

BANNER FINANCE

ADMINISTRATIVE PAGES

BANNER 9

MAY 2025

For Banner Assistance:

<https://support.rowan.edu>

Select Get Help

856-256-4400

Training Resources:

go.rowan.edu/irttraining

irt-training@rowan.edu

V4.05.2025



CONTACT

Information Resources & Technology

Rowan University

irt.rowan.edu

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

Objectives

By the end of this manual the learner will be able to:

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

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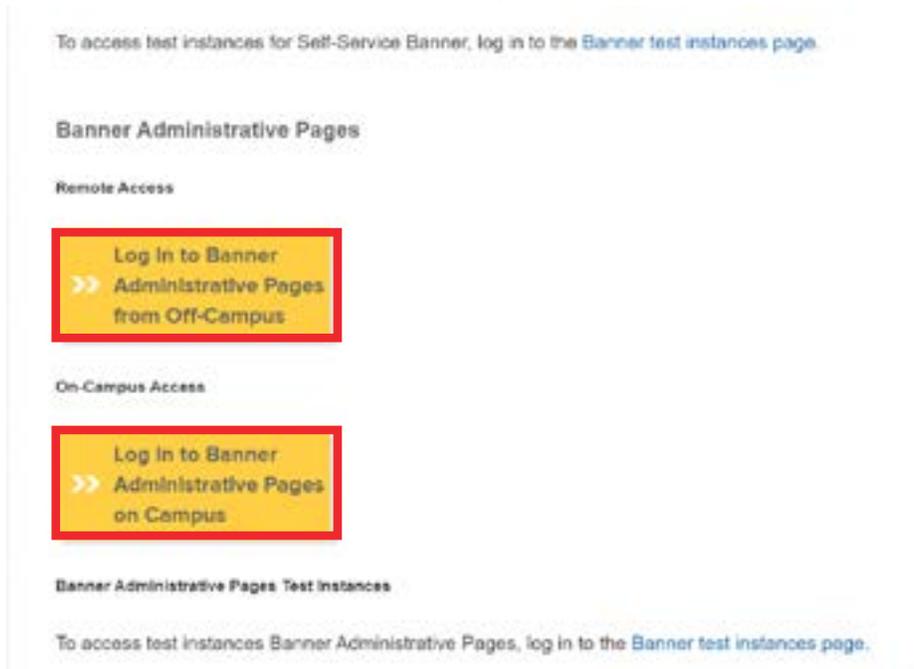
Log On to Banner 9

Log onto Banner. Open your Google Chrome browser.

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



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



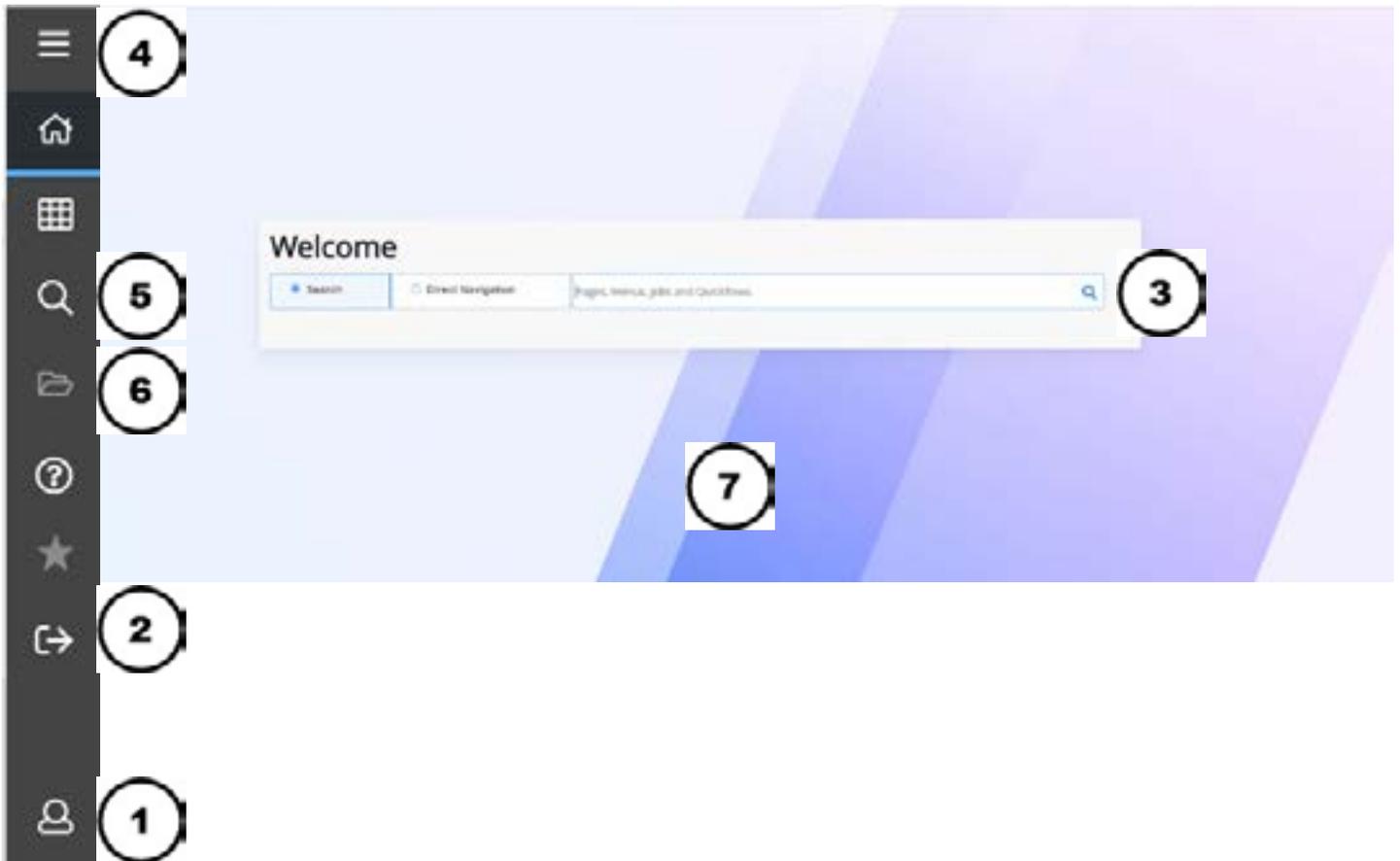
💡 Type your Rowan NetID. Select **LOGIN**.



NAVIGATE BANNER 9

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.



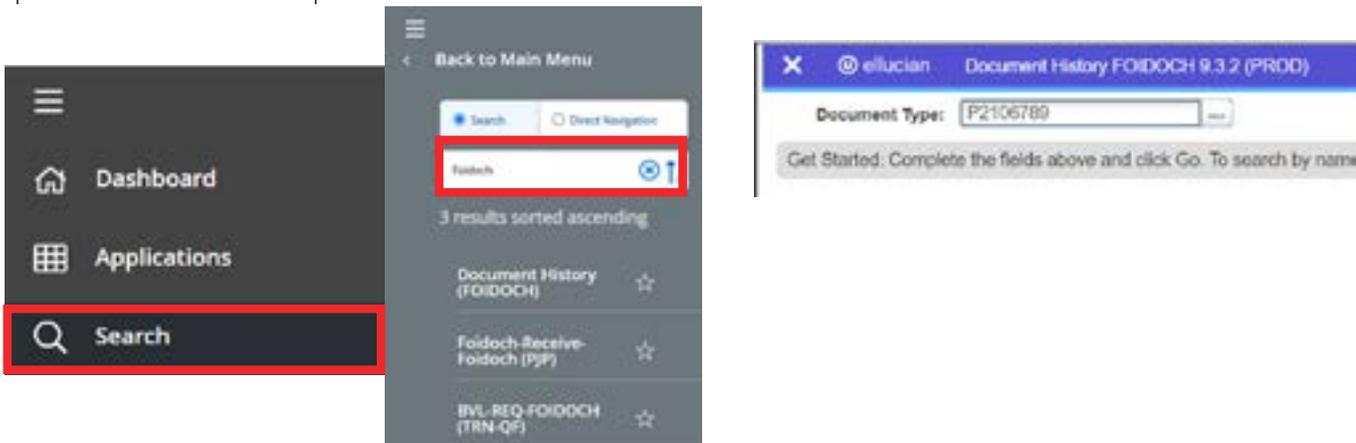
THE WELCOME SCREEN

NAVIGATE BANNER 9

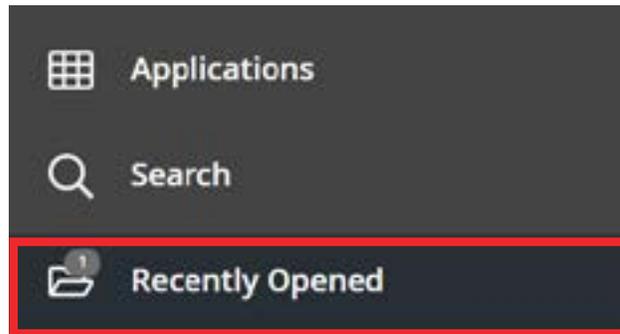
Use the Search bar in the middle of the page. You can search for the description, such as Requisition or for the form name, such as FPAREQN.



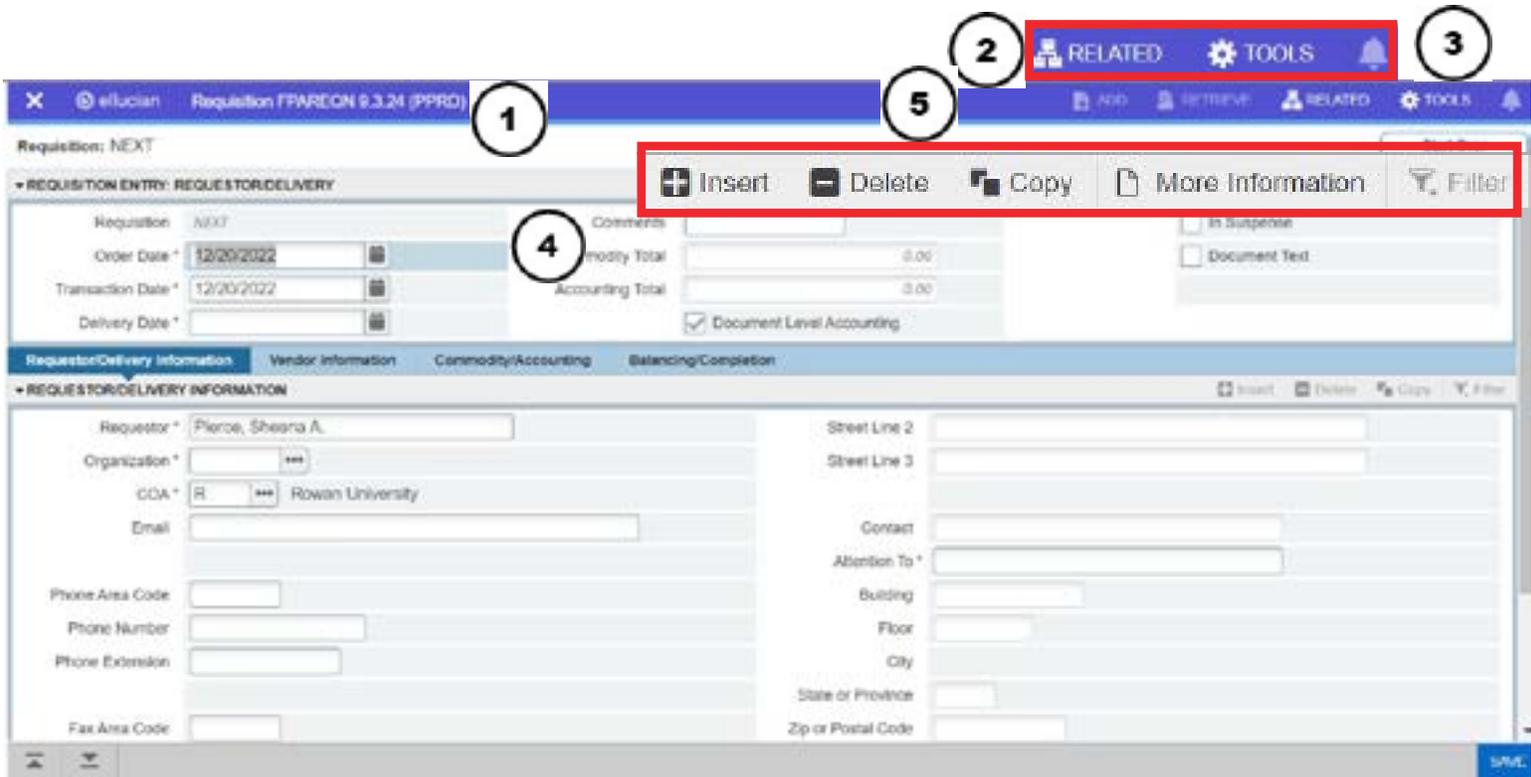
You can also use the search icon at the left of the page to search by form name or description. The search icon will stay at the left of the page when you are in other forms. So you can leave a form open and search for and open another form on top.



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



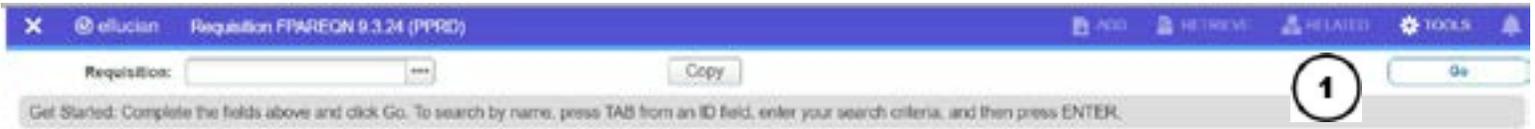
NAVIGATE BANNER 9



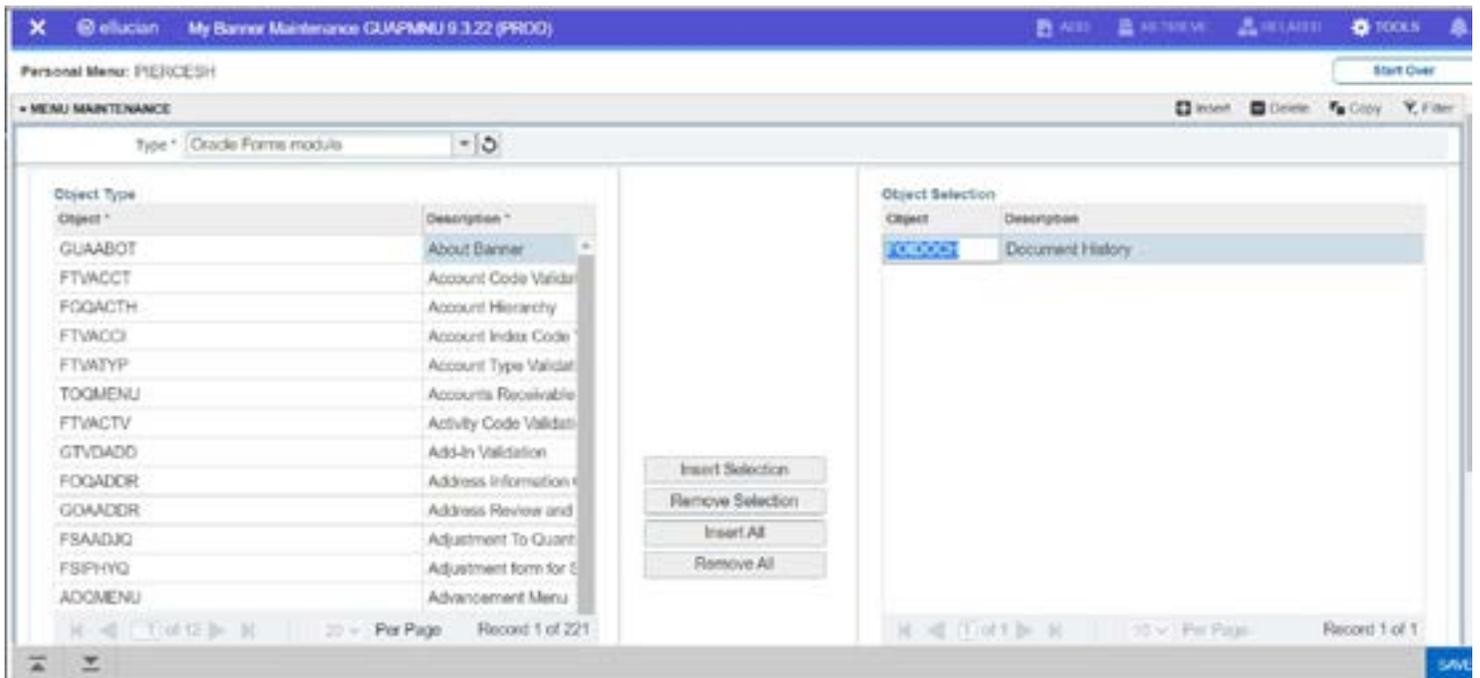
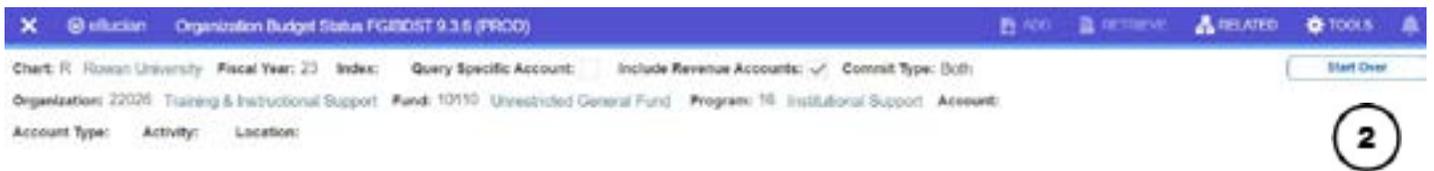
REQUISITION FPAREQN SCREEN

- 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



5



3

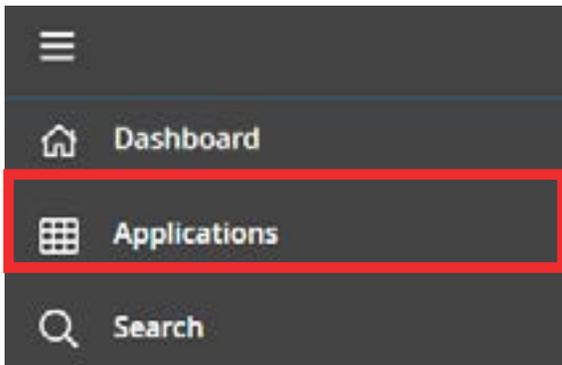
4

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

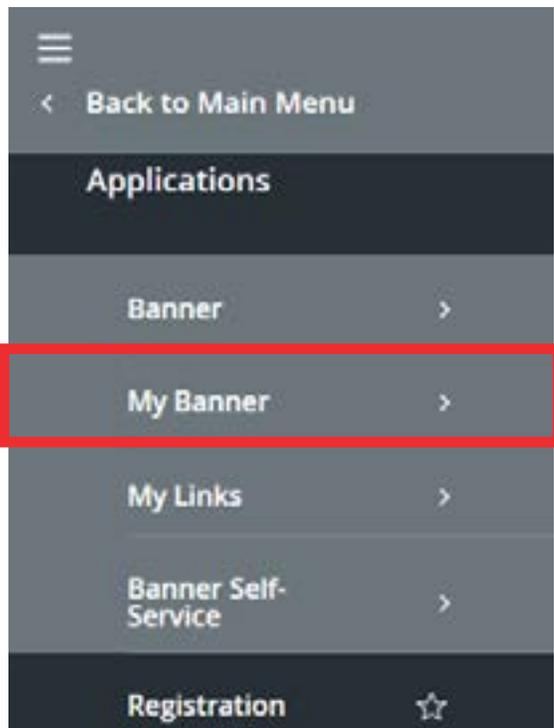
MENU AND TOOL BARS



Select the toggle menu at the left to open the Banner menu. They are shortcuts to the Banner forms. The **Banner** selections are provided by the vendor and are grouped in categories.



Select the **Applications** category.



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

BANNER SHORTCUT KEYS

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

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

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

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

FORM NAMES

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

FORM NAMES ARE BASED ON A NAMING CONVENTION.

FOR EXAMPLE, THE FORM FPAREQN, WHICH IS USED TO PLACE REQUISITIONS, IS BASED ON THE CRITERIA OUTLINED HERE.

