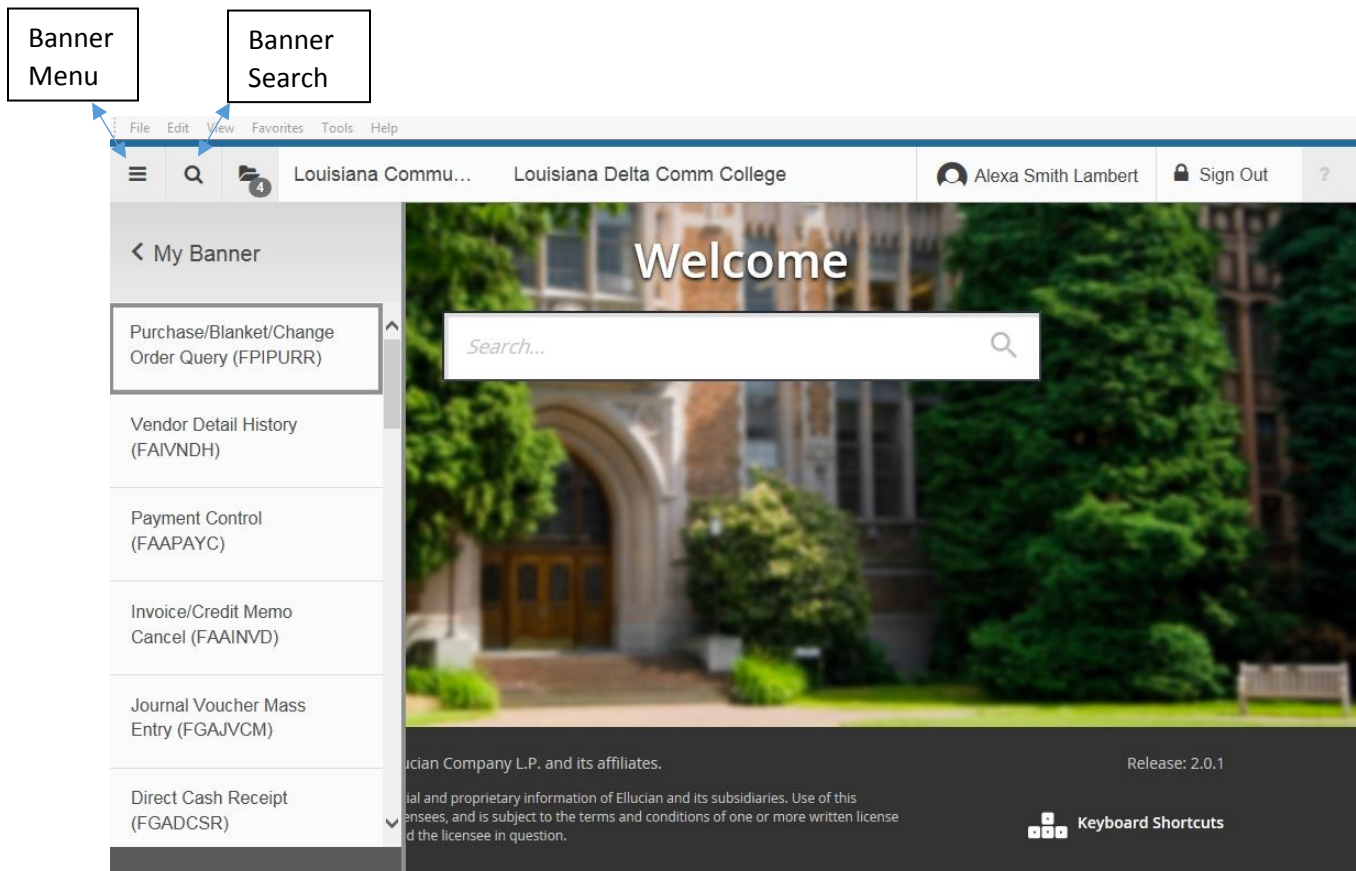


# BANNER XE-9 Requisition Entry with Line Specific FOAPALS

## BANNER XE – 9 (Application Manager)

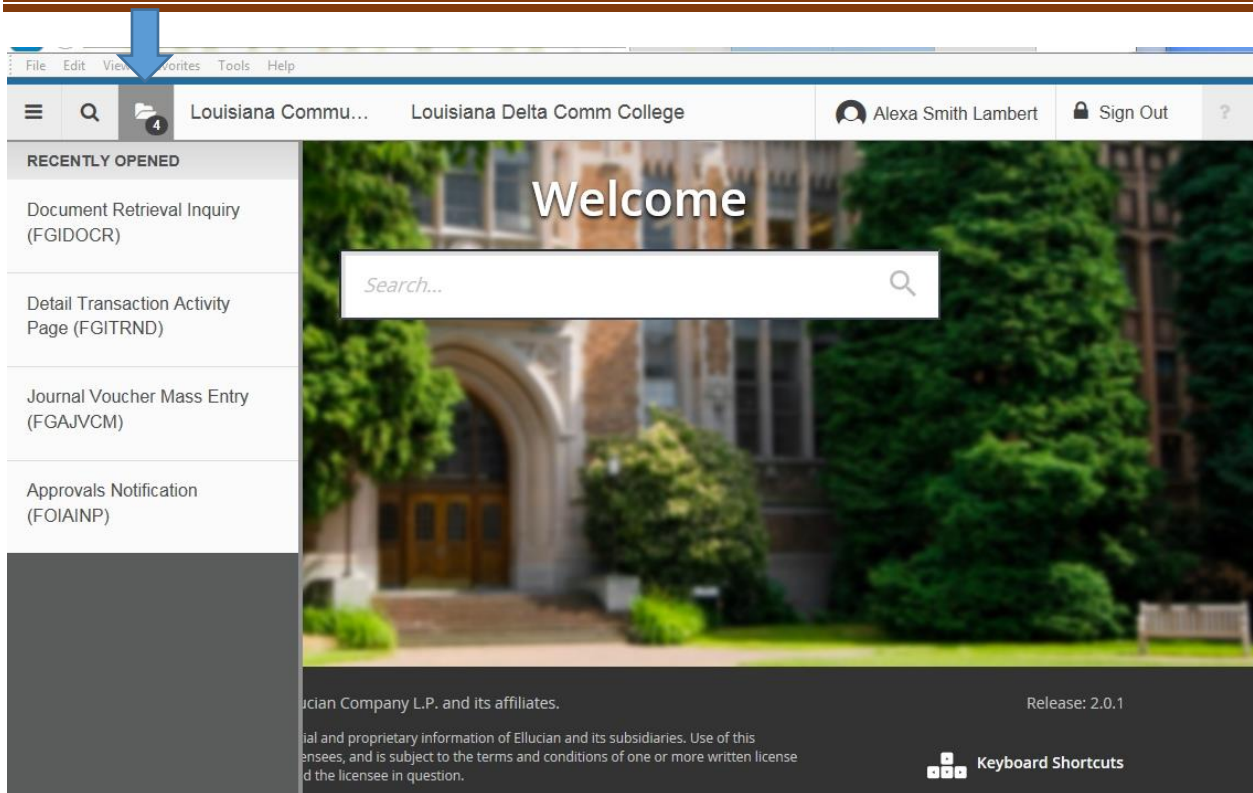
### Navigation Information



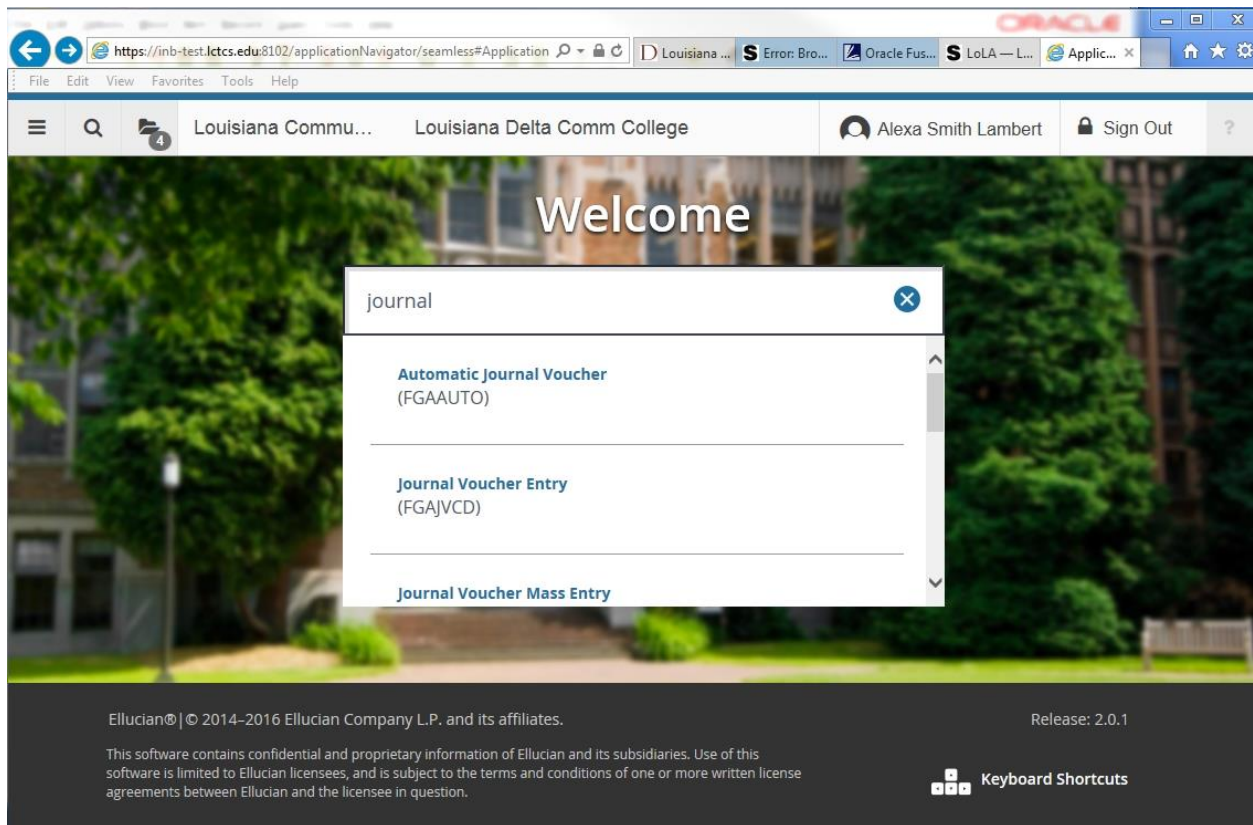
After logging into Banner XE this screen will be displayed. Clicking the **Banner Menu** button under Banner will bring up a list of all Banner Menu forms or under My Banner will bring up a personalized list.

**Banner Search** gives you the option to search by form name or by a word that appears in a form name, and gives similar results as the search window under the Welcome.

