Banner Finance - Procurement
Creating Change Orders
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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 http://www.nmsu.edu/~boffice/ in the address bar of your web browser and press Enter.


2. Click on the Banner Native Login link.

Team Tip: You can create a bookmark in your browser for quick access to Banner.
The Logon screen will be displayed.

3. Enter **Username** and **Password**.
4. **Database** field remains blank.
5. Click on the **Connect** button.

The **General Menu** form, GUAGMNU, will be displayed.
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></td>
</tr>
<tr>
<td>Account A</td>
<td></td>
</tr>
<tr>
<td>Program P</td>
<td></td>
</tr>
<tr>
<td>Activity A</td>
<td></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:

**Balance Sheet**

- 1xxxxx Assets
- 2xxxxx Liabilities
- 3xxxxx System Controls
- 4xxxxx Fund Balance

**Income Statement**

- 5xxxxx Revenues
- 6xxxxx Labor Expenditures
- 7xxxxx Non-Labor Expenditures
- 8xxxxx Transfers

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.

**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>530200</td>
<td>8001</td>
<td>800175</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.
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 Business & Finance Forms website (http://www.nmsu.edu/~boffice/forms/index.html).

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.

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**

1. **Locate original PO number, vendor code & name, line items to be changed**
2. **What is the reason for the change?**
   - **Email purchasing@nmsu.edu; include contact info, PO #, vendor ID & name, change information**
   - **Address, description, FOB code change, or cancellation**
   - **Subcontract, Construction, & Architectural Engineering changes**
3. **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**
4. **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 changed**
5. **Submit for approvals**

**Document Text:**
- Original PO number, line items to be changed, reason for change
- FOAPAL: total amount of change to original FOAPAL(s)
- FOAPAL: enter $1 per FOAPAL changed
**Change Order Requisitions**

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

Use form FPAREQN in Banner INB or review the Banner Finance Procurement User manual for creating a Commodity Level Accounting Requisition.

- 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
- Vendor code must be same as on original PO

**Notes:** Prior to submitting the Change Order review your original Purchase Order for identifying 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.

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.

1. Use form FPAREQN, Requisition Entry: Commodity/Accounting, to begin the Create Change Order process.

   Note: Under the Delivery/Information tab of the FPAREQN please ensure that an email address and current phone number is listed in appropriate fields.

2. Under the Commodity/Accounting tab enter commodity code 0100; description will populate (do not change the description).

3. Enter total amount of change for all line items. You will only use one commodity line item even if you are changing multiple lines.

4. Click next block to enter FOAPAL information.

5. Enter the index and account number charged on the original PO.

6. Tab through fields to populate amount or enter amount for each index in the Extended row.

7. Select Options and from the list select Document Text.
8. In form **FOAPOXT Document Text Entry**, enter the following information in the order listed. For instructions refer to the Document Text process section in the Banner Finance Procurement User manual.

   **Note:** For consistency purposes and to ensure that Procurement Services and Risk Management receives the correct information effected 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
   g. Total line change (if applicable)

9. **Save** the document text.
10. Click **Exit** to close the document text form.
    **Complete requisition and route for approval.**

   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.

1. Use form FPAREQN, Requisition Entry: Commodity/Accounting, to begin the Create Change Order process.

   **Note**: Under the Delivery/Information tab of the FPAREQN please ensure that an email address and current phone number is listed in appropriate fields.

2. Under the Commodity/Accounting tab enter **commodity code 0100**; description will populate (do not change the description).

3. Calculate the dollar amount to enter in **Unit Price** as follows
   a. If changes effects only one Index number, enter $1.00
   b. If change effects two or more Index numbers, enter $1.00 per index

4. Click **next block** to enter FOAPAL information.

5. Enter the **index** and **account** number(s) charged on the original PO.

6. 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.
7. In form Document Text Entry, FOAPOXT enter the following information in the order listed. For instructions refer to the Document Text process section in the Banner Finance Procurement User manual.

