

Banner Purchase Order Form

How to create a Purchase Order using FPAPURR

Description:

This screen is used to enter information necessary to create a purchase order or modify an existing (in-process) purchase order.

Navigation:

Access to the form can be achieved in three ways:

1. Type FPAPURR in the search field
2. Type Purchase Order in the search field
3. Navigate through the applications menu system on the left side of the main screen

Moving to and from sections on a screen can be done in two ways:

1. Use the keyboard commands "Alt – Page Down" and "Alt – Page Up"
2. Use the icons on the bottom left of the screen to move back and forth between sections.

The Process:

This document will outline a **Quick Step** procedure as well as more **Detailed Procedure** for creating purchase orders in the Banner Finance system. The Quick Step guide will show the minimum steps and fields required to produce a purchase order. To get a more in-depth understanding of purchase order processing with sample screens and a full description of each field, please refer to the **Detailed Procedure** section.

QUICK STEP GUIDE:

Step 1:

Follow the navigation process to FPAPURR, hitting enter to access next screen.

Step 2:

To create a new PO with the next available number you type "NEXT" in the blank field to the right of Purchase Order. If you are returning to an "in progress" purchase order, enter that PO number in this field. You can also hit the **copy button** to copy most of the relevant information from a previously created purchase order.

Click GO (Alt – Page Down) in the top right corner to advance to *next screen*.

Step 3:

The expected delivery date can be filled in by clicking the calendar icon to the right of the empty field or by typing in the date in MMDDYY format.

Proceed to next section ("Alt-Page Down").

Step 4:

Enter the buyer code assigned to you by your department in this field.

Proceed to next section ("Alt-Page Down").

Step 5:

Enter your **Organization Code**, the **Ship To** destination, and the **Attention To** fields.

Proceed to next section (“Alt-Page Down”).

Step 6:

The Vendor Information section is used to select the vendor and the branch, or business unit (BU), of the vendor, if required. Fill in the vendor number or search for the vendor using the [...] icon next to the vendor field.

Proceed to next section (“Alt-Page Down”).

Step 7:

The Commodity/Accounting screen has two sections, the first is used to enter the items (Commodities) you are ordering, which **MUST** include a **Description, Unit of Measure (U/M), Tax Group, Quantity, and Unit Price** for each item. Use the TAB key to navigate through these required fields using the search [...] as needed. Once the first commodity is entered the tabbing function will bring you back to the beginning of the line you started on. Hitting the down arrow will allow the entry of additional items. If you arrow down accidentally creating a new line when not needed, arrow up will correct this allowing you to move forward in the process.

Proceed to next section (“Alt-Page Down”).

Step 8:

The Accounting section is used to enter your accounting (FOAPAL) information. Enter the **Fund, Org Code, Account and Program**. Use the arrow down key to move to a second line if splitting the items over two or more FOAPALS is required. See appendix for notes on commodity versus document level accounting.

Proceed to next section (“Alt-Page Down”).

Step 9:

The Balancing/Completion screen is the final step to creating a purchase order. The Purchase Order Details section gives you a summary of the purchase order type, dates, vendor number and name, the purchase order requestor, organization code, commodity records and total amount. The Balancing and Completion section will show the Approved, Discount, Additional, and Tax Amounts for the purchase order as entered during the processing. If the Header, Commodity, and Accounting records all agree the purchase order will have a status of “Balanced” for all items and will be ready for completion. Clicking on the “Complete” button on the bottom left of the screen will send the PO through the system to the appropriate approval queue. The “In Process” button will allow the user to save the purchase order in an incomplete state that allows returning to the PO to make any changes necessary.

