UNIVERSITY OF NEW MEXICO

FIN PU-101 Purchasing Processes for Departments Lab

Participant Guide

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UNM Confidentiality and Sensitive Information Policy

Due to the integrated nature of the various Finance modules in Banner and the reporting information in the Operational Data Store (ODS) you may have access to information beyond what you need to perform your assigned duties. Your access to Banner has been granted based on business need and it is your responsibility to ensure the information you access is used appropriately. Here are some reminders of good data stewardship to help you carry out your responsibility:

- Do not share, disclose or store your passwords in an unsecured manner.
- Do not share confidential and sensitive information with anyone, including colleagues, unless there is a business reason.
- Do not leave your workstation unattended while logged on to administrative information systems. You are responsible for any activity that occurs using your password.
- Do not attempt to access accounts, files, or information belonging to others without knowledge or consent.
- Do not use your computer account to engage in any form of illegal software copying or other copyright infringement.
- Do not use you account to harass other computer users.
- Retrieve printed reports quickly and do not leave the reports lying around in plain view.
- Secure reports containing confidential and sensitive information.
- Shred reports containing confidential or sensitive information in a timely manner.

Your responsibilities regarding the protection and security of administrative information are outlined in the University of New Mexico Policies and Procedures Manual:

- Acceptable Computer Use — Policy No. 2500
- Computer Use Guidelines — Policy No. 2510
- Computer Security Controls and Guidelines. — Policy No. 2520

Use of University computing services in violation of applicable laws or University policy may result in sanctions, including withdrawal of use privilege; disciplinary action, up to and including, expulsion from the University or discharge from a position; and legal prosecution under applicable federal and/or state law.

Prerequisites for the Class

- FIN OV 100 General Finance Online Overview
- FIN BAS100 Banner Fundamentals and Navigation Online Training

Course Overview

> We now accept the fact that learning is a lifelong process of keeping abreast of change. The most pressing task now is to teach people how to learn. – Peter Drucker

Course Description

This course is designed to introduce the participant to the purchasing process for departments. The objectives of this session include creating, canceling, and querying Purchase Requisitions (PR's); performing queries of purchasing documents in Banner; and approving invoices for payment. You will learn how to purchase goods and services and become familiar with using the online Vendor Add/Change Request form and the online Purchase Order (PO)/Purchase Requisition (PR) Change Order from. You will also learn how to receive goods and services.

This course will provide an introduction and hands-on learning using LoboMart for creating and tracking Purchase Requisitions.

You will also participate in an introduction and hands on learning using the Banner Receiving Goods form FPARCVD to receive goods.

Participants are instructed where to access and how to use the online Banner Byte for PCard Reallocation.

Course Objectives

After completing this session you will be able to:

- Initiate a Purchasing Request in LoboMart
- Know the difference between Catalog and Non-Catalog Vendors
- Track the Status of a Requisition in LoboMart and Banner
- Receive Goods & Services
- Initiate a Change Order Request
- Initiate a New Vendor Set-Up Request

Additional training materials, including Banner Byte demos, for:

- **Creating a Receiving Document for Goods**
- **Procurement Card (PCard) Transaction Maintenance/ Reallocation**
- **Returned Goods**
- **Searching for Requisitions in LoboMart**
- **And many more processes…**

can be found on the Financial Services Support Center website.

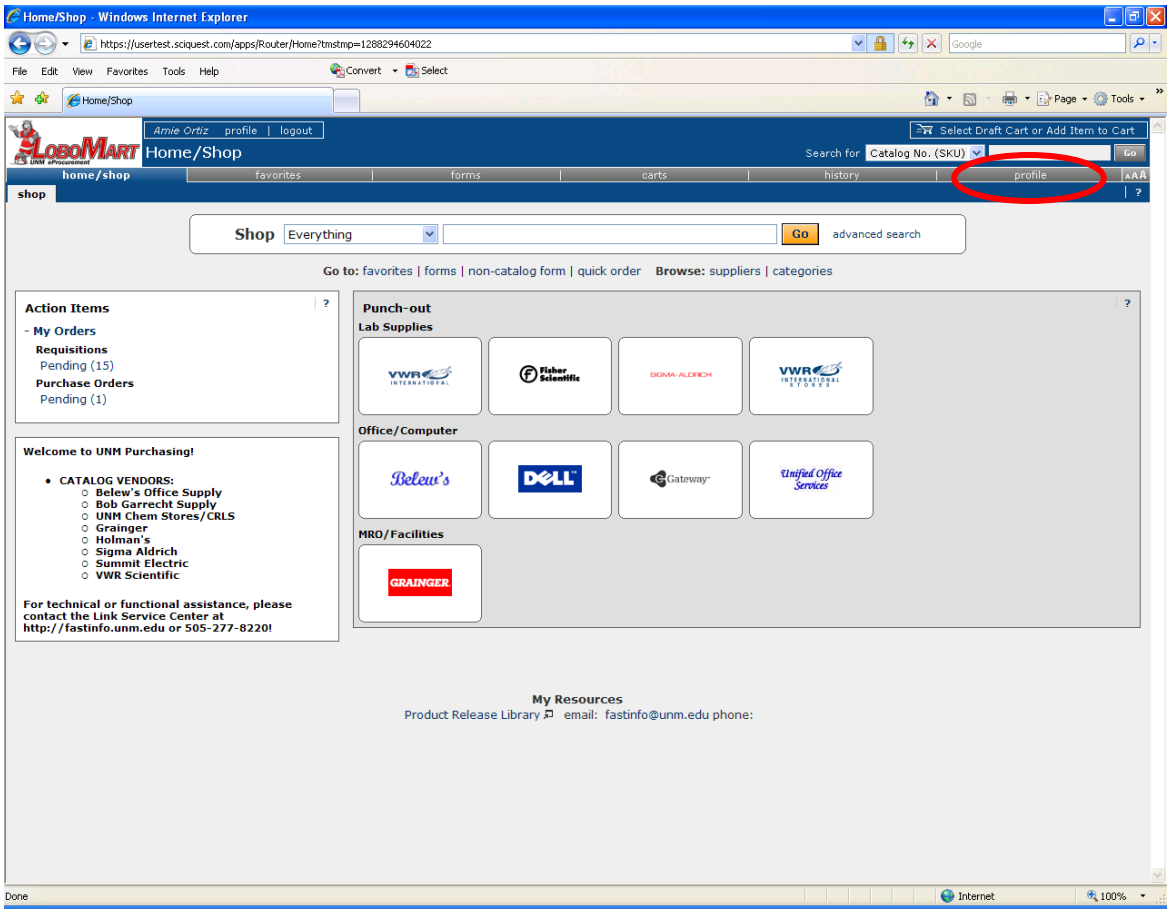
http://www.unm.edu/~fssc

Section 1 – LoboMart

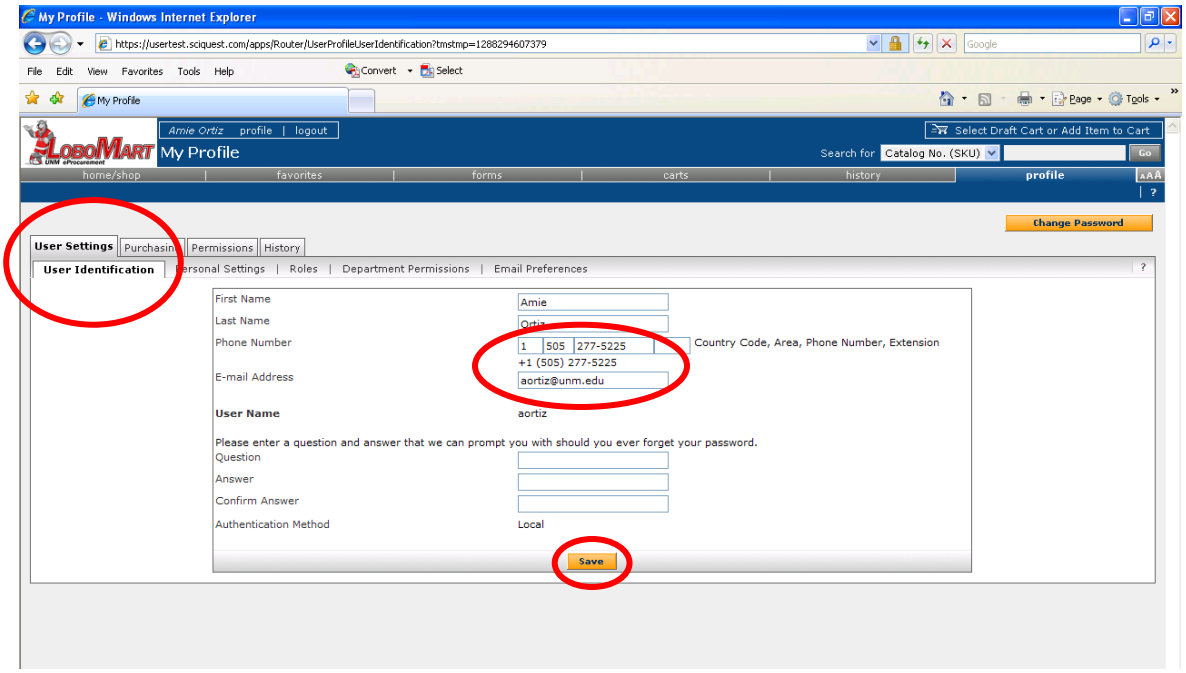
LoboMart is a web eProcurement application used to create all external purchase requisitions. LoboMart automatically passes data into the Banner system.

Exercise 1 – Create 'My Profile'

When logging in to LoboMart for the first time, it is necessary to set up your personal profile. The initial set-up is a one-time process and must be completed prior to creating any requisitions. Adding new index codes, ship-to codes, etc is also done using My Profile.

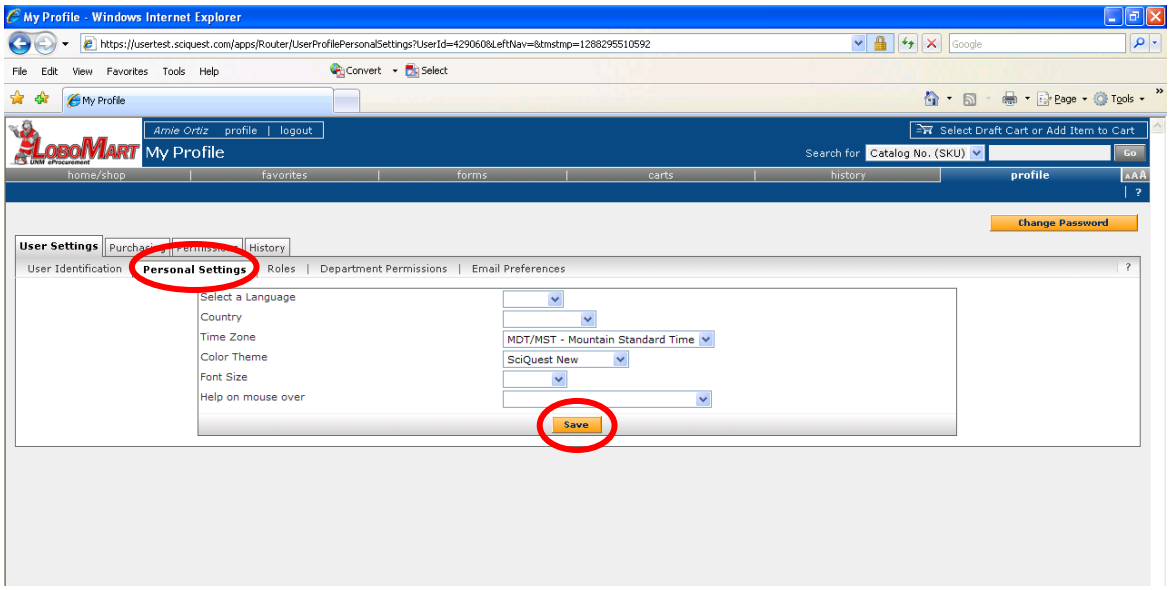


1. Click on the **profile** link from the LoboMart home page.

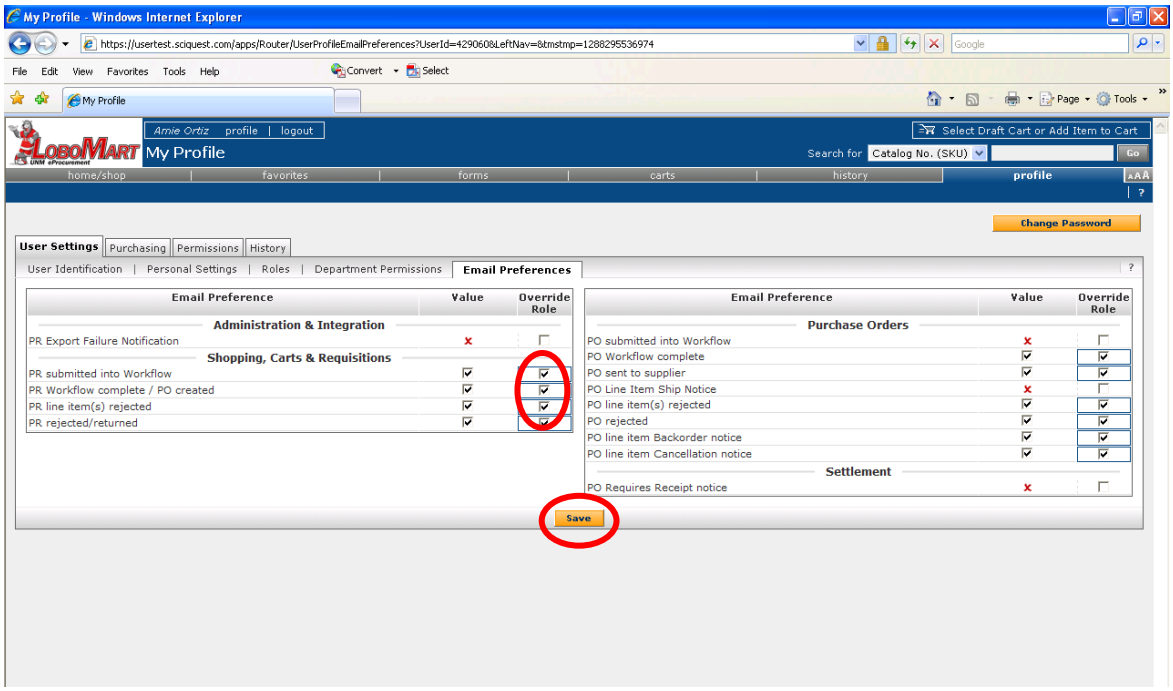


2. On the **My Profile** page, begin in the **User Settings** tab. There are four sections in **User Settings**: **User Identification**, **Personal Settings**, **Roles**, and **Email Preferences**.

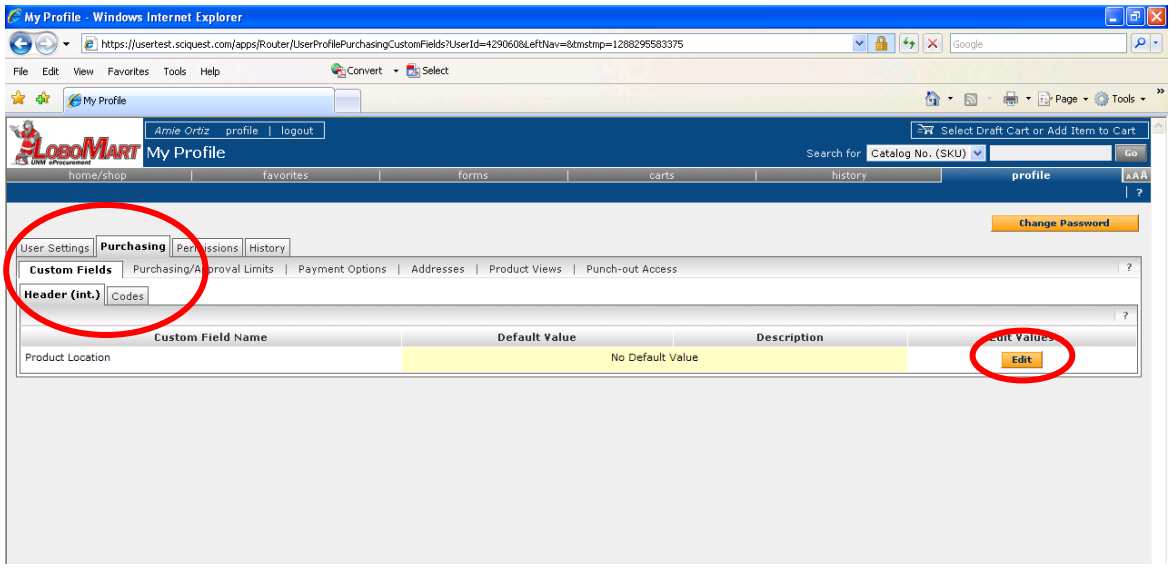
3. **User Identification (Required Data)** – Your first name, last name, and user name will be pre-populated and cannot be changed. You must add a contact phone number and email address, then click on the **Save** button.



4. **Personal Settings (System Defaulted)** - The color theme, time zone, user interface style and help settings will be set system wide. Do not change the time zone default. The color theme, interface style and help settings can be changed. Choose the desired options from the drop down lists and click on the **Save** button.

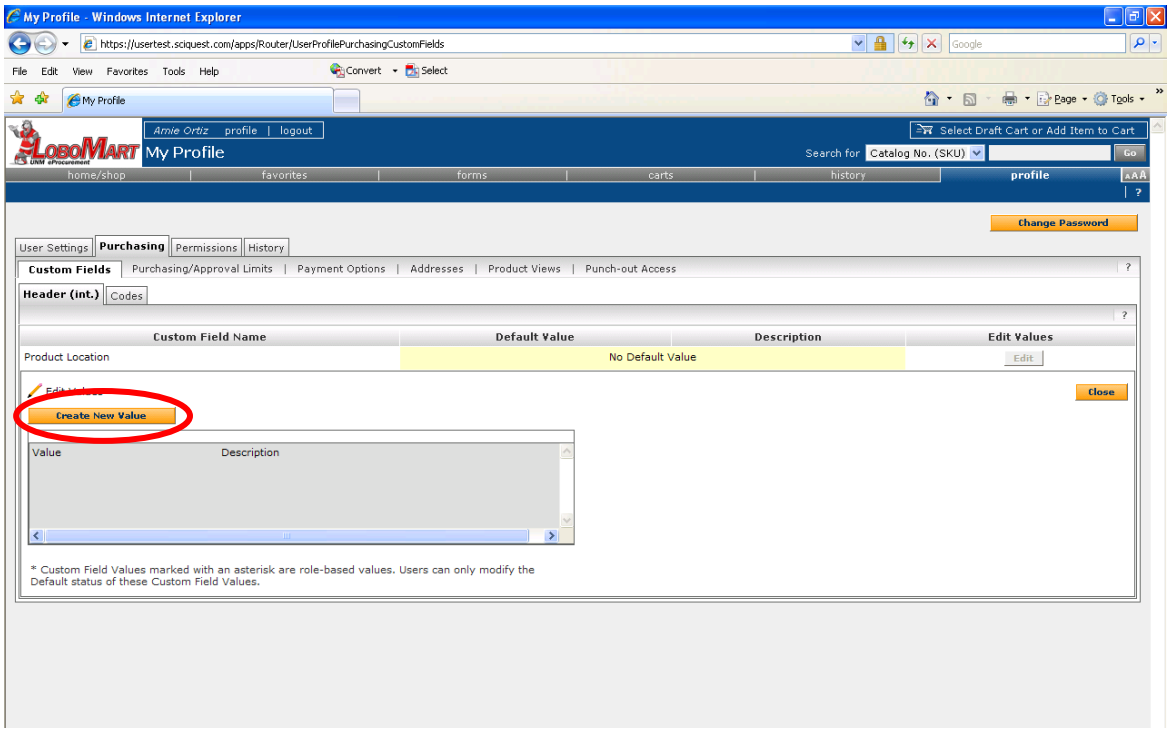


5. **Email Preferences (Optional)** - An email notice can be sent to the user for any PR process selected. *At the University PO processes are not utilized.* Select those processes for which you would like email notification sent by placing a **checkmark** in the corresponding checkbox and clicking on the **Save** button.

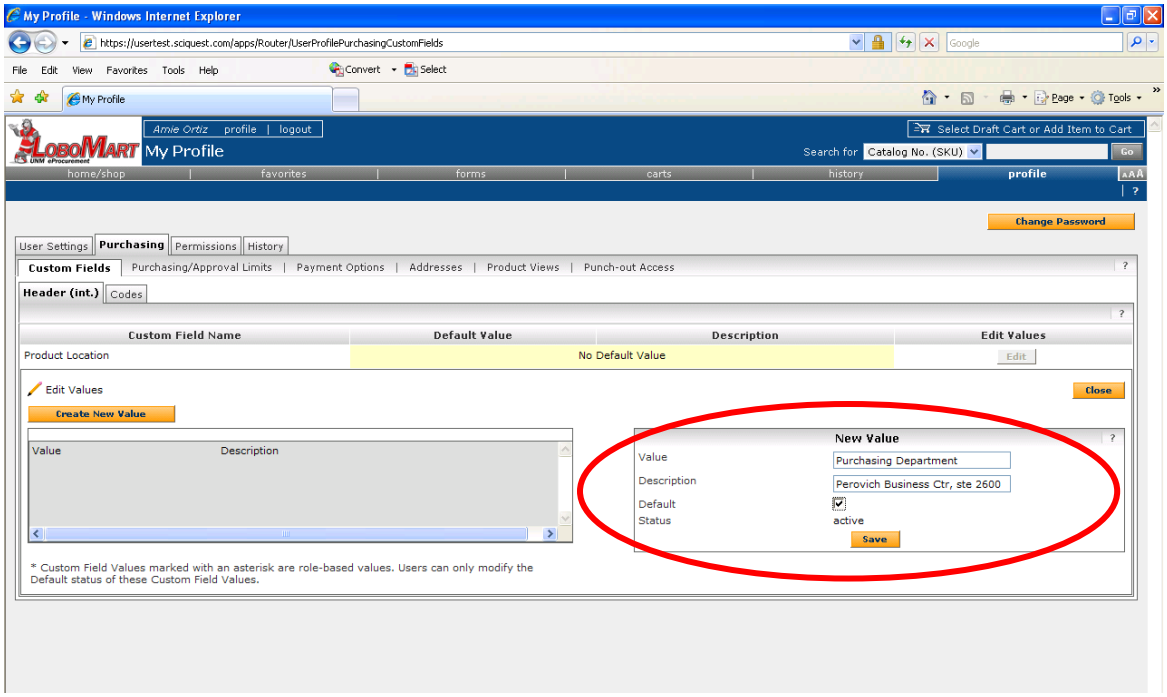


6. Click on the **Purchasing** tab. There are six sections in the **Purchasing** tab: **Custom Fields**, **Purchasing/Approval Limits**, **Payment Options**, **Addresses**, **Product Views**, and **Punchout Access**. ***Purchasing/Approval Limits, Product Views****, and* ***Punchout Access*** *are for informational purposes only.*

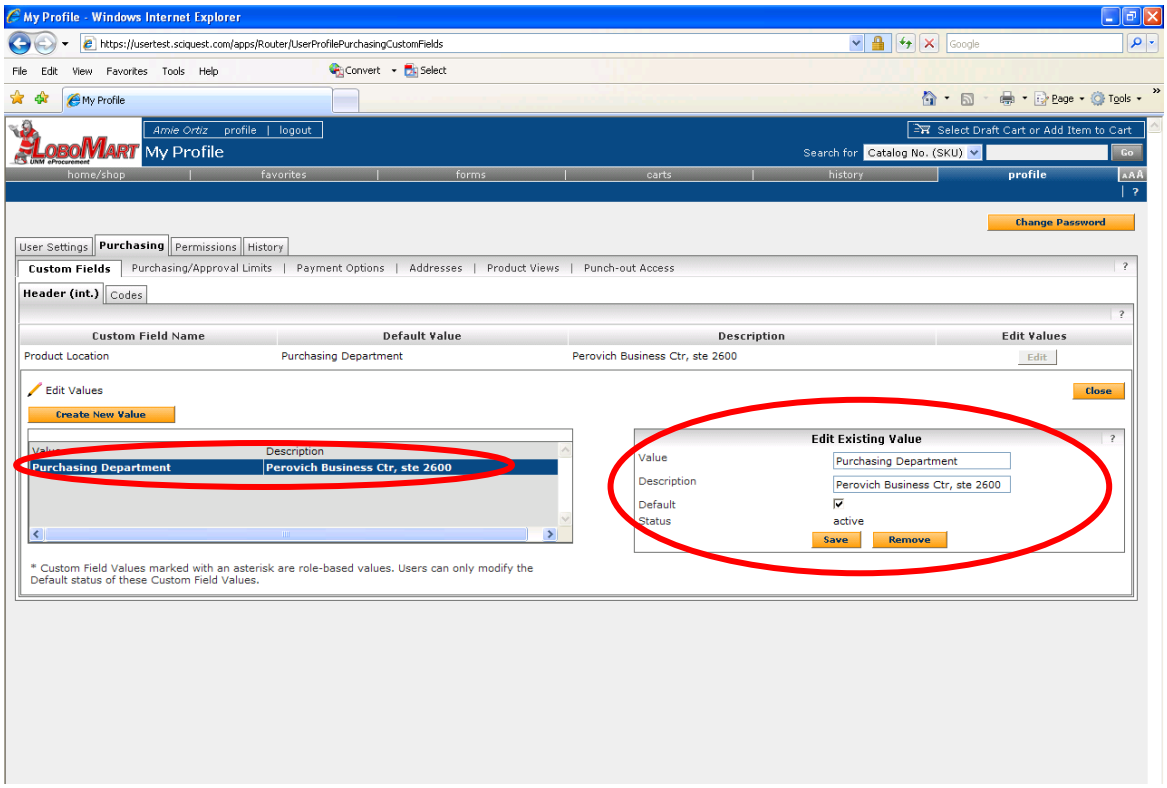
7. **Custom Fields (Required Data)** – The screen defaults to the Header tab. A Product Location is required for all Requisitions. Click on the **Edit** button to add a Product Location.



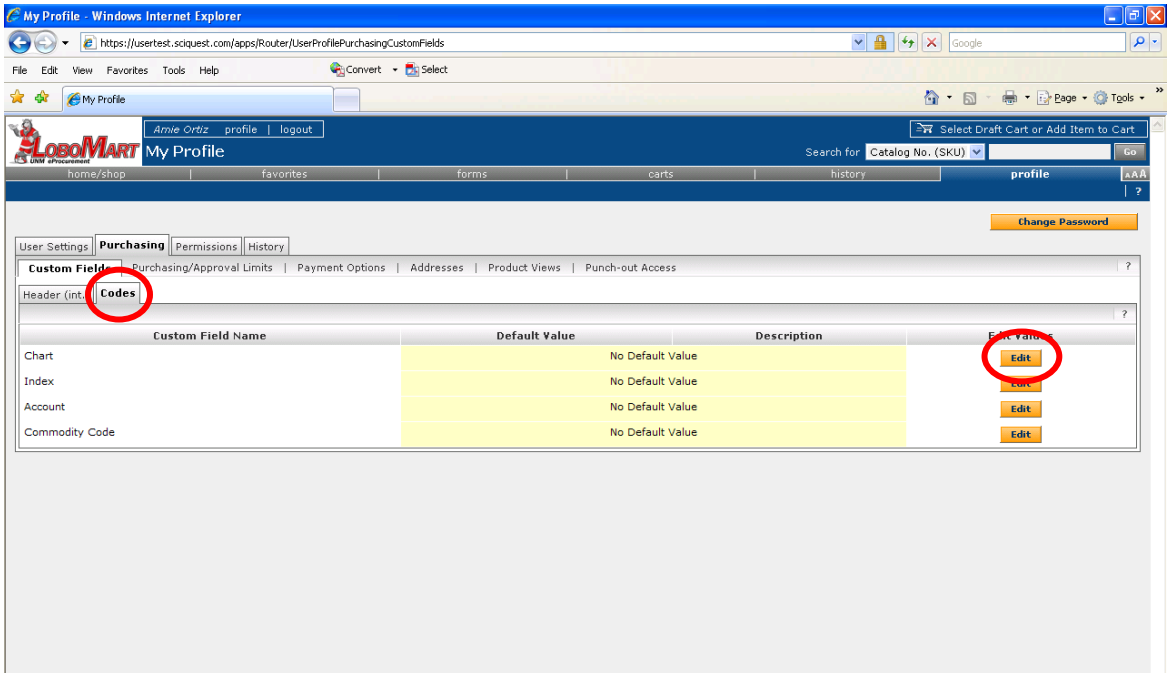
8. Click on the **Create New Value** button to create a new Product Location. The Product Location is the area where the goods are stored upon receipt.



9. Enter the product location in the **Value** and **Description** textboxes. Enter the Product Location name in the **Value** textbox. Enter the building name and room number in the **Description** textbox. If this is the primary Product Location, place a checkmark in the **Default** checkbox. Click on the **Save** button when all information has been entered.

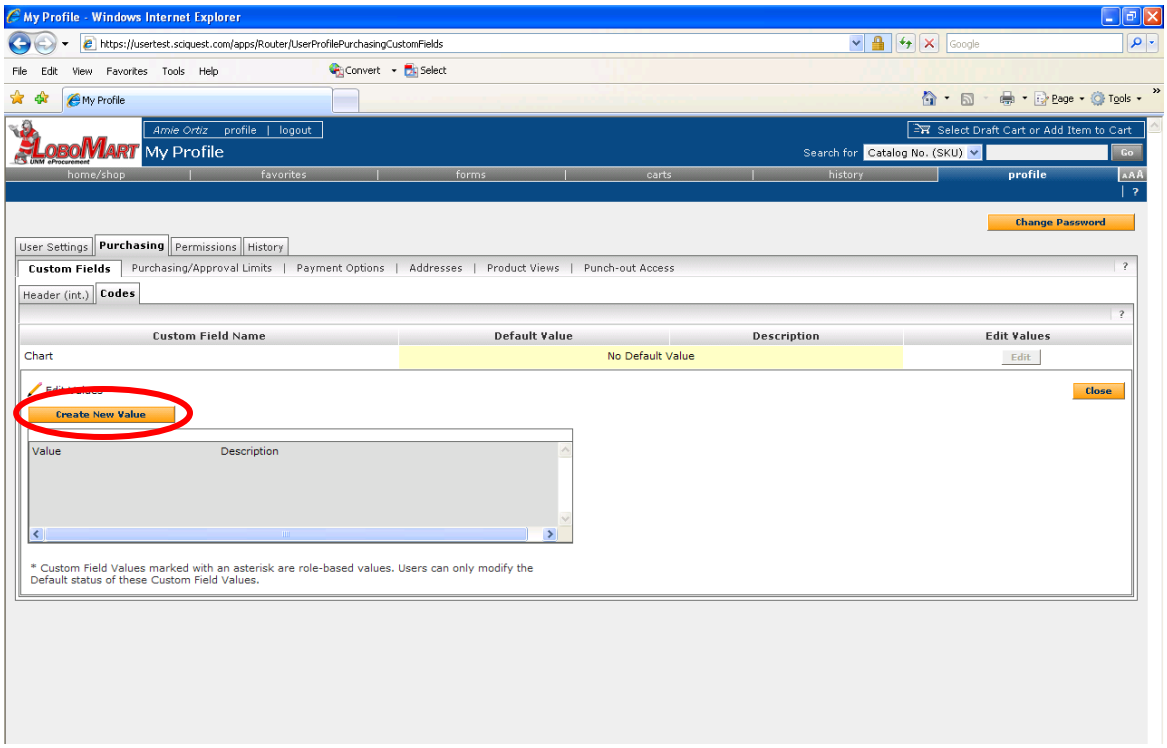


10. The product location is now saved to your profile. To remove or change a product location click on the product location in the **Value Description** list. Click on the desired action in the **Edit Existing Value** box.

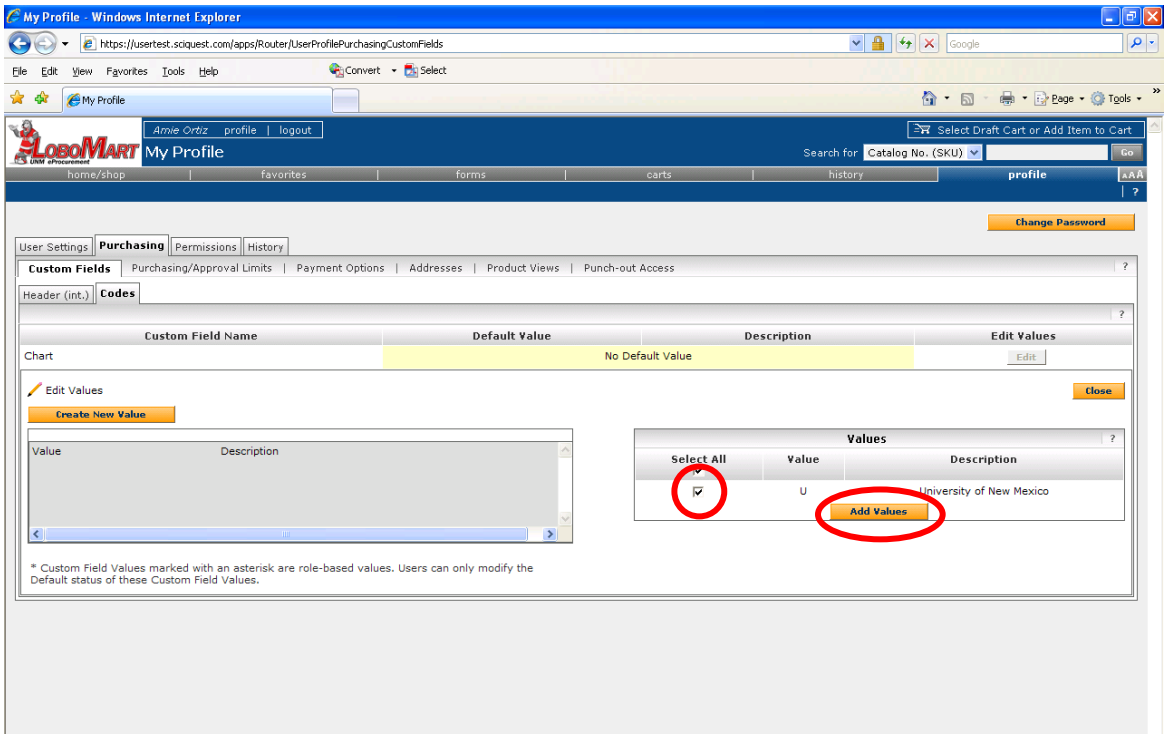


11. Click on the **Codes** tab. There are four codes that can be entered: **Chart**, **Index**, **Account**, and **Commodity Code**.

