



# Creating a Requisition

Purchasing Department

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# Creating a Requisition

## Purchasing Department



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This guide is designed to be used in conjunction with attendance  
in training classes provided by the Purchasing Department  
and in collaboration with CPDT

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## Objectives:

The objective of this guide is to educate those of the UNF End-User community responsible for creating requisitions of the required requisition procedures.

## Intended Audience:

All those responsible for requisition creation and approval.

## Pre-Requisites:

In order to attend this class, one must have the following pre-requisites:

- Basic Keyboard & Mouse Skills
- Basic Internet Native Banner Navigation – either instructor-led or online

## Icon Key:



### *Important Info*

Must know information.



**Nifty Note** – nice to know information.

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# Chapter One


## Logging Into Internet Native Banner

*Before you can create a requisition with Internet Native Banner, you must first login through the myWings web portal. This web portal will be the entry point for anything internally related to UNF and by which you will gain access to all Banner services; both INB & Self Service.*

*Banner can be accessed at anytime from any computer anywhere with an Internet connection.*

To login to Internet Native Banner:

1. Open Internet Explorer.
2. Type in the proper website (Production – <http://mywings.unf.edu> or Training – <http://www.mywingstraining.unf.edu>).

 Since myWings will serve as the new entry point to all Banner applications and university information, you're encouraged to make this site one of your Favorites in your web browser or a shortcut on your desktop so it will be easy to access next time.

3. Login with your UNF ID (N#) and password.

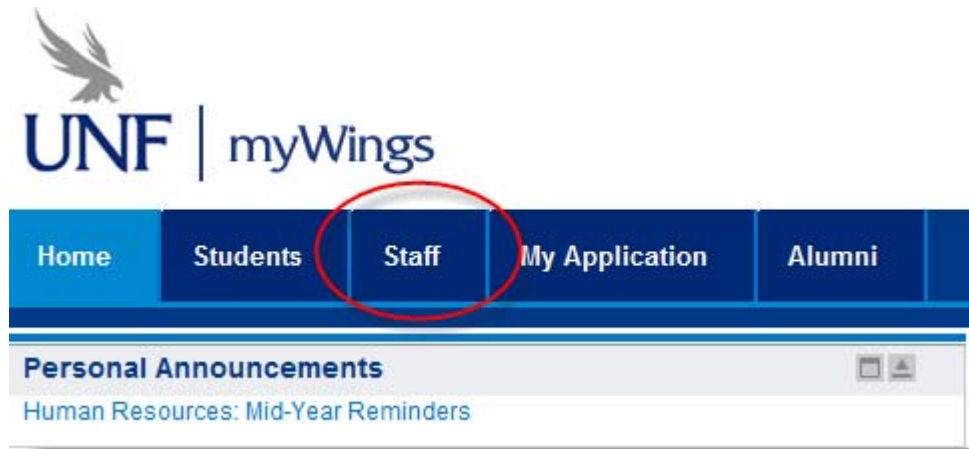


The image shows a login form for UNF myWings. At the top, there is a logo featuring a stylized eagle above the text "UNF | myWings". Below the logo, there are two input fields: "UNF ID:" followed by a white text box, and "Password:" followed by a white text box. At the bottom of the form, there are two buttons: "Login" and "Cancel".

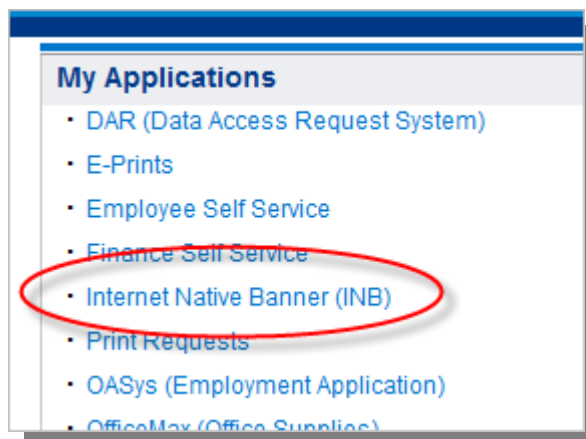
 *How do I get a myWings Username & Password?*

Your myWings username & password is the same as your Network N# & password.

4. Click the **Staff** tab.



5. Click the **Internet Native Banner (INB)** link.

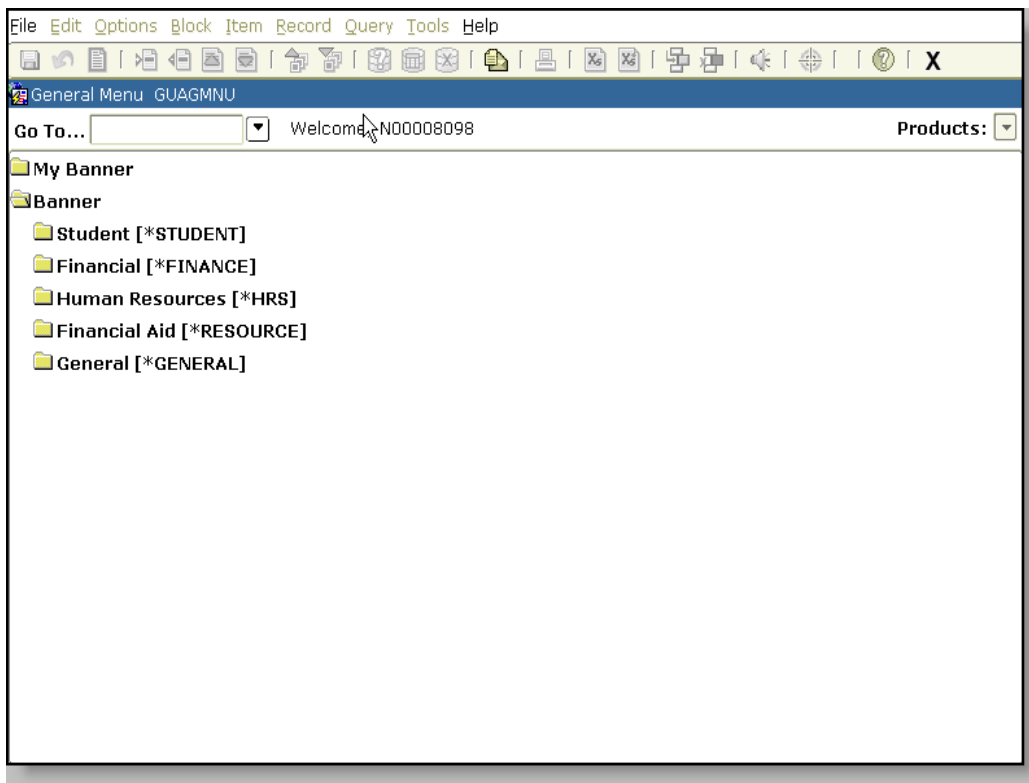


#### *Why is it taking so long to get to INB?*

The *first* time you login to INB, a program called Java Plugin will download. This program is necessary to access Banner properly. This program should have been installed on your campus computer. However, if accessing from a computer off-campus, you may have to download manually. Please click all necessary buttons if prompted as program downloads & installs. This program can take up to 5 full minutes to download and may not be obvious. **Please be patient.** This is a one time download and will not be required the next time you login to Banner.

If you do experience problems with the download you can contact the ITS Support Center at [its-suppl@unf.edu](mailto:its-suppl@unf.edu) or Ext. 4357.

6. You should be taken to the INB Main Menu screen, as shown below.



*How do I change my password? Or what do I do if I've forgotten my N# or Password?*

Call or email the ITS Support Center at [its-supp@unf.edu](mailto:its-supp@unf.edu) or Ext. 4357

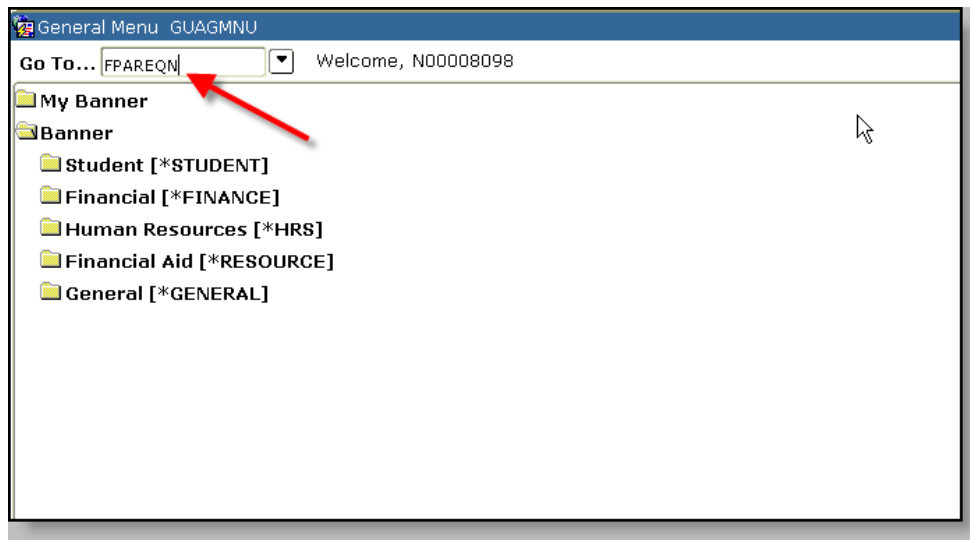
# Chapter Two

## Creating a Single Line Requisition

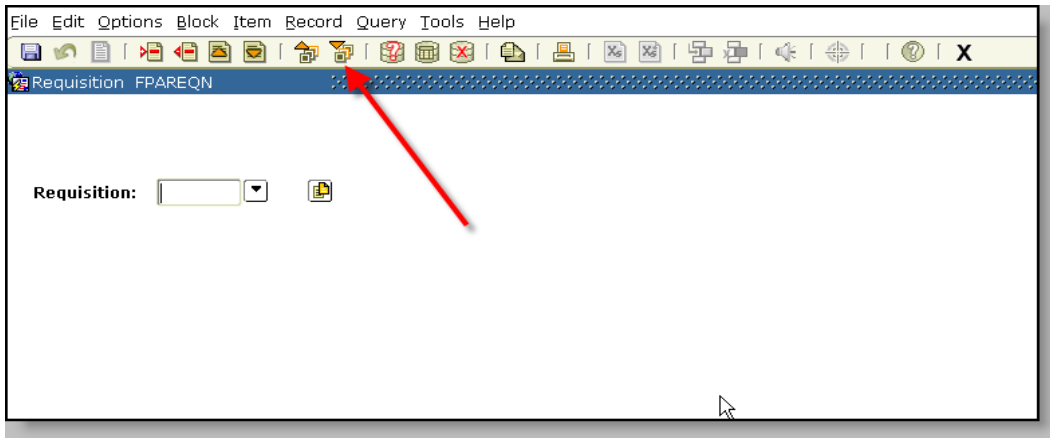
*A number of employees will be required to create requisitions as part of their position at UNF. Basic Internet Native Banner (INB) Navigation and Creating a Requisition classes are required for all those creating requisitions.*


To complete a single line requisition:

1. Login to Internet Native Banner (Chapter 1).
2. Enter **FPAREQN** in the Direct Access bar, then press <Enter>.



3. Perform a **Next Block** function to access the Requisition Entry Requestor/Delivery Information screen. Next blocking will force Internet Native Banner to assign the requisition number for you.



 Do not type anything in the Requisition field on the Requisition Form (FPAREQN). INB will automatically generate the next consecutive requisition number for you when you perform a Next Block function.

4. Change the order date, which defaults to the current date, in the Order Date field, if appropriate.

The screenshot shows the 'Requisition Entry: Requestor/Delivery Information' screen. The 'Requisition' field is set to 'NEXT'. The 'Order Date' is '14-FEB-2007', and the 'Transaction Date' is '14-FEB-2007'. The 'Commodity Total' is '.00' and the 'Accounting Total' is '.00'. There are checkboxes for 'In Suspense', 'Document Text', and 'Document Level Accounting'. Below this is a tabbed interface with 'Requestor/Delivery Information' selected. The 'Requestor' is 'Cheresa Hamilton', 'Organization' is '603000 ORSP', 'Phone' is '6202713', and 'Extension' is empty. The 'COA' is 'U University of North Florida' and 'Email' is 'chamito@unf.edu'. The 'Ship To' address is 'CENTRL', 'University of North Florida', '4567 St Johns Bluff Road S', 'Central Receiving - Bldg 6', 'Jacksonville', 'FL', 'Zip or Postal Code' is '32224'.

5. Press <Tab> to move past the transaction date, which defaults to the current date. Make any necessary changes in the Transaction Date field, if appropriate.
6. Press <Tab> to enter a delivery date in the Delivery Date field.



You can enter any date in the format of MM/DD/YYYY and INB will convert it to DD/MM/YYYY format.

If the Delivery Date is in the same month as the Order Date, you can simply type in the number that represents the day of the month then press <Tab> and INB will populate the full Delivery Date for you.

The Delivery Date must be the same as, or later than, the Order Date.

7. Press <Tab> to enter special instructions in the Comments field, if applicable. (For example, Need by Fall Term.)
8. Press <Tab> to enter the requestor in the Requestor field, if different than defaulted requestor.
9. Press <Tab> to the COA (Chart of Accounts) field which will default to the COA for UNF, which is the letter “U”.
10. Press <Tab> to accept default Organization code in the Organization field, or enter Organization code if blank. If the Organization code is unknown click the Search icon to select the correct code from Organization Code Validation Form – Finance (FTVORGN).
11. Press <Tab> to enter Requestor’s e-mail address, if blank or different than default.
12. Press <Tab> to enter Requestor’s phone number, if blank or different than default, in the Phone fields.
13. Press <Tab> to enter Requestor’s fax number, if blank or different than default, in the Fax: fields.
14. Press <Tab> to the Ship To field. If you need to change the default Ship To address click the Search icon to select a new ship to address from Ship –To List (FTVSHIP).



If you select a different shipping address from the FTVSHIP form than the default Ship To information, the Address, Phone and Contact fields will fill in automatically.

- Press <Tab> to the Attention To field and enter the contact name, department, building, and room number where the product is to be delivered.

Requisition Entry: Requestor/Delivery Information FPAREQN

**Requisition:** NEXT  
**Order Date:** 14-FEB-2007  
**Delivery Date:**   
**Commodity Total:** .00

**Transaction Date:** 14-FEB-2007  
**Comments:**   
**Accounting Total:** .00

In Suspend  
 Document Text  
 Document Level Accounting

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

**Requestor:** Cheresa Hamilton  
**Organization:** 603000 ORSP  
**Phone:** 6202713 **Extension:**

**COA:** U University of North Florida  
**Email:** chamilto@unf.edu  
**Fax:**  **Extension:**

**Ship To:** CENTRL  
**Street Line 1:** University of North Florida  
**Street Line 2:** 4567 St Johns Bluff Road S  
**Street Line 3:** Central Receiving - Bldg 6  
**Building:**  **Floor:**   
**City:** Jacksonville  
**State or Province:** FL **Zip or Postal Code:** 32224  
**Nation:**   
**Telephone:**  **Extension:**   
**Contact:**

**Attention To:** C. Hamilton, ORSP, Bldg 3/2501

- Perform a **Next Block** function to access the Vendor Information block.

Requisition Entry: Vendor Information FPAREQN

**Requisition:** NEXT  
**Order Date:** 14-FEB-2007  
**Delivery Date:** 19-FEB-2007  
**Commodity Total:** .00

**Transaction Date:** 14-FEB-2007  
**Comments:**   
**Accounting Total:** .00

In Suspend  
 Document Text  
 Document Level Accounting

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

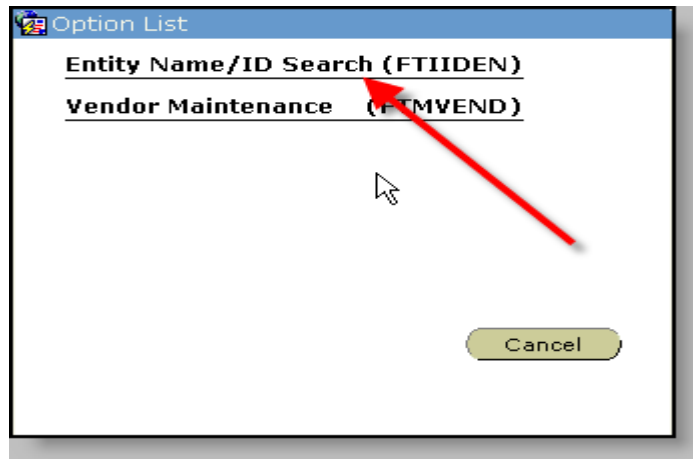
**Vendor:**

**Address Type:**  **Sequence:**   
**Street Line 1:**   
**Street Line 2:**   
**Street Line 3:**   
**City:**   
**State or Province:**  **Zip or Postal Code:**  **Nation:**   
**Phone:**  **Extension:**   
**Fax:**  **Extension:**   
**Contact:**   
**Email:**

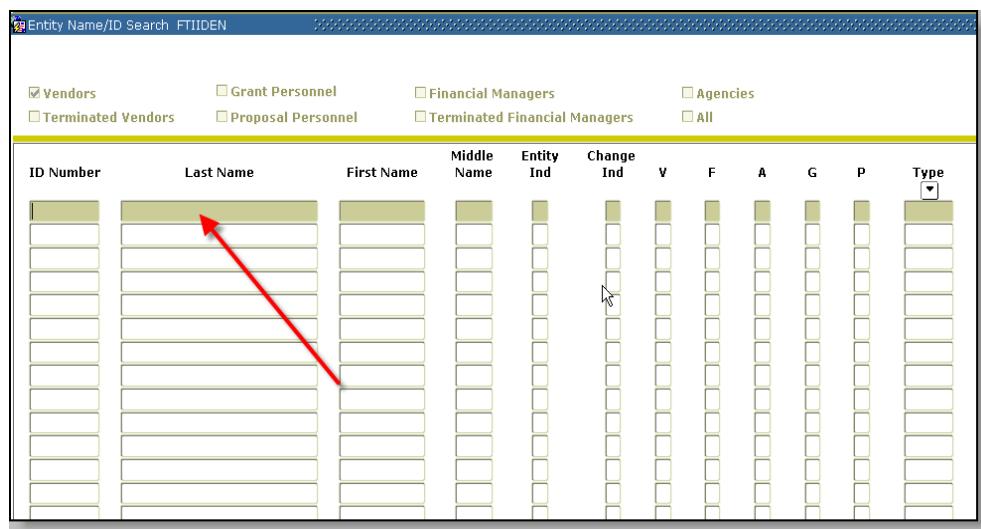
**Discount:**   
**Tax Group:**   
**Currency:**

The header of the Vendor Information screen will automatically be filled in for you.

