# IX-5. Creating a P-Card 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.*

The NSU P-Card Requisition is a Regular Purchase Order Type PC. The Regular Order Purchase Order is a 3-way match purchase order. It does require a receiving entry.

***NOTES****: Do Not process a P-Card Requisition for the current fiscal year that cannot be completed and paid by June 30th. Banner does not allow Purchase Orders to roll into the next fiscal year without serious complications. These requests must be entered after July 1.*

*Do not hold current year invoices and/or P-Card receipts for the next year. Always complete the P-Card Requisition for pick-ups and deliveries.*

**IMPORTANT**: All credit card receipts must be submitted DAILY to Business Affairs – Purchasing Section. Therefore, once the Requisition has been created and the Purchase Order processed:

To provide a document to transmit invoices to Business Affairs – Purchasing Section, process online receiving. See *Receiving Goods and Services – FPARCVD* in the Departmental Banner Finance User Guide. Submit invoices and any other supporting documents to Business Affairs – Purchasing Section (purchasing@nsula.edu) via campus mail or email within one (1) day of receipt.

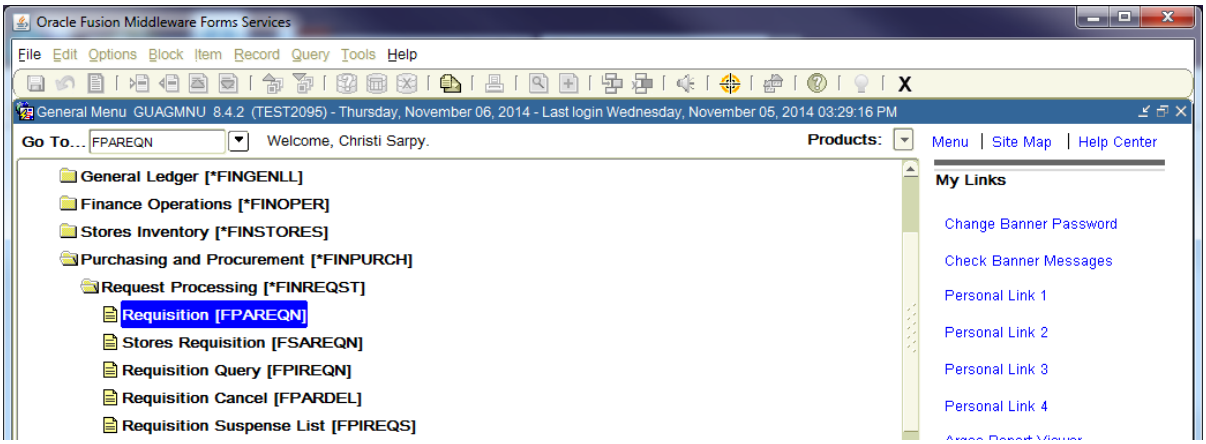
***NOTE:*** *When a credit card receipt or invoice is received without a purchase order number, the Cardholder is required to write the purchase order number on the receipt or invoice. The Completion FPARCVD screen print may be used as a transmittal cover document for credit card receipts, or receipts may be attached to the Business Affairs Transmittal Cover Sheet and forwarded to Business Affairs – Purchasing Section.*

If Business Affairs – Accounts Payable Section receives an invoice with no Requisition or Purchase Order number referenced on it, a messenger will be sent out with a copy of the invoice stating:

> Business Affairs – Accounts Payable has received the attached invoice with no requisition or purchase order number referenced. The department responsible for this purchase should notify Purchasing (purchasing@nsula.edu) and Accounts Payable (nsuacctspayable@nsula.edu) to provide the Requisition number and/or Purchase Order number, as well as the Accounts to be charged.

