

# Banner Requisition Training

**REVISED 8/9/17**

## Banner 9

The following guidelines are provided to guide you through the purchasing process including creating requisitions. While Unimarket should be used as the primary method of creating a requisition, there will be instances where you will be unable to use Unimarket and should use Banner to create a requisition.

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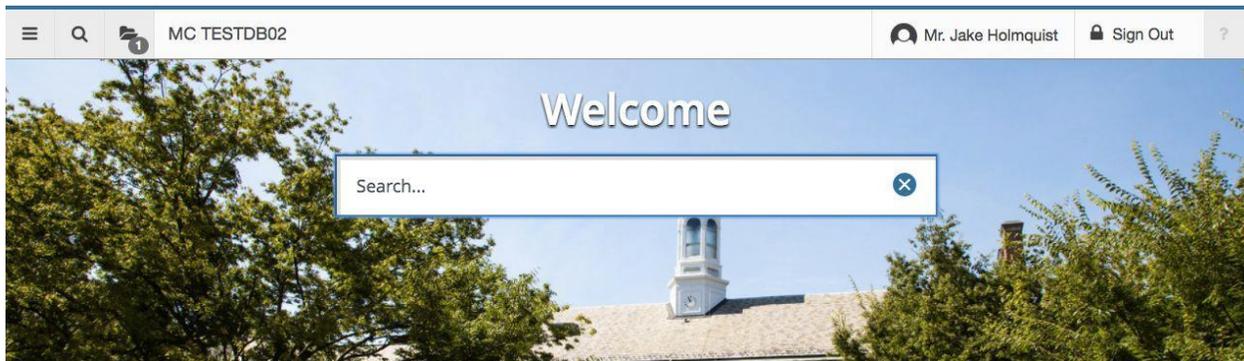
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# General Navigation

Enter FORM NAME or KEYWORD in the Search Box



## Form History

A history of forms last-accessed can be found by clicking the “folder” icon (top left)

## Application Navigator

A menu of forms is available by clicking the “hamburger menu” (3 horizontal lines - top left)

## General Navigation Training for Banner 9

A short 20-minute online training course is available to guide you through the navigation changes introduced in the Banner 9 interface. Please be sure to review the following online training prior to proceeding.

### [BANNER NAVIGATION](#)

*You will need an “Ellucian Hub” account to access the training above. [Click Here](#) to signup for a FREE Ellucian Hub account. Your Ellucian Hub account gets you access to Banner training, documentation, and support system.*

# GUAPMNU

Organize “My Banner” form to setup your menu

MC TESTDB02 Mr. Jake Holmquist Sign Out ?

My Banner Maintenance GUAPMNU 9.0 (TESTDB02) ADD RETRIEVE RELATED TOOLS

MENU MAINTENANCE Insert Delete Copy Filter

Type \* Oracle Forms module

Object *	Description *
FAIINVE	Invoice/Credit Memo Query
<b>FGJJSUM</b>	<b>Journal Voucher Summary</b>
FGIVCD	List of Suspended Journal Vou
FGQDOCN	List of Transaction History Doc
FAIIONF	Open Invoices by FOAPAL
FPIORQF	Open Requisition by FOAPAL
FGIBDST	Organization Budget Status
FGIBSUM	Organization Budget Summary
FTVORGN	Organization Code Validation F
FGIOENC	Organizational Encumbrance L
FOAPOXT	Procurement Text Entry
FTVPROG	Program Code Validation
FAICARD	Purchase Card Query
FPIPOHD	Purchase Order Validation
FPIPURR	Purchase/Blanket/Change Ord
FAIIREC	Receiving/Matching Status Qu

Object	Description
FGITRND	Budget Availability Status Form
<b>FGIBDST</b>	<b>Organization Budget Status Form</b>
FGJJSUM	Journal Voucher Summary
FPAREQN	Requisition Form
FPIREQN	Requisition Query Form
FPIPURR	Purchase/Blanket/Change Order Query Form
GUAPSWD	Oracle Password Change Form
FOIDoch	Document History Form

Insert Selection  
Remove Selection  
Insert All  
Remove All

SAVE

## Filter Available Object Types

Click in the “Object Type” (Left Column) menu to focus the cursor, then click the “Filter” menu (top right)

