

# Creating a Requisition in BANNER

Purchasing Department



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Normal, Alabama 35762

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This guide is designed to be used in conjunction with attendance in training classes provided by the Purchasing Department

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## Objectives:

The objectives of this guide is to educate those of the AAMU End-User community responsible for creating requisitions of the required requisition procedures.

## Intended Audience:

All those responsible for requisition creation and approval.

## Pre-Requisites:

In order to attend this class, one must have the following pre-requisites:

- Basic Keyboard & Mouse Skills
- Basic Internet Native Banner Navigation

## Icon Key:



*Important Info*

Must know information.



**Nifty Note** – nice to know information.

## Logging Into Internet Native Banner

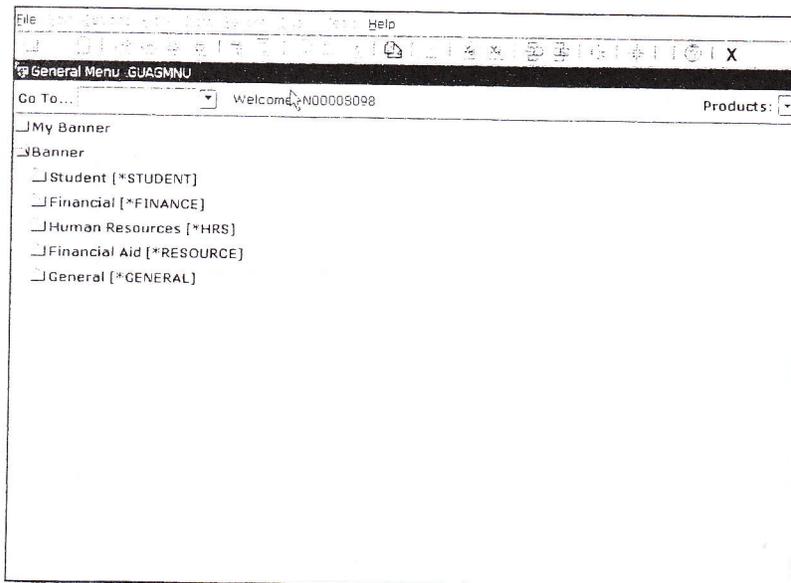
*Before you can create a requisition with Internet Native Banner, you must first login through the AAMU web page. This web page will be the entry point for anything internally related to AAMU and by which you will gain access to all Banner service.*

*Banner can be accessed at anytime from any computer anywhere with an Internet connection.*

### To login to Internet Native Banner:

1. Go to the internet
2. Type in `http://prod-as.aamu.edu:9099/forms/frmservlet?config=prodjpi`  
or  
Go to AAMU website  
IT Services, click Services, click Banner
3. Sign in using your ID and Password

You should be taken to the INB Main Menu screen, as shown below.

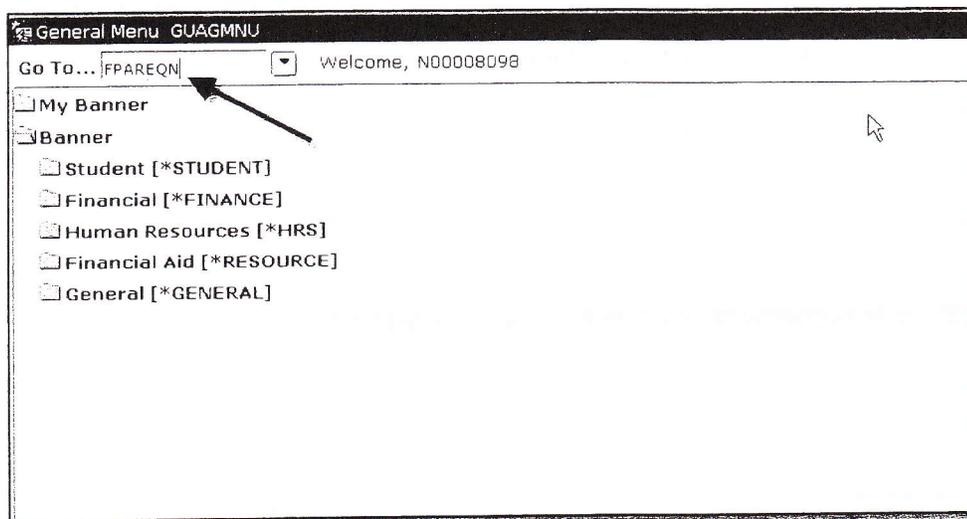


## Creating a Single Line Requisition

A number of employees will be required to create requisitions as part of their position at AAMU. Basic Internet Native Banner (INB) Navigation and Creating a Requisition classes are required for all those creating requisitions.

### To complete a single line requisition:

1. Login to Internet Native Banner (Chapter 1).
2. Enter **FPAREQN** in the Direct Access bar, then press **<Enter>**.





5. Press <Tab> to move past the transaction date, which defaults to the current date. Make any necessary changes in the Transaction Date field, if appropriate.
6. Press <Tab> to enter a delivery date in the Delivery Date field.

 You can enter any date in the format of MM/DD/YYYY and INB will convert it to DD/MM/YYYY format.

If the Delivery Date is in the same month as the Order Date, you can simply type in the number that represents the day of the month then press <Tab> and INB will populate the full Delivery Date for you.

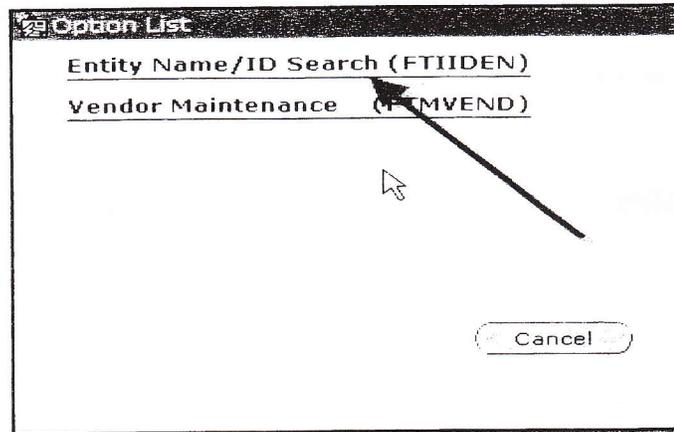
The Delivery Date must be the same as, or later than, the Order Date.

7. Press <Tab> to enter special instructions in the Comments field, if applicable. (For example, Need by Fall Term.)
8. Press <Tab> to enter the requestor in the Requestor field, if different than defaulted requestor.
9. Press <Tab> to the COA (Chart of Accounts) field which will default to the COA for AAMU, which is the letter “N”.
10. Press <Tab> to accept default Organization code in the Organization field, or enter Organization code if blank. If the Organization code is unknown click the Search icon to select the correct code from Organization Code Validation Form – Finance (FTVORGN).
11. Press <Tab> to enter Requestor’s e-mail address, if blank or different than default.
12. Press <Tab> to enter Requestor’s phone number, if blank or different than default, in the Phone fields.
13. Press <Tab> to enter Requestor’s fax number, if blank or different than default, in the Fax: fields.
14. Press <Tab> to the Ship To field. If you need to change the default Ship To address click the Search icon to select a new ship to address from Ship –To List (FTVSHIP).

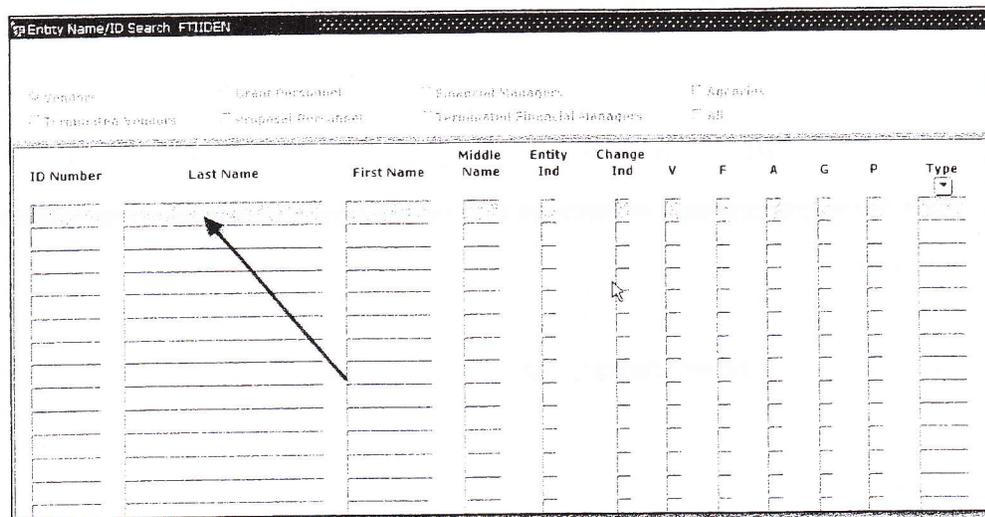
 If you select a different shipping address from the FTVSHIP form than the default Ship To information, the Address, Phone and Contact fields will fill in automatically.



17. To find the appropriate Vendor ID click the Search icon in the Vendor field, and click on Entity Name/ID Search (FTIIDEN) to perform a vendor search.



18. Press <Tab> to Last Name field to enter a search for the Vendor.



19. Type in a meaningful portion of the Vendor name, using mixed case with the wild card “%” before and/or after, as necessary. (For example, if I were searching for the Vendor ID for Ace Plumbing Supply, I could type in Ace% or %Plumbing%.)
20. Execute the query by pressing <F8> or select **Query>Execute** from the Menu bar.

21. When the Vendor is found, double click on the **Vendor number** to select.
22. Confirm that the Vendor information displays correctly in the Vendor Information screen of the FPAREQN form.

23. Perform a **Next Block** function.
24. Confirm Requisition Entry: Commodity/Accounting appears on Title bar of form.

25. Verify that the check box is checked in the Document Level Accounting field

Requisition Entry: Requisition/Delivery Information: PPAREQH

Requisition: R0021227  
 Order Date: 14-FEB-2007  
 Delivery Date: 14-FEB-2007  
 Commodity Total: .00

Transaction Date: 14-FEB-2007  
 Comments:  
 Accounting Total: .00

Document Level Accounting

**IMPORTANT!**

The Document Level Accounting checkbox must be checked before continuing with the requisition. If a requisition is processed without the Document Level Accounting check displayed, the requisition will be disapproved by the Approver or the Purchasing Department.

26. Your cursor should be located in the Commodity field. Move tab to the Description area.

Requisition Entry: Requisition/Delivery Information: PPAREQH

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

Item  of  0    U/M  Tax Group  Quantity  X Unit Price

Commodity  Description

Commodity Text  
 Item Text  
 Add Commodity  
 Distribute

= Extended:   
 Discount:   
 Additional:   
 Tax:   
 Commodity Line Total:

31. Type the actual description of the product you wish to purchase in the Description field.

Requisition Entry: Requisition/Delivery Information: PPAREQH

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

Item  of  0    U/M EA Tax Group  Quantity  X Unit Price

Commodity  Description Natural Gas Cylinders, Model RX3003

Commodity Text  
 Item Text  
 Add Commodity  
 Distribute

The correct format for entering the commodity description is product name, manufacturer, full description, including any colors that are pertinent, manufacturer number and vendor part number, if applicable. Also include quote/proposal numbers, if applicable.

Example – Stapler, Swingline, Commercial Stapler, Black, Model 67, SW10601

If the description is too long to fit within the Description field, see Chapter 6 for detailed instructions.

32. Press <Tab> and enter the appropriate unit of measure in the U/M field. (Each, Box, Package, etc.)

 If you are unsure of the appropriate unit of measure, click the Search icon in the U/M field to select the appropriate one.

33. Press <Tab> and enter the quantity of items being requested in the Quantity field.

34. Press <Tab> and enter the unit price of the commodity in the Unit Price field.

 You must enter a unit price on the requisition without the use of text characters, such as commas or dollar signs. If the item(s) you are purchasing is(are) at no cost, you will need to enter the information in the document text/item text field. You cannot enter a line item with a zero in the cost field.

35. Press <Tab> and enter appropriate discount in the Discount field, if applicable.

36. Press <Tab> and enter any additional fees in the Additional field, if applicable.

37. Press <Tab> to the Commodity field.

 Confirm the Commodity Line Total has been filled in by Banner.

38. Perform a **Next Block** function. The FOAPAL elements block will become active.

FOAPAL	of	0	Remaining Commodity Amount:	50.00	<input type="checkbox"/> NSF Override			
					<input type="checkbox"/> NSF Suspensi			
COA Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj
▼	▼	▼	▼	▼	▼	▼	▼	▼
U	07	250001	250001	603000	731002	46		

39. Press <Tab> to advance past the COA (Chart of Accounts) field, which will default to 'N' for AAMU.

40. Confirm the correct fiscal year appears in the Year field.

 The Fiscal Year will default based on the transaction date.

- 42. Press <Tab> to enter fund number in Fund field.
- 43. Press <Tab> to bypass the default organization number in the Orgn field.
- 44. Enter account code in Acct field.
- 45. Press <Tab> to enter program number in Prog field.
- 46. Press <Tab> three times. This will take you past the Activity (Actv) field, Location (Locn) field, and Project (Proj) field.

AAMU does not use Location or Project fields at this time.

- 47. Press <Tab> through the Extended field, Discount field, and Additional field. This will populate the appropriate accounting information in these fields.

00	<input type="checkbox"/> NSF Override	%	USD
	<input type="checkbox"/> NSF Suspense	<b>Extended:</b>	50.00
<b>Proj</b>		<b>Discount:</b>	.00
<input type="checkbox"/>		<b>Additional:</b>	.00
		<b>Tax:</b>	.00
		<b>FOAPAL Line Total:</b>	50.00
		<b>Commodity Accounting Total:</b>	.00

- 48. Perform a **Next Block** function.

