BANNER FINANCE USER MANUAL

EASTERN KENTUCKY UNIVERSITY

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Access to Banner Production

The Banner Access Form is available on the web at http://www.forms.eku.edu/.

Click Banner Access Form.doc - Banner -- Access request form . Complete the Banner access form and mail to **Budgeting Office, Jones 118, CPO 43A, or Fax 2-8294.** Budgeting staff will sign and mail the form to Banner Security, Perkins 345 (or fax to 2-1738).

ITDS Security will email user with access granted and include the Banner username and generic password. The password can be changed on GUAPSWD and should be at least 8 characters long. The first character must be a letter and the password must contain at least one number.

An updated Banner access form signed by your supervisor is required if:

- a user's job responsibilities have changed
- position or department has changed
- employment status has changed

To update an existing Banner account:

- Fax or mail updated Banner access form **OR**
- Submit a request through (Footprints) at http://banweb.eku.edu
  Click the footprints login Footprints Login.

Training Information

Before access to Banner Finance is granted, a user must attend Banner **Navigation 101 & F04 - Requisition and Receiving.**

Finance EKU Direct Self Serve training is offered; but is not required in order to gain access. In EKU Direct training, users gain skills to query budget balances, transactions, purchase order activity, learn how to view and approve documents.

Descriptions for these courses are at: http://www.itds.eku.edu/training/workshop_info.php.

Where to register for Banner training

- Go to the banner web page at http://banweb.eku.edu and click the link for Training Center OR
- Go to http://www.it.eku.edu/training/. Click IT Calendar

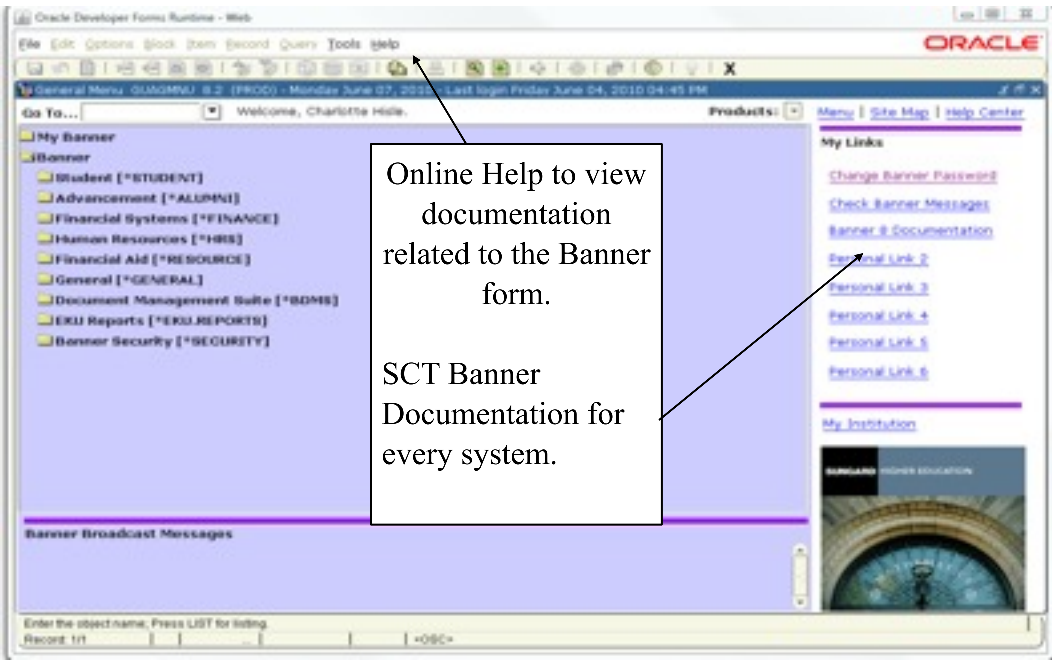
Instructions to register

- Click class link in calendar.
- Use your ekey (i.e. tiptons) to logon.
- Submit a training reservation.
- You will get an email confirmation, once you have registered.

EKU Banner Help and Support

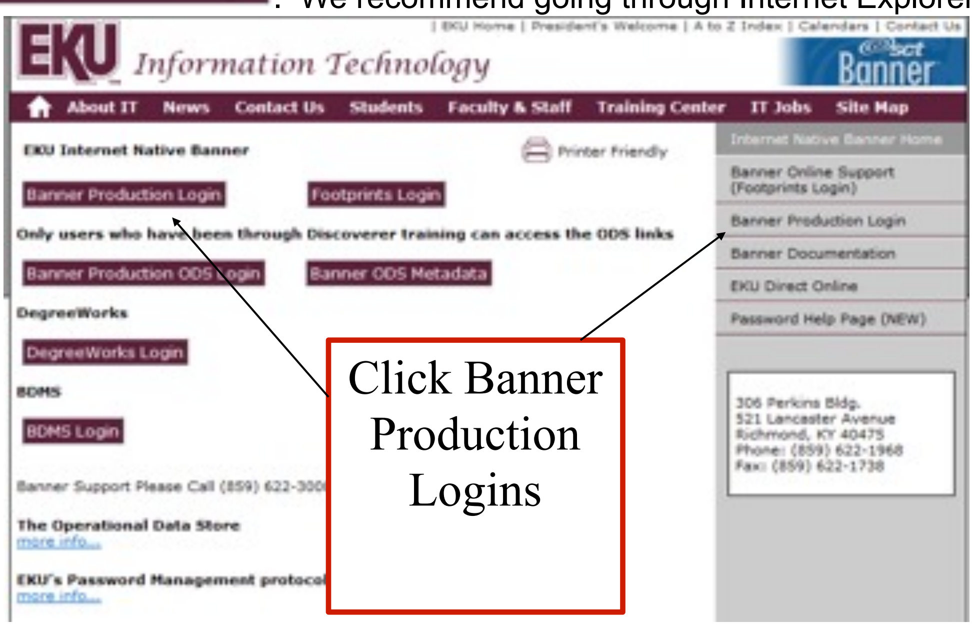
- Click the “Documentation” link at http://banweb.eku.edu to view/print documentation related to systems supported by the Banner helpdesk.
- Call 2-3000 and ask to speak to the Banner helpdesk (or call 2-8101).
- Other important phone numbers: Accounting (21810); Budgeting (26260); Central Stores (23517); ProCard (28246); Purchasing (21482); Sponsored Programs/Grants (23636).

SCT Banner offers the following help:



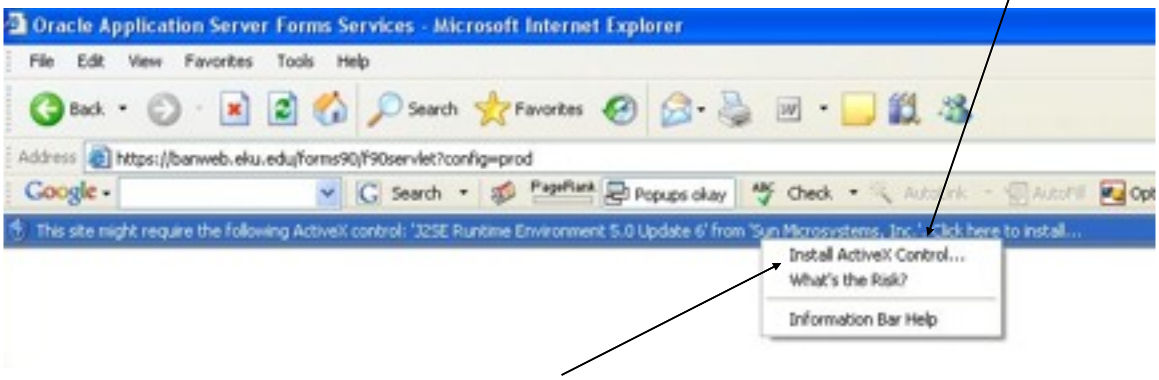
To access **Internet Native Banner** open your web browser to http://banweb.eku.edu and

Click Banner Production Login. We recommend going through Internet Explorer.

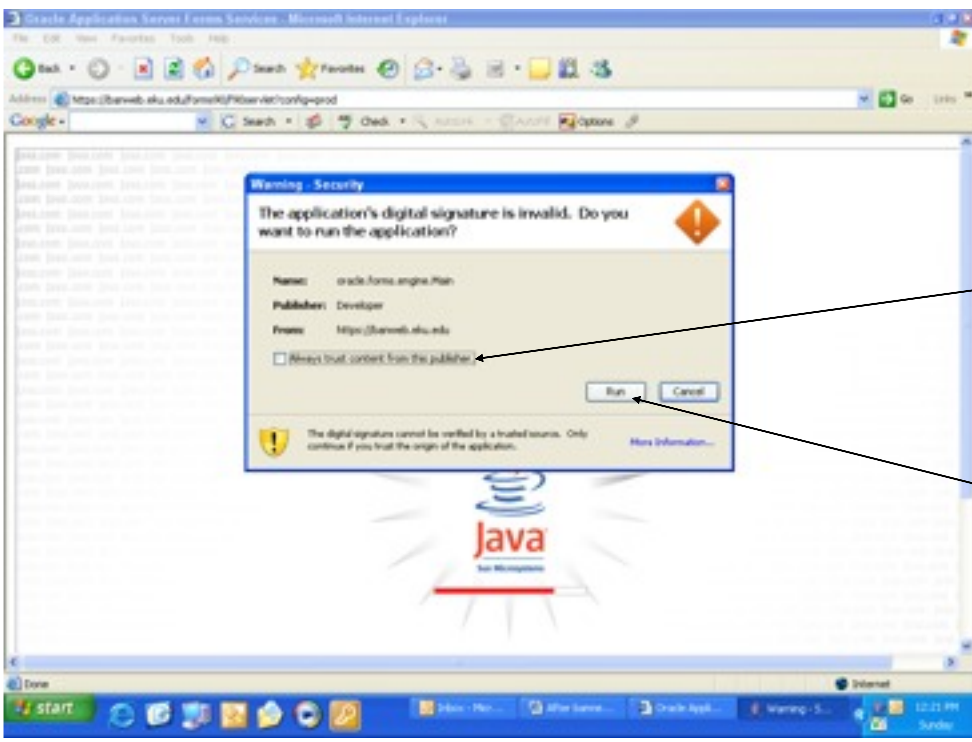


First time logon to INB Banner 8

Banner 8 requires Java Sun Plug-ins. When you click the Banner Login link, you will get a bar at the top of your web browser. Click the bar to install ActiveX control.



From the IE – Security Warning, click install and click Finish.



1. Check box 'Always trust content from this publisher.'

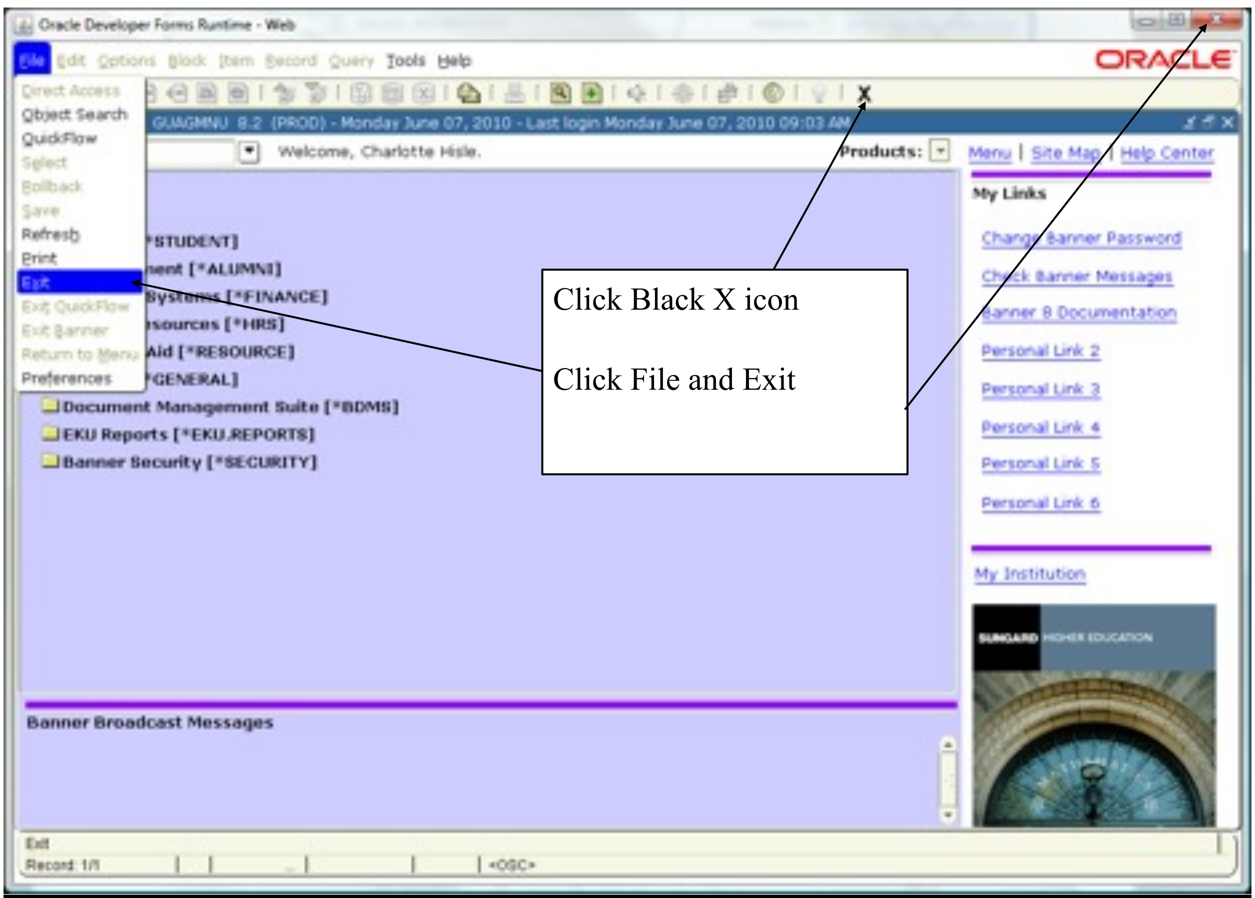
2. Click Run.