# BANNER XE-9 Requisition Entry with Line Specific FOAPALS



Clicking the **Recently Opened** Folder icon will provide a list of your most recently used forms.



Example of using the **Search window** under the **Welcome** bar.

# BANNER XE-9 Requisition Entry with Line Specific FOAPALS

## CREATING A REQUISITION with Line Specific FOAPALS- Commodity Level Accounting

To enter a Requisition, either type in FPAREQN and choose it or type in 'Requisition' and choose the form FPAREQN. The following screen will appear.

Requisition:

Get Started: Fill out the fields above and press Go.

EDIT Record: 1/1 KEY\_BLOCK.DISPLAY\_RQST\_CODE [1] ellucian

Type **'NEXT'**, in the **Requisition box** and then click the **'Go' button**. The 'Go' button has replaced 'next block' for this part of the form.

NOTE: TO VIEW MORE OF BANNER SCREEN TRY HOLDING DOWN THE CTRL KEY ON YOUR KEYBOARD AND USING THE SCROLL ON YOUR MOUSE TO MAKE FONT SMALLER OR BIGGER. SMALLER FONT ALLOWS YOU TO SEE MORE OF THE SCREEN WITHOUT HAVING TO USE SCROLL BARS WITHIN BANNER TO MOVE LEFT AND RIGHT.