## P-Card 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 <u>all</u> Requisitions numbers.**

# 1. Requisition:

**There are <u>two</u> Options to begin the Requisition process:**

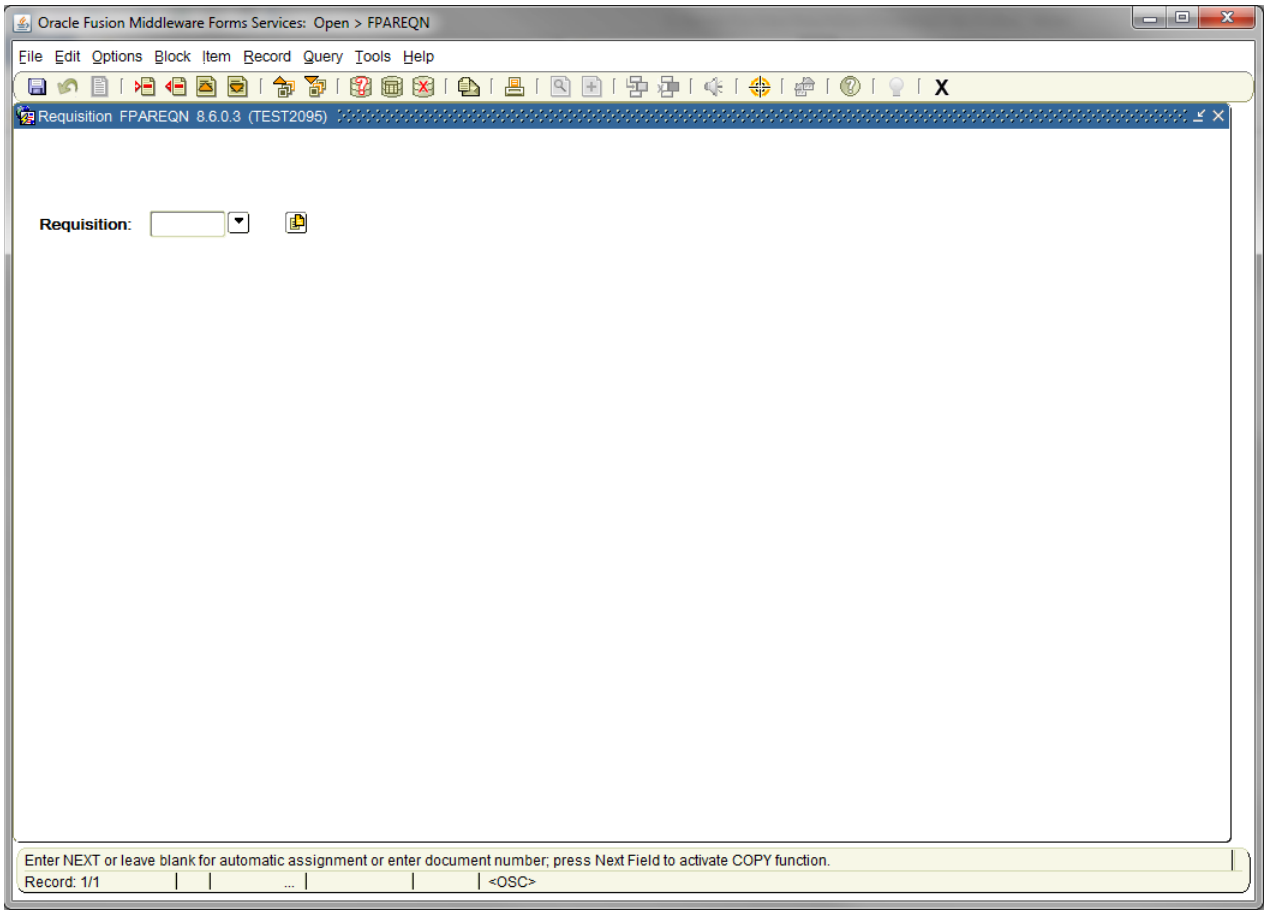
- **Next Block [Ctrl+Pg Down]** for a <u>new</u> requisition. Banner will assign a new requisition number (eight characters, i.e. RXXXXXX) after the vendor is chosen.

- Enter a Requisition number or use the search feature to locate an existing requisition to modify and complete it.

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

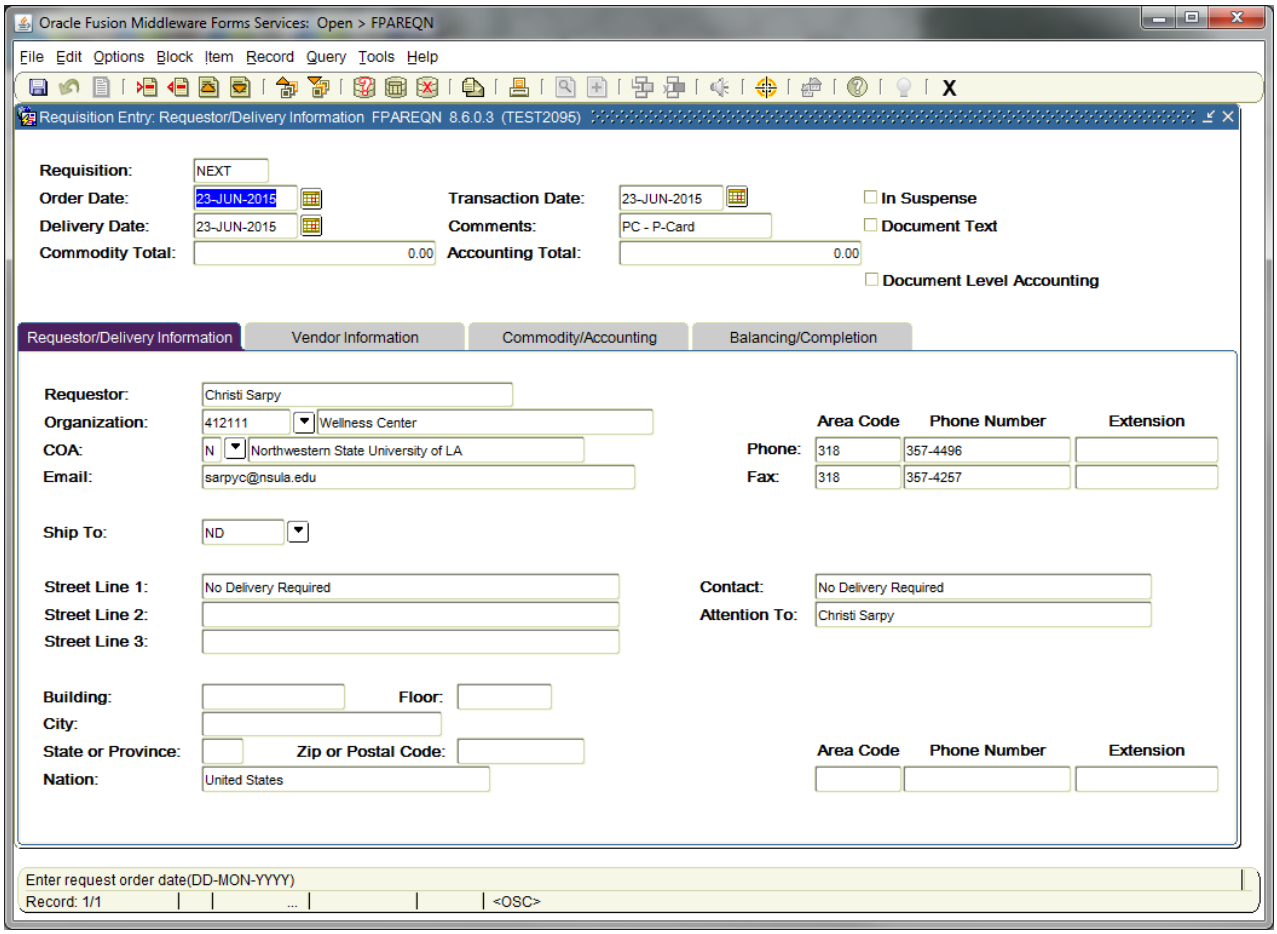
  *Make sure you enter the **<u>exact</u>** Requisition number, or a new one will be created.*

