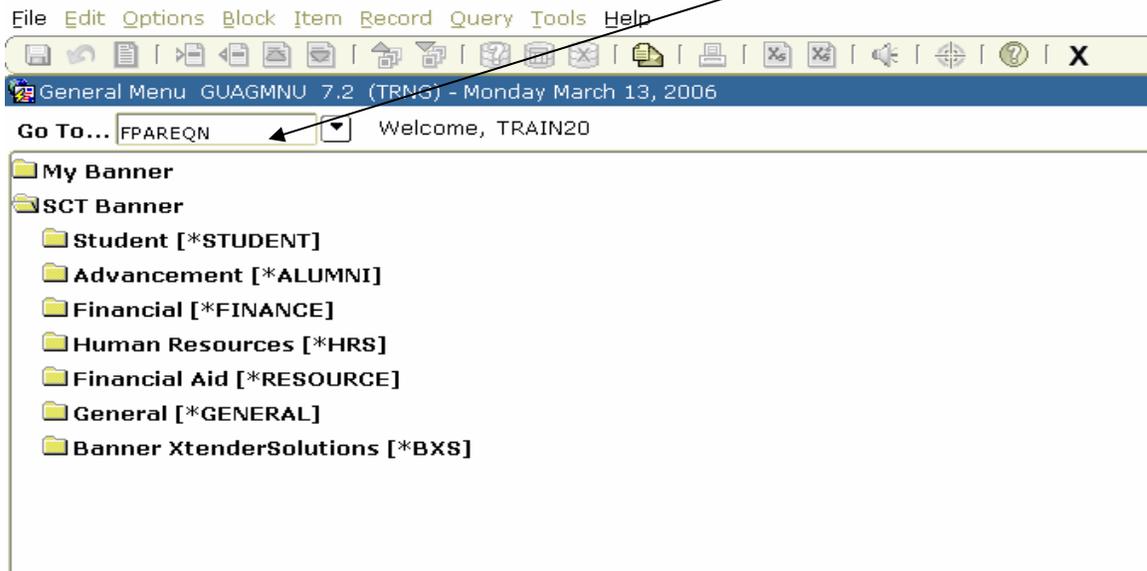


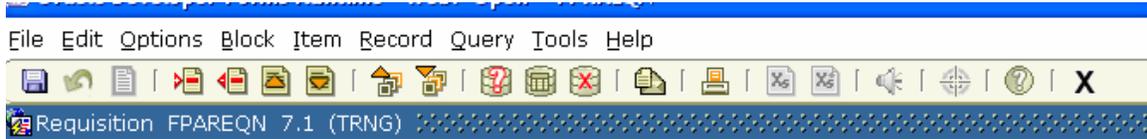
Creating a Requisition Banner Form FPAREQN

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

From the Banner General Menu GO: Box type: FPAREQN



1. Access the REQUISITION FORM (FPAREQN)
2. Type NEXT in the Requisition Box. This will let the system create the requisition number. Note! You will not see the number at this time.
3. Click NEXT BLOCK 



Requisition:  

Type NEXT



This will bring up the following form for Requestor/Delivery Information:

File Edit Options Block Item Record Query Tools Help

Requisition Entry: Requestor/Delivery Information FPAREQN 7.1 (TRNG)

Requisition: NEXT

Order Date: 13-MAR-2006 Transaction Date: 13-MAR-2006 In Suspense

Delivery Date: Document Text

Commodity Total: .00 Accounting Total: .00 Document Level Account

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

Requestor: Clayton Fogg COA: S Samford University

Organization: Email:

Phone: Extension: Fax: Extension:

Ship To: DOC1

Street Line 1: 345 South Circle

Street Line 2:

Street Line 3:

Building: Floor:

City: Malvertn

State or Province: PA Zip or Postal Code: 19355

Nation:

Telephone: Extension:

Contact:

Attention To:

4. **Order Date and Transaction Date will default to today's date. Tab to Delivery Date. This is a required field. Type "D" and press TAB to insert the current date. This will not print on the purchase order.**
5. **Leave the COMMENTS Field blank, unless your requisition is to be a Standing Order. Type "STANDING ORDER" in the field.**
6. **Requestor Box defaults to the user name.**
7. **TAB to Organization Box and type your organization number or click on the arrow to search for your organization code. This is a required field.**
8. **TAB to Ship to Address box and select the appropriate ship to. When the code is selected, the address, phone, contact and attention fields will be filled in. The attention field is a required field.**
9. **Press NEXT BLOCK  or click on the Tab labeled "Vendor Information".**

This is where suggested vendor information will be entered.

