





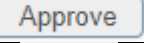



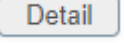
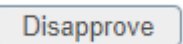






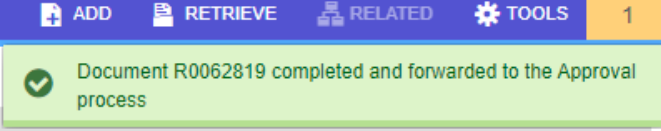

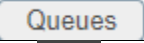





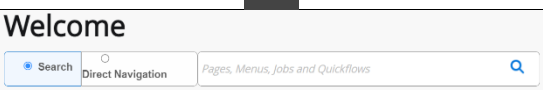


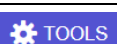

Banner Guide
Purchasing Department
3/28/22

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Please note: In order to enter purchase requisitions, you must first be granted access to the Banner Finance Module. If you do not have access, please complete the Data Access Authorization Request Form at this [link](#) and submit to the Budget Office for approval and processing.

Icons

Name	Icon	Location
...		To the right of a field
Add		Right-hand side
Approve		Left-hand side
Copy		Right-hand side
Dashboard		Top left corner
Delete		Right-hand side
Detail		Varies
Disapprove		Varies
Favorites		Left-hand side
Filter		Right-hand side
Go		Bottom right
Help		Left-hand side
Insert		Right-hand side
Menu		Top left
Notifications		Top right
Previous/Next Section		Bottom left
Queues		Varies
Recently Opened		Top left
Related		Top right
Retrieve		Top right
Save		Bottom right
Search		Left-hand side
Search Box		Center of page
Sign Out		Left-hand side
Start Over		Top right
Tools		Top right
X		Top left

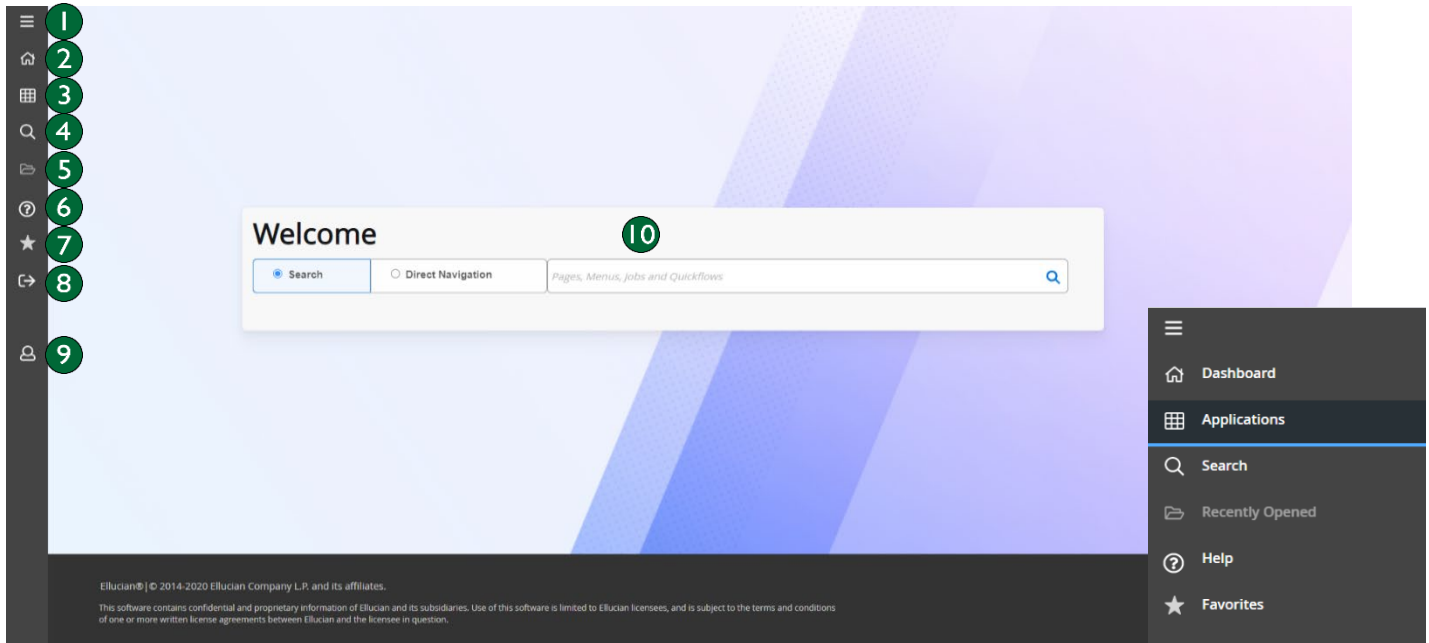


Banner Keyboard Shortcuts

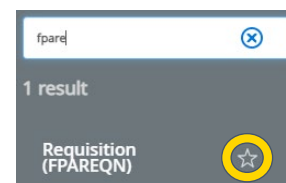
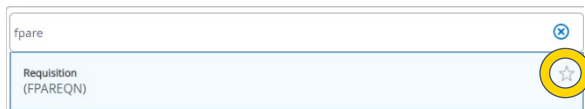
Action	Shortcut
Application Navigator	
Access Help	CTRL+M
Banner Document Management (BDM)	
Add BDM Documents	ALT+A
Retrieve BDM Documents	ALT+R
Cancel Page, Close Current Page, or Cancel Search/Query (in Query mode)	CTRL+Q
Change MEP Context	ALT+SHIFT+C
Choose/Submit	ENTER
Clear All in Section	SHIFT+F5
Clear One Record	SHIFT+F4
Clear Page or Start Over	F5
Count Query	SHIFT+F2
Delete Record	SHIFT+F6
Down/Next Record	Down Arrow
Duplicate Item	F3
Duplicate Selected Record	F4
Edit	CTRL+E
Execute Filter Query	F8
Exit	CTRL+Q
Expand/Collapse Drop-Down Field	ALT+Down Arrow
Export	SHIFT+F1
First Page	CTRL+Home
Insert/Create Record	F6
Last Page	CTRL+End
List of Values	F9
More Information	CTRL+SHIFT+U
Next Field or Item	Tab
Next Page Down	Page Down
Next Section	ALT+Page Down
Open Menu Directly	CTRL+M
Open Related Menu	ALT+SHIFT+R
Open Tools Menu	ALT+SHIFT+T
Page Tab 1, Page Tab 2 etc.	CTRL+SHIFT+1 CTRL+SHIFT+2 etc.
Previous Field or Item	SHIFT Tab
Previous Page Up	Page Up
Previous Section	ALT+Page Up
Print	CTRL+P
Refresh or Rollback	F5
Save	F10
Search or Open Filter Query	F7
Select on a Called Page	ALT+S
Toggle Multi/Single Records	CTRL+G
Up/Previous record	Up Arrow
Workflow	
Release Workflow	ALT+Q
Submit Workflow	ALT+

Navigating Banner

Banner is optimized for Google Chrome, Microsoft Edge, and Firefox. Please avoid using Microsoft Internet Explorer, as functionality will be affected.



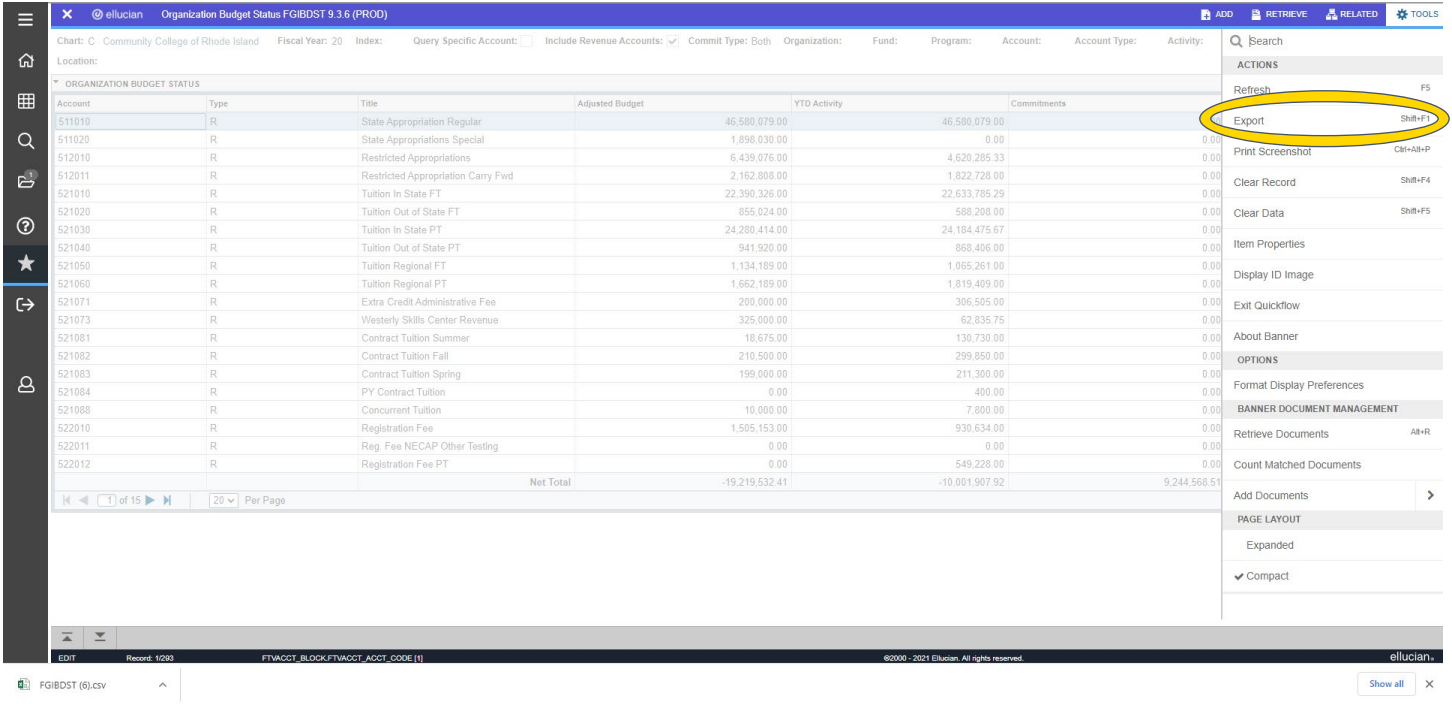
1. **Menu** expands the taskbar to show the title of each button, as shown here →
2. **Dashboard** (CTRL+SHIFT+X) brings you back to the home page from wherever you are.
3. **Applications** (CTRL+M) opens the categories in which banner screens are organized. (i.e. Student, Finance, Human Resources, etc.)
4. **Search** (CTRL+SHIFT+Y) opens a mini search bar. This is especially useful when you are already on a screen and want to search for another, without having to go back to the dashboard.
5. **Recently Opened** (CTRL+Y) displays the pages that you have recently used. Click on the icon to open the list and select a page to access it again.
6. **Help** (CTRL+SHIFT+L) opens a smaller menu where you can retrieve information on the Banner page you are presently working on [Page Help], view keyboard shortcuts [App. Nav. Keyboard Shortcuts], or view the privacy policy [Ellucian Privacy Policy].
7. **Favorites** (CTRL+D) opens a list of pages that you have bookmarked. To favorite a page, click on the star next to the page name in the search bar (either one works).



8. **Sign Out** (CTRL+SHIFT+L) will log you out. Once you are done with your Banner session, it is important to sign out of Banner.
9. **User Name** opens a smaller menu that allows you to check Banner messages, change your preferences, or alter your personal settings.
10. **Search Bar** is located at the center of the page when you log in, and in the main menu.

Exporting Data

You can export data from a Banner screen into a comma-separated value (CSV) file that will open in Excel. You can either use the keyboard shortcut Shift+F1 or click on “Export” on the dropdown menu. Depending on your browser and its settings, the file may open automatically, or you need to save it from the bottom of the browser window. Once downloaded and saved, it will open in Excel where you can add in totals, adjust the data, and anything else as needed.



