

# Imperial Valley College Banner Finance

## Buyer User Guide

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## Introduction

### Purpose

The purpose of this user guide is to provide you with all the necessary information to create, print, track, modify, and cancel Purchase Orders through the procurement process

### Reviewing Budget before Entering a Purchase Order

#### **FGIBDST: Budget Availability Status From**

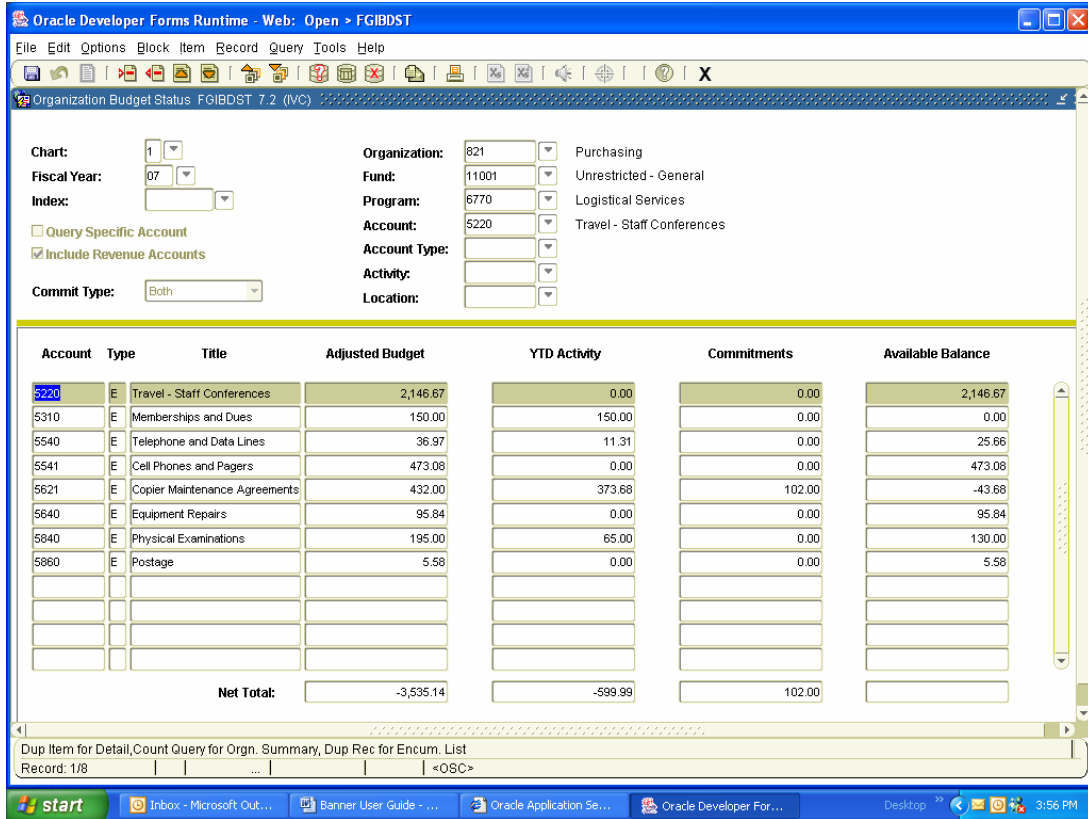
**Prior to entering a Purchase Order**, it is a good idea to review the available budget in the FOAPAL string(s) to which the purchase will be charged. **This should be done by accessing FGIBDST:**

1. Enter Chart of Accounts: 1
2. Enter the Fiscal Year: 07 (2006-2007)
3. Enter the Fund, Orgn, Account, and Program. Each of these fields must be filled in. You will see the particular account you entered plus all existing accounts which follow in the same distribution (fund/orgn/program).
4. Press Ctrl & Page Down to go to the next block.

Process a budget transfer if there are insufficient funds in the account(s) you intend to use.

Note: Account balances can also be checked using FGIBAVL; however, FGIBAVL does not provide transaction detail history. The primary advantage to using FGIBAVL is that it provides up-to-the-minutes balances. For example, if someone in your department enters a budget transfer or a Purchase Order, the amount of that particular transaction will immediately appear.

It is recommended that you use FGIBDST to check account balances. FGIBDST displays only documents, which have passed through the approval process and have been posted.



If you notice anything unusual in any of the columns on FGIBDST and wish to determine the transaction detail for a particular account, there are several forms and reports that will provide transaction detail.