12. You must enter a default **Chart**. Click on the **Edit** button to the right of **Chart**.

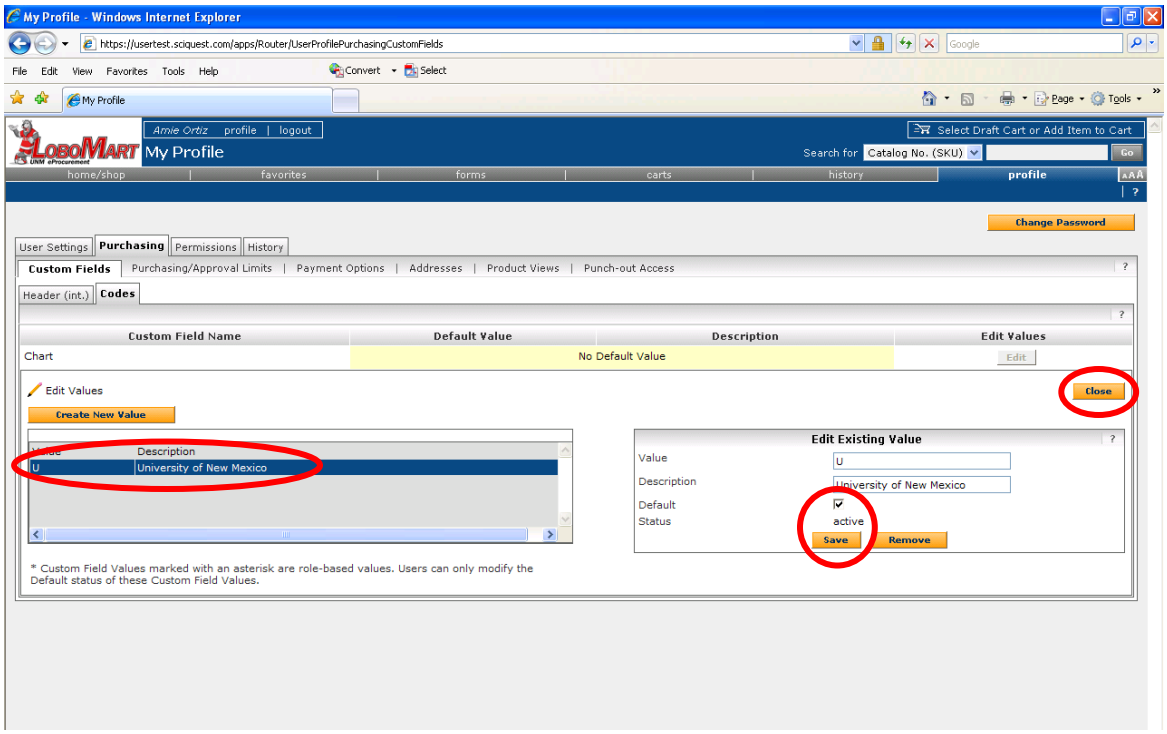


13. Click on the **Create New Value** button to add a **Chart**.

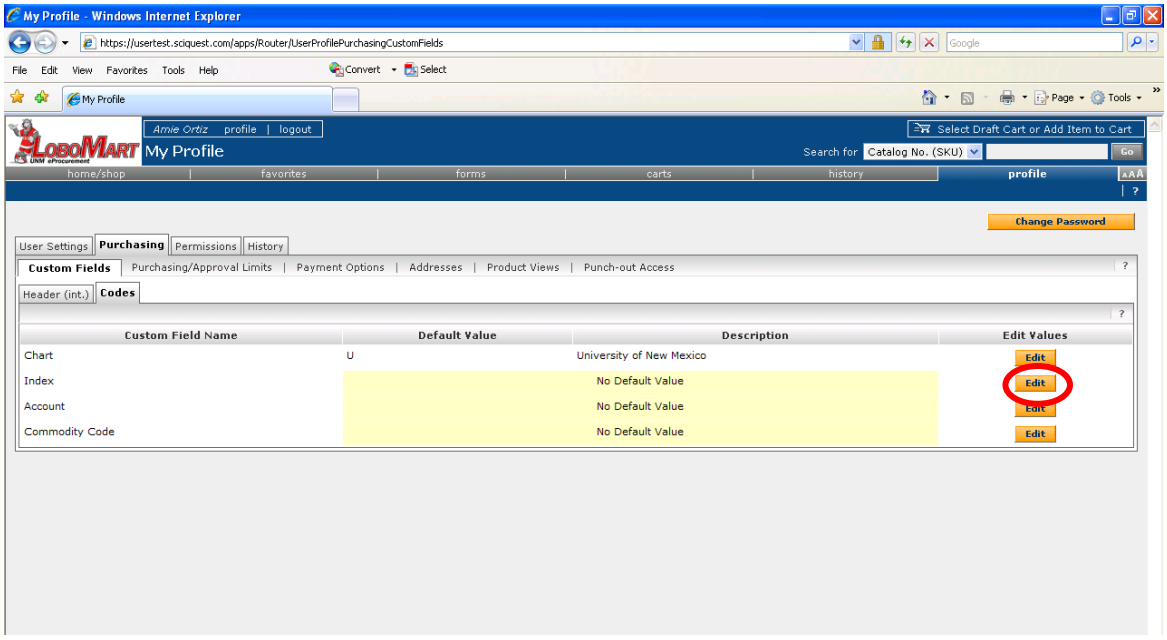


14. Place a checkmark in the Select checkbox next to **Chart U** and click on the **Add Value** button.

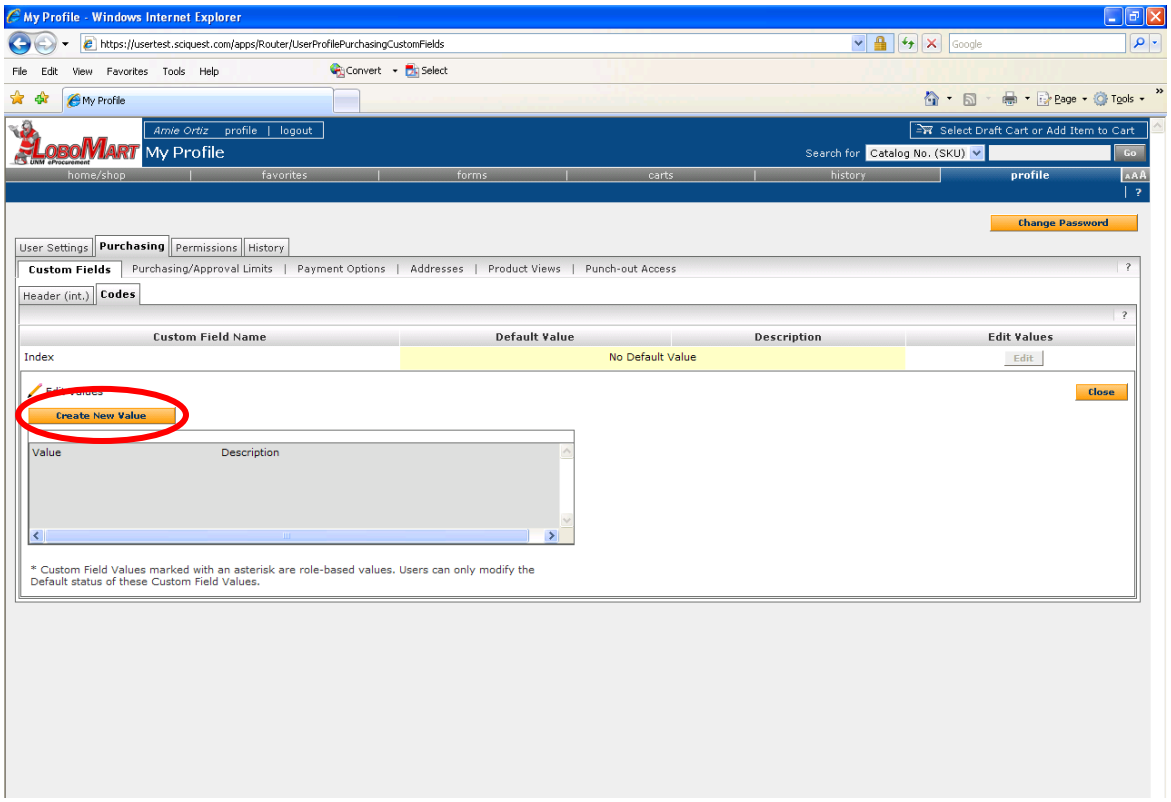
15. **Chart U** has now been added to your profile, but it must still be set as your default chart.



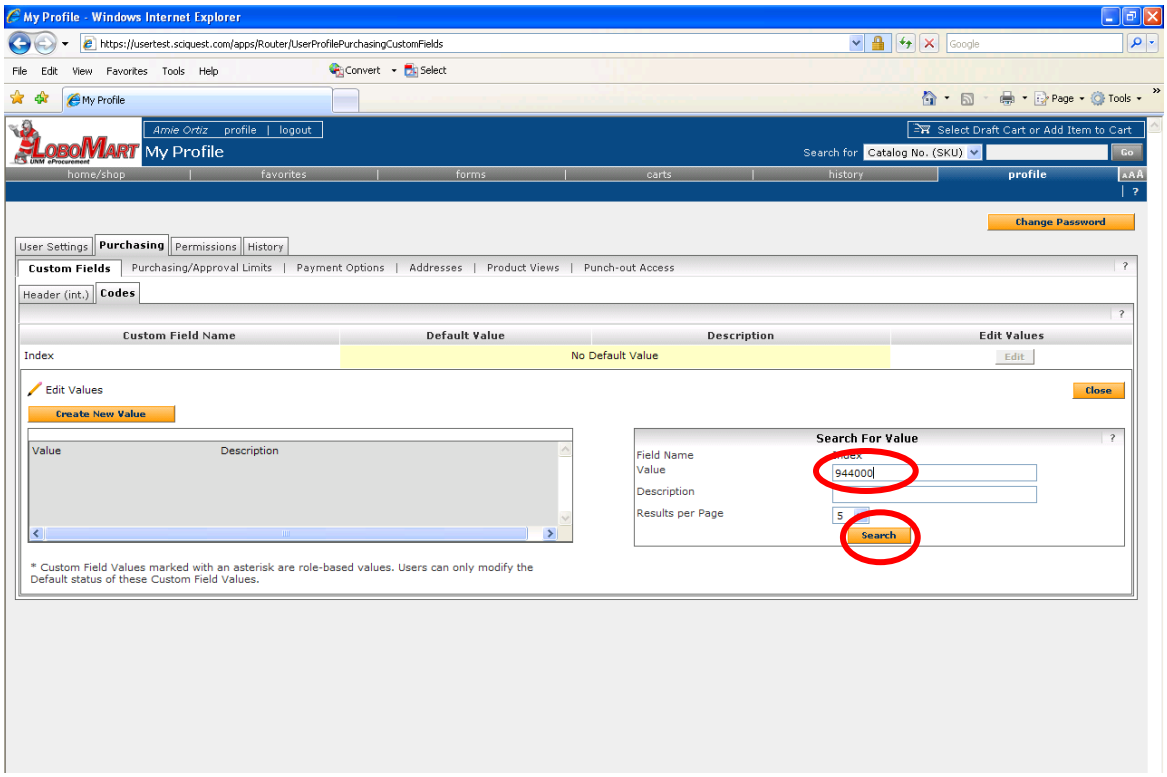
16. Click on **Chart U** to open the **Edit Existing Value** screen. Place a checkmark in the Default checkbox and click on the **Save** button. Now that **Chart U** has been set as your default **Chart**, click on the **Close** button to return to the **Codes** list.



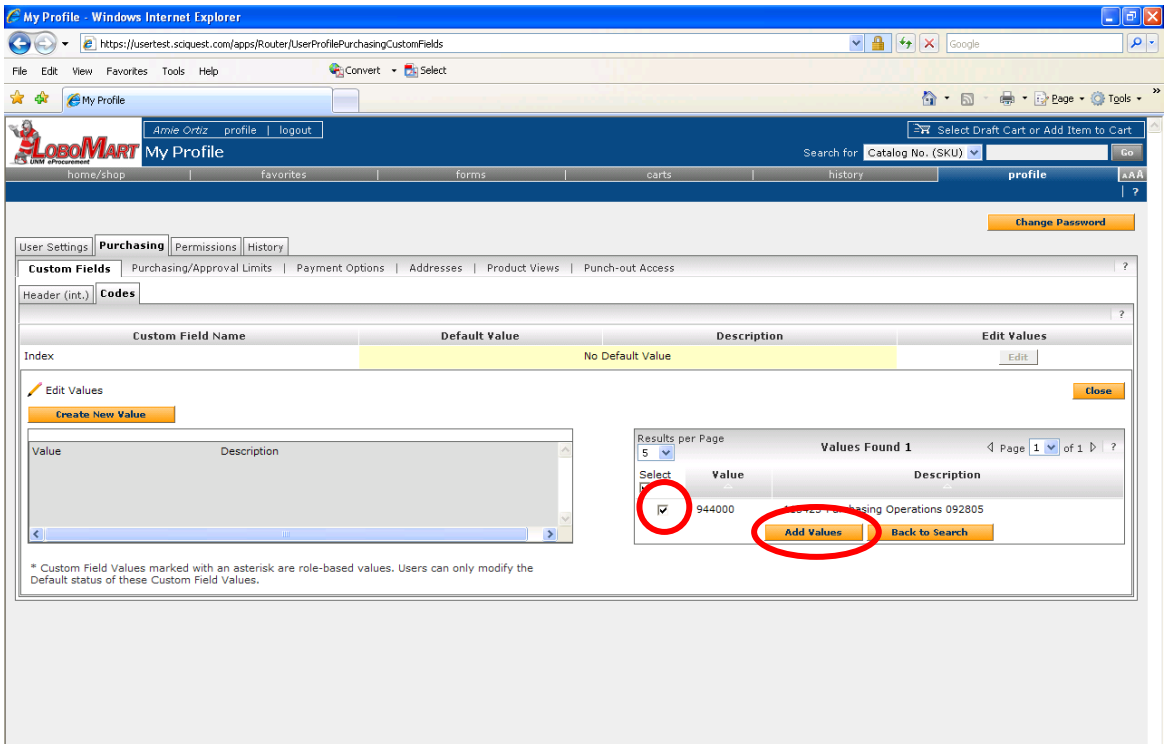
17. Index, Account, and Commodity Codes are not required as part of your profile, but it is helpful to include at least one Index Code and several Account and Commodity Codes. Click on the **Edit** button located to the right of the Index line to add an Index Code.



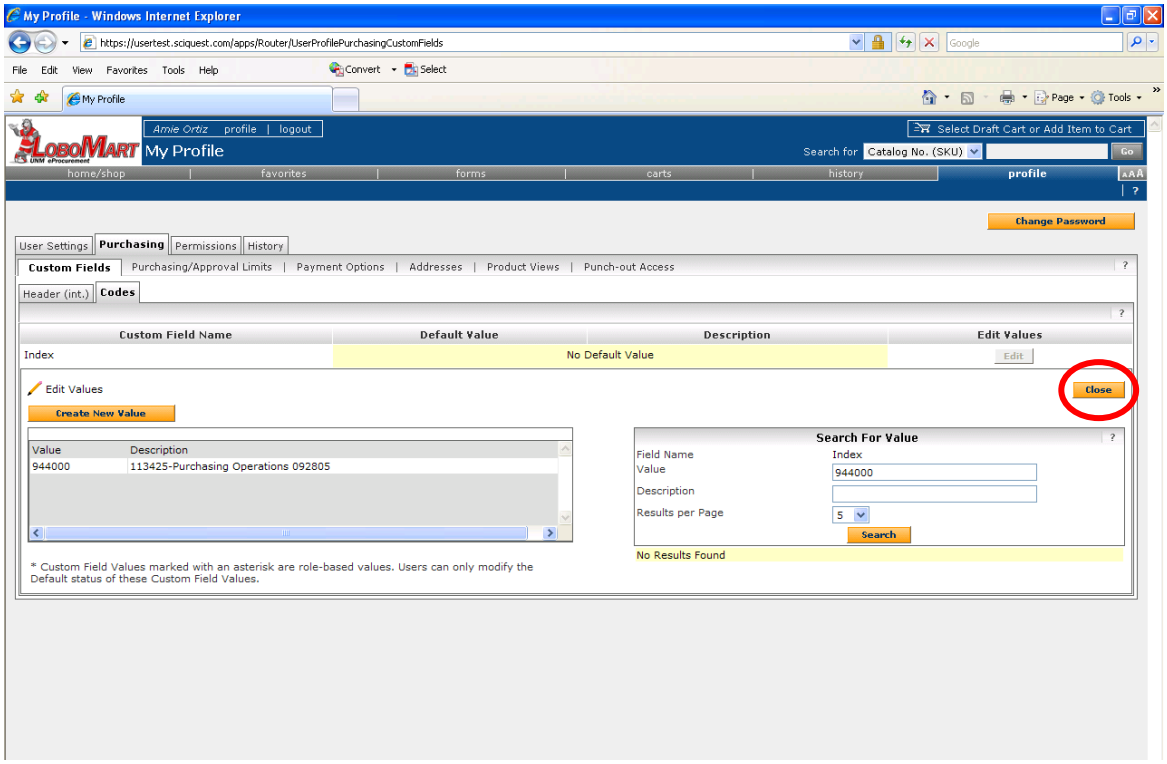
18. Click on the **Create New Value** button.



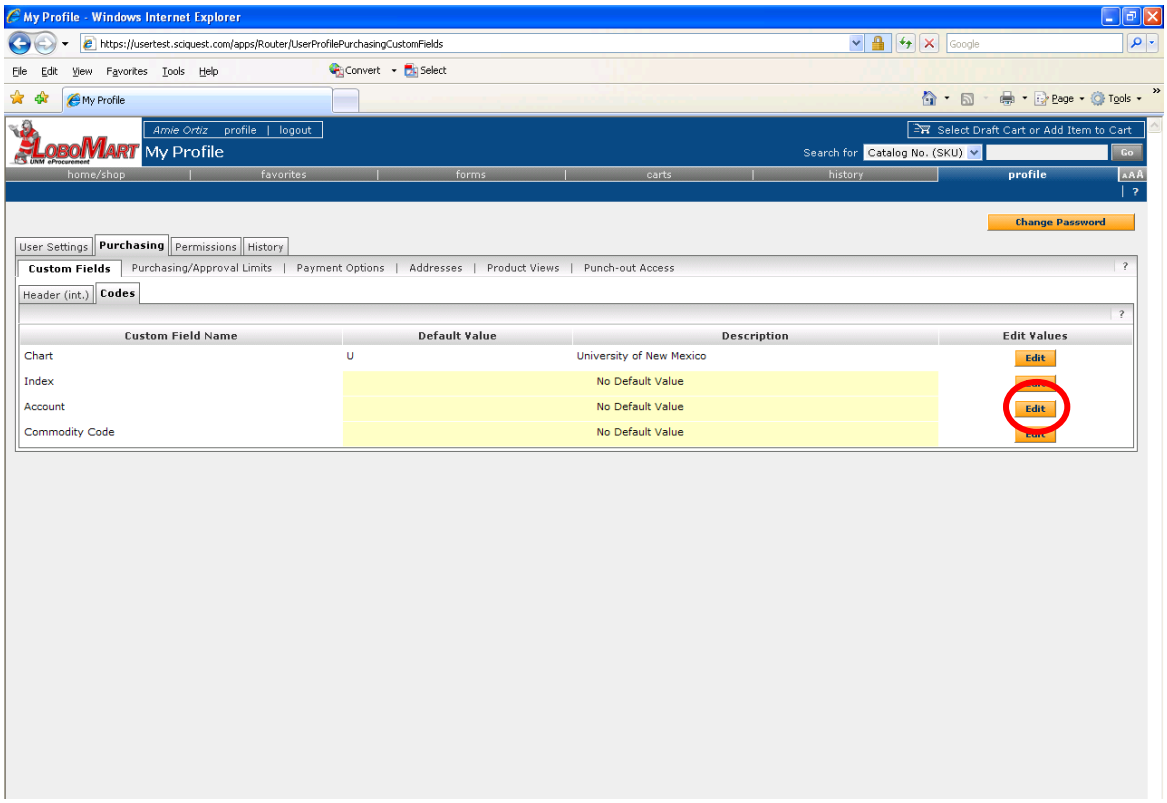
19. Enter the Index code in the **Value** textbox **or** enter the Index description in the **Description** textbox and click on the **Search** button.



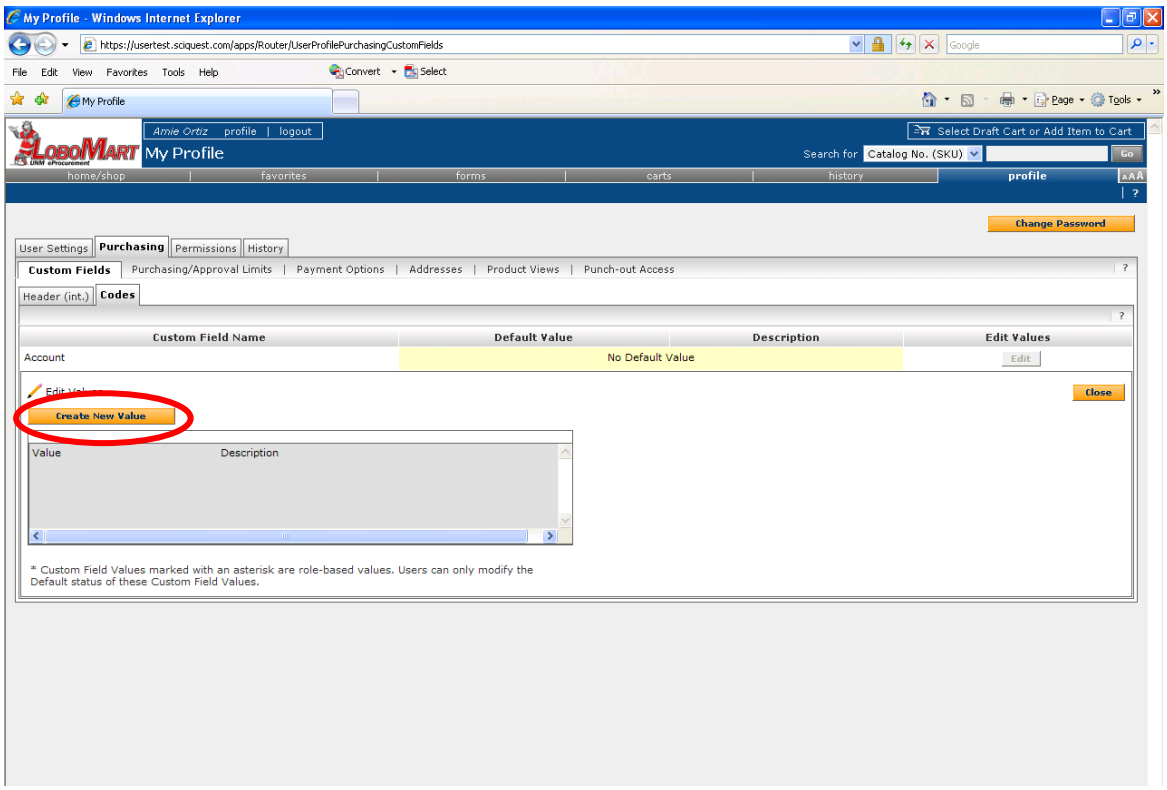
20. Place a checkmark in the Select checkbox next to the index code(s) you wish to add and click on the **Add Values** button.



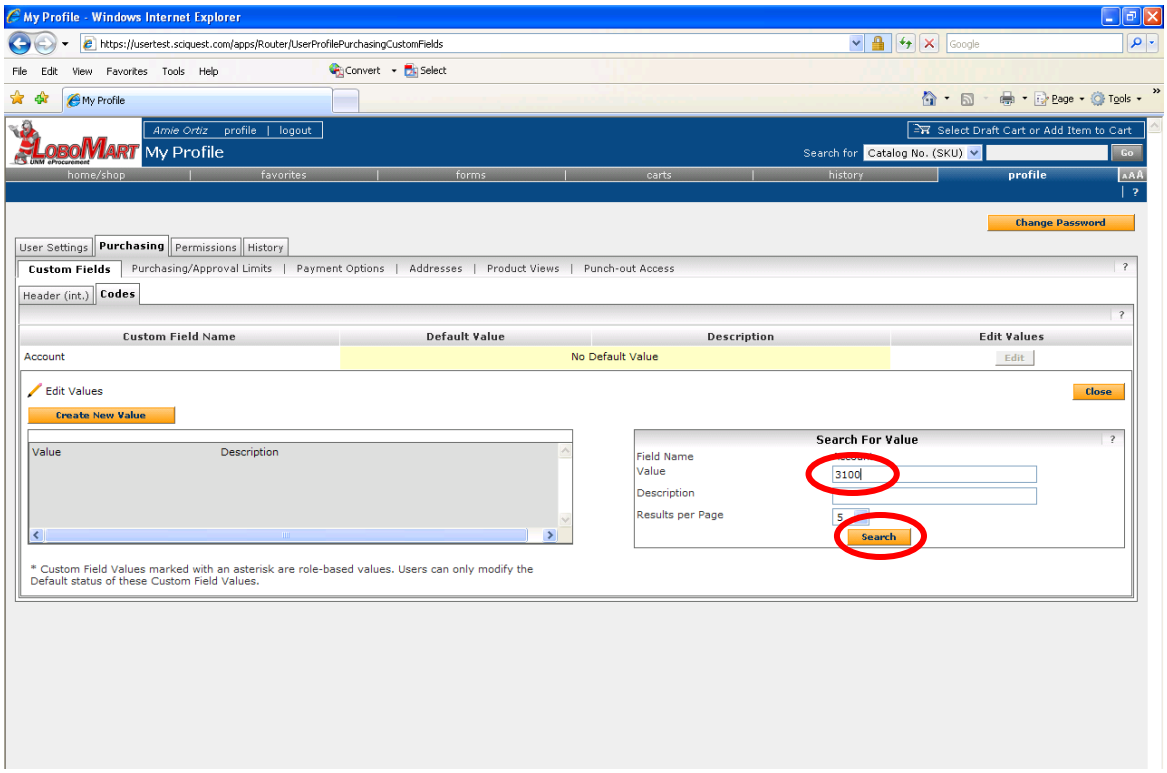
21. Repeat this procedure to add Index Codes to your profile. By adding Index Codes to your profile, the values become available from a drop down list when requisitions are created. When finished, click on the **Close** button to return to the Codes list.



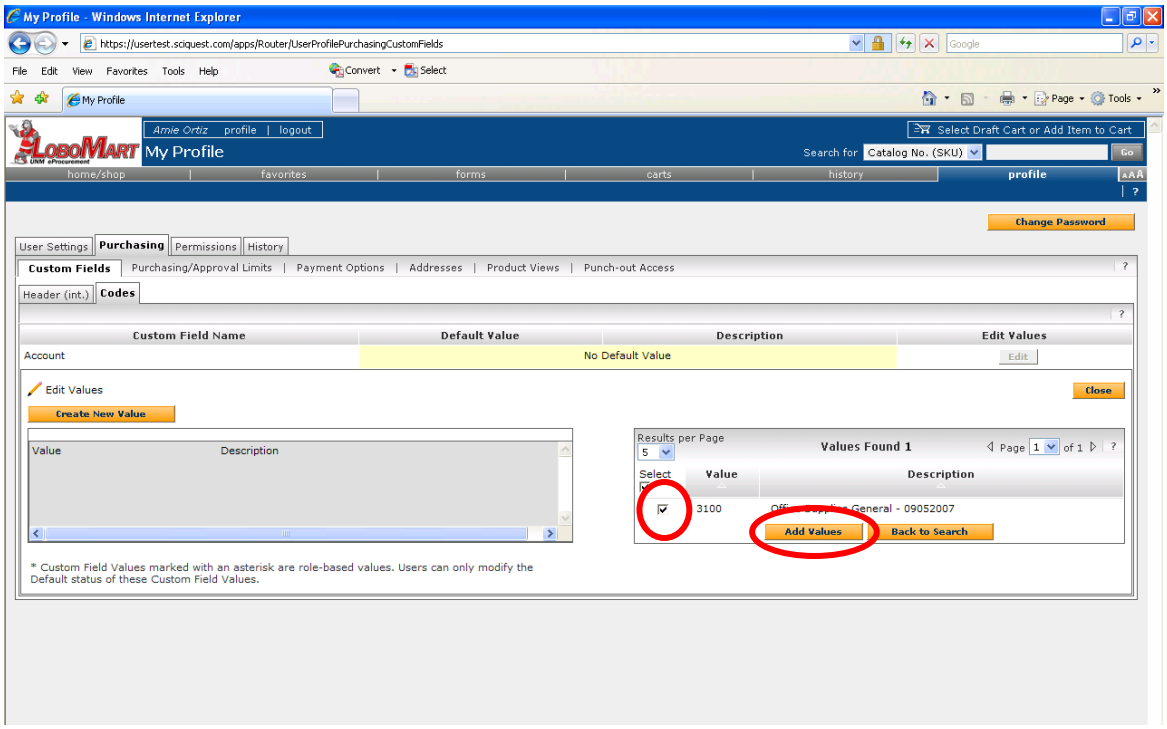
22. To add Account Codes, click on the Edit button to the right of the Account line.



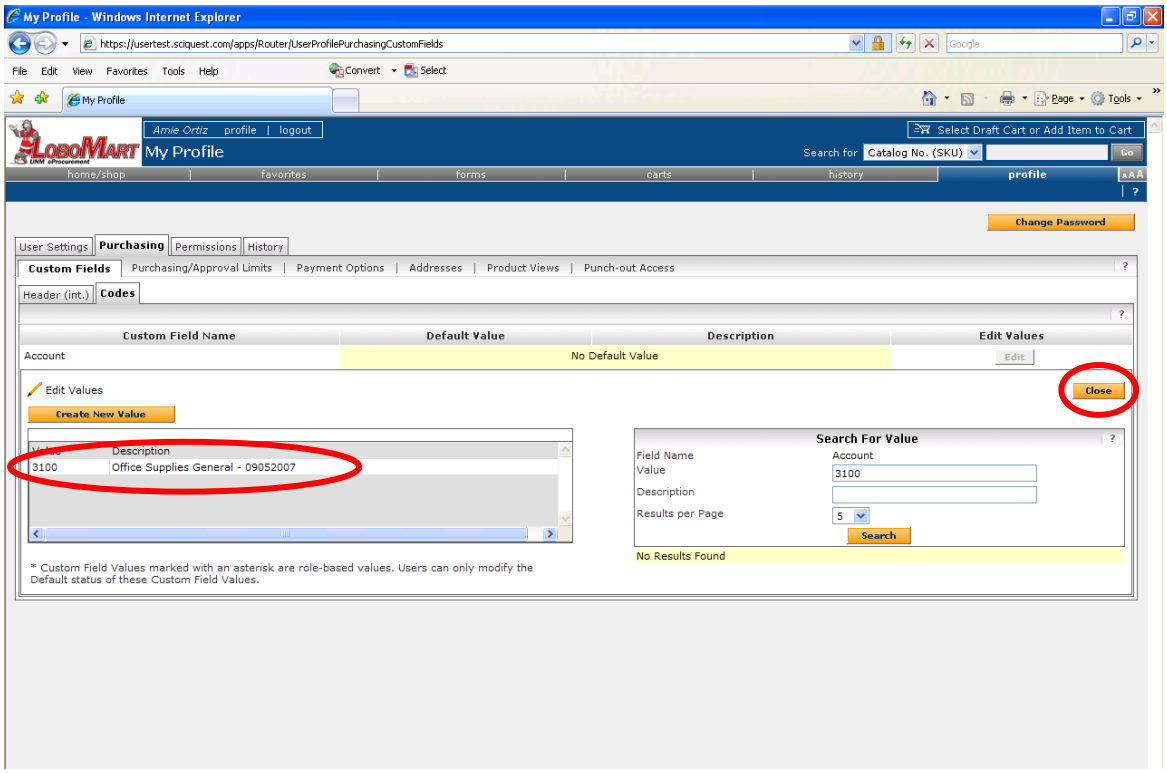
23. Click on the Create New Value button.



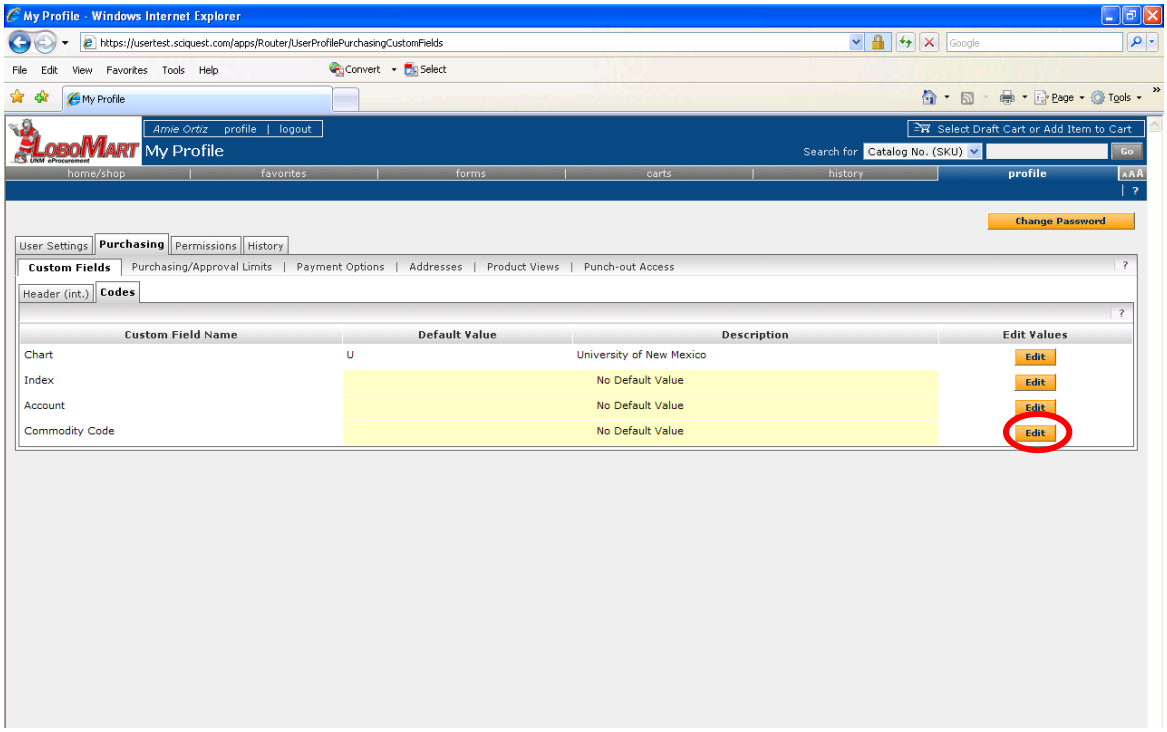
24. Enter the Account Code in the **Value** text field **or** enter the Account description in the **Description** text field and click on the **Search** button. Leaving the **Value** and **Description** fields blank will return all available Account Codes.



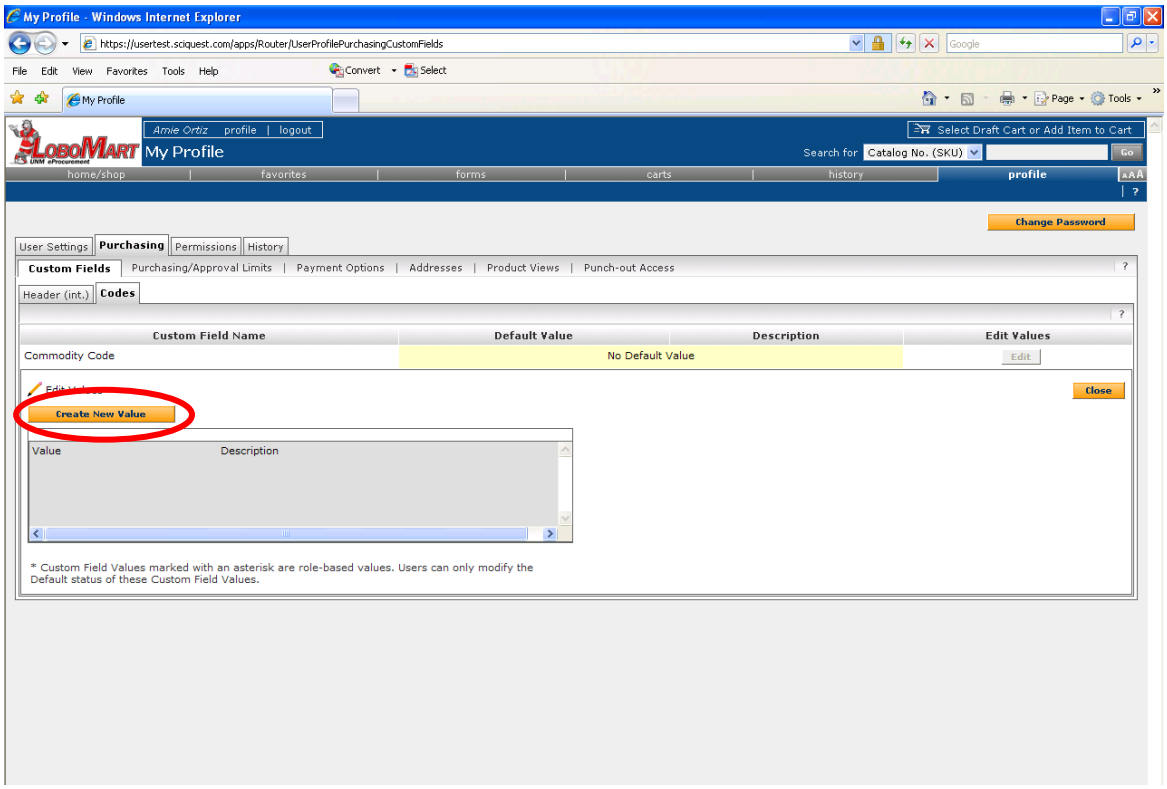
25. Place a checkmark in the **Select** checkbox for the Account Code(s) you wish to add and click on the **Add Values** button.



