

Banner 9.0 Purchase Requisition Training Guide **(Purchase to Pay Process)**

Possess the knowledge to navigate Banner to facilitate the completion of the *Banner Purchase Requisition Process*.

- Enter a requisition in Banner (FPAREQN pg. 2-8)
 - *Approved Banner Requisition Commodity Codes* (pg.19)
- Find your Vendor Number (FTMVEND pg.4, 5)
- Deleting an incomplete requisition (FPAREQN pg. 9)
- Enter a Central Stores requisition in Banner (FSAREQN pg. 9-11)
- Complete a receiver/deleting an incomplete receiver (FPARCVD pg. 11-14)
- Check requisition approval / Document history (FOIDOCH) / ECU Direct (pg. 15,16)
- Check Banner Messages (GUAMESG pg. 17)
- Create a Banner Favorites List (GUAPMNU pg. 17,18)
- Banner Navigation Icons & Keyboard (pg. 19, 20)
- Submit all invoices to: ACC.apinvoices@eku.edu
 - Please write purchase order # & Banner receiver # on invoice

1. How to Create a Purchase Requisition

Enter **FPAREQN** in Banner Home page and press Enter.

Enter **NEXT** to generate a requisition number and click 'Next Section.'

NOTE: Do Not Create or Assign your own Requisition Number.

Eastern Kentucky University - TEST

Requisition FPAREQN 9.3.5 (TEST)

Requisition:

Copy

Get Started: Fill out the fields above and press Go.

Enter NEXT to generate a requisition number and click 'Next Section.'

ALT + PageDown is the keystroke equivalency for 'Next Section.'

The "Order Date" and "Transaction Date" are the same; click on the calendar icon to the right of each block to select a date, or you can manually type (ex. 01-SEP-2011).

Delivery date - At least 1 week beyond the Order/Transaction dates.

Requisition: NEXT

REQUISITION ENTRY: REQUESTOR/DELIVERY

Requisition	NEXT
Order Date *	<input type="text" value="02/15/2018"/>
Transaction Date *	<input type="text" value="02/15/2018"/>
Delivery Date *	<input type="text" value=""/>

Click the Calendar icon and select the date or manually enter the date.

Requestor/Delivery Information

Requisition: NEXT

Delivery Date * 02/16/2018

Requestor/Delivery Information	Vendor Information	Commodity/Accounting	Balancing/Completion
* REQUESTOR/DELIVERY INFORMATION Insert			
Requestor *	James Sizemore		
Organization *	600500 *** Purchasing		
COA *	E *** Eastern Kentucky University		
Email	james.sizemore@eku.edu		
Phone Area Code	859	Enter Area code in the first Section; last 7 digits in the second block.	
Phone Number	6222246		
Phone Extension			
Fax Area Code			
Fax Number			
Fax Extension			
Ship To *	PURCH ***		
Street Line 1	Department of University Procurement		
Street Line 2	Commonwealth 1411		
Street Line 3	521 Lancaster Avenue		
Contact			
Attention To *	James Sizemore		
Building	Commonwealth		
Floor	14		
City	Richmond		
State or Province	KY		
Zip or Postal Code	40475		
Nation	United States of America		
Area Code			
Phone Number			
Extension			

Next Section to navigate between each tab.

Requestor name - Defaults from logon.

COA - Defaults to **E**; change if necessary **F**/Foundation (rare)

Organization – Enter assigned dept. or grant Org code if known

OR click the drop down menu to search; from FTVORGN click enter query (F7), enter org title, click execute query (F8) to begin search; highlight desired org code and click select to retrieve code to FPAREQN.

Email address – Enter EKU email address – once Purchasing approves, creates and prints the purchase order (PO), a copy of the PO will automatically be sent to the email address that is entered in this field.

Phone number (not a required field) – Enter EKU phone number.

Ship To - Enter code assigned to department **or** click the search tab.

After clicking the search tab, type in department building name, double click or click OK to select the ship-to-code for your department. Note: If the Ship To address is incorrect, or needs to be added to the list, please email the Purchasing Department at adm.purchasing@eku.edu or call 622-2246.

- All laptops, tablets and computers must be shipped to EKU IT for imaging and the installation of Computrace (if applicable), which is anti-theft tracking software. The Ship To code **COMPRE** must be chosen for Information Technology. Please put the person's name who will be using the machine in "attention to" in the Banner requisition, so IT knows who to send it to.

Attention To – Enter the person's name – 'who' will receive the product or service.

Click 'Next Section' to move to Vendor Information

Vendor Information

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

VENDOR INFORMATION

Vendor: 300004593 First Gear

☐ Vendor Hold

Address Type: PO

Sequence: 2

Street Line 1: 129 South First Street

Street Line 2:

Street Line 3:

City: Richmond

State or Province: KY

Zip or Postal Code: 40475

Nation:

Contact:

Email:

Phone Area Code: 859

Phone Number: 6242200

Phone Extension:

Fax Area Code: 859

Fax Number: 6242271

Fax Extension:

Discount:

Tax Group:

Currency:

Vendor – All Banner vendor #'s start with a 9

- Enter ID number or click the search tab (to search).
- When searching, click "Entity Name/ID Search" option.
- Type vendor name in whole in the "Last Name" section (example: First Gear), or type %part of vendor name% (example: %KDA% or %Apple%). Reference below photos.
- Then, click "Go" (right-hand side of screen). It will pull every vendor in the Banner system per what you type in.