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

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

POSITION 1

Banner Module/Product

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

POSITION 2

Finance Module/Product Owner

A	Accounts Payable
B	Budget Development
C	Cost Accounting
E	Electronic Data Interchange
F	Fixed Assets
G	General Ledger
I	Investment Management
O	Operations
P	Purchasing/Procurement
R	Research Accounting
S	Stores Inventory
T	Validation Form/Table
U	Utility
X	Archive/Purge

POSITION 3

Type of Form/Report/Process

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

POSITION 4

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

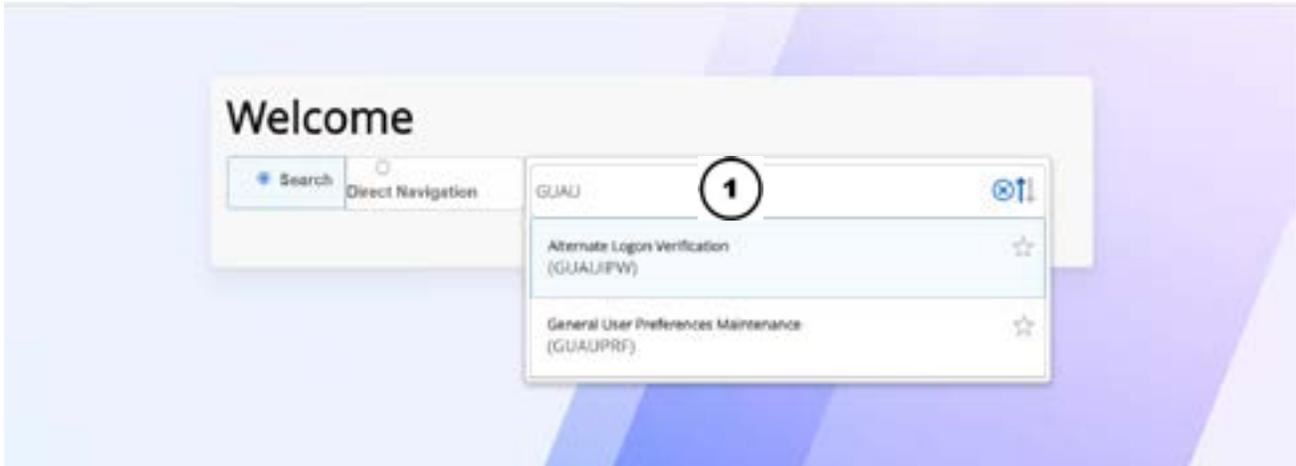
***DOCH	Document History
***IDEN	Identification
***PERS	Person
***REQN	Requisition

SET PREFERENCES

Set your preferences so that:

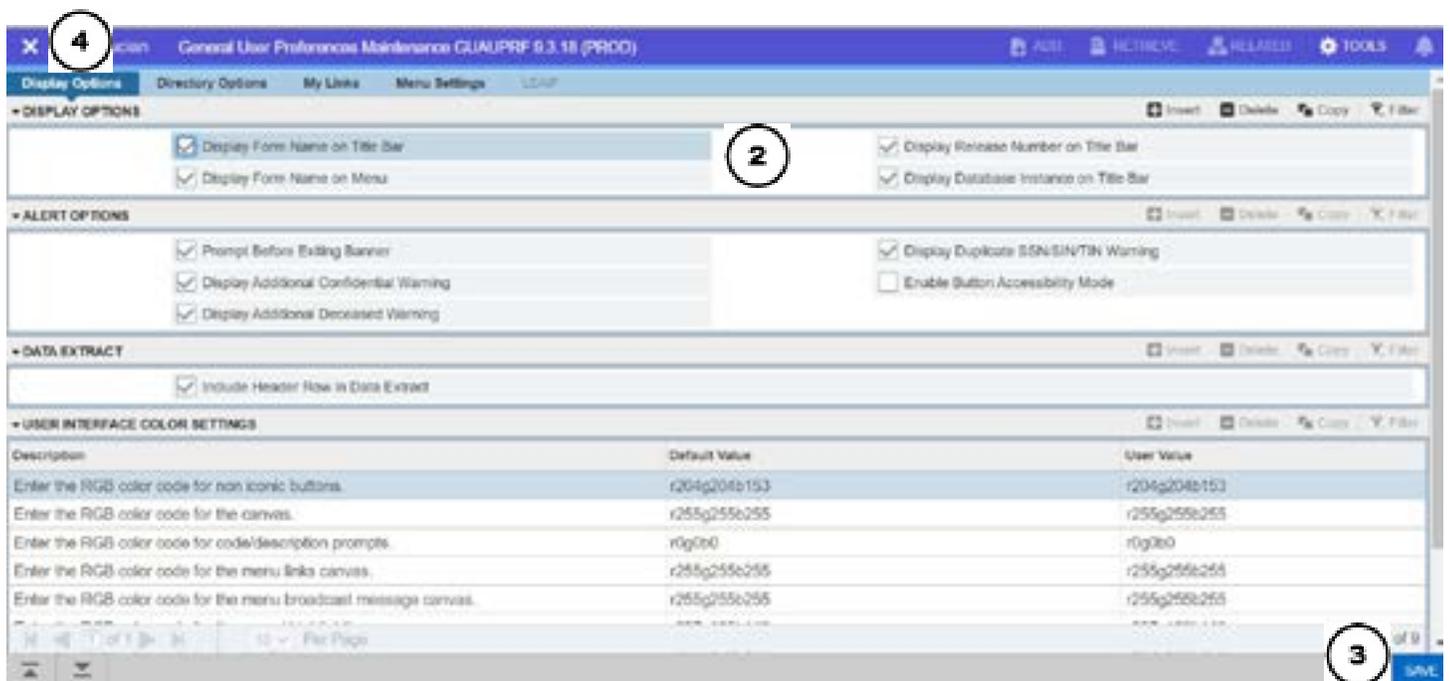
A. You can see columns heads when you download an Excel spreadsheet.

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



WELCOME SEARCH BAR

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



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

3. Select **Save**.

4. Close.

MY BANNER - PERSONAL MENU

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

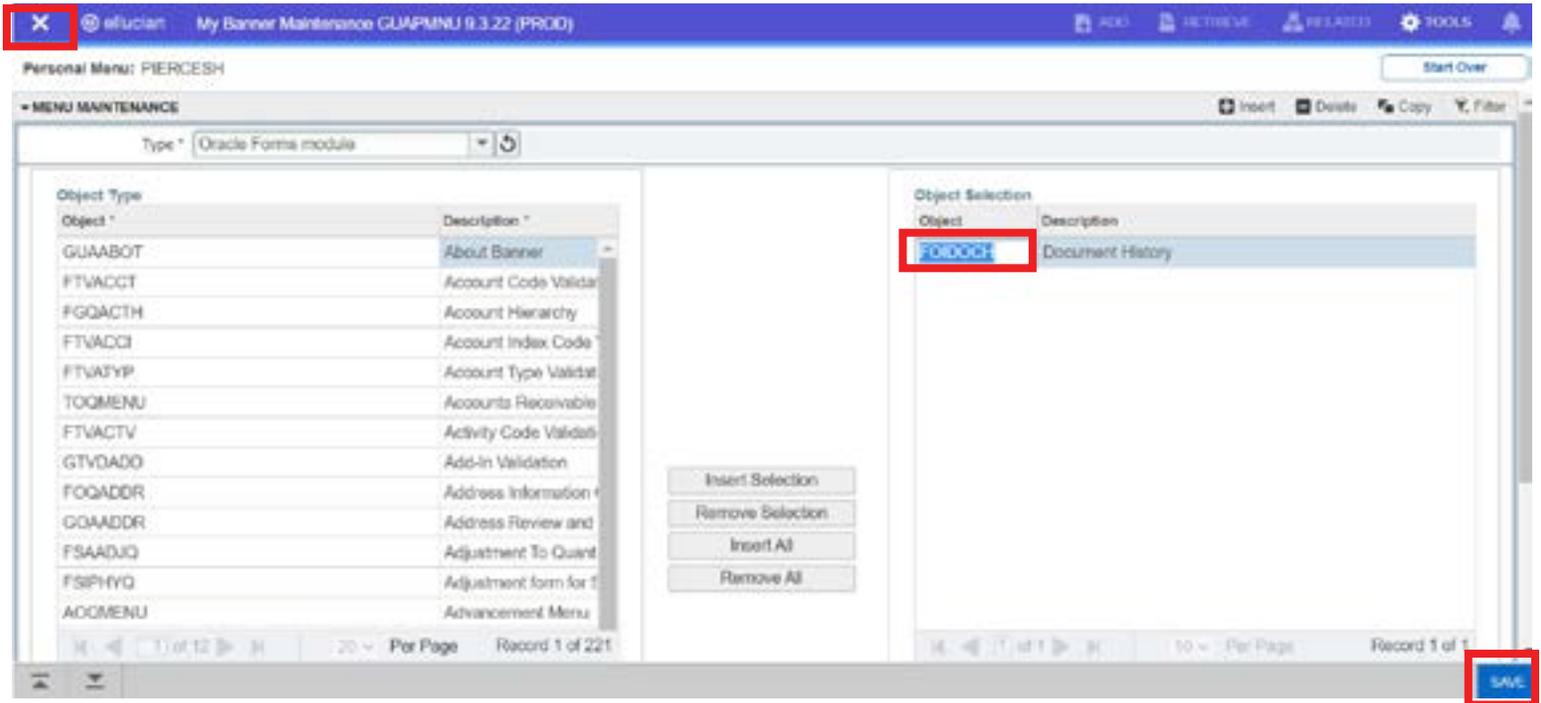
Select **My Banner Maintenance**.



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

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

When you are finished entering, **Save** and close the form.



MY BANNER - PERSONAL MENU

The following forms are recommended for Finance.

FOIDCH (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 Encumbrance 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.

FGIENC (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.

FAIINV (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:

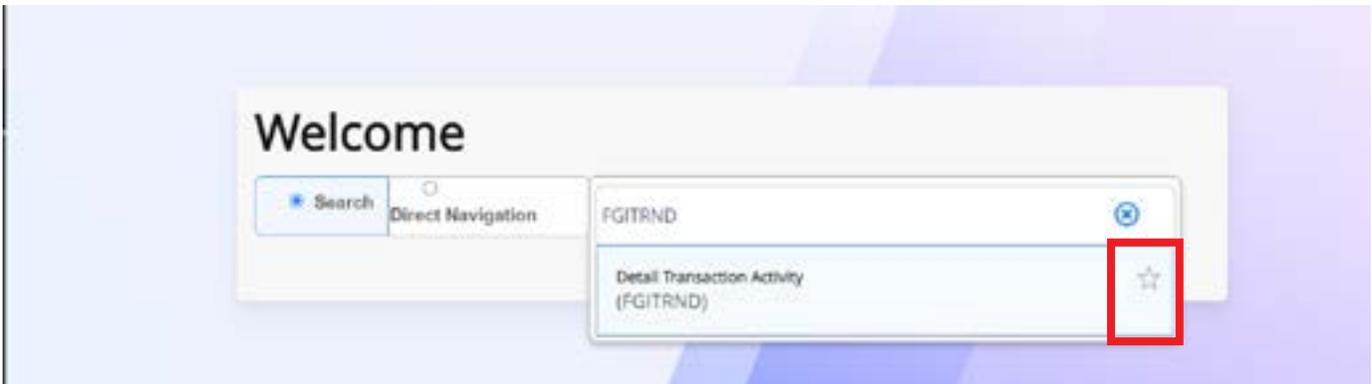
FRIGTD (Grant Inception to Date) - Shows grant budget per the grant fiscal year.

FRIGTRD (Grant Transaction Detail Form).

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

MY FAVORITES- ADDING A FAVORITE FORM

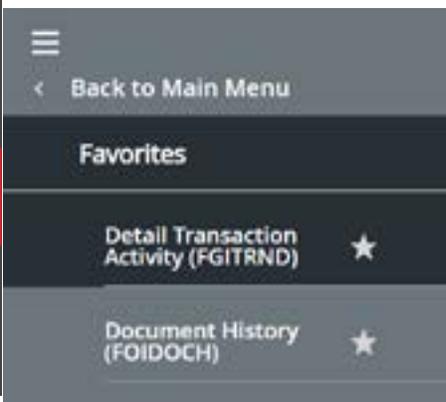
At times you may find yourself using forms that need to open everyday and would prefer to access the form as soon as you log into banner. To add a favorite form search for the form in the Welcome search box.



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



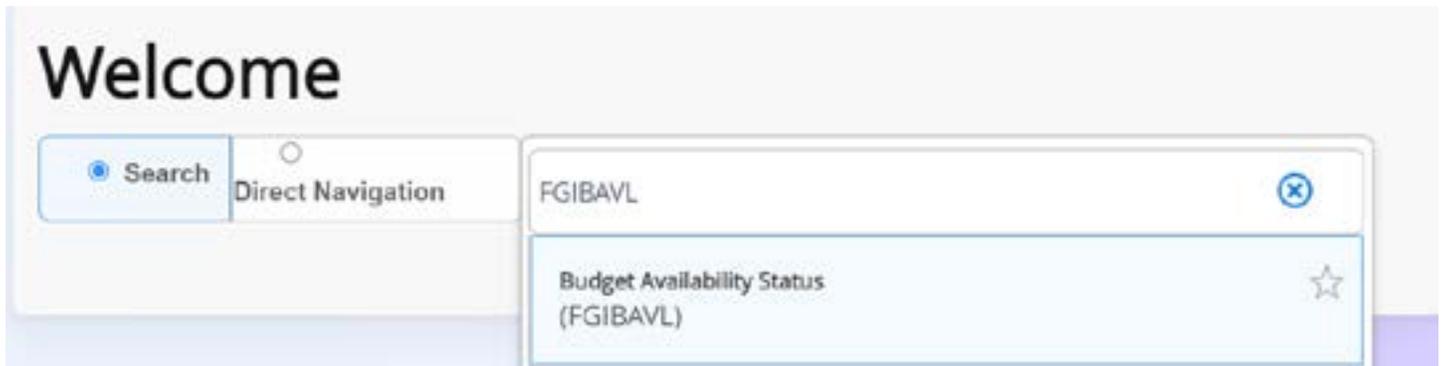
To view your favorite forms. Open the navigation panel to the left. First, select the star tool. A slide panel should now be available with your list of favorite forms.



BUDGET AVAILABILITY - FGIBAVL

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

In the Search enter FGIBAVL.



Enter **Chart** of Accounts - R.

Enter **Fiscal Year**.

Enter **Fund**.

Enter **Organization**.

Enter **Account** (Required). To see the all the accounts, type 6000 and it will display everything from 6000 and on.

Enter **Program Code** (Required).

Select the green **Go** button.

Chart: R
Fiscal Year: 23
Fund: 10110 Unrestricted General Fund
Organization: 22026 Training & Instructional Support
Account: 6000 Salary Pool
Program: 10

Go

Keys --->

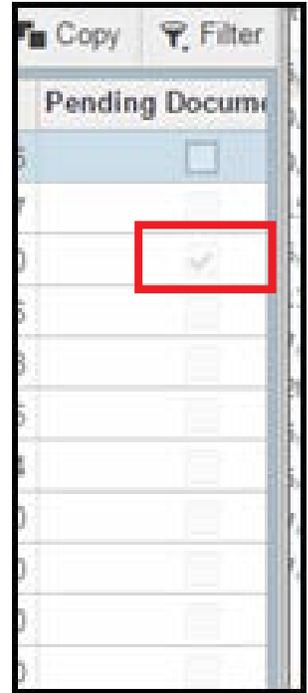
Control Fund:
Control Account:
Control Organization:
Control Program:

Pending Documents:

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

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.

Document	Adjusted Budget	YTD Activity	Commitments	Status	Fund	Organization	Account	Program	Description
11744177	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						

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.

Account	Title	Adjusted Budget	YTD Activity
7200	Salary Pool		1,046,754.00
6012	Student Salary		10,400.00
7310	Rental Expense		600.00
7645	Equipment & Software Over \$5000		69,454.00
7Z	Non Salary Pooled Expense		296,846.00
Total			1,424,054.00

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).

Account	Title	Adjusted Budget	YTD Activity
7200	Salary Pool		1,046,754.00
6012	Student Salary		10,400.00
7310	Rental Expense		600.00
7645	Equipment & Software Over \$5000		69,454.00
7Z	Non Salary Pooled Expense		296,846.00
Total			1,424,054.00

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).

Organization Budget Status FGIDBST 9.3.6 (PPRD)

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

Organization: 22028 Training & Instructional Support Fund: 10110 Unrestricted General Fund Program: 16 Institutional Support Account:

Account Type: Activity: Location:

ORGANIZATION BUDGET STATUS						
Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
8002	L	Salary Full Time	721,849.00	281,063.51		338,954.56
7000	E	Supplies	1,500.00	243.91		0.00
7005	E	Printing	1,000.00	0.00		0.00
7015	E	Equipment Under \$5000	1,000.00	200.80		235.64
7210	E	Licenses/Registration Fees	0.00	0.00		1,194.00
7212	E	Staff Training & Development	4,300.00	1,040.90		0.00
7215	E	Mileage Reimbursement	200.00	0.00		0.00
7218	E	Telephone	1,500.00	500.00		0.00
7232	E	Subscriptions/Memberships	280.00	0.00		0.00
Net Total			-731,629.00	-283,940.12		340,374.20

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

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

Available Balance	
6	16,152.20
7	-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
Record 1 of 12	

ADD RETRIEVE RELATED TOOLS 2

Insufficient budget for sequence 1, suspending transaction.

Document R20B2005 completed and forwarded to the Approval process

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.

BUDGET - FGIBDST

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

For grants, see section about Grant Budgets.



Enter Budget Information

Enter **Chart of Accounts** (Chart) 'R' (usually already filled in).

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

Choose Both for Commitment Type from drop-down selection.

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

Enter **Organization, Fund,** and **Program.**

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

Select the green **Go** button.

A screenshot of the 'Organization Budget Status FGIBDST 9.3.6 (PPRD)' form. The form is titled 'efluclan Organization Budget Status FGIBDST 9.3.6 (PPRD)'. It features several input fields: 'Chart' (R), 'Index', 'Fiscal Year' (23), 'Query Specific' (checkbox), 'Account', 'Commit Type' (Both), 'Organization' (Training & Instructional Support), 'Fund' (Unrestricted General Fund), 'Program' (16), 'Account Type', 'Activity', and 'Location'. A green 'Go' button is highlighted with a red box. At the bottom, a grey bar contains the text: 'Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.'

BUDGET - FGIBDST

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**.

Organization Budget Status FGIBDST 9.3.6 (F19102)

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

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

Account Type: Activity: Location:

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
8002	L	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	209.80		235.64
7210	E	Licenses/Registration Fees	0.00	0.00		1,184.00
7212	E	Staff Training & Development	4,300.00	1,040.90		0.00
7215	E	Mileage Reimbursement	200.00	0.00		0.00
7218	E	Telephone	1,500.00	500.00		0.00
7232	E	Subscriptions/Memberships	280.00	0.00		0.00
Net Total			-731,620.00	-283,949.12		340,374.20

Record 1 of 9

DOWNLOAD TO EXCEL

Excel Spreadsheets in Banner 9

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

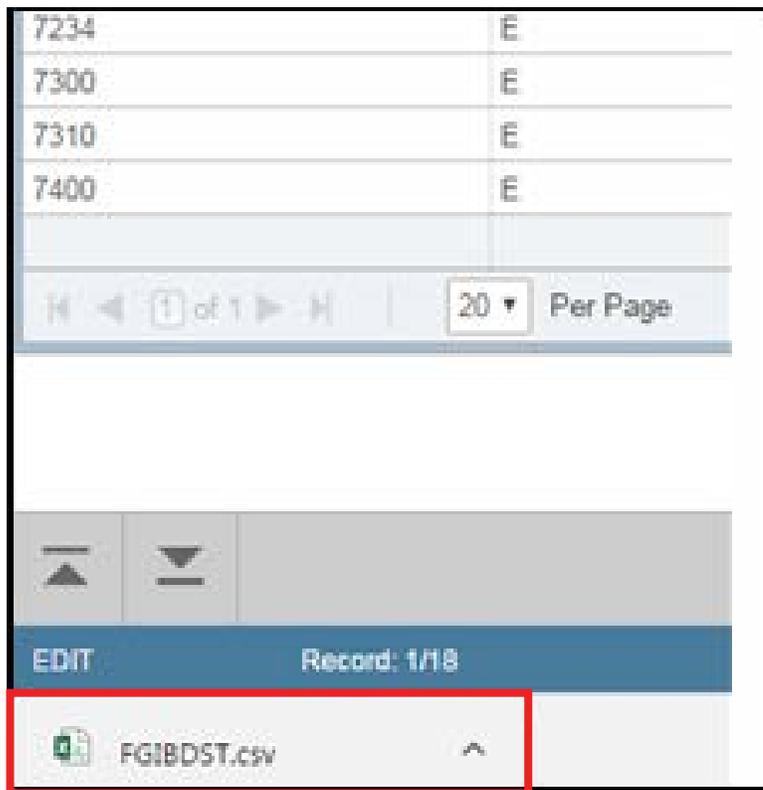
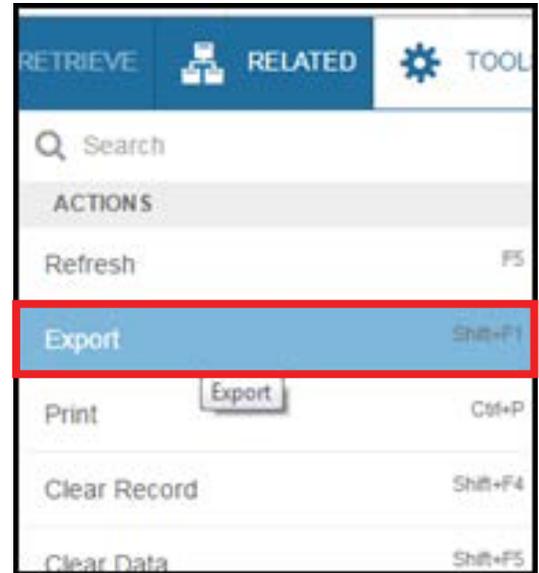
To download the Excel Spreadsheet:

With your budget open in In FGIBDST,

Select Tools or the Gear icon from your top menu.

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

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



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

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

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

REVIEW BUDGET TRANSACTIONS

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

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

ORGANIZATION BUDGET STATUS		
Account	Type	Title
6002	L	Salary Full T
6003	L	Salary Part
6005	L	Adjunct/Ove
6010	L	Salary Voucl
6012	L	Student Sala
7000	E	Supplies
7005	E	Printing
7015	E	Equipment U
7200	E	Catering & C

The screenshot shows a menu bar with three main sections: 'RETRIEVE', 'RELATED', and 'TOOLS'. The 'RELATED' section is currently selected and highlighted in blue. Below the menu bar is a search bar with a magnifying glass icon and the text 'Search'. Underneath the search bar are three menu items: 'Budget Summary Information [FGIBSUM] Shift+F2', 'Organization Encumbrances [FGIOENC] F4', and 'Transaction Detail Information [FGITRND]'. The 'Transaction Detail Information [FGITRND]' item is highlighted with a red rectangular border.

