

ATUTM

ARKANSAS TECH
UNIVERSITY

Banner Application Navigator Travel Requisition Entry Manual

Prepared by

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OVERVIEW

Online Requisitioning. Travel requisitions are detailed in this manual. See **Procurement Requisition Entry Manual** for Procurement requisition entry details.

Creating

The requisition form consists of several forms. The **Requisition Form FPAREQN** is used to initiate the procurement process and to define the header information, requestor, commodity data, accounting data, balancing/completion data, and various other optional data screens. It is on the Requisition Form that you enter the items and accounting distributions for a procurement requisition.

Querying

The **Requisition Query Form FPIREQN** serves as a companion query form for the **Requisition Form FPAREQN**. It is on the Requisition Query form that you query information about the requisition in Banner.

Text Entry

Use the Text Entry Form **FOAPOXT** to enter text at the Header level or Commodity level. Select 'Document Text' or 'Item Text' from the 'Option' menu and perform a 'Next Section' to access the Text Field. This form is used to communicate information to a buyer pertaining to the requisition or to add information to print on the purchase order for the vendor.


Accounting

Document Level Accounting is the default for all new requisitions. Document Level Accounting enables you to assign account distributions at the document level, rather than to specific line items. For a large document, which you may charge entirely to one or more accounting distributions, this means you only have to enter the distribution(s) once per document, instead of for each commodity record. The system expects and manages accounting distributions for the document in total

I. THE REQUISITION ENTRY FORM – FPAREQN – Quick Reference

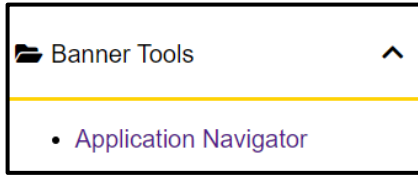
The **Requisition Entry form FPAREQN** contains six blocks of information. The table below shows the six information blocks with the corresponding information needed for each.

1. Requisition Number SECTION (Key Information Block)	There are three options: <ul style="list-style-type: none">• Click on the Next SECTION button for a new requisition. Banner will assign a new requisition number after the vendor is chosen
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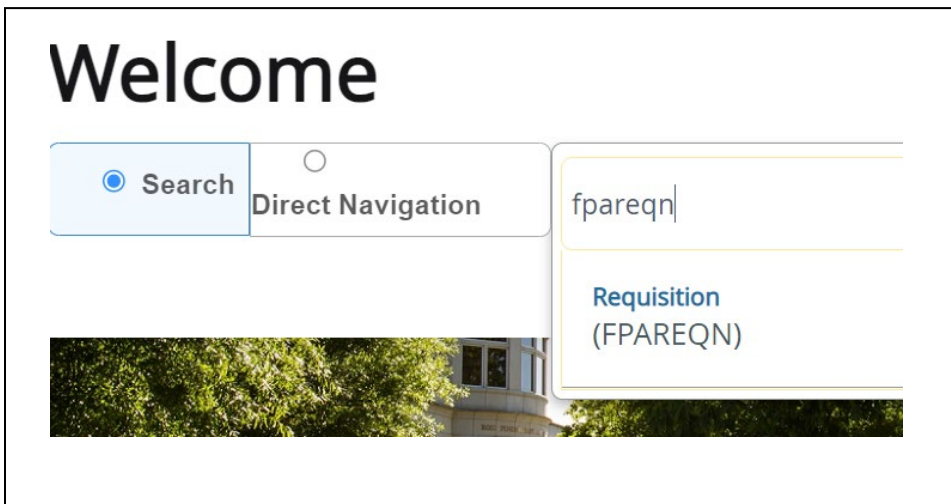
	<ul style="list-style-type: none"> • Use the COPY feature to create a new requisition from an existing one. • Key in the number of an incomplete requisition.
2. Requestor/Delivery SECTION	<p>Enter three things:</p> <ul style="list-style-type: none"> • Requested delivery date. Your travel date can be used. • Org number (if different from default) • Ship To Code
3. Vendor SECTION	<p>Enter the correct vendor code, if known, or search  (FTIIDEN) to locate. Travel requisitions will typically be made out to the individual traveler's T number for reimbursement or the TCard bank T number for TCard charges.</p>
4. Commodity SECTION	<p>Enter the following information:</p> <ul style="list-style-type: none"> • 704100 is entered for all travel requisitions.
5. Accounting SECTION	<p>Most of the data will populate these fields based on the user's security profile. The Account Code will always have to be entered and it is 704100 for all travel requisitions. Change other data as necessary.</p>
6. Balancing/Completion SECTION	<p>There are two choices to consider:</p> <ul style="list-style-type: none"> • Completion – this will send the Requisition to the approval process. • In Process – Do not use the In-Process option for your entry.