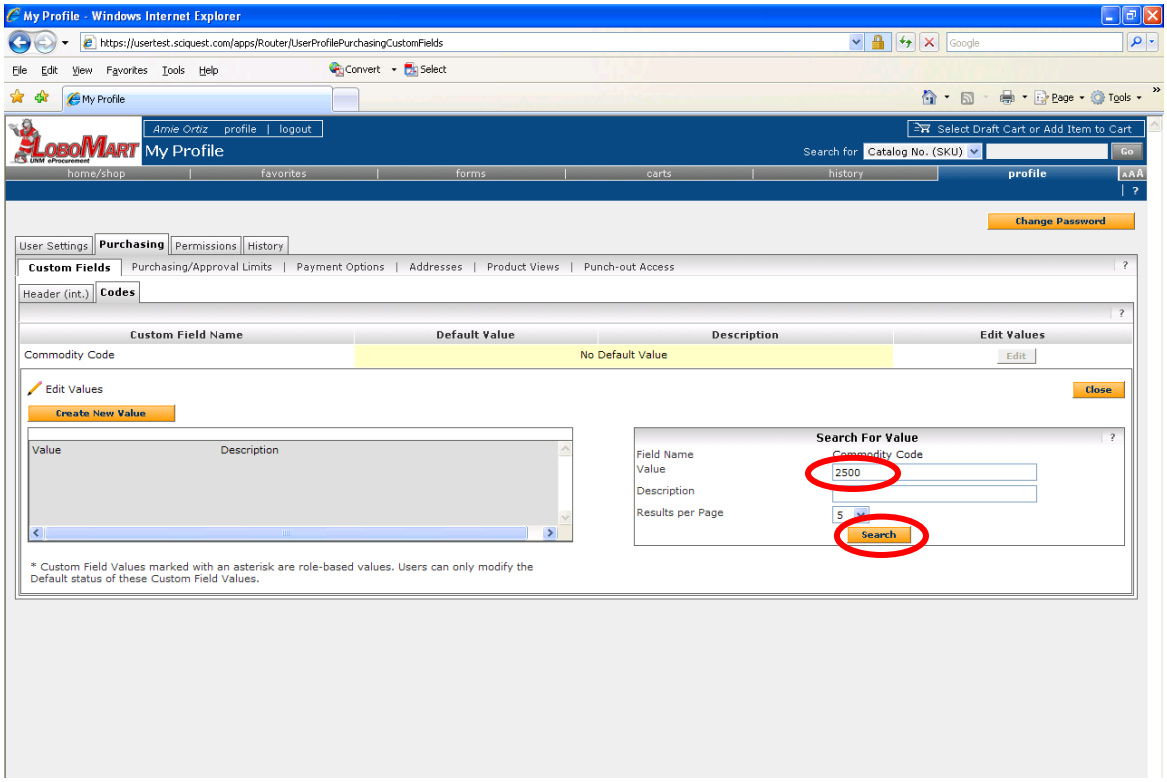
26. The Account Code(s) are added to your profile. Repeat this process to add more Account Codes. By adding Account Codes to your profile, the values become available from a drop down list when requisitions are created. When finished, click on the **Close** button.



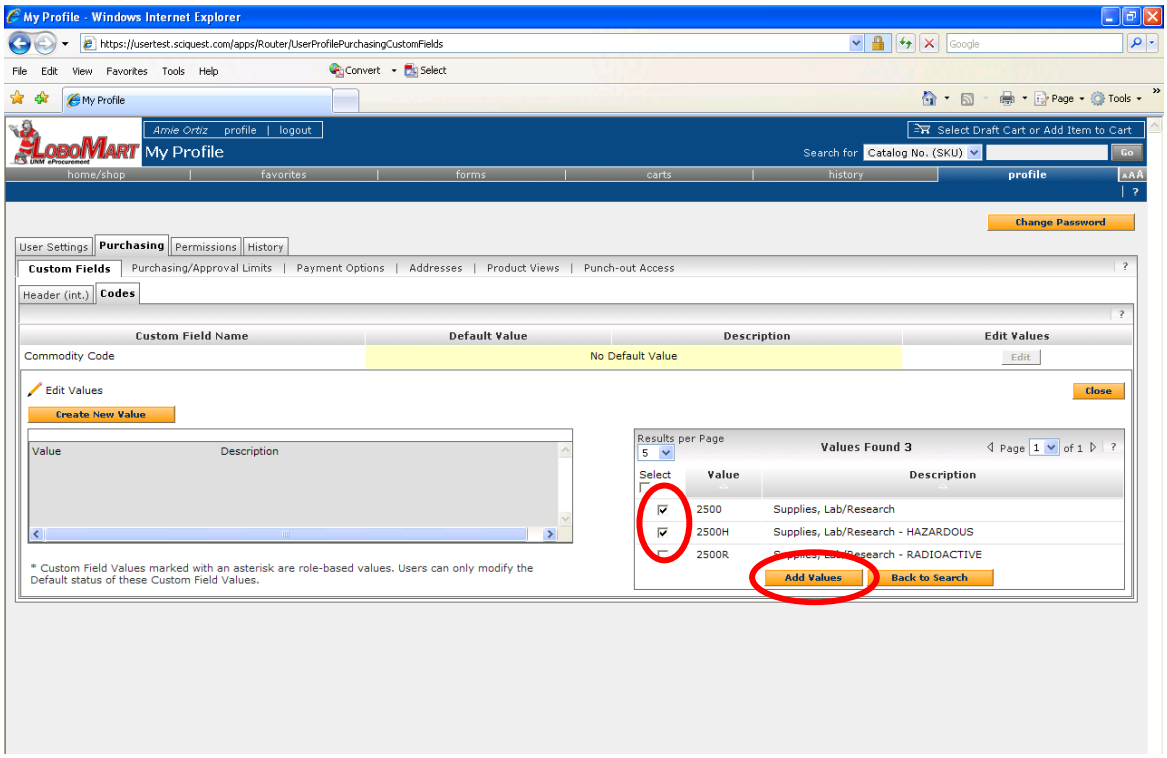
27. To add Commodity Codes, click on the Edit button to the right of the Commodity Code line.



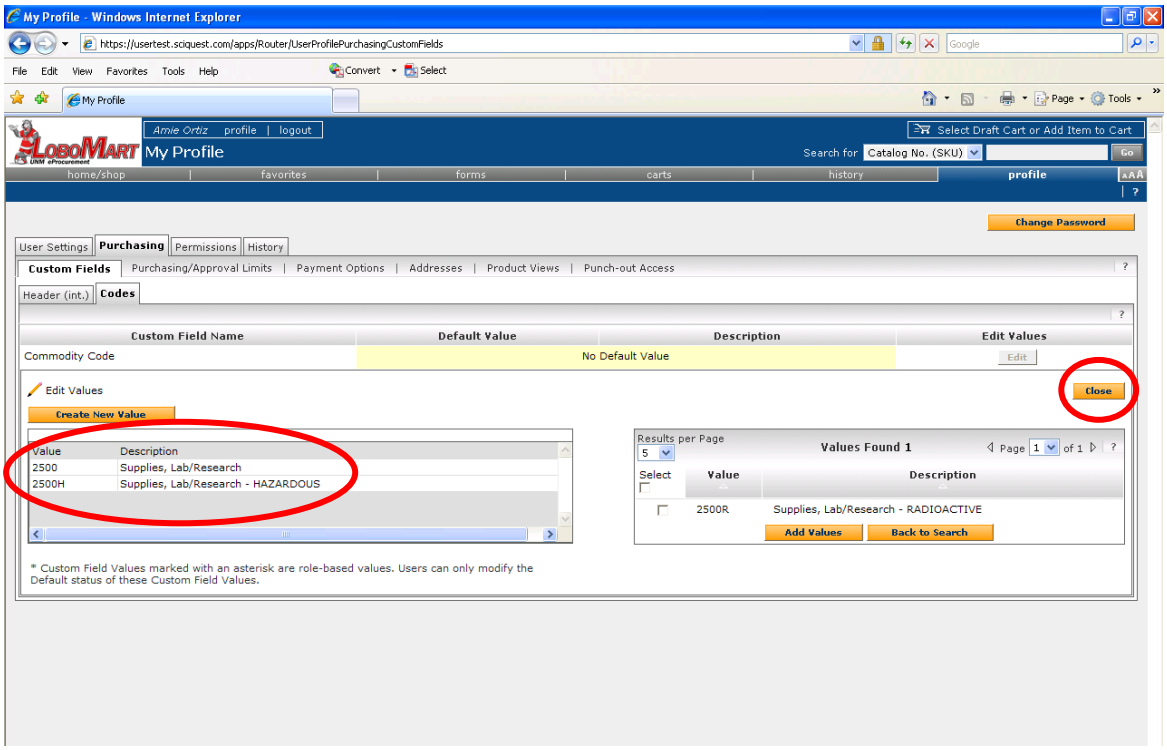
28. Click on the Create New Value button.



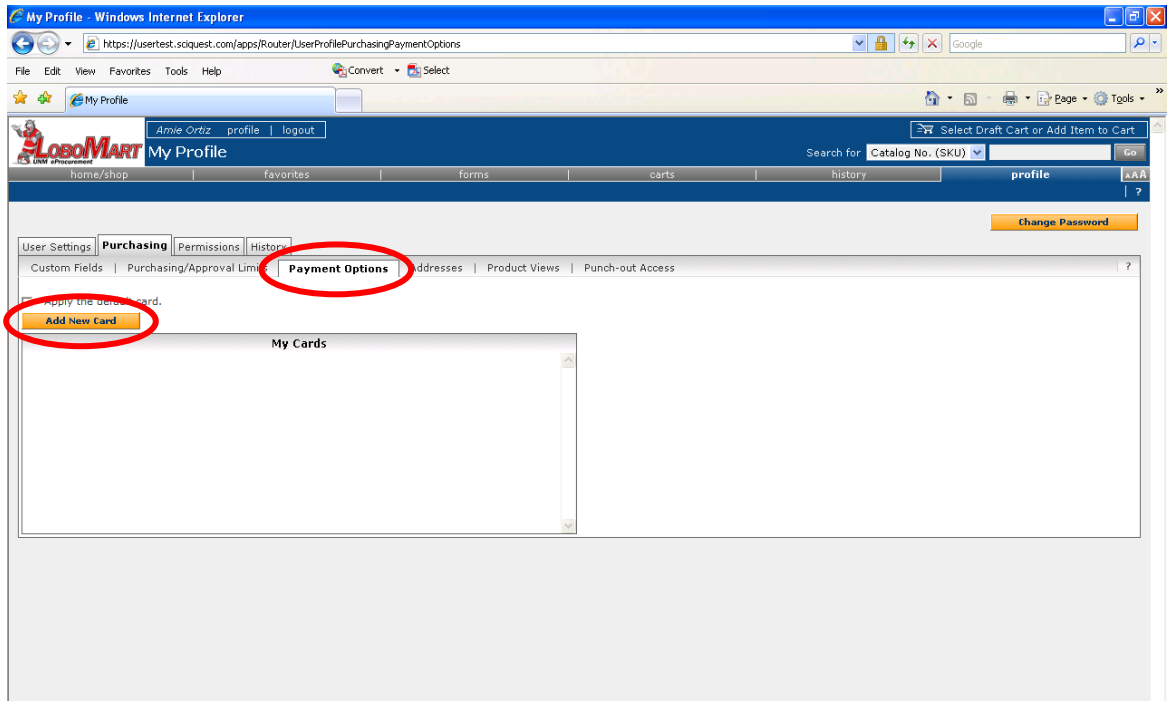
29. Enter the Commodity Code in the **Value** text field **or** enter the Commodity description in the **Description** text field and click on the **Search** button. Leaving the **Value** and **Description** fields blank will return all available Commodity Codes.



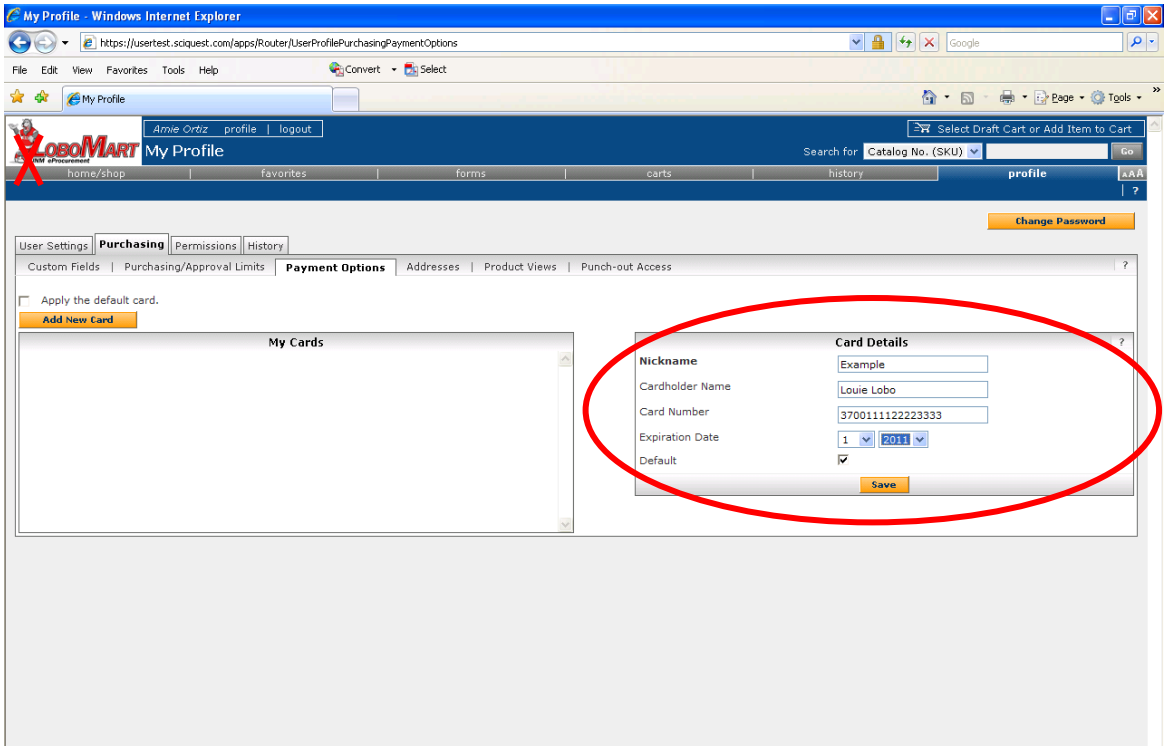
30. Place a checkmark in the **Select** checkbox for the Commodity Code(s) you wish to add and click on the **Add Values** button.



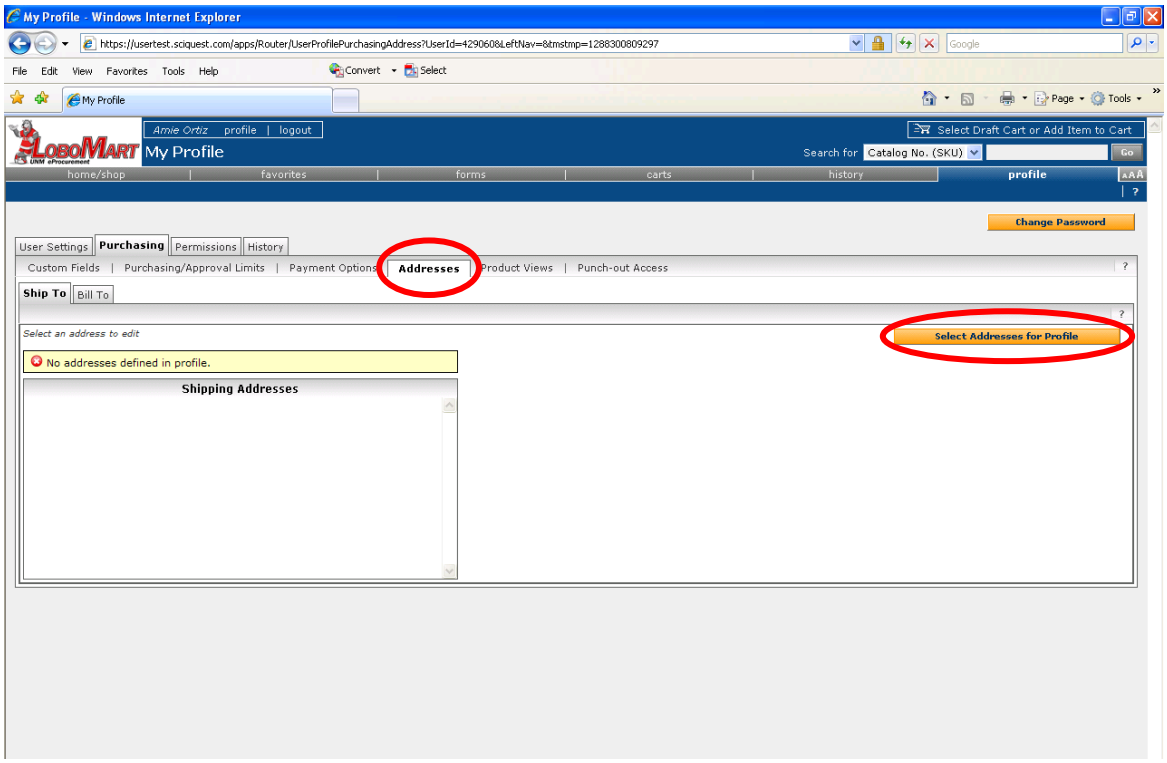
31. The Commodity Code(s) are added to your profile. Repeat this process to add more Commodity Codes. By adding Commodity Codes to your profile, the values become available from a drop down list when requisitions are created. When finished, click on the **Close** button.



32. Click on the **Payment Options** tab. If you have a Purchasing Card you may enter it here. Entering a P-Card will allow you to place P-Card orders through LoboMart with Catalog Vendors (Hosted and Punchout). To add a P-Card, click on the **Add New Card** button.

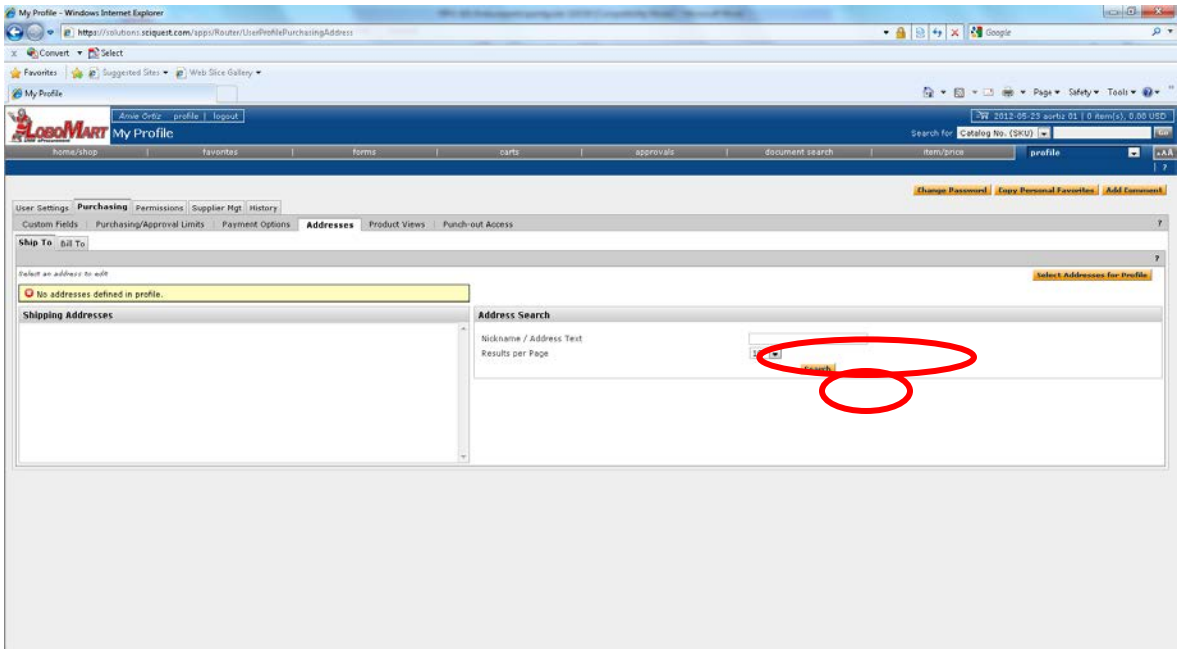


33. Enter your PCard information, place a checkmark in the **Default** checkbox, and click on the **Save** button. **NEVER** place a checkmark in the **Apply the default card** checkbox.

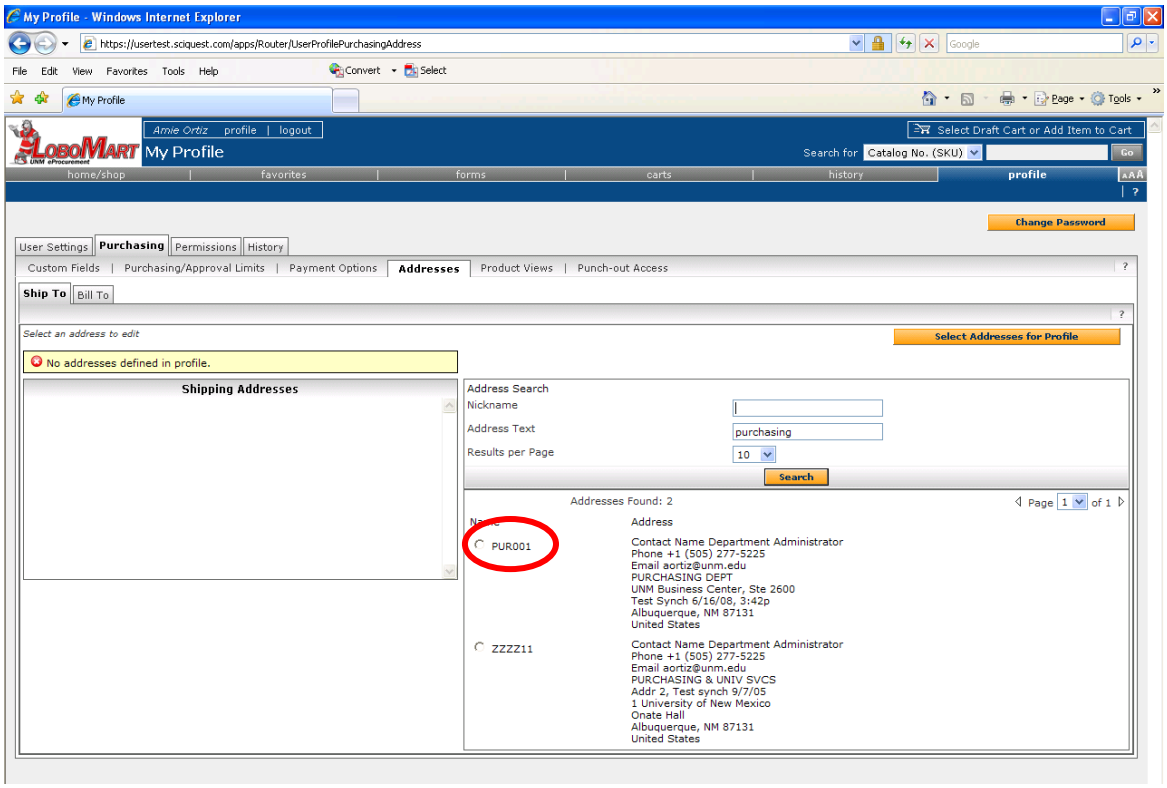


34. Click on the **Addresses** tab. The **Addresses** tab includes **Ship To** and **Bill To** addresses. Both **Ship To** and **Bill To** addresses are required.

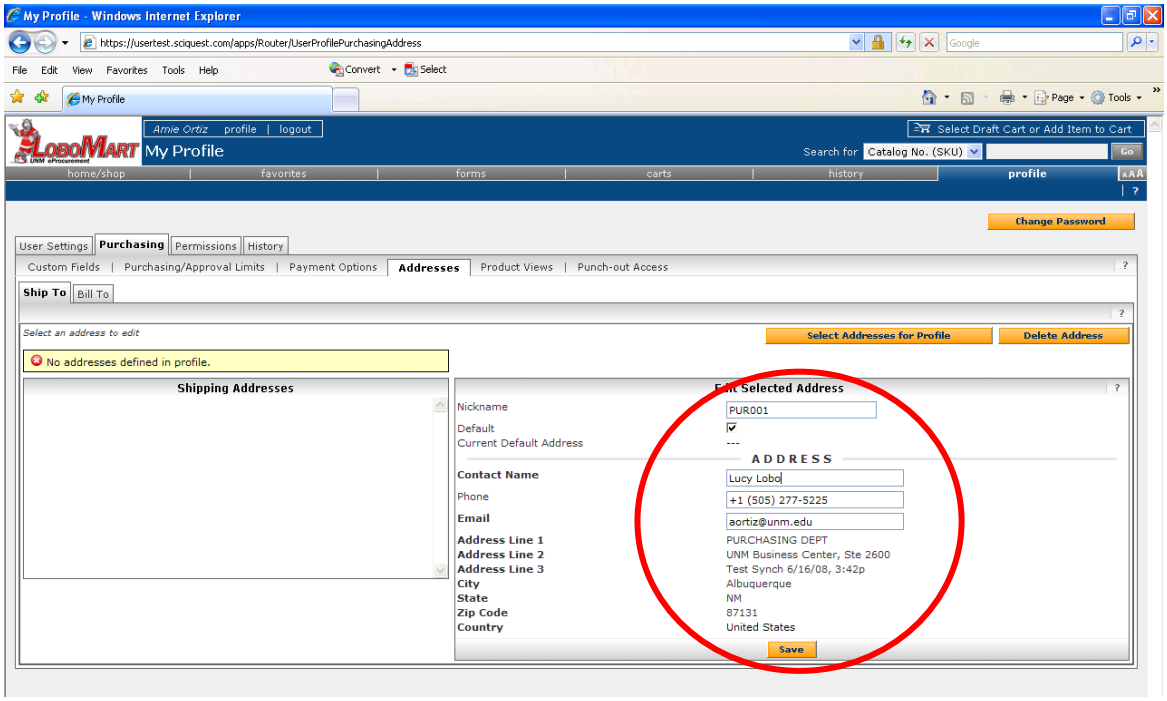
35. To add a **Ship To** address click on the **Select Addresses for Profile** button.



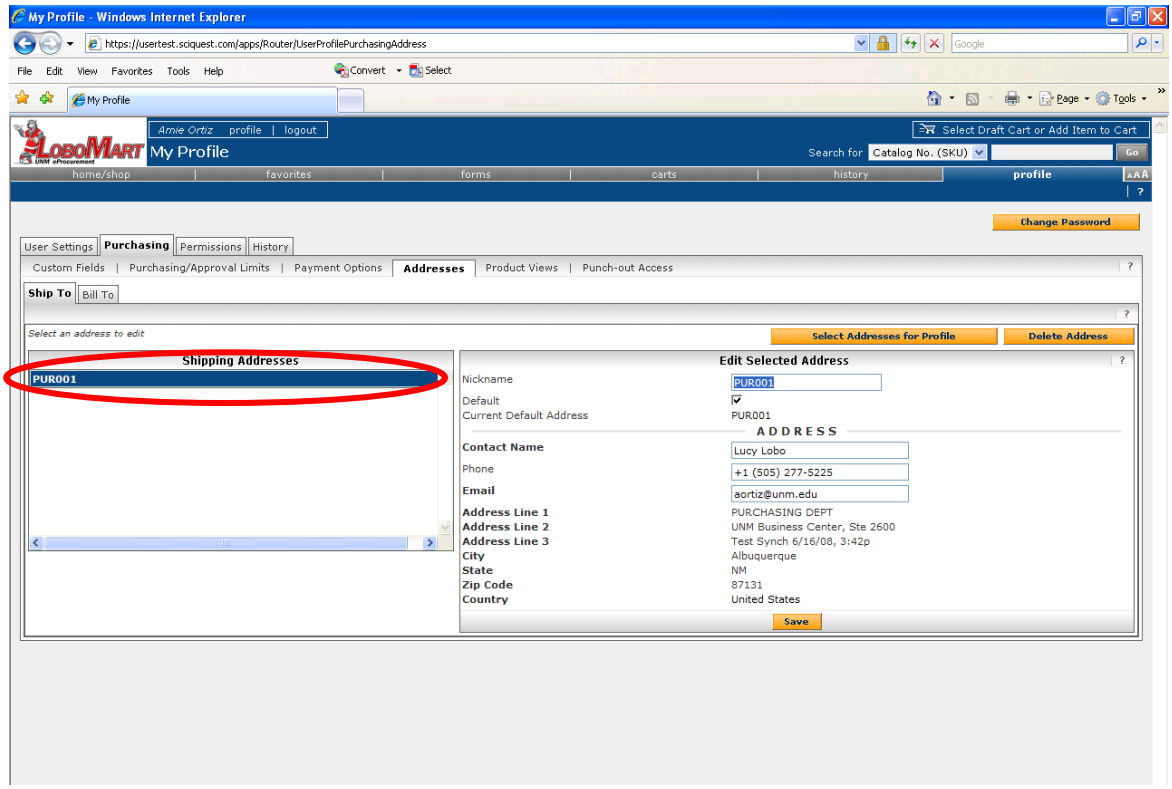
36. Enter any part of your **Ship To** address in the **Nickname/Address Text** field and click on the **Search** button.



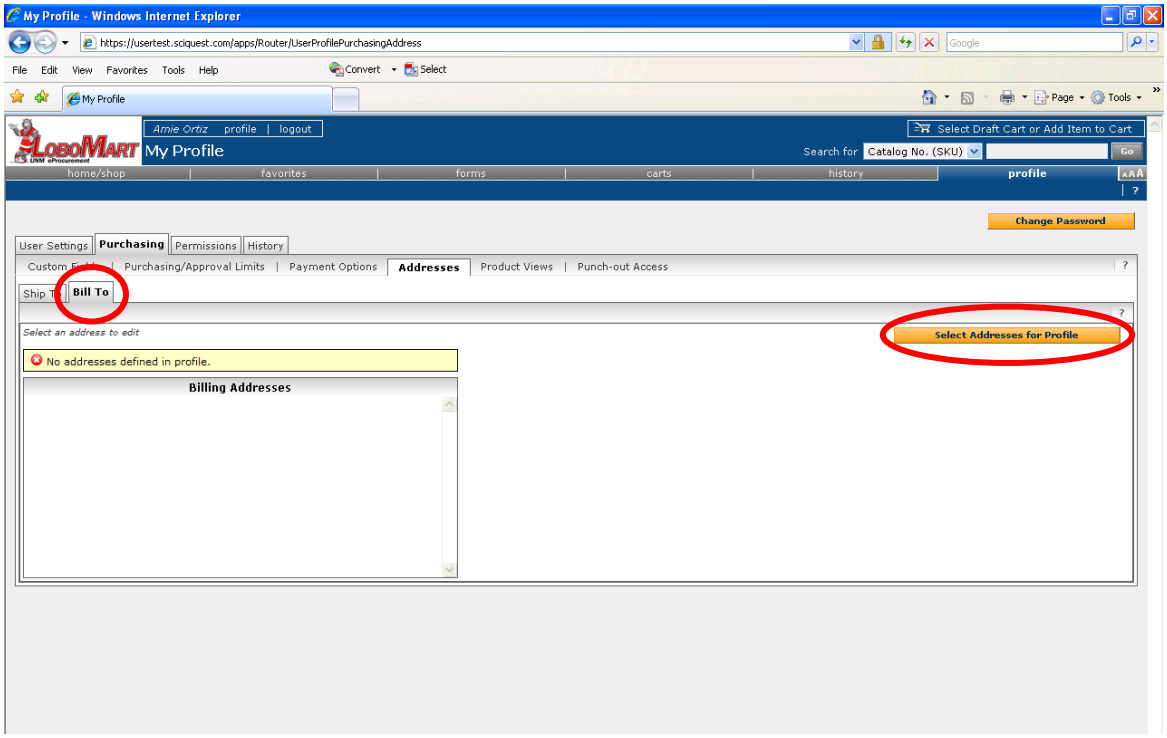
37. Click the radio button next to the **Ship To** address you wish to add. ***Note**: If your Ship To address is not found, or if the information needs to be modified, please email the Purchasing department at purch@unm.edu.*



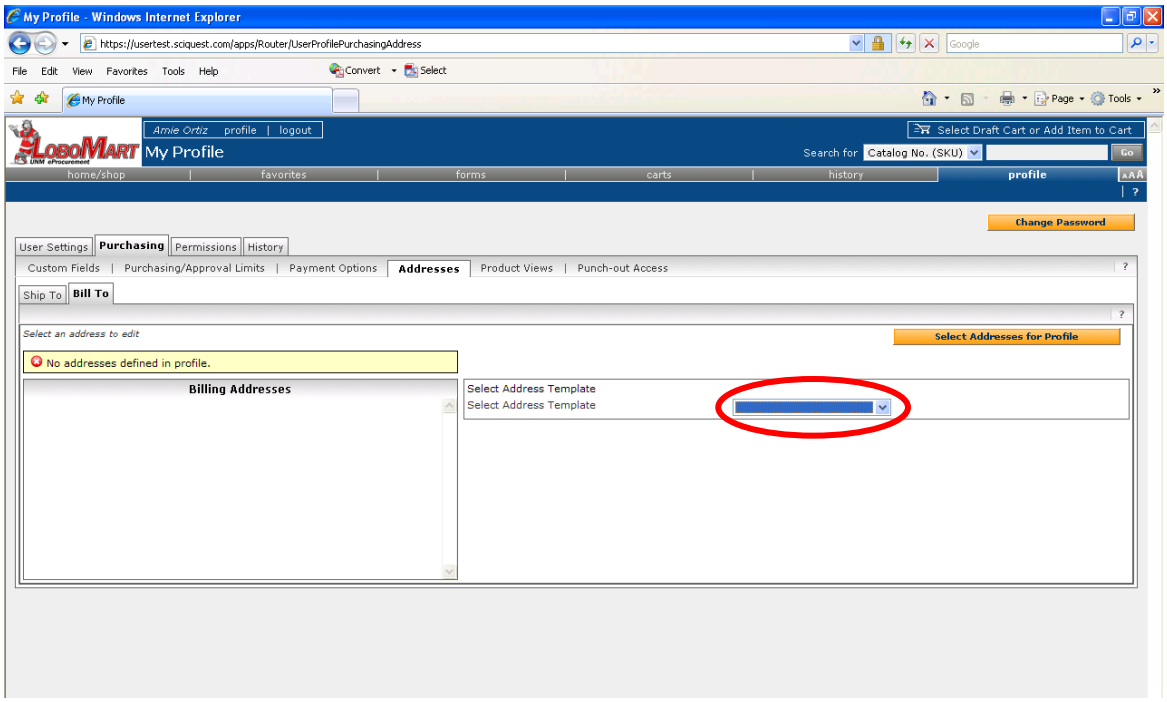
38. Enter Contact Name, Phone, and Email in the appropriate fields and click on the **Save** button. At least one Ship To address must be set up as a default address. To select a default address for all LoboMart requisitions, place a checkmark in the **Default** checkbox. Click the **Save** button.



