



EASTERN
WASHINGTON UNIVERSITY

Banner IN3

**Finance 202 – Creating
Online Purchase
Requisitions
User's Guide**

Revised/December 2010

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Welcome to the Purchasing & Procurement Module

Welcome to the *Banner Finance 202 – Creating Online Purchase Requisitions User's Guide*. This guide is designed to provide you with the information you need to successfully create purchase requisitions in Banner INB and includes the following topics:

- **Purchasing Methods Overview**
- **Creating Requisitions**
- **Reviewing Requisitions**
- **Deleting Requisitions**
- **Viewing Requisition and Purchase Order Information**

Who Do I Contact For Help?

The Purchasing Department provides additional support and documentation. Visit the Purchasing Department web page at: <http://access.ewu.edu/purchasing.xml>

For Banner (Finance, Student, and Faculty) documentation, access request forms, and training schedule, visit the Banner Help web page at: <http://access.ewu.edu/OIT/Services/IT-Training/Banner-Help.xml>

Obtaining Access

To obtain Banner Finance access for Purchasing and Procurement, you must attend the Banner Finance 202 – Online Purchase Requisitions course. To enroll, visit the Training Scheduler on the web at:

<https://www.ewu.edu/trainsched/index.php>

Logging Into Banner

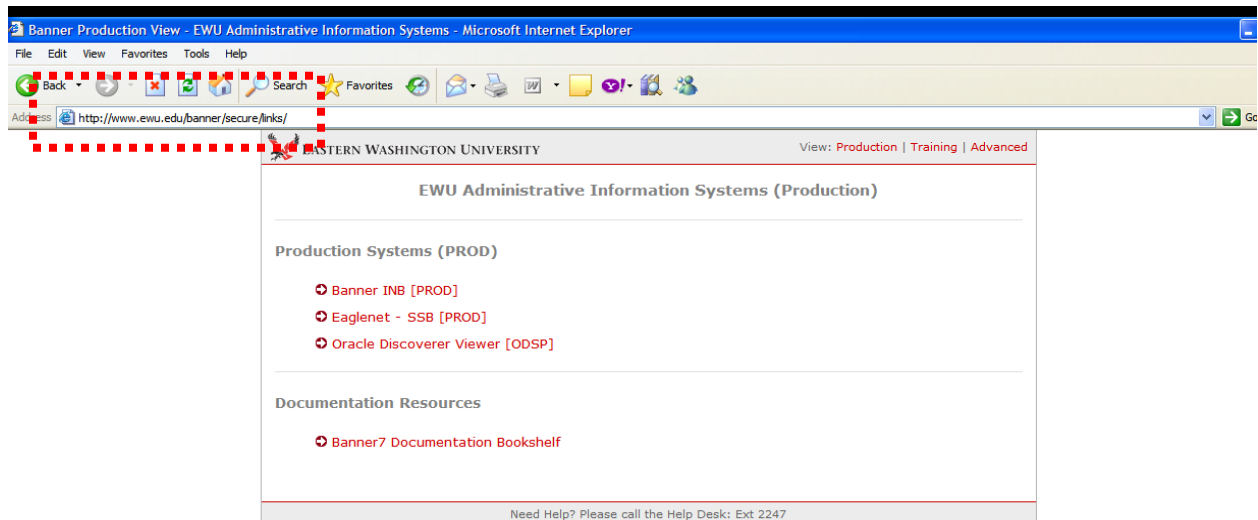
The following provides instructions on accessing Banner.

NOTE: Access is only granted after applicable Banner Finance training courses have been completed.

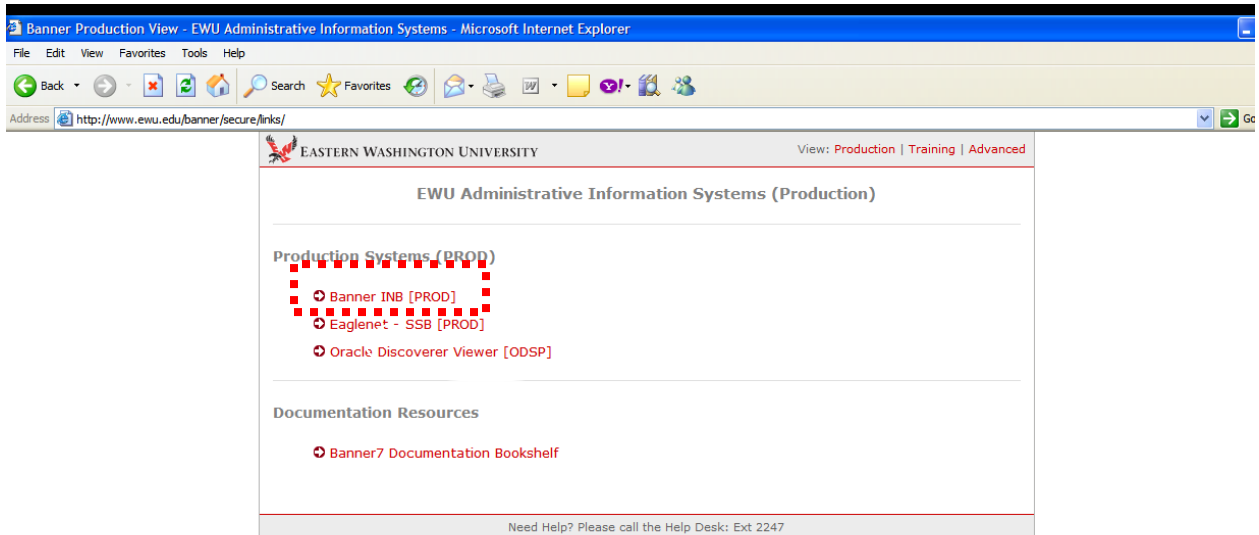
1. Launch Microsoft Internet Explorer.

- For PCs Internet Explorer is the supported web browser.
- For Macs use Safari or Mozilla Firefox web browsers.

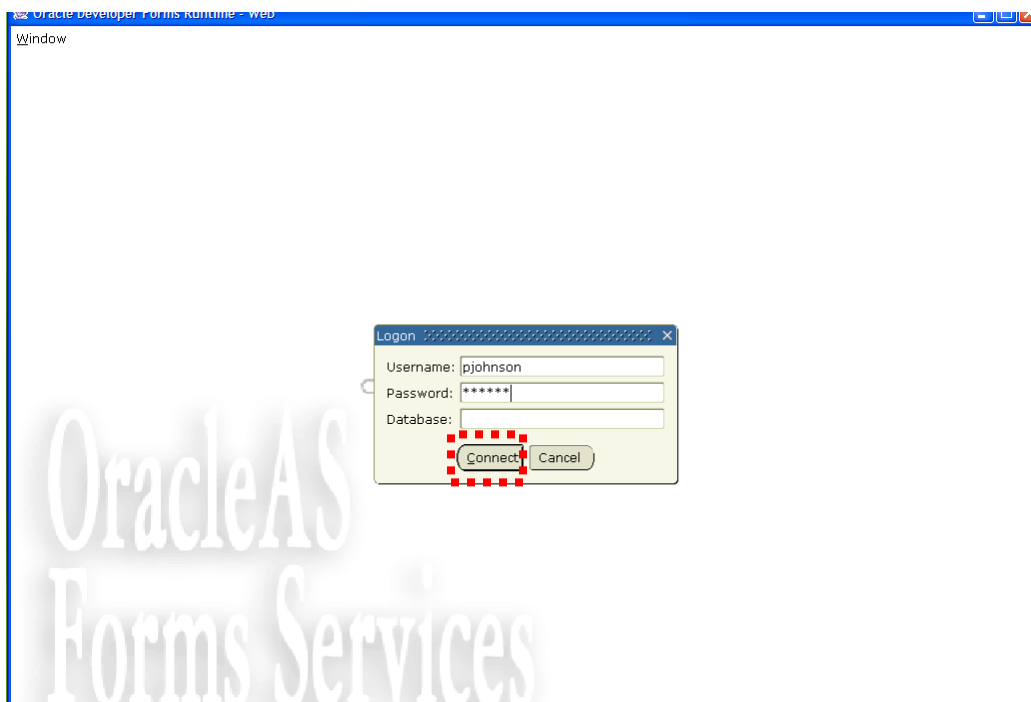
2. Access the Banner web page at: <http://web.ewu.edu/banner/secure/links/>



3. Select *Banner INB (PROD)*.



4. Enter your campus user name in the **Username** field (typically your first initial and last name; for example "pjohnson").
5. Enter your Banner password in the **Password** field and click on the **Connect** button.
 - If you do not know your Banner password, contact the Help Desk at 359-2247.



6. The Banner Main Menu displays.
7. To expand and view the Finance menu, click on the **Financial (*Finance)** file folder icon.
 - To view available forms in the applicable modules, click on the desired module (for example; **Purchasing and Procurement**). Click through the desired submenus to access the desired form or query.

Purchasing Overview

The following section provides policy and procedures for purchasing activity.

Purchasing Guidelines	
Purchases between \$3,300.00 and \$46,200.00 (including tax and shipping)	Purchases in this dollar range are to be competitively solicited and documented so that a record of competition can be established.
Purchases over \$46,200.00	Require a formal competitive bid process.
State contracts	Purchases including personal computers, fax and copy machines, computer equipment, and furniture, printers.

PCard Purchasing

Procurement cards (PCards) should be the first option for purchases. For items that cannot be purchased using a PCard (purchases over \$3,299.00 [including tax and shipping], tagable assets, etc.), the Banner Purchasing & Procurement module should be used.

Note: Even if a vendor does not charge sales tax, Eastern still pays a use tax to the State equal to the sales tax rate on all purchases.

For more information on obtaining and using PCards, as well as training requirements, and a complete list of prohibited purchases, visit the *Procurement Card Information* web page at: <http://access.ewu.edu/Purchasing/Procurement-Card-Info.xml> and click on the *Procurement Card Manual* link on the page.

PCard Dollar Limits

Dollar limits for PCard purchases have been changed:

- \$3,299.00 maximum amount per purchase (including tax and shipping)

- \$10,000.00 maximum purchase amount allowed per month

Purchase Types Processed in Banner

The following provides a list of purchases that are required to be entered in Banner as online purchase requisitions:

- MOAs (memorandum of agreements).
- All reimbursements including reimbursements under \$100.00.
- Purchases over \$3,300.00. **Note:** Refer to the Purchasing Department *Purchasing Manual* for further information on bidding and state contracts.
- Dues or conference fess paid to other Washington state agencies.

Note: The following purchases *are not* entered as online purchase requisitions:

- IDPOs (inter-department purchase orders) are not entered using the Purchasing & Procurement module in Banner. IDPOs are processed by the General Accounting department.
- Four digit contracts (such as the City of Cheney, Banner Consultants, etc) are not entered using the Purchasing & Procurement module in Banner.
- Purchase requests against University blanket orders are processed via hard copy request forms. For more information, contact the Purchasing department.

Grant Purchases

Grant purchases are processed using the Banner Purchasing and Procurement module. All grant related purchase requisitions entered in Banner are routed through an approval queue starting with the project director (or designee), then to the Office of Grant & Research Development for approval. Once a purchase requisition is approved by the Office of Grant & Research Development it is routed to the Purchasing department for processing and conversion to a purchase order.

Change Orders

Change orders are submitted when changes are required to a requisition (once the requisition has been processed and approved) or to purchase orders. Possible scenarios requiring a change order include:

- A change in vendor
- Difference in the invoice amount versus the purchase order amount
- Different item substituted on the purchase order (original item out of stock, no longer available, etc.).

For questions regarding if/when to submit a change order, contact the Purchasing Department. To obtain a *Change Order* form, visit the Purchasing Department web page at: <http://access.ewu.edu/Purchasing/Forms-and-Completion-Instructions.xml>

Requisition/Purchase Order Life Cycle

The “life-cycle” describes what happens to a requisition from start to finish. The following is an example of a requisition’s life-cycle.

- A department creates an online requisition for a new computer.
- After the requisition is created and saved; if applicable, it is sent to the Approver for approval. This creates a “reserve” against the FOAPAL entered on the requisition.
- A Buyer in the Purchasing department converts the approved requisition into a purchase order. This process liquidates the reserve and creates an encumbrance for the amount of the purchase order (which may be a different amount than the amount of the requisition due to shipping and handling charges, taxes, special discounts applied, or sale prices, etc.). A hard copy of the purchase order is sent to the vendor and the department.
- After the purchase order is sent to the vendor, and the order is filled and received, the vendor invoices the University. The Accounts Payable department receives the vendor invoice and enters the invoice into Banner Finance. This transaction liquidates the encumbrance.
- A check is issued to the vendor.

Requisition Form

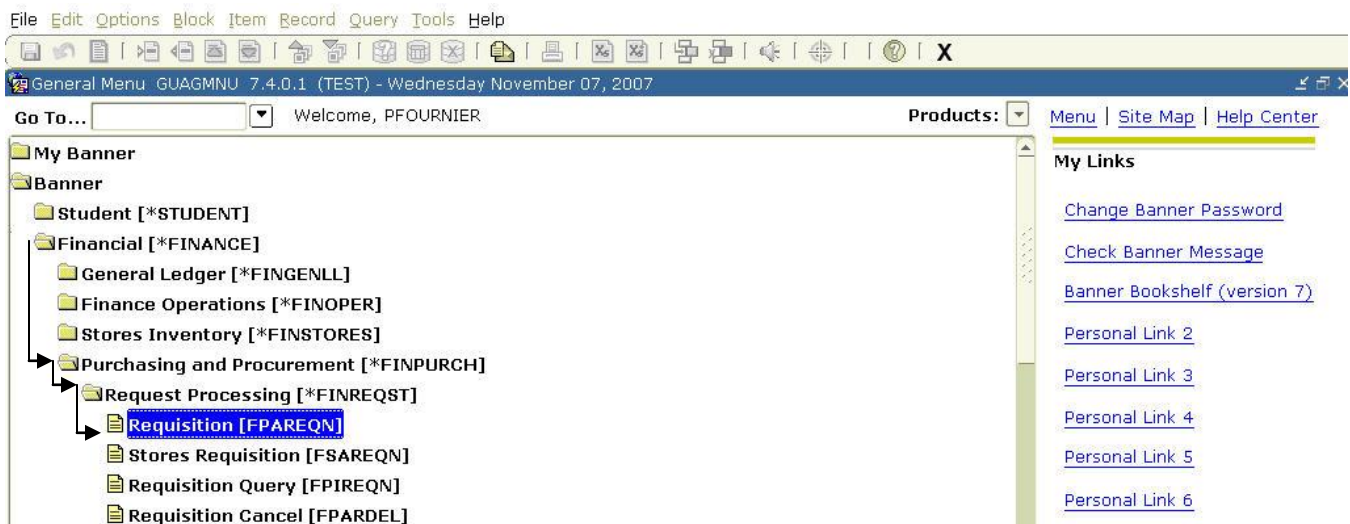
The **Requisition Entry** form (**FPAREQN**) contains the following components:

- **Requestor/Delivery Information** – This tab provides the requisition creator information and also allows “ship to” information to be entered.
- **Vendor Information** – This tab is used to select a desired vendor and displays vendor information such as vendor name, address, telephone number. Requisitions can be processed without selecting a vendor in the case of a new vendor not yet entered in the system, or bid scenarios when it is not known which vendor will prevail.
- **Commodity/Accounting** – The Commodity tab is used to list the type, quantity and price of items being ordered. Multiple lines can be created for each requisition. For example, a department orders a new computer, toner cartridges for a photocopier, and two computer keyboards. All items are ordered from the same vendor on the same requisition form; however each item is listed as a separate line item. FOAPAL information is also entered in this tab for each line item.
- **Balancing/Completion** – This section of the requisition form is used to complete the requisition process before saving. This tab provides a break-down of dollar amounts associated with the purchase including tax.

