

## IX-3. Creating a University Printing Requisition – FPAREQN

Before entering a requisition into Banner, you should do the following:



- *Always check your funds availability before creating a Requisition.*

Should you create a requisition without checking your funds and the FOAP being charged does not have sufficient budget funds, Banner will still allow you to complete the requisition. The NSF message will appear in the Auto Hint Line of the Balancing/completion block and will read: “Insufficient budget.” If you receive this message, **do not** click the complete button.

***NOTE:** If you complete the requisition that is in NSF Suspense, the requisition will be disapproved and put back into In Suspense. **This will result in delays in processing your requisition.***

- Complete the [Purchase Requisition Worksheet](#).

This document is used to gather information prior to creating a purchase requisition in the Banner system. It allows you to capture all necessary information concerning your purchase and helps expedite entering data as you navigate through the online Requisition form FPAREQN.

- Verify the correct Index Code that corresponds with the correct Organization Code, see [Indexes by Organization by Fund by Program](#) section of the Ledgers and Charts of Account Users Guide.

***NOTE:** It is extremely important to have all of your information predetermined so that you do not have to leave the FPAREQN form to search for data. The interruption of step by step navigation in Banner could cause system errors that affect the final step of balancing/completion of your requisition.*

***IMPORTANT:** Do Not request any printing for the current fiscal year that cannot be completed and paid by June 30<sup>th</sup>. Banner does not allow Purchase Orders to roll into the next fiscal year without serious complications. These requests must be entered after July 1.*

1. Requestor calls or emails job request to University Printing.
2. University Printing completes a Work Order with description of job and pricing, and forwards to the Requestor.
3. Requestor processes an on-line Banner Requisition per Work Order Information.
4. The NSU University Printing Requisition is a Standing Purchase Order Type UP. The Standing Order Purchase Order is a 2-way match purchase order. It does not require a receiving entry, only the invoice entry. Once the printing job is complete, University Printing completes the invoicing process.

# University Printing Requisition Processing

**Go To...:** Type **FPAREQN** [Enter]

**FPAREQN** begins the procurement process by defining an internal request to acquire goods or services. It enables you to define departmental needs by identifying the requestor, vendor, commodity, and accounting information.

**Only one field will be on the screen asking for the Requisition number (see below) DO NOT enter a number here if you are creating a new requisition, Banner creates all Requisitions numbers.**

## 1. Requisition:

There are two options to begin the Requisition process:

- **Next Block [Ctrl+Pg Down]** for a new requisition. Banner will assign a new requisition number (eight characters, i.e. RXXXXXXX) after the vendor is chosen.
- For an existing requisition – Enter a Requisition number or use the search feature to locate the existing requisition to modify and complete it.

***NOTES:** Once a requisition has been completed using FPAREQN, it cannot be modified.*

*Make sure you enter the exact Requisition number, or a new one will be created.*

**IMPORTANT:** Be extremely careful when entering a pre-assigned in-process requisition number. Make sure you type the number “0” (zero) and not the letter “o” or “O”!

Oracle Fusion Middleware Forms Services: Open > FPAREQN

File Edit Options Block Item Record Query Tools Help

Requisition:  ▼

Enter NEXT or leave blank for automatic assignment or enter document number; press Next Field to activate COPY function.

Record: 1/1

## Requisition Entry: Requestor/Delivery Information

Most of the fields on the **Requestor/Delivery** block will automatically populate based on the user's security profile. Use **TAB** to navigate through the form.

The screenshot shows the Oracle Fusion Middleware Forms Services window for 'Requisition Entry: Requestor/Delivery Information'. The form is titled 'FPAREQN 8.6.0.3 (TEST2095)'. The main form area is divided into several sections:

- Requisition Summary:**
  - Requisition: NEXT
  - Order Date: 15-JAN-2015
  - Transaction Date: 15-JAN-2015
  - Delivery Date: 22-JAN-2015
  - Comments: UP-University Printing
  - Commodity Total: 0.00
  - Accounting Total: 0.00
  - Options:  In Suspense,  Document Text,  Document Level Accounting
- Requestor/Delivery Information (Active Tab):**
  - Requestor: Christi Sarpy
  - Organization: 311111 Business Affairs
  - COA: N Northwestern State University of LA
  - Email: sarpyc@nsula.edu
  - Ship To: ND
  - Street Line 1: No Delivery Required
  - Street Line 2:
  - Street Line 3:
  - Building:
  - Floor:
  - City:
  - State or Province:
  - Zip or Postal Code:
  - Nation: United States
  - Phone: Area Code 318, Phone Number 3574496, Extension
  - Fax: Area Code 318, Phone Number 3574257, Extension
  - Contact: No Delivery Required
  - Attention To: No Delivery Required
- Vendor Information:**
- Commodity/Accounting:**
- Balancing/Completion:**

The bottom of the window shows a status bar with the text 'Enter the extension.' and 'Record: 1/1'.

## 2. Requisition Entry Header Block

**Order Date:** REQUIRED. Automatically defaults to current date.

**Transaction Date:** REQUIRED. Automatically defaults to current date.

**Delivery Date:** REQUIRED. Estimate the date when the printing job will be completed. The Delivery Date must be greater than the transaction date.

**NOTE:** Do not request any printing jobs for the current fiscal year that cannot be completed and paid by June 30<sup>th</sup>. Banner does not allow Purchase Orders to roll into the next fiscal year without serious complications. These request must be entered after July 1.

**Comments:** Enter the NSU Purchase Order Type, **UP – University Printing**. [TAB]

### 3. Requestor/Delivery Information block:

**Requestor:** REQUIRED. Enter the requestor's name. Defaults to the User Id information. The organization, phone number and e-mail information will default to the information tied to the User Id.

**Organization Code:** REQUIRED. Enter the appropriate **Organization code** number.

*NOTE: You may have more than one organization assigned to your User Id.*

If the Organizational Code is not known, click on the drop down to locate the appropriate code number. Double click on the appropriate code number and the Organization Code will be populated in the Organization field. **[Tab]**

*NOTE: Verify the correct Index code that corresponds with the correct Organization Code, see the [Indexes by Organization by Fund by Program](#) section of the *Ledgers and Charts of Accounts Users Guide*. Organizations may have multiple Indexes "mapped" to it. The Index code to be used for the Organization you have selected will be entered/used in the Accounting block, to assure your FOP is correct and populated.*

**COA Code:** REQUIRED. Chart 'N' will default, which is for Northwestern State University.

**Email:** Enter your email address if not automatically populated.

- Phone:** Enter your telephone number if not automatically populated. Do not enter a dash between the numbers.
- Fax:** Enter your fax number if not automatically populated. Do not enter a dash between the numbers.
- Ship to:** REQUIRED. Enter '**ND**' No Delivery Required [**Tab**]
- Contact:** Defaults from the Ship to code.
- Attention To:** REQUIRED. Enter the name of the Person requesting the printing job. – It will allow up to 35 characters but DO NOT EXCEED 30 CHARACTERS.

**Ship To  
Phone Number:** Defaults from the Ship to code.

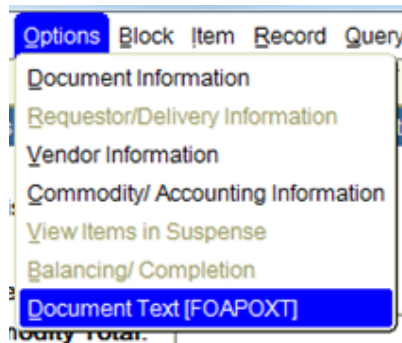
**NOTE:** *To add Document Text, see Adding Document Text – Procurement Text Entry [FOAPOXT] in the next section.*

OR

**Next Block [Ctrl+Pg Down]** to proceed to the **Vendor Information** block.

## Adding Document Text – Procurement Text Entry FOAPOXT

Use **Document Text** to communicate special requests to University Printing. Give complete details to complete the printing job.



From the **Options** menu choose **Document Text (FOAPOXT)** to type instructions to University Printing.

