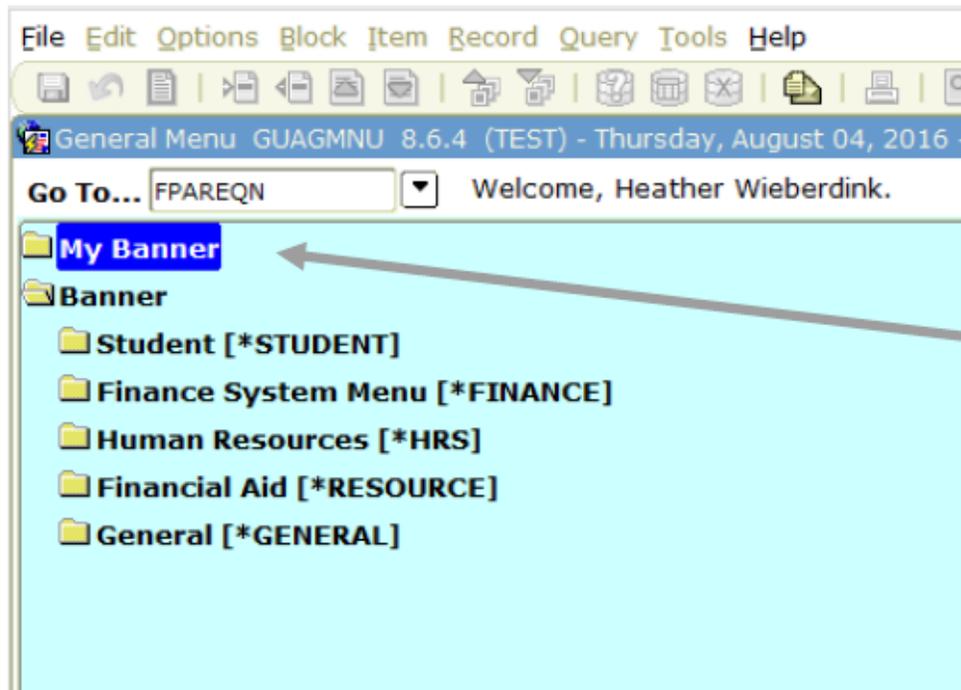


How to Create a Requisition

STEP-BY-STEP GUIDE

Creating a Requisition

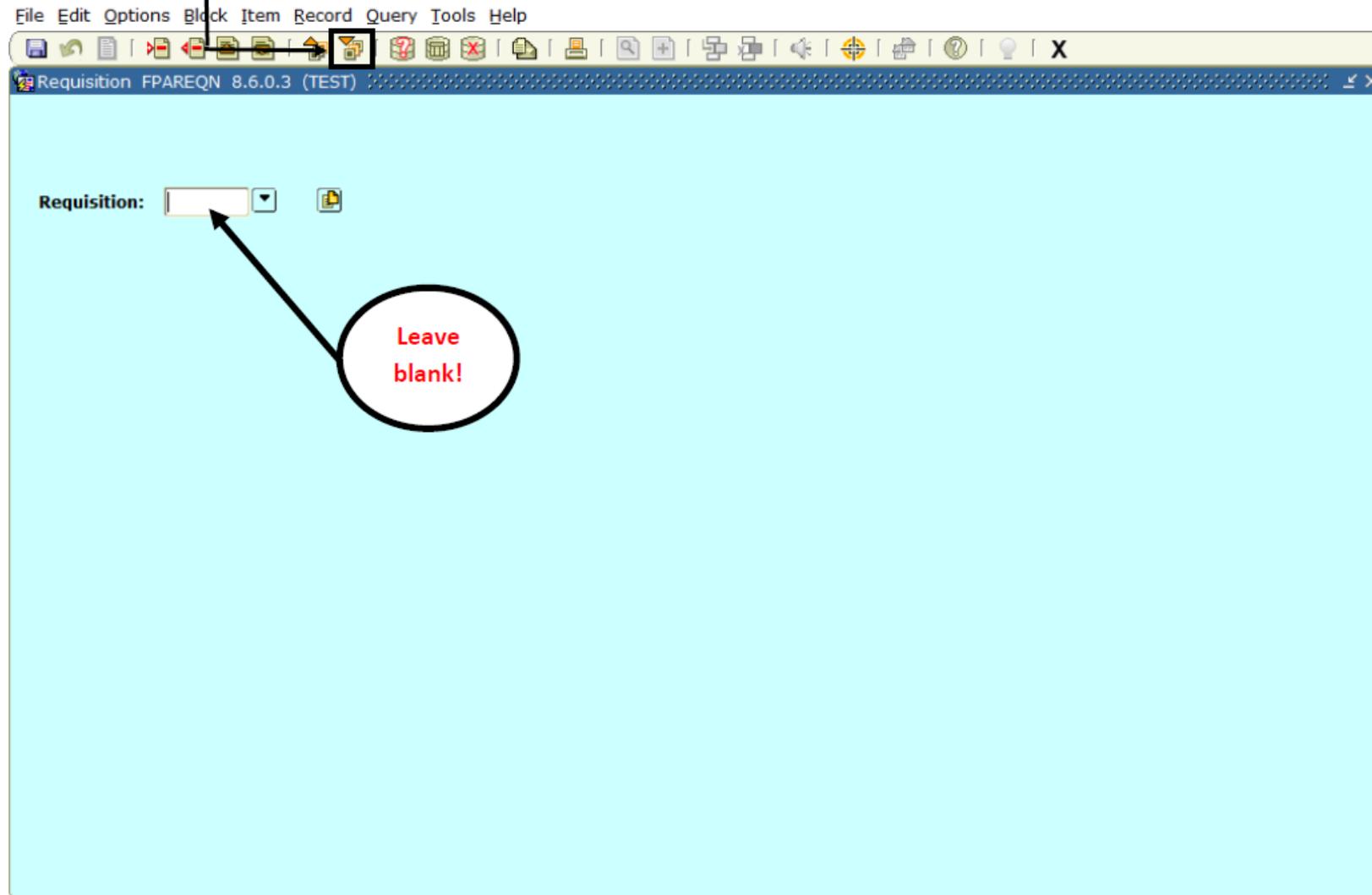
At the Banner General Menu, type the form name **FPAREQN** in the Go To... field and hit the Enter key on your keyboard



