

Creating Purchase Requisitions and Travel Encumbrances in Banner





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Introduction:

About this Document

Banner Finance 1 is a user's guide to:

- explaining **FOAPAL**
- creating **Purchase Requisitions**
- tracking the **Requisition Approval Process**
- creating **Travel Encumbrances**

It also contains in the appendices:

- **Common Account Codes**
- **FOAPAL Information**
- **Basic Navigation Reminders**
- **Banner Tips and Tricks.**

Confidentiality of Data

Banner is used to access data stored in the **Salt Lake Community College (SLCC)** administrative database. Some of that data is protected by privacy laws. Data should only be accessed within the parameters of job requirements. Upon logging in to Banner, an individual's username sets data access restrictions. However, confidentiality of data should always be paramount in the mind of Banner users. In addition, federal law dictates what student data can be released to outside entities. **FERPA** (Family Educational Rights and Privacy Act) is a federal law that establishes student information privacy: what can be legally released, and under what conditions. Banner users should be very familiar with what and when data may be released. For further information about FERPA contact the SLCC Registrar Office, 957-4799.

Section I: FOAPAL

What is FOAPAL?

FOAPAL is a hierarchical representation of **SLCC** through a **Chart of Accounts (COA)**. It is an acronym for **Fund, Organization, Account, Program, Activity**, and **Location**. Sometimes, FOAPAL is abbreviated as FOAP. The following table contains the definition of each part of FOAPAL:

Fund Code:	A 5-character code that identifies a self-balancing set of accounts. It identifies ownership and the funding source.
Organization Code:	A 6-character code that identifies a unit of budgetary responsibility. It is designed to reflect SLCC's current organization structure.
Account Code:	A 5-character code that identifies object, such as assets, liabilities, fund balance, revenues, expenditures, transfers.
Program Code:	A 1-4 character code that identifies function, such as instruction, research, or institutional administration.
Activity Code:	A 2-character code that can be used to further define object of expenditure, such as expenditures in satellite offices. This is optional.
Location Code:	A 6-character code that identifies physical locations of fixed assets.

To reduce the number and complexity of **FOAPAL** codes, an indexing system is used. Each **Index** is a five-character code which represents a default fund code, organization code, and program code. The Account code must still be supplied. So:

Fund code + **Organization** code + **Program** code + **Account** code = Complete Accounting

Index code = **Fund** code + **Organization** code + **Program** code

Becomes:

Index code + **Account** code = Complete Accounting

Section II: Purchase Requisitions

What is a Purchase Requisition?

A **Purchase Requisition** is the form (prepared electronically in **Banner**) used to request or inform the purchasing department of items or services to be purchased for a business purpose.

A user prepares the **Banner Purchase Requisition** form, **FPAREQN**. It specifies the goods or services (commodities) which are not available from inventory. The user then submits the **Purchase Requisition**, in **Banner**, for approval in accordance with **SLCC** policy. When properly approved, the **Purchase Requisition** is authorization for the purchasing staff to commit **SLCC** with an outside vendor for the supply of those commodities or services and to charge the cost involved to a particular **FOAPAL**.

Note: A Purchase Requisition is completed for purchases in excess of \$1,000

FPAREQN, Requisition Form, Components and Elements

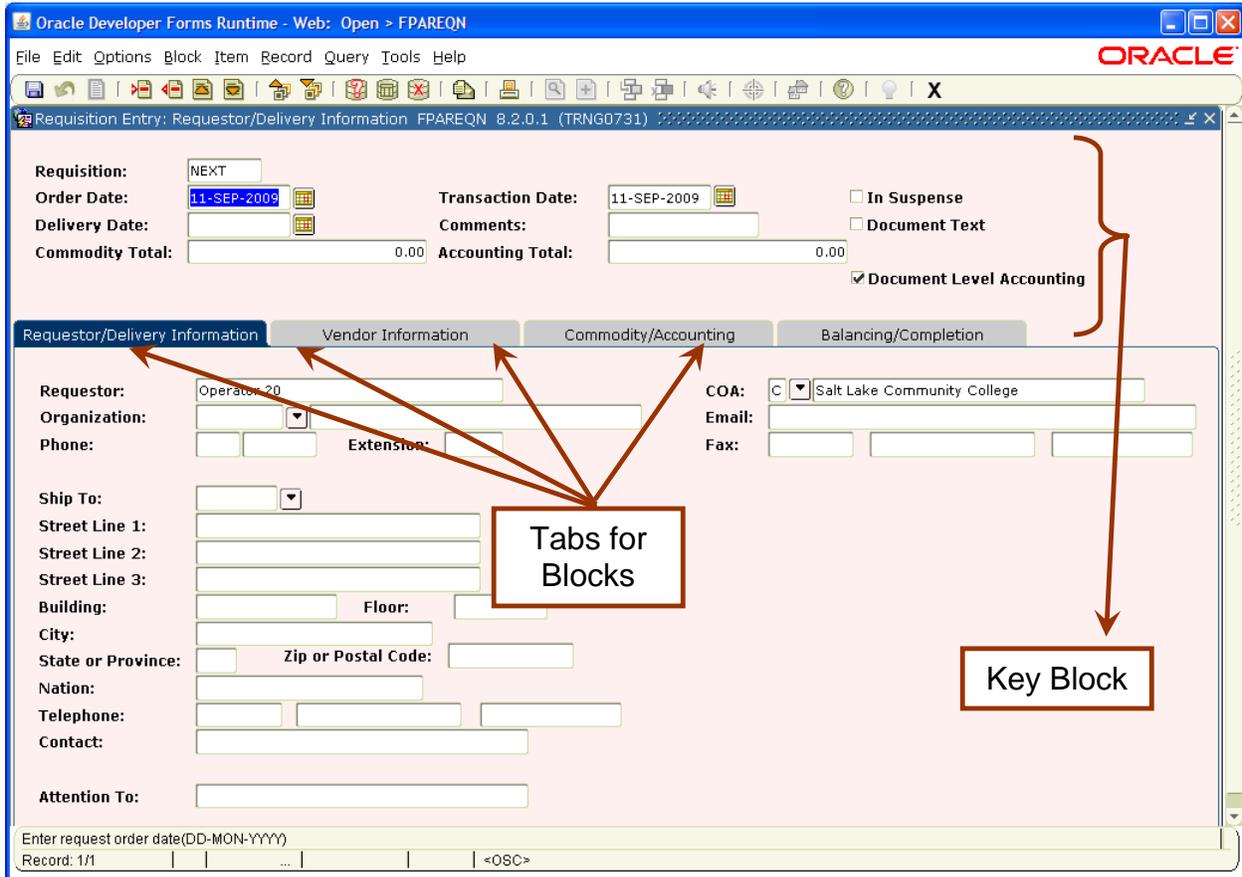
Seven blocks comprise **FPAREQN**, Requisition form:

- **Key Block**
- **Requestor/Delivery Information**
- **Vendor Information**
- **Commodity/Accounting (2)**
- **Balancing/Completion (2)**

The **Key Block** is always displayed when the form is open. The other four blocks are accessed by clicking on their **tab** or by selecting **Next Block**. The **Elements** contained in each block are discussed below. See image on the next page.

Creating Purchase Requisitions and Travel Encumbrances in Banner

Form FPAREQN, Requisition



Oracle Developer Forms Runtime - Web: Open > FPAREQN

File Edit Options Block Item Record Query Tools Help

Requisition Entry: Requestor/Delivery Information FPAREQN 8.2.0.1 (TRNG0731)

Requisition: NEXT
Order Date: 11-SEP-2009
Delivery Date:
Commodity Total: 0.00
Transaction Date: 11-SEP-2009
Comments:
Accounting Total: 0.00
 In Suspense
 Document Text
 Document Level Accounting

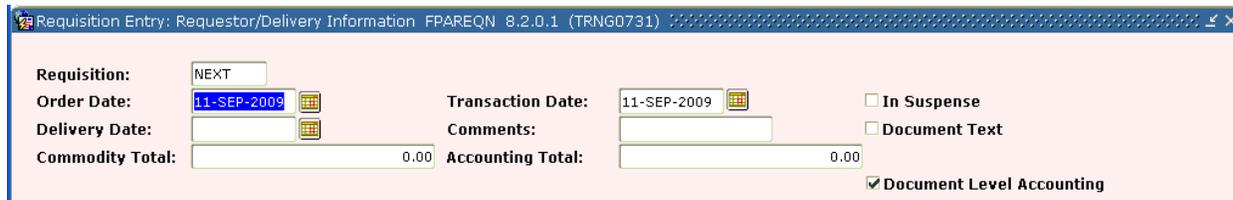
Requestor/Delivery Information | Vendor Information | Commodity/Accounting | Balancing/Completion

Requestor: Operator 20
Organization:
Phone: **Extension:**
Ship To:
Street Line 1:
Street Line 2:
Street Line 3:
Building: **Floor:**
City:
State or Province: **Zip or Postal Code:**
Nation:
Telephone:
Contact:
Attention To:

COA: C Salt Lake Community College
Email:
Fax:

Enter request order date(DD-MON-YYYY)
Record: 1/1 | ... | <OSC>

Key Block Elements

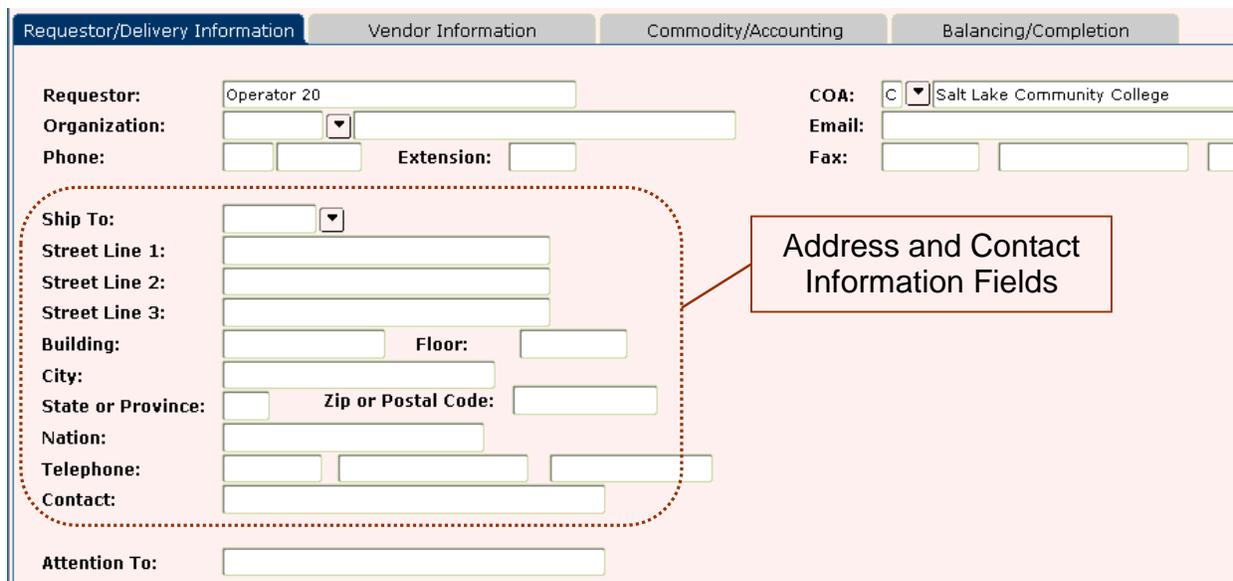


Requisition Entry: Requestor/Delivery Information FPAREQN 8.2.0.1 (TRNG0731)

Requisition: NEXT
 Order Date: 11-SEP-2009
 Delivery Date:
 Commodity Total: 0.00
 Transaction Date: 11-SEP-2009
 Comments:
 Accounting Total: 0.00
 In Suspense
 Document Text
 Document Level Accounting

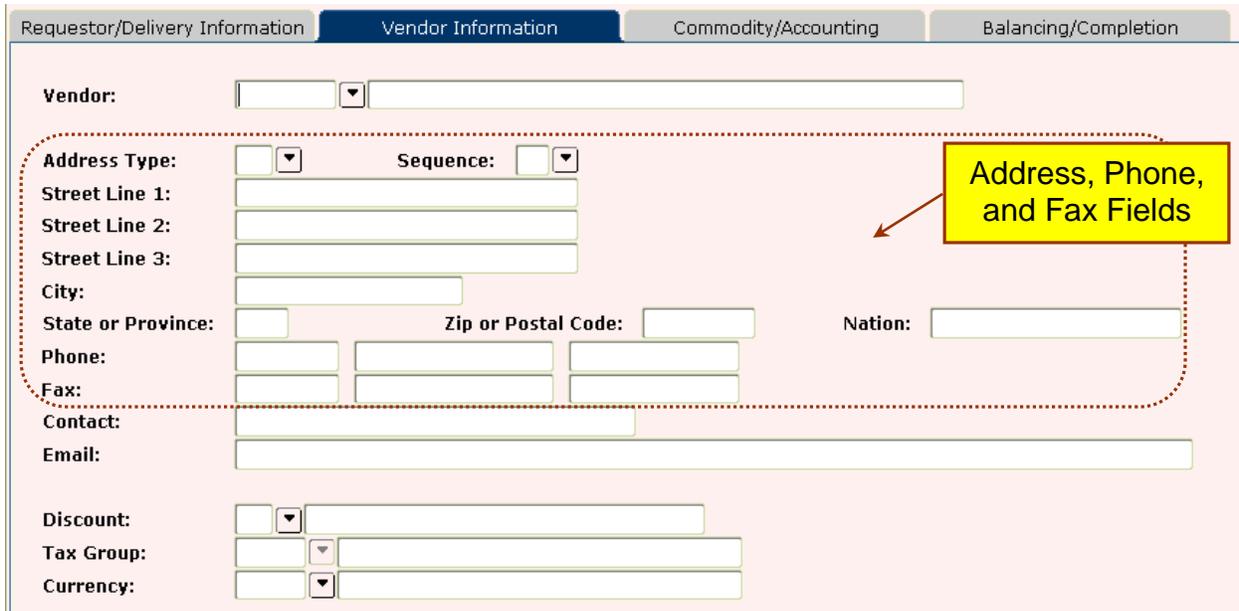
Block Element	Function
Requisition Field	Defaulted to Next . The system will assign a number as the requisition is completed.
Order Date Field	Defaults to the current date . Can be changed.
Delivery Date Field	Enter the desired delivery date for the purchase. Must be later than the Transaction Date .
Commodity Total Field	Displays the total cost of commodities listed in the Commodities block.
Transaction Date Field	Defaults to the current date . Can be changed.
Comments Field	Used to enter delivery comments (up to 30 characters) such as "Please Rush".
Accounting Total Field	Displays the total to be paid from accounting.
In Suspense Check Box	Displays requisition status . A checked box indicates there are one or more errors that must be resolved before the requisition is completed.
Document Text check Box	A check mark appears here if Document Text has been added to the form.
Document Level Accounting Check Box	The box is defaulted to checked, which enables assigning accounting distributions to the requisition in total, rather than individual commodities or Document Level Accounting . To select Commodity Level Accounting , uncheck this box.

Requestor/Delivery Information Block Elements



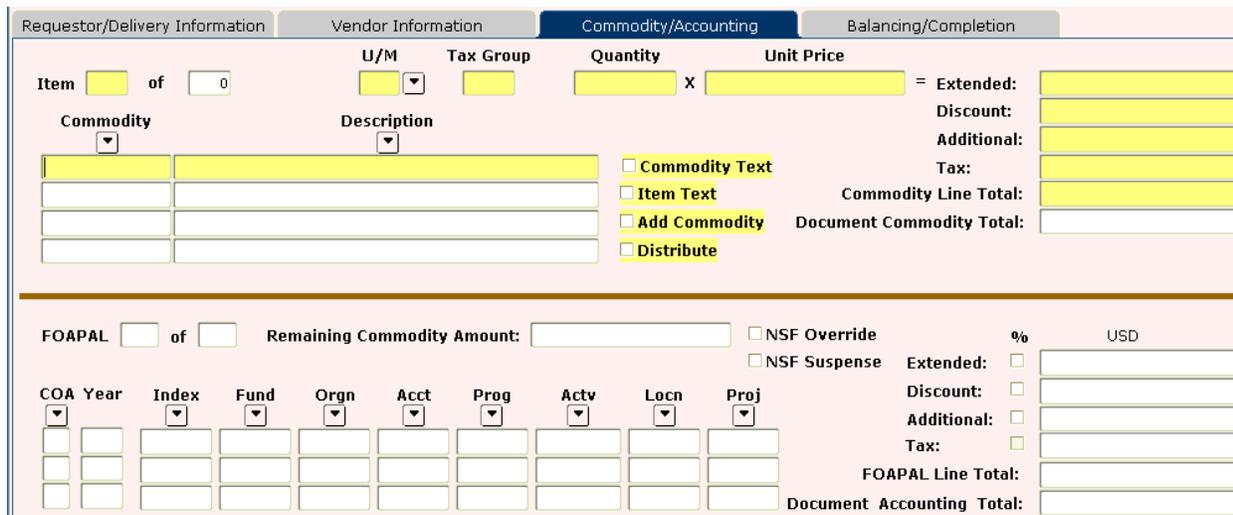
Block Element	Function
Requestor Field	The name of the individual initiating the request for commodities.
Organization Fields	The organization code and organization name of the organization requesting the commodities.
Phone - Extension Fields	Telephone number and extension (if applicable) of the listed organization.
COA Fields	Chart of Accounts Code and the Organization represented by the COA. This will default to C and Salt Lake Community College .
Email Field	The requestor's email address.
Fax - Extension Fields	Fax number and extension (if applicable) of the listed organization.
Ship To Field	The address code for the shipping address where the commodities are to be shipped. Use the select button to choose.
Address, Telephone, and Contact Fields	Upon selecting a Ship To code, the address and contact information fields from Street Line 1 to Contact are populated. No manual entry is allowed.
Attention To Field	Enter the name and phone number to be contacted when the Items purchased arrive at the Ship To location.

