MIDDLESEX COMMUNITY COLLEGE
BEDFORD • MASSACHUSETTS • LOWELL

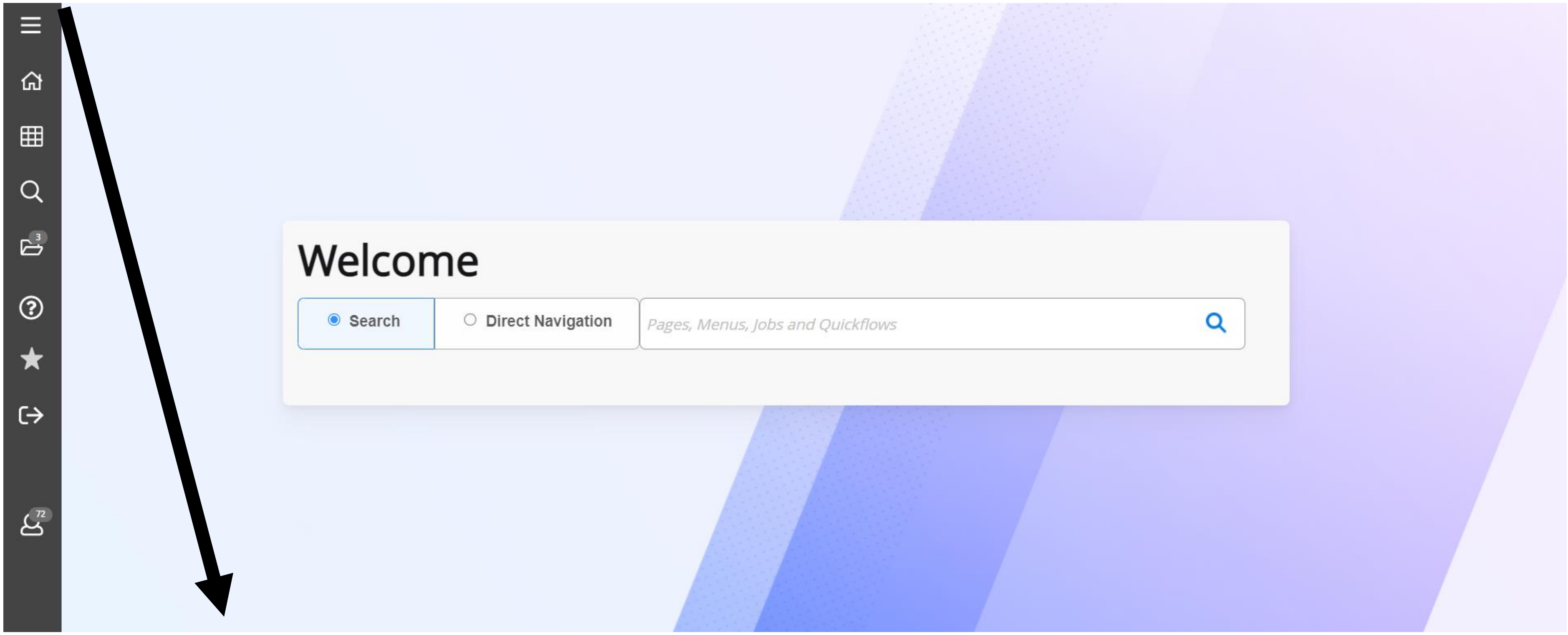
Banner 9 Finance User Guide

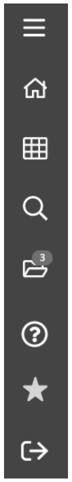
Internet Browser: Google Chrome

Version 5.0 updated 11.21.22

Table of Contents

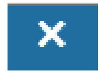
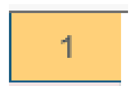
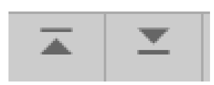
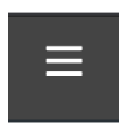
Welcome Screen Homepage





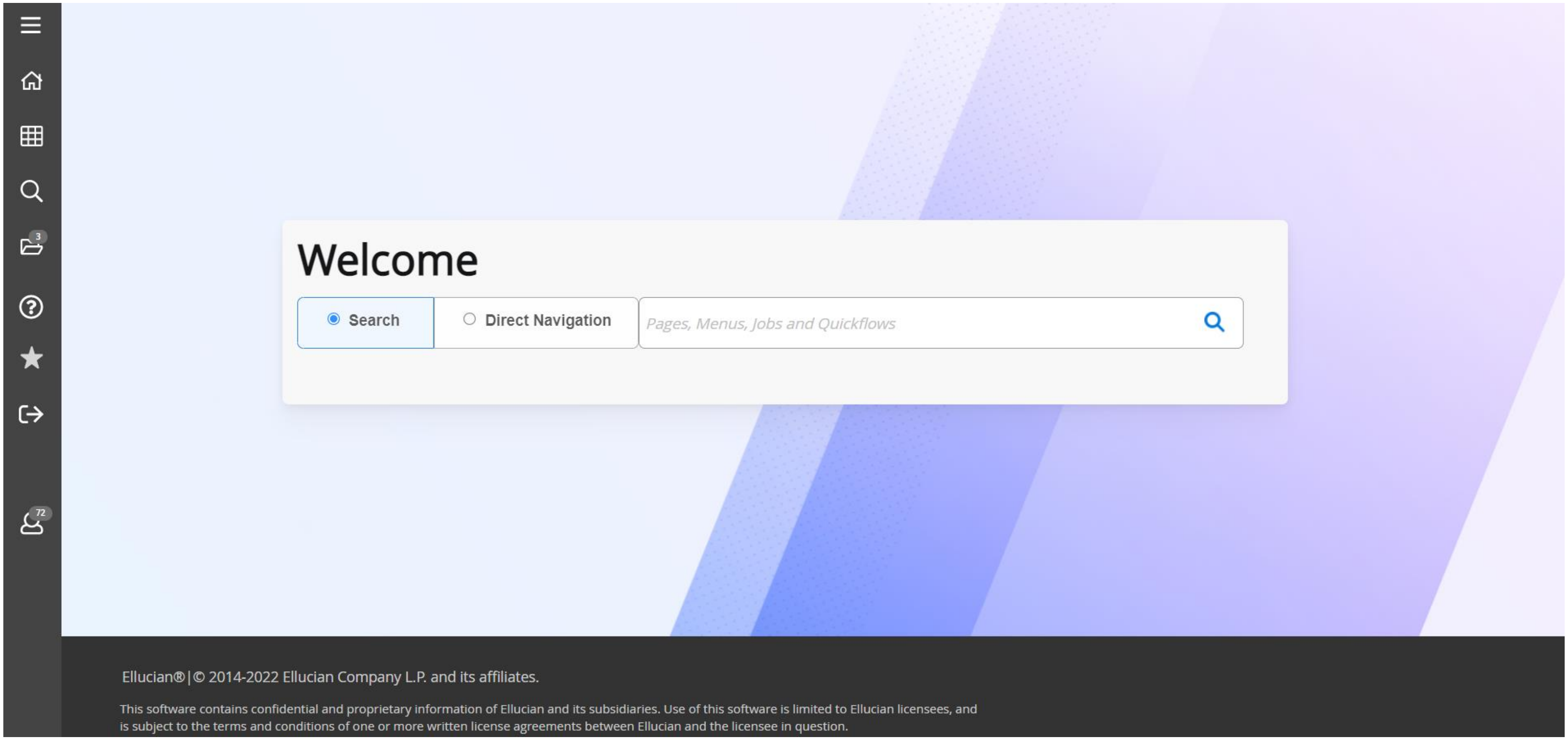
Toggle Menu	Click to expand or collaspe menu
Dashboard	Welcome Screen
Applications	Open Banner menu to search through the Banner forms
Search	Search for forms by typing the name or just the first few letters. A list will appear showing the forms matching.
Recently Opened	It will display the most recent forms you have opened
Help	Help information will be displayed about the form that is open; note: not all forms have Help enabled
Favorites	Click the star next to the Banner Form to select and display in the Favorites menu
Sign Out	The application will close and log out of Banner

Form Menu and Button Options

Button Name	Button Image	Button Function
X Button		This will take you back either to the previous form or to the Welcome Screen if there are no other open forms.
Go Button		Click the Go button after entering information into the field to go to the next block.
Start Over Button		This allows you to roll back to the beginning of the form to start over.
Related Menu Button		Provides a list of other forms you may link to that are relevant to the form you are currently viewing.
Tools Menu Button		Provides a list of functions available for the current form you are viewing such as refresh, export, print, clear record, clear data, copy purchase order, etc.
Error Message Notification Window		This shows the number of notification messages.
Next Record or Block/Former Record of Block Buttons		This allows you to proceed to a previous or former data block or record.
Toggle Menu		Located at the top of the menu on the left of the Welcome Screen. Provides additional menu options (applications, recently opened, favorites, etc.)

Banner Form Search

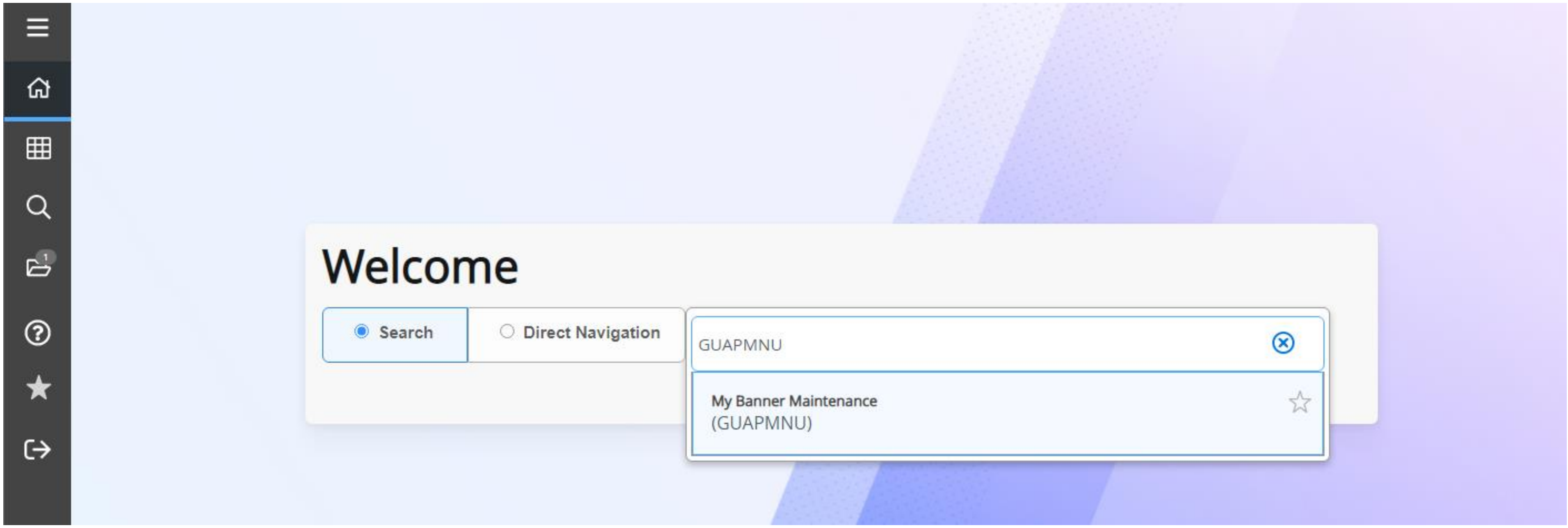
To search, enter the form/page banner name or acronym in the search field or type the first few letters of the acronym and Banner will display the forms/pages matching your entry. You can also enter the descriptive name of the page and banner will display matching forms/pages.



Organize My Banner Bookmarks
My Banner Maintenance Form (GUAPMNU)

Forms most commonly used can be bookmarked under the My Banner menu using the GUAPMNU Form.

1. At the Welcome screen type GUAPMNU or "My Banner Maintenance" in the search window.



2. Your name will appear in the next screen in the Personal Menu field. Click Go
3. Click previous section in the lower left corner of the My Banner Maintenance form. This will allow you to navigate the object type pages.
4. Click the Object title under Object Type to sort the objects.
5. Double click on the object you want listed in your My Banner menu. Once the object name is highlighted (object name not the row) you will be able to click Insert Selection to add the object to the Object Selection List.   The Object Selection List will appear in your My Banner list
6. Click Save in the lower right corner once all applicable objects (forms) have been added to the Object Selection list.
7. The bookmarked forms will show in the My Banner list within 24 hours (typically next day).

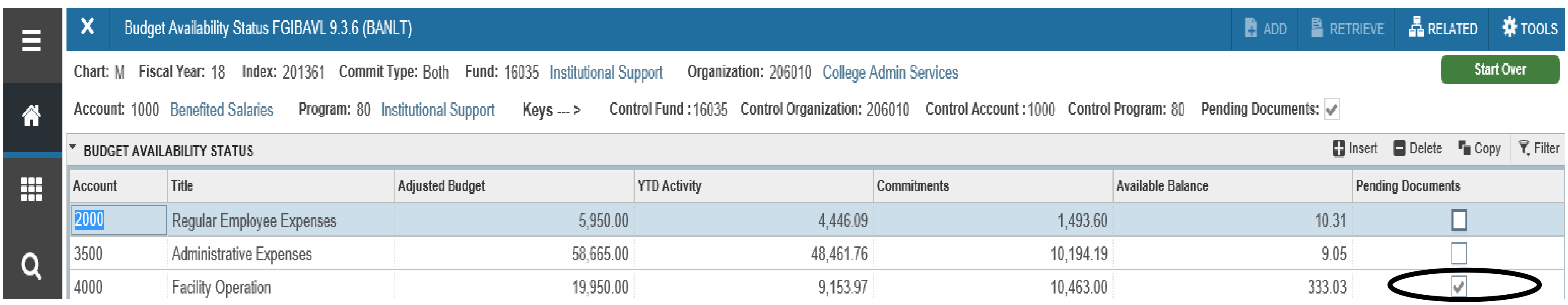
BUDGET REVIEW

Budget
Budget Availability Status Form (FGIBAVL)

The Budget Availability Status Form provides a summarized view by budgeted pooled accounts of a department's budget, expenditures, commitments, and available balances.

1. At the Welcome screen type FGIBAVL or "Budget Availability Status" in the search window
2. Enter Index and Account Code 1000.
3. Choose the green *Go* button on the top right side of the form or *Next Section* at bottom of the page.

4. This form shows the budget availability status. Adjusted Budget minus YTD Activity (what has been paid) minus the Commitments (encumbrances: Purchase Orders, not paid yet, and Requisitions created) provides the available balance by Account Code Pool Level.



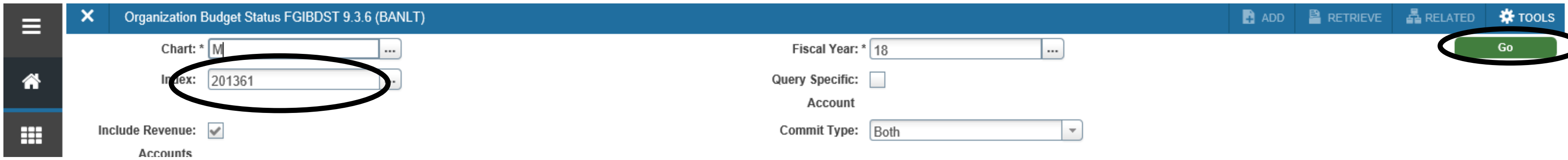
Pending Documents

5. A check mark in the Pending Documents column indicates if there are pending documents. Pending documents include incomplete purchase orders and purchase orders pending approval.