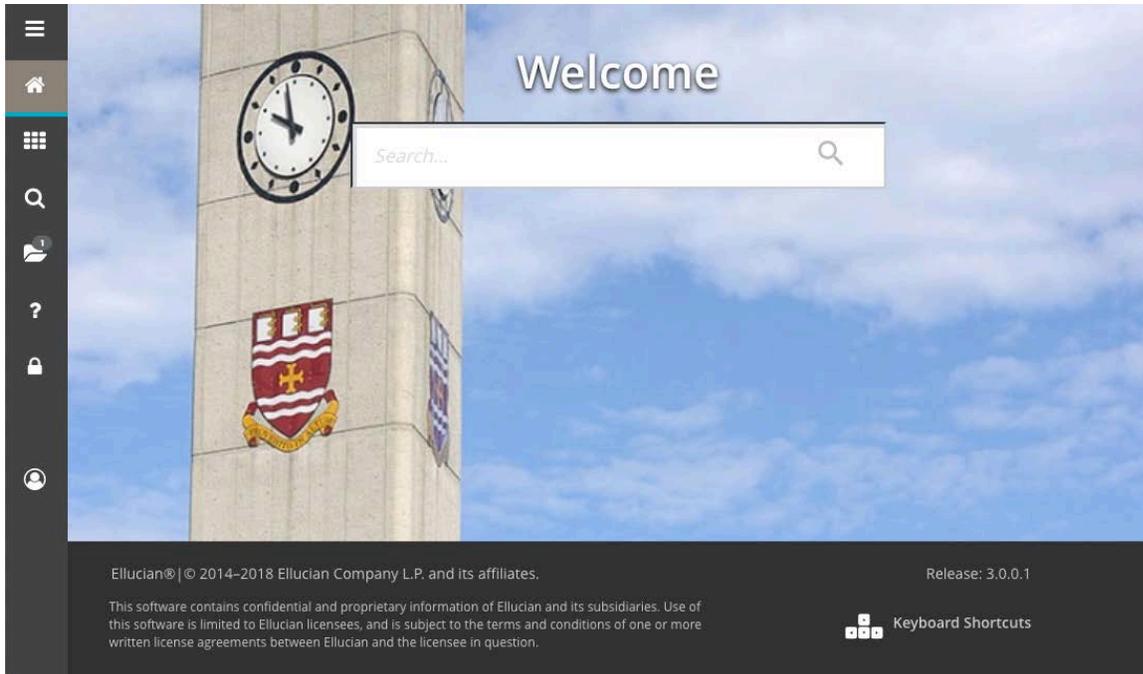
Step 10:

Once the “**Complete**” button has been clicked the screen will clear and return to the initial FPAPURR screen allowing you to repeat the purchase order process or click the Close button to return to the main Banner screen. Note that the purchase Order number will be shown on the top right of this screen.

Detailed Procedure:

Step 1:

Follow the navigation process to FPAPURR, hitting enter to access next screen.



Step 2:

To create a new PO with the next available number you type “NEXT” in the blank field to the right of Purchase Order. If you are returning to an “in progress” purchase order, enter that PO number in this field. You can also hit the **copy button** to copy most of the relevant information from a previously created purchase order.

Enter the Purchase Order number to copy from. The Vendor name is displayed to confirm the PO selected. Press OK to Copy, or Cancel to Exit.

Click GO (Alt – Page Down) in the top right corner to advance to *next screen*.

The screenshot shows the top portion of the software interface. At the top, there is a dark red header bar with a close button (X) and the text "Purchase Order FPAPURR 9.3.10-M1 (banjune1)". To the right of the header are icons for "ADD", "RETRIEVE", "RELATED", and "TOOLS". Below the header is a search bar with the text "Purchase Order: NEXT" and a "Copy" button. To the right of the search bar is a "Go" button. Below the search bar is a grey instruction box that reads: "Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER." On the left side, there is a vertical navigation menu with icons for home, search, help, and other functions. At the bottom right of the interface, the word "Memorial" is displayed in a dark red bar.

Step 3:

This is the **Purchase Order Entry/Document Information** window. It is used to establish or review a PO, Blanket Order and Buyer information for a new or existing PO. Much of the information entered here carries forward to each of the following screens.

The screenshot shows the main data entry area of the software. At the top, there is a dark red header bar with a close button (X) and the text "Purchase Order FPAPURR 9.3.10-M1 (banjune1)". To the right of the header are icons for "ADD", "RETRIEVE", "RELATED", and "TOOLS". Below the header is a search bar with the text "Purchase Order: NEXT" and a "Copy" button. To the right of the search bar is a "Start Over" button. Below the search bar is a grey instruction box that reads: "Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER." The main data entry area is divided into several sections. The first section is titled "PURCHASE ORDER" and contains fields for "Purchase Order" (NEXT), "Blanket Order", "Order Type" (Regular), "Order Date" (06/20/2019), "Transaction Date" (06/20/2019), "Delivery Date" (06/20/2019), "Comments", "Commodity Total" (0.00), "Accounting Total" (0.00), and "Document Level Accounting" (checked). The second section is titled "DOCUMENT INFORMATION" and contains fields for "Requisition" (None), "Document Text", "Buyer Code", "BO Termination Date", "Rush Order", "NSF Checking" (checked), and "Deferred Editing". Below the data entry area, there are tabs for "Document Information", "Requestor/Delivery Information", "Vendor Information", "Commodity/Accounting", and "Balancing/Completion". At the bottom right of the interface, the word "Memorial" is displayed in a dark red bar.

