CREATING A BANNER REQUISITION

1. To create a requisition type *FPAREQN* in the Direct Access box – *ENTER.*
2 At the Requisition box do a **CTRL+ PAGE DOWN**. Banner will eventually assign a requisition number to your document. *When it does be sure to write it down!*
3. **Order Date & Trans Date** should default to the current date. You need to enter a realistic **Delivery Date**. Your name should automatically appear in the **Requestor** box. **TAB to Organization**: enter department org to which this purchase will be charged. **TAB** through the fields to enter your **Ext** number, e-mail is not necessary. Enter your **SHIP TO** code. If you don’t know what it is click on the flashlight, enter a J and scroll till you find the correct one. When highlighted click, **OK**. **TAB to ATTENTION TO** and enter a name. This field **MUST** be filled in or you cannot continue. **CTRL+ PAGE DOWN**
4. Enter your vendor ID here. If not known, you will need to do a query. The cursor is in the **Vendor** box; enter *F9* (see next screen)
5. **TAB** 1 time to get your cursor in the **Last Name** field -
6. The % sign is the wild card in searching for vendors & must go at the end of your query. The shorter the query the better chance you have of finding your vendor. Searching for vendors takes some practice. You may have to query several times to find what you are looking for.

After you enter your query F8 will execute it.

We are doing a query for Hummingbird Services here.
7. If you get the vendor you are looking for, **SHIFT + F3** will drop it into your document and take you back to the vendor screen.

If you don’t get the vendor you are looking for do another query. **F7** or **CTRL + Q** should clear the screen so you can do another query. Don’t forget to **TAB** to the **Last Name** field.

Your arrow keys will let you scroll up and down through the selections that come up. Be sure your selection is highlighted before you enter **SHIFT + F3**.
8. Make sure you get who you wanted. If something different shows up please do what it asks. In this case you need to click your mouse on the **Vendor** number field and enter **G59 – TAB**.

It is the responsibility of the department to make sure they have selected the proper vendor and address sequence.
9. For the vendor Hummingbird Services the company name is Gastineau Gamut Inc doing business as Hummingbird Services.

If you have the right vendor but the wrong address, you can click on the flashlight next to the **Address Code** and using your arrow keys scroll down to see what your choices are. It doesn’t matter if the address you find is PO (purchase order), AP (accounts payable), BK (bookstore), etc. If the correct address is there you can use it. Once highlighted, **SHIFT+ F3** will drop that address sequence into your document. **TAB** to pull the address into the form.

Example: If the address you want happens to be AP 7 use it, or BK 22.

If after several queries you still cannot find the vendor you are looking for, you can call Mark or Mary for assistance. If it ends up being a new vendor be sure to supply vendor name, address, phone, and fax to the Business Office when you submit your requisition. You can complete a requisition without a vendor number assigned to it.

**CTRL+ PAGE DOWN** to continue.
10. The cursor will be in the **Comm** field, **TAB** to the **Desc** field to enter your first item. Give complete information – too much is better than not enough & there is a lot of room for additional text. If you run out of room on the first line, **CLICK** on **Item Text** on the left under **Options**. This will take you to the **Text Entry Form**, also known as **line item text**.

**Entering data:**

Enter part number, model number, etc or identifying number first, space a couple times then give the description of your item. Be sure to include things such as color, size, model name & or number. If it's a reservation we will need persons name, check-in & out dates & times, confirmation number, etc. If you talk with a vendor always get their name.
11. **CTRL+ PAGE DOWN** to start entering data. The text does not wrap around, you need to use the down arrow to go to the next line. If you want to put a blank line in the text you are entering, put a dot on the line, it serves as a placeholder. Arrow down and enter more text. When you are done entering your information arrow back up the page deleting the dots. Enter **F10** to save text and **CTRL+ Q** to go back to commodity entry screen.
12. **TAB** to **U/M** (unit of measure) and please select the appropriate one. Enter **Quantity** & **Unit Price** – **TAB** to fill in the numbers to the right. **CTRL+ PAGE DOWN** to enter accounting information. Your cursor will be in the field labeled “C”, this is the **Chart of Accounts** and must always have a “B” in it. **TAB** to **ACCT** field. The **Fund & Orgn** will default in based on the organization number entered in step 3. Select the appropriate **Acct** code from the Statewide Accounting Manual account code section. **TAB** through fields at right to pull amounts in. To enter a second line item – **CTRL+ PAGE UP** – then use the down arrow to get to the next blank line and repeat the above procedure. Each line item has it’s own line of accounting and you can enter as many as you want. Don’t forget to add a line for shipping if applicable. You also need to specify how you want your order to be shipped, 2\textsuperscript{nd} day air, priority mail, parcel post, etc. A lot of the time we don’t have a choice, a lot of vendors only ship 2\textsuperscript{nd} day to Alaska. **CTRL+ PAGE DOWN** to continue.
13. This is the final page to your requisition. **CLICK** on the complete button and wait for the message at the bottom of the page.
14. If everything is OK you will get the message at the bottom left of the page. If there is any backup to go with this requisition staple everything together and forward to the Business Office. Send through intercampus mail or you can fax it. **BUT DON’T DO BOTH.** Faxing sometimes makes things hard to read.

At this point you are ready to create another requisition if you like, if not, `CTRL+Q` will take you back to the main menu.
15. This is the error message you get when the department budget is out of money. The messages will vary depending on what the error is. Be sure to read them.