

A QUICK GUIDE TO ENTERING A REQUISITION FORM

Plymouth State College

Document Coding

Basic Requisitions
R2P_-----

Blanket Requisitions
R2P__B__

Travel Requisitions
R2P__T__

- At the Banner menu type **FPAREQN** in the Direct Access box and press enter
- **Requisition:** Enter the 8-character document coding convention assigned to your department. Remember to start all Requisitions with an “R”.
- Perform the **Next Block** function

~ REQUESTER/DELIVERY INFORMATION ~

- **Order Date:** *REQUIRED; [mmddyy]; should default to today’s date; for Confirming requisitions use the actual date of the order or start of services; <TAB>*
- **Transaction Date:** *REQUIRED; must be today’s date; <TAB>*
- **Delivery Date:** *REQUIRED; [mmddyy]; enter estimated or known date of delivery; for Confirming requisitions use the actual date of the order or start of services; <TAB>*
- **Comments:** *use for notating specific information for the Purchasing Department, see PSC handout, “Guidelines for Entering Text on Banner Requisitions”; <TAB>*
- **Requestor:** *REQUIRED; type over the default username with your Full Name; <TAB>*
- **COA:** *REQUIRED; Chart of Accounts; must be Y; <TAB>*
- **Organization Code:** *REQUIRED; should default; to find, click on flashlight; Enter Query to clear data; click in Title field and type your department’s title between the percent signs, such as, %Alumni% (Remember that this query is case sensitive); Execute Query; select the appropriate code by double-clicking on the title; <TAB>*
- **Email, phone, extension and fax:** *should default; if not, enter your data; <TAB>*
- **Ship To:** *REQUIRED; enter your Ship To code; to find, click flashlight; in Find box, type your department’s title between percent signs, click Find button, select the appropriate code by double-clicking on the title; <TAB>*
- **Attention To:** *REQUIRED; type over the default with your name and phone # or the name and phone number of the person responsible for the order*
- Perform the **Next Block** function

~ VENDOR INFORMATION ~

- **Vendor:** *enter a vendor code; to find a vendor code, click on the flashlight, then click on the Entity Name/ID Search (FTIIDEN) form name; click in the Last Name field and type your vendor’s name between the percent signs, such as, “%Sodexo%” (Remember that this query is case sensitive); Execute Query; select your vendor code by double-clicking on the vendor’s name. The vendor’s code, name and address automatically populates from the vendor code information; <TAB>*
- **Address Code:** *should default; to find, click on flashlight; use scrollbar to search for correct address code; select your code by double-clicking on the address code; <TAB>*
- **Sequence #:** *should default; to find, click on flashlight; use scrollbar to search for correct code/sequence combination; select your address by dbl-clicking; <TAB>*
- **Contact and email address:** *Optional; enter specific vendor contact (person or department) and email address; <TAB>*
- **Discount:** *will automatically populate*
- **Tax Group and Currency:** *Do not use*
- Perform the **Next Block** function

double click on any date field to use the calendar function

document text is available from any page; if desired, select document text from options on menu bar; click on first text line, enter your text, Save, Exit

~ COMMODITY/ACCOUNTING INFORMATION ~

To enter additional commodity text, choose **Item Text** from options on menu bar; click on first text line, enter your text, Save; Exit (for more info, see Guidelines for entering text in Banner requisitions handout)

- **Comm(odity Code):** do not use; <TAB>
- **Desc(ription):** enter a concise description of the item or services ordered, including the catalogue number, if available; <TAB>
- **U/M:** REQUIRED; enter the unit of measure; to find, click on flashlight; use scrollbar to search for correct code; select the code by double-clicking; <TAB>
- **Quantity:** REQUIRED; enter the number of items ordered or use a quantity of one (1) for services or a Blanket purchase; <TAB>
- **Unit Price:** REQUIRED; enter the cost of the item or total dollar amount for services/Blanket purchases; use whole numbers (7, 7.00, 7.73); <TAB>
- If only one commodity line is needed, perform the **Next Block** function
- **C:** REQUIRED; Chart of Accounts; must be Y; <TAB>
- **Yr:** REQUIRED; Fiscal Year; should default to current fiscal year
- **Index:** optional; do not use at this time; <TAB>
- **Fund:** REQUIRED; should default; if needed, click on flashlight, Enter Query, type your search criteria, Execute Query, double-click on your selection;<TAB>
- **Orgn:** REQUIRED; should default; if needed, click on flashlight, Enter Query, type your search criteria, Execute Query, double-click on your selection;<TAB>
- **Acct:** REQUIRED; if needed, click on flashlight, Enter Query, type your search criteria, Execute Query, double-click on your selection; <TAB>
- **Prog(ram):** REQUIRED; should default; Do Not Change; <TAB>
- >>If desired, drag the scroll bar that is located below the accounting line to the right to view the Activity, Location and Project fields of the accounting line
- **Actv (Activity):** optional; if needed, click on flashlight, Enter Query, type your search criteria, Execute Query, double-click on your selection; **Continue to TAB through Location and Project fields**, as these fields will not be used
- **Ext.:** optional; for use in distributing costs; if desired, click in the box to select the percentage option (a check mark is then inserted in the box) and enter the percent to be distributed to this accounting line in the amount field; <TAB>
- **Amount:** By pressing the <TAB> key, the dollar amounts displayed in the Commodity Approved field will populate the Approved, Discount, Additional and Net fields
- **Disc(ount):** only for use by the Purchasing Department
- **Addtl:** Enter amount of shipping charges or setup charges for equipment
- Perform the **Next Block** function

If multiple commodity lines are needed, perform the **Next Record** function to access the next commodity line; once all lines completed, perform the **Next Block** function

Perform a **Next Record** function to add another accounting line

~ BALANCING/COMPLETION PAGE ~

- Review information, and then click on **COMPLETE** button to approve and forward to Purchasing for conversion to purchase order. If not complete (waiting for some additional information), click on **IN PROCESS** button and complete later.
- To return to the Banner main menu screen, click on the **EXIT** icon.