

Creating a Requisition

Introduction

The Requisition Page (FPAREQN) initiates the procurement process by defining an internal request to acquire goods or services. It enables you to define departmental needs by identifying the requestor, vendor, commodity, and accounting information. Entering a vendor is optional.

Banner page

The screenshot displays the Banner Requisition Page (FPAREQN 9.0) with the 'REQUESTOR DELIVERY INFORMATION' section expanded. The page includes a top navigation bar with 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS' options, and a 'Start Over' button. The main form is divided into several sections:

- Requestor Information:**
 - Requestor: Resneda - Accounting Clerk I
 - Organization: 11002 Test04
 - COA: B SCT University
 - Email: blake.ellarsky
 - Phone Country Code, Phone Area Code (252), Phone Number (6591111), Phone Extension, Fax Country Code, Fax Area Code (252), Fax Number (6597777), Fax Extension.
- Address Information:**
 - Street Line 2: 2222 2222
 - Street Line 3: Mailstop IFEP change
 - Street Line 4
 - Contact: Harry Smith
 - Attention To: Harry Smith
 - Building: Science Bldg
 - Floor: 3rd Floor
 - City: Malvern
 - State or Province: PA
 - Zip or Postal Code: 19355
 - Nation: United States of America
 - Country Code
- Accounting and Status Information:**
 - Comments
 - Commodity Total: 0.00
 - Accounting Total: 0.00
 - Document Level Accounting (checkbox)
 - In Suspense (checkbox)
 - Document Text (checkbox)

The bottom right corner of the form contains a 'SAVE' button.

Steps – Procedure 1

The following exercise will demonstrate how to create a requisition using document level accounting with a system generated requisition number. Follow these steps to complete the process.

Note: If set up appropriately, the User Profile Maintenance Page (FOMPROF) will default in the values for requestor, organization, chart of account, and shipping address information.

1. Access the Requisition Page (FPAREQN).
2. Perform a **Next Section** function.
3. Change the order date in the **Order Date** field, if appropriate.
4. Change the transaction date in the **Transaction Date** field, if appropriate.
5. Enter a delivery date in the **Delivery Date** field.

Note: The delivery date must be the same as or later than the order date.

6. Enter the requestor in the **Requestor** field.
7. Enter a comment in the **Comment** field, such as *Rush*.
8. Select a chart of accounts in the **COA** field.
9. Select an organization in the **Organization** field.

Note: The user must have posting capabilities to the organization selected.

10. Click the **Search** icon, and enter a shipping address in the **Ship To** field.

Note: When you select a shipping address the **Address, Phone, Contact,** and **Attention** fields will be filled in if the information was built on the Ship to Address Maintenance Page (FTMSHIP).

11. Select the **Vendor Information** tab.

Requisition FPAREQN 9.0 (Core-PRD) ADD RETRIEVE RELATED TOOLS

Requisition: R0002071 Start Over

REQUISITION ENTRY: REQUESTOR/DELIVERY Insert Delete Copy Filter

Requisition: R0002071	Comments: <input type="text"/>	<input type="checkbox"/> In Suspense
Order Date: 06/08/2016	Commodity Total: 0.00	<input type="checkbox"/> Document Text
Transaction Date: 06/08/2016	Accounting Total: 0.00	
Delivery Date: 06/08/2016	<input type="checkbox"/> Document Level Accounting	

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

VENDOR INFORMATION Insert Delete Copy Filter

Vendor: <input type="text"/>	Contact: <input type="text"/>
<input type="checkbox"/> Vendor Hold	Email: <input type="text"/>
Address Type: <input type="text"/>	Phone Country Code: <input type="text"/>
Sequence: <input type="text"/>	Phone Area Code: <input type="text"/>
House Number: <input type="text"/>	Phone Number: <input type="text"/>
Street Line 1: <input type="text"/>	Phone Extension: <input type="text"/>
Street Line 2: <input type="text"/>	Fax Country Code: <input type="text"/>
Street Line 3: <input type="text"/>	Fax Area Code: <input type="text"/>
Street Line 4: <input type="text"/>	Fax Number: <input type="text"/>
City: <input type="text"/>	Fax Extension: <input type="text"/>
State or Province: <input type="text"/>	Discount: <input type="text"/>
Zip or Postal Code: <input type="text"/>	Tax Group: RBT1 Selected Tax with Addtl and Disc Tax
Nation: <input type="text"/>	Currency: <input type="text"/>

12. Click the **Search** icon in the **Vendor** field, and enter a vendor.

Note: 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 Page (FTMVEND).

