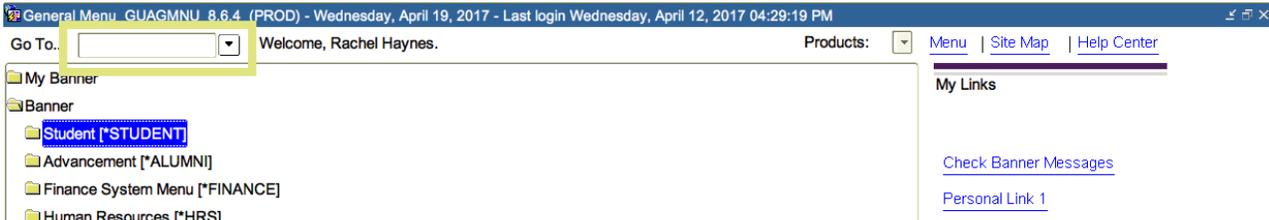


## Entering a Requisition

1. Enter FPAREQN in the Go To field, press enter.

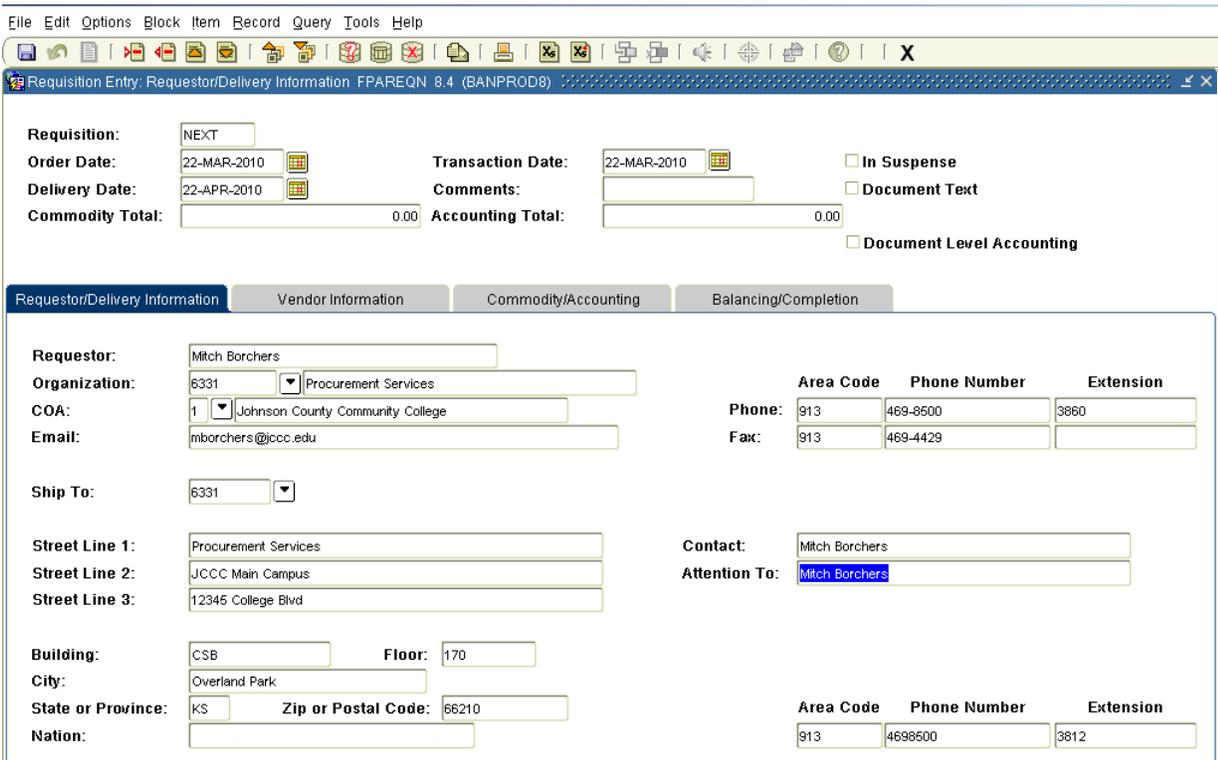


2. Enter **NEXT**, and select **Next Block**.



Requisition:  