17. To find the appropriate Vendor ID click the Search icon in the Vendor field, and click on Entity Name/ID Search (FTIIDEN) to perform a vendor search.



18. Press <Tab> to Last Name field to enter a search for the Vendor.



19. Type in a meaningful portion of the Vendor name, using mixed case with the wild card “%” before and/or after, as necessary. (For example, if I were searching for the Vendor ID for Ace Plumbing Supply, I could type in Ace% or %Plumbing%.)

20. Execute the query by pressing <F8> or select **Query>Execute** from the Menu bar.

21. When the Vendor is found, double click on the **Vendor number** to select.
22. Confirm that the Vendor information displays correctly in the Vendor Information screen of the FPAREQN form.

23. Perform a **Next Block** function.
24. Confirm Requisition Entry: Commodity/Accounting appears on Title bar of form.

25. Verify the check box is unchecked in the Document Level Accounting field.

Requisition: R0021227  
 Order Date: 14-FEB-2007  
 Delivery Date: 14-FEB-2007  
 Commodity Total: .00  
 Transaction Date: 14-FEB-2007  
 Comments:  
 Accounting Total: .00  
 In Suspend  
 Document Text  
 Document Level Accounting

**IMPORTANT!**

UNF does **NOT** conduct Document Level Accounting; therefore, the Document Level Accounting checkbox must be unchecked before continuing with the requisition.

If a requisition is processed with the Document Level Accounting check displayed, the requisition will be disapproved by the Approver or the Purchasing Department.

26. Your cursor should be located in the Commodity field. To find the appropriate commodity code, click the Search icon above the Commodity field.

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

Item of 0 U/M Tax Group Quantity X Unit Price = Extended: Discount: Additional: Tax: Commodity Line Total:

Commodity Description

Commodity Text  
 Item Text  
 Add Commodity  
 Distribute

27. Click on **Commodity Validation (FTVCOMM)** to search for the appropriate commodity.

Option List

Commodity Validation (FTVCOMM)  
Vendor Products Query (FPIVPRD)  
Vendor Products Validation (FPVPRD)

Cancel

28. Search the list for the correct commodity code or place the screen into Query mode (choose **Query>Enter** from Menu bar) and search for the correct code or description in the appropriate fields, using mixed case with the wild card “%” before and/or after, as necessary.

Commodity Code	Description	U/M	Fixed Asset	Stock	Start Date	Termination Date
	%Gas%					


29. Press **F8** or **Query>Execute** from Menu bar.

30. Double-click on correct **Commodity Code** to select it from the list.

Commodity Code	Description	U/M	Fixed Asset	Stock	Start Date	Termination Date
731002	Natural Gas	EA			01-JUL-2003	

31. Type the actual description of the product you wish to purchase in the Description field, overwriting the generic default description, if different from default.


Requestor/Delivery Information		Vendor Information		Commodity/Accounting		
Item	of	U/M	Tax Group	Quantity	Unit P	
	0	EA			X	
Commodity	Description					
731002	Natural Gas Cylinders, Model RX3003					
		<input type="checkbox"/> Commodity Text <input type="checkbox"/> Item Text <input type="checkbox"/> Add Commodity <input type="checkbox"/> Distribute				

 The correct format for entering the commodity description is product name, manufacturer, full description, including any colors that are pertinent, manufacturer number and vendor part number, if applicable. Also include quote/proposal numbers, if applicable.

Example – Stapler, Swingline, Commercial Stapler, Black, Model 67, SW10601


 If the description is too long to fit within the Description field, see Chapter 6 for detailed instructions.

32. Press **<Tab>** and enter the appropriate unit of measure in the U/M field. (Each, Box, Package, etc.)

 If you are unsure of the appropriate unit of measure, click the Search icon in the U/M field to select the appropriate one.

33. Press <Tab> and enter the quantity of items being requested in the Quantity field.

34. Press <Tab> and enter the unit price of the commodity in the Unit Price field.

 You must enter a unit price on the requisition without the use of text characters, such as commas or dollar signs. If the item(s) you are purchasing is(are) at no cost, you will need to enter the information in the document text/item text field. You cannot enter a line item with a zero in the cost field.

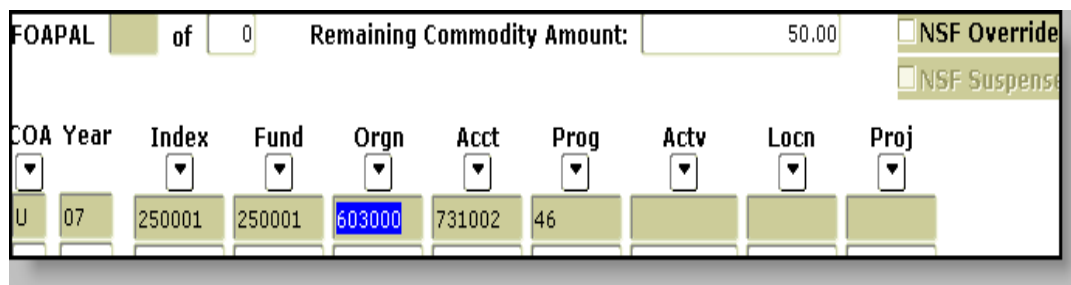
35. Press <Tab> and enter appropriate discount in the Discount field, if applicable.

36. Press <Tab> and enter any additional fees in the Additional field, if applicable.

37. Press <Tab> to the Commodity field.

 Confirm the Commodity Line Total has been filled in by Banner.

38. Perform a **Next Block** function. The FOAPAL elements block will become active.




COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj
U	07	250001	250001	603000	731002	46			

39. Press <Tab> to advance past the COA (Chart of Accounts) field, which will default to “U” for UNF.

40. Confirm the correct fiscal year appears in the Year field.

 The Fiscal Year will default based on the transaction date.

41. Enter the appropriate index number in the Index field.


 The Index number will automatically enter the default Fund/Org associated with that number.

42. Press <Tab> to bypass the default fund number in the Fund field.

43. Press <Tab> to bypass the default organization number in the Orgn field.


 If the default Fund, Orgn or Prog numbers needs to be altered, type in the appropriate new numbers in the respective fields.

44. Confirm/Enter the appropriate account number in the Acct field.

 The Acct code should be the same as the commodity code.

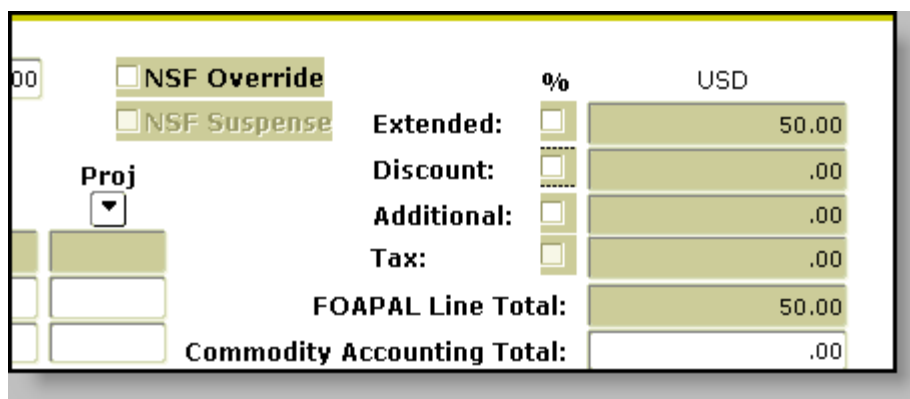
45. Press <Tab> to bypass the default program number in the Prog field.

46. Press <Tab> three times. This will take you past the Activity (Actv) field, Location (Locn) field, and Project (Proj) field.

 Only ORSP will be using Activity codes to capture match/cost share information. Individuals who are entering requisitions for ORSP will need to enter the Activity code that will be provided when the award is established.

UNF is not using Location or Project fields at this time.

47. Press <Tab> through the Extended field, Discount field, and Additional field. This will populate the appropriate accounting information in these fields.



<input type="checkbox"/>	NSF Override	%	USD
<input type="checkbox"/>	NSF Suspense		
Proj		Extended:	50.00
		Discount:	.00
		Additional:	.00
		Tax:	.00
		<b>FOAPAL Line Total:</b>	<b>50.00</b>
		<b>Commodity Accounting Total:</b>	<b>.00</b>

48. Perform a **Next Block** function.

49. Confirm that Status column reads “BALANCED” for the Approved, Discount, Additional and Tax amounts.

Requisition: R0021227  
 Order Date: 14-FEB-2007  
 Delivery Date: 19-FEB-2007  
 Commodity Total: 50.00  
 Transaction Date: 14-FEB-2007  
 Comments:  
 Accounting Total: 50.00  
 In Suspense  
 Document Text  
 Document Level Accounting

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

Vendor: N00401031 Ace Plumbing Supply    Requestor: Cheresa Hamilton  
 COA: U University of North Florida  
 Organization: 603000 ORSP  
 Currency:  
 Exchange Rate:    Commodity Record Count: 1  
 Input Amount: 50.00    Converted Amount:

	Input	Commodity	Accounting	Status
Approved Amount:	50.00	50.00	50.00	BALANCED
Discount Amount:	.00	.00	.00	BALANCED
Additional Amount:	.00	.00	.00	BALANCED
Tax Amount:	.00	.00	.00	BALANCED

Complete:    In Process:

If you do not see “BALANCED” in the Status column an error message will pop up at the bottom of the screen and you will be directed to the area where the error occurred.

50. Once confirmed, click the **Complete** button to send the requisition to the electronic approval process.

51. Write down the requisition number that appears on the AutoHint line (bottom left of screen) for future reference.

Document R0001569 completed and forwarded to the Approval process  
 Record: 1/1    ...    <OSC>

52. Click the **Exit icon** to exit FPAREQN.

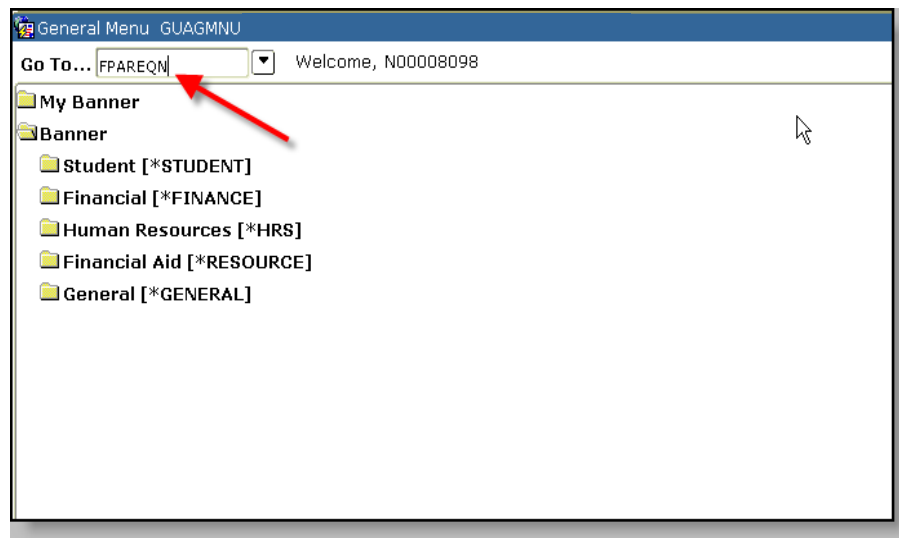
# Chapter Three

## Creating a Multiple Line Requisition

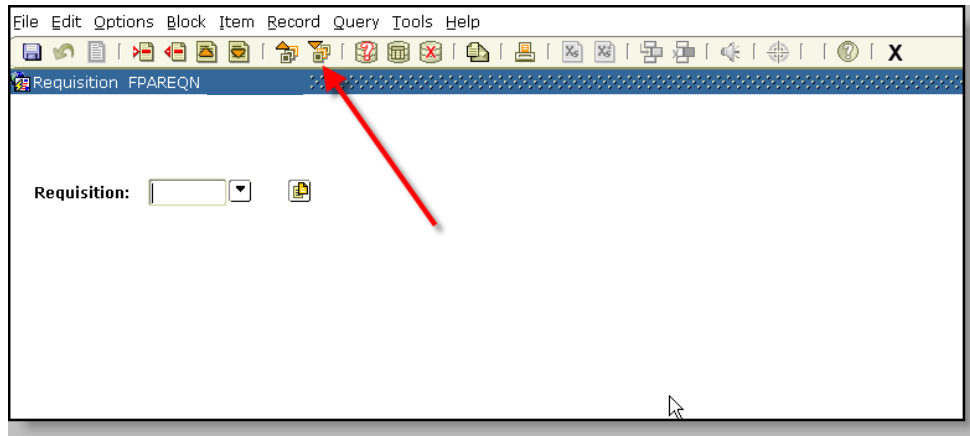
*In many cases, multiple items need to be purchased on a requisition. Internet Native Banner easily allows you to create a multiple line requisition.*


To complete a multiple line requisition:

1. Login to Internet Native Banner (Chapter 1).
2. Enter FPAREQN in the Direct Access bar, then press **<Enter>**.

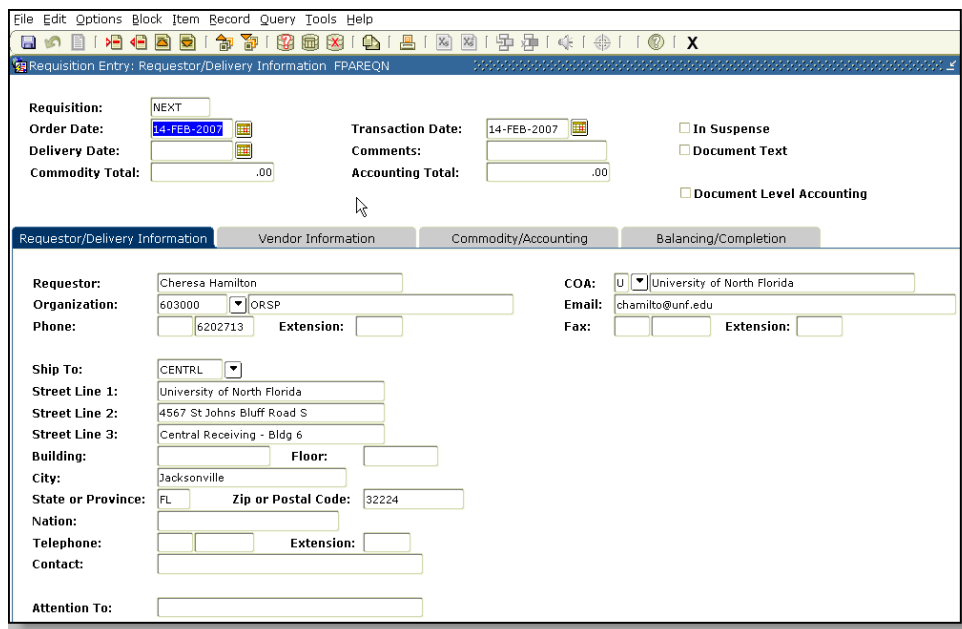


3. Perform a **Next Block** function to access the Requisition Entry Requestor/Delivery Information screen. Next blocking will force Internet Native Banner to assign the requisition number for you.



 Do not type anything in the Requisition field on the Requisition Form (FPAREQN). INB will automatically generate the correct requisition number for you when you perform a Next Block function.

4. Change the order date in the Order Date field, if appropriate. (Order date should default to current date.)



5. Press <Tab> to change the transaction date in the Transaction Date field, if appropriate.

6. Press <Tab> to enter a delivery date in the Delivery Date field.



You can enter any date in the format of MM/DD/YYYY and INB will convert it to DD/MM/YYYY format.

If the Delivery Date is in the same month as the Order Date, you can simply type in the number that represents the day of the month then press <Tab> and INB will populate the full Delivery Date for you.

The Delivery Date must be the same as or later than the Order Date.

7. Press <Tab> to enter special instructions in the Comments field, if applicable. (For example, “Rush” or “Need by Fall Term”.)
8. Press <Tab> to enter the requestor in the Requestor field, if different than defaulted requestor.
9. Press <Tab> to the COA (Chart of Accounts) field which will default to the COA for UNF which is the letter “U”.
10. Press <Tab> to accept default Organization code in the Organization field, or enter organization code if blank or if it is different than the default Organization code, or click the Search icon to select the correct Organization code from Organization Code Validation Form – Finance, (FTVORGN).
11. Press <Tab> to enter requestor’s e-mail address, if blank or different than default.
12. <Tab> to enter requestor’s phone number, if blank or different than default, in the Phone fields.
13. <Tab> to enter requestor’s fax number, if blank or different than default, in the Fax fields.
14. Press <Tab> to the Ship To field. If you need to change the default Ship To address click the Search icon, to select a new ship to address from Ship –To List (FTVSHIP).



