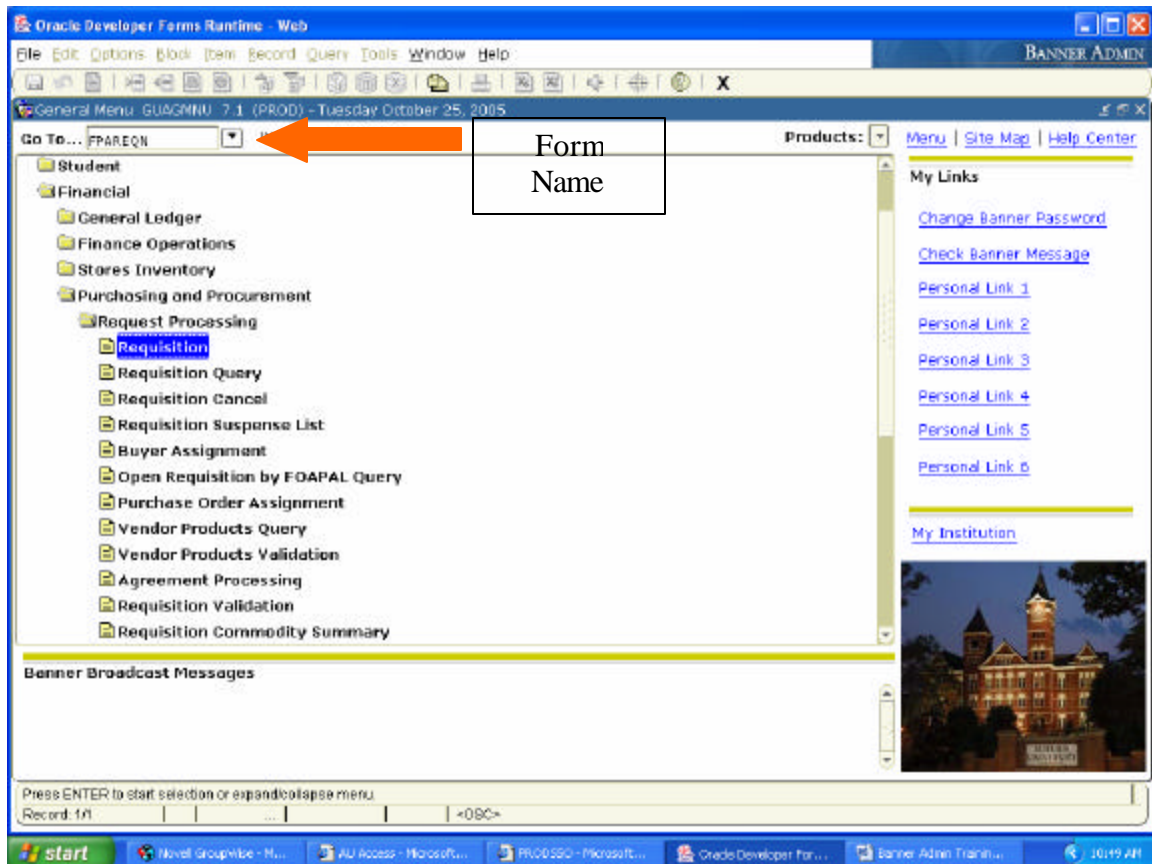


Creating an Online Requisition (FPAREQN)

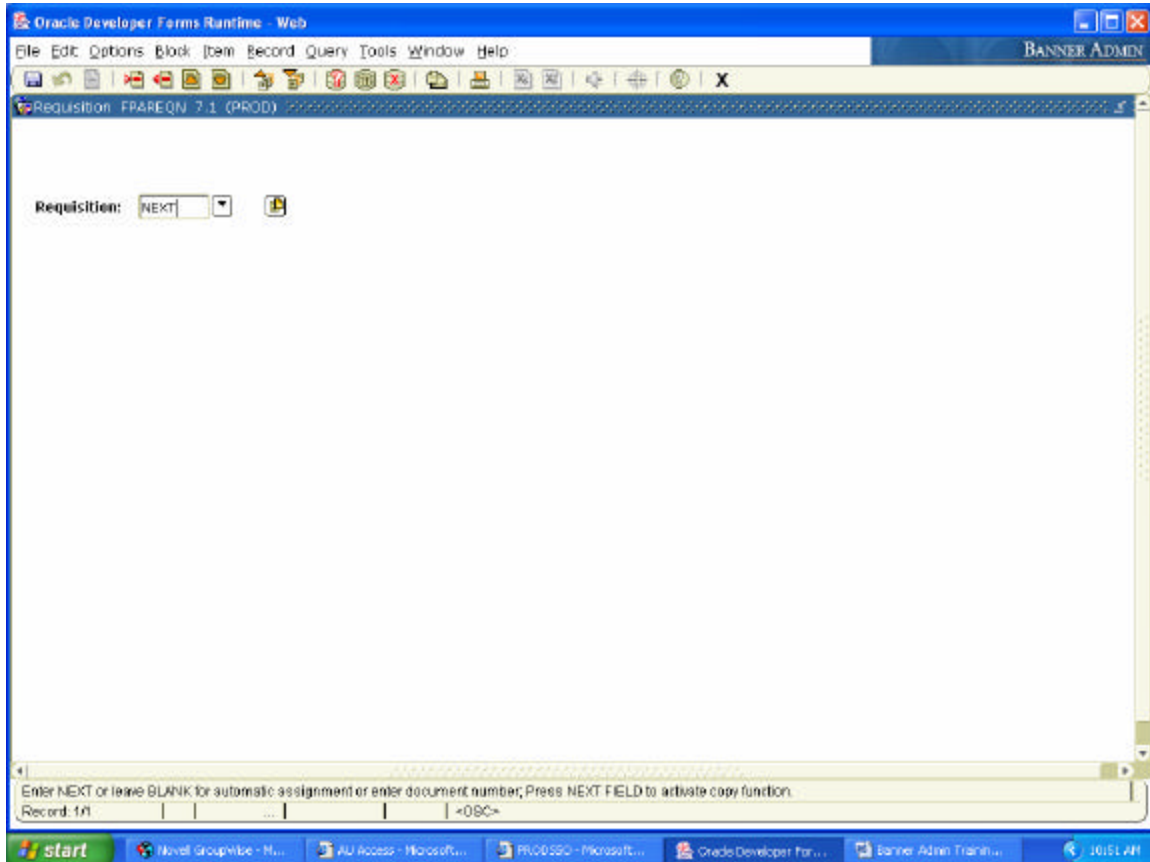
1. Access the Requisition Entry (FPAREQN) form.