File Edit Options Block Item Record Query Tools Help

Requisition Entry: Vendor Information FPAREQN 7.1 (TRNG)

Requisition: NEXT

Order Date: 13-MAR-2006

Delivery Date: 13-MAR-2006

Commodity Total: .00

Transaction Date: 13-MAR-2006

Comments:

Accounting Total: .00

In Suspense

Document Text

Document Level Accounting

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

Vendor: [Dropdown]

Address Type: [Dropdown] Sequence: [Dropdown]

Street Line 1: [Text Box]

Street Line 2: [Text Box]

Street Line 3: [Text Box]

City: [Text Box]

State or Province: [Text Box] Zip or Postal Code: [Text Box] Nation: [Text Box]

Phone: [Text Box] Extension: [Text Box]

Fax: [Text Box] Extension: [Text Box]

Contact: [Text Box]

Email: [Text Box]

Discount: [Dropdown]

Tax Group: [Dropdown]

Currency: [Dropdown]

10. Click on the Down Arrow in the Vendor Field and a dialog box will appear. Click Entity Name/ID search (FTIIDEN) to search for the vendor.

Option List

Entity Name/ID Search (FTIIDEN)

Vendor Maintenance (FTMVEND)

Using the Entity Name/ID search form (FTIIDEN)

It is very important that the correct vendor is selected during the name search.

A search involves using a combination of letters and a wildcard (%) percent sign. The search for the vendor Office Max would be Off% or O%. Enter as many letters that are known followed by the percent sign (%). The search Off% will bring up all vendors whose name starts with Off. Searches are case sensitive, so a search for Off% will be an entirely different search than off%.

The screenshot shows the 'Entity Name/ID Search FTIIDEN 7.0 (TRNG)' window. At the top, there is a menu bar with 'File Edit Options Block Item Record Query Tools Help' and a toolbar with various icons. Below the menu bar, there are several filter checkboxes: Vendors, Grant Personnel, Financial Managers, Agencies, Terminated Vendors, Proposal Personnel, Terminated Financial Managers, and All. Below the filters is a table with the following columns: ID Number, Last Name, First Name, Middle Name, Entity Ind, Change Ind, V, F, A, G, P, and Type. The table has four rows of input fields. An arrow points from the 'Last Name' column header to the first input field in that column.

11. Press TAB to place your cursor in the Last Name Field.

12. Press F7 or  to switch to the search mode.

13. Key in your search criteria ie..Off%

This is a close-up view of the search form. It shows three columns: 'ID Number', 'Last Name', and 'First Name'. Each column has three input fields. The 'Last Name' field in the top row contains the text 'Off%'. An arrow points from the text 'Off%' in the instruction above to the 'Last Name' input field.

14. Press F8 or  to display all vendors containing the characters in your search.

Vendors
 Grant Personnel
 Financial Managers
 Terminated Vendors
 Proposal Personnel
 Terminated Financial

ID Number	Last Name	First Name	Middle Name	Entity Ind
V1	Office Max			C
@00000008	Officenter			C

15. Double click the chosen vendor and its information will populate the Vendor Information Block of the FPAREQN Form.

Requisition: NEXT
 Order Date: 13-MAR-2006 Transaction Date: 13-MAR-2006 In Susp
 Delivery Date: 13-MAR-2006 Comments: Docume
 Commodity Total: .00 Accounting Total: .00 Docume

Requisitioner/Delivery Information Vendor Information Commodity/Accounting Balancing/Commodity

Vendor: V1 Office Max

Address Type: BU Sequence: 1

Street Line 1: 784 24th St.
 Street Line 2:
 Street Line 3:

City: Sacramento

State or Province: CA Zip or Postal Code: 97869 Nation:

Phone: Extension:
 Fax: Extension:

Contact:
 Email:

16. If you do not find your vendor, go to the section on entering Document Text and send a message to Purchasing to establish a vendor. Give as much information as possible about the vendor.
17. After you have selected your vendor or entered a Document Text Message to Purchasing, press Next Block  to move to the Commodity Block or click on the Commodity Accounting TAB.

The requisition field is now completed with a requisition number. Write down your requisition number. This form is composed of 2 blocks, the Commodity block and the Accounting (FOAPAL) block.

18. The cursor will be sitting in the Commodity block. **DO NOT USE** the Commodity block. This is for Purchasing use.
19. TAB to the DESC field and enter the description.
20. TAB to the U/M field (unit of measure) and click on the drop down arrow for a list of units of measure. Click on the appropriate measure.
21. TAB to the quantity field and enter the quantity you wish to order. BE SURE the quantity matches the unit that was selected.

26. Fill in your FOAPAL.
27. TAB through the fields until the dollar amount appears.
28. Verify the dollar amounts are in balance. The Doc Comm Total in the Commodity block must match the Document Acctg Total in the Accounting block.

