

BANNER PURCHASE ORDERS AND APPROVALS
 FLEX DAY JANUARY 27, 2011
 PRESENTED BY; BETTY KAKIUCHI

BANNER	Log on to Banner with Username and Password
GUAPMNU	<p>Customized My Banner</p> <p>Either type the form name on the right side or select from the left column and arrow to the right</p> <ul style="list-style-type: none"> -SAVE -Log off and then log on again and you will see the change
FGIBDST	<p>Organization Budget Status – posted transactions</p> <ul style="list-style-type: none"> -Parameters needed: Fiscal year; Fund, Org., Account and Program -Put cursor on the cell you want to research -Options---Transaction detail Information
FGIBAVL	<p>Budget availability-posted and un-posted transactions</p> <ul style="list-style-type: none"> -Parameters needed: Fiscal year; Fund, Org, Account, and Program
FYRUTRN	<p>Un-posted transactions</p> <ul style="list-style-type: none"> -Next block or Ctrl Page Down- Database -Next block or Ctrl Page Down -Parameters needed: Fiscal year; Fund Org, Account Program -Next block or Ctrl Page Down—Save Parameters in the bottom -Save Parameters in the top icon -Bottom tool bar access Oracle AS Report -Data User Authentication- enter user name, password and database ivc -Submit -The report will indicate if it is a JV or PO that is in process, you can either complete or delete the documents using FGJVCQ enter JV number and click on Record from the toolbar and click on remove; do this operation twice and FPAPURR enter PO number and select Record from the toolbar and click on remove; do this operation twice - If the message is that the document needs research or “Orphan”, submit a ticket from the help desk attention to Alfonso Sanchez and follow up with an e-mail using the Ctrl Print screen so that Alfonso can have all the necessary information to research on it.
FGAJVCQ	<p>Quick Journal Voucher Form –to process a Budget Transfer</p> <ul style="list-style-type: none"> -Next block or Ctrl Page Down -Transaction date is enter as default , but you can change it -Enter hash total (total amount of document) -Next block or Ctrl Page Down -Document # will appear (make sure you write it down on your source document. -Use the tab to navigate through the cells -Journal Type BDTF -Fund, Org, Acct, Prog -Amount _____ D/C (you indicate a + if you are going to increase the amount or – if you are going to reduce the amount) -Description VERY IMPORTANT that you start the description with the program name (i.e. BSS, ETS, FIN AID)

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	<ul style="list-style-type: none"> -Bank (leave it blank) -Budget Period 01 -Option –Transaction Summary Information –to confirm that entries balance -If they balance Options- Access Completion
FYRPRJV	<p>Print Journal Voucher</p> <ul style="list-style-type: none"> -Next block or Ctrl Page Down -Database -Next block or Ctrl Page Down -Enter Document # -Next block or Ctrl Page Down -Save Parameters -Save again on the top save icon -Options -Review Output -Oracle AS report -Database User Authentication—Username, Password, Database ivc -Submit
FGIJVCD	<p>List of Suspended Journal Vouchers</p> <ul style="list-style-type: none"> -Arrow down to see all Journal Vouchers on the right side you have the status of the JV. Indicator I for incomplete and C for complete, but not approved -You can complete it by going to FGAJVCQ entering the same JV number -You can cancel it by going to FGAJVCQ entering the JV number select Record from the tool bar and click on Remove do this operation
FTIIDEN	<p>Vendor Search</p> <ul style="list-style-type: none"> -Next block or Ctrl Page Down -Tab to the Last name You can enter as many characters and use the % The % sign can be use before, middle or at the end of the work or letters -Press F8 -There is a message at the bottom of the screen no records found or you will get the list of the matching vendors to the request -If the vendor doesn't exist e-mail or fax Purchasing Department or Business Services the Vendor Profile Form with vendor' s information. Form can be located IVC website under Business Services
FPAPURR	<p>Create PO, complete existing PO, and cancel PO</p> <p>Create New PO</p> <ul style="list-style-type: none"> -Enter Next in the Purchase Order space -Next block or Ctrl Page Down to take to <p>DOCUMENT INFORMATION</p>

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- Order Date and Transaction Date are default to current date, but you can change it.
- Delivery Date enter it manually
- Buyer Code –enter your buyer code
- Next block, Ctrl Page Down or click on the Requestor/Deliver Tab

REQUESTOR/DELIVERY INFORMATION

- The requestor information is defaulted based on your user ID.
- The Organization Code is defaulted to the org the user is authorized for, if you are authorized for several, enter the one you are ordering from
- Ship to code is a required code and defaults to WH-Central Receiving. Receiving codes should be change to the department code when ordering from Office Supplies since items are deliver directly to the department
- Attention to is a required field and must be entered with the information of the contact person register with the vendor
- Next block, Ctrl Page Down, or click on the Vendor Information tab

