

MISSISSIPPI VALLEY STATE UNIVERSITY

BANNER REQUISITIONS TRAINING



Mississippi Valley State University Internet Native Banner Initiating Requisitions

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Data Standards

The following guidelines should be followed when entering requisitions in Banner:

General

- Use mixed-case sentence structure
- Do NOT use symbols such as @, #, %, &, /, _
- The dash, -, can be used without spaces between the two words

Commodity Codes

- Commodity codes are required on all requisitions. The commodity code list is available on the Procurement Services web site.
- The commodity code will generate a generic description. Delete the generic description and enter the vendor's description of the item instead beginning with a noun.
- Example: Pens Pilot Gel Black Item 135972A

Creating a Requisition

Check your budget availability on FGIBAVL.

1. Enter 'FPAREQN' in the Search bar in Application Navigator and press Enter.
2. For a new requisition leave the **Requisition** field blank and click the Go button in the upper right corner.
3. To access an existing requisition enter the requisition number in the **Requisition** field and click the Go button in the upper right corner.

Requestor/Delivery Information Block

4. Tab to the Delivery Date field and enter the current date (enter a 'T' and tab to default in today's date).
5. Leave **Comments** field blank, unless entering a confirming order. Enter the word '**Confirming**' in this field.
6. Review the **Requestor/Delivery Information** for accuracy. Send changes to cpi-security@astate.edu.
7. The **Email** address listed in the Requestor/Delivery Information is the address where a copy of the PO will be sent. To add additional email addresses, separate them using a semi-colon (;).
8. Update the **Ship To** code if necessary by clicking on the Search icon and typing in the Contact Name in the Criteria field. Double click on the result to return it to the requisition.

9. Optional: Enter specific building, room number, etc in the **Attention To** field (Admin Bldg Rm 231). Do not enter names or phone numbers unless different than Requestor information.
10. Click on the Next Section icon to go to the Vendor Information tab

Vendor Information Block

Note: To search for a frequently used vendor, use the Vendor Quicklist on the Procurement web site: <http://www.astate.edu/a/procurement/>.

The screenshot displays the Banner Procurement interface for requisition R0250589. The top navigation bar includes buttons for ADD, RETRIEVE, RELATED, and TOOLS, along with a 'Start Over' button. The main section is titled 'REQUISITION ENTRY: REQUESTOR/DELIVERY' and contains fields for Requisition (R0250589), Order Date (07/11/2018), Transaction Date (07/11/2018), and Delivery Date (07/11/2018). It also shows 'Commodity Total' and 'Accounting Total' as 0.00, with a checked 'Document Level Accounting' option. On the right, there are checkboxes for 'In Suspense' and 'Document Text'. Below this, the 'VENDOR INFORMATION' tab is selected, showing a form with fields for Vendor (with a search icon), Vendor Hold, Address Type, Sequence, Street Line 1, Street Line 2, Street Line 3, City, State or Province, Zip or Postal Code, and Nation. To the right of these are fields for Contact, Email, Phone Area Code, Phone Number, Phone Extension, Fax Area Code, Fax Number, Fax Extension, Discount, Tax Group (set to 'U'), Taxes Assessed, and Currency. A 'SAVE' button is located at the bottom right of the form.

1. To search in Banner, click on the Search icon next to the Vendor field

2. Click on the FTIIDEN link

The screenshot shows the 'Requisition Entry: Requestor/Delivery' screen. The top bar includes a title bar with a close button and a menu bar with 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS'. Below the title bar, the 'Requisition: R0250589' is displayed. The main form area is divided into several sections: 'Requisition Entry: Requestor/Delivery' (containing fields for Requisition, Order Date, Transaction Date, Delivery Date, Comments, and Accounting Total), 'Vendor Information' (containing fields for Vendor, Address Type, Sequence, Street Line 1, Street Line 2, Street Line 3, City, State or Province, Zip or Postal Code, and Nation), and 'Commodity/Accounting' (containing fields for Commodity Total and Accounting Total). An 'Option List' dialog box is open, showing two options: 'Entity Name/ID Search (FTIIDEN)' and 'Vendor Maintenance (FTMVEND)'. The 'Entity Name/ID Search (FTIIDEN)' option is selected. The 'Vendor Maintenance (FTMVEND)' option is also visible. The 'Option List' dialog box has a 'Cancel' button. The 'Vendor Information' section is currently active, and the 'Option List' dialog box is open over it.

