BANNER FINANCE USER MANUAL

Information Technology

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Access to Banner Production

The Banner Access Form is available on the web at http://www.forms.eku.edu/ or by going to the following link: http://forms.eku.edu/sites/forms.eku.edu/files/banner_access_form_2015.pdf.

If you will be responsible for Banner budget activities, please complete the Banner access form and mail to **Budgeting Office, Jones 118, CPO 43A, or Fax 2-8294.** Budgeting staff will sign and forward the form to Banner Security, via Footprints request. If you will not need access to Banner Finance, please mail the form directly to Information Services, Perkins 345 (or fax to 622-1738).

Info Services will email the user their Banner username, as well as a generic password, once the account has been set up. The password can be changed on GUAPSWD and should be at least 8 characters long. The first character must be a letter and the password must contain at least one number.

An updated Banner access form signed by your supervisor is required if:

- a user's job responsibilities have changed
- position or department has changed
- employment status has changed

To update an existing Banner account:

- Submit a request through (Footprints) at http://banweb.eku.edu
  Click the footprints login link - Footprints Login.

Training Information

Before access to Banner Finance access for requisitions is granted, a user must complete the online **Banner Navigation** training which can be found at the link - http://banweb/edudoc/Ban8Nav75pFile.htm, as well as required Banner **F04 - Requisition training.**

Finance EKU Direct Self-Serve training is offered; but is not required in order to gain access. In EKU Direct training, users gain skills to query budget balances, transactions, purchase order activity, and learn how to view documents. For this training, your Banner account **must** be set up & active, as what is looked at in the class, is in Banner Production.

Descriptions for these courses can be found at: http://it.eku.edu/support/banner-basics#overlay-context=banner-basics.

Where to register for Banner training

- Go to the banner web page at http://it.eku.edu/banner and click the link '**Calendar**.'

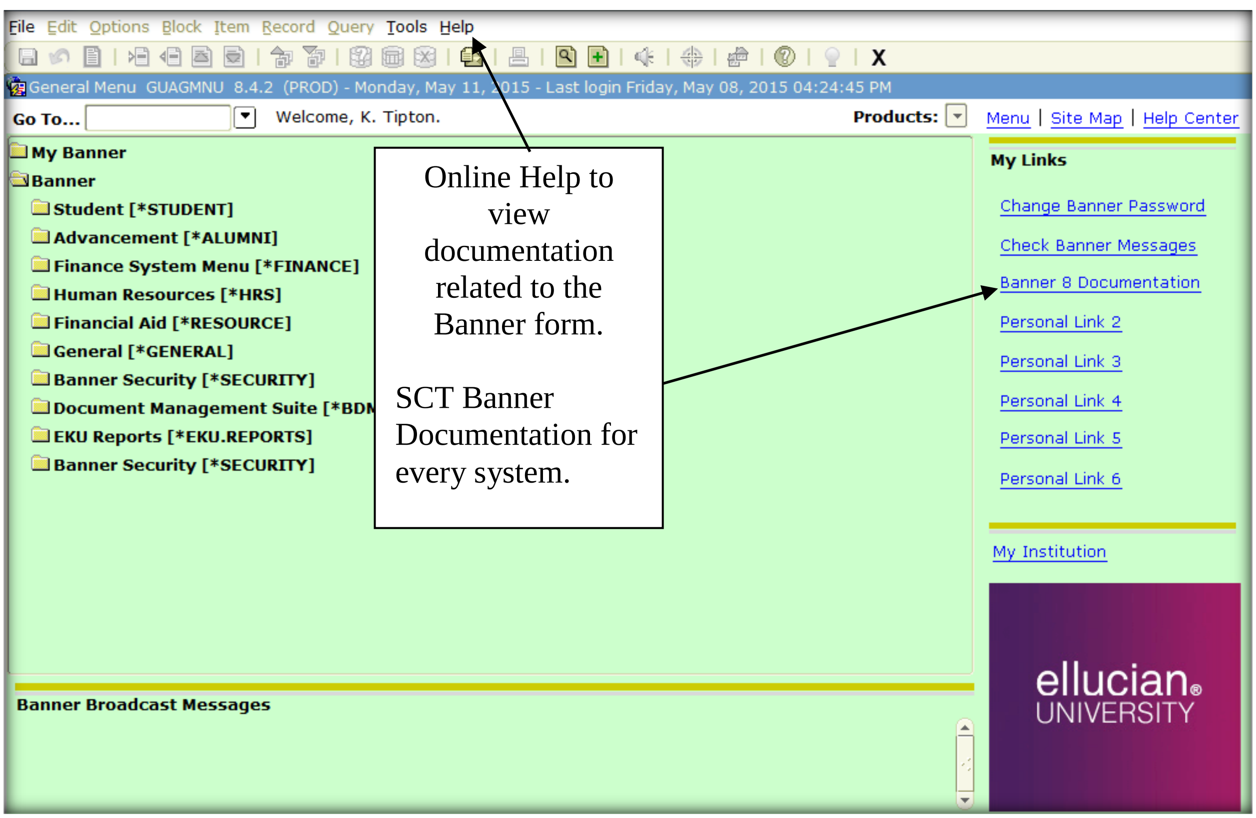
Instructions to register

- Click class link in calendar
- Use your ekey (i.e. tiptons) to logon
- Submit a training reservation
- You will get an email confirmation, once you have registered

EKU Banner Help and Support

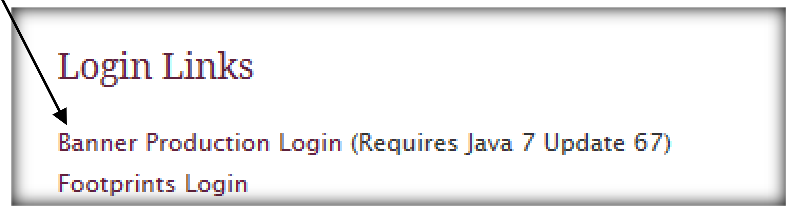
- Click the "Banner" link (under 'Instructions') at http://it.eku.edu/banner to view/print documentation related to systems supported by Banner.
- Call 2-3000 and ask to speak to the Banner helpdesk (or call 2-8101).
- **Important** 'finance' area phone numbers: Accounting (21810); Budgeting (28867); Central Stores (23517); ProCard (28246); Purchasing (21482); Sponsored Programs/Grants (23636).

Banner offers the following 'help' documentation:



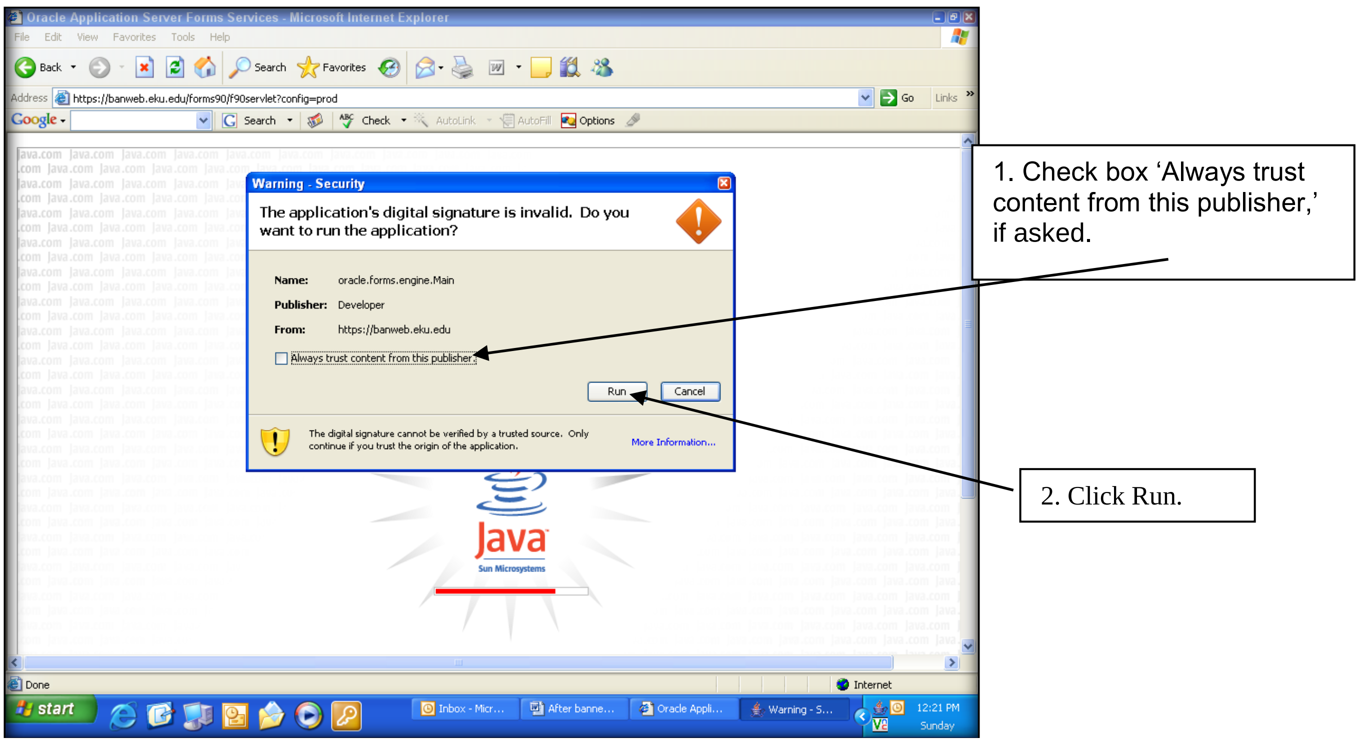
To access **Internet Native Banner** open your web browser to http://it.eku.edu/banner and click 

. We recommend using Internet Explorer.



First time logon to INB Banner

Banner requires Java Sun Plug-ins. When you click the Banner Login link, you may get a box to run the Java Install (may pop up twice). Click 'Run.'

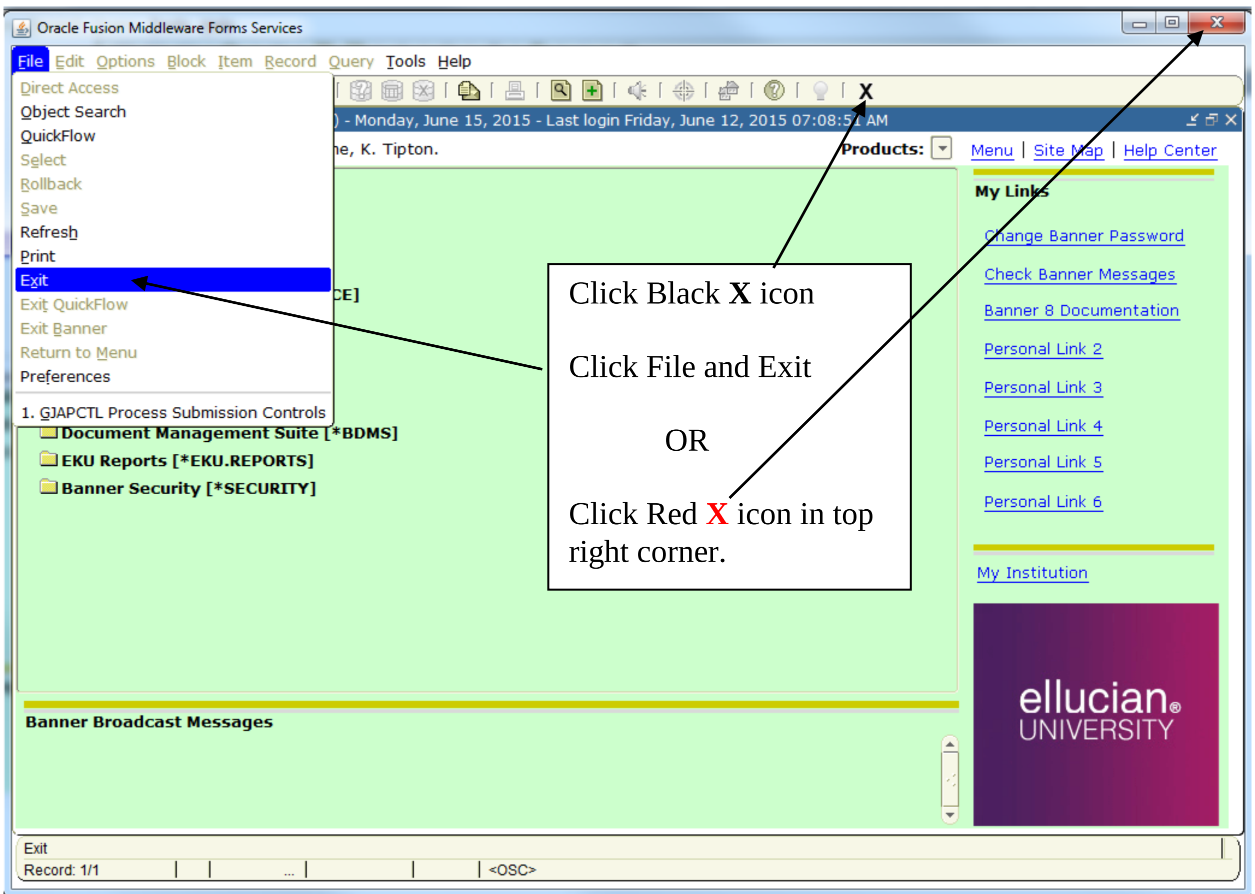


On your taskbar you will have two task pages open: Java Initiator is the Oracle Application Server Forms Service (blank white page) and Oracle Fusion Middleware Forms Services is Banner. The Oracle Server Forms Service task can be minimized but not <u>closed</u> since this is the interface between your web browser and Banner.

How to log on to Banner

Enter your **Username** (lastnamefirstname) and **Password** (alpha/numeric at least 8 characters) in the appropriate fields. Leave database blank. Click **Connect**.

Ways to exit Banner



Introduction to Banner Finance

The instructions within this manual are intended to assist you in obtaining budget information, ordering goods or services from a vendor, receiving delivered goods and ordering stock items from Central Stores.

Terminology for Finance Users

FOAPAL - Accounting Distribution

Fund **-**	**(*Where*)** Specific source of monies ex. 110000 – Current Unrestricted E & G (Education & General)
Organization **–**	**(*Who*)** Department or Grant **(Budget)** Code ex. 100000 – President
Account **–**	**(*What*)** Classification of Expenditures ex. 710800 - Office Supplies
Program **-**	Specific purpose ex. 10 – Instruction
Activity –	Used for reporting; Special Projects ex. 9XXXXX - Faculty
Location -	Physical place or site used by Fixed Assets for inventory ex. PK301 – Perkins Building, Room 301

Req – Requisition	**PO** – Purchase Order	**Direct Pay** – Invoice
PC – ProCard	**I** – Invoice	**Y** - Receiver

Commodity - a type of good or service purchased from a vendor.

Charts of Accounts

The organization codes reside on the Chart of Accounts (COA). Department, Grant and Student organization codes are found on **Chart E**. Most Banner forms have a default of "E" for COA.

- **E** Eastern Kentucky University
- **F** Foundation

<u>How to Access a Banner Form/Report</u>

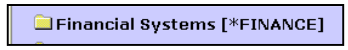
Enter the seven-character form name in the **Go To** field


and press **Enter**

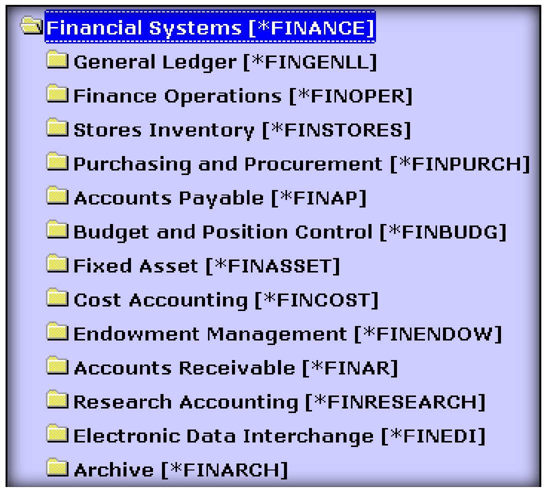
<u>OR</u>

Click the Banner form name from the ‘Banner’ folder 

.