2. There are two (2) options in the Requisition field:
 - a. Start a New Requisition
 - b. Retrieve a Started (but Incomplete) Requisition

Starting a New Requisition

1. Type **NEXT** and perform a Next Block (CTRL + Page Down) to go to the **Requestor/Delivery Information** block.



Retrieving a Started (but incomplete) Requisition

1. Type a requisition number to retrieve a previously started requisition and Next Block (CTRL + Page Down) to go to the **Requestor/Delivery Information** block.....OR.....
2. Click the **Search** button to list all incomplete documents.

Completing Requestor/Delivery Information Block

You will use this window to set the transaction and delivery dates, identify the requestor, the chart of accounts, and the organization.

You may also enter Document Text in this window.

The screenshot displays the Oracle Developer Forms Runtime - Web interface for the 'Requestor/Delivery Information' block. The window title is 'Oracle Developer Forms Runtime - Web' and the user is 'BANNER ADMIN'. The main content area is titled 'Requisition Entry: Requestor/Delivery Information: FP4REQN 7.1 (PRODI)'. The form contains several fields and checkboxes:

- Requisition:** NEXT
- Order Date:** 25-OCT-2005
- Transaction Date:** 25-OCT-2005
- Delivery Date:** 26-OCT-2005
- Comments:** RUSH
- Commodity Total:** .00
- Accounting Total:** .00
- In Suspense
- Document Text
- Document Level Accounting

Below these fields are four tabs: 'Requestor/Delivery Information' (selected), 'Vendor Information', 'Commodity/Accounting', and 'Balancing/Completion'. The 'Requestor/Delivery Information' tab contains the following fields:

- Requestor:** KEMEM1
- Organization:** 113600 (Procurement and Payment Services)
- Phone:** 334 8447721
- Extension:** (empty)
- COA:** A (Auburn University)
- Email:** kennem1@auburn.edu
- Fax:** 334 8444306
- Extension:** (empty)
- Ship To:** INGS11
- Street Line 1:** Procurement & Payment Services
- Street Line 2:** 311 Ingram Hall
- Street Line 3:** (empty)
- Building:** Ingram
- Floor:** 3rd
- City:** Auburn University
- State or Province:** AL
- Zip or Postal Code:** 36849
- Nation:** (empty)
- Telephone:** (empty)
- Extension:** (empty)
- Contact:** (empty)
- Attention To:** Misty Kennedy

At the bottom of the form, there is a prompt 'Enter the extension.' and a 'Record: 1 of 1' indicator.

1. The **Order Date** field defaults to today; this may be overwritten with a future date.
2. The **Transaction Date** field defaults to today.
This date controls the fiscal year in which the transaction will encumber.
3. In the Delivery Date (this is required), type the date (day-month-year format: i.e. 25-OCT-2005).
** Delivery Date must be beyond order date**

4. Use the Comments field (maximum 30 characters) for instructions to Procurement when converting the Requisition to a PO, such as RUSH order, or See Document Text. This field will **not** print on the purchase order.
5. **Requestor:** This defaults to the user id of the person entering the requisition.
6. The **COA (Chart of Account)** should always default to “A”.
7. **Organization:** This defaults based on the security set you for the requestor.
8. Enter your email address in the **Email** field. We will no longer be sending hard copies of PO’s. The requestor will not receive an email with the PO number after the PO has been issued.
9. Please enter phone and fax numbers into the related fields.
10. Enter the **Ship To** code that has been assigned to you by Missty Kennedy. If you do not have a Ship To code, please contact Missty Kennedy at kennem1@auburn.edu to obtain one.
11. In the **Attention To** field, type the name of the individual requesting product. This will be the name that prints on the PO.

Adding Document Text

1. From the menu bar, choose Options, Document Text. The following window will appear. See the next page.

The screenshot shows the Oracle Developer Forms Runtime - Web interface for Procurement Text Entry. The window title is "Oracle Developer Forms Runtime - Web" and the user is "BANNER ADMIN". The main window is titled "Procurement Text Entry FOAPOXT 7.0 (PROD)".