Entity Name/ID Search FTIDEN 9.3.6 (TEST)

ADD RETRIEVE RELATED TOOLS 1

ENTITY NAME/ID SEARCH

☒ Vendors ☐ Terminated Vendors ☐ Grant Personnel

☐ Proposal Personnel ☐ Financial Managers ☐ Terminated Financial Managers

☐ Agencies ☐ All

DETAILS

Basic Filter Advanced Filter

ID: Last Name: First Name: Middle Name: Entity Indicator:

Clear All Go

☒ Case Insensitive Query ☐ Case Sensitive Query

Entity Name/ID Search FTIDEN 9.3.6 (TEST)

ADD RETRIEVE RELATED TOOLS 1

ENTITY NAME/ID SEARCH

☒ Vendors ☐ Terminated Vendors ☐ Grant Personnel

☐ Proposal Personnel ☐ Financial Managers ☐ Terminated Financial Managers

☐ Agencies ☐ All

DETAILS

Basic Filter Advanced Filter

ID: Last Name: First Name: Middle Name: Entity Indicator:

Clear All Go

☒ Case Insensitive Query ☐ Case Sensitive Query

Or

- Click "Advanced Filter" (Refer to next page)

Entity Name/ID Search FTI00EN 9.3.6 (TEST)

ADD RETRIEVE RELATED TOOLS 1

▼ ENTITY NAME/ID SEARCH

Enter a query; press F8 to execute.

☒ Vendors ☐ Proposal Personnel
☐ Terminated Vendors ☐ Financial Managers
☐ Grant Personnel ☐ Terminated Financial Managers

Agencies
☐ All

DETAILS

Basic Filter **Advanced Filter**

ID Last Name First Name Middle Name Entity Indicator Add Another Field ...

Clear All Go

ID Last Name First Name Middle Name Entity Indicator Change Indicator Vendor Financial Manager Agency Grant Personnel Proposal Personnel Name Type

☒ Case Insensitive Query ☐ Case Sensitive Query

- Under “Last Name”, change the “Equals” to “Contains”, then enter your vendor name in part or in whole and click “Go”.

DETAILS

Basic Filter **Advanced Filter**

ID Equals
Last Name Contains First Gear
First Name Equals
Middle Name Equals
Entity Indicator Equals
Add Another Field ...

Clear All Go

ID Last Name First Name Middle Name Entity Indicator Change Indicator Vendor Financial Manager Agency Grant Personnel Proposal Personnel Name Type

☒ Case Insensitive Query ☐ Case Sensitive Query

- You will Down Arrow on keyboard till you find your vendor and then double click on vendor ID # to select.
- If vendor name and address does not populate, highlight vendor field and Tab. Vendor Name will populate.

Note: If there is more than one vendor # listed for the same vendor, please contact Purchasing Office.

Address Type – Correct address may default. If not, choose the address that is listed on the quote by clicking search tab next to Address Type. Double click to select correct address.

ID: 901586719 HON Company, LLC

▼ ADDRESS INFORMATION QUERY

Address Type AP ...
Sequence Number 1
Source ...
From Date
To Date
Status Indicator
Street Line 1 200 Oak Street

1 of 3 | 1 Per Page

In this example there are three (3) total addresses to choose from. This is indicated as 1 of 3 on the Record Bar. You may use the arrow to tab through the address choices or change the number of addresses shown per page.

'Next Section' to the **Commodity/Accounting** tab.

Commodity - A commodity is a type of good or service purchased from a vendor. Select a commodity code that best describes the good or service that you are purchasing. Please refer to the **Approved Banner Requisition Commodity Codes** sheet when selecting a commodity code.

DO NOT:

- **Create your own commodity code;**
- **Use Central Stores commodity codes for off campus purchase requisitions**

Item	Commodity	Description	U/M	Tax Group	Quantity	Unit Price	Commodity Text	Item Text	Add Commodity
	710700	Promotional T-shirts	EA		50.00	6.0000			

Extended Amount: 300.00
Discount: 0.00
Additional: 0.00
Tax: 0.00
Commodity Total: 300.00
☐ Distribute

Commodity – Enter the commodity code or click the search tab to select the most appropriate commodity code for the item(s) you are ordering.

Description – **Delete the defaulted description;** Enter the item description from quote, documentation, etc. If the description field (50 characters) is not sufficient, go to the Related tab (upper right-hand side of screen) and select **Item Text**; 'next Section,' enter description, save and then click cancel to get back to previous screen.

U/M – Enter unit of measure ("EA" for each will populate) or click the drop down menu for values.

Quantity – Enter number of item(s).

Unit Price – Enter amount (No \$ sign; enter decimal/cents if applicable).

Extended (cost) column – Tab through to populate.

Note: If commodity code 743562 (PSC) is used or 743560 (Sub Award / Contractor Agreement), enter the **dollar amount** in the quantity field and enter **1** in the unit price field. This will allow for multiple Banner receivers to be completed / multiple invoices to be paid out on. You will receive on the \$ amount of the invoice vs. the item.

'Next Section' to Accounting line (fund, org, account, program, activity, location codes), tab across to populate Accounting line & amount for that item. (Note: Index, Activity, Location and Project boxes will not populate and are typically not used)

Acct – The Account code will populate as the Commodity Code. You can change the Account code if necessary. You can search Account codes by clicking the drop down menu.