49. Confirm that Status column reads “BALANCED” for the Approved, Discount, Additional and Tax amounts.

Requisition: R0021227  
 Order Date: 14-FEB-2007  
 Delivery Date: 19-FEB-2007  
 Commodity Total: 50.00

Transaction Date: 14-FEB-2007  
 Comments:  
 Accounting Total: 50.00

In Suspense  
 Document Text  
 Document Level Accounting

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

Vendor: N00401031 Ace Plumbing Supply  
 COA: U University of North Florida  
 Organization: 603000 ORSP  
 Currency:  
 Exchange Rate: Commodity Record Count: 1  
 Input Amount: 50.00  
 Converted Amount:

Requestor: Cheresa Hamilton

	Input	Commodity	Accounting	Status
Approved Amount:	50.00	50.00	50.00	BALANCED
Discount Amount:	.00	.00	.00	BALANCED
Additional Amount:	.00	.00	.00	BALANCED
Tax Amount:	.00	.00	.00	BALANCED

Complete:  In Process:

If you do not see “BALANCED” in the Status column an error message will pop up at the bottom of the screen and you will be directed to the area where the error occurred.

50. Once confirmed, click the **Complete** button to send the requisition to the electronic approval process.

51. Write down the requisition number that appears on the AutoHint line (bottom left of screen) for future reference.

Document R0001589 completed and forwarded to the Approval process  
 Record: 1/1 <OSC>

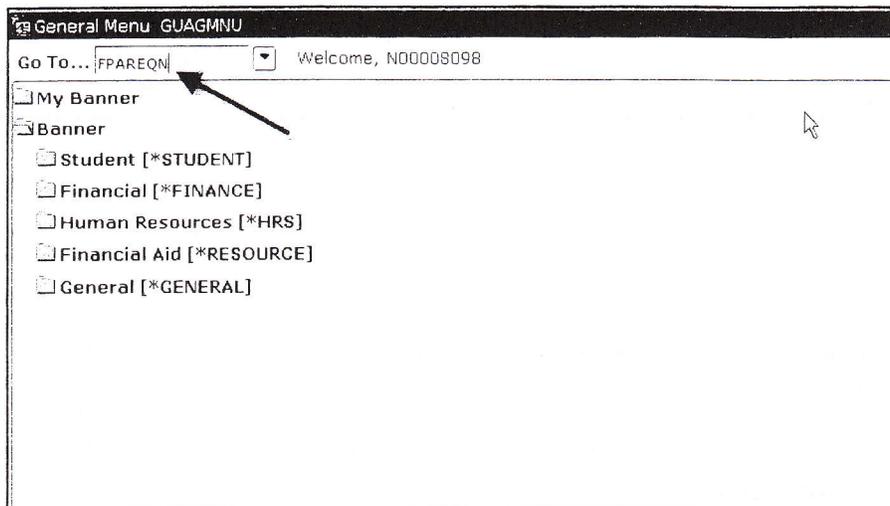
52. Click the **Exit icon** to exit FPAREQN.

## Creating a Multiple Line Requisition

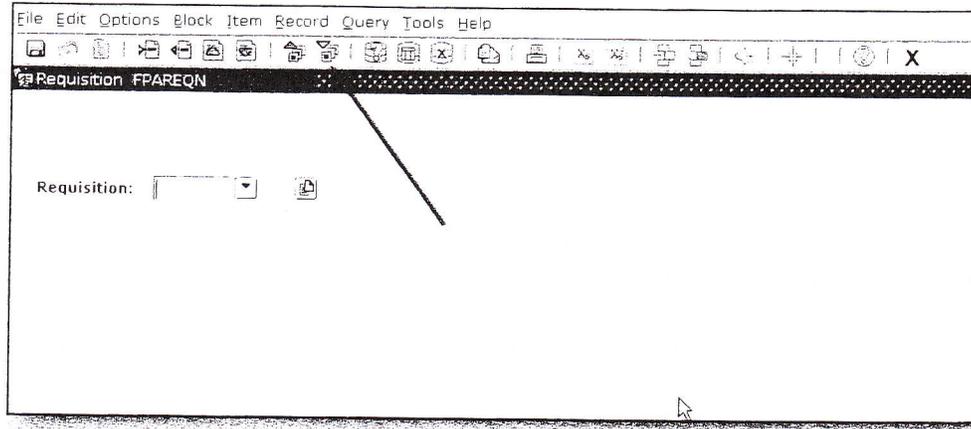
*In many case, multiple items need to be purchased on a requisition. Internet Native Banner easily allows you to create a multiple line requisition.*

### **To complete a multiple line requisition:**

1. Login to Internet Native Banner (Chapter 1).
2. Enter FPAREQN in the Direct Access bar, then press <Enter>.



3. Perform a **Next Block** function to access the Requisition Entry Requestor/Delivery Information screen. Next blocking will force Internet Native Banner to assign the requisition number for you.



 Do not type anything in the Requisition field on the Requisition Form (FPAREQN). INB will automatically generate the correct requisition number for you when you perform a Next Block function.

4. Change the order date in the Order Date field, if appropriate. (Order date should default to current date.)

 A screenshot of the "Requisition Entry: Req. Entry/Deliver. Information: FPAREQN" window. The window title bar shows "FPAREQN" and "15-MAY-2009 11:24 AM". The main content area is divided into several sections:
 

- Summary:**
  - Requisition: 210
  - Order Date: 15-MAY-2009
  - Delivery Date: 22-MAY-2009
  - Commodity Total: 136.00
  - Transaction Date: 15-MAY-2009
  - Comments:
  - Accounting Total: 139.00
  - In Suspense
  - Document Text
  - Document Level Accounting (checked)
- Vendor Information:**
  - Requestor: LINDA JONES
  - Organization: 20508 Mechanical Engineering
  - Phone: Extension:
  - COA: Alabama A&M University
  - Email: Extension:
  - Fax: Extension:
- Shipping/Address:**
  - Ship To: PMA
  - Street Line 1: Alabama A&M Property Mgmt.
  - Street Line 2: 3409 Meridian Street
  - Street Line 3:
  - Building: Floors:
  - City: Huntsville
  - State or Province: AL Zip or Postal Code: 35811
  - Nation: United States of America
  - Telephone: 256 3725546 Extension:
  - Contact: Jeffrey Robinson
  - Attention To: Jeffrey Robinson

5. Press **<Tab>** to change the transaction date in the Transaction Date field, if appropriate.

6. Press <Tab> to enter a delivery date in the Delivery Date field.

 You can enter any date in the format of MM/DD/YYYY and INB will convert it to DD/MM/YYYY format.

If the Delivery Date is in the same month as the Order Date, you can simply type in the number that represents the day of the month then press <Tab> and INB will populate the full Delivery Date for you.

The Delivery Date must be the same as or later than the Order Date.

7. Press <Tab> to enter special instructions in the Comments field, if applicable. (For example, “Rush” or “Need by Fall Term”.)
8. Press <Tab> to enter the requestor in the Requestor field, if different than defaulted requestor.
9. Press <Tab> to the COA (Chart of Accounts) field which will default to the COA for AAMU which is the letter “N”.
10. Press <Tab> to accept default Organization code in the Organization field, or enter organization code if blank or if it is different than the default Organization code, or click the Search icon to select the correct Organization code from Organization Code Validation Form – Finance, (FTVORGN).
11. Press <Tab> to enter requestor’s e-mail address, if blank or different than default.
12. <Tab> to enter requestor’s phone number, if blank or different than default, in the Phone fields.
13. <Tab> to enter requestor’s fax number, if blank or different than default, in the Fax fields.
14. Press <Tab> to the Ship To field. If you need to change the default Ship To address click the Search icon, to select a new ship to address from Ship –To List (FTVSHIP).

 If you select a different shipping address from the FTVSHIP form than the default Ship To information, the Address, Phone and Contact fields will fill in automatically.

15. Press <Tab> to the Attention To field and enter the contact name, department, building, and room number where the product is to be delivered.

Requisition: 238  
 Order Date: 15-MAY-2007  
 Delivery Date: 20-MAY-2007  
 Commodity Total: 138.00  
 Transaction Date: 15-MAY-2007  
 Comments:  
 Accounting Total: 138.00  
 In Suspense  
 Document Text  
 Document Level Accounting

Requestor: Lantia Jones  
 Organization: 20508 Mechanical Engineering  
 Phone:  
 Extension:  
 COA: Alabama A&M University  
 Email:  
 Fax:  
 Extension:

Slip To: 04  
 Street Line 1: Alabama A&M Property Mgmt  
 Street Line 2: 2409 Meridian Street  
 Street Line 3:  
 Building:  
 Floor:  
 City: Huntsville  
 State or Province: AL Zip or Postal Code: 35811  
 Nation: United States of America  
 Telephone: 256 377-0148 Extension:  
 Contact: Jeffrey Robinson  
 Attention To: Jeffrey Robinson

16. Perform a Next Block function to access the Vendor Information block.

Requisition: NEXT  
 Order Date: 14-FEB-2007  
 Delivery Date: 19-FEB-2007  
 Commodity Total: .00  
 Transaction Date: 14-FEB-2007  
 Comments:  
 Accounting Total: .00  
 In Suspense  
 Document Text  
 Document Level Accounting

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

Vendor:  
 Address Type: Sequence:  
 Street Line 1:  
 Street Line 2:  
 Street Line 3:  
 City:  
 State or Province: Zip or Postal Code: Nation:  
 Phone: Extension:  
 Fax: Extension:  
 Contact:  
 Email:  
 Discount:  
 Tax Group:  
 Currency:

The header of the Vendor Information block will automatically be filled in for you.

17. To find the appropriate Vendor ID click the Search icon in the Vendor field.

Requisition Entry: Vendor Information FPAREQON 7.2 (NPPD)

Requisition: TEST  
Order Date: 14-FEB-2007  
Delivery Date: 16-FEB-2007  
Commodity Total: .00

Transaction Date: 14-FEB-2007  
Comments:  
Accounting Total: .06

In Suspense  
Document Text  
Document Level Accounting

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

Vendor: [Search Icon] [Dropdown]  
Address Type: [Dropdown]   Sequence: [Dropdown]  
Street Line 1:  
Street Line 2:  
Street Line 3:  
City:  
State or Province:   Zip or Postal Code:   Nation: [Dropdown]  
Phone:   Extension:  
Fax:   Extension:  
Contact:  
Email:  
Discount: [Dropdown]  
Tax Group: [Dropdown]  
Currency: [Dropdown]

18. Click on Entity Name/ID Search (FTIIDEN) to perform a vendor search.

Option List

Entity Name/ID Search (FTIIDEN)  
Vendor Maintenance (FTMVEND)

Cancel

This function is not currently available for use.

Print out current Vendor Listing and type in the appropriate vendor number. Continue at number 23.



24. Perform a **Next Block** function.

25. Confirm Requisition Entry: Commodity/Accounting appears in the Title bar of form.

26. Verify that the check box is checked in the Document Level Accounting field

Requisition: R0021227  
Order Date: 14-FEB-2007  
Delivery Date: 14-FEB-2007  
Commodity Total: .00  
Transaction Date: 14-FEB-2007  
Comments:  
Accounting Total: .00  
 In Suspense  
 Document Text  
 Document Level Accounting

**IMPORTANT!**

The Document Level Accounting checkbox must be checked before continuing with the requisition.

If a requisition is processed without the Document Level Accounting check displayed, the requisition will be disapproved by the Approver or the Purchasing Department.

27. Your cursor should be located in the Commodity field. Move tab to the Description area.

Requisition: R0002579  
Order Date: 07-APR-2009  
Delivery Date: 21-APR-2009  
Commodity Total: 0.00  
Transaction Date: 07-APR-2009  
Comments:  
Accounting Total: 0.00  
 In Suspense  
 Document Text  
 Document Level Accounting

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

Item	U/M	Tax Group	Quantity	Unit Price	Extended:
Commodity			X		
Description					

Commodity Text  
Item Text  
Add Commodity  
Distribute

Discount:  
Additional:  
Tax:  
Commodity Line Total:

32. Type the actual description of the product you wish to purchase in the Description field, overwriting the generic default description, if different from default.

The screenshot shows a software interface with three tabs: 'Requestor/Delivery Information', 'Vendor Information', and 'Commodity/Accounting'. The 'Commodity/Accounting' tab is active. It contains several fields: 'Item' (with a dropdown arrow), 'of' (with a dropdown arrow), 'U/M' (with a dropdown arrow showing 'EA'), 'Tax Group' (with a dropdown arrow), 'Quantity' (with a dropdown arrow), and 'Unit P' (with a dropdown arrow). Below these are two columns: 'Commodity' and 'Description'. The 'Description' field is highlighted with a red oval and contains the text 'Natural Gas Cylinders, Model RX3003'. To the right of the 'Description' field are three checkboxes: 'Commodity Text', 'Item Text', and 'Add Commodity'. Below these are two more checkboxes: 'Distribute' and 'Distribute'.

 The correct format for entering the commodity description is product name, manufacturer, full description – including any colors that are pertinent, manufacturer number and vendor part number, if applicable. Also include quote/proposal numbers, if applicable.

Example: Stapler, Swingline, Commercial Stapler, Black, Model 67, SWI0601

 If the description is too long to fit within the Description field, see Chapter 6 for detailed instructions.

33. Press **<Tab>** and enter the appropriate unit of measure in the U/M field. (Each, Box, Package, etc.)

 If you are unsure of the appropriate unit of measure, click the Search icon in the U/M field to select the appropriate one.

