

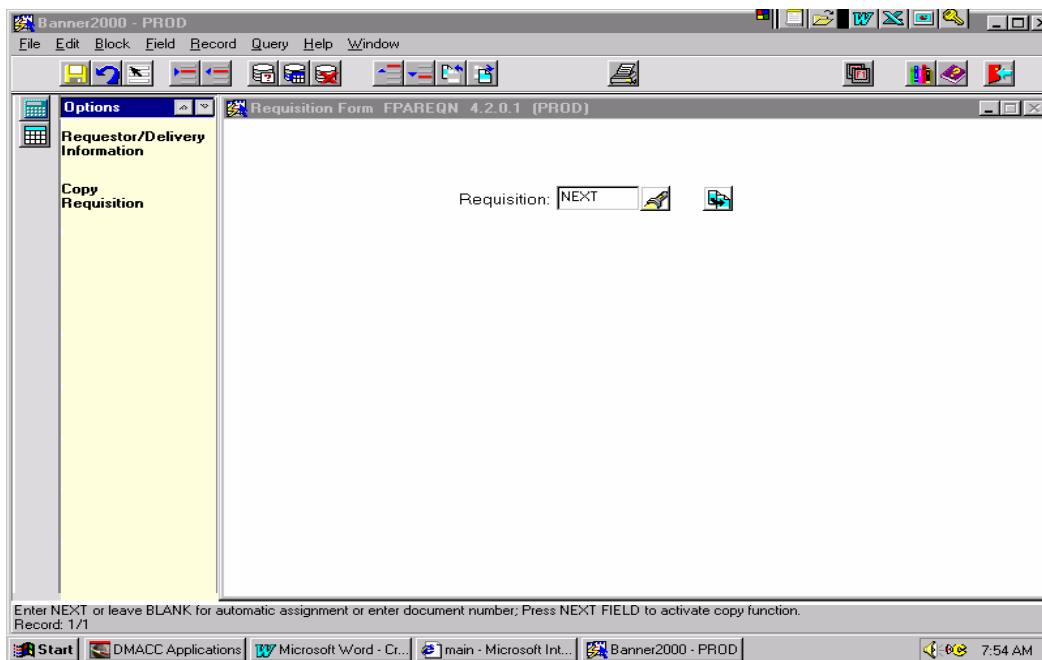
# Creating a Requisition in Banner

The Banner Purchasing module has a facility that allows a requisition to be created. A requisition is created either to purchase an item or to pay an invoice. Once a requisition has been created, it will be electronically approved by the appropriate staff. Approving requisitions is discussed in Banner Handout "Approving Requisitions".

## NAVIGATING TO THE REQUISITION FORM

To create a requisition, navigate to form FPAREQN via the *Direct Access* field on the menu, by selecting it from your personal menu or through this sequence of Banner menus: 'Products Menu', 'Finance System Menu', 'Purchasing and Procurement System Menu' and 'Request Processing Menu'. Information on Banner navigation can be found the Banner Handout "Banner Basics". Personal menus are discussed in the Banner Handout "Personal Menus in Banner".

## CREATING A REQUISITION

The screenshot shows the Banner2000 - PROD application window. The title bar reads "Banner2000 - PROD". The menu bar includes "File", "Edit", "Block", "Field", "Record", "Query", "Help", and "Window". The toolbar contains various icons for navigation and editing. The main window title is "Requisition Form: FPAREQN 4.2.0.1 (PROD)". On the left, there is a vertical menu with "Options" at the top, followed by "Requestor/Delivery Information" and "Copy Requisition". The main area of the form shows a "Requisition:" label followed by a text input field containing "NEXT". To the right of the input field are two small icons: a magnifying glass and a document with a plus sign. At the bottom of the window, a status bar contains the text: "Enter NEXT or leave BLANK for automatic assignment or enter document number; Press NEXT FIELD to activate copy function. Record: 1/1". The Windows taskbar at the bottom shows the Start button, "DMACC Applications", "Microsoft Word - Cr...", "main - Microsoft Int...", and "Banner2000 - PROD". The system clock shows "7:54 AM".

