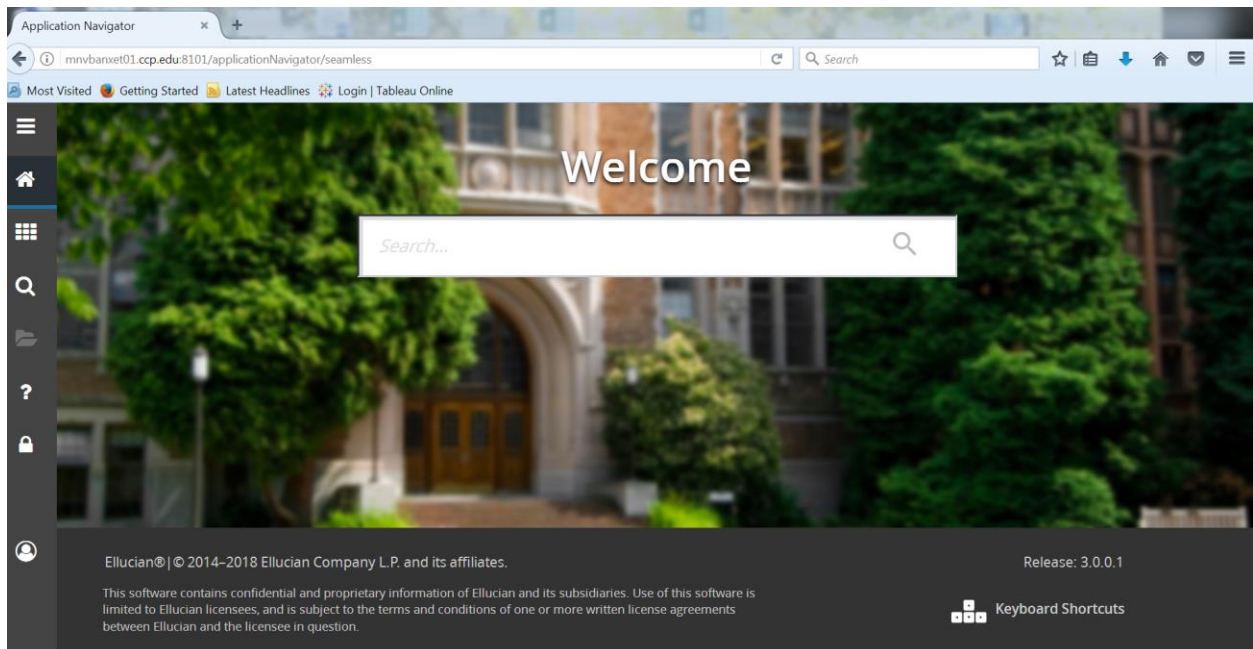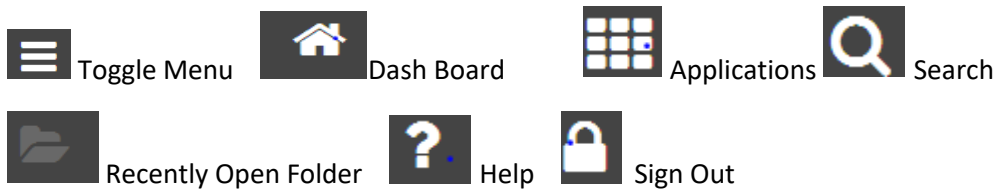Banner 9

Requisition - (FPAREQN)

After logging into Banner your Landing Page will be displayed.


The following buttons are on the left hand of the screen:

 Toggle Menu   Dash Board   Applications   Search

 Recently Open Folder   Help   Sign Out

Click on the applications button to display the Banner Menu button the Banner and My Banner Menu buttons will appear. Click on Banner for a list of all Banner Modules; and click on My Banner for your own personalized list of Banner pages that you have created.

