

Creating a Requisition

Option 1 – Document Level Accounting

(All accounting is based on the document total)

1. Access the Requisition Form (**FPAREQN**). Enter **NEXT** to have Banner generate an Invoice number.
2. Perform a **Next Block** function.
3. Change/Enter the **Order Date**, **Transaction Date** and **Delivery Date** as needed.
 - The delivery date must be the same as or later than the order date.
4. Enter the requestor in the **Requestor** field.
5. Enter **"L"** for Chart of Accounts in the **COA** field.
6. Select an organization in the **Organization** field.
 - The user must have posting capabilities to the organization selected.
7. Click the **Search** icon, and enter a shipping address in the **Ship To** field.
 - If set up appropriately, the User Profile Maintenance Form (FOMPROF) will default in the values for requestor, organization, chart of account, and shipping address information.
8. Select the **Vendor Information** tab.
9. Click the **Search** icon in the **Vendor** field, and enter a vendor.
 - Once a vendor is selected, the remaining fields will be filled in for you, if the **Procurement** address exists for the vendor. If you need to create a vendor or add the vendor's address information, use the Vendor Maintenance Form (FTMVEND) or contact the responsible party at your school to have it added.

10. Select the **Commodity/Accounting** tab.
11. Tab to the **Description** field and type a user-defined item. **Do not enter anything in the Commodity Code field.**
 - If you need additional room for Description, you may add **Item Text**. See section below "**Adding Text to any Purchasing Document**".
12. Enter a unit of measure in the **U/M** field. Press Tab.
13. Enter the quantity to be requested **Quantity** field. Press Tab.
14. Enter the unit price of this commodity in the **Unit Price** field.
15. Tab through the extended price.
 - Notice the extended price has been filled in by Banner.
16. Perform a **Next Record (Arrow Down key)** and repeat steps 11-15 if additional commodities are to be added to this requisition.
17. When finished, perform a **Next Block** function.
18. Make sure the **COA** (Chart of Accounts) field is "**L**". Press Tab. ** Fiscal year will default in based on the transaction date.
19. Enter a **Fund** code and press Tab.
20. Enter an **Org** Code and press Tab.
21. Enter an **Acct** Code and press Tab.
22. Enter a **Prog** Code and press Tab.
23. Tab through and the total dollar amount will automatically populate the field and should match the dollar amount at the top left of the screen
24. If the total of the requisition needs to be divided between two or more FOAPAL codes, instead of allowing Banner to automatically apply the whole amount to one

FOAPAL, simply enter the amount you want to be charged to the first FOAPAL in the "extended" field and tab all the way through. Then to add a second FOAPAL, use the arrow down key to enter another FOAPAL and add the amount that should be charged to that FOAPAL. The total of all FOAPALS should match the total of the requisition.

25. Select the **Balancing/Completion** tab.
26. Review the Header, Commodity, and Accounting amounts.
27. If these amounts are in balance, click the **Complete** button.
28. Write down the Requisition number listed on the Status/Hint Line (bottom left).

Option 2 – Commodity Level Accounting (Each Commodity has its own Accounting)

1. Access the Requisition Form (**FPAREQN**). Enter **NEXT** to have Banner generate an Invoice number.
2. Perform a **Next Block** function.
3. Change/Enter the **Order Date, Transaction Date** and **Delivery Date** as needed.
 - The delivery date must be the same as or later than the order date.
4. Enter the requestor in the **Requestor** field.
5. Enter **"L"** for Chart of Accounts in the **COA** field.
6. Select an organization in the **Organization** field.
 - The user must have posting capabilities to the organization selected.
7. Click the **Search** icon, and enter a shipping address in the **Ship To** field.
 - If set up appropriately, the User Profile Maintenance Form (FOMPROF) will default in the values for requestor, organization, chart of account, and shipping address information.
8. Select the **Vendor Information** tab.

9. Click the **Search** icon in the **Vendor** field, and enter a vendor.
 - Once a vendor is selected, the remaining fields will be filled in for you, if the **Procurement** address exists for the vendor. If you need to create a vendor or add address information for the vendor, use the Vendor Maintenance Form (FTMVEND) or contact the responsible party at your school to have them added.
10. **Uncheck the Document Level Accounting field to turn on Commodity Level Accounting.**
11. Perform a **Next Block** function.
12. Tab to the **Description** field and type a user-defined item. **Do not enter anything in the Commodity Code field.**
 - If you need additional room for Description, you may add **Item Text**. See section below "**Adding Text to any Purchasing Document**".
13. Enter a unit of measure in the **U/M** field. Press Tab.
14. Enter the quantity to be requested **Quantity** field. Press Tab.
15. Enter the unit price of this commodity in the **Unit Price** field.
16. Tab through the extended price.
 - Notice the extended price has been filled in by Banner.
17. Perform a **Next Block** function.
18. Make sure the **COA** (Chart of Accounts) field is "**L**". Press Tab.
 - Fiscal year will default in based on the transaction date.
19. Enter a **Fund** code and press Tab.
20. Enter an **Org** Code and press Tab.
21. Enter an **Acct** Code and press Tab.
22. Enter a **Prog** Code and press Tab.
23. Enter the amount to be charged to this account in the **USD extended** field or Tab through for the amount to automatically carry over.
24. Perform a **Previous Block** function.