**PURCHASE ORDER FORM – FPAPURR**

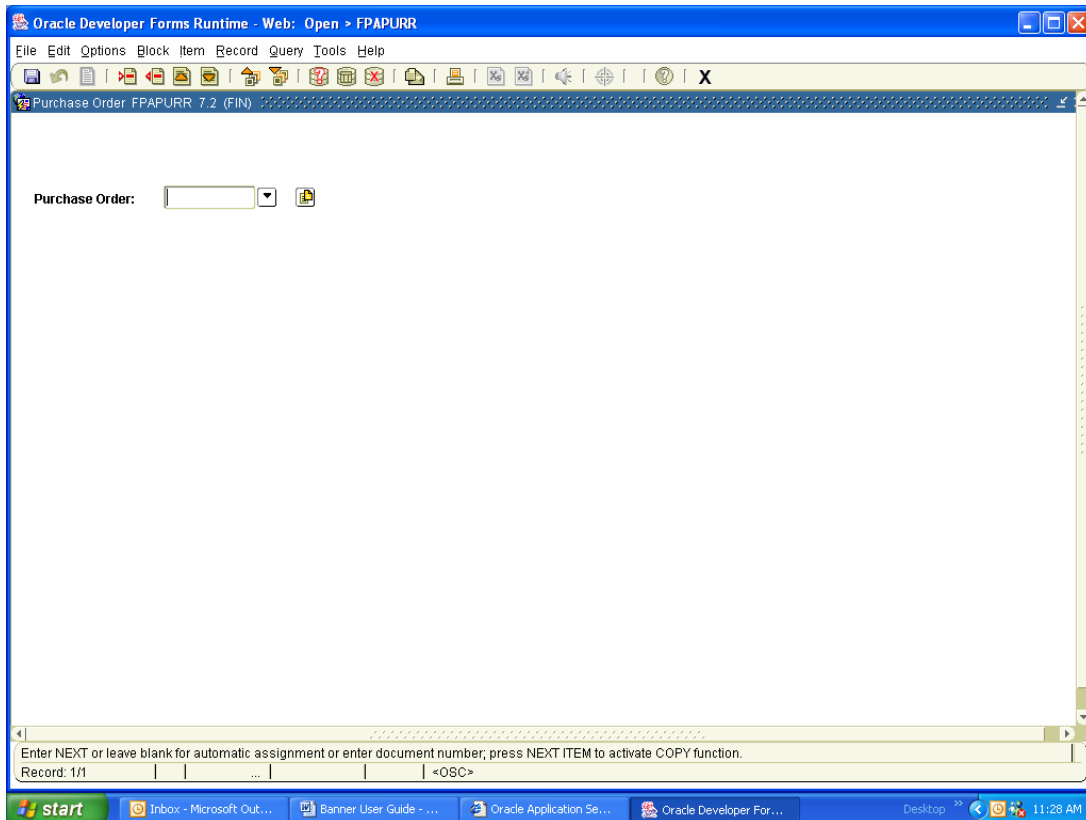
Use the Banner form, FPAPURR to create a Purchase Order. The components of the form are the following screens:

- A: Documentation Information**
- B: Requestor/Delivery Information**
- C: Vendor Information**
- D: Commodity/Accounting Information**
- E: Balancing/Completion**

The Purchase Order form (FPAPURR) begins with the procurement process when the staff member acts upon an internal request to acquire goods or services. In the body of the Purchase Order, you will need to identify the buyer, vendor, price, quality, sales tax, and the accounting information. The sales tax is defaulted to (IMP), which is 7.75%.

The purchase order allows you to set in motion the ordering process. Once the purchase order is completed, it goes to the approval queues, ultimately ending up in the printer queue, from there you can print the purchase order, and then send it the vendor.

## Purchase Order Form



This is the first screen for the ``Purchase Order Entry Form``

- Use your ``Ctrl`` & ``Page Down`` key to start your entry.
- The system will automatically enter ``Next``, which will tell the system that you are requesting a new Purchase Order number.

## Documentation Information

- The ``Order Date`` and the ``Transaction Date`` will automatically default to the current date.
- In the ``Delivery Date`` field, manually enter the anticipated delivery date. The delivery date will be between 2 and 4 weeks after the order date for standard items and may be longer for furniture and other more complex orders.
- In the ``Buyer Code`` field, enter your buyer code. Your code should be your initials (i.e., “RG” Raquel Gonzalez).
- Use the ``Ctrl`` & ``Page Down`` key to go to the next screen or click on the Requestor/Deliver tab above.

## Requestor/Delivery Information

Oracle Developer Forms Runtime - Web: Open > FPAPURR

File Edit Options Block Item Record Query Tools Help

Purchase Order Entry: Requestor/Delivery FPAPURR 7.2 (FIN)

Purchase Order: NEXT      Blanket Order:      Order Type: Regular  
 Order Date: 06-APR-2007      Transaction Date: 06-APR-2007       In Suspense  
 Delivery Date: 20-APR-2007      Comments:       Document Text  
 Commodity Total:      Accounting Total:       Document Level Accounting

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

Requestor: Raquel Gonzalez      COA: 1 Imperial Valley College  
 Organization: 821 Purchasing      Email: raquel.gonzalez@imperial.edu  
 Phone: 760 3556219      Extension:      Fax: 760 3556461      Extension:     

