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| <h3>Purchase Order - Creating</h3> <p>FPAPURR</p> <ul style="list-style-type: none"> • Next Block – To create new PO • Key Block <ul style="list-style-type: none"> ▪ PO - Leave Blank ▪ Order Type – Regular for single invoice, Standing for multiple invoices ▪ Delivery Date - Required • Document Information <ul style="list-style-type: none"> ▪ Buyer Code - [LCC] (LCC Universal Buyer will appear) • Requestor/Delivery Information <ul style="list-style-type: none"> ▪ Organization - Required ▪ Attention to – [L#] • Vendor Information <ul style="list-style-type: none"> ▪ Vendor ID? – [Vendor L#] or Search using Vendor Name (If using Vendor name search, type %xxxx: 1st 4 letters of vendor name%) ▪ FOB Code – [04] ▪ Class Code – Select from list of values • PO# - Write Down Now • Commodity/Accounting <ul style="list-style-type: none"> ▪ Description, U/M, Quantity, Unit Price – Required ▪ Fund, Orgn, Acct, Prog – Required ▪ Totals - Tab to auto-fill • Options > View Budget Availability – Verify sufficient funds for PO (optional) • Balancing/Completion – Status - ck for “balanced.” Select Complete or In Process | <h3>Finance Document or Activity Lookup</h3> <p>ExpressLane > Finance > View Documents To view a known document</p> <ul style="list-style-type: none"> • Document Number – Enter number <p>To list document history</p> <ul style="list-style-type: none"> • Click Document Number button • Enter one or more of the required fields to query on that criterion (ie: User ID) • Execute Query • Drill on number to view document |
| <h3>Purchase Order Form - Printing</h3> <p>FPAPORD</p> <ul style="list-style-type: none"> • Printer Control <ul style="list-style-type: none"> ▪ Printer – Enter or select from LOV ▪ Special Print – [B] • Parameter Values? <ul style="list-style-type: none"> ▪ Number – [PO #] ▪ PO Print Option – [B] • Submission <ul style="list-style-type: none"> ▪ Save - (To Print this PO) | <h3>View Completed PO Details</h3> <p>Document History – FOIDOCH</p> <ul style="list-style-type: none"> • Document Type – [PO] • Document Code – (PO number) • Lookup Status Code Definitions Options > View Status Indicator • Lookup PO Details? Options > PO Information - Successive Next Blocks |
| <h3>View PO's by User and/or Vendor</h3> <p>PO Activity Report - FPRPURA</p> <ul style="list-style-type: none"> • User ID – Banner user ID • Vendor ID (optional) – Vendor L Number | <h3>Budget-Current Period Transactions</h3> <p>Line totals by Actual FOAP FGRBDSC</p> <ul style="list-style-type: none"> • Printer Control <ul style="list-style-type: none"> ▪ Printer – Enter or select from LOV • Parameter Values? <ul style="list-style-type: none"> ▪ Fiscal Year – [2 digit, last year in pair e.g. 05-06] ▪ F-O-A-P [narrow search using from-to elements] ▪ As of Date – [end date of report] • Submission • Save – To Review Output <p>Transaction Details by Budget FOAP</p> |
| <h3>View PO's by User and/or Vendor</h3> | <h3>Find a PO #</h3> |
| <p>PO Activity Report - FPRPURA</p> <ul style="list-style-type: none"> • User ID – Banner user ID • Vendor ID (optional) – Vendor L Number | <p>FOIAPHT</p> <ul style="list-style-type: none"> • Approver's ID - Banner User ID • Enter Document Type or Approved Date to narrow search (optional) • F8 • Scroll |

Extracting Data from Banner

Determine Extraction Method

- 1-Reports – Third letter in form name is R
 - Options > Review Output
- 2-Inquiries – Third letter in form name is I
 - Help > Extract Data No Key

1-Options > Review Output

- Save report
- Options > Review Output
- File Name: double-click in File Name field
- Available Files: select .lis file
- Click OK
- Save
- Click Yes to save in browser
- In web browser: File > Save As > .txt
- Start desired application (e.g. Excel, Word, ...)
- File > Open – Select .txt file
 - If Excel – Follow prompts in Text Import Wizard
 - If Word – Save as Word document (.doc)

2-Extract Data No Key

- Help > Extract Data No Key
- Select Open
- File > Save As...
- Save As Type: Microsoft...Excel Workbook (*.xls)

Incomplete Document Listing

FGRIDOC

Optional

Retrieve saved parameter set

Printer or DATABASE

Choose

- Line 01: Y for all types, N to select below
- Line 02: Banner user ID
- Odd Numbered Lines: Y or N to include doc type
- Even Numbered Lines: Specify search criteria
- Save – To Review Output

Vendor - Lookup

FTIIDEN

- Last Name – [1ST 4 letters%]
- First Name – [1ST 4 letters%]
- Query

Organizational Detail Report

FGRODTA

Optional

Retrieve saved parameter set

Printer or DATABASE

Choose

Print

- Special Print – [P]
- Org, Fund & Account
 - Beginning and ending ranges
 - Leave blank to select ALL
 - Example: 453000 to 453999 (same as 453%)
- Beginning Date and Ending Date Range
 - Required parameter
- N, Y, U
 - Accept defaults for these three fields
- Save Parameters
 - Optional
 - Name - Enter a short title
 - Description - for more detail
- Save (to launch)
- Printer
 - Choose to print report

DATABASE

- Options >Review Output
- View
 - Ensure the .lis is highlighted
- File Name - double click
- File > Save
 - To open the report in a browser
 - Save as a .txt
- Optional
 - Open in Word (the first page is blank)
 - Save as Word doc.