On your taskbar you will have two tasks: Java Initiator is the Oracle Application Server Forms Service and Oracle Developer Forms Runtime is Banner. The Oracle Server Forms Service task can be minimized but not <u>closed</u> since this is the interface between your web browser and Banner.

How to log on to Banner

Enter your **Username** (lastname firstname) and **Password** (alpha/numeric at least 8 char) in the appropriate fields. Leave database blank. Click **Connect** or press **Enter**.

Ways to exit Banner



Introduction to Banner Finance

Welcome to Eastern Kentucky University's Banner Finance System. The instructions within this manual are intended to assist you in obtaining budget information, ordering goods or services from a vendor, receiving delivered goods and ordering stock items from Central Stores.

Terminology for Finance Users

FOAPAL - Accounting Distribution

Fund **-**	(***Where***) Specific source of monies ex. 110000 – Current Unrestricted E & G (Education & General)
Organization **–**	(***Who***) Department or Grant **(Budget)** Code ex. 100000 – President
Account **–**	(***What***) Classification of Expenditures ex. 710800 - Office Supplies
Program **-**	Specific purpose ex. 10 – Instruction
Activity –	Used for reporting; Special Projects ex. 9XXXXX - Faculty
Location -	Physical place or site used by Fixed Assets for inventory ex. PK301 – Perkins Building, Room 301

Req – Requisition **PO** – Purchase Order **Direct Pay** – Invoice
PC – ProCard **I** – Invoice **Y** - Receiver

Commodity - a type of good or service purchased from a vendor.

Charts of Accounts

The organization codes reside on the Chart of Accounts (COA). Department, Grant and Student organization codes are found on **Chart E**. Most Banner forms have a default of "E" for COA.

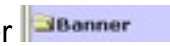
- **E** Eastern Kentucky University
- **F** Foundation

How to Access a Banner Form

Enter the seven-character form name in the **Go To** field 

and press **Enter**

OR

Click the Banner form name from the 'Banner' folder 

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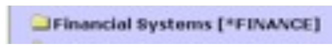
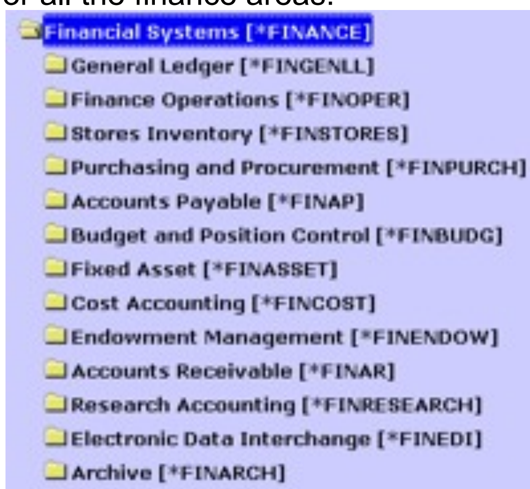
Click Financial Systems folder 

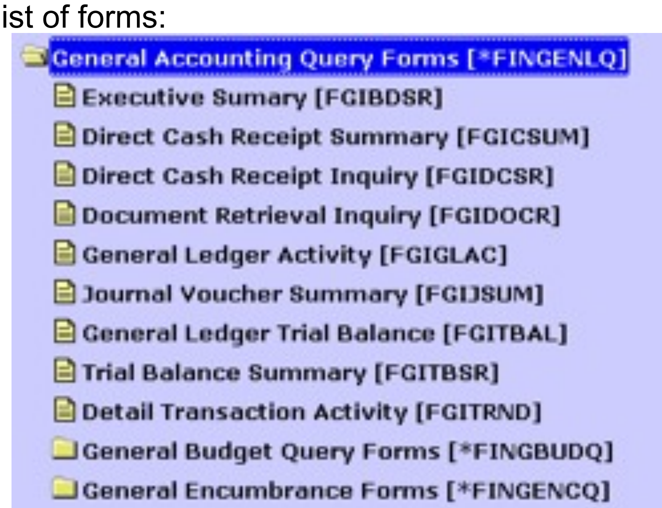
This will open the folder for all the finance areas:



Click General Ledger 

Click General Accounting Query Forms 

Then you will get a list of forms:



Navigation Hints:
Tab to move forward field by field. Shift + Tab to move backward field by field

Next Block to see data after key block info has been entered or to display the continuation of the form. If tabbing does not take you to the desired field, then next block. Rollback to get back to the top of an inquiry form (i.e. FGIBDST).

Creating a Personal Menu (My Banner)

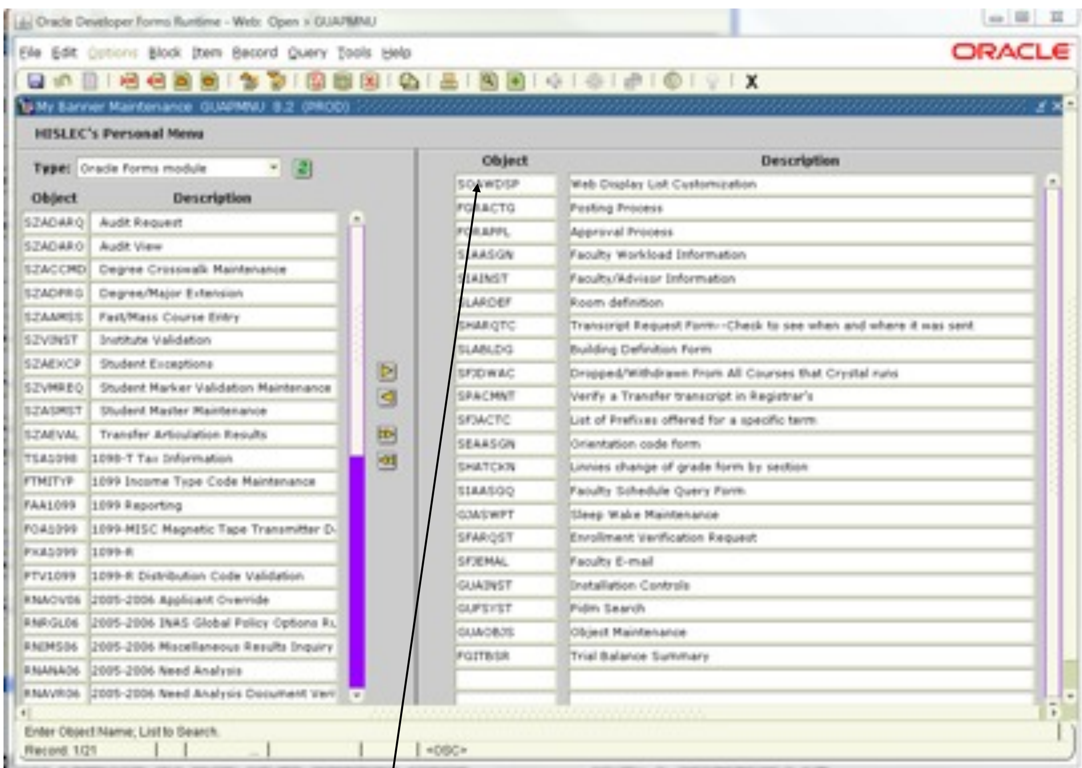
Enter form name in the Go To box 

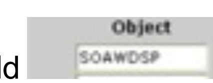
Right click within the form.
You should receive a box like this:

Click 'Add to Personal Menu.'

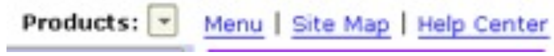
Maintain, add or delete from your 'My Banner Folder'

Enter **GUAPMNU** in the Go To field and press Enter.



Enter the Banner Form Name in the first object field  (i.e. FGIBDST).

Press the Down Arrow to add additional forms. The title of the form defaults into the description field. (To edit the description, click the description and make changes.)
Click save (F10).
Click exit.

Log off and back on to refresh the “My Banner” folder OR click the menu link on the right hand side to refresh the list. 

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To access the form, open My Banner folder, double click on the form.
To delete an existing form on GUAPMNU, click the Record menu and click Remove.

How to Query Budget Information

Enter **FGIBDST** in Go To field and press Enter.

