University of South Alabama

Purchasing Department
Banner Financial Information Systems Reference Manual

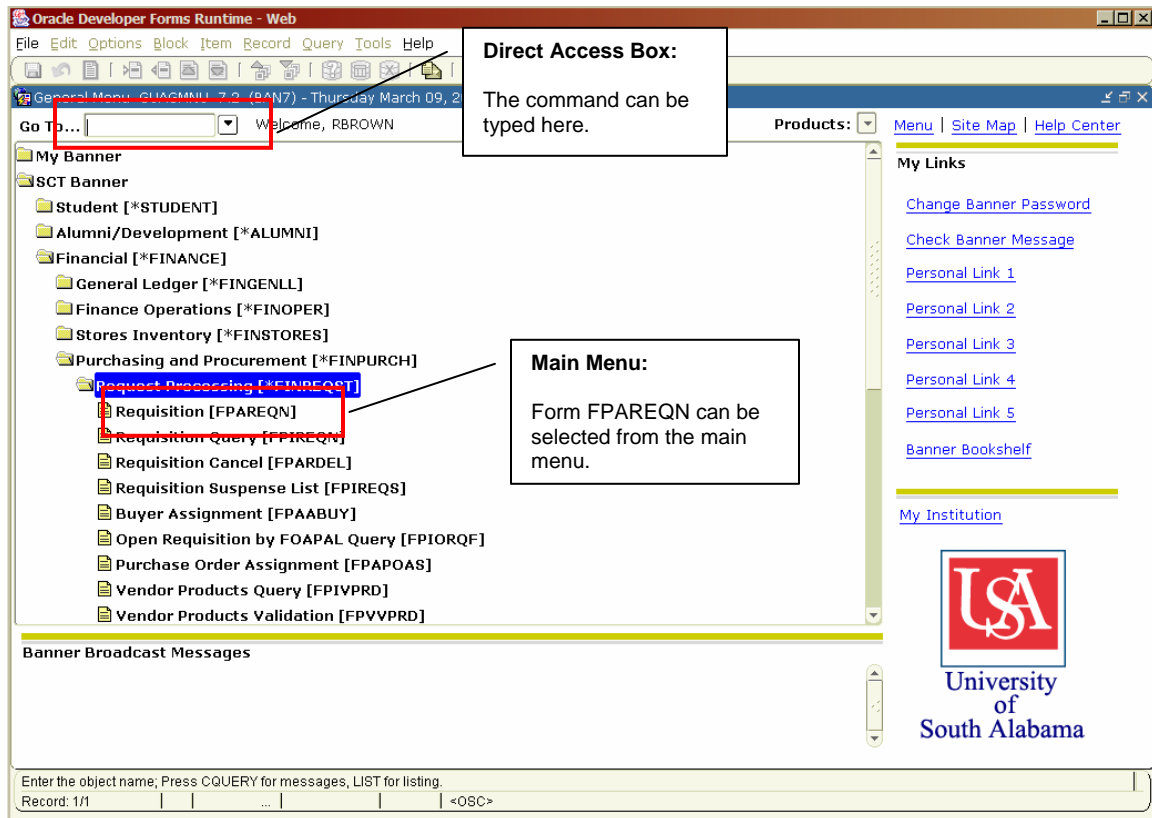# *Creating an Electronic Requisition*

This manual provides instructions for creating Banner requisitions using:
- Document Level Accounting
- Commodity Level Accounting
- Fixed Asset Accounting

Beginning the Process

FPAREQN begins the procurement process by defining an internal request to acquire goods or services. It enables you to define departmental needs by identifying the requestor, vendor, commodity, and accounting information. Entering a vendor is optional but should be entered if possible to ensure proper order processing.

