



Banner 8

Banner

Internet Native Banner Requisitions

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Banner 8 – Version 1
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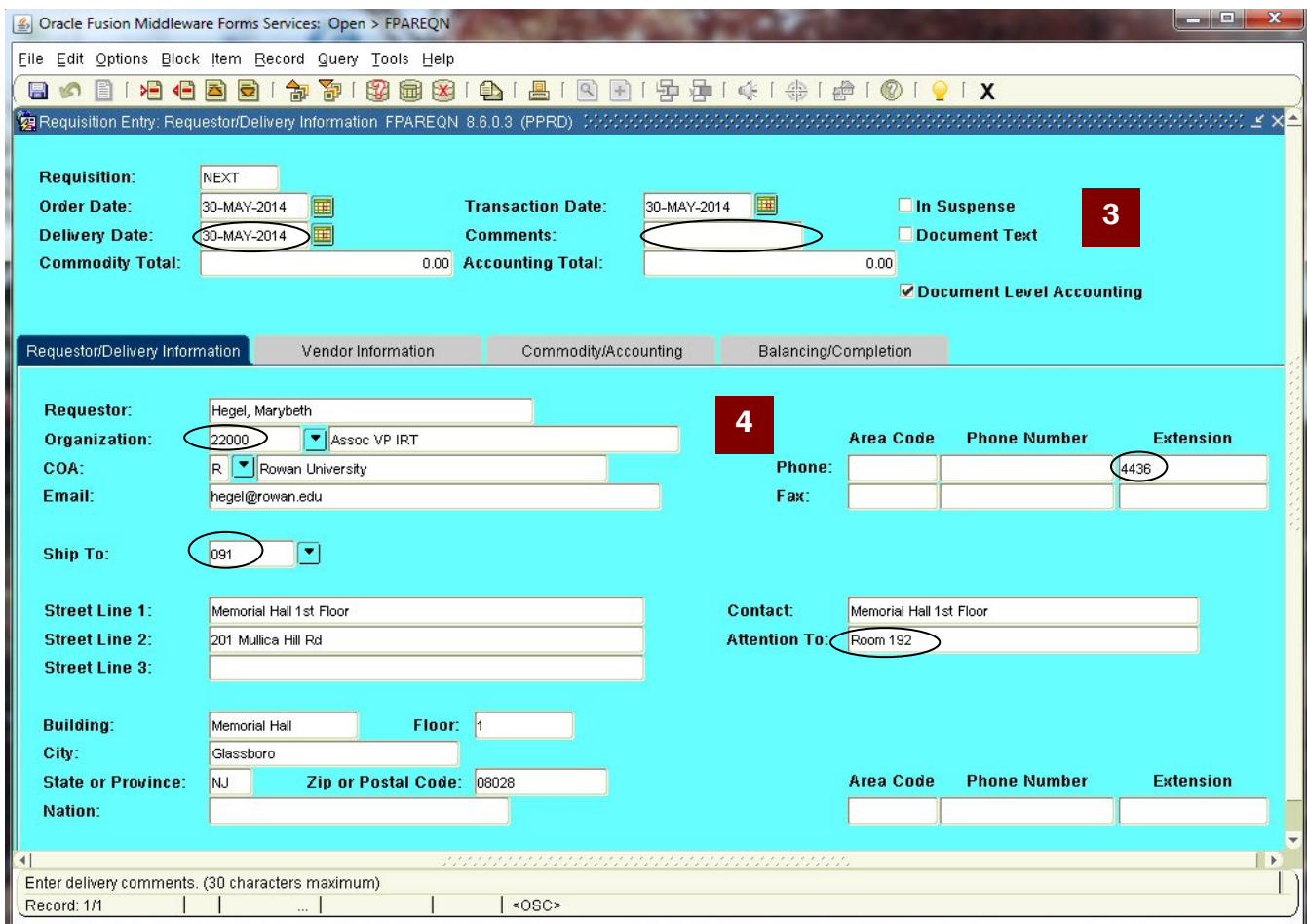
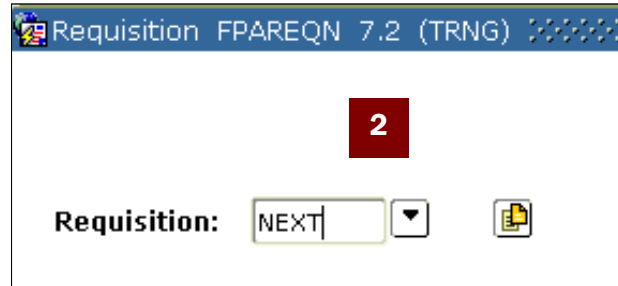
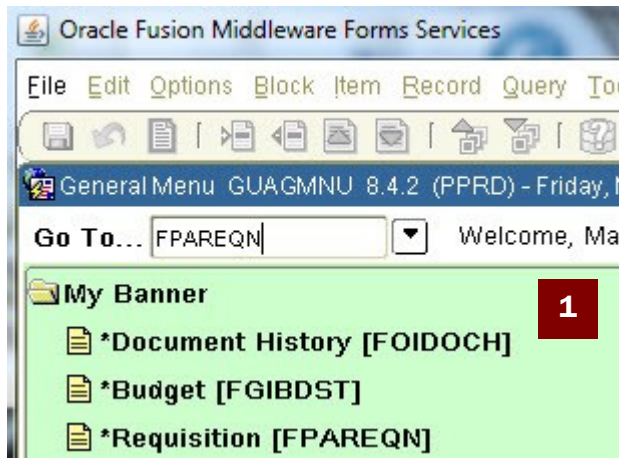
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Create Requisition



