

Banner Requisition & Document Management System End-User Training Manual

- Purchasing Policy & Procedures
- Navigating Banner 9
- How to Process a Purchase Requisition
- How to Attach Backup Documents to a Purchase Requisition

Jan 2020

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Please Note:

Manuals

Purchasing policies and procedures should be followed in conjunction with ALL State of Texas statutes, policies and procedures.

Additional policy & procedures include, but are not limited to *Midwestern State University Policy & Procedures, Midwestern State University Fiscal Policy & Procedures, Midwestern State University Purchasing Manual and the Midwestern State University Procurement Card Guide.* These manuals can be found on the MSU Purchasing homepage.



Purchasing Policy - When should I use a Purchase Requisition?

What is a purchase requisition?

A purchase requisition is an internal document used to "request" the purchase of goods or services by the Purchasing Department. It documents the following:

- Who placed the order (end-user & department)
- The name of the vendor
- What you are wanting to order
- How you plan on paying for your order

The purchase requisition also documents the electronic approval by supervisors or those responsible for a department's budget.

When should I use a purchase requisition to purchase goods & services?

- When a Direct Payment Voucher (DPV) cannot be used (See Appendix 1).
- When a potential purchase will exceed your prescribed procurement card single purchase limit.
- When a vendor will not accept the University procurement card.
- When University policies & procedures require it.
- PRIOR to placing an order intended for a purchase order

While preliminary discussions with a vendor (by the end-user) are acceptable, the official purchase order and commitment of funds for the University is completed by the Purchasing Department. The end-user has no authority to make a commitment before submitting a requisition and obtaining an authorized purchase order number. In addition, the end-user must allow an adequate amount of time for the Purchasing Department to complete the purchasing process, depending on the type of purchase being made (i.e., developing specifications, soliciting formal bids, requiring on-site visits, HUB Subcontracting Plan, etc.).

Exemptions from Bidding or Price Comparisons

The University defines the following additional exemptions from the above bidding or price comparison process:

- Advertising
- Hotels and Conference Rooms
- Conference Expense; expenses related to conference room services such as audio/visual/network and food services. (Does not include goods purchased for attendees or transportation services.)
- Moving Expenses (employee)
- Student Travel; expenses related to student travel
- Library materials for Midwestern State University Library, when such exemption represents the best value to the University
- Membership Fees and Dues
- Newspaper and magazine subscriptions, books, videos and software direct from the publisher
- Freight

- Intra-Agency Payments
- Rental of exhibit space; i.e., booths for display purposes
- Goods and services provided by the Texas Department of Criminal Justice (TDCJ)
- Internal Repairs
- Purchases from Federal Agencies
- Utilities
- Goods and Services for an organized activity when such exemption represents the best value to the University

Proprietary Product/Sole Source Purchases

Proprietary Source purchasing represents the purchase of a specific item that is available from only one vendor who is the sole manufacturer and/or only distributor of the item. The end user must submit a justification explaining the need for the item and why only this specific item/vendor will meet the department's needs. See Sole Source Justification Form.

Historically Underutilized Businesses (HUBs)

Historically underutilized businesses or HUB vendors are defined as Texas businesses that are at least 51% owned, operated and controlled by United States citizens, born or naturalized and members of qualifying groups which include Asian Pacific Americans, Black Americans, Hispanic Americans, Native Americans and American Women.

All state agencies and institutions of higher education are required to make a good faith effort to increase businesses with HUBs. This good faith effort applies to all funds and all dollar amounts, including amounts that do not require bidding (including procurement card purchases). Departments must attempt to use HUBs when placing orders under delegated authority.

The Comptroller's Statewide Procurement Division offers the following directory to assist in finding HUB vendors:

Taxas Comptroller of Public Account Glenn Hegar	2				Hame Contact Us He
Search For Ver	ndors				
Related Links	Centralized Master Bidd	iers List - HUB Directory Search			
CMBL/HUB Directory Search Tips				r vendors to receive bets based on the products or servic e should register for the CMBL to receive bidding opports	es they can provide to the State of Tewas. Manufacturers, othes,
Register For CMBL - HUB				ndors, including Texas contriled HUBs who have elected	
HUB Mentor Protege Agreement Listing	For detailed explanations o	The various search and data output	leatures () e., Search For, Single Vend	the products or services they want to purchase, and to do or Search. Multiple Vendor Search, Business Category /7 a especific vendor, tack CMDUHUE Directory Search Te	Vendor Location Search, Select Fields For Output, Output
System for Award Management (EPLS)					
Debarred Vendors List	SEARCH FOR	1.403000000000000		(#0.075 (%)) +	
Vendor Performance Report Search	CANEL Only	OHUBs Only	OHUEN ON CARE	© All Vendons	
	SINGLE VENDOR	SEARCH			
	MULTIPLE VEND	DR SEARCH			
	BUSINESS CATE	ORY / VENDOR LOCATION S	EARCH		
	SELECT FIELDS F	OR OUTPUT			
	FOUTPUT OPTION	•			

https://mycpa.cpa.state.tx.us/tpasscmblsearch/index.jsp

Image 1.01 – Statewide Procurement Division Hub Directory Search

You can search for vendors by Vendor ID and Vendor Name. You can also filter your search by commodity category or location. The Purchasing Department is available to assist when searching for HUB vendors.

Unauthorized Purchases

An unauthorized purchase is any purchase made in a manner other than the Purchasing Tools described above. Entering a requisition after the order has been placed violates University policy. Unauthorized purchases present problems and create unnecessary paperwork for the Purchasing Department, Accounts Payable, vendors, endusers and supervisors. Pre-planning is the best way to avoid an unauthorized purchase.

How do I navigate Banner 9?

Database "Forms" are sometimes referred to as "data entry screens" and are used to control how end-users interact with the data contained in a database (i.e., Banner Finance System). Forms can be used to protect data and to ensure the data is entered properly or can be used to query your database data for a particular output.

When logging into Banner 9, you will navigate to a specific form using the "Search" box. To prepare a purchase requisition you will type "FPAREQN" in the "Search" box to go directly to that form.

=	Use	"Search" box to navigate to a specific form	
*	Dashboard		
	Applications	Welcome	
۹	Search	Search Q	
55	Recently Opened		
?	Help		
⇔	Sign Out		
٩	Phillip M King		

Image 2.01 "Search" Box @ Main Menu

The following is a list of a few frequently used Banner Finance Forms you may find yourself navigating:

Banner Form	Purpose
FPAREQN	Create Purchase Requisition
FPIREQN	Query (View) Completed Purchase Requisitions
FOIDOCH	Document History (View document status & all related banner documents
FGITRND	Detail Transaction Activity (by Fund)
FGIENCD	Detail Emcumbrance Activity (by Document)
FGIBAVL	Budget Availiablity Status
FGIBDST	Organization Budget Status
FOAAINP	Document Approval (Approval Future)
FOIAPPH	Document Approval History (Approval Past)
FOADOCU	Document by User
FOAUAPP	User Approval (All documents needing approval)
FPIOPOV	Purchase Orders by Vendor

When exiting a specific form use the "Exit" icon in the form tool bar.