34. Press **<Tab>** and enter the quantity of items being requested in the Quantity field.

35. Press **<Tab>** and enter the unit price of the commodity in the Unit Price field.

 You must enter a Unit Price on the requisition without the use of commas or dollar signs. If the item(s) you are purchasing is/are at no cost, you will just type in the item description in the item text field on the last item on the requisition.

36. Press **<Tab>** and enter appropriate discount in the Disc field, if applicable.

37. Press **<Tab>** and enter any additional fees in the Addtl field, if applicable.

38. Press **<Tab>** to the Commodity field.

 Confirm the Commodity Line Total has been filled in by Banner.

39. Perform a **Next Block** function. The FOAPAL element block will become active.

FOAPAL	of	0	Remaining Commodity Amount:		50.00	<input type="checkbox"/> NSF Override			
<input type="checkbox"/> NSF Suspens.									
COA Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	
▼	▼	▼	▼	▼	▼	▼	▼	▼	▼
U	07	250001	250001	603000	731002	46			

40. Press <Tab> to advance past the COA (Chart of Accounts) field, which will default to "N" for AAMU.

41. Confirm the correct fiscal year appears in the Year field.

43. Press <Tab> to enter fund number in Fund field.

44. Press <Tab> to bypass the default Organization number in the Orgn field.

45. Enter the appropriate account number in the Acct field.

46. Press <Tab> to enter program number in Prog field.

47. Press <Tab> three times. This will take you past the Actv (Account) field, Locn (Location) field, and Proj (Project) field.



51. When finished adding all line items, perform a **Next Block** function.
52. Confirm that Status column reads "BALANCED" for the Approved, Discount, Additional and Tax amounts.
53. Once confirmed, click the **Complete button** to send the Requisition to the electronic approval process.

Vendor:	N00401031 Ace Plumbing Supply		Requestor:	Cheresa Hamilton
COA:	U University of North Florida			
Organization:	603000	ORSP		
Currency:				
Exchange Rate:		Commodity Record Count:	2	
Input Amount:	56.00	Converted Amount:		

	Input	Commodity	Accounting	Status
Approved Amount:	56.00	56.00	56.00	BALANCED
Discount Amount:	.00	.00	.00	BALANCED
Additional Amount:	.00	.00	.00	BALANCED
Tax Amount:	.00	.00	.00	BALANCED

Complete:  In Process:

54. Write down the requisition number that appears on the AutoHint line (bottom left of screen) for future reference.

Document R0001569 completed and forwarded to the Approval process

Record: 1/1 <OSC>

54. Click the **Exit icon** to exit FPAREQN.

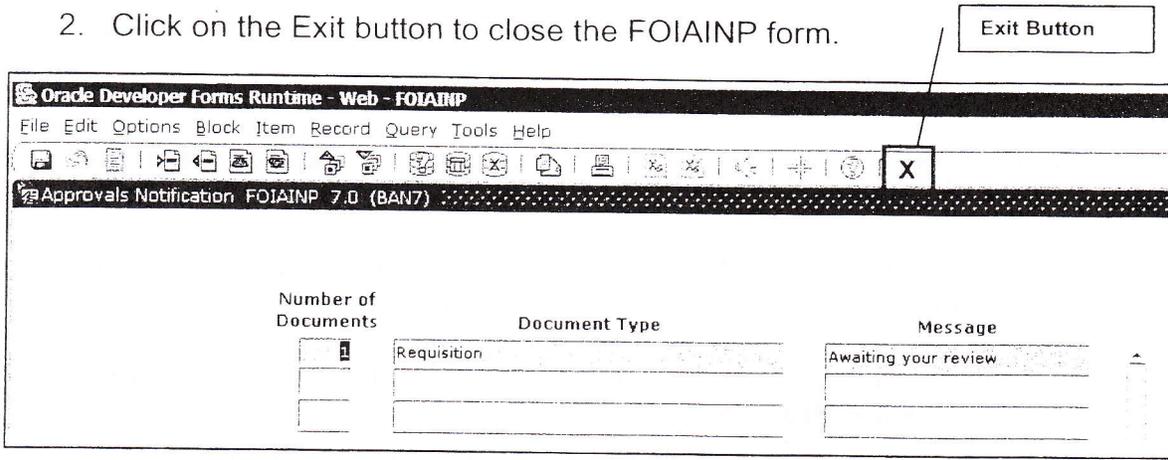
## Requisition Approval Using FOAUAPP

To view a list of requisitions awaiting your approval, follow these steps:

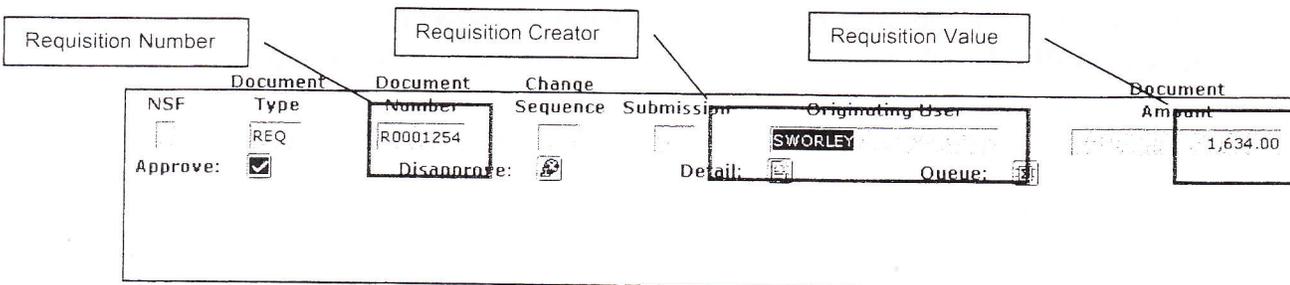
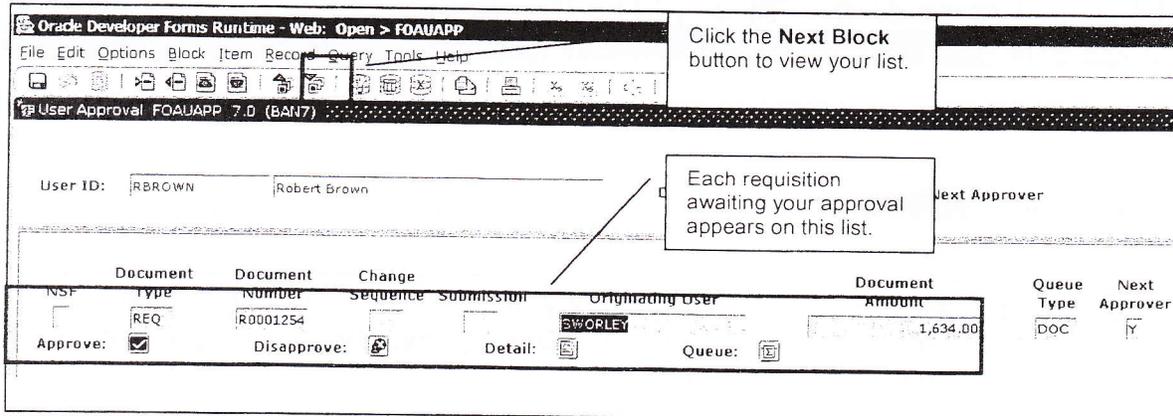
1. Go to the FOAUAPP form.

Any time you have requisitions waiting for approval, the Approvals Notification Form (FOAIAPP) will appear the first time you access any Banner form. This form shows how many requisitions are on your approval list.

2. Click on the Exit button to close the FOAIAPP form.



3. When the FOAUAPP form opens, you must click on the **Next Block** button to see the requisitions waiting for your approval.



## Review a Requisition

1. To review a requisition for approval, click the **Detail** button in the document listing. This opens the Requisition Approval form (FOQRACT).

NSF	Document Type	Document Number	Change Sequence	Submission	Originating User	Document Amount	
<input type="checkbox"/>	REQ	R0001254	<input type="checkbox"/>	<input type="checkbox"/>	SWORLEY	1,634.00	
Approve:	<input checked="" type="checkbox"/>	Disapprove:	<input type="checkbox"/>	Detail:	<input type="checkbox"/>	Queue:	<input type="checkbox"/>

Click the **Detail** button to view details of this requisition.

The FOQRACT form shows the vendor information, FOAPAL information and dollar amount.

2. To view more detailed information, select Requisition Query from the Options menu. This opens the Requisition Inquiry (FPIREQN) form.
3. The FPIREQN form will display the requisition number that you chose to review. Click the **Next Block** button to view the requisition.

Oracle Developer Forms Runtime - Web: Open > FOAUAPP - FOQRACT - FPIREQN

File Edit Options Block Item Record Query Tools Help

Requisition Query FPIREQN 7.0 (BAN7)

Requisition:

Next Block button

This above step will reveal a “read only” copy of the requisition. If there are any corrections that need to be made, you must **Disapprove** the requisition so it can be fixed by the person who created it.

4. Navigate through the information blocks using the **Next Block** and **Previous Block** buttons as required to review the entire requisition.

## Reviewing a Requisition (continued)

The screenshot shows the Oracle Developer Forms Runtime interface for a Requisition Inquiry. The title bar reads "Oracle Developer Forms Runtime - Web: Open > FOAUAPP - FOQRACT - FPIREQN". The menu bar includes "File Edit Options Block Item Record Query Tools Help". The toolbar contains various navigation icons, with the "Exit" button (represented by an 'X') highlighted. The main form area displays the following data:

Requisition:	R0001254	Transaction Date:	02-MAR-2006	<input type="checkbox"/> In Suspense
Order Date:	02-MAR-2006	Comments:		<input checked="" type="checkbox"/> Document Text
Delivery Date:	02-MAR-2006	Accounting Total:	1634.00	
Commodity Total:	1634.00			

Two callout boxes provide instructions:

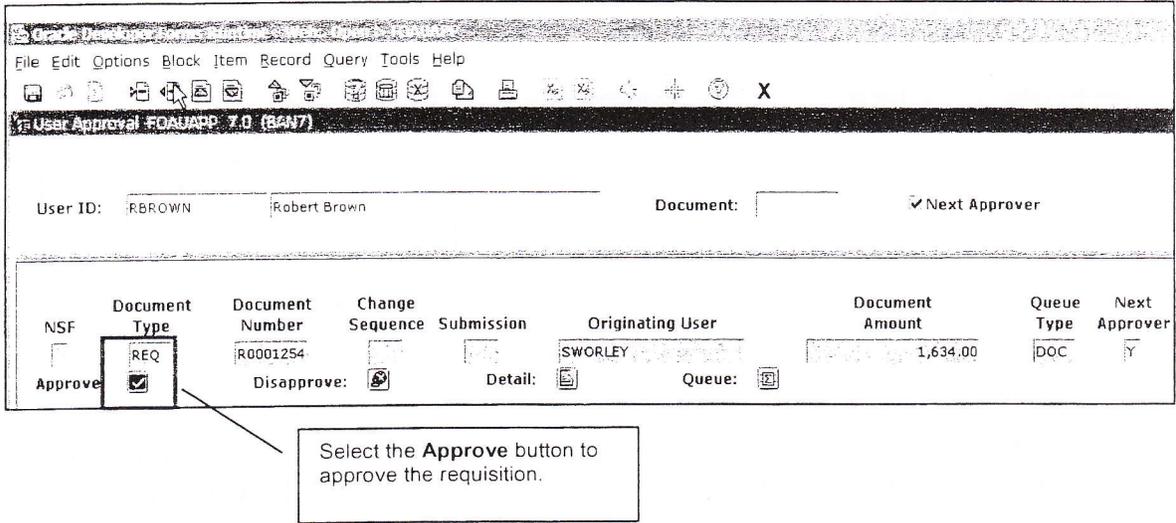
- Use the **Next Block** and **Previous Block** buttons to move through the requisition.
- When you have finished reviewing the requisition, click the **Exit** button to close the form.

5. When you have finished reviewing the requisition, you can click the **Exit** button to close the form. This will return you to the FOQRACT form.
6. Click the **Exit** button again. This will return you to the FOAUAPP form.

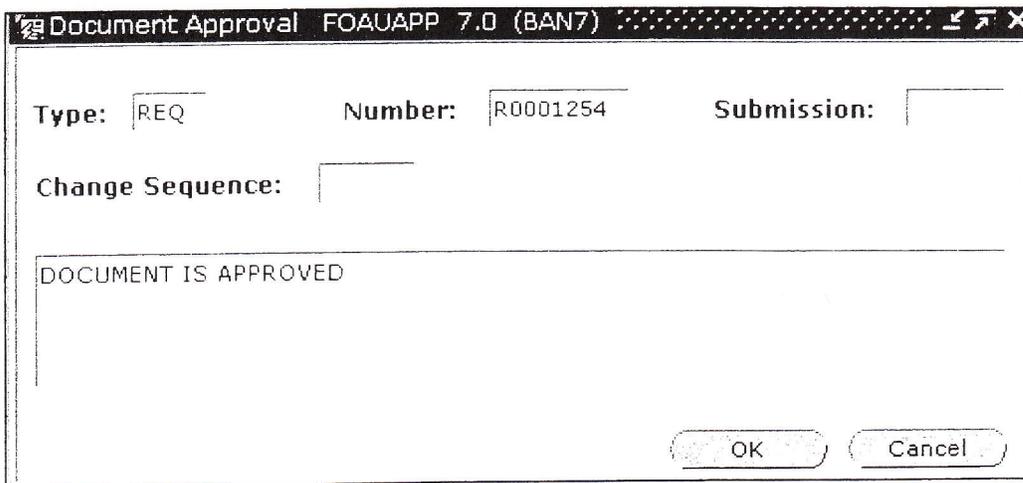
## Approving a Requisition

Once you have reviewed the requisition you can approve it on the FOAUAPP form.

