Internet Native Banner Requisitions

Information Resources and Technology Training Services
Rowan University
Memorial Hall
201 Mullica Hill Road
Glassboro, NJ 08028-1701

rowan.edu/irt-training
irt-training@rowan.edu

For Banner Assistance:
support@rowan.edu
856-256-4400

Download the latest version of this document at rowan.edu/irt-training

Banner 8 — Version 1
Revised March 6, 2015
Table of Contents

4 Create Requisition Number
6 Document Text
8 Vendors
12 Commodity/Accounting
18 Complete Requisition
20 Copy a Requisition
22 Standing Order
24 FOADOCU—Document by User
25 Help
Create Requisition

[Image of a computer screen showing a form titled 'Create Requisition' with fields for requisition number, order date, delivery date, commodity total, and accounting total. There are also sections for requestor information, organization, contact information, and delivery information.]
1. Enter FPAREQN in the Go to field
   or if you set up shortcuts in My Banner, double click on Requisition [FRAREQN]

2. **Create Requisition Number**
   
   Enter *NEXT* for new requisition or just select **Next Block**
   -or- enter requisition number if completing an incomplete requisition

   ![Next Block](image)

3. **Complete Requisition Date and Comment Code**
   
   Order Date and Transaction Date are already populated for you
   
   Enter *Delivery Date* *(Double click field and calendar will pop up and select today’s date. Or just type any letter in the date field and tab)*
   
   Enter code in *Comments* if applicable
   
   for Standing orders you will type “SO” or “Standing Order” in this comment block. Most other comments should be entered in Document Text.

4. **Enter Requestor/Delivery Information**

   *Requestor (populated for you)*
   
   Enter *Organization*
   
   Enter *Chart of Accounts (COA) ‘R’ (may be populated for you)*
   
   Enter requestor’s *Email* and phone *Ext.* (or number if off Glassboro campus)
   
   Enter *Ship To Code*
   
   Enter *Attention To*
Document Text
Enter Document Text

Use Document Text to communicate additional information about your whole purchase order to the purchasing department and/or vendors such as:

- Standing Order
- Special instructions, quote numbers, discount codes
- New vendor information or new addresses
- Any other additional information for the whole order

**DO NOT** enter any information about payments or other information for Accounts Payable. They will never see these instructions.

1. Select **Options** from the top menu and select **Document Text** (FOAPOXT) **Next Block**

2. **Enter information.** Each line holds up to 50 characters (8-10 words)
   - Next Record moves cursor to next line
   - Select the **Print** check box to the right of line if you want to print on purchase order
   - Save
   - Exit

3. **To return to Document Text to check or add more information**
   - Go to Options, Document Text **Next Block**
   - *You won’t see your text until you do Next Block.*

4. **To delete a line**
   - Select the line you wish to remove
   - In the top menu, go to **Record - Remove**
   - Your cursor will then pop up to the preceding line

   **Do not simply delete the text. It will not allow you to save, because it is considered an active line with no data.**
There are a few possible scenarios for vendors.

1. You know the **Vendor ID**
2. You know the vendor name, but not the Vendor ID
3. Your vendor is in Banner, but the address is incorrect
4. Your vendor is not in Banner

**If you know the Vendor ID**

1. Enter the **Vendor ID** in the first field after the word “Vendor”.
   
   Tab to allow the address and contact fields to populate.

2. **Addresses**
   
   If the vendor address does not populate, or if the address is incorrect:
   
   Select the little arrow next to Address Type to see all the addresses for that vendor.
   
   Only two addresses show at a time. Use the scroll on the right to see more addresses.

3. **AP and PO Addresses (and sometimes HO)**
   
   There may be multiple addresses and address types (AP, PO, HO).

   AP are addresses added by Accounts Payable. These are usually the address where the payments are remitted.

   PO are addresses that have been entered by the Purchasing Office. One of these are probably the address to select for the requisition.

   HO is usually a home address, like for an employee.

   If you are not sure which address to use, you can contact the vendor, look at an old purchase order to the same vendor, or ask the purchasing office. If all the addresses are incorrect, type the correct address in Document Text.

4. If you find the correct address, double click in the Address type, and it will automatically populate the fields in the requisition
Vendors

Banner 8—Requisitions
If you do not know the Vendor ID

1. Search for the Vendor ID
   Select arrow next to the first field after the word “Vendor”
   In the pop up dialog box (Option List) choose Entity Name/ID Search (FTIIDEN)

2. You will then see the FTTIIDEN screen.
   Tab to the field in the Last Name column
   Type in part of the name that you are sure about – use % as wild cards wherever needed.