13. Do you want to enter a commodity using a commodity code?

- If yes, go to Procedure 2.
- If no, go to Procedure 3.

Steps – Procedure 2

Follow these steps to enter a commodity using a commodity code.

The Commodity Maintenance Page (FTMCOMM) will default in values for unit of measure and unit price if defined for that commodity.

1. Select the **Commodity/Accounting** tab.

2. Click the Commodity **Search** icon to select a commodity in the **Commodity** field.

Note: The commodity information will be defaulted once selected. The requestor can change the values displayed.

3. Select *EA* as a unit of measure in the **U/M** field.
4. Enter *10* for the quantity to be requested in the **Quantity** field.
5. Enter *\$50* for the unit price of this commodity in the **Unit Price** field.
6. Tab to the **Discount** field. Enter a discount of *\$10*

Result: The extended price has been filled in by Banner.

7. Tab to the **Additional** field. Enter *\$15* for the freight charges of this item.
8. Perform a **Next Record** function.
9. Repeat steps 1 - 7 if additional commodities are to be added to this requisition.

10. Perform a **Next Section** function.

11. Click the **Search** icon for **COA** and select your chart.

Note: Fiscal year will default in based on the transaction date

12. Click the **Search** icon for **Fund** and select fund 1110.

13. Click the **Search** icon for **Orgn** and select 11102

14. Click the **Search** icon for **Acct** and then select 7210

15. Click the **Search** Icon for **Prog** and then select 10

16. Enter the amount to be charged to this account in the **USD extended** field.

Note: The discount and additional amounts are populated automatically.

17. If additional accounts were to be charged after entering the amount charged,

- tab to the **Chart** field
- perform an **Insert Record** function
- and repeat steps 11 -16.

18. When finished, select the **Balancing/Completion** tab.

Requisition: R0002071

REQUISITION ENTRY: REQUESTOR/DELIVERY

Requisition: R0002071
 Order Date: 06/08/2016
 Transaction Date: 06/08/2016
 Delivery Date: 06/08/2016

Comments:
 Commodity Total: 15.55
 Accounting Total: 15.55

In Suspense
 Document Text
 Document Level Accounting

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

BALANCING/COMPLETION

Vendor:
 Vendor Hold
 COA: B | SCT University
 Requestor: Reserved - Accounting Clerk I
 Organization: 11002 | Test04

Currency:
 Exchange Rate:
 Commodity Record Count: 1
 Input Amount: 15.55
 Converted Amount:

	Input	Commodity	Accounting	Status
Approved Amount	11.95	11.95	11.95	BALANCED
Discount Amount	0.00	0.00	0.00	BALANCED
Additional Amount	0.00	0.00	0.00	BALANCED
Tax Amount	3.60	3.60	3.60	BALANCED

Complete | In Process

19. Review the Header, Commodity, and Accounting amounts.

20. Are these amounts in balance?

If yes, click the **Complete** button.

21. Write down the requisition number displayed on the top right bar.



Steps – Procedure 4

Follow these steps to create a requisition using commodity level accounting with a system generated requisition number. Notes: If set up appropriately, the User Profile Maintenance Page (FOMPROF) will default in the values for requestor, organization, chart of account, and shipping address information.

The Commodity Maintenance Page (FTMCOMM) will default in values for unit of measure and unit price if defined for that commodity.

