



## **HOW TO ENTER AN ELECTRONIC REQUISITION IN BANNER 7**

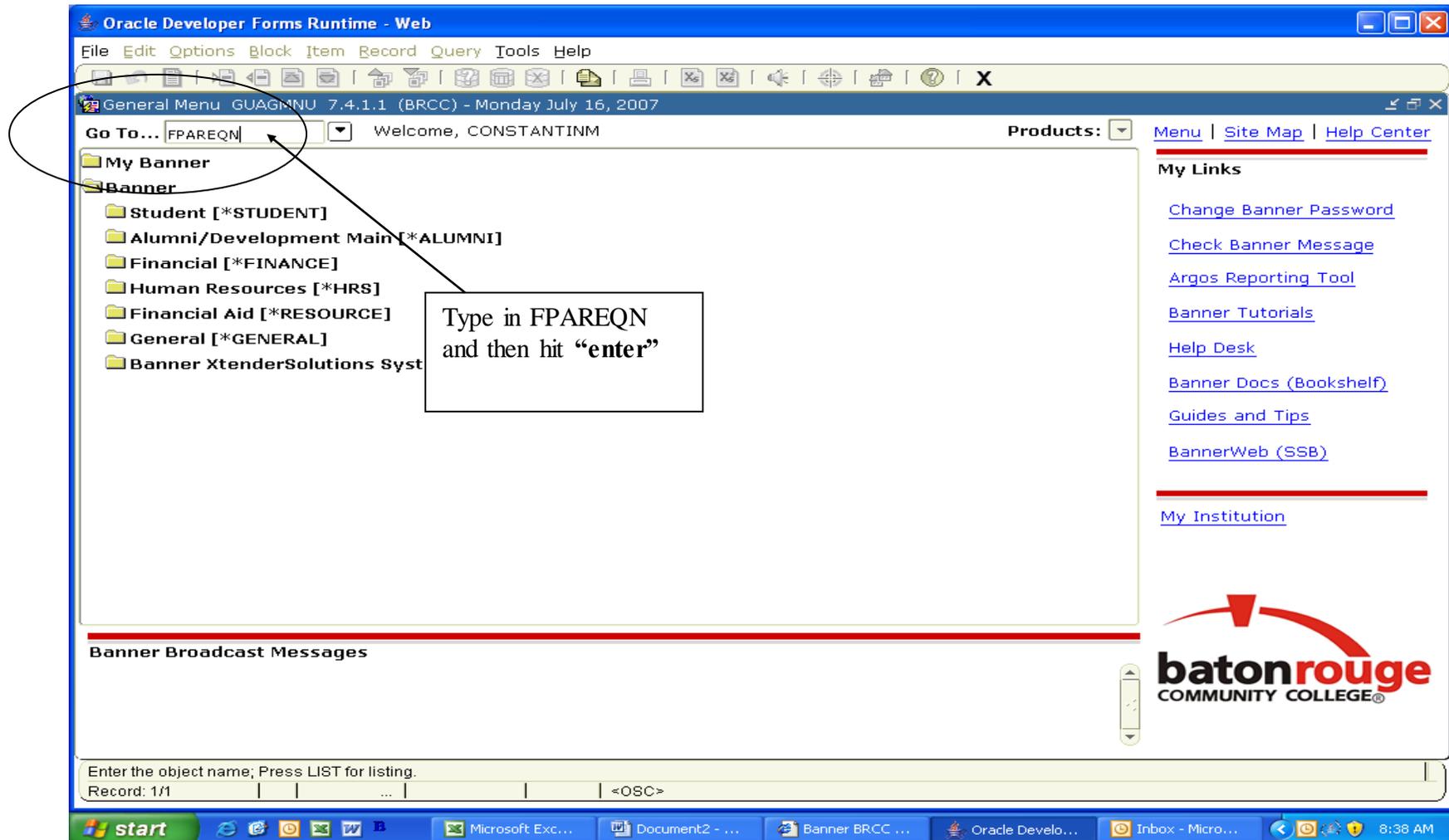
**Prepared by Purchasing**  
2011

# STEPS FOR ENTERING AN ELECTRONIC REQUISITION