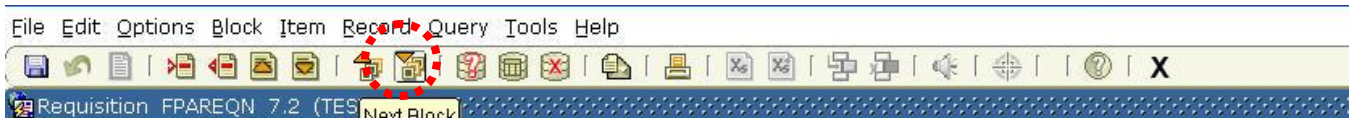
Creating Purchase Requisitions

This section provides instructions for creating or entering an online purchase requisition using the Purchasing and Procurement module in Banner.

1. From the Banner Main Menu, enter **FPAREQN – Requisition** in the **Go To** field and press Enter.
 - To navigate using the menu select: Financial > Purchasing and Procurement > Request Processing > Requisition (FPAREQN)



2. The **Requisition** form displays.
3. Click on **Next Block** to generate a new requisition number and access the **Requisition Entry Requestor Delivery Information** form.
 - To access an existing requisition, enter the applicable requisition number in the **Requisition** field, or click on the black arrow to access a list of all requisitions. Refer to the section *Reviewing Requisitions* in this Guide for more information on searching for an existing requisition.



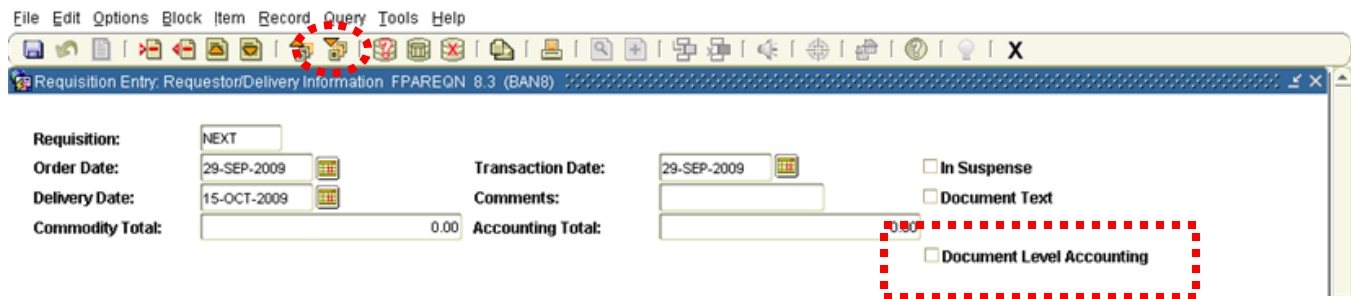
Requisition:

4. The **Requisition Entry: Requestor/Delivery Information** form displays. Enter the following in the Key block using the Tab key to navigate:

- **Requisition** – This field defaults to **NEXT** until the **Commodity/Accounting** tab is selected and the system automatically assigns the next available number. Do not enter a number in this field.
- **Order Date** – This field defaults to the current system date. Do not change the order date.
- **Transaction Date** - This field defaults to the current system date. Do not change the transaction date.
- **Delivery Date** – *This is a required field.* Enter a reasonable delivery date (MMDDYY), typically two weeks from the current date, or use the calendar icon (if desired) to select the desired date. For MOAs, enter the last day services will be provided. **Note:** The delivery date entered does not effect the processing of the requisition or the date of delivery of goods.
- **Comments** – This field is used to convey information to the Purchasing department such as “supersedes order PXXXXXXX”. This field is limited to 30 characters. If applicable, enter desired text.
- **Commodity Total** – This field remains empty until the requisition is saved. Do not enter data in this field.
- **Accounting Total** - This field remains empty until the requisition is saved. Do not enter data in this field.
- **Document Level Accounting** - This check box defaults to not selected. If all items on the requisition share the same Account code (for example; Supplies – 71400) the check box should be selected*. If multiple Account codes are being used for multiple items, leave the check box unselected.

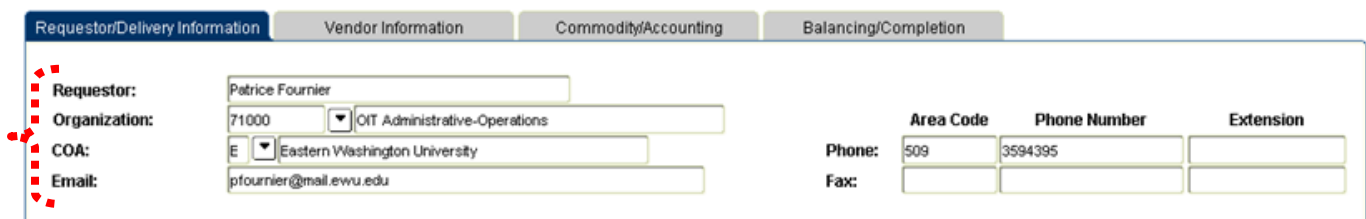
Note: *Commodity Level Accounting* – Multiple Account codes apply to all items.

Document Level Accounting – One Account code applies to all items. The system defaults to document level accounting.



5. Click on **Next Block** to access the **Requestor/Delivery Information** section of the form.

- Various requestor information defaults based to the user profile. If any information is missing such as **Organization** or **Email**, use the Tab key to access the field and enter the applicable information.



6. Tab to the **Ship To** field. This is a required field even if products are not being physically delivered. Click on the black arrow to access a list of locations. The **Ship To** code matches your department mail drop code (for example 318MON, 125TAW, etc.).

- Use the scroll bar to select the desired delivery location from the **Ship To List**.

<OR>

- Use the **Find** field to perform a search. For example; enter "**307%**" to perform a wild card search for all locations with a location code starting with "307" (this search is not case sensitive). Click **Find** to execute the search. Double click on the desired location to populate the **Ship To** field.

Requestor: Patrice Fournier
 Organization: 71000 OIT Administrative-Operations
 COA: E Eastern Washington University
 Email: pfournier@mail.ewu.edu

Ship To: [Dropdown]

Street Line 1:
 Street Line 2:
 Street Line 3:

Building: [Text] Floor: [Text]
 City: [Text]
 State or Province: [Text] Zip or Postal Code: [Text]
 Nation: [Text]

Ship-To List (FTVSHIP)

Find: ind%

Code	Contact Name	Building
002MAR		
007MAR		
1 SPO		
100LIB		
101HUS		
101PLU		
101RDB		
101ROZ		

Buttons: End, OK, Cancel

- Enter **7237** for the Central Receiving Warehouse.

Note: When a **Ship To** location is selected, the address, telephone and contact information populates the applicable fields.

- The **Attention To** field is used to enter your name, a telephone extension, and room number (for example, PJohnson, x4365, MON318). This field is limited to 35 characters. Enter the applicable contact information.

Ship To: 7237

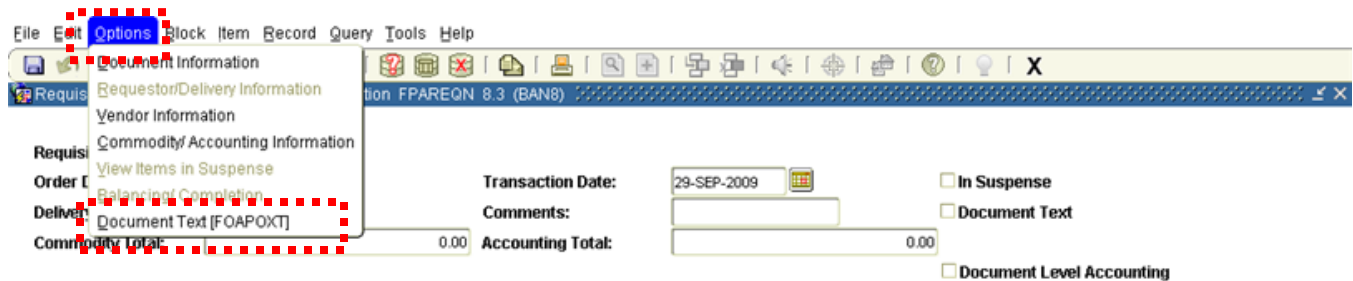
Street Line 1: Receiving Warehouse
 Street Line 2: Eastern Washington University
 Street Line 3: 104 Central Services

Building: Woodward Lane Floor: 8am - 3pm
 City: Cheney
 State or Province: WA Zip or Postal Code: 99004
 Nation:

Contact: Floyd Cloke
Attention To: PJohnson, X4365, MON318

Area Code: 509 Phone Number: 3597915 Extension:

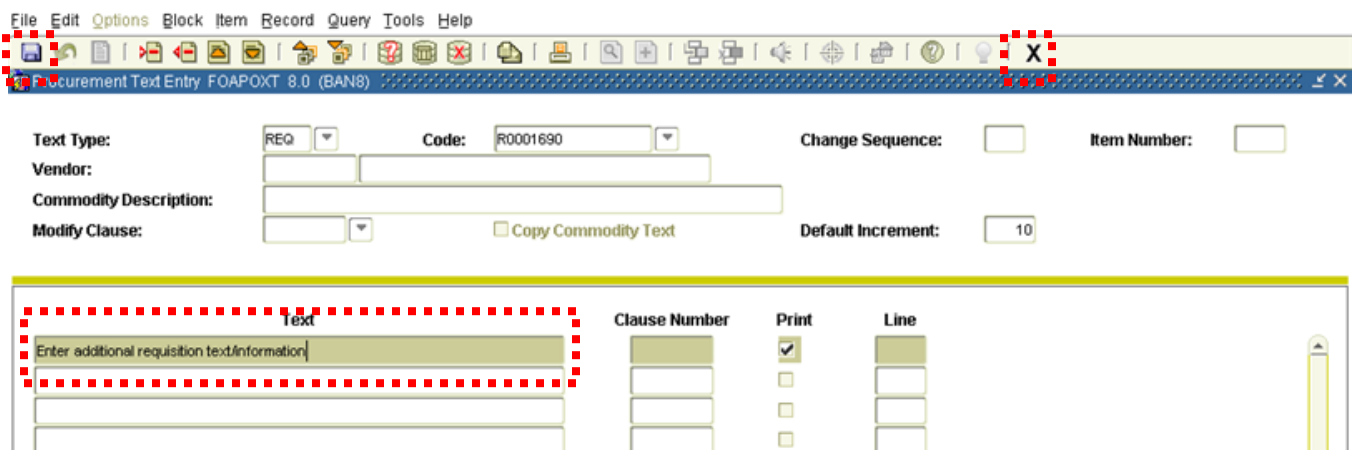
- If additional information regarding the requisition needs be noted (for example, additional information to the Purchasing department that does not fit in the **Comments** field), click on **Options** in the menu bar and select **Document Text (FOAPOXT)** from the drop-down list. The **Document Text** form displays.



- Click on **Next Block** to access the text fields.
- Enter the desired text. Use the keyboard arrow down key to move to additional text fields.

Note: If the **Print** check box is selected, the text will display on the printed purchase order the vendor receives.

- Click on the **Save** button in the tool bar to save the document text. Click on the **Exit (X)** icon to close the **Document Text** form and return to the **Requisition** form.



- If all information is entered and correct on the **Requestor/Delivery Information** tab, click on the **Vendor Information** tab.
 - It is not necessary to enter a vendor in order to submit a requisition. If a vendor is selected, refer to Step 10. If a vendor is not selected, refer to Step 15.
- To select a vendor, click on the black arrow between the two vendor fields to look up the vendor.
 - Select the **Entity Name/ID Search (FTIIDEN)** option from the **Options List**.

The screenshot shows the 'Vendor Information' tab in the Banner IN3 system. An 'Option List' pop-up window is open, displaying two options: 'Entity Name/ID Search (FTIIDEN)' and 'Vendor Maintenance (PTMVEND)'. A red dashed box highlights the 'Entity Name/ID Search (FTIIDEN)' option, and an arrow points from the 'Vendor' dropdown menu in the background to this option. The background form includes fields for Vendor, Address Type, Street Line 1-3, City, State or Province, Zip or Postal Code, Phone, Fax, and Contact.

11. The **Entity Name/ID Search** form displays. Tab to the **Last Name** field and enter the vendor name.

- The vendor name *must be entered exactly* as displayed in Banner. This search is case-sensitive. If the exact vendor name is not known, enter a portion of the vendor name and use a wildcard character (**%** or **_**). Click **F8** to execute the search.

The screenshot shows the 'Entity Name/ID Search' form. At the top, there are checkboxes for 'Vendors', 'Grant Personnel', 'Financial Managers', 'Agencies', 'Terminated Vendors', 'Proposal Personnel', 'Terminated Financial Managers', and 'All'. Below these is a table with the following columns: ID Number, Last Name, First Name, Middle Name, Entity Ind, Change Ind, V, F, A, G, P, and Type. The 'Last Name' field contains the text 'Gate%' and is highlighted with a red dashed box. The table below shows several rows of data, with the first row having a value in the 'Last Name' column.

- Depending on the search criteria entered, a list of matching vendors displays.

Entity Name/ID Search FTIIDEN 7.0 (PPRD)

Vendors
 Grant Personnel
 Financial Managers
 Agencies
 Terminated Vendors
 Proposal Personnel
 Terminated Financial Managers
 All

ID Number	Last Name	First Name	Middle Name	Entity Ind	Change Ind	V	F	A	G	P	Type
00174452	Gates	Amber	Dawn	P		Y	N	N	N	N	
00293409	Gates	Nena	M	P	N	Y	N	N	N	N	
00278799	Gates	Richard	C	P		Y	N	N	N	N	
00062007	Gates	Tyler	K	P		Y	N	N	N	N	
00513343	Gateway Business			C	N	Y	N	N	N	N	
000013750	Gateway Companies Inc			C	I	Y	N	N	N	N	LGCY
00513343	Gateway Companies Inc			C		Y	N	N	N	N	
000042283	Gateway Outdoor Advertising			C	I	Y	N	N	N	N	LGCY
00514503	Gateway Outdoor Advertising			C		Y	N	N	N	N	
00239982	Gatewood	Estella		P		Y	N	N	N	N	

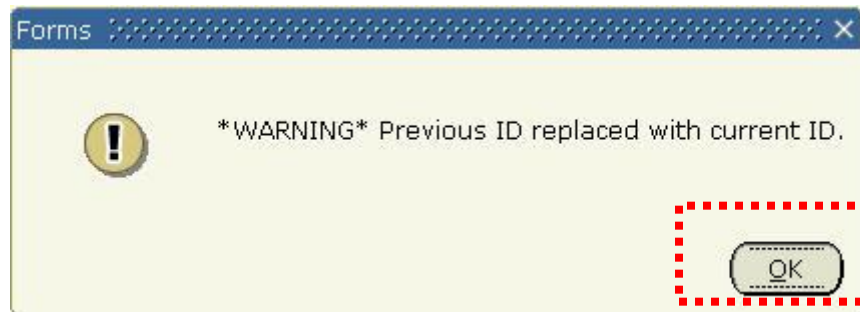
Note: Multiple vendors with the same or similar name may display. To determine the correct vendor, verify the **Change IND** field does not display "I" (inactive), or select the vendor with **LGCY** displaying in the **Type** field. Double click on the desired vendor name to return to the **Vendor Information** tab.