You may also access FPAREQN by double-clicking on 'My Banner' and then selecting it from your personal menu.

Click on the Next Block icon. This initiates the process to create a requisition.

Please, DO NOT manually assign a requisition number!



Requestor/Delivery Information

1. The Delivery Date: field is required. Tab or click into this field, then click on the Calendar icon to open. Double click on a date greater than the Order Date. Note: the date you select is considered an estimate. If you require delivery by a specific date, please indicate the request in the Comments field.
2. The Comments: field is optional. Use this field to indicate instructions such as: faxed quote, a specific date needed, PO types, etc. This field will not print on the purchase order. It is used **only** for notes to Procurement Services.
3. The Organization: field is required.
4. The Ship To: fields are required. If the form is not pre-populated, click on the search arrow and double click on the selected search line from the popup window table. The selected information will populate into the appropriate fields.
5. Attention To: field is required. Type your name, room and building code in this field.
6. Click on Vendor Information tab.

The screenshot shows a software application window titled "Requisition Entry: Requestor/Delivery Information" with a menu bar (File, Edit, Options, Block, Item, Record, Query, Tools, Help) and a toolbar. The main form area is divided into several sections:

- Transaction Information:** Includes fields for Requisition (NEXT), Order Date (04-AUG-2016), Delivery Date (11-AUG-2016), Transaction Date (04-AUG-2016), Comments, Commodity Total (0.00), and Accounting Total (0.00). There are checkboxes for "In Suspense", "Document Text", and "Document Level Accounting".
- Requestor/Delivery Information Tab:** This tab is active and contains:
 - Requestor:** Wieberdink, Heather
 - Organization:** 57300 Procurement Services
 - COA:** G Grand Valley State University
 - Email:** wieberdh@gvsu.edu
 - Ship To:** ALLEN
 - Street Line 1:** Grand Valley State University
 - Street Line 2:** 1 Campus Drive
 - Street Line 3:** Central Receiving
 - Building:** SER, **Floor:** [empty]
 - City:** Allendale
 - State or Province:** MI, **Zip or Postal Code:** 49401-9403
 - Nation:** UNITED STATES OF AMERICA
 - Contact:** Attention To: Heather Wieberdink - 2015 JHZ
 - Phone/Fax:** Fields for Area Code, Phone Number, and Extension.
- Vendor Information Tab:** This tab is highlighted with a callout (6).

Numbered callouts (1-6) are placed over the screenshot to indicate specific fields and actions:

- 1: Points to the Delivery Date field.
- 2: Points to the Comments field.
- 3: Points to the Organization field.
- 4: Points to the Ship To field.
- 5: Points to the Attention To field.
- 6: Points to the Vendor Information tab.

Vendor Information

1. The Vendor: field is optional. Enter the vendor number if known.
2. If the vendor number is unknown, click on the search arrow. Select Entity Name/ID Search (FTIIDEN) from the Option List popup window.

The screenshot displays a software interface for entering vendor information. The main form includes fields for Requisition (NEXT), Order Date (04-AUG-2016), Delivery Date (11-AUG-2016), Transaction Date (04-AUG-2016), and Accounting Total (0.00). A search arrow next to the Vendor field is circled with a '1'. An 'Option List' popup window is open, showing two options: 'Entity Name/ID Search (FTIIDEN)' and 'Vendor Maintenance (FTMVEND)'. The first option is selected, and a 'Click here' callout points to it. A '2' is circled next to the search arrow in the main form. The Vendor field in the main form is also circled with a '2'. The popup window has a 'Cancel' button at the bottom.

