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

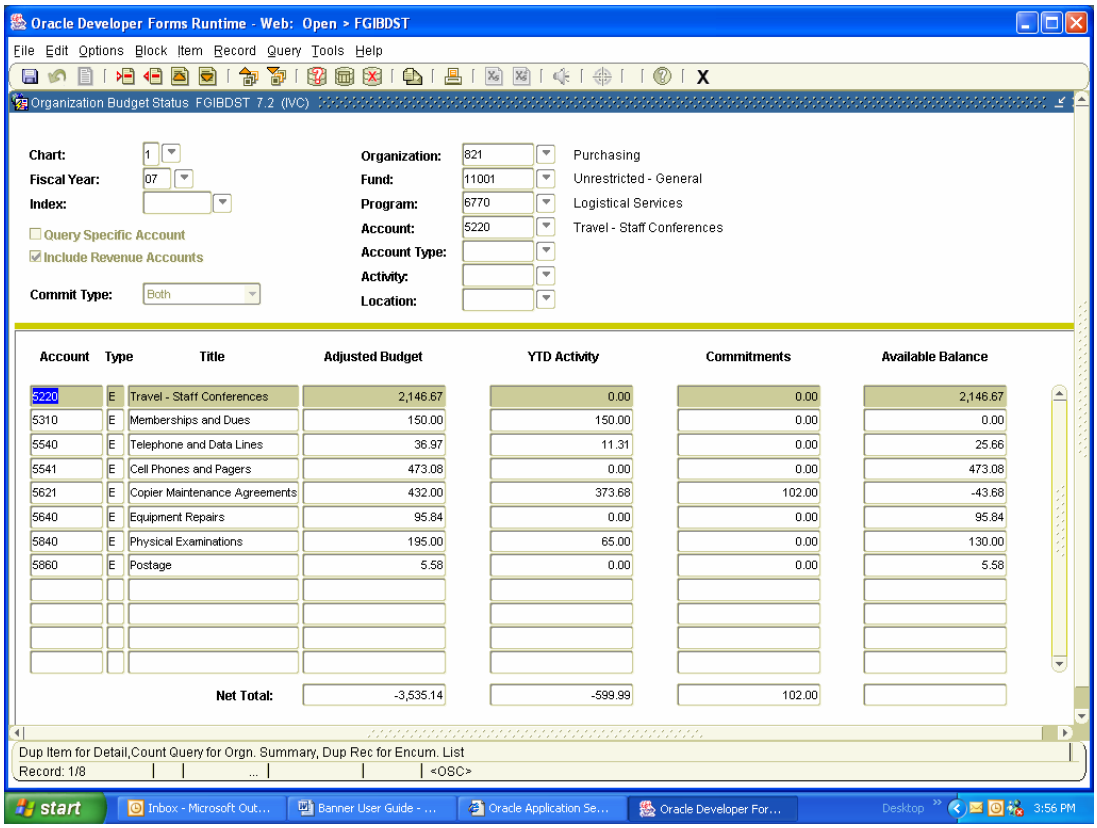
FGIBDST: Budget Availability Status From
Prior to entering a Purchase Order, it is a good idea to review the available budget in the FOAPAL string(s) to which the purchase will be charged**. This should be done by accessing FGIBDST**:

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

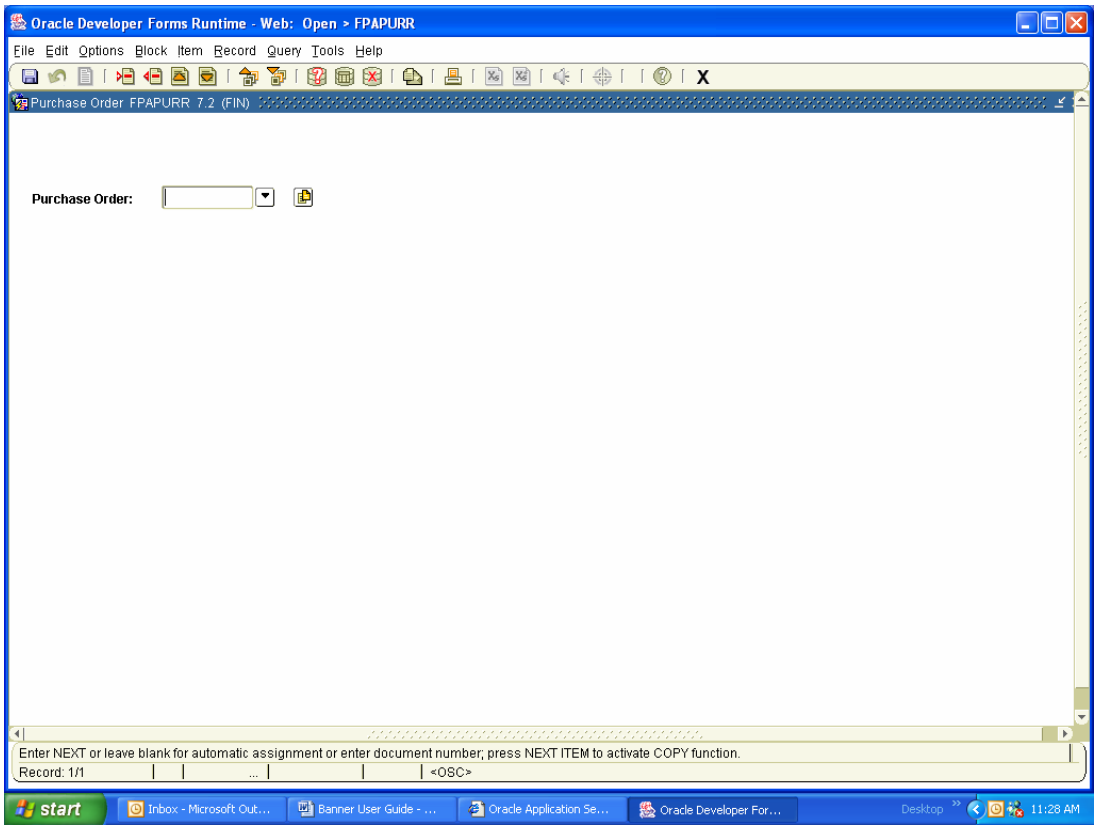
Use the Banner form, FPAPURR to create a Purchase Order. The components of the form are the following screens:

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.

