Creating A Document-Level Accounting Requisition

Document-Level Accounting requisitions can be used when ***none*** *of the items ordered should be tagged for inventory. The requisition total can share one or more of the FOAPAL strings. Supplies and equipment can be ordered on the same requisition provided none of the items ordered should be tagged for inventory.*

To create a Document-Level requisition, you must know the following.

- *Delivery date for the goods/services ordered*
- *Fund and Organization (Department) against which the requisition will be encumbered*
- *Vendor code or vendor name that exists in Banner*

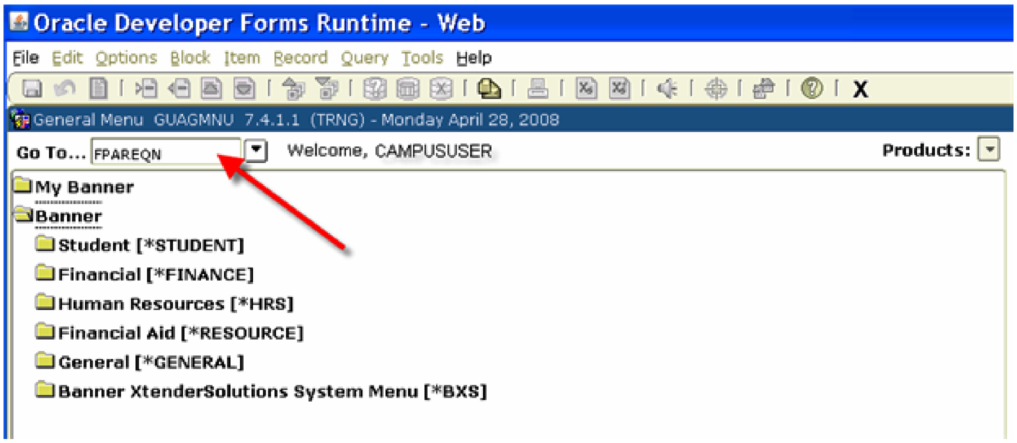
  (If the vendor name is known but vendor name code or address sequence does not exist, complete and submit the Vendor Request (VR) Form to Procurement Services.)
- *Description of each commodity (item)*
- *Quantity of each commodity (item)*
- *Price of each commodity (item)*
- *FOAPAL string(s) that you will charge*

1. To create a myGate requisition using document-level accounting, log in to Internet Native Banner (INB).).

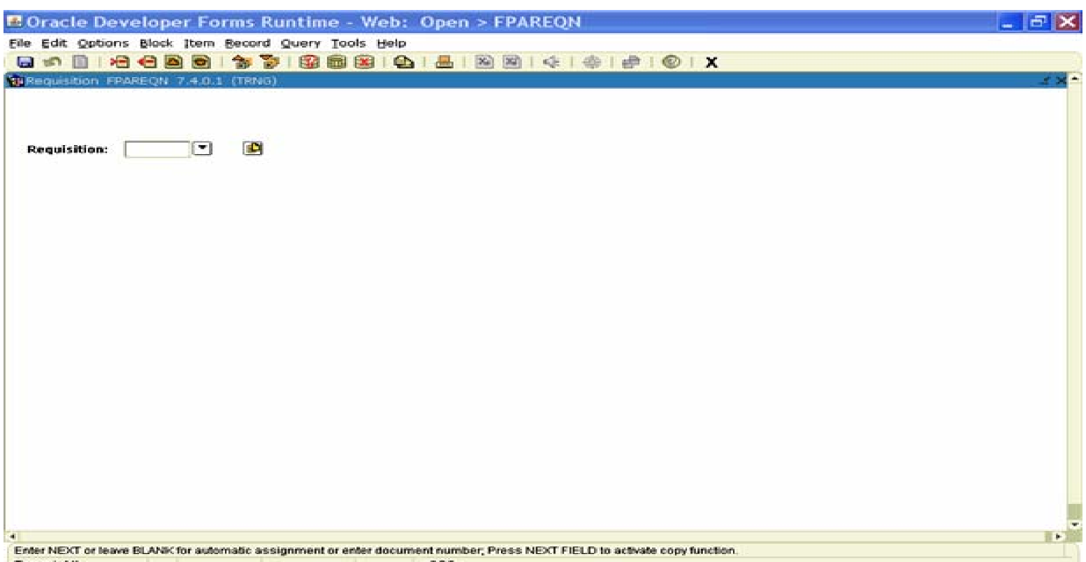
2. Enter **FPAREQN** in the Direct Access Box, then press .

