Bakersfield College
Banner Budget PO Process

Presented by
BC Budget Office
Topics of Discussion

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- Prep for Purchase Order
  - Vendors
  - Funding Source/FOAPAL
  - Budget Transfers
- Purchase Order Entry
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- Purchase Order Follow-up
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**What is a Purchase Order (PO)?**

- It is a request for goods/services to a vendor.
- It is needed for an invoice to be paid.
- It is submitted and approved by all necessary supervisors/managers.
- Banner is the program used to submit purchase orders.
PREP FOR
PURCHASE ORDER
VENDORS

1. Request quote from vendor.
   - For IT related expenses, contact IT to request quote.
   - For M&O-related orders (furniture, cubicles, etc.), contact M&O at mogeneral@bakersfieldcollege.edu after receiving quote from vendor.

2. Verify vendor is in Banner.
   - Use FTIIDENT to search for vendor.
   - Select one of the Case Sensitive options to trigger the filter and search by Last Name.
   - Verify the company name, ID, and if they are an active vendor.
VENDORS (CONT.)

• If vendor is not in Banner, send the vendor the link to Vendor Registration and Substitute W-9 form:
  
  https://www.kccd.edu/business-services/vendors

  (Instructions are provided on webpage.)

• Vendor needs to list you as the KCCD Employee Requesting Vendor Information, Part 8 on form.

• KCCD Purchasing will send you an email with the vendor code after they receive the form and add them to Banner.
FUNDING SOURCE/FOAPAL

1. Identify FOAPAL.
   - Check with person requesting order or supervisor.
   - **POs cannot be completed without FOAPAL.**
   - Account numbers need to correspond with order.

2. Verify availability of FOAPAL.
   - Use **FGIBDST** to view budget. Verify available balance for account.
   - Use **FGIBAVL** to view total accounts budget. Ex: if you are reimbursing 5220 – Employee Travel and there is a negative balance in 5230 – Food/Meetings which makes the total in the 5000s accounts to be negative, your PO will be flagged as NSF (Non-Sufficient Funds).
   - *Note: CalCard charges will not appear in Banner for at least two (2) months.*
Funding Source/FOAPAL

3. No access to FOAPAL.
   • Contact support staff of source of funding. Ex: Equity FOAPAL, contact Equity support staff to enter PO.
   • Using more than one FOAPAL, contact your area’s Administrative Assistant or the VPFAS Administrative Assistant to complete PO*.

*The area Administrative Assistant has access to all orgs that are structured under the Executive Administrator for the area.

*VPFAS Administrative Assistant has access to all campus orgs.
Budget Transfers

1. If there is no funding in the account for the FOAPAL, a budget transfer needs to be submitted prior to starting the PO.

2. Non-Labor account to Non-Labor account (4000s-6000s):
   - Use MyBanWeb for to enter Budget Transfer.
   - Enter Transfer Amount.
   - Enter From FOAPAL.
   - Enter To FOAPAL.
   - Enter Description – “Budget adj to pay for supplies expense”.
   - Select Complete. Budget transfer number will be provided. Ex: J3701234. Budget transfer will go through Banner approvals.

3. Labor to Non-Labor account/Labor to Labor account:
   - Please contact Budget Office at budgetoffice@bakersfieldcollege.edu for assistance.
PURCHASE ORDER ENTRY

Refer to InsideBC>Employees>Employee Forms>Business Services>Purchasing for PO Guides

Contact:

BCBUSINESSOFFICE@BAKERSFIELDCOLLEGE.EDU
PURCHASE ORDER
FOLLOW-UP
Document History

1. Use **FOIDOCH** to view document history.
   - Enter Document Type: “PO”.
   - Enter Document Code: “P3704016”.

![Status Indicators]

- (A) Approved
- (C) Completed
- (F) Final Reconciliation
- (P) Paid
- (R) Receipt Required
- (S) Suspended
- (O) Open
- (X) Cancelled
- (V) Void
- (H) Hold
- (T) Tagged Permanently

[Cancel]
APPROVALS

1. Once a PO has been completed, it will go through approval queues.

2. Use **FOAAINP** to view who needs to approve.
   - Enter Document: “P4202852”.
   - Click on each Queue ID to determine pending approvers. Approvers listed as Last Name, First Name are the users that have the document in their approval queues. Ex: Duffel, Debbie L (D). Please disregard users with ID names and names in parentheses. Ex: Superid1 (Williams, Arlitha) (D)).
3. Use **FOIAPPH** to view who has approved.
   - Enter Document Code: “P4202667”.

![Document Approval History](image)

<table>
<thead>
<tr>
<th>Queue ID</th>
<th>Level</th>
<th>Approver's Name</th>
<th>Approved Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>23CA</td>
<td>2</td>
<td>Duffel, Debbie L (D)</td>
<td>10/07/2021</td>
</tr>
<tr>
<td>2COP</td>
<td>5</td>
<td>Duffel, Debbie L (D)</td>
<td>10/07/2021</td>
</tr>
<tr>
<td>23CA</td>
<td>3</td>
<td>Giacomin, Michael J (B)</td>
<td>10/07/2021</td>
</tr>
<tr>
<td>23CA</td>
<td>3</td>
<td>Giacomin, Michael J (B)</td>
<td>10/07/2021</td>
</tr>
<tr>
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<td>Giacomin, Michael J (B)</td>
<td>10/07/2021</td>
</tr>
<tr>
<td>23CA</td>
<td>4</td>
<td>Giacomin, Michael J (B)</td>
<td>10/07/2021</td>
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<tr>
<td>23CA</td>
<td>4</td>
<td>Giacomin, Michael J (B)</td>
<td>10/07/2021</td>
</tr>
</tbody>
</table>

**User Information**

<table>
<thead>
<tr>
<th>Originating User</th>
<th>LAURAGAGE</th>
</tr>
</thead>
</table>

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4. Or use MyBanWeb > Finance > View Document
   • Choose type: “Purchase Order”.
   • Enter Document Code: “P4204283”.
   • Select “Approval History”.

