have not recorded any approvals, the screen displays the following message: “No approvals have been recorded for this document.”

3. To perform another query, select one of the following options:
   - Click MENU located on the navigation bar in the upper right corner of the screen; or
   - Click the desired query link at the bottom of the screen
Chapter 3 Review

Lesson Summary

☐ Lesson 3-1 explains the process of retrieving a document

☐ Lesson 3-2 describes the process of viewing document approval status and history
Chapter Four: Approve Documents

Chapter Objectives:
- Retrieving and viewing an approve documents list
- Approving/disapproving a requisition or an invoice

The Approve Documents option in Self-Service Banner (SSB) allows authorized users to approve, disapprove, and view the approval status and history for requisitions and invoices (eSeeDPV’s and purchase order invoices greater than $1,000). Users may query by User ID, document number, documents for which the user is the next approver, or all documents which the user may approve.
Lesson 4-1: Retrieving and Viewing an Approve Documents List

Users may view approval status and history, approve, or disapprove requisitions and invoices (eSeeDPV's and purchase order invoices greater than $1,000) by accessing Approve Documents and entering any of the following parameters:

- User ID
- Document number
- Documents for which the user is the next approver
- All documents which the user may approve

The originator of a requisition or eSeeDPV may access Approve Documents to check the approval status and history of a requisition. In addition, the originator would go to Approve Documents to disapprove a requisition or eSeeDPV that is currently in the approval process and requires changes. Completed requisitions or eSeeDPV's that require editing, such as changes to the FOAPAL or commodities, must be disapproved before the user may revise the document. The user must then access Internet Native Banner (INB) to make changes to the requisition or Self Service Banner (SSB) to make changes to the eSeeDPV. (See Lesson 2-6 or the eSeeDPV manual for further details.)

Note: Disapproving a requisition or eSeeDPV does not cancel the document.

1. After logging in to Self-Service Banner (SSB), click Finance from the web page navigation bar or the body of the web page.

2. Click Approve Documents from the Finance menu. The Approve Documents window appears.

3. Enter the approval parameters for your query.
Users have the following parameter options:

- **User ID** – Defaults to the user who is logged on to Self-Service Banner
- **Document Number** – System-generated eight character code identifying requisition (R####) or invoice (I#### or DP####)
- **Documents for which you are the next approver** – Documents in your approval queue that are awaiting approval before they can proceed to the next approval queue
- **All documents which you may approve** – All documents in the approval queues for which the approver has authority

See Table 4-1 on the next page for approval query options.
### Table 4-1: Approval Queries

<table>
<thead>
<tr>
<th>Type of Query</th>
<th>Fields Required</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>User ID</strong></td>
<td><strong>Document Number</strong></td>
</tr>
<tr>
<td>Originator checking the status of a document in the approval process (see Note 1)</td>
<td>X</td>
</tr>
<tr>
<td>Originator disapproving a completed document that requires editing, such as changes to the FOAPAL or commodities (see Note 2)</td>
<td>X</td>
</tr>
<tr>
<td>Approver checking the status of all document for which he or she is the next approver (see Note 3)</td>
<td>X</td>
</tr>
<tr>
<td>Approver checking the status of all documents requiring his or her approval, whether or not this person is the next approver (see Note 3)</td>
<td>X</td>
</tr>
<tr>
<td>Approver checking the status of a document that he or she has already approved (see Note 4)</td>
<td>Leave blank</td>
</tr>
</tbody>
</table>

**Note 1:** To view the approval history of a document that has been transferred to a purchase order, use the View Document Form (see Lesson 3-2).

**Note 2:** Disapprovals may only occur while the document is in the approval process.

**Note 3:** This option also displays documents initiated by the approver that do not require his or her approval.

**Note 4:** To view the approval history of a document that has completed the approval process, use the View Document Form (see Lesson 3-2). For an approver who is also an originator, the document may be viewed in Approve Documents until it is transferred to a purchase order. Reminder: The originator can disapprove a document until the point that it is transferred to a purchase order.
4. Click Submit Query

The Queried Parameters box displays the previously selected criteria. The Approve Documents List box displays information pertaining to requisitions as outlined below in Table 4-2.

<table>
<thead>
<tr>
<th>Column Heading</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Next Approver</td>
<td>“Y” indicates the documents for which the user has approval authority in the next required queue. A blank field indicates that the user is the originator of the document (and not an approver), or that the user is an approver later in a queue or in a subsequent queue.</td>
</tr>
<tr>
<td>Type</td>
<td>Code representing type of document (REQ = requisition, and INV = invoice)</td>
</tr>
<tr>
<td>NSF</td>
<td>Displays a “Y” if there is not enough budget for a requisition. Banner displays a warning message when a requisition is created against a fund that does not have sufficient funds available. The requisition routes through approvals with an NSF indicator of “Y”, and then requires “NSF queue” approval. The HSC Finance Office and Financial Commitment are NSF queue approvers.</td>
</tr>
<tr>
<td>Change Seq#</td>
<td>System-generated number associated with change orders and encumbrances</td>
</tr>
<tr>
<td>Sub#</td>
<td>System-generated submission number associated with journal vouchers and invoices</td>
</tr>
<tr>
<td>Originating User</td>
<td>Banner ID of the user who completed the document</td>
</tr>
<tr>
<td>Amount</td>
<td>Transaction amount of the document</td>
</tr>
<tr>
<td>Queue Type</td>
<td>Indicates the status of a document. “DOC” indicates a document in an approval queue awaiting approval; “NSF” indicates a document in the NSF queue awaiting NSF override processing</td>
</tr>
<tr>
<td>Document</td>
<td>Document number; “drill down” link to View Document details</td>
</tr>
<tr>
<td>History</td>
<td>“Drill down” link to display the approval history of the document</td>
</tr>
<tr>
<td>Approve</td>
<td>The Approve link is enabled only if the user who logged on has authority to approve the document</td>
</tr>
<tr>
<td>Disapprove</td>
<td>The Disapprove link is enabled if the user who logged on has authority to disapprove the document or is the originator of the document</td>
</tr>
</tbody>
</table>
Lesson 4-2: Requisition and Invoice Approval/Disapproval

At the Approve Documents List, authorized users may view document detail and approval history, and approve or disapprove requisitions and invoices (eSeeDPV’s and purchase order invoices greater than $1,000).

