UNIVERSITY OF SOUTH ALABAMA

Banner Financial Information Systems Reference Manual

Purchase Requisitions

Banner v. 9

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Banner 9 Purchasing Training

The following guidelines are provided to guide the user through Banner 9 purchasing process including General Navigation, creating, tracking, and approving purchase documents, and researching vendor information.

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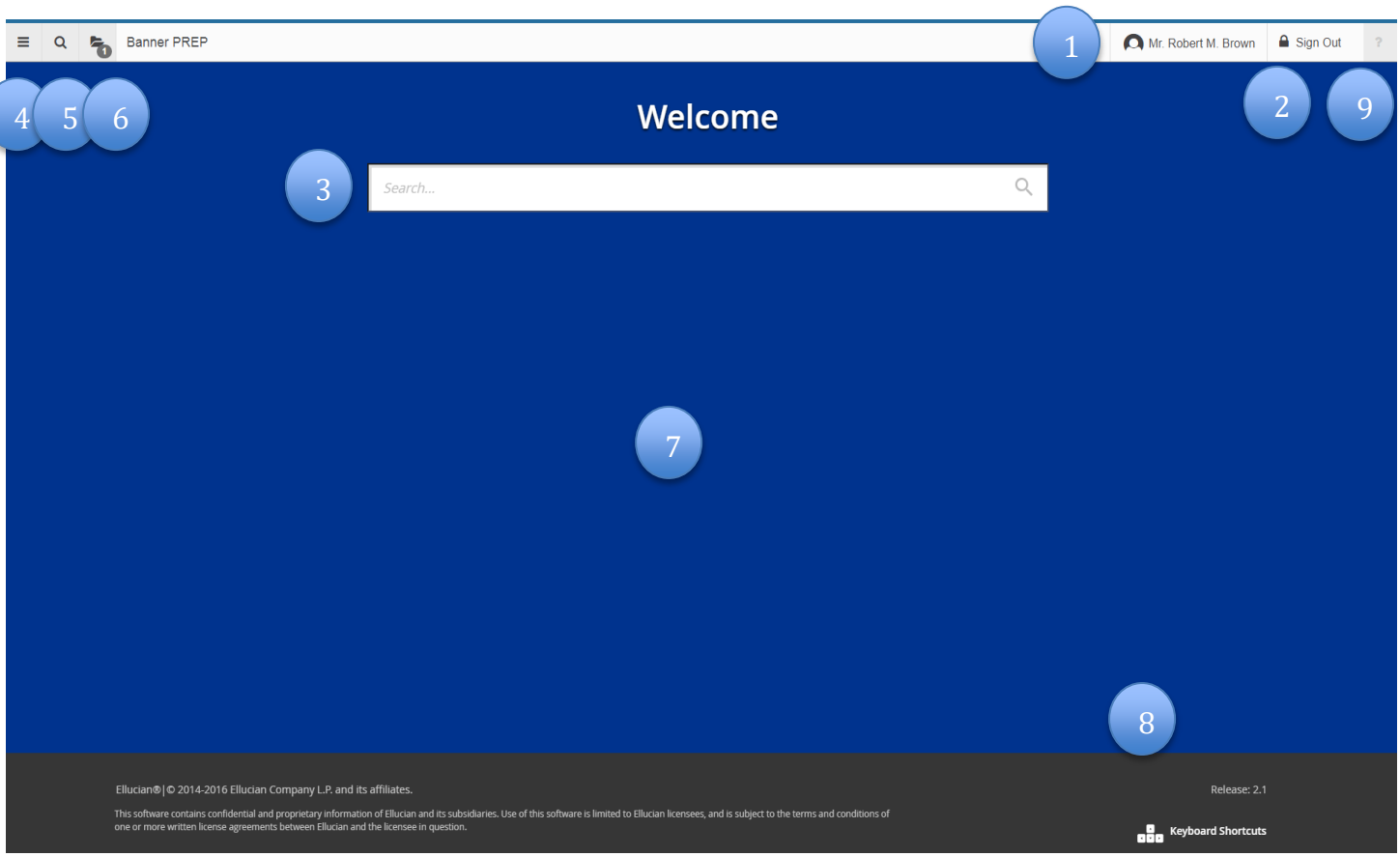
General Navigation

The Welcome Screen

1. User's Name (located at the top right)
2. Log out button. You can also close the browser to log out.
3. Search bar in the middle of the screen.
4. Pop out menu.
5. Search that remains at the top of the screen.
6. Folder to quickly access recently used forms.
7. Application Navigator
8. Shortcut Keys menu.
9. Help is automatically activated when a form is displayed.



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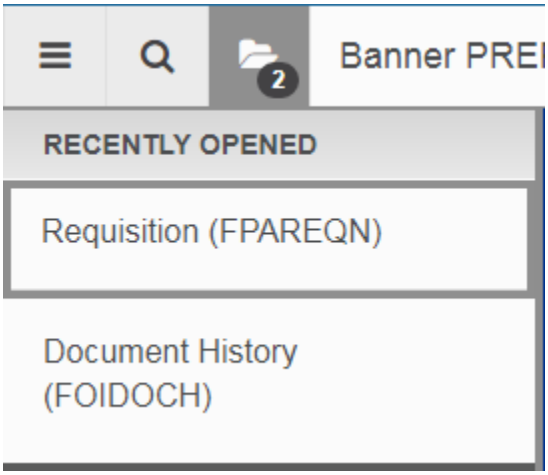
Navigation Banner 9

To access a Banner 9 form, you can either manually enter the FORM NAME or KEYWORD in the Search Bar, or use the Menus option to access forms in Banner 9.