FILTER TRANSACTION DETAILS - FGITRND

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



DETAIL TRANSACTION ACTIVITY

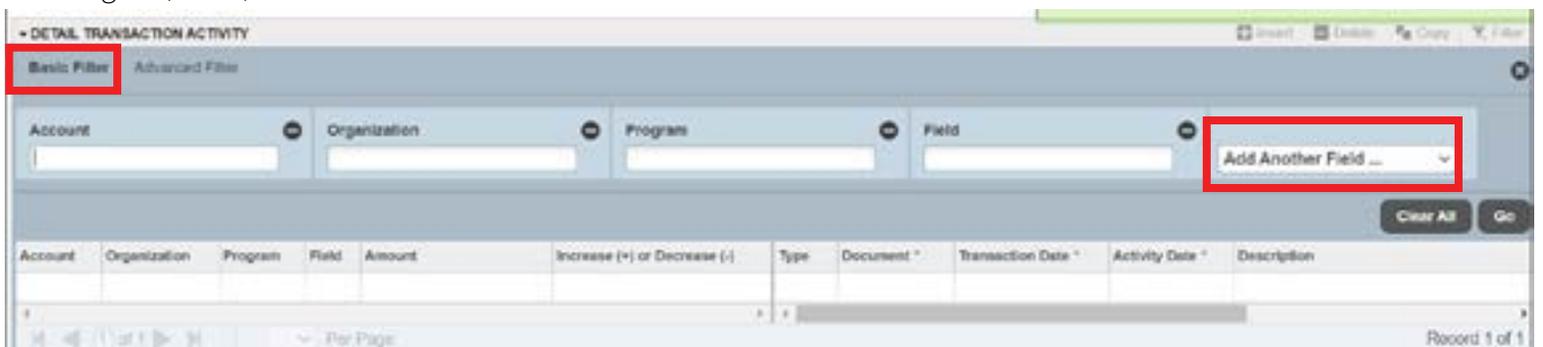
Active filters: Account: 7000 Organization: 10008 Clear All Filter Again

Account	Organization	Program	Field	Amount	Increase (+) or Decrease (-)	Type	Document *	Transaction Date *	Activity Date *	Description
7000	10008	11	YTD	6.35	+	JE16	FB006212	11/21/2022	11/26/2022	OFFICEDEPOT-IV24296732-27868610
7000	10008	11	YTD	56.53	+	JE16	FB006212	11/21/2022	11/26/2022	OFFICEDEPOT-IV24296732-278686485
7000	10008	11	YTD	107.90	+	JE16	FB006161	10/31/2022	11/01/2022	OFFICEDEPOT-IV24037914-274080805
7000	10008	11	YTD	242.37	+	JE16	FB006136	10/24/2022	10/24/2022	OFFICEDEPOT-IV23243231-259163298
7000	10008	11	OSD	25,000.00	+	BOF1	FB005752	07/01/2022	08/24/2022	New Fiscal Year Budget
Total				25,415.15	+					

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 TRANSACTION ACTIVITY

Basic Filter Advanced Filter

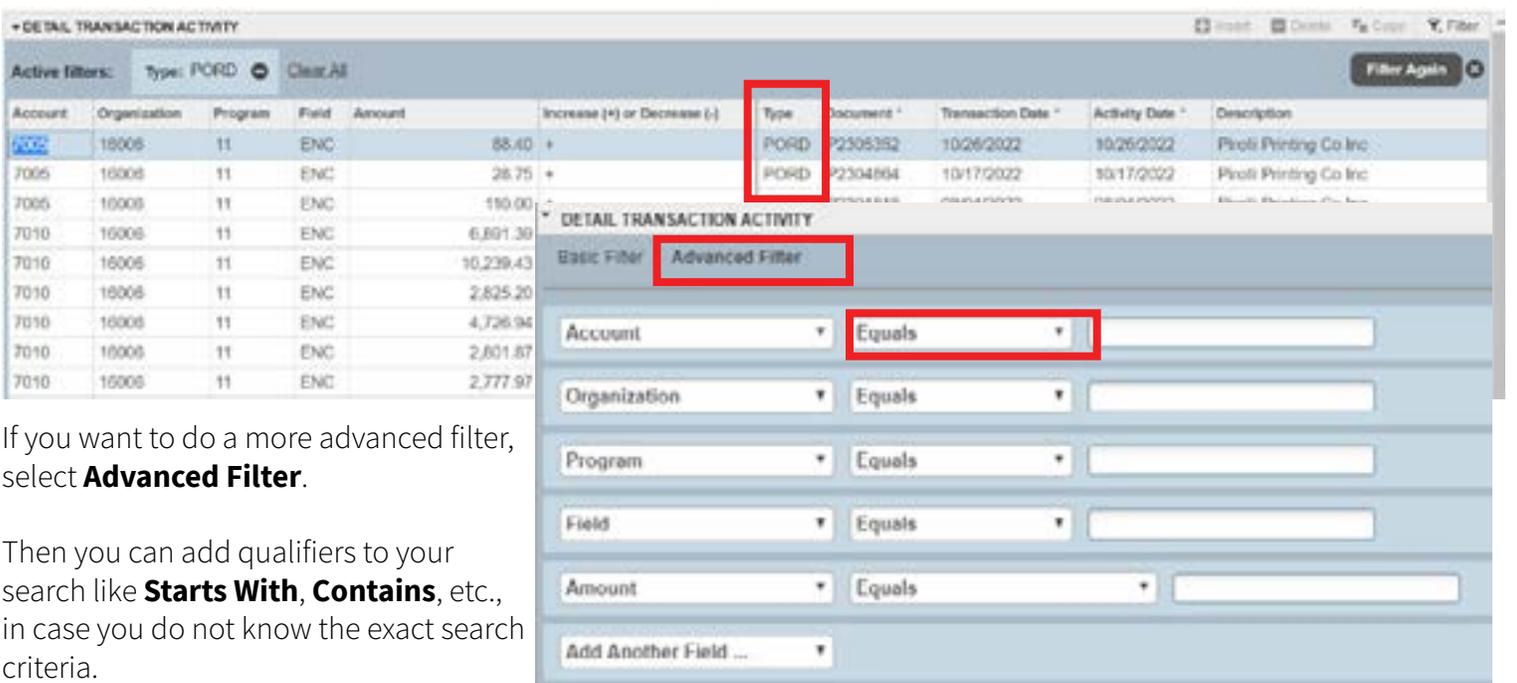
Account Organization Program Field Add Another Field ...

Clear All Go

Account	Organization	Program	Field	Amount	Increase (+) or Decrease (-)	Type	Document *	Transaction Date *	Activity Date *	Description
---------	--------------	---------	-------	--------	------------------------------	------	------------	--------------------	-----------------	-------------

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)..



DETAIL TRANSACTION ACTIVITY

Active filters: Type: PORD Clear All Filter Again

Account	Organization	Program	Field	Amount	Increase (+) or Decrease (-)	Type	Document *	Transaction Date *	Activity Date *	Description
7005	10008	11	ENC	85.40	+	PORD	P2305352	10/26/2022	10/26/2022	Piotti Printing Co Inc
7005	10008	11	ENC	26.75	+	PORD	P2304864	10/17/2022	10/17/2022	Piotti Printing Co Inc
7005	10008	11	ENC	150.00	-					
7010	10008	11	ENC	6,891.39	-					
7010	10008	11	ENC	10,239.43	-					
7010	10008	11	ENC	2,625.20	-					
7010	10008	11	ENC	4,726.94	-					
7010	10008	11	ENC	2,801.87	-					
7010	10008	11	ENC	2,777.97	-					

DETAIL TRANSACTION ACTIVITY

Basic Filter Advanced Filter

Account Equals Organization Equals Program Equals Field Equals Amount Equals Add Another Field ...

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

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

FILTER TRANSACTION DETAILS - FGITRND

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

COA: R Fiscal Year: 23 Index: Fund: 10112 Organization: 10000 Account: Program: 11 Activity: Location: Period: Commit Type: Both

Active filters: Account: 7000 Clear All Filter Again

Account	Organization	Program	Field	Amount	Increase (+) or Decrease (-)	Type	Document #	Transaction Date	Activity Date	Description
7000	10000	11	YTD	6.35	+	JE 16	FB006212	11/21/2022	11/26/2022	OFFICEDEPOT-N24296732-27866616
7000	10000	11	YTD	58.53	+	JE 16	FB006212	11/21/2022	11/26/2022	OFFICEDEPOT-N24296732-27866048
7000	10000	11	YTD	107.90	+	JE 16	FB006161	10/31/2022	11/01/2022	OFFICEDEPOT-N24037914-27408000
7000	10000	11	YTD	242.37	+	JE 16	FB006136	10/24/2022	10/24/2022	OFFICEDEPOT-N23243231-35946320
7000	10000	11	OBD	25,000.00	+	BDF1	FB005752	07/01/2022	08/24/2022	New Fiscal Year Budget
			Total	25,415.15	+					

Record 1 of 5

COA: R Fiscal Year: 23 Index: Fund: 10112 Organization: 10000 Account: Program: 11 Activity: Location: Period: Commit Type: Both

Active filters: Account: 7000 Clear All

Account	Organization	Program	Field	Amount	Increase (+) or Decrease (-)	Type	Document #	Transaction Date	Activity Date	Description
7000	10000	11	YTD	6.35	+	JE 16	FB006212	11/21/2022	11/26/2022	OFFICEDEPOT-N24296732-27866616
7000	10000	11	YTD	58.53	+	JE 16	FB006212	11/21/2022	11/26/2022	OFFICEDEPOT-N24296732-27866048
7000	10000	11	YTD	107.90	+	JE 16	FB006161	10/31/2022	11/01/2022	OFFICEDEPOT-N24037914-27408000
7000	10000	11	YTD	242.37	+	JE 16	FB006136	10/24/2022	10/24/2022	OFFICEDEPOT-N23243231-35946320
7000	10000	11	OBD	25,000.00	+	BDF1	FB005752	07/01/2022	08/24/2022	New Fiscal Year Budget
			Total	25,415.15	+					

Record 1 of 5

Tools menu items: Search, Refresh (F5), **Export (Ctrl+E)**, Print Screenshot (Ctrl+S), Clear Record (Ctrl+H), Clear Data (Ctrl+D), Item 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.

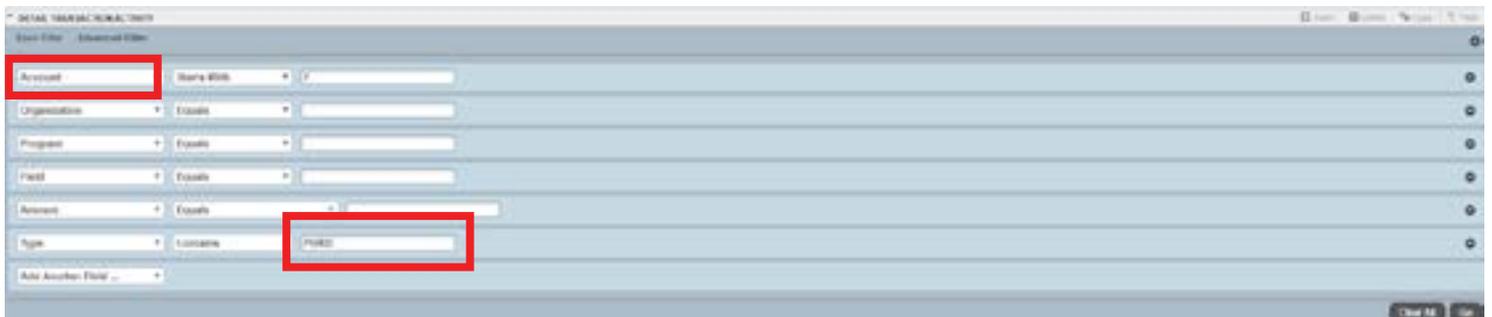


Select the fields you want to filter by.

To see all the accounts that begin with 7 (i.e., 7000, 7010, 7200, etc.), select **Advanced Filter Account, Starts with** and then type 7.

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

Select **Go**.



FILTER TRANSACTION DETAILS - FGITRND

This will show all your purchase orders for the whole FOAPAL for this fiscal year.

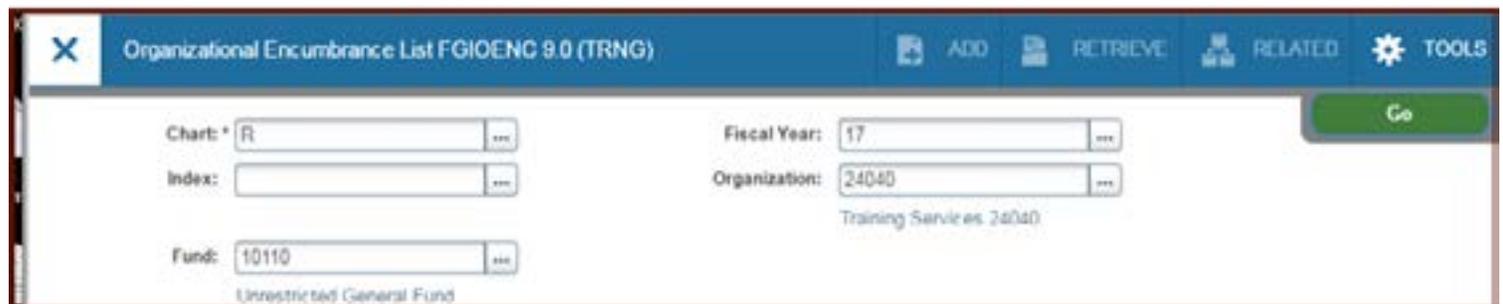
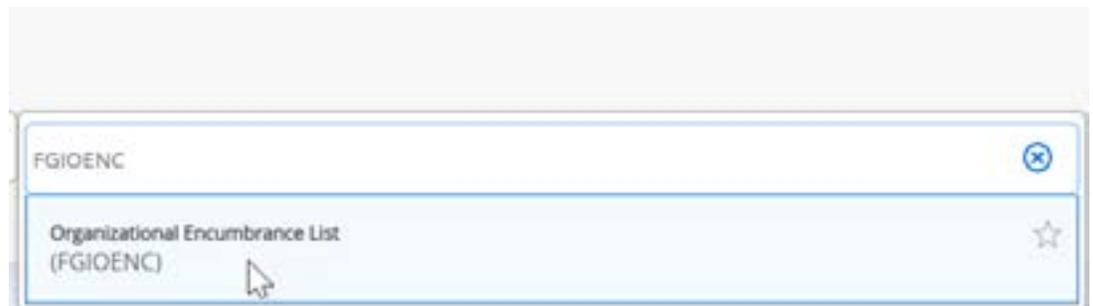
This can also be downloaded to Excel (**Tools - Export**).

DETAIL TRANSACTION ACTIVITY									
Account	Organization	Program	Field	Amount	Increase (+) or Decrease (-)	Type	Document #	Description	
7000	22004	16	ENC	755.00	+	PORD	P1812632	MRA International Inc	
7000	22004	16	ENC	755.00	+	PORD	P1811717	Lenovo Inc	
7000	22004	16	ENC	170.40	+	PORD	P1811606	Office Depot Inc	
7000	22004	16	ENC	30.94	+	PORD	P1800333	Govconnection Inc	
7015	22004	16	ENC	244.12	+	PORD	P1812577	Optiv Security Inc	
7015	22004	16	ENC	896.00	+	PORD	P1811853	CDW LLC	
7015	22004	16	ENC	208.00	+	PORD	P1810226	Govconnection Inc	
7015	22004	16	ENC	675.78	+	PORD	P1810132	Lenovo Inc	
7015	22004	16	ENC	240.00	+	PORD	P1804544	Govconnection Inc	
7015	22004	16	ENC	104.52	+	PORD	P1804471	Granger	

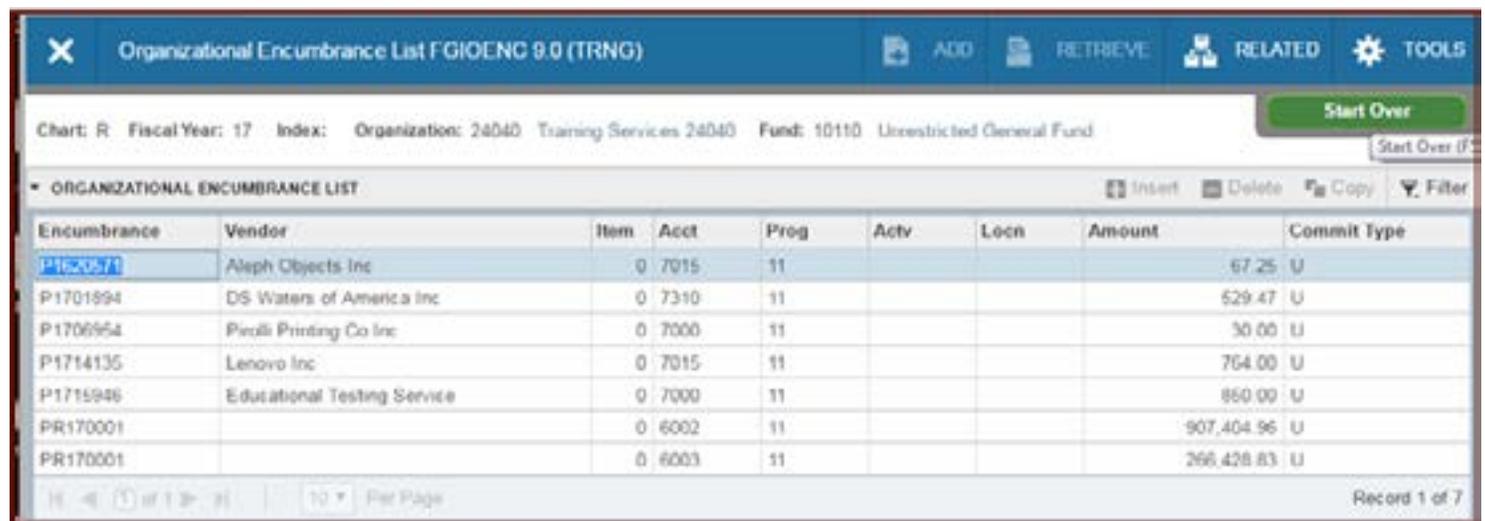
OPEN ENCUMBRANCES - FGIOENC

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

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



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



Encumbrance	Vendor	Item	Acct	Prog	Actv	Locn	Amount	Commit Type
P1620571	Alph Objects Inc	0	7015	11			67.25	U
P1701994	DS Waters of America Inc	0	7310	11			529.47	U
P1706954	Picoli Printing Co Inc	0	7000	11			30.00	U
P1714135	Lenovo Inc	0	7015	11			704.00	U
P1715946	Educational Testing Service	0	7000	11			850.00	U
PR170001		0	6002	11			907,404.96	U
PR170001		0	6003	11			266,428.83	U

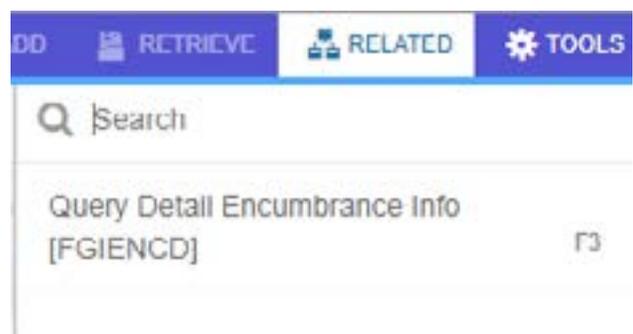
To see more information about an encumbrance:

Select the field containing the PO number.

Choose **Related** from the menu bar.

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

FGIENC (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.

The screenshot displays the FGIENCD system interface. At the top, there is a navigation bar with options like ADD, RETRIEVE, RELATED, and TOOLS. Below this, the system shows the Encumbrance ID (P1522571) and Encumbrance Period (All). The main section is divided into two parts: ENCUMBRANCE INFORMATION and ENCUMBRANCE DETAIL.

ENCUMBRANCE INFORMATION:

Description	Align Objects Inc.	Date Established	09/13/2016
Status	O	Balance	67.25
Type	P	Vendor	31622000 Align Objects Inc

ENCUMBRANCE DETAIL:

Item	E Document Accounting Distribution	Qty	2400
SEQUENCE	1	AMT	2063
Fiscal Year	17	Prog	11
Status	O	Actv	
Control Indicator	U	Lock	
DDA	R	Prog	
Info		Encumbrance	1,345.00
Fund	1010	Equation	-1,277.75
		Balance	67.25

TRANSACTION ACTIVITY:

Transaction Date	Type	Document Code	Action	Transaction Amount	Remaining Balance
09/13/2016	PORD	P1522571		1,345.00	1,345.00
09/23/2016	INEI	14870008		-1,167.80	187.50
07/01/2016	E000	RENC1001	T	1,345.00	187.50
07/01/2016	E000	RENC1001	T	0.00	187.50
07/01/2016	E000	RENC1001	T	-1,167.80	187.50
08/10/2016	INEI	11713047		-90.25	67.25

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

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

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

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**.

Grant Inception to Date FRIGITD 9.2.2 (TRNG)

Chart of Accounts: R Grant: G50902

Grant Year: Fund: 50902 Organization: 2000

Program: 12 Activity: Account Type: Account Summary: All Levels

Date From (MMYY): 03/17 Date To (MMYY): 03/17

Include Revenue Accounts: Exclude Indirect Costs:

Fund Summary: By Sponsor Account:

Go

Grant Inception to Date FRIGITD 9.2.2 (TRNG)

Chart of Accounts: R Grant: G50902 Grant Year: Fund: 50902 Organization: 2000 Program: 12 Activity: Start Over

Location: Account Type: Account: Account Summary: All Levels Date From (MMYY): 03/17 Date To (MMYY): 03/17 Include Revenue Accounts: Exclude Indirect Costs:

Hierarchy: Fund Summary: By Sponsor Account:

Account	Type	Description	Adjusted Budget	Activity	Commitments	Available Balance
0000	L	Salary Vacator	20,000.00	20,000.00	0.00	0.00
4012	L	Student Salary	0.00	0.00	0.00	-0.00
4013	L	Outside Assignments	23,528.34	23,528.34	0.00	0.00
4020	L	Salary Adjustment	1,820.00	1,820.00	0.00	0.00
8111	L	FICA/Medicaid/DEEMED	1,820.00	1,820.00	0.00	0.00
7000	E	Supplies	142.88	142.88	0.00	0.00
7005	E	Printing	0.00	0.00	0.00	0.00
7215	E	Travel	2,560.00	2,560.00	0.00	0.00
7228	E	Contracted Service	0.00	0.00	0.00	0.00
7234	E	Other Services	0.00	0.00	0.00	0.00
7500	E	Tuition & Fee Expense	24,700.00	24,700.00	0.00	0.00
7980	E	Indirect Costs	30,852.00	30,852.00	0.00	0.00
7982	E	Grant Adjustments	-0.00	-0.00	0.00	0.00

Page 1 of 12

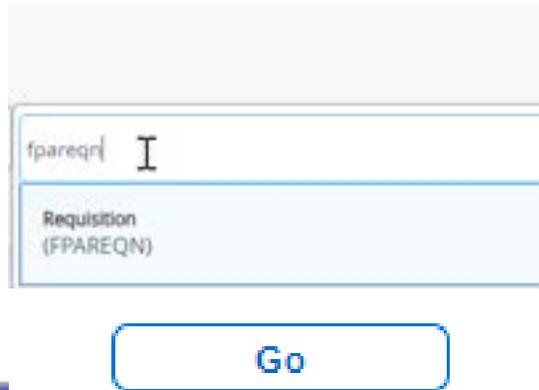
REQUISITIONS - FPAREQN

To create a new requisition:

In the Search field enter FPAREQN.

Type the word NEXT for new requisition.

Select the green **Go** button.



A search interface showing a search field with the text 'fpareqn' and a dropdown menu below it. The dropdown menu is open and shows the option 'Requisition (FPAREQN)'. Below the search field is a green button with the text 'Go'.



