Banner Requisitions (FPAREQN)

Banner Module: Finance
Last revised: September 16, 2011

EmpHelp
How-To Demos, Docs and Guides for WSU Employees
# Banner Requisitions (FPAREQN)

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### Get Connected

<table>
<thead>
<tr>
<th><strong>EmpHelp</strong></th>
<th>Searchable knowledgebase to view how to demos, docs and guides.</th>
<th>Look for this icon in myWSU:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>Applications Training</strong></th>
<th>Training and Support</th>
<th>5800</th>
<th><a href="mailto:training@wichita.edu">training@wichita.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Assists faculty and staff with myWSU, Banner, Self Service and Reporting Services</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Shocker Technical Assistance Center</strong></th>
<th>Passwords, hardware and software support for students, faculty and staff</th>
<th>HELP</th>
<th><a href="mailto:helpdesk@wichita.edu">helpdesk@wichita.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>(4357)</td>
<td></td>
</tr>
</tbody>
</table>
## Finance Terminology

### Finance Terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Requisition</strong></td>
<td>A requisition is a written request to purchase something. The requisition form initiates the procurement process by defining an internal request to acquire goods or services and identifies the requestor, vendor, commodity and accounting information. Vendors are created in the Financial Operations office. In Banner, a requisition is a transaction that</td>
</tr>
<tr>
<td></td>
<td>➢ Is not considered a direct pay or confirming requisition.</td>
</tr>
<tr>
<td></td>
<td>➢ Will result in the issuance of a purchase order.</td>
</tr>
<tr>
<td><strong>Requestor</strong></td>
<td>A requestor is a person asking for certain goods or services.</td>
</tr>
<tr>
<td><strong>Purchase order</strong></td>
<td>A purchase order is a commercial document used to request someone to supply a good or service in return for payment. All purchase orders will begin as a requisition and are the legal obligation of the university to procure and pay for goods and services. All WSU purchase orders are created in the Office of Purchasing.</td>
</tr>
<tr>
<td><strong>Direct pay</strong></td>
<td>A direct pay includes payments such as subscriptions and conference registrations. At this time, these transactions will continue to be submitted on an invoice control document (ICD) and signed for when received. The receipt and invoice will continue to be submitted to the Purchasing Office or Office of Research Accounting. The Accounts Payable Office will enter these transactions into Banner.</td>
</tr>
<tr>
<td><strong>Commodity</strong></td>
<td>A commodity is a good or service that is being purchased.</td>
</tr>
</tbody>
</table>

*Requisitions are internal documents for WSU use only. A purchase order is required to legally obligate the university to procure and pay for goods and services.*

*Continued on next page*
Finance Terms, Continued

**Fixed asset**
A fixed asset property is owned by the institution for its day to day operations. They are assets that cannot be instantly liquidated. Examples of fixed assets are real estate and equipment.

For a more in-depth discussion of fixed assets, contact Larry Franklin in the Financial Operations office, 978-5877.

**Reservation**
A completed requisition creates a reservation but does not encumber funds. A reservation is reduced or eliminated when:

- A requisition becomes a purchase order;
- A requisition is cancelled or removed from Banner.

**Encumbrance**
Encumbrances are comprised of funds set aside for purchase orders. In Banner, an encumbrance is reduced or eliminated when:

- A purchase order has an invoice approved;
- A purchase order is cancelled.

**Commitment**
Commitments are the totals set aside for future obligations. Commitments are comprised of Reservations and Encumbrances.

**Document level accounting**
Document Level Accounting is primarily used by WSU. It is a way of processing requisitions in which the accounting distribution entered applies to the entire requisition.

**Commodity level accounting**
Commodity level accounting is used less frequently by WSU. It is a way of processing requisitions or purchase orders in which each “line” (commodity) of the requisition can have its own accounting distribution and be ordered on one requisition.

**COA**
Chart of Accounts code used by WSU is “1”.

**Fiscal Year**
Accounting year is from July 1 – June 30.

<table>
<thead>
<tr>
<th>Accounting Period</th>
<th>Period</th>
<th>Starts</th>
<th>Ends</th>
<th>Period</th>
<th>Starts</th>
<th>Ends</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>July 1</td>
<td>July 31</td>
<td>7</td>
<td>Jan 1</td>
<td>Jan 31</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Aug 1</td>
<td>Aug 31</td>
<td>8</td>
<td>Feb 1</td>
<td>Feb 28</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>Sept 1</td>
<td>Sept 30</td>
<td>9</td>
<td>Mar 1</td>
<td>Mar 31</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>Oct 1</td>
<td>Oct 31</td>
<td>10</td>
<td>Apr 1</td>
<td>Apr 30</td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>Nov 1</td>
<td>Nov 30</td>
<td>11</td>
<td>May 1</td>
<td>May 31</td>
</tr>
<tr>
<td></td>
<td>6</td>
<td>Dec 1</td>
<td>Dec 31</td>
<td>12</td>
<td>Jun 1</td>
<td>Jun 30</td>
</tr>
</tbody>
</table>

Continued on next page
**Finance Terms, Continued**

<table>
<thead>
<tr>
<th>Organization</th>
<th>Department or division.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund</td>
<td>The fund code identifies a self—balancing set of accounts.</td>
</tr>
<tr>
<td>General Use (GU)</td>
<td>Combined revenues from state tax dollars (State General Fund) and tuition revenues (General Fees).</td>
</tr>
<tr>
<td>Restricted Use (RU)</td>
<td>Restricted use funds are self-generated income. The amounts carry forward to the next fiscal year.</td>
</tr>
<tr>
<td>FOAPAL string</td>
<td>The Chart of Accounts (COA) structure in Banner is made up of a FOAPAL string, comprised of six (6) elements. The <em>Fund, Organization</em> and <em>Account</em> codes are the primary FOAPAL elements used by the campus departments. Banner assigns the <em>Program</em> code based upon the fund, organization and account codes. <em>Activity</em> and <em>Location</em> codes are used on a limited basis by the finance areas.</td>
</tr>
<tr>
<td>Hierarchical view</td>
<td>Organization Code (102144, University Computing)</td>
</tr>
<tr>
<td></td>
<td>Fund Code GU Funds (A2000, A0003) RU Funds (D10043)</td>
</tr>
<tr>
<td></td>
<td>Account Code (3710 - Stationary, Office &amp; Data Processing Supplies Includes office equipment with a unit cost less than $500)</td>
</tr>
<tr>
<td>FOAPAL example in FPAREQN</td>
<td>Program, Activity and Location Codes Used by Finance office</td>
</tr>
<tr>
<td>Available funds</td>
<td>Banner checks the Available Budget for pooled Other Operating Expenditures (OOE) to determine if funds are available for the requisition.</td>
</tr>
</tbody>
</table>
How to Activate a Banner Form

From the General menu

- **My Banner** menu – select the form from the appropriate folder or subfolder.

  Instructions to set up your **My Banner Personal Menu** are located in the **Banner Finance Queries** learning guide.

- Type the form name directly into the **Go To...** box. [Enter] or [Tab] to activate.

- **General menu recall**: activate the cursor inside the **Go To...** box. Use the keyboard up and down arrow keys to scroll through the list of the current session’s previously selected menus. After locating the desired form name, press [Enter] or [Tab].

- Locate and select the form from the tree structure or site map.

- Select from the list of previously accessed forms from the **File** menu. Up to ten forms from the current session are listed.
### Requisition (FPAREQN)

**FPAREQN**

Requisition (FPAREQN) is used to initiate the procurement process and to define the requestor, vendor, commodity and correct accounting information.

**Requisition box**

Different functions may be performed from the initial page. However, completed requisitions cannot be accessed in FPAREQN.

1. **Generate New Requisition:**
   Perform a Next Block function. Do not type “Next” or other words/numbers into the Requisition box. Banner will generate a new requisition number.

2. **View/Modify an Existing, Incomplete Requisition:**
   Use the Search function to locate or type in the number of an existing, incomplete requisition.

3. **Copy:**
   Use the Copy function to create a new requisition from a completed and posted requisition.

**FPIREQN**

Use Requisition Query (FPIREQN) to view complete and incomplete requisitions. Additional information is located in the learning guide Banner Finance Queries.
Sections of a Form

Key Block

Most Banner forms start with a Key Block that houses unique codes such as the ID number, document code or document type. The Key Block section of FPAREQN is shown below.

Other or Information Block

The section of the form that contains the detail information for the record entered in the Key Block. A line often separates each Information or Other Blocks contained in the form.
Requisition Information

**Requisition Entry**

![Requisition Entry](image)

**Dates**

<table>
<thead>
<tr>
<th>Requisition:</th>
<th>RD0002316</th>
</tr>
</thead>
<tbody>
<tr>
<td>Order Date:</td>
<td>29-JUN-2007</td>
</tr>
<tr>
<td>Delivery Date:</td>
<td>16-JUL-2007</td>
</tr>
<tr>
<td>Comments:</td>
<td>State Contract #1</td>
</tr>
<tr>
<td>Transaction Date:</td>
<td>29-JUN-2007</td>
</tr>
</tbody>
</table>

**Order, Transaction and Delivery Dates are required entry**

- **Order Date**
  - Order date must be earlier than or equal to the delivery date.
  - The current date is entered automatically and can be changed.

- **Transaction Date**
  - The transaction posting date must be in an open accounting period.
  - The current date is entered automatically and can be changed.

- **Delivery Date**
  - Expected delivery date; this must be later than or equal to the transaction date.

**Comments**

The **Comments** box is used to enter special instructions for the purchasing office such as a state contract number or “To Be Bid”. Comments holds up to 30 characters of text.

![Comments](image)

Comments are *not* displayed on the requisition when viewed through Self Service Finance. It is helpful for reference purposes to *also* enter State contract numbers and other helpful information on the **Document Text** form.

**Document Text**

Additional information regarding the requisition can be entered using **Options > Document Text** and can be printed on the Requisition and Purchase Order. Text is viewable through Self Service Finance.

Banner will check the **Document Text** checkbox if text exists.

*Continued on next page*
## In Suspense

- **In Suspense** is a display only checkbox that indicates whether or not the requisition is in suspension, generally due to non sufficient funds or an invalid FOAPAL (accounting) string.