  ***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"!*



# 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.




## 2. Requisition Entry Header Block

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

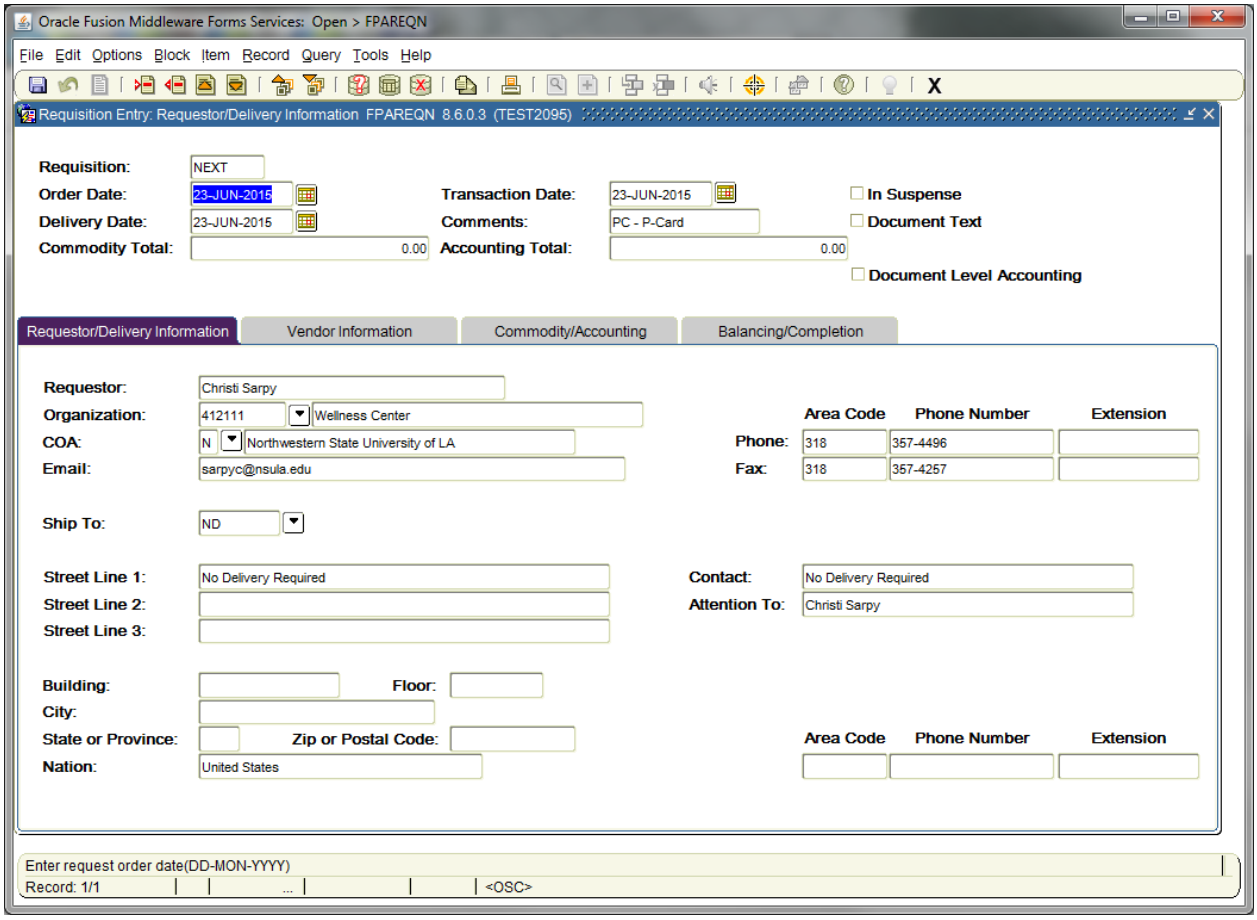
**Transaction Date**: REQUIRED. Automatically defaults to current date.

