

# CREATING A BANNER REQUISITION

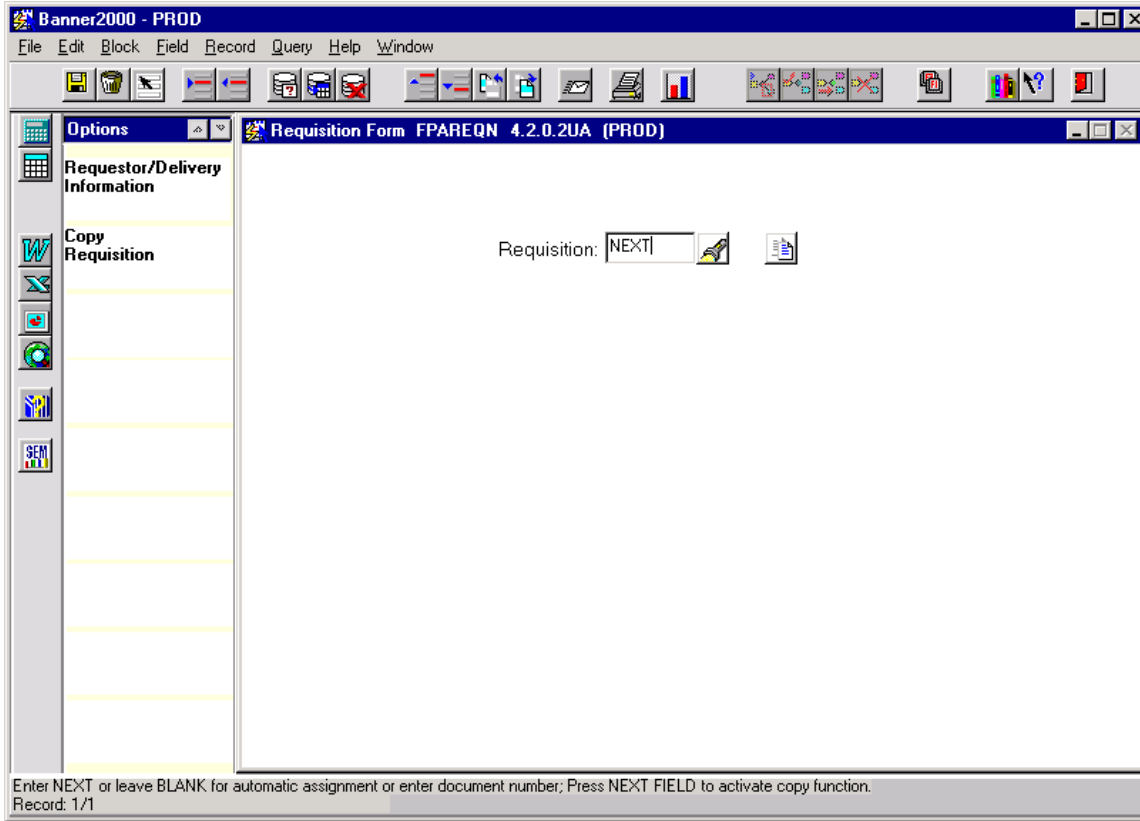
1. To create a requisition type *FPAREQN* in the **Direct Access** box – *ENTER*.

The screenshot shows the Banner2000 - PROD application window. The title bar reads "Banner2000 - PROD". The menu bar includes "File", "Edit", "Block", "Field", "Record", "Query", "Help", and "Window". The main window title is "University of Alaska GUAGMNU 4.2 (PROD)". Below the title bar, there is a "Products Menu" dropdown and a "Direct Access:" field containing "FPAREQN".

Type	Description	Name
⌘	Student System Menu	*STUDENT
⌘	Alumni/Development Main Menu	*ALUMNI
⌘	Finance System Menu	*FINANCE
⌘	Human Resources System Menu	*HRS
⌘	Financial Aid System Menu	*RESOURCE
⌘	General System Menu	*GENERAL

At the bottom of the window, there is a status bar with the text: "Enter the object name; press CQUERY for messages, LIST for listing. Record: 1/1".

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**

**Banner2000 - PROD**  
 File Edit Block Field Record Query Help Window

**Requisition Entry: Requestor/Delivery Information FPAREQN 4.2.0.2UA (PROD)**

Requisition: NEXT  
 Order Date: 18-MAY-2001 Trans Date: 18-MAY-2001  In Suspense  
 Delivery Date: 30-MAY-2001 Comments:   Document Text  
 Commodity Total: 0.00 Accounting Total: 0.00

Requestor: Mary Karper COA: B University of Alaska  
 Organization: 76100 Administrative Services  
 Phone:   Ext: 6493 5 Email:   Ext: 6469

Ship To: JSADM  
 Address: Administrative Services  
 11120 Glacier Highway  
 Juneau AK 99801-8697

Phone: 907 4656487 Ext:   
 Contact:   
 Attention To: Mary Karper

Enter name for Attention-to label on Ship-to address.  
 Record: 1/1

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)

The screenshot shows the Banner2000 - PROD application window. The title bar reads "Banner2000 - PROD" and the menu bar includes "File", "Edit", "Block", "Field", "Record", "Query", "Help", and "Window". The main window title is "Requisition Entry: Vendor Information FPAREQN 4.2.0.2UA [PROD]".