Vendor Information Block Elements



Block Element	Function
Vendor Fields	The Vendor ID field is not used. The second field is used to enter Vendor Name and Address .
Address Type Field	For Purchase Office use only.
Sequence Field	For Purchase Office use only.
Address, Phone, and Fax Fields	For Purchase Office use only.
Contact Field	Used to enter the Name of SLCC's contact at the Vendor and contact information.
Email Field	Email address for the vendor or vendor's contact
Discount, Tax Group, and Currency Fields	Not used.

Commodity/Accounting Block Elements



The **Commodity/Accounting** Tab is divided into 2 blocks. The **Commodity** block and the **Accounting** block. Each block's elements are described below:

Commodity Block Elements	Function
Commodity Field	Not used.
Description Field	Used to enter the Commodity description. Descriptions must begin with a noun, such as Computer, Laptop, etc. To enter more description, use Item Text from the Options menu.
Item_of_ Fields	Displays the Line item number of the selected Item out of the total number of Line items.
U/M Field	Allows selection of a Unit of Measure for the commodity.
Tax Group Field	Not used.
Quantity Field	Used to enter the desired quantity of the selected commodity.
Unit Price Field	Used to enter the price per unit of the commodity.
Extended Field	Displays the value from multiplying the unit price and quantity.

Discount Field	Not used.
Additional Field	Not used.
Tax Field	Not used.
Commodity Line Total Field	Displays the total of the Line Item with discounts, etc. applied.
Document Commodity Total Field	Displays the total of all Commodity Line Totals.
Commodity Text Check Box	Not used
Item Text Check Box	If checked, indicates that Item Text has been used to enter additional item information.
Add Commodity Check Box	Not used.
Distribute Check Box	Not used.

FOAPAL of Remaining Commodity Amount: NSF Override % USD

NSF Suspense Extended:

COA Year Index Fund Orgn Acct Prog Actv Locn Proj

Discount:

Additional:

Tax:

FOAPAL Line Total:

Document Accounting Total:

Accounting Block Elements	Function
COA Field	Chart of Accounts code. This will default to C.
Year Fields	This will populate with the current Fiscal Year based on the current date.
Index Field	Used to enter the organization's FOAPAL index code. Entering a valid Index code populates the Fund, Orgn (Organization), and Prog (Program) fields.

Fund Field	Displays the Fund code of the FOAPAL. This will field will populate by entering a valid Index code.
Orgn Field	Displays the Organization code of the FOAPAL. This will field will populate by entering a valid Index code.
Acct Field	Used to Enter the Account code for the Commodity line item.
Prog Field	Displays the Program code of the FOAPAL. This will field will populate by entering a valid Index code.
Actv Field	Not used
Loctn Field	Not used
Proj Field	Not used
FOAPAL_of_ Fields	Displays the selected FOAPAL number out of the total number of FOALPALS used.
Remaining Commodity Amount Field	Displays the balance of the Commodity Amount after deducting the total of the FOAPALS.
NSF Override Check Box	Indicates a Non-Sufficient Funds override has been authorized.
NSF Check Box	Indicates a Non-Sufficient Funds Status for the account.
Extended Check Box/Field	Check if more than one FOAPAL will be used to fund the requisition. Checking the box allows entry of a percentage of the total amount that will be paid by the selected FOAPAL. If the box is not checked, Banner assumes 100% of the Remaining Commodity Amount.
% (Percent) Check Boxes	A check mark in one of these makes the value entered in the corresponding field a percentage.
Discount Check Box/Field	Not used.
Additional Check Box/Field	Not used.

Tax Check Box/Field	Not used.
FOAPAL Line Total Field	Displays the total cost of each FOAPAL line.
Document Accounting Total Field	Displays the total of all FOAPAL lines.

Balancing/Completion Block Elements

Requestor/Delivery Information	Vendor Information	Commodity/Accounting	Balancing/Completion																									
Vendor: <input type="text"/> <input type="text"/>		Requestor: Operator 20																										
COA: C Salt Lake Community College																												
Organization: IIADCM Administrative Computing Services																												
Currency: <input type="text"/>																												
Exchange Rate: <input type="text"/>		Commodity Record Count: 1																										
Input Amount: 50.00		Converted Amount: <input type="text"/>																										
<table border="1"> <thead> <tr> <th></th> <th>Input</th> <th>Commodity</th> <th>Accounting</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Approved Amount:</td> <td>50.00</td> <td>50.00</td> <td>50.00</td> <td>BALANCED</td> </tr> <tr> <td>Discount Amount:</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>BALANCED</td> </tr> <tr> <td>Additional Amount:</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>BALANCED</td> </tr> <tr> <td>Tax Amount:</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>BALANCED</td> </tr> </tbody> </table>					Input	Commodity	Accounting	Status	Approved Amount:	50.00	50.00	50.00	BALANCED	Discount Amount:	0.00	0.00	0.00	BALANCED	Additional Amount:	0.00	0.00	0.00	BALANCED	Tax Amount:	0.00	0.00	0.00	BALANCED
	Input	Commodity	Accounting	Status																								
Approved Amount:	50.00	50.00	50.00	BALANCED																								
Discount Amount:	0.00	0.00	0.00	BALANCED																								
Additional Amount:	0.00	0.00	0.00	BALANCED																								
Tax Amount:	0.00	0.00	0.00	BALANCED																								
Complete:  In Process: 																												

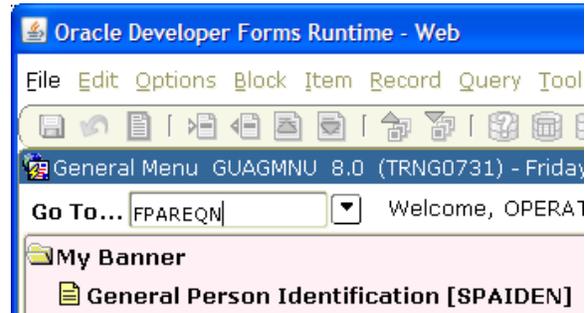
The **Balancing/Completion** Tab is divided into 2 blocks. Each block's fields are display-only and contain information entered in the previous blocks. Changes are not allowed in these fields. The **Complete** and **In Process Buttons** are described below.

Button	Function
Complete 	Pressing this button changes the requisition status to complete and releases it for the approving process. Once released, the requisition is not available to the requestor.
In Process 	Press this button if more work is required before completion of the requisition. Make note of the requisition number and use it to recall the requisition later.

Creating a Purchase Requisition

The remainder of this section discusses the steps necessary to create a **Purchase Requisition** in Banner. Begin by logging into Banner and start from the General Menu Form.

Click in the **Go To...** field and type **FPAREQN** and then press **Enter**.



FPAREQN, *Requisition Form*, opens.

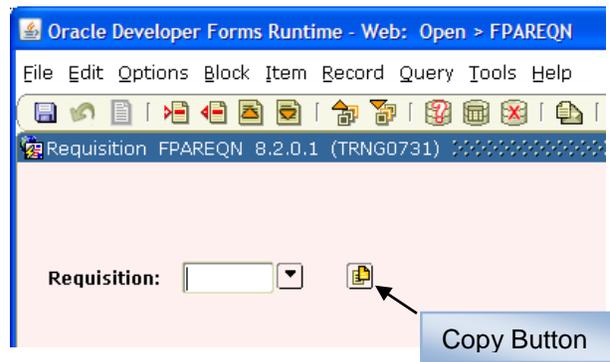
To create a new requisition, leave the **Requisition** field blank.

Click on **Next Block** button or Press **Ctrl + Page Down**

Note: To open an existing form, enter the requisition number and select **Next Block**.

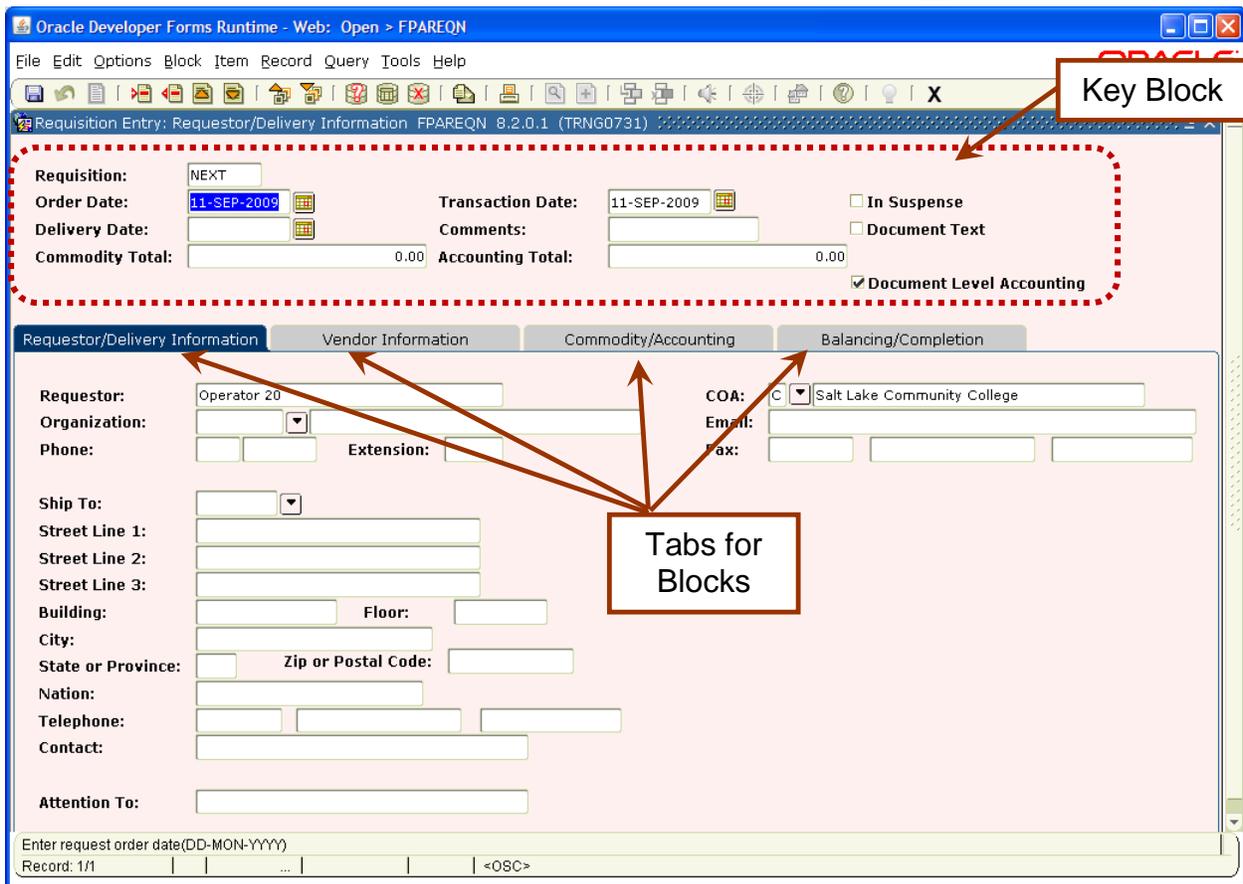
Note: A **copy** of a completed requisition can be used to create a new requisition. Click the **Copy** button, enter the Requisition number to be copied and click **OK**. A copy will open with a new requisition number. Edit the copy to create a new Requisition.

Note: To **practice** entering a **Requisition**, read the section entitled [Practice Entering Requisitions](#) now.



The form **FPAREQN** opens with the **Requestor/Delivery Information** tab displayed.

See image on following page.



Key Block

Begin entering **Requestor/Delivery Information** by inserting **Key** information in the **Key Block**. The cursor will be in the **Order Date** field when the form opens:

Press **TAB** twice to move cursor to **Delivery Date** field.

Note: Clicking into a field with the **Mouse Pointer** can create errors in **Banner**.

Use the **Calendar Button** or manually enter a delivery date.

The **Cursor** will automatically move to the **Comments** field.

Note: **NEXT** will be in the **Requisition** (Requisition Number) field until the system generates a number.



Creating Purchase Requisitions and Travel Encumbrances in Banner

Enter delivery **Comments** (30 characters max.), i.e. Please rush – need ASAP.

To enter additional comments, see [Instructions for Entering Document Text](#).

NOTE: Do NOT use commas, number signs (#), percent signs (%), or asterisks (*) in the **Comments** field.

FPAREQN 7.1 (TRNG0316)

Transaction Date:	12 NOV 2006
Comments:	Please Rush
Accounting Total:	.00

If the Document Text check box is checked, additional information has been entered.

Note: To view or enter additional information, see: [Instructions for Entering Document Text](#)

<input type="checkbox"/> In Suspense
<input checked="" type="checkbox"/> Document Text
3.00
<input checked="" type="checkbox"/> Document Level Accounting
Balancing/Completion

By default, the **Document Level Accounting** check box is checked. This enables assigning accounting distributions to the document in total.

<input type="checkbox"/> In Suspense
<input type="checkbox"/> Document Text
0.00
<input checked="" type="checkbox"/> Document Level Accounting
Balancing/Completion

Unchecking the box enables **Commodity Level Accounting**. This enables assigning accounting distributions to individual commodities.

Note: Once accounting records are created, the **Document Level Accounting** check box cannot be changed.

Press **Tab**. The **Cursor** moves to the **Requestor** field in the next block.

<input type="checkbox"/> In Suspense
<input type="checkbox"/> Document Text
3.00
<input type="checkbox"/> Document Level Accounting
Balancing/Completion

Requestor/Delivery Tab

Use the **Requestor/Delivery Information** tab to enter information on the person making the request and where to ship the commodity.

If **Requestor** name is blank or incorrect, enter the correct name in the field.

Press **Tab**. The **Cursor** moves to the **COA** field. This field is defaulted to **C, Salt lake Community College**.

Press **Tab** twice. The **cursor** moves to the **Organization** field.

Note: **COA** field is defaulted to correct value.

Enter the **Organization Code**. If the Code, is unknown use the **Search** button or contact the **Budget Center Manager**.

Press **TAB**. The **Organization Name** field will automatically populate and the **Cursor** will move to the **E-mail** field.

Enter the **E-mail** address.

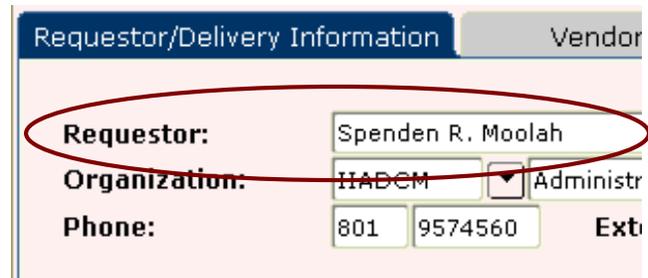
Press **Tab**. The **Cursor** will move to the **Phone** field.

Enter the **Phone** number.

Press **Tab**. The **Cursor** will move to the **Fax** number field. Enter the **Fax** number if required.

Note: Enter numbers only, no **()** or **-**.

Press **Tab**, the **Cursor** will move to the **Ship to** field.



Requestor/Delivery Information		Vendor
Requestor:	Spenden R. Moolah	
Organization:	IIADCM	Administrative Compu
Phone:	801 9574560	Ext

Requestor:	Spenden R. Moolah		
Organization:	IIADCM	Administrative Compu	
Phone:	801	9574560	Extension:

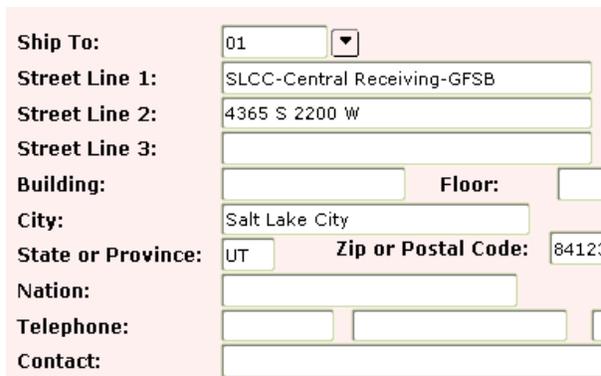
COA:	C	Salt Lake Community College
Email:	spenden.moolah@slcc.edu	
Fax:		

Requestor:	Spenden R. Moolah		
Organization:	IIADCM	Administrative Com	
Phone:	801	9574560	Extension:

Enter the **Ship To** code if known. Current **Ship To** codes can be found In [Appendix B, page 43](#).

Note: The address information cannot be entered manually. Contact the Purchasing Office if unable to determine the correct code.

Press **Tab**. The **Cursor** moves to the **Attention To** field.



The screenshot shows a form with the following fields and values:

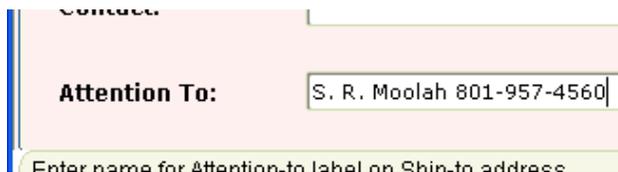
Ship To:	01	
Street Line 1:	SLCC-Central Receiving-GFSB	
Street Line 2:	4365 S 2200 W	
Street Line 3:		
Building:		Floor:
City:	Salt Lake City	
State or Province:	UT	Zip or Postal Code:
Nation:		
Telephone:		
Contact:		

Enter the **Name** and **Phone Number** of **Recipient** in the **Attention To** field.

Press the **Next Block** button or Click the **Vendor Information** tab.

