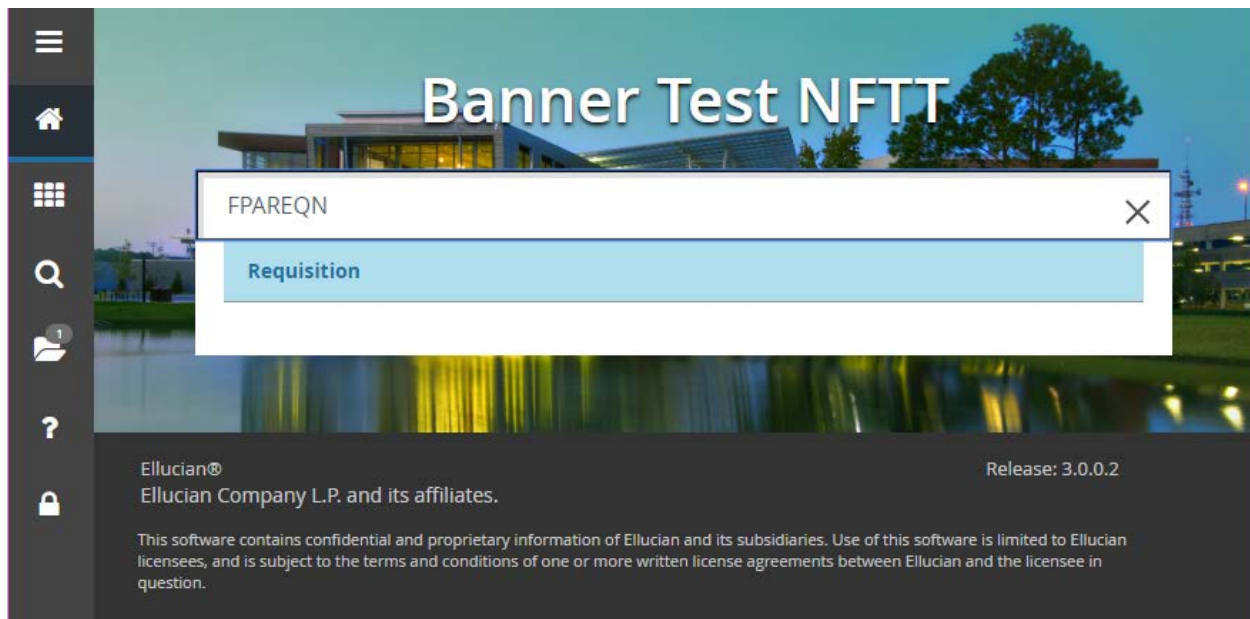


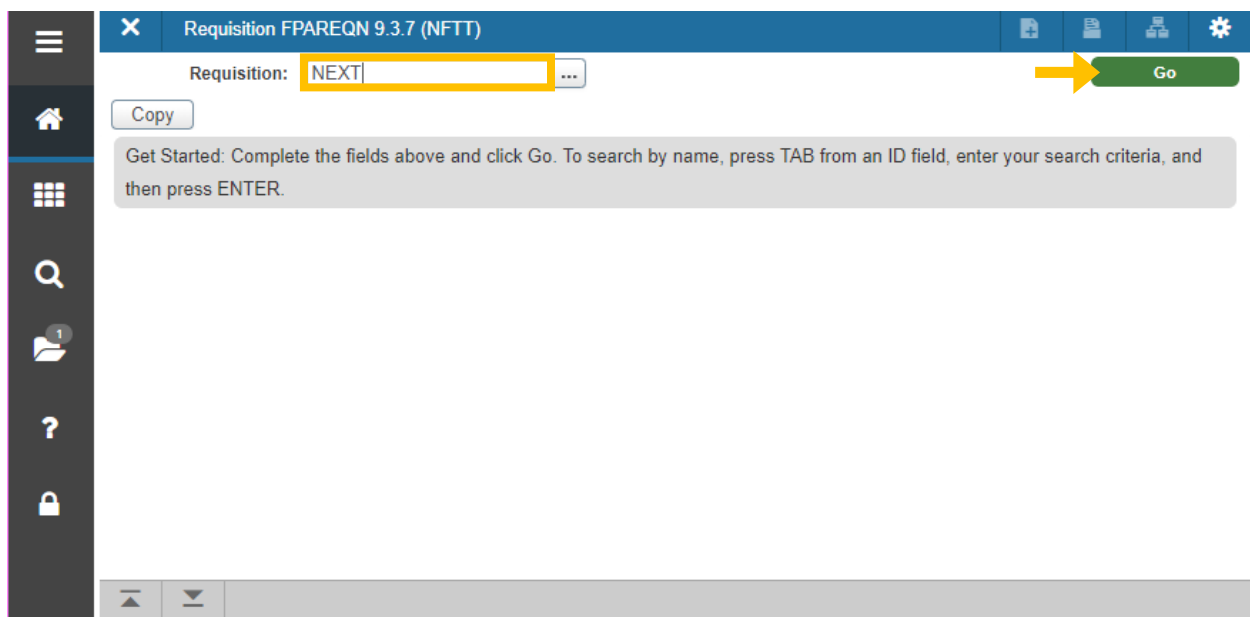
BANNER 9

CREATING A REQUISITION

1. From the Home screen, type Requisition or FPAREQN in the search bar. Click the Requisition dropdown option.



2. Type NEXT in the Requisition box, then click Go.



3. Within the Requisition Entry section, enter a Delivery Date. Tab twice to Requestor/Delivery Information.

The screenshot shows the 'Requisition FPAREQN 9.3.7 (NFTT)' form. The 'REQUISITION ENTRY: REQUESTOR/DELIVERY' section is active. The 'Delivery Date *' field is highlighted with a yellow box, and a date picker calendar is open, showing the month of October 2018. The calendar has the 1st of October selected. Other fields visible include 'Requisition: NEXT', 'Order Date *' (09/25/2018), 'Transaction Date *' (09/25/2018), 'Commodity Total' (0.00), and 'Accounting Total' (0.00). The 'Requestor/Delivery Information' tab is selected in the top navigation bar.

4. Enter your Organization and select Ship to CENTRL.

The screenshot shows the 'Requestor/Delivery Information' section of the form. The 'Organization *' field is highlighted with a yellow box and contains the value '200400'. The 'Ship To *' field is also highlighted with a yellow box and contains the value 'CENTRL'. Other fields include 'Requestor *' (Amy Lehnhoff), 'COA *' (U), 'Email' (n01386275@unf.edu), 'Street Line 2' (Bldg 6 Central Receiving), 'Street Line 3' (1 UNF Drive), 'Contact' (Central Receiving), 'Attention To *' (Central Receiving), 'City' (Jacksonville), 'State or Province' (FL), 'Zip or Postal Code' (32224), and 'Area Code' (904). The 'Requestor/Delivery Information' tab is selected in the top navigation bar.