Entity Name/ID Search FTIIDEN 7.0 (PPRD)

Vendors
 Grant Personnel
 Financial Managers
 Agencies
 Terminated Vendors
 Proposal Personnel
 Terminated Financial Managers
 All

ID Number	Last Name	First Name	Middle Name	Entity Ind	Change Ind	V	F	A	G	P	Type
00174452	Gates	Amber	Dawn	P		Y	N	N	N	N	
00293409	Gates	Nena	M	P	N	Y	N	N	N	N	
00278799	Gates	Richard	C	P		Y	N	N	N	N	
00062007	Gates	Tyler	K	P		Y	N	N	N	N	
00513343	Gateway Business			C	N	Y	N	N	N	N	
000013750	Gateway Companies Inc			C	I	Y	N	N	N	N	LGCY
00513343	Gateway Companies Inc			C		Y	N	N	N	N	
000042283	Gateway Outdoor Advertising			C	I	Y	N	N	N	N	LGCY
00514503	Gateway Outdoor Advertising			C		Y	N	N	N	N	
00239982	Gatewood	Estella		P		Y	N	N	N	N	

Note: If an inactive vendor is unintentionally selected, Banner substitutes the correct vendor ID and displays a system message indicating the change. If applicable, click on **OK** to clear the system message.



File Edit Options Block Item Record Query Tools Help

Requisition Entry: Vendor Information FPAREQN 8.3 (BAN8)

Requisition: NEXT
Order Date: 30-SEP-2009
Delivery Date: 15-OCT-2009
Commodity Total: 0.00

Transaction Date: 30-SEP-2009
Comments:
Accounting Total: 0.00

In Suspense
 Document Text
 Document Level Accounting

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

Vendor: 00513343 Gateway Companies Inc

Address Type: PO Sequence: 2

Street Line 1:
Street Line 2:

Discount: 30 Net 30 days
Tax Group: CH Cheney Sales Tax
Currency:

12. If the vendor address information does not display after the vendor has been selected, confirm the address type in the **Address Type** field and the number in the **Sequence** field.

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

Vendor: 00513343 Gateway Companies Inc

Address Type: PO Sequence: 2

Discount: 30 Net 30 days
Tax Group: CH Cheney Sales Tax
Currency:

13. Address Type **PO** (purchase order) should be selected. Click on the black arrow to access the **Address Information Query (FOQADDR)** form.

- Double click in the **Address Type** field displaying **PO** to select the **PO** address type and return to the **Vendor Information** tab.

The screenshot shows the 'Address Information Query' window in Banner IN3. The window title is 'FOOADDR 8.3 (BAN8)'. The ID is '00513343' and the company is 'Gateway Companies Inc'. There are two address entries. The first entry has 'Address Type' set to 'AP' (highlighted with a red dashed box), 'Sequence Number' 1, 'Source' 'BATC', and 'Inactive' checked. The address is 'An MPC Company', 'Lockbox # 774267', '4267 Solutions Ctr', 'Chicago', 'IL', '60677-4002'. The second entry has 'Address Type' 'PO', 'Sequence Number' 1, 'Source' 'BATC', and 'Inactive' checked. The address is 'Invalid - USE 00539275', '610 Gateway Dr', 'Po Box 2000', 'N Sioux City', 'SD', '57049-2000'. The menu bar includes 'File', 'Edit', 'Options', 'Block', 'Item', 'Record', 'Query', 'Tools', 'Help'.

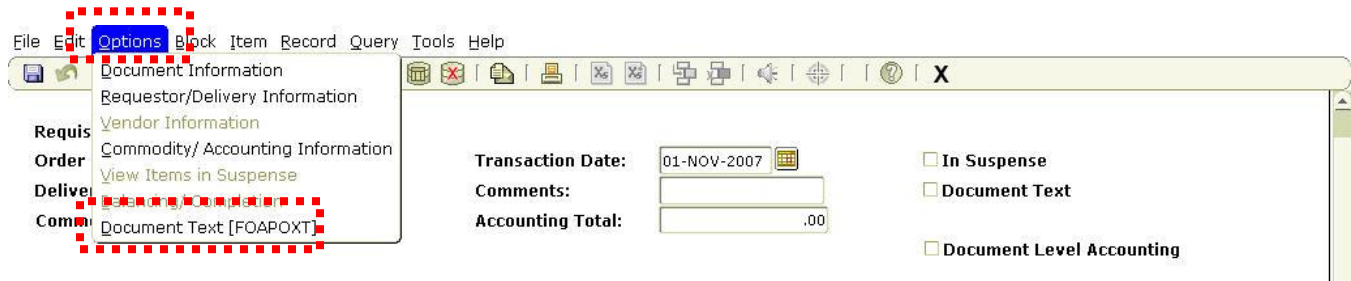
14. If desired, enter the contact person's email address in the **Email** field.

This screenshot shows the contact information section of the address entry. The 'Address Type' is 'PO', 'Sequence' is '1', 'Discount' is '30 Net 30 days', 'Tax Group' is 'CH Cheney Sales Tax', and 'Currency' is empty. The address is 'Invalid - USE 00539275', '610 Gateway Dr', 'Po Box 2000', 'N Sioux City', 'SD', '57049-2000'. The 'Contact' field is 'erron.woodard' and the 'Email' field is 'erron.woodard@gateway.com', both highlighted with a red dashed box.

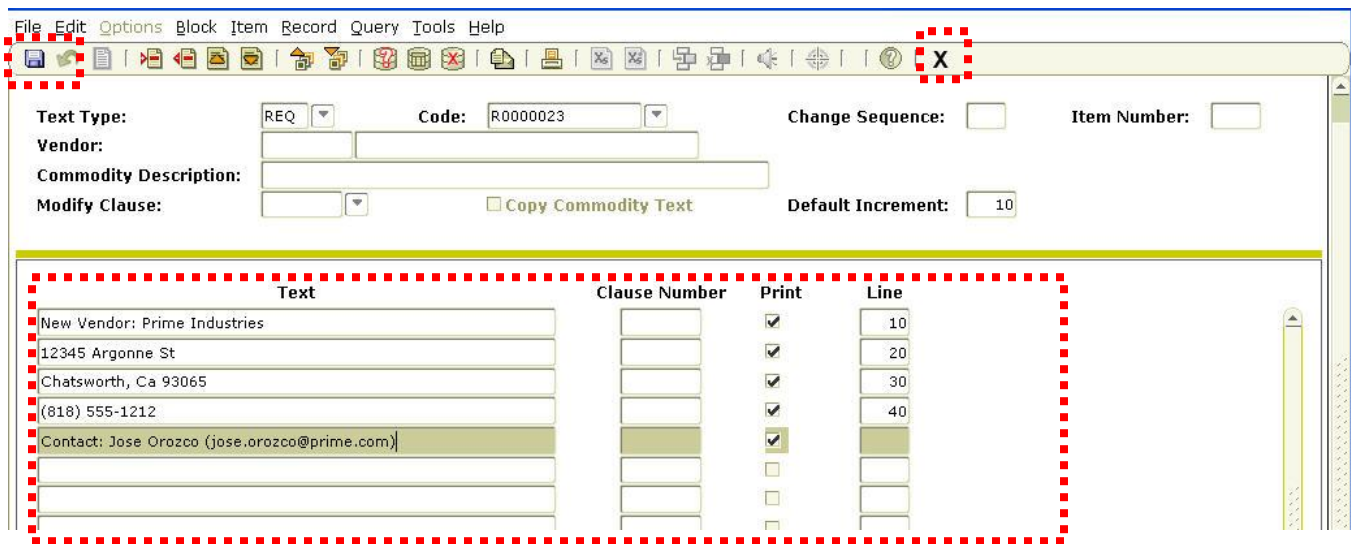
15. If a vendor is not known or new, click on **Options** in the menu bar and select **Document Text (FOAPOXT)** from the drop-down list.

- For new vendors, the department must complete and submit a *Vendor Request* form noting the requisition number. Refer to the Purchasing department web page for more information.

Creating Online Purchase Requisitions User's Guide



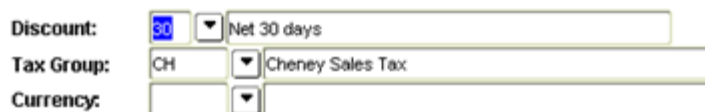
16. The **Document Text** form displays. Click on **Next Block** to access the text fields. For a new vendor, enter as much detail as possible including name, address, contact information, etc. If the vendor is not known (for example, if the requisition must go out to bid), enter an explanation. Use the keyboard arrow down key to move to additional text fields.



- Click on the **Save** icon in the tool bar to save the document text. Click on the **Exit (X)** icon to close the **Document Text** form and return to the **Vendor** tab.

17. The **Discount**, **Tax Group** and **Currency** fields default. Do not change the data in the **Discount** and **Currency** fields.

- For MOAs and non-taxed items enter **Tax Group NT** (no tax).



18. If all vendor information is entered and correct on the **Vendor Information** tab, click on the **Commodity/Accounting** tab.

Note: When tabbing from the **Vendor Information** tab to the **Commodity/Accounting** tab, Banner assigns the next available requisition number.

19. The cursor displays in the **Commodity** field. This field is not used. Use the Tab key to move to the **Description** field. This field is used to enter a description of the item being ordered. If the requisition is a MOA, indicate so in the **Description** field.

The screenshot shows the Banner IN3 interface with the 'Commodity/Accounting' tab selected. A requisition line is visible with the following details:

Item	U/M	Tax Group	Quantity	Unit Price	Extended	Discount	Additional	Tax	Commodity Line Total	Document Commodity Total
Gateway Notebook Model M285-E		CH		X						

The 'Description' field contains the text 'Gateway Notebook Model M285-E'. A red dashed box highlights the 'Commodity' and 'Description' fields. To the right of the description field, there are checkboxes for 'Commodity Text', 'Item Text', 'Add Commodity', and 'Distribute'. The 'Item Text' checkbox is highlighted.

20. The amount of text in the **Description** field is limited to 50 characters. If additional text is required (such as if the purchase is an open order, the product description, model number, specifications, or quote information), click on **Options** in the menu bar and select **Item Text [FOAPOXT]** from the drop-down list.

The screenshot shows the Banner IN3 interface with the 'Options' menu open. The 'Item Text [FOAPOXT]' option is selected and highlighted with a red dashed box. The background shows the same requisition line as in the previous screenshot.

21. The **Procurement Text Entry** form displays.

- Click on **Next Block** to access the text fields.

- Enter the desired text. Use the keyboard arrow down key ↓ to move to additional text fields. To insert a blank line between text lines, enter a period (.) in the field.
- For MOAs for services or speakers, enter what the service is for, the dates, event, and whether travel related expenses are included or not.
- If the **Print** check box is selected the text entered will display in the printed purchase order sent to the vendor. If the text should not display, deselect the check box.
- Click on the **Save** icon in the tool bar to save the item text. Click on the **Exit (X)** icon to close the **Procurement Text Entry** form and return to the **Commodity/Accounting** tab.

File Edit Options Block Item Record Query Tools Help

Procurement Text Entry FOAPOXT 7.1.0.1 (TEST)

Text Type: REQ Code: R0000007 Change Sequence: Item Number: 1

Vendor: 00513343 Gateway Companies Inc

Commodity Description: Gateway Notebook Model M285-E

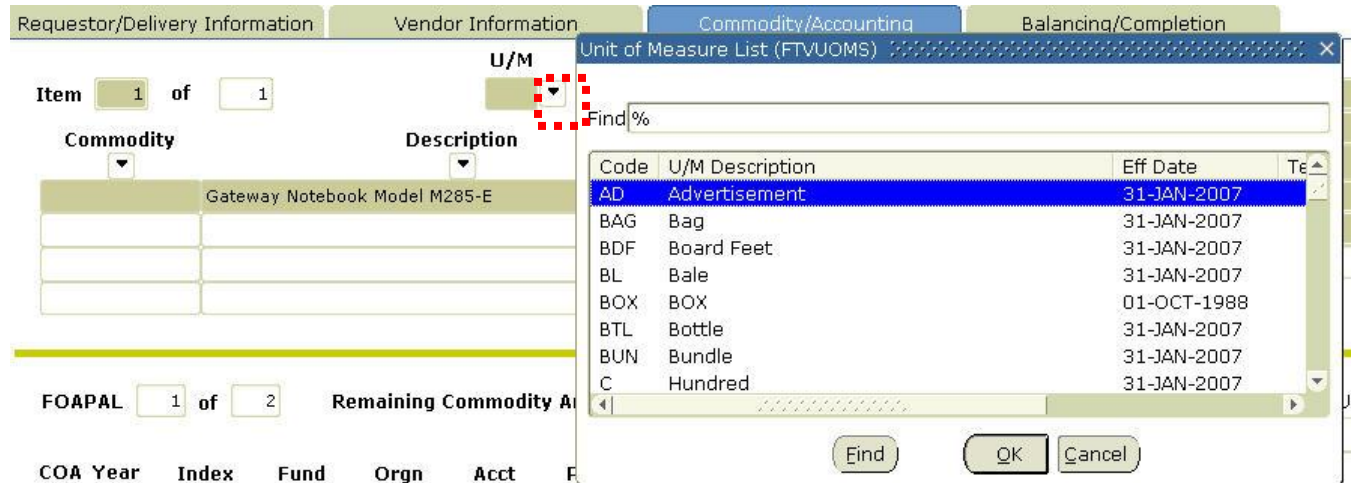
Modify Clause: Copy Commodity Text Default Increment: 10

Text	Clause Number	Print	Line
System: Microsoft Windows XP		<input checked="" type="checkbox"/>	10
Tablet PC Edition 2005		<input checked="" type="checkbox"/>	20
Version 2002		<input checked="" type="checkbox"/>	30
1.66 GHz, 0.00 GB of RAM		<input checked="" type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	

Note: The **Item Text** check box is selected on the **Commodity/Accounting** tab.

22. Use the Tab key to move to **U/M** (unit of measure) field. Click on the black arrow to access the **Unit of Measure List**. Use the scroll bar to select the applicable unit of measure (for example, **EA** for each).

- For MOAs, enter **LOT**.



23. Tab to the **Quantity** field. Enter the desired quantity.

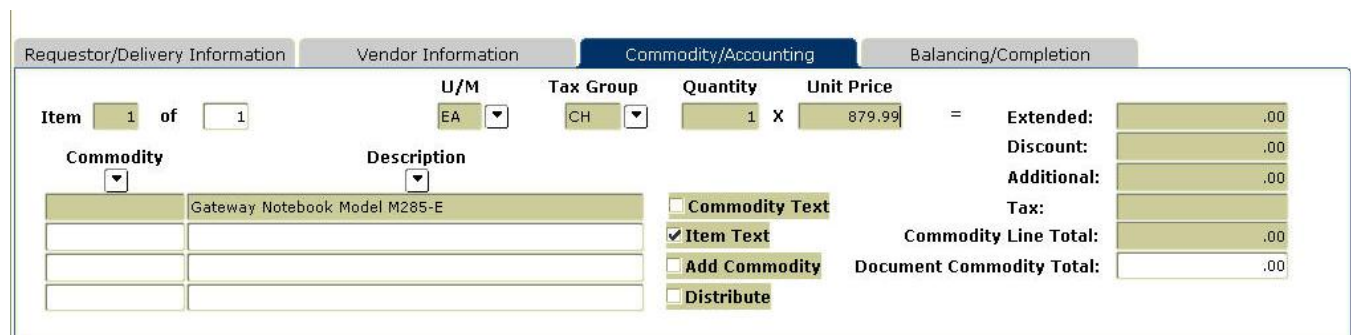
24. Tab to the **Unit Price** field. Enter the applicable price using decimal point to enter cents (for example; 879.99).

25. If a discount is to be applied, tab to the **Additional** field to enter the dollar amount (using a decimal point for cents). *Do not* enter discounts in the **Discount** field.

26. Use the Tab key to move through all additional fields until the cursor is back in the **Commodity** field.

- Use the arrow down key on your keyboard to add additional line items in the **Description** field. Repeat Steps 19 – 26 for all additional line items.

Note: Shipping expenses (if applicable) must be added as an additional line item. Select **Tax Group "NT"** (no tax) to ensure the expense is not taxed.