To manually access a form, enter the FORM NAME or KEYWORD in the Search Bar

Form History
A history of forms last accessed can be found by clicking the "folder" icon (top left)



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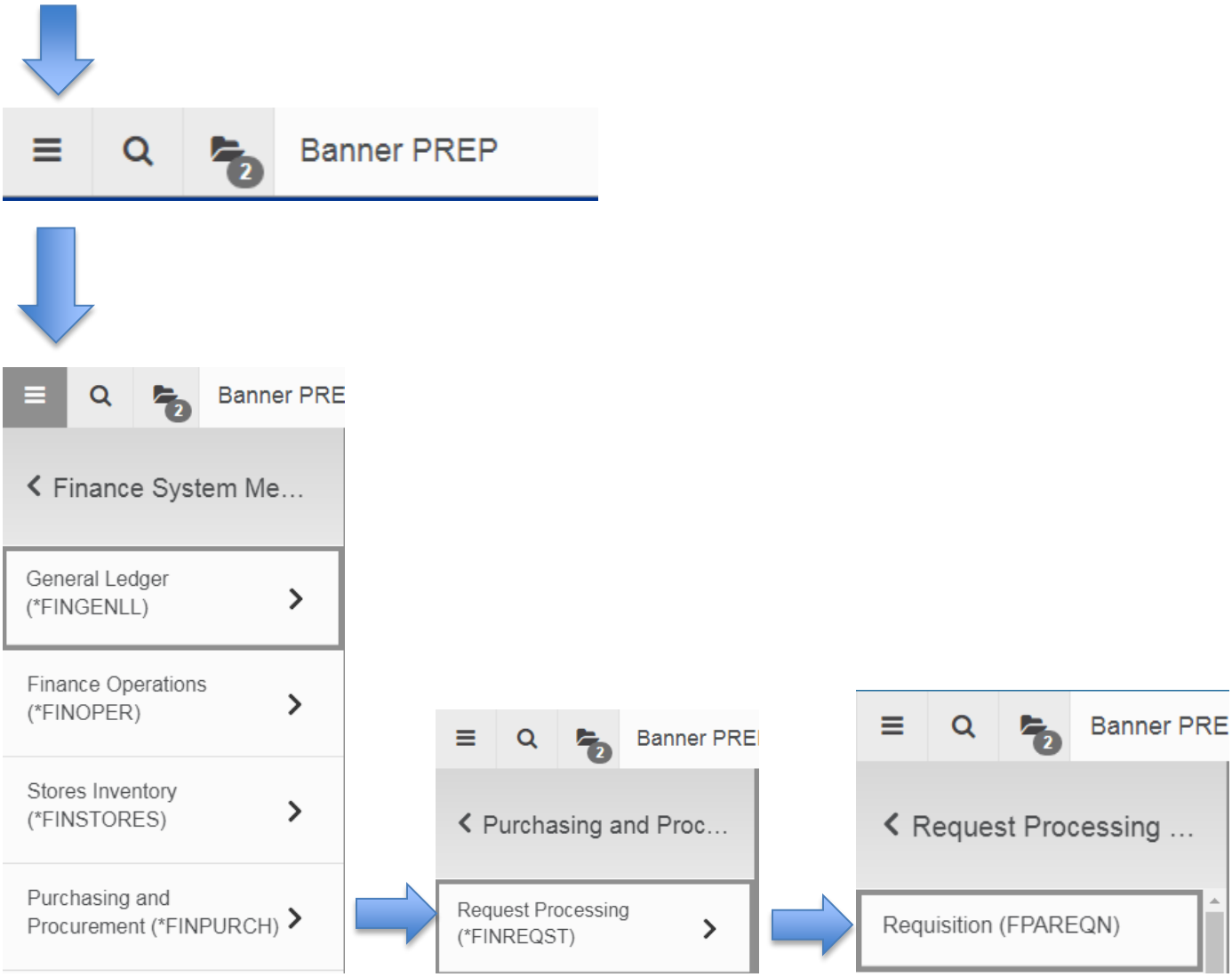
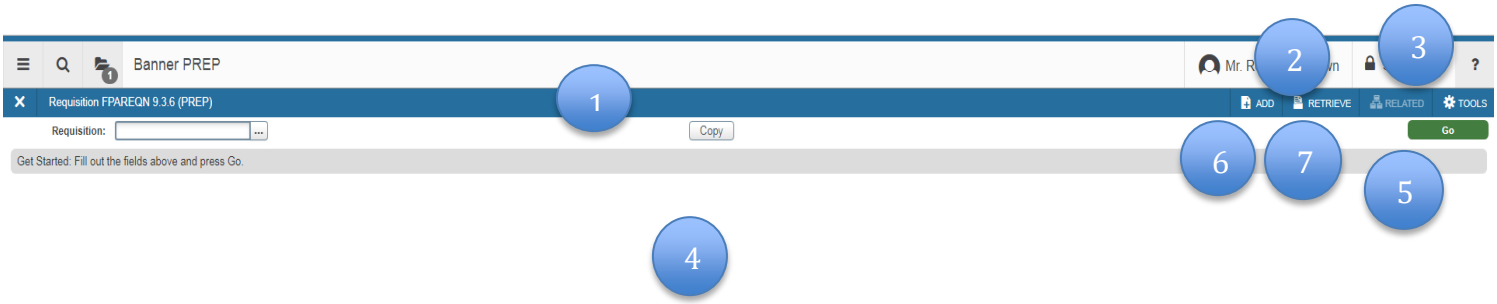
To access a form using the Menus option, select the three lines at the top left menu. This is the shortcut menu to the Banner Forms. The Menu is grouped by Functional modules.



General Navigation

1. Page Header – The page header identifies the open page name and contains icons for basic navigation.
2. Related Icon - Displays a list of pages that can be accessed from this page.
3. Tools Icon – includes refresh, export, print, clear record, clear data, item properties, display ID image and other options controlled by the page.
4. Main Key Block – the first block on most pages. Contains key information.
5. **Go** or **Alt + Page Down** is the new **Next Block** to display information.
6. Add – Add Documents to Banner Document Management (for future use only).
7. Retrieve – Retrieve scanned documents from Banner Document Management (for future use only).



Scroll to the next page. The Go button will change to

and is also the new **Rollback**.

Used if the form is a data entry screen.

Next/Previous Section.

X (To the left of the form name) is used to exit the form. You can also use **Ctrl+Q**.

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Banner 9 Shortcuts

Function	Key Stroke
Cancel Action	Esc
Cancel Page, Exit, Close Page, Cancel Search	Ctrl + Q
Clear All in Section	Shift + F5
Clear One Records	Shift + F4
Clear Page/Start Over Enter Query	F7
Copy	Ctrl + C
Cut	Ctrl + X
Delete Record	Shift + F6
Duplicate Item	F3
Duplicate Selected Record	F4
Execute Query	F8
Export	Shift + F1
First Record	Ctrl + Home
Insert/Create Record	F6
Last Record	Ctrl + End
More Information	Ctrl + Shift + U

Function	Key Stroke
Next Field	Shift + Tab
Next Page	Page Down
Next Section	Alt + Page Down
Open Menu Directly	Ctrl + M
Open Related Menu	Alt + Shift + R
Open Tools Menu	Alt + Shift + T
Paste	Ctrl + V
Previous Field/Item	Shift + Tab
Previous Page	Page Up
Previous Section	Alt + Pg + Up
Print	Ctrl + P
Redo	Ctrl + Shift + Z
Refresh/Rollback	F5
Retrieve BDM Document	Alt + R
Save	F10
Search List of Values	F9
Undo	Ctrl + Z