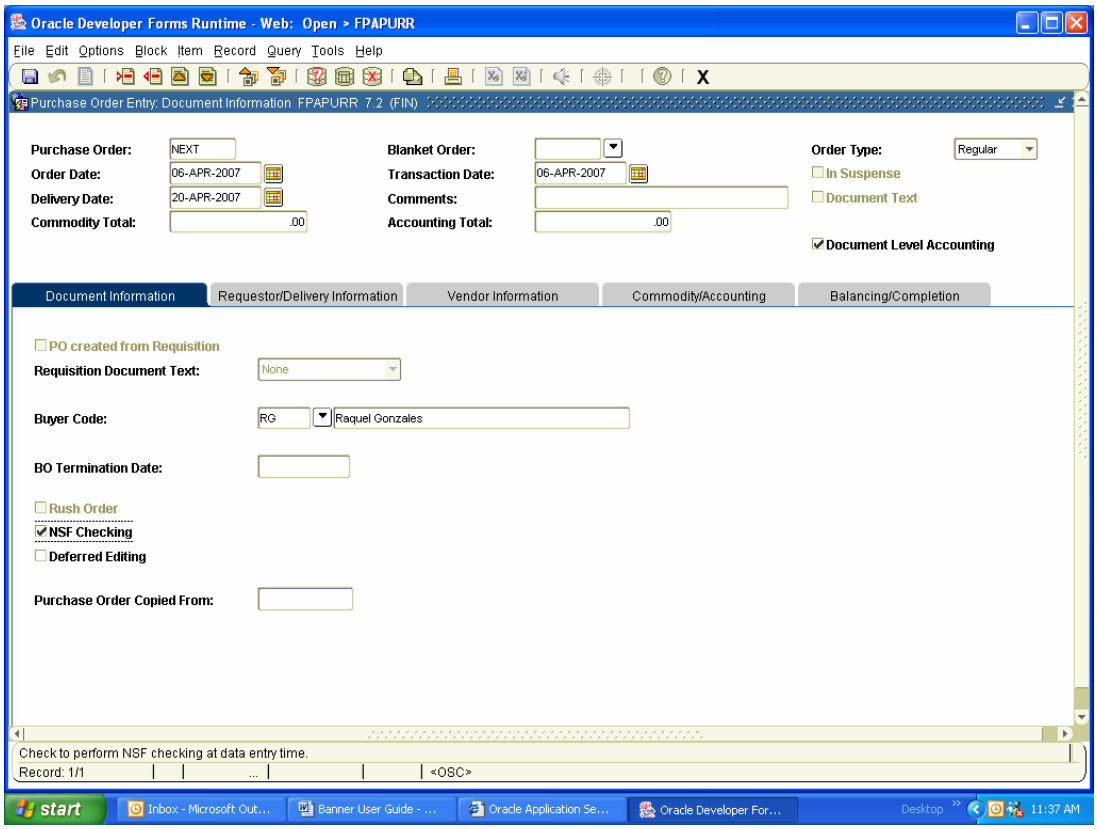
Purchase Order Form



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



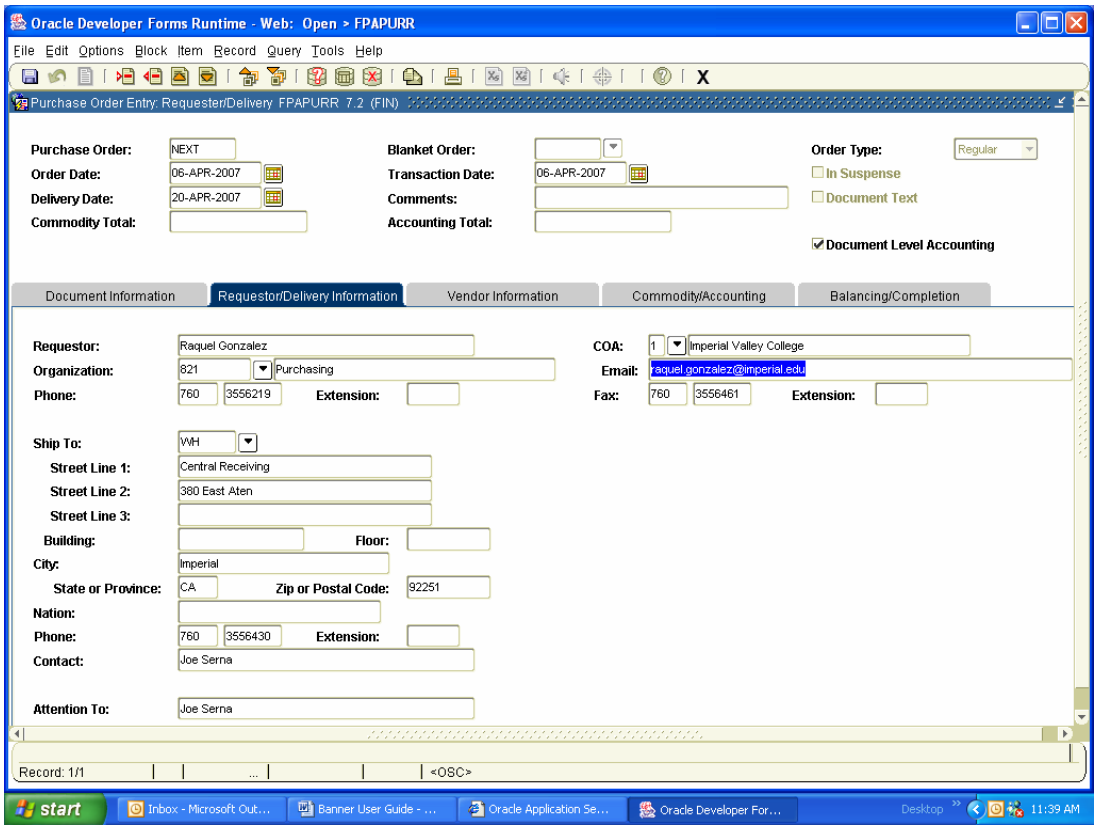
- The ``Order Date`` and the ``Transaction Date`` will automatically defaults to the current date.

- 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).

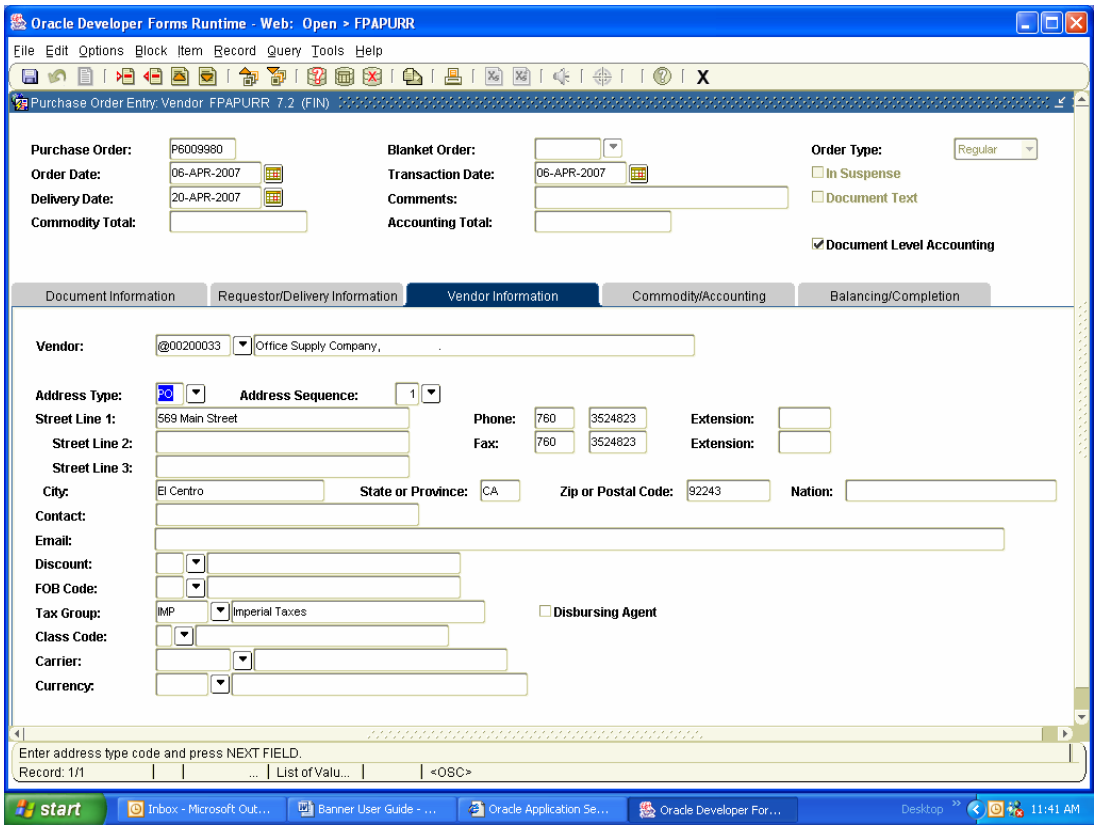
- Use the ``Ctrl``& ``Page Down`` key to go to the next screen or click on the Requestor/Deliver tab above.

Requestor/Delivery Information



- 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.

