OFFICE OF BUSINESS AND FINANCIAL SERVICES

PURCHASING AND RECEIVING

PO 101:
REQUISITION PROCESSING
TRAINING GUIDE

UNIVERSITY OF ILLINOIS SYSTEM

URBANA-CHAMPAIGN • CHICAGO • SPRINGFIELD

UNIVERSITY OF ILLINOIS SYSTEM
URBANA-CHAMPAIGN • CHICAGO • SPRINGFIELD

PO 101: Requisition Processing

Training Guide

APPROPRIATE USE AND SECURITY OF CONFIDENTIAL AND SENSITIVE INFORMATION

Due to the integrated nature of the various Human Resources, Finance and Student modules in Banner and the reporting information in the Enterprise Data Warehouse (EDW), you may have access to information beyond what you need to perform your assigned duties. Your access to Banner and the EDW has been granted based on business need, and it is your responsibility to ensure the information you access is used appropriately.

Here are some reminders of good data stewardship to help you carry out your responsibility:

- Do not share your passwords or store them in an unsecured manner. Do not leave your workstation unattended while logged on to administrative information systems. You are responsible for any activity that occurs using your logon id.
- Do not share confidential and sensitive information with anyone, including colleagues, unless there is a business reason.
- Retrieve printed reports quickly, and do not leave the reports lying around in plain view.
- Secure reports containing confidential and sensitive information (e.g., FERPA, EEO or HIPAA protected data).
- When disposing of reports containing confidential or sensitive information, shred the documents in a timely manner.

Your responsibilities regarding the protection and security of administrative information are outlined in the University of Illinois System Information Security Policy for Administrative Information and Guidelines posted at https://www.aits.uillinois.edu/reference_library/i_t_policies. Any violation could subject you to disciplinary action, which could include dismissal or, in those cases where laws have been broken, legal action. You should have signed a compliance form that indicates you have read, understand and agree to comply with the University System's Information Security Policy for Administrative Information. If you have not already signed the compliance form, please see your Unit Security Contact who is responsible for maintaining these forms.

Acknowledgements

This manual is based on Ellucian ***Banner*** System, Release 8.2.

Copyright

Copyright © 2006 – 2017 University of Illinois – Office of Business and Financial Services. All rights reserved. No part of this publication may be reproduced or used in any form or by any means—graphic, electronic or mechanical, including photocopying, recording, taping or in information storage and retrieval systems—without written permission of University of Illinois – OBFS.

This documentation has been created by the University of Illinois under license from Ellucian specifically for the University's use of the Ellucian ***Banner*** System as it has been implemented at the University of Illinois, and for no other purpose.

Trademarks

Banner® is a trademark of Ellucian Company L.P. or its affiliates and is registered in the U.S. and other countries.

Prerequisites

The following are prerequisites for this course:

FN 101: Introduction to Banner and Finance I

Course Information

Course ID:	PO 101: Requisition Processing
Revision Date:	November 8, 2017
Version:	R8.2, V4.1

Table of Contents

Course Overview 5

Course Objectives 5

Lesson 1: Creating Requisitions 6

Lesson Objectives 8

1.1: Entering Requestor, Delivery, and Vendor Information 8

Process Description 8

Process Examples 10

1.2: Commodity Data: Using Commodity Codes and Adding Line Item Text 13

Process Description 13

Process Examples 16

1.3: Accounting Data – FOAPAL and Balancing/Completion 18

Process Description 18

Process Example 20

Apply Your Knowledge 21

1.4: Adding Document Text 22

Process Description 22

Process Example 22

Apply Your Knowledge 25

1.5: Commodity vs. Document Level Accounting 25

Process Description 26

Process Examples 26

Lesson Summary 40

Lesson 2: Approving Requisitions 41

Lesson Objectives 41

2.1: Approval-Related Forms 41

Process Description 41

2.2: Requisition Approval Process 48

Process Description 48

2.3: Approving and Disapproving Requisitions 50

Process Description 50

Process Examples 50

Apply Your Knowledge 53

2.4: Approval History Queries 54

Process Description ... 54

Process Examples ... 54

Apply Your Knowledge ... 57

Lesson Summary ... 57

Lesson 3: Canceling and Copying Requisitions ... 58

Lesson Objectives ... 58

3.1: Canceling Requisitions ... 58

Process Description ... 58

Process Examples ... 61

Apply Your Knowledge ... 62

3.2: Notification Process from Purchasing/Buyers to Departments for Cancellation/Reissuing of Requisitions ... 62

Process Description ... 62

3.3: Copying a Requisition or Purchase Order ... 63

Process Description ... 63

Process Examples ... 63

Apply Your Knowledge ... 65

3.4: Remove FOAPAL Data, Change Accounting Type, and Enter New FOAPAL Data ... 65

Process Examples ... 65

Apply Your Knowledge ... 67

Lesson Summary ... 68

Lesson 4: Requisition Queries ... 69

Lesson Objectives ... 69

4.1: Query Requisitions ... 70

Process Description ... 70

Process Examples ... 71

Apply Your Knowledge ... 72

4.2: Query Vendors ... 73

Process Description ... 73

Process Examples ... 74

Query Vendors Using FTMVEND ... 75

Apply Your Knowledge ... 78

4.3: Query Ship To Codes ... 78

Process Description ... 78

Process Examples ... 79

Apply Your Knowledge....81
4.4: Query Commodity Codes....81
Process Description....81
Process Examples....82
Apply Your Knowledge....82
4.5: Query Requisition Status....82
Process Description....82
Process Examples....84
Apply Your Knowledge....85
4.6: Query Detail Encumbrance Activity Form....85
4.7: Query Invoice/Credit Memo List Form....87
Lesson Summary....88
Course Summary....89
Glossary....90
Appendix A: OBFS Resources....92
OBFS Training Center....92
OBFS News Center....92
Purchasing & Receiving Courses....92
Appendix B: Support and Resources Summary....93
Appendix C: Field Names....94
Appendix D: Reviewing Requisition Reports....102
Open Requisitions Report....102
Process Description....102
Departmental Requisition Report....104
Process Description....104
Appendix E: Fixed Assets/Lease/Capital Requests....106
Overview....106
Requisition Form Fixed Asset Fields....106
Commodity vs. Document Level Accounting and Accounting (FOAPAL) Distributions....108
Commodity Codes....109
Account Codes....109
Requisition Process for Rental Agreement, Operating Lease or Capital Lease....116
Process Description....116
Definition of Rental Agreement and Operating and Capital Leases....116
Funding for Operating or Capital Leases....117

Appendix F: Miscellaneous Attachments for Requisitions 122
Restricted Commodities 122
Restricted Items 122
Process Description 124

Course Overview

Procuring goods and services touches every level and department of the University of Illinois. Purchasing in ***Banner*** is a four-part process: requesting, ordering, receiving (when required), and paying for commodities. This course covers the first step in the process.

Banner supports both centralized and decentralized approaches to purchasing. You may enter a requisition online and eliminate the need to pass documents through various offices. An electronic approval process allows documents to be approved online.

The **Requisition Form (*FZAREQN*)** initiates the procurement process. The **Requisition Form** has various windows that allow the entry of purchasing request data such as requestor information, vendor, commodities, accounting information and distribution. From the **Requisition Form** you can execute a query for all vendors in the ***Banner*** system, or narrow your search to a vendor type, such as minority vendors, or small business vendors.

Banner is an integrated system. Therefore, data from the requisition automatically moves forward through the purchase order process. Because the requisition automatically populates the purchase order, the ***Banner*** procurement process is efficient and affords less keystroke errors. However, the integrity of the data from requisitions is critical in facilitating the remaining steps in the purchasing process.

Course Objectives

When you have completed the materials presented in this course you will be able to:

- Recognize differences among regular, standing, and blanket orders.
- Create requisitions as a new request.
- Approve requisitions, disapprove requisitions, and query approval status/history.
- Cancel and copy requisitions.
- Query requisitions, requestors, ship-to addresses, commodities, vendors, status of requisitions, purchase orders, invoices, and payments.

Lesson 1: Creating Requisitions

Differences Between Regular, Standing, and Multiple-Year Purchase Orders

There are three types of purchase orders in ***Banner***: regular purchase orders, standing purchase orders, and blanket orders. Regular and standing orders encumber funds, and blanket orders do not. The buyer will determine the type of purchase order to be created depending on the nature of the purchase.

If a department wishes to receive items against the order, a regular order must be used. The buyer will need to know quantities and unit price in order to issue a regular order that allows receipt against individual order items.

The standing order is based on a dollar total, has a commodity code and description, but has no quantity. Purchases that require no quantity or unit price (e.g., graphic design services) can either use a regular purchase order or a standing order. The requisition process is the same.

Regular Purchase Orders may be issued:

- If you have a quantity and a unit price (even though multiple payments may occur).
- For purchases involving specific multiple-year agreements, and either a single FOAPAL or limited FOAPALS with a consistent distribution (for the entire contract period).
- For leases, whether they are for a single year or multiple years and whether they provide for scheduled payments or individually invoiced payments.
- If you want to receive items in ***Banner*** before the invoice is paid.

Standing Purchase Orders:

For purchases that require no quantity or unit price (e.g., lab gases), the standing order has a commodity description and expenditure total, but no quantity.

The standing order will permit departments to place releases for commodities or services on an as needed basis via phone or other mechanism without having to submit additional requisitions through the Purchasing Division.

Since quantities are not used, the encumbrance is based on total dollar amount. Departments will not have the option to request receipt against standing orders.

Invoices received against standing orders will be imaged and payment made according to the payment terms of the order. Departments will be able to access the imaged invoice after the fact for reconciliation.

Departments will not have the ability to assign different FOAPAL(s) for each invoice received.

Standing orders should only be used for vendors in good standing.

Limitations to a standing order:

- Since a standing order has no quantity, departments will not have the option to request receiving for these orders.
- Fixed assets cannot be purchased on a standing order.

Multiple-Year Agreements:

If a **regular order** is created, the terms of the contract will be outlined in the body of the purchase order, but the order will be issued for the current year dollar amount (expenditure). This allows the funds for the current year to be encumbered.

At the beginning of subsequent fiscal years, the department will submit a requisition so a new purchase order can be issued referencing the purchase order number from the last fiscal year. This can be done by copying the current year's purchase order (PO) into a new requisition and changing the dollar amounts, and changing the transaction date to encumber the funds for the upcoming Fiscal Year.

If the buyer issues a **standing order** for a multiple-year purchase, he/she still needs to follow the same process outlined for regular purchase orders. Outline the terms of the contract in the body of the order, but issue the original standing order for the current year dollar amount (expenditure). This allows the funds for the current year to be encumbered.

Each fiscal year, the department will need to submit a requisition and the buyer will create a new standing order to encumber the next fiscal year's expenditures.

The **Requisition Form (*FZAREQN*)** initiates the purchase order procurement process by creating a request to acquire goods or services. It enables you to define departmental needs by identifying the requestor, ship to location, vendor, commodity, and accounting information.

The University offers three systems that can be used to purchase commodities and contractual services from external vendors: iBuy, ***Banner***, and the MasterCard™ University Procurement Card (P-Card).

- The Office of Business and Financial Services (OBFS) recommends using iBuy Requisitions, or P-Card, for most purchases up to $4,999.99.
- Purchases at or more than $5,000 must be made using either an iBuy or ***Banner*** Requisition Form. ***Banner*** is the system of record for iBuy Purchase Orders.
- Departments may use iBuy or ***Banner*** requisitions:
    - for purchase requests starting at $5,000.
    - for all P-Card prohibited commodities.
    - when the vendor does not accept the P-Card for payment.

Lesson sections 1.1 through 1.2 demonstrate how to create the basic requisition needed to begin the purchase order process. Once you understand basic requisition processing, sections 1.3 through 1.5 outline the more sophisticated concepts of document and line item text, and Commodity vs. Document Level Accounting.

Additional instructions for fixed assets and leases are explained in Appendix E. Specific instructions for restricted commodities are covered in Appendix F.

NOTE:

The department can copy a purchase order into a new requisition therefore capturing all the information on the current purchase order and reducing the time it takes to create a requisition.

Lesson Objectives

When you have completed the materials presented in this lesson you will be able to:

- Create a new requisition.
- Add ship-to location codes while creating the requisition.
- Add vendor codes while creating the requisition.
- Use commodity codes and line item text when creating the requisition.
- Understand Commodity vs. Document Level Accounting.
- Enter document text.

1.1: Entering Requestor, Delivery, and Vendor Information

Process Description

NOTE:

Be extremely careful when entering a pre-assigned in-process requisition number. Make sure you type the number "0" (zero) and not the letter "o" or "O"!

The **Requisition Form (*FZAREQN*)** opens with the cursor in the **Requisition** field. From this field, you can generate a new requisition number, or enter an existing requisition number that is either in-process or disapproved in the approval process.

The system generates a new request number after the second screen when you type *NEXT* in the **Requisition** field. You can enter only pre-assigned in-process requisition numbers, or a requisition that was disapproved during the approval process, and now has been returned to be reworked. ***Banner*** does not allow users to create requisition numbers.

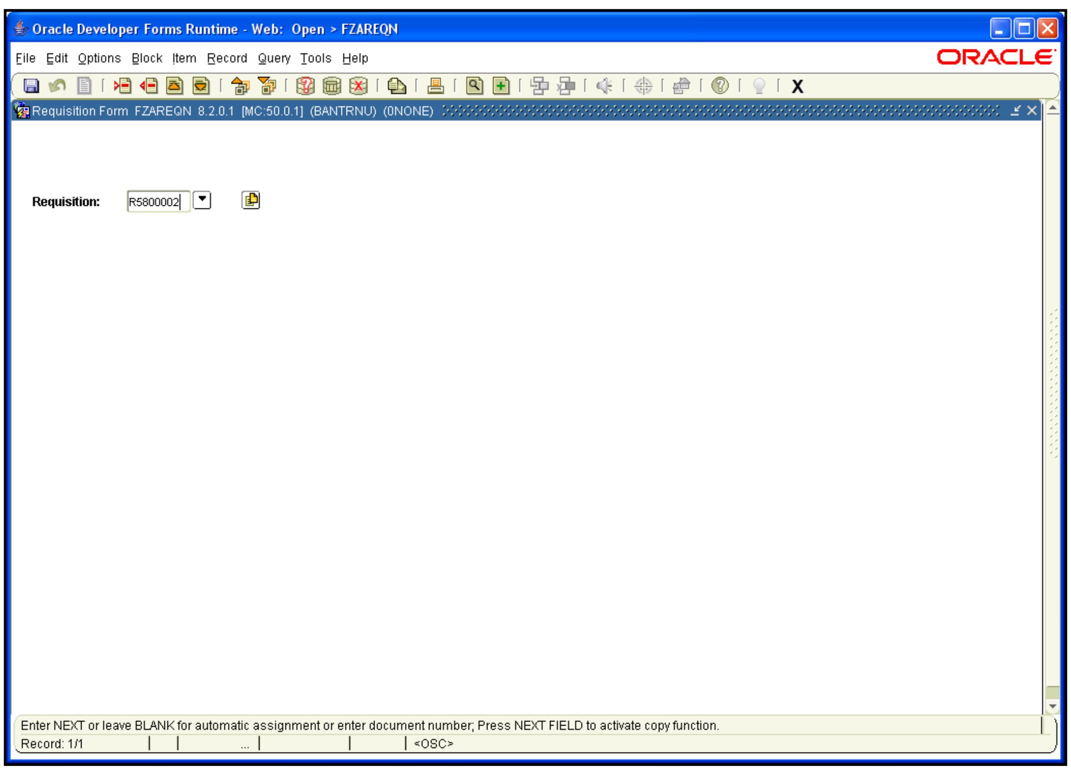


Fig 1.1.1 Requisition Form (FZAREQN)

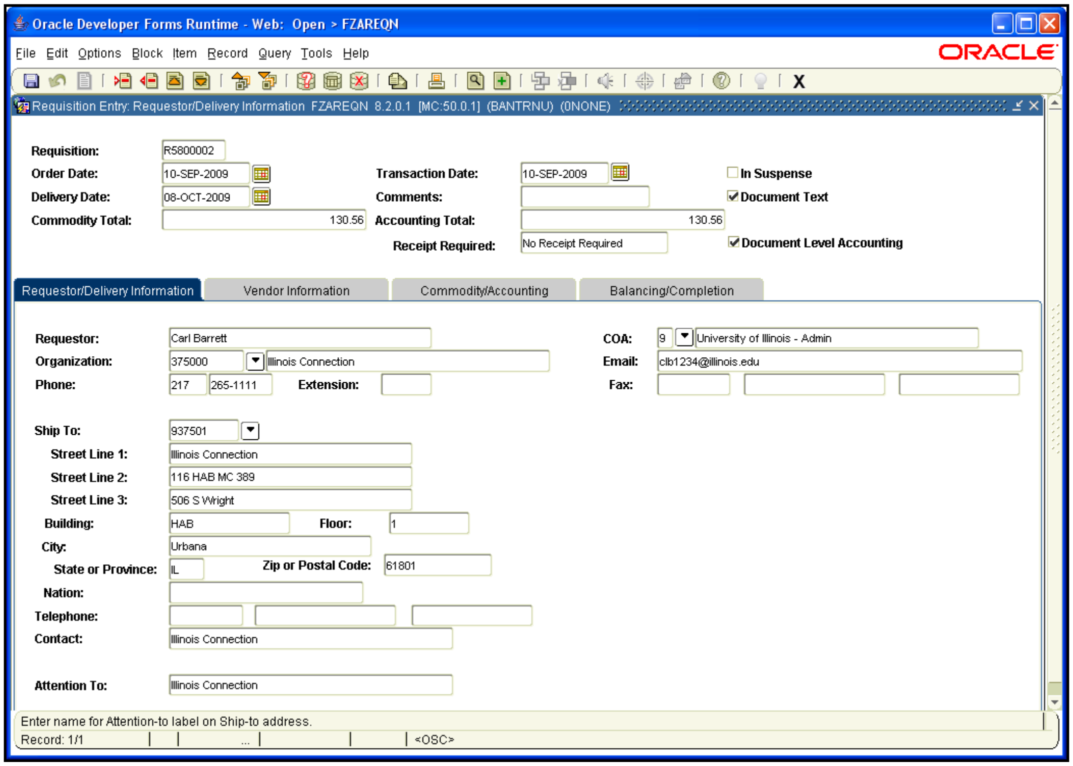


Fig 1.1.2 Requestor/Delivery Information Block

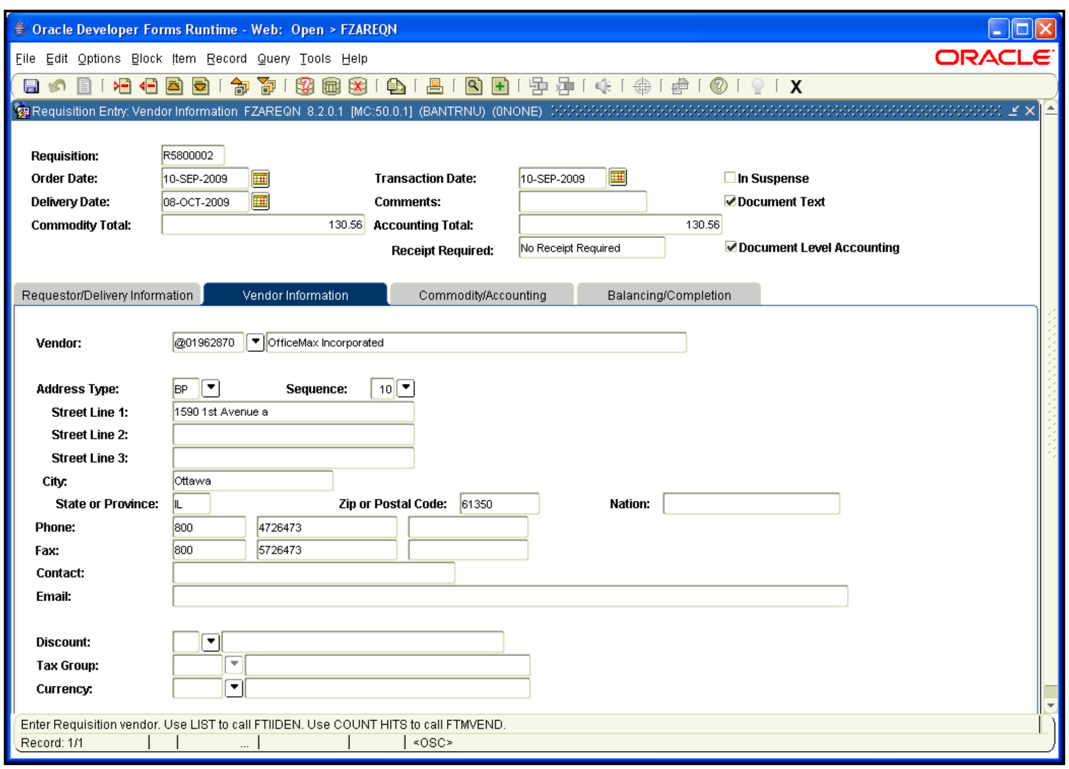


Fig 1.1.3 Vendor Information Block

Process Examples

The following example shows the creation of a basic requisition including a search for address information.

Creating a requisition can begin with the following tasks:

- Task 1.1A: Create the requisition and enter ship-to information
- Task 1.1B: Enter vendor information
- Task 1.1C: Search for address information

Form Name

Form Name	Form Title	Menu Path
FZAREQN	Requisition Form	Financial » Purchasing & Procurement » Request Processing » Requisition Form

See Appendix C for information on the fields in the **Requisition Form (*FZAREQN*)**, including definitions of all the fields used in the following example.

CAUTION:

It is important that you TAB through fields to avoid system problems.

Step-by-Step Procedures

Task 1.1A: Create a Requisition – Requisition Form (*FZAREQN*)

Step	Action	Results/Decisions
1.	Type ***FZAREQN*** in the **GoTo…** (Direct Access) field and press ENTER to open the **Requisition Form**.	***FZAREQN*** displays.
2.	Type *NEXT* for a new requisition. **OR** To finish an in-process requisition: Type the requisition number. **OR** Click **Search**, **Enter Query**, type the requestor's name, and click **Execute Query**. Select the appropriate record using the **Next Record** button, and click **Select**. **OR** Click the **Copy** button and type the requisition or purchase order number to copy. Press TAB to see the vendor number and name, and click **OK**.	
3.	Click the **Next Block** button to view the requisition.  **HINT**: Remember to press TAB from field to field.	The **Requestor/Delivery Information** block displays with the **Order** and **Transaction Date** fields populated by default. *If creating a requisition for a new fiscal year (i.e., standing order renewals), select a date of 01-JUL-YYYY or later for that upcoming FY budget year.

Step	Action	Results/Decisions
4.	Press TAB and fill in the **Delivery Date**. **HINT**: You can also click the **Calendar** button next to the **Delivery Date** field. Navigate to and double-click the appropriate date which populates the field.	**Delivery Date** must be equal to or greater than the **Order Date**. The **Delivery Date** is a required field.
5.	Press TAB to the **Comments** (optional) field. Use to document “bid item,” “sole source,” or “fixed asset.”	Comments are limited to 30 characters, and should be meaningful information that needs to be conveyed to the Purchasing Officer. Do not type the phrase: “Need ASAP.” Use more meaningful examples such as: Hazardous Materials, Rental, Fixed Assets, For Bid, Sole Source, Previous Purchase Order Number with Previous Fiscal Year, Check Enclosed, Pre-Paid, or Lease.
6.	Press TAB to advance to the **Requestor** field.	Requestor information defaults from data in your security profile. If this information is not correct, contact your Unit Security Contact in your department. **Requestor**, **COA**, and **Organization** fields are required. **NOTE**: Defaults can be overwritten.
7.	TAB through the **COA**, **Organization**, **E-mail**, **Phone**, and **Fax** fields, editing fields as needed.	The **COA** field should default based on the user’s logon. **Organization Code** and **Description** will default if previously established as part of the requestor’s user profile. **Organization Description** populates based on the organization selected.
8.	TAB to advance to the **Ship To** field. Type or **Search** for the Ship To code. **HINT**: The first digit in a Ship To code is the chart and the next three digits are the first three of the Org Code.	The **Address**, **Telephone**, **Contact** and **Attention To** fields populate.

Step	Action	Results/Decisions
9.	Add or change the information on the **Attention To** field at the bottom of the screen, if necessary.	This is a required field. Default data can be overwritten.  **HINT**: A new **Ship To** field does not overwrite to the **Attention To** field. Because the **Attention To** field is required, you must manually enter data in that field by pressing TAB and typing in the new text.  **NOTE**: If the order is shipping to Central Receiving, be sure to enter the Department Name, Room Number, and a Contact Name in the **Attention To** field.
10.	Click the **Next Block** button or click on the **Vendor Information** tab.	The **Vendor Information** block displays with the **Order Date**, **Transaction Date** and **Delivery Date** populated as a header.

Step-by-Step Procedures
Task 1.1B: Vendor Information Block (*FZAREQN*)

NOTE: Vendors must already exist in ***Banner*** before they can be used in creating a new requisition. If the vendor is not already in ***Banner***, perform the following steps:

1. Press TAB to advance to the **Vendor** description field.
2. Type "*Add New Vendor*" along with the vendor's name in the **Vendor** description field.
3. Go to the Vendor Payment Forms page at https://www.obfs.uillinois.edu/forms/payments-vendors/.
4. Download the appropriate Vendor Information Form, and follow the instructions within the form.
5. Send the Vendor Information Form to the vendor for completion.
6. Continue to process the requisition.

Step	Action	Results/Decisions
11.	Type the vendor number in the **Vendor** code field and TAB to populate the data. **OR** Click **Search**, select **Entity Name/ID Search *(FZIIDEN)*** and query on the vendor.	The **Vendor** code is not required, and may be left blank for requisitions requiring a bid, or when the requestor does not know the best source for the item ordered. The Vendor Name populates in the **Vendor** field after pressing TAB. The **Address Type**, **Address**, **Phone** and **Fax** fields populate based on the vendor entered.
	NOTE: If a PO hold has been placed on a vendor profile, a ***Banner*** (*ERROR*) message will appear. The purchase requisition may be submitted and approved, but the transaction will not be completed until the review process has been completed by the Purchasing Division. Continue completing the requisition by clicking the **OK** button, if desired.	

NOTE: The vendor **Address Type** identifies the specific purpose for a vendor's address. Examples of different **Address Types** include the vendor's mailing address (MA), business purchase address (BP), billing address (BI), bid address (BB), or business remittance address (BR).

Vendors may have multiple addresses with the same address type, where each address is assigned a different sequence number. When you add an additional vendor address having the same address type, the sequence number will increase by one.

Step-by-Step Procedures
Task 1.1C: Search Address Information – Address Information Query Form (*FOQADDR*)

Step	Action	Results/Decisions
12.	Select a different **Address Type**, if desired, by clicking the **Search** button.	Search results display.
13.	TAB through the rest of the fields. The user may make changes to the **Contact** name or **Email** fields only.	**NOTE**: **Discount** field actually refers to the terms of the order. Leave blank for buyer to fill in if you do not know the terms of this order. **Tax Group** and **Currency** fields are not being used by the University.
14.	Click the **Next Block** button or click on the **Commodity/Accounting** tab. **NOTE**: If you want to select Commodity Level Accounting (also known as Line Item Accounting), clear the **Document Level Accounting** box **before** entering any FOAPAL information.	The **Commodity/Accounting** block displays with the **Requisition Number**, **Order Date**, **Transaction Date**, and **Delivery Date** fields populated, and the **Document Level Accounting** field selected as the default in ***Banner***. The requistion number is assigned. **HINT**: Commodity Accounting and Line Item Accounting are synonymous terms used interchangeably in ***Banner***.

1.2: Commodity Data: Using Commodity Codes and Adding Line Item Text

Process Description

Commodity codes provide a pivotal link in support of both financial accounting and control of fixed assets. Commodity codes facilitate cooperative purchasing efforts and increase efficiency. A universal commodity numbering system helps gain consistent asset classification, recording of useful life, and depreciation calculation.

NOTE: Commodity codes are required for all purchases.

The University uses the 5-digit National Institute of Governmental Purchasing (NIGP) codes as a standard for ***Banner*** commodity codes, which are auto-loaded annually. The NIGP code structure is divided into major classes, with specific codes identified within each class. The first three digits of the code represent its major class and the last two digits represent the item within the class.

A query is performed to view existing commodity codes. Users who perform this process will ensure that correct commodity codes are used on their requisitions. This process is the same across all University campuses.

Descriptions default from the commodity code selected and must be changed by University employees. Additional information concerning commodity codes may be added using the **Item Text** option or **Document Text** option.

Line item text is used to enter any additional descriptive or clarifying information. Examples are specific colors, styles, or sizes for the selected commodity item. Line item text is optional and can include special instructions to the buyer. (Refer to Appendix F for requirements related to restricted commodities.)

Lines default to increments of 10, and each line of text entered in ***FOAPOXT*** is limited to 50 characters, and does not wrap.

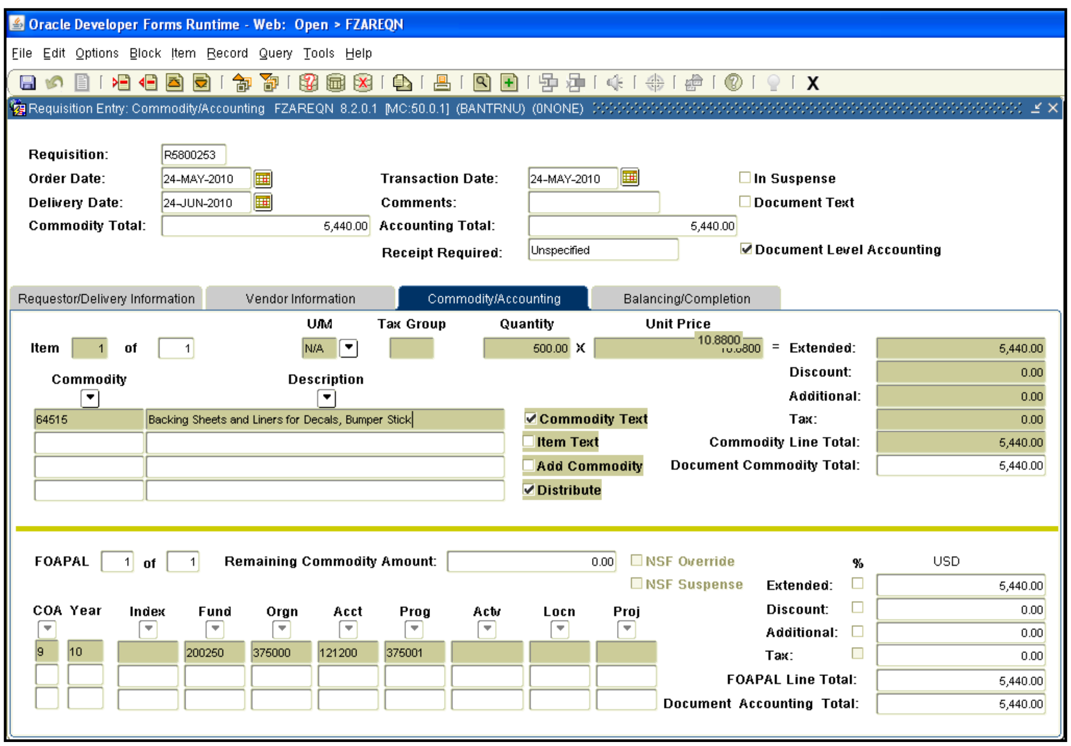


Fig 1.2.1 Commodity/Accounting Block (FZAREQN)

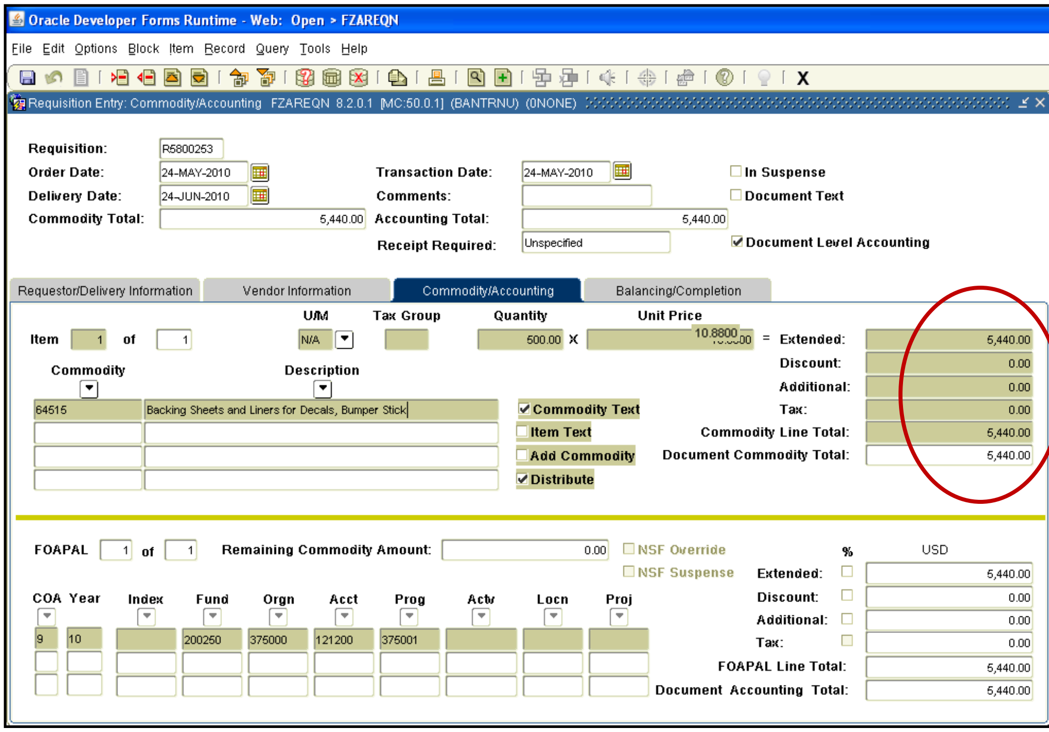


Fig 1.2.2 Requisition Entry Commodity/Accounting (FZAREQN)

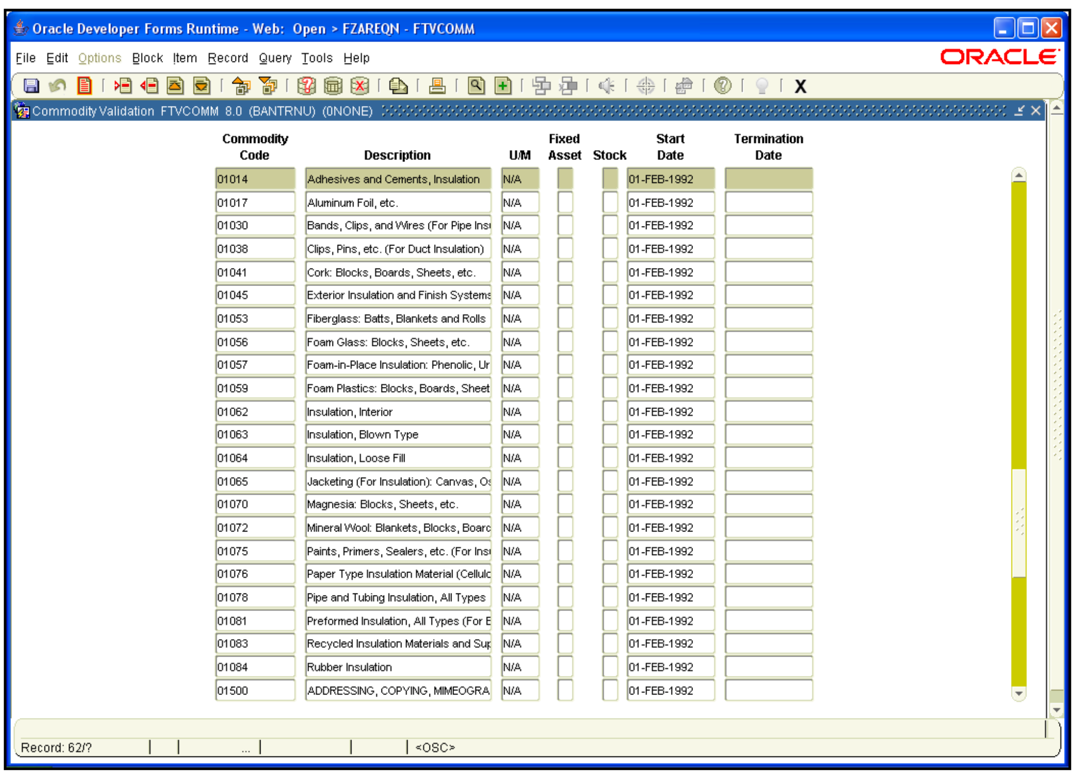


Fig. 1.2.3 Commodity Code Validation Form (FTVCOMM)

NOTE:

Selecting the Search button for the commodity or description will display the **Commodity Validation Form (*FTVCOMM*)**.

