STEPHEN F. AUSTIN STATE UNIVERSITY

Banner

Finance

PROCUREMENT REQUISITIONS, APPROVALS AND RECEIVING

Revised December 11, 2014
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.

Prepared By: Stephen F. Austin State University
Procurement and Property Services

Revised: December 11, 2014
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Overview

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

<table>
<thead>
<tr>
<th><strong>Procurement Related Definitions</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cancel</strong></td>
</tr>
<tr>
<td><strong>Complete Requisition</strong></td>
</tr>
<tr>
<td><strong>Delete</strong></td>
</tr>
<tr>
<td><strong>Encumbrance</strong></td>
</tr>
<tr>
<td><strong>Error/Action Messages</strong></td>
</tr>
</tbody>
</table>
| **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 **DESIR ED** 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.
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
Vendor Information / Document Text

✓ Search for a Vendor by entering text in the Last Name and/or First Name fields.
✓ Refer to the Search Tips on the next page
✓ CLICK the Execute Query Icon to initiate the search

If you click the Execute Query Icon without making a search entry, all vendors in the database will appear in alphabetical order.

✓ If the desired Vendor is found, DOUBLE CLICK to select it and return to the Requisition form, or select it and CLICK the Select Icon.

✓ If the recommended vendor is not found, CLICK the Exit Icon and return to the Requisition Form.
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

<table>
<thead>
<tr>
<th>Sr.</th>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
<th>E</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Walmart Supercenter #163</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Walmart Supercenter #163</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Walker</td>
<td>Glenda</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Walker Enterprises</td>
<td>Virginia</td>
<td></td>
<td>E</td>
</tr>
<tr>
<td>5</td>
<td>Walt Disney Parks And Resorts</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Walt Disney Parks And Resorts</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Sr.</th>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
<th>E</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Boubel</td>
<td>Diana</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Boubel</td>
<td>Diana</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Boubel</td>
<td>Kenneth</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Boubel Video Design</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Boubel Video Design</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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
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
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.
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
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
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
Commodity/Accounting and Line Item Text

- CLICK Next Block
- Type any information about this line item that the Purchaser may need to complete the purchase
  - Desired brand and Model
  - Colors, sizes, etc.
  - If a food purchase, provide Who-What-When-Where-Why
  - Any other specification or required information about the line item
  - Trade-in information; i.e., make/model, age, condition, property #, serial #, etc.
  - Other information about a discount that may have been entered
  - 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

- 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.

<table>
<thead>
<tr>
<th>Text</th>
<th>Clause Number</th>
<th>Print</th>
<th>Line</th>
</tr>
</thead>
<tbody>
<tr>
<td>HP 305A, color, laserjet, duplexing option</td>
<td>✓</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>extra 259 sheet paper tray</td>
<td>✓</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>includes startup ink cartridges</td>
<td>✓</td>
<td>30</td>
<td></td>
</tr>
</tbody>
</table>

Save Icon
Exit Icon
FOAPAL

✓ CLICK Next Block to move from the Commodity/Description area to the FOAPAL/Accounting area

NOTE: You must enter accounting information for a line item BEFORE adding another line.

✓ Tab to the Fund Field
✓ The Fund, Orgn and Prog fields will default based on the user's log-in

✓ Accounting information may be entered in one of three ways as noted in the following pages
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.**
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 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.
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)**

<table>
<thead>
<tr>
<th>COA Year</th>
<th>Index</th>
<th>Fund</th>
<th>Orgn</th>
<th>Acct</th>
<th>Prog</th>
<th>Activity</th>
<th>Location</th>
<th>Project</th>
<th>Remaining Commodity Amount</th>
<th>USD</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 09</td>
<td>134064</td>
<td>139071</td>
<td>50451</td>
<td>773770</td>
<td>35</td>
<td></td>
<td></td>
<td></td>
<td>1,234.00</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>COA Year</th>
<th>Index</th>
<th>Fund</th>
<th>Orgn</th>
<th>Acct</th>
<th>Prog</th>
<th>Activity</th>
<th>Location</th>
<th>Project</th>
<th>Remaining Commodity Amount</th>
<th>USD</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 09</td>
<td>149400</td>
<td>139071</td>
<td>50451</td>
<td>773770</td>
<td>35</td>
<td></td>
<td></td>
<td></td>
<td>634.00</td>
<td></td>
</tr>
</tbody>
</table>

**FOAP 3 – BALANCE (auto calculated by tabbing through)**

<table>
<thead>
<tr>
<th>COA Year</th>
<th>Index</th>
<th>Fund</th>
<th>Orgn</th>
<th>Acct</th>
<th>Prog</th>
<th>Activity</th>
<th>Location</th>
<th>Project</th>
<th>Remaining Commodity Amount</th>
<th>USD</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 09</td>
<td>222173</td>
<td>139010</td>
<td>50451</td>
<td>773770</td>
<td>35</td>
<td></td>
<td></td>
<td></td>
<td>434.00</td>
<td></td>
</tr>
</tbody>
</table>
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 Form Runtime - WEB - Open - EBRW-.MAIN-PARSQ/1**

**Requisition Entry: Balancing/Completion**

**Requisition:** R6066466
**Order Date:** 09-MAY-2009
**Delivery Date:** 29-MAY-2009
**Commodity Total:** 1,192.00
**Transaction Date:** 09-MAY-2009
**Comments:**

**Accounting Total:** 1,192.00

**Vendor Information**

**COA:** 000213
**Organization:** Procurement Services
**Requestor:** Diane Doubel

**Commodity/Accounting**

**Exchange Rate:**
**Commodity Record Count:** 1

**Input Amount:** 1,192.00
**Converted Amount:**

**Balancing/Completion**

<table>
<thead>
<tr>
<th>Input</th>
<th>Commodity</th>
<th>Accounting</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved Amount:</td>
<td>1,192.00</td>
<td>1,192.00</td>
<td>1,192.00</td>
</tr>
<tr>
<td>Discount Amount:</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Additional Amount:</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Tax Amount:</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Complete:**
**In Process:**

---

PROCUREMENT REQUISITIONS, APPROVALS AND RECEIVING – December 11, 2014
VIEWING A REQUISITION

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)
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.
Changing A Requisition

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.
Disapproval of Requisition by the Creator of the Requisition

A requisition may be disapproved in INB 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 Online Services to Disapprove. See instruction on Page 44.

