Banner Finance

Administrative Pages

Banner 9

Information Resources and Technology
Training and Instructional Support
Rowan University
Memorial Hall
201 Mullica Hill Road
Glassboro, NJ 08028-1701

Training Resources:
rowan.edu/irt-training
irt-training@rowan.edu

For Banner Assistance:
https://support.rowan.edu
Select Get Help
856-256-4400

Download the latest version of this document at rowan.edu/irt-training

June 2021
Learning Objectives

The learner will be able to:

1. Set up shortcuts and learn how to navigate Banner 9
2. Understand the requisition to check process.
3. Read, drill, filter and download budget information.
4. Find, drill and complete open encumbrances.
5. Search for vendors, place requisitions and correct incomplete requisitions.
6. Receive regular, partial and standing orders.
7. Research and understand the history of a purchase order.

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Log On to Banner 9

Log on to Banner. Open any web browser.

Type banner.rowan.edu in the address bar at the top of the screen. Enter.

Type your network Username and Password. Select LOGIN.
Log On

Select **Login** from the Banner 9 Administrative Pages.

---

**Banner Administrative Pages (Banner 9) Test Instances: For Authorized Employees Only**

<table>
<thead>
<tr>
<th>Test Instance</th>
<th>Link</th>
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<td>Pre-Production</td>
<td>PPRD</td>
</tr>
<tr>
<td>Fortnight</td>
<td>FORTNGHT</td>
</tr>
<tr>
<td>Test</td>
<td>TEST</td>
</tr>
<tr>
<td>Patch</td>
<td>PATCH</td>
</tr>
<tr>
<td>Training</td>
<td>TRNG</td>
</tr>
</tbody>
</table>
The Welcome Screen:
1. Icon showing who logged in.
2. Button to log out. You can also close the browser to log out.
3. Search bar in the middle of the screen.
4. Toggle menu.
5. Search icon to search on any screen.
6. Folder to access recently used forms.
7. Application navigator.
Use the Search bar in the middle of the page. You can search for the description, such as Requisition or for the form name, such as FPAREQN.

You can also use the search icon at the left of the page to search by form name or description. The search icon will stay at the left of the page when you are in other forms. So you can leave a form open and search for and open another form on top.

The folder icon at the left of the page will display a temporary shortcut to the forms you accessed during the current log in.
1. **Page Header** - The page header identifies the open page name and contains icons for the basic navigation.

2. **Related Icon** - displays a list of pages that can be accessed from this page.

3. **Tools Icon** - includes refresh, export, print, clear record, clear data, item properties, display ID image, and other options controlled by the page.

4. **Main Key Block** - The first block on most pages contains key information.

5. **Sections Icons** - Each section has the following icons for that section: **Insert** records, **Delete** records, **Copy** records, **Filter** records, **More Information** icon displays if supplemental data can be entered for the record (Refer to Supplemental Data Engine for more details) and Filter records.
1. The **Go** button advances to the body of the page after populating the key block.
2. The **Start Over** button returns to the key block of the page.
3. **Next** and **Previous** buttons allow you to navigate through sections in a page. Both buttons are located at the bottom left of each page.
4. **Save** is located at the bottom right of the screen
5. To close a form, select the **X** at the top left of the screen.
Select the toggle menu at the left to open the Banner menu. They are shortcuts to the Banner forms. The **Banner** selections are provided by the vendor and are grouped in categories.

Select the **Applications** category.

**My Banner** consists of shortcuts created by the end user. We will go over how to create your own shortcuts later in this manual.
## Banner Shortcut Keys

<table>
<thead>
<tr>
<th>Function</th>
<th>Key stroke</th>
</tr>
</thead>
<tbody>
<tr>
<td>Next field/item</td>
<td>Tab</td>
</tr>
<tr>
<td>Previous field/item</td>
<td>Shift + Tab</td>
</tr>
<tr>
<td>Up</td>
<td>Up arrow</td>
</tr>
<tr>
<td>Down</td>
<td>Down arrow</td>
</tr>
<tr>
<td>Previous page up</td>
<td>Page up</td>
</tr>
<tr>
<td>Next page down</td>
<td>Page down</td>
</tr>
<tr>
<td>First page</td>
<td>CTRL + Home</td>
</tr>
<tr>
<td>Last page</td>
<td>Ctrl + End</td>
</tr>
<tr>
<td>Page tab 1, page tab 2</td>
<td>Ctrl + Shift + 1, Ctrl + Shift + 2, ...</td>
</tr>
<tr>
<td>Edit</td>
<td>Ctrl + E</td>
</tr>
<tr>
<td>Choose/Submit/Action</td>
<td>Return/Enter</td>
</tr>
<tr>
<td>List of values</td>
<td>F9</td>
</tr>
<tr>
<td>Cancel page, Exit, Close current page, Cancel search or query</td>
<td>Ctrl + Q</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Function</th>
<th>Key stroke</th>
</tr>
</thead>
<tbody>
<tr>
<td>Save</td>
<td>F10</td>
</tr>
<tr>
<td>Clear One Record</td>
<td>Shift + F4</td>
</tr>
<tr>
<td>Delete Record</td>
<td>Shift + F6</td>
</tr>
<tr>
<td>Duplicate Selected Record</td>
<td>F4</td>
</tr>
<tr>
<td>Insert/Create Record</td>
<td>F6</td>
</tr>
<tr>
<td>Clear All In Section</td>
<td>Shift + F5</td>
</tr>
<tr>
<td>Open Menu Directly</td>
<td>Ctrl + M</td>
</tr>
<tr>
<td>Next Section</td>
<td>Alt + Page down</td>
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<tr>
<td>Previous</td>
<td>Section Alt + Page up</td>
</tr>
<tr>
<td>Duplicate Item</td>
<td>F3</td>
</tr>
<tr>
<td>Clear Page/Start over</td>
<td>F5</td>
</tr>
<tr>
<td>Search/Open Filter Query</td>
<td>F7</td>
</tr>
<tr>
<td>Execute Filter Query</td>
<td>F8</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Function</th>
<th>Key stroke</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paste</td>
<td>Ctrl + V</td>
</tr>
<tr>
<td>Undo</td>
<td>Ctrl + Z</td>
</tr>
<tr>
<td>Redo</td>
<td>Ctrl + Shift + Z</td>
</tr>
<tr>
<td>Cancel action</td>
<td>Esc</td>
</tr>
<tr>
<td>Select on a Called page</td>
<td>Alt + S</td>
</tr>
<tr>
<td>Retrieve BDM Documents</td>
<td>Alt + R</td>
</tr>
<tr>
<td>Add BDM Documents</td>
<td>Alt + A</td>
</tr>
<tr>
<td>Submit Workflow</td>
<td>Alt + W</td>
</tr>
<tr>
<td>Release Workflow</td>
<td>Alt + Q</td>
</tr>
<tr>
<td>Export</td>
<td>Shift + F1</td>
</tr>
<tr>
<td>Print</td>
<td>Ctrl + P</td>
</tr>
<tr>
<td>Refresh/Rollback</td>
<td>F5</td>
</tr>
<tr>
<td>Change MEP Context</td>
<td>Alt + Shift + C</td>
</tr>
<tr>
<td>Open Related Menu</td>
<td>Alt + Shift + R</td>
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<tr>
<td>Open Tools Menu</td>
<td>Alt + Shift + T</td>
</tr>
<tr>
<td>More Information</td>
<td>Ctrl + Shift + U</td>
</tr>
<tr>
<td>Application Navigator Display Open Items</td>
<td>Ctrl + Y</td>
</tr>
<tr>
<td>Application Navigator Search</td>
<td>Ctrl + Shift + Y</td>
</tr>
<tr>
<td>Application Navigator Help</td>
<td>Ctrl + Shift + L</td>
</tr>
<tr>
<td>Application Navigator Sign Out</td>
<td>Ctrl + Shift + F</td>
</tr>
<tr>
<td>Copy</td>
<td>Ctrl + C</td>
</tr>
<tr>
<td>Cut</td>
<td>Ctrl + X</td>
</tr>
</tbody>
</table>
Form Names

