File   Edit   Options   Block   Item   Record   Query   Tools   Help

General Menu GUAGMNU 7.3 (HRFI) - Thursday June 07, 2007

Go To.. FPAPURR   ▼   Welcome, SGREGORY   Products: ▼   Menu | Site Map | Help C

📁 My Banner

📁 Banner

   📁 Student [*STUDENT]

   📁 Financial [*FINANCE]

   📁 Human Resources [*HRS]

   📁 Financial Aid [*RESOURCE]

   📁 General [*GENERAL]

   📁 Banner XtenderSolutions System Menu [*BXS]

My Links

Change Banner Passwor

Check Banner Message

Personal Link 1

Personal Link 2

Personal Link 3

Personal Link 4

Personal Link 5

Personal Link 6

My Institution

SUNGARD SCT HIGHER EDUCATIO

In the "**Go To**" box, type the Purchase Order Form (FPAPURR) and enter.

Banner Broadcast Messages

Enter the object name; Press LIST for listing.

Record: 1/1

File   Edit   Options   Block   Item   Record   Query   Tools   Help

Purchase Order   FPAPURR   7.2   (HRFI)

Purchase Order: NEXT

Enter "**NEXT**" in the Purchase order box. Click on the next block icon or Ctrl + page down will take you to the next block.

Enter NEXT or leave blank for automatic assignment or enter document number; press NEXT ITEM to activate COPY function.

Record: 1/1

File Edit Options Block Item Record Query Tools Help

Purchase Order Entry: Document Information FPAPURR 7.2 (HRFI)

Purchase Order: NEXT

Blanket Order:

Order Type: Regular

Order Date: 06-JUN-2007

Transaction Date: 06-JUN-2007

☐ In Suspense

Delivery Date: 14-JUN-2007

Comments: Retirement Dinner

☐ Document Text

Commodity Total: .00

Accounting Total: .00

☑ Document Level Accounting

Document Information | Requestor/Delivery Information | Vendor Information | Commodity/Accounting | Balancing/Completion

☐ PO created from Requisition

Requisition Document Text: None

Buyer Code: TC02 Taft College

BO Termination Date:

☐ Rush Order

☑ NSF Checking

☐ Deferred Editing

Purchase Order Copied From:

Change **Order** and **Transaction** dates if needed. Enter your **Delivery** date. It is recommended you enter a **Comment** for future reference. Next block or tab and it will take you to the **Buyer Code**.

Record: 1/1   <OSC>

File   Edit   Options   Block   Item   Record   Query   Tools   Help

Purchase Order Entry: Document Information FPAPURR 7.2 (HRFI)

Purchase Order:	NEXT	Blanket Order:		Order Type:	Regular
Order Date:	19-JUN-2007	Transaction Date:	19-JUN-2007	In Suspense	
Delivery Date:	20-JUN-2007	Comments:	Training document	Document Text	
Commodity Total:	.00	Accounting Total:	.00		

☑ Document Level Accounting

Document Information	Requestor/Delivery Information	Vendor Information	Commodity/Accounting	Balancing/Completion

☐ PO created from Requisition

Requisition Document Text: None

Buyer Code:

BO Termination Date:

☐ Rush Order
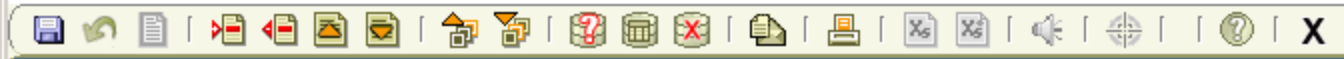☑ NSF Checking
☐ Deferred Editing

Purchase Order Copied From:

Click on the search icon for a list of **Buyer Codes**

Buyer code is required for approval.
Record: 1/1   List of Valu...   <OSC>

🖫 Purchase Order Entry: Requester/Delivery FPAPURR 7.2 (HRFI)

Purchase Order:	NEXT	**Blanket Order:**	**Order Type:** Regular
Order Date:	06-JUN-2007	**Transaction Date:** 06-JUN-2007	☐ In Suspense
Delivery Date:	14-JUN-2007	**Comments:** Retirement Dinner	☐ Document Text
Commodity Total:	.00	**Accounting Total:** .00	

☑ **Document Level Accounting**

Document Information | Requestor/Delivery Information | Vendor Information | Commodity/Accounting | Balancing/Completion