  If the document is not **In Suspense**, the checkbox is unchecked.

## Document Level Accounting

- **Document Level Accounting** is checked by default and is primarily used by WSU.

  Document level accounting is a way of processing requisitions in which the accounting distribution applies to the entire requisition, not specific commodity lines.

## Commodity Level Accounting

- **Commodity level accounting** is used less frequently by WSU. It is a way of processing requisitions or purchase orders in which each “line” (commodity) of the requisition can have its own accounting distribution and be ordered on one requisition.

  If the requisition requires commodity level accounting, contact the Purchasing Office for additional information.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requisition</td>
<td>ROC002310</td>
</tr>
<tr>
<td>Order Date</td>
<td>04-JUN-2007</td>
</tr>
<tr>
<td>Delivery Date</td>
<td>04-JUN-2007</td>
</tr>
<tr>
<td>Commodity Total</td>
<td>10,000.00</td>
</tr>
</tbody>
</table>

- **Display only box is updated by Banner and shows the total cost of the commodities on the requisition.**

## Accounting Total

- **Display only box is updated by Banner and shows the total amount of all accounting distributions on the requisition.**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transaction Date</td>
<td>04-JUN-2007</td>
</tr>
<tr>
<td>Comments</td>
<td>To be bid</td>
</tr>
<tr>
<td>Accounting Total</td>
<td>10,000.00</td>
</tr>
</tbody>
</table>
Requestor Information

Requestor

The name of the requestor and other individual information are defaulted into the appropriate boxes and may be changed.

To update the defaulted requestor information, e-mail the following information to Teresa.Moore@wichita.edu.

- requestor’s name
- myWSU ID and
- requested corrections.

COA

This required entry code represents the Chart of Accounts (COA) that is responsible for payment of the invoice. The COA code used by WSU is “1”.

Organization

Code and specific name of the department responsible for the commodities or services entered on the requisition.

Email

The email address of the requestor.

Phone

The phone number of the requestor.

Fax

The fax number of the requestor.
Ship To: Information

The following information identifies the location of delivery for the items on the purchase requisition.

Banner displays original and revised versions of *Ship To*: codes on the LOV. However, only the most recent version of a *Ship To*: code will be retrieved by Banner.

The Purchasing Office recommends that a department have only one “*Ship To:*” code for each building and room number for delivery purposes.

The *Ship To*: information is automatically completed based upon the shipping information set-up tables.

If a code needs to be *added or revised*, e-mail the information displayed in the example above to the Director of Purchasing:

Steven.White@wichita.edu
The **Attention To**: information can be changed by the end user. Contact Person and Attention To: are generally used together to indicate the following.

- **Contact Person** is the individual who physically *signs* for deliveries.
- **Attention To** contains the individual’s name that will ultimately *use* the commodity. It is helpful to also enter the person’s complete phone number, not just the WSU 4-digit extension.
- Both names will display in Banner, Self Service Finance and on the printed purchase order.

| Ship To: | COMP7   |
| Street Line 1: | Computing |
| Street Line 2: | 1845 Fairmount, Campus Box 98 |
| Street Line 3: | Room 203 |
| Building: | Jabara |
| City: | Wichita |
| State or Province: | KS |
| Zip or Postal Code: | 67260-0058 |
| Nation: |  |
| Telephone: | 316 9783550 |
| Extension: | 3606 |
| Contact: | Stephen Dickerson |
| Attention To: | Becky North (978-3871) |
List of Values (LOV)

List of Values (LOV) are predefined validation tables and are accessed by clicking on the search drop down box.

When a LOV is accessed from a specific data entry box, only information that is relevant to the current form is displayed. The query feature may be used to refine displayed codes and descriptions.

Example

In this example, clicking on the Ship-To: search drop down arrow will display the LOV Ship-To List (FTVSHIP).

Detailed information using the list of values is located under Exercise: List of Values (LOV).

Scroll bars

Scroll bars are used to display overflow information.

- **Vertical** scroll bars are located directly to the right of the rows. A vertical scroll bar is disabled if all the records are displayed.

- **Horizontal** scroll bars are located directly under the window and indicate if there are more columns of information.

Select a code

Double click on the Code to return the selection to the Banner form.

Find

Codes can be searched using the Find box. By default, the wild card (%) is displayed. To search for all the codes starting with COMP, enter \%comp\%. The form is not case sensitive.

Click the Find button to execute the search.

All entries meeting the search criteria will be returned as shown in the Example above.
Overview

Using FOAPOXT

Document Text (FOAPOXT) is used to share additional information about the requisition.

Information entered on FOAPOXT is viewable on the requisition through Self Service Finance and Banner and can be printed on the purchase order.

Accessing FOAPOXT

FPAREQN > Options > Document Text (FOAPOXT).

When creating a new requisition, Document Text is not accessible until all required information is completed on the Requestor Information tab.

Comments box

Reminder: The Comments box shown on the first page of FPAREQN is limited to 30 characters. Additional text must be entered using Document Text.

Comments are not displayed on requisitions viewed through Self Service Finance. For reference purposes, it is helpful to also enter state contract numbers and other information on Document Text.

Navigation tips

Perform a Next Block function to view or enter text.

Up to 50 characters may be typed on each Text line.

Use the keyboard up and down keys to move between the lines.
Examples of Document Text

- State and local contract numbers, whether or not there is Prior Authorization.
- New vendor information (see next topic).
- Contractual agreement information to alert the Purchasing Office that signatures or price quotes are to be obtained and attached to the purchase order.
- Additional justification a requisition approver will need to take under consideration.
- Additional instructions for submission of the purchase order.
- Coverage dates for maintenance contracts or subscription dates.
- Other information that pertains to the document as a whole, including those descriptions listed as purchasing stamps.

**Viewing Document Text**

<table>
<thead>
<tr>
<th>Banner</th>
<th>Document Text can be viewed on Requisition (FPAREQN) and Requisition Query (FPIREQN).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Self Service</td>
<td>It can also be viewed on Self Service Finance, Budget Queries, View Document and Approve Document.</td>
</tr>
</tbody>
</table>
New Vendor Request

Vendor search

An exhaustive search for an existing vendor must be performed prior to requesting a new vendor to be added to Banner.

A requisition can be created and approved without a vendor assigned on the Vendor Information tab. **However, a purchase order cannot be generated without an assigned vendor.**

Vendor information

On each line under **Text**, enter the following new vendor’s information. If the order and remittance information is the same for the vendor, replace “**Order Information**” with “**Order and Remittance**”.

- FEIN number if the vendor is located in the U.S.A.
- **Order Information:**
  - Address
  - City, ST Zip Code
  - Telephone
  - Fax number
  - Contact name
- **Remittance Information:**
  - Address
  - City, ST Zip Code
  - Telephone
  - Fax number
  - Contact name

E-mail vendor information

A vendor’s detailed information may be e-mailed to the Office of Financial Operations or the Purchasing Office prior to completing the requisition. The vendor will be created using the information contained in the e-mail or Document Text.

E-mail new vendor information identified above to:

**Penny.Voyles@wichita.edu** or **Steven.White@wichita.edu**
Vendor Information

New Vendor Request


Vendor Search

Existing Vendor

If the Vendor ID (or alternate ID) is known, enter it in the Vendor box. If it is not known, click on the Search drop down arrow box to activate the query search form FTIIDEN to locate the desired vendor.

See Banner Finance Queries learning guide for information on using FTIIDEN.
# Select the Correct Vendor

**It happened!**

1. The *distributor* was entered as the vendor on the requisition by a WSU Department.

2. The requisition was approved by a WSU Department’s budget officer.

3. The approved requisition was “pulled” into a purchase order by the Purchasing Office and sent to the named vendor.

4. Upon receipt of the invoice, the Department asked payment to be made to the *manufacturer*, not the *distributor*.

5. The Accounts Payable department canceled the purchase order (PO) and created a new PO listing the *manufacturer* as the vendor.

---

The additional work for multiple areas could have been avoided if the correct vendor was entered on the requisition. And, the vendor would have been paid in a timelier manner.

**Vendor required**

A requisition can be created and approved without a vendor assigned on the Vendor Information tab.

*An purchase order cannot be generated without an assigned vendor*

*and*

the correct vendor must be entered on the requisition in order to process all subsequent documents, including payment, correctly.
Address Type and Sequence

Address type
The address type code “BU” (Business) is used for requisitions.

Sequence
WSU considers the remittance (invoice) address to be the primary business address. A vendor may have more than one remittance and/or procurement (ordering) address; the following sequence number scheme is used to identify vendor addresses:

<table>
<thead>
<tr>
<th>Address</th>
<th>Main Sequence</th>
<th>Additional Sequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remittance (Invoice)</td>
<td>10</td>
<td>11-19</td>
</tr>
<tr>
<td>Procurement (order)</td>
<td>20</td>
<td>21-29</td>
</tr>
</tbody>
</table>

If the remittance address is the same as the procurement address, there will be a record with a sequence 10, but there will not be a sequence 20.

Sequence selection
Select the vendor’s correct address sequence number. If the correct address is not listed, e-mail the vendor’s name and ID number along with the complete address information to:

Steven.White@wichita.edu or Penny.Voyles@wichita.edu

The selected address is printed on the purchase order.

PO address required
The address is required for a requisition to be “pulled” into a purchase order (PO).

The purchase order is sent to the address and sequence number listed on the requisition.
Commodity / Accounting Tab

### Commodity

#### Overview

The highlighted boxes and discussed below require data entry. The other items are automatically populated by Banner or are not used.

#### Commodity

The **Commodity** code is generally the same as the **Account** code. Additional information may be required for items such as part descriptions and numbers; however this box is limited to 50 characters. **Item Text** is used to enter additional information and is described below.

*This information will print on the requisition and purchase order. It can also be viewed in Banner and Self Service Finance.*

**Commodity** codes are based upon Topeka’s coding requirements. For additional information, e-mail the Director of Purchasing, Steven.White@wichita.edu.

---

Continued on next page
Commodity, Continued

“Add Commodity” messages

The commodity code must exist in Banner. If the code has not been pre-defined by Purchasing, Banner will display the following message in Auto Hint and as a prompt.