Image 2.02 Exiting a Form

If you've navigated specific forms in your current session of Banner 9, you can find your previously visited forms by clicking on the "Recently Opened" tab at the main menu.



Image 2.03 "Recently Opened" Tab @ Main Menu

When navigating fields within a form, Banner will offer helpful hints in the "Help Bar" located just below the form fields.



The "Related" menu can also be a source for additional information depending on the form you are currently using. Banner 8 users will identify the "related" menu with the "Options" menu.

hurthann Order Divid	7051 Blanket Order: Change Sequence Number:					Q Seatt
						- CC - CC
PURCHASE/BLANKET	ORDER INQUIRY: DOCUMENT INFORMATION					Document Text [FOAPOXT]
Puichase Order		Delivery Date				
Blanket Order		Commenta	Non-Competitive - S	ole Source A	Il related items and other forms	-
Older Date	16/18/2019	Commodity Total		y	ou may need are shown here	sun .
Transaction Date		Accounting Total			U De	ture -
PURCHASEBLANKET	ORDER INQURY: DOCUMENT INFORMATION					
	- Complete					
	Compete			Document Te		
	w ^a Approved			Buyer Co	de RURT	
Print Date					Thillip King	
Caincel Date				Blanket Ord	fer:	
				Termination Da	der	
Gioned Date					Rush Order	
					VISE Checking	
Activity Libbe					Deferred Editing	
Activity Lible User ID						
				Punchase Ord	ter .	

Image 2.05 Banner 9 Related Menu

Banner General Navigating Banner Quick Reference Guide

Function	Key stroke
Next field/Item	Tab
Previous field/Item	Shift - Tab
Up	Up arrow
Down	Down arrow
Previous page up	Page up
Next page down	Page down
First page	CTRL + Home
Last page	Ctrl + End
Page tab 1, page tab 2	Ctrl + Shift +1, Ctrl + Shift +2,
Edit	Ctrl + E
Choose/Submit/ Action	Return/Enter
List of values	F9
Cancel page, Exit, Close current page, Cancel search or query	Ctrl + Q

Function	Key stroke
Save	F10
Clear One Record	Shift + F4
Delete Record	Shift + F6
Duplicate Selected Record	F4
Insert/Create Record	F6
Clear All in Section	Shift + F5
Open Menu Directly	Ctrl + M
Next Section	Alt + Page down
Previous	Section Alt + Page up
Duplicate Item	F3
Clear Page/Start over	F5
Search/Open Filter Query	F7
Execute Filter Query	F8

	Education Services
Function	Key stroke
Export	Shift + F1
Print	Ctrl + P
Refresh/Rollback	F5
Change MEP Context	Alt + Shift + C
Open Related Menu	Alt + Shift + R
Open Tools Menu	Alt + Shift + T
More Information	Ctrl + Shift + U
Application Navigator Display Open items	Ctrl + Y
Application Navigator Search	Ctrl + Shift + Y
Application Navigator Help	Ctrl + Shift + L
Application Navigator Sign Out	Ctrl + Shift + F
Сору	Ctrl + C
Cut	Ctrl + X

Quick Reference Guide

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Image 2.06 Banner Quick Reference Guide

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Banner General

Navigating Banner Quick Reference Guide





Function	Key stroke
Paste	Ctrl + V
Undo	Ctrl + Z
Redo	Ctrl + Shift + Z
Cancel action	Esc
Select on a Called page	Alt + S
Retrieve BDM Documents	Alt + R
Add BDM Documents	Alt + A
Submit Workflow	Alt + W
Release Workflow	Alt + Q

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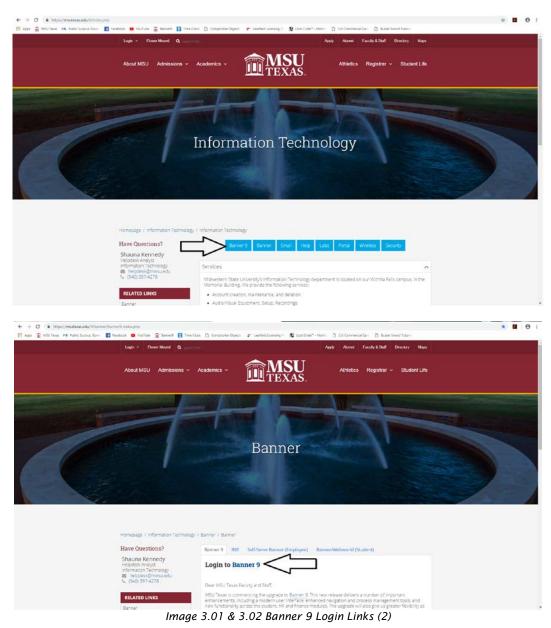
© 2015 All Rights Reserved | Ellucian Confidential & Proprietary | UNAUTHORIZED DISTRIBUTION PROHIBITED

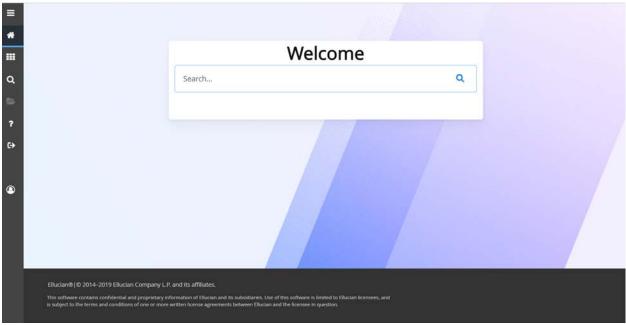
Image 2.07 Banner Quick Reference Guide

section 3.0

How do I process a purchase requisition in Banner 9?

To process and complete a purchase requisition (with required backup documentation) for electronic approval, requisitions must be processed using Banner 9 in Google Chrome. "Click" on the "Banner 9" tab on the Information Technology page. Then "click" on the "Banner 9" hyperlink under Banner-Production Systems and log-in. Your Banner 9 login will be your computer login & password.





You will be directed to a page similar to the following:

Image 3.03 – Banner 9 Homepage

Banner 9 allows for two page layouts: Expanded and Compacted. You can change between these two modes by using the "Tools" tab located at the right of the screen once you are in any form.