## Add Objects to Menu

Double-click to select the Object Type that you’d like add, then click the “Insert Selection” button (middle column)

## Save Changes

When finished, click the “SAVE” button (lower right) - **White X** to leave screen top left

# FGIBDST

## Organization Budget Status form

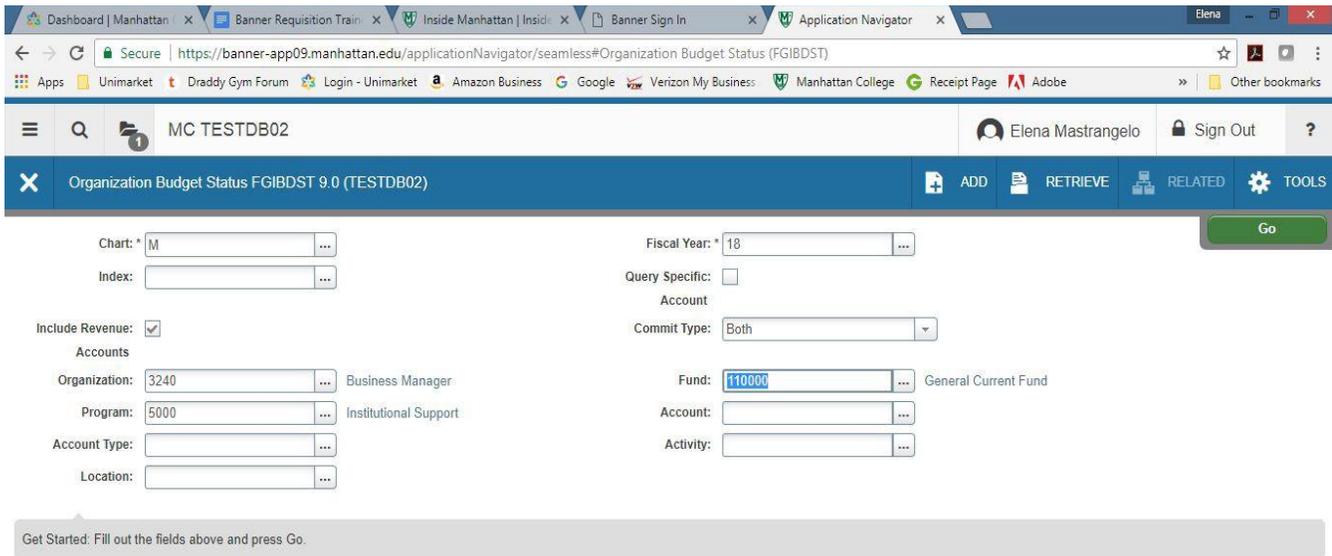


Chart: \* M Fiscal Year: \* 18

Index: Query Specific:

Account Commit Type: Both

Include Revenue:  Accounts

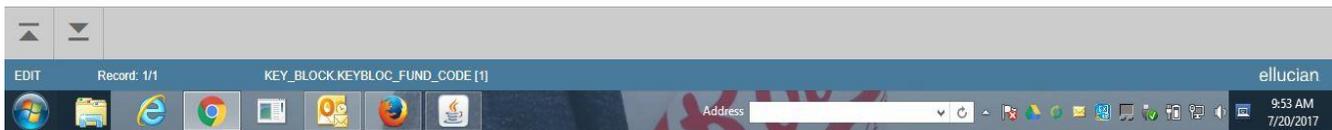
Organization: 3240 Business Manager Fund: 110000 General Current Fund

Program: 5000 Institutional Support Account:

Account Type: Activity:

Location:

Get Started: Fill out the fields above and press Go.