27. Click on **Next Block** to move to the **FOAPAL** section of the tab.

FOAPAL of Remaining Commodity Amount: NSF Override NSF Suspense

COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj
E	08		120149	71000					

Extended: % USD
 Discount:
 Additional:
 Tax:
 FOAPAL Line Total:
 Document Accounting Total:

28. The **COA** (Chart of Accounts) field defaults to “E” (Eastern). Do not change the COA.
29. Tab to the **Year** field. The **Year** field defaults to the current fiscal year. Do not change the year.
30. Tab to the **Index** field. Enter the applicable 6-digit Index code (the Fund, Organization and Program values populate based on the Index code entered).
31. Tab to the **Acct** field. Enter the applicable Account code for the item purchased (for example; 71400 - supplies, 71601 - IT equipment/small and attractive).

Note: A FOAP line must be added for each line item of the requisition.

FOAPAL of Remaining Commodity Amount: NSF Override NSF Suspense

COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj
E	08	100161	120149	71000	71601	30041			

Extended: % USD 879.99
 Discount: .00
 Additional: .00
 Tax: 75.68
 FOAPAL Line Total:
 Document Accounting Total:

Check to calculate dollar amount based on percentage.
 Record: 1/1 | ... | <OSC>

- If the charge is to be split between two or more budgets (indexes), you must have authorization to access those indexes. To split the charge, after entering the Account code, tab to the first **USD** field and enter the dollar amount (or percentage) associated with first line of the FOAP.

FOAPAL of Remaining Commodity Amount: NSF Override NSF Suspense

COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj
E	08	100161	120149	71000	71601	30041			

Extended: % USD 500.00
 Discount: .00
 Additional: .00
 Tax: 75.68
 FOAPAL Line Total:
 Document Accounting Total:

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- Click on the Tab key to return to the **COA** field. Use the arrow down key on the keyboard to move to the next FOAPAL line.
- Repeat Steps 28 – 31 to add the additional FOAP(s). Tab through the **FOAPAL** section of the form after entering the addition FOAP(s). Confirm that the **Remaining Commodity Amount** is .00.
- To add additional FOAPs for all line items in the requisition, tab through to the **COA** field and use the arrow down key on the keyboard to access the next line and repeat Steps 28 – 31.

The screenshot displays the 'Commodity/Accounting' tab of a requisition form. At the top, there are tabs for 'Requestor/Delivery Information', 'Vendor Information', 'Commodity/Accounting' (selected), and 'Balancing/Completion'. The main area shows item details for 'Item 2 of 2' with U/M 'EA', Tax Group 'CH', Quantity '1 X', and Unit Price '39.99'. The commodity is 'Gateway Notebook Model M285-E' with a description 'Lap Top Case'. To the right, a summary table shows 'Extended: 39.99', 'Discount: .00', 'Additional: .00', 'Tax: 3.44', 'Commodity Line Total: 43.43', and 'Document Commodity Total: 999.10'. Below this is the 'FOAPAL' section with a 'Remaining Commodity Amount' of .00. A table lists FOAPAL lines with columns for COA Year, Index, Fund, Orgn, Acct, Prog, Actv, Locn, and Proj. The third row is highlighted with a red dashed box, showing COA Year 'E', Index '08', Fund '100161', Orgn '120149', Acct '71000', Prog '71400', and Proj '30041'. To the right of the table, there are checkboxes for 'NSF Override' and 'NSF Suspense', and another summary table for 'FOAPAL Line Total' and 'Document Accounting Total' (999.10).

32. Once all FOAPALs and distribution amounts have been entered on the **Commodity/Accounting** tab, click on the **Balancing/Completion** tab.

33. Confirm that the **Status** fields all display **Balanced** (if not, return to the **Commodity/Accounting** tab to make corrections to the FOAPAL line dollar amount distributions). To submit the requisition for processing click on the **Complete** icon.

- To save the requisition in a “pending” status for completion/processing at a later, select the **In Process** icon.

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

Vendor: 00513343 Gateway Companies Inc **Requestor:** Patrice Fournier

COA: E Eastern Washington University

Organization: 71000 Enterprise Systems Management

Currency: _____

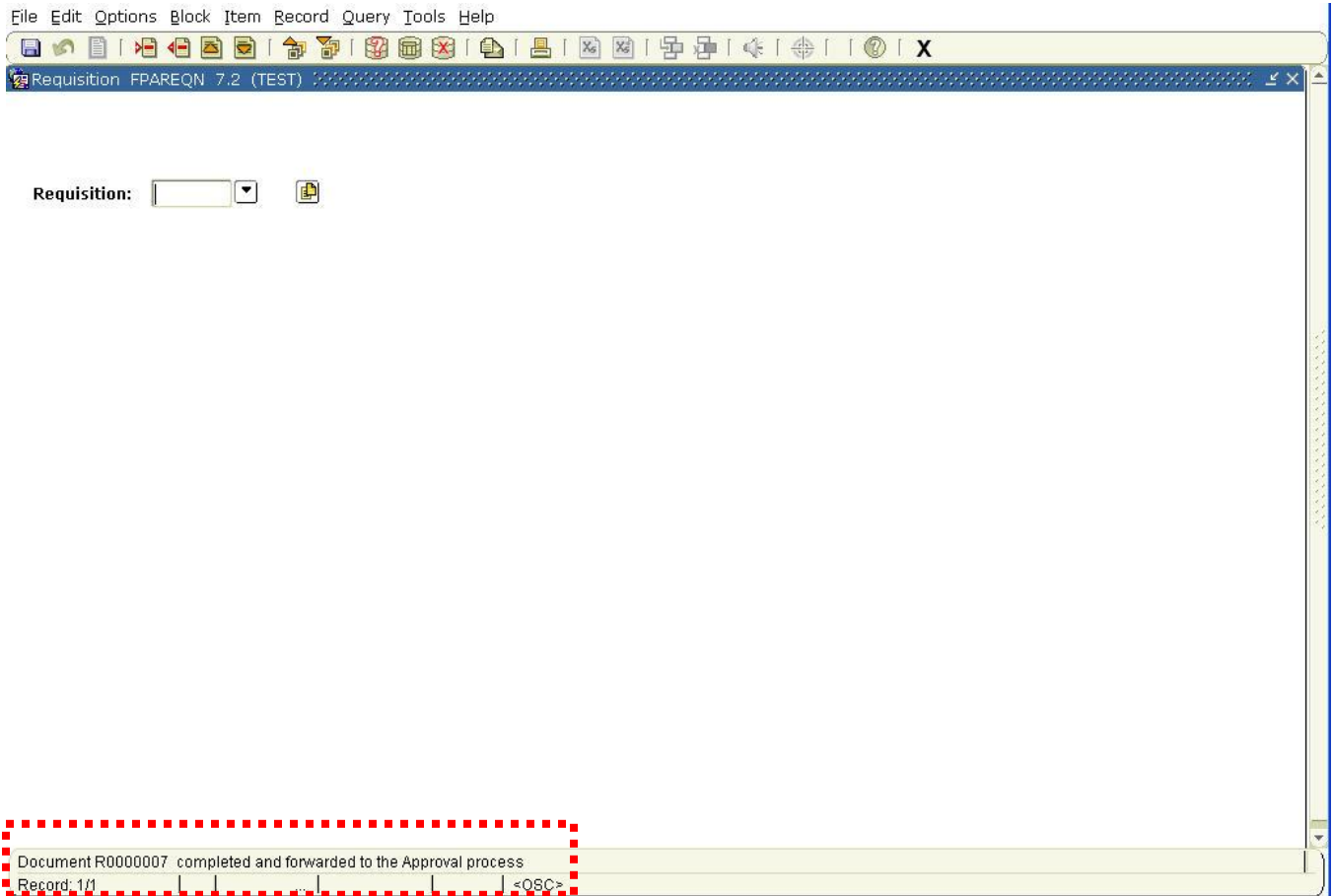
Exchange Rate: _____ **Commodity Record Count:** 2

Input Amount: 999.10 **Converted Amount:** _____

	Input	Commodity	Accounting	Status
Approved Amount:	919.98	919.98	919.98	BALANCED
Discount Amount:	.00	.00	.00	BALANCED
Additional Amount:	.00	.00	.00	BALANCED
Tax Amount:	79.12	79.12	79.12	BALANCED

Complete: **In Process:**

Note: After saving the requisition in **Complete** status or **In Process** status, the system returns to the **Requisition** form. Note the requisition number in the Auto Hint Status line of the **Requisition** form.



Purchase Requisition Approvals

Depending on the approval process determined by the department, some requisition creators may also be authorized to submit requisitions without requiring approval from department management. Once the requisition is saved by the creator, it is processed and transmitted to the Purchasing department. Once saved, the requisition *cannot* be retrieved by the creator, nor sent back to the creator by the Purchasing department.

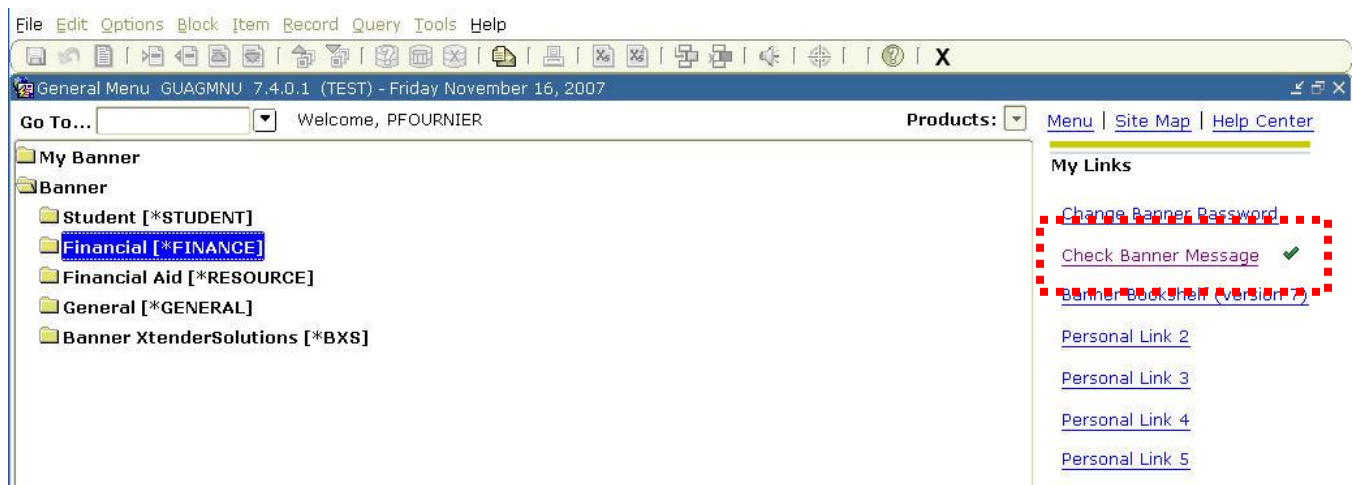
For other departments, the purchase requisition creator is not authorized to purchase without approval. For these departments, an authorized approver must access Banner and approve the requisition before it is sent to the Purchasing department for conversion to a purchase order. The authorized approver may decide not to approve the transaction and return it to the creator unapproved.

Refer to the *Banner 203 - Approving Online Purchase Requisitions Reference Guide* for additional information on the approval process.

Disapproved Requisitions

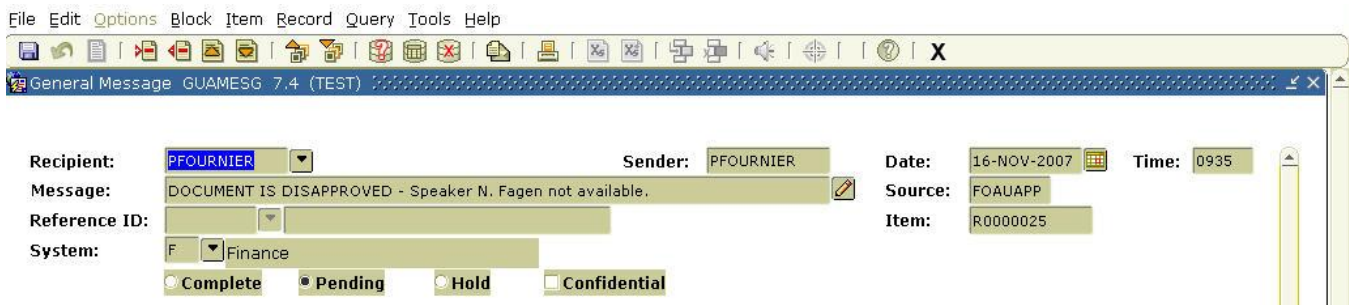
If a requisition approver disapproves a requisition, the requisition creator is notified and can view any comments made by the approver. The following provides instructions on viewing disapproved requisitions.

1. Upon logging into Banner after a requisition has been disapproved, the **Check Banner Message** link on the Main Menu displays a green checkmark.
 - **Check Banner Message** can be viewed at any time. The green checkmark only displays at initial logon if there are new messages. Once messages are viewed, the checkmark no longer displays.

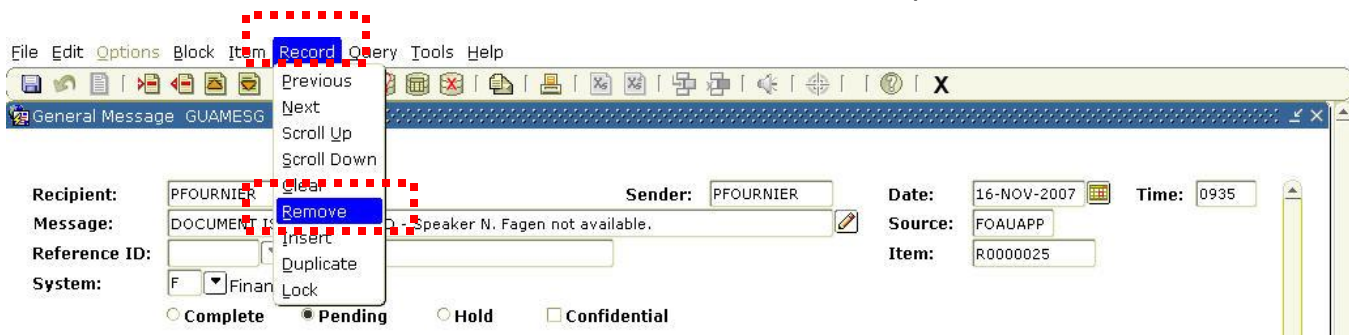


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2. Click on the **Check Banner Message** link to access the **General Message (GUAMESG)** form. This form displays information only.
 - The form displays any disapproved requisitions along with any notes the requisition approver may have added.



3. The **General Message** form retains all messages until they are manually removed. To remove a message, click in the **Recipient** name field to select the record. Click on **Record** in the menu bar and select **Remove** from the drop-down list.