# BANNER XE-9 Requisition Entry with Line Specific FOAPALS

The screenshot shows the Banner XE-9 Requisition Entry interface for Louisiana Delta Comm College. The requisition is titled 'Requisition FPAREQN 9.3 (conv0210) (DELTA)::DELTA'. The 'REQUISITION ENTRY: REQUESTOR/DELIVERY' section is active, showing fields for Requisition (NEXT), Order Date (04/13/2017), Transaction Date (04/13/2017), and Delivery Date (04/21/2017). A blue arrow labeled 'Uncheck' points to the 'Document Level Accounting' checkbox, which is currently checked. Other fields include Comments (shipping to be added), Commodity Total (0.00), Accounting Total (0.00), and checkboxes for 'In Suspense' and 'Document Text'. Below this is the 'REQUESTOR/DELIVERY INFORMATION' section with fields for Requestor (Alexa Lambert), Organization (630007 - Comptroller's Office), COA (L - LCTCS), and Email. The interface includes a 'Start Over' button, a 'SAVE' button, and a status bar at the bottom showing 'EDIT Record: 1/1 FPBREQH.FPBREQH\_EMAIL\_ADDR [1] ellucian'.

In header, Uncheck the Document Level Accounting Box.

The screenshot shows the Banner XE-9 Requisition Entry interface for Louisiana Delta Comm College. The requisition is titled 'Requisition FPAREQN 9.3 (conv0210) (NULL)::NULL'. The 'REQUISITION ENTRY: REQUESTOR/DELIVERY' section is active, showing fields for Requisition (NEXT), Order Date (04/19/2017), Transaction Date (04/19/2017), and Delivery Date (04/22/2017). A blue arrow labeled 'Now unchecked' points to the 'Document Level Accounting' checkbox, which is now unchecked. Other fields include Comments, Commodity Total (0.00), Accounting Total (0.00), and checkboxes for 'In Suspense' and 'Document Text'. Below this is the 'REQUESTOR/DELIVERY INFORMATION' section with fields for Requestor (Alexa Lambert), Organization, COA (L - LCTCS), and Email. The interface includes a 'Start Over' button and a status bar at the bottom showing 'EDIT Record: 1/1 FPBREQH.FPBREQH\_EMAIL\_ADDR [1] ellucian'.

Tab through the header entering the necessary items (noted by an asterisk). Delivery Date should be at least next day.

## BANNER XE-9 Requisition Entry with Line Specific FOAPALS

Your name as Requestor and COA L for LCTCS Chart of Accounts should default. If the Org number does not default, you will need to enter your department's Org code before entering the Ship To Location code. When you enter the Ship To Location (use Lookup) and hit 'Tab' on keyboard the Ship to address and default Contact info will fill in.

The screenshot shows the Banner XE-9 Requisition Entry interface. The 'Requestor/Delivery Information' tab is active, displaying the following fields:

Field	Value
Requestor*	Alexa Lambert
Organization*	630007 Comptroller's Office
COA*	L LCTCS
Email	
Phone Area Code	
Phone Number	
Phone Extension	
Fax Area Code	
Fax Number	
Fax Extension	
Ship To*	OJA
Street Line 2	609 Vocational Parkway
Street Line 3	
Contact	Receiving
Attention To*	Receiving
Building	
Floor	
City	West Monroe
State or Province	LA
Zip or Postal Code	71292
Nation	
Area Code	318
Phone Number	3976100

A blue arrow points to the 'Down Arrow/Next Block' button at the bottom left of the form. The status bar at the bottom shows 'EDIT Record: 1 FPBREQH.FPBREQH\_REQH\_DATE [1] ellucian'.

Click the **Down Arrow** to move to the Vendor Information Tab. Up and Down Arrows replace the Next Block/Previous Block buttons.



# BANNER XE-9 Requisition Entry with Line Specific FOAPALS

Either enter the Vendor Number or Lookup the Vendor using the (...) icon next to vendor cell.

If you choose the Lookup, the Select button will be seen at the bottom right. Address will default. If you need to change it, use the (...) icon to lookup the various addresses for that vendor. **Use the Arrow Down (to move forward)/Arrow Up (to review previous screens) icons** at bottom left of screen to perform the Next Block/Previous Block functions used in Banner 8.