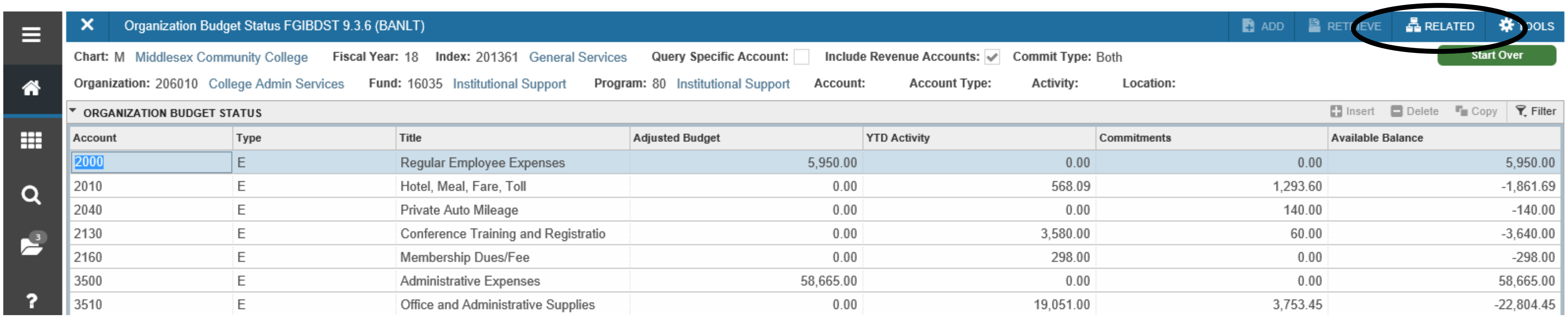
Budget Activity
Organizational Budget Status Form (FGIBDST)

The Executive Summary form provides a summarized view of ALL accounts of a department's budget, expenditures, commitments, and available balances. This form can be used to navigate to a more detailed view of the amounts and documents related to each individual account.

1. At the Welcome screen type FGIBDST or "My Organizational Budget Status" in the search window
2. Enter Index Code.
3. Choose *Go* or *Next section.*



4. Your Index activity will appear by Account Code.
5. Click on any Account Code to view activity.

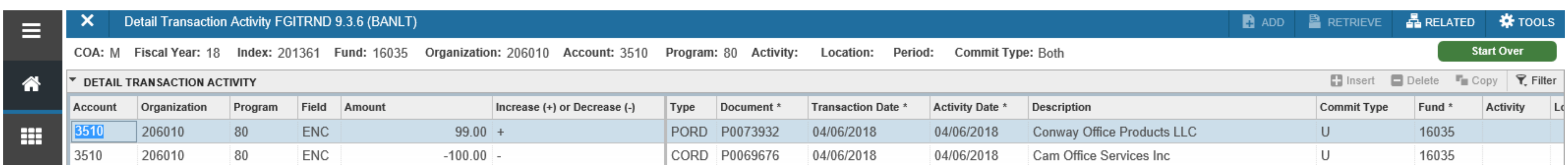


Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
2000	E	Regular Employee Expenses	5,950.00	0.00	0.00	5,950.00
2010	E	Hotel, Meal, Fare, Toll	0.00	568.09	1,293.60	-1,861.69
2040	E	Private Auto Mileage	0.00	0.00	140.00	-140.00
2130	E	Conference Training and Registratio	0.00	3,580.00	60.00	-3,640.00
2160	E	Membership Dues/Fee	0.00	298.00	0.00	-298.00
3500	E	Administrative Expenses	58,665.00	0.00	0.00	58,665.00
3510	E	Office and Administrative Supplies	0.00	19,051.00	3,753.45	-22,804.45

Related Forms

Organizational Encumbrance List (FGIOENC) is a related form, it will show all open PO's in your index by purchase order number.
Transaction Detail Information (FGITRND) is a related form, it will show all activity related to the Account selected (see screen shot below).

6. In the *Related Menu* in the upper right corner click on the form to preview more detailed information (below is the FGITRND form).

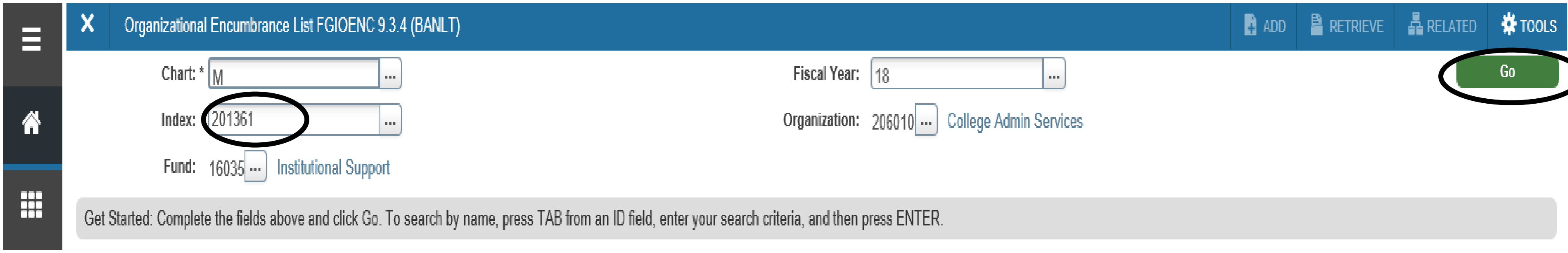


Account	Organization	Program	Field	Amount	Increase (+) or Decrease (-)	Type	Document *	Transaction Date *	Activity Date *	Description	Commit Type	Fund *	Activity
3510	206010	80	ENC	99.00	+	PORD	P0073932	04/06/2018	04/06/2018	Conway Office Products LLC	U	16035	
3510	206010	80	ENC	-100.00	-	CORD	P0069676	04/06/2018	04/06/2018	Cam Office Services Inc	U	16035	

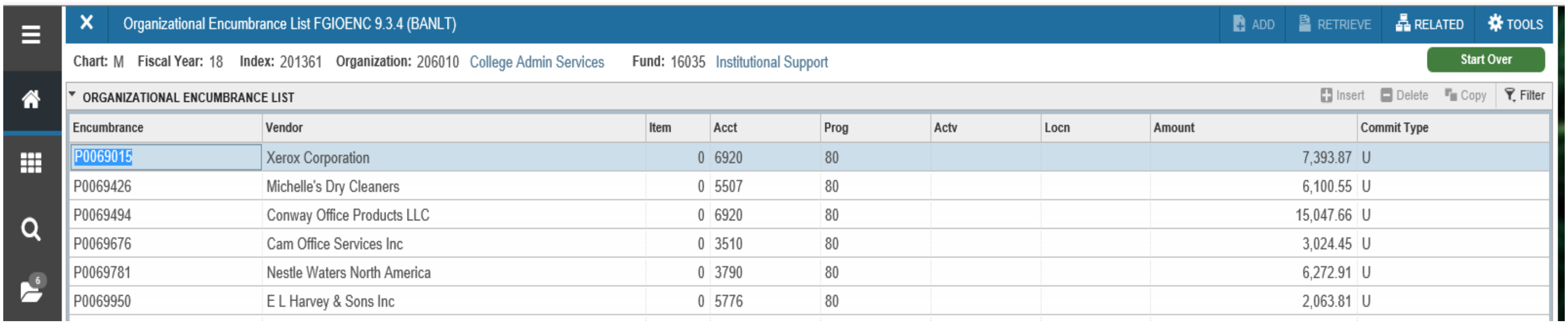
ENCUMBRANCES AND RELATED INFORMATION
Open Encumbrance List
Organizational Encumbrance List (FGIOENC)

The Organizational Encumbrance form lists all open encumbrances by index. This form can be used to navigate to a detailed view of each open encumbrance. **Please Note: Organizational Encumbrance List should be checked often to effectively manage your open encumbrances.**

1. At the Welcome screen type FGIOENC or “Organizational Encumbrance List” in the search window
2. Enter Index Code.
3. Click green *Go* or *Next Section.*



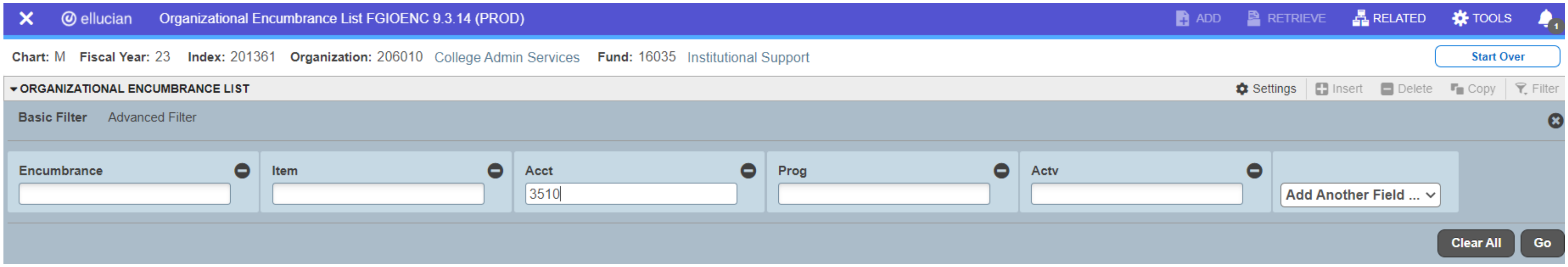
4. You will see all open encumbrances in numeric order by Purchase Order number with the open available balance.



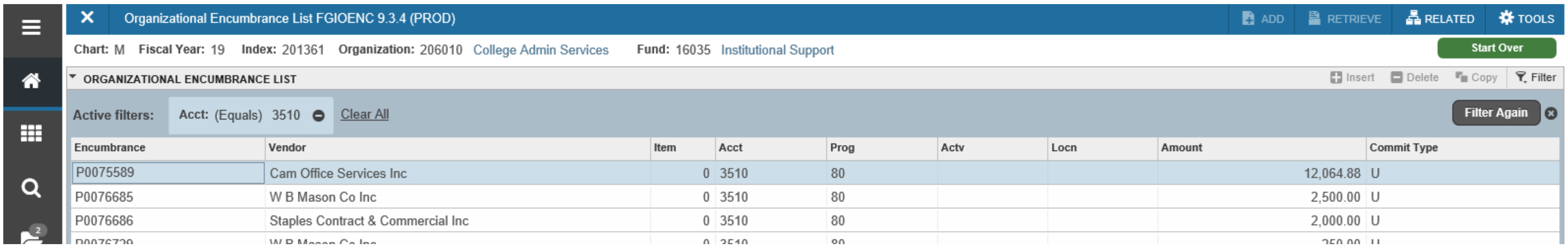
Filter Tool

1. Click the Filter button on the right of the FGIOENC form.

2. Enter the information you would like to filter (for example account code) and click Go.



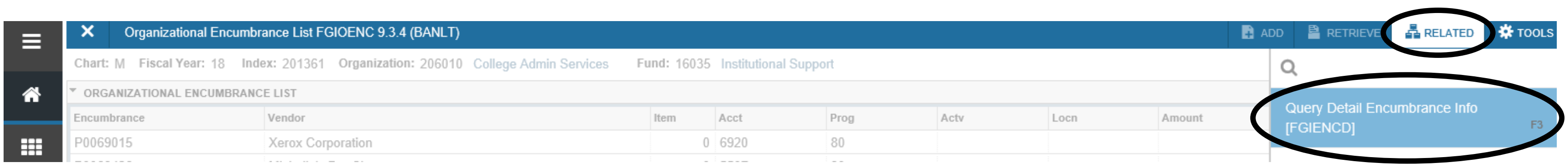
The filter will only return the open encumbrances matching the account code you entered.



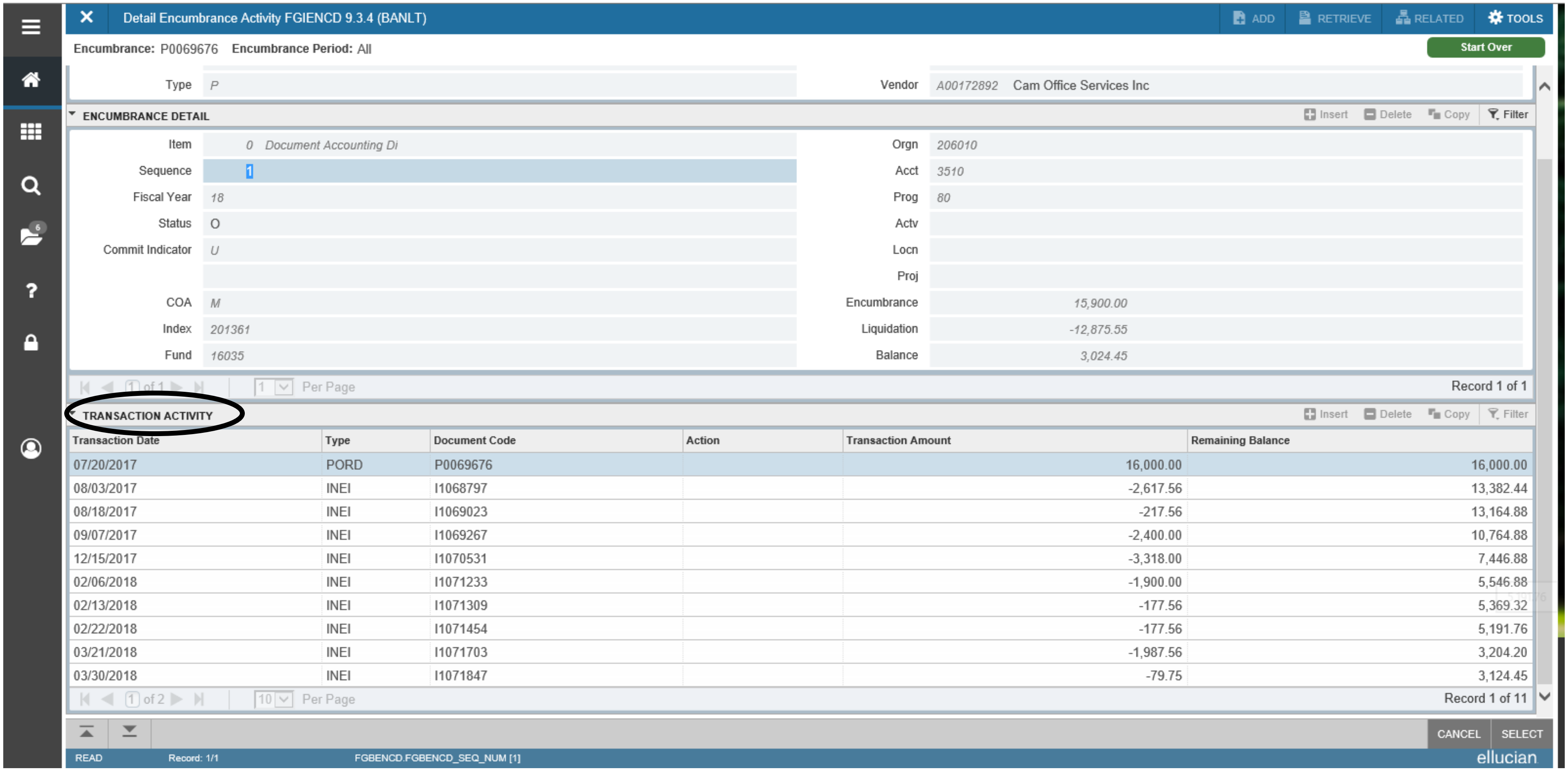
Related Forms

Detail Encumbrance Info (FGIENCD) is a related form and provides detailed information related to the Open Encumbrance.