If you select a different shipping address from the FTVSHIP form than the default Ship To information, the Address, Phone and Contact fields will fill in automatically.

15. Press <Tab> to the Attention To field and enter the contact name, department, building, and room number where the product is to be delivered.

Requisition Entry: Requestor/Delivery Information FPAREQN

Requisition: NEXT  
 Order Date: 14-FEB-2007  
 Delivery Date: 14-FEB-2007  
 Commodity Total: .00

Transaction Date: 14-FEB-2007  
 Comments:  
 Accounting Total: .00

In Suspense  
 Document Text  
 Document Level Accounting

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

Requestor: Cheresa Hamilton  
 Organization: 603000 ORSP  
 Phone: 6202713 Extension:  
 Ship To: CENTRL  
 Street Line 1: University of North Florida  
 Street Line 2: 4567 St Johns Bluff Road S  
 Street Line 3: Central Receiving - Bldg 6  
 Building: Floor:  
 City: Jacksonville  
 State or Province: FL Zip or Postal Code: 32224  
 Nation:  
 Telephone: Extension:  
 Contact:  
 Attention To: C. Hamilton, ORSP, Bldg 3/2501

COA: University of North Florida  
 Email: chamito@unf.edu  
 Fax: Extension:

16. Perform a **Next Block** function to access the Vendor Information block.

Requisition Entry: Vendor Information FPAREQN

Requisition: NEXT  
 Order Date: 14-FEB-2007  
 Delivery Date: 19-FEB-2007  
 Commodity Total: .00

Transaction Date: 14-FEB-2007  
 Comments:  
 Accounting Total: .00

In Suspense  
 Document Text  
 Document Level Accounting

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

Vendor: [Red Box]

Address Type: Sequence:  
 Street Line 1:  
 Street Line 2:  
 Street Line 3:  
 City:  
 State or Province: Zip or Postal Code: Nation:  
 Phone: Extension:  
 Fax: Extension:  
 Contact:  
 Email:  
 Discount:  
 Tax Group:  
 Currency:

The header of the Vendor Information block will automatically be filled in for you.

17. To find the appropriate Vendor ID click the Search icon in the Vendor field.

18. Click on Entity Name/ID Search (FTIIDEN) to perform a vendor search.

19. Press <Tab> to Last Name field to enter a search for the vendor.

The screenshot shows a window titled 'Entity Name/ID Search FTIIDEN'. At the top, there are several checkboxes: 'Vendors' (checked), 'Grant Personnel', 'Financial Managers', 'Agencies', 'Terminated Vendors', 'Proposal Personnel', 'Terminated Financial Managers', and 'All'. Below this is a table with the following columns: ID Number, Last Name, First Name, Middle Name, Entity Ind, Change Ind, V, F, A, G, P, and Type. A red arrow points to the 'Last Name' column header.

20. Type in a meaningful portion of the vendor name, using mixed case with the wild card “%” before and/or after, as necessary. (For example, if I were searching for the Vendor ID for Ace Plumbing Supply, I could type in Ace% or %Plumbing%).

21. Execute the query by pressing <F8> or select **Query>Execute** from the Menu bar.

22. When the Vendor is found, double click on the Vendor number to select.

23. Confirm that the Vendor information displays correctly in the Vendor Information screen of the FPAREQN form.

The screenshot shows the 'Vendor Information' tab of the FPAREQN form. The 'Vendor' field contains 'N00401031' and 'Ace Plumbing Supply'. Other fields include: Address Type (PO), Sequence (1), Street Line 1 (PO Box 550829), City (Jacksonville), State or Province (FL), Zip or Postal Code (32255-0829), Nation, Phone (904 7372611), Fax (904 6369378), Contact (John Ward), Email, Discount, Tax Group, and Currency.

24. Perform a **Next Block** function.
25. Confirm Requisition Entry: Commodity/Accounting appears in the Title bar of form.
26. Verify the Document Level Accounting check box is unchecked.

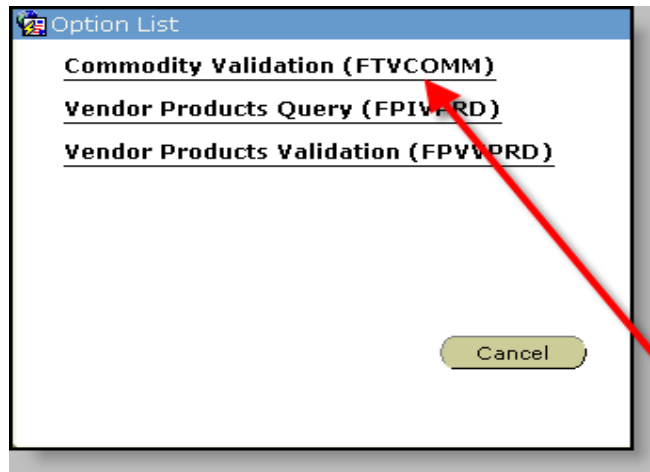
**IMPORTANT!**

UNF does **NOT** conduct Document Level Accounting; therefore, the Document Level Accounting checkbox must be unchecked before continuing with the Requisition.

If a requisition is processed with the Document Level Accounting check displayed, the requisition will be disapproved by the Approver or the Purchasing Department.

27. Your cursor should be located in the Commodity field. To find the appropriate commodity code, click the Search icon next to the Commodity field.

28. Click on **Commodity Validation (FTVCOMM)** to search for the appropriate commodity.



29. Search the list for the correct Commodity code or place the screen into Query mode (choose **Query>Enter** from Menu bar) and search for the correct code or description in the appropriate fields, using mixed case with the wild card “%” before and/or after, as necessary.

Commodity Code	Description	U/M	Fixed Asset	Stock	Start Date	Termination Date
	%Gas%					

30. Press **F8** or **Query>Execute** from Menu bar.

31. Double-click on correct commodity code to select it from list.

Commodity Code	Description	U/M	Fixed Asset	Stock	Start Date	Termination Date
731002	Natural Gas	EA			01-JUL-2003	

32. Type the actual description of the product you wish to purchase in the Description field, overwriting the generic default description, if different from default.

The correct format for entering the commodity description is product name, manufacturer, full description – including any colors that are pertinent, manufacturer number and vendor part number, if applicable. Also include quote/proposal numbers, if applicable.

Example: Stapler, Swingline, Commercial Stapler, Black, Model 67, SWI0601

If the description is too long to fit within the Description field, see Chapter 6 for detailed instructions.

33. Press **<Tab>** and enter the appropriate unit of measure in the U/M field. (Each, Box, Package, etc.)

If you are unsure of the appropriate unit of measure, click the Search icon in the U/M field to select the appropriate one.

34. Press **<Tab>** and enter the quantity of items being requested in the Quantity field.

35. Press **<Tab>** and enter the unit price of the commodity in the Unit Price field.

You must enter a Unit Price on the requisition without the use of commas or dollar signs. If the item(s) you are purchasing is/are at no cost, you will just type in the item description in the item text field on the last item on the requisition.

36. Press **<Tab>** and enter appropriate discount in the Disc field, if applicable.

37. Press **<Tab>** and enter any additional fees in the Addtl field, if applicable.

38. Press **<Tab>** to the Commodity field.

Confirm the Commodity Line Total has been filled in by Banner.


39. Perform a **Next Block** function. The FOAPAL element block will become active.


FOAPAL	of	0	Remaining Commodity Amount:		50.00	<input type="checkbox"/> NSF Override				
<input type="checkbox"/> NSF Suspense										
COA Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj		
U	07	250001	250001	603000	731002	46				

40. Press <Tab> to advance past the COA (Chart of Accounts) field, which will default to “U” for UNF.

41. Confirm the correct fiscal year appears in the Year field.

42. Enter the appropriate index number in the Index field.


 The Index number will automatically enter the default Fund/Org associated with that number.

 If the default Fund, Orgn or Prog numbers need to be altered, type in the appropriate new numbers in the respective fields.

43. Press <Tab> to bypass the default fund number in the Fund field.


44. Press <Tab> to bypass the default Organization number in the Orgn field.

45. Enter the appropriate account number in the Acct field.

 The Account code should be the same as the Commodity code.

46. Press <Tab> to bypass the default Program number in the Prog field.

47. Press <Tab> three times. This will take you past the Actv (Account) field, Locn (Location) field, and Proj (Project) field.

 Only ORSP will be using Activity codes to capture match/cost share information. Individuals who are entering requisitions for ORSP will need to enter the Activity code that will be provided when the award is established.

UNF is not using Location or Project fields at this time.

48. Press <Tab> through the Extended field, Discount field, and Additional field. This will populate the appropriate accounting information in these fields.

This screenshot shows a summary of a requisition line item. On the left, there are checkboxes for 'NSF Override' and 'NSF Suspense', and a 'Proj' dropdown menu. To the right, a table lists accounting fields: 'Extended' (50.00), 'Discount' (.00), 'Additional' (.00), and 'Tax' (.00). Below this is the 'FOAPAL Line Total' (50.00) and 'Commodity Accounting Total' (.00). The currency is set to USD.

49. To input the next line item on the multi-line requisition, perform a **Previous Block** function. This will take your cursor back to the Commodity code field.

This screenshot shows the main requisition entry screen. A red arrow points to the 'Commodity' field, which contains the code '731002'. The description is 'Natural Gas Cylinders, Model RX3003'. The 'Quantity' is 1 and the 'Unit Price' is 50. The 'Extended' value is 50.00. Below the commodity information is a table for 'FOAPAL' with columns for COA, Year, Index, Fund, Orgn, Acct, Prog, Actv, Locn, and Proj. The 'Remaining Commodity Amount' is .00. There are also checkboxes for 'NSF Override' and 'NSF Suspense'.

50. Press the down arrow key on your keyboard. This will take you to the next blank commodity line on the requisition. You will repeat Steps 26-48 to add the additional commodities.

This screenshot shows the requisition entry screen with two commodity lines. The first line is '731002 Natural Gas Cylinders, Model RX3003' with a quantity of 1 and unit price of 50. The second line is '771006 Freight/Courier Service' with a quantity of 1 and unit price of 6. The 'Extended' value for the second line is 6.00. The 'FOAPAL Line Total' is 6.00. The 'Commodity Accounting Total' is .00. The 'Remaining Commodity Amount' is 6.00. There are also checkboxes for 'NSF Override' and 'NSF Suspense'.

51. When finished adding all line items, perform a **Next Block** function.
52. Confirm that Status column reads “BALANCED” for the Approved, Discount, Additional and Tax amounts.
53. Once confirmed, click the **Complete** button to send the Requisition to the electronic approval process.

Vendor: N00401031 Ace Plumbing Supply      Requestor: Cheresa Hamilton  
 COA: U University of North Florida  
 Organization: 603000 ORSP  
 Currency:   
 Exchange Rate:      Commodity Record Count: 2  
 Input Amount: 56.00      Converted Amount:   


---

	Input	Commodity	Accounting	Status
Approved Amount:	56.00	56.00	56.00	BALANCED
Discount Amount:	.00	.00	.00	BALANCED
Additional Amount:	.00	.00	.00	BALANCED
Tax Amount:	.00	.00	.00	BALANCED

Complete:       In Process:

54. Write down the requisition number that appears on the AutoHint line (bottom left of screen) for future reference.

Document R0001569 completed and forwarded to the Approval process  
 Record: 1/1      ...      <OSC>

54. Click the **Exit icon** to exit FPAREQN.

# Chapter Four

## Splitting Commodities Across Multiple FOAPALS

*There are times when creating a requisition that commodities may need to be split between two or more FOAPAL elements. You would need to do this when the commodities being purchased need to be charged to differing Funds/Orgs.*

*For example, a printer is being purchased to be used by two departments and the requisition needs to reflect a split in the commodity cost between the two departments.*

To split commodities among multiple FOAPALS:

1. Login to Internet Native Banner (Chapter 1).
2. Follow the directions for creating a requisition in Chapters 2 or 3 only through step 37.
3. Enter the FOAPAL elements for the first commodity in the FOAPAL block.
4. <Tab> to the Extended field.
5. Enter the amount that is being charged to the *first* FOAPAL element.
6. Press <Tab> key until you return to the Chart of Accounts field.
7. Press **Down Arrow** key to the next blank line.
8. Enter the *next* set of FOAPAL elements in the FOAPAL block.
9. Repeat steps 4 - 8 for each additional FOAPAL that is be charged for this commodity item.
10. Perform a **Next Block** function and confirm the Status column reads "BALANCE".

11. Once confirmed, click the **Complete button** to send the requisition to the electronic approval process.

	Input	Commodity	Accounting	Status
Approved Amount:	56.00	56.00	56.00	BALANCED
Discount Amount:	.00	.00	.00	BALANCED
Additional Amount:	.00	.00	.00	BALANCED
Tax Amount:	.00	.00	.00	BALANCED
Complete: <input checked="" type="checkbox"/>				
In Process: <input type="checkbox"/>				

12. Write down the requisition number that appears on the AutoHint line (bottom left of screen) for future reference.

Document R0001569 completed and forwarded to the Approval process			
Record: 1/1	...		<OSC>

13. Click the **Exit icon** to exit FPAREQN.

# Chapter Five

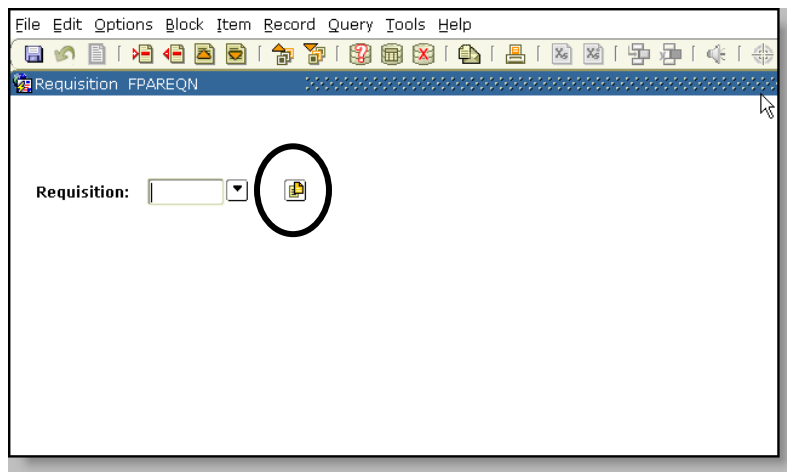
## Creating a Requisition Using the Copy Function Process

*The Copy Requisition process enables you to copy data from a posted requisition to a new requisition document.*

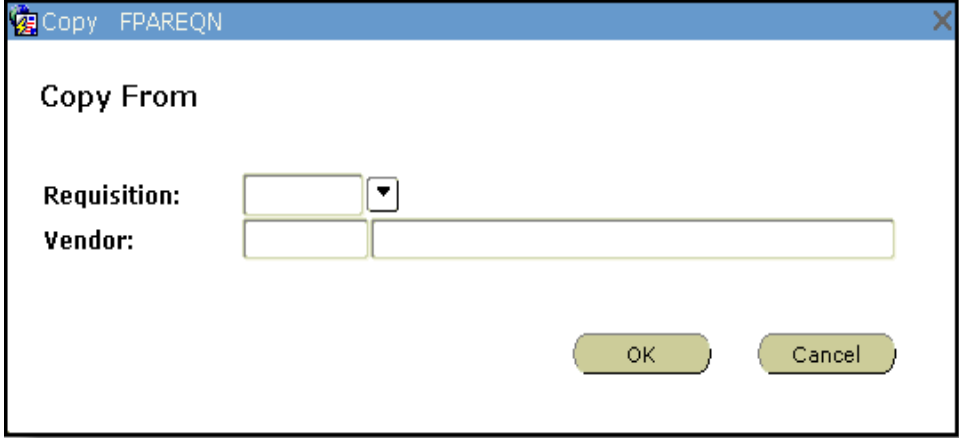
*Only requisitions that are fully completed, approved and posted through Purchasing Department may be copied.*

To create a requisition using copy function:


1. Login to Internet Native Banner (Chapter 1).
2. Access the Requisition Form (FPAREQN).
3. Click the **Copy icon**.



4. Confirm that the Copy From screen opens.



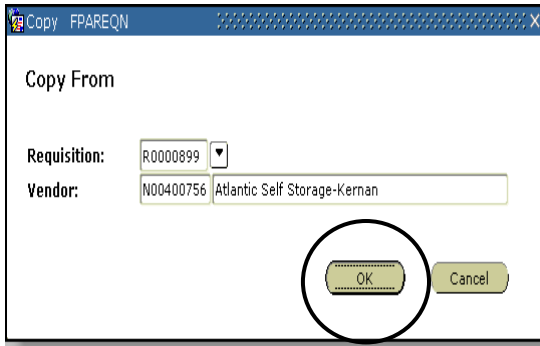
5. Enter the requisition number that you wish to copy in the Copy From Requisition field.


 If you do not know the requisition number you wish to copy, click the search icon and search for it.

 **IMPORTANT!**

The copy functionality will not check or update available balance until you navigate entirely through the form

6. Press <Tab> to populate the Vendor field, if necessary.
7. Click **OK**.



 If you are not able to populate the Vendor Name or proceed, check the status line for a message stating that the “Document is not completed, approved or posted.” Only requisitions fully completed, approved and posted through Purchasing may be copied.

8. Confirm the information from the old document appears in the Requisition Entry: Requester/Delivery Information block.
9. Make note of the *new* requisition number in the Requisition field in the upper, left corner of Requisition Entry screen.
10. Confirm the In Suspende box contains a check mark.