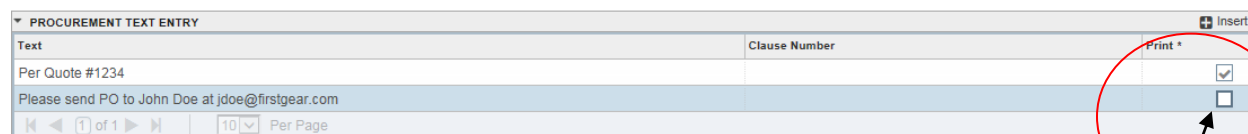
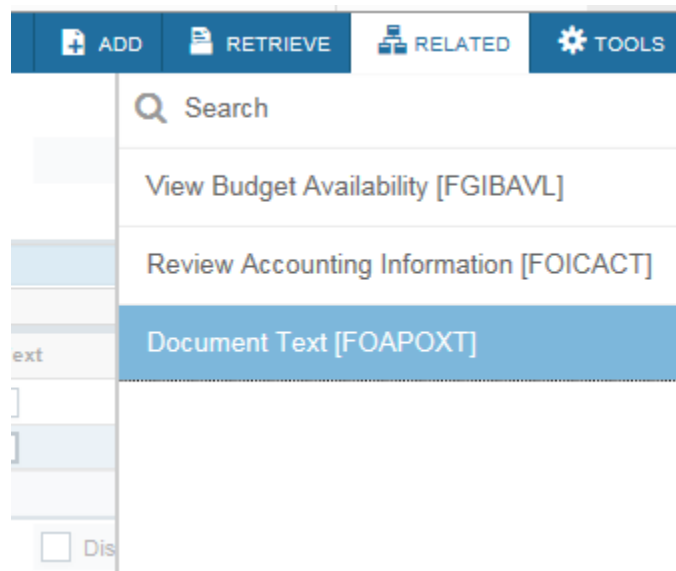
An Account code is used to classify expenses; expense account codes begin with a 7.

Entering multiple line items on one requisition document - If you are ordering additional items, select 'PREVIOUS SECTION' to go back to the commodity area & then **Down Arrow** on your keyboard, to get a new blank line. Enter the commodity code information following steps from above, 'Next Section' to Accounting line, tab through and enter necessary information. Each line item must have a corresponding Accounting line.

Splitting the Funding - To enter an additional Accounting line, press the **Down Arrow** key from the COA field, Tab and press the delete key to delete all of the defaulted information, enter Accounting information and continue to tab until cursor is back at the COA field.

Document Text

Document Text should include any pertinent information to be used by the vendor or the Procurement Office such as quote #'s, vendor email address, special delivery instructions, etc. **Document Text (FOAPOXT)** can be accessed by clicking Related tab in the upper right-hand corner of screen, then click 'Go' or 'Next Section'.



Press the down arrow key for additional blank lines; no word wrapping.

Click Save (F10) and then click Cancel to return to FPAREQN.

'Next Section' to **Balancing/Completion**

Leave print option checked for info that is important to vendor or Purchasing; uncheck for information that should not print on PO.

Requisition FPAREQN 9.3.5 (TEST) [ADD] [RETRIEVE] [RELATED] [TOOLS]

Requisition: R0055434 [Start Over]

Order Date: 02/15/2018 Commodity Total: 350.00
Transaction Date: 02/15/2018 Accounting Total: 350.00
Delivery Date: 02/16/2018

☒ Document Text

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

BALANCING/COMPLETION [Insert] [Delete] [Copy] [Filter]

Vendor: 901586719 HON Company, LLC Currency: Exchange Rate: Commodity Record: 2
☐ Vendor Hold COA: E Eastern Kentucky University Count: Input Amount: 350.00
Requestor: James Sizemore Organization: 600500 Purchasing Converted Amount: Status: BALANCED

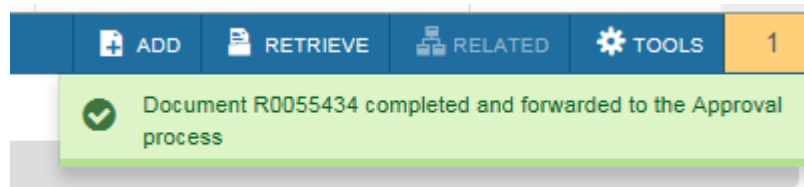
AMOUNTS [Insert] [Delete] [Copy] [Filter]

	Input	Commodity	Accounting	Status
Approved Amount	350.00	350.00	350.00	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 [SAVE]

The requisition number is displayed on the hint line at the bottom or is in the 'Requisition' field above the order date. **Please make note of the requisition number before clicking *Complete*.**

Once you click 'Complete' you will get the following message in the upper right-hand corner of your screen:



If you do not want to complete the requisition, click the In Process button.

When you are ready to complete or go back into make changes to the requisition after it has been disapproved - Access FPAREQN, enter the req number in the document field, 'Next Section' through, make any necessary changes and proceed to completion. If you don't know the req number, click the search box from FPAREQN:

Requisition FPAREQN 9.3.5 (TEST)

Requisition: [] [***]

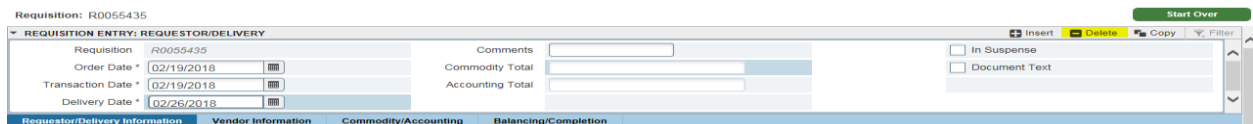
Get Started: Fill out the fields above and press Go.

2. How to Delete an Incomplete Requisition

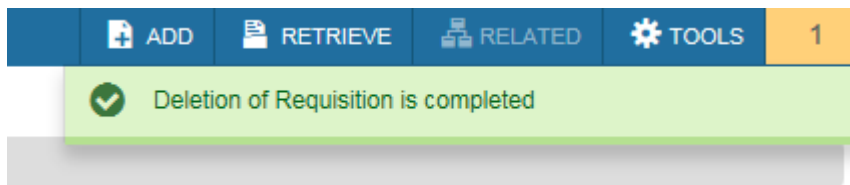
NOTE: Completed requisitions cannot be deleted; however user can contact Purchasing to request that the requisition be disapproved.