REQUISITION PROCESSING

Open Application Navigator located under Banner Tools on OneTech.



Navigate to the **Requisition** form **FPAREQN** either through the Banner main menu or by typing **FPAREQN** in the **Direct Access** field. **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.



There are three Options from the Requisition Form. Click **NEXT SECTION**  located at the bottom left corner of the screen to create a new requisition number, enter a current requisition number to modify an incomplete requisition or click the **COPY** icon to create a new requisition from an existing one.

✕ @ellucian Requisition FPAREQN 9.3.24 (PROD) ADD RETRIEVE RELATED TOOLS 🔔

Requisition:

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

The bell located at the top right corner of the screen will alert you to any errors encountered while entering a requisition. Pay close attention to any messages displayed here. The most frequent may be an NSF (Not Sufficient Funds) message which indicates that there is not sufficient budget to process your requisition. If you see this message, **stop and proceed only after a budget transfer has been completed to fund the FOAP.**

II. Creating a Requisition FPAREQN

Requisition Entry: Requestor/Delivery Information FPAREQN

Most of the fields on the **Requestor / Delivery** form will automatically populate based on the user's security profile. The **'Delivery Date'** must be completed. Use **TAB** to navigate through the form.

Requisition: NEXT Start Over

REQUISITION ENTRY: REQUESTOR/DELIVERY Insert Delete Copy Filter

Requisition: NEXT
 Order Date: 01/27/2023
 Transaction Date: 01/27/2023
 Delivery Date: 02/27/2023

Comments:
 Commodity Total: 0.00
 Accounting Total: 0.00
 In Suspense
 Document Text
 Document Level Accounting

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

REQUESTOR/DELIVERY INFORMATION Insert Delete Copy Filter

Requestor: Jennifer Warren
 Organization: 370000 Purchasing
 COA: T Arkansas Tech University
 Email: jwarren2@atu.edu
 Street Line 1: Procurement and Risk Management Services
 Street Line 2: 203 West O Street
 Street Line 3:
 Contact: Cindy Hubbard
 Attention To: Cindy Hubbard
 Building: Young Blog
 Floor: Suite 101
 City: Russellville
 State or Province: AR
 Zip or Postal Code: 72801
 Nation:
 Area Code: 479
 Phone Number: 9680269
 Extension:

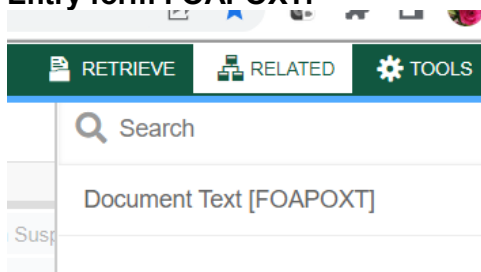
- Order Date:** REQUIRED. Today's date automatically defaults.
- Trans. Date:** REQUIRED. Today's date automatically defaults.
- Delivery Date:** REQUIRED. The travel date may be entered here. The Delivery Date must be entered in a **MMDDYY** format.
- Requestor Field:** REQUIRED. Enter the requestor's name. Defaults to user based on security profile.

5. **COA Code:** REQUIRED. Chart 'T' will default, which is for Arkansas Tech University.
6. **Organization Code:** REQUIRED. Defaults based on user's security profile, or enter the **Organization code** number, if known, and **Tab** to populate the field.
7. **Email:** Enter your email address if not automatically populated.
8. **Phone:** Enter your telephone number if not automatically populated.
10. **Ship to:** REQUIRED This is the code representing the physical location for delivery. Enter the correct 'Ship To' code, if known, or request a list by clicking the Search icon to locate another. If this information needs to be updated, call or email Procurement.
11. **Attention To:** REQUIRED. If blank, enter the name of the department requesting the purchase.

III. Adding Document Text

The Document Text

1. Click **Related** in the menu bar and select **Document Text**. This will open the **Procurement Text Entry form FOAPOXT**.