Ship To: WH  
 Street Line 1: Central Receiving  
 Street Line 2: 380 East Aten  
 Street Line 3:  
 Building:      Floor:     

City: Imperial  
 State or Province: CA      Zip or Postal Code: 92251  
 Nation:  
 Phone: 760 3556430      Extension:     

Contact: Joe Serna  
 Attention To: Joe Serna

Record: 1/1      <OSC>

- The requestor information should typically be defaulted based on your user ID. If it is incorrect please notify the Information Systems department for correction. The organization code will be defaulted to most people, except in cases where the requestor has access to several organizations; in that case the user should enter it manually.
- The ``Ship To`` field is defaulted to WH – Central Receiving. Receiving codes have also been created for several departments. If shipment should be delivered to those locations, simply change the code and then click ``OK``. The ship-to date will be transferred automatically to your entry screen. The system will not allow you to complete a purchase order with a blank ship-to code.  
**NOTE:** When ordering from Office Supply or Staples and you want the order to be delivered to you directly, enter your department's ship-to code.
- The ``Attention To`` field is also a required field and must be entered with the information of the contact person with the vendor
- Use the ``Ctrl`` & ``Page Down`` key or click on the Vendor Information tab above.

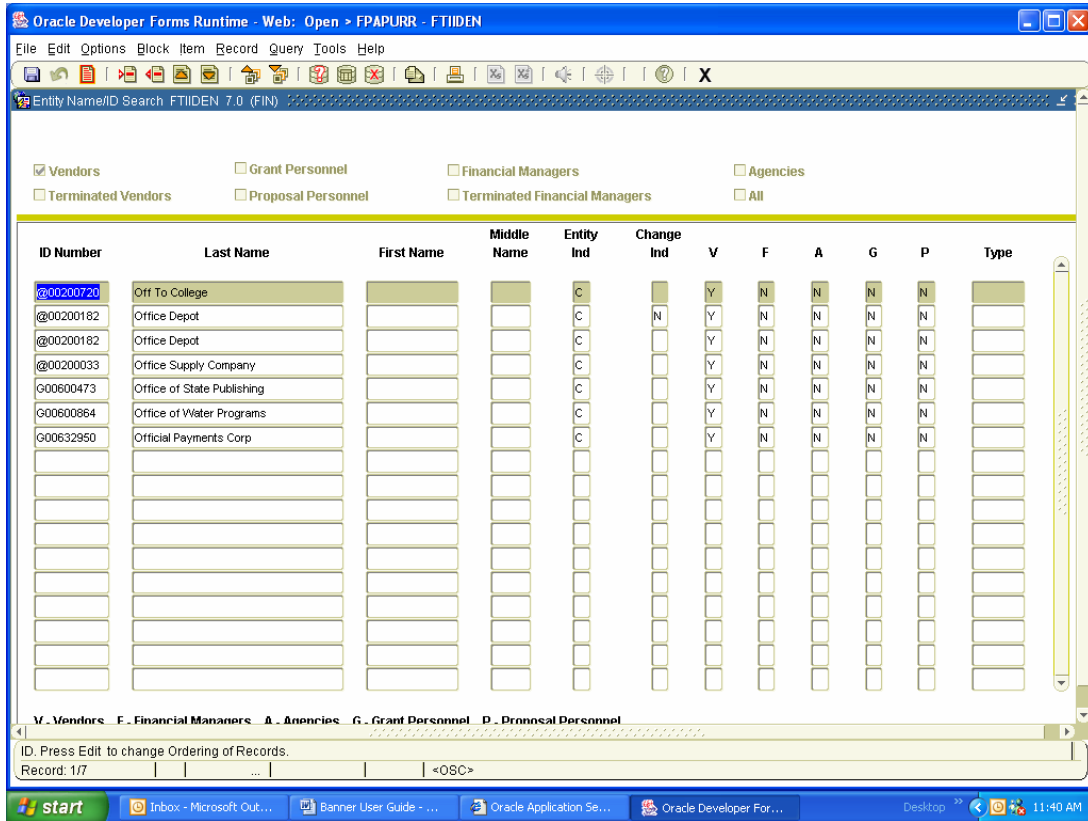
## Vendor Information

This screen will allow you to enter the data for the vendor. If you do not know the vendor number and need to search for the vendor, click on the arrow beside the vendor field.

- The white box, ``Option List`` will appear after clicking the arrow icon.
- Select FTIDEN.
- Click on this one time and you will go to the FTIIDEN screen.
- Type in the first three letters with a percent sign (i.e. Off%) of the vendor you are looking for and a listing of vendors that start with the first three letter will show. (See next page)



### Entity Name/ID Search Screen



The query above will provide the following outcome.

