

# CREATING A REQUISITION

**FPAREQN - Requisition Form:** initiates the procurement process by defining an internal request to acquire goods or services. It enables you to define departmental needs by identifying the requestor, vendor, commodity, and accounting information.

**FPAREQN** has four tab sections:

- **Requestor/Delivery** – Date, Organization, Requestor, Ship To, and Attention To
- **Vendor Information** – Vendor ID, Vendor Name
  - FTIIDEN – Vendor Identification Form
  - Document Text – Add text pertaining to the entire document
- **Commodity/Accounting** – Commodity Fields: Description, Unit Measure (U/M), Quantity, and Unit Price  
Accounting Fields: Index, Fund, Orgn, Acct, and Prog
  - Item Text – Add text pertaining to the particular commodity
  - FOICOMM – Review List of Commodities
- **Balancing/Completion** – Completion Button

## ALSO INCLUDED IN THIS SELF-HELP DOCUMENT:

- BANNER NAVIGATION SHORT CUT KEYS
- TUTORIAL VIDEO YOUTUBE LINKS
- HELPFUL REQUISITION CHECKLIST

## Creating A Requisition

### REQUESTOR/DELIVERY INFORMATION

Information is already populated on this screen, as will be true in your own individual area of operation. Of course, you will need to add or change some information. Most important are the Delivery Date, Organization, Ship To, and Attention To.

Oracle Fusion Middleware Forms Services: Open > FPAREQN

File Edit Options Block Item Record Query Tools Help

Requisition Entry: Requestor/Delivery Information FPAREQN 8.5.0.7 (PROD)

**Requisition:** NEXT  
**Order Date:** 26-SEP-2013 **Transaction Date:** 26-SEP-2013  In Suspense  
**Delivery Date:** 1  **Comments:** 2   Document Text  
**Commodity Total:** 0.00 **Accounting Total:** 0.00  Document Level Accounting

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

**Requestor:** Marylou Tokiyeda  
**Organization:** 3  **Area Code**  **Phone Number**  **4 Extension**   
**COA:** D  Pasadena City College **Phone:**   
**Email:**  **Fax:**

**Ship To:** 5  PCCW

**Street Line 1:** Pasadena City College  
**Street Line 2:** 2268 E Foothill Blvd, Unit #2  
**Street Line 3:**

**Building:**  **Floor:**   
**City:** Pasadena  
**State or Province:** CA **Zip or Postal Code:** 91107  
**Nation:**

**Contact:**   
**Attention To:** 6

**Area Code**  **Phone Number**  **Extension**

**STEPS: \*Required Fields**

1. \*Delivery Date
2. Comments (Optional) "Rush", "Confirming Order"
3. \*Organization
4. Extension (Optional) "7210" – so buyer can easily contact you for questions
5. \*Ship To – Please choose appropriate ship to address by clicking the drop down menu
  - PCCW – Warehouse
  - OCDC – On Campus Delivery Center, use for Office Supply Orders
  - MAIN – No Delivery such as Services, Maintenance Agreements, Licenses
6. \*Attention To – Enter the name of person and/or ROOM # where items are to be delivered

\*Required fields

Enter request order date(DD-MON-YYYY) ← Look here for any error messages

Record: 1/1 | ... | <OSC>

# Creating A Requisition

## VENDOR INFORMATION

Oracle Fusion Middleware Forms Services: Open > FPAREQN

File Edit Options Block Item Record Query Tools Help

Requisition Entry: Vendor Information FPAREQN 8.5.0.7 (PROD)

Requisition: NEXT  
Order Date: 26-SEP-2013  
Delivery Date: 27-SEP-2013  
Commodity Total: 0.00  
Transaction Date: 26-SEP-2013  
Comments: Rush  
Accounting Total: 0.00  
 In Suspense  
 Document Text  
 Document Level Accounting

1. Click the Search icon button to search for your vendor

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

Vendor:   NEW VENDOR: Type the vendor name and phone no. here  Vendor Hold

Provide vendor profile info in Document Text or by calling/emailing Purchasing Dept.