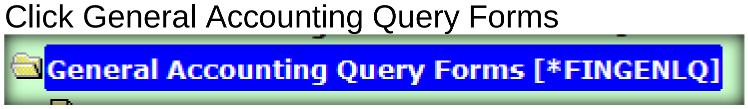
Click Financial Systems folder 

This will open the folder for all the finance areas:

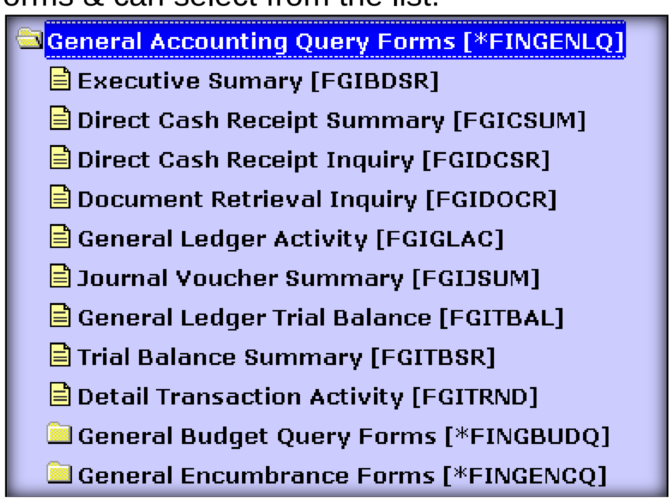


Click General Ledger 

Click General Accounting Query Forms



You will get a list of forms & can select from the list:



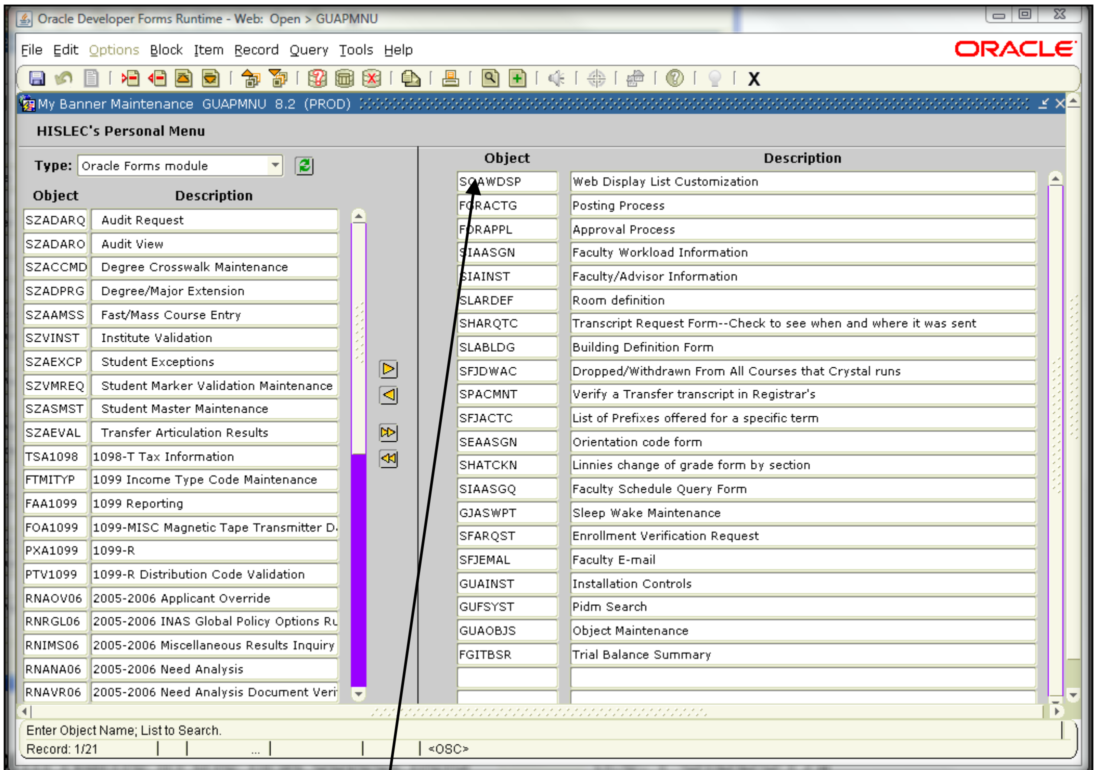
Since Banner is such a huge system with a lot of forms within, it’s best to set up your own ‘My Banner’ personal folder (instructions on next page).

Creating a Personal Menu (My Banner)

Double click the ‘My Banner’ folder on the front page of Banner 

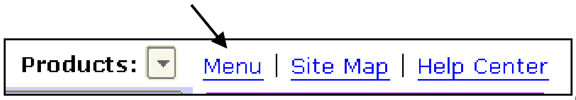
Click ‘Empty, Select to Build.’

You will be taken to **GUAPMNU** (My Banner Maintenance).



Enter the Banner Form Name in the first object field 

(i.e. **FGIBDST**). Press the Down Arrow to add additional forms. The title of the form defaults into the description field. (To edit the description, click the description and make changes.)
Click save (F10).
Click exit.
Click the menu link on the right-hand side to refresh the list.



To access the form, open My Banner folder, double click on the form.
To add any additional forms/reports, double-click your My Banner folder, then ‘Organize My Banner.’ This will take you back to **GUAPMNU**. To delete an existing form on **GUAPMNU**, click Record and Remove. Click ‘Exit,’ then click the Menu link on the right-hand side, to refresh your list.

How to Query Budget Information in Banner

Enter **FGIBDST** in **Go To** field and press Enter.

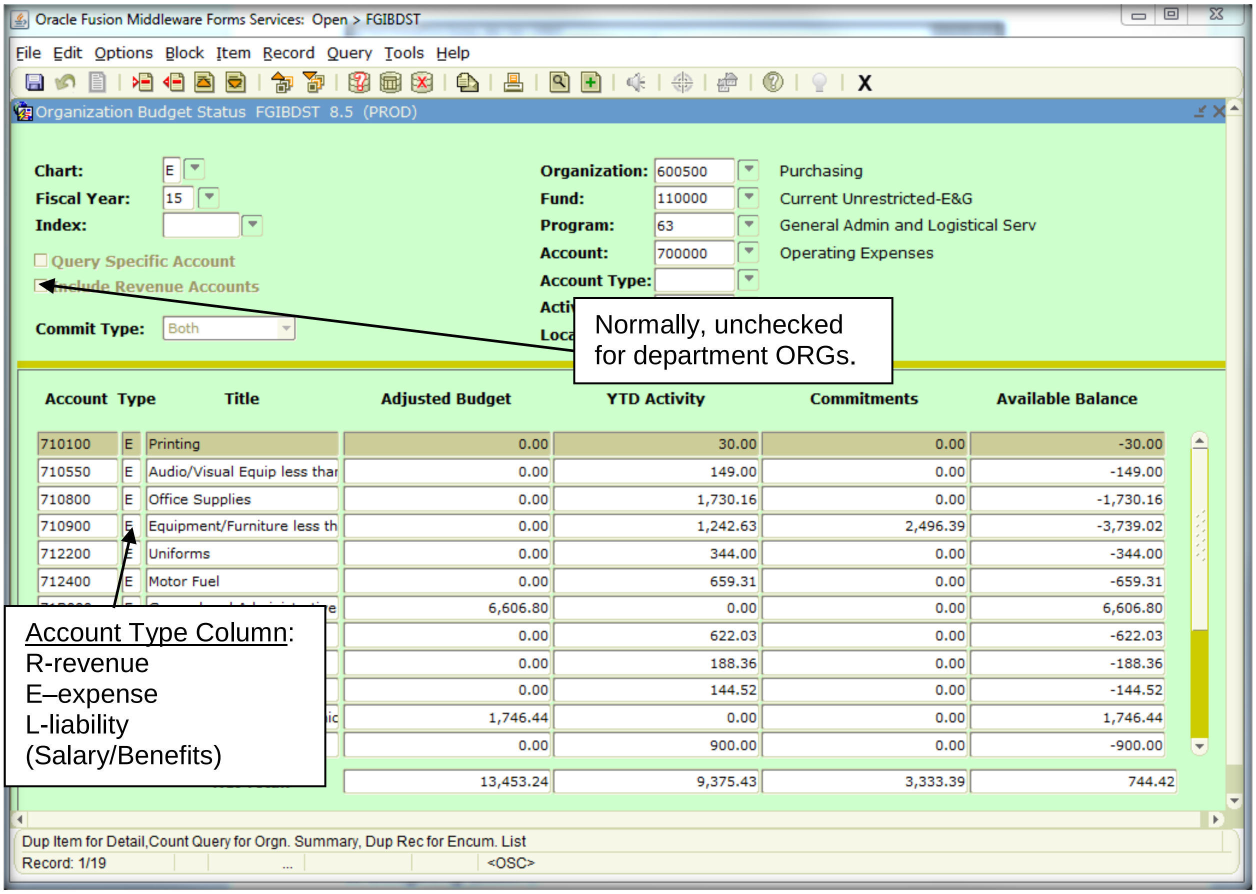


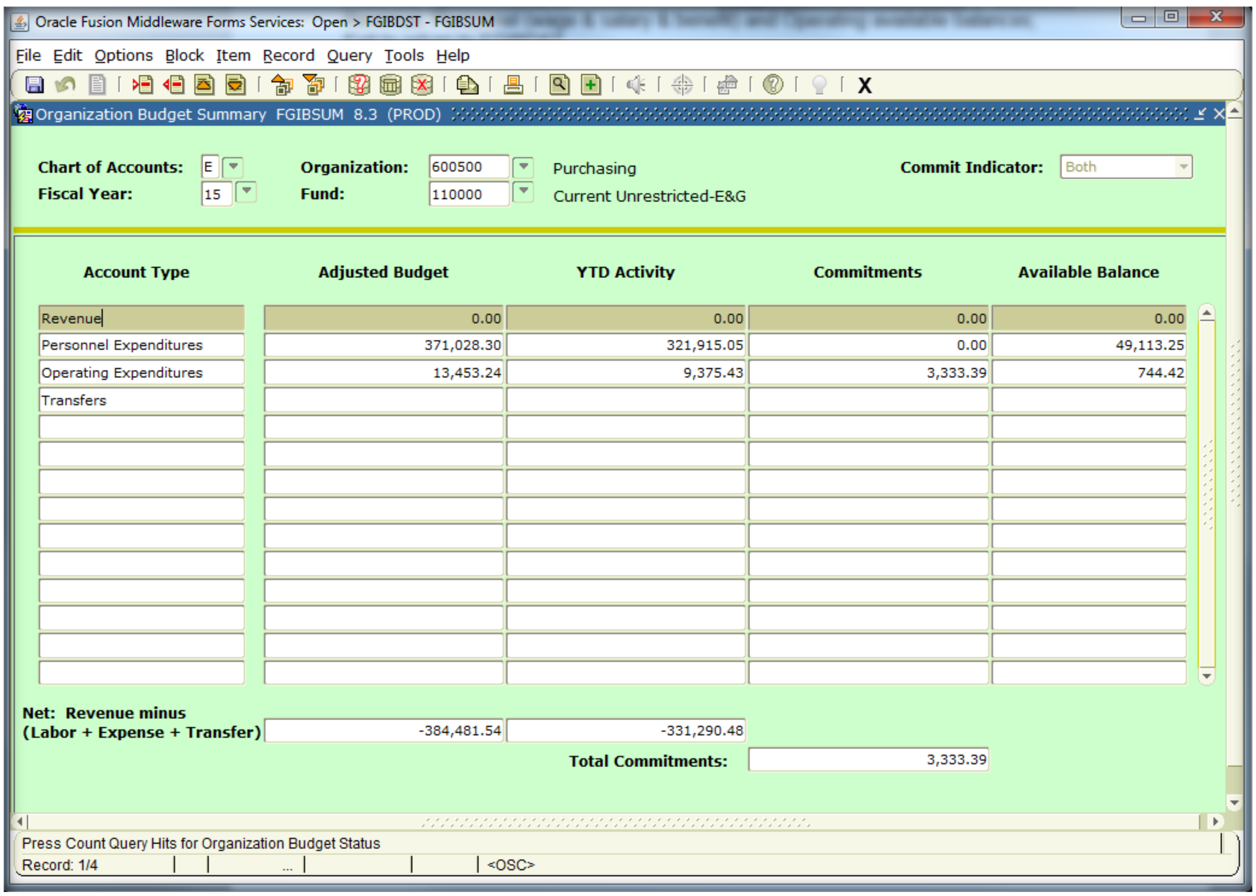
Chart **E** (EKU) defaults, or enter **F** (Foundation).
Fiscal Year - defaults to current (07/01/14 – 06/30/15- fiscal year 15).
Index – leave blank.
Query Specific Account – leave unchecked.
Include Revenue Accts - **uncheck** to exclude Revenue Accts for Department budgets.
Commit Type – leave at Both.
ORG - enter **organization code** for department. (Click the drop down menu to search for your organization code, if you don't know it). The **Fund** and **Program** will default from ORG code.
Account - enter 700000 to view operating expenses only for **department orgs** without revenue accounts - employee salaries & wages accounts begin with '61.' Employee benefits accounts begin with '62.' **OR**
Account - leave blank to view revenue, salary & wage and benefit accounts.
Acct Type, Activity, & Location – leave blank.

Available Balance Column – displays balance for Department's operating budget on the bottom line. **Specific questions related to budget/balances should be directed to Budgeting (28867).**

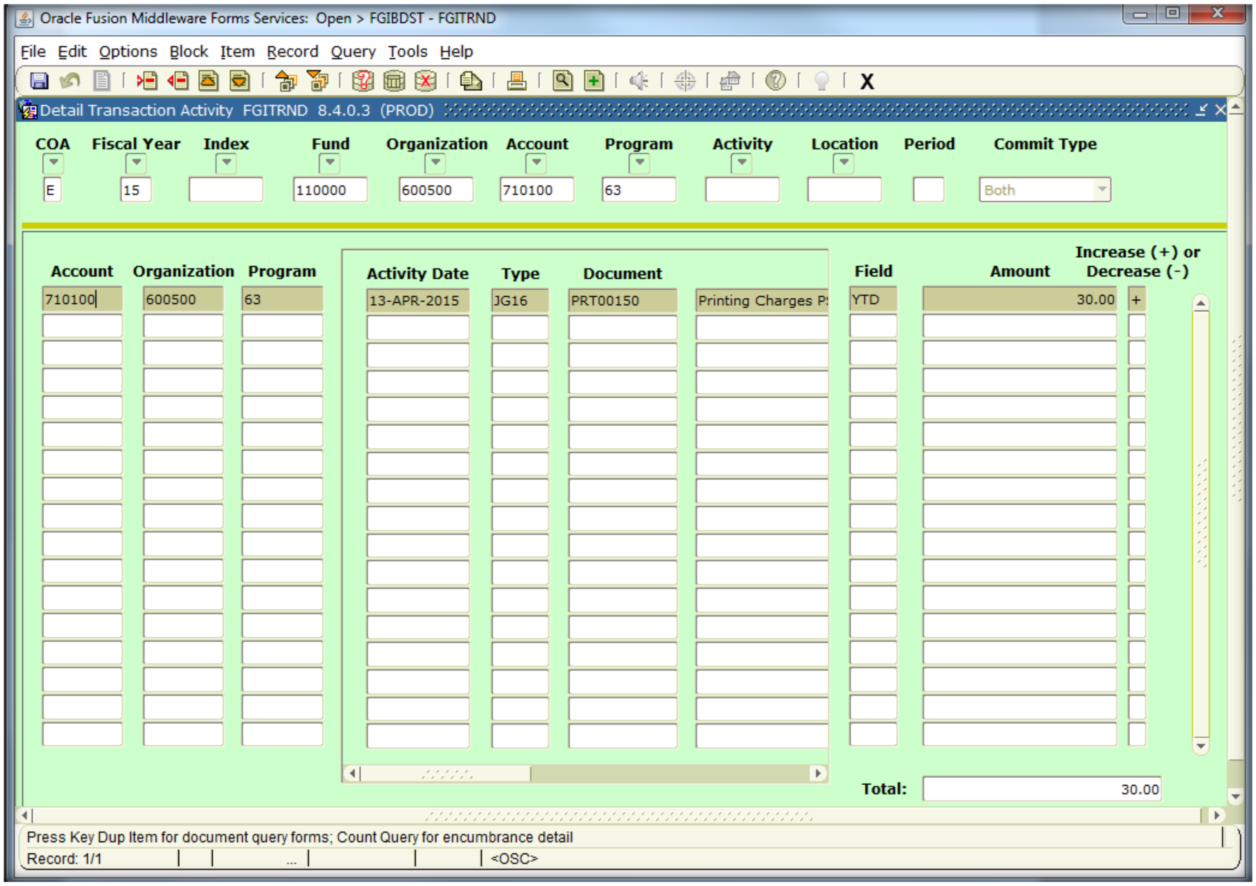
NOTE – Budget information can also be accessed via the "Finance" tab in EKUDirect. This is much more user-friendly way to track budget. You can go to the following link for info - http://it.eku.edu/support/budget-queries-ekudirect. There is also a monthly training on EKUDirect budgets. Info found at - http://it.eku.edu/banner, and click on 'Calendar.' Documentation on monitoring budgets in EKUDirect, can be found at: http://it.eku.edu/sites/it.eku.edu/files/u36/eku_budget_queries_training_manual.pdf.

