



HOW TO ENTER AN ELECTRONIC REQUISITION IN BANNER 7

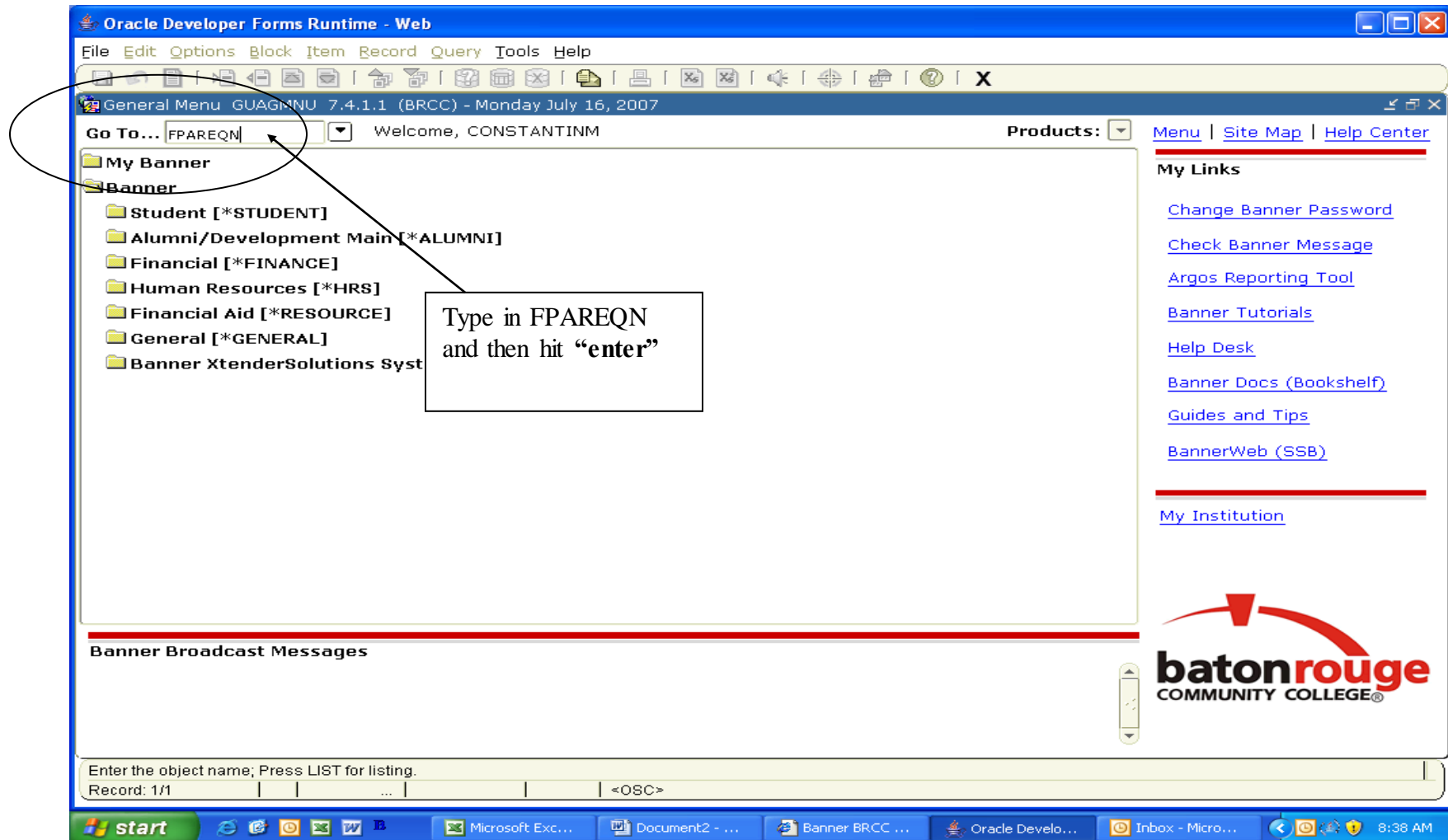
Prepared by Purchasing
2011

STEPS FOR ENTERING AN ELECTRONIC REQUISITION

BANNER MAIN SCREEN	3
FPAREQN SCREEN	4
REQUESTOR/DELIVERY INFORMATION SCREEN	5
VENDOR INFORMATION SCREEN	6
OPTION LIST SCREEN	7
ENTITY NAME/ID SEARCH FTIIDEN	8
ENTITY NAME/ID SEARCH FTIIDEN	9
VENDOR INFORMATION FPAREQN SCREEN	10
PROCUREMENT TEXT ENTRY SCREEN FOAPOXT	11
COMMODITY ACCOUNTING SCREEN	12
PROCUREMENT TEXT ENTRY SCREEN FOAPOXT	13
COMMODITY ACCOUNTING SCREEN	14
VERY HELPFUL SCREENS FOR RESEARCHING A REQUISITION'S STATUS:	16

