RowanUniversity
INFORMATION RESOURCES & TECHNOLOGY

BANNER FINANCE

ADMINISTRATIVE PAGES

BANNER9

MAY 2025

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

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

V4.05.2025

CONTACT
Information Resources & Technology
Rowan University
irt.rowan.edu

Download the latest verision of this document at
go.rowan.edu/irttraining

Objectives

By the end of this manual 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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Helpful Forms

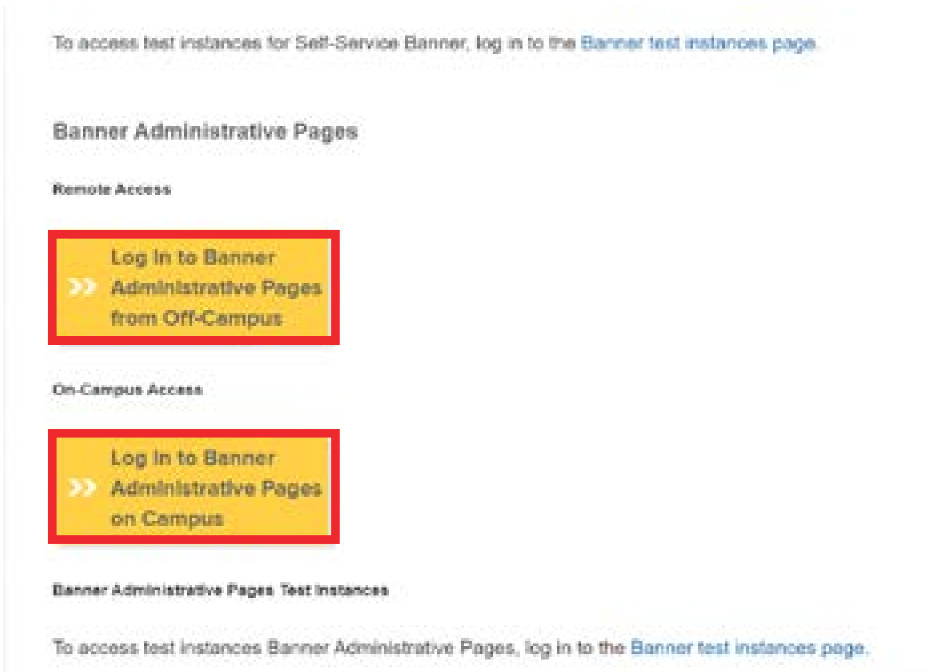
Appendices

Log On to Banner 9

Log onto Banner. Open your Google Chrome browser.

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

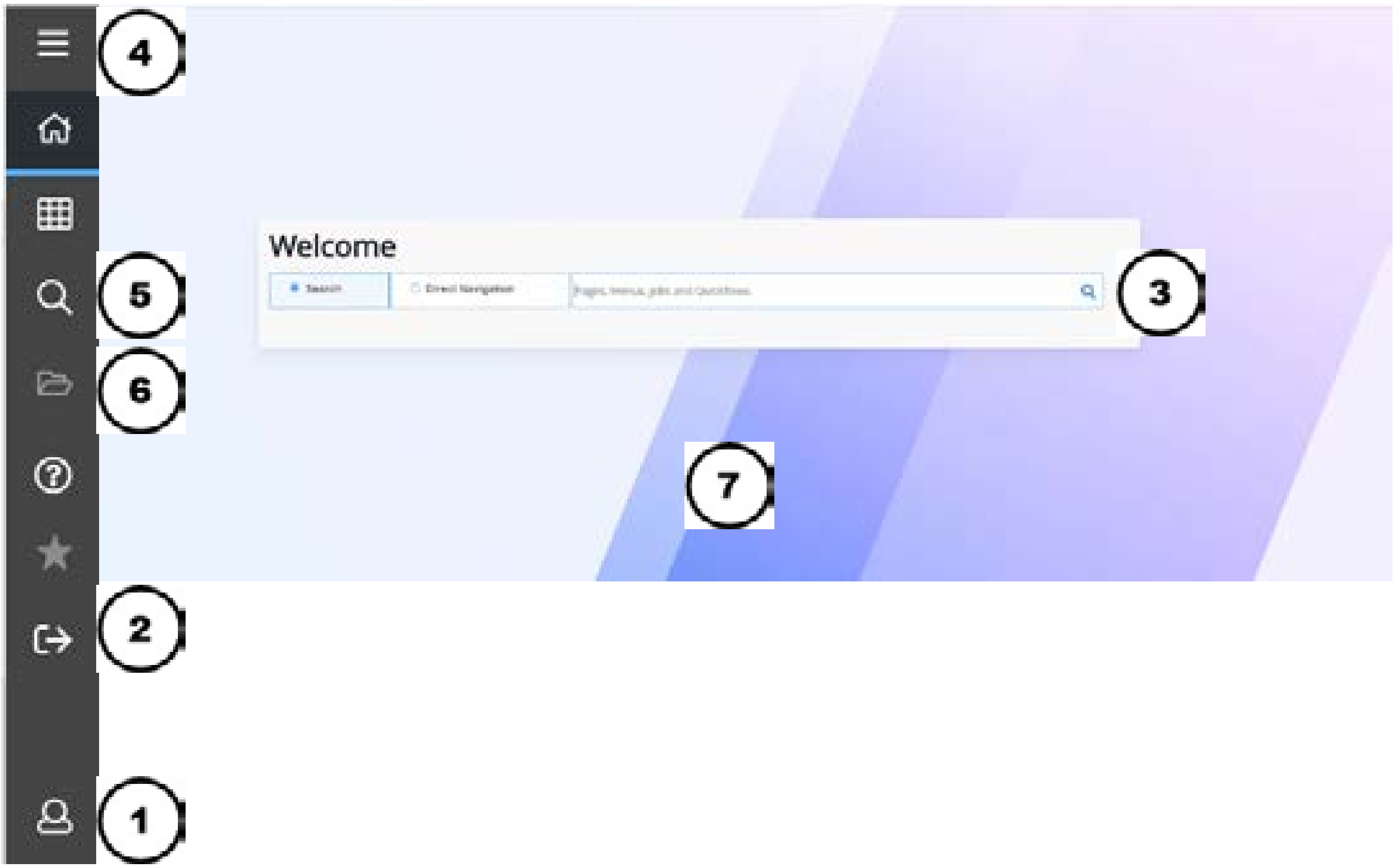
Scroll down until you see Banner Administrative Pages. Select Log into Banner Administrative Pages. If you are on campus select the On-Campus Access but if you are off campus select Remote Access.



Type your Rowan NetID. Select **LOGIN**.

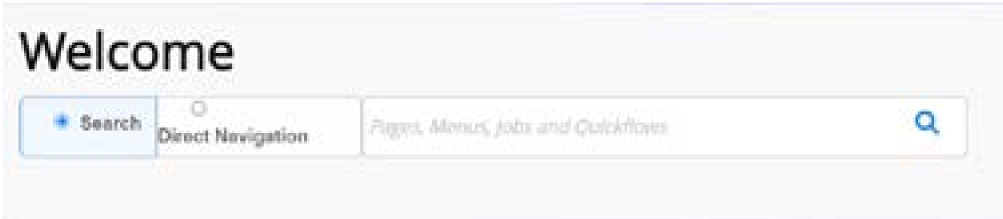
THE WELCOME SCREEN:

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.

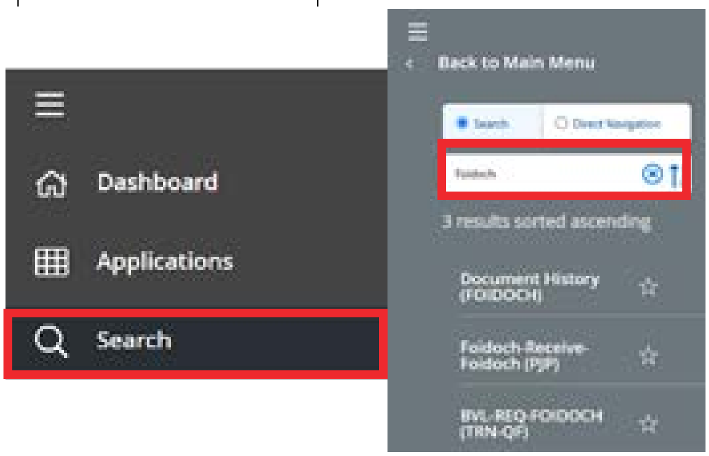


THE WELCOME SCREEN

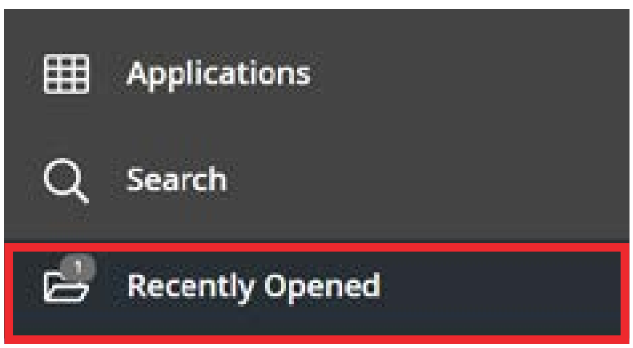
Use the Search bar in the middle of the page. You can search for the description, such as Requisition or for the form name, such as FPAREQN.

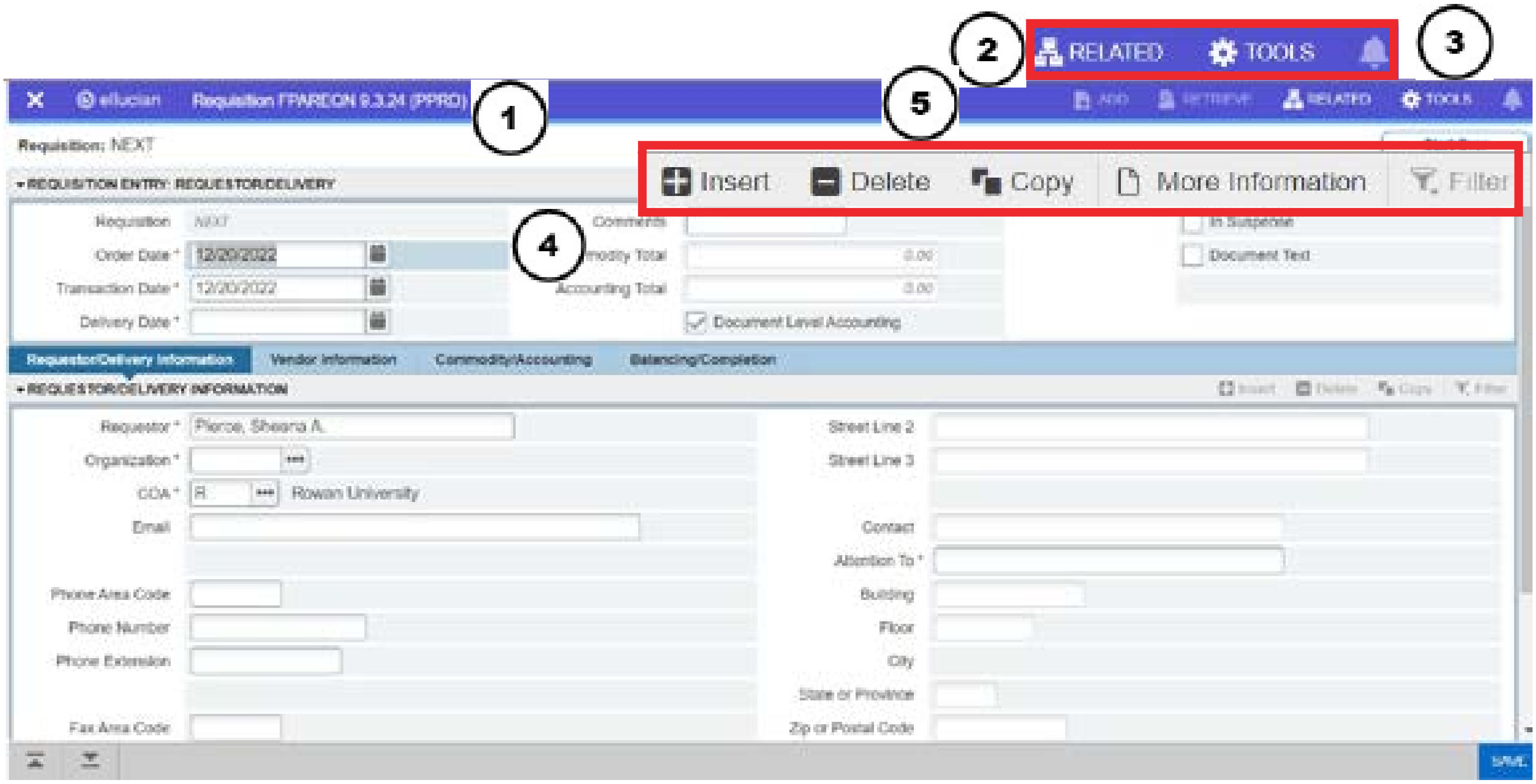


You can also use the search icon at the left of the page to search by form name or description. The search icon will stay at the left of the page when you are in other forms. So you can leave a form open and search for and open another form on top.



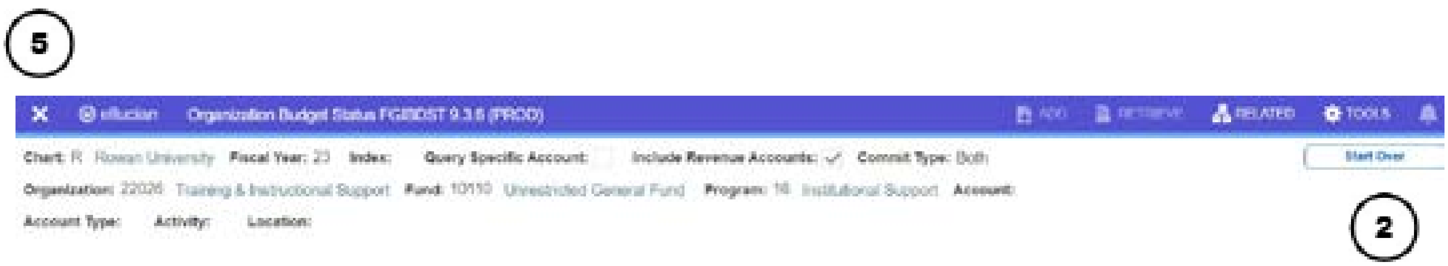
The folder icon at the left of the page will display a temporary shortcut to the forms you accessed during the current log in.

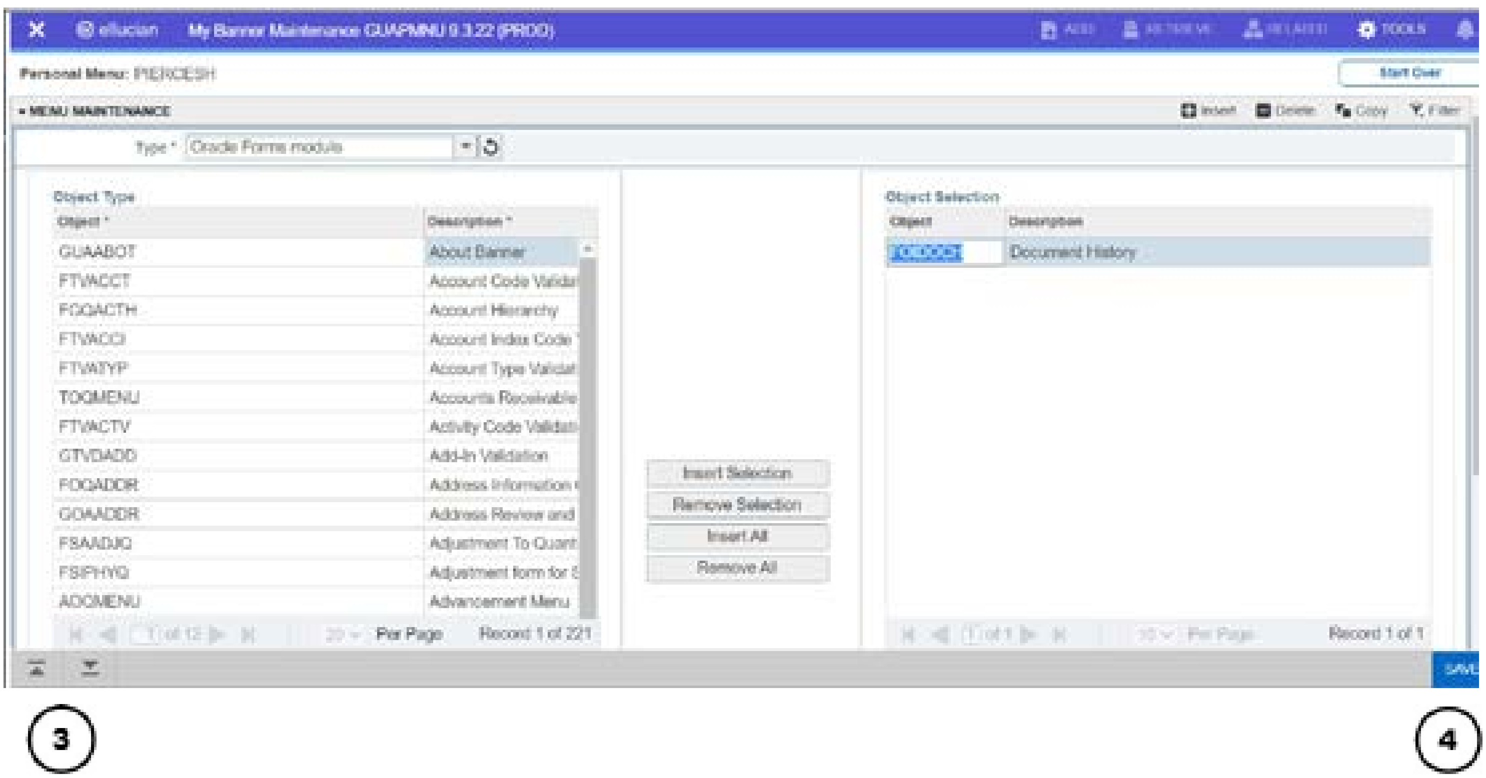




REQUISITION FPAREQN SCREEN

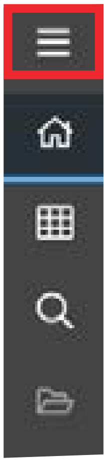
1. PAGE HEADER - The page header identifies the open page name and contains icons for the basic navigation
2. RELATED ICON - displays a list of pages that can be accessed from this page.
3. TOOLS ICON - includes refresh, export, print, clear record, clear data, item properties, display ID image, and 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.



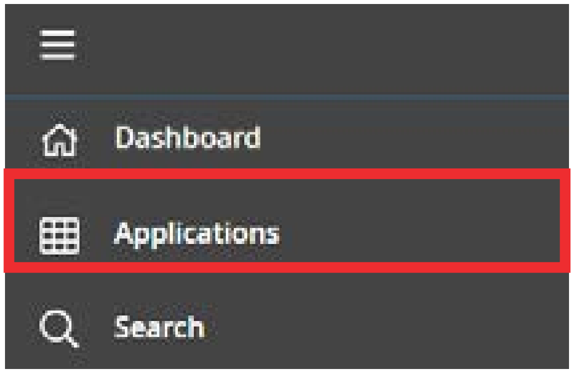


1. The Go button advances to the body of the page after populating the key block.
2. The Start Over button returns to the key block of the page.
3. Next and Previous buttons allow you to navigate through sections in a page. Both buttons are located at the bottom left of each page.
4. Save is located at the bottom right of the screen
5. To close a form, select the X at the top left of the screen.

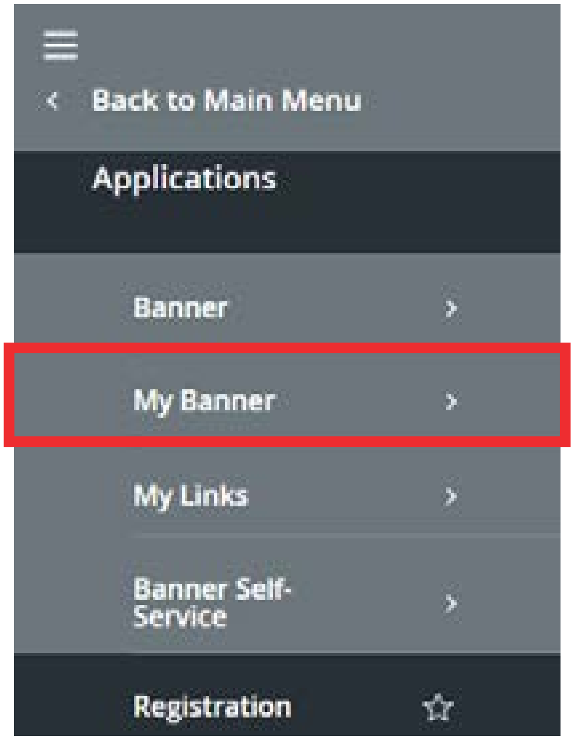
MENU AND TOOL BARS



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

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

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

Function	Key stroke
Paste	Ctrl + V
Undo	Ctrl + Z
Redo	Ctrl + Shift + Z
Cancel action	Esc
Select on a Called page	Alt + S
Retrieve BDM Documents	Alt + R
Add BDM Documents	Alt + A
Submit Workflow	Alt + W
Release Workflow	Alt + Q

Function	Key stroke
Export	Shift + F1
Print	Ctrl + P
Refresh/Rollback	F5
Change MEP Context	Alt + Shift + C
Open Related Menu	Alt + Shift + R
Open Tools Menu	Alt + Shift + T
More Information	Ctrl + Shift + U
Application Navigator Display Open Items	Ctrl + Y
Application Navigator Search	Ctrl + Shift + Y
Application Navigator Help	Ctrl + Shift + L
Application Navigator Sign Out	Ctrl + Shift + F
Copy	Ctrl + C
Cut	Ctrl + X

FORM NAMES

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

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.

ALL FINANCE FORMS BEGIN WITH AN “F” AND THE SECOND LETTER IS “P” IF IT IS A PURCHASING FUNCTION, ETC.

POSITION 1

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

POSITION 2

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

POSITION 3

Type of Form/Report/ Process	
A	Application
B	Base Table
I	Inquiry
P	Process
R	Rule Table, Repeating Table
V	Validation
M	Maintenance

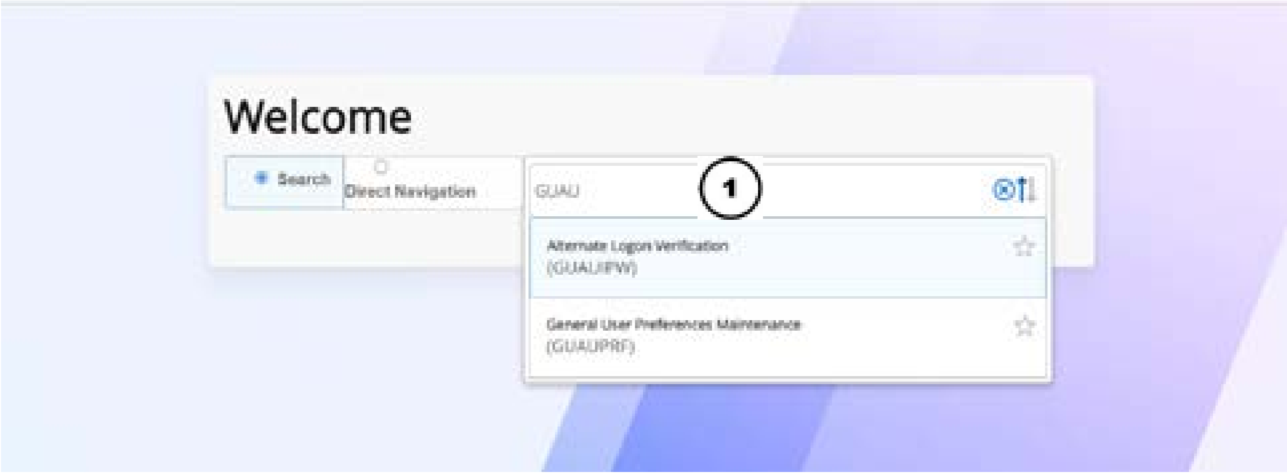
POSITION 4

Unique four-character code identifying form/ report/etc.	
***DOCH	Document History
***IDEN	Identification
***PERS	Person
***REQN	Requisition

Set your preferences so that:

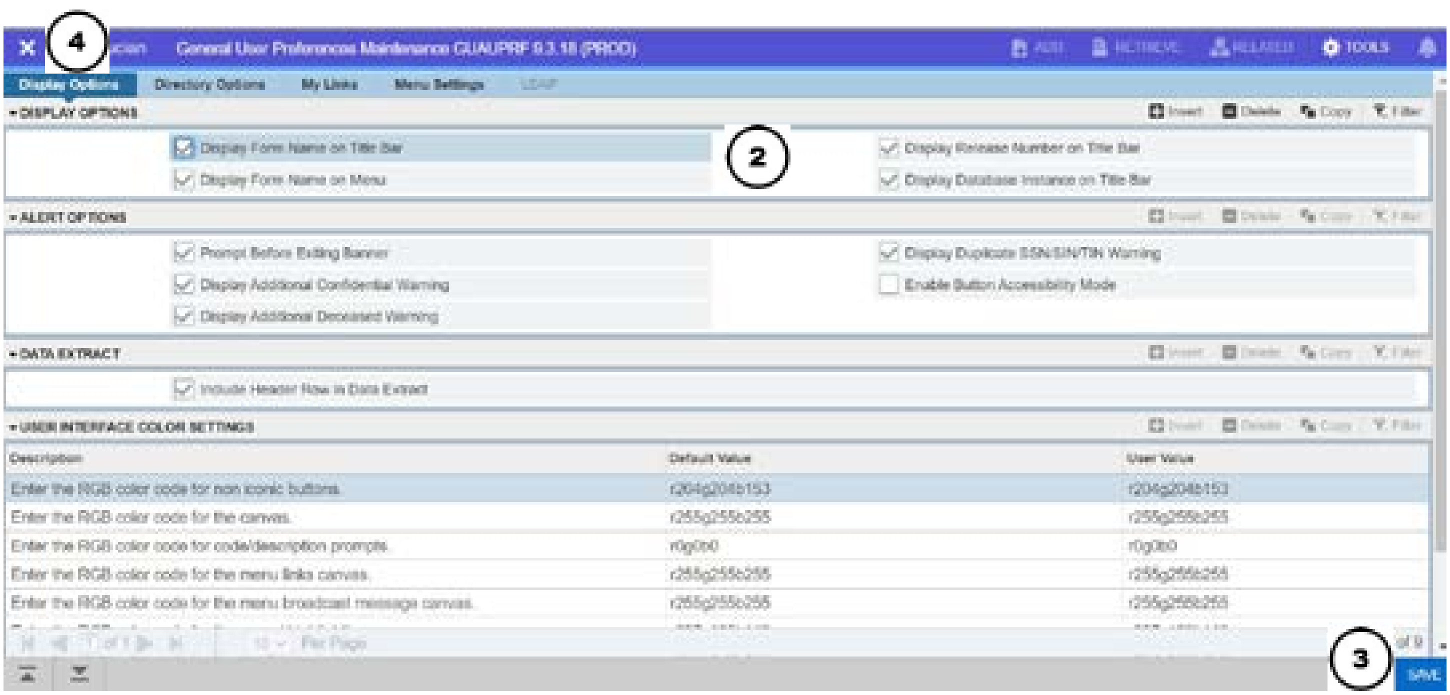
A. You can see columns heads when you download an Excel spreadsheet.

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



WELCOME SEARCH BAR

1. In the Search bar type Preferences. Select **GENERAL USER PREFERENCES MAINTENANCE.**

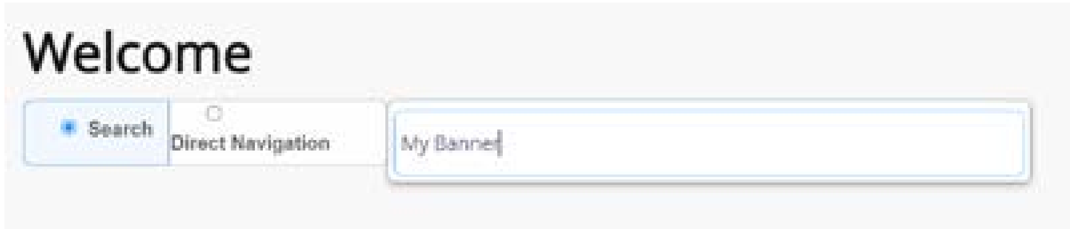


2. In the **Display Options** tab, make sure **all of the boxes are checked** on the left side of the page. By default, the second and last one are not checked.

3. Select **Save**.
4. Close.

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

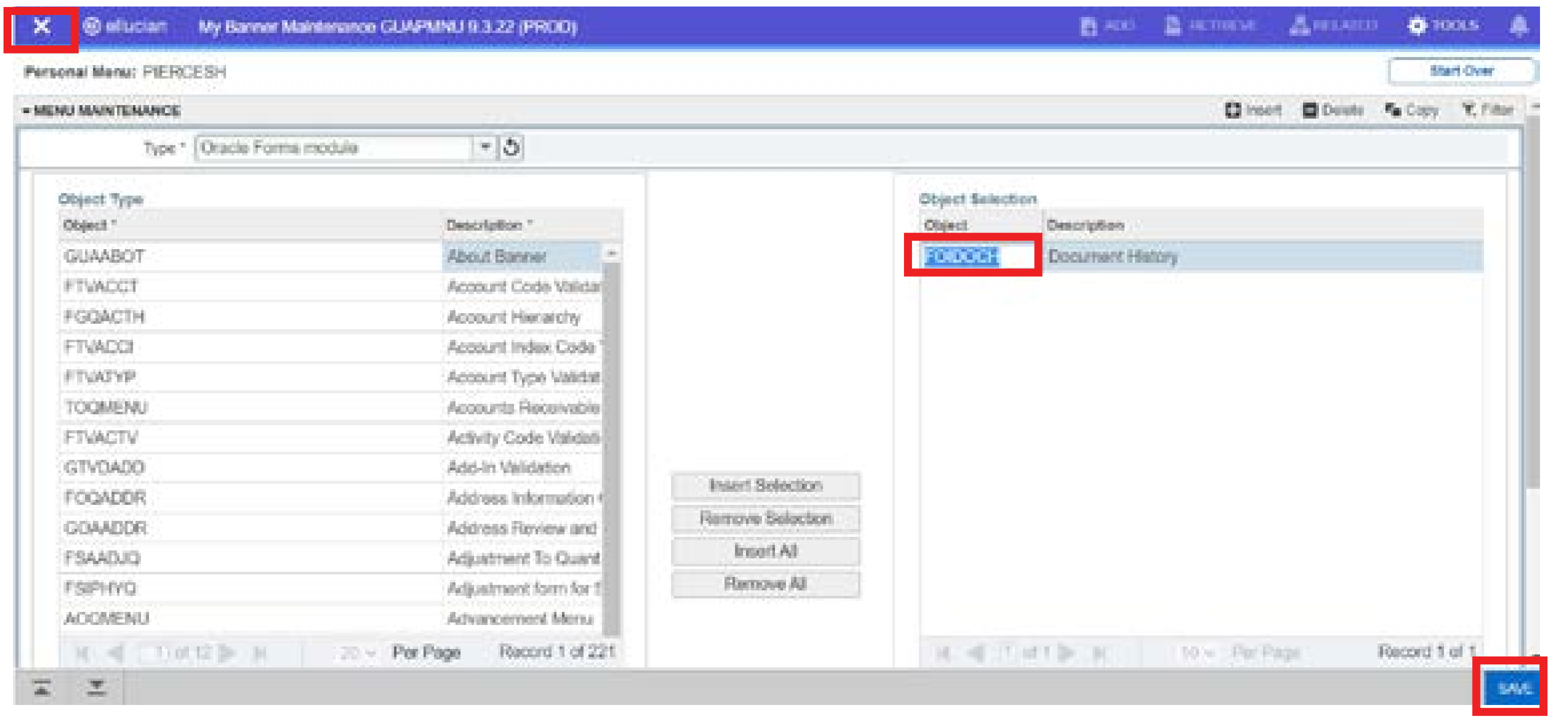
Select **My Banner Maintenance**.



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.

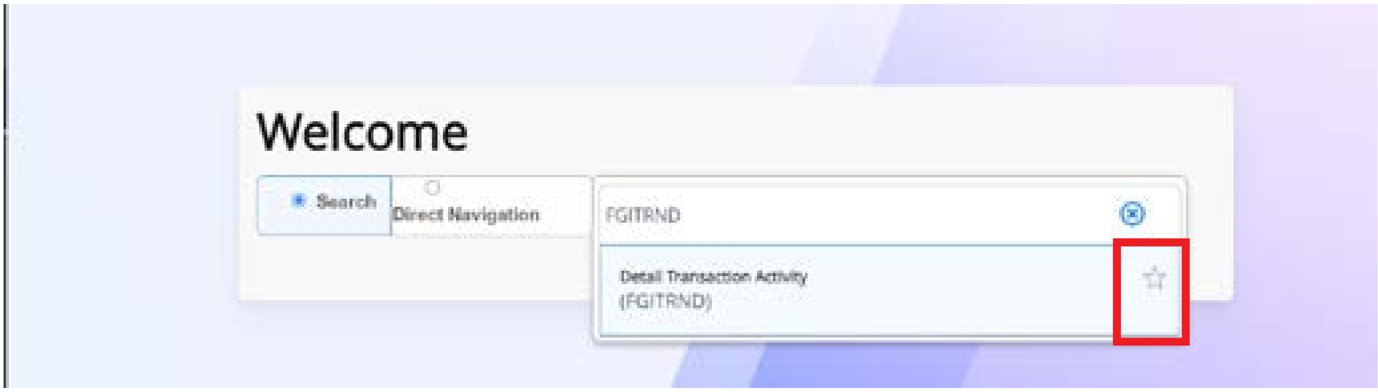
FOIDOCH (Document History) - Find PO, Requisition, Invoice, Check, and Receiving history.
FPAREQN (Requisition) - Create a requisition.
FPARCVD (Receiving) - Receive purchase orders.
FGIBDST (Organization Budget Status) - Budget for non-grant departments.
FGITRND (Transaction detail) - See details of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

For Grants:
FRIGITD (Grant Inception to Date) - Shows grant budget per the grant fiscal year.
FRIGTRD (Grant Transaction Detail Form).

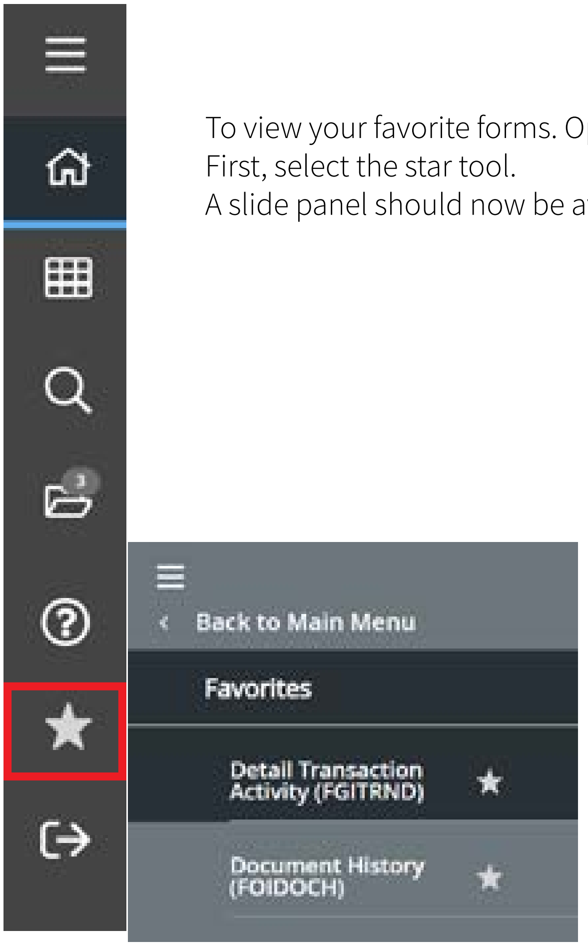
NOTE: If you try to add a screen you do not have access to, you will receive an error message at the bottom of the page.

MY FAVORITES- ADDING A FAVORITE FORM

At times you may find yourself using forms that need to open everyday and would prefer to access the form as soon as you log into banner. To add a favorite form search for the form in the Welcome search box.



You should now see a clear star to the right of your searched form. Select the star to add the form to your favorites.



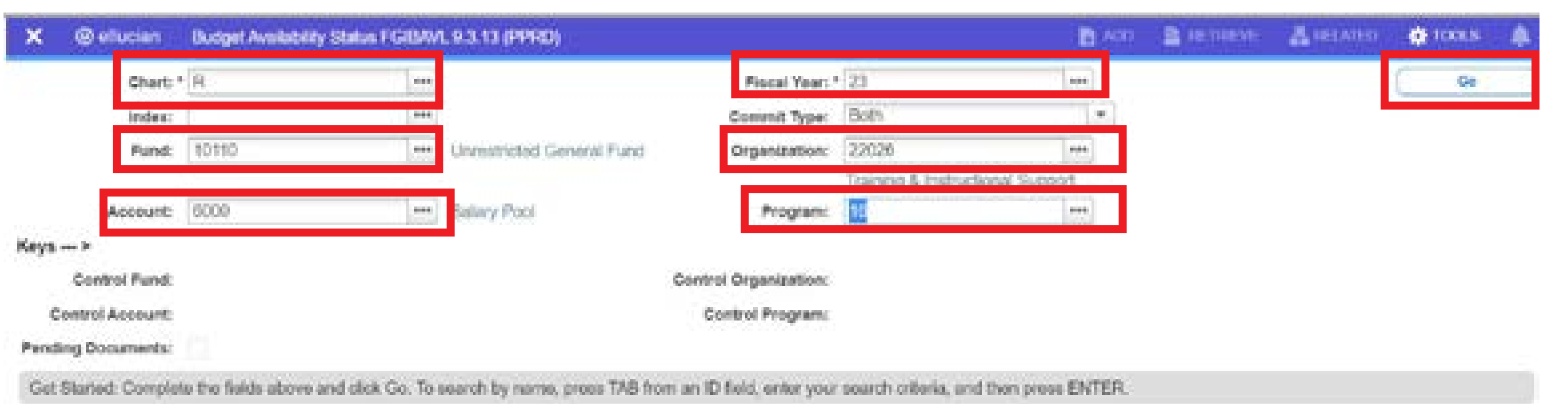
To view your favorite forms. Open the navigation panel to the left.
First, select the star tool.
A slide panel should now be available with your list of favorite forms.

