

Process Description: Provide Finance Implementation Team and Human Resources with overview of how the Chart of Accounts is used in Banner Human Resources

Banner Modules: HR, Position Control & Payroll Systems, General Person Module

1. Meeting Logistics

Item	Description
Date	December 3, 2015
Time	10am-2pm
Location	MIS Conference Room MP113

2. Attendees

Role	Name
Facilitator	Megan Saint-Evens; Consultant – Banner HR System
Participants	Finance implementation team Human Resources key implementation team participants Gavilan College Project Manager

3. Pre-Work

- Training room identified and equipped.
- Have the ability to log into the Banner System with necessary User ID and Password.
- Have electronic copies of the documents available.

4. Purpose

- Discuss concepts relating to implementation of the General and HR systems.
- Provide Finance Implementation Team with overview of how the Chart of Accounts is used in Banner Human Resources
- Approval Queues
- Labor Distribution – Jobs
- Labor Distribution Overrides – Rule Forms
- Human Resources Security
- Finance Interface Rules

5. Desired Outcomes

- Lay the foundation for chart of accounts, organizational security/approval queue usage required for effective use in Banner Human Resources

Thursday, December 3, 2015 10am-2pm

Topic	Time
Demonstration and Discussion of Banner Finance COA usage in Banner Human Resources, Laurel to discuss Finance Implementation and COA decisions/set up for 15 minutes <ul style="list-style-type: none"> • Position Budget Records • Employee Records • Jobs Records • Payroll <ul style="list-style-type: none"> ○ Processing ○ Timesheet/Leave Report Approval Queues • Security • Rule Form Overrides <ul style="list-style-type: none"> ○ Finance Interface 	10:00 am-12:00pm
Lunch	12:00 pm – 1:00 pm
Hands on Exercise and Discussion	1:00 pm-1:45 pm
Wrap-up Review of Training Plans for Upcoming Training Questions/Answers	1:45 pm-2:00 pm

Document History

Revision Record

Number	Date and Sections	Author	Notes
1.0	11/30/2015	Megan Saint-Evens	Agenda Creation

Documents Provided

Topic	Description
Agenda	This document

Process Description: Banner Human Resources Project Kick-Off, General and HR System Overview, training on managing person information.

Banner Modules: HR, Position Control & Payroll Systems, General Person Module

1. Meeting Logistics

Item	Description
Date	January 12, 2016
Time	10:00am-3:00pm
Location	MIS Conference Room MP113

2. Attendees

Role	Name
Facilitator	Megan Saint-Evens; Consultant – Banner HR System
Scribe	TBD
Other Participants	Users responsible for any type of navigation within the Banner System, and those people responsible for entering and maintaining person, biographic and demographic data.

3. Pre-Work

- Training room identified and equipped.
- Have the ability to log into the Banner System with necessary User ID and Password.
- Review Workbooks and Guides, print what each user feels they need to bring to sessions.

4. Purpose

- Discuss concepts relating to implementation of the General and HR systems.
- Teach participants to identify key forms, tables, and reports in the Banner System. In addition, the participants will learn to follow key processes and query forms.
- Provide hands-on training in the General Person module and allow users to practice Navigation techniques.
- Discuss data standards for General Person.

5. Desired Outcomes

- Understand client and consultant responsibilities.
- Describe how information is entered into the Banner systems.
- Understanding term control concepts to begin determination of term model.
- Enter basic names, ID numbers, addresses, phone numbers, email addresses.
- Enter and maintain other demographic and biographic data.
- Review Shared Data and Data Standards.

