

Purchasing and Procurement Purchase Orders

Banner Finance Training 2011

Purchase Orders Revised 8/9/2011

Maureen Hudson

Definitions of Forms

1. *FPAPURR*

PURCHASE ORDER

Enables you to create a purchase order or modify a PO *In Process*.

2. *FPAPDEL*

PURCHASE ORDER CANCEL

Enables you to cancel a posted PO

3. *FPIPORS*

PURCHASE ORDER SUSPENSE LIST

Displays a list of POs that are in suspense and require additional work to complete and approve.

4.. *FPIPOHD*

PURCHASE ORDER VALIDATION

This form is query only.

5.. FOAPOXT

PROCUREMENT TEXT ENTRY

Enables you to enter at the Header Level or
Commodity Level.

Creating A Purchase Order

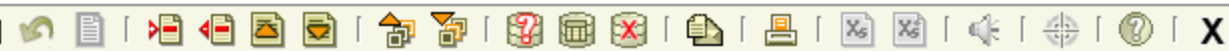
- At Go To Menu enter: *FPAPURR*
- On *FPAPURR* Click **Next Block** for the system to generate a purchase order number.



Purchase Order: 

Document Information

- Click the calendar to choose requested delivery date. If no goods are to be delivered choose today's date.
- All Order Types are: *Regular*
- Click List Arrow next to Buyer Code. Double click to choose your Buyer Code
- Choose **Next Block** or Click the Requestor/Delivery Information Tab access the Requestor/Delivery Information window.



Purchase Order:	<input type="text" value="NEXT"/>	Blanket Order:	<input type="text"/> ▾	Order Type:	<input type="text" value="Regular"/> ▾
Order Date:	<input type="text" value="25-MAY-2006"/>	Transaction Date:	<input type="text" value="25-MAY-2006"/>	<input type="checkbox"/> In Suspense	
Delivery Date:	<input type="text" value="31-MAY-2006"/>	Comments:	<input type="text"/>		
Commodity Total:	<input type="text" value=""/> .00	Accounting Total:	<input type="text" value=""/> .00	<input type="checkbox"/> Document Text	
				<input checked="" type="checkbox"/> Document Level Accounting	

PO created from Requisition

Requisition Document Text: ▾

Buyer Code: ▾

BO Termination Date:

- Rush Order**
- NSF Checking**
- Deferred Editing**

Purchase Order Copied From:

Requestor/Delivery Information

- Click the List Arrow next to *Ship To*. Choose the Campus Central Receiving Address for the delivery of goods. **NO GOODS ARE TO BE DELIVERED DIRECTLY TO DEPARTMENT.**
- Indicate the Department and End User Name on the *Attention To:* line. This is found at the bottom of Receiving Address Information.
- Choose **Next Block** or click the Vendor Information Tab to access the Vendor Information Window.



Purchase Order:	<input type="text" value="NEXT"/>	Blanket Order:	<input type="text"/> ▼	Order Type:	<input type="text" value="Regular"/> ▼
Order Date:	<input type="text" value="25-MAY-2006"/>	Transaction Date:	<input type="text" value="25-MAY-2006"/>	<input type="checkbox"/> In Suspense	
Delivery Date:	<input type="text" value="31-MAY-2006"/>	Comments:	<input type="text"/>		
Commodity Total:	<input type="text"/>	Accounting Total:	<input type="text"/>		
				<input checked="" type="checkbox"/> Document Level Accounting	

Requestor:	<input type="text" value="Maureen Hudson"/>		COA:	<input type="text" value="M"/> ▼	<input type="text" value="Middlesex Community College"/>
Organization:	<input type="text" value="206020"/> ▼	<input type="text" value="Purchasing"/>	Email:	<input type="text" value="hudsonm@middlesex.mass.edu"/>	
Phone:	<input type="text" value="781"/> <input type="text" value="2803506"/>	Extension:	<input type="text"/>	Fax:	<input type="text" value="781"/> <input type="text" value="2803533"/> Extension: <input type="text"/>

