

Creating A Commodity-Level Accounting Requisition

Commodity-level accounting is the default accounting for myGate requisitions. Each commodity (or item) requested will have its own accounting record(s). Commodity-level accounting must be used when any of the requested items should be tagged for inventory purposes. Commodity-level accounting should be used anytime a specific item should be charged to a particular FOAPAL string


To create a commodity-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.)

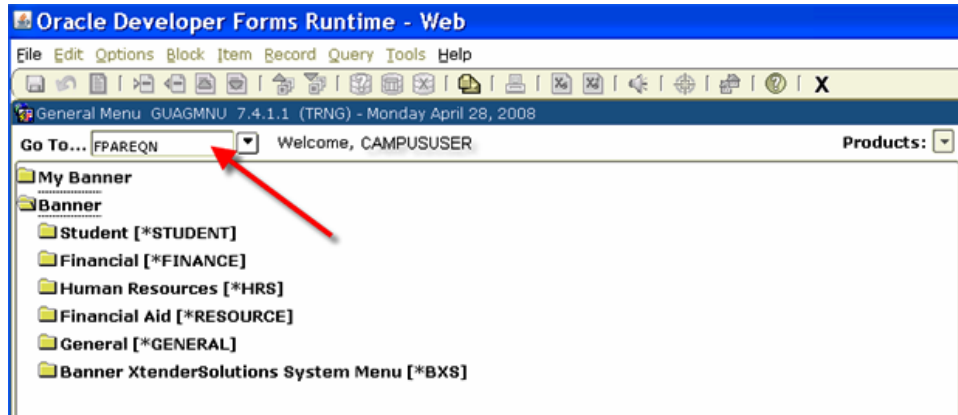
- *Description of each commodity (item)*
- *Quantity of each commodity (item)*
- *Price of each commodity (item)*
- *FOAPAL string(s) that you will charge*

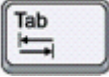
1. To create a myGate requisition using commodity-level accounting, log in to Internet Native Banner (INB).

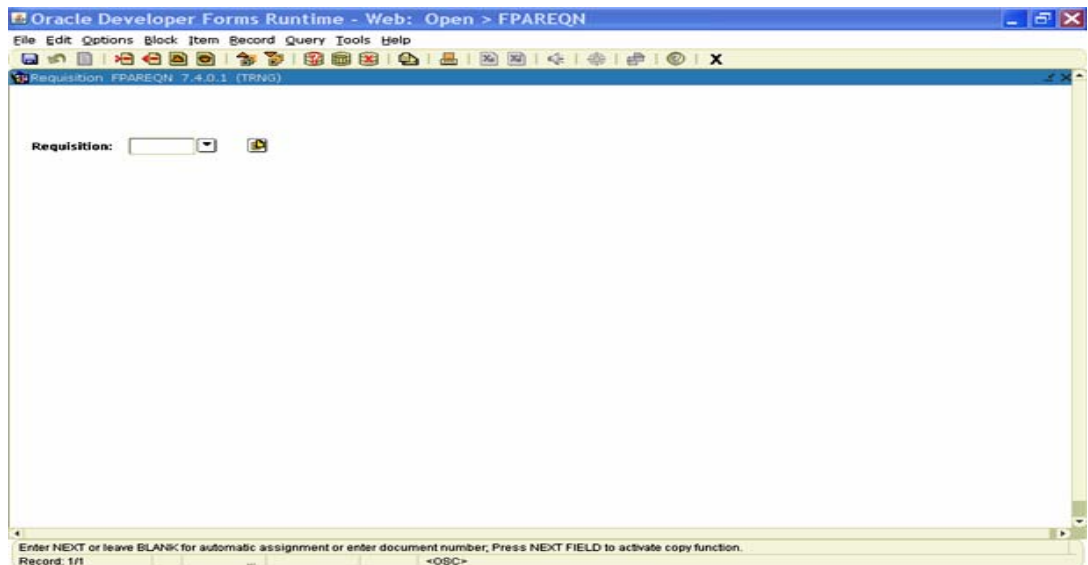
2. Enter **FPAREQN** in the Direct Access Box, then press .