1 Enter **FPAREQN** in the Go to field
or if you set up shortcuts in My Banner, double click on Requisition [FRAREQN]

2 Create Requisition Number

Enter *NEXT* for new requisition or just select **Next Block**
-or- enter requisition number if completing an incomplete requisition

Next Block 

3 Complete Requisition Date and Comment Code

Order Date and Transaction Date are already populated for you

Enter *Delivery Date* (*Double click field and calendar will pop up and select today's date. Or just type any letter in the date field and tab*)

Enter code in *Comments* if applicable

for Standing orders you will type "SO" or "Standing Order" in this
comment block. Most other comments should be entered in Document Text.

4

Enter Requestor/Delivery Information

Requestor (populated for you)

Enter *Organization*

Enter *Chart of Accounts (COA)* 'R' (*may be populated for you*)

Enter requestor's *Email* and phone *Ext.* (or number if off Glassboro campus)

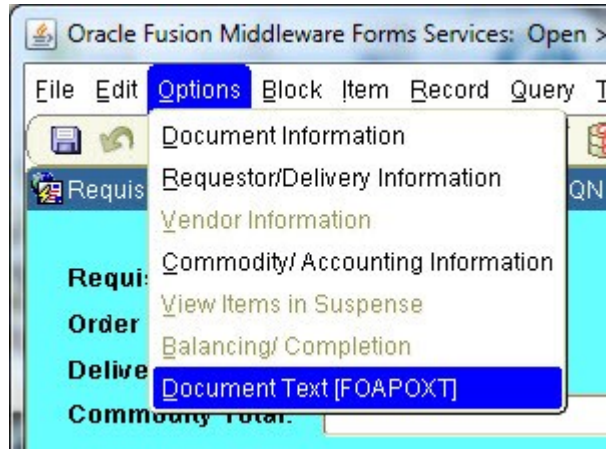
Enter *Ship To Code*

Enter  *Attention To*

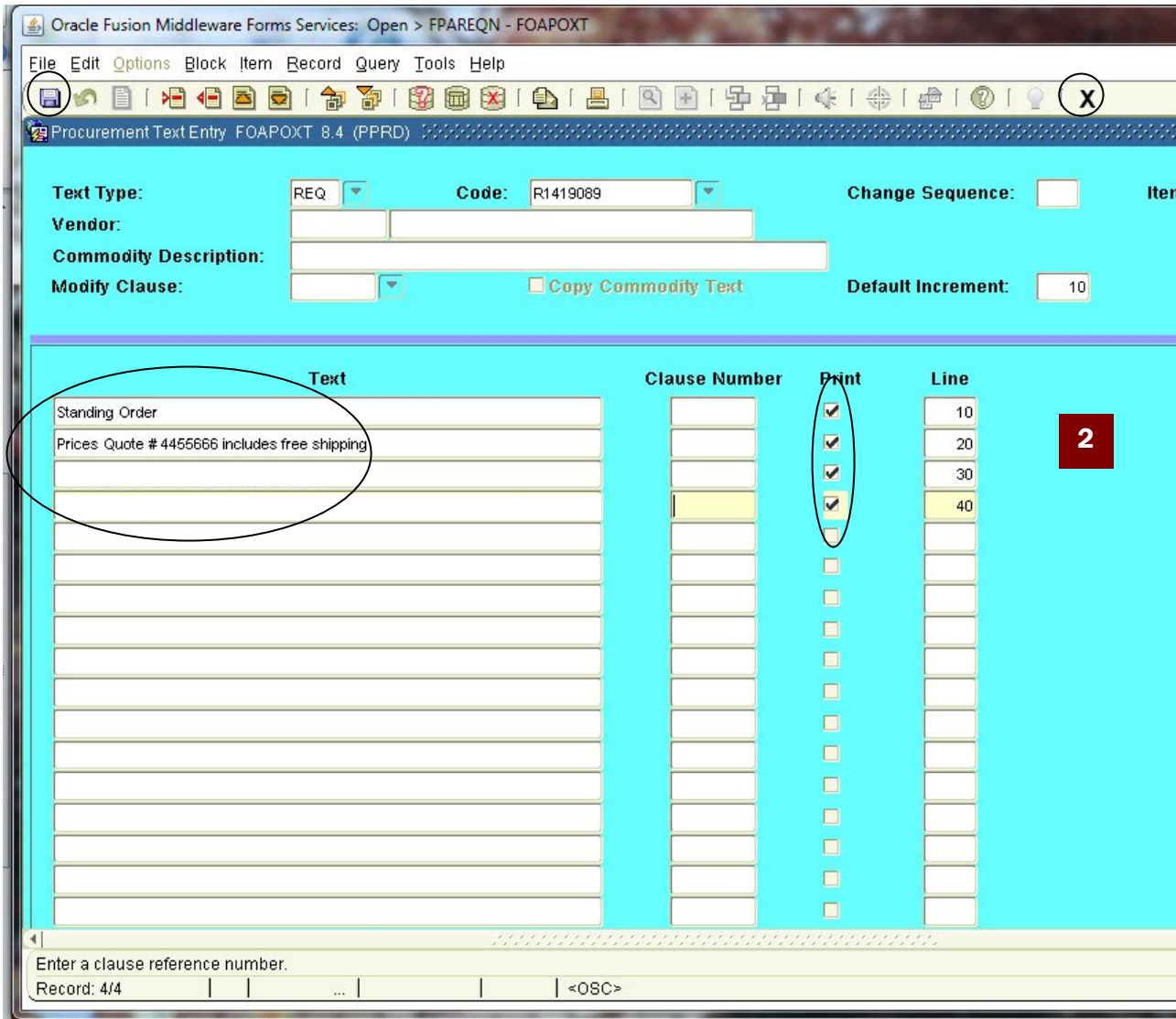
Next Block

Document Text

1



2



Enter Document Text

Use Document Text to communicate additional information about your whole purchase order to the purchasing department and/or vendors such as:

- Standing Order
- Special instructions, quote numbers, discount codes
- New vendor information or new addresses
- Any other additional information for the whole order

DO NOT enter any information about payments or other information for Accounts Payable. They will never see these instructions.

1 Select **Options** from the top menu and select **Document Text (FOAPOXT) Next Block**

2 **Enter information.** Each line holds up to 50 characters (8-10 words)

Next Record moves cursor to next line

Select the *Print* check box to the right of line if you want to print on purchase order

Save

Exit



3 **To return to Document Text to check or add more information**

Go to Options, Document Text

Next Block

You won't see your text until you do Next Block.

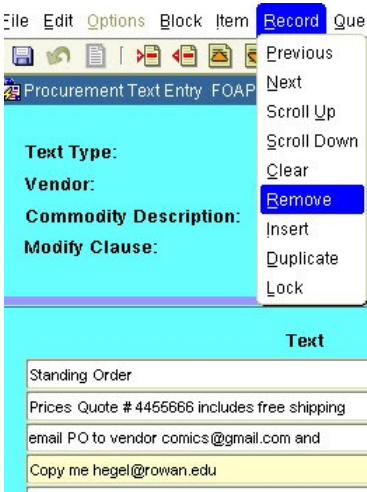
4 **To delete a line**