3. Tab to **Delivery Date** and enter the date you want the merchandise delivered.
4. Tab to **Organization** and enter your four digit org number.
5. Tab to **Email** and enter Requestor's email address.
6. Tab to **Extension** and enter Requestor's phone extension.
7. Tab to **Ship to** and enter your four digit organization number (where goods are to be delivered).
8. If delivery address is different than Ship To, please enter delivery information in the **Attention To** line.



Requisition:   In Suspense

Order Date:   Document Text

Delivery Date:   Document Level Accounting

Commodity Total:  Accounting Total:

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

Requestor:

Organization:

COA:

Email:

Ship To:

Street Line 1:

Street Line 2:

Street Line 3:

Building:  Floor:

City:

State or Province:  Zip or Postal Code:

Nation:

Area Code | Phone Number | Extension

Phone:

Fax:

Contact:

Attention To:

Area Code | Phone Number | Extension

### 9. Select Vendor Information tab

File Edit Options Block Item Record Query Tools Help

Requisition Entry: Vendor Information FFAREQN 8.4 (BANPROD8)

**Requisition:** NEXT  
**Order Date:** 22-MAR-2010 **Transaction Date:** 22-MAR-2010  In Suspende  
**Delivery Date:** 22-APR-2010 **Comments:**  Document Text  
**Commodity Total:** 0.00 **Accounting Total:** 0.00  Document Level Accounting

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

**Vendor:** V00025760 Dell Marketing LP  Vendor Hold  
**Address Type:** PC **Sequence:** 2 **Discount:**   
**Street Line 1:** One Dell Way **Tax Group:**   
**Street Line 2:**   
**Street Line 3:**   
**City:** Round Rock **Currency:**   
**State or Province:** TX **Zip or Postal Code:** 78682-0325  
**Nation:**   
**Contact:**   
**Email:**   
**Phone:**     
**Fax:** 800 3655329

10. Enter the vendor number, if known and tab to populate vendor information. If vendor is not known, select the drop-down arrow to search for correct vendor or leave blank.

### 11. Select Commodity/Accounting tab

File Edit Options Block Item Record Query Tools Help

Requisition Entry: Commodity/Accounting FFAREQN 8.4 (BANPROD8)

**Requisition:** R0029317  
**Order Date:** 22-MAR-2010 **Transaction Date:** 22-MAR-2010  In Suspende  
**Delivery Date:** 22-APR-2010 **Comments:**  Document Text  
**Commodity Total:** 500.00 **Accounting Total:** 0.00  Document Level Accounting

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

Item	UM	Tax Group	Quantity	Unit Price	Extended
1 of 1	EA		1.00 X	500.0000	500.00

**Commodity** | **Description**  
 COMMISCEQ | Computer Hardware, Misc <\$5,000  
 Commodity Text  
 Item Text  
 Add Commodity  
 Distribute

**FOAPAL** of 0 **Remaining Commodity Amount:** 500.00  NSF Override  NSF Suspense  
 Extended: 500.00  
 Discount: 0.00  
 Additional: 0.00  
 Tax: 0.00  
**FOAPAL Line Total:** 500.00  
**Commodity Accounting Total:** 0.00

COA	Year	Index	Fund	Orgn	Acct	Prog	Acbr	Locn	Proj
		10	0201	6331	54030	63			



12. Enter the alpha commodity code under **Commodity**. Tab. The description information will populate. Use only standard commodity codes that exist in Banner. If description does not automatically populate, the commodity code is **NOT** valid and should not be used.
13. Tab To **U/M** and enter appropriate unit of measure.
14. Tab to **Quantity** and enter quantity of item.
15. Tab to **Unit Price** and enter price. Tab through **Extended** until total price populates.
16. Select **Options** on the tool bar. From the drop-down box, select **Item Text**.

