MIDWESTERN STATE UNIVERSITY

Banner Requisition & Document Management System

End-User Training Manual

- **Purchasing Policy & Procedures**
- **Navigating Internet Native Banner (INB)**
- **How to Process a Purchase Requisition**
- **How to Attach Backup Documents to a Purchase Requisition**

June 2016

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Please Note:

Manuals

Purchasing policies and procedures should be followed in conjunction with ALL State of Texas statutes, policies and procedures.

Additional policy & procedures include, but are not limited to *Midwestern State University Policy & Procedures*, *Midwestern State University Fiscal Policy & Procedures, Midwestern State University Purchasing Manual and the Midwestern State University Procurement Card Guide.* These manuals can be found on the MSU Purchasing homepage.

SECTION
1.0

Purchasing Policy – When should I use a Purchase Requisition?

What is a purchase requisition?

A purchase requisition is an internal document used to "request" the purchase of goods or services by the Purchasing Department. It documents the following:

- Who placed the order (end-user & department)
- The name of the vendor
- What you are wanting to order
- How you plan on paying for your order

The purchase requisition also documents the electronic approval by supervisors or those responsible for a department's budget.

When should I use a purchase requisition to purchase goods & services?

- When a Direct Payment Voucher (DPV) cannot be used (See Appendix 1).
- When a potential purchase will exceed your prescribed procurement card single purchase limit.
- When a vendor will not accept the University procurement card.
- When University policies & procedures require it.

While preliminary discussions with a vendor (by the end-user) are acceptable, the official purchase order and commitment of funds for the University is completed by the Purchasing Department. **The end-user has no authority to make a commitment before submitting a requisition and obtaining an authorized purchase order number.** In addition, the end-user must allow an adequate amount of time for the Purchasing Department to complete the purchasing process, depending on the type of purchase being made (i.e., developing specifications, soliciting formal bids, requiring on-site visits, HUB Subcontracting Plan, etc.).

Exemptions from Bidding or Price Comparisons

The University defines the following additional exemptions from the above bidding or price comparison process:

- Classified Advertising
- Hotels and Conference Rooms
- Conference Expense; expenses related to conference room services such as audio/visual/network and food services. **(Does not include goods purchased for attendees or transportation services.)**
- Moving Expenses (employee)
- Student Travel; expenses related to student travel
- Library materials for Midwestern State University Library, when such exemption represents the best value to the University
- Membership Fees and Dues
- Newspaper and magazine subscriptions, books, videos and software direct from the publisher
- Freight

- Intra-Agency Payments
- Rental of exhibit space; i.e., booths for display purposes
- Goods and services provided by the Texas Department of Criminal Justice (TDCJ)
- Internal Repairs
- Purchases from Federal Agencies
- Utilities
- Goods and Services for an organized activity when such exemption represents the best value to the University

Proprietary Product/Sole Source Purchases

Proprietary Source purchasing represents the purchase of a specific item that is available from only one vendor who is the sole manufacturer and/or only distributor of the item. The end user must submit a justification explaining the need for the item and why only this specific item/vendor will meet the department's needs. See Sole Source Justification Form.

Historically Underutilized Businesses (HUBs)

Historically underutilized businesses or HUB vendors are defined as Texas businesses that are at least 51% owned, operated and controlled by United States citizens, born or naturalized and members of qualifying groups which include Asian Pacific Americans, Black Americans, Hispanic Americans, Native Americans and American Women.

All state agencies and institutions of higher education are required to make a good faith effort to increase businesses with HUBs. This good faith effort applies to all funds and all dollar amounts, including amounts that do not require bidding (including procurement card purchases). Departments must attempt to use HUBs when placing orders under delegated authority.

The Texas Building Procurement & Support Service (TPASS) offers the following directory to assist in finding HUB vendors:

https://mycpa.cpa.state.tx.us/tpasscmblsearch/index.jsp

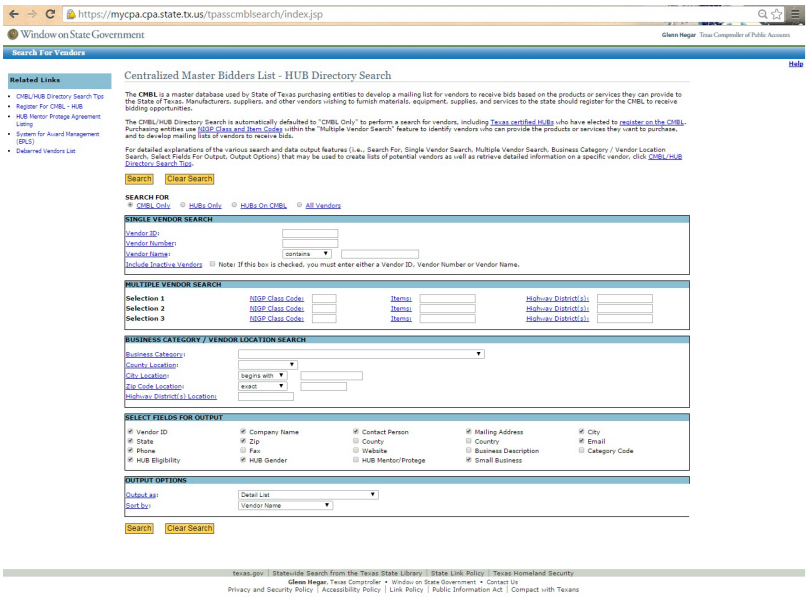

Image 1.01 – TPASS Hub Directory Search

You can search for vendors by Vendor ID and Vendor Name. You can also filter your search by commodity category or location. The Purchasing Department is available to assist when searching for HUB vendors.

Unauthorized Purchases

An unauthorized purchase is any purchase made in a manner other than the Purchasing Tools described above. **Entering a requisition after the order has been placed is prohibited.** Unauthorized purchases present problems and create unnecessary paperwork for the Purchasing Department, Accounts Payable, vendors, end-users and supervisors. Pre-planning is the best way to avoid an unauthorized purchase.

SECTION
2.0

How do I navigate Internet Native Banner (INB)?

Database "Forms" are sometimes referred to as "data entry screens" and are used to control how end-users interact with the data contained in a database (i.e., Banner Finance System). Forms can be used to protect data and to ensure the data is entered properly or can be used to query your database data for a particular output.

When logging into Internet Native Banner (INB), you will navigate to a specific form using the "Go To" search box. To prepare a purchase requisition you will type "FPAREQN" in the "Go To" search box to go directly to that form.

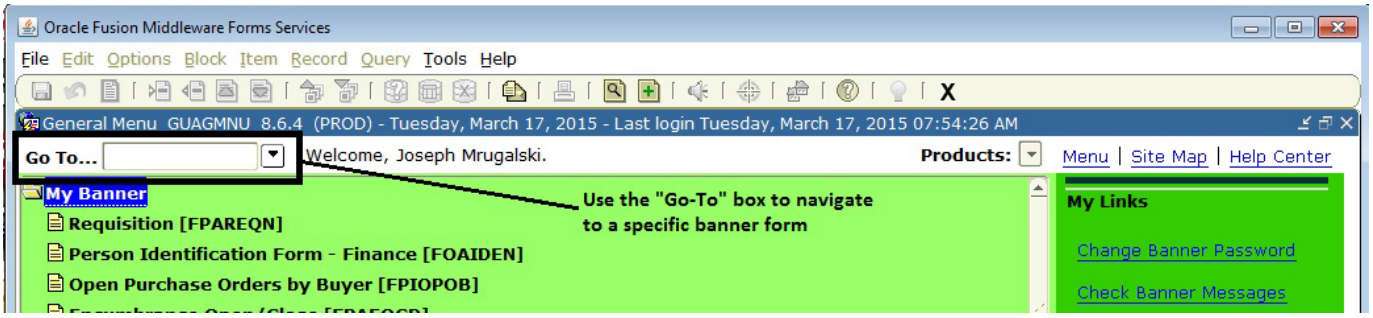

Image 2.01 "Go To" Box @ Main Menu

The following is a list of a few frequently used Banner Finance Forms you may find yourself navigating:

Banner Form	Purpose
FPAREQN	Create Purchase Requisition
FPIREQN	Query (View) Completed Purchase Requisitions
FOIDOCH	Document History (View document status & all related banner documents
FGITRND	Detail Transaction Activity (by Fund)
FGIENCD	Detail Emcumbrance Activity (by Document)
FGIBAVL	Budget Availiablity Status
FGIBDST	Organization Budget Status
FOAAINP	Document Approval (Approval Future)
FOIAPPH	Document Approval History (Approval Past)
FOADOCU	Document by User
FOAUAPP	User Approval (All documents needing approval)
FPIOPOV	Purchase Orders by Vendor

When exiting a specific form use the “Exit” icon in the form tool bar.

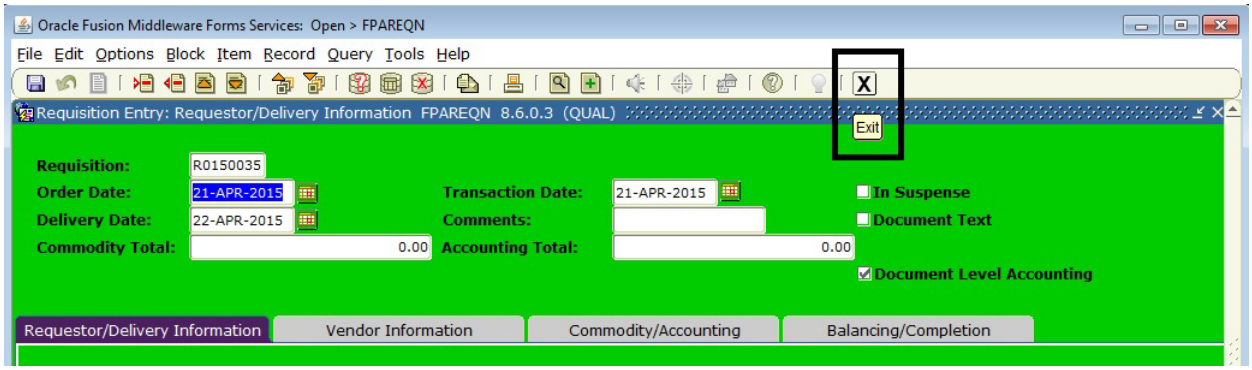

Image 2.02 Exiting a Form

If you’ve navigated specific forms in your current session of INB, you can find your previously visited forms by clicking on the “File” tab at the main menu.

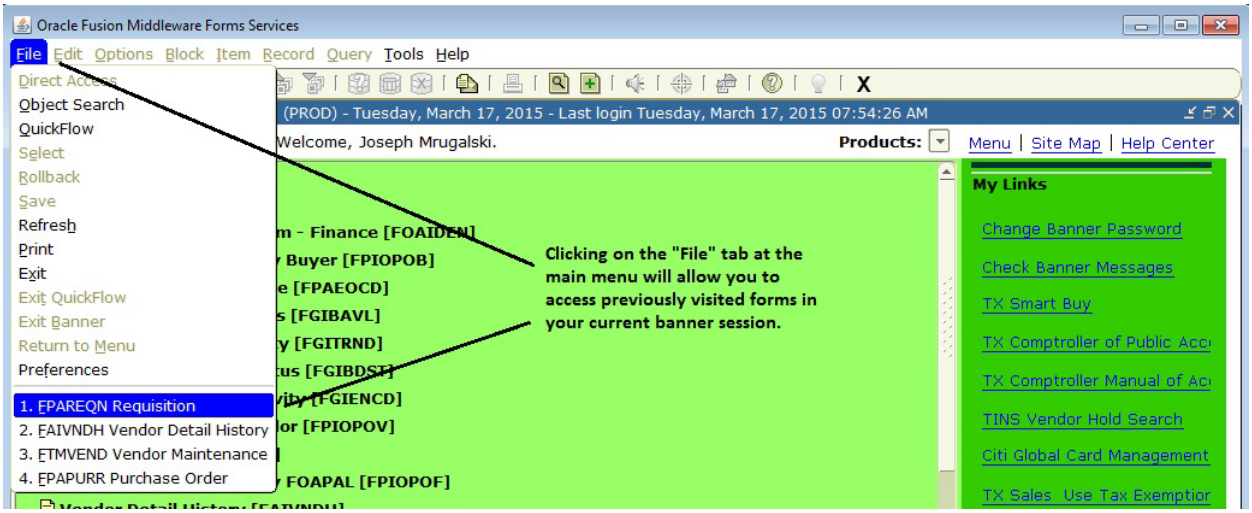

Image 2.03 “File” Tab @ Main Menu

To open an additional form while navigating a specific form, you can use the “F5” Key to open a “Go To” search box. Instead of navigating back to the main menu to open another form, the “F5” key will give direct access to another form. Pressing “F5” again will close the search box.

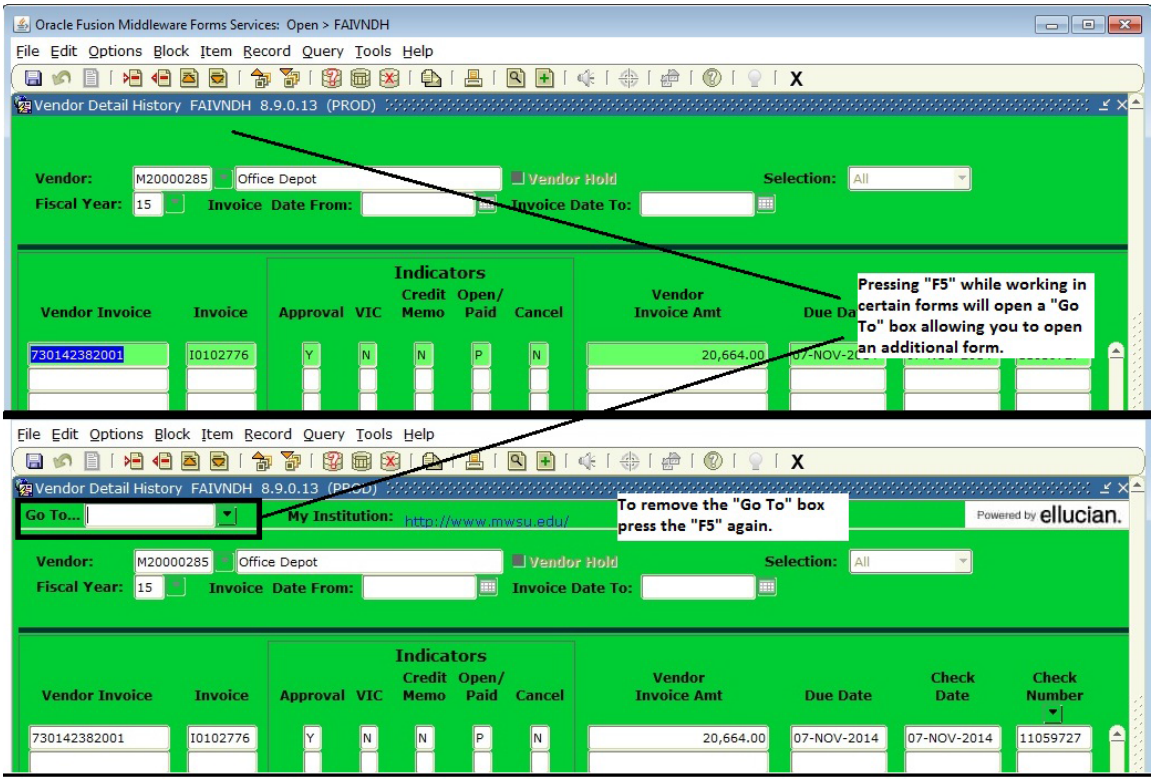

Image 2.04 “F5” Direct Access Key

When navigating several forms you can see where you are and where you’ve been. To return to your originating form, simply use the “Exit” icon to close your current form.