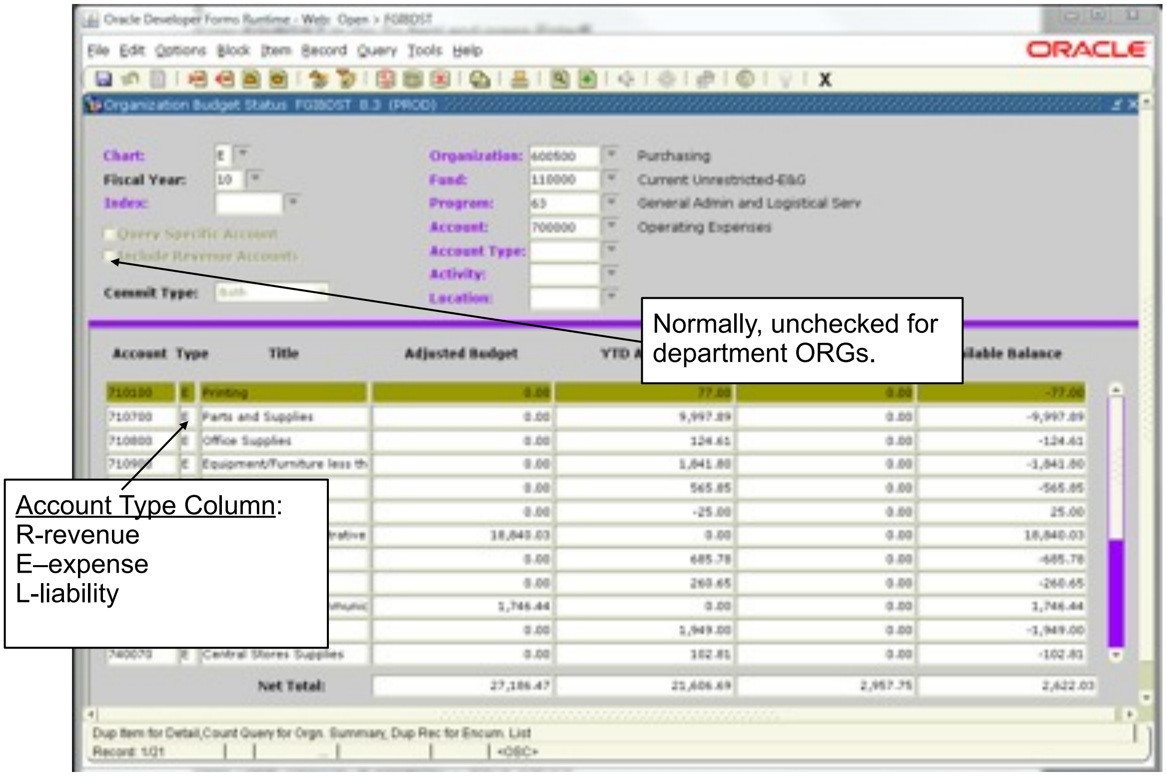


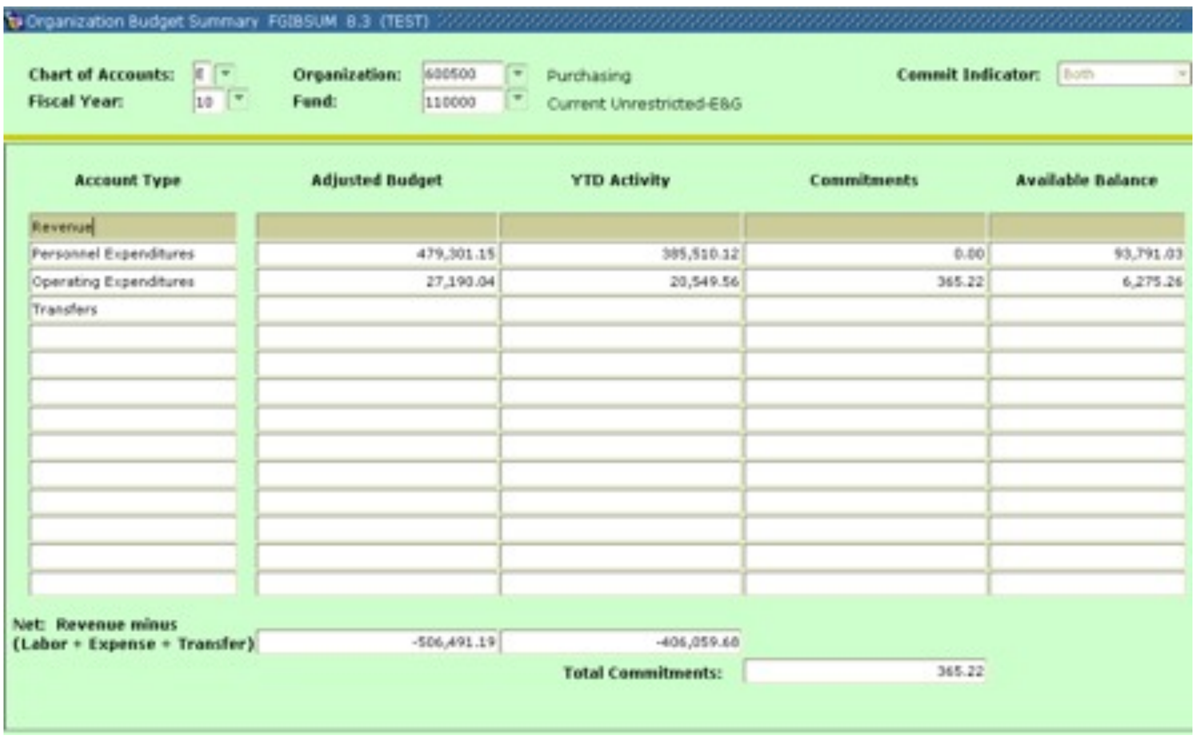
Chart **E** (EKU) defaults, or enter **F** (Foundation).
Fiscal Year - defaults to current (07/01/10 – 06/30/11- fiscal year 11).
Index – leave blank.
Query Specific Account – leave unchecked.
Include Revenue Accts - **uncheck** to exclude Revenue Accts for Department budgets.
Commit Type – leave at Both.
Orgn - enter **organization code** for department. (Click the drop down menu to search for your organization code). The **Fund** and **Program** will default from org code.
Account - enter 700000 to view operating expenses only for **department orgs** without revenue accounts - employee salaries & wages pool account is 610000. Employee benefits pool account is 620000. **OR**
Account - leave blank to view revenue, salary & wage and benefit accounts.
Acct Type, Activity, & Location – leave blank.

Available Balance Column – displays balance for Department's operating budget on the bottom line.

How to View Budget Summary Information

Note: The budget forms on pages 11- 13 can be accessed from FGIBDST by clicking on the Options Menu at the top of the form or Right-mouse click a blank area of the form. These forms can also be opened by direct access at the Go To field.

From the Options menu on FGIBDST, click <u>Budget Summary Information</u> (**FGIBSUM**) Revenue, Personnel (wage & salary & benefit) and Operating available balances;
Exit to return to FGIBDST.



Organization Budget Summary FGIBSUM 8.3 (TEST)

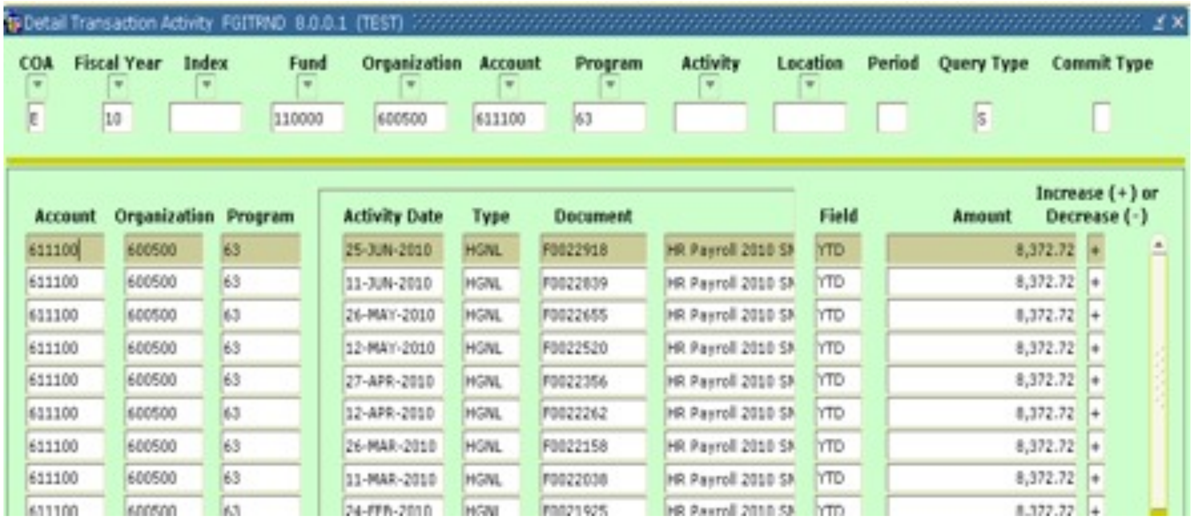
Chart of Accounts: E Organization: 600500 Purchasing Commit Indicator: Both
Fiscal Year: 10 Fund: 110000 Current Unrestricted-E&G

Account Type	Adjusted Budget	YTD Activity	Commitments	Available Balance
Revenue				
Personnel Expenditures	479,301.15	385,510.12	0.00	93,791.03
Operating Expenditures	27,190.04	20,549.56	365.22	6,275.26
Transfers				

Net: Revenue minus (Labor + Expense + Transfer) -506,491.19 -406,059.68

Total Commitments: 365.22

To view transactions by account code, highlight a specific account on FGIBDST and from the Options menu click <u>Transaction Detail Information</u> (**FGITRND**).



Detail Transaction Activity FGITRND 8.0.0.1 (TEST)
COA Fiscal Year Index Fund Organization Account Program Activity Location Period Query Type Commit Type
E 10 110000 600500 611100 63 S
Account Organization Program Activity Date Type Document Field Amount Increase (+) or Decrease (-)
611100 600500 63 25-JUN-2010 HGNL F0022918 HR Payroll 2010 SN YTD 8,372.72 +
611100 600500 63 11-JUN-2010 HGNL F0022839 HR Payroll 2010 SN YTD 8,372.72 +
611100 600500 63 26-MAY-2010 HGNL F0022655 HR Payroll 2010 SN YTD 8,372.72 +
611100 600500 63 12-MAY-2010 HGNL F0022520 HR Payroll 2010 SN YTD 8,372.72 +
611100 600500 63 27-APR-2010 HGNL F0022356 HR Payroll 2010 SN YTD 8,372.72 +
611100 600500 63 12-APR-2010 HGNL F0022262 HR Payroll 2010 SN YTD 8,372.72 +
611100 600500 63 26-MAR-2010 HGNL F0022158 HR Payroll 2010 SN YTD 8,372.72 +
611100 600500 63 11-MAR-2010 HGNL F0022038 HR Payroll 2010 SN YTD 8,372.72 +

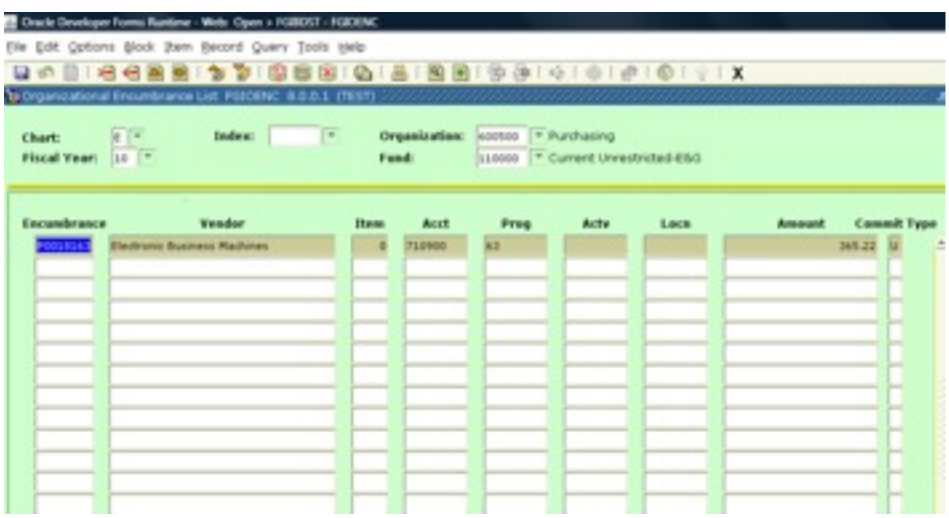
To view a requisition, purchase order or an invoice from FGITRND, click Query Document (by Type) from the Options menu and next block to view information within the document.

Document codes that are common on the transaction detail information include*:*
R0000000 - purchase and central stores requisitions
P0000000 - purchase orders
I0000000 - invoices (regular & direct pay)
PC000000 – procard

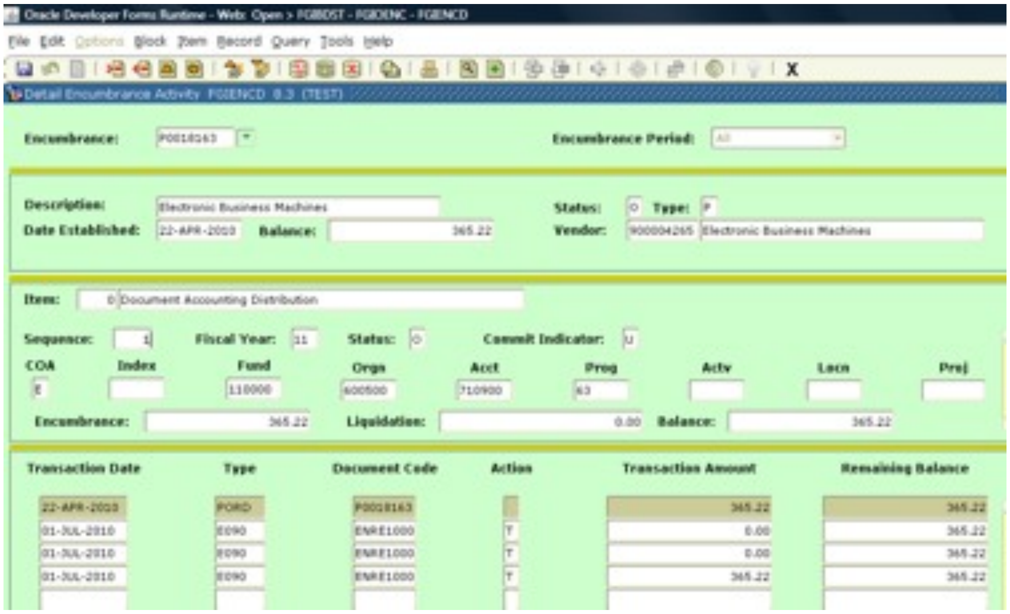
Transaction types that are common on the detail information include:
HGNL – HR Payroll
REQP – requisition
PORD/POLQ - purchase order
INNI - direct pay invoices
MCST - computer store
MPRT – printing services

The column entitled Fld on FGITRND indicates the money usages by transaction***.*** The most common codes for the **Fld column** include:
RSV - reserve - requisition
ENC - encumbrance – requisition or purchase order
YTD - year to date amount for every transaction
OBD - original budget

To view outstanding encumbrances (requisitions and purchase orders) for your Organization, from the Options menu on FGIBDST, click <u>Organization Encumbrances</u> (**FGIOENC**).



To view the encumbrance (REQ or PO) balance, from the Options menu on FGIOENC, click Query Detail Encumbrance Info (**FGIENCD**).



Exit forms FGIENCD and FGIOENC to return to FGIBDST.

How to Query Grant Budget Information

Enter **FRIGITD** in the Go To field and press Enter.

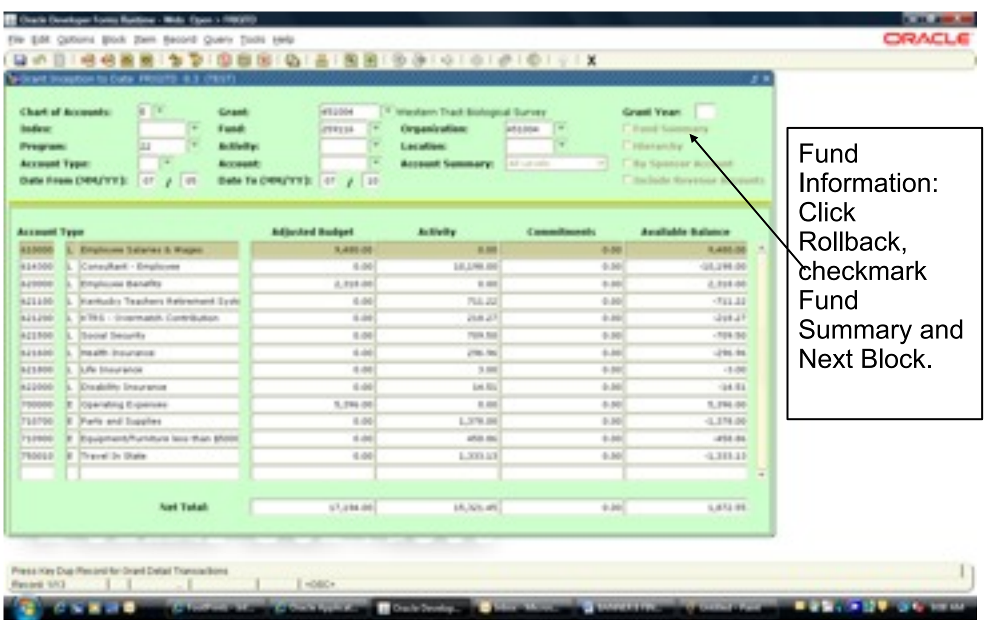
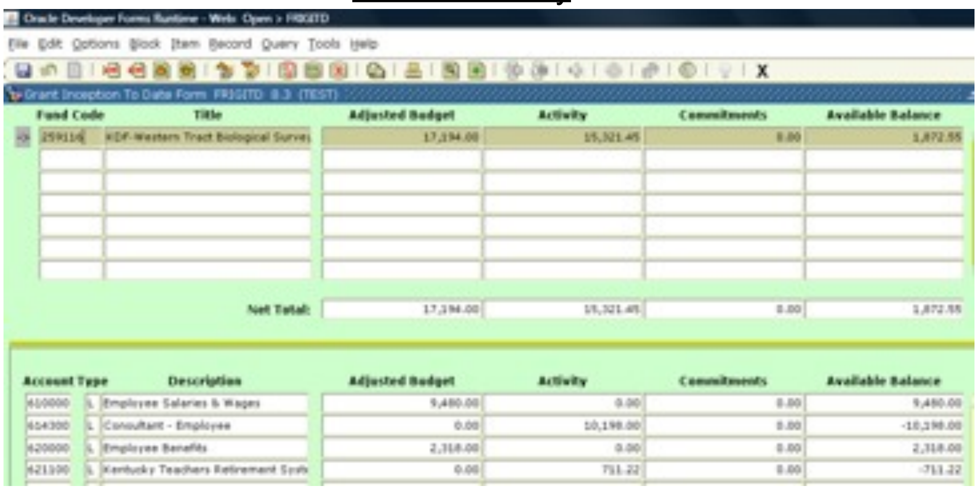


Chart of Accounts – defaults to **E** (EKU).