File Edit Options Block Item Record Query Tools Help

Requisition Entry: Vendor Information 8.6.0.3 (TEST)

Requisition: NEXT
Order Date: 04-AUG-2016
Delivery Date: 11-AUG-2016
Commodity Total: 0.00

Transaction Date: 04-AUG-2016
Comments:
Accounting Total: 0.00

In Suspense
 Document Text
 Document Level Accounting

Requestor/Delivery Information Vendor Balancing/Completion

Vendor: [Dropdown] [Search Arrow] [Option List]

Address Type: [Dropdown] [Seque]

Street Line 1:
Street Line 2:
Street Line 3:

City:
State or Province: Zip or Postal Code:
Nation:
Contact:
Email:
Phone: [Area Code] [Phone Number] [Extension]
Fax:

Entity Name/ID Search (FTIIDEN)
Vendor Maintenance (FTMVEND)

Click here

Cancel

4. Double click on the selected search line. The selected vendor and address will populate into the appropriate fields on the Vendor Information form.

5. If the desired vendor is not listed, click on the black X to return to the Vendor Information form and go to step 10 and follow the instructions to add a new vendor and address.

File Edit Options Block Item Record Query Tools Help

Entity Name/ID Search FTIIDEN 8.4 (TEST)

Vendors Grant Personnel Financial Managers Agencies
 Terminated Vendors Proposal Personnel Terminated Financial Managers All

ID	Last Name	First Name	Middle Name	Entity Ind	Change Ind	V	F	A	G	P	Type
G00938710	Fisher Athletic Equipment Inc			C		T	N	N	N	N	
G00946730	Fisher Door & Hardware Inc			C		Y	N	N	N	N	
G01317989	Fisher Electric			C		Y	N	N	N	N	
G00701884	Fisher Graphics Inc			C		T	N	N	N	N	
G00020977	Fisher Scientific			C	N	Y	N	N	N	N	LGCY
G00020977	Fisher Scientific			C		Y	N	N	N	N	LGCY
G00479990	Fisher/United Inc			C	N	Y	N	N	N	N	
G00479990	Fisher/United Inc			C		Y	N	N	N	N	

6. If an alternate address is required other than the one displayed, or if there is no address displayed, click on the Sequence down arrow.

File Edit Options Block Item Record Query Tools Help

Requisition Entry: Vendor Information FPAREQN 8.6.0.3 (TEST)

Requisition: NEXT

Order Date: 04-AUG-2016 Transaction Date: 04-AUG-2016 In Suspense

Delivery Date: 11-AUG-2016 Comments: Document Text

Commodity Total: 0.00 Accounting Total: 0.00 Document Level Accounting

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

Vendor: G00020977 Fisher Scientific Vendor Hold

Address Type: PO Sequence: 2 Discount: 30 Net 30 Days

Tax Group:

Currency:

Street Line 1: Attn David Novella

Street Line 2: 4500 Turnberry Dr

Street Line 3:

City: Hanover Park

State or Province: IL Zip or Postal Code: 60103-5491

Nation:

Contact: AP *** David Novelle - acct# 321901

Email:

	Area Code	Phone Number	Extension
Phone:	800	7667000	<input type="text"/>
Fax:	800	9261166	<input type="text"/>

7. Double click on the **address Type** field of the alternate address desired. The selected address type (PO, AP, etc.) will populate into the Vendor Information form. To populate the remaining address information, hit the tab key.

The screenshot shows the 'Address Information Query' window for 'Fisher Scientific' (ID: G00020977). It displays two alternate address forms. The first form has 'Address Type' set to 'AP' and 'Street Line 1' containing 'Eft'. The second form has 'Address Type' set to 'PO' and 'Street Line 1' containing 'Attn Joe Rinckey'. A black 'X' icon in the top right corner of the window is used to return to the Vendor Information form.

Field	Value
ID	G00020977
Vendor Name	Fisher Scientific
Address Type	AP
Sequence Number	1
Source	CONV
Street Line 1	Eft
Street Line 2	Dept CH 10119
City	Palatine
State or Province	IL
ZIP or Postal Code	60055-0119
Address Type	PO
Sequence Number	1
Source	CONV
Street Line 1	Attn Joe Rinckey
Street Line 2	4500 Turnberry Dr
City	Hanover Park
State or Province	IL
ZIP or Postal Code	60103-5491

8. If the desired alternate address is not listed, click on the black X to return to the Vendor Information form to add an alternate address.

9. In the contact and email field, type in the desired alternate address. This new address will be added to the Banner system by the Procurement Services Office.

File Edit Options Block Item Record Query Tools Help

Requisition Entry: Vendor Information FPAREQN 8.6.0.3 (TEST)

Requisition: NEXT
Order Date: 04-AUG-2016 Transaction Date: 04-AUG-2016 In Suspende
Delivery Date: 11-AUG-2016 Comments: Document Text
Commodity Total: 0.00 Accounting Total: 0.00 Document Level Accounting

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

Vendor: G00020977 Fisher Scientific Vendor Hold

Address Type: PO Sequence: 2 Discount: 30 Net 30 Days
Tax Group:
Currency:

Street Line 1: Attn David Novelle
Street Line 2: 4500 Turnberry Dr
Street Line 3:

City: Hanover Park
State or Province: IL Zip or Postal Code: 60103-5491
Nation:

Contact: AP *** David Novelle - acct# 321901
Email:

	Area Code	Phone Number	Extension
Phone:	800	7667000	<input type="text"/>
Fax:	800	9261166	<input type="text"/>



10. To add a new vendor, type the vendor name on the line next to the search arrow, a contact name (if known) on the Contact: line, and the vendor address on the Email: line. *The Contact: and Email: fields are “fillable” fields, whereas Street Line 1; Street Line 2; through the Zip or Postal Code: fields are only accessible by the Procurement Services Office.* Obtain a W-9 for the new vendor and sent to the Procurement Services Office. Before a vendor can be assigned a G#, a W-9 must be on file in the Business and Finance Office.

