BANNER: PO PROCESS WORKSHOP

1. Log into computer.
2. Open Internet Native Banner (INB).
3. Log into Banner in Training Mode.
TOPICS OF DISCUSSION

- What is a Purchase Order?
- Prep for Purchase Order
  - Vendors
  - Funding Source/FOAPAL
  - Budget Transfers
- Purchase Order Entry
  - Enter Purchase Order
  - Document Text
- Purchase Order Follow-up
  - Document History
  - Approvals
  - Approval Queue Structure
  - Invoices
  - Receiving
  - Check Payment
- Current Purchase Order Issues
  - Travel Reminders
  - Tax Rate Change
  - Mileage Rate Change
  - Amazon Orders
**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 quotes, contact Judy Ahl x4899 to request quote.
   • For M&O-related orders (furniture, cubicles, etc.), contact M&O x4497 after receiving quote from vendor.

2. Verify vendor is in Banner.
   • Use FTIIDEN to search for vendor.
   • 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, #5 on form.
   • KCCD Purchasing (Cammie Ehret-Stevens/Jana Durham) will send you an email with the vendor code after they receive the form and add them to Banner.
Fund 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 Somaly Boles x4203 to complete PO. Somaly has access to complete POs for all FOAPALs.
**Budget Transfers**

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

2. Non-Labor account to Non-Labor account:
   - 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 approvals.

3. Labor to Non-Labor account/Labor to Labor account:
   - Use Budget Transfer paper form found at Employee Forms/Budget/Budget Transfer Request:

   [https://www.kccd.edu/sites/kccd.edu/files/Budget%20Transfer%20Request.pdf](https://www.kccd.edu/sites/kccd.edu/files/Budget%20Transfer%20Request.pdf)
PURCHASE ORDER ENTRY
**ENTER PO**

1. Use **FPAPURE** to enter PO:
   - Click on the Next Block icon or CTRL Page Down. Use this each time to go to the next screen.
   - Select Order Type.
     - Regular: Physical items/products being shipped to campus.
     - Standing: Travel reimbursements, consulting services, etc.
   - Select Delivery Date.
   - Comments:
     - Print PO: PO will be sent to vendor by KCCD Purchasing to initiate order.
     - Do Not Print: Order will be entered online, invoice has already been received, etc.
   - Select Ship To.
Enter PO cont.

- Enter Vendor Code.
  - Verify Address. Click on Address Type to change address. Use VD.
  - Address not on file: Email KCCD Purchasing asking to update vendor address. Provide quote or vendor website that shows correct address.

- Enter Description of Order.
  - List vendor item numbers first when applicable.
  - Use NT if there is no tax.
  - Do not use “Miscellaneous items”. Items must be identified.

- Enter FOAPAL.
  - Tab through all boxes.

- Click Complete if you are ready to complete PO.
- Click In Process if you are not.
- PO number is assigned and will show up in FOADOCU – Document by User.
PURCHASE ORDER FOLLOW-UP
1. Use **FOIDOCH** to view document history.
   - Enter Document Type: “PO”.
   - Enter Document Code: “P3704016”.

![Status Indicators](image)
1. Once a PO has been completed, it will go through approval queues.

2. Use FOAAINP to view who needs to approve.
   - Enter Document: “P3705900”.
   - Left side identifies approval queue names.
   - Right side identifies approval queue users. Users listed with last name, first name are the users that have the PO in their queue. Ex: Alvarez, Leticia (D). Users with id names and their names in parentheses are superqueue approvers and have the ability to override. Ex: Superid1 (Burke, Tom (D)).

3. Use FOIAPPH to view who has approved.
   - Enter Document Code: “P3705900”.

APPROVALS
Approval Queue Structure

- Level 2 Compliance: 0.00
- Level 3 Manager: $250.00
- Level 4 Dean/Director: $5000.00
- Level 5 VP/President: $9,999,999
**INVOICES**

1. Once a PO has been approved and you selected to print the PO, the vendor must send an invoice. The PO will direct the vendor to send it to District Office Accounts Payable (DO AP). They will process it.