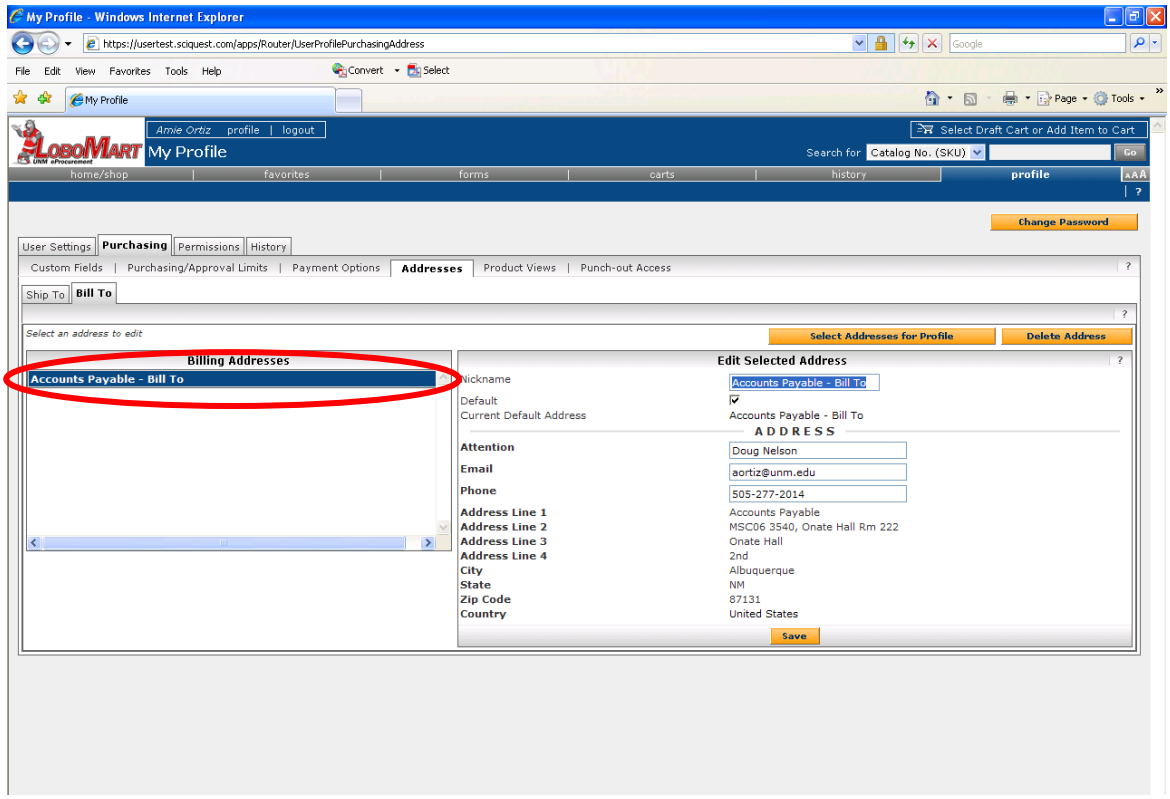
39. The Ship To address has been added to your profile. Additional Ship To addresses are added using the same process, but without clicking the **Default** check box.



40. Click on the **Bill To** tab. A **Bill To** address must be assigned to your profile. Click on the **Select Addresses for Profile** button.



41. Select **Accounts Payable** from the **Select Address Template** drop down menu. ****Accounts Payable will be the Bill To address for all LoboMart requisitions.** Click on the **Save** button.



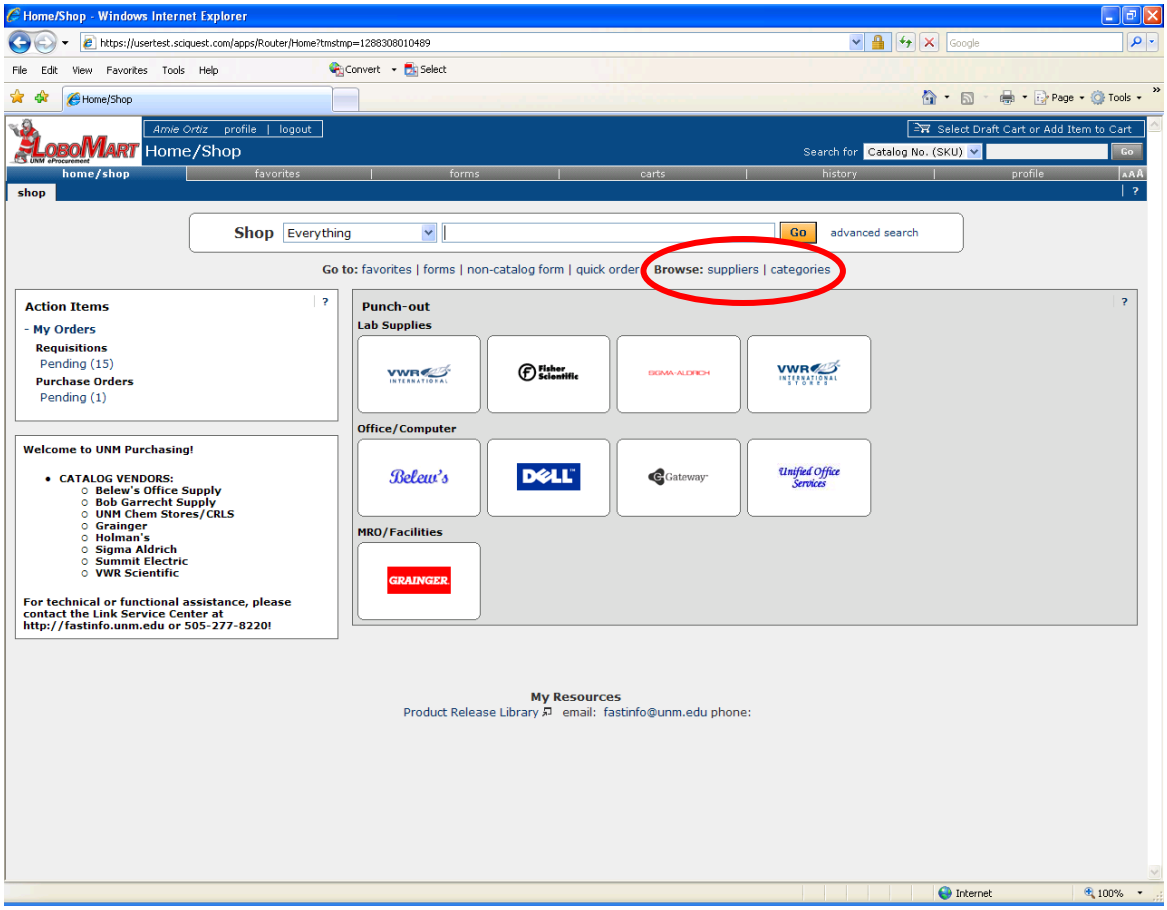
42. The **Bill To** address is added to your profile.

43. Your **Profile** is now complete.

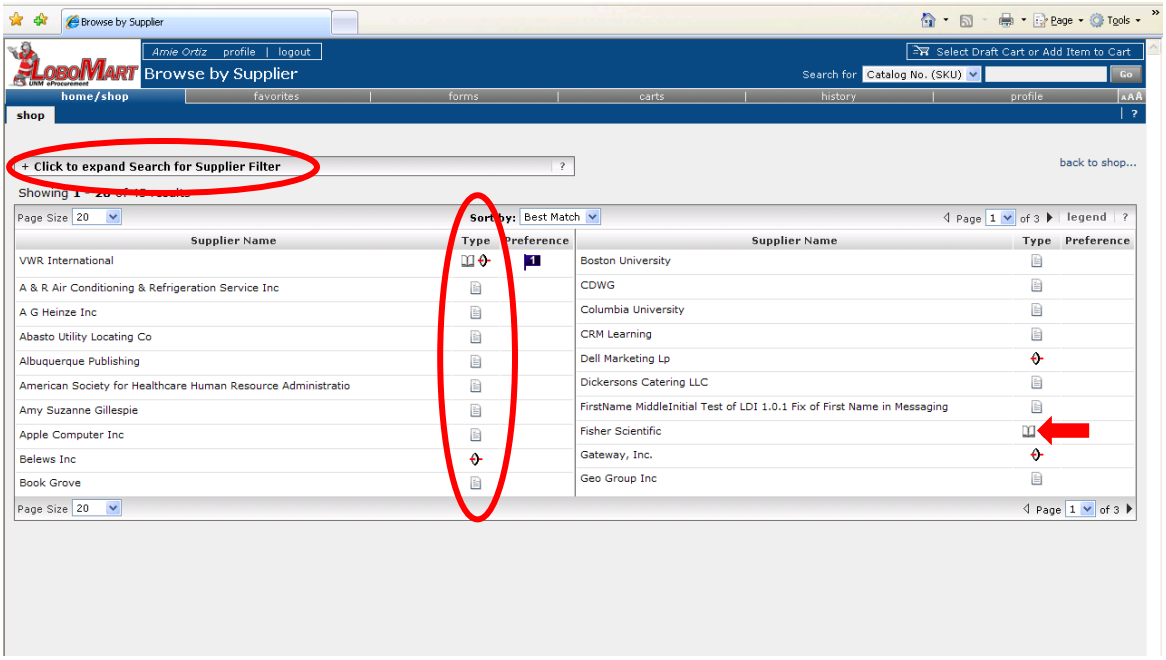
LoboMart – Hosted Catalog Vendor

Hosted Catalog Vendors have their catalog content hosted in the LoboMart application. Users can search and compare items from vendors who offer competitive University pricing.

Exercise 2 - Placing an order from a Hosted Catalog Vendor

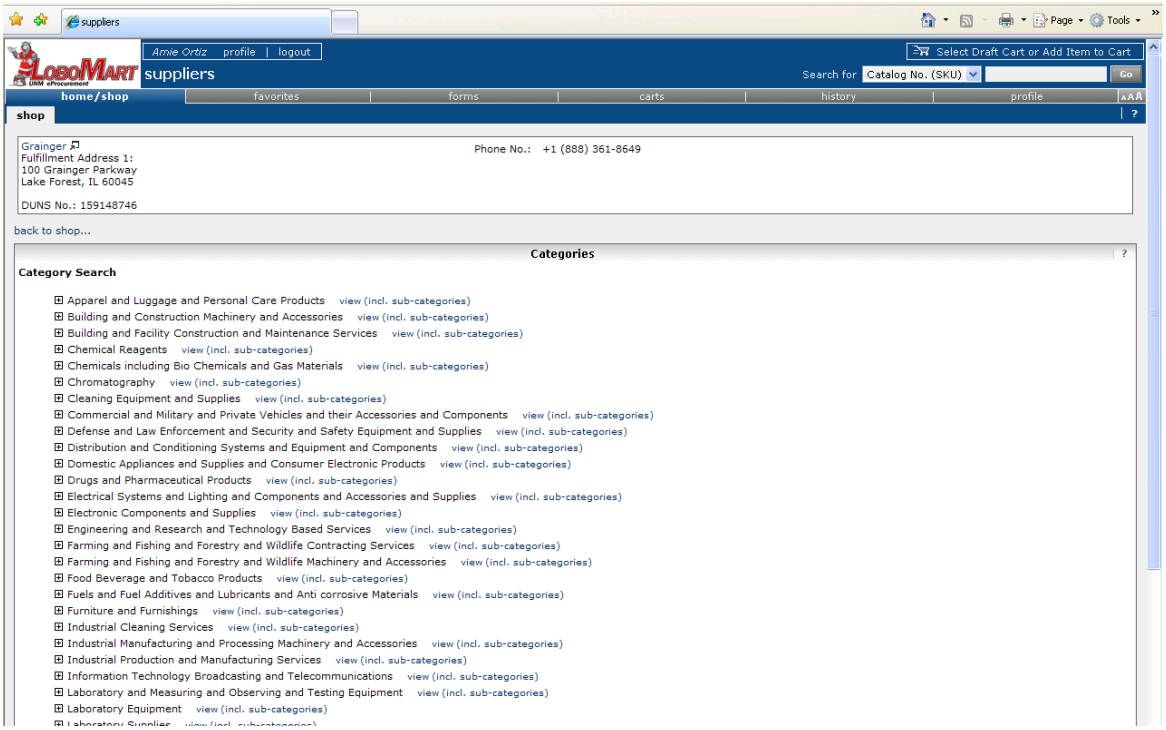


1. To place an order with a Catalog Vendor, choose **suppliers** or **categories** from the **Browse** section on the LoboMart home page.

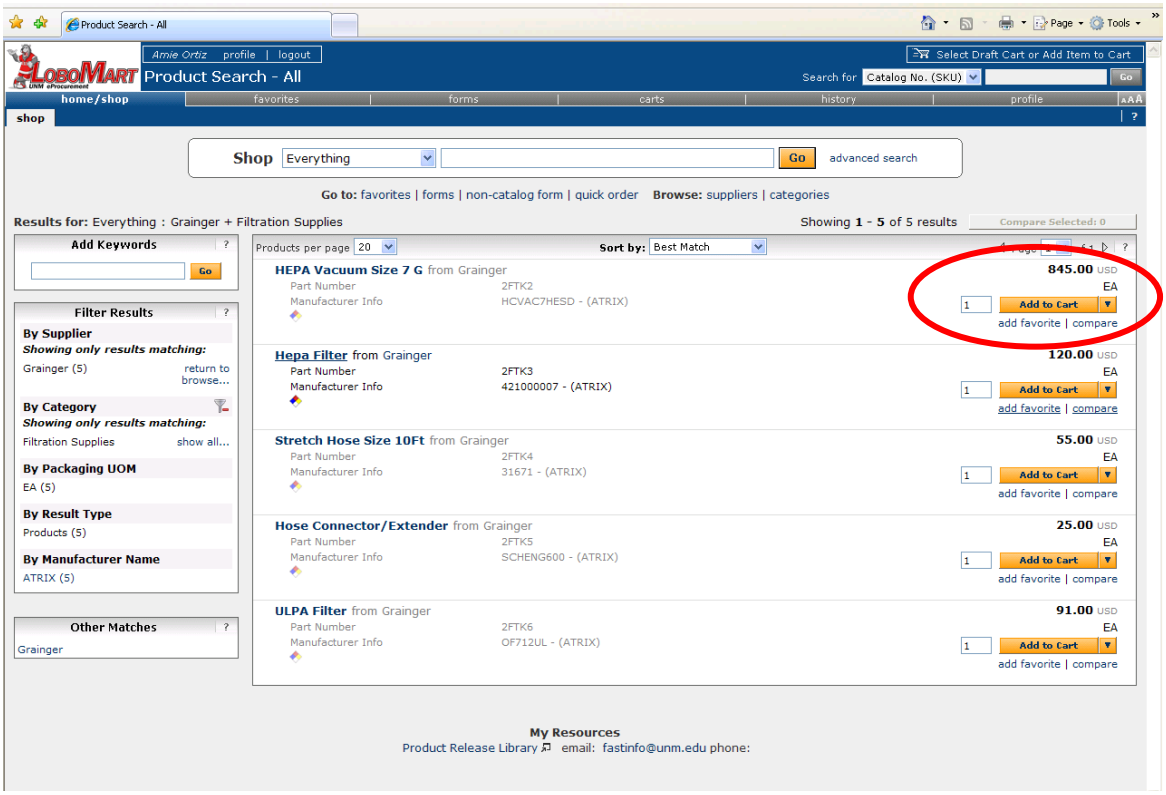


2. Choose **suppliers** to view a list of all Hosted Catalog vendors. If you would like to search for a specific vendor **Click to expand Search for Supplier Filter**, enter all or part of the supplier's name in the appropriate field and click on **Search**.

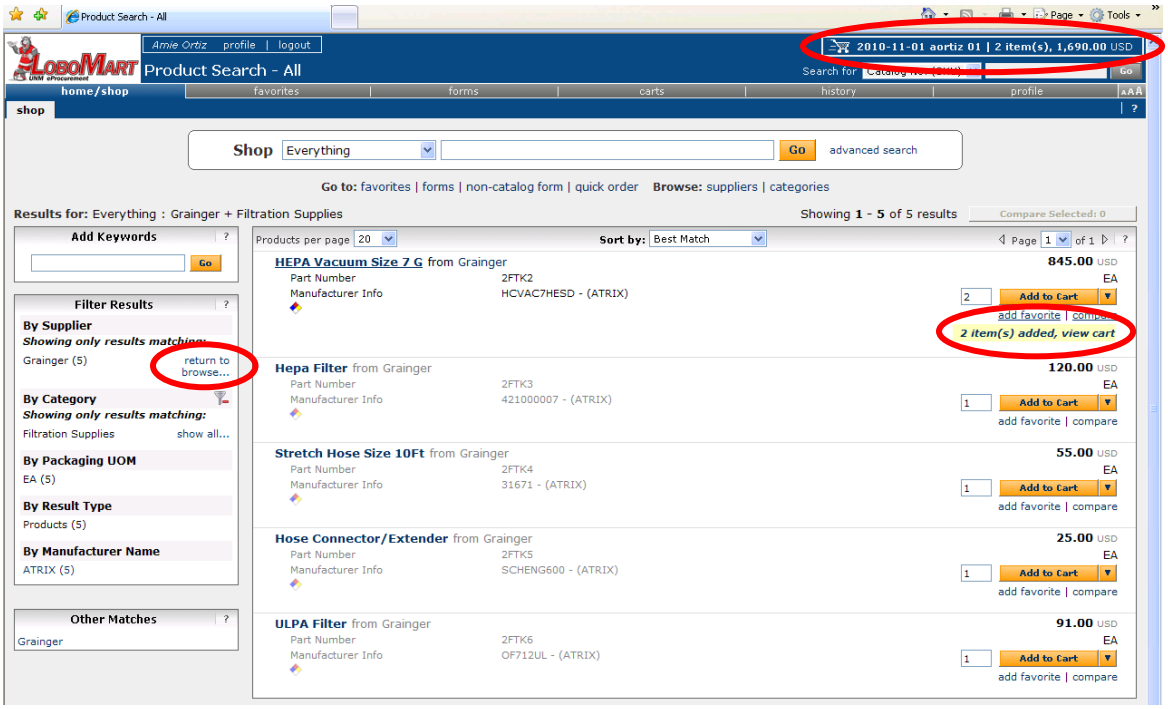
3. This is a sample of the results returned from an expanded search. Notice the 'Type' column. This column indicates whether a particular vendor is a Hosted Catalog Vendor, Non-Catalog Vendor, or Punchout Catalog Vendor. The symbol for a Hosted Catalog Vendor is noted with an arrow. Click on the hosted catalog vendor symbol located to the right of the desired hosted catalog vendor name.



4. The supplier's catalog appears, grouped by category. Click on the + and – to the left of each category to expand or collapse the category. Drill down until you find the specific type of item you want, and click on **view (incl. sub-categories).**

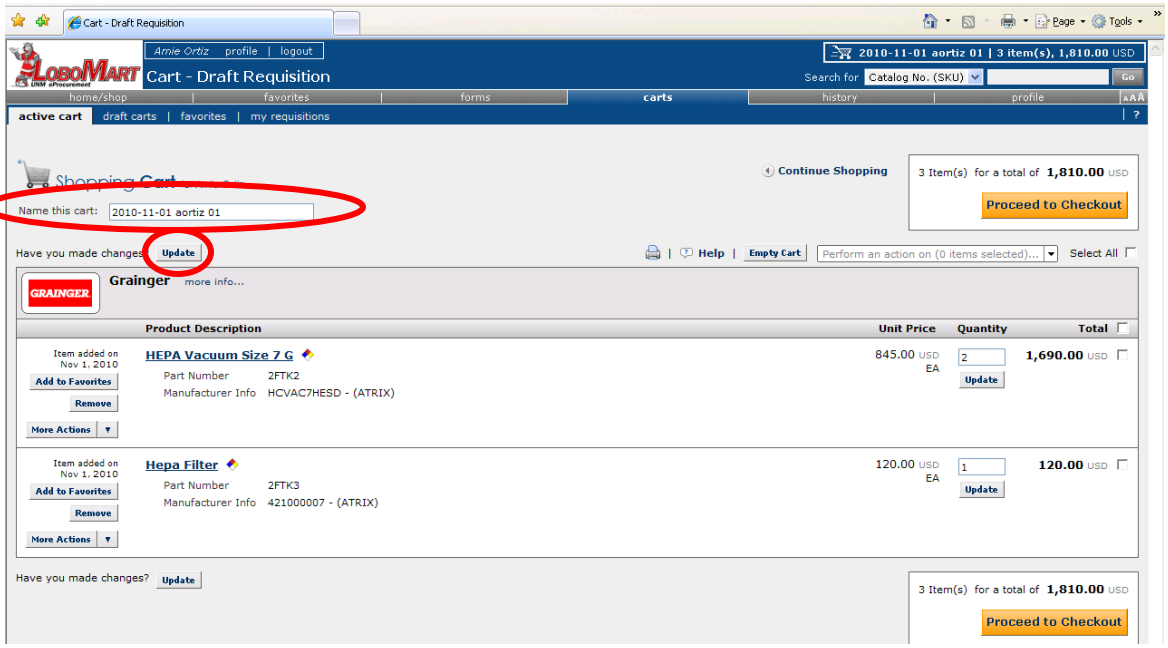


5. After selecting the type of item to purchase, the **Product Search Results** screen appears. Select the item(s) to purchase, change the quantity if necessary, and click on the **Add to Cart** button.



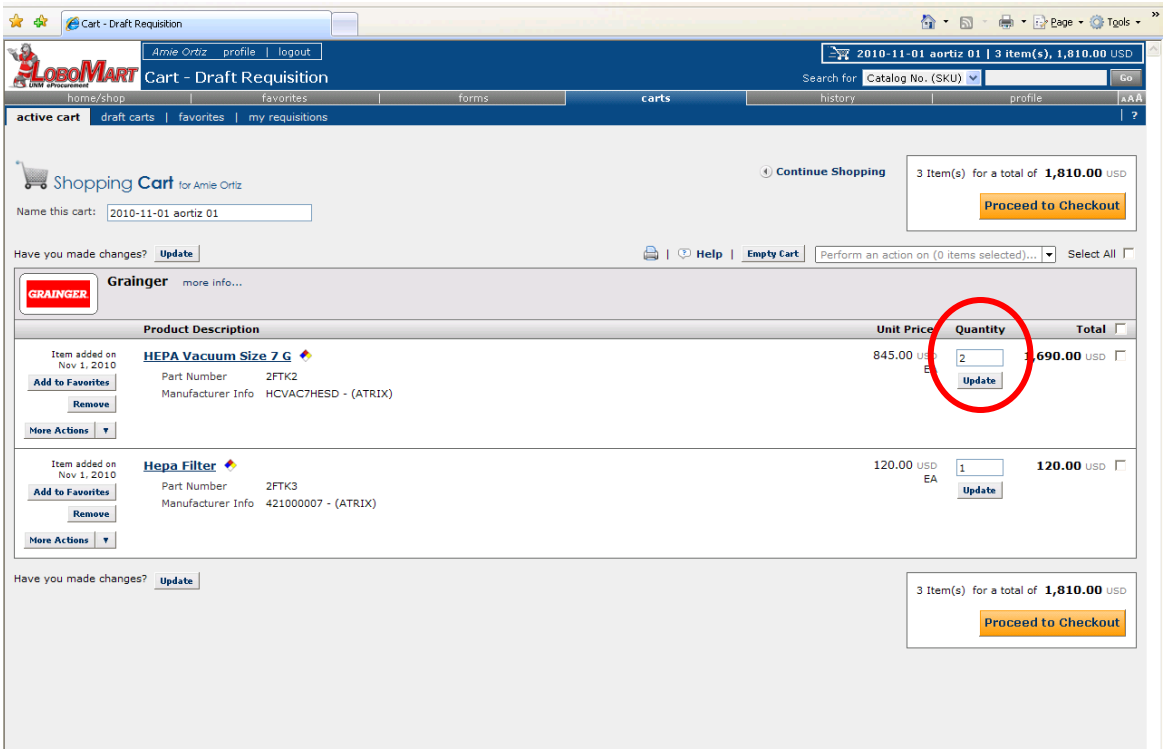
6. A message confirms the items are added to your cart.

7. Click on the **return to browse…** link to return to the hosted supplier catalog. Repeat this process until all items are added. When finished, click on your shopping cart.

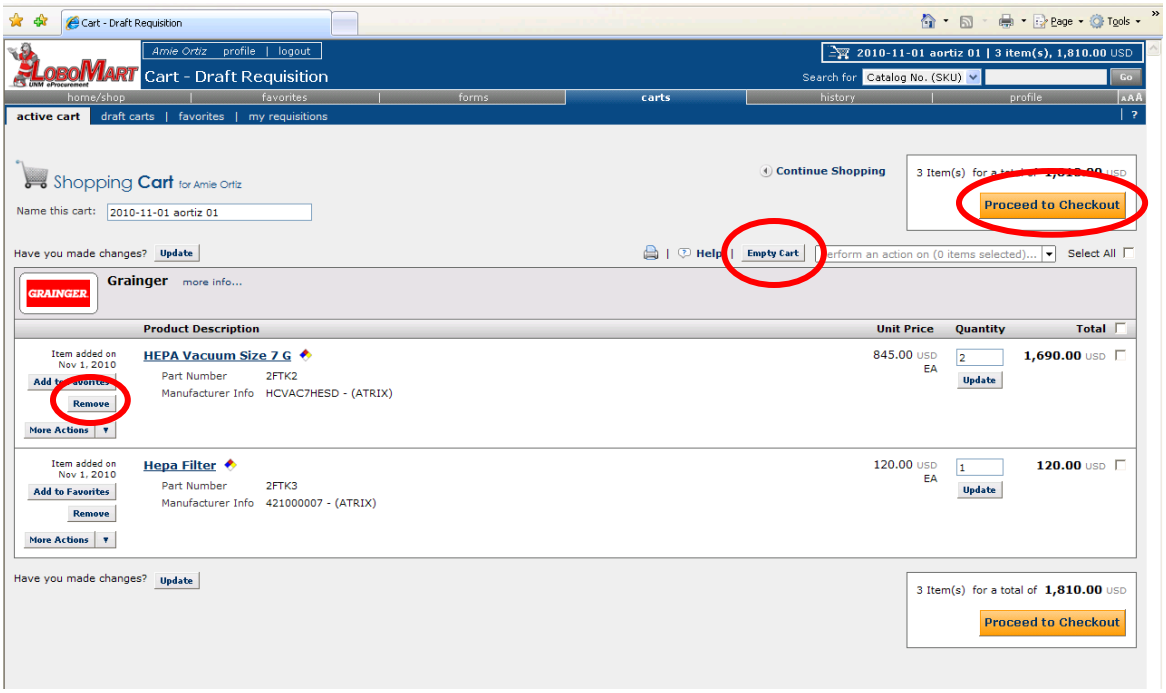


8. From your **Shopping Cart** you can change your Cart Name, Product Location, update quantities, add items to your favorites, or remove items from your cart.

9. To change the **Cart Name**, enter a new cart name in the **Cart Name** field and click on the **Update** button.

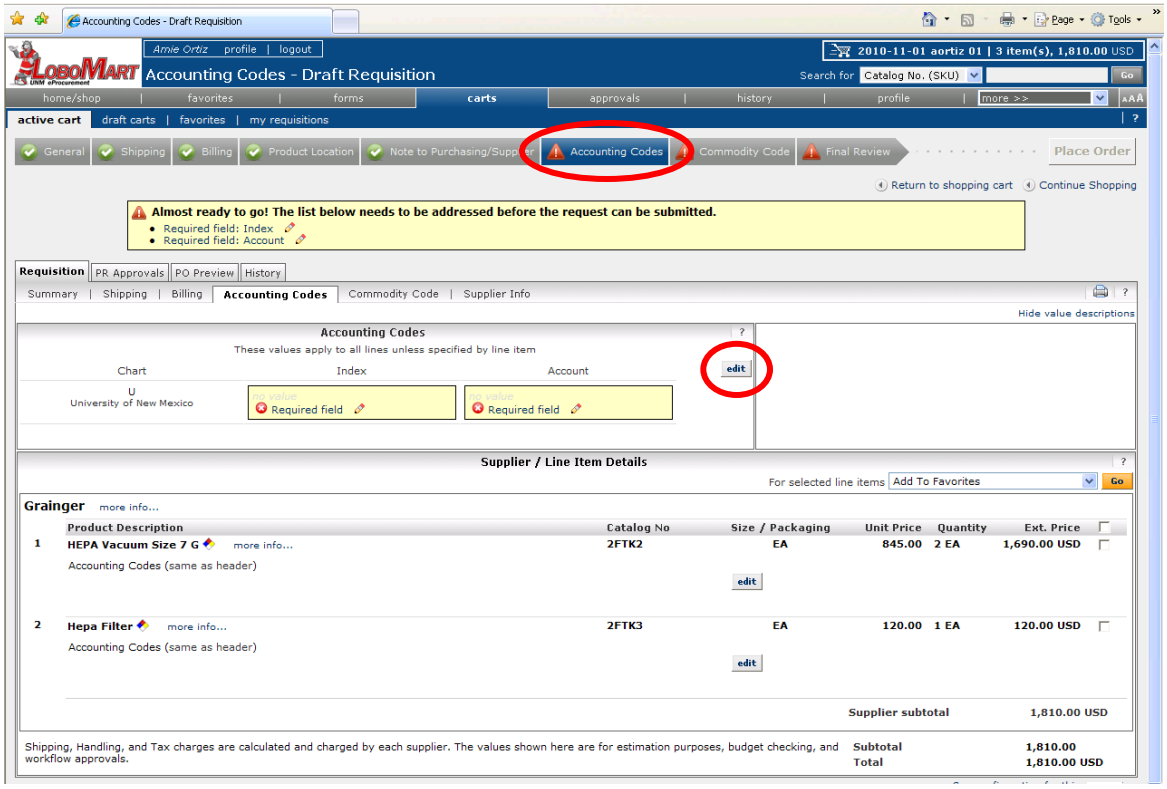


10. To update quantities, change the quantity in the **Quantity** field and click on the **Update** button.



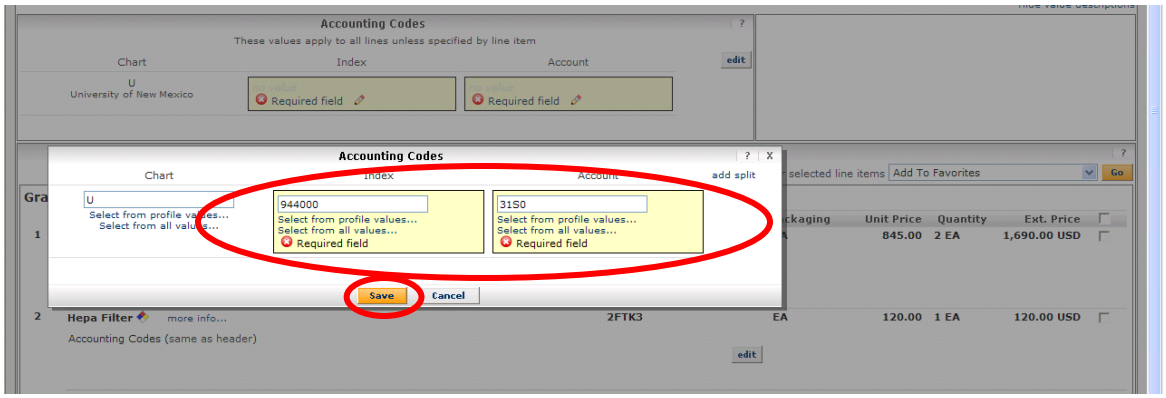
11. To remove an item from your cart, click on the **Remove** button for that item. To empty your cart completely, click on the **Empty Cart** button.

12. When finished, click on the **Proceed to Checkout** button.

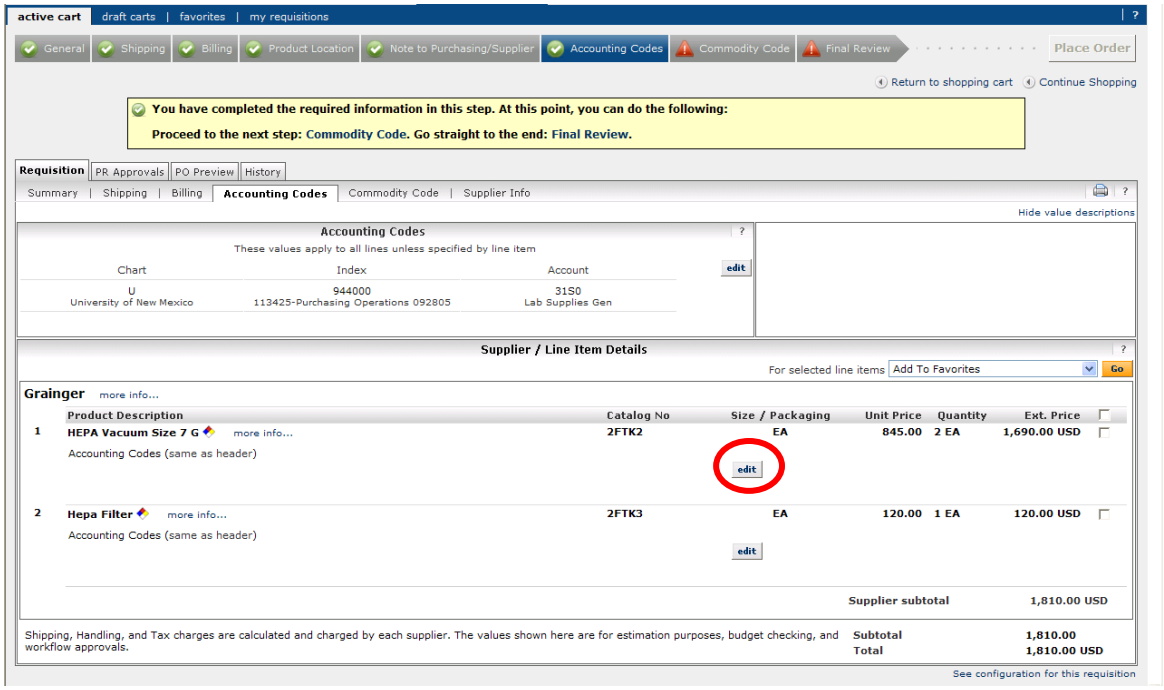


13. The checkout steps will appear on the top of the screen. If a step has a ✓ you may go to that step to make changes, but no entry is required. Since most users will have a default **Product Location**, **Shipping Address** and **Billing Address**, those steps may automatically be completed. You will be taken directly to the first checkout step that requires your attention. In this example, that is **Accounting Codes**.

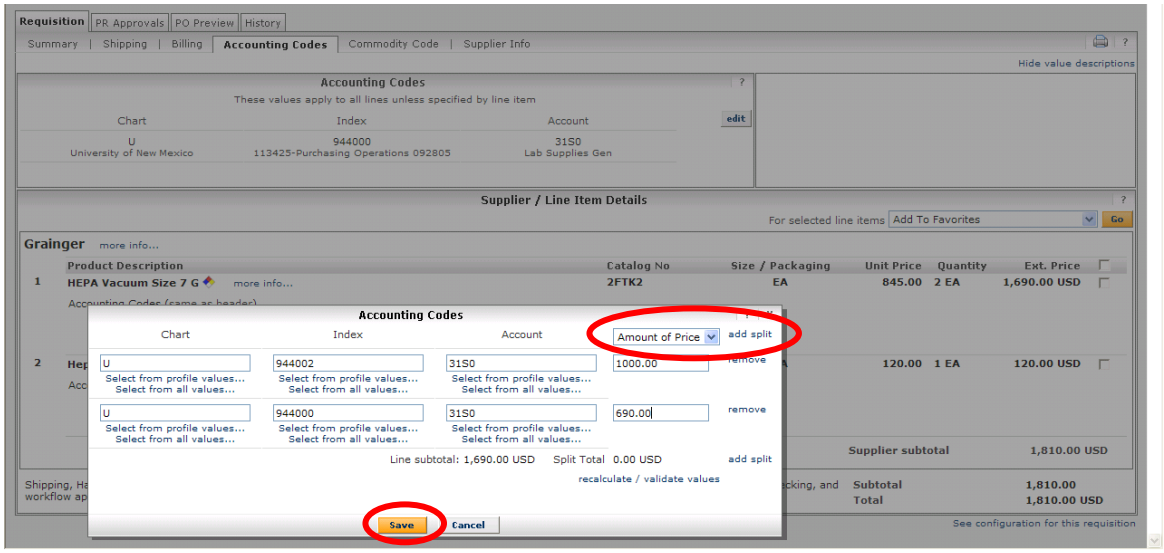
14. To add the **Index** and **Account** codes, click **edit** button in the **Accounting Codes** section at the top of the screen.