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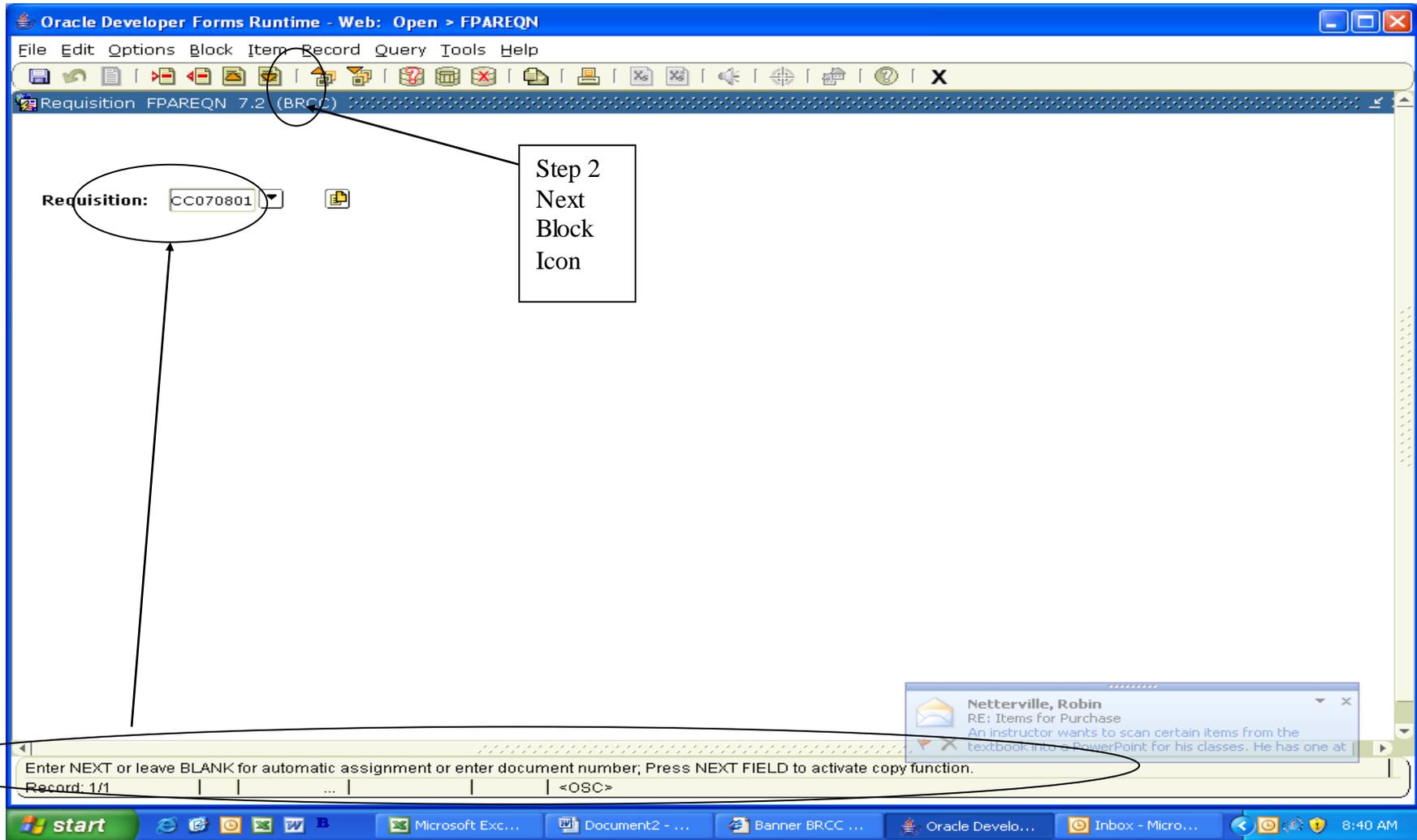
1) Once you have logged onto Banner the following main screen will appear. Type in “FPAREQN”, then “Enter”.

