

## Creating a Requisition

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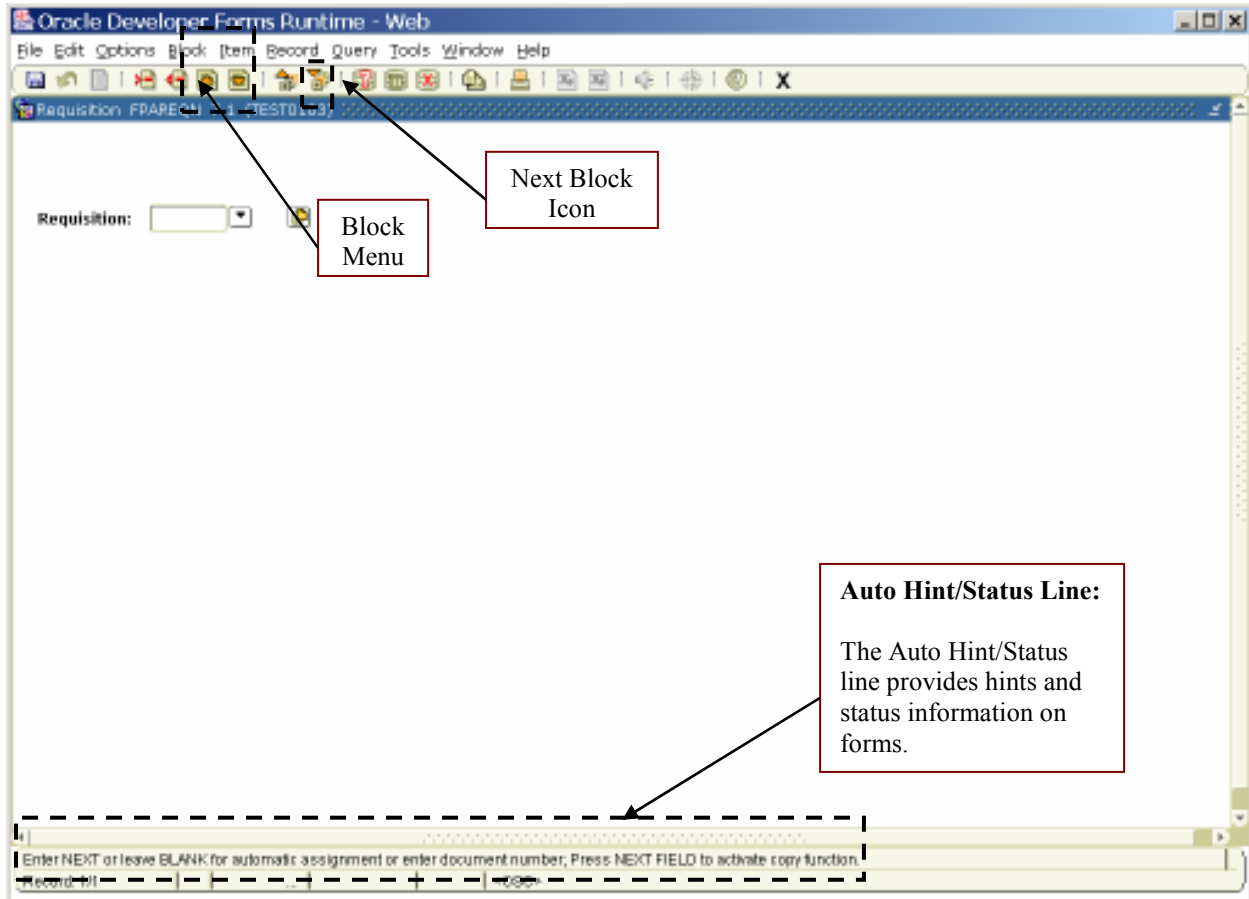
### Requisition Entry Form – FPAREQN

The Requisition Entry Form (FPAREQN) contains six blocks of information. The table below shows the six information blocks with the corresponding information you need to provide.

1. Requisition Number Block (Key information block)	Leave the field blank and move to the next block. Banner will assign your Requisition number once you have entered more information.
2. Requestor/Delivery Block	Enter four things: <ul style="list-style-type: none"><li>• Requested delivery date</li><li>• Organization number</li><li>• Attention to</li><li>• Document Text (Optional)</li></ul>
3. Vendor Block	Enter the vendor code or search for it through the FTIIDEN form.  If your vendor is not in the system, use Document Text to record vendor information.
4. Commodity Block	Enter the following information: <ul style="list-style-type: none"><li>• Description of item to be ordered</li><li>• U/M (unit of measure)</li><li>• Quantity of items</li><li>• Price per item</li></ul>
5. Accounting Block	Enter COA code S, Fund, Org, Acct, and Program. You can search on any of these fields if you don't remember the number you want to use.
6. Balancing/Completion Block	You have two options: <ul style="list-style-type: none"><li>• Completion – this will send the req on to the appropriate approver</li><li>• In Process – select this when you need to make changes before sending the req on for approval.</li></ul>

## Key Information Block

1. Navigate to the FPAREQN form.
2. Leave the Requisition field blank.
3. Move to requester information block by clicking on the Next Block icon or using the Block menu. The requisition number will be assigned by Banner after you enter more information.



