University of Alaska
Statewide Financial Systems
User Documentation

Banner
REQUISITION PROCESSING
(FPAREQN)
DETAIL

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Overview

Use the Requisition form to request the purchase of goods and services that cannot be obtained by using other University purchasing methods (i.e. Procard, Call). Processed solely by the local purchasing office, Purchase Requisitions (PRs) have no dollar limit.

It is the responsibility of the department to provide complete information on the requisition so that the purchasing agent may provide prompt processing. This includes vendor information and detailed descriptions of the goods or services being requested. If there is backup (i.e. order forms, catalog pages, etc.) include that with the request to help purchasing better understand what is being requested. This information should be faxed, mailed, or delivered to the purchasing office (with the requisition number indicated on each page).

Once the department has entered the requisition in Banner (via FPAREQN), a buyer is designated, a purchase order number is assigned, and the vendor is contacted. The buyer must send out a quote or bid for all requisitions that exceed the small purchase limit ($5,000) of the University.

Creating a Requisition (FPAREQN)

The Requisition form allows the user to initiate the procurement process and define the requester, vendor, commodity, and accounting information.

Using Main Menu Navigation

1. In the Main Menu double-click on **Financial** [*FINANCE].

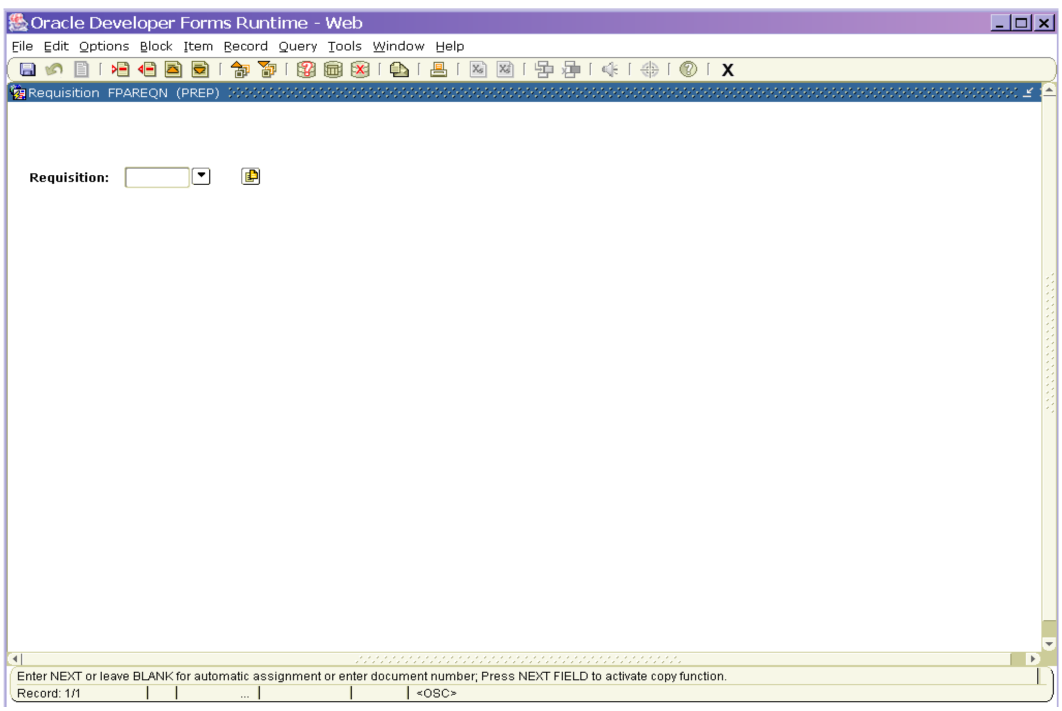
2. Double-click on **Purchasing and Procurement** [*FINPURCH].