File Edit Options Block Item Record Query Tools Help

Requisition Entry: Vendor Information FPAREQN 8.6.0.3 (TEST)

Requisition: NEXT
Order Date: 04-AUG-2016
Delivery Date: 04-AUG-2016
Transaction Date: 04-AUG-2016
Comments:
Accounting Total: 0.00
Commodity Total: 0.00

In Suspense
 Document Text
 Document Level Accounting

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

Vendor: Vendor Hold

Address Type: Sequence:

Discount:
Tax Group:
Currency:

Street Line 1:
Street Line 2:
Street Line 3:

City:
State or Province: Zip or Postal Code:
Nation:

Contact:
Email:

Phone:
Fax:

11. Click on the Commodity/Accounting tab.

Commodity/Accounting

1. Document Level Accounting is the default. If you will be using a different FOAP for each line item/commodity, un-check this box.
2. Enter item description. If the description exceeds the field length, continue the description by using the Item Text Option (see next page for instructions). Tab to the U/M field.
3. U/M—Unit of Measure is a required field. Enter a U/M code, i.e.—ea (each), dz (dozen). Click on the search arrow for the table of codes to select from. Tab to the Quantity field.
4. Quantity is a required field. Enter an appropriate quantity. Tab to the Unit Price field.
5. Enter a Unit Price.
6. Tab to Extended:, price will be calculated and populated. Tab through the five remaining Accounting fields until you return to the Description field.
7. Use the keyboard down-arrow key to add additional line items. Repeat steps 2-6.

File Edit Options Block Item Record Query Tools Help

Requisition Entry: Commodity/Accounting FPAREQN 8.6.0.3 (TEST)

Requisition: R0059851
Order Date: 04-AUG-2016
Delivery Date: 04-AUG-2016
Transaction Date: 04-AUG-2016
Comments:
Commodity Total: 0.00
Accounting Total: 0.00

In Suspense
 Document Text
 Document Level Accounting

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

Item	U/M	Tax Group	Quantity	Unit Price	Extended:
Commodity	CS		6.00 X	225.0000	1,350.00
					Discount: 0.00
					Additional: 0.00
					Tax: 0.00
					Commodity Line Total: 1,350.00
					Document Commodity Total:

Commodity Text
 Item Text
 Add Commodity
 Distribute

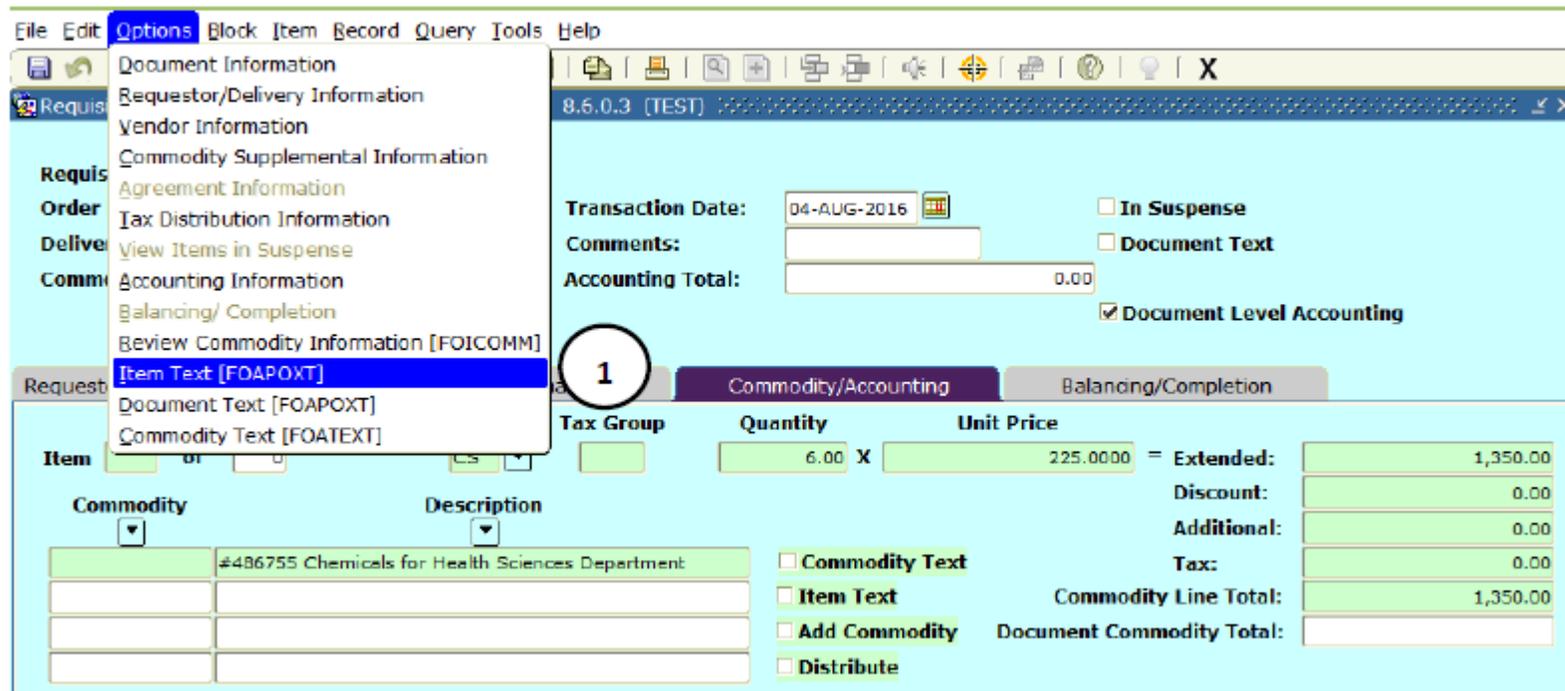
FOAPAL of Remaining Commodity Amount: NSF Override % USD
NSF Suspense Extended: Discount: Additional: Tax: FOAPAL Line Total: Document Accounting Total:

