

VILLANOVA UNIVERSITY
BANNER FINANCE SYSTEM (BFS)
QUICK REFERENCE GUIDE

TO
BFS REQUISITION APPROVAL PROCESS

August 2000

This **QUICK REFERENCE GUIDE** provides a very brief summary of the BANNER Finance System Requisition approval process at Villanova University.

PREREQUISITES

You must have the appropriate Oracle Database IDs and passwords. These are issued by UNIT. Call the UNIT help desk for assistance in having these established.

In order to use BFS, your Department Head must submit a written request to the Assistant Controller/Accounting, indicating the level of access and approval authority you are to be granted.

REFERENCE GUIDE CONVENTIONS

- # When you are asked to “key” information, type the requested characters or numbers in the space identified.
- # Throughout this guide, whenever entries are required in a form field (data you will need to key), the fields are designated as [FIELD NAME]. Please do not key data in any other fields except as noted in this guide.

- # Names and data appearing in quotes (“ ”) should be keyed just as they appear in this guide (do not key the quotation marks).
- # CLICKING refers to using the mouse
- Some items are case sensitive, so if you see them in all lowercase letters in this guide, enter the information in all lowercase letters. In other cases, information must be entered in ALL CAPITAL LETTERS. For certain data, such as vendor names, please enter using the correct combination of uppercase and lowercase letters.
- # Italic type is used to denote steps which are not always required, such as special notes to Purchasing or additional line items text
- # Form names that are Underlined and in italics must be clicked on to access.
- # When you see two commands *WITH A +* between them, key them at the same time (hold down one key, while pressing the other).

- A. Auto hint line (bottom of screen): Provides brief information/instructions about the current cursor location. Error messages may also appear here.
- B. Status line (directly beneath auto hint): displays record count and up or down arrow.
- C. Dialog box (pop-up window): displays when BFS needs a response from you. Gives you at least two choices and sometimes more. For example, when you try to exit a form without saving your changes. Press **Tab** (next field) then enter or Click your response choice.
- D. Alert Box: displays to notify you of a condition that may affect how you enter information or the kind of information you enter. These must be acknowledge to continue; press **Enter**.

SYSTEM SIGN-ON

Double Click on BANNER4 icon.

- 1. [Username] key: your Oracle database ID (e.g., jdurham), press **Tab** (next field).
- 2. [Password:] key your Oracle Database password, (ignore next field [DATABASE]), press **Enter** one time.

Banner logo appears.

BFS General Menu Application Form will be displayed.

HOW WILL I KNOW THERE ARE REQUISITIONS AWAITING MY APPROVAL?

Next sign on to BANNER, when the user chooses a finance

form, BFS automatically navigates to the “Approvals Notification Form” (FOIAINP). This form displays the number of documents, document type and Message: “Awaiting your review.” **OR at any time, key “FOAUAPP” (User Approval Form).**

MUST I APPROVE REQUISITIONS IMMEDIATELY?

No. You can navigate directly to the approval process by pressing **Ctrl+ q** (exit) and approve the Requisition at a later time. To approve at a later time, see step 2, under “Approving a Requisition” (panel 3).

HOW DO I APPROVE/DISAPPROVE REQUISITIONS?

Before approving or disapproving a Requisition, review the document by following steps on panels 4 and 5 which will help you determine the specifics of that Requisition.

APPROVING A REQUISITION:

- 1. If navigating from the Approvals Notification Form (FOIAINP), press **Ctrl+ q** to exit. At BFS menu key: FOAUAPP press enter.
- 2. If navigating directly to FOAUAPP, at any BFS menu key “foauapp” (BFS will present uppercase) press **PgDn** (next block). Document type, number and NSF condition will display along with the originator of the Requisition, document amount, queue type, and whether you are the next approver.
- 3. Press **Tab** (next field) to [Approve] and press **Enter**. Alert box displays: “Document is Approved.” Click on [OK]. Click [OK] again. Auto hint line displays: “Transaction complete; 1 record applied and saved.” The Requisition will no longer be displayed. **Ctrl+ q** to exit

DISAPPROVING A REQUISITION:

Press **Tab** (next field) to [Disapprove]; press **Enter**. Document Disapproval Text window displays. The default is “document is disapproved.” You may key any additional information as to why you are disapproving or any action you wish the originator to take to change or delete the Requisition. There are three lines of text available each line = 59 characters. When finished keying, click [OK]. Alert box displays: “Stop. Document has been disapproved by you. OK”; click [OK] to acknowledge. Auto hint line displays: “Transaction complete; one record applied and saved.” The Requisition will no longer be displayed. **Ctrl+ q** to exit

WHAT HAPPENS TO REQUISITIONS I DISAPPROVE?