Requestor: Sherry Gregory **COA:** T ▼ Taft College

Organization: 113 ▼ ITS Operations **Email:**

Phone: 661 7637700 **Extension:** **Fax:** **Extension:**

Ship To: TC001 ▼

Street Line 1: 29 Emmons Park Drive

Street Line 2:

Street Line 3:

Building: **Floor:**

City: Taft

State or Province: CA **Zip or Postal Code:** 93268

Nation:

Phone: **Extension:**

Contact:

Attention To: Cafeteria

Your information should automatically populate. If the COA is not populated, use the search icon and select your COA. You must enter a name in the "**Attention to**:" box. Select the **Vendor Information** tab.

e Edit Options Block Item Record Query Tools Help

Purchase Order Entry: Vendor FPAPURR 7.2 (HRFI)

Purchase Order: P0000224   **Blanket Order:** ▼   **Order Type:** Regular ▼

Order Date: 19-JUN-2007   **Transaction Date:** 19-JUN-2007   ☐ In Suspense

Delivery Date: 20-JUN-2007   **Comments:** Just for training   ☐ Document Text

Commodity Total: **Accounting Total:**

☑ **Document Level Accounting**

Document Information   Requestor/Delivery Int   ...   ...unting   Balancing/Completion

Option List

Entity Name/ID Search (FTIIDEN)

Vendor Maintenance (FTMVEND)

Vendor: ▼

Address Type: ▼   **Address Seque**

Street Line 1:   Extension:

Street Line 2:   Extension:

Street Line 3:

City: Nation:

Contact:

Email:

Discount: ▼

FOB Code: ▼

Tax Group: TAX2 ▼ Taft College Default Rate 2   ☐ Dis

Class Code: ▼

Carrier: ▼

Currency: ▼

Cancel

Click on the vendor search icon and the Option list box will open. Select **Entity Name/ ID search (FTIIDEN).**

File   Edit   Options   Block   Item   Record   Query   Tools   Help

Entity Name/ID Search FTIIDEN 7.0 (HRFI)

☑ Vendors   ☐ Grant Personnel   ☐ Financial Mana
☐ Terminated Vendors ☐ Proposal Personnel   ☐ Terminated Fin

Select the Execute Query icon to bring up a list of all approved vendors

ID Number	Last Name	First Name	Middle Name	Entity Ind	Change Ind	V	F	A	G	P	Type ▼

V - Vendors   F - Financial Managers   A - Agencies   G - Grant Personnel   P - Proposal Personnel

Enter a query; press F8 to execute, Ctrl+Q to cancel.
Record: 1/1 | | Enter-Qu... | | | <OSC>

Entity Name/ID Search FTIIDEN 7.0 (HRFI)

Scroll or page down and double click on the vendors **ID Number**.

☑ Vendors ☐ Grant Personnel ☐ Financial Managers ☐ Agencies
☐ Terminated Vendors ☐ Proposal Personnel ☐ Terminated Financial Managers ☐ All

ID Number	Last Name	First Name	Middle Name	Entity Ind	Change Ind	V	F	A	G	P	Type
A00200013	3 Ring Publishing.Com			C		Y	N	N	N	N	
A00200014	3C4A			C		Y	N	N	N	N	
A00200015	4C/SD			C		Y	N	N	N	N	
A00200016	4Imprint			C		Y	N	N	N	N	
A00200019	A.E. Schmidt Co.			C		Y	N	N	N	N	
A00200017	A.P.I. Plumbing			C		Y	N	N	N	N	
A00200018	A.S.B. Athletics			C		Y	N	N	N	N	
A00200058	A.S.B. Clearing Account			C		Y	N	N	N	N	
A00200020	A.S.B. General			C		Y	N	N	N	N	
A00200021	AACC			C		Y	N	N	N	N	
A00200022	AAMR			C		Y	N	N	N	N	
A00200024	ABDick/IPS			C		Y	N	N	N	N	
A00200027	ACHRO C/O Vicki Nicholson			C		Y	N	N	N	N	
A00200028	ACHRO/EEO Treasurer			C		Y	N	N	N	N	
A00200029	ACT Asset Program			C		Y	N	N	N	N	
A00200052	AP Architects			C		Y	N	N	N	N	
A00200023	Abate-A-Weed			C		Y	N	N	N	N	