× @ ellucian	Purchase/Blanket/Change Order Query FPIPURR 9.0 (PROD)		🖹 ADO 🔷 RETRIEVE 🚠 REL	ALED & TO
Purchase Order:		Blanket Order:	Refresh	F
Change Sequence: Number			Export	Shift+F
	the fields above and click Go. To search by name, press TAB from	an ID field enter your search coloria, and they press ENTER	Print Screenshot	ChrisAlte
			Clear Record	Shift+P
			Clear Data	Shit+F
			Item Properties	
			Display ID Image	
			Exit Quickflow	
			About Banner	
			OPTIONS	
			Document Information	
			BANNER DOCUMENT MAN/	AGEMENT
			Retrieve Documents	Ab
			Count Matched Document	s
			Add Documents	
			PAGE LAYOUT	
			Expanded	
			✓ Compact	
⊼ ≚				

Image 3.04 – Banner 9 Page Layout

SECTION 3.1

Requestor/Delivery Information Section

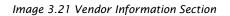
	equisition: NEXT	REQUESTOR/DELIVERY	Delivery Date: I same-day deliv							C insert	Celete		Over
	Requisition Order Date * Transaction Date * Delivery Date *	NEXT	Sume day denv	Comments Commodity Total Accounting Total	Document Level Ac	0.00 de	omments: "F etails for the	tush" or misc REQ	In Suspense	-			
F	equestor/Delivery Info	mation Vendor Informati	ion Commodity/Account	ting Balancing/Completion									
•	REQUESTORIDELIVER	Y INFORMATION								D msiert	Desets	Pa Copy	Y , P
	Requestor*	Phillip King				Street Line 2	3410 Taft Blvd						
	Organization *	3600 - Porchas	ing and Contract Mgmi Or	 Organization: Sl 		Street Line 3							
	COA*	M Midwestern	State University	home "ORG" co	de								
	Email	phillip king@mwsu.edu				Contact	Daniel Warehous	e Receiving Staff					
						Attention To	Daniel Warehou	se Receiving Staff					
	Phone Area Code	940				Building	Daniel Building						
	Phone Number	397				Floor	Receiving						
	Phone Extension					City	Wichita Fails						
			Ship to	Information should	default and	State or Province	TX						
	Fax Area Code		should	not be changed. ALI	L commodities	Zip or Postal Code	76308-2099						
	Fax Number		purcha	sed using the requisi	tion process	Nation							
	Fax Extension		should	be delivered to centr	ral receiving.								
	Ship To *	735074				Area Code	940						
						Phone Number	3974697						
	Street Line 1	Midwestern State Universit	<u>×</u>			Extension	4697						_

Image 3.11 Requestor/Delivery Information Section

Please follow the steps listed below to start processing a purchase requisition in Banner 9:

	30	3.2	Vendor Information Section						
S	tep		Action Description						
	1	From the B	anner Main Menu, enter FRAREQN into the "Search" box and press "Enter"						
	2	Click on the "Go" icon on the right side of the screen. DO NOT enter a requisition number or the text "NEXT" into this field.							
	3	Tab to "De	livery Date" field. DO NOT change "Order Date" or "Transaction Date" fields.						
	4	Click on the	e Calendar or manually enter the delivery date.						
!	5a	If you have	info for the "Comments" field (30 characters max) enter the data and press "enter".						
!	5b	Tab to the	"Requestor/Delivery/Information section if you don't have data for this field.						
	Α.	REQUESTO	R/DELIVERY/INFORMATION SECTION						
		Default info	ormation should populate most of the fields in this section.						
	6	Click on the	e "Organization" field and enter your home "ORG" code, then press "enter".						
	7		IEXT Section" icon at the bottom left to go to the "Vendor Information" section or on the tab using your mouse.						
			DO NOT change "Ship To" address information.** Orders purchased using the equisition process must be delivered and received at Central Receiving.						

Requisition	R0017838	Comments			In Suspense		Delete 1	
Order Date	11/20/2019	Commodity Total	0		Document Text			
Transaction Date	11/20/2019	Accounting Total	0		Document rex			
Delivery Date			Document Level Accounting					
Requestor/Delivery Info			-					
VENDOR INFORMATIO	N		-			C Insert	Delete 🕴	Cop
Vendor			Contact	(
	Vendor Hold		Email	ſ				
Address Type								
Sequence			Phone Area Code					
			Phone Number					
Street Line 1			Phone Extension					
Street Line 2								
Street Line 3			Fax Area Code					
			Fax Number					
City			Fax Extension					
State or Province			Discount					
Zip or Postal Code			Tax Group					
Nation			Currency					



The following steps will help you process the Vendor Information Section of your INB purchase requisition:

В.	VENDOR INFORMATION SECTION
	NOTE: If the vendor is a company the University has not used before, their information may not be in the Banner Database.
8a	If the vendor is new, a completed & signed W9 is required to set them up. This will be attached as backup documentation to your REQ.
8b	If the vendor is new, simply type the vendor name in vendor name field and click "Next Section" to move to the "Commodity/Accounting" Section or simply click on the tab using your mouse.
8c	If this is an existing vendor in Banner click on the list button on the "Vendor" field.

× © elluciar	Requisition FPAREQN 9.3.9 (PROD)			🖬 ADD 📑	Sector Sector	and the second second	and the second
Requisition: R0017	838					Star	rt Over
* REQUISITION ENT	RY: REQUESTOR/DELIVERY				🖸 insen 🖬 🖬	Deather Fig Cop	Y , FIS
Requisiti	on R0017838	Comments		In Suspense			
Order Da	fle 11/20/2019	Commodity Total	0.00	Document Text			
Transaction Da	fe 11/20/2019	Accounting Total	0.00				
Delivery Da	de 12/04/2019	×	Document Level Accounting				
Requestor/Delivery	Information Vendor Information Commo	lity/Accounting Balancing/Completion					
* VENDOR INFORMA	TION				🖸 Insert 🗖 🛙	Delete 📲 Copy	Y 学, Fill
Vend	or		Contact				
	Vendor Hold		Email				
Address Typ	pe						
Seman			Phone Area Code				

Image 3.22 Vendor Information (Vendor Sec	arch)
---	-------

9	Select "Entity Name/ID Search" (FTIIDEN).
10	To search for an existing vendor, tab to the "Last Name" field.

11	Using % as the wildcard character, enter the vendor's name and press the "F8" key or "Go" to
11	execute the query.
	**NOTE: Using the % symbol in the beginning of a query request (e.g., %Office) will return
	results similar to "Texas General Land Office ". Using the % symbol at the end of a query
	request (e.g., Office%) will return results similar to " Office Depot". You can be specific or
	general with your search criteria depending on how you use your wildcard. Remember the
	Banner search feature can be toggled as case sensitive or case insensitive using the
	selectors.**
12	If you wish to redefine your search query "click" on the "Exit" icon and repeat steps 8c
12	through 11.