Ship To:	<input type="text" value="MCC28"/> ▼	
Street Line 1:	<input type="text" value="Purchasing Department"/>	
Street Line 2:	<input type="text" value="Bedford Campus"/>	
Street Line 3:	<input type="text" value="591 Springs Road"/>	
Building:	<input type="text"/>	Floor: <input type="text"/>
City:	<input type="text" value="Bedford"/>	
State or Province:	<input type="text" value="MA"/>	Zip or Postal Code: <input type="text" value="01730"/>
Nation:	<input type="text"/>	
Phone:	<input type="text"/> <input type="text"/>	Extension: <input type="text"/>
Contact:	<input type="text" value="Purchasing Department"/>	

Attention To:

Vendor Information

- If Vendor ID is unknown, press the Lookup Icon and select *FTIIDEN* to perform vendor query.
 - *If vendor could not be found with Vendor Query the Purchase Order must be removed. Vendor information cannot be omitted on a Purchase Order. Please **Record Remove** this Purchase Order. A requisition must be done leaving the vendor information blank. Please call Purchasing with Vendor Name, Federal Employee Identification Number (FEIN), address, phone and fax numbers. Also, include requisition number.*
 - Enter vendor name or part of vendor name for which you are searching. Use % Sign (Wild Card) to help narrow down your search. **Please note that Banner is case sensitive.**
 - Press F8 or Execute Query Icon to execute the query.
 - Highlight desired vendor
 - Double click on desired record to select Vendor ID (number that begins with a “V”) and return to the requisition in process.

Commodity/Accounting-Entering One *FOAPAL*

- Description: Enter as much information as you can for ordering (up to 49 Characters). If additional text is needed click Options and *Document Text (FOAPOXT)* to add additional text for this item. Remember to SAVE before “X” ing out. “X” out to return to previous screen.
- Unit of Measure: Click List arrow for U/M values
- Quantity: Enter number of units
- Unit Price: Enter Amount. Tabbing Forward will populate the costs.
- If there are additional items to be entered: down arrow to the next description line and continue above process.
- Perform **Next Block** function to enter the *FOAPAL* (Banner’s Index is the old FRS Account Number and Banner’s Account Number is old FRS Object Code) to which this line item will be billed.

Querying an Employee

If Employee ID unknown, press the Lookup Icon and select FTIIDEN

Click the Black Arrow

Click the Roll Back Arrow

Unclick the arrow at the word *Vendor*

Choose NEXT BLOCK

Tab to Last Name Box

When entering Employee's last and first name remember to use % Wild Card Symbol. There may be many people listed with the same name. It is helpful to have the employee's Social Security Number.

At the list choose the employee's ID that starts with a "V"

Commodity/Accounting-Entering One *FOAPAL*

- Description: Enter as much information as you can for ordering (up to 49 Characters). If additional text is needed click Options and *Document Text (FOAPOXT)* to add additional text for this item. Remember to SAVE before “X” ing out. “X” out to return to previous screen.
- Unit of Measure: Click List arrow for U/M values
- Quantity: Enter number of units
- Unit Price: Enter Amount. Tabbing Forward will populate the costs.
- If there are additional items to be entered: down arrow to the next description line and continue above process.
- Perform **Next Block** function to enter the *FOAPAL* (Banner’s Index is the old FRS Account Number and Banner’s Account Number is old FRS Object Code) to which this line item will be billed.

Commodity/Accounting

Entering Multiple Items on Purchase Order with Multiple FOAPALS

- Press down arrow on your keyboard to access a new Description Line
- Enter Description, U/M, Quantity and Unit Price for next item.
- Tab through for extended calculation for this item.
- Continue this method for any additional lines.
- Perform **Next Block** function to enter the *FOAPAL*

Entering Multiple FOAPALS

- Enter Index and Account for first FOAPAL
- Tab to where the extended dollar amount should be appear. Enter dollar value manually.
- Down arrow for next FOAPAL line. Enter Index and account for this line.
- Tab to where the extended dollar amount should appear for this line. Enter dollar value manually.
- Continue this method until all FOAPAL lines are entered.