Requisition Entry: Requestor/Delivery Information FPAREQN

Requisition: R0021290  
 Order Date: 18-FEB-20  
 Delivery Date:   
 Commodity Total: 405.00

Transaction Date: 18-FEB-2007  
 Comments:   
 Accounting Total: 405.00

In Suspende  
 Document Text  
 Document Level Accounting

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

Requestor: Barbara Lanz  
 Organization: 610300 Mathematics & Statistics  
 Phone: 904 6202653 Extension:   
 Ship To: CENTRL  
 Street Line 1: University of North Florida  
 Street Line 2: 4567 St Johns Bluff Road S  
 Street Line 3: Central Receiving - Bldg 6  
 Building: Floor:   
 City: Jacksonville  
 State or Province: FL Zip or Postal Code: 32224  
 Nation:   
 Telephone: Extension:   
 Contact:   
 Attention To: Math & Stat, Barbara Lanz, 11/1311

COA: U University of North Florida  
 Email: blanz@unf.edu  
 Fax: 904 6202818 Extension:

The suspended mode of this copied Requisition will be removed once you have navigated fully through all the screens and clicked the Completed button.


11. You may make any necessary changes to the copied requisition. This can include the following:

- Requestor
- Vendor
- Commodity
- Accounting information

12. Change the order date in the Order Date field, if appropriate.

13. Press <Tab> to change the transaction date in the Transaction Date field, if appropriate.

14. Press <Tab> and enter a delivery date in the Delivery Date field.


 The Delivery date must be the same as or later than the Order date.

15. Press <Tab> and enter special instructions in the Comments field, if applicable.

16. Press <Tab> to change the requestor in the Requestor field, if appropriate.

17. Press <Tab> twice.

18. Change the organization, if appropriate.


 If you don't know the Organization, click the Search icon and search for the correct Organization from the list.

19. Press <Tab> and enter requestor's e-mail address, if blank or different than default.

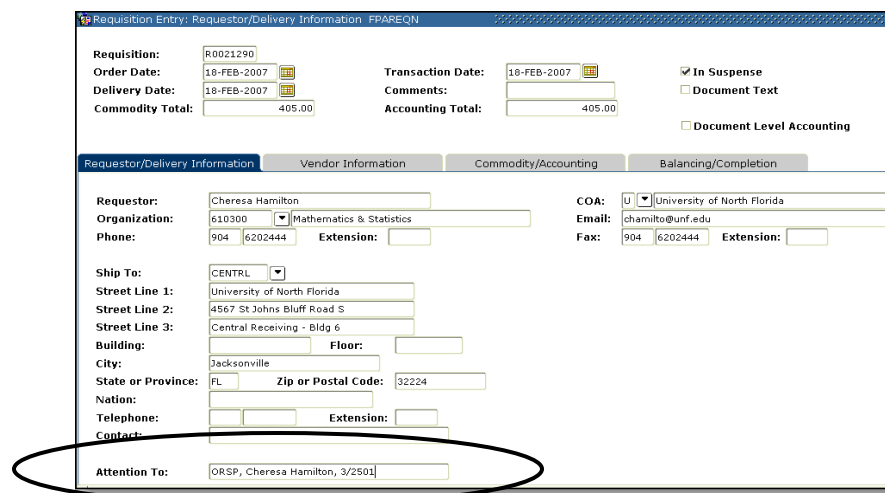
20. Press <Tab> and enter requestor's phone number, if blank or different than default.

21. Press <Tab> and enter requestor's fax number, if blank or different than default.


36. Press <Tab> and enter new Ship To information if different than default.

 If you need to change the default Ship To address, click the Search icon and select the correct Ship To address from the list. When you select a Ship to address the Address, Phone, Contact and Attention fields will fill in automatically.

37. Change the Attention To field if blank or different than default.

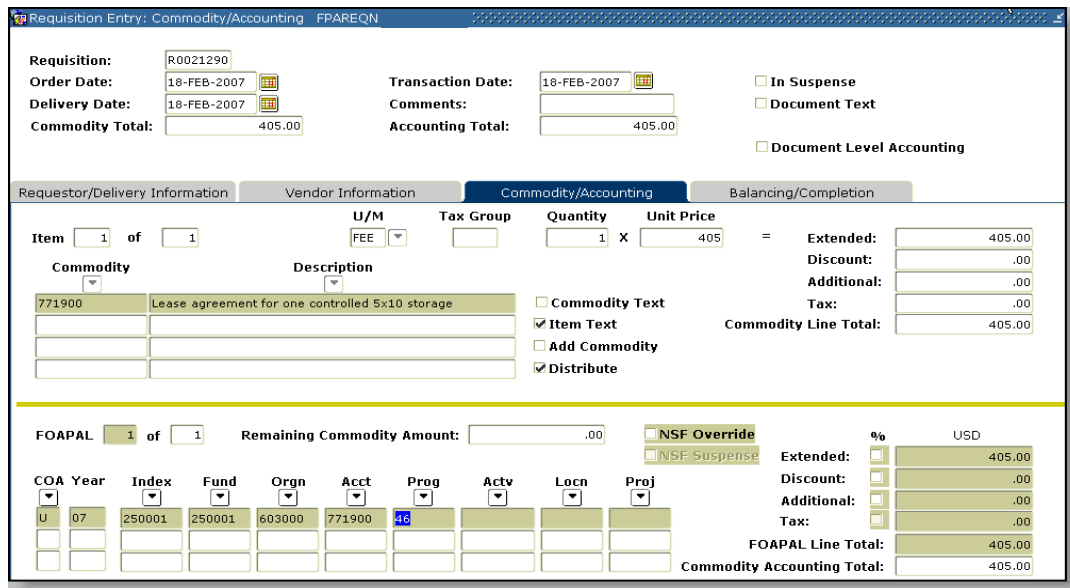


24. Perform a **Next Block** function.
25. Enter correct vendor information, if blank or different than default, in the Vendor information block.

 If a different vendor is required, click the Search icon next to the Vendor field and select the correct vendor from the list. Once a vendor is selected, the remaining fields will fill in automatically.

If a NEW vendor is required, see Chapter 7.

26. Perform a **Next Block** function.
27. Change the commodity information in the Commodity and Description fields, if different than default.
28. Perform a **Next Block** function.
29. Change the FOAPAL information, if different than default.



 **IMPORTANT!**

To remove the requisition from In Suspend mode, you must navigate through each commodity row and FOAPAL row in the Commodity and FOAPAL blocks.

30. Perform a **Next Block** function.

31. Confirm the Status Field reads "BALANCED" for each amount.

Requisition Entry: Balancing/Completion

Requisition: R0021290  
 Order Date: 18-FEB-2007  
 Delivery Date: 18-FEB-2007  
 Commodity Total: -405.00  
 Transaction Date: 18-FEB-2007  
 Comments:  
 Accounting Total: 405.00  
 In Suspense  
 Document Text  
 Document Level Accounting

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

Vendor: N00400756 Atlantic Self Storage-Kernan  
 COA: U University of North Florida  
 Organization: 610300 Mathematics & Statistics  
 Currency:  
 Exchange Rate:  
 Commodity Record Count: 1  
 Requestor: Cheresa Hamilton  
 Input Amount: -405.00  
 Converted Amount:

	Input	Commodity	Accounting	Status
Approved Amount:	405.00	405.00	405.00	BALANCED
Discount Amount:	.00	.00	.00	BALANCED
Additional Amount:	.00	.00	.00	BALANCED
Tax Amount:	.00	.00	.00	BALANCED

Complete:  In Process:

32. Click the Complete button.

Requisition Entry: Balancing/Completion

Requisition: R0021290  
 Order Date: 18-FEB-2007  
 Delivery Date: 18-FEB-2007  
 Commodity Total: 405.00  
 Transaction Date: 18-FEB-2007  
 Comments:  
 Accounting Total: 405.00  
 In Suspense  
 Document Text  
 Document Level Accounting

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

Vendor: N00400756 Atlantic Self Storage-Kernan  
 COA: U University of North Florida  
 Organization: 610300 Mathematics & Statistics  
 Currency:  
 Exchange Rate:  
 Commodity Record Count: 1  
 Requestor: Cheresa Hamilton  
 Input Amount: 405.00  
 Converted Amount:

	Input	Commodity	Accounting	Status
Approved Amount:	405.00	405.00	405.00	BALANCED
Discount Amount:	.00	.00	.00	BALANCED
Additional Amount:	.00	.00	.00	BALANCED
Tax Amount:	.00	.00	.00	BALANCED

Complete:  In Process:

33. Write down the requisition number that appears in the AutoHelp line (bottom left of window) for future reference.

Document R0001569 completed and forwarded to the Approval process  
 Record: 1/1 ... <OSC>

34. Exit the form.

# Chapter Six

## Entering a Long Description

*There will be times when the description of the item(s) you are purchasing does not neatly fit on the Description field of the FPAREQN form. In these cases, you will follow the steps below to add a long commodity item description.*

To input a long description:

1. Complete steps 1-31 of Chapters 2 or 3.
2. Confirm that your cursor is in the Description field on the FPAREQN form.

The screenshot shows a portion of the FPAREQN form. At the top, it displays 'Item 1 of 1', 'U/M EA', and 'Tax Group'. Below this, there are two columns: 'Commodity' and 'Description'. The 'Commodity' column contains the value '771900'. The 'Description' column contains the text 'Rental of Buildings', which is highlighted in blue. Below these columns are three empty rows for additional entries.

3. Enter the long description of the commodity as needed in the **Description** field.
4. Select **Options** from the Menu bar.
5. Select **Item Text** (FOAPOXT)
6. Complete a **Next Block** function.
7. Enter the remainder of the item description in the Text field.

Procurement Text Entry FOAPOXT

Text Type: REQ Code: R0021290 Change Sequence:

Vendor: N00400756 Atlantic Self Storage-Kernan

Commodity Description:

Modify Clause:   Copy Commodity Text Default Increment: 10

Text	Clause Number	Print	Line
unit, #307, Renewal lease #217 for ORSP		<input checked="" type="checkbox"/>	

If you need extra space, press the down arrow key on your keyboard to type in additional rows of information.

8. Click **Save** button from Toolbar.
9. Click **Exit** button to close the Procurement Text Entry form (FOAPOXT).
10. When you return to the FPAREQN form, confirm that a checkmark has been placed in the Item Text checkbox.

Requestor/Delivery Information Vendor Information Commodity/Accounting

Item 1 of 1 U/M EA Tax Group Quantity 1 X Unit Price

Commodity Description

771900	Rental of Buildings	<input type="checkbox"/> Commodity Text
		<input checked="" type="checkbox"/> Item Text
		<input type="checkbox"/> Add Commodity
		<input checked="" type="checkbox"/> Distribute

If an Original Commodity Description block appears on the screen – simply click and drag on title bar to move it, if needed. This block displays the original description of the commodity for reference.

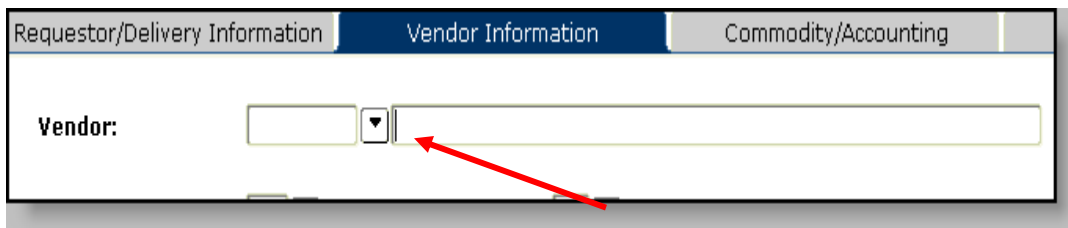
# Chapter Seven

## Requesting a New Vendor

*Occasionally you may want to make a purchase from a Vendor that is not already listed in Banner as an approved UNF Vendor. In these cases, you can request that a new Vendor be added by following the steps below.*

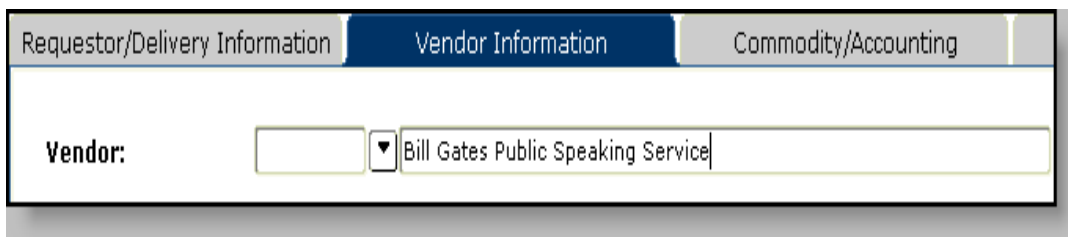
To request a new vendor:

1. Complete steps 1-16 of Chapters 2 or 3.
2. Confirm that your cursor is in the Vendor Name field on the FPAREQN form.



The screenshot shows the FPAREQN form with the Vendor Information tab selected. The Vendor field is empty, and a red arrow points to the dropdown arrow.

3. Type the name of the new vendor requested.



The screenshot shows the FPAREQN form with the Vendor Information tab selected. The Vendor field contains the text "Bill Gates Public Speaking Service".

4. Select **Options** from the Menu bar.
5. Select **Document Text** (FOAPOXT).
6. Perform a **Next Block** function.

7. Enter the following information of the new requested vendor in the Text field.
  - a. Address
  - b. Phone Number
  - c. Fax Number
  - d. Any other information used to identify this vendor.

Procurement Text Entry FOAPOXT


Text Type: REQ Code: R0021290 Change Sequence:

Vendor:

Commodity Description:

Modify Clause:  Copy Commodity Text Default Increment:

Text	Clause Number	Print	Line
Contact: John Smith		<input checked="" type="checkbox"/>	10
123 Anyway Street		<input checked="" type="checkbox"/>	20
904-620-1234(Phone)		<input checked="" type="checkbox"/>	30
904-620-5678 (Fax)		<input checked="" type="checkbox"/>	

 This process will provide the Purchasing department with the necessary information for them to manually input the new Vendor once approved.

8. Click **Save** button on Toolbar.
9. Click the **Exit** button to return to the FPAREQN form.
10. Confirm that the Document Text checkbox in the upper right corner of the screen is checked.

In Suspense

Document Text

Document Level Accounting

11. Complete requisition as needed.

# Chapter Eight

## Placing a Requisition “In Process” (Suspending)

*There may be times when you want to suspend a requisition temporarily and access it later for Completion. Instead of completing a requisition, follow the steps below to place it “In Process”.*

To place a requisition “In Process”:

1. Follow all steps for creating a Requisition up, but not including, the final completion step. **Do not click the Complete button.**

Requisition: R0021290  
Order Date: 18-FEB-2007  
Delivery Date: 18-FEB-2007  
Commodity Total: 1,000.00  
Transaction Date: 18-FEB-2007  
Comments:  
Accounting Total: 1,000.00  
 In Suspende  
 Document Text  
 Document Level Accounting

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

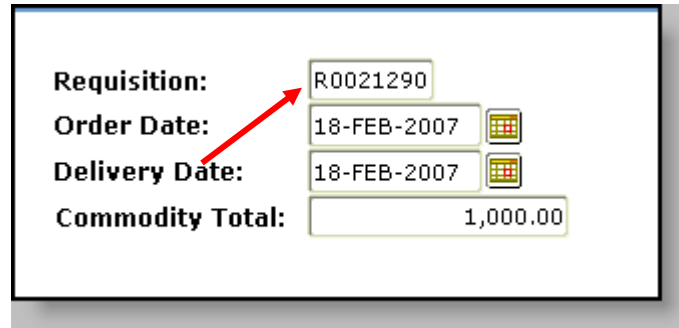
Vendor: Bill Gates Public Speaking Service   Requestor: Cheresa Hamilton  
COA: U University of North Florida  
Organization: 610300 Mathematics & Statistics  
Currency:  
Exchange Rate:  
Commodity Record Count: 1  
Input Amount: 1000.00   Converted Amount:

	Input	Commodity	Accounting	Status
Approved Amount:	1,000.00	1,000.00	1,000.00	BALANCED
Discount Amount:	.00	.00	.00	BALANCED
Additional Amount:	.00	.00	.00	BALANCED
Tax Amount:	.00	.00	.00	BALANCED

Complete:    In Process:

2. Confirm that you are viewing the Requisition Entry: Balancing/Completion screen of the FPAREQN form.

3. Write down the Requisition number that appears in the Request field at top of screen.



A screenshot of a requisition form. The form contains the following fields and values:


Requisition:	R0021290
Order Date:	18-FEB-2007
Delivery Date:	18-FEB-2007
Commodity Total:	1,000.00

A red arrow points from the 'Requisition:' label to the text 'R0021290' in the input field.

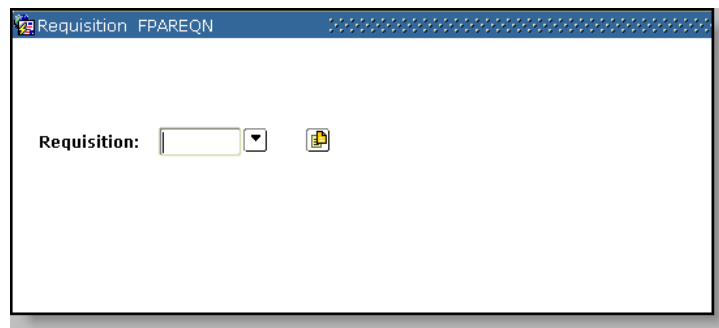
**IMPORTANT!**

Make note of the Requisition number as stated in step 3 or you will need to search for it later when you wish to complete it.