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### Requestor/Delivery Block

Required Fields:

- Delivery Date
- Organization Code
- Attention To

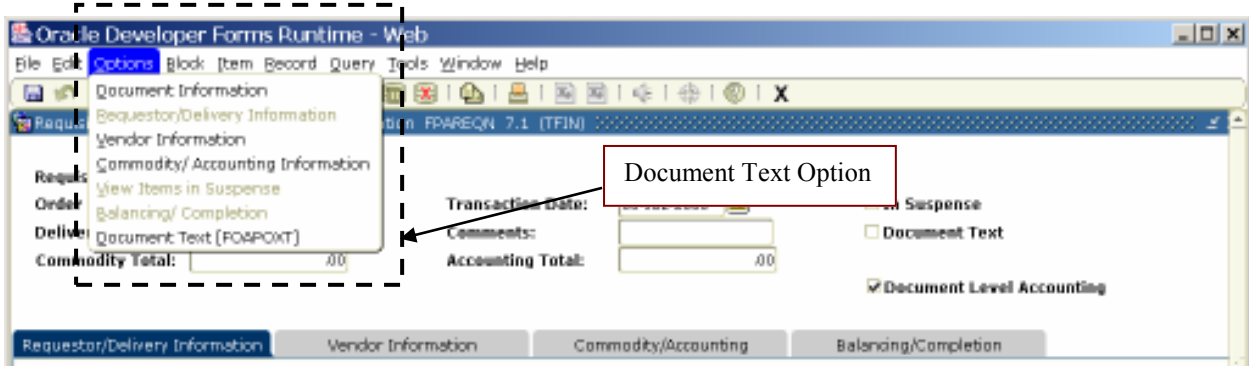
**Delivery Date:**  
Enter the desired delivery date in this field.  
Allow at least 7-10 business days for most deliveries.  
**Date Format:**  
Date must be entered in “DD-MMM-YYY” format. (23-MAY-2006)

**Organization:**  
Enter your Org number in this field.

**Attention To:**  
Enter the name of the department the shipment should be delivered to.

1. Enter your requested delivery date in the **Delivery Date** field. Allow 7 – 10 days for processing.
2. Enter the Org number in the **Organization** field.
3. Enter the name of the department the shipment should ultimately be delivered to in the **Attention To** field.

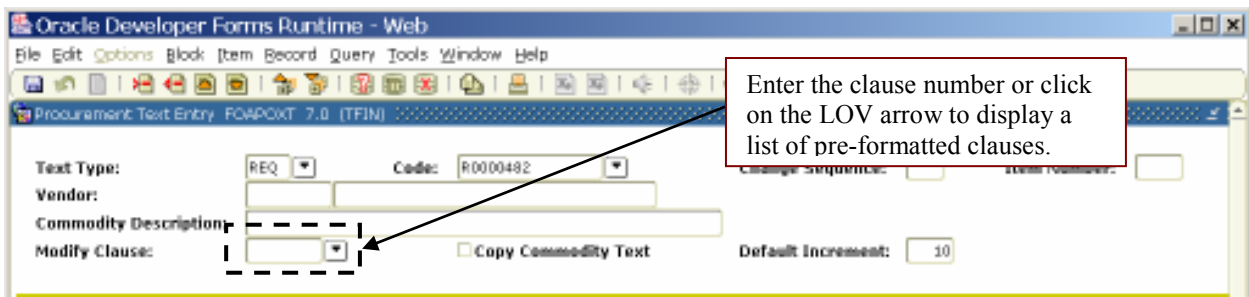
4. Select **Document Text** from the **Options** menu. This will open the Procurement Text Entry Form (FOAPOXT)



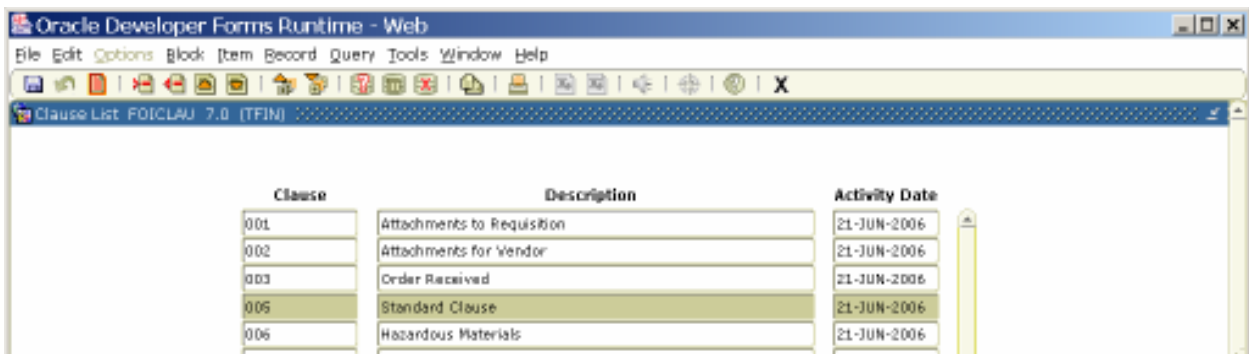
### Entering a Pre-Formatted Clause

Clause 001 – Attachment to Requisition and Clause 002 – Attachment for Vendor should be used if documents are being forwarded to the Purchasing Department.

1. Enter the clause number in the **Modify Clause** field.
2. If you don't know your clause number, select the **List of Values (LOV) arrow**.