BUDGET AVAILABILITY - FGIBAVL

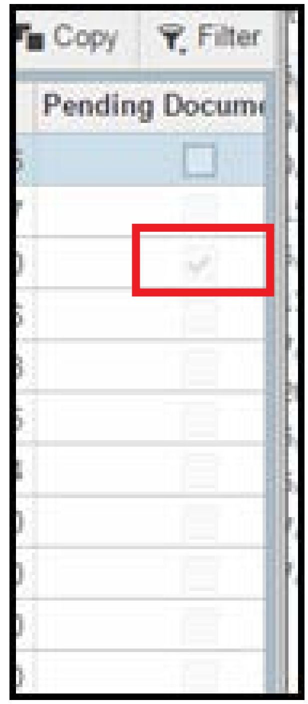
The form FGIBAVL will display any documents that are "hung-up", unprocessed, pending or still in approvals in Banner.

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.

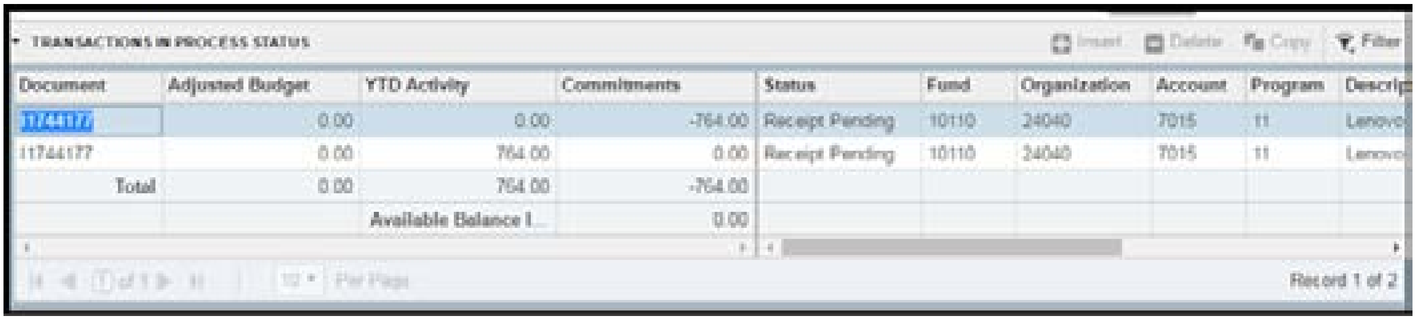


Look to see if there are any checkmarks in the Pending Documents column.
This indicates that something could be stuck, or not yet processed, in the system.
Place your cursor in the account of the row that indicates a pending document.



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.



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.

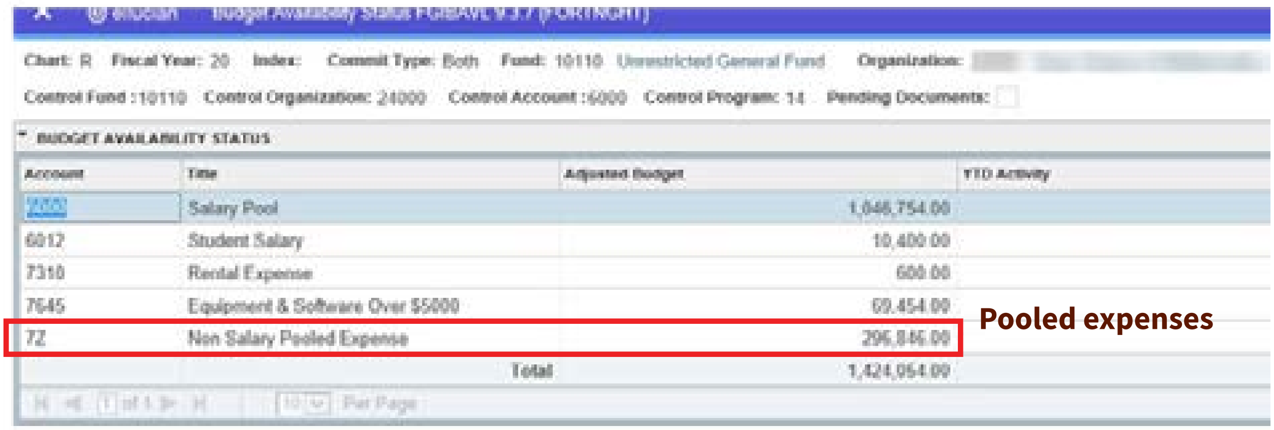


Chart: R Fiscal Year: 20 Index: Commit Type: Both Fund: 10110 Unrestricted General Fund Organization:

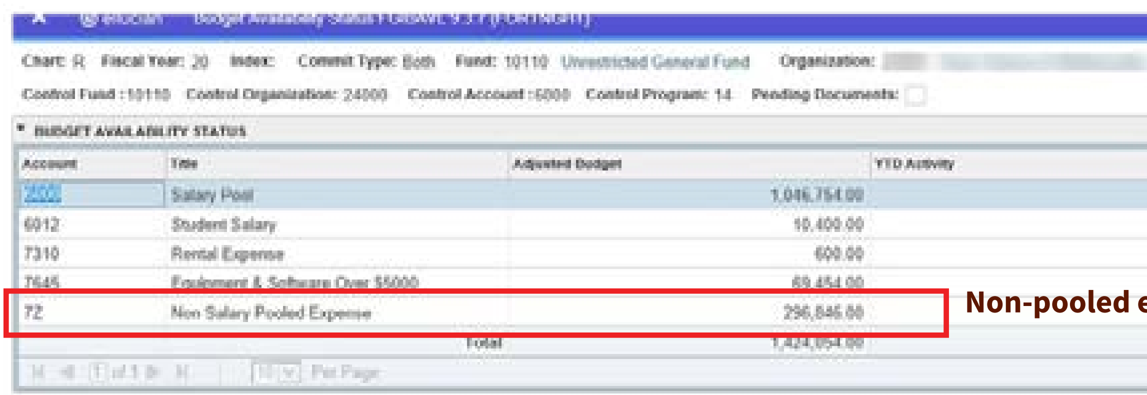
Control Fund : 10110 Control Organization: 24000 Control Account : 6000 Control Program: 14 Pending Documents:

BUDGET AVAILABILITY STATUS

Account	Title	Adjusted Budget	YTD Activity
2000	Salary Pool	1,046,754.00	
6012	Student Salary	10,400.00	
7310	Rental Expense	600.00	
7645	Equipment & Software Over $5000	69,454.00	
7Z	Non Salary Pooled Expense	296,846.00	
	Total	1,424,054.00	

Pooled expenses

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).



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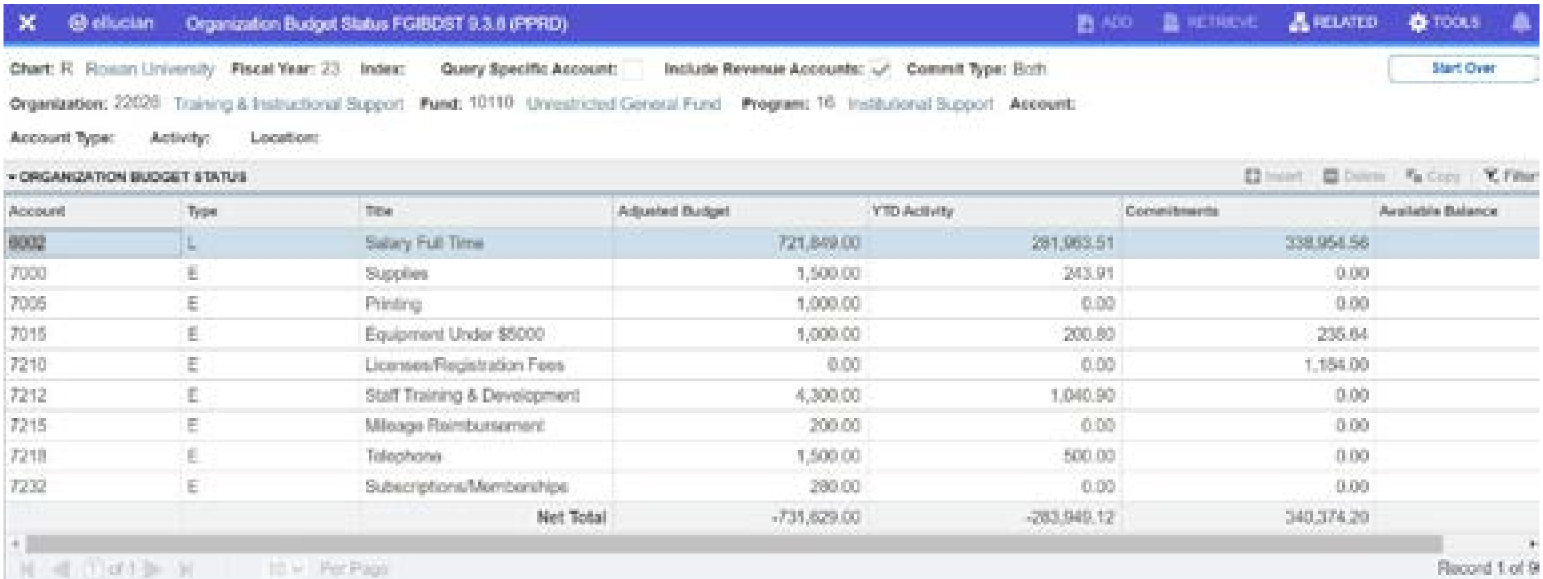
7Z	Non Salary Pooled Expense	296,846.00	
	Total	1,424,054.00	

Non-pooled expenses

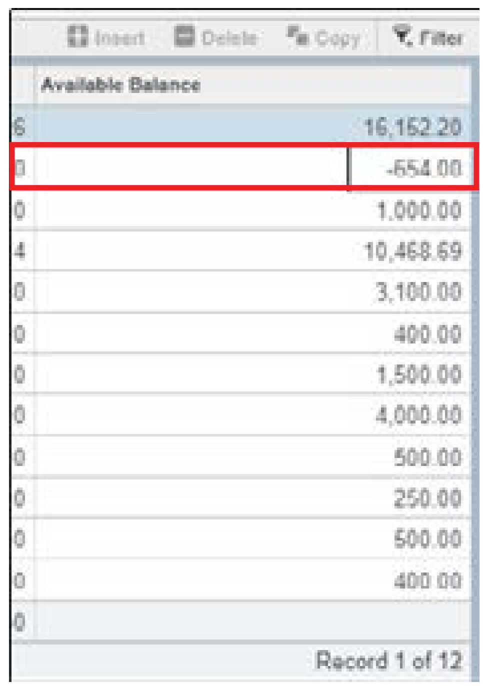
In FGIDBST, you will still see the original budgeted amount and actual expenses in the individual accounts (like Supplies, Printing and Catering).

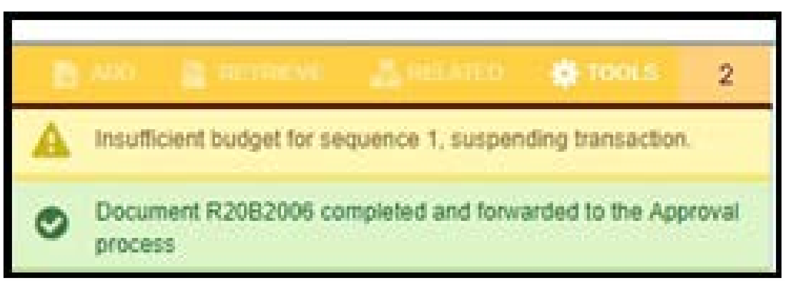


Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
6002	L	Salary Full Time	721,849.00	281,963.51	338,954.56	
7000	E	Supplies	1,500.00	243.91	0.00	
7005	E	Printing	1,000.00	0.00	0.00	
7015	E	Equipment Under $5000	1,000.00	200.80	236.84	
7210	E	Licenses/Registration Fees	0.00	0.00	1,184.00	
7212	E	Staff Training & Development	4,300.00	1,040.90	0.00	
7215	E	Mileage Reimbursement	200.00	0.00	0.00	
7218	E	Telephone	1,500.00	500.00	0.00	
7232	E	Subscriptions/Memberships	280.00	0.00	0.00	
		Net Total	-731,629.00	-283,949.12	340,374.20	

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.

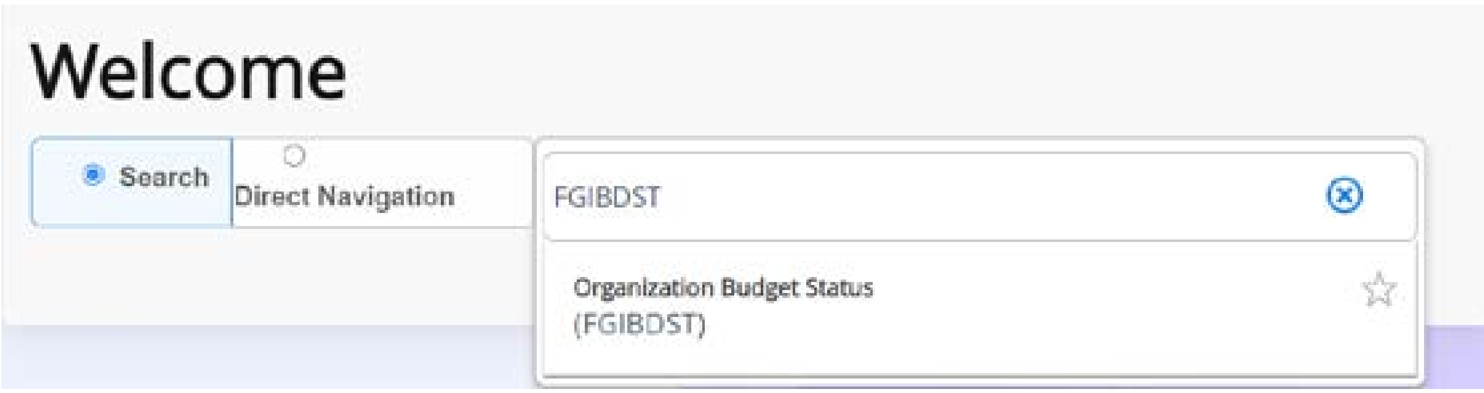




If sufficient funds are not available in the 7Z Non Salary Expense Pool, however, the Requisition will notify you that there is insufficient budget in that sequence before you hit complete. This error means you have depleted your available balance in the Non Salary Expense Pool. You will need to transfer funds before completing the requisition.

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**.)

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 encum-brances (encumbrances).

Available Balance - Current amount available to spend.

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

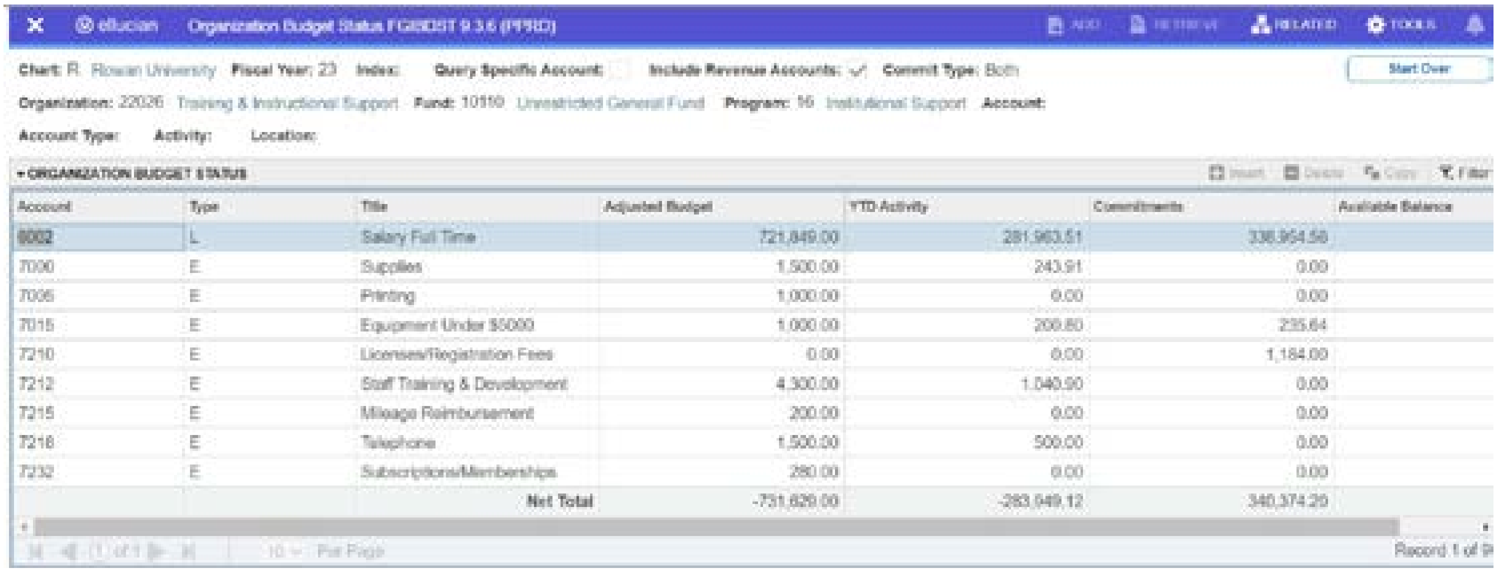

Organization Budget Status FGIBDST 9.3.6 (PPRD)

Chart: R Rowan University Fiscal Year: 23 Index: Query Specific Account: Include Revenue Accounts: ✓ Commit Type: Both

Organization: 22026 Training & Instructional Support Fund: 10110 Unrestricted General Fund Program: 16 Institutional Support Account:

Account Type: Activity: Location:

Start Over

ORGANIZATION BUDGET STATUS

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
6002	L	Salary Full Time	721,849.00	281,963.51	336,964.56	
7000	E	Supplies	1,500.00	243.91	0.00	
7006	E	Printing	1,000.00	0.00	0.00	
7015	E	Equipment Under $5000	1,000.00	200.80	235.64	
7210	E	Licenses/Registration Fees	0.00	0.00	1,184.00	
7212	E	Staff Training & Development	4,300.00	1,040.90	0.00	
7215	E	Mileage Reimbursement	200.00	0.00	0.00	
7218	E	Telephone	1,500.00	500.00	0.00	
7232	E	Subscriptions/Memberships	280.00	0.00	0.00	
		Net Total	-731,629.00	-283,949.12	340,374.20	

10 Per Page Record 1 of 9

DOWNLOAD TO EXCEL

Excel Spreadsheets in Banner 9

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

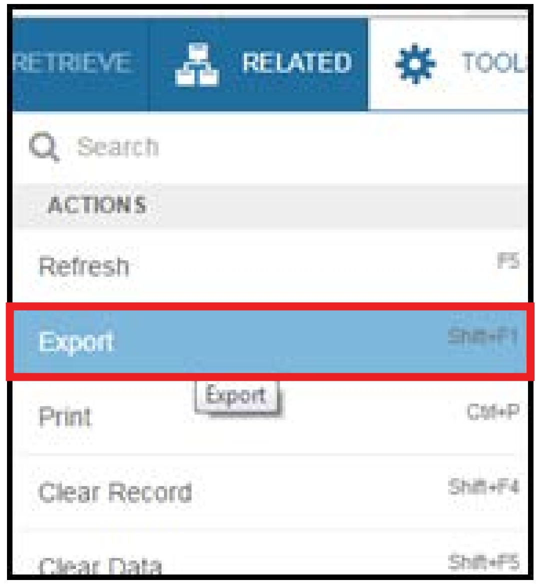
To download the Excel Spreadsheet:

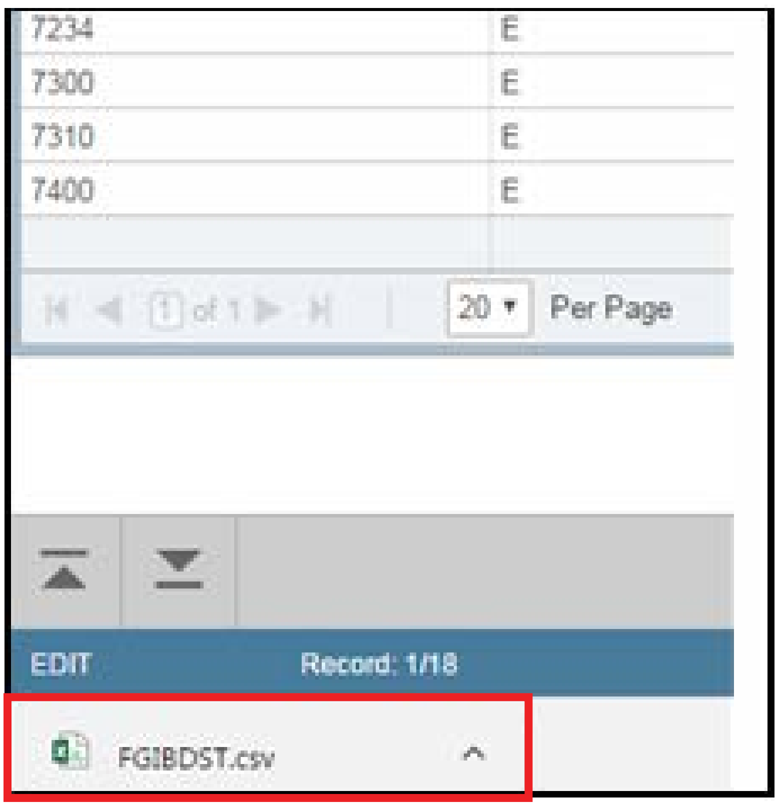
With your budget open in In FGIBDST,

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.





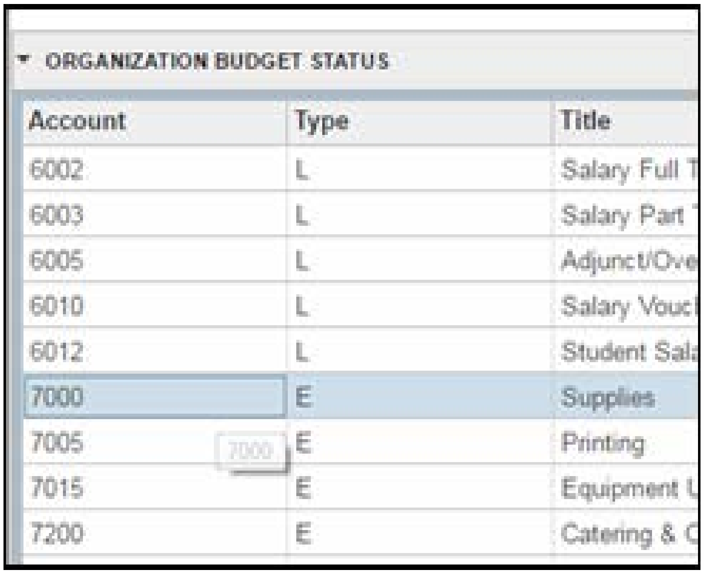
You can save the file as an Excel worksheet and then perform any calculations you wish. Remember, the Excel sheet will not update. This **is just a snapshot of a particular day and time** of your budget. For an up-to-date accurate look at your budgets, always go to the budget pages on Banner.

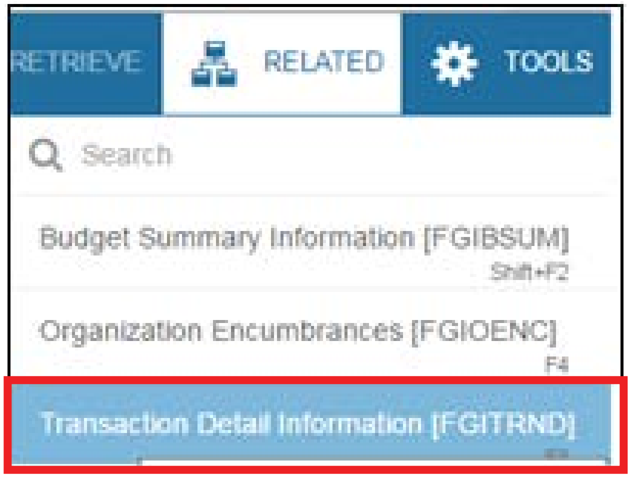
If the spreadsheet will not open on your computer, you may have popup blockers preventing it from opening. Please call the Support Desk (856) 256-4400 to help you.

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

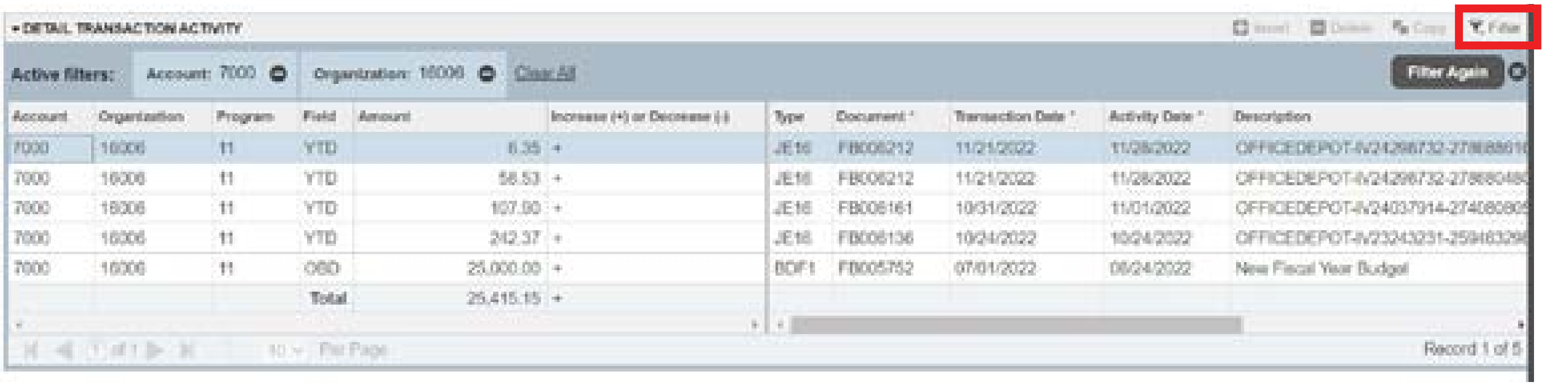
To review all the details of your transactions, place your cursor in the **Account** you would like to query (i.e., 7000 for supplies). If you would just like to see budget transfers, put the cursor in a field in the **Budget** column, or in **YTD** for invoices and payments, or **Commitments** to see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

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



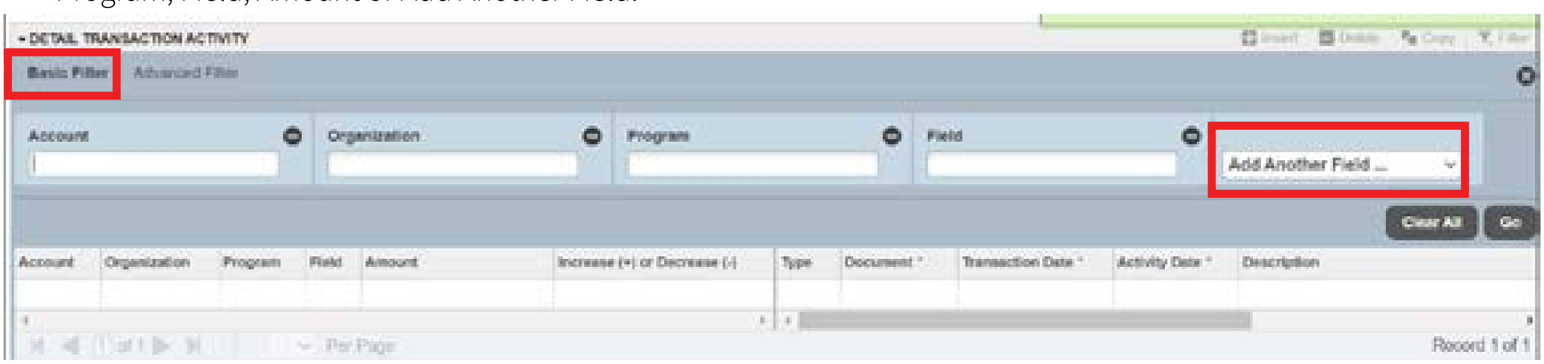


You can **Filter** the transactions to see all purchase orders, invoices or vendors, etc.

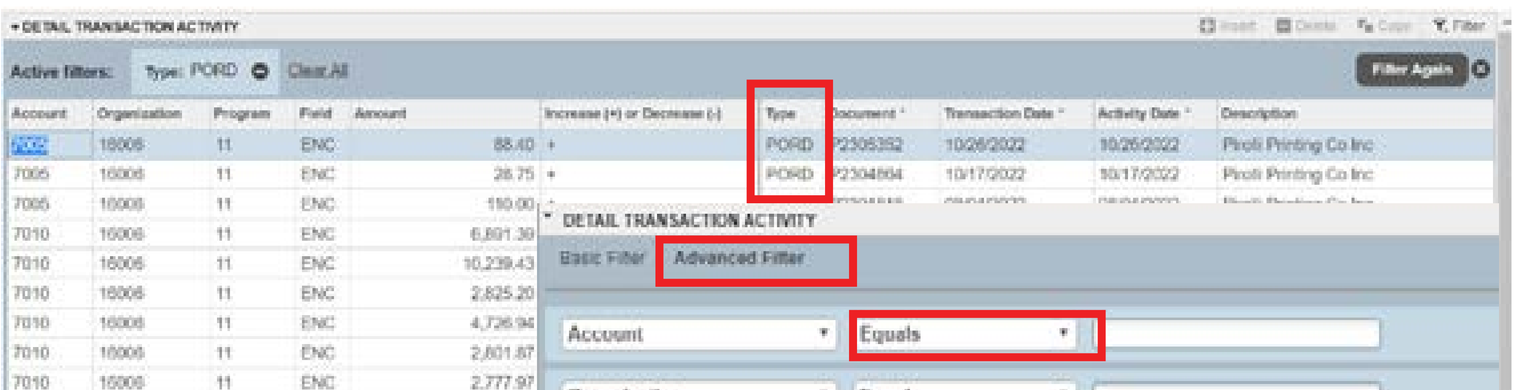


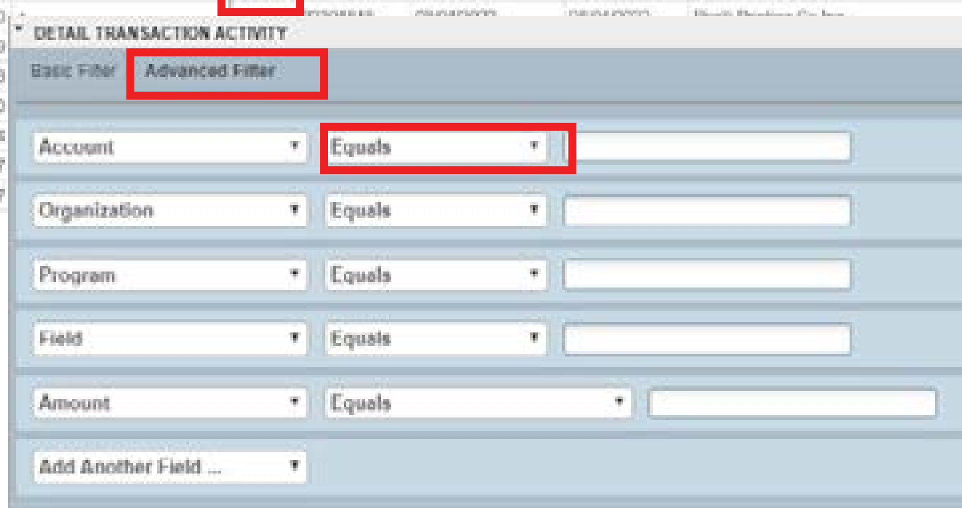
To filter the transactions select **Filter** from the menu bar.

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)..

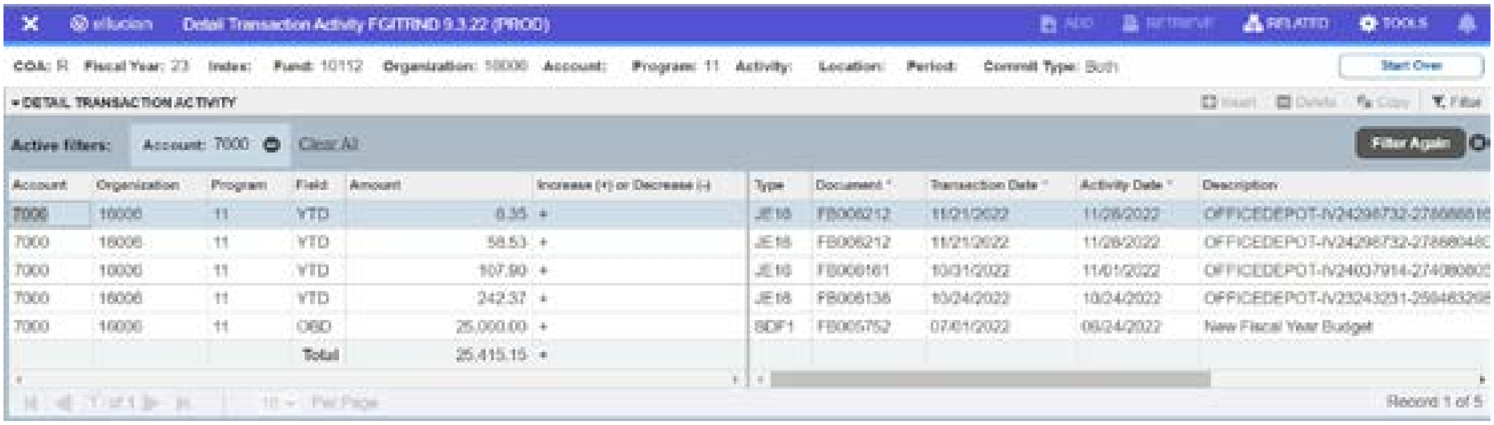


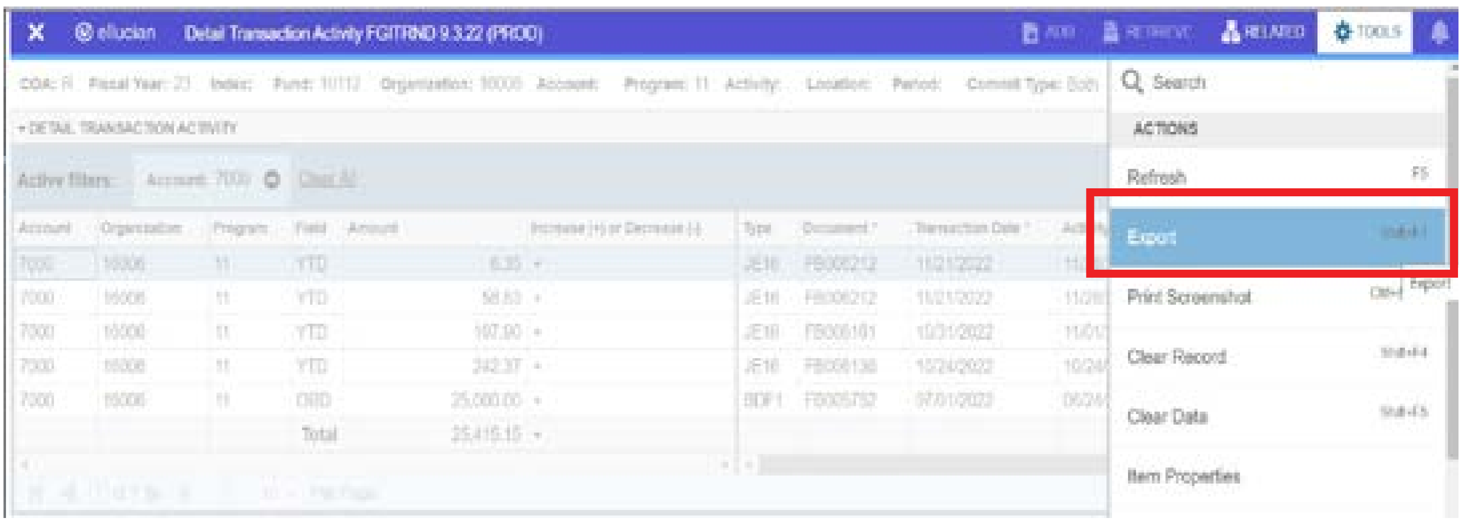


If you want to do a more advanced filter, select **Advanced Filter**.

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

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.

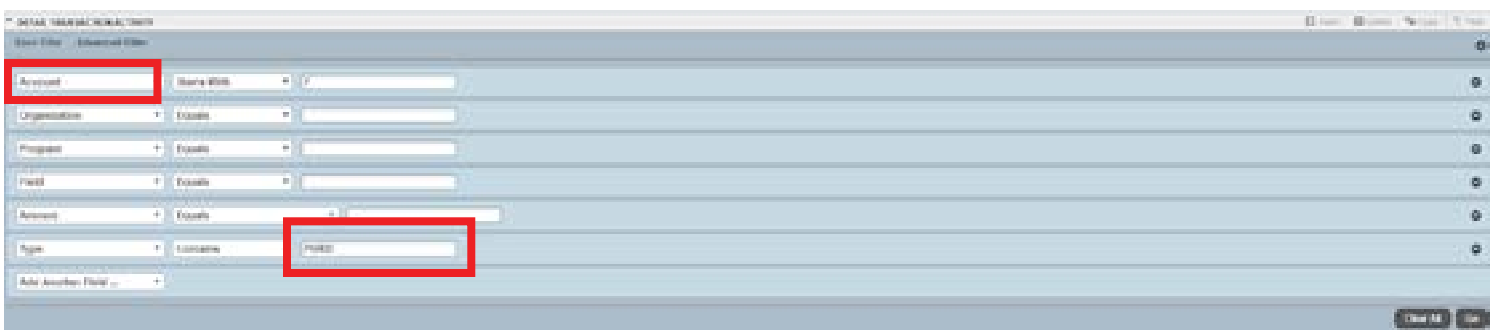
Select the green **Go** button.

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**).