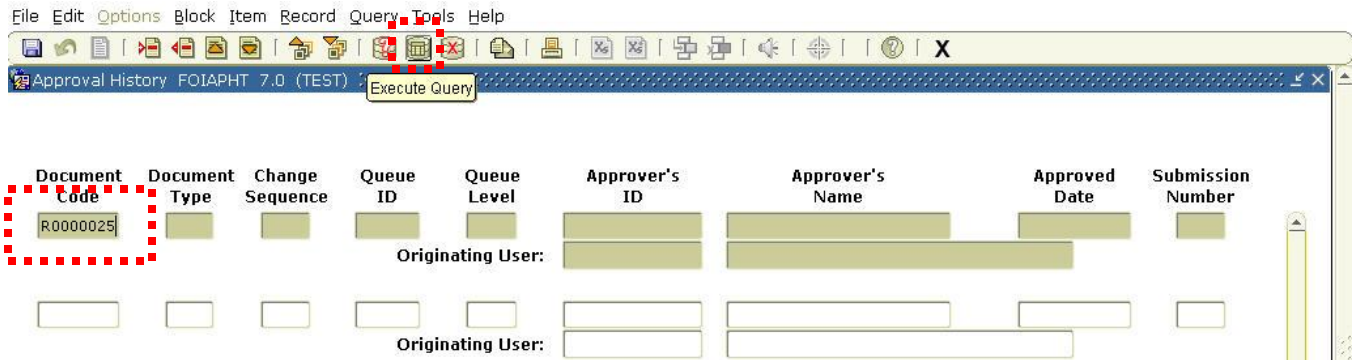


Approved Requisition List

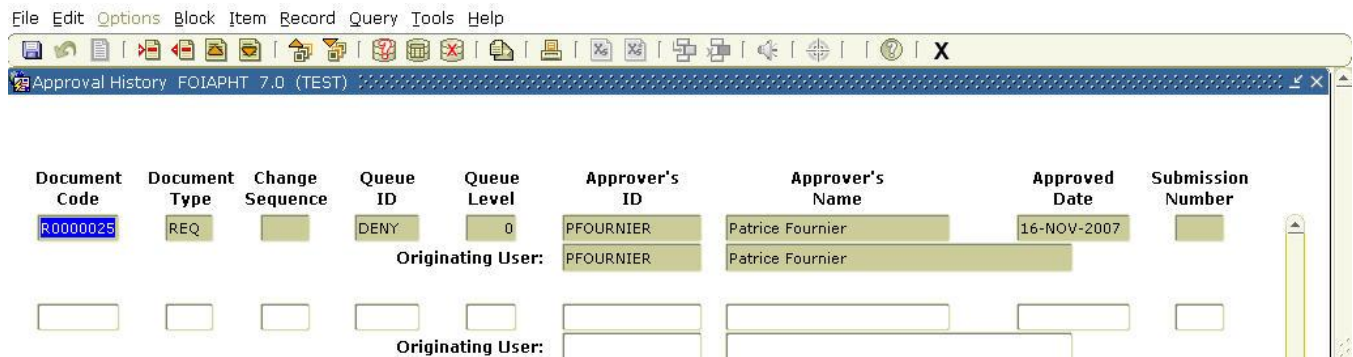
The **Approval History (FOIAPHT)** form is used to view approved requisitions by requisition number, approved date, or by approver name. This form can be accessed to determine if a specific requisition has been approved, but does not provide requisition detail information.

1. From the Banner Main Menu, enter **FOIAPHT** in the **Go To** field and press Enter.
 - To navigate using the menu select: Financial > Finance Operations > Finance Approval > Approval History (FOIAPHT)
2. The **Approval History** form displays. Click on the **Enter Query** icon.
 - Enter the requisition number and click on the **Execute Query** icon

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- The applicable requisition displays with the approver name, approval date, etc.



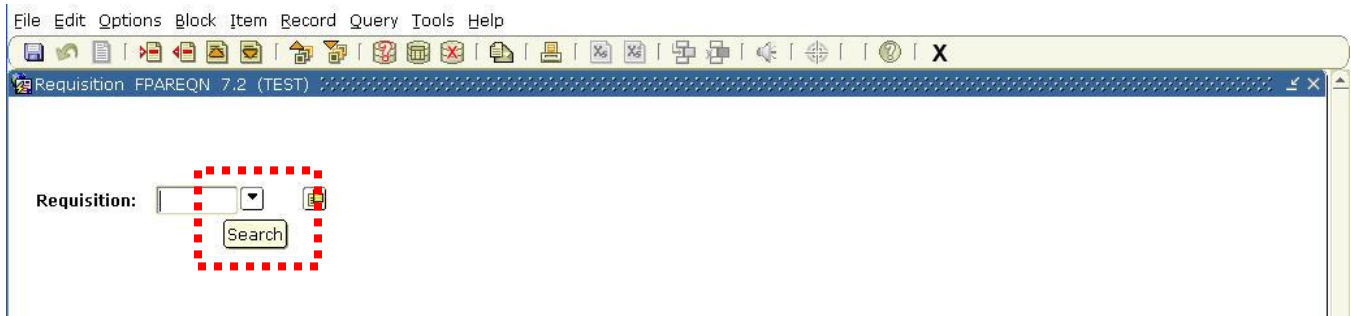
3. Click on the **Exit** icon (X) to close the form.

Reviewing Requisitions

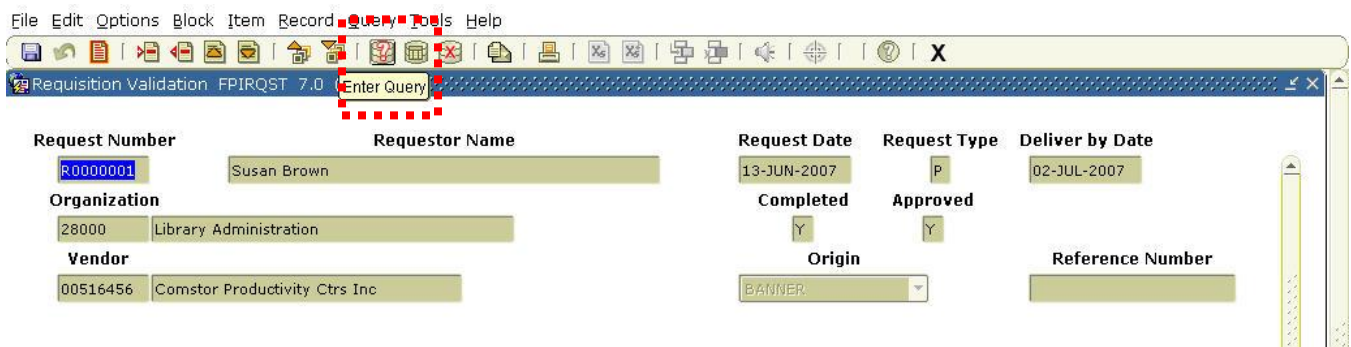
A requisition can only be viewed (using the following steps) if it has not yet been processed or approved and, if you have created the requisition. To look up an approved requisition or purchase order, refer to the *Viewing Document History Detail* section in this Guide.

The following provides instruction on looking an unapproved requisition.

1. From the Banner Main Menu, enter **FPAREQN – Requisition** in the **Go To** field and press Enter.
 - To navigate using the menu select: Financial > Purchasing and Procurement > Request Processing > Requisition (FPAREQN)
2. Click on black arrow at the **Requisition** field to access the **Requisition Validation (FPIRQST)** form.
 - The **Requisition Validation** form displays all requisitions in the system (processed, not processed, unapproved, and approved).

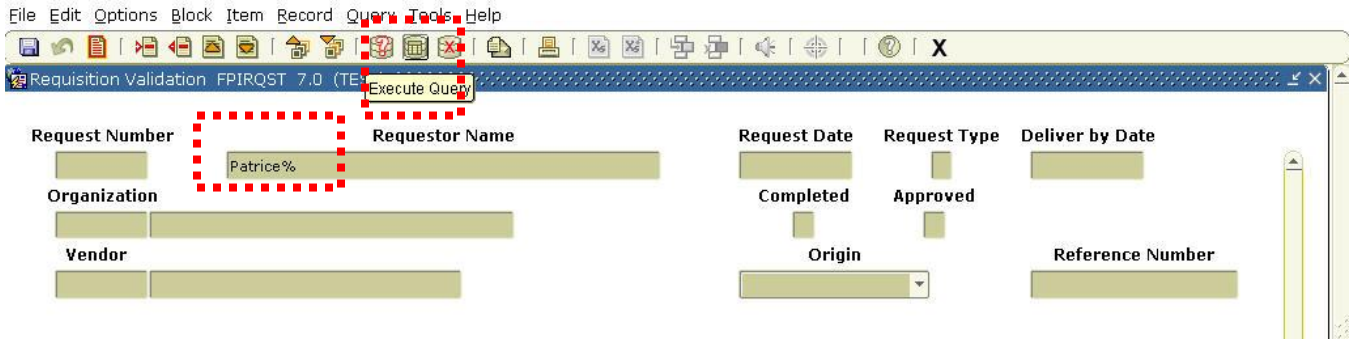


3. To search for a requisition from the **Requisition Validation** form, click on the **Enter Query** icon in the tool bar. This clears all displayed requisition data.

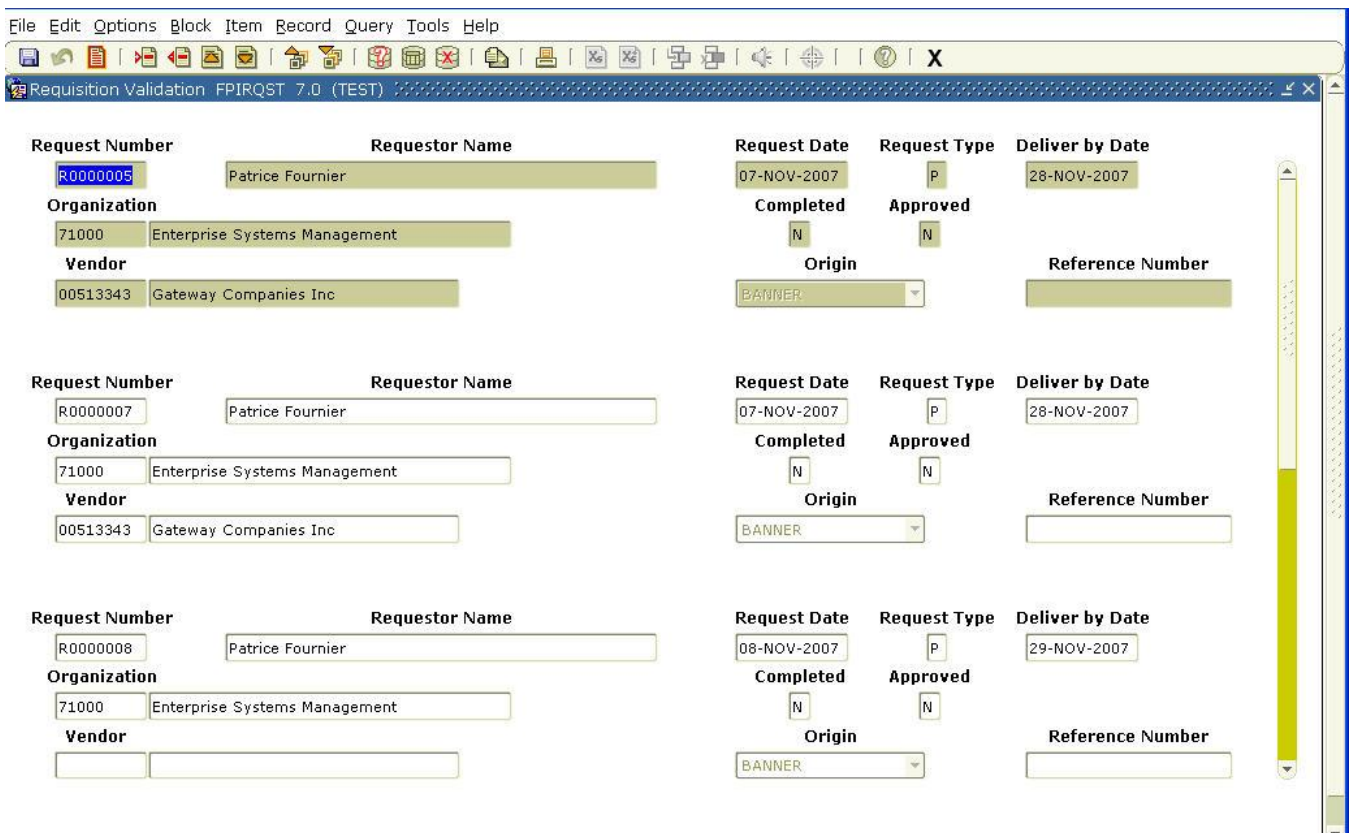


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- To search for a requisition by creator name, tab to the **Requestor Name** field and type the creator's name in the field.
 - The creator name *must be entered exactly* as displayed in Banner. This search is case-sensitive. If the exact name is not known, enter a portion of the name and use a wildcard character (% or _). Click **F8** or the **Execute Query** icon in the tool bar to execute the search.



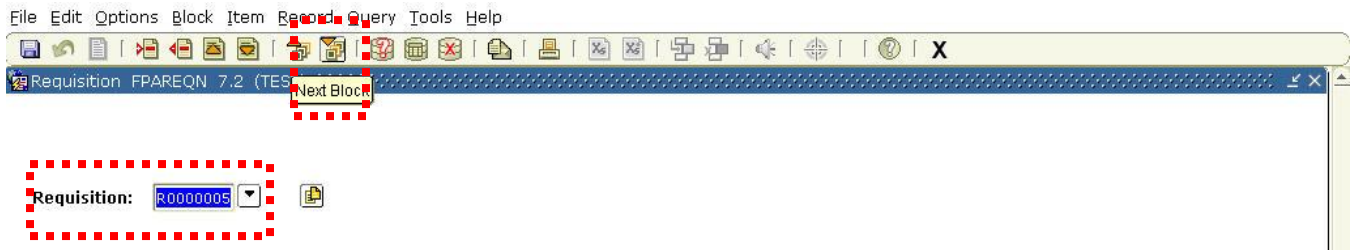
- Depending on the search criteria entered, a list of matching requisitions displays.



- Double click on the desired requisition number to return to the **Requisition** form.

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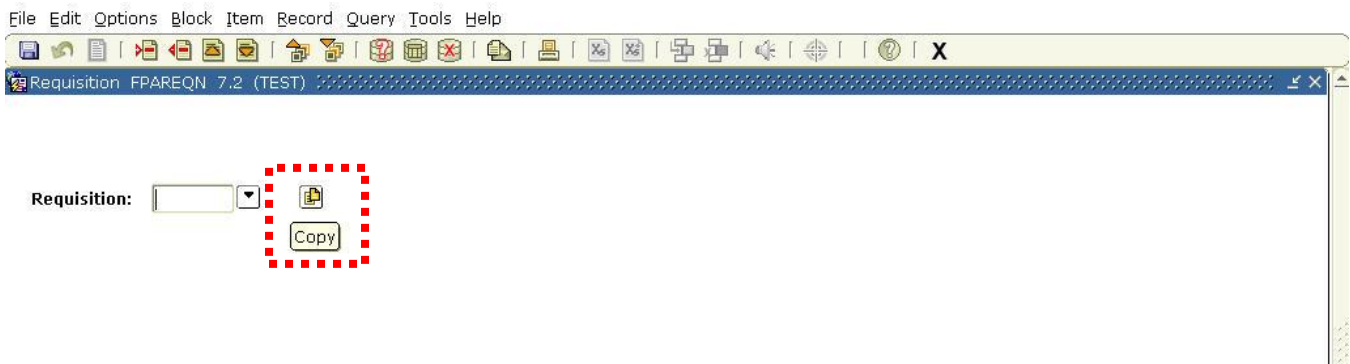
7. Click on **Next Block** to access the requisition. Click on the various tabs to view requisition data.