1. Access the Requisition Page (FPAREQN).
2. Perform a **Next Section** function.
3. Change the order date in the **Order Date** field, if appropriate.
4. Change the transaction date in the **Transaction Date** field, if appropriate.
5. Enter a delivery date in the **Delivery Date** field.

Note: The delivery date must be the same as or later than the order date.

6. Enter the requestor in the **Requestor** field.
7. Enter a chart of accounts in the **COA** field.
8. Select an organization in the **Organization** field.

Note: The user must have posting capabilities to the organization selected.

9. Select a shipping address in the **Ship To** field.

Note: When you select a shipping address the **Address, Phone, Contact,** and **Attention** fields will be filled in if the information was built on the Ship to Address Maintenance Page (FTMSHIP).

10. Select the **Vendor Information** tab.
11. Select a vendor in the **Vendor** field.

Note: 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 Page (FTMVEND).

12. Perform a **Next Section** function.
13. Uncheck the **Document Level Accounting** field to turn on Commodity Level

Accounting.

14. Select a commodity in the **Commodity** field.

Note: The commodity information will be defaulted once selected. The requestor can change the values displayed.

15. Select *EA* as a unit of measure in the **U/M** field.

16. Tab to the **Quantity** field and enter *10* for the quantity of items to be requested.

17. Tab to the **Unit Price** field and enter in *\$50* for the unit price of this commodity.

18. Tab to the **Discount** field. Enter a discount of *\$10*

Result: The extended price has been filled in by Banner.

19. Tab to the **Additional** field. Enter *\$15* for the freight charges of this item.

20. Tab to the **Commodity** field.

21. Perform a **Next Section** function.

22. Enter your chart of accounts code in the **COA** field.

Note: Fiscal year will default in based on the transaction date.

23. Click the **Search** icon for **Fund** and select fund 1110.

24. Click the **Search** icon for **Orgn** and select 11102.

25. Click the **Search** icon for **Acct** and then select 7210.

26. Click the **Search** icon for **Prog** and then select 10.

27. Enter the amount to be charged to this account in the **USD extended** field.

Note the discount and additional amounts are populated automatically.

28. Perform a **Previous Section** function.

29. Perform a **Next Record** function.

30. Repeat steps 14 - 29 to enter additional commodities.

31. When finished, select the **Balancing/Completion** tab.

32. Review the Header, Commodity, and Accounting amounts to make sure they are in balance.

33. Are these amounts are in balance?

If yes, click the **Complete** button.