Enter the Requisition number on **FPAREQN**.

- 'Next Section' twice to the Vendor Information.
- Click 'Delete' from the Button Bar.
- Click 'Delete' **again**.
- Pop-up message: All commodity and accounting records will be deleted; click 'OK.'



Hint Line displays: "Deletion of requisition is completed"

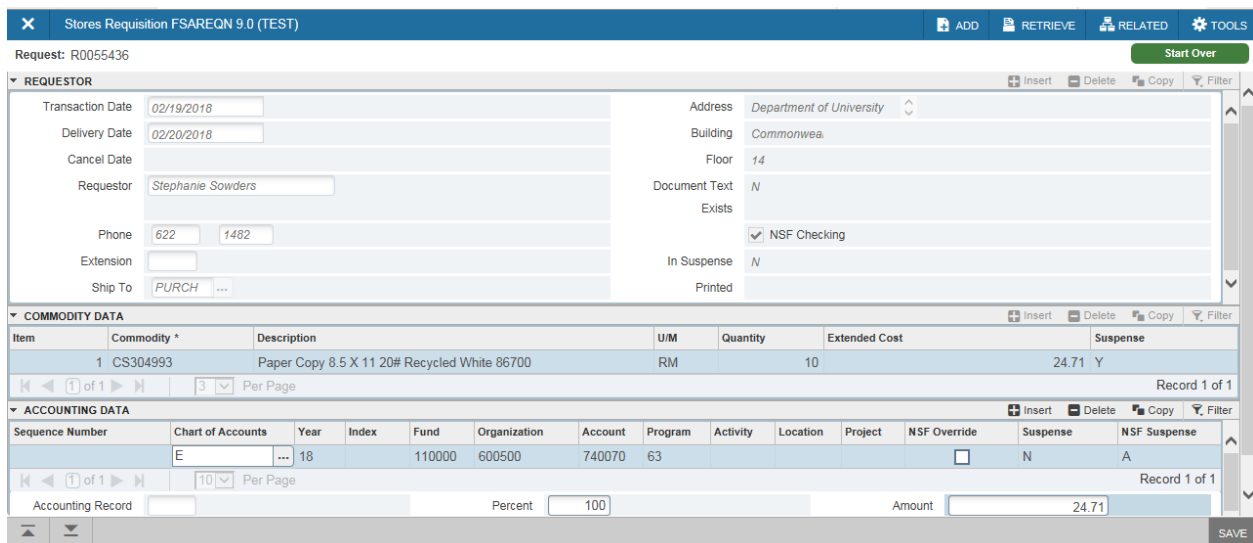


3. How to Create A Central Stores Requisition

Central Stores Catalog: Can be found on Procurement website (found by navigating through the A-Z index, under 'P'); here you can view commodity items & cost. This catalog is updated every Thursday evening.

<http://purchasing.eku.edu/central-stores>

Enter **FSAREQN** in Banner Home page and press enter.
Enter **NEXT** to generate a request number and 'Next Section.'



Item	Commodity *	Description	U/M	Quantity	Extended Cost	Suspense
1	CS304993	Paper Copy 8.5 X 11 20# Recycled White 86700	RM	10	24.71	Y

Sequence Number	Chart of Accounts	Year	Index	Fund	Organization	Account	Program	Activity	Location	Project	NSF Override	Suspense	NSF Suspense
	E	...	18	110000	600500	740070	63					N	A

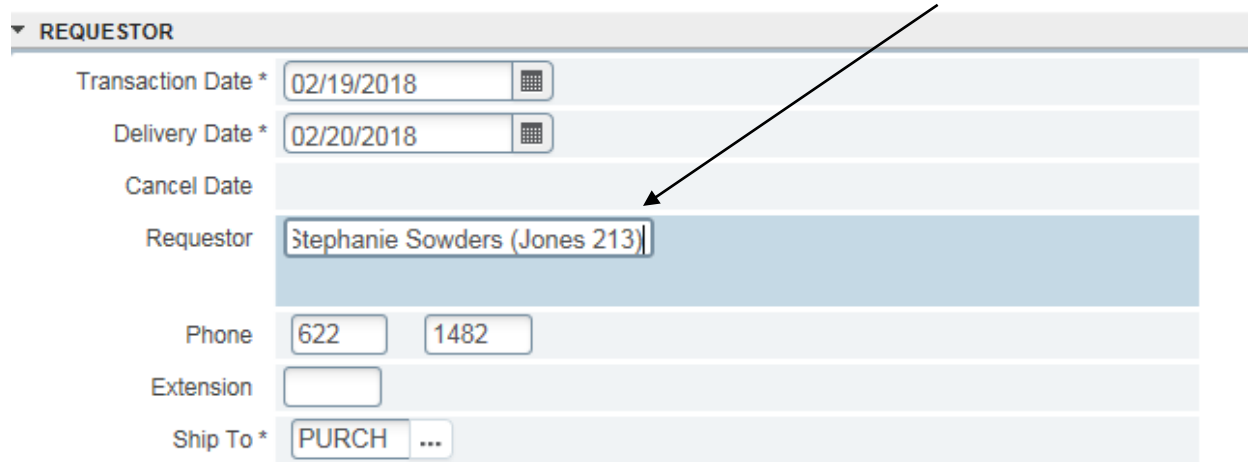
Transaction Date - Defaults as current date.
Delivery Date – Enter current or next day's date.

Requestor – Enter your name (If a large item {i.e. Desk} is ordered, enter the building and room that the item needs to be delivered to in the Requestor field also.).

Phone – Enter phone number including area code.