IMPORTANT

Look at the Auto-Hint line on the bottom of each screen often as it shows helpful information and error messages.



3.  through **Requisition** field. The word NEXT will appear in the field.



4. Click  (Next Block) or press  +  to move to the **Requestor/Delivery Information Block**.

Requisition Entry: Requestor/Delivery Information Block

IMPORTANT

Tab through each field so defaults and calculations will work.

Use MMDDYYYY formatting when entering dates.

Example:

Enter 07012008 to see 01 JUL 2008

Enter T to see Today's date or click on the calendar icon to select a date.

5. through **Order Date**, which defaults to the current date. (Required field)

6. through **Trans Date**, which defaults to the current date. (Required field)

7. to **Delivery Date –** If the delivery date is in the same month as the Order Date, you can enter the day and press to complete the date. Delivery Date must be later than the Transaction Date and must allow time for order processing and delivery of merchandise. (Required field)

8. to enter special instructions in the **Comments** field, if applicable. (For example, December delivery required).

9. to enter requestor's name in **Requestor** field, if different than defaulted requestor – must be in Firstname Lastname format, e.g. John Smith. (Required field)

10. to **COA** (Chart of Accounts) field which will default according to User Profile. Change COA to be used for this requisition, if necessary. (Required field)

11. to accept default **Organization Code** in the Organization field, or enter desired Organization code. If Organization code is unknown, click (Search) or press to select the correct code from Organization Code Validation Form (FTVORGN). (Required field)

12. to enter **requestor's** email address, if blank or different than default.

To add text to the document click the Options menu, select 'Document Text'.

Input the text in the Text column. You can have up to 50 characters on a line.

Press the Down Arrow key to continue on additional lines if necessary.

Put a checkmark in the Print box next to each used line so text will print with the document.

Click the Save icon to see a message at the bottom of the screen saying your records have been applied and saved.

Click the 'X' at the top of the block to return to the Requisition (FPAREQN) form.

13. 

to enter **requestor's phone number** (including the area code), if blank or different than default. (Required field) Note: Do not use dashes or hyphens here – Banner will not accept them!

14. 

to enter **requestor's fax number** (including area code), if blank or different than default, in the Fax: field.

15. 

to the **Ship To** field, which will default according to User Profile. (Required field)

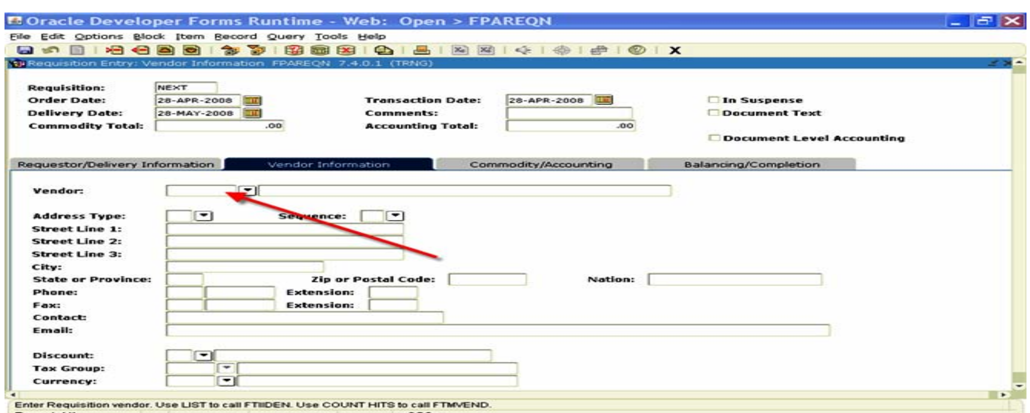
16. 

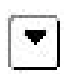
to the **Attention To:** field and enter requestor's name, if desired. Use document text (see notes at left) to notify Central Receiving personnel to whom and where the item should be delivered.