The interface is divided into a left-hand menu and a main data entry area. The menu includes sections for "Options", "Document Information", "Requestor/Delivery Information", "Vendor Information", "Commodity/Accounting Information", "View Items in Suspense", "Balancing/Completion", and "Document Text".

The main data entry area contains the following fields and controls:

- Requisition: NEXT
- Order Date: 04-JUN-2001
- Trans Date: 04-JUN-2001
- Delivery Date: 29-JUN-2001
- Comments: (empty)
- Commodity Total: 0.00
- Accounting Total: 0.00
- Vendor: (empty text box with a search icon)
- Address Code: (empty) Seq#: (empty)
- Address: (empty text box)
- Phone: (empty) Ext: (empty)
- Fax: (empty) Ext: (empty)
- Contact: (empty text box) Email: (empty text box)
- Discount: (empty)
- Tax Group: (empty)
- Currency: (empty)

At the bottom of the window, a status bar contains the text: "Enter Requisition vendor. Use LIST to call FTIIDEN. Use COUNT HITS to call FTMVEND. Record: 1/1".







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**.

Banner2000 - PROD

File Edit Block Field Record Query Help Window

Requisition Entry: Vendor Information FPAREQN 4.2.0.2UA (PROD)

Options

Document Information

Requestor/Delivery Information

Vendor Information

Commodity/Accounting Information

View Items in Suspense

Balancing/Completion

Document Text

Requisition: NEXT

Order Date: 04-JUN-2001 Trans Date: 04-JUN-2001  In Suspense

Delivery Date: 29-JUN-2001 Comments:  Document Text

Commodity Total: 0.00 Accounting Total: 0.00

Vendor: H23 See G59

Address Code:  Seq#:

Address:  Phone:  Ext:

Fax:  Ext:

Contact:  Email:

Discount:

Tax Group:

Currency:

Enter vendor's address type code

Record: 1/1

It is the responsibility of the department to make sure they have selected the proper vendor and address sequence.

- 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.

The screenshot shows the Banner2000 - PROD software interface. The main window is titled "Requisition Entry: Vendor Information FPAREQN 4.2.0.2UA (PROD)". The interface includes a menu bar (File, Edit, Block, Field, Record, Query, Help, Window) and a toolbar with various icons. On the left, there is a vertical navigation pane with options like "Document Information", "Requestor/Delivery Information", "Vendor Information", "Commodity/Accounting Information", "View Items in Suspense", "Balancing/Completion", and "Document Text".

The main form area contains the following fields and data:

- Requisition: NEXT
- Order Date: 04-JUN-2001
- Trans Date: 04-JUN-2001
- Delivery Date: 29-JUN-2001
- Comments: (empty)
- Commodity Total: 0.00
- Accounting Total: 0.00
- Vendor: G59 Gastineau Gamut Inc
- Address Code: PO (with flashlight icon) Seq#: 1 (with flashlight icon)
- Address: dba Hummingbird Services
- Phone: (empty) Ext: (empty)
- PO Box 32198
- Fax: (empty) Ext: (empty)
- Juneau AK 99803-2198
- Contact: (empty) Email: (empty)
- Discount: (empty)
- Tax Group: (empty)
- Currency: (empty)

At the bottom of the window, there is a status bar that reads: "Enter name of primary contact for the vendor. Record: 1/1".

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.

**Banner2000 - PROD**  
File Edit Block Field Record Query Help Window

**Requisition Entry: Commodity/Accounting FPAREQN 4.2.0.2UA (PROD)**

Requisition: R0128084  
Order Date: 18-MAY-2001 Trans Date: 18-MAY-2001  
Delivery Date: 30-MAY-2001

In Suspense  
 Document Text  
 Doc Acctg

Item	U/M	Tax Grp	Quantity	Unit Price	Ext Cost
1 of 1	JOB		1 x	300	300.00

Comm Desc  Comm Text  Item Text  
Clean carpet in housing lobby.  Add Commodity  
 Distribute

Disc: 0.00  
Addtl: 0.00  
Tax: 0.00  
Comm Line Total: 300.00

FOAPAL

	Yr	Index	Fund	Orgn	Acct	Prog	Ext	Disc	USD
1 of 1			105010	76100	3775	6163GA	300.00		300.00

Remaining Comm Amt: 0.00

FOAPAL Line Total: 300.00  
Commodity Acctg Total: 300.00

FRM-41008: Undefined function key. Press Ctrl+F1 for list of valid keys.  
Record: 1/1

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.

The screenshot shows the Banner2000 - PROD Procurement Text Entry Form FOAPDXT 4.1 (PROD). The form includes fields for Text Type, Vendor, Commodity Desc, and Modify Clause. Below these fields is a table with columns for Text, Clause#, Print, and Line. The table contains several rows of text entries, with the first row being "Room dimensions: 30ft x 50ft" and the last row being "Contact Roxy for questions concerning this PO." The status bar at the bottom indicates "FRM-40400: Transaction complete: 1 records applied and saved. Record: 2/7".