- Enter your ORG/ and Fund ( if it is other than 110000) and hit Enter or Go
- Select Next Section Arrow to the bottom left and your budget will populate

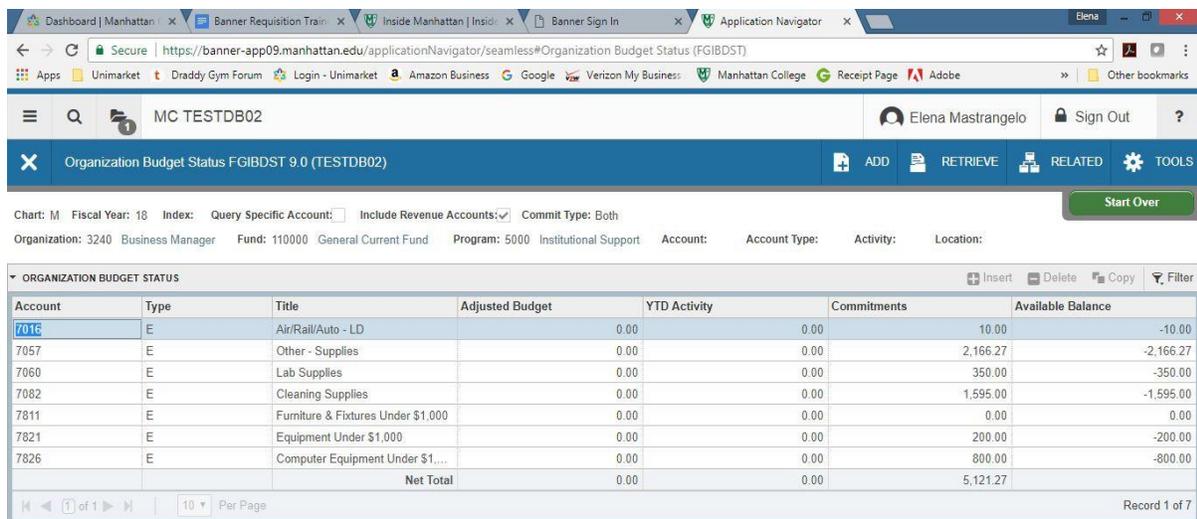
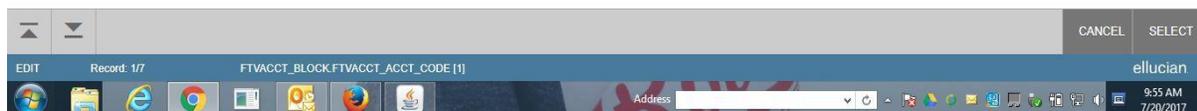


Chart: M Fiscal Year: 18 Index: Query Specific Account:  Include Revenue Accounts:  Commit Type: Both

Organization: 3240 Business Manager Fund: 110000 General Current Fund Program: 5000 Institutional Support Account: Account Type: Activity: Location:

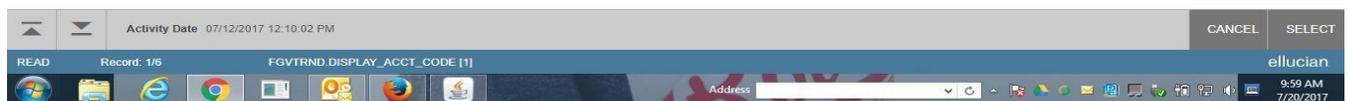
Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
7016	E	Air/Rail/Auto - LD	0.00	0.00	10.00	-10.00
7057	E	Other - Supplies	0.00	0.00	2,166.27	-2,166.27
7060	E	Lab Supplies	0.00	0.00	350.00	-350.00
7082	E	Cleaning Supplies	0.00	0.00	1,595.00	-1,595.00
7811	E	Furniture & Fixtures Under \$1,000	0.00	0.00	0.00	0.00
7821	E	Equipment Under \$1,000	0.00	0.00	200.00	-200.00
7826	E	Computer Equipment Under \$1,000	0.00	0.00	800.00	-800.00
Net Total			0.00	0.00	5,121.27	

Record 1 of 7



- To view the values shown in Commitments column, click on the dollar amount and it will highlight in blue.
- Select from the top left tab RELATED and a drop down will offer you options to view. Select Transaction Detail and the orders associated with the amount in the Commitment will appear.
- To view the purchase order listed follow the same process- click on the PO number to highlight and RELATED will provide Query document.