1. After entering approval parameters and clicking Submit Query as described in Lesson 4-1, the Approve Documents List displays. See Figure 4-1.

2. Click the underlined Document link to view document details for a specific requisition or invoice.

3. Click Back in the Microsoft Internet Explorer toolbar to return to the Approve Documents List.

4. Click the underlined History link to review approval history for the document.

For documents currently in the approval process, the screen displays three boxes as illustrated in the next diagram. The Document Identification box displays the Document Number, Type of Document, and Originator of the Document. The Approvals Required box displays the approval queue name and description, and the authorized approvers at each level of the queue. Only one approval is required at each level. The Approvals Recorded box displays the queue name, the approval date, and approver at each level of the queue.

For documents that have recorded all approvals and have not been transferred to a purchase order, the screen displays the following message: “There are no approvals required at this time.” For documents that have not recorded any approvals, the screen displays the following message: “No approvals have been recorded for this document.”
Verify the approval status and history of documents before approving or disapproving.

<table>
<thead>
<tr>
<th>Document Identification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Number R.0145</td>
</tr>
<tr>
<td>Type Requisition</td>
</tr>
<tr>
<td>Originator: FRAZERMM.Frazer,Mary M</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Approvals required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Queue</td>
</tr>
<tr>
<td>-------</td>
</tr>
<tr>
<td>YFSV</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Approvals recorded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Queue Level</td>
</tr>
<tr>
<td>DCF</td>
</tr>
</tbody>
</table>

5. Click **Back** in the Microsoft Internet Explorer toolbar to return to the Approve Documents List.

6. Click the underlined **Approve** or **Disapprove** link to approve or disapprove the document. To approve the document, proceed to Step 7. To disapprove the document, proceed to Step 10.

- The **Approve** link is active if the user who is logged on is authorized to approve the document. After viewing the document and approval history, the document is ready for approval.
- The **Disapprove** link is active if the user who is logged on is authorized to disapprove the document or if the user is the originator of the document. Please note that the originator must disapprove a completed requisition or eSeeDPV before editing the document for changes to the FOAPAL or commodities. **Note:** Disapproving a requisition or eSeeDPV does not cancel the document.

7. After clicking **Approve**, the Approve Document screen displays. The approver has the option of entering a comment that displays in the Internet Native Banner (INB) messaging system at sign on. The system generates the message to the originator of the document and the approver.

8. Click **Approve Document** to approve the document. (To return to the Approve Documents List without approving the document, click **Cancel**.)

The Document Pending Approval screen displays the following message.

- Document R0000364 has your approval.
9. Click **Continue** to return to the Approve Documents List. Proceed to Step 13.

10. After clicking **Disapprove**, the Disapprove Document screen appears. The approver has the option of entering a comment that displays in the Internet Native Banner (INB) messaging system at sign on. The system generates the message to the originator of the document and the approver.

![Disapprove Document Screen](image)

11. Click **Disapprove Document** to disapprove the document. (To return to the Approval Documents List without disapproving the document, click **Cancel**.)

   The Document Pending Approval screen displays the following message:

   ![Disapproved Document Message](image)

12. Click **Continue** to return to the Approve Documents List.

13. To perform another query, select one of the following options:
   - Click **MENU** located on the navigation bar in the upper right corner of the screen; or
   - Click the desired query link at the bottom of the screen; or
   - Click **Another Query** located at the bottom of the Approve Documents List box.
Chapter Four Review

Lesson Summary

☐ Lesson 4-1 describes the process of retrieving and viewing an Approve Documents List.

☐ Lesson 4-2 illustrates the process of approving/disapproving a requisition or purchase order invoice.
Appendices

- Appendix A: Banner Chart of Accounts – FOAPAL Elements
- Appendix B: Date Entry
- Appendix C: Clause List (Standard Vendor Comments)
- Appendix D: Unit of Measure Codes
- Appendix E: Vendor Search
- Appendix F: Commonly Used Account Codes
- Appendix G: Navigation Helpful Hints and Shortcut Keys
- Appendix H: Changing Your Password
- Appendix I: Additional Help
- Appendix J: Quick Summary
Appendix A: Banner Chart of Accounts-FOAPAL Elements

The Chart of Accounts is the classification structure that underlies the University’s financial reporting system. The Chart of Accounts structure in Banner is composed of six elements as shown in Figure A-1. These six elements, known as the FOAPAL, consist of the Fund (F), Organization (O), Account (A), Program (P), Activity (A), and Location (L).

- **Fund** is the six-digit code assigned to each fiscal and accounting entity whose financial transactions are recorded, monitored, and maintained separately from all other funds. One University employee is assigned primary responsibility for administrating a fund. See Table A-1.

- **Organization** is the three or four-character code identifying the organizational unit, such as the executive level (E##), school/division (S##), department (D###), or sub department (Z###).

- **Account** is the six-digit code describing the nature of the revenues, expenditures, assets, and liabilities within a fund. See Table A-2.

- **Program** is the National Association of College and University Business Officers (NACUBO) revenue/expense code. This code will default to zero as Business and Finance has defined fund attributes to capture this information.

- **Activity** is an optional, user-defined, six-character code used to record transactions for a specific event or activity within a fund and/or organization. For example, to track expenses for a workshop, a department would include this code on all transactions associated with the workshop, such as printing of brochures, Water Tower Inn lodging, dining services, and guest speaker fees. This code is composed of a letter followed by five digits (A#####)

- **Location** is not used at this time.
### Table A-1: Fund Types

<table>
<thead>
<tr>
<th>Fund</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-XXXXX</td>
<td>General Unrestricted Revenues, Expenditures, Auxiliaries</td>
</tr>
<tr>
<td>2-XXXXX</td>
<td>Designated Revenues and Expenditures</td>
</tr>
<tr>
<td>3-XXXXX</td>
<td>Restricted Revenues and Expenditures (Sponsored Programs)</td>
</tr>
<tr>
<td>4-XXXXX</td>
<td>Restricted Revenues and Expenditures (Other)</td>
</tr>
<tr>
<td>5-XXXXX</td>
<td>Loan Fund Activity</td>
</tr>
<tr>
<td>6-XXXXX</td>
<td>Endowment/Annuity/Life Income Activity</td>
</tr>
<tr>
<td>7-XXXXX</td>
<td>Construction Activity</td>
</tr>
<tr>
<td>8-XXXXX</td>
<td>SLUCare Activity</td>
</tr>
<tr>
<td>9-XXXXX</td>
<td>Agency Activity</td>
</tr>
</tbody>
</table>