Tuesday, January 12, 2016 10am-3pm

Topic	Time
<p>Review of what we learned last session: Naming conventions.. Further explanation of object type codes. Review online help/dynamic help, download to excel.</p> <p>Object Type Codes: A-Application Form, B-Base Table or Batch COBOL Process, I- Inquiry Form, P- Process, R- Rule Table/Form or Report/Process or Repeating Table, V- Validation Form/Table</p> <p>Example of each, naming convention expanded:</p> <p>PTV (BARG (add one), REVT (just show) PEA (BARG (add one), HIRE (just show), ESCH (use to term) PEI (ESUM) PER (Job Submission Later) PTR (CERT, SKIL) PHI (JOBS) PDA (BCOV, BDSU, DEDN) PHA (HOUR)</p> <p>Explanation of payid → calendar → PCLS → ECLS → JOBS HR Pyramid Introduction and Position and Employee Class Understanding of Security options in Banner, Org Security PTRINST</p>	<p>10:00am-11:30am</p>
<p>Navigation and Hands-On Workshop :</p> <p>Add one more person using person matching and reminding them about that/don't create a duplicate Have everyone give themselves and their other ID:</p> <ul style="list-style-type: none"> • PPASKIL, PEAESCH, PPACERT PTRCERT, PPAEXPR, Change address <p>ADA</p> <ul style="list-style-type: none"> • Medical Code (STVMEDI) • Medical Equipment Code (STVMDEQ) • Disability Type (STVDISA) • Disability Service Type (STVSPSR) • GOAMEDI 	<p>11:30am-noon</p>
<p>Lunch</p>	<p>Noon-1:00pm</p>

Topic	Time
Navigation and Hands-On Workshop Continued Finish hands on exercises Job Submission & Reporting <ul style="list-style-type: none"> • Review Functionality <ul style="list-style-type: none"> ○ Job Submission – how do I run reports and processes in Banner? ○ Run PERREWV, PERTERM, PERPHIR ○ Letter Generation (detailed training provided in a future session) ○ Population Selection (detailed training provided in a future session) Overview 	1:00pm-2:30pm
<ul style="list-style-type: none"> • Shared Data and Data Standards Overview • Resources Overview – Commons, Customer Support (Service Requests, Document Downloads, Product Calendar, etc.) • Dates in Banner Human Resources Handout discussion • Do Not Touch Tables Handout discussion 	2:30pm-3:00pm

Document History

Revision Record

Number	Date and Sections	Author	Notes
1.0	1/6/2016	Megan Saint-Evens	Agenda Creation

Documents Provided

Topic	Description
Agenda	This document
Pyramid	HR Pyramid and Hierarchy
Overview	HR Overview 8.4 Workbook
Dates	Dates in Banner Human Resources
Getting Started	Banner Getting Started Guide 8.6
Form Naming	Banner Form Naming Convention Guide
Navigation	Banner Navigation Handout
FTD Manual	Gavilan HR Implementation Guide V 1.0

Compared to:

Session Materials

Download and make available the most recent version of the following Training Workbooks:

- Banner General Navigation and Fundamentals Workbook

Information provided by Ellucian Consultant:

- Banner General Navigation and Fundamentals PowerPoint
- Banner Form Naming Convention Handout
- Banner Navigation Handout
- Dates in Banner Human Resources Handout
- Do Not Touch Tables Handout

Process Description: Design-Managing Position Control I

Banner Modules: HR, Position Control & Payroll Systems, General Person Module

1. Meeting Logistics

Item	Description
Date	February 10, 2016
Time	10:00am – 4:30pm
Location	MIS Conference Room MP113

2. Attendees

Role	Name
Facilitator	Megan Saint-Evens; Consultant – Banner HR System
Scribe	TBD
Other Participants	Human Resources implementation team Key personnel that deal with employment, compensation management, institutional research, academic affairs and/or position control and position budgeting processes Technical staff responsible for support of Banner Human Resources (optional)

3. Pre-Work

- Training room identified and equipped.
- Have the ability to log into the Banner System with necessary User ID and Password.
- Review Workbooks and Guides, print what each user feels they need to bring to sessions.