3. Double-click on **Request Processing** [*FINREQST].

4. Double-click on **Requisition** [FPAREQN]. The Requisition form is displayed.

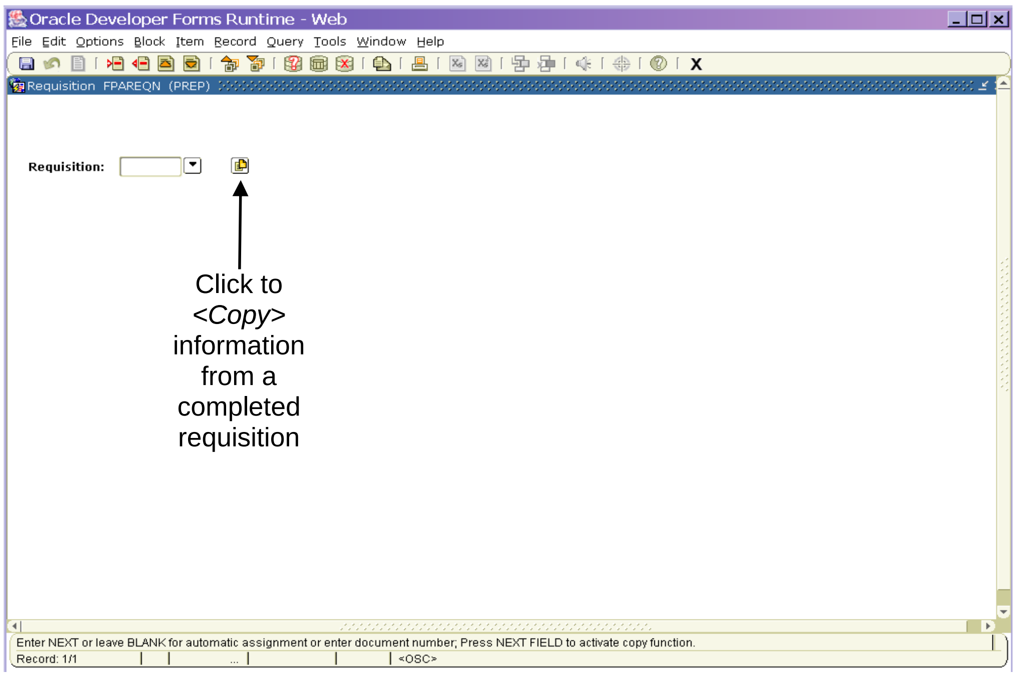
Using Direct Access Mode

1. In the *GO TO* field, available from any Banner menu, key in **FPAREQN** and press the <*Enter/Return*> key. The Requisition form is displayed.



Requisition Form Header

A1. Upon entry into the form, the cursor resides in the *REQUISITION* field. Leave the field **blank** to have the system assign the requisition (PR) number. If retrieving a requisition in process, enter that number, click the *<Search>* icon, or choose *<List>*.



If a search is requested, the Requisition Validation form (FPIRQST) is displayed. A query can be requested for all fields except *ORGANIZATION TITLE* and *VENDOR NAME*. *<Execute Query>* The requisition of interest may be selected and returned via *<Exit with Value>*.

★ The *<Copy>* feature can also be used to create a new requisition. Click the *<Copy>* icon or the *<Copy Requisition>* link in the Options menu.

Enter a valid document number in the *COPY FROM REQUISITION* field or click the *<Search>* icon to query a list of valid document numbers.

Once a document number is entered, click the *<OK>* button.

The Requisition number is updated so that it is a uniquely assigned number and the header, commodity, accounting, and all text are copied forward into the new document. The *DELIVERY DATE* does not populate and is a required entry.

Update copied data on the requisition as required.

A2. *<Next Block>* to navigate to the Requestor/Delivery Information block.

Requestor/Delivery Information Block

B1. Specific data on the Requestor/Delivery Information screen is REQUIRED and *must* be included. Access these fields via <*Next Field*>.

ORDER DATE: Accept the default of **current date**

TRANS DATE: The transaction date defaults to the **current date**. A future date may be entered (DD-MON-YYYY) but the requisition will not be effective until that date.

DELIVERY DATE: The date (DD-MON-YYYY) on which the goods should arrive. This date must be at least one day greater than the *TRANS DATE*.

> ★ If the request is a rush order, indicate it as such in the <*Document Text*>. Specific instructions for entering text is described later in this document.

REQUESTOR: The full name of the person creating the requisition. Use normal naming conventions (i.e. John Smith).

> ★ This information is useful for future queries. Enter the name in a consistent format.

COA: The Chart of Accounts defaults to **B**, which is correct.