1. To approve a requisition, click the Approve button in the requisition listing.



2. A Requisition Approval message box will appear. Click the OK button to approve the requisition.

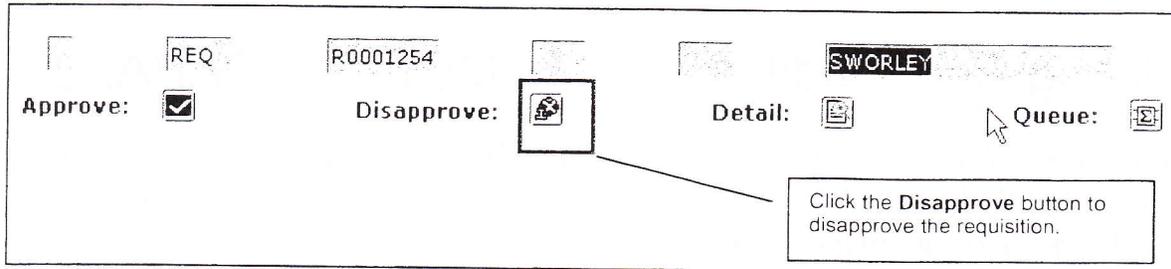


3. Another small window will appear, click the OK button to finalize the approval.

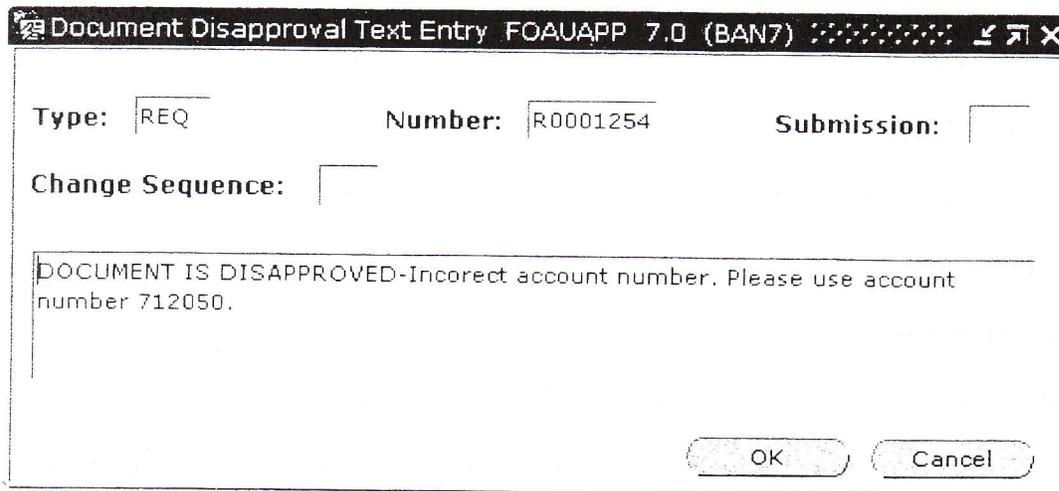
## Disapproving a Requisition

To disapprove a requisition, follow these steps:

1. Click the Disapprove button in the requisition listing



2. A Requisition Disapproval message box will appear.
3. You must add text that explains why the requisition was not approved. This text will explain to the requestor what needs to be corrected in order for this requisition to be approved.



4. Click the OK button to disapprove the requisition.
5. Another small window will appear. Click the OK button to finalize the disapproval.
6. Logout of Banner after you have completed the approval process for the requisitions on your list.

## Splitting Commodities Across Multiple FOAPALS

*There are times when creating a requisition that commodities may need to be split between two or more FOAPAL elements. You would need to do this when the commodities being purchased need to be charged to differing Funds/Orgs.*

*For example, a printer is being purchased to be used by two departments and the requisition needs to reflect a split in the commodity cost between the two departments.*

### **To split commodities among multiple FOAPALS:**

1. Login to Internet Native Banner (Chapter 1).
2. Follow the directions for creating a requisition in Chapters 2 or 3 only through step 37.
3. Enter the FOAPAL elements for the first commodity in the FOAPAL block.
4. <Tab> to the Extended field.
5. Enter the amount that is being charged to the *first* FOAPAL element.
6. Press <Tab> key until you return to the Chart of Accounts field.
7. Press **Down Arrow** key to the next blank line.
8. Enter the *next* set of FOAPAL elements in the FOAPAL block.
9. Repeat steps 4 - 8 for each additional FOAPAL that is be charged for this commodity item.
10. Perform a **Next Block** function and confirm the Status column reads "BALANCE".

11. Once confirmed, click the **Complete button** to send the requisition to the electronic approval process.

	Input	Commodity	Accounting	Status
Approved Amount:	56.00	56.00	56.00	BALANCED
Discount Amount:	.00	.00	.00	BALANCED
Additional Amount:	.00	.00	.00	BALANCED
Tax Amount:	.00	.00	.00	BALANCED

Complete:  In Process:

12. Write down the requisition number that appears on the AutoHint line (bottom left of screen) for future reference.

Document R0001569 completed and forwarded to the Approval process

Record: 1/1 <OSC>

13. Click the **Exit icon** to exit FPAREQN.

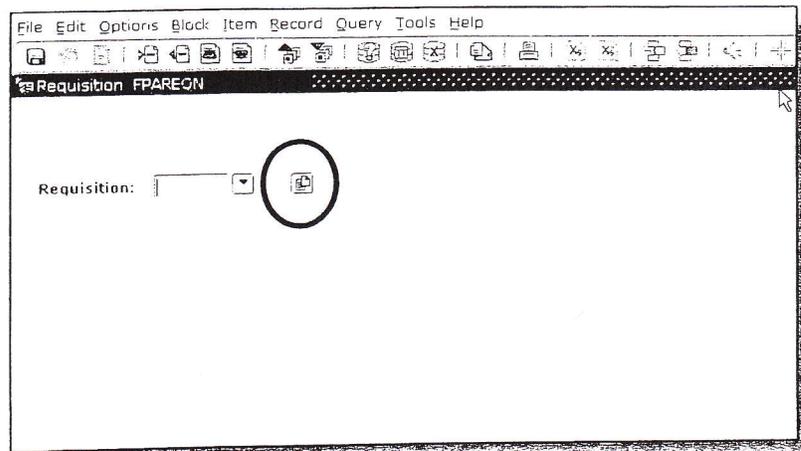
## Creating a Requisition Using the Copy Function Process

*The Copy Requisition process enables you to copy data from a posted requisition to a new requisition document.*

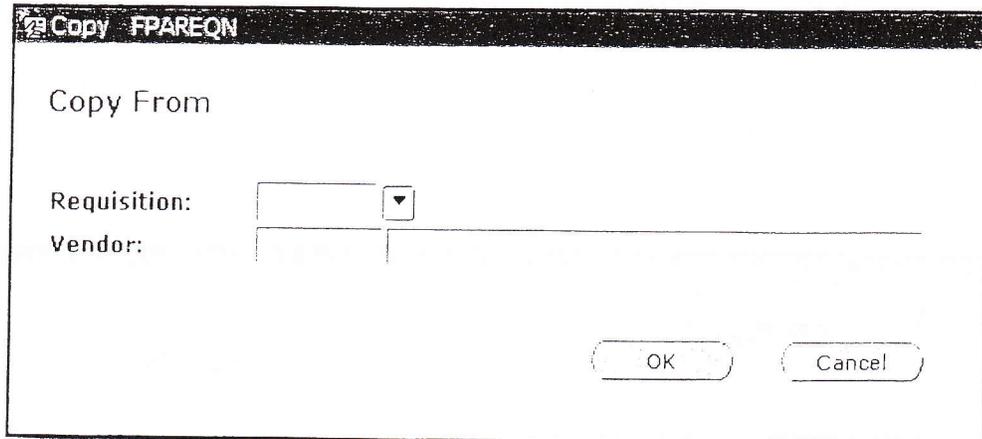
*Only requisitions that are fully completed, approved and posted through Purchasing Department may be copied.*

### **To create a requisition using copy function:**

1. Login to Internet Native Banner (Chapter 1).
2. Access the Requisition Form (FPAREQN).
3. Click the **Copy icon**.



4. Confirm that the Copy From screen opens.



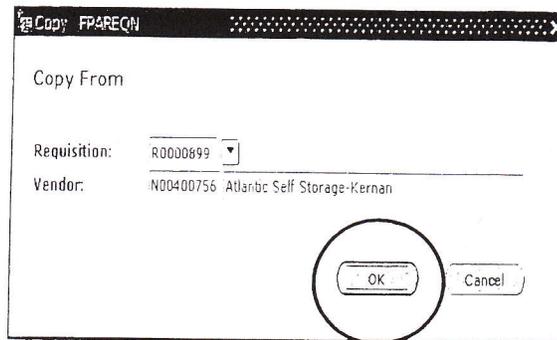
5. Enter the requisition number that you wish to copy in the Copy From Requisition field.

 If you do not know the requisition number you wish to copy, click the search icon and search for it.

***IMPORTANT!***

The copy functionality will not check or update available balance until you navigate entirely through the form

6. Press <Tab> to populate the Vendor field, if necessary.
7. Click **OK**.



 If you are not able to populate the Vendor Name or proceed, check the status line for a message stating that the "Document is not completed, approved or posted." Only requisitions fully completed, approved and posted through Purchasing may be copied.

8. Confirm the information from the old document appears in the Requisition Entry: Requester/Delivery Information block.
9. Make note of the *new* requisition number in the Requisition field in the upper, left corner of Requisition Entry screen.
10. Confirm the In Suspense box contains a check mark.

Requisition Entry: Requester/Delivery Information FFAREQN

Requisition: R0021290  
 Order Date: 15-FEB-07  
 Delivery Date:  
 Commodity Total: 405.00  
 Transaction Date: 16-FEB-2007  
 Comments:  
 Accounting Total: 405.00

In Suspense  
 Document Text  
 Document Level Accounting

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

Requestor: Barbara Lenz  
 Organization: 610300 Mathematics & Statistics  
 Phone: 904 6202653 Extension:  
 Ship To: CENTRL  
 Street Line 1: University of North Florida  
 Street Line 2: 4567 St Johns Bluff Road S  
 Street Line 3: Central Receiving - Bldg 6  
 Building: Floor:  
 City: Jacksonville  
 State or Province: FL Zip or Postal Code: 32224  
 Nation:  
 Telephone: Extension:  
 Contact:  
 Attention To: Math & Stat, Barbara Lenz, 11/1311

COA: U University of North Florida  
 Email: blanz@unf.edu  
 Fax: 904 6202818 Extension:

The suspended mode of this copied Requisition will be removed once you have navigated fully through all the screens and clicked the Completed button.

11. You may make any necessary changes to the copied requisition. This can include the following:
  - Requestor
  - Vendor
  - Commodity
  - Accounting information
12. Change the order date in the Order Date field, if appropriate.
13. Press <Tab> to change the transaction date in the Transaction Date field, if appropriate.

14. Press <Tab> and enter a delivery date in the Delivery Date field.

 The Delivery date must be the same as or later than the Order date.

15. Press <Tab> and enter special instructions in the Comments field, if applicable.

16. Press <Tab> to change the requestor in the Requestor field, if appropriate.

17. Press <Tab> twice.

18. Change the organization, if appropriate.

 If you don't know the Organization, click the Search icon and search for the correct Organization from the list.

19. Press <Tab> and enter requestor's e-mail address, if blank or different than default.

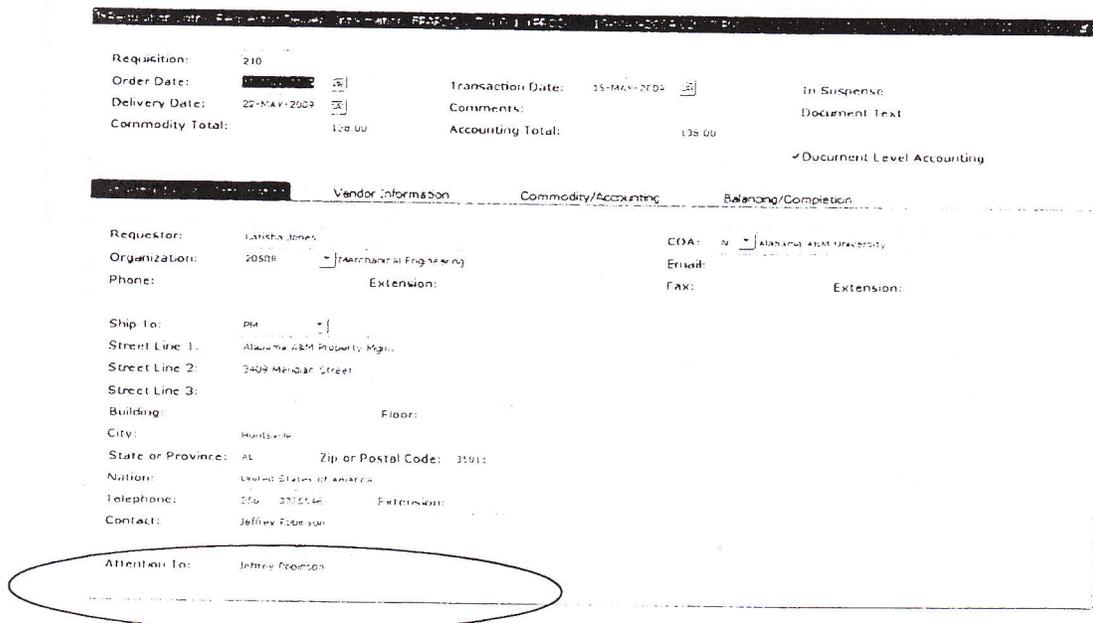
20. Press <Tab> and enter requestor's phone number, if blank or different than default.