Banner Search gives you the option to search by page name or by a word that appears in a page name.
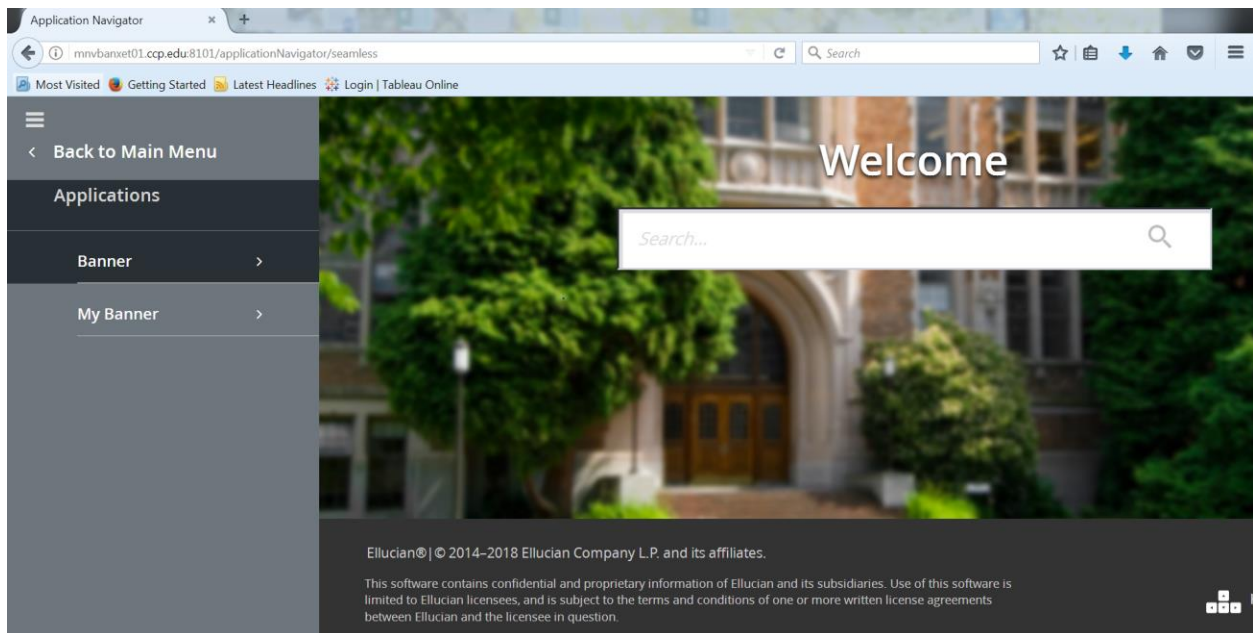
Either type FPAREQN in search box or choose it from your My Banner menu, or type in 'Requisition' in search box and choose the page FPAREQN.
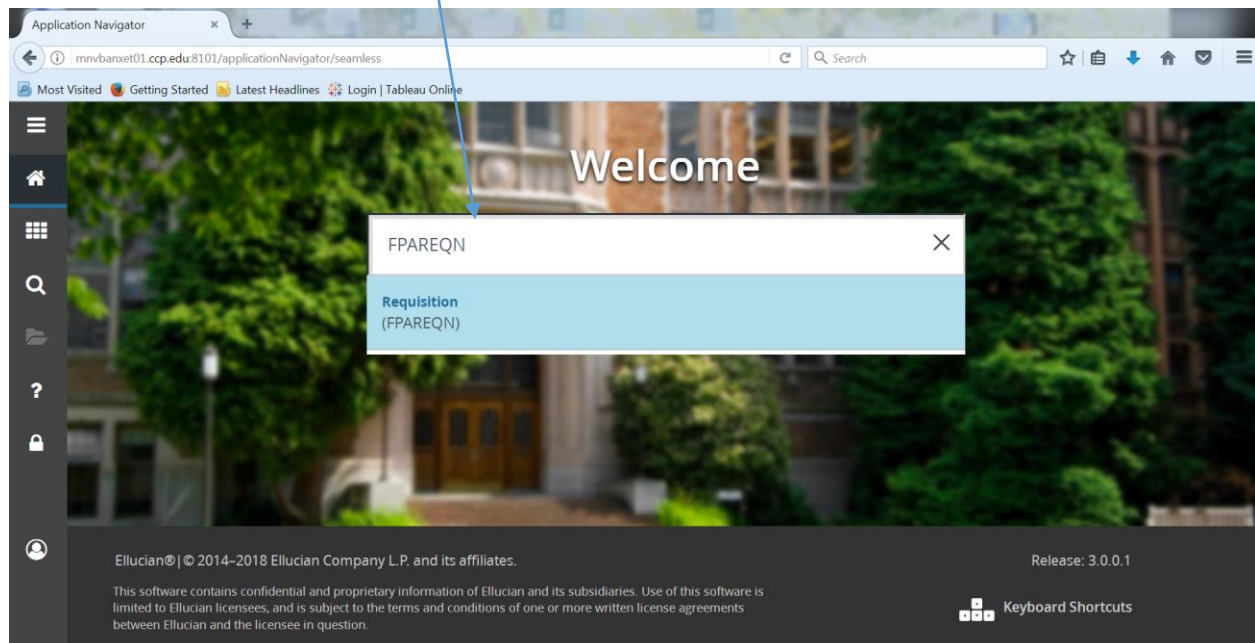
The following page will appear. Type in NEXT (Banner generate the next requisition) in the Requisition box and then click the Go button.