4. Click the **In Process** button at bottom of screen.

**In Process:** 

5. Once you put the Requisition "In Process", you will be taken back to the beginning of the FPAREQN form.



A screenshot of the FPAREQN form. The form has a title bar that reads "Requisition FPAREQN". The main content area shows a "Requisition:" label followed by a text input field containing the requisition number, a dropdown arrow, and a small icon.

 The Requisition will stay "In Process" until you go back in and mark it Complete. To access a requisition that is in process, see Chapter 9.

6. Close the Form.

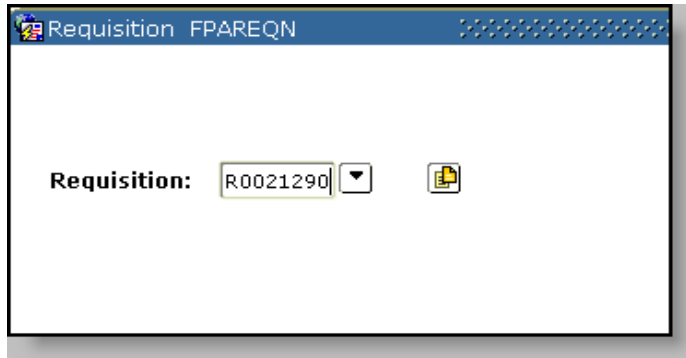
# Chapter Nine


## Accessing a Requisition Still “In Process”

*If a requisition has been marked “In Process” you may go back to complete it by following the steps below. You will be able to edit any of the fields in the requisition. You can not access a completed requisition through this process.*

To access a requisition “in process”:

1. Login to Internet Native Banner (Chapter 1).
2. Access the Requisition Form (FPAREQN).
3. Type the Number of the In Process Requisition in the Requisition field.

A screenshot of a web browser window titled "Requisition FPAREQN". The main content area shows the label "Requisition:" followed by a text input field containing the value "R0021290". To the right of the input field is a small downward-pointing arrow icon and a document icon.

 See the Important Information box in Chapter 8 about noting requisition numbers that are in process.

4. Perform a **Next Block** function.
5. Change any of the necessary fields and progress through the Requisition as usual.
6. When ready to complete the requisition, click the **Complete button**.

A rectangular button with the text "Complete:" on the left and a small document icon on the right.

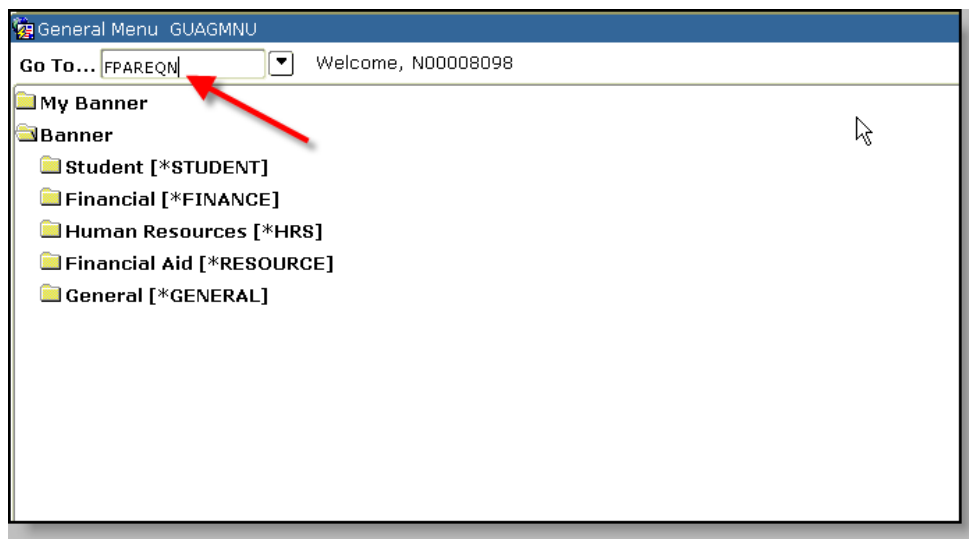
# Chapter Ten

## Editing a Requisition

*There may be times when you will need to edit a requisition after you have submitted it for approval. In order to edit a requisition the creator or the approver must first disapprove it so that it becomes “available” for editing. If the requisition has already been approved – Banner will not allow you to edit it and you will receive a message on the hint line stating “Request is approved – no changes are allowed.”*

To edit a requisition:

1. Login to Internet Native Banner (Chapter 1).
2. Enter **FPAREQN** in the Direct Access bar, then press **<Enter>**.



3. Type the requisition number to be edited in the Requisition field.

The screenshot shows a window titled "Requisition FPAREQN". In the center, there is a label "Requisition:" followed by a text input field containing "R0021227". To the right of the input field is a small downward-pointing arrow icon and a document icon.

4. Perform a **Next Block** function.

The screenshot shows a window titled "Requisition Entry: Requestor/Delivery Information FPAREQN". It contains several sections of data entry fields:

- Requisition:** R0021227
- Order Date:** 14-FEB-2007
- Delivery Date:** 19-FEB-2007
- Commodity Total:** 56.00
- Transaction Date:** 14-FEB-2007
- Comments:** (empty field)
- Accounting Total:** 56.00
- Checkboxes:**  In Suspense,  Document Text,  Document Level Accounting

Below these fields are four tabs: "Requestor/Delivery Information" (selected), "Vendor Information", "Commodity/Accounting", and "Balancing/Completion".

The "Requestor/Delivery Information" section includes:

- Requestor:** Cheresa Hamilton
- Organization:** 603000 ORSP
- Phone:** 6202713
- Extension:** (empty)
- COA:** U University of North Florida
- Email:** chamilto@unf.edu
- Fax:** (empty)
- Extension:** (empty)
- Ship To:** CENTRL
- Street Line 1:** University of North Florida
- Street Line 2:** 4567 St Johns Bluff Road S
- Street Line 3:** Central Receiving - Bldg 6
- Building:** (empty)
- Floor:** (empty)
- City:** Jacksonville
- State or Province:** FL
- Zip or Postal Code:** 32224
- Nation:** (empty)
- Telephone:** (empty)
- Extension:** (empty)
- Contact:** (empty)
- Attention To:** C. Hamilton, ORSP, Bldg 3/2501

5. Edit the necessary fields. Use **<Tab>** and **Next Block** to move around the form.

6. Save the form.
7. When you are finished editing the form, close the form. Click **“Yes”** to the prompt “Do you want to save the changes you have made?”

The screenshot shows the Banner Requisition Entry form for 'Requestor/Delivery Information'. The form contains the following fields and values:

- Requisition: R0021227
- Order Date: 14-FEB-2007
- Delivery Date: 19-FEB-2007
- Commodity Total: 56.00
- Transaction Date: 14-FEB-2007
- Comments: (empty)
- Accounting Total: 56.00
- Options:  In Suspense,  Document Text,  Document Level Accounting

The 'Requestor/Delivery Information' tab is active. The form fields include:

- Requestor: Cheresa Hamilton
- Organization: 603000 (ORSP)
- Phone: 6202713
- Ship To: CENTRL
- Street Line 1: University of North Florida
- Street Line 2: 4567 St Johns Bluff Road
- Street Line 3: Central Receiving - Bldg 6
- Building: (empty)
- City: Jacksonville
- State or Province: FL
- Zip or Postal Code: 32224
- Attention To: C. Hamilton, ORSP, Bldg 3/2501

A confirmation dialog box titled 'Banner' is overlaid on the form, asking 'Do you want to save the changes you have made?'. The dialog box has three buttons: 'Yes', 'No', and 'Cancel'. A red arrow points to the 'Yes' button.

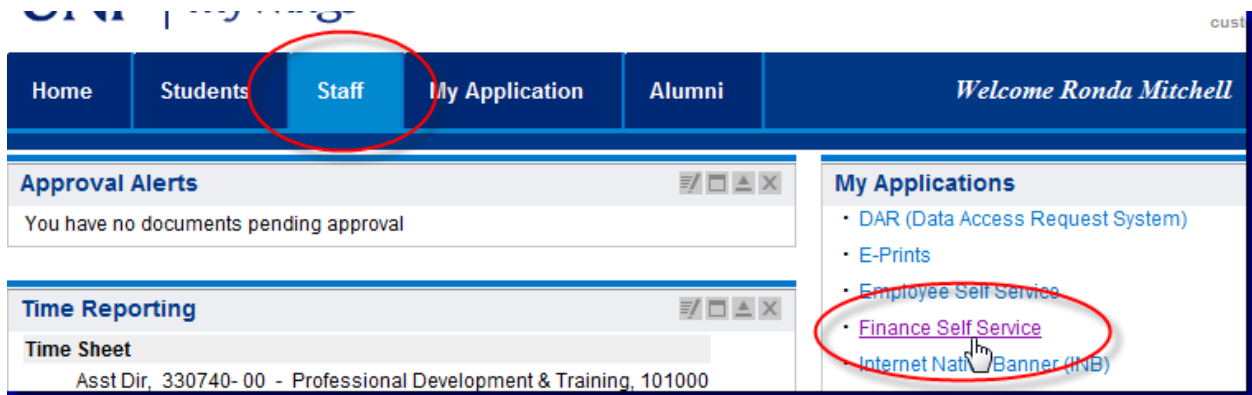
# Chapter Eleven

## Checking the Status of a Requisition

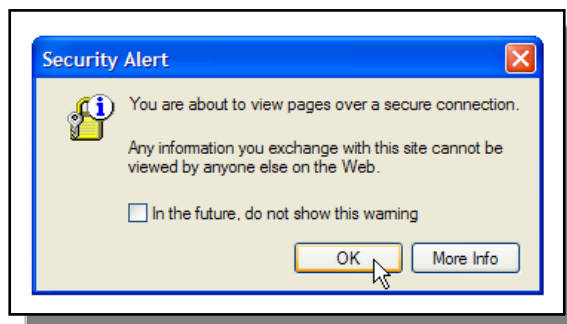
*There may be times when you need to know the status of a requisition (i.e. suspended, completed, approved, etc.). This process demonstrates how to check the status of a requisition using Finance Self Service.*

To check the status of a Requisition:

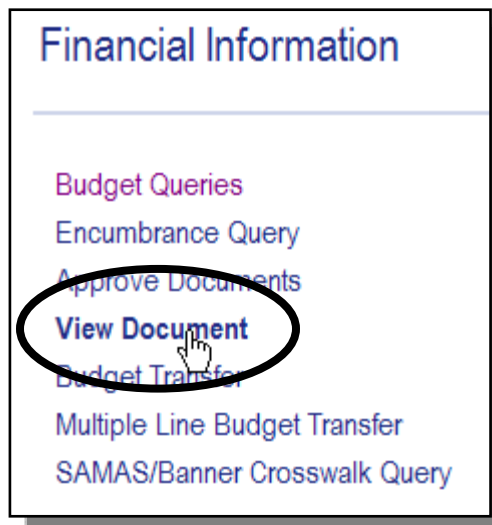
1. Complete Chapter 1 - through step four (4).
2. Click on the **Finance Self Service** link on the **Staff** tab.



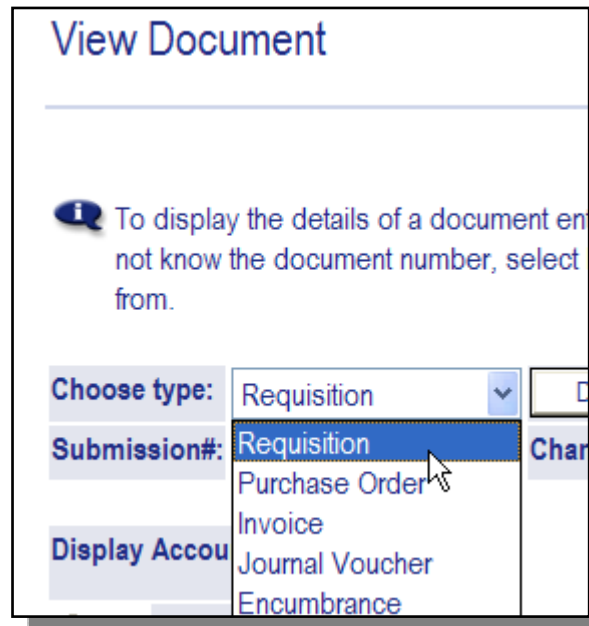
3. Click **OK** to the Security Alert pop window, if prompted.



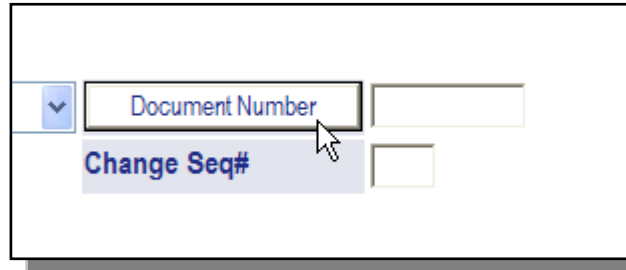
4. Choose **View Document** from the Financial Information Menu.



5. Choose **Requisition** from the Choose Type drop down menu, if not already displayed.

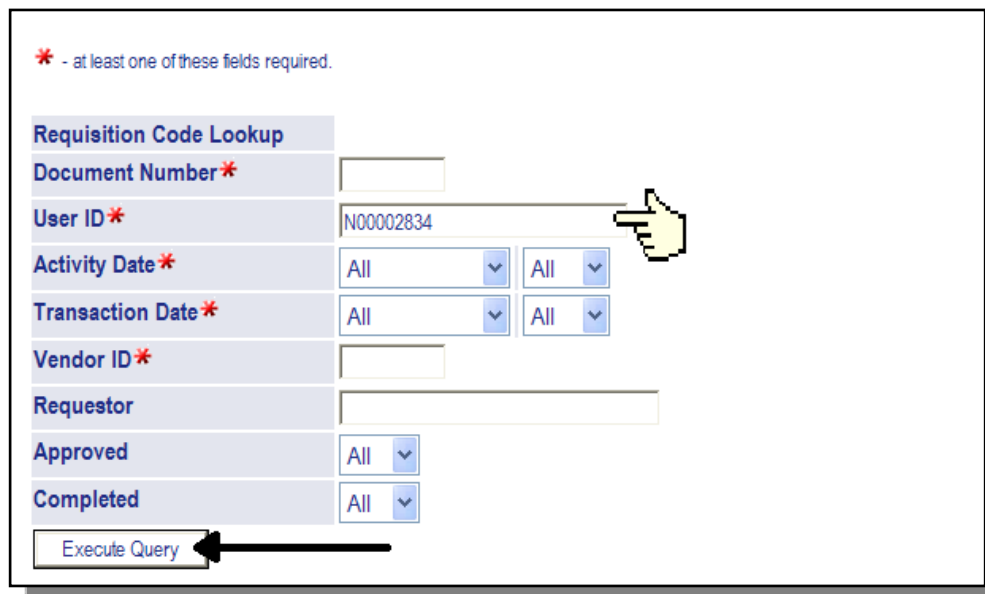


6. Type in the requisition number in the Document Number text box, if known, and then click the **Document Number Button**. If the requisition number is not known, click the **Document Number button** to display the Requisition Code Lookup screen.




A screenshot of a web form. It features a dropdown menu on the left with a downward arrow. To its right is a text box labeled 'Document Number'. Below the text box is a button labeled 'Change Seq#'. A mouse cursor is pointing at the 'Document Number' text box.

7. Confirm the Requisition Code Lookup screen appears.



A screenshot of the 'Requisition Code Lookup' screen. At the top, it says '\* - at least one of these fields required.' Below this are several fields: 'Document Number \*' (empty), 'User ID \*' (containing 'N00002834'), 'Activity Date \*' (All), 'Transaction Date \*' (All), 'Vendor ID \*' (empty), 'Requestor' (empty), 'Approved' (All), and 'Completed' (All). At the bottom, there is an 'Execute Query' button. A yellow hand cursor is pointing at the 'User ID' field, and a black arrow points to the 'Execute Query' button.

8. Type in the User ID (Banner Number) of the person who created the requisition, if known. If not known, remove the User ID information and search by another field.

 The User ID field on the Requisition Code Lookup screen will display the Banner number of the person who logged into myWings – not who may have created the requisition.

9. When ready to search for the requisition of which you wish to check the status, click on the **Execute Query** button.

10. Observe the Approved and Completed columns.

Press the document number link to return the value to the View Document page. Press the Exit without Value button to return without a value to the View Document page.

67 documents selected.

**Requisition Lookup Results**

Document Number	User I D	Activity Date	Trans Date	Vendor ID	Vendor	Requestor	Approved	Completed
<a href="#">R0000397</a>	N00002834	Jul 01, 2004	Jul 01, 2004	N00401677	Publix Supermarkets Inc	Marysusan Schwartz	No	No
<a href="#">R0000423</a>	N00002834	Jul 06, 2004	Jul 01, 2004	N00401677	Publix Supermarkets Inc	Marysusan Schwartz	Yes	Yes
<a href="#">R0000443</a>	N00002834	Jul 02, 2004	Jul 02, 2004	N00401059	Target Stores Commercial A/R	Marysusan Schwartz	No	No
<a href="#">R0000444</a>	N00002834	Jul 02, 2004	Jul 02, 2004	N00401059	Target Stores Commercial A/R	Marysusan Schwartz	No	No
<a href="#">R0000480</a>	N00002834	Jul 06, 2004	Jul 06, 2004	N00401059	Target Stores Commercial A/R	Marysusan Schwartz	No	
<a href="#">R0000482</a>	N00002834	Jul 06, 2004	Jul 06, 2004			Marysusan Schwartz	Yes	Yes
<a href="#">R0000484</a>	N00002834	Jul 06, 2004	Jul 06, 2004			Marysusan Schwartz	No	No
<a href="#">R0000504</a>	N00002834	Jul 06, 2004	Jul 06, 2004			Marysusan Schwartz	No	

Requisition Status Breakdown:

To assure that your requisition has fully processed, both columns Approved and Completed must read “Yes”.

