Banner Purchase Requisition Training Guide
(Purchase to Pay Process)

Possess the knowledge to navigate Banner to facilitate the completion of the Banner Purchase Requisition Process.

• Enter a requisition in Banner (FPAREQN pg.2-8)
  • Approved Banner Requisition Commodity Codes (pg.17)
• Find your Vendor Number (FTMVEND pg.5)
• Enter a Central Stores requisition in Banner (FSAREQN pg.9,10)
• Deleting an incomplete requisition (FPAREQN pg.10)
• Check requisition approval / Document history (FOIDOCH) / EKU Direct (pg. 10-12)
• Complete a receiver/deleting an incomplete receiver (FPARCVFD pg. 13-16)
• Create a Banner Favorites List (GUAPMNU)

• Submit all invoices to: ACC.apinvoices@eku.edu
  • Please write purchase order # & Banner receiver # on invoice
1. How to Create a Purchase Requisition

Enter **FPAREQN** in Go To field and press Enter.

On FPAREQN type the word “NEXT” (or click ‘Next Block’) for the Banner system to generate a requisition number.

**NOTE:** Do Not Create or Assign your own Requisition Number.

The “Order Date” and “Transaction Date” are the same; click on the calendar icon to the right of each block to select a date, or you can manually type (ex. 01-SEP-2011).

Double click the Calendar icon to select the date or manually enter the date.
Delivery date - At least 1 week beyond the Order/Transaction dates.

Requestor name - Defaults from logon.

COA - Defaults to E; change if necessary F/Foundation (rare)

Organization – Enter assigned dept or grant Org code if known OR click the drop down menu to search; from FTVORGN click enter query (F7), enter org title, click execute query (F8) to begin search; highlight desired org code and click select to retrieve code to FPAREQN.

Email address – Enter EKU email address – once Purchasing approves, creates and prints the purchase order (PO), a copy of the PO will automatically be sent to the email address that is entered in this field.

Phone number – Enter EKU phone number.

Ship To - Enter code assigned to department or click the drop down menu to search. After clicking the drop down menu and searching, highlight and click OK to select the ship-to-code for your department. Note: If the Ship To address is incorrect, or needs to be added to the list, please email the Purchasing Department at adm.purchasing@eku.edu or call 622-2246.

***All laptops, tablets and computers must be shipped to EKU IT for imaging and the installation of Computrace (if applicable), which is anti-theft tracking software. The Ship To code COMPRE must be chosen for Information Technology. Please put the person’s name who will be using the machine in “attention to” in the Banner requisition, so IT knows who to send it to.

Attention To – Enter the person’s name – ‘who’ will receive the product or service.
Document Text should include any pertinent information to be used by the vendor or the Purchasing department. If the vendor has emailed or faxed a quoted price for the goods/services ordered, include this information on Document Text (FOAPOXT). Also, if the vendor has an email address or fax number to be used with purchase orders, include this information on Document Text (FOAPOXT).

Press the down arrow key for additional blank lines; no word wrapping.

Click the Options Menu & select Document Text

Click Save (F10) and then click Exit to return to FPAREQN.

‘Next Block’ to the Vendor Information tab.
Vendor Information

Vendor – All Banner vendor #’s start with a 9. Enter ID number or click the drop down menu (to search). When searching, click “Entity Name/ID Search” option. Type a Wildcard (%), vendor name in part or in whole, and Wildcard (%) in the “Last Name” section. Example: %First Gear%, %KDA% or %Prosys%. This field is case sensitive. Then, click “Execute Query”. It will pull every vendor in the Banner system per what you type in. You will Down Arrow on keyboard till you find your vendor and then click “Select” or double click on vendor ID #.

Note: If there is more than one vendor # listed for the same vendor, please contact Purchasing Office.

Address Type - Defaults to PO address if available; Some vendors only have an AP address code / address may need to be selected To verify address information for the vendor ID selected, click the drop down menu for address type.
‘Next Block’ to the **Commodity/Accounting** tab.

**Commodity** - A commodity is a type of good or service purchased from a vendor. Select a commodity code that best describes the good or service that you are purchasing. Please refer to the *Approved Banner Requisition Commodity Codes* sheet when selecting a commodity code.

**DO NOT:**
- **Create your own commodity code;**
- **Use Central Stores commodity codes for off campus purchase requisitions**

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<table>
<thead>
<tr>
<th>Commodity</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>Equipment/Furniture Less Than $1,000</td>
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</tbody>
</table>

**Commodity –** Enter the commodity code or click the drop down menu to select the most appropriate commodity code for the item(s) you are ordering.