34. Write down the requisition number displayed on the help bar (bottom left).

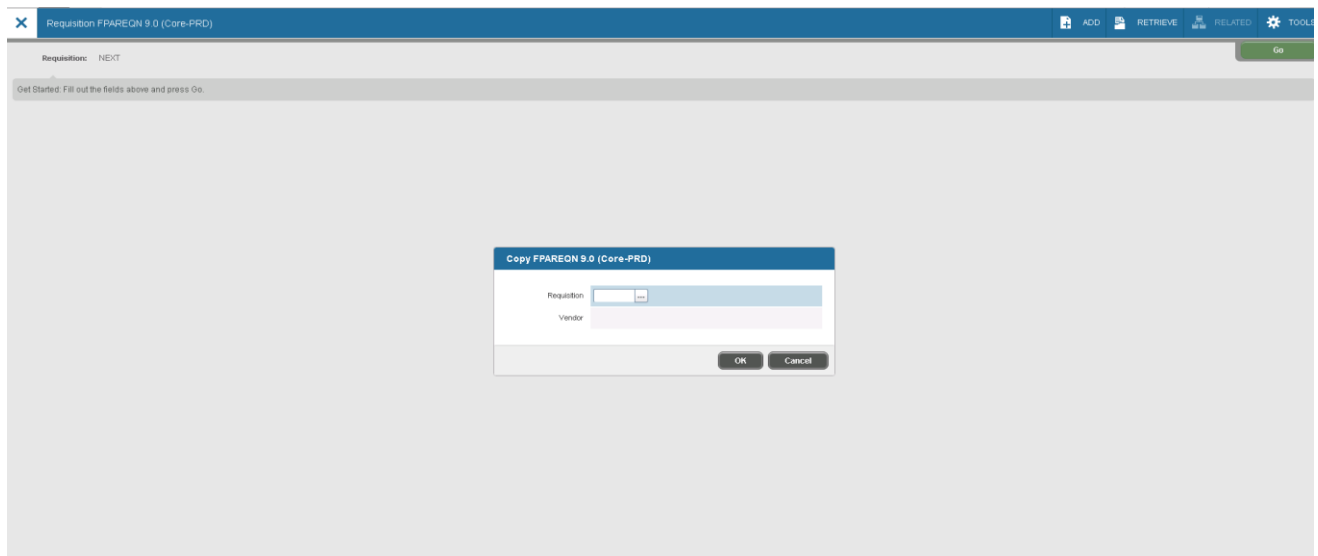
Steps - Procedure 5

The Copy Requisition window enables you to copy data from a completed and posted requisition to a new requisition document.

Follow these steps to create a requisition using the copy function.

1. Create your own requisition code in the **Requisition** field, or allow the system to generate one by entering *Next* in the field.
2. Click the **Copy** icon or select **Copy Requisition** from the **Tools/Options** menu.

Result: The Copy window opens.



3. Enter or select a value in the **Copy From Requisition** field.

Note: The **Vendor** field can help verify that you have selected the correct requisition to be copied. If the requisition you are coping did not contain a vendor, then it will not appear in the **Vendor** field

4. Click **OK**. This will copy the information from the old document to the new document, and you will be taken to the Requestor/Delivery Information window.

Result: The requestor, vendor, commodity, and accounting information are carried forward to the new document. All suspense flags are set to Y. You must

navigate through the new requisition to remove the document from suspense and complete it.

Warning: The copy functionality will not check or update available balance until you navigate through the page.

5. Change the order date in the **Order Date** field, if appropriate.
6. Change the transaction date in the **Transaction Date** field, if appropriate
7. Enter a delivery date in the **Delivery Date** field.

Note: The delivery date must be the same as or later than the order date.

8. Change the requestor in the **Requestor** field, if applicable.
9. Change the organization, if applicable, by clicking the **Search** icon, and enter an organization in the **Organization** field.

Note: The user must have posting capabilities to the organization selected.

10. Change the chart of accounts, if applicable, by clicking the **Search** icon, and enter a chart of accounts code in the **COA** field.
11. Change the ship to, if applicable, by clicking the **Search** icon, and enter a shipping address in the **Ship To** field.

Note: When you select a shipping address the **Address, Phone, Contact,** and **Attention** fields will be filled in if the information was built on the Ship to Address Maintenance Page (FTMSHIP).

12. Perform a **Next Section** function.
13. Confirm this is the correct vendor and vendor address to be used.
14. If the information is not correct, to update the vendor, click the **Search** icon in the **Vendor** field, and select a vendor.

Note: Once a vendor is selected, the remaining fields will be filled in for you, if the **PO Default** address exists for the vendor.

Note: If you need to create a vendor or add address information for the vendor, use the Vendor Maintenance Page (FTMVEND).

15. Perform a **Next Section** function.
16. Review and update all the information in the Commodity/Accounting window and the Commodity Supplemental Information window. Refer to procedures 2, 3, and 4 to do this.

Note: To remove the **In Suspense** flag, navigate through each commodity record and FOAPAL record to review the data.

17. When you are ready to proceed to the Balancing/Completion window, perform a **Next Section** function.
18. Review the Header, Commodity, and Accounting amounts to make sure they are in balance.
19. Click **Complete**.
20. Write down the requisition number displayed on the help bar (bottom left).
21. Click the **Exit** icon.

Adding Text to Any Purchasing Document

Introduction

Once all required fields have been entered on a purchasing document (bid, requisition, purchase order, blanket order, change order, or vendor agreement), **Document Text** can be entered that applies to the entire document. Also, when on the commodity line of any document, **Item Text** can be added for that commodity.