For a vendor (non-person) search:

3. Click on Advanced Filter to search on part of the Vendor name.
4. Change the qualifier for the **Last Name** field and enter a portion of the vendor name.
5. Select "Corporation" from the **Entity Indicator** drop down to only pull up Corporations/Companies
 - a. Vendors with a 'T' in the **V** column are terminated

The screenshot shows the 'Entity Name/ID Search FTIIDEN 9.3.6 (PROD)' screen. The top bar includes a title bar with a close button and a menu bar with 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS'. Below the title bar, the 'Entity Name/ID Search FTIIDEN 9.3.6 (PROD)' is displayed. The main form area is divided into two sections: 'Basic Filter' and 'Advanced Filter'. The 'Advanced Filter' section is currently active, showing a list of filter fields: 'ID', 'Last Name', 'First Name', 'Middle Name', 'Entity Indicator', and 'Add Another Field ...'. Each field has a dropdown menu for the field name, a dropdown menu for the qualifier, and a text input field for the search value. The 'Last Name' field is set to 'Contains' and 'depot'. The 'Entity Indicator' field is set to 'Equals' and 'Corporation'. The 'Add Another Field ...' field is currently empty. The 'Advanced Filter' section has a 'Clear All' button and a 'Go' button.

6. Click on Go

Entity Name/ID Search FTIIDEN 9.3.6 (RACT)

ADD RETRIEVE RELATED TOOLS

ENTITY NAME/ID SEARCH

Vendors
Terminated Vendors
Grant Personnel

Proposal Personnel
Financial Managers
Terminated Financial Managers

Agencies
All

DETAILS

Active filters: Last Name: %idpo% Entity Indicator: Corporation Clear All Filter Again

ID	Last Name	First Name	Middle Name	Entity Indicator	Change Indicator	Vendor	Financial Manager	Agency	Grant Personnel	Proposal Personnel	Name Type
50212032	Home Depot			Corporation		Yes	No	No	No	No	ALUM
50327121	IT Parts Depot			Corporation		Yes	No	No	No	No	
50265986	Medical Device Depot Inc			Corporation		Yes	No	No	No	No	
000091257	Office Depot			Corporation	ID	Yes	No	No	No	No	ALUY
50005889	Office Depot			Corporation	Name	Yes	No	No	No	No	ALUM
50005889	Office Depot			Corporation		Yes	No	No	No	No	
50007384	Test Equipment Depot			Corporation		Yes	No	No	No	No	
50313077	The Lab Depot			Corporation		Yes	No	No	No	No	
50305280	The Tank Depot			Corporation		Terminated	No	No	No	No	
50266040	Whiteboard Depot			Corporation		Yes	No	No	No	No	

Record 1 of 10

Case Insensitive Query Case Sensitive Query

7. Double-click on the vendor's ID to populate the ID in the **Vendor ID** field on the requisition form

Requisition FPAREQN 9.3.7 (RACT)

ADD RETRIEVE RELATED TOOLS 1

Requisition: R0250589

REQUISITION ENTRY: REQUESTOR/DELIVERY

Requisition: R0250589

Order Date: 07/11/2018

Transaction Date: 07/11/2018

Delivery Date: 07/11/2018

Comments

Commodity Total: 0.00

Accounting Total: 0.00

☐ In Suspense

☐ Document Text

☒ Document Level Accounting

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

VENDOR INFORMATION

Vendor: 50005889 Office Depot

Vendor Held

Address Type: PO

Sequence: 3

Street Line 1: PO Box 88040

Street Line 2:

Street Line 3:

City: Chicago

State or Province: IL

Zip or Postal Code: 60680-1040

Nation:

Contact: Amber Smith

Email:

Phone Area Code: 800

Phone Number: 7216592

Phone Extension:

Fax Area Code:

Fax Number:

Fax Extension:

Discount:

Tax Group: U Taxes Assessed

Currency:

SAVE

8. When the vendor does not exist in Banner, call MVSU Purchasing Dept. for assistance.
 - a. Enter the Vendor's name in the Vendor Description field and enter the address information in the Document Text. Do not include a person's social security number in the requisition.
9. To access Document Text, click on the Related menu and select Document Text.
 - a. Document Text is additional information that pertains to the entire requisition. Examples include a quote number, state contract numbers, cooperative agreement numbers, vendor address changes, addresses of new vendors, and general notes to Procurement.
10. Click the Go button
11. Enter the appropriate text in mixed-case (up to 50 characters/line)
12. To insert another line, click on the Insert button

13. Click on the Save button and Exit.

Procurement Text Entry FOAPOXT 9.3.6 (RACT)

Text Type: REQ Code: R0250589 Change Sequence: Item Number: Vendor: 50005889 Office Depot Commodity Description: Start Over

Modify Clause: Copy Commodity Text: ☐ Default Increment: 10

PROCUREMENT TEXT ENTRY

Text	Clause Number	Print *	Line
Please add the following address		<input checked="" type="checkbox"/>	10
PO Box 2100 State University AR 72467		<input checked="" type="checkbox"/>	

Record 2 of 2

← → CANCEL SELECT SAVE

14. Is the PO address correct? If not, click on the Address Type search icon

15. Search through the addresses to find the 'PO' address by clicking the arrows or selecting to see more records per page. You MUST use the PO type.

Address Information Query FOQADDR 9.0 (RACT)

ID: 50005889 Office Depot Start Over

ADDRESS INFORMATION QUERY

Address Type: AP	Street Line 2
Sequence Number: 1	Street Line 3
Source	
From Date: 06/29/2006	City: Chicago
To Date	State or Province: IL
Status Indicator	ZIP or Postal Code: 60680-1040
	Nation
Street Line 1: PO Box 88040	

Record 2 of 8

16. Double-click on the Address Type field to select the address. When the address does not exist, click on the Exit icon. Enter the new address in Document Text.

17. Click on the Next Section icon to navigate to the Commodity/Accounting block

For a person search:

18. Click on Advanced Filter to search on part of the Vendor name.

19. Change the qualifier for the **Last Name** field and enter a portion of the last name and/or first name.

20. Select "Person" from the **Entity Indicator** drop down to only pull up people

21. Click on Go

22. Double-click on the person's ID to populate the ID in the Vendor ID field on the requisition form

Commodity/Accounting Block

1. Write down your requisition number.

Use the Commodity Code List on the Procurement web site:

<http://www.ataste.edu/a/procurement/> to find the appropriate commodity description.

2. Enter the code in the **Commodity Code** field
3. Tab to the **Description** field
4. Remove the generic commodity description that populated
5. For a **non-confirming** order, enter the specific item description beginning with a noun (up to 50 characters/line)
 - a. Close the "Original Commodity Description" box when it pops up



6. For a **confirming** order, enter a summary description for the items ordered followed by the invoice number.
 - a. Additional invoices can be entered on the same requisition with each invoice on a separate commodity line.
7. To access Item Text, click on the Related menu and select Item Text.
 - a. Item Text is additional information that pertains to the specific commodity record and should be used to complete item descriptions that are too long for the Description field.
8. Click the Go button
9. Enter the appropriate text in mixed-case (up to 50 characters/line)
10. To insert another line, click on the Insert button
11. Tab to the **U/M** (unit of measure) field. The default is "EA" (Each). Click on the Search icon to select a different code
12. Tab to the **Tax Group** field. The default tax group will populate.
 - a. For a **confirming** requisition change the tax group to "P".
13. Tab to the **Quantity** field and enter the quantity desired
14. Enter the unit price in the **Unit Price** field (do not enter a \$0 amount)

15. Tab until the cursor is located in the Commodity field again

COMMODITY								
Item	Commodity	Description	U/M	Tax Group	Quantity	Unit Price	Commodity Text	Item Text
2	62080	Pens Pilot Gel Black It...	BXS	U	2.00	9.5000		
					Record 1 of 1			
Extended Amount		19.00	Tax		1.62	<input type="checkbox"/> Distribute		
Discount		0.00	Commodity Total		20.62			
Additional		0.00	Document Total		41.24			

16. Click on the Insert button to enter an additional commodity record

a. For a **non-confirming** order enter shipping on a separate line

17. Follow the same instructions to enter additional commodity records

18. Click on the Next Section icon to navigate to the Accounting block

19. The 'J' (for Jonesboro Campus) will default in the **COA** field. The current fiscal year will default into the **Year** field.