To begin the requisition development process, access form FPAREQN from the Banner main menu, or by typing FPAREQN in the Direct Access Box.
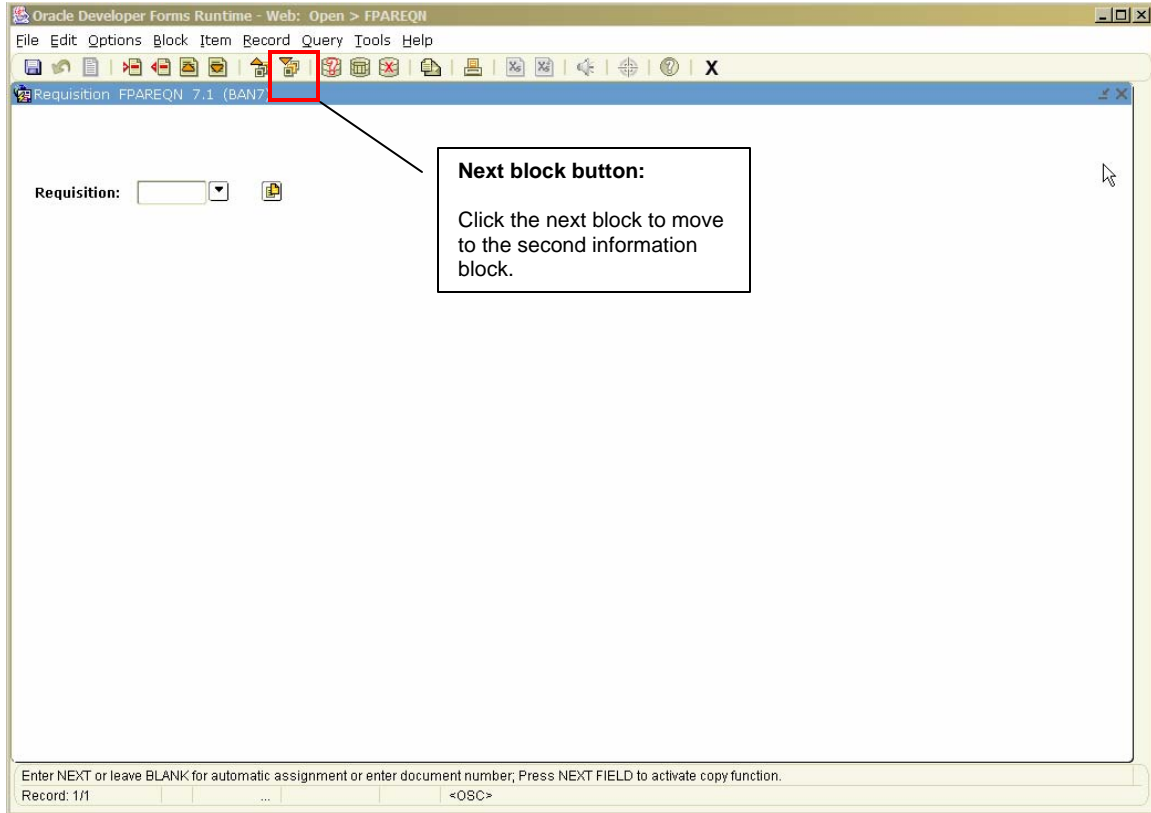

Important:
The processes noted in this manual apply only to standard purchases that require a purchase order, and do not apply to Direct Pay Purchases. Direct Pay Purchase Requisitions may be obtained from the USA Purchasing Department, or on-line at:
http://www.southalabama.edu/financialaffairs/purchasingdepartment/forms.html