How to View Budget Summary Information

From the Options menu on **FGIBDST**, click Budget Summary Information (**FGIBSUM**) Revenue, Personnel (wage & salary & benefit) and Operating available balances; Exit to return to **FGIBDST**.



To view transactions by account code, highlight a specific account on **FGIBDST** and from the Options menu select Transaction Detail Information (**FGITRND**).



To view a requisition, purchase order or an invoice from **FGITRND**, click Query Document (by Type) from the Options menu and next block to view information within the document.

Document codes that are common on the transaction detail information include*:*

> ***R0000000 - purchase and Central Stores requisitions***
> ***P0000000 - purchase orders***
> ***I0000000 - invoices (regular & direct pay)***
> ***PC000000 – ProCard***

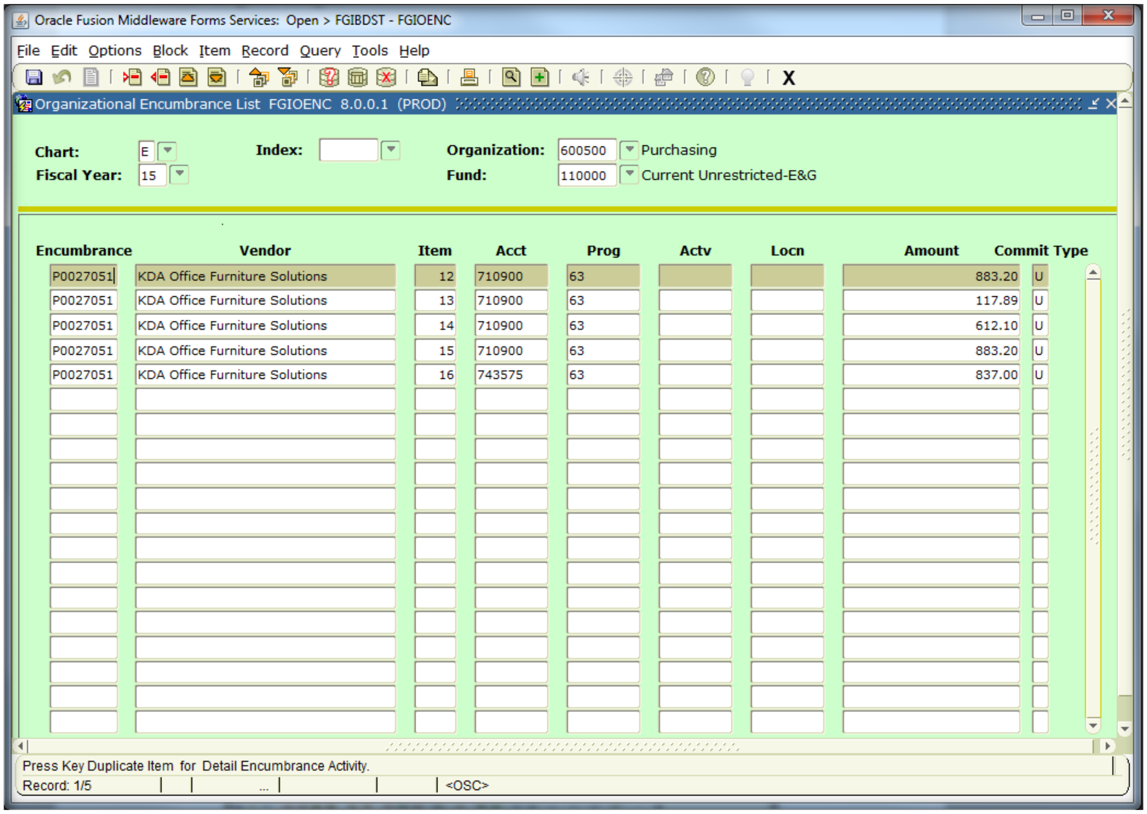
Transaction types that are common on the detail information include:

> **HGNL – *HR Payroll*** ***REQP – requisition***
> ***PORD/POLQ - purchase order*** ***INNI - direct pay invoices***

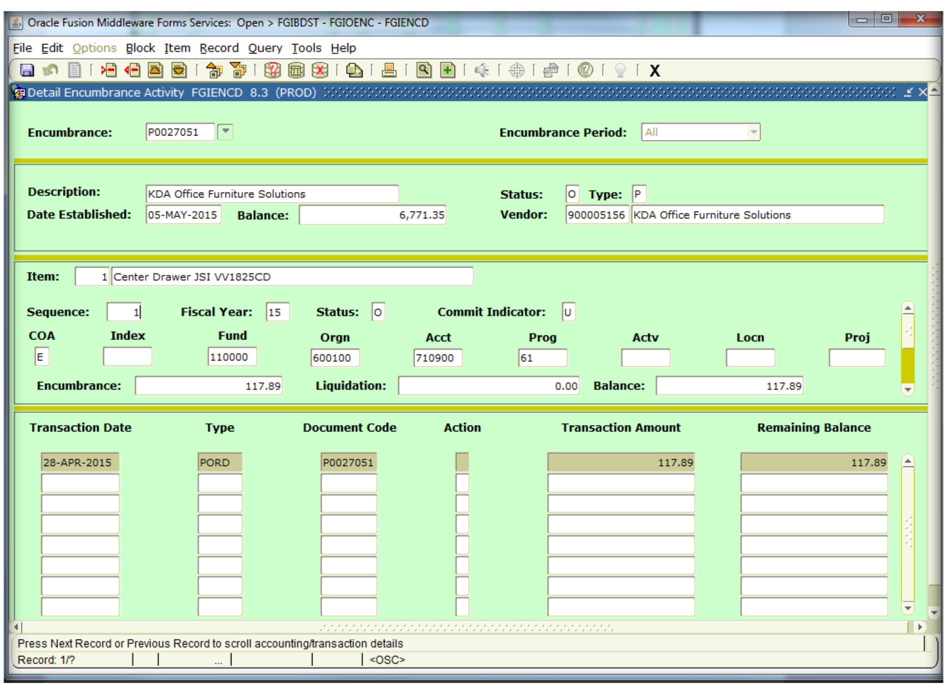
The column entitled ‘Field’ on **FGITRND** indicates the money usages by transaction***.*** The most common codes for the **Field column** include:

> ***RSV - reserve - requisition***
> ***ENC - encumbrance – requisition or purchase order***
> ***YTD - year to date amount for every transaction***
> ***OBD - original budget***

To view outstanding encumbrances (reqs and PO's) for your ORG, from the Options menu on **FGIBDST**, click Organization Encumbrances (**FGIOENC**).

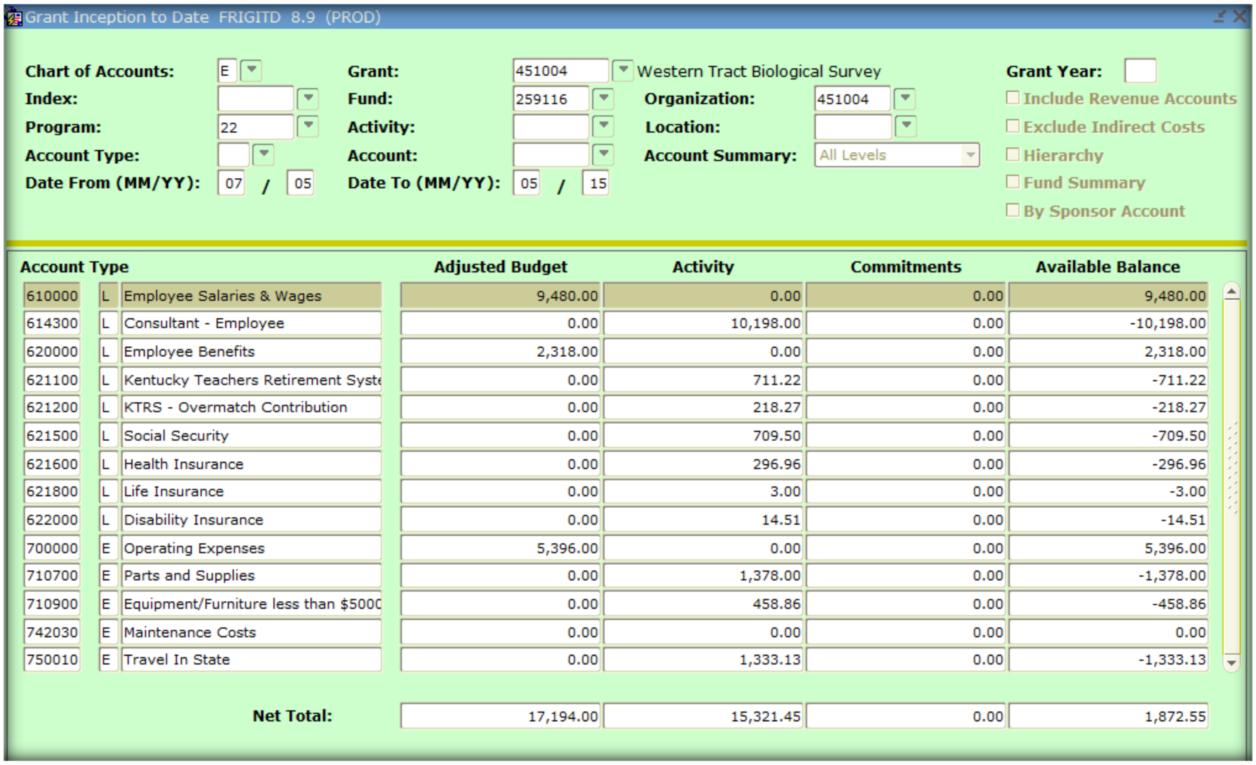


To view the encumbrance (REQ or PO) balance, from Options on **FGIOENC**, click Query Detail Encumbrance Info (**FGIENCD**). Exit **FGIENCD**/**FGIOENC** - return to **FGIBDST**.



How to Query Grant Budget Information

Enter **FRIGITD** in the **Go To** field and press Enter.



Grant Inception to Date FRIGITD 8.9 (PROD)

Chart of Accounts: E
Index:
Program: 22
Account Type:
Date From (MM/YY): 07 / 05

Grant: 451004 Western Tract Biological Survey
Fund: 259116
Activity:
Account:
Date To (MM/YY): 05 / 15

Organization: 451004
Location:
Account Summary: All Levels

Grant Year:
Include Revenue Accounts
Exclude Indirect Costs
Hierarchy
Fund Summary
By Sponsor Account

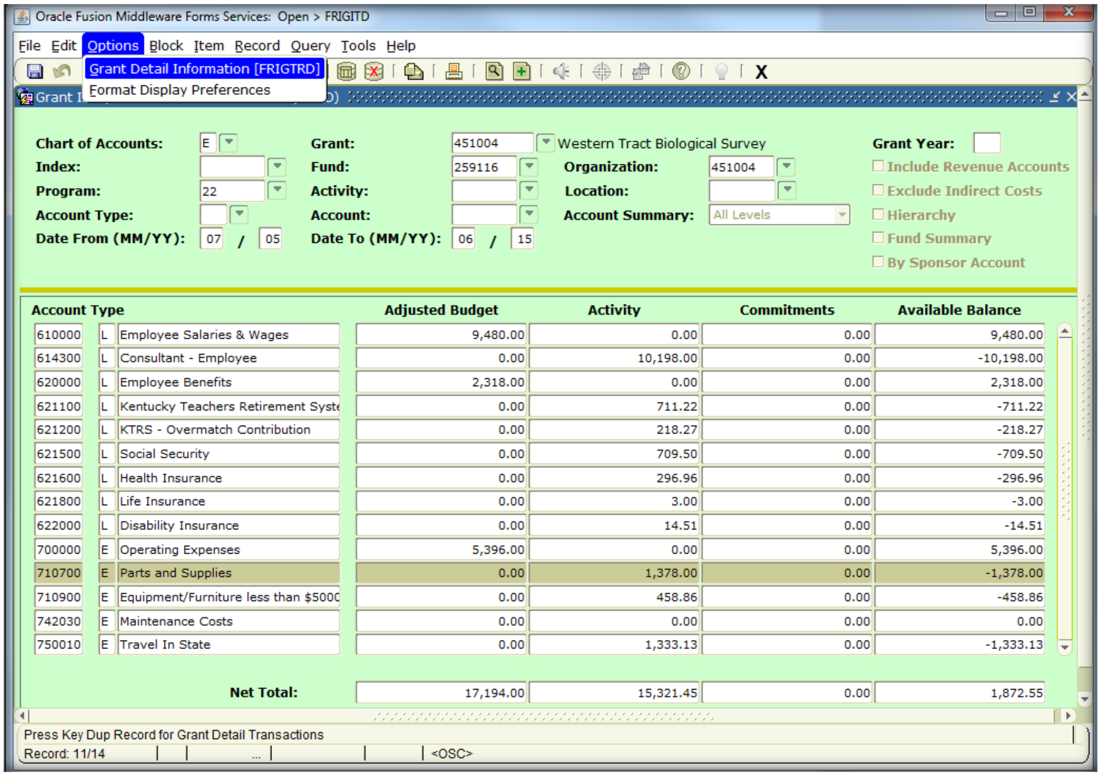
Account Type			Adjusted Budget	Activity	Commitments	Available Balance
610000	L	Employee Salaries & Wages	9,480.00	0.00	0.00	9,480.00
614300	L	Consultant - Employee	0.00	10,198.00	0.00	-10,198.00
620000	L	Employee Benefits	2,318.00	0.00	0.00	2,318.00
621100	L	Kentucky Teachers Retirement Syste	0.00	711.22	0.00	-711.22
621200	L	KTRS - Overmatch Contribution	0.00	218.27	0.00	-218.27
621500	L	Social Security	0.00	709.50	0.00	-709.50
621600	L	Health Insurance	0.00	296.96	0.00	-296.96
621800	L	Life Insurance	0.00	3.00	0.00	-3.00
622000	L	Disability Insurance	0.00	14.51	0.00	-14.51
700000	E	Operating Expenses	5,396.00	0.00	0.00	5,396.00
710700	E	Parts and Supplies	0.00	1,378.00	0.00	-1,378.00
710900	E	Equipment/Furniture less than $5000	0.00	458.86	0.00	-458.86
742030	E	Maintenance Costs	0.00	0.00	0.00	0.00
750010	E	Travel In State	0.00	1,333.13	0.00	-1,333.13
		Net Total:	17,194.00	15,321.45	0.00	1,872.55

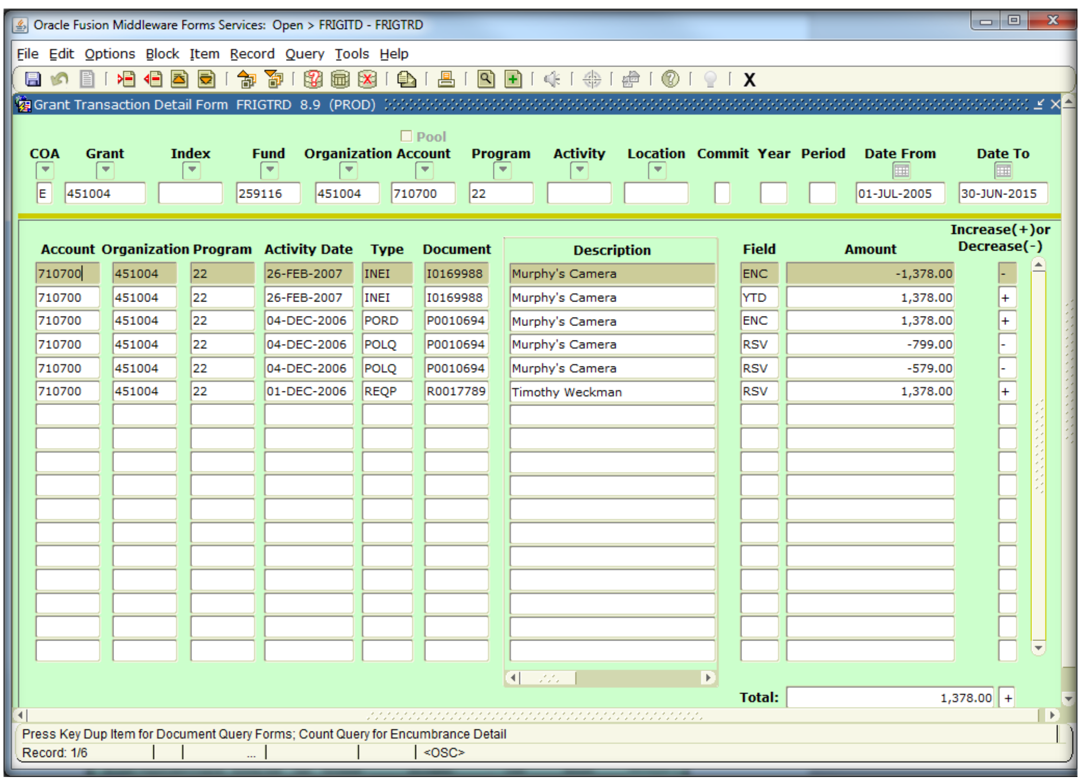
Chart of Accounts – defaults to **E** (EKU).
Tab to Organization field – enter ORG code for grant (Click the drop down menu to search for ORG code). The Fund and the Program codes default from the ORG. Grant code defaults; normally the grant code is the same as the org code, but not always.
Next Block after entering ORG code.
Adjusted Budget column – pool budgets for employee salaries & wages, employee benefits, operating expenses & F&A (Facilities & Administrative) cost.
Activity column – money that has been expended for purchases, salaries etc.
Available Balance column/Net Total Row – displays remaining money to spend.