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Frequently Used Purchasing Forms

FPAREQN – Create a Requisition

FOIDOCH – Document History (Find a Requisition, Purchase Order, Invoice, or Check)

FOAUAPP – User Approval

FOAAINP - Document Approval

FOIAPPH – Document Approval History

FTIIDEN – Entity Name/ID Search

FTVFUND – Fund Code Inquiry

FTVORGN – Organization Code Inquiry

FTVACCT – Account Code Inquiry

FPAPURR – Purchase Order

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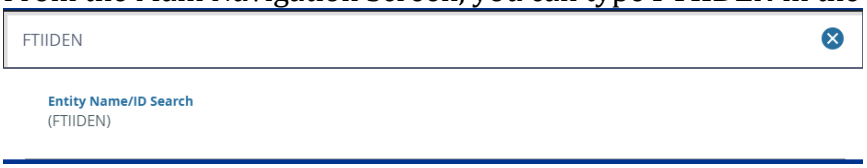
How to Search for a Vendor Name/ID – FTIIDEN

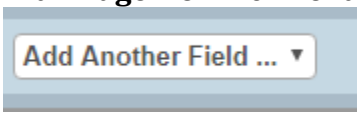
From the Main Navigation Screen, you can type **FTIIDEN** in the search field



1. If you know the vendor ID, you can search by Vendor ID (USA Jag number).
2. If you do not know the Vendor ID number

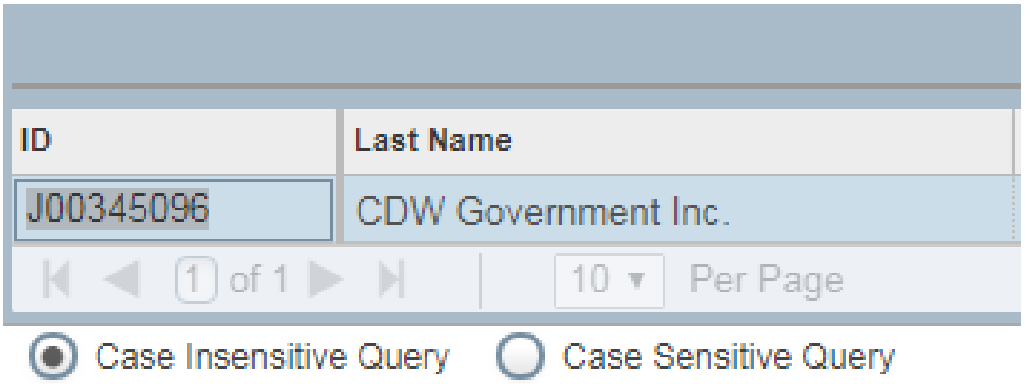
Search for the vendor ID. Select All

on the header section of the form, then select **Alt + Page Down** or **Next** button to move to the next section. Using the drop down menu,



choose the appropriate query options. Once the appropriate query options are selected, click the **Go**

button or F8 key. Your results will be displayed. Note: Selecting Last Name as the Field will allow you to search for a business name.



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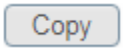
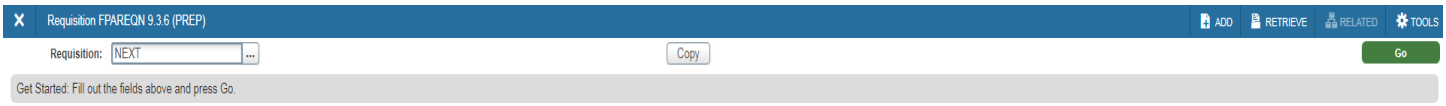
How to Create a Banner Requisition in FPAREQN

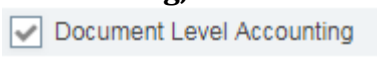
Enter **FPAREQN** in the search bar on the welcome page or use the Menu option to scroll to FPAREQN.

1. Type **NEXT** in the Requisition bar to allow Banner to choose the next available requisition number.
2. If you have a previous requisition that you would like to copy, you can do so by choosing copy 

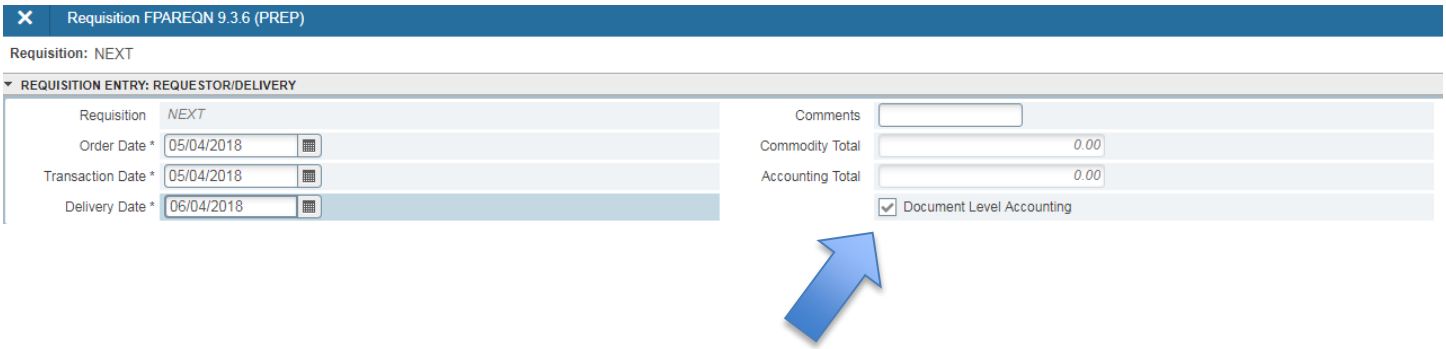
and entering the requisition number you would like to copy.
3. Click the **Go** button to proceed or **Alt + Page Down**.



Document Information

1. This is the header section of the requisition. The requisition number will become available on the next tab.
2. Enter an estimated delivery date (typically one month from the order date.
3. The transaction date will default to today's date.
4. **Note: If you are ordering items that have a unit price that exceeds $5,000, or if there are multiple line items and each line item must be paid from a particular FOAPAL, you must use Commodity Level Accounting and assign a specific FOAPAL(s) to each line item. To choose Commodity Level Accounting, click the check mark (to remove it) in the Document Level Accounting Box.** 

Otherwise, you should use the default Document Level Accounting option.