**Additionally, this manual covers three different methods for creating electronic requisitions using Document Level, Commodity Level, and Fixed Asset accounting. The processes for all three types of requisition are identical until you reach the Commodity/Accounting Information Block on page 15.
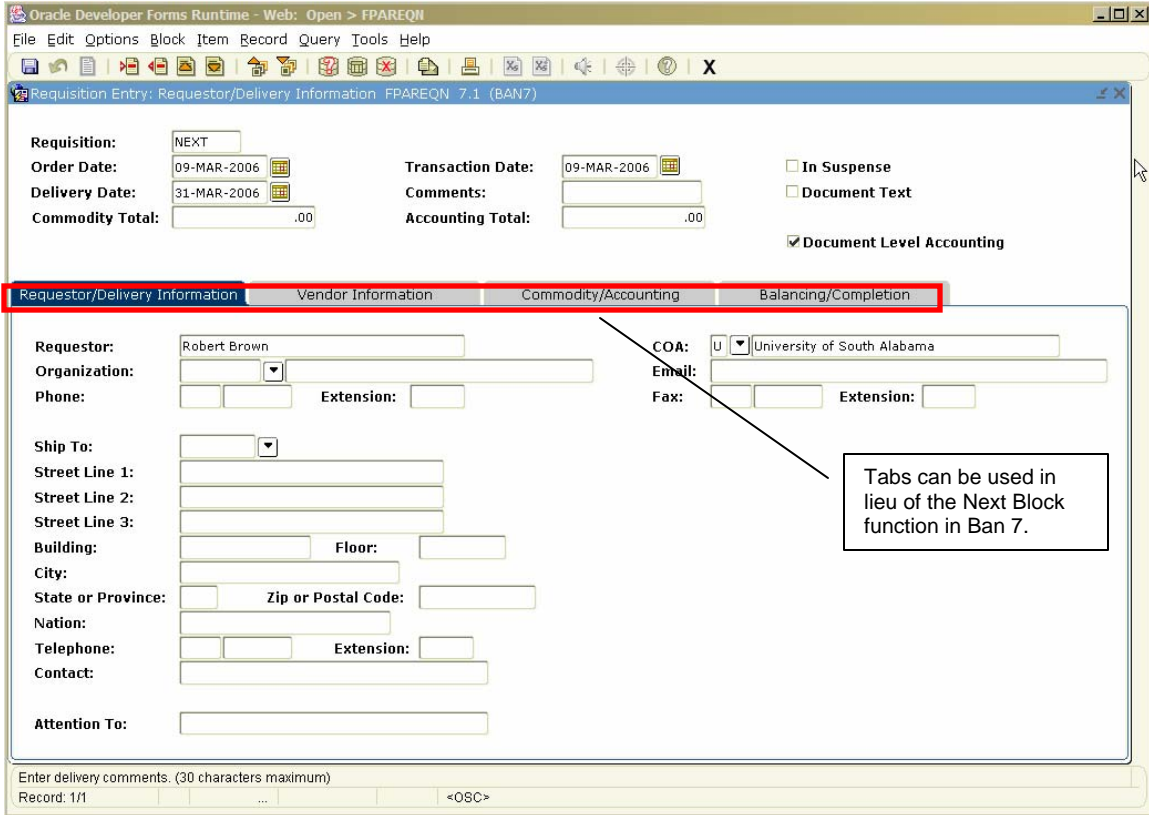
Key Information Block

After accessing FPAREQN, click **Next Block** function to enter a new requisition, or enter an existing requisition number if completing an existing requisition.

Key Information Block (continued)

After clicking the Next Block button, the following screen will appear.

Note: Ban7 provides the option of using tabs in lieu of the Next Block function to move between information blocks.

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Requestor/Delivery Block

Enter the following information:

1. Enter the required delivery date in the **Delivery Date** field.
   Note: The delivery date must be the same as or later than the order date.
2. Enter a Chart of Account in the **COA** field. (The COA for USA is "U" and should default in the Chart of Account field).
3. Enter an Organization number. In some instances, an Organizational number will automatically populate for you. If a number automatically populates, verify that the number is correct. If you need to search for an organizational number, number, click the **Search** icon to search for the number. Double click on the applicable number and the organization number will be populated in the **Organization** field in FPAPREQN.
4. To select a **Ship-To** address, click the **Search** icon next to the Ship To field and choose the correct address from the drop down menu. Note: When you select a shipping address the **Address, Phone, Contact, and Attention To** fields will be automatically populated. If a Ship To address does not exist for your specific office or location, contact the Purchasing department for assistance.
5. If not automatically populated, you can enter the name of the person who handles deliveries for your department in the **Attention To** field.

Requestor/Delivery Block (continued)

6. Click the **Next Block** function to proceed to the Vendor Information screen.

Document Text

If you need to add text to your requisition that applies to the entire document, you can do so by accessing the Document Text section in FPAREQN. This is an ideal location to send a message or general information to a vendor or approver.

You can also use the Document Text to provide special instructions for payment or delivery. For example:

> "In accordance with USA Bid # …"
> "In accordance with Alabama State Contract # …"
> .   "Please fax to …"
> .   "Do not have this order shipped, I will pick it up"

To add Document Text to your requisition, follow these steps:
1. Click on Options in the menu bar and select Document Text. This will open the Procurement Text Entry Form (FOAPOXT).

