

# ENTERING A BANNER CALL NUMBER

A call number can be obtained for any vendor that has an Unfunded Blanket Purchase Order issued. New lists are issued at the beginning of each fiscal year.

Naming convention is: B - Blanket purchase order

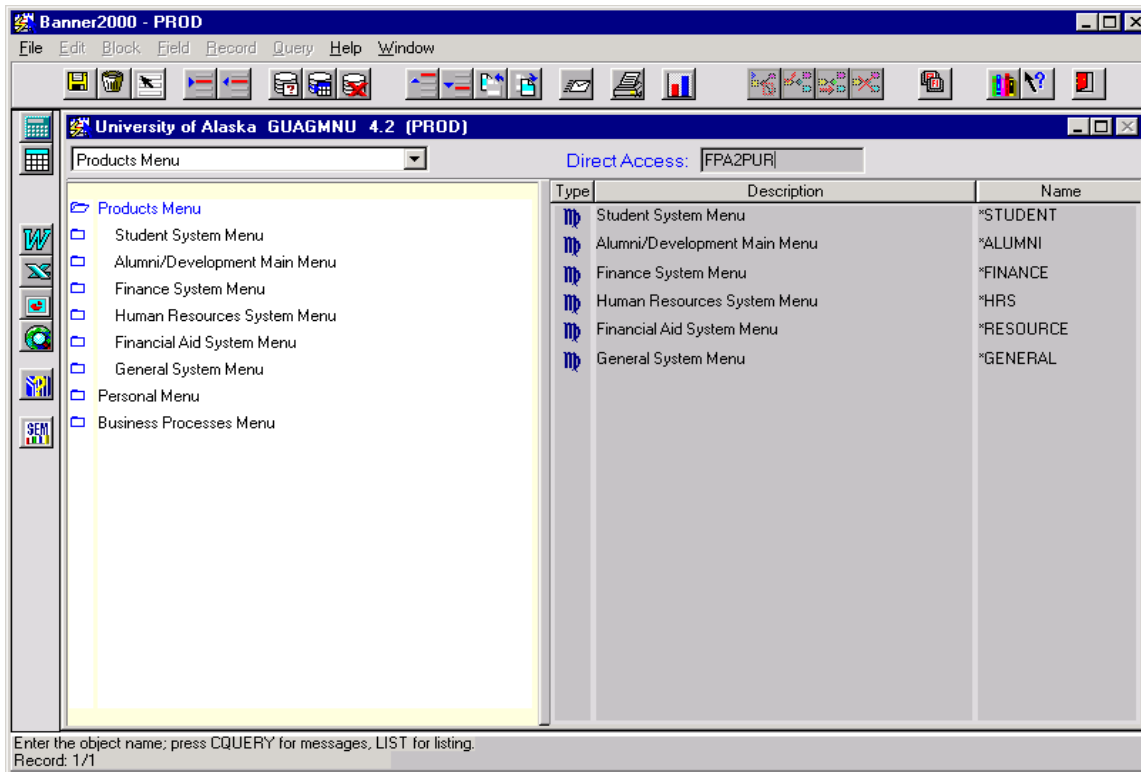
J - Juneau Campus

04 - Fiscal year 2004 (this changes each year)

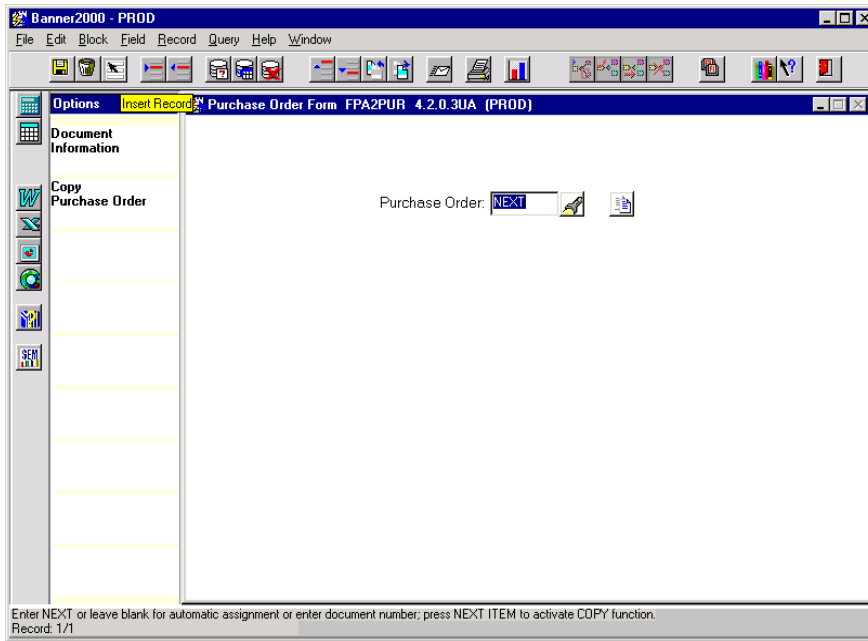
002 - Blanket purchase order number

Example: BJ04002 This is the Blanket Order Number (not the call number)