**Approved:**

- Yes - Requisition has been successfully submitted and has been approved.
- No - Requisition has not yet been approved or has been disapproved.

**Completed:**

- Yes - Requisition has been successfully completed and submitted for approval.
- No - Requisition has not yet been successfully completed. The Requisition may have been intentionally or unintentionally suspended (put in process).
- <blank> - Requisition has been successfully completed and submitted for approval, but was disapproved.

**Scenarios:**

Approved	Completed	Result
Yes	Yes	Requisition has been successfully completed, submitted and approved.
No	Yes	Requisition has been successfully completed and submitted, but not yet approved.
No	<blank>	Requisition has been successfully completed and submitted, but was disapproved.
No	No	Requisition has not been successfully completed, and therefore not approved as of yet.

**For Requisitions listed as Yes/Yes** – The Purchasing Department will be or has cut a purchase order for the products listed on the requisition and should arrive as scheduled.

**For Requisitions listed as No/Yes** – The one assigned as the Approver for this requisition has not yet approved it. You may wish to check with the Approver to inquire on when to expect approval.

**For Requisitions listed as No/<blank>** - The requisition was disapproved by the Approver. The one who created the requisition should have received correspondence about the disapproval status of the requisition and can now edit the requisition and resubmit as desired.

**For Requisitions listed as No/No** – The requisition was not successfully completed or submitted. Please check the requisition and if you still need the item on the requisition just complete the requisition and submit it for approval. If you do not want the requisition and need assistance in correcting or deleting a requisition in this condition, email the Banner Purchasing Support Center at ext. 1732 with description of the problem and they will assist you.

# Chapter Twelve

## Canceling a Requisition that has been Completed, Approved, and Posted

*Canceling a requisition that has been completed, approved, or posted is used to reverse postings of the original requisition and cancel its availability for any further action in Banner. Before you can cancel a requisition, it must be completed, approved, and posted. Also, the requisition must be in an open window prior to subsequent activity (e.g., Bid, PO, Delivery Receipt, etc.), in order to cancel it. Otherwise, it cannot be cancelled.*

To cancel a requisition:

1. Access the Requisition Cancel Form (FPARDEL).

Request Code:

NSF Checking

Request Date:

Transaction Date:

Request Type:

Delivery Date:

Vendor:

Origin:

Extended Amount	-	Discount Amount	+	Tax Amount	+	Additional Charges	=	Net Amount
<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>

- In the Request Code field enter the requisition number for the requisition you wish to cancel and perform a **Next Block** function.

Extended Amount	Discount Amount	Tax Amount	Additional Charges	Net Amount
131.49	.00	.00	.00	131.49

If you do not know the Request code, click the Search icon and perform a search to find the correct requisition number.

Banner displays the requisition detail in the Cancel Header block to help confirm correct selection of the requisition to be cancelled.

- Perform a **Next Block** function or select **Access Cancel Date** from the Options menu on the Menu Bar to go to the Cancel Date block.

The cursor is in the Cancel Date field, which displays the current date. You can enter another date, but it must be after the original Transaction date and in an open fiscal year period.

- Double-click in the **Reason Code** field, and select the appropriate Cancellation Reason Code.
- Select **Process Cancellation** from the Options menu on the Menu bar to cancel the requisition.
- Click the **Exit icon**.

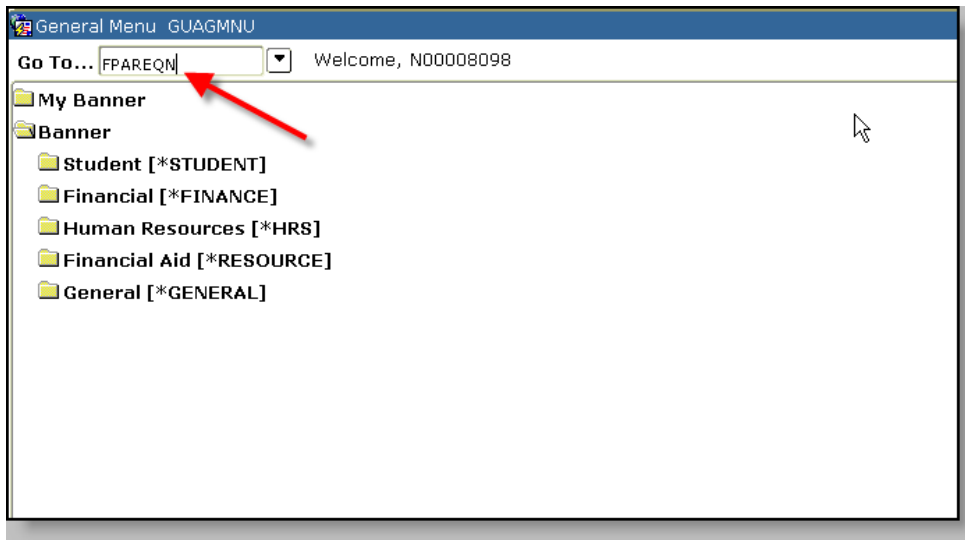
# Chapter Thirteen

## Canceling a Requisition that is “In Process”

*Canceling a requisition that is “In Process” is used to cancel its availability for any further action in SCT Banner. To cancel a requisition “In Process”, the requisition cannot be completed, approved, or posted. If the requisition is completed, approved, or posted, follow the steps outlined in Chapter 12.*

To cancel a requisition “In Process”:

1. Login to Internet Native Banner (Chapter 1).
2. Enter FPAREQN in the Direct Access bar, then press <Enter>.



- Type the requisition number to be cancelled in the Requisition field.

Requisition FPAREQN

Requisition: R0021227

- Perform a **Next Block** function.

Requisition Entry: Requestor/Delivery Information FPAREQN

Requisition: R0021227  
 Order Date: 14-FEB-2007  
 Delivery Date: 19-FEB-2007  
 Commodity Total: 56.00

Transaction Date: 14-FEB-2007  
 Comments:  
 Accounting Total: 56.00

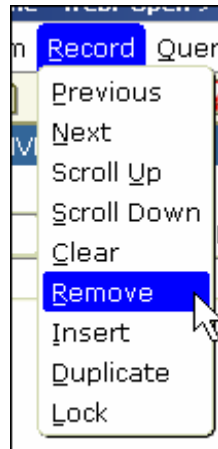
In Suspense  
 Document Text  
 Document Level Accounting


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

Requestor: Cheresa Hamilton  
 Organization: 603000 ORSP  
 Phone: 6202713 Extension:  
 Ship To: CENTRL  
 Street Line 1: University of North Florida  
 Street Line 2: 4567 St Johns Bluff Road S  
 Street Line 3: Central Receiving - Bldg 6  
 Building: Floor:  
 City: Jacksonville  
 State or Province: FL Zip or Postal Code: 32224  
 Nation:  
 Telephone: Extension:  
 Contact:  
 Attention To: C. Hamilton, ORSP, Bldg 3/2501

COA: U University of North Florida  
 Email: chamilto@unf.edu  
 Fax: Extension:

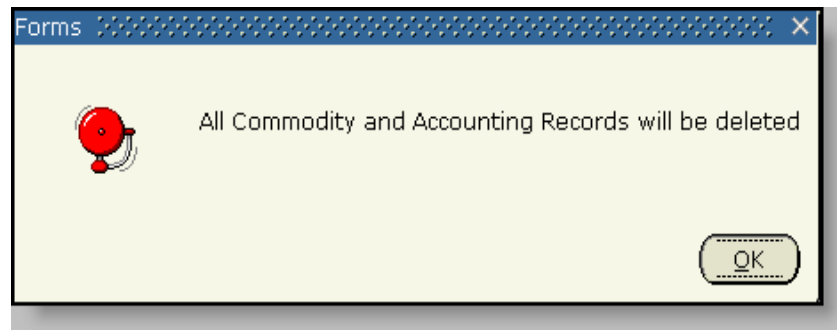
5. Select **Remove** from the Record menu on the main menu bar twice.



 The Autohint line at the bottom of screen will indicate the need to delete the record again to complete the process.

Press Delete Record again to Delete this record.

6. Select **OK** to the All Commodity and Accounting records will be deleted dialog.



The following note will appear at the bottom left corner of the screen to confirm that the document has been deleted

Deletion of Requisition is completed

7. Click the **Exit icon**.

# Chapter Fourteen

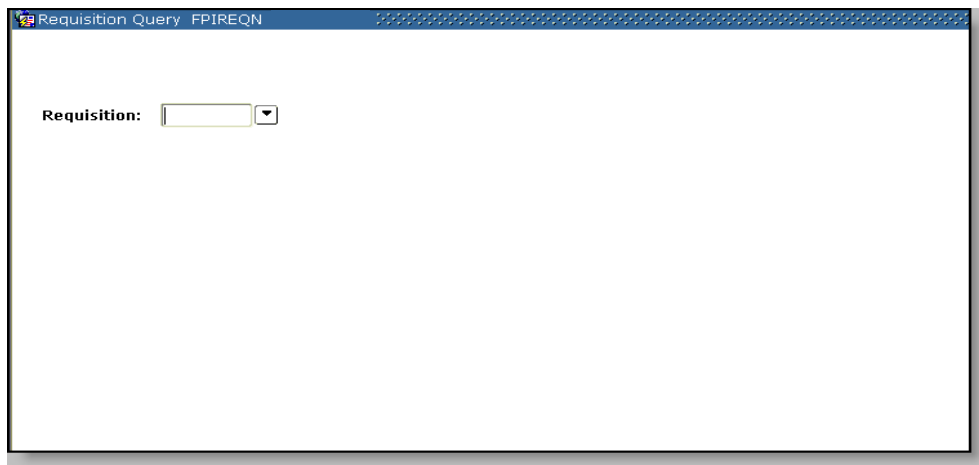
## Querying Completed and Approved Requisitions

Use the Requisition Inquiry Form (FPIREQN) to query and review the requisition information. Data can be viewed, but not changed, on FPIREQN.

**Note:** The Requisition Form (FPAREQN) initiated the procurement process. You defined the requestor, vendor, commodity, and accounting information. Once you complete a requisition, you cannot query the information from the Requisition Form (FPAREQN). You have to use the FPIREQN form for querying.


To query completed and approved requisitions:

1. Login to Internet Native Banner (Chapter 1).
2. Access the Requisition Inquiry Form (FPIREQN).

A screenshot of a web browser window titled "Requisition Query FPIREQN". The browser's address bar is empty. The main content area of the browser shows a form with a single field labeled "Requisition:". To the right of the text "Requisition:" is a small rectangular input box with a downward-pointing arrow on its right side, indicating a dropdown menu. The rest of the page is blank.

3. Enter an existing requisition number in the Requisition field. If you do not remember the number, click the **Search icon** to display all the requisitions, and select one from the list by double-clicking on the Request #.

4. Perform a **Next Block** function to access the Requisition Inquiry: Document Information block. View all desired information on this block.

 This will take you to the Document Information window. Information can be viewed about whether the document was completed and approved; if it was printed; cancelled, or closed, and the date those activities happened.

5. Perform a **Next Block** function to go to the Requisition Inquiry: Requestor/Delivery Information block. View all desired information on this block.

6. Perform a **Next Block** function to go to the Requisition Inquiry: Vendor block. View all desired information on this block.

Requisition Inquiry: Vendor FPIREQN

**Requisition:** R0002000  
**Order Date:** 17-AUG-2004  
**Delivery Date:** 24-AUG-2004  
**Commodity Total:** 270.00

**Transaction Date:** 17-AUG-2004  
**Comments:** BLANKET PO FOR MUF  
**Accounting Total:** 270.00

**Vendor:** N00401920 Copytronics Inc

**Address Code:** PO **Sequence Number:** 1  
**Street Line 1:** 2461 Rolac Rd  
**Street Line 2:**  
**Street Line 3:**  
**City:** Jacksonville  
**State or Province:** FL **Zip or Postal Code:** 32207  
**Nation:**  
**Telephone:** 904 7315100 **Extension:**  
**Fax Number:** 904 7313225 **Extension:**  
**Contact:** Rich Jonas  
**Email:**

7. Perform a **Next Block** function to go to the Requisition Inquiry: Commodity/Accounting block. View all desired information on this block.

Requisition Inquiry: Commodity/Accounting FPIREQN

**Requisition:** R0002000  
**Order Date:** 17-AUG-2004  
**Delivery Date:** 24-AUG-2004  
**Transaction Date:** 17-AUG-2004

In Suspense  
 Document Text  
 Document Accounting

Item	U/M	Tax Group	Quantity	Unit Price	Extended
1 of 1	EA		1 X	270.0000	270.00

**Commodity** 752004 **Description** Annual Maintenance Contract-Service  
 Commodity Text  
 Closed  
 Item Text  
 Suspend

**Commodity Line Total:** 270.00

---


**FOAPAL** 1 of 1  Suspense  NSF Override  NSF Suspense

COA Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Extended
U	05	110000	611100	752004	11				270.00

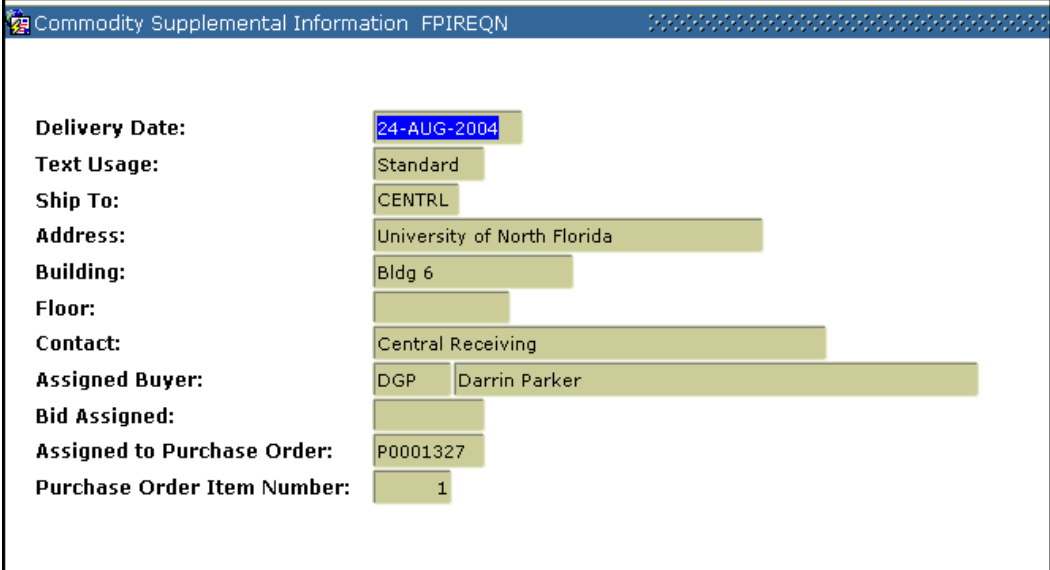
**FOAPAL Line Total:** 270.00  
**Commodity Accounting Total:** 270.00

 The Commodity/Accounting block includes the *original* commodity description allowing you to see the Commodity description as defined for the code by default.

8. Select **Commodity Supplemental Information** from the Options menu on the Menu bar.

 The Commodity Supplemental Information screen displays additional information regarding the selected commodity.

