

Enter Requisition (Banner)

Business Services → Purchasing

This form is used to initiate the process of requesting purchases for goods and services. Once completed, the purchase requisition then routes electronically through the proper approval levels that have been determined by FUND, ORG and dollar limits. Once approved, the Purchasing Department will generate a purchase order and submit the order to the vendor. Your budget will reflect an encumbrance once the purchase order is created in Purchasing.

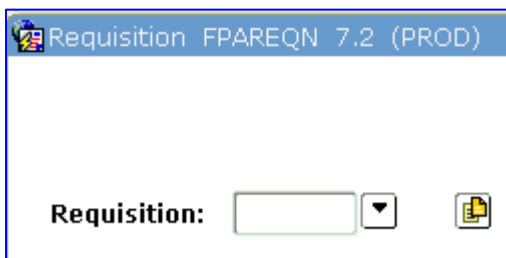
FPAREQN Form

Log into Banner and do the following:

- Type *FPAREQN* in the **Go To** field, and press <Enter>.

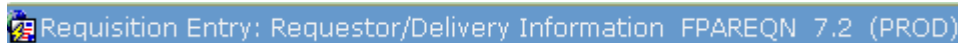


The next screen will display the Requisition field.



- Click on the **Next block**  icon on the toolbar.

The following information appears at the top of your screen.

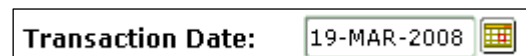


Next will auto populate in the **Requisition** field. This indicates Banner will generate a requisition number when you have completed the requisition.

The **Order Date** defaults to today's date.



The **Transaction Date** defaults to today's date.



- Enter the **Delivery Date**.




This is a required field. It is recommended to use the **Calendar** icon to capture the correct formatting.

- Highlight the date, and click the **OK** button.

Use the Comments field to indicate any special handling of the purchase order process. This field will allow a maximum of 30 characters. For example, if you want this set up as a standing order, type *Standing Order* to flag Purchasing personnel.



- Click on the **Next Block**  icon on the toolbar to move to the Requestor/Delivery Information tab. Your information will auto populate into the required fields.

Requestor/Delivery Information

Requestor: <input type="text" value="Kathleen L. Johnson"/> Organization: <input type="text" value="720010"/> <input type="text" value="Business Services"/> Phone: <input type="text" value="651"/> <input type="text" value="6966551"/> Extension: <input type="text"/> Ship To: <input type="text" value="01"/> Street Line 1: <input type="text" value="Macalester College"/> Street Line 2: <input type="text" value="179 S Snelling Ave"/> Street Line 3: <input type="text"/> Building: <input type="text"/> Floor: <input type="text"/> City: <input type="text" value="Saint Paul"/> State or Province: <input type="text" value="MN"/> Zip or Postal Code: <input type="text" value="55105"/>	COA: <input type="text" value="M"/> <input type="text" value="Macalester College"/> Email: <input type="text" value="johnsonkl@macalester.edu"/> Fax: <input type="text" value="651"/> <input type="text" value="6966241"/> Extension: <input type="text"/>
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If you need to change the organization code, simply type over the default. You will only be able to use Org's that you are authorized to charge against.

- Type your department in the **Attention To** field, followed by a contact name.

This information will appear on the shipping label and will assure the package is delivered to your department.

Attention To:

- Click on the **Next Block**  icon on the toolbar to move to the **Vendor Information** tab.

Vendor Information

- Click on the **Vendor** drop-down arrow to access the **Option List** dialog box.


Vendor:


Option List

<u>Entity Name/ID Search (FTIIDEN)</u>
<u>Vendor Maintenance (FTMVEND)</u>

- Select **Entity Name/ID Search** to enter a query to find your vendor.
- Type the vendor name in the **Last Name** column; use the percent sign (%) wildcard. This query is case sensitive. (See screenshot below)


ID Number	Last Name
<input type="text"/>	<input type="text" value="%Acme%"/>

No vendor populated? Use the **Execute Query**  button on the toolbar to display a complete alphabetical listing of the college vendors. If the vendor is not listed, contact Purchasing, before you proceed with the requisition.

- Execute the query by clicking on the **Execute Query**  button on the toolbar.
- Highlight the vendor and double click to select.

ID Number	Last Name
205441	Acme Awning
229301	Acme Deli

Vendor information will auto populate. In the event the vendor contact information needs be changed, please contact Purchasing with updated contact information.

- Click on the **Next Block**  icon on the toolbar to move to the **Commodity/Accounting** tab.



- Click on the **Commodity** drop-down arrow to access the **Option List** dialog box.
- Select **Commodity Validation**.