17. Click  (Next Block) or press 

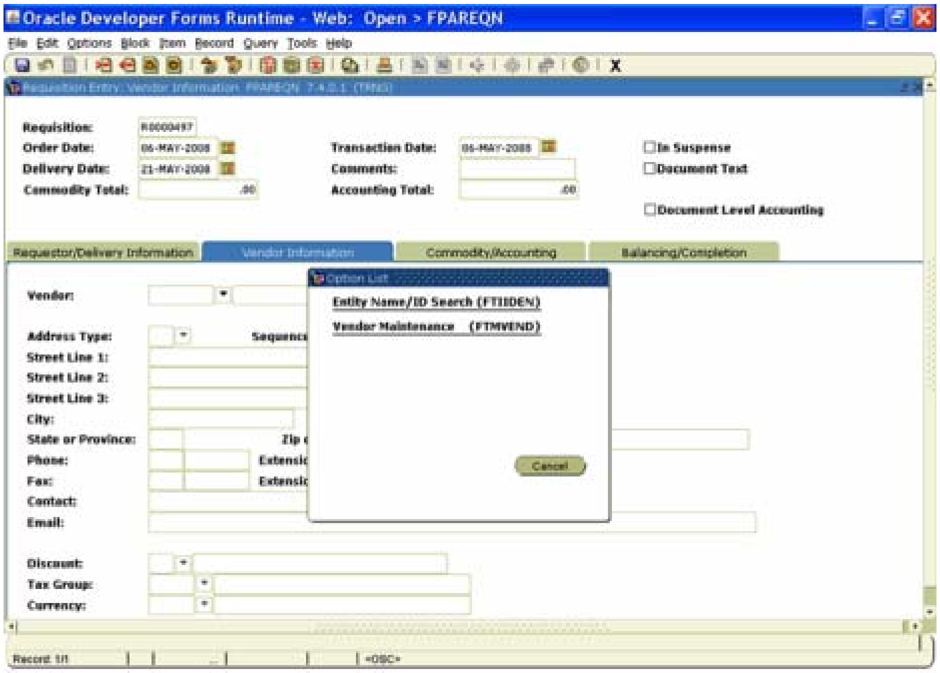
\+ 

to proceed to the **Vendor Information Block**. The header of the Vendor Information screen has been completed according to information entered in previous block.



18. To find appropriate Vendor ID, click  (Search) or press 

in the **Vendor** field, and click on Entity Name/ID Search (FTIIDEN) to perform a vendor search.



IMPORTANT

Query is case sensitive.

Vendor names for persons appear in mixed case.

Vendor names for businesses *may* appear in mixed case.

The last name field is used when querying for business names.

Using % before and % after characters is the best way to search.

19. Tab to Last Name field to enter a query for Vendor.

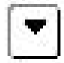
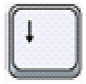
20. Enter a unique portion of the Vendor name, using mixed case with the wild card "%" before and/or after, as necessary.

21. Click (Execute Query) or press F8.

22. Double-click the chosen vendor number to populate the **Vendor Information Block** of the **FPAREQN** form. Skip to Step 24.