Select the line you wish to remove

In the top menu, go to **Record - Remove**

Your cursor will then pop up to the preceding line

Do not simply delete the text. It will not allow you to save, because it is considered an active line with no data



Vendors

Requestor/Delivery Information **Vendor Information**

Vendor: 915001461

1

2

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

Vendor: 915001461 Best Buy Stores LP Vendor Hold

Address Type: Sequence: Discount:
Tax Group: Currency:

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

3

Address Information Query: FQOADDR. 8.9 (PPRD)

ID: 915001461 Best Buy Stores LP

Address Type: Sequence Number: 3
Source: From Date: To Date:
Street Line 1: PO Box 731247
Street Line 2:
Street Line 3:
City: Dallas
State or Province: TX ZIP or Postal Code: 75373-1247
Nation:

Address Type: PO Sequence Number: 1
Source: From Date: To Date:
Street Line 1: 1851 Deptford Center Road
Street Line 2:
Street Line 3:
City: Deptford
State or Province: NJ ZIP or Postal Code: 08096
Nation:

4

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

Vendor: 915001461 Best Buy Stores LP Vendor Hold

Address Type: PO Sequence: Discount:
Tax Group: Currency:

Street Line 1: 1851 Deptford Center Road
Street Line 2:
Street Line 3:

City: Deptford
State or Province: NJ Zip or Postal Code: 08096
Nation:
Contact:
Email:

	Area Code	Phone Number	Extension
Phone:	612	2922529	<input type="text"/>
Fax:	952	4304832	<input type="text"/>

There are a few possible scenarios for vendors.

1. You know the **Vendor ID**
2. You know the vendor name, but not the Vendor ID
3. Your vendor is in Banner, but the address is incorrect
4. Your vendor is not in Banner

If you know the Vendor ID

- 1** Enter the **Vendor ID** in the first field after the word “Vendor”.

Tab to allow the address and contact fields to populate.

- 2** **Addresses**

If the vendor address does not populate, or if the address is incorrect:

Select the little arrow next to Address Type to see all the addresses for that vendor.

Only two addresses show at a time. Use the scroll on the right to see more addresses.