**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 process a P-Card Requisition for the current fiscal year that cannot be completed and paid by June 30th. 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, **PC – P-Card. [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 **'DD' Department Ship Direct** for orders to be shipped to the University.

OR

Enter **'ND' No Deliver Required** for orders to be picked up by you.
**[Tab]**

**Contact**: Defaults from the Ship to code.

**Attention To:** REQUIRED. Enter the name of the Person requesting the P-Card purchase. – It will allow up to 35 characters but DO NOT EXCEED 30 CHARACTERS.

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

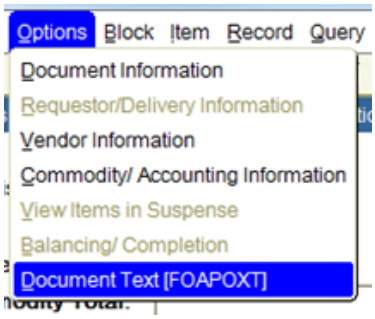
***NOTE:*** *To add Document Text, see Adding Document Text – Procurement Text Entry [FOAPOXT] in the next section.*

OR

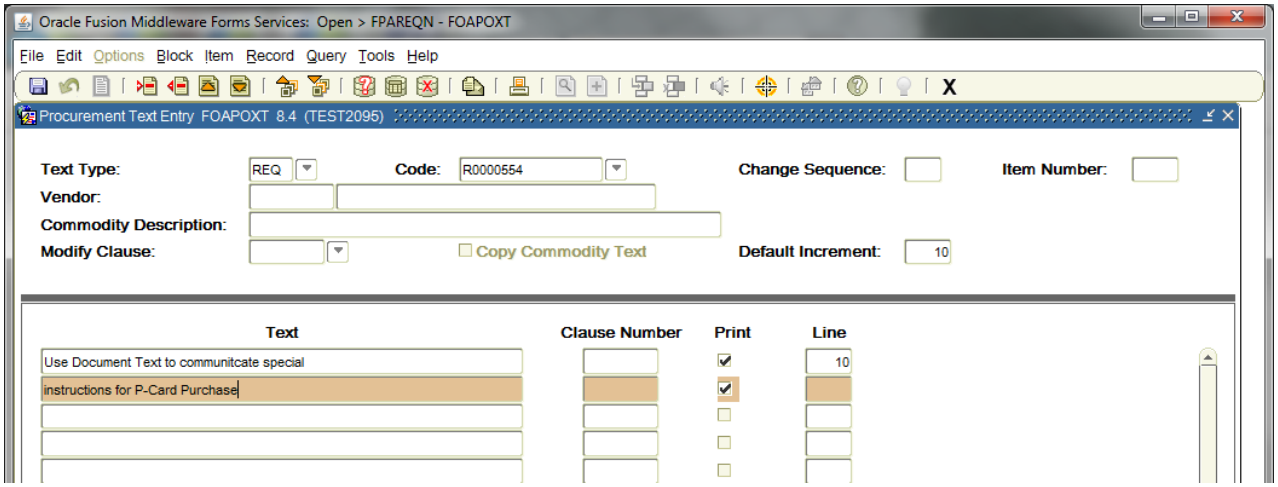
**Next Block [Ctrl+Pg Down]** to proceed to the **Vendor Information** block.

# Adding Document Text – Procurement Text Entry FOAPOXT

Use **Document Text** to communicate special instructions for P-Card Requisition. Give complete details for the P-Card Purchase.