Commodity
▼

Option List

- Commodity Validation (FTVCOMM)
- Vendor Products Query (FPIVPRD)
- Vendor Products Validation (FPVVPRD)

- Locate the commodity and double click to select.

FLORIST	Florist	EA
FOOD	Food	EA

The **Description** field will default to the commodity description. You can overwrite the text to describe the item to be purchased.

Description
▼

Food for Business Services retreat

- If more room is needed for the description, click on the **Options** menu and choose **Item Text**.


Procurement Text Entry FOAPOXT 7.1.0.1 (PROD)

Text Type: REQ ▼ **Code:** R0000001 ▼

Vendor: 229301 Acme Deli



Commodity Description: Food for Business Services retreat

Modify Clause: ▼ Copy Commodity Text

- Click on the **Next Block**  icon on the toolbar to highlight the first row and continue to add text. Press the **down arrow key** to add additional lines of text.

Text

Please have food ready for pickup by 11:30

- Click the **Save**  button and the **Exit**  button when finished adding additional text.

Ignore the “Original Commodity Description” window that appears on your screen. It will disappear when you do the next step.

- Press the **Tab** key to move to **U/M** and select the unit of measure from the drop down arrow.
- Highlight the **U/M** and double click to select.

U/M

EA ▼

Code	U/M Description	Eff Date	Te
BX	Box	01-JAN-2001	
CN	Container	01-JAN-2001	
CS	Case	01-JAN-2001	
DZ	Dozen	13-SEP-2007	
EA	Each	01-JAN-2001	

- OK **Tab** OK to move to **Quantity** and enter the number to be ordered.
- OK **Tab** OK to move to **Unit Price** and enter the dollar amount.
- Press the **Tab** key to populate the extended dollar amount.

Quantity

12


Unit Price

12

12	=	Extended:	144.00
		Discount:	.00
		Additional:	.00
		Tax:	.00
		Commodity Line Total:	144.00
		Document Commodity Total:	144.00

- Press the **down arrow key** to enter a second item.
- Repeat the commodity entries for all the line items to be purchased.



- Click on the **Next Block**  icon to display the FOAPAL form.
- Tab through the fields to auto populate **Fund, Orgn, Acct, Prog** and **Extended dollar amount**.


Each field of the FOAPAL can be overwritten by selecting the field and typing the new number. You will only be able to use FOAPALS that you are authorized to charge against.

FOAPAL 1 of 1		Remaining Commodity Amount: <input type="text" value=""/>		<input type="checkbox"/> NSF Override		%		USD	
				<input type="checkbox"/> NSF Suspense		Extended:		<input type="checkbox"/> 144.00	
Discount:								<input type="checkbox"/> .00	
Additional:								<input type="checkbox"/> .00	
Tax:								<input type="checkbox"/> .00	
								FOAPAL Line Total: 144.00	
								Document Accounting Total: 144.00	

COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj
M	08		100000	720010	700005	65			




- Fill in the **Actv** and **Locn** fields as needed.
- Multiple FOAPALS may be entered by using the down arrow to highlight the next row. Edit FOAPAL as needed.

If a header description is needed for the purchase order; information such as quote number, sales rep name, special instructions to call before delivery, etc. This can be added by entering a document text. This will look much like the commodity text but will print before the commodities on the purchase order.

- Click on the **Options** menu, and choose **Document Text**.
- Click on the **Next Block**  icon on the toolbar to highlight the first row and continue to add text. Press the **down arrow key** to add additional lines of text.

Text



Please call when ready

- Click the **Save**  button and the **Exit**  button when finished adding additional text.
- Click on the **Next Block**  icon on the toolbar to move to the **Balancing/Completion** tab.

Balancing/Completion

- Check to see if the Status column is “BALANCED”; if yes, click the **Complete** button.

	Input	Commodity	Accounting	Status
Approved Amount:	<input type="text" value="144.00"/>	<input type="text" value="144.00"/>	<input type="text" value="144.00"/>	<input type="text" value="BALANCED"/>
Discount Amount:	<input type="text" value=".00"/>	<input type="text" value=".00"/>	<input type="text" value=".00"/>	<input type="text" value="BALANCED"/>
Additional Amount:	<input type="text" value=".00"/>	<input type="text" value=".00"/>	<input type="text" value=".00"/>	<input type="text" value="BALANCED"/>
Tax Amount:	<input type="text" value=".00"/>	<input type="text" value=".00"/>	<input type="text" value=".00"/>	<input type="text" value="BALANCED"/>

Complete:  In Process: 

When successfully completed, the following will appear at the bottom of the page.

Document R0000001 completed and forwarded to the Approval process.

Business Services
April 2008

Macalester College
Saint Paul, Minnesota