Address Type:  Sequence:   
Discount:   
Tax Group: PCC PCC  
Currency:   
Street Line 1:   
Street Line 2:   
Street Line 3:   
City:   
State or Province:  Zip or Postal Code:   
Nation:   
Contact:   
Email:   
Area Code Phone Number Extension  
Phone:   
Fax:

Option List  
Entity Name/ID Search (FTIIDEN)  
Vendor Maintenance (FTMVEND)

2. Click on the Entity Name/ID Search to search for your vendor. This will open the FTIIDEN form.

### STEPS:

- 1) If you know the Vendor ID Number, enter it in the **Vendor ID field** and press **<Tab>** to populate the vendor information. If you do not know the Vendor ID Number, click on the drop down arrow next to the Vendor field.
- 2) Click on **Entity Name/ID Search (FTIIDEN)** from the Option List. This will open the **FTIIDEN** form.

If you have a new Vendor, type the vendor name and phone number in the **Vendor Name field**. Provide the new vendor profile information in *Document Text* or by email to Purchasing Department. The new vendor info will have to be loaded before a requisition can be processed to that Vendor.

## Creating A Requisition

### VENDOR INFORMATION – FTIIDEN Form

Press <Tab> to the **Last Name field** to enter a search for the vendor. Type in a meaningful portion of the vendor name, using mixed case with the wild card “%” before and/or after, as necessary. Execute the query by pressing <F8>.

When conducting a search in Banner, you must begin and end the search with a percent sign %. Also, the first letter in each word is uppercase. This is true for all Banner searches, and both are very important to remember!

For example, to locate Dell Marketing LP, key in : %Dell%

In this example, the search will locate every vendor with the word Dell

ID Number	Last Name	First Name	Middle Name	Entity Ind	Change Ind	V	F	A	G	P	Type
	%Dell%										

It may be necessary to search for the vendor several times because the form is case sensitive and the vendor's name may be slightly different than what you're querying. To clear the form, **press <F7>**, then <Tab> to the Last Name field again to reenter.

ID Number	Last Name	First Name	Middle Name	Entity Ind	Change Ind	V	F	A	G	P	Type
950071715	Dell Marketing LP			C		Y	N	N	N	N	VEND
950071715	Dell USA LP			C	N	Y	N	N	N	N	

Select the appropriate Vendor by double-clicking on the vendor number or name, or by highlighting (clicking on) the vendor and pressing the select  icon.

# Creating A Requisition COMMODITY/ACCOUNTING

This screen allows you to enter the items you are ordering and the accounting information you are obligating.

1st BLOCK

2nd BLOCK

1<sup>st</sup> Block - COMMODITY (all fields required)

1. Description  
use *ITEM TEXT* if you need more space  
Refer to ITEM TEXT handout for instructions
2. U/M
3. Tax Group (Default = PCC, Change to NT for No Tax)
4. Quantity
5. Unit Price

Press DOWN ARROW key if you have more commodities to enter.

2<sup>nd</sup> Block - ACCOUNTING

6. Fund
7. Acct

DEFAULT FIELDS:  
COA = D  
Year = 14  
Orgn = DO NOT CHANGE  
Prog = DO NOT CHANGE

Press TAB key to extend total amount

Enter commodity code . Use COUNT QUERY HITS to call FPVPRD. Look here for error messages

## IMPORTANT

You must click the "SAVE" icon and check to see if there is a check in the box next to

NSF Suspend

If this is checked then you DO NOT have funds for this purchase and you should not complete this requisition. Instead, you will need to perform a budget transfer.

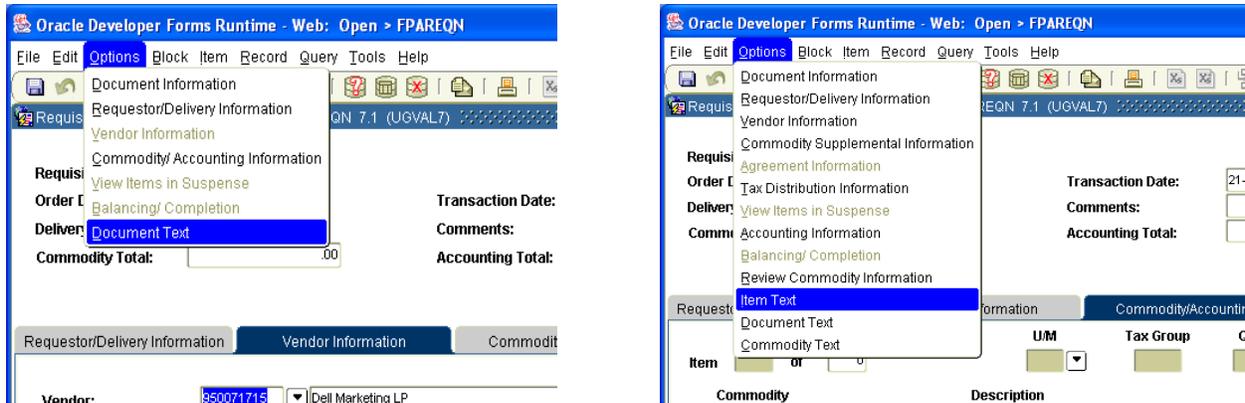
NOTE:  
Restricted Funds (03) = 21orgn, 22orgn, 23orgn  
General Lottery Funds = 100020  
Restricted Lottery Funds = 220020