Process Examples

The following example continues the completion of creating a new requisition from 1.1.

Form Name

Form Name	Form Title	Menu Path
FZAREQN	Requisition Form	Financial » Purchasing & Procurement » Request Processing » Requisition Form

See Appendix C for information on the fields in the **Requisition Form (*FZAREQN*)**, including definitions of all the fields used in the following example.

Step-by-Step Procedures
Task 1.2A: Using Commodity Codes – Commodity/Accounting Block (*FZAREQN*)

Step	Action	Results/Decisions
15.	Type a **Commodity** code for the item of purchase or click the **Search** button to find the appropriate code.	The selected commodity populates the **Description** field on the **Requisition Form**. **HINT**: Commodity codes are listed in the **Commodity Code Validation Form (*FTVCOMM*)** and an appropriate code should be selected from the available list. **NOTE**: The University does not use the **Vendor Products Query Form** or the **Vendor Products Validation Form**.
16.	TAB to the **Description** field and the generic description defaults in the field.	
17.	Delete the default commodity code description.	
18.	Enter the vendor's catalog number, if available, and a brief description of what is being purchased. **NOTE**: No more than 35 characters in the **Description** field. Do not use all capital letters. Use upper and lower case text.	

Step	Action	Results/Decisions
19.	TAB and fill out the **U/M** (unit of measure), **Quantity**, and **Unit Price** fields.	The **U/M** field is required and defaults to N/A, but must be changed to a value contained in the **Unit of Measure Validation Form (*FTVUOMS*)** that is appropriate for the selected commodity. Drop down the menu next to the **U/M** field to select from the available list. The **Document Commodity Total** and the **Remaining Commodity Amount** fields will populate, and calculate the **Extended** cost for the commodity line item.
20.	TAB to calculate **Extended** cost.	**HINT**: You can use the arrow keys to move back and forth between commodities.

Step-by-Step Procedures
Task 1.2B: Adding Line Item Text – Commodity Accounting Block (*FZAREQN*)

Step	Action	Results/Decisions
21.	Select **Item Text** from the **Options** menu to add item text (optional).	***FOAPOXT*** displays. Note that the **Item Number** is populated.
22.	Click the **Next Block** button to advance to the **Text** field and type additional information (only 50 char/line). **NOTE**: You do not need to duplicate the information in the commodity **Description** field. Do not use all capital letters. Use upper and lower case text.	**NOTE**: For general services or professional and artistic services (i.e., copier maintenance, window washing, consulting services), type "*For the provision of XYZ Services as per the terms of Bid?RFP No. ABC – 123 and Contract No. AB123456 for the term/period of Start Date through End Date.*"
23.	Press TAB to advance to the **Print** checkbox and leave selected.	Item text may need to print on the requisition (print status will carry onto purchase order) when providing specific information to the vendor; buyers can view item text without printing the requisition.
24.	Leave the **Line** field blank to accept the default increment.	
25.	Click the **Next Record** button or click on the next available line to add additional lines of text.	

Step	Action	Results/Decisions
26.	Click **Save** and **Exit** when item text entry is complete.	Transaction records are saved. ***FZAREQN*** displays with the **Item Text** box selected. **NOTE**: You can only enter item text while that line item is highlighted. Remember that every item may require additional descriptive and clarifying information. Additionally, be careful when typing Vendor Quote numbers, Catalog numbers, Model numbers, Bid numbers and/or Contract numbers. A mistake/typo could delay the processing and the receipt of the order.
27.	TAB through all fields before continuing.	
28.	Click the **Next Record** button if purchasing more items, and repeat steps 15-27.	
29.	Click the **Next Block** button when all items are entered.	The **FOAPAL** block displays. The **Document Commodity Total** calculates and moves to the **FOAPAL** block. The **FOAPAL** code fields **COA**, **Year**, and **Orgn** populate.

NOTE:

For this basic requisition example, we will use the requisition default of Document Accounting and assume that all commodities will be charged to a single FOAPAL.

NOTE:

You **cannot** assign or distribute a FOAPAL string to a commodity line item with a $0 (zero) dollar amount in either Document Level or Commodity Level Accounting.

1.3: Accounting Data – FOAPAL and Balancing/Completion

Process Description

The **FOAPAL** block of the **Requisition Form (*FZAREQN*)** is where accounting distribution information is entered. FOAPAL includes the **Chart** (C), **Fund** (F), **Organization** (O), **Account** (A), and **Program** (P) as required fields. **Index**, **Activity** (A), and **Location** (L) code fields are optional.

The decision to have Document or Line Item Accounting should be made prior to entering FOAPAL information. Document Accounting is the default when the **Commodity/Accounting** screen populates. If Document Accounting is selected, the FOAPAL(s) string shown will apply to all items in total. The FOAPALs will apply to all commodities in the percentages or dollar values assigned in the distribution. You must use Line Item Accounting to assign specific FOAPALs to each line item.

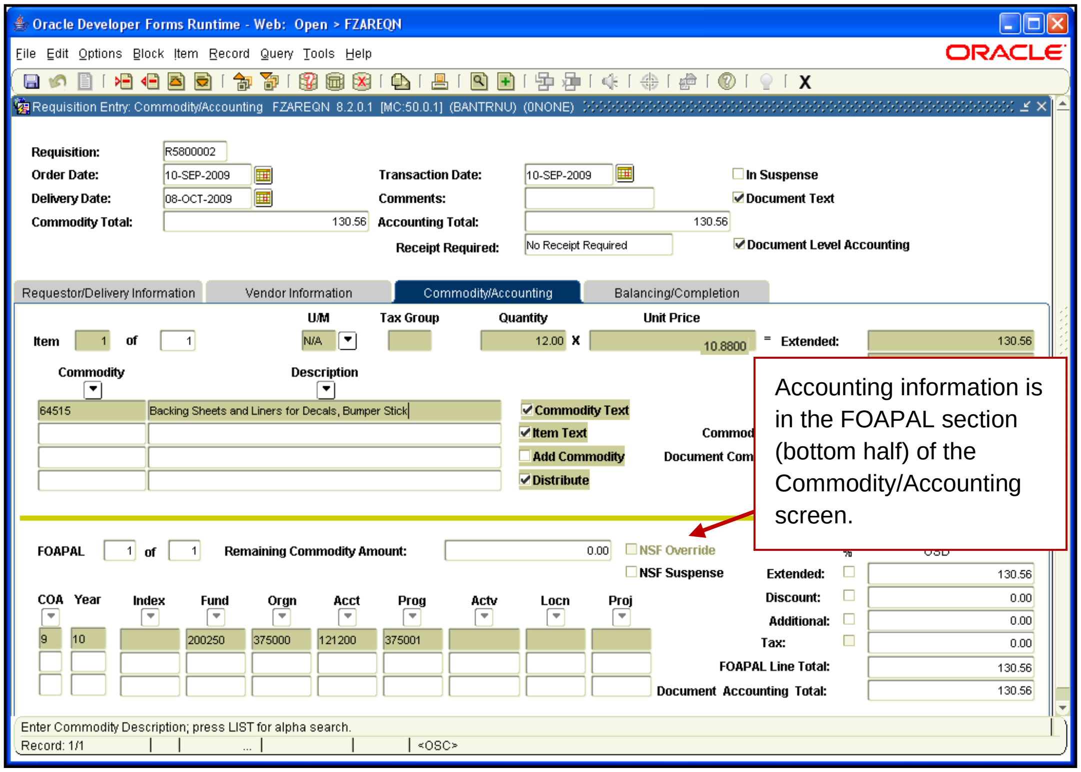


Fig. 1.3.1 Commodity/Accounting Block (FZAREQN)

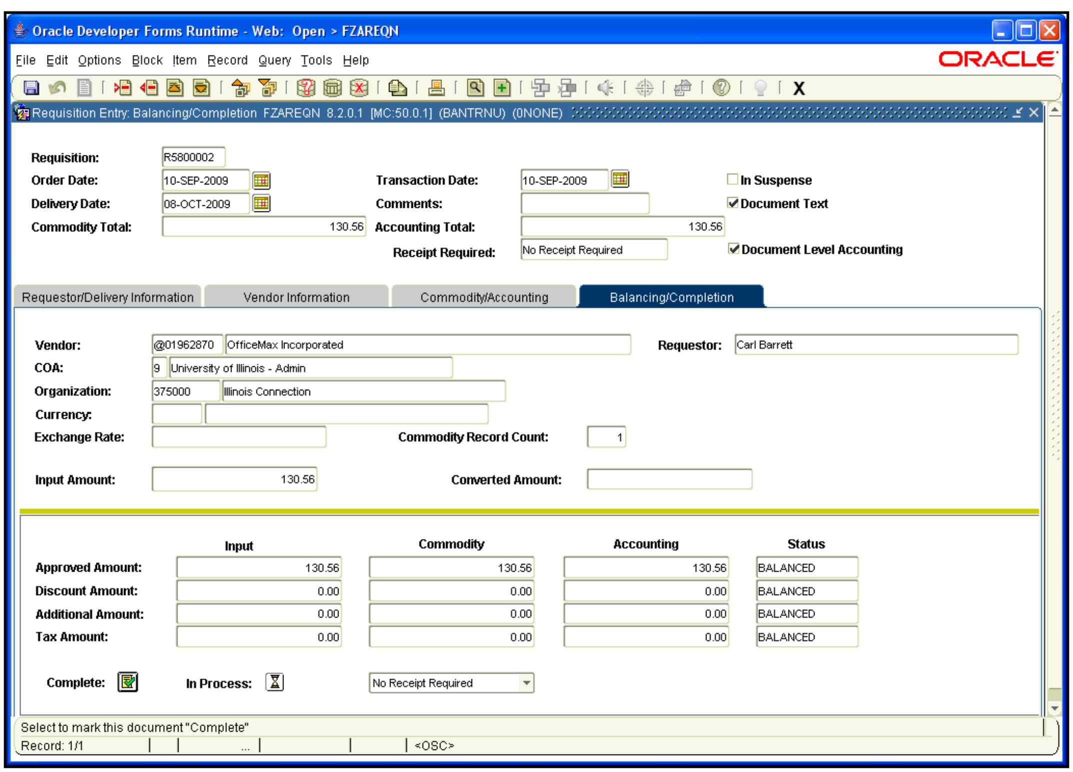


Fig 1.3.2 Balancing/Completion Block (FZAREQN)

Process Example

We will enter FOAPAL data and leave the requisition in process.

The cursor is in the **COA** (Chart) field with the Chart Number highlighted. Type *1* in the **COA** field.

Form Name

Form Name	Form Title	Menu Path
FZAREQN	Requisition Form	Financial » Purchasing & Procurement » Request Processing » Requisition Form

See Appendix C for information on the fields in the **Requisition Form (*FZAREQN*)**, including definitions of all the fields used in the following example.

Step-by-Step Procedures
Task 1.3A: FOAPAL Block of Requisition Form (*FZAREQN*)

Step	Action	Results/Decisions
30.	Type or **Search** for FOAPAL codes as needed.	**COA** will default to the Chart that was entered as the logon default, but can be overwritten. **YEAR** will populate based on the Fiscal Year of the transaction date and cannot be overridden. **Orgn** field may default based on the user profile but can be overwritten.  **HINT**: You can use the scroll bar under the FOAPAL string fields to navigate to the various FOAPAL segments.  **NOTE**: The **Actv** (Activity) and **Locn** (Location) fields are optional, and the **Proj** field is not being used by the University.
31.	TAB through each field until the dollar amount is populated in the **FOAPAL Line Total** field.	Because this requisition is using Document Accounting and a single FOAPAL, the requisition total populates in US dollars in the **Extended**, **FOAPAL Line Total**, and **Document Accounting Total** fields.
32.	TAB through all fields before continuing.	
33.	Click the **Next Block** button or click on the **Balancing/Completion** tab.	The **Balancing/Completion** block displays with the **Vendor, Requestor, COA, Organization, Commodity Record Count**, and **Input Amount** populated in the top section of the block. The **COA** and the **Organization** fields default based on the requestor.

Step	Action	Results/Decisions
34.	The requisition amount populates the lower half of the block in the **Input**, **Commodity**, and **Accounting** fields. All amounts must be in balance. The **Status** fields should display "BALANCED."	
35.	Make a note of the requisition number for your records (1st field).	You will need this for future reference in Task 1.4, Adding Document Text.
36.	Select the **Receipt Required** by clicking the drop-down arrow next to the field.	The **Receipt Required** field value defaults to "No Receipt Required" for requisitions less than $5000.
37.	Click **Complete** if you are finished with the requisition. **OR** Click **In Process** to save and complete later.	A blank **Requisition Form (*FZAREQN*)** displays. If the requisition is balanced, it can either be completed or placed "in-process." For this example, the requisition is placed **In Process**.
38.	Click the **Exit** button.	The main menu displays.

NOTE: The ***Banner*** electronic receiving process is the recording of receipt of goods and/or returns. This includes processes for departments to record receipts of shipments, deliveries, and returns.

Purchases for fixed assets require receiving. For other purchases, system requirements will default receipt required for requisitions, purchase orders, and invoices at or above $5,000. However, ***Banner*** receiving can be used for recording any purchase order, invoice, and electronic receiving form.

Apply Your Knowledge

Create a New Requisition

Now that you have learned the steps to successfully create a requisition with two commodities and line item text for each commodity, use the form ***FZAREQN*** and enter a requisition using the steps we just followed to create your own "in-process" requisition.

IMPORTANT: Remember to write down the requisition number before you click *In Process* for use in later activities.

1.4: Adding Document Text

Process Description

Document text applies to the entire document, and can be added at any point in the requisition process after the delivery date has been assigned. Document text is accessed by selecting **Document Text (*FOAPOXT*)** from the **Options** menu on the **Requisition Form (*FZAREQN*)**.

Document text is used when the requestor wants to include supplemental information applicable to the entire requisition. Examples include document text required for restricted commodities, or special instructions to the buyer, etc. (Refer to Appendix F for requirements on restricted commodities.)

The first line of document text should notify the buyer of attachments, and the method of delivery (i.e., fax, campus mail, hand-carry, e-mail). Each line of text entered in ***FOAPOXT*** is limited to 50 characters, and does not wrap.

Process Example

The following example demonstrates how to enter text for a requisition:

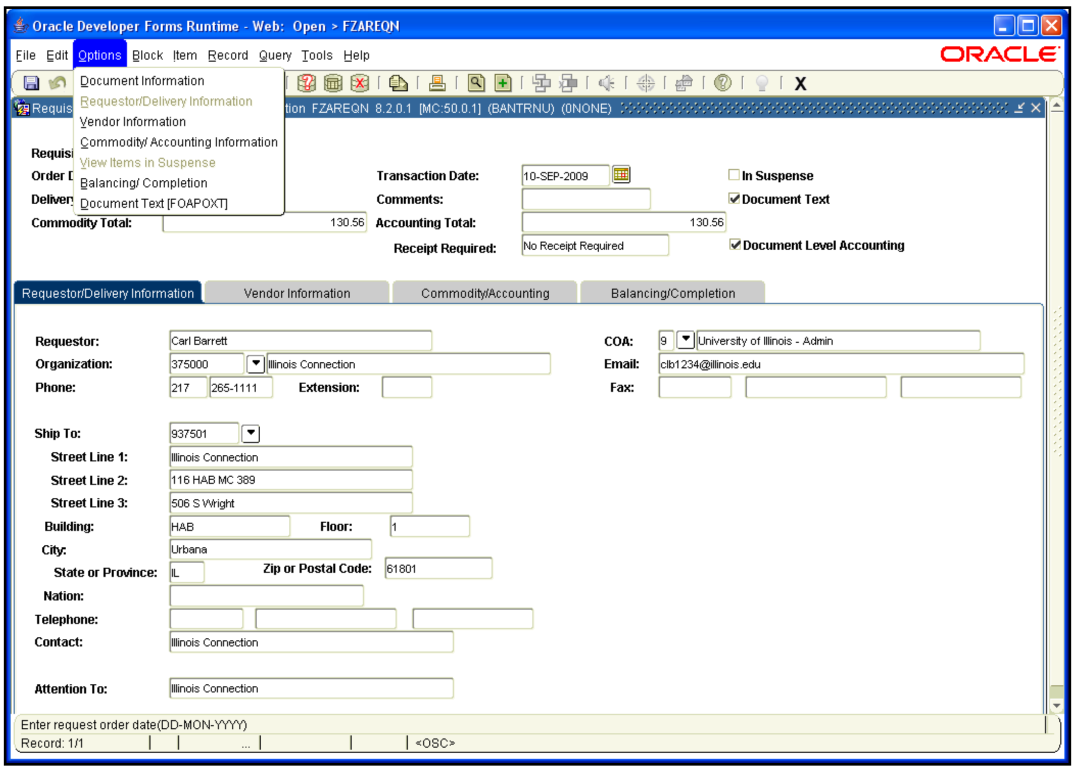


Fig. 1.4.1 Requestor/Delivery Information Block – Options Menu

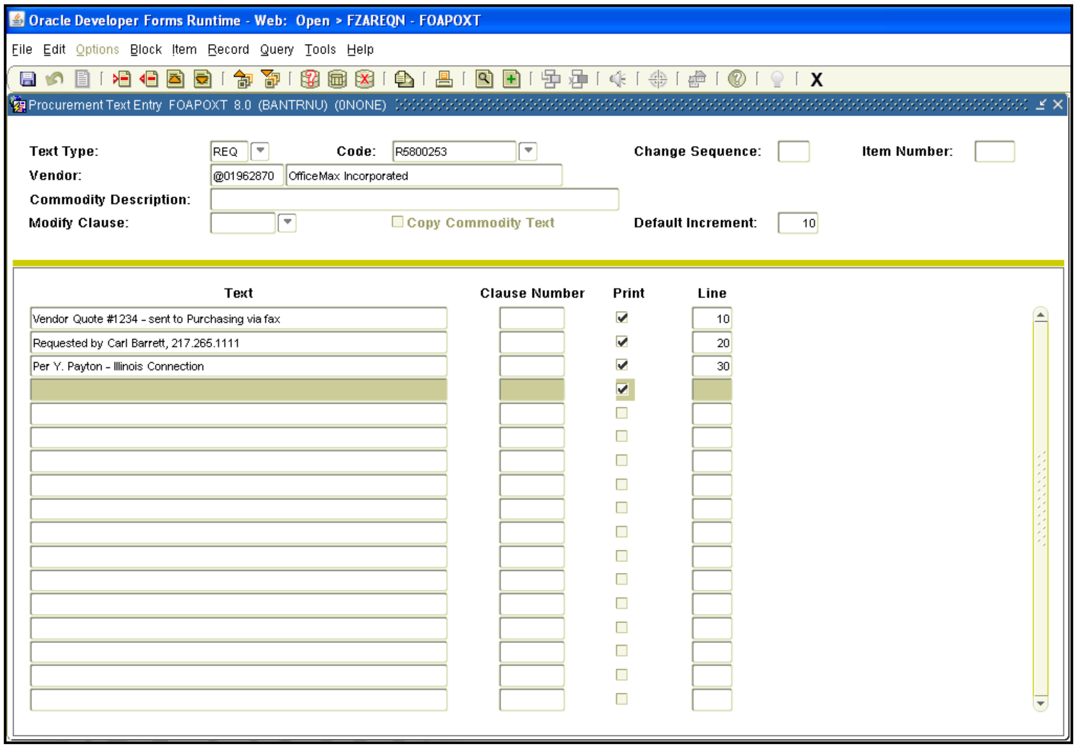


Fig. 1.4.2 Procurement Text Entry Form (FOAPOXT)

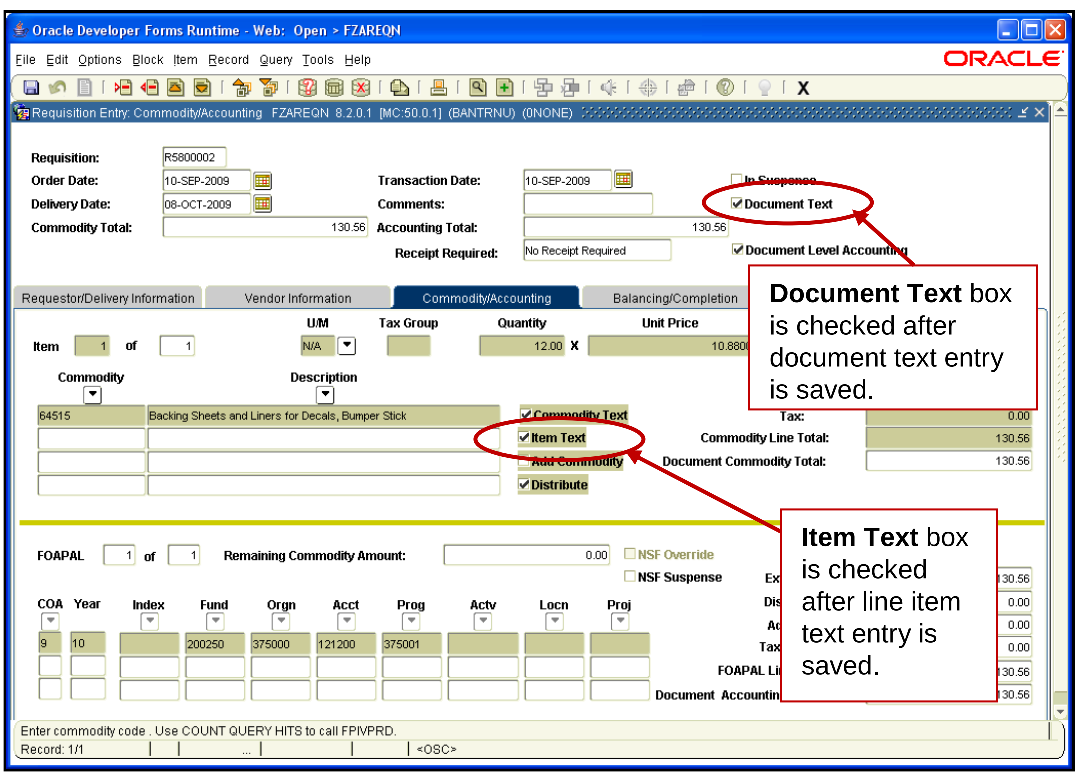


Fig. 1.4.3 Commodity/Accounting Block (FZAREQN)

Form Name

Form Name	Form Title	Menu Path
FZAREQN	Requisition Form	Financial » Purchasing & Procurement » Request Processing » Requisition Form

See Appendix C for information on the fields in the **Requisition Form (*FZAREQN*)**, including definitions of all the fields used in the following example.

Step-by-Step Procedures

Task 1.4: Adding Document Text – Requisition Form (*FZAREQN*)

Step	Action	Results/Decisions
1.	Type ***FZAREQN*** in the **GoTo…** field and press ENTER.	***FZAREQN*** displays.
2.	Type the requisition number to finish an in-process requisition. **OR** Click **Search**, click **Enter Query**, type the requestor's name, and click **Execute Query**. Select the appropriate record using the **Next Record** button and click **Select**.	Displays the requisition left in-process from the previous topic. **NOTE**: When searching, enter the wildcard (%) before, middle, and after the first and last name. Use upper and lower case text.
3.	Click the **Next Block** button to view the requisition. **HINT**: Remember to press TAB from field to field.	The **Requestor/Delivery Information** block displays of the selected requisition.
4.	View and verify the **COA**, **Organization**, and **Ship To** information and make changes as needed.	The **COA** field should default based on user's logon. **Organization Description** populates based on the organization selected. **Organization Code** and **Description** will default if previously established as part of the requestor's user profile. The **Ship To** information defaults in. The **Address**, **Telephone**, **Contact** and **Attention To** fields populate.
5.	Select **Document Text (*FOAPOXT*)** from the **Options** menu. Click the **Next Block** button to highlight the **Text** field or click on the text line. Enter information for the buyer (e.g., *attachment is being sent via fax*), or other text (up to 50 characters per line) as needed.	***FOAPOXT*** displays. The cursor moves to the **Text** field. **NOTE**: Attachment with requisition must be noted on the first line of document text. More details are available in Appendix F.
6.	Press TAB to advance to the **Print** checkbox. Leave the box selected to print the text on the requisition OR clear the box to not print the text from the requisition to the purchase order.	Document text does not always need to print on the requisition (print status will carry onto purchase order); buyers can view document text without printing the requisition.

Step	Action	Results/Decisions
7.	Leave the **Line** field blank to accept the default increment.	 **HINT**: Each line is considered to be a record in ***Banner***.
8.	Click the **Next Record** button to add additional lines of text.	
9.	Press TAB to advance to the **Print** checkbox. Leave the box selected to print the text on the requisition or clear the box to not print the text from the requisition to the purchase order.	
10.	Leave the **Line** field blank to accept the default increment.	
11.	Click the **Save** button.	Transaction records are saved.
12.	Click the **Exit** button to return to the requisition.	Note that the **Document Text** box is now selected.
13.	Click the **Next Block** button or click on the **Balancing/Completion** tab and review the totals to ensure that all is "Balanced."	
14.	Click the **Complete** button.	*Document R####### completed and forwarded to Approvals process.*

Apply Your Knowledge

Add Document Text to an In-Process Requisition

Now that you have learned the steps to successfully add document text to an in-process requisition, open the form ***FZAREQN*** using the steps we just followed and enter the requisition number from the previous exercise that you placed in-process and add document text. When you have finished you can complete the requisition.

1.5: Commodity vs. Document Level Accounting

When a requisition is created, the selection between Document and Commodity Level Accounting must be made. The accounting type is selected before entering information in the Commodity/Accounting window. A purchase order created directly from a requisition carries the same accounting type as the requisition.

At its most basic definition, Document Accounting distributes the accounting for all commodities to the FOAPALs listed. There is **no** direct relationship between the commodity and the FOAPAL. Multiple commodities can be distributed to one FOAPAL or many FOAPALs. One commodity can be distributed to many FOAPALs.

Commodity Level Accounting provides a direct relationship between the commodity and the FOAPAL. There can be one commodity to one FOAPAL, or one commodity to multiple FOAPALs. Make sure to choose the correct accounting level because the buyer does not have the ability to change the accounting level. The level must be checked before entering the FOAPAL.

Process Description

Document (DOC) Level Accounting

- Enables the user to assign accounting distributions (FOAPALs) to the document in total.
- Is the default in ***Banner***.

Commodity Level Accounting

- Enables the user to assign account distributions (FOAPALs) to individual commodities or line items.
- Is required for all fixed asset lease/purchase requisitions/purchase orders and all requisitions/purchase orders on state or federal grant funds and current restricted funds.

CAUTION:

Fixed Assets are Commodity Level Accounting. Buyers cannot change the Accounting Type of the requisition when creating the purchase order.

The following table provides guidelines for selecting an accounting type:

If account distribution (FOAPAL) is:	Document	Commodity
Applied to the entire document	X	
For fixed assets		X
For state or federal grant funds or current restricted funds		X
For lease purchases		X
Assigned by commodity		X

NOTE:

Accounting levels chosen at the requisition level continue through the purchase order process.

Document Level Accounting is the ***Banner*** default (clear the **Document Level Accounting** field when Commodity Level is used). Document Level Accounting allows a split between the FOAPAL, but not for a line-to-line item match.

A Document Level Accounting requisition and a Commodity Level Accounting requisition cannot be combined on a single purchase order.

A purchase order assigned to a Commodity Level Accounting requisition must also use Commodity Level Accounting.

Process Examples

The following process examples explain the relationship between Document Level and Commodity Level Accounting, and FOAPALs. The scenarios are based on requisition entry, and are not step-by-step procedures.

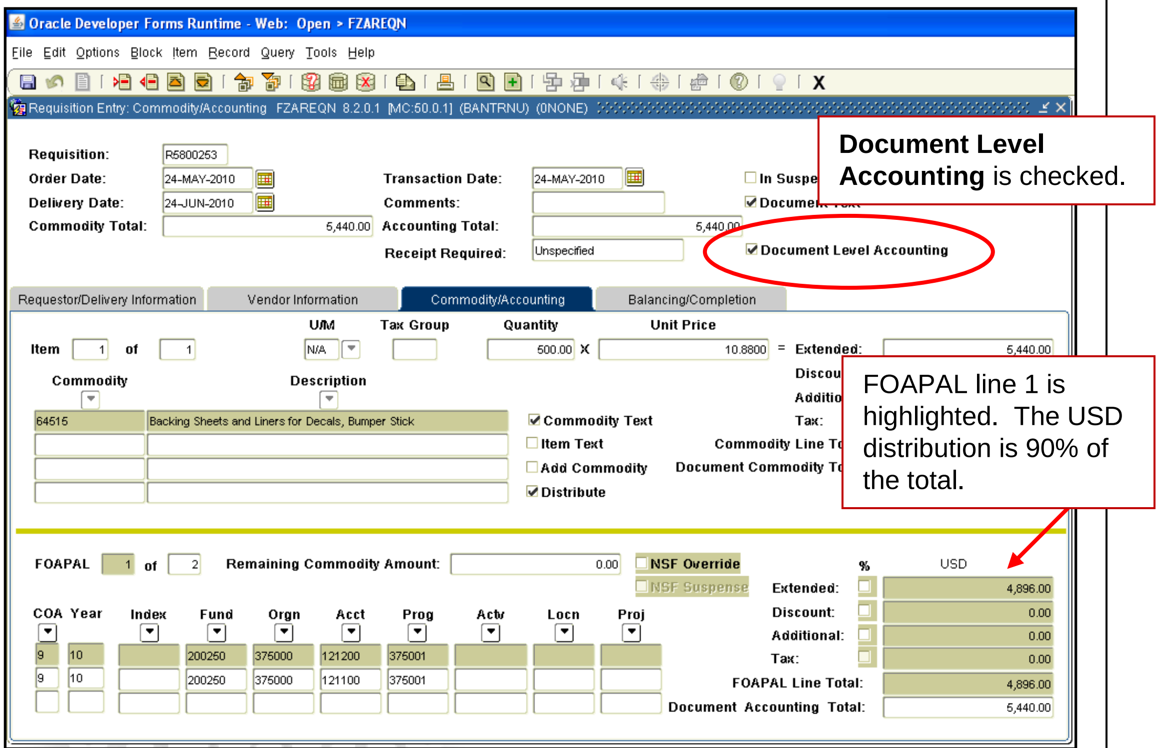


Fig. 1.5.1 Commodity/Accounting Block – Multiple FOAPALS

Form Name

Form Name	Form Title	Menu Path
FZAREQN	Requisition Form	Financial » Purchasing & Procurement System » Request Processing » Requisition Form

See Appendix C for information on the fields in the **Requisition Form (*FZAREQN*)**, including definitions of all the fields used in the following example.

Scenario 1: *Document Level (One Commodity to Multiple FOAPALs)*

1. At **Requisition Form: Commodity/Accounting Entry *(FZAREQN)***, leave the **Document Level Accounting** field selected (the default).
2. Enter the commodity information in the appropriate fields, and click the **Next Block** button to move the cursor to the **FOAPAL Accounting** block.
3. Enter the first FOAPAL. Select the percent (%) box by the **Extended** field and enter the percentage of the total distribution to be distributed for this FOAPAL.
4. Click the **Next Record** button to open a new record for the second FOAPAL. Again, use the percent (%) box by the **Extended** field and enter the percentage of the total distribution to be distributed to this FOAPAL.
5. Continue to open new records until 100% of the distribution is assigned to FOAPALs.

The following two screens display the entries for Scenario 1:

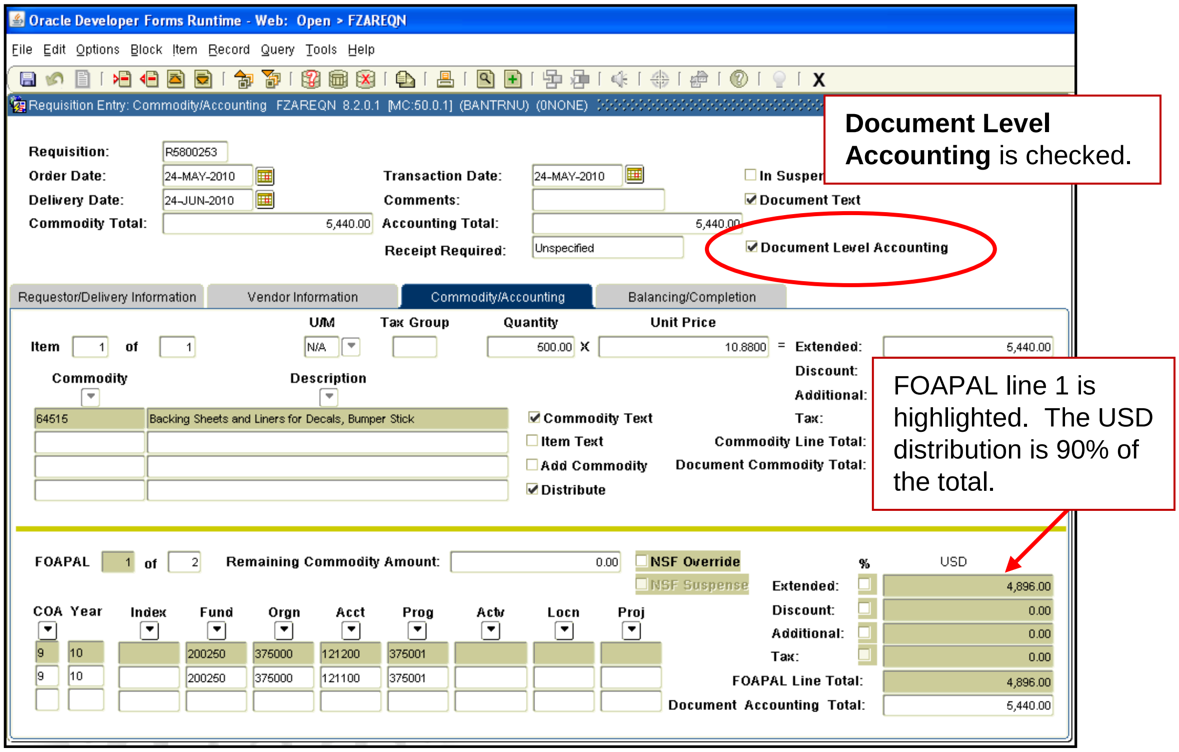


Fig. 1.5.2 Commodity/Accounting Block (FZAREQN)

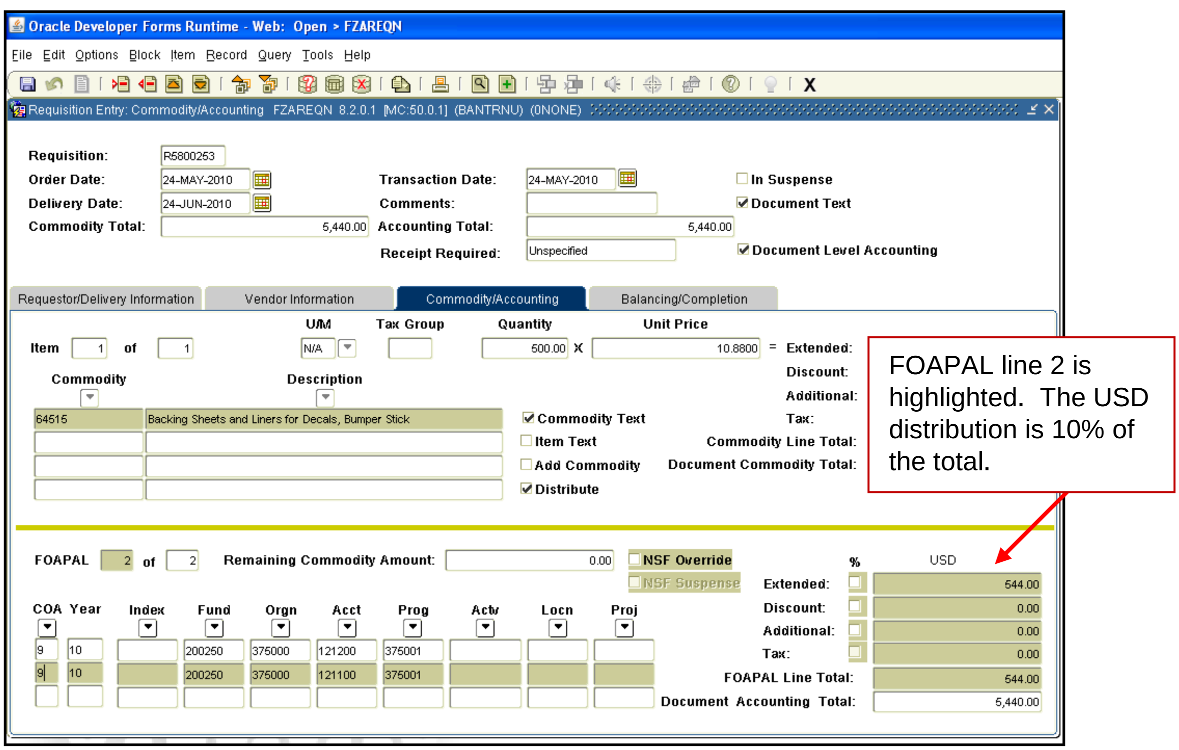


Fig 1.5.3 Commodity/Accounting Block (FZAREQN)

Step-by-Step Procedures
Task 1.5A: Create a Requisition Using Document Level Accounting – Requisition Form (FZAREQN)

Step	Action	Results/Decisions
1.	Type ***FZAREQN*** in the **GoTo…** field and press ENTER.	***FZAREQN*** displays.
2.	Type *NEXT* for a new requisition. **OR** To finish an in-process requisition: Type the requisition number. **OR** Click **Search**, click **Enter Query**, type the requestor's name, and click **Execute Query**. Select the appropriate record using the **Next Record** button, and click **Select**. **OR** Click the **Copy** button and type the requisition or purchase order number to copy. Press TAB to see the vendor number and name, and click **OK**.	
3.	Click the **Next Block** button to view the requisition.	The **Requestor/Delivery Information** block displays with the **Order** and **Transaction Date** fields populated by default.
4.	Press TAB and fill in the **Delivery Date**.	**Delivery Date** must be equal to or greater than the **Order Date**. The **Order Date** is a required field.
5.	Press TAB to the **Comments** (optional) field.	Comments are limited to 30 characters, and should be meaningful information that needs to be conveyed to the Purchasing Officer. Do not type the phrase: "Need ASAP." Use more meaningful examples such as: Hazardous Materials, Rental, Fixed Assets, For Bid, Sole Source, Previous Purchase Order Number with Previous Fiscal Year, Check Enclosed, Pre-Paid, or Lease.
6.	Press TAB to advance to the **Requestor** field.	Requestor information defaults from data in your security profile. If this information is not correct, contact your Unit Security Contact in your department. **Requestor**, **COA**, and **Organization** fields are required. **NOTE**: Defaults can be overwritten.
7.	TAB through the **COA**, **Organization**, **E-mail**, **Phone**, and **Fax** fields, editing fields as needed.	The **COA** field should default based on user's logon. **Organization Code** and **Description** will default if previously established as part of the requestor's user profile. **Organization Description** populates based on the organization selected.
8.	TAB to advance to the **Ship To** field. Type or **Search** for the Ship To code.	The **Address**, **Telephone**, **Contact** and **Attention To** fields populate.

