

## VILLANOVA UNIVERSITY

### BANNER FINANCE SYSTEM (BFS)

#### QUICK REFERENCE GUIDE

#### TO

#### PURCHASE REQUISITION FORM (FPAREQN) AND PURCHASE REQUISITION CANCELLATION FORM (FPARDEL)

August 2000

This **QUICK REFERENCE GUIDE** provides a very brief summary of the BANNER Finance System Purchase Requisition 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 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.

#### Purchase Requisition Create/Modify:

1. [Direct Access-] key “fpareqn”; BFS presents as uppercase; press **Enter**.
2. [Requisition] key “NEXT”, press **PgDn** (next Block).

3. Tab to [Delivery date] (required field): key the desired delivery date or an estimated delivery date. (BFS will accept 01-01-00, 01/01/00, or 01-JAN-00). If the date required is within the same month, key the day, press **Tab** (next field), BFS will default the month and year. Double clicking on field with mouse will bring up a calendar. Using mouse pick delivery date and click OK. NOTE: DO NOT KEY INFORMATION INTO COMMENTS FIELD. All comments should go on Document Text (step 7).
4. Tab to [Organization] (required): Key in a BFS Organization Code to which you have access; press **Tab** (next field).
5. Tab to [Ext] key 4-digit extension of the requestor; press **Tab** (next field).
6. Press **Tab** (next field) to [Ship-To:]. Type the first 4 letters of lastname, first initial of first name, followed by the number 1. (Example: Jm Jones would be: JoneJ1). **Note: You are now able to enter an [Attention To] person. Key in individual name in this field. The address will stay the same. The [Attention Line] can be different from the original Contact Order will be shipped to the Name in Attention Line. To search for “Ship-to” address, see panel 6.**
7. **SPECIAL INSTRUCTIONS TO PURCHASING (DOCUMENT TEXT):** (Do not use this form for notes/instructions directed to the vendor. Those must be included as part of your line item description; see step 12). *Using Mouse Click on Document Text on left hand column, press **PgDn** (next block). This is where you would put any “internal” notes to Purchasing, including new vendors’ information. Begin typing any text, press **Down Arrow** (next record) to continue adding lines of text. Press **Shift+ F6** (commit) when finished. Auto hint line displays message: “Transaction complete: x records applied and saved.” Proof your text, press **Ctrl+ q** (exit).*
8. Press **PgDn** (next block)
9. [Vendor]: To recommend a vendor there are **four options:**
  - A. [Vendor] key in the vendor’s number if known, press **tab** (next field), press **PgDn** (next block), **continue with step 10.**
  - B. [Vendor]: Click on **the searchlight icon**. Click on Entity Name /ID Search (FTIIDEN). Press **Tab** (next field) to [Last Name]. Key a word

from the vendor’s name surrounded by wildcards (%); ex: %Office%; (PLEASE NOTE: this field **IS** case sensitive); press **F8** (execute query). BFS will display a list of all vendors matching the characters you specified. (If you wish to re-query the vendor file at this point, press **F7** (enter query) and repeat search instructions from beginning.) To select vendor, click on your selection; press **Shift+ F3** (exit w/value). You will be returned to the Vendor Information Form. Press **tab** (next field); **continue with step 10.**

- C. If vendor is **NOT** displayed: Press **Ctrl+ q** (exit), twice to return to Requisition Form. Press **Tab** (next field) and key in the name of the vendor; press **tab** (next field). **NOTE:** if you choose this option, you must use the Document Text Entry Form to provide Purchasing with the vendor’s address, phone/fax numbers and terms. Refer to “Special Instructions to Purchasing” **continue with step 10.**
  - D. If you don’t wish to recommend a vendor, ignore this field; **continue with step 11.**
10. [Address Code]: Some vendor may have more than one address. You MAY need to search for the correct address. Click on the search key and use the arrow keys to scroll through the list of addresses. Move to the selection and press **Shift+ F3** (exit w/value) to select an address.
  11. Press **PgDn** (next block).
  12. **To modify/create line items:**  
Default position for cursor is [Commodity code] field; ignore this field and press **Tab** (next field).
  13. [Desc] Key full description of item(s) being ordered. **Format: Name of item, manufacturer, model number, catalogue number (if available), etc.** If you require multiple lines of description, click on the Item Text in the left column, then press **PgDn**. Refer to instructions for entering text in step 7. When description is completed, press **Shift+ F6** (commit), proof, then press **Ctrl+ q** (exit). (Note: First line of text is NOW viewable in top Block of this form).
  14. Press **TAB** to [U/M] Key unit of measure if known (e.g., ea, box, ctn, etc.). Search is available.
  15. [Quantity] Key number of items being requested, press **Tab** (next field).