5. In the Attention To block, identify employee name, building, room number, and UNF extension. Click Next Section down arrow at the bottom of the page.

Requisition: NEXT

REQUESTOR/DELIVERY INFORMATION

Procurement Services
University of North Florida
unf.edu

Street Line 2: Bldg 6 Central Receiving
Street Line 3: 1 UNF Drive
Contact: Central Receiving
Attention To: Lehnhoff/Hicks Hall/Suite2950/x2730
Building:
Floor:
City: Jacksonville
State or Province: FL
Zip or Postal Code: 32224
Nation:
Area Code: 904
Phone Number: 6202869

SAVE

6. On the Vendor Information tab, enter Vendor number and press enter. If you do not know your vendor code, you may look it up by clicking the ellipses icon and selecting Entity Name/ID Search (FTIIDEN).

Requisition: NEXT

VENDOR INFORMATION

Vendor: ...
Vendor Hold:
Address Type: ...
Sequence: ...
Street Line 1:
Street Line 2:
Street Line 3:
City:
State or Province:
Zip or Postal Code:
Nation:
Phone Area Co:
Phone Num:
Phone Extens:
Fax Area Co:
Fax Num:
Fax Extens:
Disco:
Tax Gr:
Curre:

Option List

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

Cancel

SAVE

a. Click the Last Name field. Type the vendor's name followed by %. Click Go.

Entity Name/ID Search FTIIDEN 9.3.6 (NFTT)

ENTITY NAME/ID SEARCH

Vendors
 Proposal Personnel
 Agencies

Terminated Vendors
 Financial Managers
 All

Grant Personnel
 Terminated Financial Managers

DETAILS

Basic Filter Advanced Filter

ID Last Name First Name

Middle Name Entity Indicator

Add Another Field ...

Clear All Go

ID	Last Name	First Name	Middle Name	Entity Indicator	Change Indicator	Vendor
----	-----------	------------	-------------	------------------	------------------	--------

Case Insensitive Query Case Sensitive Query

b. On the following screen, double click on the ID number of the correct vendor.