▾ DETAIL TRANSACTION ACTIVITY — Insert · Delete · Copy · Filter

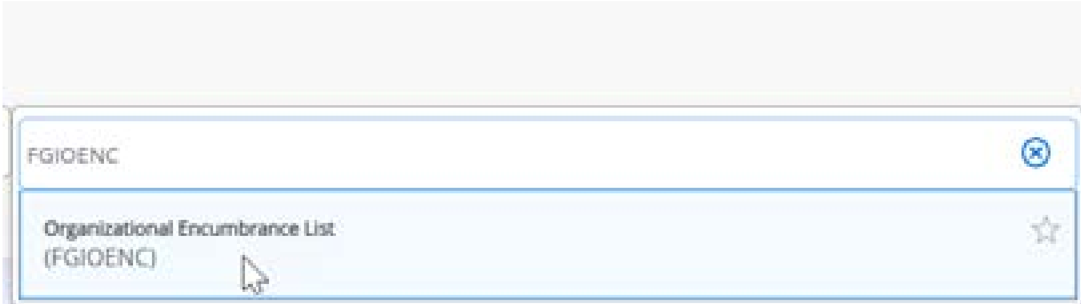
Filter Again

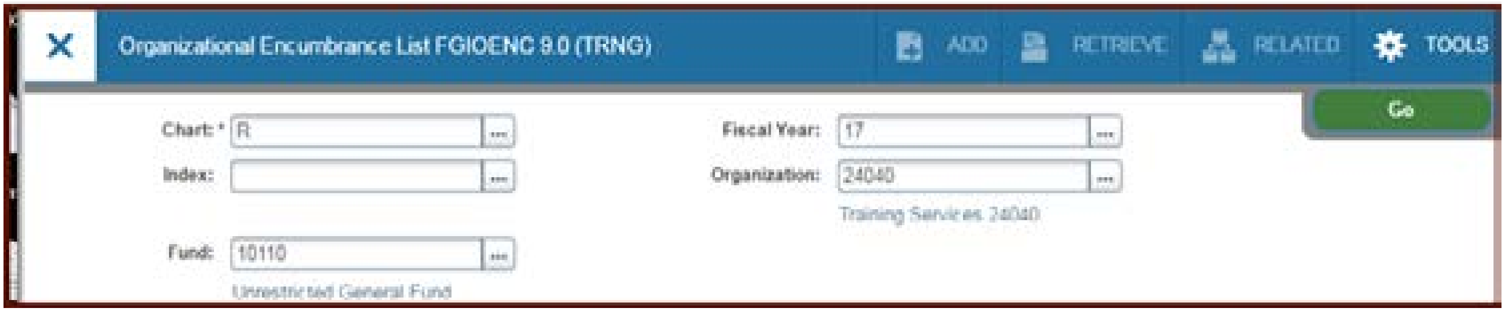
Account	Organization	Program	Field	Amount	Increase (+) or Decrease (-)	Type	Document *	Description
7000	22004	16	ENC	755.00	+	PORD	P1813632	MRA International Inc
7000	22004	16	ENC	755.00	+	PORD	P1811717	Lenovo Inc
7000	22004	16	ENC	170.40	+	PORD	P1811506	Office Depot Inc
7000	22004	16	ENC	30.94	+	PORD	P1809333	Govconnection Inc
7015	22004	16	ENC	244.12	+	PORD	P1812577	Optiv Security Inc
7015	22004	16	ENC	896.00	+	PORD	P1811853	CDW LLC
7015	22004	16	ENC	208.00	+	PORD	P1810228	Govconnection Inc
7015	22004	16	ENC	675.78	+	PORD	P1810132	Lenovo Inc
7015	22004	16	ENC	240.00	+	PORD	P1804544	Govconnection Inc
7015	22004	16	ENC	104.52	+	PORD	P1804471	Grainger

OPEN ENCUMBRANCES - FGIOENC

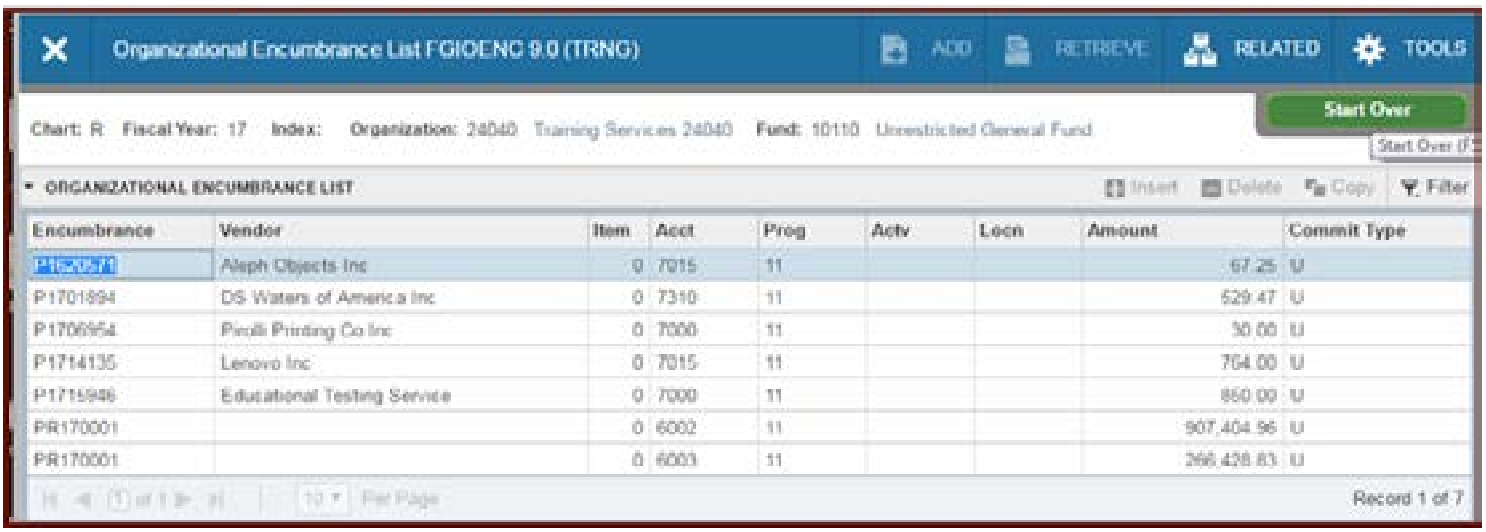
Open Encumbrances are purchase orders and travel encumbrances that still have money encumbered (and have not been paid to the vendor).

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**).

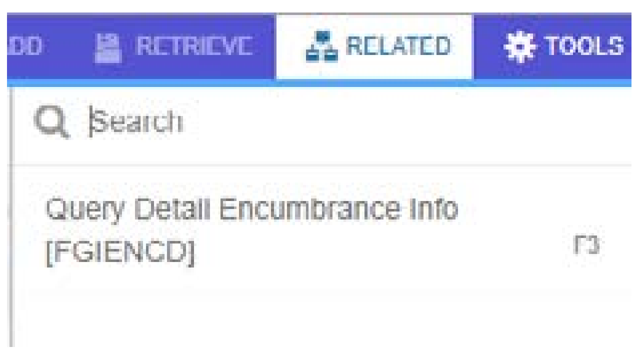


To see more information about an encumbrance:

Select the field containing the PO number.

Choose **Related** from the menu bar.

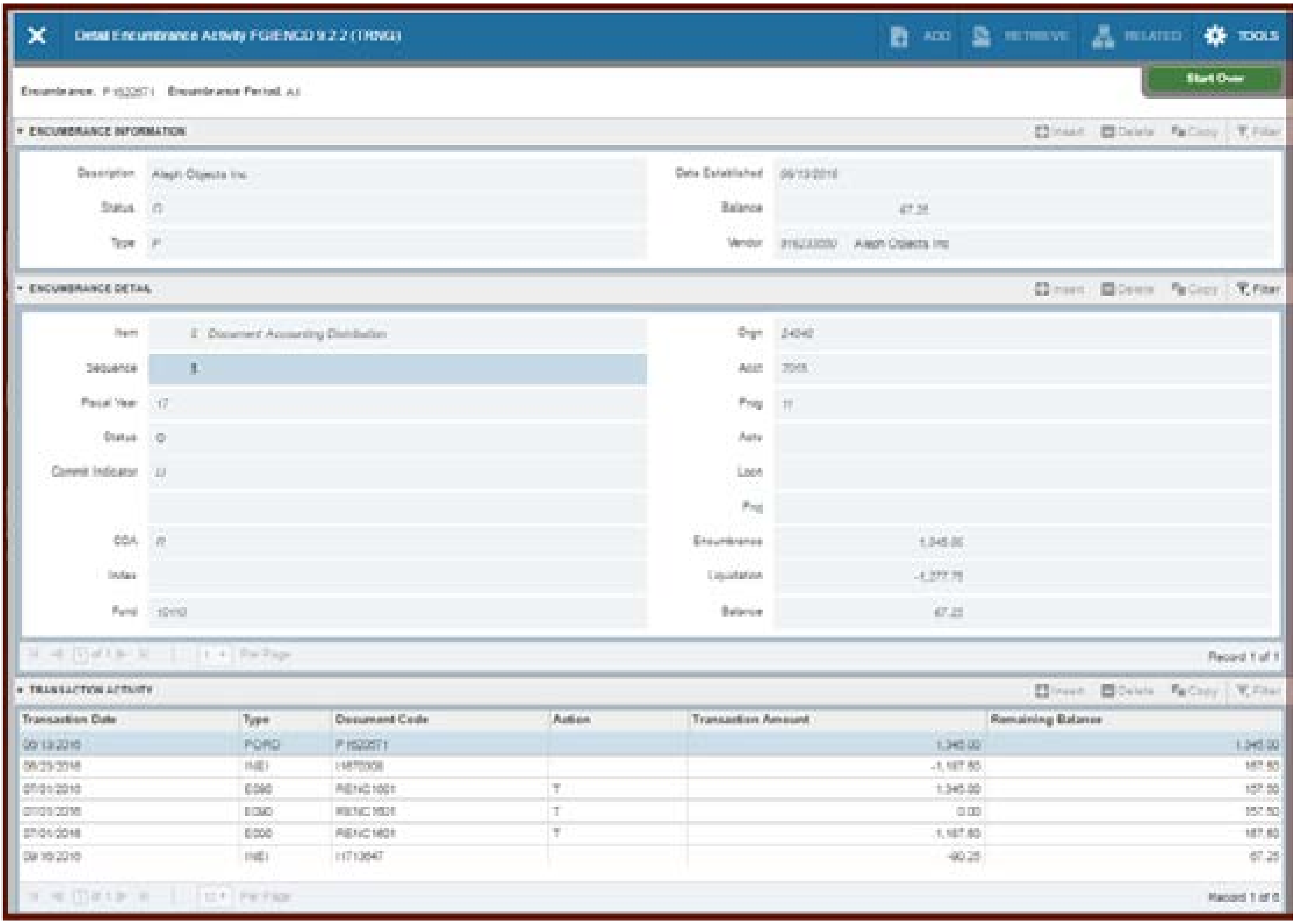
Choose **Query Detail Encumbrance Info** (**FGIENCD**) from the dropdown.



FGIENCD (Detailed Encumbrance Activity Form) will open.

DETAILED ENCUMBRANCE ACTIVITY - FGIENCD

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).

Go to the Office of Contracting & Procurement Webpage - https://sites.rowan.edu/procurement/

Select **How to Purchase Goods**. Complete the Closeout Request Form.

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.

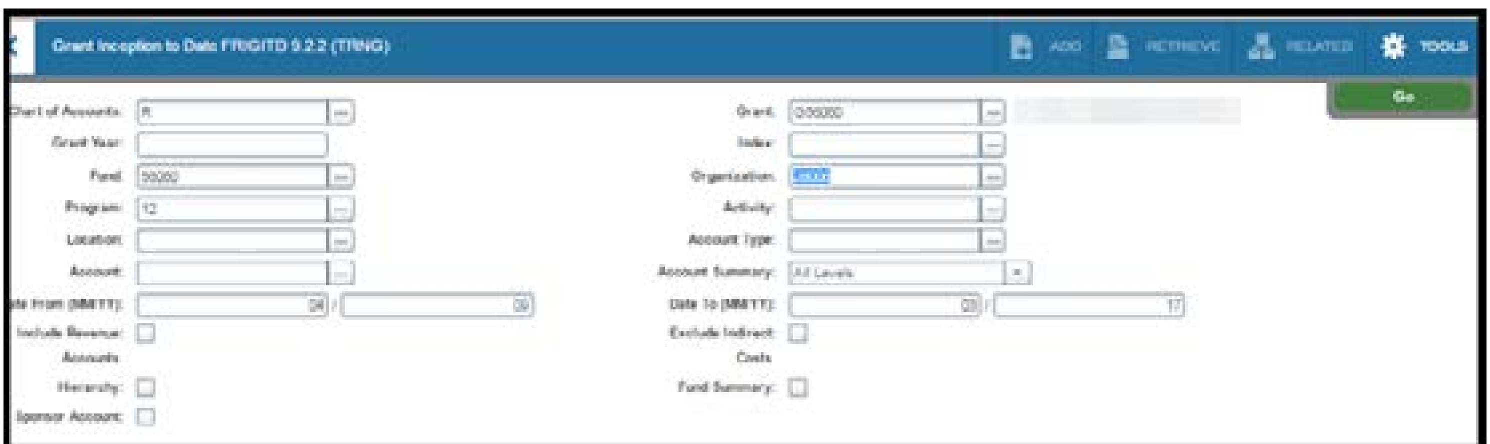
In the **Grant** field enter the grant number (G+Fund, i.e., G50902). Tab.

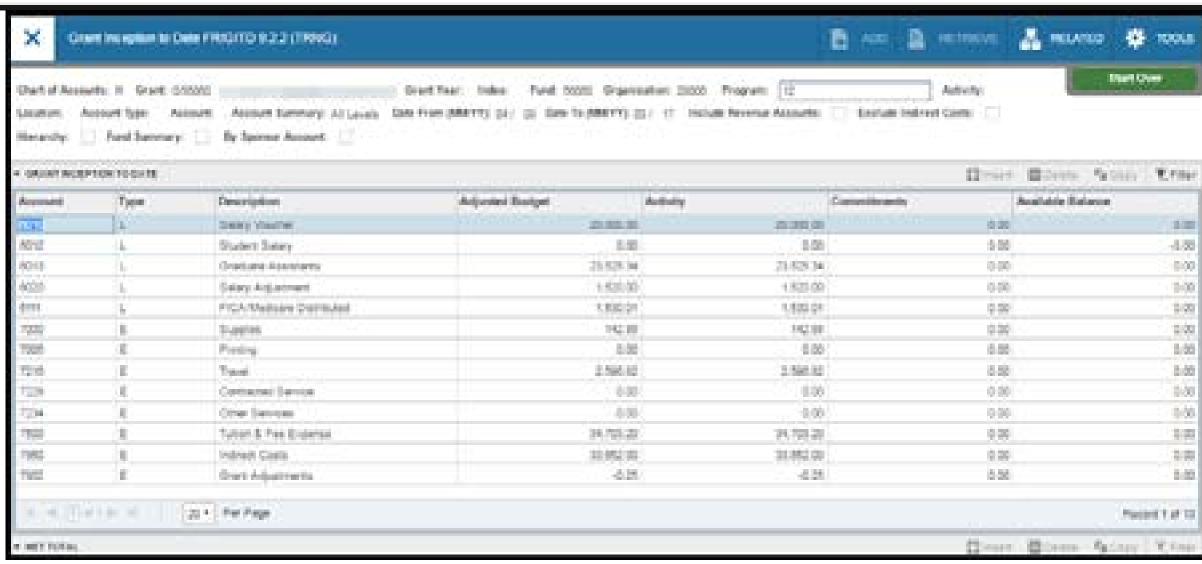
Enter **Fund** (grant number without the G - for example 50902).

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 **FGBDIST**.

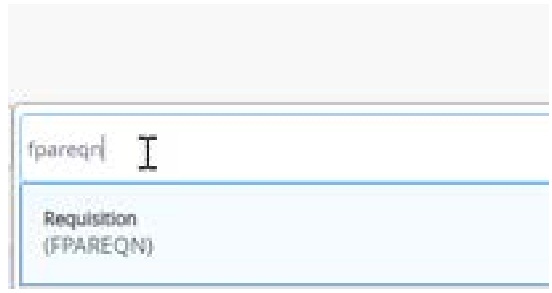




Rowan University
INFORMATION RESOURCES & TECHNOLOGY

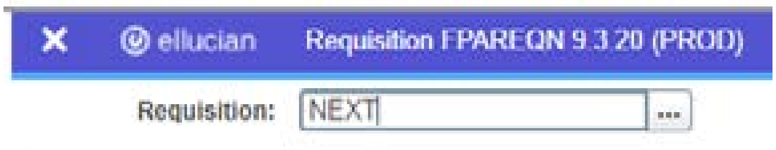
To create a new requisition:

In the Search field enter FPAREQN.



Type the word NEXT for new requisition.

Select the green **Go** button.

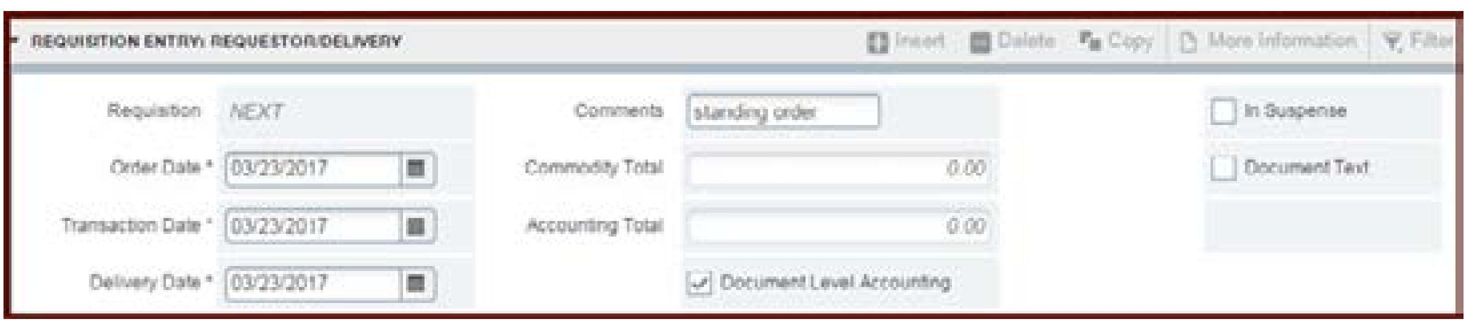


Complete Requisition Date and Comment Code

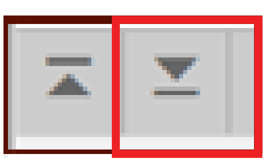
Order Date and **Transaction Date** are already populated for you.

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.* **IMPORTANT NOTE***:* **Accounts Payable cannot see comments entered in the comment block.**

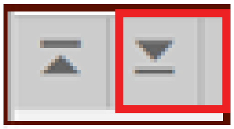


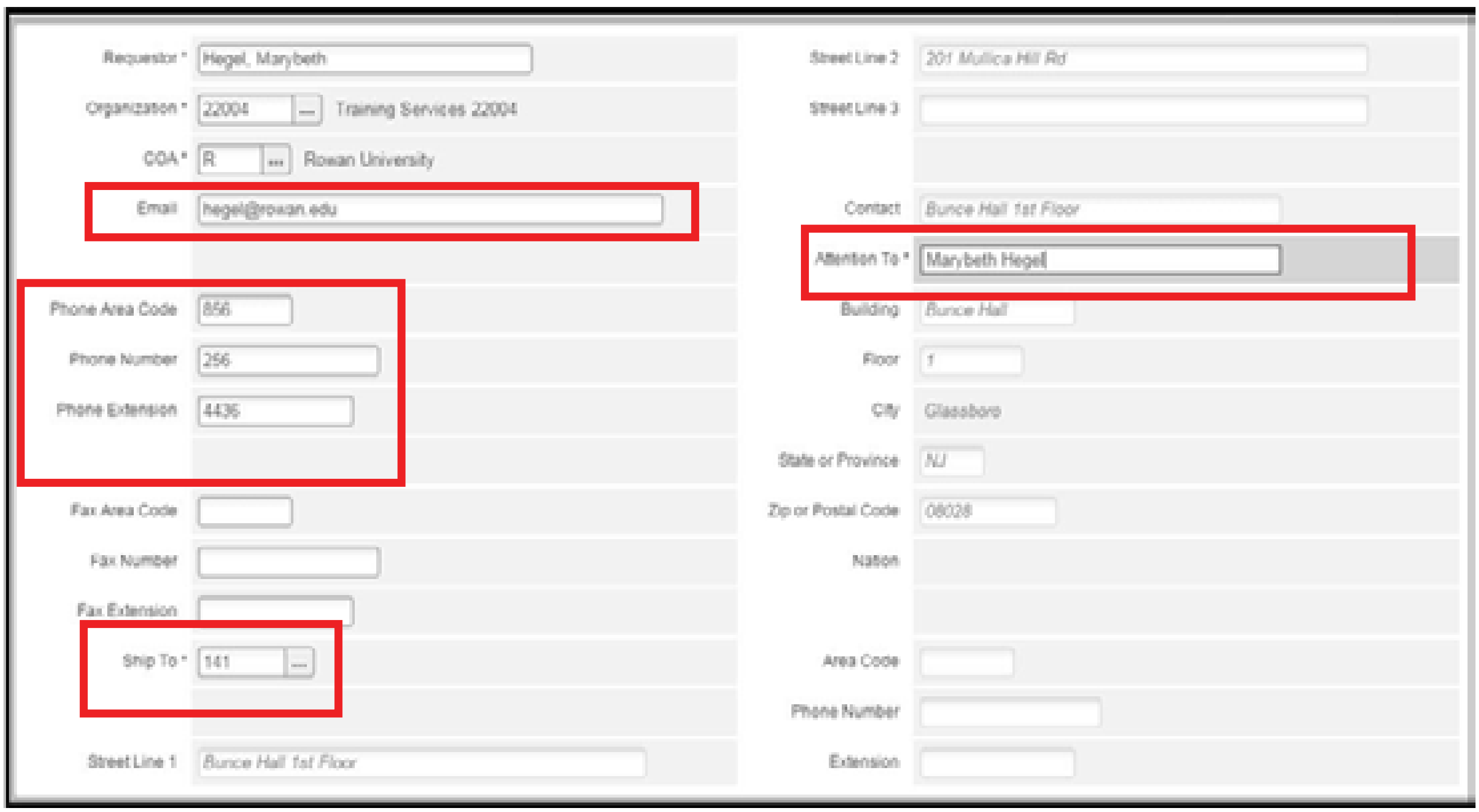
Select Next Section.



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.

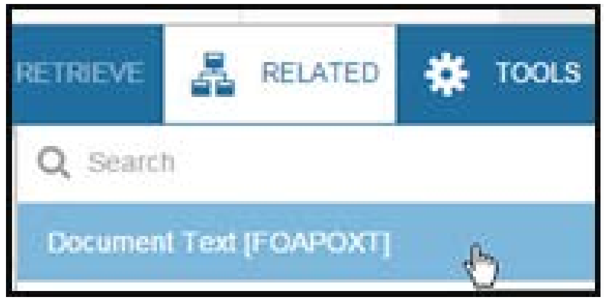




Use **Document Text** to communicate additional information about your whole purchase order to the Office of Contracting & Procurement and/or vendors, such as: Standing Order, special instructions for Purchasing or the vendor, quote numbers, discount codes, and any other additional information pertaining to the whole purchase order. **Note: If you have new vendor information or a new address, email vendors@rowan.edu prior to creating a requisition.**

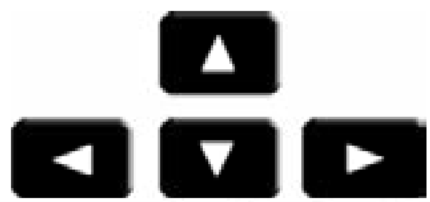
DO NOT enter any information about payments or other information for Accounts Payable. They will never see these instructions.

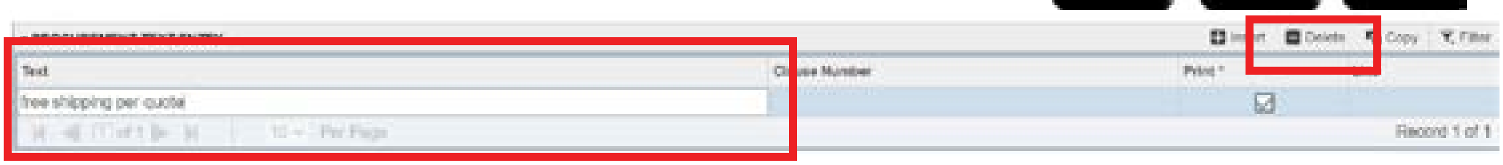
1. Select **Related** from the menu bar.
2. Select **Document Text (FOAPOXT)**.



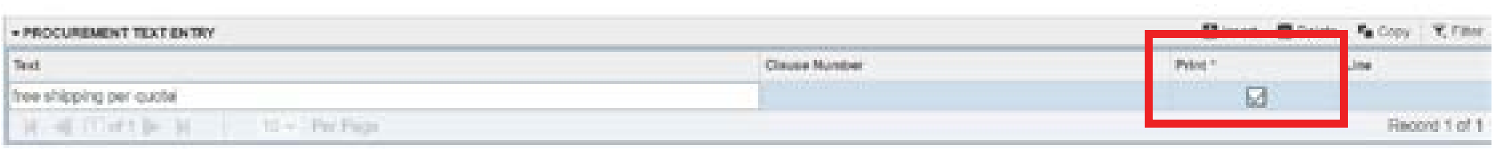
On the first screen, do nothing but select the green **Go** button.

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



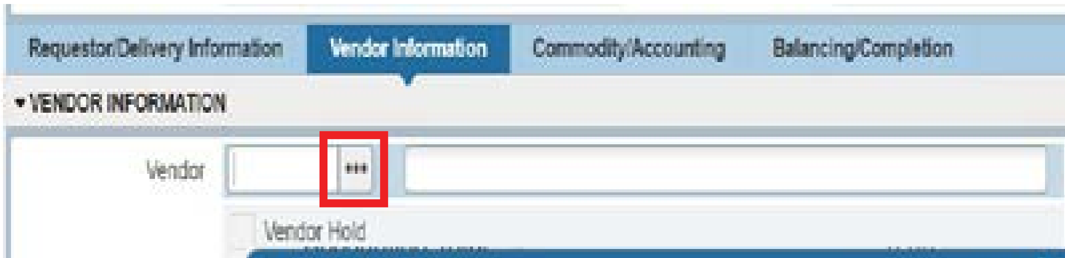


Note: Leave the Print field checked if you want the information to print on the Purchase order. Uncheck if the information should be off the purchase order.



When finished, save and close.

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.

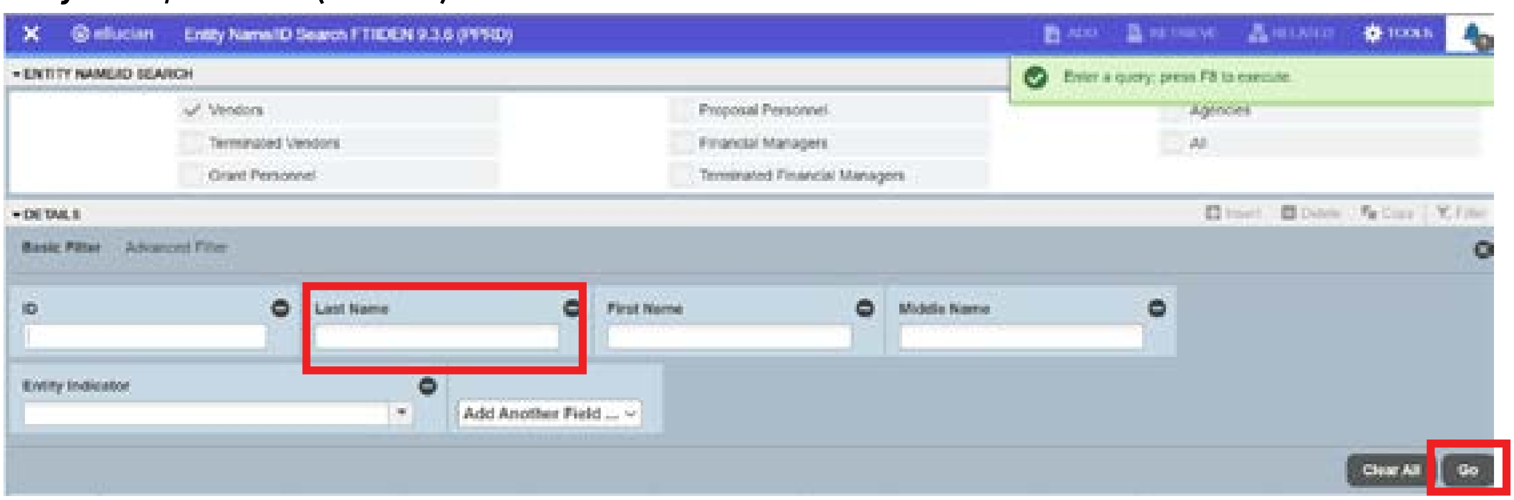
1. If you know the Vendor ID:

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.

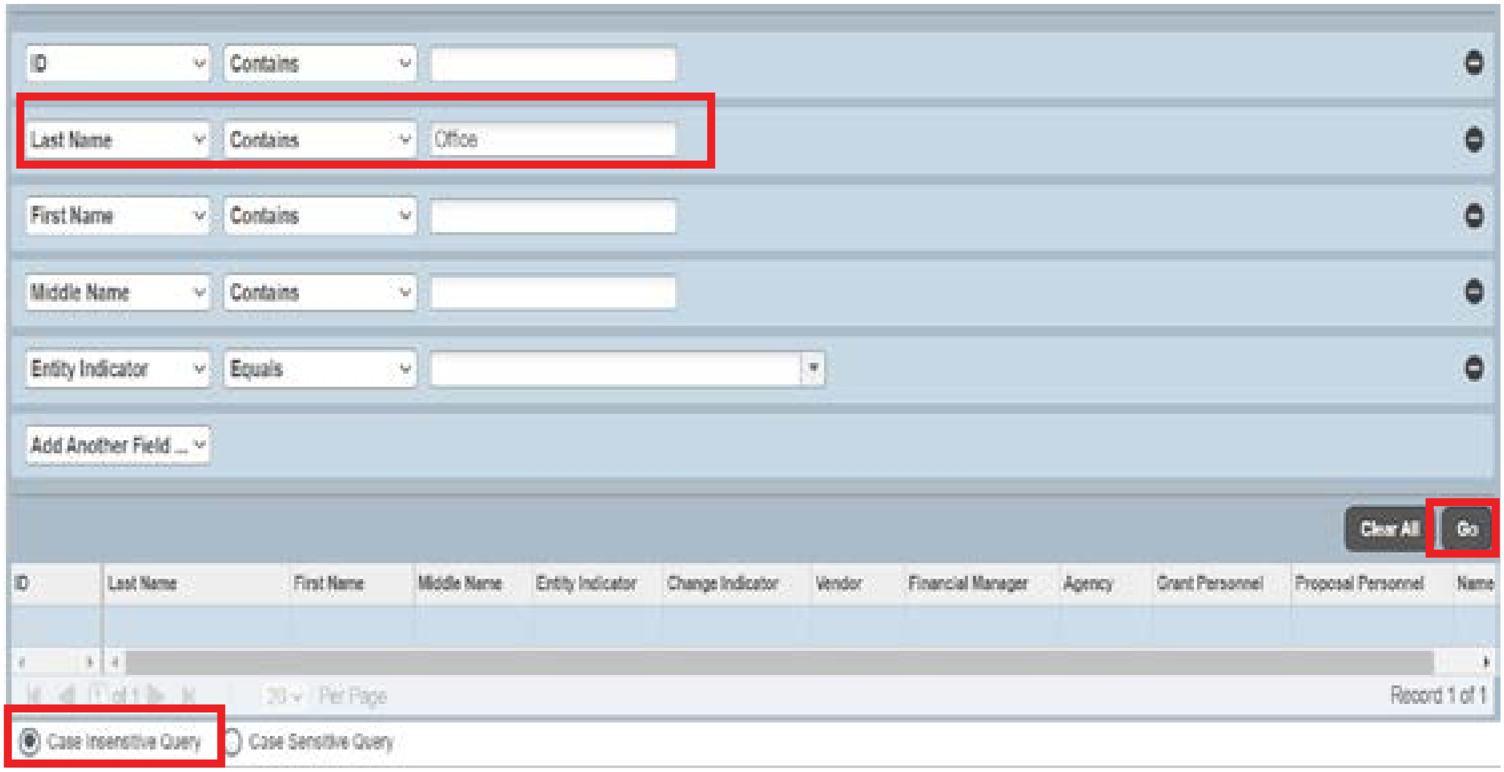
Select **Go**.

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**

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**.

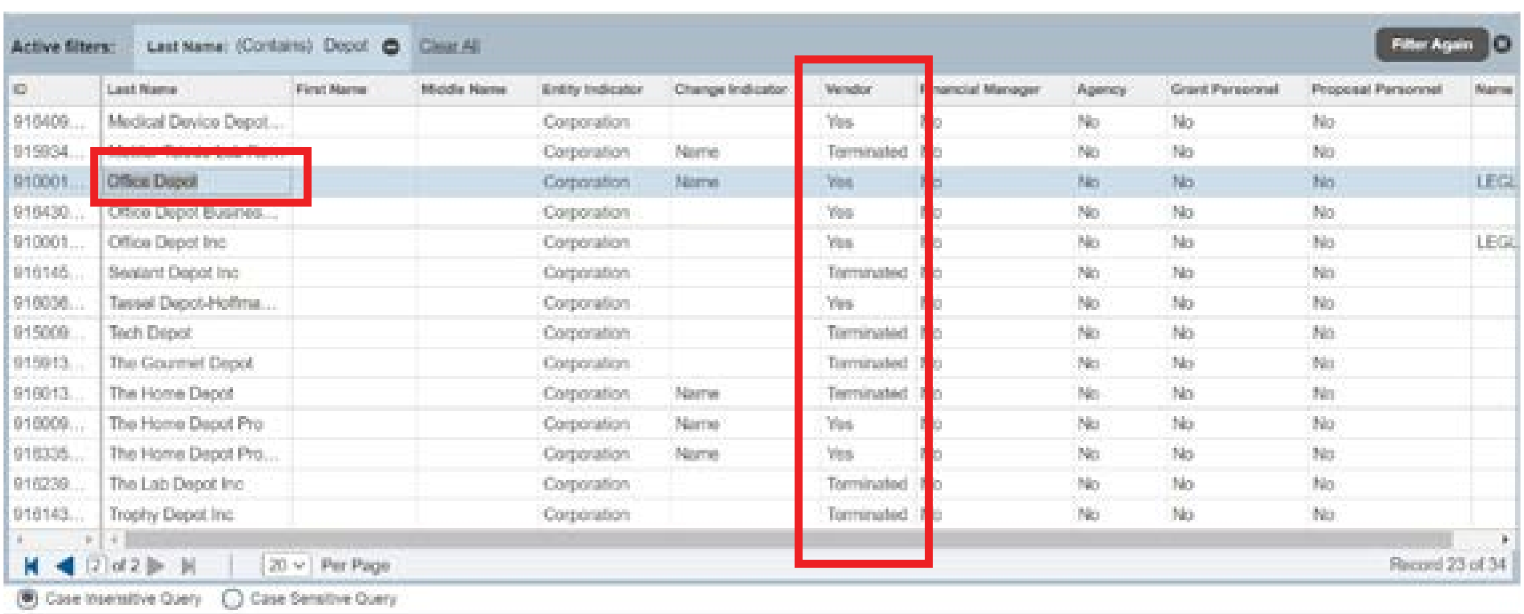
Select **Go**.



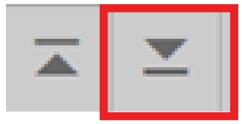
You may see a list of several vendors with similar names.

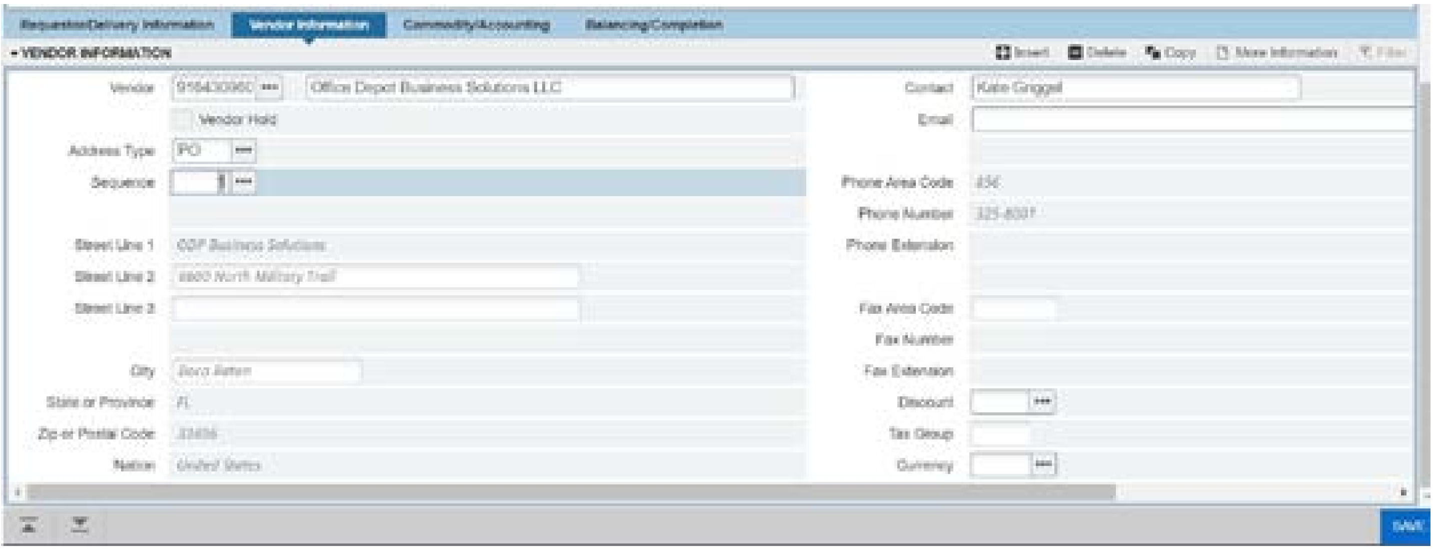
Look in the **Vendor** column to make sure it is not listed as **Terminated**.

