

How to Create a Purchase Order in Banner 9

PURCHASING DEPARTMENT
LANE COMMUNITY COLLEGE

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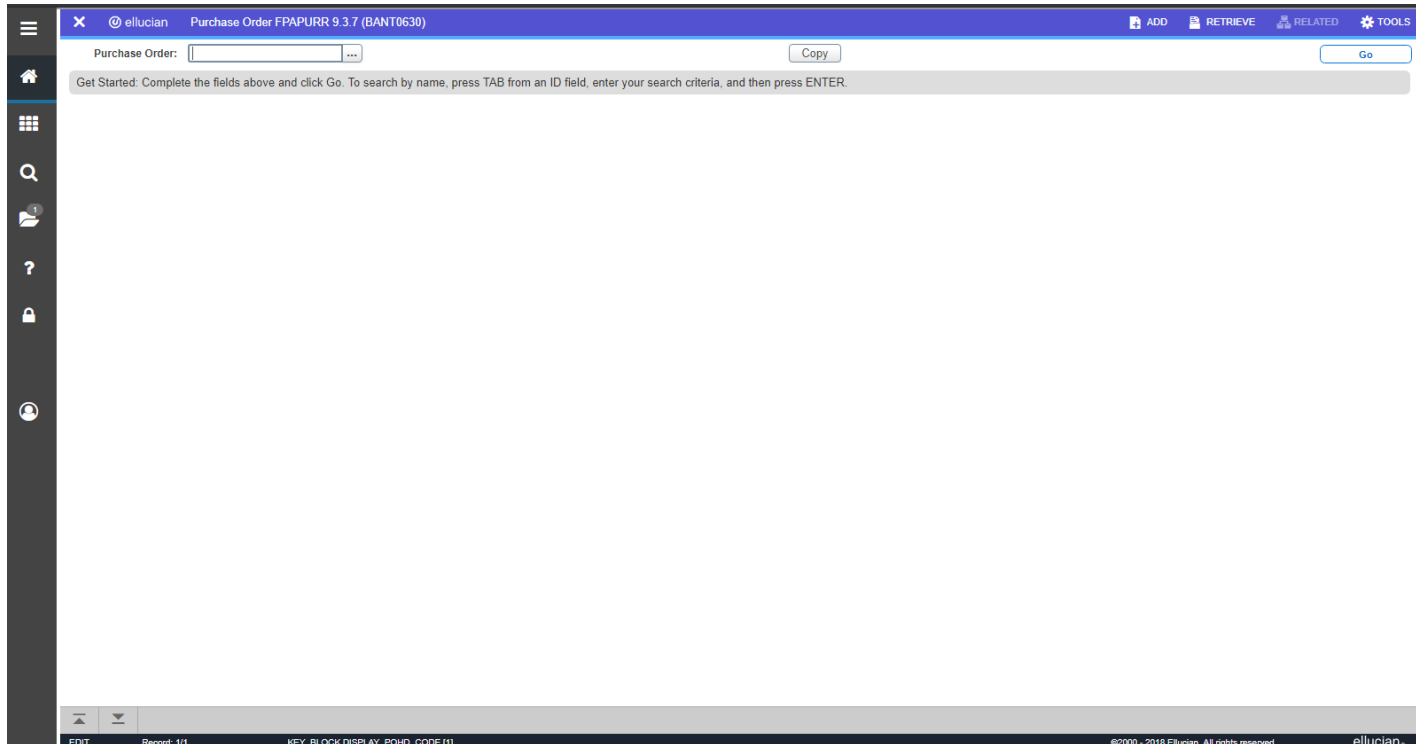
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Process to Create a Purchase Order in Banner 9 (FPAPURR)

Use the Purchase Order Page (FPAPURR) to create and issue purchase orders.

You can create a purchase order with either a general ledger account or an expense account. You cannot combine these two different accounts on the same purchase order.

Figure 1 FPAPURR



Key block

- To create a new purchase order click GO, Banner will insert "NEXT".
- To change an existing purchase order that is not yet completed, enter the purchase order number.
- You can use the copy function button to copy vendor information from an existing purchase order onto a new purchase order.