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




**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

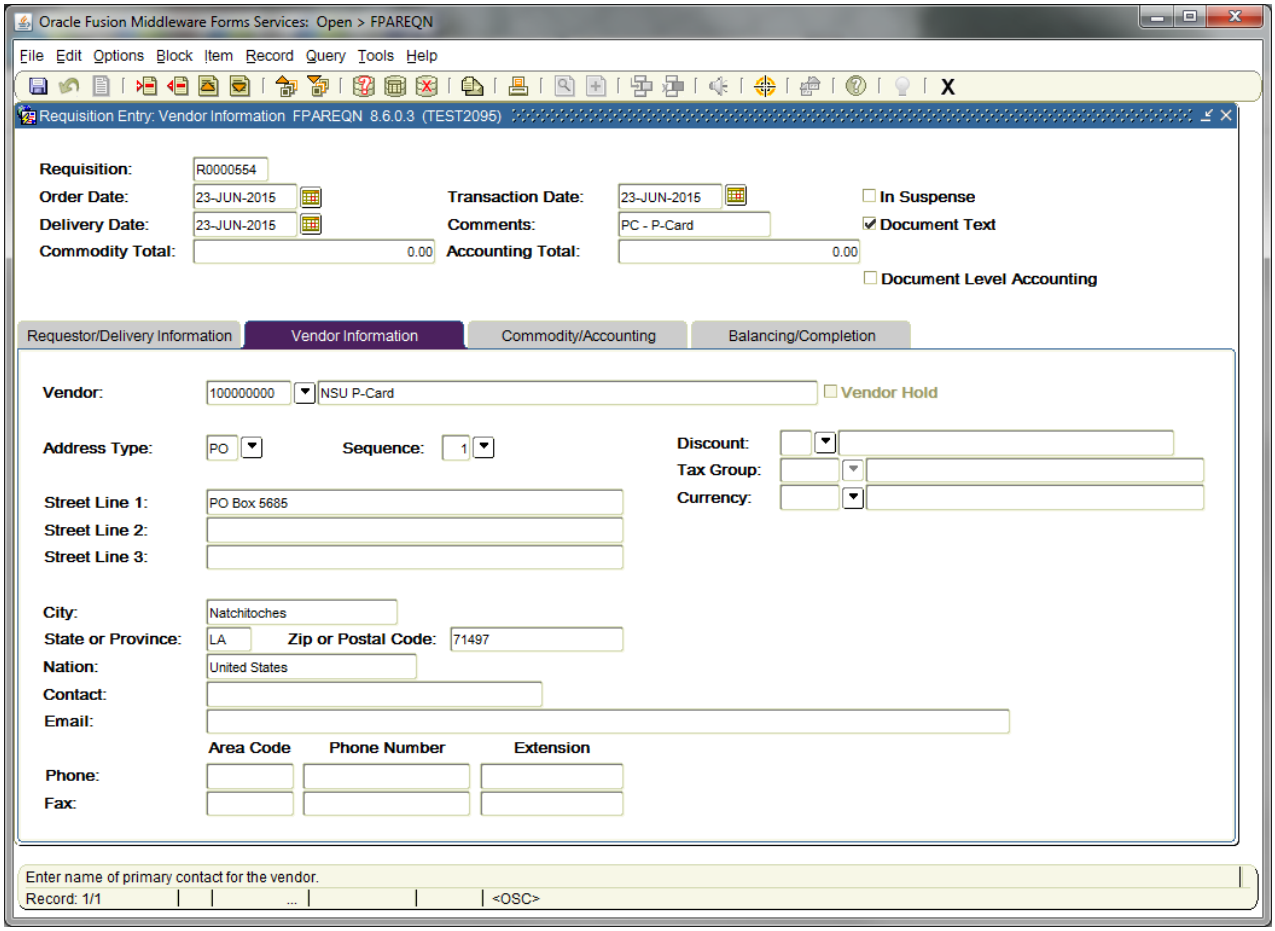
***NOTE:*** *At this point, the Requisition Number is assigned. Write down the Requisition Number for future reference.*

## 4. Vendor Information block:

**Vendor:** Type the P-Card pre-assigned vendor number, 100000000.

***NOTE****: Purchase Order Type 'PC – P-Card' 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 P-Card.*

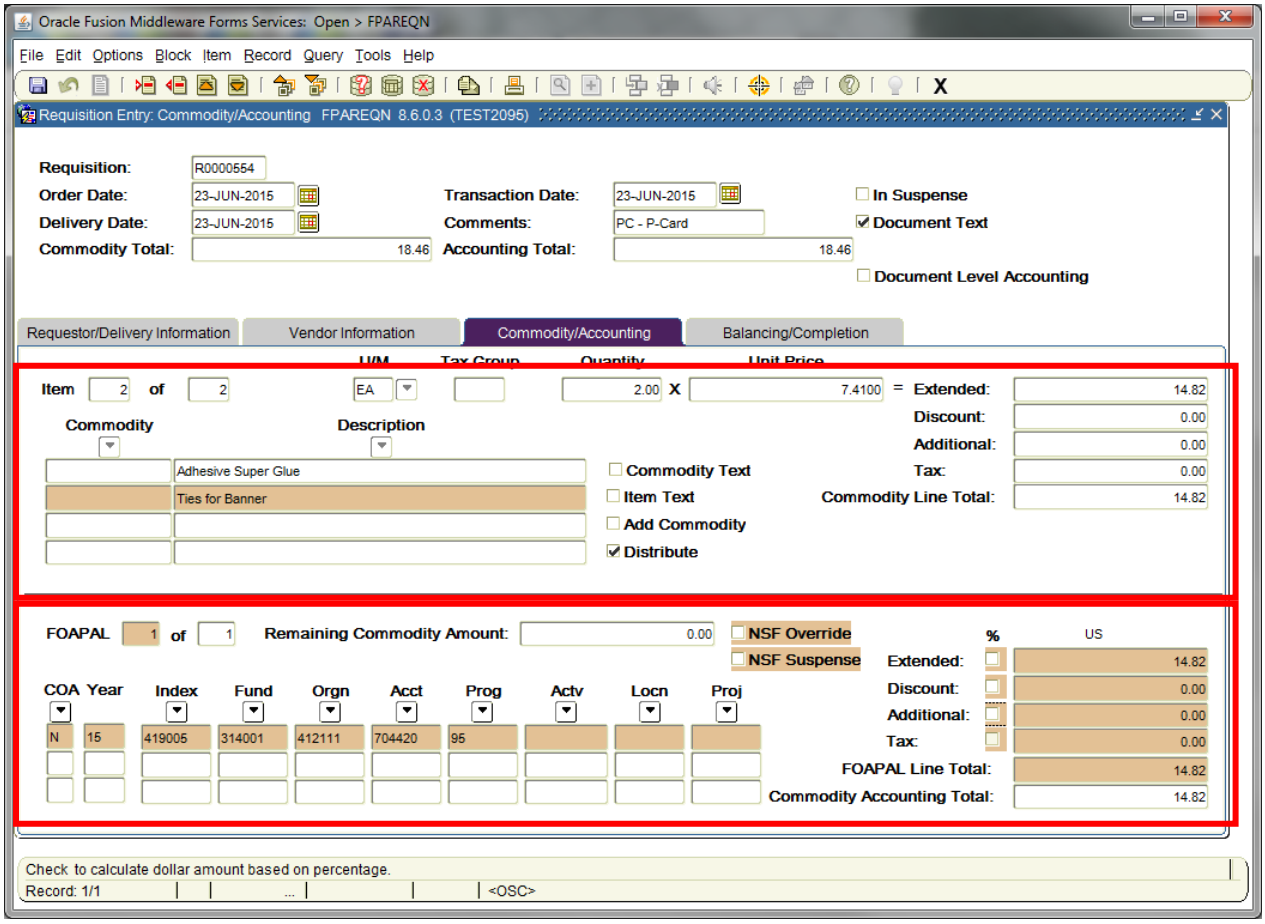
**Next Block [Ctrl+Pg Down]** to proceed to Commodity/Accounting.