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.

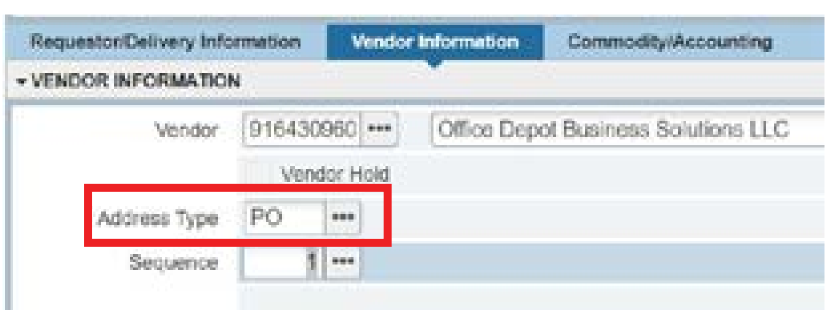


The **Vendor ID** field will now be populated. Put your cursor in the field, and then select the Tab key on your keyboard. The vendor name and address will populate. If this is the correct address, select **Next Section** icon on the bottom left of the page.

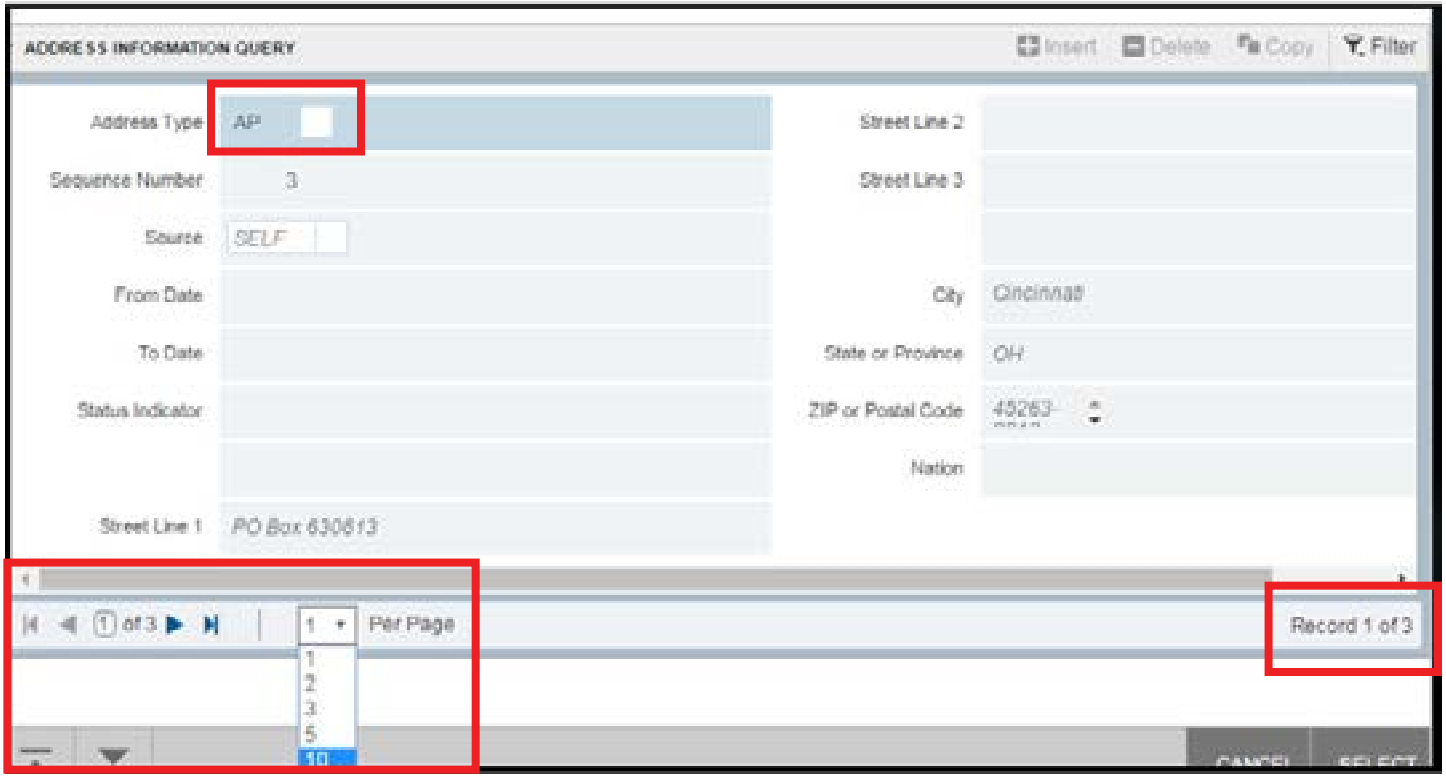




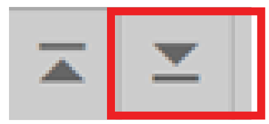
If the address is incorrect, select the three dots next to the **Address Type** field to view additional addresses.

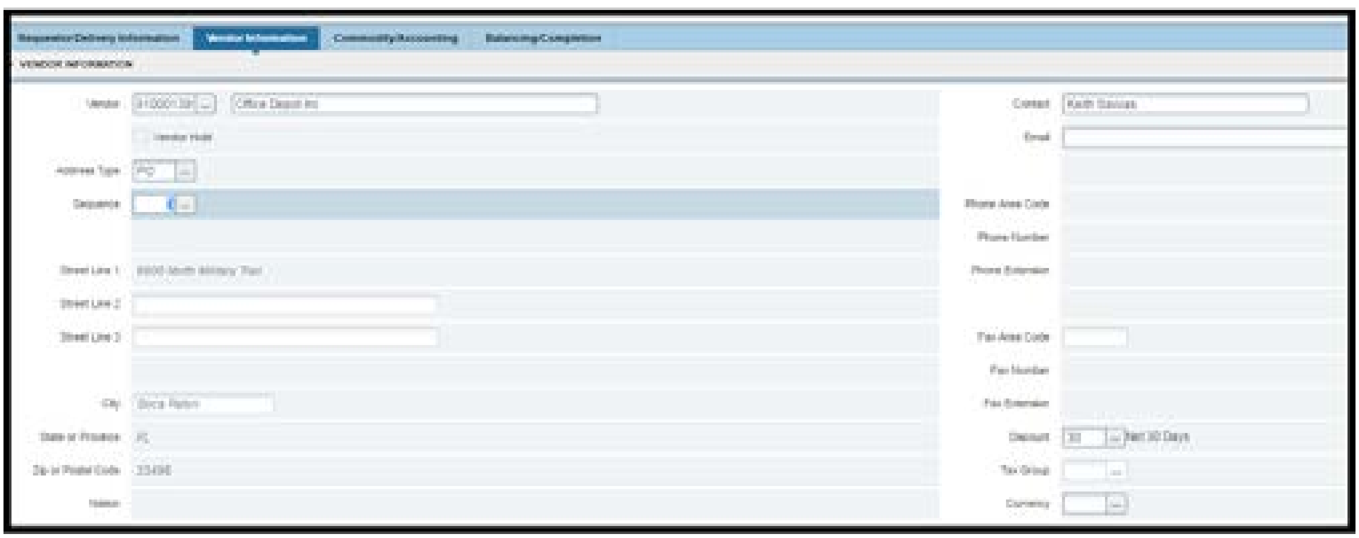


The number of addresses on file for that vendor is indicated at the bottom of the page. You can change the number per page or scroll through the addresses using the arrows at the bottom of the page or the down arrow on your keyboard. When you find the correct address, double click on the **Address Type** 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 cannot find the correct vendor or vendor address, email the Office of Contracting & Pro-curement at vendors@rowan.edu.

> 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)**.

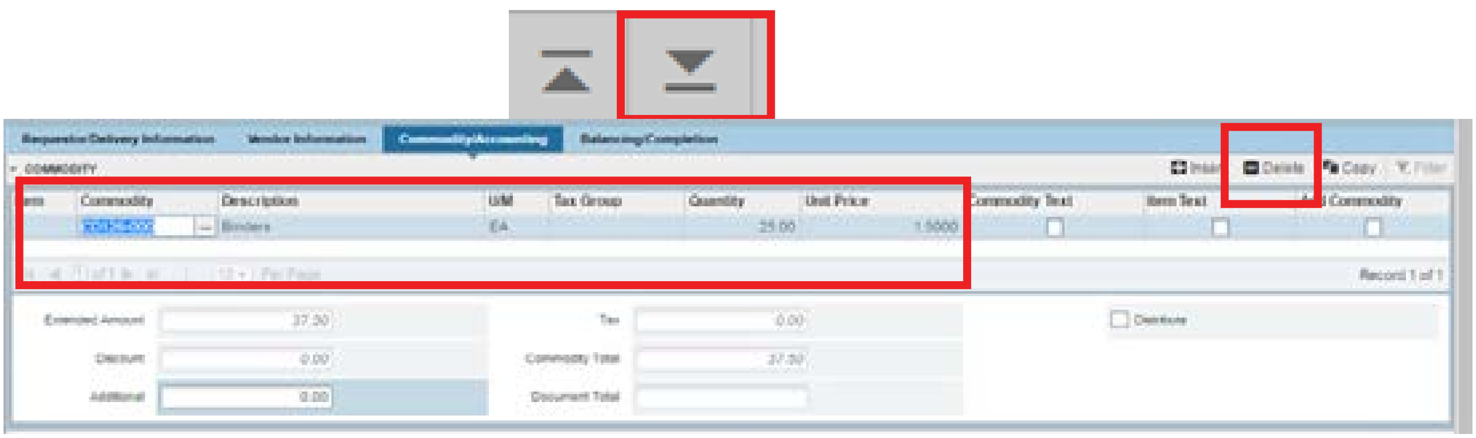
Enter **Quantity**.

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

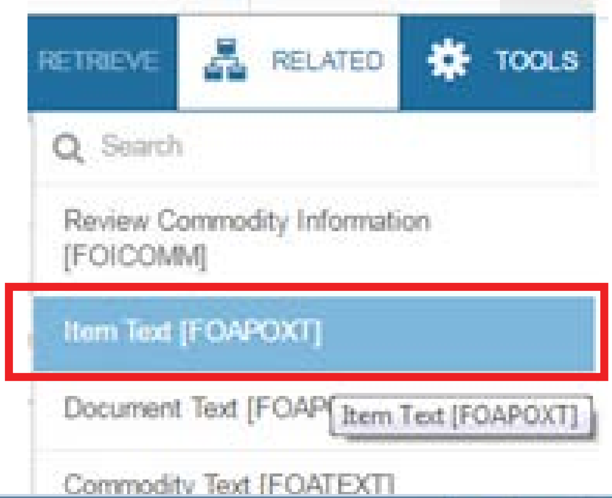
Each line holds up to 50 characters (8-10 words).

To add additional descriptions for each line item:

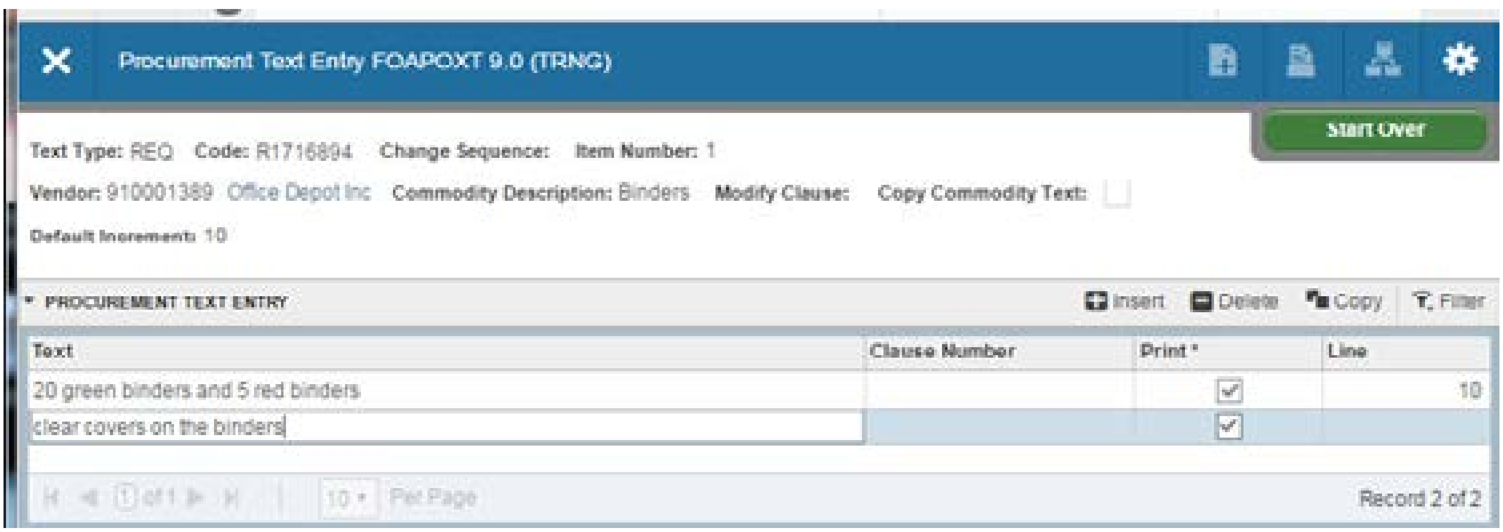
Select the item

Select **Related-Item Text** from the menu bar.

Select the green **Go** button.



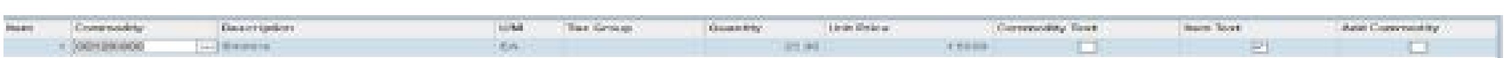
In the text fields, type the information about the item. Select the down arrow on your keyboard to add additional lines. To delete the line, select it and then select **Delete**.



When finished, select **Save** and close.

Bottom Right Top Left

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

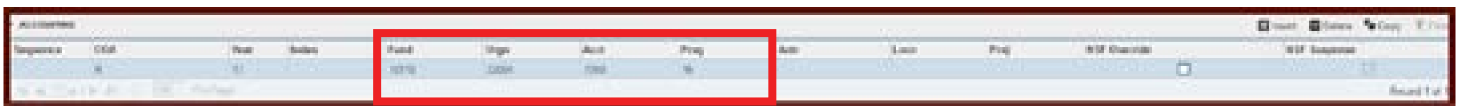


ENTER ACCOUNTING

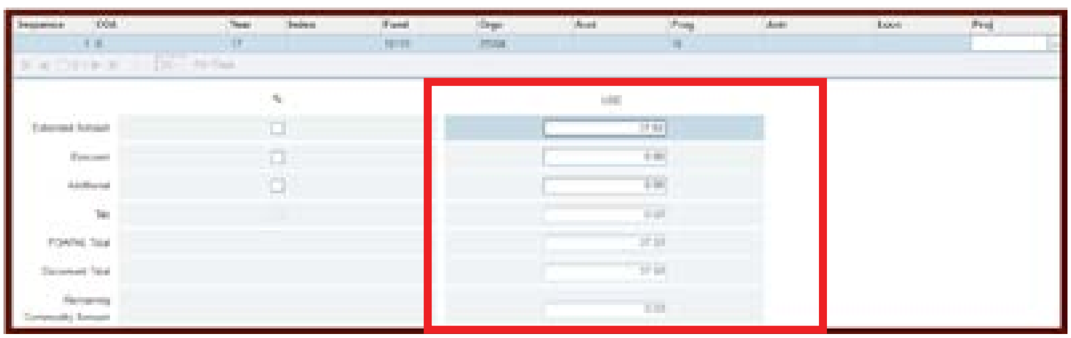
The accounting information tells Purchasing the fund/org/account/program (otherwise known as FOAPAL) you will be using to pay. You can pay it all with one FOAPAL or split among multiple FOAPALs.

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.



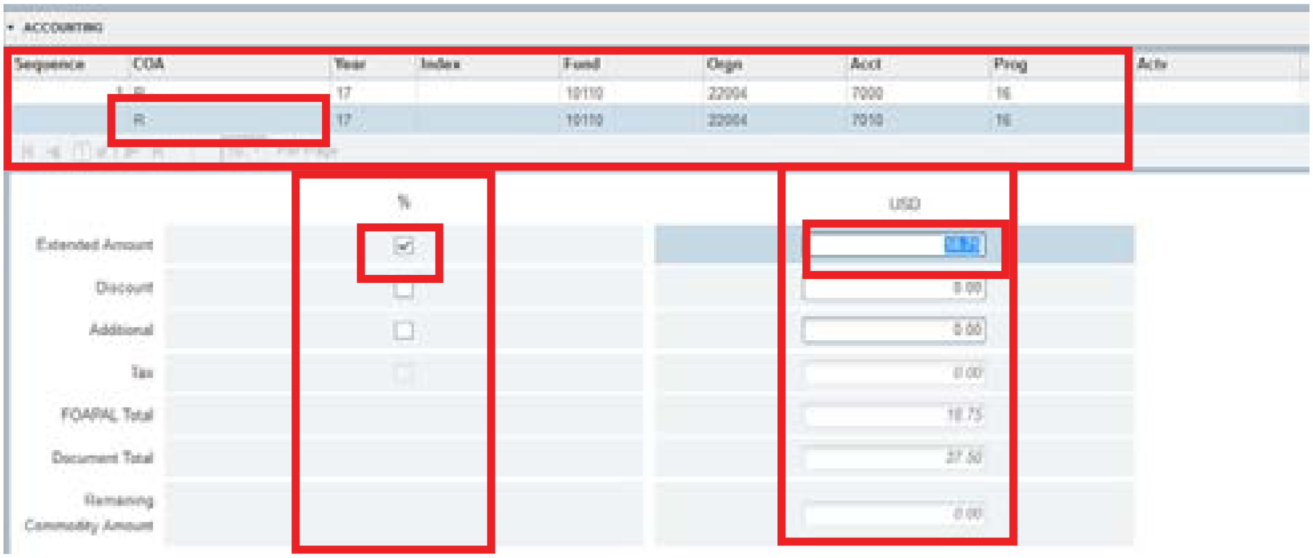
Select **Save** and then **Next Section** from the bottom of the page to go to **Balancing/Completion**.

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**.

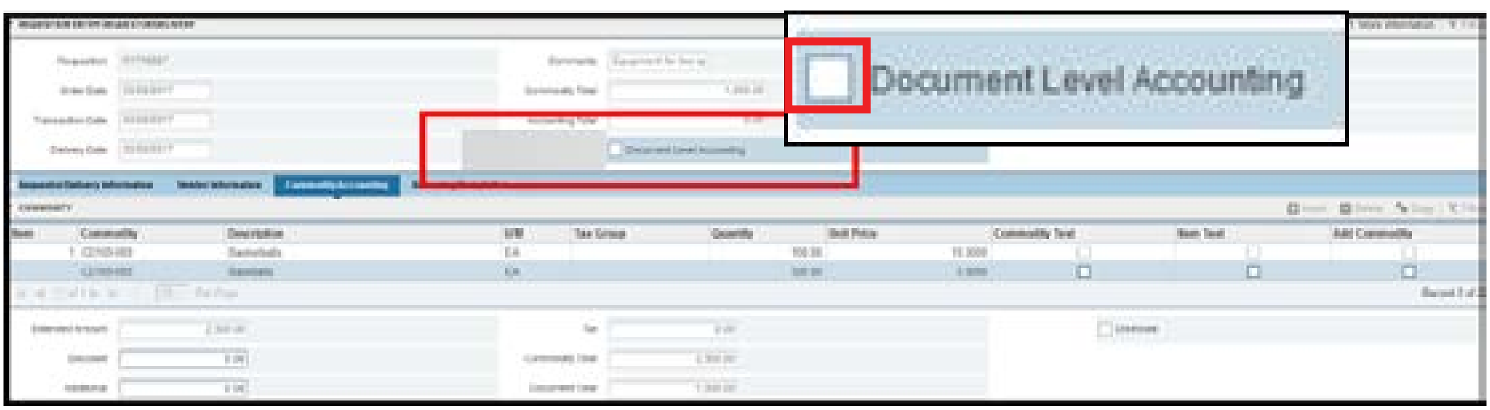
What is Document Level Accounting vs Commodity Level Accounting?

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.

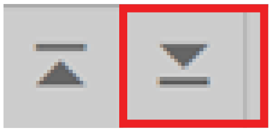
In Document Level Accounting, the FOAPAL funds are distributed among the line items each time an invoice comes in by the percent or the ratio you put in the Accounting section of the requisition. For instance, if you split the accounting 50/50 then every time an invoice comes in for that PO it gets paid 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.

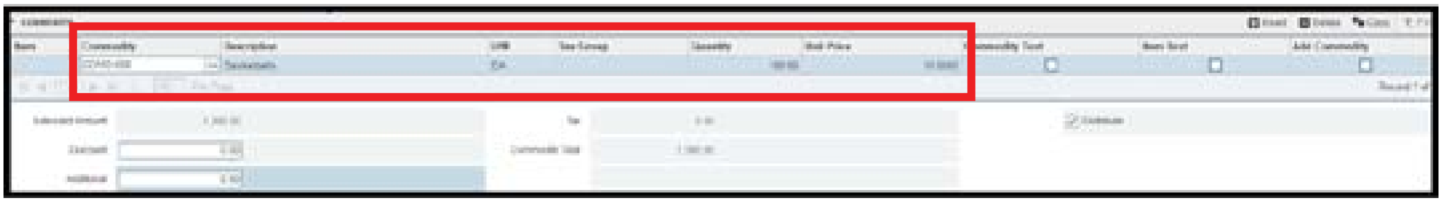
By default, Document Level Accounting is checked. If you need Commodity Level Accounting, you must un-check **Document Level Accounting** check box *before* going to the Accounting section (where you enter the FOAPAL). The check box is located in the key block (top of the form). The box is checked by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

**Uncheck this box for Commodity Level Accounting,
Check for Document Level Accounting**

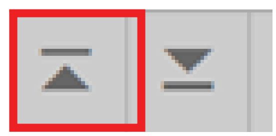


Enter **Commodity** Code, **Description**, **U/M**, **Quantity** and **Unit Price** for Item 1.

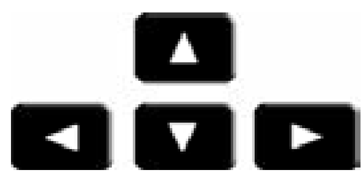
Next Section. 



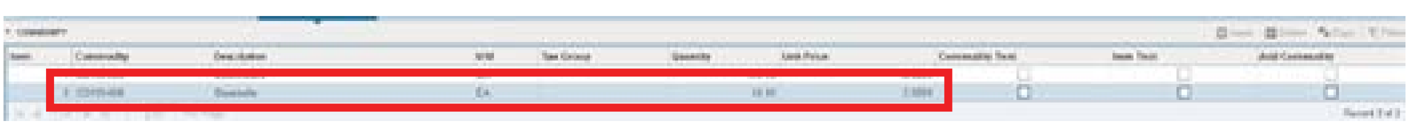
Enter FOAPAL in the accounting section and tab down to enter **Extended Amount**. Tab back to the FOAPAL line.

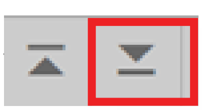
Select **Previous Section** to enter the next line in the commodity section. 

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



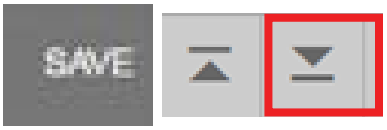
Enter **Commodity** Code, **Description**, **U/M**, **Quantity** and **Unit Price** for Item 2.



Next Section 

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

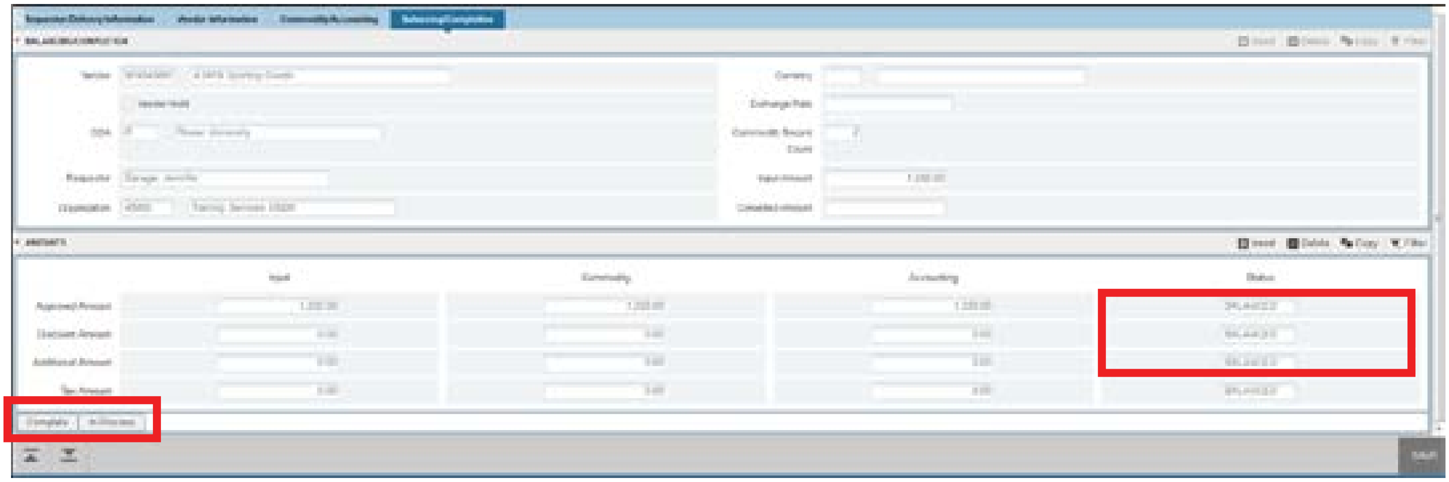
Repeat for any additional commodities and FOAPALS. Once all commodities and FOAPALs have been entered, select **Save** and then **Next Section** from the bottom of the page to go to **Balancing/Completion**.



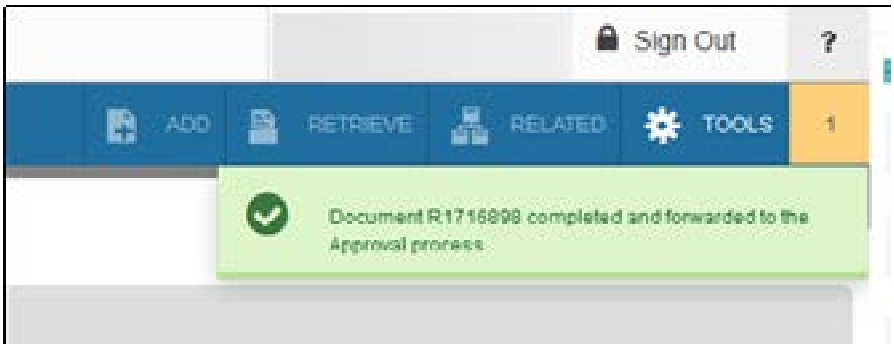
Complete the Requisition

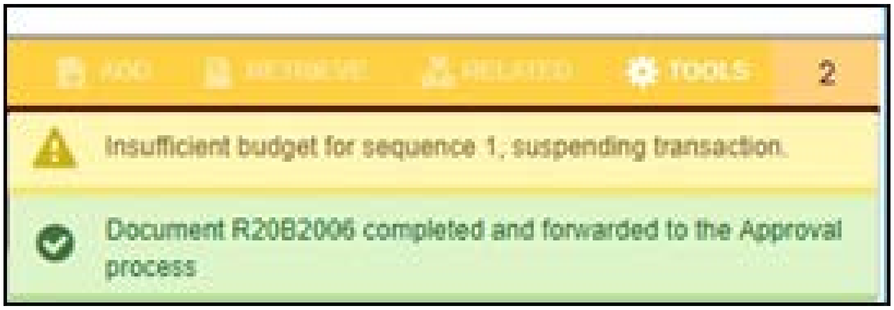
Make sure Status reads **BALANCED**. If not, go to previous page and correct the accounting block.

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.





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. You will need to transfer funds before completing the requisition.

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.

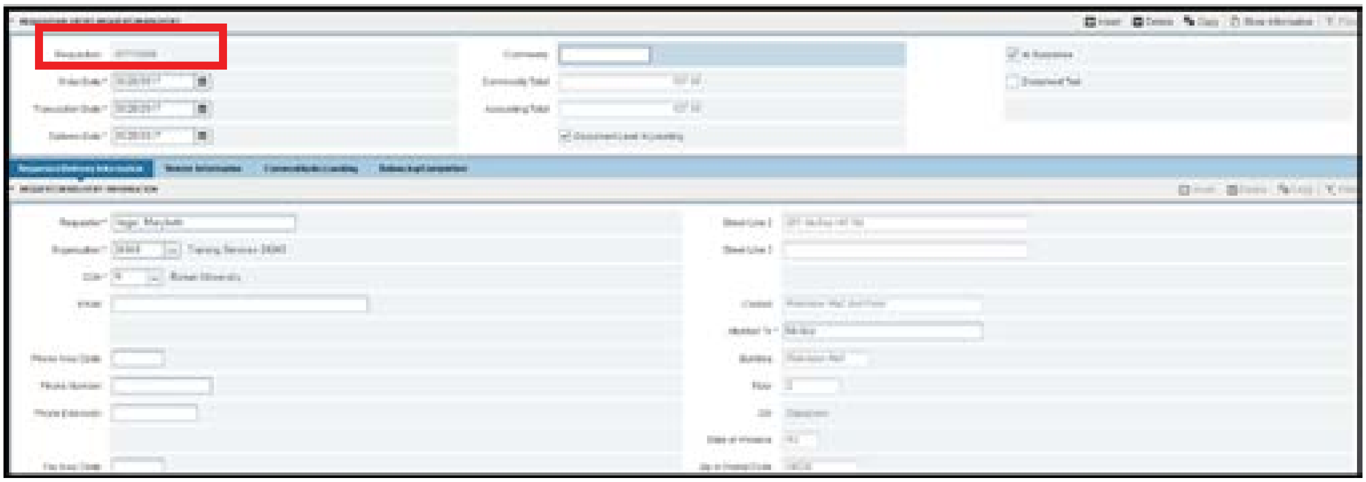
Enter the requisition number (not PO number) you would like to copy in the **Requisition** field. Select **OK**.

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 PURCHASE ORDER

A Standing Purchase 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 Purchase Order instead of a Regular Purchase 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 order that is put in as a Lot instead of individual lines. Each standing order can only be used for one order, however.)

How to place a Standing Purchase Order.

Estimate how much you will spend for the items in a fiscal year, and place a standing purchase 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 puchase order is requested in **Document Text**.

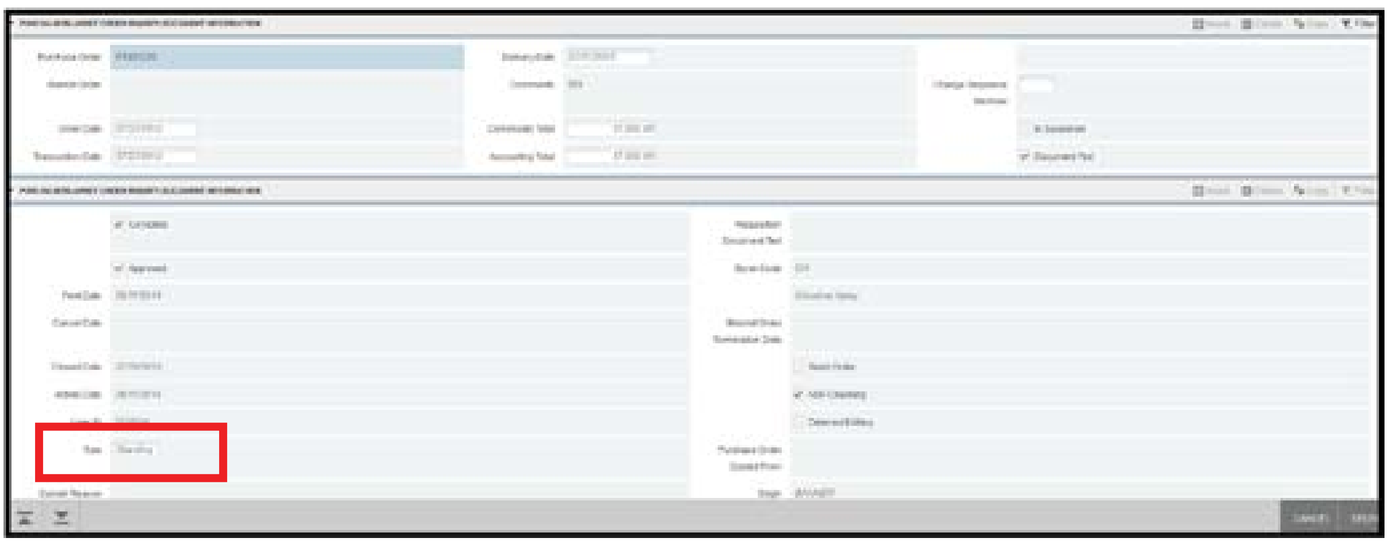
See *Receiving Standing Purcahse Orders* for how to receive the order on FPARCVD.

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

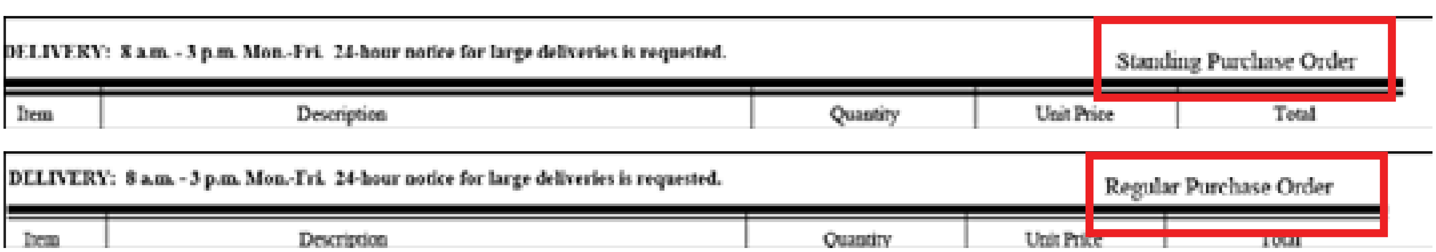
Enter FPIPURR.

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

Type on the **Document Information** screen should note 'Standing'. **Note: The final PO Document will also read Regular Purchase Order if you create a regular order.**



Note how Standing or Regular Purchase Order is titled on the Purchase Order.



DELIVERY: 8 a.m. - 3 p.m. Mon.-Fri. 24-hour notice for large deliveries is requested. Standing Purchase Order

Item	Description	Quantity	Unit Price	Total

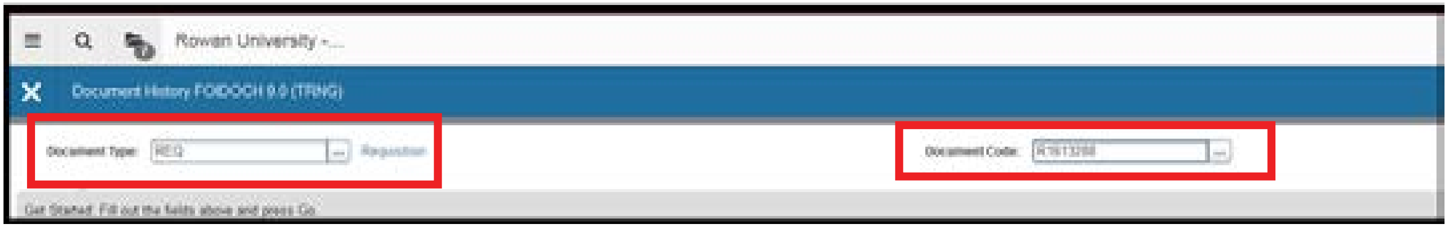
DELIVERY: 8 a.m. - 3 p.m. Mon.-Fri. 24-hour notice for large deliveries is requested. Regular Purchase Order

Item	Description	Quantity	Unit Price	Total

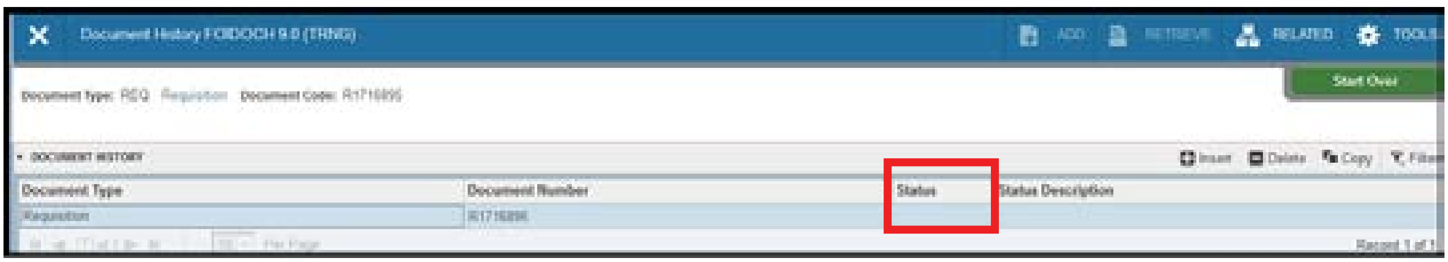
INCOMPLETE REQUISITION

Go to FOIDOCH.