**F** P A R E Q N
Position 1 Position 2 Position 3 Position 4 Position 5 Position 6 Position 7

**Type of Form/Report/Process**

A Application
B Base Table
I Inquiry
P Process
R Rule Table, Repeating Table
V Validation
M Maintenance

**Unique four-character code identifying form/report/etc.**

***DOCH Document History
***IDEN Identification
***PERS Person

***REQN Requisition

**Finance Module/Product Owner**

A Accounts Payable
B Budget Development
C Cost Accounting
E Electronic Data Interchange
F Fixed Assets
G General Ledger
I Investment Management
O Operations

**P** Purchasing/Procurement

R Research Accounting
S Stores Inventory
T Validation form/table
U Utility
X Archive/Purge

**Banner Module/Product**

A Advancement

**F** Finance

G General
N Position Control
O Customer Contact
P Human Resources/Payroll
Q Electronic Work Queue
R Financial Aid
S Student (shared)
T Accounts Receivable

Form names are based on a naming convention.

For example, the form FPAREQN, which is used to place requisitions, is based on the criteria outlined here.

All Finance Forms begin with an “F” and the second letter is “P” if it is a purchasing function, etc.
Set Preferences

Set your preferences so that:

A. You can see columns heads when you download an Excel spreadsheet.

B. See the names of the screens on My Banner.

1. In the Search bar type Preferences. Select **General User Preferences Maintenance**.

2. In the **Display Options** tab, make sure **all the boxes are checked** on the left side of the page. By default, the second and last one are not checked.

3. **Save**.

My Banner - Personal Menu

You can create shortcuts in My Banner so you don’t have to memorize or search for the correct screen.

Search for “My Banner”.

Select My Banner Maintenance.

If you have never set up Banner shortcuts, you will see an empty form on the right side. Type a form name in the Object column on the right side (ex. FOIDOCH).

Tab once to allow the Description to be populated. The Description is what you will see in your shortcut. You can change the descriptions if you wish.

When you are finished entering, Save and close the form.
The following forms are recommended for Finance.

<table>
<thead>
<tr>
<th>Form</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FOIDOCH</td>
<td>(Document History) - Find PO, Requisition, Invoice, Check and Receiving history.</td>
</tr>
<tr>
<td>FPAREQN</td>
<td>(Requisition) - Create a requisition.</td>
</tr>
<tr>
<td>FPARCVD</td>
<td>(Receiving)- Receive purchase orders.</td>
</tr>
<tr>
<td>FGIBDST</td>
<td>(Organization Budget Status) - Budget for non-grant departments.</td>
</tr>
<tr>
<td>FGITRND</td>
<td>(Transaction detail) - See details of expenditures - can filter.</td>
</tr>
<tr>
<td>FGIOENC</td>
<td>(Organizational Encumbrance List) - Open purchase orders and travel encumbrances.</td>
</tr>
<tr>
<td>FGIBAVL</td>
<td>(Budget Availability Status) - Check to see if you have anything stuck in the system. Shows unprocessed items.</td>
</tr>
<tr>
<td>FOADOCU</td>
<td>(Documents by User) - Will show all the requisitions and transfers you created.</td>
</tr>
<tr>
<td>FGIENC</td>
<td>(Detail Encumbrance Activity) - See the payment history and balance of a purchase order.</td>
</tr>
<tr>
<td>FPIPKSL</td>
<td>(Receiver/Packing Slips Validation) - See all the receiving codes for a purchase order.</td>
</tr>
<tr>
<td>FAINVL</td>
<td>(Invoice/Credit Memo List) - Check if a credit memo has been issued.</td>
</tr>
<tr>
<td>FAIVNDH</td>
<td>(Vendor History) - Look to see if a check was issued via the vendor's invoice number or per vendor.</td>
</tr>
<tr>
<td>FOIVEND</td>
<td>- Search for a vendor by name (only Vendor ID and Vendor name will show).</td>
</tr>
<tr>
<td>FPIOPOV</td>
<td>- Purchase Orders by Vendor For Grants:</td>
</tr>
<tr>
<td>FRIGITD</td>
<td>(Grant Inception to Date) - Shows grant budget per the grant fiscal year.</td>
</tr>
<tr>
<td>FRIGTRD</td>
<td>(Grant Transaction Detail Form).</td>
</tr>
</tbody>
</table>

If you try to add a screen you do not have access to, you will receive an error message at the bottom of the page.
The form FGIBAVL will display any documents that are “hung-up”, unprocessed, pending or still in approvals in Banner.

In the Search enter FGIBAVL.
Enter **Chart** of Accounts - R.
Enter **Fiscal Year**.
Enter **Fund**.
Enter **Organization**.
Enter **Account** (Required). To see the all the accounts, type 6000 and it will display everything from 6000 and on.
Enter **Program Code** (Required).
Select the green **Go** button.
FGIBAVL - Pending Documents

Look to see if there are any checkmarks in the **Pending Documents** column. This indicates that something could be stuck, or not yet processed, in the system. Place your cursor in the account of the row that indicates a pending document.

Select **Related- Pending Documents** from the menu bar.

A list of pending documents or errors may appear. You can check the requisitions or invoices listed in the messages for more information. You may have to call Purchasing, Accounts Payable or Accounting Services for clarification, if you do not understand the messages.
FGIBAVL - Pooled and Non-Pooled Expenses

In Banner, the funds for most non-salary accounts will be pooled in the 7Z Non Salary Pooled Expense. This means that if you buy $100 of Educational Supplies using the account 7010, the funds will be taken from the pooled funds. As you spend money on accounts like Catering, Office Supplies and Mileage it depletes the total net amount in the 7Z Non Salary Pooled Expense.

In FGIBAVL you can see pooled accounts under account code 7Z. Most expenses, like Office Supplies, Catering and Travel, will be included in the 7Z Non Salary Pooled Expense account.