Specific questions related to grants need to be directed to Sponsored Programs Accounting (23636).

How to Query Grant Transaction Details by Account Codes

From **FRIGITD**, and the specific account code, go to OPTIONS - click Grant Detail Information (**FRIGTRD**).





<u>How to Query Student Organizations, Foundation Funds or Grant Funds</u>

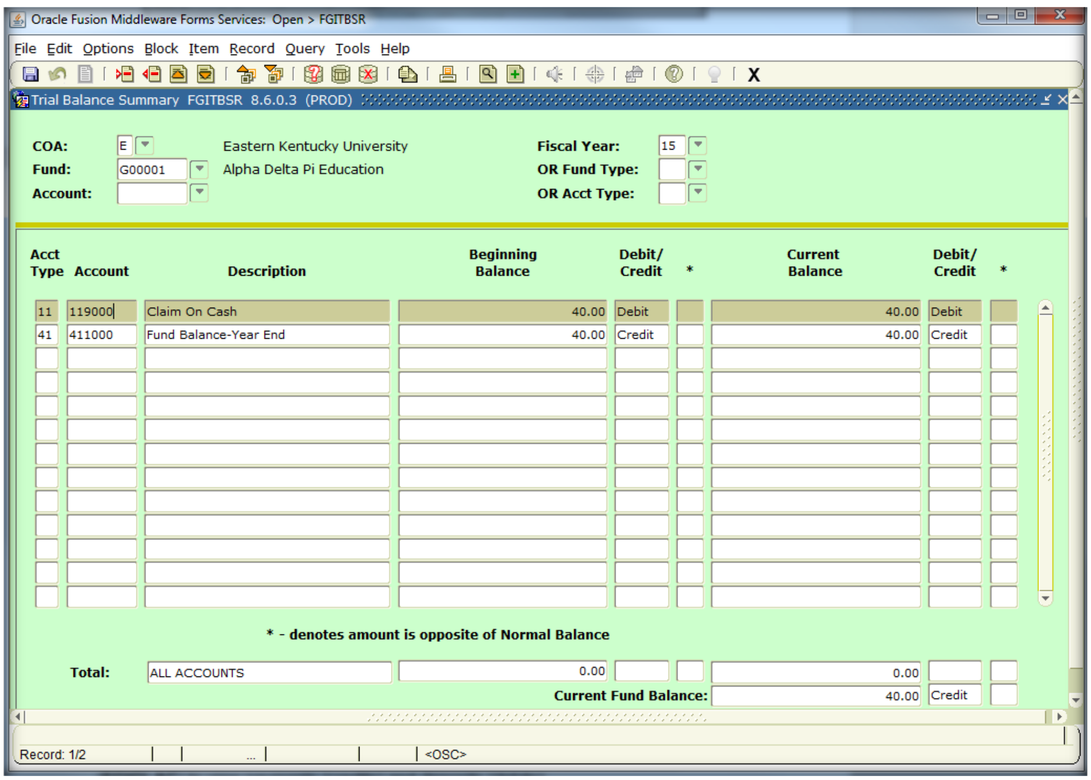
Enter **FGITBSR** in the Go To field and press Enter.

Use **FGITBSR** to view the claim on cash for those organizations that do not have budgeted monies or to view fund balances.

Enter **F** in the COA field for Foundation funds or **E** for Student Orgs and Grant Funds
Tab to <u>Fund</u> and enter your fund code or student org code (click the drop down menu to search for fund). Next Block to view the **beginning** and **current** balance. Highlight the Claim on Cash account.

From the Options menu on **FGITBSR**, click <u>Query General Ledger Activity Info</u> (**FGIGLAC**) to view payments (credits) and deposits (debits).

Questions, contact Budgeting, 622-8867.

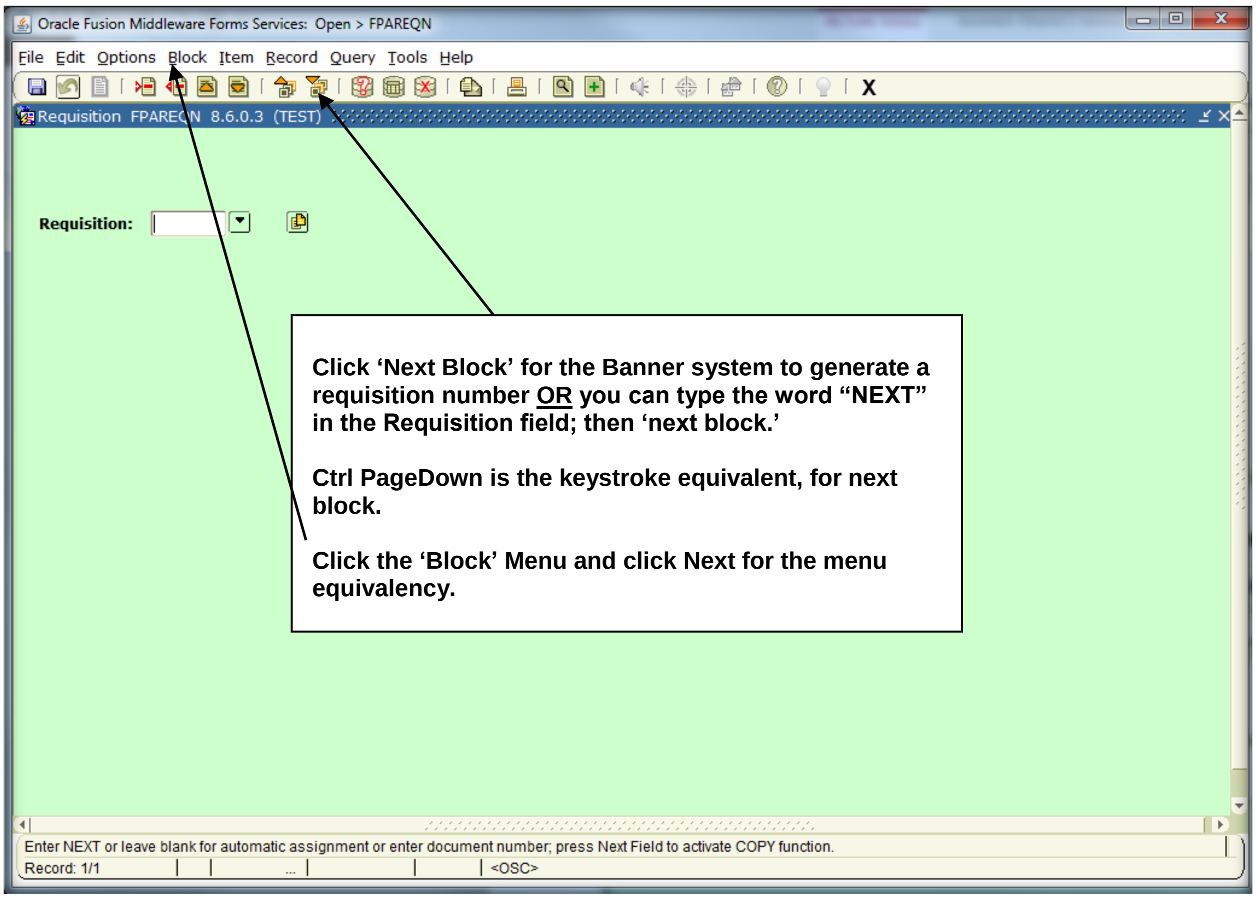


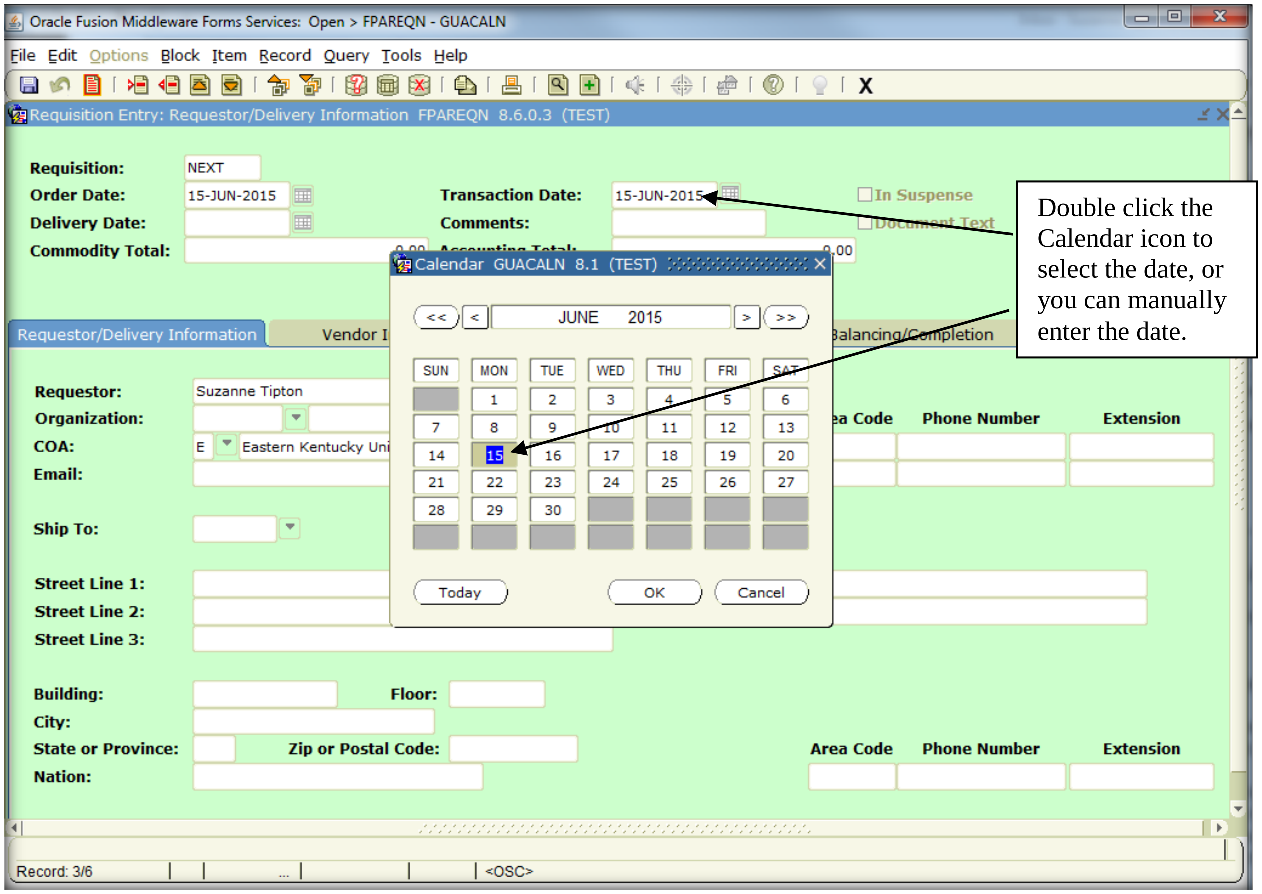
How to Create a Purchase Requisition

Enter **FPAREQN** in Go To field and press Enter.

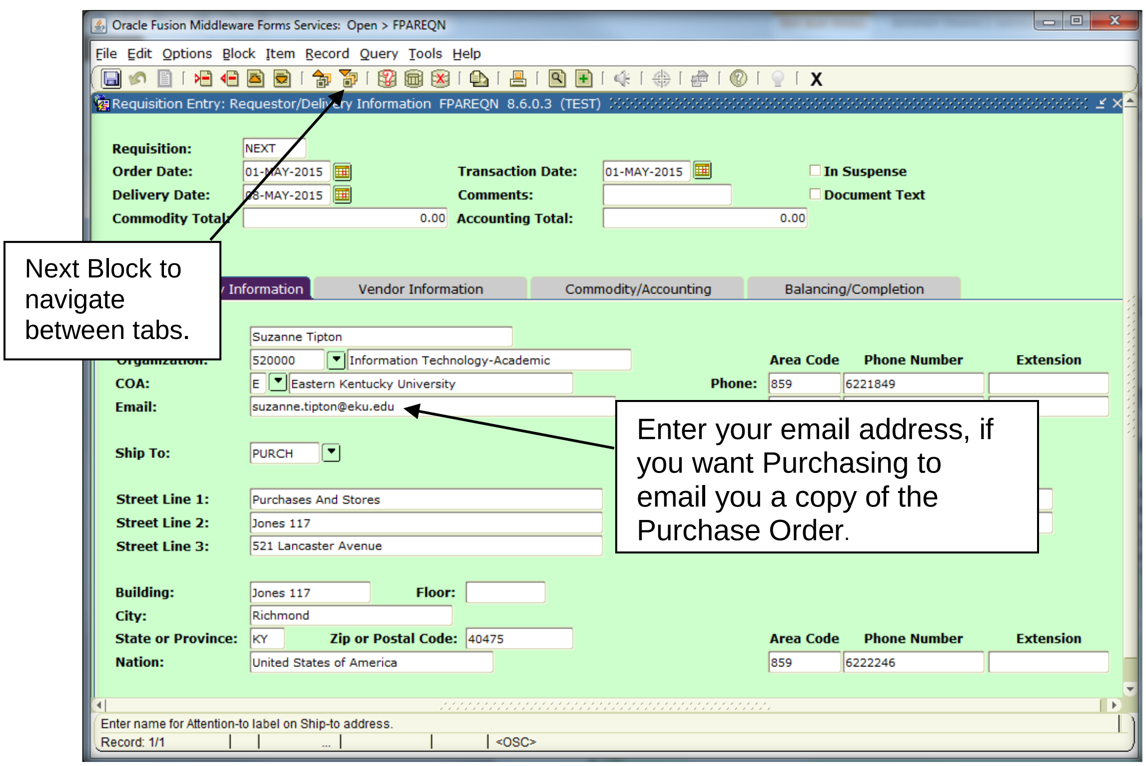
NOTE: Purchase Reqs are **NOT** for ordering paper from Central Stores.
Central Stores Req instructions begin on page 32.

On **FPAREQN**, enter the word 'NEXT' or click Next Block for Banner, to generate a requisition number. **NOTE:** **Do Not** Create or Assign your own Requisition Number.





Header Information



Delivery date - at least 1 week beyond the order date.

Requestor name - defaults from logon.

COA defaults to **E;** change if necessary **F/**Foundation.

Organization – enter assigned department or grant 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 double-click to retrieve code back to **FPAREQN**.

Email address – enter your EKU email address if you want an emailed copy of the PO.

