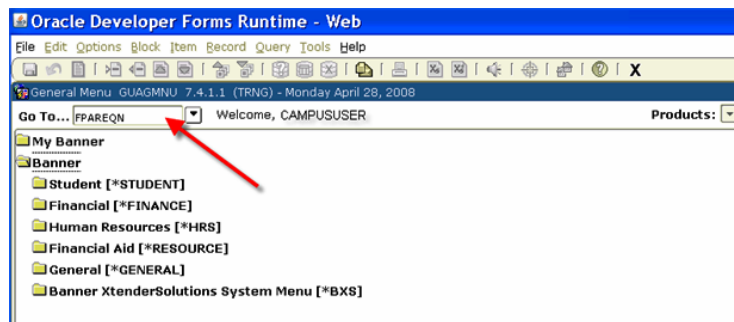


Creating A Requisition Using The Copy Function Process

The Copy Requisition process enables you to copy from an approved requisition to a new requisition document. Only requisitions that have been completed and approved through all approval queues may be copied.

1. To create a myGate requisition using the copy function, log in to Internet Native Banner (INB).

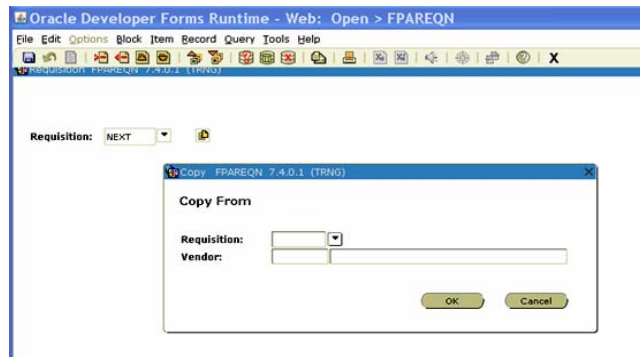
2. Enter **FPAREQN** in the Direct Access Box, then press



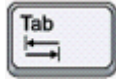
3. Click  (Copy Icon.).



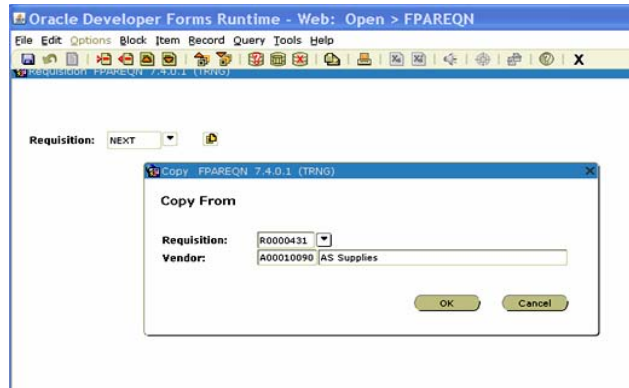
4. Confirm that the Copy screen opens.



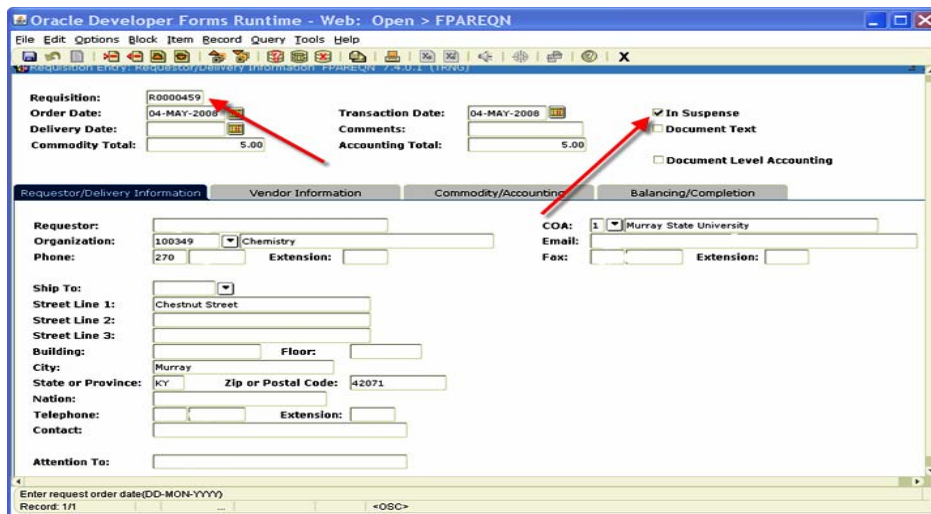
5. Enter requisition number that you wish to copy into the **Copy From Requisition** field.



6. to populate the Vendor Name field, if necessary.
7. Click OK.



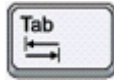
8. Confirm the information from the old document appears in the Requisition Entry: Requestor/Delivery Information block.
9. *Please write down new requisition number which appears in the Requisition field in the upper, left corner of the Requisition Entry screen.*
10. Make note that **In Suspense** box contains a check mark.