4. Purpose

- Discuss Gavilan College Managing Position Control Future State BPM or Common Process Model
- Familiarize, discuss and begin to identify the following elements of Banner position control requirements and hierarchy
- Employer Codes, Payroll Identification and Payroll Calendar, Employee Classes
- Position Classes, Positions
- Understand how this structure relates to employee compensation, fringe benefits, finance budgeting/expensing and IPEDS classifications

5. Desired Outcomes

- Lay the foundation for Position Control using the Human Resources Pyramid and Hierarchy
- Relate the Position Control hierarchy to the current and future state position management structure and funding/compensation
- Begin to complete the Employee Class worksheet, Position Class worksheet, salary tables and Position worksheet

Session Materials

Download and make available the most recent version of the following Training Workbooks:

- Banner Human Resources Position Control Workbook

Reference only materials (do not print for all participants):

- Banner Human Resources User’s Guide – Chapter 9
 - Information provided by Ellucian Consultant
- Position Control Power Point
- Human Resources Pyramid and Hierarchy
- Human Resources Flow Chart
- Decision Workbook Templates
 - Employee Class
 - Position Class
 - Position Budget
 - Salary Structure

Wednesday, February 10, 2016 10am-4:30pm

Topic	Time
Introduction to Personnel Services Budgeting <ul style="list-style-type: none"> • Defining fiscal years (NBAFISC) • Establishing Budget ID and Phase (FTMOBUD) • Establishing working position budgets (NBPBROL) • Updating and maintaining position budget data (NBAPBUD) Introduction to Fringe Benefit Calculation and Budgeting <ul style="list-style-type: none"> • Fringe Charge-back method vs. Actual Method 	10:00am-noon
Lunch	Noon-1:00pm
Interfacing from Banner HR to Banner Finance Salary Encumbrance <ul style="list-style-type: none"> • Managing through payroll process • Managing through recasting Query Forms/Reports	1:00pm – 4:30pm

Document History

Revision Record

Number	Date and Sections	Author	Notes
1.0	1/12/2016	Megan Saint-Evens	Agenda Creation

Documents Provided

Topic	Description
Agenda	This document
Pyramid	
Overview	HR Overview 8.4 Workbook
Dates	
Getting Started	Banner Getting Started Guide 8.6
Form Naming	
Navigation	
FTD Manual	Gavilan HR Implementation Guide V 1.0

Process Description:

- Discuss Gavilan College Managing Position Control Future State BPM or Common Process Model
- Familiarize, discuss and begin to identify the following elements of Banner position control requirements and hierarchy
 - Employer Codes
 - Payroll Identification and Payroll Calendar
 - Employee Classes
 - Position Classes
 - Positions
- Understand how this structure relates to employee compensation, fringe benefits, finance budgeting/expensing and IPEDS classifications

Banner Modules: HR, Position Control & Payroll Systems, General Person Module

1. Meeting Logistics

Item	Description
Date	Tuesday, February 9 and Thursday, February 11
Time	10:00am-2:00pm, 10-noon
Location	MIS Conference Room MP113

2. Attendees

Role	Name
Facilitator	Megan Saint-Evens; Consultant – Banner HR System
Scribe	TBD
Other Participants	Users responsible for any type of navigation within the Banner System, and those people responsible for entering and maintaining person, biographic and demographic data.

3. Pre-Work

- Assemble and distribution of pertinent Human Resources-related documentation

4. Purpose

- Discuss concepts relating to implementation of the General and HR systems.
- Teach participants to identify key forms, tables, and reports in the Banner System. In addition, the participants will learn to follow key processes and query forms.

5. Desired Outcomes

- Lay the foundation for Position Control using the Human Resources Pyramid and Hierarchy
- Relate the Position Control hierarchy to the current and future state position management structure and funding/compensation

- Begin to complete the Employee Class worksheet, Position Class worksheet, salary tables and Position worksheet

Session Materials

Download and make available the most recent version of the following Training Workbooks:

- Banner Human Resources Position Control Workbook

Reference only materials (do not print for all participants):

- Banner Human Resources User’s Guide – Chapter 9
- Position Control Power Point
- Human Resources Pyramid and Hierarchy
- Human Resources Flow Chart
- Decision Workbook Templates
 - Employee Class
 - Position Class
 - Position Budget
 - Salary Structure

Tuesday, February 9, 2016 10am-2pm (Day 2 of Design Pos Control I)