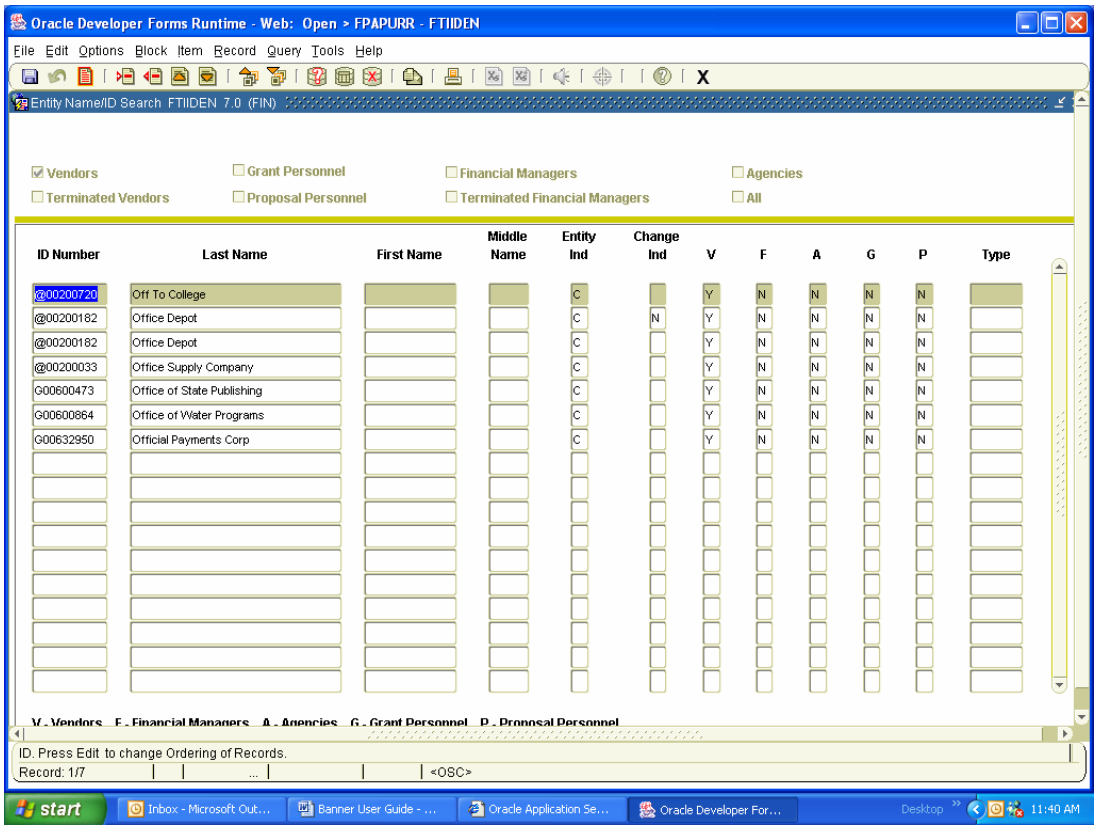
Vendor Information



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:

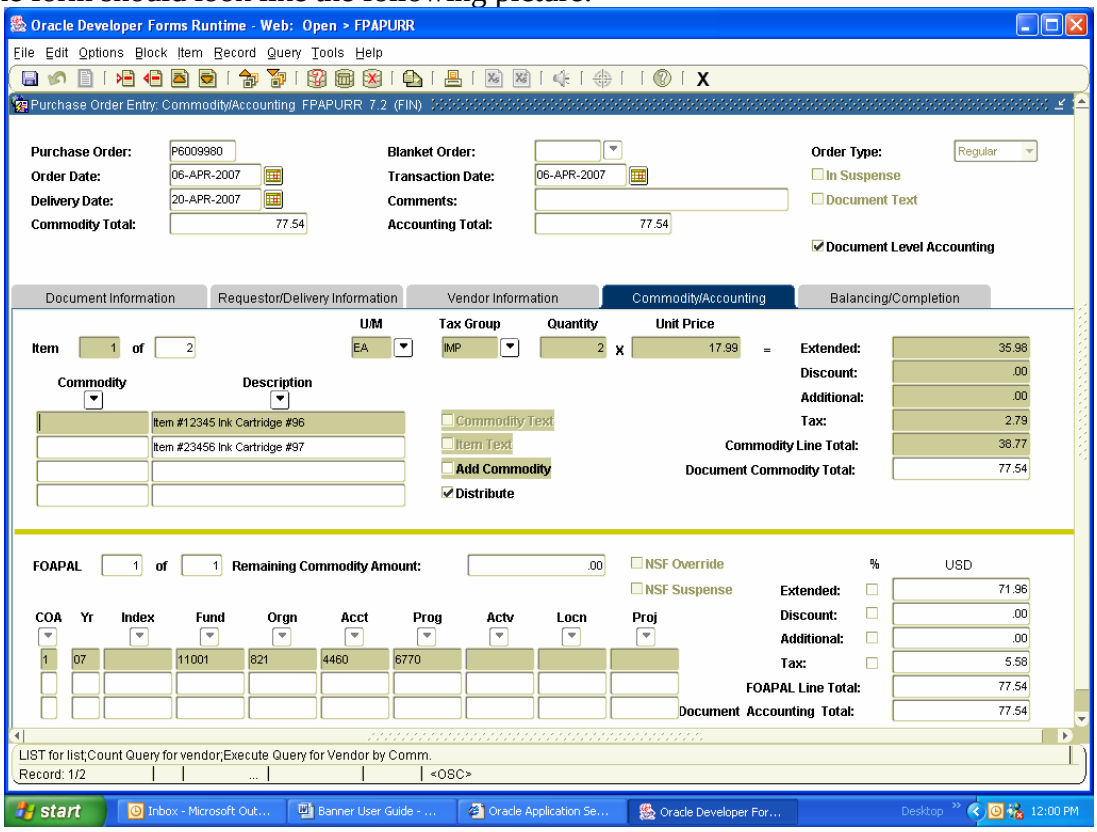
- Correct business name and correct address.
- If more than one address, specify which address is the PO and which is the AP.
- Tax ID number.
- When the vendor is a DBA (Doing Business As), enter the social security number.
- Phone number and fax number of the person who owns the business.
- Contact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

Commodity/Accounting

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

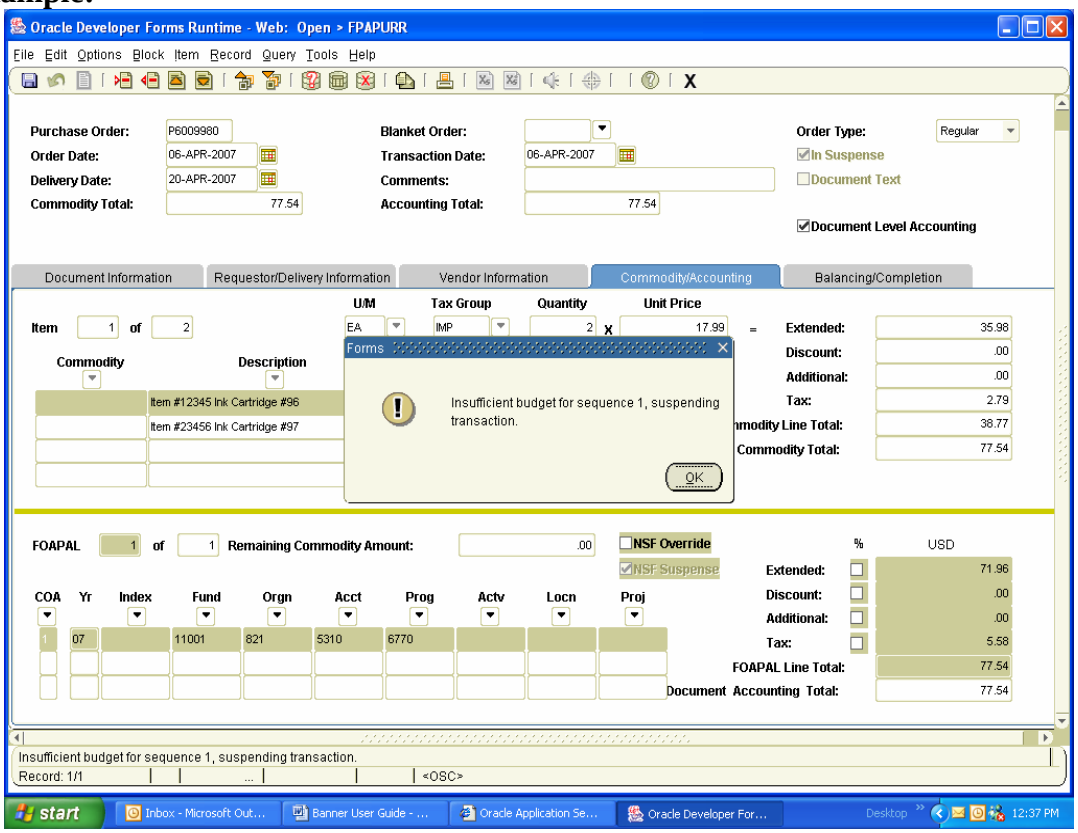
- Tab to the description field and enter the item description.
- Tab to the U/M field and select the appropriate Unit of Measure either from the list (click on the arrow for codes) or enter a U/M code.
- Tab to the Tax Group field. The default is IMP for Imperial County. Tax Group can be changed by entering the appropriate code or selecting one form 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.

