This training assumes that the user has completed some Banner Navigation training using either the Banner 9 Navigation Guide or the YouTube Banner 9 Navigation Video at https://youtu.be/sZqa21ZpVqQ.
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Accessing Banner through SNAP

1. Click on your browser icon (IE, Chrome, Firefox, Safari or Opera).
2. Access the SNAP portal.
3. Enter your email address and password (same as when you log in to your device).
4. Click on the Sign in button.

5. Click on the **FINANCE** option in the left-side menu.
6. Click on the **Banner PROD Application Navigator** link.
Lesson 1: Document History in Banner

FOIDOCH is a page in Banner that displays the processing history of purchasing and payment documents.

<table>
<thead>
<tr>
<th>TYPE</th>
<th>Description</th>
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<td>REQ</td>
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<td>CHK</td>
<td>Check Disbursement</td>
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1. Click in the Search Field in the center of the Banner Home page.
2. Type FOIDOCH in the search field. Hit the Enter key on the keyboard. This will take you to the Document History screen.

3. Alternately, click on the Menu icon in the upper-left corner of the home page or use the keyboard shortcut of Ctrl + M to view the Banner, My Banner and Banner Self-Service menu options. The menu panel will appear on the left side of the screen. The menu panel displays the applications available to SDBOR. Locate FOIDOCH.
4. Alternately, from the Search icon type FOIDOCH, then hit the Enter key.
5. Type **PO** in the Document Type box.
6. Tab and type the PO number in the Document Code field. (example P0241639).
7. Click the **Next Section** icon (Alt+Page Down) or the **Go** button on the right.
8. FOIDOCH reveals the purchase order, invoices, check disbursements and receiving document numbers, associated with this PO. If there had been a Return or an Asset Tag with this PO, it would appear here as well. Document status is indicated on this page.

![Document History](image)

9. Click on the Tools icon in the page header and then select **View Status Indicators** under **OPTIONS** in the drop-down list. A purchase order **Status** of **A** indicates the document is Approved.

![View Status Indicators](image)

Other status indicators Available **Status Indicators** are:

<table>
<thead>
<tr>
<th>(A) Approved</th>
<th>(C) Completed</th>
<th>(F) Final Reconciliation</th>
<th>(P) Paid</th>
<th>(R) Receipt Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>(S) Suspended</td>
<td>(O) Open</td>
<td>(X) Cancelled</td>
<td>(V) Void</td>
<td>(H) Hold</td>
</tr>
<tr>
<td>(T) Tagged Permanently</td>
<td>(1)PNE Upload Pending</td>
<td>(2) Check from PNE</td>
<td>(4) ACH from PNE</td>
<td></td>
</tr>
</tbody>
</table>

10. To look up a document found on FOIDOCH, highlight the document number with your mouse and then click on the **Related** icon and click on **Query Document [BY TYPE]**. If you had highlighted the Receiver Document, the FPIRCVD page appears. Likewise, if you had highlighted the invoice number, the FAIINVE page appears.
11. Use Next Section and Previous Section to review document information. After reviewing the document information, click on the X in the page header to return to the FOIDOCH screen.

12. To view an image of the actual invoice, highlight the invoice number using your mouse, then click on the Related icon [RELATED] and click on Query Document [BY TYPE]. This will take you to the Invoice/Credit Memo Query FAIINVE page.
13. Click on the **Retrieve icon** in the header to view the invoice. View the other invoices using the same procedure. All documents are accessed in a query mode.

![Invoice view](image)

**Invoices and Payment**

1. Type **PO** in the Document Type box.
2. Tab and type the PO number in the Document Code field. (example P0221220)
3. Click on the **Go** button.
4. Click on the **Invoice number** or the **check number** to highlight it or you may tab and down-arrow to the document number.
5. Click on the **Related icon** in the header at the top of the screen.
6. Select **Query Document [BY TYPE]** from the drop-down list. Since you had highlighted the invoice number, the system will take you to the **Invoice/Credit Memo Query** (FAIINVE) page. If you had highlighted the check number, the **Check Payment History** (FAICHKH) would appear.

7. This is an Invoice query screen. Click on the **Go button** in the key block to see the detail on an invoice, Banner will take you to **FAIINVE**. If the Multiple checkbox is checked, this indicates that more than one PO has been assigned to the invoice.

