

STEPHEN F. AUSTIN STATE UNIVERSITY

A graphic of a white banner with a black outline, featuring a central rectangular section and two pointed ends that resemble ribbon tails. The word "Banner" is printed in a large, bold, black sans-serif font across the center of the banner.

Banner

Finance

PROCUREMENT REQUISITIONS, APPROVALS AND RECEIVING

Revised December 14, 2011

Confidential Business Information

This learning guide is based upon SunGard Higher Education Banner documentation. This document is for use at Stephen F. Austin State University for the purpose of training; the information contained is considered confidential.

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Procurement and Property Services

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PROCUREMENT REQUISITIONS, APPROVALS AND RECEIVING

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Overview	Section A
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Session Overview

Introduction **Welcome to Procurement Requisitions, Approvals and Receiving Training for the Banner System**

Prerequisites The following are prerequisites for completing this session:
➤ Navigation Training (required for requisition entry only)

Expected Outcomes At the end of this session, participants will be able to;
➤ Create a Requisition
➤ View, Copy or Change a Requisition
➤ Cancel or Delete a Requisition
➤ Approve or Disapprove a Requisition
➤ View Purchase Orders and Other Documents
➤ Submit and View Receiving Information

Learning Guide Icons

In this Banner learning guides, watch for these icons to highlight important information.



Indicates an important trap to avoid.



Indicates a shortcut or tip.



Indicates an important **warning** regarding the form or data entry.



Indicates hands-on exercise or activity.

Training Information

Training Resources

Definitions	Section B
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Procurement Related Definitions

Cancel	leaves document in Banner but produces an audit trail showing when and why a document was cancelled
Complete Requisition	a Requisition that has been Completed and is submitted to the Approval process
Delete	completely removes document from Banner as if it never existed
Encumbrance	Funds are encumbered or set aside for payment of a purchase after the Purchase Order is completed and approved.
Error/Action Messages	Appears at the bottom left of each form providing valuable information about the success or failure of the action attempted
FOAP	F=Fund (identifies source of funds; i.e. E&G, HEF, etc.) O=Organization (identifies the department) A=Account (will default from Commodity Code) P=Program (identifies general use; i.e., instruction, institutional support, etc.)
INB	Internet Native Banner; Banner forms are accessed through form name; i.e., FPAREQN, FOADOCU, etc.
Incomplete Requisition	a Requisition that has been started on FPAREQN, but was never Completed by clicking "Complete" on the Balancing/Completion tab. Requisitions will not be put into the Approval process, funds are not reserved, and the requisition cannot be converted to a PO until Completed.
Reservation	Funds are reserved or set aside to cover the possible payment of a purchase. Reservations are made after the requisition is completed and approved.
ONLINE SERVICES	Online Services; User friendly front-end for Viewing and Approving Requisitions and Viewing Purchase Orders

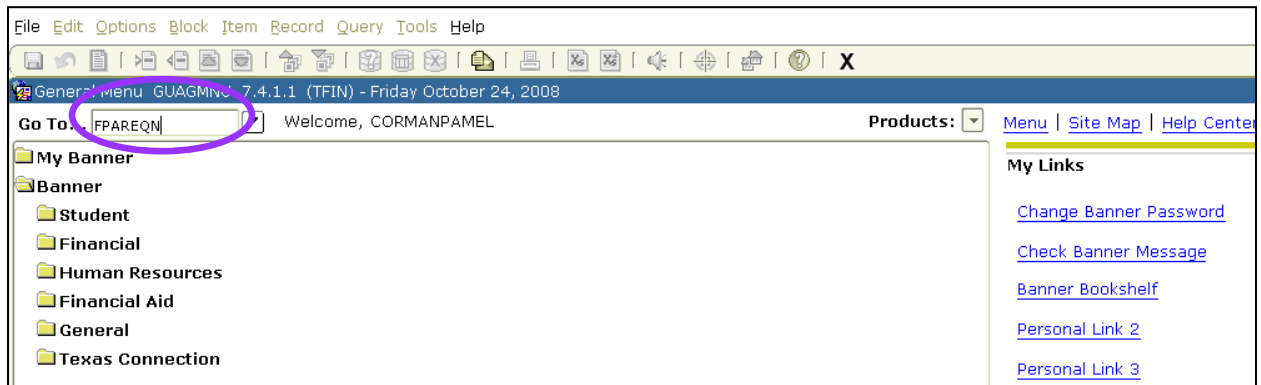
Creating a Requisition

Section C

Getting Started

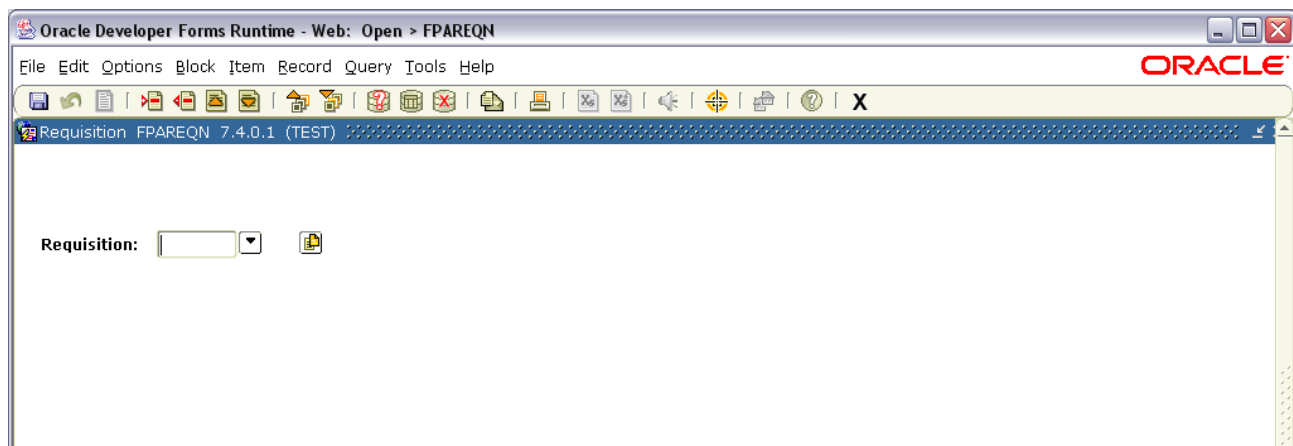
After accessing Banner INB, begin by entering form name *FPAREQN* to initiate the procurement process by defining a request to acquire goods and/or services.

- ✓ Access the Requisition form by typing FPAREQN and pressing enter.



FPAREQN


- ✓ If creating a new requisition enter nothing and SELECT Next Block
- ✓ If finishing an Incomplete Requisition, type the requisition number, SELECT Next Block.



Requestor/Delivery Information

✓ **Order Date:** will be defaulted to the current date; do not change

✓ **Transaction Date:** will be defaulted to the current date;

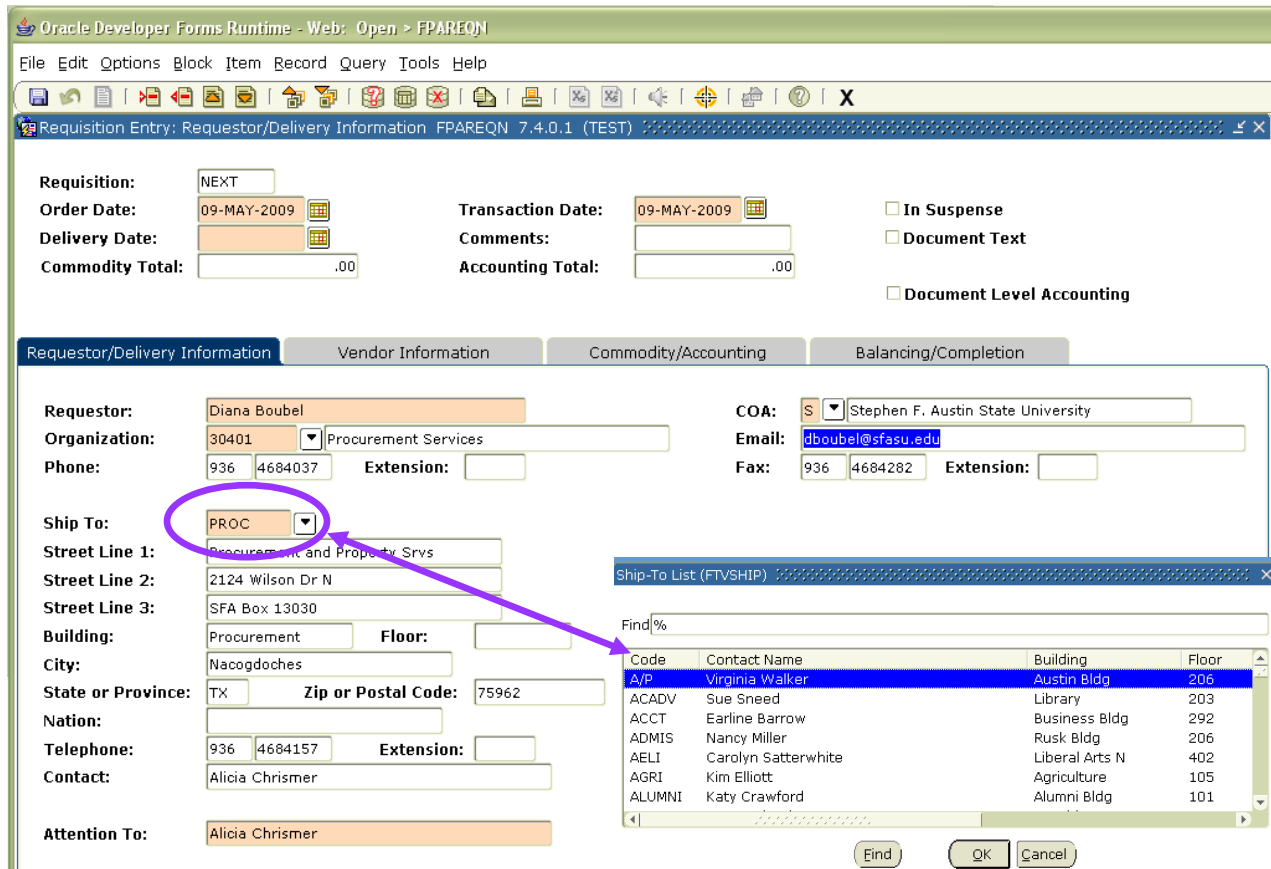
 The Transaction Date **should ONLY be changed when creating a requisition for the next fiscal year**; then enter mmddyy where mmddyy is the beginning date of the next fiscal year; i.e., 090109, 090110, 090111, etc.

✓ **Delivery Date:** Type the **DESIRED** Delivery Date and tab to the next field.

✓ **Requestor:** The name of the person logged in and their associated information will be the default; this may be typed over and updated if needed. This person will be contacted if there are any questions about the requisition.

✓ **Ship To:** The address will default to a building and room to which the goods or service will be delivered; this can be changed as needed/desired by selecting the Search Icon.

✓ **Attention To:** The name will default from the selected Ship To address; this may be typed over and updated if needed.