### Table A-2: Account Types

<table>
<thead>
<tr>
<th>Account Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1XXXXX</td>
<td>Assets</td>
</tr>
<tr>
<td>2XXXXX</td>
<td>Liabilities</td>
</tr>
<tr>
<td>3XXXXX</td>
<td>Control Accounts (Business &amp; Finance)</td>
</tr>
<tr>
<td>4XXXXX</td>
<td>Fund Balance</td>
</tr>
<tr>
<td>5XXXXX</td>
<td>Revenues and Additions</td>
</tr>
<tr>
<td>6XXXXX</td>
<td>Salaries and Wages</td>
</tr>
<tr>
<td>7XXXXX</td>
<td>Support Expenditures (General Expense)</td>
</tr>
<tr>
<td>8XXXXX</td>
<td>Transfers Out</td>
</tr>
<tr>
<td>9XXXXX</td>
<td>Recoveries</td>
</tr>
</tbody>
</table>
Appendix B: Date Entry

Users are required to enter various dates in the Banner requisitioning forms. The system displays the date in the format DD-MON-YYYY. Listed below are navigation hints to expedite entry of date information. Please note, however, that if the user tabs past an optional date field or attempts to tab past a required date field, the system requires entry of the date in the DD-MON-YYYY format.

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Today's Date</td>
<td>The letter &quot;T&quot; may be entered in a date field to indicate the current date. After advancing to the next field, the system displays the current date.</td>
</tr>
<tr>
<td>Current Month Date</td>
<td>In a date field, enter a day and the system defaults to that date in the current month. For example, in the month of May, enter &quot;17&quot; to display 17-MAY-2004. After advancing to the next field, the system displays the specified date.</td>
</tr>
<tr>
<td>Date (General)</td>
<td>In the date field, enter the date (without slashes) in the format MMDDYY. After advancing to the next field, the system displays the specified date.</td>
</tr>
</tbody>
</table>
## Appendix C: Clause List (Standard Vendor Comments)

<table>
<thead>
<tr>
<th>Clause</th>
<th>Description</th>
<th>Text</th>
</tr>
</thead>
<tbody>
<tr>
<td>S001</td>
<td>Invoices without authorized PO</td>
<td>Vendor Note: Invoices for future goods or services delivered without an authorized purchase order in advance will not be processed for payment.</td>
</tr>
<tr>
<td>S002</td>
<td>Change order only</td>
<td>This is a Change Order only.</td>
</tr>
<tr>
<td>S003</td>
<td>Confirmation order - Do not duplicate</td>
<td>Confirmation order - Do Not Duplicate! Order has been phoned in. Vendor: Do not fill this order!!</td>
</tr>
<tr>
<td>S004</td>
<td>Standing order</td>
<td>FYXX Standing Order covering the period through 6/30/20XX.</td>
</tr>
<tr>
<td>S005</td>
<td>Estimated needs</td>
<td>This order is based on the estimated needs of the department noted above and should not be construed as a contractual agreement. Please ship as requested.</td>
</tr>
<tr>
<td>S006</td>
<td>Invoices to A/P</td>
<td>Vendor Note: Invoice must be sent to Accounts Payable as noted on the PO. Invoices sent elsewhere will cause payment to be delayed.</td>
</tr>
<tr>
<td>S007</td>
<td>Maintenance</td>
<td>Maintenance order during the period 7/1/XX through 6/30/XX for the listed equipment.</td>
</tr>
<tr>
<td>S008</td>
<td>Plant project #</td>
<td>Vendor Note: Please use plant project # and Purchase Order number on all invoices and correspondence.</td>
</tr>
<tr>
<td>S009</td>
<td>Provide ASAP</td>
<td>Please provide goods/services as soon as possible!</td>
</tr>
<tr>
<td>S010</td>
<td>Note 'Ship To'</td>
<td>Vendor: Please note the ‘Ship To’ address on this PO. Packages that are otherwise addressed will be returned.</td>
</tr>
<tr>
<td>S011</td>
<td>Vendor: Do not fill this order!!!</td>
<td>NO FAX/NO PRINT. Confirming PO - do not duplicate. Vendor: Do not fill this order. Confirming only.</td>
</tr>
<tr>
<td>S012</td>
<td>Please fax order</td>
<td>Note to Purchasing: Please fax order.</td>
</tr>
<tr>
<td>S013</td>
<td>Order has been faxed</td>
<td>Order has been faxed.</td>
</tr>
<tr>
<td>S014</td>
<td>Lease</td>
<td>Lease orders during the period 7/1/XX through 06/30/XX for the listed equipment.</td>
</tr>
<tr>
<td>S015</td>
<td>Include lien waivers w/ inv</td>
<td>Note to Vendor: Please include lien waivers with all invoices.</td>
</tr>
<tr>
<td>S016</td>
<td>PO canceled</td>
<td>Note to Vendor: Purchase Order has been canceled and voided per the department's request.</td>
</tr>
<tr>
<td>S017</td>
<td>Approval required for &gt; $5,000</td>
<td>Note to Vendor: Any single Purchase Order over $5,000 against this standing order will require prior approval from the Purchasing Department.</td>
</tr>
<tr>
<td>S018</td>
<td>Must be rec'd by 6/30/XX</td>
<td>Goods/ Services must be received by 6/30/XX</td>
</tr>
<tr>
<td>S019</td>
<td>Flag for MBE/WBE status</td>
<td>Please flag this vendor for MBE/WBE status</td>
</tr>
<tr>
<td>S020</td>
<td>Check enclosed order doc. forwarded</td>
<td>Check enclosed order. Documents have been forwarded to Purchasing.</td>
</tr>
<tr>
<td>S021</td>
<td>Documents have been forwarded</td>
<td>Documents (Bids, Sole Source, ICA, etc.) have been forwarded to the Purchasing Department.</td>
</tr>
<tr>
<td>S022</td>
<td>Fax confirmation to Purchasing</td>
<td>Please fax a confirmation to SLU Purchasing at (314) 977-2298.</td>
</tr>
<tr>
<td>S023</td>
<td>Fax POCA to vendor</td>
<td>Please fax POCA to vendor.</td>
</tr>
</tbody>
</table>
# Appendix D: Unit of Measure Codes