1. To begin processing, you must complete the *Requisition* field.
  - To start a new requisition, enter "NEXT" in the *Requisition* field  
**TIP...** if you hit *Enter* NEXT should be filled in for you
  - To copy information from an existing requisition, you can click on either *Copy Requisition* or the copy icon (this will be explained in the section titled "Copying a Requisition")
2. Navigate to the next block (*Ctrl/PageDown* is one method)

**Banner2000 - BAN4**  
 File Edit Block Field Record Query Help Window

**Options** Requisition Entry Previous Block / Delivery Information FPAREQN 4.1 (BAN4)

**Document Information**  
 Requisition: R0053296  
 Order Date: 05-APR-2000 Trans Date: 05-APR-2000  In Suspende  
 Delivery Date: 30-APR-2000 Comments:   Document Text  
 Commodity Total: 0.00 Accounting Total: 0.00

**Vendor Information**  
 Requestor: Carole S McConnell COA: D Des Moines Area Community Colle  
 Organization: 64310 Information Systems Email:   
 Phone: 515 9646445 Ext:  Fax:  Ext:

**Commodity/Accounting Information**  
 Ship To: 1W-PU  
 Address: Central Receiving  
 2006 S Ankeny Blvd  
 Bldg 5 1W-PU  
 Ankeny IA 50021  
 Phone:  Ext:   
 Contact: Carol Abbott  
 Attention To: Carol Abbott

Enter request order date(DD-MON-YYYY)  
 Record: 1/1

### 3. Enter Requestor & Delivery Information

- The *Order Date* and *Trans Date* will automatically default in. These maybe changed. The *Delivery Date* should be entered. It must be the same as or later than the transaction date  
*TIP...* the date can be entered as MMDDYY (for example 103103 for October 31, 2003) Banner will re-format the date for you
- The *Comments* field should not be used. To enter a message for Purchasing Office that will not appear on documents that the vendor sees, click on the *Document Text* link which is in the left column. Only one comment can be entered per requisition whether it is entered on the "Requestor" or "Vendor" page. You must enter the *Ship To* address before doing this
- Your name will default into *Requestor*
- Enter your *Organization* number
- *Email, Phone* and *Fax* numbers are optional
- Enter your *Ship To* address. **This is a required field.** The search feature is available by clicking on the search light. Once the correct *Ship To* is entered, the remaining information should default in

### 4. Navigate to the next block

**Banner2000 - BAN4**

File Edit Block Field Record Query Help Window

**Options**

**Requisition Entry: Vendor Information FPAREQN 4.1 (BAN4)**

Requisition: R0053296

Order Date: 05-APR-2000 Trans Date: 05-APR-2000  In Suspense

Delivery Date: 30-APR-2000 Comments:   Document Text

Commodity Total: 0.00 Accounting Total: 0.00

Vendor: 420549150 Storey Kenworthy Co

Address Code: OR Seq#: 1

Address: 1333 Ohio St Phone: 515 2840853 Ext:

Fax: 515 2840853 Ext:

Des Moines IA 50314

Contact: Kirk Nelson Email:

Discount:

Tax Group:

Currency:

Enter Requisition vendor. Use LIST to call FTIIDEN. Use COUNT HITS to call FTMVEND.  
Record: 1/1

## 5. Enter Vendor Information

- Enter the *Vendor* number. If you do not have it, you can do a search.
- This field is optional, but should be entered whenever possible.
- Once the vendor number is entered an address will appear. **Make certain that the address is correct.** A vendor may have multiple addresses. If it is not correct, search either the *Address Code* or *Seq#* to find the correct one. Notify Purchasing if the correct address is not there, so that it can be added or corrected. To accomplish this, click *Document Text* link and enter the correct vendor name and address

## 6. Navigate to the next block

**Banner2000 - BAN4**  
File Edit Block Field Record Query Help Window

**Options** **Requisition Entry: Commodity/Accounting FPAREQN 4.1 (BAN4)**

Requisition: R0053296  
Order Date: 05-APR-2000 Trans Date: 05-APR-2000  In Suspende  
Delivery Date: 30-APR-2000  Document Text  Doc Acctg