Note: To enter more **Requestor/Delivery** information, Select **Option > Document Text**. See [Instructions for Entering Document Text](#)

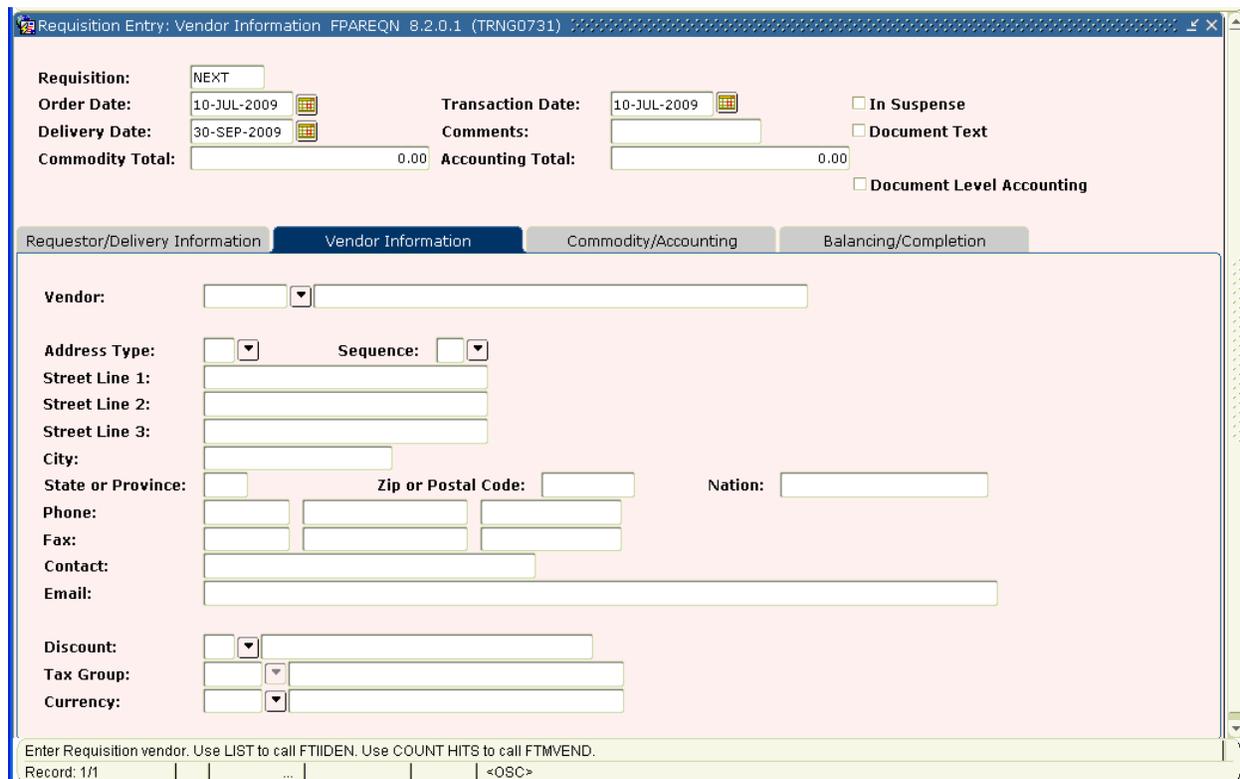
Note: Entering **Document Text** causes **Banner** to generate a **Requisition** number, displayed in the **Key Block**.



The screenshot shows the 'Attention To' field with the value 'S. R. Moolah 801-957-4560'. Below the field is a tooltip that reads: 'Enter name for Attention-to label on Ship-to address'.

The **Vendor Information** window opens with the **Cursor** in the **Vendor** field.

See image on the following page.



Vendor Information Tab

Use the **Vendor Information** tab to enter information on the **Vendor** and the **Vendor's** contact.

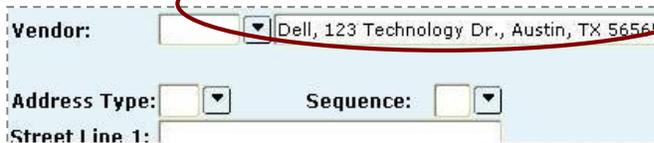
Note: All fields in the **Vendor Information** block are optional.

To enter **Vendor Information**:

Leave the first **Vendor** field blank and press **TAB**. Enter **Vendor Name** and **Address**.

Note: Only Vendor name and address are entered. Address fields are reserved for Purchasing.

Press **Tab**. The **Cursor** will move to the **Contact** field.



Note: If more vendor information is required, see [Instructions for Entering Document Text](#), page 7.

In the **Contact** field, enter the **Name** and **Phone** number of the Vendor's contact.

Press **Tab**. The **Cursor** moves to the **Email** field.

Fax:	
Contact:	Ima Geekster 206-537-6937
Email:	ima_geek@dell.com

Enter the **Contact's email address** in the **Email** field.

Press **Next Block** button or click on the **Commodity/Accounting** tab.

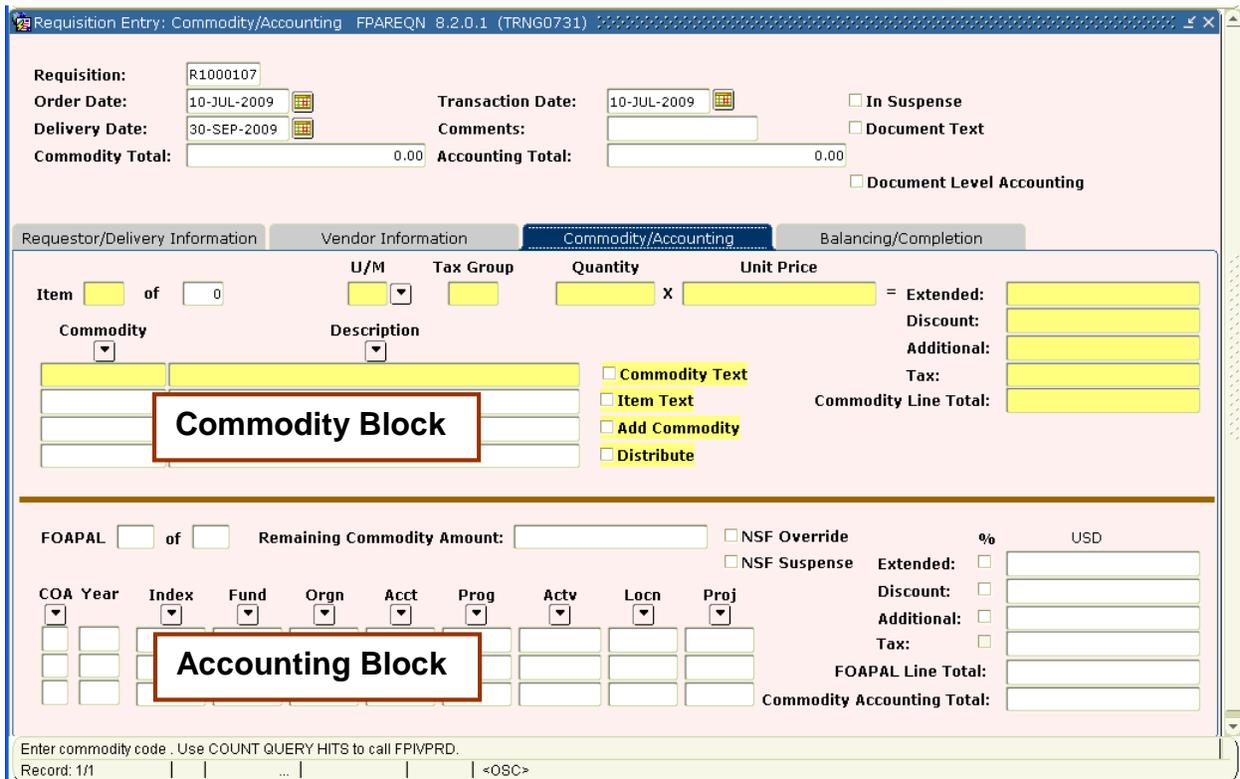
Note: Completing **Vendor Information** and moving to the **Commodity** block causes **Banner** to generate a **Requisition Number**, displayed in the **Key Block**.

Fax:	
Contact:	Ima Geekster 206-537-6937
Email:	ima_geek@dell.com

The **Commodity/Accounting** window opens.

See image below.

Creating Purchase Requisitions and Travel Encumbrances in Banner



Requisition Entry: Commodity/Accounting FPAREQN 8.2.0.1 (TRNG0731)

Requisition: R1000107
 Order Date: 10-JUL-2009
 Delivery Date: 30-SEP-2009
 Commodity Total: 0.00

Transaction Date: 10-JUL-2009
 Comments:
 Accounting Total: 0.00

In Suspense
 Document Text
 Document Level Accounting

Requestor/Delivery Information | Vendor Information | **Commodity/Accounting** | Balancing/Completion

Item of 0 U/M Tax Group Quantity Unit Price = Extended: Discount: Additional: Tax: Commodity Line Total:

Commodity Description

Commodity Block

Commodity Text
 Item Text
 Add Commodity
 Distribute

FOAPAL of Remaining Commodity Amount: NSF Override % USD
 NSF Suspense Extended: Discount: Additional: Tax: FOAPAL Line Total: Commodity Accounting Total:

COA Year Index Fund Orgn Acct Prog Actv Locn Proj

Accounting Block

Enter commodity code. Use COUNT QUERY HITS to call FPIVPRD.
 Record: 1/1

Commodity/Accounting Tab

The **Commodity/Accounting Tab** has **2 Blocks**. The **Commodity Block** is used to enter **Commodity description, quantity, and price**. The **Accounting Block** is used to enter the **FOAPAL** for each commodity (**Commodity Level Accounting**) or for all commodities together (**Document Level Accounting**) and the **Amounts** for each **FOAPAL**.

Entering Commodity Information:

Press **Tab** to move the **Cursor** from the **Commodity** field to the **Description** field.

Enter the **Description** of the commodity.

Note: Do not use commas, number signs (#), percent symbols (%), or asterisks (*).

Note: **Description** must begin with a noun, i.e. Computer, Laptop, Printer, etc.

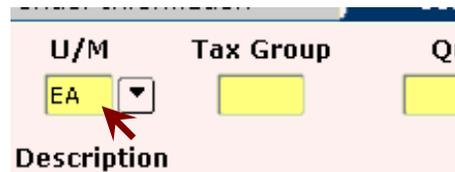
Commodity	Description
	Computer-LapTop-Dell Precision M90

Note: If more **Description** information is required, **Select Options > Item Text**. Do not repeat the item description in **Item Text** or it will be duplicated on the requisition.

Creating Purchase Requisitions and Travel Encumbrances in Banner

Press **Tab**. The **Cursor** moves to the **U/M (Unit of Measure)** field.

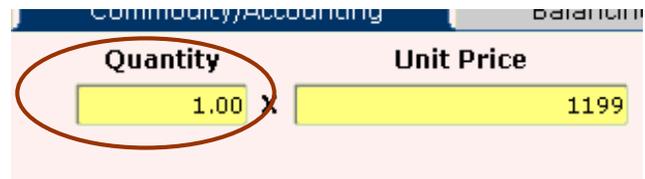
Click on the **Search** button and **Select** an applicable unit of measure.



U/M	Tax Group	Qu
EA		

Press **Tab**. The **Cursor** moves to the **Quantity** field.

Enter a number for the **Quantity**.

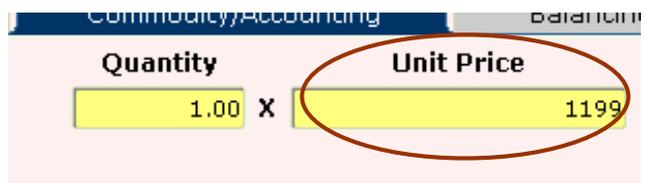


Quantity	Unit Price
1.00 X	1199

Press **Tab**. The **Cursor** moves to the **Unit Price** field.

Enter the **Unit Price** and press **Tab**.

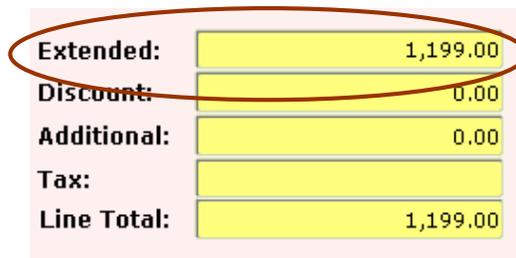
Note: If the exact price for the commodity is unknown, enter the maximum amount willing to pay.



Quantity	Unit Price
1.00 X	1199

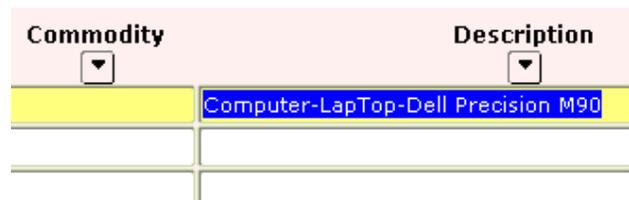
Banner calculates the **Extended** price (**Quantity x Unit Price = Extended Price**).

The system does not allow manually entering this value.



Extended:	1,199.00
Discount:	0.00
Additional:	0.00
Tax:	
Line Total:	1,199.00

To add **additional** items, **Click** in the **Description** field for the first item.



Commodity	Description
	Computer-LapTop-Dell Precision M90

Click the **Next Record** button or press the **Down Arrow** key. The **Cursor** will move to the **Commodity** field of the next record.



Block Item Rec

Commodity/Accd

Creating Purchase Requisitions and Travel Encumbrances in Banner

Enter **Description** and **Pricing** as described above.

Continue until all items are added.

Description
Computer-LapTop-Dell Precision M90
Monitor-Flat Panel-Dell Ultrasharp 1707FPV
Printer-HP DeskJet 932C

Note: The total cost of the **Commodities** is displayed in the **Key Block, Commodity Total** field. The total will include the last commodity entered after navigating out of **Description** field.

Requisition Entry: Commodity/Accounting FPAREQN

Requisition: R1000107

Order Date: 10-JUL-2009

Delivery Date: 30-SEP-2009

Commodity Total: 1,794.00

Entering Accounting Information – Commodity Level Accounting

Commodity Level Accounting requires listing at least one **FOAPAL** for each line item in the **Commodity** block. The **Document Level Accounting** check box must be unchecked.

To enter **Accounting Information** in **Commodity Level Accounting**:

Select a **Commodity Line Item**. Use the **Next** and **Previous Record** buttons to move through the list. The selected line item is highlighted and data entered or displayed in the **Accounting Block** will pertain only to that line item.

Click the **Next Block** button.

The **Cursor** moves to the **Accounting Block, COA** field.

Description
Computer-LapTop-Dell Precision M90
Monitor-Flat Panel-Dell Ultrasharp 1707FPV
Printer-HP DeskJet 932C

The **COA** field will default to the **COA** and **Organization Codes** previously entered.

The **Year** field defaults to the current fiscal year.

Press Tab. The **Cursor** moves to the **Index** field.

FOAPAL of Remaining Co

COA	Year	Index	Fund	Orgn
<input type="text"/>				
<input type="text"/>	10	<input type="text"/>	<input type="text"/>	IIADCM
<input type="text"/>				
<input type="text"/>				

Creating Purchase Requisitions and Travel Encumbrances in Banner

Enter the **Index** code in the **Index** field.

Entering the correct **Index Code** populates the **Fund**, **Orgn** (**Organization**), and **Prog** (**Program**) fields. These fields are read only.

Note: The **Orgn** field will populate with the **Organization Code** associated with the **Index Code** regardless of what code was there before.

FOAPAL		of	0	Remaining Commodity Amount:		
COA	Year	Index	Fund	Orgn	Acct	Prog
C	10	IIADCM	10000	IIADCM		N

Press **Tab** to move the cursor to the **Acct** (**Account**) field.

Enter the appropriate **Account Number**.

Note: See [Appendix A](#) for a list of **Account Numbers** and **Descriptions**.

FOAPAL		of	0	Remaining Commodity Amount:		
COA	Year	Index	Fund	Orgn	Acct	Prog
C	10	IIADCM	10000	IIADCM	76010	N

The **Actv** (**Activity**), **Locn** (**Location**), and **Proj** (**Project**) fields are optional.

Enter or select values as appropriate.

Actv	Locn	Proj

Press **Tab**. The **Cursor** moves to the **Extended** price % (**Percentage**) **Check Box**.

When the box is checked, the **Cursor** moves to the **Extended** field. **Banner** uses the value entered as a percentage.

Press **Tab** again and the system calculates the percentage of the **Commodity Amount**. The value is displayed in the **Extended** field. This feature is used when the **Commodity Amount** will be divided among two or more **FOAPALs**.

Note: See [Using More Than One FOAP](#) for instructions.

SF Override		%	USD
SF Suspense	Extended:	<input checked="" type="checkbox"/>	
	Discount:	<input type="checkbox"/>	
	Additional:	<input type="checkbox"/>	
	Tax:	<input type="checkbox"/>	
	FOAPAL Line Total:		
	Commodity Accounting Total:		

Creating Purchase Requisitions and Travel Encumbrances in Banner

If **Percentage** is not checked, press **Tab** to move the **Cursor** to the **Extended** field.

With the **Cursor** in the **Extended** field, there are **3 options**:

1. If using more than one **FOAPAL** and **Percentage** (the % Check Box is checked), enter a **percentage value**.
For example, 50 for 50%.

NSF Override	%	USD
NSF Suspend	Extended: <input checked="" type="checkbox"/>	50
	Discount: <input type="checkbox"/>	
	Additional: <input type="checkbox"/>	
	Tax: <input type="checkbox"/>	
FOAPAL Line Total:		
Commodity Accounting Total:		

2. If using more than one **FOAPAL** but no **Percentage**, enter a **dollar amount** to be paid by the selected **FOAPAL**.
For example, 1000 for \$1,000.00.

NSF Override	%	USD
NSF Suspend	Extended: <input type="checkbox"/>	1000
	Discount: <input type="checkbox"/>	
	Additional: <input type="checkbox"/>	
	Tax: <input type="checkbox"/>	
FOAPAL Line Total:		
Commodity Accounting Total:		

3. If only one **FOAPAL** is used, enter the selected commodity's **Commodity Amount**.

NSF Override	%	USD
NSF Suspend	Extended: <input type="checkbox"/>	1199
	Discount: <input type="checkbox"/>	
	Additional: <input type="checkbox"/>	
	Tax: <input type="checkbox"/>	
FOAPAL Line Total:		
Commodity Accounting Total:		1,199.00

If using **option 1** or **2**, each **FOAPAL** amount is displayed in the **Extended** field.