## BANNER MAIN SCREEN



- 2) On the “FPAREQN” screen, input “NEXT”, leave blank or input your personal requisition number. By inputting “NEXT” or by leaving blank, Banner will automatically assign the next available requisition number. Or input your unique requisition numbering system that you have created. Keep a log sheet of the requisition number that you or Banner has assigned to each requisition. Eight digits or characters are suggested for the requisition number. Click “Next Block”.

## FPAREQN SCREEN



- 3) On the “Requestor/Delivery Information” screen, input “Delivery Date” (desired delivery date), “Requestor” (your name) “Organization” number, “Phone” (of the requestor), “Ship To” (Use REC), Click “Next Block”.  
Note: This would be a good time to record/log your requisition number.

## REQUESTOR/DELIVERY INFORMATION SCREEN

**Oracle Developer Forms Runtime - Web: Open > FPAREQN**

File Edit Options Block Item Record Query Tools Help

Requisition Entry: Requestor/Delivery Information FPAREQN 7.2 (BRCC)

**Requisition:** CC070801  
**Order Date:** 16-JUL-2007  
**Delivery Date:** 31-JUL-2007  
**Commodity Total:** .00

**Transaction Date:** 16-JUL-2007  
**Comments:**  
**Accounting Total:** .00

In Suspense  
 Document Text  
 Document Level

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

**Requestor:** Michael Constantin  
**Organization:** 31401 Copier/Printer Paper  
**Phone:** 8067  
**COA:** 1 Baton Rouge Community College  
**Email:**  
**Fax:** Extension:

**Ship To:** REC  
**Street Line 1:** 5310 Florida Blvd  
**Street Line 2:**  
**Street Line 3:**  
**Building:** Receiving Dept **Floor:**  
**City:** Baton Rouge  
**State or Province:** LA **Zip or Postal Code:** 70806  
**Nation:**  
**Telephone:** Extension:  
**Contact:** Phillip Rollins 216-8232  
**Attention To:** Phillip Rollins 216-8232

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

Step 2 Next Block Icon

Fill in these fields

- 4) On the “Vendor Information” screen, input “Vendor” (Either input vendor number or search by clicking the drop down search arrow)

## VENDOR INFORMATION SCREEN

Oracle Developer Forms Runtime - Web: Open > FPAREQN

File Edit Options Block Item Record Query Tools Help

Requisition Entry: Vendor Information FPAREQN 7.2 (BRCC)

Requisition: CC070801

Order Date: 16-JUL-2007

Delivery Date: 31-JUL-2007

Transaction Date: 16-JUL-2007

Comments:

Accounting Total: .00

In Suspense

Document Text

Document Level Accounting

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

Vendor:

Address Type:

Street Line 1:

Street Line 2:

Street Line 3:

City:

State or Province:

Phone:

Fax:

Contact:

Email:

Discount:

Tax Group:

Currency:

Sequence:

Nation:

Enter vendor ID # if you know it or click on the drop down arrow to search.

Enter Requisition vendor. Use LIST to call FTIIDEN. Use COUNT HITS to call FTMVEND.

Record: 1/1

<OSC>

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- 4.1) Searching for a vendor name: Having clicked on the drop down search arrow, the “Option List” will appear. Click on “Entity Name/ID Search (FTIIDEN)”

## OPTION LIST SCREEN

Oracle Developer Forms Runtime - Web: Open > FPAREQN

File Edit Options Block Item Record Query Tools Help

Requisition Entry: Vendor Information FPAREQN 7.2 (BRCC)

**Requisition:** CC070801

**Order Date:** 16-JUL-2007

**Delivery Date:** 31-JUL-2007

**Commodity Total:** .00

**Transaction Date:** 16-JUL-2007

**Comments:**

**Accounting Total:** .00

In Suspense

Document Text

Document Level Accounting

Requestor/Delivery Information vendor

**Entity Name/ID Search (FTIIDEN)**

**Vendor Maintenance (FTMVEND)**

Cancel

Click here to search by vendor name.