<table>
<thead>
<tr>
<th>Code</th>
<th>U/M Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BAG</td>
<td>Bag</td>
</tr>
<tr>
<td>BDF</td>
<td>Board Feet</td>
</tr>
<tr>
<td>BL</td>
<td>Bale</td>
</tr>
<tr>
<td>BTL</td>
<td>Bottle</td>
</tr>
<tr>
<td>BXS</td>
<td>Boxes</td>
</tr>
<tr>
<td>C</td>
<td>Hundred</td>
</tr>
<tr>
<td>CAN</td>
<td>Can</td>
</tr>
<tr>
<td>CI</td>
<td>Curie</td>
</tr>
<tr>
<td>CPY</td>
<td>Copy</td>
</tr>
<tr>
<td>CS</td>
<td>Case</td>
</tr>
<tr>
<td>CTN</td>
<td>Carton</td>
</tr>
<tr>
<td>CUF</td>
<td>Cubic Feet</td>
</tr>
<tr>
<td>CUY</td>
<td>Cubic Yard</td>
</tr>
<tr>
<td>CWT</td>
<td>Hundred Weight</td>
</tr>
<tr>
<td>CYL</td>
<td>Cylinder</td>
</tr>
<tr>
<td>DIS</td>
<td>Lump Sum Discount</td>
</tr>
<tr>
<td>DOZ</td>
<td>Dozen</td>
</tr>
<tr>
<td>DRM</td>
<td>Drum</td>
</tr>
<tr>
<td>DYS</td>
<td>Days</td>
</tr>
<tr>
<td>EA</td>
<td>Each</td>
</tr>
<tr>
<td>FRT</td>
<td>Freight</td>
</tr>
<tr>
<td>GAL</td>
<td>Gallon</td>
</tr>
<tr>
<td>GM</td>
<td>Gram</td>
</tr>
<tr>
<td>GR</td>
<td>Gross</td>
</tr>
<tr>
<td>GRA</td>
<td>Grain</td>
</tr>
<tr>
<td>HR</td>
<td>Hour</td>
</tr>
<tr>
<td>HRS</td>
<td>Hours</td>
</tr>
<tr>
<td>INS</td>
<td>Insurance</td>
</tr>
<tr>
<td>JAR</td>
<td>Jar</td>
</tr>
<tr>
<td>KEG</td>
<td>Kegs</td>
</tr>
<tr>
<td>KG</td>
<td>Kilogram</td>
</tr>
<tr>
<td>LBS</td>
<td>Pounds</td>
</tr>
<tr>
<td>LNF</td>
<td>Linear Feet</td>
</tr>
<tr>
<td>LNG</td>
<td>Length</td>
</tr>
<tr>
<td>LOT</td>
<td>Lot</td>
</tr>
<tr>
<td>LTR</td>
<td>Litre</td>
</tr>
<tr>
<td>M</td>
<td>Thousand</td>
</tr>
<tr>
<td>MG</td>
<td>Milligram</td>
</tr>
<tr>
<td>ML</td>
<td>Milliliter</td>
</tr>
<tr>
<td>MO</td>
<td>Month</td>
</tr>
<tr>
<td>OTH</td>
<td>Other</td>
</tr>
<tr>
<td>OZ</td>
<td>Ounces</td>
</tr>
<tr>
<td>PC</td>
<td>Piece</td>
</tr>
<tr>
<td>PK</td>
<td>Pack</td>
</tr>
<tr>
<td>PKG</td>
<td>Package</td>
</tr>
<tr>
<td>PKT</td>
<td>Packet</td>
</tr>
<tr>
<td>PL</td>
<td>Pail</td>
</tr>
<tr>
<td>PR</td>
<td>Pair</td>
</tr>
<tr>
<td>PT</td>
<td>Pint</td>
</tr>
<tr>
<td>Abbr.</td>
<td>Full Form</td>
</tr>
<tr>
<td>-------</td>
<td>----------------</td>
</tr>
<tr>
<td>QT</td>
<td>Quart</td>
</tr>
<tr>
<td>QTR</td>
<td>Quarter</td>
</tr>
<tr>
<td>RLS</td>
<td>Rolls</td>
</tr>
<tr>
<td>RM</td>
<td>Ream</td>
</tr>
<tr>
<td>ROD</td>
<td>Rod</td>
</tr>
<tr>
<td>SET</td>
<td>Set</td>
</tr>
<tr>
<td>SHT</td>
<td>Sheet</td>
</tr>
<tr>
<td>SQF</td>
<td>Square Feet</td>
</tr>
<tr>
<td>SQY</td>
<td>Square Yard</td>
</tr>
<tr>
<td>TAX</td>
<td>Tax</td>
</tr>
<tr>
<td>TN</td>
<td>Ton</td>
</tr>
<tr>
<td>TRD</td>
<td>Trade-in</td>
</tr>
<tr>
<td>TUB</td>
<td>Tube</td>
</tr>
<tr>
<td>UNT</td>
<td>Unit</td>
</tr>
<tr>
<td>VLS</td>
<td>Vials</td>
</tr>
<tr>
<td>VOL</td>
<td>Volume</td>
</tr>
<tr>
<td>WKS</td>
<td>Weeks</td>
</tr>
<tr>
<td>YDS</td>
<td>Yards</td>
</tr>
<tr>
<td>YRS</td>
<td>Years</td>
</tr>
</tbody>
</table>
Appendix E: Vendor Search

Users must perform a vendor search at the Requisition Entry: Vendor Information FPAREQN window if the nine-digit vendor number is not known.

1. To perform a vendor search, click the **Search** icon (located to the right of the **Vendor** number field).

2. Click on **Entity Name/ID Search (FTIIDEN)** in the Option List box.

3. <Tab> to **Last Name** and type the vendor name. Internet Native Banner (INB) is case sensitive. Upper and lowercase letters must be used. In addition, use the wildcard symbol to broaden the search. The “%” acts as the wildcard in Banner, representing any number of unspecified characters. See below for examples of wildcard searches.

