

# "Req to Check" Process

**1 Department**

Department wants to order goods/services

**2 User**

Budget reviewed

FGIBDST (INB) or Budget Query (SSB)

**3 User**

Budget Transfer if Needed

Budget Transfer (SSB) - Regular Accounts or Paper Form-Grants

**4 User**

Requisition created

FPAREQN (INB) or Requisition (SSB)

**5 User**

Supporting documents sent to Purchasing via email or fax (Quotes, New Vendor info etc...)

**6 Purchasing**

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

**7 Purchasing**

Purchase Order document is emailed to user.

**8 User**

Purchase Order is mailed, emailed or faxed to vendor *except any order over \$30,000, Office Max or IT orders*

**9 Department**

Goods/services are physically received in department

**10 User**

Goods/services are *received* in Banner

FPARCVD (INB only)

**11 Accounts Payable**

Invoice is received from vendor in Accounts Payable

user can confirm in **FOIDOCH (INB)**

**12 Accounts Payable**

Check is sent to vendor via mail or electronic transmission

user can confirm in **FOIDOCH (INB)**

INB - Internet Native Banner  
SSB - Self Service Banner

Revised 03/06/15  
The most updated version of this document will be found at [www.rowan.edu/irt](http://www.rowan.edu/irt)

## Help!

Purchasing	rowan.edu/purchasing
Accounts Payable	rowan.edu/accountspayable
Budget	rowan.edu/adminfinance/budget/
Grants	rowan.edu/grants
Training	rowan.edu/irt
Support Desk email	support@rowan.edu
Support Solutions	support.rowan.edu

### Internet Banner Shortcuts

<b>Next Record</b>	Down Arrow
<b>Previous Record</b>	Up Arrow
<b>Clear or Delete Record</b>	Shift + F6
<b>Next Block</b>	Control + Page Down
<b>Previous Block</b>	Control + Page Up
<b>Execute Query</b>	F8
<b>Cancel Query</b>	Control + Q
<b>Rollback</b>	Shift + F7
<b>Save or Commit</b>	F10
<b>Next Field</b>	Tab
<b>Previous Field</b>	Shift + Tab
<b>Exit</b>	Control + Q
<b>Select</b>	Shift + F3

### Helpful Banner Screens

<b>If you want to</b>	<b>Go to</b>	<b>Banner Code</b>
Check your budget	Organization Budget Status	<b>FGIBDST</b>
Create a requisition	Requisition Form	<b>FPAREQN</b>
See if your requisition has become a purchase order	Document History Form	<b>FOIDOCH</b>
Receive items on Banner	Receiving Goods Form	<b>FPARCVD</b>
See when a check was issued	Document History	<b>FOIDOCH</b>
See if you have any open encumbrances	Encumbrance List	<b>FGIOENC</b>
Find a Ship Code	Ship To Validation	<b>FTVSHIP</b>
See a history of all the requisitions you have put in this FY or other FYs	Document by User	<b>FOADOCU</b>
See budget history of a grant	Grant Inception to Date	<b>FRIGITD</b>
See Vendor History, including addresses	Vendor Detail History	<b>FAIVNDH</b>
Budget Availability – check this screen if you get an NSF message	Budget Availability Status	<b>FGIBAVL</b>
Transfer funds within an organization	Budget Transfer	<b>Self Service Banner</b>