Step	Action	Results/Decisions
9.	Add or change the information in the **Attention To** field at the bottom of the screen, if necessary.	This is a required field. Default data can be overwritten. **HINT**: A new **Ship To** field does not overwrite to the **Attention To** field. Because the **Attention To** field is required, you must manually enter data in that field by pressing TAB and typing in the new text.
10.	Click the **Next Block** button or click on the **Vendor Information** tab.	The **Vendor Information** block displays with the **Order Date**, **Transaction Date** and **Delivery Date** populated as a header.
11.	Type the vendor number in the **Vendor** code field, or click **Search**, select **Entity Name/ID Search *(FZIIDEN)*** and query on the vendor. *For training purposes, accept the default address code and sequence number.*	The **Vendor** code is not required and may be left blank for requisitions requiring a bid or when the requestor does not know the best source for the item ordered. The vendor name populates in the **Vendor** field after pressing TAB. The **Address Type**, **Address**, **Phone** and **Fax** fields populate based on the vendor entered.
12.	Select a different **Address Type**, if desired, by clicking the **Search** button.	Search results display.
13.	TAB through the rest of the fields to make any changes.	
14.	Click the **Next Block** button or click the **Commodity/Accounting** tab. **NOTE**: If you want to select Commodity Level Accounting (also known as Line Item Accounting), clear the **Document Level Accounting** box **before** entering any FOAPAL information.	The **Commodity/Accounting** block displays with the **Requisition Number**, **Order Date**, **Transaction Date**, and **Delivery Date** fields populated, and the **Document Level Accounting** field selected. The requistion number is assigned. *For this example we are completing a Document Level Accounting requisition, so we will leave the **Document Level Accounting** box selected.*
15.	Type a **Commodity** code for the item of purchase or **Search** to find the code.	The selected commodity populates the **Description** field on the **Requisition Form**.
16.	TAB to the **Description** field, and the generic description defaults in the field.	
17.	Delete the default commodity code description.	
18.	Enter the vendor's catalog number, if available, and a brief description of what is being purchased. **NOTE**: No more than 35 characters in the **Description** field. Do not use all capital letters. Use upper and lower case text.	

Step	Action	Results/Decisions
19.	TAB and fill out the **U/M** (unit of measure), **Quantity**, and **Unit Price** fields.	The **U/M** defaults to N/A, but must be changed to a value contained in the **Unit of Measure Validation Form (*FTVUOMS*)** that is appropriate for the selected commodity. Drop down the menu next to the **U/M** field to select from the available list. The **U/M** field is a required field.
20.	TAB to calculate **Extended** cost.	The **Document Commodity Total** and the **Remaining Commodity Amount** fields will populate.  **HINT**: You can use the arrow keys to move back and forth between commodities.
21.	Select **Item Text** from the **Options** menu to add item text.	***FOAPOXT*** displays. Note that the **Item Number** is populated.
22.	Click the **Next Block** button, or click on the next available text line, to advance to the **Text** field and type additional information (only 50 char/line). **NOTE**: You do not need to duplicate the information in the commodity **Description** field. Do not use all capital letters. Use upper and lower case text.	
23.	Press TAB to advance to the **Print** checkbox and leave selected.	Item text may need to print on the requisition (print status will carry onto purchase order) when providing specific information to the vendor; buyers can view item text without printing the requisition.
24.	Leave the **Line** field blank to accept the default increment.	
25.	Click the **Next Record** button or click on the next available text line to add additional lines of text.	
26.	Click **Save** and **Exit** when item text entry is complete.	Transaction records are saved. ***FZAREQN*** displays with the **Item Text** box checked.
27.	TAB through all fields before continuing.	
28.	Click the **Next Block** button when all items are entered.	The **FOAPAL** block displays. The **Document Commodity Total** calculates and moves to the **FOAPAL** block. The **FOAPAL** code fields **COA**, **Year**, and **Orgn** populate.
29.	Type or **Search** for FOAPAL codes as needed.	**COA** will default to the Chart that was entered as the logon default, but can be overwritten. **Orgn** field may default based on the user profile but can be overwritten.

Step	Action	Results/Decisions
30.	To allocate how much of the order will be charged to this FOAPAL, either: TAB to the **Percentage** box, select it, then TAB and type a percentage in the **Extended** field. **OR** TAB to the **Extended** field and type the appropriate dollar amount.	
31.	Click **Next Record** to add FOAPAL(s), and go back to step 29.	**Orgn** field may default based on user profile but can be overwritten.
32.	TAB through each field until the dollar amount is populated in the **FOAPAL Line Total** field.	Because this requisition is using Document Accounting and a single FOAPAL, the requisition total populates in US dollars in the **Extended, FOAPAL Line Total**, and **Document Accounting Total** fields.
33.	TAB through all fields before continuing.	
34.	Click the **Next Block** button or click on the **Balancing/Completion** tab.	The **Balancing/Completion** block displays with the **Vendor, Requestor, COA, Organization, Commodity Record Count**, and **Input Amount** populated in the top section of the block. The **COA** and the **Organization** fields default based on the requestor.
35.	The requisition amount populates the lower half of the block in the **Input**, **Commodity**, and **Accounting** fields. All amounts must be in balance. The **Status** fields should display "BALANCED."	
36.	Make a note of the requisition number for your records (1st field).	
37.	Select the **Receipt Required** by clicking the drop-down arrow next to the field.	The **Receipt Required** field value defaults to "No Receipt Required" for orders less than $5000.
38.	Click **Complete** if you are finished with the requisition. **OR** Click **In Process** to save and complete later.	The **Requisition Form (*FZAREQN*)** displays. If the requisition is balanced, it can either be completed or placed "in-process." *For this example, the requisition will be **Completed**.*
39.	Click the **Exit** button.	The main menu displays.

Scenario 2: Commodity Level (Two Commodities to Multiple FOAPALs):

1. At **Requisition Form: Commodity/Accounting Entry *(FZAREQN)***, click the **Document Level Accounting** field to clear the checkbox (**Commodity Accounting**).
2. Enter the first commodity code and commodity information (description, unit of measure, quantity, and price), TAB through all fields, and click the **Next Block** button to move the cursor to the **FOAPAL Accounting** block.
3. Enter the FOAPAL associated with this commodity, and TAB to the **Distribution** block.
4. Enter the appropriate dollar amount for this FOAPAL in the **Extended** field and TAB through all fields.
5. Click the **Next Record** button to open a new record for the second FOAPAL. Enter the second FOAPAL associated with this commodity, and TAB to the **Distribution** block.
6. Enter the appropriate dollar amount for this FOAPAL in the **Extended** field. **NOTE**: Enter the remaining amount displayed in the **Remaining Commodity Amount** field and TAB through all fields.
7. Click the **Previous Block** button to return to the **Commodity** block, and select **Next Record** to enter the second commodity and commodity information. TAB through all fields.
8. Click the **Next Block** button to move the cursor to the **FOAPAL Accounting** block to enter FOAPAL information for the second commodity.
9. Enter the FOAPAL associated with this commodity, and TAB to the **Distribution** block.
10. Click the **Extended** percentage checkbox. TAB to the **Extended USD** field, enter a percentage, and TAB. (This calculates a percentage of the commodity total.) TAB through all fields.
11. Select **Next Record** to open a new record and enter the second FOAPAL. TAB to the **Extended** field and enter the dollar amount displayed in the **Remaining Commodity Amount** field. TAB through all fields.
12. Click the **Next Block** button or click on the **Balancing/Completion** tab to move to the **Balancing/Completion** block.

The following two screens display entries for Scenario 2:

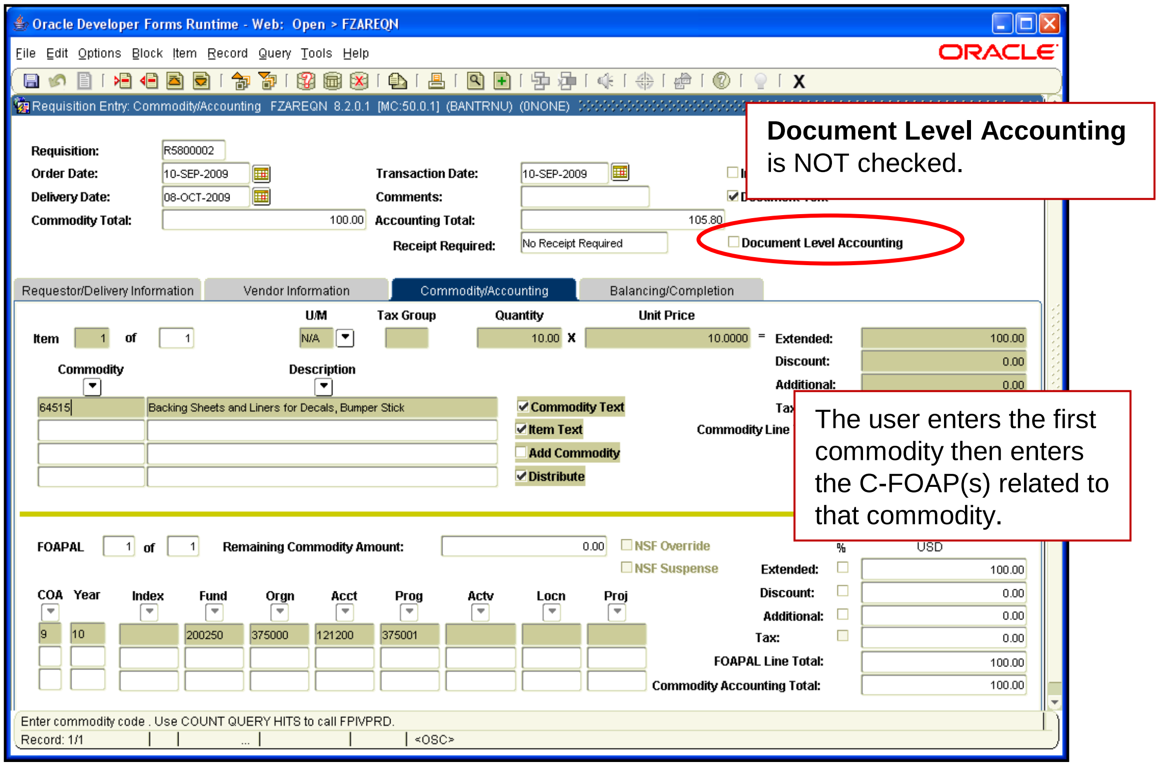


Fig. 1.5.4 Commodity/Accounting Block (FZAREQN)

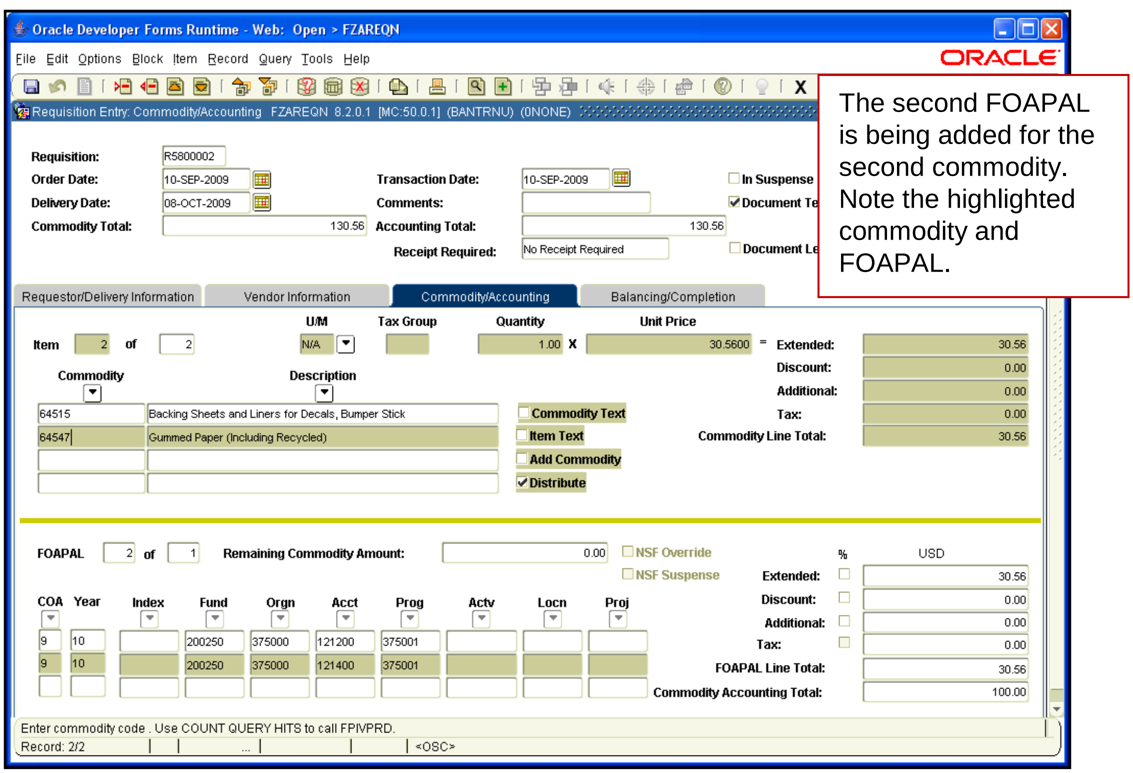


Fig. 1.5.5 Commodity/Accounting Block (FZAREQN)

Step-by-Step Procedures
Task 1.5B: Create a Requisition Using Commodity Level Accounting – Requisition Form (FZAREQN)

Step	Action	Results/Decisions
1.	Type ***FZAREQN*** in the **GoTo…** field and press ENTER.	***FZAREQN*** displays.
2.	Type *NEXT* for a new requisition. **OR** To finish an in-process requisition: Type the requisition number. **OR** Click **Search**, click **Enter Query**, type the requestor's name, and click **Execute Query**. Select the appropriate record using the **Next Record** button, and click **Select**.	
3.	Click the **Next Block** button to view the requisition.	The **Requestor/Delivery Information** block displays with the **Order** and **Transaction Date** fields populated by default.
4.	Press TAB and fill in the **Delivery Date**.	**Delivery Date** must be equal to or greater than the **Order Date**. The **Delivery Date** is a required field.
5.	Press TAB to the **Comments** (optional) field.	Comments are limited to 30 characters, and should be meaningful information that needs to be conveyed to the Purchasing Officer. Do not type the phrase: "Need ASAP." Use more meaningful examples such as: Hazardous Materials, Rental, Fixed Assets, For Bid, Sole Source, Previous Purchase Order Number with Previous Fiscal Year, Check Enclosed, Pre-Paid, or Lease.
6.	Press TAB to advance to the **Requestor** field.	Requestor information defaults from data in your security profile. If this information is not correct, contact your Unit Security Contact in your department. **Requestor**, **COA**, and **Organization** fields are required. **NOTE**: Defaults can be overwritten.
7.	TAB through the **COA**, **Organization**, **E-mail**, **Phone**, and **Fax** fields, editing fields as needed.	The **COA** field should default based on user's logon. **Organization Code** and **Description** will default if previously established as part of the requestor's user profile. **Organization Description** populates based on the organization selected. The **Ship To** information defaults in. The **Address**, **Telephone**, **Contact** and **Attention To** fields populate.
8.	Click the **Next Block** button or click on the **Vendor Information** tab.	The **Vendor Information** block displays with the **Order Date**, **Transaction Date** and **Delivery Date** populated as a header.

Step	Action	Results/Decisions
9.	Type the vendor number in the **Vendor** code field and press TAB, or click **Search**, select **Entity Name/ID Search *(FZIIDEN)*** and query on the vendor. *For training purposes, accept the default address code and sequence number.*	The **Vendor** code is not required, and is typically left blank for requisitions requiring a bid, or when the requestor does not know the best source for the item ordered. The vendor name populates in the **Vendor Name** field. The **Address Type**, **Address**, **Phone** and **Fax** fields populate based on the vendor entered.
10.	Select a different **Address Type**, if desired, by clicking the **Search** button.	Search results display.
11.	TAB through the rest of the fields to make any changes.	
12.	Click the **Next Block** button or click on the **Commodity/Accounting** tab. **NOTE**: If you want to select Commodity Level Accounting (also known as Line Item Accounting), clear the **Document Level Accounting** box **before** entering any FOAPAL information.	The **Commodity/Accounting** block displays with the **Requisition Number**, **Order Date**, **Transaction Date**, and **Delivery Date** fields populated, and the **Document Level Accounting** field selected. The requisition number is assigned.
13.	Clear the **Document Level Accounting** type checkbox.	Document now becomes Commodity Level Accounting.
14.	Type a **Commodity** code for the item of purchase or **Search** to find the code.	
15.	TAB to the **Description** field and the generic description defaults in the field.	The selected commodity populates the **Description** field.
16.	Delete the default commodity code description.	
17.	Enter the vendor's catalog number, if available, and a brief description of what is being purchased. **NOTE**: No more than 35 characters in the **Description** field. Do not use all capital letters. Use upper and lower case text.	
18.	TAB and fill out the **U/M** (unit of measure), **Quantity**, and **Unit Price** fields.	The **U/M** defaults to N/A, but must be changed to a value contained in the **Unit of Measure Validation Form (*FTVUOMS*)** that is appropriate for the selected commodity. Drop down the menu next to the **U/M** field to select from the available list. The **U/M** field is a required field.
19.	TAB to calculate **Extended** cost.	The **Document Commodity Total** and the **Remaining Commodity Amount** fields will populate. **HINT**: You can use the arrow keys to move back and forth between commodities.

Step	Action	Results/Decisions
20.	Select **Item Text** from the **Options** menus to add item text (optional).	Note that the **Text Type**, **Code**, **Commodity Description**, and **Item Number** are populated.
21.	Click the **Next Block** button or click on the next available text line to advance to the **Text** field and type additional information (only 50 char/line).  **NOTE**: You do not need to duplicate the information in the commodity **Description** field. Do not use all capital letters. Use upper and lower case text.	
22.	Press TAB to advance to the **Print** checkbox and leave selected.	Item text may need to print on the requisition (print status will carry onto purchase order) when providing specific information to the vendor; buyers can view item text without printing the requisition.
23.	Leave the **Line** field blank to accept the default increment.	
24.	Click the **Next Record** button from the toolbar to add additional lines of text.	
25.	Click **Save** and **Exit** when the item text entry is complete.	Transaction records are saved. ***FZAREQN*** displays with the **Item Text** box checked.
26.	TAB through all fields before continuing.	
27.	Click the **Next Block** button when all items are entered.	The **FOAPAL** block displays. The **Document Commodity Total** calculates and moves to the **FOAPAL** block. The **FOAPAL** code fields **COA**, **Year**, and **Orgn** populate.
28.	Type or **Search** for FOAPAL codes as needed.	**COA** will default to the Chart that was entered as the logon default, but can be overwritten. **Orgn** field may default based on the user profile but can be overwritten.
29.	To allocate how much of the commodity dollar total will be charged to this FOAPAL, either: TAB to the **Percentage** box, select it, then TAB and type a percentage in the **Extended** field. **OR** TAB to the **Extended** field and type the appropriate dollar amount.	
30.	Click **Next Record** to add FOAPAL(s), and go back to step 28.	The cursor moves to the next FOAPAL line. **Orgn** field may default based on user profile but can be overwritten.
31.	TAB through each field until the dollar amount is populated in the **FOAPAL Line Total** field.	

Step	Action	Results/Decisions
32.	Click the **Previous Block** button.	The **FOAPAL Line Total** and **Commodity Accounting Total** fields populate with the commodity amount. The cursor moves to the **Commodity** block with the first line (commodity) highlighted.
33.	Click the **Next Record** button.	Cursor moves to the second commodity and the line is highlighted.
34.	Type a **Commodity** code for the item of purchase or **Search** to find the code.	
35.	TAB to the **Description** field and the generic description defaults in the field.	The selected commodity populates the **Description** field.
36.	Delete the default commodity code description to enter your own or leave generic description in the field.	
37.	Enter the vendor's catalog number, if available, and a brief description of what is being purchased. **NOTE**: No more than 35 characters in the **Description** field. Do not use all capital letters. Use upper and lower case text.	
38.	TAB and fill out the **U/M** (unit of measure), **Quantity**, and **Unit Price** fields.	The **U/M** defaults to N/A, but must be changed to a value contained in the **Unit of Measure Validation Form (*FTVUOMS*)** that is appropriate for the selected commodity. Drop down the menu next to the **U/M** field to select from the available list. The **U/M** field is a required field.
39.	TAB to calculate **Extended** cost.	The **Document Commodity Total** and the **Remaining Commodity Amount** fields will populate. **HINT**: You can use the arrow keys to move back and forth between commodities.
40.	Select **Item Text** from the **Options** menu to add item text (optional).	***FOAPOXT*** displays. Note that the **Text Type**, **Code**, **Commodity Description**, and **Item Number** are populated.
41.	Click the **Next Block** button to advance to the **Text** field and type additional information (only 50 char/line). **NOTE**: You do not need to duplicate the information in the commodity **Description** field. Do not use all capital letters. Use upper and lower case text.	
42.	Press TAB to advance to the **Print** checkbox and leave selected.	Item text may need to print on the requisition (print status will carry onto purchase order) when providing specific information to the vendor; buyers can view item text without printing the requisition.

Step	Action	Results/Decisions
43.	Leave the **Line** field blank to accept the default increment.	
44.	Click **Save** and **Exit** when item text entry is complete.	Transaction records are saved. ***FZAREQN*** displays with the **Item Text** box checked.
45.	TAB through all fields before continuing.	
46.	Click the **Next Block** button when all items are entered.	The **FOAPAL** block displays. The **Document Commodity Total** calculates and moves to the **FOAPAL** block. The **FOAPAL** code fields **COA**, **Year**, and **Orgn** populate.
47.	Type or **Search** for FOAPAL codes as needed.	**COA** will default to the Chart that was entered as the logon default, but can be overwritten. **Orgn** field may default based on the user profile but can be overwritten.
48.	To allocate how much of the commodity dollar total will be charged to this FOAPAL, either: TAB to the **Percentage** box, select it, then TAB and type a percentage in the **Extended** field. **OR** TAB to the **Extended** field and type the appropriate dollar amount.	This activates the percent (%) function. The **Extended** field represents the percentage of the commodity total for this FOAPAL. The **Remaining Commodity Amount** field changes to the unapplied amount (equal to what the program calculated).
49.	TAB through all fields before continuing.	
50.	Click **Next Record** to add FOAPAL(s), and go back to step 47.	The cursor moves to the next FOAPAL line. **Orgn** field may default based on user profile but can be overwritten.
51.	Keep tabbing through each field until the dollar amount is populated under USD for the **FOAPAL Line Total**.	
52.	TAB through all fields before continuing.	
53.	Click the **Next Block** button or click on the **Balancing/Completion** tab.	The **Balancing/Completion** block displays with the **Vendor, Requestor, COA, Organization, Commodity Record Count**, and **Input Amount** populated in the top section of the block. The **COA** and the **Organization** fields default based on the requestor.
54.	The requisition amount populates the **Input**, **Commodity**, and **Accounting** fields. All amounts must be in balance. The **Status** fields should display "BALANCED."	
55.	Make a note of the requisition number for your records (1st field).	
56.	Select the **Receipt Required** by clicking the drop-down arrow next to the field.	The **Receipt Required** field value defaults to "No Receipt Required" for orders less than $5000.

Step	Action	Results/Decisions
57.	Click **Complete** if you are finished with the requisition. **OR** Click **In Process** to save and complete later.	The **Requisition Form (*FZAREQN*)** displays. If the requisition is balanced, it can either be completed or placed “in-process.” *For this example, the requisition will be **Completed**.*
58.	Click the **Exit** button.	The main menu displays.

NOTE: You may check the status of the requisition you just completed/submitted by typing ***FOIDOCH*** in the **GoTo…** field and pressing ENTER. Type *REQ* in the **Document Type** field and press ENTER. Type the requisition number in the **Document Code** field and click the **Next Block** button.

If no status code (letter) appears after the requisition number, the requisition is either “in suspense” or “incomplete”. If a “C” appears, the requisition was successfully completed, but is now in the approval queue(s). After the requisition is approved or if the requestor has implicit approval when they completed the requisition, status code “A” for approved will appear. At this point, the requisition is in the Purchasing or buyer’s queue.

Lesson Summary

Requisitions are primarily used for purchasing requests starting at $5,000, or for restricted commodities. Requisition numbers are system-generated in ***Banner*** through the **Requisition Form (*FZAREQN*)**. The **Requisition Form** allows users to assign account distributions to the requisition document in total, or assign to individual commodities. A time-saving feature available in ***Banner*** is the ability to create new requisitions by copying existing requisitions and Purchase Orders. The Copy procedure is described in 3.3. Additional information related to the requisition can be entered by using **Document Text (*FOAPOXT*)** on the **Requisition Form**. ***Banner*** also allows users to perform queries for additional information needed to process requisitions by searching for ship-to codes, vendor codes and commodity codes. The University is using commodity codes developed by the National Institute of Governmental Purchasing (NIGP) that are auto-loaded annually.

Lesson 2: Approving Requisitions

Banner Finance Approval queues allow automatic routing of financial transactions from the transaction originator to one or more individuals for approval. Use of ***Banner*** Finance Approvals ensures that appropriate review of the financial transaction is conducted before the transaction is posted to specific funds and accounts (FOAPAL) in the General Ledger. Only after the transaction is approved at all appropriate levels is it routed to the ***Banner*** posting process.

At the University of Illinois, ***Banner*** Finance Approvals queues have been established at the departmental level for requisitions, for purchase orders within Purchasing Division, for invoices within UPAY, and for specific journal vouchers using Grant funds and for some gift fund transfer transactions.

Requisitions are routed to approval queues based on the Chart and the Level 5 Organization (college/departments) segments of the FOAPAL. Once a requisition enters an approval queue, the system distributes the document to all the appropriate queues/levels necessary for final approval based solely on total document dollar amount.

Approvers will be able to either approve or disapprove requisitions. When an approver disapproves a requisition, ***Banner*** reverts the document to "In-Process" and returns a message to the originator. In addition to the "generic" disapproval message, the approver can add an additional message outlining the reasons for the disapproval. The originator can revise the returned requisition and complete it, which re-initiates the approval process.

Lesson Objectives

When you have completed the materials presented in this lesson you will be able to:

- Describe the approval process.
- Define implicit approval.
- Identify approval queues and routing process for requisitions.
- Approve requisitions.
- Disapprove requisitions.
- Review approval history.

2.1: Approval-Related Forms

Process Description

There are approval forms specifically for establishing and maintaining approval queues, approving or disapproving transactions, and for viewing and querying historical information.

Approval/Disapproval Forms

Approvals Notification Form (*FOIAINP*): This form displays all unapproved documents that exist for a particular approver for which they are the next approver. The **Approvals Notification Form** displays automatically after the user requests access to any of the ***Banner*** Finance forms the first time they log in to ***Banner***. ***FOIAINP*** may also be accessed from the Finance Approval Menu **(****FINAPPR***)**.

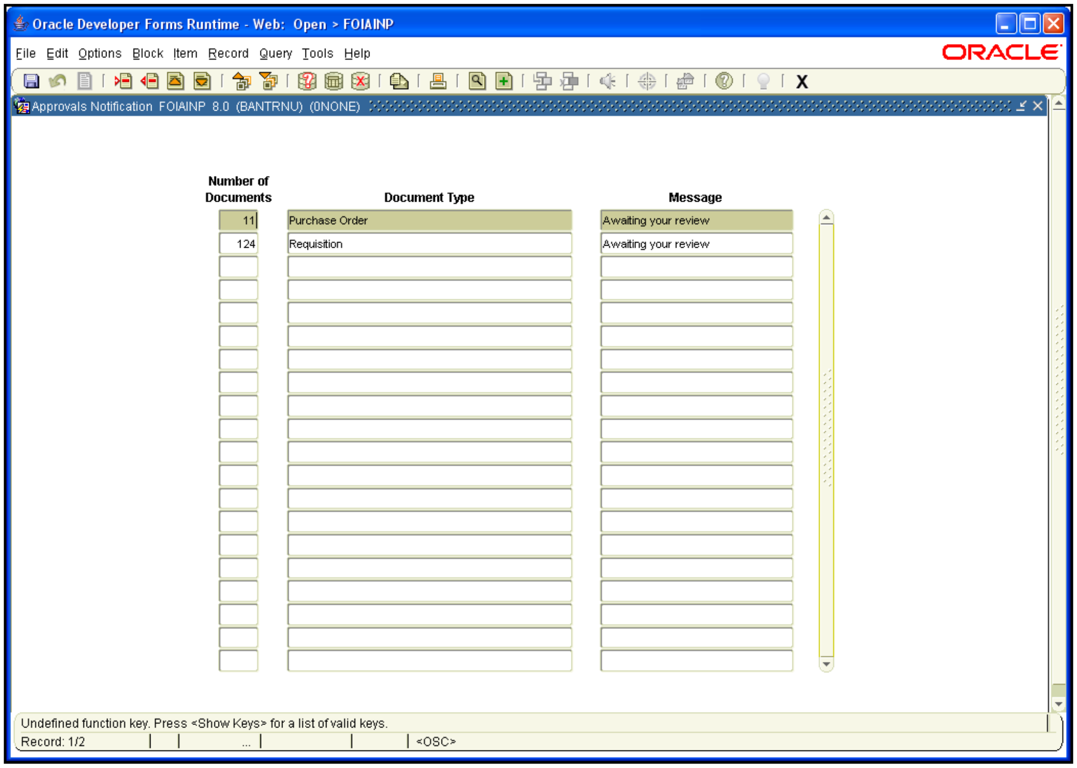


Fig. 2.1.1 Approvals Notification Form (FOIAINP)

User Approval Form (*FOAUAPP*): This is the main form used to approve or disapprove a document. The **User Approval Form** allows direct approval of a document and also allows navigation to summary information of a document for review and subsequent approval. Access this form from the **Financial Approval Menu (*FINAPPR*)**.

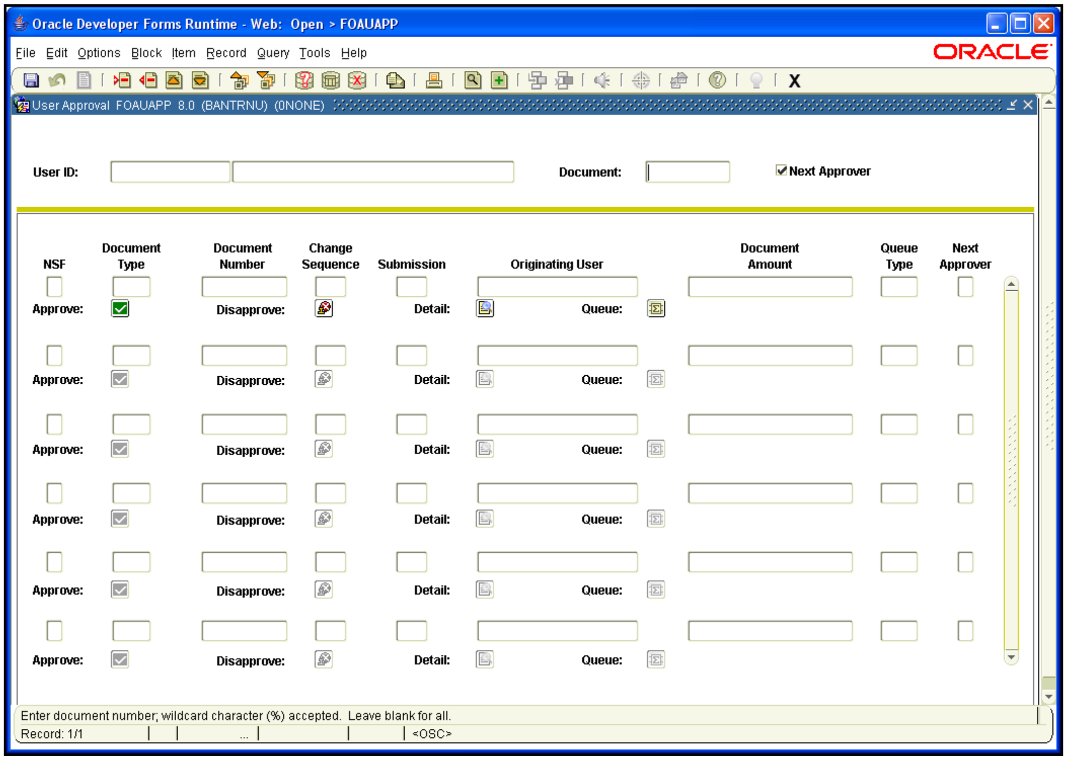


Fig 2.1.2 User Approval Form (FOAUAPP)

Document Approval Form (*FOAAINP*): This form is primarily used to show the remaining individuals in the approval queues. Approvers can also approve/disapprove from this form. Access this form from the **Finance Approval Menu (**FINAPPR*)** or by clicking the **Queue** button on the **User Approval Form (*FOAUAPP*)**.