Topic	Time
Check in regarding pre go live projects, review checklist for manual pull payroll files project Termination project: PEATMVS as an option, review termination codes, term code worksheet MAYBE *need to practice PEATMVS (ask Kyle first about script) Position Management/Control Basics Review from last session including (QUICK) review/discussion of: Payroll Identifiers PTRPICT, PTRCALN Employee Classes PTRECLS Salary Structure NTRSGRP, NTRSALA Position Classes NTRPCLS Position Structure NBAPBUD, NBAPOSN Show Flow Chart PTRECLS: Make decision regarding naming Convention for employee classes, Decision Workbook, review all of the employee class docs- PEAREVW- TB Tracking/Eval Tracking Discussion and Demo Show powerpoint if time	10:00am-noon
Lunch	Noon-1pm
Amparo, Megan, MIS Staff Start to populate PEAREVW in TEST with TB test info/report Discuss with Kyle scrub or no scrub PTRECLS based on naming convention decision Make plan for populating PEAREVW, PTRECLS	1pm-2pm

Topic	Time
Discuss with Kyle again PPAIDEN	

Thursday, February 11, 2016 9am-2pm (Day 3 of Design Pos Control I)

Topic	Time
Positions – Discuss Budget Requirements NBAPOSN, NBAJOBS Laurel B to join for first 30 minutes Show them again everything that feeds to NBAJOBS Discuss Salary Structure NTRSGRP, NTRSALA Populate NTRSGRP and NTRSALA in PROD & TEST *Megan to doublecheck	10:00am-noon
Amparo, Megan, MIS Staff Finish populating NTRSGRP, NTRSALA Make plan for populating PEAREVW if not done Review Decision Workbooks all 4, not position budget	1pm-2pm

Document History

Revision Record

Number	Date and Sections	Author	Notes
1.0	1/25/2016	Megan Saint-Evens	Agenda Creation

Documents Provided

Topic	Description
Agenda	This document
Pyramid	HR Pyramid and Hierarchy
Overview	HR Overview 8.4 Workbook
Workbook	Employee Class Workbook
Workbook	Position Class Workbook
Workbook	Salary Structure Workbook
Workbook	Position Budget Workbook
Workbook	Termination Reasons Workbook

Process Description: Banner Human Resources Payroll Training – August 9-11th
9am-4pm

Banner Modules: HR, Position Control and Payroll – Chapter 6 of the HR User Manual will be used for this training.

Meeting Logistics

Item	Description
Date	August 9-11th, 2016
Time	9:00 a.m. – 4:00 p.m.
Location	MIS Conference Room

1. Attendees

Role	Name
Facilitator	Megan Saint-Evens Consultant
Scribe	TBD
Other Participants	Users responsible running and maintaining Payroll system. Payroll Managers; IT Specialists.

2. Agenda Topics

Day 1: Tuesday, August 9th, 2016

Topic	Time
PTRBCAT Review w/Benefits and Payroll <ul style="list-style-type: none"> Make sure we have all PTRBDCA codes assigned to the correct Benefit Categories in PTRBCAT 	9:00 am – 10:00 am
Overview of payroll processing <ul style="list-style-type: none"> Overview of the Payroll Process Creating and Maintaining Direct Deposit records Time Collection and Correction Running Payroll Feeding payroll to finance Reviewing payroll and payroll history Final Review of Earn Codes (Margie's favorite) 	10:00am-12:00pm
Lunch	12:00pm-1:00pm
Payroll Basics <ul style="list-style-type: none"> Final Review of Benefit Deduction Codes, calc rule discussion, plan code discussion Review the Disposition Concept Running a "Regular" Payroll The "Initial" extract – PHPTIME Entering Time – PHAHOURL Additional methods of time entry <ul style="list-style-type: none"> Web Time Entry (WTE) Department Time Entry (DTE) 	1:00 pm – 4:00 pm