If you have a repetitive type order and want to duplicate it, you can use the Copy Button. The copy button will allow you to pull up a completed requisition and you be able to edit as needed, for example changing quantity, price and anything else that may need editing.

Tab through the page entering the necessary items (noted by an asterisk).

Requestor/Delivery Information Fields:

Requisition: You will still see the word NEXT.

Order Date: Automatically populated with the current date.

Trans Date: Automatically populated with the current date.

Delivery Date: *Required*-**Click on the calendar to select a date or enter the delivery date in the format (DD-MM-YYYY). The date count starts when Purchasing receives the requisition NOT when the requestor create the requisition.**

Comments: Optional. Note: Requestors are requested to inform Purchasing Department about information related to delivery, especially if the date given is a *fictitious date*. Example: Normal (2 weeks), rush order and will pay freight (by Air) are commonly used.

Requestor: *Required-* **Name** of the requestor (will default in).

Organization: Automatically populated based upon Banner security access.

COA: Automatically populated with a 1 and Community College of Philadelphia.
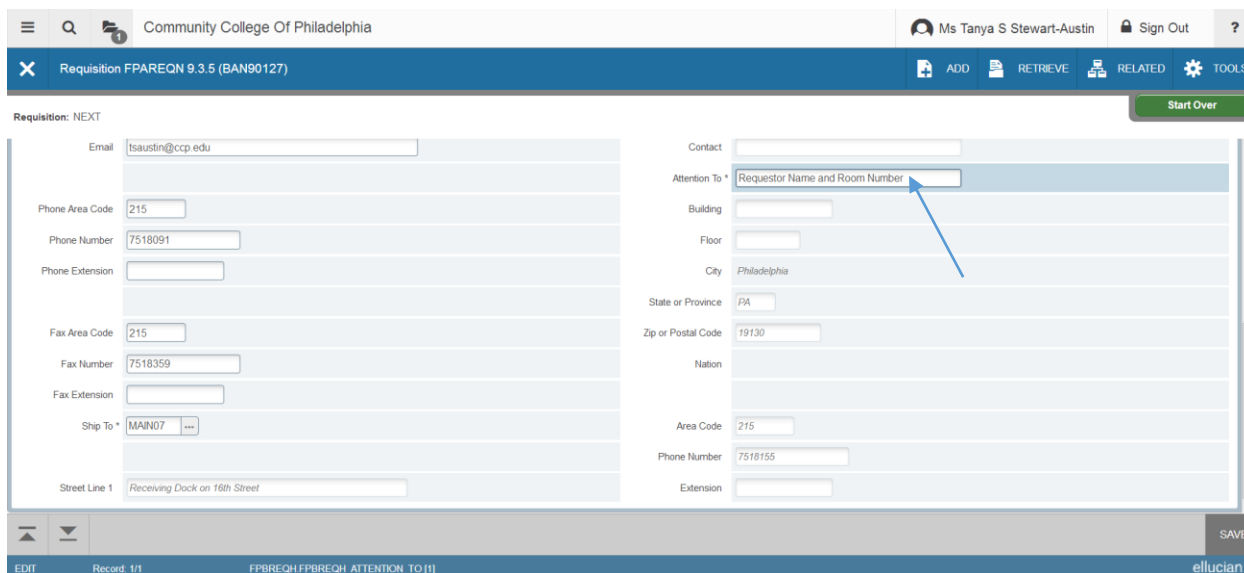
Email: Required