FOADOCU

- To disapprove a Requisition, access Form FOADOCU
  - The User ID of the person logged in will be displayed
- CLICK Next Block
  - All requisitions created by the User ID at the top of the form will be displayed
- Search for a specific Requisition Number using Query options or Arrow Down to find the Requisition Number to be disapproved.
- If the requisition is complete and has not already been approved, the Deny Document field should be available to CLICK.
- CLICK Deny Document
- 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.
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.

View Approver names as you arrow down on the left side of the form.
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
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.
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 Cancelation.
  ✓ If the desired reason does not exist, contact the Procurement Office before completing the cancelation.
✓ **Make Cancelation Permanent**: CLICK to cancel the requisition

**NOTE**: this form does not use security; doublecheck the requisition number BEFORE CLICKING “Make Cancelation 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.

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

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

As an FYI the email to the PI/PD will read as follows:

Contract #xxxxxxx and Purchase Order #Pxxxxxxx, (name of person receiving) have been received as follows.

FORWARD THIS EMAIL TO ACKNOWLEDGE AND APPROVE THE FOLLOWING:
As the responsible party, I certify that all expenditures reported and/or payments requested are consistent with the terms of the contract as written or amended, are for appropriate purposes, and are in accordance with the provisions of the grant application and award documents and/or prime contract. I further certify that to the best of my knowledge, all work attested to for this payment has been performed.
Forward to: accountspayable@sfasu.edu with an invoice, as appropriate
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

✓ **CHECK TO SEND ACCOUNTS PAYABLE PAYMENT INSTRUCTIONS**
  Click the check box and enter any Information needed in the text box.

  For contract payments where an invoice will not be issued you should indicate:
  ✓ How much to pay, and be sure to indicate how much is approved for expense reimbursements and/or if expense receipts are in the mail.

  ✓ Whether to mail or hold the check, and if holding, when the check is needed.

✓ **CLICK Submit Form to Purchasing**

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.

✓ **Use the Check Box indicated above to provide payment instruction for Accounts Payable.**

✓ **CLICK Submit Form to Purchasing**
Viewing Receiving Information

To view current receiving information, access form FPIRCVD

**FPIRCVD**

✓ CLICK the down arrow Search Icon
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
FPIRCVD

All Receiver Documents for the Purchase Order will be displayed

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

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.
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

![Image of Oracle screen with highlighted sections]

- 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.
Accessing Online Services

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
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.

Any End User with authority to approve requisitions should be aware that it is very important to post approvals or denials in a timely manner to ensure that the process is completed efficiently.
Approval Categories

<table>
<thead>
<tr>
<th>Category</th>
<th>Approval Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Replacement Funds</td>
<td>All requisitions using these funds will require approval by the Procurement Office</td>
</tr>
<tr>
<td>Grants</td>
<td>All requisitions on grant accounts for food, vehicles, computers, federal pass-thru, state pass-thru, all capital account codes, and all travel will require approval of the Office of Research and Sponsored Programs.</td>
</tr>
<tr>
<td>Insurance and Hazardous Materials</td>
<td>All requisitions for insurance, radioactive or radiation producing equipment, hazardous chemicals and gases, or carpet removal (potential for asbestos) will require approval of the Safety and Risk Management Office.</td>
</tr>
<tr>
<td>Memberships</td>
<td>Requisitions for memberships purchased with state funds will require approval by the division Vice President, excluding the Library.</td>
</tr>
<tr>
<td>Printing, Advertising, Web Design</td>
<td>All of these commodities, unless otherwise exempted, will require approval by the Public Affairs Office</td>
</tr>
<tr>
<td>Requisitions $100,000 or greater</td>
<td>All requisitions of this value will require approval by the Procurement Office</td>
</tr>
<tr>
<td>Research Enhancement Funds,</td>
<td>All requisitions using these funds will require approval by the Office of Research and Sponsored Programs</td>
</tr>
<tr>
<td>Research Development Funds, or</td>
<td></td>
</tr>
<tr>
<td>ARRA Funds</td>
<td></td>
</tr>
<tr>
<td>Travel Requisitions</td>
<td>All travel requisitions will require approval by the Dean, if applicable, and the division Vice President. The President’s approval will also be required for international travel.</td>
</tr>
<tr>
<td>Vehicles</td>
<td>All requisitions for vehicles will require approval of the Safety and Risk Management Office and the Transportation Department.</td>
</tr>
</tbody>
</table>
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

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

A list of documents will be returned as shown below.
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.
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.
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.
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.
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
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
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
Selecting a Purchase Order to View

✓ Select a Purchase Order by clicking it

![Document Lookup Image]

✓ 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
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.

![Purchase Order Image](image-url)
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 the Purchasing Office at purchase@sfasu.edu or 2206.
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)

FOAAINP – 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)