

# 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



Information Resources & Technology Rowan University <u>irt.rowan.edu</u>

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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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# INTRODUCTION TO ADMINISTRATIVE PAGES



# 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.



G-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



# **NAVIGATE BANNER 9**

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.





(S) ellucian	Requisition FFWREON 9.3.24 (PPRO)	(1)	( 5	n	LV00 B		er toors
isition: NEXT				/	100.00		(
USITION ENTRY	REQUESTOR DELIVERY		Insert 🗧 Delete	Сору	D M	ore Information	Y, Fil
Requisitor	NDT	Commercia				In Suspense	
Order Date	12/20/2022	4 mostly Total	0.00			Document Text	
Transaction Date	12/20/2022	Accounting Total	8.00				
Delivery Date	•		Document Level Accounting				
LESTORDELVE	Vendor Information Cone RY INFORMATION	nodity/Accounting Balanci	ngCompletion			🛛 haart 🗖 Delete	Ration V.
LESTORDELME	RY INFORMATION	nosity/Accounting Balanci	ng/Completion			🖸 baset 🛛 Delete	A Gas X
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Requestor Requestor Organization COA	Vendor Information Come     Vendor Information Come     Pierce, Shearta A,     Im     Im     B Im     Rowan University	nodity/Accounting Balanci	Street Line 2 Street Line 3			🛛 mant 🗖 Determ	An Gaza - Y
Requestor Grganization COA	Vendor Information Cone      Vendor Information Cone      Plorce, Shearta A,        R     H     H     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R     R	nedity/Accounting Balanci	Street Line 2 Street Line 3 Govard			Chant Deter	₩ <sub>B</sub> Gigy (¥
Requestor Grganization COA Email	Vendor Information Come     Vendor Information Come     Pierce, Shearta A,      R          Herce, Shearta A,      R          R          R          R	edity/Accounting Batanci	Street Line 2 Street Line 3 Contact Aberbon To 1			Church E Deter	Ra Giry Y.
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Requestor Requestor Organization COA Email Phone Alea Code Phone Number Phone Extension	Vendor Information Come     Viendor Information Come     Viendor Information     Viendor     Viendor Information     Viendor     Viendor Information     Viendor     Vien	nedity Accounting Balanci	Street Line 2 Sheet Line 3 Contact Attention To * Building Floor City State of Province			Church Deter	An Gray ( W

#### 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.



# NAVIGATE BANNER 9

×	@ ellucian	Requisition FPAREON 9.3.24 (PPRD)		<b>B</b> .400	B HETREM	Astraito	100	s 4	
	Requisition:		Серу			( <b>1</b> )	0	le .	3
Get	Started. Complet	te the fields above and click Go. To search by name	press TAB from an ID field, onler your search o	rileria, and then press ENTER.		U			

X 🐵 effucian Organization Budget Status FGIBDST 9.3.6 (FROD)	B 100	B remains	A REATED	@10015 A
Chart: R. Roman University Fiscal Year: 23 Index: Query Specific Account: Include Revenue Accounts: 🥪 Commit Type: Both				Start Over
Organizationi 22026 Training & Instructional Support Rands 10110 Unrestricted General Fund Program 16 Institutional Support Access Accessed Type: Activity: Location:	ett.			0
				0

ional Menu: PIERCESH							- Star	rt Cuer
NU MAINTENANCE					C interf	Develo	Fa Cepy	¥,F
Type * (Oracle Forms module	- 3							
Object Type			Object Select	on				
Chiject *	Description *		Citipett	Description				
GUAABOT	About Banner 👛		10000051	Document His	story -			
FTWACCT	Account Code Validar		100000					
FOGACTH	Account Hierarchy							
FTWACCI	Account Index Code							
FTWATYP	Account Type Validat							
TOQMENU	Accounts Receivable							
FTWACTV	Activity Code Validati							
GTVDADD	Add-In Validation	1 10 10 10 10						
FOGADOR	Address Information #	Insert Selection						
GOAADDR	Address Review and	Remove Selection						
FSAADJQ	Adjustment To Quant	Insert All						
FSIPHWQ	Adjustment form for 5	Remove All						
a second second second second	Advancement Menu							
ADQMENU								-

3

- **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.



 ■
 Back to Main Menu

 Applications
 Applications

 Banner
 >

 My Banner
 >

 My Links
 >

 Banner Self-Service
 >

 Registration
 ☆

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 querv	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	Až + R
Add EDM Documents	AR + A
Submit Workflow	At + W
Release Workflow	Ait + Q

Function	Key stroke
Export	Shift+F1
Print	CHI + P
Refresh/Rollback	FS
Change MEP Context	At + Shift + C
Open Related Menu	At + 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
Сору	CM + C
Cut	Ctrl + X



## FORM NAMES



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 2** 

#### **POSITION 1**

## **Banner Module/Product**

Α Advancement F Finance G General Positon Control N 0 Customer Contact Р Human Resources/Payroll Electronic Work Queue Q R Financial Aid S Student (shared) т Accounts Receivable

	FI	nance Module/Product Owner
100	٨	Accounts Payable
100	в	Budget Development
10	с	Cost Accounting
10	E	Electronic Data Interchange
1	Г	Fixed Assets
10	G	General Ledger
100	I	In vestment Management
- 6	0	Operations
Ĩ	Ρ	Purchasing/Procurement
ł	R	Research Accounting
100	5	Stores Inventory
100	т	Validation form/table
-5	U	Utility

## POSITION 3

# Type of Form/Report/ Process

A	Application
в	Base Table
1	Inquiry
Ρ	Process
R	Rule Table, Repeating Table
۷	Validation
м	Maintenance

RowanUniversity

#### **POSITION 4**

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

Archive/Purge

***DOCH	Document History
***IDE N	Identification
***PERS	Person
***REQN	Requisition

## **SET PREFERENCES**

Set your preferences so that:

- A. You can see columns heads when you download an Excel spreadsheet.
- B. See the names of the screens on **My Banner**.

weic	ome		
• Search	Direct Navigation	GUAU 1	©†1
		Alternate Logon Verification (GUAL/EPVV)	\$
		General User Preferences Maintenance (GUAUPRF)	\$

#### WELCOME SEARCH BAR

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

× 4 Julion General User Professiones Maintenance GUAUPRF 83	1.18 (2900)	B ADD B HETHERE B HEAREN @ 10043
Diractory Options My Links - Netro Settings 1244	2	
- DISPLAY OPTIONS		🖸 Inset 🖉 Debis 🦄 Dopy 🔍 H
Display Form Name on Title Bar	0	🖓 Display Release Number on Title Bar
C Display Form Name on Mena	$\odot$	😒 Display Database Instance on Tille Bar
ALERT OPTIONS		Direct Direct Acces (X)
Prompt Before Exting Barner		🖓 Display Duplicate ISN-SIN/TIN Warning
Deplay Additional Confidential Warning		Enable Button Accessibility Mode
Display Additional Deceased Varieting		
+ DATA EXTRACT		🖾 innet – 🖬 Intele – 🗛 Corry – Y, f)
🔽 Include Header Row in Data Extract		
+ USER INTERFACE COLOR NETTINGS		Direct Direct Access 7.1
Description	Default Value	User Value
Enter the RGB color code for non iconic buttons.	r204g204b153	r204g204b153
Enter the RG8 color code for the canvas.	r255g255b255	1255g255t255
Enter the RGB color code for code/description prompts.	r0g0b0	r0g0b0
Enter the RGB color code for the menu links canves.	r255g255b255	r255g255k255
Enter the RGB color code for the menu broadcast message canvas.	1255;2555255	(355;255)255
N H TOTAL N. C. N. Perlan		
I I		3

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.

# **MY BANNER - PERSONAL MENU**

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

Select <b>My Banner Maintenance</b> .	Welcome					
	Search	Direct Navigation	My Bannet			

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.

nal Manu: PIERCESH							Star	Over
U MAINTENANCE					Direct	Dunte D	R Copy	¥,ra
Type * Oracle Forms module	- 3							
Object Type			Object Selectio	n				
Object "	Description *		Object	Description				
GUAABOT	About Banner 👛		FORDOOH	Document Hist	ary .			
FTVADGT	Account Code Validar							
FGQACTH	Account Hierarchy							
FTVADCI	Account Index Code							
FTWASYP	Account Type Validat							
TOQMENU	Accounts Receivable							
FTVACTV	Activity Code Validati							
GTVDADD	Add-In Weidation							
OGADER	Address Information (	Insert Selection						
DOAADDR	Address Review and	Remove Selection						
FSAADJQ	Adjustment To Quant	Insert.All						
FSIPHYQ	Adjustment form for 1	Remove All						
ACCMENU	Advancement Menu							
Mod Chartzle M 1 20 - F	wr Page Record 1 of 221		DATE: NO	at be not the			Record 1 o	11



## **MY BANNER - PERSONAL MENU**

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.

Velco	ome		
Search	O Direct Navigation	FGITRND	8
		Detail Transaction Activity	

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





# **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.

Velcome						
Search	O Direct Navigation	FGIBAVL	8			
		Budget Availability Status (FGIBAVL)	슈			

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.

x	@ effucian	Budget Availability Stat	tas FGIBW	. 9.3.13 (PPRD)			<b>B</b> A00	A HELATED	@ 100ES	
	Chart	• A			Fiscal Year: !	23			( Q0	
	index:				Commit Type:	Both				
	Fund:	10110		Unrestricted General Fund	Organization:	22026	***			
						Training & Instruc	Sonal Support			
	Account:	6000		Salary Pool	Program:	12				
Keys -	. >			-						
	Control Fund:			0	introl Organization:					
Co	ntrol Account:				Control Program:					
Pendin	g Documents:									
Get 9	Instact: Connole	to the fields about and c	les Co Tou	wareh ha marma namer TAB from a	a Philad anter mar	nearth criteria an	d there means ENTED			



## **PENDING DOCUMENTS - FGIBAVL**

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.

• TRANSACTIONS	N PROCESS STATUS			C inset	Delata	PB Copy	Ÿ, Filter		
Document	Adjusted Budget	YTD Activity	Commitments	Status	Fund	Organization	Account	Program	Descrip
mann	0.00	0.00	-764.00	Receipt Pending	10110	24040	7015	11	Lenovo
11744177	0.00	764.00	0.00	Receipt Pending	10110	24040	7015	11	Lenovo
Total	0.00	764.00	-764.00						
		Available Balance I	0.00						
1.				14 U					
-([])d11	▶ 11 12 * Pr	r Paga						Reco	vid 1 of 2

## **BUDGET - POOLED AND NON-POOLED EXPENSES**

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

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

Chart: R Fise Control Fund :	cal Year: 20 Index: Commit Type: Bo 10110 Control Organization: 24000 Co	h Fund: 10110 Unrestricted General Intel Account : 5000 Control Program:	Fund Organization 14 Pending Docume	- Jane - Angeler - An Angeler - Angeler - An
BUDGET AVA	LABILITY STATUS			
Account	Title	Adjusted Budget		TTD Activity
786	Salary Pool		1,046,754.00	
5012	Student Salary		10,400.00	
310	Rental Expense		600.00	
645	Equipment & Software Over \$5000		69.454.00	Dealed expenses
12	Non Salary Pooled Expense		295,845.00	Publicu experises
		Total	1,424,054.00	
H =6 (1) 11	A Br H 10 G Par Page			

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).

