Banner Finance - Procurement
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FOAPAL Chart of Accounts Structure

What is FOAPAL?

FOAPAL is the acronym for the account number within the Banner system. Each letter represents a piece of the account number: Fund, Organization, Account, Program, Activity, and Location.

<table>
<thead>
<tr>
<th>Required Segments</th>
<th>Optional Segments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chart C</td>
<td></td>
</tr>
<tr>
<td>Fund F</td>
<td></td>
</tr>
<tr>
<td>Organization O</td>
<td>Account A</td>
</tr>
<tr>
<td>Program P</td>
<td>Activity A</td>
</tr>
<tr>
<td>Location L</td>
<td></td>
</tr>
</tbody>
</table>

There are 36 possible characters in the FOAPAL. FOAPAL is the key to entering financial transactions.

Required Segments

Chart refers to the chart of accounts. NMSU will have two charts of accounts, N for NMSU, and F for Foundation. On most application forms, the Chart will have a default value of N already populated.

Fund indicates the ownership of money. There are five types of funds:

- Unrestricted
- Restricted
- Loan
- Endowment
- Plant

Organization is used to track financial activity by department and designates the department responsible for payment.

Account designates the type of expenditures. The first character of the account code indicates the type of account:

<table>
<thead>
<tr>
<th>Balance Sheet</th>
<th>Income Statement</th>
</tr>
</thead>
<tbody>
<tr>
<td>1xxxxx Assets</td>
<td>5xxxxx Revenues</td>
</tr>
<tr>
<td>2xxxxx Liabilities</td>
<td>6xxxxx Labor Expenditures</td>
</tr>
<tr>
<td>3xxxxx System Controls</td>
<td>7xxxxx Non-Labor Expenditures</td>
</tr>
<tr>
<td>4xxxxx Fund Balance</td>
<td>8xxxxx Transfers</td>
</tr>
</tbody>
</table>

Program designates functional classification (for example, Instruction, Research, Public Service).
Optional Segments

**Activity** designates temporary units of work, subsidiary functional classifications, or short duration projects (special events).

**Location** designates a physical location of building and room number. Location will primarily be used for fixed assets.

**Note:** Since Activity and Location are optional, you may see FOAPAL abbreviated to FOAP.

**Index**

An **Index** is an abbreviation of the F, O, and P segments of the FOAPAL (also A and L when applicable). Indexes are six characters long and are much easier to use than the full FOAPAL.

To process accounting transactions, departments will only need to enter an **Index** and an **Account** code. Entry of the index will automatically populate the corresponding Fund, Organization, Program, and in some cases Activity and/or Location.

<table>
<thead>
<tr>
<th>COA</th>
<th>Index</th>
<th>Fund</th>
<th>Orgn</th>
<th>Account</th>
<th>Program</th>
<th>Activity</th>
<th>Location</th>
<th>Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>N</td>
<td>107122</td>
<td>181611</td>
<td>530260</td>
<td>8001</td>
<td>800173</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

In this example, the index number 107122 was entered. The Fund, Orgn, and Program fields were automatically populated. In this instance the Index number did not populate the Activity and Location fields.
**Procurement Business Rules**

- Central Purchasing and Risk Management has the sole authority of ordering supplies, materials, equipment, services, and construction. No individual may make a purchase directly without approval of Central Purchasing and Risk Management except as stated in specific sections of the policy manual or *Business Procedure Manual*, Chapter 4.40.20, Emergency Purchase.

- All departmental approvals of purchase requisitions will be limited to two levels.

- Restricted and Plant fund purchases for both requisitions and procurement card transactions will require fiscal monitor approval.

- Unrestricted fund purchases for both requisitions and procurement card transactions greater than $500.00 will require fiscal monitor approval.

- For approved purchase orders totaling $3,000 or less, departments are responsible for placing the order with the vendor once a printed copy of the purchase order is received by the department.

- For approved purchase orders $3,001 and above, Central Purchasing and Risk Management is responsible for placing the order with the vendor.

- Obtaining quotes

<table>
<thead>
<tr>
<th>Dollar Amount</th>
<th>Method</th>
<th>Who Obtains Quote or Bid</th>
</tr>
</thead>
<tbody>
<tr>
<td>$00.01 - $3,000</td>
<td>Best obtainable price</td>
<td>Requesting Department</td>
</tr>
<tr>
<td>$3,001 - $20,000.00</td>
<td>One written quote</td>
<td>Central Purchasing Office</td>
</tr>
<tr>
<td>$20,001.00 - $60,000.00</td>
<td>Three written bids</td>
<td>Central Purchasing Office</td>
</tr>
<tr>
<td>$60,001.00 +</td>
<td>Sealed bids and/or proposals</td>
<td>Central Purchasing Office</td>
</tr>
</tbody>
</table>

- All equipment (taggable) purchases of $1000.00 or more will be received by the Central Receiving Office prior to delivery to departments except at community campuses or prearranged circumstances.
Logging on to Banner

Banner supports authenticated user access, meaning that the system verifies your credentials and you are given access to the system based on your assigned security. To use Banner as an authenticated user, you must successfully log on by providing your credentials: NMSU Username, and Banner Password.

Banner can be accessed from any Internet browser such as Internet Explorer, Netscape, or Mozilla Firefox.

1. Type inb.nmsu.edu in the address bar of your web browser and press Enter.

The Logon screen will be displayed.

2. Enter Username and Password.
3. Database field remains blank.
4. Click on the Connect button.
The **General Menu** form, GUAGMNU, will be displayed.
Vendor Verification

Prior to processing a Purchase Requisition verify that a Banner ID has been established and Vendor is still active by using Banner form FTIIDEN

To access the Entity name/ID Search form, type **FTIIDEN** in the Direct Access **Go To..** field and press the **Enter** key.

The **Entity Name/ID Search** form, **FTIIDEN**, will be displayed.

Key things to remember when searching for Vendors:

- The last name and first name fields are case sensitive; you must enter correct capitalization when searching. Business names are entered into the last name field.
- Character's used will either be dash (-) or ampersand (&) signs. No other characters will be used when vendors are created.
- Parent company names/Aliases may exist and Banner will retrieve the Vendor ID number but verification of Active vendor must still take place.
- The wild card of a percent sign “%” can be used to help narrow search criteria. The wild card can be used in front or after the entry.

**Note**: Refer to the Banner Navigation user manual for information on searching using wildcards.

1. Enter the name (or partial name with wildcard characters) of the vendor you need.  
   **Note**: Refer to Banner Navigation user manual for information on searching using wildcards.

2. Click on the **Execute Query** button or press the **F8** key.
All vendors matching your search criteria will be displayed.

3. Review the listing, does the Vendor exist? If yes, next look at the "V" column. If “Y” is displayed they are active. Record the Vendor ID and you can proceed to creating a Purchase Requisition. If “T” is displayed the Vendor is not active. If a Vendor does not exist or has a “T” displayed, a Vendor Questionnaire will need to be processed.

4. Click on the Exit button \( \times \).
Creating a Requisition

Commodity-Level Accounting

The Requisition form, FPAREQN, initiates the procurement process. You will use it to identify the requestor, vendor, commodity, and FOAP information.

Commodity-level accounting is a way of processing requisitions in which the FOAP (Index) distribution is assigned for each commodity (“line”) on the requisition. Always use Commodity Level Accounting when creating a requisition that includes taggable equipment.

To access the Requisition form, type FPAREQN in the Direct Access Go To… field and press the Enter key.

The Requisition form, FPAREQN, will be displayed.

1. Click on the Next Block button.

Team Tip: It is possible to enter both capital and non-capital commodities on the same requisition if you use Commodity-Level Accounting.
The **Requestor/Delivery Information** block will be displayed.

2. Enter the anticipated arrival date in the **Delivery Date** field. The delivery date must be later than the **Order Date** and is a required field.
3. In the **Comments** field, enter the Grant Number when using restricted funds.
4. Your Organization information will default into the Organization field. If you need to change the organization code simply enter the new Organization number.

5. If not already populated, enter your NMSU e-mail address in the Email field.

6. If not already populated, enter your work phone number and fax number in the Phone and Fax fields.

7. Your department’s information will default into the Ship To information fields. You may need to change Ship To code:
   a. For equipment purchases of $1000 or more, enter the Central Receiving Shipping Code, SH0152.
   b. For purchases to be delivered to another location or department, enter that location or department’s Shipping Code.

8. In the Attention To field:
   - For equipment purchases of $1000 or more, no action is required.
   - For all other requisitions, replace the department name with the name of the person for whom you are making the purchase.

9. Click on the Next Block button or the Vendor Information page tab.

Team Tip:

Equipment is defined as a coherent unit (could be made up of multiple components) that is movable and has a life expectancy of one year or more.
The **Vendor Information** block will be displayed.

10. If you know which vendor you will be using for this purchase, enter the vendor ID and press the **Tab** or the **Enter** key. You must use the ID that begins with “8.”

11. If you do not know the vendor ID, click on the **Search** button in the **Vendor** field to select one.

The **Option List** will be displayed.

12. Click on **Entity Name/ID Search (FTIIDEN)**.
The **Entity Name/ID Search** form, FTIIDEN, will be displayed.

13. Enter the name (or partial name with wildcard characters) of the vendor you need. **Note:** Refer to Banner Navigation user manual for information on searching using wildcards.

14. Click on the **Execute Query** button or press the **F8** key.

---

**Team Tip:**

Searches made using the **Entity Name/ID Search** form, FTIIDEN, are case-sensitive. You must enter correct capitalization when searching by **Last Name** or **First Name**.
All vendors matching your search criteria will be displayed.