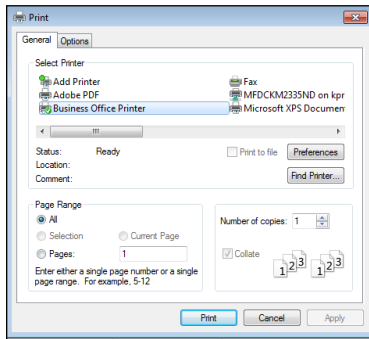
The screenshot shows the Banner 'Organization Budget Status' screen for 'Organization Budget Status FGIBDST 9.3.6 (PROD)'. The main table displays budget data with columns for Account, Type, Title, Adjusted Budget, YTD Activity, and Commitments. The 'Export' button in the 'ACTIONS' dropdown menu is highlighted with a yellow circle. The table data is as follows:

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments
511010	R	State Appropriation Regular	46,580,079.00	46,580,079.00	
511020	R	State Appropriations Special	1,898,030.00	0.00	0.00
512010	R	Restricted Appropriations	6,439,076.00	4,620,285.33	0.00
512011	R	Restricted Appropriation Carry Fwd	2,162,808.00	1,822,728.00	0.00
521010	R	Tuition In State FT	22,390,326.00	22,633,785.29	0.00
521020	R	Tuition Out of State FT	855,024.00	508,208.00	0.00
521030	R	Tuition In State PT	24,280,414.00	24,184,475.67	0.00
521040	R	Tuition Out of State PT	941,920.00	868,406.00	0.00
521050	R	Tuition Regional FT	1,134,189.00	1,065,261.00	0.00
521060	R	Tuition Regional PT	1,662,189.00	1,819,409.00	0.00
521071	R	Extra Credit Administrative Fee	200,000.00	306,505.00	0.00
521073	R	Westerly Skills Center Revenue	325,000.00	62,835.75	0.00
521081	R	Contract Tuition Summer	18,675.00	130,730.00	0.00
521082	R	Contract Tuition Fall	210,500.00	299,850.00	0.00
521083	R	Contract Tuition Spring	199,000.00	211,300.00	0.00
521084	R	PY Contract Tuition	0.00	400.00	0.00
521088	R	Concurrent Tuition	10,000.00	7,800.00	0.00
522010	R	Registration Fee	1,505,153.00	930,634.00	0.00
522011	R	Reg. Fee NECAP Other Testing	0.00	0.00	0.00
522012	R	Registration Fee PT	0.00	549,228.00	0.00
Net Total			-19,219,532.41	-10,001,907.92	9,244,568.51

Printing

In Banner, most screens can be printed by using the “Tools” drop-down menu or the keyboard shortcut Ctrl+Alt+P. Once your browser print window shows, choose your preferred printer or multi-functional device. Then, click “Print” once you have verified that this is your desired screen.

Note: Depending on your web browser, the Print command window may look different.



Print

Total: 1 sheet of paper

Destination: \\kprintsv02\MFDBK33...
*ID # 13742876 (RICOH M...)

Pages: All
 e.g. 1-5, 8, 11-13

Copies:

Options: Two-sided

[+ More settings](#)

Print using system dialog... (Ctrl+Shift+P)

Organization Budget Status FGIBDST 9.3.4 (PROD)

Chart: C Fiscal Year: 18

Index: Query Specific Account:

Include Revenue Accounts: Commit Type: Both

Organization: Fund:

Program: Account: 61950

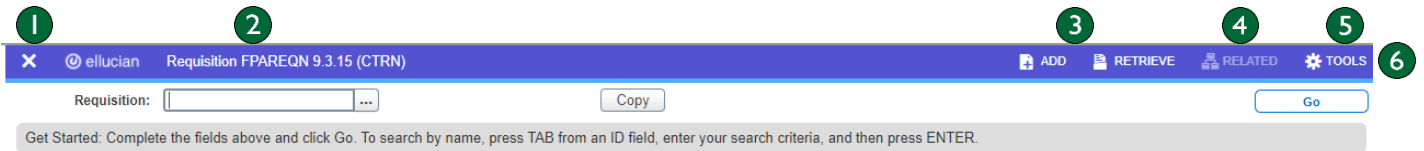
Account Type: Activity:

Location:

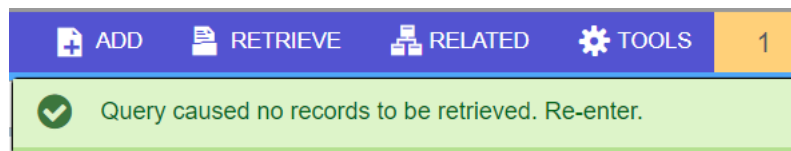
ORGANIZATION BUDGET STATUS						
Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
E11030	L	Classified Permanent OT	553,264.90	354,303.97	0.00	539,060.83
E11040	L	Classified Limited	37,058.92	21,189.87	0.00	16,469.05
E12011	L	Faculty	21,391,653.76	10,944,155.49	0.00	10,447,498.27
E12012	L	Staff	8,025,231.00	4,262,902.58	0.00	4,862,328.42
E12013	L	PT Faculty and Staff	36,867.00	31,970.74	0.00	4,896.26
E12014	L	Administration	5,528,177.22	2,702,524.26	0.00	2,825,652.96
E12020	L	Non Perm OT	33,915.00	14,005.04	0.00	19,909.96
E12033	L	Non Perm PLUS	2,865,911.61	1,590,919.33	0.00	1,274,992.28
E12041	L	Temporary Faculty	284,479.00	253,170.58	0.00	41,308.42
E12042	L	PT Support Staff	3,014,433.00	1,631,838.11	0.00	1,382,594.89
E12043	L	Day Overhead Lecturers	5,152,163.85	3,137,205.49	0.00	2,014,958.36
E12044	L	Contractors	111,600.00	77,897.60	0.00	33,442.10
E12045	L	Extended Day Lecturers	6,584,237.82	3,387,115.33	0.00	3,197,122.49
E12046	L	Honorariums	171,386.90	167,824.02	0.00	4,372.88
E12047	L	Coaches	185,000.00	102,973.75	0.00	82,026.25
E12048	L	Lifeguards	39,000.00	13,549.30	0.00	25,450.70
E12049	L	Library Learning Cent	837,714.12	413,993.58	0.00	417,520.54
E12050	L	Substantial Leave Replacements	30,000.00	0.00	0.00	30,000.00
E12051	L	Diversa Ed Instructors	416,824.00	186,285.26	0.00	230,538.74
E12052	L	Non Perm Part Time	3,000.00	3,000.00	0.00	0.00
Net Total			-110,413,725.58	-78,494,818.16	28,153,476.48	

1 of 8 20 Per Page Report 1 of 100

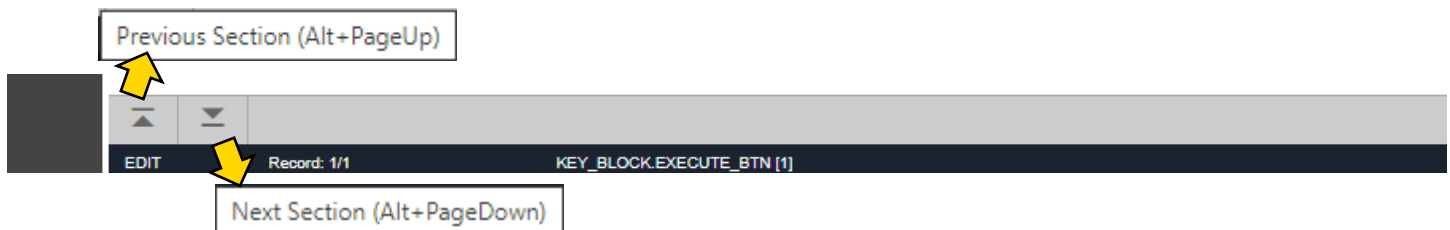
Page Header and Footer



1. **Page Close Icon** – Always use this icon to close the page you are in when you are finished.
2. **Page Title** – Includes description, report title, version, and database.
3. **Add or Retrieve** – These icons are used with Banner Document Management System (BDMS). Clicking on either one will open a new window where you can enable PDF documents to be added to or reviewed from Banner. (An example would be a quote from a vendor for the purchase requisition you have created). You will need to log into the section in order to perform this function.
4. **Related Menu** – Displays a list of related Banner pages which can be accessed to gain further information. (An example of this would be if you are looking at your department’s budget on FGIBDST and want to know the detail behind some of the budget or expense amounts, you can click on “Transaction Detail Information” to see this).
5. **Tools Menu** – This includes refresh, export, print, clear record, clear data, item properties, display ID image, and other options depending on the current screen.
6. **Notifications** – Will be located to the right of the “Tools” icon whenever an action has been completed. It will display information as needed including saves, warnings, error messages, etc. You can click on this yellow box with the number to open or close the notifications.

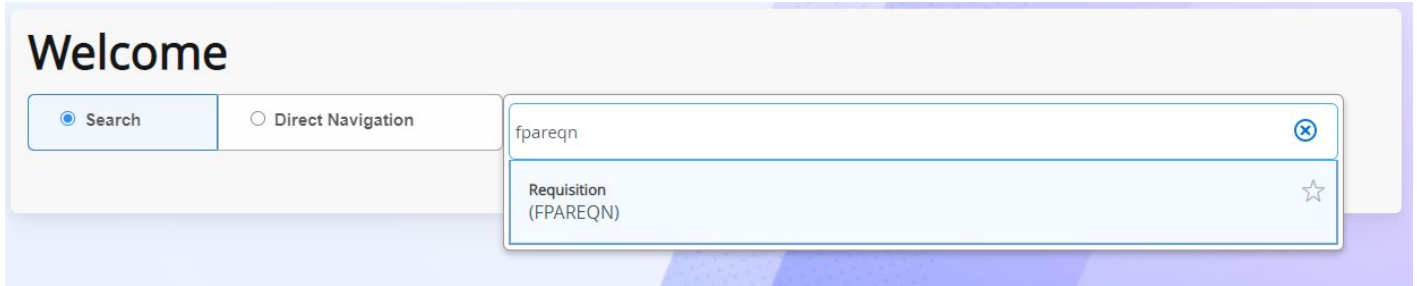


7. In the Page Footer area, use “Previous Section” or “Next Section” as shown below to navigate through a document you are working on.

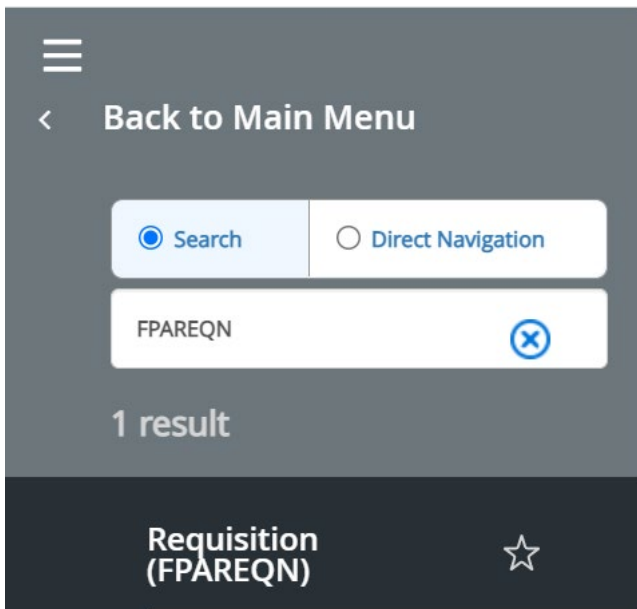


Creating a Purchase Requisition

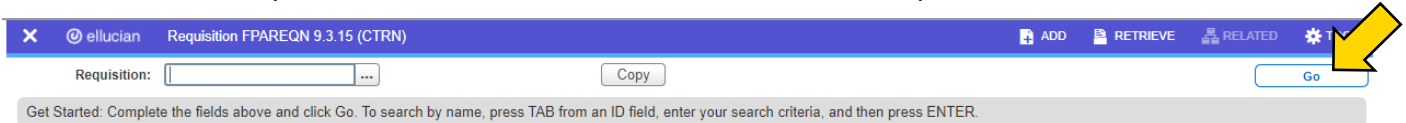
The FPAREQN screen is where a requisition is created. You can access this screen by using the search bar on the dashboard:



Or the search bar in the main menu:



Click on the result to open the FPAREQN screen. Click "Go" to start the requisition.



Requestor/Delivery Information (FPAREQN)

The first section of FPAREQN contains relevant date information as well as information on the person requesting a purchase and delivery. Fields with stars (*) are required to be completed.