× ©	ellucian Enlity Name/i	D Search FTIIDEN 9.3.6	s (FROD)						B 100.	RETRIEVE		TOOLS 🛊	
* ENTITY NA	AME/ID SEARCH									0	🕽 Insert 🔲 Deute	Pla Copy	9 , FI
	✓ Vendors				Proposal Person	nel			Ag	encies			
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* DETAILS										0	insert 🗖 Devite	TE Copy	Ŷ , F
Basic Filte	er Advanced Filter												
ID		Last Name	•	First Name	O M	iddle Name	•	Entity Indicator			0		
	1	%Office%									×)		
		%Office%]								×		
Add Anot	ther Field *	%Office%]) [(×)		
Add Anot	ther Field *	%Office%)) [()					~	
Add Anot	ther Field *	%Office%]									Clear All	
Add Anot	ther Field •	%Office%	Middle Name	Entity indicator	Change Indicator	Vendor	Financial Manager	Agency	Grant Pe	rsonnel P	Proposal Personnel	-/	e Type
			Middle Name	Entity indicator	Change Indicator	Vendor	Financial Manager	Agency	Grant Per	rsonnel P		-/	

Image 3.23 Vendor Information (Vendor Query)

13a	After locating your vendor "Double Click" on that vendor using your mouse.
13b	Clicking on the list button on either the "Address Type" or "Sequence" will provide a list of different addresses.
13c	Using the record bar below the entries, you can see the different addresses associated with that vendor.
13d	After locating your preferred address "Double Click" on the "Address Type" using your mouse. This will update your "Vendor Information" fields.

NEWVICE INFOR	REQUESTORIDELIVERY					A REPORT OF	Delete: Ma	200111-1543
Requisition	R0017838	Comments			In Suspense			
Order Date	11/20/2019	Commodity Total		0.00	Document Te	đ		
Transaction Date	11/20/2019	Accounting Total		0.00				
Delivery Date	12/04/2019		Document U	Level Accounting				
Requestor/Delivery Info	rmation Vendor Information Co	mmodity/Accounting Balancing/Completion						
VENDOR INFORMATIO	N					🖸 Insert 📲	Delete 🌆	Sopy Y.
Vendor	M2000028! +++ Office Depot			Contact				
	Vendor Hold			Email				
Address Type	PO							
Sequence				Phone Area Code				
				Phone Number				
Street Line 1	P O Box 5027			Phone Extension				
Street Line 2								
Street Line 3				Fax Area Code				
				Fax Number				
City	Boca Raton			Fax Extension				
State or Province	FL			Discount				
Zip or Postal Code	33431-0827			Tax Group				
Nation				Currency				

Image 3.24 Vendor Information (Vendor Type-Search)

	× @ ellucian	Address Information Query FOQADDR 9.0 (PROD)		🔒 ADO 斗 RETRIEVE	👗 RELATED 🛛 🌞 TOOL	s 1
1000	ID: M20000285 Office	Depot		You are running with a que be allowed	ry only role. Some function	s may not
*	* ADDRESS INFORMATIC	DN QUERY		be anowed		
	Address Type	Street Line 2				
	Sequence Number	1 Street Line 3				
۹	Source					
ч	From Date	Chy	Los Angeles			
2	To Date	State or Province	CA			1
	Status Indicator	ZIP or Postal Code	90074-1901			
?		Nation				
1123	Street Line 1					_
€→	H 📲 T of 8 🗮 H	1 * Per Page			Re	cord 1 of 8
٩		Allows you to scroll through different addresses				
	x x				CANCEL	SELECT

Image 3.2.5 Vendor Information (Scroll Vendor Addresses)

14	You can then tab down to the "Contact" or "Email" field to add additional contact information.
	NOTE: DO NOT add/adjust the "Discount" or "Currency" fields.
15	To move to the "Commodity/Account" Section click on the "Next Section" icon or simply click on the tab using your mouse.

SECTION 3.3

Commodity/Accounting Section

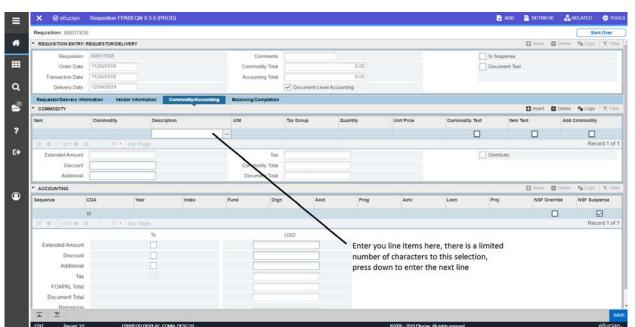


Image 3.31 Commodity/Accounting Section

С.	COMMODITY/ACCOUNTING SECTION
	**NOTE: Upon arriving in this section you will be assigned your purchase requisition number.
	Please write this number down as you will need it to attach your backup documentation.**
16	Add your backup documentation to your requisition at this time.
17	Tab to the "Description" field to enter the description of the first item to be purchased (50 character max).

The Commodity/Accounting section of the requisition will be where you will most likely add your backup documentation. This is because this section is where Banner assigns your requisition a requisition number. Instructions for adding your backup documentation appears in Section 4.0 of this manual.

iommodity Information M] IFOAPOXT] It Text [FOAPOXT] Ity Text [FOATEXT]
IM] [FOAPOXT] It Text [FOAPOXT]
tt Text [FOAPOXT]
it Text [FOAPOXT]
ty Text [FOATEXT]
ity Text [FOATEXT]

Image 3.32 Adding Item/Document Text to Requisition

18a	If you are adding additional information for this line item, use your mouse and click on the "Related" tab in the top right of the menu bar and select "Item Text" . On the next screen, hit the "Go" button at the right side. Multiple lines can be added (50 characters max per line) by using your mouse and clicking on the next field. Remember to save your item text to your requisition.
	**NOTE: Additional text information can also be added to the requisition itself by clicking on the "Options" tab in the top menu bar and selecting "Document Text" . On the next screen, hit the "Go" button at the right side. Multiple lines can be added (50 characters max per line) by using your mouse and clicking on the next field. Remember to save your document text to your requisition.
18b	To navigate back to the Commodity/Accounting section, use your mouse and click on the "X" in the top menu.