15. Highlight the vendor you need.
16. Click on the Select button or double click in the ID field to select the vendor.

You will return to the Vendor Information block with the Vendor ID displayed.
17. If the address for the vendor is incorrect, click on the Search button next to the Sequence field.

**Team Tip:**

BU Address Type represents the Business Address. Verify the appropriate BU address is displayed. If not perform a search and select appropriate sequence to identify where items are being purchased from.
The **Vendor Address** block will be displayed.

18. Use the scroll bar to display additional addresses.
19. When the correct address is displayed, double click in the **Address Type** field to select it.
You will return to the **Vendor Information** block with the address you selected displayed.

20. Click on the **Next Block** button or click on the **Commodity/Accounting** page tab.
The Commodity/Accounting block will be displayed.

21. The **Requisition** number has been generated. Record this number on the **Finance Log** (see Appendix A). Note: The Requisition number will not be the same as the Purchase Order number.

The remaining steps of this process assign specific FOAP(s) to each commodity. As soon as a commodity is entered, its FOAP(s) must be specified. The process of entering a commodity and its FOAP(s) must be repeated for each commodity on the requisition.
22. If you know the applicable **Commodity Code**, enter it.
23. If you do not know the applicable **Commodity Code**, refer to the **Commodity Codes Lookup** in the **Banner Information** section of Cognos.
24. Press the **Tab** key to move to the **Description** field.
25. Delete the default entry.
26. The format for descriptions is as follows:

    #vendor product number#, nomenclature, and detailed description of the item followed by the manufacturer and any additional information needed to provide adequate description of item.

    *If the item description requires more than one line, refer to the **Item Text** section of this manual for instructions on entering a detailed description.*

27. Click in the **Quantity** field and enter the quantity.
28. Click in the **Unit Price** field and enter the unit price of the item.
29. Press the **Enter** key on your keyboard.
30. Click on the **Next Block** button to move to the **FOAPAL** block.

**Team Tip:**

If purchasing furniture or equipment $1,000 to $4,999.99 use a capital commodity code (XX00) and a non-capital account code (740XXX). If the equipment is $5,000 or more, use a capital commodity code (XX00) and a capital account code (78XXXX).

*Freight charges must be entered as a commodity using **Commodity Code** 9605. Sales tax must be entered as a commodity using **Commodity Code** 9604.*
31. Enter the **Index** code.
32. Enter the **Account** code. Account codes can be found in the Banner Lookup in Cognos.
33. Entries in the **Extended** and **USD** fields can be entered manually or tab through to automatically populate.
   a. If you are going to pay a percentage of the commodity amount from this FOAP, click in the % box and enter the percent in the **USD** field
   Or
   b. If you are paying a portion of the commodity dollar amount from this FOAP; enter the amount to be charged to this FOAP in the **USD** field.
34. Check the **Remaining Commodity Amount** field for the dollar amount that must still be charged to a FOAP (or FOAPs) for this commodity.
35. If additional FOAPs are to be charged, click on the **Next Record** button on the tool bar and repeat steps 31 through 34.

---

**Team Tip:**

*You must enter document text if you are using funds from a federally funded grant or contract for this requisition.* See the **Document Text** section of this manual for more information. To enter more description on a commodity item refer to the **Item Text** section of this manual.
To enter your next commodity:

36. Click on the Previous Block button.
37. Click on the Next Record button.
38. Repeat steps 22-35 for each line item; then repeat steps 36 through 37 until you are finished entering all commodities and FOAPALs.
39. Click on the Next Block button or click on the Balancing/Completion page tab.

Team Tip:

If you enter Indexes for more than one organization, an approver from each organization must approve the requisition before a purchase order can be created.
The **Balancing/Completion** block will be displayed.

40. Review the **Input**, **Commodity**, and **Accounting** amounts.

If the **Status** of each subtotal is **BALANCED**, click on the **Complete** button to submit the requisition for approval.

41. If the **Status** of any of the subtotals is not **BALANCED**, you can:
   a. click on the **Commodity/Accounting** page tab to return to the **Commodity/Accounting** block;
   Or
   b. click on the **In Process** button to save the requisition and return to it at a later time.

42. If the **Status** of each subtotal is **BALANCED**, click on the **Complete** button to submit the requisition for approval.
   a. After you click on the **Complete** button, you will return to a blank **Requisition** form FPAREQN.

   Document R0086023 completed and forwarded to the Approval process

   Record: 1/1 | | | | | <CSC>

   b. The **Auto Hint** line will display a message that your requisition has been completed and forwarded to the approval process.
Creating a Requisition – Document-Level Accounting

The Requisition form, FPAREQN, initiates the procurement process. You will use it to identify the requestor, vendor, commodity, and FOAP information.

Document-level accounting is a way of processing requisitions in which the FOAP (Index) distribution entered on the requisition applies to all of the commodities. Use Document-Level Accounting only if you have one commodity and one FOAPAL. You cannot change a FOAPAL in Document-Level Accounting once the requisition is approved.

To access the Requisition form, type FPAREQN in the Direct Access Go To... field and press the Enter key.

The Requisition form, FPAREQN, will be displayed:

1. Click on the Next Block button.
The **Requestor/Delivery Information** block will be displayed.

2. Enter the anticipated arrival date in the **Delivery Date** field. The delivery date must be later than the **Order Date** and is a required field.
3. In the **Comments** field, enter the purpose of the requisition if you are using restricted funds.
4. Click on the **Document Level Accounting** box. This will place a checkmark and select the use of Document Level Accounting.

---

**Team Tip:**

REMEMBER, Use Document-Level accounting only if you have one commodity and one FOAPAL. You cannot change a FOAPAL in Document-Level Accounting once the requisition is approved.
5. Enter the applicable organization code in the **Organization** field.
6. If not already populated, enter your NMSU e-mail address in the **Email** field.
7. If not already populated, enter your work phone number and fax number in the **Phone** and **Fax** fields.
8. Your department’s information will default into the **Ship To** information fields. You may need to change **Ship To** code:
   a. For equipment purchases of $1000 or more, enter the Central Receiving **Shipping Code**, SH0152.
   b. For purchases to be delivered to another location or department, enter that location or department’s **Shipping Code**.
9. In the **Attention To** field:
   a. Replace the department name with the name of the person for whom you are making the purchase.
10. Click on the **Next Block** button or click on the **Vendor Information** page tab.
The **Vendor Information** block will be displayed.

11. If you know which vendor you will be using for this purchase, enter the vendor ID and press the **Tab** or the **Enter** key. You must use the ID that begins with “8.”

12. If you do not know the vendor ID, click on the **Search** button in the **Vendor** field to select one.

The **Option List** will be displayed.

13. Click on **Entity Name/ID Search (FTIIDEN)**.
14. Enter the name (or partial name with wildcard characters) of the vendor you need.

15. Click on the **Execute Query** button or press the **F8** key.

**Team Tip:**

Searches made using the **Entity Name/ID Search** form, **FTIIDEN**, are case-sensitive. You must enter correct capitalization when searching by **Last Name** or **First Name**.
All vendors matching your search criteria will be displayed.

16. Highlight the vendor you need.

17. Click on the Select button or double click in the ID field to select the vendor.

Verify that the Vendor is active. Look under the “V” field; the “Y” status indicates the vendor is active, the “T” status identifies the vendor is not active.
You will return to the **Vendor Information** block with the Vendor ID displayed.

![Vendor Information Block]

18. If the address for the vendor is incorrect, click on the **Search** button next to the **Sequence** field.

**Team Tip:**

*BU Address Type represents the Business Address. Review other BU addresses listed. The displayed default may not reflect correct location where items are being order from.*
The **Vendor Address** block will be displayed.

19. Use the scroll bar to display additional addresses.
20. When the correct address is displayed, double click in the **Address Type** field to select it.
You will return to the **Vendor Information** block with the address you selected displayed.

21. Click on the **Next Block** button 🔗 or click on the **Commodity/Accounting** page tab.
The **Commodity/Accounting** block will be displayed.

22. The **Requisition** number has been generated. Record this number on the **Finance Log** (see Appendix A). Note: The Requisition number will not be the Purchase Order number.
The remaining steps of this process assign FOAP(s) to all of the commodities on the requisition as a whole. All commodities are entered first, then the applicable FOAP(s).

23. If you know the applicable Commodity Code, enter it.
24. If you do not know the applicable Commodity Code, refer to the Commodity Codes Lookup in Banner Information section of Cognos.
25. Press the **Tab** key to move to the **Description** field.
26. Delete the default entry.
27. The format for descriptions is as follows:

    #vendor product number#, nomenclature, and detailed description of the item followed by the manufacturer and any additional information needed to provide adequate description of item.

    *If the item description requires more than one line, refer to the **Item Text** section of this manual for instructions on entering a detailed description.*

28. Click in the **Quantity** field and type the quantity.
29. Click in the **Unit Price** field and type the unit price of the item.
30. Press the **Enter** key on your keyboard.

31. If there are additional items for this request, click on the **Next Record** button and repeat steps 22 through 29 until you have entered them all.
32. Click on the **Next Block** button to move to the **FOAPAL** block.

---

**Team Tip:**

*You must enter document text if you are using funds from a federally funded grant or contract for this requisition. See the **Document Text** section of this manual for more information. To enter more description on a commodity refer to the **Item Text** section of this manual.*
33. Enter the **Index** code.
34. Enter the **Account** code.
35. Enter the amount under the USD column or tab through for the amount to default into the record.
36. Click on the **Next Block** button or click on the **Balancing/Completion** page tab.
The **Balancing/Completion** block will be displayed.

37. Review the **Input**, **Commodity**, and **Accounting** amounts.
38. If the **Status** of any of the subtotals is not **BALANCED**, you can:
   a. Click on the **Commodity/Accounting** page tab to return to the **Commodity/Accounting** block; or
   b. Click on the **In Process** button to save the requisition to return to it at a later time.