ORGANIZATION: The organization code of the requestor. Choose <*List*> or click the <*Search*> icon to select a value. This code will default in the accounting record.

EMAIL: The email address of the requestor.

PHONE: If on campus, the 4-digit extension is sufficient. If off campus, enter a complete phone number. Be sure to follow the local campus procedures.

FAX: If on campus, the 4-digit extension is sufficient. If off campus, enter a complete fax number. Be sure to follow the local campus procedures.

SHIP TO: The ship to code for delivery. A <*List*> is available. The corresponding address information will automatically populate.

ATTENTION TO: The person to whom the delivery should be sent.

B2. Once all required data has been entered, choose <*Next Block*> or click the <*Vendor Information*> tab to access the Vendor Information.

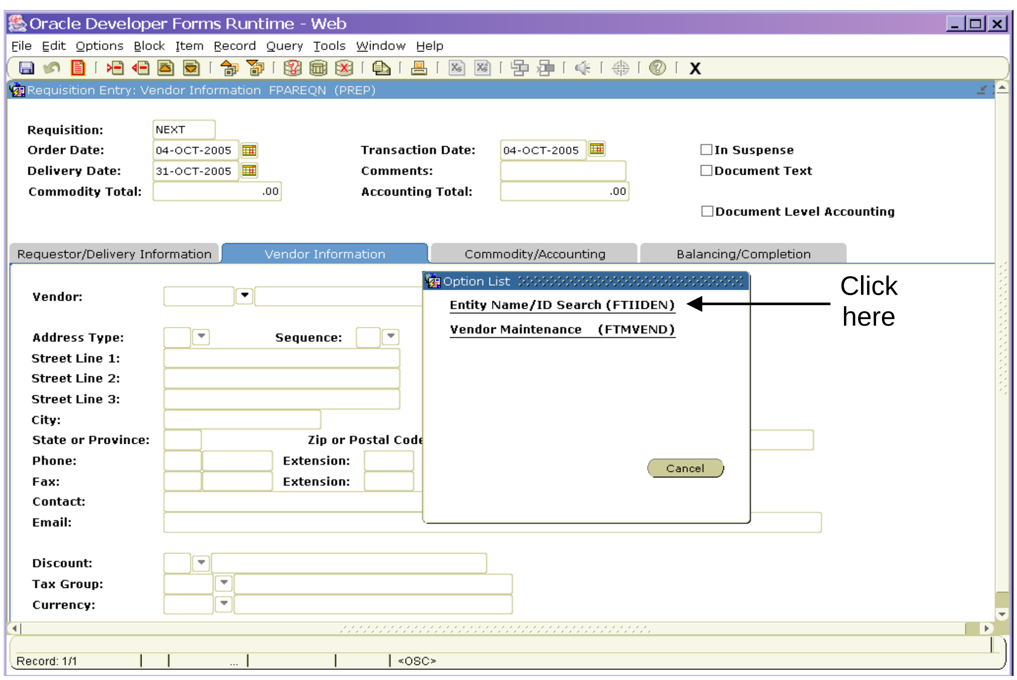
Vendor Information

C1. Requisition information is summarized at the top of the Vendor window and is display-only.

> ★ The *VENDOR* fields are optional.
>
> ★ If the vendor is not known or if the Purchasing department should assign a vendor to the requisition, leave the vendor information blank.
>
> ★ If vendor information is not included on the requisition, add a comment to indicate that no vendor information is available. Continue with the Document Text section for complete details on entering text to the requisition.

C2. The cursor resides in the *VENDOR* field. Enter a valid **ID**, choose <*List*>, or click the <*Search*> icon to select from a List.