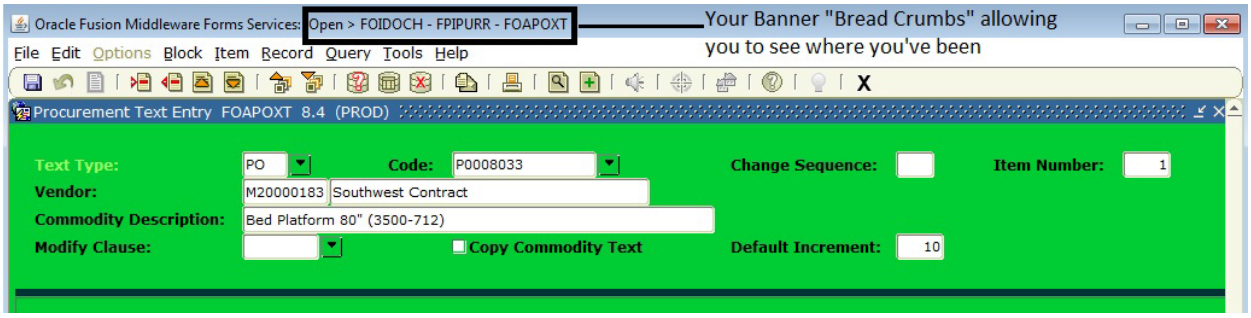

Image 2.05 Banner “Bread Crumbs”

When navigating fields within a form, Banner will offer helpful hints in the "Help Bar" located at the bottom right of the screen.

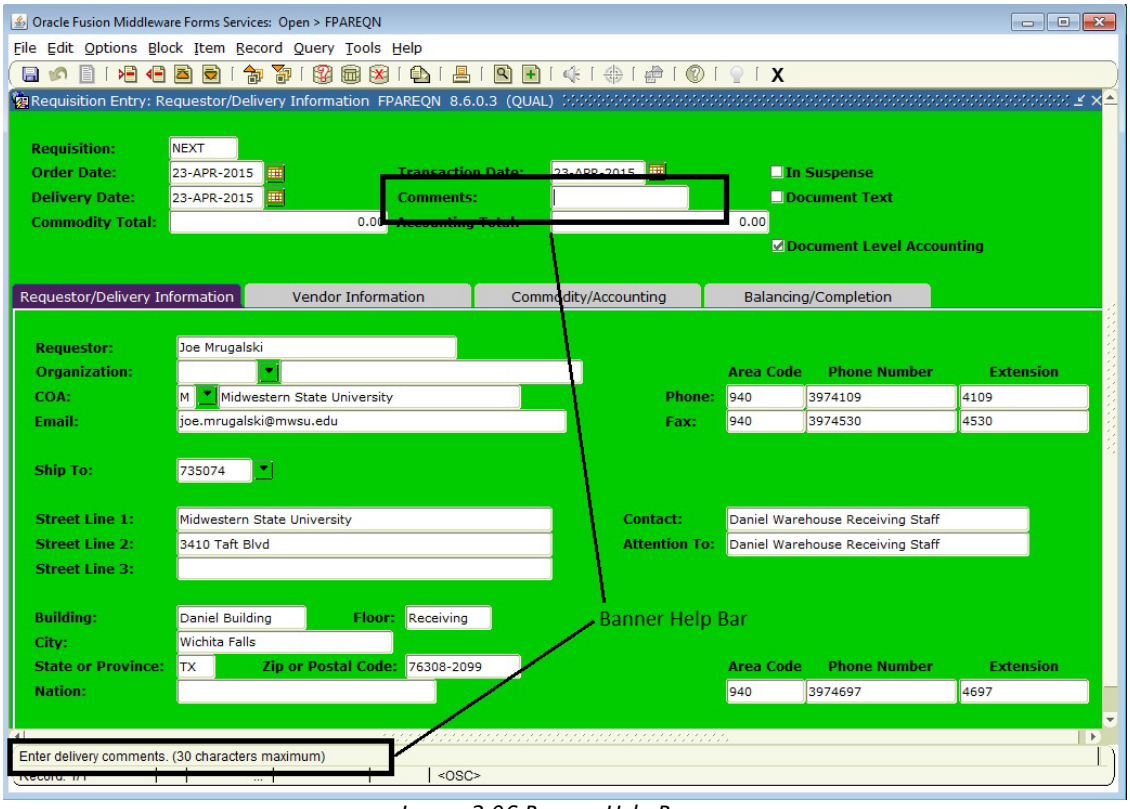

Image 2.06 Banner Help Bar

The Options menu can also be a source for additional information depending on the form you are currently using.

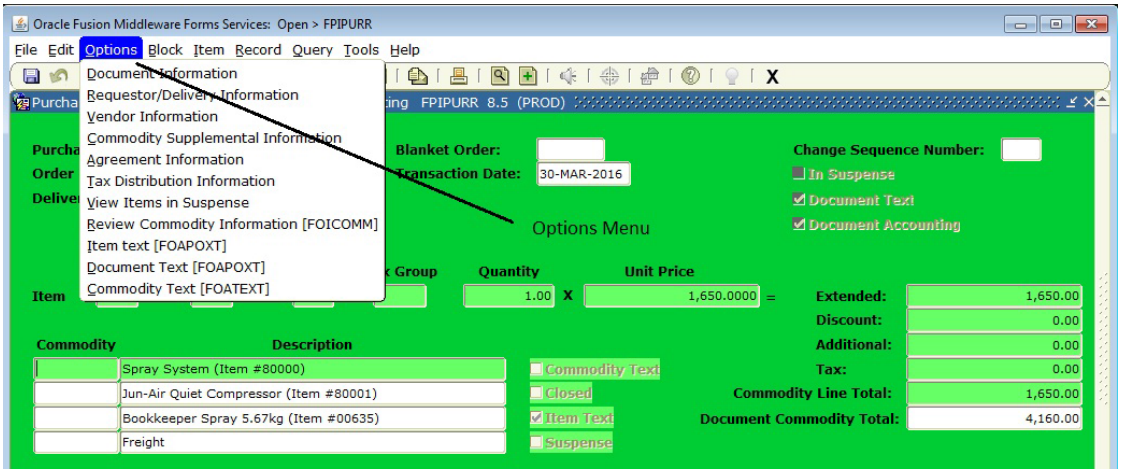

Image 2.07 Banner Options Menu

Becoming familiar with the Menu/Toolbar will help you navigate within a specific form.

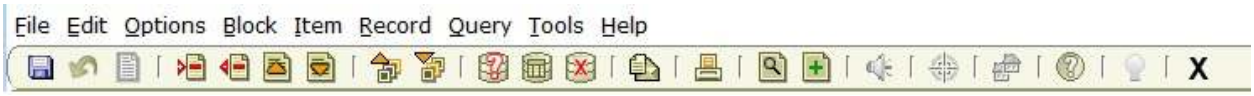

Image 2.08 Banner Menu/Toolbar

Banner Navigation Guide

Toolbar Icon	Function	Menu	Keystroke
	Save	File/Save	F10
	Rollback	File/Rollback	Shift + F7
	Insert Record	Record/Insert	F6
	Delete Record	Record/Remove	Shift + F6
	Next Record	Record/Next	Down Arrow
	Previous Record	Record/Previous	Up Arrow
	Next Block	Block/Next	Ctrl + Page Down
	Previous Block	Block/Previous	Ctrl + Page Up
	Enter Query	Query/Enter	F7
	Execute Query	Query/Execute	F8
	Cancel Query	Query/Cancel	Ctrl + q
	BDM-Display Document	N/A	N/A
	BDM - Add Document	N/A	N/A
	Exit	File/Exit	Ctrl + q
Direct Access	Direct Access	File/Direct Access	F5

Image 2.09 Banner Navigation Guide

SECTION
3.0

How do I process a purchase requisition in INB?

To process and complete a purchase requisition (with required backup documentation) for electronic approval, requisitions must be processed using Internet Native Banner (INB). It will require a different username/password and log-in procedure than the one used in Banner Self-Service. Contact the Business Office to obtain your username/password for INB.

"Click" on the "Banner" hyperlink in the related links section of the MSU Information Technology homepage. Then "click" on the "PROD-INB" hyperlink under Banner-Production Systems and log-in.

Image 3.01 Banner Login Links

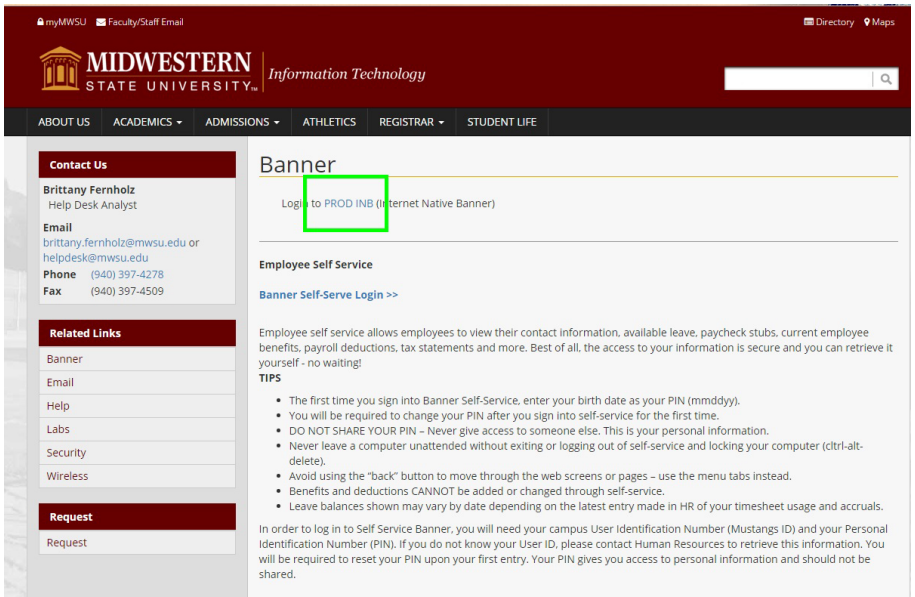

Image 3.02 Banner Login Links (2)

You will be directed to a page similar to the following:

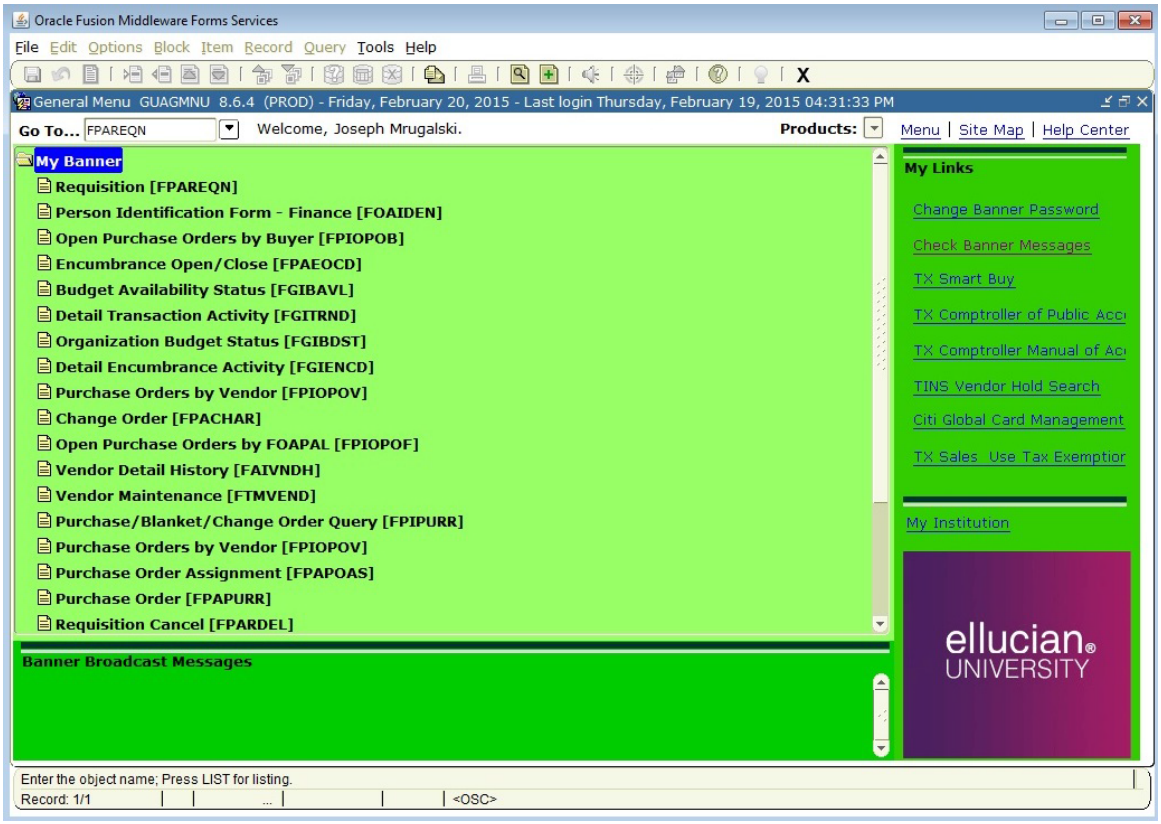

Image 3.03 – Internet Native Banner (INB) Homepage

INB will allow you to customize your Banner pages. From the INB homepage you can click File/Preferences from the menu bar and adjust the color and hyperlinks listed in the "My Links" section. You can also customize your "My Banner" section of the homepage using the form "GUAPMNU".