39. If the **Status** of each subtotal is **BALANCED**, click on the **Complete** button to submit the requisition for approval.
   a. After you click on the **Complete** button, you will return to a blank **Requisition** form **FPAREQN**.
   b. The **Auto Hint** line will display a message that your requisition has been completed and forwarded to the approval process.
**Item Text**

**Item text** is used when there is not enough space in the description field to enter the whole description of the item being ordered. The text that you enter is specific to the commodity item and prints as a continuation of the commodity description on a purchase order.

1. Click in the Commodity field or the Description field of the commodity for which you are entering item text to highlight it.
2. Click on the Options menu.
3. Click on **Item Text [FOAPOXT]**.

**Team Tip:**

**Item text** should only be used to enter descriptions of specific commodity items. To enter text that applies to the entire requisition (contract or grant number, delivery instructions, etc.); refer to the **Document Text** section of this manual.
The **Procurement Text Entry** form, FOAPOXT, will be displayed.

4. Review your commodity information to ensure that you have selected the correct one.
5. Click on the first **Text** line.
6. Enter the first line of additional text.
7. To enter additional text, click on the next **Text** line or press the **Down Arrow** key on the keyboard.
8. When you are finished entering item text, click on the **Save** button.
The Auto Hint line will display the message, “Transaction complete: XX records applied and saved” (XX represents the number of lines of text you entered).

9. Click on the Exit button.
You will return to the **Commodity/Accounting** block of the FPAREQN form.

10. Notice that the **Item Text** checkbox has a check in it, indicating that the highlighted commodity has additional descriptive text. *If it does not have a check in it, you will need to repeat steps 1 thru 9.*

11. Proceed with creating your requisition as described in the **Creating a Requisition – Commodity-Level Accounting** or the **Creating a Requisition – Document-Level Accounting** section of this manual.
**Document Text**

**Document text** is used to enter clause numbers, quote numbers, contract numbers, or delivery instructions that apply to the entire requisition (not a specific commodity item). When using restricted funds include purpose of items being purchased (how will items be used related to work being done), funding source, type of agreement, and agency award number.

Based on grant or contract funds used to purchase the items additional information will need to be provided on Document Text. If purchasing capitalized equipment Secondary Address information will need to be include on Document Text. See details on next page.

1. Click on the **Options** menu.
2. Click on **Document Text [FOAPOXT]**.

**Team Tip:**

Document Text should not be used to enter descriptions of specific commodity items being purchased. Refer to the Item Text section of the manual for information about entering extended item descriptions.

When using a Grant or Contract Funds:
• Include appropriate clause 03 or 04
• Obtain the following information from Banner form FRAGRNT and include in document text.
  o Funding Source (reference Agency name field)
  o Type of agreement (reference Grant Type field)
  o Agency Award Number (reference Sponsor ID field)

When capital equipment is being purchased include the following:
• Quote#
• Contract or Pricing Agreement
• Internal only - Secondary Address
• Department
• MSC
• Building, Room number
• Contact person and Phone number
• If applicable add appropriate clauses needed

The Procurement Text Entry form, FOAPOXT, will be displayed.

3. Click on the Next Block button or click on the first Text line.
4. To use a pre-defined text clause, type the clause number in the **Clause#** field. The clause will automatically print on the PO.
   **Note:** Clauses are not required only if applicable.
   a. Do not enter both text and a clause number on the same line. This will overwrite the clause verbiage.
5. To enter your own text, type it in the **Text** field.
   a. Use separate lines when entering both clauses and document text.
   b. To place a blank line between text, enter a period (.) on the line and proceed to enter remaining text into the next line.
6. Click on the next **Text** line or press the **Down Arrow** key on the keyboard to enter additional text.
7. Each line that has a check in the **Print** box will print on the purchase order. If you enter text you do not wish to print on the purchase order, click on the check to remove it.
8. When you are finished entering document text, click on the **Save** button.
The Auto Hint line will display the message, “Transaction complete: XX records applied and saved” (XX represents the number of lines of text you entered).

9. Click on the Exit button X.
10. Notice that the Document Text checkbox has a check in it. *If it does not have a check in it, you will need to repeat steps 1 thru 9 because the document text was not saved.*

11. Proceed with creating your requisition as described in the Creating a Requisition – Commodity-Level Accounting or the Creating a Requisition – Document-Level Accounting section of this manual.
**Dual Year Processing**

During the month of June, which is the last month of the fiscal year at NMSU, purchase requisitions can be entered for either the current or the upcoming fiscal year. This process is referred to as *dual year processing*.

Dual year processing is only open during the month of June.

On the **Requisition Entry** form, **FPAREQN**, the following steps must be taken into account when entering requisitions for the upcoming fiscal year.

1. Change the **Transaction Date** to a date of July 1 or later.
2. Change the **Delivery Date** so that it is later than the **Transaction Date**.

In the **Requestor/Delivery Information** block:

1. Change the **Transaction Date** to a date of July 1 or later.
2. Change the **Delivery Date** so that it is later than the **Transaction Date**.
Continue the normal requisition entry steps until you reach the **Commodity/Accounting** block.

3. Ensure that the **Year** field in the **FOAPAL** block shows the upcoming fiscal year.

**Team Tip:**

During Dual Year Processing, use Document Text clause **14** if the order is to be delivered and invoiced **after July 1**.
Reviewing Requisition Status

*Document by User Form FOADOCU*

View the status of requisitions you or someone else has created using the *Document by User* form, FOADOCU.

Access the *Document by User* form from the *General Menu* or by entering FOADOCU in the Direct Access *Go To...* field.

The *Document by User* form will be displayed.

1. Enter criteria to narrow down your query (display fewer records).
2. Click on the *Next Block* button.
Only documents that match your search criteria and created by the person whose user name is in the **Original User ID** field will be displayed.

3. Click on the **Exit** button (X) to return to the **General Menu**.
**Document Approval form FOAAINP**

The Document Approval form, FOAAINP, displays the remaining approval levels for a requisition.

To access the Document Approval form, type FOAAINP in the Direct Access Go To… field and press the Enter key.

The Document Approval form will be displayed.

1. Type your requisition number in the Document field.
2. Click on the Next Block button.

**Team Tip:**

Only requisitions with a status of C ("Complete") can be viewed on this form. If a requisition is incomplete or if it has already been through all levels of approval, it will not be displayed. Use the Document History form, FOIDOCH, to check the requisition's status.
The list of approval queues for this requisition will be displayed on the left side of the form.

3. Click on the queue of interest to highlight it. Note: Only the remaining queues are displayed; once someone from a queue approves the requisition, that queue will no longer appear on this form.

4. The names of the potential approvers in the queue will be displayed on the right side of the form.

5. When you are finished reviewing the approval queues, click on the Exit button to return to the General Menu.

Team Tip: If you entered Indexes for more than one organization in the FPAREQN form, an approver from each organization must approve the requisition before a purchase order can be created.
Document Approval History form FOIAPPH

The Document Approval History form, FOIAPPH, displays the approvers who have reviewed a specified document.

Access the Document Approval History form by entering FOIAPPH in the Direct Access Go To... field.

2. Type the document number of the document for which you wish to view approval history and press the Enter key.
3. Click on the Execute Query button or press the F8 key.
4. Approval history for the highlighted document will be displayed on the right side of the form:
   - Approver’s Name
   - Approved Date

5. Click on the Exit button \( \times \) to return to the General Menu.
Approval History form FOIAPHT

The Approval History form, FOIAPHT, provides an online display of a document’s approval history, including the originator.

Access the Approval History form by entering FOIAPHT in the Direct Access Go To… field.

2. Type the requisition number.
3. Click on the Execute Query button or press the F8 key.
The approval history for the requisition will be displayed.

4. Review the requisition’s history. Each level of approval will be listed separately.
5. Click on the Exit button to return to the General Menu when you are finished.
**Requisition Query form FPIREQN**

Use the **Requisition Query** form, FPIREQN, to query and review requisition information.

To access the **Requisition Query** form, type FPIREQN in the Direct Access **Go To**… field and press the **Enter** key.

The **Requisition Query** form, FPIREQN, will be displayed.

1. Type your requisition number in the **Requisition** field.
2. Click on the **Next Block** button.

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3. Review the information in this block:
   - Dates
   - Totals
   - Complete
   - Approved
   - Cancel Reason

4. Click on the Next Block button.

The Document Information block will be displayed.
The **Requestor/Delivery** information block will be displayed.

5. Review the information in this block:
   - Requestor
   - Organization
   - Ship To information
   - Attention To

6. Click on the **Next Block** button.
The **Vendor** information block will be displayed.

7. Review the information in this block:
   - Vendor ID and Name
   - Address information
   - Contact information
   - Discount information

8. Click on the **Next Block** button.
The **Commodity/Accounting** block will be displayed.

9. Review the information in this block:
   - Commodity codes
   - Prices
   - Extended costs
   - FOAP information

10. Click on the **Exit** button when you are finished reviewing the requisition.
**Document History form FOIDOCH**

The **Document History** form, FOIDOCH, displays the processing history of purchasing and payment documents. It identifies and provides the status of all documents in the processing path for the document number you enter.

Access the **Document History** form by entering FOIDOCH in the Direct Access **Go To...** field.