2. Click the 'NEXT SECTION' icon or click into the first line of the Text area of the form to begin typing Document Text. Each line accommodates fifty (50) spaces. Once you have reached 50 spaces per line, use the down arrow key to move to the next line and continue typing.

Text Type: *REQ* Code: *R0158475* Go
 Change Sequence: Item Number:
 Vendor: *T00016925* Warren, Jennifer K. Commodity:
 Description
 Modify Clause: Copy Commodity:
 Text
 Default Increment:

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.


Text	Clause Number

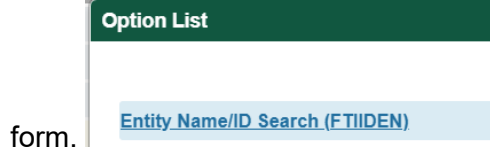
1 of 1 Per Page

3. Once you have completed the **Document Text**, click on the **Save** icon located at the bottom right of the screen to retain the notation.
4. Click on the **Exit (X)** icon to close the form. You will return to the **Requisition Entry form FPAREQN**.

Click "NEXT SECTION" to proceed to the Vendor Information form.

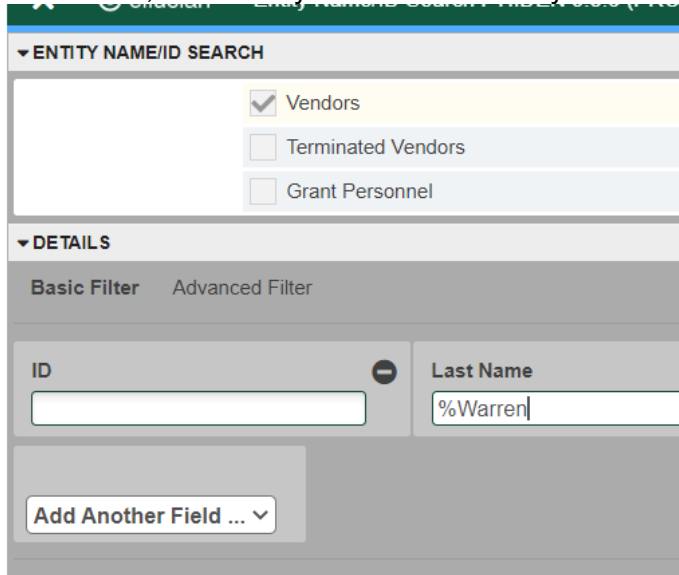
IV. Requisition Entry: Vendor Information

1. A vendor code is **required** to complete requisitions. Click the **Search**  icon in the Vendor field to execute a query. An Options List appears.
2. Click the **'Entity Name/ID Search' FTIIDEN** to locate the correct vendor. This will open the **FTIIDEN**



Entity Name/ID Search FTIIDEN

3. Tab to the **Last Name** field. Execute a query by entering a portion of the vendor's name in the **Last Name** field, followed by the wildcard "%" symbol.



▼ ENTITY NAME/ID SEARCH

Vendors
 Terminated Vendors
 Grant Personnel

▼ DETAILS

Basic Filter Advanced Filter

ID Last Name

Add Another Field ... ▼

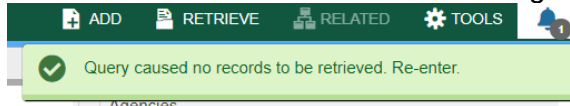
4. Click the **GO** key or press **Next Section** to view the list of possible vendor names resulting from the query search. Page over until you find the result you are looking for.

T00016925	Warren	Jennifer	Kristine
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- 5. Double clicking the selected vendor name in the **ID Number** field will populate all required fields on the **Requisition Entry form FPAREQN**.

Vendor NOT FOUND in Vendor File

If the vendor that you need is not located after a thorough search, a message will be indicated on the **Notifications** bar stating **‘Query Caused No Records to be Retrieved’**.



If the T number does not display, please contact Procurement for assistance.

V. Requisition Entry

Overview:

The **Requisition** field is now populated with a Requisition number. Write down the requisition number for your future reference.

The Requisition Entry window is composed of two blocks; the **Accounting** block is visible but information cannot be entered into it until the **Commodity** block is complete.

Requisitions automatically default to Document Level Accounting. This means that all line items will be charged proportionally to one or more FOAPAL’s.