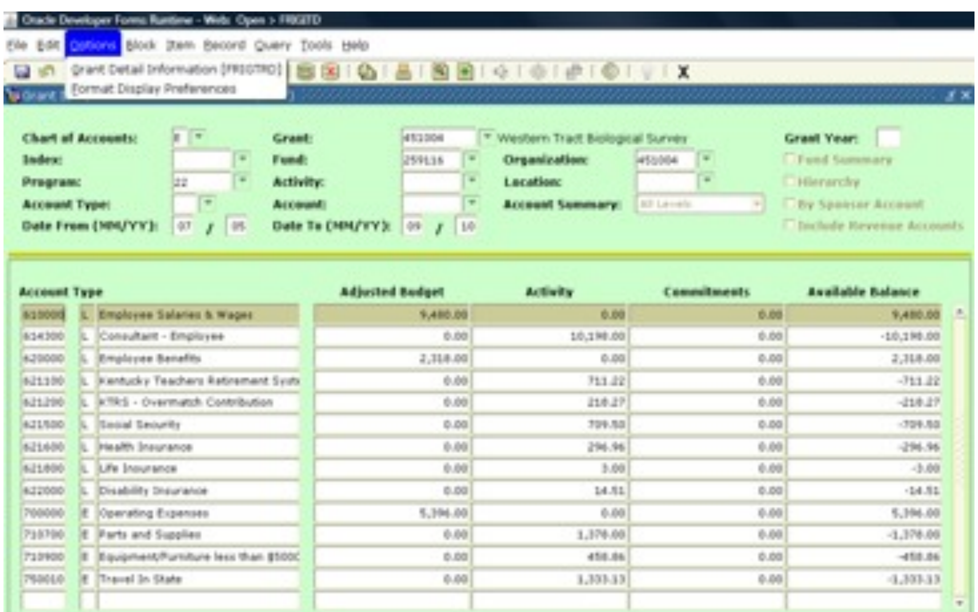
Tab to Organization field – enter organization code for grant (Click the drop down menu to search for org code).   The Fund and the Prog codes default from the organization. Grant code defaults; normally the grant code is the same as the org code.
Next Block after entering organization code.
Adjusted Budget column – pool budgets for employee salaries & wages, employee benefits, operating expenses & F&A (Facilities & Administrative) cost.
Activity column – money that has been expended for purchases, salaries etc.
Available Balance column/Net Total Row – displays remaining money to spend.
Activity Column/Net Total Row – displays money expended from grant beginning.

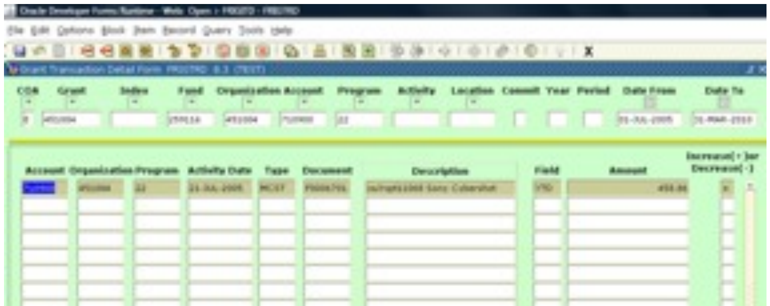
Summary information viewed with Fund Summary checked on FRIGITD.



How to Query Grant Transaction Details by Account Codes

From FRIGITD, under OPTIONS - click Grant Detail Information (**FRIGTRD**).





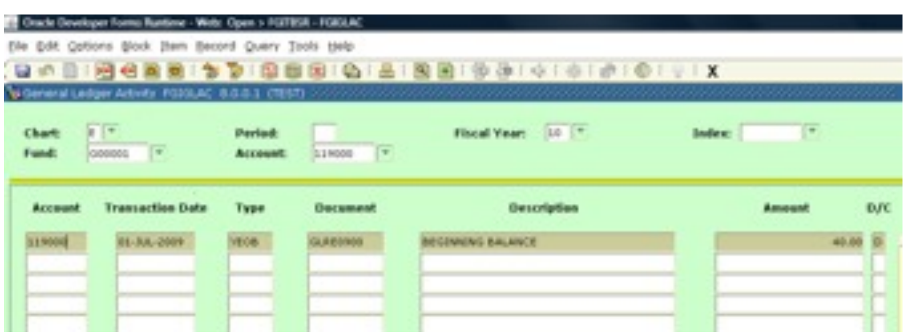
How to Query Student Organizations, Foundation Funds or Grant Funds

Enter **FGITBSR** in the Go To field and press Enter.

Use FGITBSR to view the claim on cash for those organizations that do not have budgeted monies or to view fund balances.

Enter **F** in the COA field for Foundation funds or **E** for Student Orgs and Grant Funds
Tab to Fund and enter your fund code or student org code (click the drop down menu to search for fund).
Next Block to view the **beginning** and **current** balance.

Highlight the Claim on Cash account.
From the Options menu on FGITBSR, click Query General Ledger Activity Info (**FGIGLAC**) to view payments (credits) and deposits (debits).

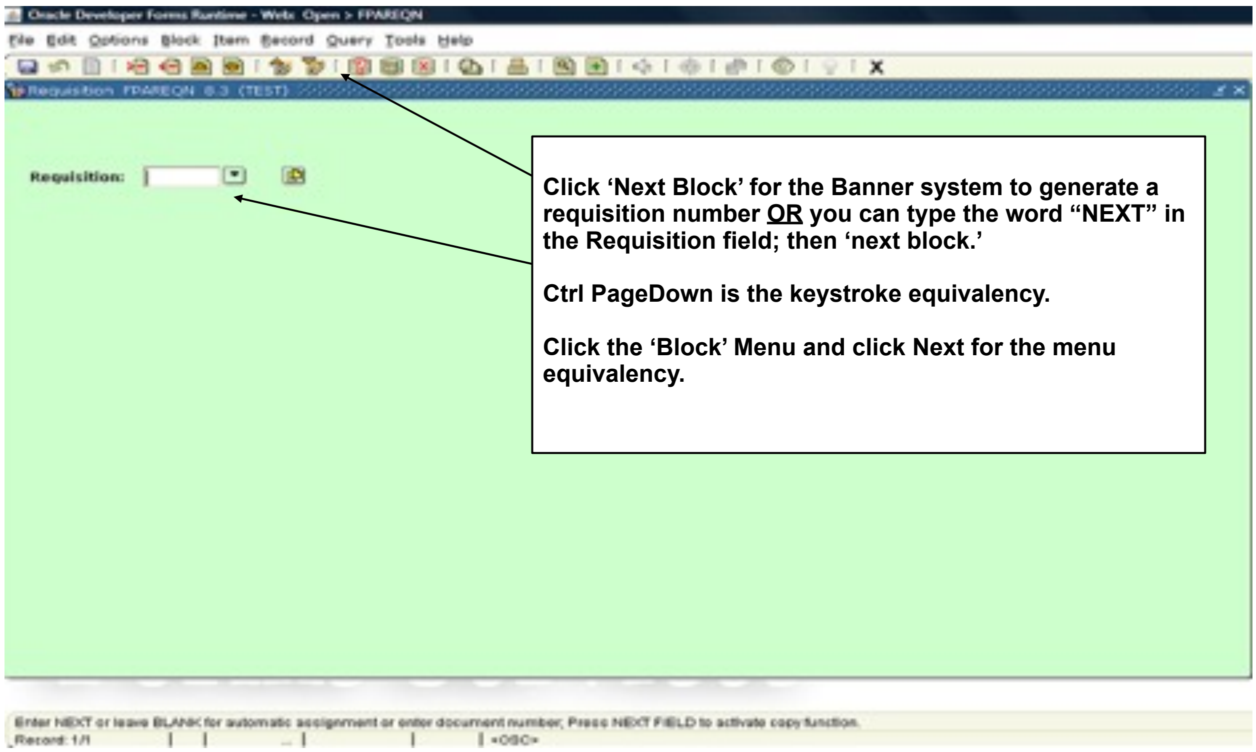


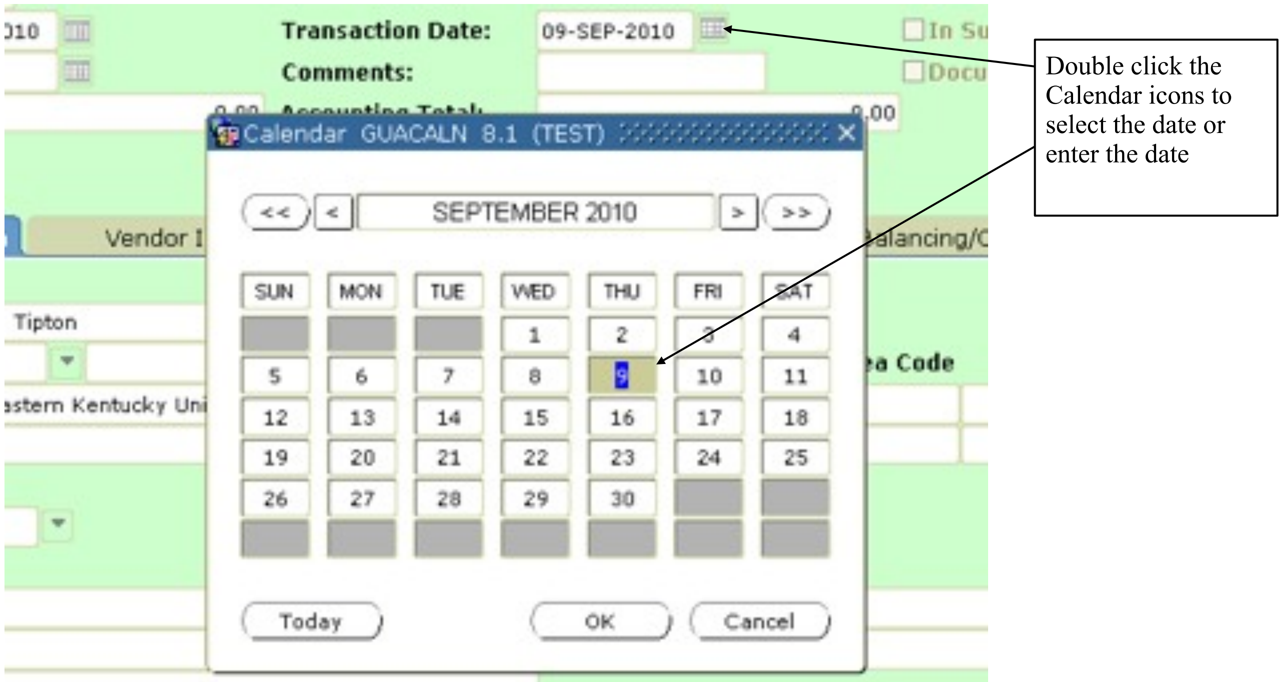
How to Create a Purchase Requisition

NOTE: Purchase Reqs are **not** for ordering paper from Central Stores. Central Stores Req instructions are on page 29.