The form contains several input fields:

- Text Type: REQ
- Code: FOOO0208
- Change Sequence:
- Item Number:
- Vendor: [Empty text field]
- Commodity Description: [Empty text field]
- Modify Clause:
- Copy Commodity Text:
- Default Increment: 10

Below the input fields is a table with the following columns: Text, Clause Number, Print, and Line.

| Text | Clause Number | Print | Line |
|--|---------------|-------------------------------------|---------|
| This is a line of text. | [Empty] | <input checked="" type="checkbox"/> | 10 |
| Do not print line. | [Empty] | <input type="checkbox"/> | 20 |
| Change Line # to change order of print | [Empty] | <input checked="" type="checkbox"/> | 30 |
| To print this line first enter 1 up to 9 as line # | [Empty] | <input checked="" type="checkbox"/> | [Empty] |
| [Empty] | [Empty] | <input type="checkbox"/> | [Empty] |
| [Empty] | [Empty] | <input type="checkbox"/> | [Empty] |
| [Empty] | [Empty] | <input type="checkbox"/> | [Empty] |
| [Empty] | [Empty] | <input type="checkbox"/> | [Empty] |
| [Empty] | [Empty] | <input type="checkbox"/> | [Empty] |
| [Empty] | [Empty] | <input type="checkbox"/> | [Empty] |
| [Empty] | [Empty] | <input type="checkbox"/> | [Empty] |
| [Empty] | [Empty] | <input type="checkbox"/> | [Empty] |
| [Empty] | [Empty] | <input type="checkbox"/> | [Empty] |

At the bottom of the window, a status bar shows a message: "ORA-40400: Transaction complete: 4 records applied and saved." The Windows taskbar at the bottom shows the Start button, Internet Explorer, Banner Admin Train..., and several other open applications.

2. Click your cursor in the first blank text line of the **Text** box to type in document text. This field is limited to 40 characters. If the document text surpasses 40 characters, arrow down to the next blank line to continue typing the message.
3. Leave the **Print** check box checked if text is to print on PO, or uncheck for internal notes to Procurement.

Note: Non-printing notes DO NOT display in Banner Admin for approvers to view. If a note is intended to support approvals of your document, DO NOT uncheck **Print**.

4. Press **Save (F10, Save Icon, or File Save)**

Note: The system will assign a Line number when you save. The line number indicates the order in which the text prints. If you wish to add a line that should precede a previously entered text line when printed, you can manually assign a number that would reorder the lines when printing. Document text can be entered from any block/window until the Requisition has been completed.

5. Click the **Exit** button (Black X button).
6. Next Block (CTRL + Page Down) to go to Vendor Information block.

Completing the Vendor Information Block

The first four lines in this window display information established from the previous forms.

The screenshot shows the Banner Admin Vendor Information form. The top section contains fields for Requisition # (R0000219), Order Date (26-OCT-2005), Delivery Date (28-OCT-2005), Transaction Date (26-OCT-2005), Comments (RUSH), and Accounting Total (.00). There are checkboxes for 'In Suspense', 'Document Text' (checked), and 'Document Level Accounting'. Below this is a tabbed interface with 'Vendor Information' selected. The Vendor field is empty, and a 'Search Button' is located to its left. The 'Vendor Information Block' contains fields for Address Type, Sequence, Street Line 1-3, City, State or Province, Zip or Postal Code, Nation, Phone, Extension, Fax, Contact, Email, Discount, Tax Group, and Currency. A callout box points to the 'Document Text' checkbox, stating it is checked, meaning text is included. Another callout points to the 'Requisition #' field, stating it is now assigned. A third callout points to the 'Search Button'.

Notice that the Requisition # is now assigned.

Search Button

Document Text check box is checked meaning that text is included

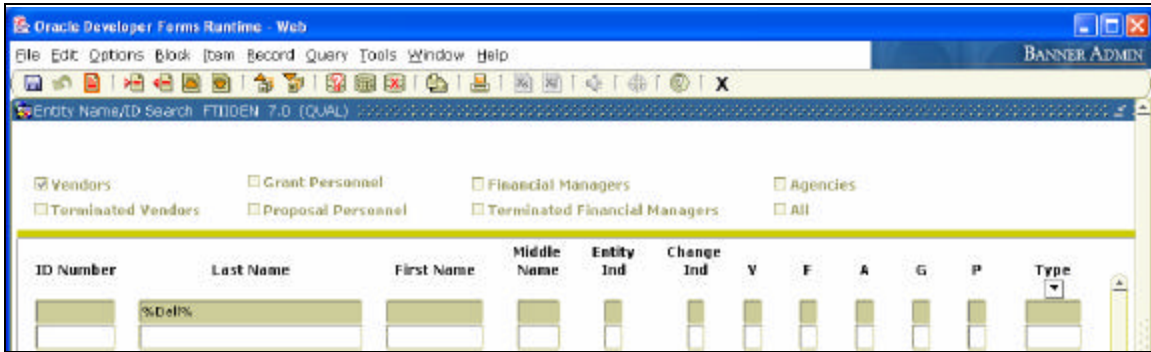
Vendor Information Block

1. In the Vendor field, type a Vendor ID and go to the next block....OR...
2. Click the Search button to conduct a vendor search.