Text	Clause Number	Print	Line
Use Document Text to communicate special request		<input checked="" type="checkbox"/>	10
		<input checked="" type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	

**Text:** [Next Block] or click on the first open line, and type desired information. Use arrow keys to navigate from one line to another.

**Print:** A check mark (✓) in this box means document text will print on hard copy of purchase order. Uncheck the print box for each line of text that you do not want printed on the purchase order.

**NOTE:** All lines in the FOAPOXT text screen must have line numbers. If you want to create a line break between text information, type a period (.), [TAB] to Line Number Field and enter the number that places your blank line in the position you desire.

**Save [F10]** and **Exit [Ctrl+Q]** once you have completed the **Document Text**.

**Next Block [Ctrl+Pg Down]** to access the Vendor Information Tab.

## Requisition Entry: Vendor Information

**NOTE:** At this point, the Requisition Number is assigned. Write down the Requisition Number for future reference.

### 4. Vendor Information block:

**Vendor:** Type the University Printing pre-assigned vendor number, 400000000.

**NOTE:** Standing Purchase Order Type 'UP – University Printing' has a pre-assigned vendor number. Therefore, when you enter the appropriate vendor code, the vendor information will populate in all fields which will be NSU Print Shop.

**Next Block [Ctrl+Pg Down]** to proceed to Commodity/Accounting.

The screenshot displays the Oracle Fusion Middleware Forms Services interface for a Requisition Entry. The window title is "Oracle Fusion Middleware Forms Services: Open > FPAREQN". The main form is titled "Requisition Entry: Vendor Information FPAREQN 8.6.0.3 (TEST2095)".

**Requisition Information:**

- Requisition: R0000200
- Order Date: 15-JAN-2015
- Delivery Date: 22-JAN-2015
- Commodity Total: 0.00
- Transaction Date: 15-JAN-2015
- Comments: UP-University Printing
- Accounting Total: 0.00

**Options:**

- In Suspense
- Document Text
- Document Level Accounting

**Navigation Tabs:** Requestor/Delivery Information, **Vendor Information**, Commodity/Accounting, Balancing/Completion

**Vendor Information Fields:**

- Vendor: 400000000 (selected), NSU Print Shop
- Vendor Hold:
- Address Type: PO
- Sequence: 1
- Discount: [Field]
- Tax Group: [Field]
- Currency: [Field]
- Street Line 1: 102 Print Shop
- Street Line 2: [Field]
- Street Line 3: [Field]
- City: Natchitoches
- State or Province: LA
- Zip or Postal Code: 71497
- Nation: United States
- Contact: Judy Rachal
- Email: [Field]
- Phone: Area Code 318, Phone Number 3575297, Extension [Field]
- Fax: [Field]

**Footer:** Enter Requisition vendor. Use LIST to call FTIIDEN. Use COUNT HITS to call FTMVEND. Record: 1/1 | ... | <OSC>

## Requisition Entry: Commodity/Accounting

The Requisition Entry window is composed of two blocks:

- **Commodity** block – This block is used to specify the type of printing job being requested.
- **Accounting** block – This block details how you will pay for the printing job being requested. This block is visible but information cannot be entered into it until the **Commodity** block is complete

Oracle Fusion Middleware Forms Services: Open > FPAREQN

Requisition Entry: Commodity/Accounting FPAREQN 8.6.0.3 (TEST2095)

Requisition: R0000200  
 Order Date: 15-JAN-2015  
 Delivery Date: 22-JAN-2015  
 Commodity Total: 46.00

Transaction Date: 15-JAN-2015  
 Comments: UP-University Printing  
 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	EA		2.00 X	23.0000	46.00

Commodity: #10 Regular - Purple & Black Ink  
 Description: #10 Regular - Purple & Black Ink

Commodity Text  
 Item Text  
 Add Commodity  
 Distribute

Commodity Line Total: 46.00

FOAPAL: 0 of 0    Remaining Commodity Amount: 46.00     NSF Override  
 NSF Suspense

COA Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Extended
N	15	106020	100001	311111	703112	60			46.00

FOAPAL Line Total: 46.00  
 Commodity Accounting Total: 0.00

Check to calculate dollar amount based on percentage.  
 Record: 1/1    <OSC>

### Document

#### Level Accounting:

Commodity Level Accounting is the default. Therefore, the Document Level Accounting box will be unchecked.