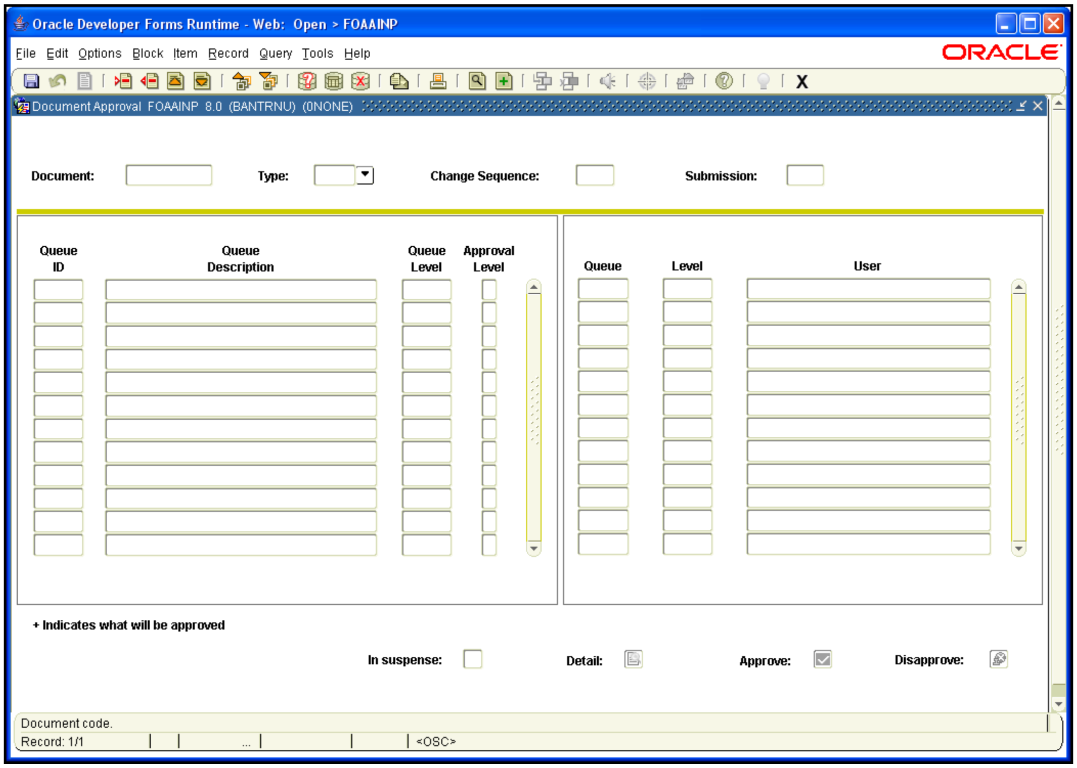


Fig. 2.1.3 Document Approval Form (FOAAINP)

Document By User Form (*FOADOCU*): The **Document by User Form** displays a list of documents originated by a specific user. This form also allows the user to view documents by document type, specific document, certain activity date, or a range of dates and status.

Status Indicator	Status Description
"C"	Completed
"A"	Approved
"P"	Posted *(only for Journal Vouchers)*
"I"	Incomplete
"X"	Cancelled

If a document is pending approval, the originating user can deny the document and change the status to **In-Process** in order to make corrections or delete. Access this form from the **Finance Approval Menu (**FINAPPR*)**.

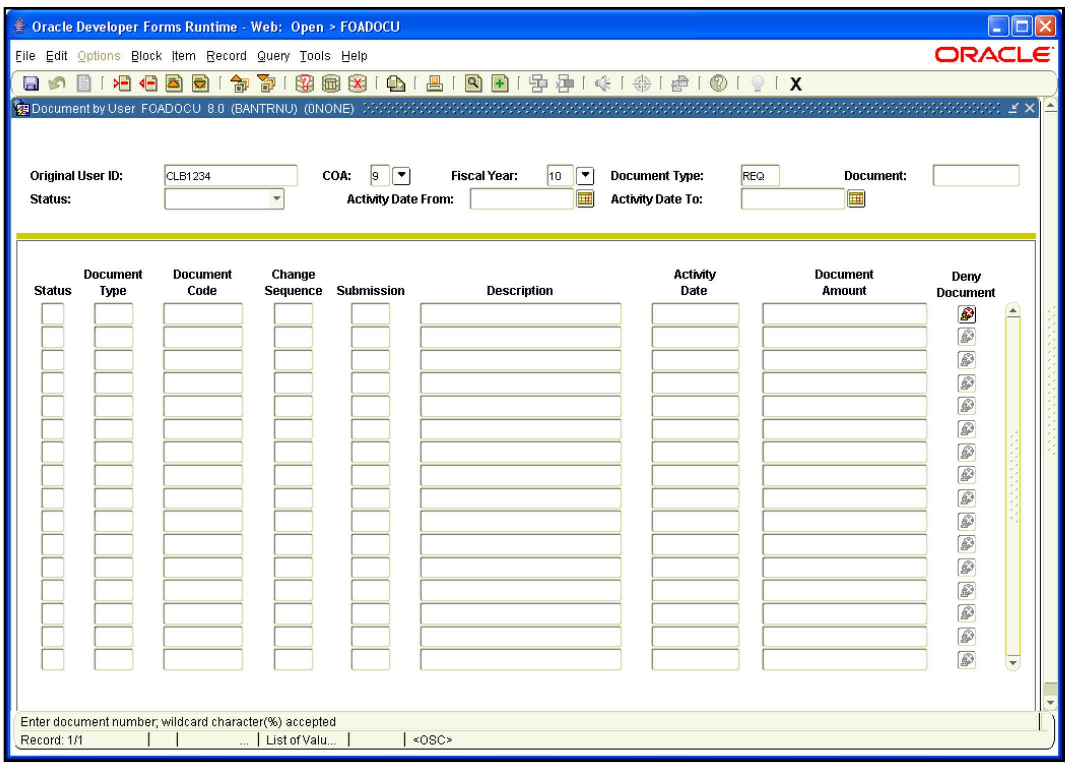


Fig. 2.1.4 Document By User Form (FOADOCU)

Approval History Forms

Document Approval History Form (*FOIAPPH*): This form allows the user to view every user in the queue that has previously approved the document. The **Document Approval History Form** provides an online display of the approval history for a specified document. Access this form from the **Finance Approvals Menu (**FINAPPR*)**. ***FOIAPPH*** may also be accessed from the **Document Approval Form (*FOAAINP*)** or the **User Approval Form (*FOAUAPP*)** by clicking the **Approval History** button.

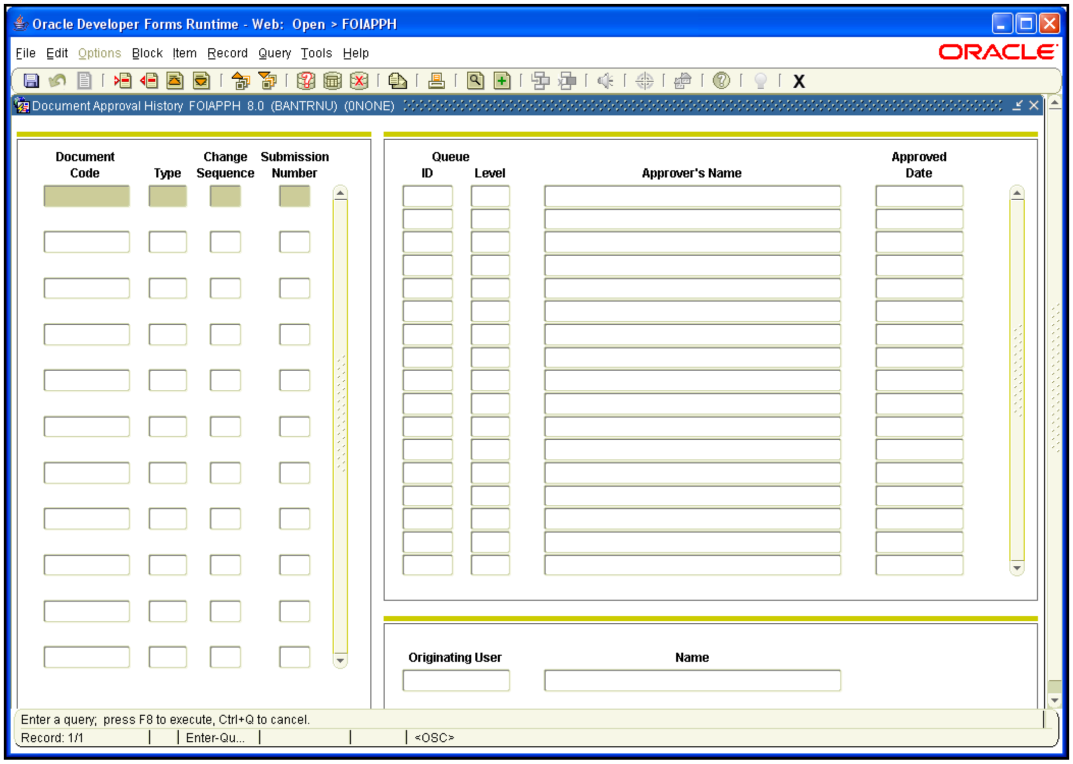


Fig. 2.1.5 Document Approval History Form (FOIAPPH)

Approval History Form (*FOIAPHT*): The **Approval History Form** provides an online display of documents sorted by document code. A document that has been disapproved appears with a queue ID of DENY. Access this form from the **Finance Approval Menu** (***FINAPPR**).

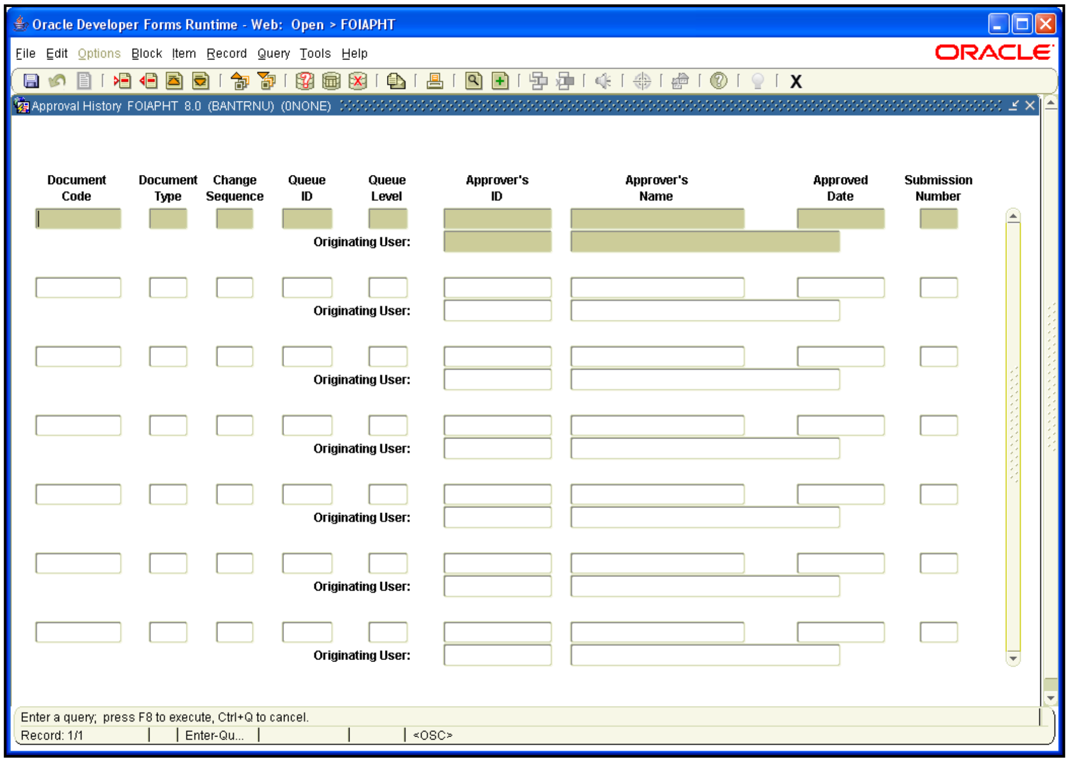


Fig. 2.1.6 Approval History Form (FOIAPHT)

2.2: Requisition Approval Process

Process Description

The ***Banner*** requisition approval process basically represents the dollar authority level of an individual to approve requisitions. The approval process in ***Banner*** is triggered after the requisition is completed.

Implicit approvals will be used for the requisition approval process. “Implicit” means the originator’s approval is assumed for all transactions completed by the originator in a particular queue. Therefore, for those requisitions that an approver creates and completes, he/she is not required to manually approve the document. Once the requisition has been completed and implicitly approved, it will be waiting for approval (if necessary based on the dollar amount of the requisition) by the next person(s) at the next dollar level(s) of the queue.

NOTE:

To determine an individual’s specific dollar level of authority or to add/delete/increase/ decrease an individual’s dollar level, contact your Unit Security Coordinator.

A specific approval level will be associated with a specific dollar level of authority regardless of document type. The levels are defined as follows:

Queue Level	Dollar Amount
1000	$ 9,999.99
2000	$ 19,999.99
3000	$ 27,399.99
4000	$ 49,999.99
5000	$ 99,999.99
6000	$ 249,999.99
7000	$ 499,999.99
9990	$ 999,999,999.99

This will let any University employee know that when an individual has level 7000 approval authority (in any queue) it equates to $499,999.99. This numbering system in no way attempts to present the number of levels in a specific queue.

Final approval on the document is attained only after the approver in the queue above the transaction amount approves the transaction.

Routing of the Requisition Approval Process:

When a departmental staff member completes a requisition under his/her designated dollar level, ***Banner*** assumes the staff member's approval (implicit approval) and forwards the requisition to posting. However, requisitions above the originator's dollar authority levels would automatically be forwarded to the next dollar level approver for approval.

> **Note:** When approvers are set up with the same dollar authority level, the requisition can be approved by any one of the approvers at the appropriate dollar level in the queue.

If the originating requestor is not an approver in the queue, the requisition is automatically forwarded to the approver at the first dollar level authority within the queue.

When the departmental staff member completes a requisition over his/her designated dollar level, ***Banner*** automatically forwards the requisition to the next dollar level approver for approval.

Approvals continue through the departmental queue until the final approval for the requisition is attained. Final approval is attained after the approver in the queue above the transaction amount approves the transaction.

> **Note:** If a requisition has FOAPALs from multiple charts or organizations, the requisition will need to be approved by the appropriate approvers in all queues. **The requisition will be routed to all required queues simultaneously**, but will not be forwarded to posting until all required approvals are obtained.

Once all approvals are obtained, the requisition is forwarded to posting. After the requisition is posted, it is available for buyer assignment and purchase order creation.

There are some exceptions to routing approved requisitions directly to posting. Those requisition requests on Grant funds that meet the following criteria are not routed directly to posting:

- Equipment requisitions of $5,000 or more for State of Illinois sponsored projects (including Federal Grants).
- Equipment requisitions of $25,000 or more for all other sponsored projects.
- Requisitions for a lease purchase of $5,000 or more for State of Illinois sponsored projects (including Federal Grants).
- Requisitions for a lease purchase of $25,000 or more for all other sponsored projects.

After the departmental approval process is complete, requisitions for these specific types of purchases are routed to Grant approval queues for additional approval. The requisitions are routed based on the Fund type and the FOAPAL account code for equipment or the account code for leases. If a Grant approver disapproves the requisition, it will be returned to the original requestor as “in-process” and the requester will be notified via a message with a reason as to why the document was disapproved. The original requestor will then have the option of revising the requisition and resubmitting the document for approval. The revised requisition must go back through the entire approval process.

2.3: Approving and Disapproving Requisitions

Process Description

Approvers are notified of requisitions waiting for their approval each time they log into ***Banner*** and request access to any form. The **Approvals Notification Form (*FOIAINP*)** alerts the approver of requisitions requiring their approval. It indicates the document type (requisition) as well as the number of requisitions waiting for approval. **The Approvals Notification Form (*FOIAINP*)** automatically opens **only the first time** the approver accesses a form after logging into ***Banner***. To facilitate timely approval of requisitions, the approver needs to check this form or other approval forms frequently to ensure there are no additional requisitions waiting for approval.

The **User Approval Form (*FOAUAPP*)** is the main form used to approve or disapprove a requisition. With this form, an approver is able to see all requisitions where he/she is the next approver. The approver can also see every document that will eventually need his/her approval by clearing the Next Approver box.

The **User Approval Form (*FOAUAPP*)** also provides the option of viewing the remaining approvers in the queue by clicking the **Queue** button. Selecting the **Queue** button takes the approver to the **Document Approval Form (*FOAAINP*)**. This form can also be used to view the details of the transaction and approve or disapprove the requisition.

If a document is disapproved, it is returned to the original requestor as an "In-Process" requisition along with a message indicating the reasons for disapproving the transaction. The originator can revise the returned requisition and complete it, which re-initiates the approval process. When the original requestor logs on to ***Banner***, he/she will be notified they have a message waiting. When the message is viewed, the **General Message Form (*GUAMESG*)** opens and provides information regarding the disapproved requisition.

Process Examples

This example demonstrates the following tasks:

- Task 2.3A: Display the **Approvals Notification Form** to determine number of requisitions waiting for approval.
- Task 2.3B: Display the **User Approval Form** to select a requisition for approval.
- Task 2.3C: View the details of the requisition.
- Task 2.3D: View the next approvers in the queue.
- Task 2.3E: Approve or disapprove the requisition.

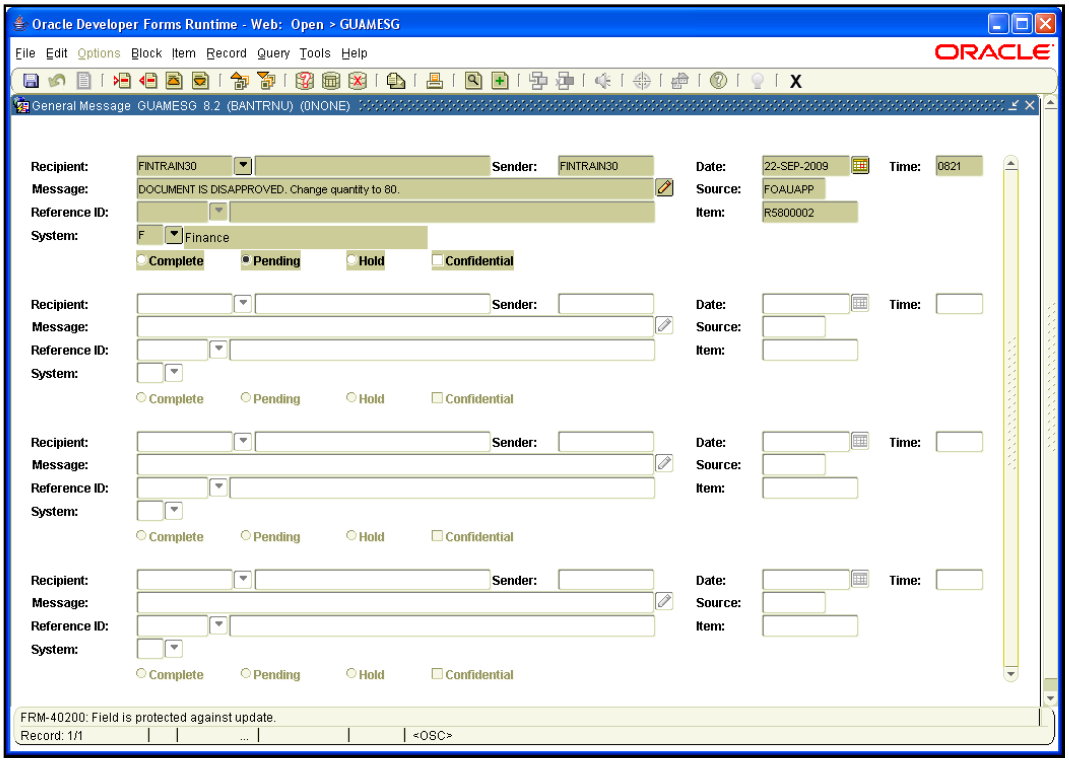
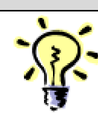


Fig 2.3.1 General Message Form (GUAMESG)

Form Name

Form Name	Form Title	Menu Path
FOIAINP	Approvals Notification	Financial » Finance Operations » Finance Approval » Approvals Notification
FOAUAPP	User Approval	Financial » Finance Operations » Finance Approval » User Approval
FOAAINP	Document Approval	Financial » Finance Operations » Finance Approval » Document Approval

Step-by-Step Procedures
Task 2.3A: Determine Requisitions Waiting Approval – Approval Notification Form (*FOIAINP*)

Step	Action	Results/Decisions
1.	If requisitions are awaiting approval in your queue, the first time you open any form in ***Banner***, the **Approvals Notification Form (*FOIAINP*)** will display informing you of how many documents are awaiting approval. You may **Exit** if you do not want to approve any requisitions at this time.	 **HINT**: The **Approvals Notification Form (*FOIAINP*)** opens automatically when the approver logs on to ***Banner*** and requests access to a form. After this initial log on, the approver must periodically check this form to ensure timely approval of requisitions.

Step-by-Step Procedures
Task 2.3B: Select a Requisition for Approval – User Approval Form (*FOAUAPP*)

Step	Action	Results/Decisions
2.	To review documents awaiting approval: Select **User Approval (*FOAUAPP*)** from the **Options** menu in the **Approvals Notification Form (*FOIAINP*)**. **OR** Type ***FOAUAPP*** in the **GoTo…** field and press ENTER.	***FOAUAPP*** displays. User ID will default in, or delete and enter an alternate User ID. **Next Approver** box is selected.
3.	Enter a specific requisition number to approve, if desired, in the **Document** field.	If this field is left blank, all requisitions requiring approval will appear.
4.	Click the **Next Block** button. Select FOAPAL codes as needed.	Only those documents requiring approvals for the listed User ID will appear. Requisition information is highlighted.

NOTE:

If you do not want to view the details of the requisition, you can skip the steps in Task 2.3C.

Step-by-Step Procedures
Task 2.3C: Details – User Approval Form (*FOAUAPP*)

Step	Action	Results/Decisions
5.	Click **Detail**. Review the FOAPAL detail of the order.	Requisition Number, Requestor, Vendor, FOAPAL, and Requisition Amount default. **HINT**: If more than one commodity is on the requisition, you need to select a commodity and click **Next Block** to view the accounting information for that commodity.
6.	a) Double-click on the requisition number to view all details, including item text. b) Click the **Next Block** button to page through all information. **OR** Select **Query Document** from the **Options** menu. c) To review item text, if included, click on one commodity code and then select **Options, Item Text**. d) **Exit** when done reviewing text. e) Click on the next commodity code and review the item text by selecting **Options, Item Text**. f) **Exit** when done reviewing text.	The **Requisition Query Form (*FPIREQN*)** displays. The requisition number defaults.

Step	Action	Results/Decisions
7.	Document Text may also be included. If the **Document Text** box is checked, review it by selecting **Document Text** from the **Options** menu. When done, click **Exit**.	If this was a restricted commodity, you should see approvals documented within Document Text.
8.	Click **Exit** when finished reviewing the requisition until you return to the ***FOAUAPP*** form.	The **User Approval Form (*FOAUAPP*)** displays.
9.	Select one of the following choices: ***Disapprove***: This changes the status of the requisition to “in-process” and the originator receives a message, along with the text that you type, as to why it was disapproved. Changes can then be made to the requisition by either the original Requestor or the Approver (Disapprover) by accessing the “in-process” requisition through ***FZAREQN*** via the **GoTo…** field.	**Document Disapproval Text Entry** box displays. Requisition type and number default. Text box defaults “Document is Disapproved.”
	In the text box after **Document is Disapproved**, type the reason for disapproving the requisition. Click **OK.**	Forms box displays with message: *Document has been disapproved by you*. **NOTE**: The auto hint line also indicates the requisition has been disapproved. The disapproved requisition is removed from the approver’s queue. Message in the auto hint line displays: *FRM-4040: Transaction complete: 1 records applied and saved*.
	OR ***Approve***: This allows the requisition to be approved and sent to Purchasing, if approver has appropriate approval authority.	**Approval** block displays. Requisition type and number default. Text box defaults “Document Approved.” **NOTE**: Approver can add additional text, but this is strictly optional. Forms box displays with message: *Document has your approval*. Approved requisition is removed from the approver’s queue. Message in the auto hint line displays: *FRM-4040: Transaction complete: 1 records applied and saved*.

NOTE:

You can also approve or disapprove a requisition from the **Document Approval Form** (***FOAAINP***).

Apply Your Knowledge

Approve and Disapprove a Requisition

Now that you have learned the steps to successfully use the **User Approval Form** (***FOAUAPP***) you can experiment with the form on your own. Feel free to refer to the steps under Task 2.3 (Approving and Disapproving Requisitions) on the previous pages.

2.4: Approval History Queries

Process Description

The approval history forms provide an efficient way to query historical information regarding the approvals for a particular document or document type.

The **Document Approval History Form (*FOIAPPH*)** allows you to view every user in the queue that has previously approved the document. The **Document Approval History Form** provides an online display of the approval history for a specific document. Queries can be performed on document code and document type.

The **Approval History Form (*FOIAPHT*)** provides an online display of documents sorted by document code. This form opens in query mode. Queries can be performed on document code (number), document type, queue id, and queue level. A document that has been disapproved appears with a queue ID of DENY.

The **Document Approval Form (*FOAAINP*)** is primarily used to show the remaining individuals in the approval queues. Approvers can also approve/disapprove from this form. Access this form from the **Finance Approval Menu (****FINAPPR*)** or by clicking the **Queue** button on the **User Approval Form (*FOAUAPP*)**.

Process Examples

The following example shows how to perform queries on requisition approval history and demonstrates the following tasks:

- Task 2.4A: Viewing approval history from the **Document Approval History Form (*FOIAPPH*)**
- Task 2.4B: Viewing approval history from the **Approval History Form (*FOIAPHT*)**
- Task 2.4C: Viewing status of requisition in approval queue from the **Document Approval Form (*FOAAINP*)**

Form Name

Form Name	Form Title	Menu Path
FOIAPPH	Document Approval History	Financial » Finance Operations » Finance Approval » Document Approval History
FOIAPHT	Approval History	Financial » Finance Operations » Finance Approval » Approval History
FOAAINP	Document Approval	Financial » Finance Operations » Finance Approval » Document Approval

Step-by-Step Procedures
Task 2.4A: Viewing Approval History – Document Approval History Form (*FOIAPPH*)

This form allows you to view every user in the queue that has previously approved the document. It provides an online display of the approval history for a specified document.

Step	Action	Results/Decisions
1.	Type ***FOIAPPH*** in the **GoTo…** field and press ENTER to open the **Document Approval History Form**.	***FOIAPPH*** displays. The form opens in query mode. **NOTE**: You may also access ***FOIAPPH*** from the **Document Approval Form (*FOAAINP*)** or the **User Approval Form (*FOAUAPP*)**. Select **Options, Approval History (*FOIAPPH*)**.
2.	Press TAB to advance to the **Document Type** field. Type *REQ* in the **Document Type** field to perform a search for all requisitions, or *PO* for Purchase Orders. **OR** Entering the entire document number or a portion of the document number with the wildcards (% **OR** _) in the **Document Code** field allows you to narrow the search to one specific document.	
3.	Click the **Execute Query** button to perform the search for all documents that meet the criteria.	All requisition documents populate into the left window. The first line is highlighted. The right window displays the related history information including **Queue ID**, **Queue Level**, **Approvers' Names**, and the **Date** they approved the document.
4.	Select the document number to view its related history information such as **Approver's Name**, **Approval Date**, and **Originating User**.	
5.	Click the **Exit** button.	The main menu displays.

Step-by-Step Procedures
Task 2.4B: Viewing Approval History – Approval History Form (*FOIAPHT*)

This form provides an online display of documents sorted by document code. A document that has been disapproved appears with a Queue ID of DENY.

Step	Action	Results/Decisions
1.	Type ***FOIAPHT*** in the **GoTo…** field and press ENTER to open the **Approval History Form**.	***FOIAPHT*** displays. The form opens in query mode.

Step	Action	Results/Decisions
2.	Press TAB to advance to the **Document Type** field. Type *REQ* in the **Document Type** field to perform a search for all requisitions, or *PO* for Purchase Orders. **OR** Entering the entire document number or a portion of the document number with the wildcards (% **OR** _) in the **Document Code** field allows you to narrow the search to one specific document.	
3.	Click the **Execute Query** button to perform the search for all documents that meet the criteria.	All requisition documents populate that meet the search criteria.
4.	Select the document number to view its related history information such as **Approver's Name, Approval Date**, and **Originating User**.	
5.	Click the **Exit** button.	The main menu displays.

Step-by-Step Procedures
Task 2.4C: Viewing Status of Requisition in Approval Queue – Document Approval Form (*FOAAINP*)

This form is primarily used to show the remaining individuals in the approval queues. The names listed on the right and those in the approval queue that have the ability to approve the requisition.

Step	Action	Results/Decisions
1.	Type ***FOAAINP*** in the **GoTo…** field and press ENTER to open the **Document Approval Form**.	***FOAAINP*** displays. The form opens in query mode.
2.	Type the requisition number in the **Document** field and press TAB.	**Type** defaults to *REQ* for requisition.
3.	Click the **Next Block** button.	

Step	Action	Results/Decisions
4.	Review the results. **NOTE**: Approvers can Approve/ Disapprove from this form.	The results listed in the left panel are the Queue ID #s, Queue description(s), and the Queue level(s). When the Queue line in the left panel is highlighted, the names listed in the right panel are all the individuals who have the ability to approve the requisition. Only one person listed here must approve this requisition before it will move on to posting. The requisition will disappear from the other approver's queues upon the approval. **NOTE**: If the message "*Document code does not exist on **FOBUAPP***" appears, the requisition is not currently in an approval queue. **NOTE**: Purchasing will not see the requisition until all approvals have been acquired and the requisition has been posted to the General Ledger.
5.	Click the **Exit** button.	The main menu displays.

Apply Your Knowledge

Query Approval History Information

Now that you have learned the steps to successfully use the **Approval Queries**, you can experiment with them on your own. Feel free to refer to the steps under Tasks 2.4A Document Approval History Form (*FOIAPPH*), 2.4B Approval History Form (*FOIAPHT*), and 2.4C Document Approval Form (*FOAAINP*) on the previous pages.

Lesson Summary

Requisitions must be approved before goods or services can be delivered. For external purchases from a vendor outside the University, posted charges of greater than a specified amount go into an approval queue.

Each campus has a "queue" structure for approving requisitions in set dollar ranges.

"Implicit" approvals are used for the requisition approval process. An "implicit" approval implies that the originator's approval is assumed in a particular queue. ***Banner*** automatically forwards the approval request to the next person(s) at the next dollar level of the queue.

The ***Banner*** approval process is triggered automatically upon completion of a document.

Lesson 3: Canceling and Copying Requisitions

Multiple campus requestors can cancel requisitions in a timely and efficient manner. However, the requisition must be completed, approved and posted before it can be canceled.

Canceling a requisition removes the reservation. If the requisition has subsequent activity (e.g., the PO is already completed), it cannot be canceled. If the PO is completed, the department user must notify the buyer via e-mail of their need to cancel the transaction. At this point, the requisition cannot be canceled by the department.

A partially completed or in-process requisition cannot be canceled. Use the **Requisition Form (*FZAREQN*)** to modify the document for a new requisition.

The Copy Requisition or Purchase Order function in ***Banner*** does not allow changing the accounting type on the new document unless you delete **all** FOAPALs first. For example, if you create a requisition by copying an existing requisition with Commodity Accounting, the new requisition also has Commodity Accounting.

The Purchasing buyer cannot return a requisition to the department in ***Banner***. If Purchasing rejects the requisition, the buyer must notify the department via e-mail of their reasons. The department will cancel the requisition and issue a corrected one.

Lesson Objectives

When you have completed the materials presented in this lesson you will be able to:

- Cancel a requisition in ***Banner***.
- Understand the communication required between buyers and departments regarding requisition cancellation.
- Copy a requisition.

NOTE:

The user **must** communicate with the buyer when the department plans to cancel a requisition.

Contact the Purchasing Division via written communication (i.e., fax, e-mail,) to identify the appropriate buyer to cancel the purchase order if a purchase order has already been assigned to the requisition.

3.1: Canceling Requisitions

Process Description

Departments will cancel their own requisitions. Only a requisition that has been completed, approved, and posted can be canceled. The decision to cancel a requisition may be made within the department when they no longer need the requested item(s), or by the buyer when the requisition has not been completed correctly, and cannot be processed as a valid purchase order.

Banner does not allow requisitions to be canceled when there is subsequent activity attached to the requisition. The most typical example of subsequent activity is a purchase order. The department user will not be allowed to complete the cancellation process in ***Banner***. The user is required to notify the buyer so that the purchase order can be canceled or changed (if subsequent activity is also attached to the purchase order).

The **Requisition Cancel Form (*FPARDEL*)** is used to cancel requisitions. Canceling a requisition in ***Banner*** prevents all subsequent purchase order activity, and removes the reservation against the unit’s funds created by the original requisition.

If the requisition has not been completed, it may remain in-process, and may be modified and used at a later date for a subsequent purchase.

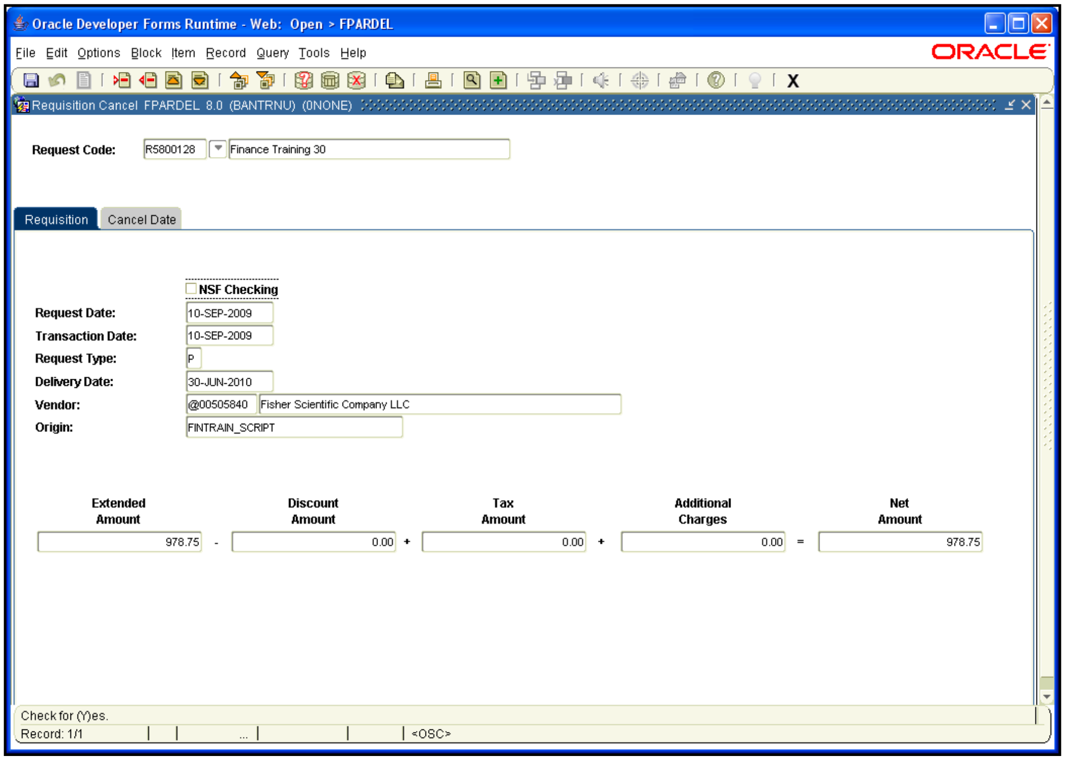


Fig. 3.1.1 Requisition Cancel Form (FPARDEL)

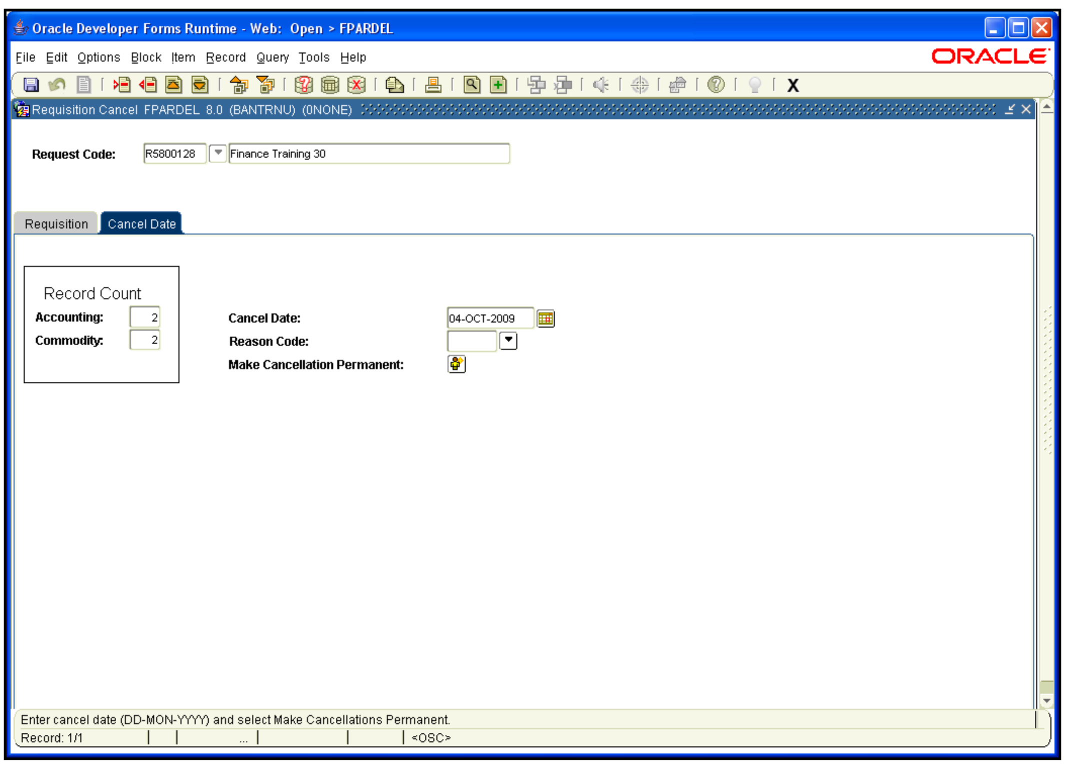


Fig. 3.1.2 Cancel Date Block (FPARDEL)

Some validation forms may be smaller in size than other forms in ***Banner***, but can be resized larger for better viewing.