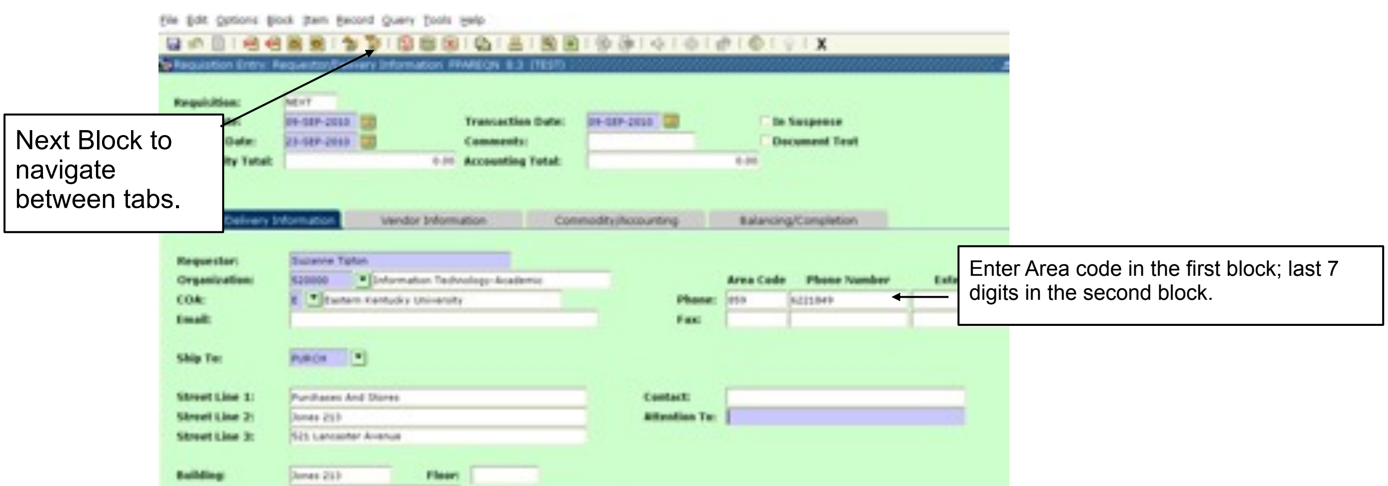
Enter **FPAREQN** in Go To field and press Enter.

On FPAREQN click Next Block for the banner system to generate a requisition number.
NOTE: **Do Not** Create or Assign your own Requisition Number.





Header Information



Delivery date - at least 1 week beyond the current date.

Requestor name - defaults from logon.

COA defaults to **E;** change if necessary **F/**Foundation.

Organization – enter assigned dept or grant code if known
OR click the drop down menu to search, from FTVORGN click enter query (F7), enter org title, click execute query (F8) to begin search; highlight desired org code and click select to retrieve code to FPAREQN.

Email address – enter your EKU email address. Once Purchasing approves your requisition & creates a purchase order, they will email you a copy of the purchase order.

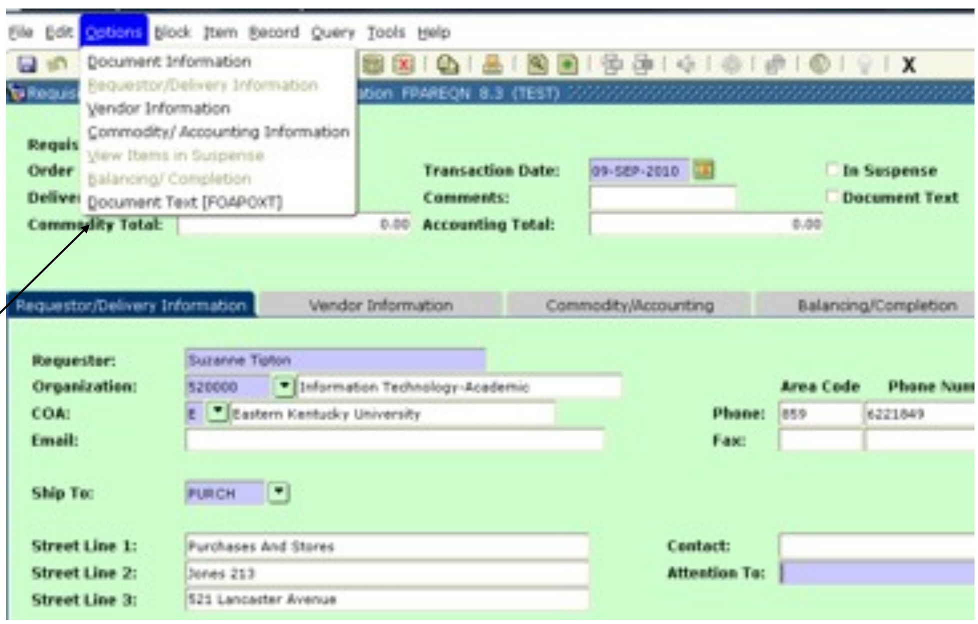
Phone number – enter EKU phone number.

Ship To - enter code assigned to department **or** click the drop down menu.
After clicking the drop down menu, highlight and click OK to select the ship-to-code for your department.
Note: If the Ship To address is incorrect or needs to be added to the list, please email the Purchasing Department at purchasing@eku.edu or call 622-1482.

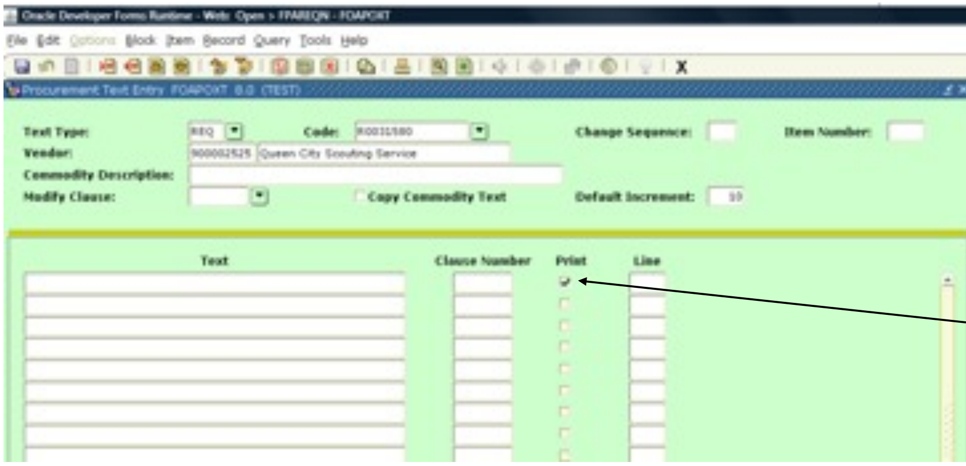
Attention To - enter the person's name - *who* will receive the product or service.

Important: If the vendor has **emailed or faxed a quoted price** for the goods/services ordered, include this information on **Document Text (FOAPOXT)**. Also if the vendor has a **fax** number to be used with purchase orders, include this information on **Document Text (FOAPOXT)**. Document Text should include any pertinent information to be used by the vendor or the Purchasing department.

Click the Options Menu & select Document Text



Press the down arrow key for additional blank lines; no word wrapping.

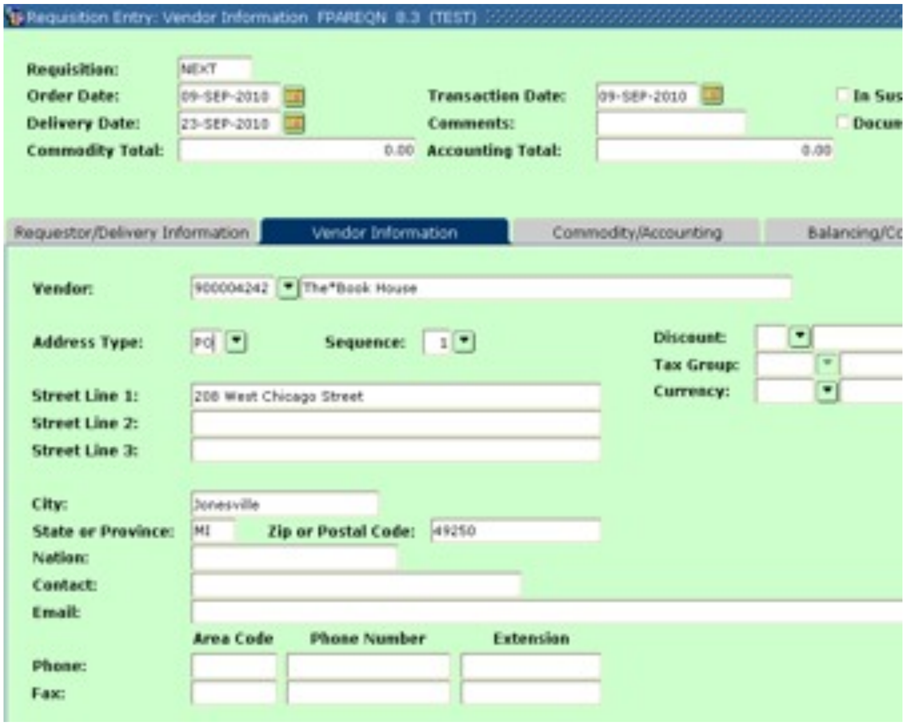


Leave print option checked for info that is important to vendor or Purchasing; uncheck for unimportant info.

Click Save (F10) and then click Exit to return to FPAREQN.

Next Block to access the Vendor Information.

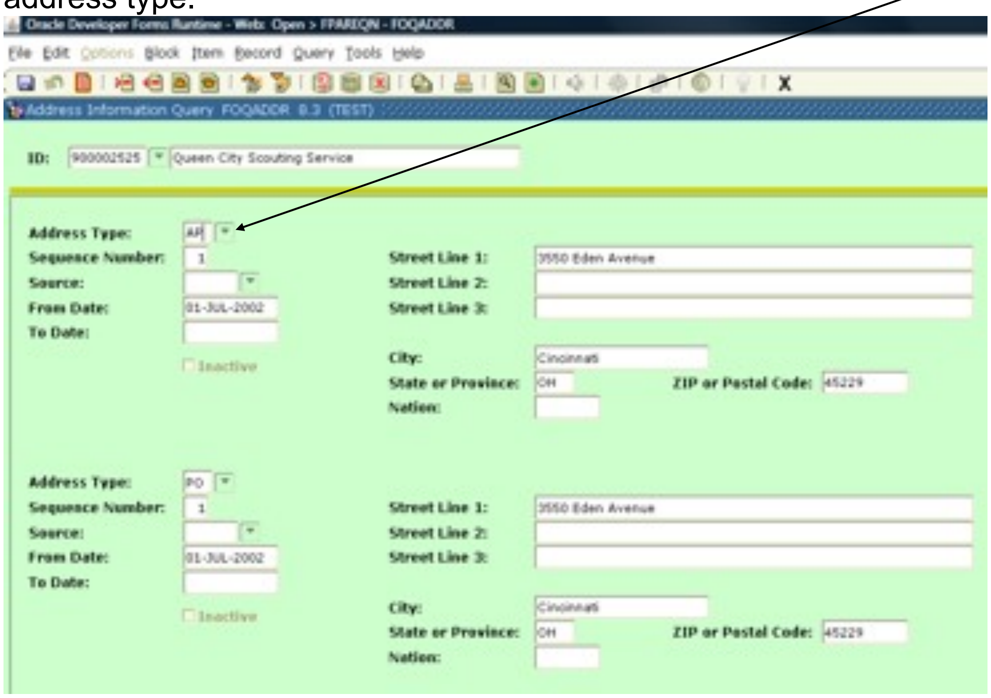
Vendor Information



Vendor – enter id number or click the drop down menu.

To search for a vendor, follow the instructions on page 31.

Address Type defaults to PO (purchase order) if available;
Exception: Some vendors only have an AP address code.
To verify address information for the vendor id selected, click the drop down menu for address type.

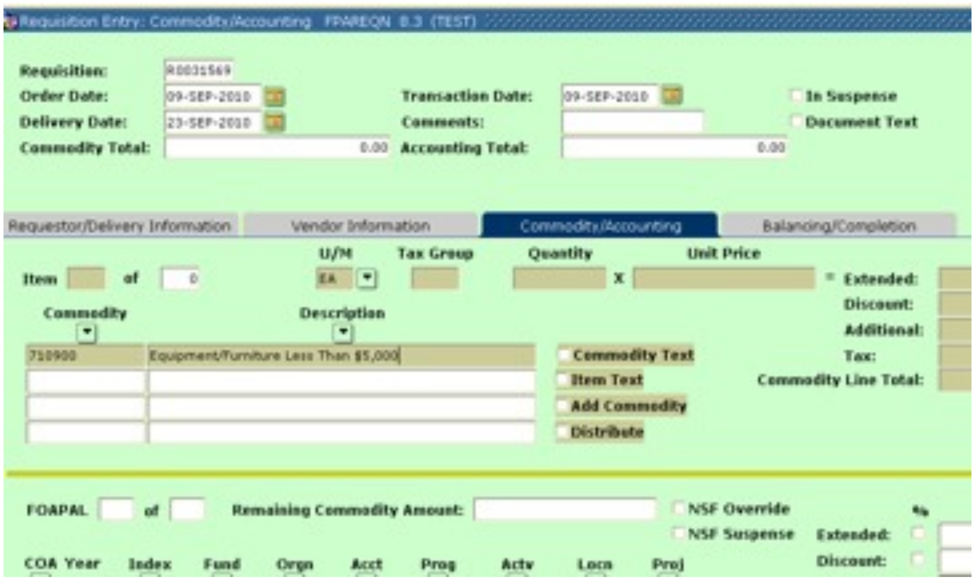


Contact will only populate if a contact was recorded on the vendor record.
Discount, Tax Group, & Currency are not required and should be left blank.
Important: please READ!

