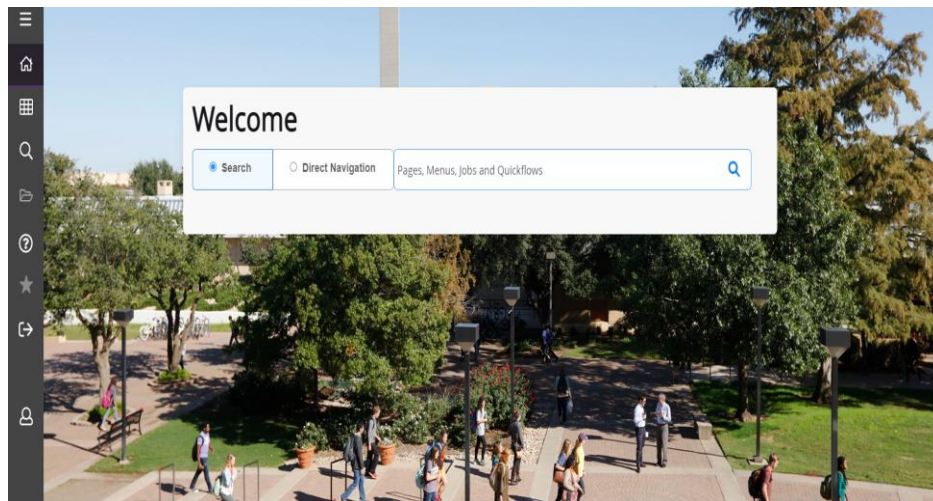


University Procurement Office

Purchasing with Banner Finance User Guide



Abilene Christian University

Our Mission

The mission of University Procurement is to support the University and to strive to help other departments reach their goals in doing their part. We reduce expenditures via discounts, buying groups, partnerships with merchants and use of the PCard; increase productivity by providing departments with the tools and information they need to make informed and cost-effective purchasing decisions and provide operational services that save money, model excellence and serve as an example to our students.

Contact Us

University Procurement Office

ACU Box 28202

208 Hardin Administration Building

Abilene Texas 79699

Phone: 325-674-2246

Email: purchasing@acu.edu

Web: acu.edu/purchasing

Operational Hours:

Monday-Friday

8-12 and 1-5 (Closed Noon-1)

ACU Purchasing Policy No. 930

PURCHASING POLICY

No. 930

Responsible Department: University
Procurement and Financial Operations

Responsible Administrator: Purchasing
Director

Effective Date: August 2019

Reviewed/Updated Date: June 27, 2023

Date of Scheduled Review: March 2025

I. PURPOSE

A. The Procurement office is charged with several responsibilities:

- o Offering purchasing services to all departments to obtain goods and services at an optimum combination of prices, quality, and timeliness.
- o Reducing expenditures via discounts, co-operative networks, and partnerships with merchants.
- o Increasing productivity by providing departments with the tools and information they need to make informed and cost-effective purchasing decisions.
- o Providing a variety of purchasing services for the ACU community from issuing purchase orders to completing credit applications, assisting with vendor selection, and resource assistance.
- o Administration of agreements such as, copiers, shipping, vending, and beverages.
- o The purpose of the furniture policy is to achieve substantial discounts, provide a high-quality product that will offer the best value to the University, and to help streamline and simplify the ordering process.

II. SCOPE

- ### A. All ACU employees are responsible for purchasing goods and services within their department.

III. PROCEDURE

A. The following are the procedures and payment options when making purchases on behalf of ACU:

- o Use a university purchasing card (PCard) in accordance with PCard policies.
- o Prepare a [Payment Request Form](#) with the appropriate approval signatures and forward the form and related invoices to Accounts Payable for payment.
- o Enter a requisition in the purchasing system. A requisition will be transferred to a purchase order and sent to the vendor.
 - o Please use this option when the vendor requires a purchase order.

When the vendor provides an invoice, two department approvals by university employees are required. Student employees can request and/or receive on a purchase order, but they cannot provide approval for payments. Instructions for creating purchase orders are detailed in the [“Purchasing with Banner Finance Manual.”](#)

- o An employee should not use a personal card for university purchases except when one of the forms of payment listed above is not available. Reimbursement requests for business related purchases with an employee’s card should be reviewed before payment.
- o Student purchasing for business purposes with personal funds is prohibited. A purchasing card or other acceptable forms of payment must be used for any business-related purchases.
- o If you are purchasing apparel for employees or students using ACU funds, you must contact the Controller in the Finance office for tax guidelines and policies on apparel.
 - o All apparel purchases for employees or students must either be kept and placed as inventory and used for departmental purposes or, if given to the employee or student, the individual will be subject to a taxable fringe benefit.

B. Commissions/Rebates/Incentives/Gifts/Gratuities:

- o Any commissions, rebates, incentives, gifts or gratuities over \$25 from vendors must be used for school use.
- o A conflict of interest between vendors and an ACU employee making purchasing decisions should be disclosed by the ACU employee to his/her supervisor, the University Procurement office, and also reported on the employee’s annual conflict of interest disclosure form.

C. Terms and Agreements:

- o Any documents described as “contracts”, “agreements”, “leases”, or an “understanding” that may obligate ACU in any way must be reviewed by the Office of General Counsel and the Finance office in accordance with the [University’s Contracting Procedures](#).

D. Furniture Purchases:

- o When making furniture purchases, take into account how each piece will fit into the current and future environment.
- o Explore the entire line of furniture options to see what you may be able to do long term.
- o Consider how furniture will adapt to new technology.
- o Keep the workplace flexible and select furniture that can be easily moved and reconfigured as needs arise.
- o Select furniture with timeless appeal in style and color.