2. Click in the first line of the Text area of the form, and begin typing. Each line will hold 50 characters. Once you have reached 50 characters you must hit the down-arrow key to move to the next line.
    Note:
    If you want your text to print on the purchase order hard copy, ensure that the box next to the text line is checked. If the box is

Document Text (continued)

> not checked, the text will only be visible when viewing your requisition in Banner.

3. Once you have completed your text click on the Save button to save the message.

4. Click on the Exit button to close the form. You will return to FPAREQN.

5. Click on the Next Block button to move to the next information block.

Note: This same process can be used when adding specific details/text about a particular item on your requisition. The process is identical to that noted above, except that you must select "Item Text" in lieu of "Document Text" from the Options menu on the toolbar.

Vendor Selection

1. Enter the vendor code in the **Vendor** block. If you are unsure of correct code, click the **Search** icon in the **Vendor** field to execute a query.

2. Click the Entity Name/ID Search link to find your vendor. This will open the FTIIDEN form.

Vendor Selection (continued)

3. Execute a query by entering either a portion of the vendor's name in the Last Name field, followed by the wildcard "%" symbol. Double-click on the correct vendor. Data searches in Banner are case sensitive. Be sure to type the first letter of the vendor's name in upper case.

Vendor Selection (continued)

4. Click the Execute Query button to view the list of vendor names resulting from the query search.

Click Execute Query button to search for possible matches.

Double click on your suggested vendor entry.

This will select this vendor and enter it into the Vendor Information Block.

Vendor Selection (continued)

5. Double clicking on the selected vendor name should populate all required fields in FPAPREQN as indicated below:

<u>Important:</u>
It is essential that you verify the correct address is displayed in the Address field. Multiple addresses as well as alternate address types may exist for the same vendor. Alternate addresses may be viewed by clicking the search icon next to the Seq # field. This will bring you to screen **FOQADDR**, where you can view alternate addresses for your vendor. Examples of address types are as follows:

PO – Purchase Order

AP – Accounts Payable (billing)

HP – Hospital

Vendor Selection (continued)

The above example illustrates three alternate addresses for Dell Marketing. Select the proper address by double clicking in the Code field of the correct address profile.

6. Click the Next Block button to proceed to the **Commodity Information Block.**

Important:
If you are purchasing products from a new vendor, it is the department's responsibility to provide the vendor profile information to the University Purchasing Department via email or by calling 460-6151.

Vendor information for a company must include company name, address including street, city, state, and zip code.

Vendor information for an individual must include full legal name as (listed on his or her Social Security Card), address (including street, city, state, zip), phone and fax numbers.

Entering a Commodity

1. Enter the description of the item you are purchasing (computer, table, printer, etc.) in the **Description** field.

   Note: Commodity Codes should never be used for requisition creation. Leave this field blank and tab to the Description field.

2. Select a unit of measure by clicking the search icon next to the **U/M** field and selecting from the menu FTVUOMS.

3. Enter a quantity and unit price in the applicable fields.
4. Press the Tab key once. This will fill in the rest of the dollar amount fields.
5. (optional) If you need to add another item to your order, click on the Next Record button or press the down arrow to create a new commodity line. This will move the cursor to the next record, where you can enter a new commodity.
6. Click the next Block button to continue to the next information block.

Accounting Information

The Accounting Information Block is for your Fund and Org information. Your Fund and Org will default into the fields based on the Org number you entered in the second information block.

Note: The following instructions apply to the Document Level Accounting process. If your requisition requires the use of Commodity Level Accounting, please see instructions for Commodity Level Accounting on page 17 of this manual.

1. Enter the account number to be charged. If you don't know the account number, click the search icon next to the Account field and search for the correct account number in FTVACCT.

2. Move your cursor to the Ext: field, (click in the field or use the Tab key)
3. Type the total dollar amount in the Ext: field to be charged to the specified account.
4. Press the Tab key once. This will fill in the rest of the dollar amount fields.