Item	U/M	Tax Grp	Quantity	Unit Price	Ext Cost
1 of 1	EA		25 x	10.5 =	262.50
Comm	Desc	<input type="checkbox"/> Comm Text	<input type="checkbox"/> Item Text	Disc:	0.00
	Paper	<input type="checkbox"/> Add Commodity	<input type="checkbox"/> Distribute	Addtl:	0.00
				Tax:	0.00
				Comm Line Total:	262.50
				Doc Comm Total:	262.50

FOAPAL

	of	0	Remaining Comm Amt:	262.50	Ext:	262.50
C					<input type="checkbox"/> Disc:	0.00
D	00	PURCHR	100000	63510	6322	5106
					<input type="checkbox"/> Override	Addtl: 0.00
					<input type="checkbox"/> Suspense	Tax: 0.00
					FOAPAL Line Total:	262.50
					Document Acctg Total:	0.00

Enter fund code  
Record: 1/1

## 7. Enter Commodity Information

- Your document will be set to document level accounting unless the box beside the words *Doc Acctg* is unchecked by clicking in the box. (You will generally want to do document level accounting so that the total amount of the entire requisition is charged to one or more index or account. If you want to charge individual items on the requisition to different index or account, uncheck the box to allow commodity level accounting)
- There is room to enter four items, but more items can be entered by using the "down arrow" key.
  - Ignore the *Comm* field and tab over to *Desc* and enter the description. If the description field is too long, additional information can be added by clicking *Item Text* feature in the Options column. A checkmark will then appear in the *Item Text* box.
  - Tab back to the *U/M* field to enter the unit of measure or do a search if you do not know which options are available.
  - Tab over to *Quantity* and enter the number of units to be ordered
  - Tab to *Unit Price* and enter the price per unit.
  - "Arrow down" to enter another item and repeat these steps.

## 8. Once all the items have been entered, navigate to the next block

## 9. Enter Accounting Information

- The *Chart of Accounts* and *Fiscal Yr* will default in
- Tab to the *Index* Field and enter the index to be charged
- Tab to the account field and enter the proper account number. "*Arrow down*" to enter another account, if the remaining percent or dollar amount is not equal to zero.
- You may enter a dollar amount or a percent for each index used. To enter a percent, *click* in the small box beside *Ext*. A check mark should appear. Tab to the next field and enter a percent less than 100. The remaining amount will show at the bottom. "*Arrow down*" to enter another index.
- If you are using commodity level accounting, the accounting will be for the item description highlighted above.
  - To enter the accounting for another item, navigate back to the description block (*Ctrl/PageUp* is one method) and "arrow" to the next item.
  - Then navigate (*Ctrl/PageDown* is one method) to the accounting block.

10. Once all the accounting is done, navigate to the next block.

Banner2000 - BAN4  
File Edit Block Field Record Query Help Window

Options Requisition Entry: Balancing/Completion FPAREQN 4.1 (BAN4)

Request: R0053296 Carole S McConnell  
Vendor: 420549150 Storey Kenworthy Co  
COA: D Des Moines Area Community College  
Orgn: 64310 Information Systems  
Trans Date: 05-APR-2000 Deliver by: 30-APR-2000  
Currency:  
Exchange Rate: Commodity Record Count: 1

	Input	Converted
Amount:	262.50	

	Header	Commodity	Accounting	Status
Approved Amount:	262.50	262.50	262.50	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

Complete:  In Process:

Select to keep Document Incomplete and 'In Process'  
Record: 1/1

11. If the accounting balances, you may complete the document by clicking on *Complete*. If you need to review previous pages click on a link in the options section of the screen or navigate back to appropriate block.

## BLANKET REQUISITIONS

Blanket requisitions are used to pre-authorize purchases to be made with a vendor without listing specifically what will be purchased.

