Banner Application Navigator Procurement Requisition Entry Manual

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

Procurement Text Entry

Use the Procurement Text Entry Form **FOAPOXT** to enter text at the Header level or Commodity level. Select 'Procurement 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

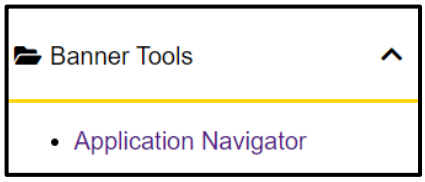
The **Requisition Entry form FPAREQN** contains six blocks of information. The table below shows the six information blocks with the corresponding information needed for each.

1. Requisition Number SECTION (Key Information Block)	There are three options:

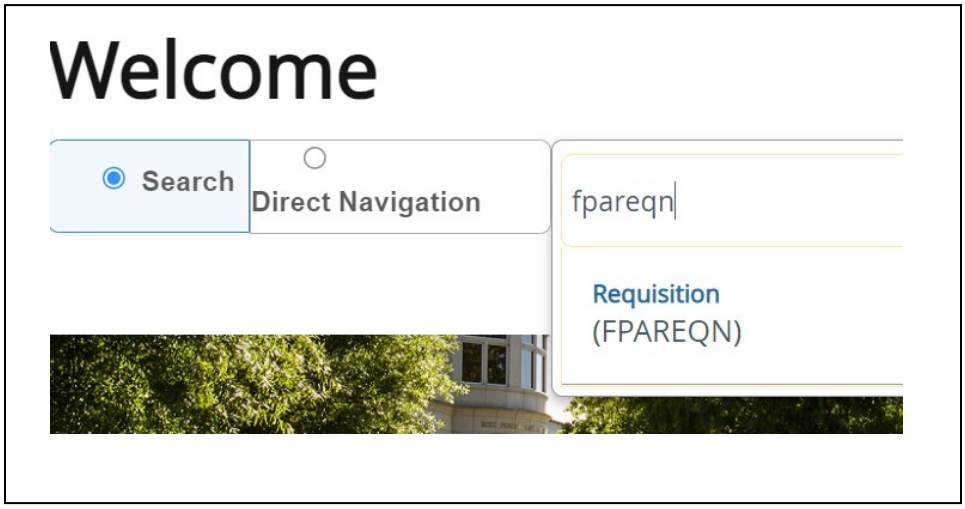
	• Click on the **Next SECTION** button for a new requisition. Banner will assign a new requisition number after the vendor is chosen • Use the **COPY** feature to create a new requisition from an existing one. • Key in the number of an incomplete requisition.
2. Requestor/Delivery SECTION	Enter three things: • Requested delivery date. Your travel date can be used. • Org number (if different from default) • Ship To Code
3. Vendor SECTION	Enter the correct vendor code, if known, or search (**FTIIDEN)** to locate. If the vendor that you need is not in the system, please complete a Request for New Vendor Form or contact Procurement.
4. Commodity SECTION	Enter the following information: • Leave the commodity code blank for all Procurement requisitions. Commodity code is only used for Travel requisitions and is always 704100.
5. Accounting SECTION	Most of the data will populate these fields based on the user's security profile. The **Account Code** will always have to be entered. Change other data as necessary.
6. Balancing/Completion SECTION	There are two choices to consider: • **Completion** – this will send the Requisition to the approval process. • **In Process** – Do not use the In-Process option for your entry.

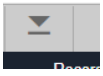
REQUISITION PROCESSING

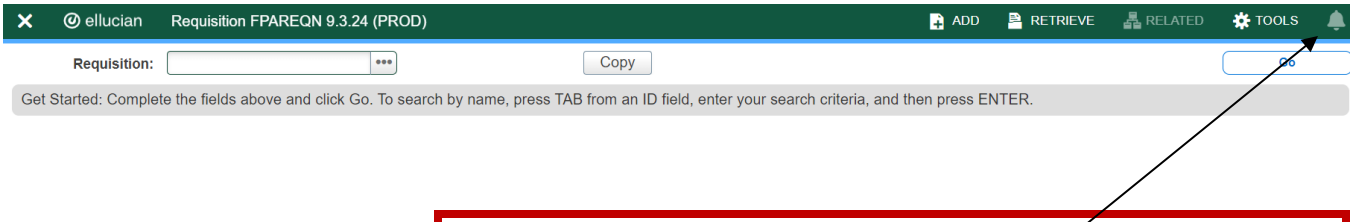
Open Application Navigator located under Banner Tools on OneTech.



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.