COA Year Index Fund Orgn Acct Prog Actv Locn Proj

NOTE: Always leave the Commodity field blank

Item Text Option

1. If an item description exceeds field length, continue the line by clicking on Options in the tool bar, and select Item Text.



Document Text Option

1. To add Document Text, click on Options in the tool bar and then select Document Text. Document Text pertains to the whole document and will print above the line items on the purchase order.

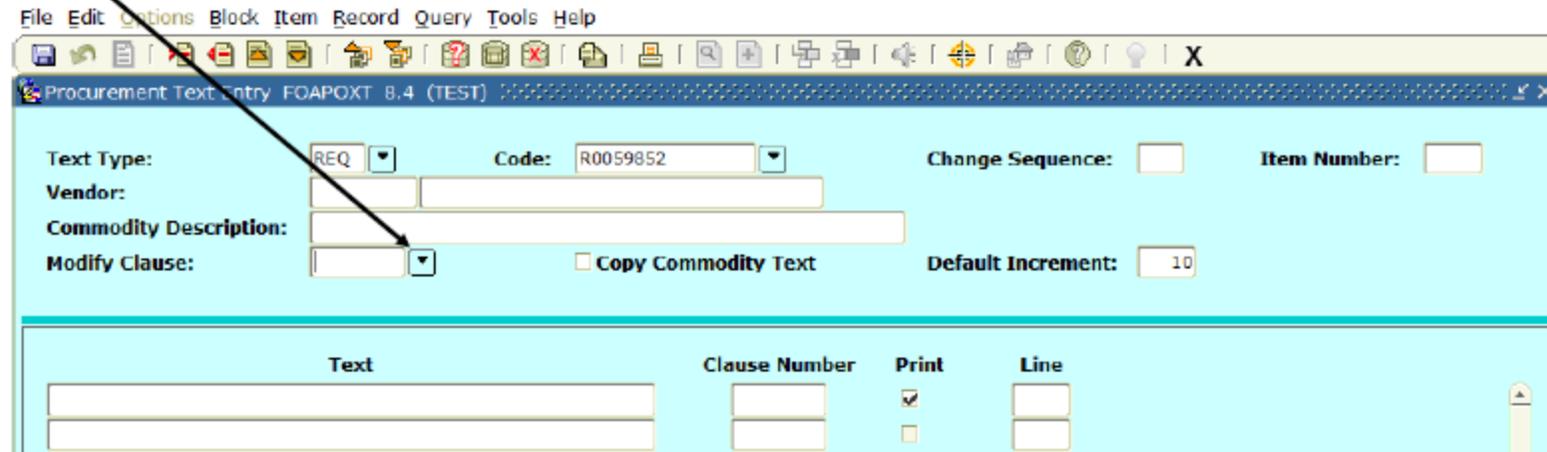
The screenshot shows a software application window titled "8.6.0.3 (TEST)". The menu bar includes "File", "Edit", "Options", "Block", "Item", "Record", "Query", "Tools", and "Help". The "Options" menu is open, listing various options such as "Document Information", "Requestor/Delivery Information", "Vendor Information", "Commodity Supplemental Information", "Agreement Information", "Tax Distribution Information", "View Items in Suspense", "Accounting Information", "Balancing/ Completion", "Review Commodity Information [FOICOMM]", "Item Text [FOAPOXT]", "Document Text [FOAPOXT]", and "Commodity Text [FOATEXT]". The "Document Text [FOAPOXT]" option is highlighted with a blue background and a white circle containing the number "1".

The main window contains several fields and a table. The fields include "Transaction Date" (04-AUG-2016), "Comments", "Accounting Total" (0.00), "In Suspense" (checkbox), "Document Text" (checkbox), and "Document Level Accounting" (checkbox, checked). The table has columns for "Quantity" and "Unit Price".