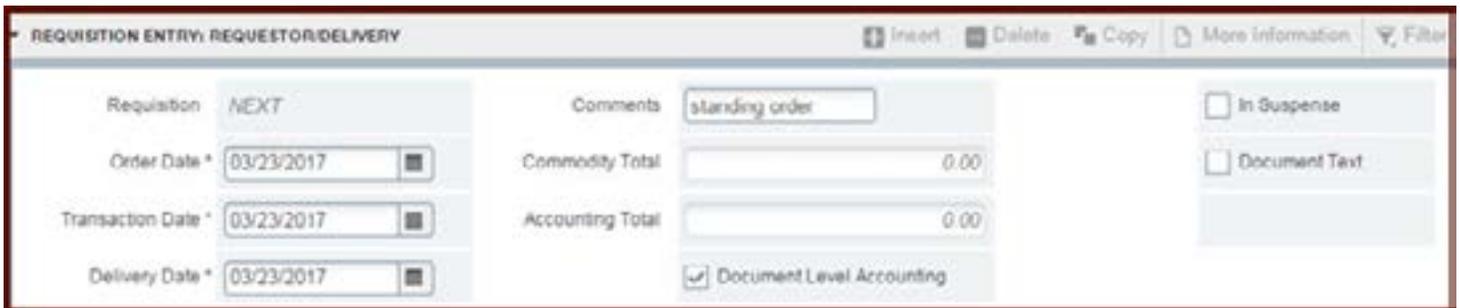
A browser window with a blue header bar. The header bar contains a close button, the text 'ellucian', and 'Requisition FPAREQN 9.3.20 (PROD)'. Below the header bar is a search field with the text 'Requisition: NEXT' and a dropdown arrow.

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.***



A screenshot of a web form titled 'REQUISITION ENTRY: REQUESTOR/DELIVERY'. The form has several fields: 'Requisition' with the value 'NEXT', 'Order Date' with '03/23/2017', 'Transaction Date' with '03/23/2017', and 'Delivery Date' with '03/23/2017'. There are also 'Commodity Total' and 'Accounting Total' fields, both with '0.00'. A 'Comments' field contains the text 'standing order'. On the right side, there are checkboxes for 'In Suspense' and 'Document Text', both of which are unchecked. There is also a checked checkbox for 'Document Level Accounting'.

Select Next Section.



REQUESTOR/DELIVERY INFORMATION

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.

A screenshot of a web form for entering requestor and delivery information. The form is divided into two columns. The left column contains fields for Requestor, Organization, COA, Email, Phone Area Code, Phone Number, Phone Extension, Fax Area Code, Fax Number, Fax Extension, Ship To, and Street Line 1. The right column contains fields for Street Line 2, Street Line 3, Contact, Attention To, Building, Floor, City, State or Province, Zip or Postal Code, Nation, Area Code, Phone Number, and Extension. Several fields are highlighted with red boxes: Email (hegel@rowan.edu), Attention To (Marybeth Hegel), Phone Area Code (856), Phone Number (256), Phone Extension (4435), and Ship To (141).

Requestor *	Hegel, Marybeth	Street Line 2	201 Mullica Hill Rd
Organization *	22004 Training Services 22004	Street Line 3	
COA *	R Rowan University	Contact	Bunce Hall 1st Floor
Email	hegel@rowan.edu	Attention To *	Marybeth Hegel
Phone Area Code	856	Building	Bunce Hall
Phone Number	256	Floor	1
Phone Extension	4435	City	Glassboro
Fax Area Code		State or Province	NJ
Fax Number		Zip or Postal Code	08028
Fax Extension		Nation	
Ship To *	141	Area Code	
Street Line 1	Bunce Hall 1st Floor	Phone Number	
		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.

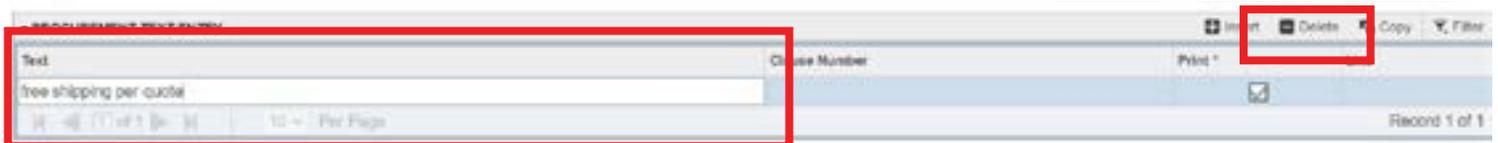
1. Select **Related** from the menu bar.
2. Select **Document Text (FOAPOXT)**.



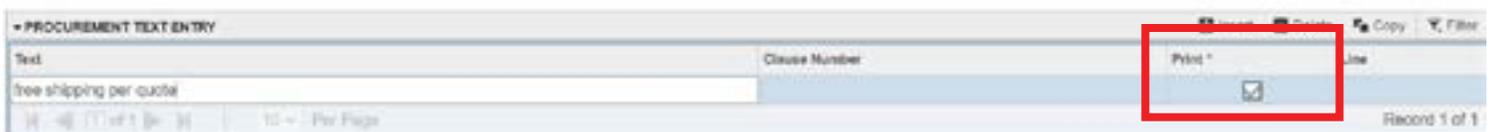
On the first screen, do nothing but select the green **Go** button.



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



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



When finished, save and close.



VENDOR INFORMATION - FTIIDEN

There are a few possible scenarios for vendors:

1. You know the Vendor ID.
2. You know the vendor name, but not the Vendor ID.
3. Your vendor is not in Banner.

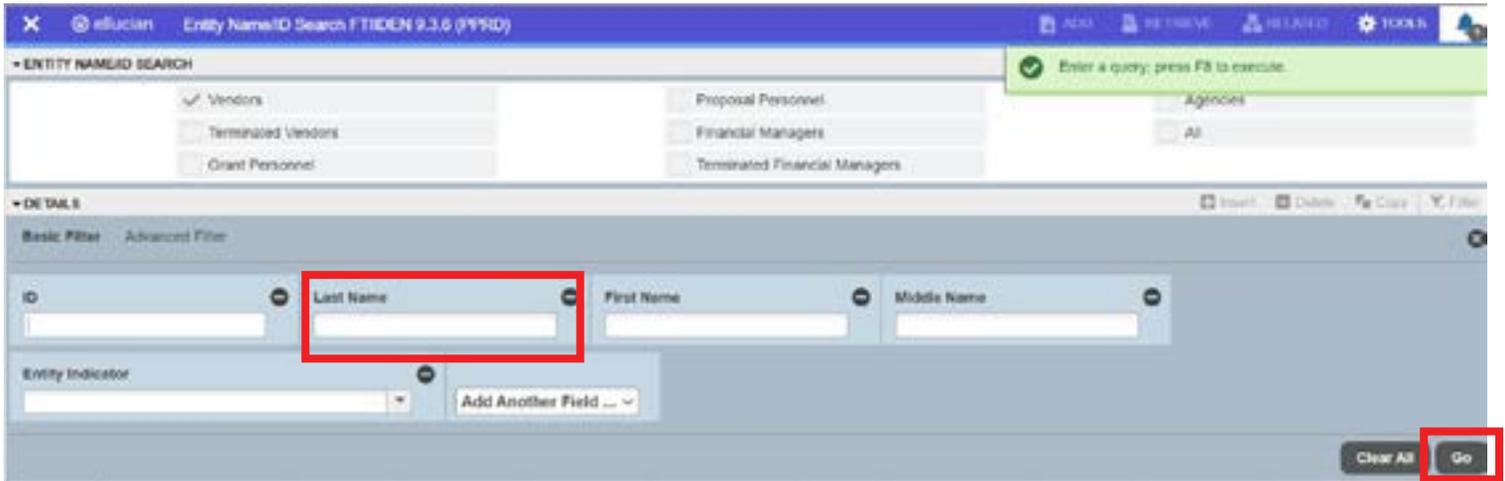
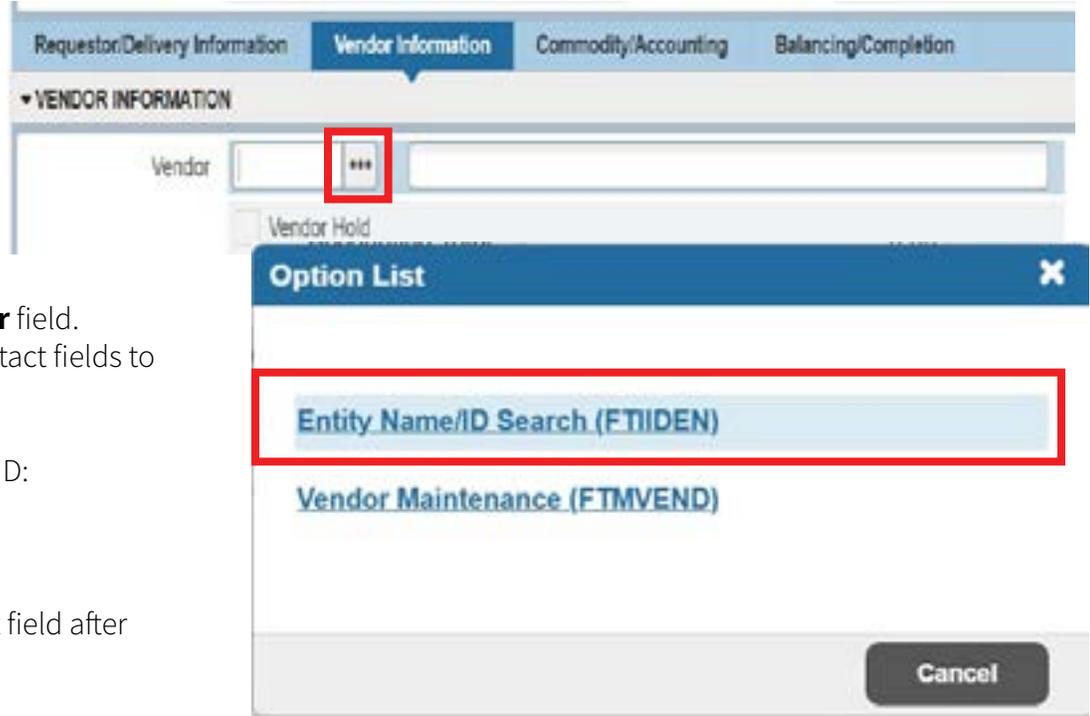
1. If you know the Vendor ID:

Enter the Vendor ID in the **Vendor** field.
Tab to allow the address and contact fields to populate.

2. If you do not know the Vendor ID:

Search for the Vendor ID.
Click in the **Vendor** field.
Select **three dots** next to the first field after the word **Vendor**.

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



You will then see the FTIIDEN form.

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

Select **Go**.

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

VENDOR INFORMATION - 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**.

The screenshot shows a search interface with several criteria: ID (Contains), Last Name (Contains, Office), First Name (Contains), Middle Name (Contains), and Entity Indicator (Equals). A 'Go' button is highlighted in red. Below the search criteria, there are radio buttons for 'Case Insensitive Query' (selected) and 'Case Sensitive Query'. A table below shows search results with columns: ID, Last Name, First Name, Middle Name, Entity Indicator, Change Indicator, Vendor, Financial Manager, Agency, Grant Personnel, Proposal Personnel, and Name. The table shows one record: ID 910001, Last Name Office Depot, First Name, Middle Name, Entity Indicator Corporation, Change Indicator Name, Vendor Yes, Financial Manager No, Agency No, Grant Personnel No, Proposal Personnel No, Name LEGAL.

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

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

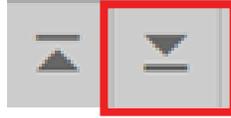
Double click in the vendor ID of the one you would like to select or select the vendor ID and choose the **Select** button at the bottom right side of the page.

The screenshot shows a table of search results with columns: ID, Last Name, First Name, Middle Name, Entity Indicator, Change Indicator, Vendor, Financial Manager, Agency, Grant Personnel, Proposal Personnel, and Name. The table shows several records, including: ID 910001, Last Name Office Depot, First Name, Middle Name, Entity Indicator Corporation, Change Indicator Name, Vendor Yes, Financial Manager No, Agency No, Grant Personnel No, Proposal Personnel No, Name LEGAL. A red box highlights the Vendor column, showing 'Yes' for the selected record and 'Terminated' for others. The 'Go' button is highlighted in red.

ID	Last Name	First Name	Middle Name	Entity Indicator	Change Indicator	Vendor	Financial Manager	Agency	Grant Personnel	Proposal Personnel	Name
910406...	Medical Device Depot...			Corporation		Yes	No	No	No	No	
915934...				Corporation	Name	Terminated	No	No	No	No	
910001...	Office Depot			Corporation	Name	Yes	No	No	No	No	LEGL
916430...	Office Depot Business...			Corporation		Yes	No	No	No	No	
910001...	Office Depot Inc			Corporation		Yes	No	No	No	No	LEGL
916145...	Sealand Depot Inc			Corporation		Terminated	No	No	No	No	
910036...	Tassel Depot-Hoffma...			Corporation		Yes	No	No	No	No	
915009...	Tech Depot			Corporation		Terminated	No	No	No	No	
915913...	The Gourmet Depot			Corporation		Terminated	No	No	No	No	
910013...	The Home Depot			Corporation	Name	Terminated	No	No	No	No	
910009...	The Home Depot Pro			Corporation	Name	Yes	No	No	No	No	
916335...	The Home Depot Pro...			Corporation	Name	Yes	No	No	No	No	
916239...	The Lab Depot Inc			Corporation		Terminated	No	No	No	No	
916143...	Trophy Depot Inc			Corporation		Terminated	No	No	No	No	

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.

A screenshot of a software interface showing the 'Vendor Information' tab. The form is titled 'VENDOR INFORMATION' and contains several fields. The 'Vendor' field is populated with '916430960' and 'Office Depot Business Solutions LLC'. The 'Address Type' is 'PO'. The 'City' is 'Boca Raton', 'State or Province' is 'FL', and 'Zip or Postal Code' is '33436'. The 'Contact' field is 'Katie Griggel'. The 'Phone Area Code' is '561', 'Phone Number' is '335-8001', and 'Phone Extension' is empty. The 'Fax Area Code', 'Fax Number', and 'Fax Extension' are also empty. The 'Discount' field is empty, 'Tax Group' is empty, and 'Currency' is empty. The 'Vendor Hold' checkbox is unchecked. The 'Sequence' field is empty. The 'Requestor/Delivery Information', 'Commodity/Accounting', and 'Balancing/Completion' tabs are visible at the top.

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

A close-up screenshot of the 'Address Type' field in the 'Vendor Information' form. The field is labeled 'Address Type' and contains the value 'PO'. To the right of the field are three dots (***). The entire field and its dropdown menu are highlighted with a red rectangular border.

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 INFORMATION QUERY

Address Type: AP

Sequence Number: 3

Source: SELF

From Date:

To Date:

Status Indicator:

Street Line 1: PO Box 630813

Street Line 2:

Street Line 3:

City: Cincinnati

State or Province: OH

ZIP or Postal Code: 45263

Nation:

1 of 3 | Per Page

Record 1 of 3

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



Vendor: 31000132 Office Depot Inc

Address Type: PO

Street Line 1: 8000 South Alinsky Trail

City: Cincinnati

State or Province: OH

Zip or Postal Code: 45240

Contact: Keith Stavian

Phone Area Code:

Phone Number:

Phone Extension:

Fax Area Code:

Fax Number:

Fax Extension:

Discount: 30 Net 30 Days

Tax Group:

Currency:

If you cannot find the correct vendor or vendor address, email the Office of Contracting & Procurement at vendors@rowan.edu.

ENTER COMMODITY

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

Enter Line Items:

Enter **Commodity Code**.

For a list of Commodity codes go to:

https://sites.rowan.edu/procurement/files_forms/content_website/CommodityCodes-9.6.2017.pdf.

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.

The screenshot shows a software interface for entering commodity information. At the top, there are navigation tabs: "Request/Order Information", "Vendor Information", "Commodity Accounting", and "Receiving/Completion". The "Commodity Accounting" tab is active. Below the tabs is a table with the following columns: "Line", "Commodity", "Description", "U/M", "Tax Group", "Quantity", "Unit Price", "Commodity Text", "Item Text", and "Commodity". The first row contains the following data: "1", "K1272500", "Binders", "EA", "EA", "25.00", "1.5000", "", "", and "K1272500". A red box highlights the "Description" field. Below the table is a summary section with the following fields: "Entered Amount" (37.50), "Tax" (0.00), "Commodity Total" (37.50), "Document Total", "Discount" (0.00), and "Additional" (0.00). A "Delete" button is visible in the top right corner of the table area, also highlighted with a red box. Above the table, there are two arrow buttons: an up arrow and a down arrow, with the down arrow highlighted by a red box.

ITEM TEXT

Optional - Item Text

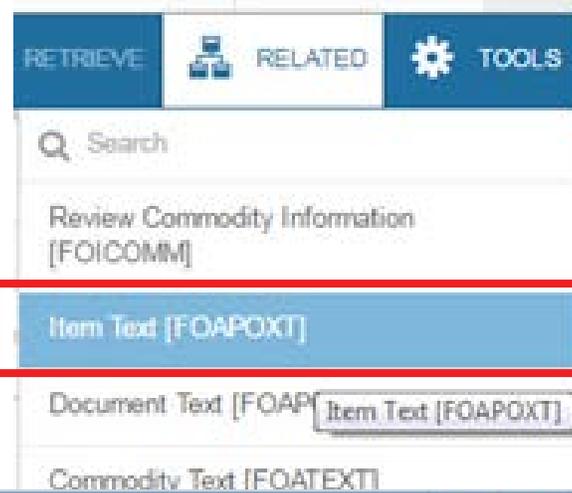
Each line holds up to 50 characters (8-10 words).

To add additional descriptions for each line item:

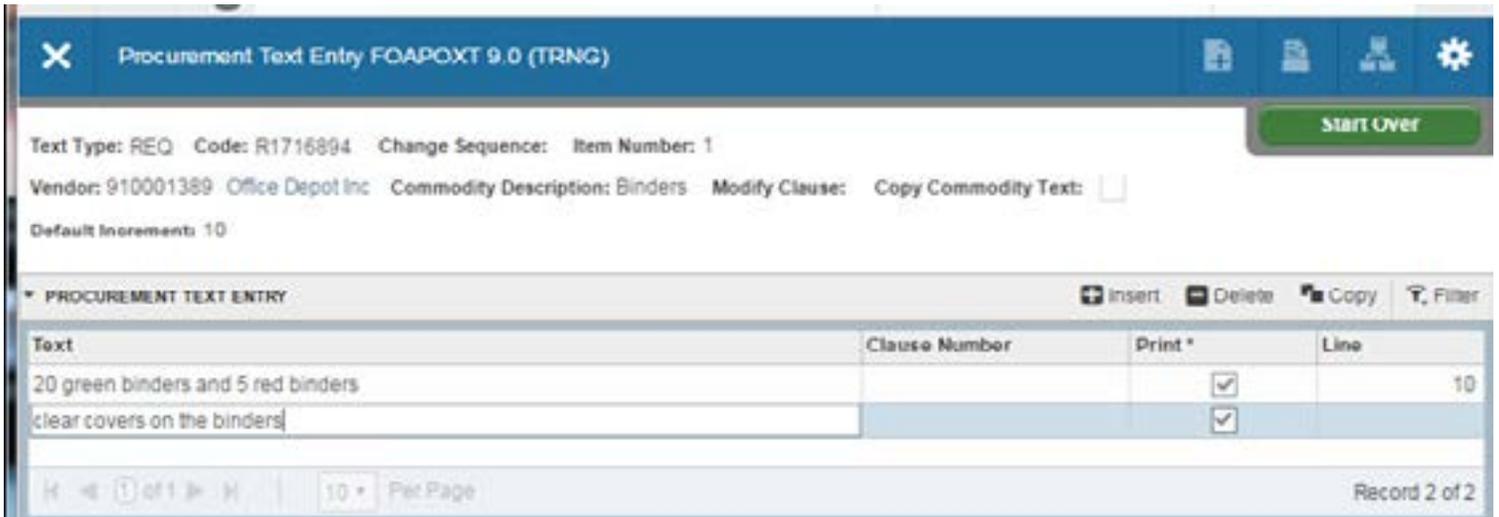
Select the item

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

Select the green **Go** button.



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



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



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

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)**.

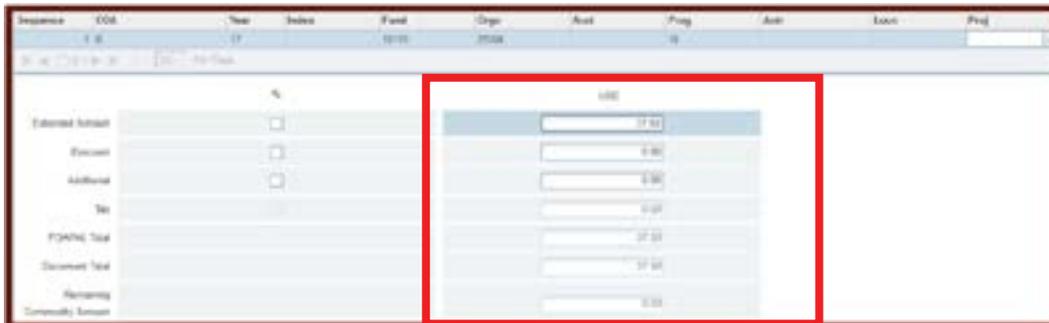
Enter **Account (Acct)**.

Enter **Program (Prog)**.



Sequence	COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	USF Expense	USF Support
1	1	17		1070	0001	100	10				<input type="checkbox"/>	

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.



	USD
Extended Amount	17.00
Document Total	17.00
FOAPAL Total	17.00
Remaining Available Amount	0.00

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

ENTER ACCOUNTING

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	Orgn	Acct	Prog	Actv
	R	17		10110	22004	7000	1E	
	R	17		10110	22004	7010	1E	

Extended Amount	<input checked="" type="checkbox"/>	USD	<input type="text" value="18.75"/>
Discount	<input type="checkbox"/>		<input type="text" value="0.00"/>
Additional	<input type="checkbox"/>		<input type="text" value="0.00"/>
Tax	<input type="checkbox"/>		<input type="text" value="0.00"/>
FOAPAL Total			<input type="text" value="18.75"/>
Document Total			<input type="text" value="27.50"/>
Remaining			<input type="text" value="0.00"/>
Commodity Amount			<input type="text" value="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.

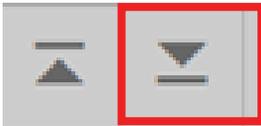
**Uncheck this box for Commodity Level Accounting,
Check for Document Level Accounting**

The screenshot displays a requisition form with several sections. At the top, there are fields for Requisition Number, Order Date, Transaction Code, and Delivery Date. Below these are fields for Comments, Commodity Code, and Commodity Total. A red box highlights the 'Document Level Accounting' checkbox, which is currently checked. Another red box highlights the 'Commodity Level Accounting' checkbox, which is currently unchecked. Below the checkboxes is a table with columns for Item, Commodity, Description, UOM, Tax Group, Quantity, Unit Price, Commodity Total, Item Total, and Add Commodity. The table contains two rows of data. At the bottom of the form, there are fields for Entered Amount, Entered, Revised, and Approved, along with a 'Save' button.