25. Perform a **Next Record (Arrow Down key)**.
26. Repeat steps 12 - 25 to enter additional commodities.
27. When finished, select the **Balancing/Completion** tab.
28. Review the Header, Commodity, and Accounting amounts to make sure they are in balance.
29. If these amounts are in balance, click the **Complete** button.
30. Write down the Requisition number listed on the Status/Hint Line (bottom left).

Adding Text to Any Purchasing Document

Once all required fields have been entered on any purchasing document (Requisition, Purchase Order, or change order), **Document Text** can be entered that applies to the entire document. Also, **Item Text** can be added for that commodity.

Adding Document Text

1. Once all required fields have been entered in the document, select **Document Text (FOAPOXT)** from the **Options** menu.
 - The **Text Type, Code, and Vendor** information will default into the header block from the calling document.
2. Perform a **Next Block** to move into the Text Block.
3. Add the text you would like to enter.
 - Use **Next Record** and **Previous Record** to move between lines of text.
4. To return to the calling document, **Save** and **Exit**.
5. You will notice the **Document Text** box will be checked in the upper right hand corner.

Adding Item Text

1. Click on the **Commodity/Accounting** tab while in a purchasing document and make sure your cursor is on a completed commodity line.
2. Select **Item Text (FOAPOXT)** from the **Options** menu.
 - The **Text Type, Code, and Vendor** information will default into the header block from the calling document.
3. Perform a **Next Block** to move into the Text Block.
4. Add the text you would like to enter.
 - Use **Next Record** and **Previous Record** to move between lines of text.
5. To return to the calling document, **Save** and **Exit**.
6. You will notice the **Item Text** box will be checked when the related commodity line is highlighted.

Related Forms

FPAREQN – Requisition Creation

FPIREQN – Requisition Query

FPIORQF – Open Requisition by FOAPAL Query

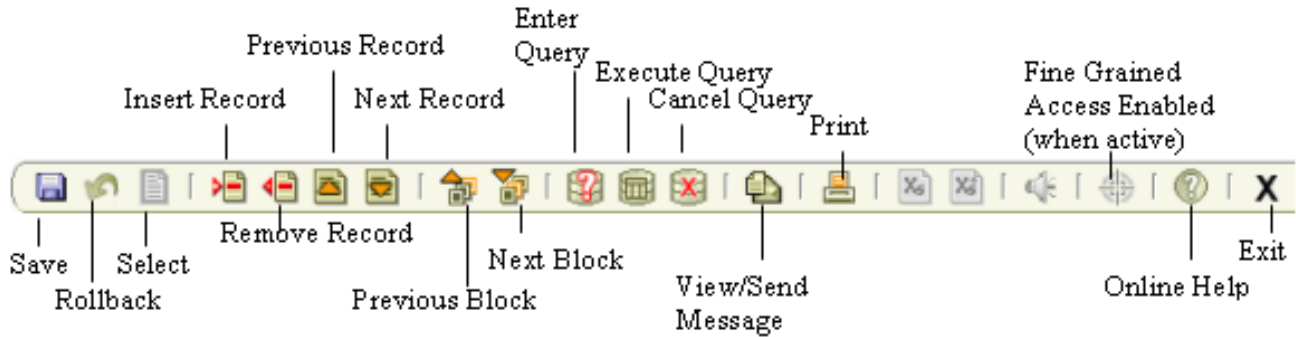
FPARQST – Requisition Print

FPARDEL – Requisition Cancel

FPIREQS – Requisition Suspense List

FPROPNR – Open Requisitions Report

Quick-Reference Guide to Banner Keyboard Commands Horizontal Toolbar Icons



Keyboard Commands

Function

Block – clear
 Block – next
 Block – previous
 Count Query Hits
 Display Oracle Error
 Exit
 Field – clear
 Field – duplicate
 Field – next
 Field – previous
 Go To another form
 LIST (**L**ist **O**f **V**alues)
 Options
 Print
 Query – cancel
 Query – enter
 Query – execute
 Record – clear
 Record – duplicate
 Record – insert
 Record – next
 Record – previous
 Record – remove (delete)
 Rollback
 Save
 Select
 Show Keys

Keys

Shift+F5
 Ctrl+PgDn
 Ctrl+PgUp
 Shift+F2
 Shift+F1
 Ctrl+Q
 Ctrl+U
 F3
 Tab
 Shift+Tab
 F5
 F9
 Right Click or F2
 Shift+F8
 Ctrl+Q
 F7
 F8
 Shift+F4
 F4
 F6
 ↓ or PgDn
 ↑ or PgUp
 Shift+F6
 Shift+F7
 F10
 Shift+F3
 Ctrl+F1