Balancing/Completion

**Vendor:**

**Address Type:**

**Street Line 1:**

**Street Line 2:**

**Street Line 3:**

**City:**

**State or Province:**

**Phone:**

**Fax:**

**Contact:**

**Email:**

**Discount:**

**Tax Group:**

**Currency:**

Record: 1/1

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5) On the “Vendor Information” screen, click “Options” on toolbar, then click “Document Text”.

## VENDOR INFORMATION FPAREQN SCREEN

Oracle Developer Forms Runtime - Web: Open > FPAREQN

File Edit **Options** Block Item Record Query Tools Help

Document Information  
Requisitor/Delivery Information  
Vendor Information  
Commodity/Accounting Information  
View Items in Suspense  
Balancing/Completion  
Document Text [FOAPOXT]

Transaction Date: 16-JUL-2007  
Comments:  
Accounting Total: 141.92

In Suspense  
 Document Text  
 Document Level Accounting

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

**Vendor:** 135369500 Unisource Worldwide  
**Address Type:** BU **Sequence:**  
**Street Line 1:** P. O. Box 849089  
**Street Line 2:**  
**Street Line 3:**  
**City:** Dallas  
**State or Province:** TX **Zip or Postal Code:** 75284-9089 **Nation:** United States of America  
**Phone:** **Extension:**  
**Fax:** **Extension:**  
**Contact:**  
**Email:**  
**Discount:**  
**Tax Group:**  
**Currency:**

Click “Options”, then select “Document Text” to add additional document text.

Enter Requisition vendor. Use LIST to call FTIIDEN. Use COUNT HITS to call FTMVEND.  
Record: 1/1 <OSC>

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- 6) On the “Commodity/Accounting” screen, Input “Desc” (first line of the item’s description), “U/M” (unit of measure), “Quantity” and “Unit Price”. Use down arrow on your keyboard to enter a second item. After all items are input, click “Next Block”. To access additional lines for inputting description, click on “Options” on the toolbar, then select “Item Text”.

## COMMODITY ACCOUNTING SCREEN

**Oracle Developer Forms Runtime - Web: Open > FPAREQN**

File Edit Options Block Item Record Query Tools Help

Requisition Entry: Commodity/Accounting FPAREQN 7.2 (BRCC)

Requisition: CC070801  
 Order Date: 16-JUL-2007  
 Delivery Date: 31-JUL-2007  
 Commodity Total: 141.92

Transaction Date: 16-JUL-2007  
 Comments:  
 Accounting: 141.92

In Suspende  
 Document Text  
 Document Level Accounting

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

Item	U/M	Tax Group	Quantity	Unit Price	Extended	Discount	Additional	Tax	Commodity Line Total	Document Commodity Total
1 of 1	M		8	15.05	141.92	.00	.00		141.92	141.92
Commodity Description: 8-1/2 x 11 index card stock white, 90# line 72										
<input type="checkbox"/> Commodity Text <input type="checkbox"/> Item Text <input type="checkbox"/> Add Commodity <input checked="" type="checkbox"/> Distribute										

FOAPAL Line Total: 141.92  
 Document Accounting Total: 141.92

Enter Unit Price or press NEXT FIELD for default price.  
 Record: 1/1

Step 1: Fill in these fields.

Step 2: For additional space for item description, click “Options” on the toolbar and select “Item Text”.

The drop down arrow opens a dropdown box for other units of measure.