Banner page

Steps

Follow these steps to complete the process.

1. Create a new requisition or other purchasing document – refer to previous lessons (or select an incomplete purchasing document)
2. Once all required fields have been entered, select **Document Text (FOAPOXT)** from the **Options** menu.

Note: The **Text Type**, **Code**, and **Vendor** information will default into the header section from the calling document.

3. Perform a **Next Section** function to view current text information.

Note: If no text exists, then the **Text** section will not have any data displayed

4. Enter "Test" in the **TEXT** field and leave the Clause Number field blank next to it.
5. Click **Save**.
6. Perform a **Previous Section** function.
7. Your cursor will be in the **Modify Clause** field.
8. Select a **Clause Number** from the drop down list.
9. **Perform an Insert Record function** to bring the **Clause Text** to the section below.

Note: The **Clause Text** was added after the first text line, "Test". You can repeat steps 6 and 9 to insert additional **Clause Text**.

10. Modify the text inserted from the clause and/or add additional text.

Note: Use **Next Record** and **Previous Record** to move between lines of text.

Warning: Never have text in the **Text** field and have also keyed in a clause number in the **Clause Number** field on the same line or the Clause Text will override the text.

11. To return to the calling document, click **Save** and **Exit**.
12. Click on the **Commodity/Accounting** tab or select this link from the **Tools/Options** menu.
13. Make sure your cursor is on a completed commodity line.
14. Select **Item Text (FOAPOXT)** from the **Related** menu.

Note: The **Text Type, Code, Item Number, Vendor, and Commodity Description** will default from the calling document.

15. You can follow steps 3 -7 to add text **Item Text** here just as you did for **Document Text** above.

Note: If the calling commodity has **Commodity Text** previously defined on FTMCOMM, you can modify this text with this page. In the header section check the **Copy Commodity Text** checkbox and **Insert Record**. This will put the commodity text on a line below where you can modify it.

16. To return to the calling document, click **Save** and **Exit**.

Querying Uncompleted, Completed, and Approved

Introduction

Use the Requisition Inquiry Page (FPIREQN) to query and review the requisition information. You cannot change any information on FPIREQN.

Note: The Requisition Page (FPAREQN) initiated the Procurement process. You defined the requestor, vendor, commodity, and accounting information. Once you complete a requisition, you cannot query the information from the Requisition Page (FPAREQN).

Banner page

The screenshot displays the Banner Requisition Query FPIREQN 9.0 (Core-PRD) interface. At the top, there is a navigation bar with icons for ADD, RETRIEVE, RELATED, and TOOLS. Below this, the requisition number R0002071 is shown, along with a 'Start Over' button. The main content area is divided into two sections: 'REQUISITION INQUIRY: DOCUMENT INFORMATION' and 'REQUISITION INQUIRY: DOCUMENT INFORMATION'. The first section contains fields for Requisition (R0002071), Order Date (06/09/2016), Transaction Date (06/09/2016), Delivery Date (06/09/2016), In Suspense, Document Test, Commodity Total (15.55), and Accounting Total (15.55). The second section contains a table with columns for Complete, Approved, Print Date, Cancel Date, Closed Date, Activity Date, User ID, Cancel Reason, Document Type, Requisition Copied, From, Origin, and Reference Number. The 'Complete' and 'Approved' checkboxes are checked. The 'Document Type' is 'PROCUREMENT', and the 'Origin' is 'BANNER'.

Steps

Follow these steps to complete the process.

1. Access the Requisition Inquiry Page (FPIREQN).
2. Enter an existing requisition number in the **Requisition** field. If you do not remember the number, click the **Search** icon to display all the requisitions, and select one from the list.
3. Perform a **Next Section** function.

Note: This takes you to the Document Information window. Information can be viewed about whether the document was completed and approved; if it was printed, cancelled, or closed, and the date those activities happened.

4. Perform a **Next Section** function to go to the Requestor/Delivery Information window. View all desired information in this window.
5. Perform a **Next Section** function to go to the Vendor Information window. View

all desired information in this window.