After moving the **Cursor** to the **Next Record** or next **FOAPAL** row, the **Remaining Commodity Amount** field displays the remaining balance.

Orgn	Acct	Prog	Actv	Locn	Proj	NSF Override	%	USD
0000	76010	N				NSF Suspend	Extended: <input type="checkbox"/>	1,199.00
							Discount:	0.00
							Additional:	0.00
							Tax:	0.00
							FOAPAL Line Total:	1,199.00
							Commodity Accounting Total:	1,199.00

Creating Purchase Requisitions and Travel Encumbrances in Banner

If using **option 3**, the **Remaining Commodity Amount** field displays 00.

Remaining Commodity Amount:		0.00	NSF Override	%	US
<input type="checkbox"/>	NSF Suspend	Extended:	<input type="checkbox"/>	1,199.00	
<input type="checkbox"/>	Discount:	<input type="checkbox"/>	0.00		
<input type="checkbox"/>	Additional:	<input type="checkbox"/>	0.00		
<input type="checkbox"/>	Tax:	<input type="checkbox"/>	0.00		
FOAPAL Line Total:				1,199.00	
Commodity Accounting Total:				1,199.00	

To enter **Accounting Information** for the next **Commodity Line Item**, Click the **Previous Block** button.



The **Cursor** moves to the **last selected Commodity Line Item** in the **Commodity Block**.



Click the **Next Record** button to select the next **Commodity Line Item**.

Click the **Next Block** button and the **Cursor** moves to a blank **FOAPAL** line in the **Accounting Block**.



Enter the **Accounting Information** for the newly selected **Commodity Line Item** by repeating the above steps.

Continue until **Accounting** information is entered for each **Commodity Line Item**.

Once all **Commodity Line Items** have **Accounting Information**, click on the **Balancing/Completion** tab to open the **Accounting and Balancing Blocks**.

See **Accounting/Balancing Tab** section below.

Balancing/Completion	
Requestor:	Spenden R. Moolah

Entering Accounting Information – Document Level Accounting

With **Document Level Accounting**, the information entered and displayed in the **Accounting Block** is for all **Commodity Items** listed in the **Commodity Block**.

To enter **Accounting Information** in **Document Level Accounting**:

Once all **Commodity Items** are entered in the **Commodity Block**:

Click the **Next Block** button.

The **Cursor** moves to the **Accounting Block, COA** field.

Description
Computer-LapTop-Dell Precision M90
Monitor-Flat Panel-Dell Ultrasharp 1707FPV
Printer-HP DeskJet 932C

The **COA** field will default to the **COA** and **Organization Codes** previously entered.

The **Year** field defaults to the current fiscal year.

Press Tab. The **Cursor** moves to the **Index** field.

FOAPAL of Remaining Co

COA	Year	Index	Fund	Orgn
C	10			IIADCM

Enter the **Index Code** in the **Index** field.

Entering the correct **Index Code** populates the **Fund, Orgn (Organization), and Prog (Program)** fields. These fields are read only.

Note: The **Orgn** field will populate with the **Organization Code** associated with the **Index Code** regardless of what code was there before.

FOAPAL of Remaining Commodity Amount:

COA	Year	Index	Fund	Orgn	Acct	Prog
C	10	IIADCM	10000	IIADCM		N

Press **Tab** to move the cursor to the **Acct (Account)** field.

Enter the appropriate **Account Number**.

Note: See [Appendix A](#) for a list **Account Numbers** and **Descriptions**.

FOAPAL of Remaining Commodity Amount:

COA	Year	Index	Fund	Orgn	Acct	Prog
C	10	IIADCM	10000	IIADCM	76010	N

The **Actv (Activity)**, **Locn (Location)**, and **Proj (Project)** fields are optional.

Enter or select values as appropriate.

Press **Tab**.

Actv	Locn	Proj
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

The **Cursor** moves to the **Extended price % (Percentage) Check Box**.

If the box is checked the **Cursor** moves to the **Extended** field and **Banner** uses the value entered as a percentage.

Press **Tab** again and the system calculates the percentage of the **Commodity Amount**. That value is displayed in the **Extended** field. This feature is used when the **Commodity Amount** will be divided among two or more **FOAPALs**.

Note: See **Using More Than One FOAPAL** for instructions.

If **Percentage** is not checked, press **Tab** to move the **Cursor** to the **Extended** field.

With the **Cursor** in the **Extended** field, there are **3 options**:

1. If using more than one **FOAPAL** and **Percentage** (the **% Check Box** is checked), enter a **percentage value**. For example, 50 for 50%.

SF Override	%	USD
SF Suspense	Extended: <input checked="" type="checkbox"/>	<input type="text"/>
	Discount: <input type="checkbox"/>	<input type="text"/>
	Additional: <input type="checkbox"/>	<input type="text"/>
	Tax: <input type="checkbox"/>	<input type="text"/>
FOAPAL Line Total:		<input type="text"/>
Document Accounting Total:		<input type="text"/>

SF Override	%	USD
SF Suspense	Extended: <input checked="" type="checkbox"/>	<input type="text" value="50"/>
	Discount: <input type="checkbox"/>	<input type="text"/>
	Additional: <input type="checkbox"/>	<input type="text"/>
	Tax: <input type="checkbox"/>	<input type="text"/>
FOAPAL Line Total:		<input type="text"/>
Document Accounting Total:		<input type="text"/>

Creating Purchase Requisitions and Travel Encumbrances in Banner

- If using more than one **FOAPAL** but no **Percentage**, enter a **dollar amount** to be paid by the selected **FOAPAL**.
For example, 739 for \$739.00.

NSF Override	%	USD
NSF Suspende	Extended: <input type="checkbox"/>	739
	Discount: <input type="checkbox"/>	
	Additional: <input type="checkbox"/>	
	Tax: <input type="checkbox"/>	
FOAPAL Line Total:		
Document	Accounting Total:	

- If only one **FOAPAL** is used, enter the full **Commodity Amount**.

NSF Override	%	USD
NSF Suspende	Extended: <input type="checkbox"/>	1749
	Discount: <input type="checkbox"/>	
	Additional: <input type="checkbox"/>	
	Tax: <input type="checkbox"/>	
FOAPAL Line Total:		
Document	Accounting Total:	

If using **option 1** or **2**, each **FOAPAL** amount is displayed in the **Extended** field.

After moving the **Cursor** to the **Next Record** or next **FOAPAL** row, the **Remaining Commodity Amount** field displays the remaining balance.

Remaining Commodity Amount:	NSF Override	%	USD
450.00	NSF Suspende	Extended: <input type="checkbox"/>	749.00
		Discount: <input type="checkbox"/>	0.00
		Additional: <input type="checkbox"/>	0.00
		Tax: <input type="checkbox"/>	0.00
	FOAPAL Line Total:		749.00
	Document		Accounting Total: 0.00

If using **option 3**, the **Remaining Commodity Amount** field displays 00.

Remaining Commodity Amount:	NSF Override	%	USD
0.00	NSF Suspende	Extended: <input type="checkbox"/>	1,199.00
		Discount: <input type="checkbox"/>	0.00
		Additional: <input type="checkbox"/>	0.00
		Tax: <input type="checkbox"/>	0.00
	FOAPAL Line Total:		1,199.00
	Document		Accounting Total: 1,199.00

Once **Accounting Information** has been entered for the **Commodity Line Items**, click on the **Balancing/Completion Tab** to open the **Accounting and Balancing Blocks**.

Balancing/Completion

Requestor: Spenden R. Moolah

Using More than One FOAP

When using one **FOAP**, the system completes the accounting with **100%** of the **Commodity Total** charged against that **FOAP**. The **Commodity Total** can be expensed to **more than one FOAP**. Splitting the total cost can be done 2 ways:

1. Assigning each **FOAP** a **percentage** of the total.
2. Assigning each **FOAP** a **specific dollar** amount.

To split the Commodity Total by Percentage:

On the **Commodity/Accounting** tab, in the **Accounting** block, complete the first **FOAP** information.

COA	Year	Index	Fund	Orgn	Acct	Prog	A
C	10	IIADCM	10000	IIADCM	76010	N	

From the **Proj** field, press **Tab**. The **Cursor** moves to the **Extended: %** check box. (Shown as two dotted lines above and below the box.)

Click in the box to enter a **Check Mark**.

Note: With the box checked, **Banner** uses the value entered in the **Extended** field as a percentage.

SF Override	%	USD
SF Suspense	Extended: <input checked="" type="checkbox"/>	
	Discount: <input type="checkbox"/>	
	Additional: <input type="checkbox"/>	
	Tax: <input type="checkbox"/>	
FOAPAL Line Total:		
Document Accounting Total:		0.00

Enter a value representing the percentage of the **Commodity Total** to be expensed to the selected **FOAP**.

Press **Tab**.

SF Override	%	USD
SF Suspense	Extended: <input checked="" type="checkbox"/>	50
	Discount: <input type="checkbox"/>	
	Additional: <input type="checkbox"/>	
	Tax: <input type="checkbox"/>	
FOAPAL Line Total:		
Document Accounting Total:		0.00

Creating Purchase Requisitions and Travel Encumbrances in Banner

The **Cursor** moves to the next field and **Banner** calculates the percentage. The amount to be expensed to the **FOAP** is displayed in the **Extended** field replacing the percentage value entered.

FOAP Override	%	USD
FOAP Suspense	Extended:	874.50
	Discount:	0.00
	Additional:	0.00
	Tax:	0.00
FOAPAL Line Total:		874.50
Document Accounting Total:		0.00

To enter the next **FOAP** information, click **Next Record** on the **Tool Bar**.



The **Cursor** moves to the **COA** field of the new **FOAP** record.

Note: The amount from the first **FOAP** is deducted from the **Commodity Total** and remaining amount is displayed in the **Remaining Commodity Amount** field.

FOAPAL	Remaining Commodity Amount:	%	USD
	874.50	Extended:	
		Discount:	
		Additional:	
		Tax:	
FOAPAL Line Total:			
Document Accounting Total:			874.50

Continue to enter **FOAP's** and the percent of the **commodity total** to be expensed to each until complete.

Note: The **Extended**, **Discount**, **Additional**, **Tax**, and **FOAPAL Line Total** fields display information for the **selected FOAPAL**. The **Document Accounting Total** field displays the total of each **FOAPAL** expensed amount.

FOAP Override	%	USD
FOAP Suspense	Extended:	874.50
	Discount:	
	Additional:	
	Tax:	
FOAPAL Line Total:		874.50
Document Accounting Total:		1,749.00

To split the Commodity Total by Dollar Amount:

On the **Commodity/Accounting** tab, in the **Accounting** block, complete the first **FOAP** information.

COA	Year	Index	Fund	Orgn	Acct	Prog	A
C	10	IIADCM	10000	IIADCM	76010	N	

From the **Proj** field, press **Tab** twice.

This moves the **Cursor** to the **Extended** field.

Note: With no **check mark** in the **%** (Percent) check box, values entered in the **Extended** field will be used by **Banner** as dollar amounts.

Enter a **value** representing the **dollar amount** of the **Commodity Total** to be expensed to the selected **FOAP**.

Click the **Next Record** button.

	%	USD
Extended:	<input type="checkbox"/>	600.00
Discount:	<input type="checkbox"/>	
Additional:	<input type="checkbox"/>	
Tax:	<input type="checkbox"/>	
PAL Line Total:		600.00
Accounting Total:		0.00

The **Cursor** moves to the **COA** field of the next **FOAP** record.

Note: The amount from the first **FOAP** is deducted from the **Commodity Total** and the remaining amount is displayed in the **Remaining Commodity Amount** field.

Remaining Commodity Amount:

Document Accounting Total:

COA	Year
C	10
C	

Continue to enter **FOAPs** and the **dollar amount** to be expensed to them until complete.

Note: The **Extended**, **Discount**, **Additional**, **Tax**, and **FOAPAL Line Total** fields display information for the **selected FOAPAL**. The **Document Accounting Total** field displays the total of each **FOAPAL** expensed amount.

FOAP Override	%	USD
FOAP Suspense	<input type="checkbox"/>	400.00
Extended:	<input type="checkbox"/>	
Discount:	<input type="checkbox"/>	
Additional:	<input type="checkbox"/>	
Tax:	<input type="checkbox"/>	
FOAPAL Line Total:		400.00
Document Accounting Total:		1,000.00

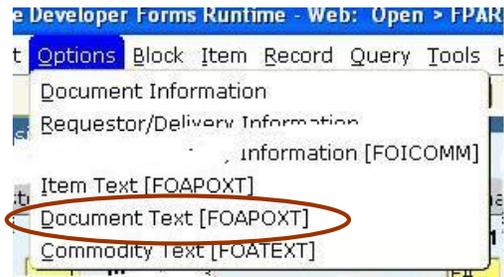
Standing Orders

For **Standing Orders**, complete the requisition as instructed above with these exceptions in the **Commodity/Accounting Tab**:

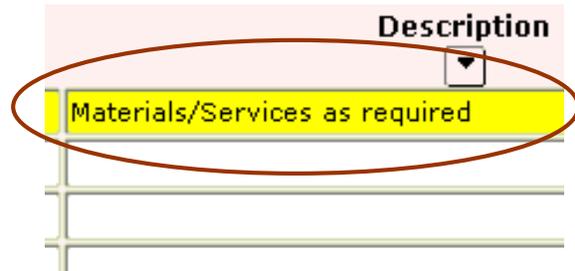
On the **Menu Bar**, click on **Options** and select **Document Text**.

In **Document Text**, enter the authorized names.

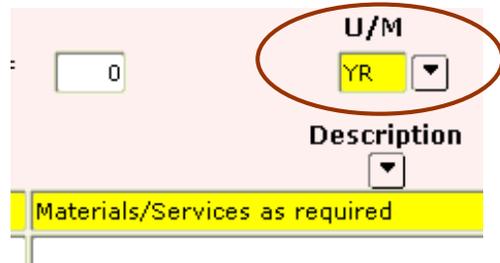
Note: See [Instructions for Entering Document Text](#).



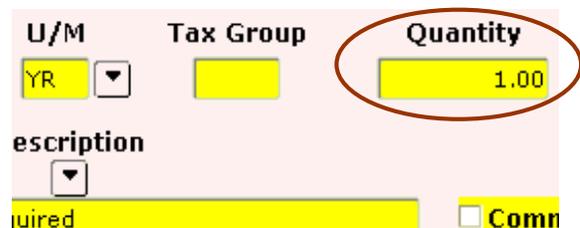
In the **Commodity Description** field in the **Commodity Block**, enter **"Materials/Services as requested"**.



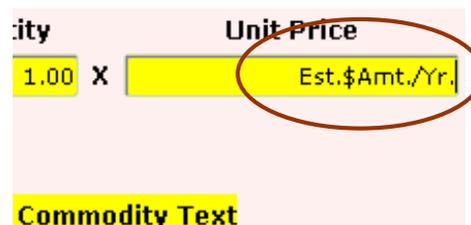
In the **U/M (Unit of Measure)** field, enter **YR**



In the **QTY (Quantity)** field, enter **1 (one)**.



In the **Unit Price** field, enter the **estimated dollar amount** for the year.



Document and Item Text

Entering Document or Item Text

Form **FOAPOXT** is used to enter additional information for the requisition as a whole (**Document Text**) or for each **Commodity Line Item (Item Text)**. **Document Text** instructions also apply to [Travel Encumbrances](#). Access this form from the **Options Menu**.

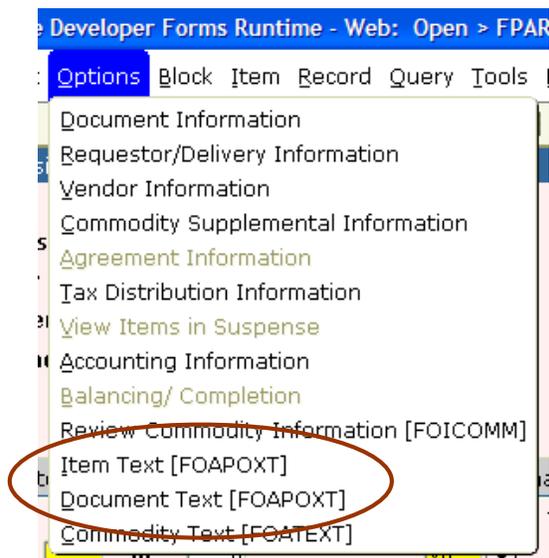
On the **Menu Bar**, click on **Options**.

Select **Document Text** for entering additional information on the **entire requisition**.

Select **Item Text** for entering information on a selected **Commodity Line item**.

Note: The **Document Text** menu option is available from any selected **FPAREQN** tab.