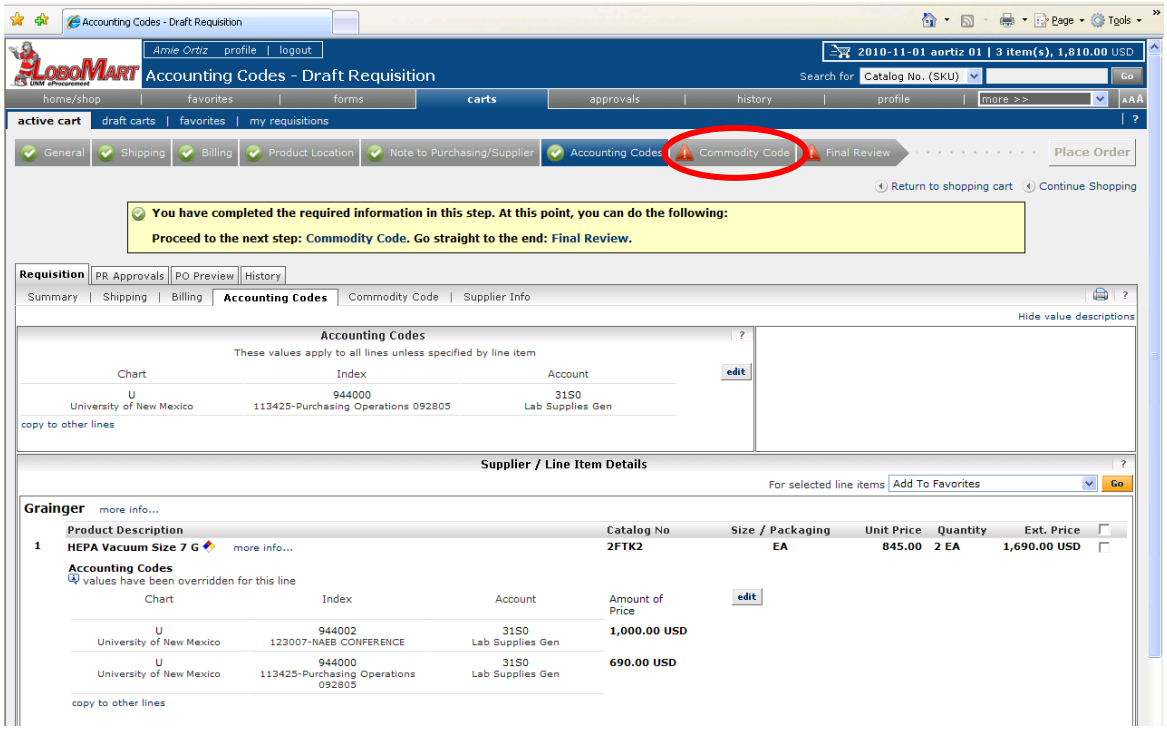
15. Enter the **Index** and **Account** codes in the fields provided. You can also click on **Select from profile values…** to view the list of codes added to your profile or **Select from all values…** to search the entire list of codes. Once you have entered the **Index** and **Account** codes, click on the **Save** button.



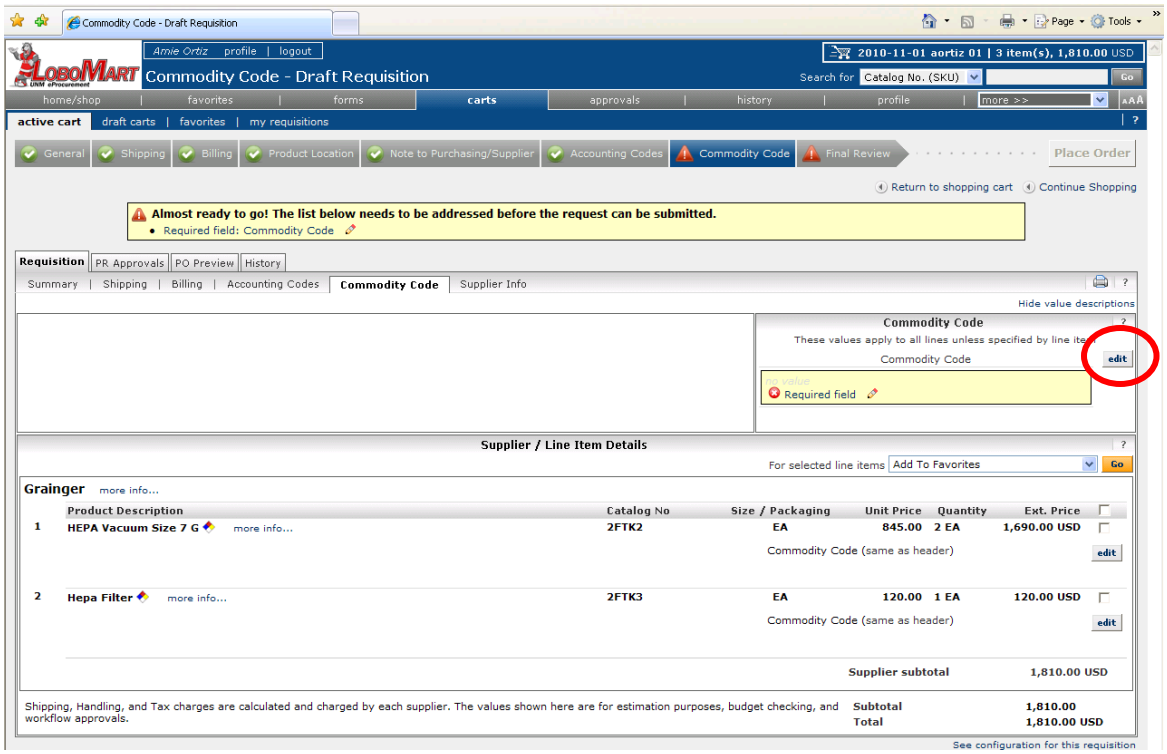
16. If there is only one Index and Account code for the order, skip to step 18. To add a different Index/Account code to one or more line items, click on the **edit** button next to the line item.



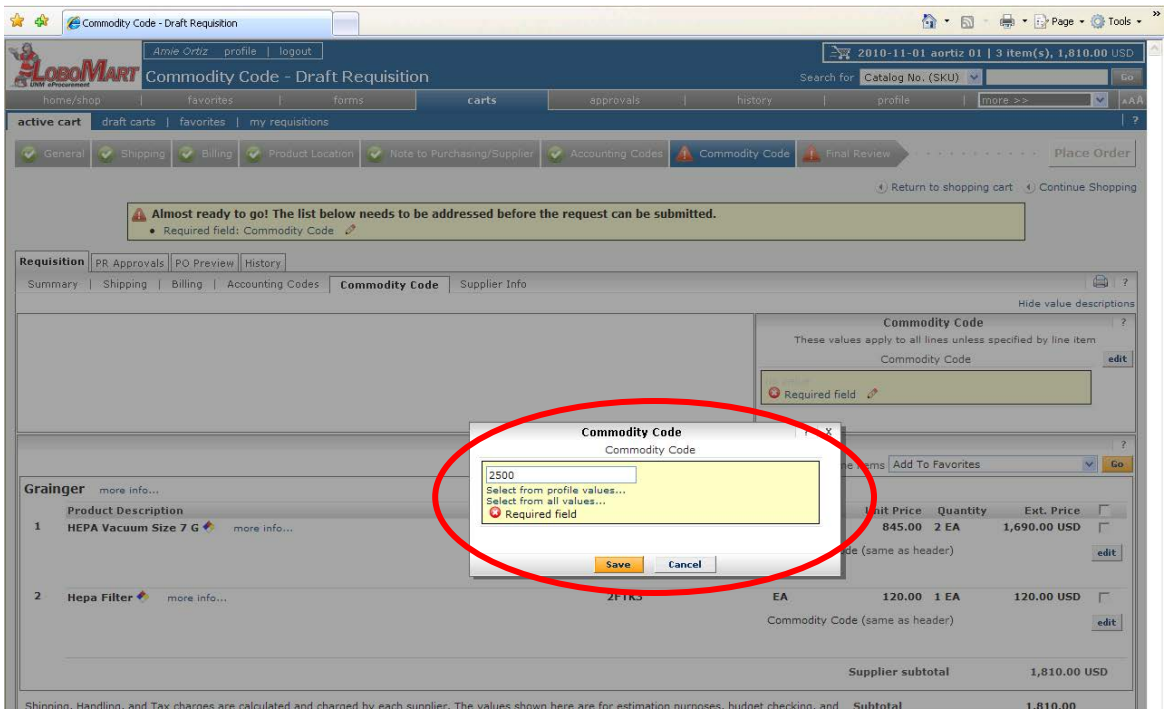
17. You can now change the **Index** and/or **Account** code for only this line item. Then, click on the **Save** button. Repeat for any other line items you want to assign alternate codes to. If you would like to split one line item into multiple **Index**/**Account** codes, click on the **add split** link. Each time you click on the link another line will be added (transactions may not be split more than 10 times). Choose **Amount of Price** as the method of split from the dropdown box (ignore **% of Price**, **% of Quantity** and **Amount of Quantity**). Enter the **Indices**, **Account** codes and dollar amounts, then click on the **Save** button. Repeat for any other line items you want to split.



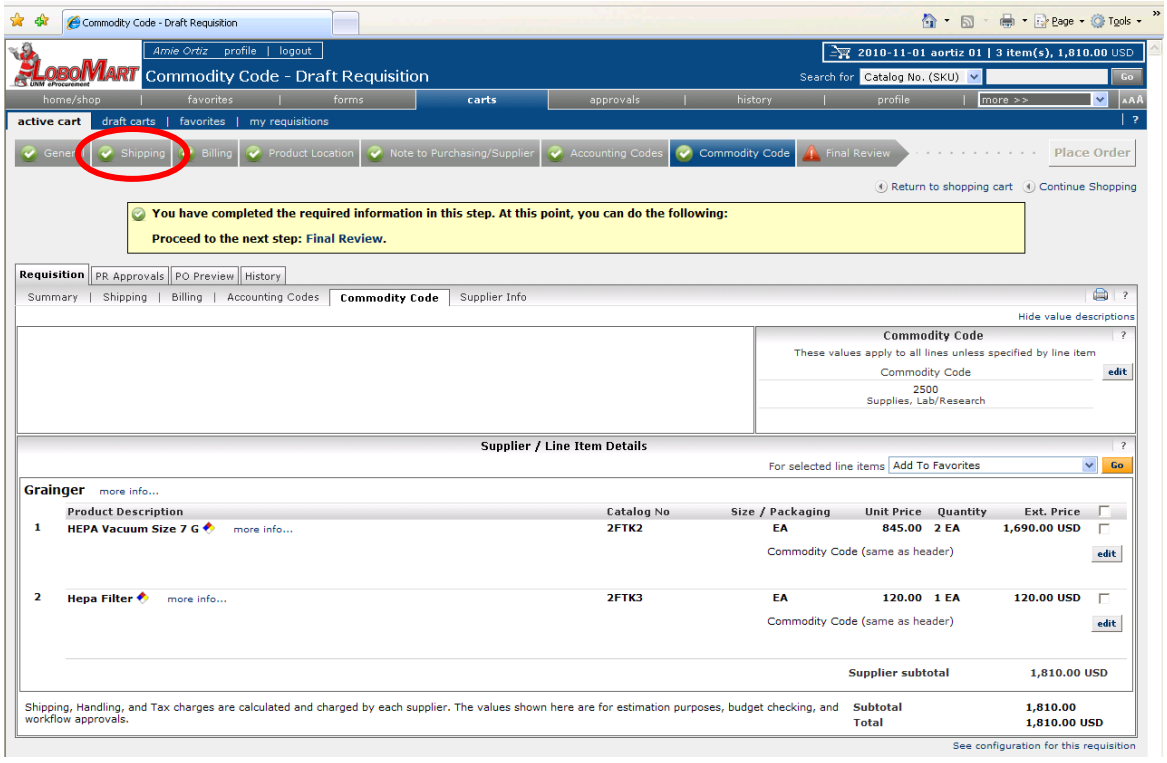
18. Once the required information has been completed for this step you will be directed to the next step. In this example, the next section to be completed is **Commodity Code**. Click on the **Commodity Code** step at the top of the screen.



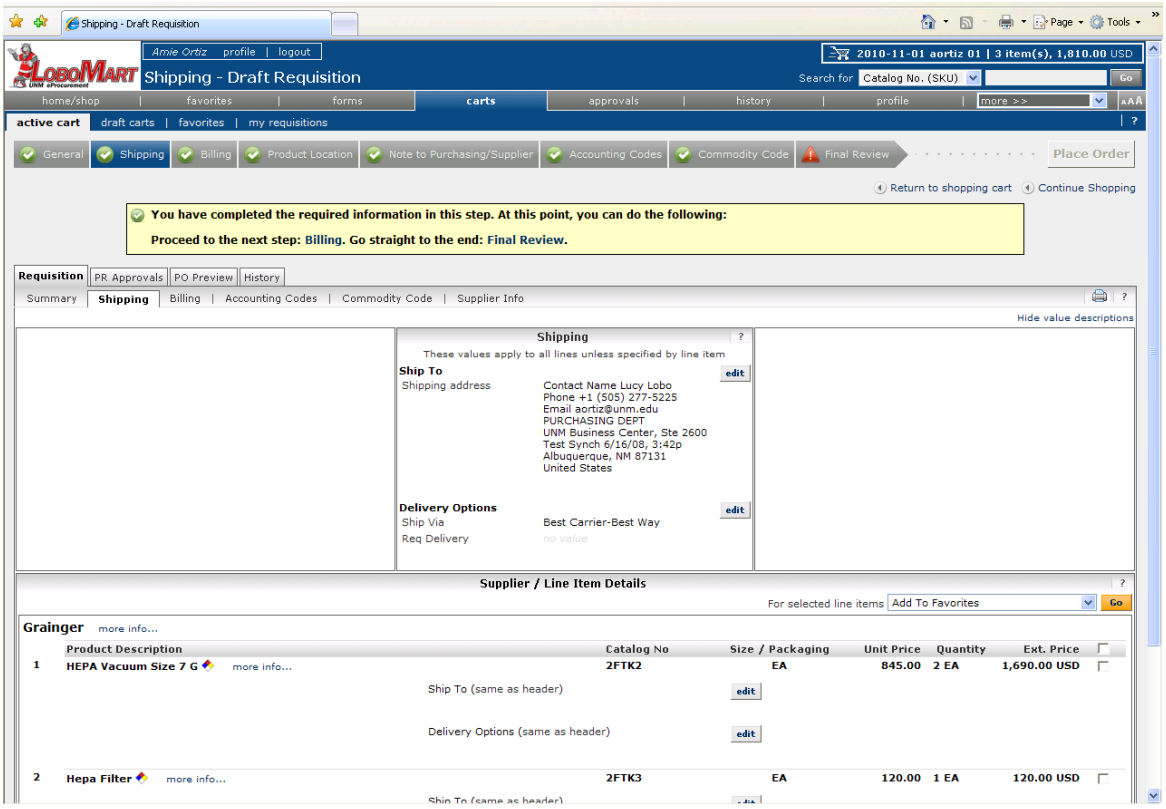
19. To add the **Commodity Code**, click on the **edit** button in the **Commodity Code** section.



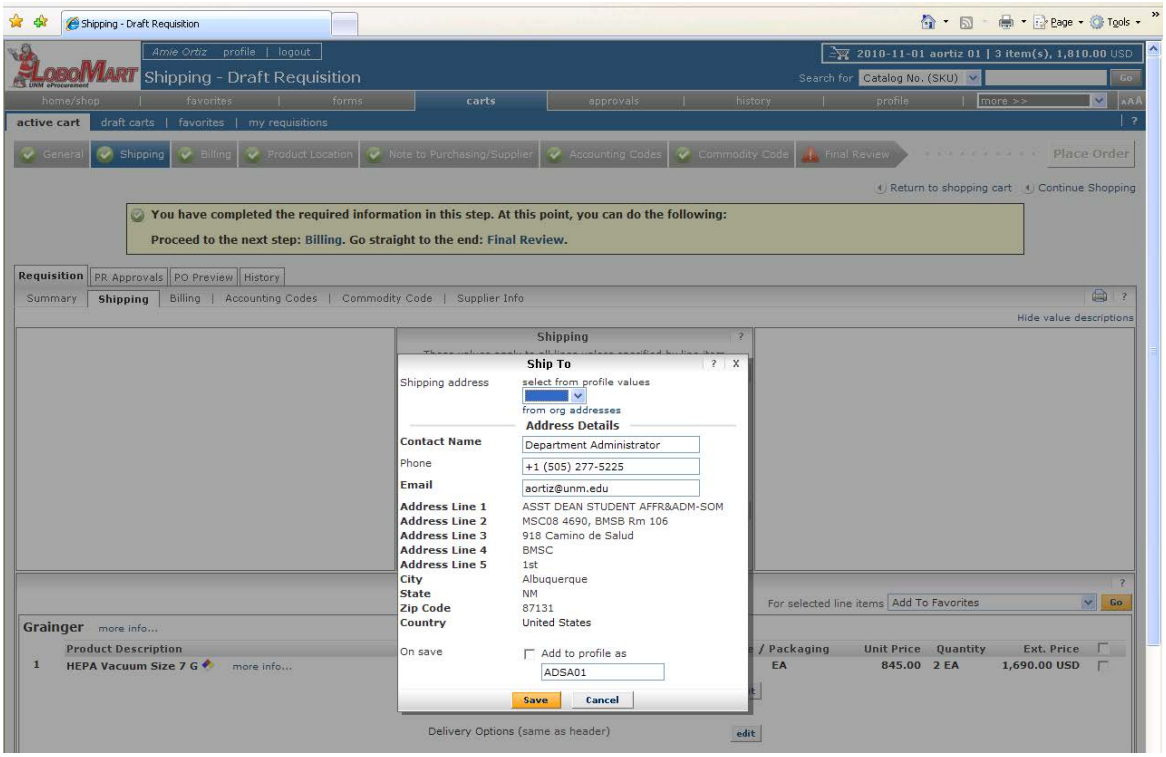
20. Click on **Select from profile values…** to access the codes you entered into your profile, or click on **Select from all values…** to search the full **Commodity Code** list. When you have selected your **Commodity Code**, click on the **Save** button.



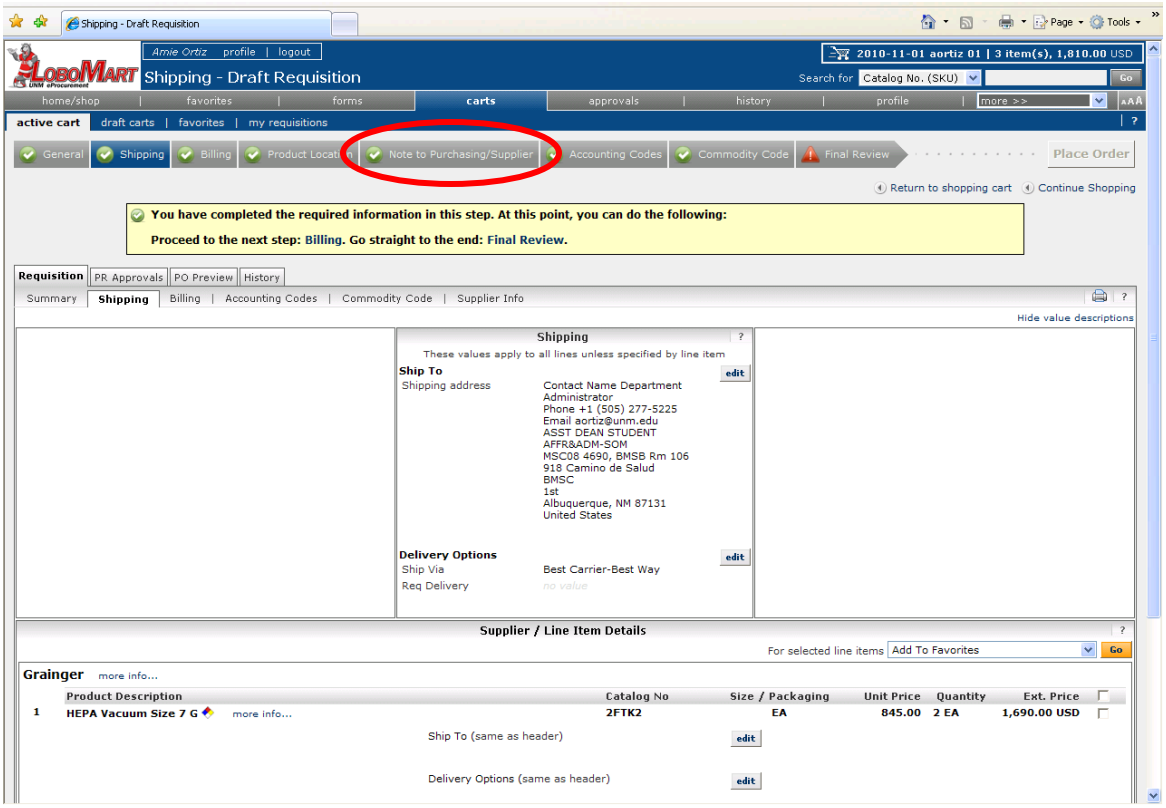
21. You may also go back to a previous step at any point to change information. For example, if you would like to change your Shipping Address, you can click on the **Shipping** step.



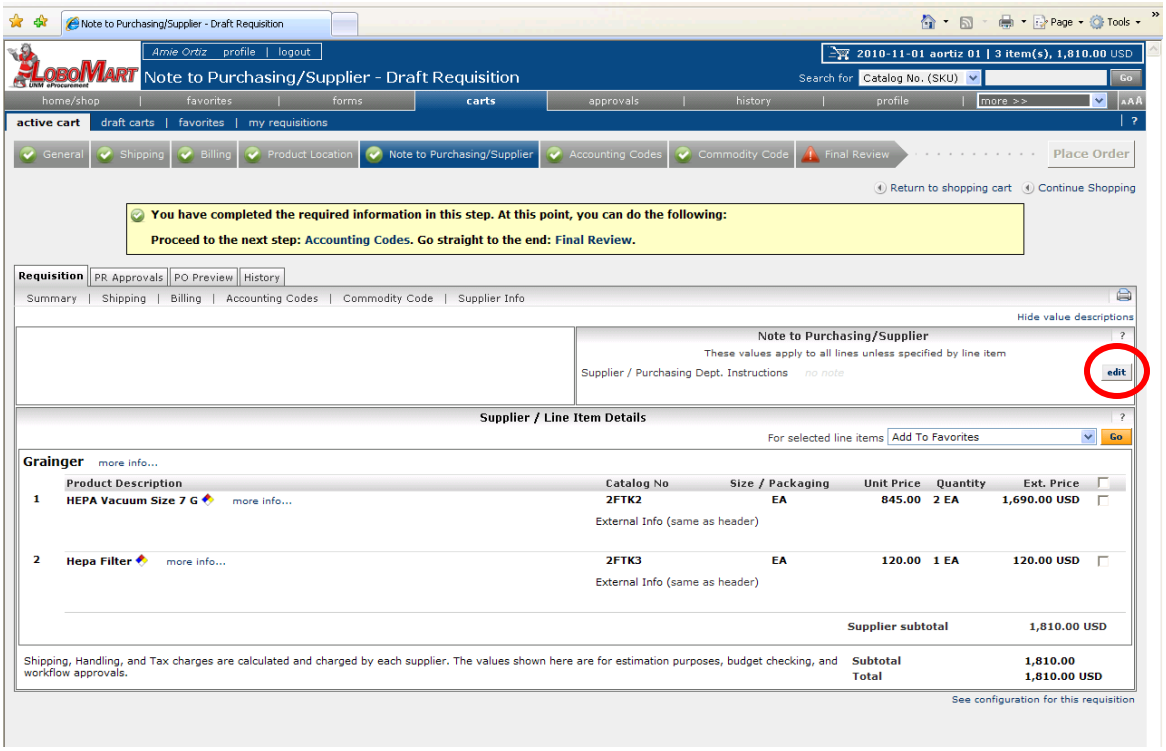
22. To change the Ship To address, click on the **edit** button in the **Shipping** section.



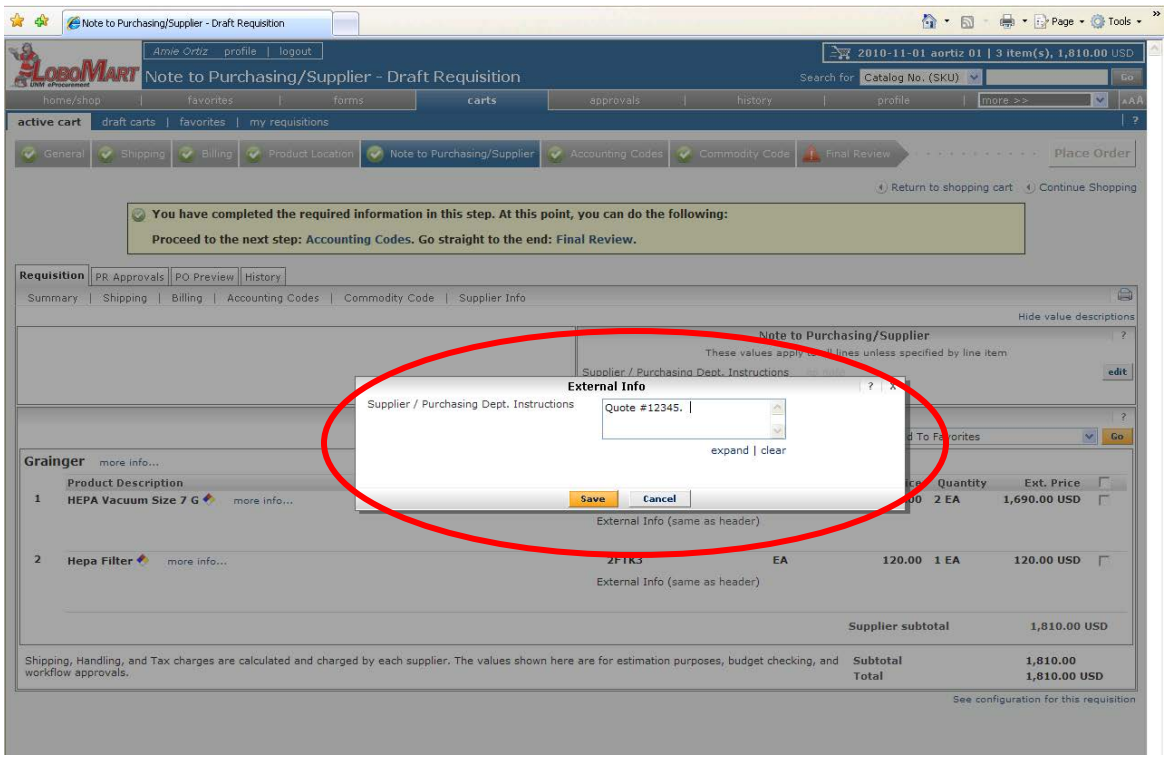
23. Select the address from the drop down list of the Ship To addresses set up within your personal profile or click on “from org addresses” to choose from all Ship To addresses. Then, click on the **Save** button.



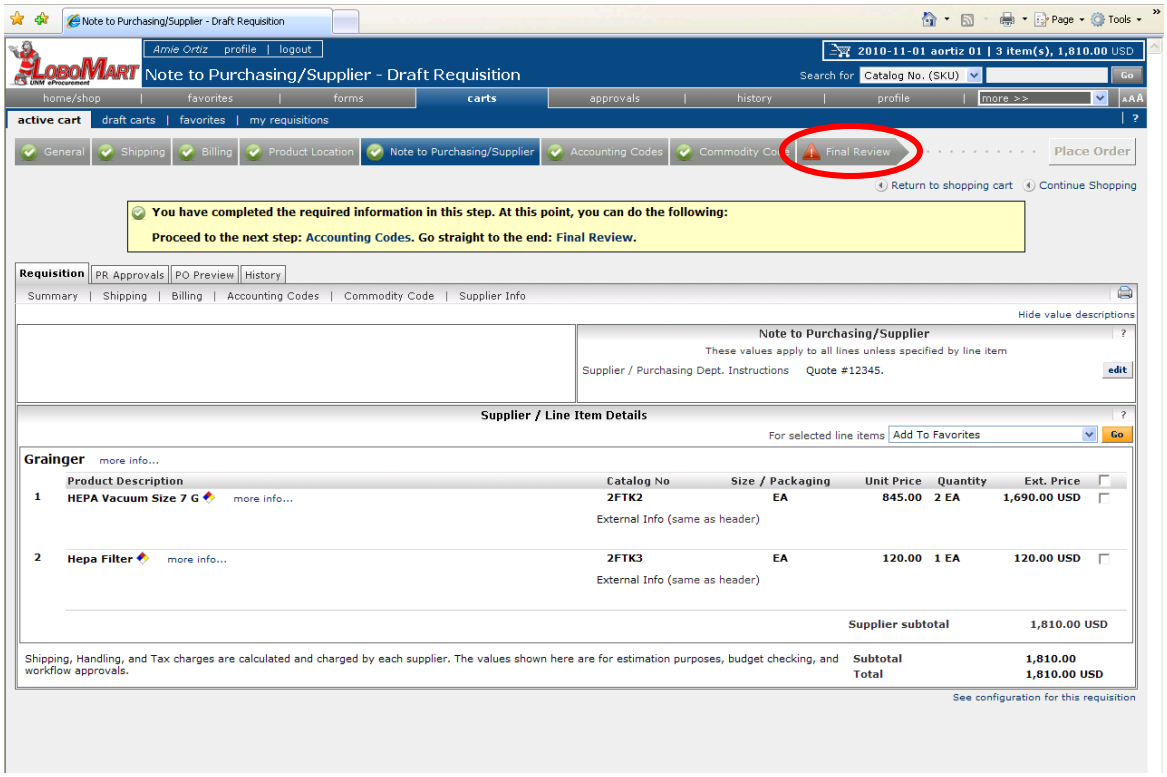
24. If you need to enter comments for Purchasing or the Vendor, click on the **Note to Purchasing/Supplier** step.



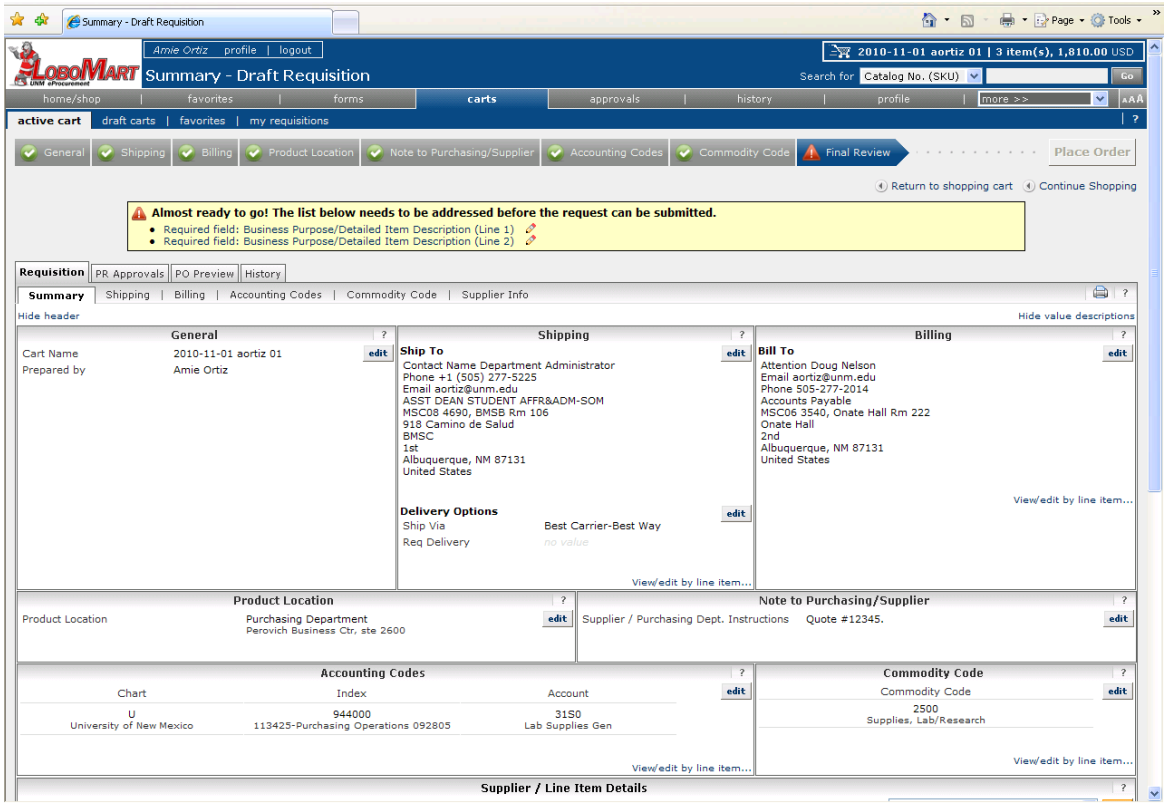
25. Click on the **edit** button in the **Note to Purchasing/Supplier** section.



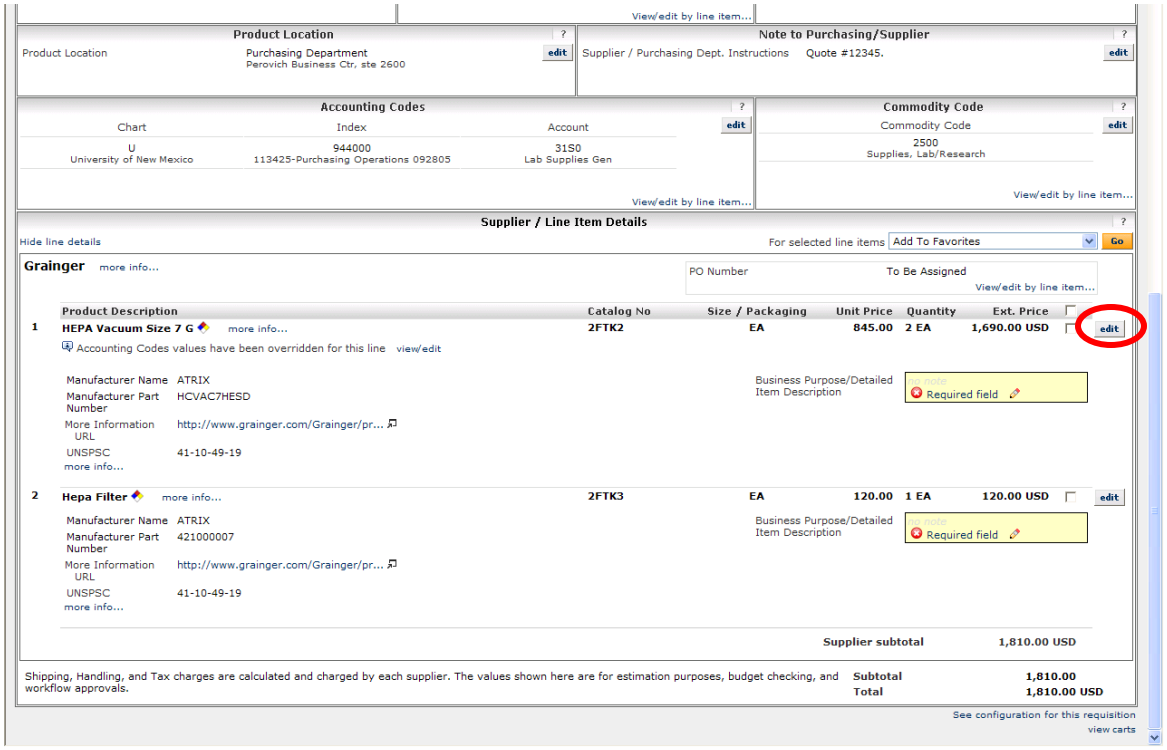
26. Enter the note in the text field provided and click on the **Save** button.