- o Make selections appropriate for each facility and end user.
- o Consider durability and quality when making selections. Keep in mind that the wear-and-tear on commercial furniture is greater.
- o Be mindful of the aesthetic appeal of each piece of furniture and how it will affect a facility aesthetically.
- o Exercise good stewardship by being mindful of pricing.

- o Two (2) preferred furniture vendors have been chosen and have proved the most advantageous to the University. These dealers offer a variety of manufacturers and have performed many successful installations throughout the university. We understand that it may be necessary to use other vendors. This will be determined on a case-by-case basis. Contact the University Procurement office for the list of preferred vendors.
- o All furniture purchases must be processed through the following guidelines and adhere to the university's [Renovation and Construction Policy](#):

Basic Office Furniture: (This includes but is not limited to desks, task chairs, side chairs, side tables, bookcases, and shelving)

Under \$5,000

- o May be purchased from a vendor of the employee's choice following the guidelines stated in the Purchasing Policy.
- o If construction is needed, employees must follow the guidelines stated in the Renovation and Construction Policy, in addition to the policy stated above.

Over \$5,000

- o Employees must receive bids from each of ACU's preferred furniture vendors.
- o Employees must follow the guidelines stated in the Purchasing Policy.
- o If construction is needed, employees must follow the guidelines stated in the Renovation and Construction Policy, in addition to the policy stated above.

Common Areas: (Any space that is open to all patrons, such as the general public, students, employees, visitors, alumni and others. This includes but is not limited to conference rooms, common areas, reception areas, waiting rooms, and classrooms)

No Dollar Threshold- Unlimited amount to budget expectation for approval

- o Employees must receive bids from each of ACU's preferred furniture vendors.
- o Employees must follow the guidelines stated in the policy above.

- o If construction is needed, employees must follow the guidelines stated in the Renovation and Construction Policy, in addition to the policy stated above.

Renovation and Construction:

- o Employees must follow the guidelines stated in the Renovation and Construction Policy.
- o Employees must follow the guidelines stated in the policy above.

Important Notes

Mac Computers

The directions in this manual are for both PC and Mac computers. The only difference is noted in the directions and applies to the Links found in the Navigation frame on the PC, which are found in The options drop down list on a Mac. The illustrations of the Banner Finance screens in the manual are from the PC.

Document Numbers

When starting a new requisition or receiving document, please use The automatic numbering feature, please do not create your own Document numbers. When entering a requisition or receiving, once You are assigned a document number, your document will remain On Banner Finance. You may leave a document “in process” if you are Awaiting more information, a budget revision, etc. If you do not need The document however, please delete it.

Quick Keys

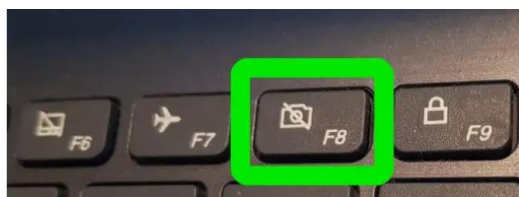
Next Block – Press the keys [Alt + PgDn]



Save – F10



Search/Query – F8



Last Edit: October 2024

Purchasing with Banner Finance – Requisition Process

*To have a purchase order sent to a vendor, start the process by entering a requisition

The requisition Workflow

1. Enter your requisition in Banner Finance. **At the time you enter the requisition, please check your budget to make sure it has sufficient funds.** Within a few moments of completing the requisition, your budget will be encumbered for the requisition.
2. The Purchasing Office will process your requisition into a purchase order and email along with quote to vendor. The requisition's encumbrance is removed and the purchase order encumbers on your budget.
3. When you receive the order or the service is performed, **you will need to enter a receiving entry for your purchase order into Banner Finance.** Receiving must be entered on all regular and standing purchase orders. Receiving is your authorization to Accounts Payable to pay the invoice when it arrives. **Two department approvals by university employees are required for approval for your invoice. Student employees can request and/or receive on a purchase order, but they cannot provide approval for payments.** Write "Approval to Pay" with signature on the invoice before sending it to Accounts Payable.
4. When Accounts Payable receives the invoice, they enter it into Banner Finance. If the purchase order, receiving, and invoice match, the invoice is deducted from your budget and the purchase order's encumbrance is removed. Payment will process and be sent to the vendor.

Purchase Order Types

- Regular Orders: a regular order is a purchase order for goods or services from a vendor.
- Standing Orders: A standing order is an agreement that is good for an entire fiscal year and is used to pay recurring expenses such as monthly leased equipment charges and frequent purchases from the vendor.

*Note: University Purchasing along with Accounts Payable has evaluated opportunities to leverage the overall expenses of the university by utilizing the ACU Credit Card (P- Card) whenever possible. We are requesting that you use your P-Card in place of a purchase order for all your Regular and Standing Order needs. If it is not possible to use a P Card with a vendor then a requisition must be entered into the Banner system.