## Creating A Requisition

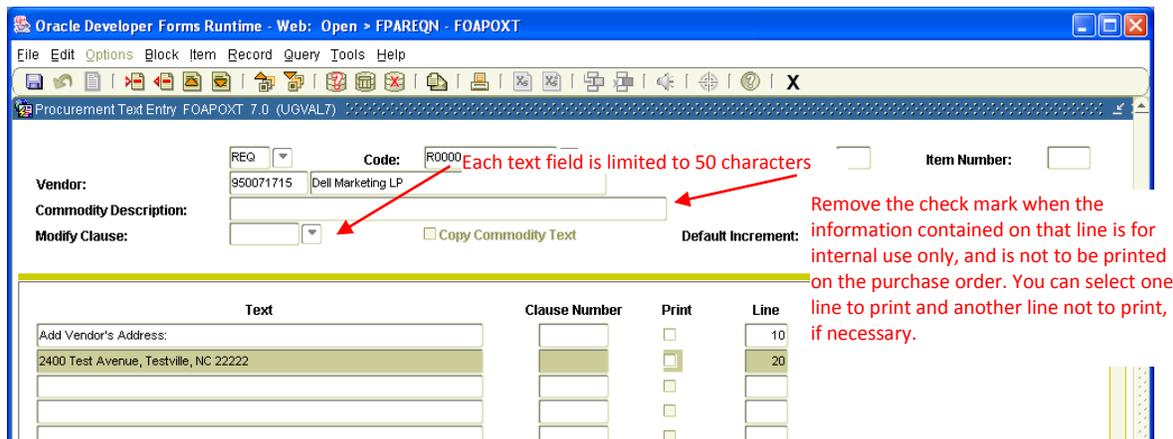
### DOCUMENT TEXT/ITEM TEXT

You can use document and item text in many different ways. The Document and Item Text forms are similar in appearance and properties.

To add document text, select **Options > Document Text** or **Item Text** from the access menu.



**Next Block** to access the Text fields. Type in instructions for Purchasing to add the vendor address, similar to the example below or type in the additional commodity description, using as many lines as necessary. Use the down arrow on your keyboard to navigate additional Text lines.



Once entered, click the Save  icon, then click the Exit  icon to return to the FPAREQN screen.

#### DOCUMENT TEXT

Generally used for comments to the Buyer that are non-printable, such as "Fax this order to..." or "Add this vendor address..." etc. Click inside the **Print** field to remove the check mark so the text does not get printed on the requisition/purchase order.

#### ITEM TEXT

Generally used for hard-coded item descriptions that are printed and used by the vendor, or non-printed information outlining where an item goes. For example, if you are purchasing 6 unique computers for people within a department, you may want to put the end user's name as a non-printed item text so that he/she gets the correct item.

# FOICOMM – Review List of Commodities

Print a screenshot of this page for your records

Click the print button. Select Landscape in Page Setup

Oracle Fusion Middleware Forms Services: Open > FOIDOCH - FPIPURR - FOICOMM

File Edit Options Block Item Record Query Tools Help

Document Type: PO Purchase Order Document Number: P1400962 Change Sequence Number:

Vendor: Staples Transaction Date: 26-SEP-2013

### Commodity List

Item	Quantity	Amount
1 cnmp49d mp49d 14 DIGIT Calculator	1	81.73
2 stp519018 correction tape	1	11.52
3 MMM65412SSCY post it super sticky notes 3x3	1	12.80
4 MMM6805SSCY post it sticky 4x6 notes	1	6.92
5 STP323499 strata liquid pens, assorted 5 pk	1	5.48
6 stp321979 pen strata, 0.5 blue	1	10.87
7 penqe417c twist erase pencils, navy blue barrel	1	10.93
8 PEN50HB super hi polymer refill leads	2	0.92
9 DPS815080 diversity legal ruled writing pads	1	16.27
10 DSP814043 writing pad jr, legal ruled 5x8	1	8.36
11 MMM680RYBGVA post it flag assorted	1	4.82
12 SOX70149B04C Onyx vertical sorter, glass	1	18.87
13 SOX70147B04C Onyx pencil cup, glass	1	8.83
14 SOX70148B04C Onyx bus. card holder	1	6.47
15 Spx70146B04C onyx letter tray, glass	1	22.42
16 SOX70150B06C onyx note/clip holder, 2 comp.	1	15.97

Document Total: 243.18

# Creating A Requisition BALANCING/COMPLETION

Oracle Fusion Middleware Forms Services: Open > FPAREQN

File Edit Options Block Item Record Query Tools Help

Requisition Entry: Balancing/Completion FPAREQN 8.5.0.7 (PROD)

**Requisition:** R1401223  
**Order Date:** 26-SEP-2013  
**Delivery Date:** 27-SEP-2013  
**Commodity Total:** 5,886.00  
**Transaction Date:** 26-SEP-2013  
**Comments:**  
**Accounting Total:** 5,886.00  
 In Suspense  
 Document Text  
 Document Level Accounting

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

**Vendor:** 015368 McDaniel, Robert L  Vendor Hold  
**COA:** D Pasadena City College **Requestor:** Lynn M Wright  
**Organization:** 526200 Title V - HSI STEM  
**Currency:**  
**Exchange Rate:** **Commodity Record Count:** 1  
**Input Amount:** 5,886.00 **Converted Amount:**

	Input	Commodity	Accounting	Status
<b>Approved Amount:</b>	5,400.00	5,400.00	5,400.00	BALANCED
<b>Discount Amount:</b>	0.00	0.00	0.00	BALANCED
<b>Additional Amount:</b>	0.00	0.00	0.00	BALANCED
<b>Tax Amount:</b>	486.00	486.00	486.00	BALANCED

**Complete:**  **In Process:**

Must be Balanced to process

Click here to Complete

Requisition Status must indicate BALANCED to process (if not BALANCED, check for any errors at the bottom of the screen)

Correct any errors...

Click Complete

Look here for any errors

Select to mark this document "Complete"

Record: 1/1    ...    <OSC>

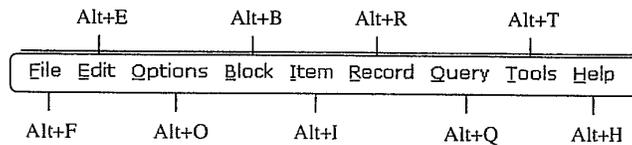
NOTE: Upon Completion of Document, bottom of the screen will show "Document R14xxxxx completed and forwarded to the posting process."

Congratulations! You have completed a Banner requisition. The completed requisition is forwarded for approval and to the Purchasing Department for processing.

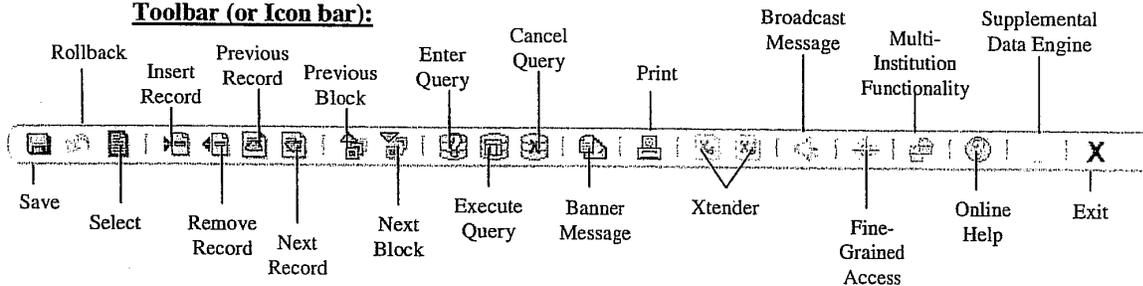
## Banner Navigation Short Cut Keys

There are numerous keyboard short cuts available in BANNER. The specific keystrokes for a function depend on your environment. The Show Keys command in the Help Menu lists the keyboard equivalents available in your environment for the current form, window and field. In addition, the **Alt** key gives quick access to the Menu Bar items.