ProcurementText Entry: FOAPOXT 8.4 (BANPROD8)

Text Type: REQ Code: R0029317 Change Sequence: Item Number: 1

Vendor: V00025760 Dell Marketing LP

Commodity Description: Computer Hardware, Misc <\$5,000

Modify Clause: Copy Commodity Text Default Increment: 10

Text	Clause Number	Print	Line
Dell Computer		<input checked="" type="checkbox"/>	10
		<input type="checkbox"/>	

17. Select **Next Block**. Type in description of item to be purchased. Arrow down to enter information on additional lines. The text does not wrap. **Select SAVE**.
18. Select the “X” to close this screen and return to the Commodity/Accounting screen.
19. Select Next Block.
20. Tab to **Fund** and enter your four digit **Fund** number, enter **Orgn** number if different than what the default is, enter **Acct** number if different than what defaults is, and enter **Prog** number.

Requisition Entry: Commodity/Accounting FPAREQN 8.4 (BANPROD8)

Requisition: R0029317

Order Date: 22-MAR-2010 Transaction Date: 22-MAR-2010  In Suspende

Delivery Date: 22-APR-2010 Comments:  Document Text

Commodity Total: 500.00 Accounting Total: 500.00  Document Level Accounting

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

Item 1 of 1 U/M EA Tax Group Quantity 1.00 X Unit Price 500.0000 = Extended: 500.00

Commodity Description: COMMSCEQ Computer Hardware, Misc <\$5,000  Commodity Text  Item Text  Add Commodity  Distribute

Discount: 0.00 Additional: 0.00 Tax: 0.00 Commodity Line Total: 500.00

FOAPAL 1 of 1 Remaining Commodity Amount: 0.00  NSF Override  NSF Suspense % USD

COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Extended	Discount	Additional	Tax	FOAPAL Line Total	Commodity Accounting Total
1	10		0201	6331	54030	63				500.00	0.00	0.00	0.00	500.00	500.00



- 21. **IF** you are entering additional line items follow the directions below. **IF NOT**, proceed to number 23.
  - a. Select previous block.
  - b. Using the down arrow key, arrow down.
  - c. Repeat directions 13 thru 20.

22. Select **Balancing/Completion**.

Oracle Developer Forms Runtime - Web: Open > FPAREQN  
 File Edit Options Block Item Record Query Tools Help  
 Requisition Entry: Balancing/Completion FPAREQN 8.4 (BANPROD8)

**Requisition:** R0029317  
**Order Date:** 22-MAR-2010 **Transaction Date:** 22-MAR-2010  **In Suspense**  
**Delivery Date:** 22-APR-2010 **Comments:**   **Document Text**  
**Commodity Total:** 500.00 **Accounting Total:** 500.00  **Document Level Accounting**

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

**Vendor:** V00025760 Dell Marketing LP  **Vendor Hold**  
**COA:** 1 Johnson County Community College **Requestor:** Mitch Borchers  
**Organization:** 6331 Procurement Services  
**Currency:**   
**Exchange Rate:**  **Commodity Record Count:** 1  
**Input Amount:** 500.00 **Converted Amount:**

	Input	Commodity	Accounting	Status
<b>Approved Amount:</b>	500.00	500.00	500.00	BALANCED
<b>Discount Amount:</b>	0.00	0.00	0.00	BALANCED
<b>Additional Amount:</b>	0.00	0.00	0.00	BALANCED
<b>Tax Amount:</b>	0.00	0.00	0.00	BALANCED

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

- 23. **Print** this screen for your copy of the Requisition.
- 24. Select **Complete**.
- 25. The requisition is now in the approval queue assigned to that organization number.