Purchase Order Document Information Entry section

Figure 2 FPAPURR

- Order Type: Pull-down list that defines the type of purchase order.
 - **Regular** = This is a regular purchase order. **Default.** This is used for a single payment PO, such as one order of supplies. A/P will close out the PO when it is paid.
 - Standing = This is a standing purchase order. This is used when a PO will be used repeatedly, such as more than one order in the year, or monthly payments for services. A/P will leave this PO open until the end of the year, unless asked to close it.
- Order Date: Set the Order Date to always be the PO Completion Date.
- Transaction Date: Date the transaction was processed or recorded to the ledgers. Default value is the system date but can be overwritten. The Transaction Date should only be changed during the end of the Fiscal Year, when the Transaction Date needs to be set for the up-coming Fiscal Year (7/1/XXXX).
- In Suspense box: We never use. It should be left at the System Default.
- Delivery Date: Date the commodities on the purchase order are to be delivered. It must be greater than the order date.
- Comments: Instructions or requests attached, for example, Need ASAP.

- Document Text: We do not use. It should be left at the **System Default**.
Commodity Total: Total cost of the commodities on the requisition. The Commodity and Accounting Total fields are never used. They stay at the **system defaults**.
- Accounting Total: Total amount of all accounting distributions (FOAPALS) entered on the document. The Commodity and Accounting Total fields are never used. They stay at the **system defaults**.
- Document Level Accounting: Check box that indicates whether you want to use document level accounting. **IMPORTANT: No user should ever change this from the system default.**

Document Information section

Figure 3 FPAPURR

The screenshot displays the 'Purchase Order: NEXT' form in the elucian system. The 'PURCHASE ORDER' section includes fields for Delivery Date (11/12/2018), Order Type (Regular), Order Date (10/29/2018), and Transaction Date (10/29/2018). The 'DOCUMENT INFORMATION' section shows Requisition (None), Document Text, Buyer Code (LCC), and BO Termination Date. There are also checkboxes for 'PO created from Requisition', 'Rush Order', 'NSF Checking' (checked), and 'Deferred Editing'. The interface includes a sidebar with navigation icons and a top bar with 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS' buttons.

- Requisition: We don't use requisitions, so this does not apply to Lane. Leave at the System Defaults.
- Buyer Code: Code and name of the buyer granted purchasing authority of a purchase order.
Clicking the drop-down sets this to "**LCC Universal Buyer**" as the **default**, just as in Banner 8.
- NSF Checking: This should **never** be changed by users. It stays at the system **default**.

Requestor/Delivery Information section

Use the Requestor/Delivery Information section to enter the information about the purchasing agent for this purchase order. Tip: Specify the delivery date, discount rate, and additional amount in this section. If the purchase order has been posted, the posting date is displayed. If the purchase order has been cancelled, the cancel date is displayed.

Figure 4 FPAPURR

The screenshot displays the 'Requestor/Delivery Information' section of a purchase order form. The form is titled 'Purchase Order: NEXT' and includes a 'PURCHASE ORDER' summary at the top. Below this, there are tabs for 'Document Information', 'Requestor/Delivery Information', 'Vendor Information', 'Commodity/Accounting', and 'Balancing/Completion'. The 'Requestor/Delivery Information' tab is active, showing the following fields:

- Requestor:** Jennifer Dumble
- COA:** L
- Organization:** Lane Community College
- Organization Code:** 453100
- Organization Name:** Center Food Sales
- Email:** (empty)
- Phone Area Code:** (empty)
- Phone Number:** (empty)
- Phone Extension:** (empty)
- Fax Area Code:** (empty)
- Fax Number:** (empty)
- Fax Extension:** (empty)
- Ship To:** LCC
- Street Line 1:** Lane Community College
- Street Line 2:** 4000 E 30th Ave
- Street Line 3:** (empty)
- Attention To:** L00563241
- Contact:** (empty)
- Building:** (empty)
- Floor:** (empty)
- City:** Eugene
- State or Province:** OR
- Zip or Postal Code:** 97405-0640
- Nation:** (empty)
- Area Code:** (empty)
- Phone Number:** (empty)
- Extension:** (empty)

The bottom of the screen shows a status bar with 'EDIT', 'Record: 1/1', 'FPBPOHD.FPBPOHD_NAME [1]', '©2000 - 2018 Elucian. All rights reserved.', and 'elucian.' with a 'SAVE' button.