Requestor/Delivery Information		Vendor Information		Commodity/Accounting		Balancing/Completion							
Item	2 of 2	U/M	CSE	Tax Group		Quantity	4 X	Unit Price	20	=	Extended:	80.00	
											Discount:	.00	
											Additional:	.00	
											Tax:	.00	
											Commodity Line Total:	80.00	
											Document Commodity Total:	92.00	
Commodity		Description											
		Hanging Folders											
		Bic Pens											
											<input type="checkbox"/> Commodity Text		
											<input type="checkbox"/> Item Text		
											<input type="checkbox"/> Add Commodity		
											<input type="checkbox"/> Distribute		
FOAPAL 0 of 0 Remaining Commodity Amount: 92.00											<input type="checkbox"/> NSF Override	%	USD
											<input type="checkbox"/> NSF Suspense	Extended:	92.00
											Discount:	.00	
											Additional:	.00	
											Tax:	.00	
											FOAPAL Line Total:	92.00	
											Document Accounting Total:	.00	
COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj				
S	06	ACCFIN	110500	500440	710815	450							

29. Click NEXT BLOCK  to go to the Balancing/Completion block.

File Edit Options Block Item Record Query Tools Help

Requisition Entry: Balancing/Completion FPAREQN 7.1 (TRNG)

Requisition: R0001125
Order Date: 13-MAR-2006
Delivery Date: 13-MAR-2006
Commodity Total: 92.00

Transaction Date: 13-MAR-2006
Comments:
Accounting Total: 92.00

In Suspense
 Document Text
 Document Level Accounting

Requisition/Information Vendor Information Commodity/Accounting **Balancing/Completion**

Vendor: V1 Office Max **Requestor:** Clayton Fogg
COA: S Samford University
Organization: 500410 Director of Finance
Currency:
Exchange Rate: **Commodity Record Count:** 2
Input Amount: 92.00 **Converted Amount:**

	Input	Commodity	Accounting	Status
Approved Amount:	92.00	92.00	92.00	BALANCED
Discount Amount:	.00	.00	.00	BALANCED
Additional Amount:	.00	.00	.00	BALANCED
Tax Amount:	.00	.00	.00	BALANCED

Complete: **In Process:**

30. Check the Header, Desc, Accounting, and Status columns to verify that the requisition is in balance.

1. the Header, Commodity, and Accounting columns must all contain the same figure.
2. the Status column must say Balanced in every row. NOTE! A requisition cannot be completed if it is not in balance.

31. Note the Requisition number before you leave the form.

32. Click Complete; this sends the requisition to the Approver for approval.

NOTE: You must click Complete to complete the requisition or it will remain in suspense.

Entering Document Text

Document text is not required, but if you need to add document text (instructions for Purchasing or Accounting, quote number, bid number or other information pertinent to the order) click Options on the toolbar and select Document Text.

The Procurement Text Entry Form (FOAPOXT) will open:

The screenshot shows the FOAPOXT 7.0 (TRNG) application window. The menu bar includes File, Edit, Options, Block, Item, Record, Query, Tools, and Help. The toolbar contains various icons for file operations and editing. The form fields are as follows:

- Text Type:** A dropdown menu.
- Code:** A dropdown menu.
- Change Sequence:** A checkbox.
- Item Number:** A text input field.
- Vendor:** A text input field.
- Commodity Description:** A text input field.
- Modify Clause:** A dropdown menu.
- Copy Commodity Text:** A checkbox.
- Default Increment:** A text input field with the value 10.

Below the form is a table with the following columns: Text, Clause Number, Print, and Line. The table has 8 rows. The first row has a checked checkbox in the Print column. An arrow points from the Modify Clause dropdown menu to the first row of the table.

Text	Clause Number	Print	Line
		<input checked="" type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	

To insert a text code, click on the down arrow at the Modify Clause box to bring up a list of pre-loaded clauses. To insert the clause into the document, double click on the Clause number. It will then return to the FOAPOXT form.

If you have information to enter in document text, other than a standard modify/text clause above, ie.. required delivery date, a note to Purchasing, order justification, special shipping instructions, a note to Accounting etc.. perform a Next Block  to text or place your cursor in the text field. Type the desired text. Each line has a limit of 50 characters with no word wrap. To type additional text, down arrow to the next line until the text is complete.

Text	Clause Number	Print	Line
PLEASE CALL BEFORE DELIVERY 555-5555		<input checked="" type="checkbox"/>	10
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	

The Print box will default to Print. If you do not want the information to print on the document, click the Print Box to remove the checkmark.

Document Text is not used to complete the description of a line item on an order.

Click Save  on the tool bar and Exit  the form.