Ship To - Enter code or click the drop down menu and select from list. NOTE - If you want all, or part, of the order delivered to a location different than the 'Ship To' location, enter that building/room number after the Requestor name.

Request: R0055436



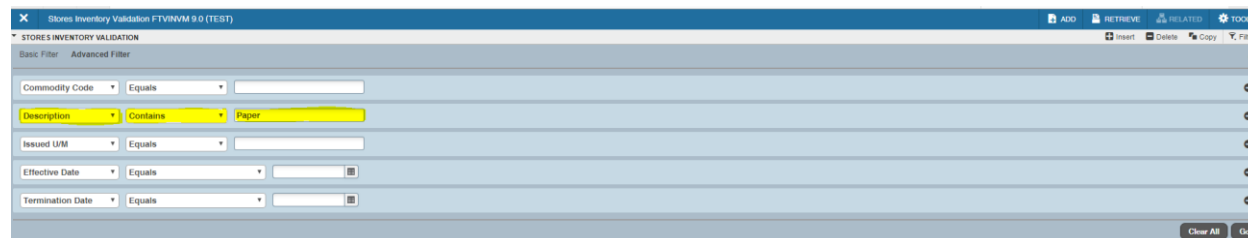
▼ REQUESTOR

Transaction Date *	<input type="text" value="02/19/2018"/>	<input type="button" value="Calendar"/>
Delivery Date *	<input type="text" value="02/20/2018"/>	<input type="button" value="Calendar"/>
Cancel Date		
Requestor	<input type="text" value="Stephanie Sowders (Jones 213)"/>	
Phone	<input type="text" value="622"/>	<input type="text" value="1482"/>
Extension	<input type="text"/>	
Ship To *	<input type="text" value="PURCH"/> ...	

Address, Building, and Floor will default from ship to code selected (if you do not see your department listed, please contact the **Purchasing office 622-2246**).

'Next Section'

Commodity – Enter CS commodity code (CS304993 is for standard white office printer/copy paper; ordered in Reams 'RM' – 10 reams to a box) or click the search tab. (To search: click 'Filter' in the upper right-hand side of screen, click 'Advanced Filter', Under 'Description' change 'Equals' to 'Contains', type in your item keyword (example: Paper), then click 'Go'. Down Arrow to item(s), and then Double click item(s) to Select.)



Stores Inventory Validation FTVINM 9.0 (TEST)

Basic Filter Advanced Filter

Commodity Code	Equals	
Description	Contains	Paper
Issued U/M	Equals	
Effective Date	Equals	
Termination Date	Equals	

Clear All Go

Quantity – Enter quantity.

Extended Cost is populated from entered quantity.

'Next Section'

Chart of Accounts - E defaults as well as Account 740070 (Central Stores Supplies).

Tab to the Organization field; Fund and Prog will default from org code selection.

Tab to the Percent field – Enter 100 and then **Tab** to populate the total Amount.

Select "Previous Section" if ordering additional items to take you back to the commodity block. If not, 'Next Section' to Balancing/Completion. Click 'Complete' or 'In Process'. If you need to delete an incomplete CS requisition, please follow the same process as explained in #2 above through FSAREQN.

Note: Central Stores Requisitions can only be created for Chart E Org Codes. Foundation (F) chart users should contact the Accounting Department to obtain an alternate Org code. NO Receivers are created for Central Stores Regs. Central Stores creates an Issue Ticket that lists the items ordered and obtains the requestor's signature. If CS item needs to be returned, contact Central Stores at 622-3517 to coordinate pickup of item(s).

4. How to Receive Delivered Item(s) for a Purchase Requisition (Complete a Banner Receiver)

Enter **FPARCVD** in Banner Home page and press enter.

Receiver Document Code - Enter **NEXT** to generate a Receiving Document Code.

'Next Section'

Receiving Method – Not a required field.

Carrier – Leave blank; no list of values available; not a required field.

'Next Section'

Packing Slip – Enter packing info; **if there is no packing slip, use the Purchase Order number** (can find this on FOIDOC – when you enter the REQ#).

Bill of Lading – Leave blank; not a required field.

'Next Section'

Purchase Order – Enter the PO number that reflects the goods/services being received and hit the 'Tab' to make sure correct vendor populates. The radio button 'Receive Items' is clicked **ON** by default.

The screenshot displays the Banner Receiving Goods FPARCVD 9.3.3 (TEST) form. The Receiver Document Code is Y0059622. The form is divided into sections: RECEIVING HEADER, PACKING SLIP, and PURCHASE ORDER. In the PURCHASE ORDER section, the Purchase Order field is populated with P0034633, and the 'Receive Items' radio button is selected. A callout box points to the Purchase Order field with the text: "Check FOIDOC to obtain Purchase Order Number." The form also includes fields for Receiving Method, Carrier, Date Received (02/19/2018), Packing Slip (P0034633), Bill of Lading, Received By (SOWDERSSTEPHANIE), Buyer (EKU Buyer), and Vendor (900004593). The bottom of the form shows navigation controls and a status bar indicating "Record 1 of 1".

Receiver is not finished: continue receiving instructions below.

Click 'Tools' at top of page on the menu.

If you have received every item on PO or all services have been performed, choose 'Receive All Purchase Order Items'.