- **Buyer and Ship To:** The Buyer and Ship To fields are required.
- **Requestor, COA, and Organization fields:** should all automatically populate for the Requestor. Users can enter phone, email and fax info as desired.
- **Attention To:** This is a required field. If the Requestor wants to have someone else's name on the PO (say, Cathy wants your name on the PO because the order is for you), then the Requestor needs to enter the other person's L Number in the Attention To field. Otherwise, use their own L Number. That name then goes in the middle line of the printed PO.
- **Requestor:** Name of the person who entered the requisition. Default value is the user. This should never be over-written. We need to know who entered the PO.
- **COA:** This should never change. We only ever use "L".
- **Organization:** Code and name of a specific person, organization or other subdivision of a fund responsible for the purchase of the commodities or services. This should not be changed. This identifies where the Requestor is in the Org structure, not the Org being charged.
- **Email:** E-mail address of requestor.
- **Note:** This field is limited to 100 characters.
- **Phone:** Country code, area code, phone number, and extension of the requestor.

- Fax: Country code, area code, phone number, and extension of the requestor's fax number.
- Ship To: Code representing the location of delivery. The "Ship To" field should only allow options from a table, with **LCC** (Main Campus) being the **default**. Options include Airport, DTC, CG, Florence, etc. Choosing an option will then populate the Street Lines, City, State, and Zip.
- Street Lines 1-4: Street address of the delivery.
- Building: Building number for the delivery.
- Floor: Floor number for the delivery.
- City: City for the delivery.
- State or Province: State or province for the delivery.
- ZIP or Postal Code: ZIP or postal code for the delivery.
- Nation: Nation
- Attention To: Name of the person you want to receive the delivery. This value comes from the contact name field but can be overwritten.
- Contact: Name or title of the primary contact at the location of delivery.
- Country Code: Code that designates the region and country of the telephone number of the location of delivery.
- Area Code: Area code of the location of delivery.
- Phone Number: Phone number of the location of delivery.
- Extension: Phone extension of the location of delivery.

Vendor Information section

Use the Purchase Order Vendor Information Entry section to enter vendor information to this purchase order. This functions exactly the same as Banner 8, except that FTIIDEN allows for case insensitive searches. NOTE: If there is a need for a new vendor to be entered, or a new address for a vendor, users should contact A/P to get the vendor information entered before the PO is started.

Figure 5 FPAPURR

The screenshot displays the 'Vendor Information' tab within the FPAPURR software. The interface is divided into several sections:

- PURCHASE ORDER:** Includes fields for Purchase Order (NEXT), Blanket Order, Order Type (Regular), Order Date (10/29/2018), Transaction Date (10/29/2018), Delivery Date (11/12/2018), Comments, Commodity Total (0.00), Accounting Total, and Document Level Accounting (checked). There are also checkboxes for 'In Suspense' and 'Document Text'.
- Document Information:** A navigation bar with tabs for Document Information, Requestor/Delivery Information, Vendor Information (selected), Commodity/Accounting, and Balancing/Completion.
- VENDOR INFORMATION:** This section is divided into two columns:
 - Left Column:** Vendor (L00000995), City of Eugene, Vendor Hold, Address Type (BI), Address Sequence (18), Street Line 1 (Performance And Dev), Street Line 2 (777 Pearl St Ste 101), Street Line 3, City (Eugene), State or Province (OR), Zip or Postal Code (97401-2720), Nation, Contact, and Phone Area Code.
 - Right Column:** Phone Number, Phone Extension, Fax Area Code, Fax Number, Fax Extension, Email, Discount, FOB Code (04), FOB Code (FOBD (FOB Destination)), Tax Group, Disbursing Agent, Class Code, Carrier, and Currency.