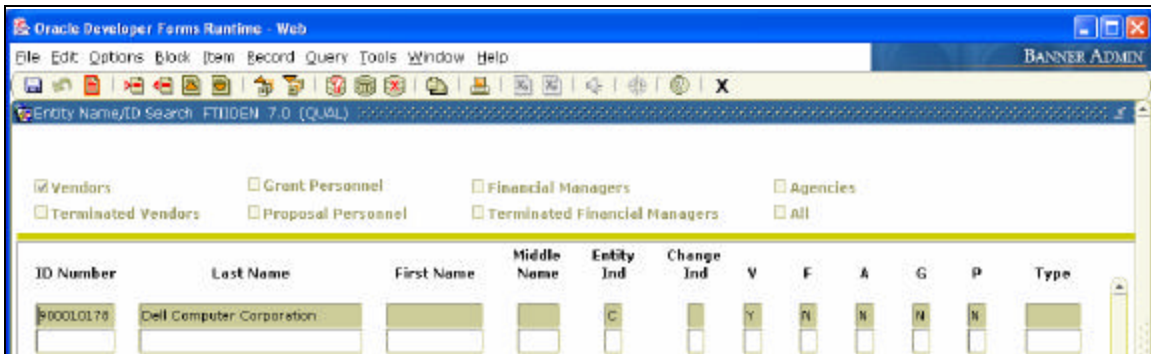
Conducting a Vendor Search

1. Click the **Search** button to display a pop-up window with two options:
2. Click **Entity Name/ID Search (FTIIDEN)** to bring up the Entity Name/ID Search window.
3. Type vendor name (e.g. %Dell%) in the **Last Name** field.

HINT: Enter the wildcard symbol (%) both in front of and after the name to conduct a thorough search.

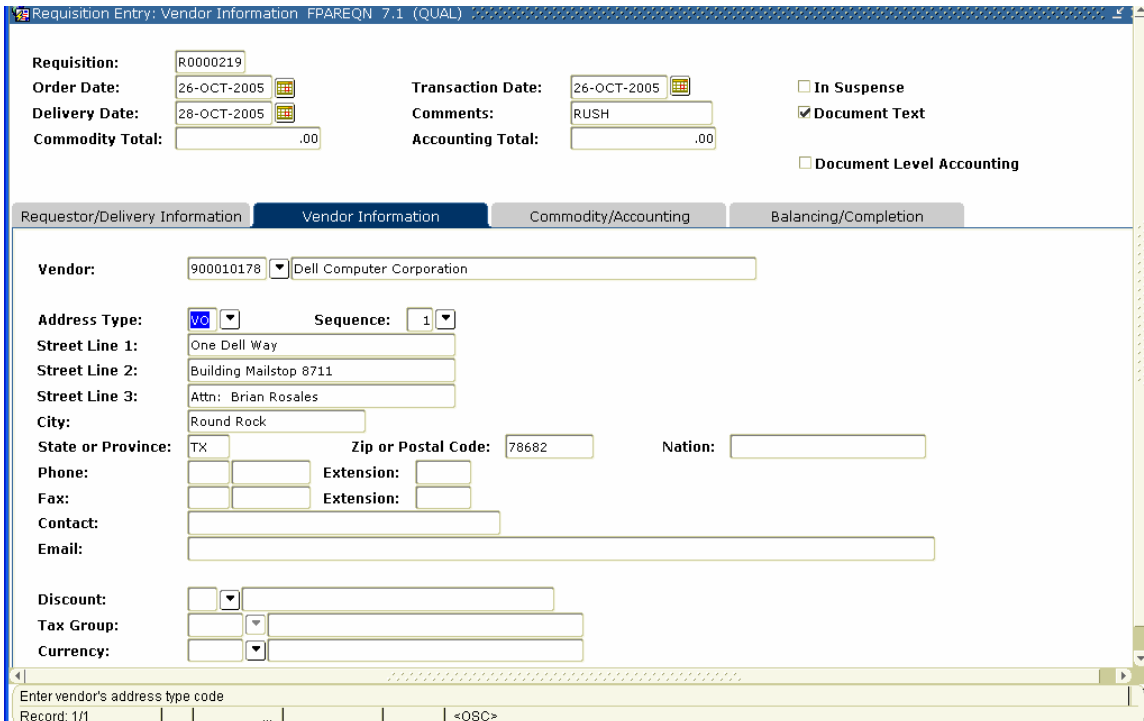


4. Press **F8** or click the **Execute Query** button.



5. Double click to select vendor and return to the requisition. The vendor ID will come forward onto the requisition.

6. Verify the vendor address



Note: The Address Code should always be VO (Vendor Order) type.

7. If the correct Address is not displayed, click the **Search** button for **Sequence**. Double click to select the correct address.
8. Next Block (CTRL + Page Down) to go to the **Commodity/Accounting Information** block.

Completing the Commodity/Accounting Information Block

In this section you will enter line items to be purchased as well as accounting information.

Use this button to search commodity codes

Use this button to search commodity description

Oracle Developer Forms Runtime - Web
Banner ADMIN
Requisition Entry: Commodity/Accounting FPAREQN: 7.1 (QUAL)

Requisition: R0000219
Order Date: 26-OCT-2005
Transaction Date: 26-OCT-2005
Delivery Date: 28-OCT-2005
Comments: RUSH
Commodity Total: .00
Accounting Total: .00

In Suspense
 Document Text
 Document Level Accounting

Commodity/Accounting Information

| Item | U/M | Tax Group | Quantity | Unit Price | Extended |
|-------------|-----|-----------|----------|------------|----------|
| Commodity | | | X | | |
| Description | | | | | |