20. The Fund, Orgn, Acct, Prog will default in based on your Finance security and Commodity code.

21. Override the Fund, Orgn, and Prog as necessary. Do not override the Account.

22. Tab through the Amount fields to calculate all totals

23. To enter an additional FOAP, tab to the **COA** field

24. Click on the Insert button to enter the new FOAP

25. Pay close attention to the NSF Suspense checkbox. When checked, this indicates there is not sufficient funding in the account. The FOAPs will need to be changed or a budget transfer done before the requisition is completed. The Budget Office may need to override the NSF for certain requisitions. Contact the Budget Office at 972-3700 for budget assistance.

ACCOUNTING												
Sequence	COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Loch	Proj	NSF Override	NSF Suspense
	J	19		110000	311081	711302	1630				<input type="checkbox"/>	<input checked="" type="checkbox"/>
Record 1 of 1												
USD												
Extended Amount												
Discount												
Additional												
Tax												
FOAPAL Total												
Document Total												
Remaining												
Commodity Amount												

26. Click on the Next Section icon to navigate to the Completion block

Balancing/Completion Block

1. Make sure all Amount display a **Status** of BALANCED. Click on the Complete button to complete the requisition.
2. Click on the In Process button to save the requisition to complete at a later time

Requisition FPAREQN 0.3.7 (RACT) ADD RETRIEVE RELATED TOOLS 1

Requisition: R0250589 Start Over

REQUISITION ENTRY: REQUESTOR/DELIVERY Insert Delete Copy Filter

Requisition	R0250589	Comments		<input checked="" type="checkbox"/> In Suspense
Order Date	07/11/2018	Commodity Total	41.24	<input checked="" type="checkbox"/> Document Text
Transaction Date	07/11/2018	Accounting Total	41.24	
Delivery Date	07/11/2018	<input checked="" type="checkbox"/> Document Level Accounting		

Requestor/Delivery Information Vendor Information Commodity/Accounting **Balancing/Completion** Insert Delete Copy Filter

BALANCING/COMPLETION

Vendor	50005889 Office Depot	Currency	
<input type="checkbox"/> Vendor Hold		Exchange Rate	
COA	J Arkansas State University-Jonesboro	Commodity Record	2
Requestor	Traci Ellington	Count	
Organization	311081 Office of Process Innovation	Input Amount	41.24
		Converted Amount	

AMOUNTS Insert Delete Copy Filter

	Input	Commodity	Accounting	Status
Approved Amount	38.00	38.00	38.00	BALANCED
Discount Amount	0.00	0.00	0.00	BALANCED
Additional Amount	0.00	0.00	0.00	BALANCED
Tax Amount	3.24	3.24	3.24	BALANCED

Complete In Process

SAVE

3. To return to a previous section to make changes, click on the Previous Section button
4. Write the requisition number on any documentation that will be sent to MVSU Purchasing. If you do not have any back-up documentation, you do not have to send anything to the Purchasing Department.

Checking the Status of My Requisition

Note: Automatic emails are now sent to initiators when the document (requisition or budget transfer) is approved or disapproved.

1. For disapproved requisition, correct the issue and recomplete to submit to approvals again.
2. If the requisition needs to be deleted see the Deleting an Incomplete Requisition instructions

Deleting an Incomplete Requisition

Note: A requisition can only be deleted when the initiator does one of the following: does not complete the requisition, clicks on the 'In Process' icon or the requisition is denied by the approver or initiator.