SECTION 3.1 Requestor/Delivery Information Section

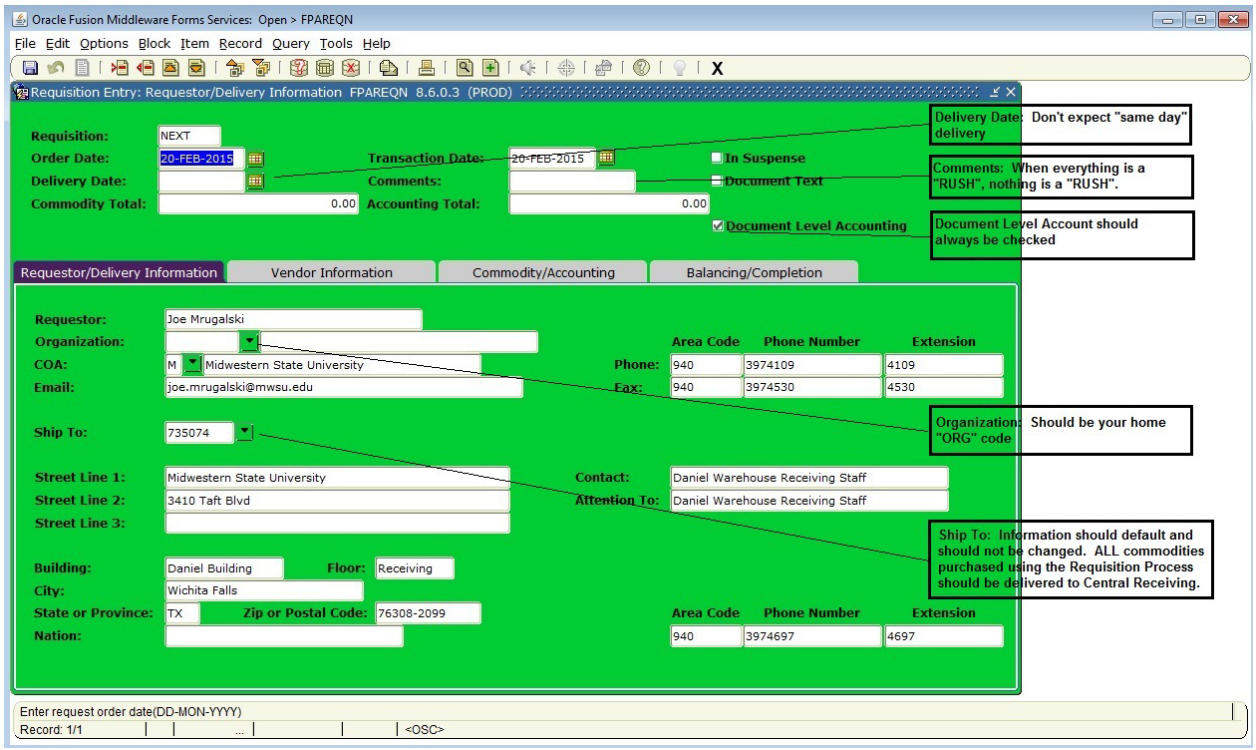

Image 3.11 Requestor/Delivery Information Section

Please follow the steps listed below to start processing a purchase requisition in INB:

Step	Action Description
1	From the Banner Main Menu, enter **FPAREQN** into the "GO TO" search box and press "enter"
2	Click on the "NEXT BLOCK" icon. **DO NOT** enter a requisition number or the text "NEXT" into this field.
3	Tab to "Delivery Date" field. **DO NOT** change "Order Date" or "Transaction Date" fields.
4	Click on the Calendar or manually enter the delivery date.
5a	If you have info for the "Comments" field (30 characters max) enter the data and press "enter".
5b	Tab to the "Requestor/Delivery/Information section if you don't have data for this field.
A.	**REQUESTOR/DELIVERY/INFORMATION SECTION**
	Default information should populate most of the fields in this section.
6	Click on the "Organization" field and enter your home "Org" code, then press "enter".
7	Click the "NEXT BLOCK" icon to go to the "Vendor Information" section or simply click on the tab using your mouse.
	NOTE: **DO NOT change "Ship To" address information.** Orders purchased using the Purchase Requisition process must be delivered and received at the Daniel Bldg Whse (Central Receiving).

SECTION 3.2 Vendor Information Section

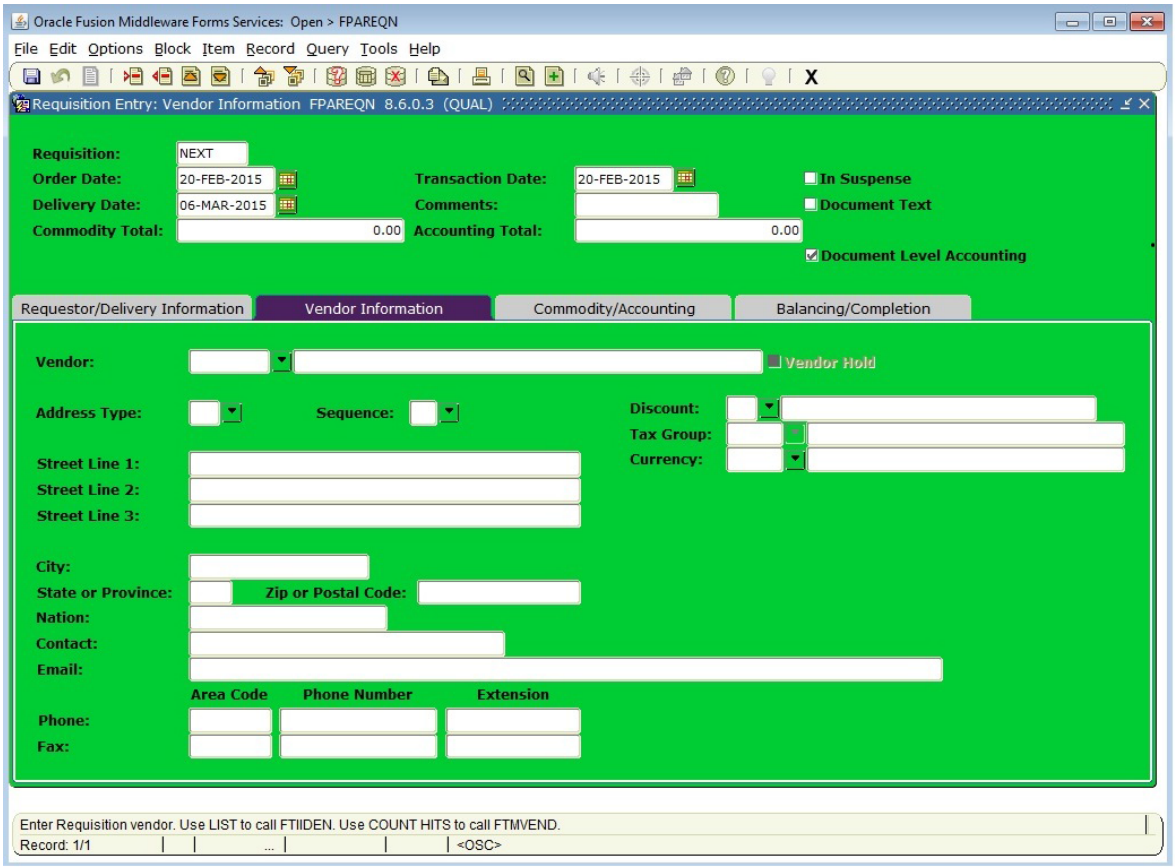

Image 3.21 Vendor Information Section

The following steps will help you process the Vendor Information Section of your INB purchase requisition:

Step	Action Description
B.	**VENDOR INFORMATION SECTION**
	****NOTE:** If the vendor is a company the University has not used before, their information may not be in the Banner Database.**
8a	If the vendor is new, a completed & signed W9 is required to set them up. This will be attached as backup documentation to your REQ.
8b	If the vendor is new, simply type the vendor name in vendor name field and click "NEXT BLOCK" to move to the "Commodity/Accounting" Section or simply click on the tab using your mouse.
8c	If this is an existing vendor in Banner click on the list button on the "Vendor" field.

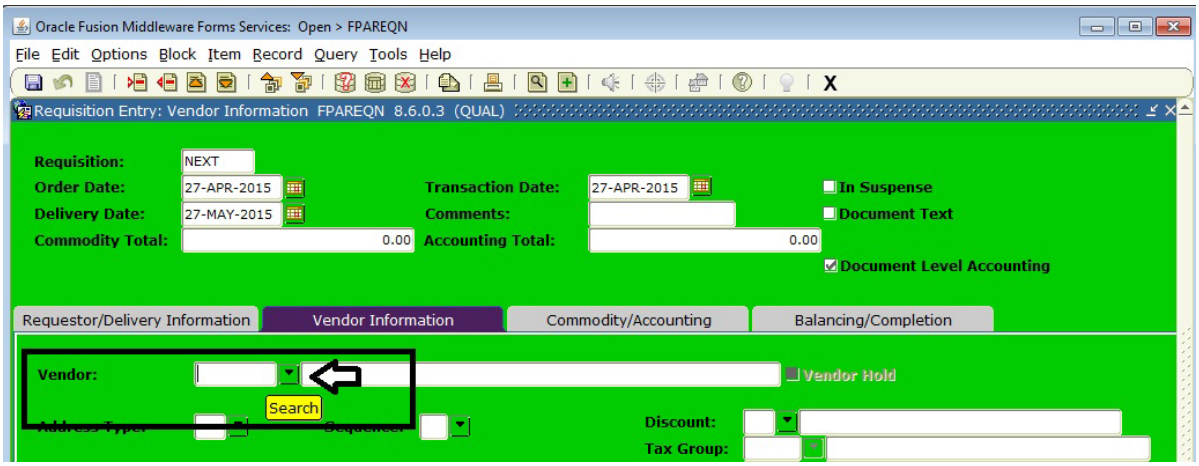

Image 3.22 Vendor Information (Vendor Search)

Step	Action Description
9	Select "Entity Name/ID Search" (FTIDEN).
10	To search for an existing vendor, tab to the "Last Name" field.
11	Using % as the wildcard character, enter the vendor's name and press the "F8" key to execute the query.
	NOTE: Using the % symbol in the beginning of a query request (i.e., %Office) will return results similar to "Texas General Land **Office". Using the % symbol at the end of a query request (i.e., Office%) will return results similar to "**Office** Depot". You can be specific or general with your search criteria depending on how you use your wildcard. **Remember the Banner search feature is also case sensitive.****
12	If you wish to redefine your search query "click" on the "Rollback" icon and then the "NEXT BLOCK" icon and repeat steps 10 & 11.

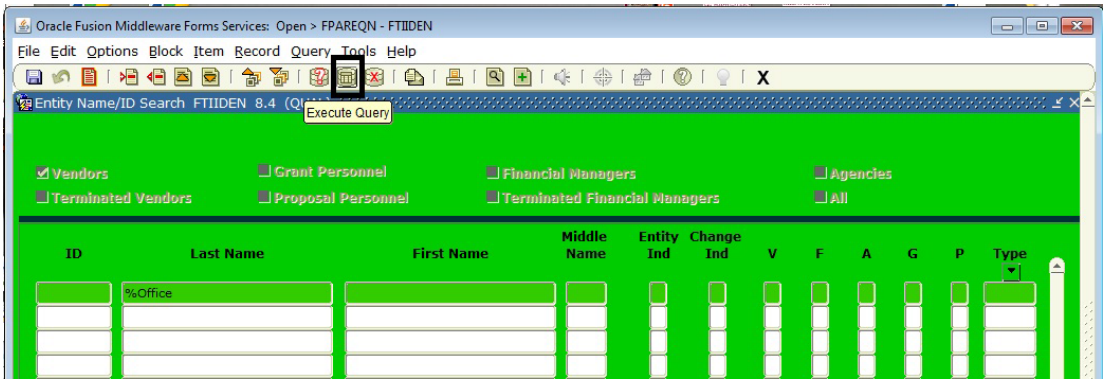

Image 3.23 Vendor Information (Vendor Query)

Step	Action Description
13a	After locating your vendor "Double Click" on that vendor using your mouse.
13b	Clicking on the list button on either the "Address Type" or "Sequence" will provide a list of different addresses.
13c	Using the scroll bar on the right hand side you can see the different addresses associated with that vendor.
13d	After locating your preferred address "Double Click" on the "Address Type" using your mouse. This will update your "Vendor Information" fields.

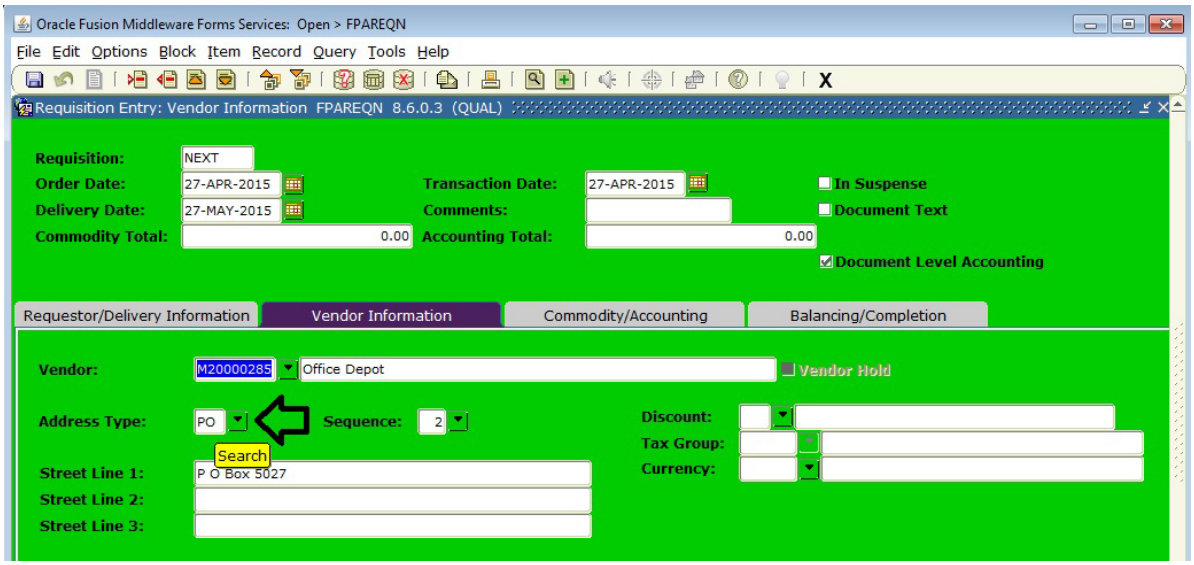

Image 3.24 Vendor Information (Vender Type-Search)

Step	Action Description
14	You can then tab down to the "Contact" or "Email" field to add additional contact information.
	****NOTE: DO NOT** add/adjust the "Discount" or "Currency" fields.**
15	To move to the "Commodity/Account" Section click on the "NEXT BLOCK" icon or simply click on the tab using your mouse.