1. At the Banner main menu screen type in **FPA2PUR** - **ENTER** to continue.



2. At the **Purchase Order** box do **CONTROL+PAGE DOWN** to continue.



- The next screen will open with your cursor in the **Blanket Order** box. Here you will enter the appropriate Unfunded Blanket Order Number. See the list for this information. (BJ01003) Once the number is entered **TAB** to **Order Date**. This date is going to be the date the Unfunded blanket purchase order was created in the Business Office, change this date to the current date. **TAB** to **Trans Date**, the current date will appear, **TAB** to **Delivery Date**. Enter estimated delivery date. If there is no specific delivery date use the last day of the month. **Buyer Code** is the Purchasing Office staff member that created the Unfunded blanket order - do not change. This is all that needs to be entered on this screen. **CONTROL+PAGE DOWN** to continue.

**Banner2000 - PROD**  
 File Edit Block Field Record Query Help Window

**Purchase Order Entry: Document Information FPA2PUR 4.2.0.3UA (PROD)**

Purchase Order:	NEXT	Blanket Order:	BJ01003	Type:	Regular
Order Date:	27-MAR-2001	Trans Date:	27-MAR-2001	<input type="checkbox"/>	In Suspense
Delivery Date:	28-MAR-2001	Comments:		<input type="checkbox"/>	Document Text
Commodity Total:	0.00	Accounting Total:	0.00		

PO Created from Req:

Req Document Text: None

Buyer Code: JNMK | Mary Karper

BO Termination Date: 30-JUN-2001

NSF Checking:

Rush Order:

Deferred Editing:

Purchase Order Copied From:

Blanket Order document number, Press LIST for valid values  
 Record: 1/1

**Order date & Trans date should be the same – it should be the date you get your call number.**

- When the next screen opens the cursor will be on the **Requestor** field. Your name should default into that field. **TAB** to **Organization** and enter the Org code for your department. Example - 76100 for Admin, this field **must be entered**. Enter your **Extension** number. Other fields such as E-Mail, fax, etc can be **TABBED** through or completed if you think the information is important. Enter your departments **Ship To** code, click flashlight enter “J” and find your dept. **TAB** through to **Attention To**. This field **must be entered** and can either be yourself or whomever the call number is being pulled for. **CONTROL+PAGE DOWN** to continue.

**Banner2000 - PROD**  
 File Edit Block Field Record Query Help Window

**Purchase Order Entry: Requestor/Delivery FPA2PUR 4.2.0.3UA (PROD)**

Purchase Order: NEXT      Blanket Order: BJ01008      Type: Regular  
 Order Date: 27-MAR-2001      Trans Date: 27-MAR-2001       In Suspense  
 Delivery Date: 28-MAR-2001      Comments:       Document Text  
 Commodity Total: 0.00      Accounting Total: 0.00

Requestor: Roxanna Felkl      COA: B University of Alaska  
 Organization: 75830 JC AX Housing Operations      Email:        
 Phone:      Ext: 6335      Fax:      Ext:     

Ship To: SEEBEL        
 Address: See Below  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Phone:      Ext:      \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 Attention To: Roxy Felkl

Enter extension.  
 Record: 1/1

Ship To codes: Each department has a code and they begin with a “J” for Juneau. Click the flashlight, hit J then use the arrow keys to scroll thru the choices.

- examples: JSBUS - Business Office  
 JSSTGV - Student Government



6. This is where you will enter the dollar amount of your call number. The screen will open with your cursor in the **Comm** field. **Desc** field will automatically be filled in. **TAB** three times - you should now be in the **Quantity** field. Enter the TOTAL DOLLAR AMOUNT of your call number, regardless of how many things you are buying there will only be ONE entry and ONE amount. Although the **TAB** will take you to the **Unit Price** you cannot change it, the default has been set to "1".