Complete the Description for Each Line Item. **You will complete the Commodity Field for Travel requisitions using 704100.**

Requisition: R0158475

REQUISITION ENTRY: REQUESTOR/DELIVERY

Requisition	R0158475	Comments	
Order Date	01/27/2023	Commodity Total	0.00
Transaction Date	01/27/2023	Accounting Total	0.00
Delivery Date	02/27/2023	<input checked="" type="checkbox"/> Document Level Accounting	

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

COMMODITY

Item	Commodity	Description	U/M	Tax Group	Quantity	Unit Price
	704100	Travel Encumbrance	LOT	NO		

1 of 1 10 Per Page

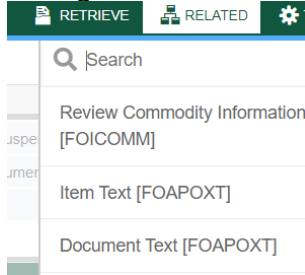
Extended Amount		Tax	
Discount		Commodity Total	
Additional		Document Total	

ACCOUNTING

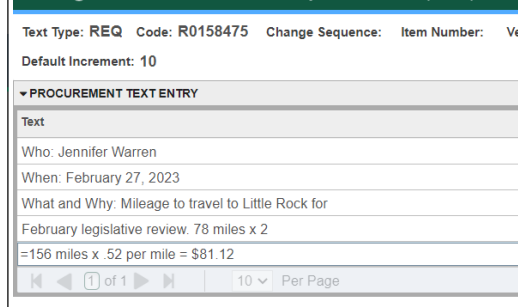
Sequence	COA	Year	Index	Fund	Oran	Acct	Prca	Actv
----------	-----	------	-------	------	------	------	------	------

Tab to the **‘DESC’** field and “Travel Encumbrance” will populate in the description. Do not change this description.

Document Text must be used to give include the who, what, when, where and why of your travel arrangements. Access Document Text by clicking Related and selecting Document Text (FOAPOXT).



When Document Text opens click Next Section then enter the required text. You must use the arrow down button to move to the next text entry line. Each line will accommodate 50 characters.



When finished, click **SAVE** and the **EXIT** icon to return to the **Requisition Entry Form (FPAREQN)**. If you have added text, the **Document Text** box is checked.

The U/M Field will auto populate with LOT, Tax Grp with NO, and Qty field with 1. Leave these as is. Enter the total price for the requisition into the Unit Price field.

Item	Commodity	Description	U/M	Tax Group	Quantity	Unit Price	Commodi
1	704100	Travel Encumbrance	LOT	NO	1.00	81.1200	
Extended Amount		81.12	Tax		0.00		
Discount		0.00	Commodity Total		81.12		
Additional		0	Document Total		81.12		

VI. Document Level Accounting

Once the items to be purchased are entered, information about where these items will be charged must be provided.

- **Document Level Accounting:** The system **does not link** any line item to a specific accounting distribution. The system defaults to this option.

Document Level Accounting

To enter the accounting distribution, click '**Next SECTION**' and then TAB. The T automatically populates the '**COA**' field. Enter the **Index** for the FOAP you are using and Tab through to If you are only charging a portion of the overall purchase to the previously specified account, click the '**Next Record**' icon or press the down arrow key. This will provide fields to enter additional **FOAPAL's** to the requisition, specifying the percentage or exact amount to be charged to each FOAPAL. Tab to populate the fields. If you do not enter anything, 100% will be allocated into the extended field.

Requisition: R0158475

▼ REQUISITION ENTRY: REQUESTOR/DELIVERY

Requisition	R0158475	Comments	
Order Date	01/27/2023	Commodity Total	81.12
Transaction Date	01/27/2023	Accounting Total	81.12
Delivery Date	02/27/2023	<input checked="" type="checkbox"/> Document Level Accounting	

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

▼ COMMODITY

Item	Commodity	Description	U/M	Tax Group	Quantity	Unit Price	Commodity Text
1	704100	Travel Encumbrance	LOT	NO	1.00	81.1200	

Extended Amount 81.12 Tax 0.00

Discount 0.00 Commodity Total 81.12

Additional 0.00 Document Total 81.12

▼ ACCOUNTING

Sequence	COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn
1	T	23	AFPURC	110000	370000	704100	250000		

Extended Amount % USD 81.12

Discount % 0.00

Additional % 0.00

Tax % 0.00

FOAPAL Total 81.12

Document Total 81.12

Perform a “Next SECTION” to proceed to the **Balancing/Completion** block.