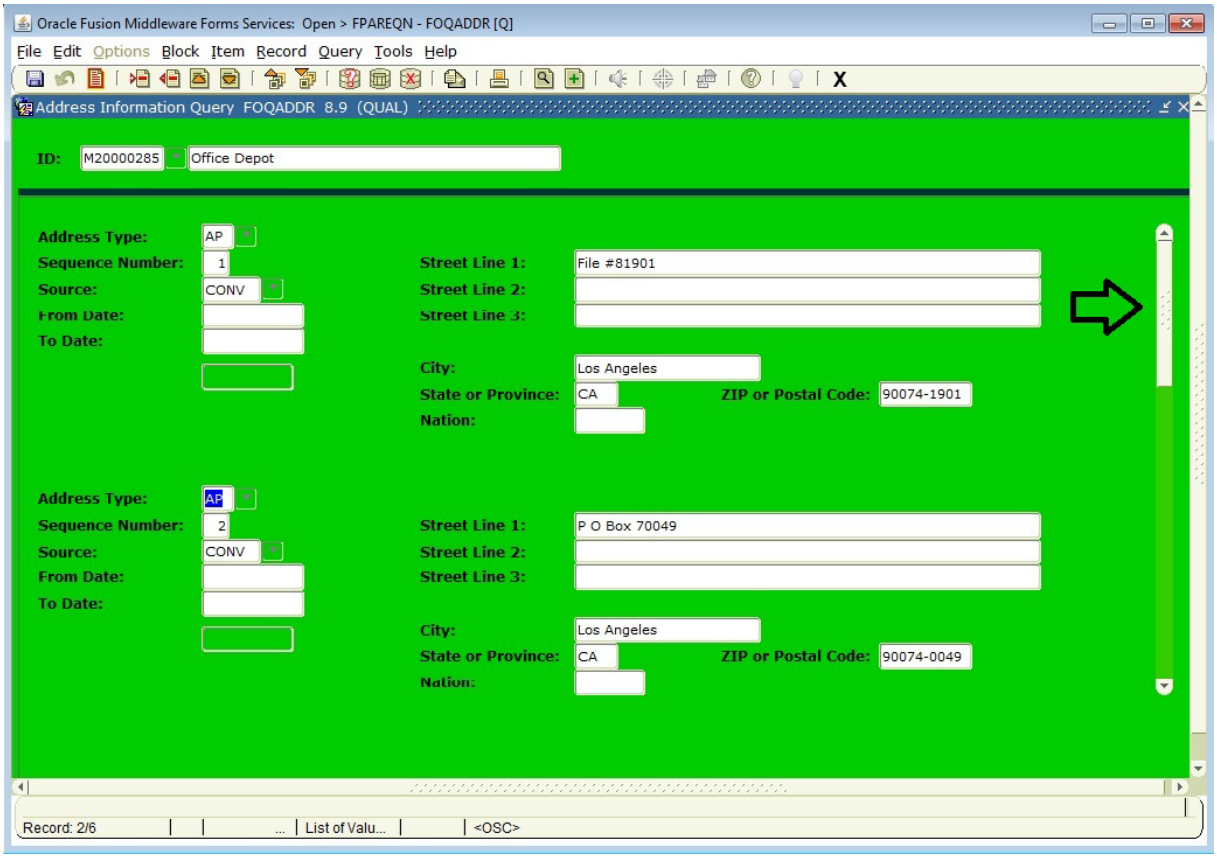

Image 3.25 Vendor Information (Scroll Vendor Addresses)

SECTION 3.3 Commodity/Accounting Section

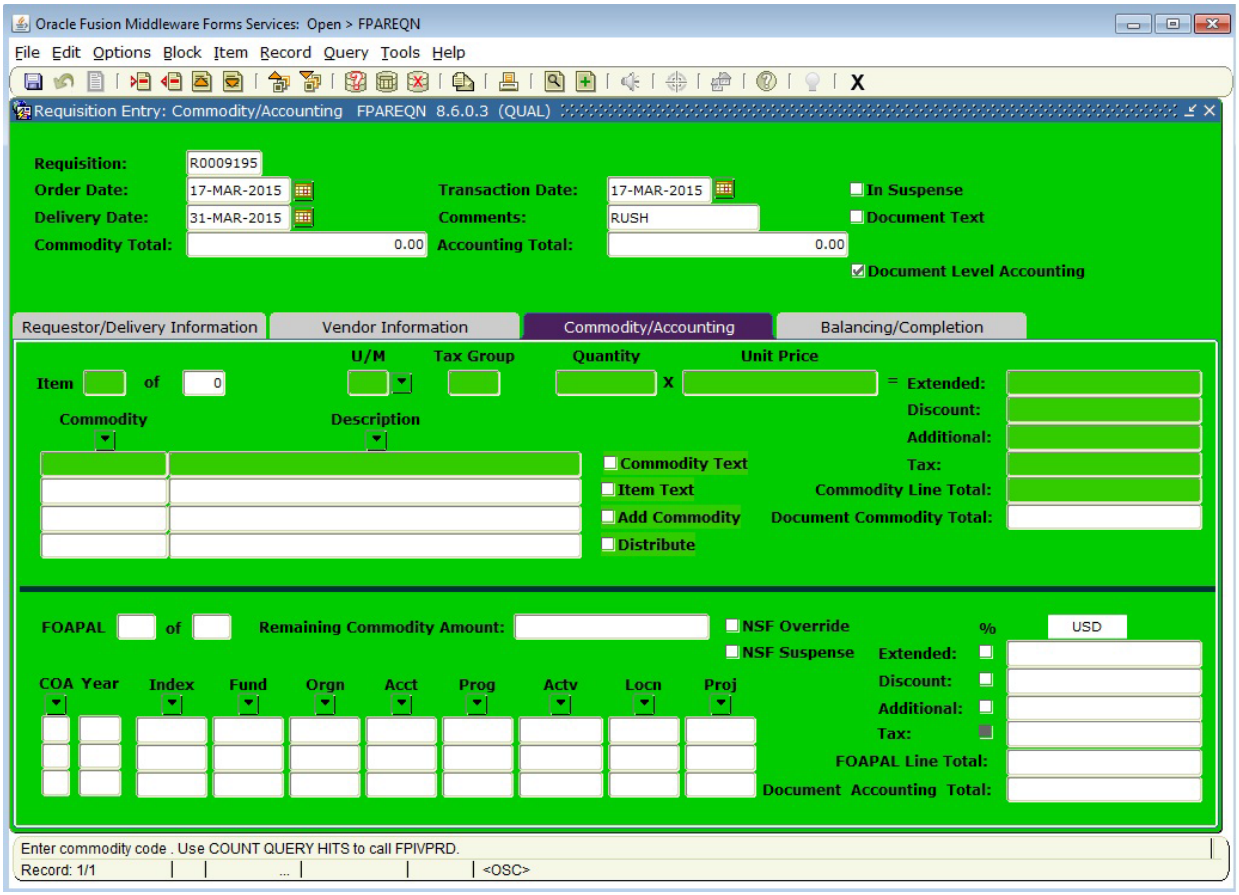

Image 3.31 Commodity/Accounting Section

C.	COMMODITY/ACCOUNTING SECTION
	NOTE: Upon arriving in this section you will be assigned your purchase requisition number. Please write this number down as you will need it to attach your backup documentation.
16	Add your backup documentation to your requisition at this time.
17	Tab to the "Description" field to enter the description of the first item to be purchased (50 character max).

The Commodity/Accounting section of the requisition will be where you will most likely add your backup documentation. This is because this section is where Banner assigns your requisition a requisition number. Instructions for adding your backup documentation appears in Section 4.0 of this manual.

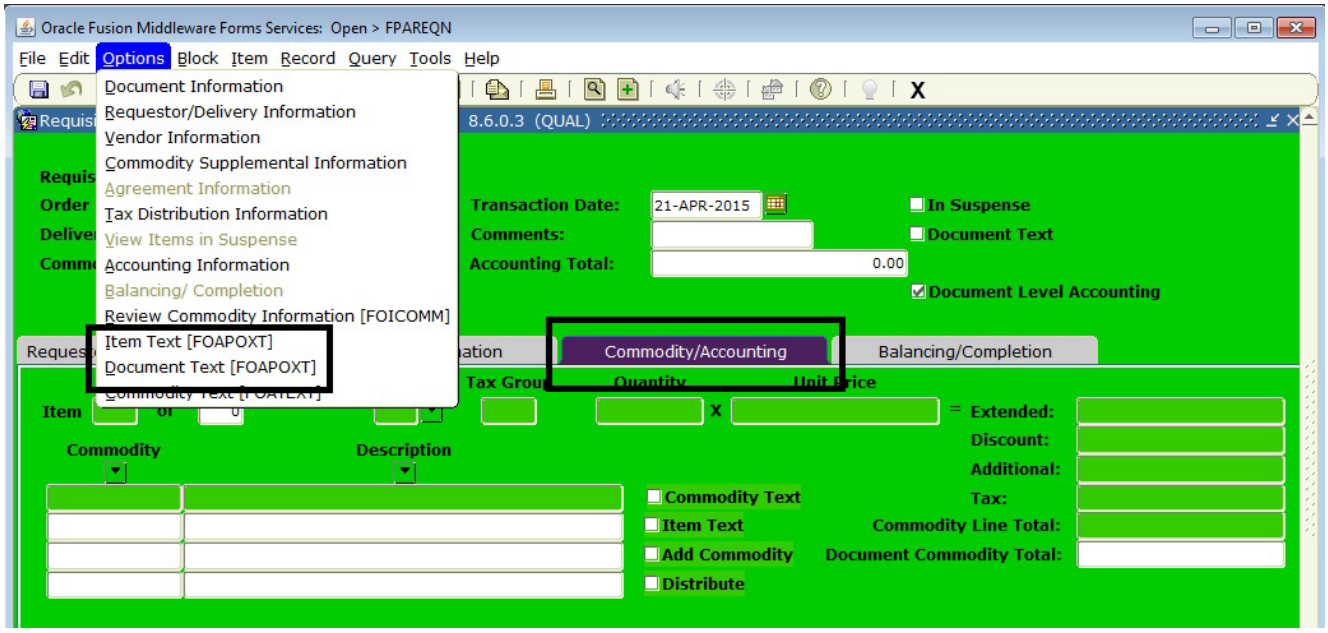

Image 3.32 Adding Item/Document Text to Requisition

Step	Action Description
C.	**COMMODITY/ACCOUNTING SECTION**
18a	If you are adding additional information for this line item, use your mouse and click on the **"Options"** tab in the top menu bar and select **"Item Text"**. Multiple lines can be added (50 characters max per line) by using your mouse and clicking on the next field. Remember to save your item text to your requisition.
	****NOTE:** Additional text information can also be added to the requisition itself by clicking on the **"Options"** tab in the top menu bar and selecting **"Document Text"**. Multiple lines can be added (50 characters max per line) by using your mouse and clicking on the next field. Remember to save your document text to your requisition.
18b	To navigate back to the Commodity/Accounting section, use your mouse and click on the **"X"** in the top menu.

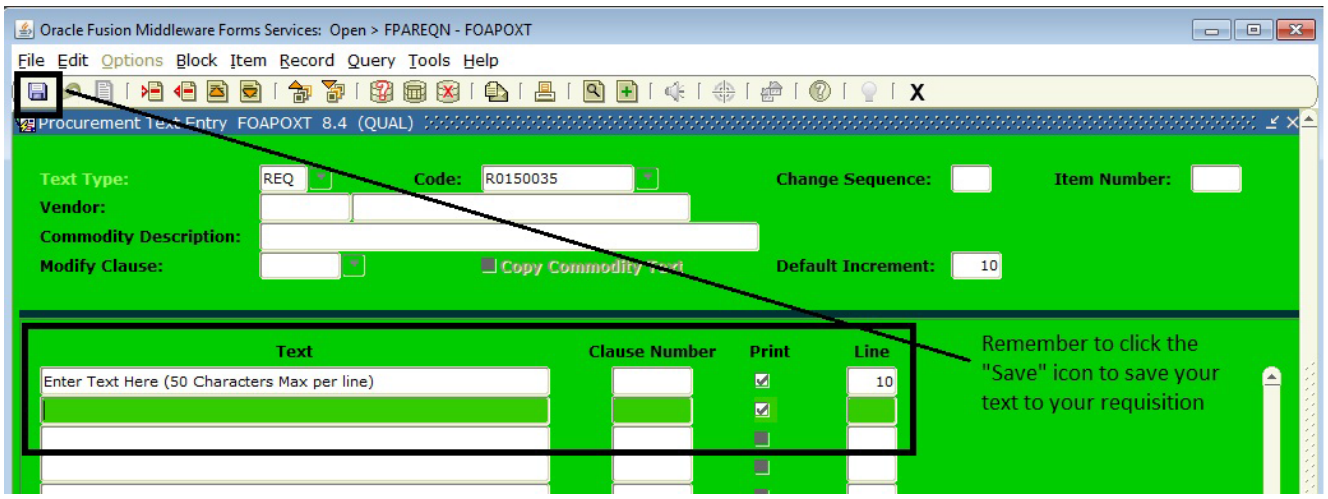

Image 3.33 Adding Item/Document Text to Requisition (continued)