Requisition: NEXT Start Over

REQUISITION ENTRY: REQUESTOR/DELIVERY

1 Order Date * 08/12/2021 3 Comments

Transaction Date * 08/12/2021 Commodity Total 0.00

2 Delivery Date * Accounting Total 0.00

In Suspense

Document Text

Document Level Accounting

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

REQUESTOR/DELIVERY INFORMATION

4 Requirer * Knight, Drew Street Line 2

5 Organization * Street Line 3

6 COA * C Community College of Rhode Island Contact

7 Email dknight64@ccri.edu 11 Attention To *

Phone Area Code 401 Building

8 Phone Number 825-2359 Floor

Phone Extension City

Fax Area Code State or Province

9 Fax Number Zip or Postal Code

Fax Extension Nation

10 Ship To * Area Code

Street Line 1 Phone Number

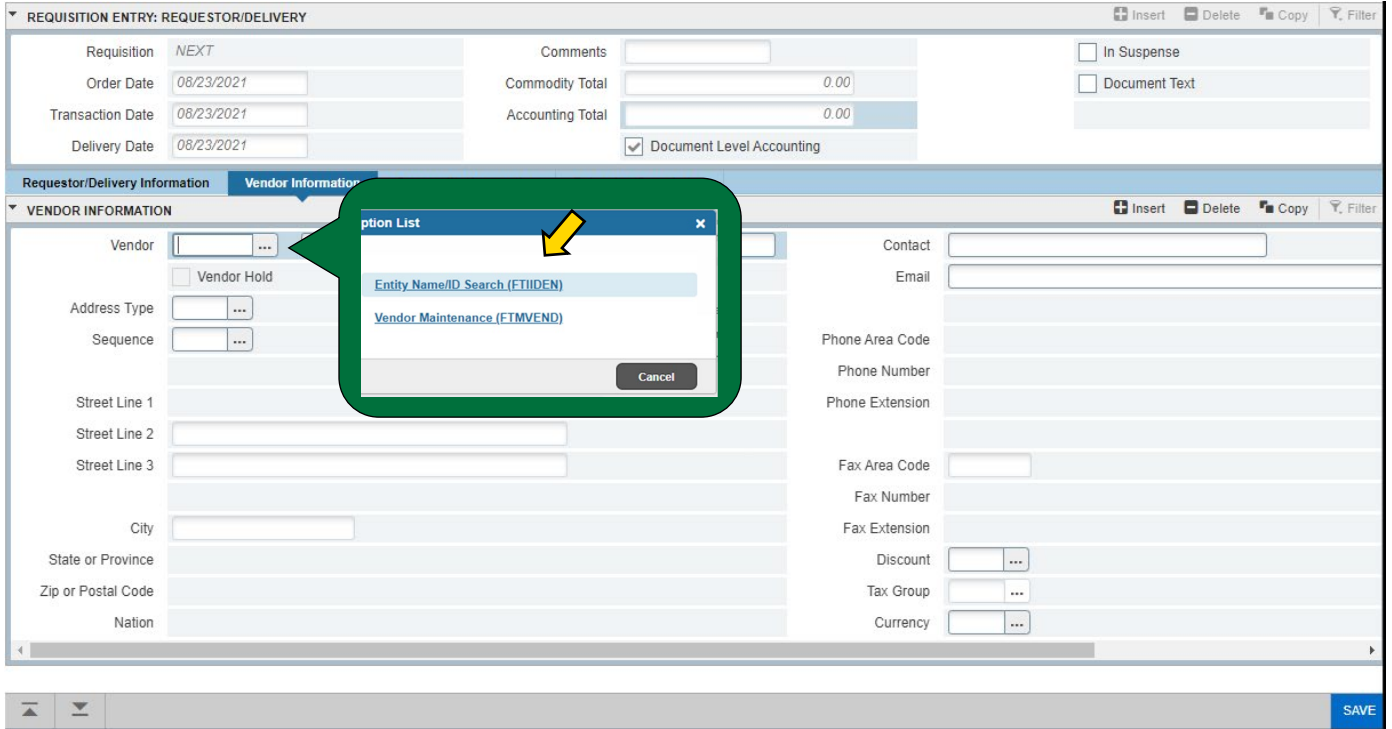
Once this form is complete, click "Save" and then "Next Section" to continue.

SAVE

1. **Order and Transaction Dates** – Automatically populates with the current date.
2. **Delivery Date** – Enter the date needed for delivery (use the calendar button to choose the date).
3. **Comments** – If the purchase is being made from a state Master Price Agreement (MPA), please indicate the MPA number in this field (i.e. MPA 344663). If not, please leave blank.
4. **Requestor's Name** – This field will auto-generate with your name but can be changed if needed.
5. **Organization Code** – This field will auto-generate with your assigned organization field. If not, you must enter the appropriate department Organization Code in this field.
6. **COA** – This field will auto-generate with "C." Please leave this as is.
7. **Email** – Your email will auto-generate in this field but can be changed if needed.
8. **Phone Number** – Enter or adjust the phone number in the appropriate fields.
9. **Fax Number** – Enter the fax number, if necessary, in the appropriate fields.
10. **Ship To** – Enter the code that the order will be delivered to. Ship-to codes are your org code and the first number of the location code. For example, if your org code is 30005, and your order is being shipped to the Warwick campus (500), your ship-to code is 300055. To search ship-to codes, visit [Tools and Resources](#).
11. **Attention To** – Enter your first initial, last name, and room number for delivery. (ex: D. Knight 2328)

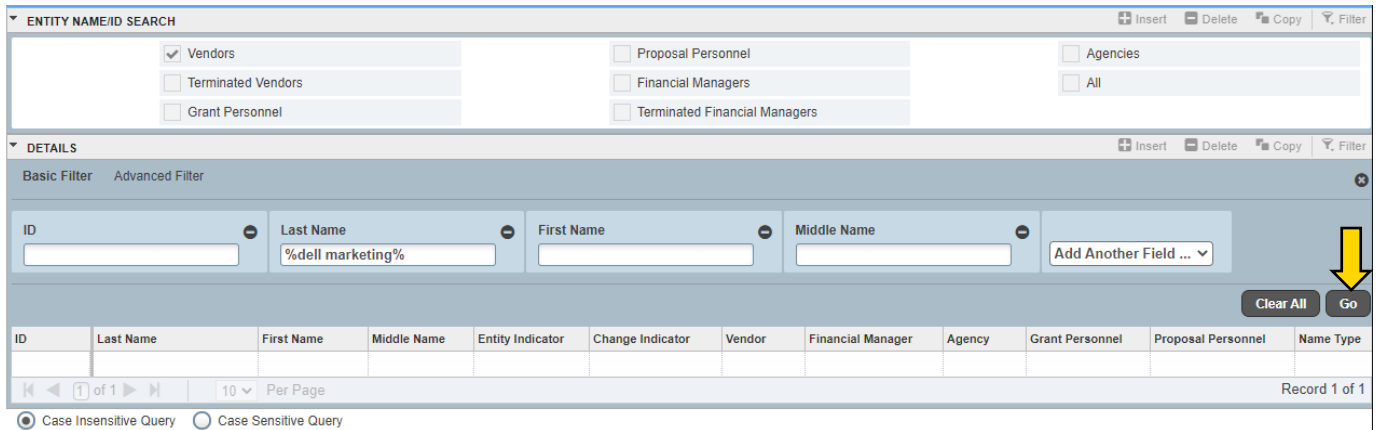
Vendor Information Form

The second section on FPAREQN contains information about the suggested vendor for the purchase. To find a vendor, click the [...] button to the right of the “Vendor” field. The Option List dialog box will appear in a pop-up window. Click on “Entity Name/ID Search (FTIIDEN).”



The screenshot shows the 'Vendor Information' section of the 'REQUISITION ENTRY: REQUESTOR/DELIVERY' form. A pop-up 'Option List' dialog box is open over the 'Vendor' field. The dialog box contains three options: 'Entity Name/ID Search (FTIIDEN)', 'Vendor Maintenance (FTMVEND)', and 'Cancel'. A yellow arrow points to the first option. A green callout box surrounds the dialog box.

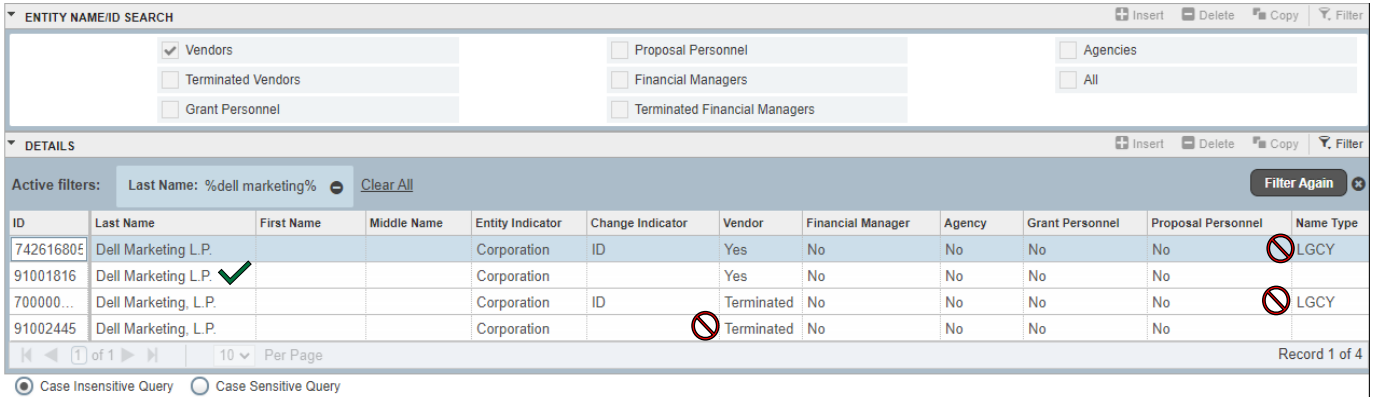
To search for a vendor, click on “Last Name” and then enter the vendor name in the blank field. Use the “%” – a wildcard – before and after the name of the vendor. (For example, %dell marketing%). Then you can execute the query by clicking “Go.”



The screenshot shows the 'ENTITY NAME/ID SEARCH' dialog box. Under the 'DETAILS' section, the 'Last Name' field contains the text '%dell marketing%'. A yellow arrow points to the 'Go' button at the bottom right of the dialog box.

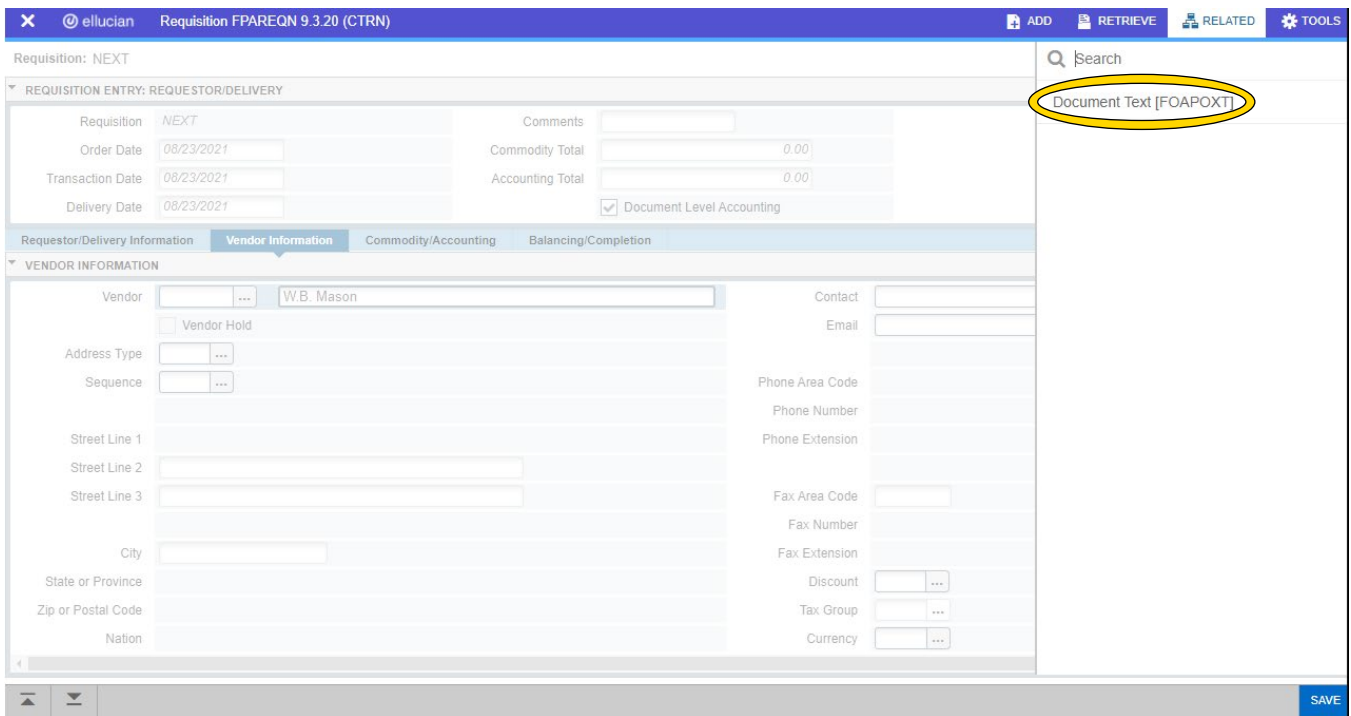
ID	Last Name	First Name	Middle Name	Entity Indicator	Change Indicator	Vendor	Financial Manager	Agency	Grant Personnel	Proposal Personnel	Name Type

If the vendor you wish to select is displayed, double click on that vendor name. This will bring the vendor ID and name into the requisition “Vendor Information” form [FPAREQN].



ID	Last Name	First Name	Middle Name	Entity Indicator	Change Indicator	Vendor	Financial Manager	Agency	Grant Personnel	Proposal Personnel	Name Type
74261680E	Dell Marketing L.P.			Corporation	ID	Yes	No	No	No	No	LGCY
91001816	Dell Marketing L.P.			Corporation		Yes	No	No	No	No	LGCY
700000...	Dell Marketing, L.P.			Corporation	ID	Terminated	No	No	No	No	LGCY
91002445	Dell Marketing, L.P.			Corporation		Terminated	No	No	No	No	

Note: Do not choose the Vendor name if there is a LGCY designation in the “Name Type” column to the far right of this form. Only select a vendor that has an ID number beginning with a “9.” If a vendor is displayed more than once, choose the vendor with a “Yes” in the “Vendor” column. A vendor name that has “Terminated” in this column has been removed from the system.