1. Highlight the PO line to select. Go to the *Related* menu and choose Query Detail Encumbrance Info [FGIENCD].



2. At the bottom of the page in the Transaction Activity section, all the activity for this PO will be displayed.



Detail Encumbrance Activity FGIENCD 9.3.4 (BANLT)

ADD RETRIEVE RELATED TOOLS

Encumbrance: P0069676 **Encumbrance Period:** All

Start Over

Type P

Vendor A00172892 Cam Office Services Inc

ENCUMBRANCE DETAIL

Insert Delete Copy Filter

Item	0 Document Accounting Di	Orgn	206010
Sequence	1	Acct	3510
Fiscal Year	18	Prog	80
Status	O	Actv	
Commit Indicator	U	Locn	
		Proj	
COA	M	Encumbrance	15,900.00
Index	201361	Liquidation	-12,875.55
Fund	16035	Balance	3,024.45

1 of 1 1 Per Page Record 1 of 1

TRANSACTION ACTIVITY

Insert Delete Copy Filter

Transaction Date	Type	Document Code	Action	Transaction Amount	Remaining Balance
07/20/2017	PORD	P0069676		16,000.00	16,000.00
08/03/2017	INEI	I1068797		-2,617.56	13,382.44
08/18/2017	INEI	I1069023		-217.56	13,164.88
09/07/2017	INEI	I1069267		-2,400.00	10,764.88
12/15/2017	INEI	I1070531		-3,318.00	7,446.88
02/06/2018	INEI	I1071233		-1,900.00	5,546.88
02/13/2018	INEI	I1071309		-177.56	5,369.32
02/22/2018	INEI	I1071454		-177.56	5,191.76
03/21/2018	INEI	I1071703		-1,987.56	3,204.20
03/30/2018	INEI	I1071847		-79.75	3,124.45

1 of 2 10 Per Page Record 1 of 11

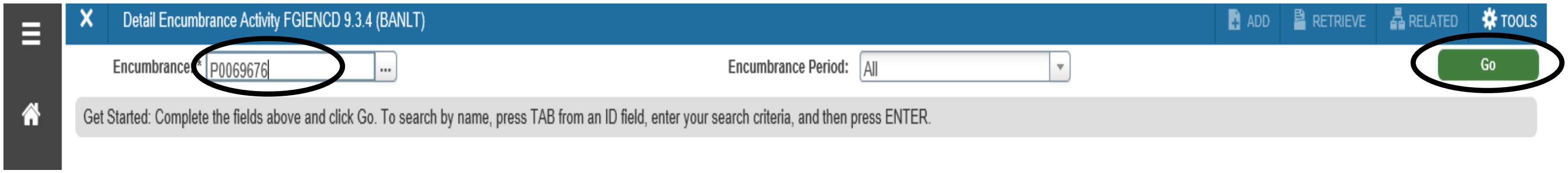
CANCEL SELECT

READ Record: 1/1 FGBENCD.FGBENCD_SEQ_NUM [1] ellucian

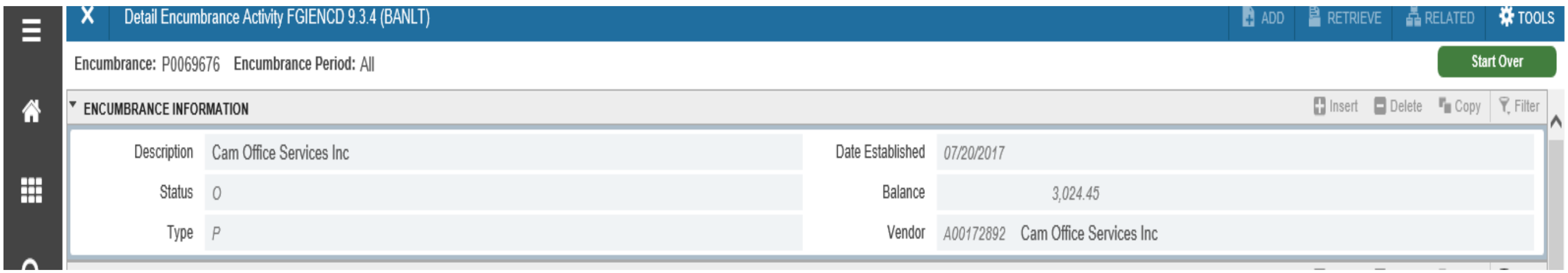
Encumbrance Activity
Detail Encumbrance Activity (FGIENCD)

The Detail Encumbrance Activity form provides a detailed view of a specific encumbrance. This form also illustrates any changes (e.g. additional funds, payments, and liquidation) to the encumbrance.

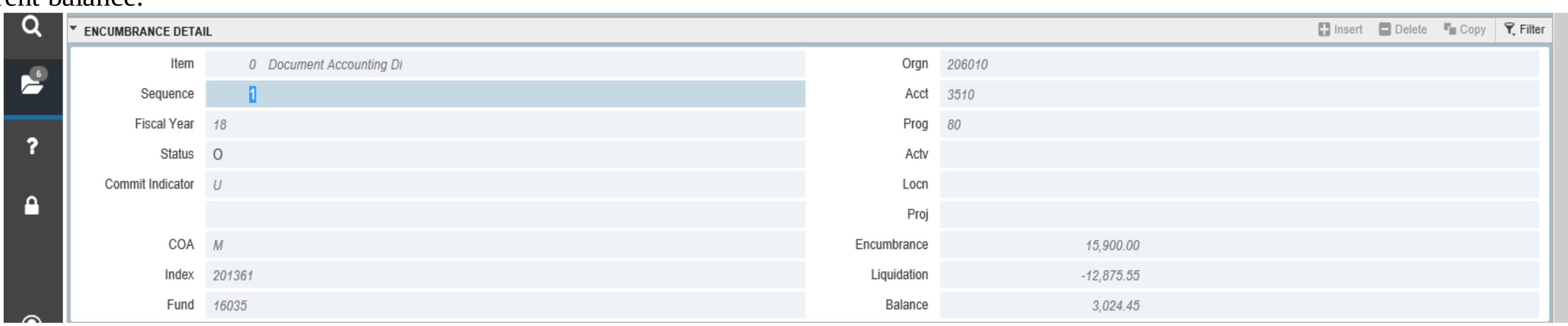
1. At the Welcome screen type FGIENCD or "Detail Encumbrance Activity" in the search window
2. Enter Purchase Order number in Encumbrance field.
3. Click green *Go* or *Next Section*



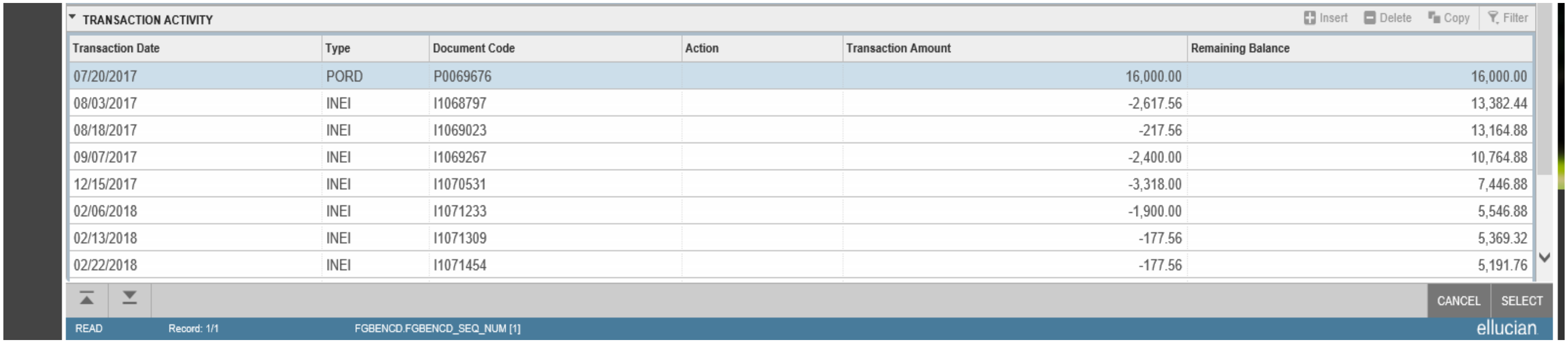
4. <u>In the first block: Encumbrance Information</u> – You will find the vendor name, date the encumbrance was created, the balance as of today and the purchase order status.



5. <u>In the second block: Encumbrance Detail</u> – You will find your Index, Account Code, the beginning total, what has been liquidated, and the current balance.



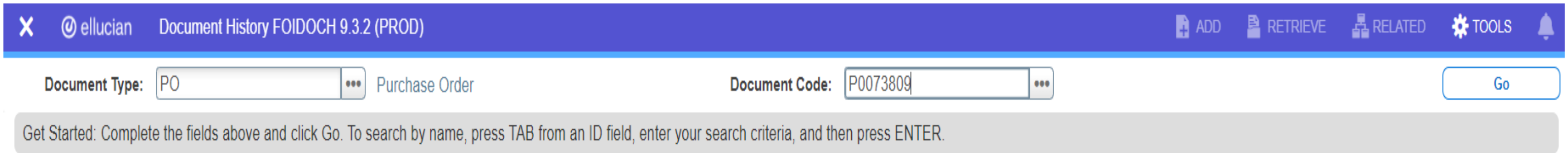
6. In the third block: Transaction Activity – You will find the type of process that was done, the amount and the date and the remaining balance.



Transaction Date	Type	Document Code	Action	Transaction Amount	Remaining Balance
07/20/2017	PORD	P0069676		16,000.00	16,000.00
08/03/2017	INEI	I1068797		-2,617.56	13,382.44
08/18/2017	INEI	I1069023		-217.56	13,164.88
09/07/2017	INEI	I1069267		-2,400.00	10,764.88
12/15/2017	INEI	I1070531		-3,318.00	7,446.88
02/06/2018	INEI	I1071233		-1,900.00	5,546.88
02/13/2018	INEI	I1071309		-177.56	5,369.32
02/22/2018	INEI	I1071454		-177.56	5,191.76

Purchase Order History
Document History (FOIDOCH)

The Document History form provides the status of all documents related to a Purchase Order (invoices, check disbursement, receiving, etc.)

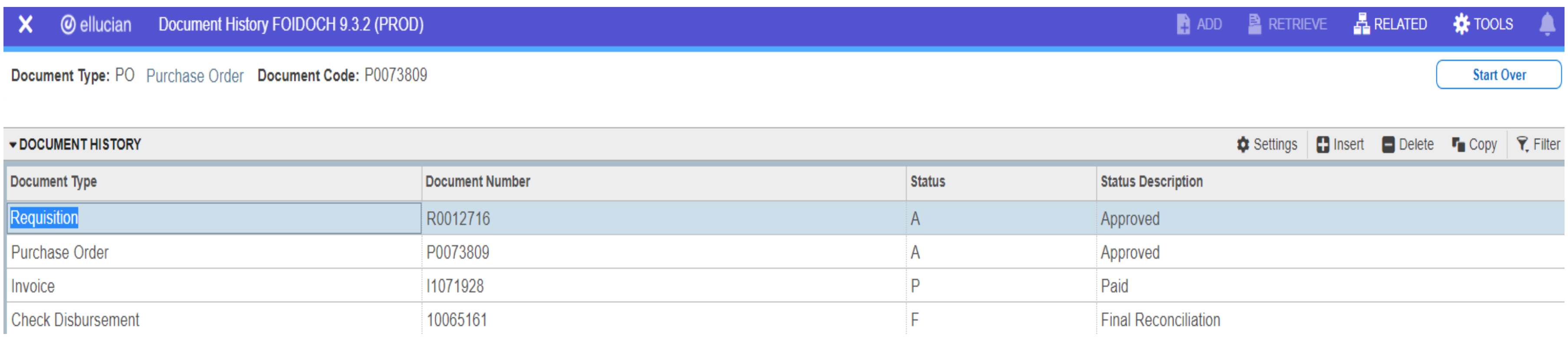


1. At the Welcome screen type FOIDOCH or "Document History" in the search window

2. Enter the Document Type to search and the related Document Code and click Go.

Document Type	Description
REQ	Requisition
INV	Invoice
PO	Purchase Order
CHK	Check
RCV	Receiving

3. The form will display all the documents entered and all related documents.



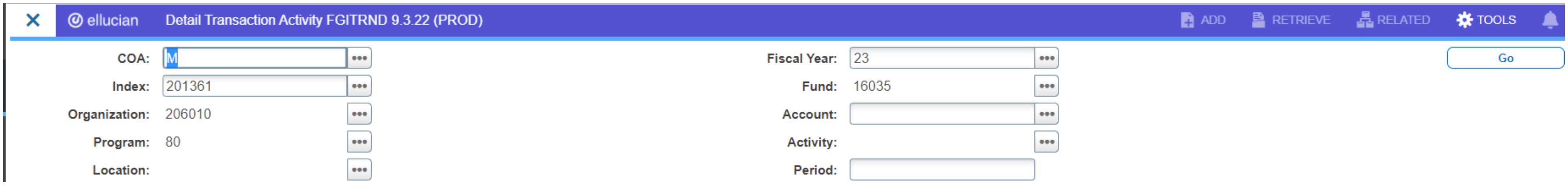
Document Type	Document Number	Status	Status Description
Requisition	R0012716	A	Approved
Purchase Order	P0073809	A	Approved
Invoice	I1071928	P	Paid
Check Disbursement	10065161	F	Final Reconciliation

4. To view the document details, click Related in the upper right corner and select "query document (by type)".
5. Use the arrows in the lower left hand corner to navigate through the form.
6. Once you are done viewing the document, click the "x" in the upper left hand corner to return to FOIDOCH.

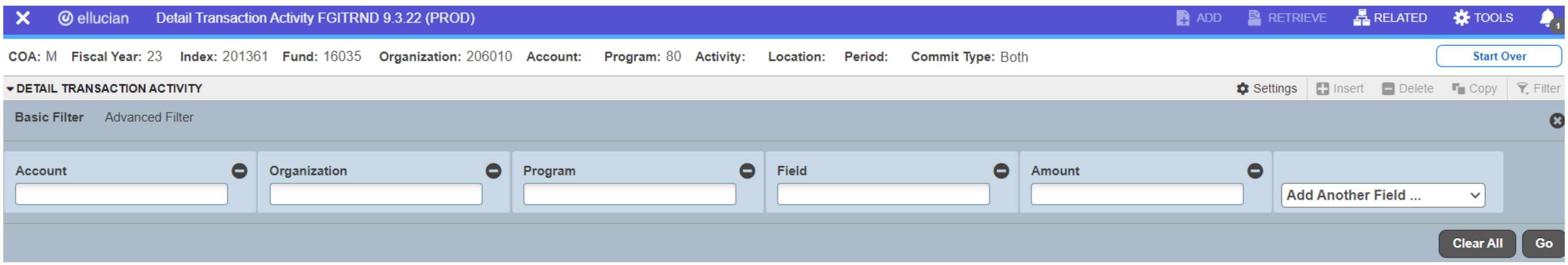
Detail Transaction Activity (FGITRND)

The Detail Transaction Activity form provides a detailed list of transactions by index.

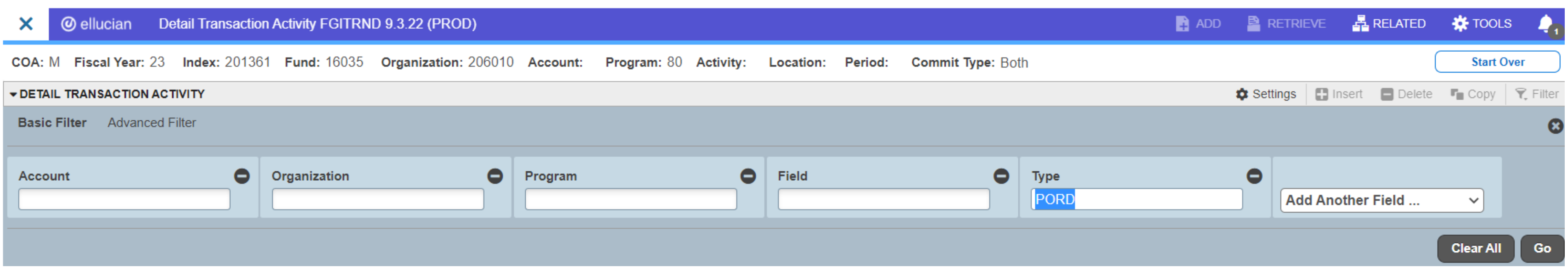
1. At the Welcome screen type FGITRND or “Detail Transaction Activity” in the search window
2. Enter the index and click Go.