Phone: Required

Fax: Optional

Ship To: Automatically populated based upon your Banner security access. The ship to address
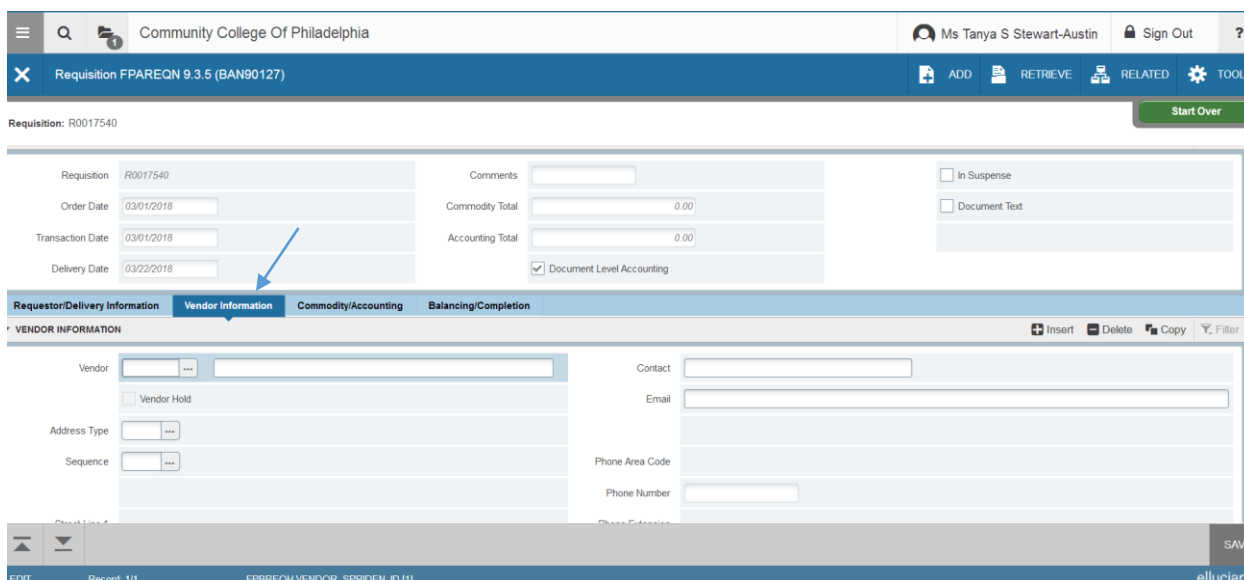
can be over-ridden by clicking on [...] which will take you to '**FTVSHIP**' to select the appropriate location. Select a location and **Click the OK key:** The field along with the address will be populated.

Contact: Optional

Attention to: *Required-* **Enter the name of the individual who is to receive this order (the requestor name and room number).**

Click on the Vendor Information tab

Vendor Information fields:

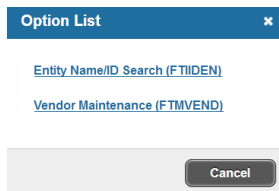**Requisition:** The requisition number assigned will be displayed.

Order Date: Automatically populated with the current date.

Trans Date: Automatically populated with the current date Order Date

Delivery Date: Automatically populated what was entered on prior tab.

Vendor: This is optional.

> To search for a Vendor ID, click on the [...] . A box will appear with two choices. Click on '**Entity Name/ID Search**', which will take you to another page **(FTIIDEN)**. Select the drop down to the filter – Add another field select Last Name field. Type in part of the name that you are sure about. The field is case sensitive.   Select Go.
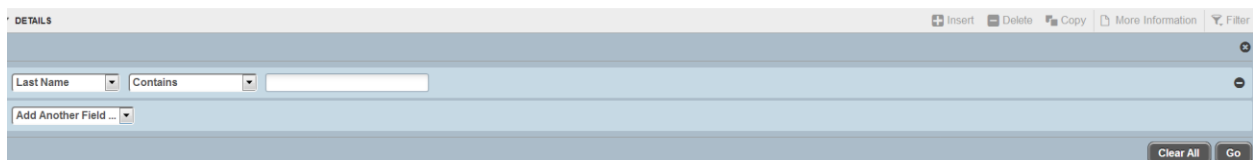

> **Searching for a Vendor ID is optional step. A Requestor can type the name of a vendor in field next to where the Vendor ID would have been entered.**
> **A requisition can be completed without entering Vendor information.**

Click on the Commodity/Accounting tab.

