

TEXAS SOUTHERN UNIVERSITY

Office of Information Technology

Banner 9: Online Requisition Handbook

Entering a Requisition in Banner

Log in to Banner to enter a requisition. Access the requisition form by typing "*FPAREQN*" in the *Welcome* field and select the *Enter* key on your keyboard. This will take you to the Requisition Form Header.

Requisition Header

- 1. You can leave the *Requisition* field *blank* or enter "Next" in the requisition box.
- 2. Select Go.

Note: Do <u>not</u> put a number in this box unless you have previously started and not finished a purchase requisition. In that case, enter the <u>exact</u> requisition number (ie R0001234) and select **Go** to access the requisition detail.



Requisition Requestor/Delivery Information Section

You will enter the requestor and delivery information in this section of the form. You can tab between fields or place your cursor in the field you want to update.

- 1. **Order Date** and **Transaction Date** will automatically populate with today's date.
- 2. Enter the *Delivery Date*. This is the date you expect the goods/services to be delivered.
- 3. The *Document Level Accounting* indicator box is checked by default.

Note: It is important to determine if Document Level Accounting will be used at this point. You cannot go back and change the indicator on you tab past it. The bulleted items below explain whether or not to have this box checked or unchecked.

- If you have only one item, or all items have the same account number (other than <u>fixed</u> <u>asset</u>), leave the *Document Level Accounting* box checked on this screen. This will allow you to use <u>same FOAP</u> for all items.
- If you are ordering items that need to be charged to <u>different account numbers</u>, or you need to <u>order fixed asset(s)</u>, then <u>uncheck</u> this box.

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Delivery Date * 06/12/2019		\checkmark	Document Level Accounting				
Requestor/Delivery Information Vendor Information	Commodity/Accounting Bala	lancing/Completion					
* REQUESTOR/DELIVERY INFORMATION					🖬 Insert 📲	Delete 🖣 C	opy 👻 Filter

- 4. The **Requestor** will default to the name of the person entering the requisition based on the Banner user ID.
- 5. Tab or place your cursor in the *Organization* field and enter the org number. If you do not know your organization number, you can search for it by clicking the *ellipses (...)* to access a query form to search for the department you would like to use.
- 6. You can fill out the *Email* and *Phone* fields with your information.
- 7. The *Ship To* code should default to *TSUWRE Warehouse Dan McCormick*. If the Ship To code is not populated, type in "*TSUWRE*" or search for the code by clicking on the *ellipses (...)*
- 8. Once this section is completed, you can navigate to the *Vendor Information* section of the requisition. To do this you can select the *Vendor Information tab* or navigate to the Next section by selecting the down arrow at the bottom left of the screen.

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Requestor *	Gigi Cupp		Street Line 2	3715 Blodgett St.	
Organization * 3	31200 nformation Technology & Systems		Street Line 3		
0044	Texas Southern University				
Email g	gigi.cupp@tsu.edu		Contact	Dan McCormick	
			Attention To *	Dan McCormick	
Phone Area Code			Building	Warehouse	
Phone Number			Floor		
Phone Extension			City	Houston	
			State or Province	TX	
Fax Area Code			Zip or Postal Code	77004	
Fax Number			Nation		
Fax Feb					
Ship To * T	ISUWRE		Area Code	713	
			Phone Number	9194914	
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Requisition Vendor Information Section

- 9. If you know the *vendor number*, you can enter it in the *Vendor* field.
- 10. If you do not know the vendor number, select the *ellipses (...)* next to the *Vendor* field.
- 11. An Options List will appear. Select Entity Name/ID Search (FTIIDEN).
- 12. The *FTIIDEN Entity Name/ID Search* will be displayed. You will query for the vendor on this form.

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Street Line 2			Cancel	
Street Line 3			Fax Area Code	
			Fax Number	
City			Fax Extension	
State or Province			Discount	
p or Postal Code			Tax Group	
Nation			Currency	
V				

- 13. Click on the down arrow next to *Add Another Field* and select the *Last Name* option.
 - For person vendor, you search by Last and First name
 - For non-person vendor, you search the company name by Last Name.
- 14. You can begin a vendor search by entering only part of the vendor name. Put a *% sign* around each word in the name. If you know the full business name you can type the name.
 - For example: When you type "**%Office%**", it will be bring up every single vendor with word **"Office"** in its name.
 - If you type "%Office Depot%", the query will only return vendor with name that has
 "Office Depot" in the exact order.
- 15. Select *Go* to start the query.
- 16. If your vendor does not come up, try searching again. If you still can't find the vendor, then the vendor does not exist in Banner and Purchasing department will have to set up the vendor in Banner for you to be able to use the vendor in your requisition.

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17. If your vendor comes up in the search, double click on their *Vendor ID number* and the vendor information will populate the requisition.

Note: If multiple vendor IDs come up, please be sure to select the one that is not Terminated.