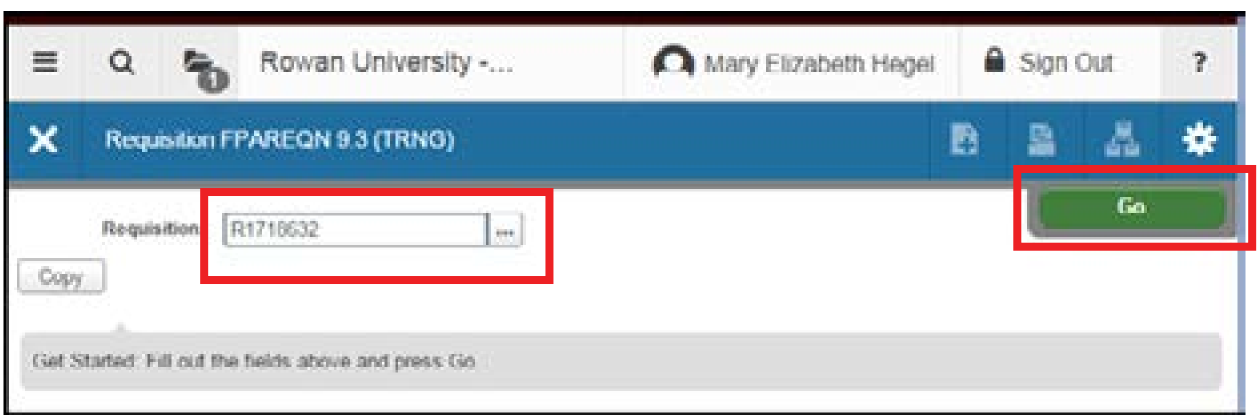
Type REQ in the **Document Type** and the incomplete requisition number in the **Document Code** (instead of the word NEXT). Select the green **Go** button.



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

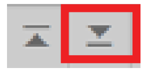


Go to FPAREQN. Instead of **NEXT**, enter the incomplete requisition number. Select the green **Go** button.



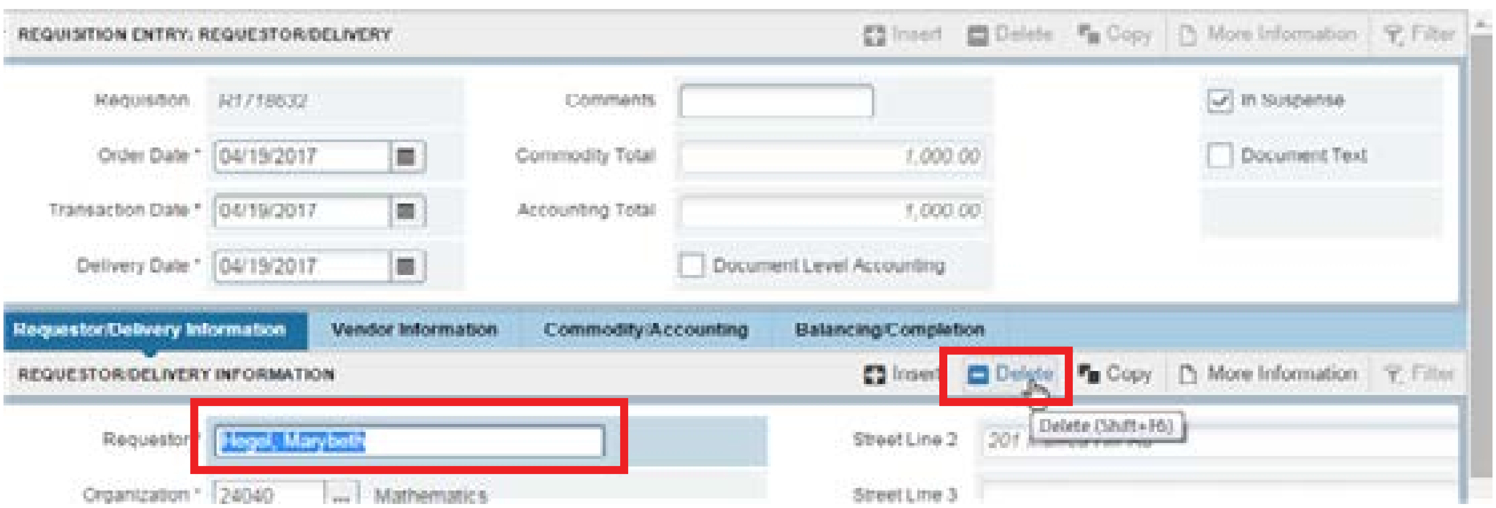
INCOMPLETE REQUISITION

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



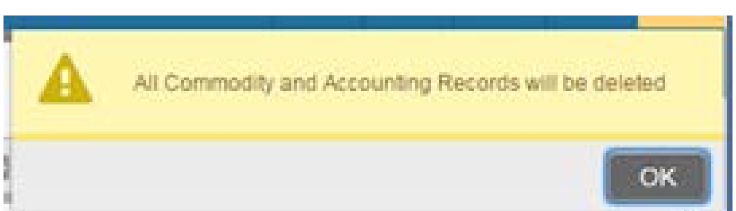
After changes are completed, select **Complete** on the last page.

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.

RECEIVE - FPARCVD

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.

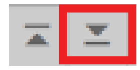
If you accidentally received the incorrect order, and completed it, contact Accounts Payable.

Enter into FPARCVD - Receiving Goods.

Type in the word NEXT and the next **Receiver Document** code will prepopulate. Select the green **Go** button.

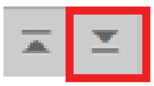
Receiving Header

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.**

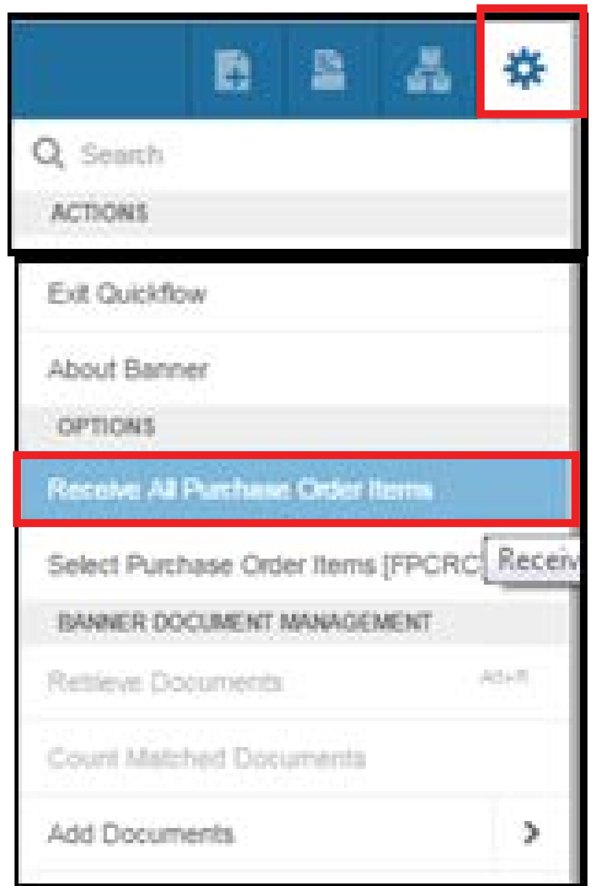


Purchase Order

Enter **Purchase Order** number. Select tab key to confirm that correct vendor appears.

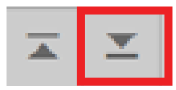
From the menu bar select Tools -

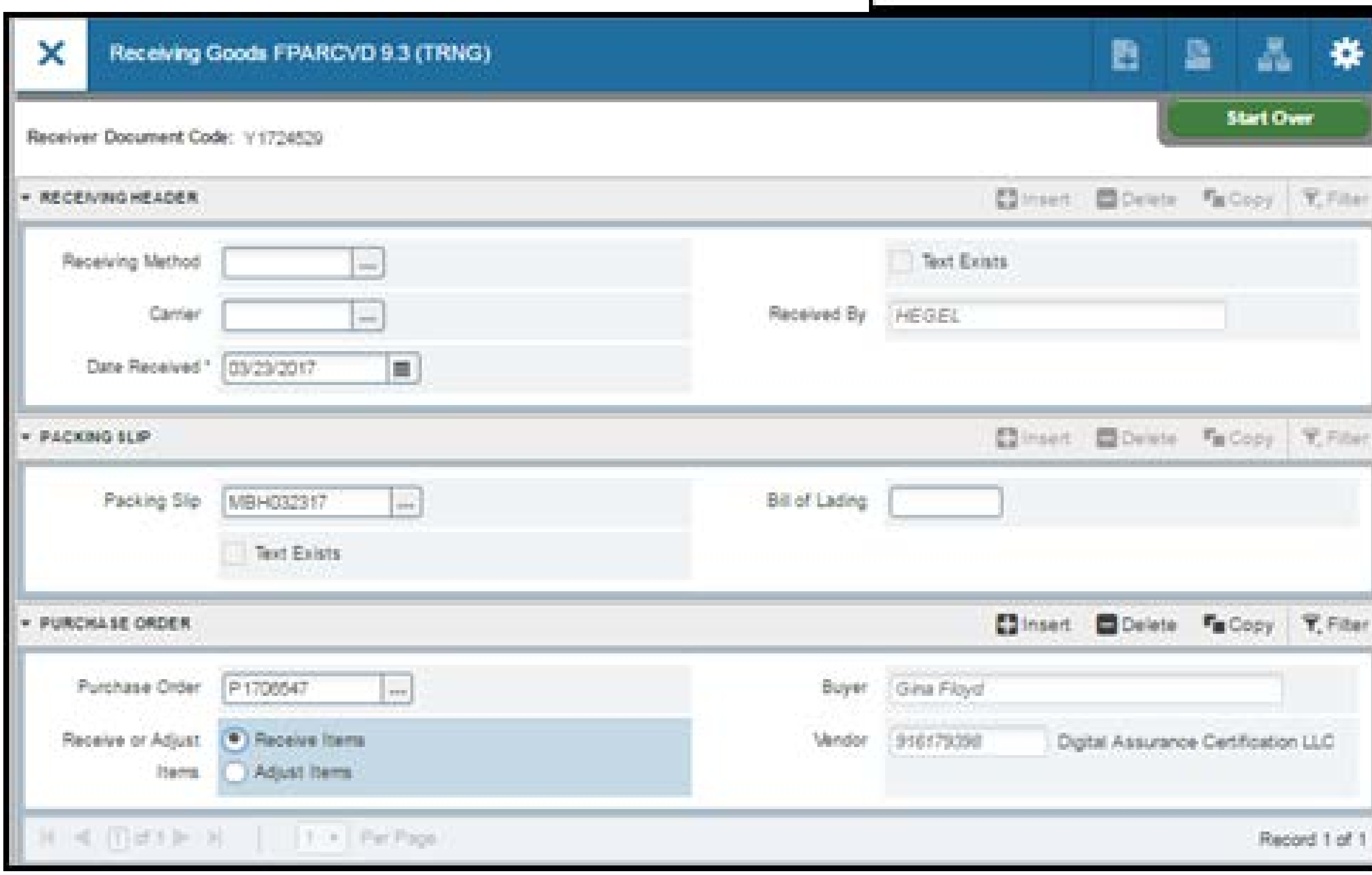
Receive All Purchase Order Items.



You will still be on the first screen.

Select **Next Section** from the bottom left.

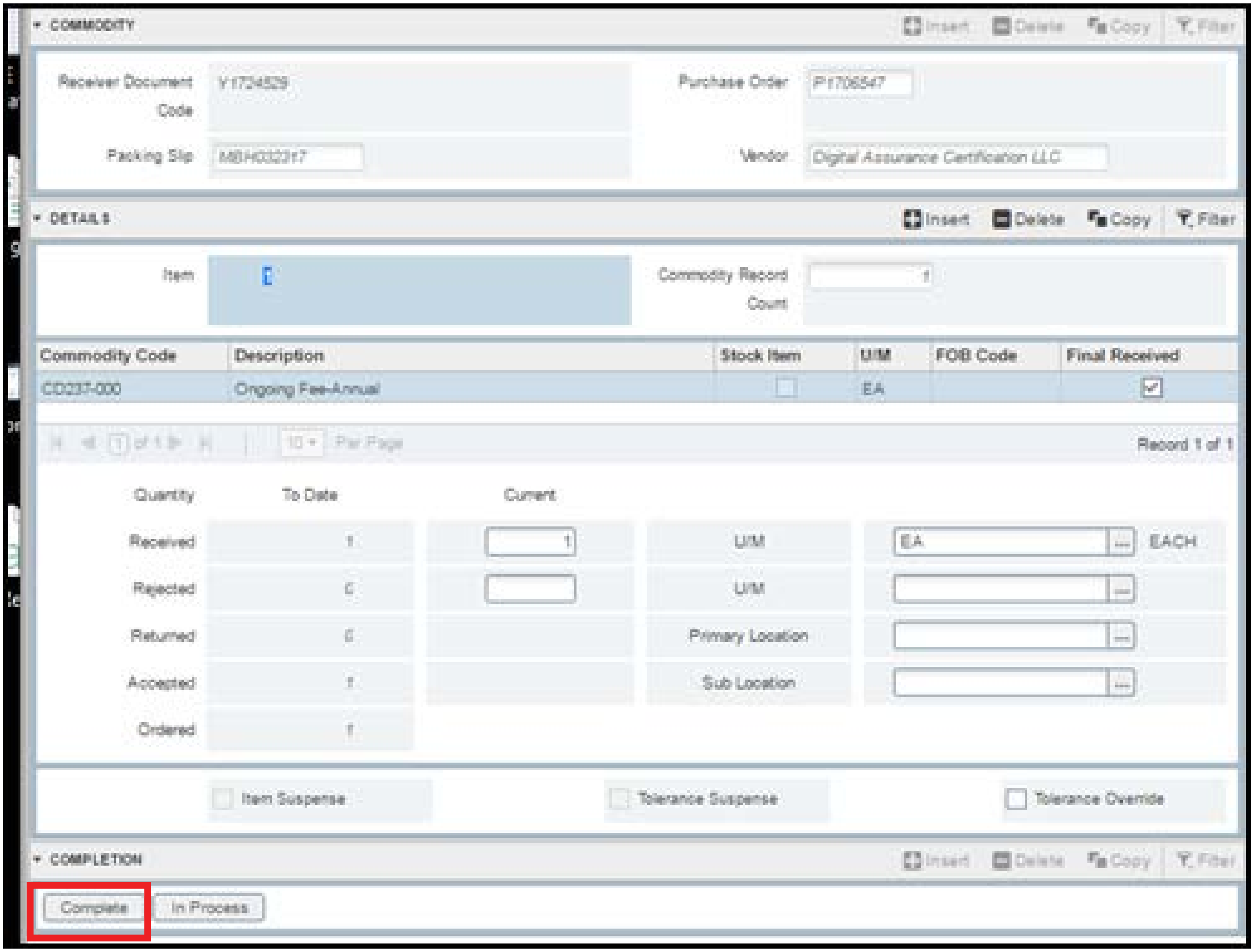


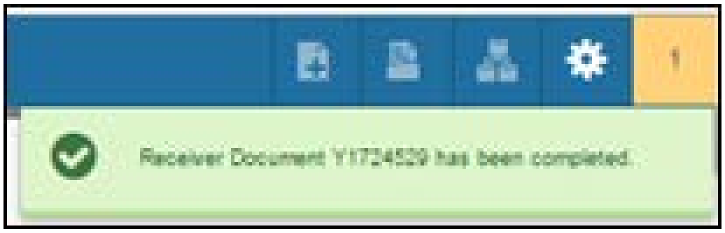


Commodity Screen

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.

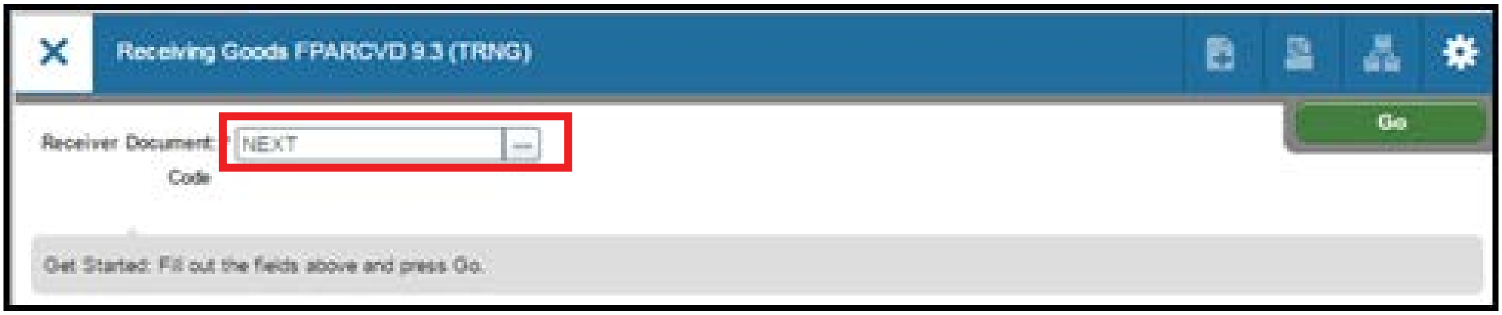




You will receive a confirmation on the top right section of the page that the receiving was completed.

Create Receiver Document Code

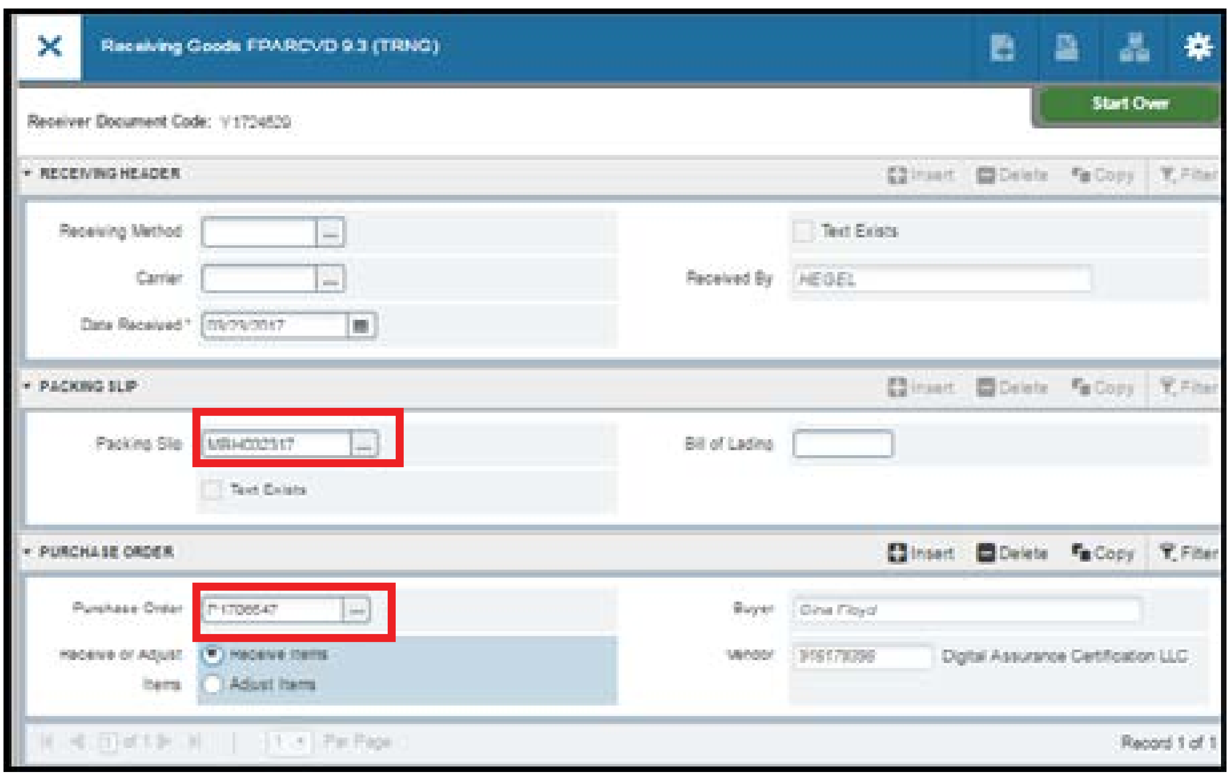
Type the word “Next” in the **Receiver Document Code** field. Select the green **Go** button. A receiving code is immediately created.



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.



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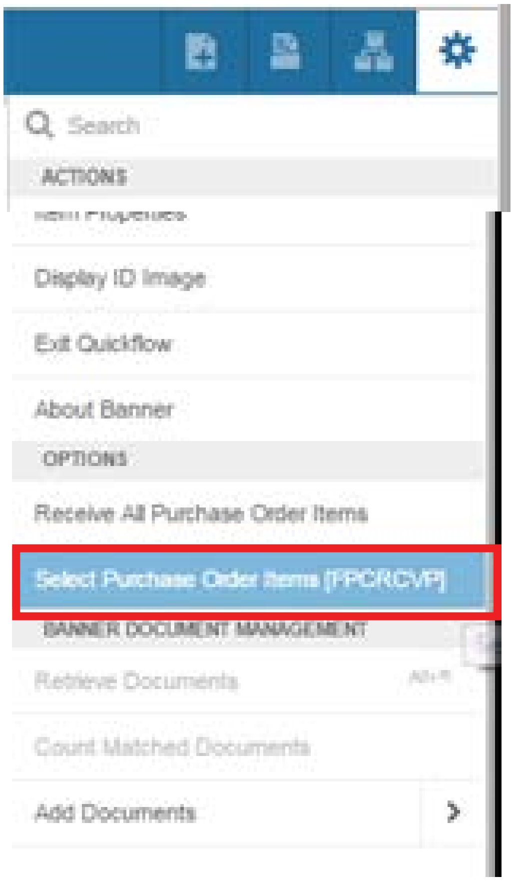
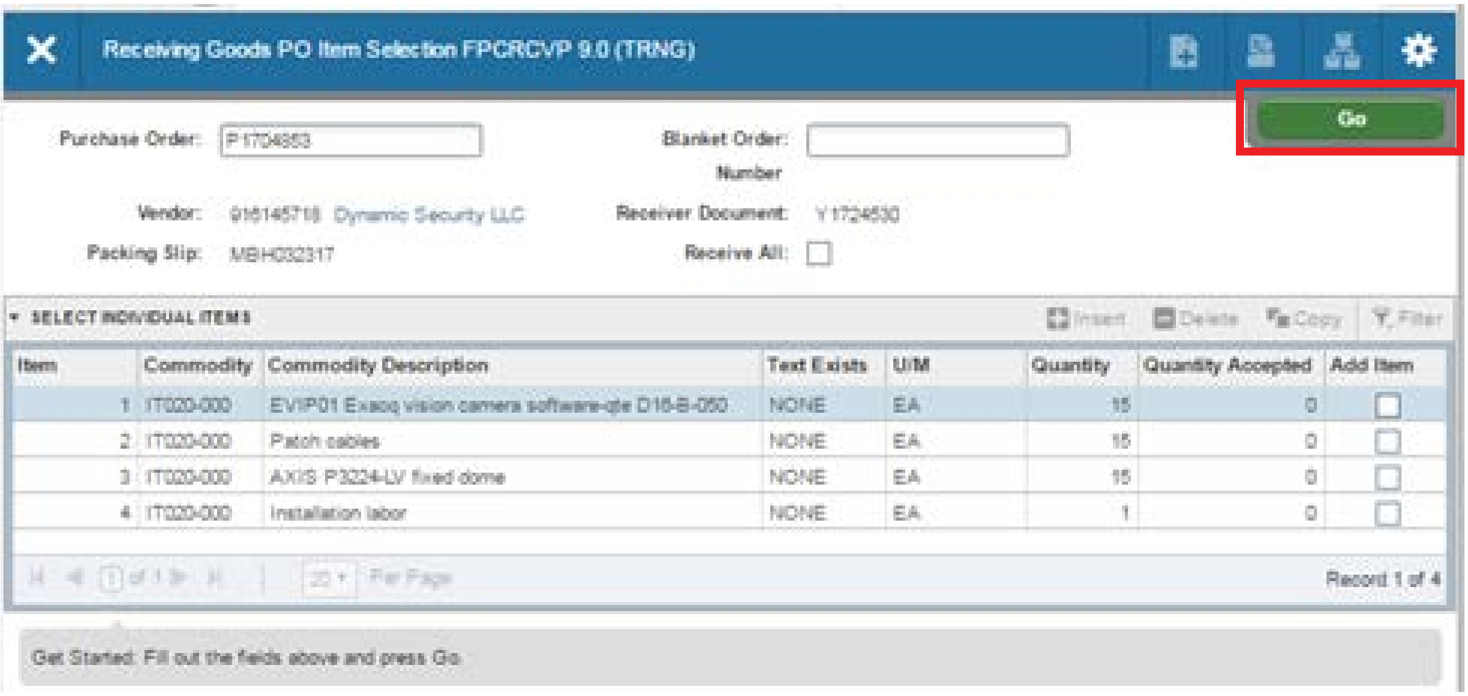
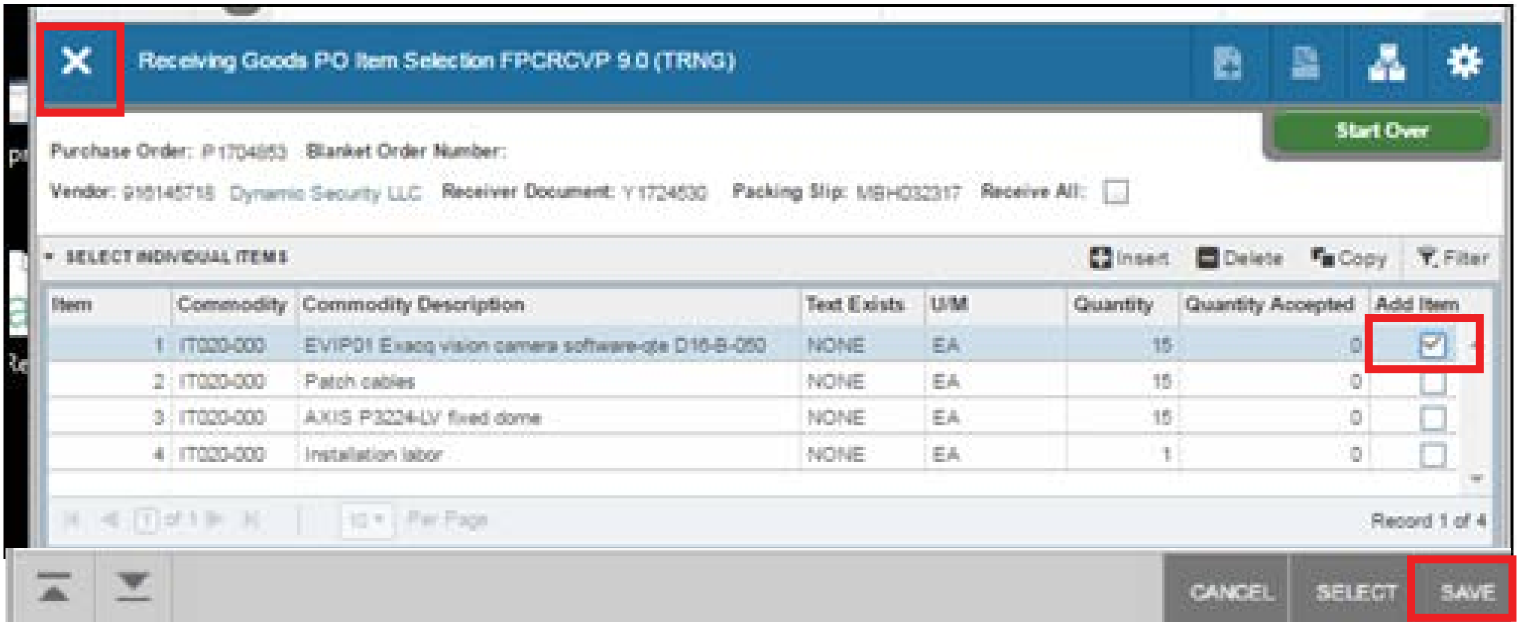
From the menu bar select Tools - Select **Purchase Order Items**.



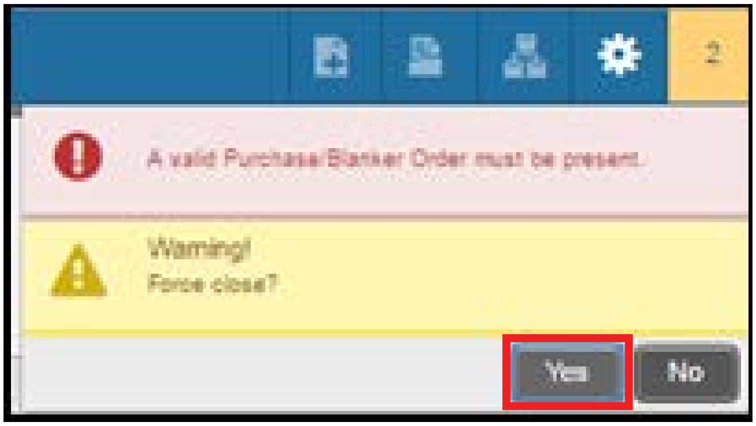
Select the green **Go button**.



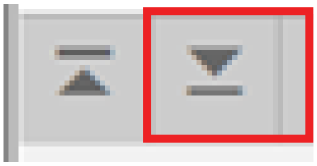
Select the **check box** next to the items you wish to receive.



Save and then select **Close**.
You will receive a warning notice when you close. Just choose ***Yes****.*



You will be still sent back to the first screen. Select **Next Section** from the bottom left.



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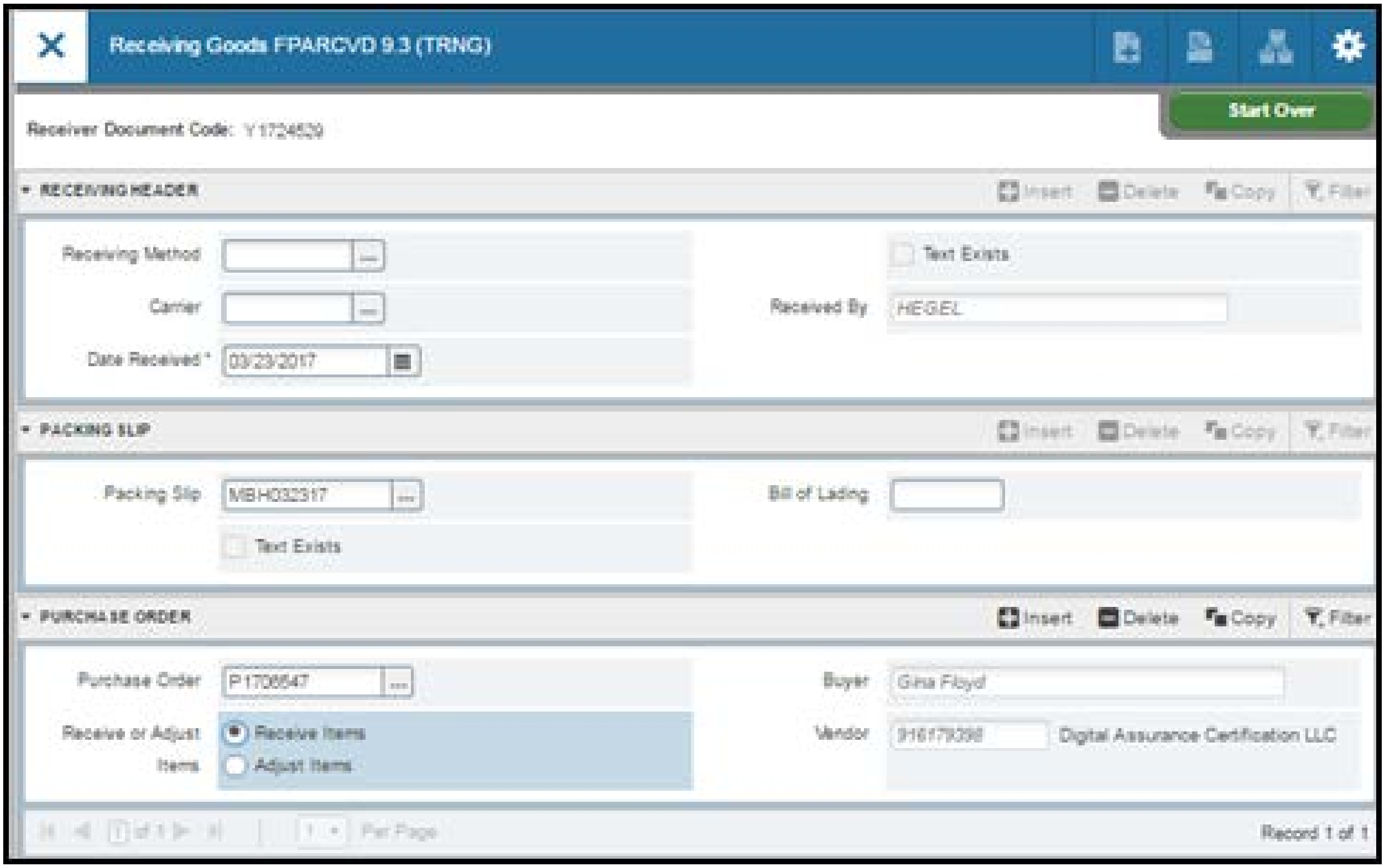
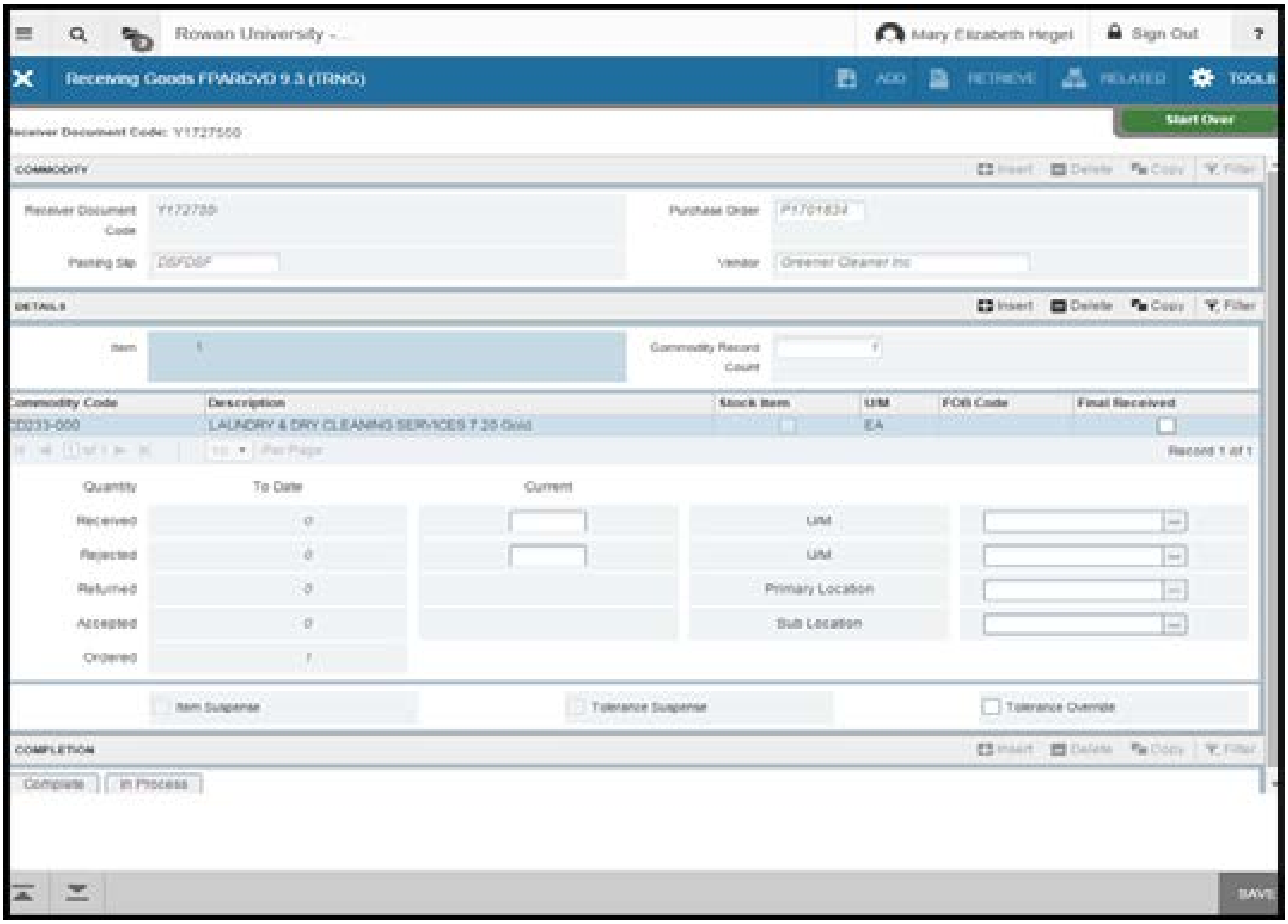
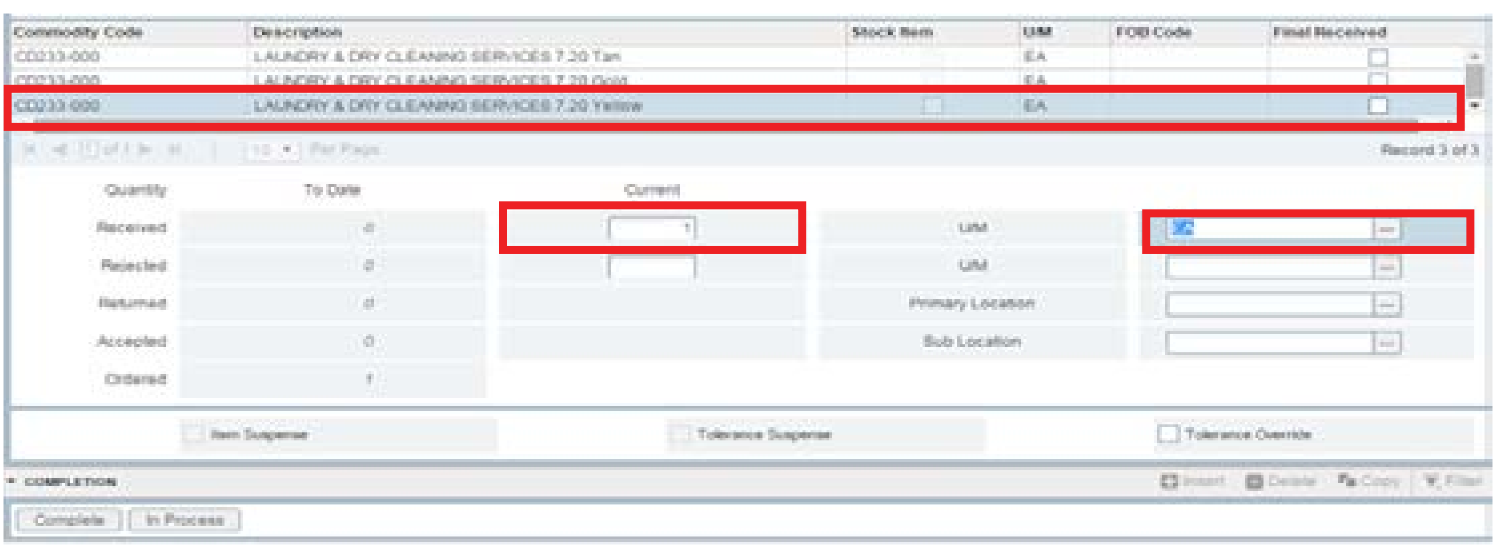

Receiving Goods FPARCVD 9.3 (TRNG)
Start Over
Receiver Document Code: Y1724529
RECEIVING HEADER
Insert
Delete
Copy
Filter
Receiving Method
Text Exists
Carrier
Received By
HEGEL
Date Received *
03/23/2017
PACKING SLIP
Packing Slip
MBH032317
Bill of Lading
Text Exists
PURCHASE ORDER
Purchase Order
P1706647
Buyer
Gina Floyd
Receive or Adjust Items
Receive Items
Adjust Items
Vendor
916179398
Digital Assurance Certification LLC
Per Page
Record 1 of 1

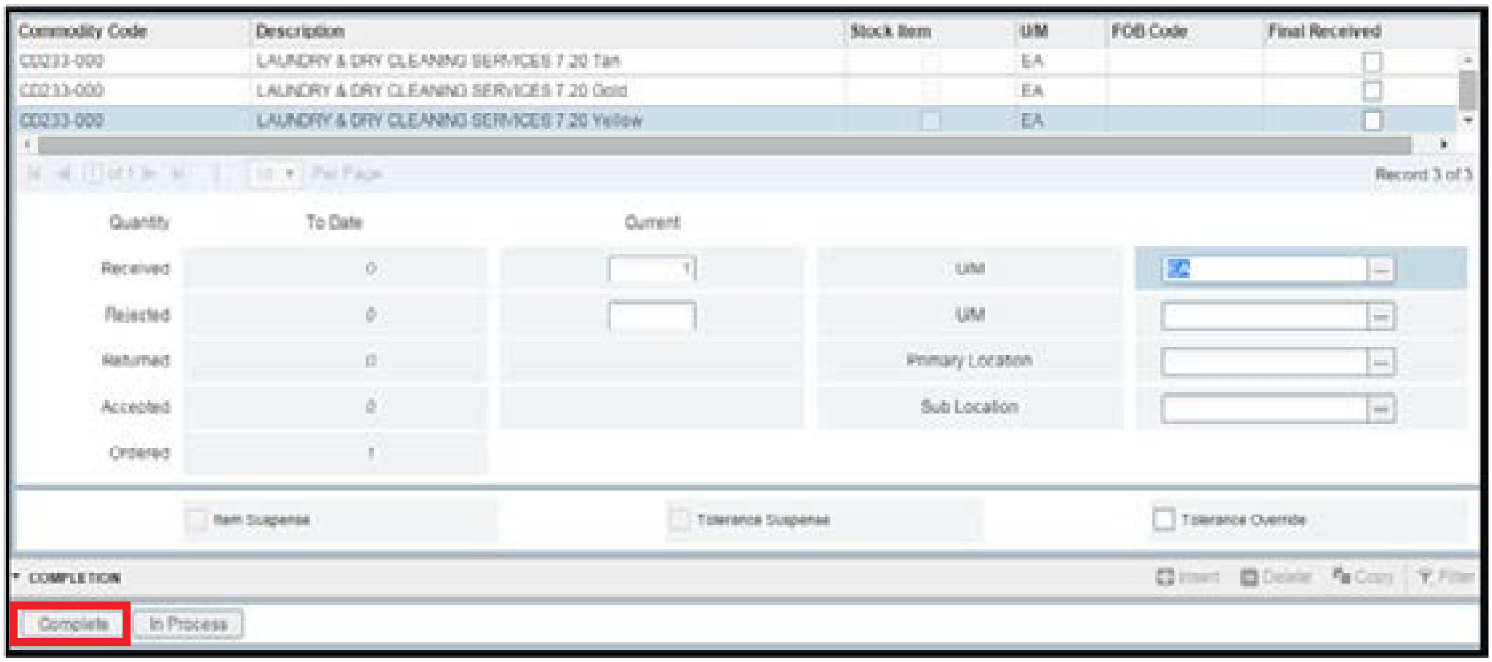


In the **Commodity Code** section, enter the Amount you want to receive in the **Current** field. Tab and the original **U/M** (unit of measure) will automatically fill in.