Make desired changes to the copied requisition. Changes can include the following:

- Requestor,
- Vendor,
- Commodity, and/or
- Accounting information.

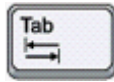
11. Change the order date in the **Order Date** field, if appropriate.



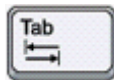
12. through **Transaction Date**.



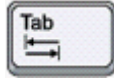
13. to enter a delivery date in the **Delivery Date** field.



14. to enter special instructions in the **Comments** field, if appropriate.



15. to change the requestor in the **Requestor field**, if appropriate.



16. twice.

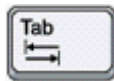
17. Change the **Organization** code, if appropriate.



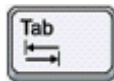
18. to enter **requestor's e-mail address**, if appropriate.



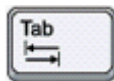
19. to enter **requestor's phone number**, if appropriate.



20. to enter **requestor's fax number**, if appropriate.



21. to enter new **Ship To:** information, if appropriate.



22. to enter information in **Attention To:** field, if appropriate.

Oracle Developer Forms Runtime - Web: Open > FPAREQN

File Edit Options Block Item Record Query Tools Help

Requisition Entry: Requestor/Delivery Information FPAREQN 7.4.0.1 (TRNG)

Requisition: R0000459
Order Date: 04-MAY-2008
Delivery Date: 22-MAY-2008
Commodity Total: 5.00

Transaction Date: 04-MAY-2008
Comments:
Accounting Total: 5.00

In Suspense
 Document Text
 Document Level Accounting

Requisition/Delivery Information Vendor Information Commodity/Accounting Balancing/Completion

Requestor: _____
Organization: 100349 Chemistry
Phone: _____ **Extension:** _____
COA: 1 Murray State University
Email: _____
Fax: _____ **Extension:** _____

Ship To: _____
Street Line 1: Chestnut Street
Street Line 2: _____
Street Line 3: _____
Building: _____ **Floor:** _____
City: Murray
State or Province: KY **Zip or Postal Code:** 42071
Nation: _____
Telephone: _____ **Extension:** _____
Contact: _____
Attention To: _____

Enter delivery comments. (30 characters maximum)

Record: 1/1 <OSC>

23. Click  (Next Block) or  + .

24. Enter vendor information in the Vendor information block, if appropriate.

25. Click  (Next Block) or  + .

26. Change the commodity (item) information in the Commodity and Description fields, if appropriate.

27. Click  or  + .

28. Change the FOAPAL information, if appropriate.

Oracle Developer Forms Runtime - Web: Open > FPAREQN

File Edit Options Block Item Record Query Tools Help

Requisition Entry: Commodity/Accounting FPAREQN 7.4.0.1 (TPNG)

Requisition: R0000459
 Order Date: 04-MAY-2008
 Delivery Date: 22-MAY-2008
 Commodity Total: 5.00

Transaction Date: 04-MAY-2008
 Comments:
 Accounting Total: 5.00

In Suspende
 Document Text
 Document Level Accounting

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




Item 1 of 1 U/M DOZ Tax Group Quantity 1 X Unit Price 5 = Extended: 5.00
 Discount: .00
 Additional: .00
 Tax: .00
 Commodity Line Total: 5.00

Commodity Description
 Pencils
 Commodity Text
 Item Text
 Add Commodity
 Distribute

FOAPAL 1 of 1 Remaining Commodity Amount: .00 NSF Override
 NSF Suspende Extended: 5.00
 Discount: .00
 Additional: .00
 Tax: .00
 FOAPAL Line Total: 5.00
 Commodity Accounting Total: 5.00

COA Year Index Fund Orgn Acct Prog Actv Locn Proj
 1 08 100001 100349 720006 1070

Enter Chart of Account code
 Record: 1/1 List of Valu... <OSC>

29. Click  or  + .

30. Confirm the **Status Field** 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.

Organization: 100349 Chemistry

Currency:

Exchange Rate: Commodity Record Count: 1

Input Amount: 5.00 Converted Amount:

	Input	Commodity	Accounting	Status
Approved Amount:	5.00	5.00	5.00	BALANCED
Discount Amount:	.00	.00	.00	BALANCED
Additional Amount:	.00	.00	.00	BALANCED
Tax Amount:	.00	.00	.00	BALANCED


Complete: In Process:

WARNING : Budget is exceeded for Item 1, sequence 1
 Record: 1/1 <OSC>

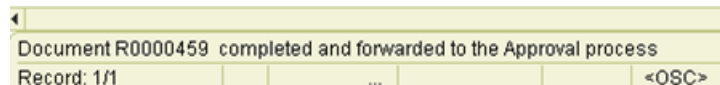
31. Once confirmed, click the **Complete** button to send the requisition to the electronic approval process.




Complete: 

If you are not ready to complete, put the requisition “**In Process**”.

In Process: 

32. *Write down the document number that appears on the AutoHint Line for future reference.*



33. Click  (Exit) in blue title bar or press  +  to exit **FPAREQN**.