≡	×	@ e	lucian Procurem	ent Text Ent	Y FOAPOXT	9.3.6 (PROD)	6						ADC	retriev	€ An	UATED	# 100LS
1.122				38 Change	Sequence:	Item Number	: Vendor: M2000	00285 Office Depo	Commodity	Description:	Modify Clause:	Copy Commodity Text:	O Que	ery caused no rec			
*		CUREM	ENT TEXT ENTRY												C Insert		r∎ Copy ¥, Filter
2034	Text									Clause Numb	ser.			Print *		Line	
	1																
~	14.9	0.00	nt 🕪 🔲 🔢	10 # Phi P	aga												Record 1 of 1
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1000																	
٩																	
	×.	Ŧ															SAVE
	ENT		Descent 171	CONTRACT	CONTRACTOR						00000	Web Physics, 48 cieble concerned					ollucion

Image 3.33 Adding Item/Document Text to Requisition (continued)

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Order Date 11/302019 Commodity Total 0.00 Transaction Date 11/302019 Accounting Total 0.00 Delivery Date 12/204/2019 Commodity/Excounting 0.00 Requestor/Delivery Information Vendor Information Commodity/Excounting Requestor/Delivery Information Commodity/Locounting Balancing/Completion Commodity Description UM Tax Group Counting Item Commodity Description UM Tax Group Counting Extended Amount 10 > Pol Page Commodity Total Discurd Distribute	er Dale 11/202019 Commodity Total 0.00 0.00 on Dale 11/202019 Accounting Total 0.00 www.information Vendor information Commodity idecounting www.information Commodity idecounting Basancing/Completion www.information Commodity idecounting Basancing/Completion commodity Description into a commodity idecounting www.information Commodity idecounting Basancing/Completion commodity Description into a commodity idecounting Minute Commodity Total Commodity Total into a point Tax Commodity into a point Commodity Commodity into a point Commodity<										Dinsert Deieh	C
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Discount Complete your requisition using the provided instructions	instructions	Tax										
Extended Amount complete your requisition using the provided instructions Discourt instructions	Iditional instructions	and a state of the state										
Extended Amount complete your requisition using the provided instructions	AL Total											

Image 3.34 Commodity Section vs. Accounting Section

19	If you are not adding additional text to the specific line item, tab to the U/M (Unit of Measure) field.
20	Use the list button to get a list of valid "U/M" codes.
21	Enter the "Quantity" of line item (1) you wish to order, then tab to the "Unit Price" field.
22	Enter the "Unit Price" of line item (1) you wish to order, then tab through the "Extended, Discount & Additional" fields to end up back at the "Description" field.

	**NOTE: DO NOT anten products into the "Discount" or "Additional" fields. Note the discount
	**NOTE: DO NOT enter amounts into the "Discount" or "Additional" fields. Note the discount for the items in the "Item Text" field for that particular line item, then reflect the discount in the
	adjusted "Unit Price".**
23	Using your mouse, move your curser to the next "Description" field and repeat steps 17 through
25	22 as necessary.
	**NOTE: If you run out of visible "Description" fields you can use your mouse to click on the
	"Insert" tab in the menu bar to the right of the Commodity section. This will add another line
	for you to continue your entries. **
	When you are finished adding commodity information, click on "Next Section" to move the
24	accounting portion of this section.
25	COA (Chart of Accounts) is always "M".
	Skip "Index" and enter your "Fund" and "Org" information into their respective fields. The
26	"Prog" field will default populate. DO NOT change it.
27	Tab to the "Acct" field and enter 7300 . (This will be the Acct Code for all purchase requisitions).
	Tab to the "Extended Amount" field and enter the amount you wish to be paid from this
28	FOAPAL. You can pay from multiple FOAPAL's but your "Document Accounting Total" must
	match your "Document Commodity Total".
	**NOTE: Requisitions paying from HEAF & Local Funds must be done on separate requisitions.
	Please note in the "Comments" field of the "Requestor/Delivery Information" section the
	corresponding REQ# for each requisition or "1 of 2". Backup documentation should be attached
	to both requisitions.**
	**NOTE: If you run out of visible "FOAPAL" fields you can use your mouse to click on the
	"Insert" tab in the menu bar to the right of the Accounting section. This will add another line
	for you to continue your entries. **
20	To move to the "Balancing/Completion" section, click on the "Next Section" icon or simply click
29	on the tab using your mouse.

Balancing/Completion Section

* REQUISITION ENTRY:	REQUESTOR	DELIVERY					tinsert (Delete	Copy /	9,1
Requisition	R0017838		Comments			In Suspense				-
Order Date	11/20/201		Commodity Total	35.00		Document Tex	1			
Transaction Date	11/20/2011	1	Accounting Total	35.00						
Delivery Date	12/04/201	2	Docur	ment Level Accounting						
Requestor/Delivery Info	ormation	Vendor Information Commodity/Accounting	Balancing/Completion							
* BALANCING/COMPLE	TION						insen 1	Divite (5 (Copy :	Ϋ.
Vendor	M2000028	5 Office Depot		Currency						
	Vendor	Hold		Exchange Rate						
COA	М	Midwestern State University		Commodity Record	1					
				Count						
Requestor				Input Amount	35.00					
Organization	3600	Purchasing and Contract Mgmt Dir		Converted Amount						
* AMOUNTS							Dinsert (Delete	Copy	¥,
		Input	Commodity		Accounting		Stat	tus		
Approved Amount		35.00		35.00	35.00		BALANC	ED		
Discount Amount		0.00		0.00	0.00		BALANC	ED		
Additional Amount		0.00		0.00	0.00		BALANC	ED		
		0.00		0.00	0.00		BALANC	ED		

Image 3.41 Balancing/Completion Section

D	BALANCING/COMPLETION SECTION
	You can use the "Next/Previous Section" function to navigate back to the "Requestor/Delivery Information" section and double check for errors. You can also use your mouse to click on each tab to navigate through your requisition.
30	If you need to save your requisition you can click on the "In Process" icon at the bottom of this section. To reacquire your incomplete requisition, simply go to FPAREQN and enter your purchase requisition number.
31	If your requisition is complete and ready to move to the approval process, click on the "Complete" icon.