Any accounts that will not be pooled will show as separate accounts in FGIBAVL. Some exceptions to pooled expenses include Rental, Tuition and Fees and Equipment over $5,000. The full list will be on the budget website (see Appendix B for website).
In FGIDBST, you will still see the original budgeted amount and actual expenses in the individual accounts (like Supplies, Printing and Catering).

When you place a requisition in an account that is low in funds or negative (say 7000 for supplies), and there is enough total funds in the 7Z Non Salary Expense Pool, then the requisition will complete and be forwarded to the Approval process.

For example If you only have -$654 in account 7000, but need to order office supplies, you can still order it if you have enough total funds in the 7Z Non Salary Expense Pooled Account.

If sufficient funds are not available in the 7Z Non Salary Expense Pool, however, the Requisition will notify you that there is insufficient budget in that sequence. This error means you have depleted your available balance in the Non Salary Expense Pool. The requisition will be forwarded to the Procurement office where it will be rejected for insufficient funds.
Budget - FGIBDST

In the Search enter FGIBDST (Organization Budget Status Form). Enter.

For grants, see section about Grant Budgets.

Enter Budget Information

Enter Chart of Accounts (Chart) ‘R’,
(usually already filled in.)

Enter Fiscal Year (Rowan’s fiscal year begins in July so July 1, 2017 would be FY 18).

Choose Both for Commitment Type from drop-down selection.

Uncheck Include Revenue Accounts (unless you have a revenue account).

Enter Organization, Fund and Program.
(Hint - for this screen you can leave off program code. This way you will capture any expenses that may have gone through with the incorrect program code - for an example see Appendix E.)

Select the green Go button.
The budget will fill in the next block.

Use the scroll on the right side to see the rest of the budget.

**Columns on Budget Form**

**Account, Type and Title** - Spending category.
*(For a list of all account codes see [rowan.edu/accounts payable.](rowan.edu/accounts payable))*

**Adjusted Budget** - Budget after any budget transfers.

**YTD Activity** - Total payments/transactions completed to date. Includes items invoiced regardless of whether a check is sent.

**Commitments** - Total of both requisitions (reservations) and open purchase orders or travel encumbrances (encumbrances).

**Available Balance** - Current amount available to spend.

To clear the form and view a different budget, select **Start Over**.
Download to Excel

Excel Spreadsheets in Banner 9

You can download FGIBDST (and other forms) into an Excel spreadsheet.

**To download the Excel Spreadsheet:**

With your budget open in In FGIBDST, select **Tools** or the **Gear** icon from your top menu.

From the drop down menu – select **Export**.

Your file will appear at the bottom left of your page (in Chrome) as a .csv file and will open in an Excel spreadsheet.

You can save the file as an Excel worksheet and then perform any calculations you wish. Remember, the Excel sheet will not update. This is just a snapshot of a particular day and time of your budget. For an up-to-date accurate look at your budgets, always go to the budget pages on Banner.

If the spreadsheet will not open on your computer, you may have popup blockers preventing it from opening. Please call the Support Desk (856) 256-4400 to help you.

There are many other forms you can download to Excel, anytime that the **Export** feature is available.
Review Budget Transactions

To review all the details of your transactions, place your cursor in the **Account** you would like to query (i.e., 7000 for supplies). If you would just like to see budget transfers, put the cursor in a field in the **Budget** column, or in **YTD** for invoices and payments, or **Commitments** to see just requisitions, purchase orders and travel encumbrances.

Select **Related** from the menu bar and then **Transaction Detail Information (FGITRND)**.

<table>
<thead>
<tr>
<th>Account</th>
<th>Type</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>6002</td>
<td>L</td>
<td>Salary Full Time</td>
</tr>
<tr>
<td>6003</td>
<td>L</td>
<td>Salary Part Time</td>
</tr>
<tr>
<td>6005</td>
<td>L</td>
<td>Adjunct/Overs Determined</td>
</tr>
<tr>
<td>6010</td>
<td>L</td>
<td>Salary Vouchers</td>
</tr>
<tr>
<td>6012</td>
<td>L</td>
<td>Student Salaries</td>
</tr>
<tr>
<td>7000</td>
<td>E</td>
<td>Supplies</td>
</tr>
<tr>
<td>7005</td>
<td>E</td>
<td>Printing</td>
</tr>
<tr>
<td>7015</td>
<td>E</td>
<td>Equipment Usage</td>
</tr>
<tr>
<td>7200</td>
<td>E</td>
<td>Catering &amp;.Contracts</td>
</tr>
</tbody>
</table>
To filter the transactions select **Filter** from the menu bar.

The Basic Filter will appear on the top of the screen. Here you can type in the EXACT Account, Organization, Program, Field, Amount or Add Another Field.

Select **Add Another Field**, then select **Type** to add the **Type** field. Type “PORD” into the **Type** field and select **Go** to see all purchase orders (See Appendix A for frequently used Rule Codes).

If you want to do a more advanced filter, select **Advanced Filter**.

Then you can add qualifiers to your search like **Starts With**, **Contains**, etc., in case you do not know the exact search criteria.
Filter Transaction Details - FGITRND

You can export this to Excel by selecting **Tools - Export** as explained previously.
Filter Transaction Details—FGITRND

Go can also go directly to form FGITRND.

Type in your FOAPAL information in the first block. Leave Account blank.

Select the green Go button.

Select the fields you want to filter by.

To see all the accounts that begin with 7 (i.e., 7000, 7010, 7200, etc.), select Advanced Filter

Account, Starts with and then type 7.

Select Add Another Field - Type, Contains, “PORD”

Select Go.
Filter Transaction Details - FGITRND

This will show all your purchase orders for the whole FOAPAL for this fiscal year. This can also be downloaded to Excel (Tools - Export).
Open Encumbrances - FGIOENC

Open Encumbrances are purchase orders and travel encumbrances that still have money encumbered (and have not been paid to the vendor).

In the Search enter **FGIOENC**.
Enter **Chart - R**
Enter **Fiscal Year**.
Enter **Organization**.
Tab and enter **Fund**.
Select the green **Go** button.

You can see all of your open encumbrances in one clean list. This list can be downloaded to Excel (**Tools - Export**).

To see more information about an encumbrance:
Select the field containing the PO number.
Choose **Related** from the menu bar.
Choose **Query Detail Encumbrance Info (FGIENCED)** from the dropdown.
**FGIENCED** (Detailed Encumbrance Activity Form) will open.
FGIENCD will show the balance of your purchase orders and the history of invoices and credit memos against them. If you need even more information about the purchase order, open FOIDOCH from the start page and enter the PO information.

New purchase orders that have not yet been invoiced or paid need to stay open, as do standing orders. Sometimes, however, you may have money left on an encumbrance. For example, a vendor may give you a discount and not charge you as much as you had requested on the requisition. Sometimes items are out of stock or discontinued, and they will never be delivered. A purchase order that has money encumbered, that will never be used, must be closed. If you do not close it, then the encumbrance will roll over to the next fiscal year. The money, however, will not roll over to the next fiscal year (exceptions are grants and some accounts that roll over funds).