Entering a Requisition

Requisition Form

1. From Direct Access Screen type: FPAREQN
2. Hit Enter
3. Type the word "NEXT" in the "Requisition:" field
4. Next Block
5. Click on calendar next to delivery date field.
6. Select Delivery Date (must be greater than or equal to today's date).
7. Click OK
8. Next Block

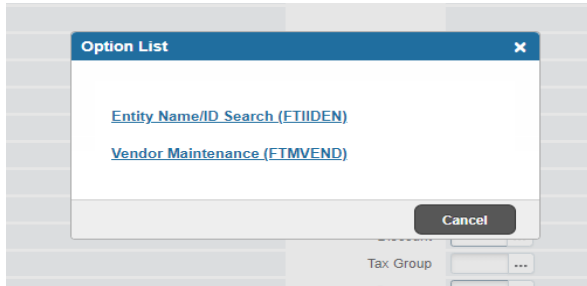
Requestor/Delivery Information

9. At Ship To: Type your ACU Box number plus the number 1 (i.e. 291001)
10. Type in Attention To (if different from the name listed).
11. Enter any messages, comments or instructions for the vendor or purchasing office in Document Text (optional).
 - a. If you want something specific done with the purchase order
 - b. If you need a document sent with the purchase order, email to purchasing@acu.edu. Make sure to include the requisition number on the item.
 - c. If you need the purchase order emailed or mailed to a specific person's attention.
 - d. If you want a copy of the purchase order emailed to you.
12. Next Block

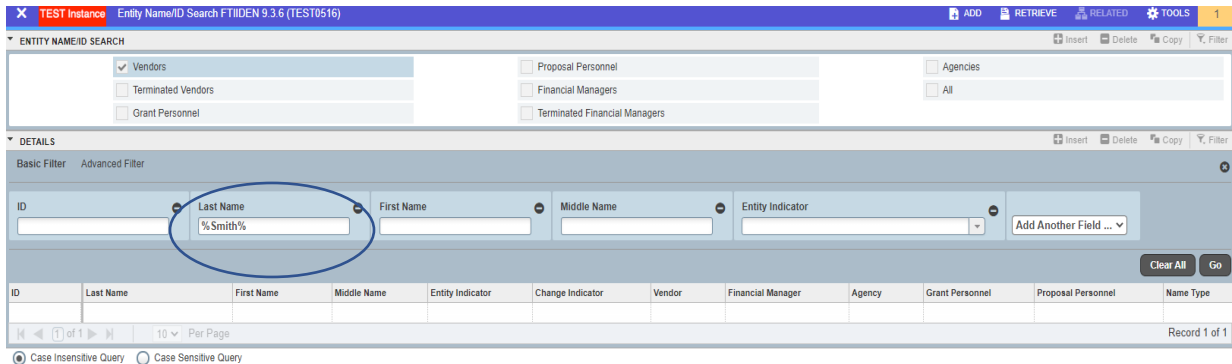
The screenshot displays a software interface for entering a requisition. The top bar shows 'TEST Instance' and 'Requisition FPAREQN 9.3.23 (TEST0516)'. Below this, the 'Requisition: NEXT' is entered. The 'REQUISITION ENTRY: REQUESTOR/DELIVERY' section includes fields for 'Requestion' (NEXT), 'Order Date' (06/23/2022), 'Transaction Date' (06/23/2022), and 'Delivery Date' (06/23/2022). It also shows 'Commodity Total' and 'Accounting Total' both at 0.00, and a checked 'Document Level Accounting' option. The 'REQUESTOR/DELIVERY INFORMATION' section is divided into two columns. The left column contains fields for 'Requestor' (Cianna Flores), 'Organization' (45310 University Purchasing), 'COA' (1 Abilene Christian University), 'Email', 'Phone Area Code', 'Phone Number', 'Phone Extension', 'Fax Area Code', 'Fax Number', 'Fax Extension', and 'Ship To' (28201). The right column contains fields for 'Street Line 2' (1201 East Ambler/ACU Box 28202), 'Street Line 3' (Hardin Administration Bldg Room 320), 'Contact' (Sandra Hall), 'Attention To' (Sandra Hall), 'Building', 'Floor', 'City' (Abilene), 'State or Province' (TX), 'Zip or Postal Code' (79699), 'Nation', 'Area Code' (325), 'Phone Number' (6742273), and 'Extension'.

Vendor Information

13. Click on the search button (... next to vendor field) or type in vendor # if known (skip to step 18 if you enter the vendor code).
14. Choose Entity Name/ID Search



15. Select down arrow and pick which parameters you would like to search by.
16. To select a vendor: Type in the last name field a percent sign then your vendor name and a percent sign after (i.e. %Vendor%). If you do not know how the vendor name starts, but you know, it contains a certain word in it, type the word you know.



17. Hit F8
18. Double Click on Vendor Name (your requisition number should now appear at the top of the screen; write it down or print screen, you will need this number later).
 *Note: If the vendor is not in the vendor file, leave the vendor fields blank. Please give us your desired vendor's full name, address, telephone number, fax number and contact name, and email address in Document Text. For instructions on using Document Text, see the instructions in Step 11.

Another option, place your requisition "In Process", email purchasing@acu.edu requesting a new vendor set up in Banner and include the vendor information.

19. Next Block
 *Note: As you go from the vendor information window to the commodity/Accounting window the requisition number is assigned. **We strongly recommend that you write down this number.**

Requisition: R0052642

REQUISITION ENTRY: REQUESTOR/DELIVERY	
Requisition	R0052642
Order Date	06/23/2022
Transaction Date	06/23/2022
Delivery Date	06/23/2022

20. Hit Tab Key

Commodity/Accounting Window

Requisition: R0052642 Start Over

REQUISITION ENTRY: REQUESTOR/DELIVERY Insert Delete Copy Filter

Requisition	R0052642	Comments		<input type="checkbox"/> In Suspend
Order Date	06/23/2022	Commodity Total	0.00	<input type="checkbox"/> Document Text
Transaction Date	06/23/2022	Accounting Total	0.00	
Delivery Date	06/23/2022			<input checked="" type="checkbox"/> Document Level Accounting

Requestor/Delivery Information Vendor Information **Commodity/Accounting** Balancing/Completion