Oracle Developer Forms Runtime - Web: Open - FPAREQN

File Edit Options Block Item Record Query Tools Help

Requisition Entry: Requestor/Delivery Information FPAREQN 7.4.0.1 (TEST)

Requisition: NEXT
 Order Date: 09-MAY-2009
 Transaction Date: 09-MAY-2009
 Delivery Date:
 Commodity Total: .00
 Accounting Total: .00
 In Suspense
 Document Text
 Document Level Accounting

Requestor/Delivery Information Vendor Information Commodity/Accounting Balancing/Completion

Requestor: Diana Boubel
 Organization: 30401 Procurement Services
 Phone: 936 4684037 Extension:
 COA: Stephen F. Austin State University
 Email: dboubel@sfasu.edu
 Fax: 936 4684282 Extension:

Ship To: PROC
 Street Line 1: Procurement and Property Svcs
 Street Line 2: 2124 Wilson Dr N
 Street Line 3: SFA Box 13030
 Building: Procurement Floor:
 City: Nacogdoches
 State or Province: TX Zip or Postal Code: 75962
 Nation:
 Telephone: 936 4684157 Extension:
 Contact: Alicia Chrisher
 Attention To: Alicia Chrisher

Ship-To List (FTVSHIP)

Code	Contact Name	Building	Floor
A/P	Virginia Walker	Austin Bldg	206
ACADV	Sue Sneed	Library	203
ACCT	Earline Barrow	Business Bldg	292
ADMIS	Nancy Miller	Rusk Bldg	206
AELI	Carolyn Satterwhite	Liberal Arts N	402
AGRI	Kim Elliott	Agriculture	105
ALUMNI	Katy Crawford	Alumni Bldg	101

End OK Cancel

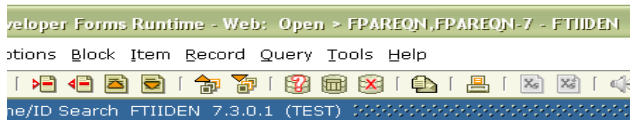
Vendor Information / Document Text

- ✓ CLICK Next Block or CLICK on the Vendor Information Tab
- ✓ **Vendor:** To RECOMMEND a vendor from whom the purchase can be made, CLICK the Search Icon in the vendor field.
- ✓ A secondary search box will open. CLICK Entity Name/ID Search

The screenshot displays the Oracle Developer Forms Runtime interface for 'Requisition Entry: Vendor Information'. The main form has several tabs: 'Requestor/Delivery Information', 'Vendor Information' (which is selected), and 'Completion'. The 'Vendor Information' tab contains a 'Vendor:' field with a search icon (a magnifying glass) circled in purple. A purple arrow points from this icon to an 'Option List' pop-up window. The pop-up window has a title bar 'Option List' and contains two options: 'Entity Name/ID Search (FTIIDEN)' and 'Vendor Maintenance (FTMVEND)'. A 'Cancel' button is located at the bottom right of the pop-up. The main form also includes fields for 'Requisition:' (NEXT), 'Order Date:' (09-MAY-2009), 'Delivery Date:' (29-MAY-2009), 'Commodity Total:' (.00), 'Transaction Date:' (09-MAY-2009), 'Comments:', and 'Accounting Total:' (.00). There are checkboxes for 'In Suspense', 'Document Text', and 'Document Level Accounting'.

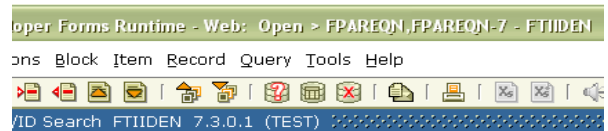
SEARCH TIPS (VENDORS)

- ✓ Banner is a character string search
 - The smaller the number of characters entered, the larger the returned choices
 - The larger the number of characters entered, the smaller the returned choices
- ✓ Search proper names in the Last Name and/or first Name fields
- ✓ Search company names in the Last Name field
- ✓ All **Vendor Names** must be searched in **Upper and Lower Case**; i.e., Joe Smith or Daisy's Flowers
- ✓ Use the percent sign '%' as a wildcard
- ✓ **Using % before and after the character string is recommended**
- ✓ Searching for Walmart
 - If you search **Walmart** – you will get **no results returned**
 - If you search **Wal%** - you will get **results similar to that shown below**
- ✓ Search for Your Name
 - If you search for **your last name and first name** – you may get **one or many results similar to that shown below**
- ✓ You CAN NOT select a vendor that has been terminated



<input type="checkbox"/> Grant Personnel <input type="checkbox"/> Financial Manag <input type="checkbox"/> Proposal Personnel <input type="checkbox"/> Terminated Fin			
Vendor	Last Name	First Name	Middle Name
5	Wal-Mart Supercenter #163		
	Wal-Mart Supercenter #163		
	Walker	Glenda	
	Walker	Virginia	E
	Wall Enterprises		
3	Wall Enterprises		
	Walt Disney Parks And Resorts		
3	Walt Disney Parks And Resorts		

Typing Wal% in the Last Name Field will return these results:



<input type="checkbox"/> Grant Personnel <input type="checkbox"/> Financial Manag <input type="checkbox"/> Proposal Personnel <input type="checkbox"/> Terminated Fin			
Vendor	Last Name	First Name	Middle Name
	Boubel	Diana	
	Boubel	Diana	
	Boubel	Kenneth	
	Boubel 2	Diana	
	Boubel Video Design		

Typing Boubel% in the Last Name Field will return these results:

Vendor Information / Document Text

- ✓ If recommended Vendor information needs to be added, or any additional information about the entire purchase needs to be provided for the Purchaser:
 - ✓ CLICK Options
 - ✓ SELECT Document Text

The screenshot displays the Oracle Developer Forms Runtime interface for a requisition. The 'Options' menu is open, showing 'Document Text [FOAPOXT]' selected. The main form is titled 'Vendor Information' and contains the following fields and options:

- Transaction Date:** 09-MAY-2009
- Comments:** [Empty text field]
- Accounting Total:** .00
- In Suspense
- Document Text
- Document Level Accounting

The 'Vendor Information' tab is active, showing the following fields:

- Vendor:** [Dropdown menu]
- Address Type:** [Dropdown menu]
- Sequence:** [Dropdown menu]
- Street Line 1:** [Text field]
- Street Line 2:** [Text field]
- Street Line 3:** [Text field]
- City:** [Text field]
- State or Province:** [Text field]
- Zip or Postal Code:** [Text field]
- Nation:** [Text field]
- Phone:** [Text field] **Extension:** [Text field]
- Fax:** [Text field] **Extension:** [Text field]
- Contact:** [Text field]
- Email:** [Text field]
- Discount:** [Dropdown menu]
- Tax Group:** [Dropdown menu]
- Currency:** [Dropdown menu]

Vendor Information / Document Text

- ✓ CLICK Next Block
- ✓ Type any information about the entire document that the Purchaser may need to complete the purchase
 - ✓ Recommended vendor name, address, phone, etc. if vendor information was not located in the Vendor Search
 - ✓ Any other information about the requisition that the Purchaser may need to know to complete the purchase; i.e., deadline dates, specific contact person, etc.
 - ✓ You must arrow down to move to the next line
 - there is no word wrap
 - you cannot tab to the next line
- ✓ You cannot have blank lines; use dashes to simulate a blank line
- ✓ Fund/Org information IF the requisition is to be split between two or more FOAPs with one or more identified with a specific, not to exceed, dollar amount;

EXAMPLE:

 - Index or Fund/Org 1 – \$1000
 - Index or Fund/Org 2 - \$400
 - Index or Fund/Org 3 – 100% or Balance (indicates to Purchaser that any amount over the above \$1400 to be charged to this FOAP)
- ✓ CLICK the Save Icon when finished with text
- ✓ CLICK the Exit Icon to return to the requisition form; if you forget to click the Save Icon first, you will be prompted to save the information when you click the Exit Icon
- ✓ CLICK Next Block or CLICK on the Commodity/Accounting Tab



Text	Clause Number	Print	Line
Vendor Information		<input checked="" type="checkbox"/>	10
Vendor Information		<input checked="" type="checkbox"/>	20
Vendor Information		<input checked="" type="checkbox"/>	30
---		<input checked="" type="checkbox"/>	70
Additional information about the requisition		<input checked="" type="checkbox"/>	40
that the Purchaser may need to know		<input checked="" type="checkbox"/>	50
Must Meet Deadlines, etc.		<input checked="" type="checkbox"/>	60
		<input type="checkbox"/>	
		<input type="checkbox"/>	

Commodity/Accounting and Line Item Text

- ✓ Commodities are best searched by using the Description Search
- ✓ Notes on selecting a commodity
 - ✓ The search may return some results that seem odd, but just disregard these
 - ✓ Select ONLY a commodity that begins with "000P"
 - ✓ When searching for a travel-related requisition, all travel descriptions begin with "TRV-" (search TRV%)
 - ✓ DO NOT CHOOSE any commodity that begins with "0000T" for a purchase requisition. These are only for travel requisitions.
 - ✓ DO NOT CHOOSE any commodity that begins with "000Z" for a purchase requisition. These are for use by Procurement only.
 - ✓ DO NOT CHOOSE any commodity that is all numeric. These are for Central Stores use exclusively.

Description Search

- ✓ **Description:** To select a Commodity, CLICK the Search Icon in the Description field.

The screenshot shows the Oracle Developer Forms Runtime - Web interface for 'Requisition Entry: Commodity/Accounting'. The window title is 'Oracle Developer Forms Runtime - Web: Open > FPAREQN.FPAREQN-7'. The menu bar includes 'File', 'Edit', 'Options', 'Block', 'Item', 'Record', 'Query', 'Tools', and 'Help'. The toolbar contains various icons for navigation and editing. The main form area is divided into several sections:

- Requisition Information:** Requisition: R0000750, Order Date: 21-JUN-2009, Delivery Date: 21-JUN-2009, Commodity Total: .00.
- Transaction Information:** Transaction Date: 21-JUN-2009, Comments: (empty), Accounting Total: .00.
- Options:** In Suspense, Document Text, Document Level Accounting (all unchecked).
- Navigation Tabs:** Requisition/Delivery Information, Vendor Information, **Commodity/Accounting**, Balancing/Completion.
- Item Details:** Item of 0, U/M, Tax Group, Quantity, Unit Price, Extended, Discount, Additional, Tax, Commodity Line Total.
- Description Search:** The 'Description' field has a search icon (magnifying glass) circled in purple.
- Commodity Selection:** A dropdown menu for 'Commodity' is visible.
- Text Entry Options:** Commodity Text, Item Text, Add Commodity, Distribute (all unchecked).