Account	Organization	Program	Field	Amount	Increase (+) or Decrease (-)	Type	Document #	Description	Commit Type	Fund #	Activity	Location
7082	3240	5000	RSV	-50.00	-	POLQ	P1700297	Mormax Company Inc.	U	110000		
7082	3240	5000	ENC	50.00	+	PORD	P1700297	Mormax Company Inc.	U	110000		
7082	3240	5000	ENC	720.00	+	PORD	MC103513	W.W. Grainger, Inc.	U	110000		
7082	3240	5000	ENC	105.00	+	PORD	MC103512	Bio-Shine Inc.	U	110000		
7082	3240	5000	ENC	720.00	+	PORD	MC103507	W.W. Grainger, Inc.	U	110000		
7082	3240	5000	RSV	50.00	+	REQP	R0016577	mmcgowan01	U	110000		
<b>Total</b>				<b>1,595.00</b>	<b>+</b>							



## FPAREQN

### Requisition Form - Banner Order Entry Basics

Create New Requisition - Your default budget will populate the Commodity Accounting section on all orders. To change this budget to a Grant or Other ORG - follow these steps:

**REVISION EFFECTIVE 8/9/17**

### **IMPORTANT NEW INSTRUCTIONS FOR CHANGING THE FUND OR ORG TO A GRANT OR OTHER BUDGET.**

1. GO TO FORM- FGIBDST- ENTER THE NEW BUDGET INFORMATION AND VERIFY THE PROGRAM CODE FOR THE NEW FUND/ORG YOU ARE USING IN THE REQUISITION. WRITE THE INFORMATION DOWN!!! DO THIS STEP **BEFORE** STARTING THE REQUISITION.
2. BEGIN THE INSTRUCTIONS TO CREATE A REQUISITION AS FOLLOWS.

To create a NEW requisition, click the green "GO" button (top right). A requisition request is created with the Requisition Number of "NEXT"

MC TESTDB02      Mr. Jake Holmquist      Sign Out      ?

Requisition FPAREQN 9.3.2 (TESTDB02)      ADD      RETRIEVE      RELATED      TOOLS

Requisition:       Copy      Go

Get Started: Fill out the fields above and press Go.

MC TESTDB02      Mr. Jake Holmquist      Sign Out      ?

Requisition FPAREQN 9.3.2 (TESTDB02)      ADD      RETRIEVE      RELATED      TOOLS

Requisition: NEXT      Start Over

REQUISITION ENTRY: REQUESTOR/DELIVERY      Insert      Delete      Copy      Filter

Requisition: NEXT      Comments:

Order Date: 06/30/2017      Commodity Total: 0.00       In Suspense

Transaction Date: 06/30/2017      Accounting Total: 0.00       Document Text

Delivery Date:        Document Level Accounting

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

REQUESTOR/DELIVERY INFORMATION      Insert      Delete      Copy      Filter

Requestor: jake.holmquist      Street Line 2:

Organization: 2320 Information Technology Services      Street Line 3:

COA: M Manhattan College

Email: jake.holmquist@manhattan.edu      Contact:

Phone Area Code: 718      Attention To:

Building:

SAVE

### Delivery Date

Click the calendar icon for "Delivery Date" and choose a date 2-3 weeks from time of entry

### Ship To

Scroll down to the "Ship To" field. Either enter the 4-digit extension of the person receiving the deliver or click the "..." (3 dots) menu to search. Once a 4-digit extension has been entered, hit the "Tab" key (on the keyboard). The remaining Ship To fields will populate.

Click the "Next Section" button (triangle pointing down - bottom left)



# Vendor Information

MC TESTDB02

Mr. Jake Holmquist Sign Out

Requisition FPAREQN 9.3.2 (TESTDB02)

ADD RETRIEVE RELATED TOOLS

Requisition: NEXT **Start Over**

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

VENDOR INFORMATION Insert Delete Copy Filter

Vendor  ... => ENTER FULL NAME HERE <=<

Vendor Hold

Address Type  ...

Sequence  ...

Street Line 1

Street Line 2

Street Line 3

City

State or Province

Contact

Email

Phone Area Code

Phone Number

Phone Extension

Fax Area Code

Fax Number

Fax Extension

Discount  ...

SAVE

On the "Vendor" line, enter ONLY the VENDOR NAME in the larger field (see above)

Click the "Next Section" button (triangle pointing down - bottom left)



# Commodity/Accounting

The screenshot shows the 'Commodity/Accounting' interface for Requisition FPAREQN 9.3.2 (TESTDB02). The top navigation bar includes a search icon, the user name 'Mr. Jake Holmquist', and a 'Sign Out' button. Below the navigation bar, there are buttons for 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS'. A 'Start Over' button is located in the top right corner.