VENDOR INFORMATION

- Enter the vendor ID
- If you do not have the vendor ID you can do a search by accessing FTIIDEN before starting the PO or by clicking on the arrow it will take you to FTIIDEN. If the vendor doesn't exist fill out a vendor profile form and e-mail or fax it to the Purchasing Department or Business Office
- PO needs to be put in process until vendor is set up
- Next block, Ctrl Page Down, or click on the Commodity/Accounting tab

COMMODITY/ACCOUNTING

- Tab to the description field and enter the item
- Tab to the U/M field and select the appropriate Unit of Measure
- Tab to the Tax Group field. IMP for Imperial County is the default, but you can select no tax if it is non taxable item or out of state
- Tab to Quantity and enter the number to be order
- Tab to price and enter the price per item
- Enter Discount amount or percentage when applicable
- Next block or Ctrl Page Down to take to the FOAPAL
- Enter the FOAPAL if you are using several FOAPALS and the amounts to be paid are not equal tab to the Dollar amount and enter the specific amounts for each FOAPAL. If this is not done the system will calculate equal distribution for each FOAPAL
- Next block or Ctrl Page Down to take you to Balancing/Completion

BALANCING/COMPLETION

- If there is no funding you will get NSF Suspense warning message
- Click In Process close the PO and process a Budget Transfer
- Print a copy of the PO before you complete it
- Click on the complete icon. PO is send to the approval process. PO can be printed after it has been approved.

COMPLETE AN EXISTING PO

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	<p>-FPAPURR- Enter the PO number and proceed with the regular PO process</p> <p>DELETING AN INCOMPLETE PO</p> <p>-FPAPURR- Enter the PO number and select Record from the toolbar click on Remove repeat this twice. This will release the funds that were on hold with the incomplete PO</p>
FOADOCU	<p>Document by User</p> <p>-Next block or Ctrl Page Down</p> <p>-Deny document- PO will change status to “in process”</p> <p>-You can access the PO and make necessary changes without having to create a change order</p> <p>-You can also define the parameters by selecting incomplete. The report will show all incomplete PO and JV. You need to complete them or delete them</p>
FPIPORS	<p>Purchase Order Suspense</p> <p>-Enter form name and you will see the list of PO</p>
FOAUAPP	<p>Approvals</p> <p>-Next block or Ctrl Page Down</p> <p>-You will have the list of documents with four options: Approved Disapprove, Detail, and Queue.</p> <p>----Detail will allow you to navigate through all the items order or transaction entered</p> <p>---- Queue will take you to another screen it will show you approval levels and authorized personnel</p>
FPAPORD	<p>Print PO</p> <p>-Next block or Ctrl Page Down</p> <p>-Enter printer information</p> <p>-Tab to Special Print field and type the number 1- this is to format the printing to a PO</p> <p>-Next block or Ctrl Page Down to the Parameter Value section</p> <p>-Enter your User ID</p> <p>-Next block or Ctrl Page Down and save it</p> <p>-Click on the Save icon toolbar</p> <p>-Click on the ok saving message</p>
FOIDOCH	<p>Document History</p> <p>-Enter PO</p> <p>-PO #</p> <p>-Next block or Ctrl Page Down</p> <p>-Options</p> <p>-Purchase Order Information</p> <p>-Next block or Ctrl Page Down</p> <p>-Options --Document Information; Requestor; Vendor Information; Commodity/Accounting</p> <p>Select of each option will allow you to navigate through the PO</p>
FPAPDEL	<p>Cancel Completed PO</p> <p>-Enter PO number</p>

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	<ul style="list-style-type: none"> -Next block or Ctrl Page Down -Options- select Access Cancel Date -Enter Cancellation Date -Enter Reason Code, click on arrow for drop down menu selection -Option select Process Cancellation
FPACHAR	<p>Change Order</p> <ul style="list-style-type: none"> -Enter PO number and NXT in the change sequence number window -Next block or Ctrl Page Down -Options and select Commodity/Accounting information -Select 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, click on ok -Exit from the current screen -Commodity/Accounting screen -If you just need to adjust the dollar amount, just tab until you get to that cell and make the change -You can not make changes on the FOAPAL string, but you can zero out the amount and enter a new FOAPAL -Next block or Ctrl Page Down -Check for balances and then -Click on the complete icon
FPACDEL	<p>Cancel Change Order</p> <ul style="list-style-type: none"> -Enter the PO number and change order number in the sequence number box -Next block or Ctrl Page Down -Options – Access Cancel Date -Enter the cancellation date -Enter Reason Code you click on the arrow for code options -Options –Process Cancellation