Chart: R Fis Control Fund :	cal Year: 20 Index: Commit Type: Both Fi 10110 Control Organization: 24000 Control /	Ind: 10110 Unrestricted General Fund Organizati Account: 6000 Control Program: 14 Pending Docum	neets:	
BUDGET AVA	RABILITY STATUS			
Account	Title	Adjusted Dudget	YTD ALISVI	w.
200	Salary Post	1.046.754.0	0	
6012	Student Salary	10,400.0	0	
7310	Rental Expense	600.0	0	
7645	Equipment & Software Over \$5000	69.454.0	0	
72	Non Salary Pooled Expense	296,846.0	6	Non-pooled expense
		fotal 1,424,054.0	0	



## **BUDGET - POOLED AND 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).

X @ ellu	clan Organization B	udget Status FGIBDST 9.3.6 (PPRD)		B A	IO 🗿 HETHICHE 👗 RELATE	D 💠 TOOLS 🌲
Chart: R Rom	an University Fiscal Ye	ar: 23 Index: Query Specific Account	t: Include Revenue Accounts	😔 Commit Type: Both		Start Over
Organization: 2	2028 Training & Instru	ctional Support Fund: 10110 Unrestricte	d General Fund Program: 16 In	stitutional Support Account		
Account Type:	Activity: Locat	iont				
· ORGANIZATION	BUDGET STATUS				Direct Direct	n Ta Corr Y. Film
Account	Type	Title	Adjusted Budget	YTD Addivity	Commitments	Arailable 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	1
7005	E	Printing	1,000.00	0.00	0.00	(
7015	E	Equipment Under \$5000	1,000.00	200.80	235.64	
7210	Ε	Licenses/Registration Fees	0.00	0.00	1,154.00	
7212	E	Staff Training & Development	4,300.00	1,040.90	0.00	1
7215	E	Miloage Reimbursement	200.00	0.00	0.00	1
7218	£	Talephone	1,500.00	500.00	0.00	1
7232	E	Subscriptions/Memberships	280.00	0.00	0.00	í
1-10		Net Total	-731,629.00	-283,949.12	340,374,20	
* 1 N (4) (1)a	13= N 10	v Fer Page				Record 1 of 9

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.



	D losert	Delete	# Copy	P, Filter
	Available Ba	lance		
6			16	152.20
0.				-654.00
0			1	.000.00
4			10	,468.69
0			3	100.00
0				400.00
0			1	,500.00
0			4	,000.00
0				500.00
0				250.00
0				500.00
0				400.00
0				
			Record	1 of 12

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.

# Welcome

Search	Direct Navigation	FGIBDST	8
		Organization Budget Status (FGIBDST)	\$

## **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.

× @ effucien	Organization Budget Status FG/B	DST 9.3.6 (PPRD)			<b>B</b> 400	a remeve	A DELATED	<b>\$</b> 10	cus 🌲
Chart:	R	Rowan University	Piscal Year; *	25				$\square$	90
Index:			Query Specific:						
			Account						
Include Revenue:	$\mathbf{N}$		Commit Type:	Both	*				
Accounts									
Organization:	+-		Fand:		++ Unvis	stricted General P	and		
	Training & Instructional Support								
Program:	16 +++	Institutional Support	Account:		***				
Account Type:			Activity:	0					
Location:									
statement of the local division of the									

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



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 encumbrances (encumbrances).

Available Balance - Current amount available to spend.

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

X @ ellu	cian Organization D	Sudget Status FGISICIST 9.3.6 (F1980)		B *	an 📱 in sine of	A INCARD	100 TOCA .	
Chart: R. Flow Organization: 2 Account Type:	an University Piscal W 2026 Training & Instru Activity: Locat	ear; 23 Index: Query Specific Account ctional Support Pand: 10110 Unreshick	nt: Include Revenue Accounts: of Goneral Fund Program: 16 In	<ul> <li>Commit Type: Both</li> <li>Intuinnal Support Account:</li> </ul>		1	Start O	utr 🗌
+ ORGANIZATION	N BUDGET STATUS				0	I Print Dears	Pa Corr	Y, Filter
Account	Type	Title	Adjusted Budget	YTD Activity	Commitments		Austiable Balar	nce
0002	4	Salary Full Time	721,849.00	281,963.51		338.954.58		
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		235.64		
7210	E	Licenser/Registration Fees	0.00	0.00		1,184.00		
7212	E	Staff Training & Development	4,300.00	1.040.90		0.00		
7215	E	Miloago Reimbursement	200.00	0.00		0.00		
7218	E	Talephone	1,500.00	500.00		0.00		
7232	E	Subscriptions/Memberships	280.00	0.00		0.00		
		Net Tota	-731,629.00	-283,049,12		340,374.20		
1 ≪ (00	17 (k - 10	<ul> <li>Pur Page</li> </ul>					Reco	nd t 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.

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7310		E	
7400		E.	
₩ ⊲ 8	] of 1 ≫ . H	20 •	Per Page
<b>A</b> :	<u>•</u>		
	Reco	ord: 1/18	

RETRIEVE 🛃 RELA	TED 🔅 TOOL
Q Search	
ACTIONS	
Refresh	15
Export	Shiq+P1
Print	Ctif+P
Clear Record	Sh唐+F4
Clear Data	Shift+F5

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

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

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



## **REVIEW BUDGET TRANSACTIONS**

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

Account	Туре	Title
6002	L	Salary Full 1
6003	L	Salary Part
6005	L	Adjunct/Ove
6010	L	Salary Vouc
6012	L	Student Sala
7000	E	Supplies
7005	7000 E	Printing
7015	E	Equipment (
7200	E	Catering & C

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





## TER TRANSACTION DETAILS - FGITRND

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

· DETAIL T	RANSACTION AC	TIVITY								Direct Direct Pattern Y, Fela
Active fill	ers: Accoun	t: 7000 O	Orga	ntration: 16006 O Cita	e Al					Filter Again 0
Account	Organization	Program	Field .	Amount	Increase (+) or Decrease (-)	Type	Document *	Transection Date *	Activity Date *	Description
7000	10006	11	YTD	6.35	4	JE16	FB006212	11/21/2022	11/28/2022	OFFICEDEPOT-W24296732-278688618
7000	10006	<b>t1</b>	YTD	58.53	+	JE16	FB006212	11/21/2022	11/28/2022	OFFICEDEPOT-IV24296732-278680485
7000	18006	11	YTD	107.90	+	JE16	FB006161	10/31/2022	11/01/2022	OFFICEDEPOT-IV24037914-274080805
7000	16006	11	YTD	242.37		JE18	FB006136	10/24/2022	10/24/2022	OFFICEDEPOT-IV23243231-259463296
7000	16006	11	080	25,000.00	+	BOF1	F8005752	07/01/2022	08/24/2022	New Fiscal Vear Budgel
			Total	25,415.15	+					
						9 4 T				
14	(1) of 1 (1+ (1))	10	v Fit	Pape						Record 1 of 5

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.

- DETAIL T	RANSACTION AC	TIVITY									Direct Doble	Record William
Basic Fill	Advanced	Film										c
Account		-	01	penization	٩	Program		۰	Pield	°	Add Another Field	
Annual	0		First	dame.		isi or Decrease ( )	1	Decement	Theread as Date 1	Antipita Paris 1		Citor All Go
HESSOURE .	Congenitation	Program	Preso	NINOUS.	and any	(+) or Decrease (-)		Cocursent	Tartiscon Data	Activity Lete	Description	
31.40	Dattle: H		- Pa	Page								Record 1 of 1

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)..

+DETAL T	RANSACTION AC	TWITY								Cinet Costs	Fa Court	¥, Fiber
Active fill	ters: Type: I	PORD O	Clear, Al								Filler A	941 O
Account	Organization	Program	Field	Amount	Increase (+) or Decrea	ene (-) Type	Document *	Transaction Date *	Activity Date *	Description		
1002	18005	11	ENC	88.40	+	PORD	P2305352	10/26/2022	10/26/2022	Phote Printing Co I	no l	
7005	16008	11	ENC	28.75	+	PORD	P2304864	10/17/2022	\$0/17/2022	Piroti Printing Co I	nc -	
7005	10008	11	ENC	110.00	-	CONTRACTORY	Provide Ball	00000000	7804299993	Read Reading Pro-		
7010	16006	11	ENC	6,891.39	DETAIL TRANSP	ACTION ACTIVITY						
7010	16006	11	ENC	10,239.43	East: Fiber A	dvanced Filter						
7010	16006	11	ENC	2,825.20								
7010	16008	11	ENC	4,728.94	Account		<ul> <li>Founds</li> </ul>					
7010	10000	11	ENC	2,801.87	Heccom		r.dnma		1.		_	
7010	16006	11	ENC	2,777.97	Organization		• Equals	,	-		7	
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-1					Field		Equals	,	0			
hen y	ou can a	idd qua	alifier	s to your								
earch	ı like <b>Sta</b> ı	rts Wit	h, Co	ontains, etc.,	Amount		<ul> <li>Equals</li> </ul>		•			
n case riteria	e you do a.	not kn	ow th	e exact search	Add Another	Field	•					
25										<u> </u>		

## FILTER TRANSACTION DETAILS - FGITRND

## You can export this to Excel by selecting **Tools - Export** as explained previously.

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COA: R	Fiscal Year: 23	index: F	and: 101	112 Organization: 10000	Account: Program: 11	Activity:	Location	Period: Commit Tyr	pe: Buth	Start Over
+ DETAIL 1	TRANSACTION ACT	TWITY								Direct Douts factor City
Active fil	ters: Account	t 7000 O	Clear	Ait						Filter Again 0
Account	Organization	Program	Field	Amount	Increase (+) or Decrease (-)	lype	Document *	Transaction Date 1	Activity Date 1	Description
7000	10000	11	YTD	0.35	+	JE 10	F8006212	11/21/2022	11/28/2022	OFFICEDEPOT-IV24298732-276666616
7000	16006	111	YTD	58.53		JE 18	FB006212	11/21/2022	11/28/2022	OFFICEDEPOT-IV24298732-278680480
7000	10006	11	YTD	107.90	+	JE10	FB000161	10/01/2022	11/01/2022	OFFICEDEPOT-Iv24037914-274080805
7000	16006	11	Y7D	242.37	*	JE18	FB006136	10/24/2022	10/24/2022	OFFICEDEPOT-IV23243231-250463208
7000	16006	11	060	25,000.00	+	SDF1	FB005752	07/01/2022	06/24/2022	New Fiscal Year Budget
			Total	25,415.15						
a contract	Work Inc. In			124		10				Berrot Lot 5
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7000	10000	11	YTD	6.30 58.60		,E10	FB006212	11/21/20/2	11/201	Print Screenshol	On-1 pabos
7000	10000	11	UTD OTY	107.90	•	(E16	F5000101	10/01/2022	10/24/	Clear Record	314-64
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			Total	25,415.15	37) 					Rem Properties	



## 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.

C ellucian	Detail Transaction	Activity FGITRND 9.3.22 (PROD)			E ADD	A IETHON	AREARES	100LS	4
COA:	R	(m)	Piscal Year:	23				60	
Index:	C		Fund:	10112	440				
Organization:	16006		Account:	0					
Program	11	***	Activity:						
Location:			Period.						
Commit Type:	Both								

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.