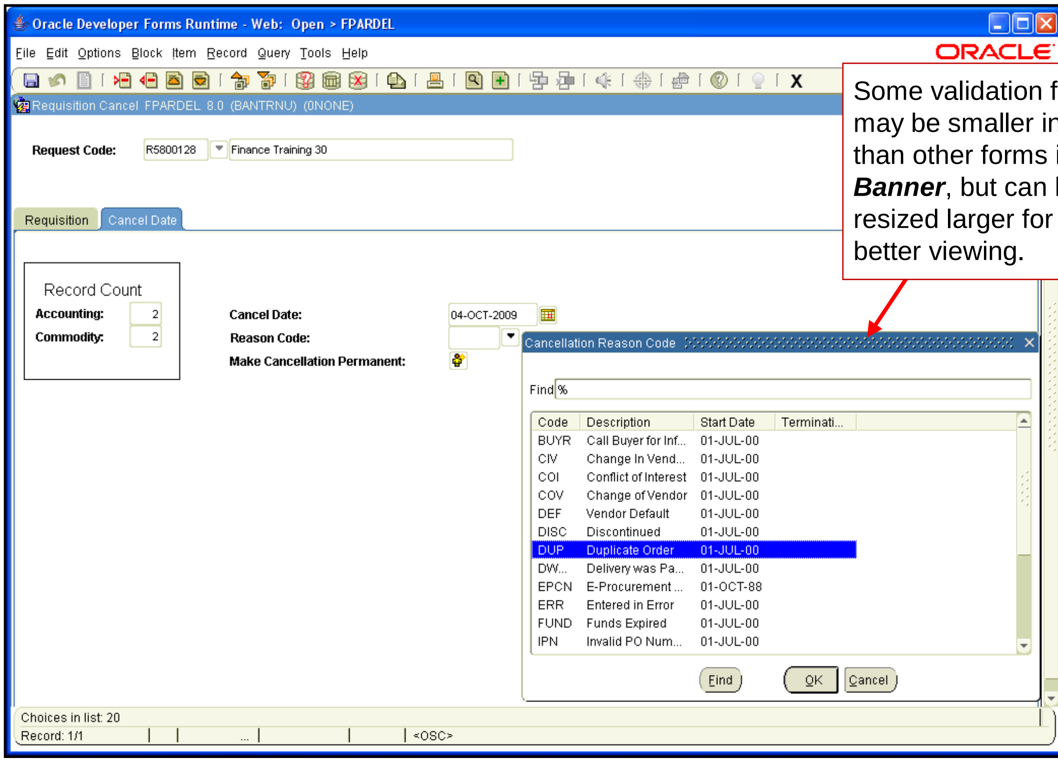


Fig. 3.1.3 Cancellation Reason Code List

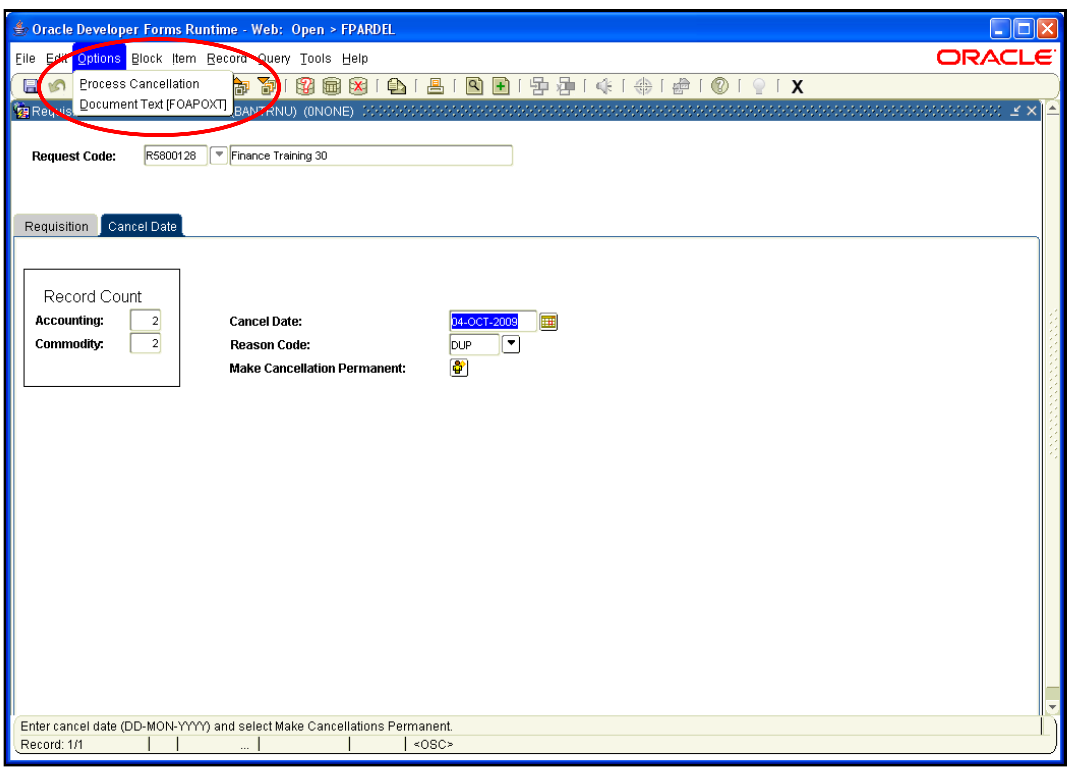


Fig. 3.1.4 Options List (FPARDEL)

Process Examples

The following example demonstrates how to cancel a requisition within ***Banner***. Document Text is available, and is especially useful when the reason code may not be sufficient to explain why a requisition is being canceled.

Form Name

Form Name	Form Title	Menu Path
FPARDEL	Requisition Cancel	Financial » Purchasing & Procurement » Request Processing » Requisition Cancel

See Appendix C for information on the fields in the **Requisition Cancel Form (*FPARDEL*)**, including definitions of all the fields used in the following example.

Step-by-Step Procedures
Task 3.1: Cancel a Requisition – Requisition Cancel Form (FPARDEL)

Step	Action	Results/Decisions
1.	Type ***FPARDEL*** in the **GoTo…** field and press ENTER.	***FPARDEL*** displays.
2.	Type the requisition number in the **Request Code** field. **OR** Click the **Search** button and query for the requisition.	
3.	Click the **Next Block** button once you enter the Request Code and the requestor's name displays.	The **Requisition Cancel Form** displays populated with selected **Request Code** information. Default information that cannot be changed displays on the requisition.
4.	Click the **Next Block** button again.	The **Cancel Date** block displays with the current date as the default. **HINT**: If the requisition is for the next fiscal year, the **Cancel Date** must be in the next fiscal year. A requisition cannot be cancelled with a date before the transaction date.
5.	Type the reason code for the cancellation. **OR** Double-click in the **Reason Code** field to display a list to choose from. Double-click to select the appropriate reason.	The **Cancellation Reason Code Form** displays. The **Requisition Cancel Form** displays the selected **Reason Code**.
6.	Select **Document Text** from the **Options** menu.	***FOAPOXT*** displays.
7.	Click the **Next Block** button to move to the **Text** field.	

Step	Action	Results/Decisions
8.	The following reminder displays: "*A Document is approved, it can only be reviewed.*" Click the **OK** button.	**NOTE**: You can still add comments explaining the cancellation.
9.	Type the reason for canceling the order in the **Text** field.	
10.	Click the **Save** button.	
11.	Click the **Exit** button.	
12.	Select **Process Cancellation** from the **Options** menu.	The **Requisition Cancel Form** clears. The message "*Transaction complete: 1 record applied and saved*" displays.
13.	Click the **Exit** button.	The main menu displays.

Apply Your Knowledge

Cancel an Approved and Posted Requisition

Now that you have learned the steps to successfully use the **Requisition Cancel Form (*FPARDEL*)**, you can experiment with the form on your own. Feel free to refer to the steps under Task 3.1 (Cancel a Requisition) on the previous pages. A requisition number will be provided for you to cancel.

3.2: Notification Process from Purchasing/Buyers to Departments for Cancellation/Reissuing of Requisitions

NOTE:

When the purchase order is canceled, the buyer notifies the department that the cancellation is complete. This cancellation opens the requisition. The department user then needs to cancel the requisition as described in 3.1.

Process Description

There may be occasions when a buyer will notify the department requestor that a requisition needs to be canceled. Because the requisition populates the majority of the purchase order information, the requisition document must be as accurate as possible.

The buyer will review the requisition prior to initiating the purchase order. If the requisition is incomplete or inaccurate, the buyer will e-mail the requestor providing information on what needs to be corrected and why. The buyer will also request that the original requisition be canceled.

It is the responsibility of the requestor to initiate a new requisition with the necessary corrections. If the requestor does not follow through with the request, the requested items will not be ordered. The reservation created by the requisition will not be canceled, and the available balance for the account will be understated.

There are no ***Banner*** forms available for the communication between the buyer and the requestor. The process is completed via written communication between the buyer and the requestor.

3.3: Copying a Requisition or Purchase Order

Process Description

The Copy Requisition feature enables you to copy data from a completed, posted, and approved requisition, a canceled requisition, or a completed, posted, and approved purchase order to a new requisition document. This option simplifies the requisition creation process by allowing users to copy information from existing documents.

One reason for copying a requisition from an existing document is to allow easy and efficient renewal of existing requisitions from one fiscal year to the next. A second reason is to allow the requestor to change from Document Level Accounting to Commodity Level Accounting.

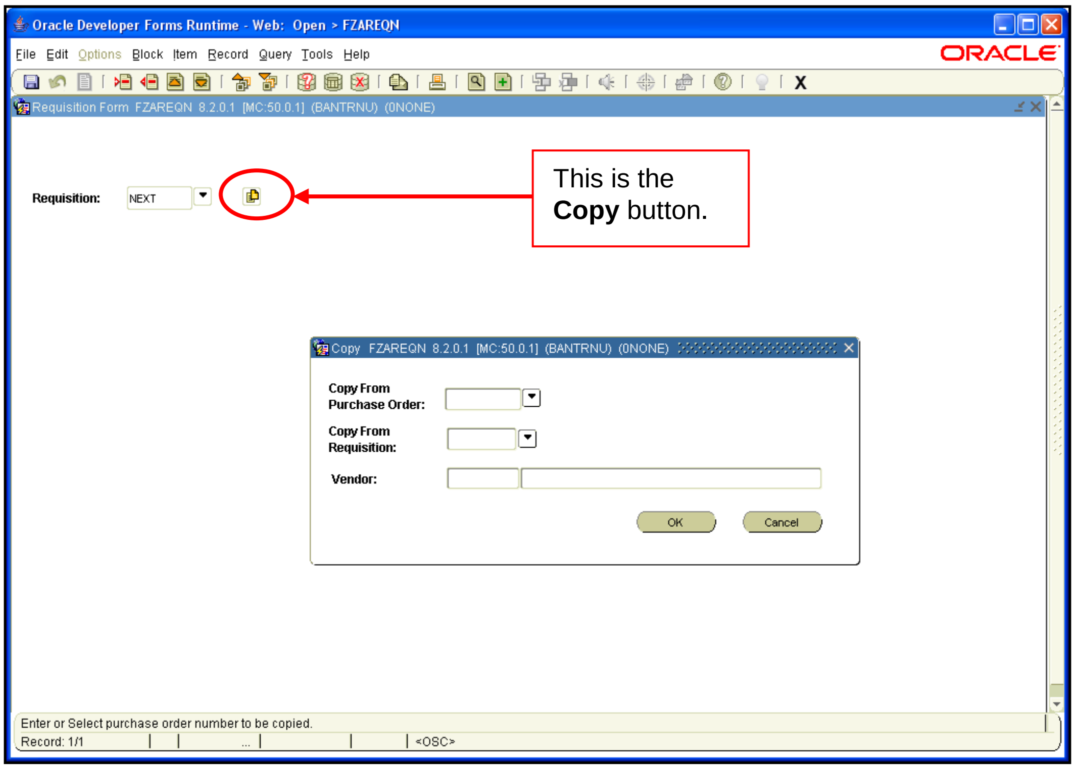


Fig. 3.3.1 Copy Block (FZAREQN)

NOTE:

Remember that requisitions cannot be copied until they are completed, approved, and posted.

Process Examples

The following example shows the steps for copying an existing requisition to create a new requisition. This new requisition will then be used to change the accounting type from Document to Commodity Accounting in Task 3.4.

Form Name

Form Name	Form Title	Menu Path
FZAREQN	Requisition Form	Financial » Purchasing & Procurement » Request Processing » Requisition Form

See Appendix C for information on the fields in the **Requisition Form (*FZAREQN*)**, including definitions of all the fields used in the following example.

Step-by-Step Procedures
Task 3.3: Copying a Requisition – Requisition Form (*FZAREQN*)

Step	Action	Results/Decisions
1.	Type ***FZAREQN*** in the **GoTo…** field and press ENTER.	***FZAREQN*** displays.
2.	Click the **Copy** button while leaving the **Requisition** field blank. **WARNING**: Do not type *NEXT* or the requisition/purchase order number in the **Requisition** field.	The **Copy** block displays.
3.	Type the **Requisition** or **Purchase Order** number to copy in the **Copy** block.	
4.	Press TAB to see **Vendor** number and name.	Defaulted vendor displays in the field.
5.	Click the **OK** button.	The **Requestor/Delivery Information** block displays with fields populated based on the requisition number entered. All suspense flags are set to **Yes**. You must TAB through the new requisition to remove the document from suspense and complete it.
6.	Press TAB to advance to the **Delivery Date** field and type in the appropriate date.	**Delivery Date** is entered. **Requestor** and **Ship To** default information may be changed, if needed.
7.	Click the **Next Block** button or click on the **Vendor Information** tab.	The **Vendor Information** block displays with fields populated. The vendor number may be changed; however, you cannot change the vendor information that defaults for your selected vendor. To do so, you need to submit a vendor request.
8.	Click the **Next Block** button or click on the **Commodity/Accounting** tab.	The **Commodity/Accounting** block displays. TAB through the entire form. Defaulted commodity information may be changed or removed if needed, and new records may be added.
9.	Click the **Next Block** button or click on the **Balancing/Completion** tab.	The **Balancing/Completion** block displays.
10.	Click the **In-Process** button to put the requisition in process for use at a later time, or click **Complete** to complete the requisition. **Reminder**: Write down **In-Process** requisition numbers.	A blank **Requisition Form (*FZAREQN*)** displays.
11.	Click the **Exit** button.	The main menu displays.

Apply Your Knowledge

Copy a Requisition

Now that you have learned the steps to successfully use the copy requisition feature of the **Requisition Form (*FZAREQN*)**, you can experiment with the feature on your own. Feel free to refer to the steps under Task 3.3 (Copy a Requisition).

3.4: Remove FOAPAL Data, Change Accounting Type, and Enter New FOAPAL Data

The Copy Requisition or Purchase Order function in ***Banner*** does not allow changing the accounting type on the new document unless you delete **all** FOAPALs first. For example, if a requisition is created by copying an existing requisition with Commodity Accounting, the new requisition also has Commodity Accounting. (The typical ***Banner*** functionality allows other required fields to be modified when copying from one document to another.)

Process Examples

We will now use the requisition you created in Task 3.3 to show how you can change the accounting type from Document to Commodity Accounting. These steps are omitted if the accounting type does not need to be changed.

Step-by-Step Procedures
Task 3.4: Remove FOAPAL Data – Requisition Form (*FZAREQN*)

Step	Action	Results/Decisions
1.	Type ***FZAREQN*** in the **GoTo…** field and press ENTER.	***FZAREQN*** displays.
2.	Type the “In Process” requisition number from Task 3.3 in the **Requisition** field and click the **Next Block** button.	The **Requestor/Delivery Information** block displays.
3.	Click the **Commodity/Accounting** tab. **NOTE**: Make sure the cursor is on the first line of the FOAPAL.	The **FOAPAL** block displays with the cursor in the **COA** field.
4.	Select **Remove** from the **Record** menu twice.	The selected **FOAPAL** line is deleted.
5.	Repeat Step 4 until all displayed FOAPALs are deleted.	
6.	Click the **Previous Block** button. **NOTE**: Make sure the cursor is on the first commodity line item.	Cursor moves back to the **Commodity** field.
7.	Clear the **Document Level Accounting** box.	Clearing the **Document Level Accounting** box allows the requisition to be completed with Commodity Accounting.

Step	Action	Results/Decisions
8.	TAB through all fields before continuing.	
9.	Click the **Next Block** button.	The **FOAPAL** block displays with the cursor in the **COA** field.
10.	Enter the FOAPAL distribution for the first commodity line item.	The **COA** field will default, but can be overwritten. The **Orgn** field may default based on user profile, but can be overwritten. **NOTE**: After entering each FOAPAL segment, the cursor should automatically advance to the next segment. If not, TAB to the next segment.
11.	Advance to the **Extended** percentage field and select the box.	This activates the percent (%) function.
12.	Type a percentage in the **Extended** field and press TAB.	The **USD Extended** field represents the percentage of the commodity total for this FOAPAL. The **Remaining Commodity Amount** field will change to the unapplied amount that is the remaining percentage (equal to what the program calculated).
13.	TAB through all fields before continuing.	
14.	Click the **Next Record** button.	
15.	Enter the second FOAPAL distribution for the first commodity line item on the next line.	The **COA** field will default, but can be overwritten. The **Orgn** field may default based on user profile, but can be overwritten.
16.	Advance to the **Extended** percentage field and select the box.	
17.	Type the remaining percentage in the **Extended** field and press TAB.	
18.	TAB through all fields before continuing.	
19.	Click the **Previous Block** button.	
20.	Click the **Next Record** button. **NOTE**: The second commodity line item should now be highlighted before moving on to the next step.	
21.	TAB through all fields before continuing.	
22.	Click the **Next Block** button.	The **FOAPAL** block displays with the cursor in the **COA** field.
23.	Enter the FOAPAL distribution for the second commodity line item.	The **COA** field will default, but can be overwritten. The **Orgn** field may default based on user profile, but can be overwritten.

Step	Action	Results/Decisions
24.	Advance to the **Extended** percentage field and select the box.	
25.	Type a percentage in the **Extended** field and press TAB.	
26.	TAB through all fields before continuing.	
27.	Click the **Next Record** button.	Cursor moves to the second FOAPAL line.
28.	Enter the second FOAPAL distribution for the second commodity line item on the next line.	The **COA** field will default, but can be overwritten. The **Orgn** field may default based on user profile, but can be overwritten.
29.	Advance to the **Extended** percentage field and select the box.	
30.	Type the remaining percentage in the **Extended** field and press TAB. **OR** TAB through all fields and the balance will be auto-calculated.	
31.	Click the **Next Block** button or click on the **Balancing/Completion** tab.	The **Balancing/Completion** block displays.  **HINT**: The **In Suspense** status is removed when all FOAPALS have been assigned.
32.	Verify that the requisition is in balance.	The requisition amount populates the lower half of the block in the **Input**, **Commodity**, and **Accounting** fields. All of these amounts must be in balance. The **Status** fields should all display "BALANCED."
33.	Record the requisition number and click the **Complete** button.	The following message displays: "*Document R####### completed and forwarded to posting and approvals*."
34.	Click the **Exit** button.	The main menu displays.

Apply Your Knowledge

Change the Accounting Type Using an In-Process Requisition

Now that you have learned the steps to successfully use the **Requisition Form (*FZAREQN*)**, you can experiment with the form on your own. Feel free to refer to the steps under Task 3.4 (Change the Accounting Type Using an In-Process Requisition) on the previous pages. A requisition number will be provided.

Lesson Summary

Department users will be responsible for canceling requisitions in ***Banner***. Before a requisition can be canceled, it must first be completed, approved, and posted in ***Banner***. A requisition cannot be canceled if the requisition has a purchase order number assigned to it. To cancel a requisition with a Purchase Order, a department user must notify the buyer via written communication of the need to cancel the transaction. The buyer will then cancel the purchase order and notify the department when the purchase order is canceled. This process re-opens the requisition so that the department user can cancel the requisition.

If the department needs to cancel a requisition because the incorrect accounting type was selected, they have the option to copy the incorrect requisition, remove the FOAPAL(s), change the accounting type, re-enter the FOAPAL information, then re-submit the requisition.

Lesson 4: Requisition Queries

The **Requisition Query Form (*FPIREQN*)** is a view-only query form that consists of six windows. It displays purchase requisitions that are completed, approved, closed, canceled, or in-process. This form serves as a companion query form for the **Requisition Form (*FZAREQN*)**. Use ***FPIREQN*** to query requisitions created in ***FZAREQN***.

All information attached to the requisition defaults into the various fields and windows on the **Requisition Query Form (*FPIREQN*)**. Additional navigational options on each window enable you to view related information. Because this is a query form, all fields on this form are protected against update.

Key information displays on the header information for a requisition, including the request number to query, and the total number for the request, according to the most recent activity on the **Requisition Query Form (*FPIREQN*)**.

Important reasons to use the query function in ***Banner*** include:

1. Review information from a previously completed requisition.
2. View requisitions that you created.
3. Ensure that a vendor is in ***Banner***.
4. Locate the ship-to code for a new delivery address.
5. Locate subsequent activity that has been completed against an original requisition.
6. Determine whether a purchase order has been issued.
7. Determine if a receiving document has been completed.
8. Determine whether invoices have been received or paid.

Lesson Objectives

When you have completed the materials presented in this lesson you will be able to:

- Query requisitions using the **Requisition Query Form (*FPIREQN*)**.
- Query vendors using the **Entity Name/ID Search Form (*FZIIDEN*)**.
- Query **Vendor Maintenance Form (*FTMVEND*)**.
- Query ship-to information using the **Ship To List (*FTVSHIP*)**.
- Query **Commodity Codes (*FTVCOMM*)**.
- Access the **Document History Form (*FOIDOCH*)**.
- Query **Detail Encumbrance Activity (*FGIENCD*)**.
- Query **Invoice/Credit Memo List Form (*FAIINVL*)**.

4.1: Query Requisitions

Process Description

The **Requisition Query Form (*FPIREQN*)** is a query-only form that consists of six windows. This form serves as a companion query form to the **Requisition Form (*FZAREQN*)**.

If you know your requisition number to query, enter the number in the **Requisition** field.

Fig. 4.1.1: Requisition Query (FPIREQN)

When you click the **Next Block** button, all information attached to the requisition defaults into the various fields and windows on this form. Additional navigational options in each window enable you to move among the windows in any order. All fields on this form are protected against update.

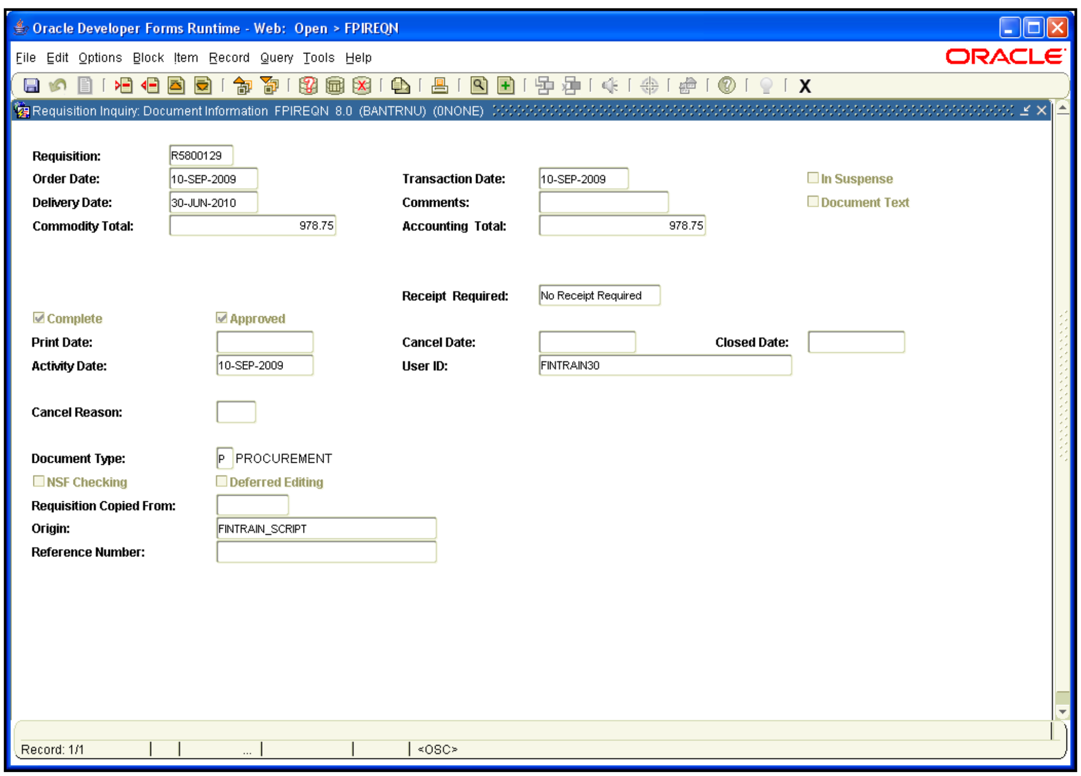


Fig. 4.1.2 Document Information Block (FPIREQN)

Form	Functionality
Requisition Query (FPIREQN)	• View completed, approved, closed, canceled, or in-process requisitions • View document information (including cancel date and reason, close date) • View requestor and ship to information • View vendor information • View commodity and FOAPAL information • View text associated with the requisition

Process Examples

The following example shows a basic query on a requisition document using the **Next Block** function to move through the form. Additional steps are included demonstrating how to perform a query to identify all requisitions assigned to a specific requestor.

- Task 4.1A: Requisition Query Form – Basic Search
- Task 4.1B: Requisition Query Form – Detailed Search

Form Name

Form Name	Form Title	Menu Path
FPIREQN	Requisition Query	Financial » Purchasing & Procurement » Request Processing » Requisition Query

See Appendix C for information on the fields in the **Requisition Query Form (*FPIREQN*)**, including definitions of all the fields used in the following example.

Step-by-Step Procedures
Task 4.1A: Basic Search – Requisition Query Form (*FPIREQN*)

Step	Action	Results/Decisions
1.	Type ***FPIREQN*** in the **GoTo…** field and press ENTER.	***FPIREQN*** displays.
2.	Enter a requisition number to query.	
3.	Click the **Next Block** button.	The **Document Information** block displays.
4.	Click the **Next Block** button repeatedly to view the desired information.	The **Requestor/Delivery Information**, **Vendor Information**, **Commodity/ Accounting**, and **FOAPAL** blocks display.
5.	Click the **Exit** button.	The main menu displays.

Step-by-Step Procedures
Task 4.1B: Search Requisitions for Specific Requestor – Requisition Inquiry Form (*FPIREQN*)

Step	Action	Results/Decisions
1.	Type ***FPIREQN*** in the **GoTo…** field and press ENTER.	***FPIREQN*** displays.
2.	Click the **Search** button.	
3.	Click the **Enter Query** button.	The list of requisitions clears.
4.	Press TAB to advance to the **Requestor** field to perform a search by requestor name. Use wildcards (%) in the search, if needed.	
5.	Click the **Execute Query** button.	Search results display the list of requestors matching the search parameters.
6.	Double-click in the appropriate **Request Number** field.	The selected requisition number displays in ***FPIREQN***.
7.	Click the **Next Block** button.	The **Document Information** block displays.
8.	Click the **Next Block** button repeatedly until you have queried the entire requisition.	The **Requestor/Delivery Information**, **Vendor Information**, **Commodity/ Accounting**, and **FOAPAL** blocks display.
9.	Click the **Exit** button.	The main menu displays.

Apply Your Knowledge

Query a Requisition for a Specific Requestor

In this exercise, you will query a completed and posted requisition for a specific requestor using a requisition to be given by your instructor. For this learning activity, feel free to refer to the steps under Tasks 4.1A and 4.1B (Querying Requisitions).

Deleting an In-Process Requisition

If you have an "In Process" requisition that you need to delete:

- Query on the requisition verifying that it does in fact need to be deleted.
- Go to ***FZAREQN***, enter the requisition number in the **Requisition** field, and click the **Next Block** button. This will display the in-process requisition.
- Select **Remove** from the **Record** menu. The message "*Press Delete Record again to Delete this record*" appears at the bottom of the form.
- Select **Remove** from the **Record** menu again to delete the requisition from the system. The requisition is removed, and the message "*Deletion of Requisition completed*" appears at the bottom of the form.
- The message "*All Commodity and Accounting records will be deleted*" appears in a pop-up dialog box. Click **OK** to exit.

A job aid to help with this process can be found on the Purchasing & Receiving Training Materials page: http://www.obfs.uillinois.edu/training/materials/purchasing/

> Click the **Requisition Processing** link for all Job Aids associated with this course.

NOTE:

This is an important process to know when a requestor realizes they have completed/submitted a requisition that is invalid (i.e., ROO12345 with the letter "o" or "O" instead of the number "0" (zero)) and any other type of number such as a Vendor Code number (i.e., @00123456).

4.2: Query Vendors

Process Description

The **Entity Name/ID Search Form (*FZIIDEN*)** is used to validate if a person, vendor, or agency exists in ***Banner***. The vendor search may be performed using the vendor's ID Number, name, or a shortened form of either.

The checkboxes at the top of the **Entity Name/ID Search Form** can be used to determine the type of record you want to retrieve such as vendors, term vendors, grant personnel, proposal personnel, financial managers, term financial managers, agencies, and all. You can select one or more of the checkboxes.

In addition to retrieving search records, the form also displays status information regarding the type of entity, changes to the record, and the entity type for the record.

Department users are not able to enter new vendor information. Requisitions may be completed without a specified vendor, but the vendor must be entered into ***Banner*** in order to complete a purchase order.

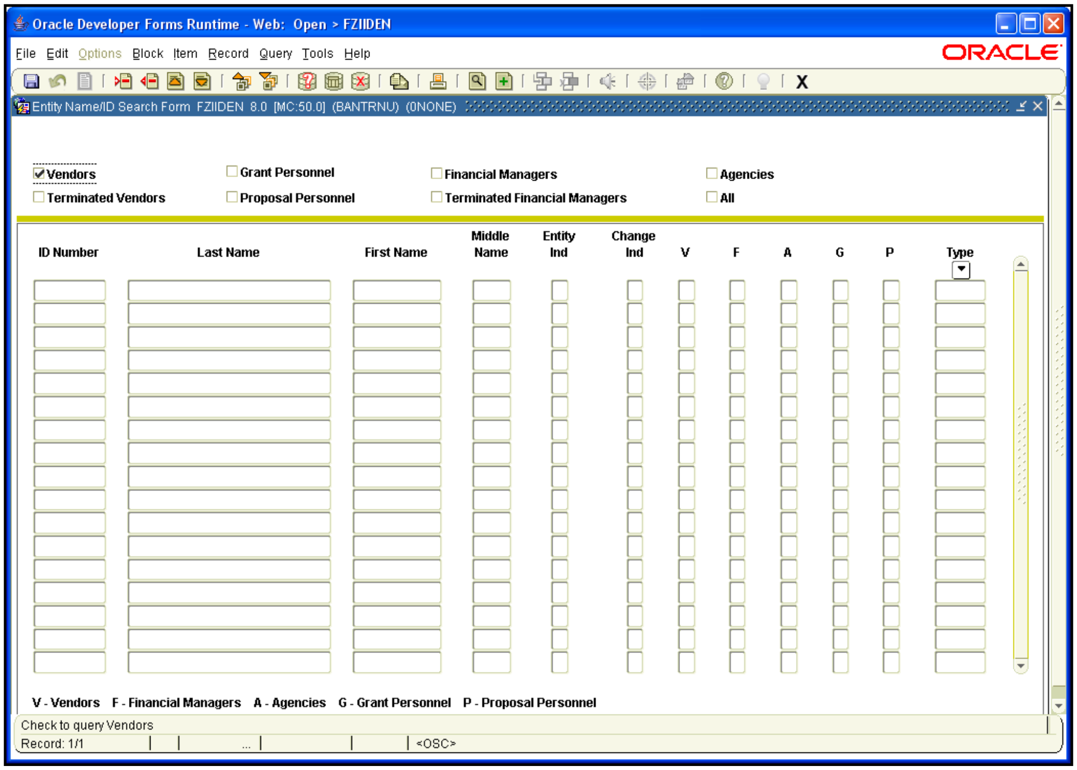


Fig. 4.2.1 Entity Name/ID Search Form (FZIIDEN)

Process Examples

The following example using the **Entity Name/ID Search Form (*FZIIDEN*)** shows how to query for a vendor number using the vendor name as search criteria. If the search determines that the vendor is not currently in ***Banner***, a Vendor Add Form should be submitted to the Vendor Committee to add a new vendor.

Note that queries are case sensitive. The query *FI%* will not bring the same results as the query *Fi%*. In ***Banner***, the percent (%) sign represents a wildcard search.

NOTE:

If the query does not produce results, submit a request to Purchasing to add a new vendor.

Step-by-Step Procedures
Task 4.2A: Query Vendor Entity Name/ID Search Form (*FZIIDEN*)

Step	Action	Results/Decisions
1.	Type ***FZIIDEN*** in the **GoTo…** field and press ENTER to open the **Entity Name/ID Search Form**.	***FZIIDEN*** displays.
2.	Select the **Vendor** box, if not already selected by default.	
3.	Click the **Next Block** button.	
4.	Press TAB to advance to the **Last Name** field.	
5.	Type appropriate search parameters, using the wildcard (%) as needed.	
6.	Click the **Execute Query** button.	Search results display.

Step	Action	Results/Decisions
7.	Write down the Vendor **ID Number**.	The **ID Number** will be needed when the requisition is created.
8.	Click the **Exit** button.	The main menu displays.

Query Vendors Using FTMVEND

You can also use the **Vendor Maintenance Form (*FTMVEND*)** to look up information about a particular vendor.

Form Name

Form Name	Form Title	Menu Path
FTMVEND	Vendor Maintenance	Financial » Accounts Payable » Accounts Payable Table Maintenance » Vendor Maintenance

Vendor Maintenance Form (FTMVEND)

Action	Results/Decisions
Type ***FTMVEND*** in **GoTo…** field and press ENTER to open the **Vendor Maintenance Form**.	***FTMVEND*** displays.
Open an existing vendor record (**Vend Corp 01**) to demonstrate ***FTMVEND*** with populated fields.	

See Appendix C for information on the fields in the **Vendor Maintenance Form (*FTMVEND*)**.

Options on FTMVEND

Form Name	Option Description	Option Type
FTMVEND	Vendor Maintenance	New block
FTMVEND	Additional Information	New block
FTMVEND	Vendor Types	New block
FTMVEND	Address	New block
FTMVEND	Taxes Collected	New block

Vendor Address

The Vendor Address Type identifies the specific purpose for a vendor’s address such as the mailing address, the business purchase address, or the billing address.

Sequence Number

A Sequence number is the number assigned to a vendor's Address Type. If a vendor has multiple Address Types, each Sequence number will begin with the number one (1). When a vendor has more than one address for a single Address Type, the Sequence numbers are assigned as 1, 2, 3, etc.