8. The Invoice/Credit Memo Header section of the Invoice/Credit Memo Filter page (FAIINVE) displays information including the vendor, address code, and discount code.
9. For more detail on an invoice, click on the **Next Section icon**. Banner takes you to the *Commodity Information* page of FAIINVE. It provides line item detail. You can use your down arrow key to view lines 2, 3, 4...

10. Another **Next Section** takes you to the *Accounting Amounts* page of FAIINVE. This screen provides detail in regard to the FOAPAL used for each line of the PO.

11. **Next Section** again takes you to the *Balancing/Completion* page of FAIINVE. The Header, Commodity and Accounting totals must be equal/balanced.

If you need help with any of these pages, click on **Online Help icon** in the header or use the shortcut keys of CTRL+SHIFT+L to get content sensitive help.

**To view check detail from the FOIDOCH screen:**

1. Highlight the **Check Disbursement** document number and then click on the **Related icon** in the header.

2. Select **Query Document [BY TYPE]** from the drop-down list. Since you highlighted the check number, the **Check Payment History (FAICHKH)** page appears. The Check Payment History page displays summary information about check transactions.

3. Tab to the Bank: field and enter **SS**.

4. Select the **Go button** to default the invoice document information.
5. The existing data for the specified check displays such as Vendor Number, Vendor Name, Check Date, Check Type, Check Amount, the internal document number(s) and the vendor invoice code area are displayed. The form displays invoices for which you have written a check and displays the vendor invoice code if one was entered on the invoice. If necessary, you can scroll through this list of documents. By clicking on each document number, you can see all vendor invoices (see Vendor Invoice Code) that have been paid under that document number, in the Vendor Invoice section.

6. Click on an check document number. Click on the Related icon in the header and select Document Inquiry (FAIINVE) from the drop-down list. You can also view the invoice by highlighting the Document Number and clicking on the Retrieve icon in the header.
7. Then click on the Go button. The Invoice/Credit Memo Query lists which PO was paid. The For more detail on an invoice, each Next Section takes you to the Commodity Information page, the Accounting Amounts page and the Balancing/Completion page of FAIINVE. The Header, Commodity and Accounting totals must be equal/balanced.

8. To view an image of the actual invoice, highlight the invoice number using your mouse, then select the Retreive icon in the header.

For more detailed information on Banner invoices and payment, please contact your campus Accounting Department.
Lesson 2: Receiving and Return Process

Receiving Complete Orders

Follow these steps to process the receiving on a purchase order after all the items on the purchase order have been physically received at the shipping location as designated on the purchase order.

1. Type **FPARCVD** in the **Search field** in the center of the Home page. Hit the **Enter** key on the keyboard. This will take you to the Receiving Goods (FPARCVD) screen.

2. Type **NEXT** in the Receiver Document Code field to allow the system to generate a number.

3. Click on the **Go** button in the key block. The Receiver Document Code field will automatically populate with a system-generated number. This will take you to the Receiving Header section of FPARCVD.

4. Tab through the Receiving Method field and the Carrier field until you get to Date Received. The **Date Received** field will populate with today's date. To choose a different date, click on the calendar icon and choose the appropriate date or enter a date in this format mm/dd/yyyy in the field.

5. The **Received By:** field auto-populates with the requestor's user name.
6. Click on the **Next Section icon** to access the **PACKING SLIP** section.
7. Enter the **packing slip number** in the Packing Slip field.
8. Leave the **Bill of Lading** field blank.
9. Click on the **Next Section icon** to access the **PURCHASE ORDER** section.
10. Enter the **Purchase Order number** of the PO for which you are doing the receiving, in the Purchase Order field or click the **Lookup icon** to select the completed Purchase Order.
11. Then hit the **Tab key**.
   a. The Buyer and Vendor fields are automatically populated from the purchase order.
12. Verify that the **Receive Items** radio button is selected with a black dot. If not, click in the radio button so that it is selected.
13. Click on the **Tools icon** in the header and select **Receive All Purchase Order Items** from the drop-down menu, as you will be receiving a **complete** order.