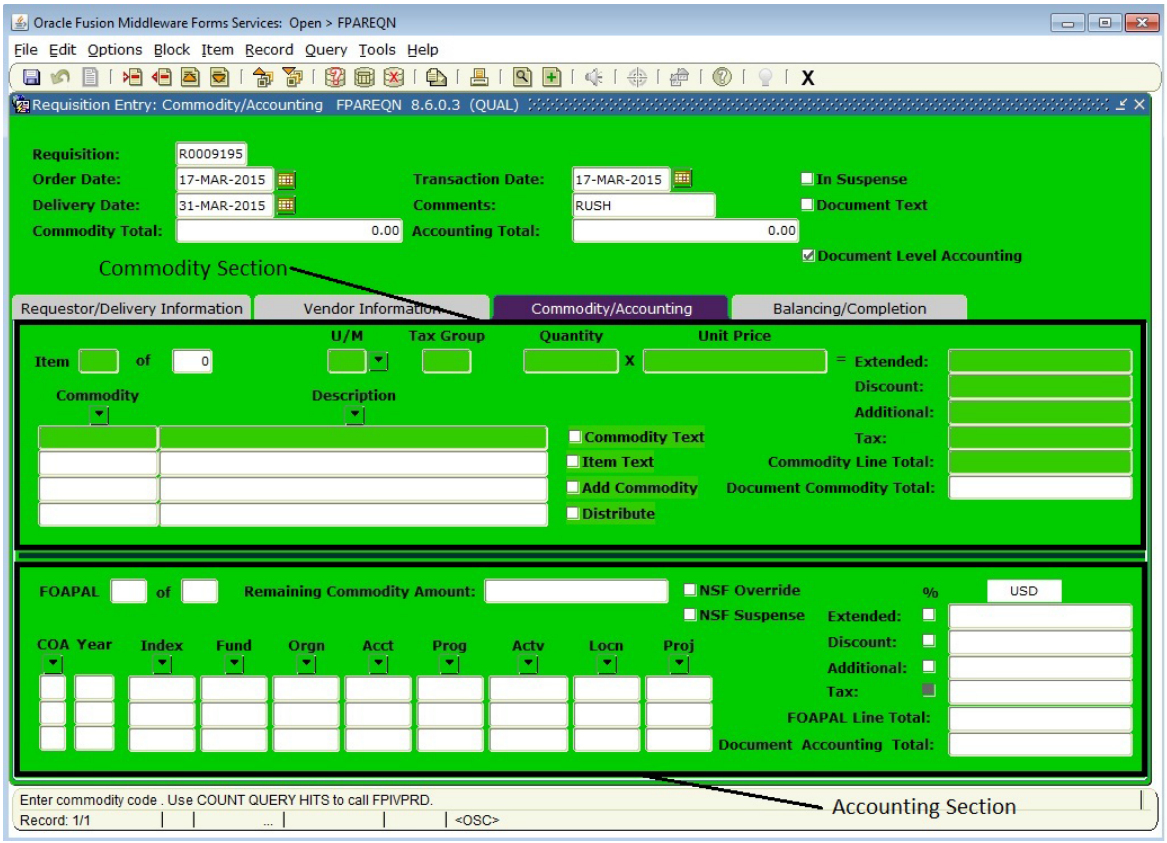

Image 3.34 Commodity Section vs. Accounting Section

Step	Action Description
C.	**COMMODITY/ACCOUNTING SECTION**
19	If you are not adding additional text to the specific line item, tab to the U/M (Unit of Measure) field.
20	Use the list button to get a list of valid "U/M" codes.
21	Enter the "Quantity" of line item (1) you wish to order, then tab to the "Unit Price" field.
22	Enter the "Unit Price" of line item (1) you wish to order, then tab through the "Extended, Discount & Additional" fields to end up back at the "Description" field.
	****NOTE: DO NOT** enter amounts into the "Discount" or "Additional" fields. Note the discount for the items in the "Item Text" field for that particular line item, then reflect the discount in the adjusted "Unit Price".**
23	Using your mouse, move your curser to the next "Description" field and repeat steps 17 through 22 as necessary.
	****NOTE:** If you run out of visible "Description" fields you can use your mouse to click on the "Record" tab in the top menu bar, then select "NEXT" for the next empty record. You can use the "Record" tab to navigate through the different set of records.**
24	When you are finished adding commodity information, click on "NEXT BLOCK" to move the accounting portion of this section.
25	COA (Chart of Accounts) is always "M".
26	Skip "Index" and enter your "Fund" and "Org" information into their respective fields. The "Prog" field will default populate. **DO NOT** change it.
27	Tab to the "Acct" field and enter **7300.** (This will be the Acct Code for all purchase requisitions).
28	Tab to the "Extended" field and enter the amount you wish to be paid from this FOAPAL. You can pay from multiple FOAPAL's but your "Document Accounting Total" must match your "Document Commodity Total".
	****NOTE:** Requisitions paying from HEAF & Local Funds must be done on separate requisitions. Please note in the "Comments" field of the "Requestor/Delivery Information" section the corresponding REQ# for each requisition or "1 of 2". Backup documentation should be attached to both requisitions.**
	****NOTE:** If you run out of visible "FOAPAL" fields you can use your mouse to click on the "Record" tab in the top menu bar, then select "NEXT" for the next empty record. You can use the "Record" tab to navigate through the different set of records.**
29	To move to the "Balancing/Completion" section, click on the "NEXT BLOCK" icon or simply click on the tab using your mouse.

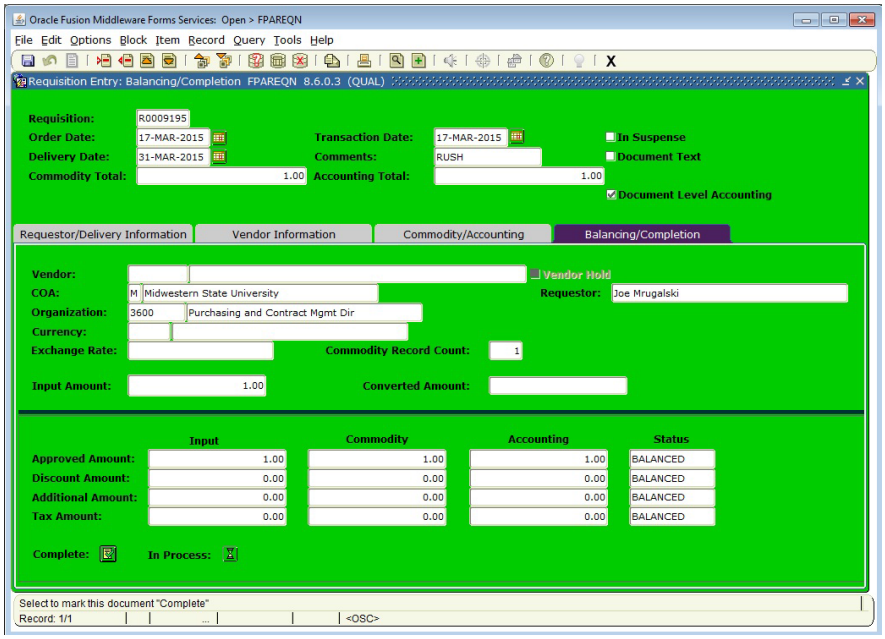

Image 3.41 Balancing/Completion Section

Step	Action Description
D	**BALANCING/COMPLETION SECTION**
	You can use the "NEXT/PREVIOUS BLOCK" function to navigate back to the "Requestor/Delivery Information" section and double check for errors. You can also use your mouse to click on each tab to navigate through your requisition.
30	If you need to save your requisition you can click on the "In Process" icon at the bottom of this section. To reacquire your incomplete requisition, simply go to FPAREQN and enter your purchase requisition number.
31	If your requisition is complete and ready to move to the approval process, click on the "Complete" icon.

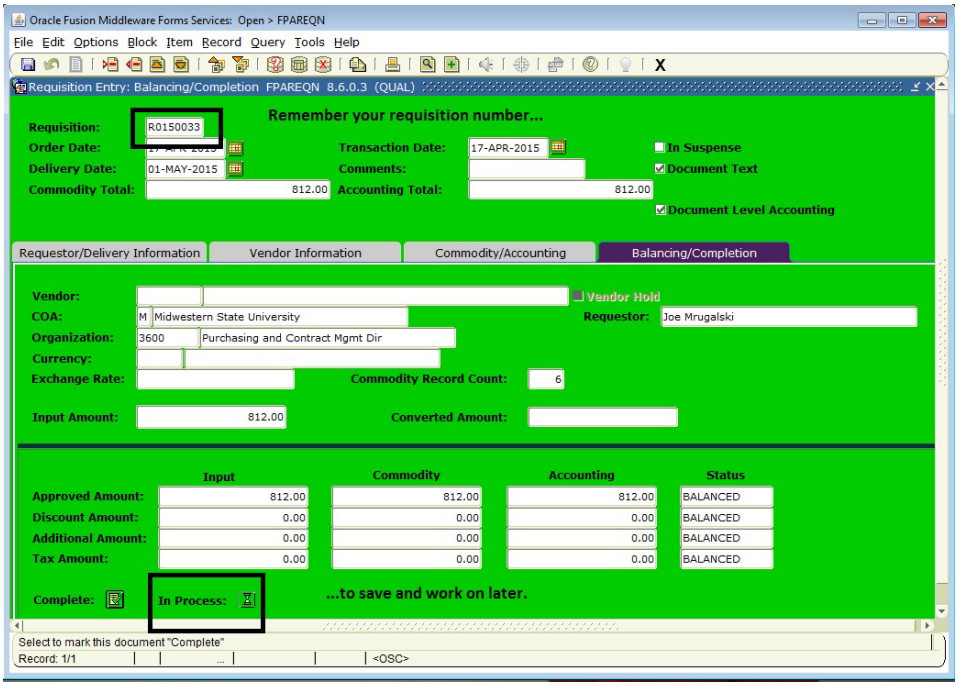

Image 3.42 Saving an Incomplete Requisition "In-Process"

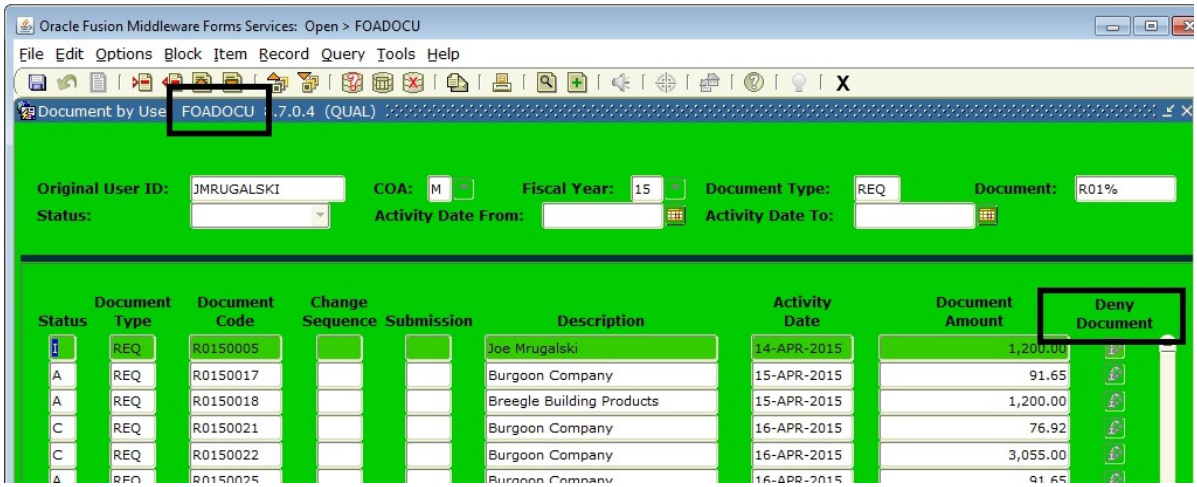

Image 3.43 Form FOADOCU (Denying Your Document)

Step	Action Description
	NOTE: If you need to retrieve a completed requisition you can "Deny Document" in "FOADOCU". This must be done prior to the approval and forwarding of the requisition to the Purchasing Department.
	NOTE: To check on the status of a requisition you can go to "FOAAINP" to see where your REQ is in the approval process.

FOADOCU will also allow you to review a list and query documents you have processed.

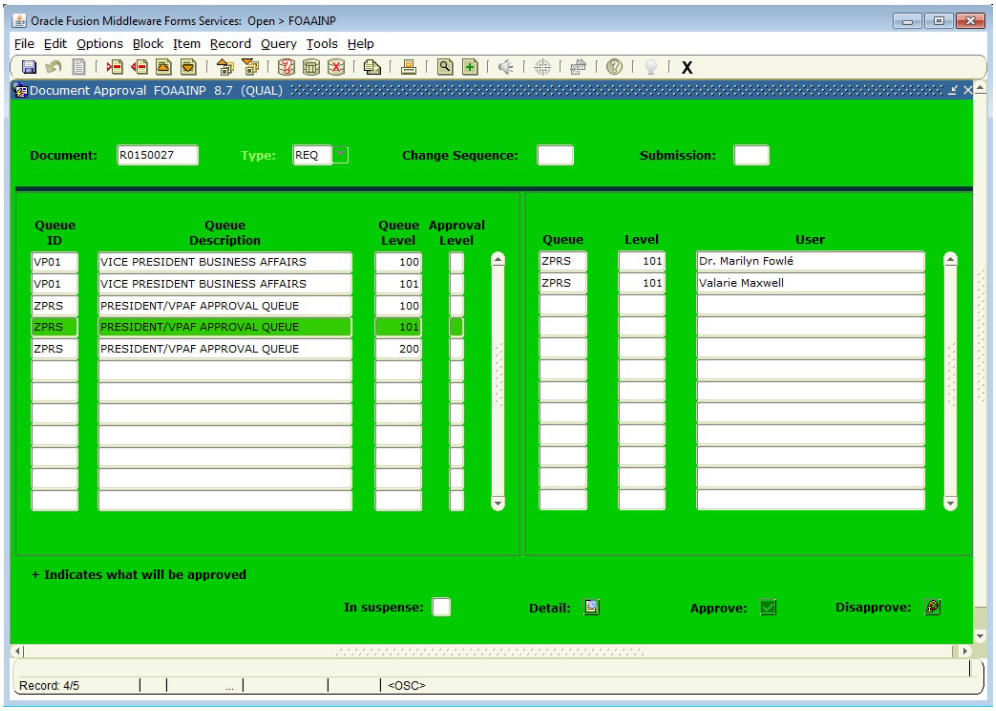

Image 3.44 Form FOAAINP (Document Approval)

If a requisition is not approved (REQ Denied) the original requisitioner will get a daily email with an attachment of the requisitions that have been denied along with the reason for the denial (if the approver gave one).

The original requisitioner will also receive a daily list of all requisitions that been approved.