COMMODITY LEVEL ACCOUNTING

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

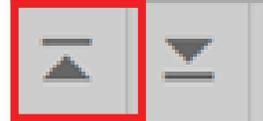
Next Section.



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



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



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



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



Next Section



COMMODITY LEVEL ACCOUNTING

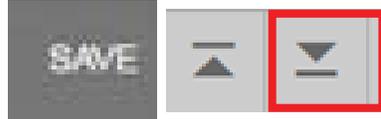
Now enter the FOAPAL for that commodity line, and tab down to enter **Extended Amount** for that item.

Sequence	CD#	Year	Index	Fund	Org	Acct	Prog	Act	Lact	Pst	S/F	Credits	S/F	Suspense
1	01	17		1000	1000	1000	01							

Extended Amount:

Discount:

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

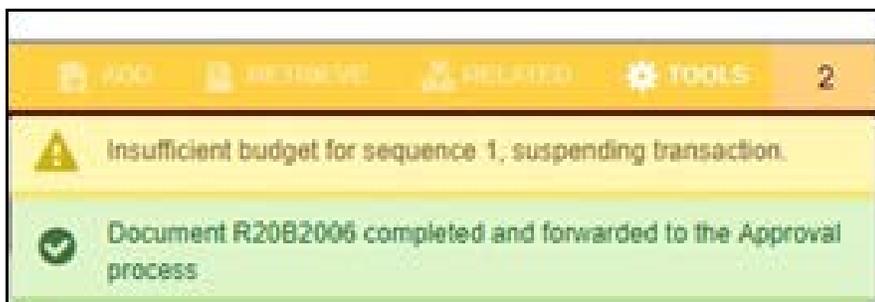
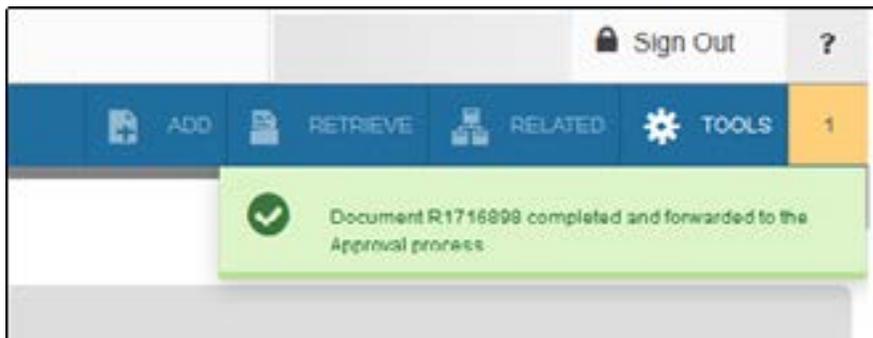
Complete the Requisition

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.

	Total	Commodity	Accounting	Status
Approved Amount	1,000.00	1,000.00	1,000.00	BALANCED
Default Amount	0.00	0.00	0.00	BALANCED
Additional Amount	0.00	0.00	0.00	BALANCED
Sub-Amount	0.00	0.00	0.00	BALANCED

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



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

COPY AND REUSE A REQUISITION

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

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

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



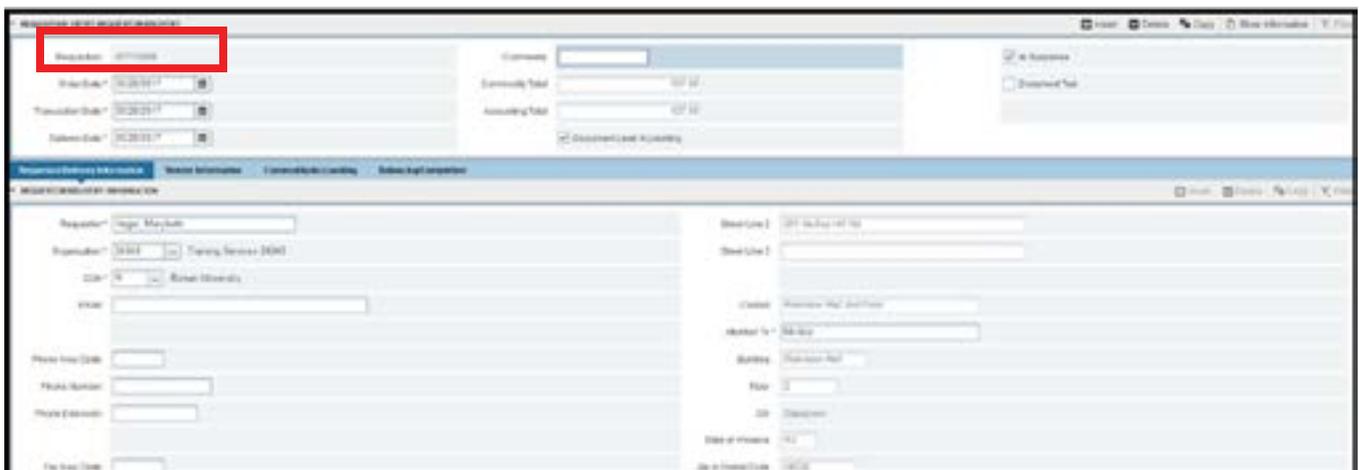
The new requisition number is immediately assigned.



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

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

Complete the requisition as usual.



STANDING PURCHASE ORDER

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

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

For an order that will have multiple invoices.

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

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

How to place a Standing Purchase Order.

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

Follow instructions for entering a requisition with the following additions:

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

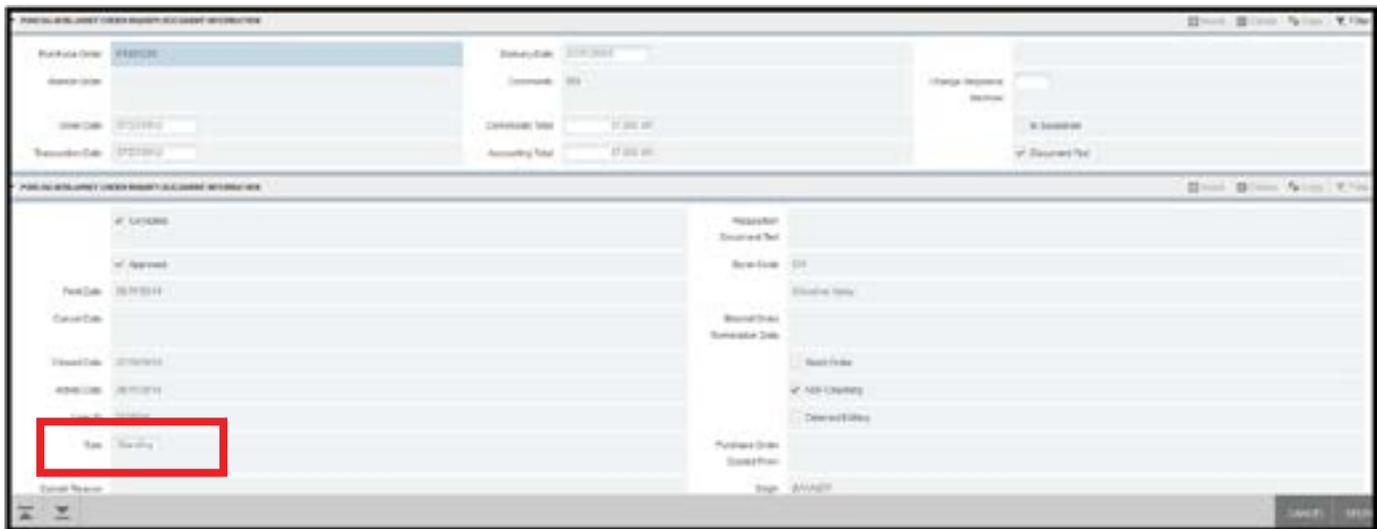
See *Receiving Standing Purchase Orders* for how to receive the order on FPARCVD.

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

Enter FPIPURR.

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

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



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

DELIVERY: 8 a.m. - 3 p.m. Mon.-Fri. 24-hour notice for large deliveries is requested.				
Standing Purchase Order				
Item	Description	Quantity	Unit Price	Total
DELIVERY: 8 a.m. - 3 p.m. Mon.-Fri. 24-hour notice for large deliveries is requested.				
Regular Purchase Order				
Item	Description	Quantity	Unit Price	Total

INCOMPLETE REQUISITION

Go to FOIDDOCH.

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.

Document Type: REQ Requisition Document Code: R171228

Get Started: Fill out the fields above and press Go

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

Document Type	Document Number	Status	Status Description
Requisition	R1716296		

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

Requisition: R1716632

Go

Get Started: Fill 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.



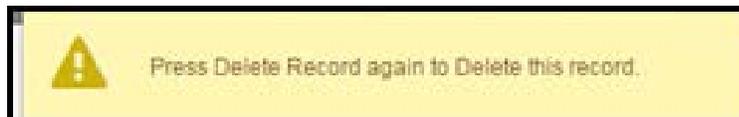
After changes are completed, select **Complete** on the last page.

A screenshot of the 'AMOUNTS' screen in a software application. It features a table with four columns: 'Input', 'Commodity', 'Accounting', and 'Status'. The rows are 'Approved Amount', 'Discount Amount', 'Additional Amount', and 'Tax Amount'. Each row has input fields for the first three columns, all containing '0.00' or '1,000.00'. The 'Status' column contains a 'BALANCED' button for each row. At the bottom left, there are two buttons: 'Complete' (highlighted with a red box) and 'In Process'.

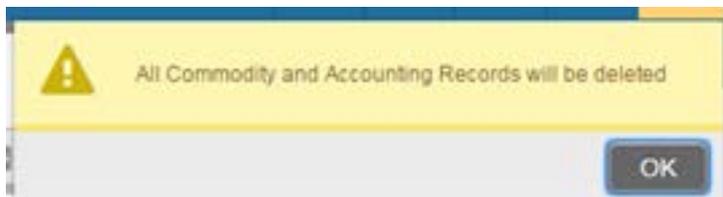
To delete the requisition, select the **Requestor** field (your name) and the **Delete** button.

A screenshot of the 'REQUISITION ENTRY: REQUESTOR/DELIVERY' screen. It shows various fields for requisition details, including 'Requisition' (R1718632), 'Order Date', 'Transaction Date', and 'Delivery Date', all set to 04/19/2017. There are also 'Commodity Total' and 'Accounting Total' fields, both showing 1,000.00. A 'Requestor' field is highlighted with a red box and contains the text 'Lopez, Marybeth'. To the right of the 'Requestor' field, there is a 'Delete' button (highlighted with a red box) and a tooltip that says 'Delete (Shift+F6)'. Other buttons like 'Insert', 'Copy', and 'More Information' are also visible.

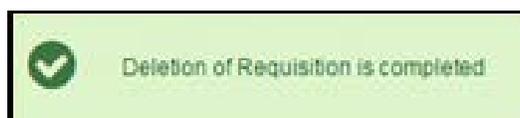
Press **Delete** again to delete the record.



Select **OK**.



Deletion of Requisition is complete.



RECEIVE - FPARCVD

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

You have three choices in receiving:

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

Hints:

If you receive multiple times on a purchase order - you will create a new receiving code every time.

Don't put any information in document text for Accounts Payable - they don't read it. Contact them directly to give specific direction about payments.

Accounts Payable pays on the invoice, not how much you received.

If you are receiving a standing order, you can check the amount of the invoice in FOIDOCH.

Once you complete a receiving, it can not be undone, not even by Accounts Payable.

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

Enter into FPARCVD - Receiving Goods.

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



The screenshot shows the Banner 9 Receiving Goods FPARCVD 9.3 (TRMG) interface. The 'Receiver Document' field is populated with 'Y172459'. The 'Go' button is highlighted in green. The interface also includes a search bar, a 'Tools' menu, and a 'Related' section.

RECEIVE A COMPLETE REGULAR PURCHASE ORDER - FPARCVD

Receiving Header

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



RECEIVING HEADER

Receiving Method: []

Carrier: []

Date Received: 03/28/2017

Received By: SAVAGEJ

Test Exists: []

Packing Slip

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



PACKING SLIP

Packing Slip: JV5032817

Bill of Lading: []

Test Exists: []

Purchase Order

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

PURCHASE ORDER

Purchase Order: P1706547

Buyer: Gina Floyd

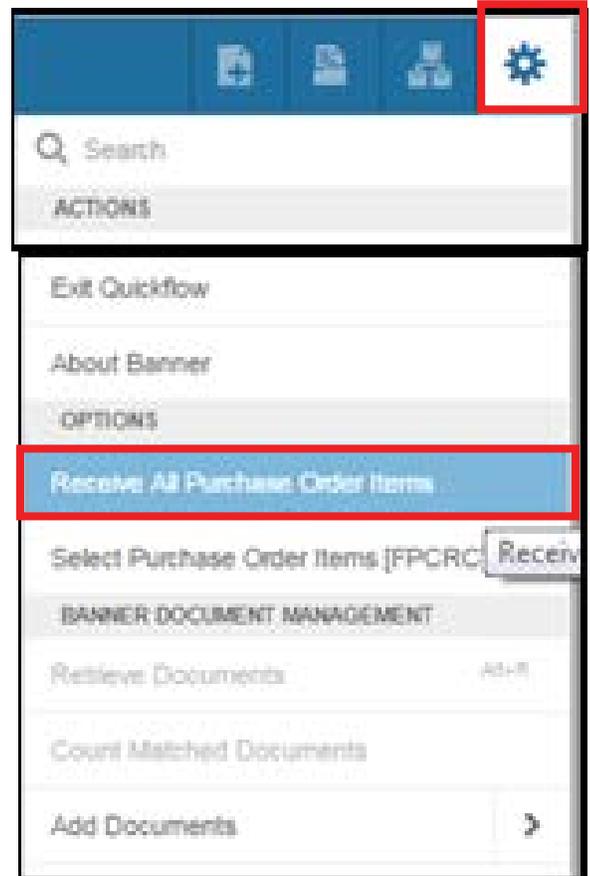
Vendor: 916179299 Digital Assurance Certification LLC

Receive or Adjust Items: Receive Items Adjust Items

RECEIVE A COMPLETE REGULAR PURCHASE ORDER - FPARCVD

From the menu bar select Tools -

Receive All Purchase Order Items.



You will still be on the first screen.

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



The image shows a screenshot of the 'Receiving Goods FPARCVD 9.3 (TRNG)' form. The form is divided into sections: RECEIVING HEADER, PACKING SLIP, and PURCHASE ORDER. The 'Receive or Adjust Items' section is highlighted with a blue box. The form contains various input fields and buttons, including 'Start Over', 'Insert', 'Delete', 'Copy', and 'Filter'.

Receiver Document Code: Y1724529

RECEIVING HEADER

Receiving Method: [dropdown] Text Exists:

Carrier: [dropdown] Received By: HEGEL

Date Received: 03/23/2017

PACKING SLIP

Packing Slip: MBH032317 Text Exists:

Bill of Lading: [dropdown]

PURCHASE ORDER

Purchase Order: P1706547 Buyer: Gina Floyd

Receive or Adjust Items: Receive Items Adjust Items Vendor: 916179398 Digital Assurance Certification LLC

Record 1 of 1

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

Receiver Document Code: Y1724529
Purchase Order: P1706547
Packing Slip: M814032317
Vendor: Digital Assurance Certification LLC

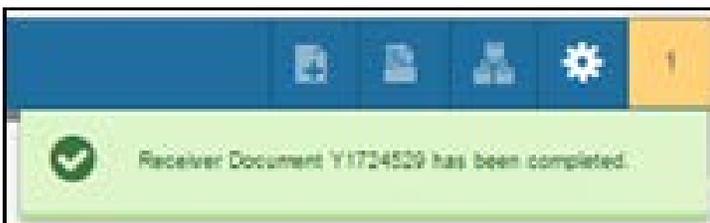
DETAILS

Commodity Code	Description	Stock Item	U/M	FOB Code	Final Received
CD237-000	Ongoing Fee-Annual	<input type="checkbox"/>	EA		<input checked="" type="checkbox"/>

Quantity: Received 1, Rejected 0, Returned 0, Accepted 1, Ordered 1
Current: 1
U/M: EA, EACH

COMPLETION

Complete In Process



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

Create Receiver Document Code

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

Receiving Header

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

Packing Slip

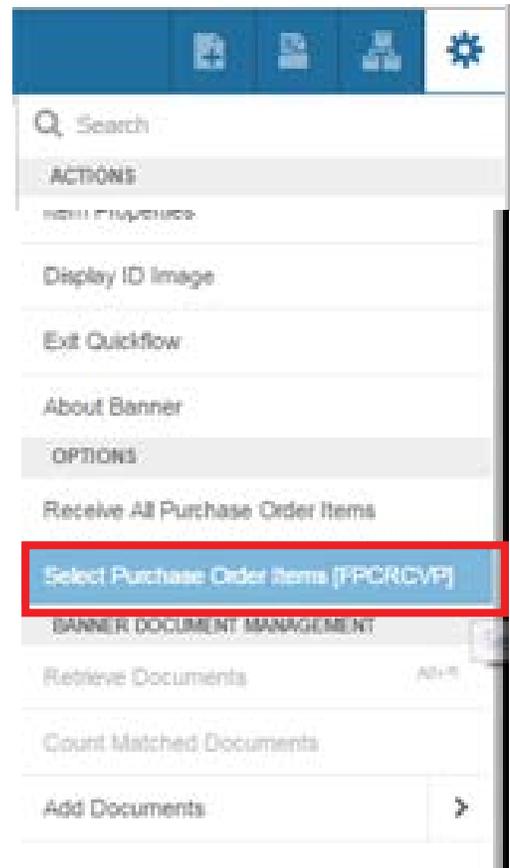
Enter your invoice or **Packing Slip** number or initials and date (i.e., SOH072904). Leave **Bill of Lading** blank. **Next Section.**

Purchase Order

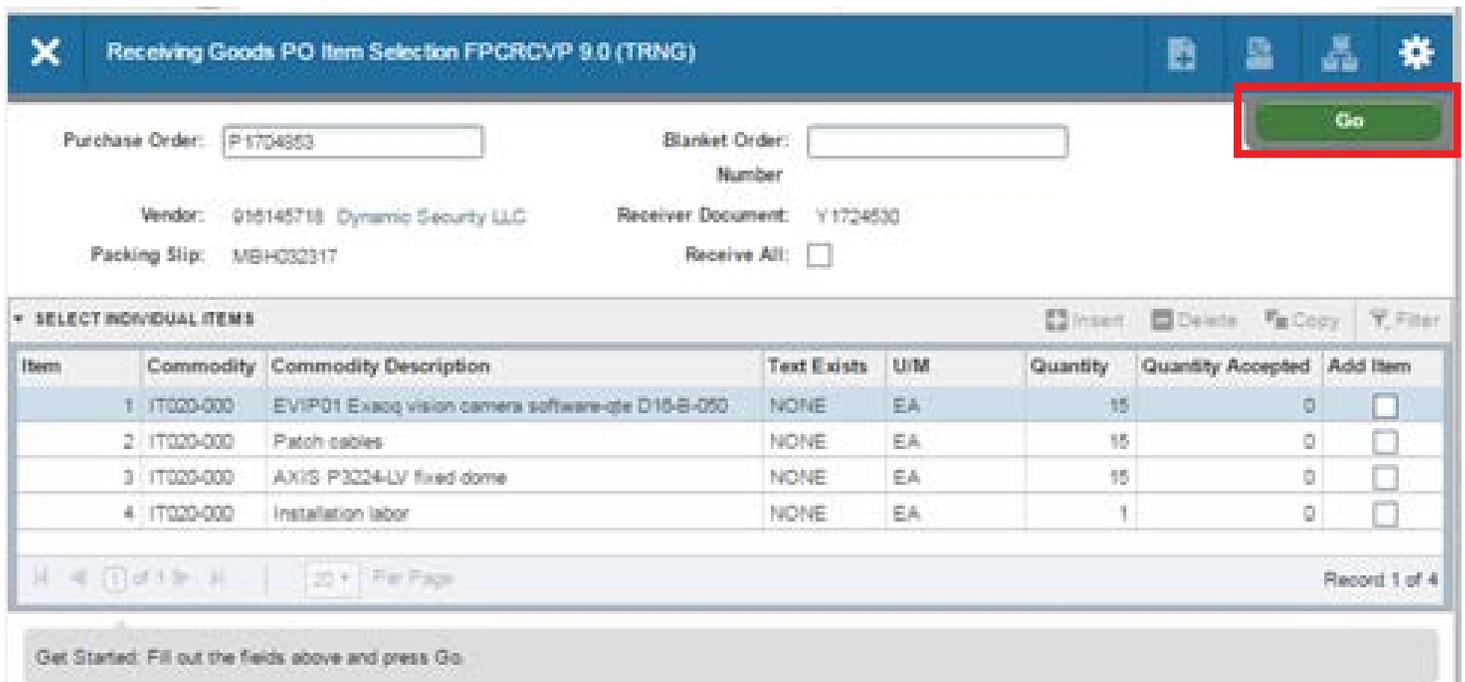
Enter **Purchase Order** number. Select tab key to confirm that correct vendor appears.

RECEIVE A PARTIAL REGULAR PURCHASE ORDER - FPARCVD

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



Select the green **Go** button.



RECEIVE A PARTIAL REGULAR PURCHASE ORDER - FPARCVD

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

Receiving Goods PO Item Selection FPARCVP 9.0 (TRNG)

Purchase Order: P1704053 Blanket Order Number:
Vendor: 910145718 Dynamic Security LLC Receiver Document: Y1724530 Packing Slip: MSH032317 Receive All:

SELECT INDIVIDUAL ITEMS

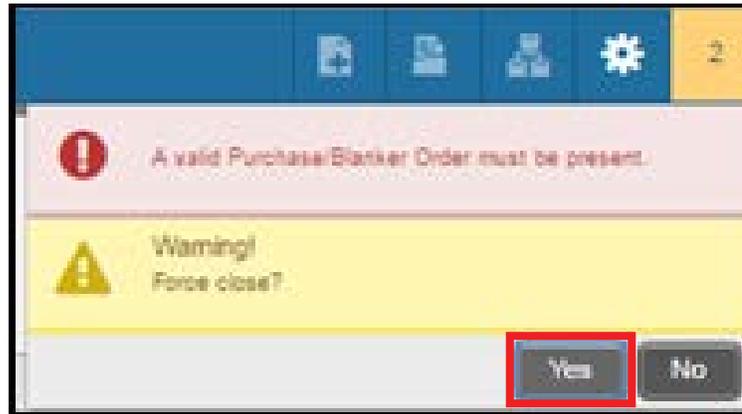
Item	Commodity	Commodity Description	Text Exists	U/M	Quantity	Quantity Accepted	Add Item
1	IT020-000	EVIP01 Exacq vision camera software-opt D18-B-050	NONE	EA	15	0	<input checked="" type="checkbox"/>
2	IT020-000	Patch cables	NONE	EA	15	0	<input type="checkbox"/>
3	IT020-000	AXIS P3224-LV fixed dome	NONE	EA	15	0	<input type="checkbox"/>
4	IT020-000	Installation labor	NONE	EA	1	0	<input type="checkbox"/>

Record 1 of 4

CANCEL SELECT **SAVE**

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.