# Requisition Entry: Commodity/Accounting

The Requisition Entry window is composed of two blocks:

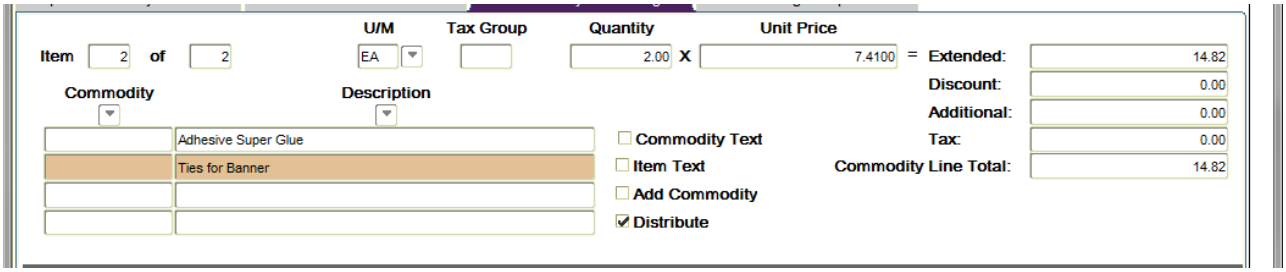
- **Commodity** block – This block is used to specify the type of P-Card purchase being requested.
- **Accounting** block – This block details how you will pay for the P-Card purchase being requested. This block is visible but information cannot be entered into it until the **Commodity** block is complete




**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)




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

**Description**: Enter the last 4 digits of your P-Card and type a short description for the requested P-Card purchase.

***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.

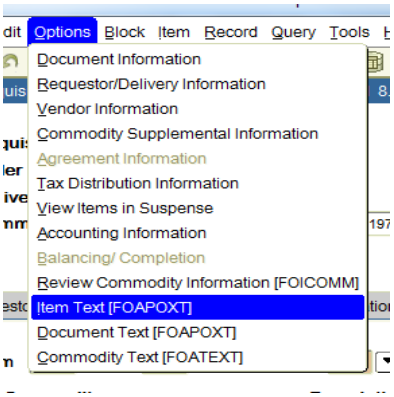
**Once the Commodity Line Item information has been entered:**

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

***NOTE****: Remember, <u>never leave a blank line</u>. 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

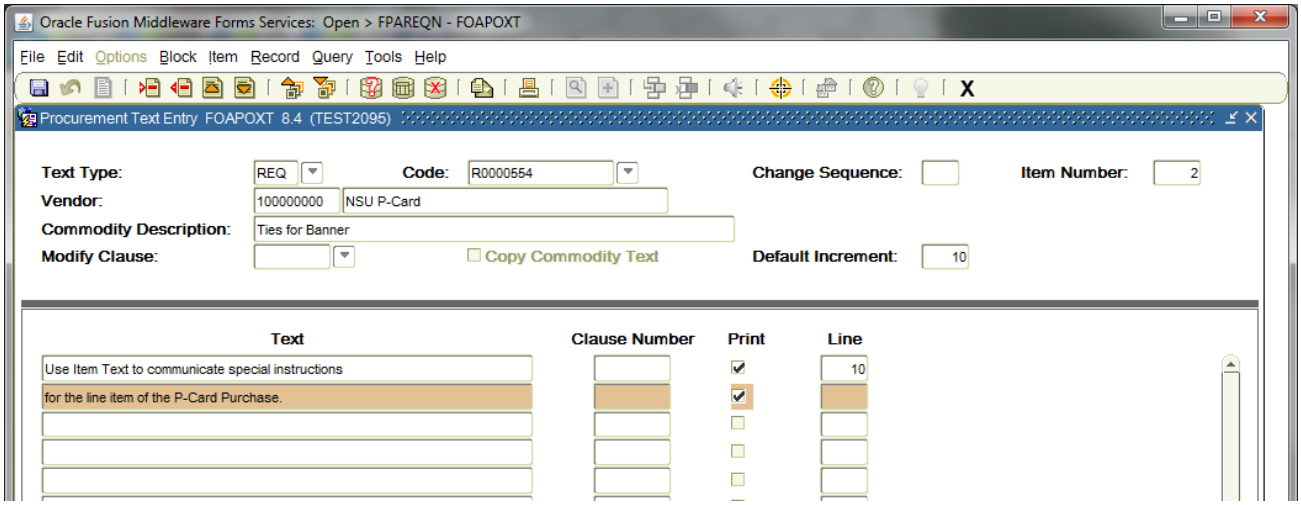
Use Item Text to communicate special instruction for the P-Card Requisition. Give complete details as to the support documents necessary to complete the P-Card process.