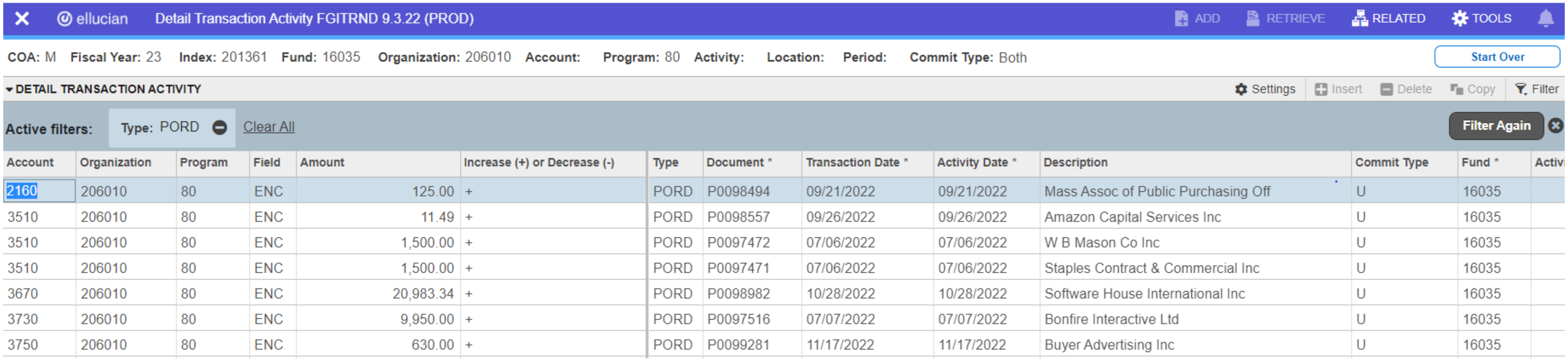
3. Enter any criteria to filter the search and click Go. This can be left blank to return all activity.



4. Another field can be added in the filter to provide additional filter option such as “Type”



5. By entering “PORD” in the “Type” field Banner will return only Purchase Orders. You can query a list of all purchase orders for the current fiscal year or previous fiscal years.



Account	Organization	Program	Field	Amount	Increase (+) or Decrease (-)	Type	Document *	Transaction Date *	Activity Date *	Description	Commit Type	Fund *	Activi
2160	206010	80	ENC	125.00	+	PORD	P0098494	09/21/2022	09/21/2022	Mass Assoc of Public Purchasing Off	U	16035	
3510	206010	80	ENC	11.49	+	PORD	P0098557	09/26/2022	09/26/2022	Amazon Capital Services Inc	U	16035	
3510	206010	80	ENC	1,500.00	+	PORD	P0097472	07/06/2022	07/06/2022	W B Mason Co Inc	U	16035	
3510	206010	80	ENC	1,500.00	+	PORD	P0097471	07/06/2022	07/06/2022	Staples Contract & Commercial Inc	U	16035	
3670	206010	80	ENC	20,983.34	+	PORD	P0098982	10/28/2022	10/28/2022	Software House International Inc	U	16035	
3730	206010	80	ENC	9,950.00	+	PORD	P0097516	07/07/2022	07/07/2022	Bonfire Interactive Ltd	U	16035	
3750	206010	80	ENC	630.00	+	PORD	P0099281	11/17/2022	11/17/2022	Buyer Advertising Inc	U	16035	

6. The data listed can be exported to Excel to for further analysis or to share the document.

Export to Excel

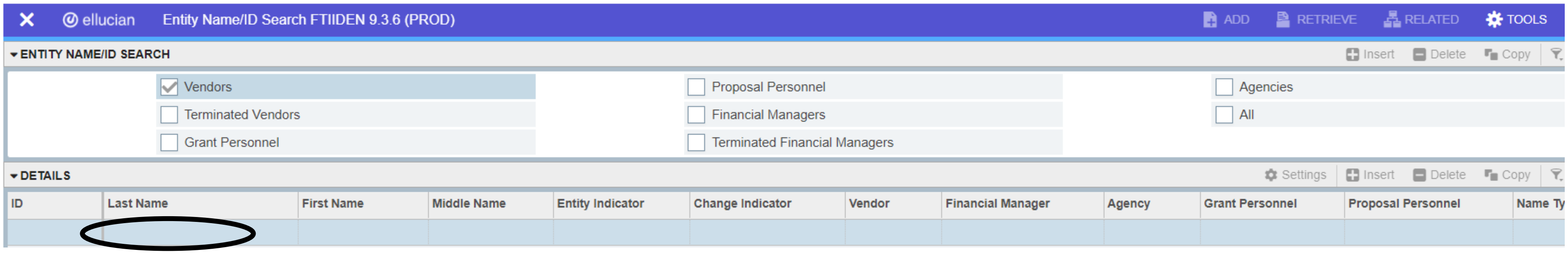
7. Click Tools in the upper right corner and click “Export”. The file may minimize on your screen in the lower left corner.

PURCHASE ORDERS

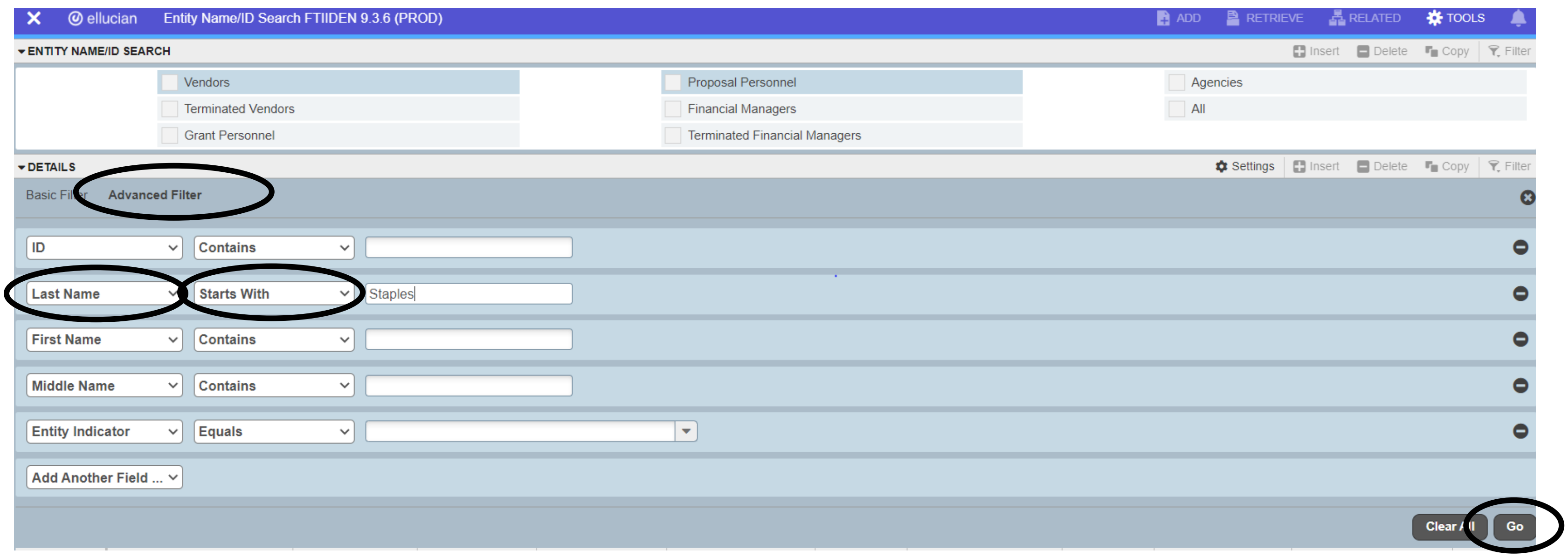
Vendor Search
Entity Name/ID Search (FTIIDEN)

The Entity Name/ID Search form allows you to search by keyword to confirm if a vendor has a record entered in Banner. All vendor names are entered in the last name field.

1. At the Welcome screen type FTIIDEN or "Entity Name/ID Search" in the search window
2. Click in the blank field under last name to open the filter options.



1. Click Advanced Filter.
2. In the field next to *Last Name* change it to *Starts With* or *Contains* and type part of the vendor name in the next blank field and click Go.
3. The form will display the entries that match the keyword entered.



Create Purchase Order
FPAPURR

The Purchase Order Form is used to create purchase orders under $10k. The completed purchase order is routed to the Cost Center Manager for approval. The approved purchase order is sent by email to the buyer to place the order.

IMPORTANT: Always check the available budget (FGIBAVL) before creating a purchase order.

1. At the Welcome screen type FPAPURR or “Purchase Order” in the search window
2. To create a new purchase order leave the Purchase Order field blank and click Go.
3. To open a purchase order previously saved “In Process” enter the purchase order number in the purchase order field.

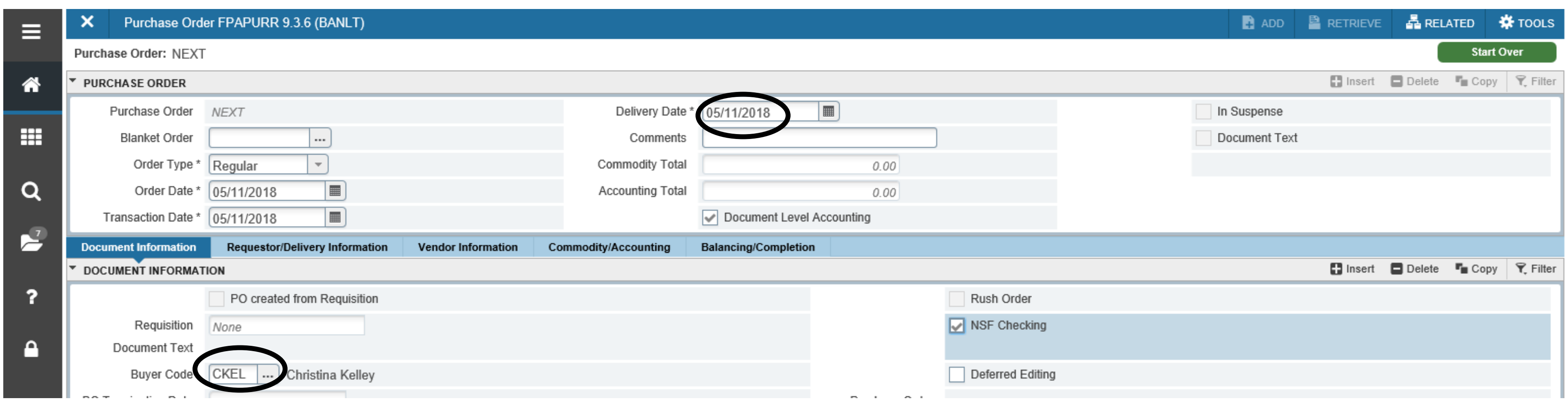
Please Note: Completed purchase orders cannot be edited and cannot be accessed through this form

Delivery Date
Date the goods/commodities are estimated to be delivered

4. Enter the estimated delivery date. The end of the current fiscal year (June 30) should be used for blankets, annual contracts, memberships, etc.

Document Information

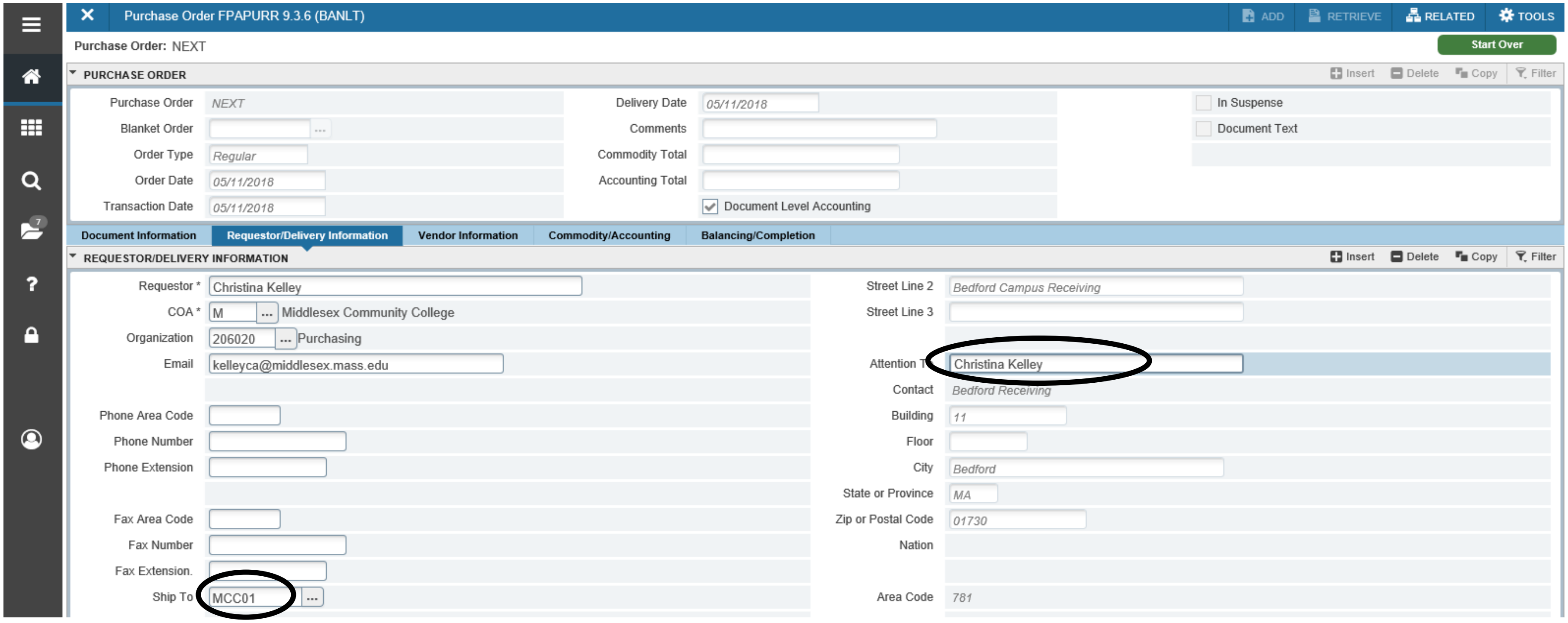
5. Enter your Buyer Code and press tab (your name should prefill next to the Buyer Code).



Requester/Delivery Information

Enter the delivery information for the goods/commodities. The delivery information is defaulted to the campus you are located. The information can be changed in the "Ship To" field

6. Click either the Requestor/Delivery Information Tab or Next Section the down arrow at left bottom to move to the next tab.
7. Enter ship to campus location. (There are only two choices for a PO: **MCC01 for Bedford and MCC02 for Lowell**.)
8. Enter attention to: *The person who should receive the goods*.

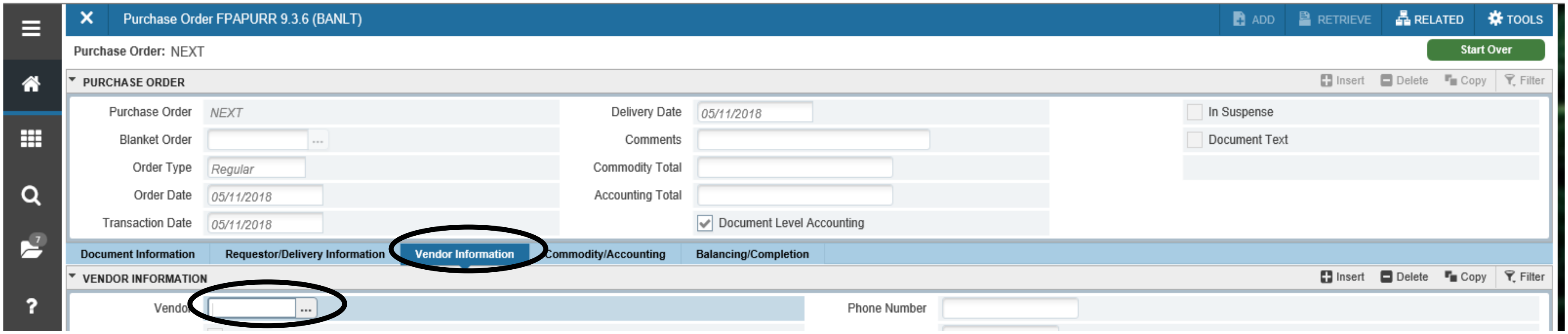


Vendor Information

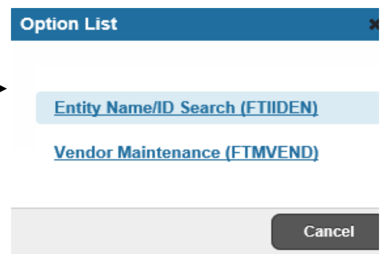
9. Choose Next Section (down arrow at bottom left) or choose Vendor Information Tab to move to the next tab.
10. The vendor A# can be entered in the Vendor field or click the three dots (ellipsis) to the right of the field to search for the vendor.