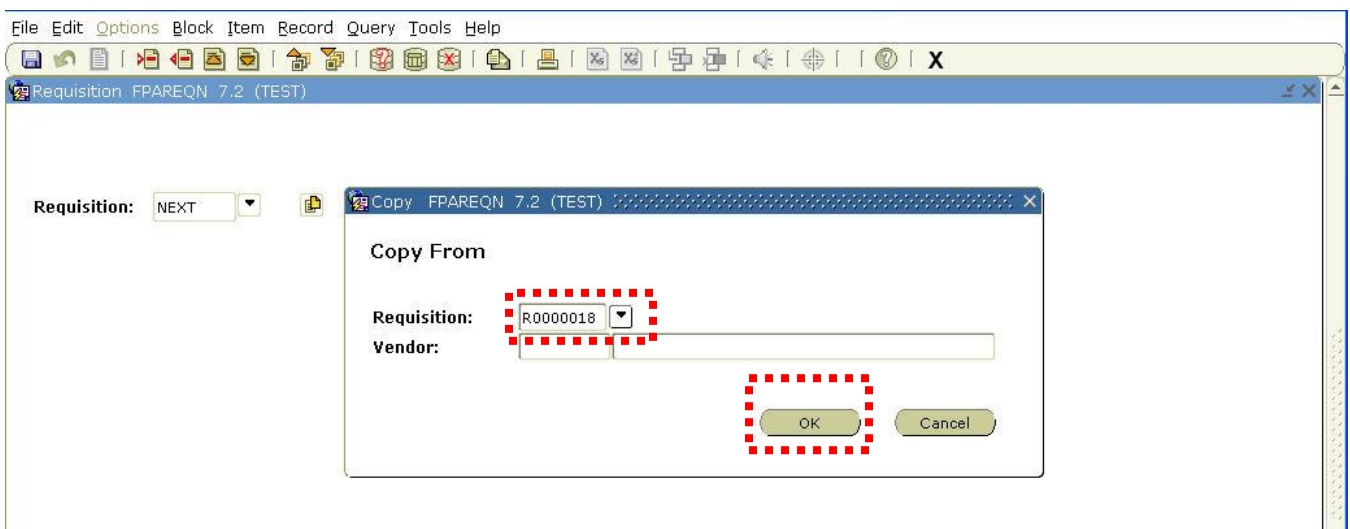
Copying an Existing Requisition

Copying an existing requisition allows common or recurring purchases to be processed without creating a new requisition each time an order must be submitted. Only requisitions in a completed, posted and approved status may be copied. The following provides information on copying an existing requisition to submit a new order.

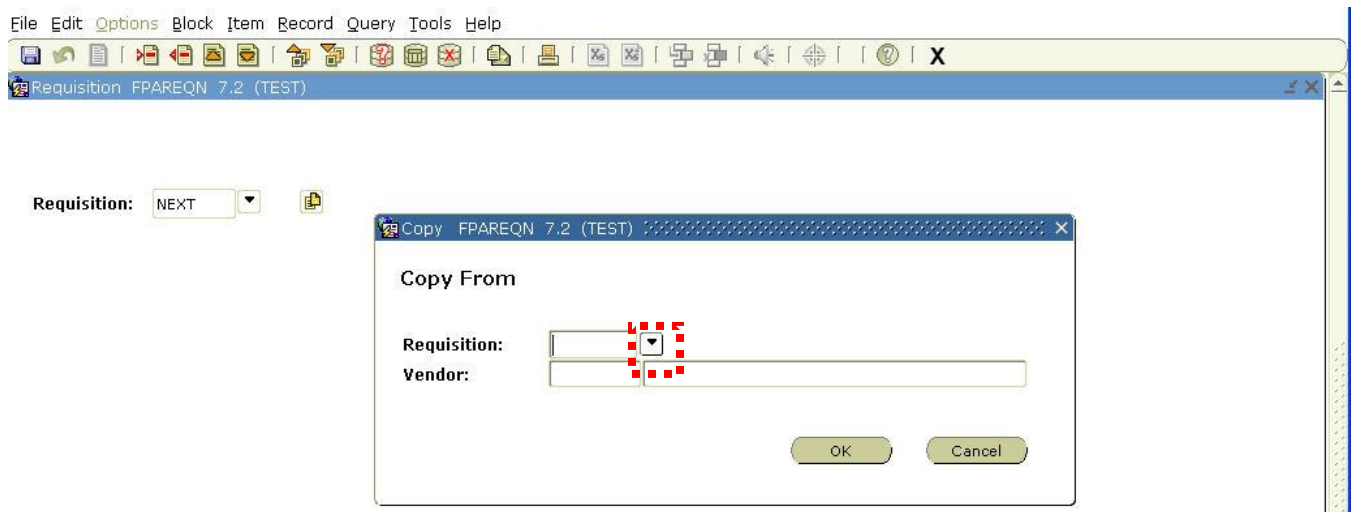
1. From the Banner Main Menu, enter **FPAREQN – Requisition** in the **Go To** field and press Enter.
 - To navigate using the menu select: Financial > Purchasing and Procurement > Request Processing > Requisition (FPAREQN)
2. From the **Requisition** form, click on the **Copy** icon.



3. The **Copy (FRARQN)** dialog box displays. Enter the desired existing requisition number you wish to copy and click on **OK**.



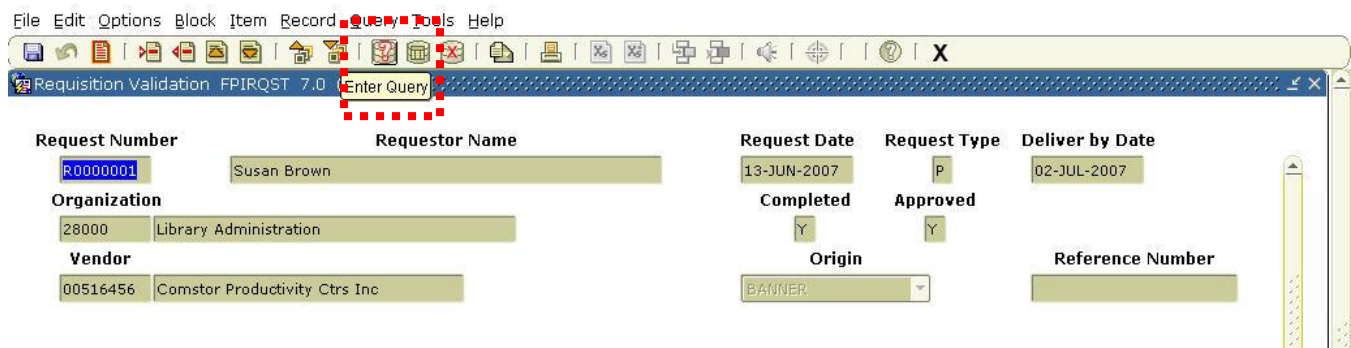
- To look up a requisition if the requisition number is not known, click in the black arrow to access the **Requisition Validation (FPIRQST)** form.



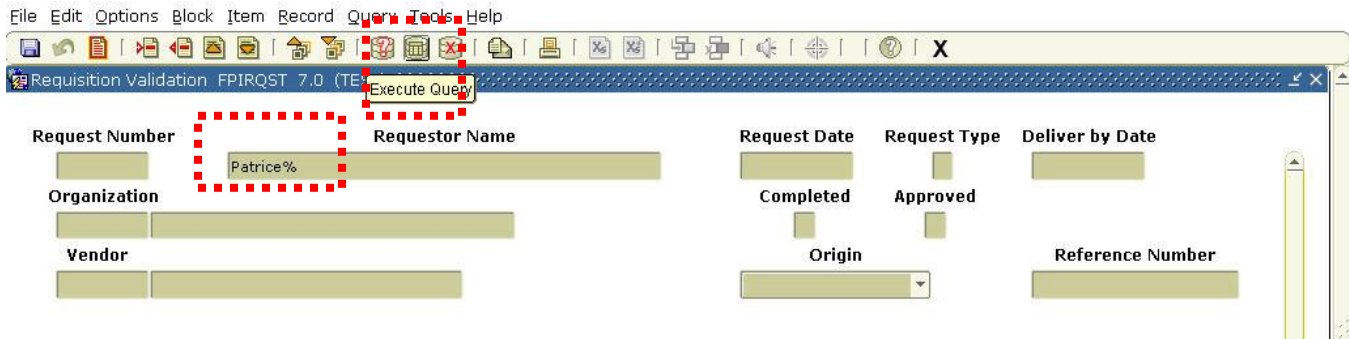
- The **Requisition Validation** form displays all requisitions in the system (processed, not processed, unapproved and approved). Use the scroll bar to search for the desired requisition.

<OR>

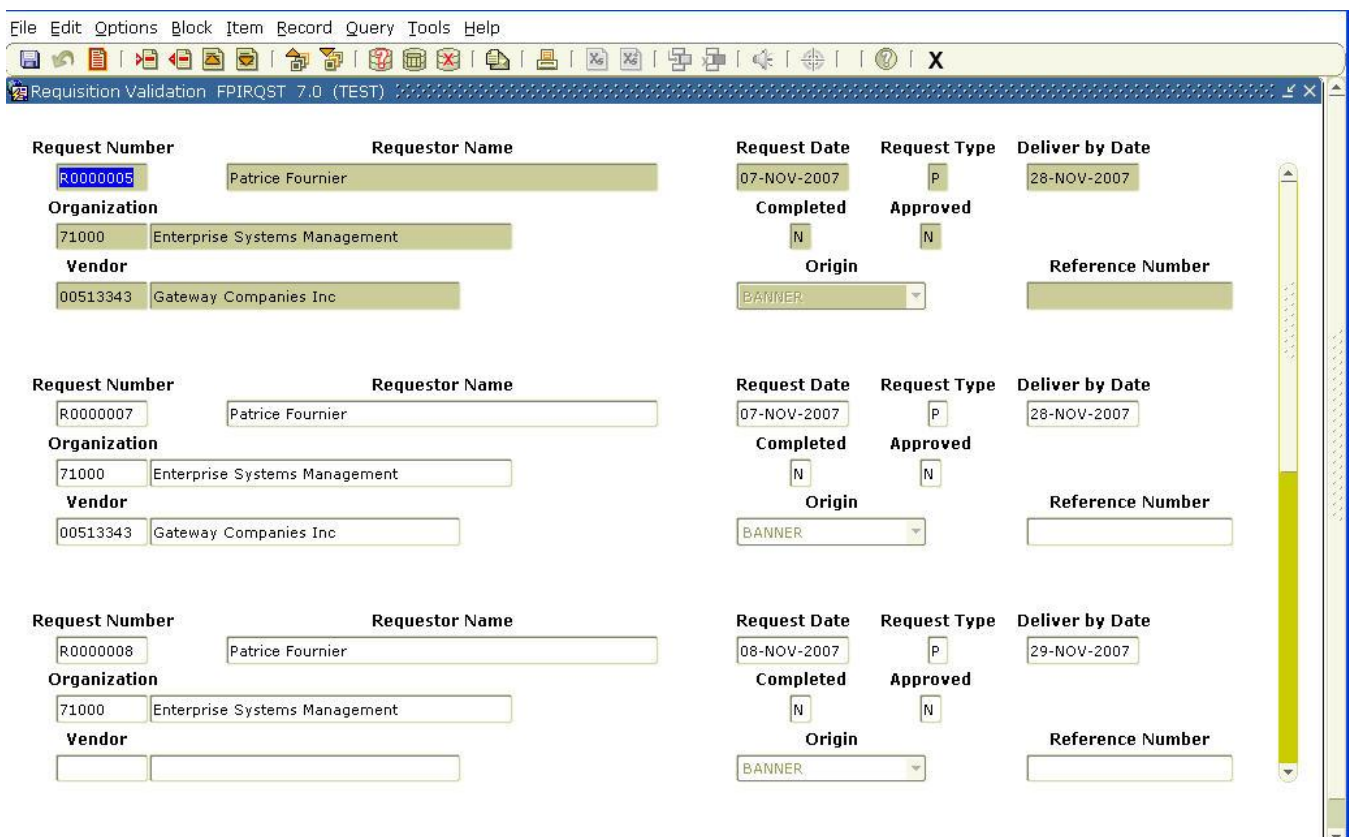
- To query search for a requisition from the **Requisition Validation** form, click on the **Enter Query** icon in the tool bar. This clears all displayed requisition data.



- To search for a requisition by creator name, tab to the **Requestor Name** field and type the creators name in the field.
- The creator name *must be entered exactly* as displayed in Banner. This search is case-sensitive. If the exact name is not known, enter a portion of the name and use a wildcard character (% or _). Click **F8** or the **Execute Query** icon in the tool bar to execute the search.



- Depending on the search criteria entered, a list of matching requisitions displays.



- Double click on the desired requisition number to return to the **Requisition** form.

4. A new requisition number is issued for the copied requisition. The new requisition contains all the data and information from the copied requisition. Click on **Next Block** to access the **Requisition Entry** form to make necessary changes (if applicable) and save the new requisition.

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File Edit Options Block Item Record Query Tools Help

Requisition Entry: Requisition/Delivery Information FPAREQN 7.2 (TEST)

Requisition: R0000025	Transaction Date: 09-NOV-2007	<input checked="" type="checkbox"/> In Suspense
Order Date: 09-NOV-2007	Comments:	<input type="checkbox"/> Document Text
Delivery Date:	Accounting Total: 2,500.00	<input type="checkbox"/> Document Level Accounting
Commodity Total: 2,500.00		

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

Requestor: Patrice Fournier	COA: E Eastern Washington University
Organization: 71000 Enterprise Systems Management	Email: pfournier@mail.ewu.edu
Phone: 509 3594395 Extension:	Fax: Extension:
Ship To: 7237	
Street Line 1: Receiving Warehouse	
Street Line 2: Eastern Washington University	
Street Line 3: 104 Central Services	
Building: Woodward Lane Floor: 8am - 3pm	
City: Cheney	
State or Province: WA Zip or Postal Code: 99004	
Nation:	
Telephone: 509 3597915 Extension:	
Contact: Floyd Cloke	
Attention To: pfournier, x6655	

Enter request order date(DD-MON-YYYY)

Cancelling Requisitions

The **Requisition Cancel** form is used to cancel a requisition. Before a requisition can be cancelled, it must complete, approved, and posted. Once a requisition has been cancelled, it cannot be “un-cancelled”, but may be copied (refer to the *Copying an Existing Requisition* section in this Guide for further information).

To delete a partially completed requisition while using the **Requisition** form (**FPAREQN**), click on **Remove Record** icon in the tool bar until all data in all tabs is removed.



Note: If a requisition has not yet been approved, the Approver can send the requisition back to the creator for cancellation. If the requisition has been approved, and/or converted to a purchase order, contact the Purchasing Department and request that they cancel the requisition/purchase order.

The following provides information on cancelling a requisition.

1. From the Banner Main Menu, enter **FPARDEL – Requisition Cancel** in the **Go To** field and press Enter.
 - To navigate using the menu select: Financial > Purchasing and Procurement > Request Processing > Requisition Cancel (FPARDEL)
2. The **Requisition Cancel** form displays. Enter the following data:
 - **Request Code** – Enter the requisition number in the first **Request Code** field. If the requisition number is not known, click on the black arrow between the **Request Code** fields to access the **Requisition Validation** form (**FPIRQST**).

Request Code:

NSF Checking

Request Date:
Transaction Date:
Request Type:
Delivery Date:
Vendor:
Origin:

Extended Amount	Discount Amount	Tax Amount	Additional Charges	Net Amount
<input type="text"/>	- <input type="text"/>	+ <input type="text"/>	+ <input type="text"/>	= <input type="text"/>

- Scroll through the list to find the applicable requisition or perform a query search using the requestor name. Double click on the requisition number to return to the **Requisition Cancel** form.