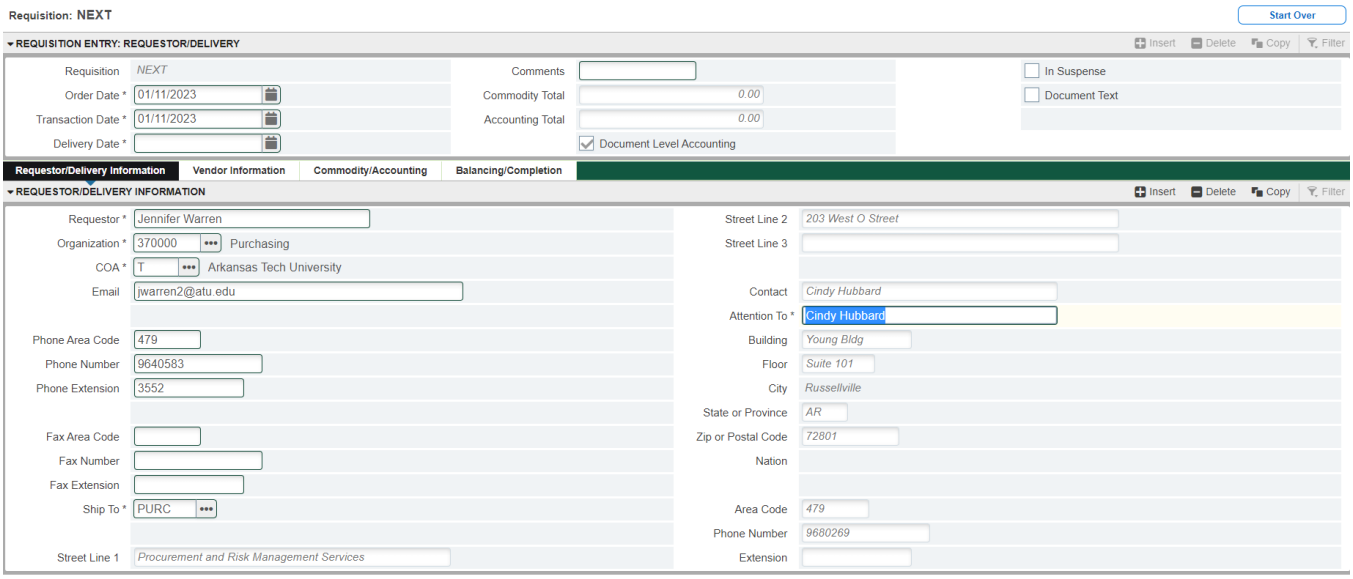


The bell located at the top right corner of the screen will alert you to any errors encountered while entering a requisition. Pay close attention to any messages displayed here. The most frequent may be an NSF (Not Sufficient Funds) message which indicates that there is not sufficient budget to process 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.



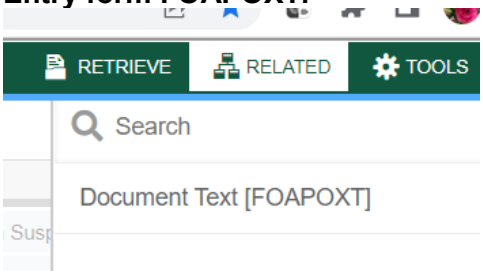
1. **Order Date**: REQUIRED. Today's date automatically defaults.
2. **Trans. Date**: REQUIRED. Today's date automatically defaults.
3. **Delivery Date:** REQUIRED. Enter a realistic delivery date that the commodities on this requisition are to be delivered. If the delivery date is in the same month as the Order Date, you can enter just the day and press the TAB key to complete the date. The date must be reasonable and the same or later than the transaction date. The Delivery Date must be entered in a **MMDDYY** format.

4. **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.