21. Press <Tab> and enter requestor's fax number, if blank or different than default.

36. Press <Tab> and enter new Ship To information if different than default.

 If you need to change the default Ship To address, click the Search icon and select the correct Ship To address from the list. When you select a Ship to address the Address, Phone, Contact and Attention fields will fill in automatically.

37. Change the Attention To field if blank or different than default.



The screenshot shows a software interface for a requisition form. The form is divided into several sections: Requisition, Vendor Information, and Ship To. The 'Attention To' field is circled in red.

Requisition		Vendor Information		Commodity/Accounting		Balancing/Completion	
Requisition:	210	Requestor:	LARISA JONES	COA:	N	Alabama A&M University	
Order Date:	25-MAY-2009	Organization:	20508 Mechanical Engineering	Email:			
Delivery Date:	25-MAY-2009	Phone:		FAX:			
Commodity Total:	120.00	Ship To:	PM				
Accounting Total:	135.00	Street Line 1:	Alabama A&M Property Mgmt.				
		Street Line 2:	3409 Mendon Street				
		Street Line 3:					
		Building:					
		City:	Monticello				
		State or Province:	AL	Zip or Postal Code:	35911		
		Nation:	United States of America				
		Telephone:	256 3725240	Extension:			
		Contact:	Jeffrey Robinson				
		Attention To:	Jeffrey Robinson				

24. Perform a **Next Block** function.

25. Enter correct vendor information, if blank or different than default, in the Vendor information block.

 If a different vendor is required, click the Search icon next to the Vendor field and select the correct vendor from the list. Once a vendor is selected, the remaining fields will fill in automatically.

If a NEW vendor is required, see Chapter 7.

26. Perform a **Next Block** function.

27. Change the commodity information in the Commodity and Description fields, if different than default.

28. Perform a **Next Block** function.

29. Change the FOAPAL information, if different than default.

**IMPORTANT!**

To remove the requisition from In Suspense mode, you must navigate through each commodity row and FOAPAL row in the Commodity and FOAPAL blocks.

30. Perform a **Next Block** function.

31. Confirm the Status Field reads "BALANCED" for each amount.

Requisition: R0021290  
 Order Date: 18-FEB-2007  
 Delivery Date: 18-FEB-2007  
 Commodity Total: 405.00  
 Transaction Date: 18-FEB-2007  
 Accounting Total: 405.00  
 In Suspense  
 Document Text  
 Document Level Accounting

Requestor/Delivery Information    Vendor Information    Commodity/Accounting    **Status**

Vendor: N00400756 Atlantic Self Storage-Kernan  
 COA: U University of North Florida  
 Organization: 610300 Mathematics & Statistics  
 Currency:  
 Exchange Rate:  
 Commodity Record Count: 1  
 Input Amount: 405.00  
 Converted Amount:

	Input	Commodity	Accounting	Status
Approved Amount:	405.00	405.00	405.00	BALANCED
Discount Amount:	.00	.00	.00	BALANCED
Additional Amount:	.00	.00	.00	BALANCED
Tax Amount:	.00	.00	.00	BALANCED

Complete:     In Process:

32. Click the Complete button.

Requisition: R0021290  
 Order Date: 18-FEB-2007  
 Delivery Date: 18-FEB-2007  
 Commodity Total: 405.00  
 Transaction Date: 18-FEB-2007  
 Accounting Total: 405.00  
 In Suspense  
 Document Text  
 Document Level Accounting

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

Vendor: N00400756 Atlantic Self Storage-Kernan  
 COA: U University of North Florida  
 Organization: 610300 Mathematics & Statistics  
 Currency:  
 Exchange Rate:  
 Commodity Record Count: 1  
 Input Amount: 405.00  
 Converted Amount:

	Input	Commodity	Accounting	Status
Approved Amount:	405.00	405.00	405.00	BALANCED
Discount Amount:	.00	.00	.00	BALANCED
Additional Amount:	.00	.00	.00	BALANCED
Tax Amount:	.00	.00	.00	BALANCED

Complete:     In Process:

33. Write down the requisition number that appears in the AutoHelp line (bottom left of window) for future reference.

Document R0001569 completed and forwarded to the Approval process  
 Record: 1/1    <OSC>

34. Exit the form.

## Entering a Long Description

*There will be times when the description of the item(s) you are purchasing does not neatly fit on the Description field of the FPAREQN form. In these cases, you will follow the steps below to add a long commodity item description.*

### To input a long description:

1. Complete steps 1-31 of Chapters 2 or 3.
2. Confirm that your cursor is in the Description field on the FPAREQN form.

Item	<input type="text" value="1"/>	of	<input type="text" value="1"/>	U/M	<input type="text" value="EA"/>	Tax Group	<input type="text" value=""/>
Commodity	<input type="text" value="771900"/>	Description	<input type="text" value="Rental of Buildings"/>				

3. Enter the long description of the commodity as needed in the **Description** field.
4. Select **Options** from the Menu bar.
5. Select **Item Text** (FOAPOXT)
6. Complete a **Next Block** function.
7. Enter the remainder of the item description in the Text field.

**Procurement Text Entry FOAPOXT**

Text Type:  Code:  Change Sequence:

Vendor:  Atlantic Self Storage-Kernan

Commodity Description:

Modify Clause:  Copy Commodity Text Default Increment:

Text	Clause Number	Print	Line
unit, #307, Renewal lease #217 for ORSP		<input checked="" type="checkbox"/>	

 If you need extra space, press the down arrow key on your keyboard to type in additional rows of information.

8. Click **Save** button from Toolbar.
9. Click **Exit** button to close the Procurement Text Entry form (FOAPOXT).
10. When you return to the FPAREQN form, confirm that a checkmark has been placed in the Item Text checkbox.

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

Item  of  U/M  Tax Group  Quantity  X Unit Price

Commodity  Description

Commodity Text

**Item Text**

Add Commodity

Distribute

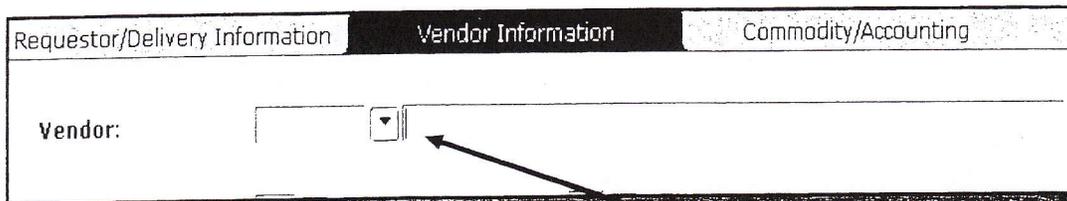
 If an Original Commodity Description block appears on the screen – simply click and drag on title bar to move it, if needed. This block displays the original description of the commodity for reference.

## Requesting a New Vendor

Occasionally you may want to make a purchase from a Vendor that is not already listed in Banner as an approved AAMU Vendor. In these cases, you can request that a new Vendor be added by following the steps below:

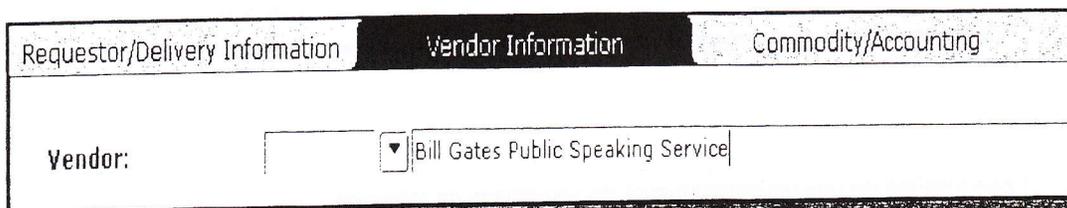
### To request a new vendor:

1. Complete steps 1-16 of Chapters 2 or 3.
2. Confirm that your cursor is in the Vendor Name field on the FPAREQN form.



The screenshot shows the FPAREQN form with three tabs: "Requestor/Delivery Information", "Vendor Information", and "Commodity/Accounting". The "Vendor Information" tab is active. The "Vendor:" field is highlighted, and a dropdown arrow is visible in the field. An arrow points to the dropdown arrow.

3. Type the name of the new vendor requested.



The screenshot shows the FPAREQN form with the same three tabs. The "Vendor:" field now contains the text "Bill Gates Public Speaking Service".

4. Select **Options** from the Menu bar.
5. Select **Document Text** (FOAPOXT).
6. Perform a **Next Block** function.

7. Enter the following information of the new requested vendor in the Text field.
  - a. Address
  - b. Phone Number
  - c. Fax Number
  - d. Any other information used to identify this vendor.

The screenshot shows a window titled "Procurement Text Entry FOAPOXT". It contains several input fields: "Text Type:" with a dropdown menu set to "REQ", "Code:" with a dropdown menu set to "R0021290", "Vendor:", "Commodity Description:", and "Modify Clause:". There are also buttons for "Change Sequence:" and "Default Increment:". Below these fields is a table with the following data:

Text	Clause Number	Print	Line
Contact: John Smith		<input checked="" type="checkbox"/>	10
123 Anyway Street		<input checked="" type="checkbox"/>	20
904-620-1234(Phone)		<input checked="" type="checkbox"/>	30
904-620-5678 (Fax)		<input checked="" type="checkbox"/>	

 This process will provide the Purchasing department with the necessary information for them to manually input the new Vendor once approved.

8. Click **Save** button on Toolbar.
9. Click the **Exit** button to return to the FPAREQN form.
10. Confirm that the Document Text checkbox in the upper right corner of the screen is checked.

The screenshot shows a rectangular box with the following content:

- In Suspense
- Document Text
- Document Level Accounting

11. Complete requisition as needed.

## Placing a Requisition “In Process” (Suspending)

*There may be times when you want to suspend a requisition temporarily and access it later for Completion. Instead of completing a requisition, follow the steps below to place it “In Process”.*

### To place a requisition “In Process”:

1. Follow all steps for creating a Requisition up, but not including, the final completion step. **Do not click the Complete button.**

Requisition:	R0021290	Transaction Date:	18-FEB-2007	<input type="checkbox"/> In Suspende
Order Date:	18-FEB-2007	Comments:		<input checked="" type="checkbox"/> Document Text
Delivery Date:	18-FEB-2007	Accounting Total:	1,000.00	
Commodity Total:	1,000.00			<input type="checkbox"/> Document Level Accounting

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

Vendor:	Bill Gates Public Speaking Service	Requestor:	Cheresa Hamilton
COA:	U University of North Florida		
Organization:	610300 Mathematics & Statistics		
Currency:		Commodity Record Count:	1
Exchange Rate:		Converted Amount:	
Input Amount:	1000.00		

	Input	Commodity	Accounting	Status
Approved Amount:	1,000.00	1,000.00	1,000.00	BALANCED
Discount Amount:	.00	.00	.00	BALANCED
Additional Amount:	.00	.00	.00	BALANCED
Tax Amount:	.00	.00	.00	BALANCED

Complete:     In Process:

2. Confirm that you are viewing the Requisition Entry: Balancing/Completion screen of the FPAREQN form.

3. Write down the Requisition number that appears in the Request field at top of screen.

Requisition:	R0021290
Order Date:	18-FEB-2007
Delivery Date:	18-FEB-2007
Commodity Total:	1,000.00

**IMPORTANT!**

Make note of the Requisition number as stated in step 3 or you will need to search for it later when you wish to complete it.

4. Click the **In Process** button at bottom of screen.

**In Process:** 

5. Once you put the Requisition "In Process", you will be taken back to the beginning of the FPAREQN form.

Requisition FPAREQN

Requisition:   

 The Requisition will stay "In Process" until you go back in and mark it Complete. To access a requisition that is in process, see Chapter 9.

6. Close the Form.

## Accessing a Requisition Still “In Process”

*If a requisition has been marked “In Process” you may go back to complete it by following the steps below. You will be able to edit any of the fields in the requisition. You can not access a completed requisition through this process.*

### **To access a requisition “in process”:**

1. Login to Internet Native Banner (Chapter 1).
2. Access the Requisition Form (FPAREQN).
3. Type the Number of the In Process Requisition in the Requisition field.



The screenshot shows a window titled "Requisition FPAREQN". Inside the window, there is a label "Requisition:" followed by a text input field containing the value "R0021290". To the right of the input field is a small square button with a downward-pointing arrow, and further right is a small square button with a document icon.

 See the Important Information box in Chapter 8 about noting requisition numbers that are in process.

4. Perform a **Next Block** function.
5. Change any of the necessary fields and progress through the Requisition as usual.
6. When ready to complete the requisition, click the **Complete button**.



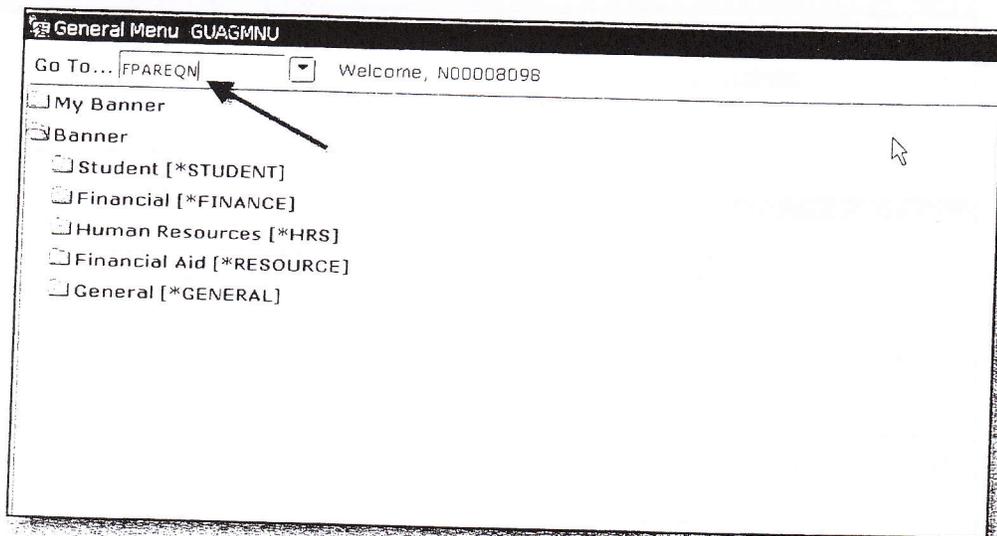
The image shows a rectangular button with the text "Complete:" on the left and a small square button with a document icon on the right.