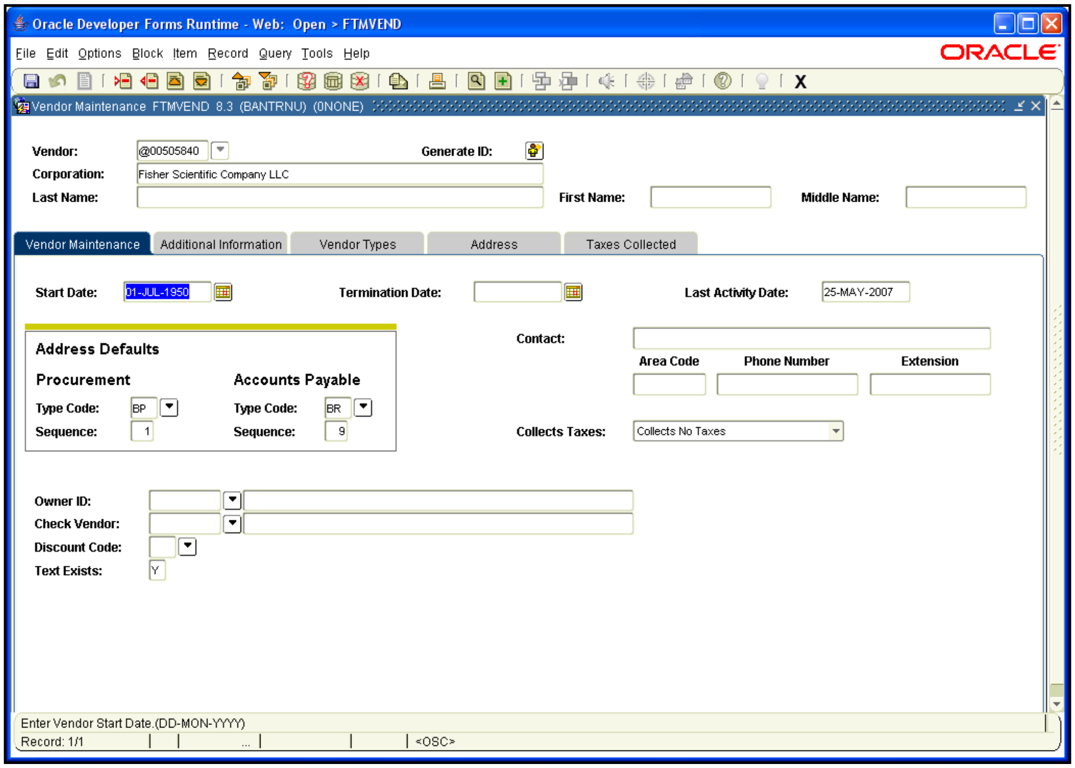


Fig. 4.2.2 Vendor Maintenance Block (FTMVEND)

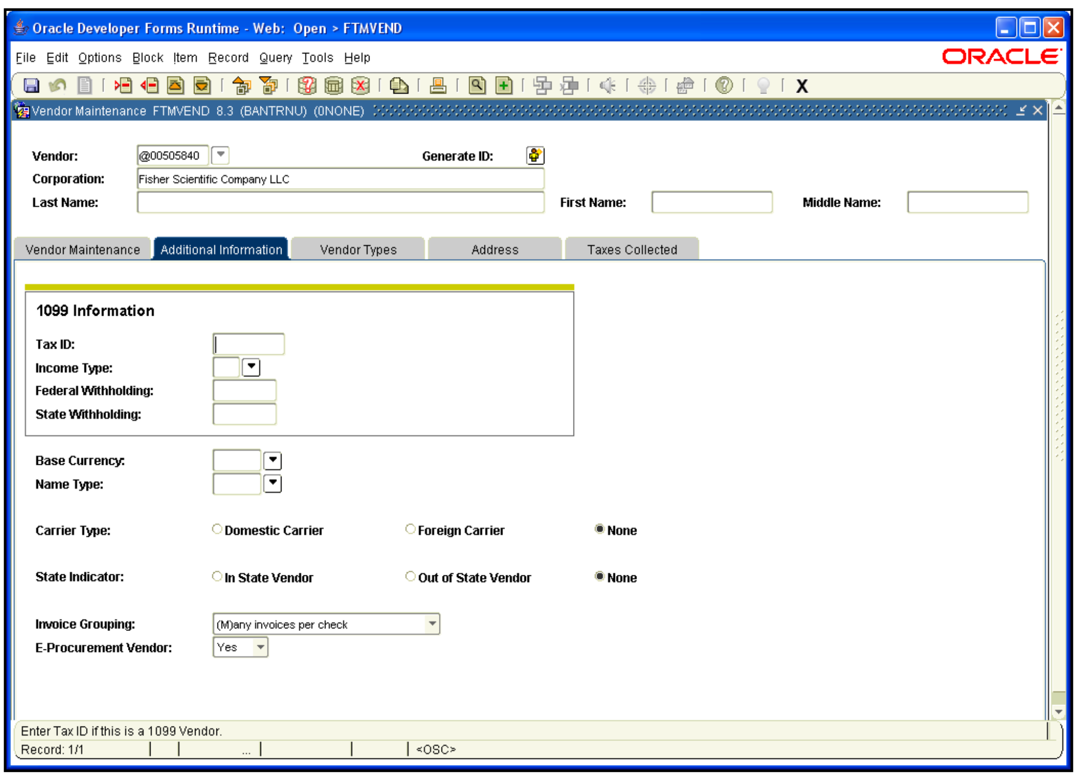


Fig. 4.2.3 Additional Information Block (FTMVEND)

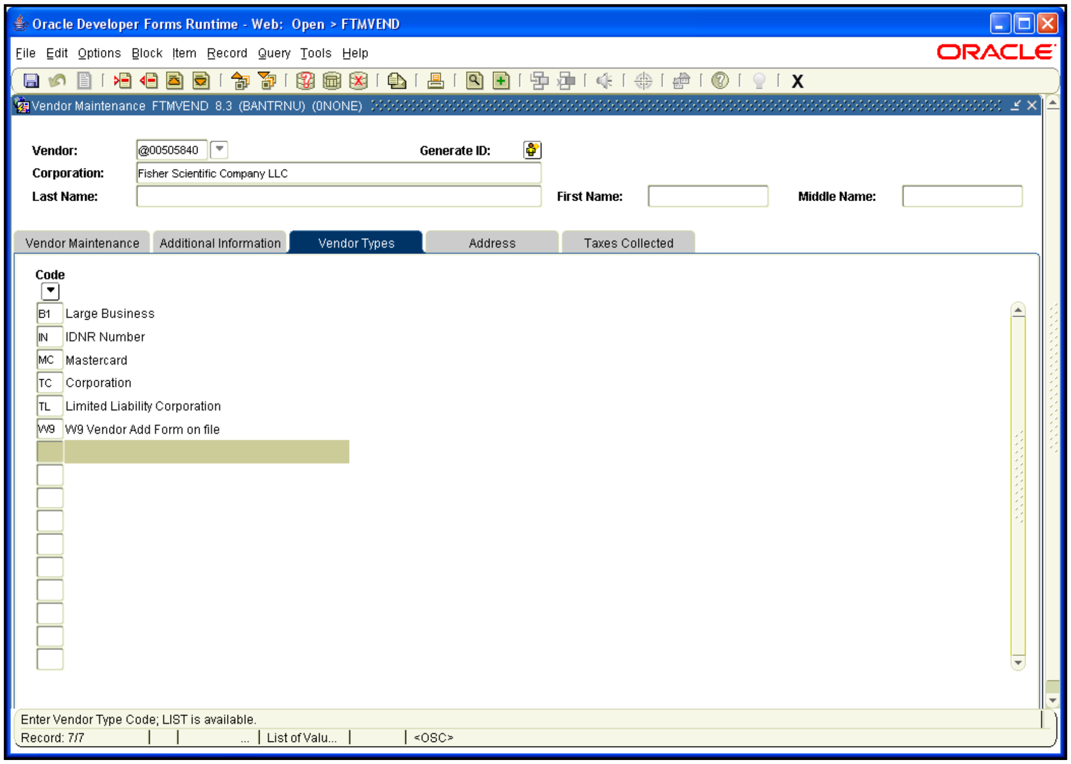


Fig. 4.2.4 Vendor Types Block (FTMVEND)

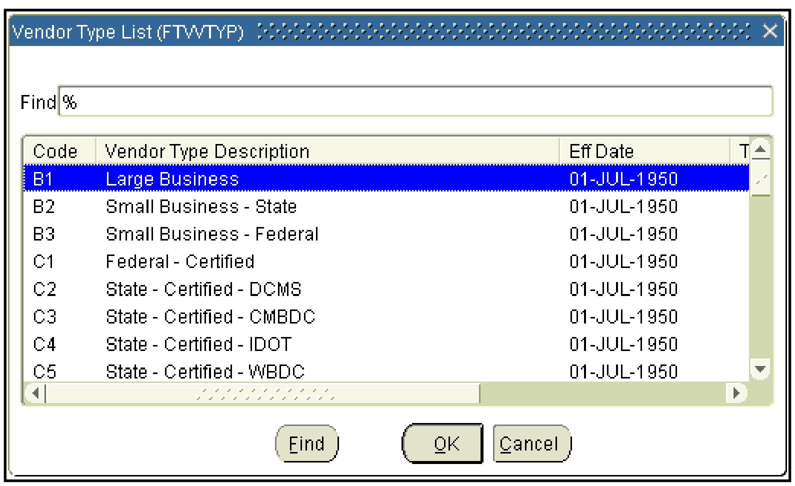


Fig. 4.2.5 Vendor Type List (FTWTYP)

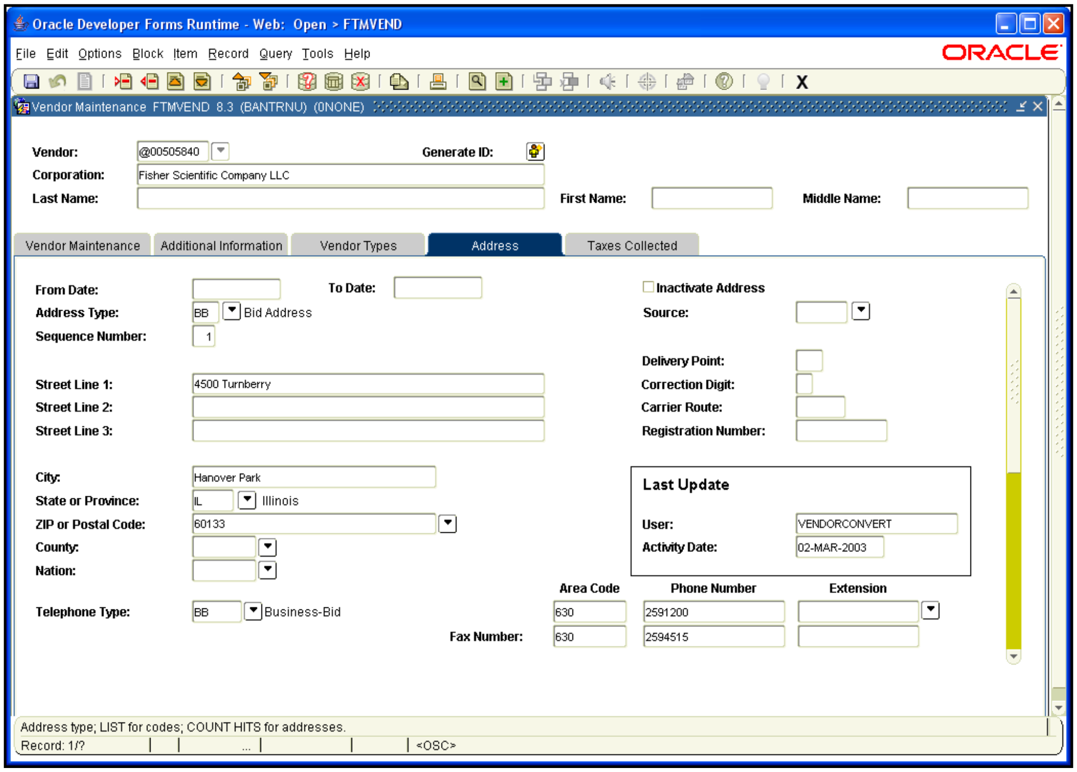


Fig.4.2.6 Vendor Address Block (FTMVEND)

Apply Your Knowledge

Perform a Vendor Query Using FZIIDEN

In this exercise, you will perform a query to determine if a vendor currently exists in the database using the data provided by the instructor. For this learning activity, feel free to refer to the steps under Task 4.2 (Query Vendors).

4.3: Query Ship To Codes

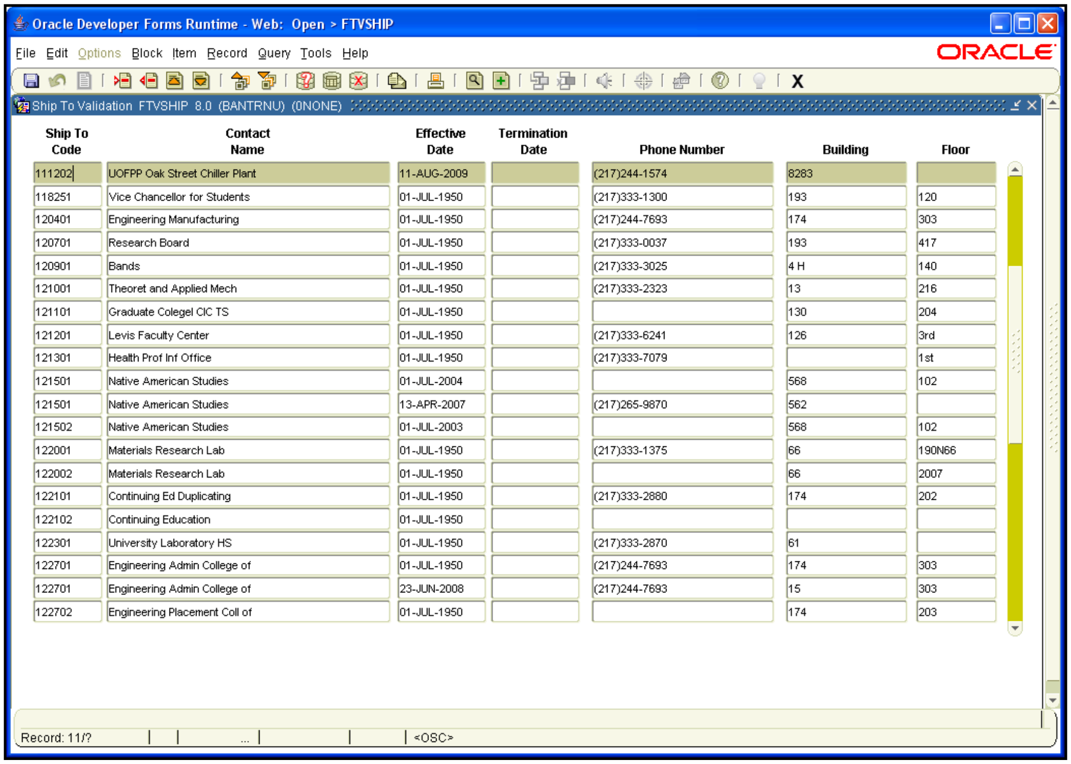
Process Description

A number of ship-to address codes currently exist in ***Banner***. Ship to addresses are identified by campus code in the first numeric space (1=UIUC; 2=UIC; 4=UIS; 9=UA.) The next three numbers represent the fifth level organization code. The last two digits (01–99) represent the number of ship-to codes for that organization. The total number of digits for ship-to codes is six, which generally follow the pattern listed above.

To search for a ship-to code on a specific campus (UIUC), use the numeric code followed by the percent (%) sign. The UIS campus only has one ship-to code (4CRC01).

To search ship-to codes for an organization (UIUC Center for Writing Studies), use the numeric code for campus and organization, followed by the percent (%) sign (e.g., 1276%).

Most department users will identify the ship-to codes appropriate for their operations. However, the need may arise when the user is required to search for additional ship-to codes.


Oracle Developer Forms Runtime - Web: Open > FTVSHIP
File Edit Options Block Item Record Query Tools Help
Ship To Validation FTVSHIP 8.0 (BANTRNU) (0NONE)

Ship To Code	Contact Name	Effective Date	Termination Date	Phone Number	Building	Floor
111202	UOFPP Oak Street Chiller Plant	11-AUG-2009		(217)244-1574	8283	
118251	Vice Chancellor for Students	01-JUL-1950		(217)333-1300	193	120
120401	Engineering Manufacturing	01-JUL-1950		(217)244-7693	174	303
120701	Research Board	01-JUL-1950		(217)333-0037	193	417
120901	Bands	01-JUL-1950		(217)333-3025	4 H	140
121001	Theoret and Applied Mech	01-JUL-1950		(217)333-2323	13	216
121101	Graduate Colegel CIC TS	01-JUL-1950			130	204
121201	Levis Faculty Center	01-JUL-1950		(217)333-6241	126	3rd
121301	Health Prof Inf Office	01-JUL-1950		(217)333-7079		1st
121501	Native American Studies	01-JUL-2004			568	102
121501	Native American Studies	13-APR-2007		(217)265-9870	562	
121502	Native American Studies	01-JUL-2003			568	102
122001	Materials Research Lab	01-JUL-1950		(217)333-1375	66	190N66
122002	Materials Research Lab	01-JUL-1950			66	2007
122101	Continuing Ed Duplicating	01-JUL-1950		(217)333-2880	174	202
122102	Continuing Education	01-JUL-1950				
122301	University Laboratory HS	01-JUL-1950		(217)333-2870	61	
122701	Engineering Admin College of	01-JUL-1950		(217)244-7693	174	303
122701	Engineering Admin College of	23-JUN-2008		(217)244-7693	15	303
122702	Engineering Placement Coll of	01-JUL-1950			174	203

Record: 11/? <OSC>

Fig. 4.3.1 Ship To Validation Form (FTVSHIP)

NOTE:

The **Contact Name** field displays the Department Name.

Process Examples

The following example shows the steps for searching for a ship-to code using the **Ship To Validation Form (*FTVSHIP*)**. Using the wildcard function is recommended to perform a more detailed search that reduces the amount of time to display search results.

This example includes the following tasks:

- Task 4.3A: Query Ship-to Codes – Basic Search
- Task 4.3B: Query Ship-to Codes – Detailed Search
- Task 4.3C: Query Using The Vendor Maintenance Form

Step-by-Step Procedures
Task 4.3A: Basic Ship-to Code Search – Ship To Validation Form (*FTVSHIP*)

Step	Action	Results/Decisions
1.	Type ***FTVSHIP*** in the **GoTo…** field and press ENTER.	***FTVSHIP*** displays.

Step	Action	Results/Decisions
2.	Use the vertical scrollbar to view additional **Ship To Codes** and **Contact Names.**	The **Contact Name** is equivalent to the Department Name.
3.	Click the **Exit** button.	The main menu displays.

Step-by-Step Procedures
Task 4.3B: Detailed Ship-to Code Search Using the Wildcard – Ship To Validation Form (*FTVSHIP*)

Step	Action	Results/Decisions
1.	Type ***FTVSHIP*** in the **GoTo…** field and press ENTER.	***FTVSHIP*** displays.
2.	Click the **Enter Query** button.	All **Ship To Codes** and **Contact Names** are cleared.
3.	Press TAB to advance to the **Contact Name** field.	The **Contact Name** is equivalent to the Department Name.
4.	Type appropriate search parameters, using the wildcard (%) as needed.	
5.	Click the **Execute Query** button.	A list of all **Contact Names** that match the search parameters display.
6.	Click the **Exit** button.	The main menu displays.

Step-by-Step Procedures
Task 4.3C: Query Using the Vendor Maintenance Form (*FTMVEND*)

Step	Action	Results/Decisions
1.	Type ***FTMVEND*** in the **GoTo…** field and press ENTER.	***FTMVEND*** displays.
2.	Click the Vendor **Search** button.	***FZIIDEN*** displays.
3.	Press TAB to advance to the **Last Name** field.	The **Last Name** is equivalent to the Department Name.
4.	Type appropriate search parameters, using the wildcard (%) as needed.	
5.	Click the **Execute Query** button.	A list of all vendors that match the search parameters display.
6.	Click the **Exit** button.	The main menu displays.

Apply Your Knowledge

Query Ship-to Codes

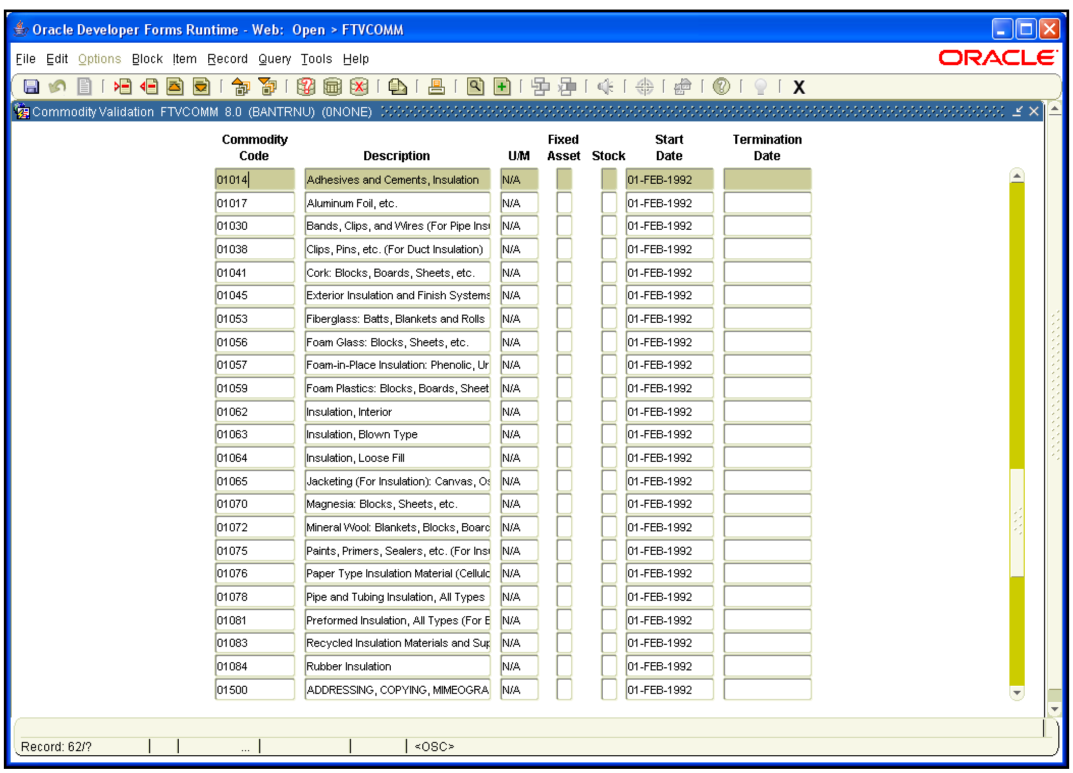
In this exercise, you will search the **Ship To Validation Form (*FTVSHIP*)** for a specified ship-to location code. For this learning activity, feel free to refer to the steps under Task 4.3A and 4.3B (Query Ship To Codes).

4.4: Query Commodity Codes

Commodity codes provide a pivotal link in support of both financial accounting and control of fixed assets and are required for all purchases. ***Banner*** requires consensus across the campuses on a commodity numbering system that promotes the integration and uniformity that are objectives of an integrated system. Therefore, the University uses The National Institute of Governmental Purchasing (NIGP) Commodity Codes that are auto-loaded annually.

Process Description

A department user identifies the need to view NIGP Commodity Codes within ***Banner***. A query is performed to view existing commodity codes. Users who perform this process will ensure that correct commodity codes are used on their requisitions. This process is the same across all University campuses.



Commodity Code	Description	U/M	Fixed Asset	Stock	Start Date	Termination Date
01014	Adhesives and Cements, Insulation	N/A			01-FEB-1992	
01017	Aluminum Foil, etc.	N/A			01-FEB-1992	
01030	Bands, Clips, and Wires (For Pipe Insu	N/A			01-FEB-1992	
01038	Clips, Pins, etc. (For Duct Insulation)	N/A			01-FEB-1992	
01041	Cork: Blocks, Boards, Sheets, etc.	N/A			01-FEB-1992	
01045	Exterior Insulation and Finish Systems	N/A			01-FEB-1992	
01053	Fiberglass: Batts, Blankets and Rolls	N/A			01-FEB-1992	
01056	Foam Glass: Blocks, Sheets, etc.	N/A			01-FEB-1992	
01057	Foam-in-Place Insulation: Phenolic, Ur	N/A			01-FEB-1992	
01059	Foam Plastics: Blocks, Boards, Sheet	N/A			01-FEB-1992	
01062	Insulation, Interior	N/A			01-FEB-1992	
01063	Insulation, Blown Type	N/A			01-FEB-1992	
01064	Insulation, Loose Fill	N/A			01-FEB-1992	
01065	Jacketing (For Insulation): Canvas, O	N/A			01-FEB-1992	
01070	Magnesia: Blocks, Sheets, etc.	N/A			01-FEB-1992	
01072	Mineral Wool: Blankets, Blocks, Boarc	N/A			01-FEB-1992	
01075	Paints, Primers, Sealers, etc. (For Insi	N/A			01-FEB-1992	
01076	Paper Type Insulation Material (Cellulc	N/A			01-FEB-1992	
01078	Pipe and Tubing Insulation, All Types	N/A			01-FEB-1992	
01081	Preformed Insulation, All Types (For E	N/A			01-FEB-1992	
01083	Recycled Insulation Materials and Sup	N/A			01-FEB-1992	
01084	Rubber Insulation	N/A			01-FEB-1992	
01500	ADDRESSING, COPYING, MIMEOGRA	N/A			01-FEB-1992	

Fig. 4.4.1 Commodity Code Validation Form (FTVCOMM)

Process Examples

The following example shows the steps for searching for a commodity code using the **Commodity Code Validation Form (*FTVCOMM*)**. Use the wildcard function (%) to perform a search on the **Description** field to reduce the amount of time it takes to perform the search.

Step-by-Step Procedures
Task 4.4: Commodity Validation Form (*FTVCOMM*)

Step	Action	Results/Decisions
1.	Type ***FTVCOMM*** in the **GoTo…** field and press ENTER.	***FTVCOMM*** displays.
2.	Click the **Enter Query** button.	
3.	TAB to the **Description** field and type appropriate search parameters, using the wildcard (%) as needed.	
4.	Click the **Execute Query** button.	Search results display.
5.	Click the **Exit** button.	The main menu displays.

Apply Your Knowledge

Search for a Commodity Code

In this activity, you will query commodity codes using descriptions and wildcards to identify the commodity in the **Commodity Validation Form (*FTVCOMM*)**. For this learning activity, refer to the steps under Task 4.4 (Querying Commodity Codes).

4.5: Query Requisition Status

Process Description

The **Document History Form (*FOIDOCH*)** identifies and provides the status of all documents, and the history of purchasing and payment documents. Additionally, if a department needs to contact a buyer for any information related to the requisition, the department user can execute a query in ***FOIDOCH*** to find his/her name.

NOTE:

If there is no status indicator after a requisition number in ***FOIDOCH***, this means that the requisition is either incomplete or in suspense.

To determine a document's status, enter a requisition number. Status indicators are:

Status Indicators		
(A) Approved *	(O) Open	(R) Receipt Required
(C) Completed*	(X) Canceled *	(S) Suspended *
(F) Final Reconciliation	(V) Void	(T) Tagged Permanently
(P) Paid	(H) Hold	

**Applies to requisition documents*

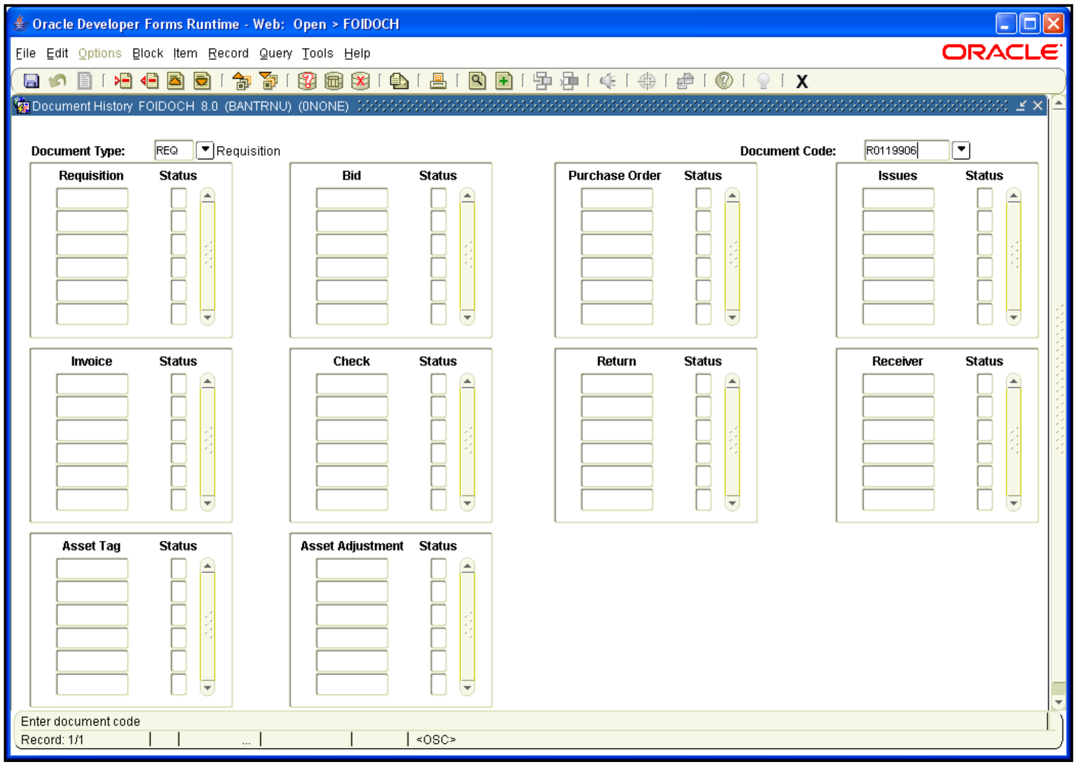


Fig. 4.5.1 Document History Form (FOIDOCH)

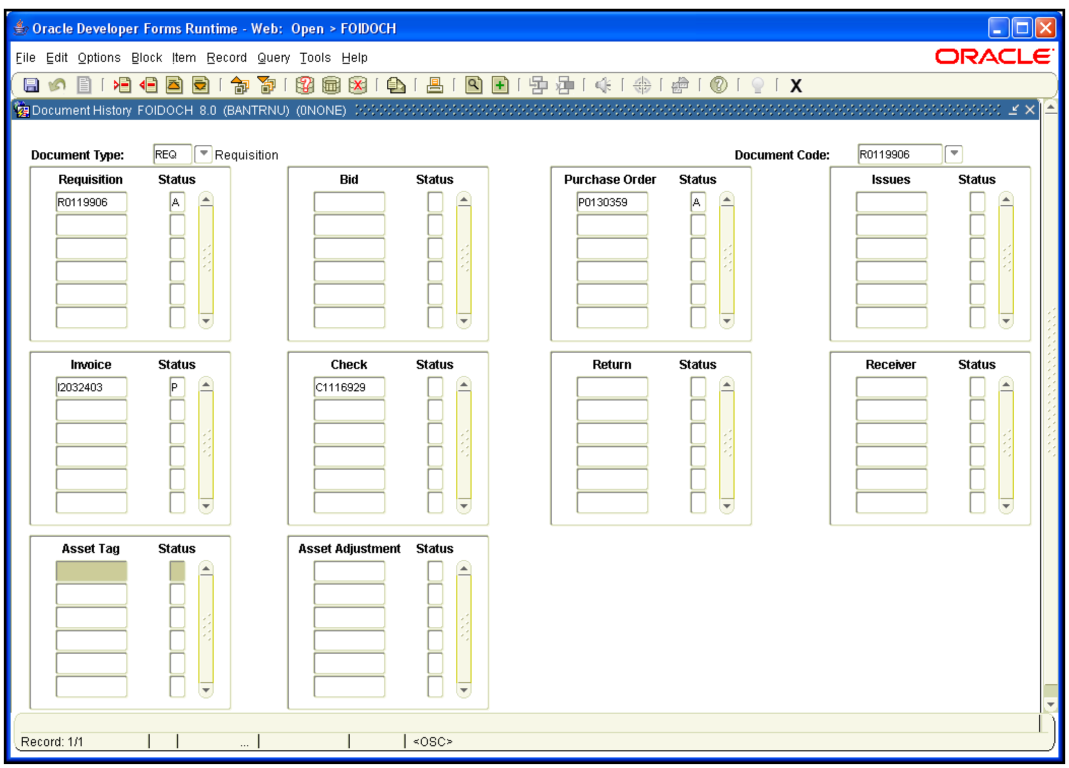


Fig. 4.5.2 Document History Form (FOIDOCH) With Data

Process Examples

The following example demonstrates steps for accessing the **Document History Form (*FOIDOCH*)** to review a requisition and search for requisition codes. Additional steps include expanding the query to view related documents listed in other fields of the **Document History Form (*FOIDOCH*)** (e.g., purchase order and invoice).

Step-by-Step Procedures
Task 4.5: Query Requisition Status and Subsequent Activity – Document History Form (*FOIDOCH*)

Step	Action	Results/Decisions
1.	Type ***FOIDOCH*** in the **GoTo…** field and press ENTER.	***FOIDOCH*** displays.
2.	Type *REQ* in the **Document Type** field. **OR** Double-click in the **Document Type** field. Then, double-click the appropriate **Document Type**.	The **Document Type List** displays. The **Document Type** field populates.
3.	Type a requisition number in the **Document Code** field.	
4.	Click the **Next Block** button.	The selected **Requisition Number** displays in the **Requisition** block, and the **PO Number** displays in the **Purchase Order** block.
5.	Select **Requisition Information** from the **Options** menu.	The **Requisition Inquiry Form (*FPIREQN*)** displays with the **Requisition Number** populated.
6.	Click the **Next Block** button.	The **Requisition Inquiry Document Information** block displays.
7.	Move through the blocks of the form using the **Next Block** button. **OR** Go directly to a specific block by using the **Options** menu and selecting the block name from the menu.	
8.	Click the **Exit** button to return to the **Document History Form**.	The **Document History Form (*FOIDOCH*)** displays.
9.	Click the **Next Block** button twice to advance to the **Purchase Order** block.	
10.	Select **Purchase Order Information** from the **Options** menu to open ***FPIPURR***.	The **Purchase/Blanket Order Inquiry Form (*FPIPURR*)** displays. The purchase order number defaults in the **Purchase Order** field.
11.	Click the **Next Block** button.	The **Purchase/Blanket Order Inquiry Document Information** block displays. **NOTE**: You are able to query any area of the PO by clicking **Next Block** or by the **Options** menu and selecting that part of the form.
12.	Click on the **Commodity/Accounting** tab.	The **Commodity/Accounting** block displays.

Step	Action	Results/Decisions
13.	Click the **Exit** button.	The **Document History Form (*FOIDOCH*)** displays.
14.	Click the **Exit** button.	The main menu displays.

Apply Your Knowledge

Query a Requisition Status and Subsequent Activity

In this activity, you will query the **Document History Form (*FOIDOCH*)** for status information on a specific requisition using the data listed below. Additionally, you will query a subsequent document attached to the requisition. For this learning activity, feel free to refer to the steps under 4.5 (Query Requisition Status).

4.6: Query Detail Encumbrance Activity Form

The **Detail Encumbrance Activity Form (*FGIENCD*)** is used to query detailed transaction activities against the encumbrance. This form displays other useful information such as encumbrance status, creation date, and overall balance. For each sequence linked to the encumbrance, the associated FOAPAL segment codes, encumbrance balance, and detail transaction activity is displayed. This query can be used to monitor balances on standing orders.

To display this information, users can query for the appropriate encumbrance (PO) number or enter it directly in the **Encumbrance** field.

