Creating a Requisition in BANNER
Purchasing Department

Alabama A&M University
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:

nç Important Info
Must know information.

.DAO 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>.

![Image of General Menu with FPAREQN selected]
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 next consecutive requisition number for you when you perform a Next Block function.

4. Change the order date, which defaults to the current date, in the Order Date field, if appropriate.
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.
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.

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

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

Currently this action is not available.
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.

![Vendor Information Screen](image)

**Requestor/Delivery Information**

| Vendor: | Vendor Info 
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Address Type:</td>
<td>Mailing</td>
</tr>
<tr>
<td>Street Line 1:</td>
<td>PO Box 55629</td>
</tr>
<tr>
<td>Street Line 2:</td>
<td></td>
</tr>
<tr>
<td>Street Line 3:</td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td>Jacksonville</td>
</tr>
<tr>
<td>State or Province:</td>
<td>FL</td>
</tr>
<tr>
<td>Zip or Postal Code:</td>
<td>32255-0629</td>
</tr>
<tr>
<td>Phone:</td>
<td>904 737-2511</td>
</tr>
<tr>
<td>Fax:</td>
<td>904 630-0376</td>
</tr>
<tr>
<td>Contact:</td>
<td>John Ward</td>
</tr>
<tr>
<td>Email:</td>
<td></td>
</tr>
<tr>
<td>Vendor Number:</td>
<td>A00701031</td>
</tr>
<tr>
<td>Add Plumbing Supply</td>
<td></td>
</tr>
<tr>
<td>Sequence:</td>
<td>5</td>
</tr>
<tr>
<td>Currency:</td>
<td></td>
</tr>
<tr>
<td>Tax Group:</td>
<td></td>
</tr>
<tr>
<td>Discount:</td>
<td></td>
</tr>
</tbody>
</table>

23. Perform a **Next Block** function.

24. Confirm Requisition Entry: Commodity/Accounting appears on Title bar of form.

![Requisition Entry Screen](image)
25. Verify that the check box is checked in the Document Level Accounting field

![Document Level Accounting Field]

**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.

![Item Details]

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

![Description Field]

- 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.)
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.

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.

<table>
<thead>
<tr>
<th>NSF Override</th>
<th>%</th>
<th>USD</th>
</tr>
</thead>
<tbody>
<tr>
<td>NSF Overdue</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NSF Suspense</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Projected:

- Extended: 50.00
- Discount: .00
- Additional: .00
- Tax: .00

FOAPAL Line Total: 50.00

Commodity Accounting Total: .00

48. Perform a Next Block function.
49. Confirm that Status column reads “BALANCED” for the Approved, Discount, Additional and Tax amounts.

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.

52. Click the **Exit icon** to exit FPAREQN.
Creating a Multiple Line Requisition

In many cases, 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.)

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.

16. Perform a Next Block function to access the Vendor Information block.
17. To find the appropriate Vendor ID click the Search icon in the Vendor field.

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

This function is not currently available for use.

Print out current Vendor Listing and type in the appropriate vendor number. Continue at number 23.
19. Press `<Tab>` to Last Name field to enter a search for the vendor.

![Vendor search screen]

20. 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\%).

21. Execute the query by pressing `<F8>` or select **Query>Execute** from the Menu bar.

22. When the Vendor is found, double click on the Vendor number to select.

23. Confirm that the Vendor information displays correctly in the Vendor Information screen of the FPAREQN form.
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

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**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.
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.

![Diagram showing commodity and description fields]

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

49. To input the next line item on the multi-line requisition, perform a Previous Block function. This will take your cursor back to the Commodity code field.

50. Press the down arrow key on your keyboard. This will take you to the next blank commodity line on the requisition. You will repeat previous steps to add additional commodities.
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.

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

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

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 (FOAINP) 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 FOAINP 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).

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.

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.
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.
Requisition Approval

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.

   ![Image of Approve button selection]
   
   Select the Approve button to approve the requisition.

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

   ![Image of Requisition Approval message box]

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


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.

![Data Table]

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

![Approval Process]

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](image)

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

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

![Image of a form with fields for order details and commodity information]

- **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.

---

![Image of a form with fields for order details and commodity information]

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**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.

32. Click the Complete button.

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

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.
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.
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.

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 FPARSEQN form.

3. Type the name of the new vendor requested.

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.

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.

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: | 00021920 |
| Order Date:  | 18-SEP-2007 |
| Delivery Date: | 18-SEP-2007 |
| Commodity Total: | 1,000.00 |

Requestor/Delivery Information:}

| Vendor: | Bill Gates Public Speaking Service |
| COA: | University of North Florida |
| Organization: | A02300 Mathematics & Statistics |
| Currency: | |
| Exchange Rate: | |
| Input Amount: | 1000.00 |
| Converted Amount: | |