**BO Balance** shows the amount of money left on the unfunded blanket purchase order you are in. Pay attention to this figure to make sure there is enough money to cover your call #. If it is short call Mary X-6493 or Mark X-6371 to have it increased. (See #7 for message)

**CONTROL+PAGE DOWN** to access the accounting section of the screen.

Your cursor will be highlighted on the field that has a B in it. This is the **Chart of Accounts** and should always have a "B" in it. If it somehow is missing you will need to put it in before you can continue. **TAB** four times. Your org number will be automatically dropped in from entering it in the first screen. If you need to change the **account** or **fund** numbers you need to do it now, otherwise the only number you should have to type in is the **Acct** field. These numbers are in the Statewide Accounting Manual account code section and should be 4xxx number. 4010=office supplies, etc. Type in the correct number & **TAB** through the rest of the screen. Here is where you need to do the PRINT SCREEN of you CALL NUMBER. Using your mouse, click on **Review Accounting Information** under **Options Bar** on the left.

**Options**

- Document Information
- Requestor/Delivery Information
- Vendor Information
- Currency Conversion Information
- View Items in Suspend
- Balancing/Completion
- View Budget Availability
- Review Accounting Information
- Document Text

**Purchase Order Entry: Commodity/Accounting FPA2PUR 4.2.0.3UA (PROD)**

Purchase Order: P0214834      Blanket Order: BJ01008      Type: Regular  
Order Date: 27-MAR-2001      Trans Date: 27-MAR-2001       In Suspend  
Delivery Date: 28-MAR-2001       Document Text  
 Doc Acctg

Item	U/M	Tax Grp	Quantity	Unit Price	Ext Cost
1 of 1	EA		400 x	1 =	400.00
Comm	Desc	Comm Text	<input checked="" type="checkbox"/> Item Text	Disc:	0.00
	Miscellaneous supplies, sundries & foo		<input type="checkbox"/> Add Commodity	Addtl:	0.00
			<input type="checkbox"/> Distribute	Tax:	0.00
				Comm Line Total:	400.00
				Doc Comm Total:	400.00
				BO Balance:	1752.93

FOAPAL      %      USD

C	Yr	Index	Fund	Orgn	Acct	Prog	Ext
B	01		195010	75830	4663	6191UX	

Remaining Comm Amt: 400.00       NSF       Disc  
 Override       Addtl  
 Suspend       Tax  
FOAPAL Line Total:  
Commodity Acctg Total:

Enter Account; Use General Ledger Account for inventory PO; [LIST]  
Record: 1/1

7. This screen shows all the information concerning the Call Number in one area: Call # (Document #), vendor name, account info, etc. To screen print simply click the Printer Icon on your menu bar. Make sure your printer is selected and hit Print. You can also enter **CTRL+SHIFT+P** to print. To exit this screen and return to the previous page choose the **EXIT** door on your menu bar or **CTRL+Q**. When at previous screen – **CONTROL+PAGE DOWN**. You are now on the final page of your document.

**Banner2000 - PROD**  
File Edit Block Field Record Query Help Window

Commodities and Accounting for Review Query Form FOICTACT 4.0 (PROD)

Document Type: PO Purchase Order Document #: PO214834 Change Seq #:

Vendor: Price Costco Trans Date: 27-MAR-2001

**Commodity List**

Item	Commodity Description	Quantity	Amount
1	Miscellaneous supplies, sundries & food items	400	400.00

**Account Data List**

Seq#	COA	Yr	Fund	Orgn	Acct	Prog	Actv	Locn	Proj
1	B	01	195010	75830	4663	6191UX			
							Amount:	400.00	Percent: 100
							Amount:		Percent:
							Amount:		Percent:

Press Next Record and Previous Record to scroll through the lists.  
Record: 1/1

**IMPORTANT:** Keep this print screen – get authorized signature & hold onto it till you get the invoice or delivery slip for your purchase. When you have received the entire order staple all invoices to the call number & forward to accounts payable.

Call numbers DO NOT get received in banner.

Send following Call #'s immediately to the Business Office, the invoice's will come from the vendor to us, you will not get a copy.