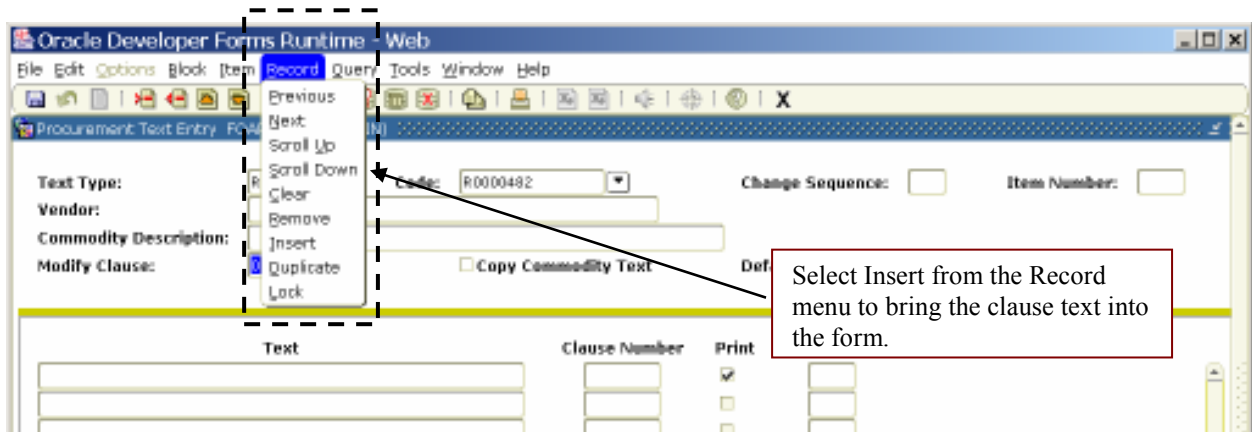


3. Banner will display a list of clauses to choose from. Double-click on the clause you want to add to your requisition.

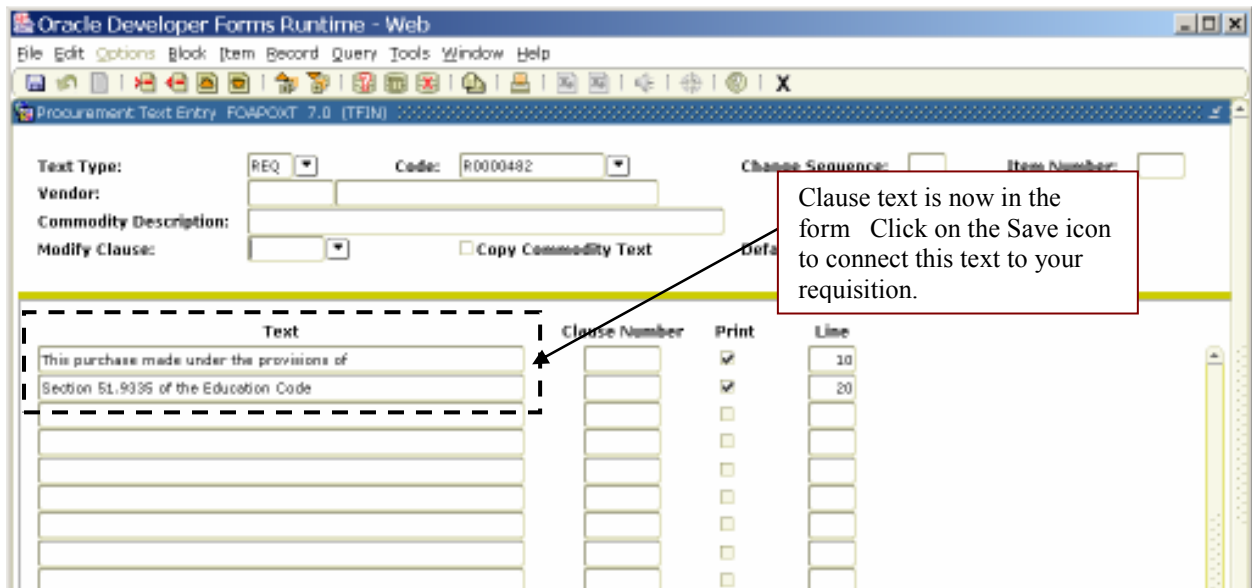


4. Banner will return you to the Document Text form. Select the **Record Insert** icon or select **Insert from the Record menu**.

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The pre-formatted text is now displayed in the text block.



5. Click on the **Save** icon to save the text.
6. Exit the form. You will return to FPAREQN.
7. Move to vendor information block by clicking on the Next Block icon, using the Block menu or clicking on the Vendor Information Tab.