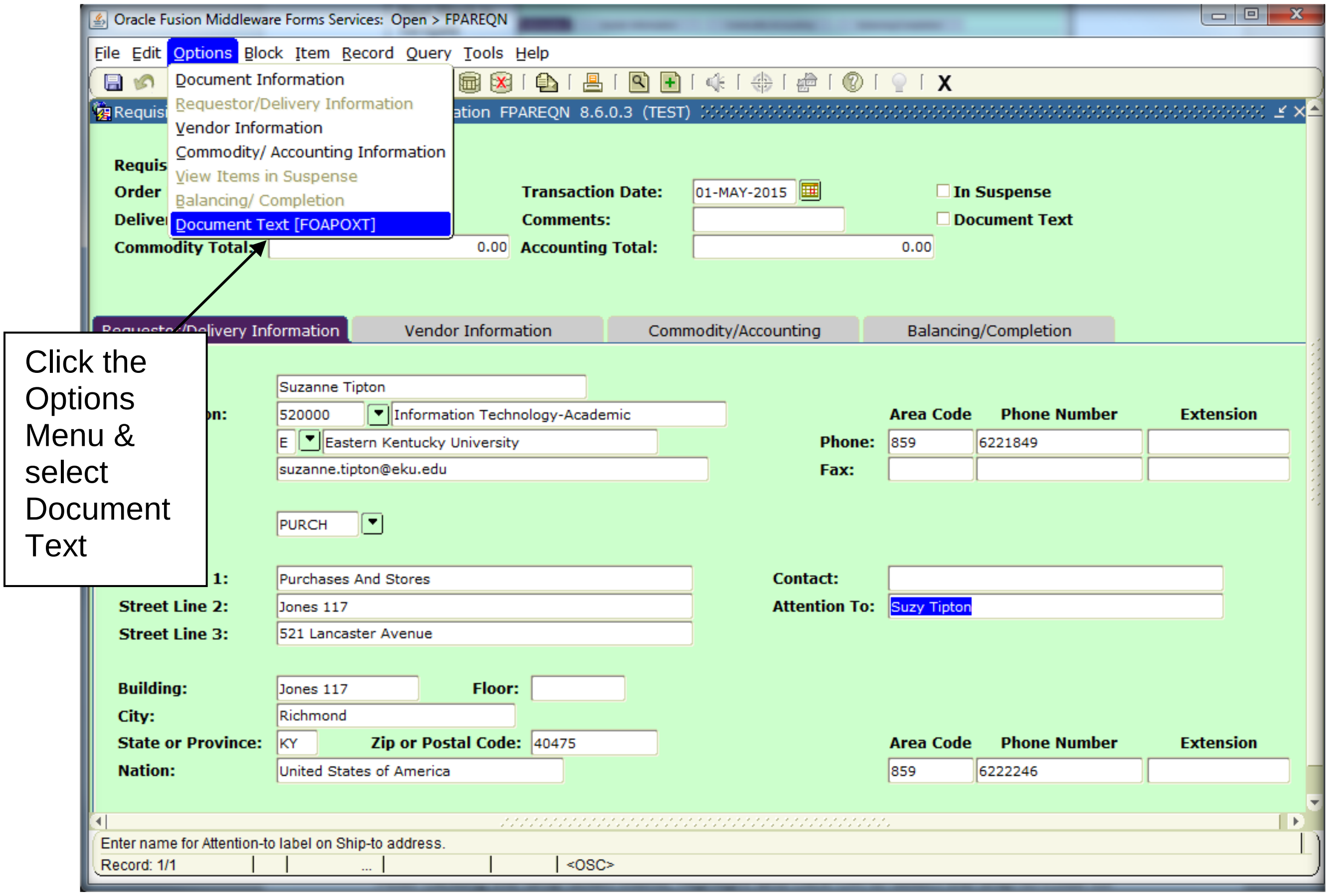
Phone number – enter EKU phone number.

Ship To - enter code assigned to department **or** click the drop down menu, to search. After clicking the drop down menu, highlight and 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 purchasing@eku.edu, or call 622-1482.

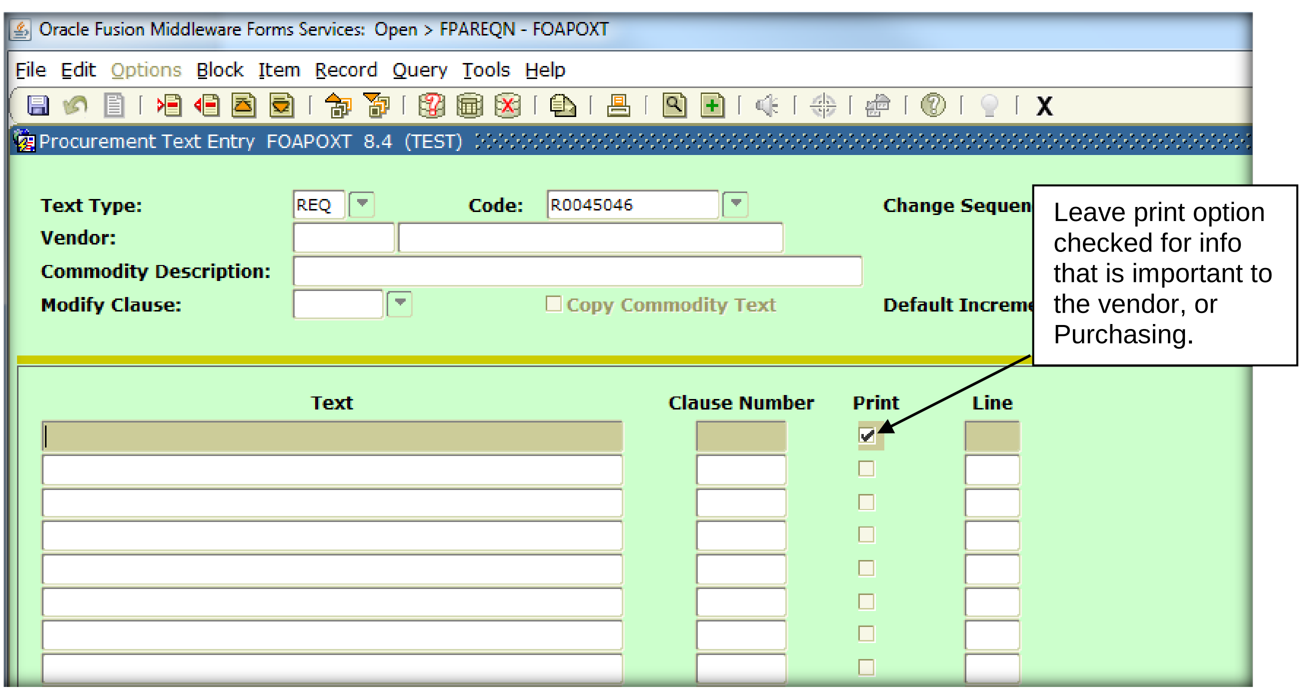
If you are ordering a computer, you must use the Ship To code of **ITDSC**.

Attention To - enter the person's name – '*who'* will receive the product or service.

Important: If the vendor has **emailed or faxed a quoted price** for the goods/services ordered, include this information on **Document Text (FOAPOXT)**. Also, if the vendor has a **fax** number to be used with purchase orders, include this information on **Document Text (FOAPOXT)**. Document Text should include any related information to be used by the vendor, or the Purchasing department.



From **FOAPOXT**, do a next block. Press the down arrow key for additional blank lines; no word wrapping.

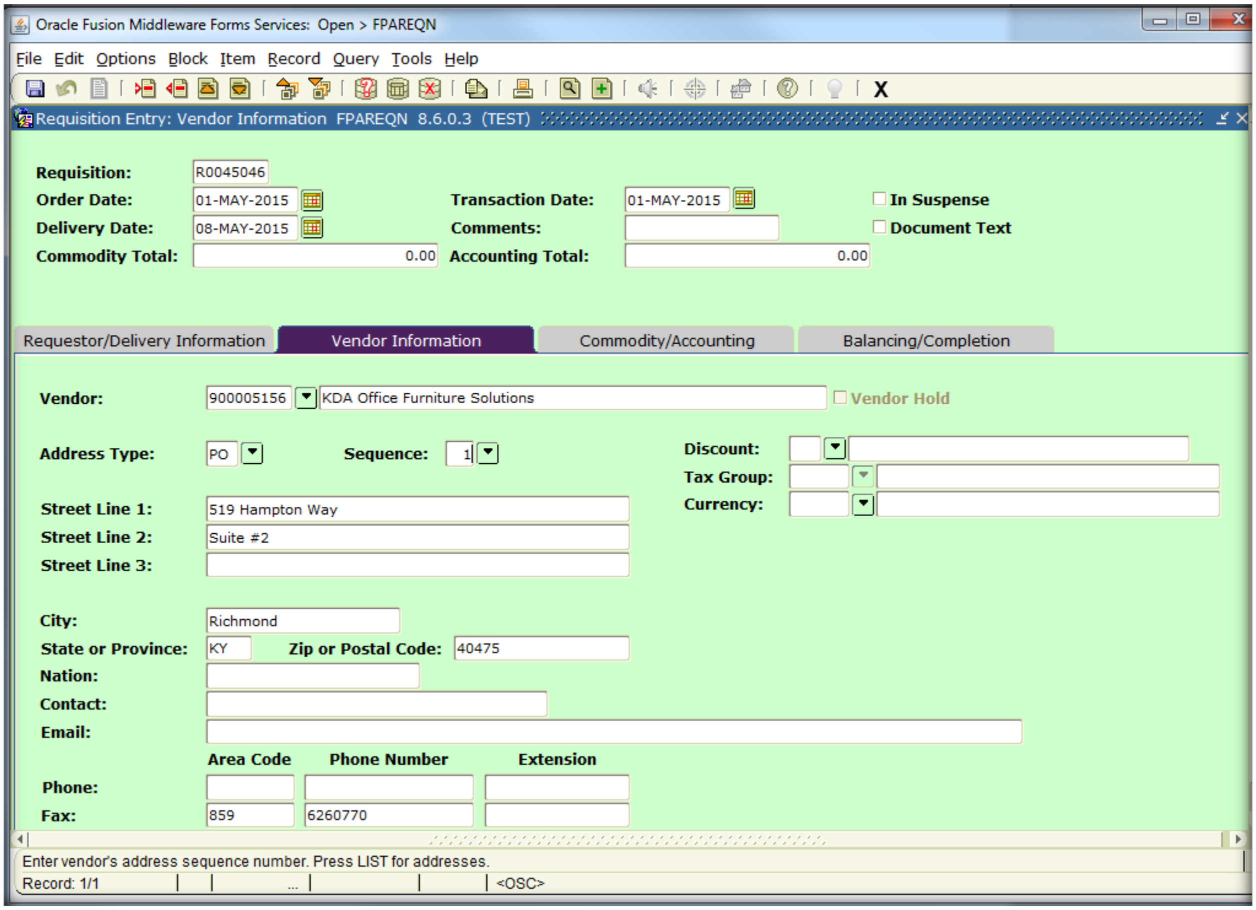


Click Save (F10) and then click Exit to return to **FPAREQN**.

Next Block to access the Vendor Information.

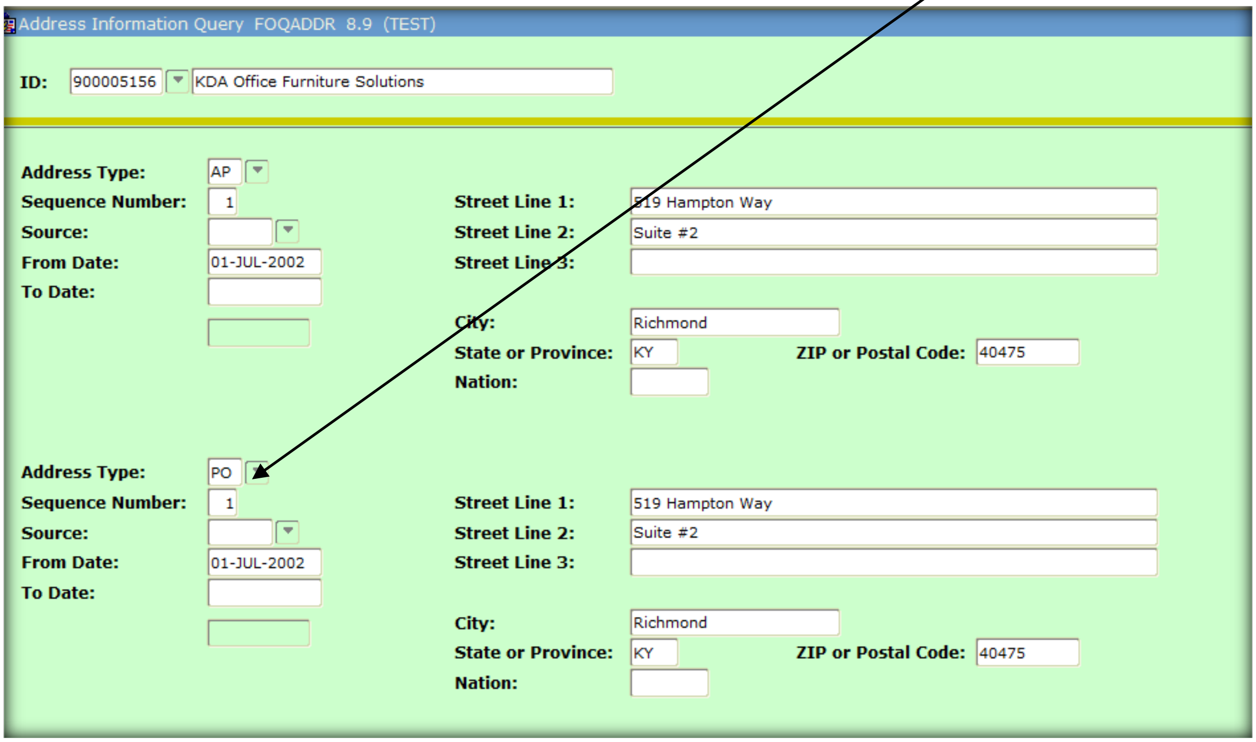
Vendor Information

Vendor – enter ID number, or click the drop down menu.



To search for a vendor, follow the instructions on page 36.

Address Type should default to PO (purchase order) if available;
Exception: Some vendors only have an AP address code.
To verify address information for the vendor id selected, click the drop down menu for address type. If no address type available, contact Purchasing.



Once back on the 'Vendor Information' tab of **FPAREQN**, the Contact will only populate if a contact was recorded on the vendor record. Discount, Tax Group, & Currency are not required and should be left blank.

Next Block to the Commodity/Accounting tab.

Important: please READ!

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.

***DO NOT*:**

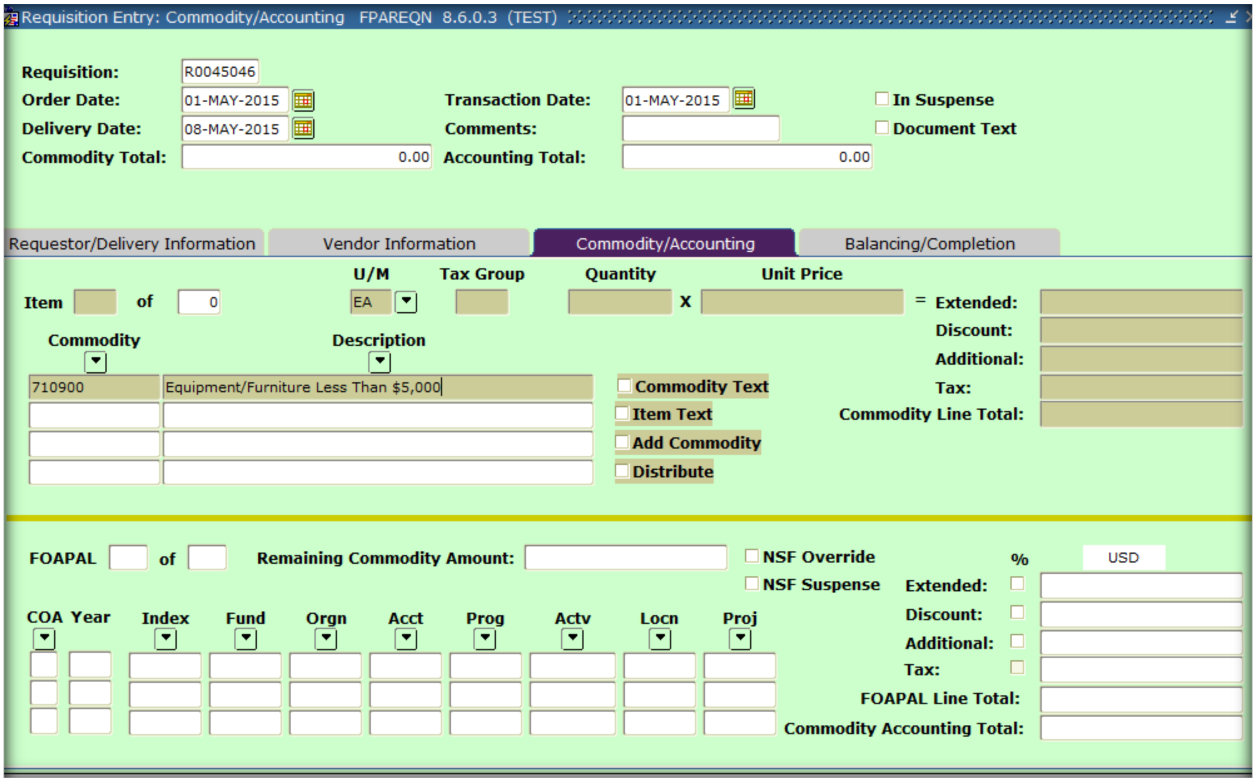
- ***create your own commodity code; if unsure which code to use,***
- ***contact Purchasing;***

***DO NOT*:**

- ***use Central Stores commodity codes (CS…) with purchase requisitions;***

***DO NOT*:**

- ***use commodity codes with a termination date.***



Commodity – enter the commodity code, or click the drop down menu, to select the most appropriate commodity code for the item(s) you are ordering. **If you are unsure which code to use, contact Purchasing. DO NOT CREATE A CODE!**
Description – **Delete** the defaulted description and **enter** the item description from catalog, web page, etc.
U/M – enter unit of measure, or click the drop down menu for additional values.
Quantity – enter number of item(s).
Unit Price – enter amount (No $ sign; enter decimal/cents if applicable).
Extended (cost) column – tab to populate amount.
Next Block to FOAPAL, tab across to populate full FOAPAL & amount for the item.