RECEIVE A PARTIAL REGULAR PURCHASE ORDER - FPARCVD

Receiving Goods FPARCVD 9.3 (TRNG) Start Over

Receiver Document Code: Y1724839

RECEIVING HEADER Insert Delete Copy Filter

Receiving Method Text Exists
Carrier Received By
Date Received

PACKING SLIP Insert Delete Copy Filter

Packing Slip Bill of Lading
 Text Exists

PURCHASE ORDER Insert Delete Copy Filter

Purchase Order Buyer
Receive or Adjust Receive Items Adjust Items Vendor Digital Assurance Certification LLC

1 of 1 | Per Page | Record 1 of 1

RECEIVE A PARTIAL REGULAR PURCHASE ORDER - FPARCVD

Receiver Document Code: Y172750

COMMODITY

Receiver Document Code: Y172750 Purchase Order: P1701634

Posting Site: DSFDSF Vendor: Greener Cleaner Inc

DETAILS

Commodity Code	Description	Stock Item	U/M	FOB Code	Final Received
CD033-000	LAUNDRY & DRY CLEANING SERVICES 7.20 Gold		EA		<input type="checkbox"/>

Quantity To Date Current

Received 0

Rejected 0

Returned 0

Accepted 0

Ordered 1

U/M EA

U/M

Primary Location

Sub Location

Item Suspense Tolerance Suspense Tolerance Override

COMPLETION

Complete In Process

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 Item	U/M	FOB Code	Final Received
CD033-000	LAUNDRY & DRY CLEANING SERVICES 7.20 Tan		EA		<input type="checkbox"/>
CD033-000	LAUNDRY & DRY CLEANING SERVICES 7.20 Gold		EA		<input type="checkbox"/>
CD033-000	LAUNDRY & DRY CLEANING SERVICES 7.20 Yellow		EA		<input type="checkbox"/>

Quantity To Date Current

Received 0

Rejected 0

Returned 0

Accepted 0

Ordered 1

U/M EA

U/M

Primary Location

Sub Location

Item Suspense Tolerance Suspense Tolerance Override

COMPLETION

Complete In Process

RECEIVE A PARTIAL REGULAR PURCHASE ORDER - FPARCVD

Select **Complete**.

Commodity Code	Description	Stock Item	UM	FOB Code	Final Received
00233-000	LAUNDRY & DRY CLEANING SERVICES 7.20 Tan		EA		<input type="checkbox"/>
00233-000	LAUNDRY & DRY CLEANING SERVICES 7.20 Gold		EA		<input type="checkbox"/>
00233-000	LAUNDRY & DRY CLEANING SERVICES 7.20 Yellow	<input type="checkbox"/>	EA		<input type="checkbox"/>

Record 3 of 3

Quantity	To Date	Current	UM	Primary Location	Sub Location
Received	0	<input type="text" value="1"/>	UM	<input type="text"/>	<input type="text"/>
Rejected	0	<input type="text"/>	UM	<input type="text"/>	<input type="text"/>
Returned	0		Primary Location	<input type="text"/>	
Accepted	0		Sub Location	<input type="text"/>	
Ordered	1				

Item Suspense Tolerance Suspense Tolerance Override

COMPLETION



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

RECEIVE A STANDING PURCHASE ORDER - FPARCVD

Create **Receiver Document** code.

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



Receiving Header

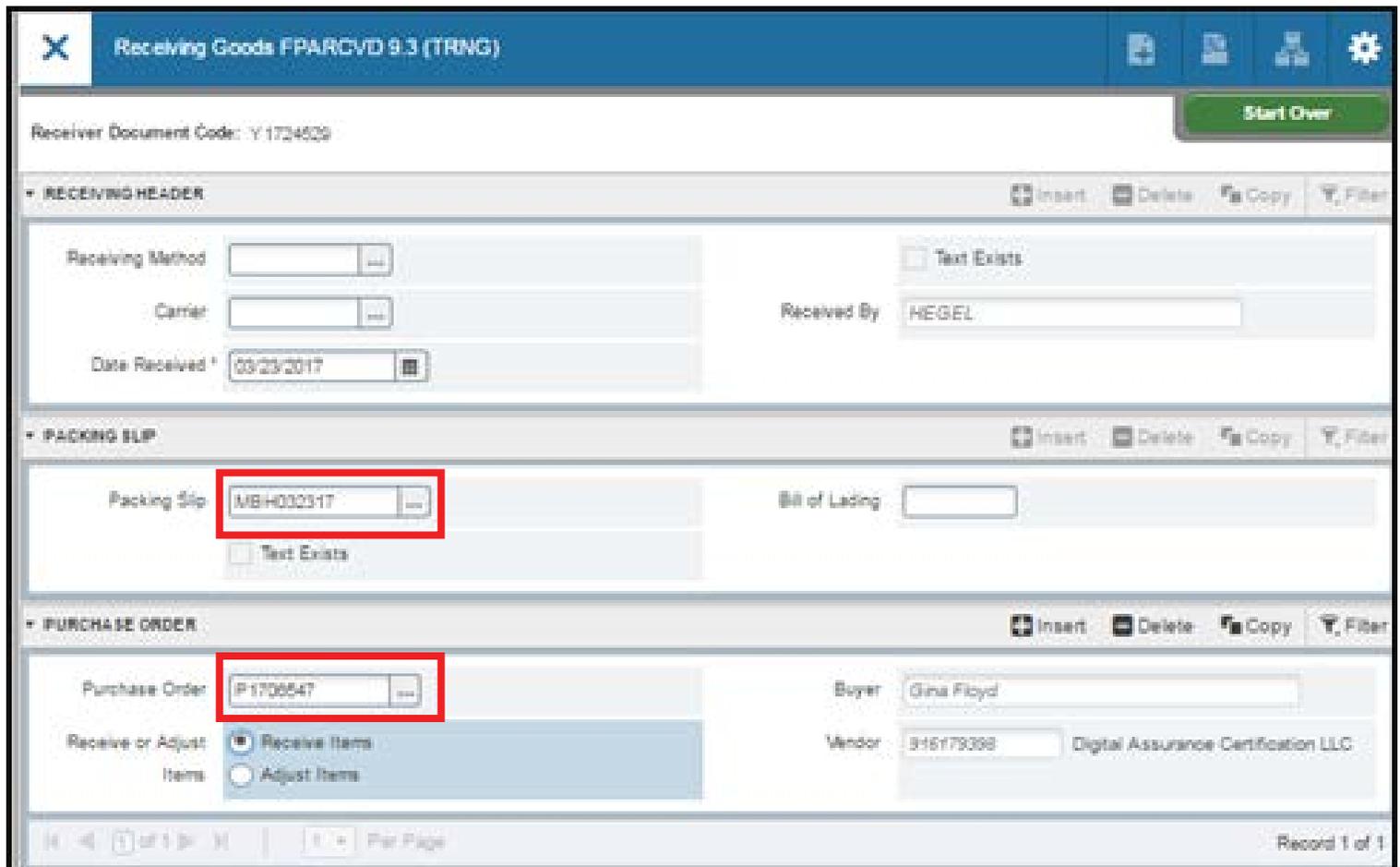
Leave **Receiving Method** blank. Leave **Carrier** blank. **Next Section.**

Packing Slip

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

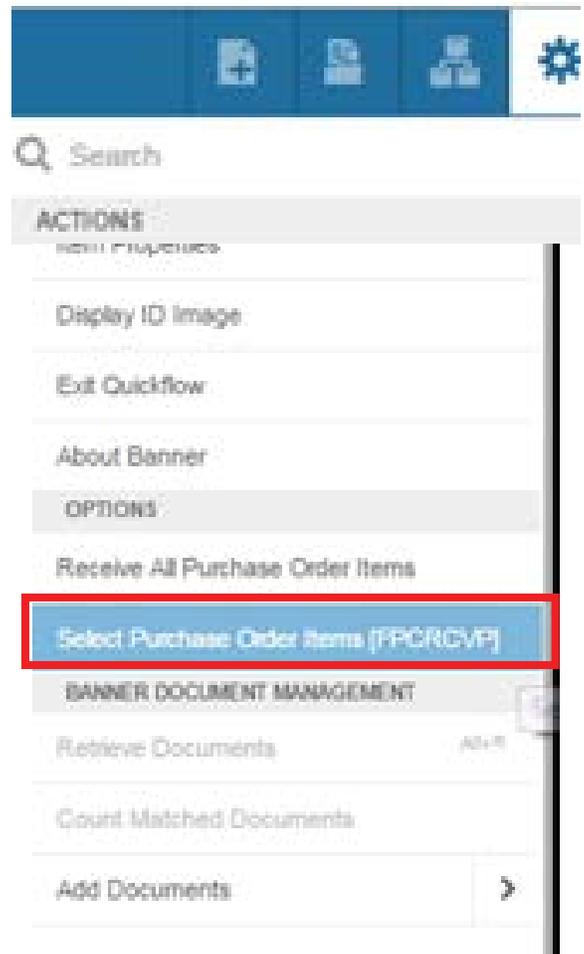
Purchase Order

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

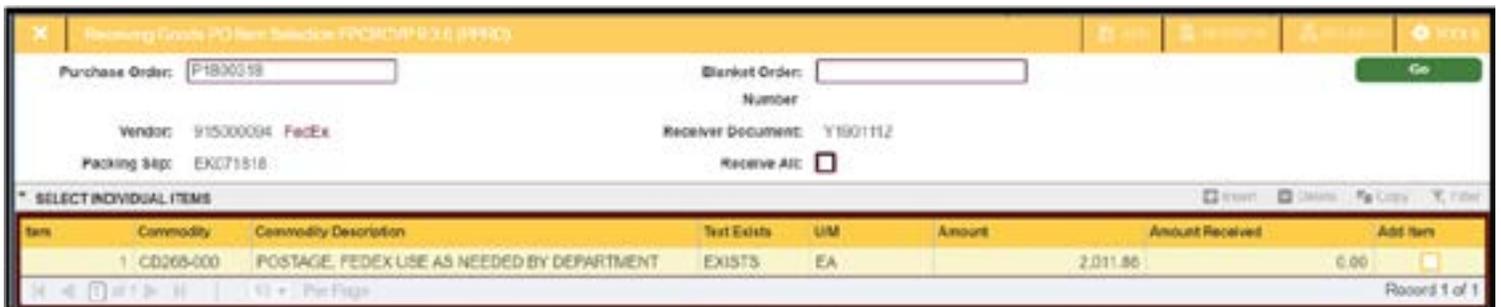


RECEIVE A STANDING PURCHASE ORDER - FPARCVD

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

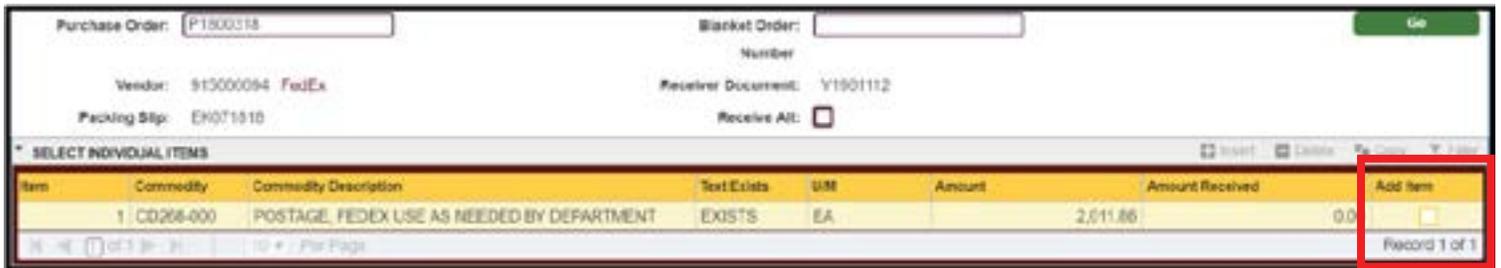


Select the green **Go** button.



RECEIVE A STANDING PURCHASE ORDER - FPARCVD

Select the check box next to the line item.



Purchase Order: P1800318 Blanket Order: Go

Vendor: 915000094 FedEx Number: Receiver Document: Y1901112

Packing Slip: EH071518 Receive All:

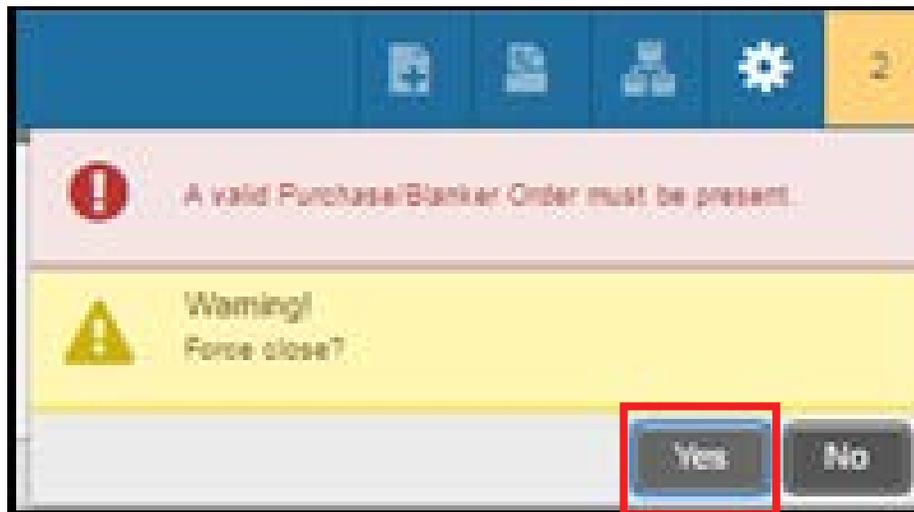
* SELECT INDIVIDUAL ITEMS

Item	Commodity	Commodity Description	Text Exists	UM	Amount	Amount Received	Add Item
1	CD266-000	POSTAGE, FEDEX USE AS NEEDED BY DEPARTMENT	EXISTS	EA	2,011.86	0.00	<input type="checkbox"/>

Record 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. .



RECEIVE A STANDING PURCHASE ORDER - FPARCVD

Receiving Goods FPARCVD 9.3 (TRNG)

Receiver Document Code: Y1724529 Start Over

RECEIVING HEADER

Receiving Method: Text Exists
 Carrier: Received By: HEGEL
 Date Received: 03/23/2017

PACKING SLIP

Packing Slip: MBH032317 Text Exists Bill of Lading:

PURCHASE ORDER

Purchase Order: P1700547 Buyer: Gina Floyd
 Receive or Adjust: Receive Items Adjust Items
 Vendor: 916179398 Digital Assurance Certification LLC

Record 1 of 1

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

Receiving Goods FPARCVD 9.3 (TRNG)

Receiver Document Code: Y1727552 Start Over

COMMODITY

Receiver Document Code: Y1727552 Purchase Order: P1700293
 Packing Slip: D3A05A Vendor: South Jersey Gas Co

DETAILS

Item: 1 Commodity Record Count: 1

Commodity Code	Description	Stock Item	UM	FOB Code	Final Received
0078-000	Natural Gas - Bailey Rd	<input type="checkbox"/>	LOT		<input type="checkbox"/>

Record 1 of 1

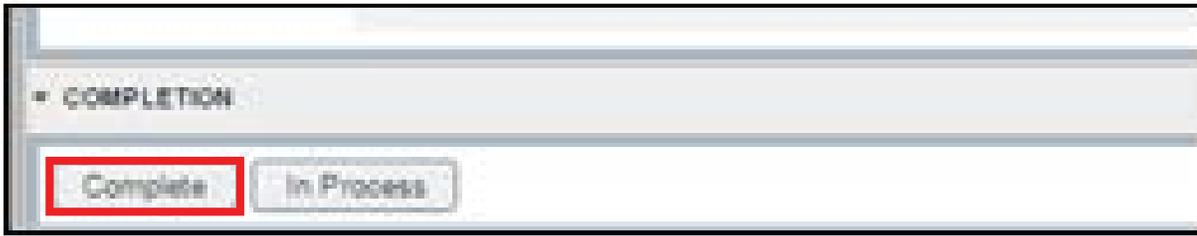
Quantity	To Date	Current	UM
Received	0.00	<input type="text" value="50.00"/>	UM
Ordered	3,000.00		

Item Suspend Tolerance Suspend Tolerance Override

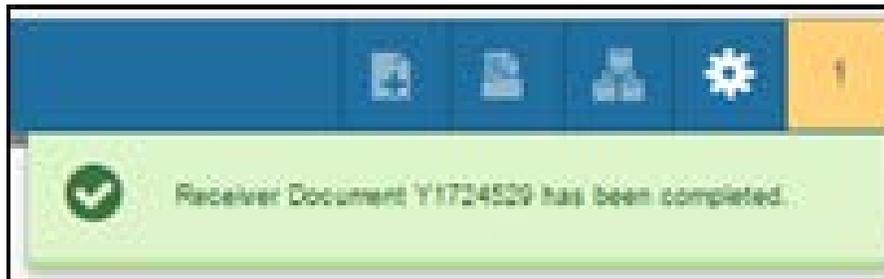
COMPLETION

RECEIVE A STANDING PURCHASE ORDER - FPARCVD

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



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



RECEIVING MORE THAN ONE RECORD

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



A screenshot of the Banner 9 receiving form. The form displays a table of commodity records. The table has columns for Commodity Code, Description, Stock Item, UOM, FOB Code, and Final Received. The first row is highlighted with a red box. Below the table, there are fields for Quantity, To Date, and Content, with a red box highlighting the Content field.

Commodity Code	Description	Stock Item	UOM	FOB Code	Final Received
00031-000	12640 Blade, Razor		EA		<input type="checkbox"/>
00031-000	0644318 Tube, Centrifuge		EA		<input type="checkbox"/>
00031-000	09641273 Screw Cap GL380		EA		<input type="checkbox"/>
00031-000	0975350 Forcep		EA		<input type="checkbox"/>
00031-000	10316A Forcep		EA		<input type="checkbox"/>
00031-000	1031710 Forcep		EA		<input type="checkbox"/>
00031-000	09710H Filter		EA		<input type="checkbox"/>
00031-000	03050372 Titan3		EA		<input type="checkbox"/>
00031-000	1237110 Gl, Immersion		EA		<input type="checkbox"/>
00031-000	1209924 Calculator		EA		<input type="checkbox"/>

Quantity: Received 1, Rejected 0, Returned 0, Accepted 1, Ordered 1. To Date: 1. Content: [input field]. UOM: UOM. Primary Location: [input field]. Sub Location: [input field].

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.

Document Type	Document Number	Status	Status Description
Requisition	R1718182	A	Approved
Purchase Order	P1717385	A	Approved
Receiving Documents	Y1727555		

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.

Receiver Document Code: Y1727555

RECEIVING HEADER

Receiving Method: [Field]

Carrier: [Field]

Date Received: 04/19/2017

Received By: HEGEL

Buttons: Insert, Delete, Copy, Filter

Warning: Press Delete Record again to delete this document.

You will receive an acknowledgement that it was deleted.

Receiver #:Y1727555 and all detailed records have been deleted.

DOCUMENT HISTORY - FOIDoch

In FOIDoch you can look at the history of a purchase order including the requisition, invoices, checks and receiving codes. Go to FOIDoch.

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

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

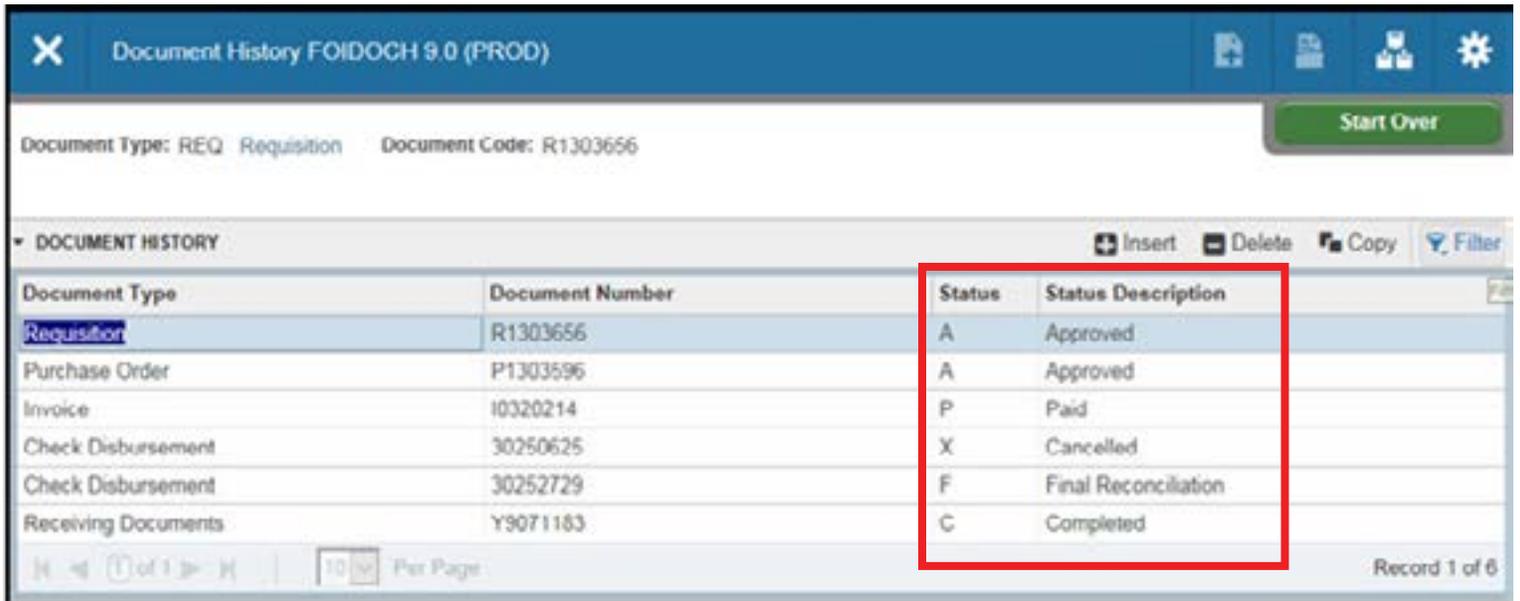
Tab

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

Select the green **Go** button.