Commodity code entered is new. Check “Add Commodity” to add the commodity code to the commodity table.

If the requisition requestor clicks the OK button and/or checks the Add Commodity checkbox:

- The commodity code is NOT created.
- The requisition can be completed and approved.
- The requisition will not be forwarded to the buyer in Purchasing.
- The requisition will not be turned into a Purchase Order.
- Funds will be reserved in the department’s budget.

The Director of Purchasing is authorized to create commodity codes, not the requisition requestor (creator).

How to correct

If an invalid code is entered, Record, Remove the commodity line and enter the correct code.

See Exercise: Commodity Tab – Remove (delete) a Commodity Line in Section K for additional information.
Commodity, Continued

It happened!

1. An invalid commodity code was entered on the requisition by Department X.

2. Department X’s budget officer approved the requisition.

3. Banner reserved the funds.

4. The approved requisition was not forwarded by Banner to other approval queues because it did not have a valid buyer code assigned. Automatic buyer code assignments are based upon valid commodity codes.

5. During the end of fiscal year processing, the requisition was automatically cancelled by Banner. The department could not make the purchase as it was funded by GU funds.

(Typically end of the fiscal year processes are run after the start of the next fiscal year.)

Item Text

Specific commodity information should be typed over the defaulted information displayed on the description line. This information will print on the requisition and purchase order and can also be viewed on Banner and Self Service Finance.

Additional information such as part or model number are entered using Options > Item Text. Data entry instructions are outlined under Exercise: Commodity Record Entry.

After information is entered, Banner will automatically check the Item Text check box to indicate item text exists.

U/M

Unit of measure codes are found on the LOV Unit of Measure. If a code needs to be added or revised, e-mail the information to the Director of Purchasing, Steven.White@wichita.edu.

Quantity

The number of specific items to be ordered is located in the Quantity box. Banner will use the value entered to establish the extended cost.

Unit Price

The price of the commodity per unit is located in the Unit Price box.
Commodity, Continued

Extended

Banner calculates the extended price by multiplying the quantity and unit price.

Add a new commodity line

If a commodity code’s description, unit of measure, quantity or unit price varies, **an additional commodity line must be created.**

Press the down arrow key on the keyboard to **add a new commodity line.**

Remove a commodity line

To remove a commodity line, verify the line is selected (highlighted).

Select **Record > Remove** from the **Menu** bar.

There is no “oops” or “undo”, the line is deleted from Banner.
Document level accounting is primarily used by WSU. It is a way of processing requisitions in which the account distribution entered applies to the entire requisition.

If all commodities on the requisition are to be paid from one FOAPAL string, only one accounting line is needed.

FOAPAL string

After completing entry of all commodity lines, Next Block to the Accounting block.

Enter/verify the COA, Year, Fund, Organization and Account codes. Banner will enter the remaining FOAPAL elements based upon these codes. Index code is not used at this time.

If the Program code is accidentally changed or removed:

- Verify the accounting line is highlighted.
- Select Record, Remove from the Menu bar.
- Enter/verify the Fund, Organization and Account codes; Banner will reenter the Program code.
Accounting, Continued

Charge multiple FOAPALs

All commodities on the requisition can be charged to one or multiple FOAPAL strings. Examples of data entry are shown on the accounting tab exercises.

Reserve funds

A requisition will reserve funds on an organization’s budget even if the requisition is incomplete (in process).

Add a new accounting line

Press the down arrow key on the keyboard to add a new accounting line.

Remove an accounting line

To remove an accounting line, verify the line is highlighted.

Select Record > Remove from the Menu bar.

There is no “oops” or “undo”, the line is deleted from Banner.
### Budget and Available OOE

**Budget timeline**

Budgets are loaded into Banner from the Enterprise Reporting software after the start of the fiscal year.  

The timeline is determined by the Budget Office.

---

**Available OOE balance**

After budgets are loaded, Banner compares the amount to the available balance by Organization, Fund and pooled Other Operating Expenditures (OOE).

Banner does not check the available balance for an individual account code.

---

**Banner**

To check the pooled OOE available balance for a department’s organization and fund in Banner, access the form **Budget Availability Status (FGIBAVL)**. Instructions are located in the learning guide **Banner Finance Queries**.

---

**Self Service**

One method of locating the pooled OOE available balance for a department’s organization and fund:

*Self Service > Finance > Budget Queries > Budget Status by Organization Hierarchy.* Enter 70 in the Account Type box. Additional information is located in the **Self Service Finance** learning guide.

---

**Pre-budget warnings**

Requisitions can be entered and approved prior to the loading of budgets. The budget officer is responsible for their budget even before budgets are loaded into Banner.

The following **Warning** is displayed in **Auto Hint** prior to loading of budgets to alert the requisition requestor that the budget amount is exceeded. At this point, the available balance is $0. The requisition is not suspended by Banner for insufficient funds.

```
WARNING: Budget is exceeded for item 1, sequence 1
```

---
Non-Sufficient Funds (NSF)

**After budgets are loaded into Banner, Hard Budget Controls are activated.** This is also referred to as Non-Sufficient Funds Checking.

Requisitions that are Approved by the department with insufficient funding will automatically be sent to the non-sufficient funds approval queue. The Finance area will deny the requisition.

**NSF checking**

When Non-Sufficient Funds (NSF) checking is activated for requisitions, appropriate Available OOE funding must exist for an organization and fund.

If funds are insufficient for the organization’s fund and OOE:

- Banner will display a message in Auto Hint and check the In Suspense box, suspending the requisition.

![Insufficient budget for Item 1, sequence 1, suspending transaction.](image)

- The requisition can still be completed and approved by the department. However, the requisition will go to the **Non-sufficient Funds Queue** and will be denied by the Finance area.

- When a requisition is denied, the status is automatically changed to Incomplete.

**Funding options**

The organization must either:

- Select an alternate funding source and complete the requisition;
- Submit a budget adjustment to move sufficient funds to cover the expenditure. Because this process takes time, it is recommended that departments Remove (delete) the requisition and reenter after funds are transferred.

It is the responsibility of the requisition requestor to:

- Periodically review requisitions that are not approved in order to relieve budget reservations.
- Complete or delete all not approved requisitions.

**In Suspense – other checks**

Banner will also check the In Suspense box if the FOAPAL (accounting) string is incomplete or if the requisition is out of balance.
Balancing and Completion displays a summary of information entered on the previous tabs. Toward the bottom of the form, the requisition can be checked as Complete or In Process. Only balanced requisitions can be completed and sent to the appropriate approval queue.

**Balancing and Completion** displays a summary of information entered on the previous tabs. Toward the bottom of the form, the requisition can be checked as Complete or In Process. Only balanced requisitions can be completed and sent to the appropriate approval queue.

**Key block**

The **Commodity and Accounting Totals** are displayed in the Key block.

**Information block**

The **Input Amount** and **Commodity Record Counts** are displayed in the information block. Verify the input amount, commodity total and accounting totals are equal and correct.
Balancing and Completion, Continued

Balancing / Completion block

Review the information to determine if the requisition is in balance, as shown below.

<table>
<thead>
<tr>
<th>Input</th>
<th>Commodity</th>
<th>Accounting</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved Amount: 8,990.00</td>
<td>8,990.00</td>
<td>8,990.00</td>
<td>BALANCED</td>
</tr>
<tr>
<td>Discount Amount: 0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>BALANCED</td>
</tr>
<tr>
<td>Additional Amount: 0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>BALANCED</td>
</tr>
<tr>
<td>Tax Amount: 0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>BALANCED</td>
</tr>
</tbody>
</table>

Complete: [ ]  In Process: [ ]

Read Auto Hint for additional information or instructions.

Completed or In Process

Only requisitions with BALANCED in all blocks of the Status column can be completed.

Requisitions with insufficient funds can be completed and approved by the department. However, the Finance area will deny the requisition.

- **Complete** button:
  If balanced, the requisition can be completed. This will route the requisition to the appropriate approval queue. If the requisition has insufficient funds, it will be denied by the finance area.

Complete: [ ]  In Process: [ ]

- **In Process** button:
  Select this button when the requisition is not ready to be completed. Changes may be made to the requisition from this form until it is marked Complete. Remember, funds are reserved even if the requisition is In Process (incomplete).

Complete: [ ]  In Process: [ ]
There are different requisition options available from **FPAREQN**.

a) Generate a new requisition;
b) Retrieve an existing, incomplete requisition;
c) Search and retrieve an existing, incomplete requisition;
d) Copy an existing, posted requisition. This option is discussed later in

**Exercise: Copy a Requisition**

**Navigation tips**

- **Next Block** or select a tab to move from page to page.
- Use the [Tab] key to advance to the next data box. Many of the fields contain special programming activated by the [Tab] key.
- **Commodity** and **Accounting** Tab:
  - To move from one line to another or to add a new line, press the down arrow key on the keyboard.
When does Banner Generate (Create) a Requisition?

**Next Block**

Leave the Requisition box blank on FPAREQN when creating a new requisition. Banner will assign the number! **Next Block** to advance to the Requestor/Delivery tab.

**Requestor / Delivery tab**

Banner places the word NEXT in the Requisition box on the Requestor/Delivery tab.

A requisition can be generated (created) and a number assigned by different steps, as outlined below.

**Commodity / Accounting information**

After completing the required information on the Requestor/Delivery Information tab and navigating to the Commodity/Accounting tab, the requisition and number are generated.

**Document Text**

After completing the required information on the Requestor/Delivery Information tab and selecting Options > Document Text to enter information about the requisition, the requisition and number are generated.

**Manual save**

After completing the required information on the Requestor/Delivery Information and performing a Save function (pressing F10, for example) the requisition and number are generated.

**WARNING!**

When exiting FPAREQN, the “save changes” prompt may display. The requisition may have already been generated (created) even if “No” is selected!

**Number assigned, requisition created**

When a number is assigned, the requisition exists in Banner!

If a number appears in the Requisition box at the top of FPAREQN, the requisition has been saved in Banner and is flagged In Process (Incomplete).

