

CREATE A REQUISITION IN BANNER

When entering a requisition, there are four (4) tabs that have to be completed. Listed below are the instructions on what information must be entered into the four (4) tabs and how to enter the information to create the requisition.

The first thing you will need to do is log into Banner on website <http://inb1.cacc.edu:9090>. On the *General Menu Screen*, type in the form name *FPAREQN*, then hit the enter key. Click on *Next Block* and this will direct you to the first tab of the requisition which is the *Requestor/Delivery Information Tab*.

1. Requestor/Delivery Information

- Delivery Date: Enter current date or date of expected delivery.
- Comments Box: Always include your bid number or state approved contract number if applicable.
- Ship To: If the *Ship To* tab does not have an address listed, click on the arrow by the *Ship To* tab. It will bring up all the ship to addresses. Double click the ship to address you need and it will populate the address into the field.
- Attention To: Enter name of person receiving shipment.
- *Next Block* to the second tab.

***All but the *Comments* field must be completed before you can *Next Block* to the second tab of the requisition.**

The screenshot shows the Banner system interface for creating a requisition. The browser address bar shows <http://inb1.cacc.edu:9090/forms/frmservlet?config=prod>. The page title is "Requisition Entry: Requestor/Delivery Information FPAREQN 8.6.0.3 (PROD)".

Requisition: R0006222

Order Date: 16-OCT-2015 **Transaction Date:** 16-OCT-2015 In Suspense

Delivery Date: 16-OCT-2015 **Comments:** Document Text

Commodity Total: 250.00 **Accounting Total:** 250.00 Document Level Accounting

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

Requestor: Linda Williams

Organization: 1002 Fiscal Management

COA: T Central Alabama CC

Email: williams@cacc.edu

Ship To: ALEXCT

Street Line 1: 1675 CHEROKEE ROAD

Street Line 2:

Street Line 3:

Building: **Floor:**

City: Alexander City

State or Province: AL **Zip or Postal Code:** 35010

Nation:

Area Code Phone Number Extension

Phone: 256 2154525

Fax: 256 2154528

Contact:

Attention To: Linda Williams

Area Code Phone Number Extension

2. Vendor Information

- Click on the arrow by the *Vendor* tab. Next click on *Entity Name/ID Search* to enter the vendor name.
- On **Last Name** and in **ALL CAPS**, key the following: % the first few letters of the Vendor Name%. Then click on the tab *Execute Query* and it will pull up a list of vendor names. Double click on the vendor name you need and it will populate the vendor name and the address into the field.
- *Next Block* to the third tab.

***The Vendor name and Address must be populated into the field before you can Next Block to the third tab of the requisition.**

The screenshot shows the Oracle Fusion Requisition Entry interface. The browser address bar displays 'http://inb1.cacc.edu:9090/forms/frmservlet?config=prod'. The page title is 'Requisition Entry: Vendor Information FPAREQN 8.6.0.3 (PROD)'. The ORAC logo is visible in the top right corner.

The form contains the following fields and values:

- Requisition:** R0006222
- Order Date:** 16-OCT-2015
- Transaction Date:** 16-OCT-2015
- Delivery Date:** 16-OCT-2015
- Commodity Total:** 250.00
- Accounting Total:** 250.00
- Comments:** (empty)
- In Suspense:**
- Document Text:**
- Document Level Accounting:**

The 'Vendor Information' tab is selected. The vendor details are as follows:

- Vendor:** C00138102 | THE HOME DEPOT | Vendor Hold
- Address Type:** PO | **Sequence:** 1
- Discount:** (empty)
- Tax Group:** (empty)
- Currency:** (empty)
- Street Line 1:** DEPT 32-2501247690
- Street Line 2:** P.O. BOX 9055
- Street Line 3:** (empty)
- City:** Des Moines
- State or Province:** IA | **Zip or Postal Code:** 50368
- Nation:** (empty)
- Contact:** (empty)
- Email:** (empty)
- Phone:** (empty) | (empty) | (empty)
- Fax:** (empty) | (empty) | (empty)