· DETAIL TREAT BELLINCH	ACTINETS			Biose Biose New York
Blast Titler Alberton	al Class			
Account	Bars Rite	• 10.		0
Organistics	* transis	10		•
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hpe.	* Lunare	19982	- 3	٥
Adv Another Field	+0			
				CT 0



## 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 AG	CTIVITY						Direct Directs Fallogy T, Filter
								[[Filter Again]] O
Account	Organization	Program	Field	Anount	Increase (+) or Decrease (-)	Type	Document *	Description
1000	22004	16	ENC	755.00		PORD	P1012632	MRA International Inc
7000	22004	16	ENC	755.00	*	PORD	P1811717	Lenovo Inc
7000	22004	16	ENC	170.40	+	PORD	P1811505	Office Depat Inc
7000	22004	16	ENC	30.94	7.	PORD	P1009333	Covconnection Inc
7015	22004	16	ENO	244.12	+	PORD	P1012577	Optiv Depurity Inc
7015	22004	10	ENC	896.00	*	PORD	P1811853	COWILC
7015	22004	16	ENC	208.00	*	PORD	P1610228	Oovconnection Inc
7015	22004	16	ENC	675.78	•	PORD	P1810132	Lenovo Inc
7015	Z2004	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 <b>FGIOENC</b> . Enter <b>Chart</b> - R		
Enter Fiscal Year. Enter Organization	FGIOENC	8
Tab and enter <b>Fund</b> . Select the green <b>Go</b> button.	Organizational Encumbrance List (FGIOENC)	<b>\$</b>

×	Organizatio	onal Encumbrano	ce List FGIOENC 9.0 (TRI	NG)	B 400		🔆 TOOLS
	Chart: *	R		Fiscal Year:	17		Go
	Index:			Organization:	24040		
8	Fund:	10110	+++		Training Services 2	4040	
		Unrestricted Gen	eral Fund				

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

× Organiz	ational Encumbrance List FGIOENC	9.0 (TRNG)			8 /	ao 🔒	RETRIEVE	👗 REL	NTED 🌞	TOOLS
Chart: R Fiscal Y	fear: 17 Index: Organization: 24040	Training Serv	c.es 2404	) Fund: 1011	tā Unestri	cted General I	Fund	I	Start O	itert Over (F
· ORGANIZATIONAL	ENCOMBRANCE LIST						E 1010	1 Dolete	Pa Copy	Y. Filter
Encumbrance	Vendor	Item	Acct	Prog	Actv	Locn	Amount		Commit Ty	pe.
P1620571	Aleph Objects Inc	0	7015	11				67.25	U	
P1701894	DS Waters of America Inc	0	7310	11				529.47	U	
P1706954	Pirolli Printing Co Inc	0	7000	11				30.00	U	
P1714135	Lenovo Inc	0	7015	11				764.00	U	
P1715946	Educational Testing Service	0	7000	11				850.00	U	
PR170001		0	6002	11				907,404.96	U	
PR170001		0	6003	\$1				266,428.83	U	
H 4 (Data	F # 10 T Per Page								Rec	ord 1 of 7

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.

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Status	0				Balance			26						
िल	e.				Vendur	F16233030	Alech Ope	ets inc						
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09/29/2018		16425	14670308					-1,10	185					187.5
01/01/2010		6.040	AE1+C1001	Τ.				1.34	5.00					152.00
01092014		1000	MENC MEN	1					1.00					157.52
27/26/2014		6000	RENCIER					1,502	10					187,80
0# 10 2010		19451	11713047					-46	125					67.2
a a Dara a		LL PETRE											No.	card 1 are

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 discontinuted, 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.



## **GRANT BUDGET HISTORY - FRIGITD**

## FRIGITD - Budget history of a grant.

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

In the Search field, enter FRIGITD.

#### Enter Chart of Accounts - R.

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

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

Tab - Organization should automatically fill in.

Select the green **Go** button.

Your budget will fill in below. To drill for more details, filter and export to Excel, refer to the directions for **FGBDIST**.

			AN			1.222	1.251/11			
Accordin	R			Quark.	0.95050	-				
ant Year	1		17	Index		1-1				
Fund	50000			Organization.	1000	I-				
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				tunner hore						
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a Bevanue:				Exclude Indirect						
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## **REQUISITIONS - FPAREQN**

	To create a nev	v requisition:	
	In the Search fi	eld enter FPAREQN.	fpareqri I
	Type the word	NEXT for new requisition.	Requisition (FPAREQN)
	Select the gree	n <b>Go</b> button.	Go
×	@ ellucian	Requisition FPAREQN 9 3 20 (PROD)	
	Requisition:	[NEXT]	

## **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.** 

· REQUISITION ENTRY: R	EQUESTORIDELIN	ERY		🚺 insert 👔 Dalata	Re Copy 🖸 More information 👻 Filter
Requisition	NEXT		Commenta	standing order	In Suspense
Order Date *	03/23/2017		Commodity Total	0.00	Document Text
Transaction Date *	03/23/2017		Accounting Total	0.00	
Delivery Date *	03/23/2017			Document Level Accounting	

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.



Requestor *	(Hegel, Marybeth	Street Line 2	201 Mulica Hil Rd
Organization *	22004 Training Services 22004	Street Line 3	
COA*	R Rowan University		
Email	hegel@roxan.edu	Contact	Bunce Hall 1st Floor
		Attention To *	Marybeth Hegel
Phone Area Code	856	Building	Bunce Hall
Phone Number	256	Floor	1
Phone Extension	4436	City	Glassboro
		State or Province	NJ
Fax Area Code		Zip or Postal Code	08028
Fax Number		Nation	
Fax Extension			
Ship To *	141	Area Code	
		Phone Number	
Street Line 1	Bunce Hall fat Floor	Extension	



# **DOCUMENT TEXT - FOAPOXT**

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.

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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.

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When finished, save and close.

RowanUniversity



## **VENDOR INFORMATION - FTIIDEN**

There are a few possible scenarios for vendors:

Vendor Information Commodity/Accounting Requestor/Delivery Information Balancing/Completion 1. You know the Vendor ID. 2. You know the vendor name, VENDOR INFORMATION but not the Vendor ID. 3. Your vendor is not in Banner. Vendor \*\*\* Vendor Hold 1. If you know the Vendor ID: **Option List** Enter the Vendor ID in the **Vendor** field. Tab to allow the address and contact fields to populate. Entity Name/ID Search (FTIIDEN) 2. If you do not know the Vendor ID: Vendor Maintenance (FTMVEND) Search for the Vendor ID. Click in the **Vendor** field. Select three dots next to the first field after the word **Vendor**. Cancel In the popup dialog box (Option List) choose Entity Name/ID Search (FTIIDEN).

× © effucian	Entry Name1D Search FTIEDEN 9.3.6 (P11	ωy	and a straight	Aman	🛊 1008.5	40			
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Entity Indicator	- Ad	i Another Field ~							
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You will then see the FTIIDEN form.

If you know the EXACT name of the vendor, type it into the **Last Name** field.

Select **Go**.

If you do not know the EXACT name of the vendor, or are not finding the vendor by typing it into **Last Name**, select the **Advanced Filter** link under **DETAILS** 



## **VENDOR INFORMATION - FTIIDEN**

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.

D	Ŷ	Contains	*								۰
Last Name	v	Contains	v Office								۰
First Name	×	Contains	•		-						۰
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Entity Indica	tor 👻	Equals	•								۰
Add Another	Field ~										
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D Las	d Name	First Name	Middle Name	Entity Indicator	Change Indicator	Vendor	Financial Manager	Agency	Grant Personnel	Proposal Personnel	Name
	1 🌬 K	25 v Per Pac	6							Record	, 11of1

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.

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915934		1		Corporation	Nome	Terminated	t o	No	No	No.	
910001	Office Depol	]		Corporation	Nome	Y06	10	No	No	No	LEGL
916430	Office Depot Busines			Corporation		Yes	l o	No	No	No	
910001	Office Depot Inc			Corporation	1.1	Yos	t o	No	No	No	LEGU
916146	Sealant Depot Inc			Corporation		Terminated	8 o	No	No	No	
910036	Tassel Depot-Hofma			Corporation		Yes	l o	No	No	No	
915009	Tech Depot			Corporation		Torminated	t o	No	No	No	
915913	The Gournet Depot			Corporation		Terminated	10	No	No	No	
916013	The Home Depot			Corporation	Norre	Terminated	10	No	No	No	
010009	The Home Deput Pro			Corporation	Name	Yes	t o	No	No	No	
916335	The Home Depot Pro			Corporation	Nome	Ves	10	No	No	No	
916239	The Lab Depot Inc			Corporation	1.1.1.1	Torminated	10	No	No	No	
010143	Trophy Depot Inc.			Corporation		Torminated	10	No	No	No.	
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Case Insensitive Query Case Sensitive Query


# **VENDOR INFORMATION - FTIIDEN**

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



VENDOR INFORMATION			Detert Detere & Copy C More Information - 7, File
Vendor	995430980 ••• Office Depot Business Solutions U.C	Contact	Kate Griggel
	Vendor Hald	Enal .	[
Address Type	PO -		
Sequence		Phone Area Code	456
		Phone Number	325-8307
deetSine1	COP Business Solutions	Phone Extension	
Direct Line 2	1000 North Malayy Indi		
Street Line 2		Fax Avea Code	
		Fax Number	
City	Boca Baten	Fax Extension	
State or Province	R.	Decourt	+++
Zip er Postal Gode	22456	Tax Group	
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If the address is incorrect, select the three dots next to the **Address Type** field to view additional addresses.