<table>
<thead>
<tr>
<th>Search Criteria</th>
<th>Search Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corporate Express Inc</td>
<td>Corporate Express Inc</td>
</tr>
<tr>
<td>%Corporate Express%</td>
<td>Corporate Express Inc</td>
</tr>
<tr>
<td>%Corporate Express</td>
<td>No results</td>
</tr>
<tr>
<td>%Corporate Exp</td>
<td>No results</td>
</tr>
<tr>
<td>Corporate Express%</td>
<td>Corporate Express Inc</td>
</tr>
<tr>
<td>%corporate express%</td>
<td>No results</td>
</tr>
</tbody>
</table>

4. Execute the query by pressing <F8>, or by clicking the **Execute Query** icon on the toolbar, or by clicking **Query, Execute** from the menu bar. The query results display.

   If the query causes no records to be retrieved, <Tab> to **Last Name** and perform another query.

   If the query produces unintended results, press <F7> to reset the form and begin a new query.

   (If after an extensive search the system does not display the correct vendor, click the **Exit** icon to return to the Vendor Information window. Enter the new vendor information at the Procurement Text Entry FOAPOXT window.)

5. Perform a <Next Record> function to highlight the appropriate vendor by pressing the **Down Arrow**, or by clicking the **Next Record** icon on the toolbar, or by clicking **Record, Next** from the menu bar.

6. Select the vendor by double clicking on the **ID Number** or vendor name, or clicking the **Select** icon on the toolbar, or by clicking **File, Select** from the menu bar. The vendor name and address display in the Vendor Information window.

7. The **Address Type** defaults to “OF”, the order from address. The **Sequence** defaults to “1”, the first order from address. Click the Address Type or Sequence **Search** icon to view additional order from addresses. Please note that the screen displays “AP” (Accounts
Payable remit to addresses) before the “OF” order from addresses. Use only Address Type “OF” for requisitioning.

Perform a <Next Record> function to view additional addresses, if applicable.

8. Perform a <Next Record> or <Previous Record> function to highlight the appropriate order from (OF) address. Select the address by double clicking on the Address Type field, or by clicking the Select icon on the toolbar, or by clicking File, Select from the menu bar. The address information displays in the window.

(If the system does not display the correct order from (OF) address, click the Exit icon to return to the Vendor Information window. Enter the new vendor address at the Procurement Text Entry FOAPOXT window.)

9. <Tab> to Contact and enter the name of the contact person for the vendor. Users may also enter the contact person’s email address in the Email field.

10. Proceed with entering the requisition.
Appendix F: Commonly Used Account Codes

<table>
<thead>
<tr>
<th>Account Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>715000</td>
<td>Postage &amp; Parcel Service</td>
</tr>
<tr>
<td>719000</td>
<td>Other Communication Costs (including pagers)</td>
</tr>
<tr>
<td>762400</td>
<td>Rent Software Fees</td>
</tr>
<tr>
<td>744100</td>
<td>Outside Printing</td>
</tr>
<tr>
<td>721100</td>
<td>Dues</td>
</tr>
<tr>
<td>721200</td>
<td>Permits/Licenses/Abstract Fees</td>
</tr>
<tr>
<td>722100</td>
<td>Books</td>
</tr>
<tr>
<td>722400</td>
<td>Subscriptions/Periodicals</td>
</tr>
<tr>
<td>731000</td>
<td>Domestic Travel</td>
</tr>
<tr>
<td>734000</td>
<td>Foreign Travel</td>
</tr>
<tr>
<td>735000</td>
<td>Clinical/Research/Other - Dietary/Travel</td>
</tr>
<tr>
<td>736000</td>
<td>Business Meetings &amp; Entertainment</td>
</tr>
<tr>
<td>737000</td>
<td>Food Service</td>
</tr>
<tr>
<td>771001</td>
<td>Facilities Services Charges</td>
</tr>
<tr>
<td>771007</td>
<td>Information Technology Services</td>
</tr>
<tr>
<td>771010</td>
<td>Marcom</td>
</tr>
<tr>
<td>771011</td>
<td>Telephone Charges</td>
</tr>
<tr>
<td>771082</td>
<td>Comparative Medicine</td>
</tr>
<tr>
<td>771083</td>
<td>Machine Shop</td>
</tr>
<tr>
<td>771084</td>
<td>Radiation Safety</td>
</tr>
<tr>
<td>741000</td>
<td>Professional Service</td>
</tr>
<tr>
<td>741001</td>
<td>Honoraria</td>
</tr>
<tr>
<td>764000</td>
<td>Equipment Maintenance, Repair and Contracts</td>
</tr>
<tr>
<td>765000</td>
<td>Construction Contracts</td>
</tr>
<tr>
<td>741200</td>
<td>Locum Tenens</td>
</tr>
<tr>
<td>738010</td>
<td>Recruitment</td>
</tr>
<tr>
<td>738020</td>
<td>Employee Moving Expenses</td>
</tr>
<tr>
<td>738030</td>
<td>Orientation</td>
</tr>
<tr>
<td>743000</td>
<td>Advertising</td>
</tr>
<tr>
<td>781001</td>
<td>Tuition Fees (Discounted Financial Aid)</td>
</tr>
<tr>
<td>782001</td>
<td>Tuition Fees (External Financial Aid)</td>
</tr>
<tr>
<td>751000</td>
<td>Office Supplies</td>
</tr>
<tr>
<td>752000</td>
<td>Teaching and Research Supplies</td>
</tr>
<tr>
<td>754000</td>
<td>Clinical Supplies</td>
</tr>
<tr>
<td>755000</td>
<td>Housekeeping - Linen Service</td>
</tr>
<tr>
<td>756000</td>
<td>Other Supplies</td>
</tr>
<tr>
<td>757100</td>
<td>Minor Office Equipment/Furniture</td>
</tr>
<tr>
<td>757300</td>
<td>Minor Research Equipment</td>
</tr>
<tr>
<td>757500</td>
<td>Minor Computer Equipment/Software</td>
</tr>
<tr>
<td>757900</td>
<td>Minor Other Equipment</td>
</tr>
<tr>
<td>758000</td>
<td>Athletic Equipment/Materials</td>
</tr>
<tr>
<td>799100</td>
<td>Capital Office Furniture Equipment</td>
</tr>
<tr>
<td>799200</td>
<td>Capital Computer Equipment/Software</td>
</tr>
<tr>
<td>799300</td>
<td>Capital Research Equipment</td>
</tr>
</tbody>
</table>
## Appendix G: Navigation Helpful Hints and Shortcut Keys