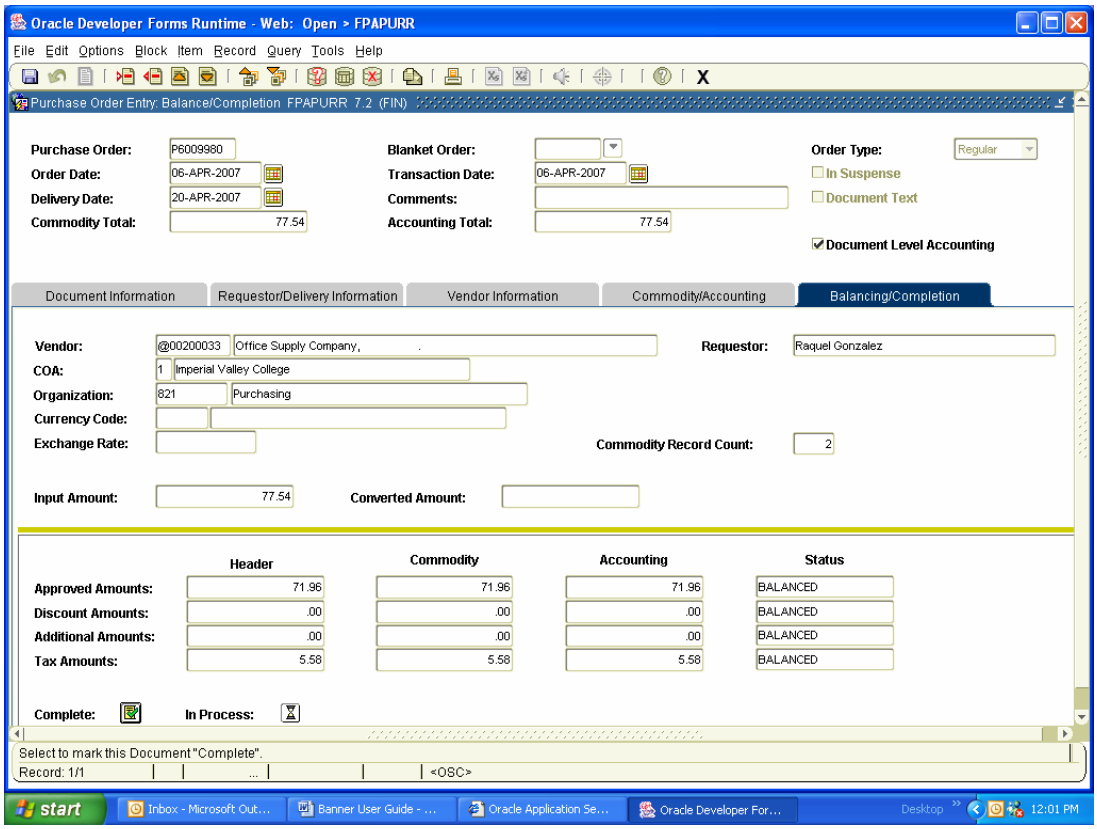
Example:



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

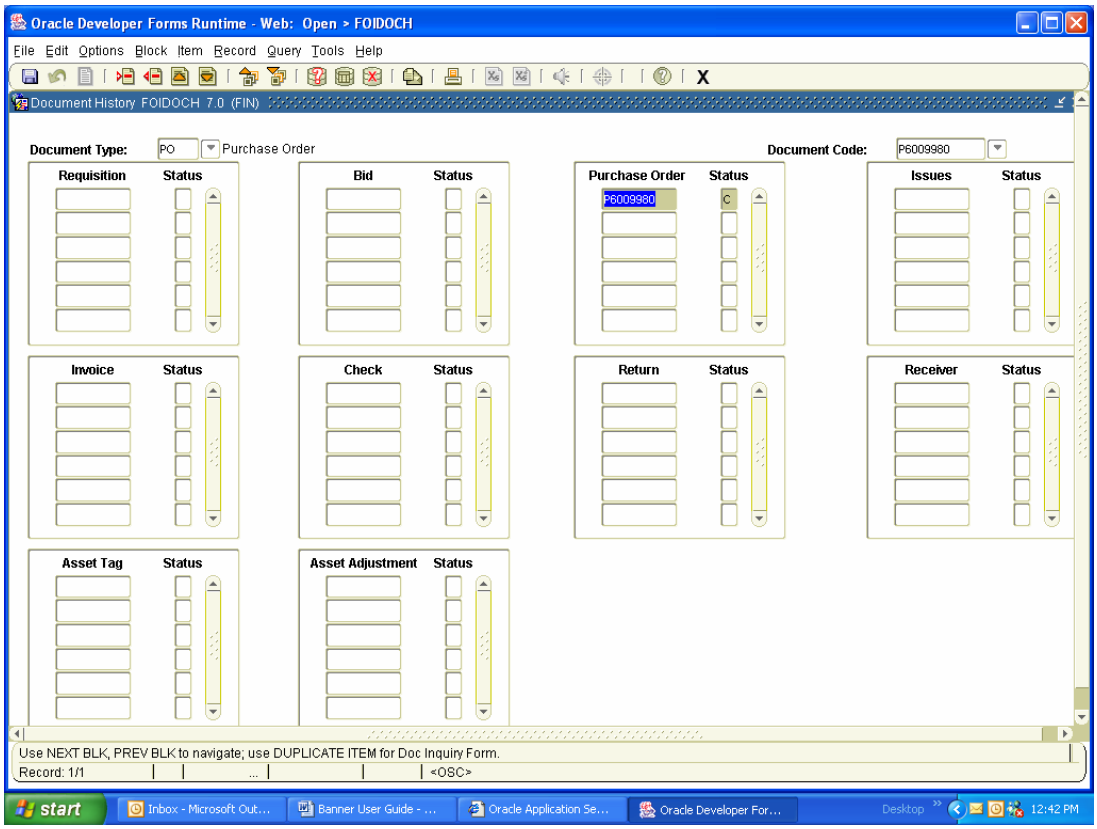


Click on complete icon

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.

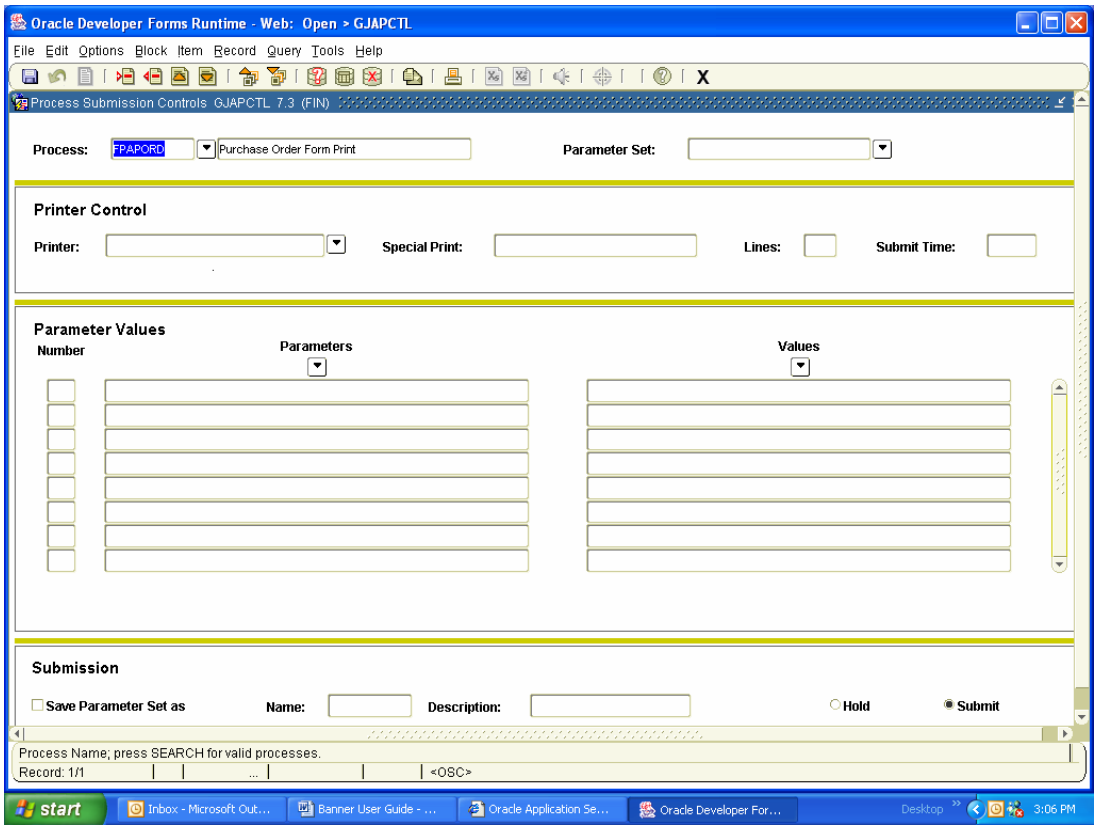
Document History – FOIDOCH



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



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.