Text	Clause#	Print	Line
Room dimensions: 30ft x 50ft		<input checked="" type="checkbox"/>	10
Steam clean and scotch guard.		<input checked="" type="checkbox"/>	20
		<input checked="" type="checkbox"/>	30
Work to be completed by 8/29/01.		<input checked="" type="checkbox"/>	40
		<input checked="" type="checkbox"/>	50
		<input checked="" type="checkbox"/>	60
Contact Roxy for questions concerning this PO.		<input checked="" type="checkbox"/>	70
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	

FRM-40400: Transaction complete: 1 records applied and saved.  
Record: 2/7



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.

**Banner2000 - PROD**

File Edit Block Field Record Query Help Window

**Options**

**Requisition Entry: Balancing/Completion FPAREQN 4.2.0.2UA (PROD)**

Request: R0128084 Mary Karper  
 Vendor: G59 Gastineau Gamut Inc  
 COA: B University of Alaska  
 Orgn: 76100 Administrative Services  
 Trans Date: 18-MAY-2001 Deliver by: 30-MAY-2001  
 Currency:  
 Exchange Rate: Commodity Record Count: 1

	Input	Converted
Amount:	300.00	

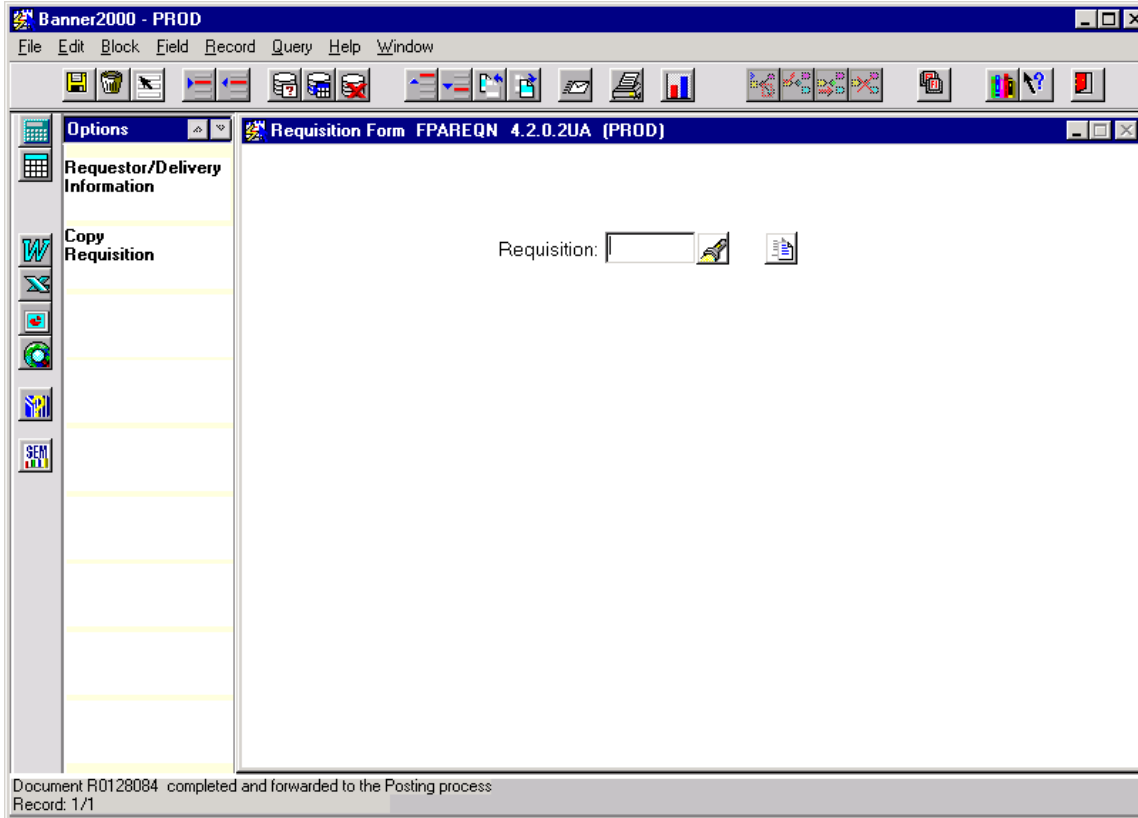
	Header	Commodity	Accounting	Status
Approved Amount:	300.00	300.00	300.00	BALANCED
Discount Amount:	0.00	0.00	0.00	BALANCED
Additional Amount:	0.00	0.00	0.00	BALANCED
Tax Amount:	0.00	0.00	0.00	BALANCED

Complete:  In Process:

**Complete**

Select to keep Document Incomplete and "In Process"  
 Record: 1/1

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.

Document Accounting: N

-Suspense-

Item #	Sequence#	Commodity	NSF	Acctg	Status
1	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	BALANCED
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BALANCED
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BALANCED
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BALANCED
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BALANCED
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BALANCED

Document cannot be completed because some records are in suspense.  
Record: 1/1