“Req to Check” Process

SSB - Self-Service Banner
B9AP - Banner 9 Admin Pages

1. **Department**
   Department wants to order goods and/or services.

2. **User**
   Budget is reviewed in FGIBDST (B9AP) or Budget Query (SSB)

3. **User**
   Budget Transfer if Needed Budget Transfer (SSB) - Regular Accounts or Paper Form-Grants

4. **User**
   Requisition created FPAREQN (B9AP) or Requisition (SSB)

5. **User**
   Supporting documents sent to requisitions@rowan.edu (Quotes, New Vendor info etc...)

6. **Procurement**
   The PO number is assigned, and the Requisition is converted to a Purchase Order.

7. **Procurement**
   Purchase Order document is emailed to user.

8. **User**
   Purchase Order is mailed, emailed or faxed to vendor with exceptions (including over $30,000, IT orders etc.).

9. **Department**
   Goods/services are physically received in department.

10. **User**
    Goods/services are received in Banner FPARCVD (B9AP). **Note**: Confirm that receiving has been completed successfully by verifying that the invoice (I#) is in Approved status FOIDOCH (B9AP).

11. **Accounts Payable**
    Invoice is sent by vendor to invoices@rowan.edu with a PO#. User notified by email and can confirm in FOIDOCH or FAIVNDH (B9AP) or View Document (SSB)

12. **Accounts Payable**
    Check is sent to vendor via mail or electronic transmission. Confirm in FOIDOCH or FAIVNDH (B9AP) or View Document (SSB).