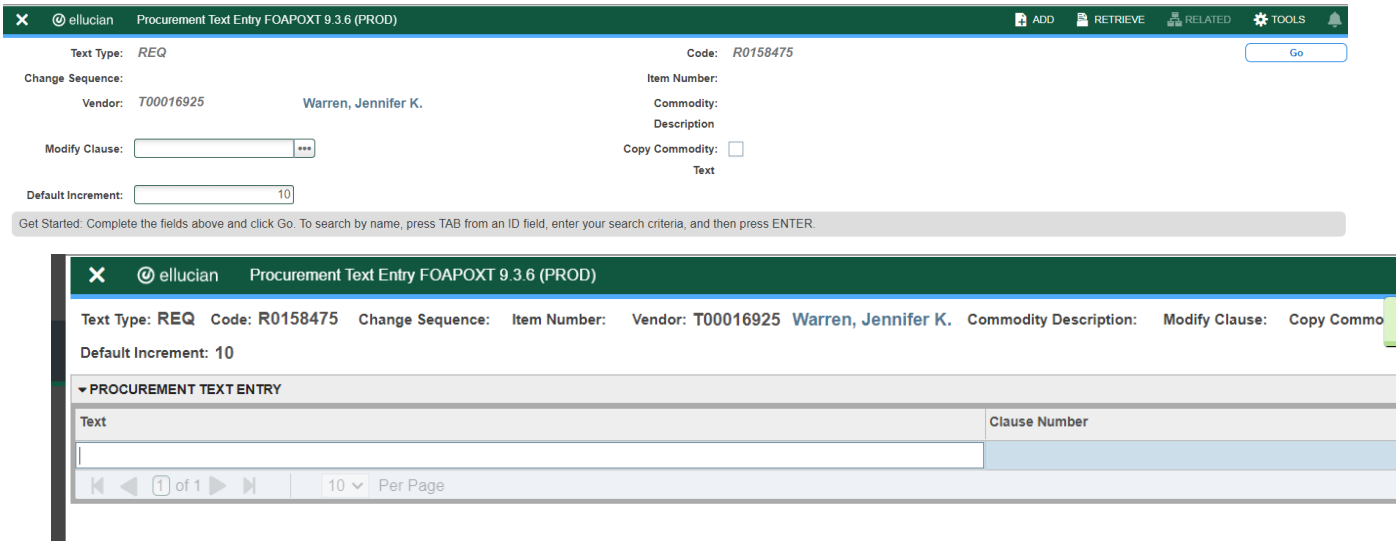
III. Adding Document Text

The **Document Text**

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

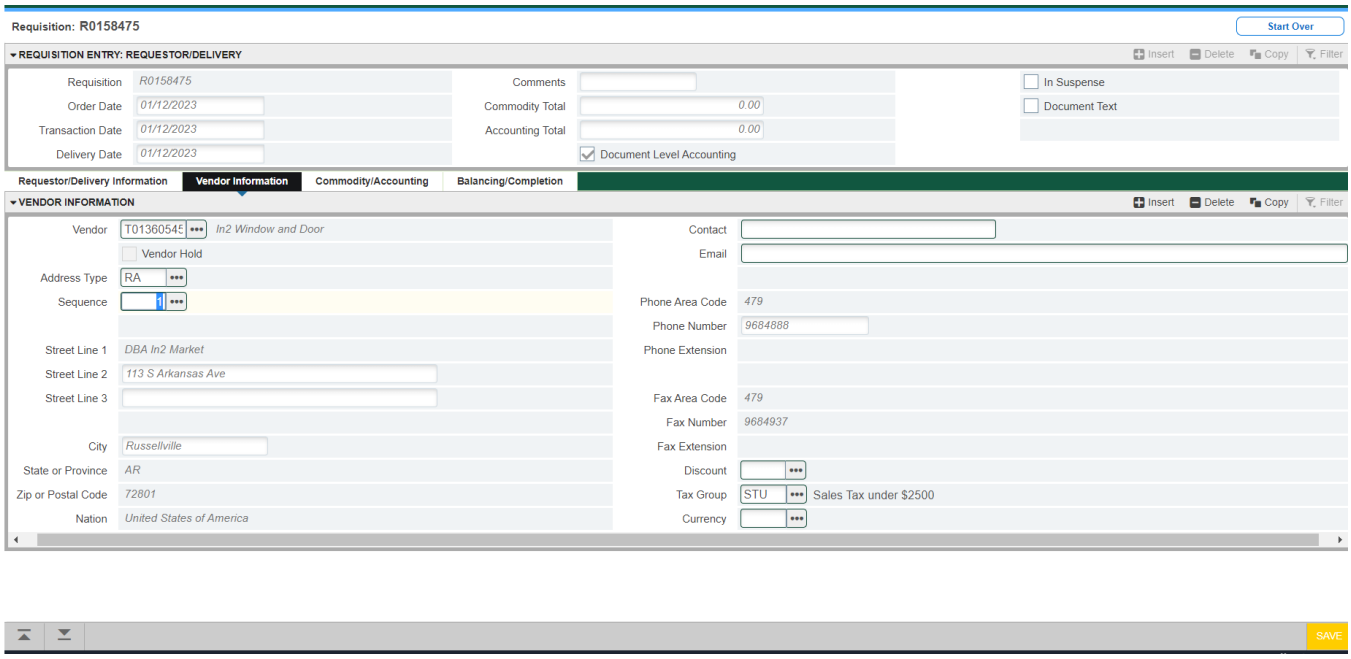


2. Click the **'NEXT SECTION'** icon or click into the first line of the Text area of the form to begin typing Document Text. Each line accommodates fifty (50) spaces. Once you have reached 50 spaces per line, use the down arrow key to move to the next line and continue typing.



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.**

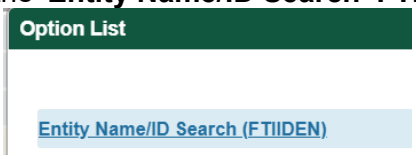
Click **“NEXT SECTION**” to proceed to the Vendor Information form.



IV. Requisition Entry: Vendor Information

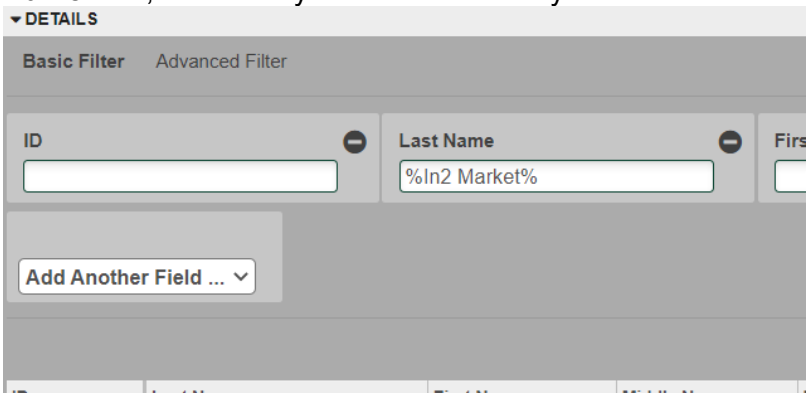
CORRECT VENDOR 'ORDER FROM' ('OF') ADDRESS FOUND

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** form.