- Select the proper vendor, by highlighting it.
- Double click and the vendor will be added automatically.
- After you select the vendor, the Banner screen changes back to FPAPURR.
- **Make sure to write down the PO number, when you go back to the screen.**
- Use the ``Ctrl`` & ``Page Down`` key or click on the Commodity/Accounting tab above.

#### Can't find a vendor

If you are unable to find the vendor in the system, you must let the Purchasing Department or Business Services know by filling out the Vendor Profile Form (located under the Business Services Website) and either fax or send the completed form as an email attachment to the Purchasing Department or Business Services Department. The following information must be provided in the form:

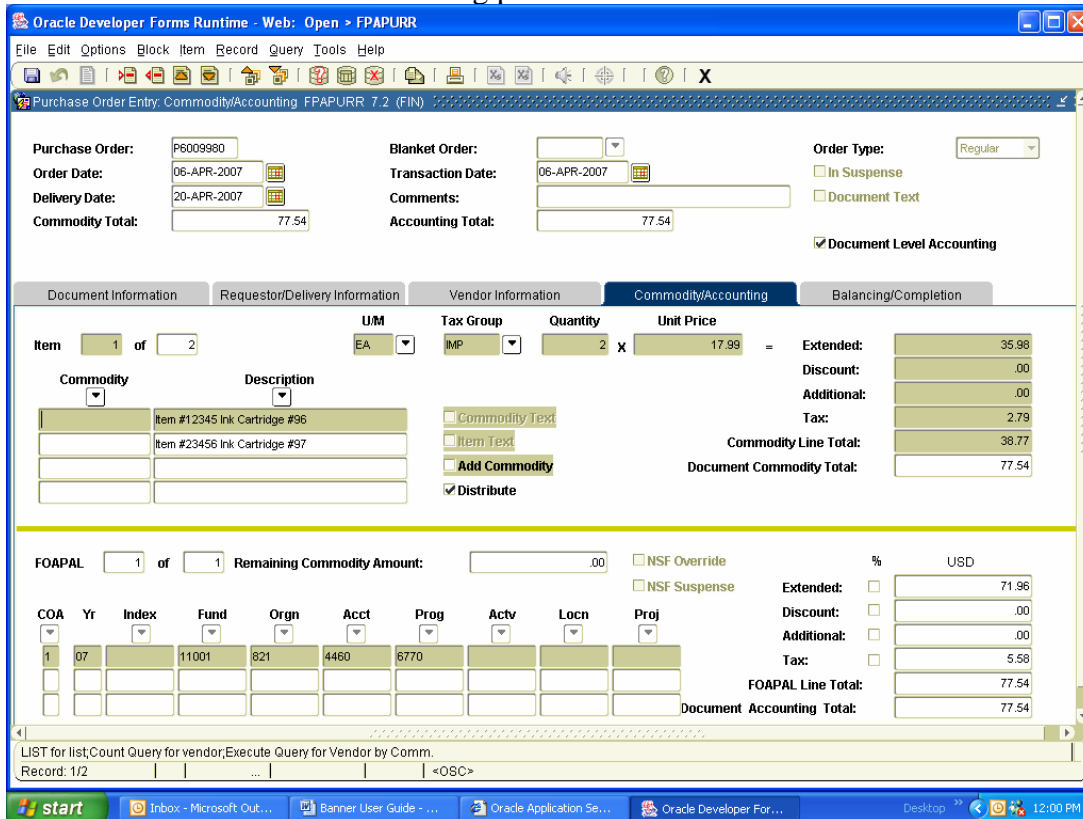
- Correct business name and correct address.
- If more than one address, specify which address is the PO and which is the AP.
- Tax ID number.
- When the vendor is a DBA (Doing Business As), enter the social security number.
- Phone number and fax number of the person who owns the business.
- Contact Person

### Commodity/Accounting

This screen will allow you to describe the specifics of your order.

- Tab to the description field and enter the item description.
- Tab to the U/M field and select the appropriate Unit of Measure either from the list (click on the arrow for codes) or enter a U/M code.
- Tab to the Tax Group field. The default is IMP for Imperial County. Tax Group can be changed by entering the appropriate code or selecting one from the field.
- Tab and enter Quantity.
- Tab and enter Price
- Ctrl & Page Down for next block.
- Enter the corresponding FOAPAL string and tab until the Document Acctg total is calculated as shown below.
- Use the Ctrl & Page Down key or click on the Balancing/Completion tab above.

The form should look like the following picture:



It is the Buyer's responsibility to ensure that adequate funding exists in the accounts that are being charged. If there is no funding, the system will give you a warning message and the ``NSF Suspense`` box will automatically check on. You will need to click on the ``In-Process`` icon, close the purchase order form, then complete a budget transfer in order to proceed with the order.

### Example:

The screenshot shows the Oracle Developer Forms Runtime interface for a purchase order. The form is titled "Purchase Order" and includes fields for Purchase Order (P6009980), Order Date (06-APR-2007), Delivery Date (20-APR-2007), and Commodity Total (77.54). It also includes fields for Blanket Order, Transaction Date (06-APR-2007), Comments, and Accounting Total (77.54). The Order Type is set to "Regular".