Day 2: Wednesday, August 10th, 2016

Topic	Time
<p><u>Payroll, continued</u></p> <ul style="list-style-type: none"> • Manual Re-Extract or Remove Timesheet • Pay Period Proof Process - PHPPROF • Correcting Errors • Leave Accrual/Taken Process - PHPLEAV • Payroll Calculation Process - PHPCALC • Calculate Check/Direct Deposit Amounts - PHPDOCM • Check/Direct Deposit Print Process PHPCHKL • Create Direct Deposit Tape Process PHPDIRD • Pay Period Update Process PHPUPDT • Review History Tables Updated • Expenditures Finance Extract Process PHPFEXP • Finance Interface Process NHPFIN2 • Run a few test employees through TEST payrolls, first MD then EM 	<p>9:00 am – 12:00 pm</p>
<p>Lunch</p>	<p>12:00 pm – 1:00 pm</p>
<p><u>Payroll Administration Inquiry Forms</u></p> <ul style="list-style-type: none"> • Pay Event List Form PHILIST • Check Detail Inquiry Form PHICHEK • History Jobs Inquiry Form PHIJOBS • Pay History Leave Accruals PHIACCR • Employee Year to Date Totals Form PEIETOT • Job Year to Date Totals Form PEIJTOT • Aggregated Benefits/Deductions Totals Form PEIATOT • Deduction Year to Date Totals Form PEIDTOT • Labor Distribution Data Inquiry Form NHIDIST • Employee Distribution Inquiry Form NHIEDST <p><u>Payroll Administration Reports</u></p> <ul style="list-style-type: none"> • Payroll Disposition Control Report PHRDCON • Payroll Errors Display Report PHRDERR • List of Employee Hours PHRHOUR • Payroll Register PHRPREG • Deduction Register PHRDREG • Check Issue Report PHRCISS • Direct Deposit Distribution Report PHRDIRD • Check Distribution Report PHRC DST • Direct Deposit Tape Register PHRTREG 	<p>1:00 pm – 4:00 pm</p>

Day 3: Thursday, August 11th, 2016

Topic	Time
<p><u>Hands on Training all day</u></p> <p>TEST 100 Payroll, run a few employees at a time until all are through payroll, make adjustments as needed. May take majority of the day. Will need Benefits to make PTRBDCA adjustments as needed Will need Finance to make override adjustments as needed Will ask Finance Laurel/Connie to feed payrolls over and check the output</p> <p><u>Web Time Entry Discussion if Time</u></p> <ul style="list-style-type: none"> • Payroll Time Entry <ul style="list-style-type: none"> ○ Online Time Entry Form PHAHOUR • Department Time Entry <ul style="list-style-type: none"> ○ Electronic Approvals of Time Entry Form PHATIME • Web Time Entry <ul style="list-style-type: none"> ○ Employee Self Service Timesheet • Leave Reports <ul style="list-style-type: none"> ○ Electronic Approvals of Time Entry Form PHATIME ○ Employee Self Service Leave Report ○ Bringing hours in PHPMTIM <p><u>Methods of Entering and Approving Time Entry:</u></p> <ul style="list-style-type: none"> • Entering and Submitting Time using Employee Self Service • Entering and Submitting Leave Reports using Employee Self Service • Approving Time using Employee Self Service • Approving Time using Department Payroll Summary PHADSUM 	<p>9:00 am – 4:00 pm</p>
<p><u>Wrap-up</u></p> <ul style="list-style-type: none"> • Review of Training • Plans for Upcoming Training • Questions/Answers 	

Document History

Revision Record

Number	Date and Sections	Author	Notes
1.0	8/3/2016	Megan Saint-Evens	Agenda Creation

7 – Configuration, Test, and Train - Purchasing Goods and Services

Dates

Engagement Description

This meeting is intended to provide training on Purchasing and Receiving.