Each document code is followed by a status indicator.



Document Type	Document Number	Status	Status Description
Requisition	R1303656	A	Approved
Purchase Order	P1303596	A	Approved
Invoice	10320214	P	Paid
Check Disbursement	30250625	X	Cancelled
Check Disbursement	30252729	F	Final Reconciliation
Receiving Documents	Y9071183	C	Completed

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



DOCUMENT HISTORY - FOIDOC - 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.

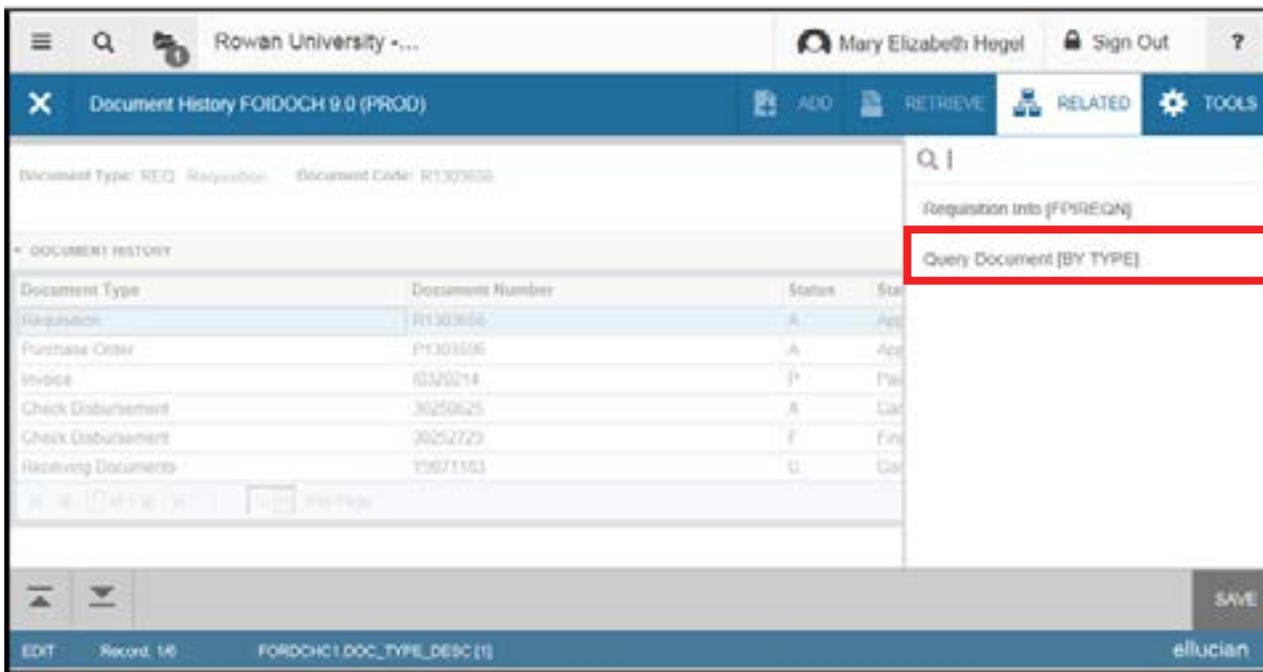
For more information about a Requisition:

Select the **Requisition** field

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

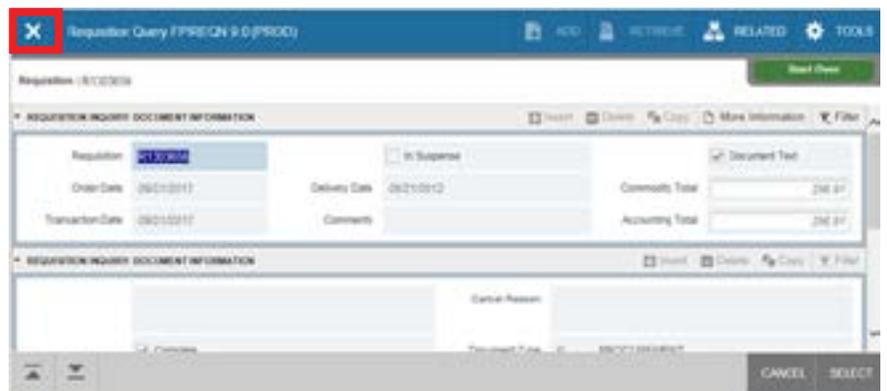
Select the green **Go** button.

Use the Section buttons to move through the form.



Document Type	Document Number	Status	Sta
Requisition	R1303656	A	App
Purchase Order	P1303596	A	App
Invoice	0320214	F	Fin
Check Disbursement	30250625	A	Dis
Check Disbursement	30252729	F	Fin
Receiving Documents	Y0071103	G	Dis

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



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.

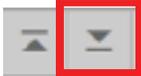
For more information about a Purchase Order in FOIDoch:

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.

One thing that you can check on this form is if a purchase  order is a Regular or Standing order.

Purchase Order: P170133 Blanket Order: Change Sequence Number: Start Over

PURCHASE/BLANKET ORDER INQUIRY: DOCUMENT INFORMATION

Purchase Order: P170133 Delivery Date: 07/20/2016

Blanket Order: Comments: SO Change Sequence Number:

Order Date: 07/20/2016 Commodity Total: 400.00

TRANSMISSION DATE: 07/20/2016 Accounting Total: 400.00

PURCHASE/BLANKET ORDER INQUIRY: DOCUMENT INFORMATION

Complete

Approved

Print Date: 07/20/2016

Cancel Date:

Closed Date:

Activity Date: 07/20/2016

User ID: MORRO

Type: Standing

Requisition Document Text:

Blanket Code: LB

Blanket Order Information Date:

Rush Order

RFI Checking

Deferred Entry

Purchase Order Copied From:

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.

Document Type: PO Purchase Order Document Code: P1717027

Document Type	Document Number	Status	Status Description
Requisition	R1717989	A	Approved
Purchase Order	P1717027	A	Approved
Receiving Documents	Y1727556		

Incomplete Receiving

To drill down for more information about a receiving code
Select the receiving code
Select Related—Query Document by Type from the menu bar.
Select the green **Go** button.
Use Next Section to move through the form.



RETRIEVE RELATED TOOLS

Requisition Info [FPREQN]

Query Document [BY TYPE]

Receiver Document Code: Y9071173

Carrier: [Field] Test Exists: N

Date Received: 10/19/2012

Packing Slip Information

Packing Slip: JM101912 Test Exists: N

Bill of Lading: [Field]

Purchase Order Information

Purchase Order: P1303662 Buyer: Francine Dorch

Check to receive or adjust items: Receive Items Adjust Items Vendor: 910002905 Government Inc

CANCEL SELECT

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.



Document Type	Document Number	Status	St
Requisition	R1303055	A	Appr
Purchase Order	P1303018	A	Appr
Invoice	I0319863	P	Paid
Invoice	I0330200	P	Paid
Check Disbursement	30250405	F	Final
Check Disbursement	30251277	F	Final
Receiving Documents	Y9071176	C	Com

Document: Multiple:

Go

DOCUMENT HISTORY - FOIDOC - INVOICE INFORMATION

Some important fields to check:

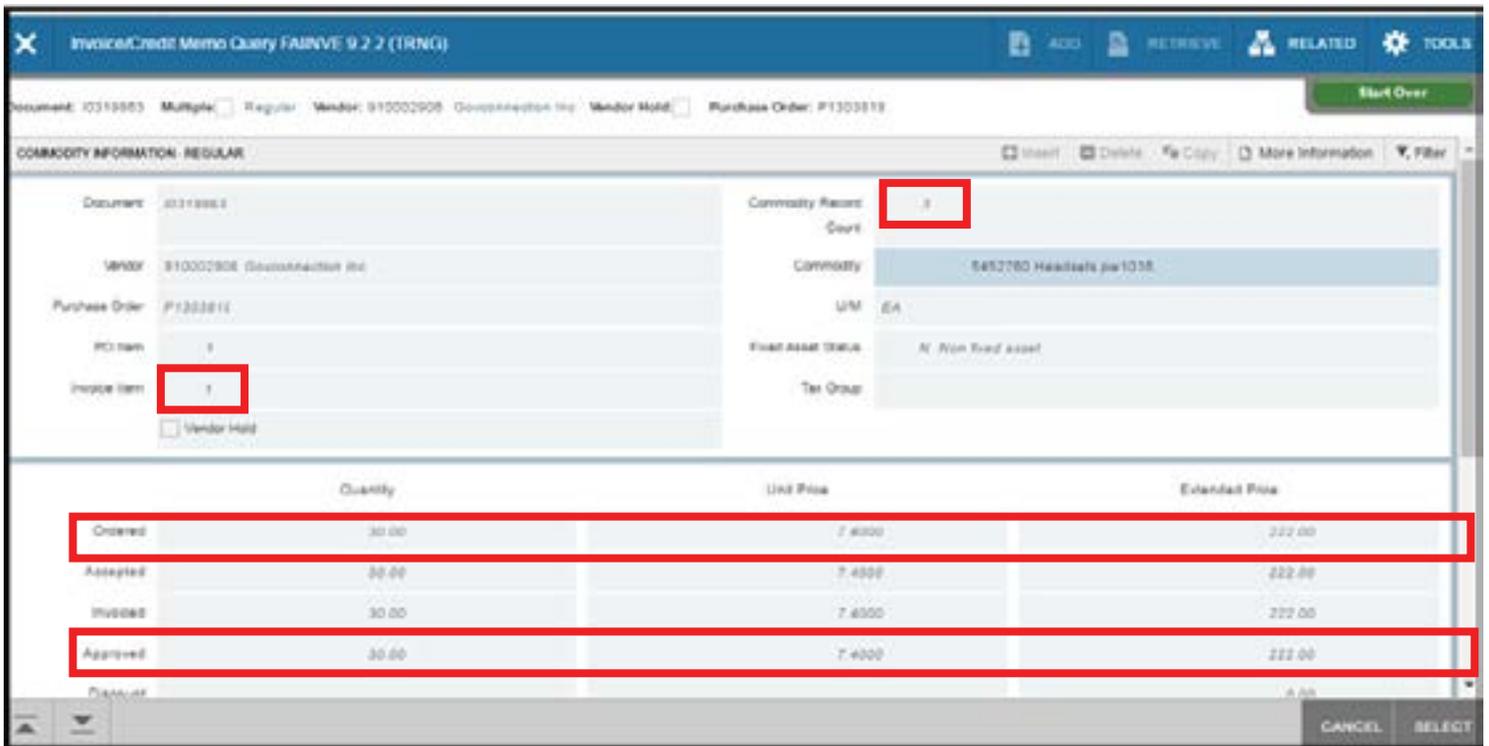
Commodity Record Count - Number of line items on this invoice.

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.



Document: 0319863 Multiple Regular Vendor: 810002908 Government Use Vendor Hold Purchase Order: P1303818

COMMODITY INFORMATION - REGULAR

Document	0319863	Commodity Record Count	1
Vendor	810002908 (Government Use)	Commodity	5452760 Headsets per1038
Purchase Order	P1303818	UM	EA
PO Item	1	Fixed Asset Status	N Non fixed asset
Invoice Item	1	Tax Group	

	Quantity	Unit Price	Extended Price
Ordered	30.00	7.4000	222.00
Accepted	30.00	7.4000	222.00
Invoiced	30.00	7.4000	222.00
Approved	30.00	7.4000	222.00

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.

Document Type	Document Number	Status	Status Description
Reservation	81300000	A	Approved
Purchase Order	71000010	A	Approved
Invoice	0010000	F	Final Reconciliation
Invoice	0000000	F	Final Reconciliation
Check Disbursement	00250405	F	Final Reconciliation
Credit Disbursement	00251207	F	Final Reconciliation
Reversing Documents	00010100	C	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.

Check Number: 00250405 Bank: 30

Vendor: Check Vendor:
Check Date: Check Type:
Check Amount: Cancel Reason:
Cancel Date:

Get Started: Fill out the fields above and press Go.

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

The screenshot shows the 'Check Payment History' interface for FAID 90190 (TRNG). At the top, there are buttons for 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS'. Below this, a summary bar displays: Check Number: 30250405, Bank: 30 - Rowan General Disbursement, Vendor: 910002906 - Govconnection Inc, Check Vendor: [Start Over], Check Date: 11/02/2012, Check Type: Batch, Check Amount: 1,058.76, Cancel Date: , Cancel Reason: .

The main section is titled 'CHECK PAYMENT HISTORY' and contains a table with the following data:

Document Number	Document Type	Net Amount
0319840	Invoice	221.51
0319853	Invoice	280.63
0319865	Invoice	103.70
0319866	Invoice	128.25
0319867	Invoice	140.27
0319868	Invoice	129.00
0320421	Invoice	65.40

Below the table is a 'VENDOR INVOICE' section with a table:

Vendor Invoice Code	Vendor Invoice Amount
49537857	221.51

At the bottom right, there are buttons for 'CANCEL', 'SELECT', and 'SAVE'.

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

This close-up shows the 'RELATED' button menu. The menu is open, displaying a search bar and a list of options. The option 'Document Inquiry [FAINVE]' is highlighted with a red box, indicating it is the selected action.

DETAILED ENCUMBRANCE ACTIVITY - FGIENCD

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

Go to **FGIENCD**

In **Encumbrance** type your Purchase Order number.

Select the green **Go** button.

ENCUMBRANCE INFORMATION	
Description: Government Inc	Doc Encumbered: 10012002
Status: C	Balance: 0.00
Type: P	Vendor: 1000000 - Government Inc

ENCUMBRANCE DETAIL	
Item: 0 - Document Accounting Distribution	Sign: 0000
Sequence: 1	Acct: 2010
Fiscal Year: 12	Prog: 11
Status: C	Actv:
Control Indicator: LI	Lein:
COA: 01	Pho:
Index:	Encumbrance: 526.83
Fund: 2000	Liquidation: -526.83
	Balance: 0.00

Encumbrance, amount liquidated and balance.

Transaction Date	Type	Document Code	Action	Transaction Amount	Remaining Balance
10/01/2012	POPO	P1303818		526.83	526.83
10/16/2012	INEI	1001000		-200.83	326.00
10/19/2012	INEI	1000000	T	-326.00	0.00

History of Invoices and Credit memos against the Purchase Order

DOCUMENT BY USER - FOADOCU

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

Select the green **Go** button.

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

Status	Document Type	Document Code	Change Sequence	Submission	Description	Activity Date	Document Amount	Deny Document
	JV	J000078			Google Fees Transfer	08/02/2013	17,280.00	
A	REQ	R1300200			Hardware	07/10/2012	100.00	
A	REQ	R1300500			Haga, Marybeth	05/10/2012	1,100.00	
A	REQ	R1300535			Lane	07/12/2012	1,100.00	
A	REQ	R1300534			Richardson	05/10/2012	1,100.00	

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.

Sub Number	Item	Sequence	Journal Type	Description	Amount	Sign	Currency	Document Reference	COA	Index	Fund	Orgn	Acct	Prog
	0	1	BDZ1	water cooler rental	600.00	- Minus			R		17320	26040	7400	14
	0	2	BDZ1	water cooler rental	600.00	+ Plus			R		17320	34040	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: [] [...]

Selection: All

Invoice Date From: []

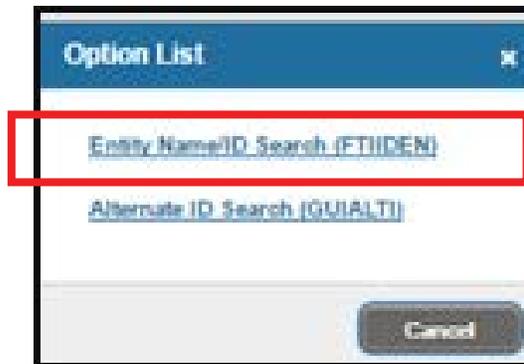
Vendor Hold:

Fiscal Year: []

Invoice Date To: []

Get Started: Fill out the fields above and press Go.

Select **Entity Name Search (FTIIDEN)**



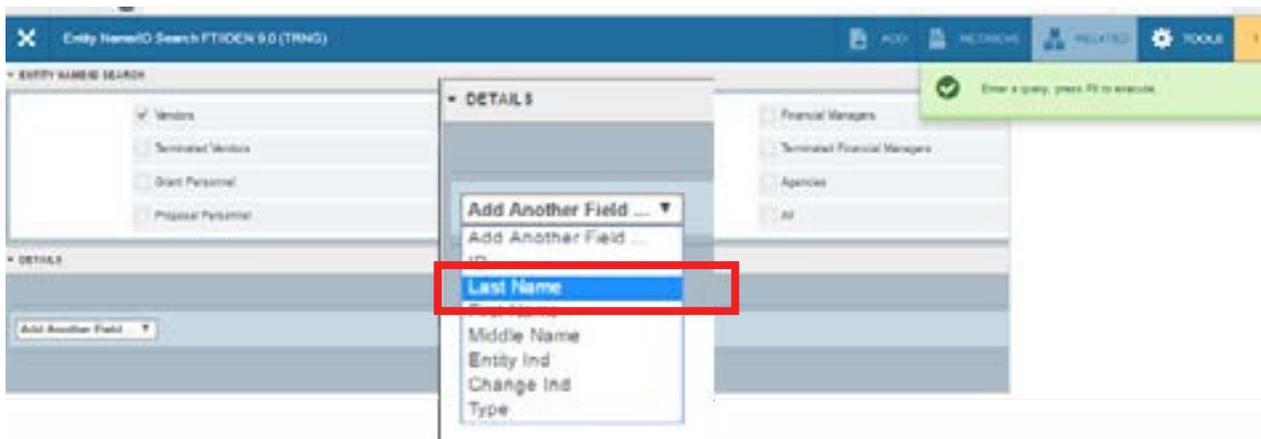
Option List

[Entity Name/ID Search \(FTIIDEN\)](#)

[Alternate ID Search \(QUALTI\)](#)

Cancel

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



Entity Name/ID Search FTIIDEN 9.0 (TRNG)

Entity Name Search

Details

Add Another Field ...

Last Name

Middle Name

Entity Ind

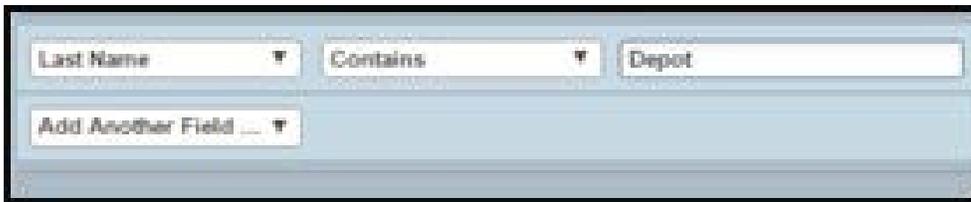
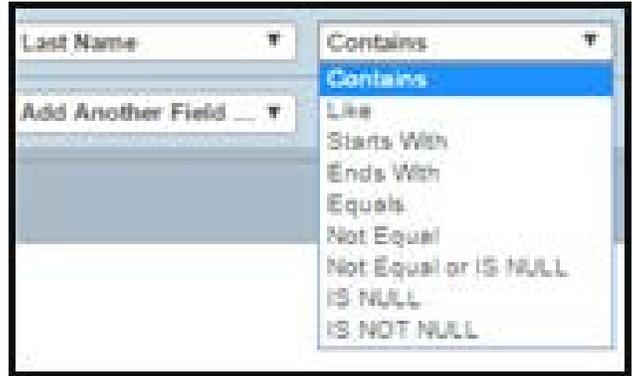
Change Ind

Type

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**.



Double click on the vendor you wish to research.

ID	Last Name	First Name	Middle Name	Entity Ind	Change Ind	V	F	A	G	P	Type
0105803767	Air Discount Depot			C		Y	N	N	N	N	
010301709	Copy Depot of New Jersey			C		Y	N	N	N	N	LEGL
010507272	D'Ceast LLC			C		Y	N	N	N	N	
010000002	Deer America Inc			C		Y	N	N	N	N	
010000044	Do Not Use Home Depot 0942			S		T	N	N	N	N	LEGL
010210899	Do Not Use Home Depot Credit Services			S		T	N	N	N	N	
010001066	Do Not Use Office Depot			S	N	Y	N	N	N	N	LEGL
010010703	Do Not Use The Home Depot			C		T	N	N	N	N	
010071272	Dry Ice Depots			C	N	Y	N	N	N	N	
010000084	Home Depot			C		Y	N	N	N	N	
010000044	Home Depot (SAC)			C	N	T	N	N	N	N	LEGL
010210899	Home Depot Credit Services			C	N	T	N	N	N	N	
010040404	Home Depot Store 0374			S	N	Y	N	N	N	N	
010000177	Home Depot Supply			S	N	T	N	N	N	N	
010104490	Lamination Depot Inc			S		Y	N	N	N	N	
010004187	Mattar Woods Left Paper Depot			C	N	Y	N	N	N	N	
010001066	Office Depot			C	N	Y	N	N	N	N	LEGL
010001066	Office Depot Inc			C		Y	N	N	N	N	LEGL
001047000	Seabest Depot Inc			C		Y	N	N	N	N	
010000002	Tessier Depot/Hoffman & Lecky Inc			C		Y	N	N	N	N	

VENDOR DETAIL HISTORY - FAIVNDH

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

Vendor: 000000
Selection: All
Invoice Date From:
Vendor Head:
Fiscal Year:
Invoice Date To:
Go

Get Started: Fill out the fields above and press Go.

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.

Vendor Invoice	Invoice	Approval	VIC	Credit Memo	Open/Paid	Cancel	Vendor Invoice Amt	Due Date	Check Date	Check Num
248831059001	02010714	Y	N	N	P	N	188.18	10-17-2004	10-16-2004	30007408
281429947-001	03040209	Y	N	N	P	N	290.95	01-21-2005	28-JAN-2005	30010712
381429947-002	03040205	Y	N	N	P	N	121.98	01-21-2005	28-JAN-2005	30010712
281429947-001	03051140	Y	N	N	P	N	240.28	06-04-2005	07-JUN-2005	30024271
281429947-002	03061211	Y	N	N	P	N	108.80	06-07-2005	08-JUN-2005	30021357
307513954-001	03131948	Y	N	Y	P	N	-7.95	09-09-2007	07-SEP-2007	30133745
307513954-001	03131927	Y	N	N	P	N	18.47	09-09-2007	07-SEP-2007	30133745
307513954-001	03131948	Y	N	N	P	N	17.98	09-09-2007	07-SEP-2007	30133745
140405	03143900	Y	N	N	P	N	2,499.81	12-10-2007	10-DEC-2007	30140405
141423	03148781	Y	N	N	P	N	1,888.10	01-17-2008	16-MAR-2008	30183048

LIST OF RECEIVING CODES - FPIPKSL

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

Go To FPIPKSL.