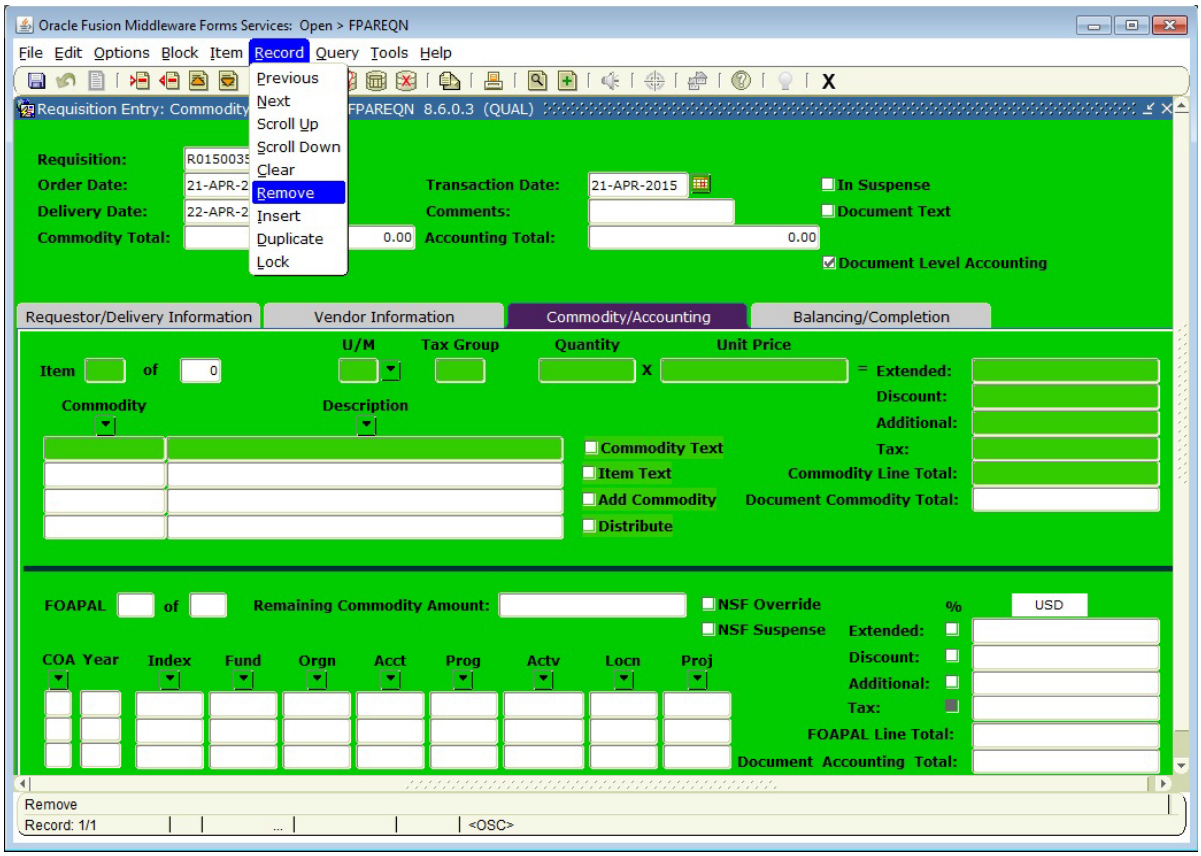

Image 3.45 Requisition Removal

To delete an incomplete requisition, go to the "Requestor/Delivery Information Section and select "Record" from the menu bar and click on "Remove". In the status bar at the bottom of the requisition, you will be prompted to select "Record/Remove" again to make the deletion permanent. Documents attached to the removed requisition should be removed from ApplicationXtender unless they will be assigned to a different requisition. If so, you will have to modify the index associated with those documents (See Attaching Backup Documents).

SECTION
4.0

How do I add backup documentation to my purchase requisition?

To attach backup documentation to your requisition, you should at minimum, completed a purchase requisition in INB up to the "Commodity/Accounting Section" of your requisition. While you can add images to your requisition at any stage afterward, you at least need the "Document ID" (purchase requisition number) to tie your image to your Banner document.

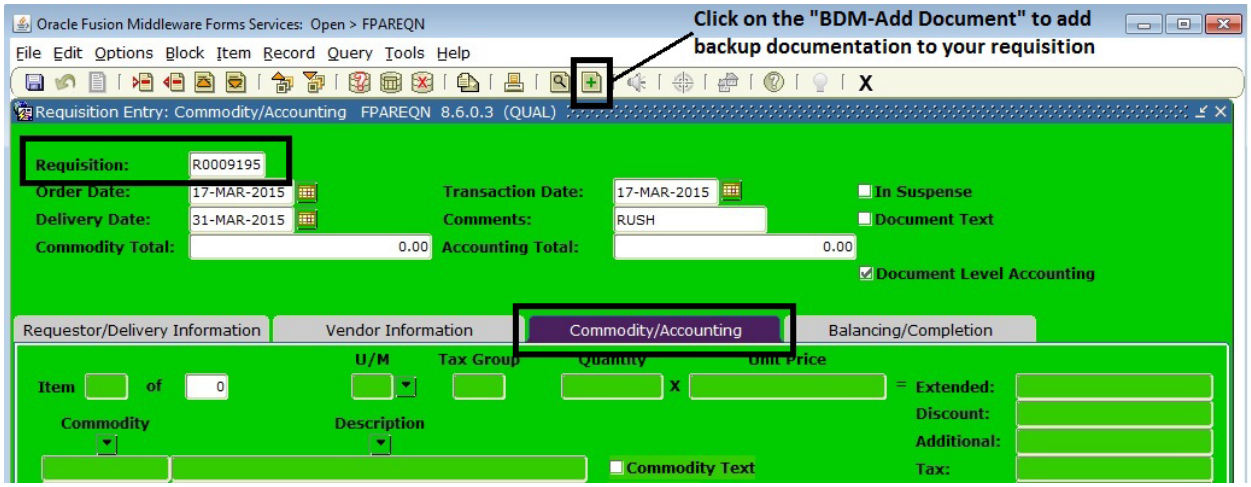

Image 4.01 BDM – Add Document Icon

If you are adding images to your document for the first time, you will need to install add-ons to your Application Xtender Software. First click on the "BDM-Add Document" icon to open your Application Xtender Software. Next, click on the "Help" link in the application menu to "Check Installed Components".

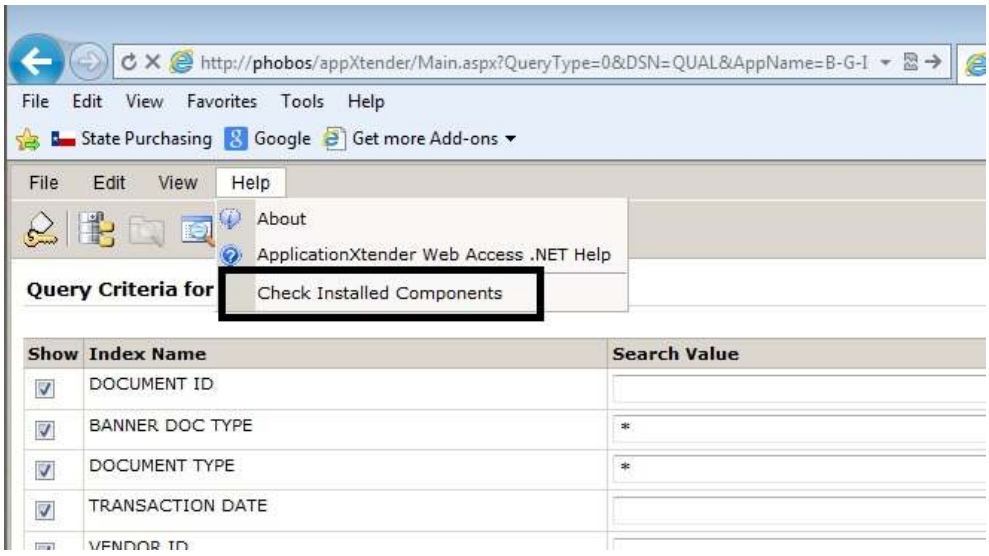

Image 4.02 BDM -Checking Installed Components

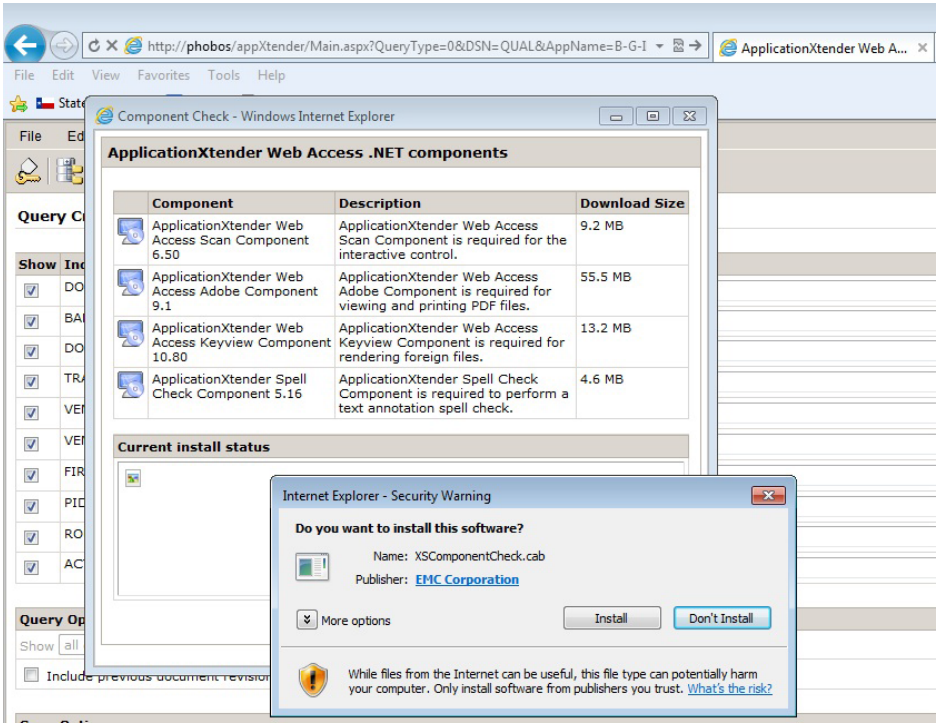

Image 4.03 BDM -Add-On Components List

Once you've installed all required components, your install status should appear as follows:

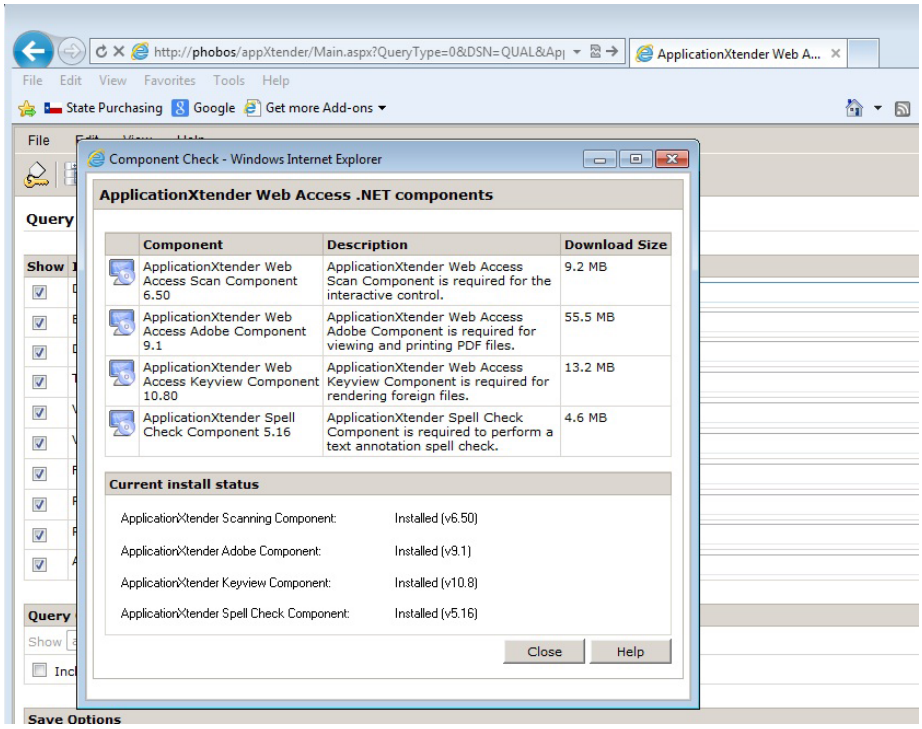

Image 4.04 BDM – Component Install Status

After installing your add-on updates, you are now ready to attach images to your banner purchase requisition. Close the Application Xtender tab in Internet Explorer to return to your INB requisition. Click on the "BDM-Add Document" icon to proceed.

SECTION 4.1 Attaching Backup Documentation

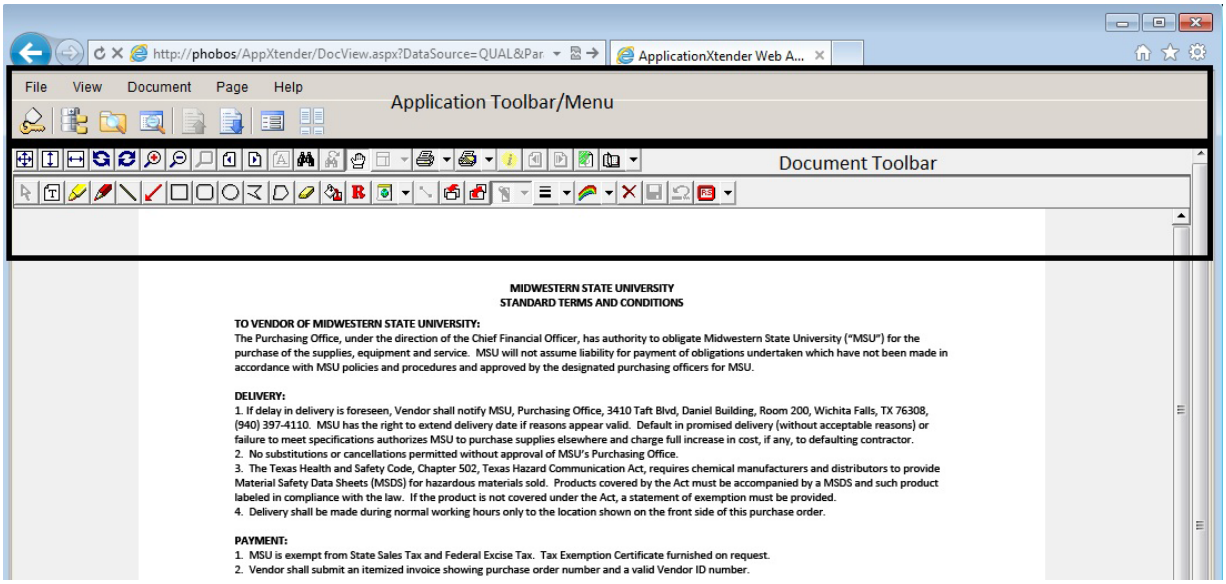

Image 4.11 BDM -Application Toolbar vs. Document Toolbar

For the purpose of this training manual, the different toolbar sections associated with your Banner Document Management System will be identified as follows:

Application Toolbar/Menu – Toolbar icons associated with navigating the application, executing and reviewing the results of a query, indexing a document, adding a batch and reviewing the batch list and the document index associated with a document.

Document Toolbar - Toolbar icons associated with the actual document used to navigate from page to page export a page and/or used to edit pages within an indexed document.

To attach a document to your banner requisition, you will need to be logged into Internet Native Banner (INB). For optimum use, you should be logged into INB using Internet Explorer (32-Bit). Because you are using IE 32, you will be prompted to install JAVA updates. **DO NOT INSTALL JAVA UPDATES.**

It is ideal for you to attach your backup documents to your requisition prior to forwarding your requisition for approval. This allows all approvers to see any important backup documentation required to make an informed decision regarding the approval/denial of a requisition.

When creating your purchase requisition, the "Commodity/Accounting Section" is where you should get into the habit of adding your backup documentation. Here you will be assigned the requisition number necessary to attach your backup documents.

You can save your requisition by clicking on "In-Process" and attach additional documents at a later time, but if you are planning on completing your requisition from start to finish (with backup documents) the Commodity/Accounting Section is where you should access BDM.