**NOTE:** Avoid entering FOAPALs by percentage, instead enter the exact amounts you wish to allocate to each FOAPAL.



## 5. Commodity block: (Steps to enter commodity line item information)

Item	<input type="text" value="1"/>	of	<input type="text" value="1"/>	U/M	<input type="text" value="EA"/>	Tax Group	<input type="text"/>	Quantity	<input type="text" value="2.00"/>	X	Unit Price	<input type="text" value="23.0000"/>	=	Extended:	<input type="text" value="46.00"/>
Commodity	<input type="text"/>	Description	<input type="text"/>											Discount:	<input type="text" value="0.00"/>
														Additional:	<input type="text" value="0.00"/>
														Tax:	<input type="text" value="0.00"/>
														Commodity Line Total:	<input type="text" value="46.00"/>

**Commodity Code:** Leave blank – Not used by NSU. [TAB]

**Description:** Type a short description for the requested printing job.

*NOTE: To add additional descriptions to line items, see How to Add Additional Description to Line Item – FOAPOXT in the next section.*

[TAB]

**U/M:** Type 'EA' Each [TAB]

**Quantity:** [TAB] Enter the quantity

**Unit Price:** [TAB] Enter the unit price

*NOTE: A Zero "0" must not proceed any numeric entries in the unit price and quantity fields, in order to avoid system problems.*

[TAB] through all fields to populate the Commodity Line Total.

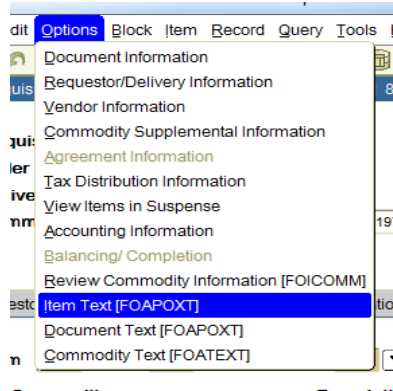
**Once the Commodity Line Item information has been entered:**

**Next Block [Ctrl+Pg Down]** and proceed to the *Commodity Level Accounting – Steps* in the Accounting Block section.

*NOTE: Remember, never leave a blank line. The system is reading it as a line item but is not able to compute it.*

## How to Add Additional Description to Line Item – FOAPOXT

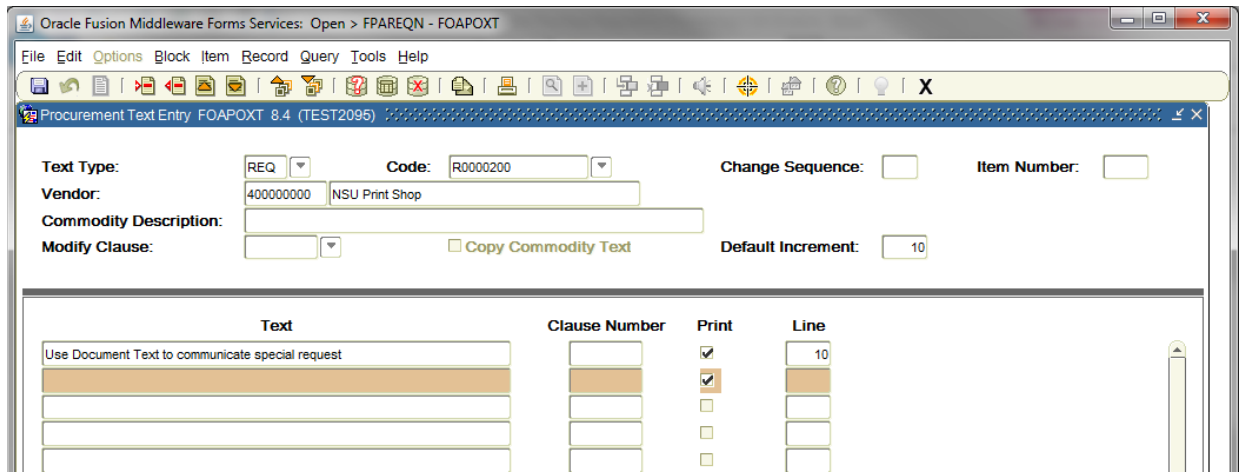
Use Item Text to communicate special requests to University Printing. Give complete details as to the support documents necessary to complete the University Printing Process.