A commodity is a type of good or service purchased from a vendor. Select a commodity code that best describes the good or service that you are purchasing.
DO NOT:

- ***create your own commodity code;***
- ***use Central Stores commodity codes with purchase requisitions;***
- ***use commodity codes that have a termination date.***

When a next block is performed after entering commodity info, the account code that defaults as part of the FOAPAL is the same as the commodity code.



Tab and Next Block thru the screen.

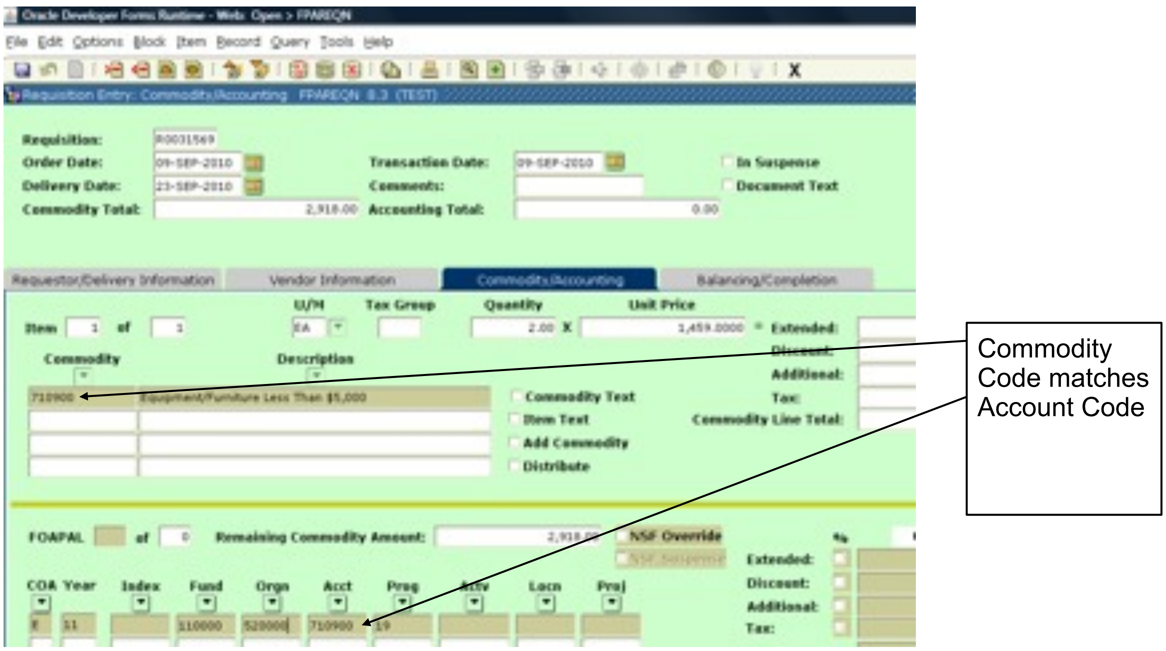
Commodity – enter the commodity code or click the drop down menu to select the most appropriate commodity code for the item(s) you are ordering.
Description – **Delete** the defaulted description and **enter** the item description from catalog, web page, etc. If the description field (50 characters) is not sufficient, from the Options menu go to **Item Text**.   From FOAPOXT (see page 18), next block, enter description, save and exit back to FPAREQN.
U/M – enter unit of measure or click the drop down menu for values.
Quantity – enter number of item(s).
Unit Price – enter amount (No $ sign; enter decimal/cents if applicable).
Extended (cost) column – tab to populate.
Next Block to FOAPAL, tab across to populate FOAPAL & amount for that item.

Note: If commodity code 743560 **(PSC)** is used, enter the **dollar amount** in the quantity field and enter **1** in the unit price field.

When entering multiple commodity codes on one requisition document, enter the first commodity code information. Next block to FOAPAL. Tab through and enter necessary information. Previous block back to the commodity block and repeat steps until all commodity and FOAPAL information has been entered.

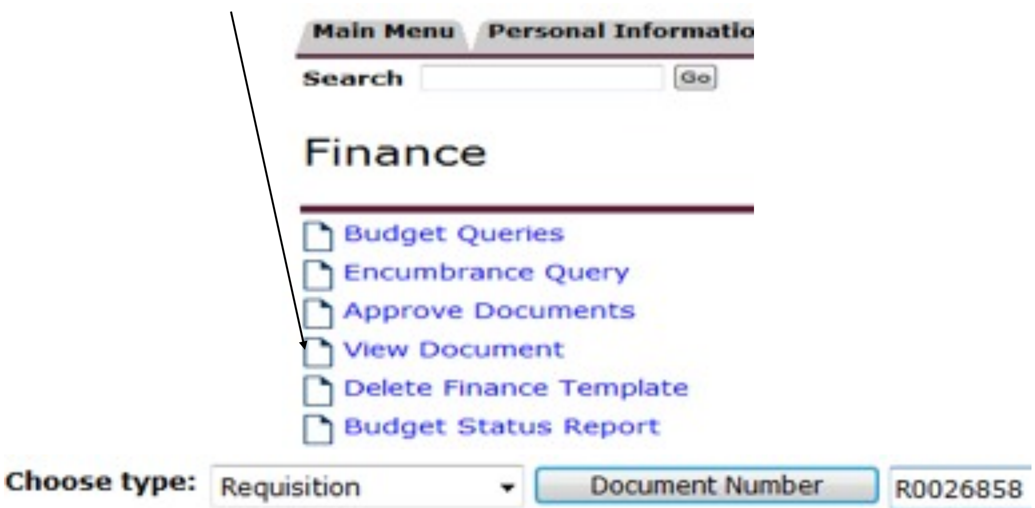
Note: DO NOT enter a FOAPAL string with 0.00 (zero) dollar amounts. Requisitions with zero dollar amounts will be disapproved.

To enter an additional FOAPAL string, **press** the down arrow key from the COA field, Tab and press the delete key to delete all of the defaulted information, continue to tab until cursor is back at the **COA** field.
COA defaults to **E**; change if necessary.
Tab to Orgn - enter dept or grant code (fund & program defaults from org code).
Acct - enter account number or click drop down menu.
An Account number (code) is used to classify expenses; expense account codes begin with a 7.

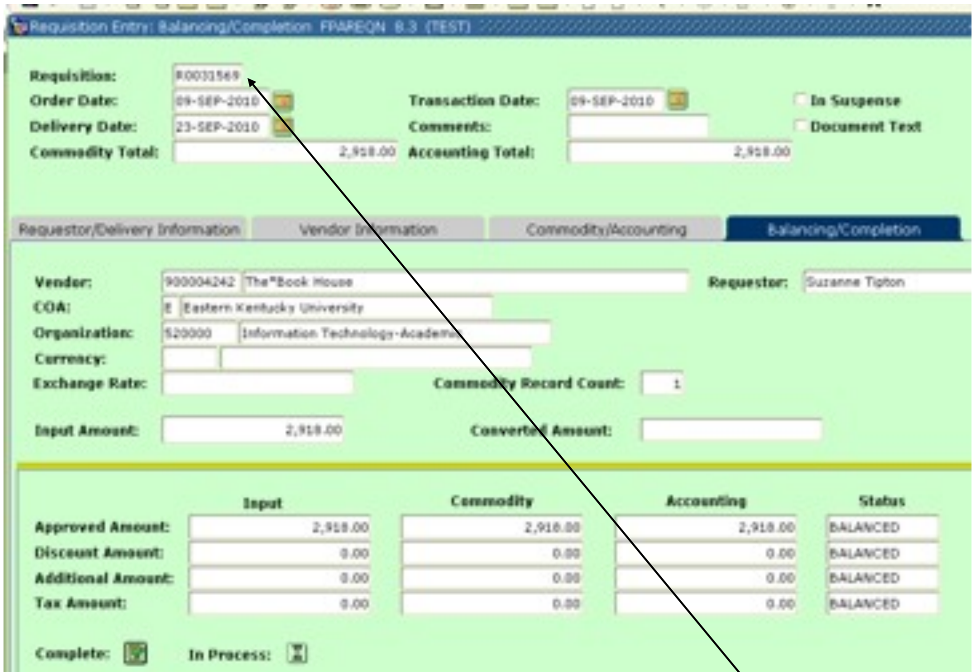


You can print any part of the requisition by clicking the **print icon** on the button bar while creating the document on FPAREQN.

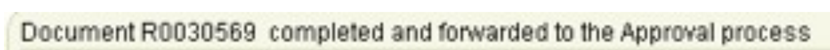
You may also print the full document from EKU Direct.
From this menu, click 'View Document.'



Next Block to Balancing/Completion



Click **Complete** if the commodity/accounting is balanced. The requisition number is displayed on the hint line at the bottom or is in the ‘Requisition’ field above the order date.



<u>If you don’t want to complete the requisition</u>, click the <u>In Process</u> button.

When you are ready to complete, access FPAREQN and enter the req number in the document field and proceed to completion. If you don’t know the req number, click the search box from FPAREQN :

click enter query (F7), enter your name in the requestor field (case sensitive), click execute query (F8) then find the correct req number and click select.

<u>Sharing the Cost of a Commodity Item Between Multiple Organizations</u>

<u>To split the purchase of a commodity item by a dollar amount between multiple organizations</u>, tab through the FOAPAL info until the cursor is in the <u>USD</u> column field. In the <u>USD</u> field, enter the dollar amount to be charged to that organization code.
After the U.S. dollars has been entered for the first FOAPAL string; tab to the **<u>COA</u>** (chart of accounts) field and press the down arrow key.
Tab and delete all defaulted FOAPAL info; enter new Orgn code (fund/program defaults). Enter Acct (account) number (normally same as commodity code) or click drop down menu to select an account code from list.
Enter dollar amount in the <u>USD</u> column.

<u>To split the purchase of a commodity item by a percentage</u>, tab through the FOAPAL information that has defaulted until the cursor is at the <u>Extended</u> field. Click to check mark the <u>Extended</u> field and enter the percentage to be charged to this organization in the <u>USD</u> column. (ex. 75)
Tab to the **<u>COA</u>** field; press the down arrow key to enter second FOAPAL string.
Tab; press the backspace key to remove defaulted FOAPAL information.
Enter <u>Orgn</u> (organization) code (fund/program defaults).
Enter Acct (account) number (normally same as commodity code) or click drop down menu to select an account code from list.
Enter percentage in the <u>USD</u> column.

<u>How to Delete an Incomplete Requisition</u>

<u>**NOTE**</u>**: Completed requisitions <u>cannot</u> be deleted**; however user can contact Purchasing to request that the requisition be cancelled.

Enter the Requisition number on **FPAREQN**.

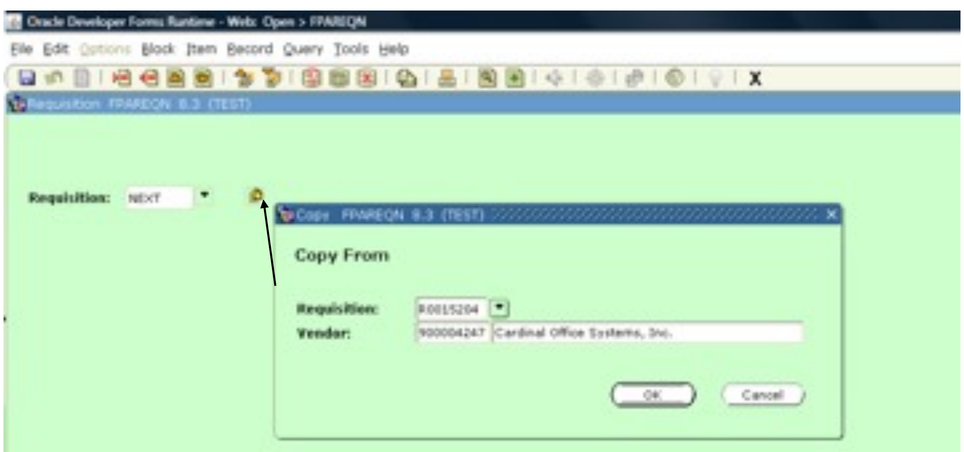
Next Block twice to the <u>Vendor Information</u>.
Click Remove Record from the Button Bar.
The hint line at the bottom will display ‘Press delete record again to delete this record’.
Click Remove Record again.
Pop-up message: All commodity and accounting records will be deleted; click OK.
Hint Line displays: Deletion of requisition is completed.

<u>How to Copy A Requisition</u>

Enter **FPAREQN** in Go To field and press Enter.

NOTE: A Requisition has to be completed and approved before it can be copied.