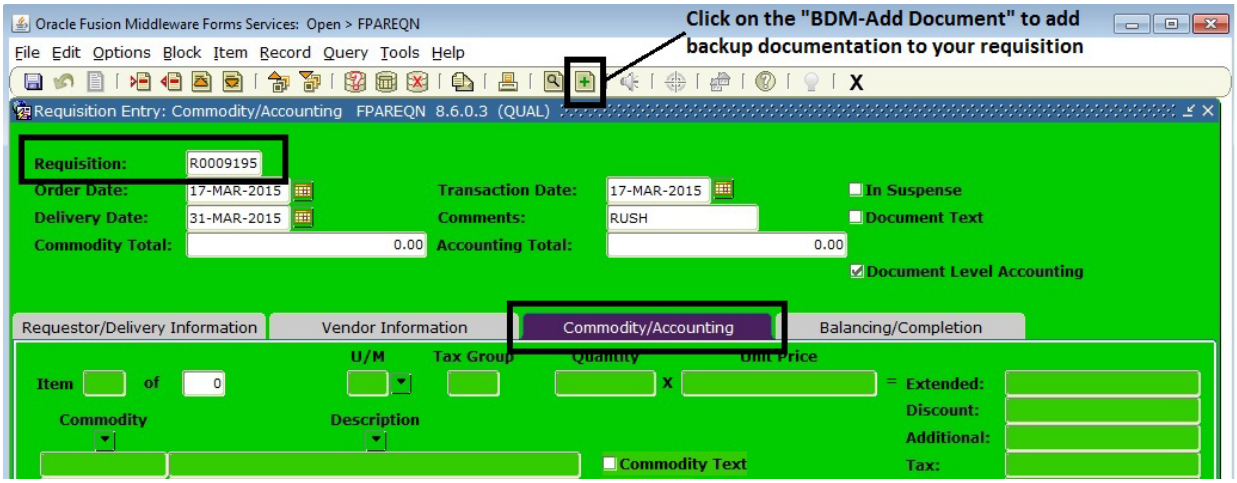

Image 4.12 "BDM-Add Document" Icon in INB

Step	Action Description
E	**ATTACHING BACKUP DOCUMENTATION**
1	Using your mouse click on the "BDM - Add Document" icon
2a	After opening your "Application Xtender Web Acccess" screen, click on the "Page Menu" icon on the document menu bar…
2b	then select the "New Page" link…
2c	then the "Import File" link…
2d	and finally the "Append" link.

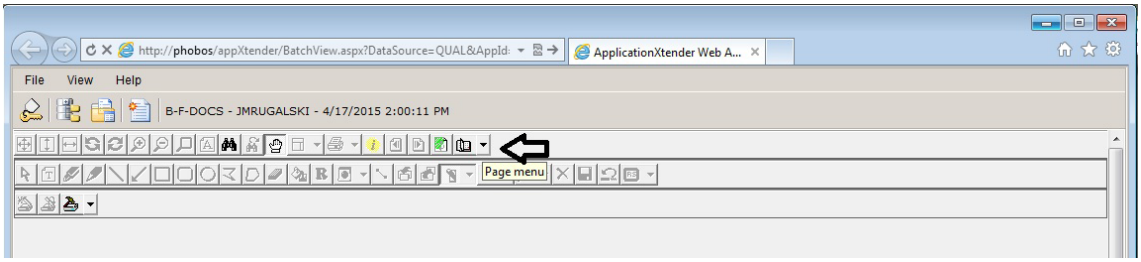

Image 4.13 BDM – New Page Icon

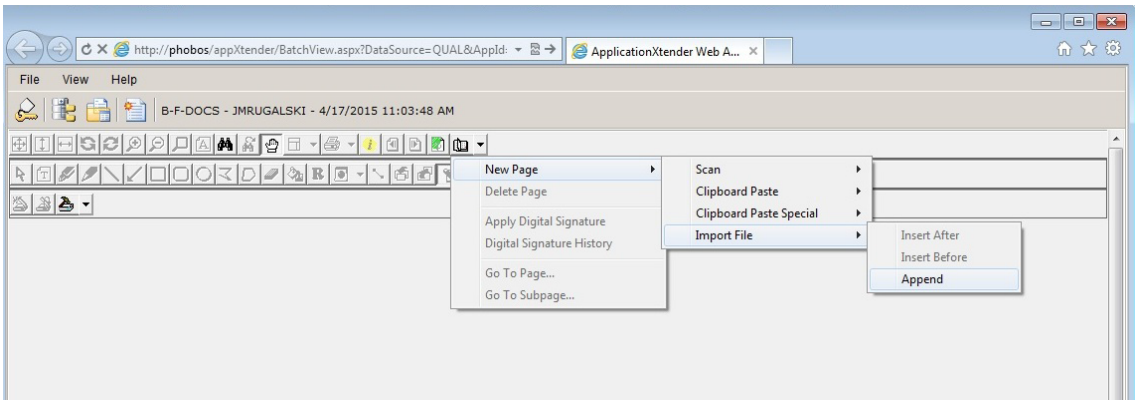

Image 4.14 BDM – Page Menu

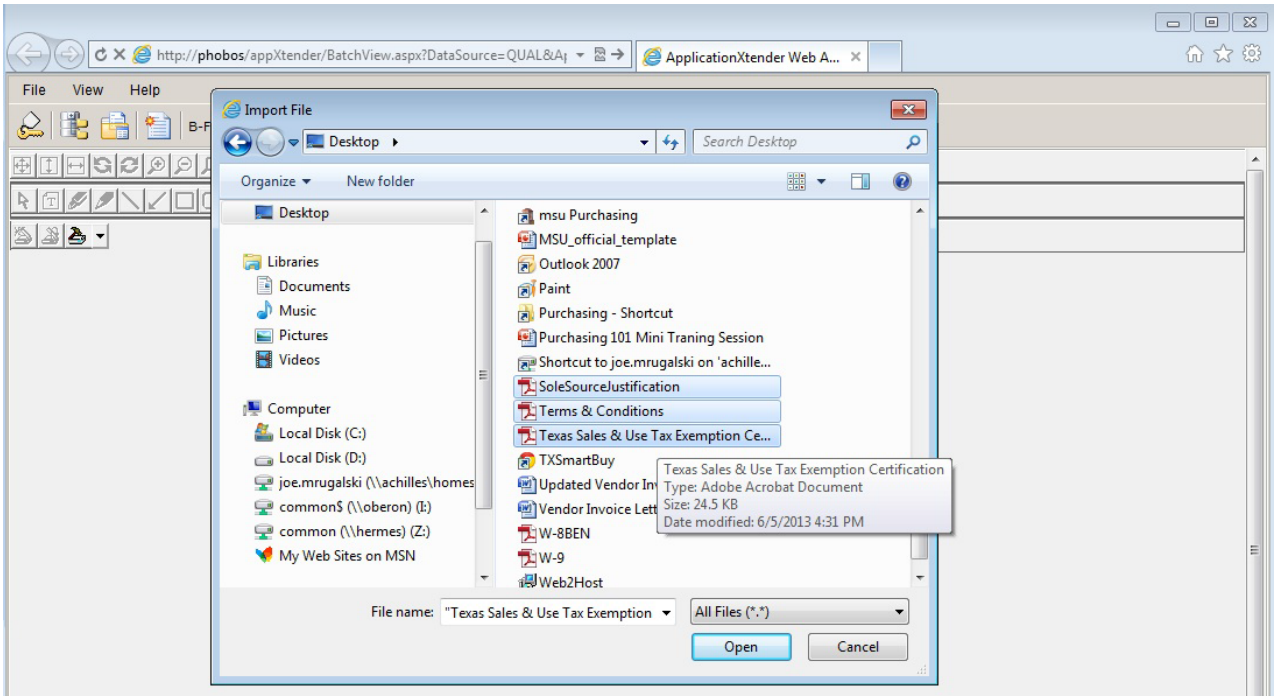

Image 4.15 BDM – Selecting Documents to Import

Step	Action Description
E	**ATTACHING BACKUP DOCUMENTATION**
3	Locate/highlight the documents you wish to attach to your Banner purchase requisition and click the "open" button.
	NOTE: Your document should appear in BDM. If you are adding multiple pages, the last page should be the page visible at this point.
4	Click on the "New" icon button in the application menu to open the indexing function. The first page of your multiple page document should be visible at this point.

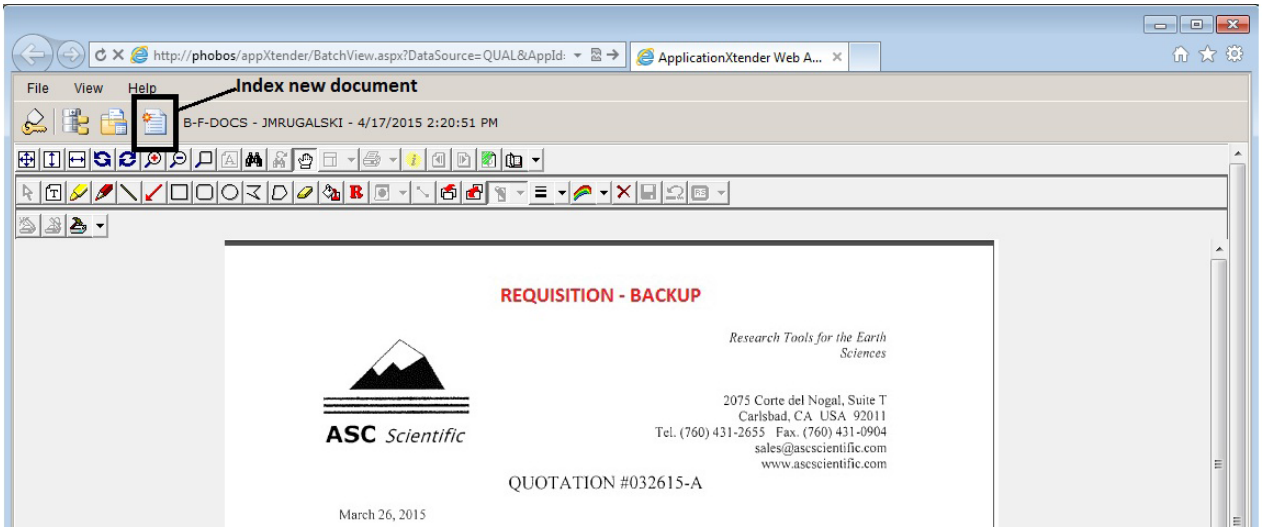

Image 4.16 BDM – Index New Document

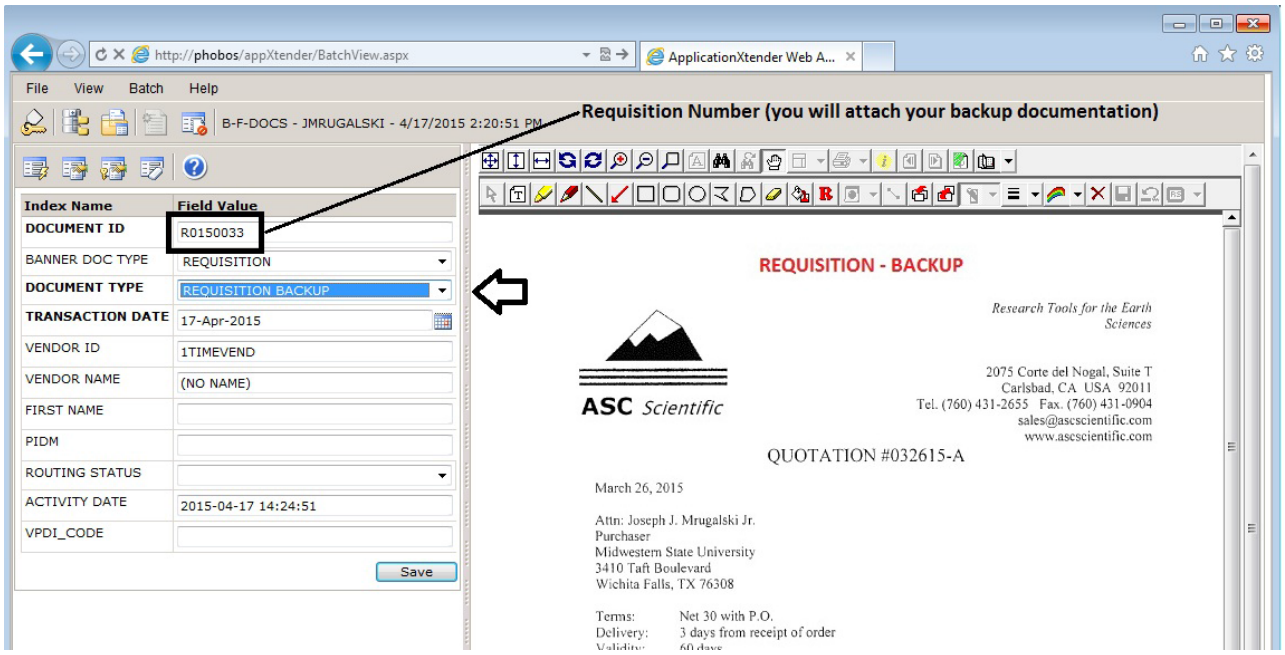

Image 4.17 BDM – Document Type & Save

E	ATTACHING BACKUP DOCUMENTATION
	NOTE: Information should default from your Banner purchase requisition to include the document ID (purchase requisition number), Banner Doc Type, Transaction Date, Vendor ID & Name and Activity Date.
5	Click on the list button in the "Document Type" field and select "Requisition Backup"
6	Click on the "Save" button to save your indexed values assigned to the visible page. **DO NOT CLOSE BDM if you have additional pages to add.** Go to step 8.
7	If you are adding a one page document you can log out of AppXtender (BDM) or simply close the "ApplicationXtender" tab in Internet Explorer and return to your Banner purchase requisition.
8	If you have additional pages to add "click" on the "Attach All Pages" icon to assign your index values to your remaining pages.