9. View all desired information on this block.



<b>Delivery Date:</b>	24-AUG-2004
<b>Text Usage:</b>	Standard
<b>Ship To:</b>	CENTRL
<b>Address:</b>	University of North Florida
<b>Building:</b>	Bldg 6
<b>Floor:</b>	
<b>Contact:</b>	Central Receiving
<b>Assigned Buyer:</b>	DGP Darrin Parker
<b>Bid Assigned:</b>	
<b>Assigned to Purchase Order:</b>	P0001327
<b>Purchase Order Item Number:</b>	1

10. Click the **Close icon** to close this window.

11. Click the **Exit icon**.

# Chapter Fifteen

## Querying Document History

*The Document History Form (FOIDOCH) displays the processing history of purchasing and payment documents (i.e. from requisition number through check number for non P-card purchases). It identifies related documents and provides the status (i.e. approved, completed, cancelled, etc.) of all documents that are in the processing stream for the document that is being queried.*

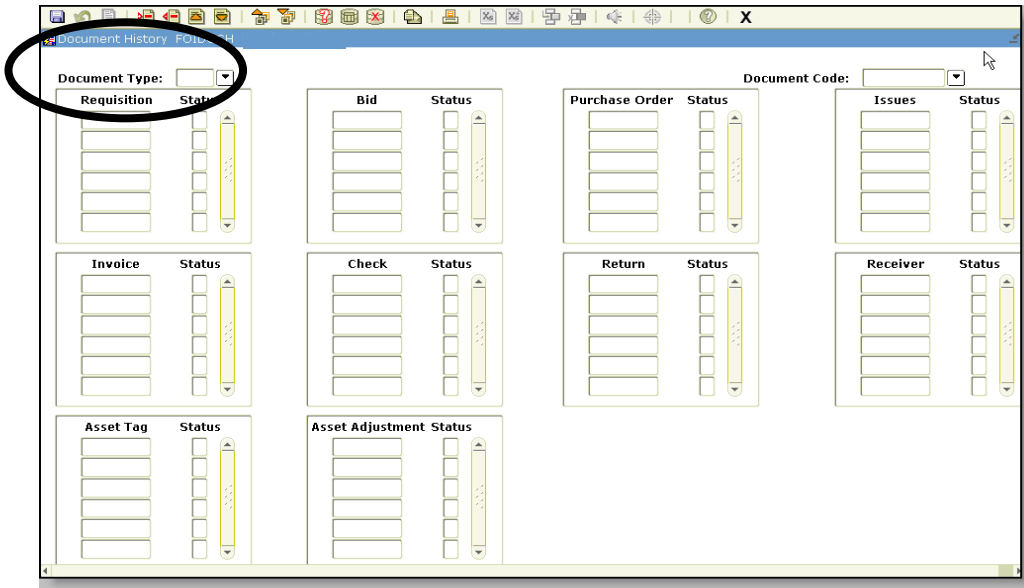
Types of documents that can be viewed in the Document History Form (FOIDOCH):

Doc Type List	
CHK	Check Disbursement
FAA	Fixed Assets Accounting Adjustments
FAS	Fixed Assets Asset Tag
INV	Invoice
PO	Purchase Order
RCV	Receiving Documents
REQ	Requisition
RTN	Returns

Document Statuses	
A	Approved
C	Completed
F	Final Reconciliation
P	Paid
R	Receipt Required
S	Suspended
O	Open
X	Cancelled
V	Void
H	Hold
T	Tagged Permanently

To query document history:

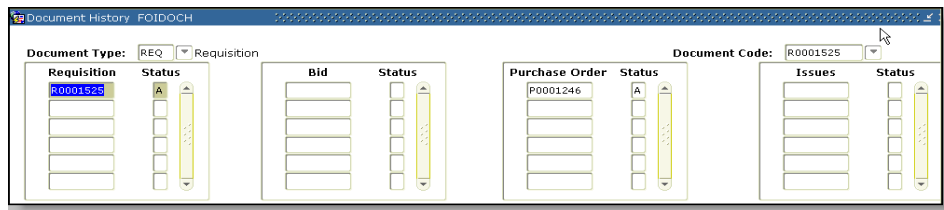
1. Login to Internet Native Banner (Chapter 1).
2. Access the Document History Form (FOIDOCH).
3. Enter the type of document in the Document Type field (see Document Type chart on p. 58)



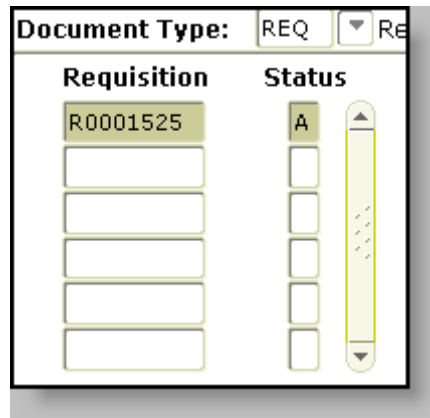
4. Press <Tab> to go to the Document Code field and enter a document number or click Search icon to select one from Requisition Validation (FPIDTYP) list.



5. Perform a **Next Block** function. The cursor will go to the area that corresponds with the type of document that you are querying. For example, if you were querying the document history of a particular requisition, you will be placed in the Requisition block. The active block will be highlighted in blue.



- Click on the document number in the appropriate area for which you wish to get more information.



The screenshot shows a window titled "Document Type:" with a dropdown menu set to "REQ". Below this is a table with two columns: "Requisition" and "Status". The first row in the table has the value "R0001525" in the "Requisition" column and "A" in the "Status" column. There are five empty rows below the first one. To the right of the "Status" column is a vertical scrollbar.

Requisition	Status
R0001525	A

- Select **Requisition Info [FPIREQN]** from the Options menu on the Menu bar.
- When finished viewing the history, click the **Exit icon**.

# Chapter Sixteen

## Querying Completed and Approved Purchase/Blanket/Change Orders


*You can query the orders you created from the Purchase/Blanket/Change Order Inquiry Form (FPIPURR) at any stage of completion, even those that have yet to be completed.*


To query completed and approved purchase/blanket/change orders:

1. Login to Internet Native Banner (Chapter 1).
2. Access the Purchase/Blanket Order Inquiry Form (FPIPURR).
3. Enter the purchase order number in the Purchase Order field.

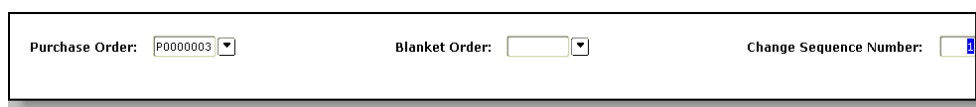


Purchase Order: P0000003

 If the purchase order number is unknown, click the Search icon on the FPIPURR form to search for correct purchase order from the Purchase Order Validation form (FPIPOHD).

 You can search for a blanket purchase order in the same manner as a regular purchase order, except put the blanket order number in the Blanket Order number field.

4. Enter change number in the Change Sequence Number field if you want to review a specific change order. If not leave the field blank.



Purchase Order: P0000003      Blanket Order:      Change Sequence Number: 1

5. Perform a **Next Block** function.

Purchase/Blanket Order Inquiry: Document Information FPIPURR

Purchase Order: P0000003      Blanket Order:      Change Sequence Number: 1  
 Order Date: 28-JUN-2004      Transaction Date: 04-AUG-2004       In Suspense  
 Delivery Date: 30-JUN-2005      Comments:       Document Text  
 Commodity Total: 73.80      Accounting Total: 73.80

Complete       Approved  
 Print Date: 08-JAN-2007      Cancel Date:      Closed Date:        
 Activity Date: 05-AUG-2004      User ID: N00006082      Type: Regular

Cancel Reason:     

Purchase Order Created from Requisition  
 Requisition Document Text:     

Buyer Code: KLB Kathryn Bomar  
 Blanket Order Termination Date:     

Rush Order  
 NSF Checking       Deferred Editing

Purchase Order Copied From:        
 Origin: BANNER  
 Reference Number:     

Information entered on the order is displayed on this block, including the Order Date, Trans Date, Delivery Date, Comment fields and Document totals. You can also see whether the document was completed, approved, printed, cancelled or closed and the dates those activities occurred. The Activity Date and UserID will appear from the last time someone updated the document. If this document was cancelled, you can review the Cancel Reason code that was entered.

You can additionally see what the status of the NSF Checking, Deferred Editing and Purchase Order Copied From fields were on the document when it was entered.

6. Perform a **Next Block** function to access the Requestor/Delivery Information block to review the Requester and Ship To address.

Purchase Order: P0000003      Blanket Order:      Change Sequence Number: 1  
 Order Date: 28-JUN-2004      Transaction Date: 04-AUG-2004       In Suspense  
 Delivery Date: 30-JUN-2005      Comments:       Document Text  
 Commodity Total: 73.80      Accounting Total: 73.80

Requestor: Beverly Colfry      COA: University of North Florida  
 Organization: 690100 Cont Ed Non-Credit      Email: bcolfry@unf.edu  
 Phone: 904 6204230      Extension:      Fax Number: 904 6204210      Extension:     

Ship To: SEEBLW  
 Street Line 1: See Below  
 Street Line 2:        
 Street Line 3:        
 Building:      Floor:        
 City:        
 State or Province:      Zip or Postal Code:        
 Nation:        
 Telephone:      Extension:        
 Contact:     

Attention To: ContEd, Colfry, 43/2110

7. If document text exists (make note of Document Text checkbox), you can view the information by selecting **Document Text** from the Options menu on the Menu bar. This will display the Procurement Text Entry Form (FOAPOXT).
8. Perform a **Next Block** function to view current Vendor information.

<b>Purchase Order:</b> P0000008	<b>Blanket Order:</b> [ ]	<b>Change Sequence Number:</b> 1
<b>Order Date:</b> 28-JUN-2004	<b>Transaction Date:</b> 04-AUG-2004	<input type="checkbox"/> In Suspense
<b>Delivery Date:</b> 30-JUN-2005	<b>Comments:</b> [ ]	<input checked="" type="checkbox"/> Document Text
<b>Commodity Total:</b> 73.80	<b>Accounting Total:</b> 73.80	

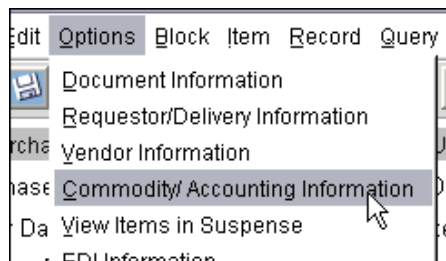
  

<b>Vendor:</b> N00400111 Brink's Inc
<b>Address Code:</b> PO <b>Sequence Number:</b> 1
<b>Street Line 1:</b> 33 W 2nd St
<b>Street Line 2:</b> [ ]
<b>Street Line 3:</b> [ ]
<b>City:</b> Jacksonville
<b>State or Province:</b> FL <b>Zip or Postal Code:</b> 32206
<b>Nation:</b> [ ]
<b>Telephone:</b> 904 3534331 <b>Extension:</b> 223
<b>Fax Number:</b> 904 3534662 <b>Extension:</b> [ ]
<b>Contact:</b> Dean White <b>Email:</b> [ ]
<b>Discount:</b> 05 Net - 40 Days
<b>FOB Code:</b> 6 See Body of Purchase Order
<b>Tax Group:</b> [ ] <input type="checkbox"/> Disbursing Agent
<b>Class Code:</b> S Service Agreement
<b>Carrier:</b> [ ]

### Important Warning!

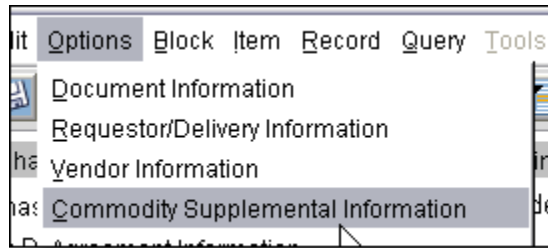
Retrieving a change order that has been posted only displays changes that were made to the items. **Any items that were not changed will not display.** You can see the amount the change order has been changed by, whereas when you entered the change order, you entered the amount you wanted the purchase order to be charged to. Make a note of this so you are aware of the differences in display.

9. Select **Commodity/Accounting Information** from the Options menu on the Menu bar to navigate to the Commodity/Accounting window.



This window shows the commodity and accounting information entered on any of the three order creation blocks. This window also includes the Original Commodity Description pop-up window, which allows you to see the commodity description as defined for the code, even if the description has been overwritten.

10. Select **Commodity Supplemental Information** from Options Menu on the Menu bar.



11. Click **Close button** to close this window.

A screenshot of a window titled 'Commodity Supplemental Information FPIPURR'. The window contains several fields with values: 'Delivery Date: 30-JUN-2005', 'Text Usage: Standard', 'Ship To: SEEBLW', 'Address: See Below', 'Building: [redacted]', 'Floor: [redacted]', and 'Contact: [redacted]'. A 'Close' button is located at the bottom right of the window.

12. Click the **Exit icon** to exit the form.

# Chapter Seventeen

## Querying Vendor Detail History

*The purpose of this section is to explain the day-to-day or operational procedures for retrieving Vendor Detail History at the University of North Florida. This process can also be used to retrieve invoice information by vendor and by the vendor's invoice number.*

*If the vendor consolidation (FACICON) option has been used for multiple invoices, then there can be several vendor invoices per Banner Finance Accounts Payable document (or "I" number). The Vendor Detail History Form (FAIVNDH) identifies all vendor invoices associated with the queried vendor.*

To query vendor detail history:

1. Login to Internet Native Banner (Chapter 1).
2. Access the Vendor Detail History Form (FAIVNDH) to retrieve an existing vendor. Press **<Enter>**.

Vendor Invoice	Invoice	Indicators					Vendor Invoice Amt	Due Date	Check Date	Check Number
		Approval	VIC	Credit Memo	Open/Paid	Cancel				
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

3. Do you know the Banner assigned Vendor ID number for the vendor that you want to query?

If **yes**, enter the vendor number in the Vendor field, press **<Tab>** and go to step 8

If **no**, go to the next step.



7. Scroll down, if necessary, to find the correct vendor desired for detail history.

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

ID Number	Last Name	First Name	Middle Name	Entity Ind	Change Ind	V	F	A	G	P	Type
N00401738	Dell Marketing LP			C		Y	N	N	N	N	
N00134603	Della Crosse	Casey	Ralph	P		Y	N	N	N	N	
N00020921	Dellacrosse	Anthony	Steph	P		Y	N	N	N	N	
N00185988	Delledonne	Jena	Susan	P		Y	N	N	N	N	
N00403864	Dellie	Hannah		P		Y	N	N	N	N	
N00440099	Dellinger	Christian		P		Y	N	N	N	N	
N00036603	Dellinger	Lindsay	Noelle	P		Y	N	N	N	N	
N00072296	O'Dell	David	Georg	P		Y	N	N	N	N	
N00119684	O'Dell	Tiffany	Lynne	P		Y	N	N	N	N	
N00592916	Sylvan Dell Publishing			C		Y	N	N	N	N	

8. Double-click on the vendor name desired.


9. Perform a **Next Block** function.

Vendor Detail History FAIVNDH

Vendor: N00401738 Dell Marketing LP      Selection: All

Fiscal Year: 07

Vendor Invoice	Invoice	Indicators					Vendor Invoice Amt	Due Date	Check Date	Check Number
		Approval	VIC	Credit Memo	Open/Paid	Cancel				
N50877322	10084201	Y	N	N	P	N	56.98	03-JUL-2006	05-JUL-2006	10008535
N45674141	10084203	Y	N	N	P	N	3,347.28	03-JUL-2006	05-JUL-2006	10008535
N47115670	10084204	Y	N	N	O	Y	.01	03-JUL-2006		
N46032801	10084501	Y	N	N	P	N	489.00	05-JUL-2006	07-JUL-2006	10008996
N46932136	10084502	Y	N	N	P	N	1,599.98	05-JUL-2006	05-JUL-2006	10008535
N47309408	10084503	Y	N	N	P	N	199.11	05-JUL-2006	05-JUL-2006	10008535
N46826506	10084966	Y	N	N	P	N	29,470.90	07-JUL-2006	07-JUL-2006	10008996
N47463369	10084967	Y	N	N	P	N	960.35	07-JUL-2006	07-JUL-2006	10008996
N58679775	10085053	Y	N	N	P	N	6,195.70	07-JUL-2006	07-JUL-2006	10008996
N52019129	10085054	Y	N	N	P	N	1,238.35	07-JUL-2006	07-JUL-2006	10008996
N56449500	10085055	Y	N	N	P	N	238.00	07-JUL-2006	07-JUL-2006	10008996
N55924779	10085056	Y	N	N	P	N	1,859.46	07-JUL-2006	07-JUL-2006	10008996
N55922296	10085058	Y	N	N	P	N	265.98	07-JUL-2006	07-JUL-2006	10008996

 All invoices associated with the selected vendor will display. The VIC Ind (indicator) on the FAIVNDH form indicates a Y (Yes) if there are multiple vendor invoices associated with the SCT Banner invoice.

10. Click the **Exit** icon to exit the form.

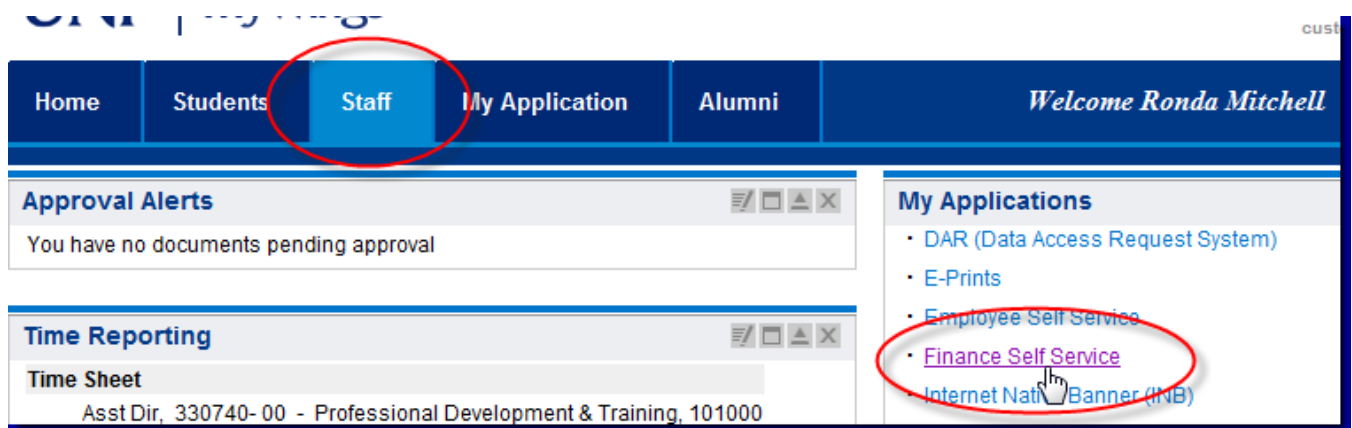
# Chapter Eighteen

## Viewing Approval History

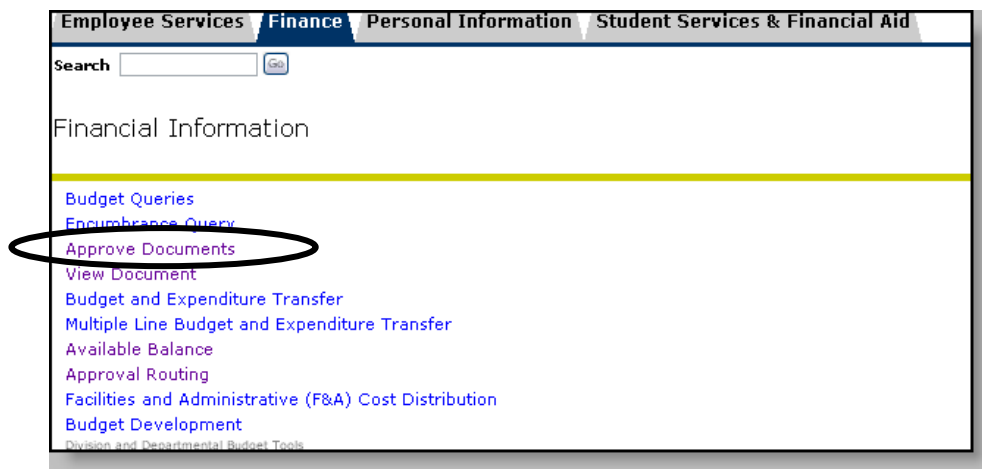
*Banner provides a way to view who has approved documents through the Approval History process.*

To view the approval history:

1. Login to Finance Self Service.



2. Click on the Approve Documents link.



- Your USER ID will automatically appear in the User ID field.