If the purchase order is complete, but there is still a remaining balance on it, and no other invoices will be filed against it, email closeouts@rowan.edu to close the Purchase Order. The email should say: **Please close PO _________ for _______ (put in the name of the vendor) in the amount of _________(indicate the amount left on the PO that you no longer need on it).** The funds will be returned to the account from which they were originally charged.
Grant Budget History - FRIGITD

FRIGITD – Budget history of a grant.

The FRIGITD form will show you the budget history of a grant from the inception of the grant even if it crosses Rowan fiscal years (FY). For instance, if you have a grant that starts October 1, it is not easy to see the whole budget going through FGIBDST because it will display the budget based on Rowan’s FY. FRIGITD allows you to see your whole budget no matter what Rowan FY it crosses.

In the Search field, enter FRIGITD.

Enter Chart of Accounts - R.

In the Grant field enter the grant number (G+Fund, i.e., G50902). Tab.

Enter Fund (grant number without the G - for example 50902).

Tab - Organization should automatically fill in.

Select the green Go button.

Your budget will fill in below. To drill for more details, filter and export to Excel, refer to the directions for FGIBDIST.
To create a new requisition:
In the Search field enter FPAREQN.

Type the word NEXT for new requisition.
Select the green Go button.

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 a short comment 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.

Select Next Section.
Enter Requestor/Delivery Information

1. Enter **Organization**.
2. Enter requestor's **Email**.
3. Enter **Phone Number**.
4. Enter **Ship To** code. (If you don’t know the **Ship To** code, select the arrow next to that field to search for it. The **Ship To** is the location where the items will be delivered.)
5. Enter **Attention To** (Enter your name so it will appear on the purchase order).
6. Select Next Section.

<table>
<thead>
<tr>
<th>Requestor</th>
<th>Hegel, Marybeth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization</td>
<td>22004 Training Services 22004</td>
</tr>
<tr>
<td>COA*</td>
<td>R Rowan University</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:hegel@rowan.edu">hegel@rowan.edu</a></td>
</tr>
<tr>
<td>Phone Area Code</td>
<td>609</td>
</tr>
<tr>
<td>Phone Number</td>
<td>266</td>
</tr>
<tr>
<td>Phone Extension</td>
<td>4436</td>
</tr>
<tr>
<td>Street Line 1</td>
<td>Bunce Hall 1st Floor</td>
</tr>
<tr>
<td>Street Line 2</td>
<td>201 Mullica Hill Rd</td>
</tr>
<tr>
<td>Street Line 3</td>
<td></td>
</tr>
<tr>
<td>Contact</td>
<td>Bunce Hall 1st Floor</td>
</tr>
<tr>
<td>Attention To</td>
<td>Marybeth Hegel</td>
</tr>
<tr>
<td>Building</td>
<td>Bunce Hall</td>
</tr>
<tr>
<td>Floor</td>
<td>1</td>
</tr>
<tr>
<td>City</td>
<td>Glassboro</td>
</tr>
<tr>
<td>State or Province</td>
<td>NJ</td>
</tr>
<tr>
<td>Zip or Postal Code</td>
<td>08028</td>
</tr>
<tr>
<td>Nation</td>
<td></td>
</tr>
<tr>
<td>Area Code</td>
<td></td>
</tr>
<tr>
<td>Phone Number</td>
<td></td>
</tr>
<tr>
<td>Extension</td>
<td></td>
</tr>
</tbody>
</table>
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 for Purchasing or the vendor, quote numbers, discount codes, new vendor information or new addresses and any other additional information pertaining to the whole purchase order.

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

1. Select **Related** from the menu bar.
2. Select **Document Text (FOAPOXT)**.

On the first screen, do nothing but select the green **Go** button.

Enter the document text. Use the down arrow on your keyboard to add more lines if needed. Use the **Delete** button to delete lines.

When finished, save and close.
Vendor Information - FTIIDEN

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 not in Banner.

1. If you know the Vendor ID:
   Enter the Vendor ID in the Vendor field.
   Tab to allow the address and contact fields to populate.

2. If you do not know the Vendor ID:
   Search for the Vendor ID.
   Click in the Vendor field.
   Select three dots next to the first field after the word Vendor.

In the popup dialog box (Option List) choose Entity Name/ID Search (FTIIDEN).

You will then see the FTIIDEN form.
If you know the EXACT name of the vendor, type it into the Last Name field.
Select Go.
If you do not know the EXACT name of the vendor, or are not finding the vendor by typing it into Last Name, select the Advanced Filter link under DETAILS.
Vendor Information - FTI IDEN

Select **Contains** (or **Starts with**, etc.) next to **Last Name**, then type in part of the vendor name that you are sure of.

*You can select** **Case Insensitive Query.**

Select **Go.**

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

Look in the **Vendor** column to make sure it is not listed as **Terminated**.

Double click in the vendor ID of the one you would like to select or select the vendor ID and choose the **Select** button at the bottom right side of the page.
Vendor Information - FTIIDEN

The Vendor ID field will now be populated. Put your cursor in the field, and then select the Tab key on your keyboard. The vendor name and address will populate. If this is the correct address, select Next Section icon on the bottom left of the page.

If the address is incorrect, select the three dots next to the Address Type field to view additional addresses.
Vendor Information - FTIIDEN

The number of addresses on file for that vendor is indicated at the bottom of the page. You can change the number per page or scroll through the addresses using the arrows at the bottom of the page or the down arrow on your keyboard. When you find the correct address, double click on the Address Type and that address will fill into the vendor information page.

Once the vendor is entered, select the Next Section icon on the bottom left.

If you are unable to find the correct vendor or vendor address, contact the Office of Procurement.
Enter Commodity

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

Enter Line Items:

Enter **Commodity Code**.

For a list of Commodity codes go to: [https://sites.rowan.edu/procurement/files_forms/content_website/CommodityCodes-9.6.2017.pdf](https://sites.rowan.edu/procurement/files_forms/content_website/CommodityCodes-9.6.2017.pdf).

Enter **Description**. (Type over the one auto entered by commodity code. Should be descriptive enough that the vendor and Purchasing know what you are ordering. If it is for a service, include the date and the type of service. This description will show on the check stub.)

Enter **Unit of Measure (U/M)**.

Enter **Quantity**.

Enter **Unit Price**.

Tab until you get back to the **Description** field.

For additional items, select the down arrow on the keyboard and repeat until all items are entered.

To delete a line, select the line and select **Delete**.

After you have entered all your line items, select **Save** and then **Next Section** from the bottom of the page.
Optional - Item Text

Each line holds up to 50 characters (8-10 words).

To add additional descriptions for each line item:
Select the item
Select Related-Item Text from the menu bar.
Select the green Go button.

In the text fields, type the information about the item. Select the down arrow on your keyboard to add additional lines. To delete the line, select it and then select Delete.

When finished, select Save and close.