The screenshot shows the 'Receiving Goods FPARCVD 9.3.3 (TEST)' interface. The 'TOOLS' menu is open on the right side, displaying a list of actions and options. The 'RECEIVING HEADER' section includes fields for 'Receiving Method', 'Carrier', 'Date Received' (04/09/2018), and 'Received By' (SOWDERSSTEPHANIE). The 'PACKING SLIP' section has 'Packing Slip' (P0034633) and 'Bill of Lading'. The 'PURCHASE ORDER' section shows 'Purchase Order' (P0034633), 'Buyer' (EKU Buyer), and 'Vendor' (900004593). The 'Receive or Adjust Items' section has radio buttons for 'Receive Items' (selected) and 'Adjust Items'. The 'TOOLS' menu includes options like 'Receive All Purchase Order Items' (highlighted in yellow) and 'Select Purchase Order Items [FPCRCVP]'.

- 'Next Section'
- Make note of the generated receiver # (Y00XXXXX)
- Click 'Complete'

For Partial Receivers, choose 'Select Purchase Order Items'

The screenshot shows the 'Receiving Goods FPARCVD 9.3.3 (TEST)' interface. The 'TOOLS' menu is open on the right side, displaying a list of actions and options. The 'RECEIVING HEADER' section includes fields for 'Receiving Method', 'Carrier', 'Date Received' (02/19/2018), and 'Received By' (SOWDERSSTEPHANIE). The 'PACKING SLIP' section has 'Packing Slip' (P0034633) and 'Bill of Lading'. The 'PURCHASE ORDER' section shows 'Purchase Order' (P0034633), 'Buyer' (EKU Buyer), and 'Vendor' (900004593). The 'Receive or Adjust Items' section has radio buttons for 'Receive Items' (selected) and 'Adjust Items'. The 'TOOLS' menu includes options like 'Select Purchase Order Items [FPCRCVP]' (highlighted in yellow) and 'Receive All Purchase Order Items'.

- Click boxes under 'Add Item' for line items that you will be receiving on

Receiving Goods PO Item Selection FPCRCVP 9.3.4 (TEST)

Purchase Order: Blanket Order:

Vendor: 900004593 First Gear Receiver Document: Y0059624

Packing Slip: P0034633 Receive All: ☒

SELECT INDIVIDUAL ITEMS

Item	Commodity	Commodity Description	Text Exists	U/M	Quantity	Quantity Accepted	Add Item
1		tshirts	NONE	EA	50	0	<input checked="" type="checkbox"/>
2		Set-up fee	NONE	EA	300	0	<input checked="" type="checkbox"/>
3		tshirts	NONE	EA	50	0	<input checked="" type="checkbox"/>
4		Set-up fee	NONE	EA	300	0	<input checked="" type="checkbox"/>

- Click 'Save' after choosing items.
- Click 'X' (upper left-hand corner of screen).
- Click 'Yes' to close form (upper left-hand corner of screen).
- Click 'Next Section'

'Next Section' to view the commodity information.

Current – Enter the quantity or amount for PO item 1 that has been received.
Use the **Down Arrow** to enter quantities or amounts for additional commodity items.

Receiving Goods FPARCVD 9.3.3 (TEST)

Receiver Document Code: Y0059624

Packing Slip: Vendor:

DETAILS

Item	Commodity Record	Count
1		4

Commodity Code	Description	Stock Item	U/M	FOB Code	Final Received
	tshirts	<input type="checkbox"/>	EA		<input type="checkbox"/>
	Set-up fee	<input type="checkbox"/>	EA		<input type="checkbox"/>
	tshirts	<input type="checkbox"/>	EA		<input type="checkbox"/>
	Set-up fee	<input type="checkbox"/>	EA		<input type="checkbox"/>

Record 1 of 4

Quantity	To Date	Current	U/M	Primary Location	Sub Location
Received	0	<input type="text" value="25"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Rejected	0	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Returned	0	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Accepted	0	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Ordered	50	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

☐ Item Suspense ☐ Tolerance Suspense ☐ Tolerance Override

SAVE

Enter the quantity or amount for each PO item received.

Commodity Code	Description
	tshirts
	Set-up fee
	tshirts
	Set-up fee

1 of 1
10 Per Page

Quantity	To Date	Current
Received	0	25
Rejected	0	
Returned	0	
Accepted	0	
Ordered	50	

☐ Item Suspense
 ☐ Tolerance Suspense

COMPLETION

Take note of Receiver #, which is located in the top left-hand corner (Y00XXXXX)

'Next Section' and click **'Complete'**

Notes: Create Receiving documents for Off Campus Purchase Requisitions Only.
Some purchase orders may require more than one receiver.

If user receives vendor invoice, forward to Accounting's email
ACC.apinvoices@eku.edu with PO # and Receiver number written on the invoice.
 Accounting is unable to pay vendor without an invoice!

5. How to Delete an Incomplete Receiver

View FOIDOC to verify status of Receiver: If no status code; then receiver is incomplete. Incomplete documents can be deleted by the user.

Enter **FPARCVD** in the Banner Home Page and press enter.

Enter the receiving document number (Y#) in box.

Click 'Next Section'.

Click 'Delete' from the Receiving Header bar.

Click 'Delete' **again**.

6. How to Check Requisition Approval & History

Use **FOIDOCH** to view existing documents (complete and incomplete), check the status of a document and to find associated documents.

Enter **FOIDOCH** in Banner Home Page field and press Enter.

Enter the Document Type or click the search tab to see the available values. The document type for Purchase Requisitions as well as Central Stores Requisitions is 'REQ.'

Tab to Document Code and enter the number of your document, or click the search tab to search for your document.

Document History FOIDOCH 9.3.2 (TEST)

Document Type: REQ Requisition Document Code: R0048375

Go

Get Started: Fill out the fields above and press Go.

Requisition List Validation FPIRQST 9.3.5 (TEST)

REQUISITION VALIDATION

Requestor Name Contains Kimberly Cook

Add Another Field ...