View Document

To display the details of a document enter parameters then select view document. To display approval history for a document enter parameters. This enables you to perform a query and obtain a list of document numbers to choose from.

Choose type: [Purchase Order]  Document Number: P4204283

Display Accounting Information
   - Yes  - No

Display Document/Line Item Text
   - All  - Printable  - None

Display Commodity Text
   - All  - Printable  - None

View document  Approval history
• Items are routed in the order queues are listed. One user can approve once and the approval(s) will record in all queues where their name is listed. Only one approval is required where there are multiple approvers listed in a queue.

• Refer to Users with Last Name, First Name. Ex: Farley, Rebecca.

• Disregard User IDs with names in parentheses. Ex: BCQUEUE2 (Mike Giacomini).
Approval Queue Structure for ORGS

- Level 2 Compliance: $0
- Level 3 Manager: Up to $250
- Level 4 Dean/Director: Up to $5,000
- Level 5 VP/President: Up to $9,999,999

1. All entries into Banner go to BC Business Services for compliance review (Level 2/5) prior to campus approvers (Level 3-5).

2. Any changes to approvers in approval queues, please contact the Budget Office to update.

3. Beginning FY22, approvers may have Associate Dean/Directors/Exec Directors all in as Level 4 approvers. Only one approval is needed.
1. Once a PO has been approved and you selected to print the PO option, KCCD Purchasing will send the PO to the vendor. The PO will direct the vendor to send their invoice to KCCD Accounts Payable (KCCD AP). They will process it.

2. If you have selected to not print the PO and have received the invoice from the vendor, send the invoice to BC Business Services with the PO number.

3. If you do not have an invoice and the vendor did not send it to KCCD AP, contact the vendor for a copy. Then send to BC Business Services with the PO number.

4. KCCD AP will enter the vendor invoice into Banner and it will also have a Banner invoice number. Ex: I3707126.
RECEIVING

1. If the Regular Order Type is selected, items need to be received by BC Shipping and Receiving in Banner.

2. Once BC Shipping and Receiving receives the PO in Banner and the invoice has been approved, a check can be processed. This is often referred to 3-Way Match:
   • Purchase Order Number
   • Invoice Number
   • Receiving Number

3. If items are sent directly to the department office and not to Shipping and Receiving, please provide PO number and Receiving Date to BC Shipping and Receiving.

4. Items ordered from Stinson’s and Amazon must have an approved PO in Banner. Do not order items until PO has been approved. Items cannot be received until then.
CHECK PAYMENT

1. Once the invoice has been approved and, if applicable, the items received, a check can be processed.

2. Checks are cut at KCCD AP every Wednesday. Everything must be completed and approved prior to check cut day. KCCD AP has requested at least two (2) weeks for check processing.

3. Use FAICHKH, if you have the check number, to view check information:
   - Enter check number: “C3744347”.
   - Enter Bank: “OP” then click the Next Section button in the bottom left-hand corner of the screen.
4. Or **FOIDOCH**, if you have the PO or Invoice number:
   - Enter Document Type: “PO” or “INV”.
   - Enter Document Code: “PO number” or “INV number”.
   - Click in check number box.
   - Click on Related on top right and select Query Document which will open **FAICHKH**.
   - Check number should autofill.
   - Enter Bank: “OP” then click the Next Section button in the bottom left corner of the page.
# PURCHASE ORDER RESOURCES

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>EMAIL</th>
<th>ISSUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>KCCD Purchasing</td>
<td><a href="mailto:purchasing@kccd.edu">purchasing@kccd.edu</a></td>
<td>• Vendor Codes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Buyer Codes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Ship To Locations</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Purchase Orders (PO) Sent to Vendors</td>
</tr>
<tr>
<td>BC Business Services/</td>
<td><a href="mailto:bcbusinessoffice@bakersfieldcollege.edu">bcbusinessoffice@bakersfieldcollege.edu</a></td>
<td>• PO Entry Steps (New POs, Change Orders, Closing POs)</td>
</tr>
<tr>
<td>Business Office</td>
<td></td>
<td>• PO Compliance Review</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Vendor Invoice Processing</td>
</tr>
<tr>
<td>KCCD Business Services</td>
<td><a href="mailto:accountspayable@kccd.edu">accountspayable@kccd.edu</a></td>
<td>• Vendor Check Processing</td>
</tr>
<tr>
<td>Accounts Payable</td>
<td></td>
<td>• Able to assist if BC Business Services/</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Business Office is unavailable</td>
</tr>
<tr>
<td>BC Budget Office</td>
<td><a href="mailto:budgetoffice@bakersfieldcollege.edu">budgetoffice@bakersfieldcollege.edu</a></td>
<td>• Org Access Issues</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Approvers/Approval Queue Setup</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• NSF Errors</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Budget Transfers</td>
</tr>
<tr>
<td>BC Shipping/Receiving</td>
<td><a href="mailto:ramon.puga@bakersfieldcollege.edu">ramon.puga@bakersfieldcollege.edu</a></td>
<td>• Receiving in Banner for 3-Way Match for Regular POs</td>
</tr>
<tr>
<td>KCCD Contracts</td>
<td><a href="mailto:contracts@kccd.edu">contracts@kccd.edu</a></td>
<td>• ICAs/Contracts/Agreements</td>
</tr>
</tbody>
</table>