Entity Name/ID Search FTIIDEN 9.3.6 (NFTT)

ENTITY NAME/ID SEARCH

DETAILS

Active filters: Last Name: Dell% Clear All Filter Again

ID	Last Name	First Name	Middle Name	Entity Indicator	Change Indicator	Vendor
N00401...	Dell Marketing LP			Corporation		Yes
N00401...	Dell Software Inc			Corporation	Name	Terminate
N00134...	Della Crosse	Casey	Ralph	Person		Yes
N00659...	Della Porta	Sarah	Louise	Person		Yes
N00020...	Dellacrosse	Anthony	Stephen	Person		Yes
N00008...	Dellar	Lois	A	Person		Yes
N00698...	Dellate	Norbert		Person		Terminate

CANCEL SELECT

7. Make note of the Requisition number. Verify that Vendor and Address information matches the quote you received from the vendor.

Requisition: R1801556

REQUISITION ENTRY: REQUESTOR/DELIVERY

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

VENDOR INFORMATION

Vendor: N0040173E ... Dell Marketing LP

Vendor Hold:

Address Type: PO ...

Sequence: 3 ...

Street Line 1: 1 Dell Way

Street Line 2: MSC 8726

Street Line 3:

City: Round Rock

State or Province: TX

Zip or Postal Code: 78682

Nation: United States of America

8. Click Next Section at the bottom of the page to move to the Commodity/Accounting tab.

Requisition: R1801556

REQUISITION ENTRY: REQUESTOR/DELIVERY

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

VENDOR INFORMATION

Vendor: N0040173E ... Dell Marketing LP

Vendor Hold:

Address Type: PO ...

Sequence: 3 ...

Street Line 1: 1 Dell Way

Street Line 2: MSC 8726

Street Line 3:

City: Round Rock

State or Province: TX

Zip or Postal Code: 78682

Nation: United States of America

Next Section

SAVE

9. Enter the commodity code if known. To search commodity codes in Commodity Validation (FTVCOMM), click the ellipses icon.

Requisition: R1801554

REQUISITION ENTRY: REQUESTOR/DELIVERY

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

COMMODITY

Item	Commodity	Description	U/M	Tax Group	Quantity	Unit Price	Co

Extended Amount Tax

Discount Commodity Total

Additional

ACCOUNTING

Sequence	COA	Year	Index	Fund	Orgn	Acct	Prog
	U						

Extended Amount % USD

SAVE

- a. Press the F7 key to use commodity filters. Click Description box. Type simple item description preceded and followed by %; capitalized the first letter. Click Go.

Commodity Validation FTVCOMM 9.0 (NFTT)

COMMODITY CODE VALIDATION

Basic Filter Advanced Filter

Commodity Code Description U/M

Fixed Asset Stock Add Another Field ...

Clear All Go

Commodity Code	Description	U/M	Fixed Asset	Stock	Start Date	Termination Date
171010	Delivery & Install (Minimum ...	EA	N	N	04/06/2006	04/25/2006
199020	Furniture And Equipment	EA	N	N	04/06/2006	03/08/2007
231003	Study Abroad/TLO Travel	EA	N	N	01/01/2011	
231040	Pay by Phone Fees Liability	EA	N	N	07/01/2016	
271004	Coke Marketing Fund portio...	EA	N	N	10/03/2007	
604000	Shipping & Delivery of 100 N...	JOB	N	N	07/17/2006	03/08/2007

CANCEL SELECT

b. Find the correct commodity and double click that row.

Commodity Validation FTVCOMM 9.0 (NFTT)

COMMODITY CODE VALIDATION

Active filters: Description: %Computer% Clear All Filter Again

Commodity Code	Description	U/M	Fixed Asset	Stock	Start Date	Termination Date
720019	Computer Lab Installation	JOB	N	N	04/01/2005	03/08/2007
740019	Computer Supplies	EA	N	N	06/21/2004	
740098	Computer Peripherals (<\$5,0...	EA	Y	N	10/24/2008	
740099	Computer Systems (<\$5,000)	EA	Y		07/01/2003	
740884	ORSP Computers (<\$1,000)	EA	Y		07/01/2008	
792000	Computers (>=\$5,000)	EA	N	N	04/30/2007	

Record 6 of 6

CANCEL SELECT

10. Alter the Description to reflect the product or service you are ordering, as listed on your quote.

Requisition FPAREQN 9.3.7 (NFTT)

Requisition: R1801556 Start Over

REQUISITION ENTRY: REQUESTOR/DELIVERY

Requisition: R1801556 Comments:

Order Date: 09/27/2018 Commodity Total: 0.00

Transaction Date: 09/27/2018 Accounting Total: 0.00

Delivery Date: 12/20/2018 Document Level Accounting

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

COMMODITY

Item	Commodity	Description	U/M	Tax Group	Quantity	Unit Price	Commo
	792000	Computers (>=\$5,000)	EA		2.00	1,254.0000	

Record 1 of 1

Extended Amount: 2,508.00 Tax: 0.00 Distri

Discount: 0.00 Commodity Total: 2,508.00

Additional: 0.00

ACCOUNTING

SAVE

- a. If you run out of room and need extra lines, click the Related icon at the top of the page.