Quantity	Unit Price	Extended
6.00 X	225.0000	1,350.00

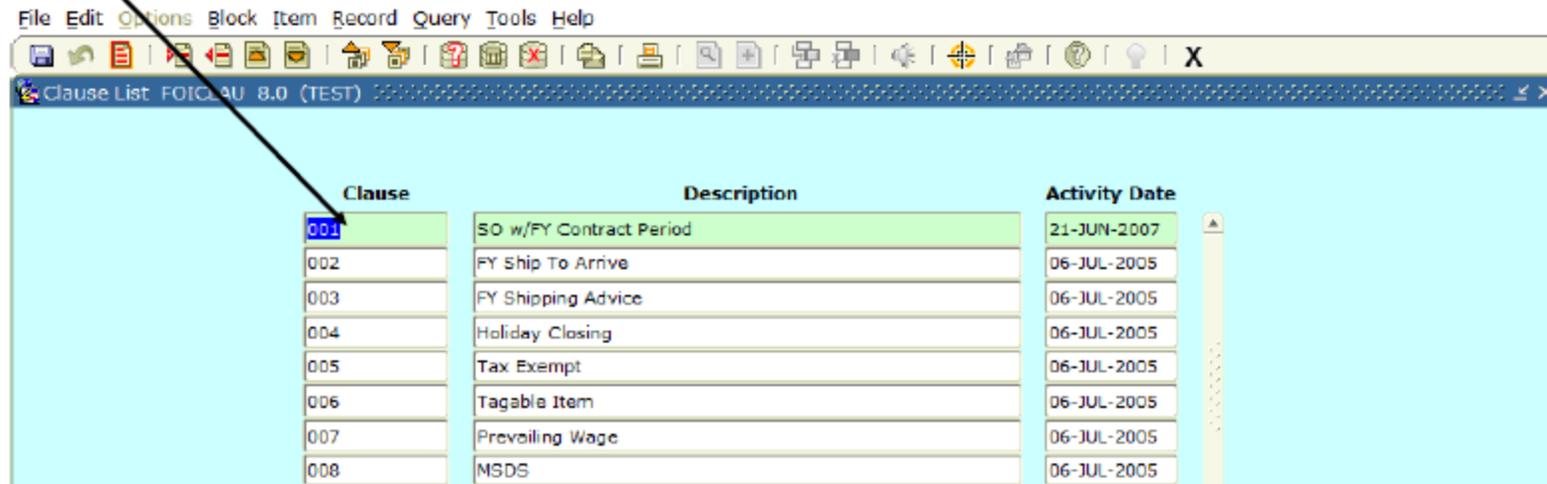
Below the table, there are fields for "Commodity" (#486755 Chemicals for Health Sciences Department) and "Description". The "Commodity Text" checkbox is also visible.

2. On the Modify Clause: field, click on the down arrow to view a list of clauses.



The screenshot shows a software window titled "Procurement Text Entry FOAPOXT 8.4 (TEST)". The interface includes a menu bar (File, Edit, Options, Block, Item, Record, Query, Tools, Help) and a toolbar. The main form area contains several fields: "Text Type:" with a dropdown menu showing "REQ"; "Code:" with a dropdown menu showing "R0059852"; "Change Sequence:" with an empty text box; "Item Number:" with an empty text box; "Vendor:" with an empty text box; "Commodity Description:" with an empty text box; "Modify Clause:" with a dropdown menu and a small downward arrow icon; a checkbox labeled "Copy Commodity Text"; and "Default Increment:" with a text box containing "10". Below the form is a table with columns "Text", "Clause Number", "Print", and "Line". The table has two rows, both with empty text boxes in the "Text" column, empty boxes in the "Clause Number" column, a checked checkbox in the "Print" column, and empty boxes in the "Line" column.