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




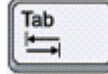

Tab through each field so defaults and calculations will work.

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).

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


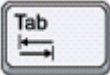







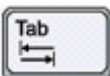
Input the text in the Text column. You can have up to 50 characters on a line.

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.

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** field which will default to the COA which defaults according to User Profile. Change Chart of Accounts 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.
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: fields.
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.

IMPORTANT




Query is case sensitive.

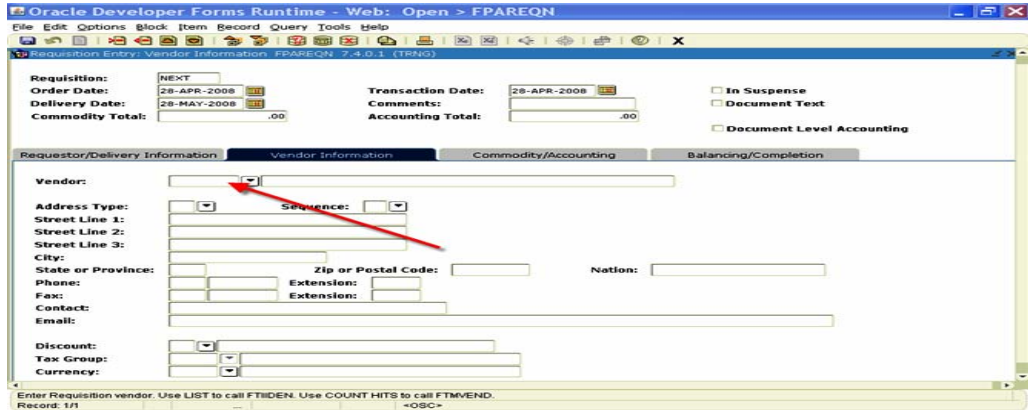
Vendor names for persons appear in mixed case.

Vendor names for businesses may appear in mixed case.

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

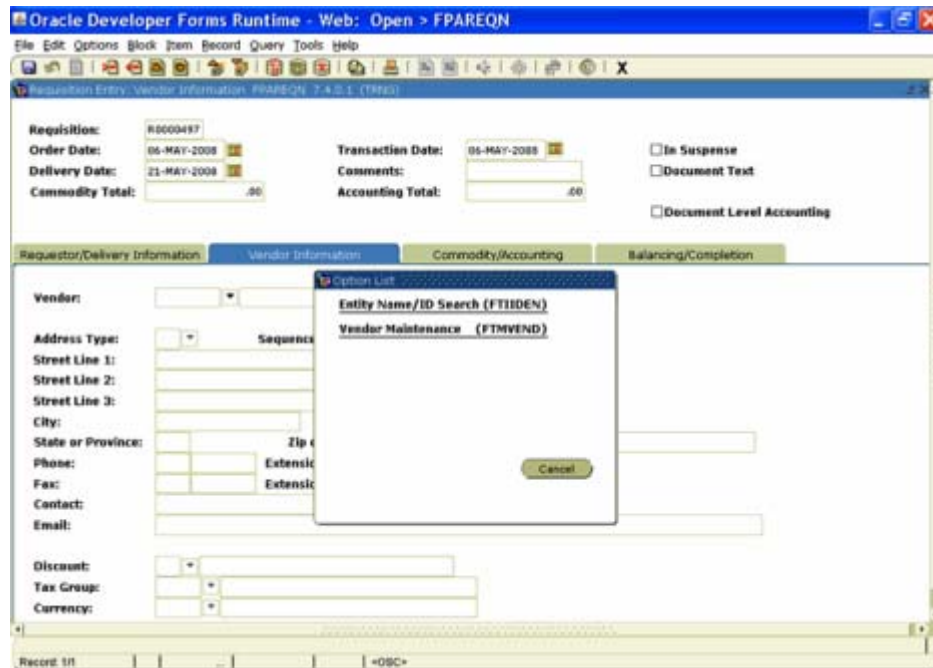
Using % before and % after characters is the best way to search.