Commodity/Accounting and Line Item Text

A commodity search form will open

- ✓ Type the Search Criteria in the Search Value field
 - ✓ Type any word or combination of words (This field IS NOT CASE SENSITIVE)
- ✓ CLICK Next Block
 - ✓ All commodities matching the search description will be displayed; disregard any odd matches and focus on your search value(s)
 - ✓ **Select ONLY a commodity that begins with “000P”**
- ✓ If the desired Commodity is found, DOUBLE CLICK to select it and return to the Requisition form, or select it and CLICK the Select Icon.
- ✓ If the desired Commodity is not found, DOUBLE CLICK to select the closest matched commodity; adjustments will be made by Procurement

The screenshot shows a web browser window titled "Oracle Developer Forms Runtime - Web: Open > FPAREQN - FPIACOM". The search value entered is "training". The results table is as follows:

Commodity Code	Stock	Description	U/M	Effective Date	Activity Date
000P80505A		AEROBIC TRAINING EQPT, NOT OTHERWISE CLASSIFIED	EA	01-SEP-2000	14-AUG-2009
000P71095A		DEAF SPEECH TRAINING EQPT	EA	01-SEP-2000	14-AUG-2009
000P71095B		HEARING IMPAIRED SPEECH TRAINING EQPT	EA	01-SEP-2000	14-AUG-2009
000P68067A	N	POLICE TRAINING/INSTRUCTIONAL AIDS, MIRANDA CARDS	EA	11-NOV-2009	11-NOV-2009
000P80320C		SPEECH TRAINING EQPT (SOUND SYS)	EA	01-SEP-2000	14-AUG-2009
4852110113		TERMINATOR, HEAVY DUTY CLEANER/DISINFECTANT,	CS	01-SEP-2000	14-AUG-2009
000P96341A		TOURNAMENT FEES	SRV	01-SEP-2000	14-AUG-2009
000P78517B		TRAINING EQPT FOR THE BLIND	EA	01-SEP-2000	14-AUG-2009
000P92435A	N	TRAINING SERVICES FOR EMPLOYEES	EA	15-OCT-2009	15-OCT-2009
000P98888A		TRIMMING, TREE	SRV	01-SEP-2000	14-AUG-2009

Commodity/Accounting and Line Item Text

The Commodity Code, Description and Unit of Measure are returned to the line item of the requisition

- ✓ **U/M:** Unit of Measure will default from the commodity; change if needed by clicking the Search Icon to select from a list.
- ✓ **Quantity:** Type the desired quantity; then tab.
- ✓ **Unit Price:** Type the DESIRED Unit Price; then tab. You CANNOT ENTER \$0.00
- ✓ **Extended:** The Extended amount will be automatically calculated.
- ✓ **Discount:** Type a Discount amount associated with this line, if applicable and known, such as a trade-in amount, etc.
- ✓ **Additional:** Type an estimated amount for freight costs, if freight charges are anticipated.



DO NOT CREATE A SEPARATE LINE FOR FREIGHT.

- ✓ Tab to the Commodity Field

Oracle Developer Forms Runtime - Web: Open > FPAREQN,FPAREQN-7

File Edit Options Block Item Record Query Tools Help

Requisition Entry: Commodity/Accounting FPAREQN 7.4.0.1 (TEST)

Requisition: R0000456
 Order Date: 09-MAY-2009
 Delivery Date: 29-MAY-2009
 Commodity Total: .00

Transaction Date: 09-MAY-2009
 Comments:
 Accounting Total: .00

In Suspende
 Document Text
 Document Level Accounting

Requestor/Delivery Information Vendor Information **Commodity/Accounting** Balancing/Completion

Item	of	U/M	Tax Group	Quantity	Unit Price	Extended:
	0	EA		2 X	567	1,134.00
Commodity Description						Discount: .00
000220482A						Additional: .00
PRINTERS - ALL TYPES						Tax: .00
						Commodity Line Total: 1,134.00

FOAPAL of Remaining Commodity Amount: NSF Override % USD
 NSF Suspense Extended: Discount: Additional: Tax: FOAPAL Line Total: Commodity Accounting Total:

COA Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj

Commodity/Accounting and Line Item Text

- ✓ Line Item Text **MUST BE ADDED** to provide specific information about the item you want the Procurement Office to purchase:
 - ✓ CLICK Options
 - ✓ SELECT Item Text

The screenshot shows the Oracle Developer Forms Runtime interface for a requisition. The 'Commodity/Accounting' tab is active, and a dropdown menu is open over the 'Item Text' field. The menu options include: Document Information, Requisition Information, Vendor Information, Commodity Supplemental Information, Agreement Information, Tax Distribution Information, View Items in Suspense, Accounting Information, Balancing/Completion, Review Commodity Information [FOICOMM], **Item Text [FOAPOXT]** (highlighted), Document Text [FOAPOXT], and Commodity Text [FOATEXT].

Key data points from the form:

- Transaction Date: 09-MAY-2009
- Comments: [Empty]
- Accounting Total: .00
- Quantity: 2 X
- Unit Price: 567
- Extended: 1,134.00
- Discount: .00
- Additional: .00
- Tax: .00
- Commodity Line Total: 1,134.00
- FOAPAL Line Total: [Empty]
- Commodity Accounting Total: [Empty]


The 'Item Text' field is currently empty, and the 'Commodity Text' field contains the text 'PRINTERS - ALL TYPES'. The 'FOAPAL' section at the bottom shows a grid for accounting codes (COA, Year, Index, Fund, Orgn, Acct, Prog, Actv, Locn, Proj) and checkboxes for NSF Override and NSF Suspense.

Charge to a Single FOAP

- ✓ **Fund/Orgn/Prog:** The Fund, Orgn and Prog will default based on the user's log-in
 - ✓ Tab through and change any of these fields as needed to accurately reflect the FOP to charge
- ✓ **Acct:** The Acct will default based on the commodity selected; never change the Acct
- ✓ Tab through all fields until you return to the Index field.
- ✓ **If more commodity lines need to be entered, CLICK Previous Block, Press the Down Arrow to begin the next line item, and repeat steps from Page 14, otherwise continue on Page 26.**

FOAPAL		1	of	1	Remaining Commodity Amount:				.00	<input type="checkbox"/> NSF Override	%	USD
										<input type="checkbox"/> NSF Suspense	Extended:	1,134.00
COA Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj			Discount:	.00
S	09	140400	107550	30401	773770	35					Additional:	.00
											Tax:	.00
											FOAPAL Line Total:	1,134.00
											Commodity Accounting Total:	1,134.00

Split the Charge between Two or More FOAPs as a Percentage

- ✓ **Fund/Orgn/Prog:** The Fund, Orgn and Prog will default based on the user's log-in
 - ✓ Tab through and change any of these fields as needed to accurately reflect the FOP to charge
- ✓ **Acct:** The Acct will default based on the commodity selected; never change the Acct
- ✓ Tab to the Extended % field.
 - ✓ CLICK the % field
 - ✓ In the USD field, type the percentage amount; i.e., 20, 25, 50, etc.
 - ✓ Tab through all fields until you return to the Index field
 - ✓ **NOTE: the percentage will automatically calculate the dollar amount**
 - ✓ **NOTE: Discount and Additional amounts will calculate based on the same percentage**
- ✓ To enter the another FOAP, Arrow Down; then Tab
- ✓ Repeat from Bullet 1 above for all the FOAPs associated with this line item
- 
 NOTE: You can tab through the USD fields on the last FOAP and the final amount will be automatically calculated
- ✓ **If more commodity lines need to be entered, CLICK Previous Block, Press the Down Arrow to begin the next line item, and repeat steps from Page 14, otherwise continue on Page 26.**

FOAP 1 – 25%

FOAPAL	0	of	0	Remaining Commodity Amount:	1,134.00	<input type="checkbox"/> NSF Override	%	USD
						<input type="checkbox"/> NSF Suspense	Extended:	25
COA Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj
S 09	140400	107550	30401	773770	35			
FOAPAL Line Total:								
Commodity Accounting Total:								

FOAP 2 – 30%

FOAPAL	1	of	1	Remaining Commodity Amount:	850.50	<input type="checkbox"/> NSF Override	%	USD
						<input type="checkbox"/> NSF Suspense	Extended:	30
COA Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj
S 09	140400	107550	30401	773770	35			
S 09	272173	150010	30402	773770	35			
FOAPAL Line Total:								
Commodity Accounting Total:								283.50

FOAP 3 – BALANCE (auto calculated by tabbing through)

FOAPAL	2	of	2	Remaining Commodity Amount:	510.30	<input type="checkbox"/> NSF Override	%	USD
						<input type="checkbox"/> NSF Suspense	Extended:	510.30
COA Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj
S 09	140400	107550	30401	773770	35			
S 09	272173	150010	30402	773770	35			
S 09	272195	150010	30403	773770	20			
FOAPAL Line Total:								510.30
Commodity Accounting Total:								623.70

Split the Charge between Two or More FOAPs with One or More identified with a Specific, Not to Exceed, Dollar Amount

- ✓ **Fund/Orgn/Prog:** The Fund, Orgn and Prog will default based on the user's log-in
 - ✓ Tab through and change any of these fields as needed to accurately reflect the FOP to charge
- ✓ **Acct:** The Acct will default based on the commodity selected; never change the Acct
- ✓ Tab to the USD field and type the specific dollar amount to be charged to the entered FOAP.

NOTE: IT IS CRITICAL THAT specific, not to exceed, dollar amounts are stated in document text.

NOTE: DOLLAR AMOUNTS AND PERCENTAGES SHOULD NOT BE MIXED.

- ✓ Tab through all fields until you return to the Index field
- ✓ To enter another FOAP, Arrow Down; then Tab
- ✓ Repeat from Bullet 1 above for all the FOAPs associated with this line item



NOTE: You can tab through the USD fields on the last FOAP and the final amount will be automatically calculated

- ✓ If more commodity lines need to be entered, CLICK Previous Block, Press the Down Arrow to begin the next line item, and repeat steps from Page 14, otherwise continue on Page 26.

FOAP 1 - \$500 (not to exceed amount)

FOAPAL	of	0	Remaining Commodity Amount:	1,134.00	<input type="checkbox"/> NSF Override	%	USD			
					<input type="checkbox"/> NSF Suspende	Extended:	500.00			
COA Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Discount:	.00
S 09	174044	130471	30401	773770	35				Additional:	.00
									Tax:	.00
									FOAPAL Line Total:	500.00
									Commodity Accounting Total:	

FOAP 2 - \$200 (not to exceed amount)

FOAPAL	of	1	Remaining Commodity Amount:	634.00	<input type="checkbox"/> NSF Override	%	USD			
					<input type="checkbox"/> NSF Suspende	Extended:	200.00			
COA Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Discount:	.00
S 09	174044	130471	30401	773770	35				Additional:	.00
S 09	140400	107550	30401	773770	35				Tax:	.00
									FOAPAL Line Total:	200.00
									Commodity Accounting Total:	500.00

FOAP 3 - BALANCE (auto calculated by tabbing through)

FOAPAL	of	2	Remaining Commodity Amount:	434.00	<input type="checkbox"/> NSF Override	%	USD			
					<input type="checkbox"/> NSF Suspende	Extended:	434.00			
COA Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Discount:	.00
S 09	174044	130471	30401	773770	35				Additional:	.00
S 09	140400	107550	30401	773770	35				Tax:	.00
S 09	272173	150010	30402	773770	35				FOAPAL Line Total:	434.00
									Commodity Accounting Total:	700.00

Balancing/Completion

When all commodity lines and all accounting information have been entered,

- ✓ CLICK Next Block or CLICK the Balancing/Completion Tab
- ✓ If everything is in balance, this form will display the same dollar amount in the Input, Commodity and Accounting fields listed on the bottom part of the form, and the Status field will indicate BALANCED.
- ✓ When all amounts match and the Status is Balanced, CLICK the “Complete” Icon.