- 7) On the “Commodity /Accounting” (Looks just like previous screen), Click “Fund” or “Acct”. (Page 15)  
 Input “Fund” number (if not already there)  
 “Acct” (account number)  
 “Prog” (program number per printout)      Click “Next Block”

## COMMODITY ACCOUNTING SCREEN

Oracle Developer Forms Runtime - Web: Open > FPAREQN

File Edit Options Block Item Record Query Tools Help

Requisition Entry: Commodity/Accounting FPAREQN 7.2 (BRCC)

**Requisition:** CC070801  
**Order Date:** 16-JUL-2007  
**Delivery Date:** 31-JUL-2007  
**Commodity Total:** 120.40  
**Transaction Date:** 16-JUL-2007  
**Comments:**  
**Accounting Total:** 141.92  
 In Suspense  
 Document Text  
 Document Level Accounting

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

Item 1 of 1    U/M M    Tax Group    Quantity 8 X    Unit Price 15.05    =    Extended: 120.40  
 Discount: .00  
 Additional: .00  
 Tax:    Commodity Line Total: 120.40  
 Document Commodity Total: 120.40

Commodity Description: 8-1/2 x 11 index card stock white, 90# line 72  
 Commodity Text  
 Item Text  
 Add Commodity  
 Distribute

FOAPAL 1 of 1    Remaining Commodity Amount: -21.52     NSF Override    %    USD  
 NSF Suspend    Extended: 141.92  
 Discount: .00  
 Additional: .00  
 Tax: .00  
 FOAPAL Line Total: 141.92  
 Document Accounting Total: 141.92

COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj
1	08		3140	31401	73160	90			

Enter program code  
Record: 1/1    ...    <OSC>

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8) On the “Balancing/Completion” screen, review to see that “Status” is balanced. Click “Complete”.

Oracle Developer Forms Runtime - Web: Open > FPAREQN

File Edit Options Block Item Record Query Tools Help

Requisition Entry: Balancing/Completion FPAREQN 7.2 (BRCC)

**Requisition:** CC070801  
**Order Date:** 16-JUL-2007  
**Delivery Date:** 31-JUL-2007  
**Commodity Total:** 120.40

**Transaction Date:** 16-JUL-2007  
**Comments:**  
**Accounting Total:** 120.40

In Suspense  
 Document Text  
 Document Level Accounting

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

**Vendor:** 135369500 Unisource Worldwide Inc  
**COA:** 1 Baton Rouge Community College  
**Organization:** 31401 Copier/Printer Paper  
**Requestor:** Michael Co...  
**Currency:**  
**Exchange Rate:** **Commodity Record Count:** 1  
**Input Amount:** 120.40 **Converted Amount:**

	Input	Commodity	Accounting	Status
<b>Approved Amount:</b>	120.40	120.40	120.40	BALANCED
<b>Discount Amount:</b>	.00	.00	.00	BALANCED
<b>Additional Amount:</b>	.00	.00	.00	BALANCED
<b>Tax Amount:</b>	.00	.00	.00	BALANCED

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

WARNING: Budget is exceeded for sequence 1  
Record: 1/1

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## VERY HELPFUL SCREENS FOR RESEARCHING A REQUISITION'S STATUS:

- FOIAPP: Allows you to see who has approved your requisition. (hit F8)
- FTIIDEN: Allows you to search for a vendor.
- FPIREQN: Allows you to look at an incomplete, completed, and/or approved requisition.
- FPIPURR: Allows you to look at a completed purchase order.
- FPIORQF: Allows you to search for incomplete or not converted to PO requisitions by org #.
- FOAUAPP: Allows you to see if a requisition is in a person's approval queue.
- FOIDOCH\*: Allows you to find an association between PO# and requisition #. Will show if a payment has been made.

**\*TRACKING A REQUISITION:** On the main screen, type in “**FOIDOCH**” (Document History screen). Type in “req” for “**DOC TYPE**” and your requisition number for “**DOC CODE**”. This will indicate the status of your requisition.

**CANCELLING A REQUISITION:** A requisition can only be cancelled after it has been approved. Contact Purchasing by email to cancel a requisition. Make sure that the requisition number is included.

**INCOMPLETE REQUISITIONS:** This can occur for 2 reasons. The first is that you simply stopped or did not click ‘complete’ on the last screen. The second reason is that a completed requisition was disapproved and it is automatically sent back to your queue. An incomplete requisition may still encumber the funds.