Vendor Search

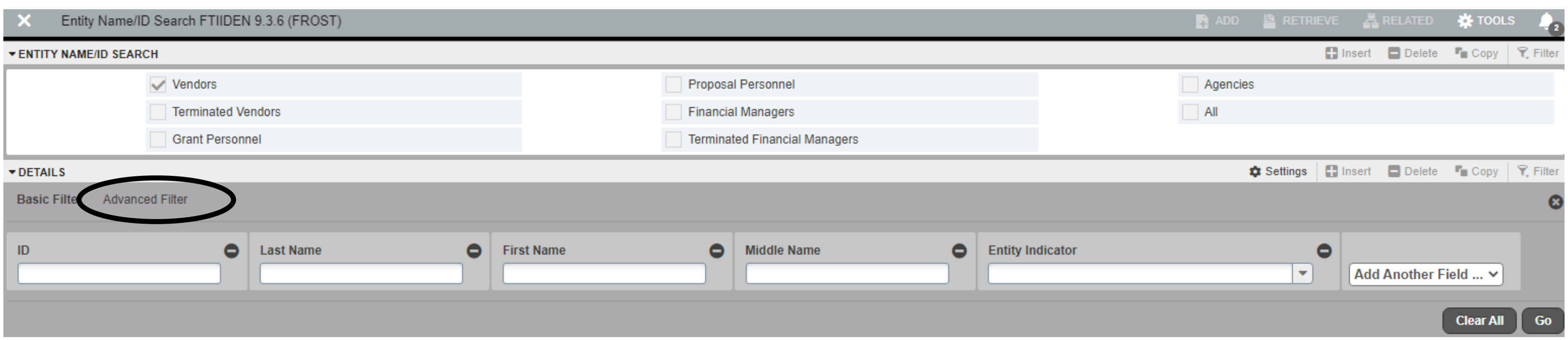
11. Click the three dots (ellipsis) to the right of the vendor field.



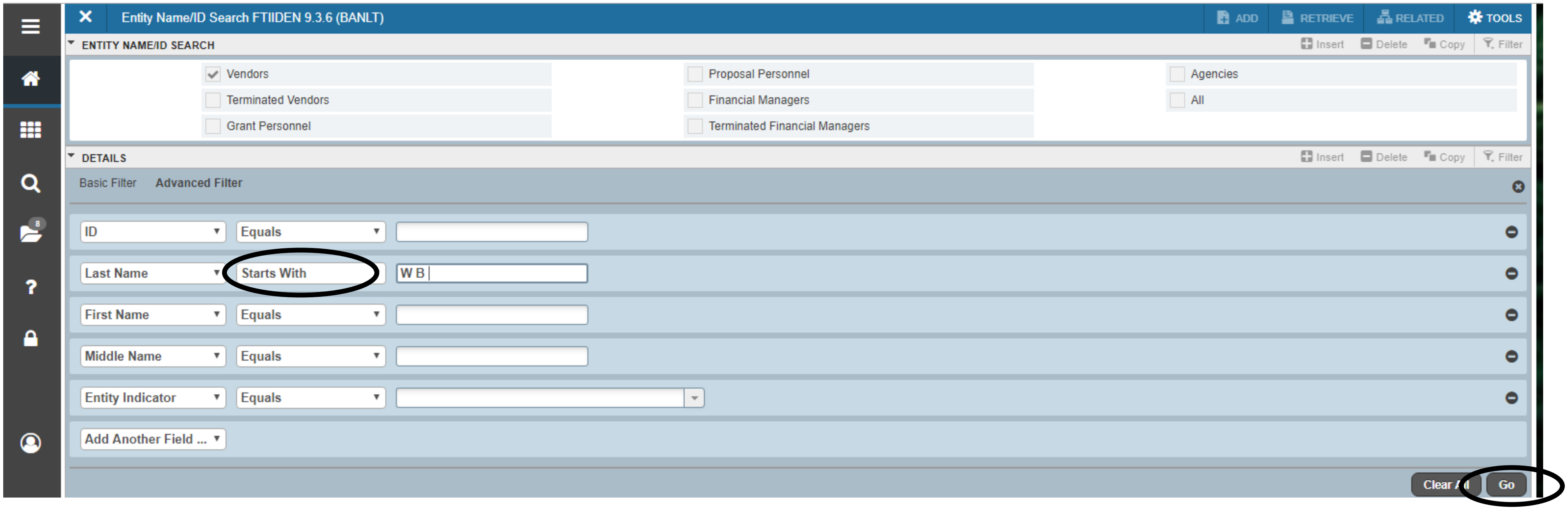
12. Click Entity Name/ID Search (FTIIDEN).



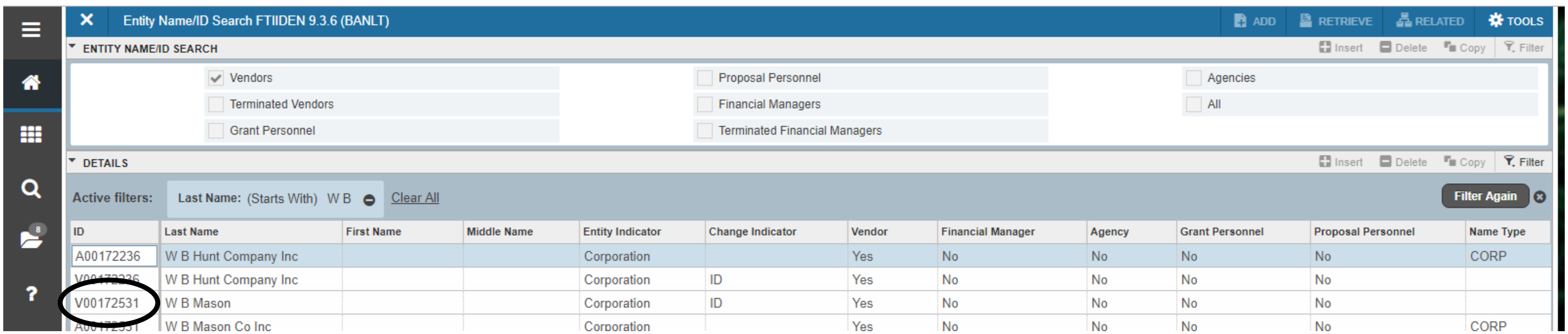
13. Click Advanced Filter.



14. In the field next to *Last Name* change it to *Starts With* or *Contains* and type part of the vendor name in the next blank field and click Go.

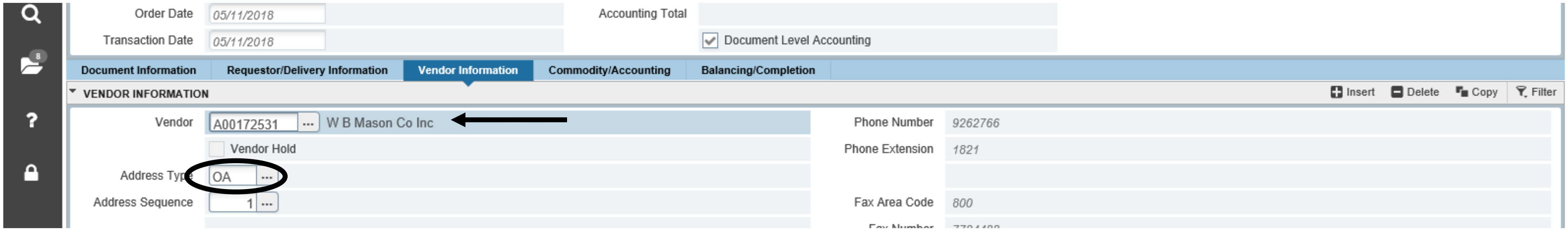


15. The form will display the vendor names that match the keyword search.
16. Highlight and double click the correct "A" or "V" number.



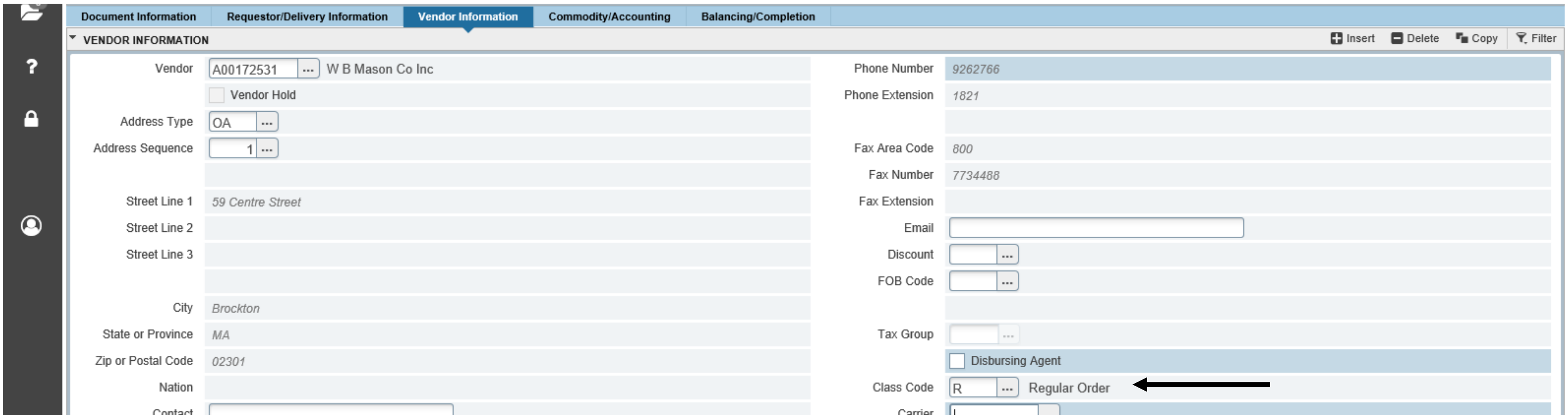
17. The Vendor ID will prefill the Vendor Field.
18. The Address Type field should also prefill with the label "OA". If there a multiple OA addresses you will need to select one by clicking the three dots to the right of the filed. Please **only** select the OA address (this field is only for the order address).

IMPORTANT: if there is no OA address please notify Karen Kurps via email. A missing OA address means there is no W9 on file. Karen will reach out to the vendor to collect the W9.



Class Code

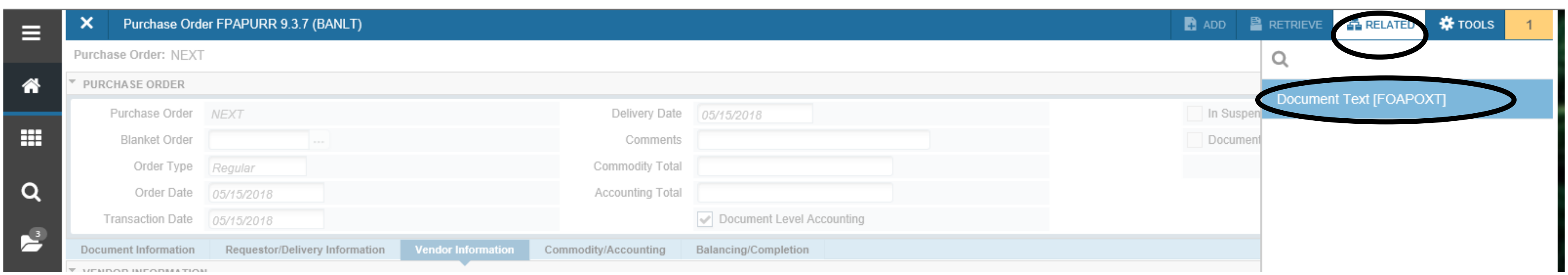
19. Enter the Class Code (see the class code description list on the Purchasing website)



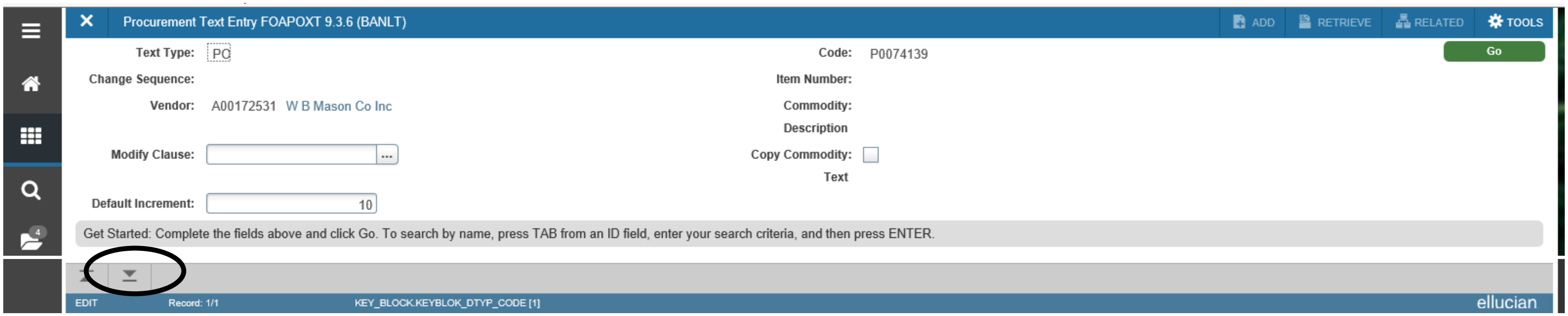
Document Text

The document text will appear on the PO pdf file above the commodity information. The text should include the quote number or Purchasing Cooperative Contract # (if applicable). It can also include instructions related to delivery or other general information.

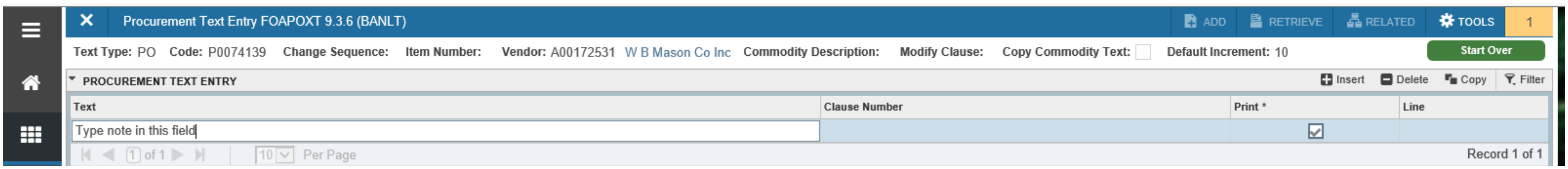
20. To add Document Text, click *Related* in the upper right corner and click Document Text (FOAPOXT)



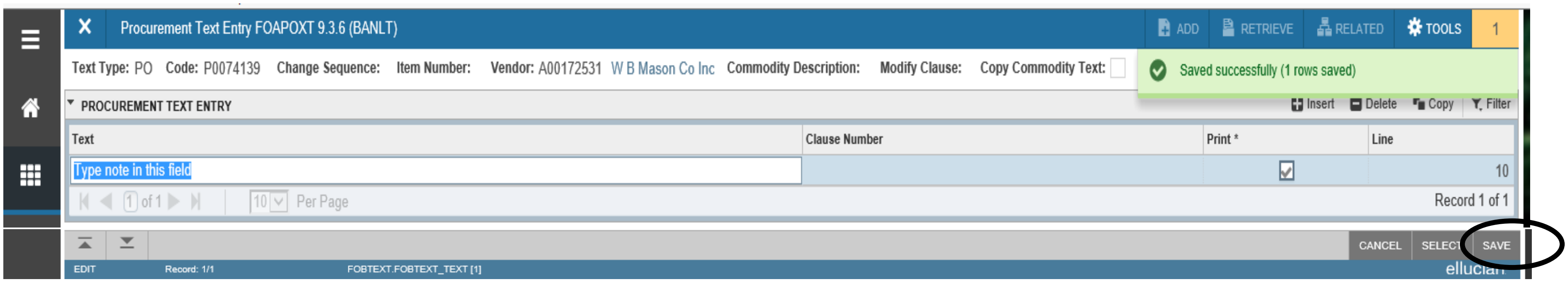
21. Click Next Block in the lower left corner on the FOAPOXT screen.