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5. Requestor, default Organization, and Ship-To information defaults from the Profile Maintenance view in Banner Finance.
6. Attention to field can be overwritten if required.

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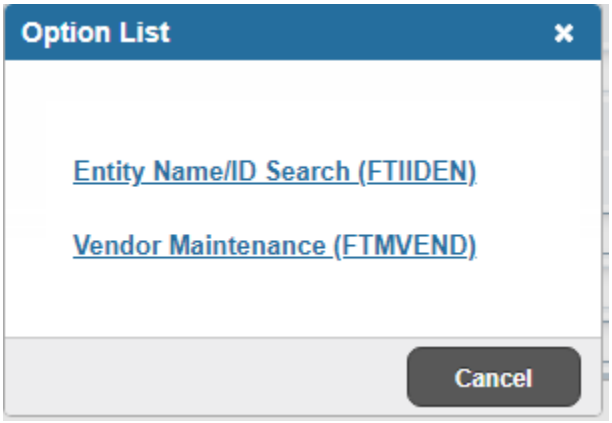
Vendor Information

1. Enter Vendor ID if it is available. If it is not available, click the three dots next to the field for option list below.



2. **F9** is the shortcut key to enter into search and will take you to **FTIIDEN**. See Vendor ID search information on page 9.
3. Tab and choose address type and Address Sequence number.
4. Choose Next section when complete with required fields.

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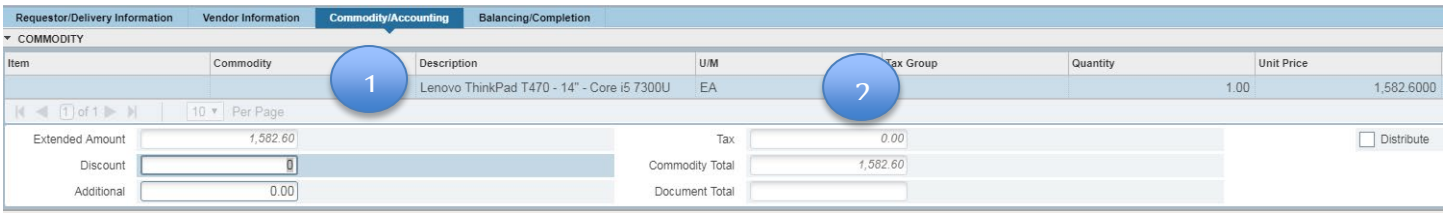
Commodity/Accounting

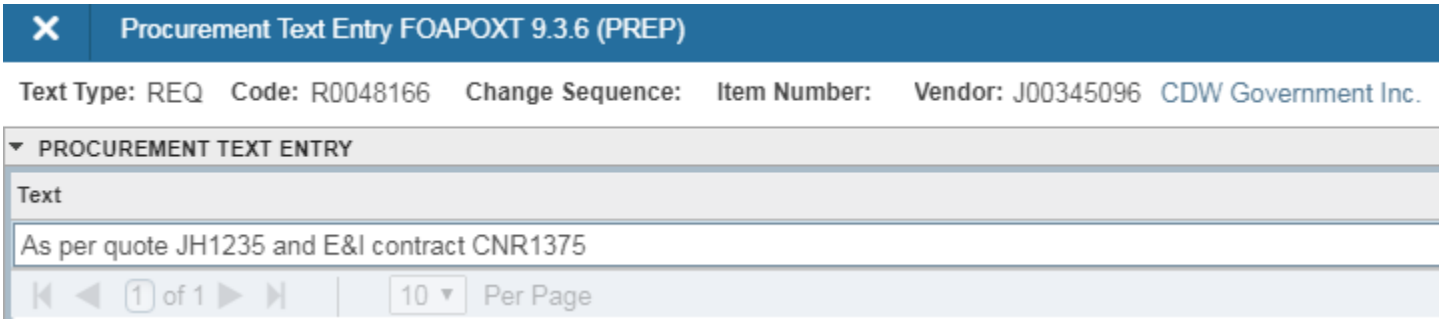
IMPORTANT: DO NOT SEARCH OR ENTER ANY DATA IN THE COMMODITY BOX. TAB TO THE DESCRIPTION BOX

1. Enter a description for the item(s) you are requesting.
2. Enter the corresponding unit of measure, quantity, and unit price. Repeat as necessary.



Document/Item Text:
When more description information is needed, select **Related** on the **Top Right** and the options of **Item or Document Text** will be available. Select the one that you need to provide the vendor with the required information. Information related to the entire order should be entered into **Document Text**. Information that related to a specific line item should be entered into **Item Text**.

Type **Alt + Page Down** to access data entry area and enter your information.