2. If you have selected to not print the PO and have the invoice, send the invoice to DO AP.

3. If you do not have an invoice and the vendor did not send it to DO AP, contact the vendor for a copy. Then send to DO AP.

4. After Accounts Payable has reviewed the invoice, it will be entered into Banner and given an invoice number. Ex: I3707126. It will be approved by DO AP.

5. For travel-related expenses and reimbursements:
   - For travel reimbursements, invoices are the travel authorization form with all the supporting documents (receipts, Google Maps, etc.).
   - Once PO has been approved, send to Lety Alvarez, Business Services, and she will stamp and forward to DO AP. DO AP will not process unless they see the stamp on the invoice.
RECEIVING

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

2. Once Shipping and Receiving receives the PO in Banner and the invoice has been approved, a check can be processed.

3. If items are sent to the office and not to Shipping and Receiving, please notify Steve Adams by email, sadams@bakersfieldcollege.edu.

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 after that.
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 the DO AP every Tuesdays and Thursdays. Everything must be completed and approved prior to check cut days. DO 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 CTRL Page Down.

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 Options on top left and select Check Information [FAICHKH].
   - Check number should autofill.
   - Enter Bank: “OP” then CTRL Page Down.
CURRENT
PURCHASE ORDER
ISSUES
TRAVEL REMINDERS

1. Prepayment:
   - Hotel/Lodging only: Need hotel reservation with confirmation number and total amount due. Total must be provided by hotel. Do not write total amount. Include signed travel form in supporting documents.
   - Registration: Need registration total amount due. Ensure remit address is on paperwork. Include signed travel form and agenda in supporting documents.
   - Airfare: Reimbursed with receipt showing amount paid. Include signed travel form and agenda in supporting documents.

2. Travel Reimbursement:
   - All paperwork, including agenda, needs to be submitted after PO approval. Original receipts for reimbursement; copies of receipts when prepaid with other form of payment.
     - Travel Authorization form signed by traveler and supervisor in both estimated and actual cost sections.
     - Receipts are required for transportation, gas, hotel/lodging, registration, parking, internet, baggage claims, and other expenses.
     - Mileage: Google Map and auto agreement must be on file.
     - Per Diem/Meals: No receipts are required. No per diem for one day travel; except when staff are traveling with students – must submit receipts and will be reimbursed up to the per diem allowance.
TAX RATE CHANGE

1. Effective January 1, 2017, the CA statewide sales and use tax rate will be 7.25%. Adjustments to the tax rates have been made in Banner. The tax rate will be 7.25%, even if you select the 7.5% tax rate option.

2. If an invoice from 2016 was not received until now and a PO was not completed in Banner, a date in 2016 must be used when entering a PO:
   • Enter Order Date: “xx-xx-2016”
   • Enter Transaction Date: “xx-xx-2016”
**MILEAGE RATE CHANGE**

1. Effective January 1, 2017, the standard mileage rate will be **$0.535/mile**.

2. Auto agreements must be on file for mileage reimbursements.

3. Vehicle rentals are through Enterprise and gas receipts will be reimbursed. No mileage for vehicle rentals.
AMAZON.COM ORDERS

1. The procedure for an Amazon order is exactly like processing a Stinson’s order:
   - PO for Amazon order must be approved prior to ordering.
   - When PO is approved, Amazon order can be completed on Amazon.com.
   - Enter the PO number when checking out on Amazon.com. It will prompt for a PO number when selecting a payment method.

2. Amazon is listed as two (2) different vendors:
   - AMACOM1: Use when order does **not** collect tax.
   - AMACOM3: Use when order does collect tax.
   - Cannot combine taxed and non-taxed Amazon items because they are listed as separate vendors.

3. Contact Christine Morales x4492 for an Amazon account.
RESOURCES

ꢀ Contacts

- Lety Alvarez x4853
- Christine Morales x4492
- Somaly Boles x4203
QUESTIONS