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.

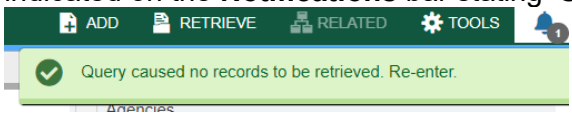


4. Click the **GO** key or press **Next Section** to view the list of possible vendor names resulting from the query search.

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 vendor you wish to purchase from is not in the system, please complete the Request for New Vendor Form located at https://www.atu.edu/purchasing/new-vendor-request-form.php.

V. Requisition Entry

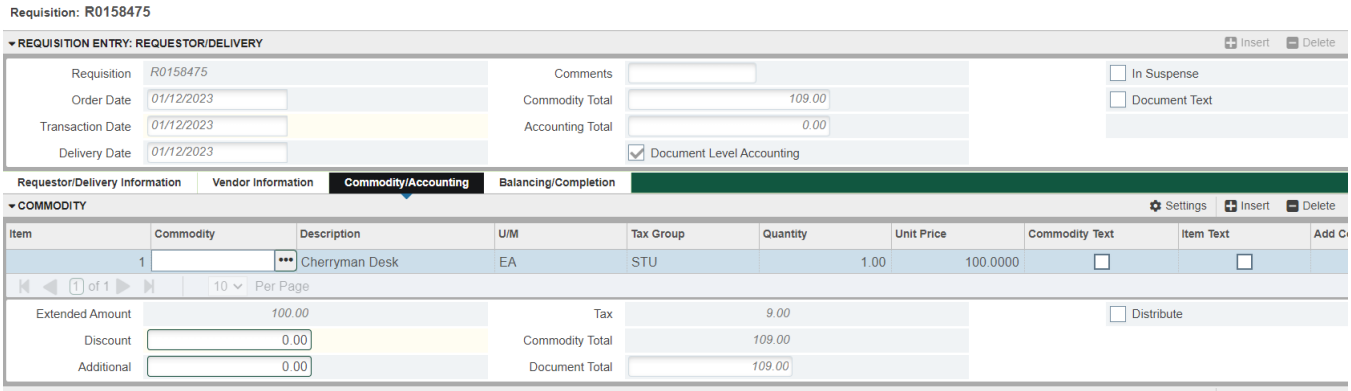
Overview:

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.

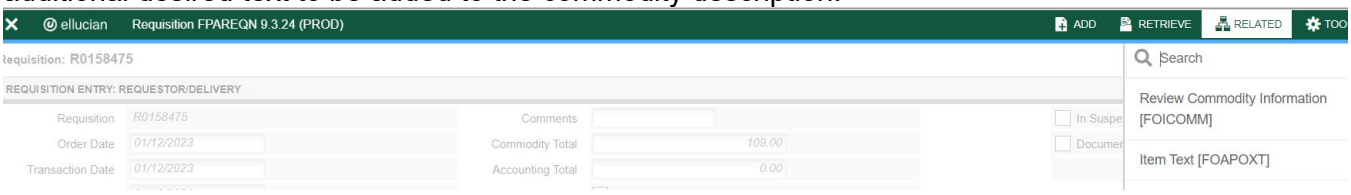
Requisitions automatically default to Document Level Accounting. This means that all line items will be charged proportionally to one or more FOAPAL's.

Complete the Description for Each Line Item. **Remember you will skip the Commodity Field for all Procurement requisitions. <u>You will only complete the Commodity Field for Travel requisitions using 704100.</u>** .