## Editing a Requisition

*There may be times when you will need to edit a requisition after you have submitted it for approval. In order to edit a requisition the creator or the approver must first disapprove it so that it becomes "available" for editing. If the requisition has already been approved – Banner will not allow you to edit it and you will receive a message on the hint line stating "Request is approved – no changes are allowed."*

### To edit a requisition:

1. Login to Internet Native Banner (Chapter 1).
2. Enter **FPAREQN** in the Direct Access bar, then press <Enter>.



3. Type the requisition number to be edited in the Requisition field.

The screenshot shows a window titled "Requisition FPAREQN". Inside the window, the "Requisition:" label is followed by a text input field containing "R0021227", a dropdown arrow, and a document icon.

4. Perform a Next Block function.

The screenshot shows the "Requisition Entry: Requestor/Delivery Information FPAREQN" window. The top section contains fields for Requisition (R0021227), Order Date (14-FEB-2007), Delivery Date (19-FEB-2007), Transaction Date (14-FEB-2007), Comments, In Suspense, Document Text, Commodity Total (56.00), and Accounting Total (56.00). Below this is a tabbed interface with "Requestor/Delivery Information" selected. The Requestor/Delivery Information tab contains fields for Requestor (Cheresa Hamilton), Organization (603000 ORSP), Phone (6202713), Extension, COA (University of North Florida), Email (chamilton@unf.edu), Fax, Extension, Ship To (CENTRAL), Street Line 1 (University of North Florida), Street Line 2 (4567 St Johns Bluff Road S), Street Line 3 (Central Receiving - Bldg 6), Building, Floor, City (Jacksonville), State or Province (FL), Zip or Postal Code (32224), Nation, Telephone, Extension, Contact, and Attention To (C. Hamilton, ORSP, Bldg 3/2501).

5. Edit the necessary fields. Use <Tab> and Next Block to move around the form.

6. Save the form.
7. When you are finished editing the form, close the form. Click “Yes” to the prompt “Do you want to save the changes you have made?”

**Requisition Entry: Requisition/Delivery Information** TPAREON

Requisition: R0021227  
Order Date: FEB 14 2007 Transaction Date: 14-FEB-2007  In Suspense  
Delivery Date: 19-FEB-2007 Comments:  Document Text  
Commodity Total: 56.00 Accounting Total: 56.00  Document Level Accounting

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

Requestor: Cheresa Hamilton **Banner** of North Florida  
Organization: 603000 ORSP  
Phone: 6202713 Do you want to save the changes you have made?  
Ship To: CENTRL  
Street Line 1: University of North Flor  
Street Line 2: 4567 St Johns Bluff Ro  
Street Line 3: Central Receiving Bldg 6  
Building: Floor:  
City: Jacksonville  
State or Province: FL Zip or Postal Code: 32224  
Nation:  
Telephone: Extension:  
Contact:

Attention To: C. Hamilton ORSP Bldg 3/2501

# Checking The Status OF A Requisition

## *Native Banner Form FOIDOCH*

1. Log in to internet Banner
2. Use your ID and Pass word
3. On INB Main Menu Screen type FOIDOCH and enter
4. Type REQ in Document Type
5. Tab over to Document Code and click drop down Button, this displays all requisitions that are in the Banner System
6. Look for your requisition number check the approved and completed columns

### **Requisition Status Breakdown:**

To assure that your requisition has fully processed, both columns Approved and Completed must read "Yes".

#### **Approved:**

- Yes - Requisition has been successfully submitted and has been approved.
- No - Requisition has not yet been approved or has been disapproved.

#### **Completed:**

- Yes - Requisition has been successfully completed and submitted for approval.
- No - Requisition has not yet been successfully completed. The Requisition may have been intentionally or unintentionally suspended (put in process).
- <blank> - Requisition has been successfully completed and submitted for approval, but was disapproved.

**Scenarios:**

Approved	Completed	Result
Yes	Yes	Requisition has been successfully completed, submitted and approved.
No	Yes	Requisition has been successfully completed and submitted, but not yet approved.
No	<blank>	Requisition has been successfully completed and submitted, but was disapproved.
No	No	Requisition has not been successfully completed, and therefore not approved as of yet.

**For Requisitions listed as Yes/Yes** – The Purchasing Department will be or has cut a purchase order for the products listed on the requisition and should arrive as scheduled.

**For Requisitions listed as No/Yes** – The one assigned as the Approver for this requisition has not yet approved it. You may wish to check with the Approver to inquire on when to expect approval.

**For Requisitions listed as No/<blank>** - The requisition was disapproved by the Approver. The one who created the requisition should have received correspondence about the disapproval status of the requisition and can now edit the requisition and resubmit as desired.

**For Requisitions listed as No/No** – The requisition was not successfully completed or submitted. Please check the requisition and if you still need the item on the requisition just complete the requisition and submit it for approval. If you do not want the requisition and need assistance in correcting or deleting a requisition in this condition, contact the Purchasing Department at ext. 5227 with a description of the problem for assistance

## Canceling a Requisition that has been Completed, Approved, and Posted

*Canceling a requisition that has been completed, approved, or posted is used to reverse postings of the original requisition and cancel its availability for any further action in Banner. Before you can cancel a requisition, it must be completed, approved, and posted. Also, the requisition must be in an open window prior to subsequent activity (e.g., Bid, PO, Delivery Receipt, etc.), in order to cancel it. Otherwise, it cannot be cancelled.*

### To cancel a requisition:

1. Access the Requisition Cancel Form (FPARDEL).

The screenshot shows a window titled "Requisition Cancel (FPARDEL)". At the top, there is a "Request Code:" field with a dropdown arrow. Below this, there is a section for "Request Date:" with a checkbox labeled "NSF Checking" checked. Underneath are fields for "Transaction Date:", "Request Type:", "Delivery Date:", "Vendor:", and "Origin:". At the bottom of the form, there is a summary table with the following structure:

Extended Amount	Discount Amount	Tax Amount	Additional Charges	Net Amount

- In the Request Code field enter the requisition number for the requisition you wish to cancel and perform a **Next Block** function.

Request Code: R0071213 Tracy Pistorio

NSF Checking

Request Date: 14-FEB-2007

Transaction Date: 14-FEB-2007

Request Type: P

Delivery Date: 26-FEB-2007

Vendor: N00402135 Gov Connection Inc

Origin: BANNER

Extended Amount	Discount Amount	Tax Amount	Additional Charges	Net Amount
131.49	00	00	00	131.49

If you do not know the Request code, click the Search icon and perform a search to find the correct requisition number.

Banner displays the requisition detail in the Cancel Header block to help confirm correct selection of the requisition to be cancelled.

- Perform a **Next Block** function or select **Access Cancel Date** from the Options menu on the Menu Bar to go to the Cancel Date block.

Record Count

Accounting: 1

Commodity: 1

Cancel Date: 19-FEB-2007

Reason Code:

Make Cancellation Permanent:

The cursor is in the Cancel Date field, which displays the current date. You can enter another date, but it must be after the original Transaction date and in an open fiscal year period.

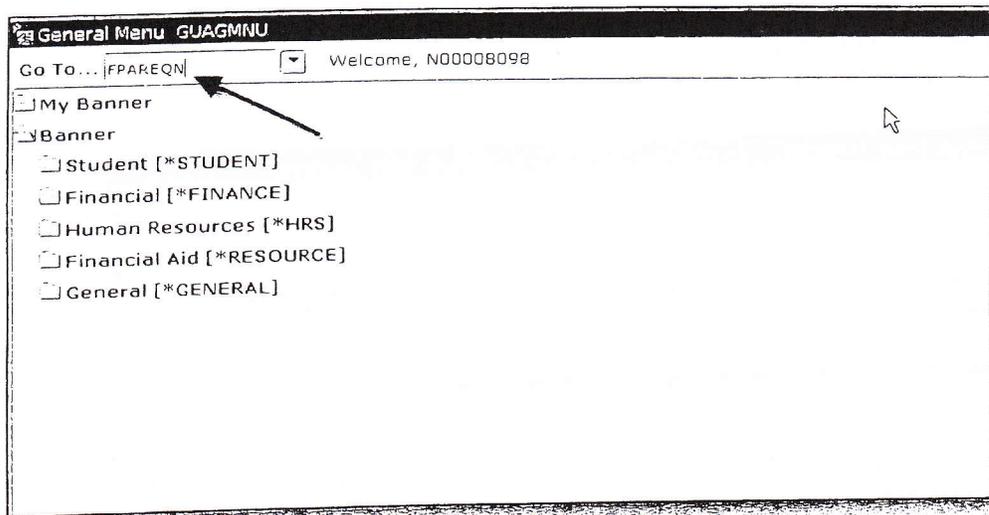
- Double-click in the **Reason Code** field, and select the appropriate Cancellation Reason Code.
- Select **Process Cancellation** from the Options menu on the Menu bar to cancel the requisition.
- Click the **Exit** icon.

## Canceling a Requisition that is “In Process”

*Canceling a requisition that is “In Process” is used to cancel its availability for any further action in INB Banner. To cancel a requisition “In Process”, the requisition cannot be completed, approved, or posted. If the requisition is completed, approved, or posted, follow the steps outlined in Chapter 12.*

### **To cancel a requisition “In Process”:**

1. Login to Internet Native Banner (Chapter 1).
2. Enter FPAREQN in the Direct Access bar, then press <Enter>.



3. Type the requisition number to be cancelled in the Requisition field.

Requisition: R0021227

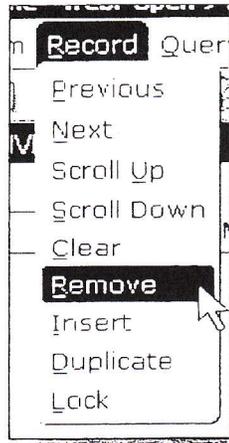
4. Perform a Next Block function.

Requisition: 210  
Order Date: [REDACTED]  
Delivery Date: 22-MAY-2009  
Commodity Total: 118.00  
Transaction Date: 15-MAY-2009  
Comments:  
Accounting Total: 138.00  
In-Suspense  
Document Text  
Document Level Accounting

Requestor: LAMON, JAMES  
Organization: 20503 Mechanical Engineering  
Phone: Extension:  
COA: ALABAMA A&M UNIVERSITY  
Email:  
Fax: Extension:

Ship To: [REDACTED]  
Street Line 1: Alabama A&M Property Mgmt.  
Street Line 2: 9409 Meridian Street  
Street Line 3:  
Building: Floor:  
City: Huntsville  
State or Province: AL Zip or Postal Code: 35811  
Nation: United States of America  
Telephone: 256 3726146 Extension:  
Contact: Jeffrey Robinson  
Attention To: Jeffrey Robinson

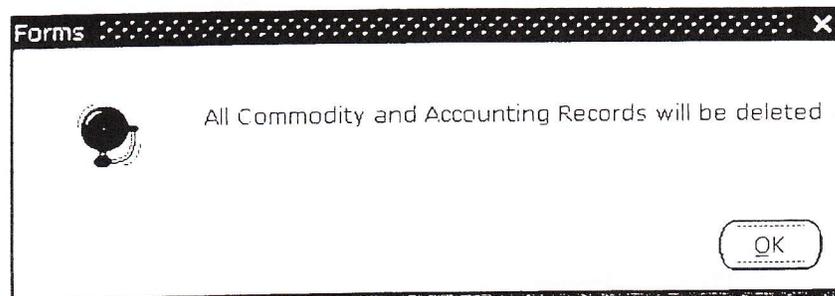
5. Select **Remove** from the Record menu on the main menu bar twice.



 The Autohint line at the bottom of screen will indicate the need to delete the record again to complete the process.

Press Delete Record again to Delete this record.

6. Select **OK** to the All Commodity and Accounting records will be deleted dialog.



The following note will appear at the bottom left corner of the screen to confirm that the document has been deleted

Deletion of Requisition is completed

7. Click the **Exit** icon.

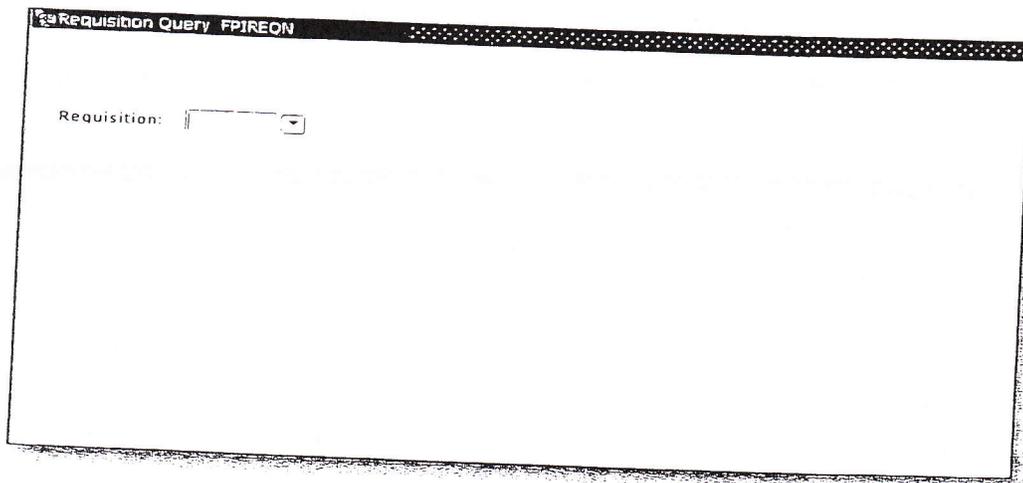
## Querying Completed and Approved Requisitions

Use the Requisition Inquiry Form (FPIREQN) to query and review the requisition information. Data can be viewed, but not changed, on FPIREQN.