Requisition: R1801556

Start Over

REQUISITION ENTRY: REQUESTOR/DELIVERY

Requisition: R1801556

Order Date: 09/27/2018

Transaction Date: 09/27/2018

Delivery Date: 12/20/2018

Comments

Commodity Total: 0.00

Accounting Total: 0.00

Document Level Accounting

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

COMMODITY

Item	Commodity	Description	U/M	Tax Group	Quantity	Unit Price	Commo
	792000	Computers (>=\$5,000)	EA		2.00	1,254.0000	

Extended Amount: 2,508.00

Discount: 0.00

Additional: 0.00

Tax: 0.00

Commodity Total: 2,508.00

ACCOUNTING

SAVE

- b. Select Item Text from the dropdown.

Requisition: R1801556

REQUISITION ENTRY: REQUESTOR/DELIVERY

Requisition: R1801556

Order Date: 09/27/2018

Transaction Date: 09/27/2018

Delivery Date: 12/20/2018

Comments

Commodity Total

Accounting Total

Document Level Accounting

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

COMMODITY

Item	Commodity	Description	U/M	Tax Group
1	792000	Latitude ZZZZ, Intel C...	EA	...

Search

- Review Commodity Information [FOICOMM]
- Item Text [FOAPOXT]**
- Document Text [FOAPOXT]
- Commodity Text [FOATEXT]

javascript;

SAVE

c. Click Go.

Procurement Text Entry FOAPOXT 9.3.6 (NFTT)

Text Type: Code: R1801556 Change Sequence: Item Number: 1

Vendor: N00401738 Dell Marketing LP

Commodity: Computers (>=\$5,000)

Description

Modify Clause: ...

Copy Commodity:

Text

Default Increment:

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

Go

d. Enter any additional information for the item you are ordering; use keyboard down arrow to add lines. Click Save prior to exiting the page.

Procurement Text Entry FOAPOXT 9.3.6 (NFTT)

Text Type: REQ Code: R1801556 Change Sequence: Item Number: 1

Vendor: N00401738 Dell Marketing LP

Commodity Description: Latitude ZZZZ, Intel Core i5-73000U, Windows 10

Modify Clause: Copy Commodity Text: Default Increment: 10

Start Over

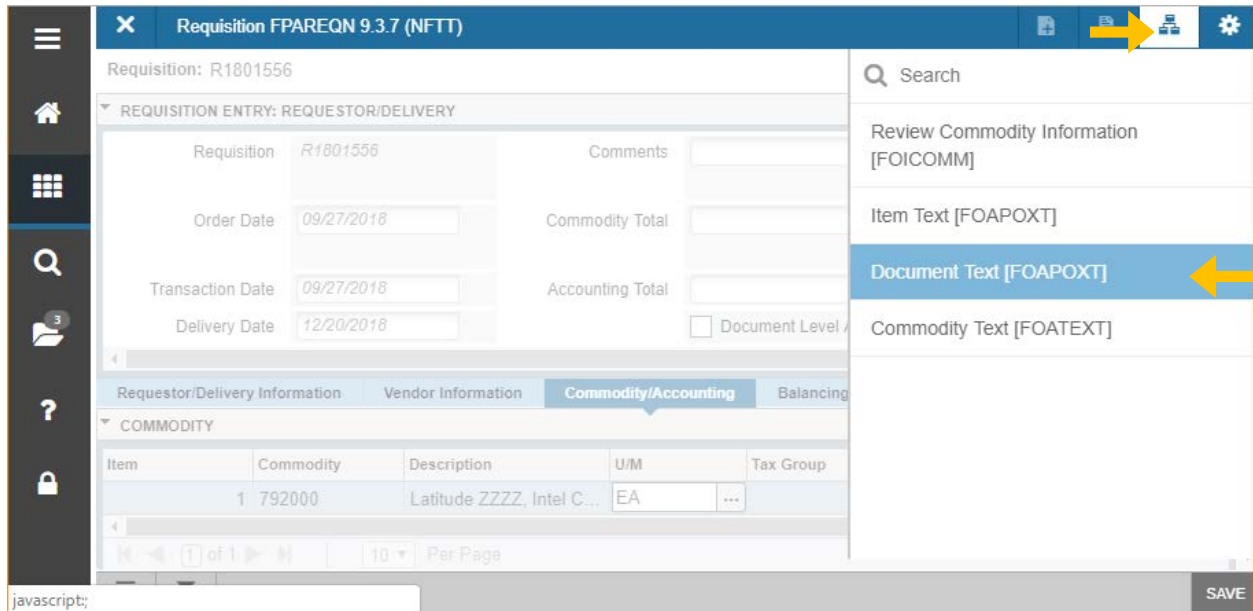
Text	Clause Number	Print *	Line
1.7GHz, 8GB DDR4 Memory, 256GB Solid State		<input checked="" type="checkbox"/>	10
Drive, 14 inch FHD Display, Intel Dual Band		<input checked="" type="checkbox"/>	20
Wireless AC WiFi + BlueTooth, 4 Years ProSupport		<input checked="" type="checkbox"/>	30
Plus w/ NBD onsite Service, 5 Year Absolute DDS		<input checked="" type="checkbox"/>	