- 3** **AP and PO Addresses (and sometimes HO)**

There may be multiple addresses and address types (AP, PO, HO).

AP are addresses added by Accounts Payable. These are usually the address to where the payments are remitted.

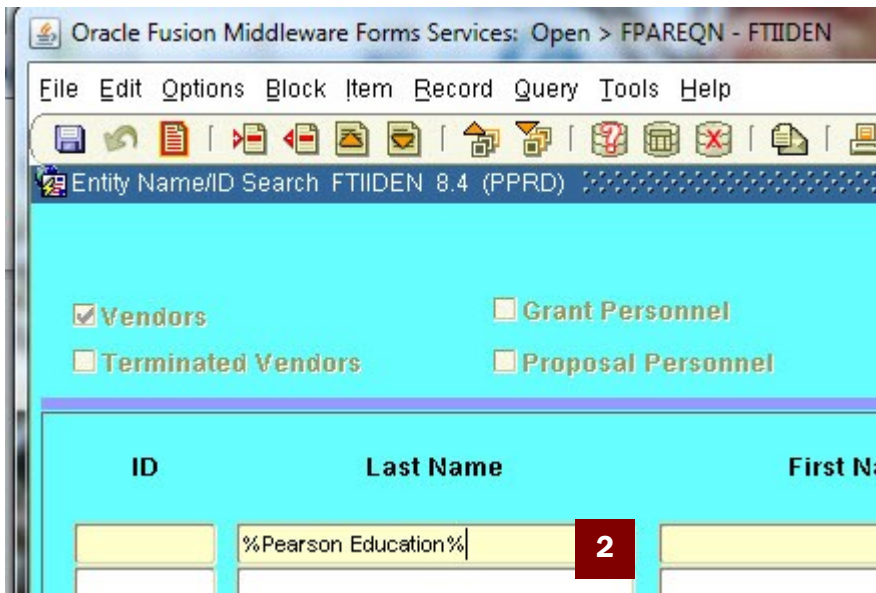
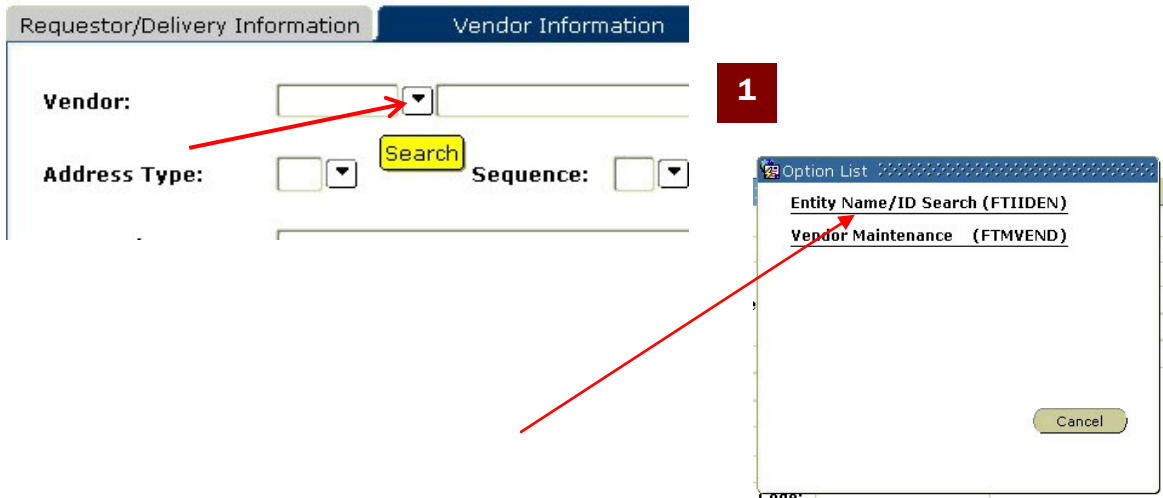
PO are addresses that have been entered by the Purchasing Office. One of these are probably the address to select for the requisition.

HO is usually a home address, like for an employee.

If you are not sure which address to use, you can contact the vendor, look at an old purchase order to the same vendor, or ask the purchasing office. If all the addresses are incorrect, type the correct address in Document Text.

- 4** If you find the correct address, double click in the Address type, and it will automatically populate the fields in the requisition

Vendors



ID	Last Name	First Name	Middle Name	Entity Ind	Change Ind	V	F	A	G
910001329	DONOTUSEPearson Education Inc-UST			C		T	N	N	N
910002414	Pearson Education			C	N	Y	N	N	N
910001329	Pearson Education Inc			C	N	T	N	N	N
910002414	Pearson Education Inc			C		Y	N	N	N

If you do not know the Vendor ID

1 Search for the Vendor ID

Select arrow next to the first field after the word “Vendor”

In the pop up dialog box (Option List) choose Entity Name/ID Search (FTIIDEN)

2 You will then see the FTIIDEN screen.

Tab to the field in the **Last Name** column

Type in part of the name that you are sure about – use % as wild cards wherever needed.