14. Click on the **Next Section icon**. This will take you to the Commodity screen.
   a. The commodity information defaults from the purchase order.
   b. The Receiver Document Code, Packing Slip number, PO number, and Vendor information have defaulted from the Receiving Goods screen information.
15. Tab to the **Final Received** checkbox and if all items have been physically received, leave the checkbox checked. This checkbox indicates this receiver document is intended to be the final receiving entered against the referenced PO. This indicator is carried forward and displayed on the invoice page FAAINVE for AP to view.
16. Review the data in the **Quantity Received To Date** and the **Quantity Received Current** columns.
17. Tab to the **U/M** field. The Unit of Measure default value comes from the purchase order.
18. Tab multiple times until you return to the Item number and then **down arrow** to the next item, then repeat your review.
19. Click on the **Complete button** in the below section to complete the receiving document. Once you complete the receiving document, the Banner Document History Screen FOIDOCH will update with a “C” for the status of the receiving document number. In addition, you **cannot** make further changes to this Receiving Document once it is completed. The Adjust Items functionality enters receiver information into the systems as a **negative** transaction to allow for correction of previously received quantities.

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20. The Success Notification, "Receiver Document YXXXXXXXX has been completed." will appear in the upper right-hand corner of the screen and the Notification Center will register the next number.

21. Click the **Page close icon** in the header to exit this screen and return to the Home page.

22. As a double check, you may go to the FOIDOCH screen to view the related documents. You should now see this receiving document as completed.
Receiving Partial Orders

1. Access the Banner Home page from the SNAP portal, Finance option.
2. On the Home page type FPARCVD in the Search field in the center of the landing page. Hit the Enter key on the keyboard. This will take you to the Receiving Goods (FPARCVD) screen.

4. Click on the button in the key block. The Receiver Document Code field will automatically populate with a system-generated number. This will take you to the Receiving Header section of FPARCVD.

5. Tab through the Receiving Method field and the Carrier field until you get to Date Received. The Date Received field will populate with today’s date. To choose a different date, click on the calendar icon and choose the appropriate date or enter a date in this format mm/dd/yyyy in the field.
6. The Received By: field auto-populates with the requestor’s user name.

7. Click on the Next Section icon to access the PACKING SLIP section.
8. Enter the packing slip number in the Packing Slip field.
9. Leave the Bill of Lading field blank.
10. Click on the Next Section icon to access the PURCHASE ORDER block.
11. Enter the Purchase Order number in the Purchase Order field or click the Lookup icon to select the completed Purchase Order. Then hit the Tab key.
   a. The Buyer and Vendor fields are automatically populated from the purchase order.
12. Tab to the **Receive Items** radio button and verify that it is selected with a black dot.

13. Click on Tools icon in the header and choose **Select Purchase Order Items**, as you will be receiving a partial order.

14. Click in the **Add Item** checkbox for each of the line items you wish to receive on this partial receipt.

15. Click on the **SAVE** button in the bottom right-hand corner of the screen. The Saved successfully notification should appear.

16. Click on the **Page close icon** on the left side of the header section.

17. Respond **Yes** to the ‘Force close?’ question in the Warning Notification. This takes you back to the Receiving Goods screen.
18. Click on the Next Section icon. This will take you to the Commodity screen.
   a. The commodity information defaults from the purchase order.
   b. The Receiver Document Code, Packing Slip number, PO number, and Vendor
      information have defaulted from the Receiving Goods screen information.
19. Tab to the Final Received checkbox and if all items have been physically received, check
    the checkbox. This checkbox indicates this receiver document is intended to be the final
    receiving entered against the referenced PO line. This indicator is carried forward and
    displayed on the invoice form FAAINVE for AP to view.
20. Enter the numerical quantity in the Quantity Received Current field. If the ordered
    quantity is more than the received quantity, this equals partial receiving or if receiving
    only some of the lines, this is also considered partial receiving.
21. Tab to the U/M field. The Unit of Measure default value comes from the purchase order.
22. Tab multiple times until you return to the Item number and then down arrow to the
    next item if there are additional item, then repeat your review.
23. Click on Complete button to complete the receiving document.
24. The message, "Receiver Document YXXXXXXX has been completed." will appear in the
    upper right-hand corner of the screen.
25. Click the Page close icon in the upper-left corner of the header to exit this screen.

Receiving Adjustments

If you need to make adjustments for a miscount or mistake, you can create a new Receiver
Document using the same packing slip and purchase order used previously. Follow these
steps to enter a receipt adjustment.