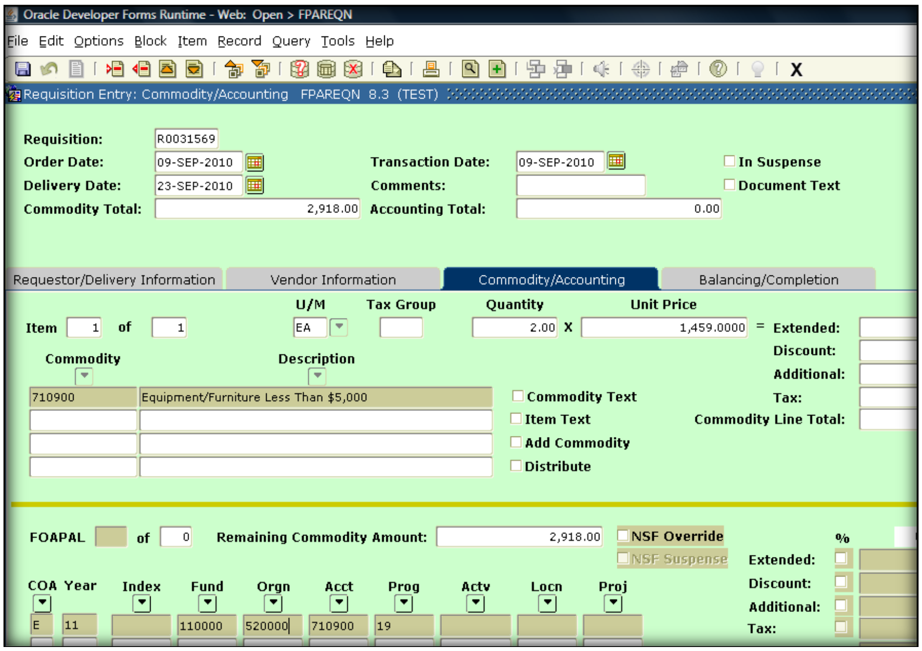
Note: If commodity codes 743560 or 743562 are used, enter the **dollar amount** in the quantity field and enter **1** in the unit price field.
Per Purchasing – commodity code for PSC's (Personal Service Contract) is 743562; commodity code 743560 is for EKU Agreements/Sub Awards.

When entering multiple commodity codes on one requisition document, enter the first commodity code information. Next block to populate FOAPAL. Tab through and enter necessary information. To enter an additional commodity item, do a 'Previous block' back to the commodity block and repeat steps until all commodity and FOAPAL information have been entered.

Note: DO NOT enter a FOAPAL string with 0.00 (zero) dollar amounts. Requisitions with zero dollar amounts will be disapproved.

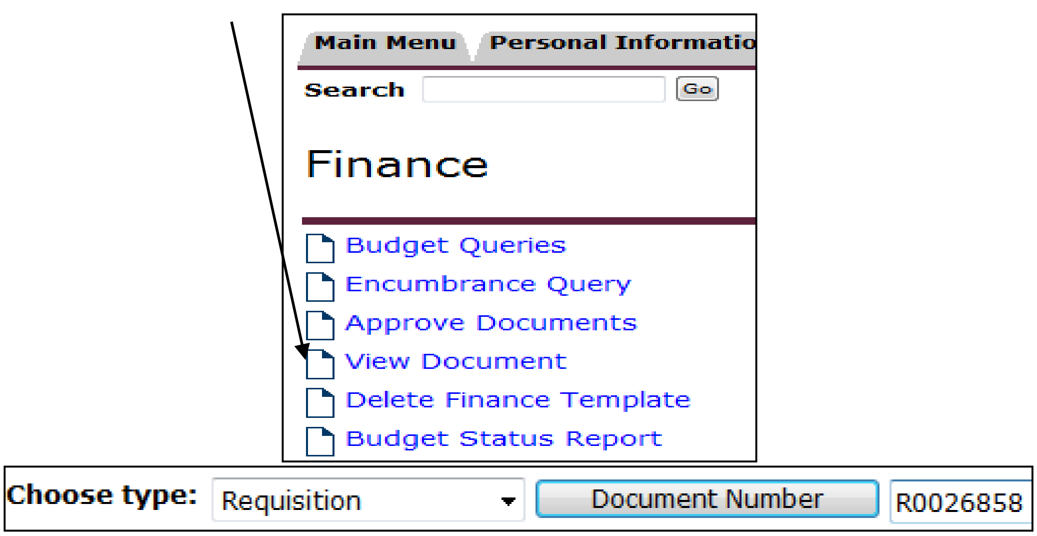
If you wish to change any of the FOAPAL string, do a **RECORD REMOVE.** Once the FOAPAL clears, the Chart of Account should be at E.

<u>**COA**</u> defaults to **E**; change if necessary.
Tab to <u>Orgn</u> - enter dept or grant code (fund & program defaults from org code).
<u>Acct</u> - enter account number or click drop down menu.
An Account number (code) is used to classify expenses; expense account codes begin with a 7.

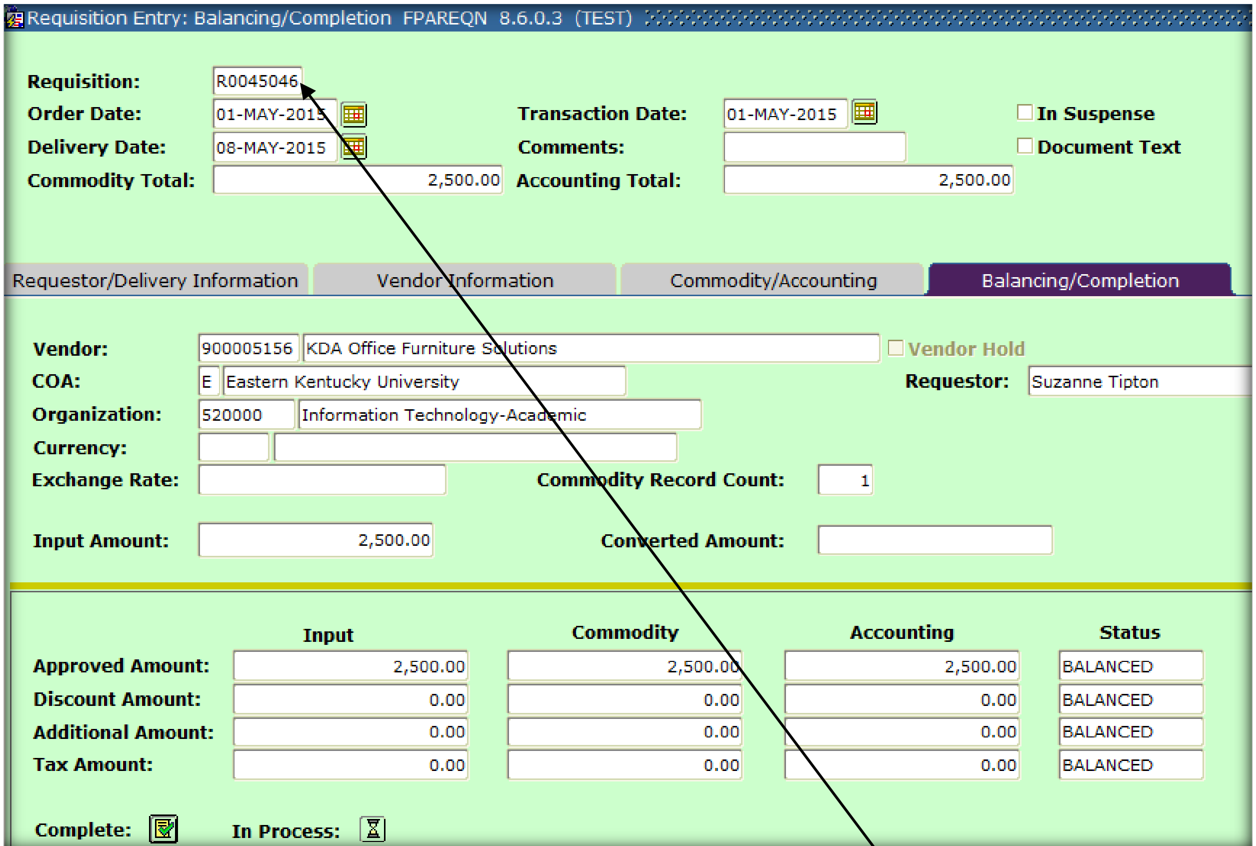


You can print any part of the requisition by clicking the **print icon** on the button bar while creating the document on **FPAREQN**. It prints page by page, when you next-block through.

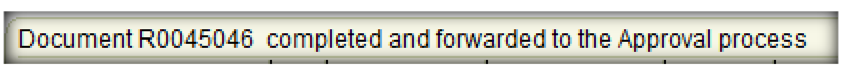
You may also print the <u>full</u> document from EKU Direct.
From the Finance link, click 'View Document.'



Next Block to Balancing/Completion



Click **Complete** if the commodity/accounting is balanced. The requisition number is displayed on the hint line at the bottom, or is in the 'Requisition' field above the order date.



<u>If you don't want to complete the requisition</u>, click the <u>In Process</u> button.

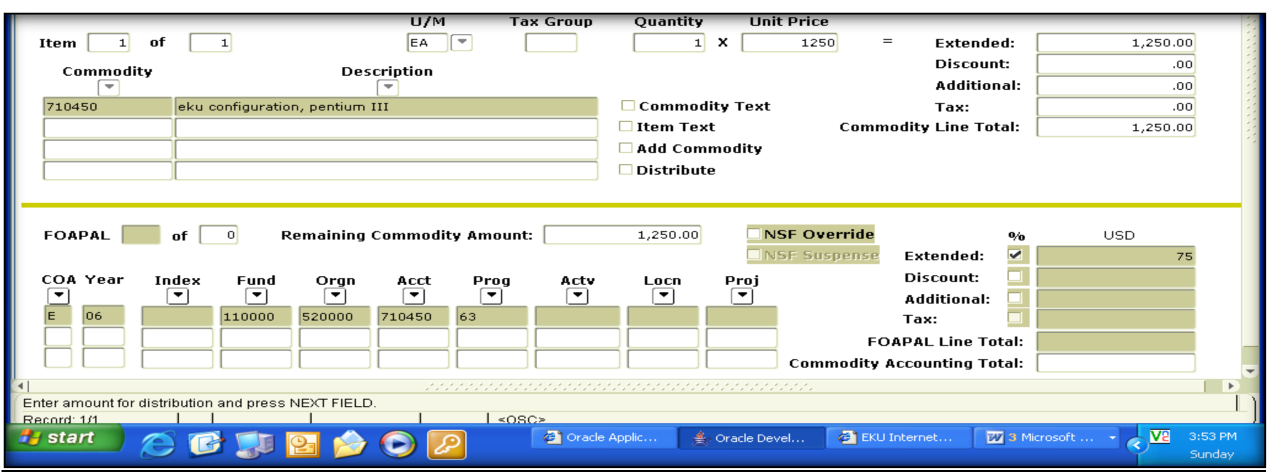
When you are ready to complete, access **FPAREQN** and enter the req number in the document field and proceed to completion. If you don't know the req number, click the search box from **FPAREQN**:

Click enter query (F7), enter your name in the requestor field (case sensitive), click execute query (F8) then find the correct requisition number and double-click to 'select.'

Sharing the Cost of Commodity Item Between Multiple Orgs (rarely used)

To split the purchase of a commodity item by a dollar amount between multiple organizations, tab through the FOAPAL info until the cursor is in the USD column field. In the USD field, enter the dollar amount to be charged to that organization code.
After the U.S. dollars is entered for the first FOAPAL string; tab to the **COA** (chart of accounts) field and press the down arrow key.
Tab and delete all defaulted FOAPAL info; enter new Org code (fund/program defaults).
Enter Acct (account) number (normally same as commodity code) or click drop down menu to select an account code from list.
Enter dollar amount in the USD column.

To split the purchase of a commodity item by a percentage, tab through the FOAPAL information that has defaulted until the cursor is at the Extended field. Click to check mark the Extended field and enter the percentage to be charged to this organization in the USD column. (ex. 75)
Tab to the **COA** field; press the down arrow key to enter second FOAPAL string.
Tab; press the backspace key to remove defaulted FOAPAL information.
Enter Org (organization) code (fund/program defaults).
Enter Acct (account) number (normally same as commodity code) or click drop down menu to select an account code from list.
Enter percentage in the USD column.



How to Delete an Incomplete Requisition

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

Enter the Requisition number on **FPAREQN**.

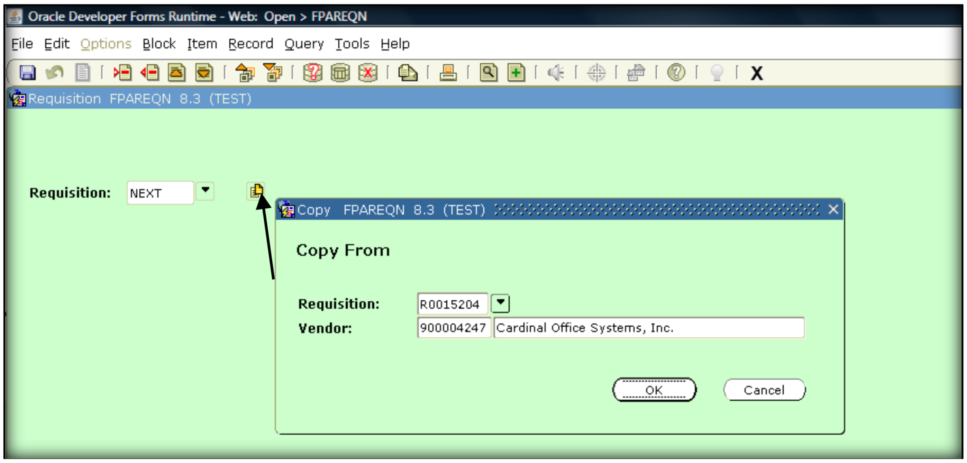
Next Block twice to the Vendor Information.
Click Remove Record from the Button Bar.
The hint line at the bottom will display ‘Press delete record again to delete this record’.
Click Remove Record again.
Pop-up message: All commodity and accounting records will be deleted; click OK.
Hint Line displays: Deletion of requisition is completed.

How to Copy a Requisition

Enter **FPAREQN** in Go To field and press Enter.

NOTE: A Requisition has to be completed and approved before it can be copied.

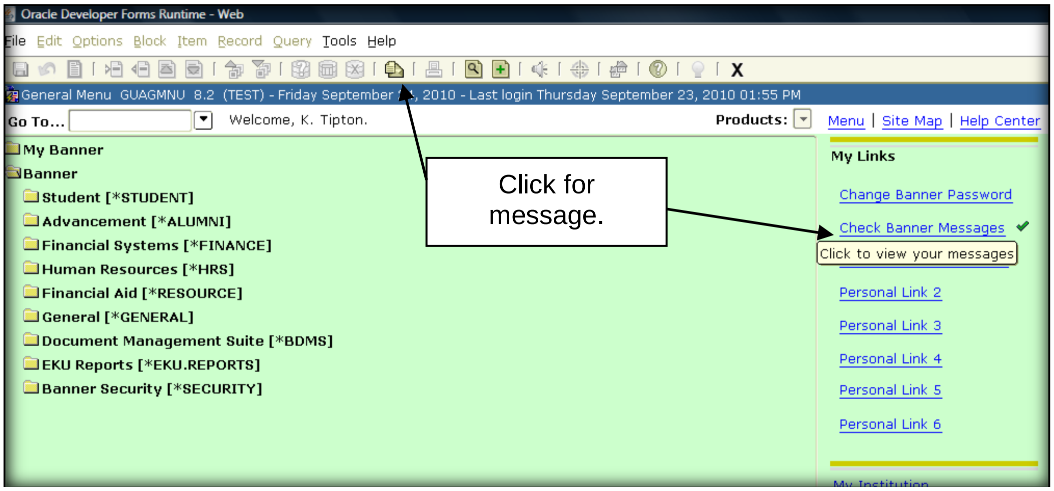
Click the Copy Icon (to the right of the drop down menu).
Enter the requisition number you wish to copy **or** search to find your requisition number.