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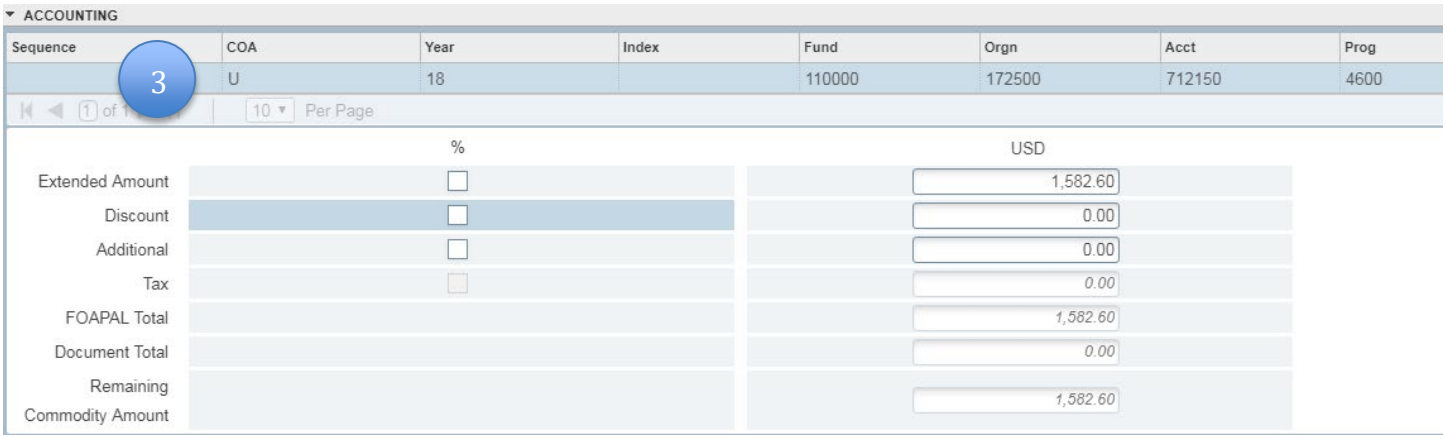
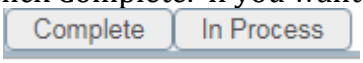
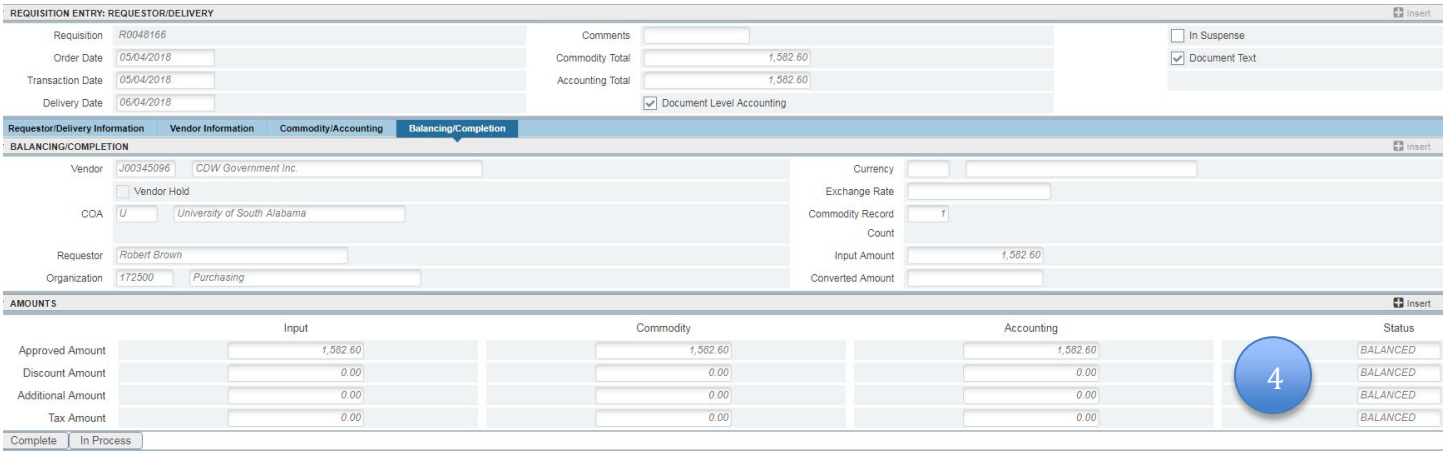
3. Insert accounting FOAPAL information in the Accounting section. Default COA, Year, Fund, and Program codes will automatically populate. You can change or modify these fields as required. (You may look up any portion of the FOAPAL by clicking within the associated box and clicking the F9 key to open the search function). Arrow down to access the bottom of the section to enter the amount of funds to be encumbered.



4. Proceed to the Balancing/Completion screen (Alt + Page Down). Review the order details, ensuring that the word **balanced** is listed under Status. If **Balanced** isn't listed four times under Status, you will need to return to the previous screen to balance the Commodity and Accounting sections. Once you're balanced, click Complete. If you want to save the document and complete it at a later date, select In Process. 



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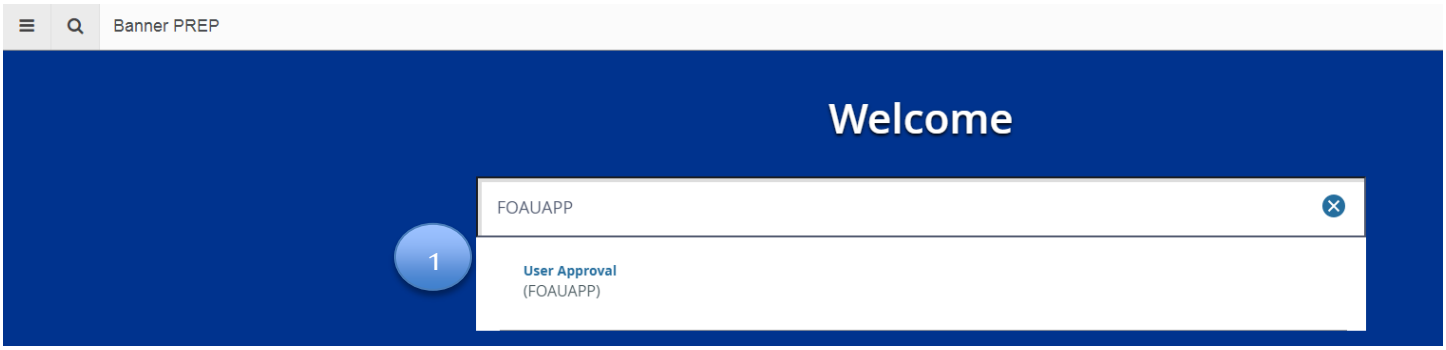
How to approve a Purchase Requisition in Banner 9

As individuals create Purchase Requisitions online in Banner, the Purchasing Department will create a purchase order once the requisitions have been routed through a series of electronic approval queues. An approval queue is a repository for purchase requests until the ultimate user with the appropriate authority has approved the document. Approval queues act as an electronic signature on the requisition and reduces the amount of manual paper processing.
Until a document has been approved and processed through the approval queues, the order cannot be converted to a purchase order and forwarded to the vendor.

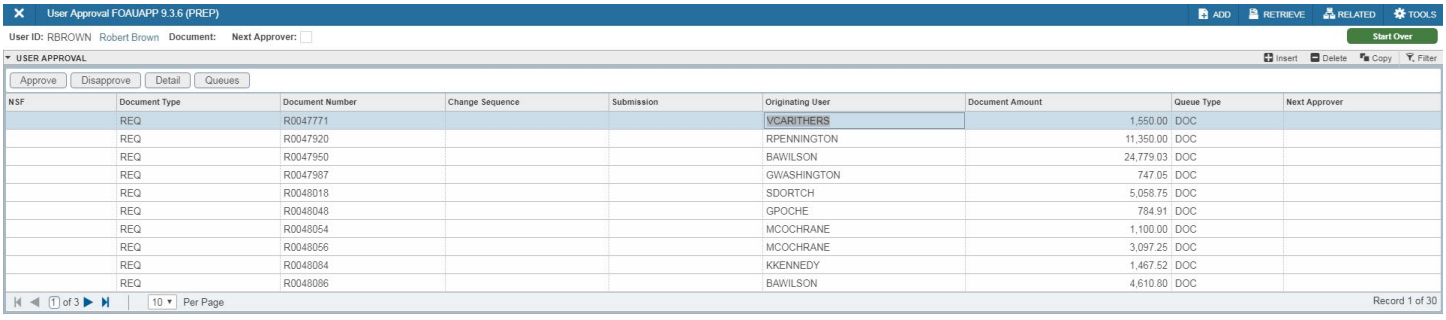
To access documents waiting your approval:

1. You can either manually enter the FOAUAPP (User Approval) in the Search Box, or use the Menus option to access forms in Banner 9.



