

# HOW TO ENTER A REGULAR REQUISITION

Keene State College

- At the Banner main menu type **FPAREQN** in the **Direct Access:** box and press enter
- **Requisition:** Enter **NEXT**  
(Note: There is a copy icon next to this box. You can use this feature if you wish to copy the information from a previous requisition. The dates will have to be changed as well as any pertinent information)
- Perform the **Next Block** function

## REQUESTER/DELIVERY INFORMATION ~ FPAREQN

- **Order Date:** REQUIRED; [mmddyy]; should default to today's date<TAB>
- **Transaction Date:** REQUIRED; should be today's date (exception: if document cannot be completed and approved by the end of the current fiscal period the transaction date should be changed to reflect the new fiscal period); <TAB>
- **Delivery Date:** REQUIRED; [mmddyy]; enter estimated or known date of delivery; for Confirming requisitions use the actual date of the order or start of services; <TAB>
- **Comments:** type one of the following: **Regular, Standing, Confirming or Quote Information**; <TAB>
- **Requestor:** DEFAULT; <TAB>
- **COA:** DEFAULT; Chart of Accounts; must be Y; <TAB>
- **Organization Code:** DEFAULT; <TAB>
- **Email, phone, extension and fax:** should default. Note the telephone number should be the person that will be responsible for answering any questions regarding the order; <TAB>
- **Ship To:** REQUIRED; enter your Ship To code; K followed by your 4 digit mail stop, example: K1601; <TAB>
- **Attention To:** REQUIRED; type over the default with your name and phone # or the name and phone number of the person responsible for the order (who to contact with questions from the vendor)
- **Item Text:** OPTIONAL; to enter text; from the Options drop down list choose Item Text. Do a Next Block. You can continue your description in item text if it is too long for the commodity line. If you enter text remember to save before you exit the form <EXIT>
- **Document Text:** OPTIONAL; to enter text; from the Options drop down list choose Document Text. Do a Next Block. This is used to put a quote number or to let us know that the order is confirming. If you enter text remember to save before you exit the form <EXIT>
- Perform the **Next Block** function

## VENDOR INFORMATION ~ FPAREQN

- **Vendor:** enter a vendor code; to find a vendor code, click on the arrow, then click on the Entity Name/ID Search (FTIIDEN) form name; do a NEXT BLOCK; tab to the Last Name field and type your vendor's name between the percent signs, such as, "%Sodexo%" (Remember that this query is case sensitive); Execute Query; select your vendor code by double-clicking on the vendor's name. The vendor's code, name and address automatically populates from the vendor code information. Remember to check to make sure that it is the address you are looking for; <TAB>
- **Address Code:** should default; <TAB>
- **Sequence #:** should default; to find, click on arrow; use scrollbar to search for correct code/sequence combination; select your address by double-clicking; <TAB>
- **Contact and email address:** Optional; enter specific vendor contact (person or department) and email address; <TAB>
- **Discount:** will automatically populate
- **Tax Group and Currency:** Do not use
- Perform the **Next Block** function

## COMMODITY/ACCOUNTING INFORMATION ~FPAREQN

- **Comm(odity Code):** do not use; <TAB>
- **Desc(ription):** enter a concise description of the item or services ordered, including the catalogue number, if available; <TAB>
- **U/M:** REQUIRED; enter the unit of measure; to find, click on arrow; use scrollbar to search for correct code; select the code by double-clicking; <TAB>
- **Quantity:** REQUIRED; enter the number of items ordered or use a quantity of one (1) for services or a Standing purchase; <TAB>
- **Unit Price:** REQUIRED; enter the cost of the item or total dollar amount for services/Standing purchases; use whole numbers (7000.00, 7.73); <TAB>
- If only one commodity line is needed, perform the **Next Block** function
- If more than one commodity line is needed, use the down arrow on the keyboard or go to Record drop down and click on record insert; when all the commodity lines have been completed, per the **Next Block** function
- **COA:** REQUIRED; Chart of Accounts; must be Y; <TAB>
- **Year:** REQUIRED; Fiscal Year; should default to current fiscal year
- **Index:** optional; <TAB>
- **Fund:** REQUIRED; should default; if needed, click on arrow, Enter Query, type your search criteria, Execute Query, double-click on your selection; <TAB>
- **Orgn:** REQUIRED; should default; if needed, click on arrow, Enter Query, type your search criteria, Execute Query, double-click on your selection; <TAB>
- **Acct:** REQUIRED; if needed, click on arrow, Enter Query, type your search criteria, Execute Query, double-click on your selection; <TAB>
- **Prog(ram):** REQUIRED; should default; Do Not Change; <TAB>
- **Actv (Activity):** optional; if needed, click on arrow, Enter Query, type your search criteria, Execute Query, double-click on your selection; <TAB>
- **Continue to TAB through Location and Project fields,** as these fields will not be used
- **Extended:** optional; for use in distributing costs; if desired, click in the box to select the percentage option (a check mark is then inserted in the box) and enter the percent to be distributed to this accounting line in the amount field; <TAB>
- **Amount:** By pressing the <TAB> key, the dollar amounts displayed in the Commodity Approved field will populate the Approved, Discount, Additional and Net fields or enter amount to be charged to the FOAPAL
- **Discount:** only for use by the Purchasing Department
- **Additional:** Enter amount of shipping charges or setup charges for equipment
- Perform the **Next Block** function

## BALANCING/COMPLETION PAGE ~ FPAREQN

- Review information
  - If not complete (waiting for some additional information), click on **IN PROCESS** button and complete later.
  - If complete then click on **COMPLETE** button to approve and forward to Purchasing for conversion to purchase order.
- To return to the Banner main menu screen, click on the EXIT icon.