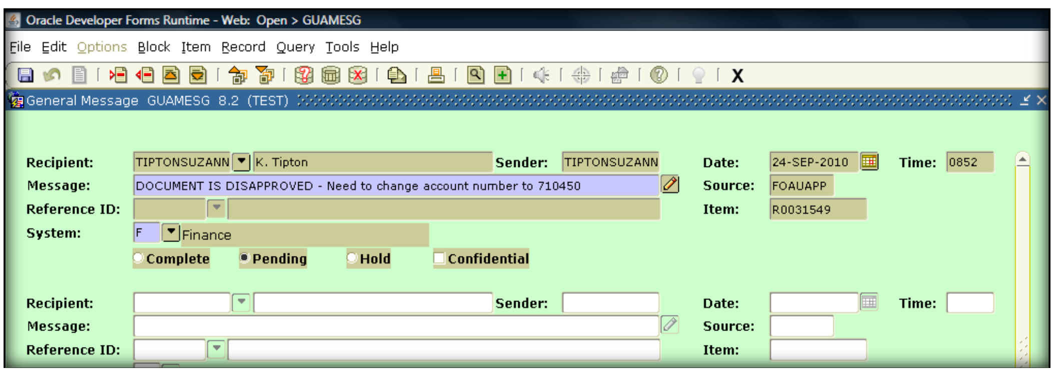


Tab to populate the Vendor name; Click OK.
You are now at the first block of the Requisition Form (**FPAREQN**) and a new requisition number has been assigned.
Tab & Next Block through the form making all necessary changes.
Click ‘Complete’ if the commodity/accounting is balanced.

A Disapproved Requisition

If you have a requisition that has been disapproved, you will have a check mark to the right of the 'Check Banner Message' link, when you log in.

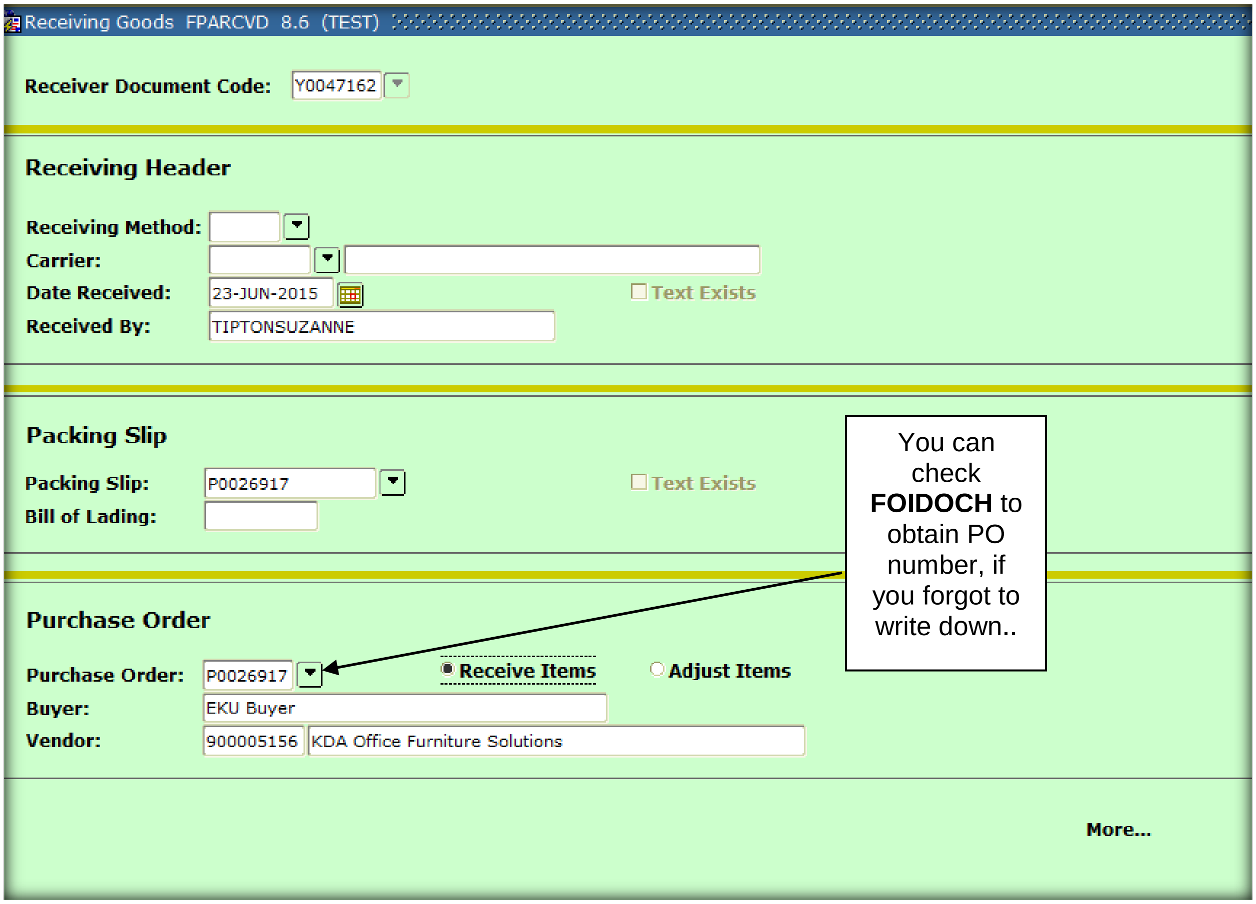




On **GUAMESG**, read the comments given by the disapprover.
Click the pencil icon for additional details (if any).
Write down your requisition number.
Click the **Complete** radio button, save and exit to **delete** the message.
(Check Mark will be gone from the Check Banner Message Link).
Go to **FPAREQN** and enter your disapproved req number (ex: R0030569).
Next Block and make requested changes that were indicated on the message.
Next Block to Balancing/Completion after changes; click 'Complete' if balanced.

How to Receive Delivered Item(s) for a Purchase Requisition

Enter **FPARCVD** in Go To field and press enter.



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

'Next Block'

Receiving Method –is not a required field; leave blank.

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

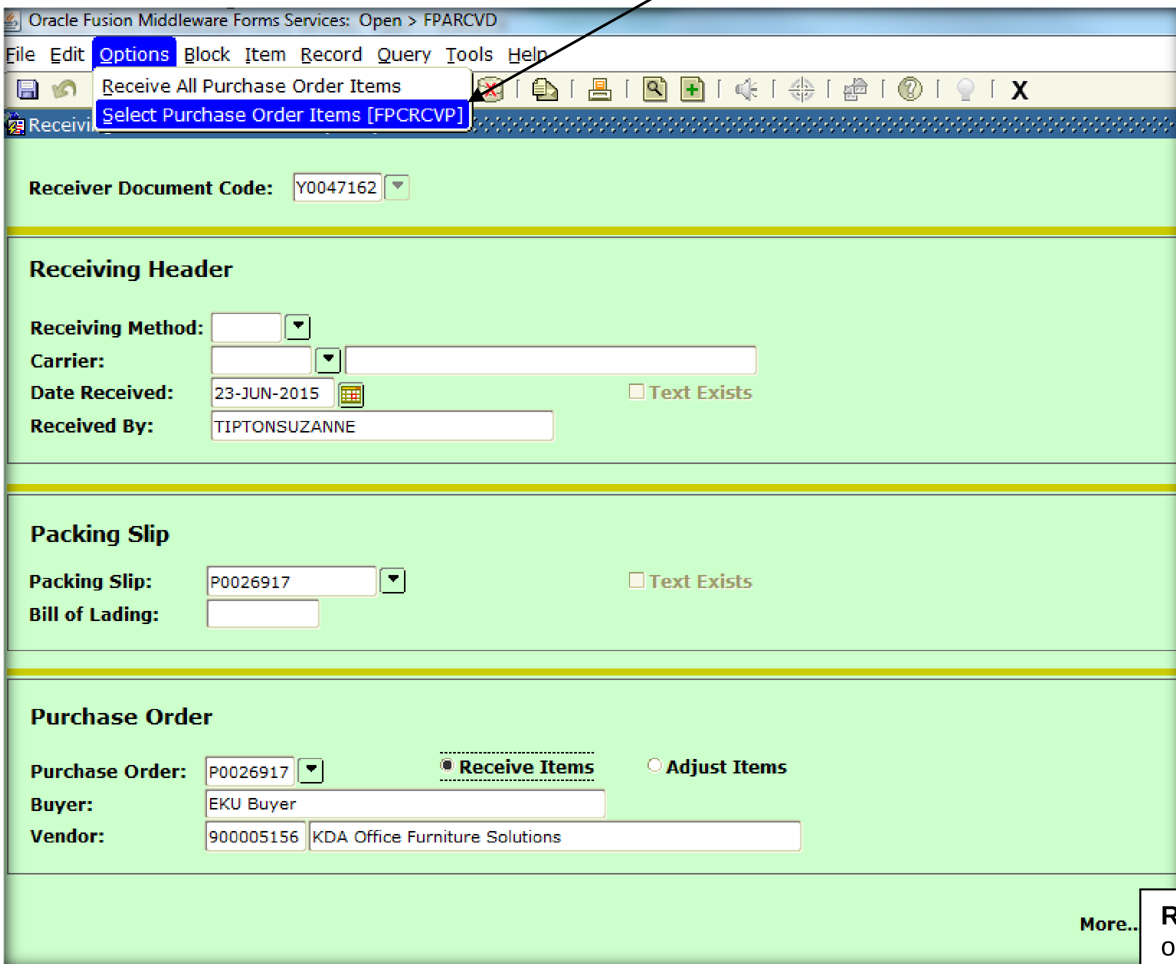
'Next Block' to Packing Slip – **enter the Purchase Order number (can find this on FOIDOCH – when you enter the REQ#)**. Make **100%** sure that you enter the correct PO#. Entering the incorrect PO# will result in a receiver being done for the wrong req/PO items!!

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

'Next Block'

Purchase Order – again, enter the PO number that reflects the goods/services being received. EKU Buyer populates into the 'Buyer' field, as well as the vendor from the req/PO. The radio button 'Receive Items' is clicked **ON** by default.

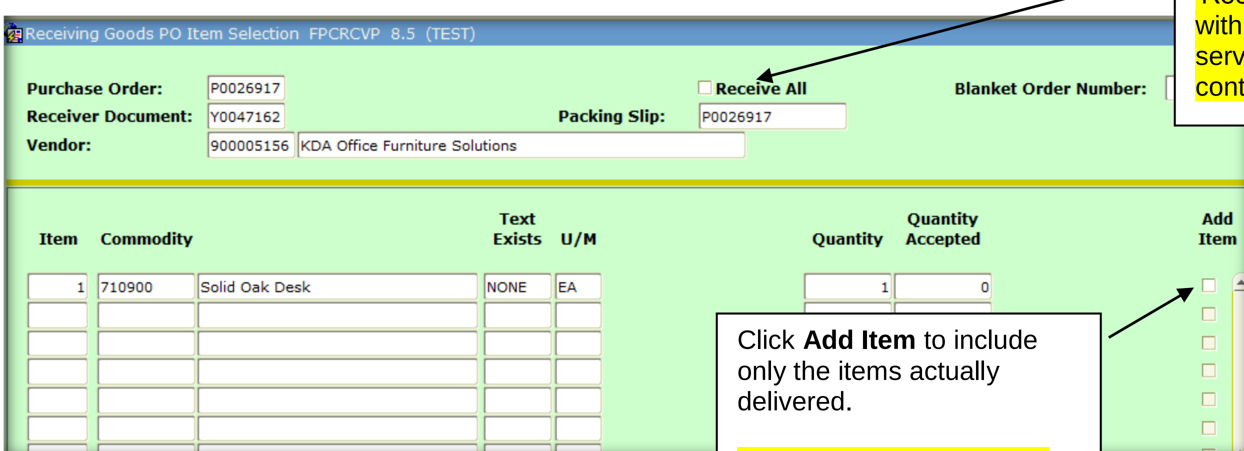
From the **Options** menu, click Select Purchase Order Items.



Receive All option: all items from the requisition have been delivered.

Do not use 'Receive All' with personal service contracts (PSC).

From **FPCRCVP**, choose the Receive All option **or** Add Item. You **only** select the 'receive all' box, if nothing else is to be 'received' for the PO. You do NOT use the 'receive all' with PSC.



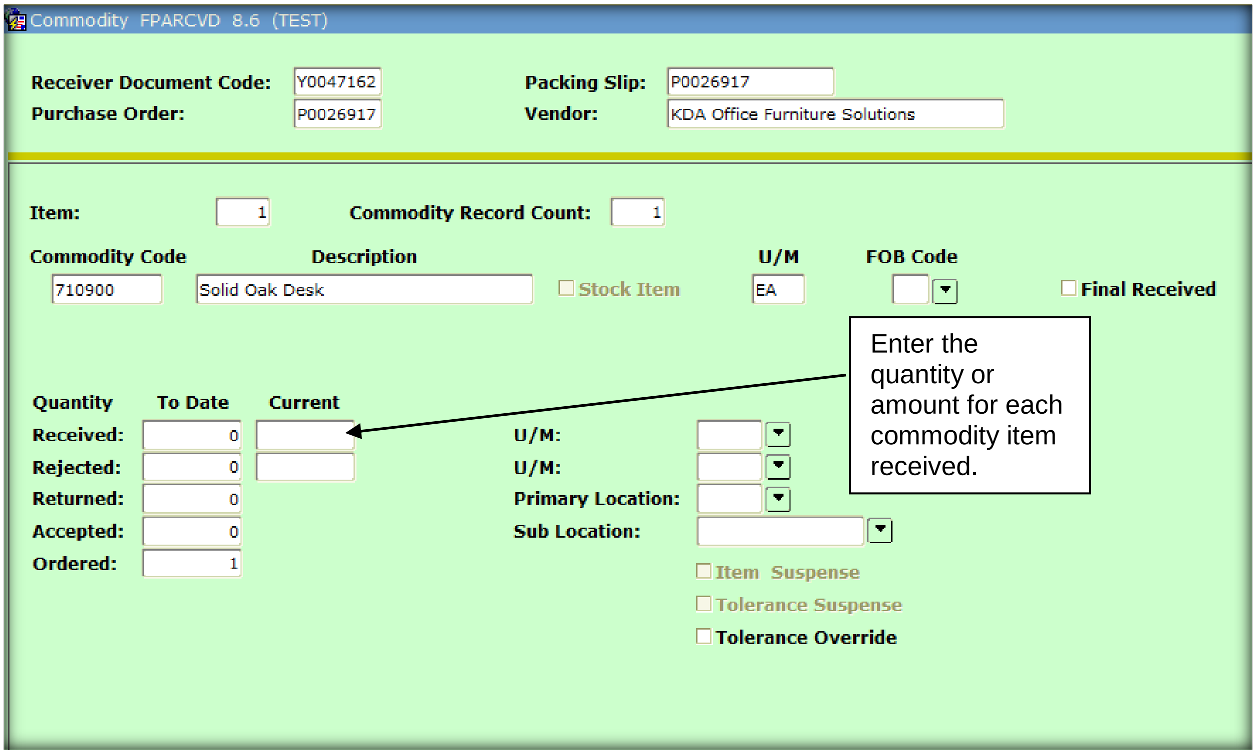
Click **Add Item** to include only the items actually delivered.

Use **Add Item** with PSC's.

Click 'Save' after choosing 'receive all' or 'add item.' Hit black '**X**'; at popup prompt 'Close' form? Click **Yes**. User is returned to **FPARCVD**, but **Receiver is NOT finished.**

‘Next Block’ – you will be taken to the ‘Commodity’ section of the receiver.

Current column – enter the quantity/amount for commodity item 1 that has been received. Use the down arrow to enter quantities/amounts, for additional items. Tab & U/M should default in.



‘Next Block’ and click ‘Complete,’ if finished. **Write down your receiver number! It is recommended to write the receiver number on the invoice, prior to sending to Accounting & Financial Services.**

NOTES: Create Receiving documents for Off Campus Purchase Requisitions only & more than one Receiving Document can be associated to the same PO. IMPORTANT: When the last receiving document has been created and fulfills the purchase order, click Final Received to indicate that every commodity item has been received for the ENTIRE PO.
If user receives vendor invoice, forward to Accounting with receiver number included on the invoice. If call from Accounting regarding receiver, go to FOIDOCH and make sure that the Receiver document has been completed - (status code of ‘C’).

How to Delete an Incomplete Receiver

Enter **FPARCVD** in the Go To field and press enter.