Blanket Order: Code representing the blanket order. To assign the purchase order to a blanket order, enter the desired blanket order number. See job aide for FPABLAR.

Order Type: Drop-down list defines the type of PO. *Regular* (Default) is a regular PO (Quantity based). *Standing* is a standing PO (Dollar based). See Appendix for more information.

Order Date: Date the PO was entered. Defaults to current date but can be overwritten with a different date. This is a required field.

Transaction Date: Date the transaction was entered and recorded to the ledgers. Defaults to current date but can be overwritten with a different date provided it falls in an open accounting period. This is a required field.

Delivery Date: Date the goods/service are required. This date will default from the requisition (if applicable) but can be overwritten and must be later than the current date. If creating a PO independent of a requisition, enter the date. This is a required field.

Comments: This space is used to record the tender number. This is required information if the goods ordered were tendered. If the goods were not tendered this field should remain empty.

Commodity Total: Will populate once the commodity information has been entered on the PO or will populate based on the total cost of the commodities on the requisition (if applicable).

Accounting Total: Will populate once the accounting information has been entered on the PO or will populate based on the total amount of all accounting distributions (FOAPALS) on the requisition (if applicable).

Document Level Accounting: This box indicates whether to use document level accounting. Checked means document level accounting (default) is being used and unchecked means commodity based accounting (separate FOAPAL per commodity) is being used. See Appendix for additional detail on document versus commodity level accounting.

In Suspense: This box will be check marked by the system if the PO is in suspense. Field is protected from manual update.

Document Text: This box will have a check mark if document text exists. Select *Document Text* from the *Related* menu at the top of the screen to enter document text. *Save* and *Exit* when complete. Note that all required fields on the PO form must be entered prior to being able to add document text to a PO.

Proceed to next section ("Alt-Page Down").

Step 4:

PO created from Requisition: Checkbox indicates whether this purchase order was created from a requisition.

Requisition Document Text: Pull down list indicates whether the user wants to copy text attached to the requisition if text exists. If there was no text on the requisition, the box will show *None*. If there was text, the buyer will have the option of copying the text from the requisition to the PO.

Buyer Code: Enter the code of the buyer granted purchasing authority. Name will populate based on your selection. Buyer code will be supplied by your department.

BO Termination Date: Date the blanket order terminates (if applicable). See job aide for form FPABLAR.

Rush Order: Not used.

NSF Checking: Checkbox that indicates whether the Non-Sufficient Funds checking feature is activated in the system.

Deferred Editing: Not used.

Purchase Order Copied From: Code representing the original PO from which this current PO was copied. Note that this field will be populated only if the PO you are creating was copied from another.

Proceed to next section (“Alt-Page Down”).

Step 5:

This is the **Requestor/Delivery** window. Use this window to enter the information about the purchasing agent for this purchase order and the delivery information.

The screenshot shows a software interface for entering purchase order information. The main window is titled "Purchase Order: NEXT" and has a "Start Over" button. Below the title bar, there are tabs for "Document Information", "Requestor/Delivery Information", "Vendor Information", "Commodity/Accounting", and "Balancing/Completion". The "Requestor/Delivery Information" tab is active, showing a form with the following fields:

| | | | | |
|------------------|------------|---|------------|--|
| Purchase Order | NEXT | Delivery Date | 06/20/2019 | <input type="checkbox"/> In Suspense |
| Blanket Order | ... | Comments | | <input type="checkbox"/> Document Text |
| Order Type | Regular | Commodity Total | 0.00 | |
| Order Date | 06/20/2019 | Accounting Total | 0.00 | |
| Transaction Date | 06/20/2019 | <input checked="" type="checkbox"/> Document Level Accounting | | |

Below the tabs, the "REQUESTOR/DELIVERY INFORMATION" section contains the following fields:

| | | | |
|-----------------|---|--------------------|--|
| Requestor * | Rxkt Ddxvuo | Street Line 2 | |
| COA * | M ... Memorial University of Newfoundland | Street Line 3 | |
| Organization | ... | Attention To | |
| Email | melberg@dummy.not.mun.ca | Contact | |
| Phone Area Code | 709 | Building | |
| Phone Number | 8649776 | Floor | |
| Phone Extension | | City | |
| Fax Area Code | 709 | State or Province | |
| Fax Number | 8642579 | Zip or Postal Code | |
| Fax Extension | | Nation | |
| Ship To | ... | Area Code | |
| Street Line 1 | | Phone Number | |
| | | Extension | |

Requestor: Default value is the current user who is creating the PO. Do not change.