COMMODITY Insert Delete Copy Filter

Item	Commodity	Description	U/M	Tax Group	Quantity	Unit Price	Commodity Text	Item Text	Add Commodity

Record 1 of 1

Extended Amount		Tax		<input type="checkbox"/> Distribute
Discount		Commodity Total		
Additional		Document Total		

ACCOUNTING Insert Delete Copy Filter

21. Type in description of item to be purchased or service received.

22. Tab

23. Enter a unit of measure in U/M Field (i.e. EA for Each) for a list of choices click on the ..., click on the appropriate selection then hit OK

24. Tab

25. Enter Quantity ordered

26. Tab

27. Enter unit Price

28. Tab two more times (if you have additional items, hit the down arrow key and repeat steps 21-27)

29. When you have entered your last commodity, Next Block

30. Tab twice

ACCOUNTING Insert Delete Copy Filter

Sequence	COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSF Override	NSF Suspend
	1										<input type="checkbox"/>	<input checked="" type="checkbox"/>

Record 1 of 1

	%	USD
Extended Amount	<input type="checkbox"/>	<input type="text"/>
Discount	<input type="checkbox"/>	<input type="text"/>
Additional	<input type="checkbox"/>	<input type="text"/>
Tax	<input type="checkbox"/>	<input type="text"/>
FOAPAL Total		<input type="text"/>

31. Enter Fund (i.e. 100000)
32. Enter Org (it will default to your own but can be changed)
33. Tab
34. Type in 4 digit account code (i.e. 6440)
35. Tab
36. Type in 2 digit program code (i.e. 60)
37. Tab until you get back to the Fund section
38. Next Block (Note: if you do not have enough funds in your budget you will see a “warning: Budget is exceeded for sequence 1” message).
39. Hit Complete Button.

*After you have completed the requisition you can no longer make changes to it. If you need to make changes, you will have to cancel the requisition and enter a new one. Notify the Purchasing office if this occurs.

Canceling a Requisition

Deleting a requisition that has not been completed (“In process”)

1. At Direct Access type FPAREQN and press <Enter>
2. At requisition type in the requisition number and then select Next Block or click on the Requestor/Delivery information in the Tools drop-down list. This will bring up the Requisition Entry: Requestor/Delivery information window. Do not enter anything in this window.
3. Select Delete from the tool bar.
4. Select Delete from the tool bar again. You must perform the delete function twice to delete the requisition.
5. At “All commodity and Accounting records will be deleted, click “OK”
6. The requisition will be deleted from Banner Finance

Deleting a requisition that has been completed

1. At Direct Access type FPARDEL and press <Enter>
2. At Request Code enter the requisition number you want to cancel or click the search button for a list of requisitions.
3. Next Block
4. Select tools, under tools select “Access Cancel Date”
5. Select the “Make Cancellation Permanent” button.

Purchase Orders

Encumbrances

At the time the invoice is entered in Banner Finance, the encumbrance will be reduced by the same amount. When Accounts Payable marks the invoice “final”, any remaining encumbrance will be removed. If you still have an encumbrance on a purchase order that has completely paid, please contact us at purchasing@acu.edu or (325) 674-2273

Changing a Purchase Order

We can change, add or delete any information except the vendor and the FOAP in a purchase order. If necessary, we can reprint a purchase order and send it to the vendor again **(as long as the purchase order has not yet been received on and/or paid)**.

To change a vendor requires us to cancel the purchase order and issue a new purchase order. Changing a FOAP on a purchase order could at times causes a glitch, which will not allow the purchase order to close; therefore, we ask that if you need to change a FOAP for a purchase order either cancel it or make a Journal Entry.

To make any of these changes, please send in writing the purchase order number and the changes in email to purchasing@acu.edu.

Canceling a Purchase Order

To cancel a purchase order, please send in writing the purchase order number and the reason for canceling in email to purchasing@acu.edu. By canceling the purchase order, the encumbrance(s) on your budget will be removed.

Receiving

You will need to enter a receiving document every time you receive products or services from a regular or standing purchase order. The receiving document is your authorization to Accounts Payable to pay the invoice. Therefore, only record what you have received. This will help insure that you are only charged for the items actually received. Remember that a second approval from your department is needed on all invoices. This can be done by writing okay to pay on the invoice or sending an email to Accounts Payable at aphelp@acu.edu.

*These two approvals are required to be university employees. Student employees can request and/or receive on a purchase order, but cannot provide approval for payments.

Instruction for Receiving

1. From Banner Direct Access Screen type: FPARCVD
2. Hit Enter
3. Document Code: Type NEXT
4. Next Block Twice
5. At Packing Slip: Type Purchase Order Number
6. Next Block
7. At Purchase Order: type Purchase Order Number again

TEST Instance Receiving Goods FPARCVD 9.3.16 (TEST0516) ADD RETRIEVE RELATED TOOLS 1

Receiver Document Code: Y0086763 Start Over

RECEIVING HEADER

Receiving Method Carrier Date Received* 07/11/2022 Received By CMF18A Text Exists

PACKING SLIP

Packing Slip P0071354 Text Exists Bill of Lading

PURCHASE ORDER

Purchase Order P0071354 Text Exists Buyer Vendor

Receive or Adjust Receive Items Adjust Items

1 of 1 Per Page Record 1 of 1

8. Tab
9. Go to Tools on the Tool Bar and Choose one of the following (by clicking on it):
 - a. Receive All Purchase Order Items (This is if you have received all items on your purchase order)
 - b. Select Purchase Order Items (This is if you have only received specific items from your order and not all of the items on your purchase order)

TEST Instance Receiving Goods FPARCVD 9.3.16 (TEST0516) ADD RETRIEVE RELATED TOOLS 1

Receiver Document Code: Y0086763

RECEIVING HEADER

Receiving Method Carrier Date Received* 07/11/2022 Received By CMF18A Text Exists

PACKING SLIP

Packing Slip P0071354 Text Exists Bill of Lading

PURCHASE ORDER

Purchase Order P0071354 Text Exists Buyer Cianna Flores Vendor 000466517 Ellucian Company, L.P.