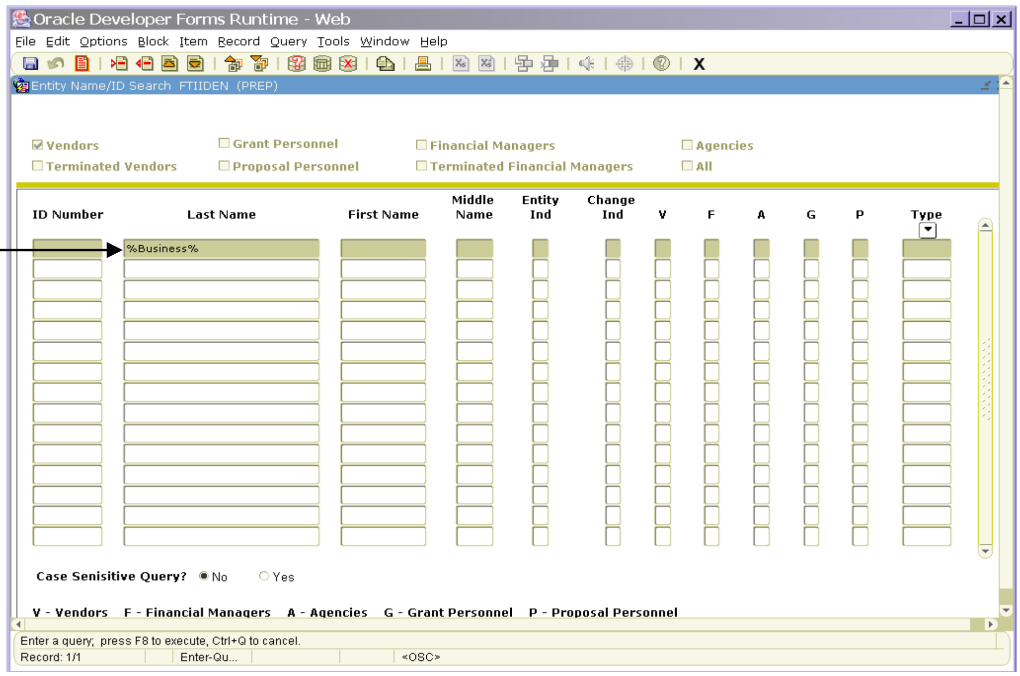
If the <*Search*> icon is clicked, the Option List box is displayed. Click <*Entity Name/ID Search (FTIIDEN)*>.



If a search or list is requested, the Entity Name/ID Search form (FTIIDEN) is displayed. The form is automatically initiated in query mode and the cursor resides in the *ID NUMBER* field. A query can be executed and the vendor ID of interest may be selected and returned to the calling form via <*Exit with Value*>.

> ★ To assist with limiting the use of the system resources, enter at least one criteria for the search utilizing the wildcard features (% or _)

This search will return all vendors with the word Business in the Last Name



If the vendor is not returned, modify the search to ensure it is not already recorded on Banner. If the vendor does not exist on Banner, it must be created on the system by the local campus procurement office.

C3. Once a valid vendor ID has been entered, the cursor navigates to the *ADDRESS CODE* field and corresponding *ADDRESS*, *PHONE*, *FAX*, *CONTACT*, *DISCOUNT*, and other pertinent vendor information is automatically displayed.

> ★ If an address has not been set up as the vendor default, no address information is displayed.

C4. Multiple addresses may exist for a vendor. If the defaulted address is an incorrect address for the requisition, choose <*List*> or click the <*Search*> icon to select a different address type and sequence from a list.

If a search is requested, the Address Information Query (FOQADDR) form is displayed. Using <*Next Record*> or the <*Scroll Bar*> to navigate, place the cursor on the address type and sequence record of interest and choose <*Select*>. The *ADDRESS TYPE* and *SEQUENCE* are returned. To exit without retrieving an address, choose <*Exit*> or click the <*Exit*> icon.

> ★ If a specific vendor address does not exist, it must be added to the vendor record. The local campus procurement office must do this. Add the information to Document Text to request this – instructions are detailed below.

C5. Other information for the vendor will default from the existing vendor record.

C6. Click the <*Document Text*> link to add notes for the purchasing agent (i.e. new vendor address, rush order). Detail instructions for adding document text are presented in the next section. Otherwise, <*Next Block*> or click the <*Commodity/Accounting*> tab to navigate to the Commodity/Accounting screen.