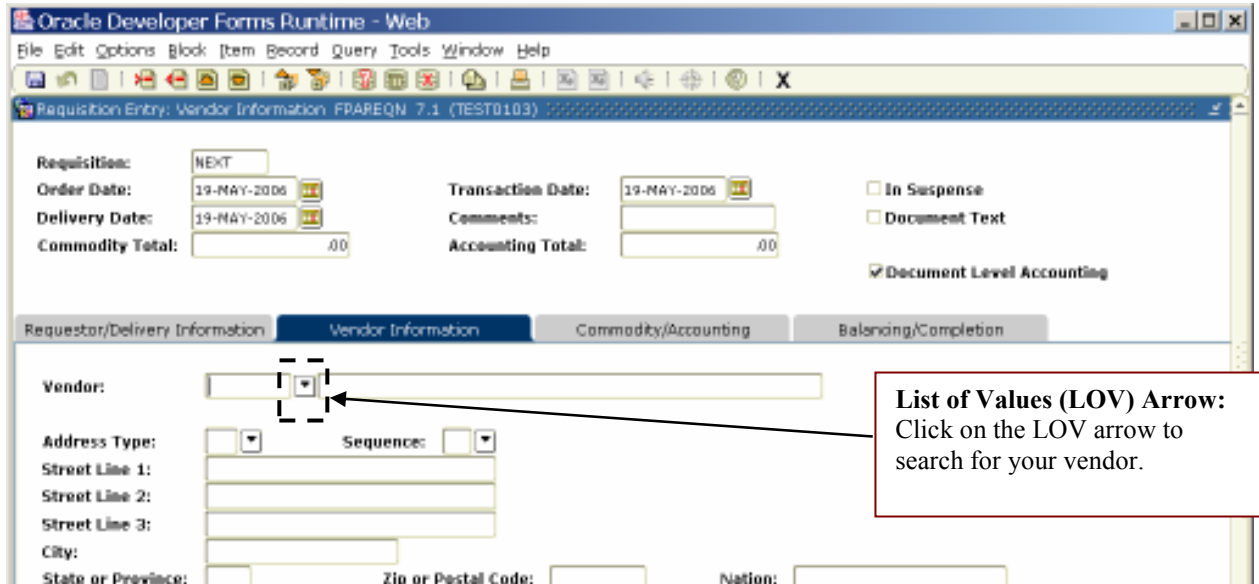


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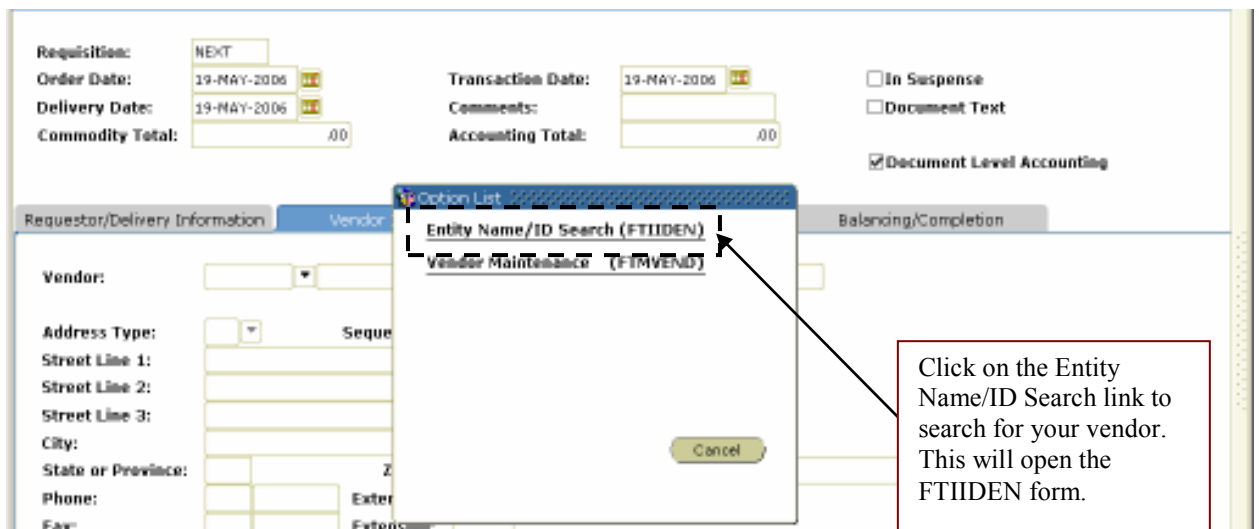
## Vendor Block

Required Fields:

- Vendor Code – By entering the Vendor Code, you will call up all related information such as address. You may enter the Vendor Code if known, or you may search for it using the **List of Values (LOV)** arrow.
1. Click on the **LOV** arrow next to the Vendor Field.



2. Click on the **Entity Name/ID Search (FTIIDEN)** link to find your vendor. This will open the FTIIDEN form.



## Searching for Your Vendor – FTIIDEN

FTIIDEN is the Entity Name/ID Search form. Use this form to find your suggested vendor. In this example, we will search for Morrison True Value.

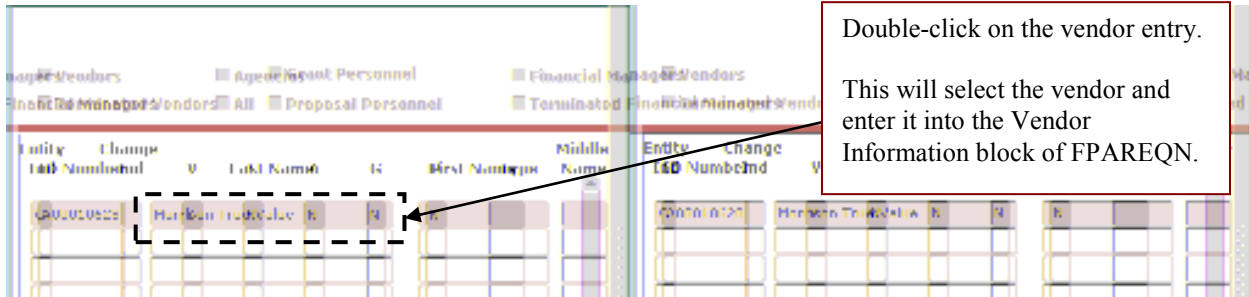
1. In the Last Name field, type “%True Value%”. Using the **% wildcard sign** before and after the search term will show any entry that includes the words “True Value.”
2. Execute a Query by clicking on the **Execute Query icon** or by using the **Query menu**. This will start your search.