Once a Requisition has been disapproved, it is returned to the originator of the document as incomplete. Changes can be made to the Requisition to meet approval requirements or the user can delete (drop) the Requisition, using FPARDEL. Refer to panel 8 of the Purchase Requisition Quick Reference Guide to cancel/drop.

HOW DO I REVIEW A REQUISITION AWAITING MY APPROVAL?

Press **Tab** (next field) to [Detail] and press **Enter**. BFS will briefly display a menu, then display FOQRACT (Requisition Approval Form). Auto hint line displays: "Check to override a non-sufficient funds condition." **NSF override is a Budget Office function only.**

Requisition Detail:

This form displays the Request number, requestor (may be different than the originator), the vendor name and number (if one was selected at the time the document was created), and the Requisition amount. BFS also displays the accounting distribution of the Requisition.

- # Viewing multiple accounting sequences: press **Down Arrow** (next record) to scroll through accounting sequences.
- # Viewing first line of description for each line item on this Requisition: press **Shift F2** (count query hits). BFS displays Commodities for Review Query Form (FOICOMM). **Note:** this displays line item, quantity and **extended** price, not unit price. Press **Ctrl+ q** (exit) to close that view.
- # Return to panel 3 to continue approval/disapproval process or follow instructions below "Requisition Query Form" to review the Requisition in its entirety.

Requisition Inquiry Form:

Press **Tab** (next field) to [Detail], press **Enter**. Click Document Query (Requisition Query Form). Press **PgDn** (next block) to step through the Requisition or you may click on Titles in the option block.

- # Viewing Document Text (if it is part of the Requisition): click on Document Text.
- # Viewing Line Item Text (if it is part of the document): click on Item Text. Additional lines of description for that particular line item will be displayed. Press **Ctrl+**

q (exit) to close that view.

- # Viewing Ship-to Address: page down to Ship to Address. **Ctrl+ q** to exit. **Ctrl+ q** one more time to return to FOAUAPP. Return to panel 3 to continue the approval/disapproval process.

HOW CAN I VIEW PREVIOUS APPROVALS POSTED TO A REQUISITION?

To view Approval History Form (FOIAPP), with the cursor residing in the originator field press **Shift F2** (count query hits) then **F8**. BFS will display the name(s) of the approver(s). Press **Ctrl+ q** (exit) to close that view. Return to panel 3 to continue the approval/disapproval process.

HOW CAN I TELL IF A REQUISITION REQUIRES ADDITIONAL APPROVALS?

Press **Tab** (next field) to [Queue] and press **Enter**; press **PgDn** (next block). BFS will display information about the queue, including queue level and name(s) of next approvers. Press **Ctrl+ q** (exit) to close this view. Return to panel 3 to continue with the approval/disapproval process.

HOW WILL I KNOW IF A REQUISITION HAS BEEN DISAPPROVED?

BFS sends notification to the originator that a document has been disapproved. BFS menus display (** Messages waiting **). These messages are accessed by pressing **Shift F2** (count query hits) at any BFS menu. The General Message Form displays the person who disapproved the Requisition (sender), receipt date, time of day message sent, along with the sender's message, and the document number. To view the entire message, press **Tab** (next field) to [Message], and press **Shift F2** (count query hits); press **Ctrl+ q** (exit) to close that view. Press **DEL** (delete) to delete the message. Press **Ctrl+ q** (exit) to return to the menu. Dialog box: "Do you want to save the changes you have made." Press **Enter**. Alert box: "Transaction complete, x records applied and saved." Press **Enter**. Message will be deleted and you will be returned to the menu.

SYSTEM SIGN-OFF

When you have completed your BFS session, you need to sign-off the system. Press **Ctrl+ q** twice.

Banner will show an alert box - "are you sure you want to exit Banner 2000 Session." Click Yes.