Requisition: NEXT

REQUISITION ENTRY: REQUESTOR/DELIVERY

Requisition: NEXT
 Order Date: 08/23/2021
 Transaction Date: 08/23/2021
 Delivery Date: 08/23/2021

Comments:
 Commodity Total: 0.00
 Accounting Total: 0.00
 Document Level Accounting

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

VENDOR INFORMATION

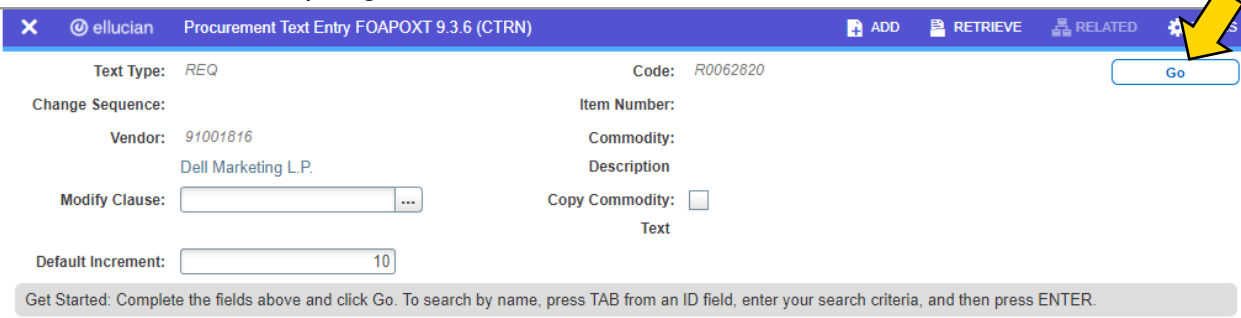
Vendor: Contact:
 Vendor Hold Email:
 Address Type: Sequence:
 Phone Area Code:
 Phone Number:
 Phone Extension:
 Street Line 1:
 Street Line 2:
 Street Line 3:
 City:
 Fax Area Code:
 Fax Number:
 Fax Extension:
 State or Province: Discount:
 Zip or Postal Code: Tax Group:
 Nation: Currency:

Document Text [FOAPOXT]

SAVE

If the vendor is not displayed in the query results in FTIIDEN, click white “X” in the upper left-hand corner of the form to return to the “Vendor Information” tab on FPAREQN. Enter the vendor name in this field. Click the “Related” dropdown menu, and then click “Document Text [FOAPOXT].”

From here, do not enter anything in the fields and click “Go.”



Text Type: REQ Code: R0062820

Change Sequence: Item Number:

Vendor: 91001816 Dell Marketing L.P. Commodity: Description

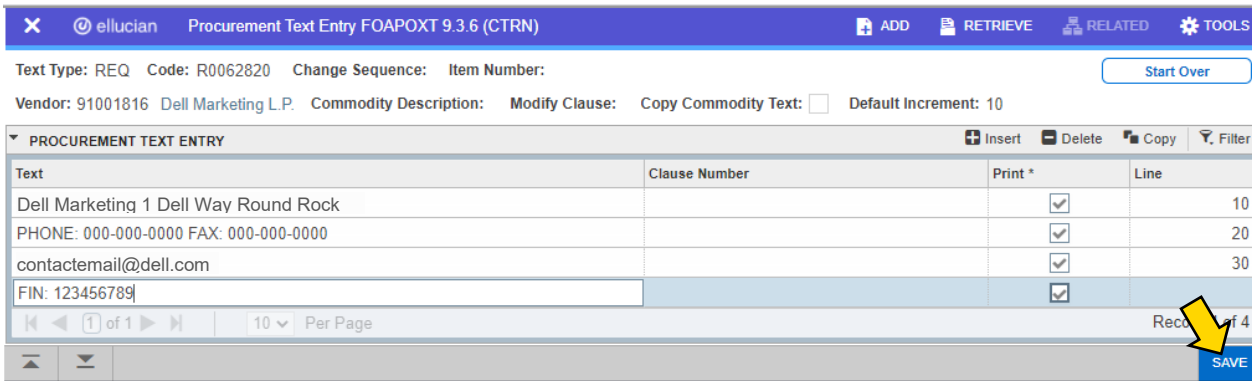
Modify Clause: ... Copy Commodity:

Text

Default Increment: 10

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

Type in complete vendor contact information in the space provided to include name, address, phone number, fax number, e-mail contact information, and Federal Identification Number. You can add a new line by clicking on “Insert.” Click Save, and exit the screen with the white “X” to return to the FPAREQN form.



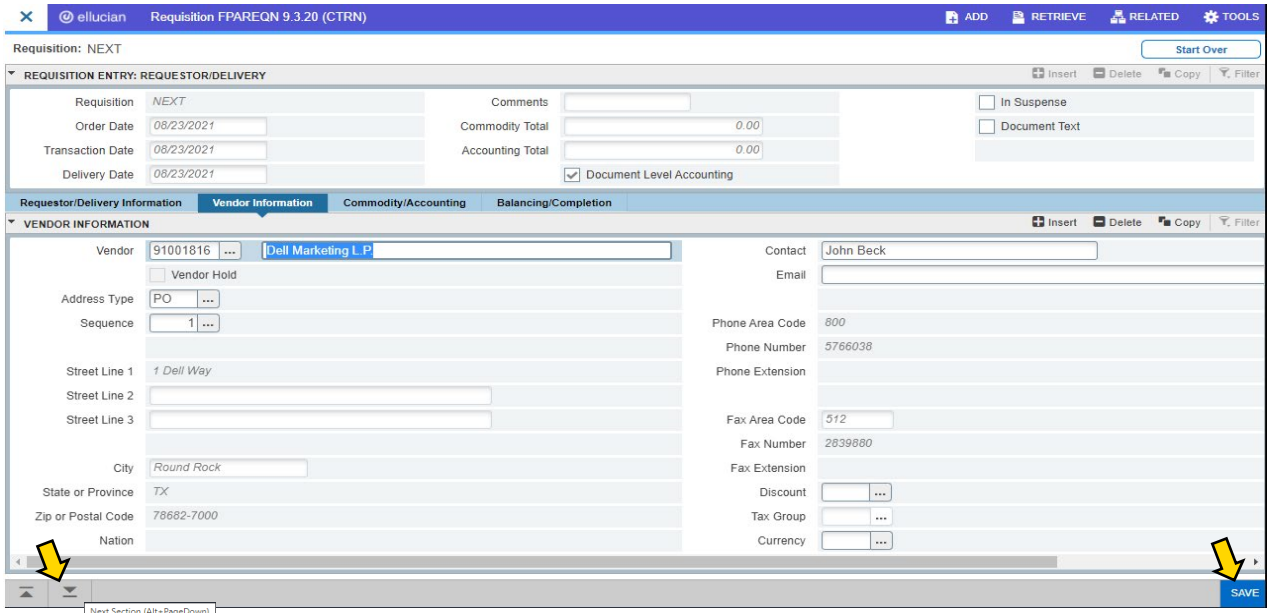
Text Type: REQ Code: R0062820 Change Sequence: Item Number:

Vendor: 91001816 Dell Marketing L.P. Commodity Description: Modify Clause: Copy Commodity Text: Default Increment: 10

Text	Clause Number	Print *	Line
Dell Marketing 1 Dell Way Round Rock		<input checked="" type="checkbox"/>	10
PHONE: 000-000-0000 FAX: 000-000-0000		<input checked="" type="checkbox"/>	20
contactemail@dell.com		<input checked="" type="checkbox"/>	30
FIN: 123456789		<input checked="" type="checkbox"/>	

Records: 4 of 4

SAVE



Requisition: NEXT

REQUISITION ENTRY: REQUESTOR/DELIVERY

Requisition: NEXT Comments:

Order Date: 08/23/2021 Commodity Total: 0.00 In Suspense

Transaction Date: 08/23/2021 Accounting Total: 0.00 Document Text

Delivery Date: 08/23/2021 Document Level Accounting

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

VENDOR INFORMATION

Vendor: 91001816 ... Dell Marketing L.P. Contact: John Beck

Vendor Hold Email:

Address Type: PO ... Sequence: 1 ...

Street Line 1: 1 Dell Way Phone Area Code: 800

Street Line 2: Phone Number: 5766038

Street Line 3: Phone Extension:

City: Round Rock Fax Area Code: 512

State or Province: TX Fax Number: 2839880

Zip or Postal Code: 78682-7000 Fax Extension:

Nation: Discount: ...

Tax Group: ...

Currency: ...

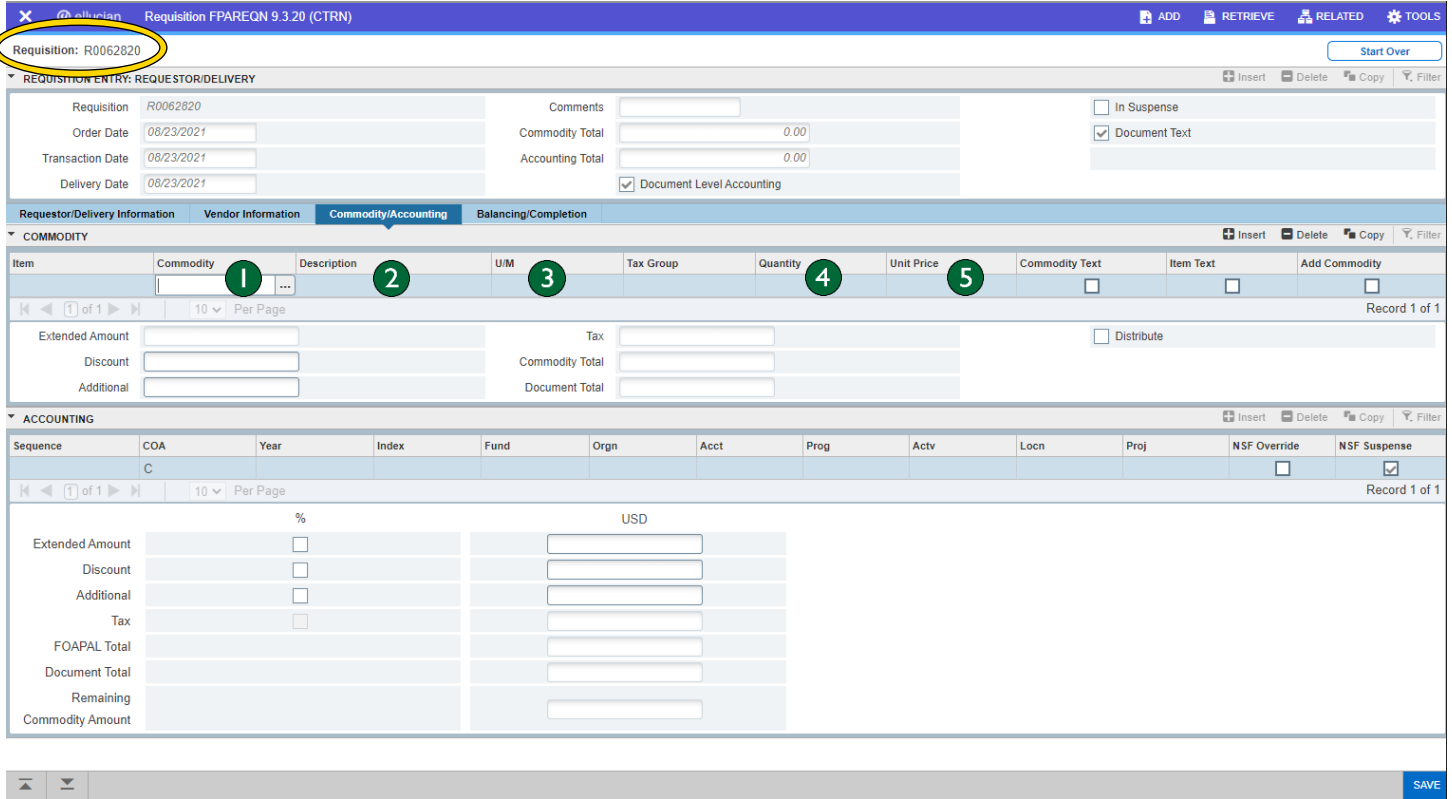
SAVE

Click “Save” and then “Next Section” continue.

Please note that the department **MUST** provide Purchasing with an E-Verify W-9 form which is completed by the vendor. Write the requisition number on the W-9 and e-mail a PDF version of the document to Purchasing (purchasing@ccri.edu). Requisitions **cannot** be processed until this form has been received.

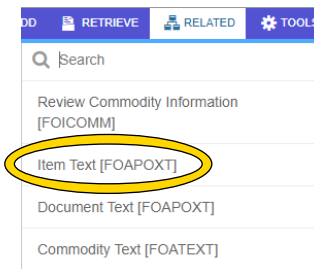
Commodity/Accounting Form

The third section contains the specific descriptions of what is being purchased and the associated accounting information. By this point, the requisition number has been automatically assigned and appears in the upper left corner of the document. It is important to take note of this number for your records.