| Commodity Record Count: | 1 |

<table>
<thead>
<tr>
<th>Input</th>
<th>Commodity</th>
<th>Accounting</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved Amount:</td>
<td>1,000.00</td>
<td>1,000.00</td>
<td>1,000.00</td>
</tr>
<tr>
<td>Discount Amount:</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Additional Amount:</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Tax Amount:</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Complete: [X] In Process: [X]
```

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 Details]

**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 Button]

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

![FPAREQN Form]

- 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 cannot 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.
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.

See the Important Information box in Chapter 8 about noting requisition numbers that are in process.
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 FPAEQN in the Direct Access bar, then press <Enter>. 
3. Type the requisition number to be edited in the Requisition field.

4. Perform a Next Block function.

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?"
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:

<table>
<thead>
<tr>
<th>Approved</th>
<th>Completed</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>Yes</td>
<td>Requisition has been successfully completed, submitted and approved.</td>
</tr>
<tr>
<td>No</td>
<td>Yes</td>
<td>Requisition has been successfully completed and submitted, but not yet approved.</td>
</tr>
<tr>
<td>No</td>
<td>&lt;blank&gt;</td>
<td>Requisition has been successfully completed and submitted, but was disapproved.</td>
</tr>
<tr>
<td>No</td>
<td>No</td>
<td>Requisition has not been successfully completed, and therefore not approved as of yet.</td>
</tr>
</tbody>
</table>

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

![Request Code Field]

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.

3. 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.

![Cancel Date Block]

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.

4. Double-click in the **Reason Code** field, and select the appropriate Cancellation Reason Code.

5. Select **Process Cancellation** from the Options menu on the Menu bar to cancel the requisition.

6. 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.

4. Perform a Next Block function.
5. Select **Remove** from the Record menu on the main menu bar twice.

![Record Menu](image)

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

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

![Confirmation Dialog](image)

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

![Confirmation Note](image)

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 (FPIREQN) 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 (FPIREQN). 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).
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.

   ![Document Information Block](image)

   - 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.

   ![Requestor/Delivery Information Block](image)
6. Perform a **Next Block** function to go to the Requisition Inquiry: Vendor block. View all desired information on this block.

![Vendor Requisition Inquiry](image)

**Vendor:**
- Vendor Code: 0000120
- Copyvance Inc.

**Address:**
- Street Line 1: 2641 Relac Rd
- City: Jacksonville
- State or Province: FL
- Zip or Postal Code: 32207

**Contact:**
- Telephone: 904-3315310
- Fax Number: 904-3313226

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

![Commodity/Accounting Requisition Inquiry](image)

**Item:**
- Description: Commodity Line Total
- Quantity: 1
- Unit Price: 270.00
- Extended: 270.00

**COA:**
- Fund: 11000
- Dept: 120000
- Accnt: 70
- Line: 4
- USD: 270.00

**Comments:**
- BLANKET PQ FOR MUI

**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.

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):

<table>
<thead>
<tr>
<th>Doc Type List</th>
<th>CHK</th>
<th>Check Disbursement</th>
</tr>
</thead>
<tbody>
<tr>
<td>FAA</td>
<td>Fixed Assets Accounting Adjustments</td>
<td></td>
</tr>
<tr>
<td>FAS</td>
<td>Fixed Assets Asset Tag</td>
<td></td>
</tr>
<tr>
<td>INV</td>
<td>Invoice</td>
<td></td>
</tr>
<tr>
<td>PO</td>
<td>Purchase Order</td>
<td></td>
</tr>
<tr>
<td>RCV</td>
<td>Receiving Documents</td>
<td></td>
</tr>
<tr>
<td>REQ</td>
<td>Requisition</td>
<td></td>
</tr>
<tr>
<td>RTN</td>
<td>Returns</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Document Statuses</th>
<th>A</th>
<th>Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>C</td>
<td>Completed</td>
</tr>
<tr>
<td></td>
<td>F</td>
<td>Final Reconciliation</td>
</tr>
<tr>
<td></td>
<td>P</td>
<td>Paid</td>
</tr>
<tr>
<td></td>
<td>R</td>
<td>Receipt Required</td>
</tr>
<tr>
<td></td>
<td>S</td>
<td>Suspended</td>
</tr>
<tr>
<td></td>
<td>O</td>
<td>Open</td>
</tr>
<tr>
<td></td>
<td>X</td>
<td>Cancelled</td>
</tr>
<tr>
<td></td>
<td>V</td>
<td>Void</td>
</tr>
<tr>
<td></td>
<td>H</td>
<td>Hold</td>
</tr>
<tr>
<td></td>
<td>T</td>
<td>Tagged Permanently</td>
</tr>
</tbody>
</table>
To query document history:
1. Login to Internet Native Banner (Chapter 1).

2. Access the Document History Form (FOIDOCH).

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.

<table>
<thead>
<tr>
<th>Document Type:</th>
<th>REQ</th>
<th>RE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requisition</td>
<td></td>
<td></td>
</tr>
<tr>
<td>R0001525</td>
<td>A</td>
<td></td>
</tr>
</tbody>
</table>

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.

   ![Purchase Order: P0000003](image)

   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.](image)

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.

   ![Purchase Order: P0000003, Blanket Order: , Change Sequence Number: ](image)
5. Perform a **Next Block** function.

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 OrderCopied 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.
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.

**Important Warning!**

Removing 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.

![Options Menu](image)

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

![Commodity Supplemental Information](image)

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 number.

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>.

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

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

6. 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.

You can also perform a query for the **ID Number**, **First Name**, **Middle Name**, **Entity Ind**, **Change Ind**, **V**, **F**, **A**, and **Type** fields.
7. Scroll down, if necessary, to find the correct vendor desired for detail history.

8. Double-click on the vendor name desired.

9. Perform a Next Block function.

10. Click the Exit icon to exit the form.

All invoices associated with the selected vendor will display. The VIC Ind (indicator) on the FAIVNH form indicates a Y (Yes) if there are multiple vendor invoices associated with the SCT Banner invoice.
7. Scroll down, if necessary, to find the correct vendor desired for detail history.

8. Double-click on the vendor name desired.

9. Perform a Next Block function.

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

Special thanks is also given to Joe Hudson for arranging and printing of the document. We also would like to thank Phyllis Campbell for her assistance in creating the On-line Requisition Form found on the Purchasing Webpage.