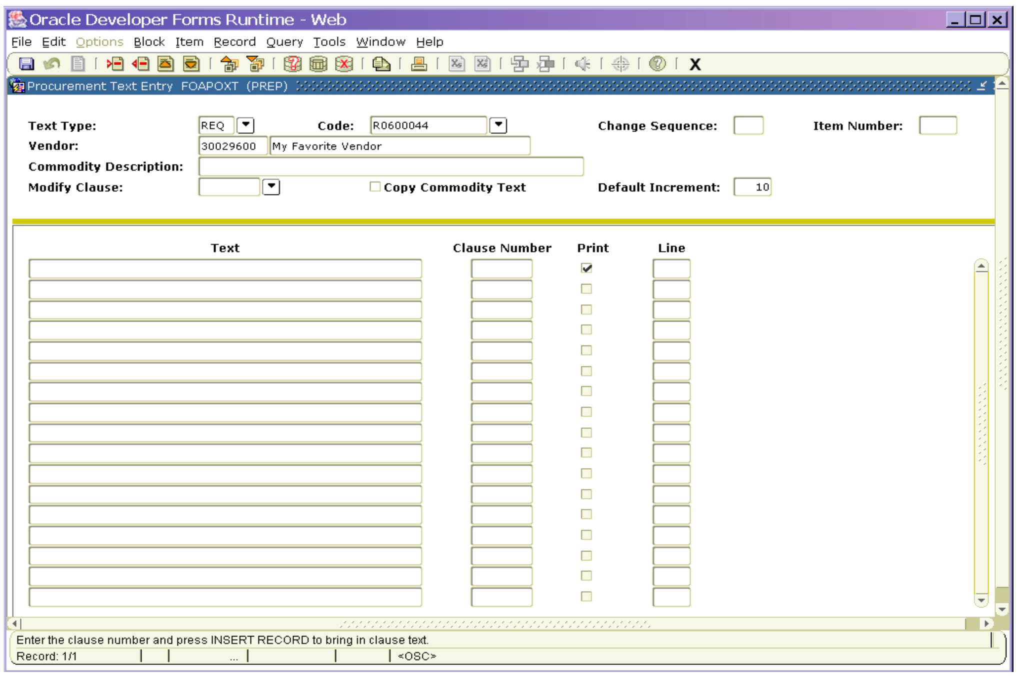
Document and Item Text

Document Text is used to provide a new vendor address to Purchasing, indicate a rush order, or record other pertinent information relating to the requisition.

Item Text is used to provide pertinent information relating to the individual requisition items.

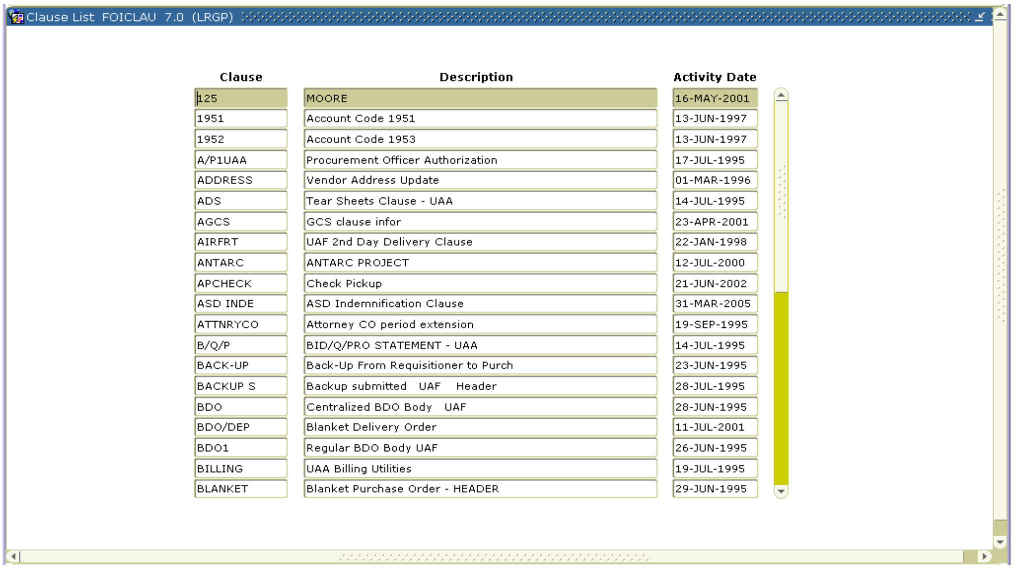
D1. Document and Item Text may be added by selecting the corresponding link from the Options menu.