17. Click  (Next Block) or press  +  to proceed to the **Vendor Information Block**. The header of the Vendor Information screen is completed according to information entered in previous block.















The screenshot shows the Oracle Developer Forms Runtime window for 'FPAREQN'. The 'Vendor Information' tab is active. The 'Vendor' field is highlighted with a red arrow. The form includes fields for Requisition, Order Date, Delivery Date, Commodity Total, Transaction Date, Comments, Accounting Total, and various vendor details like Address Type, Street Lines, City, State, Phone, Fax, Email, Discount, Tax Group, and Currency.




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.



The screenshot shows the Oracle Developer Forms Runtime window for 'FPAREQN'. The 'Vendor Information' tab is active. The 'Vendor' field is highlighted. A dialog box titled 'Option List' is open, showing 'Entity Name/ID Search (FTIIDEN)' and 'Vendor Maintenance (FTMVEND)'. The 'Entity Name/ID Search (FTIIDEN)' option is selected. The dialog box has a 'Cancel' button.

19.  to **Last Name** field to enter a query for Vendor.
20. Enter a unique portion of the Vendor name, with the wild card “%” before and/or after, as necessary.

21. Click  (Execute Query) or press .
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  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!

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

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

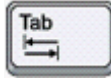
Press the Down Arrow key to continue on additional lines if necessary.

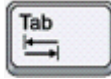
Put a checkmark in the Print box next to each used line so text will print with the document.

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.

31. Verify the check box in the Document Level Accounting field is **Unchecked**. Commodity-level accounting is used when this box remains unchecked. You should enter a commodity (or item) record followed by its corresponding FOAPAL string(s) until all commodities or line items and accounting information have been entered.




32.  to the **Description** field. Enter actual description of the product you wish to requisition in the Description field. If further description is needed, select Item Text from the Options menu (see notes at left).

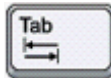


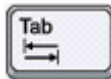
33.  to the **U/M** field (unit of measure) and enter the appropriate unit of measure. If unknown, click  (Search) or press  and make selection from Unit of Measure List (FTVUOMS).



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






35.  to the **Unit Price** field and enter the price of the item requested.




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



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

38. When you have entered a commodity (or item) description, click  (Next Block) or press  +  to move to the **FOAPAL** elements block.



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














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




41.  to **Fund** field. Change Fund 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.

42.  to **Organization** (Orgn) field. Change Organization field which defaults, if appropriate.
43.  to **Account** (Acct) field. Change Account field which defaults, if appropriate.
44.  to **Program** (Prog) field. Change Program field which defaults, if appropriate.
45.  to bypass the **Activity** (Actv) field.
46.  to **Location** (Locn) field. Enter Location code, if appropriate.
47.  through the **Extended** field, **Discount** field, and **Additional** field. These will populate according to information entered previously for this requisition.
48. After entering the accounting distribution or FOAPAL for the first item, click  (Previous Block) to return to the Commodity block. Click  (Next Record) or press  and enter the second commodity (item) in 2nd line.
49. Repeat Steps 32 through 48 for all items ordered on this requisition.
50. Click  (Next Block) or press  +  to view **Balancing/Completion Block**.
51. Confirm that **Status** column reads **BALANCED** for the Approved, Discount, and Additional amounts. If they are not balanced, please read message which appears in the **AutoHint** line. You will be directed to the area where the error(s) occurred.
52. Once confirmed, click **Complete:**  to send the requisition to the electronic approval process

OR

Click **In Process:**  to put the requisition "In Process".

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

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