COA: Code representing Memorial University’s chart of accounts. Always represented by *M*.

Organization: Enter the appropriate *Organization* from the COA or use the search facility to see a list of values. This is a required field.

Email: Defaults from the user ID (if one was entered when the ID was established). You may manually enter if missing.

Phone Area Code/Phone Number/Phone Extension: Defaults from the user ID (if one was entered when the ID was established). You may manually enter if missing.

Fax Area Code/Fax Number/Fax Extension: Defaults from the user ID (if one was entered when the ID was established). You may manually enter if missing.

Ship To: Enter the room number to which the goods are to be shipped or use the search for valid entries. Will default from the requisition (if applicable). This is a required field. Search option [...] is available.

Address: Based on the *Ship To* code, this field will be populated by the system.

Phone (Area Code/Number/Extension): Based on the *Ship To* code, this field will be populated by the system.

Attention To: Enter the name of the person to whom the goods or services are to be shipped. This is a required field.

Contact: Based on the *Ship To* code, this field will be populated by the system.

Proceed to next section (“Alt-Page Down”).

Step 6:

Vendor Information window. It is used to enter the vendor information for the vendor from whom the goods/services are being purchased.

Vendor: If a vendor number was entered on the requisition (if applicable) or the PO was created using the copy function, the vendor information will populate for you. If no vendor number was entered or a suggested vendor was used on the Requisition (refer to job aide for FPAREQN), or you are creating a PO independent of a requisition, you must enter the vendor number or select a current vendor through the search facility. The vendor information will populate for you based on what is set up for the particular vendor selected. The desired vendor must be set up on the system. If it is not, complete a Banner Vendor Request/Change Form and forward to Financial and Administrative Services.

Address Type: Code representing the vendor address type. Most trade vendors will use BU (Business Unit) type.

Address Sequence: Address type sequence number. Use the search facility for this field if the default address is not correct to view and select an alternative address if one exists. If the address you require is not available, notify Financial and Administrative Services to have it added. You may use the Banner Vendor Request/Change Form.

Address: Address of the vendor (Street lines, City, Province, Postal Code and Contact).

Phone Area Code/Phone Number/Extension: Phone Area code, phone number and extension of the vendor.

Fax Area Code/Fax Number/ Extension: Fax Area Code, phone number and extension of the vendor.

Email: E-mail address of the vendor contact person.

Discount: Not used. Leave blank.

FOB Code: Not Used. Leave blank.

Tax Group: Populates for you with the default value HH. This is the code and title of the group of tax rates that should be applied to this purchase. Do not change the default value here. Any required changes are made on the commodity record. This is a required field.

Disbursing Agent Check Box: Not used. Leave blank.

Class Code: Not used. Leave blank.

Carrier Code: Not used. Leave blank.

Currency: Code and description of currency used to pay the vendor invoice. There are only two options, Canadian (CDN) and US (USD). **This field is only to be used for USD. If the vendor is Canadian, do not enter anything in this field. For any other currency, leave blank.**

Proceed to next section (“Alt-Page Down”).

Step 7:

This is the *Purchase Order Entry: Commodity/Accounting* window. It is used to enter the commodity and accounting information.

Purchase Order: P0147742

Delivery Date: 06/20/2019

Order Type: Regular

Order Date: 06/20/2019

Transaction Date: 06/20/2019

Commodity Total: 0.00

Accounting Total: 0.00

Document Level Accounting:

Document Information | Requestor/Delivery Information | Vendor Information | **Commodity/Accounting** | Balancing/Completion

COMMODITY

| Item | Commodity | Description | U/M | Tax Group | Quantity | Unit Price | Commodity Text | Item Text | Add Commodity |
|------|-----------|-------------|-----|-----------|----------|------------|----------------|-----------|--------------------------|
| | | | | | | | | | <input type="checkbox"/> |

Record 1 of 1

Extended Amount:

Discount:

Additional:

Tax:

Commodity Total:

Document Total:

Distribute:

ACCOUNTING

| Sequence | COA | Yr | Index | Fund | Orgn | Acct | Prog | Actv | Locn | W/O Pfx | Work Order # | Proj | NSF Override | NSF Suspend |
|----------|-----|----|-------|------|------|------|------|------|------|---------|--------------|------|--------------------------|--------------------------|
| | M | | | | | | | | | | | | <input type="checkbox"/> | <input type="checkbox"/> |

Record 1 of 1

%

CAD

Extended Amount:

Discount:

Additional:

Tax:

FOAPAL Total:

Document Total:

Remaining:

Commodity Amount:

SAVE

The **Commodity/Accounting** screen has two sections: the first is used to enter the items (Commodities) you are ordering, and the second is used to enter the accounting (FOAPAL) information. Each commodity **MUST** include a **Description, Unit of Measure (U/M), Tax Group, Quantity, and Unit Price**. Use the TAB key to navigate through these required fields using the search [...] as needed. Once the first commodity is entered the tabbing function will bring you back to the beginning of the current line. Hitting the down arrow will allow the entry of additional items. If you arrow down accidentally creating a new line when not needed, arrow up will correct this allowing you to move forward in the process.

Item: Item number of the commodities on the PO.

Commodity: Only used by select departments. Normally will be blank.

Description: Description of the good/service being requested. This is a required field.

U/M: Unit of Measure. This is the code representing the unit of measure of the requested commodity. If you do not know the unit of measure code, use the search [...].

Tax Group: Code and title of the group of tax rates that should be applied to this item. If you do not know the tax group, do a search. This is a required field for document completion. HH defaults for you. Change as required.

Quantity: Quantity of a specific item to be ordered. Calculates with the *Unit Price* field to establish the extended cost.

Unit Price: Price of the commodity per unit. Calculates with the *Quantity* field to establish the extended cost

Commodity Text: Check box indicating if text exists for the Commodity, where commodity codes are used.

Item Text: Once an item has been entered, you can add item text by selecting *Item Text* from the *Related* menu at the top of the screen. Enter text if necessary, *Save* and *Exit*. Once back to the *Commodity Information* screen, the *Item Text* box will have a check mark indicating text exists for the item.

Add Commodity: Not used.

Extended Amount: Total extended cost of the commodity based on the quantity times unit price.

Discount: Enter a discount amount for this item, where applicable.

Additional: Enter any additional amount for this item if applicable, such as shipping.

Tax: System calculated tax amount based on the selected tax group.

Commodity Total: Total amount of the current commodity record calculated as extended cost less discount amount plus additional amount plus tax amount.

Document Total: Total amount of all the commodities entered on the document.

Distribute: Not used.

BO Balance: If this purchase order is referencing a blanket order, this field represents the total remaining balance on a blanket order after the purchase order being created is processed. **Note that this field is visible only if this purchase order is assigned to a blanket order.**

Proceed to next section ("Alt-Page Down").

Step 8:

The Accounting section is used to enter your accounting (FOAPAL) information. Enter the **Fund, Org Code, Account, Program** and optionally **Activity**. Use the arrow down key to move to a second line if splitting the items over two or more FOAPALS is required. See appendix for additional information on commodity versus document level accounting.

Sequence: Sequence number of the accounting record for this PO.

COA: Chart of accounts will default to M.

Yr: Fiscal year will default based on transaction date.

Index: Not used. Leave blank.

Fund: Enter the *Fund* portion of the FOAPAL.

Orgn: Enter the *Organization* portion of the FOAPAL.

Acct: Enter the *Account* portion of the FOAPAL.

Prog: Enter the *Program* portion of the FOAPAL.

Actv: Enter the *Activity* portion of the FOAPAL if applicable.

Locn: Enter the *Location* portion of the FOAPAL if applicable.

W/O Pfx: Used for work order Prefix.

Work Order #: Used to enter a work order number if applicable.

Proj: Not used.

NSF Override: Not used.

NSF Suspense: Not used.

Extended Amount (%): Check this box if you wish to distribute the cost of items by percentage to different FOAPALS. Enter the percentage desired for the highlighted FOAPAL in the field where the amount would normally be entered. If you do not wish to use percentages, do not check the box and the commodity amount will default to the first FOAPAL. If you want to allocate cost manually to more than one FOAPAL, enter the amounts manually.