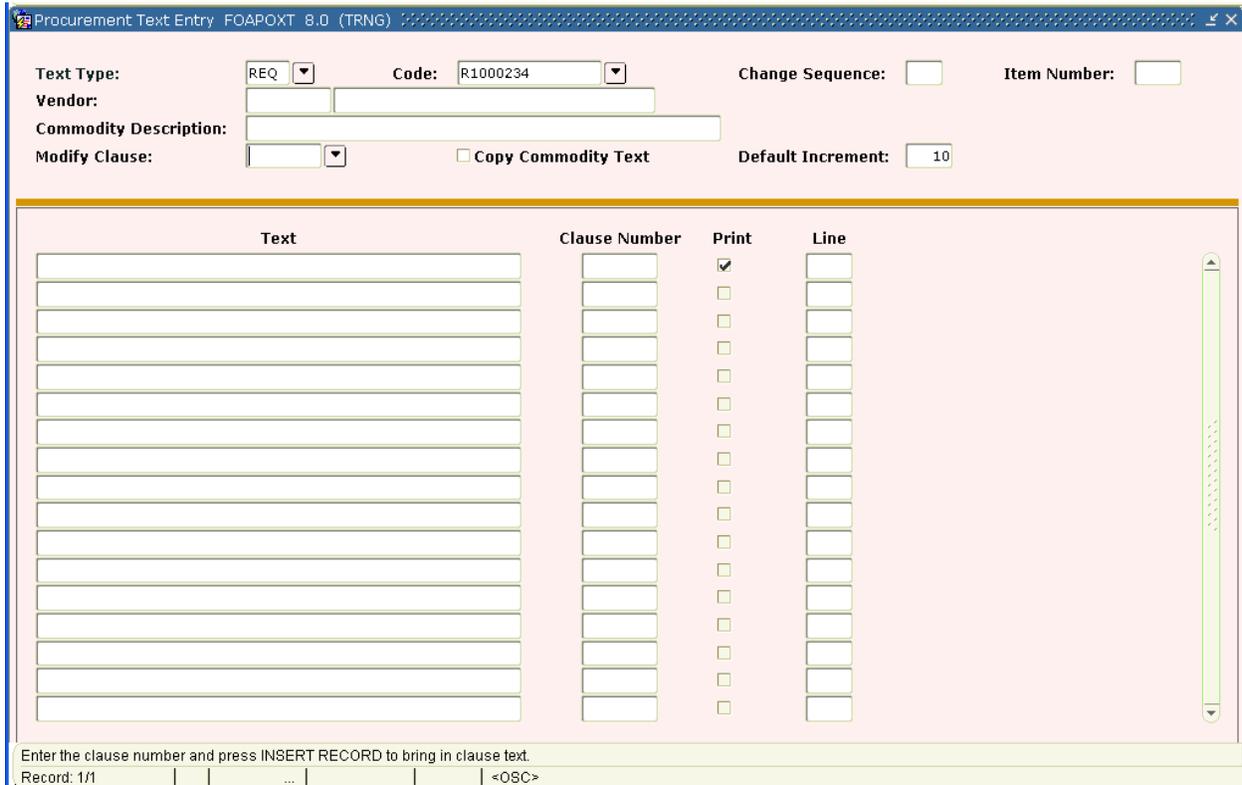
The **Item Text** menu option is available only with the **Commodity/Accounting** tab selected.



Form **FOAPOXT, Procurement Text Entry** will open.

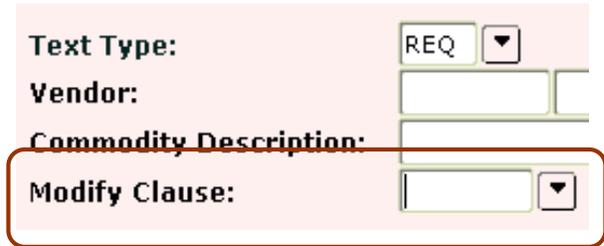
See form on next page.

Creating Purchase Requisitions and Travel Encumbrances in Banner



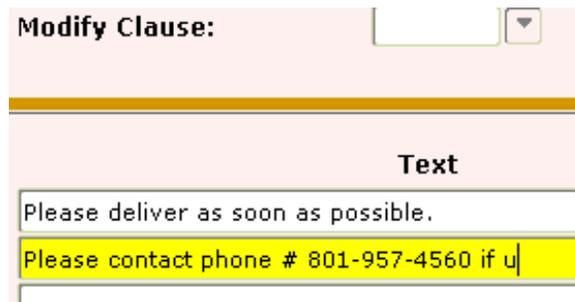
The **Cursor** will be in the **Modify Clause** Field. This field is used by **Purchasing Services** only.

Click the **Next Block** button.



The **Cursor** moves to the first **Text** field. Begin entering text.

A **maximum of 50 characters** can be entered in one **Text** field.



Creating Purchase Requisitions and Travel Encumbrances in Banner

If more than 50 characters are required in a **Text** field, click the **Next Record** button or press the **Down** arrow key to move the **cursor** to the next **Text** field. Continue entering text.

Note: Each **Text** field has an associated **Clause Number** field, **Print** check box, and **Line** field. Combined, they make up a **Text Line**.

Note: By default the **Print** check box is checked. Unchecking this box to not print the associated text line on the requisition.

Modify Clause:

Text

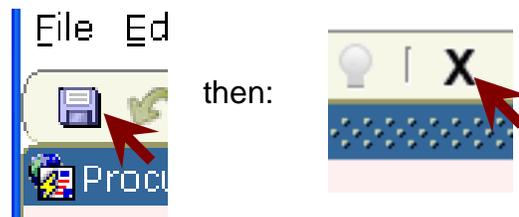
Please deliver as soon as possible.

Please contact phone # 801-957-4560 if unable to deliver by Sep. 1 so optional arran

Clause Number	Print	Line
<input type="text"/>	<input checked="" type="checkbox"/>	10
<input type="text"/>	<input checked="" type="checkbox"/>	20
<input type="text"/>	<input checked="" type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>

To return to the **Requisition** form, click on the **Save** button on the **Tool Bar** to save the **Document** or **Item Text** form.

Click the **Close** button to close the form and return to the **Requisition**.



The **Requisition** form will re-open.

Note: The **Document Text** check box (in the **Key** block) or the **Item Text** check box (in the **Commodity** block) will now be checked indicating additional text information.

In Suspense
 Document Text

Commodity Text
 Item Text
 Add Commodity

Opening Document or Item Text

If text information is available for the **Requisition** or a **Commodity Line Item**, the corresponding check box will be checked. To open the **Text** form to read or make changes, do the following:

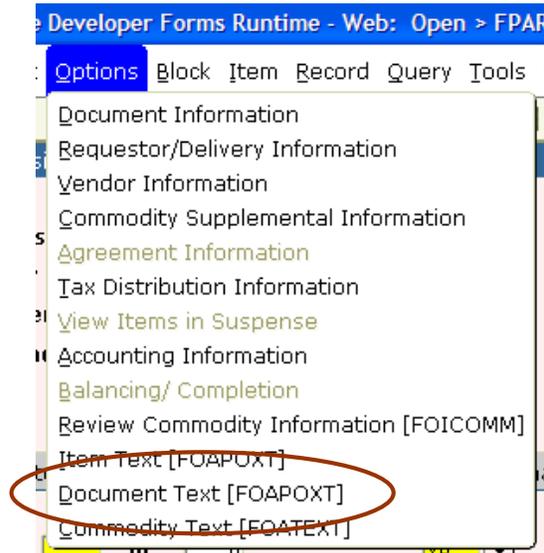
On the **Menu Bar**, click **Options**.

Select **Document Text** for opening additional information on the **entire requisition**.

Select **Item Text** for opening additional information on a selected **Commodity Line item**.

Note: The **Document Text** menu option is available from any selected **FPAREQN** tab.

The **Item Text** menu option is available only with the **Commodity/Accounting** tab selected.



When the form **FOAPOXT** opens, the **Text** fields will be blank.

To **view** the information, click the **Next Block** button.



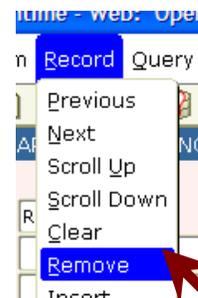
To **edit text**, click in the **Text** field to change and edit the text.



To **delete** a **Text** field, select the field. From the **Menu Bar**, click **Record** and select **Remove**.

This deletes the entire **Text** line.

Save any changes as described above.



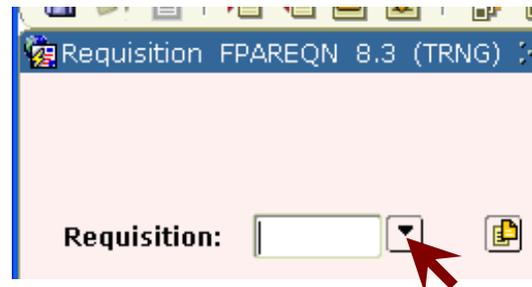
Managing Requisitions

Looking Up a Requisition

Requisitions that are not completed are accessed by entering the **Requisition Number** in the initial screen of **FPAREQN**. If the **Requisition Number** is unknown, a **query** can be used to look up the **Requisition**. To build the **query**, do the following:

On the initial **FPAREQN** screen, click the **Search** button on the **Requisition** field.

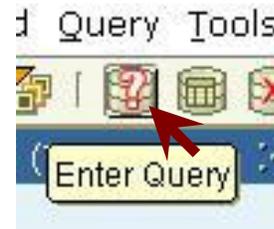
Form **FPIRQST**, **Request Validation** opens.



Click on the **Enter Query** button.

This clears the data and puts the form into **Query Mode**.

Note: Use the % (**percent**) symbol for strings of unknown values and the _ (**underscore**) symbol for single, unknown values.



Most **fields** in one record can be used to build the query.

The fields of the first record are **highlighted**.

Request Number, **Requestor Name**, and **Completed** are the fields primarily used. One-to-all of the fields may be used.



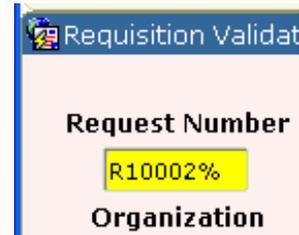
Begin building the query by entering **N** for **no** in the **Completed** field.

This will limit the query to only **Requisitions** that are **not completed**.



Creating Purchase Requisitions and Travel Encumbrances in Banner

Enter as much of the **Requisition Number** in the **Request Number** field that is known. Use wildcards, % and _, for unknowns.

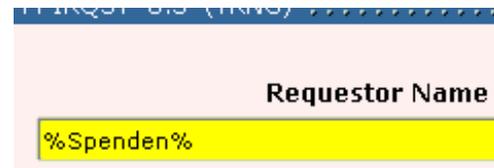


Requisition Validation

Request Number
R10002%

Organization

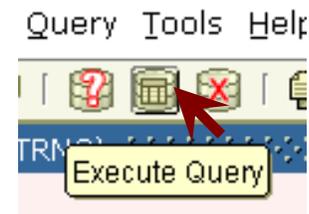
Enter the characters of the **Requestor's Name** in the **Requestor Name** field. Use wildcards % and _ for unknown characters.



Requestor Name
%Spenden%

Press the **Execute Query** button or **F8** key to run the query.

Banner returns to the form all records that match the query values.



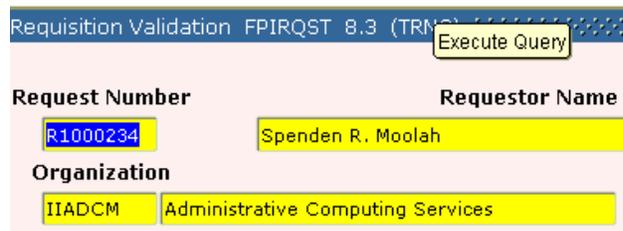
Query Tools Help

Execute Query

Navigate to the desired **Requisition** record. Select it by **double clicking** in the **Request Number** field.

Form **FPAREQN** will open to the initial screen with the selected **Requisition Number** in the **Requisition** field.

Open the **Requisition** by clicking the **Next Block** button.



Requisition Validation FPIRQST 8.3 (TRN) Execute Query

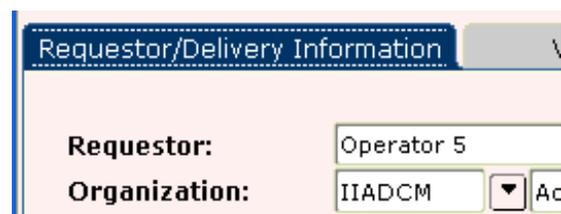
Request Number R1000234 **Requestor Name** Spenden R. Moolah

Organization IIADCM Administrative Computing Services

Deleting a Requisition

A **Requisition** that has not been completed (the **Complete** button on the **Balancing/Completion** tab has not been clicked), can be deleted from the system. To **delete** a **Requisition**, do the following:

Open the **Requisition** to be deleted and ensure the **Requestor/Delivery Information** tab is opened.



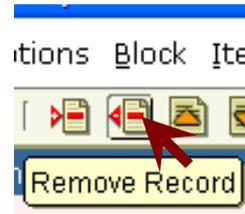
Requestor/Delivery Information

Requestor: Operator 5

Organization: IIADCM

From the **Tool Bar**, click on the **Remove Record** button.

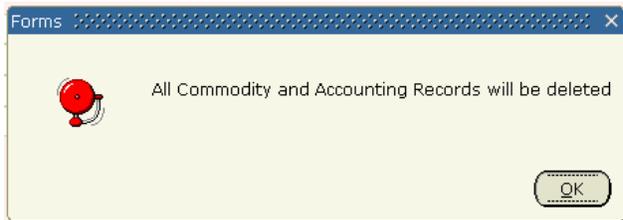
The **Auto Hint** area now displays **Press Delete Record again to Delete this record**.



Click on the **Remove Record** button again.

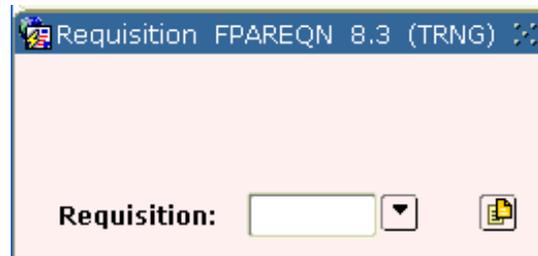
An **Alert Response Window** opens. The alert states that **All Commodity and Accounting records will be deleted**

Click the **OK** button on the **Alert window**.



The **Requisition** is deleted and the initial **FPAREQN** form is opened with the **Cursor** in a blank **Requisition** field.

Note: Deletion of Requisition is completed appears in the **Auto Hint** line.



Checking Requisition Status and History

Three **forms** are used to **track** requisitions:

- **FOIDOCH – Document History**
- **FOIAPPH – Document Approval History**
- **FOAAINP – Document Approval**

FOIDOCH – Document History

FOIDOCH is used to track the history of a requisition. The form, shown in the next graphic, contains **10 blocks** to track a purchase from requisition through generating an asset tag after the purchased item is received. Each of the 10 blocks displays a **status code** and provides access to **detailed information** for that step of the procurement process. Access the form by entering **FOIDOCH** in the **Go To** field of the **General Menu** form.

Creating Purchase Requisitions and Travel Encumbrances in Banner



To check the status of a **completed Requisition** and display more detailed information do the following:

In the **Document Type** field, enter **REQ** for requisition.

Press **Tab**.

The **cursor** moves to the **Document Code** field.

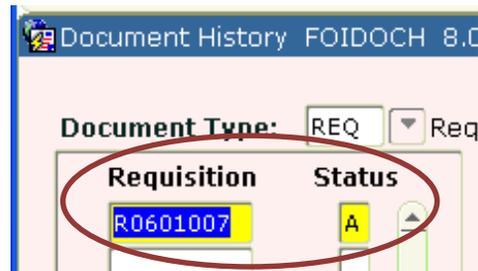
Enter the **Requisition Number** if known or use the **search** button to search for the **Requisition**.

Click **Next Block**.

Creating Purchase Requisitions and Travel Encumbrances in Banner

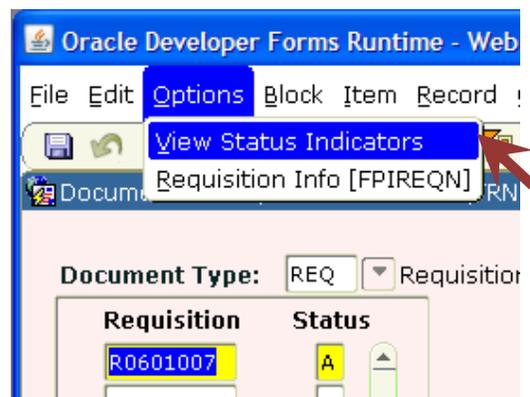
The **cursor** moves to the first field in the **Requisition** block.

The **Requisition Number** is displayed along with its **Status code**.



To view the **meaning** of the **status codes**, click **Options** on the **Menu Bar**.

Select **View Status Indicators** from the menu options list.



The **Status Indicators** window opens displaying a list of the **Status Codes** and their meaning.

To close the window click the **Cancel** button or any blank area of the **FOIDOCH** form.



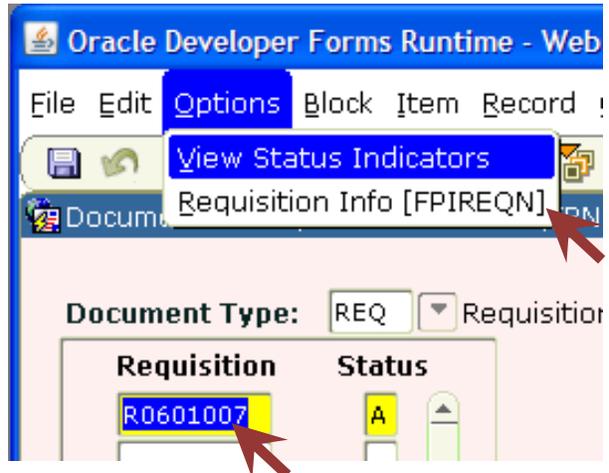
Creating Purchase Requisitions and Travel Encumbrances in Banner

Detail on the **Requisition** information or any other block's information can be displayed.

Select the **block** and **field** where more detailed information is needed.

Click on the **Options** menu and select **(Name of Block) Information** from the menu options list.

For example, with a field in the **Requisition** block selected the **Menu Option** reads **Requisition Info [FPIREQN]**.



The **Information** form opens.

In the example it is the **FPIREQN** form. This is essentially a read only version of the **Requisition** form.

The **Information form** for each of the 10 blocks is listed to the right.