NOTE: Once completed, you can make NO CHANGES to the requisition UNLESS it is disapproved.

- ✓ If the requisition is out of balance, you will receive an error message at the bottom of the form or as a pop-up window. If this happens:
 - ✓ Return to the Commodity/Accounting tab by selecting Previous Block or clicking on the Commodity/Accounting tab, or you may have to click a Select Icon on a pop-up window.
 - ✓ Review all Commodity and associated FOAP lines to insure the amounts are in balance; make correction as needed.



NOTE: Corrections are not always needed, BUT you may have to tab through all fields in the FOAPAL area before you can complete the document.

- ✓ Repeat from the first bullet above to complete the document.

Oracle Developer Forms Runtime - Web: Open > FPAREQN,FPAREQN-7

File Edit Options Block Item Record Query Tools Help

Requisition Entry: Balancing/Completion FPAREQN 7.4.0.1 (TEST)

Requisition: R0000456
Order Date: 09-MAY-2009
Delivery Date: 29-MAY-2009
Commodity Total: 1,182.00
Transaction Date: 09-MAY-2009
Comments:
Accounting Total: 1,182.00
 In Suspense
 Document Text
 Document Level Accounting

Requestor/Delivery Information Vendor Information Commodity/Accounting **Balancing/Completion**

Vendor: [] **Requestor:** Diana Boubel
COA: S Stephen F. Austin State University
Organization: 30401 Procurement Services
Currency: []
Exchange Rate: [] **Commodity Record Count:** 2
Input Amount: 1182.00 **Converted Amount:** []

	Input	Commodity	Accounting	Status
Approved Amount:	1,182.00	1,182.00	1,182.00	BALANCED
Discount Amount:	.00	.00	.00	BALANCED
Additional Amount:	.00	.00	.00	BALANCED
Tax Amount:	.00	.00	.00	BALANCED

Complete: In Process:

VIEWING A REQUISITION

Section D

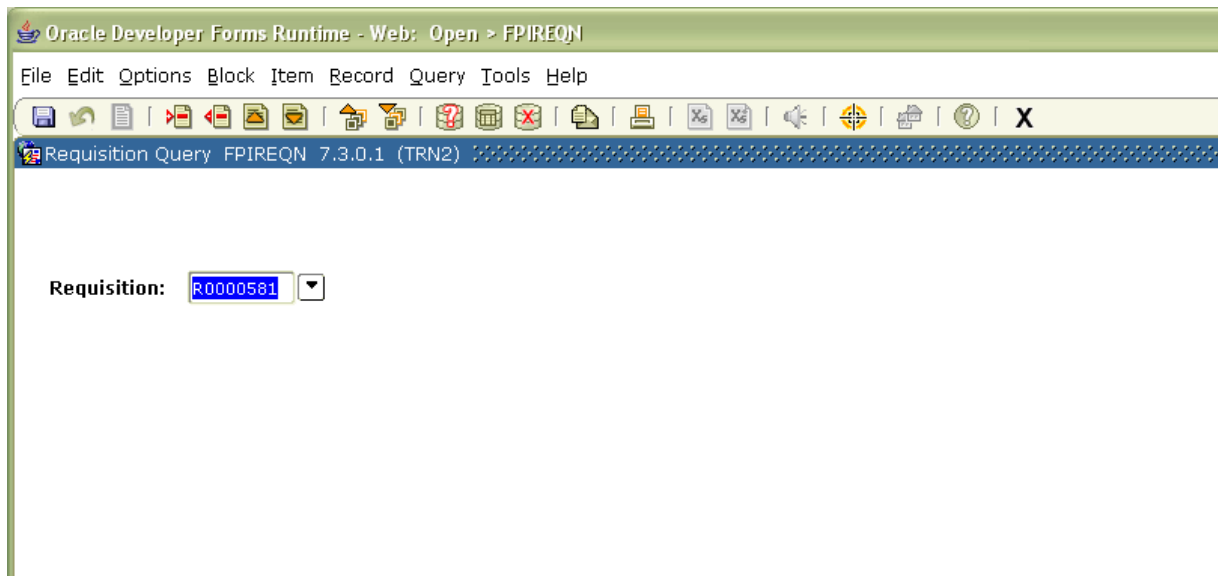
Viewing Requisitions in INB

Most users will most likely prefer to view requisitions in ONLINE SERVICES, but if desired, you can view requisitions in INB.

FPIREQN

- ✓ To access a requisition in INB, access Form FPIREQN
- ✓ Type the Requisition Number and CLICK Next Block
- ✓ Continue to CLICK Next Block to see all pages of the requisition

NOTE: To view document text or line item text you will have to click Options and select Document or Line Item text when viewing the page that is the equivalent of the Vendor Tab (document text) or Commodity/Accounting Tab (line item text)



COPYING REQUISITIONS

Section E

Creating a New Requisition by copying an Existing Requisition

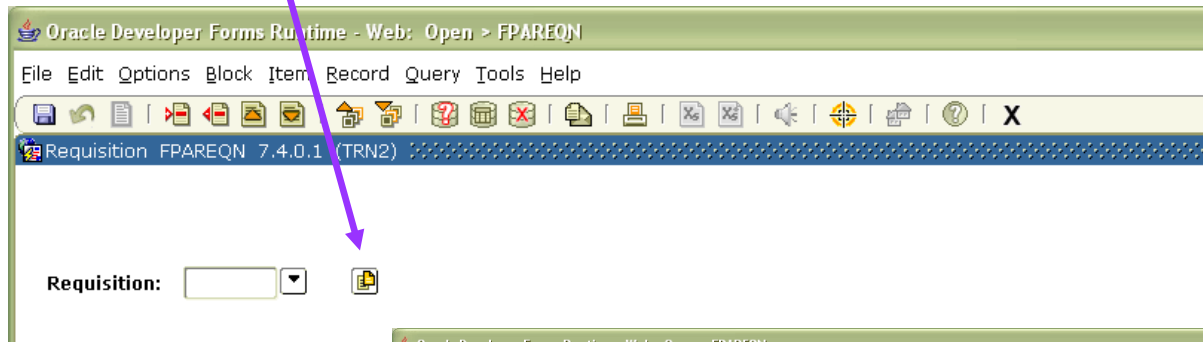
If a requisition is to be duplicated like one created previously, the requisition can be copied from the previous one.

FPAREQN

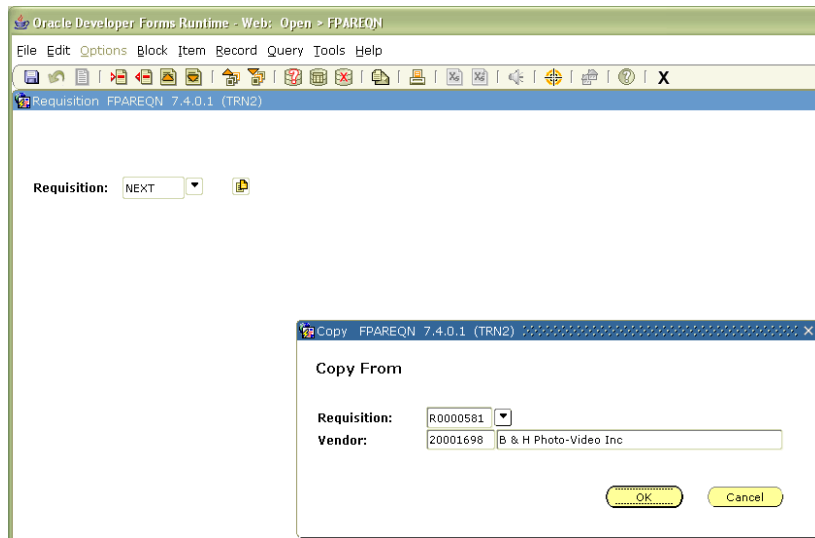
- ✓ To create a new requisition from an existing one, begin by accessing FPAREQN

NOTE: Only requisitions that have been completed, approved and posted can be copied to a new requisition.

- ✓ Click the Copy icon next to the Requisition Field



- ✓ Type the existing Requisition number in the Requisition Field
- ✓ Press Enter or Tab
- ✓ The Vendor Name will be displayed
- ✓ If this is the requisition you want to copy, CLICK OK.



FPAREQN

The beginning form of FPAREQN will be displayed.

- ✓ All information (including Document Text and Line Item Text) from the previous requisition will be filled in on the new requisition EXCEPT the Delivery Date.
- ✓ Type a Delivery Date
- ✓ Update the Transaction Date ONLY if you are creating a requisition for the next fiscal year.
- ✓ Navigate through the remainder of the requisition reviewing all fields
- ✓ Make any updates needed
- ✓ Complete the Requisition

For information about any of the fields, refer to Pages 7-26.

Oracle Developer Forms Runtime - Web: Open > FPAREQN

File Edit Options Block Item Record Query Tools Help

Requisition Entry: Requestor/Delivery Information FPAREQN 7.4.0.1 (TRN2)

Requisition: R0000623
 Order Date: 09-JUN-2009
 Transaction Date: 09-JUN-2009
 Delivery Date:
 Comments:
 Commodity Total: 998.00
 Accounting Total: 998.00
 In Suspense
 Document Text
 Document Level Accounting

Requestor/Delivery Information Vendor Information Commodity/Accounting Balancing/Completion

Requestor: Alicia Chrismer
 Organization: 30401 Procurement Services
 COA: S Stephen F. Austin State University
 Email: achrimer@sfasu.edu
 Phone: 936 4684157 Extension:
 Fax: 936 4684282 Extension:
 Ship To: PROC
 Street Line 1: Procurement and Property Svcs
 Street Line 2: 2124 Wilson Dr N
 Street Line 3: SFA Box 13030
 Building: Procurement Floor:
 City: Nacogdoches
 State or Province: TX Zip or Postal Code: 75962
 Nation:
 Telephone: 936 4684157 Extension:
 Contact: Alicia Chrismer
 Attention To: Alicia Chrismer

Enter request order date(DD-MON-YYYY)

Changing A Requisition

Section F

Availability of a Requisition to be Changed

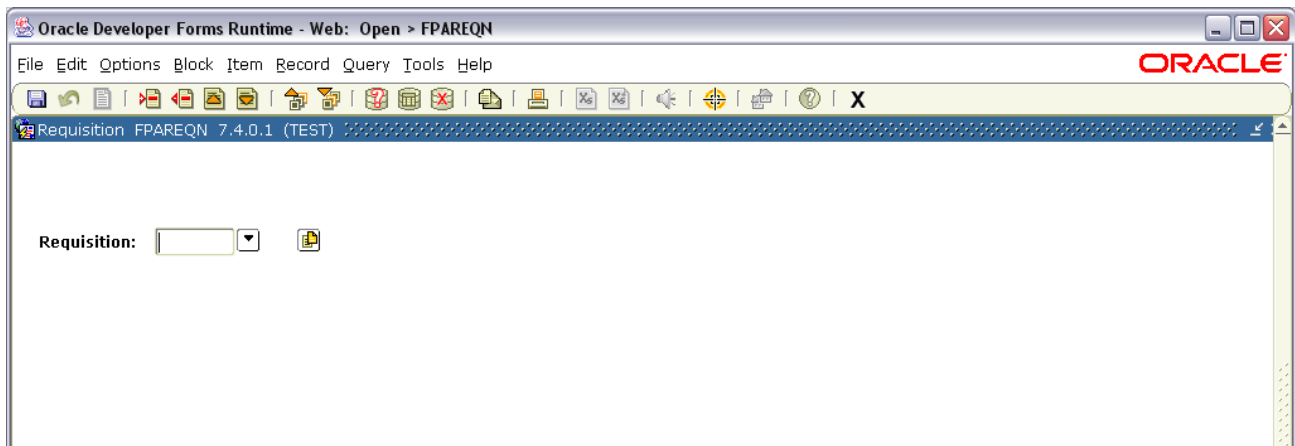
- ✓ Changes to a Requisition can only be made if the requisition
 - ✓ Is incomplete, OR
 - ✓ has been disapproved.