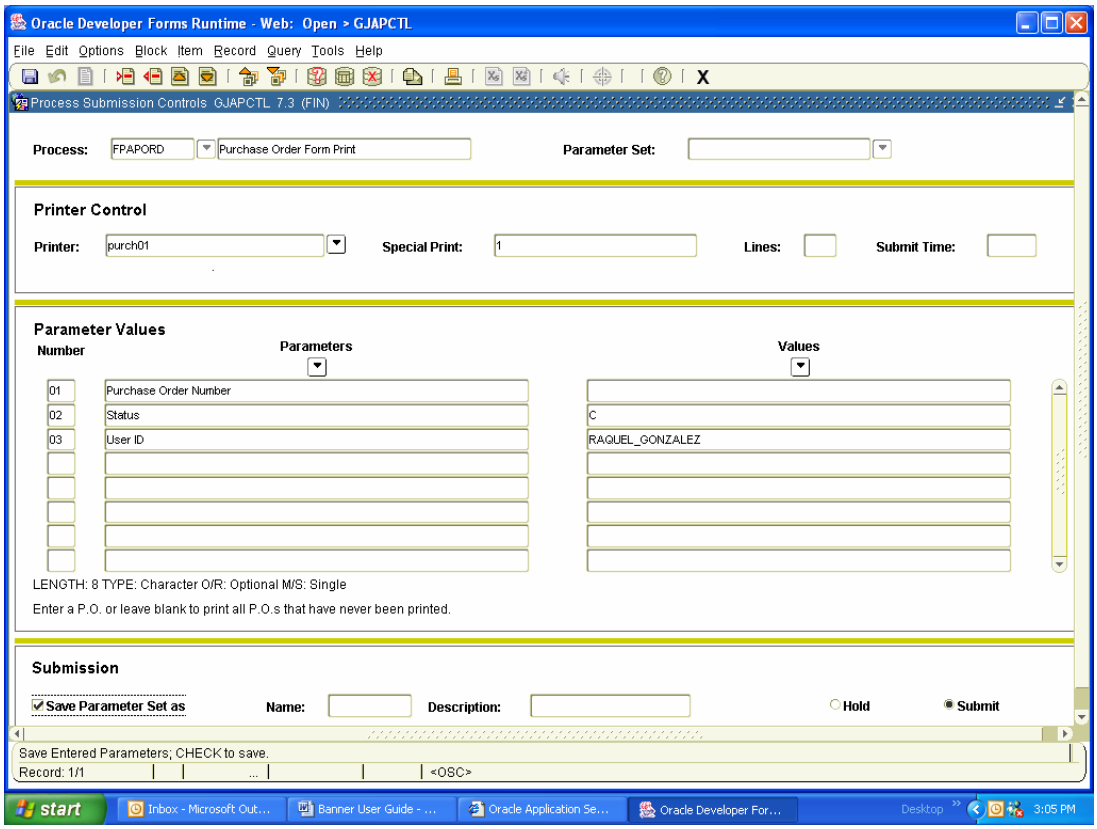
PARAMETER VALUES

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

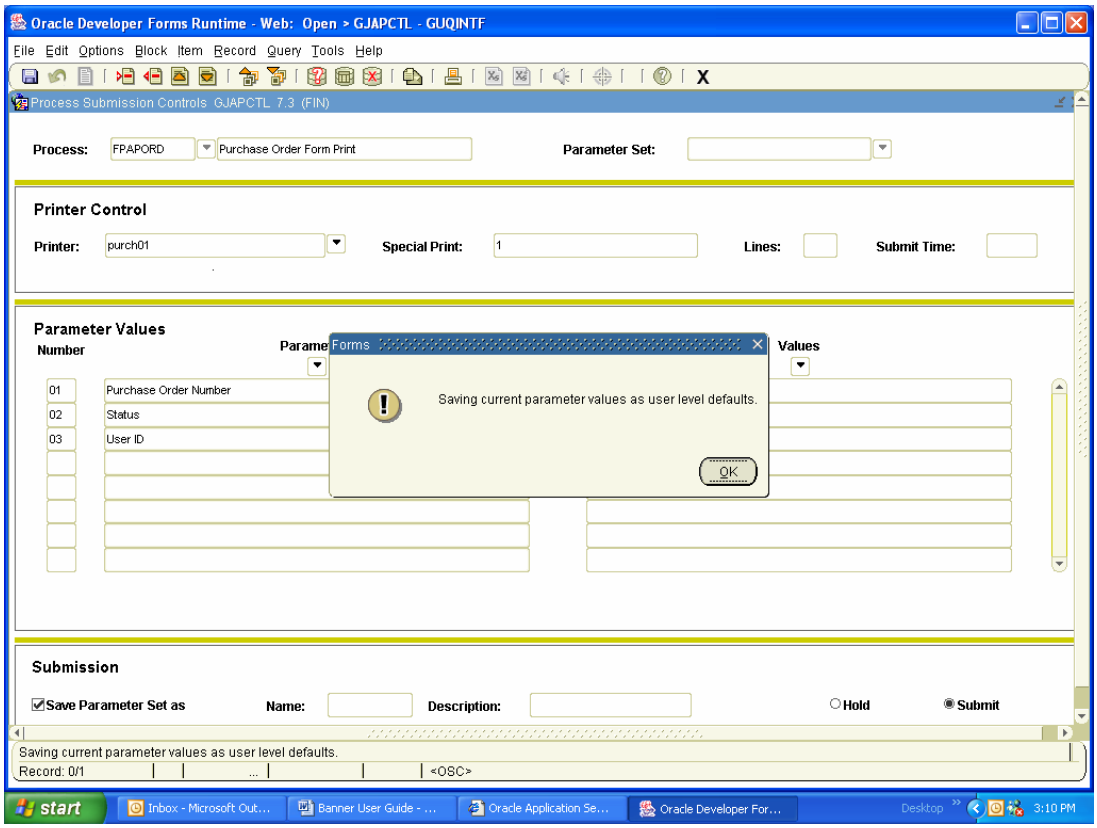
SUBMISSION

- 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:



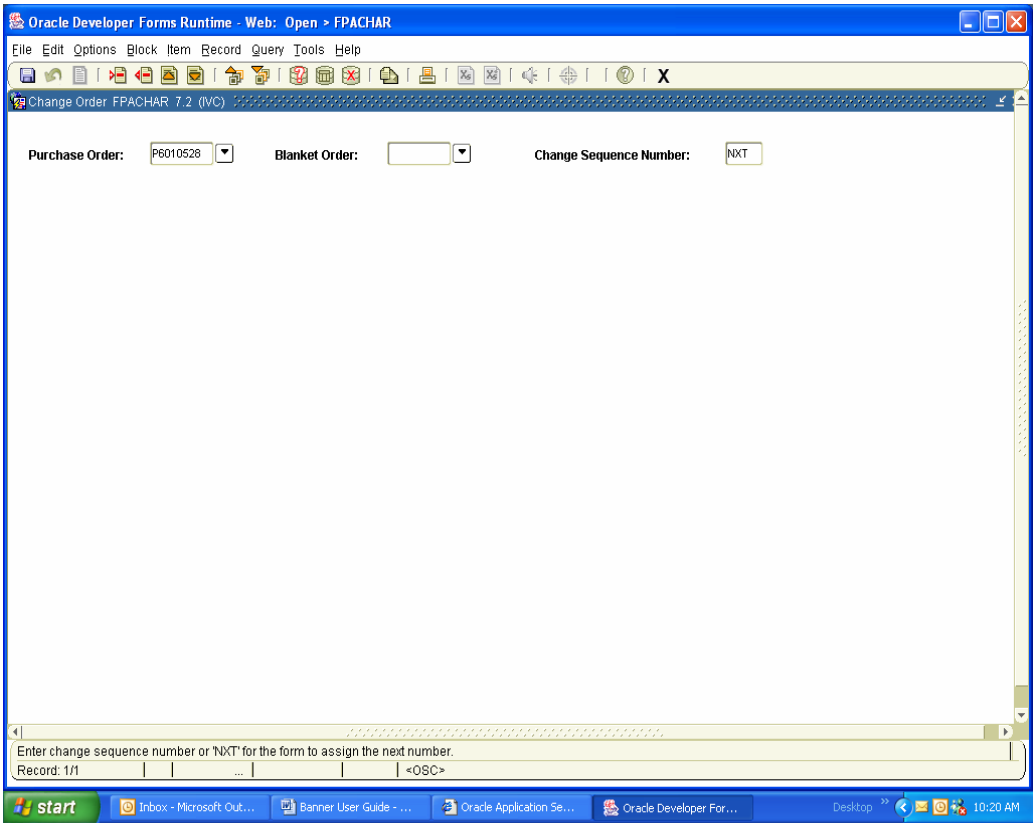
Next click the ``Save`` icon in the toolbar at the top of the screen.