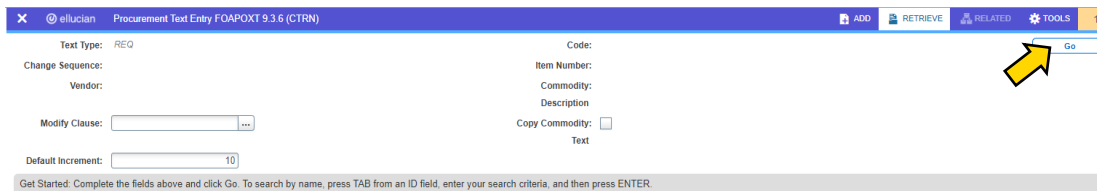


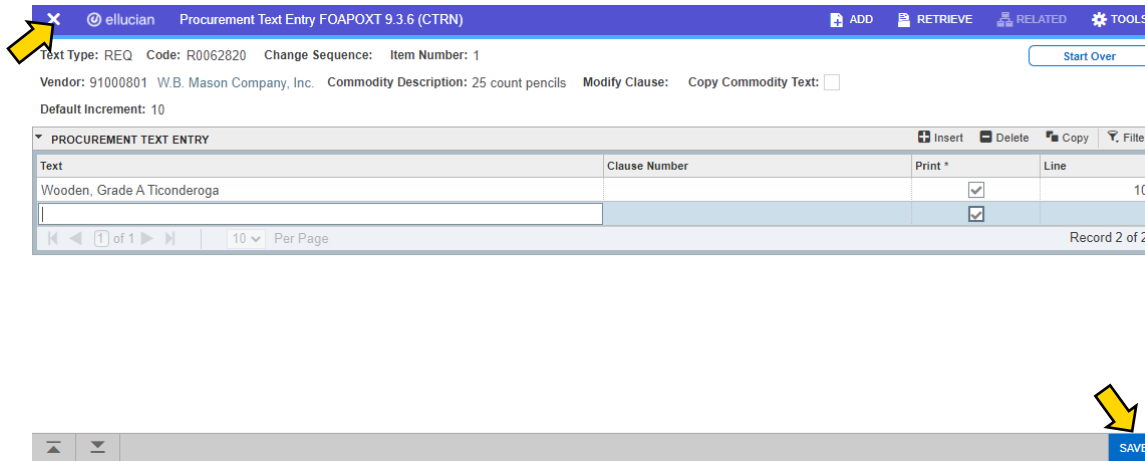
1. The cursor will appear in the “Commodity” field. Do **NOT** enter any information here.
2. Tab to the “Description” field. Type the item description, which can be a maximum of 50 characters per line.

Note: To add more text, click “Related” in the upper right corner of the page and then select “Item Text” and a new form will appear - Procurement Text Entry [FOAPOXT].



Click “Go” to access the form to complete the description.





Place the cursor in the first line of the “Text” section and type the additional information (maximum 50 characters per line). If additional lines are needed, use the down arrow key to move the cursor to the next line and continue typing.

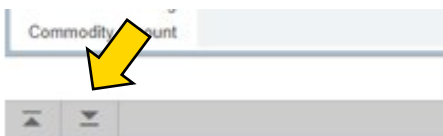
- The Text field is used to enter the exact specifications of what you want to procure. These specifications should be in specific and sufficient detail to allow Purchasing to conduct a bid (if necessary).
- If you have received an e-quote for computer equipment from the IT Help Desk, include this e-quote number in the item text.

When done, click Save in the lower right corner of the screen. Then click the white “X” in the upper left-hand screen to return to the Commodity/Accounting form.

Please note that there is a difference between Item Text and Document Text. Document Text applies to the procurement as a whole. Item Text is specific to the line item on the Commodity /Accounting page. You can access and use both via the “Related” menu option.

3. Tab to the “UM” (Unit of Measure) field. Most of the time this will be EA (each) but you can click the [...] next to the field to open a full list of options.
4. The cursor now appears in the “Quantity” box. Type in the appropriate quantity of the item you are requesting to purchase. Please note this must correlate to the chosen unit of measure.
5. Tab to the “Unit Price” field. Type in the correct unit price. A decimal point is only needed if cents are involved. Continue tabbing until the cursor comes back to the “Commodity” field.

Note: Do not enter a zero-dollar amount on a line item. In some cases, if there is no charge for the item, enter it as 0.01 and note “No Charge” in the item text.



Click “Next Section” at the bottom left-hand corner to access the Accounting Sequence, FOAPAL (Fund, Organization, Account, Program, Activity, and Location) section of the screen.

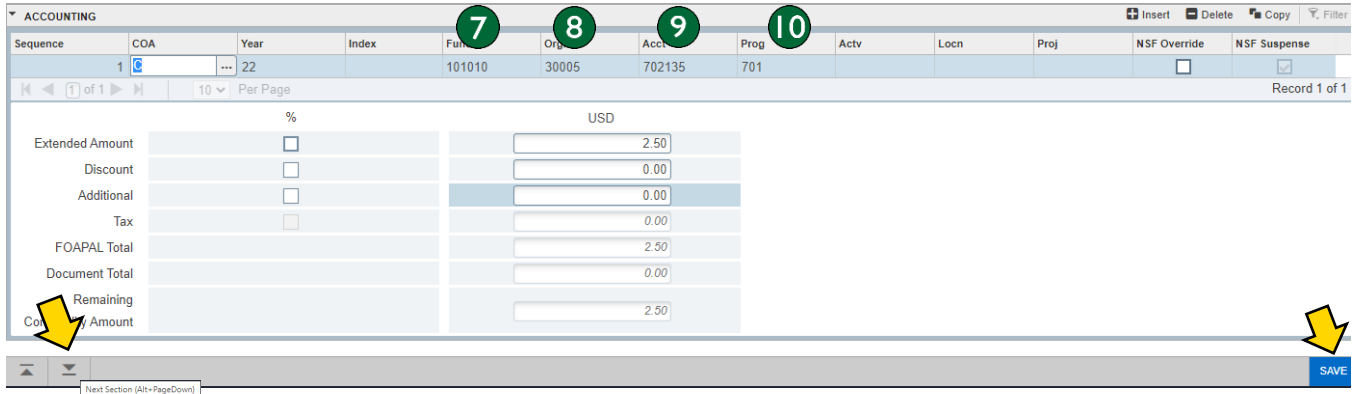
The cursor will now be in the FOAPAL section of the requisition in the box titled “COA.” Both the “COA” and “Year” fields will already be populated. The “Index” field is not used.

NOTE: Before entering any FOAPAL information, please see the note below.

- Splitting the accounting between two or more FOAPAL strings for the entire purchase:
 - While the cursor is on the first FOAPAL string line, use the down arrow key to move to the next line to enter the additional FOAPAL information on the second line.
 - Be sure that you split the costs between the different lines appropriately. You will need to determine what percent of the total is being charged to each accounting line.
 - After you tab over to the right-hand side of the screen, you will be brought down to the section below where you can click in the box next to the word “Extended” and enter the percentage as a whole number.

For example, type “75” in the box to the right to assign 75% of the costs of the purchase to the FOAPAL string. For additional assistance, contact the [Purchasing Department](#).

7. Tab to the field titled “Fund.” Type in the correct Fund number, or use the drop-down menu for options.
8. Next, fill in the “ORGN” (Organization Code) field. Visit the Chart of Accounts page if you don’t know which Org Code to use.
9. Then, the “ACCT” (Account Code) field. Visit the Chart of Accounts page if you don’t know which Acct Code to use.
10. The “PROG” (Program) field will automatically populate, you do not need to make an entry here (however, please verify that the Program code is accurate).
11. Tab until the cursor returns to the “COA” field (you will see that several tabs below will highlight and change in the process, which is normal).



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

Sequence	COA	Year	Index	Fund	Org	Acct	Prog	Actv	Locn	Proj	NSF Override	NSF Suspense
1		22		101010	30005	702135	701				<input type="checkbox"/>	<input type="checkbox"/>

Below the table is a summary section with the following values:

	%	USD
Extended Amount	<input type="checkbox"/>	2.50
Discount	<input type="checkbox"/>	0.00
Additional	<input type="checkbox"/>	0.00
Tax	<input type="checkbox"/>	0.00
FOAPAL Total		2.50
Document Total		0.00
Remaining Commodity Amount		2.50

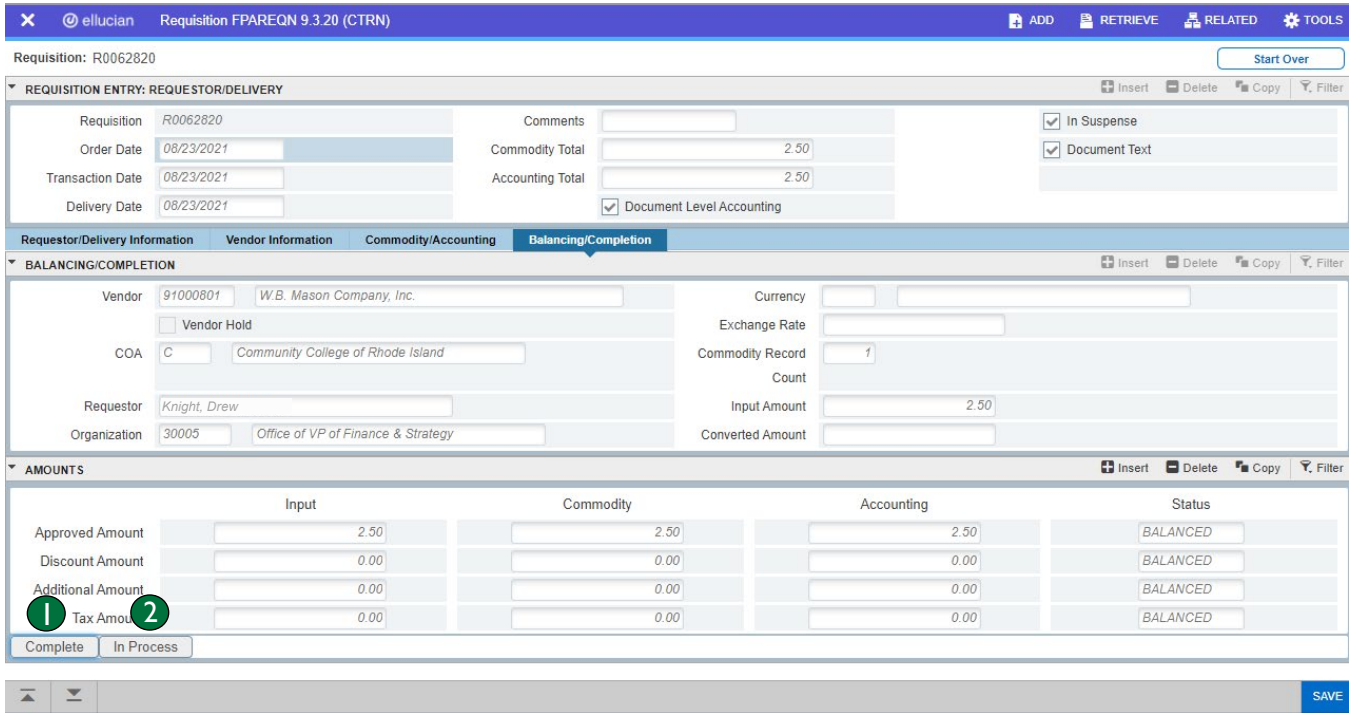
Arrows in the original image point to the 'Previous Section' button (bottom left) and the 'SAVE' button (bottom right).

After the accounting data is entered, if you need to add additional items, click the “Previous Section” button to return to the Commodity section of the screen to enter the next line item. Repeat this procedure until all commodities and related accounting strings are completed. If you need to enter more than 10 items, you can utilize the bulk entry template found in [Tools & Resources](#).

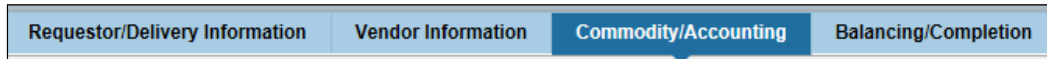
Once the Commodity/Accounting section has been completed, click “Save” and then “Next Section.”

Balancing/Completion

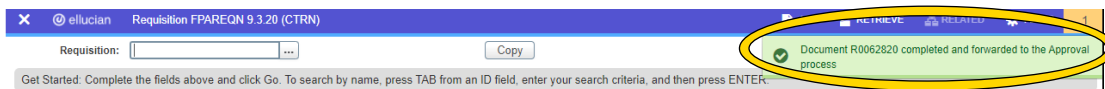
This is the last section on the requisition to be completed.



1. If the document is complete, click the “Complete” button. Banner will perform the document checking function. Please note that you can always go back to a previous section of the requisition by clicking on “Previous Section” or by clicking on the section tabs:



The message “Document R00XXXXX completed and forwarded to the Approval process” will appear at the top right-hand corner of the screen.



2. If you are not yet ready to complete the requisition and want to return to it later, click “In Process.” Make sure that you have written down the requisition number for future reference. When ready, you will be able to go back to FPAREQN, review the requisition, and make any necessary adjustments.

Once a requisition has been entered and completed, you cannot use FPAREQN to view the requisition. To view the requisition again, you must go to “Requisition Query [FPAREQN],” which is an inquiry-only screen.

If the requisition is completed but not approved by the department and changes need to be made to the document, the department approver can go to the “Approval” screen (FOAUAPP) and disapprove the requisition so it can be retrieved for changes.

Once a requisition has been approved by both the department and Purchasing, it cannot be disapproved. However, additional text can be added using the “FOAPOXT” form.