VII. Balancing/Completion SECTION

The **Balancing/Completion** block is the final step in creating a requisition. In this block, you are verifying that the **'STATUS'** field shows the word **'Balanced'**. If it does **not**, the requisition is out of balance between the header, commodity and accounting records. You must correct problem areas and get the requisition to a status of **'Balanced'** before the document can be completed.

If Status = Balanced:

Requisition: R0158475

REQUISITION ENTRY: REQUESTOR/DELIVERY

Requisition: R0158475
Order Date: 01/27/2023
Transaction Date: 01/27/2023
Delivery Date: 02/27/2023

Comments: []
Commodity Total: 81.12
Accounting Total: 81.12

In Suspend
 Document Text
 Document Level Accounting

BALANCING/COMPLETION

Vendor: T00016925 Warren, Jennifer K.
COA: T Arkansas Tech University
Requestor: Jennifer Warren
Organization: 370000 Purchasing

Currency: []
Exchange Rate: []
Commodity Record: 1
Count: []
Input Amount: 81.12
Converted Amount: []

AMOUNTS

	Input	Commodity	Accounting	Status
Approved Amount	81.12	81.12	81.12	BALANCED
Discount Amount	0.00	0.00	0.00	BALANCED
Additional Amount	0.00	0.00	0.00	BALANCED
Tax Amount	0.00	0.00	0.00	BALANCED

Complete In Process

Click the **COMPLETE** button to complete the Requisition and forward it to the posting process. Once completed, this document cannot be changed or queried on form **FPAREQN**.

If Status = COM/ACCT or any other message: Pay close attention to the notification section. If you see a notice there. Stop and correct the error before proceeding. If you see the NSF error below, stop and do not complete the requisition. Make note of the number and complete ONLY after a the budget has been funded to complete the requisition. Completing the requisition here will send it through approvals but it will be cancelled once it arrives in Travel and you will be required to re-enter once the budget has been funded.

ADD RETRIEVE RELATED TOOLS

Insufficient budget for sequence 1, suspending transaction.

Once a requisition has been completed, it CANNOT be edited or changed.

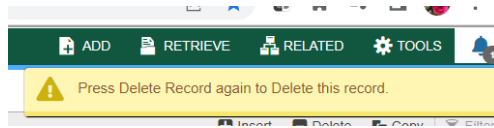
After the budget has been funded, return to **FPAREQN** and key in the requisition number and move through the sections to complete the requisition.

VIII. Removing an Unwanted, Incomplete Requisition

If you enter a requisition and choose never to complete it, the requisition needs to be deleted. If the requisition is not deleted, the amount will be used in NSF (non-sufficient fund) checking as a reservation against the available budget. This could mean that a future requisition could be placed in NSF status when funds are actually available.

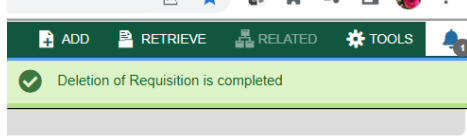
1. Access the **Requisition Form FPAREQN**.
2. Enter the requisition number
3. Perform **'Next SECTION'** to open the requisition. The cursor will be in the **'Order Date'** field.

4. Click 'Delete' top right toolbar.



5. Click **Delete** again to permanently delete this requisition. A window opens with the message 'All Commodity and Accounting Records will be deleted.' Click **OK**

6. The Status/Hint bar indicates 'Deletion of Requisition is completed'.



IX. Removing a 'Completed' Requisition

A requisition that has been entered into Banner and labeled 'Complete' **can only be cancelled by Procurement Services**. The requestor must disapprove it and then Procurement or Travel Services will delete the requisition.

X. Copy Requisition Option:

This option enables you to copy data from a completed and posted requisition to a new requisition document. This option is helpful for issuing new orders to the same vendor for essentially the same items. Note: A requisition can only be copied if it has received final approval.

1. To copy data from a completed and posted requisition to a new requisition, access the **FPAREQN** form, and click the **Copy** icon. Enter the requisition number that you want to copy. Use the vendor field to verify that you have selected the correct requisition. Click **OK** to copy the information from the old document to the new document.
2. The requestor, vendor, commodity, and accounting information are carried forward to the new document. Enter a **Delivery Date** and navigate through the new requisition making necessary changes to complete it.