22. Type your note in the *text* field.



23. Click *Save* in the lower right corner to save your Document Text.

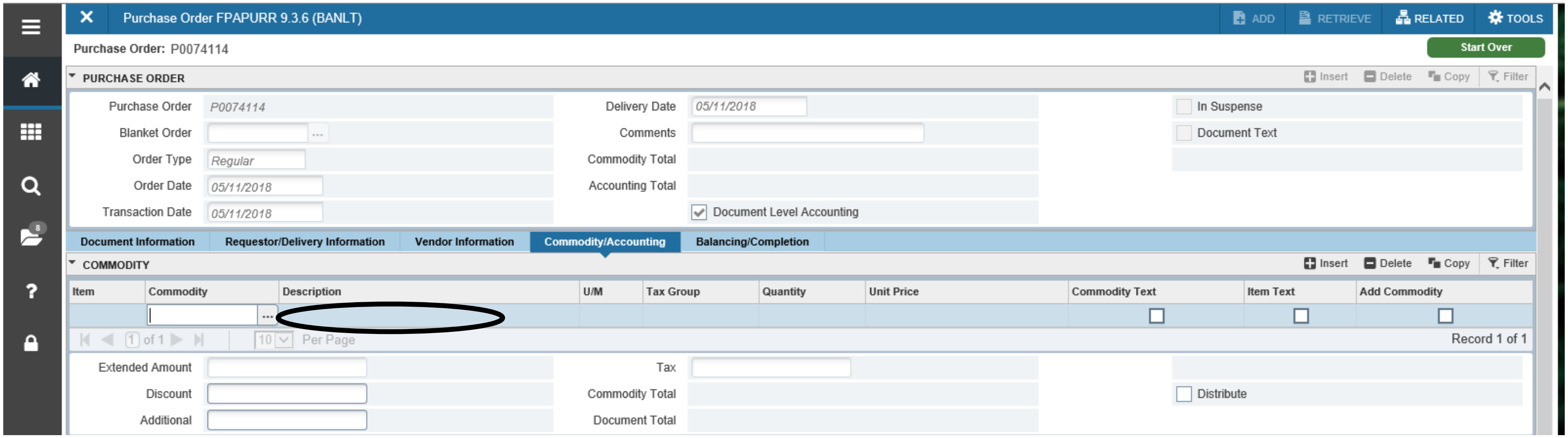


24. Click the X in the upper left corner to return to the PO.

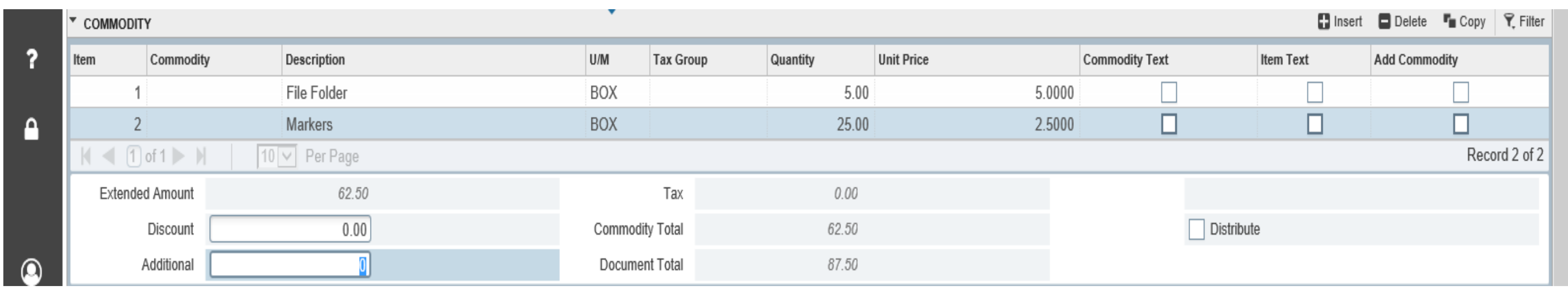
Commodity/Accounting

Commodity

25. Click either the Commodity/Accounting Tab or Next Section, the down arrow at left bottom to move to the next tab.



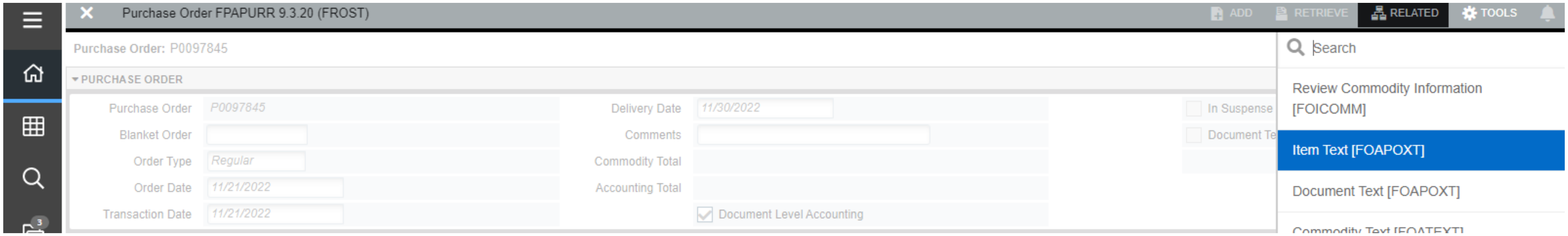
26. Enter a description for the item being purchased in the Description field. Be specific. Include item numbers.
27. Select U/M (unit of measure) such as box, each, bag, etc.
28. Enter quantity
29. Enter unit price.
30. Tab through the fields until the cursor is back in the same line you entered.
31. Click "Insert" to add additional lines. If more than one item is ordered, each item should to be entered as a separate line.



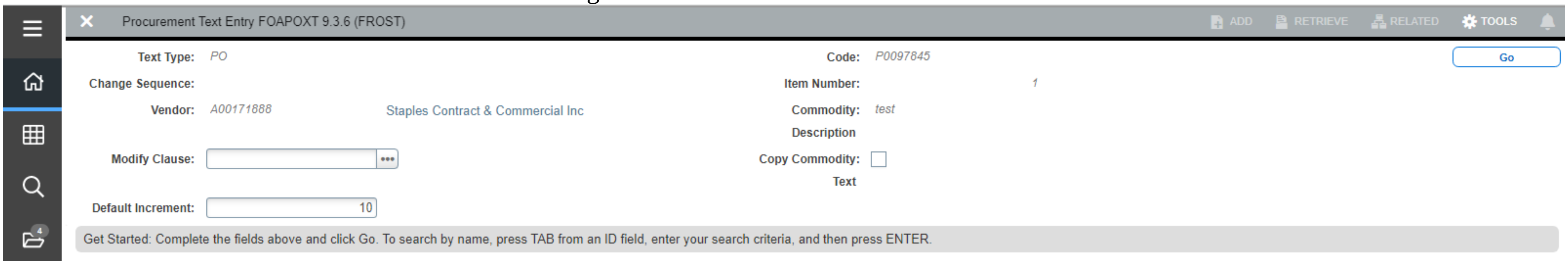
Item Text

Item text provides additional space to enter text that is not able to fit in the description line provided for each line.

32. After the information has been entered for that line, click "Related" in the menu and select "Item Text".



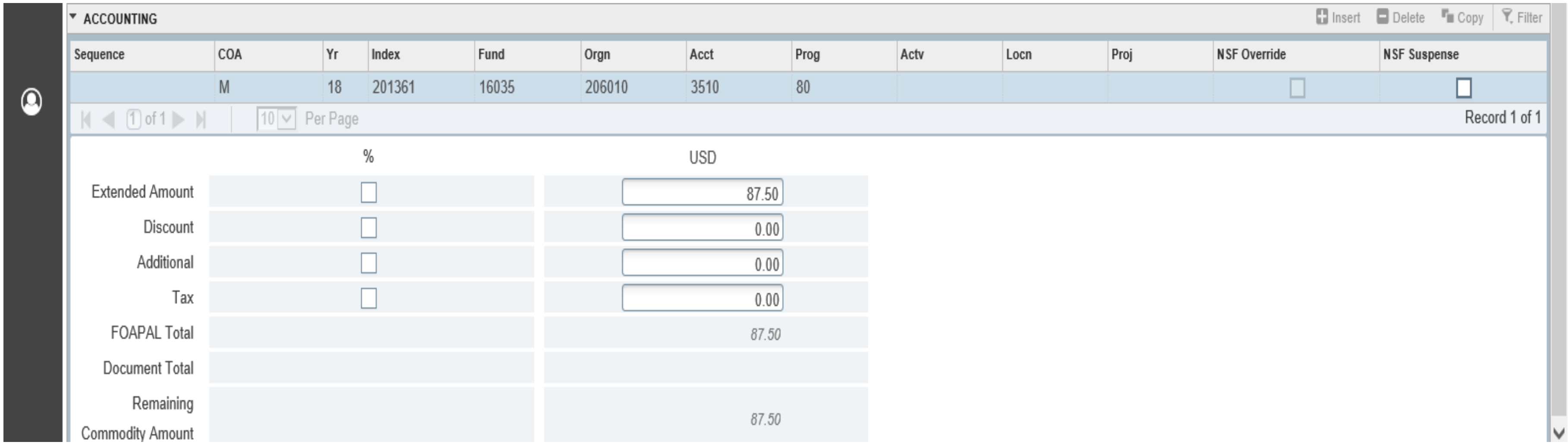
33. Click Next Section in the bottom left of the following form.



34. Add additional text in the line below.   Click "Insert" if additional lines are needed.
35. Click "Save" in the lower right corner.

Accounting

36. Click Next Section to enter the accounting information.
37. "M" will appear in the COA field.
38. Tab to Index and enter the applicable Index.
39. Tab to Acct. Enter the applicable Account Code. Continue tabbing to Extended Amount.

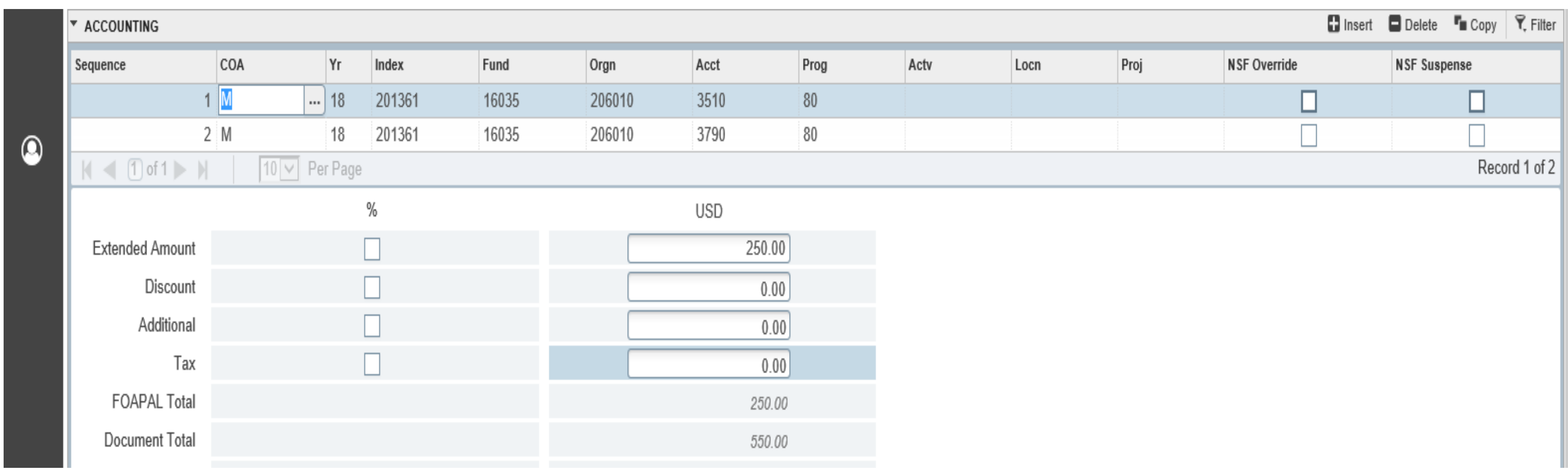


Multiple Accounting Lines

Multiple accounting lines may be needed due to multiple Indexes charged or multiple Account Codes.

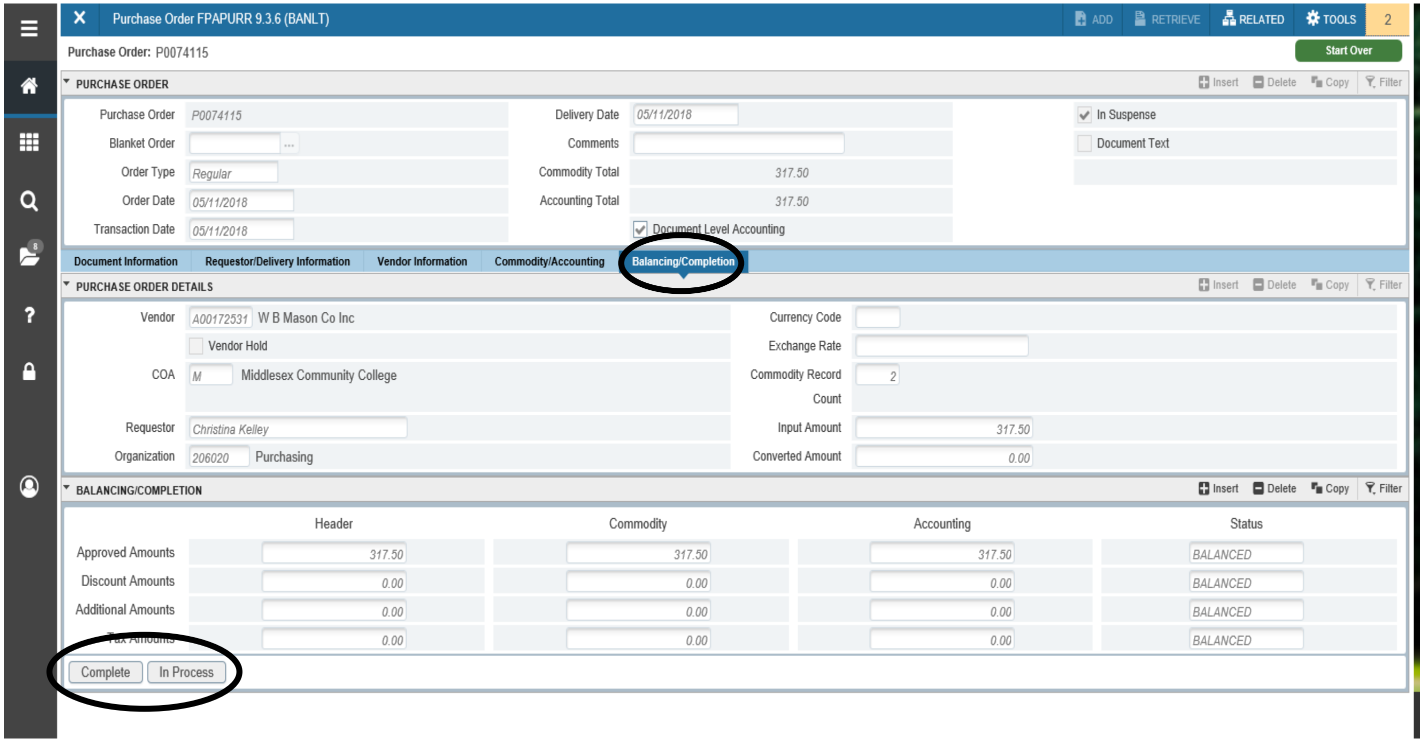
40. Enter Index and Account Code for the first Accounting Line.
41. Enter extended amount for the first Accounting Line.
42. Click Insert
43. Add the Index and Account Code for the second Accounting Line
44. Enter extended amount for the second Accounting Line
45. Continue clicking Insert for as many accounting lines as needed.

Important *– Do not Tab to the Extended Column. You must manually enter the amount for the new Accounting Line.*



Balancing/Completion

46. Click Balancing/Completion Tab or Next Section.
47. Click Complete if the purchase order is complete
48. Click In Process if additional information is needed or Purchase order is not ready to be completed.