Requeston/Delivery Info	queston/Delivery Information		Information	Commodity/Accounting
VENDOR INFORMATION	N	197 197		
Vendor	916430	960 ***	Office Depo	of Business Solutions LLC
	Ven	dor Hold		
Address Type	PO			
Sequence	1			
	-	description of the second s		



# **VENDOR INFORMATION - FTIIDEN**

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

ADDRESS INFORMATIO	N QUERY		C losert	Delete	PB COPY	Y. Filter
Address Type	AP	Street Line 2				
Sequence Number	3	Street Line 3				
Source	SELF					
From Date		City	Cincinnat			
To Date		State or Province	ОН			
Status Indicator		ZIP or Postal Code	45263			
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Street Line 1	PO Box 630613					
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4 4 (1 of 3 🏲 🕅	1 + Per Page				Rec	ord 1 of 3
	2 3				-	
	5			1	CANCEL	SELECT

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

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		Pure lucter	
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		Parlimeter	
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1946an		Currently	(m)

If you cannot find the correct vendor or vendor address, email the Office of Contracting & Procurement 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: <a href="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</a>.

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.

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# ITEM TEXT

#### **Optional - Item Text** Ċ. RELATED RE TRIEVE TOOLS Each line holds up to 50 characters (8-10 words). Q Search To add additional descriptions for each line item: Review Commodity Information [FOICOMM] Select the item Item Text [FOAPOXT] Select Related-Item Text from the menu bar. Document Text [FOAP Item Text [FOAPOXT] Select the green Go button. Commodity Text (FOATEXT) \* Procurement Text Entry FOAPOXT 9.0 (TRNG) × в Go Text Type: REQ Code: R1710894 Change Sequence: item Number: 1 Vendor: 910001389 Office Depot Inc. Commodity: Binders Description Modify Clause: Copy Commodity: Text Default Increment: 10 Get Started: Fill out the fields above and press Go.

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**.

Procurement Text Entry FOAPOXT 9.0 (TRNG)			8	8	8 <b>4</b>
Text Type: REQ_Code: R1716894 Change Sequence: Item Number: 1 Vendor: 910001389 Office Depot Inc Commodity Description: Binders Modify C Default Increment: 10	lause: Copy Commodity Tex	E [_]		Start	Over
* PROCUREMENT TEXT ENTRY		C insert	Delete	The Copy	r, Fin
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clear covers on the binders					
H H T Of I IF H I TO * Per Page				R	ecord 2 of
Vhen finished, select <b>Save</b> and close.		SAVE	×		

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

**Bottom Right Top Left** 





# 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.

Segurice COA	Test Jules	Fand	dage .	Ant	Prop	Arte	Loon	Proj	
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	· · ·	- F		1.000					
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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

Sequence COA	Year	Index .	Fund	Oran	Acct	Prog	Activ	
4.0	17		10110	22004	7000	16	11	
R	17		10110	22964	7010	16		
R & OALE R L DR	1 . F. W. 1994							
		74			U50			
Extended Amount		8						
Discourt		H.)				0.00		
Additional						0.00		
Tax		GIÓ				0.00		
FOARAL Total						18.75		
Document Total						27.50		
Remaining						0.00		

# **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.



# COMMODITY LEVEL ACCOUNTING

## What is Document Level Accounting vs Commodity Level Accounting?

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

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

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

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

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100	Locardent Inc.	1.00.00					



# **COMMODITY LEVEL ACCOUNTING**

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

Next Section.



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

ACCONTING											
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	3				USO						
Extended Am	and the		0		1		000 20	1			

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

	<b>王</b>
--	----------

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.







# COMMODITY LEVEL ACCOUNTING

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

ALMONG .											Elect Electro	Section Victory
lagaran KDR	. Toal	and an	Tuni	Orgs	440	ana .	4.8	Loca	Pag	Rid-Overvice	No Lapor	
1.0.00			. 99110	Name -	1998	88				0		
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		5			100							
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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**.





# **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.

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dependent of the second s						

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 any-thing 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**.

×	Requisition FPAREQN 9.3 (TRNG)	
	Requisition:	Серу

The new requisition number is immediately assigned.

Copy FPAREON 9	Copy FPAREQN 9.3 (TRNG)				
Requisition	[R1715896]				
			Cancel		

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.

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factorize (Construction)		automation.	101		



# 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.

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¥ ¥								100	

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

DELIVERY	: 8 a.m 3 p.m. MonFri. 24-hour notice for large deliveries is requested.	Standing Purchase Order				
Item	Description Quantity Unit Price Total					
DELIVERY	: 8 a.m 3 p.m. MonTri. 24-hour notice for large deliveries is requested.		Regular Purchase Order			
Item	Description	Quantity	Unit Pric	e	1001	
Rowan	University					

# 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.

t Q, 🍗 Rowan University	
Document History FORDOOH 9.0 (TRHG)	
Gocument Type: (RES)	Doctatheet Code: (R78/13208

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

X Document History FOEDOCH 9.0 (	THNG)	10 400 (2) 1011	eve 👗 Related 🐥 Toola
Decement type: REQ_Requisiton_Decement of	iaaanii Arit? tüüdiğ		Start Over
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H - THEFT N	2		Record 1 of 1

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

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	Requis	ition R	1718632				Go	
Copy								
Get S	tarted: Fi	li out the	fields above and press Go					



# **INCOMPLETE REQUISITION**

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

<b>T</b>

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

	Imput	CommoSity	Accounting	Status
Approved Amount	1,000.00	t.000.00	1,000.00	BALANCED
Discourt Amount	0.00	0.00	0.00	BALANCED
Additional Amount	0.00	0.00	d 00	MALANCEN
Tax Amount	0.00	8.00	0.00	BALANCED

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

REQUISITION ENTRY: R	EQUESTORIDE	LINERY			10 inter	d 🗖 Del	ele PB Cop	y 🗅 More Information	9, Filter
Requisition	R1718632		Comments					In Suspense	
Order Date *	04/19/2017		Commodity Total		1.0	00.00		Document Tex	d
Transaction Date *	04/19/2017		Accounting Total		3,0	00.00			
Delivery Date *	04/19/2017			Docume	ent Level Account	ng			
Requestor Delivery Inf	ormation	Vendor Information	Commodity:Ad	ccounting	Balancing/Com	pletion			
REQUESTOR DELIVERY	INFORMATION	N			C Inse	Del Del	Cop	y 🖪 More Information	Y Filter
Requestor	Hogel, Mary	both		1	Street Li	ne 2 201	Delete (Shift-	H6)	
C	[avaux	-			diameter in				
Press <b>Delete</b> ag	ain to del	ete the record		Press Dele	te Record agai	n to Delet	e this record	1.	
Select <b>OK</b> .	All All	Commodity and Ac	counting Record	ts will be de	eleted OK				
Deletion of Requ	uisition is	complete.	Deletic	on of Requi	sition is comple	sted			

# **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.





## **RECEIVE A COMPLETE REGULAR PURCHASE ORDER - FPARCVD**

### **Receiving Header**

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

RECEIVING HEADER				Direct Drive	Pacesy W.Phin
Receiving Steffind	[		Text Exists		
Carrier	()	Received By	SAVAGE/		
Date Received *	(83/28/2917 🔳				

### **Packing Slip**

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

	-
--	---

<ul> <li>PACKING SLIP</li> </ul>			🖸 Inser 🖾 Deine 🦄 Copy 🔍 Film
Packing Stp	(JV5032017 4)	Bill of Liding	
	Ted Exists		

#### **Purchase Order**

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

· PURCHASE ORDER				🖸 leset 🗖 Delete 🌆 Copy 🤗	Filter
Purchase Order	P1706547	Boyer	Gina Floyd		
Receive or Adjust Remo	Receive Items     Adjust Items	Vendor	916179390	Digital Assurance Certification LLC	



## **RECEIVE A COMPLETE REGULAR PURCHASE ORDER - FPARCVD**

From the menu bar select Tools -			<b>B S</b>	4	*
Receive All Purchase Order Items		Q Searth			
		ACTIONS			
		Exit Quickflow			
		About Banner	5		
		OPTIONS			
		Receive All Pr	achase Ord	ker Hasman	
You will still be on the first screen.		Select Purcha	se Order Ite	ims (FPCF	c Recei
Select <b>Next Section</b> from the bottom left.		BANNER DOCI	IMENT MANA	GEMENT	
	▲ <u>×</u>	Retieve Door	menta		45-8
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Receiver Document Code: Y 1724520				Shert O	-
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+ PACKING BLIP		Dies	ert 🔲 Deiete	₽ <sub>B Copy</sub>	T. Filter
Packing Sip MBH032317	Bill of Lading				
- FURCHASE ORDER		Dins	ert 🗖 Delete	<b>r</b> ∎ Copy	Y, Fiber
Purchase Order P1708547	Buyer	Gina Floyd			
Receive or Adjust   Receive Items Items	Vendor	936179098	Digital Assuran	ce Certificato	n LLC
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### **RECEIVE A COMPLETE REGULAR PURCHASE ORDER - FPARCVD**

#### **Commodity Screen**

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

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

COMMODITY				٤	Inset Do	ists Facopy	$\widehat{\Psi}_{i} \widehat{F} \widehat{H}_{i} \widehat{F}$
Receiver Document Code	Y 1724529		Purchase Order	P 1706547			
Packing Slp	M8H032317		Vendor	Digital Assura	nce Certification i	цс	
DETALS				5	insert 🖬 De	lete 🖷 Copy	Ψ, File
item.	E		Commodity Record Count		4		
Commodity Code	Description		Stock Item	UIM	FOB Code	Final Receive	d
CI0237-000	Ongoing Fee-Annual			EA			
H K () of the H Quantity	To Date	Current				Rec	and 1 of
Received	1.	( t)	UM	E	Ă.	iii) EA	CH.
Rejected	c		UM				
Returned	6		Primary Location				
Accepted	τ.		Sub Location	C			
Ordered	۲.						
	tem Suspense		Tolerance Suspense			Tolerance Overtide	
COMPLETION				5	Sinsed E Co	inte Pacopy	$\Psi_{\rm c} = 0$
Complete In Pri	ocets						
And the following between							



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 Goods FPARCVD 9.3 (TRNG)	8	4	*
Recei	Code		Go	
Over 1	Started: Fill out the fields above and press Go.			

#### **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.

X Receiving	Soods FPARCVD 9.3 (TRNG)				8		릚	*
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· PURCHASE ORDER			3	C insert	Delet	- <b>1</b> 80	Copy	9, Filter
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(.4:0)d(1)-)	1 T.S. Par.Page						Rep	ord 1 of 1



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

8 8 4	*
Q Search	
ACTIONS	
нен гифенсе	
Display ID Image	
Exit Quickflow	
About Banner	
OPTIONS	
Receive All Purchase Order Items	
Select Purchase Order Items (FPCR	CVP
EANNER DOCUMENT MANAGEMENT	100
Retrieve Occuments	ANT
Count Matched Documents	
Add Documents	>

Select the green **Go button**.