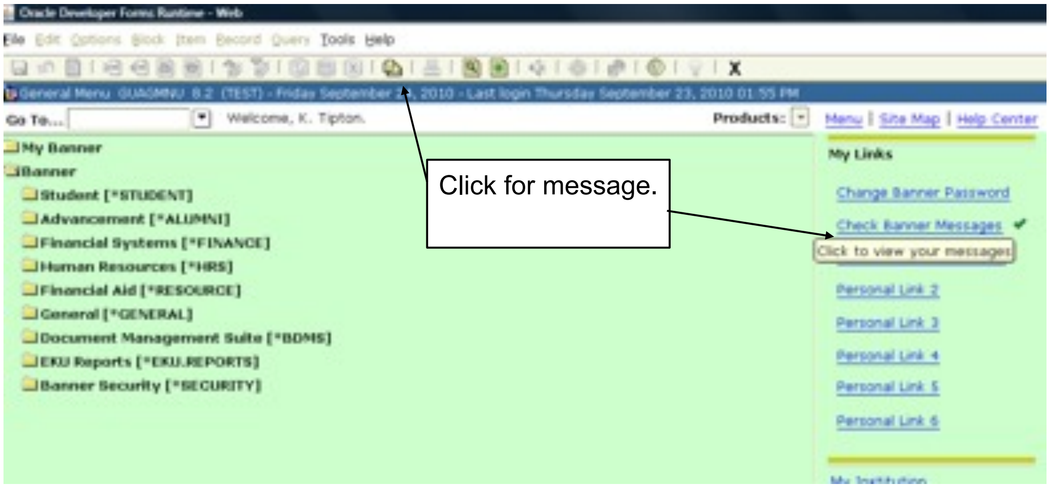
Click the Copy Icon (to the right of the drop down menu).
Enter the requisition number you wish to copy **or** search to find your requisition number.

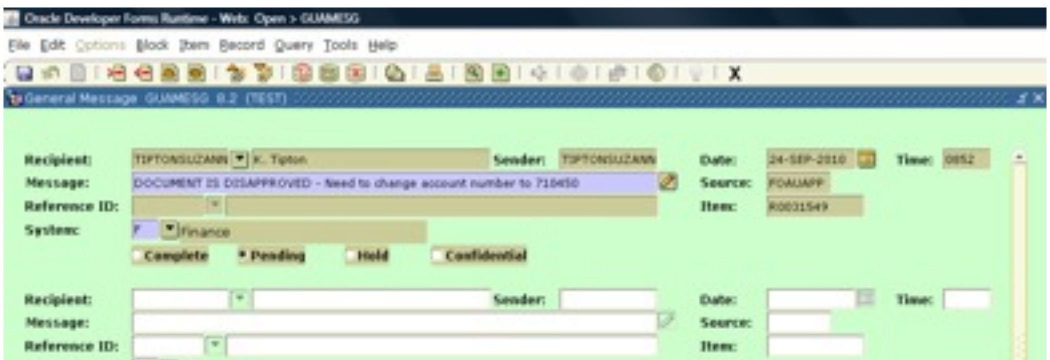


Tab to populate the Vendor name; Click OK.
You are now at the first block of the Requisition Form (FPAREQN) and a new requisition number has been assigned.
Tab & Next Block through the form making all necessary changes.
Click Complete if the commodity/accounting is balanced.

A Disapproved Requisition

If you have a requisition that has been disapproved, you will have a check mark to the right of the Check Banner Message link, when you log in.

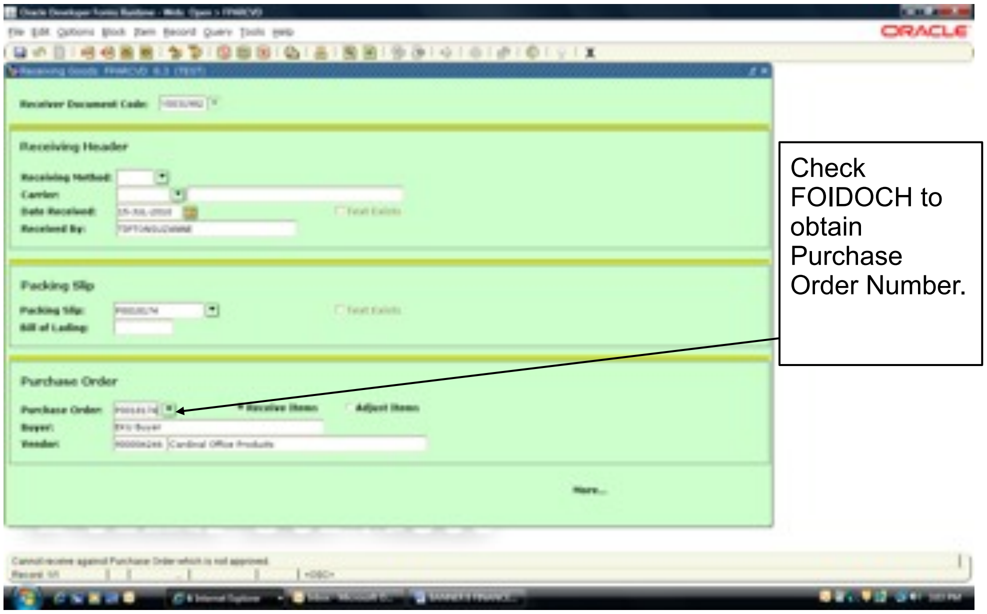




On **GUAMESG**, read the comments given by the disapprover.
Click the pencil icon for additional details.
Write down your requisition number.
Click the **Complete** radio button, save and exit to **delete** the message.
(Check Mark will be gone from the Check Banner Message Link).
Go to FPAREQN and enter your disapproved req number (ex: R0030569).
Next Block and make requested changes that were indicated on the message.
Next Block to Balancing/Completion after changes; click Complete if balanced.

How to Receive Delivered Item(s) for a Purchase Requisition

Enter **FPARCVD** in Go To field and press enter.



Receiver Document Code - enter **NEXT** to generate a Receiving Document Code.
Next Block

Receiving Method – select method from list of values if applicable; not a required field.

Carrier – leave blank; no list of values available; not a required field.
Next Block

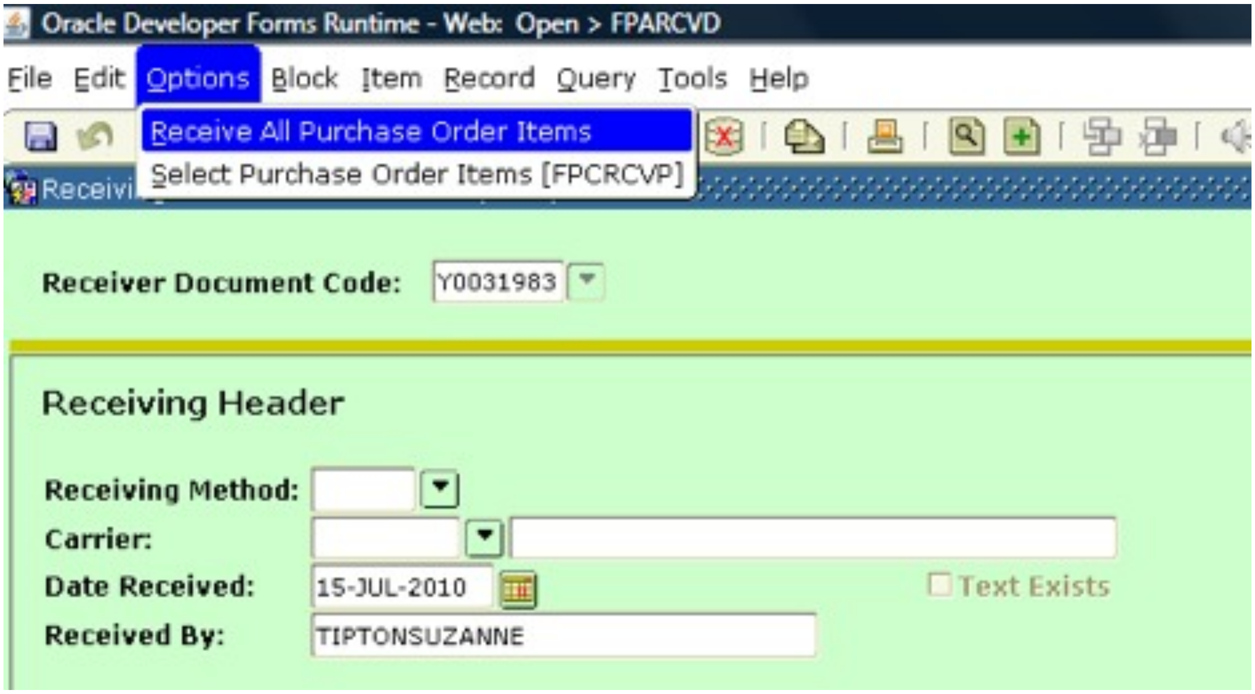
Packing Slip – enter packing info; **If there is no packing slip, use the Purchase Order number**.

Bill of Lading – leave blank; not a required field.
Next Block

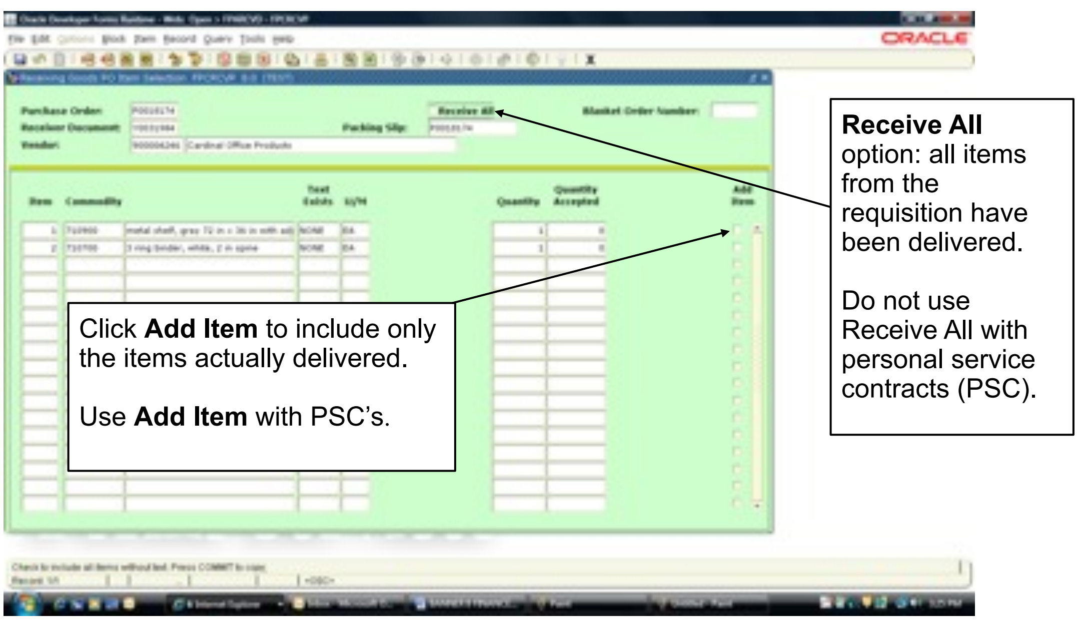
Purchase Order – enter the PO number that reflects the goods/services being received
Radio Button Receive Items is clicked ON by default.

Receiver is not finished: continue receiving instructions on the following pages.

From the Options menu, click Select Purchase Order Items.

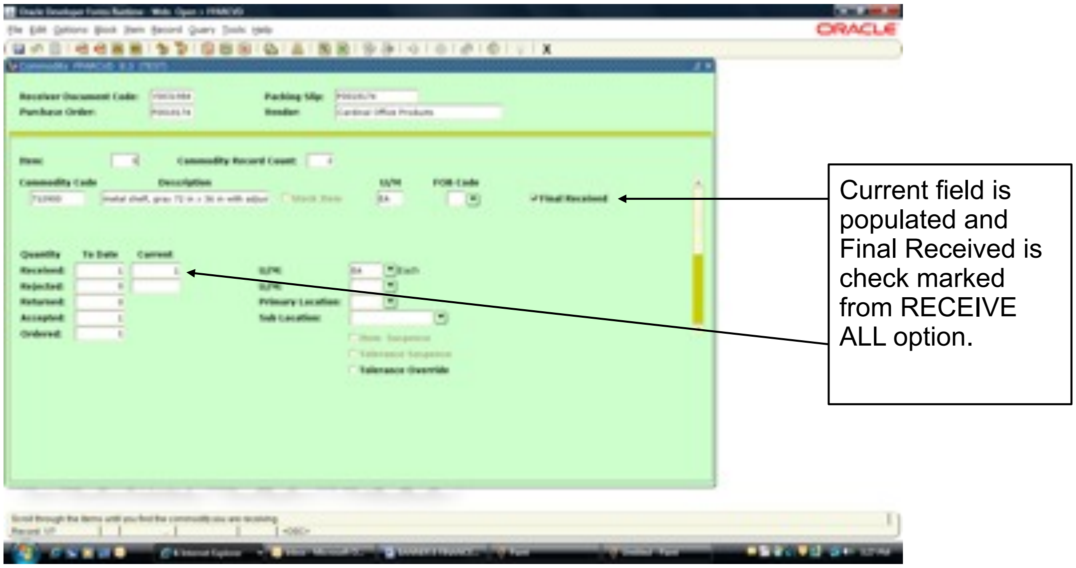


From **FPCRCVP**, choose the Receive All option **or** Add Item.
Click Save after choosing receive all or add item.
At popup prompt Close form? Click Yes



If **Receive All** is selected: User is returned to FPARCVD.
Receiver is NOT finished.