1. Type FPARCVD in the Search Field in the center of the Home page. Hit the Enter key on the keyboard. This will take you to the Receiving Goods (FPARCVD) screen.
2. Type Next in the Receiver Document Code field to allow the system to generate number
   or click the Lookup icon to have the system select an incomplete document.
3. Click on the button. Skip the Receiving Method field and Carrier field.
4. Tab to the Date Received field which has auto-populated with today's date. If it is
   necessary to change the date received, click on the calendar next to the field and choose
   the appropriate date.
5. When completed, click the Save button. The Saved successfully notification should
   appear.
6. Click on the Next Section icon to access the PACKING SLIP section. “NO SLIP” can
   be used here also.
7. Leave the Bill of Lading field blank.
8. Click on the Next Section icon to access the Purchase Order section.
9. Enter the Purchase Order number in the Purchase Order field. Then hit the Tab key.
   a. The Buyer and Vendor fields are automatically populated from the purchase order.
10. Click in the radio button next to Adjust Items to select it.
11. Click on the Tools icon in the header and choose Select Purchase Order Items, as you will be receiving a partial order.

12. Click on the Next Section icon to access the SELECT INDIVIDUAL ITEMS section.

13. Click the Add Item check box for the Items/Commodities that need to be adjusted.

14. Click the Save button.

15. Click the Exit icon in the header and click on Yes to Force close the page. This will take you back to the FPARCVD screen.

16. Click on the Next Section icon to go to the Commodity section.

17. For a regular purchase order, click in the Adjustment field next to Quantity Received To Date and enter the quantity of goods adjusted for this item.
   a. The adjustment must be a negative quantity, such as -1.

18. Tab to the U/M – Unit of Measure field. The U/M field from the purchase order is displayed with the commodity.

19. Click the Complete button to complete the receiving adjustment document.
20. Once you complete the document, the Receiver Document number will be displayed on the completed Success Notification and the screen will roll-back to the FPARCVD screen to allow you to enter another receiver.

Returning Purchased Goods

1. On the Home page type **FPARTRN** in the Search Field. Hit enter. This will take you to the Returned Goods Page.
2. Type **Next** in the Return Code field.
3. Tab to the **Purchase Order Code** field.
4. Enter the **Purchase Order number** that the goods have been received on.
5. Click on the **Go** button. The vendor and address information will auto-populate from the purchase order.
6. Skip **Carrier** field.
7. Select a different vendor address using the **Sequence Number** lookup icon, if necessary.
8. Click on the **button in the header and select Returned Goods Information. This will take you to the Returned Goods screen.

9. Enter the purchase order **line item number** to be returned in the **Item** field, then **Tab**. The item commodity description auto-populates from the purchase order.
10. The cursor will be in the **Reason** field. Enter the reason code for this return.
11. Click on the **Lookup** icon for the Return Reason List of available options.
12. Click on the correct code from the **Return Reason List** pop-up window.

![Return Reason List](image)

13. Enter the quantity returned for this item in the **Quantity Returned** field, then Tab.
14. Click on the **Save** button. The Saved successfully notification should appear.

![Saved Successfully](image)

15. Click on the Exit in the header to exit this page.
16. To view what has been returned on this order, go to the **FOIDOCH** screen, type PO in the Document Type field and the PO number in the Document Code field.
17. Click on the **Go** button.

Note: you can see a Return number beginning with a T on the FOIDOCH screen.

To view how the return is seen, do a Receiving Goods Query. Write down the Receiver Document number from the FOIDOCH screen. (example: Y0305282)

18. Click on the Exit button in header to exit this page.

19. Type **FPIRCVD** in the Search field on the Banner Home page.

20. Enter the Receiving Document Number from the FOIDOCH screen in the Receiver Document Code field. Then click on the **Go** button.

21. Once on the Receiving Goods Query screen, click on **Next Section** several times until you get to the COMMODITY INFORMATION section to view more detail pertaining to the Quantity Returned.
Lesson 3: Open Encumbrances and Incomplete Receiving

Reviewing Open Encumbrances using FGIOENC

1. Enter **FGIOENC** in the Search field on the Banner Home page. ‘S’ should default in the Chart field and current year should default in the Fiscal Year field.
2. Enter the **Index** code OR **Organization** and **Fund** code to review the current encumbrances.
3. Click on the **Go** button to view a list of open encumbrances for the entered code.

4. Select or highlight a line by clicking on the encumbrance number in the Encumbrance field.
5. Click on **RELATED** in the header and select **Query Detail Encumbrance Info (FGIENCD)** to obtain more detailed encumbrance information for the PO.

6. The **Detail Encumbrance Activity (FGIENCD)** screen provides more detailed encumbrance information for each line and sequence of the PO including the original encumbrance, liquidation, current balance and also the transactions that have taken place to date. In addition, the status of each line is listed as either “O” for open or “C” for closed. If a line is open, the status at the header will be “O” as well. In this example, there is currently an encumbrance of $4.48 on Item 1 Sequence 1. Note: An item can have multiple sequences if there are multiple FOAPAL codes for that item or if a change order has been done to that item.