### Menu Bar:



### Toolbar (or Icon bar):



Below is a list of some of the more common shortcut keys used.

Banner Shortcut Keys			
Function	Shortcut Key	Function	Shortcut Key
File Save	F10	Block Next	Ctrl + PageDn
File Rollback	Shift + F7	Block Previous	Ctrl + PageUp
File Exit	Ctrl + Q	Block Clear	Shift + F5
Query Enter	F7	List of Values	F9
Query Execute	F8	Display Error	Shift + F1
Query Cancel	Ctrl + Q	Show Keys	Ctrl + F1
Query Count Hits	Shift + F2	Print Screen	Shift + F8
Record Next	↓ or PageDn	Field Next	Tab
Record Previous	↑ or PageUp	Field Previous	Shift + Tab
Record Insert	F6	Field Clear	Ctrl + U
Record Duplicate	F4	Field Duplicate	F3
Record Clear	Shift + F4	Save	F10
Record Remove (delete)	Shift + F6	Rollback	Shift + F7
Select Record	Shift + F3	Options Menu	Right Click or F2
		Direct Access bar	F5

## BANNER TUTORIAL VIDEOS

### **Making a Requisition:** <http://youtu.be/r1RPqgAleMU>

Vendor Information Tab: 05:28

Commodities/Accounting Tab: 07:02

Making Comments/Notes (ie: Specific Delivery Date/Storage Conditions/New Vendors): 12:40

Viewing & Printing Items Ordered: 13:50

### **Creating a New Vendor:** <http://youtu.be/nLn4FGdWxng>

### **Looking up Requisitions and PO's:** <http://youtu.be/VqzFkclmXuc>

Looking up recent requisitions: <http://youtu.be/VqzFkclmXuc?t=15s>

Looking up past requisitions/Viewing completed requisitions:

<http://youtu.be/VqzFkclmXuc?t=1m20s>

Looking up Reqs of another requisitioner: <http://youtu.be/VqzFkclmXuc?t=4m30s>

Looking up PO# with Req: <http://youtu.be/VqzFkclmXuc?t=6m>

Looking up PO's with PO#: <http://youtu.be/VqzFkclmXuc?t=6m8s>

### **Removing Requisitions Before It Is Approved:** <http://youtu.be/6UG-a PgUKc>

### **Receiving:**

If you don't know your PO#: <http://youtu.be/X9IXfGBklw8>

Receiving all items, if you know your PO#: <http://youtu.be/X9IXfGBklw8?t=2m3s>

Receiving partial delivery: <http://youtu.be/X9IXfGBklw8?t=5m00s>

### **Budget Transfer:** <http://youtu.be/88TUy1VGu3s>

Viewing available funds: <http://youtu.be/88TUy1VGu3s?t=30s>

Budget transfer: <http://youtu.be/88TUy1VGu3s?t=2m15s>

# FPAREQN – Create a New Requisition

(Next block) and (Tab) your way through!

Go To: FPAREQN (Enter)

Requisition: NEXT (Next Block)

<b>I. REQUESTOR/DELIVERY INFORMATION</b> (1 block)	<b>CHECKLIST</b> Requisition No. _____
1. *Delivery Date	_____ (date)
2. Comments	_____ (optional: rush, etc.)
3. *Organization	_____ (name or org code)
4. Extension	_____ (contact no.)
5. *Ship To	_____ (pccw, pccm, ocdc)
6. *Attention To	_____ (name of person, rm#)
<b>II. VENDOR INFORMATION</b> (1 block)	
1. Vendor ID or New Vendor	_____ (name of vendor)
<b>III. COMMODITY/ACCOUNTING</b> (2 blocks)	
COMMODITY (1 <sup>st</sup> block)	_____ (Requisition No.)
	_____ (total no. of items)
1. *Description	
2. *U/M	
3. *Tax Group	
4. *Quantity	
5. *Unit Price	
ACCOUNTING (2 <sup>nd</sup> block)	_____ (grand total)
6. *Fund	_____ (acct no.)
Orgn (default code)	fund    orgn    acct    prog
7. *Acct	
Prog (default code – DO NOT CHANGE)	
<b>IV. BALANCING/COMPLETION</b> (1 block)	
1. Complete / In Process	_____ (Date Req completed)
	_____ Purchase Order No.
	_____ Date Received/Paid

\*Required Fields