3. Commodity/Accounting

- Tab to *Description* and key the description on the first line. If you do not have enough room to key all the description on the first line, go to *Options* and click on *Item Text*. Hit *Next Block* or click onto the lines on the left of the page and continue to key your description. *Item Text* should provide sufficient information for the approver to know the details of the purchase such as, full description of purchase, purpose of the purchase, and bid number or state approved contract number if applicable. Next, click the *Save Tab*. After the information is saved, click the bold *black X* on the top right side of the page and you will be directed back to the *Commodity/Accounting* block. Make

sure that there is a check mark in the *Item Text*. If there is a check mark, then the information has been saved and will print on the purchase order.

- Key in the *U/M (Unit of Measure)*. Click on the arrow beside *U/M* and double click the unit of measure that you need, then tab.
- Quantity – Enter the quantity you need, then tab.
- Unit Price – Enter the unit price, and then tab, and the money will populate into the *Document Commodity Total* field.
- If you have more than one item to enter, click on *Description* on the second line and follow the prior four steps before continuing to the *Document Accounting Total* block.
- *Next Block* – you are now in the next block and can enter the budget information.
- Tab to: *Fund, Orgn, Acct* and *Prog* and enter the budget number.
- Continue to tab until the money populates into the *Document Accounting Total* field.
- *Next Block to the fourth tab.*

The screenshot displays the 'Requisition Entry: Commodity/Accounting' form in the ORAC system. The top section contains requisition details: Requisition: R0006222, Order Date: 16-OCT-2015, Transaction Date: 16-OCT-2015, Delivery Date: 16-OCT-2015, and Commodity Total: 250.00. Below this are tabs for 'Requestor/Delivery Information', 'Vendor Information', 'Commodity/Accounting' (selected), and 'Balancing/Completion'. The main table lists commodity items with columns for Item, U/M, Tax Group, Quantity, and Unit Price. One item is shown: 'Christmas tree and decorations for the Business' with a quantity of 1.00 and a unit price of 250.0000. To the right of the table are summary fields for Extended, Discount, Additional, Tax, Commodity Line Total, and Document Commodity Total. Below the table is a section for 'FOAPAL' with a table for COA, Year, Index, Fund, Orgn, Acct, Prog, Actv, Locn, and Proj. The bottom right of the form shows 'FOAPAL Line Total' and 'Document Accounting Total'.

4. Balancing/Completion

- Check the *Input, Commodity and Accounting* fields. If all three are in balance, hit the *Complete* button and the requisition will be completed and forwarded to the approval process. You can scroll down to the bottom of the page and it will give you a message that states the requisition has been completed and forwarded to the approval process.
- If you are not ready to complete the requisition, hit the *In Process* button and you can go back later and complete the requisition.
- Click the bold black **X** to get out of the form.

Requisition Entry: Balancing/Completion FPAREQN 8.6.0.3 (PROD)

Requisition: R0006222
Order Date: 16-OCT-2015 **Transaction Date:** 16-OCT-2015 In Suspense
Delivery Date: 16-OCT-2015 **Comments:** Document Text
Commodity Total: 250.00 **Accounting Total:** 250.00 Document Level Accounting

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

Vendor: C00138102 THE HOME DEPOT Vendor Hold
COA: T Central Alabama CC **Requestor:** Linda Williams
Organization: 1002 Fiscal Management
Currency:
Exchange Rate: **Commodity Record Count:** 1
Input Amount: 250.00 **Converted Amount:**

	Input	Commodity	Accounting	Status
Approved Amount:	250.00	250.00	250.00	BALANCED
Discount Amount:	0.00	0.00	0.00	BALANCED
Additional Amount:	0.00	0.00	0.00	BALANCED
Tax Amount:	0.00	0.00	0.00	BALANCED

Complete: **In Process:**