Request Number: R0000017 Requestor Name: Bill Santiago
Request Date: 09-NOV-2007 Request Type: P Deliver by Date: 30-NOV-2007
Organization: 46003 Purchasing
Completed: Y Approved: Y
Vendor: 00512696 Fuller, David P.
Origin: BANNER Reference Number:

Request Number: R0000018 Requestor Name: Patrice Fournier
Request Date: 09-NOV-2007 Request Type: P Deliver by Date: 30-NOV-2007
Organization: 71000 Enterprise Systems Management
Completed: Y Approved: Y
Vendor: 00472258 Fagan, Nancy A.
Origin: BANNER Reference Number:

Request Number: R0000019 Requestor Name: Bill Santiago
Request Date: 09-NOV-2007 Request Type: P Deliver by Date: 09-NOV-2007
Organization: 46003 Purchasing
Completed: Y Approved: Y
Vendor: 00167774 Matlock, Helen L.
Origin: BANNER Reference Number:

3. Click on **Next Block**. Requisition details display.

The screenshot shows a web browser window with the title 'Requisition Cancel FPARDEL 7.0 (TEST)'. The menu bar includes File, Edit, Options, Block, Item, Requisition, Query, Tools, and Help. The main content area displays the following information:

Request Code: R0000018 Patrice Fournier

NSF Checking

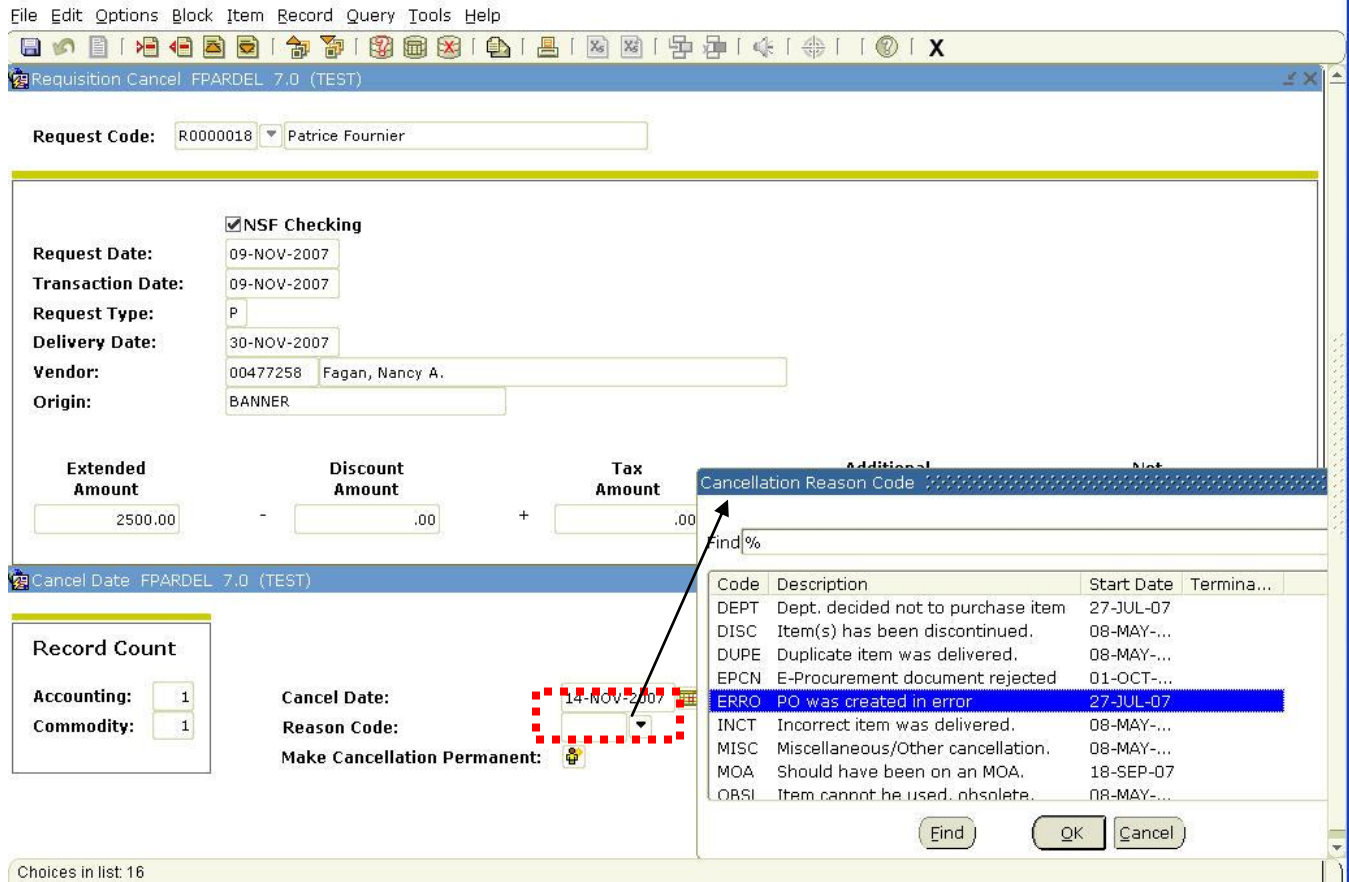
Request Date: 09-NOV-2007
Transaction Date: 09-NOV-2007
Request Type: P
Delivery Date: 30-NOV-2007
Vendor: 00477258 Fagan, Nancy A.
Origin: BANNER

Extended Amount	Discount Amount	Tax Amount	Additional Charges	Net Amount
2500.00	.00	.00	.00	2,500.00

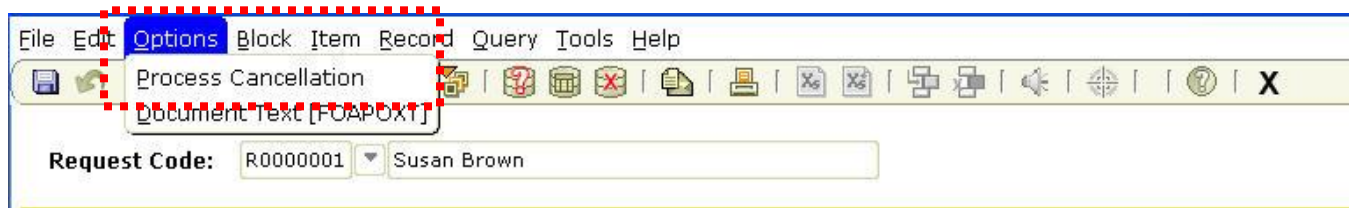
4. Click on **Next Block**. Cancel date information displays. Enter the following:

- **Cancel Date** – This field defaults to the current system date. If applicable, enter a different date.
- **Reason Code** – Click on the black arrow to look up a list of reason codes. Select the applicable code from the list.

Creating Online Purchase Requisitions User's Guide



5. Click on the **Make Cancellation Permanent** icon, or click on **Options** in the menu bar and select **Process Cancellation** from the list.



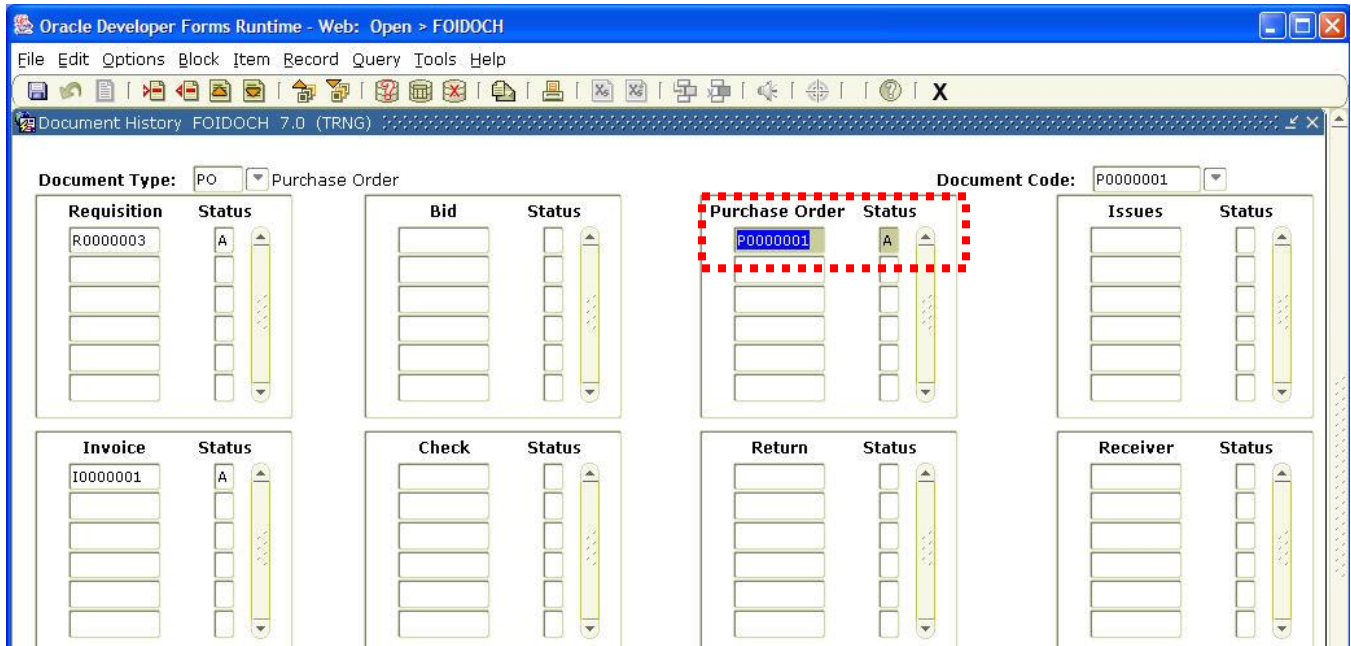
Requisition Tracking Tools

The following section provides information on various forms and queries that may be used to track requisitions, purchase orders, orders by vendor, and orders by FOAPAL.

Viewing Document History Detail

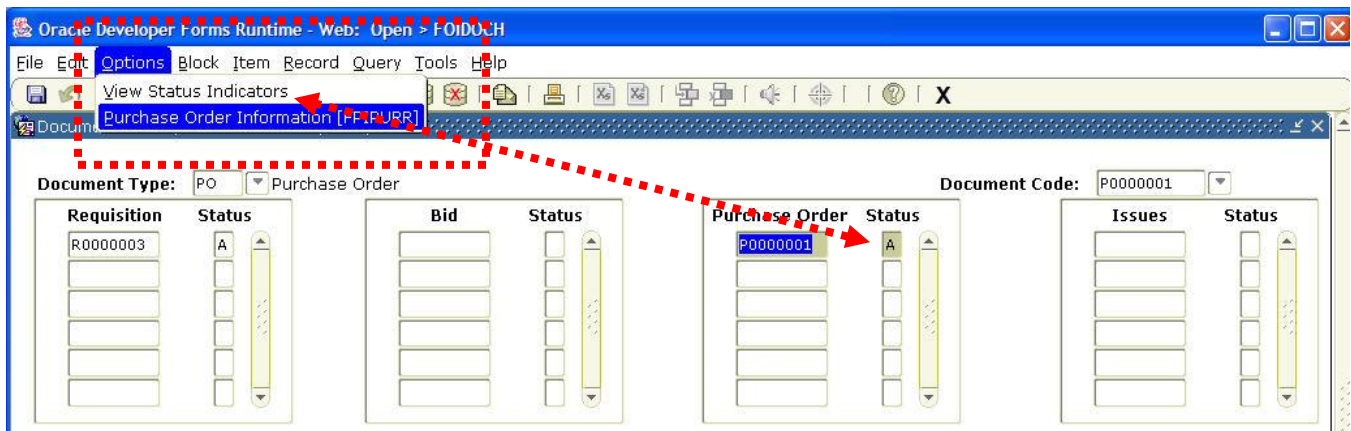
The **FOIDOCH – Document History Detail** form provides additional access to the source documents (purchase orders, invoices, checks, etc.) that display in the form. The following provides instructions on viewing additional source document information in the **FOIDOCH – Document History Detail** form.

1. From the Banner Main Menu, enter **FOIDOCH – Document History Detail** in the **Go To** field and press Enter.
2. The **Document History Detail** form displays. Enter the following data:
 - **Document Type:** Enter the applicable document type (for example: PO for purchase order, REQ for requisition), or use the look-up list by clicking on the black arrow at the end of the field.
 - **Document Code:** Enter the applicable document code. The **FGITRND - Detail Transaction Activity** form can be used to obtain document codes, or use the look-up list by clicking on the drop-down arrow at the end of the field. The document code must match the document type (for example; **REQ = R0000058**, **PO = P0000132**)
3. Click on **Next Block** to view the data.
4. Highlight the desired document number (for example; the purchase order number or invoice number).



5. Click on **Options** in the menu bar and select the applicable option from the list.

- The options vary depending on the document number selected (for example; an invoice will display an invoice information option, a purchase order will display a purchase order information option).
- **Note: View Status Indicators** is always an option in the list regardless of the document number selected and provides the definitions of the various statuses displayed (for example; **A** = Approved, **C** = Completed, etc.)



6. The corresponding form displays. Click on **Next Block** to display the source document information.

Creating Online Purchase Requisitions User's Guide

- Continue to click on **Next Block** to view all applicable information.

Oracle Developer Forms Runtime - Web: Open > FOIDOCH - FPIPURR

File Edit Options Block Item Record Query Tools Help

Purchase/Blanket/Change Order Query FPIPURR 7.2 (TRNG)

Purchase Order: P0000001 Blanket Order: Change Sequence Number:

Oracle Developer Forms Runtime - Web: Open > FOIDOCH - FPIPURR

File Edit Options Block Item Record Query Tools Help

Purchase/Blanket Order Inquiry: Document Information FPIPURR 7.2 (TRNG)

Purchase Order: P0000001 Blanket Order: Change Sequence Number:
Order Date: 17-APR-2007 Transaction Date: 17-APR-2007 In Suspense
Delivery Date: 27-APR-2007 Comments: Document Text
Commodity Total: 700.00 Accounting Total: 700.00 Receipt Required: No Receipt Required

Complete Approved Cancel Date: Closed Date: 17-APR-2007
Print Date: Activity Date: 17-APR-2007 User ID: KSAWTELLS Type: Regular
Cancel Reason:

Purchase Order Created from Requisition
Requisition Document Text:

Buyer Code: BS Bill Santiago
Blanket Order Termination Date:

Rush Order NSF Checking Deferred Editing

Purchase Order Copied From:
Origin: BANNER
Reference Number:

Viewing Encumbrances

To view all existing encumbrances, by department, use the **FGIOENC – Organizational Encumbrance List** form.

1. From the Banner Main Menu, enter **FGIOENC** in the **Go To** field and press Enter.
2. The **Organizational Encumbrance List** form displays. Enter the following data in the key block:
 - **COA:** Enter **E**. This field is case sensitive.
 - **Fiscal Year:** Enter the applicable fiscal year (for example; 08 for fiscal year beginning July 1, 2007).
 - **Index:** Enter the applicable six-digit Index code.

Encumbrance	Vendor	Item	Acct	Prog	Actv	Locn	Amount	Commit Type

3. Click on **Next Block** to view data.

Encumbrance	Vendor	Item	Acct	Prog	Actv	Locn	Amount	Commit Type
T068206		0	71710	50082			284.00	U

Viewing Purchase Orders By Vendor

The **Purchase Orders by Vendor** form is used to look up open, closed, cancelled or incomplete purchase orders for a specific vendor. The following provides instructions for looking up purchase orders by vendor.

1. From the Banner Main Menu, enter **FPIOPOV - Purchase Orders by Vendor** in the **Go To** field and press Enter.
2. The **Purchase Orders By Vendor** form displays. Enter the following data in the key block:
3. **Vendor:** If known, enter the vendor ID number in the first **Vendor** field. If the vendor ID is not known:
 - Click on the black arrow between the **Vendor** fields to access the **Entity Name/ID Search (FTIIDEN)** form.