Item Text will now be checked to indicate that item text has been entered.
Enter Accounting

The accounting information tells Purchasing the fund/org/account/program (otherwise known as FOAPAL) you will be using to pay. You can pay it all with one FOAPAL or split among multiple FOAPALs.

Charge entire requisition to one FOAPAL:
COA and FY are prefilled.
Skip Index.
Enter Fund.
Enter Organization (Orgn).
Enter Account (Acct).
Enter Program (Prog).

Tab past Actv, Locn, Proj and keep tabbing until you come to the first field under the USD column. The correct Extended Amount, FOAPAL Total and Document Total should show.

Select Save and then Next Section from the bottom of the page to go to Balancing/Completion.
To charge to multiple FOAPALs:

Place cursor in COA field, then hit the down arrow on the keyboard to enter another accounting line.

Enter the accounting information for the next account.

Select the check box for % Extended Amount and type the percentage under the USD Extended Amount.

Optional -

Enter the accounting information for the first account.

Enter the amount to be charged to the first FOAPAL in the first field under the USD column.

Place cursor in COA field, then hit the down arrow on the keyboard to enter another accounting line.

Enter the accounting information for the next account.

Enter the amount to be charged to the second FOAPAL in the first field under the USD column.

Select Save and then Next Section from the bottom of the page to go to Balancing/Completion.
What is Document Level Accounting vs Commodity Level Accounting?

With Commodity Level Accounting, you can assign a specific FOAPAL to each commodity, or line item, in your requisition. For instance, if you are ordering equipment with grant funds, but the grant won’t pay for shipping, then you would use Commodity Level Accounting. This will ensure that when the invoice comes in for the equipment, it is paid from the correct FOAPAL and the shipping is also paid from the correct FOAPAL.

In Document Level Accounting, the FOAPAL funds are distributed among the line items each time an invoice comes in by the percent or the ratio you put in the Accounting section of the requisition. For instance, if you split the accounting 50/50 then every time an invoice comes in for that PO it gets paid 50% out of each FOAPAL. If you indicate that $100 out of FOAPAL A and $50 out of FOAPAL B the ratio is 2 to 1; so if an invoice comes in for $30, then $20 will be paid by FOAPAL A and $10 will be paid from FOAPAL B.

By default, Document Level Accounting is checked. If you need Commodity Level Accounting, you must uncheck Document Level Accounting check box before going to the Accounting section (where you enter the FOAPAL). The check box is located in the key block (top of the form). The box is checked by default, so you must uncheck it to do Commodity Level Accounting.

Uncheck this box for Commodity Level Accounting, Check for Document Level Accounting
Enter **Commodity** Code, **Description**, **U/M**, **Quantity** and **Unit Price** for Item 1.

**Next Section.**

Enter FOAPAL in the accounting section and tab down to enter **Extended Amount**. Tab back to the FOAPAL line.

Select **Previous Section** to enter the next line in the commodity section.

Select the down arrow on your keyboard to enter a new commodity line.

Enter **Commodity** Code, **Description**, **U/M**, **Quantity** and **Unit Price** for Item 2.

**Next Section.**

Now enter the FOAPAL for that commodity line, and tab down to enter **Extended Amount** for that item.

Repeat for any additional commodities and FOAPALS. Once all commodities and FOAPALs have been entered, select **Save** and then **Next Section** from the bottom of the page to go to **Balancing/Completion**.
Complete the Requisition

Make sure Status reads **BALANCED**. If not, go to previous page and correct the accounting block.

Select **Complete** to complete the requisition, or **In Process** to keep it as an incomplete requisition.

The Requisition number will be noted on the top right-hand side of the 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.

If sufficient funds are not available in the 7Z Non Salary Expense Pool, however, the Requisition will notify you that there is insufficient budget in that sequence. This error means you have depleted your available balance in the Non Salary Expense Pool. The requisition will be forwarded to the Procurement office where it will be rejected for insufficient funds.
Copy and Reuse a Requisition

In Banner 9, you can copy one of your own requisitions to use all the information from it to create a new requisition. You may find this helpful on orders to vendors you use frequently, for instance, Office Depot. The entire requisition (vendor, items, document text, etc.) will be copied, although you can change anything that needs to be changed such as the vendor, item, quantity, amounts and FOAPAL.

Go to FPAREQN and select the **Copy** Button.

![Copy FPAREQN 9.3 (TRNG)](image)

Enter the requisition number (not PO number) you would like to copy in the **Requisition** field. Select **OK**.

![Copy FPAREQN 9.3 (TRNG)](image)

The new requisition number is immediately assigned.

Enter your **Delivery Date**. Your **Commodity Total** will change if you update your item, quantity, unit price, etc.

Make any changes necessary for the new requisition (for example vendor, item, quantity, amounts and FOAPAL).

Complete the requisition as usual.
Standing Order

A Standing Order is a purchase order that you can pay on throughout a fiscal year. When received on FPARCVD, a dollar amount is received instead of quantity (as in regular orders).

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

For an order that will have multiple invoices.

For something you may order all year long from the same vendor; for example, the water cooler rental, shredding service or pizza place.

For an order for which you want to receive a dollar amount in FPARCVD rather than a quantity. (For example, an Office Depot order that is put in as a Lot instead of individual lines. Each standing order can only be used for one Office Depot order, however.)

How to place a Standing Order.

Estimate how much you will spend for the items in a fiscal year, and place a standing order requisition for the estimated yearly cost.

Follow instructions for entering a requisition with the following additions:

Enter SO in Comments field and indicate a standing order is requested in Document Text.

See Receiving Standing Orders for how to receive the order on FPARCVD.

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

Enter FPIPURR.

Enter Purchase Order number, leave Blanket Order field blank, Next Section.

Type on Document Information screen should note ‘Standing’.
Incomplete Requisition

Go to FOIDOCH.

Type REQ in the **Document Type** and the incomplete requisition number in the **Document Code** (instead of the word NEXT). Select the green **Go** button.

If there is no status indicated next to the requisition number, the requisition is incomplete.

Go to FPAREQN. Instead of NEXT, enter the incomplete requisition number. Select the green **Go** button.
Incomplete Requisition

To complete the requisition, select **Next Section** to move through the screens and make any changes that are needed.

After changes are completed, select **Complete** on the last page.

To delete the requisition, select the **Requestor** field (your name) and the **Delete** button.

Press **Delete** again to delete the record.

Select **OK**.

Deletion of Requisition is complete.
Once items are physically received or services have been rendered from a requisition you have placed, you must enter Receiving information in Banner 9. The vendor will not be paid until this step has been completed.

You have three choices in receiving:
1. You physically received all your items at once (Complete Regular Order).
2. You only receive some items in the order (Partial Regular Order).
3. You receive a dollar amount (Standing Order).

Hints:
If you receive multiple times on a purchase order - you will create a new receiving code every time.
Don’t put any information in document text for Accounts Payable - they don’t read it. Contact them directly to give specific direction about payments.
Accounts Payable pays on the invoice, not how much you received.
If you are receiving a standing order, you can check the amount of the invoice in FOIDOCH.
Once you complete a receiving, it can not be undone, not even by Accounts Payable.