The bottom right corner of the interface features a 'SAVE' button.

- Vendor: Code and corporation name or first and last name of the vendor supplying the commodities or services. Note: The Vendor field populates if you accessed an existing purchase order or if this purchase order was copied from an existing purchase order in the Copy Function section
- Address Type: Code representing the vendor address type.
- Address Sequence: Sequential number assigned by the system to each accounting distribution.
- Street Lines 1-4: Street address of the vendor.
- City: City for the delivery.
- State or Province: State or province for the delivery.
- ZIP or Postal Code: ZIP or postal code for the delivery.
- Nation: Nation
- Phone: Country code, area code, phone number, and extension of the vendor.
- Fax: Country code, area code, phone number, and extension of the vendor's fax number.
- Contact: Name or title of the primary contact for the vendor.
- Email: E-mail address of the primary contact for the vendor.
- Discount: Code representing the discount terms established with the vendor.
- FOB Code: Code representing payment status of freight. This one is important. Unless the user knows, and understand why they would be using something else, **"04" should always be entered.** That's FOB destination. That change should be cleared with Purchasing before preparing the PO. We can't make it 04 onl, however, because there are some cases where we need to change it to something else.

Commodity/Accounting section

Use the Commodity/Accounting section to enter commodity information for the purchase order. If you create a fresh purchase order (for example, you have not created a blanket order), the header information fields default. Otherwise, this information defaults from the source document (blanket order). Tip: You cannot access the Access Completion box until accounting records exist for the commodity. The Wrap-Up routine recalculates the accounting amounts based on the new commodity amount, corrects any rounding problems, and calls the Available Balance Process. Use the Accounting section to enter accounting information for the purchase order document in total or for individual commodities.

Figure 6 FPAPURR

The screenshot displays the FPAPURR software interface for Purchase Order P0070619. The interface is divided into several sections:

- PURCHASE ORDER:** Contains fields for Purchase Order (P0070619), Delivery Date (11/12/2018), Order Type (Regular), Order Date (10/29/2018), Transaction Date (10/29/2018), and Accounting Total. There are also checkboxes for "In Suspend", "Document Text", and "Document Level Accounting".
- COMMODITY:** A table with columns: Item, Commodity, Description, U/M, Tax Group, Quantity, Unit Price, Commodity Text, Item Text, and Add Commodity. The table shows one item (M1) with a quantity of 1,000.00 and a unit price of 1,000.00. Below the table are fields for Extended Amount (1,000.00), Discount (0.00), Additional (0.00), Tax (0.00), Commodity Total (1,000.00), and Document Total. There is also a "Distribute" button.
- ACCOUNTING:** A table with columns: Sequence, COA, Yr, Index, Fund, Orgn, Acct, Prog, Actv, Locn, Proj, NSF Override, and NSF Suspend. The table shows one row with COA L, Fund 111100, Orgn 453100, and Acct 121119. Below the table are fields for Extended Amount, Discount, Additional, Tax, FOAPAL Total, Document Total, Remaining, and Commodity Amount. The currency is set to USD.

- The Document Level Accounting box should never be changed.
- Item: Line item number assigned to each commodity as it is entered on the document forms.
- Commodity: Code representing the commodity. Choose from 1 of the following:
 - S1- Services
 - E1- Equipment
 - M1- Materials & Supplies
 - C1- Construction Related Expense
- Description: Description of the commodity but can be overwritten. This is where we want users to give a description of what they are paying for.

Figure 7 FOAPOXT

- From the top of the screen, click “Related”, and go to Item Text. This is where they can give more detail about each item being paid for.
- When FOAPOXT opens, click “Go”. This opens the Text Field. As in Banner 8, there is a limit on line length.
- To create another line, click “+ Insert”, and another line will be created.
- Clause number: not used.
- Print: **is checked by default**. Unchecking Print will cause that line to print on the File Copy only, and not on the Vendor Copy. This is useful for internal notes which the vendor does not need to see.
- When finished, click Save, then click the X close button.