1 of 1 Per Page Record 4 of 4

CANCEL SELECT SAVE

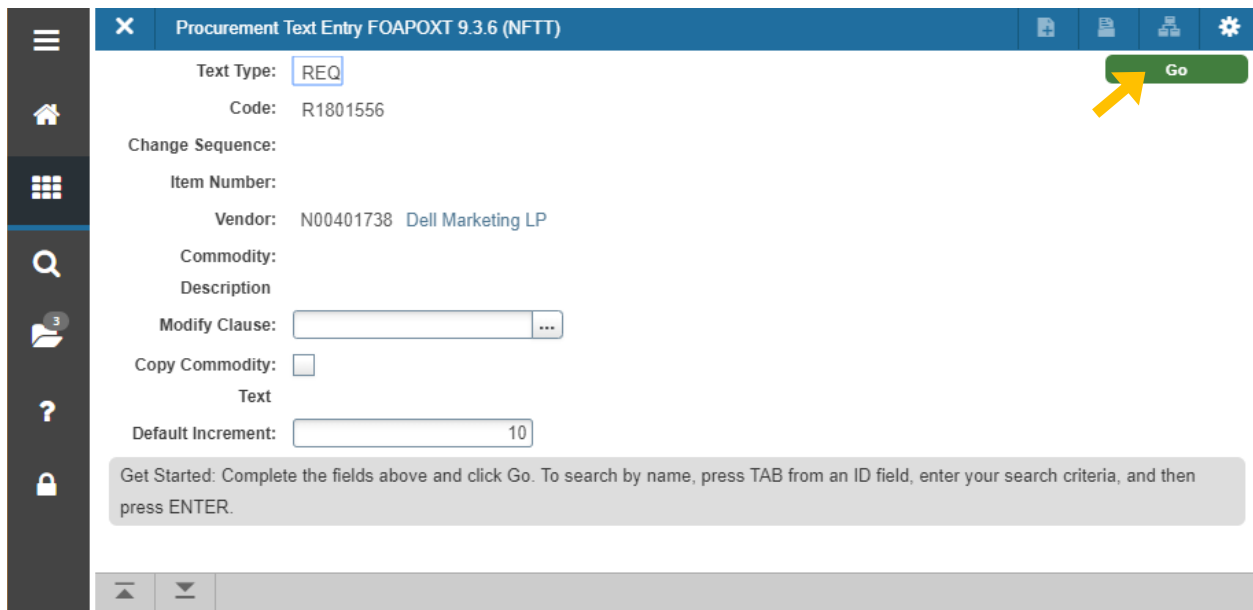
e. Exit out of Item Text by clicking X in the top left corner.