**Description –** **Delete the defaulted description; Enter** the item description from quote, documentation, etc. If the description field (50 characters) is not sufficient, from the Options menu go to **Item Text;** ‘next block,’ enter description, save and exit back to FPAREQN.

**U/M –** Enter unit of measure ("EA" for each will populate) or click the drop down menu for values.

**Quantity –** Enter number of item(s).

**Unit Price –** Enter amount (No $ sign; enter decimal/cents if applicable).

**Extended (cost) column** – Tab to populate.

‘Next Block’ to FOAPAL line (fund, org, account, program, activity, location codes), tab across to populate FOAPAL & amount for that item. (Note: Index, Activity, Location and Project boxes will not populate and are typically not used)

**Note:** If commodity code **743562 (PSC)** is used or **743560 (Sub Award / Contractor Agreement)**, enter the **dollar amount** in the quantity field and enter 1 in the unit price field. This will allow for multiple Banner receivers to be completed / multiple invoices to be paid out on. You will receive on the $ amount of the invoice vs. the item.
Tab to Orgn - Enter dept. or grant Org code (Fund & Program defaults from Org code).

Acct – The Account code will populate as the Commodity Code. You can change the Account code if necessary. You can search Account codes by clicking the drop down menu.

An Account code is used to classify expenses; expense account codes begin with a 7.

If you are ordering additional items, select ‘PREVIOUS BLOCK’ to go back to the commodity area & then arrow down, on your keyboard, to get a new blank line. Repeat steps as you did for commodity item 1.

Entering multiple line items on one requisition document - Enter the first commodity code information following steps from above, ‘Next block’ to FOAPAL, Tab through and enter necessary information. Then, to enter a 2nd line item - ‘Previous block’ back to the commodity block, press the Down Arrow key on keyboard to start another line item and repeat steps until all commodity and FOAPAL information has been entered. Each line item must have a corresponding FOAPAL line.

Splitting the Funding - To enter an additional FOAPAL, press the Down Arrow key from the COA field, Tab and press the delete key to delete all of the defaulted information, enter FOAPAL information and continue to tab until cursor is back at the COA field. You can print any part of the requisition by clicking the print icon on the button bar while creating the document on FPAREQN.
Next Block to Balancing/Completion

Click **Complete** if the commodity/accounting is balanced. The requisition number is displayed on the hint line at the bottom or is in the 'Requisition' field above the order date.

Once you click 'Complete' you will get the following message at the left hand bottom corner of your page:

**Document R0030560 completed and forwarded to the Approval process**

**If you do not want to complete the requisition, click the In Process button.**

When you are ready to complete or go back into make changes to the requisition after it has been disapproved - Access FPAREQN, enter the req number in the document field, 'Next Block' through, make any necessary changes and proceed to completion. If you don’t know the req number, click the search box from FPAREQN:

Click ‘Enter Query’ (F7), enter your name in the requestor field (case sensitive), click ‘Execute Query’ (F8), find the correct req number, double click or click ‘Select’.
2. How to Create A Central Stores Requisition

**Central Stores Catalog:** Can be found on Purchases & Stores website (found by navigating through the A-Z index, under 'P'); here you can view commodity items & cost. This catalog is updated every Thursday evening. [http://purchasing.eku.edu/central-stores](http://purchasing.eku.edu/central-stores)

Enter **FSAREQN** in Go To Field and press enter.
Enter **NEXT** to generate a request number and ‘Next Block.’

**Transaction Date** - Defaults as current date.  
**Delivery Date** – Enter current or next day’s date.  
**Requestor** – Enter your name (If a large item {i.e. Desk} is ordered, enter the building and room that the item needs to be delivered to in the Requestor field also.).  
**Phone** – Enter phone number including area code.  
**Ship To** - Enter code or click the drop down menu and select from list.  NOTE - If you want all, or part, of the order delivered to a location different than the ‘Ship To’ location, enter that building/room number after the Requestor name.

Address, Building, and Floor will default from ship to code selected (if you do not see your department listed, please contact the **Purchasing office 622-2246**).  
‘Next Block’  
**Commodity** – Enter CS commodity code (CS304993 is for standard white office printer/copy paper; ordered in Reams ‘RM’ – 10 reams to a box) or click the drop down menu (To search: click enter query (F7), enter keyword for stores item using %, execute query (F8) then highlight and click Select).
**Quantity** – Enter quantity. **Extended Cost** is populated from entered quantity.

‘Next Block’

**Chart of Accounts - E** defaults as well as **Account 740070 (Central Stores Supplies).**

**Tab** to the **Organization** field; **Fund** and **Prog** will default from org code selection.

**Tab** to the **Percent** field – enter 100; **Tab** to populate the total **Amount**.

Select “Previous Block” if ordering additional items to take you back to the commodity block. If not, ‘Next Block’ to Balancing/Completion.