User Approval Notification

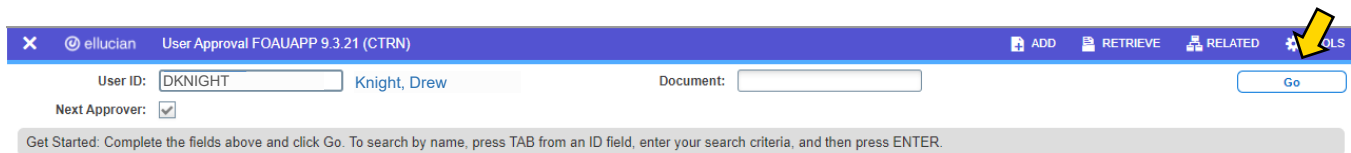
If you are a department purchase requisition approver, form FOIAINP will display first, notifying you that documents are waiting for approval.

Note: If you do not want to review pending requisitions waiting for approval at this time, click on the white “X” in the upper left-hand corner and the FOIAINP screen will close and the FPAREQN (Requisition Entry) screen will open.

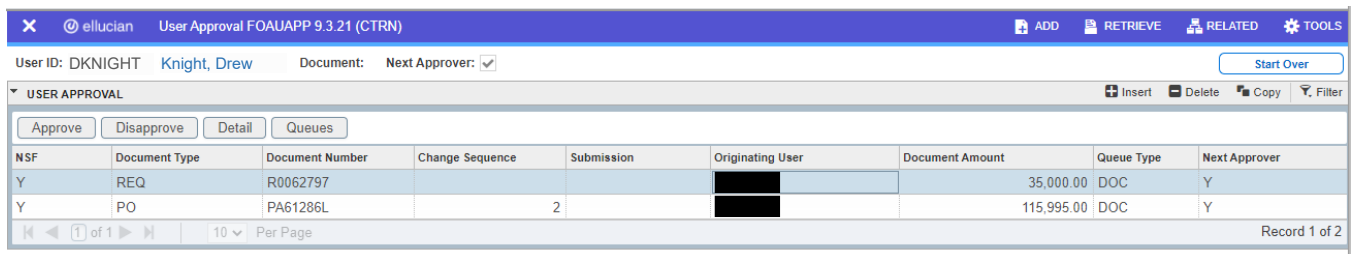
To see the requisitions requiring your attention, click on “Related” and then you will see the FOAUAPP option appear.



Click on “User Approval [FOAUAPP]” and you will be brought to a Banner screen where you will see your username in the User ID field. Click on the “Go” button and you will see a list of purchase requisitions requiring your attention.

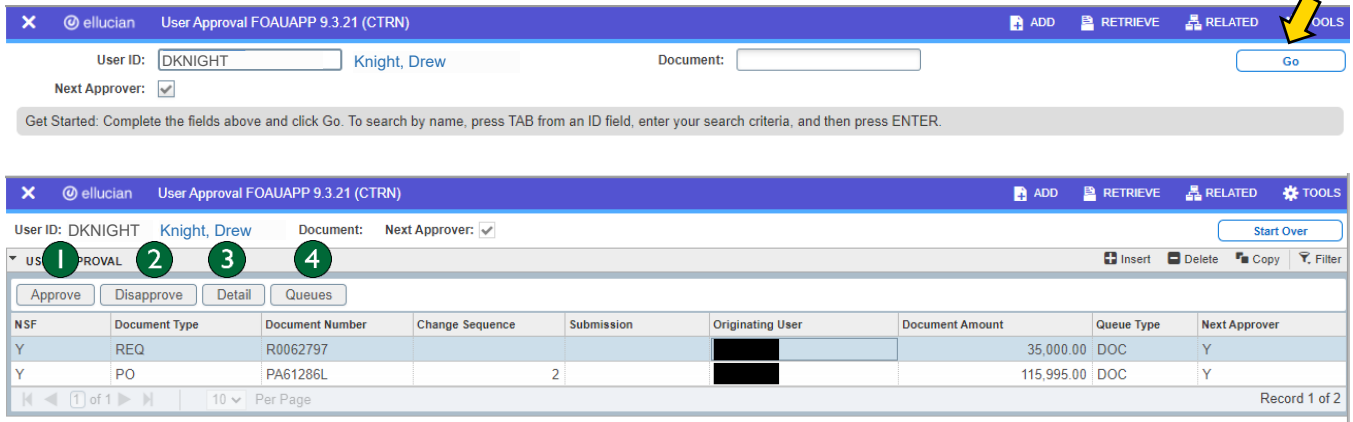


Please see the following section titled “Approving, Disapproving, and Reviewing Requisitions” for further information.



Approving, Disapproving, and Reviewing Requisitions

To access the User Approval screen, enter FOAUAPP in either search bar. The following screen will appear. Click on the “Go” button and you will see a list of purchase requisitions requiring your attention.

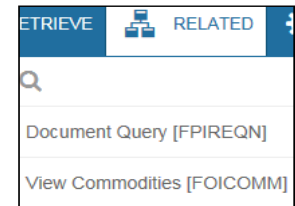


1. **Approving a Requisition** – If you already know the details of the requisition and are comfortable approving without seeing the details, click “Approve.”
2. **Disapproving a Requisition** – If, after review, it is decided that changes must be made, the department approver may disapprove the requisition. The requisition then becomes open again and must be addressed by the department employee who originally entered it in Banner or by another department employee who has the same Banner Finance security for that department.

Note: If the requisition needs to be edited or corrected and was previously completed and approved by your department, contact the Purchasing Department to ask that it be disapproved at their level, which will then enable you to make any necessary corrections. Also, if the Purchasing Department has already approved a requisition, the document can’t be disapproved. It will need to be canceled by Purchasing and a new requisition will need to be entered by the department.

To retrieve a requisition for correction after it has been disapproved, go to FPAREQN and enter the SAME requisition number. DO NOT start a new requisition. Once the changes have been made, the document should be completed and approved by the department for processing by the Purchasing Department.

3. **Reviewing a Requisition** – To view the specifics of a requisition, click “Detail.” This will allow you to review the requisition’s line item details and related accounting information for accuracy on form FOQRACT. Once the accounting information has been reviewed, you can click “Related” on the menu bar in the upper right-hand corner, and then select “Document Query” to review the actual requisition itself. When you have finished reviewing the screen, click on the white “X” in the upper leftcorner and you will be brought to the FOAUAPP screen.

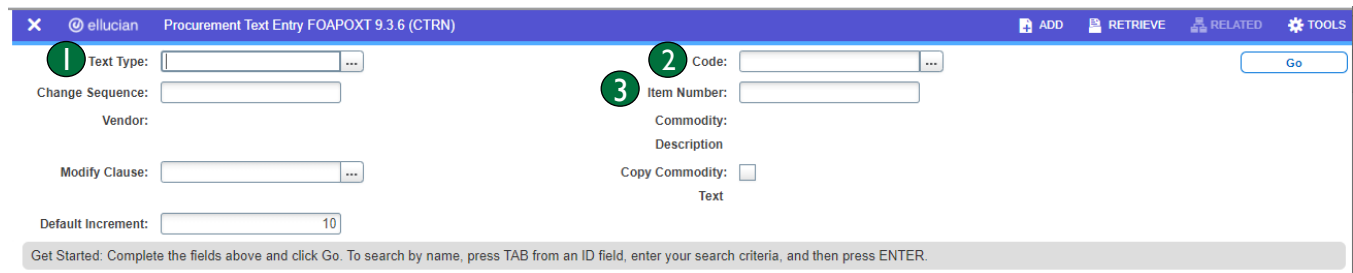


4. **Queues** – This function will not be used often. Selecting this will bring you to a page that lists the departments and individuals that are a part of the approval workflow. This is for review only.

Procurement Text Entry

Two types of text that can be entered on the Procurement Text Entry screen. Item text is used to provide information specific to a single line item/commodity on the requisition or purchase order. Document text is used for more general information regarding the procurement.

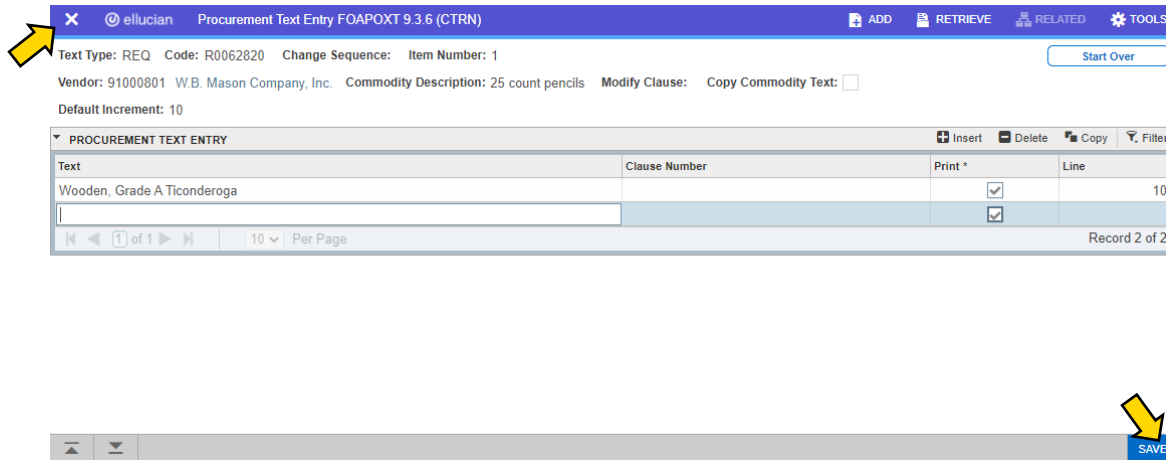
To access the Procurement Text Entry screen, type “FOAPOXT” in one of the search bars. The “Procurement Text Entry FOAPOXT” form will now be open.



To Enter Item Text

1. **Text Type** - Enter REQ in the field.
2. **Code** - Enter the complete requisition number (ex. R00XXXXX – X’s represent the req. number)
3. **Item Number** - enter a line number of the requisition you are adding text to

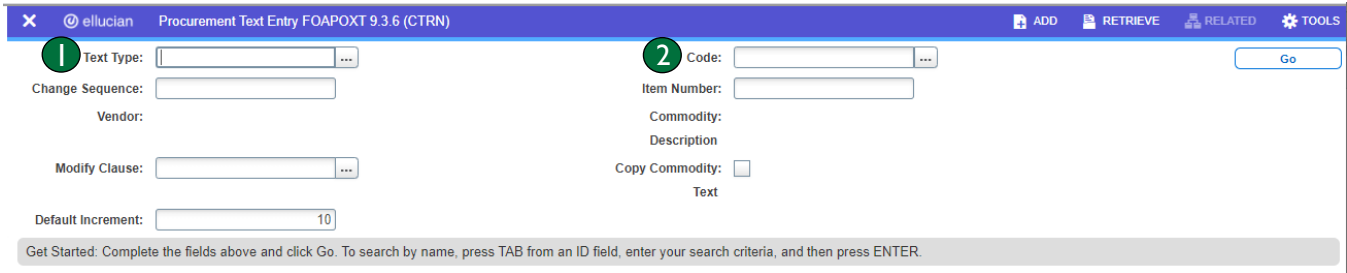
Click “Go” and enter your document text.



Place the cursor in the first line of the “Text” section and type the additional information (maximum 50 characters per line). If additional lines are needed, use the down arrow key on the keyboard to move the cursor to the next line to continue typing. Under the “Print” column, there are checkboxes that can be left as checked when that line of text is to appear on the printed requisition, or unchecked when that line will not appear on the printed requisition.

- The “Text” field is used to enter the exact specifications of what you want to procure. These specifications should be in specific and sufficient detail to allow Purchasing to conduct a bid (if necessary).
- If you have received an e-quote for computer equipment from the IT Help Desk, include this e-quote number in the item text.

When done, click “Save” and then the white “X” to exit the form.



Procurement Text Entry FOAPOXT 9.3.6 (CTRN)

1 Text Type: [] ...

2 Code: [] ...

Change Sequence: []

Item Number: []

Vendor: []

Commodity: []

Description: []

Copy Commodity:

Text

Modify Clause: [] ...