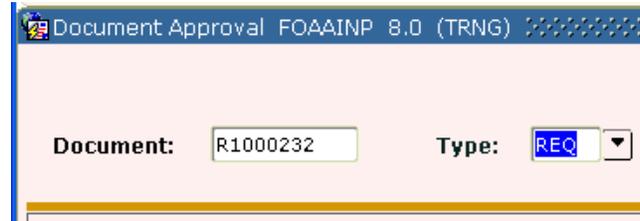
Block	Form
Requisition	FPIREQN
Bid	FPABIDH
Purchase Order	FPIPURR
Issues	FSAISSU
Invoice	FAIINVE
Check	FAICKKH
Return	FPARTRN
Receiver	FPIRCVD
Asset Tag	FFIMAST
Asset Adjustment Status	FFIADJF

Creating Purchase Requisitions and Travel Encumbrances in Banner

In the **Key Block**, enter the **Requisition Number** in the **Document** field.

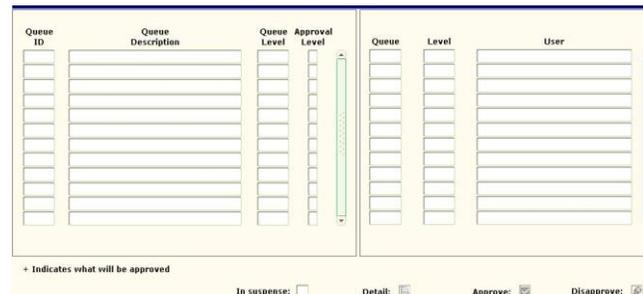
If the number is correct and found in the system, **REQ** will be displayed in the **Type** field.

Click the **Next Block** button.



The **Approval Queue** block displays the **approving authorities** who have not yet approved the requisition.

Note: Selecting each **Queue ID** on the left, displays the **User list (approvers)** and the **Queue Level** on the right.



Practice Entering a Requisition Form, FPAREQN

To **create practice Requisitions** for training purposes, do the following:

Follow the procedures for entering a **Requisition**.

Note: Using actual information will make the practice more realistic.

On the last tab, **Balancing/Completion**, **DO NOT** click the **Complete** button.

Remember that this tab is for review only.

Once finished with the **practice Requisition**, follow the procedures for **deleting a Requisition** to delete the practice requisition.

Click this link to return to:

[Creating a Purchase Requisition](#)



Click this link to return to:

[Deleting a Requisition](#)

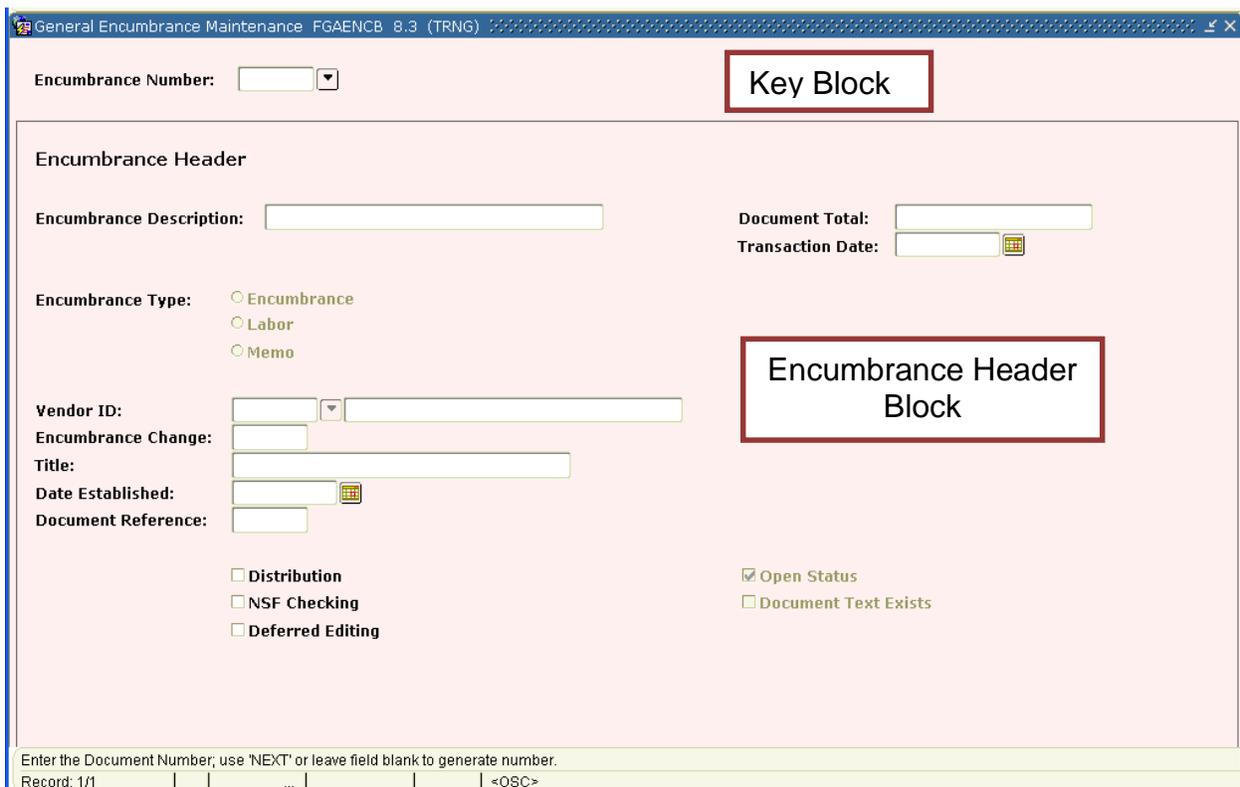
Section III: Travel Encumbrances

FGAENCB – the Travel Encumbrance Form

Travel requests are done through **Encumbrances**, not requisitions. The form used to create a **Travel Encumbrance** is **FGAENCB**. This form consists of 4 blocks:

- The **Key** block
- The **Encumbrance Header** block
- The **Transaction Detail** block
- The **Completion** block

Each is accessed by using the **Next Block** function.

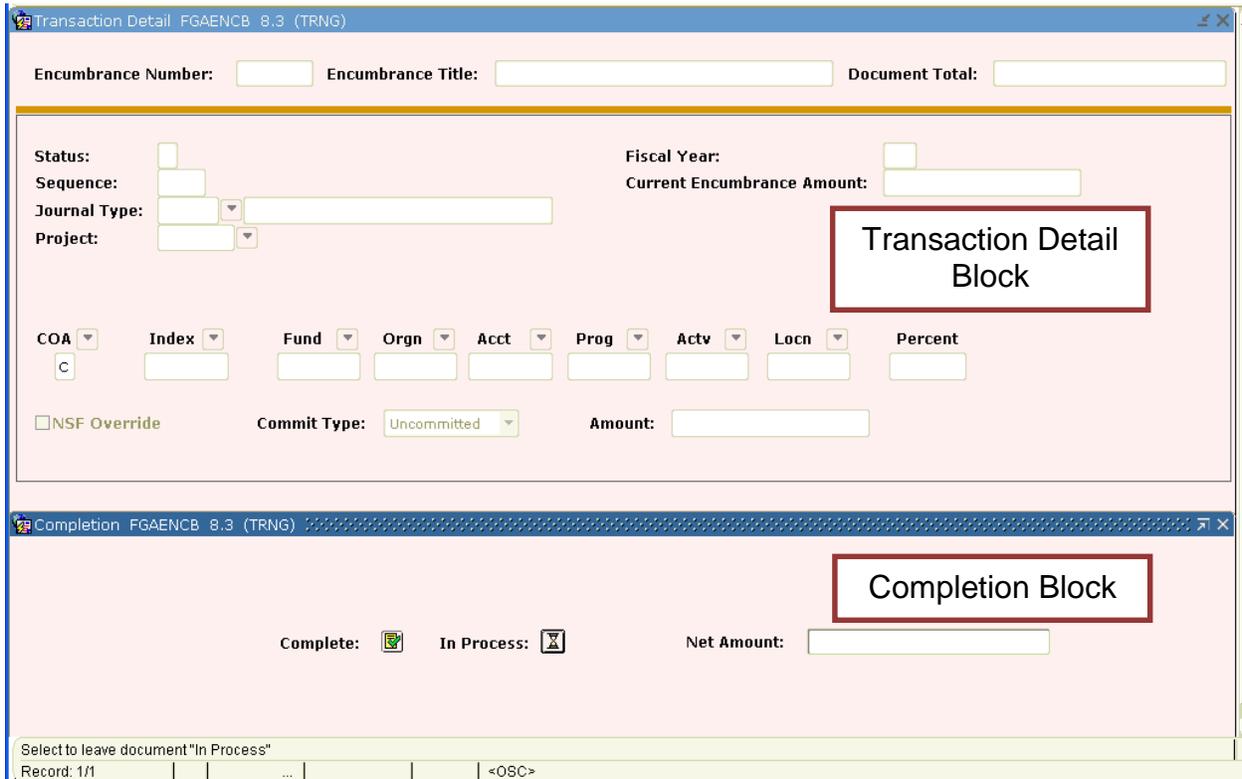


The screenshot shows the 'General Encumbrance Maintenance FGAENCB 8.3 (TRNG)' window. The 'Key Block' is highlighted with a red box and contains the 'Encumbrance Number' field. The 'Encumbrance Header Block' is also highlighted with a red box and contains the following fields and options:

- Encumbrance Description: [Text Field]
- Document Total: [Text Field]
- Transaction Date: [Text Field]
- Encumbrance Type: Encumbrance, Labor, Memo
- Vendor ID: [Text Field]
- Encumbrance Change: [Text Field]
- Title: [Text Field]
- Date Established: [Text Field]
- Document Reference: [Text Field]
- Distribution
- NSF Checking
- Deferred Editing
- Open Status
- Document Text Exists

At the bottom, there is a status bar with the text: 'Enter the Document Number; use 'NEXT' or leave field blank to generate number. Record: 1/1 | ... | <OSC>'

Creating Purchase Requisitions and Travel Encumbrances in Banner



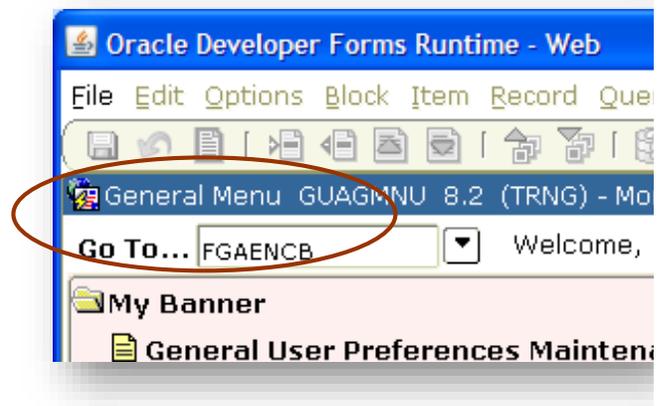
The screenshot shows two windows from the Banner system. The top window is titled "Transaction Detail FGAENCB 8.3 (TRNG)". It contains several input fields: Encumbrance Number, Encumbrance Title, Document Total, Status, Sequence, Journal Type, Project, Fiscal Year, Current Encumbrance Amount, COA, Index, Fund, Orgn, Acct, Prog, Actv, Locn, Percent, NSF Override, Commit Type (set to Uncommitted), and Amount. A red box highlights the "Transaction Detail Block" area. The bottom window is titled "Completion FGAENCB 8.3 (TRNG)". It contains fields for Complete (with a green icon), In Process (with a red icon), and Net Amount. A red box highlights the "Completion Block" area. At the bottom of the second window, there is a status bar that says "Select to leave document 'In Process'" and "Record: 1/1".

Creating a New Travel Encumbrance

To create a new **Travel Encumbrance** do the following:

Key Block

From **GUAGMNU**, **General Menu**, enter **FGAENCB** in the **Go To ...** field and press **Enter** on the keyboard.

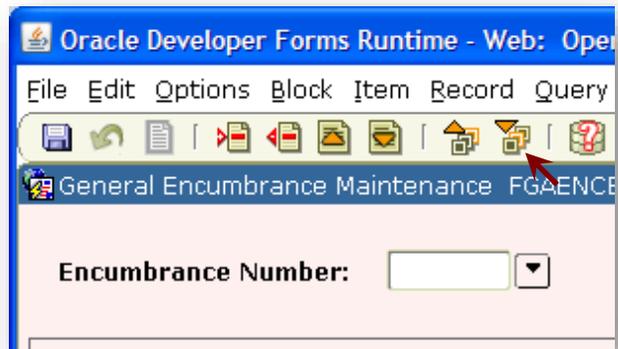


Creating Purchase Requisitions and Travel Encumbrances in Banner

The form opens with the **Cursor** in the **Encumbrance Number** field of the **Key Block**.

Leave this field blank and click the **Next Block** button

Note: If opening an **existing Encumbrance**, enter the **Encumbrance Number** and click **Next Block**.



Encumbrance Header Block

In the **Encumbrance Title** field, enter the traveler's **First Initial** and **Last Name** (followed by a space) **Destination City** (space) **Dates of Travel**.

Note: This field is limited to **35 characters/spaces**. **Do Not Use commas, #** (number sign), **%** (percent sign), or ***** (asterisk).

Press **Tab** when finished.



The **cursor** moves to the **Document Total** field. Enter the **estimated expense** for the trip. **Do not** include **airfare**.

The following table should be used to calculate estimated expenses:



Table for Estimated Travel Expenses:

In-state travel:	\$100 per day
Out-of-state Travel	\$200 per day
Out-of state travel w/ rental car:	\$240 per day

Add registration fee unless pre-paid using a Purchase Card

Do not include the cost of airfare

Creating Purchase Requisitions and Travel Encumbrances in Banner

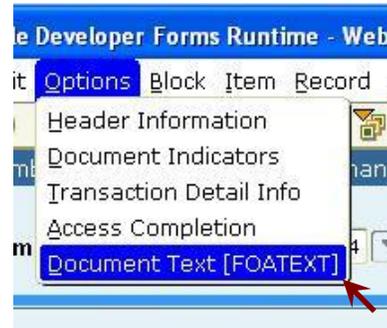
Use **Document Text** to enter more information regarding the travel. See example below of what might be added.

To enter **Document Text**, do the following:

On the **Menu Bar**, click **Options**.

From the **Menu Option** list select **Document Text**.

The **Document Text** form **FOATEXT** opens.



Enter **travel information** in the **Text** fields. Examples of text entries shown here.

Note: See [Entering Document or Item Text](#) for specific instructions on entering text.

Click **Exit** to return to the **Encumbrance** form. Press **Tab**.

Text
Airfare thru State Travel Office \$300 by Beth
on 1/17/2007
or
Registration paid by credit card for \$800
or
Pay registration of \$800 to WACUBO
registration form sent to Business Office
or
Travel advance needed for traveler

The **cursor** moves to the **Transaction Date** field.

Note: By default, the **current date** fills the **Transaction Date** field. If the Encumbrance is not completed on the current date, use the **Calendar** button or enter a new **Transaction Date** which should be the date the **Encumbrance** is completed.

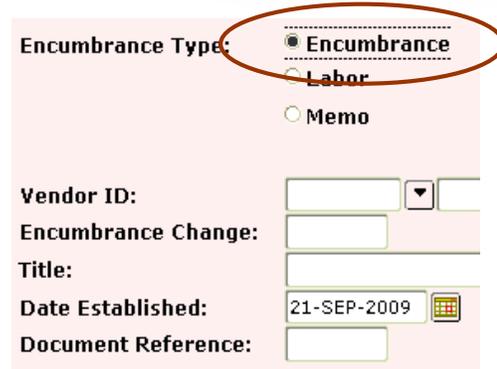
Press **Tab**.

Document Total:	1,500.00
Transaction Date:	21-SEP-2009 

Creating Purchase Requisitions and Travel Encumbrances in Banner

The **cursor** moves to the **Encumbrance** radio button and the **Date Established** field is populated with the **Transaction Date**.

Leave the radio button **on** for **Encumbrance**. Press **Tab**.



Encumbrance Type: Encumbrance
 Labor
 Memo

Vendor ID:

Encumbrance Change:

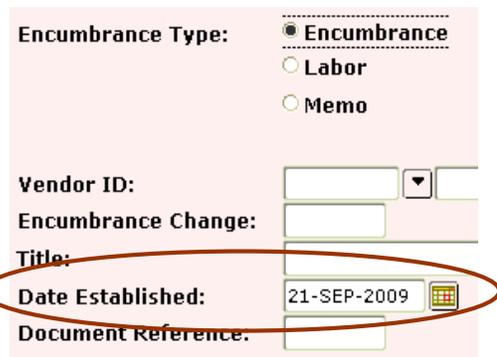
Title:

Date Established: 21-SEP-2009

Document Reference:

The **cursor** moves to the first **Vendor ID** field. The **Vendor ID** fields, the **Encumbrance Change** field, and the **Title** field are not used. The date in the **Date Established** field is the same as the **Transaction Date**. Do not change this date.

Press **Tab**.



Encumbrance Type: Encumbrance
 Labor
 Memo

Vendor ID:

Encumbrance Change:

Title:

Date Established: 21-SEP-2009

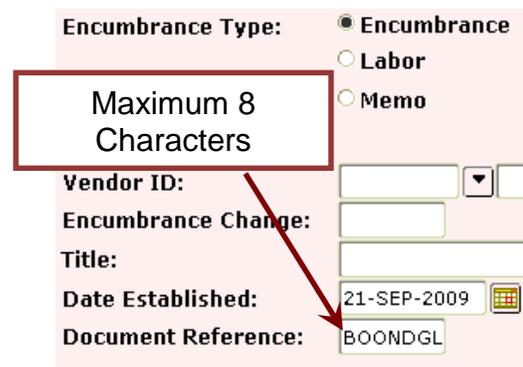
Document Reference:

The **cursor** moves to the **Document Reference** field.

Departments may use this field for **internal use**. For example, enter a conference name (max. 8 characters) to track conference attendees.

If not used, leave the field blank.

Click **Next Block** to move to the **Transaction Detail** Block.