6. Perform a **Next Section** function to go to the Commodity/Accounting window.

Note: This window also includes the Original Commodity Description pop-up window, allowing you to see the Commodity description as defined for the code if the description was overwritten on FPAREQN.

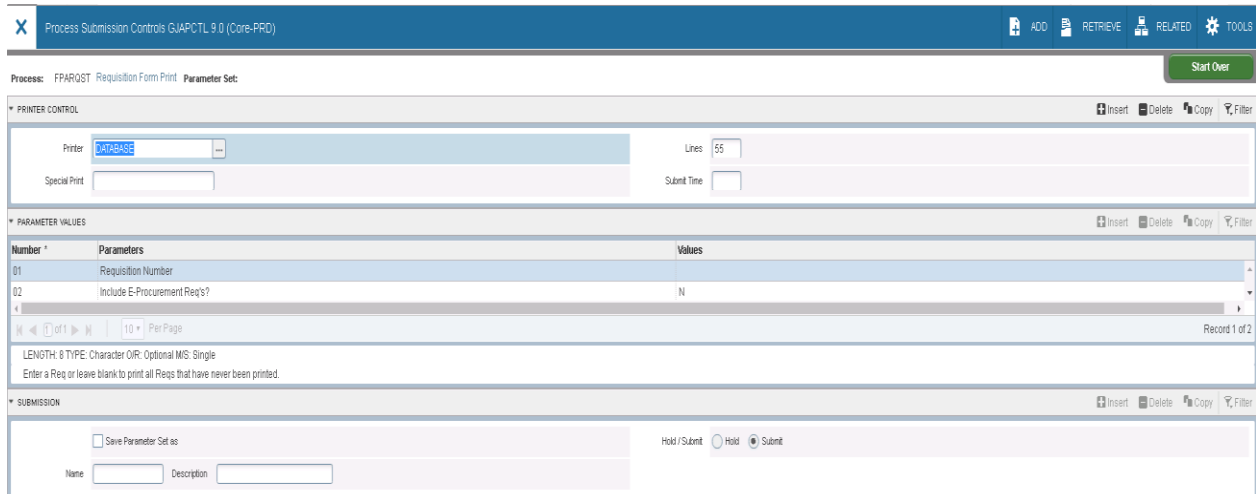
7. From the **Options** menu, select **Commodity Supplemental Information**.

Note: It displays additional information regarding this commodity. The **Delivery Date** and **Ship To** fields entered on the requisition, as well as the **Assigned Buyer**, **Bid Assigned** (if applicable), **Assigned to PO**, and **PO Item Number** fields.

8. Click the **Close** icon to close this window.
9. Click the **Exit** icon.

Printing a Requisition

Banner page



Process: FPARQST Requisition Form Print Parameter Set: Start Over

PRINTER CONTROL Insert Delete Copy Filter

Printer: DATABASE Lines: 55
Special Print: Subst Time:

PARAMETER VALUES Insert Delete Copy Filter

Number *	Parameters	Values
01	Requisition Number	
02	Include E-Procurement Req's?	N

LENGTH: 8 TYPE: Character OR, Optional MS: Single
Enter a Req or leave blank to print all Reqs that have never been printed.

SUBMISSION Insert Delete Copy Filter

Save Parameter Set as
Name: Description:

Hold / Submit Hold Submit

Steps

Follow these steps to print a requisition.

1. Access the GJAPCTL page simply by entering *FPARQST* in the **Go To** field.
2. Perform a **Next Section** Function.
3. Enter *DATABASE* in the **Printer** Field.
4. Perform a **Next Section** Function.
5. Enter into parameter 01 the number of a requisition you created. If left blank, all previously unprinted requisitions will print.

Note the help information below the parameters for each parameter in this process.

6. Parameter 02 can be used to print e-Procurement requisitions.
7. Perform a **Next Section** Function.
8. Click the **Save** icon.
9. Review the output.
10. Click the **Exit** icon.