Requisition: R001783	8	Don't forget to v	write down you req	uisition num	ber					(Start	Over
* REQUISITION ENTRY:	REQUESTOR	DELIVERY							Dinien 2	Deleter	Fill Copy	181
Requisition	R0017838	\mathbf{v}	Comments	1	1			In Suspense				_
Order Date	11/20/2019		Commodity Total		35.00			Document Tex				
Transaction Date	11/20/2019		Accounting Total		35.00							
Delivery Date	12/04/2019			Document Leve	Accounting							
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10,000	Vendor I	Hold			Exchange Rate							
COA	M	Midwestern State University			Commodity Record	1						
					Count							
Requestor	Philip King				Input Amount		35.00					
Organization	3600	Purchasing and Contract Mgmt Dir			Converted Amount							
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		Input	Con	nmodity		Accounting	2		St	atus		
Approved Amount		35.00		35.00			35.00		BALAN	CED		
Discount Amount		0.00		0.00			0.00		BALAN	CED		
Additional Amount		0.00		0.00			0.00		BALAN	CED		
Tax Amount		0.00		0.00			0.00		BALAN	CED		
	cess											

cccode.com/commerced and incomplete Requisition "In-Process" Image 3.42 Saving an Incomplete Requisition "In-Process"

* DOCUME	INT BY USER						🗄 Inser	1 Delete 🖡 Copy
Status	Document Type	Document Code	Change Sequence	Submission	Description	Activity Date	Document Amount	Deny Document
1	REQ	R0017838			Office Depot	11/20/2019	3	85.00
11-11	Thof the M 10	Per Page						ROCO

Image 3.43 Form FOADOCU (Denying Your Document)

**NOTE: If you need to retrieve a completed requisition you can "Deny Document" in "FOADOCU". This must be done prior to the approval and forwarding of the requisition to the Durchasing Department *
Purchasing Department.**
NOTE: To check on the status of a requisition you can go to " FOAAINP " to see where your REQ is in the approval process.

FOADOCU will also allow you to review a list and query documents you have processed.

DORTING BLOCK MAR

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?	R002	1	00 Joe Mrugaiski						
	R002		100 Tracy Nichols						
G	N ≪ 17 of t ≥ 21 10 1	Par Page						Record	1 of 2
0.000	in suspense			Approve					
	Detail			Disapprove					
٩									
	x x								SAVE

Image 3.44 Form FOAAINP (Document Approval)

If a requisition is not approved (REQ Denied), the original requisitioner will get a daily email with an attachment of the requisitions that have been denied along with the reason for the denial (if the approver gave one).

The original requisitioner will also receive a daily list of all requisitions that been approved.

	* REQUISITION ENTRY: F	REQUESTOR/DELIVERY					Delete	Copy Y
-	Requisition	R0017838	Comments			In Suspense		
2	Order Date *	11/20/2019	Commodity Total	35.00		Document Text		
	Transaction Date *		Accounting Total	35.00				
	Delivery Date *	12/04/2019		Document Level Accounting				
	Requestor/Delivery Info	mation Vendor Information Commodity/Accounting	Balancing/Completion					
	* REQUESTOR/DELIVER	YINFORMATION					🖸 Insen 📓 Duhow	Fig. Copy
	Requestor *	Phillip King		Street Line 2	3410 Taft Blvd			
	Organization *	3600 Purchasing and Contract Mgmt Dir		Street Line 3				
	COA *	M Midwestern State University						
	Email	phillip king@mwsu edu		Contact	Daniel Warehouse Receiving Staff	12		
				Attention To *	Daniel Warehouse Receiving Staff			
	Phone Area Code	940		Building	Daniel Building			
	Phone Number	397		Floor	Receiving			
	Phone Extension			City	Wichita Falls			
				State or Province	TX			
	Fax Area Code			Zip or Postal Code	76308-2099			
	Fax Number			Nation				
I	Fax Extension							
	Ship To *	735074		Area Code	940			
				Phone Number	3974697			
	Street Line 1	Midwestern State University		Extension	4697			

Image 3.45 Requisition Removal

To delete an incomplete requisition, go to the "Requestor/Delivery Information Section and select "Delete" from the menu bar. In the status bar at the top right of the requisition, you will be prompted to "Press Delete Record again to Delete this Record" to make this permanent.

How do I add backup documentation to my purchase requisition?

To attach backup documentation to your requisition, you should at minimum, complete a purchase requisition in Banner 9 up to the "Commodity/Accounting Section" of your requisition. While you can add images to your requisition at any stage afterward, you at least need the "Document ID" (purchase requisition number) to tie your image to your Banner document.

	N: P0016974						-		- C	Start Over
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Ord	er Date (11/22/2019		Accounting Total							
Transactio	on Date 11/22/2019			Document Level Acc	ounting					
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Image 4.01 BDM – Add Document Icon

Attaching Backup Documentation

It is ideal for you to attach your backup documents to your requisition prior to forwarding your requisition for approval. This allows all approvers to see any important backup documentation required to make an informed decision regarding the approval/denial of a requisition. Please convert ALL your backup documents prior to attachment to a PDF.

When creating your purchase requisition, the "Commodity/Accounting Section" is where you should get into the habit of adding your backup documentation. Here you will be assigned the requisition number necessary to attach your backup documents.

You can save your requisition by clicking on "In-Process" and attach additional documents at a later time, but if you are planning on completing your requisition from start to finish (with backup documents) the Commodity/Accounting Section is where you should access BDM.

	General	Purchase Order FPMPURR 9.3	5 12 (2094)						1400	A RETRIEVE A RELATED \$ TOO
Parch	hase Order: P001	6974								Start Over
* PUP	RCHASE ORDER									Distant Distant fit Cray T. H
	Purchase Order	P0016974		Derivery Date	12.062019			an Suspen	se .	
	Blanket Order			Comments	Competitive Solcifation			Document	Text	
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	Order Date	11/02/2019		Accounting Total						
	Transaction Date	11/22/2019			Document Level Accountin					
Dop	ument information	Requestor Delivery Information	n Vendor Information Commodity/Recourse	ing Balancing/Complet	ion .					
1.000	ument information MMODITY	Requestor Delivery Information	n Vendor Information Commodity (Account	ing Balancing/Complet	lon .					Direct Direct Story R
					on Group Quantity	Unit Price		Commodity Text	Rem Yest.	Dissest Dissest TelCopy (1) Add Conmodity
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Image 4.11 "Add" Icon in Banner 9

E ATTACHING BACKUP DOCUMENTATION

1 Using your mouse click on the "Add" icon located in the top right of the screen.

After pushing the "Add" Button, Application Extender will open up in a separate Google Chrome tab with the above appearance. Rather than the old menu that had several drop downs to get where you need to add the document, it automatically comes up on the screen for you.