Participants will learn how to:

- Create vendors
- Process requisitions
- Assign buyers
- Process purchase orders
- Receive items
- Review on line queries
- Participants will also discuss the validation tables necessary for Purchasing and Receiving to go live

Engagement Objectives

- Create and maintain vendor records
- Establish and maintain buyers
- Be able to create and cancel requisitions
- Be able to perform the Bid process
- Assign Requisitions to PO's
- Create new Regular PO's and Standing Orders
- Be able to change and/or cancel PO's
- Receive and return items
- Be able to perform on line queries for Purchasing
- Be able to run on line Banner reports

Recommended Participants

- Banner Finance Team
- IT Supporting Finance
- Key Purchasing and AP staff

Pre-Requisites/Requirements

Before this engagement can take place, the following tasks, requirements, and engagement activities must have been completed:

- Read the training materials before training

Session Materials (delivered by consultants)

For distribution to participants

- Purchasing Procurement Workbook
- PowerPoint Presentation – FI Purchasing & Procurement

Reference only materials (do not print for all participants):

- Common Process Model – Purchasing Goods and Services
- Purchasing Goods and Services Decision Workbook
- Ellucian Banner Finance Test Plan

Proposed Agenda

Breaks will be planned by consultant to suit pace of training

** Time will be adjusted as needed

Note: This agenda is intended only as a guide. The actual topics covered and sequence of topics discussed during the training may vary from the schedule. Additional topics will be covered if time permits. While not required, it would be appropriate if participants have access to PC workstations that can connect to Banner. In addition, it would be appropriate for the Banner Bookshelf documentation to be accessible from each PC workstation.

Day 1

Timeframe	Topic
Morning	<p>Introduction Welcome Announcements Review current agenda, adjust, and gain consensus</p> <p>Overview of Business Process: Review Common Process Model – Purchasing Goods and Services</p> <p>Review PowerPoint Presentation – FI Purchasing & Procurement</p> <p>Purchasing Validation Tables Review the following forms:</p> <ul style="list-style-type: none">• Vendor Type Maintenance Form FTMVTYP• Unit of Measure Maintenance Form FTMUOMS• FOB Code Maintenance Form FTMFOBS• Ship To Address Maintenance Form FTMSHIP• Equivalency Maintenance Form FTMEQUL• PO Classification Maintenance Form FTMPCLS• Cancellation Reason Code FTMCRSN• Receiving Method Maintenance Form FTMRCMT• Return Reason Maintenance Form FTMRRSN• Bid Classification Form FTMBCLS• Discount Code Maintenance Form FTMDISC• User Profile Maintenance Form FOMPROF• System Data Maintenance Form FTMSDAT (Tax form status) <p>Vendor Creation and Maintenance Review the following form:</p> <ul style="list-style-type: none">• Rule Maintenance Form FTMVEND<ul style="list-style-type: none">○ Create a new vendor code, with addresses○ Discuss creation of IDs and PIDMs <p>Commodity Codes, Vendor Agreements, Vendor Products, Buyer Codes Review the following forms:</p> <ul style="list-style-type: none">• Commodity Maintenance Form FTMCOMM• Vendor Products Maintenance Form FTMVPRD• Vendor products Query Form FPIVPRD• Clause Entry Form FOACLAU• Buyer Code Maintenance Form FTMBUYR• Agreement Processing Form FPAAGR
Lunch	

Afternoon	<p>Requisition Processing Review the following forms:</p> <ul style="list-style-type: none"> • Requisition Maintenance Form FPAREQN <ul style="list-style-type: none"> ○ Create requisitions using document level accounting with using commodity codes ○ Create requisitions using document level accounting without using commodity codes ○ Create requisitions using commodity level accounting ○ Create requisitions using the copy feature ○ Document Text FOAPOXT <p>Requisition Queries Review the following forms and process:</p> <ul style="list-style-type: none"> • Requisition Inquiry Form FPIREQN • Requisition Suspense List Form FPIREQS • Open Req by FOAPAL Query Form FPIORQF <p>Cancel a Requisition and Printing a Requisition Review the following forms and process:</p> <ul style="list-style-type: none"> • Requisition Cancel Form FPARDEL • Requisition Form Print FPARQST <p>Manually Assign Buyer to Requisition Review the following forms:</p> <ul style="list-style-type: none"> • Buyer Assignment Form FPAABUY <p>Automatically Assign Buyer to Requisition Review the following forms:</p> <ul style="list-style-type: none"> • System Control Maintenance Form FOASYSC • Requisition Maintenance Form FPAREQN • Requisition Inquiry Form FPIREQN
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Day 2