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

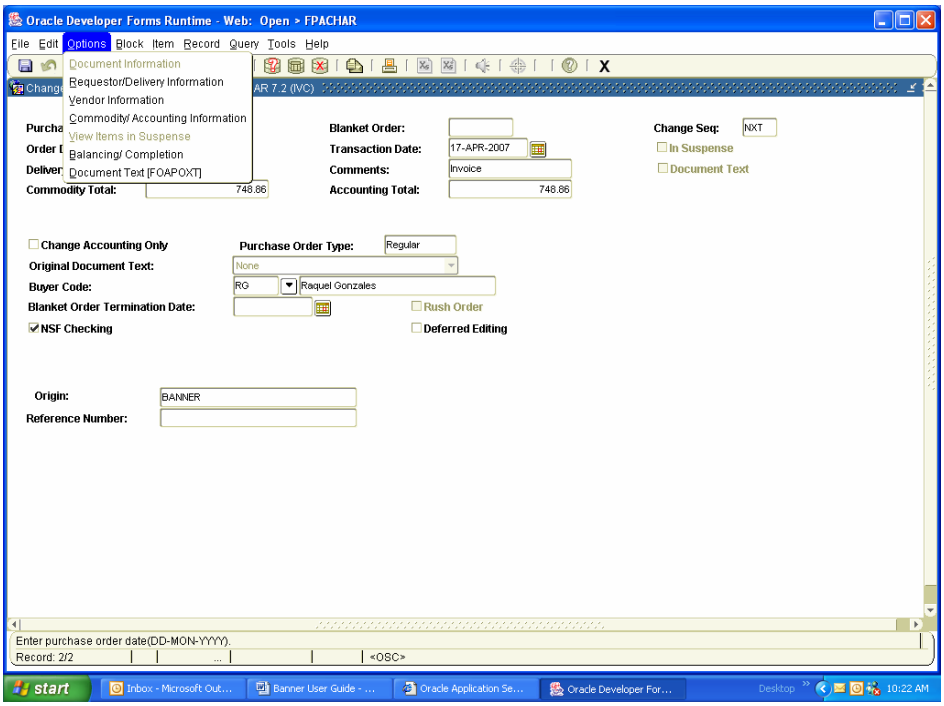
CREATE A CHANGE ORDER

The Change Purchase Order Form – FPACHAR



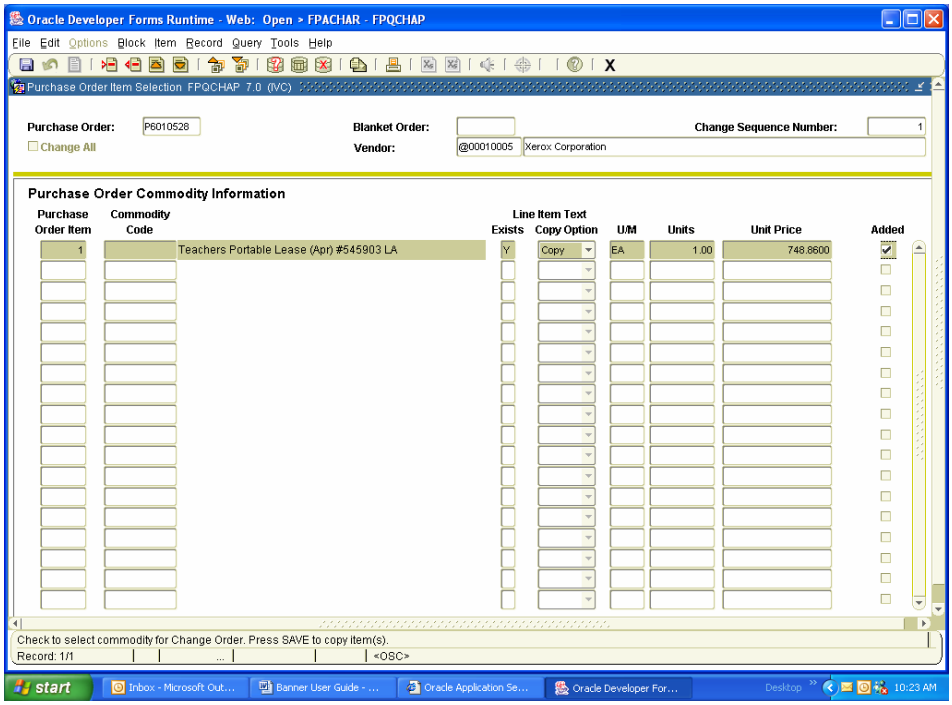
- Enter the purchase order number then type “NXT” in the Change Sequence Number window.
- Use the ``Ctrl`` & ``Page Down`` to go to the Change Order form.

Change Order Form



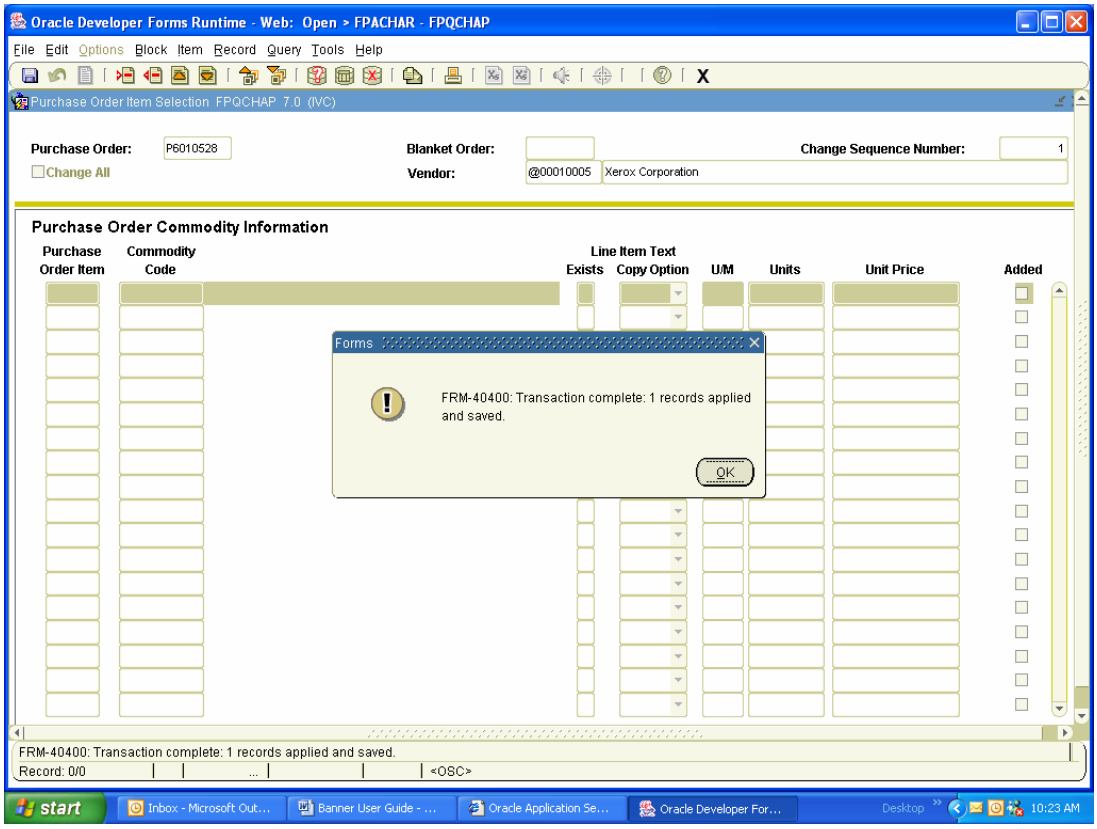
- Click on the ``Options`` icon, scroll down and click on Commodity/Accounting Information.