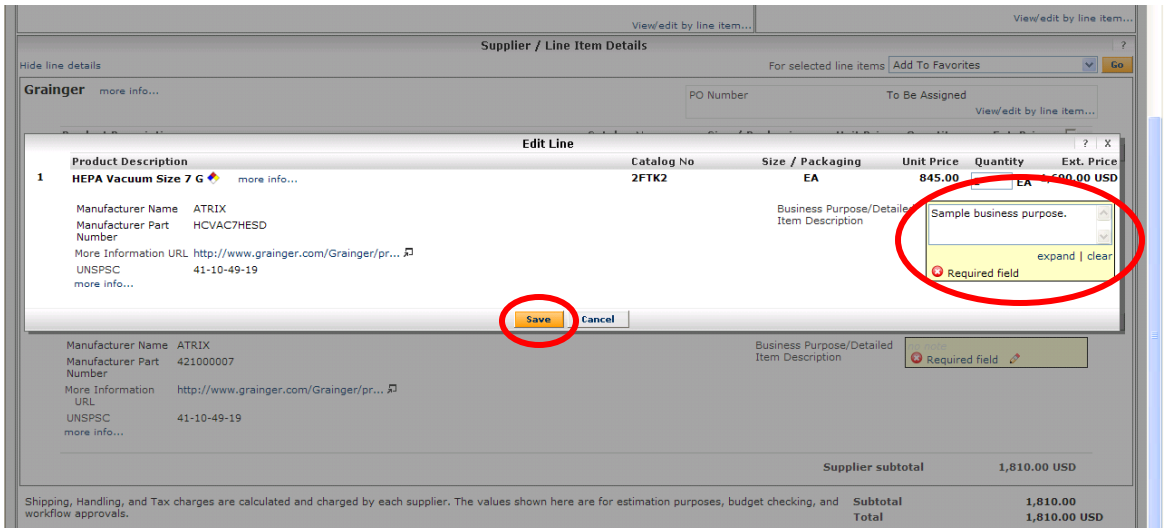
27. After adding the note, click on the Final Review step to review previously entered information and add your business purpose.



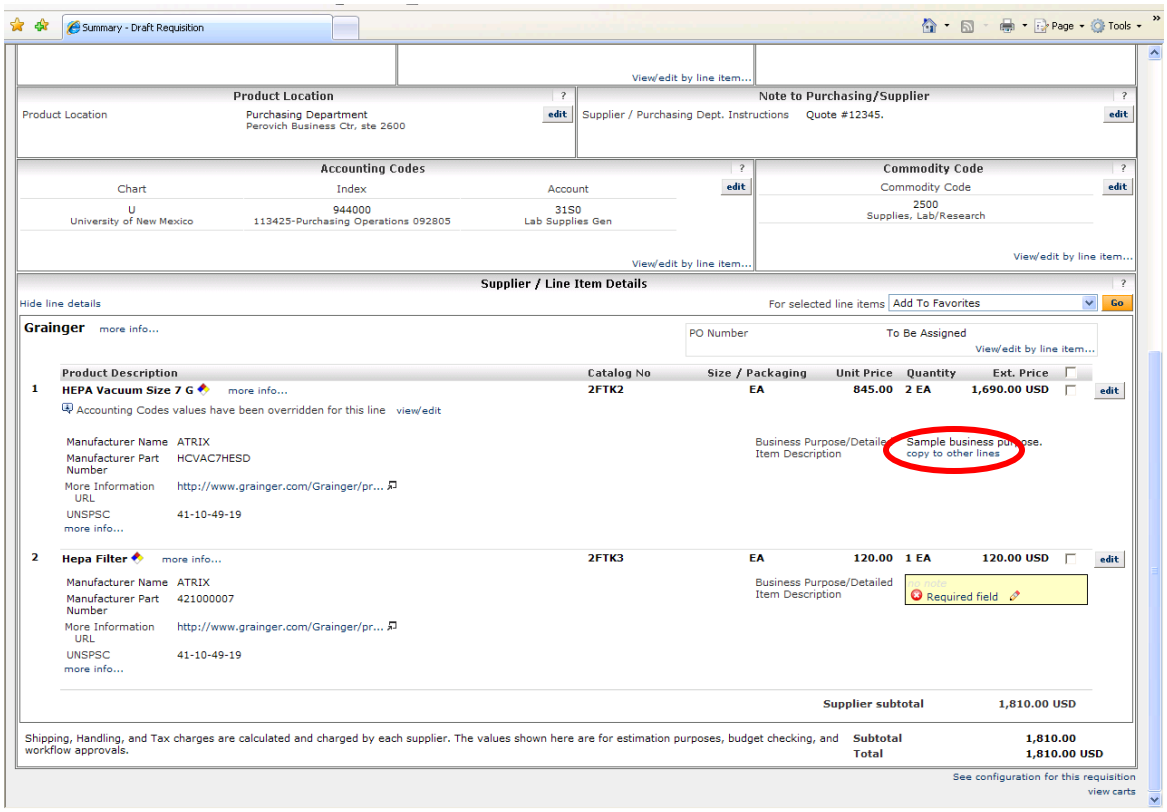
28. A Business Purpose and item detail for each requisition is required. Scroll down to the Line Item Details section.



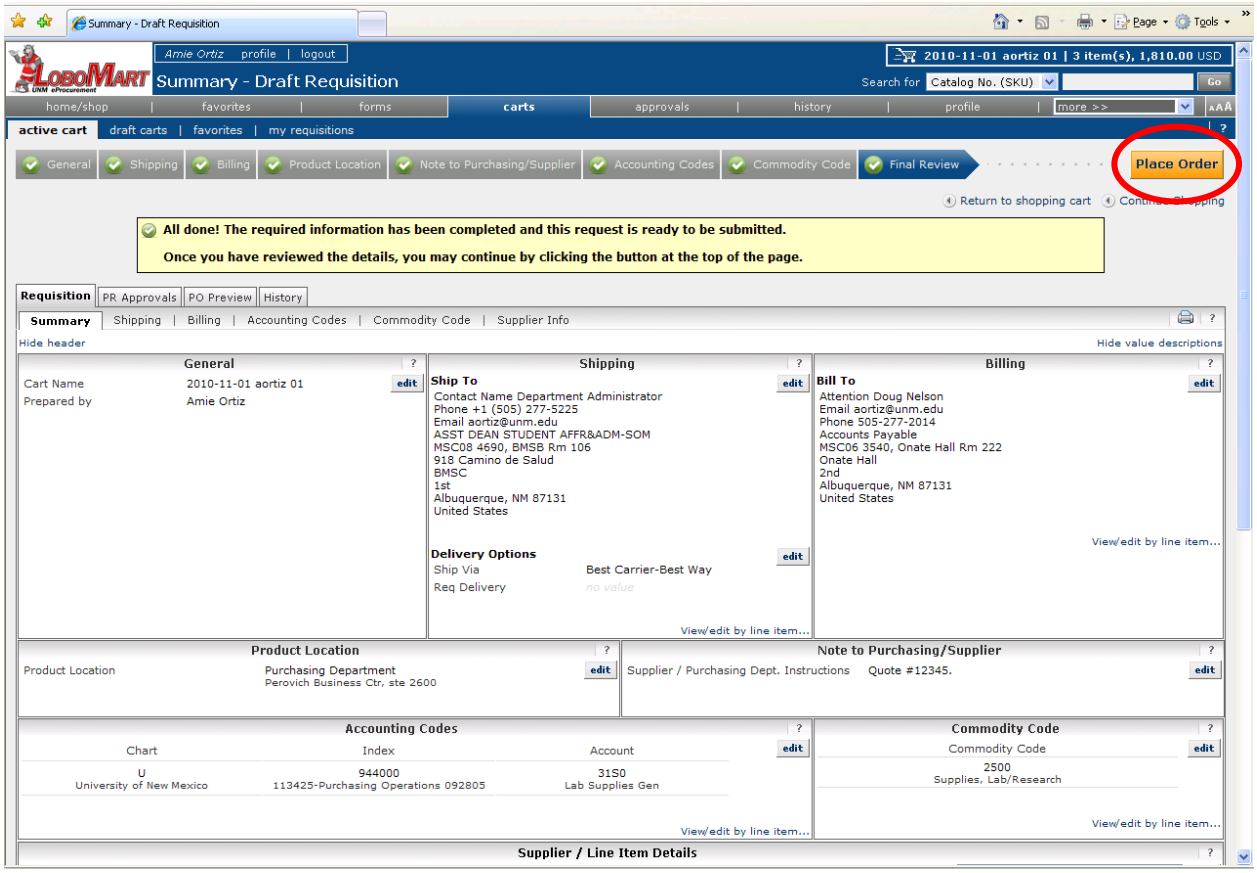
29. Click on the **edit** button for a cart line item in the **Line Item Details** section.



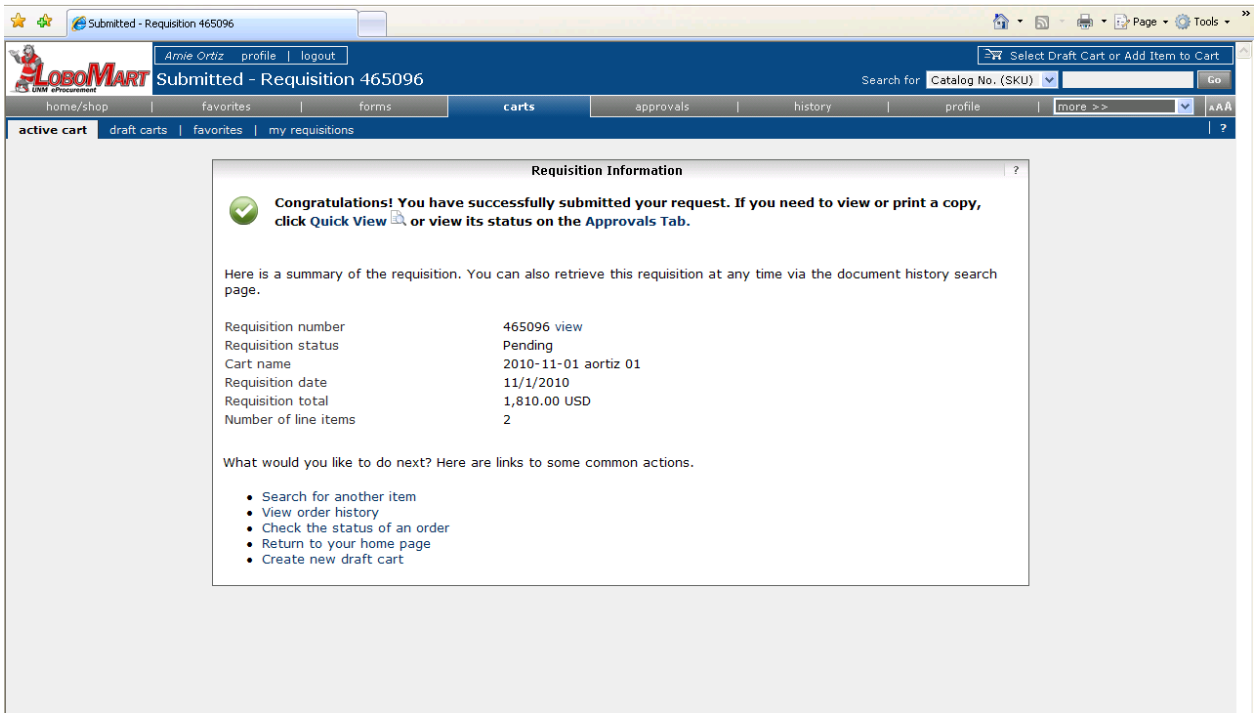
30. Enter the business purpose in the **Business Purpose/Detailed Item Description** field in the **Edit Line** box that appears and click on the **Save** button.



31. After entering a business purpose, a link will be available to copy the business purpose to other lines. Copy to other lines of the requisition as appropriate, or repeat the steps to add a new business purpose to each line. Your requisition cannot be submitted without a business purpose for each line item.



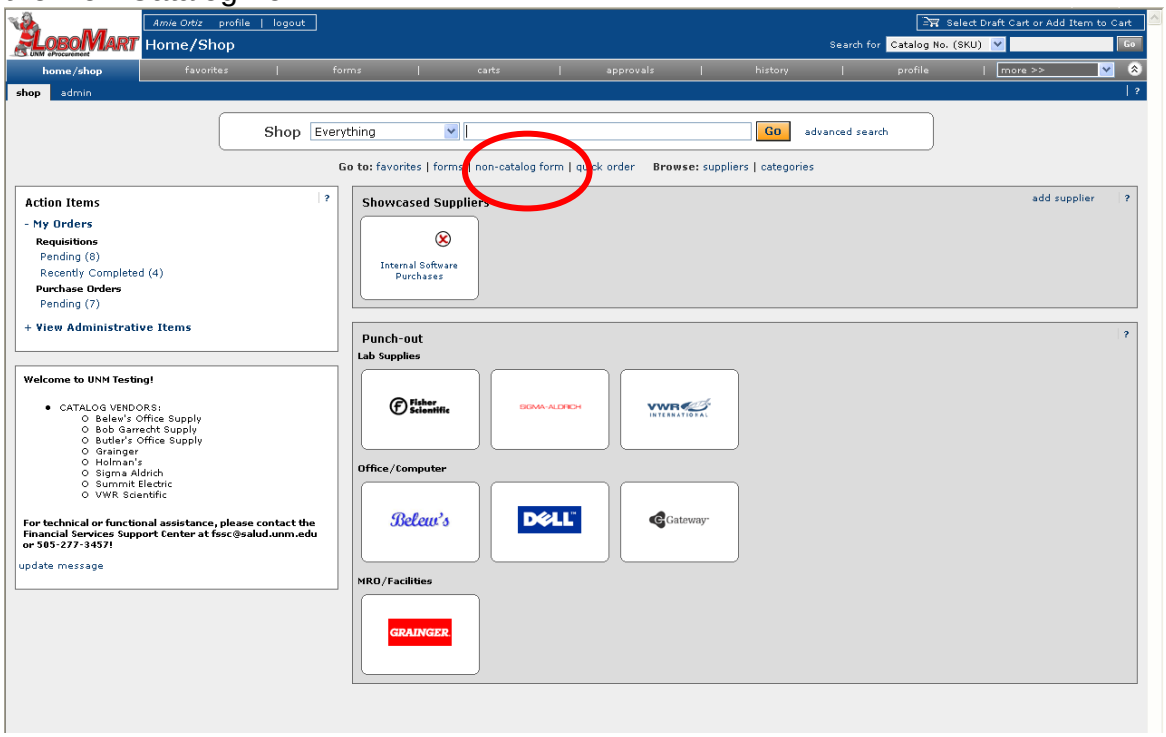
32. Once you are finished editing the requisition, click on the **Place Order** button.



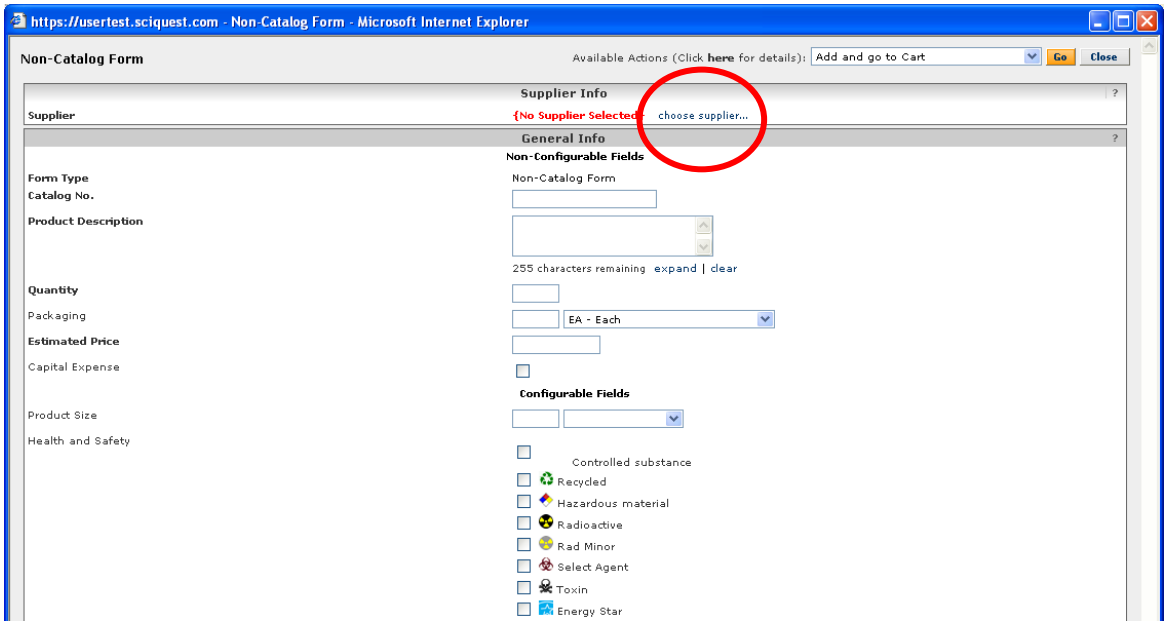
33. The requisition is complete and automatically submitted to Banner for approvals and processing. To check the status of your requisition, click on the **view** link to the right of the LoboMart requisition number.

LoboMart - Placing an Order from a Non-Catalog Vendor

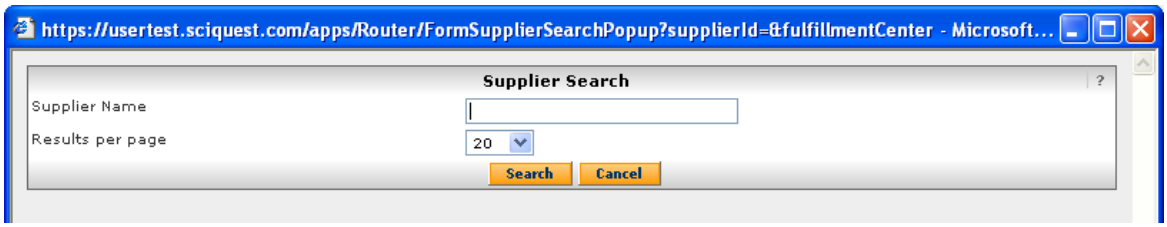
A non-catalog vendor does not have a catalog of products available through LoboMart. However, items for these non-catalog vendors can still be ordered. The user will input the item name/number, description and pricing information into the Non-Catalog Form.



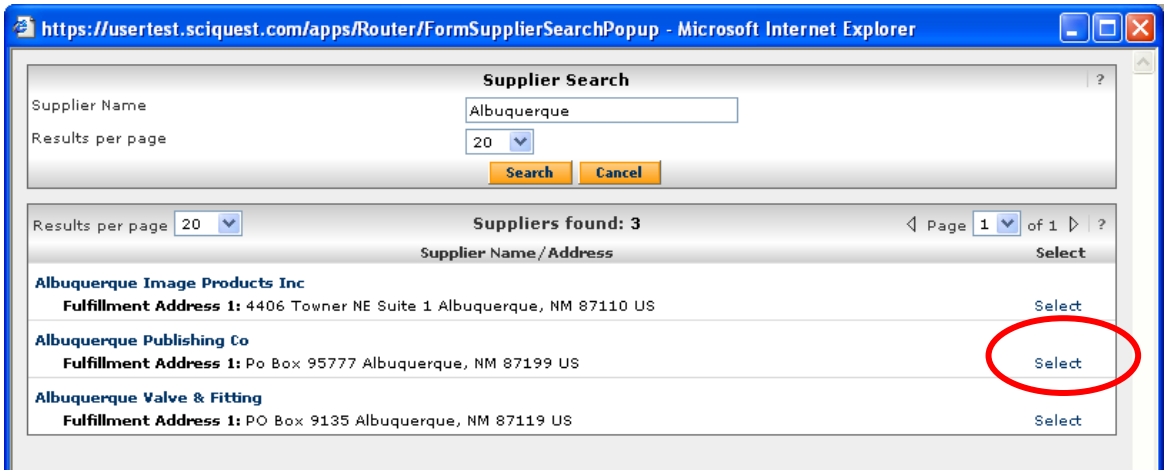
1. To place an order with a Non-Catalog Vendor, choose the **Non-Catalog Form** link from your LoboMart home page.



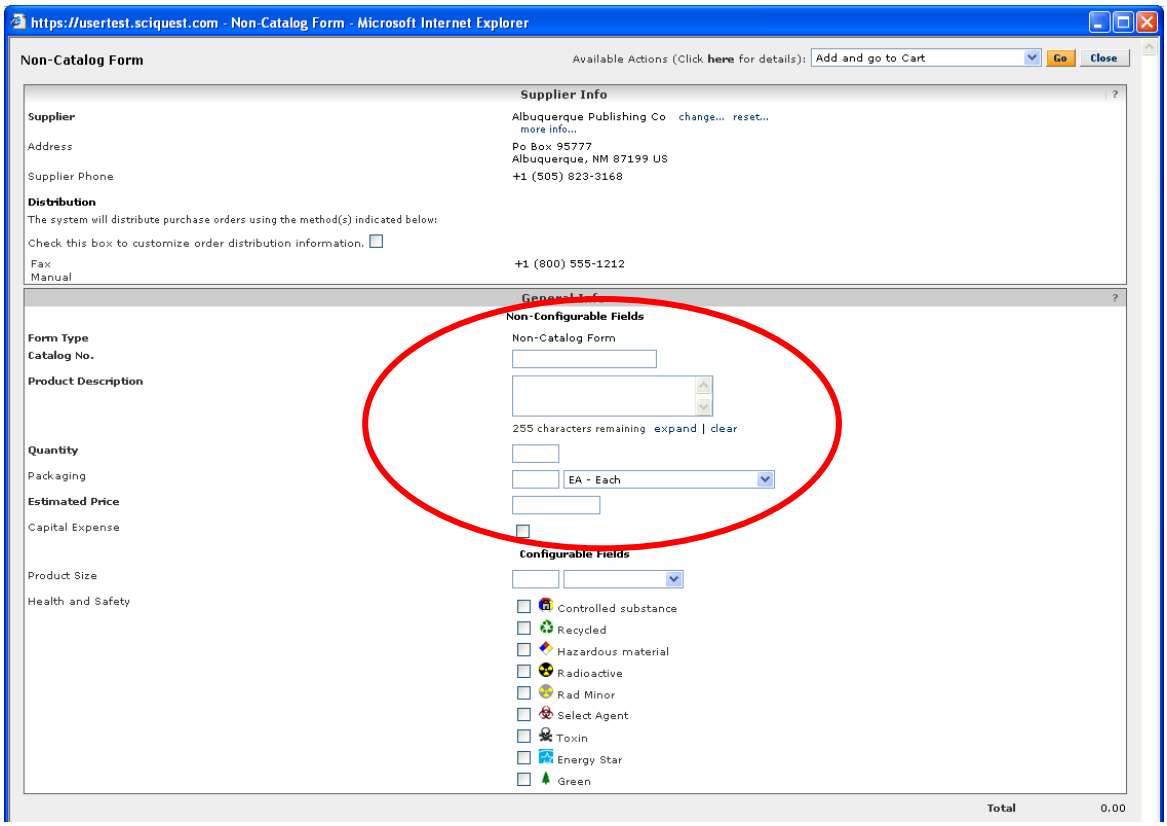
2. Click on the **choose supplier…** link to search for the appropriate vendor.



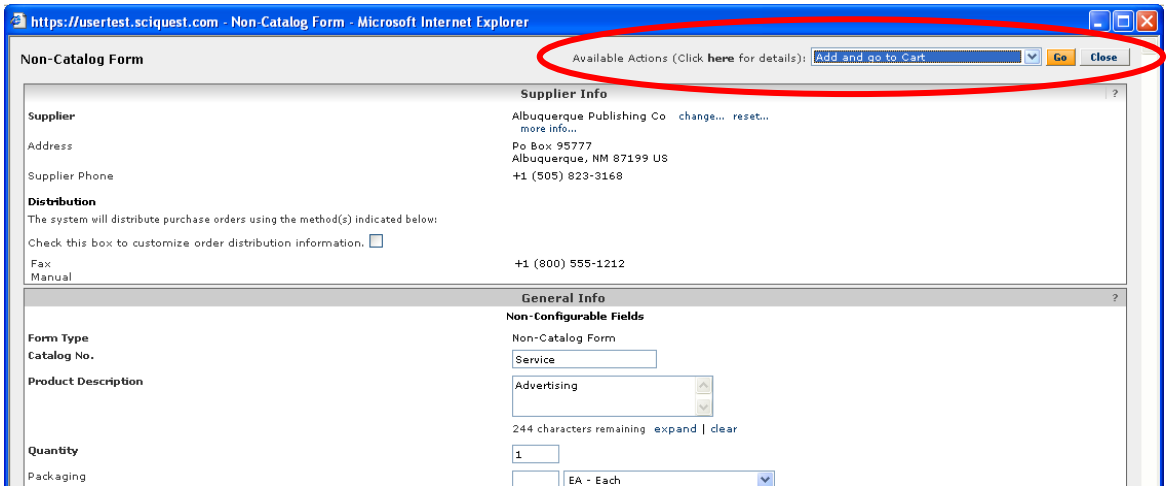
3. Enter all or part of the supplier name in the **Supplier Name** field and click on the **Search** button.



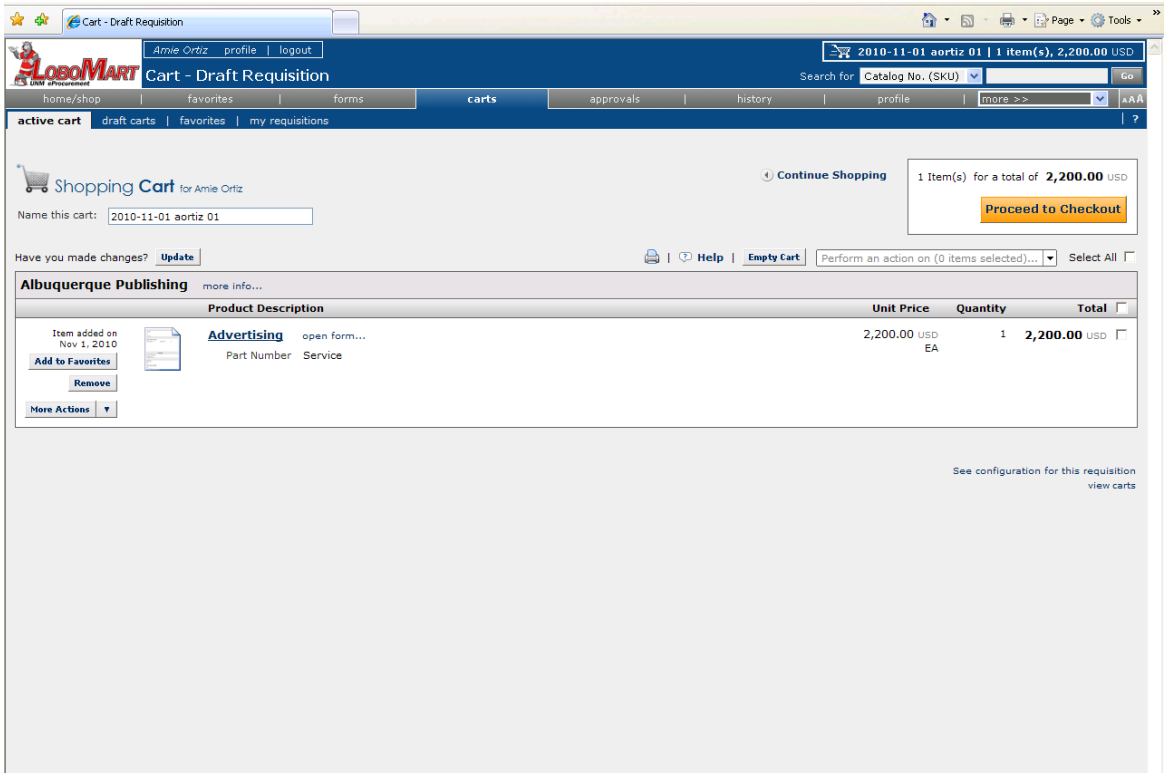
4. To choose a supplier, click on the **Select** link to the right of the supplier name.



5. Your vendor information is now populated in the form. Complete the **Catalog No.**, **Product Description**, **Quantity** and **Estimated Price** fields.



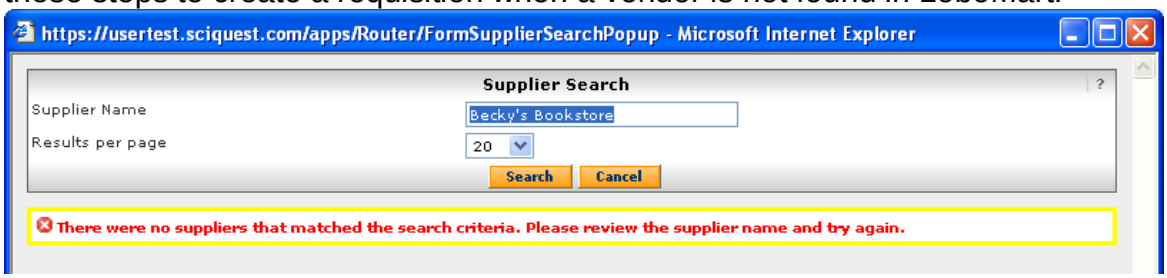
6. To proceed to the **Edit Cart** screen to complete processing for your requisition, select **Add and go to Cart** from the **Available Actions** drop down menu and click on the **Go** button. If you wish to add more items to the cart before completing processing, select **Add to Cart and Return** before clicking on the **Go** button.



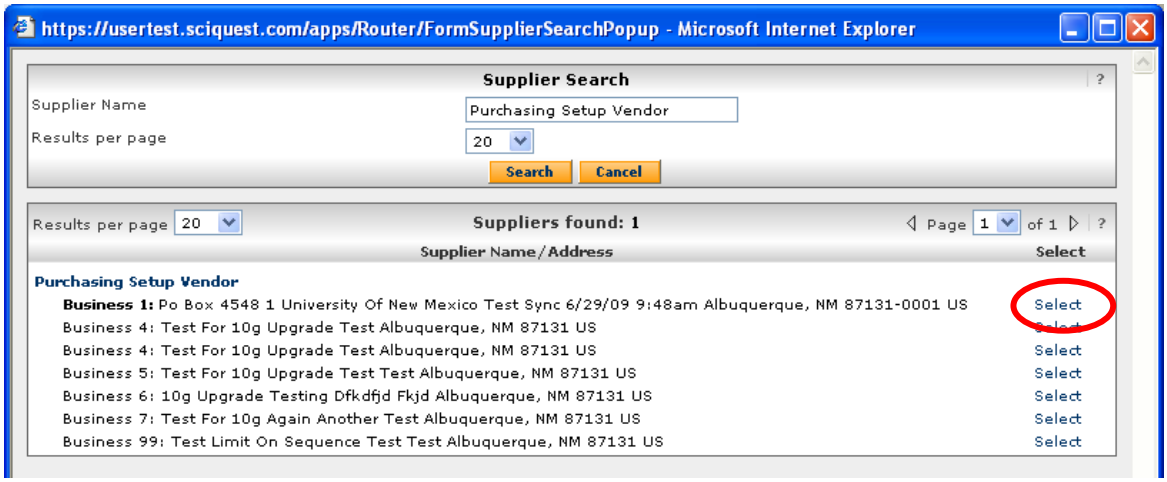
7. The remaining steps are the same for all LoboMart requisitions. Please see steps 8 through 33 from the **Placing an Order from a Catalog Vendor** procedure. (Page 25).

LoboMart – Setting Up and Ordering from a Vendor not in the LoboMart System

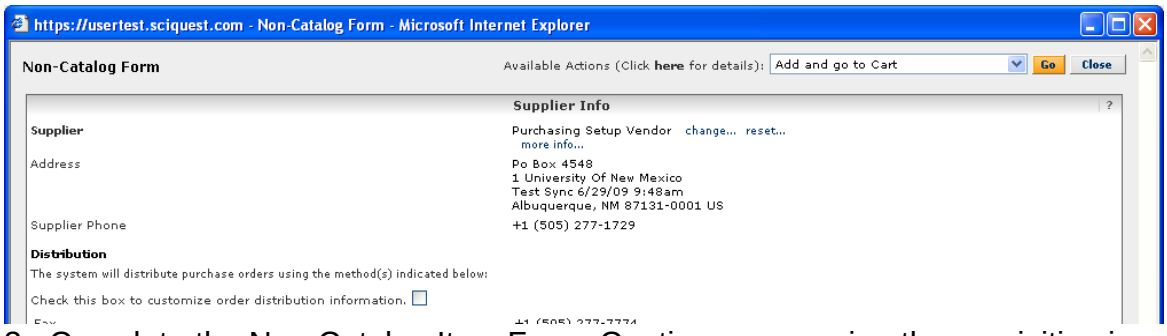
If the **preferred vendor is not loaded in LoboMart, a requisition <u>can still be created</u>.** After all steps are completed by the user, the Vendor Maintenance Group adds the vendor to LoboMart making it available in the future. Follow these steps to create a requisition when a vendor is not found in LoboMart.



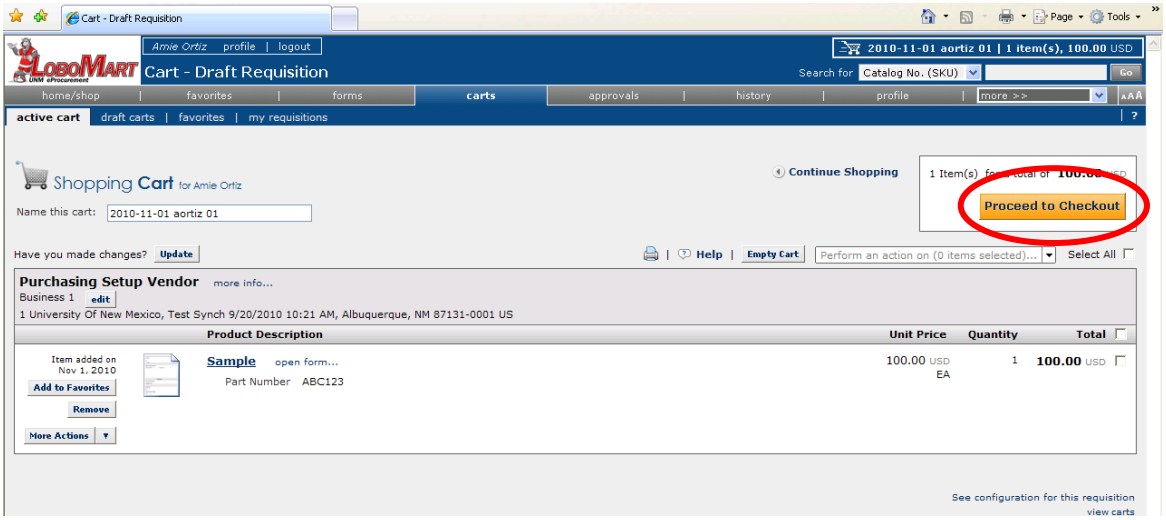
1. First, perform a **Search** for the preferred vendor. If the search does not return the preferred vendor, the vendor must be set up in the system. Continue to create your requisition with 'Purchasing Setup Vendor' as the supplier.