16. [Unit Price] Key the price (no \$ or commas), press **Tab** (next field), BFS will compute the extended price.
17. [Document Level Accounting] This is the default. If you wish to charge the purchase by line item, click on the check box "**Doc Acctg**" located in top right side of screen. This will remove the check from the box. See Panel 6 for complete instructions "Charge By Line Item."
18. For **multiple line items**, press **down arrow** (next record). Repeat process beginning at step 12. Press **PgDn** (next block) when all line items have been completed. **Continue with step 19**

**Requisition/Accounting Data Form:**

**Single Index/Acct charge:**

(Most common; **NOTE: For line item accounting, or to charge Multiple Indexes or Accounts, refer to panel 6.**)

19. Tab through COA and fiscal year (defaults to the current F/Y).
20. [Index] key your 6-digit index (search is available), press **Tab** (next field) to [Acct].
21. [Acct] key if known, press **Tab** (next field).
22. Click on View Budget Availability, **PgDn** Budgets are being pooled. The form displays the pools starting with the account pool you selected for this PR. **If funds are not available in the appropriate pool, contact the budget office to do a budget transfer before completing this PR.** If funds are available, press **Ctrl+q** (exit) to return to PR.

23. Press **PgDn** (next block)
24. Balancing/Completion form: Cursor displays over top of block next to [In Process]. Auto hint line Displays message: "Select to keep document incomplete and in process." If you wish to finish this document at a later time, click on block this block, you will be returned to the key block of FPAREQN. Otherwise, **continue with step 25.**

25. **Completing the Requisition:**  
**WARNING: Once you complete a Requisition no changes are permitted; refer to panel 7.** Prior to closing the PR, please review each window of the form by pressing **PgDn** (next block) to cycle through the form

or use the form headings in left column and click on each form.

- S When you are satisfied with the Purchase Requisition, press **PgDn** (next block) to Balancing/Completion Form.
- S Click on Green circle next to [Complete]. You will be returned to the key block of FPAREQN. Auto hint line displays message: "Document Rxxxxxxx completed and forwarded to the approval process."

To begin the next requisition, repeat the process starting at Panel 2, step 2

**Multiple Index(es)/Account charges (two options):**

1. **Charge by percent:** After step 21, panel 5, click on check box next to [Ext]. Key a percentage amount you wish charged to this particular Index/Account, press **Tab** (next field). BFS will compute the dollar amount. Press **down arrow** (next record) to bring up next accounting sequence form. Repeat steps 20 through 22 as well as this step, until total amount has been distributed. Press **PgDn** (next block). **Continue with step 24.**
2. **Charge by amount:** Press tab to Field next to [Ext]. Key in a dollar amount you wish charged, press **down arrow** (next record) to bring up next accounting sequence form. Repeat steps 19 through 21, until entire amount of Purchase Requisition has been charged. Press **PgDn** (next block). **Continue with step 24.**

**Charge by Line Item:** (Required if you unchecked the document level accounting box on the Requestor window of FPAREQN.) As you complete each line of the PR, you must press **PgDn** (next block) and complete the Accounting Data following steps 19 through 21 then press **PgUp** (previous block), and then **down arrow** (next record) to key the next line item. Repeat the process to key the accounting data. When all line items and accounting information have been entered, press **PgDn** (next block). **Continue with step 24.**

**Approving the Requisition:**

Documents **within** your approval level (implicit) are automatically approved, once the approval process executes in BFS. For documents beyond your approval level, refer to BFS Approval Reference Guide.

**SEARCHES:**

**Unit of Measure (UOM):**

Click on search key in the UOM field and scroll list. Double Click on UOM desired; to bring it back to the requisition form.

**Ship-to Address Search:**

At [Ship-To:] click on searchlight icon. Click box next to % sign and put in part of the name of the individual for whom you are searching, Click Find. BFS will display a list of names matching the characters you specified; Scroll through list and double click to select. If the ship to address you wish to use is different than that displayed in BFS or is not available, put the new information on the Procurement Text Entry Form

**Account Search:**

Click search key next to [Acct]. Press **F7** (enter query). Press **Tab** (next field) to [Account Code]. Key "7" followed by a wildcard (7%) Press **Tab** (next field) to [Title] and put in a key word from the account title surrounded by wildcards (%); ex: %Office%. Press **F8** (execute query). BFS will display a list of all titles matching the characters you specified. Scroll list and double click on the account title you want. If your first search is unsuccessful, press **F7** (enter query) to search again.

**SYSTEM SIGN-OFF**

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

1. Banner will show an alert box "Are you sure you want to exit this Banner 2000 session". Click Yes.

**Canceling/Changing a Requisition:**

**Purchasing must be notified before you cancel any requisition. Requisitions must be completed, approved and posted before you may cancel. Requisitions where there is some Purchasing activity, cannot be canceled.**

1. [Enter Selection---] key "fpard1"; BFS

presents as uppercase; press **Enter**.

2. [Request] key Purchase Requisition number you wish to cancel, press **PgDn** (next block).
3. Review data to ensure you are accessing the correct requisition. Press **PgDn** (next block).
4. [Cancel date] defaults to current date. Click on Document Text, press **PgDn**, and enter any text explaining why you are canceling this Requisition.
5. Click on Process Cancellation Auto hint line displays message: "Transaction complete; 1 record(s) applied and saved."

NOTES:

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