Purchase Order Item Selection Screen

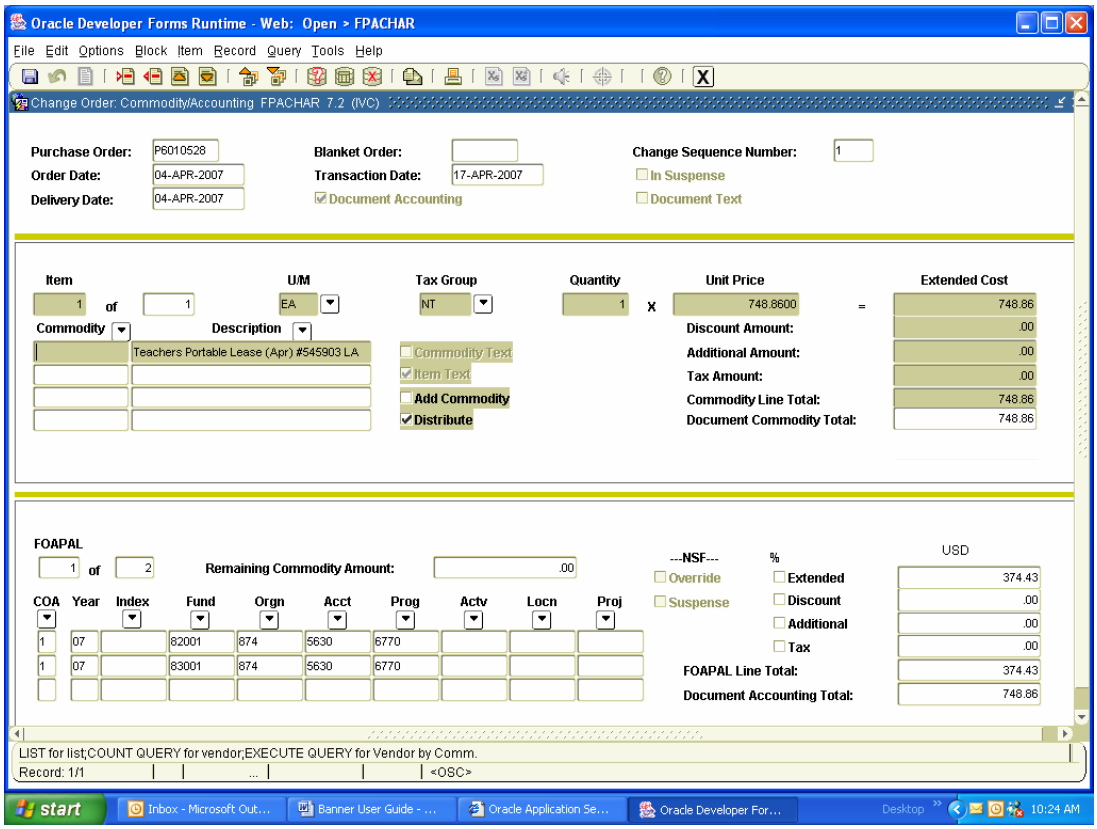


- Select the item that needs to be modified, by double clicking on the right box at the end of the item.
- Click on the save icon.
- A message will appear, then click on ``OK``.
- Exit from the current screen.

Change Order Commodity/Accounting Screen

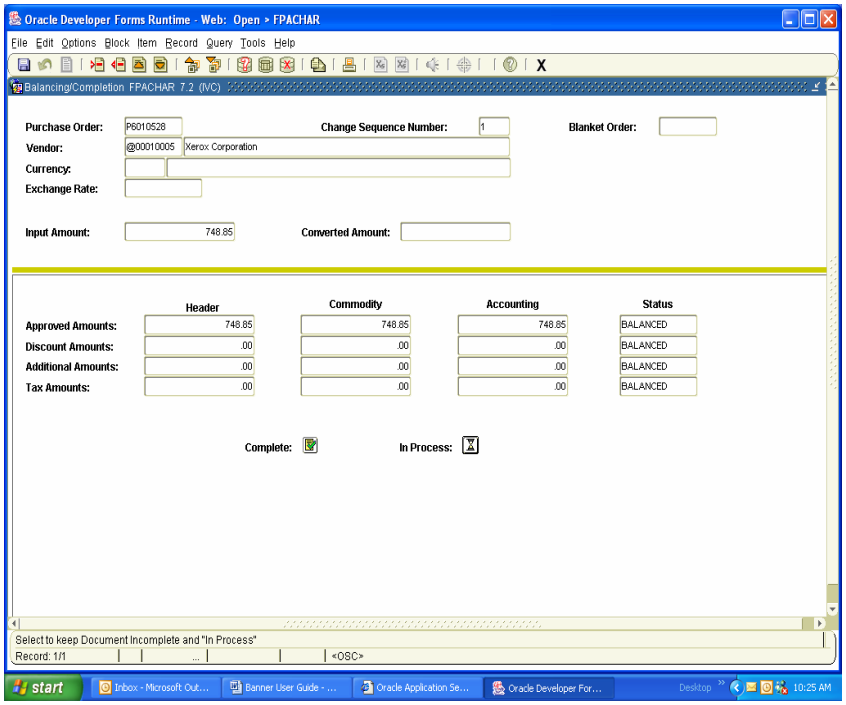


Change Order: Commodity/Accounting Screen



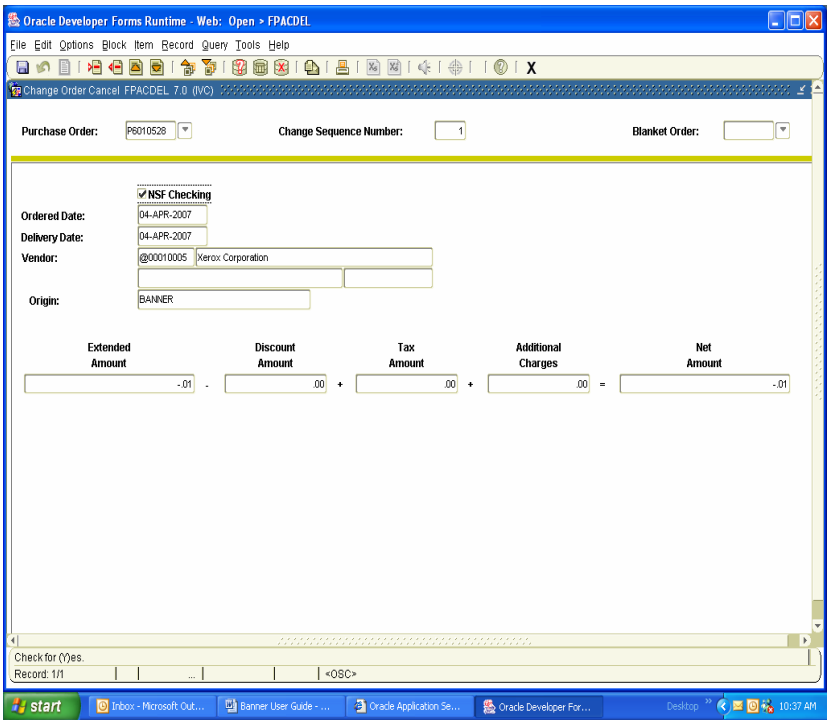
- Make changes like you would do for a regular purchase order
- **Remember: You cannot make changes on the FOAPAL string.**
- ``Ctrl`` & ``Page Down`` key for next block.