Commodity/Accounting fields:

Doc Level Acct Box: This will be checked [✓].

Note: When this box is checked, Banner assumes all items on the requisition will be charged to the same **FOAPAL** string. If this is not the case, i.e. different items will be charged to different account codes**,**

The REQUESTOR IS REQUIRED TO PROCESS ANOTHER REQUISITION!!!!

Requisition: The requisition number (R00XXXXX) is now appearing. The Requisition number is a unique number generated by the system to identify each requisition.

Order Date: From prior window order date field.

Trans Date: From prior window order date field.

Delivery Date: From prior window order date field.

Commodity: Currently not being used.

Description: *Required* -Tab down to description and enter the complete description of what you are ordering such as vendor part number/manufacturer part number**.**

U/M (Unit of Measure): *Required-* Enter the unit of measure or click on [...] for the list. Click on the chosen unit.

Quantity: *Required*

Unit Price: *Required*

Note: If you have more than one item to order for the same account, click on insert. (This will bring you to the second line of the description).

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

▼ COMMODITY   ➕ Insert ➖ Delete ▣ Copy ▼ Filter

Item	Commodity	Description	U/M	Tax Group	Quantity	Unit Price	Commodity Text	Item Text	Add Commodity
1		Paper	CSE		2.00	25.0000	☐	☐	☐
	...						☐	☐	☐

◀ ◀ 1 of 1 ▶ ▶   10 ▾ Per Page   Record 2 of 2
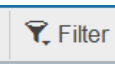
Enter all the required fields.

Click on ▼ to access the accounting information:

ACCOUNTING   ➕ Insert ➖ Delete ▣ Copy ▼ Filter

Sequence	COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSF Override	NSF Suspense
	1 ... 18			100001	50000		60				☐	☑

◀ ◀ 1 of 1 ▶ ▶   10 ▾ Per Page   Record 1 of 1

	%	USA
Extended Amount	☐	
Discount	☐	

⏫ ⏬   SAVE

<u>ACCT</u>: **<u>All accounting information except for account should automatically populated with the Org that is on the Requestor tab.</u>** If a different Org or Fund code is to be charged for the requisition, enter the appropriate Org or Fund code. Enter the 4-digit account **or** Click the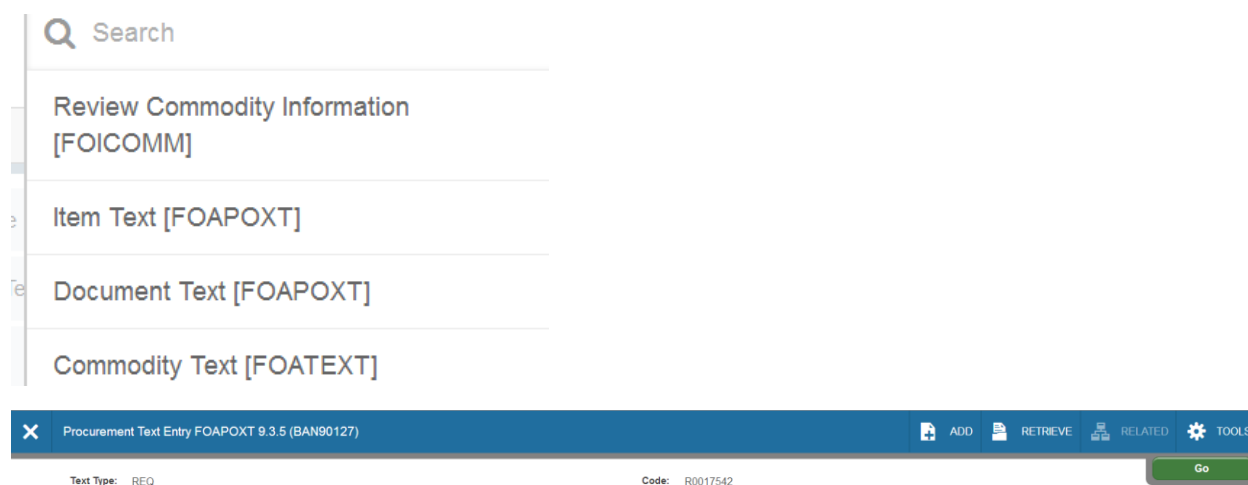 [...] under Account search for the account number. Click on [▼ Filter] and add another field, account code and starts with. All non-labor expense accounts begin with a number **(7).** Click on Go and select an account code to be taken back to the Community/Accounting tab.