The screenshot displays the Banner XE-9 Vendor Information screen. The top navigation bar includes the user name 'Alexa Smith Lambert' and a 'Sign Out' button. The main header shows the requisition details: 'Requisition FPAREQN 9.3 (conv0210) (DELTA):DELTA'. Below this, the 'Vendor Information' tab is active, showing details for vendor '100022722: Staples Contract & Commercial, Inc.'. The form includes fields for 'Vendor Hold', 'BU', and '1'. The address section is populated with 'Dba Staples Business Advantage', '500 Staples Dr', 'Framingham', 'MA', '01702-4474', and 'United States'. The contact information section includes 'Phone Area Code: 877', 'Phone Number: 826755', 'Phone Extension', 'Fax Area Code', 'Fax Number', and 'Fax Extension'. The 'Discount' field is set to '30' with a dropdown for 'Net 30 Days'. Other fields include 'Tax Group' and 'Currency'. The bottom of the screen features navigation arrows and a 'SAVE' button. The footer shows 'EDIT Record: 1/1 FPBREQH.VENDOR\_SPRIDEN\_ID [1] ellucian'.

# BANNER XE-9 Requisition Entry with Line Specific FOAPALS

Requisition: R0004245

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
1		BIC Write-Out Brand EZ Correction Ta...	EA		1.00	4.9200			
2		# 577297 HP 42X Black Toner Hi Yield	EA		1.00	214.6400			

Extended Amount 4.92 Tax 0.00 Commodity Total 4.92

Accounting

Sequence	COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSF Override	NSF Suspense
1	L	17		110001	630007	7201JA	600				<input checked="" type="checkbox"/>	<input type="checkbox"/>

Extended Amount % USD 4.92

Discount % USD 0.00

Additional % USD 0.00

Previous Block Next Block

On the Commodity/Accounting Tab either tab through or click on the cell in which you want to enter information. The cell in which the cursor is located will be highlighted white. Enter the Description, U/M, Qty, and Unit Price; then add Item Text, if needed. Then tab through the Extended Amount through Document Total cells to have Banner auto-calculate. **If you wish to add a line, and with cursor in Commodity cell, use the down arrow on your keyboard to insert another line.** Tab to Description cell and add the information for the second item and continue through, as before.

Tab until your cursor is back in the Commodity cell. Since Document Accounting box is unchecked, you will need to go to the Next Block (Arrow Down) to enter the FOAPAL for Line 1. **Checking that the cursor is in Line 1, click the Arrow Down button to move to the Accounting portion of the screen.**

The COA (L) for Chart of Accounts-LCTCS should default, as well as Year (Fiscal Year). Enter the Fund. Org should default, but can be overridden, if you are ordering for another area besides your department. Enter the Expense Account code. The Program Code should default, but may be overridden, if your budget requires it. An Activity Code is used with some funds. LDCC does not use Locn or Proj codes at this time.

Note above that Line 1 under Commodity Section is highlighted and to the right it shows Record 1 of 2. In Accounting section there is Record 1 of 1, and the amount in Extended Amount is the same as Line 1 Commodity Total.

Click the Arrow Up/Previous Block button to go back to COMMODITY section and choose Line 2. With Line 2 highlighted click Arrow Down/Next Block to go back to ACCOUNTING section to enter a FOAPAL for Line 2.

## BANNER XE-9 Requisition Entry with Line Specific FOAPALS

Now line 2 coding is entered, showing Record 1 of 1 in ACCOUNTING section and Record 2 of 2 in COMMODITY section. In this example, the only coding difference is the Account Code. However, there could be Fund, Org, Account, Program or Activity Code differences that could warrant the use of separate FOAPALS for each Line item.

The screenshot displays the Banner XE-9 Requisition Entry interface for Louisiana Delta Comm College. The requisition is R0004245. The interface is divided into several tabs: Requisition/Requestor Information, Vendor Information, Commodity/Accounting (selected), and Balancing/Completion. A 'Start Over' button is visible in the top right.