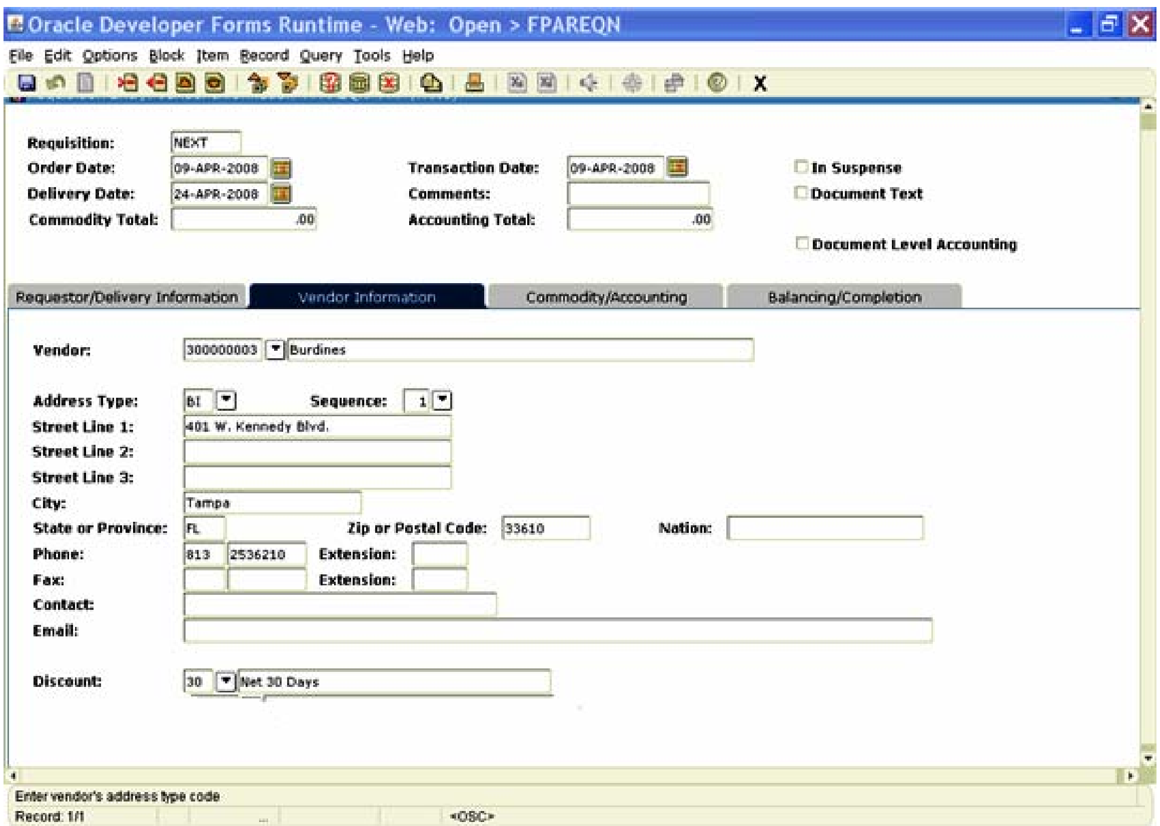
23. If vendor is known but not found in Banner, submit completed [Vendor Request (VR) Form] to Procurement Services. If vendor is not known, include suggested vendors and/or other pertinent information in the Document Text (See Step 16). Continue working through the remaining blocks on the FPAREQN from Step 28.

24. To find appropriate Address type, click (Search) or press F9 in the **Address** type field. Click (Next Record) or ↓ through address records to find appropriate address (which will almost always be BU for requisitions). Double-click the chosen address type to populate the address field.

25. To find appropriate Sequence, click  (Search) or press  in the Sequence field. Click  (Next Record) or  through sequence records to find appropriate sequence. Double-click the chosen address sequence to populate the sequence field.

26. Confirm that the vendor information displays correctly in the Vendor Information screen.

27.  to the **Contact** and **Email** fields. If blank and you know contact information, provide name and e-mail address of contact.