N 160	cewing Good	R PO IIIIII SEECIOI PPC//CVP 9.0 (19/43)				E 2	56	×
Purchas	e Onder: P17 Vendor: 010	1465718 Dynamic Security LLC Receiver Docum H032317 Receiver	nder: nber ment:17245 e All:	50			Go	
SELECT NO	VIDUAL ITEMS				Direct	Delete Fg.Co	97 Y	f, Filter
term	Commodity	Commodity Description	Text Exists	UM	Quantity	Quantity Accepted	Add In	tern
1	17020-000	EVIP01 Exacq vision camera software-ote D16-8-050	NONE	EA	15	0		3
2	IT020-000	Patch cables	NONE	EA	15	0		
t	(T025-000	AXIS P3224-U/ fixed dome	NONE	EA	15	0		
4	IT020-000	Installation labor	NONE	EA	1	0	E	3
H 4 🛈	of 9 Stern H	22 × FerFage					Record	11,014



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

Purchase Orc Vendor: 9161	ler: P 1704853 45718 Dynam	Blanket Order Number: © Security LLC Receiver Document: Y 1724530 Packi	ng Slip: MBHO	12317 Rece	ive All: 🗔	Ļ	Start.O	wer
SELECTINO	NICUAL ITEMS				Cinset	Delete	<b>П</b> Сору	.Ÿ,Fit
Rhem	Commodity	Commodity Description	Text Exists	U/M	Quantity	Quantity Ac	cepted Ad	d Item
1	17020-000	EVIP01 Exacq vision camera software-gte D16-8-050	NONE	EA	15		0	2
2	11020-000	Patch cables	NONE	EA	15	6	0	
3	IT020-000	AXIS P3224-UV fixed dome	NONE	EA	15		0	
4	IT020-000	Installation labor	NONE	EA	1		0	
2	17020-000 17020-000 17020-000	Patch cables AXIS P3224-UV fixed dome Installation labor	NONE NONE NONE	EA EA EA	15 15 1		0	

### 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.





X Receiving	Goods FPARCVD 9.3 (TRNG)					8	A *
Receiver Document Co	de: Y1724529			J	Star	l Over	
- RECEIVING READER					Delete	Fig Cop	y T, Film
Receiving Method			Text Exis	a.			
Carrier		Received By	HEGEL				
Date Received *	03/23/2017						
- PACKING SLIP			l.	() insiet	Delete	r <sub>il Cop</sub>	y Y.Fite
Packing Slip	MBH032317	Bill of Lading					
Difes.	Text Exists						
· PURCHASE ORDER			3	1 Insert	Delete	r <sub>in Cop</sub>	y Y, Fite
Purchase Order	P1708547	Buyer	Gina Fibyd				
Receive or Adjust	Receive Items	Vendor	916179098	D	ytal Assuran	ce Certifici	ation LLC
Items	Adjust Items						
HIM DATE:	E ParPage						Record 1 of 1



= 0	Rowan University				0	Mary	Elizabeth H	egel 4	Sign Qu	i 7
X Receiving Go	ods FPARCVD 9.3 (TRNG)			E	ACCO 8	8	RETREM	4 -	BATER -	🗢 1000
acaiver Document Code	= ¥1727550								Sia	n Ower
COMMODITY							Direct	Detete	Pacer	W. Filter
Receiver Dolument Y	1172780		Purchase Droter	P1701834						
Painting Sap 2	Venior	Oreener O	eaner bis							
DETALS							Diret	Duiete	Pa Copy	¥, Filter
Dem	2		Gammedity Record Count	[	9					
ommodity Code D033-000	Description LAUNDRY & DRY CLEANING SER	MICES 7 35 Geld	Stock 1	tern	UM. EA	R	Difi Cade	Final	fieceived	
n in Oraci e st	10 * ParPage								Fier	and 1 of 1
Quantity	To Date	Quinett								
Received	ø	1		UM					-	
Rejected	à			UN					10	
Returned	0			Primary Loca	bon .		0		10	
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Ordered	12.0									
1	Nom Suigeme	Tale	rance Suspense				Town	ince Override	8	
COMPLETION							C3 maart	Talata	Pa Conv	1. FR1
Complete ] [ In Proc	955									
× ×										BAN

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.

Commodity Code	Description		Stock Rem	UM	FOE Code	Final Received
CD233-000	LAUNDRY & DRY CLEANING SE	RvACES 7.20 Tan		EA		
00233-000	LAUNDRY & DRY CLEANING SE	RACES 7 20 Octo		CA.		0
CD233-000	LAUNDRY & DRY CLEANING SE	RVICES 7.20 Yellow	- ED -	EA.		•
R HIGHTH H	10.4 PerPapa					Facord 3 of 3
Quantity	To Date	Current.	_			
Received		1	La	a	28.3	
Rejected	a.		UA.	a.		-
Returned			Primary L	ocation		[+-]
Accepted	0		Sub Lo	cation		[++]
Ordered	•					
13	Rein Suspense	Tolerance	Daperae		C Tolera	nce Override
· COMPLETION					C Post	Dente Patroy V. Film
Complete ] In Proce						



### Select Complete.

Commodity Code	Description		Slock Rem	UM	FOB Code	Final Received
C0233-000	LAUNDRY & DRY CLEANING SE	RMCES 7.20 Tan		EA.		0 3
CE213-000	LAUNDRY & DRY CLEANING SE	RVICES 7.20 Gold		EA		
00233-000	LAUNDRY & DRY CLEANING SE	IRVICES 7.20 Yellow		EA		0 .
N -R ([] of the N	In a Parlian				_	Record 3 of 3
Quantity	To Date	Ourrent				
Received	0	[	U	w.	28	
Rejected	0		U	N.		
Returned	ġ.		Primary (	003500		1-1
Accepted	0		Sub Lo	cation		1-1
Ordered	r.					
10	Rem Suspense	Tolerance :	Cupenae		7 59/3	nce Overnde
* COMPLETION		-2-1			C itset	Celeter The Copy   9, Film
Complete In Proce	58					



You will receive a message at the top of the page with acknowledgement of completion.



### 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 Goods FPARCVD 9.3 (TRNG)	8	*	*
Recei	iver Document: * NEXT		Go	
Over 5	Started: Fill out the fields above and press Go.			

#### **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.

				2 2	L *
				Start	Dvers
	C	nsert	C Delete	r <sub>B Copj</sub>	W, Filte
	Text Exists				
Received By	HEGEL				
	C	risart	Delete	r <sub>ii Copy</sub>	$\Psi_{\rm r}$ Fite
Bill of Lading					
	0	insert.	C Delete	Copy	<b>Y</b> , File
Buyer	Gina Floyd				
	B-46-4 70/2012				
	Received By Bit of Lading Buyer		Received By HEGEL		Start



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



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

×	Receiving Face	ute PO Nerri	Selection (PCRCVPIE) & (PPRC)				A set A second	America Contra
~	urchase Order: Vervior:	P1800358	Earth a	Blanket Order: Number	V1601112			60
	Recking Same	EXCEPTION	THER	Receive All				
* SELEC	CT INDIVIDUAL IT	ENS		C Departe Pro-			C root	Cause Salary X, rate
ters .	Commo	sdity Ce	inwadity Description	Test Exists	UM	Anourt	Amount Received	Add tiers
	1 CD268	5-000 PC	ISTAGE, FEDEX USE AS NEEDED BY DEPARTMENT	T EXISTS	EA		2,011.86	6.00
18.4		10.0	<ul> <li>PacFage</li> </ul>					Record 1 of 1



Select the check box next to the line item.

Pun	chase Order:	P1800318		Blanket Order:	C		i i	(	60
э	Vendor: Pecking Silp:	915000094 EK071818	FedEx	Receiver Document	V1901112				
* SELECT	T NOIVIDUAL IT	ENS					Disset Diss	11. T	Carl W. Jane
itares .	Comme	dity Co	mmedity Description	TextExists	UM	Anount	Amount Received		Add term
-	1 00254	1-000 PC	OSTAGE, FEDEX USE AS NEEDED BY DEPARTMEN	t Exists	EA.		2,011.86	0.0	
10.04	[]d1 ≥ 1	10	• / Pix Page						Fecord 1 of 1

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. .





<b>^</b>					-	
leceiver Document Code: V1724520					Start C	lver
RECEIVING HEADER		0-	her!	Delete	r <sub>B Copy</sub>	$\langle \overline{Y}_i F \rangle$
Receiving Method		Text Exists				
Carrier	Received By	HEGEL				
Date Received * 03/23/2017						
PACKING SLIP		0	sed	Deleta	¶∎ Copy	19.00
Packing Sip. MBH032317	Bit of Lading					
Text Exists						
PURCHASE ORDER		<b>0</b> in	sert	E Delete	Г∎ Сору	Ψ,FI
Purchase Order P1706547	Buyer	Gina Floyd				1
Receive or Adjust   Receive Items	Vendor	916179398	Dg	tal Assuran	ce Certificati	on LLC
Items O Adjust Items						
H 4 [] of 1  = H     1 + PecPage					Re	cord 1 c

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

× Receiving G	icods FPARCVD 9.3 (TRNG)			B	400	a sense	A neo	no 🔹	1001.8
leceiver Document Cod	Her Y1727552							Start O	Ner :
COMMODITY						O rest	Deire .	Paces)	$\Psi_{i}(i) =$
Receiver Document Code	v172755.		Purchase Order	P170028					
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2am	1977		Convocity Record Court		(F)				
Commodity Code	Description		Stock B	em	UM	FOB Code	Final P	leceived	
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ii ≪ (f)att ≥ ii	10.* Perfase							Rec	ord 1 of 1
Quantity	To Cote	Cutrent	_						
Received	0.00	50	00	U8	. N		<b>T</b> 20	8	
Ordered	0.000.00								
	tain Sugenie	Tolera	nce Suspense			Tolera	nce Override		
COMPLETION						C mart	Deinte	Second	

RowanUniversity

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

- COMPLETION	
Complete In Process	

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).



leceiver Document Codel Y	(1727664							Star	t Over
COMMODITY						C have	Deisie	Factory 8	$\hat{\boldsymbol{Y}}_{i} f =$
Raselver Document VI7 Code	72788		Purchase Order	PITI	2142				
Penning Step 50	48 17		Ventor	Film	er Schendific Ce L	LC I			
DETALS						O men	Delete	Sa Copy	<b>Y</b> , Filler
ler.	8		Commodity Record Count	F	ii.				
Contribudity Code	Description		Stock B	em .	UM	FOB Code	Final F	eceived :	
00031-000	12640 Blade, Ridol		5505-30	TT.	EA		1		
20031-000	0644319 Tube, Gentritupe			1111	EA				
XXI31-000	99641273 Screw Cap GLS80				EA				
20031-000	0075350 Forcea				EA				
D031-000	10316A Forcep				EA				
20031-000	1031710 Forceo				EA				
20031-000	20710H Filter				EA				
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2031-000	1201004 Caleviator				EA.				
H 4 ()#2► H	10 · PerPage				1000			Reco	vd 1 of 12
Quantity	To Date	Current							
Received				5	м	1.0		-	
Rejected	ø			Ŀ	an -			14	2
Returned	0		10	Primary	Location			-	
Accepted	1			SUD L	location			-	
Ordered	1								

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.