The main content area is divided into two sections: 'COMMODITY' and 'ACCOUNTING'. The 'COMMODITY' section has a table with columns: Item, Commodity, Description, U/M, Tax Group, Quantity, Unit Price, Commodity Text, Item Text, and Add Commodity. The 'Description' column contains a text box with the placeholder 'ENTER NAME HERE'. Below the table, there are input fields for 'Extended Amount', 'Discount', 'Additional', 'Tax', 'Commodity Total', and 'Document Total'. A 'Distribute' checkbox is also present.

The 'ACCOUNTING' section has a table with columns: Sequence, COA, Year, Index, Fund, Orgn, Acct, Prog, Actv, Locn, Proj, NSF Override, and NSF. Below the table, there are input fields for 'Extended Amount' and 'USD'. A 'SAVE' button is located at the bottom right of the interface.

DO NOT SEARCH OR ENTER ANY DATA IN THE COMMODITY BOX - TAB TO DESCRIPTION BOX  
 Double-click under the "Description" heading. A text box will appear. Enter item Product #, Description., etc.

Using the TAB key (on the keyboard), move to each of the following fields and complete:

U/M - Unit of measure Ex. EA for each

Quantity - Ex. 1

Unit Price - price per unit Ex. 99.99

Hit the TAB key one more time to calculate.

DOCUMENT/ITEM TEXT :

When more description information is need 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 most information. The text screen will open and you DO NOT need to fill in any information just select GO. A new window opens enter information in the new text box and for more lines select Down arrow . Once completed select SAVE a confirmation of your data being saved and WHITE X ( top left) to go back to the Commodity screen. There is a check mark in the box related to your selection by the line item or a check in Document text on the top right. This is a confirmation the data will print on the purchase order.

To add additional line items, use the "Down" key on the keyboard when the cursor is in the item row. Repeat the steps above for each line item.

Click the "Next Section" button (triangle pointing down - bottom left) to proceed to the Accounting section.



# Accounting

Requisition: R0016569

Additional: 0.00 Document Total: 99.90

Sequence	COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSF Override	NSF
	M	17		110000	2320		9500				<input type="checkbox"/>	

1 of 1 | 10 Per Page | Record 1 of 1

	%	USD
Extended Amount	<input type="checkbox"/>	
Discount	<input type="checkbox"/>	
Additional	<input type="checkbox"/>	
Tax	<input type="checkbox"/>	
FOAPAL Total		
Document Total		0.00
Remaining Commodity Amount		99.90

SAVE

Using the TAB key, ensure that the following fields are complete and accurate:

- COA - Chart of Accounts - M for Manhattan
- Year - Fiscal Year - 18 for FY18
- Index - Leave Blank
- Fund - Ex. 110000 for Operating Budget
- Orgn - Organization Budget Ex. 2320 for ITS
- Acct - Accounting Code Ex. 7828 for Software
- Prog - Program Code - see new instructions as follows.**

## **IMPORTANT NEW INSTRUCTIONS FOR CHANGING THE FUND OR ORG TO A GRANT OR OTHER BUDGET.**

- TAB TO THE FUND BOX AND **DELETE 110000.** TAB TO THE ORG BOX AND ENTER THE NEW 4 DIGIT NUMBER. TAB TO ACCOUNT CODE BOX AND COMPLETE THAT ENTRY. **CONTINUE TO TAB THROUGH TO THE TOTAL COST. THIS WILL ALLOW THE SYSTEM TO ASSIGN THE CORRECT PROGRAM CODE ASSOCIATED WITH THE NEW ORG.** **To change a fund from 110000 to a Grant delete 110000 and enter the new fund. Follow same steps to allow system to update the program code.**
- AGAIN: THE FUND (110000) WILL RE- POPULATE AFTER THE NEW ORG IS ENTERED AND THIS WILL UPDATE THE PROGRAM CODE.
- DO NOT CONTINUE UNTIL YOU HAVE CHECKED ALL FOUR BOXES ARE ACCURATE!!!!**

Click the SAVE button (bottom right).

Click the "Next Section" button (triangle pointing down - bottom left) to proceed to the section.



## Finalize Requisition

MC TESTDB02      Mr. Jake Holmquist      Sign Out      ?