**Complete or Delete incomplete requisitions**

The requisition remains In Process (Incomplete) until Complete is clicked on the Balancing/Completion tab.

*It is the responsibility of the requisition requestor to periodically review incomplete requisitions and complete or delete them.*
Exercise: Generate a New Requisition

1. Refer to the Banner Navigation Guide Sheet for navigation tips.

2. After activating F fareQN from the General menu, the cursor is active in the Requisition: box.  
   
   **Leave the Requisition: box blank. Banner will assign the number!**
   
   Do not type “Next” or other words/numbers into the Requisition: box when creating a new requisition.

3. Perform a Next Block function using one of the following three methods:
   - Block, Next on the Menu bar
   - Next Block on the icon bar
   - [Ctrl + Page Down] on the keyboard.

Exercise: Retrieve an Incomplete Requisition

1. Activate F fareQN from the General menu.

2. To search and retrieve an existing, incomplete requisition:
   - Click on the drop down search arrow to activate the form FPIRQST.

   Instructions using FPIRQST, shown below, are located in the Banner Finance Queries learning guide.

   After locating the requisition on FPIRQST, double click the Request Number to return it to F fareQN.

3. To retrieve an existing, incomplete requisition:
   - Type the number into the Requisition: box.

4. Perform a Next Block function using one of the following three methods:
   - Block, Next on the Menu bar
   - Next Block on the icon bar
   - [Ctrl + Page Down] on the keyboard.
Exercise: Requestor Tab – Order, Transaction and Delivery Dates

Order, Transaction and Delivery Dates are required entry

Order Date
- Order date must be earlier than or equal to the delivery date.
- The current date is entered automatically and can be changed.

Transaction Date
- The transaction posting date must be in an open accounting period.
- The current date is entered automatically and can be changed.

Delivery Date
- Expected delivery date; this must be later than or equal to the transaction date.
Exercise: Requestor Tab – Order, Transaction and Delivery Dates, Continued

1. When creating a new requisition:
   Banner populates the **Order Date** and **Transaction Date** with the current date.

2. When revising an existing, incomplete requisition:
   The **Transaction Date** can be changed but must be in an open accounting period.

3. [Tab] to the **Delivery Date**.
   Delivery date is required and cannot be earlier than the transaction or order date.

4. **General information regarding date entry:**
   - Always use two digits for the day and month. For example, enter 01 for January and not 1. Use the format **MMDDYYYY** or **MMDDYY**.
   - Banner will convert any single, non-numeric character in a date field into the current date. For example, enter ‘a’ or ‘t’ and press [Tab]. Banner will enter the current date.

5. A calendar feature is available in Banner.
   - Click on the **Calendar** button to activate the form **GUACALN**.
   - To navigate the calendar:
     - **double arrows** to navigate years
     - **single arrows** to navigate month
     - **Today** to return today’s date.
   - **Highlight** the date to select. click **OK**.

6. The **Comments** box is used to enter special instructions for the purchasing office such as a state contract number or “To Be Bid”. Comments holds up to 30 characters of text.
**Exercise: Requestor Tab – Ship To: List of Values (LOV)**

**Ship To:** has an attached List of Values (LOV). Use the scroll bars to view additional information.

List of Values (LOV) in Section F contains update request information for the Ship To: LOV.

1. Click on the **Search** drop down arrow box located by the **Ship To:** box or press [F9] to open the appropriate List of Values form FTVSHIP.

2. Table values are displayed alphabetically by **Code**, as shown below.

   *This search function is not case sensitive.*

   - To locate all Ship To codes that start with the letters “co”, enter `co%` in the **Find** box.
   - To search for “comp" in all columns, enter `%comp%` in the **Find** box.

3. Click the **Find** button to activate the search.

4. To select a code and return the information to the calling form:
   - Double Click on the code
   - Click on the code to highlight, then the **OK** button to select.

   In the example above, **COMP9** is listed more than once. Banner will retrieve the most current version of the selected code.

---

**Exercise: Requestor Tab – Attention To:**

The **Attention To:** box is the last item on the Requestor/Information tab and is required.

1. Banner will automatically enter information into the **Attention To:** box based on information from the Ship To: LOV. However, the entry can be changed.

2. Enter the name and phone number of the person that will ultimately use the commodity. More information is located under **Ship To:** in Section E.
Use Document Text to enter data pertaining to the requisition. Additional information is located in Section F.

1. After completing the required data entry on the Requestor/Information tab, Document Text can be accessed.

Document Text can be printed on the purchase order and is viewable on the requisition in Self Service Finance.


A requisition number is automatically assigned to the requisition when Document Text is accessed.

3. Note: the requisition number (code) displays at the top of the Document Text.

Navigation reminders:
- Next Block to access the Text lines.
- Up to 50 characters may be typed on each Text line.
- Use the keyboard up and down arrow keys to navigate the lines.
- To remove a line of text, Record > Remove from the Menu bar.

4. Examples of information entered on Document Text:
- State and local contract numbers, whether or not there is a prior authorization, are to be submitted on the requisition.
- Contractual agreement information to alert the Purchasing Office that signatures or price quotes are to be obtained and attached to the purchase order (PO).
- Additional justification a requisition approver will need to take under consideration.
- Additional instructions for submission of the Purchase Order.
- Other information that pertains to the documents as a whole, including those descriptions listed as Purchasing Stamps.

Continued on next page
Exercise: Document Text – Entry, Continued

5

The **Print** box is automatically checked by Banner.

- If the box is checked, the line will print on the vendor’s hard copy purchase order.
- If the box is unchecked, the line will display on the requisition and purchase order in Banner and Self Service Finance, but will not print on the vendor’s hard copy purchase order.

6

**Line Numbering** is assigned automatically by Banner, in increments of 10.

- To reposition a line, simply change the **Line** number.
- To insert a new line in between existing text, enter the appropriate sequential **Line** number. For example, to insert a line in between existing lines 10 and 20, simply assign a **Line** number 15.
- To view the changes, **Save**, **Roll Back** and **Next Block**.

7

After entering the information, **Save** the record. Review the three ways to save a record and select one method:

- Click on the **Save** icon located on the **Toolbar**.
- Press [F10].
- From the **Menu** bar, select **File**, **Save**.

8

Exit **FOAPOXT** and return to **FPAREQN**. Verify the **Document Text** box is checked.
**Exercise: Document Text – Viewing and Revising**

1. In Banner, retrieve the requisition using one of the following forms.
   - **Requisition (FPAREQN)** – Incomplete requisitions;
   - **Requisition Query (FPIREQN)** – Any requisition, regardless of status.
   
   Additional instructions are located in **Banner Finance Queries**.

2. Select **Options > Document Text** from the Menu bar. **FOAPQXT** will display but the **Text** lines will be blank.

3. **Next Block** to retrieve the text lines.

   Revise the information and needed. To remove a line of text, highlight the row and select **Record > Remove** from the **Menu** bar.

   When complete, **Save** changes and **Exit** the form.

4. Document text is also viewable in Self Service Finance. Access the requisition from **View Document** or through one of the **Budget Queries**. Document text is located just above the commodity lines.
Exercise: Document Text – New Vendor Request

- If, after an exhaustive search for an existing vendor, a new vendor record is needed, enter the information required by the Purchasing and Finance offices in **FOAPOXT**. Additional information is found in Section F, New Vendor Request of this learning guide.

1. **On the Vendor tab, enter the new vendor’s name in the Vendor: description box, as shown below.**

   ![Vendor Tab](image)

2. **On the Menu bar, select Options > Document Text (FOAPOXT).**

   Next Block to access the text lines.

3. **Enter the new vendor’s information on the Text lines. An example of the correct format is shown above. If the order and remittance information is the same for the vendor, replace “**Order Information**” with “**Order and Remittance**”.**

   FEIN number if the vendor is located in the U.S.A.

   **Order Information:**
   - Address
   - City, ST Zip Code
   - Telephone
   - Fax number
   - Contact name

   **Remittance Information:**
   - Address
   - City, ST Zip Code
   - Telephone
   - Fax number
   - Contact name

   - Up to 50 characters may be typed on each Text line.
   - Use the keyboard up and down arrow keys to navigate the lines.
   - To remove a line of text, highlight the row and select Record > Remove from the Menu bar.
Exercise: Vendor Tab – Existing Vendor Selection

**Vendor Information** displays vendor name, address and sequence information.

<table>
<thead>
<tr>
<th>Requester/Delivery Information</th>
<th>Vendor Information</th>
<th>Commodity/Accounting</th>
<th>Balancing/Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Vendor:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Address Type:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Street Line 1:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Street Line 2:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Street Line 3:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>City:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>State or Province:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Zip or Postal Code:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Nation:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Phone:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Extension:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Fax:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Extension:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Contact:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Email:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Discount:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Tax Group:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Currency:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. If the vendor’s Banner ID is known, enter it in the **Vendor:** box and press [Tab]. Verify the correct name is displayed.

   ![Vendor: X10002362](Dell Marketing ID)

2. The vendor’s alternate ID (Smart ID or FEIN) can also be searched or directly entered.

   ![Vendor: DELMAR](Vendor: 74203600)

   After pressing [Tab], Banner will replace the alternate ID with the Banner ID, display the vendor name and a warning message in **Auto Hint**.

   *WARNING* Previous ID replaced with current ID.

   Additional information regarding alternate IDs is located in the **Banner Finance Queries** learning guide.

3. Review **Select the Correct Vendor** in Section G of this learning guide to read what happened to a WSU Department when the correct vendor was not selected.

4. To search for an existing vendor, click on the **Search** drop down arrow and select **Entity Name/ID Search (FTIIDEN)** from the **Option List**.

   Additional information using **FTIIDEN** is located in the **Banner Finance Queries** learning guide.
Exercise: Vendor Tab – Existing Vendor Address

How to select the correct address type and sequence.

| Vendor: | 0160022981 - Corporate Express |
| Address Type: | BU |
| Street Line 1: | 3517 Enterprise Dr Ste C |
| Street Line 2: | |
| Street Line 3: | |
| City: | Kansas City |
| State or Province: | MO |
| Zip or Postal Code: | 64109-1690 |
| Phone: | B1S 6042130 Extension: |
| Fax: | B1S 2914432 Extension: |

1. The Address Type code **BU** (Business) is used for requisitions.

2. The remittance (invoice) address is the primary address sequence for requisitions. A vendor may have more than one sequence.