The form is divided into several tabs: Document Information, Requestor/Delivery Information, Vendor Information, Commodity/Accounting, and Balancing/Completion. The Commodity/Accounting tab is active, showing a table of items with columns for U/M, Tax Group, Quantity, and Unit Price. The table contains two items: Item #12345 Ink Cartridge #96 and Item #23456 Ink Cartridge #97. A warning dialog box is displayed over the table, stating "Insufficient budget for sequence 1, suspending transaction." with an "OK" button.

Below the table, there is a section for "FOAPAL" (Fund Accounting) with a table of columns: COA, Yr, Index, Fund, Orgn, Acct, Prog, Actv, Locn, and Proj. The table contains one row with values: 1, 07, 11001, 821, 5310, 6770. To the right of the table, there are checkboxes for "NSF Override" and "NSF Suspense" (checked). The "NSF Suspense" checkbox is checked, indicating that the system has automatically flagged the transaction due to insufficient funding.

The bottom of the form shows a summary of totals: Extended (35.98), Discount (.00), Additional (.00), Tax (2.79), Commodity Line Total (38.77), and Commodity Total (77.54). The FOAPAL Line Total is also 77.54, and the Document Accounting Total is 77.54.

### Completing the document

- After the accounting information is entered you are ready to complete your purchase order and determine if the accounts you have chosen have enough funds to pay for the items you ordered.
- Before completing the purchase order you should print a copy for your records.
- Then if all is in order, click on the yellow check mark icon next to ``Complete``. This will send your purchase order to the approval process and on through to the printer queue.

## Balancing/Completion

Oracle Developer Forms Runtime - Web: Open > FPAPURR

File Edit Options Block Item Record Query Tools Help

Purchase Order Entry: Balance/Completion FPAPURR 7.2 (FIN)

Purchase Order: P6009980      Blanket Order:      Order Type: Regular  
 Order Date: 06-APR-2007      Transaction Date: 06-APR-2007       In Suspense  
 Delivery Date: 20-APR-2007      Comments:       Document Text  
 Commodity Total: 77.54      Accounting Total: 77.54       Document Level Accounting

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

Vendor: @00200033 Office Supply Company,      Requestor: Raquel Gonzalez  
 COA: 1 Imperial Valley College  
 Organization: 821 Purchasing  
 Currency Code:      Commodity Record Count: 2  
 Exchange Rate:      Input Amount: 77.54      Converted Amount:     

	Header	Commodity	Accounting	Status
Approved Amounts:	71.96	71.96	71.96	BALANCED
Discount Amounts:	.00	.00	.00	BALANCED
Additional Amounts:	.00	.00	.00	BALANCED
Tax Amounts:	5.58	5.58	5.58	BALANCED

Complete:       In Process:

Select to mark this Document \*Complete\*.  
 Record: 1/1      <OSC>

Click on complete icon

Completing an In Process document (not-approved, not-posted)

- In the FPAPURR form enter the document number.
- Navigate through the document as normal.
- Complete document.

## Document History – FOIDOCH

Oracle Developer Forms Runtime - Web: Open > FOIDOCH

File Edit Options Block Item Record Query Tools Help

Document History FOIDOCH 7.0 (FIN)

Document Type: PO Purchase Order Document Code: P6009980

Document Type	Status
Requisition	
Bid	
Purchase Order	C
Invoice	
Check	
Return	
Asset Tag	
Asset Adjustment	
Receiver	
Issues	

Use NEXT BLK, PREV BLK to navigate; use DUPLICATE ITEM for Doc Inquiry Form.

Record: 1/1

This Document History form provides an online display of the processing history for a document by a selected document type and code. **This form is recommended to see the status of your purchase order.**

## PRINTING PURCHASE ORDERS

### The Purchase Order Printing Form – FPAPORD

Oracle Developer Forms Runtime - Web: Open > GJAPCTL

File Edit Options Block Item Record Query Tools Help

Process Submission Controls GJAPCTL 7.3 (FIN)

Process:  Purchase Order Form Print Parameter Set:

**Printer Control**

Printer:  Special Print:  Lines:  Submit Time:

**Parameter Values**

Number	Parameters	Values
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

**Submission**

Save Parameter Set as Name:  Description:   Hold  Submit

Process Name; press SEARCH for valid processes.

Record: 1/1 <OSC>

### PRINTER CONTROL

- Use the ``Ctrl`` & ``Page Down`` key to go to the field to enter your printer information. You should make a note of your specific printer so you won't send your purchase orders to the wrong printer.
- Once you have entered the name of your printer, tab over to the ``Special Print`` field, type the number 1. **NOTE:** If you do not type the number 1 in the special print space, your purchase orders will not print in the correct format and you will have to print them again, one at a time.