Requisition FPAREQN 9.3.2 (TESTDB02)      ADD      RETRIEVE      RELATED      TOOLS

Requisition: R0016569 Start Over

Vendor	<input type="text" value="DELL"/>	Currency	<input type="text"/>
<input type="checkbox"/> Vendor Hold		Exchange Rate	<input type="text"/>
COA	<input type="text" value="M"/> <input type="text" value="Manhattan College"/>	Commodity Record	<input type="text" value="1"/>
Requestor	<input type="text" value="jake.holmquist"/>	Count	
Organization	<input type="text" value="2320"/> <input type="text" value="Information Technology Services"/>	Input Amount	<input type="text" value="99.90"/>
		Converted Amount	<input type="text"/>

AMOUNTS      + Insert      - Delete      Copy      Filter

	Input	Commodity	Accounting	Status
Approved Amount	<input type="text" value="99.90"/>	<input type="text" value="99.90"/>	<input type="text" value="99.90"/>	<input type="text" value="BALANCED"/>
Discount Amount	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="BALANCED"/>
Additional Amount	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="BALANCED"/>
Tax Amount	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="BALANCED"/>

Complete    In Process

SAVE

Ensure that the Status of all fields shows “BALANCED”.

Note the Requisition number (top left).

Click the “Complete” button (bottom left) to complete the requisition process.

Otherwise, if you are not done, click “In Process” to complete the requisition later. Take note of the Requisition number. The Requisition number will be confirmed on the next screen. (top right - green message)

MC TESTDB02      Mr. Jake Holmquist      Sign Out      ?

Requisition FPAREQN 9.3.2 (TESTDB02)      ADD      RETRIEVE      RELATED      TOOLS      1

Requisition:       Copy

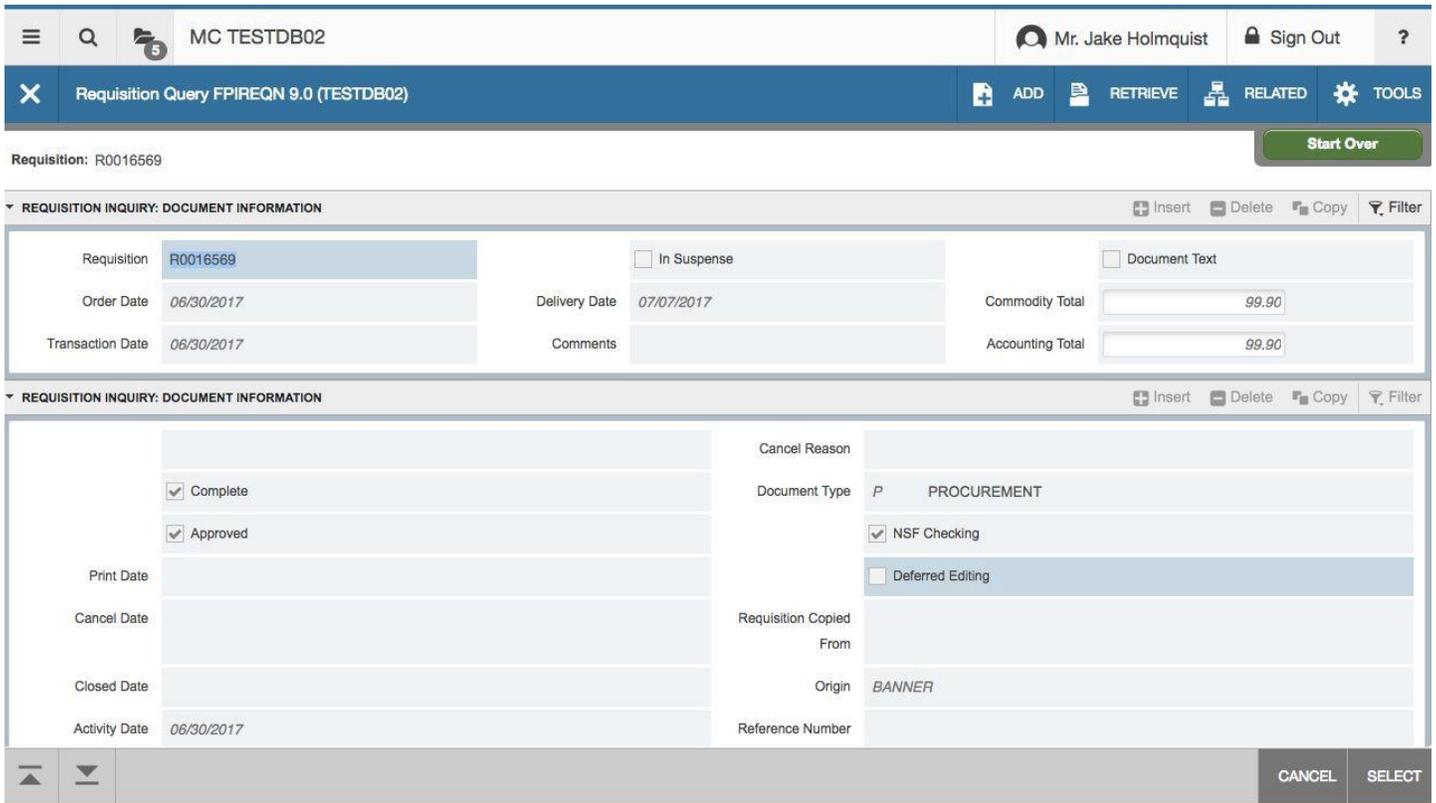
✔ Document R0016569 completed and forwarded to the Posting process