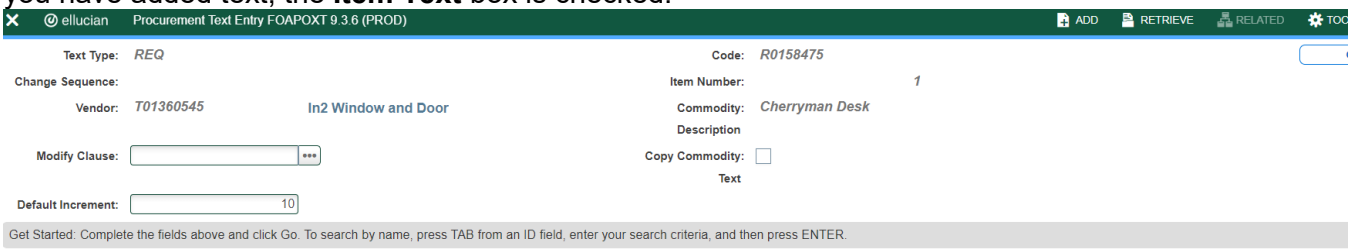


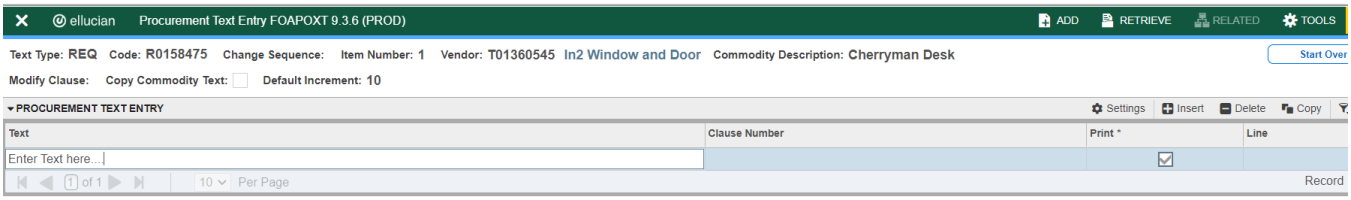
Tab to the '**DESC'** field and type the description for the item you are buying including model or product number, complete description, case packaging (6/case), etc. This field accommodates 35 spaces.

If the item description is longer than 35 spaces, additional descriptive text can be added to a commodity line by clicking '**Item Text'** under the **Related** menu. The **Procurement Text Entry** form (FOAPOXT) will be displayed. Click the **'NEXT SECTION'** icon to access the lower portion of the form. Enter the additional desired text to be added to the commodity description.

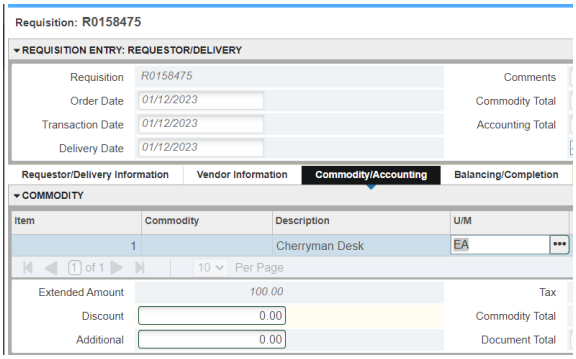


When finished, click **SAVE** and the **EXIT** icon to return to the **Requisition Entry Form (**FPAREQN). If you have added text, the **Item Text** box is checked.





Tab to the **'U/M'** field. If "**EA**" is not a suitable unit of measure for this item, search additional choices by clicking the **Search** icon next to the **U/M** field and selecting the correct unit of measure from the menu by clicking twice. Tab to enter a **quantity**. Tab again to enter a **unit price**. Press the **TAB** key to extend this line item. Tab again to complete the **Ext Cost** column. Continue tabbing until the cursor returns to the '**Comm'** field.



Optional: If you need to add additional line items to your order, click the **Insert** icon or press the down arrow key to create a new commodity line. This will move the cursor to the next record, where a new commodity line item can be entered. There is no limit to the number of commodity lines that you can enter on one requisition. Repeat the instructions above for entering subsequent commodity lines until all items have been entered.

