

VILLANOVA UNIVERSITY
BANNER FINANCE SYSTEM (BFS)
QUICK REFERENCE GUIDE
TO
DOCUMENT HISTORY FORM (FOIDOCH)
(ON-LINE TRACKING OF THE PROCUREMENT PROCESS)

This **QUICK REFERENCE GUIDE** provides a very brief summary of the BANNER Finance System Document History Form, which allows users to query the exact status of Purchase Requisitions throughout the documents entire life-cycle, concluding with its payment.

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 Akey@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 (A @) 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 item 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 acknowledged 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 CAN I TELL IF PURCHASING HAS RECEIVED MY PURCHASE REQUISITION?

As soon as your Requisition has received all the necessary on-line approvals, and is posted, it is available to Purchasing. At this point, if you wish to change the requisition, you would have to cancel the original requisition and create a new requisition. You can also notify Purchasing to alert them of a change; if the purchase order has not been completed a change

can be made. Once Purchasing has begun processing a Requisition, departments cannot cancel it. **Notify Purchasing immediately if you wish to cancel any Requisition.**

HOW CAN I TELL IF MY REQUISITION HAS RECEIVED ALL THE REQUIRED APPROVALS:

At any BFS menu, key FOIDOCH, press **Enter**.

- 1. [Doc Type] key REQ.
- 2. [Doc Code] key the requisition number, press **PgDn** (next block).

Status Indicators: The Astatus@of each document is in the filed immediately following the document number. To display, click on view status indicators. This will show description of each indicator. A blank status indicator field means the Requisition still needs to be completed; (C) denotes the Requisition is complete, however, it requires additional approvals or BFS approval/posting process has not yet completed its cycle. (A) means the Requisition has received all the required approvals and is ready for processing by Purchasing.

HOW CAN I TELL IF PURCHASING HAS PROCESSED MY REQUISITION?

The block for Purchase Order remains blank until Purchasing assigns a Purchase Order number. If the status field is blank, then Purchasing has not yet completed the PO. When the Purchase Order is completed, the status code will be AA@

At any BFS menu, key FOIDOCH, press **Enter**.

- 1. [Doc Type] key REQ.
- 2. [Doc Code] key the Requisition number, press **PgDn** (next block).

ROUTINE REQUISITIONS

- 1. To view the Purchase Order, press **PgDn** (next block) or **PgUp** (previous block) to navigate to the PO block; pres **F3** (duplicate item).
- 2. To scroll through the Purchase Order form, press **PgDn** (next block); press **Ctrl+q** to return to FOIDOCH.
- 3. To view each line of a multiple line PO, at the Commodity Data window, press **Down Arrow** (next record) to scroll through the individual line items; press **PgDn** (next block) to navigate to the Accounting Data window.
- 4. To view multiple accounting sequences (for Purchase Orders where more than one Index/Account was charged) at the Accounting Data window, press the **down arrow** (next record) to scroll through the accounting records; press **Ctrl+q** to return to FOIDOCH.

SPECIAL CASES:

Procurement Card Purchases:

If Purchasing uses the VU Purchasing Card to purchase the item(s), no actual Purchase Order will be issued. Goods will be ordered and paid for automatically. Purchasing will cancel the Requisition to release the encumbrance. You will receive a notice that the VU card has been used. A canceled req will have an X in the status code box.

HOW CAN I TELL IF AN ITEM HAS BEEN RECEIVED?

FOIDoch will display information in the Receiving Block for POs where receiving has been posted. In most cases where receiving is required, departments are posting their own receiving information on-line with two exceptions:

- A. UNIT will continue to post receiving for all computer-related POs, up to \$9,999.99 This allows departments to determine if and when items have been received by UNIT. If UNIT has posted receiving and has not delivered the items to the department, then the department should call UNIT for delivery information.
- B. Because of BFS requirements, Purchasing will also be posting receiving for certain orders greater than \$10,000.00. These are the same order types where we require the signatures on invoices rather than on-line receiving by the departments.

1. Press **PgDn** (next block) or **PgUp** (previous block) to navigate to Receiving block. If there are multiple receiving document numbers, press Down Arrow (next record) to scroll through the document list.
2. Press **F3** (duplicate item) to view any receiving document. Press **Ctrl+q** (exit) to return to FOIDoch.

HOW CAN I TELL THE PAYMENT STATUS OF A VENDOR'S INVOICE?

Vendors are instructed to send most PO invoices directly to Accounts Payable. If the invoice has been processed by Accounts Payable, the payment status can be checked on FOIDoch. Pertinent data concerning an invoice and any check information is displayed. **NOTE:** BFS uses the term **Invoice** on FOIDoch; this does **not** represent the vendor's invoice number; rather our internal invoice (voucher) number.

1. A **Due date** is assigned to the vendor's invoice automatically by BFS. Generally, this due date is based upon terms previously negotiated with the vendor. Absent other terms, net 30 days from the vendor's invoice date is used as a default. To view the details of a voucher (invoice), press **PgDn** (next block) or **PgUp** (previous block) to navigate to the invoice block. Follow steps 1

- through 4, panel 3, under ROUTINE REQUISITIONS.
2. When the check is actually generated, the check number appears on FOIDoch. Checks are almost always mailed the same day that they are produced (and dated). Navigate to the check block and press **F3** (duplicate item); BFS will navigate to the Check Payment History Form, press Tab (next field) to [Blank] key **A15**, press **PgDn** (next block). BFS will display the check date, total amount of the check, along with our document (voucher) number, the vendor's invoice number(s) and the amount of each.
3. The absence of data about a particular voucher could mean that the vendor's invoice has not been received/processed by Accounts Payable or that you have chosen an incorrect Requisition number. Please contact A/P for further help (X94246).
4. **NOTE:** BFS **Consolidates** payments to vendors onto one check. Any amounts indicated on FOIDoch may represent only line items on checks and not necessarily the total check amount.

HOW CAN I TELL IF THE CHECK HAS BEEN RECEIVED BY THE PAYEE?

Unless the payee notifies you otherwise, it should be assumed that it has been received. Vendors should be encouraged to direct questions concerning payment of invoices to Accounts Payable at x4245.

WHERE ON LINE CAN I SEE A SUMMARY OF PAYMENTS MADE TO VENDORS BY FISCAL YEAR?

1. **<Direct Access>** key FAIVHIS.
2. **<Vendor>** key the code if known, press **List** (F9), click on searchlight icon.
3. Press **Next Block** (Ctrl/PgDn). The default is all invoices excluding any that have been cancelled. To choose a different radio box, click with your mouse.

This form displays the totals for a particular vendor: Credits, Open Invoices, and Paid Invoices.

4. To view the detail of a particular invoice, click on one of the views on the left hand frame. A window pane will display; press **Exit** (Ctrl+q) to close that pane; **Exit** (Ctrl+q) to exit this form entirely.
5. To query another vendor, in FAIVHIS, press **Clear Form Rollback** (Shift+F7) and repeat all steps.

STATUS INDICATORS:

- (A) Approved
- (C) Completed

- (F) Final Reconciliation
- (P) Paid
- (R) Receipt Required
- (S) Suspended
- (O) Open
- (X) Cancelled
- (V) Void
- (H) Hold
- (T) Tagged Permanently

SYSTEM SIGN-OFF

When you have completed your BFS session, you need to sign-off the system. You must return to a General Menu Application Form before you can sign-off. Then:

1. Press **Ctrl+q** twice.
2. Banner will show an alert box **Are you sure you want to exit this Banner 2000 session?** Click Yes.