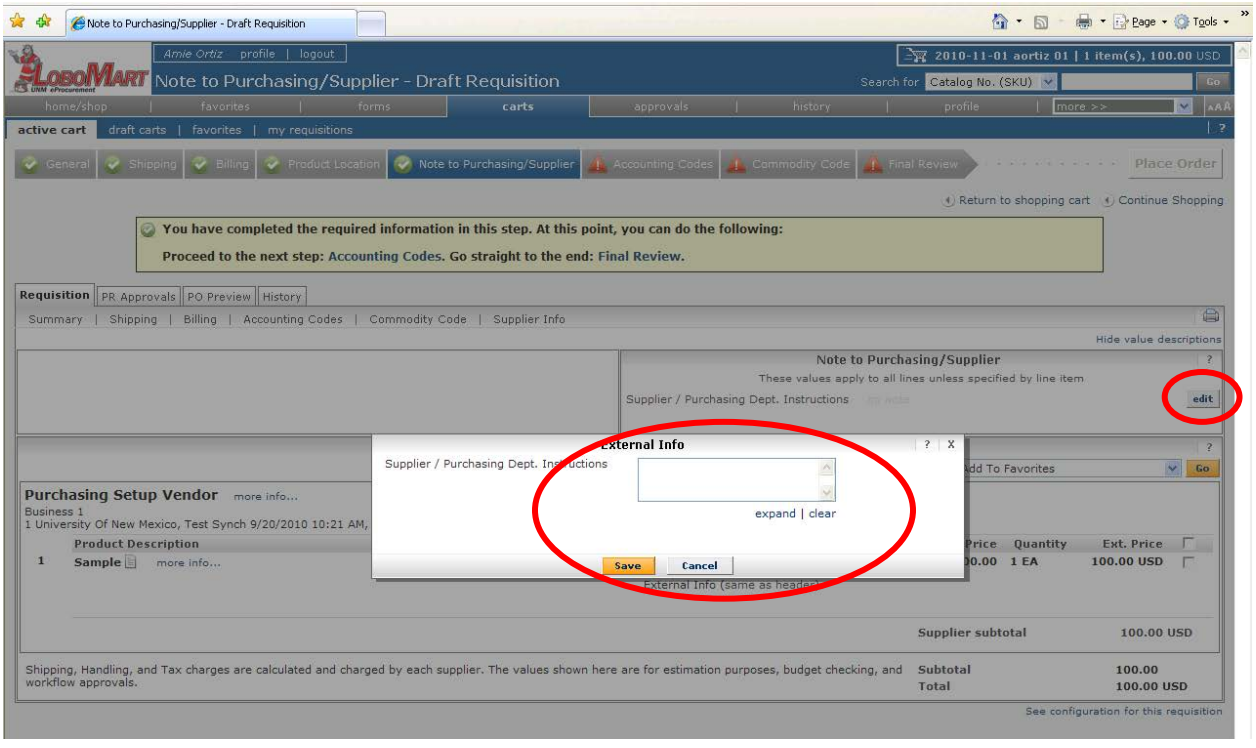
2. Type "Purchasing Setup Vendor" in the **Supplier Name** field and click on the **Search** button. Click on the **Select** link.



3. Complete the Non-Catalog Item Form. Continue processing the requisition in LoboMart, but with one extra step detailed below.



4. You must add a note to Purchasing from the Note to Purchasing/Supplier step in the checkout process. Click on the Proceed to Checkout button.

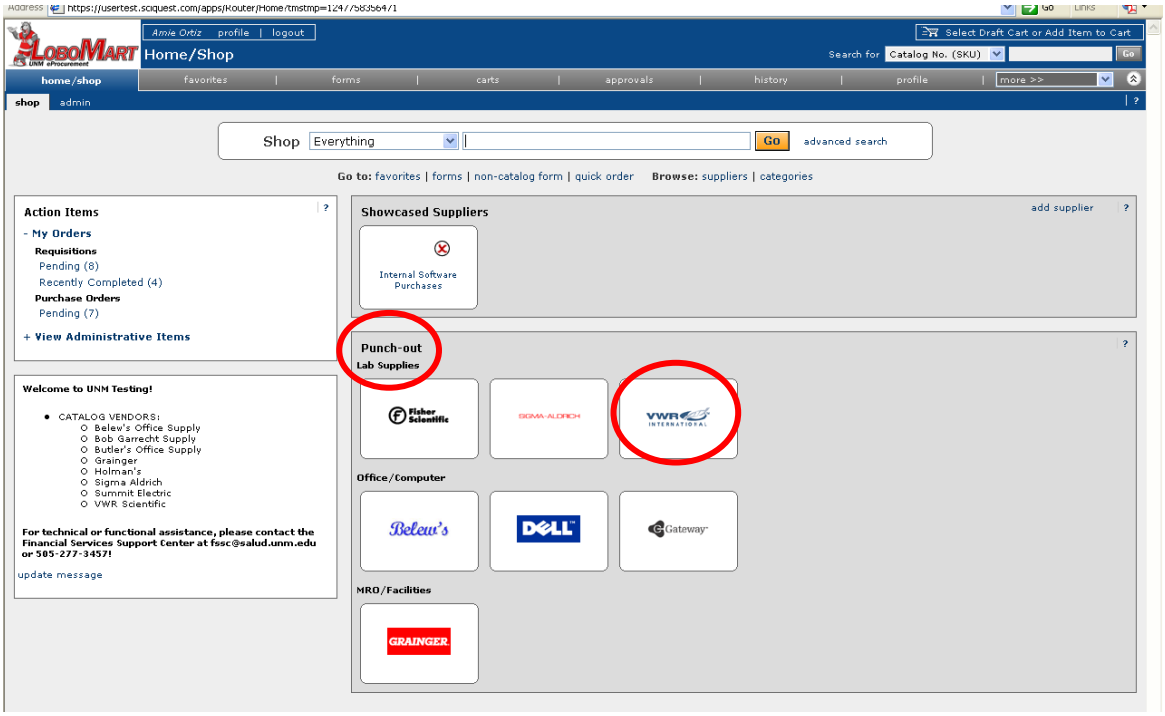


5. Enter the preferred vendor's name, address, contact name and number(s), and tax ID (if known). Click on the **Save** button.

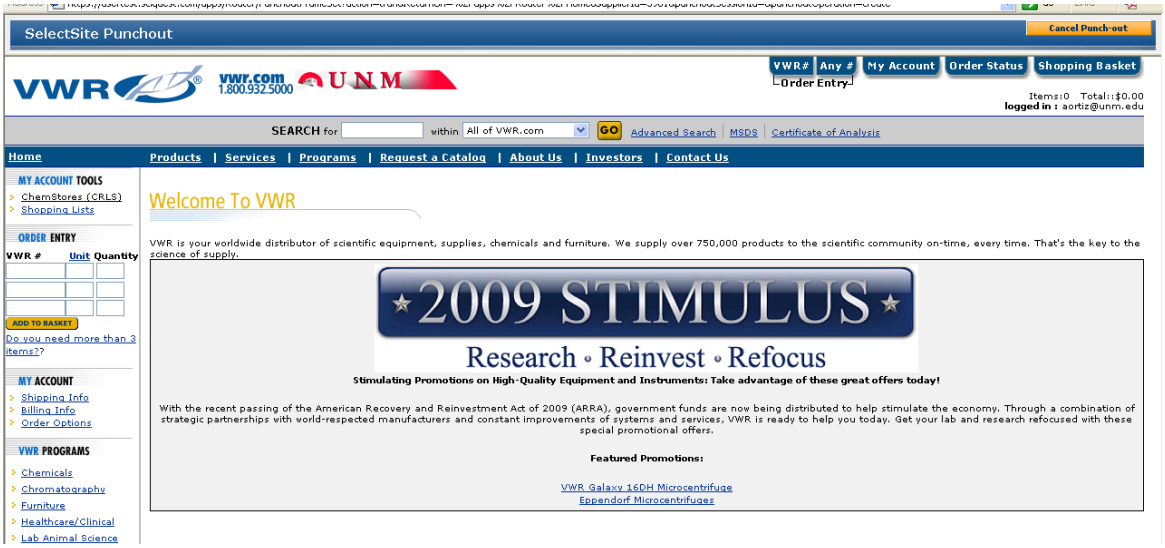
6. After completing the requisition, a **Vendor Add/Change Request** must be completed. This form is located at **my.unm.edu** in the **UNM Business Applications** channel. Click on the **Electronic Forms** link. Click on the **Vendor Add/Change Request** form link in the list of online request forms.

LoboMart – Placing an Order from a Punchout Catalog Vendor

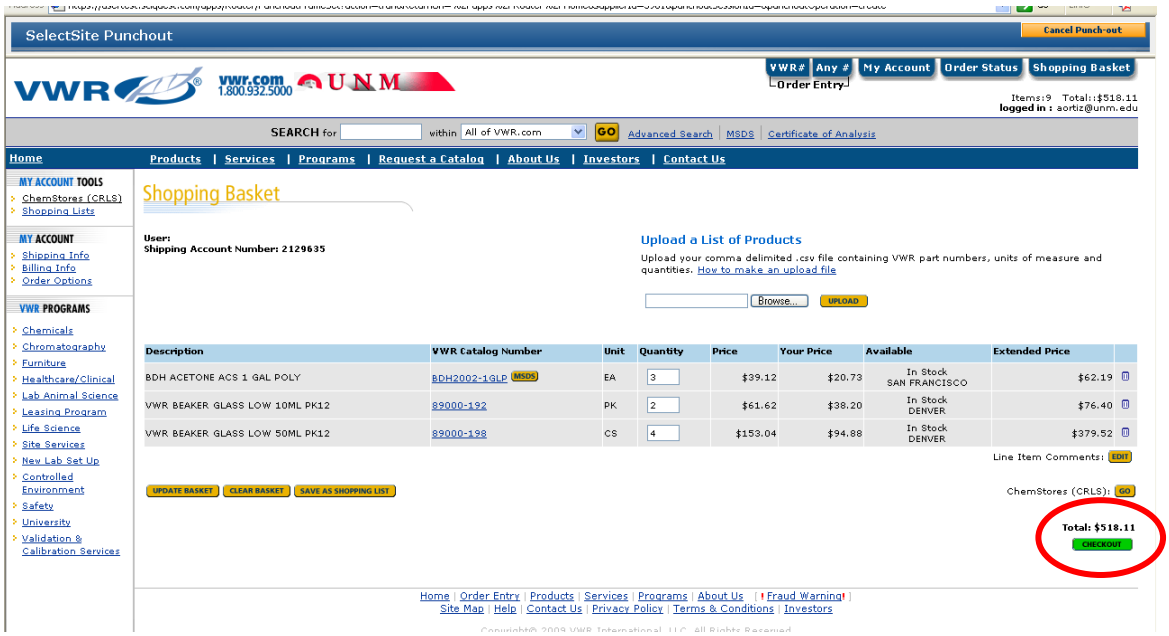
LoboMart Punchout Catalog Vendors allow access to all the functionality of the vendor's website, including real time product availability and University contract pricing.



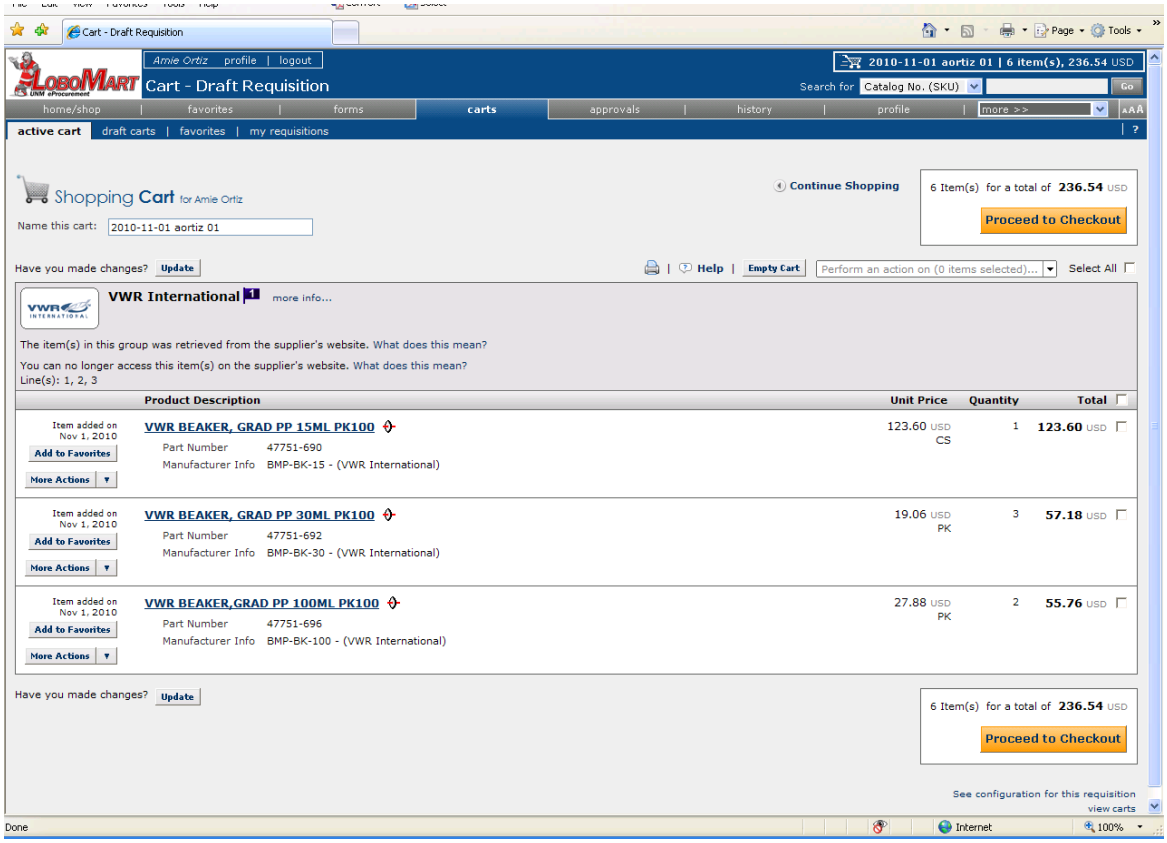
1. To place an order with a Punchout Catalog Vendor, click on the vendor's logo in the **Punchout** list.



2. You will be directed to the vendor's web site. Simply search for the products to purchase and follow the instructions for the vendor's site.



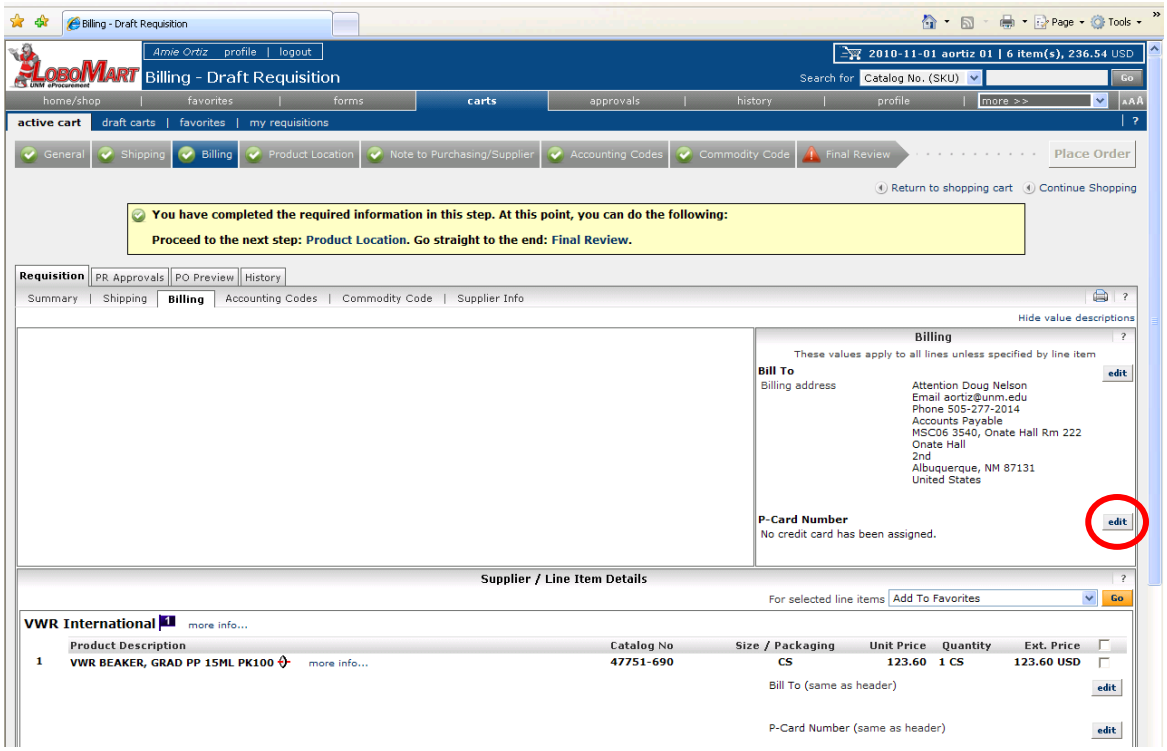
3. Click on the **Checkout** button when shopping is complete.



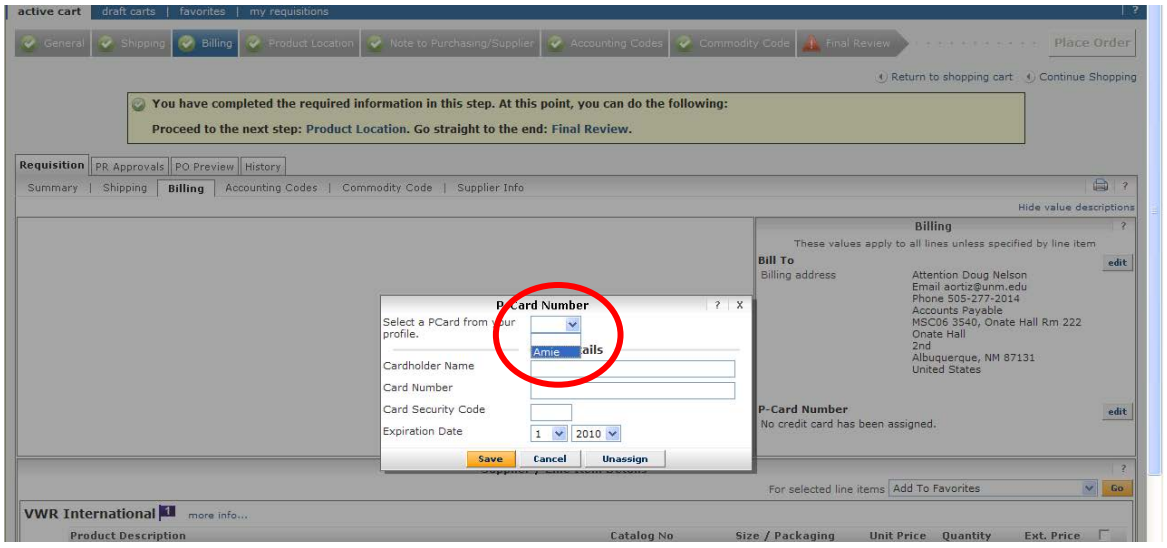
4. The order is loaded into the LoboMart system. Please see steps 8 through 33 from the **Placing an Order from a Catalog Vendor** procedure (Page 25) to complete the transaction.

LoboMart – Placing an Order with the P-Card

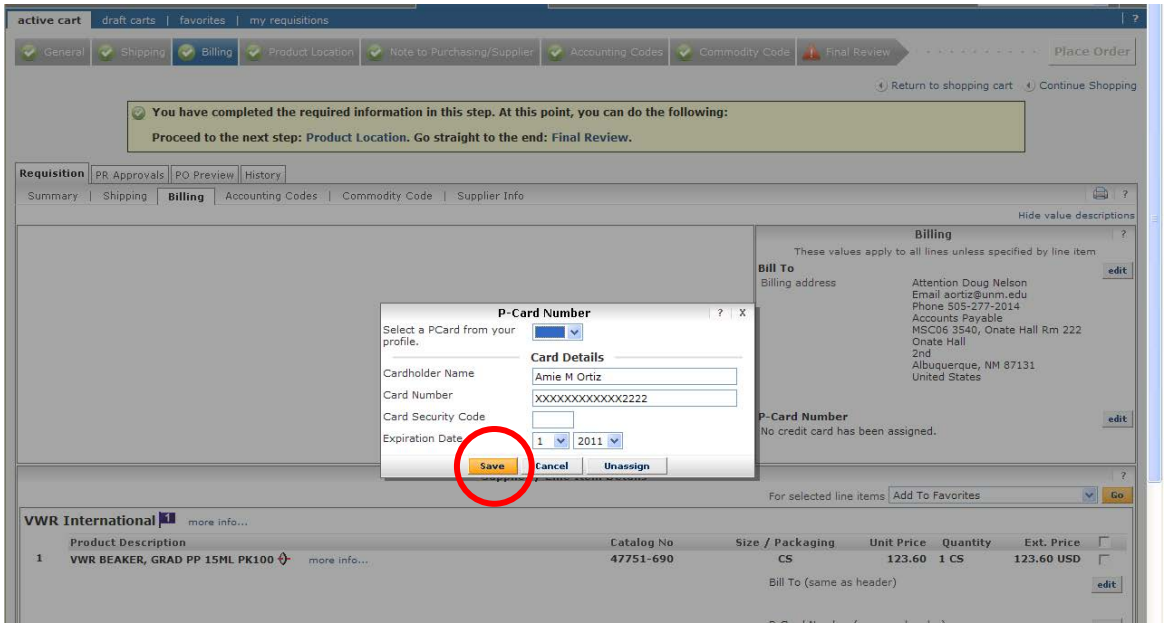
The Purchasing Card can be used to place an order from a Catalog vendor (Hosted or Punchout) in LoboMart.



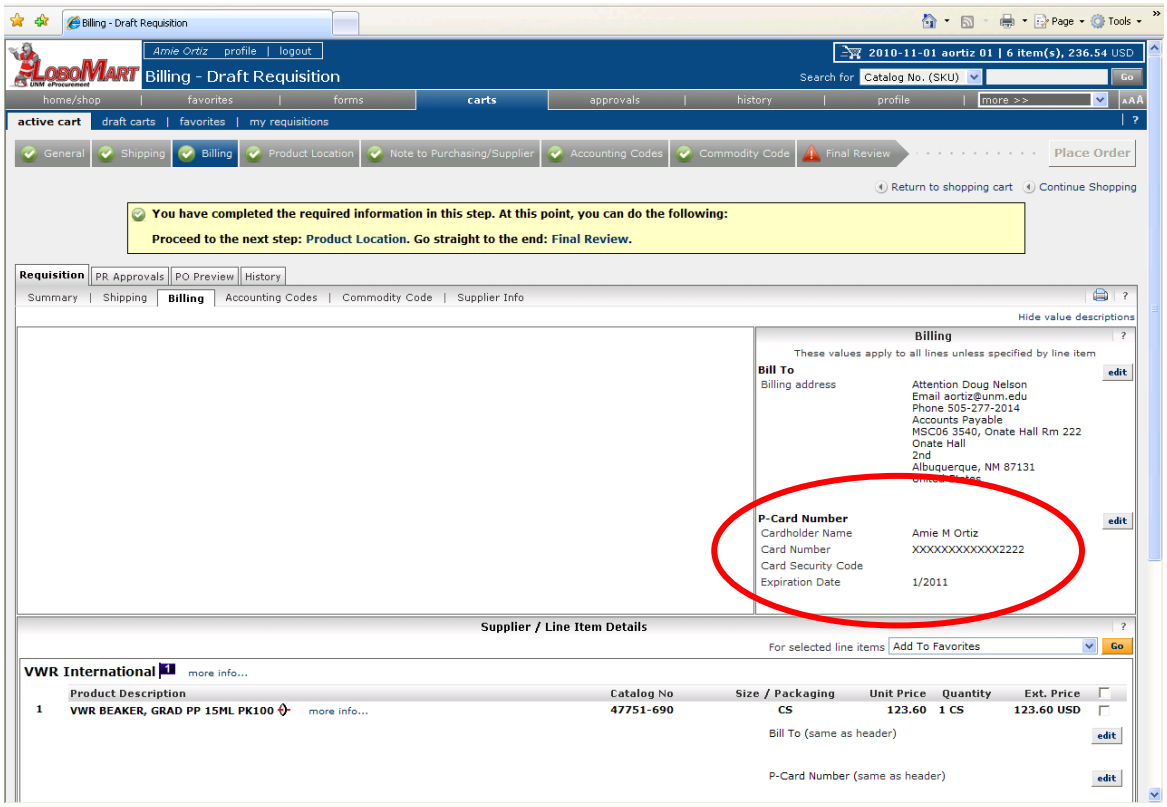
1. From the **Billing** step of the checkout process, click on the edit button for **PCard Number**.



2. Select your PCard from the dropdown list.



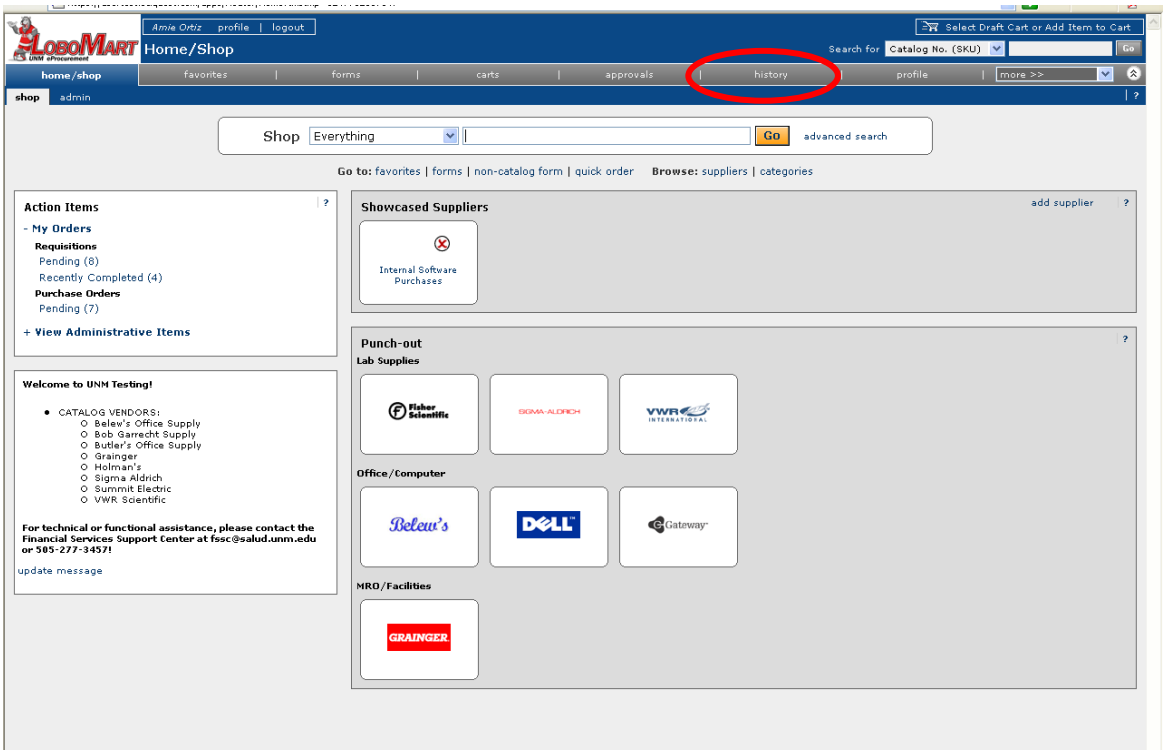
3. Click on the **Save** button.



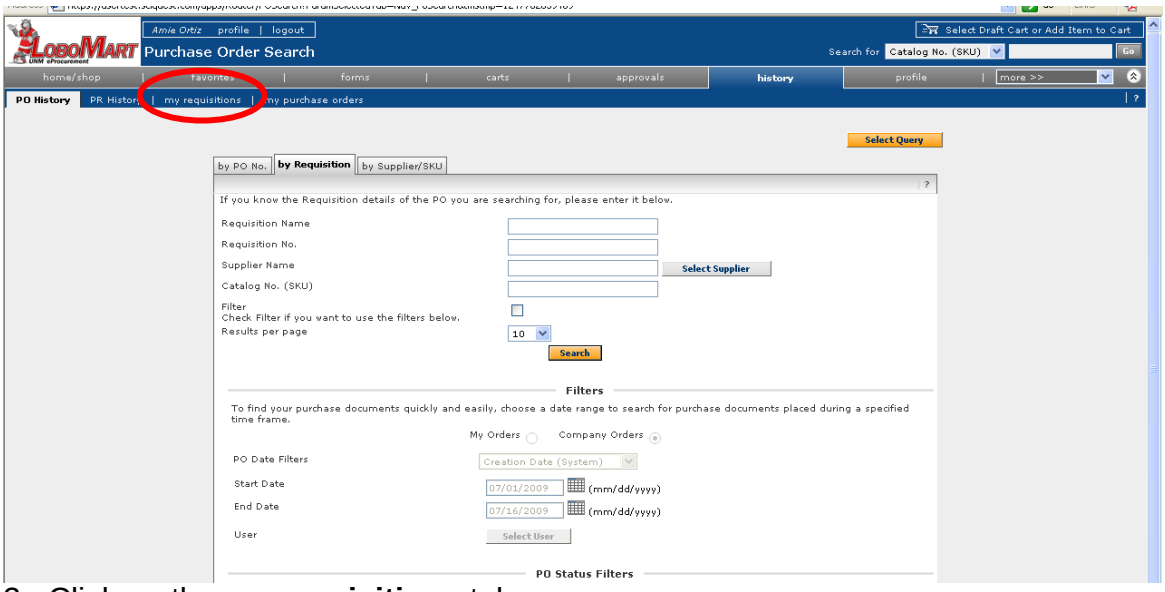
4. Complete entering any other information during checkout. When you click on the **Place Order** button your order will be sent directly to the vendor and billed to your PCard.

LoboMart – Check the Status of a Requisition

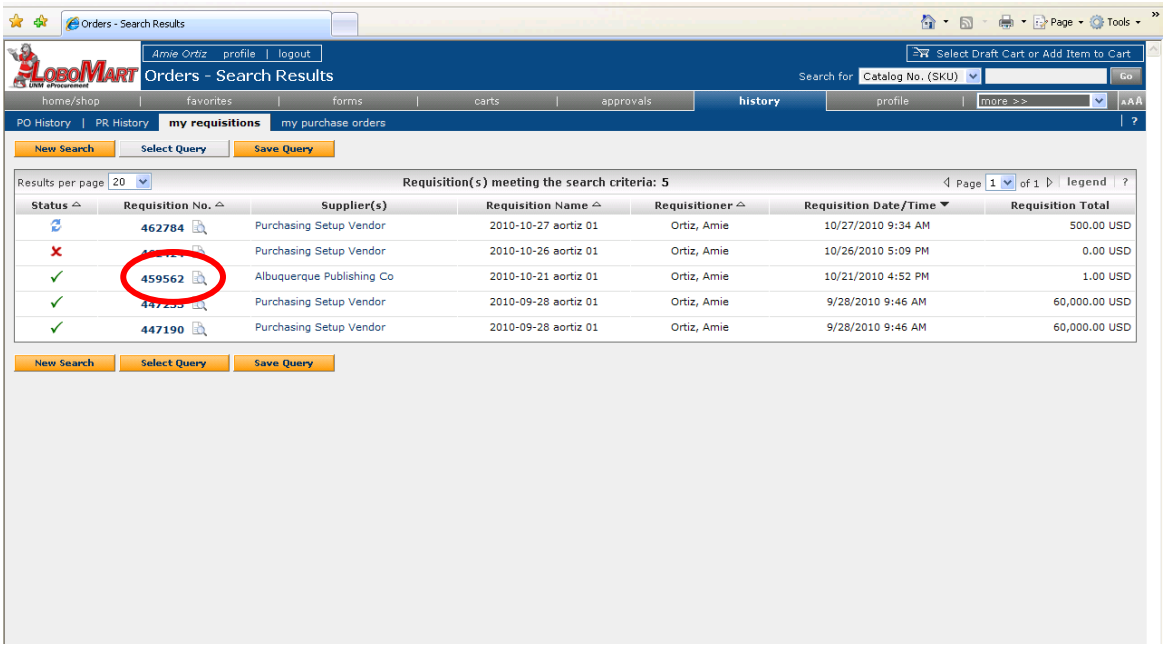
The status of a requisition can be tracked within LoboMart to determine if a requisition is pending, rejected or approved. Detailed information about the requisition is also available.



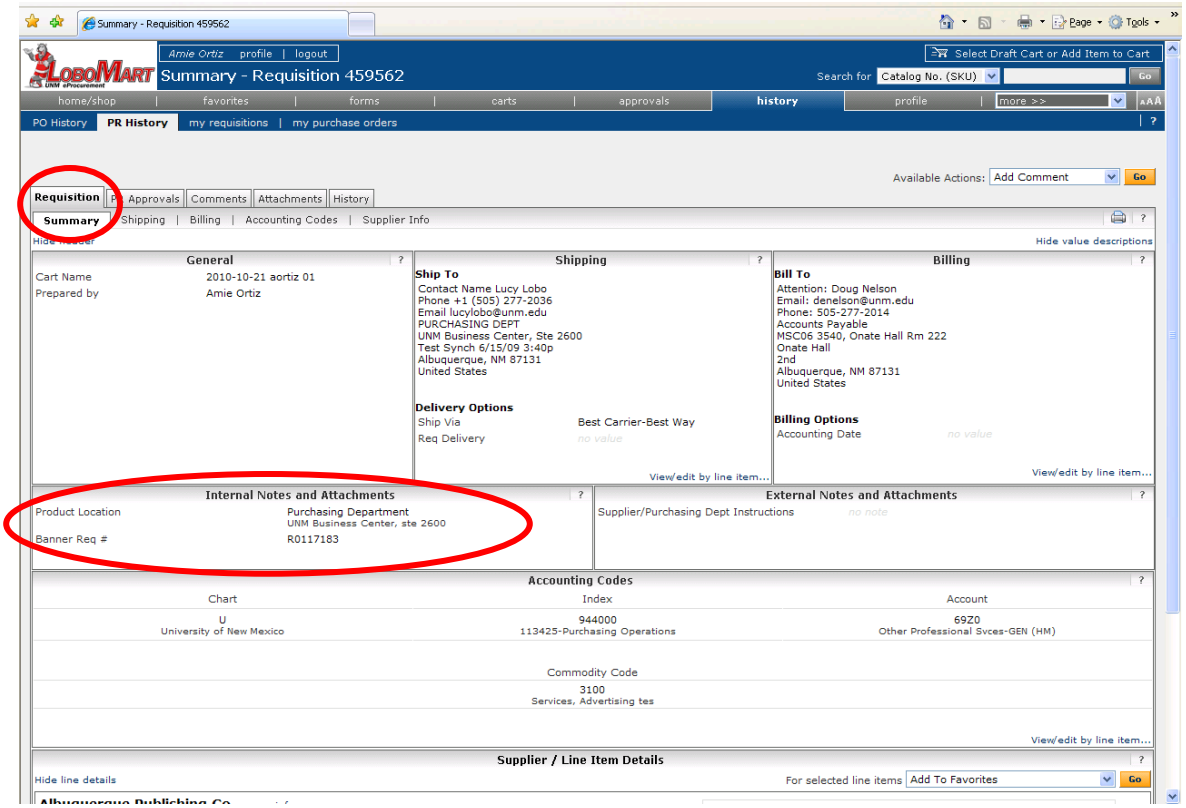
1. Click on the **history** link in the navigation bar on the LoboMart home page.



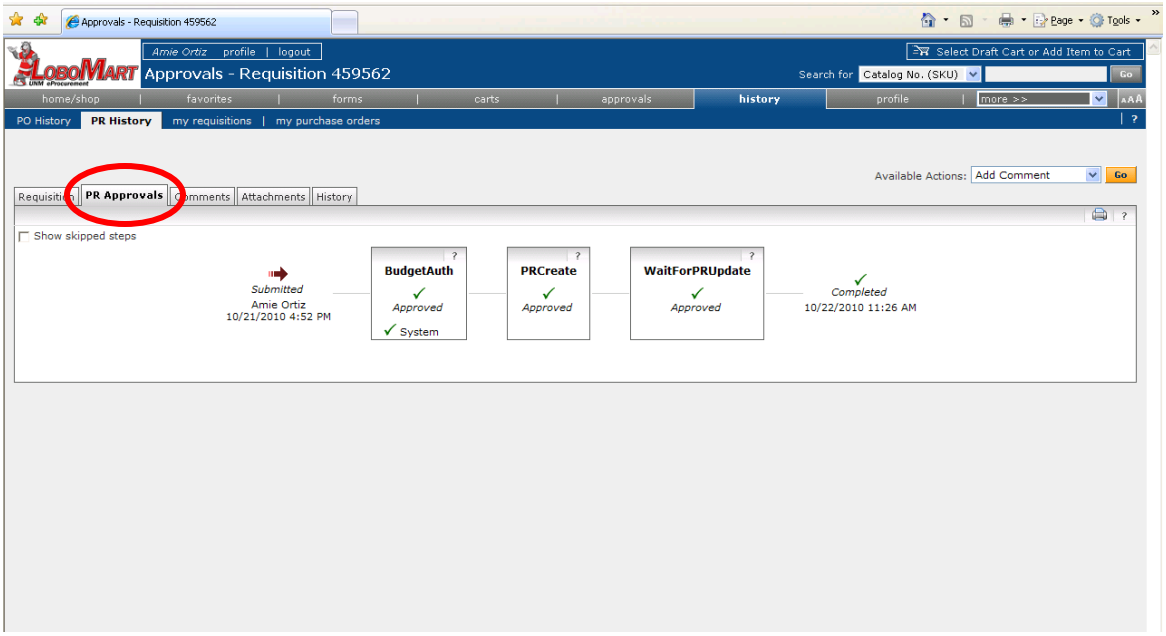
2. Click on the **my requisitions** tab.