1. Enter the document type in the **Doc Type** field.
   
   **Note:** Values for Purchase Requisition and Purchase Order are:
   - PO = Purchase Requisition
   - REQ = Requisition

2. Enter the document number in the **Document Code** field.

3. Click on the **Next Block** button 📚.
To View status indicator or access a form from FOIDOCH use the Options menu.

5. Click on Options menu.
   - Select View Status to see Status descriptions.
   - Or
   - Drill down from options menu to display details for highlighted document.
**Finance Messages**

If any status change has occurred on a requisition you have created (it has been disapproved, completely approved, or canceled), the Check Banner Message link will have a check next to it.

1. Click on the Check Banner Message link.

*Team Tip:*

Messages will not appear for requisitions disapproved through Self-Service.
The General Message form, GUAMESG, will be displayed.

1. Messages will be displayed, review them. If a Purchase Requisition has been disapproved it will be displayed and action will be needed. The User ID of the person who disapproved the requisition will be displayed in the Sender field.

2. Note the Requisition Number in the Item field.
3. Check the Message field for the reason the requisition was disapproved.
4. To clear message from General Message form, click on the Complete radio button.
5. Click on the Save button to return to the General Menu.
6. Click on the Exit button to return to the General Menu.

Disapproved requisitions can be changed or deleted using the Requisition form, FPAREQN.

After you have reviewed your message, proceed to form FPAREQN to retrieve and make corrections.
Copying a Requisition

You can copy the information from a completed and posted requisition to a new one using the Copy Requisition feature on the Requisition form, FPAREQN.

To access the Requisition form, type FPAREQN in the Direct Access Go To… field and press the Enter key.

The Requisition form, FPAREQN, will be displayed.

1. Click on the Copy button 📃. 
The **Copy** window will be displayed.

2. Enter the requisition number from which you are copying in the **Requisition** field and press the **Enter** key.
3. Use the **Vendor** field to help verify that you have entered the correct requisition.
4. Click on the **OK** button.
The Requestor/Delivery Information block will be displayed.

5. The Requisition number has been generated. Record this number on the Finance Log (see Appendix A). Note: The Requisition number will not be the same as the Purchase Order number.

6. Enter the anticipated arrival date in the Delivery Date field. The delivery date must be later than the Order Date.

7. Review all other enterable fields on this form and change if necessary.

   Note: The In Suspense box will be marked. This will be updated once the Commodity/Accounting has been completed and Balancing/Completion has occurred.

8. Click on the Next Block button 🔄 or the Vendor Information page tab.
The **Vendor Information** block will be displayed.

9. Review the information in this block and make address changes if necessary.

   **Note:** Reminder Vendor cannot be changed when using the copy feature.

10. Click on the **Next Block** button or the **Commodity/Accounting** page tab.
The **Commodity/Accounting** block will be displayed.

1. Use the **Next Record** button or the **Down Arrow** key on your keyboard to navigate through each commodity and make changes as necessary.
2. Click on the **Next Block** button.
3. If necessary, use the **Next Record** button to navigate through each FOAP distribution.
4. Click on the **Next Block** button or on the **Balancing/Completion** page tab.

Steps 11-14 are necessary to remove the **In Suspense** flag and allow the requisition to be completed and posted.
The **Balancing/Completion** block will be displayed.

15. Review the **Input**, **Commodity**, and **Accounting** amounts.

16. If the **Status** of each subtotal is **BALANCED**, click on the **Complete** button to submit the requisition for approval.

17. If the **Status** of any of the subtotals is not **BALANCED**, you can:
   - click on the **Previous Block** button or the **Commodity/Accounting** page tab to return to the **Commodity/Accounting** block; or
   - click on the **In Process** button to save the requisition to return to at a later time.
Deleting a Requisition

Use the Requisition form, FPAREQN, to delete a requisition that has a status of “I” (Incomplete). If a requisition has already been submitted for approval, it must be disapproved before it can be deleted.

This process can also be used on the Receiving Goods form, FPARCVD, to delete a receiving document that has not yet been completed.

Type FPAREQN in the Direct Access Go To... field and press the Enter key.

The Requisition form will be displayed.

1. Enter the number of the requisition you need to delete in the Requisition field.
2. Click on the Next Block button.

Team Tip: Use the Document by User form, FOADOCU, to check a requisition’s status.
The Requestor/Delivery Information block will be displayed.

3. Review the information in this block to ensure you are deleting the correct requisition.

4. If necessary, click on the Next Block button or use the Vendor Information and Commodity/Accounting page tabs to review vendor and commodity information to ensure you are deleting the correct requisition. You must have either the Requestor/Delivery Information block or the Vendor Information block displayed to delete a requisition.

5. Click on the Remove Record button.
The **Auto Hint** line will display the message **“Press Delete Record again to Delete this record.”**

6. Click on the **Remove Record** button again.
The **Forms** window will appear with the message that "**All Commodity and Accounting Records will be deleted.**"

7. Click on the **OK** button.

You will return to a blank **Requisition** form. The **Auto Hint** line will display the message that the "**Deletion of Requisition is completed.**"

8. Click on the **Exit** button to return to the **General Menu**.
Canceling a Requisition

A requisition may be canceled only after approvals and posting have occurred and before it has been assigned to a purchase order. A requisition that has been canceled can still be viewed in Banner.

To access the **Requisition Cancel** form, type `FPARDEL` in the Direct Access **Go To…** field and press the **Enter** key.

The **Requisition Cancel** form will be displayed.

1. In the **Request Code** field, enter the number of the requisition you need to cancel.
2. Click on the **Next Block** button.
The requisition's detail will be displayed.

3. Review the information displayed to ensure you are canceling the correct requisition.
4. Click on **Cancel Data** tab.
The **Cancel Date** block will be displayed.

The current date will be displayed in the **Cancel Date** field.

5. Use the **Search** button for the **Reason Code** field to display the list of reasons for the cancellation.
The **Cancellation Reason Code** selection list will be displayed.

6. Click on the applicable reason to highlight it.
7. Click on the **OK** button.
8. With the Cancel Date block still open, select **Process Cancellation** from the **Options** menu.

   The *Forms* window will indicate that your change has been saved.

   ![Forms Window]

9. Click on the **OK** button.
10. Click on the **Exit** button to return to the **General Menu.**
Change Orders

Process Flow

Change orders are used to make changes to a purchase order. Common changes include increasing the amount ordered or cost, decreasing the amount ordered or cost, cancelling the order, changes to descriptions, addresses or Freight on Board (FOB) codes. The process for processing change orders depends on the type of change you are making.

Change orders to change the address, description, or FOB codes (non-monetary changes) do not require a change order requisition. To request these changes, send an email to purchasing@nmsu.edu with the following information included in the body of the email.

1. Contact information (name, phone, email, department)
2. Original PO number
3. Vendor ID and name
4. Change details

Change orders to cancel a purchase order in entirety can be accomplished by sending an email to purchasing@nmsu.edu with the following information included in the body of the email.

1. Contact information (name, phone, email, department)
2. Original PO number
3. Vendor ID and name
4. PO Amount

Change orders to change the funding source (i.e. index or account code) are submitted using the Purchase Order - Funding Change Request form available on the Administration & Finance Forms website (af.nmsu.edu/forms). All other change orders (i.e. changing quantity, increasing or decreasing amount) are processed by creating a change order requisition following the steps provided in this manual.

Team Tip:

Subcontracts, Construction and Architectural Engineering (AE) types of changes will not use this Electronic Change Order process. Continue to use the established routing process. For Subcontracts, these should be routed to Sponsored Projects Accounting and Construction and AE should be routed to Office of Facilities Services.
The diagram below shows the process flow for creating Change Orders.

Change Order Process Flow

- Locate original PO number, vendor code & name, line items to be changed
- What is the reason for the change?
  - Address, description, FOB code change, or cancellation
  - Subcontract, Construction, & Architectural Engineering changes
  - Other
  - Funding source change
- Use established routing. Subcontracts route to SPA; Construction & AE route to OFS
- Create purchase requisition (FPAREQN)
  - Vendor tab: use vendor ID & name from original PO
  - Commodity tab: use commodity code 0100; do not change description; qty = 1
- What is the reason for the change?
  - Increase in funds
    - Enter total amount of change under the one commodity
    - FOAPAL: enter total amount of change to original FOAPAL(s)
  - Decrease in funds
    - Calculate amount to be input ($1 per FOAPAL)
    - FOAPAL: enter $1 per FOAPAL charged
- Submit for approvals

Document Text:
Original PO number, line items to be changed, reason for change

Submit Purchase Order - Funding Change Request Form

Enter total amount of change under the one commodity

Other

Use established routing. Subcontracts route to SPA; Construction & AE route to OFS

Create purchase requisition (FPAREQN)

Vendor tab: use vendor ID & name from original PO

Commodity tab: use commodity code 0100; do not change description; qty = 1

What is the reason for the change?

Address, description, FOB code change, or cancellation

Subcontract, Construction, & Architectural Engineering changes

Other

Funding source change

Email purchasing @nmsu.edu; include contact info, PO #, vendor ID & name, change information

Document Text:
**Change Order Requisitions**

Change orders that include monetary changes (increases or decreases) are submitted using the purchase requisition process.

Follow steps 1-21 of the Creating Requisitions instructions (pages 9-20).

- Commodity Level Accounting must be used for change orders.
- Transaction and delivery dates are today's date
- Ship to Code must be same as on original PO
  
  **Note:** Under the Delivery/Information tab of the FPAREQN, please ensure that an email address and current phone number is listed in appropriate fields.
- Vendor code must be same as on original PO

**Notes:** Prior to submitting the Change Order review your original Purchase Order to identify the accurate information (line item or items, quantity or quantities) that need to be changed. Use Banner forms FOIDOCH (Document History) to access and drill down to the FPIPURR (Purchase Order Information). In addition use form FGIENCD (Detailed Encumbrance Activity) to confirm transaction activity prior to processing the Change Order.