Enter into FPARCVD - Receiving Goods.
Type in the word NEXT and the next Receiver Document code will prepopulate. Select the green Go button.
Receive a Complete Regular Order - FPARCVD

Receiving Header
Leave Receiving Method blank. Leave Carrier Blank. Next Section.

Packing Slip
Enter your Invoice or Packing Slip number or initials and date (i.e., jvs032817). Leave Bill of Lading blank. Next Section.

Purchase Order
Enter Purchase Order number. Select tab key to confirm that correct vendor appears.
Receive a Complete Regular Order - FPARCVD

From the menu bar select Tools - Receive All Purchase Order Items.

You will still be on the first screen. Select Next Section from the bottom left.
Receive a Complete Regular Order - FPARCVD

Commodity Screen

You will see on this screen that all items are automatically received and Final Receive is checked. This is just to review. There is nothing to enter here.

Select the Complete button at the bottom of the page to complete the receiving.

You will receive a confirmation on the top right section of the page that the receiving was completed.
Receive a Partial Regular Order - FPARCVD

Create Receiver Document Code

Type the word “Next” in the Receiver Document Code field. Select the green Go button.
A receiving code is immediately created.

Receiving Header
Leave Receiving Method blank. Leave Carrier blank. Next Section.

Packing Slip
Enter your invoice or Packing Slip number or initials and date (i.e., SOH072904). Leave Bill of Lading blank. Next Section.

Purchase Order
Enter Purchase Order number. Select tab key to confirm that correct vendor appears.
Receive a Partial Regular Order - FPARCVD

From the menu bar select Tools - Select Purchase Order Items.

Select the green Go button.
Receive a Partial Regular Order - FPARCVD

Select the check box next to the items you wish to receive.

Save and then Close.

You will receive a warning notice when you close. Just choose Yes.
You will still be sent back to the first screen. Select **Next Section** from the bottom left.
In the **Commodity Code** section, enter the Amount you want to receive in the **Current** field. Tab and the original **U/M** (unit of measure) will automatically fill in.

If you are receiving more than one line, select each line (each record) and enter the amount you wish to receive for each. If you do not receive each line item you will get an error message.
Select **Complete.**

You will receive a message at the top of the page with acknowledgement of completion.
Receive a Standing Order - FPARCVD

Create **Receiver Document** code.

Type the word Next in the **Receiver Code** field. Select the green **Go** button. (A receiving code is immediately created)

**Receiving Header**
Leave **Receiving Method** blank. Leave **Carrier** blank. **Next Section.**

**Packing Slip**
Enter your invoice or **Packing Slip** number or initials and date (i.e. SOH072904). Leave **Bill of Lading** blank. **Next Section.**

**Purchase Order**
Enter **Purchase Order** number. Select tab key to confirm that correct vendor appears.
Receive a Standing Order - FPARCVD

From the menu bar select **Tools - Select Purchase Order Items.**

Select the green **Go button.**
Receive a Standing Order - FPARCVD

Select the check box next to the line item.

![Image of purchase order screen]

Save and then Close.

You will receive a warning notice when you Close. Just choose Yes.
Receive a Standing Order - FPARCVD

You will still be on the first screen
Select Next Section from the bottom left.
Receive a Standing Order - FPARCVD

Enter the current amount you will be receiving today. Tab for U/M (unit of measure) to fill in.

Select Complete at the bottom of the page.

You will receive a confirmation at the top right of the page that the receiving was complete.
Receiving More than One Record

When you are receiving in Banner 9, you may get a warning that “Commodity record(s) exist .....without any received amounts”. This means that you have another record to receive. Make sure you receive all the line items (records).

You can see at the bottom of the form there are multiple records. Receive the first one and then select the next record line to receive it.

Enter the amount to receive for the second record. Repeat for each line, then select complete.
Incomplete Receiving Codes

In FOIDOCH, if there is no status indicated next to the receiving code, the receiving is incomplete.

![Image of Document History FOIDOCH 9.0 (TRNG)]

**Complete an incomplete receiver code**
Go to Form FPARCVD, In the Receiver Document Code field enter your incomplete receiver code (Y__ __ __ __ __). Select the green **Go button**. Complete the receiving steps.

**Delete an incomplete receiver code**
Go to FPARCVD. In the Receiver Document Code field, enter your incomplete receiver code (Y__ __ __ __ __). Select the green **Go button**.

While cursor is in Receiving Method field select Delete twice.

![Image of Receiver Document Codes Y1727555]

Press Delete Record again to delete this document.

You will receive an acknowledgement that it was deleted.

![Image of Acknowledgement]

Receiver #: Y1727555 and all detailed records have been deleted.
In FOIDOCH you can look at the history of a purchase order including the requisition, invoices, checks and receiving codes. Go to FOIDOCH.

Enter the Document Type - depending on what code you have:

- **REQ** - Requisition
- **PO** - Purchase Order
- **RCV** - Receiver code
- **INV** - Invoice
- **CHK** - Check

Tab

Enter Document Code - Your requisition, purchase order number, receiving code, check number or invoice.

Select the green **Go** button.

Each document code is followed by a status indicator.

To clear the form to look up additional Document codes, select the green **Start Over** button to clear the form.
If a Requisition is complete, and waiting to be converted into a PO, there will be a C in the status indicator field. If the status indicator field is blank, then the Requisition is incomplete. See instructions in this book on how to complete an incomplete Requisition. If there is an S, then call the purchasing office because the requisition is in suspense.

For more information about a Requisition:
Select the **Requisition** field
Select **Related—Query Document by Type** Information from the menu bar.
Select the green **Go button**.
Use the **Section buttons** to move through the form.

Select the close button to return to FOIDOCH.
In the Purchase Order field, if a PO has been approved there will be an A in the status field and Status Description will be Approved. If there is not an A, call the purchasing office.

For more information about a Purchase Order in FOIDOCH:

Select the **Purchase Order** field

Select **Related - Query Document by Type** from the menu bar.

Select the green **Go button**.

Use Next Section to move through the form.

One thing that you can check on this form is if a purchase order is a Regular or Standing order.
Check if your Receiving is complete!

Your receiver document code MUST have a complete status indicated by a C in the Status column. If not, follow directions in this book next page to resolve it.

To drill down for more information about a receiving code
Select the receiving code
Select Related—Query Document by Type from the menu bar.
Select the green Go button.
Use Next Section to move through the form.
In the Invoices field, if an invoice has been issued, there will be one or more invoice numbers.

Next to the invoice number there will be a status code (Blank, P, R, X or S).

**Blank**  – not yet paid  
**P**  - Paid  
**R** - The Receiver Code is not registering.  
  If your receiving is incomplete, complete it.  
  If your receiving is complete, and everything looks fine, call Accounts Payable.  
**S** - There may be a problem with the invoice—contact Accounts Payable.  
**X** - The invoice was cancelled.  