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.

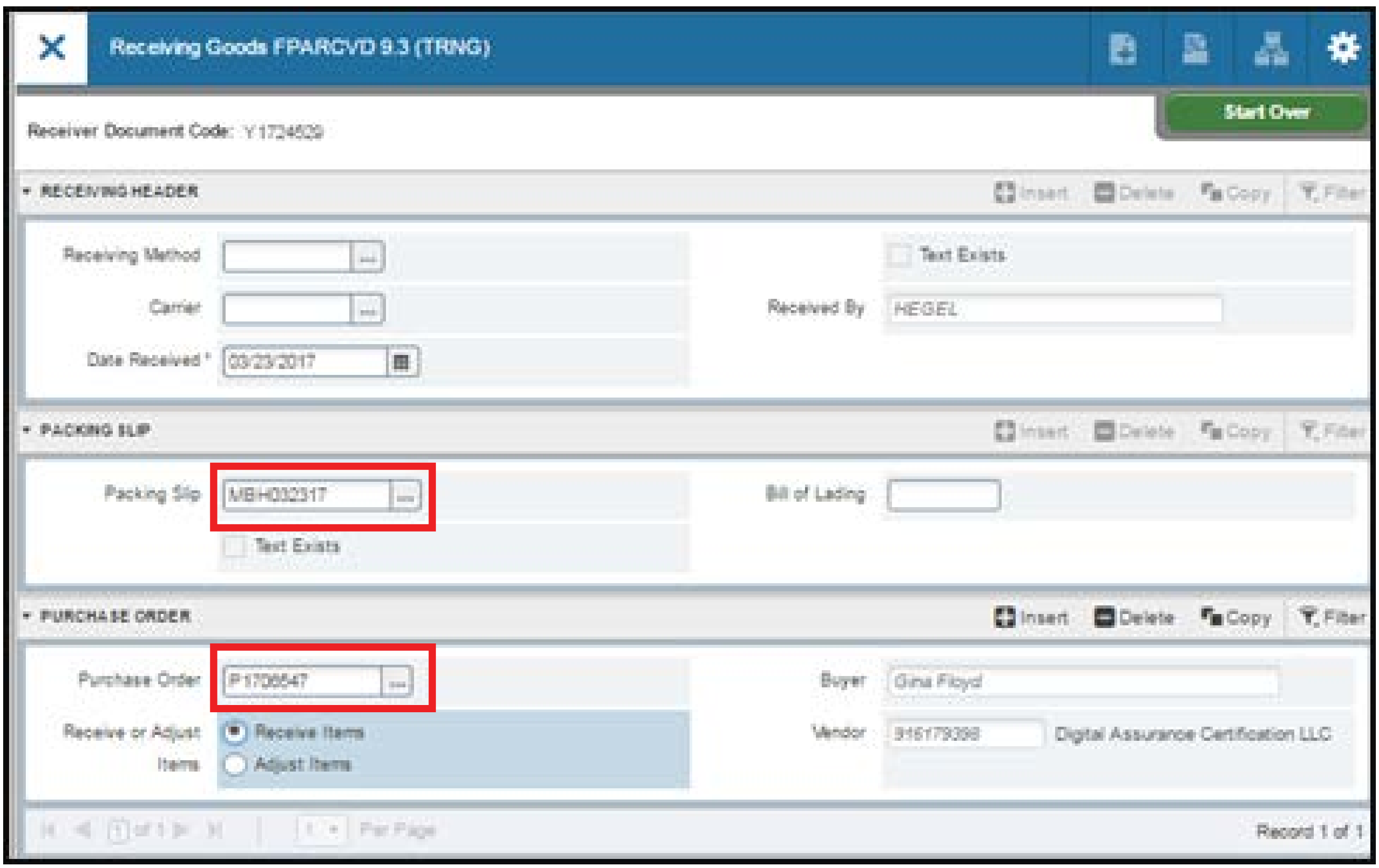
RECEIVE A STANDING PURCHASE ORDER - FPARCVD

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

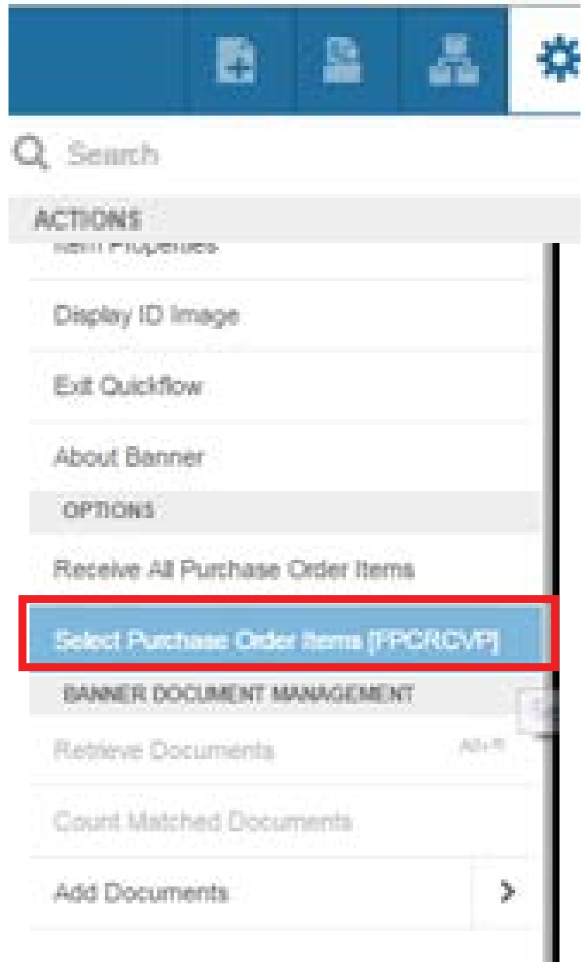
Receiving Header
Leave **Receiving Method** blank. Leave **Carrier** blank. **Next Section**.

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

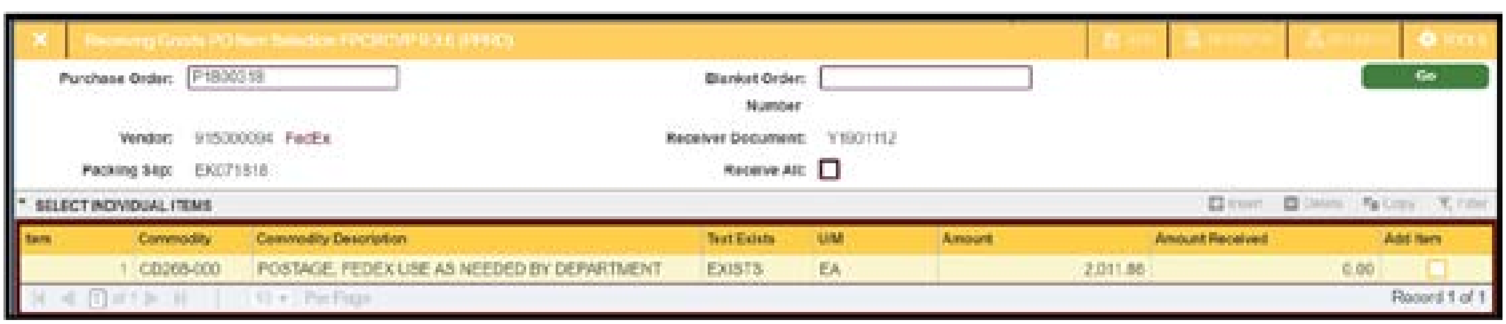
Purchase Order
Enter **Purchase Order** number. Select tab key to confirm that correct vendor appears.



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

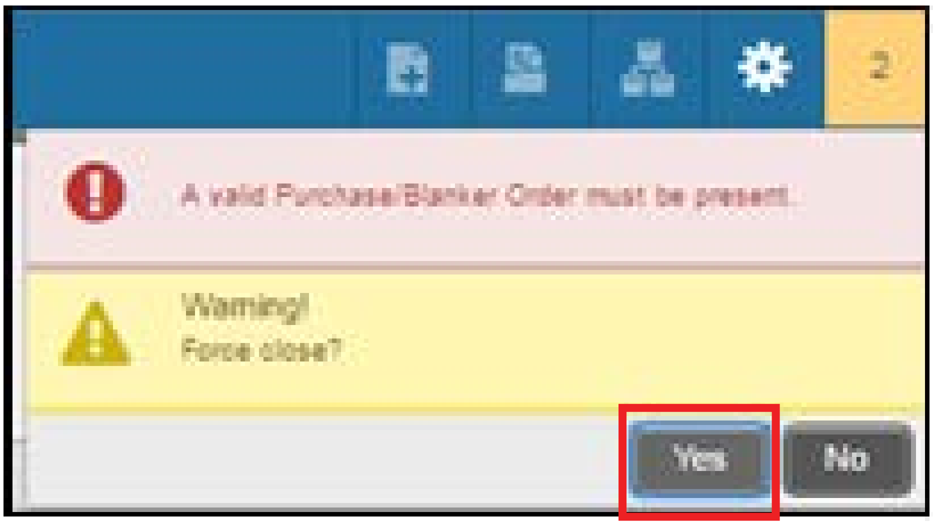


Select the green **Go** **button**.

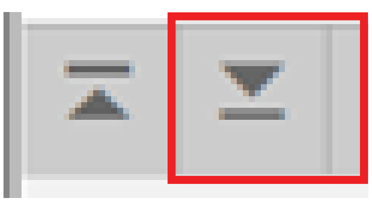


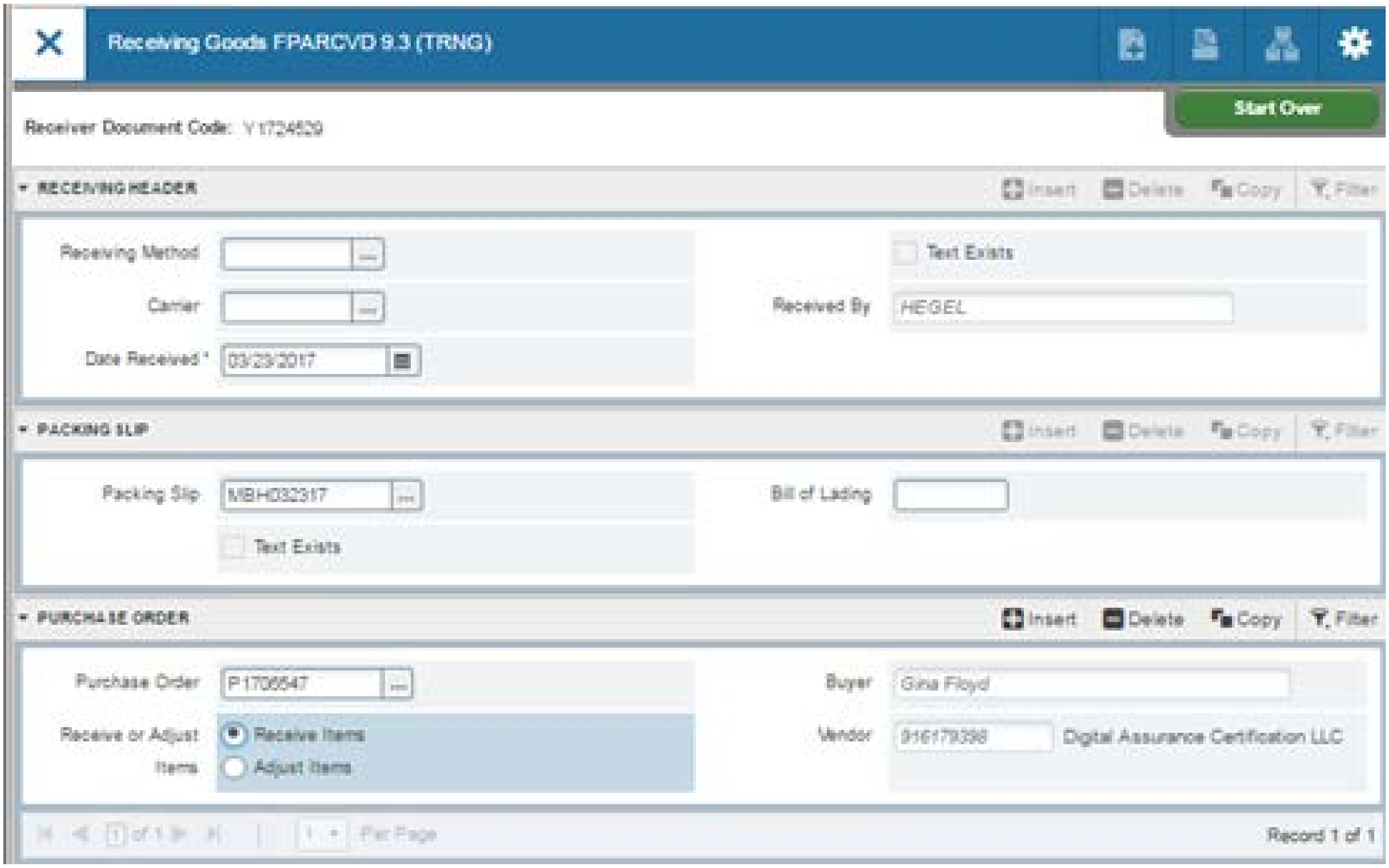
Select the check box next to the line item.

Save and then Close.
You will receive a warning notice when you Close. Just choose Yes.

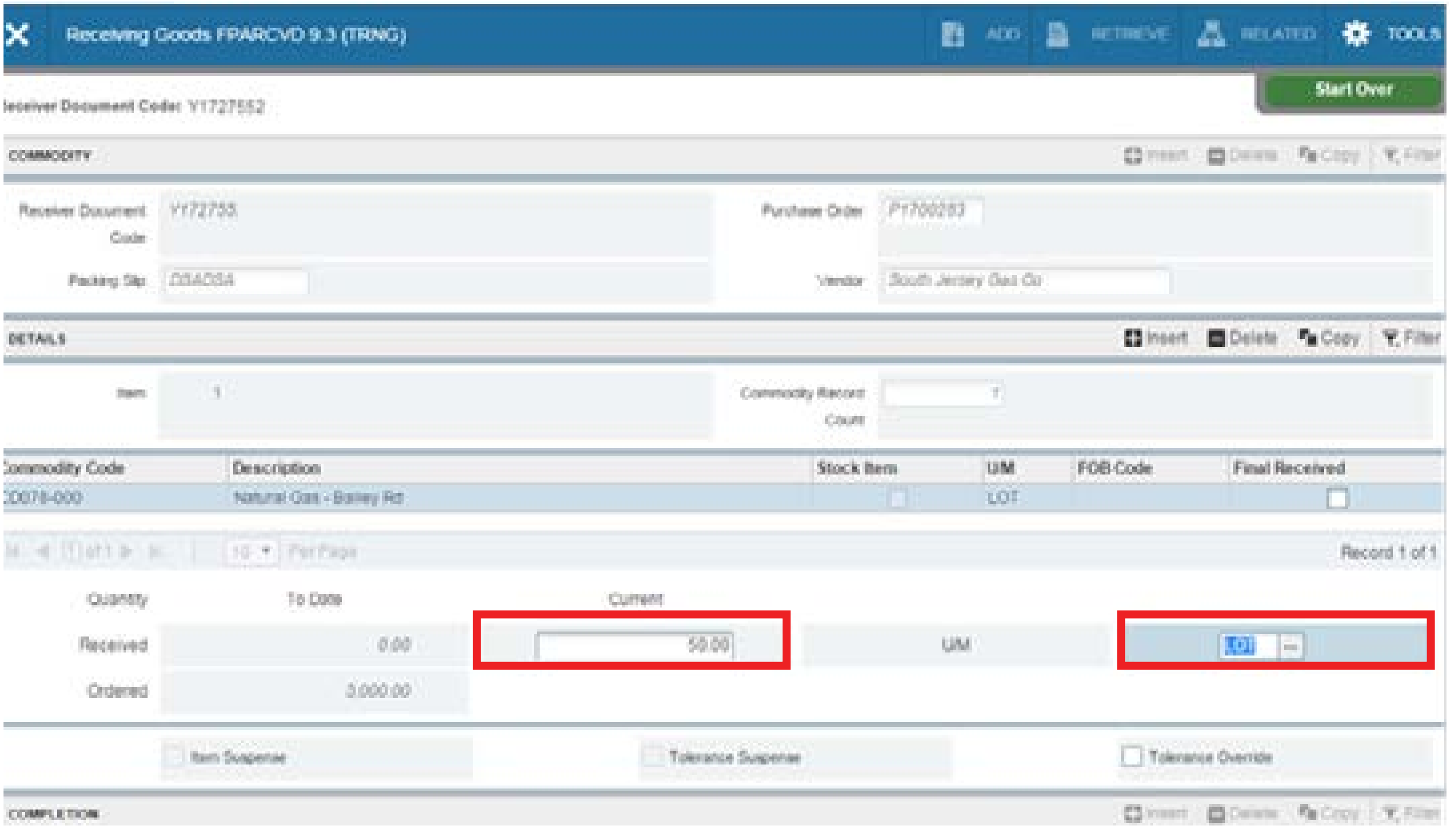


You will still be on the first screen
Select Next Section from the bottom left. .



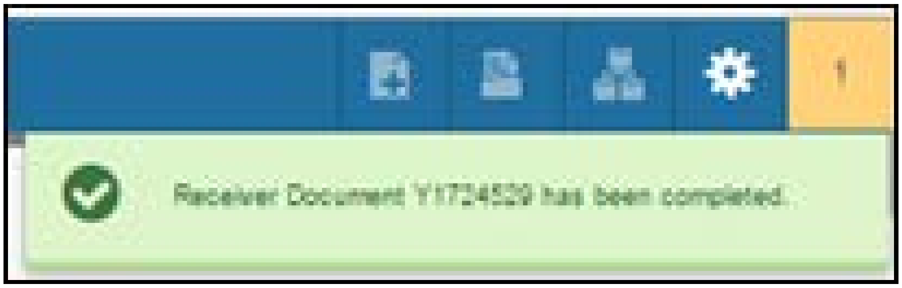


Enter the current amount you will be receiving today. Tab for U/M (unit of measure) to fill in.



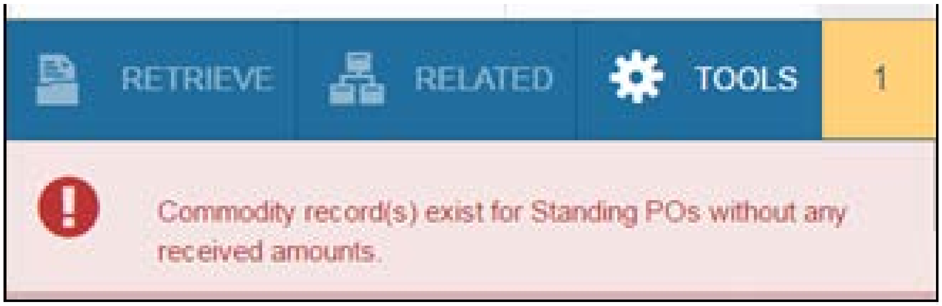
Select **Complete** at the bottom of the page.

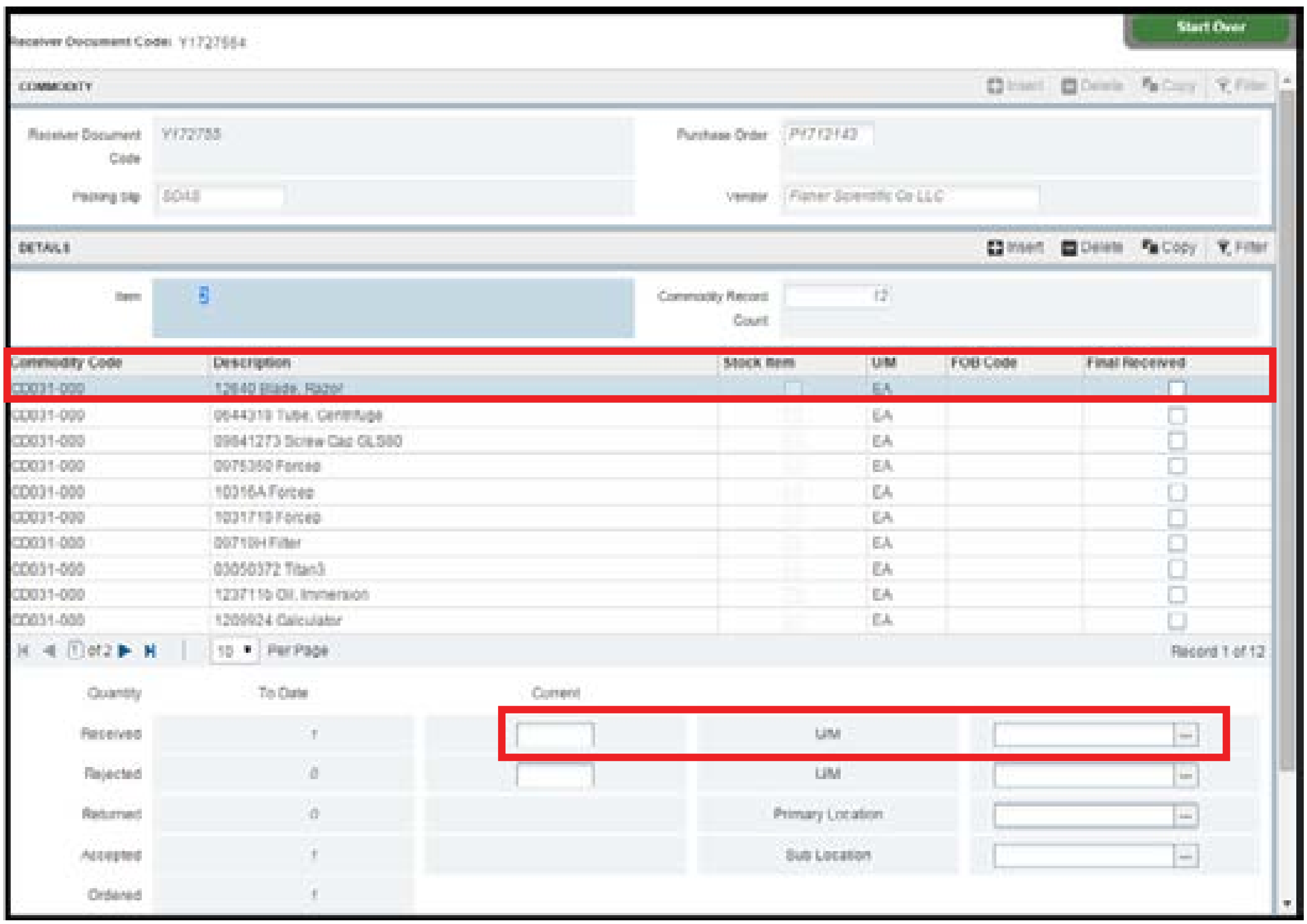
You will receive a confirmation at the top right of the page that the receiving was complete.



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).





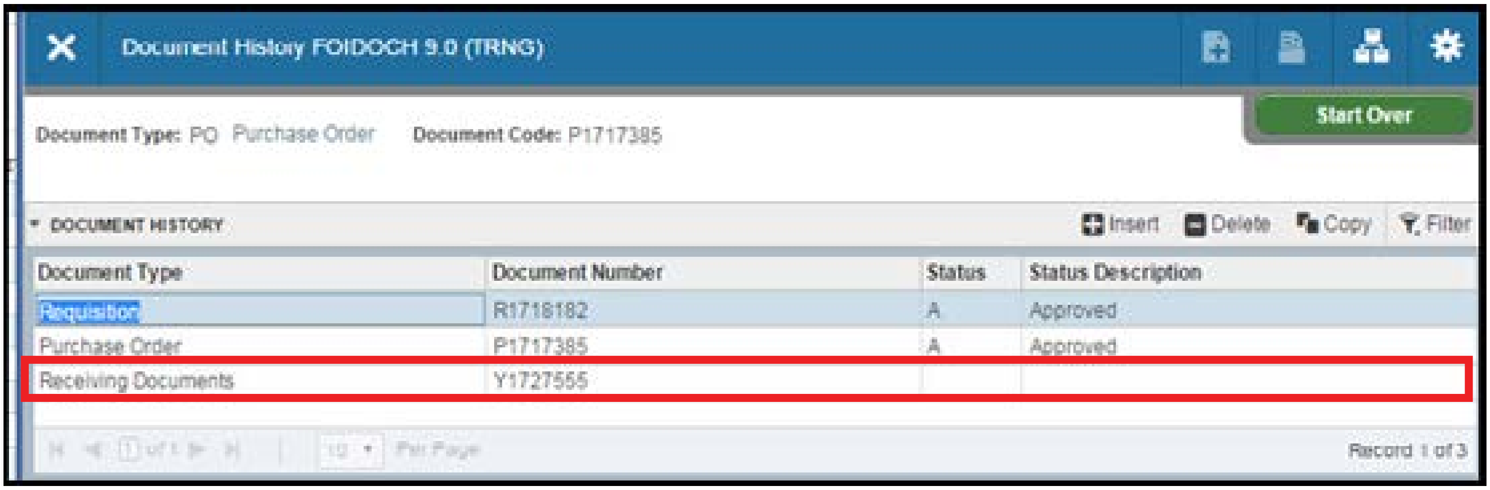
You can see at the bottom of the form there are multiple records. Receive the first one and then select the next record line to receive it.

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.



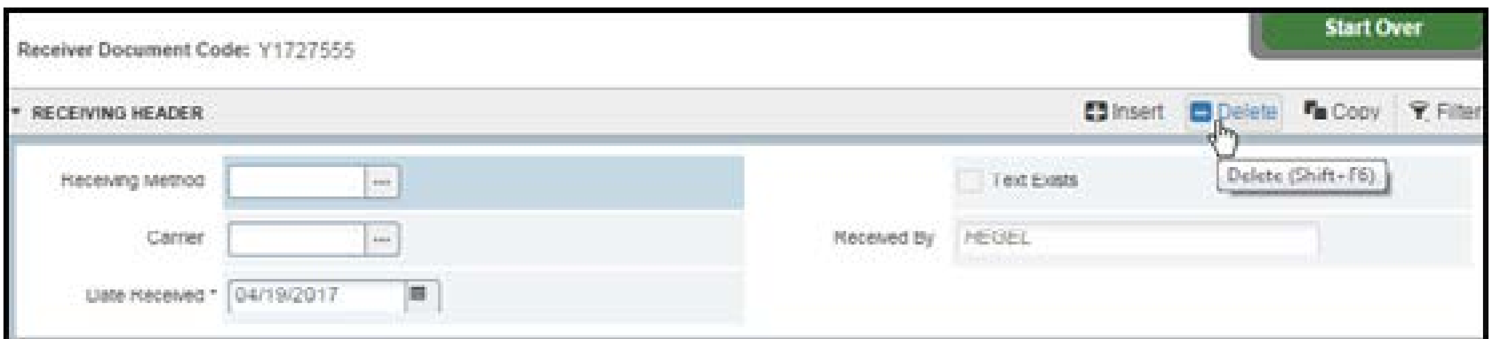
Complete an incomplete receiver code

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.

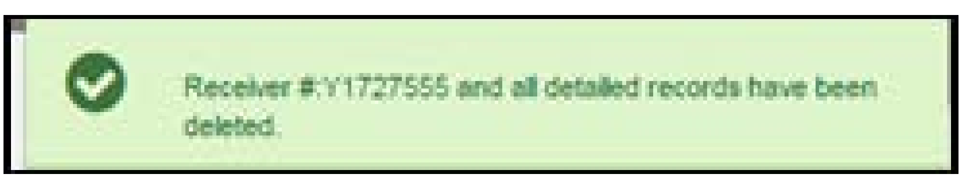
Delete an incomplete receiver code

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.



You will receive an acknowledgement that it was deleted.



DOCUMENT HISTORY - FOIDOCH

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:

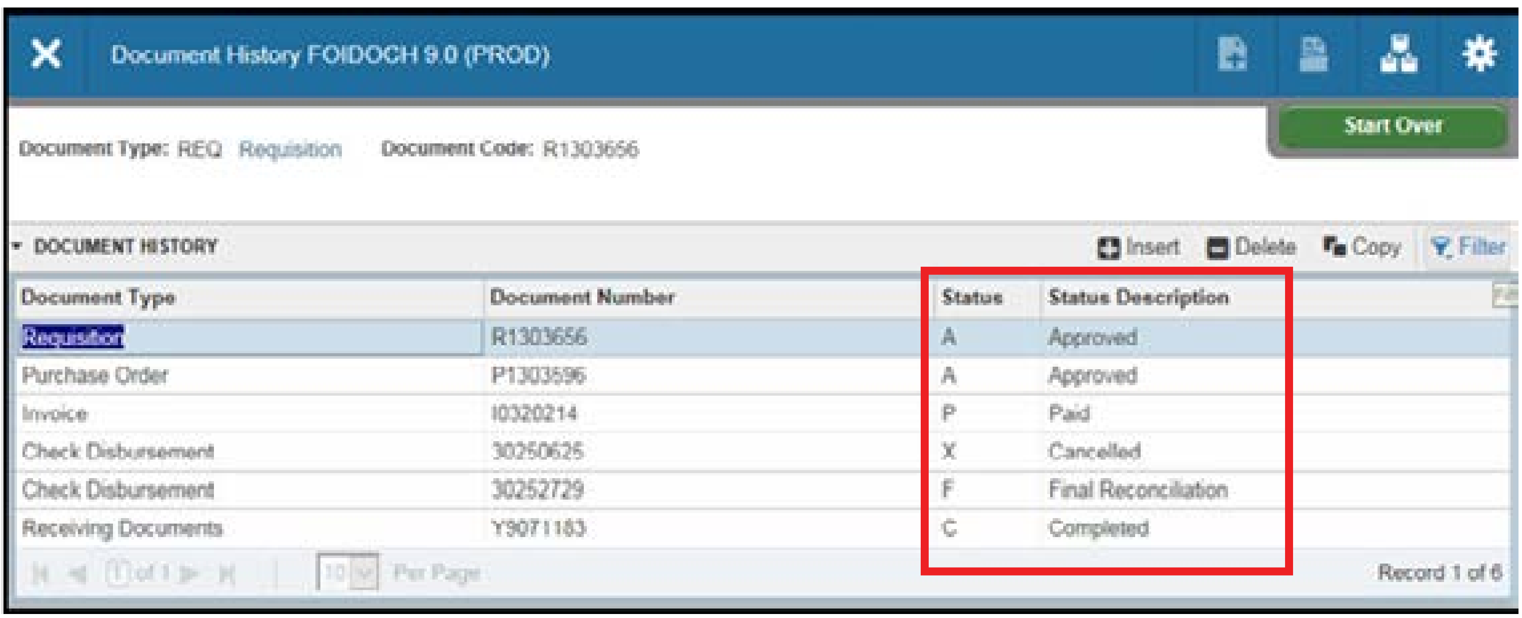
REQ - Requisition
PO - Purchase Order
RCV - Receiver code
INV - Invoice
CHK - Check

Tab

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

Select the green **Go button**.

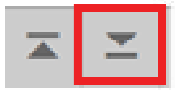
Each document code is followed by a status indicator.

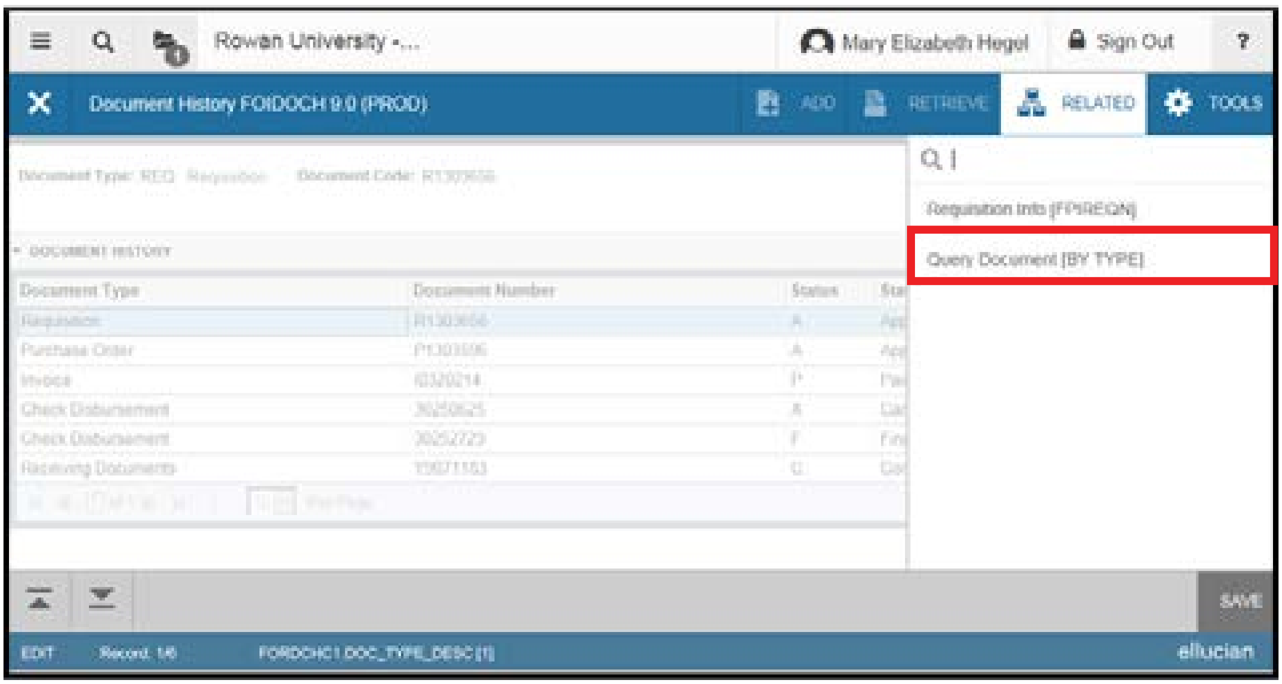


To clear the form to look up additional Document codes, select the green **Start Over** button to clear the form.