X Document History FOID	XOCH 9.0 (TRNG)		8	-	4	*
Document Type: PO Purchase Ord	Pr Document Code: P1717385		I	5	lart Ov	er
* DOCUMENT HISTORY			🕃 insert 🛛 Dele	· •	Сору	👻 Filter
Document Type	Document Number	Status	Status Description			
Requisition	R1718182	A.	Approved			
Purchase Order	P1717385	A	Approved			
Receiving Documents	Y1727555					
K ≪ [])oft ⊨ H   10	+ PerPage				Reco	and 1 of 3

### 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.

eiver Document Co	ode: Y1727555			Start Over
ECEIVING HEADER			C insert	Delete Copy 👻 Fit
Receiving Method			Text Exists	Delete (Shift+F6)
Carrier		Received By	HEGEL	
Uate Received *	04/19/2017			

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**.

×	Document	History FOIDOC	H 9 0 (PROD)			~	٠
D	ocument Type:	REQ		Document Code: R1303656		Go	
Get S	Started: Fill out	the fields above and	f press Go.				

Each document code is followed by a status indicator.

X Document History FOID	OCH 9.0 (PROD)		B	1	1	*		
Document Type: REQ_Requisition	Document Type: REQ_Requisition Document Code: R1303656							
DOCUMENT HISTORY			🖸 Insert 🗖 D	elete	Fa Copy	P. Filter		
Document Type	Document Number	Status	Status Description			24		
Requisition	R1303656	A	Approved					
Purchase Order	P1303596	A	Approved					
Invoice	10320214	P	Paid					
Check Disbursement	30250625	×	Cancelled					
Check Disbursement	30252729	F	Final Reconciliation					
Receiving Documents	Y9071183	C	Completed					
H ≤ () of 1 ≫ H   10	Per Page				Re	cord 1 of 6		

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





## **DOCUMENT HISTORY - FOIDOCH - REQUISITION INFORMATION**

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.



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X Decument History FOIDOC	H 9.0 (PROD)	A00	2	RETRIEVE		•	TOOLS
Neumani Type: REQ Requision De	cument Code: R137355			Q.I			
				Requisition	into (FPIREO	NJ	
OCCURENT INSTONY				Query Doc	ument (BY TY)	PEL	
Document Type	Document Number	Status	50				
		A.	14	1			
Purchase Order	P1303595	- A -	70	l			
Invoice	63320214	P.	19				
Check Disbursement	34250625	A					
Check Disbursement	20252729	1	Eit				
Repeiving Documents	19671163						
				1			
				1			
<u> </u>				<i></i>			SHIE
EDIT Record 16 FORDO	HC1.DOC_TYPE_DESC(I)					elh	cian

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





## DOCUMENT HISTORY - FOIDOCH - PURCHASE ORDER INFORMATION

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.



× Purchased	Stanket/Change Orde	r Query FPIPUR	R 9.0 (PROD)		🖹 AD 🤮 HETHE	IVE 👗 RELATED 🐥 100
Purchase Order: #170	21538. Illumitet Order:	Change Seguers	or Number:			Start Over
· PORCHAREDLANKET	ORDER INGUNYI DOCU	ACN'T INFORMATION			0	tean Calaba Ra Casa R Filler
Purchase Order	1000000		Ontonry Date	00000016		
Branket Order			Comments	90	Charge Sequence Number	
Online Durin	01000016		Commodity Total	400.00		h busete
Transaction Date	81000018		Accounting Total	400.00		Document feat
· PURCHASEBLARKET	ORDER INSURY, DOCU	NUMBER OF THE OWNER			0	net Octobe RaCity V File
	Complete			Repistor Documentan		
	2 Aproved	User ID	MORRO	Buyer Code	1.8	
PrintDate	01000016	Type	Standing		Lot Manu	
Cantel Date		3.5	haran bid	Barriel Order etonation Date		
Doned Date					Rush Order	
Actually Cover	11000014				2 NS Charlot	
UHF D	ACRED				Defense Ealing	
7,64	Danley			Purchase Order Copied From		
Cappel Reality	11			000	ALMER .	



## **DOCUMENT HISTORY - FOIDOCH - RECEIVING INFORMATION**

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.

	0								
X Docs	ument History FOIDOCH 9.0 (	TRNG)		A00		*	RELATED	*	TOOL
ocument Type	r. PO Purchase Order Docum	ent Code: P1717027						Start Or	res
DOCUMENT HI	STORY				Ole	sert 🗖	Delete 7	Copy	P.Fit
ocument Typ	18	Document Number		Status	Status Descrip	noite			
oquistion		R1717869		A	Approved				
urchase Orde	É.	P1717027		A	Approved				
leceiving Door	uments	Y1727556							
4 4 Out	T IN 10 Per Pag				ncomplete R	leceivii	ng	Rec	ord 1 o
ect Reiau ect the gr	reen <b>Go</b> button.	the form			Q	Info IED	DEON		
ect Relate ect the gr	reen <b>Go</b> button. ction to move through	n the form.			Q   Requisition Query Doct	umant (E	REQNJ	s	art Over
ect Relate ect the gr Next Sec	reen <b>Go</b> button. ction to move through	n the form.	Tertian	N	Q   Requisition Query Doc	unio (FP	NREGNJ		art Ove
ect the gr	reen <b>Go</b> button. ction to move through	n the form.	Ted Data	N	Q, ] Requisition Overy Doc	i Info (FP	NREQNJ	•	art Over
ect Relation ect the gr	reen <b>Go</b> button. ction to move through	n the form.	Test Loos	N	Q,   Requisition Query Doct	ument (C		- <b>6</b> (1)	art Over
ect Relation ect the gr e Next Sec	ed—Query Document reen <b>Go</b> button. ction to move through	n the form.	Test Dans	*	Q,   Requisition Query Doct	ument (E		5 - 7 <sub>8</sub> ( 1)	art Over
ect Relation ect the gr e Next Sec	AMINING	n the form.	Test Exerts	M.	Q,   Requisition Query Doct	ument (6		5 - 7 <sub>8</sub> ( )	art Orm
ect Relation ect the gr e Next Sec	ed—Query Document reen <b>Go</b> button. ction to move through see yachita novector	n the form.	Test Easts	N	Q,   Requisition Query Doct	ument (B		- <b>A</b> (1)	art Orm
ect Relation ect the gr e Next Sec Next Sec	Arronal	n the form.	Test Easts	N.	Q,   Requisition Query Doct	ument (E			art Orm



### **DOCUMENT HISTORY - FOIDOCH - INVOICE INFORMATION**

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.

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	<b>±</b>

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X Document History FOIDOCH 9	0 (TRNG)	B 400	8	RETRIEVE	RELATED	* TOOLS
Decument Type: REQ_Resultion Decum	ant Code: R1363555			Q Bearch		
				Requisition	n Info (FPIREON)	
DOCUMENT HISTORY				Query Dec	ument (BY TYPE)	é
Document Type	Document Number	Status	510			
Regulation	R1303066	A	100			Quer
Purchase Order	P1303518	SA c	Appl			
tivitie			Paid			
Invoice	10320209	(P	Paid			
Check Disbursement	30250405	(F)	Final			
Check Disbursement	30251277	15	final			
Receiving Documenta	¥9071176	C.	Com	k.		
	997.					
X Invoice/Credit Memo Query F	AINVE 9.2.2 (TRNG)	E 400		emeve 🎍	RELATED	TOOLS
Document: 10319465	Mu	tiple:	_			Go


### **DOCUMENT HISTORY - FOIDOCH - INVOICE INFORMATION**

#### 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.

× muscatin	Idit Memo Query FAINVE 9.2.2 (TRNG)		🖹 400 📓 RETREVE 👗 RELATED 🏶 TOOLS
Decument 10319903	Multiple Regular Mendor: 810002000 Dovenendes the V	Andor Hold 🗍 – Purchase Order: P1303818	Black Over
COMBADDITY INFORMAT	NON REDUKAR		🖾 theart 🖾 Datate Re Copy 🖸 More Information 🔍 Filter -
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involve term	2	Tel Oraz	
	🗌 Vendor Hald		
	Oversity	Line Price	Extended Price
Ordered	30.00	7.4000	222.00
Astepled	86.60	7.4508	422.00
Involation	30.00	7.4500	222.00
Approved	30.60	7.4000	212.00
Datacet			
- <u>+</u>			CANCEL BELEGT



### **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.

X Document History FOIDOCH 9.0	C Document History FOIDOCH 9.0 (TRNG)						
Databased Type: F22 Payridian Database	nd Code: #1102201			Q, Beach			
				Requisition Is	w (FPIREGN)		
DOCLMENT HISTORY				Gurry Doc at	LINE VERY VERY		
Decommon Type:	D-sourcessed Regelater	Distort	States Description				
Resystem	A 1303002	4	CARDINES		-Outry Dec	sument JEV TVI	
Purchase Drate	P1022818	- A.	Approval		-		
the other and th	1021000	P	Pad				
Reference.	-0020024	P	P+4				
Direct Distances and	11005-08		Paul Resentation				
Exags Disbursement	20281277	P	70a Resemilators				
Balance Calomette	#4017176		Completed				

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.

Charle Number	(SASEALOF	Bank: [30]	 1		Ge
CINERS INSTITUTE	20630403	 trankt. [30	 -	1	
Vendors		Check Vendor:			
Check Date:		Check Type:			
Check Amount					
Cancel Date:		Cancel Reason:			
Cancel Date:		Cancel Reason:			



### **DOCUMENT HISTORY - FOIDOCH - CHECK INFORMATION**

**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

X Check Payment	History FAICHIKH 9.0 (TRING)		B 400	A HERBENE	👗 H	LATED	🏶 100L
Check Number: 30250405 Check Date: 11/02/2012	Bank: 30 Roson General Discursement V Insk Type: Batch Check Amount: 1,058.70	Andor: 910002909 Gosconnection Inc. Check Cancel Date: Cancel Reason:	Wendor:			Sta	rt Over
CHECK PAYMENT HISTORY				C meen	Delete	Re Copy	<b>Y</b> , Filter
Document Number	Document Type	Net Amount					
0319640	Invoice						221.61
0319863	Invoice						280.63
0319865	Invoice						103.70
0319866	Invoice						128.25
0319967	invoice						140.27
0319968	atvoice						129.00
0320421	Ihvoice						65.40
a a maria a	10 * Per Page					Rec	ord 1 of 7
VENDOR INVOICE				C risert	Centre O	Pa Copy	T.Filler
Vendor Invoice Code		Vendor Invoice Amount					-
49537857							22151
_					1000	a section	
A _					CANCE	SELE	CT SAN

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.