Employee Services Finance Financial Aid Personal Information

Search

## Approve Documents

**Enter Approval Parameters**

**User ID**

**Document Number:**

Documents for which you are the next approver  
 All documents which you may approve

- Click on one of the following button choices:
  - Documents for which you are the next approver
  - All documents which you may approve
- Click on the **Submit Query** button.

Documents for which you are the next approver  
 All documents which you may approve

- To view who originated the document and/or who are listed as approvers, click on the **History** link.

Next Approver	Type	NSF Change	Seq#	Sub#	Originating User	Amount	Queue Type	Document	History	Approve	Disapprove
Y	REQ	Y			TRAIN15	804.98	DOC	R0001618	<a href="#">History</a>	<a href="#">Approve</a>	<a href="#">Disapprove</a>
Y	REQ	Y			TRAIN22	804.98	DOC	R0001619	<a href="#">History</a>	<a href="#">Approve</a>	<a href="#">Disapprove</a>
Y	REQ	Y			TRAIN16	804.98	DOC	R0001620	<a href="#">History</a>	<a href="#">Approve</a>	<a href="#">Disapprove</a>
Y	REQ	Y			TRAIN25	205.00	DOC	R0001621	<a href="#">History</a>	<a href="#">Approve</a>	<a href="#">Disapprove</a>
Y	REQ	Y			TRAIN37	804.98	DOC	R0001622	<a href="#">History</a>	<a href="#">Approve</a>	<a href="#">Disapprove</a>
Y	REQ	Y			TRAIN45	804.98	DOC	R0001625	<a href="#">History</a>	<a href="#">Approve</a>	<a href="#">Disapprove</a>
Y	REQ	Y			TRAIN29	804.98	DOC	R0001626	<a href="#">History</a>	<a href="#">Approve</a>	<a href="#">Disapprove</a>

7. The following screen will appear showing the approvals recorded or approvals required.

<b>Document Identification</b>			
Document Number	R0001550	Type	Requisition
Originator:	INSTRUCTOR	Joe Instructor	
<b>Approvals required</b>			
Queue	Description	Level	Approvers
NSF	NSF	1	
			Deidra Baines
<b>Approvals recorded</b>			
Queue	Level	Date	User
DENY	0	Jul 13, 2005	Joe Instructor
NPR1	1	Jun 14, 2006	Joe Instructor

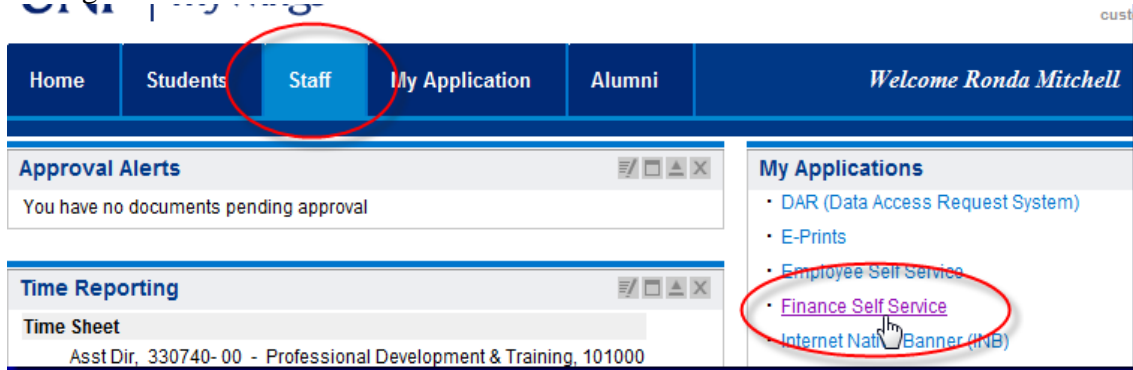
# Chapter Nineteen

## Approving a Requisition

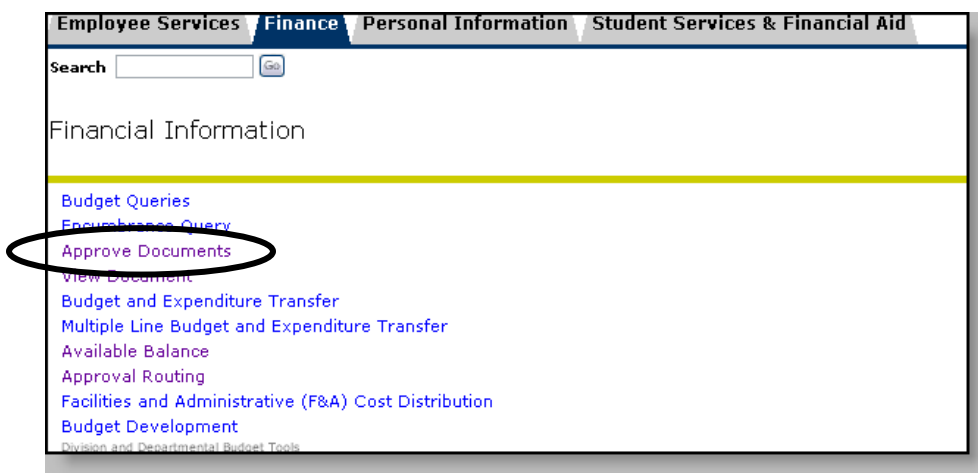
*Once a requisition has been created, an Approver (director, dean, office manager, etc.) must approve the requisition before it can be processed into a purchase order.*

To approve a requisition:

1. Login to Finance Self Service.



2. Click on the Approve Documents link.



- Your USER ID will automatically appear in the User ID field.

Employee Services Finance Financial Aid Personal Information

Search  Go

## Approve Documents

**Enter Approval Parameters**

**User ID**

**Document Number:**

**Documents for which you are the next approver**  
 **All documents which you may approve**

- Click on one of the following button choices:
  - Documents for which you are the next approver
  - All documents which you may approve
- Click on the **Submit Query** button.

**Documents for which you are the next approver**  
 **All documents which you may approve**

- To view who originated the document and/or who are listed as approvers, click on the History link.

Next Approver	Type	NSF Change	Seq#	Sub#	Originating User	Amount	Queue	Type	Document	History	Approve	Disapprove
Y	REQ	Y			TRAIN15	804.98	DOC		R0001618	<a href="#">History</a>	<a href="#">Approve</a>	<a href="#">Disapprove</a>
Y	REQ	Y			TRAIN22	804.98	DOC		R0001619	<a href="#">History</a>	<a href="#">Approve</a>	<a href="#">Disapprove</a>
Y	REQ	Y			TRAIN16	804.98	DOC		R0001620	<a href="#">History</a>	<a href="#">Approve</a>	<a href="#">Disapprove</a>
Y	REQ	Y			TRAIN25	205.00	DOC		R0001621	<a href="#">History</a>	<a href="#">Approve</a>	<a href="#">Disapprove</a>
Y	REQ	Y			TRAIN37	804.98	DOC		R0001622	<a href="#">History</a>	<a href="#">Approve</a>	<a href="#">Disapprove</a>
Y	REQ	Y			TRAIN45	804.98	DOC		R0001625	<a href="#">History</a>	<a href="#">Approve</a>	<a href="#">Disapprove</a>
Y	REQ	Y			TRAIN29	804.98	DOC		R0001626	<a href="#">History</a>	<a href="#">Approve</a>	<a href="#">Disapprove</a>

7. The following screen will appear showing the approvals recorded or approvals required.

**Document Identification**

Document Number	R0001550	Type	Requisition
Originator:	INSTRUCTOR	Joe Instructor	

**Approvals required**

Queue Description	Level	Approvers
NSF	NSF	1
		Deidra Baines

**Approvals recorded**

Queue	Level	Date	User
DENY	0	Jul 13, 2005	Joe Instructor
NPR1	1	Jun 14, 2006	Joe Instructor

8. Click **Back button** in web browser to return to Approve Documents List.

9. Select the **Approve link** to approve the document.

**Approve Documents List**

Next Approver	Type	NSF	Change	Seq#	Sub#	Originating User	Amount	Queue	Type	Document	History	Approve	Disapprove
Y	REQ	Y				TRAIN15	804.98	DOC	R0001618	History	Approve	Disapprove	
Y	REQ	Y				TRAIN22	804.98	DOC	R0001619	History	Approve	Disapprove	
Y	REQ	Y				TRAIN16	804.98	DOC	R0001620	History	Approve	Disapprove	

10. The following screen will appear. The default approval comment will appear. Additional or alternative comments can be entered in the Comment: field.

**Approve Document**

---

**Document Information**

Document Number: R0001619 Type: REQ

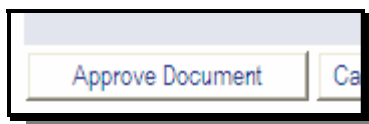
Change Seq# Sub#

Amount: 804.98

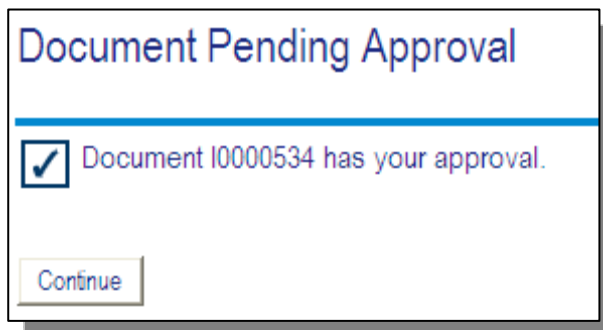
**Comment:** This document has been approved.

Approve Document Cancel

11. Click on the **Approve Document** button again.



12. The following screen will appear confirming the document has been approved.



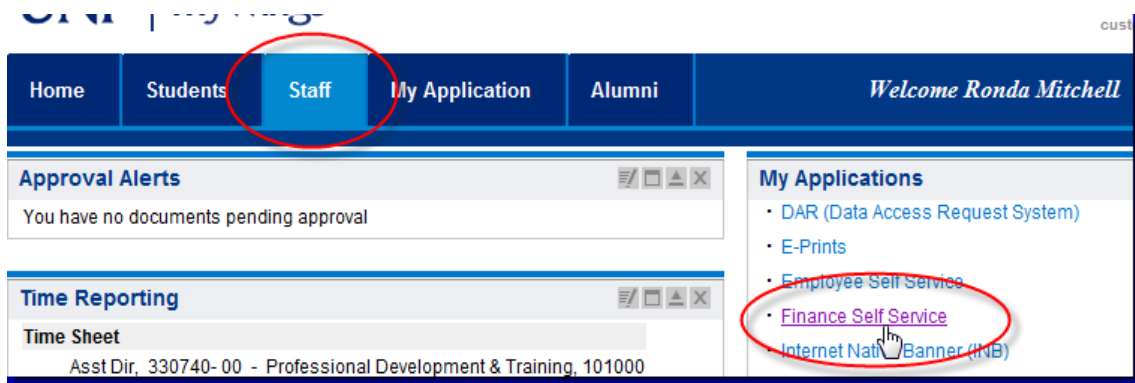
# Chapter Twenty

## Disapproving a Requisition

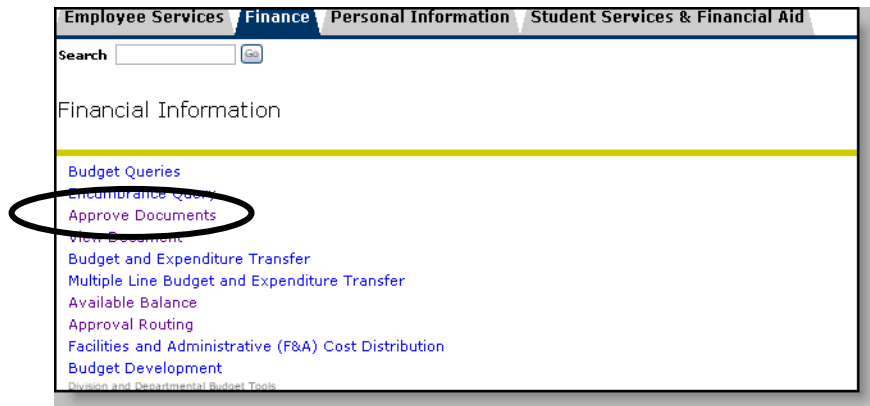
*There will be times when a created requisition can not be approved by an Approver (director, dean, office manager, etc.). The submitted requisition must then be disapproved. Once disapproved, the requisition will be returned to the requestor for editing. Once edited, the requisition can be resubmitted for approval.*

To disapprove a requisition:

1. Login to Finance Self Service.



2. Click on the Approve Documents link.



3. Your USER ID will automatically appear in the User ID field.

4. Click on one of the following button choices:

- a. Documents for which you are the next approver
- b. All documents which you may approve

5. Click on the **Submit Query** button.

6. To view who originated the document and/or who are listed as approvers, click on the **History** link.

Approve Documents List													
Next Approver	Type	NSF	Change	Seq#	Sub#	Originating User	Amount	Queue	Type	Document	History	Approve	Disapprove
Y	REQ	Y				TRAIN15	804.98	DOC		R0001618	<a href="#">History</a>	<a href="#">Approve</a>	<a href="#">Disapprove</a>
Y	REQ	Y				TRAIN22	804.98	DOC		R0001619	<a href="#">History</a>	<a href="#">Approve</a>	<a href="#">Disapprove</a>
Y	REQ	Y				TRAIN16	804.98	DOC		R0001620	<a href="#">History</a>	<a href="#">Approve</a>	<a href="#">Disapprove</a>
Y	REQ	Y				TRAIN25	205.00	DOC		R0001621	<a href="#">History</a>	<a href="#">Approve</a>	<a href="#">Disapprove</a>
Y	REQ	Y				TRAIN37	804.98	DOC		R0001622	<a href="#">History</a>	<a href="#">Approve</a>	<a href="#">Disapprove</a>
Y	REQ	Y				TRAIN45	804.98	DOC		R0001625	<a href="#">History</a>	<a href="#">Approve</a>	<a href="#">Disapprove</a>
Y	REQ	Y				TRAIN29	804.98	DOC		R0001626	<a href="#">History</a>	<a href="#">Approve</a>	<a href="#">Disapprove</a>

7. The following screen will appear showing the approvals recorded or approvals required.

**Document Identification**

Document Number	R0001550	Type	Requisition
Originator:	INSTRUCTOR Joe Instructor		

**Approvals required**

Queue	Description	Level	Approvers
NSF	NSF	1	Deidra Baines

**Approvals recorded**

Queue	Level	Date	User
DENY	0	Jul 13, 2005	Joe Instructor
NPR1	1	Jun 14, 2006	Joe Instructor

8. Click the **Back button** on web browser to return to Approve Documents List.

9. Select the **Disapprove link** to disapprove the document.

**Approve Documents List**

Next Approver	Type	NSF	Change	Seq#	Sub#	Originating User	Amount	Queue	Type	Document	History	Approve	Disapprove
Y	REQ	Y				TRAIN15	804.98	DOC		R0001618	History	Approve	Disapprove
Y	REQ	Y				TRAIN16	804.98	DOC		R0001620	History	Approve	Disapprove
Y	REQ	Y				TRAIN25	205.00	DOC		R0001621	History	Approve	Disapprove
Y	REQ	Y				TRAIN37	804.98	DOC		R0001622	History	Approve	Disapprove
Y	REQ	Y				TRAIN45	804.98	DOC		R0001625	History	Approve	Disapprove
Y	REQ	Y				TRAIN03	775.93	DOC		R0001630	History	Approve	Disapprove
Y	REQ	Y				TRAIN10	775.93	DOC		R0001634	History	Approve	Disapprove

10. The following screen will appear. The default disapproval comment will appear. Additional or alternative comments are required in the Comment: field if a requisition is denied.

**Document Information**

Document Number: R0001691 Type: REQ

Change Seq# Sub#

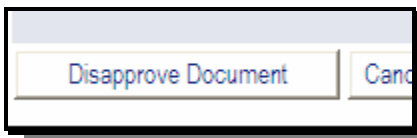
Amount: 17.65

**Comment:**

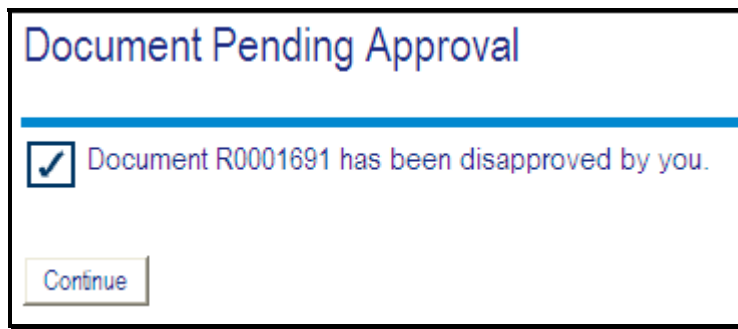
Approval has been denied. Item returned to Vendor and budget is insufficient. Correct index to use is Index 200000.

Disapprove Document Cancel

11. Click on the **Disapprove Document** button again.



12. The following screen will appear confirming the document has been disapproved.



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