**If you want to make an incomplete go away, click ‘Record’ – click ‘Remove’. Do this twice and the incomplete requisition should disappear.**

**DISAPPROVED REQUISITIONS:** These requisitions now become **incomplete** requisitions. You can delete them from the system or you can change them to meet your requirements. Once you change and complete them, they go back through the approval cycle.

**MESSAGES:** You will get a message when a requisition is disapproved. It should contain a reason why it was disapproved. To keep a message from reappearing, click the ‘complete’ box and ‘save’. It will not reappear immediately but will be gone the next time you check messages.

**REMOVING A BANNER MESSAGE:** Click “complete” then click “save”. The message will not disappear immediately but will not show up the next time you review your messages.

**NOTIFY THE APPROVER:** You may want to notify the approver that there is a requisition awaiting their approval. The completed electronic requisition will be electronically forwarded to the proper department head for approval. After departmental head approval, it will be electronically forwarded to the proper Vice Chancellor or Chancellor.

**KEEP A LOG:** You should keep a log that contains the requisition number, a brief description, end-users name, as a minimum. It is suggested that you keep track of the PO# and the delivery date.

**CONFIRMING ORDERS:** If you have already received your order, please use the 'conf' (confirming) indicator in the 'Ship To' box. This will eliminate a duplicate order.

**DOCUMENT TEXT:** This is where you state your purpose. This is the only place the approver can find out why you want to place this order. If you do not want this information to appear on the printed PO, uncheck the 'Print' box. It is also the place where you put the name of the end user and the vendor's phone and fax number.

**CLICK IN TEXT BOX TO GET TEXT:** In the Item Text and Document Text area, you must put your cursor in the text box to retrieve the information.

**MULTIPLE ACCOUNT NUMBERS:** More than one account # can be used on the requisition. Just decide the amount of distribution for each #.

**ITEM DISCOUNTS:** Please input the unit price **with the discount already calculated.**

**NSF INDICATOR:** The indicator is in a warning mode now and will be turned on after the budget is finalized. NSF req's should be disapproved or will go into 'suspense'.

**BID DOCUMENTS:** Please forward your bid documents to me for my file. The purchasing file is the official file for the auditors. Also indicate on the bid your requisition #. In the 'Document Text' indicate that these items were bid.

**VENDOR FAX NUMBER:** Please include the vendor's fax # in the Document Text.

**DIERCT PAY VS. AN E-REQUISITION:** There are two types of requisitions currently in use. They are an electronic requisition and a paper requisition.

A completed electronic requisition form is required for all purchases of supplies, materials, equipment and services. Each department has designated employees that have Banner security access to input electronic requisitions. Electronic requisitions are routed electronically by organization number for approval.

A paper requisition is to be used when BRCC directly pays by a check. A purchase order will not be produced. This is commonly called a direct pay requisition. Direct pay requisitions would include subscriptions, memberships, reimbursements to an employee who has had approved out of pocket non-travel expenses, when prepayment is required, and certain fees to other governmental agencies. Each requisition is to be completed and signed by an authorized department representative.

**NEW VENDOR FORM OR W-9:** If you do not find a vendor while inputting a requisition in Banner, follow these steps:

1. Make sure that when you search, try different approaches. Your search is case and space sensitive. Remember to use the wild card (%) after the word. You should use % before and after in many instances.
2. You may be required to contact the vendor and secure their W-9. Have the W-9 faxed to 225-216-6994 – Office of Accounting and Finance or emailed to either [washingtonb@mybrcc.edu](mailto:washingtonb@mybrcc.edu). The vendor's information will be input into Banner's database and you may proceed.

If you wish to update a vendor's profile or in a rare circumstance you can not secure a W-9, please print and complete the **BATON ROUGE COMMUNITY COLLEGE NEW / CHANGE VENDOR INFORMATION FORM**. This form can be found on BRCC's website. Send this form to the same fax or email addresses listed above.

Michael Constantin  
[constantinm@mybrcc.edu](mailto:constantinm@mybrcc.edu)