<table>
<thead>
<tr>
<th>Navigation/Shortcut Key Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Microsoft Internet Explorer browser windows</td>
<td>The two components of the Banner Finance System are Internet Native Banner (INB) and Self-Service Banner (SSB).</td>
</tr>
<tr>
<td>Auto Hint Line</td>
<td>Displays helpful error and processing messages (located at the lower left of the Banner screen)</td>
</tr>
<tr>
<td>Key Block</td>
<td>The first block on most forms contains key information, and determines what is entered or displayed on the rest of the form.</td>
</tr>
<tr>
<td>Other Blocks</td>
<td>Other blocks contain additional details for the key information. Each block contains related information and is usually enclosed in a beveled box.</td>
</tr>
<tr>
<td>Next Field</td>
<td>To advance to the next field, press the Tab key.</td>
</tr>
<tr>
<td>Previous Field</td>
<td>To go back to the previous field, press the Shift and Tab keys at the same time.</td>
</tr>
<tr>
<td>Today's date</td>
<td>The letter “T” may be entered in a date field to indicate the current date. After advancing to the next field, the system displays the current date.</td>
</tr>
<tr>
<td>Current Month Date</td>
<td>In a date field, enter a day and the system defaults to that date in the current month. For example, in the month of May, enter “17” to display 17-MAY-2004. After advancing to the next field, the system displays the specified date.</td>
</tr>
<tr>
<td>Date</td>
<td>In the date field, enter the date (without slashes) in the format MMDDYY. After advancing to the next field, the system displays the specified date.</td>
</tr>
</tbody>
</table>
| Wildcard | The “%” acts as a wildcard in Banner. The character % represents any number of unspecified characters. Examples:  
- Enter %ma% for all entries that contain “ma”  
- Enter Ma% for all entries that begin with “Ma”  
- Enter %ma for all entries that have “ma” as the last two characters  
Note: Internet Native Banner (INB) is case sensitive. |
<p>| Search | The search icon allows users to search on a list a valid values, such as vendor names or units of measure, and select the appropriate value |</p>
<table>
<thead>
<tr>
<th>Navigation/Shortcut Key Feature</th>
<th>Description</th>
<th>Menu Commands</th>
<th>Keys</th>
</tr>
</thead>
<tbody>
<tr>
<td>List of Values</td>
<td>Function key &quot;F9&quot;; Help, List</td>
<td>Help→List</td>
<td>F9</td>
</tr>
<tr>
<td>Enter Query</td>
<td>Places the form in query mode and allows user to enter search criteria</td>
<td>Query→Enter</td>
<td>F7</td>
</tr>
<tr>
<td>Execute Query</td>
<td>In query mode, search database and display records that match search criteria</td>
<td>Query→Execute</td>
<td>F8</td>
</tr>
<tr>
<td>Cancel Query</td>
<td>Cancel the query-mode of a form, not a currently executing query</td>
<td>Query→Cancel</td>
<td>Ctrl-Q</td>
</tr>
<tr>
<td>Rollback</td>
<td>Clear all information except key information</td>
<td>File→Rollback</td>
<td>Shift-F7</td>
</tr>
<tr>
<td>Select</td>
<td>Allows the user to select a record when a query is executed</td>
<td>File→Select</td>
<td>Shift-F3</td>
</tr>
<tr>
<td>Insert Record</td>
<td>Inserts a record after the current record</td>
<td>Record→Insert</td>
<td>F6</td>
</tr>
<tr>
<td>Next Block</td>
<td>Moves the cursor to the next information area that has at least one entry field</td>
<td>Block→Next</td>
<td>Cntl-Page Down</td>
</tr>
<tr>
<td>Previous Block</td>
<td>Moves the cursor to the previous information area that has at least one entry field</td>
<td>Block→Previous</td>
<td>Cntl-Page Up</td>
</tr>
<tr>
<td>Next Record</td>
<td>Moves the cursor to the first entry field in the next record of the current information area</td>
<td>Record→Next</td>
<td>Down Arrow</td>
</tr>
<tr>
<td>Previous Record</td>
<td>Moves the cursor to the first entry field in the current information area</td>
<td>Record→Previous</td>
<td>Up Arrow</td>
</tr>
<tr>
<td>Remove Record</td>
<td>Removes the current record</td>
<td>Record→Remove</td>
<td>Shift-F6</td>
</tr>
<tr>
<td>Print</td>
<td>Print the current window</td>
<td>File→Print</td>
<td>Shift-F</td>
</tr>
<tr>
<td>Save</td>
<td>Saves all changes entered since the last save</td>
<td>File→Save</td>
<td>F10</td>
</tr>
<tr>
<td>Exit</td>
<td>Closes current window or form.</td>
<td>File→Exit</td>
<td>Ctrl-Q</td>
</tr>
</tbody>
</table>
Appendices

Appendix H: Changing Your Password

Users may change their passwords at the mySLU login page:

http://gateway.slu.edu/cp/home/loginf
Appendix I: Additional Help

For additional information or questions about Banner Finance, please contact Financial Services:

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone Number</th>
<th>E-mail address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lisa Zoia</td>
<td>977-2394</td>
<td><a href="mailto:zoialm@slu.edu">zoialm@slu.edu</a></td>
</tr>
</tbody>
</table>


Appendices

Appendix J: Quick Summary

Lesson 2-1 Creating a Requisition (Document Level)

Key Block

1. From the General Menu, type FPAREQN at the Go To field and press <Enter>.
2. At the Requisition FPAREQN form, leave the Requisition field blank and perform a <Next Block> function.