Encumbrance Type: Encumbrance
 Labor
 Memo

Vendor ID:

Encumbrance Change:

Title:

Date Established: 21-SEP-2009

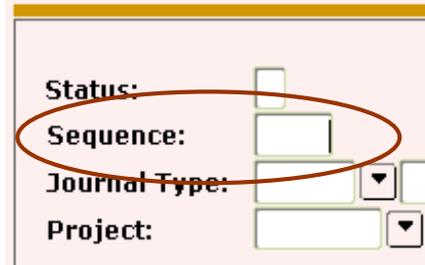
Document Reference: BOONDGL

Transaction Detail Block

The *Transaction Detail* block opens with the cursor in the **Sequence** field.

Note: The **Key** block now contains the **Encumbrance Number** and **Document Total** information.

Press **Tab**.

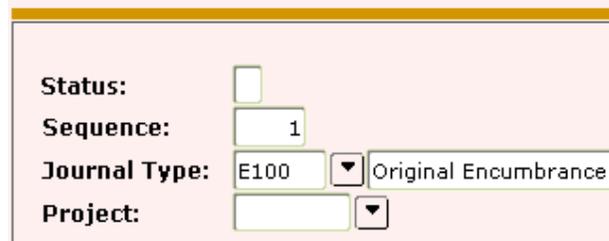


A screenshot of the Transaction Detail block. It shows four fields: Status (empty), Sequence (empty), Journal Type (empty with a dropdown arrow), and Project (empty with a dropdown arrow). A red oval highlights the Status and Sequence fields.

Banner assigns the next **Sequence Number** which displays in the **Sequence** field. The **cursor** moves to the **Journal Type** field.

Enter **E100** in the first field. **Banner** inserts **Original Encumbrance** in the second field and the **cursor** moves to the **Project** field.

Leave this field **blank** and press **Tab**.



A screenshot of the Transaction Detail block. The Status field is empty. The Sequence field contains the number '1'. The Journal Type field contains 'E100' and a dropdown menu is open showing 'Original Encumbrance'. The Project field is empty with a dropdown arrow.

The **cursor** moves to the **COA** field, the first field of the **FOAPAL** record.

Enter **C** if it is not already displayed.

Press **Tab**



A screenshot showing the COA and Index fields. The COA field contains the letter 'C'. The Index field is empty. Below these fields is a checkbox labeled 'NSF Override' which is unchecked.

The **cursor** moves to the **Index** field.

Enter the **Index Code**. The **Fund**, **Orgn** (Organization), and **Prog** (Program) fields will populate.

Press **Tab** twice.



A screenshot of the FOAPAL record. It shows six fields: COA (C), Index (IIADCM), Fund (10000), Orgn (IIADCM), Acct (empty), and Prog (N).

Creating Purchase Requisitions and Travel Encumbrances in Banner

The **cursor** moves to the **Acct** (Account) field.

Enter the **Account Code** for the type of trip. If the **Account Code** is unknown, use the **Search** button or look in **Appendix A, [Account Codes](#)**.

Press **Tab** 4 times.

The cursor moves to the **Percent** field.

If the entire travel expense is funded by **one FOAP**, enter **100** and press **Tab** 3 times.

If funding is from **more than one FOAP**, use the **Percentage** field to allocate by **percentage**.

or

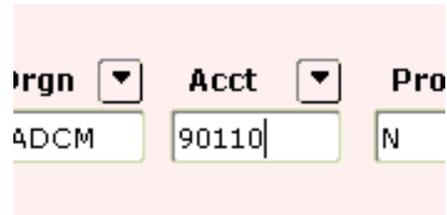
Tab to the **Amount** field and enter a **specific dollar** amount for each **FOAP**.

If using one **FOAP** or **100 Percent**, the cursor is now in the **Amount** field.

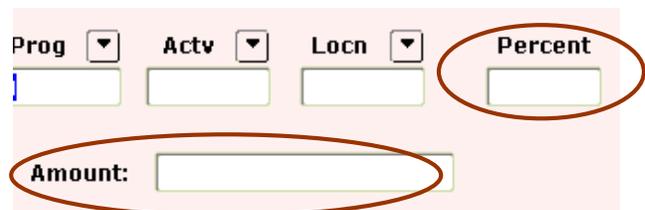
This field displays the amount for the **displayed FOAP**. In this case it should **equal the Document Total**

Click the **Next Block** button.

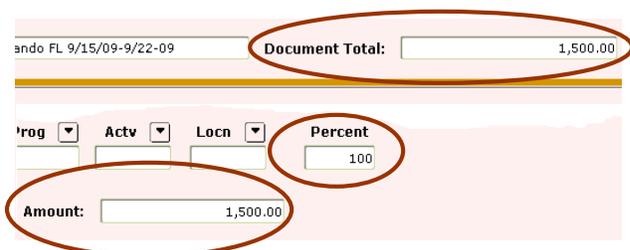
Note: Check the **Status Line** at the bottom of the form. If there is **Insufficient Budget**, a message will display here and **Suspend the Transaction**. **STOP, do not continue!** Call the **Budget Office** to request a budget transfer.



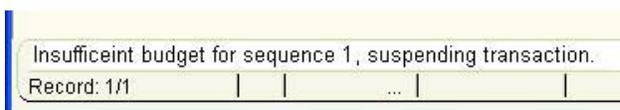
Orgn ▼ Acct ▼ Pro
ADCM 90110 N



Prog ▼ Actv ▼ Locn ▼ Percent
Amount:



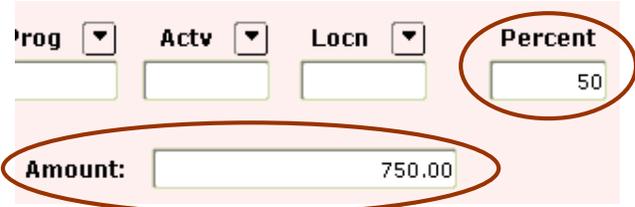
ando FL 9/15/09-9/22-09 Document Total: 1,500.00
Prog ▼ Actv ▼ Locn ▼ Percent
Amount: 1,500.00



Insuffieint budget for sequence 1, suspending transaction.
Record: 1/1

Creating Purchase Requisitions and Travel Encumbrances in Banner

If using more than one **FOAP**, the **Amount** field displays the **amount expended** to the **displayed FOAP**. For example, **50 percent**.



To enter another **FOAP**, click the **Next Record** button.

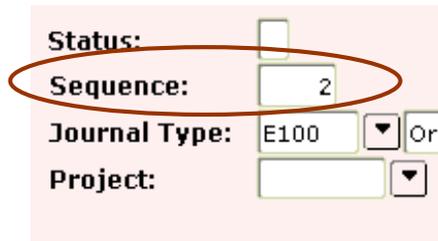
A blank **FOAP** record opens.

Enter the next **FOAP** information in the **blank record**.

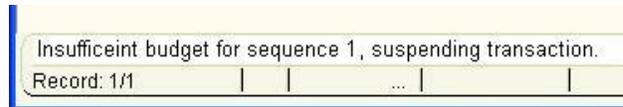
Continue until all **FOAPs** are entered.

Note: The **Sequence** field number advances one for each **FOAP** record.

Click the **Next Block** button.

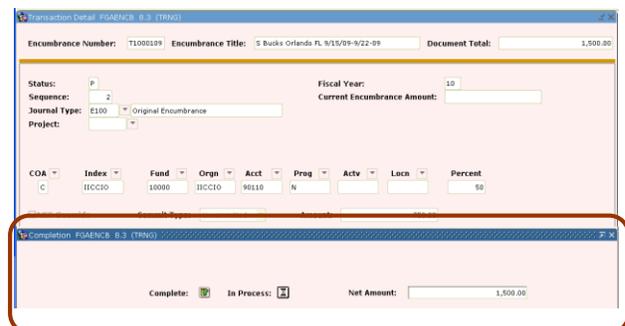


Note: Check the **Status Line** at the bottom of the form. If there is **Insufficient Budget**, a message will display here and **Suspend** the **Transaction**. **STOP, do not continue!** Call the budget office to request a budget transfer.



Completion Block

The **Completion** block opens at the bottom of the **Transaction Detail** block.



Creating Purchase Requisitions and Travel Encumbrances in Banner

The **Net Amount** field displays the total amount of the **FOAPs**.

Net Amount:

Click the **In Process** button to complete this **Encumbrance** later.

In Process: 

Click the **Complete** button to finish the **Encumbrance** and submit to the system for processing.

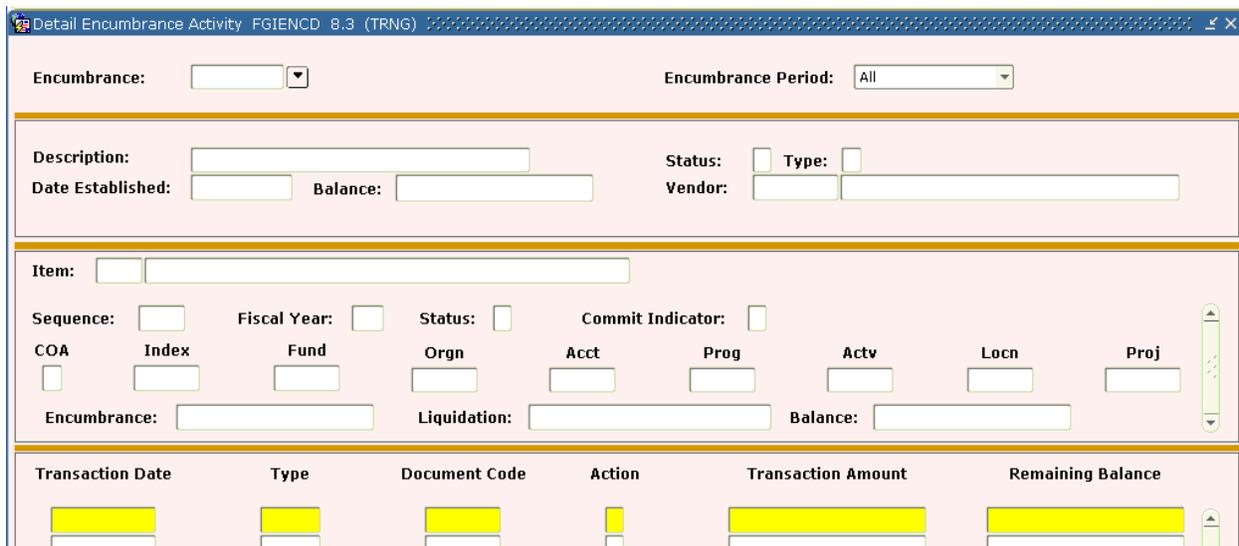
Complete: 

Checking the Status of a Travel Encumbrance

There are **3 ways** to check the status of a **Travel Encumbrance**:

1. Determine if an Encumbrance is **completed**.
2. Determine if an Encumbrance is **completed but not approved**.
3. Determine if an Encumbrance is **approved**.

Two forms are used to check the status: **FGAENCB**, which was just explained, and **FGIENCD, Detail Encumbrance Activity**. See form **FGIENCD** below.



To check the **status** of a **Travel Encumbrance** do the following:

From **GUAGMNU, General Menu**, enter **FGIENCD** in the **Go To ...** field and press **Enter** on the keyboard.



Enter the **Encumbrance Number** in the **Encumbrance** field.

Note: If the **Encumbrance Number** is unknown, click the **Search** button to run a query.

Click the **Next Block** button.



Creating Purchase Requisitions and Travel Encumbrances in Banner

If the form fills with data then the **Encumbrance** has been **approved**.

If the form does not fill with data, go to form **FGAENCB**.



Detail Encumbrance Activity FGIENCD 7.0 (SLCC)

Encumbrance: T0700432

Description: 8 Bucks Maui 3/15-3/29

Date Established: 12-Jan-2007 Balance: 1639.00

On form **FGAENCB**, enter the **Encumbrance Number** and click the **Next Block** button.



Encumbrance/Reservations Maintenance FGAENCB

Encumbrance Number: T07004

If the **Encumbrance** is **completed** but **not approved**, an **Alert Box** with the message **“ENC complete but not approved. No changes allowed.”** appears in the form.



Forms

ENC complete but not approved. No changes allowed.

OK

Also, a **“...not approved.”** message appears in the **Auto Hint** line.



ENC complete but not approved. No changes allowed.

Record: 1/1

If the **Encumbrance** is not completed no messages will appear and change or completion is allowed.

Appendix A – Accounts for Chart of Accounts

Revised March 2008

Accounts In Numeric Order		Accounts In Alphabetic Order	
Account Number	Account Description	Account Number	Account Description
<i>CURRENT EXPENSE</i>		<i>CURRENT EXPENSE</i>	
70010	Data Process Expense	70405	Advertising
70020	Software/Computer	70610	Awards
70030	IT Security	70410	Bad Debt Expense
70110	Materials-Signs	70415	Bank Service Charges
70120	Materials-Remodeling	70910	Bldg Repair/Maintenance
70130	Materials-Other	70420	Books & Publications
70210	Fees-Other	70425	Club Expenditures
70220	Inspection Fees	76010	Computer Equipment
70230	License Fees	73510	Conference Registration/Fees
70240	Memberships	70430	Consignment Payments
70250	Parking Fees	70431	Contract Retention
70260	Student Fees	70432	Contributions
70305	Library-Blank Audio-Video Tapes	70435	Credit Card Charges
70310	Library-Books/Continuation	70440	Current Exp/Match/Transfer
70315	Library-Books/Publications	70010	Data Process Expense
70320	Library-CD Services	70830	Equipment Lease/Purchase
70325	Library-Materials	70920	Equipment Repair/Maintenance
70330	Library-Microfilm Services	70445	Expenses Not Classified
70335	Library-Newspapers	70840	Facilities Lease/Purchase
70340	Library-On Line Services	70210	Fees-Other
70345	Library-Rec Audio/Video Tapes	74015	Heat Other
70350	Library-Recorded CD's	74010	Heat/Gas
70405	Advertising	70620	Honorariums-1099
70410	Bad Debt Expense	70220	Inspection Fees
70415	Bank Service Charges	70450	Insurance
70420	Books & Publications	70030	IT Security
70425	Club Expenditures	70305	Library-Blank Audio-Video Tapes
70430	Consignment Payments	70310	Library-Books/Continuation
70431	Contract Retention	70315	Library-Books/Publications
70432	Contributions	70320	Library-CD Services

Creating Purchase Requisitions and
Travel Encumbrances in Banner



Accounts In Numeric Order		Accounts In Alphabetic Order	
Account Number	Account Description	Account Number	Account Description
70435	Credit Card Charges	70325	Library-Materials
70440	Current Exp/Match/Transfer	70330	Library-Microfilm Services
70445	Expenses Not Classified	70335	Library-Newspapers
70450	Insurance	70340	Library-On Line Services
70455	Luncheon & Refreshments	70345	Library-Rec Audio/Video Tapes
70460	Minor Equipment	70350	Library-Recorded CD's
70463	Overhead Allocation	70230	License Fees
70465	Postage and Mailing	70455	Luncheon & Refreshments
70470	Principle & Interest Cancellation	70130	Materials-Other
70475	Printing-External	70120	Materials-Remodeling
70480	Purchase Card	70110	Materials-Signs
70485	Rcrd Aud/Video Tapes/CD's	70240	Memberships
70490	Royalties	70460	Minor Equipment
70495	Subscriptions	70463	Overhead Allocation
70497	Subsistence - CRO Participants	70250	Parking Fees
70510	Purchases for Resale-Books	70465	Postage and Mailing
70520	Purchases for Resale-Food	74020	Power and Light
70530	Purchases for Resale-Freight	70470	Principle & Interest Cancellation
70540	Purchases for Resale-Inventory Adjstmnt	70475	Printing-External
70550	Purchases for Resale-Merchandise	70480	Purchase Card
70560	Purchases for Resale-Other	70510	Purchases for Resale-Books
70610	Awards	70520	Purchases for Resale-Food
70620	Honorariums-1099	70530	Purchases for Resale-Freight
70710	Refund-Current Expense	70540	Purchases for Resale-Inventory Adjstmnt
70715	Refund from Foundation	70550	Purchases for Resale-Merchandise
70720	Refund-Lab Fees	70560	Purchases for Resale-Other
70730	Tuition Reimbursement (Prior Year)	70485	Rcrd Aud/Video Tapes/CD's
70740	Student Aid (Prior Year)	70715	Refund from Foundation
70750	Reimb-Cell Phone Monthly Charges	70710	Refund-Current Expense
70755	Reimb-Cell Phone Equipment Charges	70720	Refund-Lab Fees
70810	Rental of Facilities	70755	Reimb-Cell Phone Equipment Charges
70820	Rental of Equipment	70750	Reimb-Cell Phone Monthly Charges
70830	Equipment Lease/Purchase	70820	Rental of Equipment
70840	Facilities Lease/Purchase	70810	Rental of Facilities