The screenshot shows the Oracle Developer Forms Runtime interface for the FTIIDEN form. The 'Last Name' field is highlighted with a dashed box and contains the text '%True Value%'. A callout box labeled 'Wildcards:' explains that the '%' sign is used before and after the search term to find any vendor with these words in the name. Another callout box labeled 'Auto Hint/Status Line:' explains that the text 'Enter a query, press F8 to execute, Ctrl+Q to cancel.' in the status bar indicates Query mode. A third callout box labeled 'Execute Query Icon' points to the icon in the toolbar. A fourth callout box labeled 'Query Menu' points to the 'Query' menu item in the top menu bar. The status bar also shows 'V - Vendors F - Financial Managers A - Agencies G - Grant Personnel P - Proposal Personnel' and '<OSC>'.

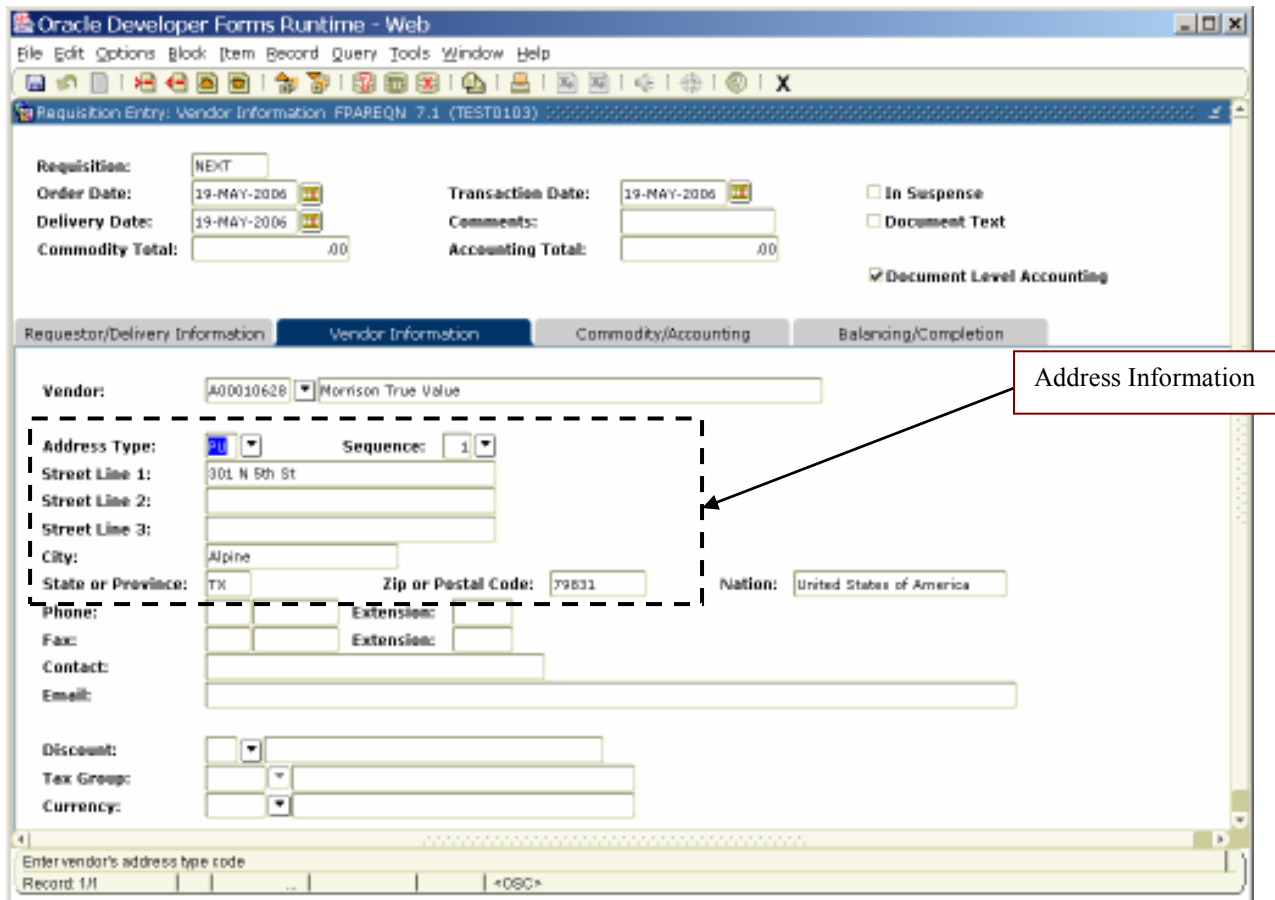


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3. Double-click on the desired vendor. This will take you back to the Vendor Information block of FPAREQN and enter the selected vendor into the Vendor field.



4. The vendor's address is now reflected in the address fields.
  - If the information is **correct**, move to the Commodity/Accounting block.
  - If the information is **not correct**, search the sequence field for another address. If the correct address is not there, remove the vendor code and enter the correct vendor information under Document Text.