✕ Account Code Validation FTVACCT 9.0 (BAN90127)	ADD RETRIEVE RELATED TOOLS

▼ ACCOUNT CODE VALIDATION   ➕ Insert ➖ Delete ▣ Copy ▼ Filter
                                                                         ✖

| Account Code ▾ | Starts With ▾ | 7 | ➖ |
| Add Another Field ... ▾ | | | |

                                                        Clear All   Go

OPITIONAL ADDING <u>ITEM TEXT</u> TO THE REQUISITION:

Use this option to alert Purchasing staff about special information related to a particular item on the requisition. Some examples are: 1) This item must be refrigerated; 2)XYZ Co. Catalogue #89-456, page 27; 3) substitution on color only is acceptable.

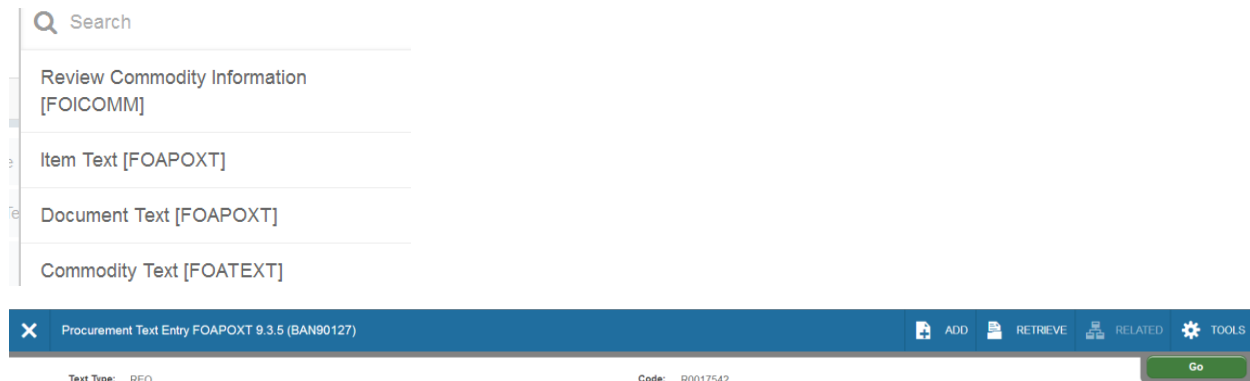Click and choose Item Text and click GO

Click in the text area and type in your information. The maximum data length is fifty (50) characters per line. Use the down arrow key to type in more information. After you have entered your text information, click on . Click on to be brought back to the Requisition Entry Page.

OPTIONAL ADDING DOCUMENT TEXT TO THE REQUSITON

Use this option to alert Purchasing staff about special information related to this particular order. Some common uses are: 1) list possible vendors; 2) indicate that additional information, such as a vendor's quote, will be forwarded to Purchasing; 3) alert Purchasing to dissatisfaction with quality/service of previous order.

Click and choose Document Text and Click GO

Click in the text area and type in your information. The maximum data length is fifty (50) characters per line. Use the down arrow key to type in more information. After you have entered your text click on

. Click on to be brought back to the Requisition Entry Form.

REQUISITION BALANCING COMPLETION - FINAL STEP

If the requisition is **balanced** (make sure that it is) and you are **satisfied with the data**, transmit the requisition to the <u>Approval</u> queue by: Clicking on the '**Complete button'**. If you want to add or make changes to your requisition later; Click on the '**In Process button'** and you can make changes or additions to this requisition at a later date.

Only when you click on the **Complete button** is your requisition <u>forwarded</u> to <u>a que for approval</u> or **Purchasing**.

Note: If you do not assign a vendor, a form will appear on the screen that states **"This requisition does not have a vendor or a recommended vendor. Do you want to complete the requisition?"** Select **Yes** or **No** and you will be <u>taken back</u> to the initial screen of the form.

Click the complete button; you will receive a message with your requisition number letting you know the requisition is being forwarded to the approval process.