Once the Requisition has had the first approval posted, the requisition cannot be changed unless another approver denies approval.

Accessing an Incomplete Requisition

- ✓ To access an Incomplete Requisition, access Form FPAREQN
- ✓ Type the Requisition Number and CLICK Next Block
- ✓ Changes can be made to any part of the Requisition forms as shown in Section C, Creating a Requisition.
- ✓ When all desired changes are made, Complete the Requisition as shown in Section C, Creating a Requisition.



Request that an Approver Disapprove the Requisition

A requisition may be disapproved in INB by the person who created the requisition or by any Approver in the Approval Queue. View Approvers in FOAAINP.

NOTE: Approvers may also be viewed by accessing the document through Online Services. See instruction on Page 44.

FOAAINP

- ✓ To view the status of approvals, access Form FOAAINP
- ✓ Type the Requisition Number in the Document Field
- ✓ CLICK Next Block
- ✓ Use the Arrow Down key to arrow navigate through the approval levels on the left side of the form; view all remaining Approver names on the right side of the form
 - ✓ NOTE: If no Approvers are found, contact your Purchaser to discuss changes that need to be incorporated into the Purchase Order, or the requisition can be cancelled. Refer to Section G, Canceling/Deleting a Requisition.
- ✓ Contact any Approver who has not yet approved the Requisition and request that they access the document through Online Services and disapprove the document.
- ✓ Once the Requisition has been disapproved, access the Requisition through Form FPAREQN
- ✓ Changes can be made to any part of the Requisition forms as shown in Section C, Creating a Requisition.
- ✓ When all desired changes are made, Complete the Requisition as shown in Section C, Creating a Requisition.

Oracle Developer Forms Runtime - Web: Open > FOAAINP

File Edit Options Block Item Record Query Tools Help

Document Approval FOAAINP 7.3 (TEST)

Document: Type: Change Sequence: Submission:

Queue ID	Queue Description	Queue Level	Approval Level
FA50	PROCUREMENT	10	+
FA50	PROCUREMENT	15	+

Queue	Level	User
FA50	10	Diana Boubel

View Approver names as you arrow down on the left side of the form.

<h1 style="margin: 0;">Canceling/Deleting a Requisition</h1>	<h2 style="margin: 0;">Section G</h2>
--	--

Deleting A Requisition

Deleting a requisition will completely remove it from the Banner System, leaving no record of it.

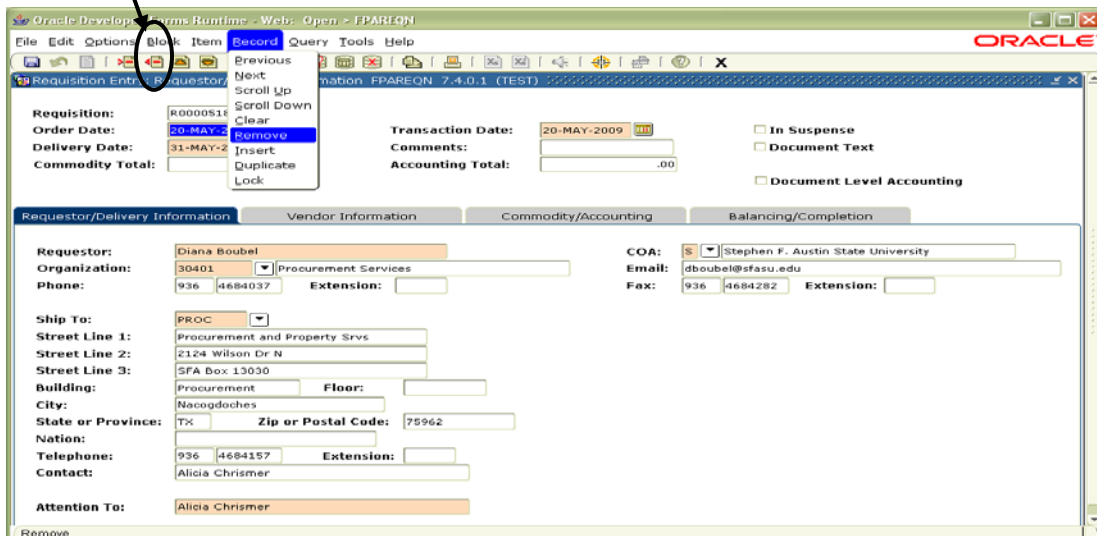


Only an incomplete requisition may be deleted.

- ✓ A requisition is incomplete IF:
 - ✓ It has never been completed, OR
 - ✓ It has been completed but later disapproved
- ✓ To access an Incomplete Requisition, access Form FPAREQN
- ✓ Type the Requisition Number and CLICK Next Block
- ✓
- ✓ CLICK Record
- ✓ SELECT Remove
- ✓ CLICK Record
- ✓ SELECT Remove

This is NOT A MISTAKE.
You must make these selections TWICE to delete a requisition.
****OR****
Click the Record Remove icon twice

Record Remove Icon



Canceling A Requisition

Canceling a requisition will leave a record in the Banner System, documenting the cancelation and the reason for it. All associated accounting records will reflect the cancelation as well.

- ✓ A requisition CAN BE CANCELED IF:
 - ✓ It has been completed and approved
 - ✓ It has been assigned to a Purchaser
- ✓ A requisition CANNOT BE CANCELED IF:
 - ✓ It has not been completed
 - ✓ It has not been approved
 - ✓ It has been assigned a Purchase Order number

FPARDEL

- ✓ To cancel a Requisition, access Form FPARDEL
- ✓ Type the Requisition Number and CLICK Next Block
- ✓ Limited information about the document is displayed;



NOTE: this form does not use security; doublecheck the requisition number twice.

Oracle Developer Forms Runtime - Web: Open > FPARDEL

File Edit Options Block Item Record Query Tools Help

Request Code: R0000478 Diana Boubel

Requestion Cancel Date

NSF Checking

Request Date: 13-MAY-2009

Transaction Date: 13-MAY-2009

Request Type: P


Delivery Date: 13-MAY-2009

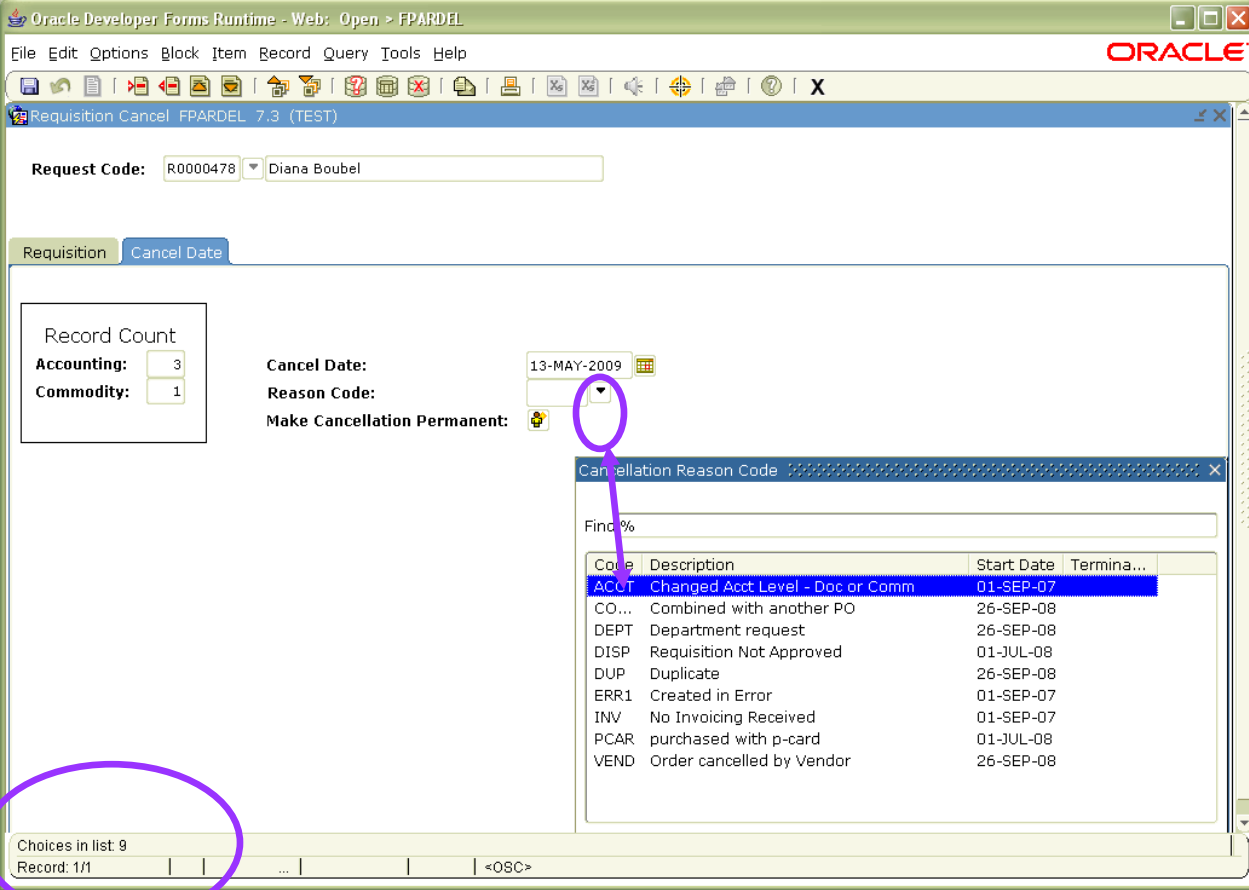
Vendor: [Empty]

Origin: BANNER

Extended Amount	Discount Amount	Tax Amount	Additional Charges	Net Amount
6936.00	.00	.00	.00	6,936.00

Canceling A Requisition

- ✓ CLICK the Cancel Date Tab
- ✓ **Cancel Date:** Do not change
- ✓ **Reason Code:** CLICK the Search Icon to select a reason for the Cancellation.
 - ✓ If the desired reason does not exist, contact the Procurement Office before completing the cancellation.
- ✓ **Make Cancellation Permanent:** CLICK to cancel the requisition
- ✓  **NOTE: this form does not use security; doublecheck the requisition number BEFORE CLICKING “Make Cancellation Permanent”.**
- ✓ Check your error/action message carefully. The Requisition has been canceled ONLY IF the Message indicates “1 Record Applied and Saved”.
- ✓ If you receive any other message, contact the Procurement Office.