You will see a form filled with Receiving Codes with the related Packing Slip, Vendor and Date received.

Select **Filter** from the top right side of the form.



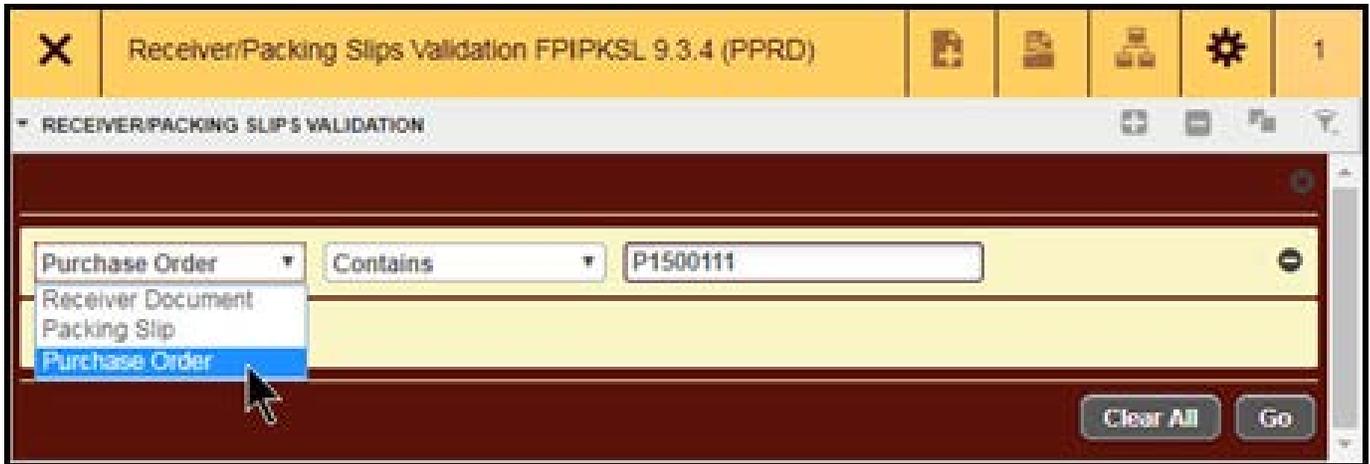
Receiver Document	Packing Slip	Purchase Order	Vendor	Date Received
NEXT	REIMBURSE	P8009580	Hettinger, Jeffrey D.	03/03/2008
INEXT	101357	P1001843	Total Video Products Inc	10/02/2009
JAR	03/28/2011	P1107520	Office Max	03/28/2011
ZNEXT	30217DN0	P1714556	Daniel A Newman	03/03/2017
YNEXT	6/27/05	P5010430	Perfect Move Inc	06/28/2005
Y077778	CLB 114	P1001674	R.E. Ledden Co.	11/04/2009

From the drop down menu, select **Purchase Order**.

Select **“Contains”** or **“Equals”**.

Enter the PO number.

Select **Go**.



Purchase Order Contains P1500111

Receiver Document
Packing Slip
Purchase Order

Clear All Go

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

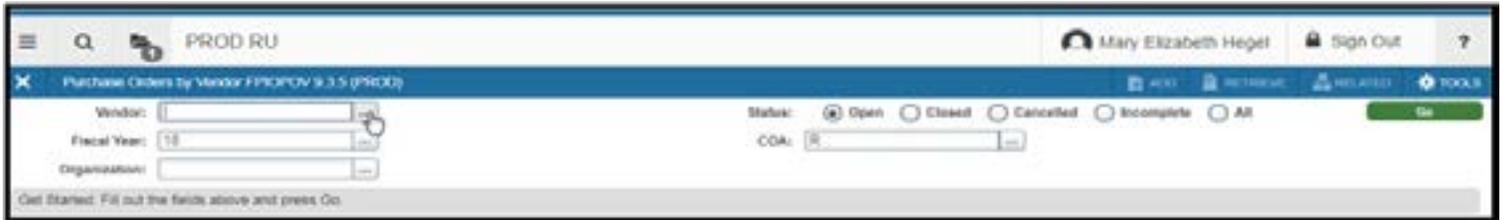


Receiver Document	Packing Slip	Purchase Order	Vendor	Date Received
Y9143263	1005896513	P1500111	Stericycle Inc	05/05/2015
Y9140795	INV#1005830516	P1500111	Stericycle Inc	05/12/2015
Y9137539	INV#1005761952	P1500111	Stericycle Inc	04/08/2015
Y9135372	INV#1005898146	P1500111	Stericycle Inc	03/12/2015
Y9132959	INV#1005630409	P1500111	Stericycle Inc	02/12/2015
Y9130312	INV#1005584535	P1500111	Stericycle Inc	01/13/2015

PURCHASE ORDERS BY VENDOR - FPIOPOV

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

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



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

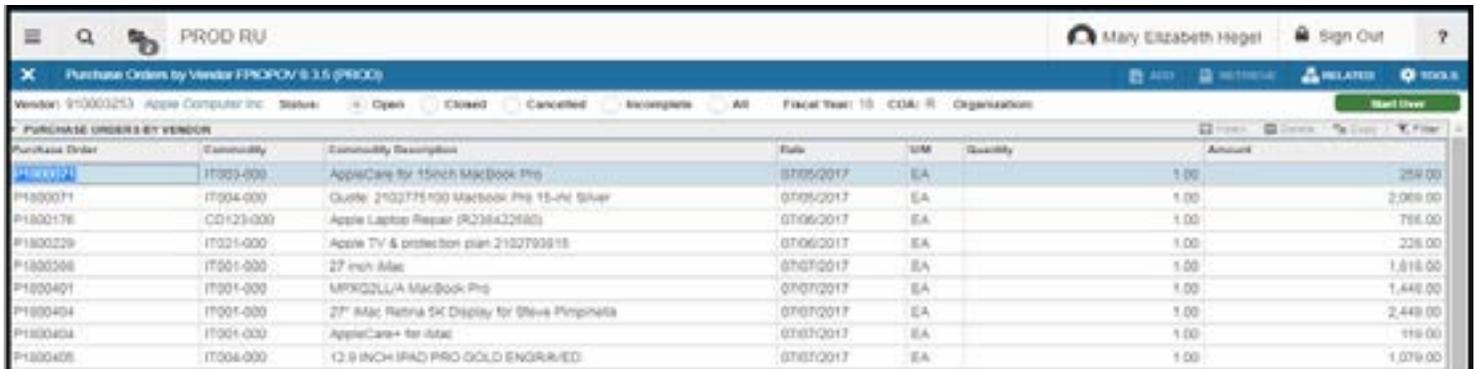
Select **Go**.



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

ID	Last Name	First Name	Middle Name	Entity Indicator	Change Indicator	Vendor
916273900	Apple	Michael	W	Person		Yes
916154481	Apple Air Compressor Corp			Corporation		Yes
915013289	Apple Books			Corporation		Ter
910002452	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.



Purchase Order	Commodity	Commodity Description	Rule	UM	Quantity	Amount
910002452	IT003-000	AppleCare for 15inch MacBook Pro	0705/2017	EA	1.00	259.00
P1800071	IT004-000	Quote 2102775100 MacBook Pro 15-Inch Silver	0705/2017	EA	1.00	2,069.00
P1800176	CD123-000	Apple Laptop Repair (R23M432680)	0706/2017	EA	1.00	766.00
P1800229	IT021-000	Apple TV & protection plan 2102709916	0706/2017	EA	1.00	226.00
P1800268	IT001-000	27 inch iMac	0707/2017	EA	1.00	1,818.00
P1800401	IT001-000	MPXQ2LL/A MacBook Pro	0707/2017	EA	1.00	1,440.00
P1800404	IT001-000	27" iMac Retina 5K Display for Office Professionals	0707/2017	EA	1.00	2,448.00
P1800404	IT001-000	AppleCare+ for iMac	0703/2017	EA	1.00	119.00
P1800405	IT004-000	12.9 INCH IPAD PRO GOLD ENGRAVED	0707/2017	EA	1.00	1,079.00

APPENDIX A - REQ TO CHECK PROCESS

SSB - Self-Service Banner

B9AP - Banner 9 Admin Pages

1 Department

Department wants to order goods and/or services.

2 User

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

3 User

Budget Transfer if Needed Budget Transfer (Log into SSB and go to [Submit Electronic Forms](#).) Regular Accounts or Paper Form-Grants

4 User

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

5 User

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

6 Procurement

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

7 Procurement

Purchase Order document is emailed to user.

8 User

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

9 Department

Goods/services are physically received in department.

10 User

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

11 Accounts Payable

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

12 Accounts Payable

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

APPENDIX B - HELPFUL WEBPAGES & EMAIL ADDRESS

Resources for Help

Helpful Email Addresses

support@rowan.edu (technical questions about Banner/Network/Your Computer)

irt-training@rowan.edu (questions about training sessions or training resources)

Budget

Budget Office website sites.rowan.edu/budget

budget@rowan.edu

Account Codes https://sites.rowan.edu/budget/_docs/account_code_definitions.pdf

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

Main number – (856) 256-4171

requisitions@rowan.edu

Purchasing (Office of Contracting and Procurement) rowan.edu/purchasing. Select How to Purchase Goods or Services

Contract Inquiries & Submissions contracts@rowan.edu

General Inquiries & Purchasing Information requisitions@rowan.edu

Open Public Records Acts (OPRA) Requests opra@rowan.edu

Public Bidding Questions & Correspondence bids@rowan.edu

Supplier Diversity & Inclusion Questions supplierdiversity@rowan.edu

Vendor Builds, Questions & Correspondence vendors@rowan.edu

Accounts Payable (payments to vendors)

Main number - (856) 256-4115

Accounts Payable rowan.edu/accountspayable

invoices@rowan.edu - scan and send invoices to Accounts Payable

Other Helpful Webpages

Campus Directory rowan.edu/ph/

Grants (Sponsored Programs) rowan.edu/grants

Information Resources and Technology rowan.edu/irt

Training Services – Information Resources and Technology

rowan.edu/irt-training

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

For Banner Access

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



APPENDIX C - RULE CODES

Rule Codes

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

PORD - Establish purchase order
(when a PO is created)

INNI - Accounts payable invoice without encumbrance (like an MDV or direct pay to Rowan's travel agency)

INCI - Invoice with encumbrance (a Purchase Order or travel encumbrance is attached to the Invoice)

INEC - Credit memo with encumbrance (a Purchase Order or travel encumbrance is attached to the credit memo)

DNNI - Check - invoice without encumbrance
(like a check for an MDV)

DNEI - Check - invoice with encumbrance
(a purchase order or travel voucher is attached to the check)

BDZ1 - Budget transfer done by end user

E100 - Travel Encumbrance

E032 - Encumbrance Liquidation

E090 - Encumbrance Roll

Other Rule Codes you may see:

Requisition and Purchase Order Transactions

REQP - Requisition - reservation

RCQP - Cancel requisition

PORD - Establish purchase order

POLQ - Purchase order - request liquidation

PCLQ - Cancel PO - reinstate request

Invoice Transactions

INNI - Accounts payable invoice without encumbrance

INNC - Credit memo without encumbrance

ICNI - Cancel invoice without encumbrance

ICNC - Cancel credit memo without encumbrance

ICEI - Cancel invoice with encumbrance

ICEC - Cancel credit memo with encumbrance

DNNC - Check - C/M without encumbrance

DNEC - Check - C/M with encumbrance

CNNI - Cancel check - invoice without encumbrance

CNNC - Cancel check - C/M without encumbrance

CNEI - Cancel check - invoice with encumbrance

CNEC - Cancel check - C/M with encumbrance

Budget Entries

BD01 - Permanent adopted budget

BD02 - Permanent budget adjustments

BD03 - Temporary adopted budget

BD04 - Temporary budget adjustment

Self Service Budget Transfer (Site Specific)

BXF - Self Service Budget Transfer

BXP - Self Service Budget Transfer - Utility Pool

Research Accounting

RAR - Accrued A/R

GRRV - Accrued revenue

GRCC - Cost share charge

GRCG - Cost share grant

GRIC - Indirect cost charge

GRIR - Indirect cost recovery

Journal Vouchers (usually entered by someone in Accounting Services or OSP)

JE16 - General Journal Entry (Inter Fund)

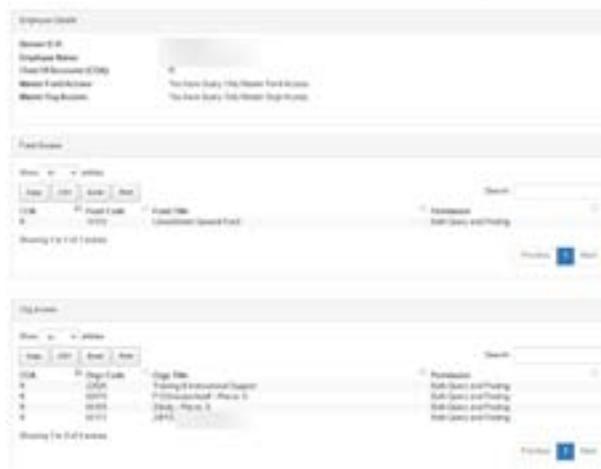
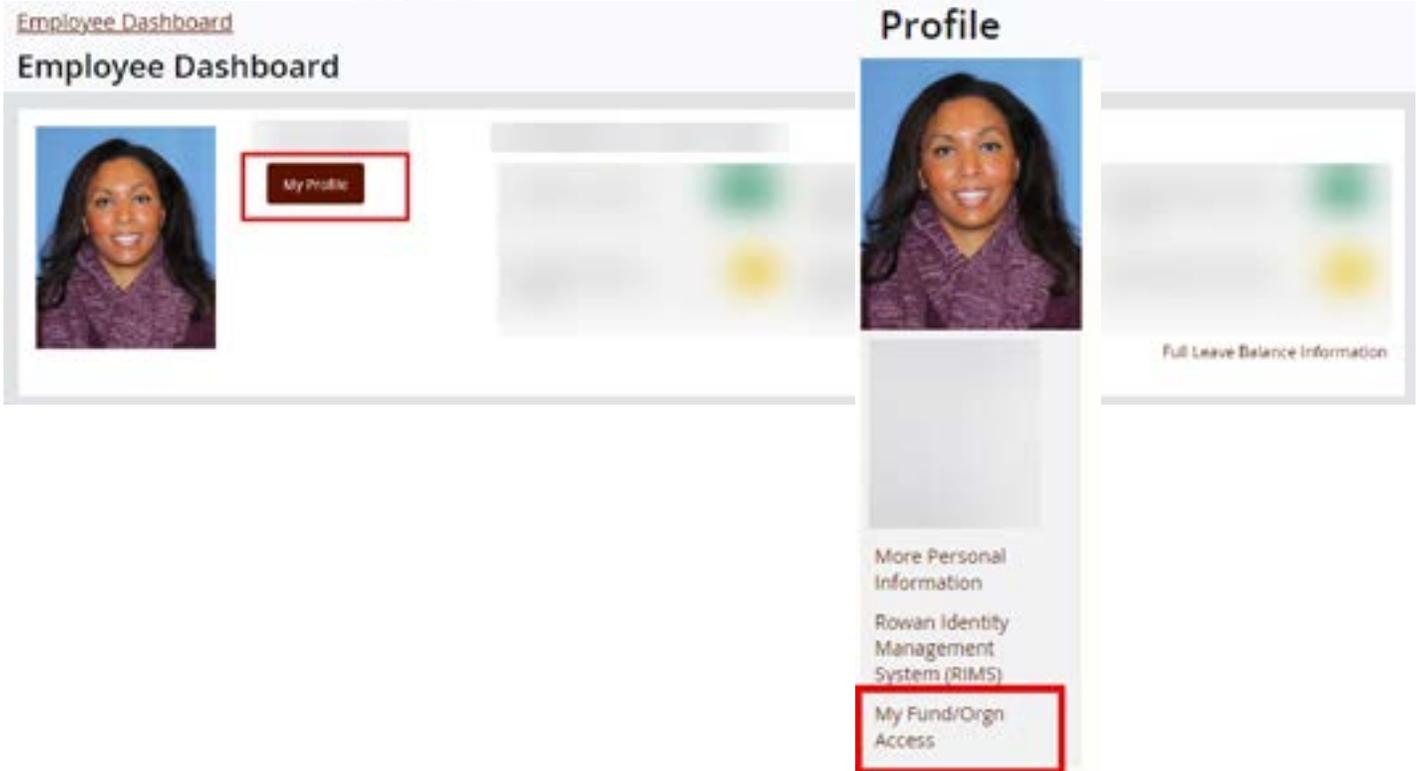
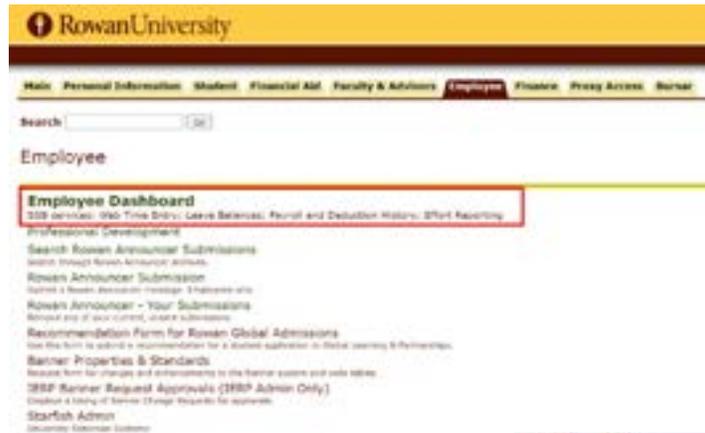
JE15 - General Journal Entry (Intra-fund)

JZPC - Rowan PCard Feed

APPENDIX D - FIND YOUR FUND & ORG ACCESS

Find your Fund and Org Access - Banner Self Service rowan.edu/selfservice

Log in with Banner ID and PIN. Go to Employee Tab. Select the Employee Dashboard hyperlink. Select My Profile. Select My Fund/Orgn Access.



APPENDIX E - LEAVE PROGRAM CODE OFF IN FGIBDST

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

Organization Budget Status F FISCYR 9 0 0 5 (F-AC03)

Chart: R - Rowan University Fiscal Year: 12 Index: Query Specific Account: Include Revenue Accounts: Commit Type: Both

Organization: 2000 Information Fund: 1100 WCHOP Program: 14 Academic Support Account: Account Type: Activity: Location:

ORGANIZATION BUDGET STATUS

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
2002	R	Other Income	0.00	2,000.00	0.00	-2,000.00
5550	R	Participant Fees	20,000.00	63,550.00	0.00	-43,550.00
5555	R	Carryforward Bal	102,456.13	0.00	0.00	102,456.13
6002	L	Salary Full Time	30,000.00	0.00	0.00	30,000.00
6003	L	Salary Part Time	0.00	3,268.00	0.00	-3,268.00
6010	L	Salary Voucher	7,000.00	19,600.00	0.00	-12,600.00
6012	L	Student Salary	6,000.00	6,611.40	0.00	-611.40
6020	L	Salary Adjustment	0.00	12,247.17	0.00	-12,247.17
6102	L	Fringe Benefits	0.00	3,531.74	0.00	-3,531.74
6111	L	FICA/Medicare Distributed	2,831.00	1,672.91	0.00	1,158.09
6112	L	Other Fringe Benefits Distributed	8,160.00	0.00	0.00	8,160.00
7000	E	Supplies	2,000.00	937.23	0.00	1,062.77
7005	E	Printing	2,000.00	2,374.25	0.00	-374.25
7010	E	Educational Supplies	1,000.00	0.00	0.00	1,000.00
7015	E	Equipment Under \$5000	6,000.00	3,874.33	272.72	1,852.95
7020	E	Purchase Card Clearing	0.00	66.52	0.00	66.52
7200	E	Catering & Official Reception	10,000.00	6,707.84	0.00	4,292.16
7216	E	Travel	1,000.00	1,179.72	0.00	-179.72
7218	E	Telephone	800.00	502.10	0.00	297.90
7224	E	Postage	2,000.00	1,053.55	0.00	946.45
Net Total			0.00	12,223.09	272.72	

297.90

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

Chart: R - Rowan University Fiscal Year: 12 Index: Query Specific Account: Include Revenue Accounts: Commit Type: Both

Organization: 2000 Information Fund: 1100 WCHOP Program: Account: Account Type: Activity: Location:

ORGANIZATION BUDGET STATUS

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
2002	R	Other Income	0.00	2,000.00	0.00	-2,000.00
5550	R	Participant Fees	20,000.00	63,550.00	0.00	-43,550.00
5555	R	Carryforward Bal	102,456.13	0.00	0.00	102,456.13
6002	L	Salary Full Time	30,000.00	0.00	0.00	30,000.00
6003	L	Salary Part Time	0.00	3,268.00	0.00	-3,268.00
6010	L	Salary Voucher	7,000.00	19,600.00	0.00	-12,600.00
6012	L	Student Salary	6,000.00	6,611.40	0.00	-611.40
6020	L	Salary Adjustment	0.00	12,247.17	0.00	-12,247.17
6102	L	Fringe Benefits	0.00	3,531.74	0.00	-3,531.74
6111	L	FICA/Medicare Distributed	2,831.00	1,672.91	0.00	1,158.09
6112	L	Other Fringe Benefits Distributed	8,160.00	0.00	0.00	8,160.00
7000	E	Supplies	2,000.00	937.23	0.00	1,062.77
7005	E	Printing	2,000.00	2,374.25	0.00	-374.25
7010	E	Educational Supplies	1,000.00	0.00	0.00	1,000.00
7015	E	Equipment Under \$5000	6,000.00	3,874.33	272.72	1,852.95
7020	E	Purchase Card Clearing	0.00	66.52	0.00	66.52
7200	E	Catering & Official Reception	10,000.00	5,707.84	0.00	4,292.16
7216	E	Travel	1,000.00	1,179.72	0.00	-179.72
7218	E	Telephone	800.00	337.28	0.00	462.72
7224	E	Postage	2,000.00	1,053.55	0.00	946.45
Net Total			0.00	12,387.91	272.72	

462.72

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.

Program: 11 Instruction

Organization Budget Status FGIBDST 9.3.5 (PROD)

Chart: R Rowan University Fiscal Year: 12 Index: Query Specific Account: Include Revenue Accounts: Commit Type: 000 Start Over

Organization: 2490 Membership Fund: 1000 Account: Program: 11 Instruction Account Type: Activity: Location:

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
5002	E	Printing	0.00	0.00	0.00	0.00
7210	E	Telephone	0.00	-164.82	0.00	164.82
Net Total			0.00	164.82	0.00	0.00

Available Balance

0.00
164.82