Clear All Go

To search for a requisition number, click the search tab at Document Code. Click 'Filter', Choose 'Requestor Name', 'Contains' will populate, Type your name and Click 'Go'. Once you find your requisition, double click or Select. This will insert your document code number on FOIDOCH.

Requisition List Validation FPIRQST 9.3.5 (TEST)

REQUISITION VALIDATION

Request Number R0048375

Requestor Name Kimberly Cook

Organization 512147 Boiler Repairs & Retube-Various L

Vendor 900004354 Plumbers Supply Company

Request Date 02/18/2016

Request Type Purchase

Deliver by Date 02/19/2016

Complete Yes

Approved Yes

Origin BANNER

Reference Number

Filter Again

Record 4 of 6

'Next Section' from the Document Code on FOIDOCH.

From the Tools Menu, click 'View Status Indicators' to check the document status. Or, from the Related Menu, choose 'Requisition information' to view the document itself.

If nothing shows in the 'Status' box, then requisition was either never completed or has been disapproved.

***FOIDDOCH** can show you whether or not a **Purchase Order** has been issued, a **Receiver** has been completed, an **Invoice** has been entered and a **Check** has been issued.

Document History FOIDDOCH 9.3.2 (TEST)

ADD

RETRIEVE

RELATED

TOOLS

Document Type: REQ Requisition

Document Code: R0048375

Start Over

DOCUMENT HISTORY

Insert

Delete

Copy

Filter

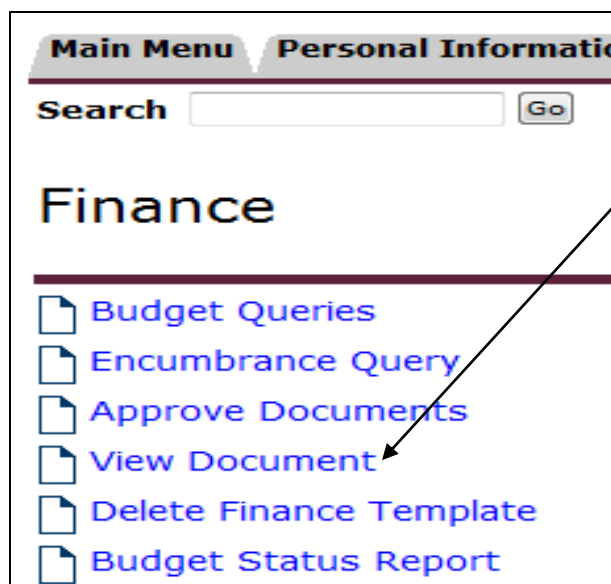
Document Type	Document Number	Status	Status Description
Requisition	R0048375	A	Approved
Purchase Order	P0029543	A	Approved
Receiving Documents	Y0051513	C	Completed
Check Disbursement	10555679	F	Final Reconciliation
Invoice	I0465419	P	Paid

10

Per Page

Record 1 of 5

EKUDirect: You can also view this information in EKUDirect (if preferred). Log into EKUDirect, click on the “Finance” tab. Select the option – ‘View Document.’



Choose the type “Requisition” (which should default) and enter your req# in the Document Number box.

Choose type:	Requisition	Document Number	R0026858
--------------	-------------	-----------------	----------

Then, click ‘View Document’ or ‘Approval History’.

- View Document - Will bring up your whole document; will show the PO #, Receiver(s), Invoice(s) and Check information related to this document all on one page.
- Approval History – Will indicate who has approved the requisition and whether or not approvals are pending

You may also print the full document from ECU Direct.

7. Banner Messages – For a Disapproved Requisition

- In the Banner Home page, type **GUAMESG**
- Read the comments given by the disapprover.

General Message GUAMESG 9.3.3 (TEST)

GENERAL MESSAGE

Recipient: SOWDERSSTE Stephanie Sowders

Sender: REEVESELLEN

Date: 01/31/2018 Time: 1714

Message: Approval has been denied

Source: WEB

Reference ID:

Item: R0055418

System: F Finance

Status: ☐ Complete ☒ Pending ☐ Hold

☐ Confidential

1 of 600 1 Per Page Record 1 of 600

- Click the pencil icon for any additional details.
- Click the **Complete** button, save and exit to **delete** the message.

If you have a disapproved requisition and need to perform corrective action:

- Enter FPAREQN and type your disapproved req number (ex: R0030569).
- 'Next Section' back into the requisition and make requested changes that were indicated on the message.
- 'Next Section' to Balancing/Completion after changes; click 'Complete' if balanced.

8. How to create a Banner Favorites list

Enter **GUAPMNU** in the Banner Home page and press enter.

Double click the Banner Form that you want to add and click 'Insert Selection'. To remove, double click and click 'Remove Selection'. If you know the Banner form you want to add, enter the form name.

Click Save.

***Note** – Any new forms added to your favorites list, will not show until your next login.

My Banner Maintenance GUAPMNU 9.0 (TEST)

MENU MAINTENANCE

Type: Oracle Forms module

Object Type

Object *	Description *
FRVLCLA	Grants Labor Clearing Ac
FRVPMSC	Payment Management S
FRVSACT	Sponsor Account Code M
FRVSDAT	Research Accounting Us
FSAREQN	Stores Requisition
FSCISSR	Issue Requisition Selecti
FSIADJL	Stores Adjustment Docur
FSIBUDT	Grant Project Budget Tot
FSIDATE	Reminder Query
FSISSQ	Stores Issue/Return Que
FSISSU	Issue/Return List Validati
FSIOURO	Open Stores Request
FSIPHYQ	Adjustment form for Store
FSISTKL	Stores Commodity Locati
FSITRAN	Stores Transfers List Vali
FTIABID	Bid Alpha Search

Object Selection

Object	Description
FPABLAR	Blanket Order
FPAREQN	Requisition
FOIDCH	Document History
FPARCVD	Receiving Goods

Insert Selection

Remove Selection

Insert All

Remove All

SAVE

Eastern Kentucky University - TEST

Stephanie Jane Sowders

Sign Out

< My Banner

Blanket Order (FPABLAR)

Requisition (FPAREQN)

Document History (FOIDCH)

Receiving Goods (FPARCVD)










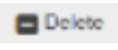









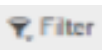



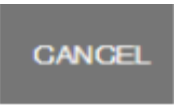



Welcome


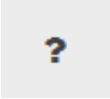


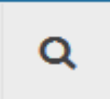




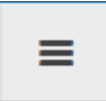

Search...