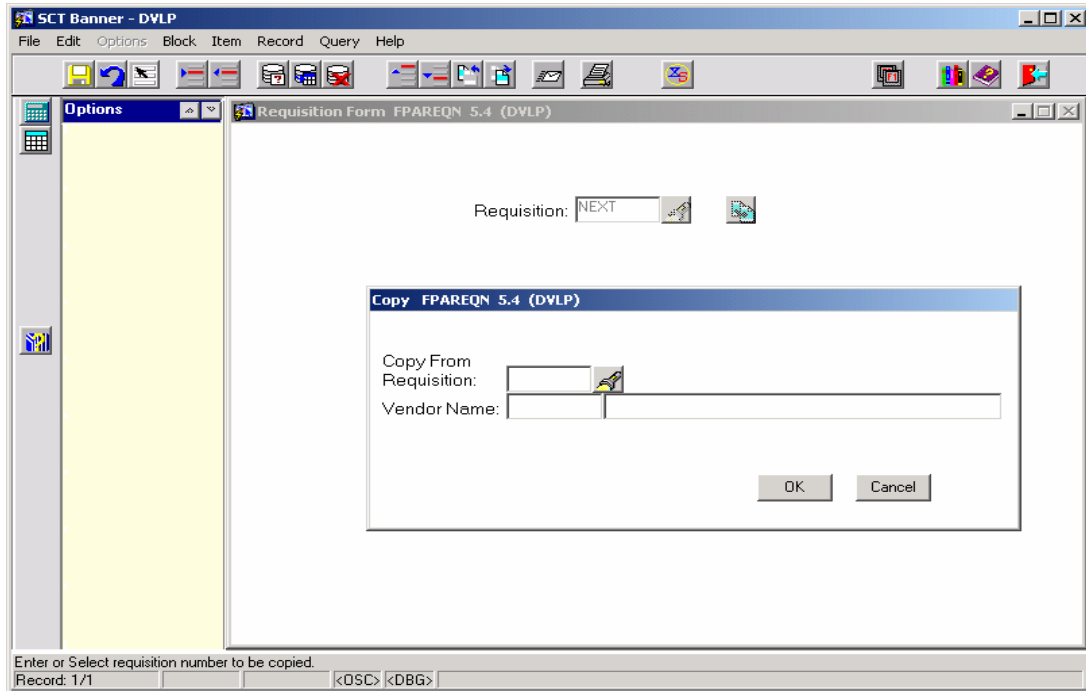
Blanket requisitions can be made for any amount but the entire amount is encumbered and therefore unavailable for other purposes. The amount can be increased or decreased by e-mailing the Purchasing Department.

To create a blanket requisition, follow the preceding instructions for 'Creating a Requisition' with the following modifications:

- in step 7
  - Be certain to leave the *Doc Acctg* box checked
  - Enter only one item and use an item *Desc* of "Blanket Purchase Order"
  - Enter "DLR" in the *U/M* field
  - Enter the number of dollars that you wish the blanket requisition to pre-authorize in the *Quantity field*
  - Enter 1 in the *Unit Price* field
- Navigate to *Document Text*, navigate to the *Text* block (*Ctrl/PageDown* is one method) and enter "BO" on the first line under the *Clause#* column. Be sure to "Save" before exiting this screen. This action will print standard 'boiler plate' information that all blanket purchase orders need.  
*Note...* the 'boiler plate' wording will not appear on the screen - only on the printed purchase order

## COPYING A REQUISITION

Click on *Copy*. A pop-up window will appear.



Enter the requisition number. Click *OK*.

The information from the requisition will be copied into the form. You can page through the requisition and change any field in which data is normally entered.

## CHECKING THE STATUS OF REQUISITION APPROVAL

1. Navigate to FOAAINP
2. Enter the requisition number, such as R1231234, in the *Document* field
3. Enter "REQ" in the *Type* field
4. Navigate to the next block to review the approval status of the requisition.

## CHECKING OTHER STATUS INFORMATION ABOUT A REQUISITION

1. Navigate to FOIDOCH
2. Enter a *Doc Type* of "REQ"
3. Enter the requisition number, such as R1231234, in the *Doc Code* field
4. Navigate to the next block to review status information