**Team Tip:**

Contact Procurement Services and Risk Management at **Purchasing@nmsu.edu** if you have questions or need guidance.
Change Order Increases
To increase the dollar amount on a PO, complete the following steps.

Reminder: a new Purchase Requisition needs to be created. Begin by going to FPAREQN form and follow steps 1-21 of the Creating Requisitions instructions (pages 9-20). Then continue with step 1 below.

1. Enter commodity code 0100; description will populate (do not change the description).
2. Enter total amount of change for all line items. You will only use one commodity line item even if you are changing multiple lines.
3. Click next block to enter FOAPAL information.
4. Enter the index and account number charged on the original PO.
5. Tab through fields to populate amount or enter amount for each index in the Extended row.
6. From the Options menu and drop down list select Document Text.
7. In Document Text, enter the following information. For instructions on entering document text, refer to pages 43-47.

   **Note**: For consistency purposes and to ensure that Procurement Services and Risk Management receives the correct information affected by the change, follow the format listed below:

   a. Change Order  
   b. Original PO number  
   c. Vendor name & ID  
   d. Increase  
   e. Reason for the change  
   f. Action to be taken including line numbers to be changed  
      **Note**: Include actual quantities changes if applicable  
   g. Total line change (if applicable)

8. **Save** the document text.
9. Click **Exit** to close the document text form.
10. Complete requisition and route for approval following steps 40-42 on page 24.

**Team Tip:**
Prior to Saving Document Text verify that the Print boxes are checked. If they are not, click on the box located next to the row and under the Print column to place a check mark.
Change Order Decreases

To decrease the dollar amount on a PO, complete the following steps.

Reminder: a new Purchase Requisition needs to be created. Begin by going to FPAREQN form and follow steps 1-21 of the Creating Requisitions instructions (pages 9-20). Then continue with Step 1 below.

1. Enter commodity code 0100; description will populate (do not change the description).
2. Calculate the dollar amount to enter in Unit Price as follows
   a. If changes affects only one Index number, enter $1.00
   b. If change affects two or more Index numbers, enter $1.00 per index
3. Click next block to enter FOAPAL information.
4. Enter the index and account number(s) charged on the original PO.
5. Tab through fields to populate amount or enter amount for each index in the Extended row.
   a. If entering multiple indexes, enter $1.00 per index

Team Tip: Change Orders will encumber the amount entered on the requisition. For decreases enter $1.00 per Index number. For increases, enter the total amount of the change.
6. In **Document Text**, enter the following information. For instructions on entering document text, refer to pages 41-43.

**Note**: for consistency purposes and to ensure that Procurement Services and Risk Management receives the correct information affected by the change, follow the format listed below:

a. Change Order  
b. Original PO number  
c. Vendor name & ID  
d. Decrease  
e. Reason for the change  
f. Action to be taken including line numbers to be changed  
   **Note**: Include actual quantity changes if applicable  
g. Total line change (if applicable)

7. **Save** the document text.  
8. Click **Exit** to close the document text form.  
9. Complete requisition and route for approval following steps 40-42 on page 24.
Tracking Change Order Requisitions and Changes to Purchase Orders

Once the change order has been routed for approval, tracking can be done by using forms FOIDOCH and FGIENCD in the Banner system.

To verify that the Change Order Requisition has been approved use FOIDOCH to query the requisitions.

1. Access FOIDOCH form from the Go To Menu.
2. Enter Document Type REQ.
3. Enter Document Code (Requisition number).
4. Click on Next Block.
5. Requisition number will be displayed. If Requisition has been Approved, Status will reflect “A”. If Requisition Status reflects “C” all approvals have not been obtain.
6. From the **Option** menu select the **Requisition Info [FPIREQN]** to view the requisition.

7. Click on **Next Block**.
Document Text will display the Change Order details and also will include the Purchase Order number where changes will occur. If you are unsure of the related Purchase Order follow steps below to locate the Purchase Order number.

8. With Requisition Inquiry displayed click the **Options** menu. From the drop down list select **Document Text**.

9. Click on **Next Block** to display information.

10. With Document Text displayed, record the associated Purchase Order number.

11. Click on **Exit** to close document text.

12. Click on **Exit** again to return to the Go to Menu.
Once the Change Order requisition has been approved you can view the Purchase Order to track and verify changes have been made in the Banner system.

1. Access FGIENCD from the Go to menu.
2. Enter the Purchase Order number in the Encumbrance field.
3. Click on Next Block.
4. The Detail Encumbrance form will list all transactions associated with the Purchase Order. When Change Orders have been updated on Banner the Purchase Order will display CORD (Established Change Order) under the Type field. If additional line items have been changed you will use Next Record to display additional line items.
5. Click to Exit form.
Receiving

Business Rules

- Main campus Only: All equipment (capital) purchases greater than or equal to $1000 will be received by the Central Receiving Office. Use the Central Receiving shipping address when creating the requisition (ship to code SH0152).

- All purchases of goods and services less than or equal to $999.99 are considered two-way matches and do not require receiving.

- All purchases of goods (non-capital) greater than or equal to $1000.00 will require receiving by the requesting department.

- Ordering departments who wish to stop payment to any vendor on the basis of a failure to deliver goods or services or of delivery of unacceptable goods and services before a check has been issued may contact Accounts Payable via e-mail or use the Stop Payment form (af.nmsu.edu/forms). This form is located under Administration & Finance form page on the web. If payment has been issued, the ordering department should work directly with the vendor to resolve all disputes. If a credit should be taken, the vendor must submit a credit memo directly to Accounts Payable.
**Receiving Goods – Receive All**

Use the Receive All process when all of the line items were received on the same day and there are no discrepancies between the quantities received and the quantities listed on the purchase order.

Type **FPARCVD** in the Direct Access Go To... field and press the **Enter** key.

The **Receiving Goods** form, **FPARCVD**, will be displayed.

1. Type **NEXT** in the **Receiver Document Code** field.
2. Click on the **Next Block** button.
3. Record the **Receiver Document Code** on the **Finance Log** (see Appendix A).
4. Use the **Search** button ▼ to select a **Receiving Method**.
5. If the actual date you received the goods or services was not today, press the **Tab** key to move your cursor to the **Date Received** field and enter the actual date received.
6. Click on the Next Block button to go to the Packing Slip block.
7. Enter the packing slip number in the Packing Slip field.
8. Click on the Next Block button.
9. Type the purchase order number in the Purchase Order field and press the Enter key. The Buyer and Vendor fields are automatically populated from the purchase order.
10. Verify that the Receive Items radio button is selected.
11. Click on **Select Purchase Order Items [FPCRCVP]** from the **Options** menu.
The **Receiving Goods PO Item Selection** form will be displayed.

12. Click in the **Receive All** checkbox.
13. Click on the **Save** button .

The **Forms** window will indicate that all of your items have been saved.

14. Click on the **OK** button.

The **Receiving Goods PO Item Selection** screen will still be displayed, but there will be no items listed for the purchase order.
15. Click on the Exit button **X**.

The **Forms** window will ask if you want to **Close this form**?

16. Click on the **Yes** button.
The **Receiving Goods** form will be displayed.

17. Click on the **Next Block** button to display the **Commodity** block.
The **Commodity** block will be displayed.

18. If you wish to review the commodities being received, use the scroll bar to display each line.
19. Click on the **Next Block** button.
The **Completion** window will be displayed.

20. Click on the **Complete** button.

---

**Team Tip:** You must click on the **Complete** button before the receiving document can post.
The **Receiving Goods** form will be displayed with no information.

21. Click on the **Exit** button ✗ to return to the **General Menu**.
**Receiving Goods – Receive a Partial Order**

Use Receive Goods - Receive a Partial Order when not all of the line items were received on the same day or there are discrepancies between the quantities received and the quantities listed on the purchase order.

Type **FPARCVD** in the Direct Access Go To... field and press the **Enter** key.

The **Receiving Goods** form, **FPARCVD**, will be displayed.

1. Type **NEXT** in the Receiver Document Code field.
2. Click on the Next Block button.

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3. Record the **Receiver Document Code** on the **Finance Log** (see Appendix A).
4. Use the **Search** button to select a **Receiving Method**.
5. If the actual date you received the goods or services was not today, press the **Tab** key to move your cursor to the **Date Received** field and enter the actual date received.
6. Click on the **Next Block** button to go to the **Packing Slip** block.
7. Enter the packing slip number in the **Packing Slip** field.
8. Click on the **Next Block** button.
9. Type the Purchase Order number in the **Purchase Order** field and press the **Enter** key. The **Buyer** and **Vendor** fields are automatically populated from the purchase order.
10. By default the **Receive Items** radio button is selected.
11. Click on **Select Purchase Order Items** from the **Options** menu.
The **Receiving Goods PO Item Selection** form, FPCRCVP, will be displayed.

12. Click on the **Next Block** button .
13. Click in the checkbox in the **Add Item** column for each item that you are ready to receive, even if you are not receiving the entire quantity.
14. Click on the **Save** button .
The Receiving Goods PO Item Selection form will now list only the items you did not choose to receive.

The Auto Hint line will display the message “Transaction complete: XX records applied and saved.” XX represents the number of items you selected to receive.

15. Click on the Exit button [x].

The Forms window will ask if you want to Close this form?

16. Click on the Yes button.
You will return to the **Receiving Goods** form.

17. Click on the **Next Block** button.
The Commodity block will be displayed.

18. For this commodity, did you receive all of the goods?
   a. If yes, click in the Final Received? Check box.
   b. If no, leave the Final Received? Check box blank. Receiving for this commodity will have to be completed using this same process when the remaining goods or services are received.