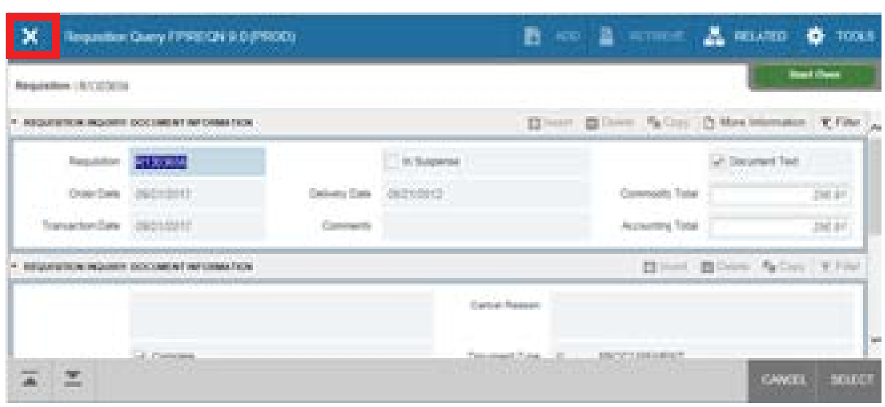
If a Requisition is complete, and waiting to be converted into a PO, there will be a C in the status indicator field. If the status indicator field is blank, then the Requisition Is incomplete. See instructions in this book on how to complete an incomplete Requisition. If there is an S, then call the 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.

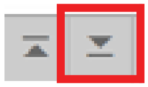


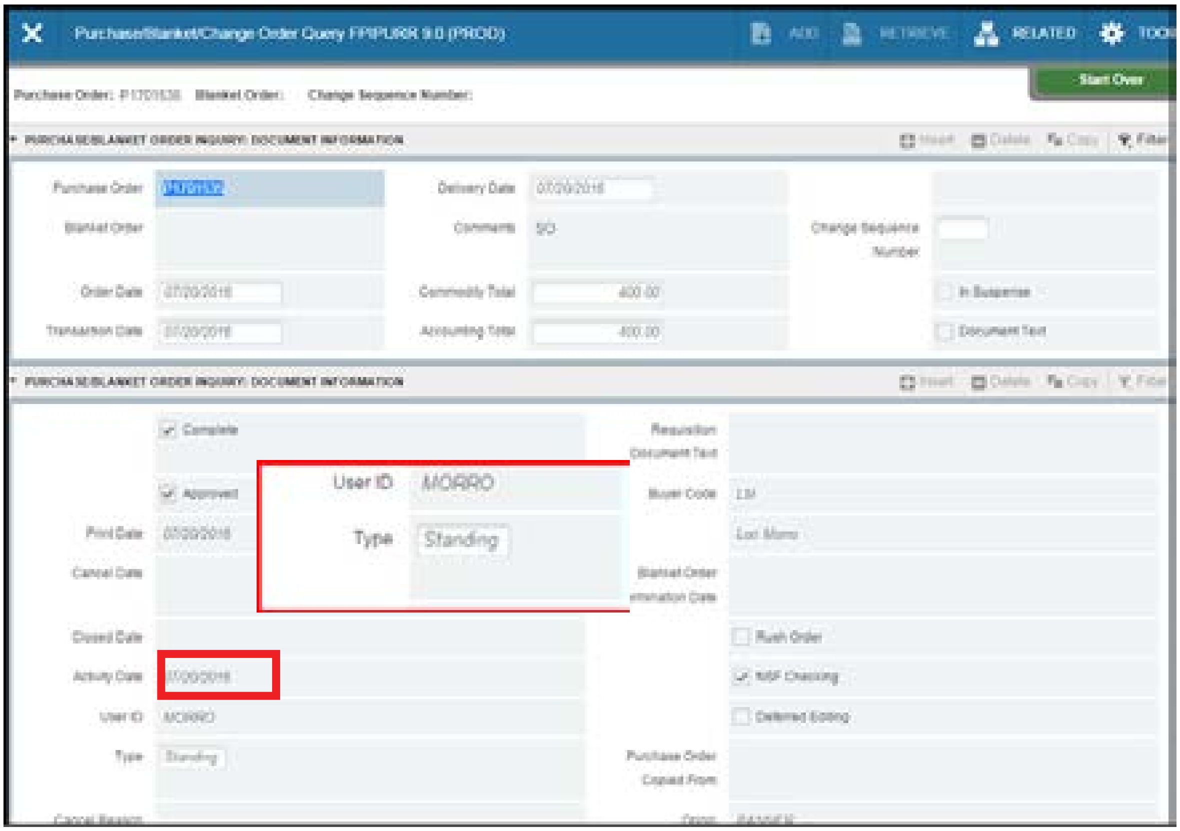


Select the **close button** to return to FOIDOCH.



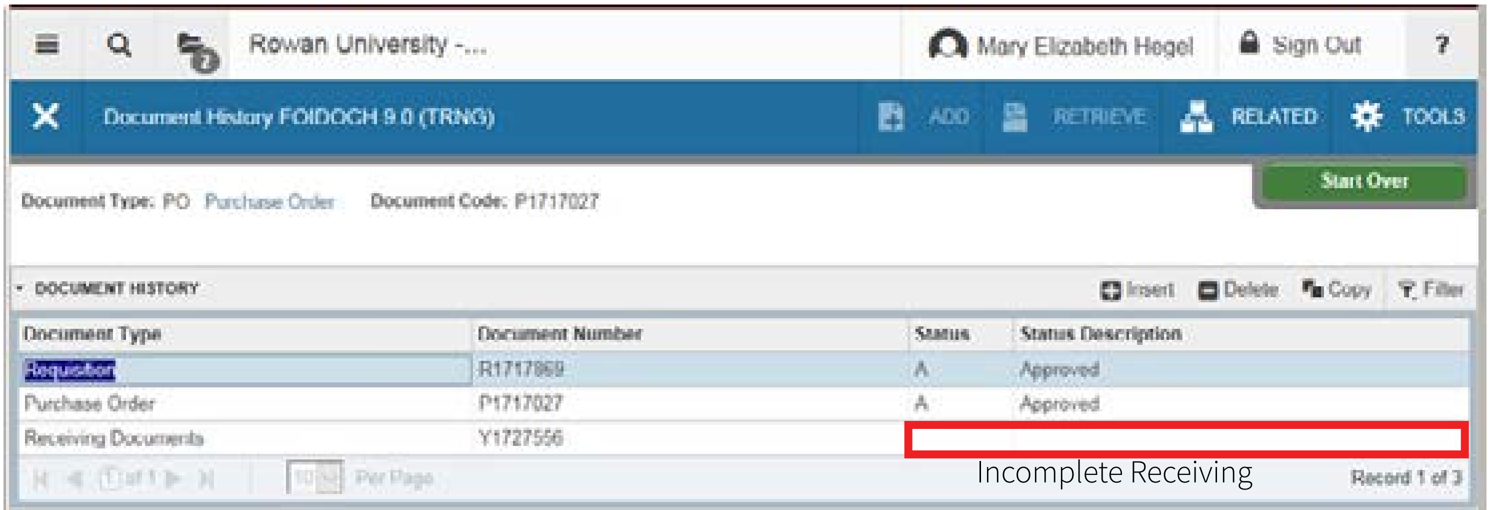
In the Purchase Order field, if a PO has been approved there will be an A in the status field and Status Description will be Approved. If there is not an A, call the purchasing office.

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.

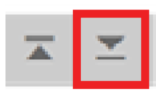


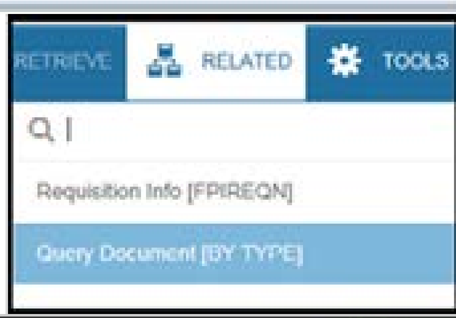
Check If your Receiving is complete!

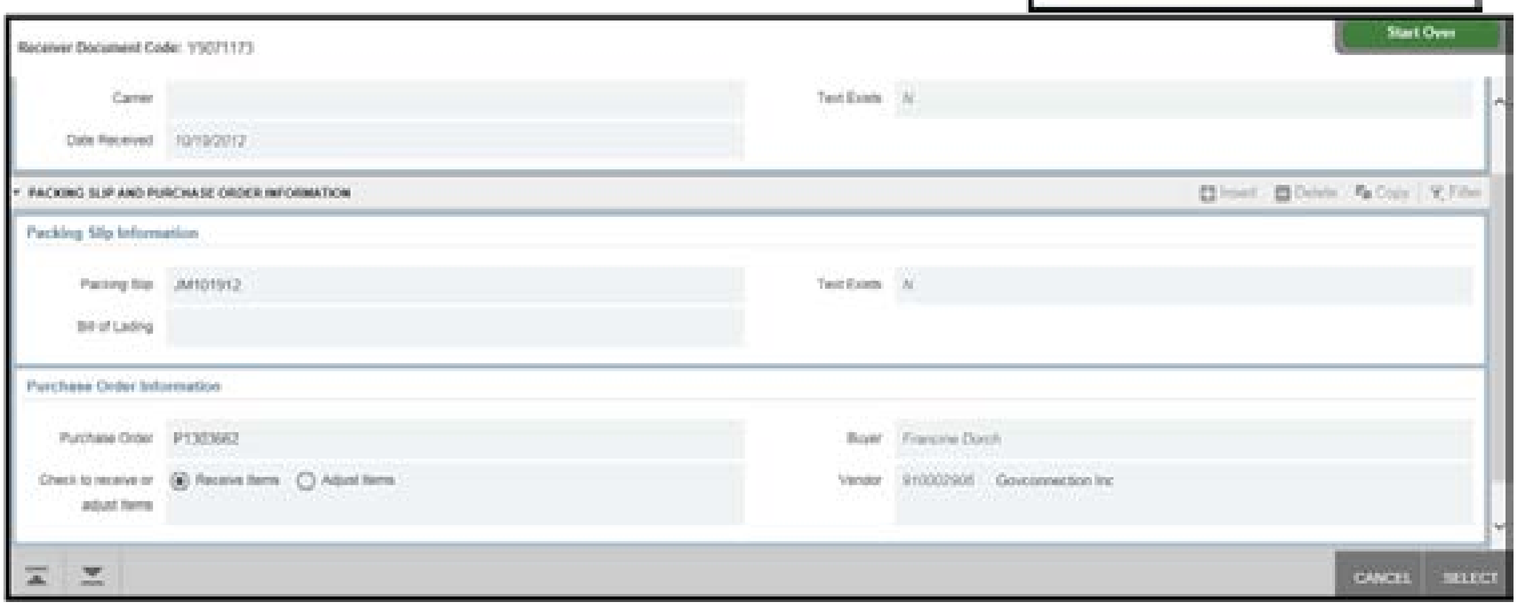
Your receiver document code MUST have a complete status indicated by a C in the Status column. If not, follow directions in this book next page to resolve it.



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.

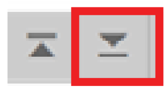


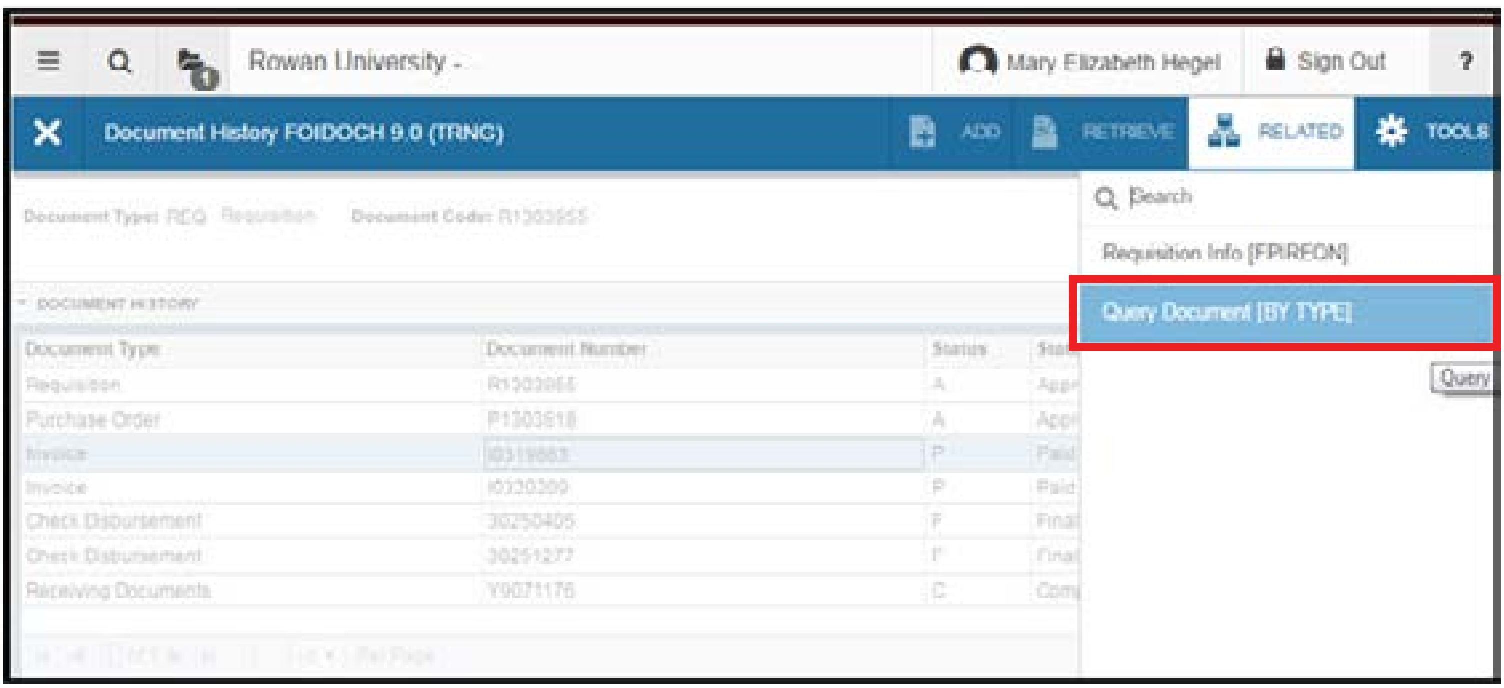




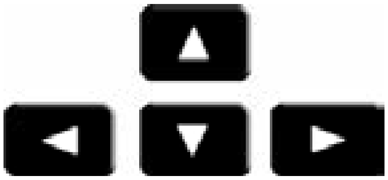
In the Invoices field, if an invoice has been issued, there will be one or more invoice numbers.
Next to the invoice number there will be a status code (**Blank, P, R, X or S**).
Blank – not yet paid
P - Paid
R - The Receiver Code is not registering.
If your receiving is incomplete, complete it.
If your 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.

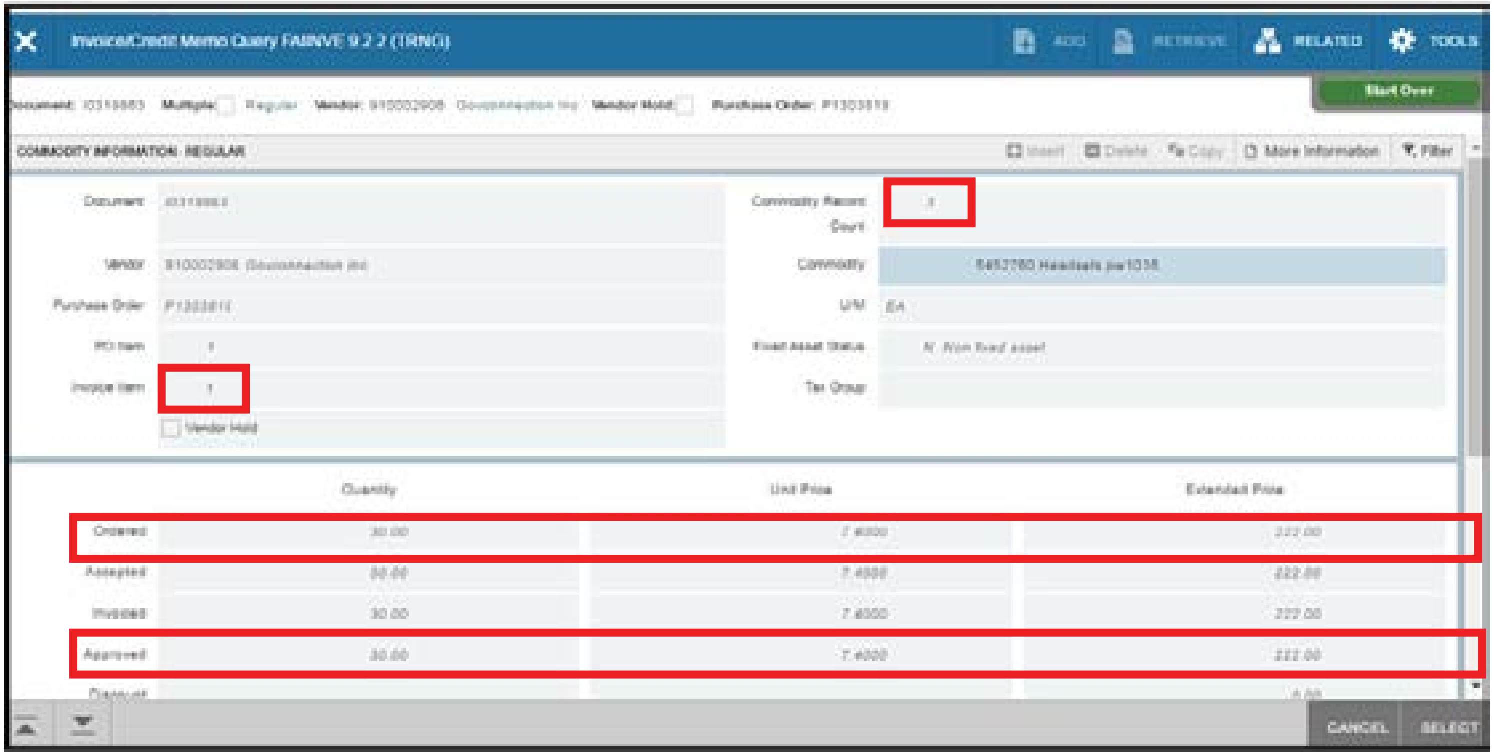




Some important fields to check:
Commodity Record Count - Number of line items on this invoice.
Invoice Item—indicates the line item. Use the down arrow on your keyboard to see other line items.

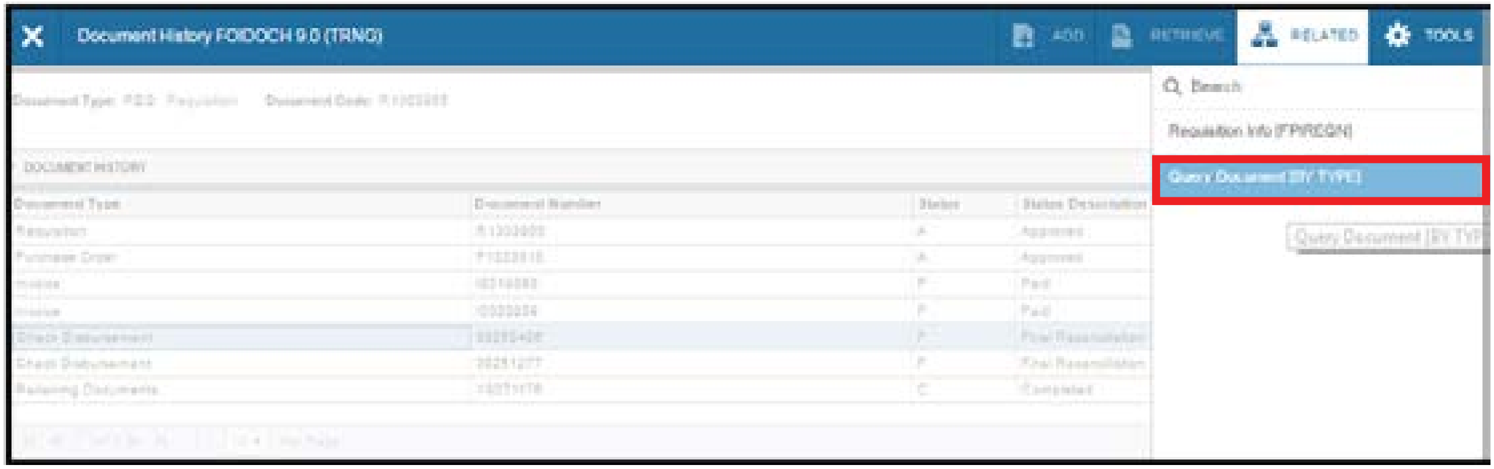


Ordered indicates the quantity and price from the original Purchase Order
Invoiced indicates what the vendor is charging. Sometimes this could be more or less than the original order.



DOCUMENT HISTORY - FOIDOCH - CHECK INFORMATION

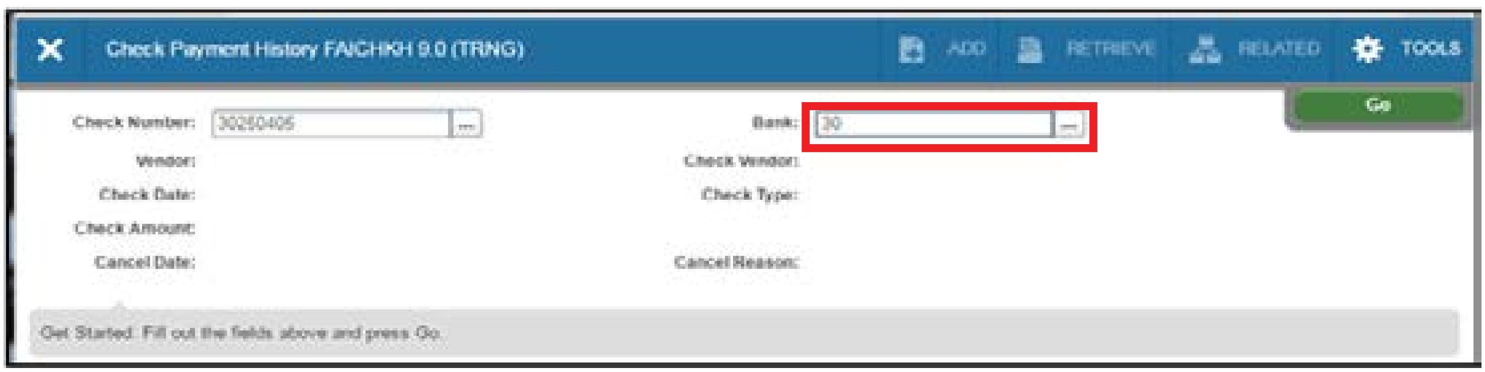
In the Check field, if the check has been issued, there will be a check number
Next to the check number there will be a status code (X, F or Blank)
Blank – newer check, not yet reconciled in Banner
F- Check has been finalized or reconciled
X- Check was voided
If it is an electronic check (indicated by 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.



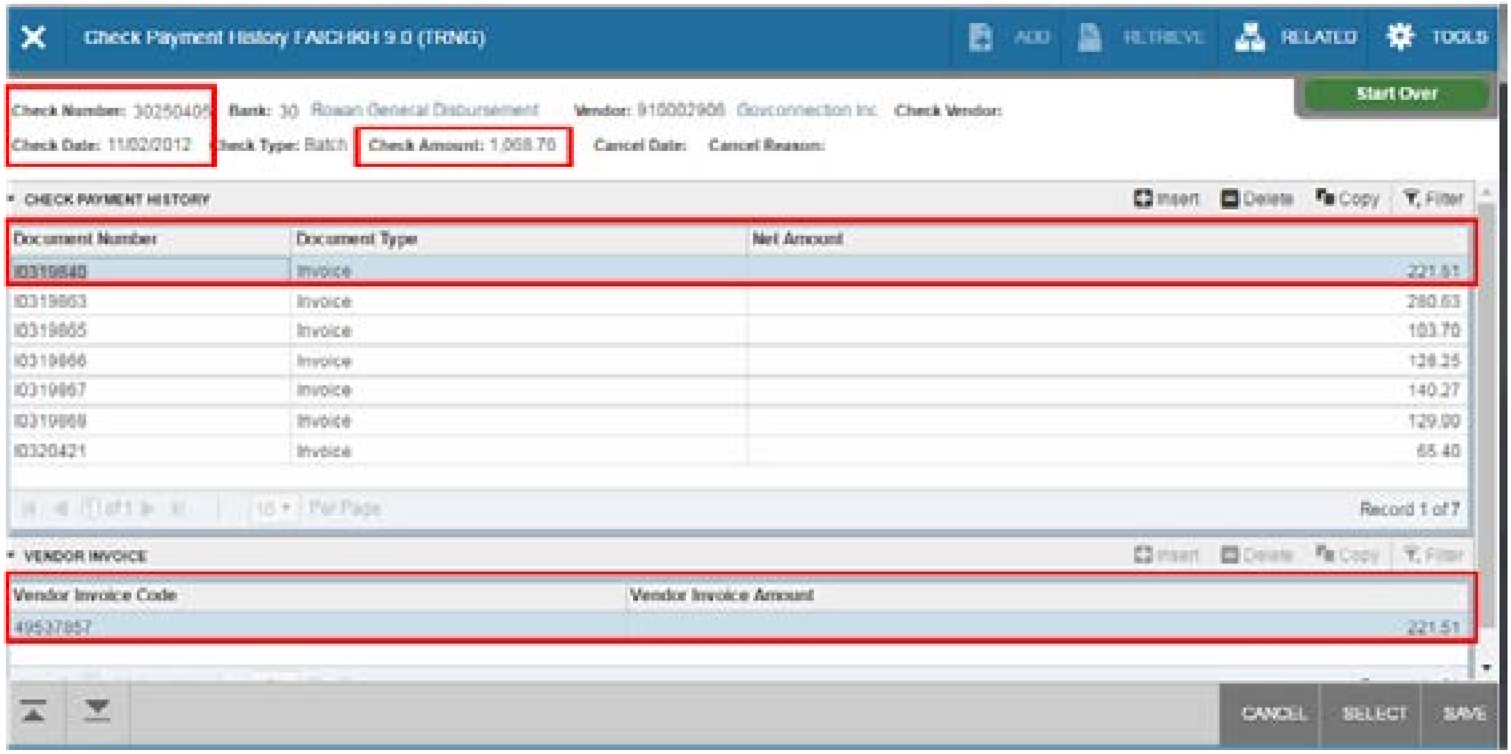
Enter in the Bank field. The Bank field is the first two digits of the check number. If the check starts with an exclamation point, then it is an electronic check, and the Bank is 30).

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

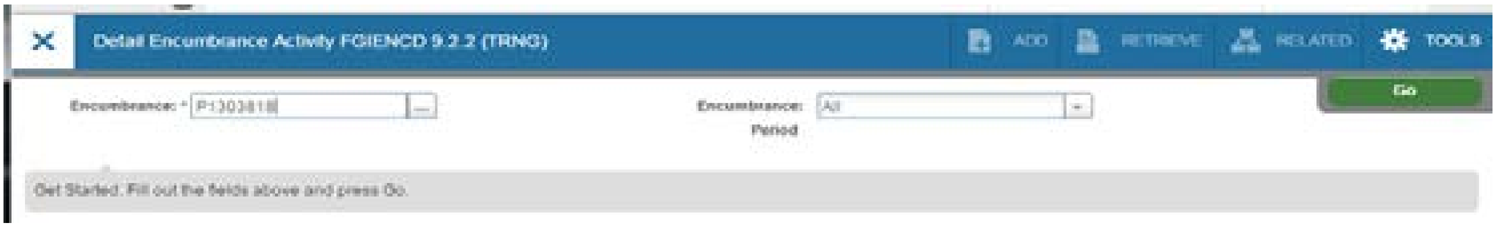


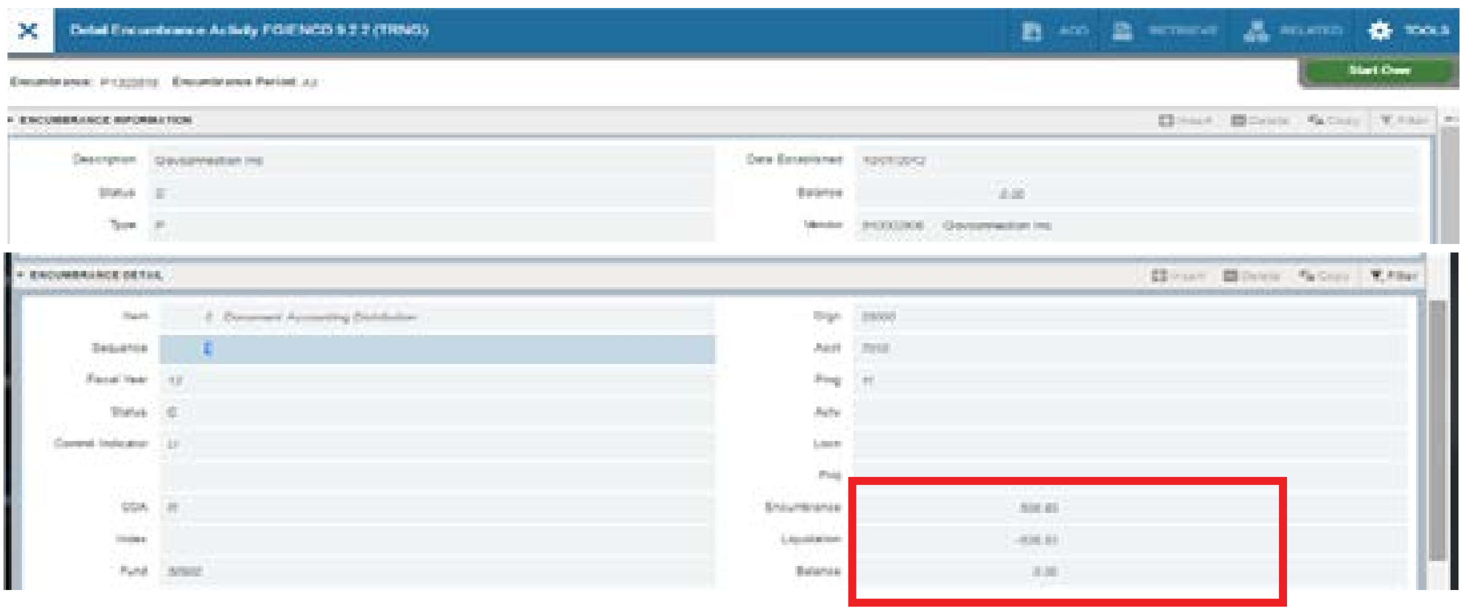
With the cursor in one of the invoices, select **Related** and **Document Inquiry** to find out more information about the invoice.

DETAILED ENCUMBRANCE ACTIVITY - FGIENCD

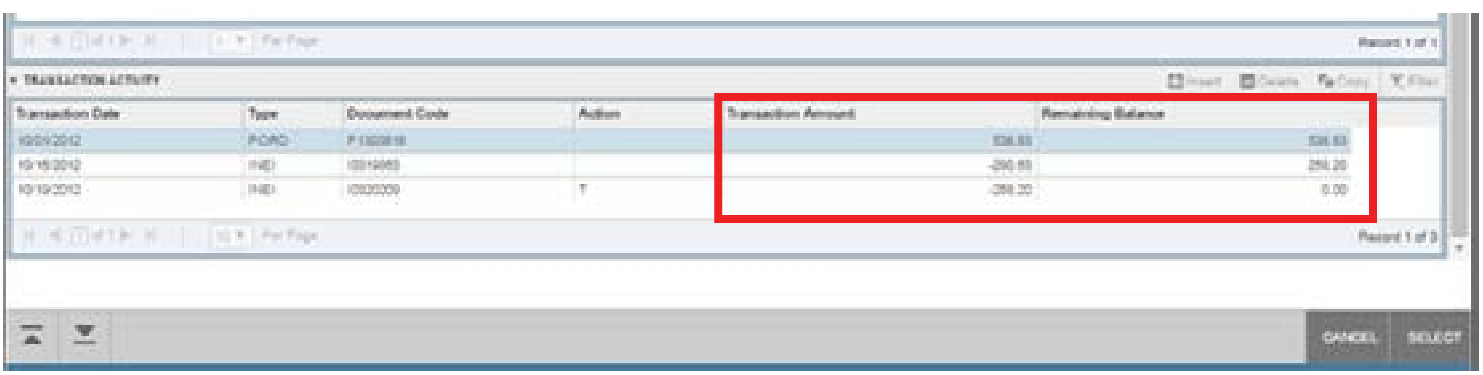
Use the **Detailed Encumbrance Activity** form to show the balance of your purchase orders, travel encumbrances, and the history of invoices and credits. It's a good screen to keep track of how much is left on a standing order. This form can also be used to explore why an encumbrance is still open.

Go to **FGIENCD**
In **Encumbrance** type your Purchase Order number.
Select the green **Go** button.





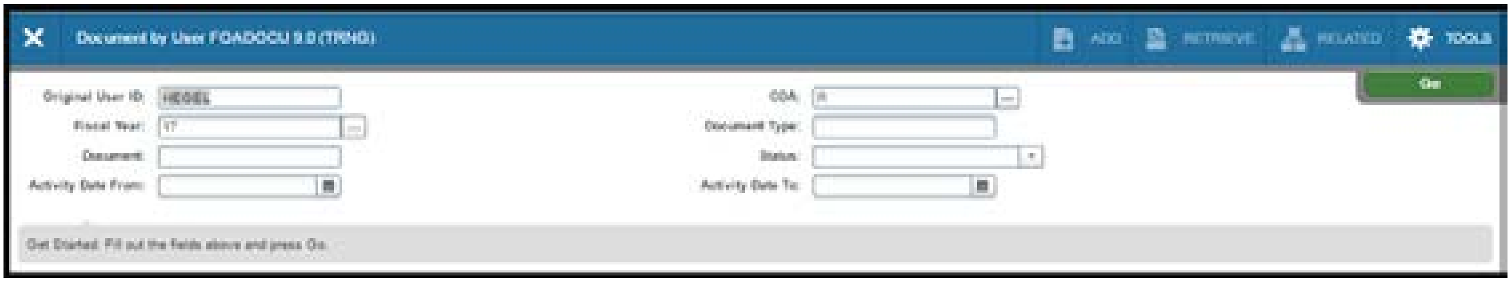
Encumbrance, amount liquidated and balance.



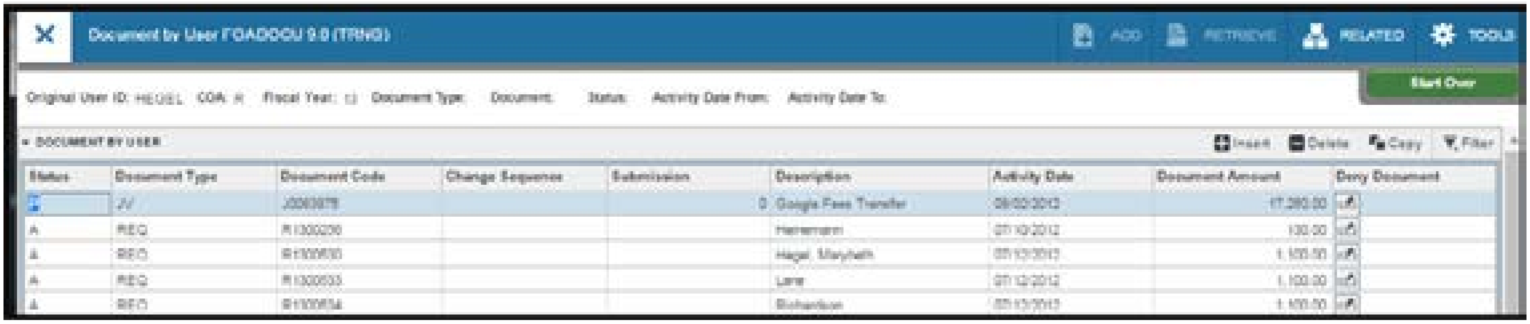
History of Invoices and Credit memos against the Purchase Order

DOCUMENT BY USER - FOADOCU

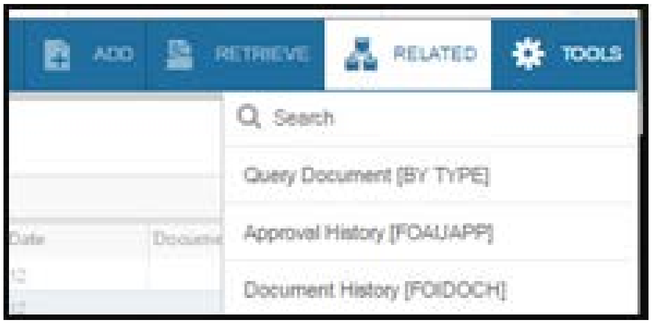
Use the **Document by User** Form to display a list of documents originated by a specific user. Go to FOADOCU.
The **User ID**, COA and **Fiscal** year are already populated. Change the User ID, Fiscal Year or enter Activity Dates if desired.
Select the green **Go** button.



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 directions).



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



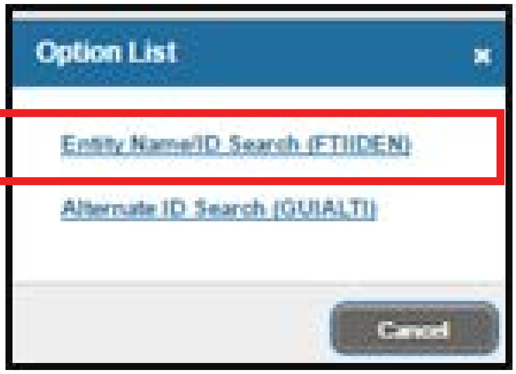
Select one of the JV (Journal Voucher) numbers in the list and then select Related - Query Document (BY TYPE) to open FGIDOCR and drill down for more information.

You can see the FOAPAL where you debited and credited the funds.