**Note:** The Requisition Form (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 Form (FPAREQN). You have to use the FPIREQN form for querying.

### To query completed and approved requisitions:

1. Login to Internet Native Banner (Chapter 1).
2. Access the Requisition Inquiry Form (FPIREQN).

A screenshot of a web browser window titled "Requisition Query FPIREQN". The window contains a single input field labeled "Requisition:" with a dropdown arrow on the right side. The rest of the window is empty.

3. 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 by double-clicking on the Request #.

4. Perform a **Next Block** function to access the Requisition Inquiry: Document Information block. View all desired information on this block.

Requisition Inquiry: Document Information FPIREQR			
Requisition:	00000000	Transaction Date:	17-AUG-2004
Order Date:	17-AUG-2004	Comments:	BLANKET PO FOR MUI
Delivery Date:	24-AUG-2004	Accounting Total:	270.00
Commodity Total:	270.00		
Print Date:	17-AUG-2004	Cancel Date:	
Activity Date:		User ID:	N00007467
Cancel Reason:		Closed Date:	26-AUG-2004
Document Type:	P PROCUREMENT		
Requisition Copied From:			
Origin:	BANNER		
Reference Number:			

 This will take 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.

5. Perform a **Next Block** function to go to the Requisition Inquiry: Requestor/Delivery Information block. View all desired information on this block.

Requisition Inquiry: Requestor/Delivery FPIREQN			
Requisition:	00000000	Transaction Date:	17-AUG-2004
Order Date:	17-AUG-2004	Comments:	BLANKET PO FOR MUI
Delivery Date:	24-AUG-2004	Accounting Total:	270.00
Commodity Total:	270.00		
Requestor:	Magdeline Steinbrecher		COA: U University of North Florida
Organization:	611100 Public Admin & Polit Science		Email: msteinbr@unf.edu
Telephone:	904 6202977	Extension:	
Ship To:	CENTRL		
Street Line 1:	University of North Florida		
Street Line 2:	4567 St Johns Bluff Road South		
Street Line 3:			
Building:	Bldg 6	Floor:	
City:	Jacksonville		
State or Province:	FL	Zip or Postal Code:	32224
Nation:			
Telephone:	904 6202869	Extension:	
Contact:	Central Receiving		
Attention To:	M. Steinbrecher 10/2425		

- Perform a **Next Block** function to go to the Requisition Inquiry: Vendor block. View all desired information on this block.

**Requisition Inquiry: Vendor FPIREQN**

Requisition: R0002000  
 Order Date: 17-AUG-2004  
 Delivery Date: 24-AUG-2004  
 Commodity Total: 270.00

Transaction Date: 17-AUG-2004  
 Comments: BLANKET PO FOR MUI  
 Accounting Total: 270.00

Vendor: N00401920 Copytronics Inc

Address Code: PO Sequence Number: 1  
 Street Line 1: 2461 Rolac Rd  
 Street Line 2:  
 Street Line 3:  
 City: Jacksonville  
 State or Province: FL Zip or Postal Code: 32207  
 Nation:  
 Telephone: 904 7315100 Extension:  
 Fax Number: 904 7313225 Extension:  
 Contact: Rich Jones  
 Email:

- Perform a **Next Block** function to go to the Requisition Inquiry: Commodity/Accounting block. View all desired information on this block.

**Requisition Inquiry: Commodity/Accounting FPIFECD**

Requisition: R0002000  
 Order Date: 17-AUG-2004  
 Delivery Date: 24-AUG-2004  
 Transaction Date: 17-AUG-2004

Item	U/M	Tax Group	Quantity	Unit Price	Extended
1 of 1	EA		1 X	270.0000	270.00

Commodity Description: Annual Maintenance Contract-Service  
 Commodity Line Total: 270.00

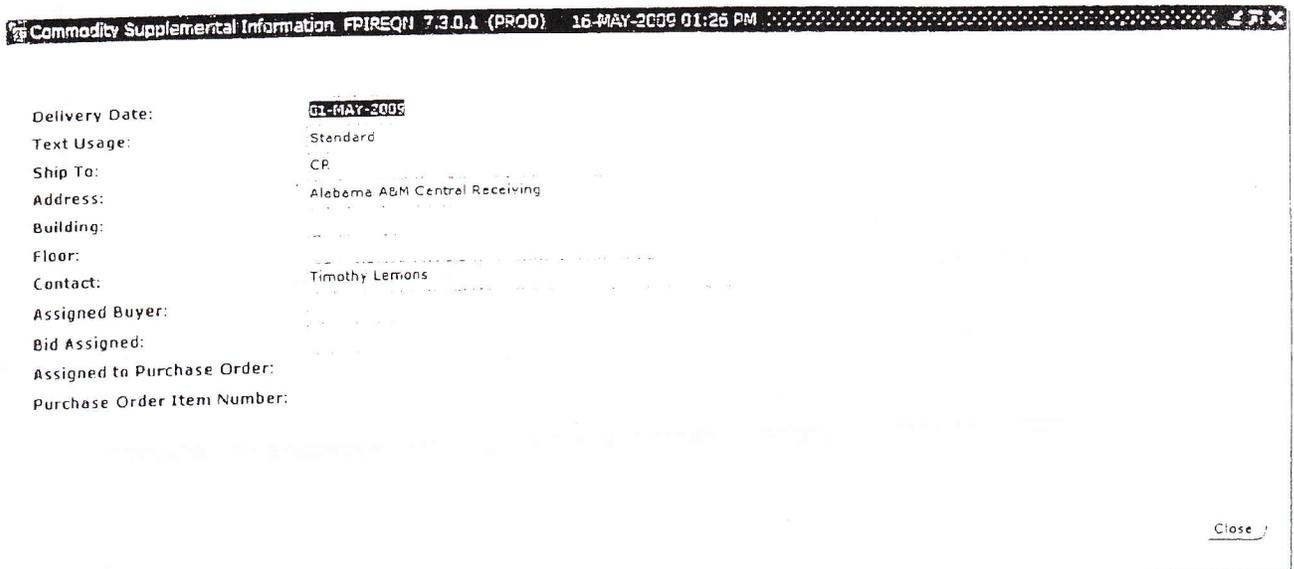
COA Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Extended
05		110000	511100	752004	11				270.00

FOAPAL Line Total: 270.00  
 Commodity Accounting Total: 270.00

8. Select **Commodity Supplemental Information** from the Options menu on the Menu bar.

 The Commodity Supplemental Information screen displays additional information regarding the selected commodity.

9. View all desired information on this block.



Commodity Supplemental Information FPIREQN 7.3.0.1 (PROD) 16-MAY-2009 01:26 PM

Delivery Date:	01-MAY-2009
Text Usage:	Stender
Ship To:	CP
Address:	Alabama ABM Central Receiving
Building:	
Floor:	
Contact:	Timothy Lemons
Assigned Buyer:	
Bid Assigned:	
Assigned to Purchase Order:	
Purchase Order Item Number:	

Close

10. Click the **Close icon** to close this window.

11. Click the **Exit icon**.

## Querying Document History

The Document History Form (FOIDOCH) displays the processing history of purchasing and payment documents (i.e. from requisition number through check number for non P-card purchases). It identifies related documents and provides the status (i.e. approved, completed, cancelled, etc.) of all documents that are in the processing stream for the document that is being queried.

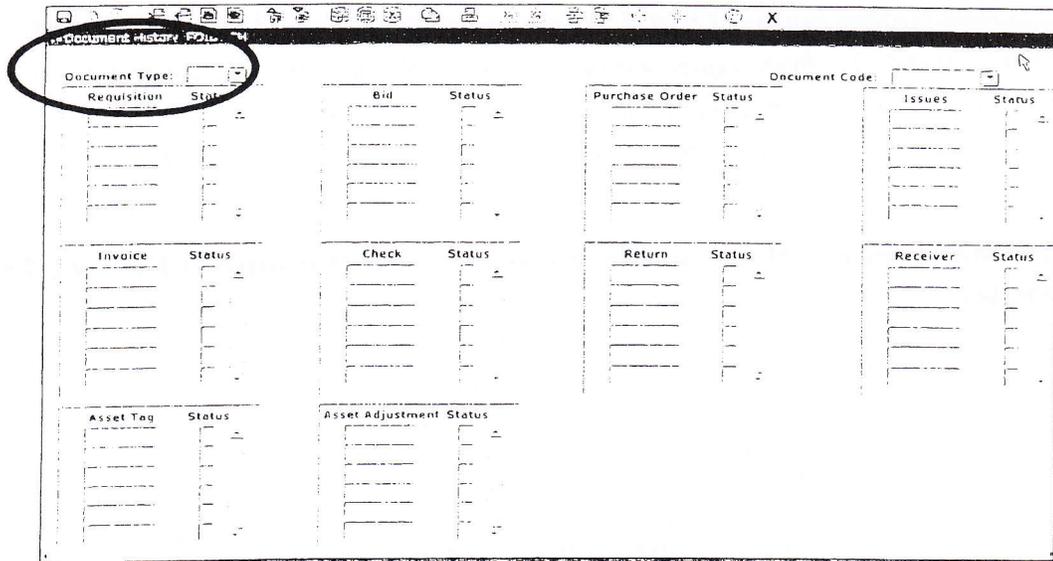
### Types of documents that can be viewed in the Document History Form (FOIDOCH):

Doc Type List	
CHK	Check Disbursement
FAA	Fixed Assets Accounting Adjustments
FAS	Fixed Assets Asset Tag
INV	Invoice
PO	Purchase Order
RCV	Receiving Documents
REQ	Requisition
RTN	Returns

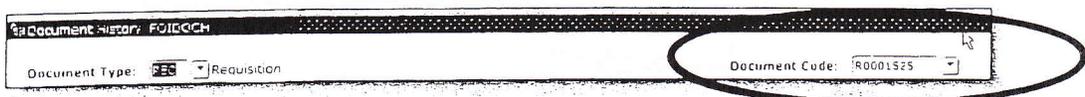
Document Statuses	
A	Approved
C	Completed
F	Final Reconciliation
P	Paid
R	Receipt Required
S	Suspended
O	Open
X	Cancelled
V	Void
H	Hold
T	Tagged Permanently

**To query document history:**

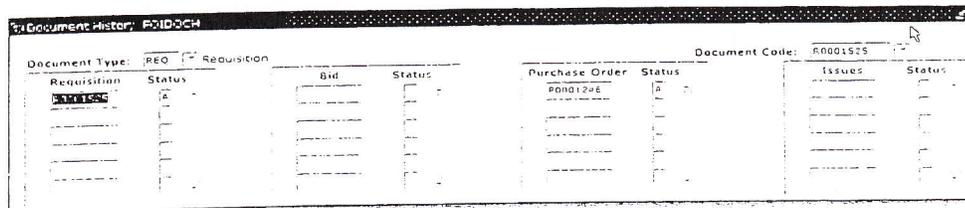
1. Login to Internet Native Banner (Chapter 1).
2. Access the Document History Form (FOIDDOCH).
3. Enter the type of document in the Document Type field (see Document Type chart on p.63)



4. Press <Tab> to go to the Document Code field and enter a document number or click Search icon to select one from Requisition Validation (FPIDTYP) list.



5. Perform a **Next Block** function. The cursor will go to the area that corresponds with the type of document that you are querying. For example, if you were querying the document history of a particular requisition, you will be placed in the Requisition block. The active block will be highlighted in blue.



6. Click on the document number in the appropriate area for which you wish to get more information.

Document Type: REQ	
Requisition	Status
R0001525	A

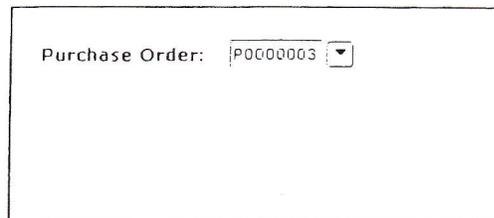
7. Select **Requisition Info [FPIREQN]** from the Options menu on the Menu bar.
8. When finished viewing the history, click the **Exit icon**.

## Querying Completed and Approved Purchase/Blanket/Change Orders

*You can query the orders you created from the Purchase/Blanket/Change Order Inquiry Form (FPIPURR) at any stage of completion, even those that have yet to be completed.*

### **To query completed and approved purchase/blanket/change orders:**

1. Login to Internet Native Banner (Chapter 1).
2. Access the Purchase/Blanket Order Inquiry Form (FPIPURR).
3. Enter the purchase order number in the Purchase Order field.

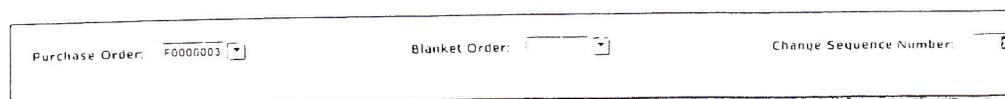


A screenshot of a web form field labeled "Purchase Order:". The field contains a dropdown menu with the value "P0000003" selected. The dropdown arrow is pointing downwards.

 If the purchase order number is unknown, click the Search icon on the FPIPURR form to search for correct purchase order from the Purchase Order Validation form (FPIPOHD).