Commodity Text
 Item Text
 Add Commodity
 Distribute

FOAPAL of Remaining Commodity Amount: % USD
 NSF Override
 NSF Suspense

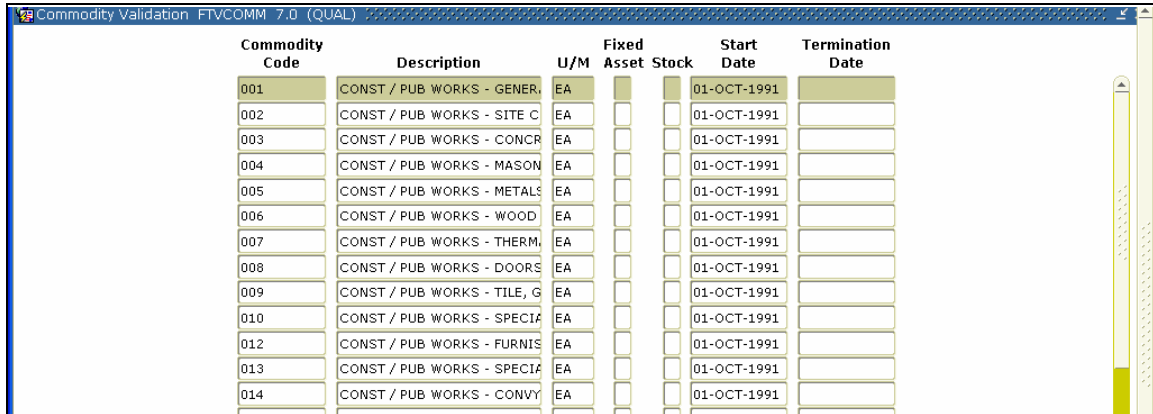
| COA Year | Index | Fund | Orgn | Acct | Prag | Actv | Locn | Proj |
|----------|-------|------|------|------|------|------|------|------|
| | | | | | | | | |
| | | | | | | | | |

Enter commodity code. Use COUNT QUERY:HITS to call FPMVPRD.
Record: 1 of 1 >OSC<

1. The cursor appears in the Commodity field. Type the commodity code or click the Search button above the Commodity field to search for a commodity code number (click on commodity validation), or click the Search button above the commodity description to search for a description (e.g. RENTAL).

Searching Commodities

Search by Commodity Code

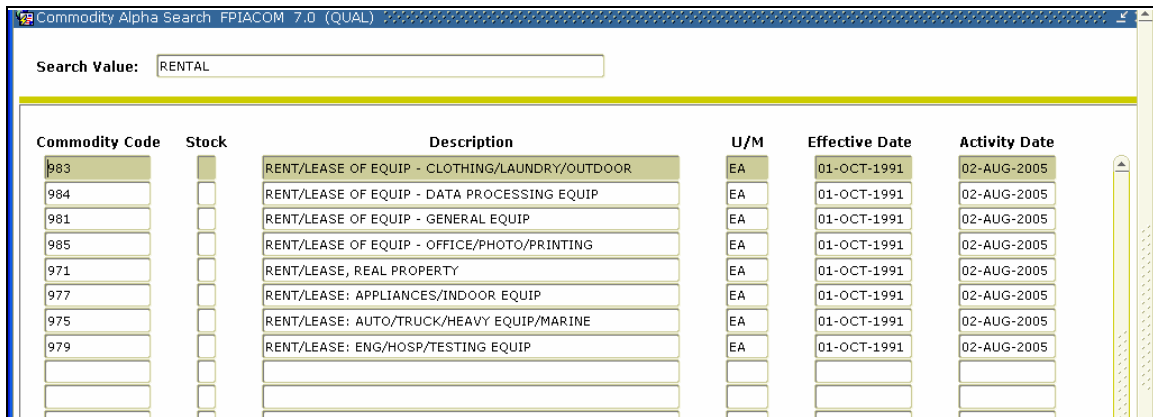


| Commodity Code | Description | U/M | Fixed Asset | Stock | Start Date | Termination Date |
|----------------|-----------------------------|-----|-------------|-------|-------------|------------------|
| 001 | CONST / PUB WORKS - GENER. | EA | | | 01-OCT-1991 | |
| 002 | CONST / PUB WORKS - SITE C | EA | | | 01-OCT-1991 | |
| 003 | CONST / PUB WORKS - CONCR | EA | | | 01-OCT-1991 | |
| 004 | CONST / PUB WORKS - MASON | EA | | | 01-OCT-1991 | |
| 005 | CONST / PUB WORKS - METALS | EA | | | 01-OCT-1991 | |
| 006 | CONST / PUB WORKS - WOOD | EA | | | 01-OCT-1991 | |
| 007 | CONST / PUB WORKS - THERM. | EA | | | 01-OCT-1991 | |
| 008 | CONST / PUB WORKS - DOORS | EA | | | 01-OCT-1991 | |
| 009 | CONST / PUB WORKS - TILE, G | EA | | | 01-OCT-1991 | |
| 010 | CONST / PUB WORKS - SPECIA | EA | | | 01-OCT-1991 | |
| 012 | CONST / PUB WORKS - FURNIS | EA | | | 01-OCT-1991 | |
| 013 | CONST / PUB WORKS - SPECIA | EA | | | 01-OCT-1991 | |
| 014 | CONST / PUB WORKS - CONVY | EA | | | 01-OCT-1991 | |

The Commodity Validation will give you a numerical listing and description of the commodity codes in the system.

1. Double-click the commodity code number that you are looking for. The commodity code number and the description will fill in on the requisition.