Get Started: Fill out the fields above and press Go.

# FPIREQN - Requisition Status (View Only)



Enter the Requisition number in the “Requisition” field and click the green GO button (top right).



Congratulations - You have completed a requisition.

## Your next step:

**Send an email to Elena Mastrangelo to advise her of this requisition and include the company name, and Requisition Number. If the company is new, you must also contact them for their W9 ( attach to this email),**

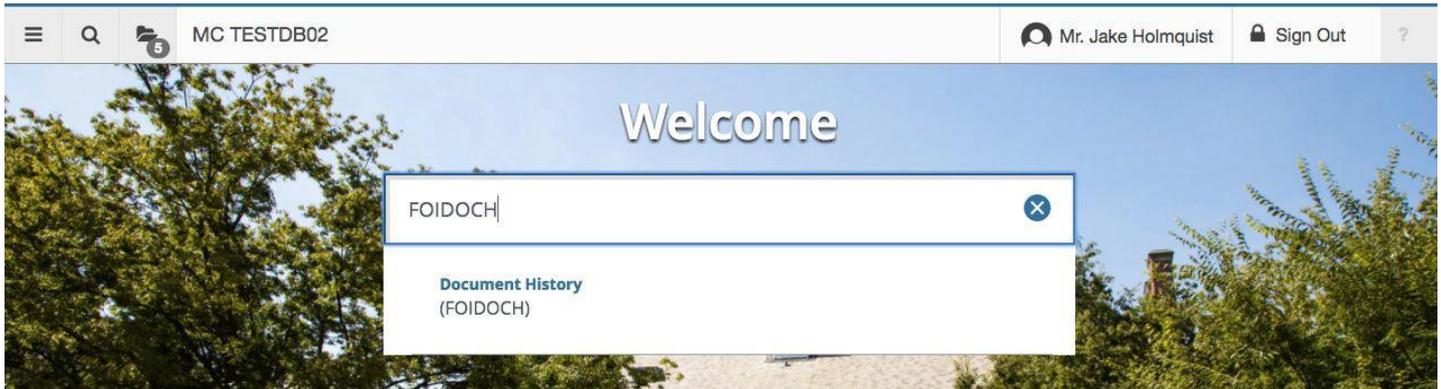
**Business name, address, phone, contact person, contact email for the purchase order. Also include in the attachments any quotation that was prepared for this purchase.**

**The requisition will be transitioned to a purchase order and completed by Elena. You will be copied when the po is emailed to the vendor so you have it for your records.**