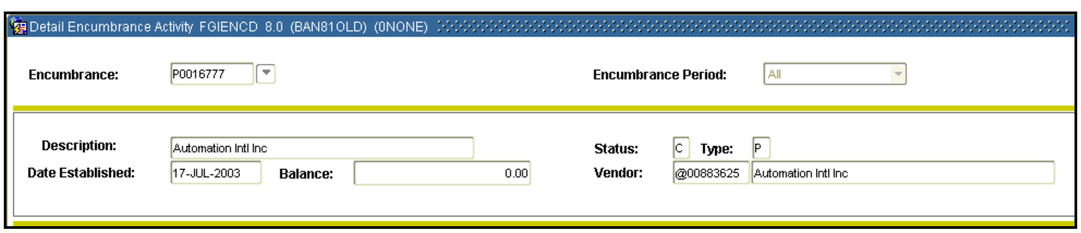


Fig. 4.6.1: Detail Encumbrance Activity (FGIENCD)

Step-by-Step Procedures
Task 4.6A: Query Detail Encumbrance Activity Form (*FGIENCD*)

Step	Action	Results/Decisions
1.	Type ***FGIENCD*** in the **GoTo…** field and press ENTER.	***FGIENCD*** displays.
2.	Click the **Search** button by the **Encumbrance** field. **OR** If known, type the purchase order number in the **Encumbrance** field.	**Encumbrance List Form** (***FGIENCB***) will display.
3.	Click the **Enter Query** button.	

Step	Action	Results/Decisions
4.	Press TAB to advance to the **Description** field.	When looking for a PO, the vendor will display in the **Description** field.
5.	Search for the vendor by typing appropriate search parameters in the **Description** field, using the wildcard (%) as needed.	
6.	Click the **Execute Query** button.	
7.	Double-click in the **Encumbrance Number** field to select the purchase order number.	
8.	Click the **Next Block** button.	Purchase order information will be displayed.
9.	Review the information and notice the remaining **Balance**.	Invoices paid will be listed for each item. If the standing order has more than one item, use the scroll bar on the right to view the information for the individual items.
10.	Click the **Exit** button.	The main menu displays.

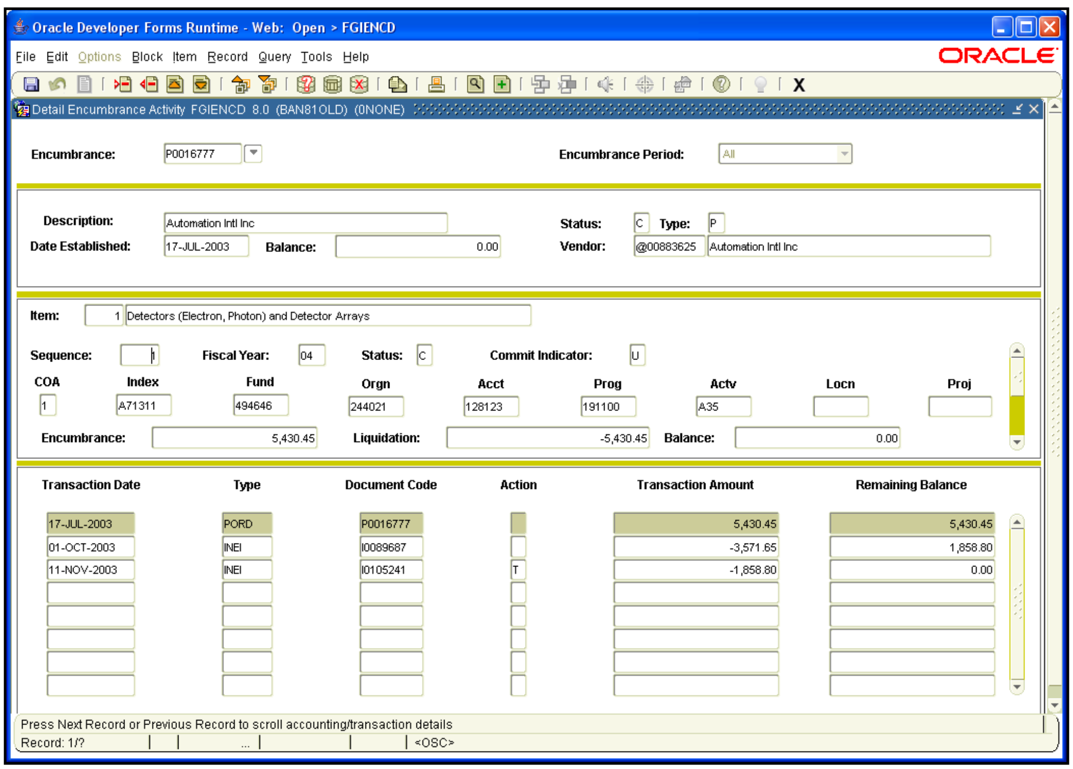


Fig. 4.6.2 Detail Encumbrance Activity Form (FGIENCD)

4.7: Query Invoice/Credit Memo List Form

This query is helpful to check the status of invoices against purchase orders. You can look for open, paid, in suspense, or invoices on hold for a specific purchase order.

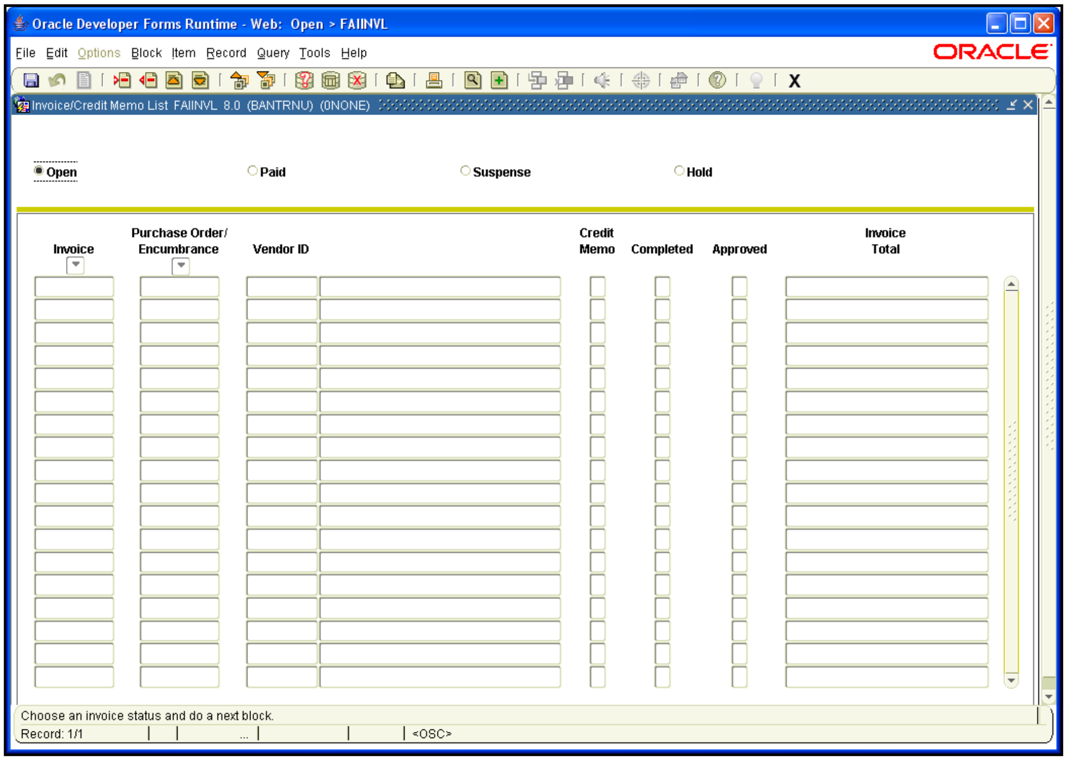


Fig. 4.7.1 Invoice/Credit Memo List Form (FAIINVL)

Step-by-Step Procedures
Task 4.7: Query Invoice/Credit Memo List Form (FAIINVL)

Step	Action	Results/Decisions
1.	Type ***FAIINVL*** in the **GoTo…** field and press ENTER.	***FAIINVL*** displays.
2.	Select one of the options at the top: **Open**, **Paid**, **Suspense**, or **Hold**.	Invoices list by the type of transaction status requested.
3.	Click the **Next Block** button.	Transactions list in numerical order by invoice document number.
4.	Click the **Enter Query** button.	All fields are cleared for query entry.
5.	TAB to the **Purchase Order/ Encumbrance** field and type a purchase order number.	
6.	Click the **Execute Query** button.	Returns search results with the **Purchase Order** field populated.
7.	When search results are returned, highlight the invoice number to review.	
8.	Select **Document Query** from the **Options** menu.	**Invoice Credit Memo Query Form** (***FAAINVE***) populates.

Step	Action	Results/Decisions
9.	View the query.	
10.	Click the **Exit** button.	The main menu displays.

Lesson Summary

The **Requisition Query Form (*FPIREQN*)** displays requisitions that are completed, approved, closed, canceled, or in-process. All information attached to the requisition defaults into the various fields on this form. Department users can locate all requisitions assigned to a specific requestor using ***FPIREQN***. Additionally, the **Document History Form (*FOIDOCH*)** provides the status of all requisition documents being processed in ***Banner***. The query ***FGIENCD*** can be utilized to monitor balances on standing orders.

To look at the status of an invoice against a purchase order, use the query ***FAIINVL***.

When performing queries, it is recommended that users use the wildcard feature to reduce the amount of time it takes to display query results.

Course Summary

Now that you have completed this course you should be able to:

- Create a new requisition.
- Add ship-to location codes while creating the requisition.
- Add vendor codes while creating the requisition.
- Use commodity codes and line item text when creating the requisition.
- Understand Commodity vs. Document Level Accounting.
- Enter document text.
- Describe the approval process.
- Define implicit approval.
- Identify approval queues and routing process for requisitions.
- Approve requisitions.
- Disapprove requisitions.
- Review approval history.
- Cancel a requisition in ***Banner***.
- Copy a requisition.
- Query requisitions using the **Requisition Query Form (*FPIREQN*)**.
- Query vendors using the **Entity Name/ID Search Form (*FZIIDEN*)**.
- Query **Vendor Maintenance Form (*FTMVEND*)**.
- Query ship-to information using the **Ship To List (*FTVSHIP*)**.
- Query **Commodity Codes (*FTVCOMM*)**.
- Access the **Document History Form (*FOIDOCH*)**.
- Query **Detail Encumbrance Activity (*FGIENCD*)**.
- Query **Invoice/Credit Memo List Form (*FAIINVL*)**.

Glossary

Term	Definition
Account (Acct)	A code representing revenue, expenditures, or transfers for budget transactions.
Account Type	A code for the kind of revenue, expense, or transfer used for transaction processing and reporting.
Activity (Actv)	An optional C-FOAPAL segment for use in tracking non-budget control financial activities. The activity is usually short in duration.
Additional	Additional amount to be added to the total extended cost of the requisition to allow for surplus charges such as shipping.
Adj Budget	The accounted (revised) budget is calculated as follows: Adopted (original) budget plus or minus budget adjustments = accounted budget.
Avail Bal	Available balance of funds, calculated as follows: The accounted (revised) budget minus expenses and commitments.
Chart	A one-digit code for a campus or major accounting entity used to facilitate financial reporting.
COA	Code representing the Chart of Accounts responsible for payment of the invoice. To view all COAs, refer to the **Chart of Accounts List (*FTVCOAS*)**.
Commit Ind	A parameter that indicates whether to query budgets that have encumbrances that are committed.
Commitments	Total of all remaining open balances on requisitions and purchase orders. Can also be referred to as a Reservation, Encumbrance and/or Obligation.
Commodity Line Total	Total amount of the current commodity record calculated as Extended Cost less Discount Amount plus Additional Amount plus Tax Amount.
Contact Name	The descriptive name of the location for ship-to addresses.
Default Increment	This value controls the increments between line numbers in the text. Default value is 10.
Document Commodity Total	Total amount of all the commodities entered on the document.
Extended	Total extended cost of the commodity based on the quantity times the unit price.
FOAPAL Line Total	Total amount of the current FOAPAL line record (accounting distribution) calculated as Extended Cost less Discounting Amount plus Additional Amount plus Tax Amount.
Fund	A code for an accounting entity with a self-balancing set of accounts.
ID Number	The ***Banner*** identification number assigned to a person or entity.
Index	A unique code that represents user-defined segments of a C-FOAPAL.
Item Text	Indicates whether text exists for a specific item.
In-Process Requisition	A requisition that have not been completed, or have been rejected by an approver.
In-Suspense Requisition	A requisition that cannot be completed due to errors.

Term	Definition
Location (Locn)	An optional segment of the C-FOAPAL string primarily used with, but not limited to, the Fixed Asset module to designate physical places or sites, such as building and room number.
NIGP Commodity Codes	The National Institute of Government Purchasing commodity codes that are downloaded annually into the University's ***Banner*** system.
Organization (Orgn)	A segment of the C-FOAPAL accounting string used to identify a functional reporting unit (such as a school, college, or department) with discrete financial activities.
Organization Code	Code and name of a specific person, organization or other subdivision of a fund responsible for the purchase of commodities or services. To view, refer to the **Organization Code Validation Form (*FTVORGN*)**.
Program (Prog)	A segment of the C-FOAPAL accounting string that determines the use of monies at the expenditure level. Program designates NACUBO functional classifications, e.g., instruction, research, public service, institutional support and sub-classifications
Query Specific Account	A parameter that restricts the query to a single account or account type.
YTD Activity	Total of all invoices processed for the year.
Uncommitted	A parameter that indicates whether to query budgets to include only uncommitted funds.

Appendix A: OBFS Resources

OBFS Training Center

The OBFS Training Center aims to meet campus units' needs for training, knowledge, and understanding of the OBFS systems, policies, and processes. From their Web site, you may access information on types and availability of courses, register for classes, access online training, and download training materials. Visit the OBFS Training Center at http://www.obfs.uillinois.edu and click the **Training Center** link. Then check out these helpful links:

- Click the **Course Registration** link to register for an OBFS training course.
- Check the **Curriculum Guide** to help identify OBFS courses and prerequisites you should take.

OBFS News Center

If you wish to receive announcements from the OBFS functional unit sponsoring the content of this course, subscribe to the Finance and Procurement announcements at the OBFS News Center as outlined below:

1. Go to the OBFS home page at http://www.obfs.uillinois.edu.
2. Click **Sign up for email updates!** (See the link on the lower right side of the page.)
3. Select the following topics: **Finance**, **Procurement**

Purchasing & Receiving Courses

Materials for the following courses are available from the OBFS Training Center Web site when you go to http://www.obfs.uillinois.edu and click the **Training Center** link. Then click the **Job Aids & Training Materials** link to see these courses:

- Receiving (RC 101)
- Requisition Processing (PO 101)
- UPS CampusShip

Appendix B: Support and Resources Summary

If you have questions about this course, please contact your campus Purchasing Office.

- *UIC*: 312-996-7070
- *UIS*: 217-206-6606
- *UIUC*: 217-333-3505

Appendix C: Field Names

Following is a list of field names referred to in this course:

Field Name	Field Type	Definition
Accounting Total	Display	Total amount of all accounting distributions (FOAPALs) entered on the document. *Not an enterable field. Data populates as you move through the document.*
Acct	Text Entry	Account code representing the specific individual asset, liability, equity, revenue, expenditure, or transfer account classification within a fund from which funds for the purchase of this commodity or service will be drawn.
Activity Date	Default	The last date that the vendor's address was updated in ***Banner***.
Actv	Text Entry	Activity code representing the specific temporary units of work, subsidiary functional classifications, or short duration projects within the program to which the commodity or service will be applied.
Additional	Text Entry **OR** Display	Additional amount to be added to the total extended cost of the requisition to allow for surplus charges (i.e., shipping). **OR** Total additional amount added to the FOAPAL distribution.
Additional Charges	Default	Total amount of surplus charges to be added to the total extended cost of the requisition.
Address	Text Entry **OR** Display	Street address, city, state or province and ZIP or Postal Code where the commodities on the requisition will be delivered. These fields may include additional information such as building name or number, location, floor or department. *Data will default when the Ship-To Location code is selected.* **OR** The vendor's address.
Address Type	Display	Code within ***Banner*** that identifies the type of vendor services used such as (BP) Business Purchase.
Attention To	Display	Name of the person you wish to receive the delivery. This value comes from the contact name field but may be overwritten.
Base Currency	Text Entry	The type of currency used by a vendor if the vendor's bank is located in a country that uses foreign currency. Base Currency defaults to US dollars.
Check Vendor	Display	The vendor's identification number (in ***Banner***) used for third party remittances.
City	Display	The city where the vendor resides.

Field Name	Field Type	Definition
COA	Text Entry	Code representing the Chart of Accounts that is responsible for payment of the invoice. Required field. If you do not know the chart of accounts, request a list from the **Chart of Accounts List (*FTVCOAS*)** by clicking the Search button. The code will default from the chart associated with the user in FOMPROF, but can be overwritten.
Code	Display	A user-defined code used to identify the legal status and different types of vendors within ***Banner*** such as Individual or Corporation.
Collects Taxes	Display	This field calculates the appropriate remittance of taxes reported to the taxing authority. The University is tax exempt.
Comments	Text Entry	Instructions or requests attached to a requisition. Example: "Hazardous Material," or "Must ship on dry ice." Note that the character limit for this field is 30 characters.
Commodity	Text Entry	Code representing the commodity.
Commodity Line Total	Display	Total amount of the current commodity record calculated as Extended Cost less Discount Amount plus Additional Amount.
Commodity Total	Display	Total cost of the commodities on the purchase order. *Not an enterable field. Data populates as you move through the document.*
Contact	Text Entry	Name of the contact person at the point of delivery or regarding vendor purchases (only one per vendor).
Copy	Button	Copies all information from an existing requisition into a new requisition that can be modified prior to completion.
Corporation	Text Entry	The name of the vendor's company.
County	Display	The name of the vendor's county that is designed for government clients who track items by county.
Default Increment	Display	This value will control the increments between line numbers in the text. The default value is 10. This allows for insertion of lines to the text after it has been added.
Delivery Date	Text Entry	Date the commodities on this purchase are to be delivered. The Deliver By date is required, and must be equal to or later than the order date. You cannot back date the delivery date.
Description	Display **OR** Text Entry	Description of the commodity as defined in table ***FTVCOMM***. **OR** Additional information describing the vendor type. Additional information describing the vendor's tax rate.

Field Name	Field Type	Definition
Discount	Text Entry **OR** Display	Dollar amount of discount terms established with the vendor to be deducted from the total extended cost of the requisition. Defaults from vendor information or as entered in the **Discount** field on Vendor Information Screen. **OR** Total discount amount deducted from the FOAPAL distribution.
Discount Amount	Default	Total amount of discounts as established with the vendor, to be subtracted from the total extended cost of the requisition.
Discount Code	Display	The discount terms used for a specific vendor's purchase relating to Accounts Payable documents (may be different).
Distribute	Display	Selected = distribute commodity amounts; cleared = do not distribute commodity amounts (default value is cleared).
Document Accounting Total	Display	Total amount of all accounting distributions (FOAPALs) entered for the current commodity record when using Commodity Level Accounting.
Document Commodity Total	Display	Total amount of all the commodities entered on the document.
Document Level Accounting	Display	Indicates whether accounting distributions have been assigned to the requisition in total rather than to individual commodities. Selected = accounting distributions have been assigned to the requisition in total; cleared = accounting distributions are assigned to each commodity.
Document or Line Item Text	Text Entry	This is a 50-character field that contains information related to the document. If the line you are trying to enter contains more than 50 characters, you must enter a new line to continue. The field will not automatically wrap to the next line. This is one of the reasons it is suggested to have the Default Increment set to something other than 1. If you need to make a correction to a text field, you can add additional lines.
Document Text	Display	Indicates whether text exists associated with the requisition. Selected = Text exists; cleared = Text does not exist. *Not an enterable field. Data populates as you move through the document.*
Domestic/Foreign Carrier	Display	Indicator that shows whether a vendor is a domestic or foreign carrier. Defaults to None.
Effective Date	Display	The date the tax code becomes associated with the vendor.
Email	Text Entry	E-mail address of requestor.
Ext	Text Entry	The extension number of the phone or fax number.
Ext	Display	Total extended cost of the FOAPAL distribution.

Field Name	Field Type	Definition
Extended	Display	Total extended cost of the commodity based on the quantity times the unit price. **OR** Total extended amount of the requisition.
Fax	Text Entry	Fax number of the requestor.
Fax Number	Display	The vendor's fax number including the vendor's phone type, area code, and phone number.
Federal	Text Entry	The vendor's federal withholding percent used for federal tax reporting purposes.
First Name	Text Entry	The vendor's first name.
FOAPAL	Display	Code representing the specific accounting distribution which displays with the "of" field (i.e., FOAPAL 7 of 9).
FOAPAL Line Total	Display	Total amount of the current FOAPAL line record (Accounting distribution) calculated as Extended Cost less Discounting Amount plus Additional Amount.
Fund	Text Entry	Code representing the fund from which the purchase of specific commodities or services is paid.
ID Number	System-generated	Vendor identification number assigned to a person or entity.
In State/Out of State Vendor	Display	Indicator that shows whether the vendor operates in or out of state. Defaults to In State Vendor.
In Suspense	Display	Indicates whether the document is in suspense status: selected = suspended; cleared = active. . *Not an enterable field. Data populates as you move through the document.*
Inactivate Address	Display	Indicator that shows whether a vendor's address is (A) Active or (I) Inactive.
Income Type	Text Entry	The code and description of the income type as defined by classifications to use with the U.S. Governmental 1099 Form. Income Type is required for 1099 vendors.
Index	Text Entry	Code representing a pre-determined combination of FOAPAL elements (Account Index Code). You can use the Index as a shortcut to populate the **Fund**, **Org** and **Prog** fields. Index codes have to be requested through OBFS and established before they can be used.
Item	Default	Line item number assigned to each commodity as it is entered on the requisition.
Item Text	Display	Will be checked after you enter your description detail in line item text. Value defaults: selected = text exists; cleared = text does not exist.
Last Activity Date	Default	Date representing the last time a vendor record was modified within ***Banner***.
Last Name	Text Entry	The vendor's last name.

Field Name	Field Type	Definition
Line	Display	This two-numeric optional field is the line number of the text. If you need to insert a line in between two previously entered lines, enter a line number between the two. This also represents the order of the text.
Locn	Text Entry	Location code representing the physical location or site in which the specific activity will take place.
Middle Name	Text Entry	The vendor's middle name.
Name Type	Text Entry	The type of name used to identify a vendor such as the vendor's nick name or previous name.
Nation	Display	The nation representing the vendor address (if foreign and outside of Canada).
Net Amount	Default	Total amount of the requisition calculated as extended amount, less discounts, plus taxes and additional charges.
NSF Checking	Checkbox	Not applicable.
NSF Override	Display	Indicates whether the non-sufficient funds checking feature has been activated. Selected = non-sufficient funds check has been suspended; cleared = non-sufficient funds checking is active.
NSF Suspense	Display	The NSF feature is not used by the University. Indicates whether non-sufficient funds checking feature has been suspended. Selected = non-sufficient funds checking has been suspended; cleared = non-sufficient funds checking is active.
Of	Default **OR** Display	Number of commodity line items on the requisition. **OR** Total number of accounting distributions (FOAPALs) associated with this record. Displays with the FOAPAL field (i.e., FOAPAL 7 of 9).
Order Date	Default	Date the requisition was entered.
Organization	Text Entry	Code and name of a specific person, organization or other subdivision of a fund responsible for the purchase of the commodities or services. If you do not know the requestor's organization, request a list from the **Organization Code Validation Form (*FTVORGN*)** by clicking the **Search** button.
Orgn	Text Entry	Code and name of a specific person, organization or other subdivision of a fund responsible for the purchase of the commodities or services.
Owner ID	Display	The ***Banner*** identification number that links an individual vendor to a Sole Proprietor.
Phone	Text Entry	Phone number of the requestor or contact person. This field also includes the area code.
Phone and Extension	Text Entry	The phone number and extension of the vendor contact person.
Print	Checkbox	Indicates whether or not to print the line of the text. If you want the text to print, check the box.

Field Name	Field Type	Definition
Prog	Text Entry	Program code representing the group activities, operations, or other units directed to attaining specific purposes or objectives to which the commodity or service will be applied.
Proj	Text Entry	**NOTE**: The University does not use this field. Project code representing the specific project for which the purchase was made for cost accounting tracking purposes.
Quantity	Text Entry	Quantity of a specific item to be ordered. Calculates with the Unit Price field to establish the extended cost.
Rate	Display	Vendor sales or use tax rate information expressed as a percent (%) which defaults from the Tax Rate Code record.
Registration Number	Display	The tax registration number for Canadian goods and services.
Request Code	Text Entry	Code representing the completed, approved and posted requisition you want to cancel.
Request Date	Default	Date the requisition was entered.
Request Type	Default	Indicates the type of requisition. P= Procurement (purchase requisition); S=Stores Inventory Requisition (stores inventory requisition). The University of Illinois is not using the Stores inventory requisition.
Requestor	Display	Name of the person entering the requisition. Default value is the user but may be overwritten.
Requisition	Text Entry	Code representing the requisition you want to retrieve. If you want to create a new requisition, enter *NEXT*.
Sequence Number	Text Entry	The number used in ***Banner*** to represent a sequential number of addresses when a vendor has multiple addresses.
Ship To	Text Entry	Code representing the location of delivery. If you do not know the Ship To Location, request a list from the **Ship To List (*FTVSHIP*)** by clicking the **Search** button.
Start Date	Text Entry	The date within ***Banner*** when the vendor's services can begin to be used by the University.
State	Text Entry	The state withholding percent used for state tax reporting purposes.
State/Prov	Display	The state or province of the vendor.
Tax	Display	Total tax amount added to this FOAPAL distribution.
Tax Amount	Default	Total amount of taxes to be added to the total extended cost of the requisition.
Tax Code	Display	The tax rate used at the University for a specific vendor.
Tax ID	Text Entry	The vendor's taxpayer identification number required for 1099 vendors.

Field Name	Field Type	Definition
Telephone Type	Display	Alpha-numeric values representing the vendor's phone type such as a cell phone or pager, and includes the vendor's phone number.
Termination Date	Text Entry	The date in ***Banner*** when the vendor's services will no longer be used. **OR** Date the tax rate is no longer collected by the vendor.
Text	Text Entry	This is a 50-character field that contains the message. If the line you are trying to enter contains more than 50 characters, you must enter a new line to continue the message. The field will not automatically wrap to the next line. This is one of the reasons it is suggested to have the Default Increment set to something other than 1. If you need to make a correction to a text field, you can add lines in between existing lines.
Text Exists	Display	Indicator for whether or not text has been entered for the vendor within ***Banner*** (Y) or (N).
Text Type, Code, and Vendor	Default	Header fields that default from prior screens and require no data entry.
Transaction Date	Default	Date the transaction was processed or recorded to the ledgers. Default value is the current date. **OR** Date the requisition was entered.
Type Code under Accounts Payable Address Defaults	Text Entry	Code within ***Banner*** that identifies the type of vendor services used such as (BP) Business Purchase with AP. If no AP default is entered, the remittance (AP) Address Type will default to the Procurement Address Type.
Type Code under Procurement Address Defaults	Text Entry	Code that identifies the type of vendor address used for vendor services used such as (BP) Business Purchase with Procurement. The Procurement Address Type must be entered.
U/M	Default	Unit of Measure code, a required field, defaults to N/A and must be changed to reflect a unit of measure value in the table. The Unit of Measure must exist in the **Unit of Measure Validation Form (*FTVUOMS*)** to be accepted in ***Banner***.
Unit Price	Display	Price of the commodity per unit. Calculates with the **Quantity** field to establish the extended cost.
User	Default	The identification number of the University personnel who enters vendor information within ***Banner***.
Vendor	Default	Code and name of the vendor supplying the commodities.
Vendor Name	Text Entry	Name of the vendor supplying the commodities or services. *Not a required field if the user does not have a preferred vendor or if the requisition is for an order to be bid.*

Field Name	Field Type	Definition
Vendor Payment	Display	Indicator that shows whether the vendor's payment requirements are (1) one invoice per check or (M) any invoices per check. Defaults to (M)any invoices per check.
Year	Display	Code representing the fiscal year.
ZIP/PC	Display	The zip code for the vendor's address.

Appendix D: Reviewing Requisition Reports

Two requisition reports provide an option for departments to identify requisitions specific to their organization.

- The **Open Requisitions Report** in ***Banner*** provides detailed requisition information, including line item commodity detail.
- The **Departmental Requisition Report** in ***EDDIE*** provides summary requisition information (e.g., requisition number and amount), and summary purchase order information (e.g., purchase order number, amount, buyer, and vendor).

Open Requisitions Report

The **Open Requisitions Report** is a ***Banner*** report designed to display the status of requisitions for goods and services that do not have completed, approved, and posted purchase orders against them. Open requests are displayed with a particular date, and are sorted by organization and requisition number.

The report provides a non-query option for departments to retrieve summary information for all open requisitions or a specific requisition number for their organization. Additional report information includes requestor name, requisition date, commodity item, description, unit of measure, quantity, unit price, and extended total. If a purchase order is associated with a particular requisition, the purchase order number displays as well.

Process Description

The **Open Requisitions Report** is accessed in ***Banner***. The report is identified as ***FPROPNR***.

Note: Users cannot select parameters for this report.

This report sorts by Organization and requisition number.

```
REPORT: FPROPNR                       Univ.  of Illinois Urbana                RUN DATE: 19-MAR-2003
FISCAL YEAR:2003                      Open Requisitions Report                     TIME: 11:30 AM
                                 As of 19-MAR-2003                          PAGE:    1

COA: 1  ORGANIZATION: 236000  General & Unassigned

    REQUEST
 NUMBER      NAME                    REQ DATE
-------- ----------------------------   --------
R0000260  Lisa Emerson                 30-MAR-2003

        COMMODITY                                            QUANTITY       ORDERED
  ITEM CODE      DESCRIPTION                         U/M  REQUESTED  QUANTITY   UNIT PRICE     EXTENDED
PRICE    PO#/BID#
  ---- ---------- ------------------------------------------ ---  ---------- ---------- -------------- ---------------  --------
    1 31060     Envelopes, Recycled Paper
                                                           N/A   50,000.00      0.00       $0.0000          $0.00


R0000261  Lisa Emerson                 30-MAR-2003

        COMMODITY                                            QUANTITY       ORDERED
  ITEM CODE      DESCRIPTION                         U/M  REQUESTED  QUANTITY   UNIT PRICE     EXTENDED
PRICE    PO#/BID#
  ---- ---------- ------------------------------------------ ---  ---------- ---------- -------------- ---------------  --------
    1 00500     ABRASIVES
                                                            N/A      100.00      0.00       $0.0000          $0.00
    2 00570     Pumice Stone
                                                             N/A      500.00      0.00       $0.0000          $0.00
                                                                  ---------------
                                                                       REQ TOTAL:                            $0.00
R0000262  Lisa Emerson                 30-MAR-2003

        COMMODITY                                            QUANTITY       ORDERED
  ITEM CODE      DESCRIPTION                         U/M  REQUESTED  QUANTITY   UNIT PRICE     EXTENDED
PRICE    PO#/BID#
  ---- ---------- ------------------------------------------ ---  ---------- ---------- -------------- ---------------  --------
    1 31060     Envelopes, Recycled Paper
                                                            N/A   50,000.00      0.00       $0.0000          $0.00


R0000263  Bruce Mast                  31-MAR-2003

        COMMODITY                                            QUANTITY       ORDERED
  ITEM CODE      DESCRIPTION                         U/M  REQUESTED  QUANTITY   UNIT PRICE     EXTENDED
PRICE    PO#/BID#
  ---- ---------- ------------------------------------------ ---  ---------- ---------- -------------- ---------------  --------
    1 05069     Recycled Art Equipment and Supplies
                                                            N/A      100.00      0.00       $0.0000          $0.00
```

Fig. D.1.1 Open Requisitions Report (FPROPNR)

Departmental Requisition Report

The **Departmental Requisition Report** is an ***EDDIE*** report designed to display all requisitions by College/Department/Organization that have been completed and approved, and are in the purchase order stage. The report provides a non-query option for departments to view purchase order numbers if the purchase order has been approved. Additional report information includes transaction date, requisition dollar total, purchase order type, buyer name, vendor name, and purchase order dollar total.

Process Description

Access the **Departmental Requisition Report** through ***EDDIE***. Instructions are below.

The required parameters for this report are *Chart of Account*, *Start Date, End Date*, and *Organization Code.*

Step	Task
1.	Go to: https://eddie.ds.uillinois.edu
2.	Click **Log In to EDDIE**.
3.	Type your **NetID** and **Password**.
4.	Click the **LOG IN** button.
5.	Click the **Documents** tab.
6.	Click the **Categories** section on the left side.
7.	Click the plus sign next to **Corporate Categories** to expand it.
8.	Click the plus sign next to **Finance** to expand it.
9.	Click **Purchasing**.
10.	Double-click **FIPO_Departmental_Requisition**.
11.	Click the **Refresh** button at the top to select or enter report parameters. **NOTE**: It may take a few minutes for the parameter box to appear. Select or enter ALL parameters before executing query. a) The first prompt is already selected. Type a **Chart of Account** or select the appropriate Chart from the list of values and click the **Add** (right arrow) button. b) Click **End Date**. Click the calendar icon to select a date, or enter a date in *MM/DD/YYYY* format. c) Click **Organization Code**. Enter a three-digit or six-digit Organization code, or select it from the list of values, and click the **Add** (right arrow) button. d) Click **Start Date**. Click the calendar icon to select a date, or enter a date in *MM/DD/YYYY* format.
12.	Click the **OK** button.

Step	Task
13.	Once the report appears, you may print or save it. To print the report, follow these steps. a) Click the **Print** button on the toolbar (not the browser's **Print** button). b) Select the **Open** option on the pop-up window. This opens the report as a PDF. c) Click the **OK** button. d) Print the PDF by selecting **Print** from the **File** menu. e) Click the **Print** button.
14.	To save the report, follow these steps. a) Click the **Export** button on the toolbar. b) Select **Export Document As**. c) Choose **Excel**. d) A pop-up window asks if you want to open or save the file. Select **Open with Microsoft Excel**. e) Click the **OK** button. This opens the report as an Excel file. f) Click the **Save** button.

REPORT ID JUN-2002

University of Illinois

As of 20-

SHORTNAME 01

Departmental Requisition Report

Page 01 of

Version: 20-JUN-2002 JUN-2002

Printed: 20-

<COA> - <Dept>

<Start Date> - <End Date>

0403 College Of Pharmacy

Requisition Code	Transaction date	Requisition Total	Purchase Code	Purchase Order Type	Buyer	Vendor	Purchase Order Total
R0000087	30-JUN-2002	$5897.99	P0000045	Standing	Cathy Reisner	Ready Source Computer	$5897.99
R0000231	15-JUL-2002	$19,876.00	P0000299	Regular	Kent Roberts	Corporate Express	$19,876.00
R0000485	22-JUL-2002	$8.687.00	N/A	N/A	N/A	N/A	N/A

Printed: DD-MMM-YYYY HH:MM:SS

Page

01 of 01

Fig D.1.2 Department Requisition Report

Appendix E: Fixed Assets/Lease/Capital Requests

Overview

Fixed asset purchases under $5,000 may be completed via P-Card directly by campus departments when compliant with the current guidelines for allowable P-Card transactions. P-Card processes are unchanged in the ***Banner*** environment, except for the ability to record fixed asset details in the P-Card transaction log. (Asset attributes and other details must instead be reported separately using ***FABweb***.)

While the **Fixed Asset** module has very little direct impact on the procurement process, the **Procurement** module has a very significant impact on the **Fixed Asset** module. It is crucial that requisition and purchase order records in the **Purchasing** module that involve fixed asset acquisitions be accurately completed. Inadvertent errors in these transactions will negatively impact fixed asset processes.

All fixed asset requisitions and purchase orders must be created using a regular purchase order with Commodity (Item) Level Accounting. Commodity Level Accounting is activated by clearing the **Document Level Accounting** checkbox on the **Commodity/Accounting** block in the **Requisition Form (*FZAREQN*)**. (**Note**: The accounting type on a purchase order can only carry forward the same accounting type selected on the requisition.) Fixed asset commodity, funding, capitalization, and depreciation information defaults based on purchase order settings.

In general, it is very important that departmental requisitioners and departmental property staff work together when requisitioning equipment so that the items are properly recorded in both the **Procurement** and **Fixed Asset** modules.

Requisition Form Fixed Asset Fields

The **Commodity/Accounting** block of the **Requisition Form (*FZAREQN*)** is where the Document Accounting type is selected, commodity codes are entered, description and quantity information about the requested commodity are provided, and accounting (FOAPAL) distributions are assigned. The following field is also important to the fixed assets process:

Field	Description
Options > Document Text	From any block of the **Requisition Form (*FZAREQN*)**, you may insert text that pertains to the order as a whole. The text form is accessed by selecting **Document Text** from the **Options** menu. Order information that should be communicated to either departmental or central property accounting staff may be entered here.