## PARAMETER VALUES

- Use the ``Ctrl`` & ``Page Down`` key to go to the field to enter your User ID information. Arrow down to the third 3<sup>rd</sup> parameter ``User ID``, tab over to values and enter your name here, it will let banner know to print your purchase orders.

## SUBMISSION

- Use the ``Ctrl`` & ``Page Down`` key to go to the field to save your parameters. Check the ``Save Parameters`` Box.

The form should look like the following picture:

Oracle Developer Forms Runtime - Web: Open > GJAPCTL

File Edit Options Block Item Record Query Tools Help

Process Submission Controls GJAPCTL 7.3 (FIN)

Process: FPAPORD Purchase Order Form Print Parameter Set:

**Printer Control**

Printer: purch01 Special Print: 1 Lines: Submit Time:

**Parameter Values**

Number	Parameters	Values
01	Purchase Order Number	
02	Status	C
03	User ID	RAQUEL_GONZALEZ

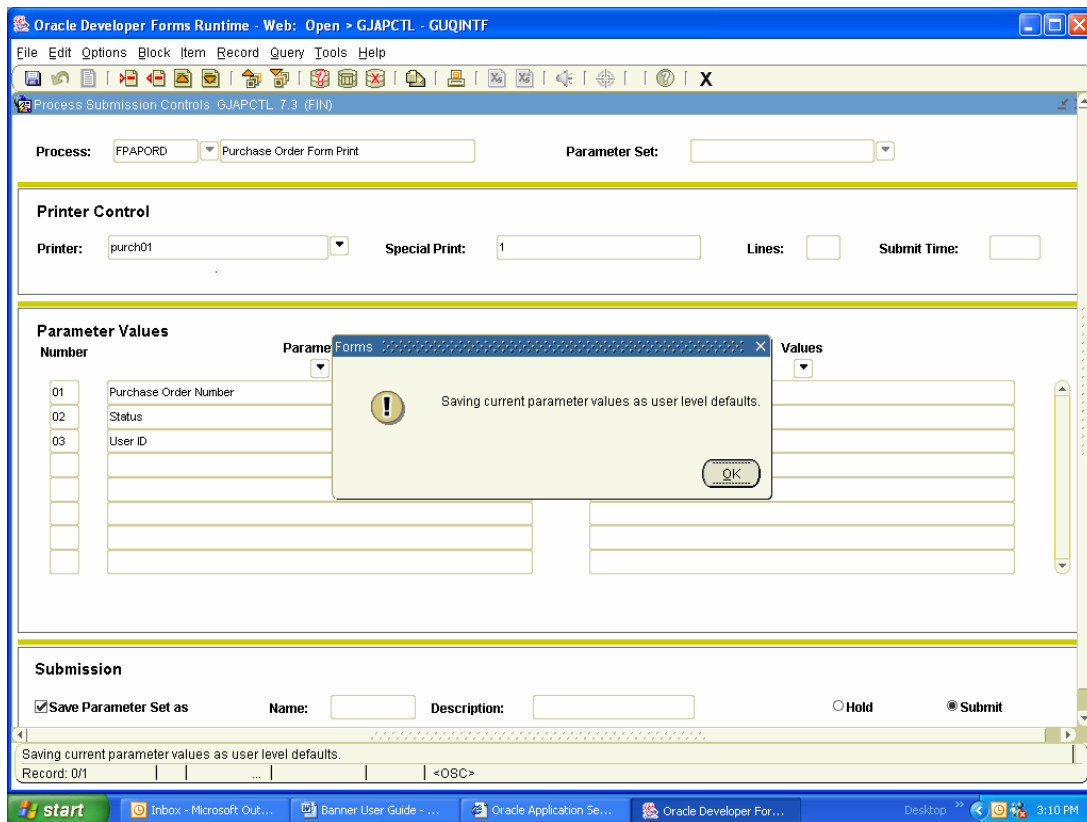
LENGTH: 8 TYPE: Character O/R: Optional M/S: Single  
Enter a P.O. or leave blank to print all P.O.s that have never been printed.

**Submission**

Save Parameter Set as Name: Description:  Hold  Submit

Save Entered Parameters; CHECK to save.  
Record: 1/1 <OSC>

Next click the ``Save`` icon in the toolbar at the top of the screen.