D2. Upon initiation, the Procurement Text Entry form (FOAPOXT) is displayed. The Key block summarizes the Requisition.



D3. The cursor will reside in the *MODIFY CLAUSE* field. This is a template predefined by the purchasing staff to assist in obtaining necessary information and should be used when a new vendor or address is requested or if the requisition is a rush order.

To select a pre-defined clause, choose <*List*> or click on the *Search* icon. The clause list (via FOICLAU) is displayed. A clause of interest can be selected and returned via <*Select*>. This is an optional field.



Clause	Description	Activity Date
125	MOORE	16-MAY-2001
1951	Account Code 1951	13-JUN-1997
1952	Account Code 1953	13-JUN-1997
A/P1UAA	Procurement Officer Authorization	17-JUL-1995
ADDRESS	Vendor Address Update	01-MAR-1996
ADS	Tear Sheets Clause - UAA	14-JUL-1995
AGCS	GCS clause infor	23-APR-2001
AIRFRT	UAF 2nd Day Delivery Clause	22-JAN-1998
ANTARC	ANTARC PROJECT	12-JUL-2000
APCHECK	Check Pickup	21-JUN-2002
ASD INDE	ASD Indemnification Clause	31-MAR-2005
ATTNRYCO	Attorney CO period extension	19-SEP-1995
B/Q/P	BID/Q/PRO STATEMENT - UAA	14-JUL-1995
BACK-UP	Back-Up From Requisitioner to Purch	23-JUN-1995
BACKUP S	Backup submitted UAF Header	28-JUL-1995
BDO	Centralized BDO Body UAF	28-JUN-1995
BDO/DEP	Blanket Delivery Order	11-JUL-2001
BDO1	Regular BDO Body UAF	26-JUN-1995
BILLING	UAA Billing Utilities	19-JUL-1995
BLANKET	Blanket Purchase Order - HEADER	29-JUN-1995

D4. If a clause was selected as defined in D3 above, choose <*Insert Record*> to populate the pre-defined template into the text block.

D5. <*Next Block*> to navigate to the Text block. If a clause was selected, it is displayed. Additional information can be added.

TEXT: The cursor will reside on the first line in the text field. Type the desired text to be included with the document or item. At the end of the text line, <*Next Field*> to navigate to the *CLAUSE #* field.

CLAUSE #: If a regular requisition is being created, clause information may not be required and is an optional field. Enter the Clause reference number, if desired, and choose the <*Next Field*> function.

PRINT: The Print option defaults to **checked** (yes) which indicates that the text will be printed with the requisition. <*Next Field*>.

LINE: This field is automatically incremented by the system as the cursor is navigated to a new text line. The default increment is **10**, as defined in the Key block.

D6. <*Next Record*> to navigate to a new text line to enter additional information.

★ Use the period (.) on a line by itself to separate information.

D7. Appropriate information to be included as document text is as follows:

PO Clause Information**:** The type of PO that the buyer should create.

Backup Information: Include facts such as when the backup documents were submitted to Purchasing, rush order information, or other comments that should be communicated to the Buyer.

Vendor Information: If a new address for the vendor is being provided, use the <*Vendor Address Update*> clause. If this is a new vendor, enter **VENDOR ADDRESS** on the first text line. Type the address on the following lines, using a new text line for each address line. Provide as much information as possible, for example:

VENDOR ADDRESS
Vendor Name
Street Address
City, State, Zip
Phone and/or Fax number
Social security number or TIN number
Contact person
Any miscellaneous information

Rush Notification: Notify the purchasing department that the requisition is a rush order.