19. Click in the Current Quantity Received field and enter the quantity of goods received for this commodity.

20. Use the scrollbar to review information for additional commodities.

21. Repeat steps 18 through 20 for each commodity you are receiving.

22. When you have finished reviewing and entering quantities for all commodities, click on the Next Block button.
The **Completion** window will be displayed.

23. Click on the **Complete** button.

**Team Tip:** You must click on the **Complete** button before the receiving document can post.
The **Receiving Goods** form will be displayed with no information.

24. Click on the **Exit** button \( \text{X} \) to return to the **General Menu**.
Querying Received Goods

Use the Receiving Goods Query form, FPIRCVD, to view the items that have been received and the quantities received.

Type FPIRCVD in the Direct Access Go To... field and press the Enter key.

The Receiving Goods Query form will be displayed.

1. Type the receiving document number in the Receiver Document Code field in the Key Block area.
2. Click on the Next Block button to view Receiver Information, Packing Slip Information, and Purchase Order Information.
3. Click on the Next Block button two times to display commodity information.
The **Commodity Detail Information** block will be displayed.

4. Use the scroll bar to look at additional commodities for this receiving document.

The **Current** field displays the quantity received for this commodity *on the current receiving document*. The **Accepted** field displays the total quantity that has been received for this commodity *to date*. If multiple receiving documents have been created for the purchase order, the **Accepted** quantity may be different than the **Current** quantity.

5. Click on the **Exit** button to return to the **General Menu**.
**Entering a Receipt Adjustment**

A receipt adjustment should be created if more items were entered into the system for a commodity than were physically received. Receipt adjustments are always negative.

Type **FPARCVD** in the Direct Access **Go To...** field and press the **Enter** key.

The **Receiving Goods FPARCVD** form will be displayed.

1. Type **NEXT** in the **Receiver Document Code** field.
2. Click on the **Next Block** button.
3. Record the **Receiver Document Code** on the **Finance Log** (see Appendix A).
4. Use the **Search** button to select a **Receiving Method**.
5. If the actual date you received the goods or services is not today, press the **Tab** key to the **Date Received** field and enter the actual date received.
6. Click on the **Next Block** button to go to the **Packing Slip** block.
7. Enter the packing slip number in the **Packing Slip** field or click on the **Search** button to select the packing slip number.

   **Note**: If you need to make an adjustment, you must create a new Receiver Document using the same packing slip and purchase order originally used to receive the items.

8. Click on the **Next Block** button.
9. Enter the Purchase Order number in the **Purchase Order** field. The **Buyer** and **Vendor** fields will automatically be populated from the purchase order.
10. Select the **Adjust Items** radio button.
11. Click on **Select Purchase Order Items** from the **Options** menu.
The **Receiving Goods PO Item Selection** form, FPCRCVP, will be displayed.

12. Click on the **Next Block** button.
13. Click on the **Add Item** check box for each commodity that needs to be adjusted.
14. Click on the **Save** button.
15. Click on the **Exit** button.

The **Forms** window will ask if you wish to **Close this form**?

16. Click on the **Yes** button.

You will return to the **Receiving Goods** form, FPARCVD.
17. Click on the **Next Block** button.
The **Commodity** form will be displayed.

18. **Click in the Adjustment field for Received.**
19. Enter the quantity of goods adjusted for this item. The adjustment must be a negative quantity. Example:
   - 40 items were ordered
   - 45 items were entered incorrectly as received
   - Therefore, the adjustment amount is -5.

20. Use the scroll bar to review the rest of the commodity information and repeat steps 18 and 19 as necessary.

21. **Click on the Next Block button**.
22. Click on the **Complete** button to complete the adjustment.

23. Click on the **Exit** button.
The **Receiving Goods** form, FPARCVD, will be displayed with no information on it.

24. Click on the **Exit** button [ ] to return to the **General Menu**.
Verifying that Receiving is completed

It is good practice to make sure that the receiving was completed. This can be done by using FOIDOCH form.

Type FOIDOCH in the Direct Access Go To... field and press the Enter key.

The Document History FOIDOCH form will be displayed.

1. Enter the document type in the Doc Type field.
   
   **Note:** Values for Purchase Requisition is:
   - PO = Purchase Requisition

2. Enter the document number in the Document Code field.

3. Click on the Next Block button 🔄.

4. Locate “Receiver”, the Status field needs to reflect “C” for complete. If a receiver document code is listed but the Status is blank go back through the receiving process again and ensure that items delivered have been received and the “Complete” button is selected.

5. Click on the Exit button ✗ to return to the General Menu.
Clearing Encumbrance

Follow-up and making sure that the Purchase Orders have been finalized is important. The goal throughout the year is to ensure that all items on the Purchase Orders have been delivered, invoice is submitted to Accounts Payable, and payment to the Vendor has occurred.

To review your Encumbrances use the form **FGIOENC** (Organizational Encumbrance). You can query by Index (retrieves only encumbrances where the index was used) or by Organization (retrieves all encumbrances with indices that rolls-up to that Organization). If delivery of all items listed on the Purchase Order and payment to the vendor has occurred but there is still an outstanding amount listed on one of the line items, then you may need to clear the encumbrance. The department is responsible for clearing out the encumbrance and ensuring the amount is placed back into the budget.

The steps below will assist with clearing outstanding encumbrances. **Note**: this process is only to be done if delivery of all goods have been made and final payment to the vendor has occurred.

Use form **FGIOENC** Organizational Encumbrance List to identify outstanding encumbrances.

1. Enter Index number in **Index** field or enter organization number in **Organization** field.
2. Click on the **Next Block** button.
3. A list of outstanding encumbrances will be listed based on your query. Encumbrance field will display the Purchase Order (PO) number and the line items on that PO that are still open will be shown in the item field. Record the PO number so further research can be performed.
4. Click on the **Exit** button to return to the **General Menu**.

Use form **FOIDOCH** Document History to see if payment to the Vendor has occurred.
Type **FOIDOCH** in the Direct Access **Go To...** field and press the **Enter** key.

1. Enter the document type in the **Doc Type** field.
   
   **Note:** Values for Purchase Requisition is:
   - PO = Purchase Requisition

2. Enter the document number in the **Document Code** field.

3. Click on the **Next Block** button 🔗.

4. If Vendor has been issued a check, a check number will be displayed in the “**Check**” field.
   
   **Note:** If a check number is listed this does not ensure that all goods have been delivered and final payment has been made, further research will need to be performed.

5. Click on the **Exit** button ✗ to return to the **General Menu**.
Use form FGIENCD Detailed Encumbrance Activity, the form displays all transaction activity that has been recorded in the Banner system related to that Purchase Order Number.

Type FGIENCD in the Direct Access Go To... field and press the Enter key

1. Enter the Purchase Order number in the Encumbrance field.
2. Click on the Next Block button.
3. Locate the Balance field, (next to Date Established). Is an amount listed? 
   **Note:** Questions to ask yourself:
   a. Does balance exists? If yes, the balance reflected in this field is the balance on the whole purchase order.
   b. Does Status reflect “O” for open?
   c. Have all of the items on the Purchase Order been delivered? If multiple items exist, use the scroll bar to display and review each line item.
   d. If all items have been delivered payment has been made to vendor and balance still exits then proceed with steps below to clear the encumbrance. This will place the funds back into the budget.

   **Reminder:** when viewing on FGIOENC form the list of outstanding line items were listed.
4. After thorough verification that an outstanding balance exists proceed with listed steps:
   a. Send an email to purchasing@nmsu.edu with following information:
      i. Purchase Order number
      ii. Vendor Name
      iii. Amount to be released (3a)
**Finance - Self-Service**

Finance Self-Service can be used for tracking the Purchase Requisition, Approved Purchase Orders, and tracking of receiving, invoicing, and payments.

**Disapproval by Initiator**

In addition, there is an open window when the initiator can disapprove the recently routed Purchase Requisition (PR) before any approvals are obtained.

Note: This can only be done in Finance Self-Service. This cannot be performed on Internet Native Banner.

Why would I want to disapprove my own requisition?

There are times when the “Complete” button may have been selected too soon and all the information was not placed on the Purchase Requisition or the Purchase Requisition was submitted for approval and shortly after it began its approval routing you have been notified that additional information should be included.

Logon to Finance-Self-Service by going through my.nmsu.edu. At the logon screen enter your myNMSU credentials.

The myNMSU.edu home page will be displayed.

1. Click on the **Banner Self Service** under the Quick Links menu.
2. Click on the Finance link.

3. Click on the Approve Documents link.
4. Select the **All documents which you may approve** radio button.
5. Click on the **Submit Query** button.

6. Locate the **Approve/Disapprove**. If **Disapprove** is a blue link you can proceed to disapprove the Purchase Requisition. If the requisition has been approved by any approvers, the Disapprove will not be an available.
7. In the comment box enter a reason for the disapproval.
8. Click disapprove document button.

9. Click on the Exit link.

The Purchase Requisition can now be modified by the originator. The originator will need to log back into INB and access the FPAREQN form from the Direct Access Go To Menu. At the form enter the Purchase Requisition number in the Requisition field. Click on the next block and proceed to the section that needs to be updated.
**Encumbrance Query**

The Encumbrance Query can be used to view open and closed encumbrances.

Logon to the Finance Self-Service and from Main Menu select the Finance link. From the Finance menu select Encumbrance Query link.

The Encumbrance Query screen will be displayed.

1. Select the current Fiscal Year (FY) from the drop down list. Click on the down arrow to view all listed FY and select desired FY.
2. Select the current Fiscal Period (FP). Click on the down arrow to view all listed FP.
3. Chart of Accounts field needs to reflect “N” for NMSU chart of accounts (this will only be required the first time that you perform a view).
4. Enter the Index number in the Index field.
5. Click on the Submit Query button.