From the **Options** menu choose **Item Text (FOAPOXT)**

**Text:** [Next Block] or click on the first open line, and type the additional line item commodity description. Use arrow keys to navigate from one line to another.

**Print:** A check mark (✓) in this box means document text will print on hard copy of purchase order. Uncheck the print box for each line of text that you do not want printed on the purchase order.



Save [F10] and Exit [Ctrl+Q] once you have completed the **Document Text**.

**NOTE:** All lines in the FOAPOXT text screen must have line numbers. If you want to create a line break between text information, type a period (.), [Tab] to Line Number Field and enter the number that places your blank line in the position you desire.

## 6. Accounting block: (Steps to enter FOAPAL/accounting distribution information)

### Commodity Level Accounting – Steps

**Commodity Level Accounting** is the default. Therefore, the Document Level Accounting box will be unchecked.

**Commodity Level Accounting** – Use when charging one commodity line item to multiple FOAPALS, OR multiple commodity line items to multiple FOAPALS.

**NOTE:** Avoid entering FOAPALS by percentage, instead enter the exact amounts you wish to allocate to each FOAPAL.

COA Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj
N	15	106020	100001	311111	703112	60		

%	US
Extended:	46.00
Discount:	0.00
Additional:	0.00
Tax:	0.00
FOAPAL Line Total:	46.00
Commodity Accounting Total:	0.00

**COA Code:** Chart 'N' will default, which is for Northwestern State University.

**Year:** Defaults to the appropriate fiscal year according to the transaction date.

**Index:** Use your Index Code to access your Budget Unit, FOP. Choose from the drop down menu.

COA	Acct Index Code	Acct Index Title
N	100001	General Income Operating
N	100009	General Income Contingency
N	100010	General Income Summer
N	100015	General Income Fall
N	100020	General Income Spring
N	100901	Contra Discount Barksdale
N	101010	Business

**Fund:** Defaults from the Index

**Orgn:** Defaults from the Index

**Acct:** Choose from the drop down menu

The **Account Code** is the “object code” that identifies the specific expenditure, and must be entered on every transaction. A known account code can be entered directly in the **Acct** field. If you don’t know the account code, click the **Search** icon next to the **Acct** field to locate the correct account code.

## How to Limit Search Results:

- Enter Query [F7]
- Tab to the Account Code field and enter '7%' for the search value to limit results to only Supply & Expense Account Codes
- Execute Query [F8]
- Highlight and Double click on the correct code number and the Account Code will be populated in the Account field