Search by Commodity Description



| Commodity Code | Stock | Description | U/M | Effective Date | Activity Date |
|----------------|-------|--|-----|----------------|---------------|
| 983 | | RENT/LEASE OF EQUIP - CLOTHING/LAUNDRY/OUTDOOR | EA | 01-OCT-1991 | 02-AUG-2005 |
| 984 | | RENT/LEASE OF EQUIP - DATA PROCESSING EQUIP | EA | 01-OCT-1991 | 02-AUG-2005 |
| 981 | | RENT/LEASE OF EQUIP - GENERAL EQUIP | EA | 01-OCT-1991 | 02-AUG-2005 |
| 985 | | RENT/LEASE OF EQUIP - OFFICE/PHOTO/PRINTING | EA | 01-OCT-1991 | 02-AUG-2005 |
| 971 | | RENT/LEASE, REAL PROPERTY | EA | 01-OCT-1991 | 02-AUG-2005 |
| 977 | | RENT/LEASE: APPLIANCES/INDOOR EQUIP | EA | 01-OCT-1991 | 02-AUG-2005 |
| 975 | | RENT/LEASE: AUTO/TRUCK/HEAVY EQUIP/MARINE | EA | 01-OCT-1991 | 02-AUG-2005 |
| 979 | | RENT/LEASE: ENG/HOSP/TESTING EQUIP | EA | 01-OCT-1991 | 02-AUG-2005 |

The **Description Search** button will take you to the **Commodity/Alpha Search** window.

1. In the **Search Value** field enter the name of the item you wish to purchase.
2. Next Block (CTRL + Page Down) to populate the selection table.
3. Double-click the commodity. The **Description** will fill in on the requisition based on the commodity selected. You can type over the default description.

Requisition Entry: Commodity/Accounting FPAREQN 7.1 (QUAL)

Requisition: R0000219
Order Date: 26-OCT-2005
Delivery Date: 28-OCT-2005
Commodity Total: 50.00

Transaction Date: 26-OCT-2005
Comments: RUSH
Accounting Total: .00

In Suspense
 Document Text
 Document Level Accounting

Requestor/Delivery Information Vendor Information **Commodity/Accounting** Balancing/Completion

| Item | U/M | Tax Group | Quantity | Unit Price | Extended |
|--------|-----|-----------|----------|------------|----------|
| 1 of 1 | EA | | 1 X | 50 | 50.00 |

Commodity 207 **Description** COMPUTER ACCESSORIES & SUPPLIES

Commodity Text
 Item Text
 Add Commodity
 Distribute

Commodity Line Total: 50.00

FOAPAL 0 of 0 **Remaining Commodity Amount:** 50.00 NSF Override % USD
 NSF Suspense

| COA Year | Index | Fund | Orgn | Acct | Prog | Actv | Locn | Proj | Extended | Discount | Additional | Tax | FOAPAL Line Total |
|----------|-------|------|------|------|------|------|------|------|----------|----------|------------|-----|-------------------|
| A | | | | | | | | | | | | | |

Commodity Accounting Total:

Enter commodity code . Use COUNT QUERY HITS to call FPNVPRD.

4. Enter **Item Text** to expand the item description.
 - a) From the menu bar, choose Options, **Item Text**

Oracle Developer Forms Runtime - Web

File Edit Options Block Item Record Query Tools Window Help BANNER ADMIN

Procurement Text Entry: FO4POXT 7.0 (QUAL)

Text Type: REQ **Code:** R0000219 **Change Sequence:** **Item Numbers:** 1
Vendor: 900010178 Dell Computer Corporation
Commodity Description: COMPUTER ACCESSORIES & SUPPLIES
Modify Clause: Copy Commodity Text **Default Increment:** -10

| Text | Clause Number | Print | Line |
|----------------|---------------|-------------------------------------|------|
| Ethernet Cable | | <input checked="" type="checkbox"/> | 10 |
| | | <input type="checkbox"/> | |
| | | <input type="checkbox"/> | |
| | | <input type="checkbox"/> | |
| | | <input type="checkbox"/> | |
| | | <input type="checkbox"/> | |
| | | <input type="checkbox"/> | |
| | | <input type="checkbox"/> | |
| | | <input type="checkbox"/> | |
| | | <input type="checkbox"/> | |
| | | <input type="checkbox"/> | |
| | | <input type="checkbox"/> | |
| | | <input type="checkbox"/> | |
| | | <input type="checkbox"/> | |
| | | <input type="checkbox"/> | |
| | | <input type="checkbox"/> | |

FPN-40400: Transaction complete: 1 records applied and saved.
 Record: 10 <09C>

Note:
Look to the bottom of the screen for hints.

- b. Type text on first blank line of the **Text** field.
- c. Leave the **Print** check box checked if text is to print on PO or uncheck for internal notes.
- d. Next Record (Down Arrow) to add more lines.
- e. Press **F10** to save
- f. Click the Exit button(Black X button).

The screenshot shows the Oracle Banner Admin web interface for a requisition entry. The top section contains fields for Requisition (R0000219), Order Date (26-OCT-2005), Transaction Date (26-OCT-2005), Delivery Date (28-OCT-2005), and Commodity Total (50.00). Below this is a table for commodity accounting with columns for Item, U/M, Tax Group, Quantity, Unit Price, and Extended. The first row shows item 1 of 1 with U/M RA, Tax Group, Quantity 1 X, Unit Price 50, and Extended 50.00. The description is 'COMPUTER ACCESSORIES & SUPPLIES'. A callout box points to the 'Item Text' checkbox, which is checked, indicating that text exists for this item. Other checkboxes include 'Commodity Text', 'Add Commodity', and 'Distribute'. The bottom section contains fields for FOAPAL, Remaining Commodity Amount (50.00), and various accounting codes (COA Year, Index, Fund, Orgn, Acct, Prog, Actv, Loch, Proj).