**Note:** Central Stores Requisitions can only be created for Chart E Org Codes. Foundation (F) chart users should contact the Accounting Department to obtain an alternate Org code. **NO Receivers are created for Central Stores Reqs.**

*Central Stores creates an Issue Ticket that lists the items ordered and obtains the requestor’s signature.* If CS item needs to be returned, contact Central Stores at 622-3517 to coordinate pickup of item(s).

**3. How to Delete an Incomplete Requisition**

**NOTE:** Completed requisitions **cannot be deleted**; however user can contact Purchasing to request that the requisition be disapproved.

Enter the Requisition number on **FPAREQN**.

- ‘Next Block’ twice to the **Vendor Information**.
- Click ‘Record Remove’ from the Button Bar.
- Click ‘Record Remove’ **again**.
- Pop-up message: All commodity and accounting records will be deleted; click ‘OK.’

Hint Line displays: “Deletion of requisition is completed”

**4. How to Check Requisition Approval & History**

Use **FOIDOCH** to view existing documents (complete and incomplete), check the status of a document and to find associated documents.

Enter **FOIDOCH** in GO TO field and press Enter.

Enter the **Document Type** or click the drop down menu to see the available values. The document type for Purchase Requisitions as well as Central Stores Requisitions is ‘REQ.’

Tab to **Document Code** and enter the number of your document, or click the drop down menu to search for your document.
To search for a requisition number, click the drop down menu at Document Code. From FPIRQST: click Enter Query or (F7), enter the Requestor, Request date, or the Vendor Code to look for your document, click Execute Query or (F8) then highlight your choice and click the Select button (double click). This will insert your document code number on FOIDOCH.

‘Next Block’ from the Document Code on FOIDOCH.

From the Options Menu, click ‘View Status Indicators’ to check the document status or click ‘Requisition information’ to view the document itself.

If nothing shows in the ‘Status’ box, then requisition was either never completed or has been disapproved.

***FOIDOCH can show you whether or not a Purchase Order has been issued, a Receiver has been completed, an Invoice has been entered and a Check has been issued.

EKUDirect: You can also view this information in EKUDirect (if preferred). Log into EKUDirect, click on the “Finance” tab. Select the option – ‘View Document.’
Choose the type “Requisition” (which should default) and enter your req# in the Document Number box.

Choose type: Requisition

Then, click ‘View Document’ or ‘Approval History’.
- **View Document** - Will bring up your whole document; will show the PO #, Receiver(s), Invoice(s) and Check information related to this document all on one page.
- **Approval History** – Will indicate who has approved the requisition and whether or not approvals are pending

You may also print the full document from EKU Direct.

5. **Banner Messages - A Disapproved Requisition**

If you have a requisition that has been disapproved, you will have a check mark to the right of the ‘Check Banner Messages’ link, when you log in.

![Click for message.]

![Click to view your messages.]

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- Click on ‘Check Banner Messages’ and it will take you to GUAMESG.
- Read the comments given by the disapprover.
- Click the pencil icon for any additional details.
- Write down your requisition number.
- Click the **Complete** button, save and exit to **delete** the message.

(Check Mark will be gone from the ‘Check Banner Messages’ link)

- Go to FPAREQN and enter your disapproved req number (ex: R0030569).
- ‘Next Block’ back into the requisition and make requested changes that were indicated on the message.
- ‘Next Block’ to Balancing/Completion after changes; click ‘Complete’ if balanced.

### 6. How to Receive Delivered Item(s) for a Purchase Requisition

**(Complete a Banner Receiver)**

Enter **FPARCVD** in Go To field and press enter.


‘Next Block’

**Receiving Method** – Not a required field.

**Carrier** – Leave blank; no list of values available; not a required field.

‘Next Block’

**Packing Slip** – Enter packing info; if there is no packing slip, use the Purchase Order number (can find this on FOIDOCH – when you enter the REQ##).
Bill of Lading – Leave blank; not a required field.

‘Next Block’

Purchase Order – Enter the PO number that reflects the goods/services being received and hit the ‘Tab’ to make sure correct vendor populates. The radio button ‘Receive Items’ is clicked **ON** by default.

**Receiver is not finished: continue receiving instructions on the following pages.**

Click ‘Options’ at top of page on the menu

![Oracle Developer Forms Runtime - Web: Open > FPARCVD](image)

**Receiver Document Code:** Y0031983

**Receiving Header**

**Receiving Method:**

**Carrier:**

**Date Received:** 15-JUL-2010

**Received By:** TIPTONSUZANNE

A. Choose ‘Receive All Purchase Order Items’ if every item from the purchase order has been delivered/all items are in-hand/services have been completed.