<table>
<thead>
<tr>
<th>Address</th>
<th>Main Sequence</th>
<th>Additional Sequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remittance (invoice)</td>
<td>10</td>
<td>11-19</td>
</tr>
<tr>
<td>Procurement (order)</td>
<td>20</td>
<td>21-29</td>
</tr>
</tbody>
</table>

If the remittance address is the same as the procurement address, there will be a record with a sequence 10, but there will not be a sequence 20.

3. To change the **Sequence**:

   Click on the **Search** drop down arrow to access *Address Information Query (FOQADDR)* and review the entries.

   To select and return to *FPAREQN*, double click on the **Sequence** number.

4. A different **Sequence** number can be entered directly on the vendor tab. Press **[Tab]** to refresh the information.

5. **Contact** and **e-mail** information can be updated by the requisition requestor with information specific to the current requisition.

6. **Discount**, **Tax Group** and **Currency** are currently not used at WSU.

Exercise: Vendor Tab – New Vendor Information

Request a new vendor in Banner.

1. An exhaustive search for an existing vendor must be performed prior to requesting that a new vendor be added to Banner.

2. A requisition can be created and approved without a vendor assigned on the **Vendor Information** tab.

   However, a purchase order cannot be generated without an assigned vendor.

3. Review **Document Text – New Vendor Request** in Section F and **Exercise: Document Text – New Vendor Request** in Section K to learn how to request a new vendor.
Exercise: Commodity Tab – Commodity Code & Description

The following items require data entry at WSU. The other items are not used or are automatically entered by Banner. Data entry in this block starts with the Commodity code.

- Use the [Tab] key to advance to the next data box. Many of the fields contain special programming activated by the [Tab] key.
- To move from one line to another or to add a new line, use the keyboard arrow keys.

1. **Commodity** codes are typically the same numbers as **Account** codes.

Enter a valid commodity code and press [Tab]. The predefined description from the General Ledger is displayed. Unfortunately, this description has no meaning to a vendor.

Example: Enter **Commodity** code 4139 and press [Tab]. “Microcomputer sys & support equip-Non-inventory” is displayed.

Commodity codes can be looked up by clicking on the commodity Search drop down arrow to access Commodity Validation. Use query search techniques and commands such as **Enter** (F7) to clear the form, and **Execute** (F8) to execute the search. The form is case sensitive.

2. The description of the commodity (good or service) should be entered instead of using the defaulted description. Up to 50 characters of free-form text can entered on the line.

Example: Type “Hewlett-Packard desktop computer” over the default description.
### Exercise: Commodity Tab – Commodity Code & Description, Continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>3</strong></td>
<td>If the <em>Original Commodity Description</em> message is displayed, press [Tab] to clear it from FPAREQN.</td>
</tr>
</tbody>
</table>

![Commodity Table Image]

Clicking the arrows located in the top, right-hand corner will save the requisition, generate a number and close FPAREQN, returning you to the General menu.

| **4** | The commodity code must exist in Banner. |

The Director of Purchasing is authorized to create commodity codes, not the requisition requestor (creator).

Banner will display the following message in Auto Hint and as a prompt.

*Commodity code entered is new. Check “Add Commodity” to add the commodity code to the commodity table.*

![Auto Hint Image]

If the requisition requestor clicks the OK button and/or checks the **Add Commodity** checkbox:

- The commodity code is **NOT** created.
- The requisition can be completed and approved.
- The requisition will not be forwarded to the buyer in Purchasing.
- The requisition will not be turned into a Purchase Order.
- Funds will be reserved in the department's budget.

| **5** | If an invalid code is entered, the line must be removed. |

- Verify the correct commodity line is highlighted.
- **Record > Remove** from the **Menu** bar. There is no “oops” or “undo”, the line is deleted from Banner.

![Menu Bar Image]
Exercise: Commodity Tab – Item Text

1. Additional information about the individual commodity is entered using Options > Item Text from the Menu bar.

Example: Enter Model #Q5408A under Item Text. Save the record and Exit the form to return to FPAREQN.

2. After data is entered and saved, Banner checks the Item Text box on FPAREQN.

3. The Item Text form has similar functionality as Document Text.

The information can be viewed in Banner and Self Service Finance.

Item Text is printed on the purchase order underneath the commodity line it is attached to.
Exercise: Commodity Tab – U/M, Quantity, Unit Price and Amounts

**Unit of Measure, Quantity** and **Unit Price** are required. The dollar amounts in the right-hand column are calculated and entered by Banner.

1. **U/M, Unit of Measure**, will populate automatically based upon the commodity code and can be changed.

   Example: *EA* is used in this exercise.

2. Use the [Tab] key to advance to the next data box. Many of the fields contain special programming activated by the [Tab] key.

3. [Tab] to **Quantity** and enter the number of items to be purchased.

   Example: Enter the number 2.

4. [Tab] to **Unit Price**. Enter the dollar amount but **do not** enter a dollar sign ($) or comma (,).

   Example: Enter 1663 or 1633.00

   After pressing [Tab], Banner will format the amount.

5. Advance to the different boxes by pressing [Tab].

   Banner will calculate **Extended**, **Commodity Line Total** and **Document Commodity Total**.

6. To add a new commodity line, press the down arrow key on the keyboard.
Exercise: Commodity Tab – Freight

1. Freight charges are often included in the purchase cost as part of state or local contracts and should not be added to a requisition.

2. Not all commodities used by the University are included in state or local contracts. Some requisitions do require freight charges.

3. When the requisition is created, the freight charge is typically estimated.

4. Freight is charged to the same commodity code as the item being purchased.

Freight charges are entered as an additional commodity line.

For example, commodity code 4139 is used to purchase a desktop computer. The estimated freight charge is $25.00.

Example:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>U/M</th>
<th>Quantity</th>
<th>Unit Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>4139</td>
<td>HP Desktop PC</td>
<td>EA</td>
<td>2</td>
<td>1663</td>
</tr>
<tr>
<td>4139</td>
<td>Freight</td>
<td>EA</td>
<td>1</td>
<td>25</td>
</tr>
</tbody>
</table>

Reminder: to add a new commodity line, press the keyboard down arrow key.
Exercise: Commodity Tab – Discount

Do not enter a percent or dollar amount in the Discount: box.

Follow the steps below to calculate a discounted amount in the Unit Price.

1. Calculate the unit price to include the discounted Unit Price.

Example:

<table>
<thead>
<tr>
<th>Original unit price</th>
<th>Discount amount</th>
<th>(Discounted) Unit Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>2500</td>
<td>- 625</td>
<td>1875</td>
</tr>
</tbody>
</table>

2. Enter the following Item Text for the commodity to document discount.

“Per discussion with vendor, 25% discount was taken off the original unit price of $2500. Discount amount is $625.”

3. Item Text will print on the purchase order and appear on the requisition in Self Service Finance.

Exercise: Commodity Tab – Remove (Delete) a Commodity Line

If an incorrect Commodity code was entered on the commodity line, the line must be removed (deleted) and re-entered.

1. Verify the commodity line to be removed is highlighted.

<table>
<thead>
<tr>
<th>Commodity</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>4139</td>
<td>The wrong commodity code was entered, Remove it!</td>
</tr>
</tbody>
</table>

2. Select Record > Remove from the Menu bar.

There is no “oops” or “undo”, the line is deleted from Banner.
**Exercise: Accounting Tab – FOAPAL String**

Perform a **Next Block** to navigate from the **Commodity** block to the **Accounting** block.

> Use the [Tab] key to advance to the **next data box**. Many of the fields contain special programming activated by the [Tab] key.

> To move from one line to another or to add a new line, use the keyboard up and down arrow keys.

<table>
<thead>
<tr>
<th>FOAPAL</th>
<th>Remaining Commodity Amount</th>
<th>NSF Override</th>
<th>NSF Suspense</th>
<th>Extended</th>
<th>USD</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 of 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COA</th>
<th>Year</th>
<th>Index</th>
<th>Fund</th>
<th>Orgn</th>
<th>Acct</th>
<th>Prog</th>
<th>Actv</th>
<th>Locn</th>
<th>Proj</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>08</td>
<td></td>
<td>A2000</td>
<td>102144</td>
<td>4139</td>
<td>20440</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**COA**  
Chart of Accounts 1 is defaulted

**Year**  
Current fiscal year is defaulted

**Index**  
Not used at this time

**Fund**  
Required – only funds you have access to can be entered

**Orgn**  
Required – defaulted code can be changed; only organization codes you have access to can be entered

**Acct**  
Required – defaulted code can be changed

**Prog**  
Required – defaulted code should NOT be changed

**Actv**  
Code is defaulted if applicable

**Locn**  
Code is defaulted if applicable

**Proj**  
Code is defaulted if applicable

2  
Remember, Non-Sufficient Funds checking is activated. Read the message in **Auto Hint**; additional information is located in **Section J** of this learning guide.

3  
If the Program code is removed or accidentally changed:

> Verify the accounting line is highlighted.
> Select **Record, Remove** from the **Menu** bar.
> Return to Step 1 of this exercise.
Banner can calculate the price in different ways.

Exercise: Accounting Tab – Extended and Total

1

If the total cost of the all commodities on the requisition is to be funded by one FOAPAL string, simply [Tab] through all the boxes until the Extended and FOAPAL Line Total amounts are populated by Banner.

See Exercise: Accounting Tab – Recalculate the Totals to update Remaining Commodity Amount and Document Accounting Total.

Exercise: Accounting Tab – Split Funding, Percent

There are different ways to split the funding for the requisition between different organizations and/or funds. In this example, the funding is split between two different organization codes using the percent option. This process can be used to split the funding between multiple FOAPAL strings.

1

After completing the FOAPAL string on the first accounting line, [Tab] to the Extended % box.

- Verify the cursor is in the Extended: % box, dashed lines appear on the top and bottom of the box.

- Press the keyboard space bar or, using the mouse, click in the % box to place a checkmark.