7. Click on the right arrow or the down arrow on the keyboard to scroll to the next sequence for that item or the next item number, if there is one.
8. Click on the **Goto** button at the bottom-right to Exit the screen and return to FGIOENC.
9. To pull the open encumbrance list into an MS Excel spreadsheet:
   a. Click on the **Tools** button in the header and select **Export**. You may receive a message at the bottom of the screen, “Do you want to open or save FGIOENC.csv from *.sdbor.edu. Select the **Open** button in the popup window to open the .csv file.

10. Save the .csv file to an Excel format by selecting **File** and **Save As**, locating a folder, then selecting .xls or xlsx format from the drop-down menu and Save. The spreadsheet can then be used to track progress of your encumbrances and can be printed.
Open Encumbrances using FGIBDST

Use Banner page FGIBDST (Organization Budget Status) to view encumbrance information. Page (FGIBDST) enables you to query budget availability by organization code.

1. Enter **FGIBDST** in the Search field on the Banner Home page. Hit Enter. Chart S and current Fiscal Year should default in those fields.
2. Enter the **Index** code OR **Organization** and **Fund** code to review the current encumbrances. Note: Adding an Account Code will provide a more detailed report based on that Account.
3. **Tab** to allow the Org, Fund and Program to populate.
4. Click on the **Go** button to view a list of open encumbrances for the selected code.
5. Select or highlight a line by clicking on the encumbrance number in the first column.

6. Click on **FGITRND** in the header and select **Transaction Detail Information** page to obtain more detailed information for each encumbrance.

7. The (FGITRND) screen provides more detailed information for each encumbrance.

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**Incomplete Documents using FZRIDOC**

Users may also view incomplete documents by running Banner report **FZRIDOC (Incomplete Document Listing)**.

1. Enter **FZRIDOC** in the Search field on the Banner Home page. Hit Enter.
2. Click on the **Go** button to move to the **Printer Control** section.
3. Type “DATABASE” or “database” in the printer field of the Printer Control section.
4. Click on the Next Section **icon** to go to move to enter report **parameters**.
5. Tab to the Values field. Enter “Y” next to each value or values that apply or the user can enter a Y in the value field next to “Include All Document Types”. Use your down-arrow key to move from Number to Number. Note: it is rare to use All Doc Types and may result in a massive report.
6. Enter your **User ID** in the Values field under each Y Value entered.
7. Click on the Next Section **icon** to go to the **Submission** section.
8. Click on the **Submit** radio button.
9. Click on the **Save** icon at the bottom-right of the screen.
10. This Success Notification will appear regarding a log file you can view.

11. Click on the ** RELATED ** in the header and select ** ”Review Output [GJIREVO]” ** from the drop-down list.

12. Double click in the “File Name” field and click on the ** fgridoc_xxxxx.lis ** file in the Available Files pop-up window to select or highlight it.

13. Click on the ** OK ** button.
14. This report displays a list of all incomplete documents for your User ID.

15. You may download the information to an .txt file which can be uploaded into Excel. For instructions on this process, please refer to the Purchasing Basics Handbook.

**Incomplete documents** should be investigated, then either completed or deleted. See: Removing Incomplete Receiving Documents for the step-by-step procedure for removing incomplete documents.
Removing Incomplete Receiving Documents

If you have incomplete receiving documents for a purchase order (no letter in the status box on the FOIDOCH screen), then you can either complete them or remove them. Complete them following the preceding steps. Follow these steps to remove them if they are incorrect or no longer needed. You may omit steps 1-6, if you know the Receiving Document number.

1. On the Home page type **FOIDOCH** in the Search field. Hit enter. This will take you to the Document History screen.
3. In the Document Code box type the **PO #**, then click on the **Go** button. The Document History screen will populate with the information Banner has about the PO you have requested.
4. In the Receiving Document line there will be one or more incomplete receiving documents (i.e. nothing in the status box next to the receiving document).
5. Write down the receiving document number for the incomplete receiving document.