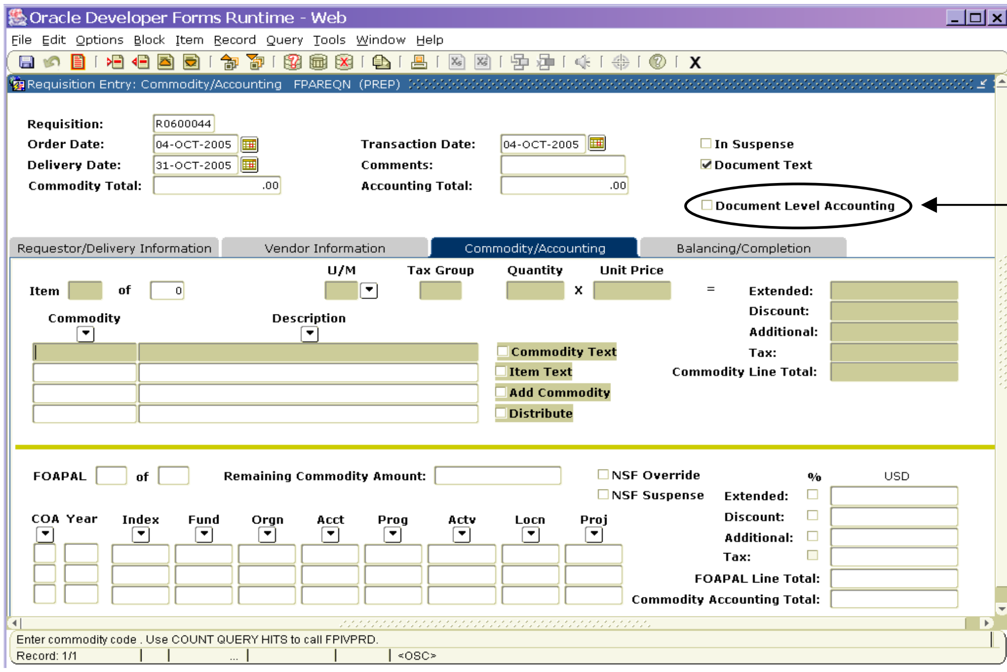
D8. Item text should include item/part number, model, size, and any other details that can be provided to insure the correct product is ordered by the purchasing department.

D9. Once all text is entered, <*Save*> to save the text. The status bar (lower left corner of the form) indicates that the transaction has been saved.

D10. Choose <*Exit*> to return to the requisition form.

Commodity Information

E1. Requisition information is summarized at the top of the Commodity/Accounting window and is display only.



The standard for the University is Commodity Level Accounting so this checkbox defaults to unchecked.

Commodity Level accounting means that an accounting line is defined for each commodity (item)

E2. Specific data in the Commodity block *must* be included. Access these fields via *<Next Field>*.

COMMODITY:	The University does not use – leave **blank**.
DESCRIPTION:	Enter a description of the item, up to 50 characters. If more space is required, use *<Item Text>* (described in the Text section of this documentation).
U/M:	Unit of Measure. Type the appropriate value, choose <*List*>, or click the <*Search*> icon to query and select a value (via FTVUOMS).
QUANTITY:	Enter the number of items requested for this commodity.
UNIT PRICE:	Type in the price for the individual item.

E3. Once all required data has been entered for a single item, choose <*Next Block*> to access the Accounting Information for that item.

E4. Click the <*Review Commodity Information*> link in the Options bar to view the commodity list via FOICOMM, if desired.

Accounting Information

F1. The COA, Fund, and Orgn codes will default from the Requestor/Delivery Information block of the requisition form. Insure this information is correct for the department that is paying for the item requested.

Specific data in the FOAPAL (Accounting) block *must* be included. Access these fields via <*Next Field*>.

COA: Chart of Accounts – always **B**.

YEAR: Not accessible but verify that the fiscal year automatically populates.

INDEX: The University does not use – leave **blank**

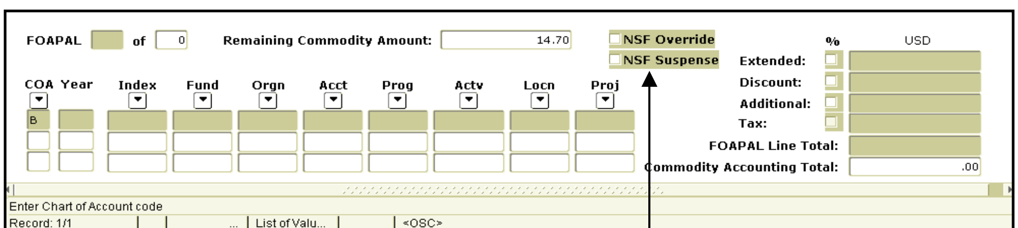
FUND: If the defaulted *FUND CODE* is incorrect, enter the correct fund, choose <*List*>*,* or click the <*Search*> icon to choose from a list of available funds.