NOTE: A block of Item Text can be created for each item listed on the PO. If desired, Click Related again, and select Document Text. This functions exactly as Item Text, except that there is only one Document Text, at the bottom of the printed PO. This is intended for instructions related to delivery, or other general information.

- U/M: Code representing the unit of measure of the commodity.
- Tax Group: Code and title representing the group of tax rates that should be applied to this request if Tax Processing is on at the system level. We do not use Tax Processing, so this box is seen, but not useable.
- Quantity: Quantity of the commodity purchased.
- Amount: Dollar amount of services. Note: This field is only visible when standing purchase order type was selected in the Document Type field.

- Unit Price: Unit price of the commodity, calculates with the Quantity field to establish the extended cost
- Commodity Text: Check box that indicates whether text is attached to the commodity. This is filled by the system, and for visual reference only.
- Item Text: Check box that indicates whether text is attached to a specific item. This is filled by the system, and for visual reference only.
- Add Commodity: Check box that indicates whether you want to add a newly created commodity to the database.
 - Selected = Add the new commodity to the database.
 - Cleared = Do not add the new commodity to the database.
- Extended Amount: Total extended cost of the commodity based on the quantity multiplied by the unit price.
- Discount: Dollar amount of discount terms established with the vendor, to be deducted from the total extended cost of the purchase order. While this happens, it is equally acceptable if the net price is entered above. If, however, the discount is due to a trade-in, or any other consideration, that **must** be detailed in the Item or Document Text, without exception.
- Additional: Additional amount to be added to individual commodity items to allow for surplus charges, for example, shipping. If shipping is priced separately, it should be entered as a separate Line Item, in the section above.
- Tax: Tax amount based on the terms established by the vendor's tax group. As a government, the college does not pay any tax. If a vendor has issues with that, users should contact Purchasing.
- Commodity Total: Net amount of one commodity record calculated by quantity multiplied by the unit price, minus discounts, plus or minus additional charges, plus tax. Note: The Commodity Line Total can be negative; however, a message will be displayed alerting you that the net amount is less than zero.
- Document Total: Total net amount of all commodity records calculated by quantity multiplied by the unit price, minus discounts, plus or minus additional charges, plus tax. The Document Commodity Total can be negative; however, a message will be displayed alerting you that the net amount is less than zero. Note: This field is visible only if the Document Accounting check box is selected.
- Blanket Order Balance: We don't use Blanket Orders.
- Distribute: Check box that indicates whether the user wants to automatically distribute any commodity amounts that have been entered on the document because the last accounting update.
 - Selected = Distribute commodity amounts.

- **Cleared** = Do not distribute commodity amounts. **Default.**
- Sequence: Sequence number identifying the specific accounting distribution. **This should be left at the System Default.** In Banner 8, trying to have the system distribute amounts automatically risked errors in the system.
- COA: Code representing the Chart of Accounts that is responsible for payment of the invoice. The chart of accounts is the aggregation of FOAPAL elements (fund, organization, account, program, activity, and program) in Banner which are developed to uniquely reflect the organization's structure and to enable financial reporting. All FOAPAL elements in Banner must be linked to a specific Chart of Accounts. **Always leave at the System default, "L".**
- Yr: Code representing the fiscal year using the transaction date. This should populate itself from the Transaction Date entered initially.
- Index: Account Index Code. We don't use the Index Field.
- Fund: Code representing the fund from which the purchase of specific commodities or services is paid.
- Orgn: Organization. Code and name of a specific person, organization or other subdivision of a fund responsible for the purchase of the commodities or services.
- Acct: Account. Code representing the specific individual asset, liability, equity, revenue, expenditure, or transfer account classifications within a fund from which funds for the purchase of this commodity or service will be drawn.
- Prog: Program. Code representing the group activities, operations, or other units directed to attaining specific purposes or objectives to which the commodity or service will be applied. These are all as per Banner 8, including the "automatic" Field jump from Acct to Prog (but nowhere else).
- Actv: Activity. Code representing the specific temporary units of work, subsidiary functional classifications, or short duration projects within the program to which the commodity or service will be applied.
- NSF Override: The NSF Fields should never be changed from the System Defaults.
- Currency Indicator: Code representing the currency used by the vendor appears in bold text over the accounting column. For example USD/United States Dollars, CAD/Canadian Dollars. If there is ever a need to use a foreign currency, College Finance should be contacted before the PO is begun.
- % Extended Amount: We never want to use the "%" boxes. Banner 8 had an odd habit of throwing things off when rounding out the last cent, often causing unexpected problems in the NSF function. Users should be "tab keying" through these fields.
- % Discount: Do not use
- % Additional: Do not use
- % Tax: Do not use