Requestor/Delivery Information Window

3. The Order Date defaults to the current date. Do not change.
4. <Tab> to Transaction Date. This field defaults to the current date. Do not change unless you are creating a new fiscal year requisition. If the requisition is for goods or services to be delivered July 1 or later, enter the date “0701nn” (n = new fiscal year).
5. <Tab> to Delivery Date and enter a date greater than or equal to the order date. If the requisition is for goods or services to be delivered July 1 or later, enter the date “0701nn” (n = new fiscal year).
6. <Tab> to Comments and enter brief comments to purchasing, if applicable. Examples include: New vendor, Standing Order, POCA, Check Enclosed Order, Bids or sole source to follow, or Documentation to follow.
7. <Tab> to Requestor. This field defaults to the originator of the requisition. Do not change—the user may need to add Email and phone number if these fields do not default.
8. <Tab> to Ship To. This field defaults to the department’s primary delivery location. Enter an alternate address by typing the ship-to code in the format D#### (the letter D, three-digit department number, and one or two-digit address sequence number).
9. <Tab> to Attention To and enter name of person to receive goods or services.
10. Proceed to the Vendor Information window by performing a <Next Block> function or clicking on the Vendor Information tab.

Vendor Information Window

11. At Vendor, enter the nine-digit vendor number, if known, and press <Tab> or perform a vendor search.
12. To enter document text, proceed to Step 13. Otherwise, to proceed to the Commodity/Accounting Window, perform a <Next Block> function or click the Commodity/Accounting tab.

Procurement Text Entry Window (Optional)

13. Click Options, Document Text (FOAPOXT) from the menu bar to access the Procurement Text Entry FOAPOXT window.
14. At Modify Clause, enter the clause code. To search on text clauses click the search icon to the right of the Modify Clause field. Select a clause by double clicking on the appropriate Clause code.
15. Press <F6> to insert the clause text into the Text box.
16. To enter additional clauses, repeat Steps 14 and 15.
17. To enter general text, click inside the Text box below the last line of text. General text may include: authorized users for standing orders, new vendor name and address, new order from vendor address, or notes to the Commitment Office regarding required documentation or FOAPAL information.

18. Save the text by pressing <F10>. Click the Exit icon.

19. Proceed to the Commodity/Accounting Window by performing a <Next Block> function or clicking on the Commodity/Accounting tab.

Commodity/Accounting Window (Commodity Block)

20. The requisition number is assigned at this time. See the Requisition field at the top of the form and note this number for future reference.

21. The system defaults the requisition to document level accounting, as indicated by the check in the Document Level Accounting box.

22. <Tab> to Description and enter the description of item (maximum of 50 characters).

23. To enter additional text, click Options, Item Text (FOAPOXT) from the menu bar. Otherwise, proceed to Step 28.

24. Perform a <Next Block> function.

25. Enter item text (maximum 50 characters per line).

26. To enter additional text, click in the next Text line, or perform a <Next Record> function.

27. Save the text by pressing <F10>. Click the Exit icon.

28. <Tab> to U/M and enter the abbreviation of the unit of measure for the item ordered OR click the Search icon and select the appropriate unit of measure.

29. <Tab> to Quantity and enter the quantity of the item to be ordered.

30. <Tab> to Unit Price and enter the price of a single unit of the item. Do not enter a dollar sign or comma in this field.

31. Press <Tab> to display Extended cost. The Discount field displays the dollar amount of the discount terms established with the vendor, if applicable. For vendors who offer purchase discounts, users may enter the discount amount in dollars at the Discount field.

32. To order additional items, perform a <Next Record> function. Repeat Steps 22 – 31 for each additional item to be ordered. Otherwise, proceed to Step 33. Use the arrow keys to display line item dollar information for the commodity that is highlighted.

Commodity/Accounting Window (Accounting Block)

33. Perform a <Next Block> function to continue to the FOAPAL accounting block at the bottom of the window. (Note the solid bold line separating the Commodity and Accounting blocks.)

34. <Tab> to Fund and enter the six-digit fund number (no dashes) to be charged. The Orgn defaults to the department (D###) or sub department (Z###) associated with the fund. The Chart of Accounts (COA) defaults to “1” and the fiscal year (Year) defaults based on the transaction date entered at the Requestor/Delivery Information window.

35. <Tab> to Acct and enter the six-digit account code to be charged.

36. <Tab> to Actv (Activity Code) and enter the six-character activity code to be charged, if applicable. This field is optional.

37. When charging only one FOAPAL, perform a <Next Block> function and the system will automatically populate the Document Accounting dollar amount fields, including the vendor discount (if applicable). See Step 38 to allocate charges to multiple FOAPALs. Otherwise, proceed to Step 42.

38. To allocate charges to multiple FOAPALs, a percent or dollar amount must be entered for each accounting line. For allocation by dollars, <Tab> to the USD Extended (US Dollar Extended Cost) field and enter the dollar amount to be charged to the FOAPAL. For allocation by percentage, click on the Extended checkbox to select percentage allocation. Enter the percentage (without % sign) in the USD Extended field. Note: Users may allocate charges by percentage or dollar amount when entering a requisition. However, when Accounts Payable applies invoice(s) to the purchase order, the system will allocate charges by percentage.
39. To enter the next FOAPAL, perform a <Next Record> function and repeat Steps 34 – 38. The highlighted USD fields display dollar information for the FOAPAL that is highlighted. Perform a <Next Record> or <Previous Record> function to view dollar information for other FOAPALs.

40. Perform a <Previous Record> function to recalculate the Remaining Commodity Amount and the Document Accounting Total. Verify that the Remaining Commodity Amount is zero and that the Document Accounting Total equals the Document Commodity Total.

41. To proceed to the Balancing/Completion window, perform a <Next Block> function or click on the Balancing/Completion tab.

**Balancing/Completion Window**

42. Verify that the Status column indicates BALANCED. If the Status column does not indicate BALANCED, return to the Commodity/Accounting window by performing a <Previous Block> function or clicking on the Commodity/Accounting tab, and make necessary changes. Return to the Balancing/Completion window.

43. Write down the requisition number, and then click the **Complete** icon or the **In Process** icon. If you click **Complete**, the auto hint line indicates: *Document Rxxxxxxxx completed and forwarded to the Approval process.* If you click **In Process**, you may then complete the requisition at a later time.

44. At the Requisition form, the user may start another requisition, edit an in-process requisition (by entering the R######## and performing a <Next Block> function), or click the **Exit** icon to return to the General Menu.
Lesson 2-2 Creating a Requisition (Commodity Level)

Key Block

1. From the General Menu, type FPAREQN at the Go To field and press <Enter>.
2. At the Requisition FPAREQN form, leave the Requisition field blank and perform a <Next Block> function.