Default Increment: [10]

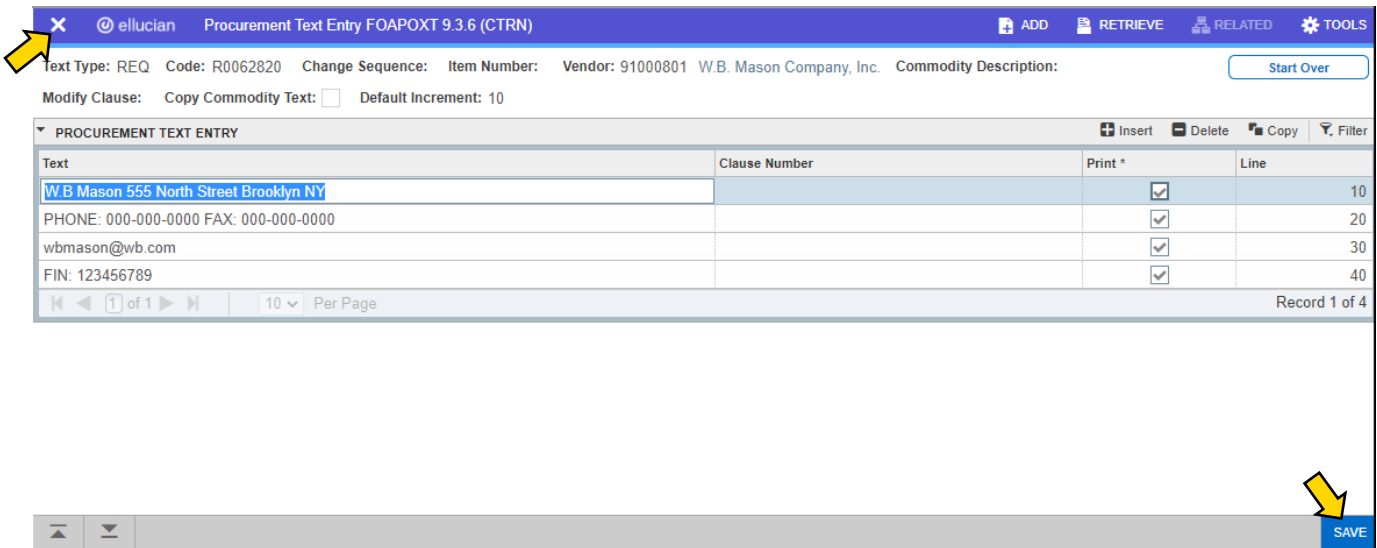
Go

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

To Enter Document Text

1. **Text Type** - Enter REQ in the field.
2. **Code** - Enter the complete requisition number (ex. R00XXXXX – X's represent the req. number)

Click “Go” and enter your document text.



Procurement Text Entry FOAPOXT 9.3.6 (CTRN)

Text Type: REQ Code: R0062820 Change Sequence: [] Item Number: [] Vendor: 91000801 W.B. Mason Company, Inc. Commodity Description: []

Modify Clause: [] Copy Commodity Text: Default Increment: 10

Text	Clause Number	Print *	Line
W.B. Mason 555 North Street Brooklyn NY		<input checked="" type="checkbox"/>	10
PHONE: 000-000-0000 FAX: 000-000-0000		<input checked="" type="checkbox"/>	20
wbmason@wb.com		<input checked="" type="checkbox"/>	30
FIN: 123456789		<input checked="" type="checkbox"/>	40

Record 1 of 4

SAVE

Place the cursor in the first line of the “Text” section and type the additional information (maximum 50 characters per line). If additional lines are needed, use the down arrow key on the keyboard to move the cursor to the next line to continue typing. Under the “Print” column, there are checkboxes that can be left as checked when that line of text is to appear on the printed requisition, or unchecked when that line will not appear on the printed requisition.

Examples of document text would include:

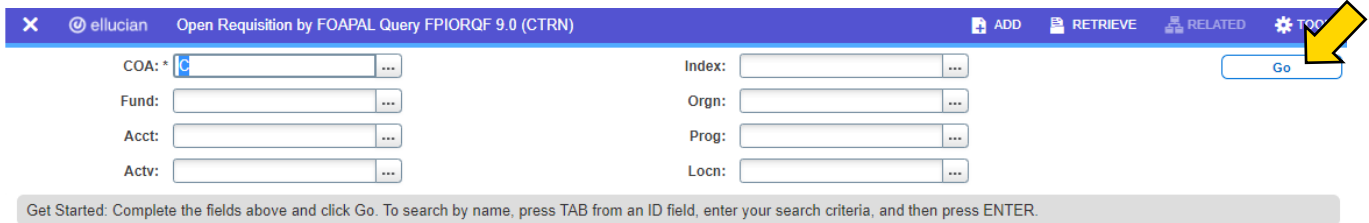
- Specific instructions related to the delivery of supplies between certain dates
- Information for a new vendor

When done, click “Save” and then the white “X” to exit the form.

Open Requisitions by FOAPAL Query

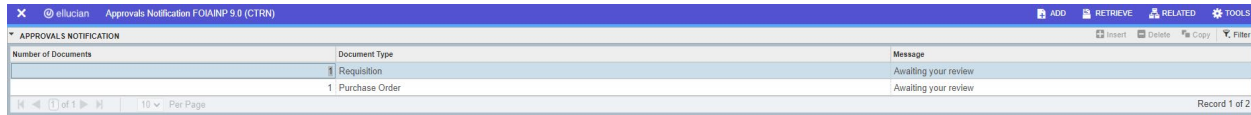
It is crucial that a department review this section periodically to resolve any outstanding open requisitions. Pending requisitions can impact budget dollars and cause an order to be flagged NSF (non-sufficient funds). In many cases, a department does not even realize these uncompleted documents are still in the system. The following instructions show how to query for all open requisitions regardless of their status.

Search “FPIORQF” in either search bar and select from the menu. Enter the appropriate Fund, Organization, Account, and Program codes. Then, click “Go.”



Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

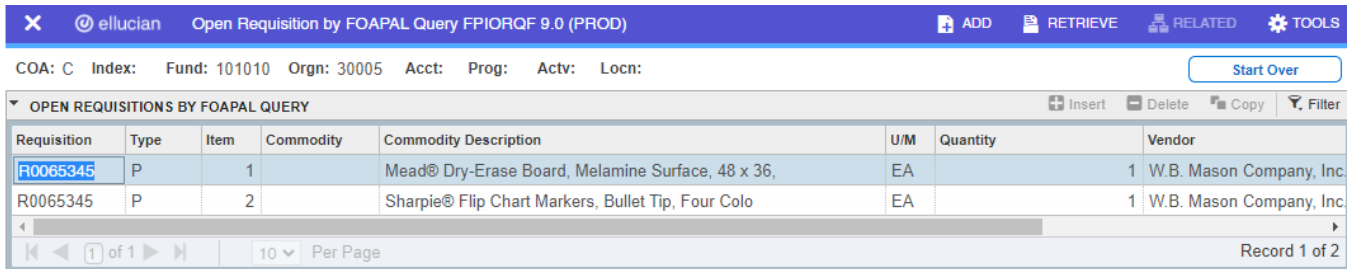
Note: If you are an approver, form FOIAINP will display, notifying you that documents are waiting for approval. To exit this screen, click the “X” icon on the left-hand side of the form.



Number of Documents	Document Type	Message
1	Requisition	Awaiting your review
1	Purchase Order	Awaiting your review

The query will display all open requisitions that meet the criteria entered. These include:

- Requisitions entered but not completed.
- Requisitions completed by the department but not yet approved.
- Requisitions approved by the Purchasing Department but do not have a purchase order assigned or issued.



COA: C Index: Fund: 101010 Orgn: 30005 Acct: Prog: Actv: Locn: Start Over

Requisition	Type	Item	Commodity	Commodity Description	U/M	Quantity	Vendor
R0065345	P	1		Mead® Dry-Erase Board, Melamine Surface, 48 x 36,	EA	1	W.B. Mason Company, Inc.
R0065345	P	2		Sharpie® Flip Chart Markers, Bullet Tip, Four Colo	EA	1	W.B. Mason Company, Inc.

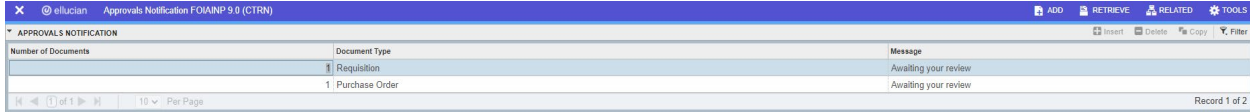
In addition to checking “FPIORQF,” e-mail messages will be automatically sent to users who have entered requisitions into Banner that have an incomplete status. Also, e-mail messages will include requisition numbers and an “*” indicator to note if the requisition has been disapproved. Within Banner, please check the document text for any notes that would explain why the requisition was disapproved by the Budget Office or Purchasing. Address any issues then re-complete and approve the document.

Banner Messages

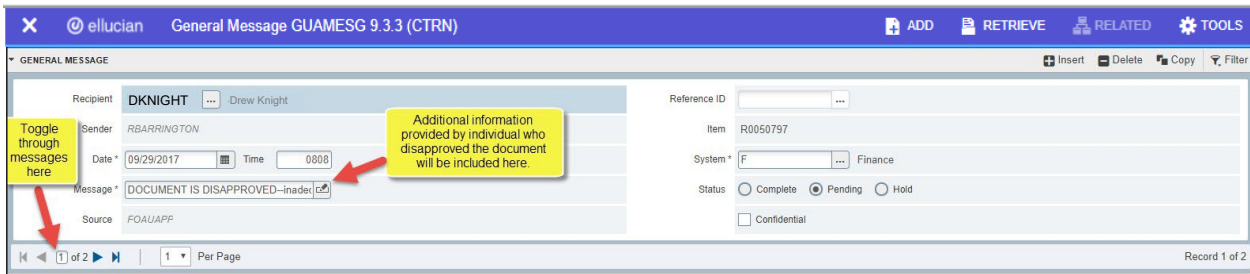
Documents can be disapproved by the department approver, the Budget Office, or Purchasing for various reasons including incorrect vendor information and incorrect FOAPAL codes. The requestor must go directly to “GUAMESG” to view any messages sent by the approver.

Search “GUAMESG” in either search bar and select from the menu.

Note: If you are an approver, form FOIAINP will display, notifying you that documents are waiting for approval. To exit this screen, simply click the “X” icon on the left side of the form.



Once you have opened the GUAMESG screen, a list of messages will appear. If the message text is too long for the block displayed on this screen, click on the pencil icon at the end of the message box to show the entire message. You can see other messages by using the page arrows at the bottom left of the screen.



Any notes written by the disapprover regarding why a document was disapproved will display. The Budget Office and Purchasing use this message block in conjunction with notes in document text to inform departments as to why a document was disapproved and what required actions need to be taken.

Once you have made any necessary corrections to the requisition (by going into “FAREPQN”), you can clear any related Banner messages by clicking on the radio button circle next to the word “Complete” and then click the “Save” icon on the toolbar. The next time you open your Banner messages only those messages that you have not completed will remain. These remaining messages will have either “Pending,” “Hold,” or “Confidential” radio buttons filled.

You can use this message feature to help manage your open requisitions, in conjunction with using the “FOIDOCH” screen, in order to track the status of any procurement documents.

When you have finished reviewing “GUAMESG,” click the white “X” in the top left-hand corner to exit.

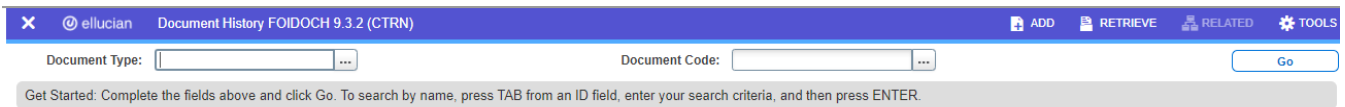
Tracking the Status of a Requisition

There are two different forms within Banner that a department can use to track the status of procurements. These are “Document History” [FOIDOCH] and “Document by User” [FOADOCU]. The “Document History” form is useful in tracking the overall status of a purchase from the requisition stage to payment. The “Document by User” is useful for getting a quick view of the status of requisitions that have been entered into Banner by a certain user.

Document History

The Document History [FOIDOCH] form can be used to track the overall status of procurement in Banner. This can be used to track requisitions and purchase orders as well as payments made against a purchase order. The procedures can be done using a purchase order number or for accessing payment information.

Search “FOIDOCH” in either search bar and select from the menu.

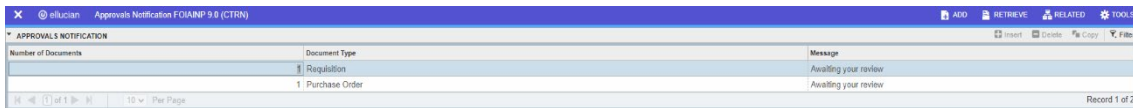


In the “Document Type” box, enter “REQ” and then tab to “Document Code” box. Type the requisition number then click “Go.”

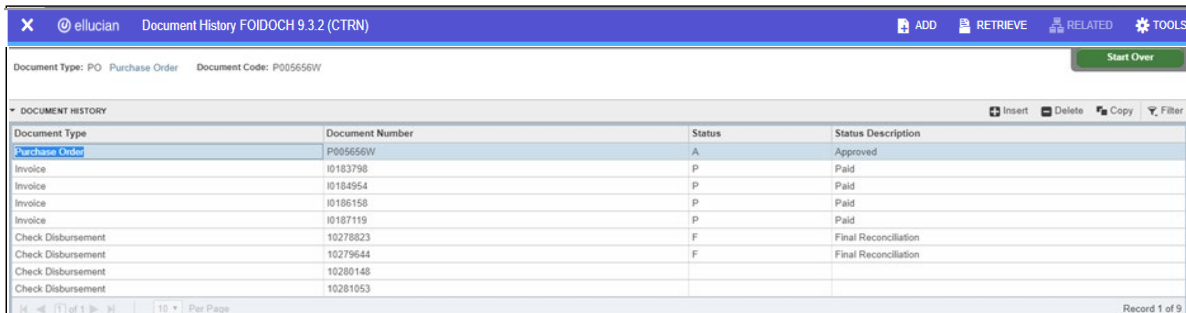
Other document types include:

- PO for purchase orders
- INV for invoices

Note: If you are an approver, form FOIAINP will display, notifying you that documents are waiting for approval. To exit this screen, click the “X” icon on the left side of the form.