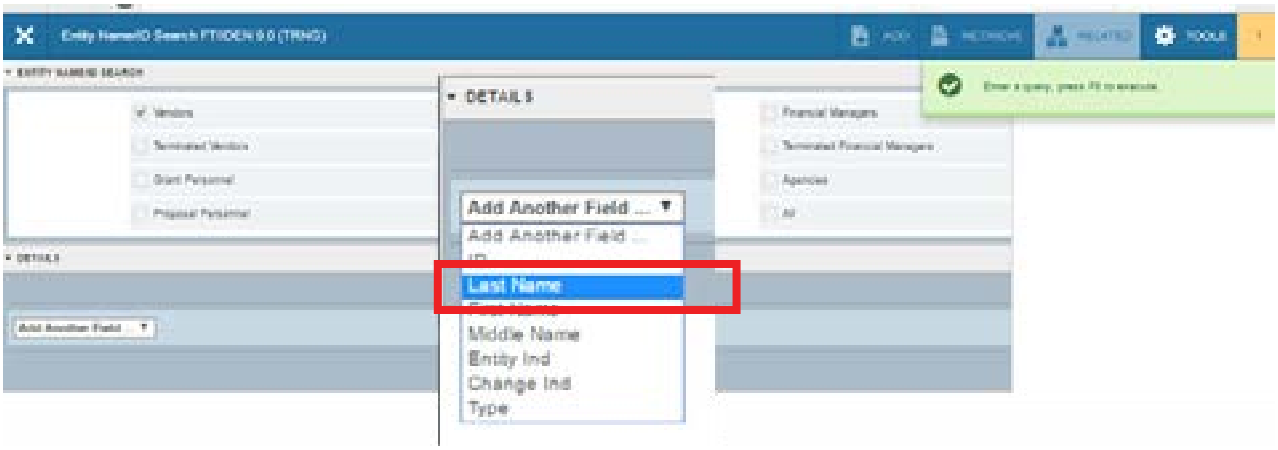
VENDOR DETAIL HISTORY - FAIVNDH

Go To **FAIVNDH**. Find the Vendor ID by selecting the three little dots next to the Vendor field.

Select **Entity Name Search (FTIIDEN)**

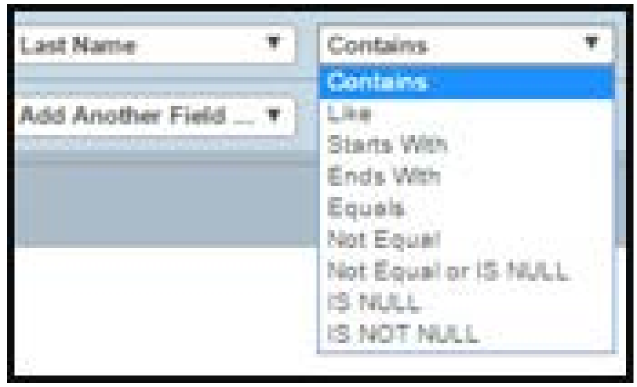


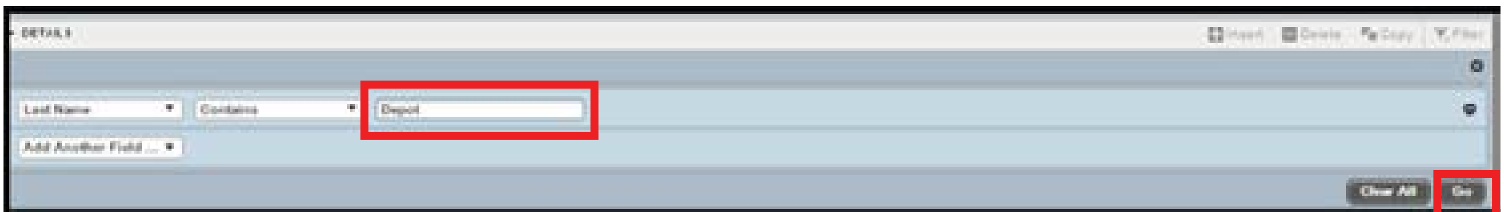
To query the form, select “**Last Name**” from Add Another Field.

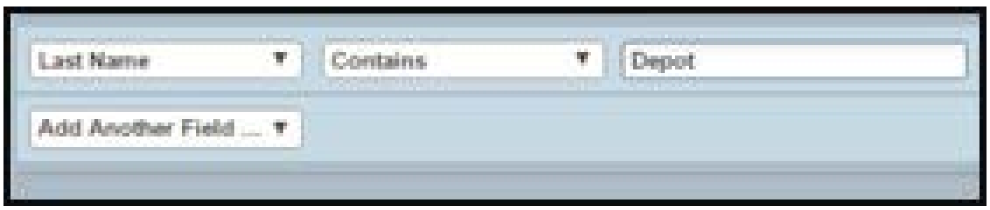


Select query options such as **Contains & Equals**. We no longer use the % wildcard. Type in the Vendor name. It is case sensitive.

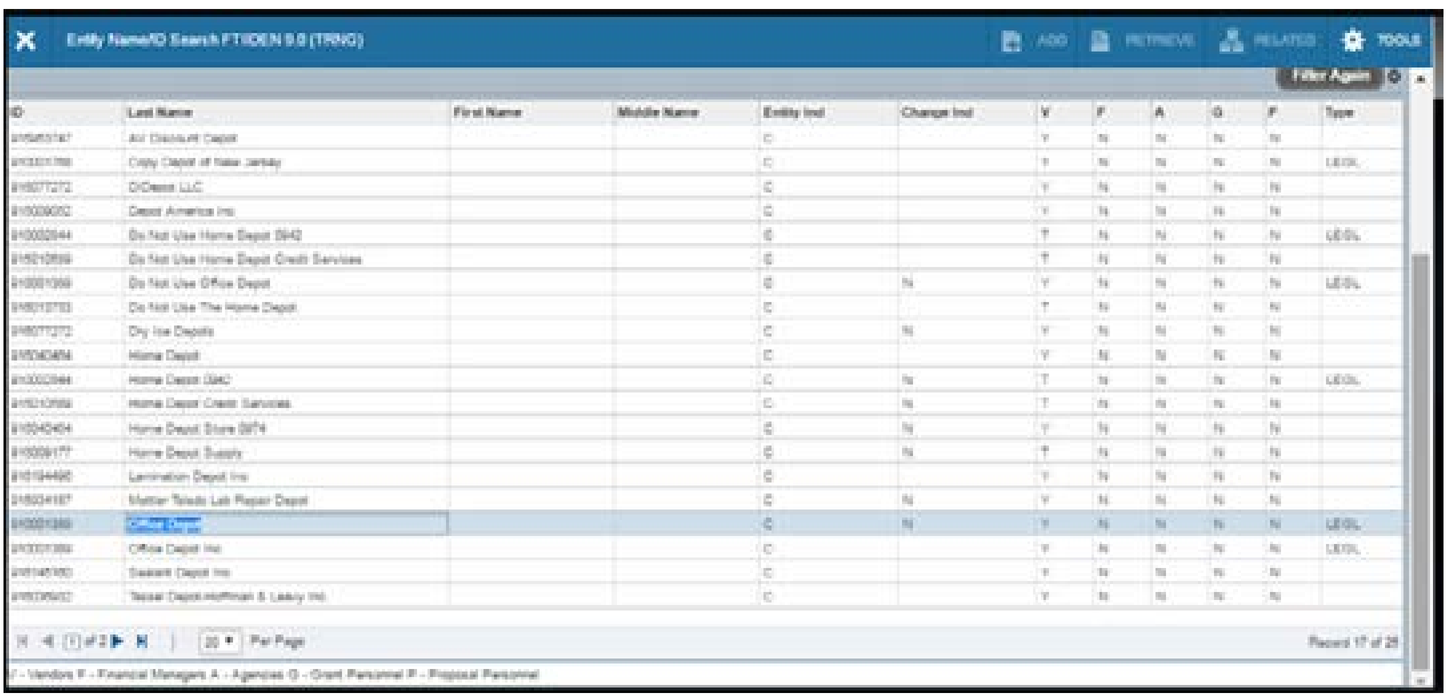
Select **Go**.



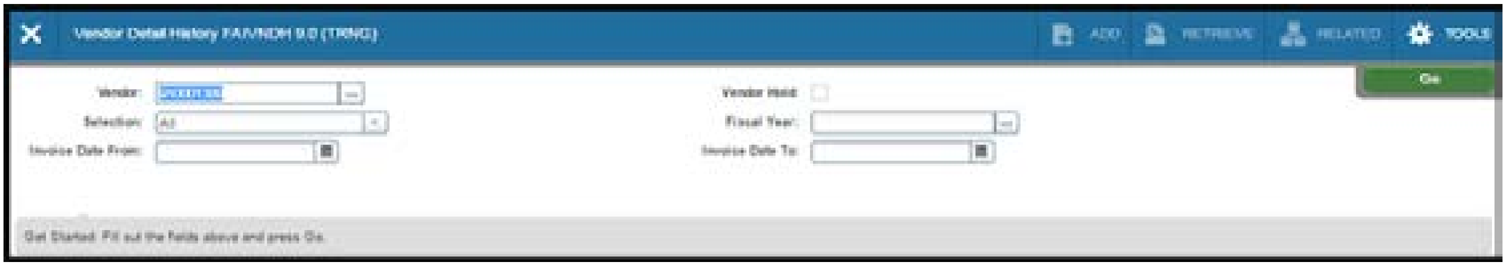




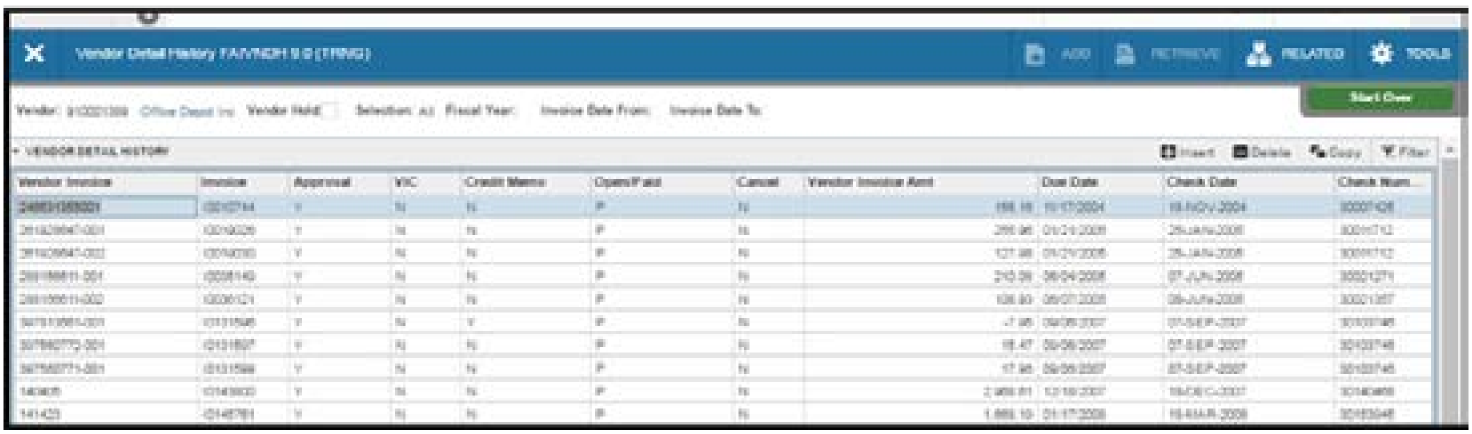
Double click on the vendor you wish to research.



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.

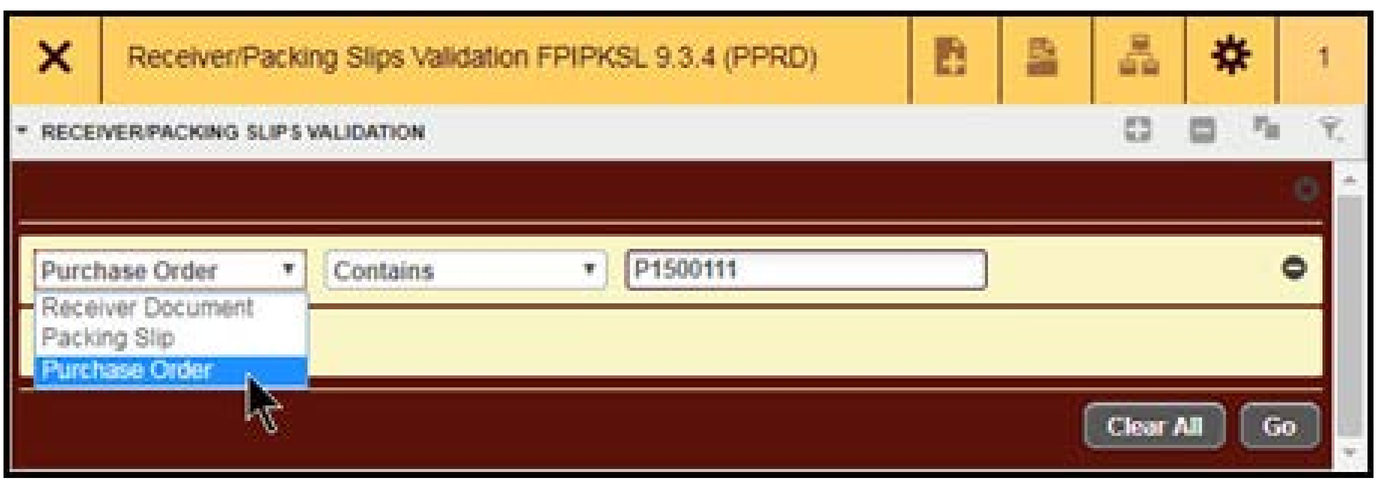
Go To FPIPKSL.

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.

Receiver Document	Packing Slip	Purchase Order	Vendor	Date Received
NEXT	REIMBURSE	P8009580	Hettinger, Jeffrey D.	03/03/2008
\NEXT	101357	P1001843	Total Video Products Inc	10/02/2009
[AR	03/28/2011	P1107520	Office Max	03/28/2011
ZNEXT	30217DN0	P1714556	Daniel A Newman	03/03/2017
YNEXT	6/27/05	P5010430	Perfect Move Inc	06/28/2005
YD77778	CLR 11/4	P1001674	R E Leddon Co	11/04/2009

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.

Receiver Document	Packing Slip	Purchase Order	Vendor	Date Received
Y9143262	1005896513	P1500111	Stericycle Inc	06/05/2015
Y9140795	INV#1005830516	P1500111	Stericycle Inc	05/12/2015
Y9137539	INV#1005761952	P1500111	Stericycle Inc	04/08/2015
Y9135372	INV#1005696146	P1500111	Stericycle Inc	03/12/2015
Y9132959	INV#1005630409	P1500111	Stericycle Inc	02/12/2015
Y9130312	INV#1005564535	P1500111	Stericycle Inc	01/13/2015

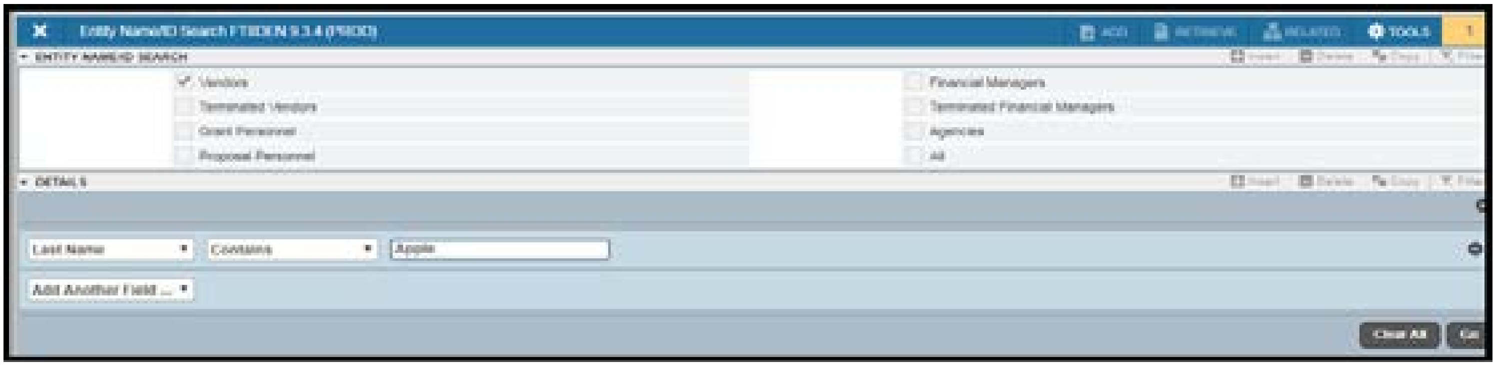
PURCHASE ORDERS BY VENDOR - FPIOPOV

Find a list of all the purchase order for a particular vendor. Go To FPIOPOV.

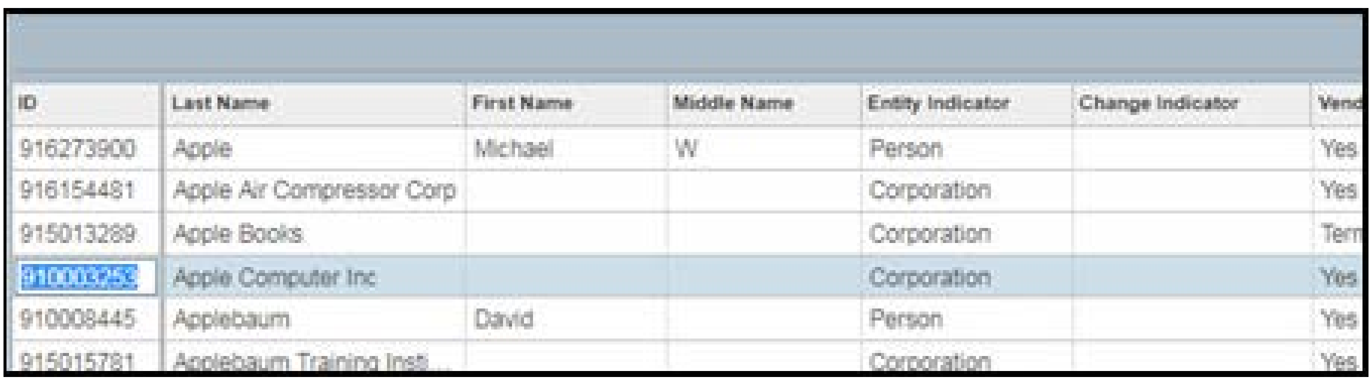
Fill in the Vendor ID or select the three dots next to the field to search.

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.



ID	Last Name	First Name	Middle Name	Entity Indicator	Change Indicator	Vend
916273900	Apple	Michael	W	Person		Yes
916154481	Apple Air Compressor Corp			Corporation		Yes
915013289	Apple Books			Corporation		Term
910003253	Apple Computer Inc			Corporation		Yes
910008445	Applebaum	David		Person		Yes
915015781	Applebaum Training Insti...			Corporation		Yes

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

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 (Log into SSB and go to Submit Electronic Forms) Regular Accounts or Paper Form-Grants

4 User

Requisition created FPAREQN (B9AP), Requisition (SSB), or Rowan ProConnect (Shop)

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).

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 (Office of Contracting & Procurement) (placing a requisition)

Main number – (856) 256-4171
requisitions@rowan.edu
Purchasing (Office of Contracting and Procurement) rowan.edu/purchasing. Select How to Purchase Goods or Services
Contract Inquiries & Submissions contracts@rowan.edu
General Inquiries & Purchasing Information requisitions@rowan.edu
Open Public Records Acts (OPRA) Requests opra@rowan.edu
Public Bidding Questions & Correspondence bids@rowan.edu
Supplier Diversity & Inclusion Questions supplierdiversity@rowan.edu
Vendor Builds, Questions & Correspondence vendors@rowan.edu

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
LinkedIn Learning—Free Online Training Library https://askus.lib.rowan.edu/som/faq/359316

For Banner Access

Request through the Rowan Support Portal ---- go to the **Request Something** section, select the **Access and Security category**, and select **Banner Finance Permissions**. **Note**: All access requests must be approved by the appropriate Supervisor (Manager, Department Head, Faculty member, or Principal Investigator (Grants). Visit the Banner Finance Security website for more information.

Rule Codes

Common rule codes (under **Type** in the Budget forms) you might see in Banner Finance forms:

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
E032 - Encumbrance Liquidation
E090 - Encumbrance Roll

Other Rule Codes you may see:

Requisition and Purchase Order Transactions
REQP - Requisition - reservation
RCQP - Cancel requisition
PORD - Establish purchase order
POLQ - Purchase order - request liquidation
PCLQ - Cancel PO - reinstate request

Invoice Transactions
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

Budget Entries
BD01 - Permanent adopted budget
BD02 - Permanent budget adjustments BD03 - Temporary adopted budget
BD04 - Temporary budget adjustment

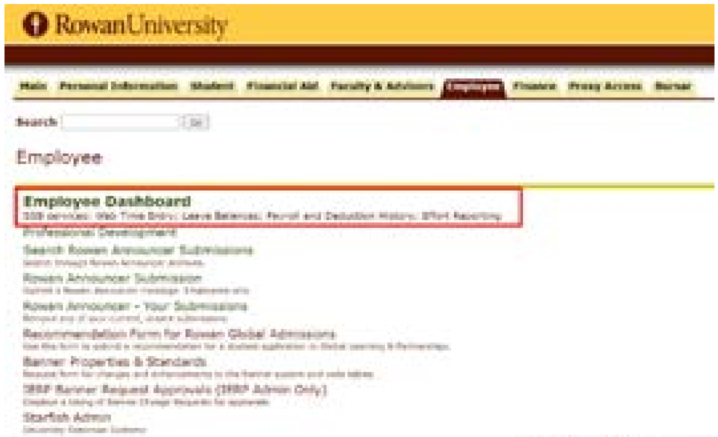
Self Service Budget Transfer (Site Specific)
BXF – Self Service Budget Transfer
BXP – Self Service Budget Transfer – Utility Pool

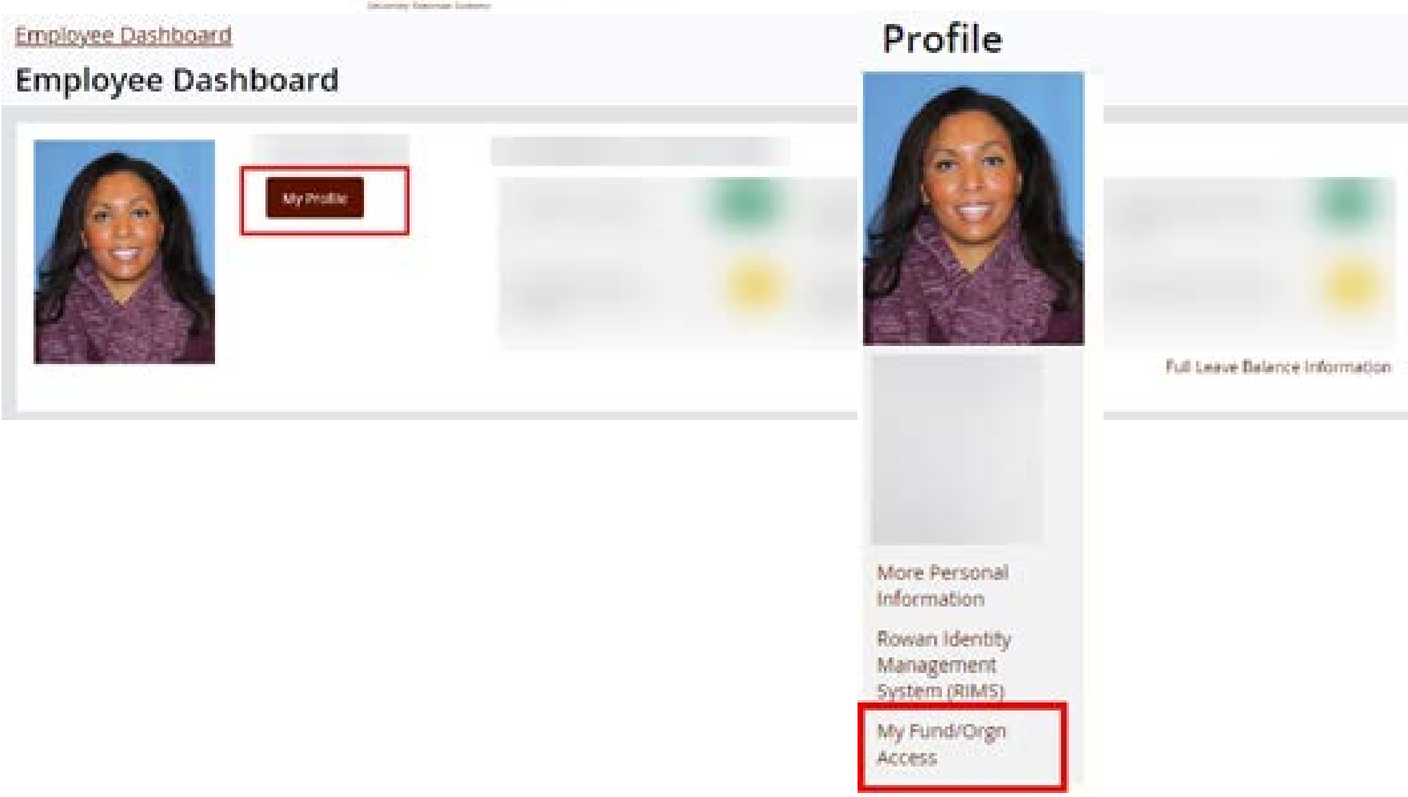
Research Accounting
RAR - Accrued A/R
GRRV - Accrued revenue
GRCC - Cost share charge
GRCG - Cost share grant
GRIC - Indirect cost charge
GRIR - Indirect cost recovery

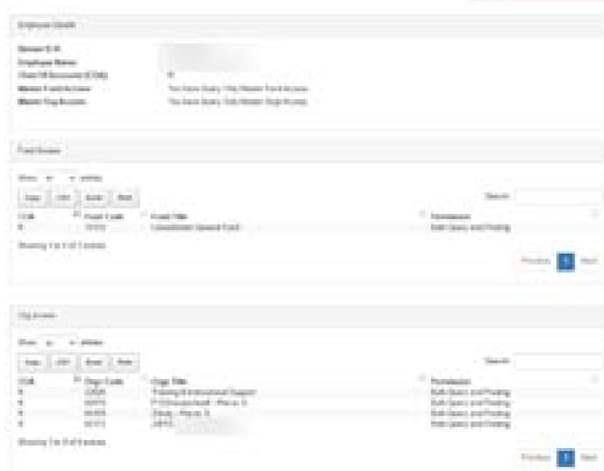
Journal Vouchers (usually entered by someone in Accounting Services or OSP)
JE16 - General Journal Entry (Inter Fund)
JE15 - General Journal Entry (Intra-fund)
JZPC - Rowan PCard Feed

APPENDIX D - FIND YOUR FUND & ORG ACCESS

Find your Fund and Org Access - Banner Self Service rowan.edu/selfservice
Log in with Banner ID and PIN. Go to Employee Tab. Select the Employee Dashboard hyperlink. Select My Profile. Select My Fund/Orgn Access.

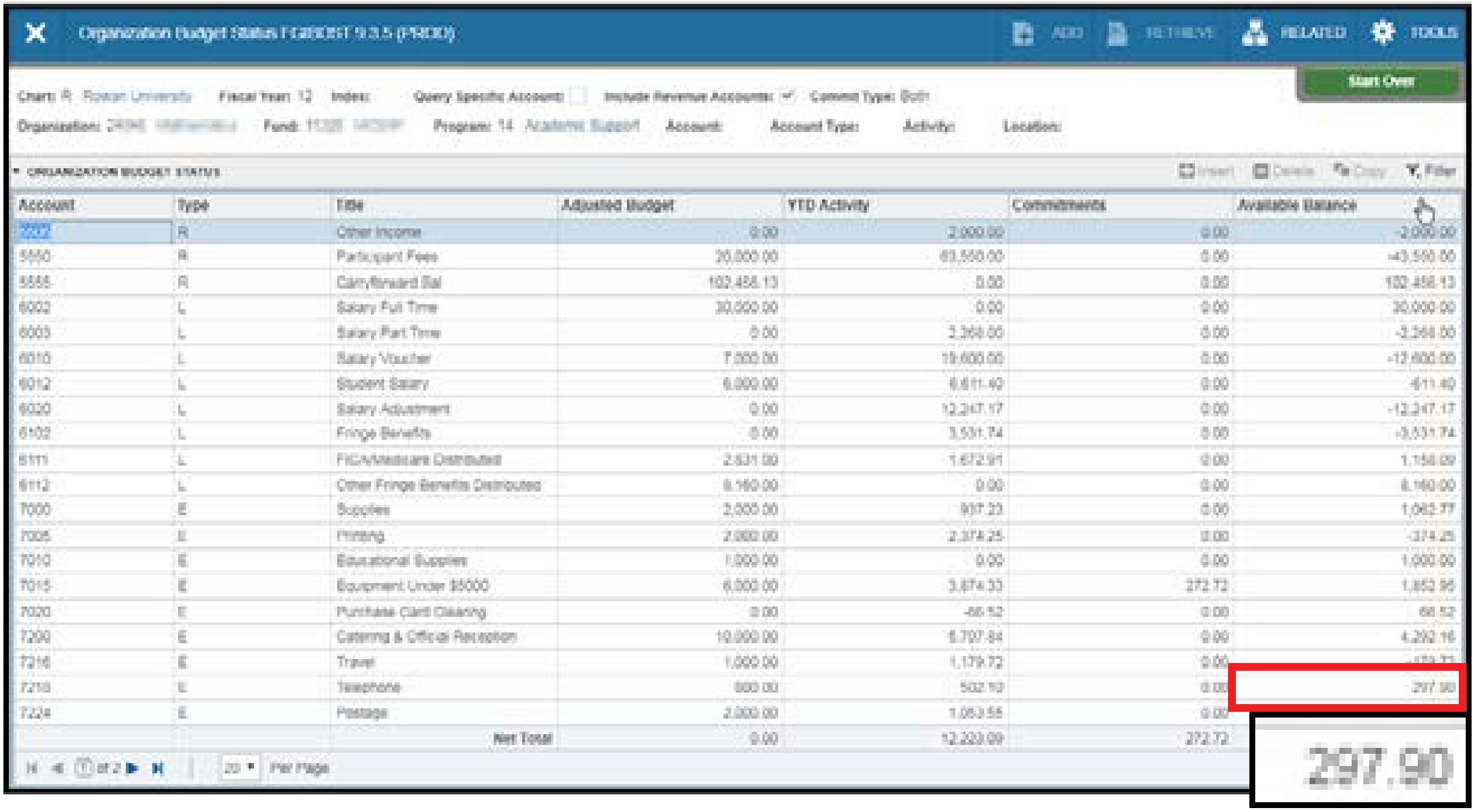






APPENDIX E - LEAVE PROGRAM CODE OFF IN FGIBDST

Example of why to leave Program Code off in FGIBDST.
Program code is entered and the total balance for 7218 is $297.90



Organization Budget Status FGIBDST 9.3.5 (PROD)

Chart: R Rowan University Fiscal Year: 12 Index: Query Specific Account: Include Revenue Accounts: ✓ Commit Type: Both
Organization: [illegible] Fund: [illegible] Program: 14 Academic Support Account: Account Type: Activity: Location:

ORGANIZATION BUDGET STATUS

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
[illegible]	R	Other Income	0.00	2,000.00	0.00	-2,000.00
5550	R	Participant Fees	20,000.00	63,550.00	0.00	-43,550.00
5555	R	Carryforward Bal	102,456.13	0.00	0.00	102,456.13
6002	L	Salary Full Time	30,000.00	0.00	0.00	30,000.00
6003	L	Salary Part Time	0.00	2,268.00	0.00	-2,268.00
6010	L	Salary Voucher	7,000.00	19,600.00	0.00	-12,600.00
6012	L	Student Salary	6,000.00	6,611.40	0.00	-611.40
6020	L	Salary Adjustment	0.00	12,247.17	0.00	-12,247.17
6102	L	Fringe Benefits	0.00	3,531.74	0.00	-3,531.74
6111	L	FICA/Medicare Distributed	2,831.00	1,672.91	0.00	1,158.09
6112	L	Other Fringe Benefits Distributed	8,160.00	0.00	0.00	8,160.00
7000	E	Supplies	2,000.00	937.23	0.00	1,062.77
7005	E	Printing	2,000.00	2,374.25	0.00	-374.25
7010	E	Educational Supplies	1,000.00	0.00	0.00	1,000.00
7015	E	Equipment Under $5000	6,000.00	3,874.33	272.72	1,852.95
7020	E	Purchase Card Clearing	0.00	-68.52	0.00	68.52
7200	E	Catering & Official Reception	10,000.00	5,707.84	0.00	4,292.16
7216	E	Travel	1,000.00	1,179.72	0.00	-179.72
7218	E	Telephone	800.00	502.10	0.00	297.90
7224	E	Postage	2,000.00	1,053.55	0.00	
		Net Total	0.00	12,223.09	272.72	297.90

1 of 2 20 Per Page

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

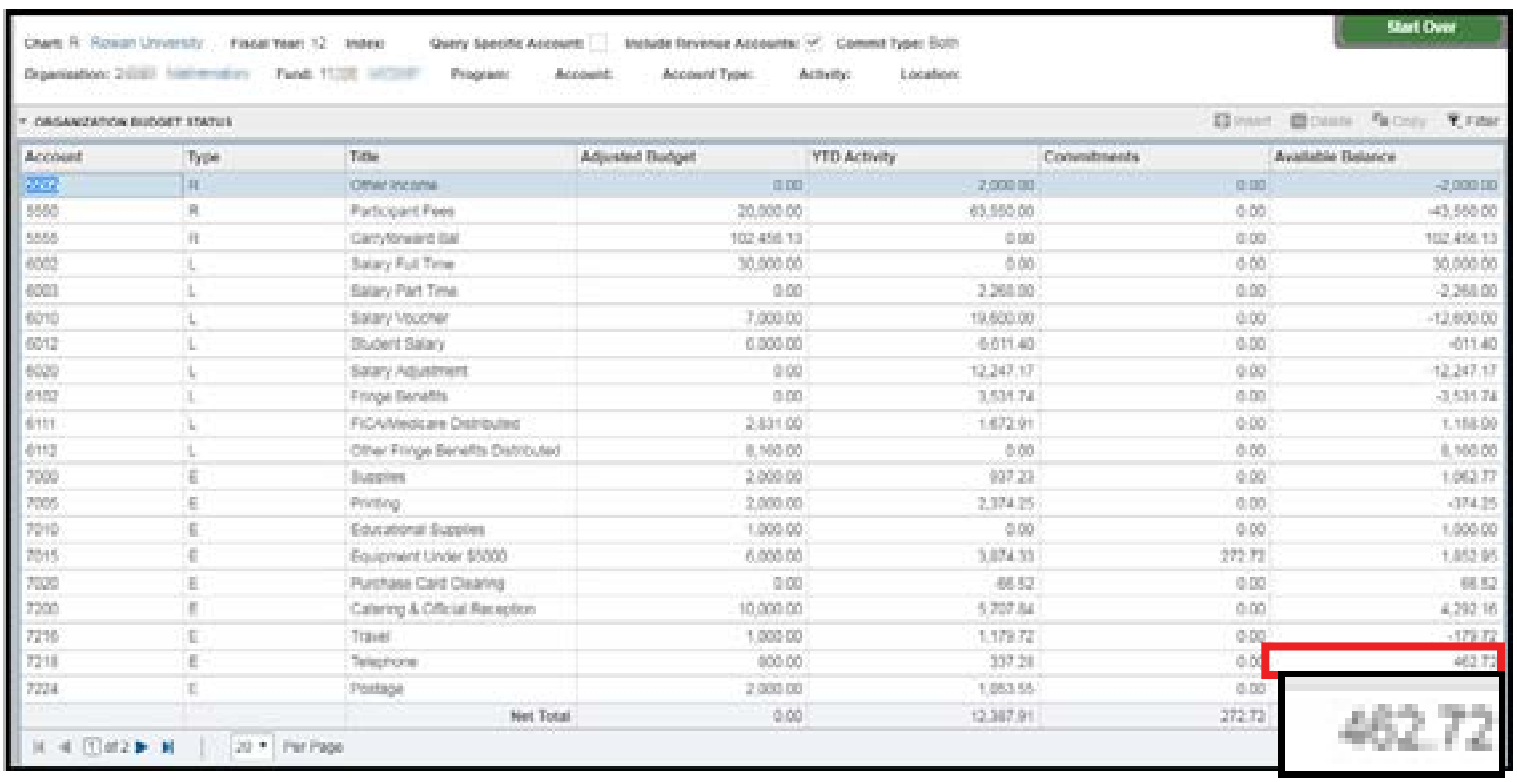


Chart: R Rowan University Fiscal Year: 12 Index: Query Specific Account: Include Revenue Accounts: ✓ Commit Type: Both
Organization: [illegible] Fund: [illegible] Program: Account: Account Type: Activity: Location:

ORGANIZATION BUDGET STATUS

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
[illegible]	R	Other Income	0.00	2,000.00	0.00	-2,000.00
5550	R	Participant Fees	20,000.00	63,550.00	0.00	-43,550.00
5555	R	Carryforward Bal	102,456.13	0.00	0.00	102,456.13
6002	L	Salary Full Time	30,000.00	0.00	0.00	30,000.00
6003	L	Salary Part Time	0.00	2,268.00	0.00	-2,268.00
6010	L	Salary Voucher	7,000.00	19,600.00	0.00	-12,600.00
6012	L	Student Salary	6,000.00	6,611.40	0.00	-611.40
6020	L	Salary Adjustment	0.00	12,247.17	0.00	-12,247.17
6102	L	Fringe Benefits	0.00	3,531.74	0.00	-3,531.74
6111	L	FICA/Medicare Distributed	2,831.00	1,672.91	0.00	1,158.09
6112	L	Other Fringe Benefits Distributed	8,160.00	0.00	0.00	8,160.00
7000	E	Supplies	2,000.00	937.23	0.00	1,062.77
7005	E	Printing	2,000.00	2,374.25	0.00	-374.25
7010	E	Educational Supplies	1,000.00	0.00	0.00	1,000.00
7015	E	Equipment Under $5000	6,000.00	3,874.33	272.72	1,852.95
7020	E	Purchase Card Clearing	0.00	-68.52	0.00	68.52
7200	E	Catering & Official Reception	10,000.00	5,707.84	0.00	4,292.16
7216	E	Travel	1,000.00	1,179.72	0.00	-179.72
7218	E	Telephone	800.00	337.28	0.00	462.72
7224	E	Postage	2,000.00	1,053.55	0.00	
		Net Total	0.00	12,387.91	272.72	462.72

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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.