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.***

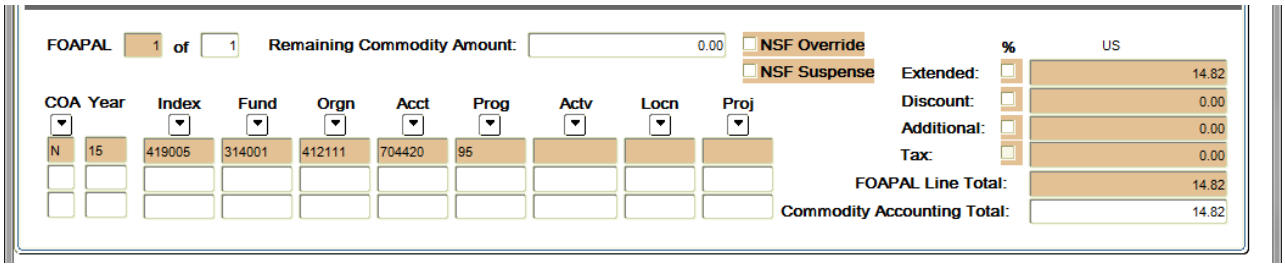
# 6. Accounting block: (Steps to enter FOAPAL/accounting distribution information)

## 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.

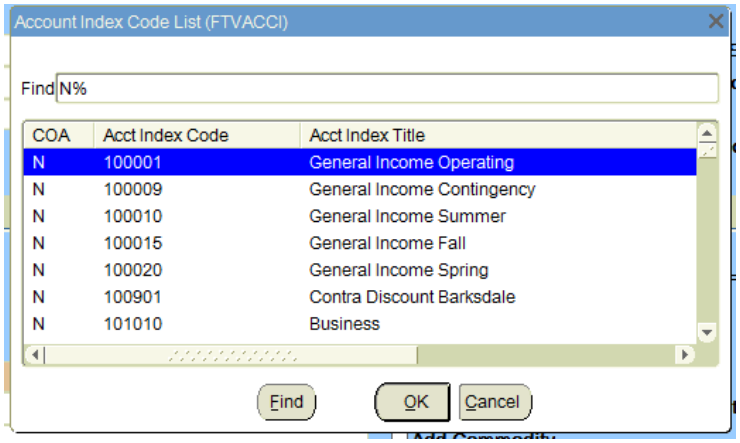
***NOTE:*** *Avoid entering FOAPALs by percentage, instead enter the exact amounts you wish to allocate to each FOAPAL.*




**COA 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.




**Fund:** Defaults from the Index

**Orgn:** Defaults from the Index

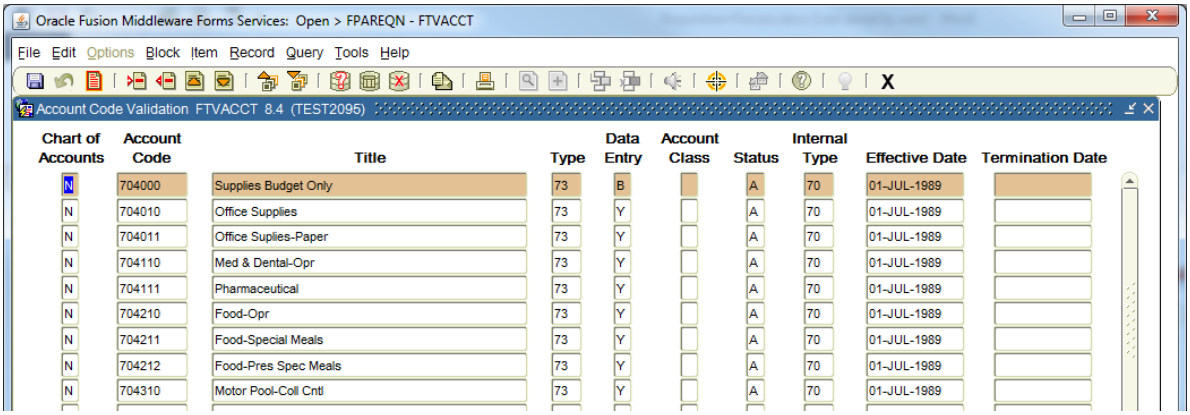
**Acct:** Choose from the drop down menu

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 Suplies-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, <u>never leave a blank line</u>. The system is reading it as a line item but is not able to compute it.*