Before completing document:

Perform Previous Block Function. Arrow through all descriptions.

Perform Next Block Function. Down Arrow through all FOAPAL Lines to check dollar amount for each line.

Balancing and Completion

- Click the Balancing/Completion Tab.
- If all information is correct and the document balances, choose the **Green Check Mark**. This will forward PO to the approval process. Remember to record Purchase Order number of document.
- To keep PO open for editing, press the **In Process** button. This will allow you to continue to edit PO at a later time.



Purchase Order:	<input type="text" value="P0000006"/>	Blanket Order:	<input type="text" value=""/>	Order Type:	<input type="text" value="Regular"/>
Order Date:	<input type="text" value="25-MAY-2006"/>	Transaction Date:	<input type="text" value="25-MAY-2006"/>	<input type="checkbox"/> In Suspense	
Delivery Date:	<input type="text" value="31-MAY-2006"/>	Comments:	<input type="text" value=""/>	<input type="checkbox"/> Document Text	
Commodity Total:	<input type="text" value="250.00"/>	Accounting Total:	<input type="text" value="250.00"/>	<input checked="" type="checkbox"/> Document Level Accounting	

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

Vendor:	<input type="text" value="A00166424 Biodot International Inc"/>	Requestor:	<input type="text" value="Maureen Hudson"/>
COA:	<input type="text" value="M Middlesex Community College"/>		
Organization:	<input type="text" value="206020 Purchasing"/>		
Currency Code:	<input type="text" value=""/>		
Exchange Rate:	<input type="text" value=""/>	Commodity Record Count:	<input type="text" value="2"/>
Input Amount:	<input type="text" value="250.00"/>	Converted Amount:	<input type="text" value=""/>

	Header	Commodity	Accounting	Status
Approved Amounts:	250.00	250.00	250.00	BALANCED
Discount Amounts:	.00	.00	.00	BALANCED
Additional Amounts:	.00	.00	.00	BALANCED
Tax Amounts:	.00	.00	.00	BALANCED

Complete: **In Process:**

Click to mark this Document "Complete".

Purchase/Blanket Order Cancel-*FPAPDEL*

- Double click Purchase Order Cancel *FPAPDEL*
- Enter PO Number of the document you wish to cancel.
- Select **Next Block** to get the detailed information.
- Select **Next Block** to open Cancel Date Window.
- Use Cancel Date Window to complete your cancellation.
- Select **Make Cancellation Permanent** to complete the cancellation of this PO



Purchase Order: P0000003

Blanket Order:

NSF Checking
 Ordered Date: 25-MAY-2006
 Delivery Date: 26-MAY-2006
 Vendor: A00163986 Moschella, Jessica
 Origin: BANNER

Extended Amount		Discount Amount		Tax Amount		Additional Charges	=	Net Amount
50.00	-	.00	+	.00	+	.00	=	50.00



Purchase Order: P0000003

Blanket Order:

NSF Checking

Ordered Date: 25-MAY-2006

Delivery Date: 26-MAY-2006

Vendor: A00163986 Moschella, Jessica

Origin: BANNER

Extended Amount		Discount Amount		Tax Amount		Additional Charges	=	Net Amount
50.00	-	.00	+	.00	+	.00	=	50.00

Record Count

Accounting: 3
Commodity: 1

Cancel Date: 29-MAY-2006

Reason Code: WACT Wrong account number used

Make Cancellation Permanent:

Purchase Order Suspense List Form *FPIPORS*

- The Purchase Order Suspense List Form for is query-only. All fields are protected from update.
- All Purchase Orders that are on Suspense List require additional work to complete.

Purchase Order Validation Form *FPIPOHD*

- This form is query only.
- Select Execute Query to open all purchase orders.
- Select Enter Query to obtain information on a specific purchase order number.