XI. Querying Completed Requisitions

The status of existing requisitions is available on form **FPIREQN** from the Banner main menu, or by typing **FPIREQN** in the **Direct Access** field. This process allows you to review existing requisitions to verify if a requisition has been completed, printed, cancelled or closed, and the date the activities occurred.

1. Enter an existing requisition number, if known, or click the **Search** icon to locate the correct requisition.
2. Select one requisition from the list by placing the cursor in the requisition number field and clicking twice.

3. Click Next Block to access the Requestor/Delivery Information window. Review all desired information.
4. Click Next Block to access the Vendor Information window. Review all desired information.
5. Click Next Block to access the Commodity/Accounting window. Complete your review by clicking the Exit icon to exit the form.

XII. Query Screens

FOIDOC

Access FOIDOC by keying **FOIDOC** in the **Direct Access Field**.

Select from the document types by clicking on the ... search button or key in the document type. Common types are REQ and PO. Key the document number in the Document Code field. (R0123456 or P0123456). Select Next Section to display the associated documents. Move up and down through the lines of text and select Query Document (BY TYPE) behind the Related icon to view the details of the document.

FGIENCD

Access FGIENCD by keying **FGIENCD** in the **Direct Access Field**.

Key either a requisition number or purchase order number in the Encumbrance field and select Next Section or Go to display the document record.

ellucian Detail Encumbrance Activity FGIOENC 9.3.21 (PROD) ADD RETRIEVE RELATED TOOLS

Encumbrance: R0154257 Encumbrance Period: All Start Over

ENCUMBRANCE INFORMATION Insert Delete Copy Filter

Description	Jennifer Warren	Date Established	06/02/2022
Status	C	Balance	0.00
Type	R	Vendor	701077244 Howard Industries Inc

ENCUMBRANCE DETAIL Settings Insert Delete Copy Filter

Item	0 Document Accounting Dist	Orgn	310552
Sequence	1	Acct	703985
Fiscal Year	22	Prog	290000
Status	C	Actv	
Commit Indicator	U	Locn	
CPA	T	Proj	
Index	227310	Encumbrance	6,953.70
Fund	227310	Liquidation	-6,953.70
		Balance	0.00

Record 1 of 1

TRANSACTION ACTIVITY Settings Insert Delete Copy Filter

Transaction Date	Type	Document Code	Action	Transaction Amount	Remaining Balance
06/01/2022	REQP	R0154257		6,652.00	6,652.00
06/01/2022	REQX	R0154257		301.70	6,953.70
06/02/2022	POLQ	P0161847		-119.90	6,833.80
06/02/2022	POLQ	P0161847		-307.64	6,526.16
06/02/2022	POLQ	P0161847		-545.00	5,981.16
06/02/2022	POLQ	P0161847		-2,844.90	3,136.26
06/02/2022	POLQ	P0161847		-3,098.10	38.16

Record 1 of 8

Status indication of C indicates a closed document. O indicates an open document. Current balance can be seen here. All closed documents will have a zero balance. If multiple FOAPS have been used, you may toggle between records here. Keying Next Section will take you to the Transaction Activity section where you can see detailed activity that has taken place. You may toggle to view multiple pages of activity here. Close the form by clicking the X in the top left corner.

FGIOENC

Access FIOENC by keying **FGIOENC** in the **Direct Access Field**.

ellucian Organizational Encumbrance List FGIOENC 9.3.14 (PROD) ADD RETRIEVE RELATED TOOLS

Chart: T Fiscal Year: 23 Organization: Go

Index: Fund:

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

Key index code in the Index field and click Go or Next Section to display the current encumbrance for that index. All encumbrances will display here including payroll encumbrances.

SECTION 2

GLOSSARY OF BANNER FORMS

- FPAREQN: Requisition Form, used to create purchase requisitions.
- FOAPOXT: Procurement Text Entry. Used to enter text on the requisition header.
- FTIIDEN: Vendor Search, used to locate a vendor's record in the A/P vendor database.
- FPIREQN: Form to review existing requisitions to verify status.
- FOIDOCH: Document history form. Displays status of all purchasing and payment documents. *EXCELLENT RESOURCE!*
- FGIENCD: View encumbrance remaining on purchase order or requisition.
- FGIOENC: View encumbrances remaining against a budget using Index.