Receive or Adjust Receive Items Adjust Items

1 of 1 Per Page

Search

ACTIONS

- Refresh F5
- Export Shift+F1
- Print Screenshot Ctrl+Alt+P
- Clear Record Shift+F4
- Clear Data Shift+F5
- Item Properties
- Display ID Image
- Exit Quickflow
- About Banner

OPTIONS

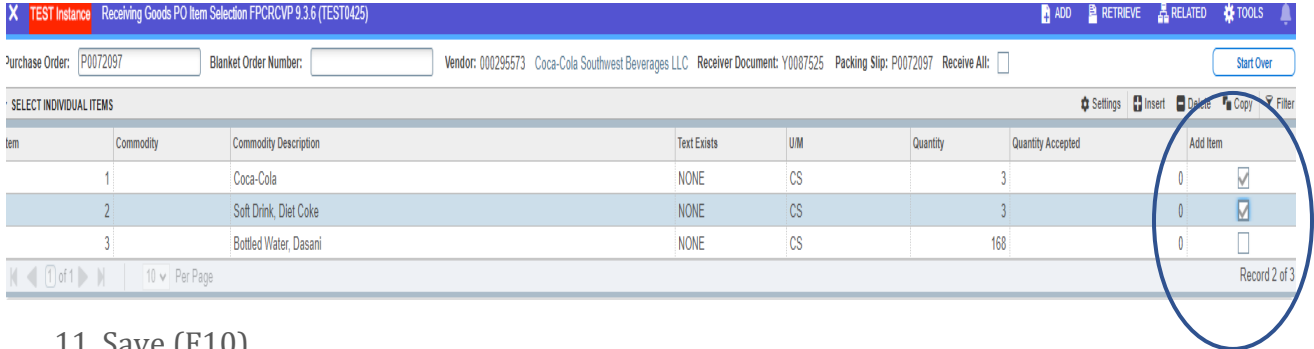
- Receive All Purchase Order Items
- Select Purchase Order Items [FPCRCVP]

BANNER DOCUMENT MANAGEMENT

- Retrieve Documents Alt+R
- Count Matched Documents
- Add Documents >

10. If option “a” Receive All Purchase Order Items is chosen Next Block twice and hit the Complete Button.

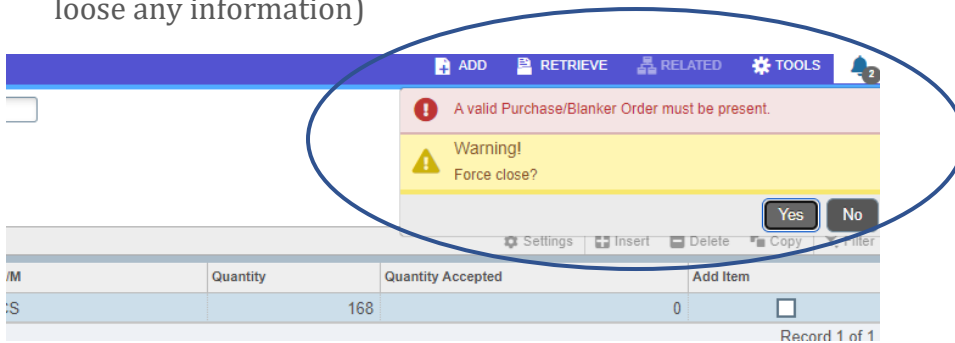
*If option B is chosen, it will take you to a screen that lists all items on the PO for you to choose which ones you want to receive. Put a check mark in the box next to each line you wish you receive (at the far right under add item).



11. Save (F10)

12. Select the X in the top left corner.

13. You will receive a Warning message, but go ahead and select “Yes” (You will not loose any information)



14. Next Block

15. In the box under the word “Current,” type in the amount of items received for that line item. Note: If all items have been received for that line click, the final received box (if not then leave box blank).

COMMODITY			
Receiver Document	Y0087525		
Code			
Packing Slip	P0072097		
DETAILS			
Item	1		
Commodity Code	Description		
	Coca-Cola		
	Soft Drink, Diet Coke		
<div style="display: flex; justify-content: space-between; align-items: center;"> ◀ ◁ 1 of 1 ▷ ▶ 10 ▾ Per Page </div>			
Quantity	To Date	Current	
Received	0		<input type="text" value="3"/>
Rejected	0		<input type="text"/>
Returned	0		
Accepted	0		
Ordered	3		
<input type="checkbox"/> Item Suspense		<input type="checkbox"/> Tolerance Suspense	
COMPLETION			
<input type="button" value="Complete"/>		<input type="button" value="In Process"/>	

16. Arrow down and repeat for any other lines of receiving.
17. Next Block
18. Complete (by hitting the Complete Button)

Deleting an “In Process” Receiving Document

1. At Direct Access type FPARCVD (Receiving Goods Form) and press .
2. At Receiver Document Code type the receiving document number and select Next Block. Do not enter anything in this window.
3. Select Delete from the tool bar
4. Select Delete from the tool bar again. You must delete twice in a row to delete the receiving document.
5. The receiving document will be deleted from Banner Finance.

Query Forms

General

How to find information in Banner Finance

There are a number of different query forms in Banner Finance. For all of these forms enter the seven-letter abbreviation of the form in Direct Access.