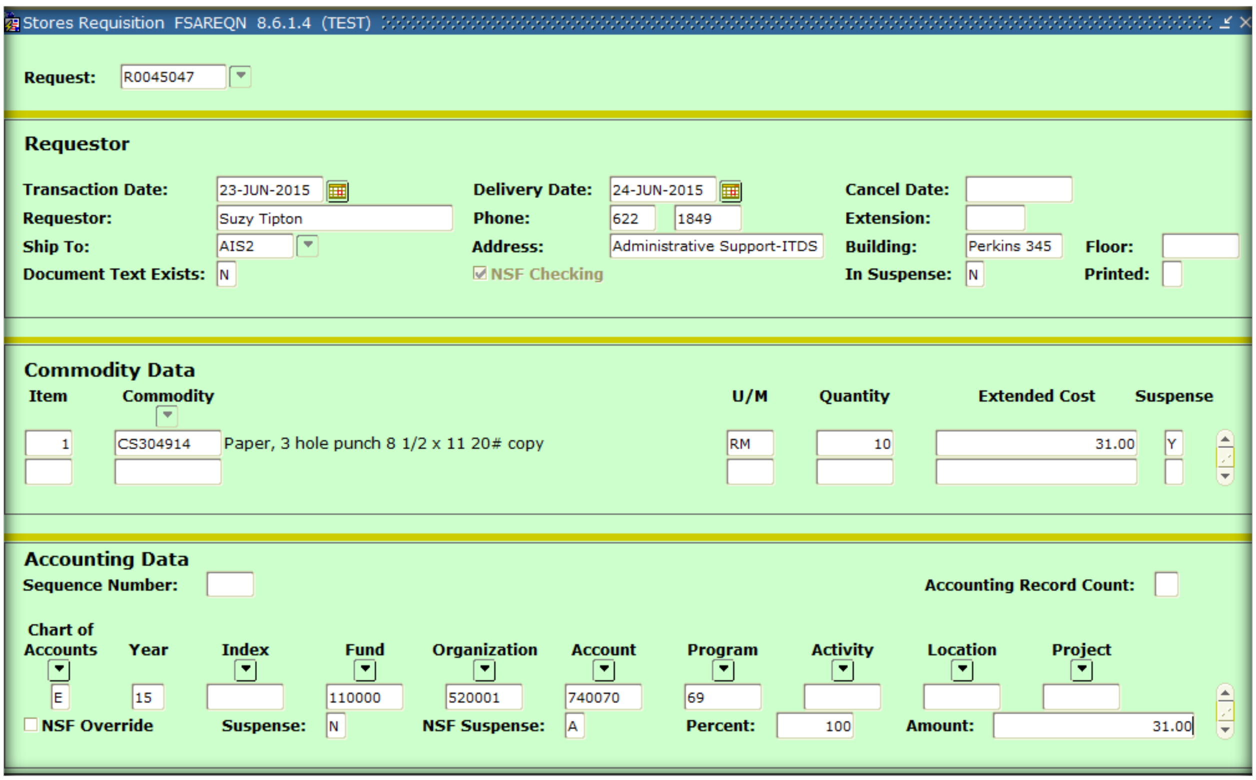
Enter the receiving document number in the key block.

‘Next Block’ to the Receiving Header.

Click ‘Record Remove’ from the menu, or button bar.
Click ‘Record Remove’ again.

How to Create a Central Stores Requisition

Enter **FSAREQN** in Go To Field and press enter.
Enter **NEXT** to generate a request number and then Next Block.



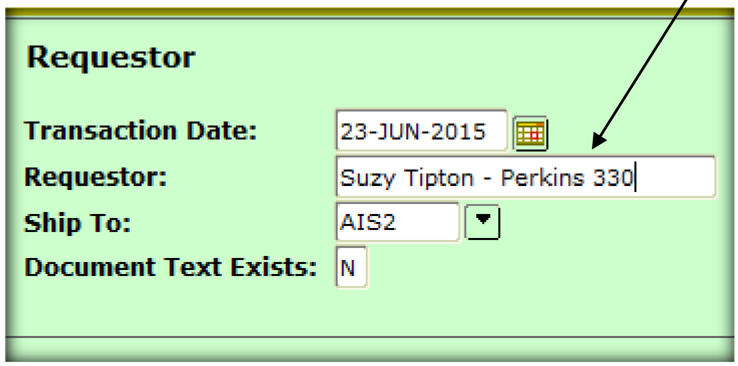
Transaction Date defaults to current date.

Delivery Date – enter 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).

Phone – enter phone number.

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.



Address, Building, and Floor will default from ship to code selected (if you do not see your department listed, please contact the **Purchasing office 2-1482**.

Next Block.

Commodity – enter CS commodity code (i.e. CS304993) or click the drop down menu (To search: click enter query (F7), enter keyword for stores item using %, execute query (F8) then highlight and click Select).

Quantity – enter quantity.

Extended Cost is populated from entered quantity.

Next Block.

Chart of Accounts - **E** defaults as well as Account 740070 (Central Stores Supplies).
Tab to the Organization field **FIRST**! Type in your ORG code; Fund and Program will default from org code selection.
Tab to the Percent field – enter 100; **Tab** to populate the total Amount.

Next Block to Balancing/Completion.

Click Complete.

NOTES: Central Stores Requisitions can only be created for Chart E Org Codes. Foundation (F) chart users should contact the Accounting office to obtain an alternate Org code. Receivers are NOT created for Central Stores Reqs. Central Stores creates an Issue Ticket which lists the items ordered and obtains the requestor's signature. If CS item needs to be returned, contact Central Stores to coordinate pickup of item(s) at 622-3517.

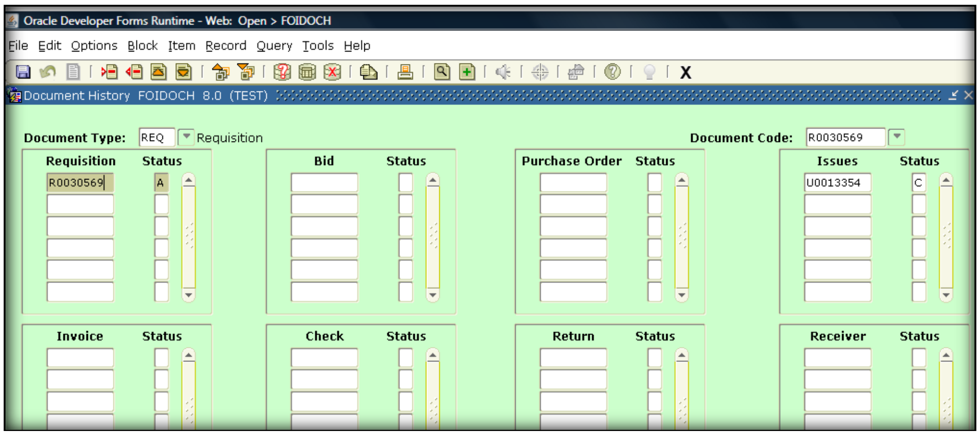
<u>How to View Documents and the History</u>

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

Enter **FOIDOCH** in GO to field and press Enter.

Enter the <u>Doc Type</u> or click the drop down menu to see the available values. The document type for Purchase Requisitions, as well as Central Stores Requisitions, is **REQ**.

Tab to <u>Doc Code</u> and enter the number of your document, or click the drop down menu to search for your document.



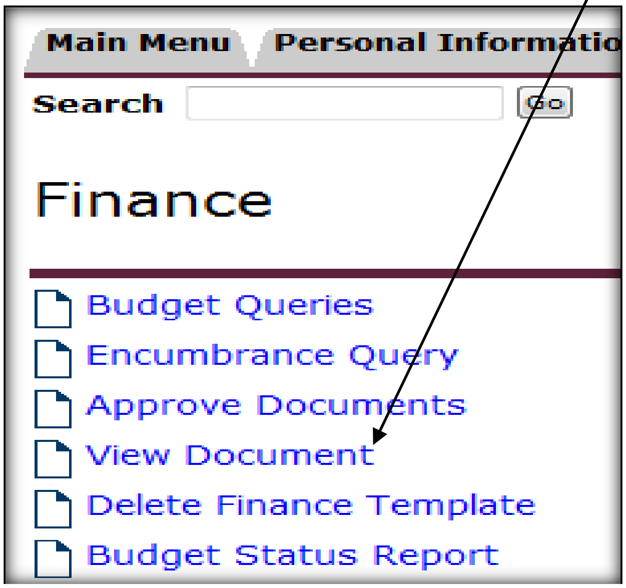
To search for a requisition number, click the drop down menu at <u>Doc Code</u>.
From **FPIRQST**: click Enter Query or (F7), enter the Requestor, Request date, or the Vendor ID to look for your document, click Execute Query or (F8) then highlight your choice and click the Select button (double click). This will insert your document code number on **FOIDOCH**.

Next Block from the Document Code on **FOIDOCH**.

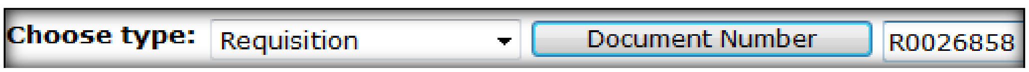
From the Options Menu, click 'View Status Indicators' to check the document status or click Requisition information to view the document itself.

To view any of the associated documents, highlight the document of your choice and from the Options Menu click (document of choice) information. Then next block thru the document to view information.

You can also view this information in EKUDirect & it is much more user-friendly. Log into EKUDirect, click on the "**Finance**" tab. Select the option – 'View Document.'



Choose the type "Requisition" (which should default) and put your req# in the Document Number box.



This will bring up your entire document; will show any PO, Receiver(s), Invoice(s), Check information related to this document, all on one page.

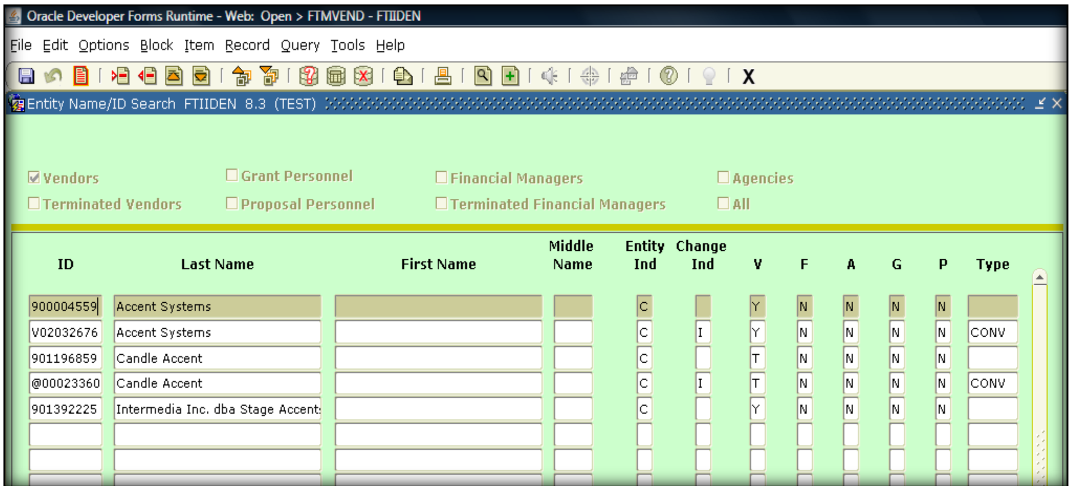
You may also print the <u>full</u> document from EKU Direct.

How to Query Vendor Information

Enter **FTMVEND** in the Go To field and press Enter.
(If searching for vendor id from **FPAREQN**, follow instructions below from screen print.)

Use **FTMVEND** to see if a vendor exists, or to view information about a vendor such as: vendor id number, purchase order or accounts payment address, and/or telephone number.

Click the drop down menu from **FTMVEND**; opens **FTIIDEN**.



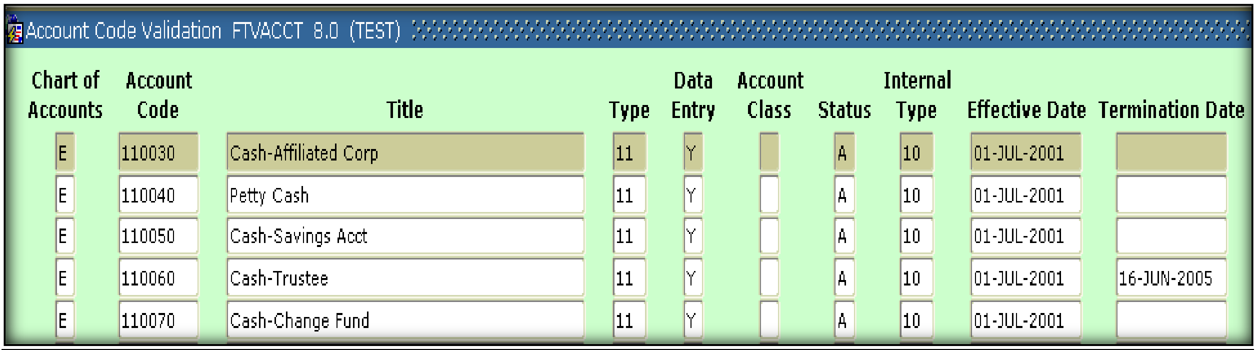
Tab to the Last Name field – enter last name and first name (if person) or enter company name in the last name field. Note: Use the wildcard **%** at the beginning & ending of **Capitalized** keyword for the company name (i.e. %Accent%).
Click Execute Query or (F8).
Highlight the vendor record and click the **Select** button or double click the ID Number field to retrieve selected record back to **FTMVEND**.
Next Block 4 times to view address information, or click the Address Tab
Vendor type codes: PO - Purchase Order; AP - Account Payment.

If you can't find a vendor after using *wildcards (%)* and a *keyword* search, OR if there are multiple vendor numbers for a particular vendor, please email the Purchasing Department (purchasing@eku.edu) with the vendor information, including name, address, phone and contact information.

How to Query Expense Account Codes

Enter **FTVACCT** in the Go To field and press Enter.

Use **FTVACCT** to identify expense account codes to be used on direct pays.



Account Code Validation FTVACCT 8.0 (TEST)

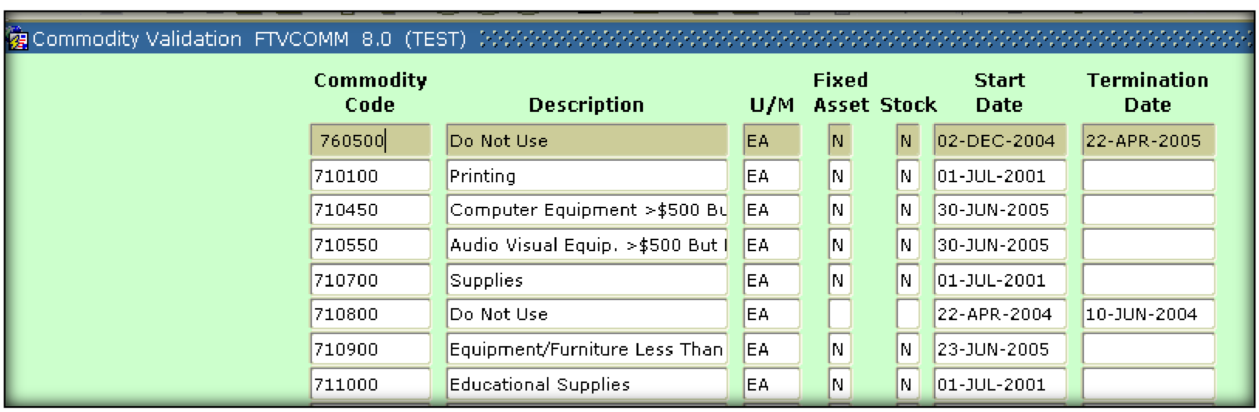
Chart of Accounts	Account Code	Title	Type	Data Entry	Account Class	Status	Internal Type	Effective Date	Termination Date
E	110030	Cash-Affiliated Corp	11	Y		A	10	01-JUL-2001	
E	110040	Petty Cash	11	Y		A	10	01-JUL-2001	
E	110050	Cash-Savings Acct	11	Y		A	10	01-JUL-2001	
E	110060	Cash-Trustee	11	Y		A	10	01-JUL-2001	16-JUN-2005
E	110070	Cash-Change Fund	11	Y		A	10	01-JUL-2001	

Click enter query (F7) to clear screen.
Enter **E** in the COA.
Enter **7%** in the Account Code for expense accounts.
Click execute query (F8).

How to Query Commodity Codes

Enter **FTVCOMM** in the Go To field and press Enter. Pick the commodity code that closely matches the description of what you are requesting to purchase. If you are unsure which commodity code to use, please contact Purchasing.

Remember: never create a commodity code!



Commodity Validation FTVCOMM 8.0 (TEST)

Commodity Code	Description	U/M	Fixed Asset	Stock	Start Date	Termination Date
760500	Do Not Use	EA	N	N	02-DEC-2004	22-APR-2005
710100	Printing	EA	N	N	01-JUL-2001	
710450	Computer Equipment >$500 Bu	EA	N	N	30-JUN-2005	
710550	Audio Visual Equip. >$500 But I	EA	N	N	30-JUN-2005	
710700	Supplies	EA	N	N	01-JUL-2001	
710800	Do Not Use	EA			22-APR-2004	10-JUN-2004
710900	Equipment/Furniture Less Than	EA	N	N	23-JUN-2005	
711000	Educational Supplies	EA	N	N	01-JUL-2001	

Important 'Finance' Phone Numbers

- **Accounting** – 622-1810

  For questions related to invoices, payments to vendors.

- **Budgeting** – 622-8867

  For questions related to budgets & fund/org security.

- **Central Stores** – 622-3517

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

- **Purchasing** – 622-1482

  For questions related to off campus purchase requisitions, receivers, vendors, Ship To codes, commodity codes; policy & procedural questions concerning information to enter on a purchase requisition.