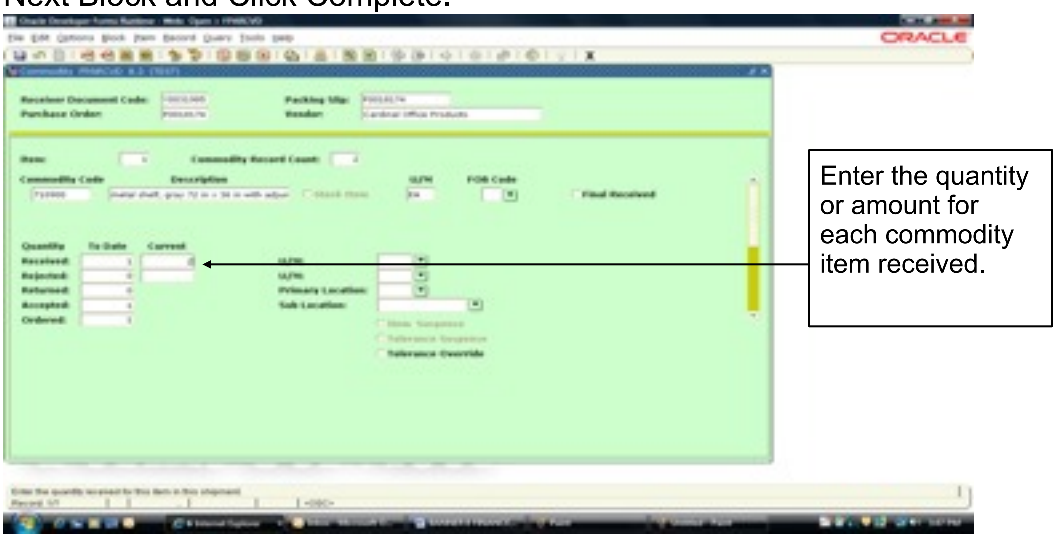
Next Block to view the commodity information.



Next Block and Click Complete.

If ADD ITEMS is selected: User is returned to FPARCVD.
Receiver is NOT Finished.

Next Block.
<u>Current </u>– enter the quantity or amount for commodity item 1 that has been received.
Use the down arrow to enter quantities or amounts for additional commodity items.
Next Block and Click Complete.



NOTES: Create Receiving documents for Purchase Requisitions Only.
More than one Receiving Document can be associated to the same Purchase Order.
IMPORTANT: When the last receiving document has been created and fulfills the purchase order, click <u>Final Received</u> to indicate that every commodity item has been received for the ENTIRE Purchase Order.
If user receives vendor invoice, forward to Accounting with receiver number included on the invoice.

If call from Accounting regarding receiver, go to FOIDOCH and make sure that the Receiver document has been completed - (status code of ‘C’).

<u>How to Delete an Incomplete Receiver</u>

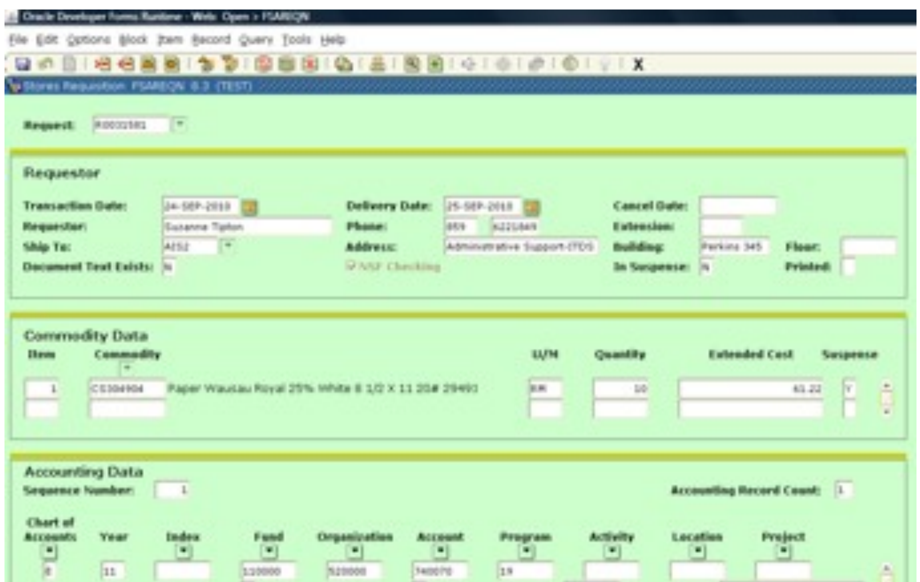
View FOIDOCH to verify status of Receiver: if no status code; then receiver is incomplete. Incomplete documents can be deleted by the user.

Enter **FPARCVD** in the Go To field and press enter.

Enter the receiving document number in the key block.
Next Block to the <u>Receiving Header</u>.
Click Remove record from the button bar.
Click Remove record again.
Watch the auto/hint line for instructions/comments.

<u>How to Create A Central Stores Requisition</u>

Enter **FSAREQN** in Go To Field and press enter.
Enter **NEXT** to generate a request number and Next Block.



<u>Transaction Date</u> defaults as current date.
<u>Delivery Date</u> – enter current or next day’s date.
<u>Requestor</u> – enter your name (If a large item {i.e. Desk} is ordered, enter the building and room that the item needs to be delivered to in the Requestor field also.).
<u>Phone</u> – enter phone number including area code.
<u>Ship To</u> - enter code or click the drop down menu and select from list. NOTE - If you want all, or part, of the order delivered to a location different than the ‘Ship To’ location, enter that building/room number after the Requestor name.

Address, Building, and Floor will default from ship to code selected (if you do not see your department listed, please contact the **Purchasing office 2-1482**.
Next Block.
Commodity – enter CS commodity code (i.e. CS304993) or click the drop down menu (To search: click enter query (F7), enter keyword for stores item using %, execute query (F8) then highlight and click Select).
Quantity – enter quantity.
Extended Cost is populated from entered quantity.
Next Block.
Chart of Accounts - **E** defaults as well as Account 740070 (Central Stores Supplies).
Tab to the Organization field; Fund and Prog will default from org code selection.
Tab to the Percent field – enter 100; **Tab** to populate the total Amount.
Next Block to Balancing/Completion.

NOTES: Central Stores Requisitions can only be created for Chart E Org Codes. Foundation (F) chart users should contact the Accounting Department to obtain an alternate Org code. NO Receivers are created for Central Stores Reqs. Central Stores creates an Issue Ticket that lists the items ordered and obtains the requestor's signature. If CS item needs to be returned, contact Central Stores to coordinate pickup of item(s).

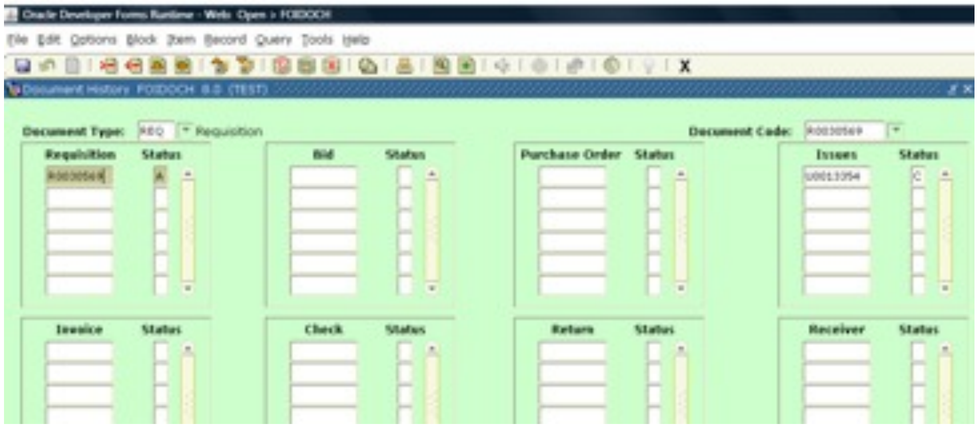
How to View Documents and the History

Use FOIDOCH to view existing documents (complete and incomplete), check the status of a document and to find associated documents.

Enter **FOIDOCH** in GO field and press Enter.

Enter the Doc Type or click the drop down menu to see the available values. The document type for Purchase Requisitions as well as Central Stores Requisitions is **REQ**.

Tab to Doc Code and enter the number of your document, or click the drop down menu to search for your document.



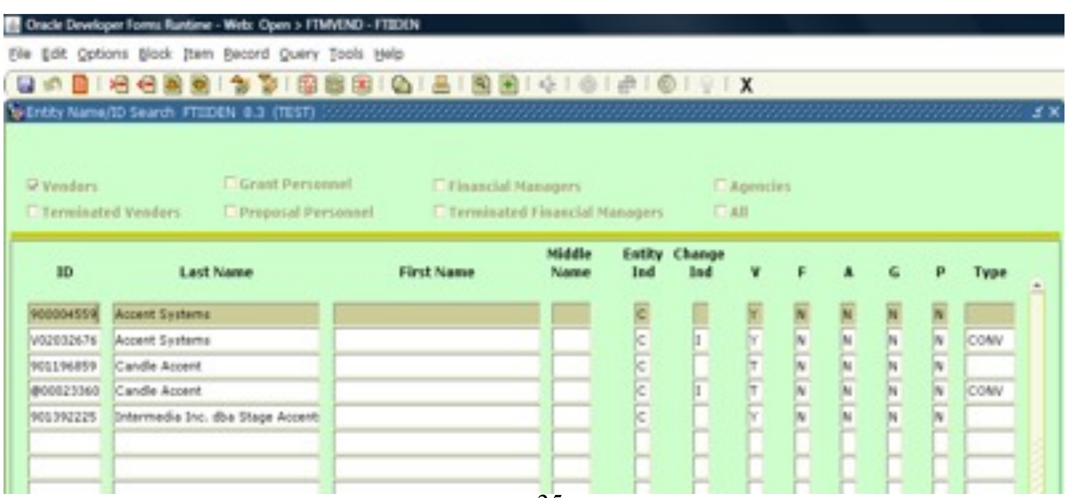
To search for a requisition number, click the drop down menu at Doc Code.
From FPIRQST: click Enter Query or (F7), enter the Requestor, Request date, or the Vendor Code to look for your document, click Execute Query or (F8) then highlight your choice and click the Select button (double click). This will insert your document code number on FOIDOCH.
Next Block from the Doc. Code on FOIDOCH.
From the Options Menu, click View Status Indicators to check the document status or click Requisition information to view the document itself.
To view any of the associated documents, highlight the document of your choice and from the Options Menu click (document of choice) information. Then next block thru the document to view information. If you are viewing check info, enter VE in the bank field on FAICHKH.

<u>How to Query Vendor Information</u>

Enter **FTMVEND** in the Go To field and press Enter.
(If searching for vendor id from FPAREQN, follow instructions below from screen print.)

Use FTMVEND to see if a vendor exists in the production database or to view information about a vendor such as: vendor id number, purchase order or accounts payment address, and/or telephone number.

Click the drop down menu from FTMVEND; opens **FTIIDEN**.



Tab to the Last Name field – enter last name and first name if person or enter company name in the last name field. Note: Use the wildcard **%** at the beginning & ending of **Capitalized** keyword for the company name (i.e. %Accent%).
Click Execute Query or (F8).
Highlight the vendor record and click the **Select** button or double click the ID Number field to retrieve selected record back to FTMVEND.
Next Block 4 times to view address information or click the Address Tab
Vendor type codes: PO - Purchase Order; AP - Account Payment.

If you can't find a vendor after using *wildcards(%)* and a *keyword* search, please email the Purchasing Department (purchasing@eku.edu) with the vendor information including name, address, phone and contact information.   Also a Vendor Taxpayer Identification Number Request has to be submitted to the vendor by the end user before the company/person can be setup with a vendor record.

How to Query Expense Account Codes

Enter **FTVACCT** in the Go To field and press Enter.

FTVACCT can also be accessed from FPAREQN on the acct field drop down menu.
Use FTVACCT to identify expense account codes to be used on direct pays.

Account Code Validation FTVACCT 8.0 (TEST)

Chart of Accounts	Account Code	Title	Type	Data Entry	Account Class	Status	Internal Type	Effective Date	Termination Date
E	110030	Cash-Affiliated Corp	11	Y		A	10	01-JUL-2001	
E	110040	Petty Cash	11	Y		A	10	01-JUL-2001	
E	110050	Cash-Savings Acct	11	Y		A	10	01-JUL-2001	
E	110060	Cash-Trustee	11	Y		A	10	01-JUL-2001	16-JUN-2005
E	110070	Cash-Change Fund	11	Y		A	10	01-JUL-2001	

Click enter query (F7) to clear screen.
Enter **E** in the COA.
Enter **7%** in the Account Code for expense accounts.
Click execute query (F8).

How to Query Commodity Codes

Enter **FTVCOMM** in the Go To field and press Enter. Pick the commodity code that closely matches the description of what you are requesting to purchase. **Remember: never create a commodity code**!

Commodity Validation FTVCOMM 8.0 (TEST)

Commodity Code	Description	U/M	Fixed Asset	Stock	Start Date	Termination Date
760500	Do Not Use	EA	N	N	02-DEC-2004	22-APR-2005
710100	Printing	EA	N	N	01-JUL-2001	
710450	Computer Equipment >$500 Bu	EA	N	N	30-JUN-2005	
710550	Audio Visual Equip. >$500 But I	EA	N	N	30-JUN-2005	
710700	Supplies	EA	N	N	01-JUL-2001	
710800	Do Not Use	EA			22-APR-2004	10-JUN-2004
710900	Equipment/Furniture Less Than	EA	N	N	23-JUN-2005	
711000	Educational Supplies	EA	N	N	01-JUL-2001	