For more information about an invoice:

Select the Invoice Number.  
Select **Related - Query Document by Type** from the menu bar.  
Select the green **Go button**.  

The **Invoice/Credit Memo Query** form will open.  
Use Next Section to move through the form.
Some important fields to check:

**Commodity Record Count** - Number of line items on this invoice.

**Invoice Item**—indicates the line item. Use the down arrow on your keyboard to see other line items,

**Ordered** indicates the quantity and price from the original Purchase Order

**Invoiced** indicates what the vendor is charging. Sometimes this could be more or less than the original order.
In the Check field, if the check has been issued, there will be a check number

Next to the check number there will be a status code (X, F or Blank)

Blank - newer check, not yet reconciled in Banner
F - Check has been finalized or reconciled
X - Check was voided

If it is an electronic check (indicated by an ! in the first digit, the status will always be blank.

For more information about a check:
Select the Check Disbursement field.
Select Related - Query Document by Type from the menu bar.

Enter in the Bank field. The Bank field is the first two digits of the check number. If the check starts with an exclamation point, then it is an electronic check, and the Bank is 30).
Select the green Go button.

The Check Payment History screen will open.
Check Date indicates the day the check was “cut” or made. Check Accounts Payable for mailing dates.

Check Amount indicates the total of the check (which may include other invoices to the same vendor). If it is paid to a frequently used vendor, like Office Max, then many invoices (from many POs) may be paid from one check.

Document Number indicates the invoices paid with the check.

Vendor Invoice Code - the vendors actual invoice number for your Purchase Order.

Vendor Invoice Amount - the invoice for your particular Purchase Order

With the cursor in one of the invoices, select Related and Document Inquiry to find out more information about the invoice.
Detailed Encumbrance Activity—FGIENCD

Use the Detailed Encumbrance Activity form to show the balance of your purchase orders, travel encumbrances, and the history of invoices and credits. It's a good screen to keep track of how much is left on a standing order. This form can also be used to explore why an encumbrance is still open.

Go to FGIENCD

In Encumbrance type your Purchase Order number.

Select the green Go button.

Encumbrance, amount liquidated and balance.

History of Invoices and Credit memos against the Purchase Order
FOADOCU - Document by User

Use the Document by User Form to display a list of documents originated by a specific user. Go to FOADOCU.

The User ID, COA and Fiscal year are already populated. Change the User ID, Fiscal Year or enter Activity Dates if desired.

Select the green Go button.

You will see a list of requisitions (REQ) and budget transfers (JV) originated by the user. If any have a blank status, they are incomplete (see incomplete requisitions for direc-

Select one of the Requisition numbers in the list and then select Related - Document History to open FOIDOCH and drill down for more information.

Select one of the JV (Journal Voucher) numbers in the list and then select Related - Query Document (BY TYPE) to open FGIDOCR and drill down for more information. You can see the FOAPAL where you debited and credited the funds.
Go To **FAIVNDH**. Find the Vendor ID by selecting the three little dots next to the Vendor field.

Select Entity Name Search (FTIIDEN)

To query the form, select “Last Name” from Add Another Field.

Select query options such as Contains & Equals. We no longer use the % wildcard. Type in the Vendor name. It is case sensitive.

Select Go.
Double click on the vendor you wish to research.

It will bring you back to FAIVNDH with the Vendor number filled in. Select the green Go button.

You will then see the Vendor history. You can sort A-Z by selecting a column head, select again to sort Z-A. Select Filter to filter the information.
List of Receiving Codes - FPIPKSL

Find a list of your receiving codes, with the dates and your packing slip, for a particular purchase order. This is very helpful for Standing orders or Regular order with multiple invoices and receiving codes.

Go To FPIPKSL.

You will see a form filled with Receiving Codes with the related Packing Slip, Vendor and Date received. Select Filter from the top right side of the form.

From the drop down menu, select Purchase Order. Select “Contains” or “Equals”. Enter the PO number. Select Go.

You will see Receiving Code, Packing Slip, Vendor and Date received for that particular Purchase Order.
Purchase Orders by Vendor - FPIOPOV

Find a list of all the purchase order for a particular vendor. Go To FPIOPOV. Fill in the Vendor ID or select the three dots next to the field to search.

From the drop down menu, select Last Name. Select “Contains” or “Equals”. Enter the Name (Case Sensitive). Select Go.

You will see a list of vendors, double click on the ID of the correct vendor.

You will see all the PO’s and Commodities in the fiscal period for that Vendor.
# Appendix A

## “Req to Check” Process

### SSB - Self Service Banner

### B9AP - Banner 9 Admin Pages

<table>
<thead>
<tr>
<th>Step</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1</strong></td>
<td><strong>Department</strong>&lt;br&gt;Department wants to order goods and/or services.</td>
</tr>
<tr>
<td><strong>2</strong></td>
<td><strong>User</strong>&lt;br&gt;Budget is reviewed in FGIBDST (B9AP) or Budget Query (SSB)</td>
</tr>
<tr>
<td><strong>3</strong></td>
<td><strong>User</strong>&lt;br&gt;Budget Transfer if Needed Budget Transfer (SSB) - Regular Accounts or Paper Form-Grants</td>
</tr>
<tr>
<td><strong>4</strong></td>
<td><strong>User</strong>&lt;br&gt;Requisition created FPAREQN (B9AP) or Requisition (SSB)</td>
</tr>
<tr>
<td><strong>5</strong></td>
<td><strong>User</strong>&lt;br&gt;Supporting documents sent to <a href="mailto:requisitions@rowan.edu">requisitions@rowan.edu</a> (Quotes, New Vendor info etc...)</td>
</tr>
<tr>
<td><strong>6</strong></td>
<td><strong>Procurement</strong>&lt;br&gt;Requisition is converted to a Purchase Order and PO number is assigned.</td>
</tr>
<tr>
<td><strong>7</strong></td>
<td><strong>Procurement</strong>&lt;br&gt;Purchase Order document is emailed to user.</td>
</tr>
<tr>
<td><strong>8</strong></td>
<td><strong>User</strong>&lt;br&gt;Purchase Order is mailed, emailed or faxed to vendor with exceptions (including over $30,000, Office Depot, IT orders etc.).</td>
</tr>
<tr>
<td><strong>9</strong></td>
<td><strong>Department</strong>&lt;br&gt;Goods/services are physically received in department</td>
</tr>
<tr>
<td><strong>10</strong></td>
<td><strong>User</strong>&lt;br&gt;Goods/services are received in Banner FPARCVD (B9AP)</td>
</tr>
<tr>
<td><strong>11</strong></td>
<td><strong>Accounts Payable</strong>&lt;br&gt;Invoice is sent by vendor or user to <a href="mailto:invoices@rowan.edu">invoices@rowan.edu</a>. User notified by email and can confirm in FOIDOCH (B9AP) or View Document (SSB)</td>
</tr>
<tr>
<td><strong>12</strong></td>
<td><strong>Accounts Payable</strong>&lt;br&gt;Check is sent to vendor via mail or electronic transmission Confirm in FOIDOCH (B9AP) or View Document (SSB)</td>
</tr>
</tbody>
</table>
Appendix B