2. When you first sign into Banner each day, a notification form appears alerting you to the fact that there are documents in your queue. Click X to exit the screen and proceed to User Approval.

3. Click the **Go** button to view the documents that are awaiting your review.



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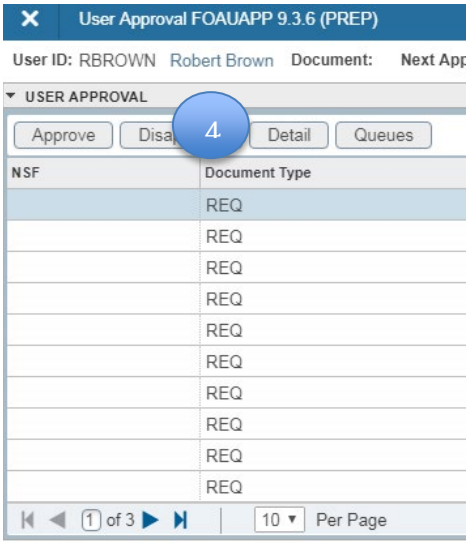
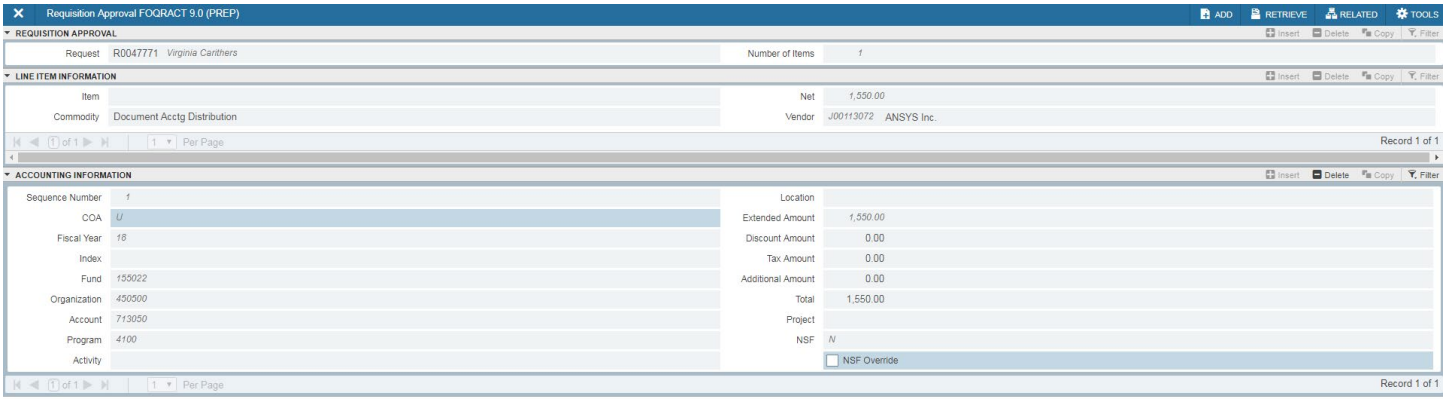
4. To view the details of a requisition, click on the Detail button.





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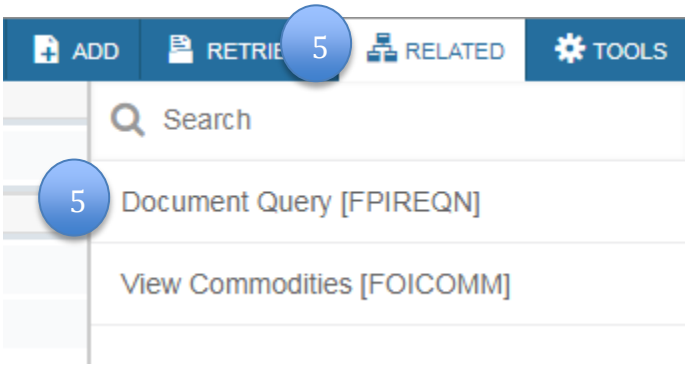
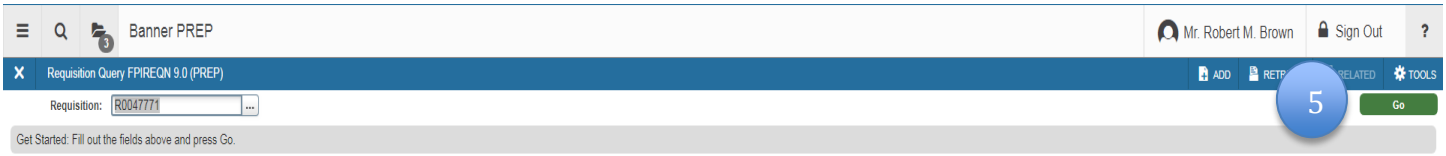
5. To see the complete details of a requisition, select **Related**, **Document Query**, and the **Go** button. This takes you to FPIREQN (Requisition Inquiry). Closing these query screens will allow you to return to the approval page.