1. Enter 'FPAREQN' in the Search bar in Application Navigator and press Enter.
2. Enter the requisition document number in the **Requisition** field
3. Click on the Next Section button
4. While still in the Key Block select the Delete button

The screenshot displays the 'Requisition FPAREQN 9.3.7 (RACT)' form. The top navigation bar includes buttons for ADD, RETRIEVE, RELATED, and TOOLS. The main form is titled 'Requisition: R0250589' and has a 'Start Over' button. The 'REQUESTION ENTRY: REQUESTOR/DELIVERY' section contains fields for Requisition (R0250589), Order Date (07/11/2018), Transaction Date (07/11/2018), Delivery Date (07/11/2018), Comments, Commodity Total (41.24), Accounting Total (41.24), and checkboxes for 'In Suspense', 'Document Text', and 'Document Level Accounting'. Below this is the 'Requestor/Delivery Information' section, which is currently selected. It contains fields for Requestor (Traci Ellington), Organization (311081 Office of Process Innovation), COA (J Arkansas State University-Jonesboro), Email (tellington@astate.edu), Phone Area Code (870), Phone Number (9723261), Phone Extension, Fax Area Code, Fax Number, Fax Extension, Ship To (077300), Street Line 2 (Finance and Administration), Street Line 3 (2713 Pawnee), Contact (Finance and Administration), Attention To (Finance and Administration), Building (C/O Central Rec), Floor, City (State University), State or Province (AR), Zip or Postal Code (72467), Nation, Area Code (870), and Phone Number (9722024). A 'SAVE' button is located at the bottom right of the form.

5. Select Delete again-All Commodity and Accounting Records will be deleted

Disapproving a Requisition

Note: Initiators can disapprove their own requisitions until the last person in the approval queue approves it.

1. Click on the Self-Service Banner (SSB) icon in myCampus.
2. Click on the Finance menu.
3. Click on the Approve Documents link.
4. Click Submit Query.

Approve Documents

Questions: Please contact Traci Ellington(tellington@astate.edu) at 972-:

To view all documents waiting on your approval, click on the Submit Query

Enter Approval Parameters

User ID

Document Number:

☒ **Documents for which you are the next approver**

☐ **All documents which you may approve**

1. Click on the Disapprove link.

Approve Documents

Select the Document Number link to display the details of a document. Select the History link to display the approval history of the document. Select the Approve link to approve a document.

Queried Parameters

User ID Trad R. Ellington

Document Number:

Documents Shown:

Approve Documents List

Next Approver	Type	NSF	Change	Seq#	Sub#	Originating User	Amount	Queue	Type	Document	History	Approve	Disapprove
REQ						TELLINGTON	93.31	DOC		R0138436	History	Approve	Disapprove
JV				0		TELLINGTON	400.00	DOC		J0053825	History	Approve	Disapprove

2. Click on the Disapprove Document button. Once this is done you will receive an e-mail stating the document has been disapproved. You can now login to Internet Native Banner (INB) and make corrections or delete the document.

Canceling an Approved Requisition

Note: A requisition can be canceled after it has been approved. Please contact The Purchasing Department to help with canceling an approved requisition.

The screenshot shows the 'Requisition Cancel FPARDEL 9.0 (RACT)' application window. The 'Request Code' is R9020853 and the user is HERMANN, SANDY. The 'Requestion' tab is selected, and the 'Cancel Date' field is empty. The 'REQUISITION DETAIL' section is expanded, showing the following information:

Requestion Detail	
<input checked="" type="checkbox"/> NSF Checking	Origin: BANNER
Request Date: 07/03/2018	Request Type: P
Transaction Date: 07/03/2018	Vendor: 50162673 Barton's of Jonesboro
Delivery Date: 07/03/2018	

Net Amount	Extended Amount	Discount Amount	Tax Amount	Additional Charges	Net Amount				
	2,603.80	-	0.00	+	221.34	+	0.00	=	2,825.14

1. Enter 'FPARDEL' in the Search bar in Application Navigator and press Enter.
2. Enter the requisition number in the **Request Code** field
3. Click on the Next Section button

The screenshot shows the 'Requisition Cancel FPARDEL 9.0 (RACT)' application window. The 'Requestion' tab is selected, and the 'Cancel Date' field is 07/11/2018. The 'Reason Code' is CE, and the 'Correct Error' button is visible. The 'Make Cancellation Permanent' button is highlighted. The 'Record Count' section shows 1 Accounting and 5 Commodity.