×	Detail Encumbrance Activity FGIENCD 9.2.2 (TRNG)			AD0	E series	• 4	RELATED	*	TOOLS
	Encumbrance: * [P1303818]]	Encumbrance: Period	Al		-			60	
Ovt 5	Started. Fill out the fields above and press Go.								

X Detail from	ntrance Activity FOIENCO 5 2 2 (TRNG)			<b>B</b> 400		A	
Decembration Proppil	g - Encontinues Pariat J.;						Start Over
ENCOMERANCE INFOR	ALTICH				Distant.	Birns Path	V. 1941
Description.	Devamenter ms	Des Brotister	1011200				
Status.	F	Balance		4.00			
500	n	Vender	21000306	Governmentan me			
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AGD A		ShiurBranie		A06.45			
		(Application		-626.61			
Fund	894	Batania		2.00			

Encumbrance, amount liquidated and balance.

					1 mage1	Contract Parcent	1.8.694
amaution Date	Type	Dooument Code	Adum	Transaction Amount	Renaining Balance		
0.01/2012	PORD	P (1008198		E24.81		536.63	
6162012	10403	1001000		-20.61		254.20	
0/19/20/2	(NE)	10123239	τ.	-241.22		0.00	
1. 利用用用用	111 2010						eard 1 of 2

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.

Original User ID	HEGEL	COA;	A		9e
Riscal Year:	17	Document Type:			
Desmert		Batus:			
Activity Date From:		Activity Date Te:			

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).

×	Document by User FO	ADOOU 9.0 (TRNG)				B 400	A service	4	ELATED	🗱 100LS
Original U	NW ID HEGEL COA R	Flocal Yeat: () Docum	ent Type: Document.	Itatus Activity Date	e Fram: Activity Date To.					1 Ower
- DOCUME	NT BY USER		×	-			Clinet.	Celete	Pa Cepy	W.Filter .
Elshes	Document Type	Document Code	Charge Sequence	Eutorisaian	Description.	Autivity Date	Document Amount	D	my Donaman	
2	21/	10010178			0. Golgie Faxe Transfer	08/02/20/2	-0	.210.00	6)	
A	REQ	Pt 1300250			Heimmatri	01102012		130.00	6	
A	980	# ±100530			Hagel, Maryheth	00/32/00/2		1,100.00	6	
A	REG	# 1300535			Low	0110-0012	7	100.00	6	
	REO	#1100134			Richardson	(82)10(0010		100.00	6	1.1

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.

DETAIL INFORM	MAT	ion.										E3 mart	Di Destrito	Pattory	₩, Fifte
Sub Number		em.	Sequence	Journal Type	Description	Amount	Sign	Currency	Document Reference	COA	Index	Fund	Orga	Acct	Frog
	X.	0	1	8021	water cooler tental	600	00 - Meus			R.		10.00	24545	7400	14
	5	0	- 2	8021	water obciler rental	600	100 + Plus			R		10.08	34646	7310	14



## **VENDOR DETAIL HISTORY - FAIVNDH**

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

Vendor Detail H Vendor: [ Selection: All Invoice Date From: [	tail History FAIVNDH 9.0 (TRNG)		1
Vendor; [ Selection: [ Invoice Date From: [ Get Started: Fill out th	AI X	Vendor Hold:	
Get Started: Fill out t	he fields above and press Go.		

#### Select Entity Name Search (FTIIDEN)



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





# **VENDOR DETAIL HISTORY - FAIVNDH**

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

Select Go.



Last Name   Contains  Deput  Add Another Field		į,
Add Another Field *	-	0
Chur All	6	1
Last Name   Contains  Depot		
Add Another Field T		

Double click on the vendor you wish to research.

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	1	all and the second	Martin Martin	and the second s	(Charachest					-	· ·	ā
-	Lati sara	FURNAME	And the second	Eveny rea	Charge ine	1	1	-		0	1994	
19453-8-	And Departure Capital						- 2-	14	-	12	1000	
	Copy Capita in Name January			14			-12-	-	-		Leon,	
1077272	D'Deese LLC					- 17	- 14		78	18		
2704000	Depth America Ins					14	- 14	- 14	76	14	1.0	
0002544	Dis Not Use Harrie Deput 2042			0		1	.76	N .	16	-N	68.04	
4010496	Do Not Use Home Depit Credit Services			- 0		17	- 16	N	19	11		
0001066	Do Not Use Office Depot			0	N	1¥.	28	14	76	176	10.07	
8010703	Do Not Use The Home Depot			0		1	84	14	11	14		
2121108	Dry Ice Depile			c	31	¥.	196	14	16	10		
MACA02	Hisna Dept			0		19	14	N	18	N		
10000164	Home Depth 0040			14	N.	18	24	10	in .	N.	LEOL .	
RPO107	Hame Depar Crede Stanicles			6	14	18	14	14	14	14		
0040404	Harrie Deuxt Divre 0874			0	N	1.4	34	N.	16	19		
0009177	Harrie Deput Suspis			0	14	11	14	19	19	16		
0194490	Lemination Deput Ins			0			24	24	19	76		
6034187	Matter Teledo Lab Repair Depot			0	N	. Y		64	10	14		
000+346	College Direct			0	N	19	- 16	14	15	N	LEGL	
4007000	Office Depit Inc.			0		1.19	1.04			in:	LETT.	
09749100	Search Dapper Into			0			14	10		14		
NTMAT .	Testal Depoting/Trial & Laky Inc.			0		10	10	14	14	14		



# **VENDOR DETAIL HISTORY - FAIVNDH**

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

X Vendor De	ted History EA/VNDH	9.0 (TRNC)			B 400.	D INCOMENT	👗 налар	* 100.5
Weaker Subschote	Al .	-	Vendar Hand:	1-0			L	64
Invoice Date From:	C		Singular Date Ta:					
Get Dianed Fit aut	the Falids above and press	i Øa.						

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.

× Ventor Det	ETHNY FANTS	91 9 0 (119VG)						E I	A00	a nemere	4.*	ылта	<b>#</b> 100
Venter antopologi of	the Dent Inc. Yes	ar her br	witten Al	Fiscal Year: Invo	ice Date From: Itera	ice Date To:							eLDwe
· VENDOR DETAL HISTO	*									0 test	Deiste	. Cory	¥.Fitar
Version Involute	levolae .	Approval	VIC.	Cristit Meno	OpenPaul	Canoni	Version Insister Arm		Due Date	Chanik Date		Ches	a Mart
240631355001	(0010714)		- 14	14		N		195.10	101070004	18-100-1-20	Dé .	8000	101
201820041-001	100140020	-19	114	19	P	14		201.04	0121000	25-18/920	10	8001	: 10
291403641-002	10014030	5W	14	14	*	14		121.08	01/21/2006	25-JAN-22	10	3007	0.0
288199611-001	10058140	19	- 1N	16	P	14		210.08	38-04-2008	07-7074-200	8	3052	1271
200-11-002	100361(21	39	N	14	P	201		126.00	09/01/2008	06-2079-200	28	3002	1991
947913591-301	10101546		. 54	- W.		14		-1.95	0905.007	0.569-20	0.F	3010	shet.
30/19401713-00H	10101807	19	114	10	P	- 294		18.47	09-06/2007	07.667-20	07	3010	3748
367540771-001	10131598	W.	- 14	19	P	N.		17.98	29-25-2207	87-567-29	67	5010	0146
140405	10143000	¥	11	16	P	19		2,006,011	1218/201	18/08/0-08	0.1	3014	Canto
141423	-01-6761	19	16	10	p	16		1.001.10	01172008	15-41A-PL-20	08	3048	3946



# 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 help-ful 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.

X Receiver/Pa	icking Slips Validation i	FPIPKSL 9.3.4 (PPRD)			B	10	alla a	*
* RECEIVER/PACKING SL	IPS VALIDATION			😫 insert	Delet	e 78	Сору	Y, Filter
Receiver Document	Packing Slip	Purchase Order	Vendor			Dat	te Rece	eived
NEXT	REIMBURGE	P8009580	Hettinger, Jeffrey D.			03/	03/200	0
WEXT	101357	P1001843	Total Video Products Inc			10/	02/200	9
IAR	03/28/2011	P1107520	Office Max			03/	28/201	1
ZNEXT	30217DN0	P1714556	Daniel A Newman			03/	03/201	7
YNEXT	6/27/05	P5010430	Perfect Move Inc			06/	28/200	5
Y077778	CLR 11/4	P1001674	R E Ledden Co			11/	04/200	ġ.

From the drop down menu, select **Purchase Order**. Select "**Contains**" or "**Equals**".

Enter the PO number.

Select **Go**.

×	Receiver/Pa	acking Slips	Validation	n FPIPK	(SL 9.3.4 (I	PPRD)	E		P.a.	₩	1
• RECEI	VERPACKING SL	IPS VALIDATIO	N						0	0 %	Ŷ.
Purch	hase Order	• Contai	ns	•	P1500111	ł					•
Packi	ing Slip tase Order										
	R	5						(	Clear		•

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
V9130312	IAA/1005564535	P1500111	Starievela 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.

=	a 9	PROD RU	🖸 Mary Elizabeth Hegel 🔒 Sign Out	7
×	Purchase City	ers by Vexar FPICPOV 9.3.5 (PROD)	Ban Barnest Assess	0 100A.B
	Wendor: Fiscal Year: Departmention		Statust:      Open      Classed      Cancelled      Recomplete      All	De .

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

Select **Go**.

× Entry No	where Search F THEREN S 3.4 (PRICE)	🖀 ann 🔒 armann 🖾 anarm 🔷 10045 👥
+ ENTITY MAREID	MAACH	Diver Diver Actes 1.X Pre-
	🖌 Mandoon	Prostal Managers
	Terrenaled Vendure	Terminated Pinancial Managers
	Grant Personnel	Apencies
	Proposal Personnel	0 M
· DETAILS		Elizat Elizate Selare X Inc.
Last Name	Contains	٥
Add Another Fr	eid	
		Con 44 (4

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		Tern
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.

E Q PROD RU					A Mary Eszabeth Hegel	🖨 Sign Out 🛛 📍
X Purchase Orders by Vender FPIOPOV 8	3.5 (PROD)				E ALL D MATTERS	Antona Quean
Vendors 910003253 Apple Computer Inc. Stee	e Djeo Closed Cancelled Incomplete At	Finos/Tearr 10	COA: R	Organization		Mari Deve
PURCHASE UNDER S BY YERDOR					E2 5	Lines   Salier   Krimer   -
Purchase Dolar Camenality	Estimately Description	Eula .	UM	Guardity	Annual	
1005-000 IT005-000	AppreCare for 15mch MacBook Pho	87/05/2017	EA.		1.00	259.00
P1800071 (T004-000	Quale 2102775100 Maction Pre 15-Nr Shar	0.005/2017	EA.		1.00	2,069.00
P1800176 CD123-000	Apple Lapton Repair (R238432180)	0106/2017	EA.		1.00	766.00
P1820229 (T021-000	Apple TV & protection plan 2102703018	01062017	EA.		1.00	226.00
P1800308 (T001-000	27 min Mae	07/07/2017	EA.		1.00	1,618.00
P1800401 (1001-000	MPROZUL/A MacBook Pro-	07/07/2017	EA.		1.00	1,440.00
P1000404 IT001-000	27" Mar. Retria SK Display for Oleve Perginetia	0707/2017	EA		1.00	2,449.00
P1100404 (11001-000	AppieCare+ for issa	00001/2017	EA.		1.00	110.00
P1800405 IT004-000	12.9 INCH IPID PRO GOLD ENGRIFED	07/07/2017	EA.		1.00	1,079.00



# **APPENDIX A - REQ TO CHECK PROCESS**

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



3

#### Department

Department wants to order goods and/or services.