ERN KENTUCKY UNIVERSITY

18

Banner 8 VS Banner 9 Navigation

ACTION	Banner 8 Icon	Banner 8 Keyboard	Banner 9 Icon	Banner 9 Keyboard
Save		F10		F10
Rollback		Shift+F7		F5
Select		Shift+F3		
Insert Record		F6		F6
Remove Record		Shift+F6		Shift+F6
Previous Record		Up Arrow		Up Arrow
Next Record		Down Arrow		Down Arrow
Previous Section		Ctrl+Pg Up		ALT+Pg Up
Next Section		Ctrl+Pg Down		Alt+Pg Down
Enter Query		F7		F7
Execute		F8		F8
Cancel		Ctrl+Q		Ctrl+Q
View/Send Message				
Print		Shift+F8	 Actions/Print	Ctrl+P

Online Help		F1		Ctrl+Shift+L
Exit		Ctrl+Q		Ctrl+Q
"Go to..."		F5		Ctrl+Shift+Y
Extract Data			 Actions/Export	Shift+F1
List of Values		F9	ID: <input type="text"/> 	F9
Copy Record		F4		F4
Drill Down		F3		F3
Options				Alt+Shift+R
Toggle Menu				Ctrl+M
Toggle "Open Applications"				Ctrl+Y

Approved Banner Requisition Commodity Codes

<u>Commodity Code</u>	<u>Description</u>
710100	Printing
710450	Computer Equip. > \$500 But Less Than \$5,000
710550	Audio Visual Equip. > \$500 But Less Than \$5,000
710700	Supplies
710960	Works of Art Less Than \$5,000
710900	Equipment/Furniture Less Than \$5,000
711000	Educational Supplies
711800	Food Service
711900	Janitorial Supplies
712000	Medical Supplies
712200	Uniforms
712400	Motor Fuel
735200	Postage
735300	Freight
736010	Telephone
736060	Computer Support
736100	Software Support
740020	Advertising
740050	Registration Fees
740130	Supplies for Resale
740180	Rent
740200	Equipment Rental
742010	Do Not Use
742030	Maintenance Cost
743170	Membership Dues
743560	EKU Agreements/Sub Awards (first \$25,000)
743562	Personal Service Contracts (PSC's)
743575	Other Services/EKU Agreements & Sub Awards after the first \$25,000/ MOA's
750010	Travel – In-State
750020	Travel – Out-of-State
760100	Equip./Furniture Equal or More Than \$5,000
760150	Capital Lease
760160	Capital Gifts and Donations
760200	Networking Equip. Equal or More Than \$5,000
760400	Computer Equip. Equal or More Than \$5,000
760500	Audio Visual Equip. Equal or More Than \$5,000
760600	Library Acquisitions
760700	Capital Projects
760900	Works of Art Equal or More Than \$5,000

Important Phone Numbers & Email Addresses

- **Accounting – 622-1810**

For questions related to invoices, payments to vendors.

Accounts Payable (AP) email address: ACC.apinvoices@eku.edu

- **Budgeting – 622-8867**

For questions related to budgets or fund/org security.

- **Central Stores – 622-3517**

For questions related to warehouse inventory, or stores requisitions & commodity codes.

- **Purchasing – 622-2246**

For questions related to off campus purchase requisitions, quotes, contracts, vendors, Ship To codes, commodity codes, procurement policy & procedural questions.

Email address: adm.purchasing@eku.edu

Commoditiy and Department Responsibilities

Commodities

Dwighttel

2-7125

Educational Supplies-711000
Computer Support-736060
Software Support-736100
Printing-710100
Advertising-740020
Networking Equip-760200
Computer Equip-760400
AV-760500
Registration Fees-740050
Membership Dues-743170
Telephone-736010
Freight-735300

Stephanie

2-1482

Medical Supplies-71200 Motor
Fuel-712400
Food Service-711800
Maintenance Cost-742030
Capital Lease-760150
Capital Gifts/Donations-760160
Rent-740180
Library Acquisitions-760600
Travel In State-750010
Travel Out of State-750020
Supplies for resale-740130
Postage-735200

Justin

2-1483

Janitorial Supplies-711900
Uniforms-712200
Supplies-710700
Capital Projects-760700
Works of Art-760900
PSC's-743562
Equip. Furniture-760100
Other Servcies/MOA-743575
EKU Agreements-743560
Equip. Rental-740200

Departments

Arts and Sciences
Business & Technology
Education
IT
Provost
[Athletics/Campus Rec](#)
Center for the Arts
Marketing and Communication
Graduate School

Diversity Equity and Inclusion
E-Campus
Libraries
Registrar
University Programs
Alumni/Development
[Government Affairs/Regional Affairs](#)
[Finance](#)
Human Services
[University Counsel](#)
[Health Sciences](#)
[Internal Audit](#)
[Arlington](#)
[EKU Foundation](#)

[Justice and Safety](#)
Facilities < \$40,000
TRC
[Project Admin < \\$40,000](#)
[Farms](#)