 You can search for a blanket purchase order in the same manner as a regular purchase order, except put the blanket order number in the Blanket Order number field.

4. Enter change number in the Change Sequence Number field if you want to review a specific change order. If not leave the field blank.



A screenshot of a web form showing three fields: "Purchase Order:" with a dropdown menu containing "P0000003", "Blanket Order:" with a dropdown menu, and "Change Sequence Number:" with a text input field.

5. Perform a Next Block function.

Purchase Order: 00000003	Blanket Order:	Change Sequence Number:
Order Date: 28 JUN 2004	Transaction Date: 04 AUG 2004	
Delivery Date: 30 JUN 2005	Comments:	
Commodity Total: 73.80	Accounting Total: 73.80	
Print Date: 06 JUN 2007	Cancel Date:	Closed Date:
Activity Date: 05 AUG 2004	User ID: 000006062	Type: Regular
Cancel Reason:		
Requisition Document Text:		
Buyer Code: KLB	Kathryn Zomer	
Blanket Order Termination Date:		
Purchase Order Copied From:		
Origin: BANNER		
Reference Number:		

Information entered on the order is displayed on this block, including the Order Date, Trans Date, Delivery Date, Comment fields and Document totals. You can also see whether the document was completed, approved, printed, cancelled or closed and the dates those activities occurred. The Activity Date and UserID will appear from the last time someone updated the document. If this document was cancelled, you can review the Cancel Reason code that was entered.

You can additionally see what the status of the NSF Checking, Deferred Editing and Purchase Order Copied From fields were on the document when it was entered.

6. Perform a Next Block function to access the Requestor/Delivery Information block to review the Requester and Ship To address.

Requisition: 000	Transaction Date: 05 AUG 2004	In Suspense
Order Date: 28 JUN 2004	Comments:	Document Text
Delivery Date: 30 JUN 2005	Accounting Total: 73.80	Document Level Accounting
Commodity Total: 73.80		
<b>Vendor Information</b>		
Requestor: KATHRYN ZOMER	Commodity/Accounting:	Balance/Completion:
Organization: 00000	Extension:	COA: 00
Phone:		Email:
		Fax:
Ship To:		Extension:
Street Line 1:		
Street Line 2:		
Street Line 3:		
Building:		
City:		
State or Province:	Zip or Postal Code: 20131	
Telephone:	Extension:	
Contact:		
Attention To:		

7. If document text exists (make note of Document Text checkbox), you can view the information by selecting **Document Text** from the Options menu on the Menu bar. This will display the Procurement Text Entry Form (FOAPOXT).
8. Perform a **Next Block** function to view current Vendor information.

Purchase Order:	00000011	Blanket Order:		Change Sequence Number:	1
Order Date:	20-JUN-2004	Transaction Date:	04-AUG-2004		
Delivery Date:	30-JUN-2005	Comments:			
Commodity Total:	73.00	Accounting Total:	73.00		

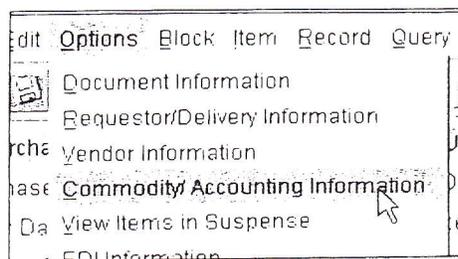
  

Vendor:	00000011 Ernie's Inc				
Address Code:	PO	Sequence Number:	1		
Street Line 1:	13 W 2nd St				
Street Line 2:					
Street Line 3:					
City:	Jacksonville				
State or Province:	FL	Zip or Postal Code:	32206		
Nation:					
Telephone:	904	(594)321	Extension:	222	
Fax Number:	904	(594)662	Extension:		
Contact:	Dean White				Email:
Discount:	10% Net 30 Days				
FOB Code:	S See Body of Purchase Order				
Tax Group:	11587800000000000000				
Class Code:	S Services Agreement				
Carrier:					

**Important Warning!**

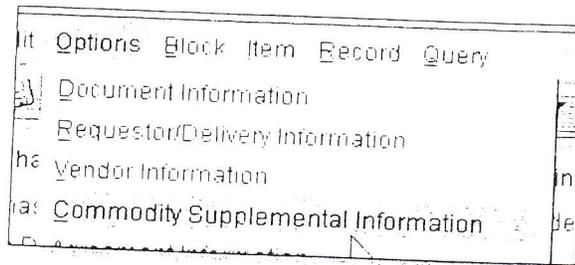
Retrieving a change order that has been posted only displays changes that were made to the items. Any items that were not changed will not display. You can see the amount the change order has been changed by, whereas when you entered the change order, you entered the amount you wanted the purchase order to be charged to. Make a note of this so you are aware of the differences in display.

9. Select **Commodity/Accounting Information** from the Options menu on the Menu bar to navigate to the Commodity/Accounting window.



This window shows the commodity and accounting information entered on any of the three order creation blocks. This window also includes the Original Commodity Description pop-up window, which allows you to see the commodity description as defined for the code, even if the description has been overwritten.

10. Select **Commodity Supplemental Information** from Options Menu on the Menu bar.



11. Click **Close** button to close this window.

A screenshot of a window titled 'Commodity Supplemental Information FPIPURR'. The window contains the following fields:

Delivery Date:	30-JUN-2005		
Text Usage:	Standard		
Ship To:	SEEBLW		
Address:	See Below		
Building:		Floor:	
Contact:			

A 'Close' button is located at the bottom right of the window.

12. Click the **Exit** icon to exit the form.

## Querying Vendor Detail History

The purpose of this section is to explain the day-to-day or operational procedures for retrieving Vendor Detail History at Alabama A&M University. This process can also be used to retrieve invoice information by vendor and by the vendor's invoice num-

If the vendor consolidation (FACICON) option has been used for multiple invoices, then there can be several vendor invoices per Banner Finance Accounts Payable document (or "T" number). The Vendor Detail History Form (FAIVNDH) identifies all vendor invoices associated with the queried vendor.

### To query vendor detail history:

1. Login to Internet Native Banner (Chapter 1).
2. Access the Vendor Detail History Form (FAIVNDH) to retrieve an existing vendor. Press <Enter>.

Vendor: <input type="text"/>		Selection: All						
Fiscal Year: 07								
Vendor Invoice	Invoice	Indicators			Vendor Invoice Amt	Due Date	Check Date	Check Number
		Approval	VIC	Credit Memu	Open/Paid	Cancel		

3. Do you know the Banner assigned Vendor ID number for the vendor that you want to query?

If yes, enter the vendor number in the Vendor field, press <Tab> and go to step 8.  
If no, go to the next step.

- Click the **search icon** next to the Vendor field to search for the desired vendor.

Vendor:  

Fiscal Year:  

- Click on **Entity Name/ID Search (FTIIDEN)** from the Option List to search for the desired vendor.

**Option List**

- Entity Name/ID Search (FTIIDEN)
- Alternate ID Search (GUIALTI)

- Click on the **Last Name** field. Enter in a portion of the vendor name, using mixed case with the wild card “%” before and after as necessary. Press **F8** to execute the search.

ID Number	Last Name	First Name	Middle Name	Entity Ind	Change Ind	V	F	A	C
	%Dell%								

 You can also perform a query for the ID Number, First Name, Middle Name, Entity Ind, Change Ind, V,F,A,G, P, and Type fields.

7. Scroll down, if necessary, to find the correct vendor desired for detail history.

ID Number	Last Name	First Name	Middle Name	Entity Ind	Change Ind	V	F	A	C	P	Type
N00401738	Dell Marketing LP			C		Y	N	N	N	N	
N00134603	Della Crosse	Cesey	Ralph	P		Y	N	N	N	N	
N00020421	Dellacrosse	Anthony	Steph	P		Y	N	N	N	N	
N00185988	Delledonne	Jene	Susan	P		Y	N	N	N	N	
N00403864	Oellie	Mannah		P		Y	N	N	N	N	
N0040099	Dellinger	Christan		P		Y	N	N	N	N	
N00036603	Dellinger	Lindsay	Noelle	F		Y	N	N	N	N	
N00072246	O'Dell	David	Georg	P		Y	N	N	N	N	
N00119484	O'Dell	Tiffany	Lynne	P		Y	N	N	N	N	
N00592915	Sylvan Dell Publishing			C		Y	N	N	N	N	

8. Double-click on the vendor name desired.

9. Perform a **Next Block** function.

Vendor Detail History FAIVNDH											
Vendor: N00401738 Dell Marketing LP										Selection:	
Fiscal Year: 07											
Vendor Invoice	Invoice	Indicators					Vendor Invoice Amt	Due Date	Check Date	Check Number	
		Approval	VIC	Credit Memo	Open/ Paid/ Cancel						
N00401738	10084201	Y	N	N	P	56.98	03-JUL-2006	05-JUL-2006	10008535		
N00401738	10084203	Y	N	N	P	3,347.28	03-JUL-2006	05-JUL-2006	10008535		
N00401738	10084204	Y	N	N	O	01	03-JUL-2006				
N00401738	10084501	Y	N	N	P	489.00	05-JUL-2006	07-JUL-2006	10008995		
N00401738	10084502	Y	N	N	P	1,599.58	05-JUL-2006	05-JUL-2006	10008535		
N00401738	10084503	Y	N	N	P	199.11	05-JUL-2006	05-JUL-2006	10008535		
N00401738	10084504	Y	N	N	P	29,470.40	07-JUL-2006	07-JUL-2006	10008996		
N00401738	10084966	Y	N	N	F	940.35	07-JUL-2006	07-JUL-2006	10008996		
N00401738	10084967	Y	N	N	P	6,195.70	07-JUL-2006	07-JUL-2006	10008996		
N00401738	10085053	Y	N	N	P	1,238.35	07-JUL-2006	07-JUL-2006	10008996		
N00401738	10085054	Y	N	N	P	238.00	07-JUL-2006	07-JUL-2006	10008996		
N00401738	10085055	Y	N	N	P	1,859.46	07-JUL-2006	07-JUL-2006	10008996		
N00401738	10085056	Y	N	N	P	245.98	07-JUL-2006	07-JUL-2006	10008996		

 All invoices associated with the selected vendor will display. The VIC Ind (indicator) on the FAIVNDH form indicates a Y (Yes) if there are multiple vendor invoices associated with the SCT Banner invoice.

10. Click the **Exit** icon to exit the form.

7. Scroll down, if necessary, to find the correct vendor desired for detail history.

ID Number	Last Name	First Name	Middle Name	Entity Ind	Change Ind	V	F	A	G	P	Type
N00401738	Dell Marketing LP			C		Y	N	N	N	N	
N00134503	Della Crosse	Cecy	Ralph	P		Y	N	N	N	N	
N00020921	Dellscrosse	Anthony	Steph	P		Y	N	N	N	N	
N00185968	Delledonne	Jena	Susan	P		Y	N	N	N	N	
N00403664	Delle	Hannah		P		Y	N	N	N	N	
N00440094	Dellinger	Christian		P		Y	N	N	N	N	
N00036603	Dellinger	Lindsay	Noelle	P		Y	N	N	N	N	
N00072258	O Dell	David	Georg	P		Y	N	N	N	N	
N00119584	O Dell	Tiffany	Lynne	P		Y	N	N	N	N	
N00592515	Sylvan Dell Publishing			C		Y	N	N	N	N	

8. Double-click on the vendor name desired.
9. Perform a **Next Block** function.

Vendor Detail History - FAIVNDH											
Vendor: N00401738 Dell Marketing LP		Selection:									
Fiscal Year: 07											
Vendor Invoice	Invoice	Indicators					Vendor Invoice Amt	Due Date	Check Date	Check Number	
		Approval	VIC	Credit Memo	Open/Paid	Cancel					
<del>N50072258</del>	10084201	Y	N	N	P	N					
N45672141	10084202	Y	N	N	P	N	56.98	03-JUL-2006	05-JUL-2006	10008535	
N47115870	10084204	Y	N	N	P	N	3,347.28	05-JUL-2006	05-JUL-2006	10008535	
N46037802	10084501	Y	N	N	P	N	01	03-JUL-2006			
N46532136	10084502	Y	N	N	P	N	489.00	05-JUL-2006	07-JUL-2006	10008996	
N47304408	10084503	Y	N	N	P	N	1,599.80	05-JUL-2006	05-JUL-2006	10008535	
N46526506	10084956	Y	N	N	P	N	199.11	05-JUL-2006	05-JUL-2006	10008535	
N47462369	10084957	Y	N	N	P	N	29,470.90	07-JUL-2006	07-JUL-2006	10008996	
N38597775	10082053	Y	N	N	P	N	960.35	07-JUL-2006	07-JUL-2006	10008996	
N52019129	10085054	Y	N	N	P	N	6,195.70	07-JUL-2006	07-JUL-2006	10008996	
N5644500	10085055	Y	N	N	P	N	1,238.05	07-JUL-2006	07-JUL-2006	10008996	
N55924779	10085056	Y	N	N	P	N	238.00	07-JUL-2006	07-JUL-2006	10008996	
N55922296	10085056	Y	N	N	P	N	1,859.46	07-JUL-2006	07-JUL-2006	10008996	
							265.98	07-JUL-2006	07-JUL-2006	10008996	

All invoices associated with the selected vendor will display. The VIC Ind (indicator) on the FAIVNDH form indicates a Y (Yes) if there are multiple vendor invoices associated with the SCT Banner invoice.

10. Click the **Exit** icon to exit the form.

The Purchasing Department wish to thank the following for their support in gathering and supporting the information assembled in this document:

Delores Hudson, *Purchasing Director*

Kourtney Greene, *Buyer*

Vindetta Medlock, *Buyer*

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