The **COMMODITY** section shows a table with the following data:

Item	Commodity	Description	U/M	Tax Group	Quantity	Unit Price	Commodity Text	Item Text	Add Commodity
1		BIC Wite-Out Brand EZ Correction Ta...	EA		1.00	4.9200			
2		# 577297 HP 42X Black Toner Hi Yield	EA		1.00	214.6400			

Below the table, summary fields are shown: Extended Amount (214.64), Discount (0.00), Additional (0.00), Tax (0.00), and Commodity Total (214.64). A 'Distribute' checkbox is checked.

The **ACCOUNTING** section shows a table with the following data:

Sequence	COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSF Override	NSF Suspense
1	L	17		110001	630007	7203JA	600				<input checked="" type="checkbox"/>	<input type="checkbox"/>

Summary fields for the Accounting section include: Extended Amount (%), Discount (%), Additional (%), and Tax (%). The USD amount for Extended Amount is 214.64.

Annotations on the right side of the screenshot include:

- A blue box labeled 'NSF Suspense' with an arrow pointing to the 'NSF Suspense' checkbox in the Accounting table.
- A blue box labeled 'Scroll Bar' with an arrow pointing to the vertical scroll bar on the right edge of the Accounting section.
- A blue box at the bottom with the text 'Up Arrow (Previous Block)/Down Arrow (Next Block)' and an arrow pointing to the navigation arrows at the bottom of the Accounting section.

The bottom of the screen shows 'EDIT Record: 1/1', 'FPRREQA.FPRREQA\_COAS\_CODE [1]', and the 'ellucian' logo.

Use the **scroll bar** at the right of your screen to view the lower portion of the Commodity/Accounting tab. Check that the Extended Amounts, FOAPAL Total and Document Total matches. Click the **Arrow Down** to continue to the Completion/Balancing Tab.

Note that on this document the NSF Override box is checked. That is because this document was in NSF Suspense when created, and the NSF was Overridden in order to complete it. If a check appears on your document in NSF Suspense, please check the coding for errors, check budget and request a budget revision, if needed, before completing the document. You have the option to save as 'In Process' on the next screen.



## BANNER XE-9 Requisition Entry with Line Specific FOAPALS

Though the below example is of a different requisition, the completion process is the same for either type Requisition.

	Input	Commodity	Accounting	Status
Approved Amount	17.71	17.71	17.71	BALANCED
Discount Amount	0.00	0.00	0.00	BALANCED
Additional Amount	0.00	0.00	0.00	BALANCED
Tax Amount	0.00	0.00	0.00	BALANCED

Banner provides messages to users in either yellow for 'warning', green for 'item processed successfully' and red for 'serious issue', similar to a STOP light. Some may also be blue for informational messages.

Note that on this screen there is a SAVE button at the bottom right. On some screens you may see in this location SELECT and CANCEL buttons, as well.

Use the **Complete** button at bottom left to complete or **In Process** to save document for later editing and completion.

## BANNER XE-9 Requisition Entry with Line Specific FOAPALS

File Edit View Favorites Tools Help

Louisiana Commu... Louisiana Delta Comm College Alexa Smith Lambert Sign Out ?

Requisition FPAREQN 9.3 (conv0210) (DELTA)::DELTA CHANGE ADD RETRIEVE RELATED TOOLS 1

Requisition:  ... Copy

Document R0004244 completed and forwarded to the Approval process

Get Started: Fill out the fields above and press Go.

EDIT Record: 1/1 KEY\_BLOCK.DISPLAY\_RQST\_CODE [1] ellucian

If there had been budget available and the document was completed successfully the message in green above would pop up after clicking the COMPLETE button. Note your Requisition Number on your paperwork for following up on your order.

Click on the 'X' by form name to exit the form.

### TO DELETE AN 'IN PROCESS' DOCUMENT

If you want to actually delete the document, choose the Delete button in the document's header screen. A message will pop-up asking if you want to delete and instruct you to click the Delete button again. Using the Delete button in the header will delete the document completely.

### START OVER BUTTON

I would not use the Start Over button, except in the case that you are in the middle of entry and don't have time to complete the requisition. Banner will ask you if you want to save your information. Choosing 'Yes' gives you a requisition number and you can come back later to complete it. Choosing 'No' does not Delete the document, it just will not save what you have most recently entered on current screen and still assigns a Requisition Number.