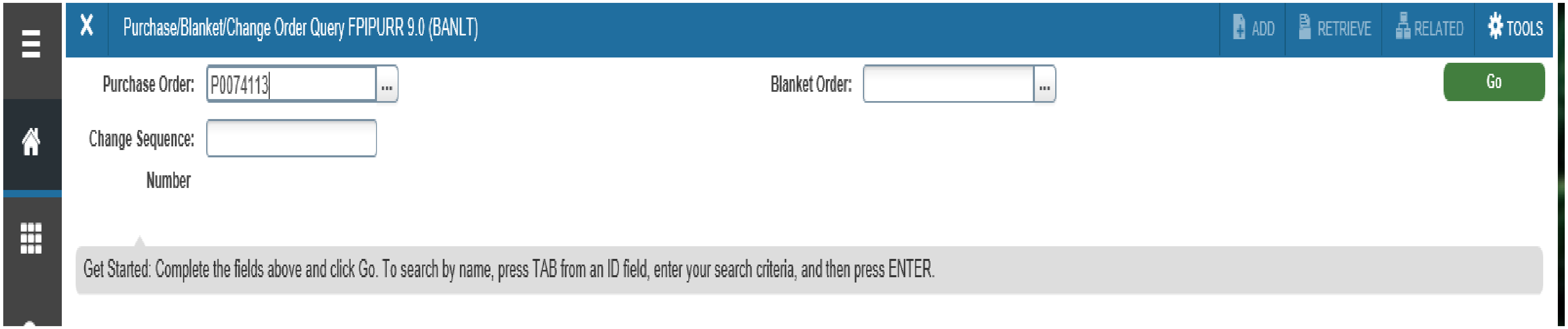
IMPORTANT: NO ORDERS SHOULD BE PLACED UNTIL YOU RECEIVE YOUR PO BY EMAIL

Preview Purchase Order

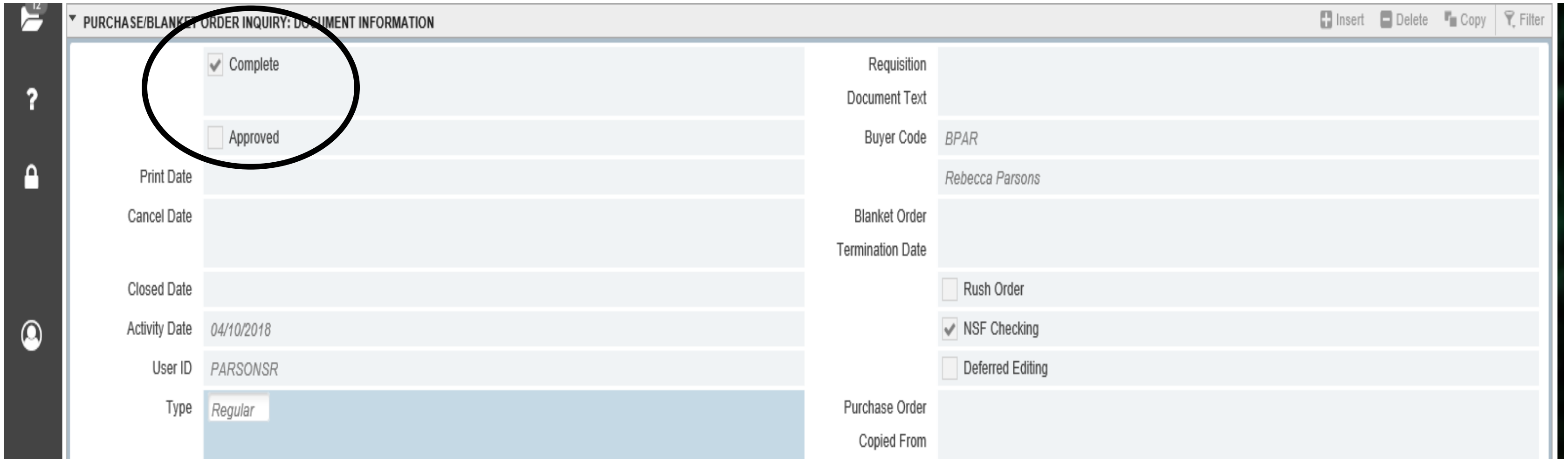
Purchase/Blanket Order Inquiry (FPIPURR) View Only

The Purchase/Blanket Order Inquiry form allows the user to preview a purchase order after it has been completed.

1. At the Welcome screen type "FPIPURR" or "Purchase/Blanket Change Order Query" in the search window
2. Enter Purchase Order number.
3. Click *Go* or *Next Section*.



4. The Document Information section displays if the PO has been Completed and/or Approved.
5. Click Next Section to preview each section.

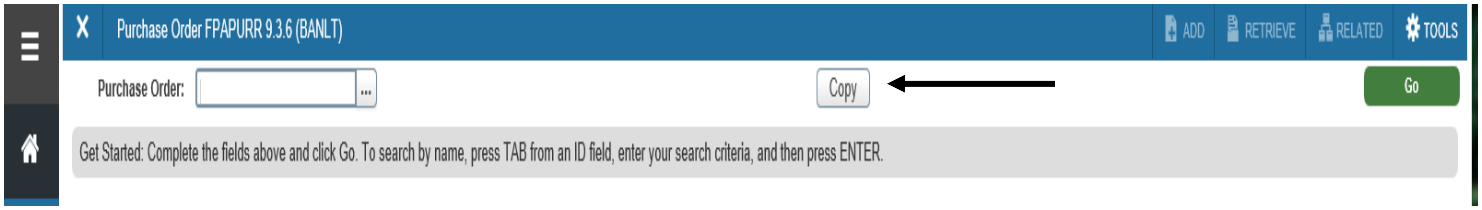


Copy Purchase Order

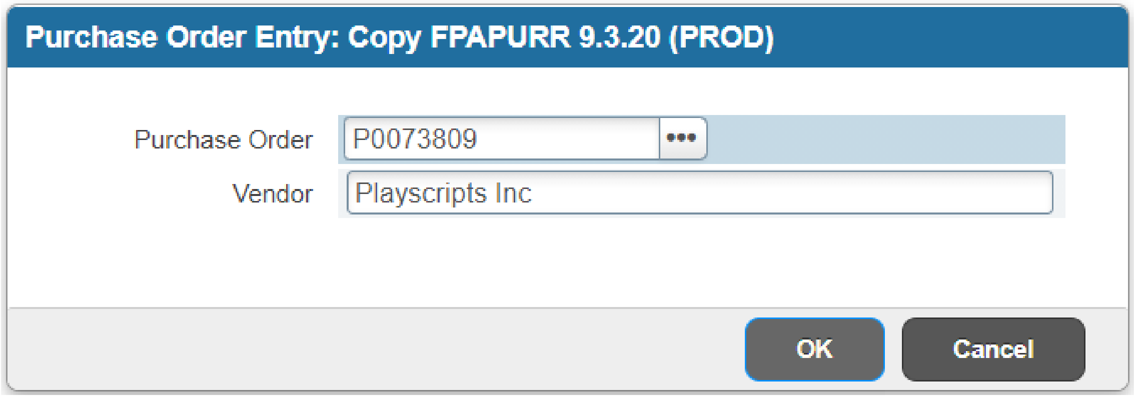
The Purchase Order form (FPAPURR) provides a "Copy" function to copy an existing Purchase Order to create a new Purchase Order.

Please Note: You should only copy a purchase order that you have created.

1. Check FGIBAVL to make sure funds are available.
2. At the Welcome screen type "FPAPURR" or "Purchase Order" in the search window
3. Click the COPY button in the center of the form.



4. Enter PO number to be copied. Hit enter on the keyboard. Vendor name will prefill.



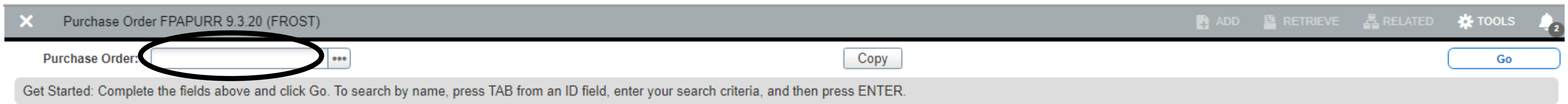
5. Click *Ok.* The new purchase order number will appear with today's date.
6. Follow the steps listed under Create Purchase Order

IMPORTANT: The Copy function copies both Documents Text and Item Text from existing purchase order. Please check both to update information as needed. See Document Text and Item Text instructions.

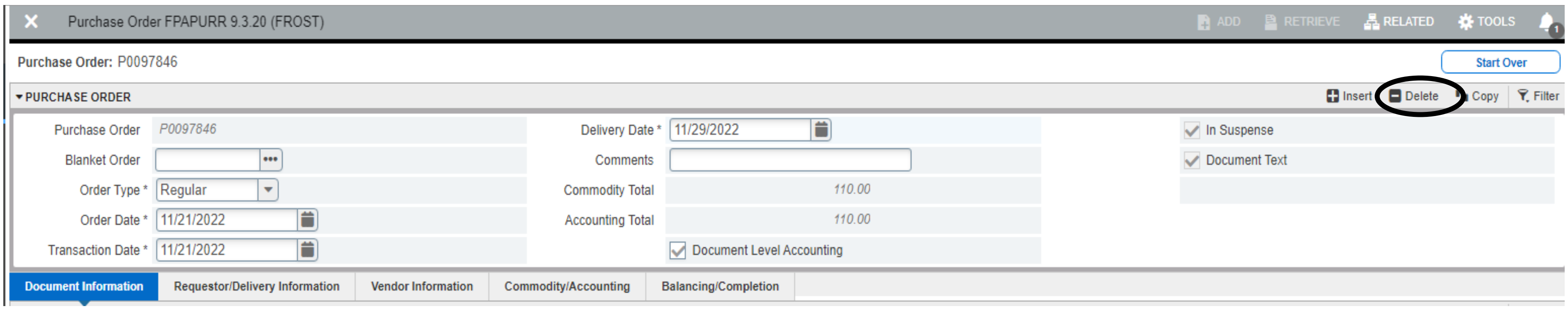
Delete Purchase Order

An incomplete purchase order can be deleted if it was created in error.

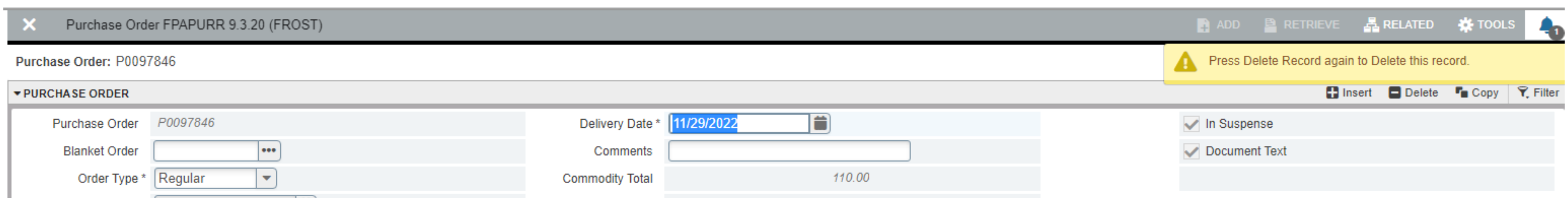
1. At the Welcome Screen type in FPAPURR or Purchase Order
2. Enter the PO Number in the Purchase Order field.
3. Click *Go* or *Next Section.*



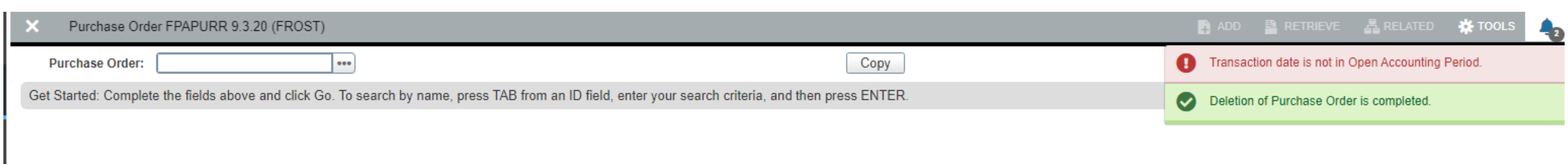
4. On the first tab, Document Information, click the Delete button in the right corner twice.



5. A message will appear after clicking delete the first time to remind you to click delete again.



6. After clicking delete twice a message will appear confirming deletion of Purchase Order.

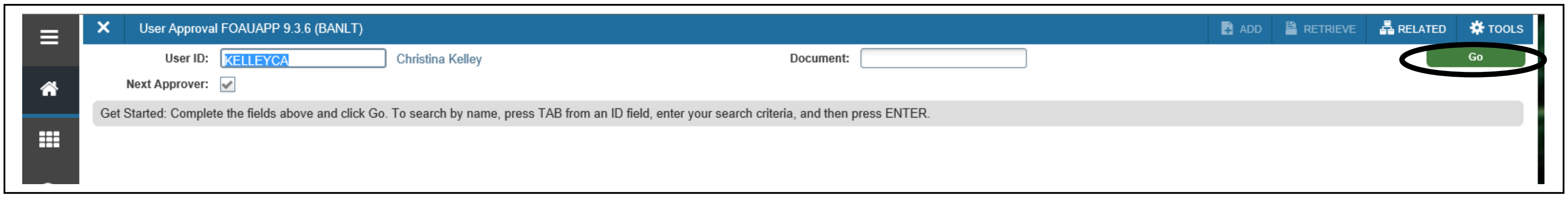


Approval of Purchase Orders and Requisitions
FOAUAPP

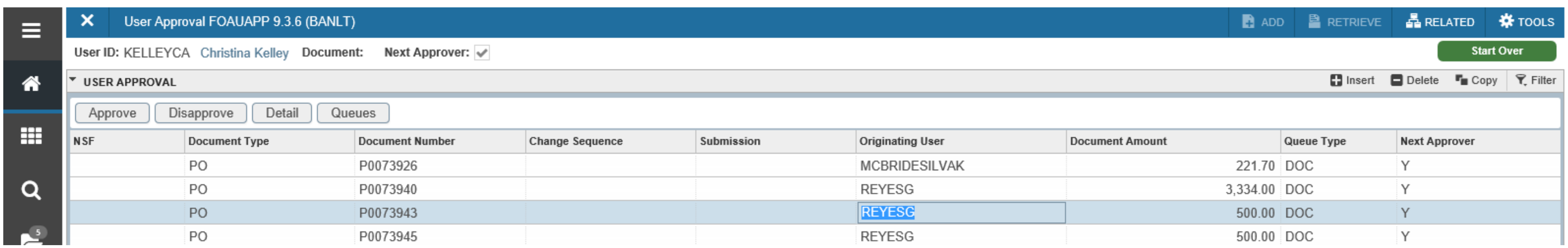
After a Purchase Order or a Requisition has been completed, the document is forwarded to the Banner Approvals Queues. The Approval Queues *holds* the purchase order or requisition until the appropriate approvals are completed.

Cost Center Managers will receive an electronic alert informing them that they have documents awaiting their approval when they sign into Banner. Cost Center Managers will also receive an email alert if a document approval is <u>not</u> completed by Midnight.

1. At the Welcome Screen type in FOAUAPP or User Approval
2. Your User ID will appear.
3. Click Go.



4. The documents awaiting your approval will appear. Highlight the line to be approved.



5. Click **Detail** to preview the accounting information. Click "Related" in the menu in the upper right corner and click Document Query to preview the additional purchase order details.

<u>Approve/Disapprove Document</u>

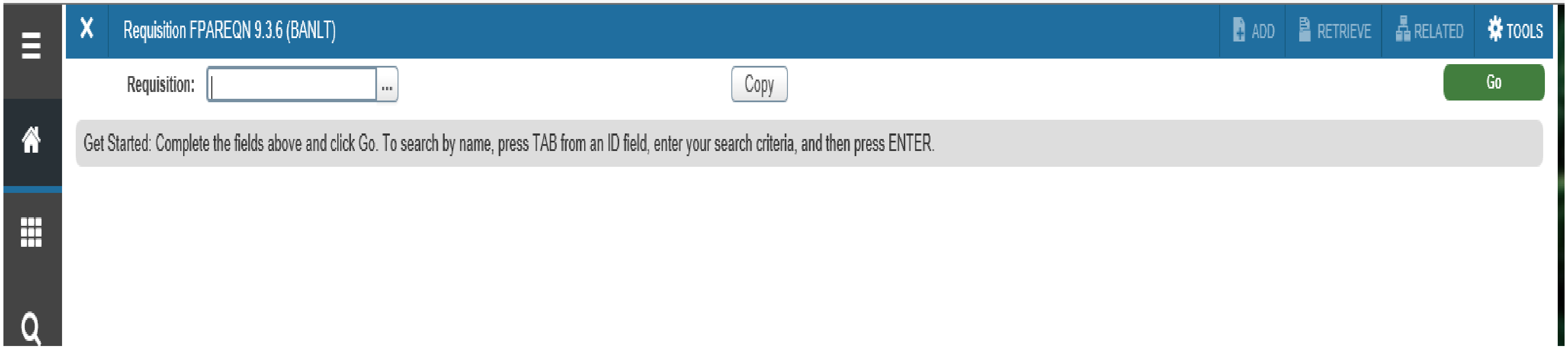
6. Click **Approve** to approve the PO or REQ. A pop up window will appear to confirm. Click Ok. The PO is now approved and will be email to the buyer to place the order.
7. Click **Disapprove** if the PO needs to be adjusted. This will return the PO to draft so the PO can be edited if needed.