**Note:** The screen will look identical but will have the fields of Fund, Organization, Program and Location, if applicable, populated.

6. Click on the Submit Query button again.

**Note:** Fiscal periods run from July – June with July being fiscal period 01.
The query results provide a list of Documents (this is a list of approved purchase orders) and any actions that have taken place against the original encumbrance. This view will also display any open orders.

- Original commitments – reflects the original amount of the Purchase Order.
- Encumbrance Adjustments – reflects any adjustments made to the original encumbrance.
- Encumbrance Liquidations – reflects amount of payments made against the original encumbrance.
- Year to Date – reflects total amount of payments made towards the encumbrance during the year.
- Current commitments – reflects the amount still unpaid on the encumbrance.

7. To view the activity made against the original purchase order click on the document number (blue link).
The document details lists the payment activity based on the selection of the fiscal year and fiscal period. Once payment has occurred a list of invoices are displayed along with the original encumbrance. When payment is made on a purchase order you will see two invoice transactions, one transaction will reflect the invoice payment for the purchase order, the second transaction will represent the release of the original encumbrance.

8. To view the original purchase order click on the document number (blue link).

**Note:** When viewing the Purchase Order all related transactions are listed under the Related Documents. An invoice can also be viewed by clicking on any invoice number listed (blue link).

9. To perform another query select from the query list at the bottom of the page.

<table>
<thead>
<tr>
<th>Document Code</th>
<th>Role Code</th>
<th>Class Code</th>
<th>Encumbrance</th>
<th>Encumbrance Adjustments</th>
<th>Encumbrance Liquidations</th>
<th>Year to Date</th>
<th>Item Number</th>
<th>Sequence Number</th>
<th>Fund</th>
<th>Organization/Account/Program/Activity/Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>8759973</td>
<td>INEI</td>
<td>8759973</td>
<td>0.00</td>
<td>0.00</td>
<td>(50.00)</td>
<td>0.00</td>
<td>1</td>
<td>1</td>
<td>11120003020150</td>
<td>737010</td>
</tr>
<tr>
<td>8759973</td>
<td>INEI</td>
<td>8759973</td>
<td>0.00</td>
<td>0.00</td>
<td>50.00</td>
<td>0.00</td>
<td>1</td>
<td>1</td>
<td>11120003020150</td>
<td>737010</td>
</tr>
</tbody>
</table>

or use the menu options located at the top of the page to **Exit**.

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Help

If you need HELP with Banner:

- Call the ICT Help Desk at 646-HELP (4357)
- E-mail help_admin@nmsu.edu
- For online help, documentation, and interactive demos, go to:
  
  [http://training.nmsu.edu/CLPD/documents.html](http://training.nmsu.edu/CLPD/documents.html)
Glossary

The following information describes standard navigation and accounting terms used within the Banner System.

**Account balance**
The difference in dollars between the total debits and the total credits in an account.

**Accounts payable**
Accounts which a company or government agency owes its creditors for goods and services purchased on credit.

**Alert Box**
A type of dialog box that pops up to notify you of a condition that may affect how you can enter information or the kind of information you can enter. It requires you to acknowledge the message before you can continue.

**Application form**
Form used to enter, update, or query information. (An application form will have the letter "A" in the third position of the form name.)

**Bid process**
This occurs when potential vendors compete for a contract to produce a good or provide a service.

**Blanket Order**
Blanket purchase orders are used for the acquisition of assorted commodities or services from a known vendor for departments that have predictable but varied resale needs. The range of commodities or services covered by the blanket purchase order should be defined as narrowly as possible. Blanket purchase orders may not be used for the acquisition of equipment or appliances. Blanket purchase orders have a maximum duration of one year and, regardless of the date of initiation, will expire at the end of the fiscal year in which they were initiated.

**Block**
An information area on a form separated by a solid line or tab.

**Calling form**
Form from which you accessed another form.

**Cancel**
Exits you from an Option List, List of Values, Editor window, or Dynamic Help.

**Clear form**
Clears all information and returns you to the first enterable field in the key information area.

**Commit**
Saves all changes entered since the last time you saved.

**Commodity**
The good or service that is being purchased. In Banner, commodities can be user-defined, or the NIGP (National Institute of Governmental Purchasing) code may be used.

**Commodity-level accounting**
A way of processing requisitions or purchase orders in which each “line” (commodity) of the requisition will have its own accounting distribution. Supplies and equipment can still be ordered on one requisition.

**Count Hits**

In query mode, counts the number of records that meet the search criteria and displays that number in the Auto Help Line.

**Count Query Hits**

In query mode, counts the number of records that meet the search criteria and displays that number in the Auto Help Line. To retrieved records, select the Execute Query Function.

**Credit memo**

A credit is a deduction from an amount which is otherwise due. A memo is an informal record. Enter a credit memo against a vendor's account when, for various reasons, the vendor owes your installation money. This credit is used against future purchases. This credit transaction remains on the vendor’s record until there are enough purchases to equal or exceed the amount of the credit.

**Creditor**

The person or company to whom a liability is owed.

**Dialog Box**

A box containing information. Requires you to respond to it before you can continue.

**Document-level accounting**

A way of processing requisitions or purchase orders in which the accounting distribution entered on the requisition applies to the whole requisition. Use this process when you have one commodity code to one FOAPAL.

**Down**

Use the key. Moves the cursor to the first enterable field in the next record, moves you lower on a List of Values, and moves you lower in a pull-down list.

**Drop-down List**

Shows three or more values for a field. Any field with a down arrow icon contains a drop-down list.

**Edit**

Displays a window you can use to add, change, or delete text; especially useful in entering and updating Dynamic Help.

**Encumbrance**

The reserving of funds for a specific purchase order. The encumbrance is established when a requisition or a purchase order is approved. The encumbrance is reduced or eliminated when the requisition is transferred to a purchase order, or when a purchase order has an invoice approved, or when the encumbrance is canceled.

**Enter Query**

Puts the form into query mode and lets you enter search criteria to see what information is already in the database. ENTER QUERY appears in the Status Line.

**Execute Query**

In query mode, searches the database and displays data that matched the search criteria.

**Exit**
From forms and windows, exits you from the form or window. From menus, exits you from the Banner system. From query mode, cancels the query and takes the form out of query mode.

**Exit with Value**

From a called form, returns you to the calling form and enters the highlighted value into the field that called the form. From a List of Values (LOV), returns you to the calling form and enters the highlighted value into the field that called the form.

**Exit without Value**

From forms and windows, exits you from the form or window. From menus, exits you from the Banner system. From query mode, cancels the query and takes the form out of query mode.

**Field**

Area in a form where you can enter query, change information, or where existing information is displayed. Banner describes fields as: enabled, disabled, enterable, or display only.

**Fixed asset**

Property or item of a lasting nature owned by the institution for its day-to-day operations. Fixed assets are assets that cannot be instantly liquidated. Examples of fixed assets include real estate and equipment.

**FOAPAL**

The Banner Finance System Fund, Organization, Account, Program, Activity, and Location specified for a particular accounting transaction.

**Form**

Screen allowing the display/update of information.

**Help**

Displays the Oracle help window for the current field.

**Inquiry Form**

Form used to look up existing information on the database. Allows you to view but not update (An inquiry form will have the letter “I” in the third position of the form name.)

**List of Values (LOV)**

Window containing valid items available for entry into a field. Displays a list of values for the current field if appears in the status line.

**Menu**

A list of options you can access with the mouse or keyboard.

**More...**

The More... indicator appears in the lower right corner of each window of a series of related forms (even the last form). It tells you that there are additional forms that can be accessed to complete a process.

**Next Block**

To move the cursor to the next information area (block) that has at least one enterable field.

**Next Field**

The next enterable field in the current information area.
Next Item
The next enterable field in the current information area.

Next Primary Key
From a called form, returns you to the calling form and enters the highlighted value into the field that called the form. From a List of Values (LOV), returns you to the calling form and enters the highlighted value into the field that called the form.

Next Record
To move the cursor to the first enterable field in the next record of the current information area. If the cursor is in the last record, a new record is created.

Object
An object can be a form, job, menu, or QuickFlow used in Banner.

Open Order
A purchase order which has been issued to a vendor, against which specified purchases may be made for a specified period of time. When repeated purchases of the same type of supply items are expected, multiple purchase requisitions may be eliminated by submitting one purchase requisition to establish a standing/open order. This request must be accompanied by a justification memorandum. Standing/open orders are issued for supply type items and services only.

Option List
Dialog box displaying two or more items to choose from.

Packing slip
An itemized list of the goods and quantities purchased, supplied by the vendor with a shipment. A packing slip is used by the receivers to check against the purchase order.

Pop-Up Window
Dialog box, alert box, or list of values that appear in a separate window.

Previous Block
The previous information area that has at least one enterable field. If the previous area is another window, then that window is opened.

Previous Field
To move the cursor to the previous enterable field in the current information area.

Previous Item
To move the cursor to the previous enterable field in the current information area.

Previous Record
To move the cursor to the first enterable field in the previous record.

Professional Service Contract
A unique, technical, and/or infrequent functions performed by an independent contractor qualified by education, experience, and/or technical ability to provide services. In most cases, these services are of a specific project nature, and are not a continuing, ongoing responsibility of the institution. The services rendered are predominately intellectual in character even though the contractor may not be required to be licensed. Professional service engagements may involve partnerships, corporations, or individuals. Some examples of "professional services" typically utilized at the University include consulting, marketing analysis, banking services, medical/physician services, auditing, software development/design, and editing services. Speakers and entertainers do not require a university Professional Services Contractual Agreement.
**Purchase Orders**

Commercial documents used to request a good or service from a supplier in return for payment. There are two types of purchase orders in Banner:

1. Regular Purchase Order - Will encumber funds in Banner. All commodities have a quantity and a price.
2. Blanket Purchase/Open Order - Will encumber funds in Banner. Set amount is encumbered for the current fiscal year. Purchase Requisitions cannot exceed $20,000. Smaller purchases are invoiced and will be applied during the fiscal year. Examples: Purchase of Lab supplies.