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

a. Change Order  
b. Original PO number  
c. Vendor name & ID  
d. Decrease or Cancel  
e. Reason for the change  
f. Action to be taken including line numbers to be changed  
g. Total line change (if applicable)

8. **Save** the document text.  
9. Click **Exit** to close the document text form.

**Complete requisition and route for approval.**
Tracking Change Order Requisitions and Changes to Purchase Orders

Using Banner INB Finance

Once the change orders have 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 obtained.
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**.
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 **FGIENC**D 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.
Using Banner Finance Self-Service

Once the change orders have been routed for approval tracking can also be done through Banner Finance Self-Service by using the View Document feature in Finance Self-Service.

Access to Banner Finance Self-Service this can be done by logging on to my.NMSU.edu, once logged on follow the steps below.

1. Click on the Employee tab.
2. Click on the Finance tab.
3. Click on View Documents link.
4. By default **Choose type** field should display **Requisition**. If not click on the arrow to display list and select from list.

5. Type in requisition number in the Document Number field.

**Note**: The Document Number field is case sensitive the “R” beginning the requisition number must be capitalized.

6. Click on the **All** radio button under the **Display Document/Line Item Text** (this will display document text associated with the requisition).

7. Click on the **Approval history** button.
8. If document has been approved a list of Approvals recorded will be listed.

   **Note**: If document has not been approved a list of approvers will be displayed.

9. To return to the View documents Click on **View Document** link.
View Change(s) on Purchase Order

Once the change orders have been approved you can view changes to the Purchase Order through Banner Finance Self-Service by using the View Document feature in Self-Service.

Access Banner Finance Self-Service this can be done by logging on to my.NMSU.edu, once logged on follow the steps below.

1. Click on the Employee tab.
2. Click on the Finance tab.
3. Click on View Documents link.
4. From the **Choose type** field click on the down arrow to display list and selection **Purchase Order**.
5. Enter the **Document Number** in the field.

   **Note**: The Document Number field is case sensitive; the “P” for Purchase Order number must be capitalized.

6. **Change Seq#** field can be used to view changes that occurred to an original purchase order. By using the sequence of “00” the original Purchase order information will be displayed. By using the sequence of “01” the Change Order information will display. If you are unsure if a change has occurred, just leave Change Seq# field blank and it will display the last transaction that occurred on the Purchase Order.

7. Click on the **All** radio button under the **Display Document/ Line Item Text** (this will display document text associated with the requisition).
8. Click on the **View document** button.
<table>
<thead>
<tr>
<th>Purchase Order</th>
<th>Change#</th>
<th>Order Date</th>
<th>Trans Date</th>
<th>Delivery Date</th>
<th>Print Date</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>PC092359</td>
<td>1</td>
<td>Aug 06, 2010</td>
<td>Aug 11, 2010</td>
<td>Aug 13, 2010</td>
<td></td>
<td>-142.96</td>
</tr>
</tbody>
</table>

Origin: BANNER  
Complete: Y  
Approved: Y  
Type: Regular  
Requestor: NAME OF REQUESTOR  
Phone Number: 575-848-7176  
E-mail: dclaren@nmsu.edu  
Accounting: Commodity Level  
Matching: Not Required  
Ship to:  
ACADMIC RESEARCH E  
STANDLEY DRIVE  
Las Cruces, NM 88003 United States of America  
Attention: CENTER FOR LEARNING & PROFESSIONAL  
Contact: MAIN OFFICE  
Phone Number: 575-646-7176  
Vendor: 800094897 Walmart Stores Inc  
571 Walton Blvd  
Attn: Curtis Rosemond Mgr  
Las Cruces, NM 88001  
Phone Number: 575-525-1222  
Fax Number: 575-523-6650  
Currency:  

Document Text:  
REASON FOR CHANGE  
ADDITIONAL EXPLANATION  
PURPOSE OF CHANGE ORDER #1:  
THIS PURCHASE ORDER IS CANCELED IN ITS ENTIRETY  
BY THE REQUEST OF THE DEPARTMENT.

9. A display of the Purchase Order and changes made are visible.  
10. Return to View Documents link at the bottom if another display is needed.