Hint

This field is case sensitive

Use the % before and after the name

Select Query Execute to execute the query

3 Choose the Vendor

You may see a list of several vendors with similar names.

Look in the “V” column to make sure there is not a “T” for terminated

Double click in the Vendor ID of the one you would like to select

4 Vendor Address

See page 9 on how to find the correct vendor address

Can't find your vendor? New Vendor

After searching for the vendor on FTIIDEN, if you are not able to locate the ID the vendor will need to be added into the system by the Purchasing department.

Leave the Vendor ID field blank

Record the vendor contact information under Document Text

Go to the Rowan Purchasing website for information and forms needed for new vendors:

www.rowan.edu/purchasing

Commodity/Accounting

Oracle Fusion Middleware Forms Services: Open > FPAREQN

File Edit Options Block Item Record Query Tools Help

Requisition Entry: Commodity/Accounting FPAREQN 8.6.0.3 (PPRD)

Requisition: R1514154
Order Date: 06-MAR-2015 **Transaction Date:** 06-MAR-2015 In Suspense
Delivery Date: 06-MAR-2015 **Comments:** Document Text
Commodity Total: 0.00 **Accounting Total:** 0.00 Document Level Accounting

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

Item	of	0	1	UM	Tax Group	Quantity	Unit Price	Extended:
CD126-000				LOT		1.00 X	256.1500	256.15
Commodity Description: Office Supplies								Discount:
								0.00
								Additional:
								0.00
								Tax:
								0.00
								Commodity Line Total:
								256.15
								Document Commodity Total:

Commodity Text
 Item Text
 Add Commodity
 Distribute

Options Block Item Record Query Tools

- Document Information
- Requestor/Delivery Information
- Vendor Information
- Commodity Supplemental Information
- Agreement Information
- Tax Distribution Information
- View Items in Suspense
- Accounting Information
- Balancing/Completion
- Review Commodity Information [FOICOMM]
- Item Text [FOAPOXT]**
- Document Text [FOAPOXT]
- Commodity Text [FOATEXT]

4

Procurement Text Entry FOAPOXT 8.4 (PPRD)

Text Type: REQ **Code:** R1419089 **Change Sequence:** **Item Number:** 1
Vendor: 915001461 Best Buy Stores LP
Commodity Description: USB Drive
Modify Clause: Copy Commodity Text **Default Increment:** 10

Text	Clause Number	Print	Line
need 200 g in silver with the strap and engraved		<input checked="" type="checkbox"/>	10
with "Technology is Cool"		<input checked="" type="checkbox"/>	

Always Tab to move between fields in this area for automatic calculations to work correctly

1 Enter Line Items

- Enter **Commodity Code**
(For a list of Commodity codes go to:
<http://www.rowan.edu/adminfinance/controller/purchasing/procurement.html>)
- Enter **Description** (type over the one auto entered by commodity code)
- Enter **Unit of Measure (U/M)**
- Enter **Quantity**
- Enter **Unit Price**
- Tab until you get back to the Description Field

*If you have more than one item, and need to assign each item to it's own individual different FOAPAL, see page 17 for details **BEFORE** going on. Otherwise, continue to step 2.*

2 For additional items, select **Next Record** and repeat until all items are entered



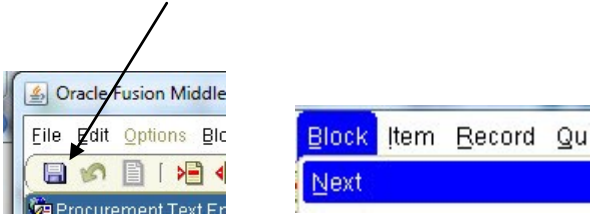
3 To delete a line, select the line and select **Record Remove**



4 Have a long description?

- Each line holds up to 50 characters (8-10 words)
- To add additional descriptions for each line item select **Item Text** from the **Options** menu
- When finished, Save and Exit

5 After you have entered all your Line items **Save** **Next Block**



Commodity/Accounting

FOAPAL of Remaining Commodity Amount: NSF Override NSF Suspense

COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Extended:	Discount:	Additional:	Tax:
R	07		10110	22000	7000	16				106.79	.00	.00	.00
FOAPAL Line Total:										106.79			
Document Accounting Total:													.00

1

FOAPAL of Remaining Commodity Amount: NSF Override NSF Suspense

COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Extended:	Discount:	Additional:	Tax:
R	14		10110	24040	7010	11							
FOAPAL Line Total:													
Document Accounting Total:													0.00

2

Enter amount for distribution and press NEXT FIELD.
Record: 1/1

FOAPAL of Remaining Commodity Amount: NSF Override NSF Suspense

COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Extended:	Discount:	Additional:	Tax:
R	14		10110	24040	7010	11							
FOAPAL Line Total:													
Document Accounting Total:													70.00