Balancing/Commodity Screen

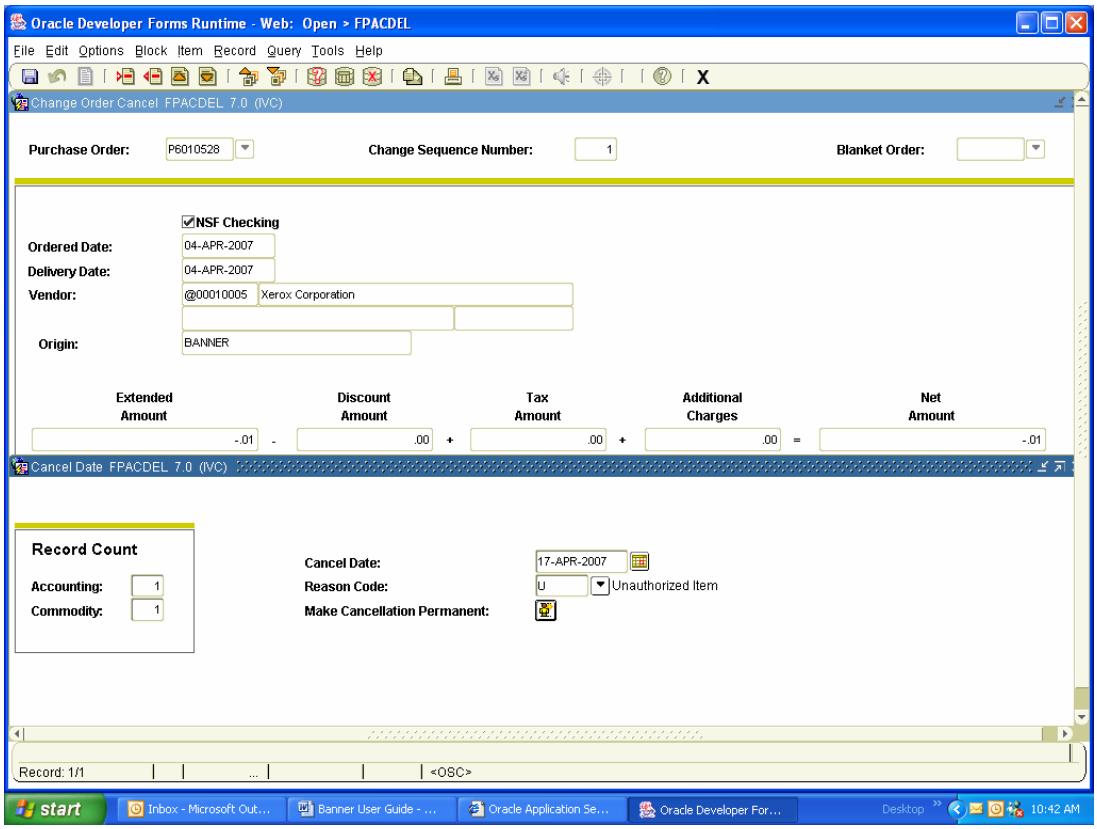


- Complete this document.

CANCEL A CHANGE ORDER – FPACDEL



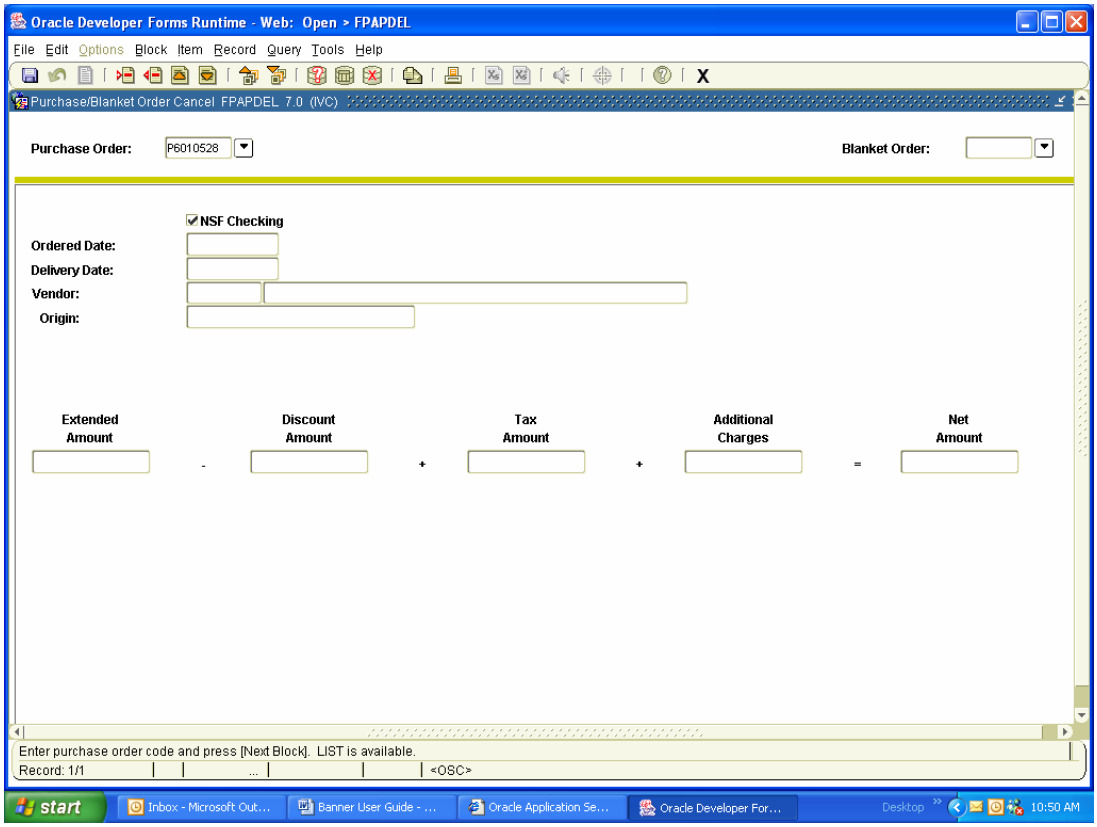
- Enter the purchase order number and the change order number in the sequence number box.
- ``Ctrl`` & ``Page Down`` for next block.



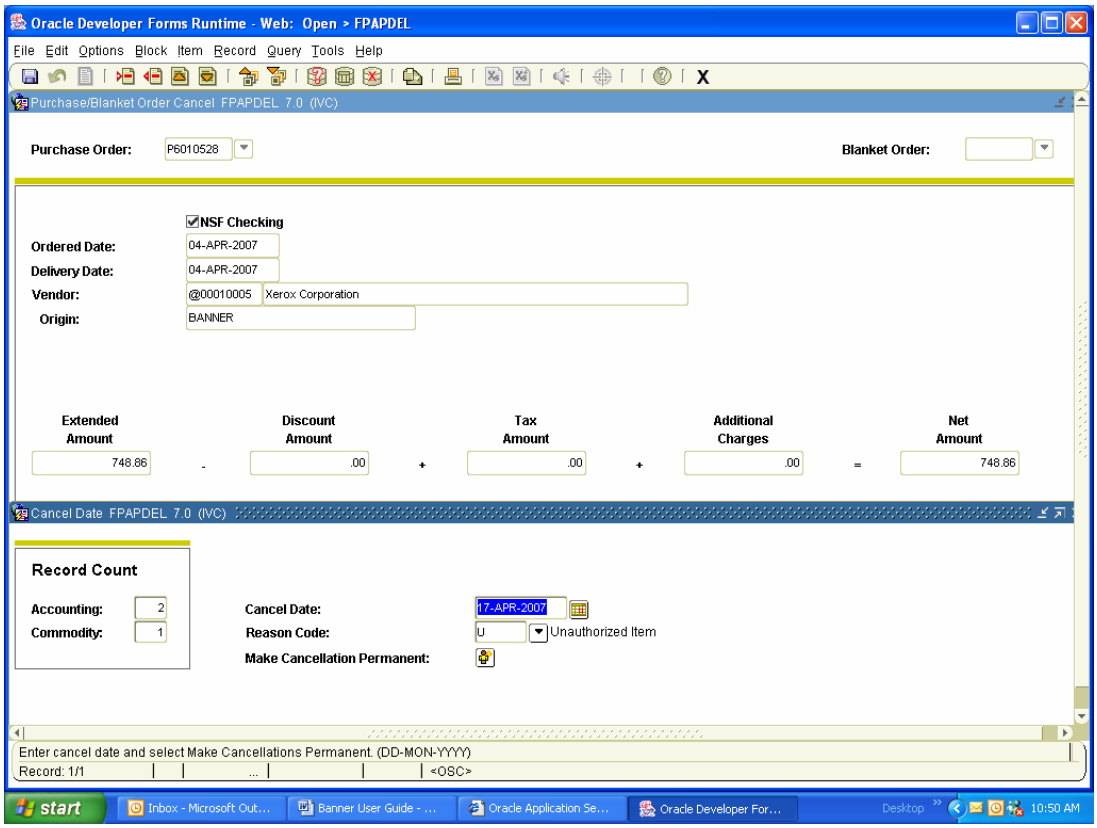
- Click the ``Options`` on the toolbar, than select ``Access Cancel Date``
- Enter the ``Cancellation Date``
- Enter ``Reason Code``, you click on the arrow for code options
- Click the ``Options`` on the toolbar, than select ``Process Cancellation``

CANCEL A PURCHASE ORDER

The Cancel Purchase Order Form – FPAPDEL



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



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