File Edit Options Block Item Record Query Tools Help

Purchase Orders by Vendor FPIOPOV 7.0 (PROD)

Vendor: ▼

Status: Open Closed Cancelled Incomplete All

Fiscal Year: 08 ▼ Organization: ▼

File Edit Options Block Item Record Query Tools Help

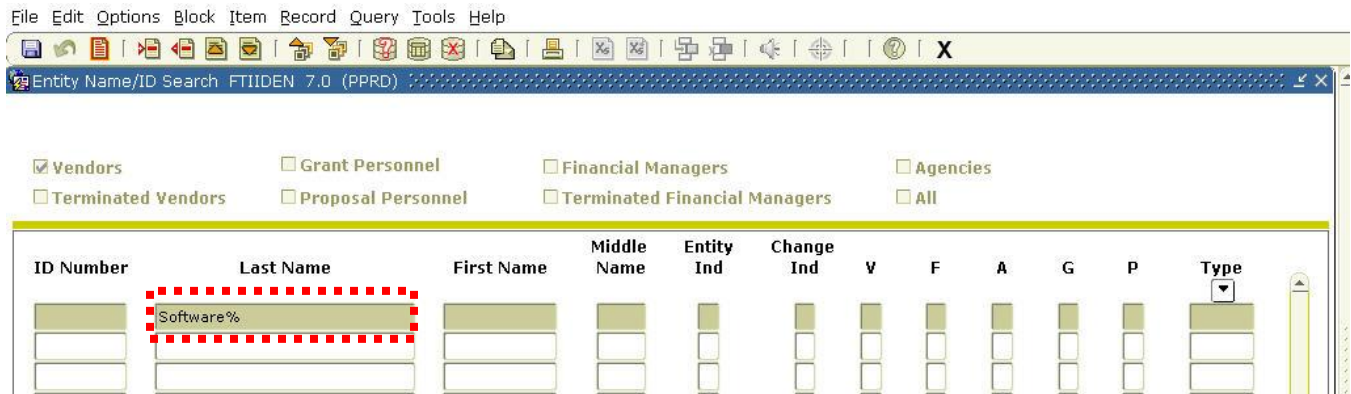
Entity Name/ID Search FTIIDEN 7.0 (PROD)

Vendors Grant Personnel Financial Managers Agencies
 Terminated Vendors Proposal Personnel Terminated Financial Managers All

ID Number	Last Name	First Name	Middle Name	Entity Ind	Change Ind	V	F	A	G	P	Type
<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"/>	<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"/>	<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"/>	<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"/>

- Enter the exact vendor name in the **Last Name** field. Note: This is a case-sensitive search, use an initial capital letter and the exact vendor name (for example “Software House International”). If the *exact* vendor name is not known, enter a

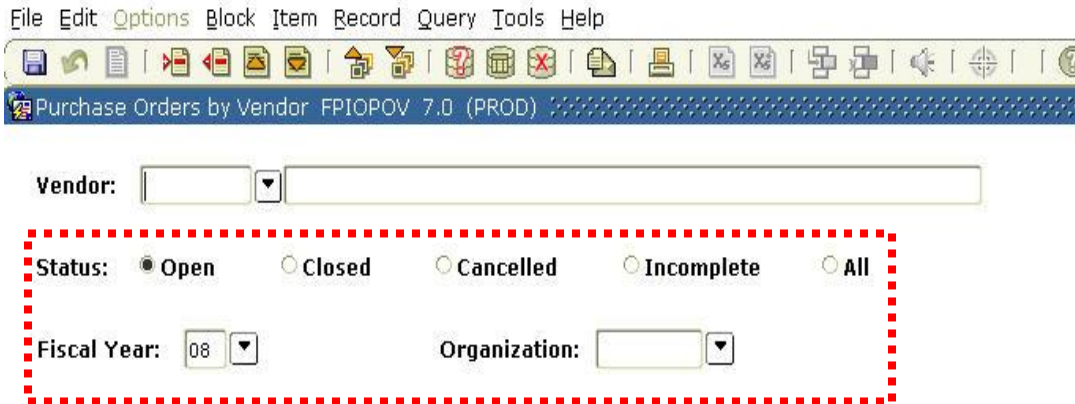
portion of the name and a wildcard character (% or _).



- Press F8 to execute the query. Double click on the desired vendor name to return to the **Purchase Orders By Vendor** form.

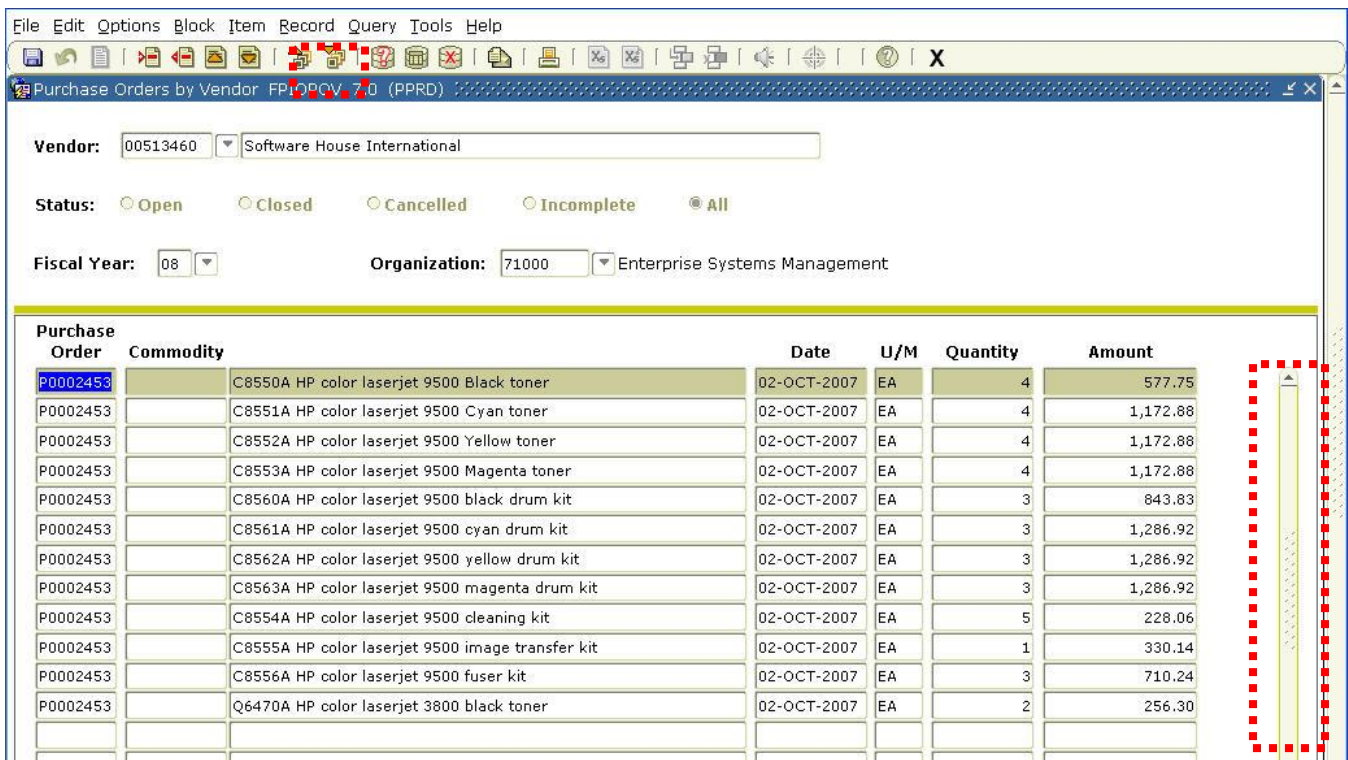


4. **Status:** Select the desired purchase order status radio button. It is advised to select **All**.
5. **Fiscal Year:** This field defaults to the current fiscal year. If desired, enter an applicable fiscal year (for example; 08 for fiscal year beginning July 1, 2007).
6. **Organization:** Enter your department's organization code.



7. Click on **Next Block** to view data.

- Use the scroll bar if necessary to view all requisitions.



Viewing Requisitions by FOAPAL

The **Open Requisition by FOAPAL Query** form is used to look up all open requisitions charged against a specific index. The following provides information on looking up purchase requests by specific indexes.

1. From the Banner Main Menu, enter **FPIORQF – Open Requisition by FOAPAL** in the **Go To** field and press Enter.
2. The **Open Requisition by FOAPAL Query** form displays. Enter the following data in the key block:
 - **Index:** Enter the applicable Index code and press tab.

The screenshot shows the Banner application window titled "Open Requisition by FOAPAL Query FPIORQF 7.0 (PPRD)". The key block contains the following fields:

COA	Index	Fund	Orgn	Acct	Prog	Actv	Locn
E	100161	120149	71000		30041		

Below the key block, there are two requisition entry sections. Each section has columns for Requisition, Type, Item, Commodity, U/M, and Quantity. The first section also includes a Vendor field and a Unit Price field.

3. Click on **Next Block** to view data.
 - All requisitions charged against the selected Index display. Use the scroll bar if necessary to view all requisitions.

Creating Online Purchase Requisitions User's Guide

File Edit Options Block Item Record Query Tools Help

Open Requisition by FOAPAL Query FPIORQF 7.0 (TEST)

COA	Index	Fund	Orgn	Acct	Prog	Actv	Locn
E	100161	120149	71000		30041		

Requisition	Type	Item	Commodity	U/M	Quantity
R0000005	P	1	Latitude D520 Celeron	EA	2
Vendor: Gateway Companies Inc				Unit Price:	799.00

Requisition	Type	Item	Commodity	U/M	Quantity
R0000005	P	2	Laptop case	EA	2
Vendor: Gateway Companies Inc				Unit Price:	35.99

Requisition	Type	Item	Commodity	U/M	Quantity
R0000007	P	1	Gateway Notebook Model M285-E	EA	1
Vendor: Gateway Companies Inc				Unit Price:	879.99

Requisition	Type	Item	Commodity	U/M	Quantity
R0000007	P	2	Lap Top Case	EA	1
Vendor: Gateway Companies Inc				Unit Price:	39.99

Common Purchasing Account Codes

The following provides a list of common purchasing Account codes in Banner.

Account Code	Description
71400 - Supplies	This code is used for all supplies including office, instructional/research/ medical, data processing, computer, photographic, graphic arts, electronic media film and theatre, athletic, recreational, cleaning, campus safety and police uniforms, environmental health, kitchen and housekeeping, copy and reproduction, telecommunications, and other miscellaneous supplies, non-library books, brochures, and other printed materials. No small appliances or equipment exceeding \$300 per unit.
71403 – Plant Maintenance Supplies	This code is for Plant use only and includes custodial and janitorial supplies, hardware, abrasives, paint, fertilizers, chemicals and small tools.
71410 – Printing (external)	This code is used for duplicating, copying, binding, labeling, and folding. It is not used for formal printing jobs that require pre-approval by Publications and Purchasing.
71464 – Subscriptions (non-Library)	This code is used for periodicals, magazines, newspaper and other subscription services for department use.
71421 – Miscellaneous Communication	This code is used for United Parcel Service, Federal Express, fax usage, online services, satellite downlink, and paging services.
71422 - Postage and Postage Permit Fees	This code is used for postage meter machine refills, permit fees and all classes and rates of postage. Pre-approval from Purchasing is required to purchase postage.
71430 – Rentals	This code is used for minor rentals not covered by yearly contracts; primarily one time use rentals, all equipment, fills, media and miscellaneous rentals.
71441 – Repairs (equipment)	This code is used for equipment repair expenses (other than IT equipment).
71444 – Repairs (vehicles)	This code is used for vehicle repair expenses.
71460 – Dues & Memberships	This code is used for individual and/or department participation in associations, organizations and conventions.
71461 – Conferences & Registration Fees	This code is used for conference and meeting registrations including teleconferences.
71463 – Employee Training	This code is used for employee training costs such as classes for recertification and asbestos training.
71472 – Public Relations	This code is used for advertising, banners, promotions, awards, prizes and tickets. Pre-approval from University Relations is required for display ads.

Common Purchasing Definitions

The following are some common purchase order definitions:

- **Regular Order** – This is the most common type of purchase order and is mainly used to purchase supplies and equipment. This purchase order encumbers funds.
- **Regular Order – Received** – This purchase order type is used to pay for items that do not require receiving to be posted. It is mainly used for supplies and equipment purchased and received before a purchase order has been generated.
- **Check with Order** – This purchase order type allows for the prepayment of books, memberships, dues and subscriptions.
- **Blanket Order** – Blanket orders are issued for purchasing supplies from one vendor for a fiscal year and renewed annually if the department requests the renewal. The total estimated dollar amount cannot exceed \$3,300 unless a contract vendor is used, competitive competition, or a sole source justification is provided. Blanket orders are set up to allow a department to use multiple Indexes or funds and do not encumber funds. If the order is placed against a blanket order, department personnel must provide the vendor with the appropriate Index or fund, the appropriate purchase order number, EWU contact name, and phone number. No equipment, small appliances, or personal items may be purchased on a blanket order.
- **University Blanket Order** – A select list of vendors is maintained and renewed by the Purchasing Department and is available to all University departments. The list of vendors and current purchase order numbers are routed to departments via Purchasing. Enterprise Rent-A-Car and Artistic Travel are the only two vendors that require a department requisition including the name of the traveler, dates, to and from locations, amount, and reason for the travel. If the travel is for a consultant, speaker, or non-employee other than a EWU student or candidate, a contract or Memorandum of Agreement (MOA) is required authorizing the charge. Before an airline ticket or car reservation can be issued, Purchasing must authorize the travel against the University Blanket Order with the vendor.
- **Standing Order** – Standing orders are issued for purchasing supplies from one vendor for a fiscal year and renewed annually if the department requests the renewal. The total estimated dollar amount cannot exceed \$3,300 unless a contract vendor is used, competitive competition, or a sole source justification is provided. A standing order is tied to one account code and encumbers funds. If the order is placed against a standing order, only the purchase order number, EWU contact name, and phone number is needed. Department personnel must provide the vendor with the appropriate purchase order number, EWU contact name, and phone number. No equipment, small appliances, or personal items may be purchased on any standing orders. Standing

order can be used for copy machine rental as the purchase order usually contains a line for extra copies at an estimated amount when the monthly rate will remain the same over the length of the contract, but the total amount cannot exceed \$3,300.

Purchase Dollar Amounts Including Tax

The following is a chart of dollar amounts with tax included (at the Cheney tax rate of 8.6%). This chart may be used for entering dollar amounts taking into consideration the tax rate, while not exceeding a specific dollar amount (Banner automatically adds tax at the specified tax group rate). For example, if the requisition item cannot exceed \$2,000.00, enter the item for \$1,841.62 ($\$2,000 - 8.6\% = \$1,841.62$).

Purchase Dollar Limit	Enter Requisition Amount
\$200	\$184.16
\$250	\$230.20
\$300	\$276.24
\$500	\$460.40
\$700	\$644.56
\$800	\$736.65
\$1,000	\$920.81
\$1,200	\$1,104.98
\$1,450	\$1,335.17
\$1,500	\$1,381.21
\$2,000	\$1,841.62
\$2,500	\$2,302.03
\$2,999	\$2,761.51
\$3,000	\$2,761.43
\$3,100	\$2,854.52
\$3,500	\$3,222.84
\$4,000	\$3,683.24
\$5,000	\$4,604.05
\$6,000	\$5,524.86
\$10,000	\$9,208.10
\$20,000	\$18,416.21
\$30,000	\$27,024.31

Purchasing Transactions Quick Reference

The following provides a quick reference for looking up various requisition/purchase order transactions and information.

How to . . .	Banner Finance Form
How do I create a purchase requisition?	FPAREQN - Requisition
How do I find out if my purchase order encumbrance has cleared?	FGIOENC – Organizational Encumbrance List
Has my purchase order or MOA been paid?	FGITRND – Detail Transaction Activity and FOIDOCH – Document History
How do I find my purchase order information?	FGITRND – Detail Transaction Activity form and FOIDOCH – Document History
How do I find all purchases for a certain vendor?	FPIOPOV – Purchase Orders by Vendor
How do I find out if my requisition has been processed into a purchase order?	FOIDOCH – Document History
How do I find out how many purchases have been made against my budget?	FPIORQF – Open Requisition by FOAPAL