### User

Budget Transfer if Needed Budget Transfer (Log into SSB and go to <u>Submit Elec-</u> <u>tronic Forms</u>) Regular Accounts or Paper Form-Grants

# 5

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

### Procurement

User

Purchase Order document is emailed to user.



#### Department

Goods/services are physically received in department.

# 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)

### 2 User

Budget is reviewed in FGIBDST (B9AP) or Budget Query (SSB)

### User

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

### 6 Pro

User

Procurement

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

# 8

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

### 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).

# 12

### Accounts Payable

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



### **APPENDIX B-HELPFUL WEBPAGES & EMAIL ADDRESS**

#### **Resources for Help**

#### **Helpful Email Addresses**

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

#### Budget

Budget Office website <u>sites.rowan.edu/budget</u> <u>budget@rowan.edu</u> Account Codes <u>https://sites.rowan.edu/budget/\_docs/account\_code\_definitions.pdf</u>

### 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 <u>contracts@rowan.edu</u> General Inquiries & Purchasing Information requisitions@rowan.edu Open Public Records Acts (OPRA) Requests <u>opra@rowan.edu</u> Public Bidding Questions & Correspondence <u>bids@rowan.edu</u> Supplier Diversity & Inclusion Questions <u>supplierdiversity@rowan.edu</u> Vendor Builds, Questions & Correspondence <u>vendors@rowan.edu</u>

#### Accounts Payable (payments to vendors)

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

#### **Other Helpful Webpages**

Campus Directory <u>rowan.edu/ph/</u> Grants (Sponsored Programs) <u>rowan.edu/grants</u> Information Resources and Technology <u>rowan.edu/irt</u> Training Services – Information Resources and Technology <u>rowan.edu/irt-training</u> LinkedIn Learning—Free Online Training Library <u>https://askus.lib.rowan.edu/som/faq/359316</u>

#### **For Banner Access**

Request through the <u>Rowan Support Portal</u> ---- 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 <u>the Banner Finance Security website</u> for more information.

# **APPENDIX C - RULE CODES**

### **Rule Codes**

Common rule codes (under Type in the Budget forms) you	Invoice Transactions
might see in Banner Finance forms:	INNI - Accounts payable invoice without
	encumbrance
PORD - Establish purchase order	INNC - Credit memo without encumbrance
(when a PO is created)	ICNI - Cancel invoice without encumbrance
man design and the second s	ICNC - Cancel credit memo without encumbrance
INNI - Accounts payable invoice without encumbrance (like	ICEL - Cancel invoice with encumbrance
an MDV or allect pay to kowan's travel agency)	DNNC Charle Citi with and with endimbrance
INEL Invoice with an cumbrance (a Burchase Order or travel	DNNC - Check - C/M with an symbolic
encumbrance is attached to the Invoice	CNNL Cancel check - invoice without encumbrance
encumature is actucied to the invoke)	CNNC - Cancel check - C/M without encumbrance
INEC - Credit memo with encumbrance a Purchase Order or	CNEL - Cancel check - invoice with encumbrance
travel encumbrance is attached to the credit memo)	CNEC - Cancel check - C/M with encumbrance
DNNI - Check - invoice without encumbrance	Budget Entries
(like a check for an MDV)	BD01 - Permanent adopted budget
	BD02 - Permanent budget adjustments BD03 -
DNEI - Check - Invoice with encumbrance	Temporary adopted budget
(a purchase order or travel voucher is attached to the check)	BD04 - Temporary budget adjustment
BDZ1 - Budget transfer done by end user	Self Service Budget Transfer (Site Specific)
	BXF – Self Service Budget Transfer
E100 - Travel Encumbrance	BXP – Self Service Budget Transfer – Utility Pool
E000 Encumbrance Elguidation	Decearch Accounting
Lugo - Encomorance Roa	PAP Accounting
Other Pule Codes you may see:	GPRV, Accured A/A
durit Ruit Cours you may act	GRCC - Cost share charge
Requisition and Purchase Order Transactions	GRCG - Cost share grant
REOP - Requisition - reservation	GRIC - Indirect cost charge
RCQP - Cancel requisition	GRIR - Indirect cost recovery
PORD - Establish purchase order	
POLQ - Purchase order - request liquidation	Journal Vouchers (usually entered by someone in Ac-
PCLQ - Cancel PO - reinstate request	counting 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.



Employee Dashboard

#### **Employee Dashboard**

My Profile





More Personal

Rowan Identity Management System (RIMS)

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

X Organ	ization Dudget Statu	s FG806T 9.3.5 (PR00)			🖪 ADD 📓 HETHENE	👗 RELATED 🔅 TOOLS
Charts R. Roward	University Piece T	var: 12 Index: Query Specific Account	nt: 📄 Instructe Revenue Account Annie Budgold — Account	s: ✓ Cannesit Type: 0011 Account Type: Activity:	Lecation	Start Over
· ORGANIZATION I	BUDGET STATUS				Direct	Denis Petray V.Filer
Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Batance
2222	R	Other Income	4	2,000.0	0.00	-2,000.00
5550	8	Participant Fees	20.000	00 03,550.0	0.00	-43,550.00
5555	8	CarryRoward Sal	102,456	13 0.0	0.00	102,456,13
6002	6	Salary Full Time	30.000	0.0	0.00	30.000-00
6003	L	Salary Part Trree	0	2,268.0	0.00	-2.268.00
6010	L	Balary Voucher	7.000	00 19.600 0	0.00	-12,600.00
0012	5	Student Salary	6.000	0.611-4	0.00	611.40
6020	1. C	Salary Adjustment	0	12.247.1	0.00	-12.347.17
6102	1.	Fringe Barkefits	- 6	3,531.7	4 0.00	-0,531.74
STI	L.	FICAMedicare Distributed	2.631	1672.9	0.00	1.158.09
6112	L.	Other Fringe Benefits Distributed	8.190	0.0	0.00	8,160.00
7000	E	Bupples	2,000	937.2	0.00	1,062.77
7005	11	Printing	2,000	2,374.2	5 U 00	-374.25
7010	6	Educational Supplies	1,000	0.0	0.00	1,000.00
7015	E	Equipment Under \$5000	6,000	00 3.87#.3	272.72	1,852.96
7020	E	Purchase Card Dealing		-65.5	0.00	66.52
7200	E	Catering & Official Reception	10.000	6.707.8	0.00	4,292.16
7216	£	Trainet	1,000	00 1,179.7	2 0.00	- 175 75
7258	1L.	Taxephone	000	00 502.10	0.00	- 297.90
7224	£	Postage	2,000	00 1.053.51	0.00	
1		Net Tota	0	00 12.223.0	272.72	
N 4 (1) H 2	▶ H 22 *	Per Page				297.90

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

Charle R. Roser	B Science University Final Years 12 Index Charles Encount I Inducts Descent Adduction of Commit Tuber Science						Start Over	
Departicution: 21	Dill historiality P	und 1100 willing Program A	ccount: Account Type:	Activity: Location:				
ORGANIZATION BUDDET STATUS							a Paccaly W.Fabr	
Account	Type	Title	Adjusted Budget	YTD Activity	Convoltments	Available	Balance	
2222	н	Other Income	Persona management	2,0	00.00	0.00	-2,000 10	
5550	8	Participant Poes	20.00	0.00 63.9/	90.00	0.00	-43,550.00	
5555	(n	Cartytoward ibal	102,45	6.13	0.00	0.00	102,458,13	
6002	L	Balary Full Time	30.00	0.00	0.00	0.00	30,000.00	
6003	L	Ealary Part Time	1	0.00 2.3	68.00	0.00	-2,268.00	
6010	(L.	Salary Voucher	7,00	0.00 19,6	00.00	0.00	-12,800.00	
6012	L	Budent Salary	6.00	6.00	11.40	0.00	-011.40	
6020	i le	Salary Adjustment	( )	0.00 12,2	47.17	0.00	12,247.17	
6107	- 16	Fringe Benefits	1	0.00 3,5	31.74	0.00	-3,535.74	
6111		FICA/Vedicare Distributed	2.83	1.00 1.6	72.91	0.00	1.158.00	
6112	it.	Other Fringe Benefits Distributed	8,59	0.00	0.00	0.00	8,100.00	
7000	6	Buppiles	2.00	0.00	97.23	0.00	1,062.77	
7005	€.	Printing	2,00	0.00 2.3	74.25	0.00	-374.25	
7010	6	Educational Supplies	1.00	0.00	0.00	0.00	1,000,00	
2015	6	Equipment Under \$5300	6.00	0.00 3,0/	74.55	272.72	1,052.95	
7020	E	Purchase Card Clearing	7	0.00	65.52	0.00	68.52	
7200	1	Catering & Official Reception	10,007	0.00 5,7	07.84	0.00	4,292.16	
7210	E	Travel .	1,00	0.00 1.1	79.72	0.00	-179.72	
7218	£	Telephone	00/	0.00 3/	57.28	0.00	462.72	
7224	E.	Postage	2,00	.0.00 1,0/	63.55	0.00		
		Net Tota	1	0.00 12.3	87.91	272.72	180.75	



### **APPENDIX E - LEAVE PROGRAM CODE OFF IN FGIBDST**

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.

× Organ	zalon Butget Statu	n FGIBOST 9.3.5 (PROD)	Program: 11	Instruction		8 ACC	a sense a	A BELAD	• *	TOOLS
Chart R Rokan Organization: 34	University Flocal Y	Nan 12 Index Charl Sand Index 1001 (#23# Program	Account To Include Revenue Ac 11 Instruction Account: A	counter 🖉 Commit Types II ccount Type: Activity	lotti Lacathoni				Start O	*
Account	Terre	Tale	Adjusted Backet	WTD Activity			-	Available Rel	a contra	1,000
670	1994	Posta	sidenai incher	0.00	5.00	- one many sector		NT DEGOT LIGHT		-
7210	1	Telephone		0.00	-164.82		0.0	50		154.02
1000			Net Total	0.00	164.82		0.0	00		
also mari	in 11 (12.7	For Fage	Avail	able Balan	ce				fiet	ond 1 of 2
							0.00			
	164.5					64.82				