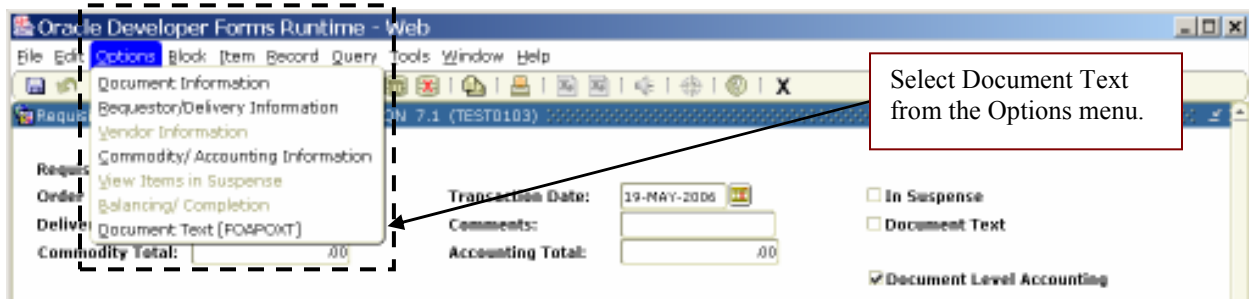


## Adding a New Vendor

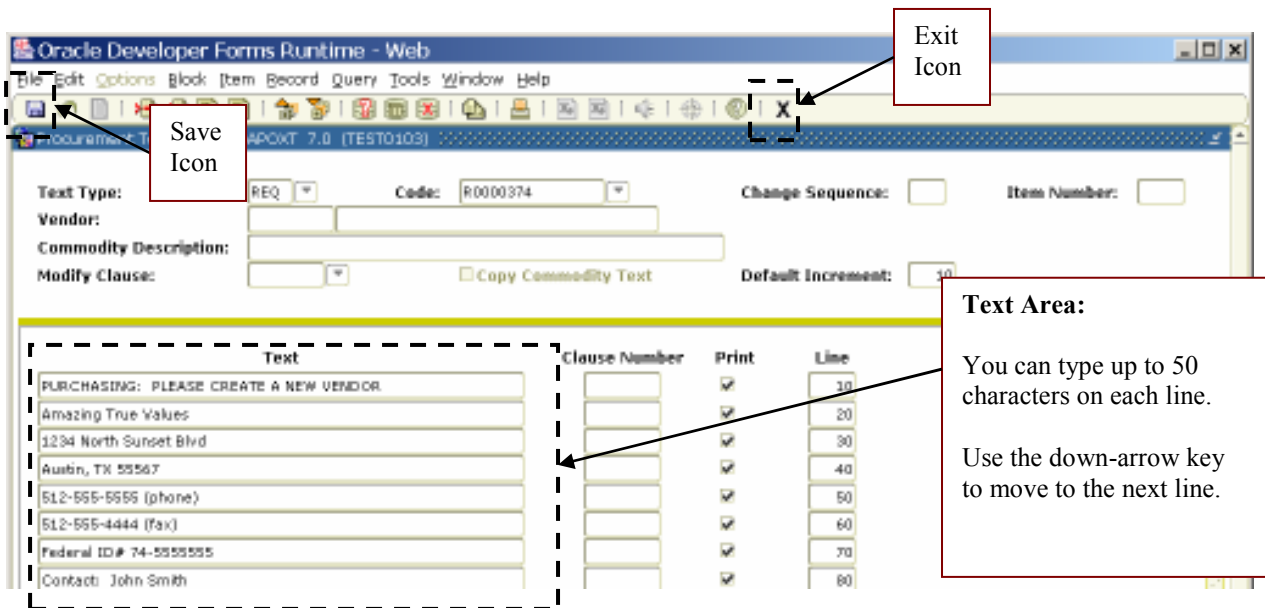
If your suggested vendor is not listed in Banner, use Document Text to add the vendor information to your requisition. The Purchasing Department will use this information to add your vendor in Banner.

To add Document Text to your requisition:

1. Click on the **Options menu** and select **Document Text**. This will open the Procurement Text Entry Form (FOAPOXT)



2. Click on the first line of the Text area of the form and begin typing. Each line will hold 50 characters. Once you have reached 50 characters, you must hit the down-arrow key to move to the next line.



3. Once you have completed your text, click on the **Save** icon to save the message.
4. Click on the **Exit** icon to close the form. You will return to FPAREQN.

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### Commodity Block

Required Fields:

- Description – This is the description of the item you want to purchase.
- U/M (Unit of Measure) – Examples of U/M are EA for each, DOZ for dozen, CS for case.
- Quantity – This is how many of this item you want to purchase.
- Unit Price – This is the price for one of these items.

The screenshot shows the Oracle Developer Forms Runtime - Web interface for 'Requisition Entry: Commodity/Accounting'. The form is titled 'FPAREQN 7.1 [TEST0103]'. It features several input fields and checkboxes. A red box labeled 'Commodity Information Block' points to a table with columns for 'U/M', 'Tax Group', 'Quantity', and 'Unit Price'. Below the table are fields for 'Commodity', 'Description', and various totals. The form also includes a 'FOAPAL' section with a grid of fields for 'COA Year', 'Index', 'Fund', 'Orgn', 'Acct', 'Prog', 'Actv', 'Locn', and 'Proj'. The bottom of the form has a status bar with the text 'Enter commodity code. Use COUNT QUERY HITS to call FPNPRD.' and 'Record 1/1'.

Follow these steps to fill in the Commodity Information Block.

1. Enter the description of the item you are purchasing in the Description Field. Describe what you want including part/catalog number, color, etc. Make it clear. Don't use a part/catalog number alone. This information will be converted into a purchase order which is a contract with the vendor. If you don't tell the vendor clearly what you want, the vendor is not obligated to supply it. **If more space is needed for the description, use the Item Text feature under the Options menu.**
2. Select or enter the unit of measure in the U/M field. Available options can be viewed by using the LOV arrow by the U/M field.