Accounting Information (continued)

5. Click on the Next Block button to move to the next information block.

<u>Note:</u>
If you are only charging a portion of the overall purchase to the previously specified account, click the Next Record button or press the down arrow. This will allow you to enter additional accounts to your order, specifying the exact amounts to be charged to each account. Repeat steps 1-3 until all applicable accounts have been entered.

The amount charged to account **711020** is **$750.00**

The amount charged to account **711530** is **$750.00**

Click the Next Block button to proceed to the next information block.

Accounting Information (continued)

Commodity Level Accounting

When creating a requisition that requires you to assign accounting records to specific commodity totals rather than the document total, use the Commodity Level Accounting method in lieu of Document Level Accounting. Entry of Commodity Level Accounting requisitions are the same as Document Level accounting until you reach the Commodity/Accounting information block.

To create a Commodity Level Accounting requisition, uncheck the **Doc Acctg** check box in the upper right section of the window. Banner will now assign accounting distributions to the specific commodity rather than the document total.

Follow the instruction previously noted for entering item description, unit of measure, and unit price. Then proceed as follows:

1. Press **Next Block** to access the FOAPAL information area.
2. Press the **Search** icon for **Chart of Accounts** and select your chart if the University "U" chart of accounts did not default in this field.
3. Press the **Search** icon for **Funds** and select the applicable fund if required.
4. Press the **Search** Icon for **Organization** and select the applicable organization or type the number if required.
5. Press the **Search** Icon for **Accounts** and then select the applicable account or type the number.
6. Press the **Search** Icon for **Programs** and then select the applicable program if required.

   If the charges are to be split over two or more FOAPALS, tab to the USD column and enter the dollar amount to be charged to this FOAPAL. Press the down arrow key to get a new blank accounting record
   Make the necessary Index and Account Code entries. Repeat as needed to enter all FOAPALS for this requisition.

   If all charges for this requisition are to be charged to one FOAPAL, tab through the **USD** column and the dollar amount will automatically default.

   To add the next commodity to your purchase order, press **Previous Block** to return to the commodity information area of the Commodity/Accounting window. Enter the commodity information for the next item to be ordered, press Next Block, and repeat steps 1-6 as required.

Accounting Information (continued)

Fixed Asset Purchases
Fixed assets are tangible items such as buildings, furniture, land, leased items, etc. that are held for long periods of time.

Important: Special steps must be taken when creating a requisition for the purchase of fixed assets. When creating a requisition for Fixed Assets purchases, you may use any Fund, Organization, or Program code from which you are authorized to make expenditures. However, you must select an Account code that is specifically set aside for fixed asset purchases in the list below. The code must correspond to the type of asset being purchased.

Capital Equipment (Tagged and Capitalized)

760300 – Equipment and Furniture > $5,000 Fixed

760400 - Equipment and Furniture > $5,000 Moveable

760450 – Computers > $5,000

760460 – Copier Purchases > $5,000

Notes:
- Commodity Level Accounting is required when ordering Capital Equipment.

- Any item purchased which has a useful life of more than one year and a purchase price in excess of $4,999.00 must be capitalized and is considered a fixed asset.

- FTVACCT can be used to identify which account numbers are identified as capital asset account numbers.

When fixed asset items are invoiced, Banner will create a tag number in the fixed asset module. This information is transmitted to the fixed asset accountant who ensures that a permanent tag is created when required.

Balancing/Completion Block

The Balancing/Completion block is the next step in creating a requisition. If your Fund/Org numbers don't match, or your dollar amounts do not balance, you will see an error message before you reach this screen.

Review the amounts listed in this block. If all amounts are correct, you are ready to complete your requisition.

Complete Button

In Process Button

Balancing/Completion Block (continued)

If you need to retreat back to a previous information block to make modifications or corrections, click the Previous Block button to proceed to the previous information block.

If you have reason to put a hold on this requisition, click on the In Process button. This will allow you to come back to this document later and complete it.

1. To complete your requisition, click on the **Complete** button.
2. To leave your requisition open for later changes/updates, click the **In Process** button.
3. Banner will take you back to the first block in **FPAREQN**. Note the requisition number on the Auto Hint/Status line in the lower left-hand corner. **Be sure to record your requisition number for future reference.**