Discount: Enter a discount amount for this FOAPAL, where applicable.

Additional: Enter an additional amount for this FOAPAL, where applicable.

Tax: System calculated tax amount for this FOAPAL, based on Extended Amount and Tax Group.

FOAPAL Total: Total amount of the current FOAPAL line record (accounting distribution) calculated as extended cost less discount amount plus additional amount plus tax amount.

Document Total: Total amount of all accounting distributions (FOAPALS) entered on the document.

To enter more than one FOAPAL, use the down arrow key on the keyboard and enter the above information for the next FOAPAL. Repeat this step for each FOAPAL.

Proceed to next section (“Alt-Page Down”).

Step 9:

The Balancing/Completion screen is the final step to creating a purchase order.

The screenshot displays the 'Balancing/Completion' section of a purchase order system. At the top, a warning message states: 'WARNING: Budget is exceeded for sequence 1...'. Below this, the 'PURCHASE ORDER' details are shown, including Purchase Order P0147743, Delivery Date 06/28/2019, Order Type Regular, and a total amount of 172.50. The 'PURCHASE ORDER DETAILS' section includes Vendor information (00000022), COA (M), and Requestor (Rvkt Ddxvuo). The 'BALANCING/COMPLETION' table shows the following data:

| | Header | Commodity | Accounting | Status |
|--------------------|--------|-----------|------------|----------|
| Approved Amounts | 150.00 | 150.00 | 150.00 | BALANCED |
| Discount Amounts | 0.00 | 0.00 | 0.00 | BALANCED |
| Additional Amounts | 0.00 | 0.00 | 0.00 | BALANCED |
| Tax Amounts | 22.50 | 22.50 | 22.50 | BALANCED |

At the bottom left of the balancing table, there are two buttons: 'Complete' and 'In Process'. A 'SAVE' button is located at the bottom right of the screen.

The Purchase Order Details section gives you a summary of the purchase order type, dates, vendor number and name, requestor, organization code, commodity count and Exchange Rate and Converted Amount for USD purchases. The Balancing / Completion section will show the Approved, Discount, Additional, and Tax Amounts for the purchase order as entered during the PO process. If the Header, Commodity, and Accounting records all agree, the purchase order will have a status of “Balanced” for all items and will be ready for completion. Review for accuracy. Click on the “Complete” button on the bottom left of the screen to mark the PO as complete and send it to the appropriate queue for approval, which is based on FOAPAL. Click on the “In Process” button to save the purchase order in an incomplete state that allows returning to the PO to make future changes as necessary.

Step 10:

Select **Complete** to finish the PO or **In Process** to leave it incomplete for future changes.

Once the PO has been completed, you are returned to the starting screen and a message is displayed at the top of the screen confirming the action as well as your PO number. Note the number. If you plan to put the PO in process, note your PO number from the top left of this window prior to selecting *In Process*.

Once the “**Complete**” button has been clicked the screen will clear and return to the initial FPAPURR screen allowing you to repeat the purchase order process or click the Close button to return to the main Banner screen. Note that the purchase Order number will be shown on the top right of the returning screen.

Appendix

- 1.) The process for a **Standing Purchase Order** is very similar to the process for a **Regular Purchase Order**. A standing purchase order does not include a quantity or unit price for commodities but instead is based on a dollar value for the purchase. For example, creating a PO for 10 units of a product such as beakers would use a **Regular** purchase order. If creating a purchase order for a contract negotiated at a dollar value such as snow clearing or lawyer's retainers would be created using a **Standing** purchase order. Keep in mind the manner in which the invoices will be processed. If the intention is to receive the goods in units then use Regular PO. If being billed a dollar value as consumed then a Standing PO should be used.
- 2.) **Document Level Accounting** is used on most purchase orders. It allows for the use of one or more accounting records to split the cost of the goods over one or more FOAPALS. Splits can be done on a percentage or amount basis. **Commodity Level Accounting** is used to charge each commodity to its own separate FOAPALS. To create a PO using commodity-based accounting you will need to uncheck the "Document Level Accounting" box in Step 3. On the Commodity/Accounting screen, enter the commodity as usual and then move to the next section (accounting) and enter the FOAPAL information for that commodity. Use the "Previous Section" command to return to the commodity section to enter the next item and subsequently move to the "Next Section" enter the FOAPAL for the new item. Repeat this process until all commodities and individual accounting records have been entered. Follow the standard steps thereafter for completion of the purchase order.