3. Enter the number of items you wish to purchase in the Quantity field.
4. Enter the individual cost of the item in the Unit Price field.
5. Press the Tab key once. This will fill in the rest of the dollar amount fields.
6. If you need to add another item to your order, click on the **Next Record icon** or **Tab to the Description field and use the down arrow key** to create a new commodity line. Either of these actions will move the cursor to the next line where you can enter a new commodity.
7. Before completing the Commodity Block, add a line for freight. Freight should be listed in one of two ways:
  - Freight (U/M = lot; Qty = 1; Unit Price = specific amount)
  - Freight – Not to Exceed (U/M = lot; Qty = 1; Unit Price = maximum amount)

The screenshot shows the Oracle Developer Forms Runtime - Web interface. The main form is titled 'Commodity/Accounting' and is divided into several sections: 'Requestor/Delivery Information', 'Vendor Information', 'Commodity/Accounting', and 'Balancing/Completion'. The 'Commodity/Accounting' section is the primary focus, showing a table with columns for 'Item', 'U/M', 'Quantity', and 'Unit Price'. The 'U/M' field is set to 'EA', 'Quantity' is '2', and 'Unit Price' is '150'. The 'Description' field contains 'Bookcase, 36" x 72", model #88940'. To the right of the table, there are summary fields: 'Extended: 300.00', 'Discount: .00', 'Additional: .00', 'Tax: .00', and 'Commodity Line Total: 300.00'. Below the table, there are checkboxes for 'Commodity Text', 'Item Text', 'Add Commodity', and 'Distribute'. A callout box points to the 'U/M' field with the text: 'U/M: Enter the unit of measure. Available options can be seen by using the LOV arrow.' Another callout points to the 'Quantity' field: 'Quantity: Enter how many of this item you want to purchase.' A third callout points to the 'Unit Price' field: 'Unit Price: Enter the price for one of this item.' A fourth callout points to the 'Description' field: 'Description: Enter a complete description of the item you want to purchase. If you need additional space, use the Item Text feature under the Options menu.' A fifth callout points to the summary fields: 'Press the Tab key once so Banner will calculate the extended price.'

8. When you have entered all your commodities, move to the Accounting Block by clicking the Next Block icon or using the Block menu.

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### Accounting Block

The Accounting Information Block is where you enter the FOAPAL you want to charge this purchase to. You may charge your purchase to one or more FOAPALS.

Required fields:

- COA – This should be 'S' and will default.
- Fund – This is the fund portion of the FOAPAL string.
- Orgn – This will default to the organization entered on the Requestor/Delivery Information block. If your FOAPAL string has a different org, you must type over this number and enter the correct organization code.
- Acct – This is the account portion of the FOAPAL string. It indicates the type of purchase you are making. (supplies, books, software, etc.) Use only accounts that start with '7'
- Prog – This is the program portion of the FOAPAL string.

The screenshot displays the Oracle Developer Forms Runtime - Web interface for a Requisition Entry. The window title is "Oracle Developer Forms Runtime - Web" and the URL is "Requisition Entry: Commodity/Accounting FPAREQN 7.1 (TEST0103)".

The form includes several sections:

- Requisition:** Fields for Requisition (R0000374), Transaction Date (19-MAY-2006), and Accounting Total (.00).
- Requestor/Delivery Information:** Fields for Fund, Organization, and Account.
- Commodity/Accounting:** Fields for U/M (EA), Tax Group, Quantity (2), and Unit Price (150). The commodity description is "Bookcase, 36\" x 72\", model #88940".
- Accounting Info Block:** A dashed box containing fields for FOAPAL, Remaining Commodity Amount, NSF Override, NSF Suspense, Extended, Discount, Additional, Tax, FOAPAL Line Total, and Document Accounting Total.