Once you click the save icon, you will get this message. This means that you have completed the request and the printer is ready to print your purchase order. Click the ``OK`` button in the message

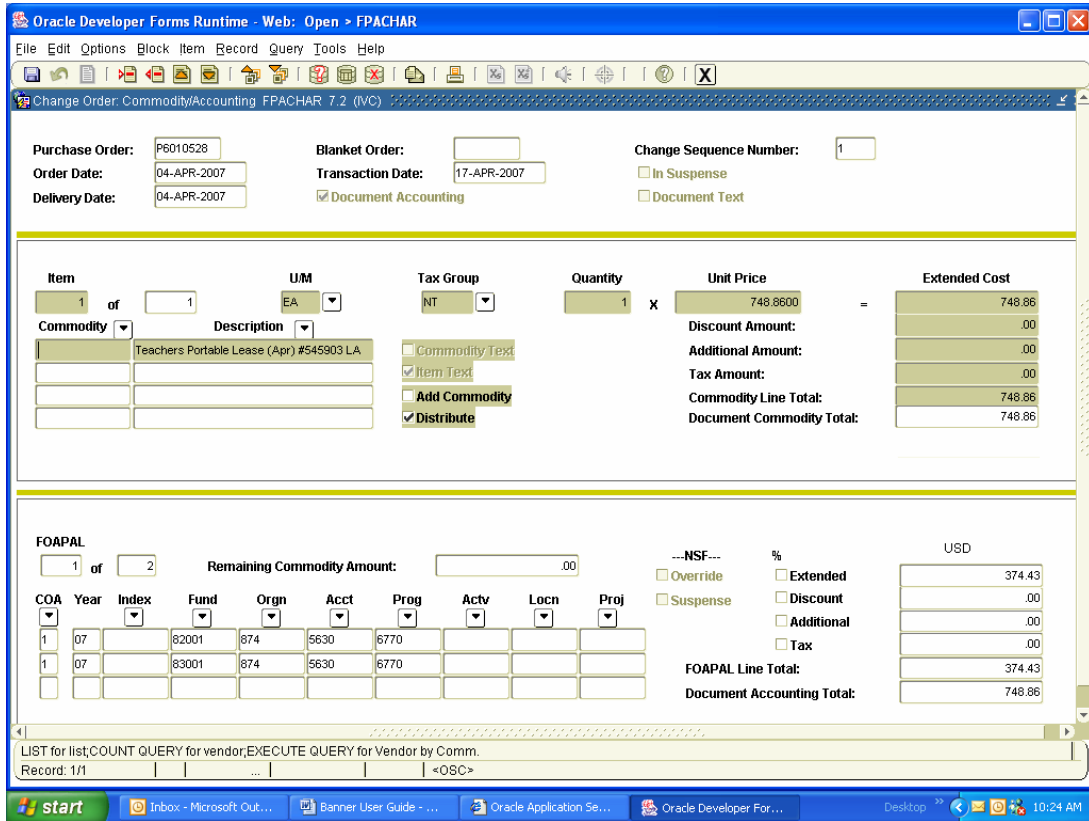






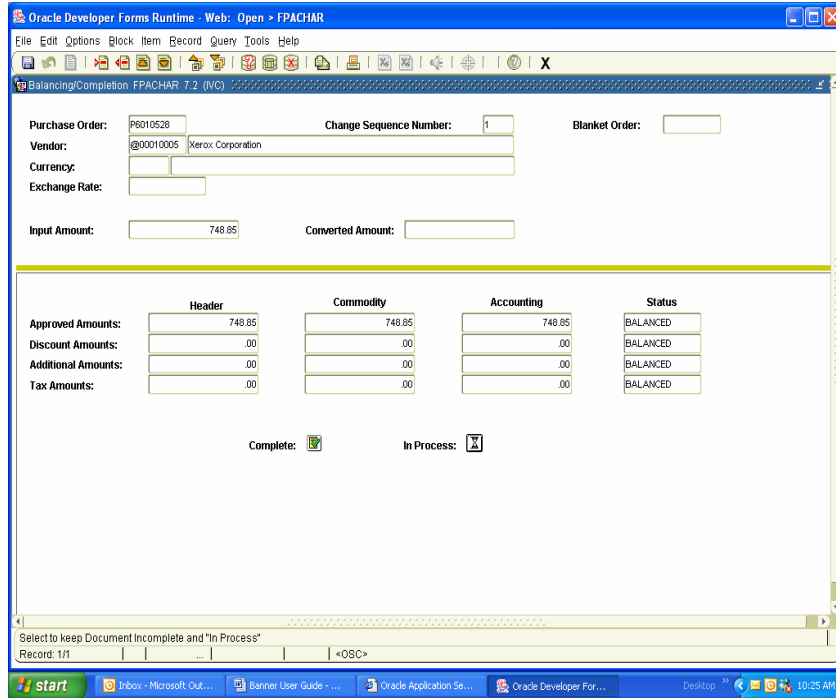


### Change Order: Commodity/Accounting Screen



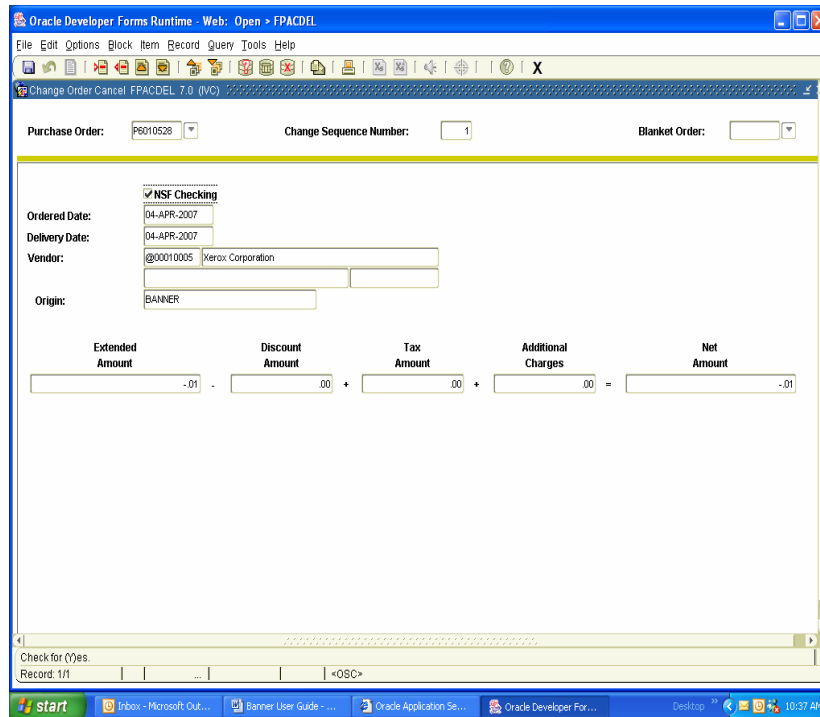
- Make changes like you would do for a regular purchase order
- **Remember: You cannot make changes on the FOAPAL string.**
- ``Ctrl`` & ``Page Down`` key for next block.

### Balancing/Commodity Screen



- Complete this document.

### CANCEL A CHANGE ORDER – FPACDEL



- Enter the purchase order number and the change order number in the sequence number box.
- ``Ctrl`` & ``Page Down`` for next block.

Oracle Developer Forms Runtime - Web: Open > FPACDEL

File Edit Options Block Item Record Query Tools Help

Change Order Cancel FPACDEL 7.0 (IVC)

Purchase Order: P6010528 Change Sequence Number: 1 Blanket Order:

NSF Checking

Ordered Date: 04-APR-2007

Delivery Date: 04-APR-2007

Vendor: @00010005 Xerox Corporation

Origin: BANNER

Extended Amount	Discount Amount	Tax Amount	Additional Charges	Net Amount
-01	.00	.00	.00	-01

Cancel Date FPACDEL 7.0 (IVC)

Record Count

Accounting: 1

Commodity: 1

Cancel Date: 17-APR-2007

Reason Code: U Unauthorized Item

Make Cancellation Permanent:

Record: 1/1

- Click the ``Options`` on the toolbar, than select ``Access Cancel Date``
- Enter the ``Cancellation Date``
- Enter ``Reason Code``, you click on the arrow for code options