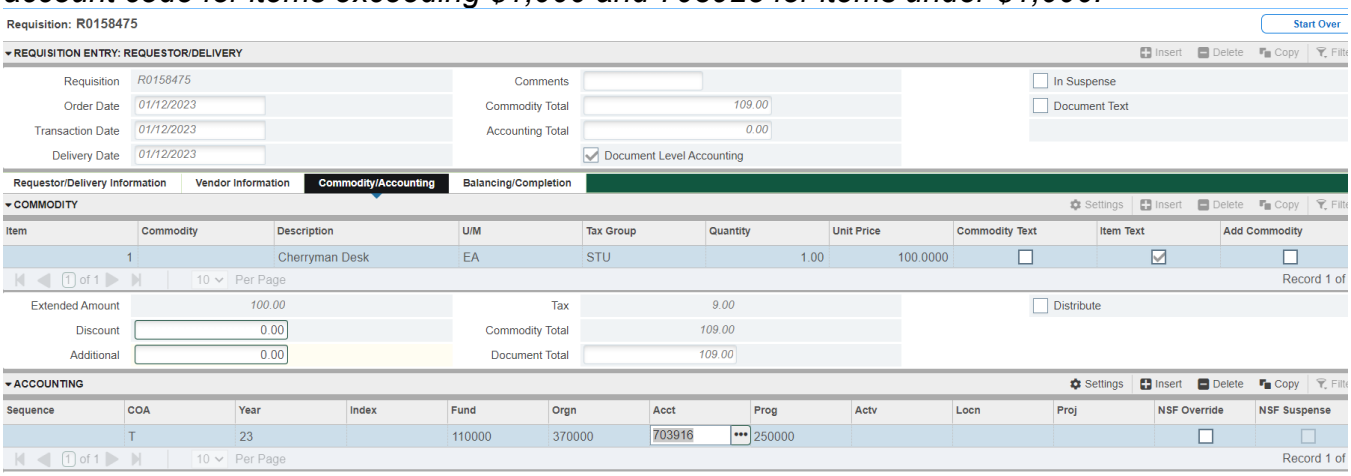
VI. Document Level Accounting

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

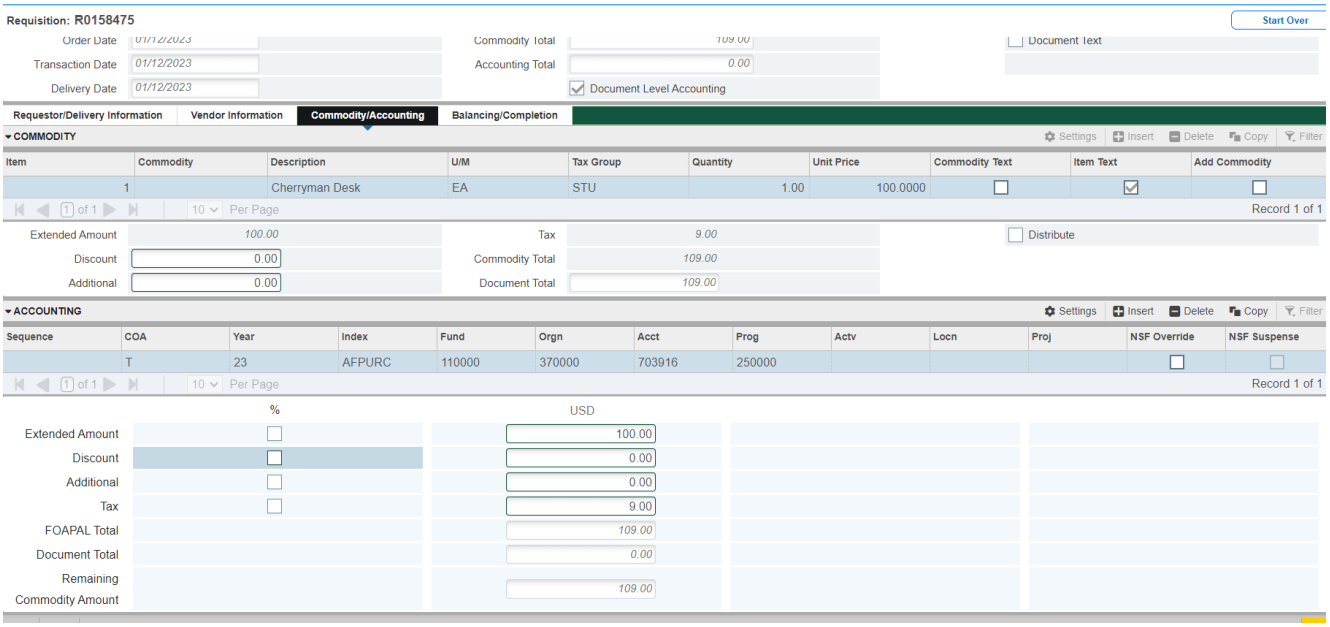
- **Document Level Accounting**: The system **does not link** any line item to a specific accounting distribution. The system defaults to this option.

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 the Accounting Information **(FOAPAL)** fields and they will default according to your security profile. Index entry is required for each Accounting line. If you have access to more than one **Orgn**, key in the correct Index and tab and that will update the Fund, Orgn, and Prog fields.

The **Account Code** must be entered on every specific commodity on the requisition. A list of account codes has been provided for your use in looking up and choosing the correct one. *Example: If you are requesting an educational equipment order with some items exceeding $1,000 in individual price, but others below that. You will have at least two Accounting lines with 703917 as the account code for items exceeding $1,000 and 703925 for items under $1,000.*



If all items will be charged to one **FOAPAL**, tab to the **'Ext'** field in the '**USD'** column. Continue tabbing to complete the fields. Perform a **"Next SECTION**" to proceed to the **Balancing/Completion** block.



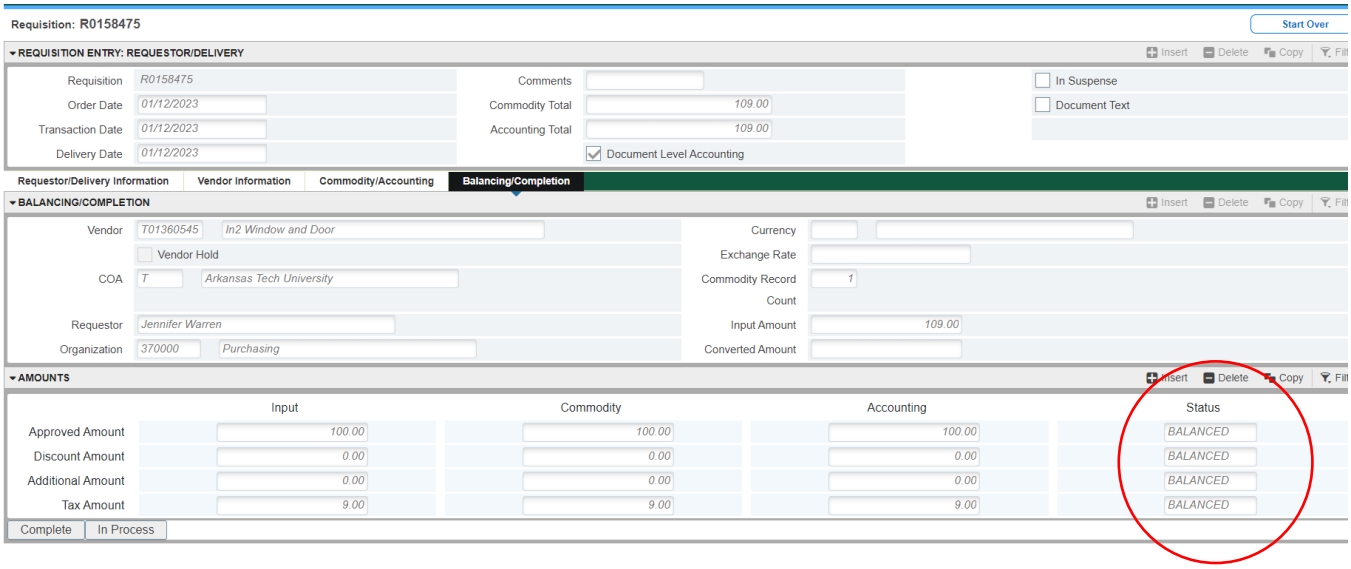
If you are only charging a portion of the overall purchase to the previously specified account, click the '**Next Record'** icon or press the down arrow key. This will provide fields to enter additional **FOAPAL's** to the requisition, specifying the percentage or exact amount to be charged to each FOAPAL. To enter by percentage, click in the box beneath the **'%'** symbol to the right of '**Ext'**, and enter the percentage that you wish to allocate to this **FOAPAL** in the '**USD'** field. Tab to populate the fields. If you do not enter anything, 100% will be allocated into the extended field.