Continued on next page
Exercise: Accounting Tab – Split Funding, Percent, Continued

<table>
<thead>
<tr>
<th>Exercise Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Enter [Tab] to the Extended USD box and enter the percent to charge the first accounting line. In the example below, 50 is entered.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FOAPAL</th>
<th>of</th>
<th>Remaining Commodity Amount</th>
<th>17,999.00</th>
<th>NSF Override</th>
</tr>
</thead>
<tbody>
<tr>
<td>COA</td>
<td>Index</td>
<td>Fund</td>
<td>Org</td>
<td>Acct</td>
</tr>
<tr>
<td>08</td>
<td>A2000</td>
<td>102244</td>
<td>6139</td>
<td>2040</td>
</tr>
</tbody>
</table>

Banner calculates the amount to be split (50%) and charged to the FOAPAL listed on first accounting line.

<table>
<thead>
<tr>
<th>FOAPAL</th>
<th>of</th>
<th>Remaining Commodity Amount</th>
<th>8,999.50</th>
<th>NSF Override</th>
</tr>
</thead>
<tbody>
<tr>
<td>COA</td>
<td>Index</td>
<td>Fund</td>
<td>Org</td>
<td>Acct</td>
</tr>
<tr>
<td>08</td>
<td>A2000</td>
<td>102244</td>
<td>6139</td>
<td>2040</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COA</th>
<th>Index</th>
<th>Fund</th>
<th>Org</th>
<th>Acct</th>
<th>Prog</th>
<th>Actv</th>
<th>Locn</th>
<th>Proj</th>
<th>USD</th>
</tr>
</thead>
<tbody>
<tr>
<td>08</td>
<td>A2000</td>
<td>102244</td>
<td>6139</td>
<td>2040</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>


<table>
<thead>
<tr>
<th>Exercise Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Enter [Tab] until the USD boxes are completed by Banner and the cursor returns to the COA box as shown below.</td>
</tr>
</tbody>
</table>

Banner calculates the amount to be split (50%) and charged to the FOAPAL listed on first accounting line.

<table>
<thead>
<tr>
<th>FOAPAL</th>
<th>of</th>
<th>Remaining Commodity Amount</th>
<th>8,999.50</th>
<th>NSF Override</th>
</tr>
</thead>
<tbody>
<tr>
<td>COA</td>
<td>Index</td>
<td>Fund</td>
<td>Org</td>
<td>Acct</td>
</tr>
<tr>
<td>08</td>
<td>A2000</td>
<td>102244</td>
<td>6139</td>
<td>2040</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COA</th>
<th>Index</th>
<th>Fund</th>
<th>Org</th>
<th>Acct</th>
<th>Prog</th>
<th>Actv</th>
<th>Locn</th>
<th>Proj</th>
<th>USD</th>
</tr>
</thead>
<tbody>
<tr>
<td>08</td>
<td>A2000</td>
<td>102244</td>
<td>6139</td>
<td>2040</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COA</th>
<th>Index</th>
<th>Fund</th>
<th>Org</th>
<th>Acct</th>
<th>Prog</th>
<th>Actv</th>
<th>Locn</th>
<th>Proj</th>
<th>USD</th>
</tr>
</thead>
<tbody>
<tr>
<td>08</td>
<td>A2000</td>
<td>102244</td>
<td>6139</td>
<td>2040</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>


<table>
<thead>
<tr>
<th>Exercise Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Use the keyboard up and down arrow keys to navigate and add accounting lines.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Exercise Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Enter the FOAPAL codes for the second accounting line. In this example, a different organization code is entered.</td>
</tr>
</tbody>
</table>

Press [Tab] until the USD boxes are completed by Banner and the cursor returns to the COA box.

Banner calculates the remaining amount and charges the FOAPAL string listed on second accounting line.

<table>
<thead>
<tr>
<th>FOAPAL</th>
<th>of</th>
<th>Remaining Commodity Amount</th>
<th>8,999.50</th>
<th>NSF Override</th>
</tr>
</thead>
<tbody>
<tr>
<td>COA</td>
<td>Index</td>
<td>Fund</td>
<td>Org</td>
<td>Acct</td>
</tr>
<tr>
<td>08</td>
<td>A2000</td>
<td>102244</td>
<td>6139</td>
<td>2040</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COA</th>
<th>Index</th>
<th>Fund</th>
<th>Org</th>
<th>Acct</th>
<th>Prog</th>
<th>Actv</th>
<th>Locn</th>
<th>Proj</th>
<th>USD</th>
</tr>
</thead>
<tbody>
<tr>
<td>08</td>
<td>A2000</td>
<td>102244</td>
<td>6139</td>
<td>2040</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COA</th>
<th>Index</th>
<th>Fund</th>
<th>Org</th>
<th>Acct</th>
<th>Prog</th>
<th>Actv</th>
<th>Locn</th>
<th>Proj</th>
<th>USD</th>
</tr>
</thead>
<tbody>
<tr>
<td>08</td>
<td>A2000</td>
<td>102244</td>
<td>6139</td>
<td>2040</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Banner Requisitions (FPAREQN) – September 16, 2011
There are different ways to split the funding for the requisition between different organizations or funds. In this example, the funding is split between two different organization codes based on the amount entered on the accounting line(s). This process can also be used to split the funding between multiple FOAPAL strings.

1. After completing the FOAPAL string on the first accounting line, [Tab] to the Extended USD box.

Enter the amount to charge the first accounting line. In the example below, 5000 is entered.

Do not enter a comma (,) or dollar sign ($). Banner will do the formatting.

2. Press [Tab] until the USD boxes are completed by Banner and the cursor returns to the COA box as shown below.

3. Press the keyboard down arrow key to add a new accounting line.

Enter the FOAPAL codes for the second accounting line. In this example, a different organization code is entered.

[Tab] until the cursor returns to the COA box as shown below. Banner calculates the remaining amount to charge the FOAPAL listed on second accounting line.
**Exercise: Accounting Tab – Recalculate the Totals**

1. **Remaining Commodity Amount** and **Document Accounting Total** do not recalculate until the user “refreshes” the accounting block. This can be accomplished using one of the following options.

2. **Option 1:**
   - Perform a **Previous Block** to navigate back to the Commodity block. Banner will recalculate **Remaining Commodity Amount** and **Document Accounting Total**.

---

**Banner Requisitions (FPAREQN) – September 16, 2011**

Page 55 of 77
Exercise: Accounting Tab – Recalculate the Totals, Continued

3  **Option 2:**

- Press the down arrow key on the keyboard to **add a new line**.
  
  Banner will recalculate **Remaining Commodity Amount** and **Document Accounting Total**.

<table>
<thead>
<tr>
<th>FOAPAL</th>
<th>of</th>
<th>Remaining Commodity Amount</th>
<th>NSF Override</th>
<th>%</th>
<th>USD</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **If the new line does not contain FOAPAL codes:**
  
  Press the arrow up key on the keyboard to return to the first accounting line.

- **If the new line does contain FOAPAL codes:**
  
  Verify the second line is highlighted, as shown in the example below.

<table>
<thead>
<tr>
<th>COA Year</th>
<th>Index</th>
<th>Fund</th>
<th>Orgn</th>
<th>Acct</th>
<th>Prog</th>
<th>Actv</th>
<th>Locn</th>
<th>Proj</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>08</td>
<td></td>
<td></td>
<td></td>
<td>2000</td>
<td>102144</td>
<td>4139</td>
<td>20440</td>
<td></td>
</tr>
</tbody>
</table>

**Record, Remove** from the **Menu** bar to delete the second line.
Exercise: Accounting Tab – Remove (Delete) an Accounting Line

1. Verify the accounting line to be removed is highlighted.

2. Select Record > Remove from the Menu bar.

There is no “oops” or “undo”, the line is deleted from Banner.

Exercise: Balancing and Completion

Balancing / Completion is an overview of information entered on the previous tabs and is used to complete a balanced requisition and forward it to the appropriate approval queue.

1. **Key block:**
   - Verify the requisition is not **In Suspense** and the **Commodity** and **Accounting Totals** amounts and equal and correct.

2. **Information block:**
   - Verify the correct vendor is displayed.

Continued on next page
Exercise: Balancing and Completion, Continued

### 3
Verify the information in the **Balancing and Completion** block is balanced.

<table>
<thead>
<tr>
<th>Input</th>
<th>Commodity</th>
<th>Accounting</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved Amount</td>
<td>17,999.00</td>
<td>17,999.00</td>
<td>17,999.00</td>
</tr>
<tr>
<td>Discount Amount</td>
<td>0.00</td>
<td>0.00</td>
<td>20</td>
</tr>
<tr>
<td>Additional Amount</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Tax Amount</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Read **Auto Hint** at the bottom of the form for additional information.

**Balanced Message:**

**NSF Message:** a warning is displayed alerting the user that there are insufficient funds in the FOAPAL string selected in the Accounting block; Banner checked the **In Suspense** box at the top of the form.

### 4
- **Complete** button:
  - If **BALANCED** is displayed in all **Status** boxes the requisition can be completed and forwarded to the appropriate approval queue.

- **In Process** button:
  - Select this button when the requisition is not ready to be completed. Changes may be made to the requisition form **FPAREQN** until it is marked **Complete**.

### 5
Remember, if the requisition is **Complete** or **In Process**, funds are reserved on the organization’s budget.

**It is the responsibility of the requisition requestor to:**

- Periodically review requisitions that are not approved in order to relieve budget reservations.

- Complete or delete all not approved requisitions.
Exercise: How to request a Bid

Requisitions are also used to submit a Request for Bid to the Purchasing Department.

<table>
<thead>
<tr>
<th>Requestor/Delivery Information window: enter TO BE BID in Comments.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Requisition:</strong> NEXT</td>
</tr>
<tr>
<td><strong>Order Date:</strong> 06-SEP-2007</td>
</tr>
<tr>
<td><strong>Delivery Date:</strong> 11-SEP-2007</td>
</tr>
<tr>
<td><strong>Commodity Total:</strong> .00</td>
</tr>
</tbody>
</table>

2 Vendor Information tab: enter TO BE BID in the vendor description box.

3 Options > Document Text: Enter information needed by the Purchasing Office to submit the bid.

Examples of Document Text:

- Names of suggested vendors.