**NOTE:** Select a new **Acct** that is data enterable (Y in the Data Entry column)

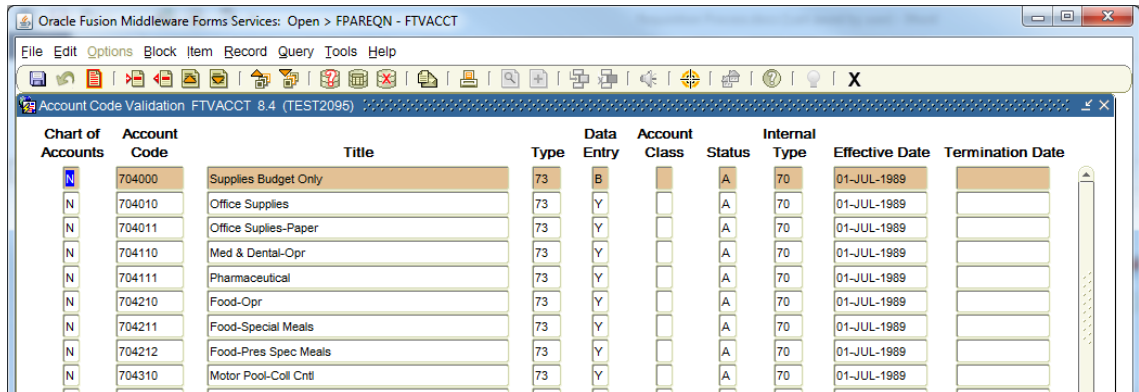


Chart of Accounts	Account Code	Title	Type	Data Entry	Account Class	Status	Internal Type	Effective Date	Termination Date
N	704000	Supplies Budget Only	73	B		A	70	01-JUL-1989	
N	704010	Office Supplies	73	Y		A	70	01-JUL-1989	
N	704011	Office Supplies-Paper	73	Y		A	70	01-JUL-1989	
N	704110	Med & Dental-Opr	73	Y		A	70	01-JUL-1989	
N	704111	Pharmaceutical	73	Y		A	70	01-JUL-1989	
N	704210	Food-Opr	73	Y		A	70	01-JUL-1989	
N	704211	Food-Special Meals	73	Y		A	70	01-JUL-1989	
N	704212	Food-Pres Spec Meals	73	Y		A	70	01-JUL-1989	
N	704310	Motor Pool-Coll Cntl	73	Y		A	70	01-JUL-1989	

**Prog:** Defaults from the Index

[TAB] through all fields to populate the FOAPAL Line Total.

### Once the FOAPAL/accounting distribution has been entered:

- **To Assign Multiple Commodity Line Items to Multiple FOAPALs –**  
Repeat **Commodity Level Accounting Steps** until all applicable Commodity line items and **FOAPALs** have been entered. To add additional commodity lines and accounting information, perform a **Previous Block** to go back to the **Commodity Description** block. Once in the Commodity Description block, **Down Arrow Key** to go to the next commodity line item.
- **To Assign One Commodity Line Item to Multiple FOAPALs –**  
If you need to add additional FOAPALs, press the **Down Arrow Key** to create a new FOAPAL line.

**NOTE:** The total of the FOAPAL lines must match the total of the commodity line item.

**NOTE:** Remember, never leave a blank line. The system is reading it as a line item but is not able to compute it.

**IMPORTANT:** Corrections cannot be made to the accounting fields by overwriting the existing data. Each incorrect **FOAPAL** must be deleted and the correct information added. To remove an accounting line, position the cursor on the incorrect accounting line in the 'N' field, click **'Record'** on the menu bar, and select **'Remove'**. This will allow you to enter a new **FOAPAL** line and corresponding amount to be charged.

Once all accounting information is recorded, perform a **'NEXT BLOCK'** to access the **Balancing Completion** block.

## Requisition Entry: Balancing/Completion

### 7. Balancing/Completion block:

The **Balancing/Completion** block is the final step in creating a requisition. In this block, you are verifying that the 'Status' field shows the word '**BALANCED**'. If it does **not**, the requisition is out of balance between the header, commodity and accounting records. You must correct problem areas and get the requisition to a status of '**Balanced**' before the document can be completed.

Oracle Fusion Middleware Forms Services: Open > FPAREQN

File Edit Options Block Item Record Query Tools Help

Requisition Entry: Balancing/Completion FPAREQN 8.6.0.3 (TEST2095)

Requisition: R0000200

Order Date: 15-JAN-2015 Transaction Date: 15-JAN-2015  In Suspense

Delivery Date: 22-JAN-2015 Comments: UP-University Printing  Document Text

Commodity Total: 46.00 Accounting Total: 46.00  Document Level Accounting

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

Vendor: 400000000 NSU Print Shop  Vendor Hold

COA: N Northwestern State University of LA Requestor: Christi Sarpy

Organization: 311111 Business Affairs

Currency: Exchange Rate: Commodity Record Count: 1

Input Amount: 46.00 Converted Amount:

	Input	Commodity	Accounting	Status
Approved Amount:	46.00	46.00	46.00	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:

WARNING : Budget is exceeded for item 1,sequence 1

Record: 1/1 | | | | | <OSC>

There are two options when entering the Balancing/Completion block:

- **Complete**

If **Status = 'BALANCED'**, Click and this will forward the Requisition to the Posting Process. Once Departmental Approvals are completed, the Requisition will be forwarded to Purchasing to assign a designated buyer. Once completed, this document cannot be changed.