Repeat the above steps until all applicable **FOAPAL's** have been entered and the total for all items has been allocated.

VII. Balancing/Completion SECTION

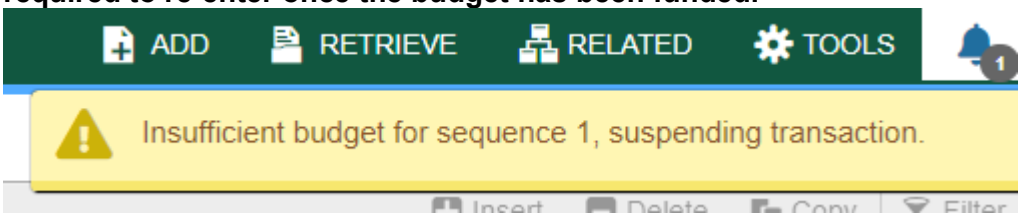
The **Balancing/Completion** block is the final step in creating a requisition. In this block, you are verifying that the '**STATUS**' field shows the word **'Balanced'**. If it does **not**, the requisition is out of balance between the header, commodity and accounting records. You must correct problem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

If Status = Balanced:



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 canceled once it arrives in Procurement and you will be required to re-enter once the budget has been funded.



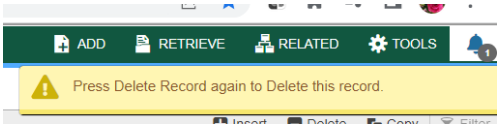
<u>Once a requisition has been completed, it can NOT be edited or changed</u>.

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

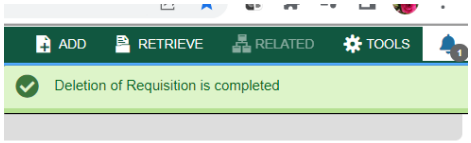
VIII. Removing an Unwanted, Incomplete Requisition

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, if known, or click the **'Search'** icon to select the appropriate requisition number. Use the vendor field to verity 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 remove the document from suspense and 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.

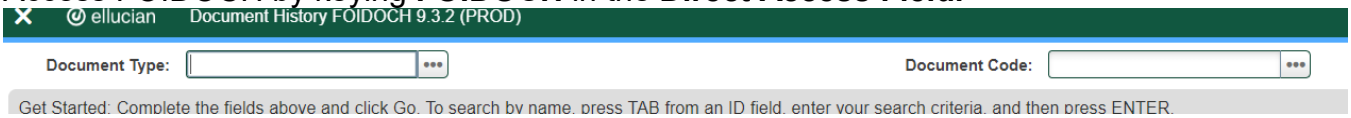
4. Click Next Block to access the Vendor Information window. Review all desired information.

5. Click Next Block to access the Commodity/Accounting window. Complete your review by clicking the Exit icon to exit the form.