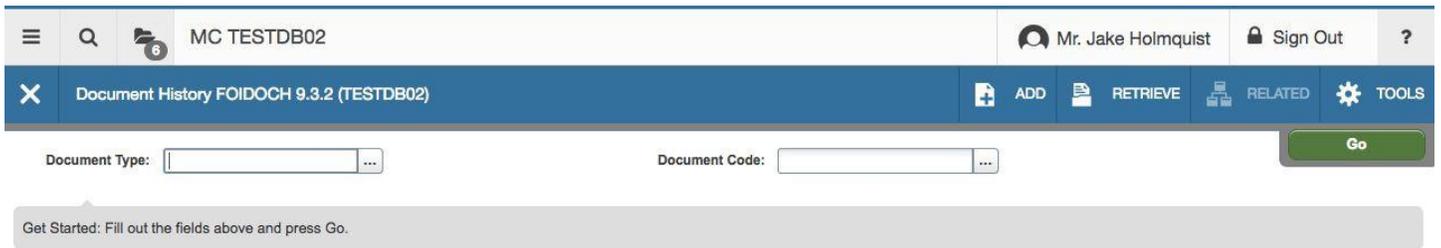
# FOIDoch

Document History form - Look up your Purchase Order / Requisition/ Invoice and Check Number

Enter "FOIDoch" in the search box and hit Enter

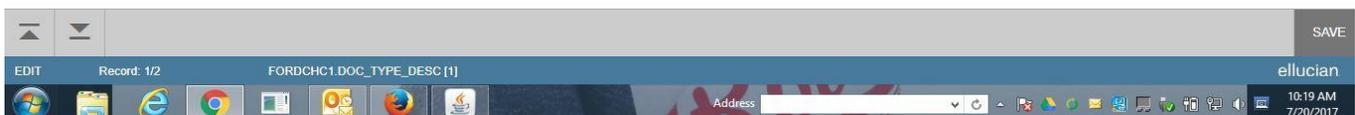
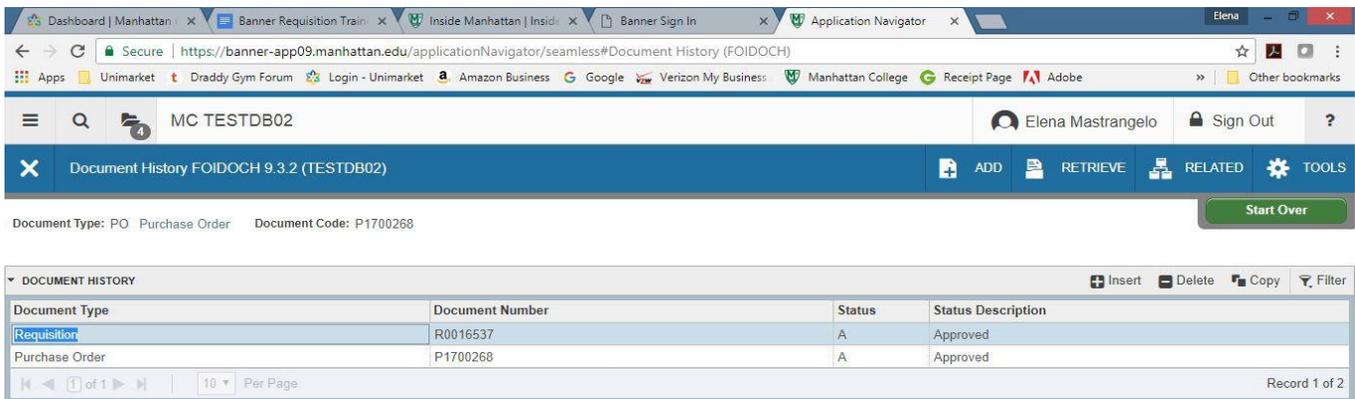


Enter the Document Type ex: REQ, PO , INV.



Enter the Document Code ( R00..... or P18..... for Banner orders and for Unimarket use prefix MC.....) this is the number of the record you want to view. Click the green GO button (top right)

Next Screen will open-



FOIDUCH- continued:

The related requisition number/ purchase order/ invoice and check number will populate based on the stage of progress of the original requisition. NOTE: Unimarket purchase orders require MC prefix ex: MC180001 and the requisition number **will not** be shown as it was only used in Unimarket.

To open the Req/PO/Invoice/Check click on the number ex: P1700268 and click on RELATED - Dropdown - choose Query Document or Transaction Details to view more details.

## FPIPURR

Purchase/Blanket/Cancel Query form This is a view only form

Enter PO number in window and select GO. Use Arrow down on bottom left (Next section ) to move through the purchase order screens .