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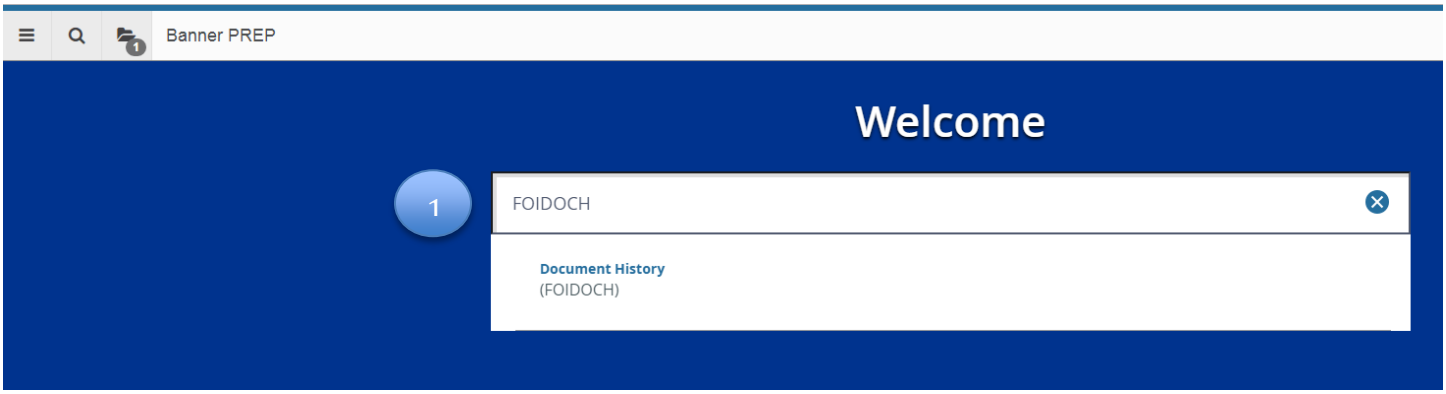
Using FOIDOCH to research procurement documents

FOIDOCH (Document History) allows users to see requisitions, Invoices, Payments, and Purchase Orders.

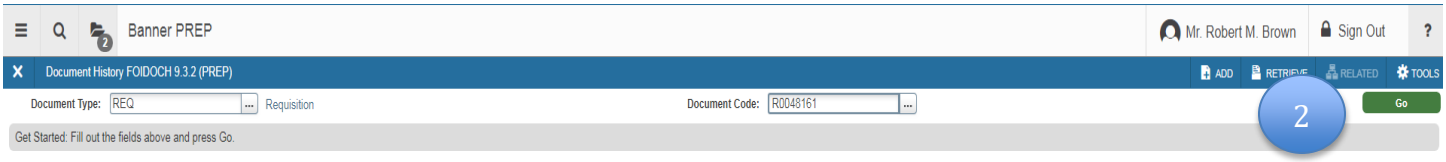
1. Enter **FOIDOCH** in the search box and press enter.



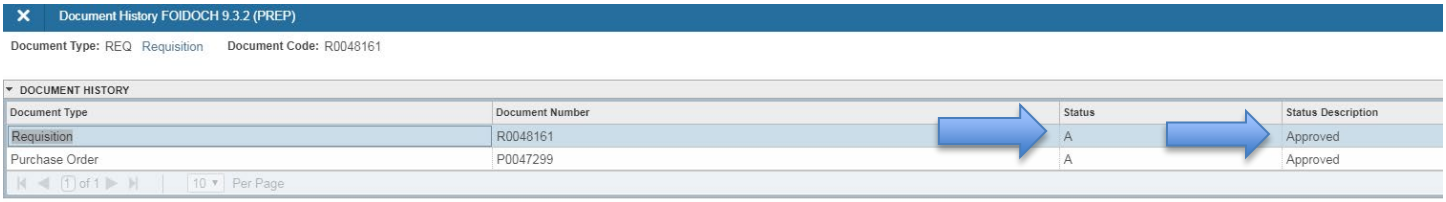
Enter Document Type. Below are some common Document Types:

REQ – Requisition **PO – Purchase Order** **INV – Invoice** **CHK – Check**

2. Enter the Document type and Document code. Press Go.



Each Banner Document Type has a Status and Status Description Indicator



This example shows a Purchase Requisition and Purchase Order with status indicators of "A" for **Approved**.

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Banner Status Indicators are as follows:

(A) – Approved

(C) - Completed

(F) – Final Reconciliation

(R) – Receipt Required

(S) - Suspended

(O) – Open

(X) – Cancelled

(V) – Void

(H) – Hold

(T) – Tagged Permanently

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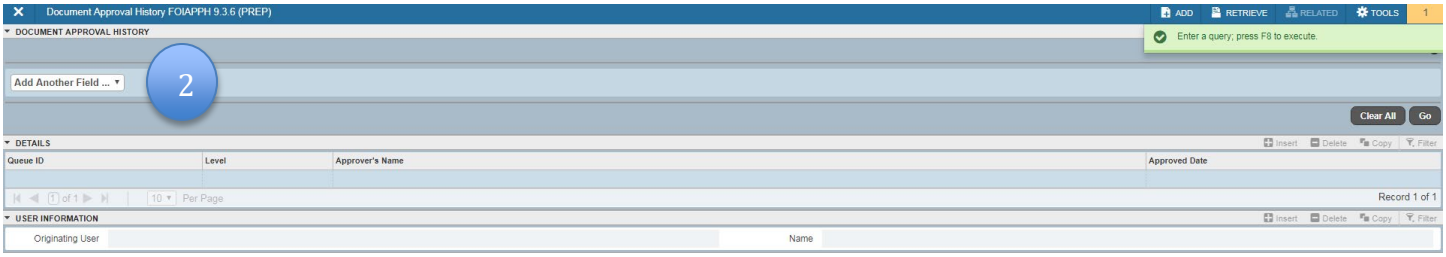
Researching the status of a Purchase Requisition

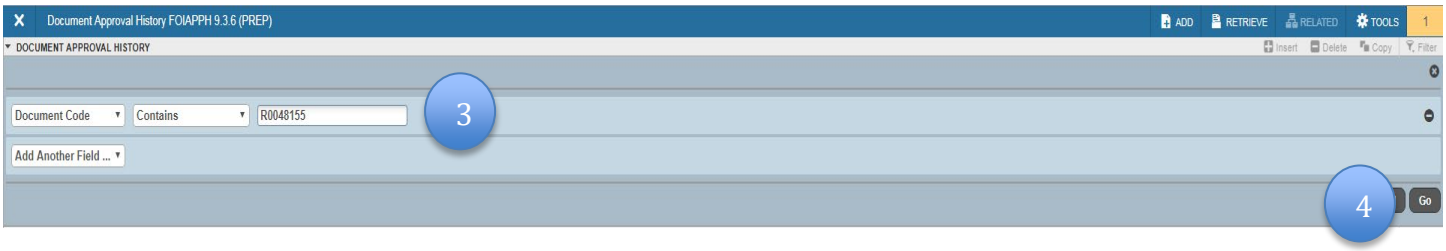
To determine the status of a completed requisition, use Document Approval History **(FOIAPPH)** and/or Document Approval **(FOAAINP)**.

FOIAPPH shows who has already completed the requisition approval process.