Document History Form [FOIDOCH]

On this form you can see all the related document numbers for a given document number. For example for a given requisition number, you can see the document numbers of the purchase order, receiving, invoices, etc. that are associated with that requisition specifically. At Document Type enter the type of document (REQ for a requisition) you want to see or double click in the field for a list to select from. At Document Code enter the document number (e.g. R0042000 for a requisition) or click the search button for a list. Select Next Block to fill in the form.

To go to one of the documents listed on the form, highlight it and click the wording with the Information in the Related drop-down list. To see what the status abbreviations stand for, click on View Status Indicators in the Options section of the Tools drop-down list.

Ship to Maintenance Form [FTMSHIP]

This form allows you to see the complete ship to address for a code number. If you need to change, add or delete ship to address, please contact Purchasing office. At Ship to Code enter the code number (usually your ACU Box number followed by the number 1) or click the search button for a list and select Next Block to fill in the form.

Vendor Maintenance Form [FTMVEND]

On this form, you can see the individual vendor's information. If you need to add a new vendor or change vendor information, please contact Purchasing office.

Requisitions

Requisition Query Form [FPIREQN]

This form allows you to view a completed requisition. At Requisition enter the requisition number or press the search button for a list. Select Next Block to fill in the form. To move from window to window, select next block.

Open Requisition by FOAPAL Query Form [FPIORQF]

This form gives you a list of open requisitions for a given FOAP. Leave COA (chart of accounts) set to 1 and enter all or some of the elements of the FOAP for which you wish to see the open requisitions. Select Next Block to see the list. You can scroll up and down the list.

Requisition Validation List [FPIRQST]

This form is a list of requisitions that meet the criteria you specify in your query. The fields you can use in your query are requisition number, requestor name, request date, organization number or name, deliver by date and vendor name or number.

Purchase Order

Purchase Order Query Form [FPIPURR]

This form allows you to view your purchase order. The windows of this form are arranged almost identically to the requisition form. This form also allows you to view your order.

To view a purchase order:

1. At Purchase Order, enter the number of the purchase order.
2. Leave Blanket Order blank
3. At Change Sequence # leave it blank to see the original purchase order or enter the number (1, 2, 3, etc) of the change you would like to see.
4. Select Next Block
5. To move from window to window, select Next Block.

Open Purchase Order by Vendor Form [FPIOPOV]

This form is a list of the open purchase orders for a given vendor. At Vendor enter the code number of the vendor or click the search button for a list. You may choose a status code by clicking the appropriate Radio Button (Open, Closed, Cancelled, Incomplete, All), Open is the default selection. Select Next Block to fill in the form.

Open Purchase Order by FOAPAL form [FPIOPOF]

This form gives you a list of open purchase orders for a given FOAP. Leave COA (chart of accounts) set to 1 and enter all or some of the elements of the FOAP for which you wish to see the open purchase orders. Select Next Block to see the list. You can scroll up and down the list.

Purchase Order Validation List [FPIPOHD]

This form is a list of purchase orders that meet the criteria you specify in your query. The fields you can use in your query are: purchase order number, change sequence number, purchase order class, buyer name, vendor number or name, purchase order date, deliver by date, whether the purchase order is completed and amount of the purchase order.

Receiving Goods Query Form [FPIRCVD]

This form allows you to view a completed receiving document. At Receiver Document Code enter the receiving number or press the search button for a list. Select Next Block to fill in the form. To go to the second window, either select Next Block or click on Commodity Information in the Options drop-down list.

Encumbrances

Detail Encumbrance Activity Form [FGIENCD]

This form shows for a given requisition or purchase order the FOAP(s) and encumbrance details. At encumbrance enter the document number or click the search button for a list. Select Next Block to fill in the form.

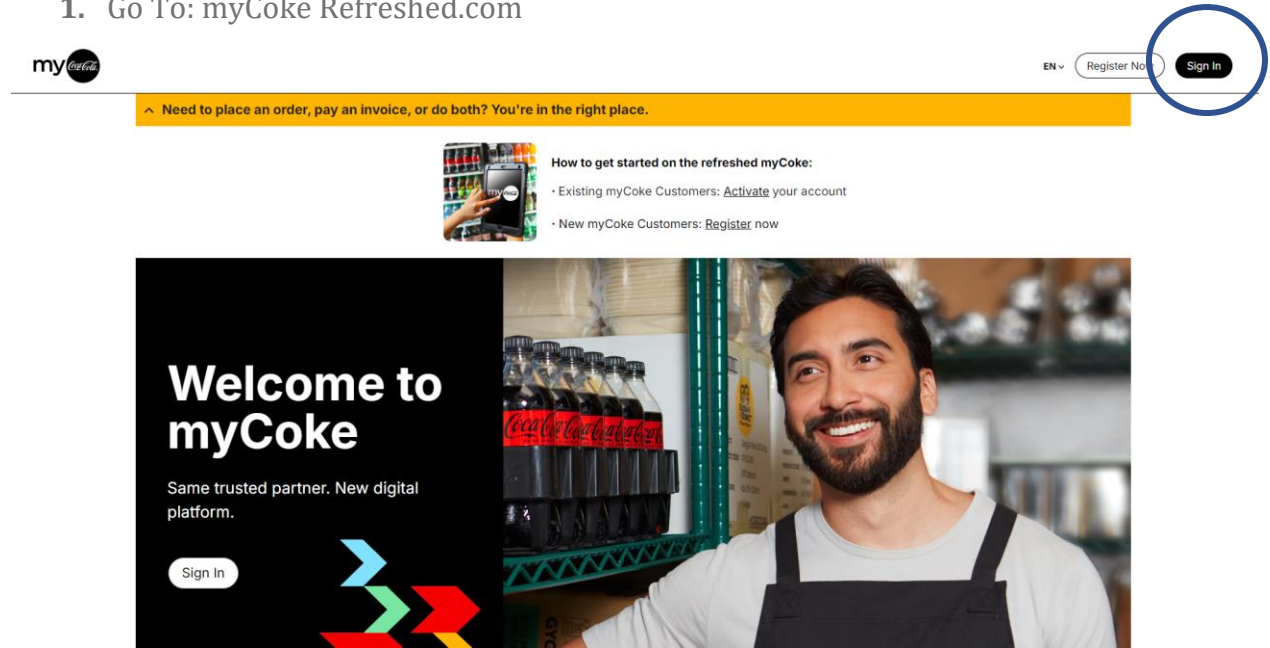
Organization Encumbrance List Form [FGIOENC]