FOAPAL Total: Total amount of the current FOAPAL line record (Accounting distribution) calculated as follows: Extended Cost less Discount Amount plus Additional Amount plus Tax Amount. These totals

should all auto-populate. The “tab keying” should get the user to the Field under “USD” and to the right of the “Tax %” box.

- Document Total: Total amount of all accounting distributions (FOAPALS) entered on the document. This field is displayed only when the Document Accounting check box is selected.
- Commodity Total: Total amount of all accounting distributions (FOAPALS) entered for the current commodity record when using commodity level accounting. This field appears only when the Document Accounting check box is cleared.
- Remaining Commodity Amount Difference between the commodity and accounting FOAPAL totals when a Next Field function is performed from the FOAPAL data entry area. The amount displayed depends on the level of accounting used; document level accounting displays the amount for the document as a whole, commodity level accounting displays the amount for the specific commodity selected.
- If the Extended Amount has not auto-populated, the preferred solution is to “next block” into Balancing/Completion, then “previous block” back. The Extended Amount can be entered manually, but if there are multiple FOAPs used for a single Item Line, this can cause calculation errors.
- **IMPORTANT STEP! write down the PO number. If this is not written down, it is possible (but very time consuming) to recover it.**
- Arrow Down (Next Block) into the Balancing/Completion block.

Balancing/Completion section

Figure 8 FPAPURR

The screenshot displays the FPAPURR software interface for Purchase Order P0070619. The interface is divided into several sections:

- PURCHASE ORDER:** Shows fields for Purchase Order (P0070619), Delivery Date (11/12/2018), Order Type (Regular), Order Date (10/29/2018), Transaction Date (10/29/2018), and Accounting Total (0.00).
- PURCHASE ORDER DETAILS:** Includes Vendor (L00000995 - City of Eugene), COA (L - Lane Community College), and Requirer (Jennifer Dumbie).
- BALANCING/COMPLETION:** A table showing the status of various amounts:

	Header	Commodity	Accounting	Status
Approved Amounts	1,000.00	1,000.00	0.00	COMACCT
Discount Amounts	0.00	0.00	0.00	BALANCED
Additional Amounts	0.00	0.00	0.00	BALANCED
Tax Amounts	0.00	0.00	0.00	BALANCED

Buttons for "Complete" and "In Process" are visible at the bottom of the Balancing/Completion section.

If everything above went well, there should be nothing to do here except choose between “**Complete**” and “**In Process**”. “In Process” should be selected if there is some reason why the PO is not yet ready to be completed/approved. Otherwise, **click Complete**, and go on to printing the PO (if needed).

The Balancing/Completion section displays the total dollar amount of the document and the status (balanced or out-of-balance) at the header level, commodity level, and accounting level.

- Commodity Record Count: Total number of commodity records entered on this document.
- Amount Input: Total cost of the commodity before a currency conversion of domestic amounts based on the current exchange rate.
- Amount Converted: Total cost of the commodity after a currency conversion of domestic amounts based on the current exchange rate.
- Approved Amounts: Approved amount of this purchase order at the Header, Commodity, and Accounting levels. The Status column indicates whether the amounts are in balance.
- Discount Amounts: Discount amount deducted from this purchase order at the Header, Commodity, and Accounting levels. The Status column indicates whether the amounts are in balance.
- Additional Amounts: Additional amount added to this purchase order at the Header, Commodity, and Accounting levels. The Status column indicates whether the amounts are in balance.
- Tax Amounts: Tax amount added to this purchase order at the Header, Commodity, and Accounting levels. The Status column indicates whether the amounts are in balance.

End of process