V - Vendors   F - Financial Managers   A - Agencies   G - Grant Personnel   P - Proposal Personnel

File Edit Options Block Item Record Query Tools Help

Purchase Order Entry: Vendor FPAPURR 7.2 (HRFI)

Purchase Order: P0000224   **Blanket Order:** [ ] ▼   **Order Type:** Regular ▼

Order Date: 19-JUN-2007   **Transaction Date:** 19-JUN-2007   ☐ In Suspense

Delivery Date: 20-JUN-2007   **Comments:** Just for training   ☐ Document Text

Commodity Total: [ ]   **Accounting Total:** [ ]

☑ Document Level Accounting

Document Information | Requestor/Delivery Information | Vendor Information | Commodity/Accounting | Balancing/Completion

Vendor: A00200426 ▼ Taft College Cafeteria

Address Type: BU ▼   **Address Sequence:** 1 ▼

Street Line 1: 29 Emmons Park Dr   **Phone:** [ ] [ ]   **Extension:** [ ]

Street Line 2: [ ]   **Fax:** [ ] [ ]   **Extension:** [ ]

Street Line 3: [ ]

City: Taft   **State or Province** CA   **Zip or Postal Code:** 93268   **Nation:** [ ]

Contact: [ ]

Email: [ ]

Discount: 30 ▼ Net 30 Days

FOB Code: [ ] ▼ [ ]

Tax Group: TAX2 ▼ Taft College Default Rate 2   ☐ Disbursing Agent

Class Code: [ ] ▼ [ ]

Carrier: [ ] ▼ [ ]

Currency: [ ] ▼ [ ]

The Vendors information automatically populated.
Take note of your P.O. number for future reference.
Click on the **Commodity/Accounting** Tab.

Enter address type code and press NEXT FIELD.

Record: 1/1 | List of Valu | <OSC>

Oracle Developer Forms Runtime - Web: Open > FPAPURR

File Edit Options Block Item Record Query Tools Help

Purchase Order Entry: Commodity/Accounting FPAPURR 7.2 (HRFI)

Purchase Order: P0000224   **Blanket Order:**   **Order Type:** Regular

Order Date: 19-JUN-2007   **Transaction Date:** 19-JUN-2007   ☐ In Suspense

Delivery Date: 20-JUN-2007   **Comments:** Just for training   ☐ Document Text

Commodity Total: **Accounting Total:**

☑ **Document Level Accounting**

Document Information | Requestor/Delivery Information | Vendor Information | Commodity/Accounting | Balancing/Completion

	U/M	Tax Group	Quantity	Unit Price	
Item [ ] of [ ]	[ ] ▼	TAX2 ▼	[ ] X	[ ]	= **Extended:** [ ]

Commodity   **Description**   **Discount:**
  ▼   ▼   **Additional:**

☐ Commodity Text   Tab once past **Commodity** and enter your
☐ Item Text   **Description** (i.e. part number or item name.
☐ Add Commodity   Notice your tax group has already
☐ Distribute   populated for you. Tab once to **U/M**.

FOAPAL [ ] of [ ] **Remaining Commodity Amount:** [ ]   ☐ NSF Override   %   USD

☐ NSF Suspense   **Extended:** ☐ [ ]

COA	Yr	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj
▼	▼	▼	▼	▼	▼	▼	▼	▼	▼
T									

Discount: ☐ [ ]
Additional: ☐ [ ]
Tax: ☐ [ ]
FOAPAL Line Total: [ ]
Document Accounting Total: [ ]

Enter commodity description

Oracle Developer Forms Runtime - Web: Open > FPAPURR

File Edit Options Block Item Record Query Tools Help

Purchase Order Entry: Commodity/Accounting FPAPURR 7.2 (HRFI)

Purchase Order: P0000224

Order Date: 19-JUN-2007

Delivery Date: 20-JUN-2007

Commodity Total: 536.25

Blanket Order:

Order Type: Regular

Search and select or enter the **U/M**. Ensure the **Tax Group** is correct and items are taxable (i.e. food, labor would be non-taxable or EXMT). Hit tab. Enter **Quantity**. Hit Tab. Enter **Unit Price**. Hit tab. Price w/tax (depending on tax group selection) will populate.