Creating Purchase Requisitions and
Travel Encumbrances in Banner



Accounts In Numeric Order		Accounts In Alphabetic Order	
Account Number	Account Description	Account Number	Account Description
70910	Bldg Repair/Maintenance	70490	Royalties
70920	Equipment Repair/Maintenance	71070	Scholarship-Adjust to FISAP
70930	Vehicle Maintenance	71110	Scholarship-Board
70940	Software Maintenance	71120	Scholarship-Books
71040	Scholarship-Grant-in-Aid	71130	Scholarship-Fees
71041	Scholarship-Grant-in-Aid Summer	71040	Scholarship-Grant-in-Aid
71042	Scholarship-Grant-in-Aid Prior Year	71042	Scholarship-Grant-in-Aid Prior Year
71043	S'ship-Grant Aid Summer Prior Year	71041	Scholarship-Grant-in-Aid Summer
71045	S'ship-Grant Aid Skill Center	71150	Scholarship-Room
71046	S'ship-Grant Aid Skills Prior Year	71050	Scholarship-Tier II Waivers
71050	Scholarship-Tier II Waivers	71052	Scholarship-Tier II Waivers Prior Year
71052	Scholarship-Tier II Waivers Prior Year	71060	Scholarship-Tuition
71060	Scholarship-Tuition	72010	Serv Ctr-Bookstore
71070	Scholarship-Adjust to FISAP	72020	Serv Ctr-CE Computer Lab
71110	Scholarship-Board	72030	Serv Ctr-Cell Phones
71120	Scholarship-Books	72040	Serv Ctr-Central Repair
71130	Scholarship-Fees	72050	Serv Ctr-Copy Center
71150	Scholarship-Room	72060	Serv Ctr-Distance Education
72010	Serv Ctr-Bookstore	72070	Serv Ctr-Electrical
72020	Serv Ctr-CE Computer Lab	72080	Serv Ctr-Food Service
72030	Serv Ctr-Cell Phones	72090	Serv Ctr-Health Services
72040	Serv Ctr-Central Repair	72190	Serv Ctr-ID Cards
72050	Serv Ctr-Copy Center	72100	Serv Ctr-Instructional Media
72060	Serv Ctr-Distance Education	72110	Serv Ctr-Mailing
72070	Serv Ctr-Electrical	72120	Serv Ctr-Materials Distribution
72080	Serv Ctr-Food Service	72130	Serv Ctr-Network Services
72090	Serv Ctr-Health Services	72140	Serv Ctr-Office Supply (Flow-Thru)
72100	Serv Ctr-Instructional Media	72150	Serv Ctr-Other
72110	Serv Ctr-Mailing	72180	Serv Ctr-Security Service
72120	Serv Ctr-Materials Distribution	72160	Serv Ctr-SLCC Netlink
72130	Serv Ctr-Network Services	72170	Serv Ctr-Telephone
72140	Serv Ctr-Office Supply (Flow-Thru)	72174	Serv Ctr-Telephone-Cellular
72150	Serv Ctr-Other	72171	Serv Ctr-Telephone-Circuits
72160	Serv Ctr-SLCC Netlink	72172	Serv Ctr-Telephone-LD

Creating Purchase Requisitions and
Travel Encumbrances in Banner



Accounts In Numeric Order		Accounts In Alphabetic Order	
Account Number	Account Description	Account Number	Account Description
72170	Serv Ctr-Telephone	72173	Serv Ctr-Telephone-Paging
72171	Serv Ctr-Telephone-Circuits	72510	Services-Consulting/Profess Fees
72172	Serv Ctr-Telephone-LD	72520	Services-Corporation
72173	Serv Ctr-Telephone-Paging	72525	Services-CRO Participant Stipends
72174	Serv Ctr-Telephone-Cellular	72530	Services-Individual-1099
72180	Serv Ctr-Security Service	72540	Services-Interpreting
72190	Serv Ctr-ID Cards	72550	Services-Laundry/Linen
72510	Services-Consulting/Profess Fees	72560	Services-Security Alarm
72520	Services-Corporation	72570	Services-Temporary Staffing
72525	Services-CRO Participant Stipends	72580	Services-W/C Noncollege Employees
72530	Services-Individual-1099	70940	Software Maintenance
72540	Services-Interpreting	70020	Software/Computer
72550	Services-Laundry/Linen	71045	S'ship-Grant Aid Skill Center
72560	Services-Security Alarm	71046	S'ship-Grant Aid Skills Prior Year
72570	Services-Temporary Staffing	71043	S'ship-Grant Aid Summer Prior Year
72580	Services-W/C Noncollege Employees	73520	Staff Development
73010	Supplies-Custodial	73565	Stipend - Career Ladder
73020	Supplies-First Aid/Safety	73570	Stipend - Child Dev Assoc Scholarship
73030	Supplies-Gas, Oil, Grease, Solvent	73550	Stipend - Early Childhood
73040	Supplies-Grounds maintenance	73540	Stipend - School Age Care
73050	Supplies-Instructional	73530	Stipend - Training
73060	Supplies-Kitchen	73560	Stipend - Training & Longevity
73070	Supplies-Office	70740	Student Aid (Prior Year)
73080	Supplies-Patron Supplies	70260	Student Fees
73090	Supplies-Photo	73525	Student Travel/Training
73100	Supplies-Recreation	75020	Subcontract-6 CO AOG
73110	Supplies-Theater	75010	Subcontract-Add'l Pay
73120	Supplies-Tools	75030	Subcontract-Bear River
73510	Conference Registration/Fees	75170	Subcontract-BYU
73520	Staff Development	75040	Subcontract-CEU
73525	Student Travel/Training	75190	Subcontract-CEU-San Juan
73530	Stipend - Training	75050	Subcontract-Dixie
73540	Stipend - School Age Care	75200	Subcontract-Granite School District
73550	Stipend - Early Childhood	75060	Subcontract-Moab

Creating Purchase Requisitions and
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Accounts In Numeric Order		Accounts In Alphabetic Order	
Account Number	Account Description	Account Number	Account Description
73560	Stipend - Training & Longevity	75220	Subcontract-Salt Lake County DCR
73565	Stipend - Career Ladder	75210	Subcontract-Salt Lake School District
73570	Stipend - Child Dev Assoc Scholarship	75230	Subcontract-Salt Lake/Tooele ATC
74010	Heat/Gas	75065	Subcontract-SE ATC
74015	Heat Other	75070	Subcontract-SEUAOG
74020	Power and Light	75080	Subcontract-Snow
74030	Telephone	75090	Subcontract-SUU
74031	Telephone - Circuits	75100	Subcontract-U of U
74032	Telephone - Long Distance	75110	Subcontract-UCCD
74033	Telephone - Paging	75120	Subcontract-Uintah
74034	Telephone - Cellular	75130	Subcontract-USU
74040	Waste Removal	75140	Subcontract-UT TFC
74050	Water and Sewer	75150	Subcontract-UVSC
75010	Subcontract-Add'l Pay	75160	Subcontract-Weber
75020	Subcontract-6 CO AOG	75180	Subcontract-Westminster
75030	Subcontract-Bear River	70495	Subscriptions
75040	Subcontract-CEU	70497	Subsistence - CRO Participants
75050	Subcontract-Dixie	73010	Supplies-Custodial
75060	Subcontract-Moab	73020	Supplies-First Aid/Safety
75065	Subcontract-SE ATC	73030	Supplies-Gas, Oil, Grease, Solvent
75070	Subcontract-SEUAOG	73040	Supplies-Grounds maintenance
75080	Subcontract-Snow	73050	Supplies-Instructional
75090	Subcontract-SUU	73060	Supplies-Kitchen
75100	Subcontract-U of U	73070	Supplies-Office
75110	Subcontract-UCCD	73080	Supplies-Patron Supplies
75120	Subcontract-Uintah	73090	Supplies-Photo
75130	Subcontract-USU	73100	Supplies-Recreation
75140	Subcontract-UT TFC	73110	Supplies-Theater
75150	Subcontract-UVSC	73120	Supplies-Tools
75160	Subcontract-Weber	74030	Telephone
75170	Subcontract-BYU	74034	Telephone - Cellular
75180	Subcontract-Westminster	74031	Telephone - Circuits
75190	Subcontract-CEU-San Juan	74032	Telephone - Long Distance
75200	Subcontract-Granite School District	74033	Telephone - Paging

Creating Purchase Requisitions and
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Accounts In Numeric Order		Accounts In Alphabetic Order	
Account Number	Account Description	Account Number	Account Description
75210	Subcontract-Salt Lake School District	70730	Tuition Reimbursement (Prior Year)
75220	Subcontract-Salt Lake County DCR	70930	Vehicle Maintenance
75230	Subcontract-Salt Lake/Tooele ATC	74040	Waste Removal
76010	Computer Equipment	74050	Water and Sewer
TRAVEL		TRAVEL	
90010	Staff In-State Dev	90440	Ath Recruit-Entertainmt
90020	Faculty In-State Dev	90420	Ath Recruit-Lodging
90025	Budget Center Manager In-State Dev	90430	Ath Recruit-Meals
90030	Staff In-State Other	90410	Ath Recruit-Travel
90040	Faculty In-State Other	90350	Ath Trav-Athletic Director
90045	Budget Center Manager In-State Other	90320	Ath Trav-Lodging
90050	In-State Recruitment	90330	Ath Trav-Meals
90060	Motor pool	90340	Ath Trav-Misc
90065	Student In-State Travel	90310	Ath Trav-Transportation
90110	Staff Out-State Dev	90190	Budget Cntr Mngr International Dev
90120	Faculty Out-State Dev	90195	Budget Cntr Mngr International Other
90125	Budget Center Manager Out-State Dev	90025	Budget Center Manager In-State Dev
90130	Staff Out-State Other	90045	Budget Center Manager In-State Other
90140	Faculty Out-State Other	90125	Budget Center Manager Out-State Dev
90145	Budget Center Manager Out-State Other	90145	Budget Center Manager Out-State Other
90150	Out-State Recruitment	90155	Cash Advance Flow-Thru
90155	Cash Advance Flow-Thru	90020	Faculty In-State Dev
90165	Student Out-State Travel	90040	Faculty In-State Other
90170	Staff International Development	90175	Faculty International Development
90175	Faculty International Development	90185	Faculty International Other
90180	Staff International Other	90120	Faculty Out-State Dev
90185	Faculty International Other	90140	Faculty Out-State Other
90190	Budget Cntr. Manager International Dev	90050	In-State Recruitment
90195	Budget Cntr. Manager International Other	90060	Motor pool
90210	Team Trav-Transportation	90150	Out-State Recruitment
90220	Team Trav-Lodging	90010	Staff In-State Dev
90230	Team Trav-Meals	90030	Staff In-State Other
90240	Team Trav-Misc	90170	Staff International Development



Accounts In Numeric Order		Accounts In Alphabetic Order	
Account Number	Account Description	Account Number	Account Description
90310	Ath Trav-Transportation	90180	Staff International Other
90320	Ath Trav-Lodging	90110	Staff Out-State Dev
90330	Ath Trav-Meals	90130	Staff Out-State Other
90340	Ath Trav-Misc	90065	Student In-State Travel
90350	Ath Trav-Athletic Director	90165	Student Out-State Travel
90410	Ath Recruit-Travel	90220	Team Trav-Lodging
90420	Ath Recruit-Lodging	90230	Team Trav-Meals
90430	Ath Recruit-Meals	90240	Team Trav-Misc
90440	Ath Recruit-Entertainmt	90210	Team Trav-Transportation
<i>CAPITAL PURCHASES (\$5000 or More)</i>		<i>CAPITAL PURCHASES (\$5000 or More)</i>	
94010	Office Furniture and Equipment	94030	Audio/Visual Equipment
94020	Instructional/Sports Equipment	94055	Capital Software
94030	Audio/Visual Equipment	94045	Computer Equipment
94040	Physical Plant Equipment	94050	Data Processing Equipment
94045	Computer Equipment	94020	Instructional/Sports Equipment
94050	Data Processing Equipment	94070	Motor Vehicles
94055	Capital Software	94010	Office Furniture and Equipment
94060	Other Equipment	94060	Other Equipment
94070	Motor Vehicles	94040	Physical Plant Equipment

Appendix B – Account numbers for Capital and Computer Equipment

This appendix clarifies which **expense account numbers** to use on purchase requisitions. All purchases of **Capital Equipment** (individual item cost is \$5000 or greater) and **Computer Equipment** (individual item cost is less than \$5000) must be approved by the OIT Department or the Budget Office (or by both in some cases). To approve these purchases, the proper account number must be used on the requisition. A capital or computer equipment requisition with the wrong account number will be canceled by Purchasing Services. The requisition must be reentered with the correct account number(s) and submitted for approval again.

Trackable Computer Equipment (*individual item cost is less than \$5,000*)

Use account number: **76010**

Note: Computer equipment approved by the OIT department is defined as:

- Desktop PCs
- Laptop PCs
- Printers
- Monitors.

This equipment is inventoried as trackable items and is accountable to the departments on an annual basis.

Note: Departments should not enter a requisition for software. The OIT department is responsible for purchasing all computer software. Contact OIT directly if software is needed.

Capital Equipment (*invoice cost is \$5,000 or greater*)

Use one of the following account numbers:

- 94010 Office Furniture & Equipment
- 94020 Instructional/Sports Equipment
- 94030 Audio/Visual Equipment
- 94040 Physical Plant Equipment
- 94045* Computer Equipment
- 94050* Data Processing Equipment
- 94055 Capital Software
- 94060 Other Equipment
- 94070 Motor Vehicles

***Note:** Purchase requisitions using account numbers 94045 and 94050 must be approved by both the Budget Office and OIT Department.

Appendix C – Current *Ship To* Codes

Use the following *Ship To* codes when completing the Delivery information of a Purchase Requisition.

Ship to Code	Campus	Location
61	Airport	
59	Jordan	Food Services HTC-151
12	Meadowbrook	
57	Miller	Food Services CART-124
60	Miller	Conference Center
06	Redwood	Eccles Child Development Lab
51	Redwood	Central Recieivng
52	Redwood	SC FoodServices Dock 112
53	Redwood	SC Bookstore Dock 114
54	Redwood	Construction Trades Building Dock 140
55	Redwood	Applied Technology Center Dock 104
56	Redwood	Eccles Child Development Lab
58	South City	Food Services 138
62	South City	

Appendix D – Banner Navigation Keyboard Shortcuts

Command	Keyboard Shortcut	Function
Rollback	Shift + F7	<ul style="list-style-type: none"> • Application Forms – Clears all information except Key Block information. • Validation Forms – Returns the cursor to the first enterable field in the form. • Query Forms - Returns the cursor to the first enterable field in the calling form.
Save	F10	Saves all changes to a form, block, or field to the database since the last save.
Exit	Ctrl + Q	<ul style="list-style-type: none"> • From any form except General Menu Form (GUAGMNU), exits that form and opens General Menu Form. • When in General menu Form, exits Banner.
List of Values	F9	Displays a list of valid choices for the field.
Navigation Window	F5	Displays a Navigation Window in the current form allowing quick access to another form.
Print	Shift + F8	Print the current form window.
Search	Shift + F2	View Search (Doesn't work on every form.
Run (Execute) Query	F8	Initiates the search for information based on entered search criteria. Information matching the criteria is then displayed in a set of records.
Enter (Clear) Query	F7	Establishes or clears a database search.
Next Block	Ctrl + Page Down	Moves cursor to next block that has at least one enterable field. If next area is in another window, that window is opened.
Previous Block	Ctrl + Page Up	Moves cursor to previous block that has at least one enterable field. If previous area is in another window, that window is opened.
Clear Data in Block	Shift + F5	Clears all the data in an entire block.
Insert Record	F6	Insert a new, blank record in a table
Clear Record	Shift + F4	Clears all fields in a record.
Delete Record	Shift +F6	Deletes the selected record.
Next Record	Down Arrow	Selects next record in a list of records.
Previous Record	Up Arrow	Selects the previous record in a list of records.
Select Record	Shift + F3	Selects the current record.

Record-Scroll Down	Ctrl + L	Scrolls down through a list of records.
Record-Scroll Up	Ctrl + P	Scrolls up through a list of records.
Next Field	Tab	Moves the cursor to the next enterable field in the form.
Previous Field	Shift + Tab	Moves the cursor to the previous enterable field in the form.
Clear Field	Ctrl + U	Clears the data in a field

Appendix E: Tips and Tricks

This appendix contains tips and tricks for using **Banner**.

Note: If you have a tip or trick to add, please submit it to OIT, extension 4560.

Entering Information:

<i>Topic</i>	<i>Tip / Trick</i>
System Date	In most date fields, entering a single non-numeric character will display the current date. Remember, D for Date or T for Today. Forget what day it is? Enter "?" (question mark) in a date field and Banner will display it.
Dates within the Current Month	Enter 2 digits in a date field and Banner will assume the current month and year. Entering 05 in September 2006 will display 05-Sep-2006.
Dates within the Current Year	Enter 4 digits in a date field and Banner will assume the current year. Entering 0509 in 2006 will display 05-Sep-2006.
Populating Records on Forms	After entering the SSN, click in the first enterable field and the record will be populated. Note: This works on about 80% of forms. Remember to proceed out of a Key Block by using the Next Block function.
Displaying a Field's LOV (List of Values)	Double clicking in a field that has a LOV will display the valid values for the field.
Auto Hint and Status Line	Pay attention to messages in these two areas. Help messages and other information are continually displayed here.
UTM Term Code	A six-digit code assigned to each term. 1 st four digits = Year, 2 nd two digits = Term. 20 = Spring, 30 = Summer, 40 = Fall, 50 = Full Year Example: 200640 = Fall Term of 2006

Navigation

<i>Topic</i>	<i>Tip / Trick</i>
Open Multiple Forms	From the Menu Bar , select File > Direct Access . Enter the form name, and click Start . The new form will open but the previous form will remain running in the background. Note: Only one form may be displayed at a time.
Shortcuts in the Go To field	Enter Site to navigate to the Site Map.
	Enter Tree to navigate from the Site Map to the Product Tree.
	Enter Refresh to refresh Personal Menu after changes, return to General Menu, or refresh the Site Map.
	Press the Up or Down arrow keys to navigate to any of the last 10 forms accessed.
	Enter the Menu name to expand that menu.

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	Enter Exit to end your Banner session.
Rollback	Use Rollback to clear the record and return to the Key Block.
Calendar	Double clicking in a date field will open the Calendar.
Calculator	Double clicking in a number field will open the Calculator.

Queries

Enter Query	Always click the Enter Query button before entering and executing a query. This ensures the form is in query mode.
Re-executing a Query	If no record has been selected after a query, perform two Enter Query functions in a row. The first will clear the records; the second will retrieve the last set of criteria.
Wildcards	Use the _ (underscore) character to represent a single character and the % (percent) symbol to represent any number of continuous characters.

Logging Out

Enter <i>Exit</i> to quit Banner	Enter Exit in the Go To field to quit Banner and end the session.
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Miscellaneous

Display	<ul style="list-style-type: none"> Maximize your Banner Title bar window.  Upper left corner should look like this. The computer monitor's minimum display setting should be 600 x 800 and set to small fonts.
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