



## REQUISITION FORM - REQUESTOR/DELIVERY INFORMATION

You are now in the second part of the requisition form, which is **Requisition Entry Requestor/Delivery Information**.

Certain fields will be automatically populated based upon your *General Person set-up* and your security.

Some fields, although optional, can be useful and if you know them, complete them as well.

## REQUISITION/ DELIVERY INFORMATION (FPAREQN) PART II

Oracle Developer Forms Runtime - Web: Open > FPAREQN

File Edit Options Block Item Record Query Tools Help

Requisition Entry: Requestor/Delivery Information FPAREQN 8.4 (UPGD1128)

Requisition: NEXT  
Order Date: 05-FEB-2010  
Delivery Date: 12-FEB-2010  
Commodity Total: 0.00

Transaction Date: 05-FEB-2010  
Comments:  
Accounting Total: 0.00

In Suspense  
 Document Text  
 Document Level Accounting

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

Requestor: Tanya Stewart-Austin  
Organization: 50000 Office Of Planning & Finance  
COA: 1 Community College of Philadelphia  
Email: tsaustin@ccp.edu

Ship To: MAIN

Street Line 1: Receiving Entrance on 16th St.  
Street Line 2: Btwn Callowhill & Spring Grdn  
Street Line 3:

Building: Floor:  
City: Philadelphia  
State or Province: PA Zip or Postal Code: 19130-3991  
Nation:

Contact: Don Hendrickson  
Attention To: Don Hendrickson

Phone: 215 7518091  
Fax: 215 7518359

Area Code Phone Number Extension  
215 7518155

Enter delivery comments. (30 characters maximum)  
Record: 1/1

### 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**-Enter the delivery dates in the format (DD-MM-YYYY).

**Comments:** **Optional**. Note: Requisitioners 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).

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

**Organization:** Automatically populated based upon General Person set-up

**Email:** **Optional**

**Phone:** **Required**

**Fax:** **Optional**

**Ship To:** Automatically populated based upon your General Person set-up. The ship to address

can be over-ridden by clicking on the **Drop Down Box**  down arrow, which will take you to

'FTVSHIP' to select the appropriate location. Select a location and **Press 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 name Don Henderickson will default in this can be over-riden with the requestor name and room number).

The screenshot shows the Oracle Developer Forms Runtime interface for the 'FPAREQN' form. The 'Requisition Entry: Receptor/Delivery Information' block is active. The form contains the following fields and values:

- Requisition:** NEXT
- Order Date:** 05-FEB-2010
- Delivery Date:** 12-FEB-2010
- Transaction Date:** 05-FEB-2010
- Commodity Total:** 0.00
- Accounting Total:** 0.00
- Requestor:** Tanya Stewart-Austin
- Organization:** 50000 Office Of Planning & Finance
- COA:** 1 Community College of Philadelphia
- Email:** tsAustin@ccp.edu
- Ship To:** MAIN
- Street Line 1:** Receiving Entrance on 16th St.
- Street Line 2:** Btwn Callowhill & Spring Grdn
- Street Line 3:** (empty)
- Building:** (empty)
- Floor:** (empty)
- City:** Philadelphia
- State or Province:** PA
- Zip or Postal Code:** 19130-3991
- Nation:** (empty)
- Contact:** Don Henderickson
- Attention To:** Don Henderickson
- Area Code:** 215
- Phone Number:** 7518091
- Extension:** (empty)
- Fax:** 215
- Phone Number:** 7518359
- Extension:** (empty)
- Area Code:** 215
- Phone Number:** 7518155
- Extension:** (empty)

Additional options include 'In Suspense', 'Document Text', and 'Document Level Accounting' (checked). The bottom of the form has a comment field and a record indicator 'Record: 1/1'.

2.)

Click on 'NEXT BLOCK' or click on the Vendor Information Tab.