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

Oracle Developer Forms Runtime - Web: Open > FPAREQN

File Edit Options Block Item Record Query Tools Help

Requisition: CC070801

Step 2
Next
Block
Icon

Enter NEXT or leave BLANK for automatic assignment or enter document number; Press NEXT FIELD to activate copy function.

Record: 1/1

Netterville, Robin
RE: Items for Purchase
An instructor wants to scan certain items from the textbook into a PowerPoint for his classes. He has one at

- 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 **Extension:**
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>

start Microsoft Exc... Document2 - ... Banner BRCC ... Oracle Develo... Inbox - Micro... 8:42 AM

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

Commodity Total: .00

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: [dropdown arrow]

Address Type: [dropdown arrow]

Sequence: [dropdown arrow]

Street Line 1:

Street Line 2:

Street Line 3:

City:

State or Province:

Phone:

Fax:

Contact:

Email:

Discount: [dropdown arrow]

Tax Group: [dropdown arrow]

Currency: [dropdown arrow]

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

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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:

Address Type:

Street Line 1:

Street Line 2:

Street Line 3:

City:

State or Province:

Phone:

Fax:

Contact:

Email:

Discount:

Tax Group:

Currency:

Option List

Entity Name/ID Search (FTIIDEN)

Vendor Maintenance (FTMVEND)

Click here to search by vendor name.

Cancel

Balancing/Completion

Record: 1/1

start

Microsoft Exc...

Document2 - ...

Banner BRCC ...

Oracle Develo...

Inbox - Micro...

8:44 AM

ENTITY NAME/ID SEARCH FTIIDEN

8

- 4.3) On “**Entity Name/ID Search (FTIIDEN)**” screen, a list of vendor choices will appear. Double click on your selection and you will be transferred back to the “**Vendor Information**” screen (Step 4). If you do not find the vendor listed or if you know that this is a new vendor, submit a W-9 or New Vendor Form to OAF. The form can be found on our website or can be emailed to you.

[illegible]

- 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
Requestor/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:

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

start Microsoft Excel - FY... B7 How to ENTER in... Inbox - Microsoft O... 3 Internet Explorer 9:06 AM

- 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:

☒ In Suspense
☒ Document Text
☒ Document Level Accounting

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

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

U/M: M
Tax Group
Quantity: 8
Unit Price: 15.05

☐ Commodity Text
☐ Item Text
☐ Add Commodity
☒ Distribute

Extended: 141.92
Discount: .00
Additional: .00
Tax: .00
Commodity Line Total: 141.92
Document Commodity Total: 141.92

ng Commodity Amount:
n Acct Prog Actv Locn Pro

1 08 3140 31401
FOAPAL Line Total: 141.92
Document Accounting Total: 141.92

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

start Microsoft Excel - FY... B7 How to ENTER in... Inbox - Microsoft O... 3 Internet Explorer 9:10 AM

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: .00
 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
☐ NSF Suspense
 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

start Microsoft Excel - FY0... B7 How to ENTER inst... Inbox - Microsoft Out... Internet Explorer 9:18 AM

- 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
Currency:
Exchange Rate:
Commodity Record Count: 1
Input Amount: 120.40
Converted Amount:

Requestor: Michael Co

Make sure this is balanced before completion

	Input	Commodity	Accounting	Status
Approved Amount:	120.40	120.40	120.40	BALANCED
Discount Amount:	.00	.00	.00	BALANCED
Additional Amount:	.00	.00	.00	BALANCED
Tax Amount:	.00	.00	.00	BALANCED

Complete: ☒ **In Process:** ☐

Click here and you're done.

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

VERY HELPFUL SCREENS FOR RESEARCHING A REQUISITION'S STATUS:

- FOIAPP: Allows you to see who has approved your requisition. (hit F8)
- FTIDEN: 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.
- FOIDCH*: 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 **"FOIDCH"** (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.

DIRECT 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. 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