☑ Document Level Accounting

Document Information | Requestor/Delivery Information | Vendor Information | Commodity/Accounting | Balancing/Completion

Item 1 **of** 1

U/M	Tax Group	Quantity	Unit Price
EA ▼	TAX2 ▼	1 X	500

= **Extended:** 500.00

Discount: .00

Additional: .00

Commodity ▼ **Description** ▼

supplies

☐ Commodity Text

☐ Item Text

☐ Add Commodity

☐ Distribute

Tax: 36.25

Commodity Line Total: 536.25

Document Commodity Total: 536.25

FOAPAL of **Remaining Commodity Amount:** 536.25

☐ NSF Override

☐ NSF Suspense

% USD

Extended: ☐

Discount: ☐

COA	Yr	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj
▼	▼	▼	▼	▼	▼	▼	▼	▼	▼
T									

Additional: ☐

Tax: ☐

FOAPAL Line Total:

Document Accounting Total:

Oracle Developer Forms Runtime - Web: Open > FPAPURR

File   Edit   Options   Block   Item   Record   Query   Tools   Help

Purchase Order Entry: Commodity/Accounting FPAPURR 7.2 (HRFI)

Purchase Order:	P0000224	**Blanket Order:**	**Order Type:** Regular
Order Date:	19-JUN-2007	**Transaction Date:** 19-JUN-2007	☑ In Suspense
Delivery Date:	20-JUN-2007	**Comments:** Just for training	☐ Document Text
Commodity Total:	536.25	**Accounting Total:**	

☑ Document Level Accounting

Document Information   Requestor/Delivery Information   Vendor Information   Commodity/Accounting   Balancing/Completion

	U/M	Tax Group	Quantity	Unit Price	
Item 1 of 1	EA	TAX2	1 X	500	= **Extended:** 500.00

Commodity   **Description**

	supplies

Discount: .00
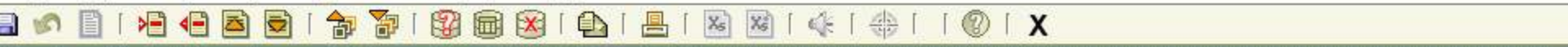**Additional:** .00
36.25
536.25
536.25

Click in **COA** and hit tab. The **Yr** and **Orgn** code will populate for you. Click on **Fund**. Search and select the appropriate code. Repeat the same steps for **Acct** and **Prog** codes if they do not populate for you.

☐ Distribute

FOAPAL [ ] of [ ]   **Remaining Commodity Amount:** 536.25   ☐ NSF Override   %   USD

☐ NSF Suspense

COA	Yr	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj
▼	▼	▼	▼	▼	▼	▼	▼	▼	▼
T	07			113					

Extended: ☐
Discount: ☐
Additional: ☐
Tax: ☐
FOAPAL Line Total:
Document Accounting Total:

Oracle Developer Forms Runtime - Web: Open > FPAPURR

e Edit Options Block Item Record Query Tools Help

Purchase Order Entry: Commodity/Accounting FPAPURR 7.2 (HRFI)

Purchase Order:	P0000224	**Blanket Order:**		**Order Type:**	Regular
Order Date:	19-JUN-2007	**Transaction Date:**	19-JUN-2007	☑ In Suspense
Delivery Date:	20-JUN-2007	**Comments:**	Just for training	☐ Document Text
Commodity Total:	536.25	**Accounting Total:**		

☑ **Document Level Accounting**

Document Information   Requestor/Delivery Information   Vendor Information   Commodity/Accounting   Balancing/Completion

	U/M	Tax Group	Quantity	Unit Price		
Item 1 **of** 1	EA	TAX2	1 X	500	=	**Extended:** 500.00

Commodity   **Description**

	supplies

Discount: .00
Additional: .00
Tax: 36.25

Click in the **Extended** price field and hit enter..
Banner will calculate tax amounts to equal
Commodity Total.
Select the **Balancing/Completion** tab.

modity Line Total: 536.25
Commodity Total: 536.25

FOAPAL	of	**Remaining Commodity Amount:**	536.25	☐ NSF Override	%	USD
				☐ NSF Suspense	**Extended:** ☐	500.00

COA	Yr	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj
▼	▼	▼	▼	▼	▼	▼	▼	▼	▼
T	07		11000	113	3110	49010			

Discount: ☐ .00
Additional: ☐ .00
Tax: ☐ .00
FOAPAL Line Total: 500.00
Document Accounting Total:

nter (P)ercent to calculate dollar amount based on percentage

Oracle Developer Forms Runtime - Web: Open > FPAPURR

File Edit Options Block Item Record Query Tools Help

Purchase Order Entry: Balance/Completion FPAPURR 7.2 (HRFI)