- If **Receive All** is selected: User is returned to FPARCVD.
- Write down assigned Receiver # on invoice or make note for records. (Y00XXXXX)
- **‘Next Block’ and Click ‘Complete.’**

B. Choose ‘Select Purchase Order Items’ if you are partially receiving on the purchase order.

- ‘Next Block’
- Click boxes under ‘Add Item’ for line items that you will be receiving on
- Click ‘Save’ after choosing items.
- Click **Black X** to close the form (upper right-hand corner of screen).
  At popup prompt ‘Close’ form? Click **Yes.**
'Next Block' to view the commodity information.

Click Add Item to include only the items actually delivered.

Use Add Item with PSC’s.

Receive All option: all items from the requisition have been delivered.

Do not use ‘Receive All’ with personal service contracts (PSC).

Current – Enter the quantity or amount for commodity item 1 that has been received.

Use the Down Arrow to enter quantities or amounts for additional commodity items.

‘Next Block’ and Click ‘Complete.’
Notes: Create Receiving documents for Off Campus Purchase Requisitions Only. More than one Receiving Document can be associated to the same Purchase Order.

If user receives vendor invoice, forward to Accounting’s email ACC.apinvoices@eku.edu with PO # and Receiver number written on the invoice. Accounting is unable to pay vendor without an invoice!

7. How to Delete an Incomplete Receiver

View FOIDOCH to verify status of Receiver: If no status code; then receiver is incomplete. Incomplete documents can be deleted by the user.

Enter FPARCVD in the Go To field and press enter.

Enter the receiving document number in the key block.

‘Next Block’ to the Receiving Header.

Click ‘Record Remove’ from the button bar.

Click ‘Record Remove’ again.

Watch the auto/hint line for any instructions/comments.
8. How to create a Banner Favorites list

Enter GUAPMNU in Go To field and press enter.

Highlight or the Banner Form that you want to add to your favorites list and click insert. To remove click delete. If you know the Banner form you want to enter you can just enter below.

Click Save (F10) and then click Exit to return to main menu
## Approved Banner Requisition Commodity Codes

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<tr>
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<th>Description</th>
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<tr>
<td>710100</td>
<td>Printing</td>
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<tr>
<td>710450</td>
<td>Computer Equip. &gt; $500 But Less Than $5,000</td>
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<tr>
<td>710550</td>
<td>Audio Visual Equip. &gt; $500 But Less Than $5,000</td>
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<tr>
<td>710700</td>
<td>Supplies</td>
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<tr>
<td>710960</td>
<td>Works of Art Less Than $5,000</td>
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<tr>
<td>710900</td>
<td>Equipment/Furniture Less Than $5,000</td>
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<tr>
<td>711000</td>
<td>Educational Supplies</td>
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<td>711900</td>
<td>Janitorial Supplies</td>
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<td>712000</td>
<td>Medical Supplies</td>
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<td>Uniforms</td>
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<td>EKU Agreements/Sub Awards (first $25,000)</td>
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<td>Travel – Out-of-State</td>
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<tr>
<td>760900</td>
<td>Works of Art Equal or More Than $5,000</td>
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Important Phone Numbers & Email Addresses

- **Accounting** – 622-1810
  For questions related to invoices, payments to vendors.

  Accounts Payable (AP) email address: ACC.apinvoices@eku.edu

- **Budgeting** – 622-8867
  For questions related to budgets or fund/org security.

- **Central Stores** – 622-3517
  For questions related to warehouse inventory, or stores requisitions & commodity codes.

- **Purchasing** – 622-2246
  For questions related to off campus purchase requisitions, vendors, Ship To codes, commodity codes; policy & procedural questions concerning information to enter on a purchase requisition.

  Email address: adm.purchasing@eku.edu
## Commodity and Department Responsibilities

### Commodities

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<th>Stephanie</th>
<th>Justin</th>
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### Departments

- Arts and Sciences
- Business & Technology
- Education
- IT
- Provost
- Athletics/Campus Rec
- Center for the Arts
- Marketing and Communication
- Graduate School
- Diversity Equity and Inclusion
- E-Campus
- Libraries
- Registrar
- University Programs
- Alumni/Development
- Government Affairs/Regional Affairs
- Finance
- Human Services
- University Counsel
- Health Sciences
- Internal Audit
- Arlington
- EKU Foundation

- Justice and Safety
- Facilities < $40,000
- TRC
- Project Admin < $40,000
- Farms