Record Query

Previous

Next

Scroll Up

Enter Chart of Account code
Record: 2/2

FOAPAL of Remaining Commodity Amount: NSF Override NSF Suspense

COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Extended:	Discount:	Additional:	Tax:
R	14		10110	24040	7010	11				100.00			
R	14		11220	24040	7000	14							
FOAPAL Line Total:										100.00			
Document Accounting Total:													70.00

Enter Chart of Account code
Record: 2/2

Always Tab to move between fields in this area for automatic calculations to work correctly

Possible Scenarios for Assigning a FOAPAL to a Requisition

1. Everything is charged to one FOAPAL (Regular or Standing Order)
2. The order is split among several FOAPALS (Regular or Standing Order)
3. Each line is assigned its own different FOAPAL

Enter FOAPAL

1

Charge entire requisition to one FOAPAL

Enter **Chart of Account (C)** 'R'

Enter **Fund**

Enter **Organization (Orgn)**

Enter **Account (Acct)**

Enter **Program (Prog)**

Tab 5x for total cost to auto-fill in the USD section

(if the amount doesn't automatically fill in, you can type in the amount)

Next Block

2

Need to split billing across more than one FOAPAL?

Enter the first FOAPAL (as above)

Enter the amount to be charged to the first FOAPAL in **USD**

or mark the **%** check box to the right of **Ext.** and enter percentage (do not type %)

Go to next record (**Record Next**) and repeat until total amount is billed.

Next Block

If you need to assign each line its own FOAPAL

See next page

Oracle Fusion Middleware Forms Services: Open > FPAREQN

File Edit Options Block Item Record Query Tools Help

Requisition Entry: Commodity/Accounting FPAREQN 8.6.0.3 (PPRD)

Requisition: R1419140

Order Date: 02-JUN-2014 Transaction Date: 02-JUN-2014 In Suspende

Delivery Date: 02-JUN-2014 Comments: Document Text

Commodity Total: 0.00 Accounting Total: 0.00 Document Level Accounting

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

Item 0 of 0 U/M EA Tax Group Quantity 1.00 X Unit Price 10.0000 = Extended: 10.00

Commodity Description 67868767 Boxes

Commodity Text
 Item Text
 Add Commodity
 Distribute

Discount: 0.00
 Additional: 0.00
 Tax: 0.00
 Commodity Line Total: 10.00

Block Item Record Qu

Next

Previous

Clear

View Supplemental Data

FOAPAL 0 of 0 Remaining Commodity Amount: 10.00 NSF Override

COA Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Extended	Discount	Additional	Tax
R	14	10110	24040	7010	11				10.00	0.00	0.00	0.00

FOAPAL Line Total: 10.00
 Commodity Accounting Total: 0.00

Block Item Record Qu

Next

Previous

Clear

View Supplemental Data

Commodity Description 67868767 Boxes

Commodity Text
 Item Text
 Add Commodity
 Distribute

Record Query

Previous

Next

Scroll Up

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

Item 1 of 1 U/M EA Tax Group Quantity 1.00 X Unit Price 5.0000 = Extended: 5.00

Commodity Description 67868767 Boxes
 46546546 Test Tubes

Commodity Text
 Item Text
 Add Commodity
 Distribute

Discount: 0.00
 Additional: 0.00
 Tax: 0.00
 Commodity Line Total: 5.00

Block Item Record Qu

Next

Previous

Clear

View Supplemental Data

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

Item 2 of 2 U/M EA Tax Group Quantity 1.00 X Unit Price 5.0000 = Extended: 5.00

Commodity Description 67868767 Boxes
 46546546 Test Tubes

Commodity Text
 Item Text
 Add Commodity
 Distribute

Discount: 0.00
 Additional: 0.00
 Tax: 0.00
 Commodity Line Total: 5.00

FOAPAL 0 of 0 Remaining Commodity Amount: 5.00 NSF Override

COA Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Extended	Discount	Additional	Tax
R	14	10110	24040	7000	11				5.00	0.00	0.00	0.00

FOAPAL Line Total: 5.00
 Commodity Accounting Total: 0.00

Assign each line item its own FOAPAL (Optional)

When do you need to assign each line item its own FOAPAL?

If the items will come in different shipments with different invoices, and the line items will be received in FPARCVD at different times, and possibly different amounts, and you want to make sure each item is paid from the correct FOAPAL. It would be very rare, if ever, that you would have to do this.

For example, if you are ordering baseballs and basketballs from one vendor, and will do a standing order for the year. Baseballs are billed to one FOAPAL and basketballs are billed to a different FOAPAL. Sometimes you will receive baseballs, sometimes basketballs. You want to make sure that if you receive only baseballs, that it is paid from the correct FOAPAL (the baseball team's FOAPAL). Assign each line item its own FOAPAL, and the correct FOAPAL will be billed each time.