Resources for Help

Helpful Email Addresses

support@rowan.edu (technical questions about Banner/Network/Your Computer)
irt-training@rowan.edu (questions about training sessions or training resources)

Budget

Budget Office website sites.rowan.edu/budget
budget@rowan.edu
Account Codes https://sites.rowan.edu/budget/_docs/account_code_definitions.pdf

Purchasing (placing a requisition)

Main number - (856) 256-4171
Purchasing (The Office of Contracts and Procurement) rowan.edu/purchasing. Select
The Purchasing Process link.
closeouts@rowan.edu (to close a purchase order)
To increase or decrease a purchase order: Change Order Request Portal or go to
rowan.edu/purchasing.
requisitions@rowan.edu (other questions about Purchase Orders/Requisitions/Vendors)
contracts@rowan.edu (to send contracts and/or documents with a signature line)
vendors@rowan.edu (other questions about Vendors)

Accounts Payable (payments to vendors)

Main number - (856) 256-4115
Accounts Payable rowan.edu/accountspayable
invoices@rowan.edu - scan and send invoices to Accounts Payable

Other Helpful Webpages

Campus Directory rowan.edu/ph/
Grants (Sponsored Programs) rowan.edu/grants
Information Resources and Technology rowan.edu/irt
Training Services - Information Resources and Technology
rowan.edu/irt-training
Free Online Training Library www.rowan.edu/lynda
RowanCloud - Free Software and Applications such as Microsoft Office and Adobe
products rowan.edu/cloud

For Banner Access

Request on Banner Self Service—Main Menu, click Banner Access Request Menu, and
then click Request a Security Change.
## Appendix C

### Rule Codes

<table>
<thead>
<tr>
<th>Common rule codes (under Type in the Budget forms) you might see in Banner Finance forms:</th>
</tr>
</thead>
</table>
| **PORD** - Establish purchase order  
*(when a PO is created)*  
**INNI** - Accounts payable invoice without encumbrance *(like an MDV or direct pay to Rowan’s travel agency)*  
**INEI** - Invoice with encumbrance *(a Purchase Order or travel encumbrance is attached to the Invoice)*  
**INEC** - Credit memo with encumbrance *(a Purchase Order or travel encumbrance is attached to the credit memo)*  
**DNNI** - Check - invoice without encumbrance *(like a check for an MDV)*  
**DNEI** - Check - invoice with encumbrance *(a purchase order or travel voucher is attached to the check)*  
**BDZ1** - Budget transfer done by end user  
**E100** - Travel Encumbrance  
**EO32** - Encumbrance Liquidation  
**E090** - Encumbrance Roll  
**Other Rule Codes you may see:**  

<table>
<thead>
<tr>
<th>Invoice Transactions</th>
</tr>
</thead>
</table>
| **INNI** - Accounts payable invoice without encumbrance  
**INNC** - Credit memo without encumbrance  
**ICNI** - Cancel invoice without encumbrance  
**ICNC** - Cancel credit memo without encumbrance  
**ICEI** - Cancel invoice with encumbrance  
**ICEC** - Cancel credit memo with encumbrance  
**DNNC** - Check - C/M without encumbrance  
**DNEC** - Check - C/M with encumbrance  
**CNNI** - Cancel check - invoice without encumbrance  
**CNNC** - Cancel check - C/M without encumbrance  
**CNEI** - Cancel check - invoice with encumbrance  
**CNEC** - Cancel check - C/M with encumbrance  

<table>
<thead>
<tr>
<th>Budget Entries</th>
</tr>
</thead>
</table>
| **BD01** - Permanent adopted budget  
**BD02** - Permanent budget adjustments  
**BD03** - Temporary adopted budget  
**BD04** - Temporary budget adjustment  

<table>
<thead>
<tr>
<th>Self Service Budget Transfer (Site Specific)</th>
</tr>
</thead>
</table>
| **B XF** - Self Service Budget Transfer  
**B XP** - Self Service Budget Transfer - Utility Pool  

<table>
<thead>
<tr>
<th>Research Accounting</th>
</tr>
</thead>
</table>
| **RAR** - Accrued A/R  
**GRRV** - Accrued revenue  
**GRCC** - Cost share charge  
**GRCG** - Cost share grant  
**GRIC** - Indirect cost charge  
**GRIR** - Indirect cost recovery  

<table>
<thead>
<tr>
<th>Journal Vouchers (usually entered by someone in Accounting Services or OSP)</th>
</tr>
</thead>
</table>
| **JE16** - General Journal Entry (Inter Fund)  
**JE15** - General Journal Entry (Intra-fund)  
**JZPC** - Rowan PCard Feed  

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Appendix D

Find your Fund and Org Access - Banner Self Service

[rowan.edu/selfservice](rowan.edu/selfservice). Log in with Banner ID and PIN. Go to Employee Tab.

---

Display Your FUND/ORGN Access

This page will display your Banner Finance FUND/ORGN Access. Only the combinations that have ever had a budget will be displayed.

**Name and Banner ID**

<table>
<thead>
<tr>
<th>Name</th>
<th>Banner ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marybeth Hegel</td>
<td>9100008725</td>
</tr>
</tbody>
</table>

**Oracle ID**

| Oracle ID | HEGEL |

**FUND/ORGN Access**

<table>
<thead>
<tr>
<th>Row Count</th>
<th>FUND Permissions</th>
<th>FUND</th>
<th>FUND Title</th>
<th>ORGN Permissions</th>
<th>ORGN</th>
<th>ORGN Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Both Query and Posting</td>
<td>10110</td>
<td>Unrestricted General Fund</td>
<td>Both Query and Posting</td>
<td>6030317pdg - Hegel, Marybeth</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Both Query and Posting</td>
<td>10110</td>
<td>Unrestricted General Fund</td>
<td>Both Query and Posting</td>
<td>6095214/newprofstaff/M Hegel</td>
<td></td>
</tr>
</tbody>
</table>

---

View claimed DRA Tasks & Administrative forms for scheduling and managing systems upgrades.

- Starfish Admin
- University Retention Systems
- Effort Certification
- Click on the link above to certify and review effort reports.
- EPAF Menu
- EPAF Menu
- CMSRU Scholarship application report
- CMSRU Scholarship APEX administration tool
- Veteran and Disability Status Survey
- Preferred Name Admin
- Human Resources
- Manager Employee Menu
- Display Your FUND/ORGN Access
- SWATTXT Admin
- Registrar Office
Appendix E

Example of why to leave Program Code off in FGIBDST.

Program code is entered and the total balance for 7218 is $297.90

Program code is not entered and the total balance for 7218 is $462.72
Appendix E

By putting 11 into the Program code, you can see that $164.82 was entered into the incorrect Program Code. This is why the two FGIBDST screens show different totals when a program code is entered and when it is left blank.