Listed below are the fields that are on the **Commodity/Accounting** block of the **Requisition Form (*FZAREQN*)** and explanations of their importance to the fixed assets process:

Field	Description
Document Level Accounting (checkbox)	The **Document Level Accounting** checkbox indicates whether to assign accounting distributions across the requisition in total rather than to individual commodities (line item). **For fixed assets, this field must be cleared because Commodity Level Accounting is required for fixed assets.** When purchasing a fixed asset, the value of this checkbox is selected during the first stage of the purchase. At the initial stage of a purchase, this requisition checkbox setting carries through to all remaining procurement processes. Once set, this setting cannot be changed in later documents. An incorrect setting requires the requisition be cancelled by the department and resubmitted.
Quantity	The number of items/units of a specific commodity to be purchased.
Unit Price	Price of the commodity per unit; calculates with the **Quantity** field to establish the **Extended** cost.
Commodity	Code representing the commodity. The **Fixed Asset** module derives the asset description and the useful life of the asset from the commodity code. **Note**: It is important that the proper commodity code assignment be made during the initial stages of the purchase to avoid errors being carried forward to the fixed assets record. Please confer with your unit's Property Accounting staff to assure that correct commodity codes are assigned to each asset.
Description	Description of the commodity from commodity code table. **Note**: The generic description defaults in based on the commodity code selected, which must be overwritten. After entering a period (.), descriptive text ***must*** be entered on the requisition to supply the actual detail information on the fixed asset.
Options> Item Text	While the line item you are ordering is highlighted, you may insert text that pertains to that particular item. The item text form is accessed by selecting **Item Text** from the **Options** menu. Item information that should be communicated to either departmental or central property accounting staff may be entered here.
FOAPAL	The account segment of the FOAPAL determines if an asset record is established. In addition, the combination of the purchase price and the account segment of the FOAPAL determine if the asset is capitalized or not. **Note**: Proper assignment of the account segment of the FOAPAL is extremely important for proper recording of fixed asset acquisitions. You will need to familiarize yourself with the various FOAPAL "Account" ranges to assure proper assignment for the different dollar thresholds of fixed asset acquisitions. Capitalized and non-capitalized items should never be assigned to the same line item. Additionally, the **Organization** and **Location** segments of the accounting FOAPAL will default values into separate custodial **Fixed Asset** module fields.

The following field on the **Balancing/Completion** block of the **Requisition Form (*FZAREQN*)** is important to the fixed assets process:

Field	Description
Receipt Required	When the receipt required indicator is set to **YES**, a receiving document must be matched with an invoice prior to issuing payment and establishment of an initial asset record in the **Fixed Asset** module. When the receipt required indicator is set to **NO**, the asset is established when the invoice is processed for payment. The receipt required indicator affects the timing of when ***Banner*** creates the initial fixed asset record. The receipt required indicator will automatically default to ***YES*** for documents with a cumulative total value that exceeds $5,000. Some department personnel and purchasing department personnel have the authority to override this setting. Receipt required set to ***YES*** means the department will have to fill out the receiving form in ***Banner*** before the invoice will be paid.

Commodity vs. Document Level Accounting and Accounting (FOAPAL) Distributions

When a requisition is initially created, the user selects whether to apply Commodity or Document Level Accounting.

Commodity Level Accounting assigns accounting (FOAPAL) distributions to each commodity (item) record created within the document; each line item is charged to a specific accounting distribution. There can be one or more FOAPALs per commodity (line item), but there must be at least a one-to-one relationship between a commodity (line item) and FOAPAL.

Document Level Accounting spreads accounting (FOAPAL) distributions across the entire document, rather than to specific commodity (item) records. This setting charges all items on the entire document to the same accounting distribution(s) instead of requiring entry of an accounting distribution for each commodity record (line item).

IMPORTANT: ***The University requires Commodity Level Accounting whenever a fixed asset is purchased.*** Since requisition and purchase order documents default to Document Level Accounting, you must **always** clear the Document Level Accounting checkbox to set the document to Commodity Level Accounting when purchasing a fixed asset. This helps assure that the fixed asset acquired is properly capitalized and properly established in the **Fixed Asset** module when the invoice is paid.

In addition, you cannot combine Commodity Level Accounting with Document Level Accounting in the same requisition. Further, if a requisition contains Document Level Accounting, the purchase order becomes a Document Level Accounting document. Conversely, when you create a requisition using Commodity Level Accounting, it becomes a Commodity Level purchase order. It is therefore crucial that you initiate all requisitions using the correct accounting assignment and accounting (FOAPAL) distribution so the subsequent purchase order, invoice payment, fixed asset record, capitalization transaction, and depreciation computation will all be correct.

Commodity Codes

After choosing the correct accounting assignment on the requisition, the commodity items are entered. Commodities are entered the same way regardless of the accounting method. The University requires the assignment of commodity codes for all requisitions. The University uses the 5-digit National Institute of Governmental Purchasing (NIGP) codes as a standard for ***Banner*** commodity codes.

The commodity code is a key to automating the creation of fixed assets. For fixed assets, this ensures that the useful life of a fixed asset is passed from the **Purchasing** module to the **Fixed Asset** module. It facilitates cooperative purchasing efforts and increases efficiency. These commodity codes provide a universal link between requisitions, procurement solicitations, and responses in an electronic commerce environment.

The NIGP code structure is divided into major classes, with specific codes identified within each class. The first three digits of the code represent its major class; the last two digits represent the item within the class. As a general rule, it is preferable to select and use a specific, detailed five-digit commodity code rather than using a major class code. For all capitalized purchases ($5,000 or more), a specific, detailed five-digit commodity code should be used rather than a major class code. For non-capitalized items, if no five-digit code within a class adequately describes the item, you may assign it to the major class by using the class's first three digits followed by two zeros. For example, if you purchased a digital photocopier, you would find the correct major class and look for an appropriate item within that class 60046. If you were purchasing a non-capitalized office machine that did not appear as a specific item within that class, you could assign the major class plus two zeros to obtain the full five-digit code (60000). Then a detailed description is added and, if necessary, line item text will be entered to further detail the item description.

Code Structure	Code	Description
Major Class	600	Office Machines, Equipment, and Accessories
Class-Item	60046	Copy Machines, Digital

Because the NIGP structure includes services and supplies as well as fixed assets, not all major classes are appropriate for assignment to fixed assets purchases.

NOTE: Visit the OBFS Web site, http://www.obfs.uillinois.edu, to view a list of ***Banner*** Commodity Codes/NIGP Major Classes.

You can access the commodity code listing by typing ***FTVCOMM*** in the **GoTo…** field on the main menu.

Account Codes

It is crucial that the Account segment of the FOAPAL is properly coded prior to payment. The Account code determines whether capitalization entries in the General Ledger and asset capitalization status in the **Fixed Asset** module are posted correctly. ***Banner*** posts capitalization entries when the invoice is posted during the payment process.

When purchasing items that must be added to the **Fixed Asset** module, Account codes should be an Account Type 16 or 12 as noted below. The different acquisition amounts and dollar ranges are listed below.

Not tracked in Fixed Asset Module:

Dollar Value	Account Type	Account Range
Equipment <$100	12	122000-12499U
Equipment $100-499	12	126nnn
Administrative Software <$100,000	14	1538nn
Research Software (any value)	14	1538nn
Materials for Equipment Fabrication	12	128nnn

Tracked in Fixed Asset Module:

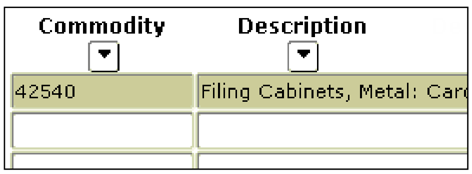
Dollar Value	Account Type	Account Range
Equipment $500-$2499	12	127nnn
Equipment $2500-$4999	16	161nnn
Equipment >$4999	16	163nnn
Artwork <$5000	16	162100
Antiques/Historic Treasures <$5000	16	162200
Firearms/Weapons <$5000	16	162300
Artwork>$4999	16	164100
Antiques/Historic Treasures >$4999	16	164200
Dollar Value (cont.)	**Account Type**	**Account Range**
Firearms/Weapons >$4999	16	163140
Group/Asset/Collections Additions >0	16	165000-167000
Administrative Software >$99,999	16	168600

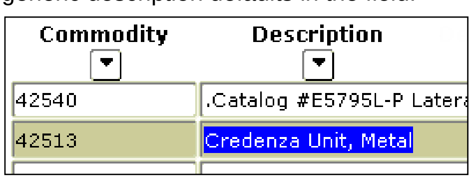
Step-by-Step Procedures
Task E.1: Requisitions for Fixed Assets

Step	Action	Results/Decisions
1.	Type ***FZAREQN*** in the **GoTo…** field and press ENTER.	***FZAREQN*** displays.
2.	Type *NEXT* in the **Requisition** field for a new requisition.	
3.	Click the **Next Block** button to view the requisition.	The **Requestor/Delivery Information** block displays with the **Order** and **Transaction Date** fields populated by default. The **Transaction Date** may be forward-dated in order to establish a reservation for a future date within the current fiscal year.
4.	Press TAB and fill in the **Delivery Date**.	**Delivery Date** must be equal to or greater than the **Order Date**. The **Order Date** is a required field.

Step	Action	Results/Decisions
5.	Press TAB to the **Comments** (optional) field.	Comments are limited to 30 characters, and should be meaningful information that needs to be conveyed to the Purchasing Officer. Do not type the phrase: "Need ASAP." Use more meaningful examples such as: Hazardous Materials, Rental, Fixed Assets, For Bid, Sole Source, Check Enclosed, Pre-Paid, or Lease.
6.	Press TAB to advance to the **Requestor** field.	Requestor information defaults from data in your security profile. If this information is not correct, contact your Unit Security Contact in your department. **Requestor**, **COA**, and **Organization** fields are required. **NOTE**: Defaults can be overwritten.
7.	Press TAB through the **COA** and **Organization** fields, editing as needed.	The **COA** field will default based on the user's login. **Organization** code, description, **Email**, **Phone**, and **Fax** information will default if previously established as part of the requestor's user profile. This information may be completed or changed for this order, but will not change the default information.
8.	Press TAB to the **Ship To** field, editing as needed. **OR** Click the **Search** button. Type *%Name of Dept%*. Click the **Find** button. Double-click the appropriate selection. **Note**: If the name is not found, a New Ship To Addition form must be completed and sent to Purchasing Operations to be entered in the system's table. If the order must be delivered to Central Receiving, key the **Ship To** number for Central Receiving and in **Attention To** field, type *Department Name*, *Building/Room Number* and *Contact Name*.	The **Ship To** information will populate from the Ship-To table. The **Address**, **Phone**, **Contact** and **Attention To** fields populate. The **Attention To** is a required field. Depending on how a department is organized, it may need to reference the person who handles fixed assets for the department.

Step	Action	Results/Decisions
9.	Select **Document Text** from the **Options** menu to add Document Text. Click the **Next Block** button to advance to the **Text** field and enter appropriate text.	***FOAPOXT*** displays. For attachments, such as a quote, an RFP, or specifications, type *Attachments* on the first line of Document Text. Also include the type of attachment and how it will be delivered to the Purchasing Department. A one-time ship-to address or a memo to the buyer may also be typed here. Include any information about the requisition as a whole that needs to be communicated to your unit's property accounting staff or the central property accounting office.
10.	Press TAB to advance to the **Print** checkbox and leave selected or clear the box.	If the **Print** checkbox is selected, the Document Text will print on the purchase order. If it is unchecked, the information will not print on the order, but may be read by the buyer.
11.	Leave the **Line** field blank to accept the default increment.	
12.	Click the **Next Record** button to add additional lines of text.	
13.	Click the **Save** and **Exit** buttons when Document Text is complete to return to ***FZAREQN***.	*Transaction complete: 2 records applied and saved*.
14.	Click the **Next Block** button.	The **Vendor Information** block displays with the **Order Date**, **Transaction Date** and **Delivery Date** populated.
15.	Type the vendor number in the **Vendor** code field and press TAB. **OR** Click the **Search** button, select **Entity Name/ID Search (*FZIIDEN*)** and query on the vendor. If the vendor is not found, a New Vendor Add form must be completed and faxed to Purchasing to be entered in the ***Banner*** Table.	The **Vendor** code is not required. For requisitions requiring a bid, or when the best source for the item to be ordered is not known, the requestor may leave the **Vendor** number field blank and enter *For Bid* or *New Vendor* in the **Vendor** name field. The vendor name populates in the **Vendor** field after pressing TAB. The **Address Type**, **Address**, **Phone** and **Fax** fields populate based on the vendor entered.
16.	If the physical address is incorrect, select a different address by clicking the **Search** button, scrolling through the addresses, and keying the correct **Address Type** and **Sequence** number. *For training purposes, accept the default address code and sequence number.*	Search results display.
17.	TAB through the vendor's address. Type a vendor **Contact** name and **Email** address, if known.	

Step	Action	Results/Decisions
18.	Click the **Next Block** button.	The **Commodity/Accounting** block displays with the **Requisition Number, Order Date, Transaction Date**, and **Delivery Date** fields populated, and the **Document Level Accounting** field is selected. The requistion number is assigned.
19.	Clear the **Document Level Accounting** checkbox. **IMPORTANT NOTE:** Clear the **Document Level Accounting** box **before** entering any FOAPAL information.	Requisition is changed to Commodity Level Accounting.
20.	Type a **Commodity** code for the item of purchase or **Search** to find the code.	The selected commodity code and generic description populate the **Commodity** and **Description** fields.
21.	TAB to the **Description** field and the generic description defaults in the field. 	
22.	Delete the default commodity description and enter a description, if desired.	
23.	With the **Commodity** code and **Description** line still highlighted, add item text by selecting **Item Text** from the **Options** menu. Click the **Next Block** button to advance to the **Text** field.	***FOAPOXT*** displays. Note that the **Text Type** (Req), the Requisition **Code** #, the **Item Number**, the **Vendor** number and name, and **Commodity Description** are populated. The cursor moves to the **Text** field. You are required to enter any additional descriptive or clarifying information (50 characters) in the item text; you do not need to duplicate the information you entered in the commodity description.
24.	Click the **Next Record** button to add additional lines of text.	**NOTE**: Do not use all capital letters. Use upper and lower case text.
25.	Advance to the **Print** checkbox and leave selected.	Item text may need to print on the requisition (print status will carry onto purchase order) when providing specific information to the vendor. By clearing the checkbox, the buyers can view item text without it printing on the purchase order.
26.	Leave the **Line** field blank to accept the default increment.	
27.	Click the **Save** and **Exit** buttons when item text entry is complete.	Transaction records are saved. ***FZAREQN*** displays with the **Item Text** box checked.

Step	Action	Results/Decisions
28.	Press TAB to advance to the **U/M** (Unit of Measure) field and enter text or drop down the menu next to the **U/M** field to select from the available list.	The Unit of Measure defaults to N/A, but must be changed to a value contained in the **Unit of Measure List (*FTVUOMS*)** that is appropriate for the selected commodity. The **Unit of Measure** is a required field.
29.	Type a number in the **Quantity** field.	
30.	Type a value in the **Unit Price** field.	
31.	Press TAB through the **Extended** field.	The **Extended** cost field populates and calculates the **Commodity Line Total**.
32.	TAB through all fields before continuing.	
33.	Click the **Next Block** button.	The **FOAPAL** block displays. The FOAPAL code fields **COA**, **Year**, and **Orgn** populate.
34.	Type or **Search** for FOAPAL codes as needed.	Note the **COA** field will default to the Chart that was entered as the login default, but may be overwritten. **Orgn** field may default based on the user's profile, but may also be overwritten.
35.	TAB through each field until the dollar amount is populated under USD for the **FOAPAL Line Total**.	
36.	TAB through all fields before continuing.	
37.	Click the **Previous Block** button.	The **FOAPAL Line Total** and **Commodity Accounting Total** fields populate with the commodity amount. The cursor moves to the **Commodity** block with the first line (commodity) highlighted.
38.	Click the **Next Record** button.	Cursor moves to the second commodity, and the line is highlighted.
39.	Type a **Commodity** code for the item of purchase or **Search** to find the code.	The selected commodity populates the **Description** field.
40.	TAB to the **Description** field and the generic description defaults in the field. 	
41.	Delete the default commodity description and enter a description, if desired.	
42.	Select **Item Text** from the **Options** menu to add item text. Click the **Next Block** button to advance to the **Text** field.	***FOAPOXT*** displays. Note that the **Item Number** is populated. The cursor moves to the **Text** field.
43.	Click the **Next Record** button to add additional lines of text.	**NOTE**: Do not use all capital letters. Use upper and lower case text.

Step	Action	Results/Decisions
44.	Leave the **Print** checkbox selected and the **Line** field blank.	
45.	Click the **Save** and **Exit** buttons when item text entry is complete.	Transaction records are saved. ***FZAREQN*** displays with the **Item Text** box checked.
46.	TAB and fill out the **U/M** (Unit of Measure), **Quantity** and **Unit Price** fields.	
47.	TAB to calculate **Extended** cost.	The **Extended** field populates and calculates the **Commodity Line Total**.
48.	TAB through all fields before continuing.	
49.	When the second item is entered, click the **Next Block** button.	The **FOAPAL** block displays. The FOAPAL Code fields **COA**, **Year**, and **Orgn** populate.
50.	Type or **Search** for FOAPAL codes as needed.	Note the **COA** field will default to the Chart that was entered as the logon default, but can be overwritten. **Orgn** field may default based on the user's profile, but can be overwritten.
51.	TAB through each field until the dollar amount is populated under USD for the **FOAPAL Line Total**.	
52.	TAB through all fields before continuing.	
53.	Click the **Next Block** button.	The **Balancing/Completion** block displays. The **COA** and the **Orgn** fields default based on the requestor.
54.	Verify the **Status** fields all display "BALANCED."	All amounts must be in balance.
55.	Select the **Receipt Requirement** by clicking the drop-down arrow next to the field.	Must display "Yes Receipt Required" for a fixed asset requisition.
56.	Click the **Complete** button if you are finished with the requisition. **OR** Click the **In-Process** button to save and complete later.	If the requisition is balanced, it can either be completed or placed "in-process." The **Requisition Form (*FZAREQN*)** displays.
57.	Click the **Exit** button.	The main menu displays.

Requisition Process for Rental Agreement, Operating Lease or Capital Lease

Process Description

The department/unit completes the ***Banner*** requisition and it is electronically routed through approvals and then to the Purchasing Division Assign/Attach staff member, who reviews the requisition and assigns the purchase to the appropriate buyer.

The buyer reviews the requisition and determines the need to complete the Classification Worksheet for Rental, Operating, and Capital Lease Agreements. All Operating and Capital leases must have a Classification Worksheet completed.

Definition of Rental Agreement and Operating and Capital Leases

Upon review of a requisition for a potential rental or lease agreement, a buyer will need to determine if specific purchases fall into a rental agreement or lease category. In governmental accounting, there are two classifications of leases, operating or capital.

The following guidelines are used in making that determination:

Rental Agreement – A rental agreement is defined as follows (*only one needed to qualify*):

1. The value of the agreement is less than $5,000.
2. The term is one year or less.
3. The term is cancelable without material penalty (i.e., a penalty less than/equal to 12 months of rental payments).

Operating Lease – An operating lease is differentiated from a rental agreement because of the required disclosure of its annual operating expenditures as well as the future operating lease payments in annual financial statements. An operating agreement has a value of $5,000 or more and an initial term of more than one year. The leased item does not transfer ownership. If the operating lease provides an option to purchase, and this option is exercised, the leased item must then be capitalized. Payments on an operating lease are charged to an expense over the lease term as they come due.

Capital Lease – A capital lease requires the recording of an asset and a liability at the inception of the lease. The liability is reduced as payments are remitted. The asset is valued according to the appropriate asset class at fair market value. Interest costs are removed from the total payments when valuing the asset. If the lease meets one or more of the following four criteria at the beginning of the lease agreement, it is classified as a capital lease; otherwise, it is either an operating lease or a rental agreement.

The pertinent parts of the criteria from "Accounting for Leases" in the *Financial Accounting Standards Board's (FASB) Original Pronouncements* (as of June 1, 1995), Volume 1, Paragraphs 7(a), 7(b), 7(c), and 7(d) are listed below:

7(a) The lease transfers ownership of the property to the lessee by the end of the lease term.

7(b) The lease contains a bargain purchase option.

7(c) The lease term is equal to 75 percent or more of the estimated economic life of the leased property. However, if the beginning of the lease term falls within the last 25 percent of the total estimated economic life of the lease property, including earlier years of use, this criterion shall not be used for purposes of classifying the lease.

7(d) The present value at the beginning of the lease term of the minimum lease payments, excluding that portion of the payments representing executor costs such as insurance, maintenance, and taxes to be paid by the lesser, including any profit thereon, equals or exceeds 90 percent of the excess of the fair value of the leased property to the lesser at the inception of the lease over any related investment tax credit retained by the lesser and expected to be realized by him. However, if the beginning of the lease term falls within the last 25 percent of the total estimated economic life of the leased property, including earlier years of use, this criterion shall not be used for purposes of classifying the lease. A lesser shall compute the present value of the minimum lease payments using the interest rate implicit in the lease. A lessee shall compute the present value of the minimum lease payments using his incremental borrowing rate unless it is practicable for him to learn the implicit rate computed by the lesser and the implicit rate computed by the lesser is less than the lessee's incremental borrowing rate. If both of these conditions are met, the lessee shall use the implicit rate.

Buyers will complete the **Classification Worksheet for Lease Agreements** created by Accounting to facilitate this classification decision.

Funding for Operating or Capital Leases

If the purchase is determined to be a **lease agreement**, the following funding conditions apply:

1. Operating or capital leases from vendors or third party financiers are not made for transactions less than $25,000 (principal amount), unless it is on self-supporting funds. The Assistant Vice President for Business and Finance or delegate must approve exceptions to these guidelines. If financing is essential, attempts should be made to fund transactions under $25,000 within the University. Any internal funding must be reviewed and approved by the Office of Business and Financial Services, Budget Operations. All operating or capital leases to be paid with federal funds must be reviewed in advance by GCO (see *Section 16.1.4 – Equipment, Equipment Leases, and Expendable Supplies*).
2. The proposed operating or capital lease should receive a programmatic review and a fiscal review by the unit head and the dean of the college or vice chancellor to whom the unit reports. (The programmatic review explains the nature of the educational or research program or the administrative unit and the part played by the leased equipment.) Regardless of the identified source of funds, the college and department or unit remains responsible for providing funds to cover payment of the operating or capital lease.
3. When necessary, the Chancellor and Vice President for Administration will approve any transaction costing more than one million dollars.
4. The Purchasing Division and the unit determine whether the company supplying the equipment is a stable organization. This information is included with other information provided to the unit head and dean for fiscal review.
5. The source of first-year funding must be determined. The account number(s) and title must be included to show adequate funding resources.

6. When funding is from external sources, it must be determined whether funds are in the budget for future years and what documented commitments are in place to show that the University will receive these funds. If funding is not available for future years, it must be determined what is being done to secure it. Operating or capital lease agreements should attempt to have funding out clauses structured to refer specifically to anticipated funding source(s). These clauses will advise that the University is not to be held liable in any year in which the funding sources are revoked or inadequate. If such language is not acceptable to the vendor, approval of the Assistant Vice President for Business and Finance or delegate must be obtained.
7. While funding out clauses are required by law in University lease agreements, units and colleges should not expect to invoke the funding out clauses because of the negative impact such action may have on the University's, and in turn the State's, ability to borrow in the financial markets. Therefore, departments are required to provide a letter of agreement to provide alternate funding should funding sources be revoked before the agreement is completed.
8. When the requesting unit cannot provide funds to pay for the transaction because the anticipated external funding does not materialize, the college or Vice Chancellor for Academic Affairs must agree in writing to provide the funds. If the college or Vice Chancellor for Academic Affairs cannot provide the guarantee required, the Chancellor or Vice President for Administration must approve the transaction.

If the purchase is determined to be an **operating or capital lease:**

1. The Buyers will check the requisition to ensure it is Commodity Level Accounting **before** assigning the purchase order to the requisition. If the requisition sent to purchasing is not Commodity Level Accounting the buyer will contact the department, ask them to cancel the requisition, and submit a corrected one.
2. The Buyer initiates processing of the financing agreement.
3. The Buyer discusses all possible financing options (internal funding, vendor, or third-party) with the requesting department.
4. Criteria for **internal funding** is summarized as follows:
   a. The purchase must be for an item costing less than $25,000.
   b. The item is to be purchased from State or ICR funds only.
   c. The department is unwilling or unable to make an outright purchase using their own funds.
   d. The vendor’s proposed annual interest rate is greater than the current rate established by OBFS.
   e. The department will pay a pro-rated portion of the purchase price each year. Budget Operations will transfer the remaining balance to the department’s account. Early in each of the following fiscal years, Budget Operations will transfer funds from the indicated account.

   If the criteria summarized in item 4 are met, the buyer will complete the Request for Internal Financing (RIF) form and maintain a copy of it for follow-up purposes. On the RIF form the Buyer records the department’s name, requisition number(s), date, FOAPAL, type of equipment, finance rate and cost, lease/purchase period, and principal amount.

5. If **internal funding** is an option and the department accepts the internal funding option:
   a. The Buyer notates the department's decision to accept internal financing on the RIF.
   b. The Buyer converts the requisition to a regular purchase order.
   c. The Buyer sends a memo with a copy of the ***Banner*** purchase order and a copy of the RIF to Budget Operations. A copy of the memo is sent to the department business contact and a copy is retained for purchasing files.
6. If the department selects **third-party funding** as the financing option:
   a. The Buyer issues a regular purchase order to the equipment supplier because the payment is to be assigned to a third-party financing company. The Buyer then cancels the order in ***Banner*** to prevent Payables from paying against that PO.

      NOTE: At UIUC, if the transaction is less than $25,000, exception approval is required from the Assistant Vice President for Business and Finance, unless it has been exempted. Exemptions include: automobiles/vans, trucks, copiers, duplicating equipment, agricultural equipment, construction equipment, materials handling equipment. The Buyer solicits this approval.
   b. Before the equipment is received, the buyer creates a blanket order in ***Banner*** to the third-party finance company outlining the financing terms along with an equipment list.

      NOTE: Regular purchase order number to the equipment supplier should be notated in the document text.
   c. Buyer then issues a regular purchase order to the third-party finance company for the first year's financing payments tying it to the blanket order. The Buyer must override the receiving preference so that receiving is not required for every lease payment. In the body of the regular order to the finance company, financing terms should be outlined and the amortization schedule should be notated as well as payment terms.
   d. Once the purchase order is completed, the buyer notifies the department that they must acquire insurance through Risk Management or provide documentation regarding self-insurance.
   e. Completed purchase order goes through distribution process for printing, signatures, and filing.
   f. The Buyer prepares IRS Form 8038-GC for purchases under $100,000 or IRS Form 8038-G for purchases over $100,000 and either mails it directly to IRS or, if requested, to the finance company with the agreement. A copy of the form is sent to the Director of University Tax Compliance. A copy is kept in the Buyer's file.
   g. Upon signing of the financing documents, the Buyer attaches the signed documentation, insurance information, amortization schedule, Lease Classification Worksheet, Special Payment Request Form and copy of the invoice, if available, to the third party finance company's copy of the purchase order. These documents are electronically posted to the Accounting Division shared drive.
7. If the department selects funding **directly with the vendor** as the financing option:

a. The buyer will create a blanket order for the vendor. If a capital lease, this blanket order should have a line item for the equipment, a line item for the principal, and a separate line item for the interest referencing the amortization schedule on the Classification Worksheet.

b. A regular purchase order will be created, linked to the blanket order, with a line item for the equipment, a line item for the principal, and a line item for the interest, reflecting the first year of annual payments of the equipment to the vendor.

c. Once the purchase order is completed, the buyer notifies the department they must acquire insurance through Risk Management or provide documentation regarding self-insurance.

d. Completed purchase order goes through distribution process for printing, signatures, and filing.

e. The Buyer prepares IRS Form 8038-GC for purchases under $100,000 or IRS Form 8038-G for purchases over $100,000 and either mails it directly to IRS or, if requested, to the finance company with the agreement. A copy of the form is sent to the Director of University Tax Compliance. A copy is kept in the Buyer's file.

f. When the department receives the equipment, a receiving report is completed in ***Banner*** to record the receipt. For capital leases, the unit must also complete ***FABweb*** information for recording the asset in the **Fixed Asset** module.

g. Each subsequent year a new purchase order will be established, linked to the blanket order, containing two lines, one for the principal and one for the interest for that Fiscal Year.

Below are the general guidelines the buyers will use for determining the types of ***Banner*** purchase orders that can be used for rentals and leases:

Type of Requisition	**Payment Determination**	**Example**	**Banner Order**
1 Year or Multi-year Rental	1 Payment or multiple payments for a fixed amount	Rental of real property (space)	Regular Order
1 Year or Multi-year Rental	Variable payment	Photo copier – Monthly minimal charge and or additional copies charges	Standing Order
1 Year Lease	Single or fixed payments	Farm equipment through dealer	Regular Order
Multi-Year Lease	Internal funding	Any equipment less than $25,000	Regular Order – Payment in full to vendor
Multi-Year Lease	Funding directly with vendor	Vehicle purchase financing through vendor	*Use Blanket Order and Regular Orders

Type of Requisition	Payment Determination	Example	Banner Order
Multi-Year Lease	Third party financing	Equipment purchase from vendor, financing through 3rd party	**Use Blanket Order and Regular Orders

Note: These explanations are under the assumption all criteria have been met to categorize the purchase as a lease and the order is according to University of Illinois policy and procedure.

***Note**: The department will need to submit 1 Commodity Accounting requisition. If a capital lease, the requisition should have at least 3 line items; one line item for the receipt of the equipment, and line items for the principal and interest for the annual financing. Each subsequent year of the agreement, the department will need to submit a requisition with just the line items for principal and interest for that FY's financing.

****Note**: The department will need to submit 2 Commodity Accounting requisitions; one to the vendor for the receipt of the equipment, and one to the third party finance company for the annual financing. Each subsequent year of the agreement, the department will need to submit a requisition for that FY's financing.

Appendix F: Miscellaneous Attachments for Requisitions

This appendix explains the process and documents required for approving and submitting requisitions for prohibited and restricted commodities.

The University of Illinois Purchasing Office has identified a variety of materials as restricted commodities. The restriction prohibits the purchase of these items with the University P-Card, and requires additional attachments and/or approvals.

When departments prepare a requisition for a restricted commodity, they must supply appropriate attachments and/or approvals as defined by state, federal, and University guidelines. “Attachment” is a generic term meaning e-mail, fax, or hard copy mail.

Contact the campus Purchasing Office for updated information.

Restricted Commodities

Restricted Items

Local, state, or federal agencies restrict the purchase of some items to ensure proper use and distribution of potentially hazardous materials.

Alcohol

UIC – Pure alcohol must be obtained from Chemistry Stores.

UIUC – Pure alcohol is obtained from Chemistry Stores, by authorized individuals, under rules established by law and controlled by the U.S. Treasury Department and the State of Illinois.

Gift Cards/Gift Certificates

Gift cards/gift certificates cannot be purchased using i-Buy, PCard, or Banner. Gift cards/certificates have a cash value and are thus considered reportable income.

Gift Cards should be purchased via a Program Advance.

Pharmaceuticals

These are controlled under MD, DDS, or DVM prescription and are obtained as chemical, medical, dental, or veterinary items through University pharmacies or the Purchasing Division.

Postage Stamps

All postage stamps purchased with State funds must be perforated with a University identification marker.

Radioactive Materials

By law, the Illinois Department of Nuclear Safety (IDNS) licenses the production, sale, use, disposal, and transfer of radioactive materials in the State of Illinois. The University of Illinois obtains, uses, and disposes of radioactive materials under licenses granted by the IDNS and must adhere to regulations established by various federal, state, and local agencies. The campus Radiation Safety Committee grants final approvals for the acquisition, use, and disposal of radioactive materials.

Weapons

Weapons acquisition must comply with the policies and procedures described in Section 1.5, Possession of Weapons Administration (UIC, UIS, and UIUC) and the Campus Administrative Manual, Possession of Weapons (UIUC only).

Restrictions for Purchases of Furniture and Fixtures

30 ILCS 605/7a requires the University to check for available surplus furniture at the State of Illinois Surplus Property Warehouse before purchasing new furniture. If suitable surplus equipment is available, the University will be required to obtain the furniture from the warehouse. The following procedures apply for purchases of furniture with a unit cost of $500 or more.

The Purchasing Division takes the necessary steps to review surplus furniture availability when it receives requisitions from departments. If it is determined that there is no surplus furniture meeting the ordering department's needs, the Purchasing Division will file the necessary affidavit with the State certifying that the furniture was not available. The ordering department's assistance is required to complete the affidavit. Once the affidavit has been filed, the purchase of the furniture can proceed.

If suitable surplus furniture is available, the Purchasing Division notifies the department. There is no cost for the furniture but the department must pay for transportation costs and any necessary repair or refurbishing. The Purchasing Division assists departments in making arrangements for transporting the furniture to campus. In order to meet the requirement of 30 ILCS 605/7a, all items listed below must be purchased through the regular order process administered by the Purchasing Division:

- Modular Furniture - Landscape partitions and/or systems furniture units that are joined together to create workspace or storage in an integrated configuration.
- Office Furniture - Freestanding wood or metal furniture used for office applications including workspace (desks and tables), storage (cabinets, credenzas, freestanding portable shelving, file cabinets, and bookcases), conference tables, seating (individual, office, lounge, and reception area items)
- Institutional Furniture - Beds, dressers, couches, lounge chairs, tables, chests, nightstands, or other items used to furnish hospital rooms or dormitory/residential areas.
- Library Furniture - Library shelving, cabinets, files, charge desks, tables, and other freestanding library fixtures used to accommodate library patrons or provide storage for materials.
- School Furniture - Student desk and chair units, movable chalkboards, lockers, locker room benches, or other such items commonly used for educational applications.
- Mailroom Furniture - Sorting units, shelves, and tables utilized for mail sorting applications.
- Laboratory Furniture - Tables, cabinets and other portable storage units used within a scientific laboratory application.
- Audio Visual Equipment - Lecterns, portable chalkboards, or cabinets used for storage of audio-visual equipment or media.
- Industrial & Safety Furniture - Storage cabinets used for storage of flammable items, workbenches, tool cabinets.

- Miscellaneous Furniture & Fixtures - Folding tables, coat racks, valets, folding chairs, coffee and end tables, stools, lamps.
- Data Processing Furniture - Furniture used for the support of data processing equipment, including computer tables, desks, and media storage cabinets.

Standards for office furniture, furnishings, and fixtures (UIUC only) - Standards for office furniture, furnishings, and fixtures have been established. These standards are to be used as a guide for planning, budgeting, and requisitioning furniture for all purposes. The Purchasing Division provides documents that describe the acceptable standards for furniture and furnishings. Purchases of office furniture and furnishings not on the approved lists require approval of the Senior Associate Vice President for Business and Finance or delegate for University Administration departments and the Associate Vice Chancellor for Administrative Affairs for campus departments.

Other

Interstate embargoes may limit some items. These are handled according to the appropriate regulations. Consult the Purchasing Division for details.

For more information on restricted items and purchases requiring special approvals, see Section 7.2 – Purchase of Goods and Services at https://www.obfs.uillinois.edu/bfpp/section-7-purchasing/section-7-2.

Process Description

The **Requisition Form (*FZAREQN*)** is used when a department determines the need to purchase prohibited and restricted commodities. Step-by-step procedures for completing the **Requisition Form** are included in Lesson 1.

External Approvals

Prohibited and restricted commodities often require an additional approval outside of the established ***Banner*** approval queues. For this reason, when a requisition is prepared for prohibited and restricted commodities, always select in-process at the **Balancing/Completion** block until all document text has been completed, and the requisition is ready to be sent through ***Banner*** approvals and on to Purchasing.

The **requestor** completes the following steps to prepare for external approvals:

- Make a note of their in-process requisition number (do this prior to selecting the in-process button).
- Send an e-mail to the appropriate approver requesting that they review the requisition.

The **external approver** completes the following steps to approve the requisition:

- Opens the ***Banner*** requisition in form ***FPIREQN*** and reviews the document.
- If approved, e-mails the requestor that they approve the purchase.
- If not approved, e-mails the requestor with the required changes/modifications (process is repeated until the document is approved).

The requestor adds the required line item text to the requisition to signify that the approval process is complete (see Job Aid and section 1.4). The requestor then completes the requisition to send it through departmental approvals and Purchasing.

Department requestors must solicit all external approvals prior to submitting the requisition to Purchasing. Requisitions will be rejected if proper documentation has not been entered.