6. Click the **Page close icon** to exit the **FOIDOCH** screen and return to the Home page.
7. On the Home page type **FPARCV** in the Search field. Hit enter. This will take you to the Receiving Goods screen.
8. Type in the receiving document number you wish to cancel. Click on the **Go** button. The Receiving Goods screen will populate with the information Banner has about this receiving document.
9. With the curser in the Receiving Header box, click on the **Delete** button in the RECEIVING HEADER. A Warning Notification, “Please Delete Record again to delete this document.” appears.
10. Then select \( \text{Delete} \) in the RECEIVING HEADER a second time. A Success Notification, “Receiver #: Yxxxxxxx and all the detailed records have been deleted.” appears.

11. You may double-check on the FOIDOCH screen using the PO number. The receiving document that you just deleted, should not appear there.

12. Once the incomplete receiving documents have been removed, you can begin the receiving process over again.
**Invoices Awaiting Receiver**

Banner users should run the Invoices Awaiting Receiver report (FZRIREC) for their Organization Code which will help the user to determine if invoices have been posted to purchase orders and the receiving document has not been completed. If a requestor has an incomplete receiving document, the PO number will appear on this list. Users may save their report as a Parameter Set which records all parameter values (fields) to run the same report in the future rather than creating the report each time.

1. Type **FZRIREC** in the Search Field on the Banner Home page. FZRIREC will appear in the Process: field. If you have no preexisting parameter set, click on the **Go** button.
2. Enter “**DATABASE**” or “database” in the Printer field of the PRINTER CONTROL section.
3. Click on the **Next Section icon** to go to the PARAMETER VALUES CONTROL section. If you wish to run the report for all vendors, then leave the Value for Vendor Code blank. However, if you wish a report for a specific vendor, tab to Values. You may use the **Lookup icon** to search for a vendor by any of the fields in the drop-down list. (see screenshot below). For our example, we will not be selecting a vendor. To go back to the previous page, click on the **CANCEL** icon.

![Screenshot of Invoices Awaiting Receiver report](image)

4. Click the down-arrow key to move your cursor down to the Organization Code field.
5. Tab to the Values field to the right of Organization Code.
7. Click on the **Next Section icon** to go to the Submission section.
8. Click on the “**Submit**” radio button if it has not defaulted in and then click on the **Save** icon at the bottom-right of the screen.
9. The Success Notification will appear regarding a log file you can view.

10. Click on the **Related icon** in the header and select “Review Output [GJIREVO]” from the drop-down list.
11. Double-click in the **File Name:** field.

12. In the “**Output File Name**” field and click on *fzrific_xxxxxxx.lis* file to select or highlight it.

13. Click on the **OK** button.

14. The report displays a list of all PO’s for your Org Code that have invoices in the system and the receiving has not been completed. You may download the information by clicking on the **Tools icon** in the header and selecting “Show Document (Save and Print File)” from the drop-down list. This will download the information to a web file which can then be saved to a text file. It can also be printed from this screen.
15. The Error Notification, “You have selected to Show File (fzrirec_xxxxxxx.lis) in a browser. Do you wish to continue?” appears. Click on the Yes button.
16. Click on File and select Save As and select a folder where you keep your documents or build a new folder.
17. Give the file a name and save as type: *.txt file.
18. Click on Save and File, Exit.
19. Open MS Excel.
20. File, Open and find the file you saved to a folder.
21. Change files of type to text files *.txt
22. Select the file from the appropriate folder where you saved the file.
23. Click on the Next button at the bottom of the screen. You can add columns by clicking between separations.
24. Click on Finish and work with your report in a spreadsheet format.
The Trade-in and Discount features are presented here to show how the Banner 9 screens will now appear. For the full step-by-step of these processes, please refer to the Purchasing Shopping Handbook.

**Trade-In Feature**

This is how the above scenario will look in Banner. Notice that the line discount is shown as a "Discount" on the positive line in the header and in the FOAPAL line. As you arrow down, each line has been discounted.

Receiving will be done only on the original number of lines on the PO.
Discount Feature

This is how the discount scenario will look in Banner. Notice that the trade-in amount of $6250 is shown as a “Discount” on the positive line. (the commodity code will populate in PROD). Receiving will be done only on the positive line.

Keyboard Shortcuts

Note a full list of keyboard shortcuts is available in the Banner 9 Navigation Guide.

Used to quickly navigate to a page from anywhere within Banner without using a mouse.
1. Ctrl + Home to go to your Home page.
2. Ctrl + M to go to Menu icon
3. Ctrl + Shift + Y to go to the Search icon
4. Ctrl + Y to go to your Recently Viewed Folder
5. Ctrl + Shift + L to go to Online Help
6. Alt + P to go to the Shop Menu
7. Alt + Q to go to Quick Search