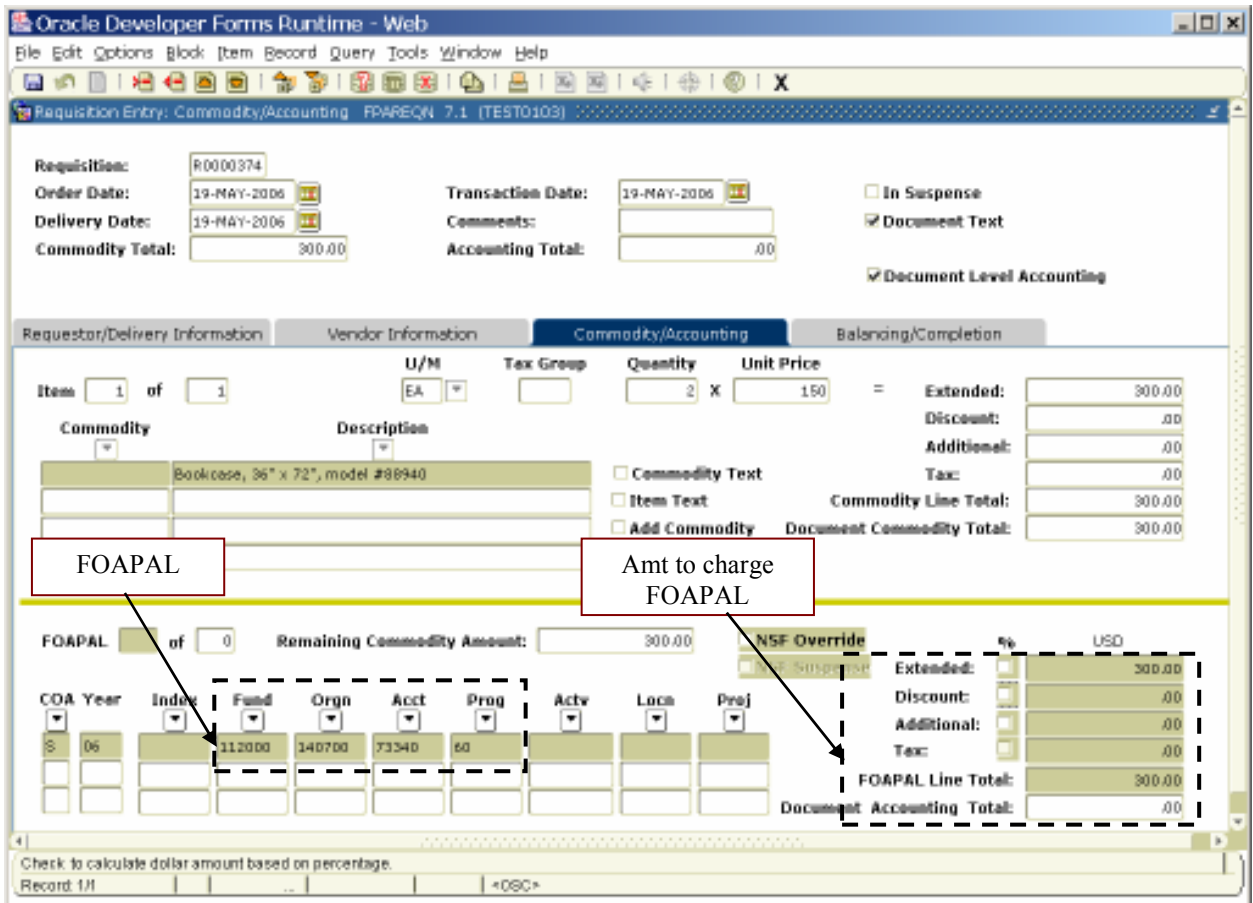
Annotations with arrows point to the following fields:

- Fund:** Points to the Fund field in the Requestor/Delivery Information section.
- Organization:** Points to the Organization field in the Requestor/Delivery Information section.
- Account:** Points to the Account field in the Requestor/Delivery Information section.
- Program:** Points to the Prog field in the Accounting Info Block.
- Accounting Info Block:** A box containing the text "This information determines which FOAPAL will be charged for your purchase." with an arrow pointing to the Accounting Info Block section.

At the bottom of the form, there is a footer with the text "Enter commodity code. Use COUNT QUERY HITS to call FPNPRD." and "Record 1/1".

**Paying for the entire order with one FOAPAL.**

1. Enter the Fund, Org, Acct and Prog numbers of the FOAPAL you wish to charge. If you don't know the number, you can use the LOV arrow by each field to search for the missing information.
2. Tab through the Extended USD field. Banner will fill in the information.
3. Move to the Balancing/Completion Block.



If you forgot to check you budget, you can check it at this point by selecting Options on the menu and selecting the form FGIBAVL.

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### Paying for the entire order with two or more FOAPALs.

1. Enter the Fund, Org, Acct and Prog numbers of the first FOAPAL you wish to charge.
2. Navigate to the Extended USD field and enter the dollar amount for the first FOAPAL. (in this example, \$100 out of the \$300 order total)
3. Press the TAB key once. This will fill in the rest of the dollar amount fields.
4. Click on the **Next Record icon** or select **Next from the Record Menu**. This will move the cursor to the next record where you can enter the next FOAPAL to be charged.
5. Navigate to the Extended USD field and enter the dollar amount for the second FOAPAL you wish to charge. (in this example, \$200 out of the \$300 order total)
6. Press the Tab key once to fill in the rest of the dollar amount fields for this FOAPAL. You have now spread the \$300 cost across two different FOAPALs.

The screenshot displays two requisition records side-by-side. The left record shows a commodity with an extended price of \$100.00. The right record shows a commodity with an extended price of \$200.00. Below the commodity details, there are fields for 'Fund', 'Org', 'Acct', and 'Prog'. The 'Extended' field for the second record is highlighted with a dashed box and labeled 'Amt to charge 2nd FOAPAL'. A label '2nd FOAPAL' with an arrow points to the second record's header area.

7. When you have entered all your accounting information, move to the Balancing/Completion block by clicking the Next Block icon or using the Block menu.

## Balancing/Completion Block

This is a final review block. Review the amounts listed in this block and verify that they are in balance. If all information is correct, click on the **Complete button** to finish the requisition. Once you complete the requisition, you can make changes only by denying the document using the form FOADOCU or by having the account manager disapprove the requisition, which will reactivate it. If you are not ready to complete the requisition, click on the **In Process button**. This will allow you to come back to this document later and complete it.

**Complete Button:**  
Click on the Complete button to finish your requisition.

**In Process Button:**  
Click on the In Process button to leave the requisition open for later changes.

**Status:**  
All amounts should balance before completing.

	Input	Commodity	Accounting	Status
Approved Amount:	300.00	300.00	300.00	BALANCED
Discount Amount:	.00	.00	.00	BALANCED
Additional Amount:	.00	.00	.00	BALANCED
Tax Amount:	.00	.00	.00	BALANCED

In either case, Banner will return you to the first block on FPAREQN. If you have not already recorded your requisition number, look at the Auto Hint/Status line in the lower left-hand corner.

**Auto Hint/Status Line:**  
Requisition number displays here. Write down for future reference if you haven't already done so.