ORGN: If the defaulted *ORGANIZATION CODE* is incorrect, enter the correct orgn, choose <*List*>, or click the <*Search*> icon to choose from a list of available orgns.

ACCT: Enter the *ACCOUNT CODE* for the item purchased. Choose <*List*> or click the <*Search*> icon to choose from a list of available accts.

PROG: The *PROGRAM CODE* will default from the organization code and should not be typed.

USD: Enter the dollar amount to be charged to the specific accounting line entered.



If checked, document will appear on FPIREQS

F2. To enter an additional FOAPAL for the item, <*Next Record*> and repeat step F1 above.

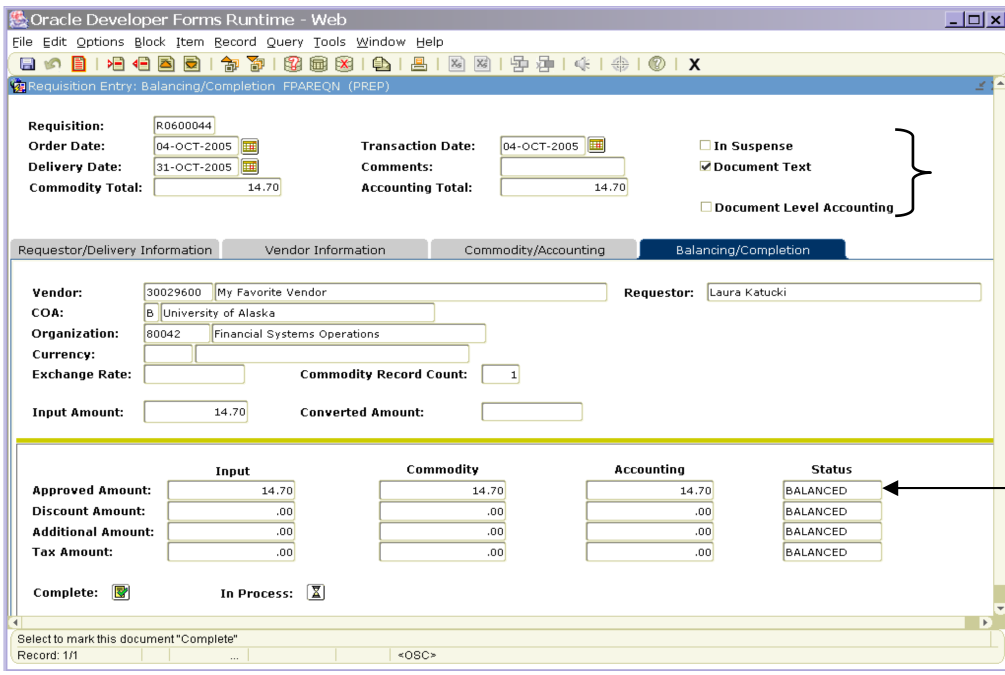
To enter an additional requisition item, <*Previous Block*> and repeat steps E1 and E2 above.

F3. Once all commodity items and associated FOAPAL information are entered, choose <*Next Block*> or click on the <*Balancing/Completion*> tab to complete the document.

Balancing / Completion

G1. The requisition information is summarized on the Balancing/Completion screen. This information is display-only.

G2. All three of the *INPUT*, *COMMODITY*, and *ACCOUNTING* amounts must equal before the document can be completed. The *STATUS* field will indicate **BALANCED** for each amount that is balanced in all three areas.



If a checkbox is not checked, the option is not selected

Insure the *STATUS* is **BALANCED** before completing the document

> ★ Once a requisition is completed, it cannot be changed. Insure the data is correct and record your requisition number before completing the document.

Complete the Document

G3. To complete the document, click the <*Complete*> icon. The system clears the screen and control is returned to the Requisition Header. The hint on the status bar indicates that the document was completed and forwarded to the posting process.

Document In Process

G4. If adjustments or updates must be made to the document at a later date, the requisition may be (temporarily) left In Process. No posting or processing for this requisition will take place until it is completed. Click the <*In Process*> icon. The system clears the screen and control is returned to the Requisition Header.