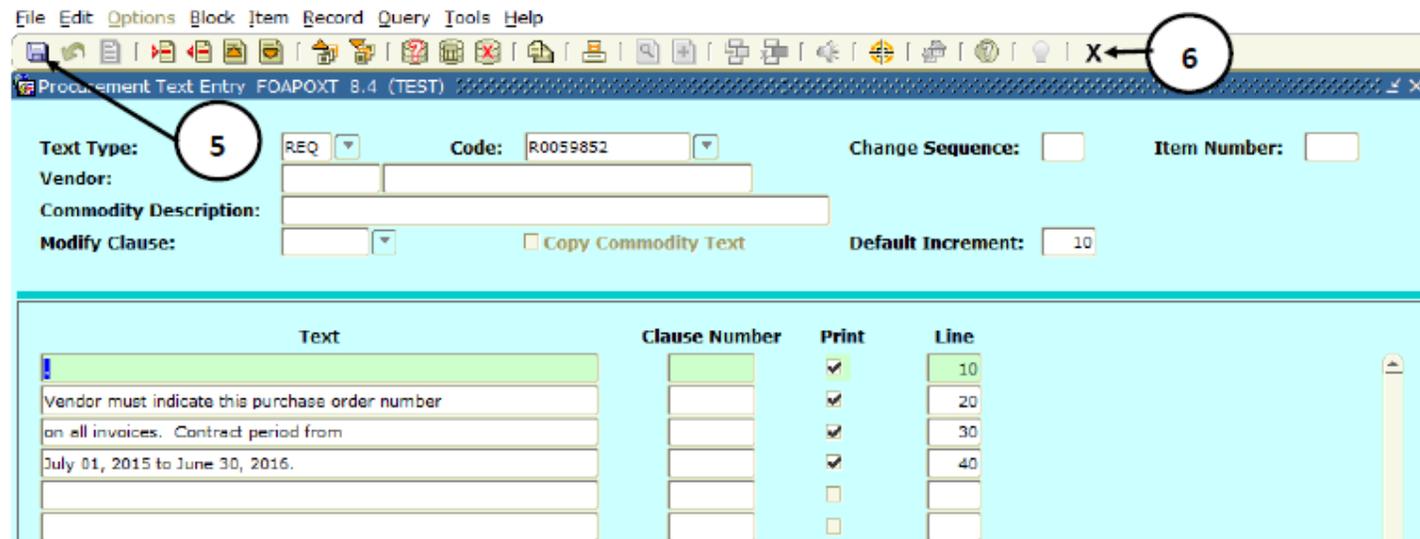
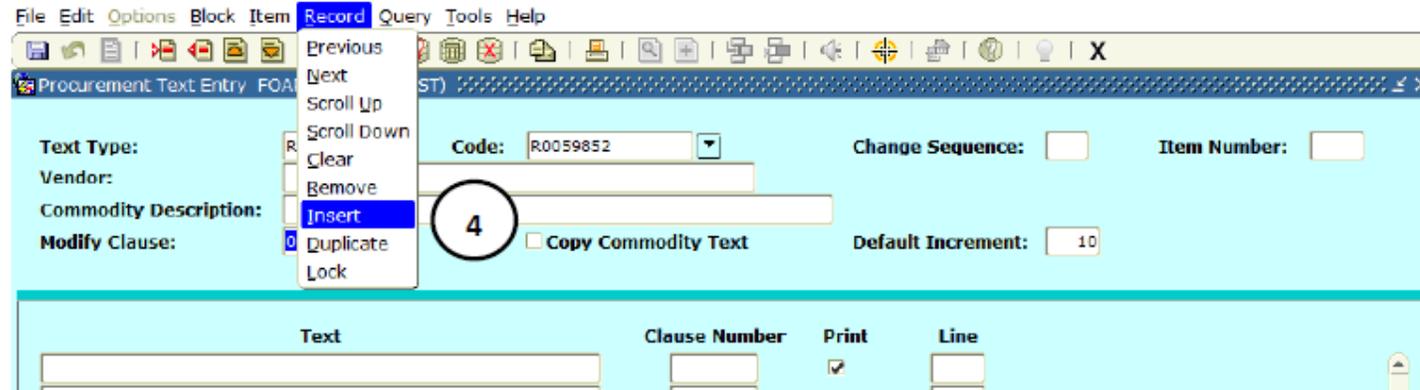
3. Double click on the desired Document Text Clause code. This will populate the Modify Clause: field.



The screenshot shows a software window titled "Clause List FOICLNU 8.0 (TEST)". The interface includes a menu bar (File, Edit, Options, Block, Item, Record, Query, Tools, Help) and a toolbar. The main area displays a table with three columns: "Clause", "Description", and "Activity Date". The "Clause" column contains codes from 001 to 008. The "Description" column contains corresponding text descriptions. The "Activity Date" column contains dates from 21-JUN-2007 to 06-JUL-2005. The first row (Clause 001) is highlighted in green, and a mouse cursor is pointing at the "001" value in the "Clause" column.

Clause	Description	Activity Date
001	SO w/FY Contract Period	21-JUN-2007
002	FY Ship To Arrive	06-JUL-2005
003	FY Shipping Advice	06-JUL-2005
004	Holiday Closing	06-JUL-2005
005	Tax Exempt	06-JUL-2005
006	Tagable Item	06-JUL-2005
007	Prevailing Wage	06-JUL-2005
008	MSDS	06-JUL-2005

4. Click on 'Record' in the toolbar and select 'Insert' to attach the Document Text message to the document.
5. The entire contents of the inserted Record will be displayed. Click the Save icon or hit F10 on your keyboard to save after all edits to the clause text have been completed.
6. Click on the black X to return to the Commodity/Accounting form.



Note: The Document Text box is also checked

File Edit Options Block Item Record Query Tools Help

Requisition Entry: Commodity/Accounting FPAREQN 8.6.0.3 (TEST)

Requisition: R0059852
Order Date: 04-AUG-2016
Delivery Date: 04-AUG-2016
Commodity Total: 1,350.00
Transaction Date: 04-AUG-2016
Comments:
Accounting Total: 0.00

In Suspende
 Document Text
 Document Level Accounting

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

Item	U/M	Tax Group	Quantity	Unit Price	Extended:
1 of 1	CS		6.00 X	225.0000	1,350.00
Commodity Description					Discount: 0.00
486755 Chemicals for Health Sciences Department					Additional: 0.00
					Tax: 0.00
					Commodity Line Total: 1,350.00
					Document Commodity Total: 1,350.00

Commodity Text
 Item Text
 Add Commodity
 Distribute

Commodity/Accounting cont.