Oracle Developer Forms Runtime - Web: Open > FPARDEL

File Edit Options Block Item Record Query Tools Help

ORACLE

Requisition Cancel FPARDEL 7.3 (TEST)

Request Code: R0000478 Diana Boubel

Requisition Cancel Date

Record Count
Accounting: 3
Commodity: 1

Cancel Date: 13-MAY-2009

Reason Code:

Make Cancellation Permanent:

Cancellation Reason Code

Find %

Code	Description	Start Date	Termina...
ACOT	Changed Acct Level - Doc or Comm	01-SEP-07	
CO...	Combined with another PO	26-SEP-08	
DEPT	Department request	26-SEP-08	
DISP	Requisition Not Approved	01-JUL-08	
DUP	Duplicate	26-SEP-08	
ERR1	Created in Error	01-SEP-07	
INV	No Invoicing Received	01-SEP-07	
PCAR	purchased with p-card	01-JUL-08	
VEND	Order cancelled by Vendor	26-SEP-08	

Choices in list: 9
Record: 1/1

Error/Action messages always appear in the lower left hand portion of the form.

Receiving	Section H
------------------	----------------------

Submitting Receiving Information to Procurement

Receiving information is to be submitted to the Procurement Office via electronic submission of the “Receiving Form For Purchase Orders” http://jack.sfasu.edu:7778/wf/wf_pur_in.receiving_form_in found on the [Forms Server](#). The Procurement Office will make the receiving entry in Banner.

The Receiving form is to be used to identify all goods or services delivered to your department and the acceptability or not of those goods or services.

When completing the “Receiving Form For Purchase Orders”, you may identify delivered goods or services as one of the following, with the meaning stated below as understood.

- ✓ **Accepted:** everything is OK, and payment can be made.
- ✓ **Damaged:** the identified item(s) and quantity are damaged; Procurement will contact the vendor, then advise the department what to do with the damaged goods and will arrange for pick-up if needed.
- ✓ **Wrong Item:** the identified item(s) and quantity are not what was ordered; Procurement will contact the vendor, then advise the department what to do with the wrong item and will arrange for pick-up if needed.
- ✓ **Other:** if the problem with the delivered goods or services does not fit one of the above categories, please give a detailed description of the problem. Procurement will contact the vendor.

RECEIVING FORM FOR PURCHASE ORDERS

- ✓ **Department Name:** Type your Department Name
- ✓ **Name of Person completing the form:** Type your name (first and last)
- ✓ **Receiver Document Code:** Type the Receiver Code # from the Delivery Record
- ✓ **Purchase Order Number AND Vendor Name:** Type the Purchase Order Number and the Vendor Name

Stephen F. Austin State University
RECEIVING FORM FOR PURCHASE ORDERS

Department Name:

Name of Person completing this form:

Receiver Document Code:

Purchase Order Number AND Vendor Name:

ANSWER CONTRACT QUESTIONS

These questions are needed due to additional requirements when a contract is involved:

- ✓ **Is this order related to a Professional/Consulting Services, Participant, Lecturer, or Other Contract?:**
 - ✓ **YES** – complete the next section
 - ✓ **NO** – skip to “Receiving Information for Above PO# - By Line Item” or “Receiving Information for Above PO# - Entire Order Only”
- ✓ **If Yes, indicate invoicing needs?:** (click the appropriate radio button)
 - ✓ **Contract requires an invoice** – if you have an invoice, send it to Accounts Payable; if you’re unsure, click this selection
 - ✓ **Contract does not require an invoice** – some contracts does not require an invoice because the contract services as the invoice, such as for guest speakers
- ✓ **Is this contract funded by a grant?:**
 - ✓ **YES** – complete the next section
 - ✓ **NO** – skip to “Receiving Information for Above PO# - By Line Item” or “Receiving Information for Above PO# - Entire Order Only”

- ✓ **If Yes, complete the following?:** (click the appropriate radio button)
 - ✓ **Enter the Contract #** – this will be the contract number assigned by ORSP and printed at the top of the contract document
 - ✓ **Enter PI/PD Email** – this will trigger an email to the PI/PD advising them that they must forward the email to Accounts Payable approving the payment

Is this order related to a Professional/Consulting Services, Participant, Lecturer, or Other Contract?

Yes No

NOTE: If you answered yes to the previous question, you must answer the next two questions.

1) Indicate invoicing needs:

- Contract requires an invoice (invoice will be forwarded by the department to Accounts Payable)
- Contract does not require an invoice

2) Is this contract funded by a grant?

Yes No

NOTE: If you answered yes to the previous question (Is this contract funded by a grant?), you must complete the next two items.

Enter the Contract #:

Enter PI/PD Email:

RECEIVING INFORMATION FOR ABOVE PO# - BY LINE ITEM

- ✓ **PO Line Item:** Type the PO Line item for which receiving information is being provided; then tab
- ✓ **Qty Rec'd:** Type the Qty Rec'd to be associated with the pull-down selection; then tab
- ✓ **Rec'd Date:** Type the Rec'd Date – this is the date the goods or services were actually delivered to your department
- ✓ **Other:** SELECT from the pull-down
 - ✓ Accepted
 - ✓ Damaged
 - ✓ Wrong Item
 - ✓ Other
- ✓ **Explanation of 'Other' Entry above:** Provide a detailed description of why the goods or services are not acceptable if 'Other' was selected from the pull-down menu
- ✓ **CLICK Submit Form to Purchasing**

See previous page for explanation of these terms

RECEIVING INFORMATION FOR ABOVE PO# - BY LINE ITEM

PO Line Item#	Qty Rec'd	Rec'd Date	Other
1	8	12-13-10	Accepted
1	2	12-13-10	Damaged
2	2	12-13-10	Accepted
			Please Select
			Please Select
			Please Select
			Please Select
			Please Select
			Please Select
			Please Select
			Please Select

Explanation of 'Other' Entry above:

RECEIVING INFORMATION FOR ABOVE PO# - ENTIRE ORDER ONLY

Entry here means that ALL items on the PO# are Received, Accepted and OK to Pay.

Receive All Rec'd Date

RECEIVING INFORMATION FOR ABOVE PO# - ENTIRE ORDER ONLY

IF the entire order was delivered to you **AND**
IF the entire order is accepted and OK for payment **THEN**

You can complete the bottom portion of the form instead of having to identify each line item above

- ✓ **Receive All:** CLICK
- ✓ **Rec'd Date:** Type the date the goods or service was actually delivered to your department.
- ✓ **CLICK Submit Form to Purchasing**

Viewing Receiving Information

To view current receiving information, access form FPIRCVD

FPIRCVD

- ✓ CLICK the down arrow Search Icon

The screenshot shows the Oracle Developer Forms Runtime interface for the FPIRCVD form. The window title is "Oracle Developer Forms Runtime - Web: Open > FPIRCVD". The menu bar includes "File", "Edit", "Options", "Block", "Item", "Record", "Query", "Tools", and "Help". The toolbar contains various icons for navigation and editing. The main form area is divided into several sections:

- Receiver Document Code:** A text field with a down arrow search icon highlighted by a purple circle.
- Receiver Information:** Fields for "Receiving Method:", "Carrier:", "Date Received:", "Received By:", and "Text Exists:".
- Packing Slip Information:** Fields for "Packing Slip:", "Bill of Lading:", and "Text Exists:".
- Purchase Order Information:** Fields for "Purchase Order:", "Buyer:", and "Vendor:", along with radio buttons for "Receive Items" and "Adjust Items".

At the bottom, there is a status bar with the text "Enter a Receiver Document Code, and press NEXT FIELD." and "Record: 1/1".

FPIRCVD

A complete list of Receiver Documents and associated Purchase Orders will be displayed

- ✓ CLICK the Enter Query Icon
- ✓ Enter your search information:
 - ✓ Type the desired PO number in the Purchase Order Field
- ✓ CLICK the Execute Query Icon to initiate the search



If you click the Execute Query Icon without making a search entry, all Receiver Documents and associated Purchase Orders will be displayed



Oracle Developer Form Runtime - Web: open > FPIRCVD.FPIRCVD_49.FPIRCVD

File Edit Options Block Item Record Query Tools Help

Receiver/Packing Slips Validation FPIPKSL 7.0 (TRN2)

Receiver Document	Packing Slip	Purchase Order	Vendor	Date Received
Y000261	120192	P0900876	John R Neal & Associates Inc	12-JUN-2009
Y0000285	DF	P1000830	123 Security Products	19-JUN-2009
Y0000284	SDF	P1000830	123 Security Products	19-JUN-2009
Y0000283	WER	P1000830	123 Security Products	19-JUN-2009
Y0000282	73783	P1000813	Abacus Computers Inc	18-JUN-2009
Y0000281	73783	P1000813	Abacus Computers Inc	18-JUN-2009
Y0000280	01552437	P0900883	A Daigger And Co Inc	18-JUN-2009
Y0000279	01552437	P0900883	A Daigger And Co Inc	18-JUN-2009
Y0000278	NONE	P0900905	Barwin Consultants	18-JUN-2009
Y0000277	425789541	P0900898	Barwin Consultants	18-JUN-2009
Y0000276	01917520	P0900897	Barwin Consultants	18-JUN-2009
Y0000275	13250	P1000810	Thomas Welding Sales & Service	15-JUN-2009
Y0000274	37960036	P1000809	Vwr Scientific Prod Corp	15-JUN-2009
Y0000273	CI368947	P1000808	School Outfitters	15-JUN-2009
Y0000272	00407331	P1000807	Cason-Monk True Value Hardware	15-JUN-2009
Y0000270	601220936	P0900908	Tattoo Productions	15-JUN-2009
Y0000269	62816	P0900906	Complete Printing & Publ Inc	15-JUN-2009
Y0000268	146576846	P0900858	J E Kingham Construction Co	15-JUN-2009
Y0000267	NONE	P0900903	Barwin Consultants	12-JUN-2009
Y0000265	9002367196	P1000802	Pollock Paper Distributors	12-JUN-2009
Y0000264	599734	P0900907	Primo Concerts	12-JUN-2009
Y0000263	PO2945030101	P0900891	Flaghouse Inc	12-JUN-2009
Y0000262	1033259	P0900873	Story-Wright	12-JUN-2009

Press Count Query Hits to access the Receiving Goods Query Form

Record: 1/? <OSC>

FPIRCVD

All Receiver Documents for the Purchase Order will be displayed

- ✓ DOUBLE CLICK any of the Receiver Documents to select the desired Purchase Order

Receiver Document	Packing Slip	Purchase Order	Vendor	Date Received
Y0000285	DF	P1000830	123 Security Products	19-JUN-2009
Y0000284	SDF	P1000830	123 Security Products	19-JUN-2009
Y0000283	WER	P1000830	123 Security Products	19-JUN-2009

The selected Receiver Document will be returned to FPIRCVD.

- ✓ CLICK Next Block TWO TIMES to move to the bottom of this form
- ✓ Confirm that the PO number returned is the PO number for which you want to view Receiving Information.