   **Hint**
   This field is case sensitive
   Use the % before and after the name

   Select Query Execute to execute the query

3. Choose the Vendor
   You may see a list of several vendors with similar names.
   Look in the “V” column to make sure there is not a “T” for terminated
   Double click in the Vendor ID of the one you would like to select

4. Vendor Address
   See page 9 on how to find the correct vendor address

Can’t find your vendor? New Vendor

After searching for the vendor on FTTIIDEN, if you are not able to locate the ID the vendor will need to be added into the system by the Purchasing department.

   Leave the Vendor ID field blank
   Record the vendor contact information under Document Text
   Go to the Rowan Purchasing website for information and forms needed for new vendors:

   www.rowan.edu/purchasing
Always Tab to move between fields in this area for automatic calculations to work correctly

1 Enter Line Items
   Enter Commodity Code
   (For a list of Commodity codes go to:
   http://www.rowan.edu/adminfinance/controller/purchasing/procurement.html
   Enter Description (type over the one auto entered by commodity code)
   Enter Unit of Measure (U/M)
   Enter Quantity
   Enter Unit Price
   Tab until you get back to the Description Field

   *If you have more than one item, and need to assign each item to its own individual different FOAPAL, see page 17 for details BEFORE going on. Otherwise, continue to step 2.*

2 For additional items, select Next Record and repeat until all items are entered

3 To delete a line, select the line and select Record Remove

4 Have a long description?
   Each line holds up to 50 characters (8-10 words)
   To add additional descriptions for each line item select Item Text from the Options menu
   When finished, Save and Exit

5 After you have entered all your Line items
   Save
   Next Block
Commodity/Accounting

### FOAPAL Details

<table>
<thead>
<tr>
<th>FOAPAL</th>
<th>of</th>
<th>Remaining Commodity Amount:</th>
<th>165.79</th>
</tr>
</thead>
<tbody>
<tr>
<td>COA Year</td>
<td>Index</td>
<td>Fund</td>
<td>Orgn</td>
</tr>
<tr>
<td>R</td>
<td>15</td>
<td>10110</td>
<td>24040</td>
</tr>
<tr>
<td>14</td>
<td>11220</td>
<td>24040</td>
<td>3000</td>
</tr>
</tbody>
</table>

### NSF Override

<table>
<thead>
<tr>
<th>Extended:</th>
<th>165.79</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discount:</td>
<td>.00</td>
</tr>
<tr>
<td>Additional:</td>
<td>.00</td>
</tr>
<tr>
<td>Tax:</td>
<td>.00</td>
</tr>
</tbody>
</table>

### FOAPAL Line Total: 165.79

| Document Accounting Total: | .00 |
Always Tab to move between fields in this area for automatic calculations to work correctly

Possible Scenarios for Assigning a FOAPAL to a Requisition

1. Everything is charged to one FOAPAL (Regular or Standing Order)
2. The order is split among several FOAPALS (Regular or Standing Order)
3. Each line is assigned its own different FOAPAL

Enter FOAPAL

1. Charge entire requisition to one FOAPAL
   Enter Chart of Account (C) ‘R’
   Enter Fund
   Enter Organization (Orgn)
   Enter Account (Acct)
   Enter Program (Prog)
   Tab 5x for total cost to auto-fill in the USD section
   (if the amount doesn't automatically fill in, you can type in the amount)
   Next Block

2. Need to split billing across more than one FOAPAL?
   Enter the first FOAPAL (as above)
   Enter the amount to be charged to the first FOAPAL in USD
   or mark the % check box to the right of Ext. and enter percentage (do not type %)
   Go to next record (Record Next) and repeat until total amount is billed.
   Next Block

If you need to assign each line its own FOAPAL
See next page
Assign each line item its own FOAPAL (Optional)

*When do you need to assign each line item its own FOAPAL?*
If the items will come in different shipments with different invoices, and the line items will be received in FPARCVD at different times, and possibly different amounts, and you want to make sure each item is paid from the correct FOAPAL. It would be very rare, if ever, that you would have to do this.

For example, if you are ordering baseballs and basketballs from one vendor, and will do a standing order for the year. Baseballs are billed to one FOAPAL and basketballs are billed to a different FOAPAL. Sometimes you will receive baseballs, sometimes basketballs. You want to make sure that if you receive only baseballs, that it is paid from the correct FOAPAL (the baseball team’s FOAPAL). Assign each line item it’s own FOAPAL, and the correct FOAPAL will be billed each time.

1. **You MUST** uncheck **Document Level Accounting** check box before entering the commodity accounting information on this page. It is located in the first block.

2. Enter Description, U/M, Quantity and Unit Price for Item 1

   Next Block

3. Enter Fund, Org, Account, Program and Total Cost for Item 1

4. Select **Previous Block** which takes you back to item 1 description

   Select **Next Record** to move to item 2

5. Enter Description, U/M, Quantity and Price for Line 2

   Select **Next Block**

6. Enter Fund, Org, Account, Program and Total Cost for item 2

   Repeat for each line item.