**Query Form**

Form used to look up existing information on the database. (A query form has the letter “Q” in the third position of the form name.)

**Quick Flow**

A set of forms that are linked together in order to help you complete a process within Banner. When you use Quick Flow, it opens the first form in the set and the next form is automatically opened until the process is complete.

**Record**

All information displayed in the window for an item.

**Requestor**

A person asking for goods or services.

**Requisition**

A written request to purchase something.

**Rollback**

From an application or inquiry form, clears all information and returns you to the key block area. Rollback is a standard button and appears on forms. From validation forms, rollback will return you to the first enterable field on the calling form.

**Save**

To permanently record changes to the database.

**Scroll Down**

The process of moving down repeating records or lists of information that cannot all be displayed in one window.

**Select**

Choose an item by highlighting it or clicking it with mouse.

**Show Keys**

Display the list of keyboard options.

**Stock Item**

A commodity that is in stores inventory.

**Up**

Use the key. To move the cursor to the first enterable field in the previous record moves you upward on a List of Values or drop-down list.
Validation Form
Form used to define the values that can be entered in specified fields on application forms. (A validation form will have the letter “V” in the third position of the form name.

Vendor
A person or company selling goods or providing services. Typically, Banner Finance requires a vendor record for anyone to whom a check is sent.

Window
An information area being displayed.
Notes:
Appendix A: Computer Purchase - Package

Begin by accessing the FPAREQN form and complete the process until reaching entry of the commodity code then proceed with appropriate steps below.

Commodity Code for Computers are;
7000 Capital: anything $1000.00 or more
7099 Non-Capital: anything under $1000.00

Document Text
Information required

Line 1: Quote #

Line 2: Contract or Pricing Agreement

Line 3: Internal use only - Secondary Address (this is required when using Commodity Code “7000”).
Department Name
MSC
Building name and room number
Contact Name and Phone number

Line 4: Add any clauses needed
Reminder! If Federal grant funds are used to purchase use clause 03.
If Federal contract funds are used to purchase use clause 04.

Save before exiting Procurement Text Entry [FOAPOXT] form.

Line item example: Package

When purchasing a computer as a package, line one description needs to indicate if Desktop or Laptop is being purchased (see example below). In addition, list package system, computer model, and part number.

<table>
<thead>
<tr>
<th>Item</th>
<th>U/M</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Extended</th>
<th>Discount</th>
<th>Additional</th>
<th>Tax</th>
<th>Commodity Line Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>EA</td>
<td>Desktop/Laptop, Package System, Part Number</td>
<td>1.00</td>
<td>1,300.00</td>
<td>1,300.00</td>
<td>0.03</td>
<td>0.09</td>
<td>0.09</td>
<td>1,300.00</td>
</tr>
</tbody>
</table>

The Commodity Description allows only 50 characters per line. Additional description is entered in “Item Text”. Follow steps on page 39 in manual to enter additional item text.

Item text example:
1. Enter package components on each row.
2. Click on **Save** icon.
3. Click on the **Exit** button X.
4. Continue with the completion of the Purchase Requisition.
Appendix B: Computer Purchase - Separate Components

Begin by accessing the FPAREQN form and complete the process until reaching entry of the commodity code.

Commodity Code for Computers are:
7000 Capital: anything $1000.00 or more
7099 Non-Capital: anything under $1000.00

Document Text
Information required

Line 1: Quote #

Line 2: Contract or Pricing Agreement

Line 3: Internal use only – Secondary Address (this is required when using Commodity Code “7000”).
Department Name
MSC
Building name and room number
Contact Name and Phone number

Line 4: Add any clauses needed
Reminder! If Federal grant funds are used to purchase use clause 03.
If Federal contract funds are used to purchase use clause 04.

Line Item Example: Separate Components

When purchasing a computer and all components are purchased separately, each component will be listed on its own line item. Line one description needs to indicate if Desktop or Laptop is being purchased (see example below).

The Commodity Description allows only 50 characters per line. Additional description is entered in “Item Text”. Follow steps on page 39 in manual to enter additional item text.
Appendix C: Using Restricted Funds for Purchases

When using restricted funds for purchases the Funding Source, Type of Agreement, and Agency Award Number is required to be included on the Purchase Requisition (PR). See example below to obtain this information prior to the creation of the PR.

Logon to Banner INB. From the Go to Menu enter **FRAGRNT** Grant Maintenance form.

1. Locate the **Agency field**. Obtain the Agency name; this is the **Funding Source**.
2. Locate the **Grant type**. Obtain the **Type of agreement**.
3. Locate the **Sponsor ID**. Obtain the Agency Award Number.
4. Click on exit
5. Proceed to create the Purchase Requisition.

**Note:** The information obtained will be included in the document text of the Purchase Requisition.
Appendix D: Definitions for Property

New Mexico State University Property Accounting Summary

Definitions for Property – Is it a Capital Asset, a Non-Capital Asset, or Something Else?

Capital Asset: (Use the account code 78XXXX)
- Moveable assets/Not permanently affixed to a building
- Valued at $5,000 or More with an expected useful life of 1 year or More
- Includes Perpetual Licensed SOFTWARE (use account code 780000)
- FREIGHT/INSTALLATION charges are added to the acquisition cost or value of Capital Assets
- DISCOUNTS should be deducted from the value of the Capital Asset (on PO)
- Included as an ASSET in NMSU’s Financial Statements and DEPRECIATED (expensed) over Useful Life

ALL CAPITAL ASSETS ARE TAGGED

Non-Capital Asset: (Use the account code 740XXX)
- Moveable assets/Not permanently affixed to a building
- Valued at $1,000 to $4,999.99 with an expected useful life of 1 year or More
- Included as an EXPENSE in the Current Year University Financial Statements and NOT DEPRECIATED

ALL NON-CAPITAL ASSETS ARE TAGGED

Items NOT TAGGED: (DON’T use 78XXX or Commodity Code X000)
- Equipment or Supplies Less than $1,000
- Software Less than $5,000 or Software Subscriptions

THESE ITEMS ARE NOT TAGGED

Account Codes and Commodity Codes – Why do they Matter?

<table>
<thead>
<tr>
<th>Account Code and Commodity Code Possibilities</th>
<th>O-tag Created?</th>
<th>Cap Entry Created?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Code 78XXXX and Value Greater than $5,000</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Account Code 78XXXX and Value Lesser than $5,000</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Commodity Code X000 (any account other than 78XXXX)</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Commodity Code X000 (any account other than 78XXXX)</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

When an O-tag is created Property Accounting looks for an Asset to tag and add to the inventory system.

Who Owns the Asset? U-tags, F-tags, S-tags and P-tags

Is it Contractor Acquired Property (CAP) / Gov’t Furnished Property/Equipment (GFP/GFE)?

U-Tag = Assets OWNED by NMSU

For Federally Funded Capital Assets use account code 780300; all other Capital Assets should use 780200

F, S, or P-Tag = Assets NOT OWNED by NMSU

TYPICALLY CAPITAL ASSETS (refer to specific Grant)

These assets typically have annual reporting requirements and require permission for disposal/transfer

These tags are tracked by NMSU and inventoried, but NOT included in NMSU’s Financial Statements

F-Tag – Assets OWNED by Federal Gov’t - Use account code 780400
S-Tag – Assets OWNED by State Gov’t - Use account code 780500
P-Tag – Assets OWNED by Private Entity - Use account code 780700

For Questions Contact: Mike Hoskins, Asst. Director, Property Accounting, 646-3133 hoskins@nmsu.edu
To Request an Equipment Tag Contact: Brenda Moore, 646-3133 bmoore@nmsu.edu

07/31/2015
Appendix E: Tidbits on Creating Purchase Requisitions

1. When creating a Purchase Requisition for furniture or equipment. If the items are under $1000 but there is shipping, tax, installation charges, or training fees associated with the purchase and the total Purchase Requisition exceeds $1000, the purchase is then defined as taggable.
   a. Example: If you purchase an item that costs $990, but includes $40 of shipping and a $25 installation fee then the total cost of the item is $1,055 and it will need to be tagged and account code 740XXX and a capital commodity code should be used. If an item costs $4990, but includes $40 of shipping and a $25 installation fee then the total cost of the item is $5,055 and the item will need to be capitalized. In this case you should use account code 78XXXX and a capital commodity code.

2. Software can be either an annual subscription (must be renewed each year) or a perpetual license (can be used indefinitely). Annual software subscriptions are not capitalized, regardless of total amount of the Purchase Requisition and account code 766100 *Software LT 5000 or Subscription* should be used with a non-capital commodity code.

3. Perpetual software licenses over $5000 are capitalized and account code 786000 *Software GT 5000* should be used with a capital commodity code.

4. When adding components to existing equipment; include original tag # in document text.
   a. If in current fiscal year, capitalize.
   b. If in subsequent years, don’t capitalize.

5. When processing a software subscription Clause 18 can be used.

6. When creating a Purchase Requisition for a Professional Service make sure that the description identifies the actual service being done. Do Not leave the default description of Professional Service.

7. Include the Pricing Agreement, Contract, or GSA reference number in the document text. This informs Central Purchasing that it already has an approved form of Procurement and additional quotes/bids are not required.
Appendix F: Finance Log

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## Finance Log

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<th>VENDOR</th>
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