1 You **MUST** uncheck **Document Level Accounting** check box before entering the commodity accounting information on this page. It is located in the first block

2 Enter Description, U/M, Quantity and Unit Price for Item 1

Next Block

3 Enter Fund, Org, Account, Program and Total Cost for Item 1

4 Select **Previous Block** which takes you back to item 1 description

Select **Next Record** to move to item 2

5 Enter Description, U/M, Quantity and Price for Line 2

Select **Next Block**

6 Enter Fund, Org, Account, Program and Total Cost for item 2

Repeat for each line item.

After entering the last Enter Fund, Org, Account, Program and Total Cost
Next Block

Complete Requisition

Requisition Entry: Balancing/Completion FPAREQN 8.6.0.3 (PPRD)

Requisition: R1419140
Order Date: 02-JUN-2014 **Transaction Date:** 02-JUN-2014 **In Suspense**
Delivery Date: 02-JUN-2014 **Comments:** **Document Text**
Commodity Total: 170.00 **Accounting Total:** 170.00 **Document Level Accounting**

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

Vendor: **Vendor Hold**
COA: R Rowan University **Requestor:** Hegel, Marybeth
Organization: 24040 Mathematics
Currency:
Exchange Rate: **Commodity Record Count:** 2
Input Amount: 170.00 **Converted Amount:**

	Input	Commodity	Accounting	Status
Approved Amount:	170.00	170.00	170.00	BALANCED
Discount Amount:	0.00	0.00	0.00	BALANCED
Additional Amount:	0.00	0.00	0.00	BALANCED
Back Amount:	0.00	0.00	0.00	BALANCED

Complete: **In Process:**

1

2



Holds transaction in incomplete status.
Purchase order will not be generated.

3

Document R7001107 completed and forwarded to the Posting process
Record: 1/1 | | ... | | | <OSC>

Complete Requisition

Complete Requisition

- 1 Make sure **Status** reads BALANCED
- 2 Select **Complete**
- 3 Requisition number noted on status bar at bottom of page

Requesting a new vendor? Choose *Yes* when you receive the message “*This requisition does not have a vendor or a recommended vendor. Do you want to complete?*” and your requisition will be completed.

Reuse/Copy a Requisition

1

General Menu GUAGMNU 8.4.2 (PROD) - Friday, Sep

Go To... Welcome, Mary Hegel.

My Banner

2

Requisition:

3

Copy FPAREQN 8.6.0.3 (PPRD)

Copy From

Requisition:

Vendor: Office Max

4

Requisition:

Order Date: Transaction Date:

Delivery Date: Comments:

Commodity Total: Accounting Total:

5

If you change anything here

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

Item	UM	Tax Group	Quantity	Unit Price	Extended	Discount	Additional	Tax	Commodity Line Total	Document Commodity Total
1 of 1	EA		1.00 X	200.0000	200.00	0.00	0.00	0.00	200.00	200.00
Office Products										
<input type="checkbox"/> Commodity Text <input type="checkbox"/> Item Text <input type="checkbox"/> Add Commodity <input checked="" type="checkbox"/> Distribute										

FOAPAL 1 of 1 Remaining Commodity Amount: 7242 NSF Override % USD 127.58
NSF Suspend

COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Pror	Extended	Discount	Additional	Tax	FOAPAL Line Total	Document Accounting Total
R	14		11	2000	7000	14				127.58	0.00	0.00	0.00	127.58	0.00

Make sure you update here as well. It may not automatically update.

6

	Input	Commodity	Accounting	Status
Approved Amount:	170.00	170.00	170.00	BALANCED
Discount Amount:	0.00	0.00	0.00	BALANCED
Additional Amount:	0.00	0.00	0.00	BALANCED
Tax Amount:	0.00	0.00	0.00	BALANCED

Complete: In Process:

Copy a requisition to reuse information on a new requisition

You can copy a requisition to use all the information from it to create a new requisition. You may find this helpful on orders to vendors you use frequently, or if you have to put in several requisitions for the same item. For instance, stipends for the same event to several participants. The entire requisition (vendor, items, document text etc.) will be copied, though you can change anything. Double check that the vendor, item, quantity, amounts and FOAPAL are correct for the new requisition, or change them as needed.

- 1 Type FPAREQN in the General Menu Go To.... field and press Enter.
- 2 Select the **Copy** Button (not the arrow next to the box.)
- 3 Type the requisition number (not PO number) you would like to copy in the Requisition Field. Press TAB to see Vendor ID and Name. Select OK.
- 4 The new requisition number is immediately assigned. Enter your delivery date. Your commodity total will change when you update your item, quantity, unit price, etc.
- 5 Make any changes necessary for the new requisition (for example vendor, item, quantity, amounts and FOAPAL) and then complete the requisition as usual. If you make any changes in quantity or price in the **Commodity Block**, be sure to go to the **Next Block** and type in the price changes in the **Accounting Block** (where you type your FOAPAL). They may not automatically change.

Next Block

- 6 Select the **Complete** button to complete the requisition.