Receiver Document Code: Y0000284

Receiver Information

Receiving Method: CTR Central Receiving

Carrier: 20001038 Dealers Electrical Supply Co

Date Received: 19-JUN-2009 Received By: BOUBELDIANA

Text Exists: N

Packing Slip Information

Packing Slip: SDF Bill of Lading:

Text Exists: N

Purchase Order Information

Purchase Order: P1000830 Receive Items Adjust Items

Buyer: Diana Boubel

Vendor: 20000402 123 Security Products

FPIRCVD

- ✓ CLICK Next Block ONCE MORE to view receiving information

NOTE that even though you are looking at a single Receiver Document the Quantity To Date Fields shown are cumulative and would appear on any of the Receiver Documents.

Received: Shows the quantity of items received

Rejected: Shows the quantity of items received, but rejected (this is not the same as returned)

Returned: Shows the quantity of items returned to the vendor (this is not the same as rejected)

Accepted: Shows the quantity accepted to date and approved for payment

- ✓ Use your keyboard down arrow to view additional line items

Receiver Document Code: Y0000284

Purchase Order: P1000830 Packing Slip: SDF Vendor: 123 Security Products

Commodity Information

Item: [dropdown] Commodity Record Count: [dropdown]

Commodity Code	Commodity Description	U/M	FOB Code	Quantity Ordered
	test	EA		10

Quantity Received: 11
 - Rejected: 1
 - Returned: 0
 = Accepted: 10

Unit of Measure Description: EA Each

Primary Location: [dropdown] Stock: N Override: [checkbox]
 Sub Location: [dropdown] Suspense: N

Posting Control Information

Complete:

Identifies the line item on the PO. Use the down arrow to scroll through additional line items

Line Item total quantity ordered.

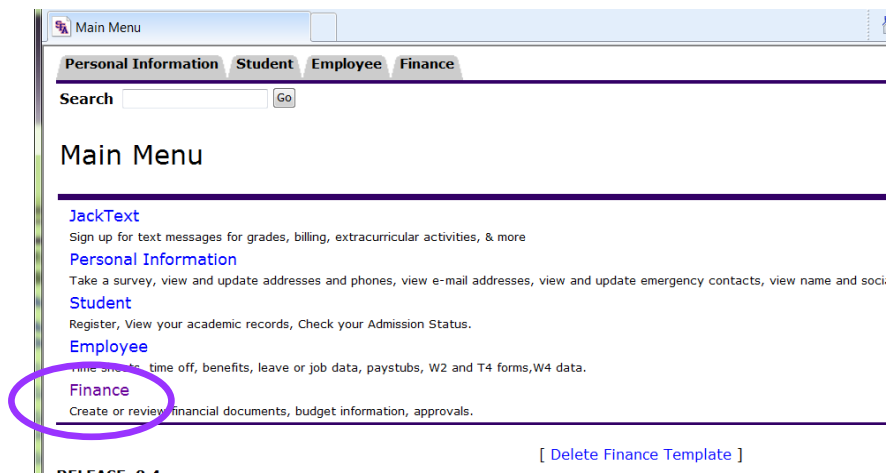
Quantity received and approved for payment.

<h1>Accessing Online Services</h1>	<h2>Section I</h2>
------------------------------------	--------------------

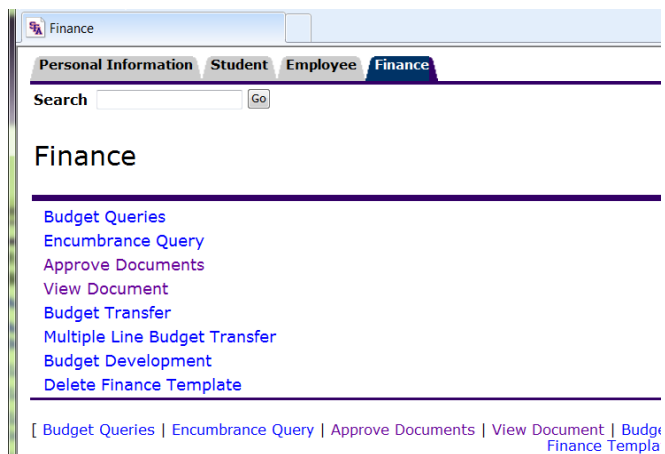
To access Online Service

- ✓ Log into MySFA
- ✓ CLICK ON THE My Services Tab
- ✓ CLICK on the Online Services Link

✓ CLICK Finance



- ✓ CLICK the option that reflects what you want to do. The options covered in this manual are:
 - ✓ Approve Documents
 - ✓ View Document



Approving Requisitions

Section

J

Approval Notes

Special approval categories are set up for the below listed types of commodities or funding sources.

After requisitions have had all approvals posted, if sufficient funds are not available, the requisition will be routed to an Insufficient Funds Approval Queue (NSF) for review and approval/disapproval by the Budget Office.

In addition to each department having a basic approval queue for departmental purchases, there are additional Approval Categories for specific types of purchases.

Approval Categories

Computer Replacement Funds	All requisitions using these funds will require approval by the Procurement Office
Insurance	All requisitions for insurance will require approval of the Safety and Risk Management Office
Memberships	All requisitions for memberships will require approval by the division Vice President
Printing, Advertising, Web Design	All of these commodities, unless otherwise exempted, will require approval by the Public Affairs Office
Requisitions \$100,000 or greater	All requisitions of this value will require approval by the Procurement Office
Research Enhancement or Research Development Funds	All requisitions using these funds will require approval by the Office of Research and Sponsored Programs
Travel Requisitions	All travel requisitions will require approve by the Dean, if applicable, and the division Vice President
Radioactive/Radiation Producing Materials or Equipment	All requisition for radioactive or radiation producing materials or equipment are to be created with Commodity 000P59374A, and will require approval by the Radiation Safety Officer

Identifying Requisitions and Options Available to the Creator of the Requisition

A requisition may be disapproved in ONLINE SERVICES by the person who created the requisition or by any Approver in the Approval Queue.

NOTE: The creator of the Requisition may also access the document through INB to Disapprove. See instruction on Page 31.

The User ID of the person logged in will appear, and “Documents for which you are the next approver” will be the default selection

- ✓ CLICK All Documents Which You May Approve
- ✓ CLICK Submit Query
ONLY those Requisitions that you created will be displayed

The Creator of a document may

- ✓ View A Document – see instructions on Page 46
- ✓ Review Pending Approvals and Approval History – see instructions on Page 47
- ✓ Approve A Document (if you are in the Approval Queue) – see instructions on Page 48
- ✓ Disapprove A Document (that you created) – see instructions on Page 49

Personal Information Finance

Search Go MENU SITE M

Approve Documents

Enter Approval Parameters

User ID

Document Number:

Documents for which you are the next approver

All documents which you may approve

- ✓ A list of documents will be returned as shown below.

Personal Information Finance

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[Module Navigation Links](#)

Approve Documents

Queried Parameters

User ID CHRISMERALICI Alicia Chrism

Document Number:

Documents Shown: All

Approve Documents List

Next Approver	Type	NSF Change	Seq#	Sub#	Originating User	Amount	Queue Type	Document History	Approve	Disapprove
	REQ				CHRISMERALICI	160.25	DOC	R0000511 History	Approve	Disapprove
	REQ				CHRISMERALICI	100.00	DOC	R0000509 History	Approve	Disapprove

Identifying Requisitions Ready for Approval

The User ID of the person logged in will appear, and “Documents for which you are the next approver” will be the default selection

- ✓ CLICK Submit Query
 - ✓ ONLY those Requisitions for which you are the **NEXT Approver** will be displayed
 - ✓ Even though you may be in line to approve a document, if you are NOT the NEXT Approver, those documents will NOT be displayed

BACK-UP APPROVERS ONLY

To see all documents that you are in line to approve, but which may need other Approvals before yours

- ✓ CLICK the “All documents which you may approve” Radio Button
- ✓ CLICK Submit Query



ALL Requisitions that you are in line to approve will be displayed.

BE CAREFUL WHEN USING THIS PROCESS as your approval on a document will override any lower approvals not yet posted.

Personal Information **Finance**
MENU SITE MAP HELP EXIT

Search

Approve Documents

Enter Approval Parameters

User ID:

Document Number:

Documents for which you are the next approver
 All documents which you may approve

- ✓ A list of documents will be returned as shown below.

Personal Information **Finance**

Search

Approve Documents

Select the Document Number link to display the details of a document. Select the History link to display the approval history of the document. Select the Approve/Disapprove link, if enabled, to disapprove the document.

Queried Parameters
 User ID: BOUBELDIANA Diana Boubel
 Document Number:
 Documents Shown: Next Approver

Approve Documents List

Next Approver	Type	NSF	Change	Seq#	Sub#	Originating User	Amount	Queue	Type	Document	History	Approve	Disapprove
Y	REQ					BOUBELDIANA	712.00		DOC	R0000464	History	Approve	Disapprove

VIEW A DOCUMENT

When the list of documents is displayed, you will have 4 clickable options.

- ✓ CLICK the **Document Number Link**
 - ✓ This will allow you to view the entire document, including the items being requested, and the accounting associated with each item.
- ✓ After reviewing the document, CLICK the Internet Explorer Back Button to return to the original form listing documents to be approved.

Personal Information **Finance**

Search
MENU SITE MAP HELP EXIT

View Document

Requisition Header

Requisition	Order Date	Trans Date	Delivery Date	Print Date	Total
R0000464	May 12, 2009	May 12, 2009	May 12, 2009		712.00

Origin: BANNER

Complete: Y Approved: N Type: Procurement

Cancel Reason: Date:

Requestor: Diana Boubel 30401 Procurement Services
936468-4037 dboubel@sfasu.edu

Accounting: Commodity Level

Ship to: Procurement and Property Svcs
2124 Wilson Dr N
SFA Box 13030
Procurement
Nacogdoches, TX 75962

Attention: Alicia Chrismer

Contact: Alicia Chrismer 936-468-4157

Vendor:

Requisition Commodities

Item	Commodity	Description	U/M	Qty	Unit Price	Ext Amount
			Disc	Addl	Tax	Cost
1	TEST	EA	8	89	712.00	
			.00	.00	.00	712.00

Requisition Accounting

Seq#	COA	FY	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSFSusp	NSFOvr	Susp	Amount
1	S	09		107550	30401	773000	35				N	N	N	712.00
Total of displayed sequences:														712.00

No Related Documents Available

Review Pending Approvals and Approval History

When the list of documents is displayed, you will have 4 clickable options.

- ✓ CLICK the **History Link**
 - ✓ This will allow you to view the approval history associated with the form and see what approvals have been posted and what approvals are still pending.
- ✓ **This is an important step if you are a Back-Up Approver.**
- ✓ Approval Levels increase in increments of 5, with 10 being the lowest.
- ✓ **A higher level approval will override ALL lower level approvals.**
- ✓ If your name is duplicated in two sequential levels, you are the primary approver, and the other name(s) is your back-up.
- ✓ If your name is duplicated in two levels, only one approval posting is necessary. When approved, the higher level approval is invoked and overrides all lower level approvals.
- ✓ After reviewing the approval history, CLICK the Internet Explorer Back Button to return to the original form listing documents to be approved.