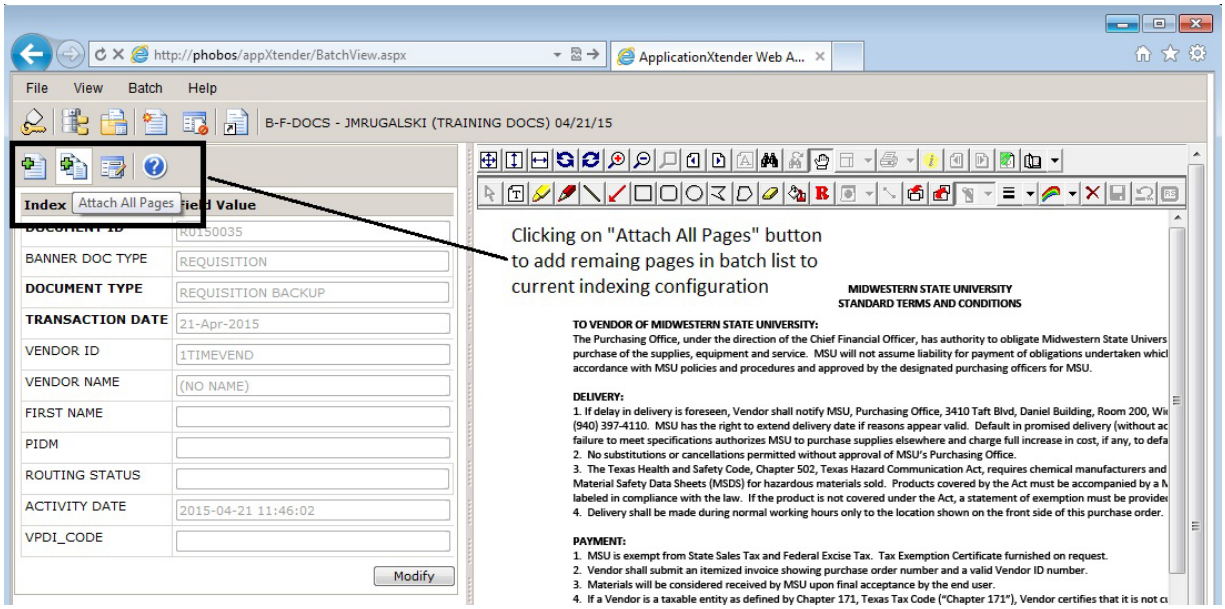

Image 4.18 BDM – Attach All Pages

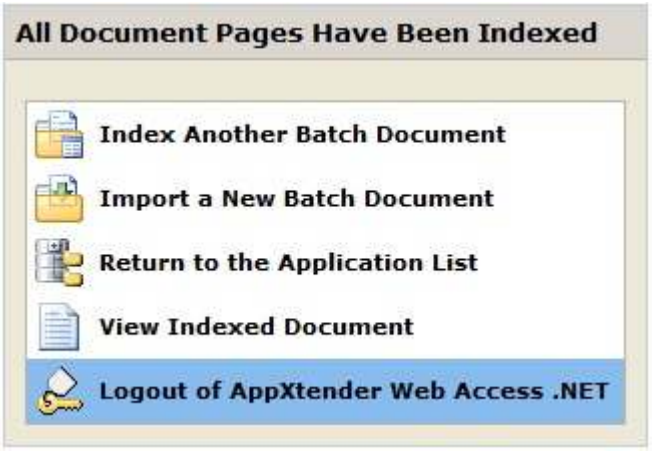

Image 4.19 BDM – Logout Menu

E	ATTACHING BACKUP DOCUMENTATION
9	At this point you can log out of AppXtender (BDM) or simply close the "ApplicationXtender" tab in Internet Explorer and return to your Banner purchase requisition.
10	Click on "BDM - Display Document" icon in INB Banner to double check you have the correct number of pages added.
	**NOTE: The corresponding number of pages should match the number of pages you've added to your REQ.

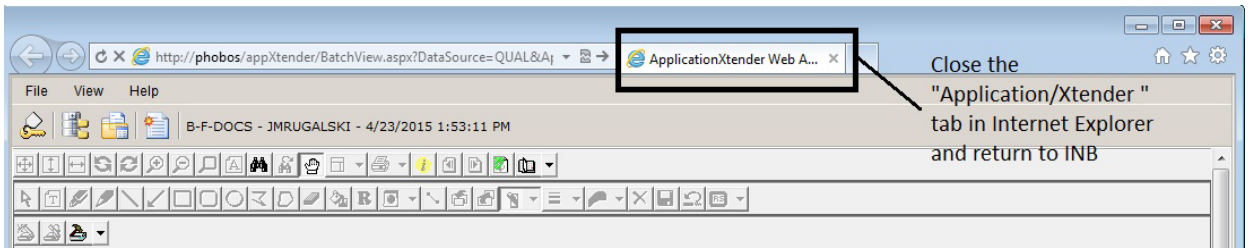

Image 4.20 BDM – Logout or Close Tab

Appendix 1

Direct Payment Vouchers

The following have been identified as items that may be presented directly to the Business Office for payment using a Direct Payment Voucher (DPV). These items do not involve the Purchasing Office or require a Purchase Order or Purchase Requisition to order from the vendor:

a. Registration fees for conferences, seminars and workshops (These can be paid for using the University Procurement Card or processing a DPV).
b. Umpire/Officials fees for referring sporting events.
c. Memberships (These can be paid for using the University Procurement Card or processing a DPV).
d. Overnight hotel lodging (paid on behalf of an official University guest).
e. Fees for performers and entertainers.
f. Business meal reimbursements.
g. Fees for Guest Lecturers.
h. Subscriptions and Periodicals (unless a Purchase Order is required - may also be purchased using the University Procurement Card).
i. Filing fees for work to be performed on buildings (i.e., Texas Department of Health).
j. Professional registration/license fees (excluding software licenses).
k. Postmaster-Permit, bulk rate fees and meter charges.
l. Insurance premiums.
m. Bus charters (unless a Purchase Order number is required by the vendor)
n. Miscellaneous fees and assessments (i.e., accreditation, royalty, copyright and appraisals).
o. Fleet Vehicle Rentals
p. Advertising

Contracted purchases such as **Guest Lecturers or Performers & Entertainers** must have a completed contract routing form and signed contract (per Contract Management Procedures) prior to being paid for on a DPV. **DPV's & Purchase Requisitions** containing contract routing forms and contracts should be forwarded to the Contract Management Office prior to processing to ensure all documentation adheres to current Policy & Procedures.

Procurement Card, Purchase Requisitions & Purchase Orders

Items not found on the above list must be purchased using the University Procurement Card or Purchase Requisition process. These orders must be processed following MSU's Purchasing Manual and Procurement Card Program Guide.

The University Procurement Card (P-Card) can be used to pay for small orders from vendors that accept MasterCard. Items that cannot be purchased using the P-Card or DPV must be processed using the Purchase Requisition process.

Orders using the Purchase Requisition process **cannot** be placed by the end-user, but should be ordered by the Purchasing Department via a completed Purchase Order. Note: Any University employee, who makes a contract for supplies, equipment and/or services without a purchase order from the purchasing office, may be held personally responsible for clearing the account with the vendor.

Questions regarding the use of the Direct Payment Voucher should be directed to Business Office (X4107).

Questions regarding the use of the Procurement Card & Purchase Requisition Process should be directed to the Purchasing Office (X4109).

Appendix 2
Quick Reference Guide (Purchase REQ - Step by Step)

Step	Action Description
1	From the Banner Main Menu, enter **FPAREQN** into the "GO TO" search box and press "enter"
2	Click on the "NEXT BLOCK" icon. **DO NOT** enter a requisition number or the text "NEXT" into this field.
3	Tab to "Delivery Date" field. **DO NOT** change "Order Date" or "Transaction Date" fields.
4	Click on the Calendar or manually enter the delivery date.
5a	If you have info for the "Comments" field (30 characters max) enter the data and press "enter".
5b	Tab to the "Requestor/Delivery/Information section if you don't have data for this field.
A.	**REQUESTOR/DELIVERY/INFORMATION SECTION**
	Default information should populate most of the fields in this section.
6	Click on the "Organization" field and enter your home "Org" code, then press "enter".
7	Click the "NEXT BLOCK" icon to go to the "Vendor Information" section or simply click on the tab using your mouse.
	NOTE: **DO NOT change "Ship To" address information.** Orders purchased using the Purchase Requisition process must be delivered and received at the Daniel Bldg Whse (Central Receiving).
B.	**VENDOR INFORMATION SECTION**
	****NOTE:** If the vendor is a company the University has not used before, their information may not be in the Banner Database.**
8a	If the vendor is new, a completed & signed W9 is required to set them up. This will be attached as backup documentation to your REQ.
8b	If the vendor is new, simply type the vendor name in vendor name field and click "NEXT BLOCK" to move to the "Commodity/Accounting" Section or simply click on the tab using your mouse.
8c	If this is an existing vendor in Banner click on the list button on the "Vendor" field.
9	Select "Entity Name/ID Search" (FTIDEN).
10	To search for an existing vendor, tab to the "Last Name" field.
11	Using % as the wildcard character, enter the vendor's name and press the "F8" key to execute the query.
	****NOTE:** Using the % symbol in the beginning of a query request (i.e., %Office) will return results similar to "Texas General Land **Office**". Using the % symbol at the end of a query request (i.e., Office%) will return results similar to "**Office** Depot". You can be specific or general with your search criteria depending on how you use your wildcard. **Remember the Banner search feature is also case sensitive**.**
12	If you wish to redefine your search query "click" on the "Rollback" icon and then the "NEXT BLOCK" icon and repeat steps 10 & 11.
13a	After locating your vendor "Double Click" on that vendor using your mouse.
13b	Clicking on the list button on either the "Address Type" or "Sequence" will provide a list of different addresses.
13c	Using the scroll bar on the right hand side you can see the different addresses associated with that vendor.
13d	After locating your preferred address "Double Click" on the "Address Type" using your mouse. This will update your "Vendor Information" fields.
14	You can then tab down to the "Contact" or "Email" field to add additional contact information.
	****NOTE: **DO NOT** add/adjust the "Discount" or "Currency" fields.**
15	To move to the "Commodity/Account" Section click on the "NEXT BLOCK" icon or simply click on the tab using your mouse.
C.	**COMMODITY/ACCOUNTING SECTION**
	****NOTE:** Upon arriving in this section you will be assigned your purchase requisition number. Please write this number down as you will need it to attach your backup documentation.**
16	Add your backup documentation to your requisition at this time.
17	Tab to the "Description" field to enter the description of the first item to be purchased (50 character max).

Step	Action Description
18a	If you are adding additional information for this line item, use your mouse and click on the **"Options"** tab in the top menu bar and select **"Item Text"**. Multiple lines can be added (50 characters max per line) by using your mouse and clicking on the next field. Remember to save your item text to your requisition.
	****NOTE:** Additional text information can also be added to the requisition itself by clicking on the **"Options"** tab in the top menu bar and selecting **"Document Text"**. Multiple lines can be added (50 characters max per line) by using your mouse and clicking on the next field. Remember to save your document text to your requisition.
18b	To navigate back to the Commodity/Accounting section, use your mouse and click on the **"X"** in the top menu.
19	If you are not adding additional text to the specific line item, tab to the U/M (Unit of Measure) field.
20	Use the list button to get a list of valid "U/M" codes.
21	Enter the "Quantity" of line item (1) you wish to order, then tab to the "Unit Price" field.
22	Enter the "Unit Price" of line item (1) you wish to order, then tab through the "Extended, Discount & Additional" fields to end up back at the "Description" field.
	****NOTE: DO NOT** enter amounts into the "Discount" or "Additional" fields. Note the discount for the items in the "Item Text" field for that particular line item, then reflect the discount in the adjusted "Unit Price".**
23	Using your mouse, move your curser to the next "Description" field and repeat steps 17 through 22 as necessary.
	****NOTE:** If you run out of visible "Description" fields you can use your mouse to click on the "Record" tab in the top menu bar, then select "NEXT" for the next empty record. You can use the "Record" tab to navigate through the different set of records.**
24	When you are finished adding commodity information, click on "NEXT BLOCK" to move the accounting portion of this section.
25	COA (Chart of Accounts) is always "M".
26	Skip "Index" and enter your "Fund" and "Org" information into their respective fields. The "Prog" field will default populate. **DO NOT** change it.
27	Tab to the "Acct" field and enter **7300**. (This will be the Acct Code for all purchase requisitions).
28	Tab to the "Extended" field and enter the amount you wish to be paid from this FOAPAL. You can pay from multiple FOAPAL's but your "Document Accounting Total" must match your "Document Commodity Total".
	****NOTE:** Requisitions paying from HEAF & Local Funds must be done on separate requisitions. Please note in the "Comments" field of the "Requestor/Delivery Information" section the corresponding REQ# for each requisition or "1 of 2". Backup documentation should be attached to both requisitions.**
	****NOTE:** If you run out of visible "FOAPAL" fields you can use your mouse to click on the "Record" tab in the top menu bar, then select "NEXT" for the next empty record. You can use the "Record" tab to navigate through the different set of records.**
29	To move to the "Balancing/Completion" section, click on the "NEXT BLOCK" icon or simply click on the tab using your mouse.
D	**BALANCING/COMPLETION SECTION**
	You can use the "NEXT/PREVIOUS BLOCK" function to navigate back to the "Requestor/Delivery Information" section and double check for errors. You can also use your mouse to click on each tab to navigate through your requisition.
30	If you need to save your requisition you can click on the "In Process" icon at the bottom of this section. To reacquire your incomplete requisition, simply go to FPAREQN and enter your purchase requisition number.

Step	Action Description
31	If your requisition is complete and ready to move to the approval process, click on the "Complete" icon.
	****NOTE:** If you need to retrieve a completed requisition you can "Deny Document" in "FOADOCU". This must be done prior to the approval and forwarding of the requisition to the Purchasing Department.**
	****NOTE:** To check on the status of a requisition you can go to "**FOAAINP**" to see where your REQ is in the approval process.**
E	**ATTACHING BACKUP DOCUMENTATION**
1	Using your mouse click on the "BDM - Add Document" icon
2a	After opening your "Application Xtender Web Acccess" screen, click on the "Page Menu" icon on the document menu bar…
2b	then select the "New Page" link…
2c	then the "Import File" link…
2d	and finally the "Append" link.
3	Locate/highlight the documents you wish to attach to your Banner purchase requisition and click the "open" button.
	****NOTE:** Your document should appear in BDM. If you are adding multiple pages, the last page should be the page visible at this point.**
4	Click on the "New" icon button in the application menu to open the indexing function. The first page of your multiple page document should be visible at this point.
	****NOTE:** Information should default from your Banner purchase requisition to include the document ID (purchase requisition number), Banner Doc Type, Transaction Date, Vendor ID & Name and Activity Date.**
5	Click on the list button in the "Document Type" field and select "Requisition Backup"
6	Click on the "Save" button to save your indexed values assigned to the visible page. **DO NOT CLOSE BDM if you have additional pages to add**. Go to step 8.
7	If you are adding a one page document you can log out of AppXtender (BDM) or simply close the "ApplicationXtender" tab in Internet Explorer and return to your Banner purchase requisition.
8	If you have additional pages to add "click" on the "Attach All Pages" icon to assign your index values to your remaining pages.
9	At this point you can log out of AppXtender (BDM) or simply close the "ApplicationXtender" tab in Internet Explorer and return to your Banner purchase requisition.
10	Click on "BDM - Display Document" icon in INB Banner to double check you have the correct number of pages added.
	****NOTE:** The corresponding number of pages should match the number of pages you've added to your REQ.