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650274114	Office Depot			Corporation		Terminated	No	No	No	No	
650458579	Office Depot			Corporation		Terminated	No	No	No	No	
159265395	office Depot			Corporation		Terminated	No	No	No	No	
159266395	Office Dupot			Corporation		Yes	10	No	No	No	
592663594	Office.Jepot			Corporation		Terminated	No	No	No	No	
1 Presented 11	Office Depot #2224			Corporation		Terminated	No	No	No	No	
	Office Depot File #91587			Corporation		Terminated	No	No	No	No	
153266954	0///			Corporation	Name	Terminated	No	No	No	No	
153266954 592663954	Office Depot Inc										

18. The vendor information will populate the requisition form.

<u>Note</u>: If the default vendor address is not same as on your quote, you can click on the ellipses (...) next *Sequence* field and scroll through all the addresses on record. If you went through all the addresses and still do not see the address you need, Purchasing will need to set up the new address for this vendor in Banner.

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Requestor/Delivery Info	mation Vendor Information Commodity/Accounting Balancing/Completion			
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Vendor	159266395 Office Depot	Contact		
	Vendor Hold	Email		
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equence	1	Phone Area Code		
		Phone Number		
Street Line 1	6225 West by Northwest Blvd.	Phone Extension		
Street Line 2				
Street Line 3		Fax Area Code		
		Fax Number		
City	Houston	Fax Extension		
State or Province	TX	Discount		
Zip or Postal Code	77040	Tax Group		
Nation		Currency		

Requisition Commodity/Accounting Section

19. Select the *Commodity/Accounting* tab.

Requestor/Delivery Infor	mation Vendor Informati	n Commodity/Accountin	ng Balancing/Com	pletion					
COMMODITY							🛃 Inser	t 📕 Delete 🌇 Copy 🍸	(Fil
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- 20. Enter the *Commodity* Code. If you don't know the code, click on the ellipses (...) and search for the code you need to use.
- 21. Click or Tab to the *Description* field and enter the description. When you change the description, you will receive a message which indicates that the description you entered is different than the default description for the commodity.
- 22. Click on the X on top right hand corner of the message box to dismiss.

Requestor/Delivery	nformation Vend	for Information	Commodity/Accounting	Balancing/C	ompletion							
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- 23. Enter the **U/M** (unit of measure). EA is for each. There are other codes that you can use. Click on the ellipses (...) to view them all and select one.
- 24. Tab to enter *Quantity* and *Unit Price*.

Requestor/Delivery Info	rmation Vendor Informa	tion Commodity/Accounting	Balancing/Completion						
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* COMMODITY								Commodity	Text [FOATEXT]
Item	Commodity	Description	U/M	Tax Group	Quantity	Unit Pric	e Comm		

25. Click on Related on top right hand corner of the page to add Item/Document/Commodity Text.

26. Select Go.

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Text Type:	REQ Co	e: R0114548 Co
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Vendor:	159266395 Office Depot Commo	by: TEST: Capitalized Software Lice.
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Default Increment:	10	

27. Enter your text. If you run out of space on the line, click the down arrow on your keyboard (\downarrow) to add a new line. If you have more than one commodity/item, then click the down arrow on your

keyboard (\downarrow) to add a new line. Repeat the process until you finished entering all your commodities.

28. Once done, click *Save*. After your text is saved, click *X* on the top left hand corner of the page to exit the form.

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IMPORTANT: If you selected the *Document Level Accounting* box, you can enter all line items and <u>then</u> enter the FOAPAL information. If you did NOT check that box, you are doing *Commodity Level Accounting* and you will need to go to next block to enter the FOAPAL for <u>each</u> commodity/line item and click *Save* after you enter the accounting information. Then previous block back to the commodities to enter your remaining line items and their accounting information.

- Next go to the Accounting section and fill in your departmental FOAPAL.
- In the Accounting section, you can enter more than one FOAPAL to pay for a commodity/line item.
 - Click on the commodity/line item you want to enter. If you wish to split the cost between multiple FOAPALs,
 - Then go to the next block, and enter the 1st FOAPAL
 - Then go to the lower portion and enter the amount you want to charge
 - Then go back to the Accounting section, enter the 2nd FOAPAL and repeat the process.

For example: I want to pay for the commodity 7395 by 2 FOAPALS. 1st FOAPAL for \$600 and 2nd FOAPAL for \$400. After entering the desired FOAPALs, please be sure to click Save.

Requisition: R0114548												Start Over
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Requisition: R0114548										Start Over
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29. When all of your information is entered, next block or click on the *Balancing/Completion* tab.

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

30. If everything looks correct, and all the Status reads Balanced, select *Complete*.

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Vendor	0ffice Depot		Currency	
	Vendor Hold	Exchar	nge Rate	
COA	C Texas Southern University	Commodity	y Record 2	
			Count	
Requestor	Gigi Cupp	Input	t Amount 1,299.95	
Organization	31200 Information Technology & Systems	Converted	i Amount	
AMOONTS	Input	Commodity	Accounting	Status
Approved Amount	1,299.95	1,299.95	1,299.95	BALANCED
Discount Amount	0.00	0.00	0.00	BALANCED
Discourt Amount	0.00	0.00	0.00	BALANCED
Additional Amount				

If you need demo, please refer to <u>https://banner9.tsu.edu/tutorials.html</u> for list of recorded tutorials.