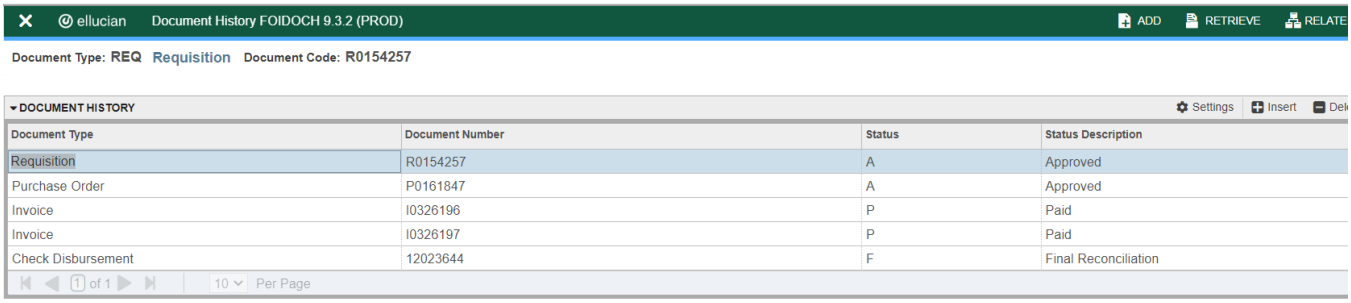
XII. Query Forms

FOIDOCH

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

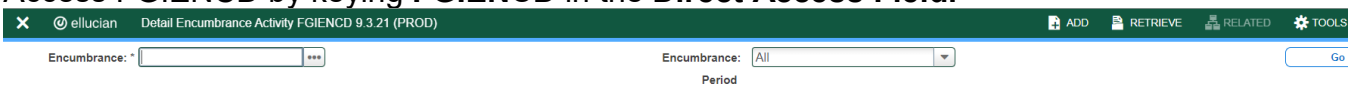


Select from the document types by clicking on the … search button or key in the document type. Common types are REQ and PO. Key the document number in the Document Code field. (R0123456 or P0123456). Select Next Section to display the associated documents. Move up and down through the lines of text and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

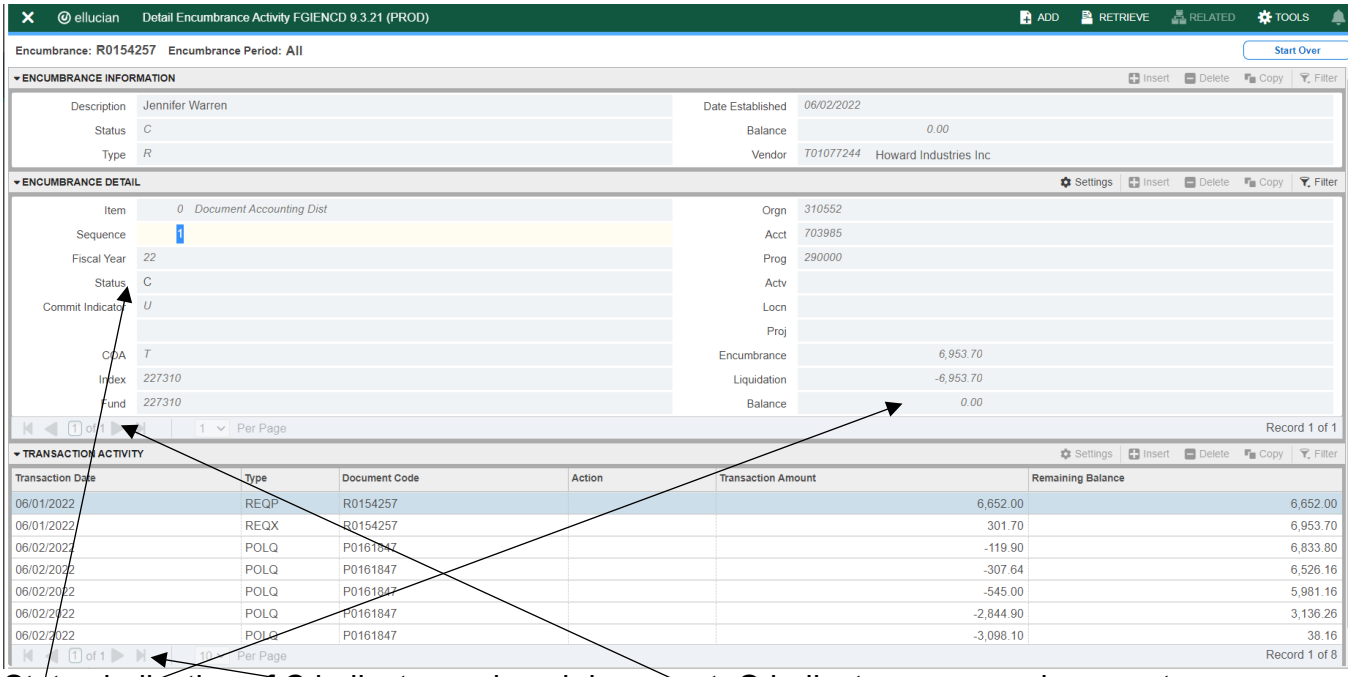


FGIENCD

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



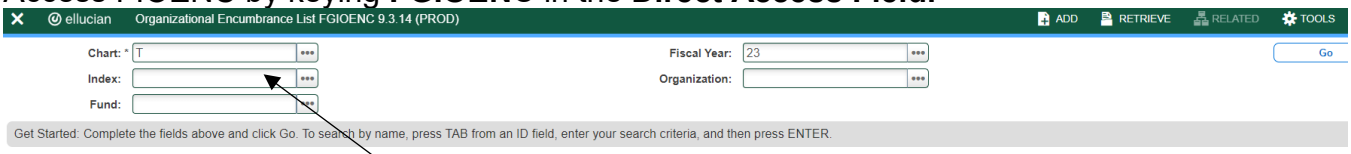
Key either a requisition number or purchase order number in the Encumbrance field and select Next Section or Go to display the document record.



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.**



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.