Personal Information **Finance**

Search MENU SITE MAP HELP EXIT

View Document

Document Identification

Document Number	R0000464	Type	Requisition
Originator:	BOUBELDIANA Diana Boubel		

Approvals required

Queue	Description	Level	Approvers
FA50	PROCUREMENT 10		Diana Boubel
FA50	PROCUREMENT 15		Diana Boubel
			Dora Fuselier

No approvals have been recorded for this document.

[[Budget Quenes](#) | [Encumbrance Query](#) | [Requisition](#) | [Purchase Order](#) | [Approve Documents](#) | [View Document](#) | [Budget Transfer](#) | [Multiple Line Budget Transfer](#) | [Delete Finance Template](#)]

RELEASE: 7.2 powered by
SUNGARD HIGHER EDUCATION

Approve A Document

When the list of documents is displayed, you will have 4 clickable options.

- ✓ CLICK the **Approve Link**
- ✓ Add Comments in the Comments field if desired (not required)
- ✓ CLICK the Approve Document Button
- ✓ CLICK Continue
- ✓ You will be returned to the original form listing documents to be approved, and may take action on another Requisition.

The screenshot shows a web browser window with the URL <http://banapptest.sfasu.edu...> and two tabs: 'Approve Document' and 'Procurement and Property S...'. The page header features the Stephen F. Austin State University logo and name. Below the header is a search bar with a 'Go' button. The main heading is 'Approve Document'. Underneath, there is a section titled 'Document Information' with a table containing the following data:

Document Number:	R0000856	Type:	REQ
Change Seq#		Sub#	
Amount:	22.50		

Below the table is a 'Comment:' field with a text area containing the placeholder text 'Add Approval Comments Here then Click "Approve Document":'. At the bottom of the form are two buttons: 'Approve Document' and 'Cancel'. A footer line reads 'RELEASE: 7.3'.

Disapprove A Document

When the list of documents is displayed, you will have 4 clickable options.

- ✓ CLICK the **Disapprove Link**
- ✓ Type a specific reason for disapproval in the Comments Field
- ✓ CLICK on the Disapprove Document button
- ✓ CLICK Continue
- ✓ You will be returned to the original form listing documents to be approved, and may take action on another Requisition.

The screenshot shows a web browser window with the URL <http://banapptest.sfasu.edu...> and two tabs: 'Disapprove Document' and 'Procurement and Property S...'. The page header features the Stephen F. Austin State University logo and name. Below the header is a search bar with a 'Go' button. The main heading is 'Disapprove Document'. Underneath, there is a section titled 'Document Information' with a table containing the following data:

Document Number:	R0000856	Type:	REQ
Change Seq#		Sub#	
Amount:	22.50		

Below the table is a 'Comment:' field with a text area containing the instruction: 'Add Disapproval Comments Here, then Click "Disapprove Document":'. At the bottom of the form are two buttons: 'Disapprove Document' and 'Cancel'. The footer of the page reads 'RELEASE: 7.3'.

Viewing Purchase Orders

Section K

Selecting a Purchase Order to View

If you know the Purchase Order number you want to view

- ✓ **Choose Type:** Select Purchase Order
 - ✓ NOTE: This form works the same for any other document type selected.
- ✓ Type the Purchase Order Number in the Document Number field
- ✓ CLICK View Document

Personal Information **Finance**

Search

View Document

i To display the details of a document enter parameters then select View document. To display approval history for a document enter parameters then select Approval history to access the Code Lookup feature. This enables you to perform a query and obtain a list of document numbers to choose from.

Choose type:

Submission#: **Change Seq#**

Display Accounting Information

Yes No

Display Document/Line Item Text All Printable None

Display Commodity Text All Printable None

Selecting a Purchase Order to View


If you do not know the Purchase Order number you want to view

- ✓ **Choose Type:** Select Purchase Order
 - ✓ NOTE: This form works the same for any other document type selected.
- ✓ **CLICK Document Number**

Personal Information **Finance**

Search

View Document

 To display the details of a document enter parameters then select View document. To display approval history for a document enter pa Document Number to access the Code Lookup feature. This enables you to perform a query and obtain a list of document numbers to c

Choose type:

Submission#: **Change Seq#**

Display Accounting Information

Yes **No**

Display Document/Line Item Text **All** **Printable** **None** **Display Commodity Text** **All** **Printable** **None**

Selecting a Purchase Order to View

- ✓ A Document Lookup form will be displayed
- ✓ Make selections from the pull-down choices to narrow the search
 - ✓ For Purchase Orders, only USER ID's of Purchasers in the Procurement Office or Travel Office will provide results.
 - **NOTE:** A list of all documents created by the USER ID listed will be displayed, including purchase orders which you cannot view because of security
 - **NOTE:** Knowing and searching by the requisition number will provide the most accurate results, and the requisition will reference the Purchase Order Number if one has been assigned.
 - ✓ For Requisitions, if you don't know the requisition number, including the USER ID of the person who created the requisition will provide the most accurate results
 - ✓ If the USER ID field is left blank, the return will include all documents meeting the criteria, including documents which you cannot view because of security
- ✓ **CLICK** Execute Query

Personal Information Finance

Search Go

Document Lookup

* - at least one of these fields required.

Purchase Order Code Lookup

Document Number*

User ID*

Activity Date*

Transaction Date*

Vendor ID*

Buyer Code

Approved

Completed

Reference Number*

Selecting a Purchase Order to View

- ✓ Select a Purchase Order by clicking it

Personal Information Finance

Search Go

Document Lookup

Press the document number link to return the value to the View Document page. Press the Exit without Value button to return without a value to the View Document page.

10 documents selected.

Purchase Order Lookup Results

Document Number	User ID	Activity Date	Trans Date	Buyer Code	Vendor ID	Vendor	Change Seq#	Approved	Completed	Reference Number
P0900806	BOUBELDIANA	May 12, 2009	May 12, 2009	DJB	20000402	123 Security Products		Yes	Yes	
P0900807	BOUBELDIANA	May 12, 2009	May 12, 2009	DJB	20000402	123 Security Products		Yes	Yes	
P0900808	BOUBELDIANA	May 12, 2009	May 12, 2009	DJB	20001009	3di	0	Yes	Yes	
P0900808	BOUBELDIANA	May 12, 2009	May 12, 2009	DJB	20001009	3di	1	No	No	
P0900808	BOUBELDIANA	May 12, 2009	May 12, 2009	DJB	20001009	3di		Yes	Yes	
P0900809	BOUBELDIANA	May 13, 2009	May 13, 2009	DJB	20000402	123 Security Products		No	No	
P0900810	BOUBELDIANA	May 13, 2009	May 13, 2009	DJB	20001888	4imprint Inc		No	No	
P0900811	BOUBELDIANA	May 13, 2009	May 13, 2009	DJB	20000417	5 Star Rental, *		Yes	Yes	
P0900812	BOUBELDIANA	May 13, 2009	May 13, 2009	DJB	20001000	12th Man Foundation		No	No	
P0900813	BOUBELDIANA	May 13, 2009	May 13, 2009	DJB	NAME NOT FOUND FOR PIDM:			No	No	

10 documents selected.

Exit without Value

Another Query

- ✓ You will be returned to the View Document form
- ✓ The selected Purchase Order number will be displayed in the Document Number field
- ✓ CLICK View Document

Personal Information Finance

Search Go

View Document

To display the details of a document enter parameters then select View document. To display approval history for a document enter parameter Document Number to access the Code Lookup feature. This enables you to perform a query and obtain a list of document numbers to choose from.

Choose type: Purchase Order Document Number: P0900809

Submission#: Change Seq#: Reference Number:

Display Accounting Information

Yes No

Display Document/Line Item Text: All Printable None

Display Commodity Text: All Printable None

View document Approval history

Selecting a Purchase Order to View

Once you've entered or selected a Document Number and clicked View Document:

- ✓ An image of the Purchase Order will be displayed listing all line items and associated accounting information.
- ✓ Related documents will also be displayed and may be clickable for viewing:
 - ✓ Requisitions (will be clickable)
 - ✓ Receiving Information (will not be clickable)
 - ✓ Invoices (will be clickable)
 - ✓ Check Information (will not be clickable)
- ✓ After viewing the document, CLICK the Internet Explorer Back Button to return to the original View Document form.

Search

View Document

Purchase Order Header

Purchase Order Change#	Order Date	Trans Date	Delivery Date	Print Date	Total
P0900812	May 13, 2009	May 13, 2009	May 13, 2009		6,936.00

Origin: BANNER

Complete: N Approved: N Type: Regular

Cancel Reason: Date:

Requestor: Diana Boubel 30401 Procurement Services
936-468-4037 dboubel@sfasu.edu

Accounting: Commodity Level

Ship to: Procurement and Property Svcs
2124 Wilson Dr N
SFA Box 13030
Procurement
Nacogdoches, TX 75962

Attention: Alicia Chrismer

Contact: Alicia Chrismer 936-468-4157

Vendor: 20001000 12th Man Foundation
Po Drawer M-12
Texas A&M University
College Station, TX 77844

Phone: 979-845-2311 Fax: 979-260-7940

Currency:

Purchase Order Commodities

Item	Commodity Description	U/M	Qty	Unit Price	Ext Amount	Disc	Addl	Tax	Cost
1	testing distribute with percentage EA		2	834	1,668.00	.00	.00	.00	1,668.00

Purchase Order Accounting

Seq#	COA	FY	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSFSusp	NSFOvr	Susp	Amount
1	S	09		107550	30401	773000	35				N		N	2,080.80
2	S	09		150001	30402	773000	35				N		N	2,080.80
3	S	09		130471	30401	773000	35				N		N	2,774.40
Total of displayed sequences:														6,936.00

Related Documents

Transaction	Date	Document	Type	Document Code	Status	Indicator
May 13, 2009		Requisition		R0000478	Approved	

Done

Contact Information	Section L
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Procurement Contacts

If you have any questions at all about this manual, or entry of information into the Banner, or Receiving, feel free to contact any of the individuals below:

**Requisition
Entry,
Approvals,
Changes,
Deletions, or
Cancellations**

Diana Boubel, ext. 4037
Chuck Ethridge, ext. 4472
Peggy Byers, ext. 4225
Crystal Bell, ext. 6495

Receiving

Debra Turnham, ext. 4273
Manny Guerrero, ext. 4529
Diana Boubel, ext. 4037

**Online
Services**

Diana Boubel, ext. 4037
Chuck Ethridge, ext. 4472
Peggy Byers, ext. 4225
Crystal Bell, ext. 6495

Procurement Email List and MyBanner Recommendations

Sign up for the Procurement Email List

SEND AN EMAIL TO: mailserv@titan.sfasu.edu

BODY OF THE MESSAGE TO READ: SUBSCRIBE PURCHASING-L

Please delete all other text, including signature, in the body of the message.

Recommended Requisition related forms to set up in MY BANNER

FPAREQN – Requisition (create a new requisition)

FPIREQN – Requisition Query (review a completed requisition)

FOADOCU – Document by User (disapprove a document that you created)

FOAINP – Document Approval (see who has approved a requisition)

FPARDEL – Requisition Cancel (cancel a requisition)

FPIRCVD – Receiving Goods Query (review what items you have reported as received)