1. Use the Next Block function to proceed into the FOAP section.
2. Tab to enter FOAP in appropriate fields. Some of these fields may be pre-populated. Perform queries as needed.
3. Tab to the Extended: price field. If this amount is not pre-populated, enter the total from your Commodity section of this screen. Tab through the five remaining Accounting fields until you return to the COA field. The Extended: price field should be calculated and pre-populated.

Requisition: R0059852
Order Date: 17-MAY-2016
Delivery Date: 17-MAY-2016
Commodity Total: 1,350.00

Transaction Date: 17-MAY-2016
Comments:
Accounting Total: 1,350.00

In Suspende
 Document Text
 Document Level Accounting

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

Item	U/M	Tax Group	Quantity	Unit Price	Extended:
1 of 1	CS		6.00 X	225.0000	1,350.00

Commodity: #486755 Chemicals for Health Sciences Department
Description:
Commodity Line Total: 1,350.00
Document Commodity Total: 1,350.00

FOAPAL 1 of 1 Remaining Commodity Amount: 0.00
NSF Override
NSF Suspende

COA Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Extended:
G	16	110000	57300	7046	664				1,350.00

FOAPAL Line Total: 1,350.00
Document Accounting Total: 1,350.00

Commodity Section
FOAP Section

Distributing FOAP

The Requisition Accounting may be distributed to one or multiple FOAPs. It may also be distributed by percent or dollar amount.

1. Enter the first line of FOAP. Tab to the Extended: field.
2. Enter percent (check the box next to Extended:) or dollar amount (leave the box unchecked) distribution. Tab through the five remaining Accounting fields until you return to the COA field. The FOAPAL Line Total: and Document Accounting Total: will be calculated and populated.
3. Use the keyboard down arrow key to add additional line(s). Repeat step #2 for each FOAP being used.
4. Continue distribution until the Document Commodity Total: and the Document Accounting Total: fields balance.
5. Click on the Balancing/Completion tab.

The screenshot shows the 'Requisition Entry: Commodity/Accounting' window. At the top, there are fields for Requisition (R0059852), Order Date (17-MAY-2016), Delivery Date (17-MAY-2016), Transaction Date (17-MAY-2016), and Accounting Total (1,350.00). A 'Commodity' section shows a table with columns for Item, U/M, Tax Group, Quantity, and Unit Price. Below this is a table for Accounting fields with columns for COA, Year, Index, Fund, Orgn, Acct, Prog, Actv, Locn, and Proj. A 'FOAPAL' section shows '2 of 2' lines with a 'Remaining Commodity Amount' of 0.00. A 'Document Accounting' section shows 'Extended: 350.00', 'Discount: 0.00', 'Additional: 0.00', 'Tax: 0.00', 'FOAPAL Line Total: 350.00', and 'Document Accounting Total: 1,350.00'. Numbered callouts (1-5) point to specific fields: 1 points to the 'Actv' field in the Accounting table; 2 points to the 'Extended:' field in the Document Accounting section; 3 points to the 'Proj' field in the Accounting table; 4 points to the 'Document Accounting Total:' field; and 5 points to the 'Document Level Accounting' checkbox.

Balancing/Completion

1. Review the Requisition entries.
2. If all fields in the Status column are Balanced, you can complete the requisition. **If not all fields show 'Balanced', you must return to the Commodity/Accounting tab to fix this. The Document Commodity Total must equal the Document Accounting Total.**
3. Click on the Complete icon. This action will return you to the initial requisition screen where you can either create another Requisition or exit Banner.
4. The requisition has now advanced to the approval process. If you have the appropriate level of approval authority, the requisition will move on to the Procurement Services Office for processing. If not, you will need to notify someone who has the appropriate level of approval authority on the FOAP(s) being charged to approve the requisition. You must also send any supporting documentation to the Procurement Services department by one of the following methods:

Intercampus Mail: 2015 JHZ Attn: Procurement Services

Fax: 616-331-3287

Email: purchasing@gvsu.edu

File Edit Options Block Item Record Query Tools Help

Requisition Entry: Balancing/Completion FPAREQN 8.6.0.3 (TEST)

Requisition: R0059852
Order Date: 17-MAY-2016 Transaction Date: 17-MAY-2016
Delivery Date: 17-MAY-2016 Comments:
Commodity Total: 1,350.00 Accounting Total: 1,350.00

In Suspense
 Document Text
 Document Level Accounting

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

Vendor: Vendor Hold
COA: G Grand Valley State University Requestor: Wieberdink, Heather
Organization: 57300 Procurement Services
Currency:
Exchange Rate: Commodity Record Count: 1
Input Amount: 1,350.00 Converted Amount:

	Input	Commodity	Accounting	Status
Approved Amount:	1,350.00	1,350.00	1,350.00	BALANCED
Discount Amount:	0.00	0.00	0.00	BALANCED
Additional Amount:	0.00	0.00	0.00	BALANCED
Tax Amount:	0.00	0.00	0.00	BALANCED

Complete: In Process:

Questions?

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