You will be taken to the third block of the process, **Requisition Entry Vendor REQUISITION FORM VENDOR INFORMATION (FPAREQN) PART III**

**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:** From prior page

**Vendor:** This is optional.

- To search for a Vendor ID, click on the **Drop Down box** . A box will appear with two choices. Click on 'Entity Name/ID Search', which will take you to another form (FTIIDEN). Click in the Last Name field. Click the enter query function.
- Type Vendor Name or part of the Vendor name using the wild card % symbol. Click the Execute Query function
- **Highlight** the Vendor name you are placing the order with & click 'Select' icon.
- This brings you back to the Vendor information form with the vendor's address.
- **Searching for a Vendor ID is optional step. A Requester 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.**

3). Click the 'NEXT BLOCK' function or select the Commodity/Accounting tab.

**REQUISITION FORM COMMODITY/ACCOUNTING (FPAREQN) PART IV**

You are now in the Requisition Entry Commodity/Accounting Information, which is the fourth part of the process.

**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, **A REQUISITIONER IS REQUIRED TO PROCESS ANOTHER REQUISITION!!!!**

**Requisition:** The requisition number: R000XXXX is already there. 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 the

**Drop Down box**  for the list. Click on the chosen unit and it will be brought back to the form.

**Quantity:** *Required*

**Unit Price:** *Required*

**Note:** if you have more than one item to order for the same account, Use the **NEXT RECORD** function. (This will bring you to the second line of the description).

	<p>Enter all the required fields.  Perform a NEXT BLOCK to access the accounting information:  <b><u>ACCT: All accounting information except for account should be automatically populated based upon the Organization entered in Part II.</u></b> If a different Org or a grant fund is to be charged for this requisition, enter the appropriate <b>Org</b> or <b>Fund</b> code. <b><u>Enter the 4-digit account or Click the Search button icon to find the account. (Use the wildcard search feature ( %) to help you with your search).</u></b>  All non-labor expense accounts begin with a number (7).  Select and Click the account and it will be brought back to the form.  Click <b>NEXT BLOCK</b> .  You will be taken to the final part of the form.</p>
<p>4).</p>	<p><b><u>OPTIONAL ADDING ITEM TEXT TO THE REQUISITION –</u></b></p> <p>Use this option to alert Purchasing staff about special information related to this particular item of 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.</p> <p>Click <b>‘Options’</b> and choose <b>‘Item text’</b></p> <p>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 the <b>Save icon</b>. Click on the <b>Exit icon</b> to be brought back to the Requisition Entry Form.</p>





The screenshot displays the Oracle Developer Forms Runtime interface for a Requisition Entry. The main form is titled 'Balancing/Completion' and contains the following data:

- Requisition:** R0007713
- Order Date:** 05-FEB-2010
- Transaction Date:** 05-FEB-2010
- Delivery Date:** 12-FEB-2010
- Commodity Total:** 11,375.00
- Accounting Total:** 11,375.00
- Vendor:** J0022029 Verizon
- COA:** 1 Community College of Philadelphia
- Organization:** 50000 Office Of Planning & Finance
- Requestor:** Tanya Stewart-Austin
- Commodity Record Count:** 1
- Input Amount:** 11,375.00

A summary table is located below the main form:

	Input	Commodity	Accounting	Status
Approved Amount:	11,375.00	11,375.00	11,375.00	BALANCED
Discount Amount:	0.00	0.00	0.00	BALANCED
Additional Amount:	0.00	0.00	0.00	BALANCED
Tax Amount:	0.00	0.00	0.00	BALANCED

At the bottom of the form, there are two buttons: 'Complete' (with a green checkmark icon) and 'In Process' (with a clock icon). Both buttons are circled in red in the screenshot. Below the buttons, there is a text prompt: 'Select to mark this document "Complete"'. The record number is 1/1.

If the requisition is **balanced** (make sure that it is) and you are **satisfied with the data**, **transmit** the requisition to the **Approval** 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 **forwarded** to **purchasing** (or for approval).

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 **taken back** to the initial screen of the form.

- 7). You have now been returned to the first part of the form. At the bottom of the form, you will see the following statement: **“Document R00XXXX completed and forwarded to posting.”** Where **XXXX** is the unique number generated by the system to identify each requisition.