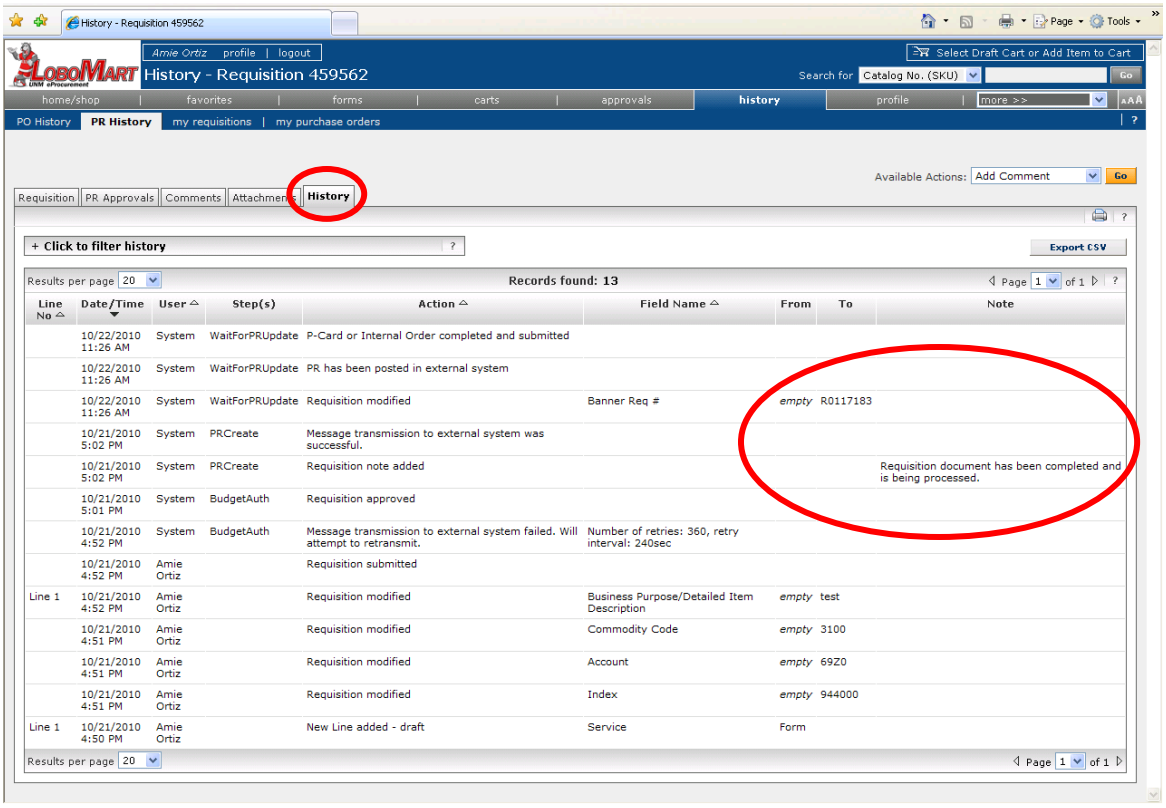
2. This screen shows all of your completed LoboMart requisitions for the last 90 days. The requisitions can be sorted by status, requisition number, supplier, requisition name or requisition date/time. For more requisition detail, including the Banner requisition number for approved requisitions, click on the blue LoboMart requisition number. You can also click on the magnifying glass icon for a quick view.



3. The Requisition Summary screen appears. This is an example of an approved requisition. The Banner requisition number is in the **Product Location** section.



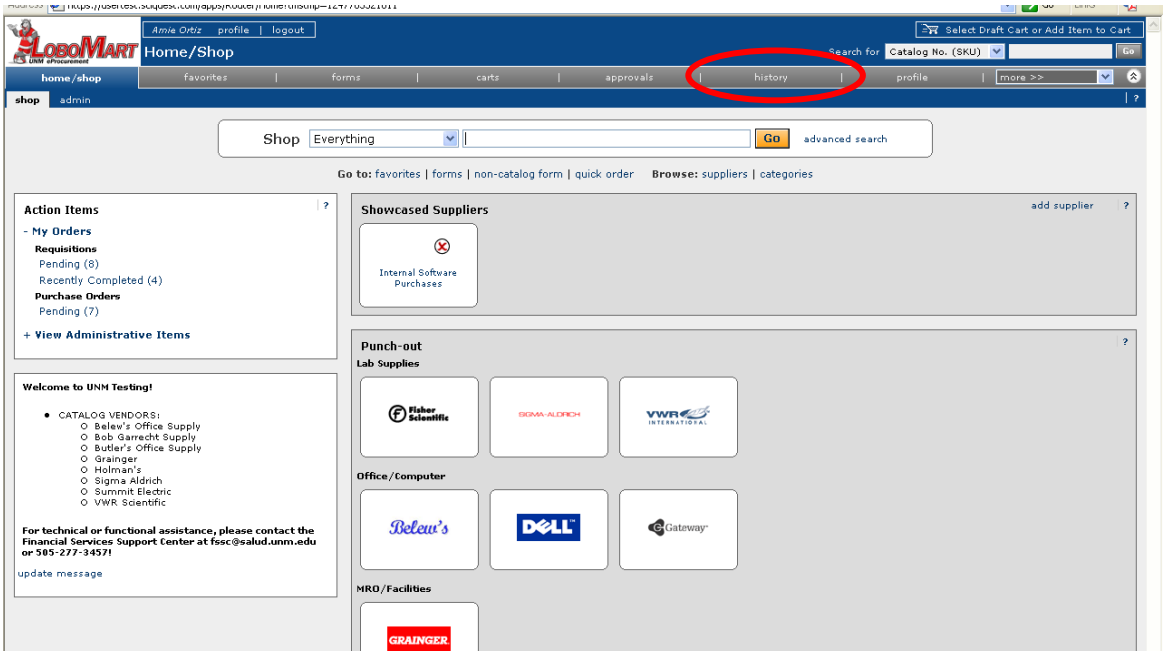
4. Click on the **PR Approvals** tab to view the status of a requisition.



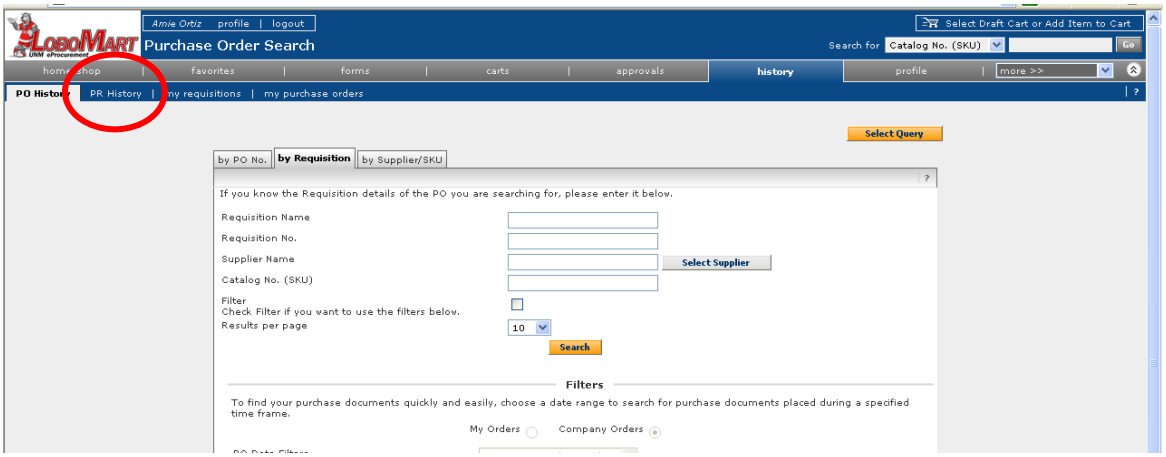
Line No	Date/Time	User	Step(s)	Action	Field Name	From	To	Note
	10/22/2010 11:26 AM	System	WaitForPRUpdate	P-Card or Internal Order completed and submitted				
	10/22/2010 11:26 AM	System	WaitForPRUpdate	PR has been posted in external system				
	10/22/2010 11:26 AM	System	WaitForPRUpdate	Requisition modified	Banner Req #	*empty*	R0117183	
	10/21/2010 5:02 PM	System	PRCreate	Message transmission to external system was successful.				
	10/21/2010 5:02 PM	System	PRCreate	Requisition note added				Requisition document has been completed and is being processed.
	10/21/2010 5:01 PM	System	BudgetAuth	Requisition approved				
	10/21/2010 4:52 PM	System	BudgetAuth	Message transmission to external system failed. Will attempt to retransmit.	Number of retries: 360, retry interval: 240sec			
	10/21/2010 4:52 PM	Amie Ortiz		Requisition submitted				
Line 1	10/21/2010 4:52 PM	Amie Ortiz		Requisition modified	Business Purpose/Detailed Item Description	*empty*	test	
	10/21/2010 4:51 PM	Amie Ortiz		Requisition modified	Commodity Code	*empty*	3100	
	10/21/2010 4:51 PM	Amie Ortiz		Requisition modified	Account	*empty*	69Z0	
	10/21/2010 4:51 PM	Amie Ortiz		Requisition modified	Index	*empty*	944000	
Line 1	10/21/2010 4:50 PM	Amie Ortiz		New Line added - draft	Service	Form		

5. Click on the **History** tab to see detailed approval information and what processes occurred in Banner relative to the requisition. If the requisition is rejected, the approver's comments or Banner error message are displayed.

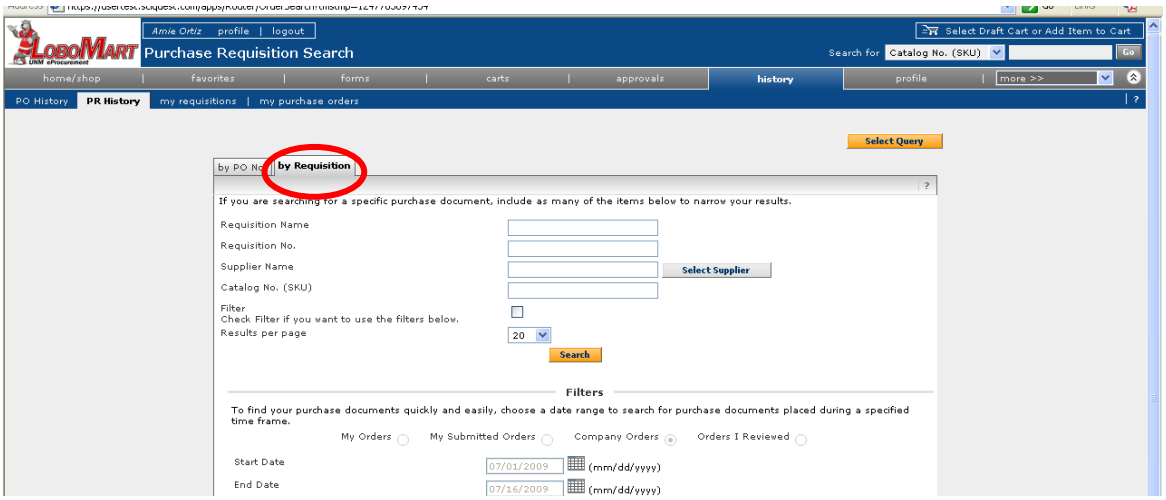
If the requisition has been removed from the **My Requisitions** folder, it can still be viewed using the following procedure.



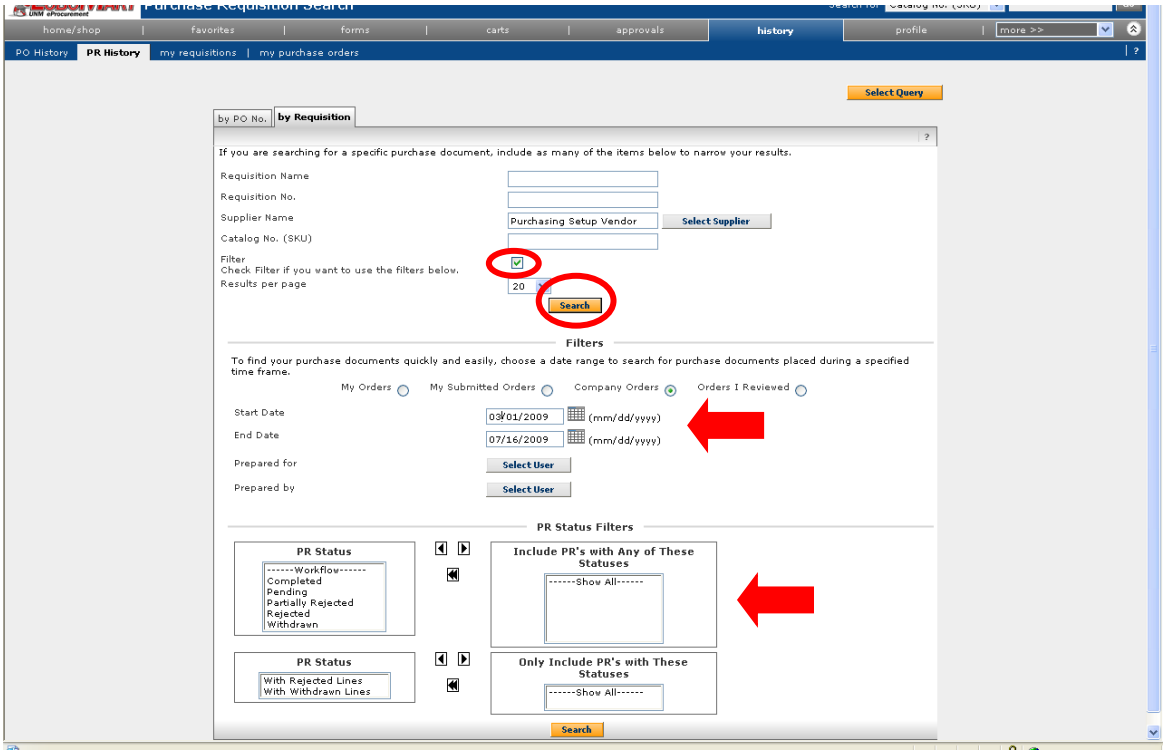
1. Begin by clicking on **history**.



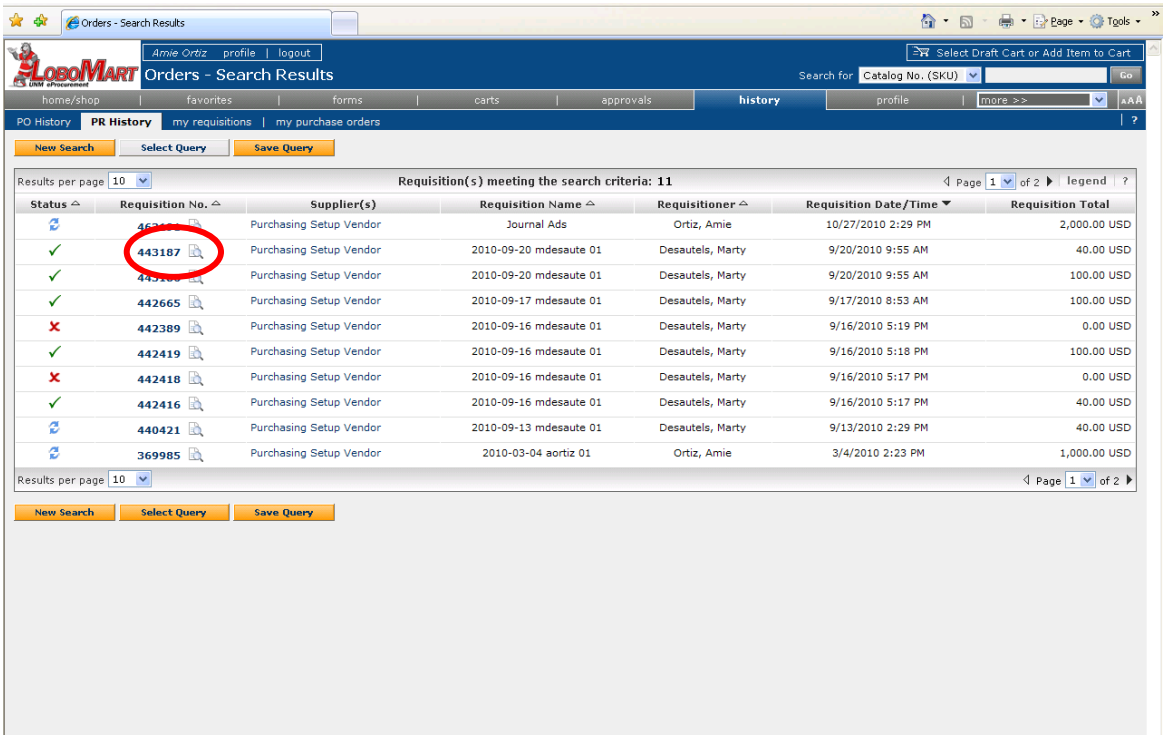
2. **PO History** will default. Click on the **PR History** tab.



3. Click on the **by Requisition** tab.



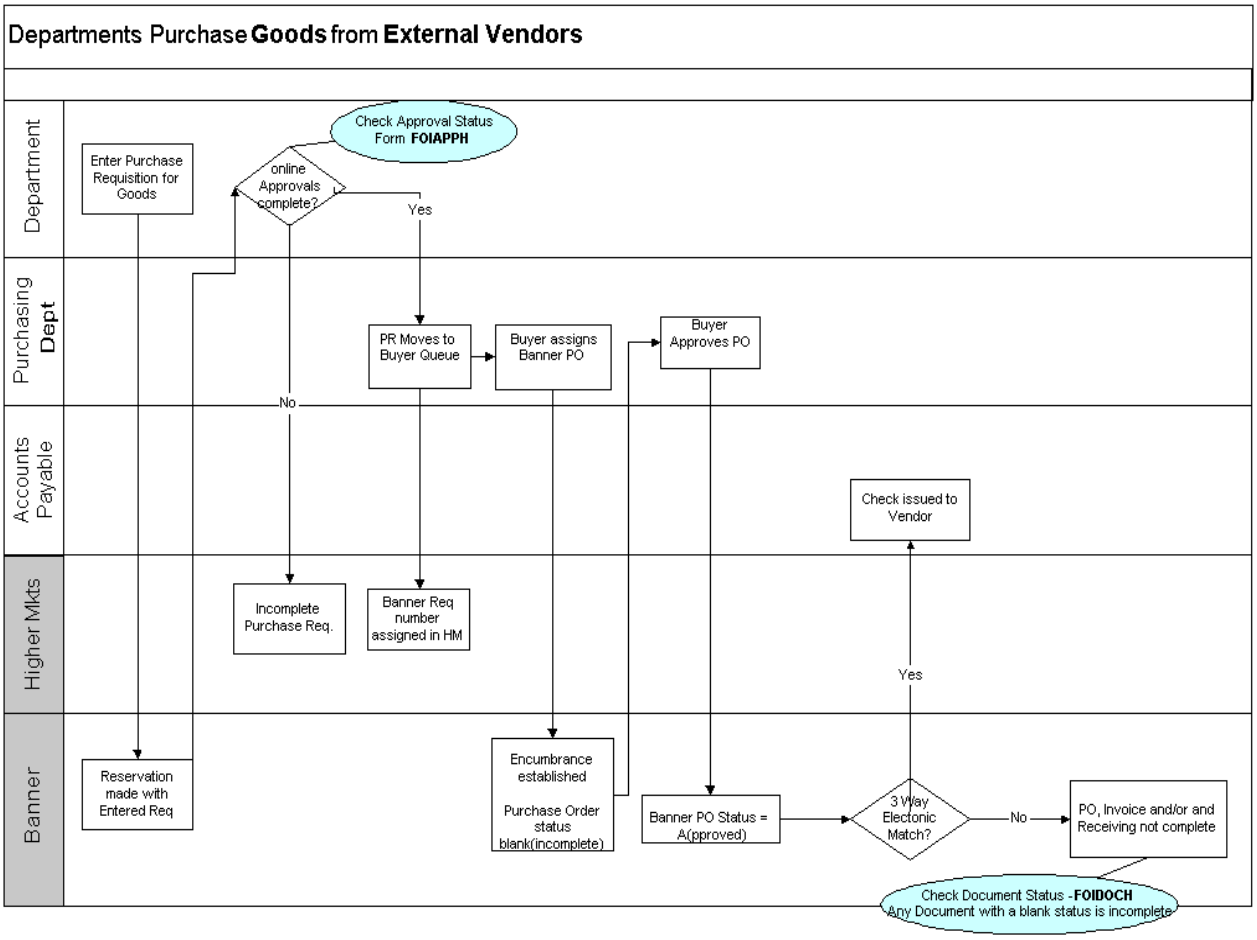
4. Enter your search parameters and click on the **Search** button. To narrow the search further, place a checkmark in the **Filter** checkbox and enter search filters before clicking on the **Search** button.



5. Choose the requisition you wish to view from the list of search results by clicking on the **LoboMart Requisition No.**

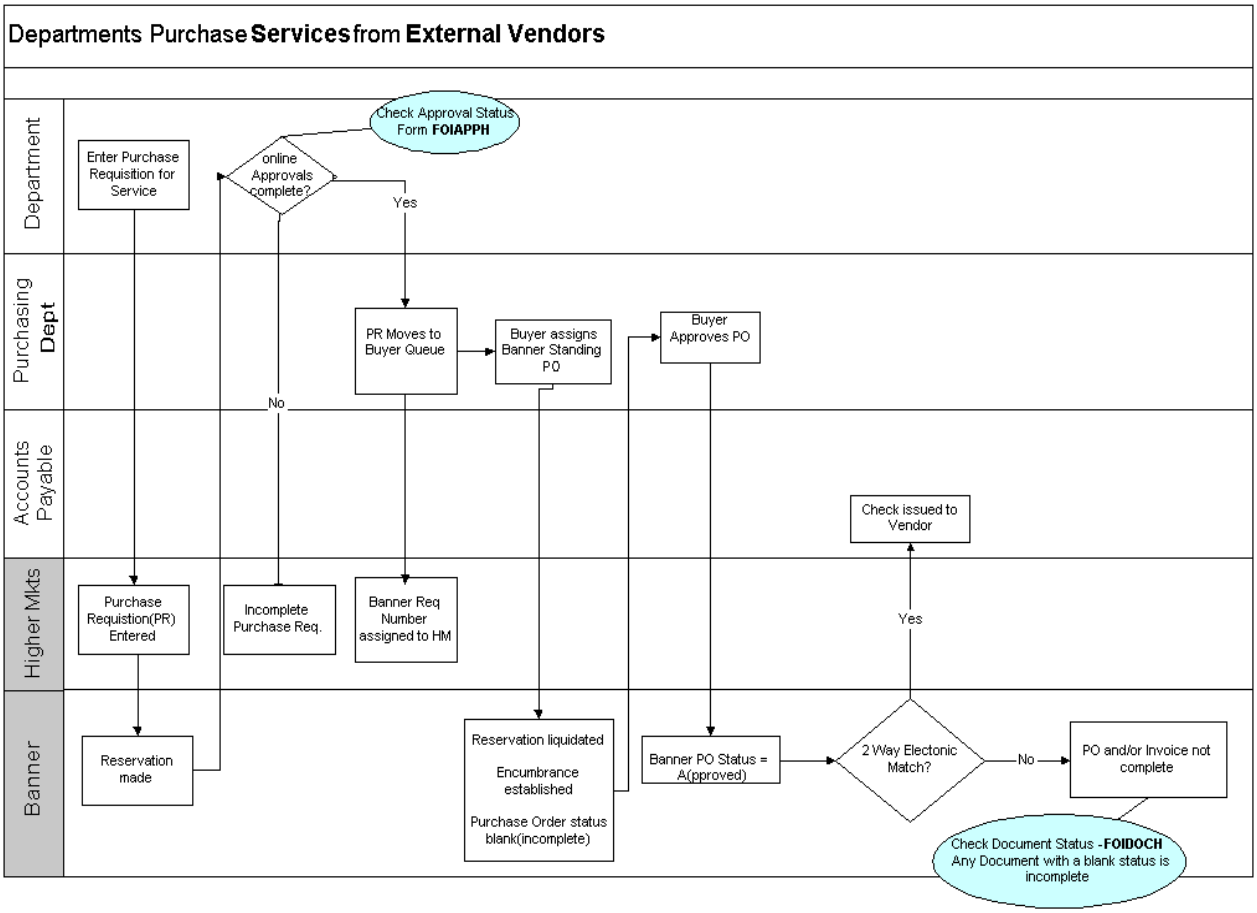
Flow Chart – Purchase of Goods External Vendor

This diagram illustrates what occurs when a Department makes a P-Card purchase for goods from an external vendor. It is a 'map' of what application is used and where a process occurs. The diagram notes how to check approval status and how to check the status of a Journal Voucher.



Flow Chart – Purchase of Services – External Vendor

This diagram illustrates what occurs when a Department makes a P-Card purchase for Services from an external vendor. It is a 'map' of what application is used and where a process occurs. The diagram notes how to check approval status and how to check Journal Voucher status.



Section 2 – Receiving Documents

Exercise 1 - (Belew's) Entering a Banner Receiving Document: Creating a Banner Receiver for goods received on a Regular PO

NOTE: The Standard Operating Procedure (SOP) for using the Receiving Goods Form is available at http://my.unm.edu. Click on Finance Job Aids and End User Standard Operating Procedures.

Departments create Banner receiving documents for goods which automatically go through a 3-way 'match' process.

To access the **Receiving Goods Form**, enter **FPARCVD** in the Direct Access field.

1. Receiver Document Code - enter **"NEXT".**

2. Perform a Next Block.

3. Click on the Search button for the Receiving Method field. From the pop up list, click on PARC Parcel Post; click the OK button.

4. Perform a Next Block.

5. Enter the Vendor's Packing Slip number _____. For our exercise, enter the Vendor's Invoice number. Your Belew's Invoice number should be your initials, followed by today's date (MMDD.) (e.g. TF0507)

6. Perform a Next Block.

7. Enter your Banner Regular PO number _____. Your Banner Regular PO number for your Belew's order is located on the slip of paper taped to the upper right corner of your monitor.

8. Tab. Notice the Buyer Name, Vendor Code, and Vendor Name automatically populate from the Banner PO number entered. Verify Belew's is displayed and the correct PO number has been entered. *Notice the message in the status bar.*

9. From the menu bar, click on Options and then click on Select Purchase Order Items. This opens the Receiving Goods PO Item Selection Form FPCRCVP ~ only accessible from within the Receiving Goods Form. This allows you to review the commodities and quantities ordered and note any quantities that have already been accepted (received) on the Banner Regular PO as compared to the Vendor's packing slip/sales order/invoice.

10. Perform a Next Block.

11. Place a checkmark in the Add checkbox next to the each of the **first three** commodities (index dividers, page markers, and notebooks).

12. Save. *Notice the message in the status bar.*

13. Click on Exit and click on YES to close the form. This closes the selection form and returns to the Receiving Goods Form.

14. Perform a Next Block. This opens the Commodity window of the form.

15. Tab to the Quantity Current –Received field of the displayed commodity (index dividers) and enter a quantity of seven " **7** ".

16. Tab twice and notice that the U/M (unit of measure) field automatically populates with the unit of measure for the displayed commodity.

17. Perform a Next Record. This causes the next commodity on the receiving document to be displayed.

18. Tab to the Quantity Current –Received field of the displayed commodity (page markers) and enter a quantity of two " **2** ".

19. Tab twice and notice that the U/M (unit of measure) field automatically populates with the unit of measure for the displayed commodity.

20. Perform a Next Record. This causes the next commodity on the receiving document to be displayed.

21. Tab to the Quantity Current –Received field of the displayed commodity (notebook) and enter a quantity of one " **1** ".

22. Tab twice and notice that the U/M (unit of measure) field automatically populates with the unit of measure for the displayed commodity.

23. Perform a Next Block. This opens the Completion window of the form.

24. Click on Complete.

25. Write down your Banner Receiver number _____. (Displayed in the status bar.) Banner Receiver numbers begin with "**Y**".

26. Exit the form.

****

Exercise 2 - (VWR) – Entering a Banner Receiver Document: Creating a Banner Receiver for goods received on a Regular PO

To access the **Receiving Goods Form**, enter **FPARCVD** in the Direct Access field.

1. Receiver Document Code - enter **"NEXT".**

2. Perform a Next Block.

3. Click on the Search button for the Receiving Method field. From the pop up list, click on PARC Parcel Post; click the OK button.

4. Perform a Next Block.

5. Enter the Vendor's Packing Slip number _____. For this exercise, enter the Vendor's Invoice number. (Your VWR Invoice number should be your initials, followed by today's date (MMDD) (e.g.TF0507)

6. Perform a Next Block.

7. Enter your Banner Regular PO number _____. (Your Banner Regular PO number for your VWR order is located on the slip of paper taped to the upper right corner of your monitor.)

8. Tab. Notice the Buyer Name, Vendor Code, and Vendor Name automatically populate from the Banner PO number entered. Verify VWR International is displayed and the correct PO number has been entered. *Notice the message in the status bar.*

9. From the menu bar, click on Options and then click on Select Purchase Order Items. This opens the Receiving Goods PO Item Selection Form FPCRCVP ~ only accessible from within the Receiving Goods Form. This allows you to review the commodities and quantities ordered and note any quantities that have already been accepted (received) on the Banner Regular PO as compared to the Vendor's packing slip/sales order/invoice.

10. Perform a Next Block.

11. Place a checkmark in the Add checkbox next to the **first**, **fourth**, and **fifth** commodities (cryovial holder, scrub brush, and glv, exam…).

12. Click on Save. *Notice the message in the status bar*.

13. Click on Exit and click on YES to close the form. This closes the selection form and takes you back to the Receiving Goods Form.

14. Perform a Next Block. This opens the Commodity window of the form.

15. Tab to the Quantity Current –Received field of the displayed commodity (cryovial holder) and enter a quantity of **one** " **1** ".

16. Tab twice and notice that the U/M (unit of measure) field automatically populates with the unit of measure for the displayed commodity.

17. Perform a Next Record. This causes the next commodity on the receiving document to be displayed.

18. Tab to the Quantity Current –Received field of the displayed commodity (scrub brush) and enter a quantity of **ten** " **10** ".

19. Tab twice and notice that the U/M (unit of measure) field automatically populates with the unit of measure for the displayed commodity.

20. Perform a Next Record. This causes the next commodity on the receiving document to be displayed.

21. Tab to the Quantity Current –Received field of the displayed commodity (glv, exam) and enter a quantity of **two** " **2** ".

22. Tab twice and notice that the U/M (unit of measure) field automatically populates with the unit of measure for the displayed commodity.

23. Perform a Next Block. This opens the Completion part of the form.

24. Click on Complete.

25. Write down your Banner Receiver number _____ (Displayed in the status bar.) Banner Receiver numbers begin with "**Y**".

26. Exit the form.

****

Section 3 – Procurement Card Reallocation

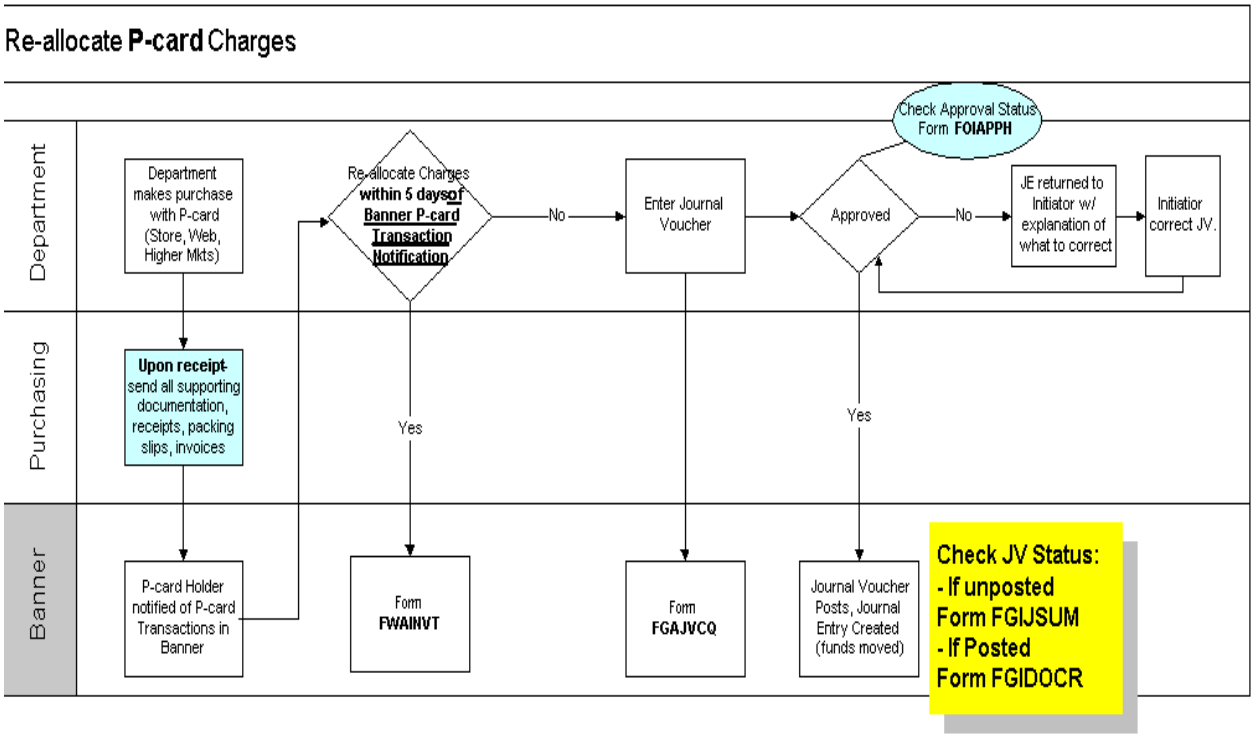
Account and/or business managers can make changes to the Fund, Organization, Account and Program (FOAP) or redistribute the FOAP information for Purchasing Card (P-Card) transactions.

To enter P-Card reallocations data entry form FWAINVT is used.

NOTE: A P-Card Banner Byte (demonstration) is available at http://www.unm.edu/~fssc. Click on "Banner Bytes".

Flow Chart – Reallocate P-Card Charges

This diagram illustrates what occurs when a Department makes a P-Card purchase and reallocates the charges. It is a 'map' of what application is used and where a process occurs. The diagram includes form names on how to check approval status and Journal Voucher status.



Section 4 – Initiating Change Order and Vendor Request

Change Orders

To request a change order to a Purchasing Order a change order request must be submitted to the Purchasing Department. The Change Order Request form can be accessed through my.unm.edu. Click on the Electronic Forms link in the Banner Applications channel. Change order requests may include:

- Dollar increases or decreases
- Addition or deletion of line items
- FOAPAL changes
- Vendor 'Header' information

The Purchasing 'Change Order Request' form is located on my.unm.edu, under the Electronic Forms link.

Vendor Request

To request a new vendor be added to the vendor database a vendor request must be submitted to the Purchasing Department. The Vendor Add/Change Request form is located on my.unm.edu, under the Electronic Forms link.

Course Wrap-up

In this course, participants used LoboMart to:

- Create ‘My Profile’
- Browse and place an order from a Hosted Catalog vendor
- Place an order with a Non-Catalog vendor
- Set up a new vendor
- Place an order with a Punchout Catalog vendor
- Check the status of a requisition

Participants learned

- The difference between Catalog and Non-Catalog Vendors
- How to Track the Status of a Requisition in Banner
- How to Receive Goods & Services
- How to Initiate a Change Order Request
- About the online Banner Byte for P-Card reallocation

Job Aids