Standing Order

Document Text in a Requisition

Text	Clause Number	Print	Line
Standing Order		<input checked="" type="checkbox"/>	10
Prices Quote # 4456666 includes free shipping		<input checked="" type="checkbox"/>	20
email PO to vendor comics@gmail.com and		<input checked="" type="checkbox"/>	30
Copy me hegel@rowan.edu		<input checked="" type="checkbox"/>	40

3

Next Block

Cancel Reason:

How to Process a Standing Order

A Standing Order is a Purchase Order noting an agreement with a vendor that you will pay for a predetermined service or product throughout a scheduled time period. One Purchase Order is created for the life of the order and full amount of the PO is encumbered. It is customary to receive multiple times (each time service is rendered) on a Standing Order. If you are placing an order that will have multiple invoices, a Standing Order should be used. When received on FPARCVD, a dollar amount is received instead of quantity (as in regular orders).

1 When should I place a Standing Order instead of a Regular Order?

1. For an order that will have multiple invoices
2. For something you may order all year long from the same vendor
Ex. water cooler rental or shredding service
Estimate how much you will spend in a year, and place a standing order requisition for the estimated yearly cost. As you receive an invoice each month, receive on the same purchase order over and over
3. You can reduce or increase the Purchase Order over the FY.

2 What do I do differently for a standing order?

Submit Requisition

Follow instructions for entering a requisition with the following additions:

Enter SO in **Comments** field or indicate a standing order is requested in **Document Text**

Receiving

Enter item DOLLAR Amount Received instead of Quantity Received (see Banner Receiving handbook)

3 How do I know my order is set up as a Standing Order?

Go to FPIPURR

Enter Purchase Order number, leave Blanket Order field blank, **Next Block**

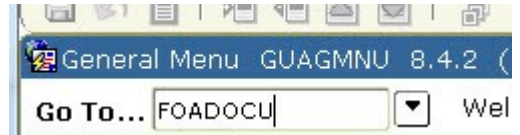
Type on Document Information screen should note 'Standing'

FOADOCU- Document by User

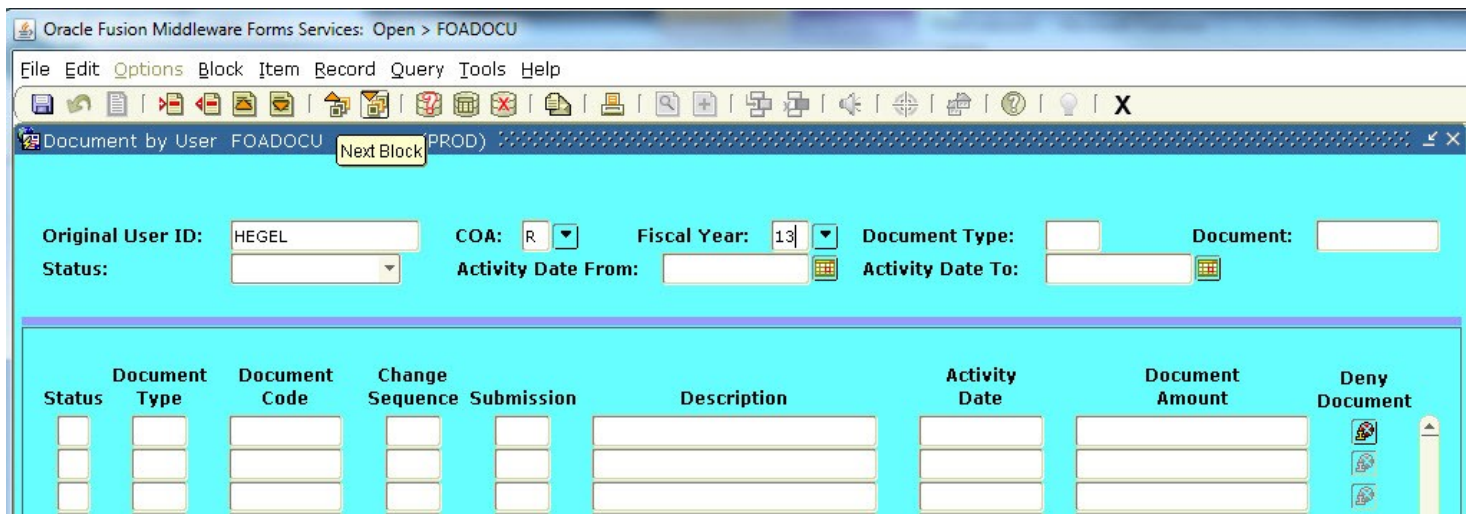
Use the **Document by User** Form to display a list of documents originated by a specific user (the person logged into Banner).

Enter **FOADOCU** in the 'GO TO' Field.

Enter



The User ID, COA and Fiscal year are already populated. Change the fiscal year or Enter activity dates if desired. **Next Block**



You will see a list of requisitions and transfers originated by the user.



support@rowan.edu
856-256-4400

Banner User ID and PIN

<http://www.rowan.edu/mybanner>

Information Resources Online Training Center

<http://rowan.edu/irt-training>

Purchasing Questions

<http://www.rowan.edu/purchasing>

Accounts Payable

<http://www.rowan.edu/accountspayable>