- Specifications e-mailed (or faxed) on (date) to Purchasing. Include the requisition number on the e-mail (or fax). If there are only 3 or 4 specs, enter them in Document Text instead of using e-mail or fax.

- Vendor list faxed to Purchasing on (date). Include requisition number on the fax.

- Quote from preferred vendor, (vendor name) faxed to Steve White on (date). Include requisition number on fax.

- Spoke with Steve White on (date) regarding bid.

Continued on next page
Exercise: How to request a Bid, Continued

4 Commodity/Accounting tab: complete the commodity and accounting information with best estimates.

The funding amounts entered on the requisition will be reserved in the organization’s budget.

5 Balancing/Completion tab:

- Verify the In Suspense box is unchecked.
- Verify To Be Bid is in the vendor description box.
- Verify all dollar amounts are correct and the Status boxes are BALANCED.
- Click the Complete: button.
- The completed requisition is forwarded to the Approval process.
- After the requisition is approved by the appropriate area(s), it will be submitted for bid by the Purchasing Department.
Exercise: How to Remove (Delete) an Incomplete Requisition

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
</table>
| 1    | If the requisition to be removed is Complete but not Approved, the requisition requestor can Deny the requisition and change the status to Incomplete using either of these methods.  
   - Banner form Document by User (FOADOCU) instructions in this learning guide;  
   - http://mywsu.wichita.edu, Faculty/Staff Resources tab, Approval Alerts channel.  
   - Self Service > Finance > Approve Documents. See Finance Requisition Approvals learning guide for instructions. |
| 2    | Retrieve the incomplete requisition in FPAEQN. Next Block and review the information to verify the correct requisition has been selected and remove it. |
| 3    | Select Record, Remove from the Menu bar. |
| 4    | Auto Hint will instruct the user to Record, Remove again to complete the deletion process. |
| 5    | The following alert box will display. Click OK. |
| 6    | Auto Hint will confirm the record has been deleted. Deletion of Requisition is completed. Deleted requisitions are completely removed from Banner! There is no “oops” or “undo”. Do NOT reuse the deleted requisition’s number. |
## Error Messages in Auto Hint

<table>
<thead>
<tr>
<th>Error Messages in Auto Hint</th>
<th>How to correct</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting amounts are not equal to the commodity extended amount</td>
<td>Review dollar amounts on the accounting lines. They do not equal the commodity total.</td>
</tr>
<tr>
<td>Fund code is blank. Suspending record.</td>
<td>The <strong>Fund</strong> code box was left blank on the Accounting block.</td>
</tr>
<tr>
<td>Insufficient budget for item number, sequence number, suspending transaction.</td>
<td>There are not enough funds in the organization’s fund and other operating expenditures (OOE) to pay for the commodity. Review <strong>Section I</strong> in this learning guide for additional information regarding the budget and non-sufficient funds checking.</td>
</tr>
</tbody>
</table>
| Document Acctg Indicator cannot be changed once accounting records are created. | This message may be displayed on a requisition that was generated using the copy function. The original requisition was completed and approved using Commodity Level Accounting. The copied requisition cannot be changed to Document Level Accounting. If Document Level Accounting is to be used on the new requisition:  
  - Delete the copied requisition  
  - Create a new requisition with the Document Level Accounting box checked. |
Requisition Incorrectly Sent to NSF Queue

NSF code “A”

From time to time, an approved requisition with ample funding is sent to the Non-Sufficient Funds (NSF) Queue but the requisition appears to have been correctly entered in Banner.

If this happens, review the requisition using Self Service > Finance > View Document. If the letter “A” appears in an NSF column, take the following steps.

Print

➢ Print the requisition in Self Service Finance for reference and note the sequence number (Seq#) of the accounting line with the NSF code “A” as shown above.

Deny

➢ Deny the document using Self Service > Finance > Approve Documents or the Banner form FOADOCU to change the requisition’s status to Incomplete.

Retrieve

➢ Retrieve the requisition using the Banner form FPAREQN; go to the Commodity/Accounting tab.

Remove

➢ Remove the accounting line: follow the instructions in Exercise: Accounting Tab – Remove (Delete) an Accounting Line.

Reenter

➢ Reenter the accounting information. If needed, refer to the printout (instructions in the first bullet above) for FOAPAL codes and amounts.

Complete

➢ Review the requisition in Self Service > Finance > View Document to verify all the NSF codes are “N”. The requisition can now be approved by the appropriate approver(s) and processed by the Finance area.

Review

➢ Complete the requisition on the Balancing/Completion tab of FPAREQN.
### Requisition Status Codes

<table>
<thead>
<tr>
<th>Status Code</th>
<th>Funding reserved</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>C Completed</td>
<td>Y</td>
<td>Requisition status is changed to “C” when the requestor clicks the “Complete” option on the Balancing/Completion tab of Requisition (FPAREQN). The requisition is automatically forwarded to the appropriate approval queue.</td>
</tr>
<tr>
<td>A Approved</td>
<td>Y</td>
<td>When the requisition is approved on Self Service Finance &gt; Approve Document, the status code is changed to “A”. The Purchasing Office can then “pull” the approved requisition into a Purchase Order.</td>
</tr>
<tr>
<td>I Incomplete</td>
<td>Y</td>
<td>Incomplete requisitions are also referred to as In Process, Open, Disapproved, Denied and In Suspense. Incomplete requisitions can be permanently removed (deleted) from Banner. See Locating Incomplete Requisitions in Section N for additional information.</td>
</tr>
<tr>
<td>X Cancelled</td>
<td>N</td>
<td>Requisitions can be cancelled by the Purchasing Office. Cancelled requisitions are no longer eligible to become purchase orders but remain in Banner for historical purposes and can be viewed.</td>
</tr>
</tbody>
</table>
Locate Incomplete (Not Approved) Requisitions

There are two queries the requisition requestor (creator) can use to identify incomplete requisitions.

- Open Requisition by FOAPAL Query (FPIORQF)
- Requisition Validation (FPIRQST)

*It is the responsibility of the requisition requestor to periodically review incomplete requisitions and complete or delete them.*

The Director of Purchasing will run reports from time to time to locate and delete incomplete (not approved) requisitions. The requisition requestor may be contacted prior to the deletion of the incomplete requisition.

**Open Requisition by FOAPAL Query (FPIORQF)**

<table>
<thead>
<tr>
<th>COA</th>
<th>S teller</th>
<th>Fund</th>
<th>Open</th>
<th>Acct</th>
<th>Dept</th>
<th>Inv</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>100</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

To generate the query:

- The COA code “1” is populated automatically.
- Enter an **Organization** code you are authorized to view.
- Optional: **Fund** and other FOAPAL elements.
- **Next Block.**

For additional information, select *Help > Online Help* from the **Menu** bar.
Requisition Validation (FPIRQST)

FPIRQST

Requisition Validation (FPIRQST) is accessed from the General menu or by clicking on the Search drop down arrow from:

Requisition Inquiry (FPIREQN) or Requisition (FPAREQN).

Additional information using FPIREQN and FPIRQST is located in the Banner Finance Queries learning guide.

Incomplete (not approved) requisitions

- Enter the complete or partial name and wildcard(s) in the Requestor's Name box. For example: Becky N%. FPIRQST is case sensitive.
- To refine the search to a specific calendar year, enter %2007 in the Request Date box.
  
  For a specific month and year, use this format: %SEP%2007. Oracle requires the month to be entered using a three letter format.
- Enter \textbf{N} in the Approved box to select requisitions that are not approved.

Results

All requisitions meeting the selection criteria are returned.

Using Completed and Approved

<table>
<thead>
<tr>
<th>Completed</th>
<th>Approved</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>N</td>
<td>N</td>
<td>The requisition is in process (incomplete).</td>
</tr>
<tr>
<td>N</td>
<td>Y</td>
<td>Requisition has been denied / disapproved.</td>
</tr>
<tr>
<td>Y</td>
<td>N</td>
<td>Requisition is completed and awaiting approval.</td>
</tr>
<tr>
<td>Y</td>
<td>Y</td>
<td>Completed and approved requisition.</td>
</tr>
</tbody>
</table>

Completed requisitions can be viewed on the Self Service Finance options Approve Documents, Budget Queries and View Documents. In Banner, all requisitions can be viewed using FPIREQN.

Completed requisitions cannot be accessed from FPAREQN.
Deny (Disapprove) a Requisition using FOADOCU

**Document by User (FOADOCU)**

FOADOCU allows the requisition requestor to deny their *Completed* requisitions. Banner will change the status back to *Incomplete*, allowing requisition to be modified or removed in Requisition (FPAREQN).

FOADOCU will display all requisitions, regardless of status.

<table>
<thead>
<tr>
<th>Status</th>
<th>Document Type</th>
<th>Document Code</th>
<th>Change Sequence Submission</th>
<th>Description</th>
<th>Activity Date</th>
<th>Activity From</th>
<th>Activity To</th>
<th>Document Amount</th>
<th>Document ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td>REQ</td>
<td>00000164</td>
<td></td>
<td>Betsy Smith</td>
<td>27-SEP-2007</td>
<td></td>
<td></td>
<td>45.00</td>
<td>1</td>
</tr>
</tbody>
</table>

**Original User ID**
The *myWSU* ID of the person that created the requisition.

**COA**
WSU Chart of Accounts code is the number 1.

**Fiscal Year**
This is a required field. Enter the desired fiscal year. The first available fiscal year is “06”.

**Status codes and descriptions**
Only *Completed* requisitions can be denied and changed to *Incomplete*. *Incomplete* requisitions can be revised using FPAREQN.