   After entering the last Enter Fund, Org, Account, Program and Total Cost

   Next Block
Complete Requisition

Holds transaction in incomplete status.
Purchase order will not be generated.

Document R7001107 completed and forwarded to the Posting process
Complete Requisition

1. Make sure **Status** reads BALANCED

2. Select **Complete**

3. Requisition number noted on status bar at bottom of page

**Requesting a new vendor?** Choose **Yes** when you receive the message “*This requisition does not have a vendor or a recommended vendor. Do you want to complete?*” and your requisition will be completed.
Reuse/Copy a Requisition

1. Go To... [FPAREQN] Welcome, Mary Hegel.

2. Requisition:

3. Copy From

   Requisition: R1305747
   Vendor: 910001375 Office Max

4. Requisition: R1404373
   Order Date: 06-SEP-2013
   Delivery Date: 
   Commodity Total: 127.58
   Transaction Date: 
   Comments: 
   Accounting Total:

5. If you change anything here

   Make sure you update here as well. It may not automatically update.

6. Banner 8—Requisitions
Reuse/Copy a Requisition

Copy a requisition to reuse information on a new requisition

You can copy a requisition to use all the information from it to create a new requisition. You may find this helpful on orders to vendors you use frequently, or if you have to put in several requisitions for the same item. For instance, stipends for the same event to several participants. The entire requisition (vendor, items, document text etc.) will be copied, though you can change anything. Double check that the vendor, item, quantity, amounts and FOAPAL are correct for the new requisition, or change them as needed.

1. Type FPAREQN in the General Menu Go To…. field and press Enter.

2. Select the Copy Button (not the arrow next to the box.)

3. Type the requisition number (not PO number) you would like to copy in the Requisition Field. Press TAB to see Vendor ID and Name. Select OK.

4. The new requisition number is immediately assigned. Enter your delivery date. Your commodity total will change when you update your item, quantity, unit price, etc.

5. Make any changes necessary for the new requisition (for example vendor, item, quantity, amounts and FOAPAL) and then complete the requisition as usual. If you make any changes in quantity or price in the Commodity Block, be sure to go to the Next Block and type in the price changes in the Accounting Block (where you type your FOAPAL). They may not automatically change.

Next Block

6. Select the Complete button to complete the requisition.
Standing Order

Document Text in a Requisition

[Image of a computer screen displaying a requisition form with fields for purchase order, blanket order, and change sequence number.]

[Text annotations pointing to specific fields such as purchase order, blanket order, and change sequence number.]

[Additional images showing the progression of the requisition process, including fields for order date, delivery date, commodity total, account total, and print date.]
Standing Order

How to Process a Standing Order

A Standing Order is a Purchase Order noting an agreement with a vendor that you will pay for a predetermined service or product throughout a scheduled time period. One Purchase Order is created for the life of the order and full amount of the PO is encumbered. It is customary to receive multiple times (each time service is rendered) on a Standing Order. If you are placing an order that will have multiple invoices, a Standing Order should be used. When received on FPARCVD, a dollar amount is received instead of quantity (as in regular orders).

When should I place a Standing Order instead of a Regular Order?

1. For an order that will have multiple invoices
2. For something you may order all year long from the same vendor
   Ex. water cooler rental or shredding service
   Estimate how much you will spend in a year, and place a standing order requisition for the estimated yearly cost. As you receive an invoice each month, receive on the same purchase order over and over
3. You can reduce or increase the Purchase Order over the FY.

What do I do differently for a standing order?

Submit Requisition

Follow instructions for entering a requisition with the following additions:

Enter SO in Comments field or indicate a standing order is requested in Document Text

Receiving

Enter item DOLLAR Amount Received instead of Quantity Received (see Banner Receiving handbook)

How do I know my order is set up as a Standing Order?

Go to FPIPURR

Enter Purchase Order number, leave Blanket Order field blank, Next Block

Type on Document Information screen should note ‘Standing’
FOADOCU- Document by User

Use the Document by User Form to display a list of documents originated by a specific user (the person logged into Banner).

Enter FOADOCU in the ‘GO TO’ Field.

Enter

The User ID, COA and Fiscal year are already populated. Change the fiscal year or Enter activity dates if desired. Next Block

You will see a list of requisitions and transfers originated by the user.
Banner User ID and PIN
http://www.rowan.edu/mybanner

Information Resources Online Training Center
http://rowan.edu/irt-training

Purchasing Questions
http://www.rowan.edu/purchasing

Accounts Payable
http://www.rowan.edu/accountspayable