

BANNER DOCUMENT: FPAREQN

ENTERING A REQUISITION

DOCUMENT LEVEL ACCOUNTING

1. Type NEXT and PAGE DOWN.
2. The ORDER DATE will default to today's date. This date should only be changed if you are doing a requisition for next fiscal year. Press ENTER.
3. The TRANSACTION DATE will also default to today. Typically, should not be changed. Press ENTER.
4. The DELIVERY DATE is the date you would like to receive the items. Enter DATE and press ENTER.
5. The COMMENTS field is for internal use only. (Example: "Item needed ASAP"). It may also be left blank. Press ENTER.
6. The REQUESTOR NAME should be the name of the person entering the requisition. You can also include the name of the person who will ultimately use the item(s) being ordered. Press ENTER.
7. The COA (Chart of Accounts) should not be changed. Press ENTER.
8. The ORGANIZATION is for your budget number. Please enter here. If you have more than one budget number, choose only one and enter. Press ENTER.
9. Enter your e-mail address. Press ENTER.
10. Enter your area code, and then telephone number (without the dash). No Extension number is needed. Press ENTER.
11. Enter your FAX area code, then FAX number. No Extension number. Press ENTER.
12. The SHIP TO is the address the item(s) will be shipped to. The SHIP TO is your four-digit campus zip code with an A. (Example: 4350A --- Purchasing Services). Please note – some departments have more than one ship to code. In this case, the campus zip code remains the same, but will have a different letter after the campus zip. (Example: 4350C --- Purchasing Services). If you need to add a new ship to code for your department, or delete an existing ship to code, please contact Purchasing Services. Press PAGE DOWN.
13. Enter your VENDOR GID. Press ENTER. Please note: if your vendor does not exist in Banner, please complete a Vendor Update Form and FAX to Purchasing Services. Banner will allow you to continue entering your requisition without listing a vendor in this field.
14. Please do not change the PO address code. Press ENTER.
15. The vendor's default address will appear. If this is not the address you want to choose, press F6 to LIST all addresses associated with this vendor. Scroll through all PO addresses; press the SELECT key and Banner will include the address selected in the PO SEQUENCE #. Once the PO SEQUENCE # is selected, press ENTER.
16. Enter the vendor CONTACT's name, if you have the information. Banner will allow you to leave this information blank. Press ENTER.

17. Enter the EMAIL information for the vendor contact. Banner will allow you to leave this information blank. Press ENTER.
18. The DISCOUNT FIELD denotes the payment terms for this vendor. Typically, this information should not be changed. Please press ENTER.
19. No information should be entered in the CURRENCY field. Press PAGE DOWN.

Please note: in the upper left corner, Banner has assigned a requisition number to your document. Please keep track of the number for your records.

20. Enter your commodity code in the COMM field. (Example: COHARD – Computers, Hardware). Please choose a commodity code from the commodity code list. Press F6 to search for a commodity code. Once selected, Press ENTER.
21. The default short description for this commodity will appear. You have the option to type over the default description and add your own short commodity description here. Press ENTER.
22. In the lower left corner of your screen, click on ITEM TEXT. Your cursor will be on Modify Clause. PAGE DOWN to enter text.
23. Enter text that corresponds with this line item. Please note: Banner does not have a wrap-around text feature, so you will need to ARROW DOWN to add additional text as needed. When you have completed entering all of your text, press F10 to SAVE information, and F4 to leave text screen. Press ENTER to move your cursor to U/M.
24. The U/M is for UNIT OF MEASUREMENT. The default is EA for EACH. You can press F6 and search for a new U/M. (Example: GL for GALLON). Select and press ENTER.
25. Enter QUANTITY for this line item. Press ENTER.
26. Enter UNIT PRICE for this line item. Press ENTER.
27. The ADDLT line is for additional costs. This line should be used for any shipping and handling costs associated with this order. This line can also be left blank. Enter information and press ENTER.
28. Please note: if you have more than one line item, please ARROW DOWN to the next line item. If you have only one line item for this requisition, press PAGE DOWN to proceed to the accounting information.
29. Your cursor will be at C (9) for COA (Chart of Accounts). Please do not change. Press ENTER.
30. Enter your budget number in the INDEX field. The FUND, ORGN, ACCT, and PROG, (organization, account, and program), will all default based on the INDEX information you entered. The fund, organization, account, and program can be changed, however, the INDEX and ORGN must match. You can also enter the ACTV and LOCN (activity and location) at this time. This information will not default in and can be left blank.

31. If you have **only one budget number**, press PAGE DOWN. Banner will check your budget information (“working”), and once completed, will take you to the final requisition page.
32. If you have more than one budget number, press ENTER until your cursor reaches the DOLLAR information. (Should appear as USD).
33. Here you have two choices: you can either click on the Ext. box below the % sign to divide budgets by a percent. (Example: 60% for budget 1 and 40% for budget 2). Or, you can enter an actual dollar amount for each budget. Enter dollar information, then ARROW DOWN to enter budget no. 2.
34. Again, ENTER past C (9), and then enter INDEX (all other budget information will default as with budget no. 1). ENTER until your cursor reaches USD. Either divide budget by clicking on the Ext. box % sign or enter actual dollar amount.
35. Repeat procedure #32 until all budgets needed are entered.
36. Once all budgets are entered and USD completed, press PAGE DOWN. Banner will check budgets, and once completed, take you to the final page of the requisition form.

The Balancing/Completion page is an opportunity to review the information of your newly created requisition. If any information needs to be corrected, press PAGE DOWN, and you will return to the first page of the requisition form.

If all your requisition information is correct, press COMPLETE, and your requisition will be completed, and will enter the approval phase. You can also press IN PROCESS which will suspend your requisition (indefinitely) until you complete it at some future time.