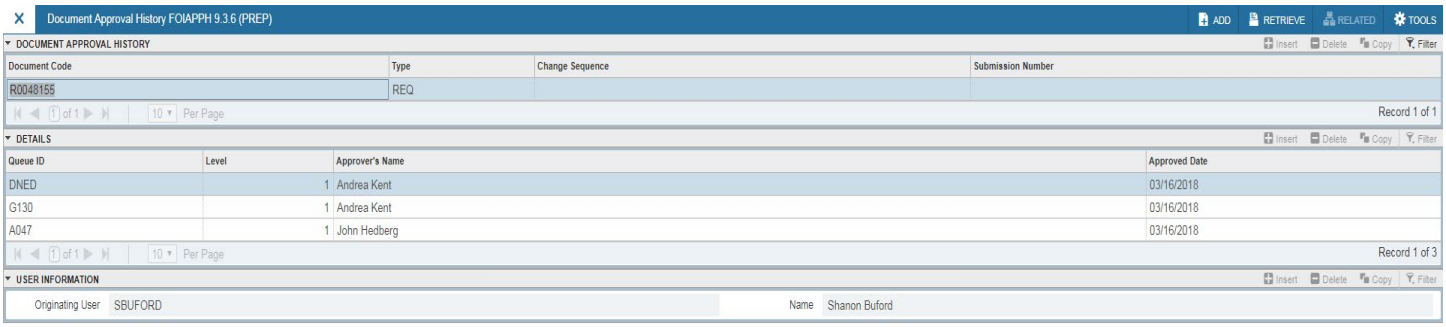
1. From the Navigation screen, type FOIAPPH in the search box and press the Go button.
2. Select your search criteria from the dropdown box.



3. Enter the requisition number after selecting **Document Code** and **Contains** search criteria.
4. Press the **Go** button or **F8** to execute your search.



5. The search results will list all of the approval queues that have been satisfied.



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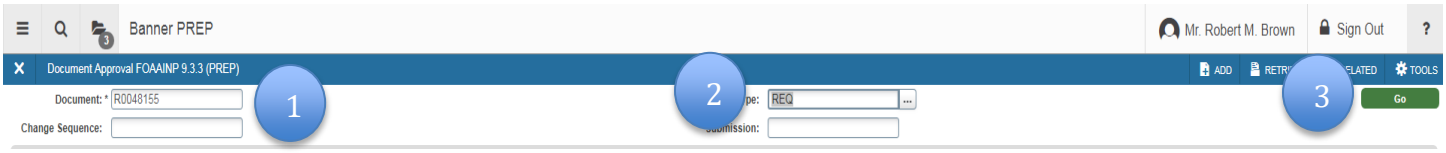
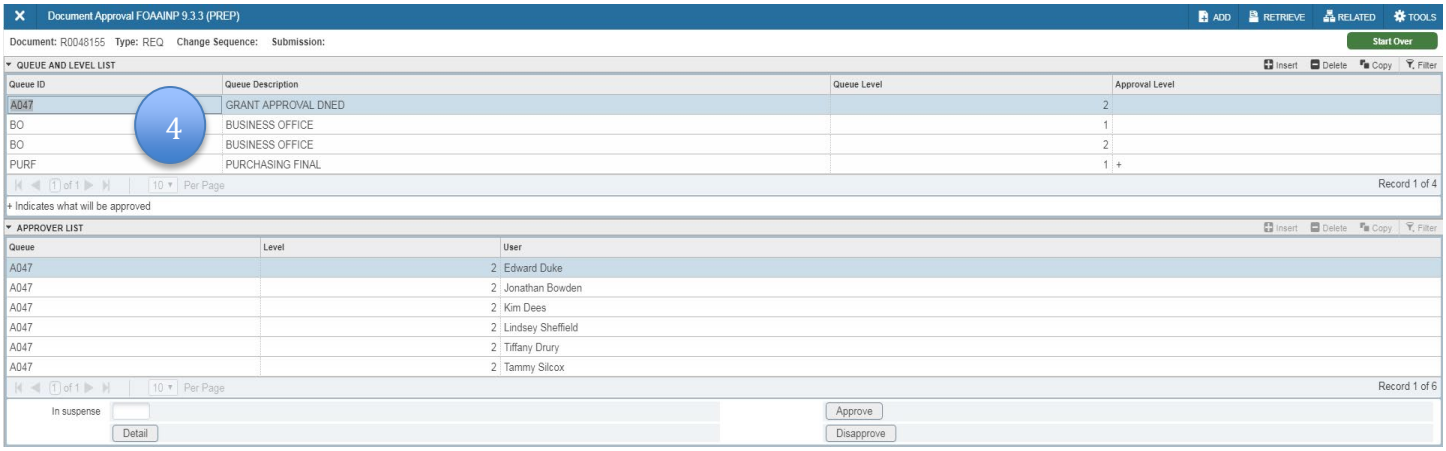
FOAAINP shows who still needs to review the requisition.

1. From the Navigation screen, type **FOAAINP** in the search box and press the **Go** button.
2. Enter the requisition number in the **Document** field and REQ in the **Type** field.
3. Press the **Go** button to execute your search.



4. The search results will list all approval queues at the top of the page in alphabetical order that have yet to be satisfied. A list of all approvers in the required queues is shown at the bottom of the page.



Queue ID - Pre-set identification number for a particular approval queue.
Queue Description - The name of the approval queue.
Queue Level - Indicates the Queue Description's level of approval.
Queue – Same as queue ID.
Level - Position of an approver in the approval queue.
User The actual name(s) of the approver(s)
Detail Click the **Detail** icon to display the accounting information.

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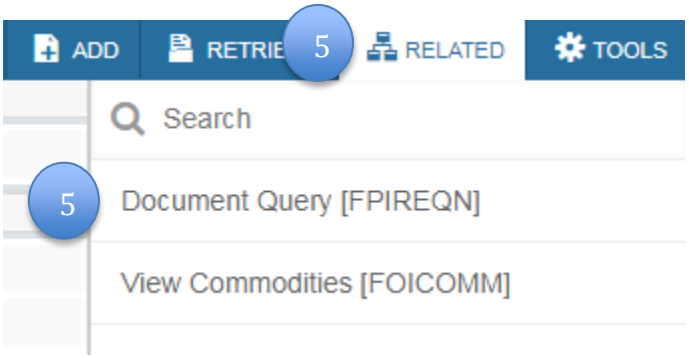
5. To see more detail about the requisition you are reviewing, select Related and Document Query.



6. The requisition number will populate in the Requisition field. Click the Go button to see the requisition details.

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