11. Press the down arrow. Click the Related icon again and select Document Text.



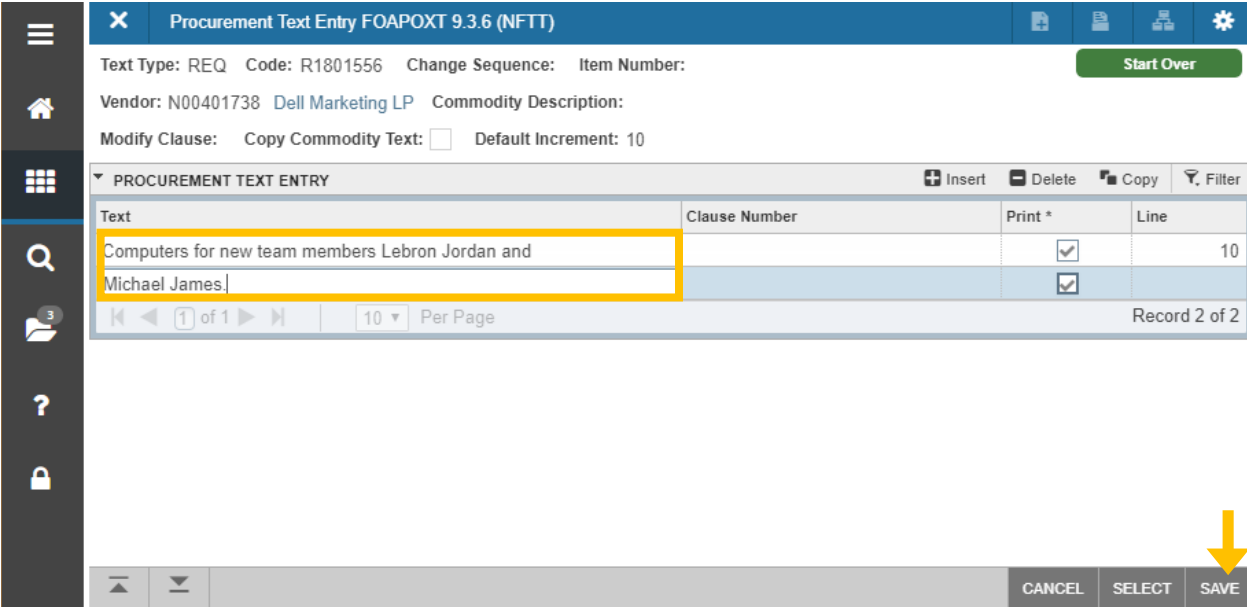
The screenshot shows a web application interface for a requisition entry. The title bar reads "Requisition FPAREQN 9.3.7 (NFTT)". The main content area is titled "REQUISITION ENTRY: REQUESTOR/DELIVERY" and contains several input fields for "Requisition" (R1801556), "Order Date" (09/27/2018), "Transaction Date" (09/27/2018), and "Delivery Date" (12/20/2018). There are also fields for "Comments", "Commodity Total", and "Accounting Total". A "Document Level" checkbox is visible. Below this is a tabbed interface with "Commodity/Accounting" selected. A table lists commodity items, with one row showing "1 792000 Latitude ZZZZ, Intel C... EA ...". A dropdown menu is open on the right side, showing options: "Review Commodity Information [FOICOMM]", "Item Text [FOAPOXT]", "Document Text [FOAPOXT]" (highlighted with a blue bar and a yellow arrow), and "Commodity Text [FOATEXT]". A yellow arrow also points to the "Related" icon in the top right corner of the application. A "SAVE" button is located at the bottom right.