Purchase Order:	P0000224	**Blanket Order:**	**Order Type:** Regular
Order Date:	19-JUN-2007	**Transaction Date:** 19-JUN-2007	☐ In Suspense
Delivery Date:	20-JUN-2007	**Comments:** Just for training	☐ Document Text
Commodity Total:	536.25	**Accounting Total:** 536.25	

☑ Document Level Accounting

Document Information   Requestor/Delivery Information   Vendor Information   Commodity/Accounting   Balancing/Completion

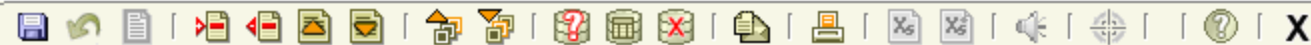|	
Vendor:	A00200426 Taft College Cafeteria
COA:	T Taft College
Organization:	113 ITS Operations
Currency Code:	
Exchange Rate:	

Requestor: Sherry Gregory

The status field should be balanced.
Click on the **Complete** Icon. It will take you back
To the beginning of the PO order form.

Input Amount:	536.25	**Converted Amount:**	

	Header	Commodity	Accounting	Status
Approved Amounts:	500.00	500.00	500.00	BALANCED
Discount Amounts:	.00	.00	.00	BALANCED
Additional Amounts:	.00	.00	.00	BALANCED
Tax Amounts:	36.25	36.25	36.25	BALANCED

Complete: 📝   In Process: ⧖

WARNING : Budget is exceeded for sequence 1

File Edit Options Block Item Record Query Tools Help

Purchase Order FPAPURR 7.2 (HRFI)

Go To... FPIPURR   ▼   My Institution: http://www.sungardsct.com/   powered by
                                                                                   SUNGARD' HIGHER EDUCAT
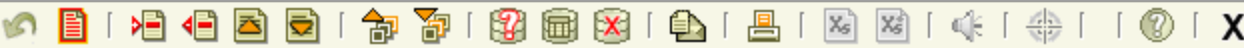
Purchase Order: [   ] ▼   📇

To query your P.O. Hit F5 and the "Go To" box
will come up. Enter your query form (FPIPURR)
and hit enter.

Enter the object name; Press LIST for listing.
Record: 1/1 | | | ... | | <OSC>

Edit Options Block Item Record Query Tools Help

rchase/Blanket/Change Order Query FPIPURR 7.3 (HRFI)

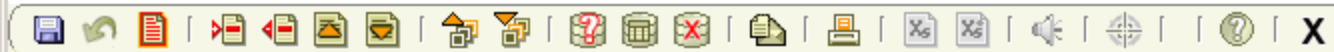rchase Order: P0000222 ▼   Blanket Order: ▼   Change Sequence Number:

Your PO number will automatically come up in the PO box if it was the last one you entered. Hit next block. If you are querying for a PO, select the search icon.

r purchase order and press NEXT FIELD; press NEXT BLOCK to execute query.

ord: 1/1 | | | ... | | | <OSC>

File   Edit   Options   Block   Item   Record   Query   Tools   Help

Purchase/Blanket Order Inquiry: Document Information   FPIPURR   7.3   (HRFI)

Purchase Order: P0000221   **Blanket Order:**   **Change Sequence Number:**

Order Date: 06-JUN-2007   **Transaction Date:**   06-JUN-2007   ☐ In Suspense

Delivery Date: 14-JUN-2007   **Comments:**   Retirement Dinner   ☐ Document Text

Commodity Total: 1,500.00   **Accounting Total:**   1,500.00

☑ Complete   ☐ Approved

Print Date: **Cancel Date:**

This is where the comment field comes in real handy. Select Next Block to review each page of the completed P.O. Completed query of PO

Activity Date: 07-JUN-2007   **User ID:**   SGREGORY   Type: Regular

Cancel Reason:

☐ Purchase Order Created from Requisition

Requisition Document Text:

Buyer Code: TC02   Taft College

Blanket Order Termination Date:

☐ Rush Order

☑ NSF Checking   ☐ Deferred Editing

Purchase Order Copied From:

Origin: BANNER

Reference Number:

Record: 1/1 | | | ... | | | | <OSC>