The **Queues** button will provide a list of the approvers for the document selected.

REQUISITIONS
Create Requisition
Purchase Requisition (FPAREQN)

Requisitions must be created for all purchases $10k and over for additional approval from the Purchasing Department.

1. Check available budget (FGIBAVL).
2. At the Welcome Screen type in FPAREQN or Requisition.



3. Click Green Go or *Next Section.*
4. Follow steps 4 - 48 listed under **Create Purchase Order**

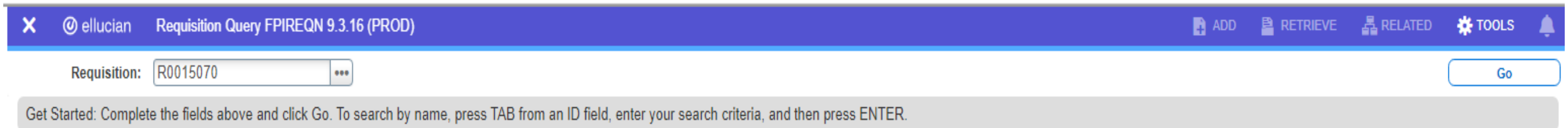
Please Note: There are (2) fields that are not on the Requisition form (Buyer Code and Class Code)

If the vendor is not entered in Banner (the vendor field can be left blank). Please enter the vendor name and phone number in the Document Text located in the Related Button.

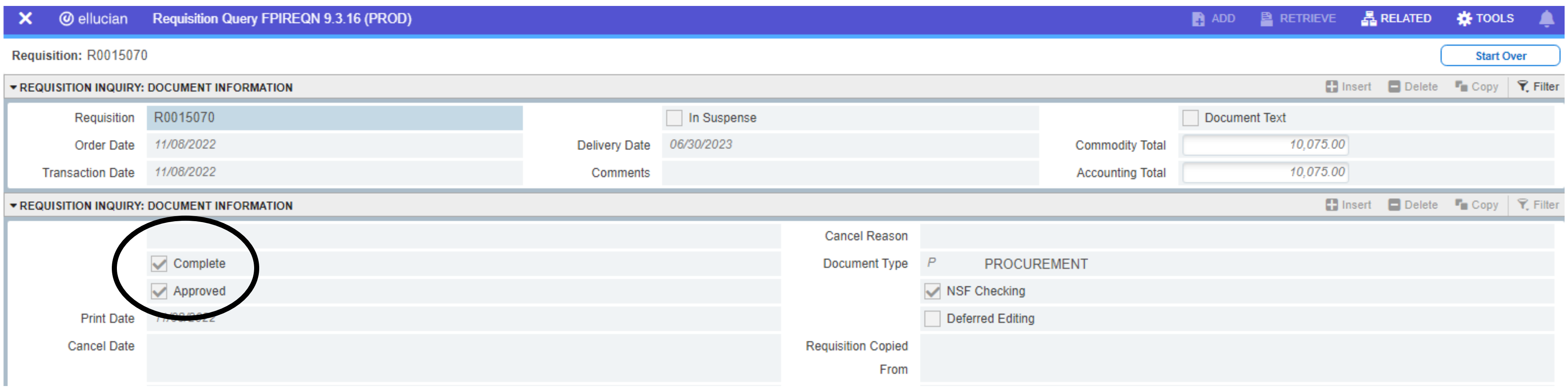
Preview Requisition
Requisition Query (FPIREQN)

The Requisition Query form allows the user to preview a requisition after it has been completed.

1. At the Welcome screen type “FPIREQN” or “Requisition Query” in the search window
2. Enter requisition number.
3. Click *Go* or *Next Section.*



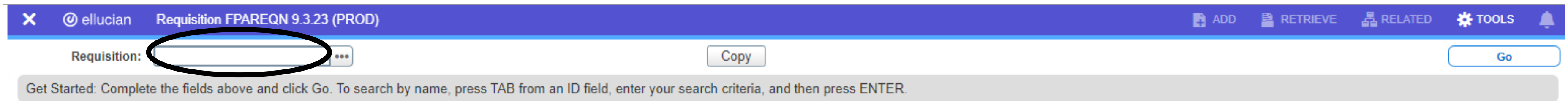
4. The Document Information section displays if the PO has been Completed and/or Approved.
5. Click Next Section to tab through the sections.



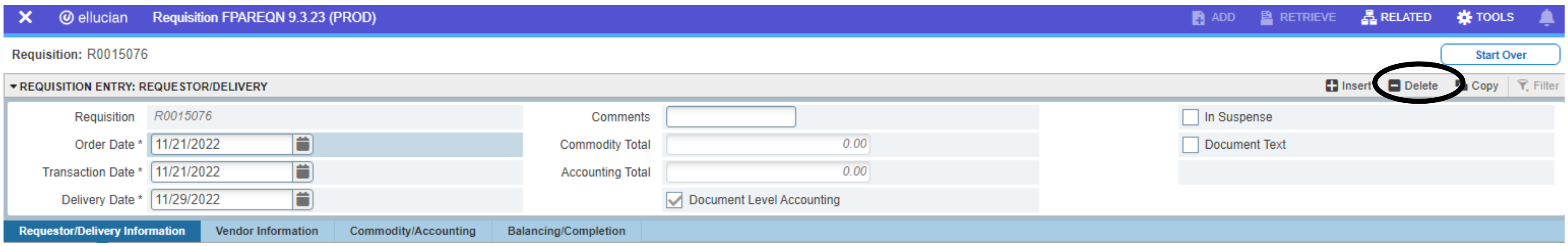
Delete Requisition

An <u>incomplete</u> requisition can be deleted if it was created in error.

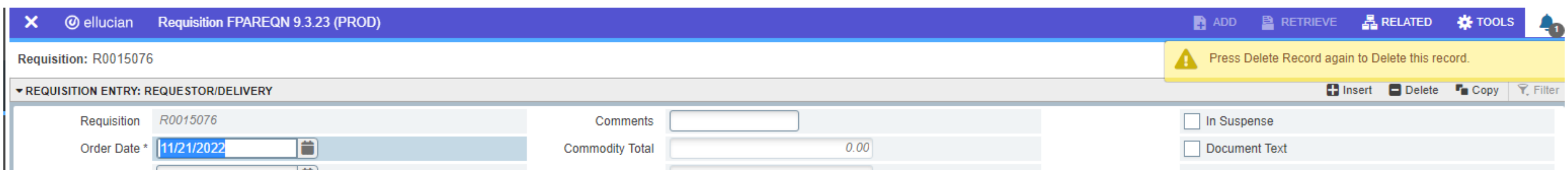
1. At the Welcome Screen type in FPAREQN or Requisition
2. Enter the REQ Number in the Requisition field.
3. Click *Go* or *Next Section.*



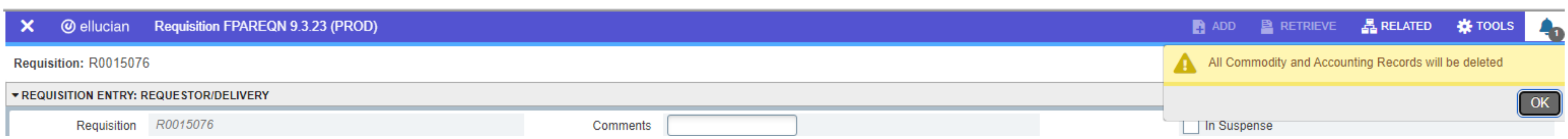
4. On the first tab, Requester/Delivery Information, click the Delete button in the right corner twice.



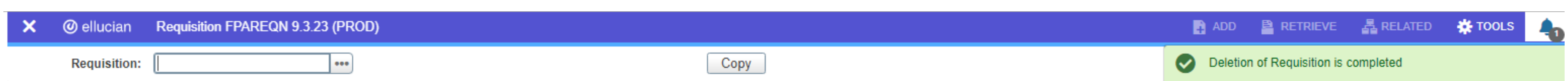
5. A message will appear after clicking delete the first time to remind you to click delete again.



6. After clicking delete twice click OK to delete all commodity and accounting records.



7. A final message will appear confirming deletion of requisition.



TIPS & TRICKS

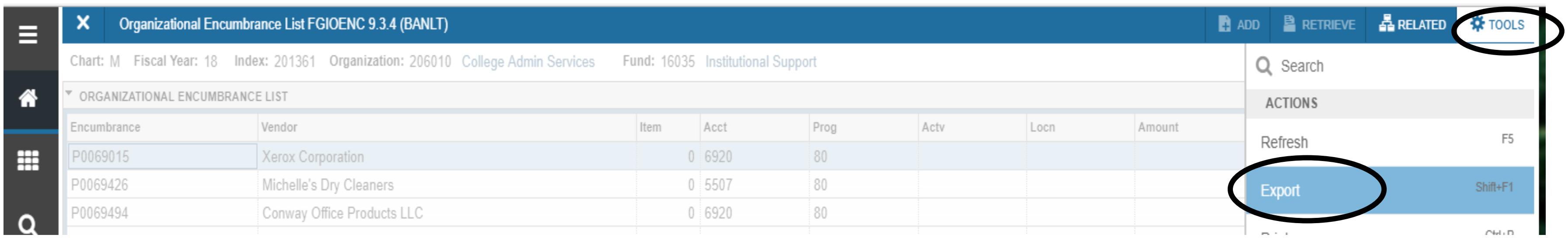
Increase number of lines per page to view

1. At the bottom of the screen you can change the number of items in the box you want per page.

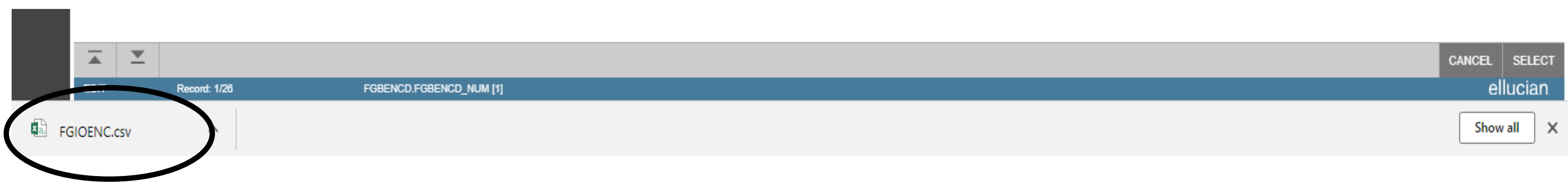
Export information to Excel

To export data from Banner into Excel:

1. Click “Tools” in the top left corner.
2. Then, select “Export.”
3. Banner will create a spreadsheet in Excel with the information from the Banner form.



1. The Excel file will appear in the lower left corner of the screen.



Sort, Resize and Move Columns

May not apply to all columns

Sort – Click on column name to sort ascending or descending.
Resize – Hover the cursor over the line between two column names and click and drag when you see the cursor change to two lines.
Move – Click on the column name and drag it to a new position.

Banner Codes

Document Codes	
Code	**Description**
I000000	Invoices
P000000	Purchase Order
J000000	Journal Voucher (includes budget entries and cash receipts)
R000000	Requisition
Transaction Codes	
Code	**Description**
BD01	Original Budget
CD	Cash Disbursement/AMEX Payment
CORD	Change to Purchase Order
E0	Encumbrance Adjustment
INEC	Invoice Correction
INEI	Invoice Payment
INNI	Direct Pay Invoices
JE	Journal Entry
PORD/POLQ	Purchase Order
REQP	Requisition
Common Field Codes	
Code	**Description**
ENC	Encumbrance - requisition or purchase order
OBD	Original budget
RSV	Reserve - requisition
Commit Type Codes	
Code	**Description**
C	Committed
U	Uncommitted

T - In the Action Column. The PO has been closed

Banner Forms

Form	Form Description	Form Use
Budget Form		
FGIBAVL	Budget Availability Status	Check Budget
FGIBDST	Organization Budget Status	Check Budget Activity
Encumbrances and Related Information Forms		
FGIOENC	Organization Encumbrance List	Preview Open Encumbrances
FGIENCD	Detail Encumbrance Activity	Encumbrance Activity
FOIDOCH	Document History	Purchase Order History
FGITRND	Detail Transaction Activity	View activity by criteria
Purchase Orders		
FTIIDEN	Entity Name/ID Search	Vendor Search
FPAPURR	Purchase Order	Create Purchase Orders
FPIPURR	Purchase/Blanket/Change Order Query	Preview Completed Purchase Orders
Requisitions		
FPAREQN	Requisition	Create Requisitions
FPIREQN	Requisition Query	Preview Completed Requisitions
Approvals (Purchase Orders/Requisitions		
FOAUAPP	User Approval	Approve POs/REQs
Organize My Banner		
GUAPMNU	My Banner Maintenance	Create Bookmarks for Banner Forms

FAQs

1. **How do I know which fiscal year to enter?**

   The fiscal year at Middlesex Community College begins on July 1st and ends on June 30th. For example, FY22 began on July 1, 2021 and FY23 will begin on July 1, 2022.

2. **How do I know which delivery date to choose?**

   If you are purchasing a service that is ongoing, like a membership, etc., choose the last day of the fiscal year (June 30th), or if it is one-time, choose the date of the event, etc. If you are purchasing goods, use the estimated date of delivery provided by the vendor.

3. **Why is the PO that I am creating receiving an error message?**

   There may be a few reasons that an error message is resulting.

   One possible issue is the total amount is not showing in the second half of the screen under the Accounting Section. After you enter the account number, tab through all the remaining fields, down to the bottom. You will see the Extended Amount appear. It should match the Document Total in the top section under Commodity. If the Extended Amount field does not prepopulate when tabbing, enter the amount manually in the field.

4. **When should I click "In Process" instead of "Complete" when creating a PO?**

   You can utilize the "In Process" feature when you are not ready to place an order, but would like to have the PO prepared for when you are able to. You can retrieve an "In Process" PO by entering the assigned PO number in the Purchase Order (FPAPURR) form and clicking "Go."

5. **When placing an order, what should I send to the vendor?**

   When placing an order, send the vendor the full PO (PDF file), as well as the quote provided (if applicable), so that the vendor has all the information needed. It is also recommended to include the quote number in the notes section of the PO.

6. **When do I create a Requisition instead of a PO?**

   If the Purchase Order is $10,000 or greater, a Requisition must be submitted for Purchasing Department approval before the purchase order can be created and the purchase can be made.

7. **What if I have to make a change to a PO?**

   If you need to make a change to the PO, contact the Purchasing Department to make the change in the Banner system.

8. **What if I have to return an item?**

   If any items need to be returned to a vendor, for any reason, the Purchasing Department must be informed (by email) as well as completing a Return to Vendor Form immediately after contacting the vendor.

a. The Return to Vendor form is for internal use only.
b. The Return to Vendor form can be found on the Purchasing website in the link "Banner 9 User Guide" under Policies and Procedures. It's also available on the My MCC portal in the Forms tab.
c. Send completed Return to Vendor Form to the Purchasing Office.
d. Attach a copy of the Return to Vendor Form to the item being return for the Receiving Department. Receiving will not return goods without a completed form.
e. A copy of the Return to Vendor Form should be kept in the Cost Center file for you records.

Completing the information in a timely manner will ensure:

a. Appropriate adjustments are made to the Purchase Order by the Purchasing Department so receiving of the replacements can be properly entered.
b. Items are removed from Purchase Order enabling payment to be properly applied for just the items correctly received.