Banner will display the requisition and all related documents, such as the purchase order number, invoice numbers, and check numbers if these additional documents have been completed at the point in time you are inquiring.

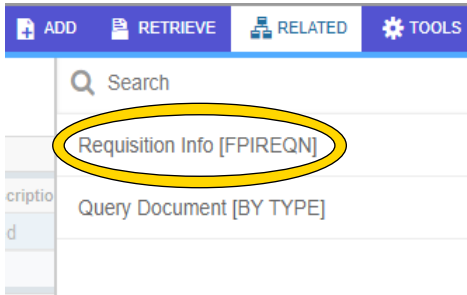


Note: For requisitions that require bidding by the State, CCRI’s Purchasing department is using the Purchase Order field to record the state requisition number. The state requisition numbers are seven numbers. The status block will be empty. This does not mean that a purchase order has been issued for the procurement. Banner Purchase Orders begin with the letter “P.” Status of the procurement with State Purchasing can be monitored by referring to any notes in the document text of the requisition.

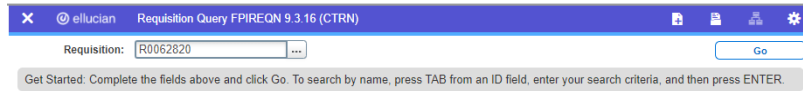
In the block to the right of the document numbers in each subsection of the form is a “Status” code. These codes are important in helping track your document:

- If a “Status” block is blank, this means that the document has not been completed by the department.
- If the “Status” code is “C,” the document has been completed at the department level but has not yet been processed by Purchasing.
- If the “Status” code is “A,” the requisition has been approved by Purchasing and is awaiting further action (i.e. bidding or transfer to a purchase order).

To view a requisition from “FOIDOCH,” click on the requisition number itself and then click “Related,” and then select “Requisition Info” from the drop-down menu.

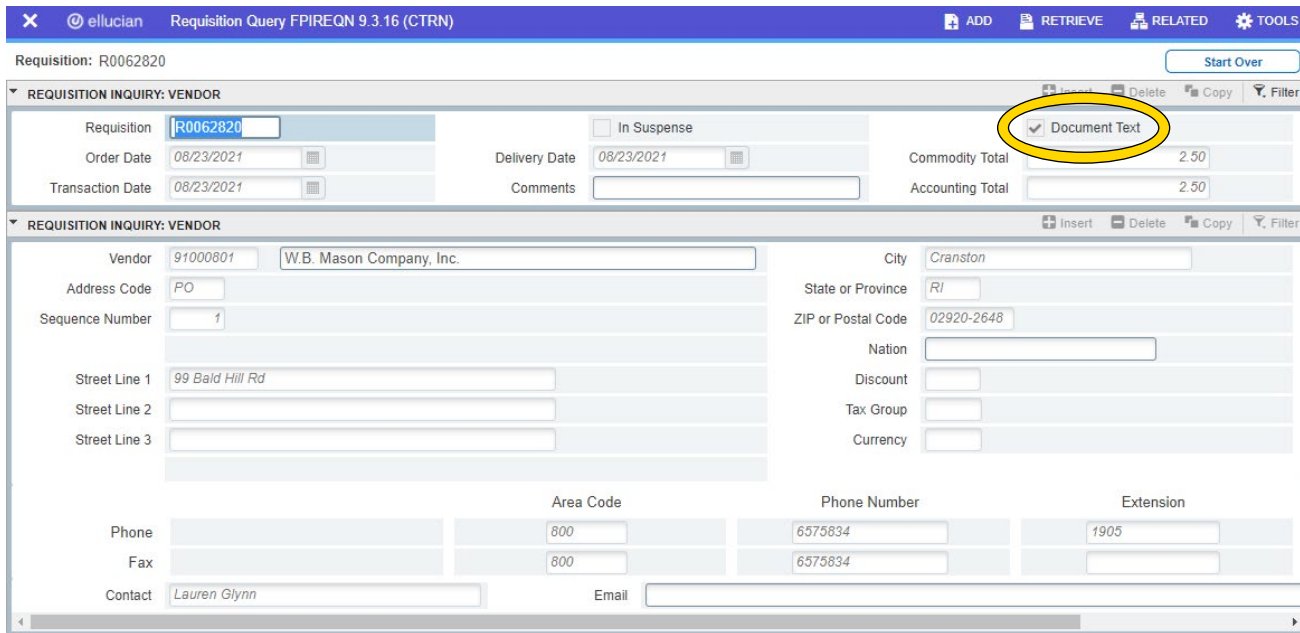


This is an inquiry-only function and you will be brought to screen “FPIREQN.” When the requisition number appears, click “Go.”

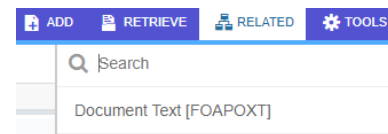


This will bring you to the details of the requisition. You can use the “Next Section” command to continue reviewing sections of the document.

If the box next to “Document Text” on the right-hand side of the screen is checked, there is text which may contain notes to better help track your procurement.



You can access these notes by clicking on “Related” and clicking “Document Text” from the drop-down menu.



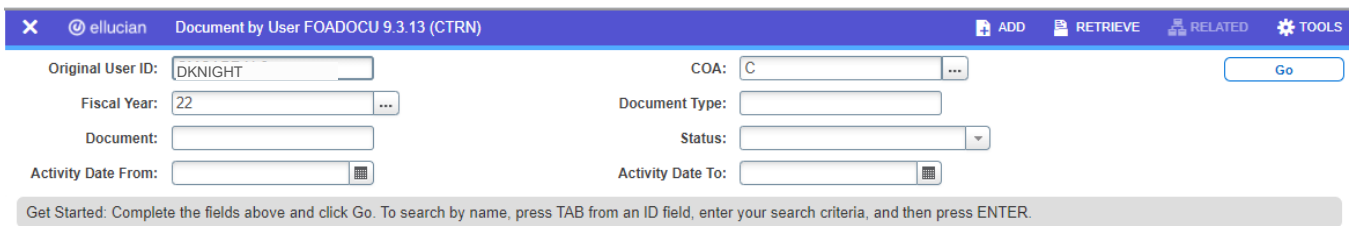
When the Document Text [FOAPOXT] screen appears, click “Next Section” to see notes pertinent to the requisition.

For example, if a requisition requires bidding by State Purchasing and a state requisition has been created by CCRI’s Purchasing Department, the state requisition number and date entered will be noted here.

The process described on the previous pages related to requisitions can be used to review any documents related to a procurement (i.e. requisitions, purchase orders, invoices, etc.)

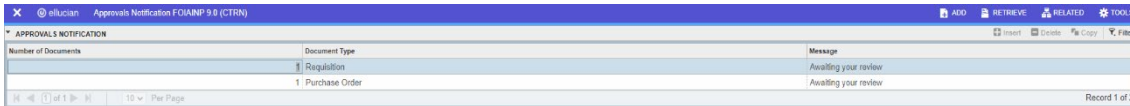
Document by User

The Document by User [FOADOCU] form can be used by college departments to track Purchase Requisitions entered into Banner. This form provides information by the Username. Departments can use this form to get a quick overview of the status of their requisitions, such as documents that are incomplete within the system. It can also be used to find a requisition number if one has been started and the user forgot to note the document number.

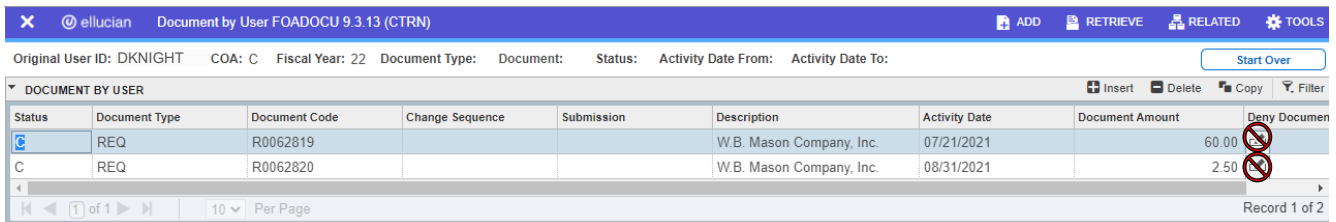




Search “FOADOCU” in either search bar and select from the menu.

Note: If you are an approver, form FOIANP will display, notifying you that documents are waiting for approval. To exit this screen, click the “X” icon on the left side of the form.



After entering the Username in the Original User ID field, click “Go” to show the listing of documents.



Status	Document Type	Document Code	Change Sequence	Submission	Description	Activity Date	Document Amount	Deny Document
C	REQ	R0062819			W.B. Mason Company, Inc.	07/21/2021	60.00	
C	REQ	R0062820			W.B. Mason Company, Inc.	08/31/2021	2.50	

The first column will show the present status of the document.

- A – Approved
- C – Complete
- I – Incomplete
- X – Cancelled

This is followed by “Document Type,” “Document Code” as well as “Description,” etc. Do not click on any of the icons shown in the “Deny Document” column.

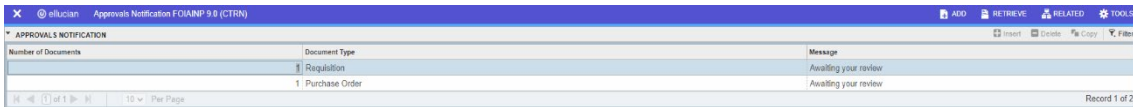
Deleting a Purchase Requisition

Occasionally, there are situations where a purchase requisition is not needed and should be deleted from Banner. A requisition can be deleted as long as it has not been completed or approved.

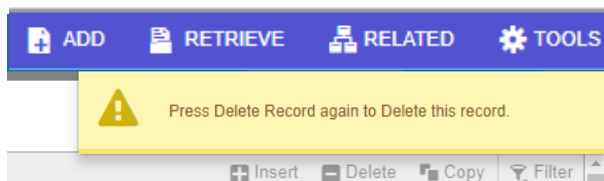
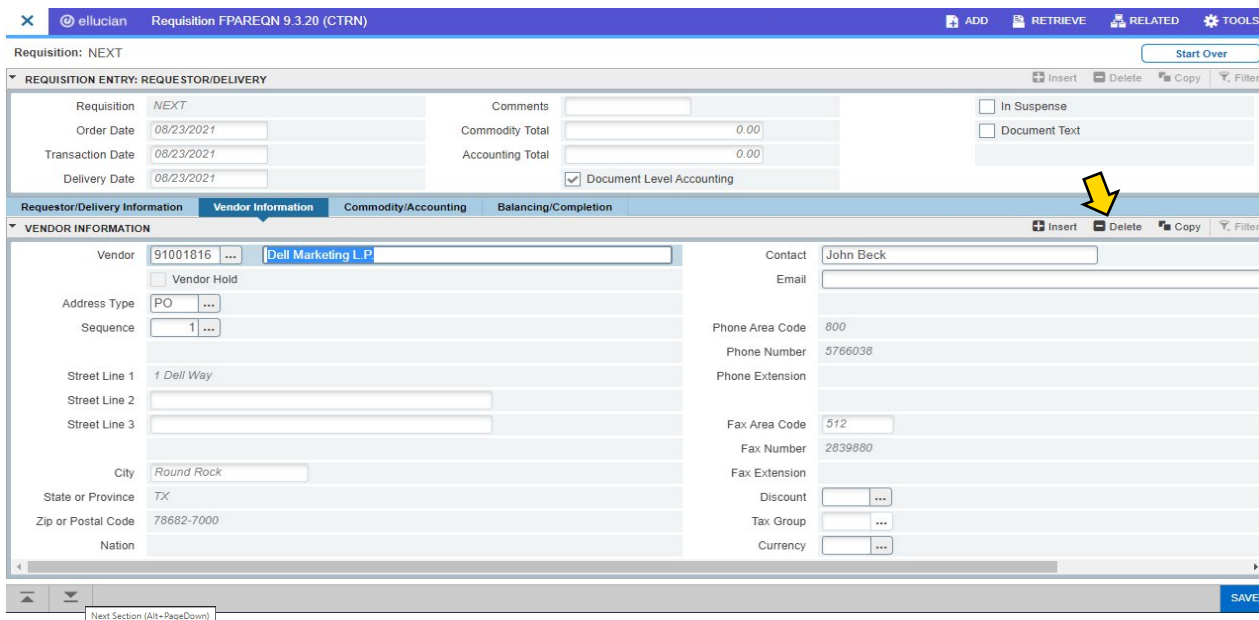
If the requisition has been completed and is awaiting approval, you can disapprove the requisition where it will be accessible again.

If the requisition has been approved by Purchasing, contact the [Purchasing Department](#) so the requisition can be canceled. At this point, it can no longer be deleted from the system.

Note: If you are an approver, form FOIAINP will display, notifying you that documents are waiting for approval. To exit this screen, click the “X” icon on the left side of the form.



To delete a requisition, go to “FPAREQN” and enter the requisition number to access the document. Click on the “Delete” option in the “Vendor Information” tab.



After this, a message will appear that you must click delete again.

Click “Delete” again and you will then see a message noting that all records will be deleted. Click “OK” and you will see a notation confirming that the entire requisition has been deleted.