Cancellation Detail	
Cancel Date: 07/11/2018	Make Cancellation Permanent
Reason Code: CE	Correct Error

Record Count	Accounting	Commodity
	1	5

4. Click on the **Reason** search icon to select the reason for cancellation
5. Click on the Make Cancellation Permanent button
6. Click on the Exit button
7. Notify Procurement Services when cancelled.

Finding a Requisition Number

If you have been timed out in the middle of processing a requisition or forgot to write down a requisition number, please use the following steps to find your requisition.

1. Enter 'FPAREQN' or 'FPIREQN' in the Search bar in Application Navigator and press Enter.
2. Click on the Search icon next to the **Requisition** field
3. On FPIRQST, click on the Filter button

The screenshot shows the 'REQUISITION VALIDATION' form. At the top, there is a green banner with a checkmark and the text 'Enter a query; press F8 to execute.' Below this, there are tabs for 'Basic Filter' and 'Advanced Filter'. The 'Basic Filter' section contains several input fields: 'Request Number', 'Requestor Name', 'Organization', 'Vendor', and 'Request Date'. Each field has a dropdown arrow. To the right of these fields is a button labeled 'Add Another Field ...'. Below the filters, there are 'Clear All' and 'Go' buttons. The main area of the form displays a table of requisition details. The first row is highlighted in yellow. The table has two columns: the left column lists fields like 'Request Number', 'Requestor Name', 'Organization', 'Vendor', 'Request Date', and 'Request Type'; the right column lists fields like 'Deliver by Date', 'Complete', 'Approved', 'Origin', and 'Reference Number'.

Request Number	R0003519	Deliver by Date	02/21/2006
Requestor Name	Natalie J Turney	Complete	Yes
Organization	257301 English and Philosophy	Approved	Yes
Vendor	50005414 Officemax Contract Inc	Origin	BANNER
Request Date	02/17/2006	Reference Number	
Request Type	Purchase		

At the bottom of the form, there is a pagination bar showing '1 of 256121' and 'Per Page'.

4. Tab over to the **Requestor Name** field and type in the wildcard (%), the last name of the initiator and then the wildcard (%) again in mixed case.
5. Select the **Request Date**.
6. Click on the Go button.
7. If on FPAREQN and the requisition is incomplete double click on it to return to the Requisition form and make the appropriate updates to the order before clicking Complete or stay in the Requisition Header section and click Delete twice to delete the requisition.
8. If on FPIREQN double click on the requisition number to return to the Requisition Inquiry form and review the document for accuracy.

Copying a Requisition to Create a New Request

Only copy **your own APPROVED** requisitions and contact Procurement for additional instructions.

1. Enter 'FPAREQN' in the Search bar in Application Navigator and press Enter.
2. Click on the "Copy" icon
3. Enter the Requisition number and tab to populate the vendor information
4. Click the Copy button
5. A new requisition will be generated with current dates.
6. Review each section of the requisition and make appropriate corrections or updates
7. Click Complete to send to approvals

Inquiry Forms

FPIREQN - Requisition Query

The Requisition Query Form is the query form for the requisition.

1. Enter the Requisition Document Code
2. Click on the Next Section icon to navigate through the blocks.

FOIDUCH—Document History

1. Enter a Document Type in the Document Type field:
 - a. REQ-Requisition
 - b. PO-Purchase Order
 - c. RCV-Receiving Document
 - d. INV-Invoice
 - e. CHK-Check
2. Enter the document number in the Document Code field.
3. Click on the Go button in the upper right corner.

Document History FOIDUCH 9.3.2 (PROD)

ADD

RETRIEVE

RELATED

TOOLS

Document Type: REQ Requisition

Document Code: R0168493

Start Over

DOCUMENT HISTORY

InsertDeleteCopyFilter

Document Type	Document Number	Status	Status Description
Requisition	R0168493	A	Approved
Purchase Order	P0160205	A	Approved
Invoice	I0335504	P	Paid
Check Disbursement	00250112	F	Final Reconciliation

1

of 1

10Per Page

Record 1 of 4

4. Click on the desired document number.
5. Select Query Document from the Related menu.
6. To view what the status indicators are, select View Status Indicators from the Options section of the Tools menu.

Note: When looking at a check, enter '12' in the Bank field prior to clicking on the Go button in the upper right corner (enter '01' for checks printed prior to July 1, 2009).