All requisitions, regardless of their status, can be viewed using:

Banner: Requisition Query (FPAREQN)
Self Service: Finance > View Document

**Document Type**
Requisitions are displayed, “REQ”.

**Document Code**
Leave blank for all requisitions or enter a specific requisition number.

**Activity From and To Date**
The dates associated with the activity dates of the requisition. The calendar option can also be used to refine the search.
Exercise: Deny (Disapprove) a Requisition

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FOADOCU</strong> allows the requisition requestor to deny their Completed requisition. Banner will change the status to Incomplete, allowing requisition to be modified or removed in Requisition (FPAREQN).</td>
<td></td>
</tr>
</tbody>
</table>

**FOADOCU** will display all requisitions, regardless of status.

1. **Activate Document by User (**FOADOCU**) from the General menu.**

<table>
<thead>
<tr>
<th>Original User ID:</th>
<th>COA:</th>
<th>Fiscal Year:</th>
<th>Document Type:</th>
<th>Document:</th>
</tr>
</thead>
<tbody>
<tr>
<td>myWSU ID:</td>
<td></td>
<td>Fiscal Year:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

   In the **Key** block, the following values are populated automatically.

   - **myWSU ID**
     - ID number of the requisition requestor
   - **COA**
     - Chart of Accounts number 1
   - **Fiscal Year**
     - Current FY is displayed and can be changed
   - **Document Type**
     - Default is blank and can be changed; only requisitions (REQ) are displayed

2. **Optional:** Additional selection criteria can be entered to refine the number of records returned. Status and Activity Date From are used in this example.

<table>
<thead>
<tr>
<th>Original User ID:</th>
<th>COA:</th>
<th>Fiscal Year:</th>
<th>Document Type:</th>
<th>Document:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status:</td>
<td></td>
<td>Fiscal Year:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

   - **Document**
     - A specific requisition number can be entered
   - **Status**
     - Select Completed from the drop down list; only completed documents can be denied
   - **Activity Date From**
     - Dates can be entered to refine the search. Use the format MMDDYY (07012007 or 070107). The calendar can also be used.
   - **Activity Date To**

3. **Next Block** to activate the search.

4. **Click Status C (Completed) of the requisition to be denied; the row will highlight.**

   - Click on the red **Deny Document** icon in the last column.

   - **Auto Hint** verifies the document was denied.

5. **Rollback to return to the Key block and enter different criteria or Exit the form.**
**Deny, Correct and Resubmit a Requisition**

**Scenario**

- **Mistake realized**
  A requisition was *Completed* with the unit price of $500,000 for one desktop computer.

  The requestor realized the mistake before the approver approved the requisition. The following steps were taken to correct the entry and “force” Banner to refresh the commodity and accounting information.

- **FPAREQN**
  The requestor opened the Banner form *Requisition (FPAREQN)* and entered the requisition number.

- **Auto Hint**
  This message displayed in *Auto Hint*.

  Review: only *Incomplete* requisitions can be accessed in *FPAREQN*.

- **Deny / Disapprove**
  A requisition can be denied by the requestor, approver or the Finance area. There are two ways the requestor can deny their own completed but not approved requisition:

  - Banner > *FOADOCU*
  - Self Service > Finance > Approve Documents; click on *Disapprove*.

- **FOADOCU**
  In this example, the requestor used Banner > *FOADOCU*.

  Review: Highlight the status code C (*Completed*) of the requisition and click the red *Deny Document* icon.

- **FPAREQN**
  The requestor opened the Banner form *Requisition (FPAREQN)* and entered the requisition number.

  Continued on next page
Correct and Resubmit a Denied/Disapproved Requisition
Scenario, Continued

Transaction Date

The Transaction Date was reviewed and determined it was in an open accounting period (month).

Watch the dates when changing a requisition at the end of the month! Changing one date may result in changing three!

<table>
<thead>
<tr>
<th>Transaction Date in an open accounting period</th>
<th>&lt;= Order Date</th>
<th>&lt;= Delivery Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/11</td>
<td>12/11</td>
<td>12/25</td>
</tr>
</tbody>
</table>

Commodity / Accounting tab

The requestor clicked on the Commodity/Accounting tab and made the corrections outlined below.

Unit Price

The cursor starts at the Commodity code. [Tab] to the Unit Price and enter the correct amount.

Extended

[Tab] through the form; Banner recalculates the amounts.

Accounting Next Block to the Accounting block. [Tab] through the form and Banner recalculates the amounts and verifies funding amounts are sufficient.

Recalculate

To “refresh” the Remaining Commodity Amount, press the keyboard arrow down key to advance to the next blank row.

Banner recalculates the amount; verify it is zero.

Continued on next page
Correct and Resubmit a Denied/Disapproved Requisition
Scenario, Continued

Press the keyboard arrow up key to a completed FOAPAL line.

Note: A blank row on this form is interpreted as a blank record. Banner will not save a blank record.

The requestor clicked on the Balancing/Completion tab.

Quick check

The requestor verified the information in the highlighted boxes is now correct.

- In Suspense is not checked;
- Commodity and Accounting Totals are equal and correct.
- Correct vendor is displayed;
- Status lines are BALANCED.

If this message is displayed in Auto Hint, click Complete.
Banner completes the requisition.

If a different message is displayed, follow the correction instructions.

Purchase Order

After the requisition is approved, it is “pulled” into a purchase order by the Purchasing Department.
Banner Message (GUAMESG)

Check Banner Messages

Messages can be viewed in Banner by clicking on the Check Banner Messages (GUAMESG) option under My Links, located on the far right side of the General menu.

GUAMESG

Recipient

The myWSU ID of the Recipient (person logged onto Banner).

Sender

The myWSU ID of the person that sent the message.

Date and Time

When the message was sent.

Message

Messages can be up to 180 characters long. To view the complete message, click on the pencil icon to the right of the Message box.

Source

The application source of the message such as Web.

Item

The document code is displayed and is searchable. In the example above, the requisition number is displayed.

System

The Banner system (module) from which the message was sent.

Message Status Radio Buttons

Complete

When finished reading the message, click the Complete radio button. This will remove the Banner message.

Pending or Hold

Pending is the default status when a message is sent.

Confidential

If the confidential box is checked, only the sender and recipient can query on the message.
Summary Guide to Requisition Entry (FPAREQN)

- **Requisition Number**: Click on the Next Block button. (Banner will assign a Requisition Number when the record is saved.)

- **Requestor Delivery tab**: Enter the Delivery Date. Enter the Ship To… code and verify the information.

- **Vendor tab**:
  - Existing Vendor: Enter the Vendor ID code.
  - New Vendor: Enter the vendor name in the name description box. Select Options, Document Text and enter required vendor order and remittance information.

- **Commodity Accounting tab**:
  - Commodity block: Enter the price per item in the U/M (unit of measure) box. Enter the Quantity. Enter the Unit Price.
  - Next Block to navigate to the Accounting block.
  - Accounting block: Enter the Fund and [Tab] through the items.

- **Balancing Completion tab**:
  - Complete button: If balanced, the requisition can be completed. This will move the requisition to the appropriate Approver.
  - In Process button: Select this button when the requisition is not ready to be completed. Changes may be made to the requisition from this form until it is marked Complete.

*Continued on next page*
Select **Document Text** under **Options** on the **Menu** bar.

**Next Block** to access **Text** lines.

Up to 50 characters may be typed on each line.

Use the keyboard up and down arrow keys to move between lines.

On each line under **Text**, enter the Requisition information. For example:

- State and local contract numbers, whether or not there is a Prior Authorization, are to be submitted with the Requisition.

- Contractual agreement information to alert the Purchasing Office that signatures or price quotes are to be obtained and attached to the Purchase Order.

- Additional justification a Requisition approver will need to take under consideration.

- Additional instructions for submission of the Purchase Order.

- Other information that pertains to the document as a whole, including those descriptions listed as Purchasing Stamps.

After entering the needed information, **Save** the record and **Exit** the form to return to **FPAREQN**.

*Continued on next page*
Summary Guide to New Vendor Request

Vendor Name

Enter the vendor name in the name description box on FPAREQN.

Document text

New Vendor order and remittance information

Select Options > Document Text from the Menu bar. Next Block to access the Text lines. Up to 50 characters may be typed on each Text line.

On each line under Text, enter the following new vendor’s information. An example of the correct format is shown above. If the order and remittance information is the same for the vendor, replace “Order Information” with “Order and Remittance”.

FEIN Number (if the Vendor is located in the U.S.A.)

Order Information:
Address (sequence range: 20-29)
City, ST Zip Code
Telephone
Fax number
Contact name

Remittance Information:
Address (sequence range: 10-19)
City, ST Zip Code
Telephone
Fax number
Contact name

After entering the needed information, Save the record and Exit the form to return to FPAREQN.
Summary Guide to Commodity Item Text

Commodity tab

Commodity codes are usually the same as Account codes. If it is not known, use the Search feature.

The general ledger description will be entered automatically in the commodity description box. Specific commodity text can be typed over the description and will print on the Purchase Order.

Item Text

Additional information such as part or model number can be entered by selecting Options > Item Text on the Menu bar.

Up to 50 characters may be typed on each Text line.

Use the keyboard up and down arrow keys to move or between or add new lines.

After entering the information, Save the record and Exit the form to return to FPAREQN.

The commodities tab Item Text box on FPAREQN is checked by Banner if item text exists.
Banner Requisition Cycle

Banner Purchase Requisition Cycle

Purchase is state contract, request for bid, approved sole source, or under the bid threshold

Create a new requisition FPAREQN

Valid Ship To info?

Valid Vendor info?

Valid Commodity info?

Valid FOAP string?

Sufficient funds?

Yes

Yes

Yes

Yes

Yes

Yes

Yes

Valid FOAP string?

Sufficient funds?

Yes

Yes

Yes

Valid Vendor info?

Valid Commodity info?

Valid Ship To info?

Have valid info to complete?

No

No

No

No

No

No

No

Stop

Stop

Stop

Stop

Stop

Stop

Stop

Stop

Requisition is Incomplete until valid information can be entered into FPAREQN.

(Incomplete status codes include: In Process, Open, In Suspense, Disapproved and Denied)

Requisition creators locate and review incomplete requisitions using FPIORQF or FPIRQST

Audit by Department

Approvers review requisition

Approved

Yes

Approved by Purchasing?

Electronically sent to Purchase Order creation process

Review Outstanding Documents by Organization (Reporting Services)

And

Ledger Reports (Reporting Services, Self Service Finance Budget Queries)

Enter alternate funding source

Submit Budget Adjustment

Delete requisition (Enter as a new requisition after adjustment completed by Budget Office)