**NOTE:** If you forgot to write the REQ # down before completing your requisition, you can still identify the number by looking in the message line of the new FPAREQN form. On the Auto Hint/Status bar, there should be a message, as shown in this example, that says "Document R0000200 completed and forwarded to Posting process". This is the number of the Requisition that was just completed.

Document R0000200 completed and forwarded to the Posting process

Record: 1/1 | | | | | <OSC>

**Note:** *If the requisition has been completed by you and you need to change it, contact your approvers to deny the requisition and put it back in “in-process” and change your requisition.*

*If the requisition has been completed and routed through Posting and Departmental Approvals, **only** Purchasing has the option to deny/cancel it.*

- **In Process**

Click to save the document for retrieval and completion at a later point in time. This will save the requisition information you have input, but will not complete it, or forward it to Posting and Departmental Approvals. It is your responsibility to complete this requisition or cancel it, if no longer needed.

**OR**

**If Status = COM/ACCT or any other message**

Research the ‘**out of balance**’ condition and correct. If you need to retreat back to a previous information block to make modifications or corrections, click the **Previous Block** icon to return to the previous information block. When **Status = Balanced**, follow the above instructions for completion.

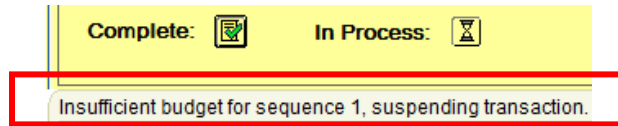
**IMPORTANT:** Get in the habit of reading the messages on the **Auto Hint/Status bar**. If it indicates a suspended or suspending notice, your requisition could be either **Incomplete** or **NSF**.

## Requisition with Non-Sufficient Funds Suspense (NSF)



Always check your funds availability before creating a Requisition.

Should you create a requisition without checking your funds and the FOAP being charged does not have sufficient budget funds, Banner will still allow you to complete the requisition. The NSF message will appear in the Auto Hint Line of the Balancing/completion block and will read: “Insufficient budget.” If you receive this message, **do not** click the complete button.



To resolve the NSF, please complete the following steps:

- 7) Write down your requisition number, and click In Process. This will put the requisition In Suspense.
- 8) Use FGIBDST to determine shortfall, see [Checking Your Budget Availability User's Guide](#).
- 9) Review the open balances on encumbrances (PO's) using FGIENCD. If you need to decrease or close PO's with excess balances, send a [Purchase Order Cancellation/Change Order Document](#) to Business Affairs – Purchasing section.
- 10) Change the FOAPAL or Account Code, if applicable. However, do not change the Account Code to an inappropriate Account Code. If you do, when the request is edited the requisition will be returned to you to correct.
- 11) If these actions do not provide sufficient budget balance, complete a [Budget Revision Request](#) (reference the Banner Document No.) and forward to Business Affairs – Accounting and Reporting requesting approval to transfer/increase funds to the appropriate “budget pool”.
- 12) If the Budget Revision Request is:
  - [Approved and Posted](#) – Accounting and Reporting will process the Budget Revision and the requestor will proceed with completing the requisition.

***When completing the requisition, be sure to update the Transaction Date and Delivery Date, and TAB through all Commodity Accounting fields to revalidate all information with the date change.***

***NOTES:*** Requestor should check the requisition daily for funds approval using FPAREQN, or Check FGITRND to see if a Budget Revision has been posted.

*If the source of funding is changed, Accounting and Reporting will contact Purchasing to change the accounting distribution when turned to a Purchase Order.*

- [Not Approved](#) – The User will receive a message through GUAMESG – General Message providing complete details for the reason of disapproval. The requisition must be cancelled, and a new one submitted at a later point in time. See [Removing an Unwanted Incomplete Requisition](#) in the Purchase Requisition Processing User Guides.

***NOTE:*** If you complete the requisition that is in NSF Suspense, it will be sent to the posting and approval queues for review. The requisition will be disapproved and put back into In Suspense. **This will result in delays in processing your requisition.**