This form is a list of the open encumbrances for a given fund and organization. Leave Chart (of accounts) set to 1, the Fiscal Year is set to the current fiscal year but can be changed, leave Index blank, at Orgn (organization) enter the organization number and at Fund enter the fund number. Select Next Block to fill in the form. To see the encumbrance details, highlight the entry and click on Query Detail Encumbrance Info in the Related or Tools drop-down list.

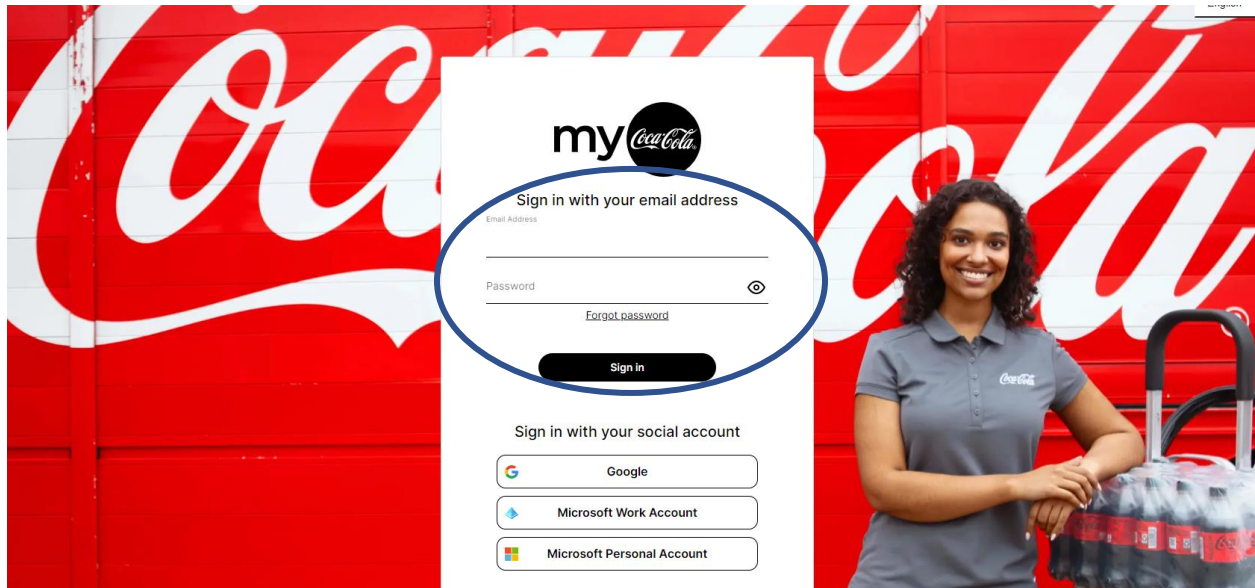
MYCOKE.COM

Ordering Beverages:

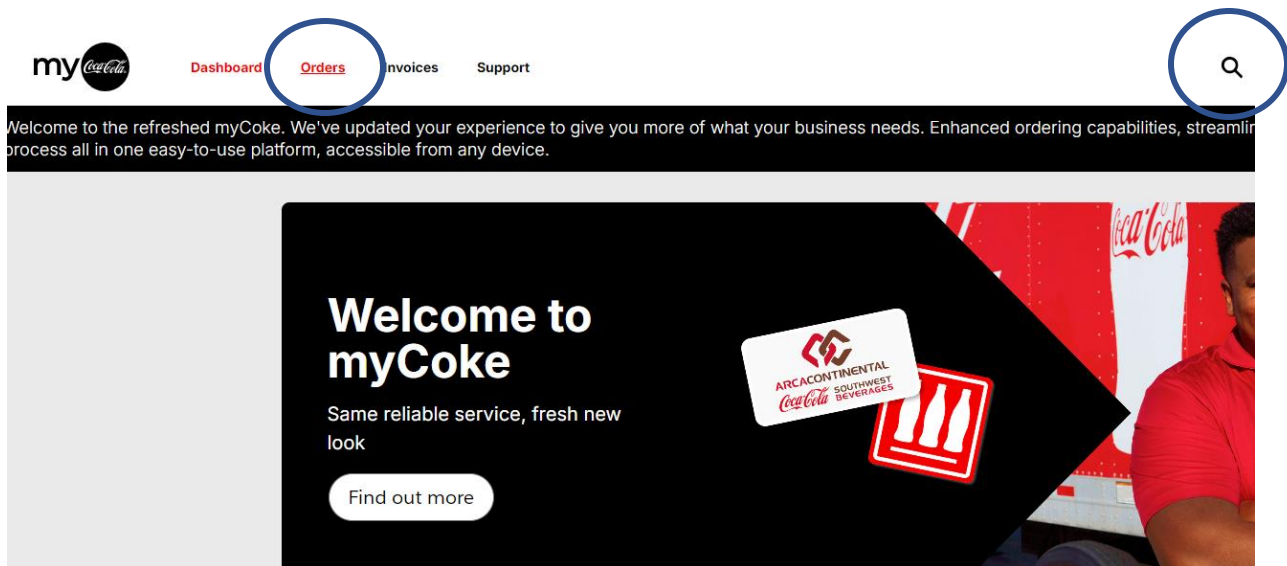
1. Go To: myCoke Refreshed.com



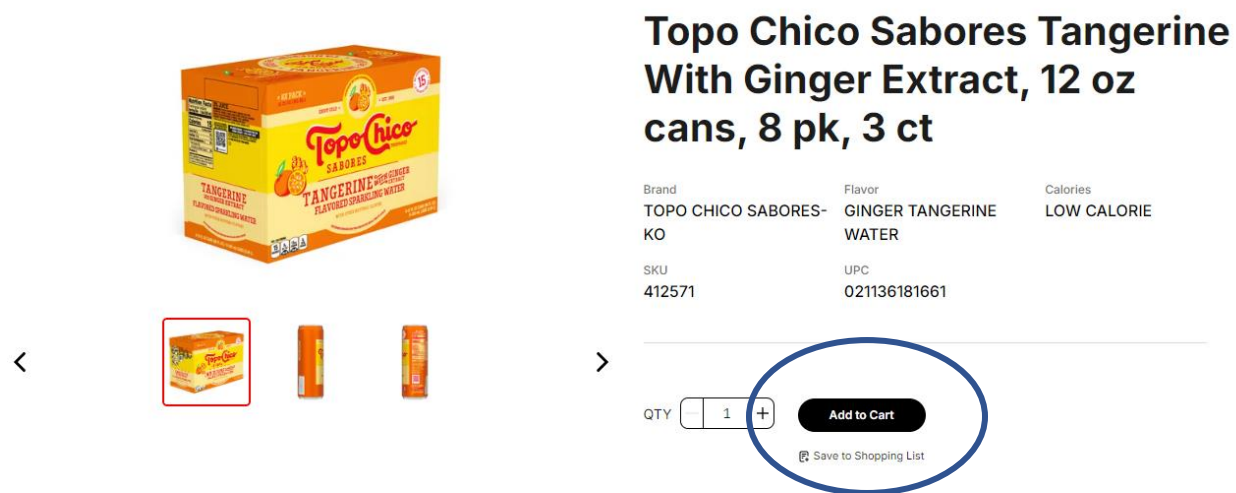
2. Sign-in: using your ACU email and password



3. Click on the "Orders" link or use the search icon to find the product you need.



4. Click on “Add To Cart” once you have located your product.



5. View your cart to proceed processing your order.

6. Click on “Proceed to Checkout” to continue processing your order.

7. Click in the “Shipping Notes” box and type your Department Name and Department Office Location.

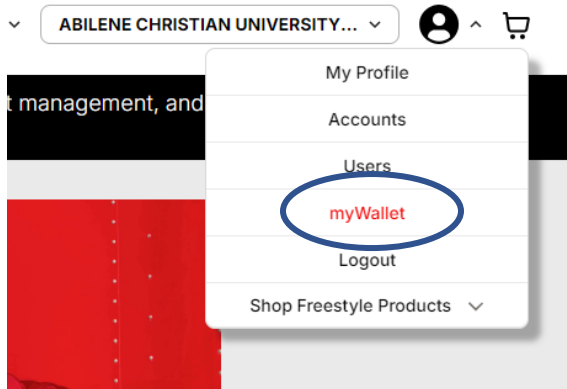
*Please put your department name and office location. If you do not add this information, it will be difficult to get your order to you.

8. Select your PCard or add a new PCard.

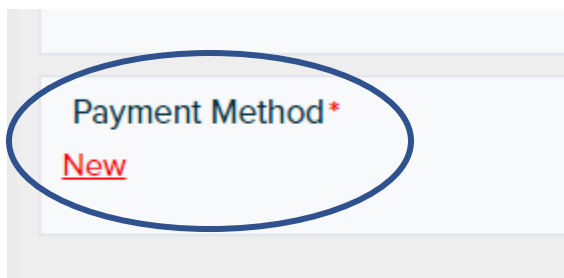
9. Click “Submit”

Adding a PCard to myWallet using myCoke:

1. Click the profile icon in the top right corner to display a drop down
2. Click on “myWallet”



3. Select “New” under Payment Method



4. Add PCard information

***When adding your PCard to myWallet make sure to save your card to only your wallet. To do this, check the box “Save payment method to my wallet.” DO NOT check the box “Save for authorized users on this account.” If you have this box checked, all other users will be able to see your card.**

myWallet

Cards

ACH

Card Interface

<input type="text" value="Credit Card"/>	<input type="text" value="Card Type"/> American Express	<input type="text" value="Exp MM/YYYY"/>
<input type="text" value="First Name"/> Cianna	<input type="text" value="Last Name"/> Wilcox	<input type="text" value="Cardholder Billing Address"/> PO BOX ACU 28202
<input type="text" value="City"/> ABILENE	<input type="text" value="Country"/> United States of America	<input type="text" value="State"/> Texas
<input type="text" value="Zip/Postal Code"/> 79699	<input type="text" value="Phone Number"/>	<input type="text" value="Email"/>
<input type="checkbox"/> Save for authorized users on this account	<input checked="" type="checkbox"/> Save payment method to my wallet	
<input type="button" value="Back"/>	<input type="button" value="Save"/>	

5. Select "Save"