5. In the U/M field, type a unit of measure, or use the **Search** button to select valid units.
6. Tab to the **Quantity** field and enter the correct amount.
7. Tab to the **Unit Price** field and enter the correct price of the U/M.
8. Tab to the **Ext Cost** field to auto-calculate the extended costs.
9. Tab to the **Discount** field to enter any discounts.
10. Tab to the **Addtl** field to enter any shipping costs.
11. Next Record (Down Arrow) and repeat steps (1-11) to enter additional items.
12. Next Block (CTRL + Page Down) to go to the FOAL window.

Entering the FOAP (Accounting Information)

Oracle Developer Forms Runtime - Web
BANNER ADMIN

Requestion Entry: Commodity/Accounting FPAREON 7.1 (QUAL)

Requisition: R0000219
Order Date: 26-OCT-2005
Delivery Date: 28-OCT-2005
Commodity Total: 50.00

Transaction Date: 26-OCT-2005
Comments: RUSH
Accounting Total: .00

In Suspense
 Document Text
 Document Level Accounting

Requestor/Delivery Information | Vendor Information | **Commodity/Accounting** | Balancing/Completion

Item 1 of 1
U/M: EA
Tax Group: []
Quantity: 1 X
Unit Price: 50
Extended: 50.00
Discount: .00
Additional: .00
Tax: .00
Commodity Line Total: 50.00

Commodity: 207
Description: COMPUTER ACCESSORIES & SUPPLIES
 Commodity Text
 Item Text
 Add Commodity
 Distribute

FOAPAL: A of 0
Remaining Commodity Amount: 50.00
 NSF Override
 NSF Suspense

| COA | Year | Index | Fund | Orgn | Acct | Prag | Actv | Locn | Proj | Extended | Discount | Additional | Tax | FOAPAL Line Total |
|-----|------|-------|--------|--------|-------|------|------|------|------|----------|----------|------------|-----|---------------------------------|
| A | 06 | | 101001 | 113600 | 70935 | 7000 | | | | 50.00 | .00 | .00 | .00 | 50.00 |
| | | | | | | | | | | | | | | Commodity Accounting Total: .00 |

Check to recalculate dollar amount based on percentage.
Record: 1/1

The COA (Chart of Accounts) will pre-fill to your default chart, FY will pre-fill based on the Transaction.

1. Enter the correct FUND
2. Enter the correct Orgn
3. Enter the Account
4. Enter the Program

Hint To Query on Account: Enter 7% in the search value to limit results to only Supply & Expense Account Codes.

5. Press Tab twice to go to the **USD Ext** field.
6. Press Tab again to allocate all expenses to this FOAP...OR...Type the exact dollar (\$) amount to be charged to this FOAP...OR... Select the check box to allocate by %. Press Tab. Type the percentage to be allocated to this FOAP.
7. Continue to tab through fields until back to COA (Chart of Accounts).
8. To enter second FOAP, Next Record (Down Arrow) and repeat steps 1-7 until amount displayed in **Remaining Comm Amt = 0**.
9. Next Block (CTRL + Page Down) to go to the Balancing/Completion block.

Completing the Balancing/Completion Block

1. Review all information displayed on this screen for accuracy.
2. Verify document is balanced. If not, return to previous block to make corrections (CTRL + Page Up).

The screenshot displays the Oracle Developer Forms Runtime - Web interface for a requisition entry. The window title is "Oracle Developer Forms Runtime - Web" and the user is "BANNER ADMIN". The main title bar reads "Requestion Entry: Balancing/Completion: FPAREQN 7.1 (QUAL)".

Key fields include:

- Requisition: R0000219
- Order Date: 26-OCT-2005
- Delivery Date: 28-OCT-2005
- Commodity Total: 50.00
- Transaction Date: 26-OCT-2005
- Comments: RUSH
- Accounting Total: 50.00

Options on the right include:

- In Suspense
- Document Text
- Document Level Accounting

The "Balancing/Completion" tab is active, showing the following information:

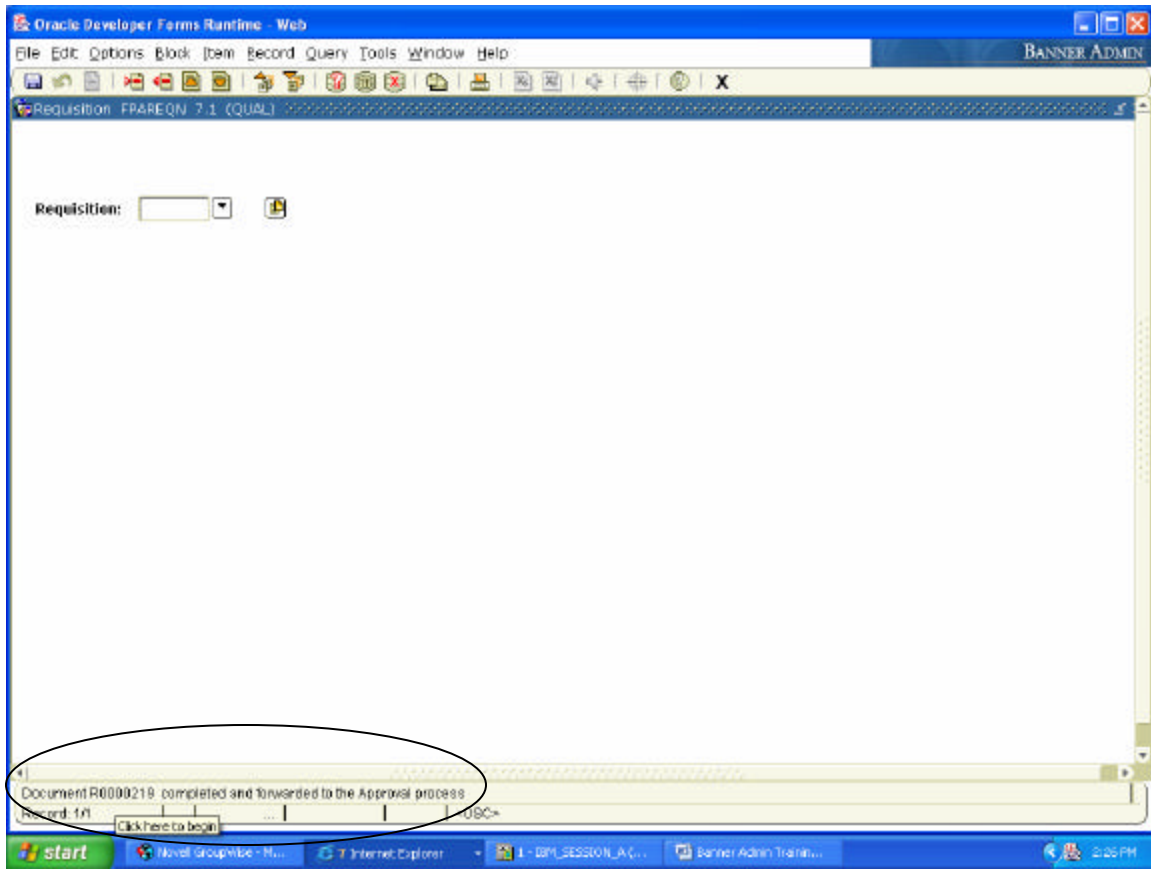
- Vendor: 900020178 Dell Computer Corporation
- Requestor: Misty Kennedy
- COA: A Auburn University
- Organization: 119600 Procurement and Payment Services
- Commodity Record Count: 1
- Input Amount: 50.00
- Converted Amount: (empty)

| | Input | Commodity | Accounting | Status |
|--------------------|-------|-----------|------------|----------|
| Approved Amount: | 50.00 | 50.00 | 50.00 | BALANCED |
| Discount Amount: | .00 | .00 | .00 | BALANCED |
| Additional Amount: | .00 | .00 | .00 | BALANCED |
| Tax Amount: | .00 | .00 | .00 | BALANCED |

At the bottom, there are buttons for "Complete" (with a green checkmark icon) and "In Process" (with a clock icon). A warning message at the bottom reads: "WARNING: Budget is exceeded for item 1, sequence 1".

3. Click **Complete** to finalize document and send through approval process...OR...
Click **In Process** to return later to complete or correct.

IMPORTANT NOTE: Once a requisition has been completed it can NOT be edited or changed unless an Approver denies it and it is put back "in process."



Hint: If you forget to write the REQ # down before completing the requisition, you can still identify the number by looking in the message line of the new FPAREQN form. On the bottom of the screen, there should be a message that says “Document R0000--- completed and forwarded to the Approval process”. This is the number of the Requisition that was just completed.

Other Forms You May Find Helpful

| Form Name | Description |
|-----------|---|
| FPIREQN | Requisition Query Form – Displays purchase requisition which are completed, approved, closed, cancelled, or in process. |
| FOIDOCH | Document History Form – Displays the processing history of purchasing and payment documents. It identifies and provides the status of all documents in the processing path for the document you selected. |
| FOAAINP | Approval Query Form – Displays document approval status and indicates current queue. |
| FPIREQS | Requisition Suspense List Form – This query displays all requisitions that are in suspense at either the header level or the commodity level. |
| FPIORQF | Open Requisition by FOAPAL – This query provides an online list of open requisitions by accounting distributions. This includes any combination of fund, organization, account, program, activity, and location (FOAPAL). |
| FOADOCU | Document by User Form – Displays a list of documents originated by a specific user. If a document is pending approval, the originating user can deny the document and change the status to Incomplete in order to make corrections or delete. |
| FPARDEL | Requisition Cancel Form – Used to reverse postings of original requisition and cancel its availability for any further action. |
| FPIPURR | Purchase/Blanket/Change Order Query Form – Displays purchasing requisitions which are completed, approved, closed, cancelled or in process. |
| FPIOPOV | Open POs by Vendor Form – Provides an online display of open purchase orders by vendor. |
| FGIOENC | Open Encumbrance Query Form – Displays an online list of all encumbrances by organization. |
| FGIENCD | Encumbrance Detail Query Form – Provides an online query of detailed transaction activity for an original encumbrance entry (i.e. balance remaining on a Standing Order) . |
| FGIDOCR | Encumbrance, Reservation Postings Query Form – Provides an online query capability for all transactions processed by the system. |
| FPIEOCL | Encumbrance Open/Close Query Form – Encumbrance open/close list form. |