12. Click Go.



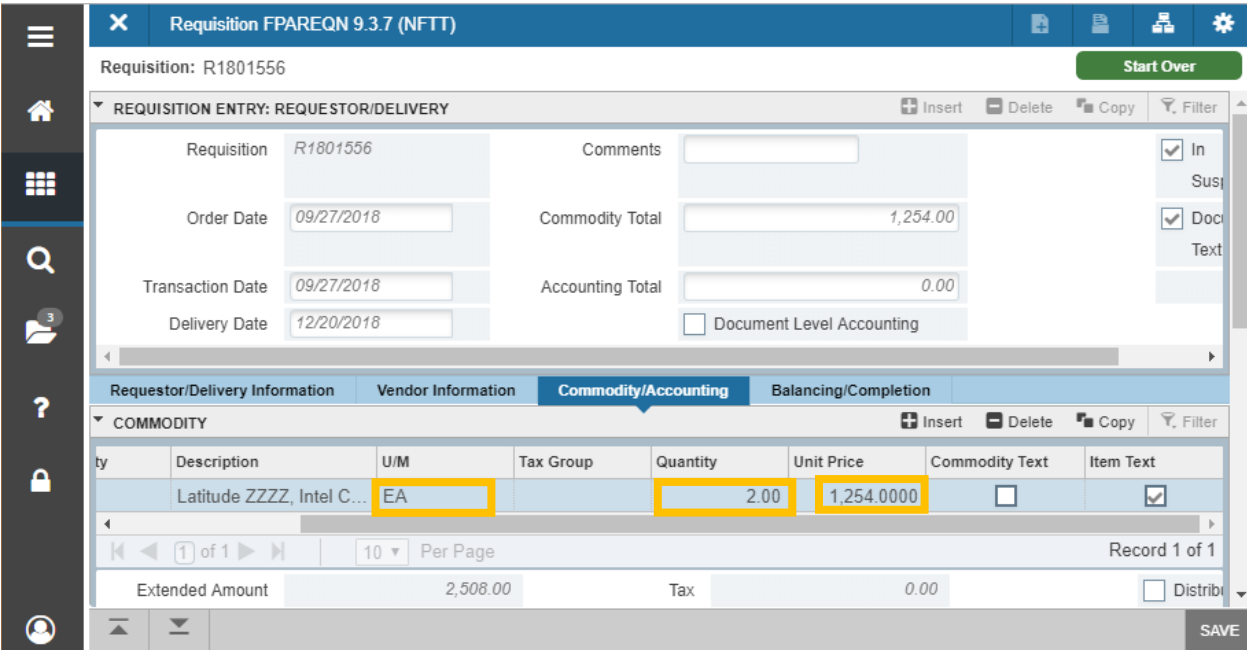
The screenshot shows a web application interface for "Procurement Text Entry FOAPOXT 9.3.6 (NFTT)". The form contains several fields: "Text Type" (REQ), "Code" (R1801556), "Change Sequence", "Item Number", "Vendor" (N00401738 Dell Marketing LP), "Commodity", "Description", "Modify Clause" (with a dropdown arrow), "Copy Commodity" (checkbox), "Text", and "Default Increment" (10). A green "Go" button is highlighted with a yellow arrow. Below the form is a grey box with the text: "Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER." The bottom of the screen shows navigation arrows.

13. Enter business purpose for the purchase; include name of the user, whether the item is new or replacement, and UPS shipping account number (if appropriate). Press the keyboard down arrow for additional lines. Click Save.



14. Exit out of Item Text by clicking X in the top left corner.

15. In the Commodity section, enter unit of measure (U/M), quantity, and unit price.



16. In the Accounting section of the requisition, check that that COA = U and press Tab.

Requisition: R1801554

Requestor/Delivery Information: 721009 Attorney Services MOS 7.00 163.0000

Extended Amount: 1,141.00 Tax: 0.00

Discount: 0.00 Commodity Total: 1,141.00

Additional: 0.00

ACCOUNTING

Sequence	COA	Year	Index	Fund	Orgn	Acct	Prog
1	U	19		110000	200400	721009	61

Extended Amount: % USD 1,141.00

SAVE

17. Press Tab to Populate the FOAP information. Enter your Index number. Tab through entire FOAP, revising Fund, Org, and Account as needed. The Acct code should match the Commodity

Application Navigator

https://unfdev12.it.usf.edu:8443/applicationNavigator/seamless

Requisition: R1801556

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

COMMODITY

Item	Commodity	Description	U/M	Tax Group	Quantity	Unit Price	Commod
1	792000	Latitude ZZZZ, Intel C...	EA		2.00	1,254.0000	