**Printing Trade - Alaska Litho - DHL - Fed Ex - Xerox - Juneau Empire**

8. See message in lower left corner. You need to call Mary or Mark to increase the money in the blanket purchase order.

**Banner2000 - PROD**

File Edit Block Field Record Query Help Window

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**Purchase Order Entry: Commodity/Accounting FPA2PUR 4.2.0.3UA (PROD)**

Purchase Order: P0220137      Blanket Order: BJ01002      Type: Regular

Order Date: 01-JUN-2000      Trans Date: 01-JUN-2001       In Suspense

Delivery Date: 30-JUN-2001       Document Text

Doc Acctg

Item	U/M	Tax Grp	Quantity	Unit Price	Ext Cost
1 of 1	EA		2400 x	1 =	2400.00

Comm Desc  Comm Text  Item Text Disc: 0.00

Miscellaneous office supplies and furnit  Add Commodity Addtl: 0.00

Distribute Tax: 0.00

Comm Line Total: 2400.00

Doc Comm Total: 1900.00

BO Balance: -62.26

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FOAPAL      %      USD

1 of 1      Remaining Comm Amt: 1400.00      Ext:  500.00

C	Yr	Index	Fund	Orgn	Acct	Prog	Disc	Addtl
B	01		105010	72300	4010	6112N	<input type="checkbox"/>	<input type="checkbox"/>

—NSF—       Override      Addtl: 0.00

Suspense      Tax:  0.00

FOAPAL Line Total: 500.00

Commodity Acctg Total: 500.00

Purchase Order amount exceeds Blanket Order total amount  
Record: 1/1



- Once in the final screen you will need to complete the Call Number. Using your mouse **CLICK** on the **Complete Button**. Your call number will be processed and a new screen for another call number will appear. CTRL Q.

If you do not click the green button you will have an INCOMPLETE DOCUMENT.

**Options** | **Purchase Order Entry: Balancing/Completion FPA2PUR 4.2.0.3UA (PROD)**

Purchase Order: P0214834      Requestor: Roxanna Felkl

Vendor: C45764      Price Costco

COA: B      University of Alaska

Orgn: 75830      JC AX Housing Operations

Trans Date: 27-MAR-2001      Deliver by: 28-MAR-2001      Blanket Order: BJO1008

Currency Code:      Exchange Rate:      Commodity Record Count: 1

Amount:      Input: 400.00      Converted:

	Header	Commodity	Accounting	Status
Approved Amounts:	400.00	400.00	400.00	BALANCED
Discount Amounts:	0.00	0.00	0.00	BALANCED
Additional Amounts:	0.00	0.00	0.00	BALANCED
Tax Amounts:	0.00	0.00	0.00	BALANCED

Complete:      In Process:

Select to mark this Document "Complete".  
Record: 1/1

Be sure to read the message in the lower left corner. It will tell you whether your document is complete or if there is a problem with it. This is an important step to get in the habit of doing with any banner document.

There are two money problems that can occur at this step:

- Your department org (7xxxx) is NSF and you cannot complete this document. Either use a different org or your department needs to do a budget revision to correct this problem. Purchasing cannot help you here. Do not go shopping till you have money and your call number has been completed. **DO NOT LEAVE CALL NUMBERS OPEN WAITING FOR A BUDGET REVISION!** Delete them and do it again later. (See #10 for message)
- The blanket purchase order needs to be increased. See step #7.

10. The message in the lower left corner will appear when your department budget doesn't have enough money to cover your purchase. Need a budget revision to fix this.

Options

Purchase Order Entry: Balancing/Completion FPA2PUR 4.2.0.3UA (PROD)

Purchase Order: P0220137 Requestor: Mary Karper

Vendor: C20426 Capital Ofc Supl

COA: B University of Alaska

Orgn: 72300 Math/Science Program Instruction

Trans Date: 01-JUN-2001 Deliver by: 30-JUN-2001 Blanket Order: BJ01002

Currency Code: Exchange Rate: Commodity Record Count: 1

Amount: Input 500.00 Converted

	Header	Commodity	Accounting	Status
Approved Amounts:	500.00	500.00	500.00	BALANCED
Discount Amounts:	0.00	0.00	0.00	BALANCED
Additional Amounts:	0.00	0.00	0.00	BALANCED
Tax Amounts:	0.00	0.00	0.00	BALANCED

Complete: In Process:

Complete

Insufficient budget for item 1, sequence 1, suspending transaction.  
Record: 1/1

## HIGHLIGHTS:

Call numbers **do not** get received in banner.

Dollar limit for a call number is **\$2500.00**.

Do not enter multiple line items.

Attach all invoices to print screen of call number and send to A/P when order is complete. There are the noted exceptions to this.

Be sure to read the messages at the bottom left side of your screen.