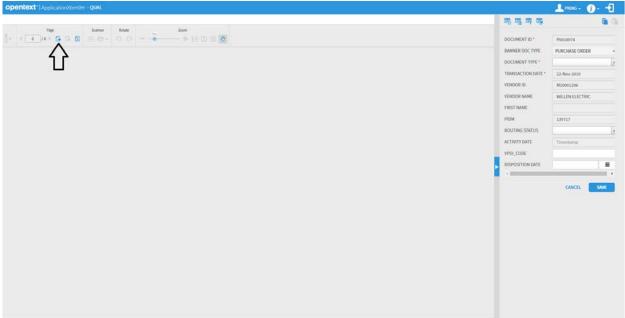


Image 4.12 Application Extender

2	Click on the "Add Page" button of the Application Extender window.

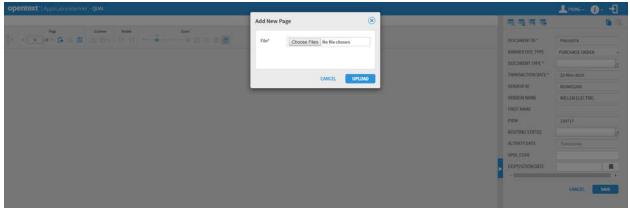


Image 4.13 Application Extender – Choose Files menu

3 Click on the "Choose Files" button from the window that opens. (Prefe	rably in PDF format)
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ganize • New folder			8 · 1 0			
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					DEPENDENT ON THE	CANCEL S

Image 4.14 Application Extender – Choosing document to Upload

4	Select the file that you wish to upload to the requisition and then click the "Open" button.
	PLEASE NOTE THE DOCUMENT UPLOAD WILL BE EASIEST IF YOU PUT ALL OF THE PAGES IN THE SAME PDF FILE TO UPLOAD ALL AT ONCE. IF YOU SELECT MULTIPLE DOCUMENTS, THEY WILL ALL BE UPLOADED TO THE SAME DOCUMENT

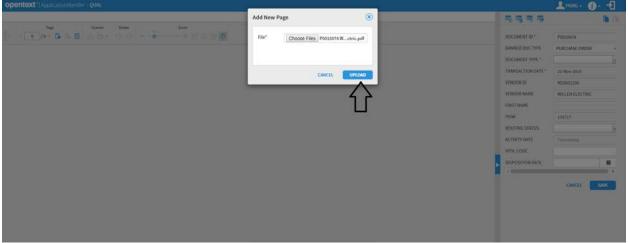


Image 4.15 Application Extender – Using the "Upload" Button

5	Once you have selected your document, click on the "Upload" button.

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		Areanation	Format	Ations = * III 9 M	DOCUMENT ID *	P0016974
					BANNE DOC TYPE	PURCHASE ORDER
					DOCUMENT TYPE	
					TRANS ON DATE .	22-Nov-2019
					VENDOR ID	M20001206
					VENDOR NAME	WILLEN ELECTRIC
December 20, 2019					FIRST NAME	
Quote #0001					PIDM	139717
Random Vendor Name					ROUTING STATUS	
8120 Imagination Drive					ACTIVITY DATE	Timestamp
Wichita Falls, TX 70062					VPDI_CODE	
Wichita Fails, TX 70002					DISPOSITION DATE	
14213-000	140-0014	57 2 475	12000			CANCEL SAVE
Item	Item #	Qty	Price	Ext. Price		Contec Cont
T-shirts	0001	15	\$9.50	\$142.50		
Lanyards	0002	500	\$0.75	\$375.00		
			Subtotal	\$517.50		
			Freight	\$ 35.00		
				\$552.50		
			Total	\$552.50		

		Assetting	Format	atos ≡★ B.+B	DOCUMENT ID *	P0016974
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December 20, 2019					FIRST NAME	QUOTE
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T-shirts	0001	15	\$9.50	\$142.50		
Lanyards	0002	500	\$0.75	\$375.00		
			Subtotal	\$517.50		
			Freight	\$ 35.00		
			Total	\$552.50		

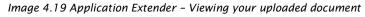
7 Next, select "Requisition Backup" from the drop-down menu.

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Page 	5000 - 00		Anotation	fortut	Ation = * III EI * III	DOCUMENT ID *	P0016974
						BANNER DOC TYPE	PURCHASE ORDER
						DOCUMENT TYPE *	REQUISITION BACKUP
						TRANSACTION DATE *	22-Nov-2019
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						VENDOR NAME	WILLEN ELECTRIC
	December 20, 2019					FIRST NAME	
	Quote #0001					PIDM	139717
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	Item	Item #	Qty	Price	Ext. Price		GANGEL SATE
	T-shirts	0001	15	\$9.50	\$142.50		
	Lanyards	0002	500	\$0.75	\$375.00		
				Subtotal	\$517.50		
				Freight	\$ 35.00		
				-10400 0 008			
				Total	\$552.50		

Image 4.18 Application Extender – Saving your document

Then, click on the "Save" Button at the right side of the screen. This will upload ALL pages of 8 the document you selected. If you have any other documents to upload, you will have to close this window and then go back through the same process to label and attach any other documents you wish to upload.

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	Item	ltem #	Qty	Price	Ext. Price				
	T-shirts	0001	15	\$9.50	\$142.50				
	Lanyards	0002	500	\$0.75	\$375.00				
				Subtotal	\$517.50				
				Freight	\$ 35.00				
				Total	\$552.50				
					100				



9	The Application Extender will show you the document you uploaded, including all pages of
	that document.

Appendix 2

Quick Reference Guide - Purchase REQ (Step by step)

Step	Action Description
1	From the Banner Main Menu, enter FPAREQN into the "Search" box and press "Enter"
2	Click on the "Go" icon on the right side of the screen. DO NOT enter a requisition number or
2	the text "NEXT" into this field.
3	Tab to "Delivery Date" field. DO NOT change "Order Date" or "Transaction Date" fields.
4	Click on the Calendar or manually enter the delivery date.
5a	If you have info for the "Comments" field (30 characters max) enter the data and press "enter".
5b	Tab to the "Requestor/Delivery/Information section if you don't have data for this field.
Α.	REQUESTOR/DELIVERY/INFORMATION SECTION
	Default information should populate most of the fields in this section.
6	Click on the "Organization" field and enter your home "Org" code, then press "enter".
7	Click the "NEXT Section" icon at the bottom left to go to the "Vendor Information" section or
/	simply click on the tab using your mouse.
	NOTE : DO NOT change "Ship To" address information. Orders purchased using the
	Purchase Requisition process must be delivered and received at Central Receiving.
Β.	VENDOR INFORMATION SECTION
	**NOTE: If the vendor is a company the University has not used before, their information may
	not be in the Banner Database.**
8a	If the vendor is new, a completed & signed W9 is required to set them up. This will be
	attached as backup documentation to your REQ.
	If the vendor is new, simply type the vendor name in vendor name field and click "Next
8b	Section" to move to the "Commodity/Accounting" Section or simply click on the tab using your
8c	mouse. If this is an existing vendor in Banner, click on the list button on the "Vendor" field.
9	Select "Entity Name/ID Search" (FTIIDEN).
10	To search for an existing vendor, tab to the "Last Name" field.
10	Using % as the wildcard character, enter the vendor's name and press the "F8" key to execute
11	the query.
	**NOTE: Using the % symbol in the beginning of a query request (e.g., %Office) will return
	results similar to "Texas General Land Office ". Using the % symbol at the end of a query
	request (e.g., Office%) will return results similar to "Office Depot". You can be specific or
	general with your search criteria depending on how you use your wildcard. Remember the
	Banner search feature can be toggled as case sensitive or case insensitive using the
	selectors.**
12	If you wish to redefine your search query, "click" on the "Exit" icon and repeat steps 8c
12	through 11.
13a	After locating your vendor, "Double Click" on that vendor using your mouse.
13b	Clicking on the list button on either the "Address Type" or "Sequence" will provide a list of
	different addresses.
13c	Using the record bar below the entries, you can see the different addresses associated with
	that vendor.
13d	After locating your preferred address, "Double Click" on the "Address Type" using your mouse.