Requestor/Delivery Information Window

3. The Order Date defaults to the current date. Do not change.
4. <Tab> to Transaction Date. This field defaults to the current date. Do not change unless you are creating a new fiscal year requisition. If the requisition is for goods or services to be delivered July 1 or later, enter the date “07010n” (n = new fiscal year).
5. <Tab> to Delivery Date and enter a date greater than or equal to the order date. If the requisition is for goods or services to be delivered July 1 or later, enter the date “07010n” (n = new fiscal year).
6. <Tab> to Comments and enter brief comments to purchasing, if applicable. Examples include: New vendor, Standing Order, POCA, Check Enclosed Order, Bids or sole source to follow, or Documentation to follow.
7. <Tab> to Requestor. This field defaults to the originator of the requisition. Do not change—the user may need to add Email and phone number if these fields do not default.
8. <Tab> to Ship To. This field defaults to the department’s primary delivery location. Enter an alternate address by typing the ship-to code in the format D#### (the letter D, three-digit department number, and one or two-digit address sequence number.
9. <Tab> to Attention To and enter name of person to receive goods or services.
10. Proceed to the Vendor Information window by performing a <Next Block> function or clicking on the Vendor Information tab.

Vendor Information Window

11. At Vendor, enter the nine-digit vendor number, if known, and press <Tab> or perform a vendor search.
12. To enter document text, proceed to Step 13. Otherwise, to proceed to the Commodity/Accounting Window, perform a <Next Block> function or click the Commodity/Accounting tab.

Procurement Text Entry Window (Optional)

13. Click Options, Document Text (FOAPOXT) from the menu bar to access the Procurement Text Entry FOAPOXT window.
14. At Modify Clause, enter the clause code. To search on text clauses click the search icon to the right of the Modify Clause field. Select a clause by double clicking on the appropriate Clause code.
15. Press <F6> to insert the clause text into the Text box.
16. To enter additional clauses, repeat Steps 14 and 15.
17. To enter general text, click inside the Text box below the last line of text. General text may include: authorized users for standing orders, new vendor name and address, new order from vendor address, or notes to the Commitment Office regarding required documentation or FOAPAL information.
18. Save the text by pressing <F10>. Click the Exit icon.
19. Proceed to the Commodity/Accounting Window by performing a <Next Block> function or clicking on the Commodity/Accounting tab.

Commodity/Accounting Window

20. The requisition number is assigned at this time. See the Requisition field at the top of the form and note this number for future reference.
21. The system defaults the requisition to document level accounting, as indicated by the check in the Document Level Accounting box.
22. Click in the Document Level Accounting box to uncheck the box and activate commodity level accounting.
23. <Tab> to Description and enter the description of item (maximum of 50 characters).
24. To enter additional text, click Options, Item Text (FOAPOXT) from the menu bar. Otherwise, proceed to Step 29.
25. Perform a <Next Block> function.
26. Enter item text (maximum 50 characters per line).
27. To enter additional text, click in the next Text line, or perform a <Next Record> function.
28. Save the text by pressing <F10>. Click the Exit icon.
29. <Tab> to U/M and enter the abbreviation of the unit of measure for the item ordered OR click the Search icon and select the appropriate unit of measure.
30. <Tab> to Quantity and enter the quantity of the item to be ordered.
31. <Tab> to Unit Price and enter the price of a single unit of the item. Do not enter a dollar sign or comma in this field.
32. Press <Tab> to display Extended cost. The Discount field displays the dollar amount of the discount terms established with the vendor, if applicable. For vendors who offer purchase discounts, users may enter the discount amount in dollars at the Discount field.
33. Perform a <Next Block> function to assign FOAPAL accounting distribution to this line item.
34. Please note that the solid bold line on the form indicates that the user must perform a <Next Block> function.
35. <Tab> to Fund and enter the six-digit fund number (no dashes) to be charged. The Orgn (Organization) defaults to the department (D###) or sub department (Z###) associated with the fund. The Chart of Accounts (COA) defaults to “1” and the fiscal year (Year) defaults based on the transaction date entered at the Requestor/Delivery Information window.
36. <Tab> to Acct and enter the six-digit account code to be charged.
37. <Tab> to Actv (Activity Code) and enter the six-character activity code to be charged, if applicable. This field is optional.
38. <Tab> to the USD Extended (US Dollar Extended Cost) field and enter the dollar amount (without $ sign) to be charged to this FOAPAL. This example assumes one FOAPAL per commodity line item. Users may assign multiple FOAPALs per commodity line item. The Discount field displays the dollar amount of the discount terms established with the vendor, if applicable. For vendors who offer purchase discounts, users may enter the discount amount in dollars at the Discount field.
39. Perform a <Previous Block> function to order additional items.
40. Perform a <Next Record> function.
41. Repeat Steps 23 through 39 for each item to be ordered, with the exception of the last item to be ordered. For the last item ordered repeat Steps 25 through 37, and then proceed to Step 41. The system displays only the FOAPAL accounting record(s) for the commodity that is highlighted. To review the FOAPAL for a specific commodity record, the user must be at the commodity block. Perform a <Previous Record> or <Next Record> function to highlight the commodity record and display the FOAPAL information.
42. To proceed to the Balancing/Completion window, perform a <Next Block> function or click on the Balancing/Completion tab.

Balancing/Completion Window
42. Verify that the Status column indicates BALANCED. If the Status column does not indicate BALANCED, perform a <Previous Block> function to review the information in the Commodity/Accounting window, and make necessary changes. Perform a <Next Block> function to return to the Balancing/Completion window.

43. Write down the requisition number, and then click the **Complete** icon or the **In Process** icon. If you click **Complete**, the auto hint line indicates: *Document Rxxxxxxxx completed and forwarded to the Approval process*. If you click **In Process**, you may then complete the requisition at a later time.

44. At the Requisition form, the user may start another requisition or click the **Exit** icon to return to the General Menu. At the Requisition form, the user may start another requisition, edit an in-process requisition (by entering the R###### and performing a <Next Block> function), or click the **Exit** icon to return to the General Menu.