Timeframe	Topic
Morning	<p>Review Bid Process Review the following forms and reports:</p> <ul style="list-style-type: none"> • Bid Alpha Search FTIABID • Bid List Form FTIBIDS • Method One of Starting a Bid • Bid Creation Form FFACTBD • Bid Header Form FPABIDH • Prospective Bidders Form FPAPRBD • Method Two of Starting a Bid • Bid Header Form FPABIDH • Prospective Bidders Form FPAPRBD • Continuing the Bid Process Both Methods • Bid Header Form FPABIDH • Generate Bid Request Form FPABIDD • Bid Entry Form FPABIDE • Bid Comparison Query Form FPIBIDC • Bid Evaluation Report FPRBEVL • Bid Award Form FPABAWD

Timeframe	Topic
Lunch	Lunch
Afternoon	<p>Assign Requisition to Purchase Order, Create a Regular and Standing Purchase Order, Create a Blanket Purchase Order, Create a Regular Purchase Order from a Blanket Order</p> <p>Review the following forms:</p> <ul style="list-style-type: none"> • Purchase Order Assignment Form FPAPOAS • Purchase Order Form FPAPURR <ul style="list-style-type: none"> ○ Convert previous requisitions to regular purchase order ○ Create a regular purchase order using document level accounting with or without using commodity codes ○ Create a regular purchase order using commodity level accounting with or without using commodity codes ○ Create a Standing Purchase order using document level with or without using commodity codes ○ Create purchase order using the copy feature • Blanket Order Form FPABLAR • Create Regular Purchase Order from Blanket Order • Blanket Order Activity Form FPIBLAR

Day 3

Timeframe	Topic
Morning	<p>Cancel a Purchase Order and Print a Purchase Order</p> <p>Review the following form:</p> <ul style="list-style-type: none"> • Purchase/Blanket Order Cancel Form FPAPDEL • Purchase Order Form Print FPAPORD <p>Change a Purchase Order</p> <p>Review the following form:</p> <ul style="list-style-type: none"> • Change Order Form FPACHAR <p>Cancel a Change Order and Print a Change Order</p> <p>Review the following form and process:</p> <ul style="list-style-type: none"> • Change Order Cancel Form FPACDEL • Change Order Print Form FPACORD <p>Rush Orders, Convert Rush Order to Regular Purchase Order</p> <p>Review the following forms:</p> <ul style="list-style-type: none"> • Rush Order Form FPARORD • Purchase Order Form FPAPURR <p>Purchase Order Queries</p> <p>Review the following forms:</p> <p>Purchase/Blanket Order Query Form FPIPURR</p> <ul style="list-style-type: none"> • Open Purchase Orders by Buyer Form FPIOPOB • Open Purchase Orders by Vendor Form FPIOPOV • Open Purchase Orders by FOAPAL Form FPIOPOF • Purchase Order Validation Form FPIPOHD • Purchase Order Suspense List Form FPIPORS • Rush Order Validation FPIRORD

Timeframe	Topic
	<p>Query Document History Review the following form:</p> <ul style="list-style-type: none"> • Document History Form FOIDDOCH <p>Open/Close Encumbrances Review the following forms and process:</p> <ul style="list-style-type: none"> • Encumbrance Open/Close Form FPAEOCD • Encumbrance Open/Close List Form FPIEOCD • Purchase Order Batch Close Process FPPPOBC
Lunch	
Afternoon	<p>Receiving Goods Returning Goods Review the following forms:</p> <ul style="list-style-type: none"> • Receiving Goods Form FPARCVD • Original Receipts • Adjusting Receiving • Receiving Goods Query Form FPIRCVD • Returned Goods Form FPARTRN <p>Trip Summary</p> <ul style="list-style-type: none"> • Wrap up – review Purchasing Goods and Services Decision Workbook and Purchasing Goods and Services tab in the Ellucian Banner Finance Test Plan • Planning for next session • Pre-Requisites • Tasks • Attendees