	This will update your "Vendor Information" fields.
14	You can then tab down to the "Contact" or "Email" field to add additional contact information.
	NOTE: DO NOT add/adjust the "Discount" or "Currency" fields.
45	To move to the "Commodity/Account" Section, click on the "Next Section" icon or simply click
15	on the tab using your mouse.
С.	COMMODITY/ACCOUNTING SECTION
	**NOTE: Upon arriving in this section, you will be assigned your purchase requisition number.
	Please write this number down as you will need it to attach your backup documentation.**
16	Add your backup documentation to your requisition at this time.
17	Tab to the "Description" field to enter the description of the first item to be purchased (50
	character max).
	If you are adding additional information for this line item, use your mouse and click on the
	"Related" tab in the top right of the menu bar and select "Item Text". On the next screen, hit
18a	the "Go" button at the right side. Multiple lines can be added (50 characters max per line) by
	using your mouse and clicking on the next field. Remember to save your item text to your
	requisition. **NOTE: Additional text information can also be added to the requisition itself by clicking on
	the "Related" tab in the top right menu bar and selecting "Document Text" . On the next
	screen, hit the "Go" button at the right side. Multiple lines can be added (50 characters max
	per line) by using your mouse and clicking on the next field. Remember to save your document
	text to your requisition.
18b	To navigate back to the Commodity/Accounting section, use your mouse and click on the "X"
100	in the top menu.
19	If you are not adding additional text to the specific line item, tab to the U/M (Unit of Measure) field.
20	Use the list button to get a list of valid "U/M" codes.
21	Enter the "Quantity" of line item (1) you wish to order, then tab to the "Unit Price" field.
22	Enter the "Unit Price" of line item (1) you wish to order, then tab through the "Extended,
	Discount & Additional" fields to end up back at the "Description" field.
	**NOTE: DO NOT enter amounts into the "Discount" or "Additional" fields. Note the discount
	for the items in the "Item Text" field for that particular line item, then reflect the discount in
	the adjusted "Unit Price".**
23	Using your mouse, move your curser to the next "Description" field and repeat steps 17 through 22 as necessary.
	**NOTE: If you run out of visible "Description" fields, you can use your mouse to click on the
	"Insert" tab in the menu bar to the right of the Commodity section. This will add another line
	for you to continue your entries. **
	When you are finished adding commodity information, click on "Next Section" to move the
24	accounting portion of this section.
25	COA (Chart of Accounts) is always "M".
26	Skip "Index" and enter your "Fund" and "Org" information into their respective fields. The
20	"Prog" field will default populate. DO NOT change it.
27	Tab to the "Acct" field and enter 7300 . (This will be the Acct Code for all purchase
	requisitions).
28	Tab to the "Extended Amount" field and enter the amount you wish to be paid from this
	FOAPAL. You can pay from multiple FOAPAL's but your "Document Accounting Total" must

	match your "Document Commodity Total".
	NOTE: Requisitions paying from HEAF & Local Funds must be done on separate requisitions. Please note in the "Comments" field of the "Requestor/Delivery Information" section the corresponding REQ# for each requisition or "1 of 2". Backup documentation should be attached to both requisitions.
	**NOTE: If you run out of visible "FOAPAL" fields you can use your mouse to click on the "Insert" tab in the menu bar to the right of the Accounting section. This will add another line for you to continue your entries. **
29	To move to the "Balancing/Completion" section, click on the "Next Section" icon or simply click on the tab using your mouse.
D	BALANCING/COMPLETION SECTION
	You can use the "Next/Previous Section" function to navigate back to the "Requestor/Delivery Information" section and double check for errors. You can also use your mouse to click on each tab to navigate through your requisition.
30	If you need to save your requisition, you can click on the "In Process" icon at the bottom of this section. To reacquire your incomplete requisition, simply go to FPAREQN and enter your purchase requisition number.
31	If your requisition is complete and ready to move to the approval process, click on the "Complete" icon.
	**NOTE: If you need to retrieve a completed requisition, you can "Deny Document" in
	"FOADOCU". This must be done prior to the approval and forwarding of the requisition to the Purchasing Department.**
	**NOTE: To check on the status of a requisition, you can go to " FOAAINP " to see where your
	REQ is in the approval process.**
Ε	ATTACHING BACKUP DOCUMENTATION
1	Using your mouse click on the "Add" icon located in the top right of the screen.
2	Click on the "Add Page" button of the Application Extender window.
3	Click on the "Choose Files" button from the window that opens. Please convert ALL backup documents to PDF format.
4	Select the file that you wish to upload to the requisition and then click the "Open" button.
	***PLEASE NOTE THAT DOCUMENT UPLOAD WILL BE EASIEST IF YOU PUT ALL OF THE PAGES
	IN THE SAME PDF FILE TO UPLOAD ALL AT ONCE. IF YOU SELECT MULTIPLE DOCUMENTS, THEY WILL ALL BE UPLOADED TO THE SAME DOCUMENT***
5	Once you have selected your document, click on the "Upload" button.
6	This will bring up your document. You will next need to click on the "Document Type" field.
7	Next, select "Requisition Backup" from the drop-down menu.
8	Then, click on the "Save" Button at the right side of the screen. This will upload ALL pages of the document you selected. If you have any other documents to upload, you will have to close this window and then go back through the same process to label and attach any other documents you wish to upload.
9	The Application Extender will show you the document you uploaded, including all pages of that document.