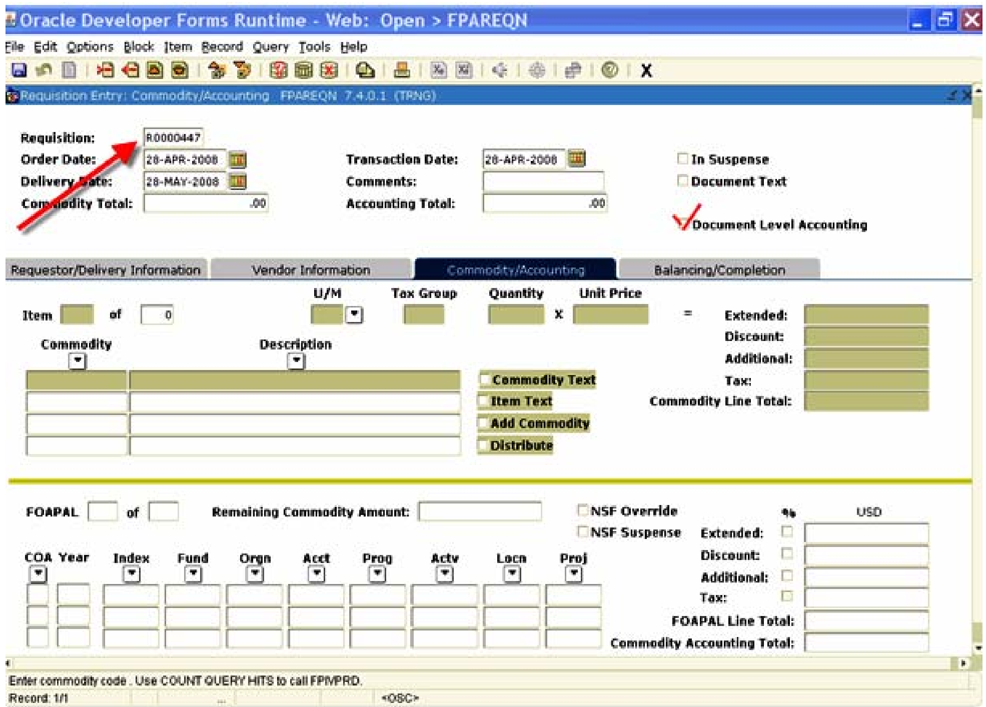


28. Click  or press  +  to move to the **Commodity Block**.

29. Confirm **Requisition Entry: Commodity/Accounting** appears on Title bar of form.

30. The Requisition field is now populated with a Requisition Number.

PLEASE WRITE DOWN THE REQUISITION NUMBER!



33. **If not done in a previous block, choose Document Level Accounting by clicking in the Document Level Accounting box.** Remember that in document-level accounting mode, the accounting distribution(s) or FOAPAL strings apply to the document total and are entered after all commodities (items) are input.

34.  to the **Description** field. Enter description of the commodity (item) you wish to purchase in the Description field. If further description is needed, select Item Text from the Options menu (see notes at left).

To add Item Text, click the Options menu, select 'Item Text'.

Input the text in the Text column, up to 50 characters per line.

Press the Down Arrow key to continue on additional lines if necessary.

Put a checkmark in the Print box next to each used line so text will print with the document.

Click the Save icon to see a message at the bottom of the screen saying your records have been applied and saved.

Click the 'X' at the top of the block to return to the Requisition (FPAREQN) form.

35. to the **U/M** field (unit of measure) and enter the appropriate unit of measure. If unknown, click (Search) or press and make selection from Unit of Measure List (FTVUOMS).

36. to the **Quantity** field and enter quantity of items requested.

37. to the **Unit Price** field and enter the price of the item to order.

38. and enter appropriate discount in the **Discount** field, if applicable.

39. and enter any additional fees in the **Additional** field, if applicable.

40. To enter additional commodities (or items), click (Next Record) or press to place your cursor in the next Description field and repeat Steps 34 through 39 for each additional commodity (item).

41. When you have entered all commodities (items), click (Next Block) or press + to move to the **FOAPAL** elements block.

42. to the **COA** field. Change the COA which defaults, if appropriate.

43. Confirm the Fiscal year, which defaults according to the transaction date.

44. to **Fund** field. Change Fund field which defaults, if appropriate.

45. to **Organization** (Orgn) field. Change Organization field which defaults, if appropriate.

To delete a commodity or item, highlight item to be deleted, click 'Record' on the menu and select 'Remove'. Again click 'Record' and 'Remove'.

You must click "Record" and then "Remove" twice to delete a commodity or item from the FPAREQN form.

46. Tab to **Account** (Acct) field. Change Account field which defaults, if appropriate.

47. Tab to **Program** (Prog) field. Change Program field which defaults, if appropriate.

48. Tab to bypass the **Activity** (Actv) field.

49. Tab to **Location** (Locn) field. Enter Location code, if appropriate.

50. Tab to bypass the **Project** (Proj) field.

51. Tab through the **Extended** field, **Discount** field, and **Additional** field. These will populate according to information entered previously for this requisition.

52. Click (Next Block) or press Ctrl + Page Down to view **Balancing/Completion Block.**

53. Confirm that **Status** column reads **BALANCED** for the Approved, Discount, and Additional amounts. If they are not balanced, please read message which appears in AutoHint line. You will be directed to the area where the error(s) occurred.

54. Once confirmed, click **Complete:** to send the requisition to the electronic approval process

OR

click **In Process:** to put the requisition “In Process”.

55. ***Write down the requisition number that appears on the AutoHint Line for future reference.***

56. Click (Exit) or press Ctrl + Q to exit the **FPAREQN** form.