Extended Amount: 2,508.00 Tax: 0.00

Discount: 0.00 Commodity Total: 2,508.00

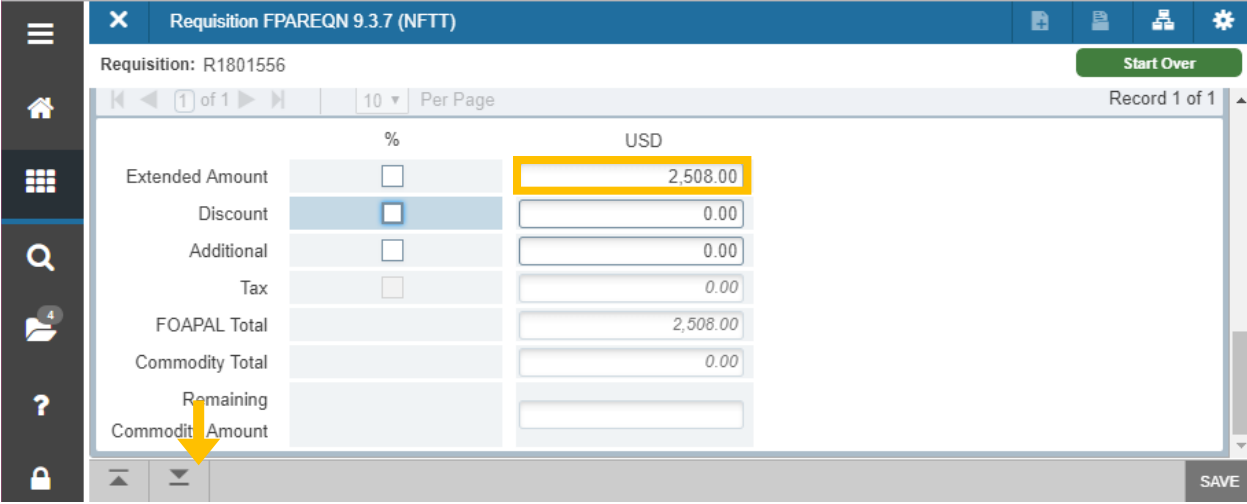
Additional: 0.00

ACCOUNTING

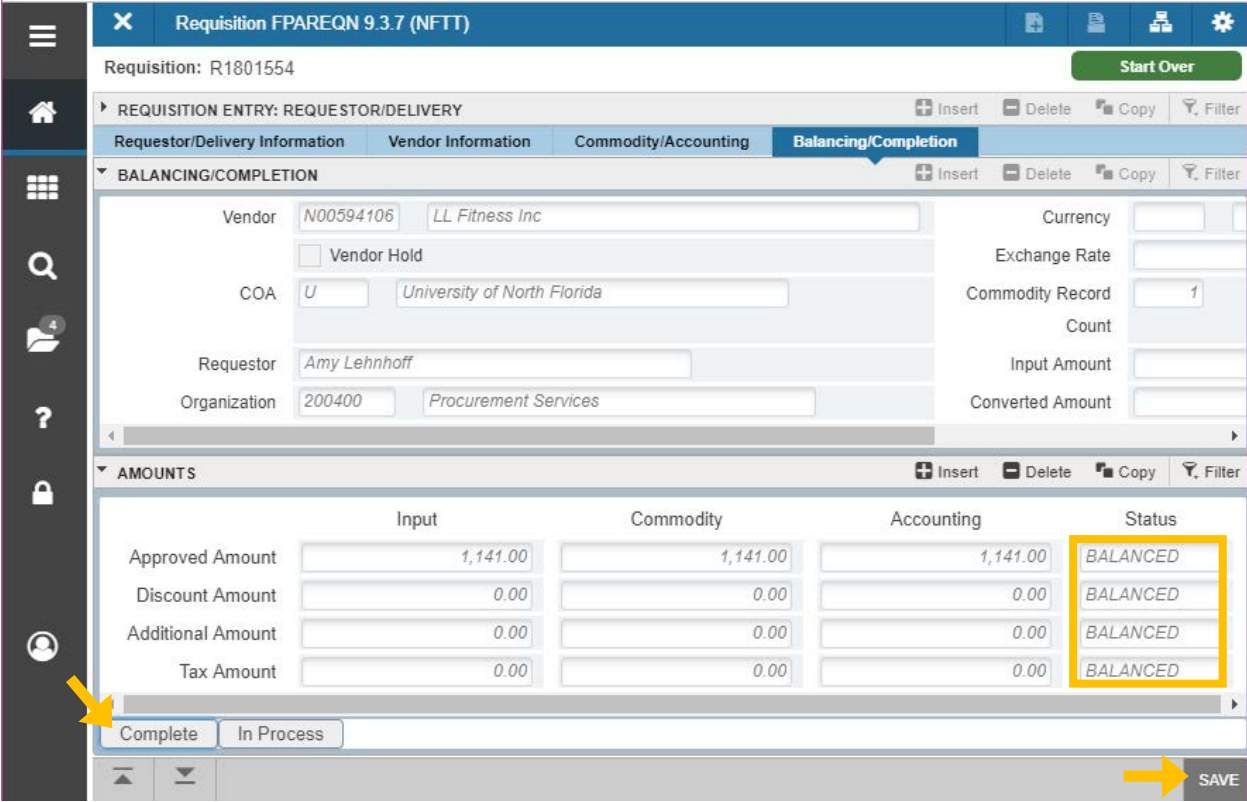
COA	Year	Index	Fund	Orgn	Acct	Prog	Actv
1 U	19	200400	110000	200400	721009	61	

SAVE

18. Tab several times until cost is displayed. To ensure you are applying the correct dollar amount, Tab to the Extended Amount section. When finished, click the Next Section button at the bottom of the page.



19. Make sure each Amount shows a BALANCED status.



20. Click Complete if you are ready to submit for approval, or In Process if the requisition is not yet ready. Click Save.