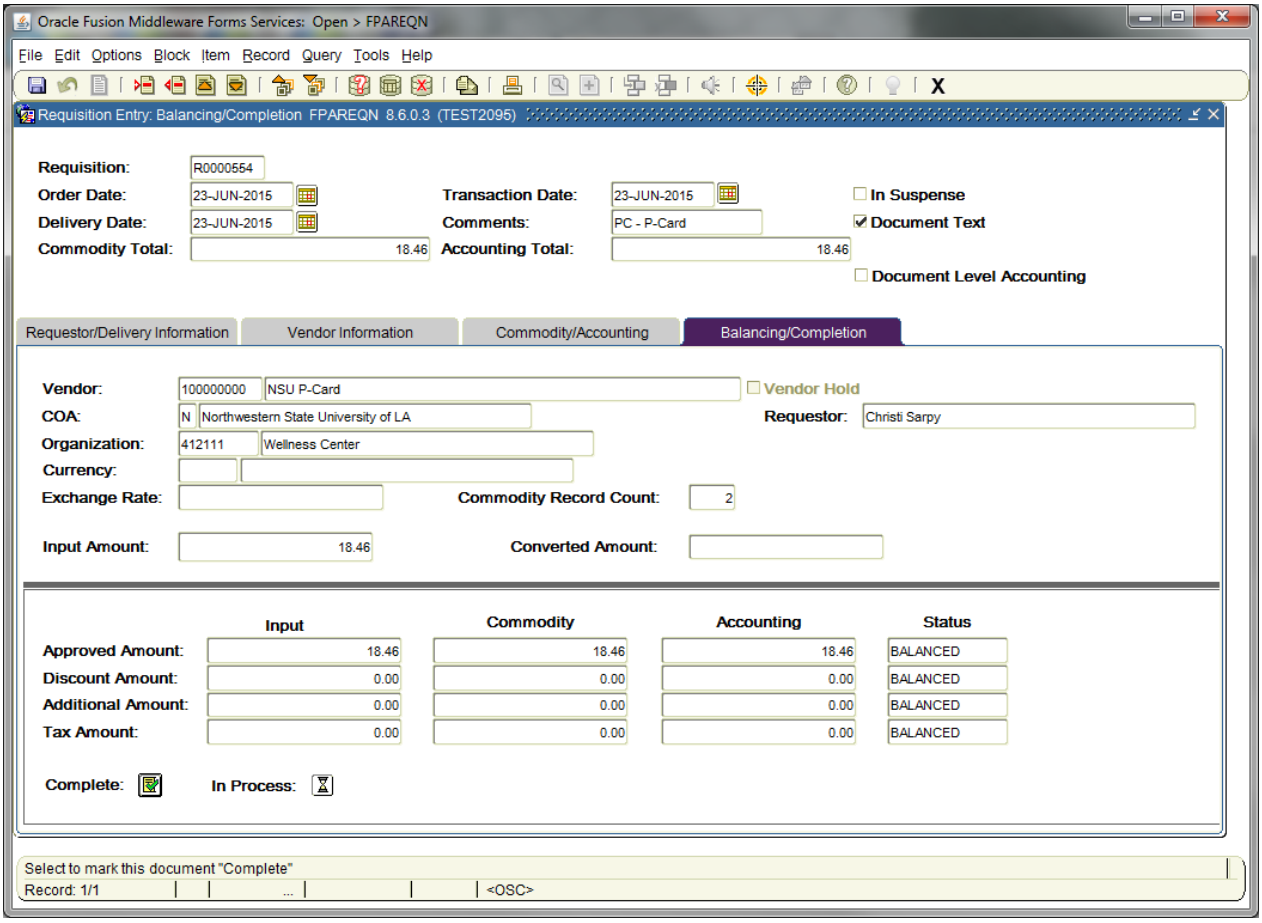
**IMPORTANT:** Corrections cannot be made to the accounting fields by overwriting the existing data. Each incorrect **FOAPAL** must be deleted and the correct information added. To remove an accounting line, position the cursor on the incorrect accounting line in the **'N'** field, click '**Record**' 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.

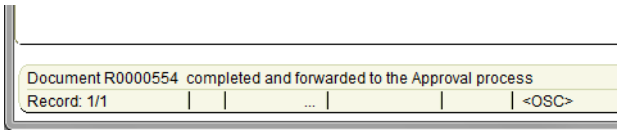



**There are <u>two</u> options when entering the Balancing/Completion block:**

- **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 R0000554 completed and forwarded to Approval process". This is the number of the Requisition that was just completed.*



***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**

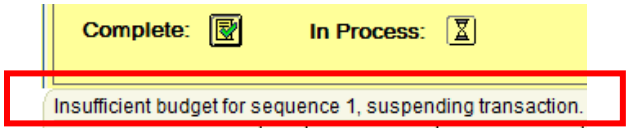
  **If Status = COM/ACCT or any other message**
  Research the **'out of balance'** condition and correct. If you need to retreat back to a previous information block to make modifications or corrections, click the **Previous Block** icon to return to the previous information block. When **Status = Balanced**, 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:

1) Write down your requisition number, and click In Process. This will put the requisition In Suspense.

2) Use FGIBDST to determine shortfall, see *Checking Your Budget Availability User's Guide*.

3) 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.

4) 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.

5) 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".

6) 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.***