- Click the ``Options`` on the toolbar, than select ``Process Cancellation``

## CANCEL A PURCHASE ORDER

### The Cancel Purchase Order Form – FPAPDEL

Oracle Developer Forms Runtime - Web: Open > FPAPDEL

Purchase/Blanket Order Cancel FPAPDEL 7.0 (IVC)

Purchase Order: P6010528      Blanket Order: [ ]

NSF Checking

Ordered Date: [ ]

Delivery Date: [ ]

Vendor: [ ]

Origin: [ ]

Extended Amount	Discount Amount	Tax Amount	Additional Charges	Net Amount
[ ]	[ ]	[ ]	[ ]	[ ]

Enter purchase order code and press [Next Block]. LIST is available.

Record: 1/1      <OSC>

- Enter the purchase order number and the change order number in the sequence number box.
- ``Ctrl`` & ``Page Down`` for next block

Oracle Developer Forms Runtime - Web: Open > FPAPDEL

Purchase/Blanket Order Cancel FPAPDEL 7.0 (IVC)

Purchase Order: P6010528 Blanket Order:

NSF Checking

Ordered Date: 04-APR-2007

Delivery Date: 04-APR-2007

Vendor: @00010005 Xerox Corporation

Origin: BANNER

Extended Amount	Discount Amount	Tax Amount	Additional Charges	Net Amount
748.86	.00	.00	.00	748.86

Cancel Date FPAPDEL 7.0 (IVC)

Record Count

Accounting: 2

Commodity: 1

Cancel Date: 17-APR-2007

Reason Code: U Unauthorized Item

Make Cancellation Permanent:

Enter cancel date and select Make Cancellations Permanent. (DD-MON-YYYY)

Record: 1/1

- Click the ``Options`` on the toolbar, than select ``Access Cancel Date``
- Enter the ``Cancellation Date``
- Enter ``Reason Code``, you click on the arrow for code options
- Click the ``Options`` on the toolbar, than select ``Process Cancellation``