

How to Process a Requisition for Purchase Order

Purpose

The purpose of this map is to provide quick reference instructions how to process a requisition for purchase order.

This serves as a supplemental guide to established Policies & Procedures set forth by the University.

Before You Begin

You'll need the following information prior to processing requisition in Banner.

1. Vendor ID Number

If	Then
Established Vendor in Banner	Query using FTMVEND to obtain Vendor ID Number. <i>Note:</i> Verify PC1 is accurate.
PC1 address is not current in FTMVEND	Email updated details to Purchasing to include established Vendor ID No.
Need a Vendor ID Number Assigned	Process new Vendor Form with Purchasing.

2. Departmental Organization No.
3. Preferred 'Ship To' index code
 - a. Typically Default Index
 - b. To specify special shipping instructions enter 'BELOW'

Note: When utilizing the special shipping instructions outlined in 3.b. delivery address must be entered as part of Additional Text.

Compliance Checklist

Below are steps for requestor to assess compliance of requisition against established policies **prior to** entering into any agreement, contract, requisition, or authorization for goods, services.

1. Verify if purchase qualifies as capital asset:
[Capital Assets Management](#)
2. Verify signature thresholds of approval against:
 - [Procurement](#), and/or
 - [Contracts & Grants Signature Policy](#)
3. Determine best method of payment:
[How To Purchase](#)
4. Verify [Bidding Requirements](#) to include need for Single/Sole Source Justification Form.
5. Consult with Business Manager/Office for accuracy of above and to verify additional departmental requirements.

For further reference see [Business Policies & Procedures](#) or contact Purchasing for assistance.

Note: All respective documentation; quote/proposal, competitive bids, authorized signatures, and supplemental documentation per established policies & procedures should be submitted along with requisition as a completed packet.

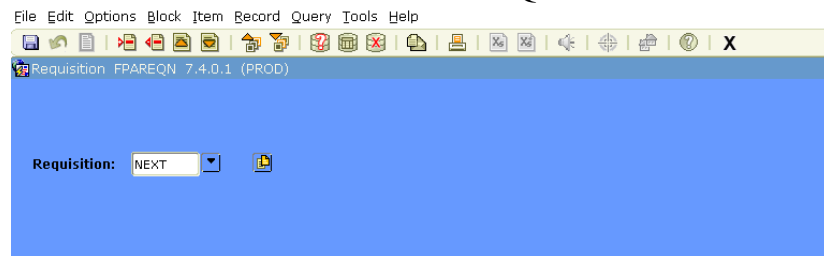
How to Enter Requisition

Follow the below steps to enter a new requisition for purchase order.

1. Open new Banner session.

https://banner.pacific.edu/forms/frmservlet?config=inb_prod

2. In the 'Go To' field enter form FPAREQN and ENTER.



3. In the 'Requisition' field enter NEXT and CTRL+Page Down.
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Requestor/ Delivery Information Tab

From the Requestor/Delivery Information tab enter the following:

1. Order Date (default to date of entry)
2. Transaction Date (default to date of entry)
3. Delivery Date (required field)
4. CTRL+Page Down
5. Enter Organization No. in Organization field
6. Enter Ship To field with either Default Index or BELOW
7. CTRL+Page Down to proceed to next tab

Requisition Entry: Requestor/Delivery Information: FPAREQN 7.4.0.1 (PROD)

Requisition: NEXT
Order Date: 31-AUG-2009
Transaction Date: 31-AUG-2009
Delivery Date: 31-AUG-2009
Commodity Total: .00
Accounting Total: .00
In Suspense
Document Text
Document Level Accounting

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

Requestor: Shelby Staugenhaug (295)
Organization: 41010 controller
COA: 1 University of the Pacific
Email: sstaugen@pacific.edu
Phone: [blank] Extension: [blank] Fax: [blank] Extension: [blank]

Ship To: GPCH
Street Line 1: Alton Purchasing
Street Line 2: 1050 Brookside Rd
Street Line 3: [blank]
Building: [blank] Floor: [blank]
City: Stockton
State or Province: CA Zip or Postal Code: [blank]
Nation: [blank]
Telephone: [blank] Extension: [blank]
Contact: [blank]

Attention To: [This field is optional]

Note: Requestors are cautioned to selectively enter the dates required in steps 1 & 2 in accord with the fiscal budget to be impacted. For example, requisition being entered in June for delivery of goods on or after July 1 would require entries on or after this date.

Vendor Information Tab

From the Vendor Information Tab enter the following:

1. Enter Vendor ID Number
2. Hit TAB button
3. PC1 should be the default address
4. Enter Contact and Email fields as desired
5. CTRL+Page Down to proceed to next tab

The screenshot shows the 'Vendor Information' tab selected. A red arrow points to the 'Vendor' field, which contains the ID '98879553' and the name 'Apollo Hospitality LLC'. The 'Address Type' is set to 'PC' and 'Sequence' is '1'. The address fields are filled with 'dba Holiday Inn Stockton', '111 E March Ln', and 'Stockton'. The state is 'CA' and the zip code is '95207'. The phone number is '209 4743301' and the fax is '209 4741701'. The discount is '01 net 30' and the tax group is 'STKN California State Sales Tax'.

Commodity/Accounting Tab

From the Commodity/Accounting Tab enter the following:

1. If a Capital Purchase or Multiple Mixed Commodities, proceed to step 3
2. If step 1 is not applicable, proceed to step 4
3. Un-check the Document Level Accounting field, proceed to step 4
4. Enter Commodity code and TAB to Description field
5. Enter desired Description for the commodity actually being purchased.

Note: In the instance of Capital Purchases this detail will be the description on the Asset Tag. For additional space to continue the Description see Item Text below.

Continued On Next Page

**Commodity/
Accounting Tab
(Continued)**

6. Continue tabbing to enter:
 - a. U/M
 - b. Tax Group
 - i. IF, capital purchase this field **must** be entered as **INCL** to ensure all costs are associated with line item.
 - ii. IF, non-capital costs may be broken down into multiple line items.
 - c. Quantity
 - i. IF, capital purchase, QUANTITY will generate an asset tag for the quantity entered. Must be exact!
 - ii. IF, purchasing multiple capital items QUANTITY can only be increased if the items are exactly the same.
 - iii. IF, purchasing multiple capital items that are not the exact same items, enter multiple line items with all of above steps should be followed.
 - d. Unit Price
 - i. IF, capital purchase UNIT PRICE must include:
 1. Item Cost,
 2. Tax,
 3. Shipping, and
 4. Installation.

Note: These costs must be entered as one LINE ITEM to ensure asset is adequately tagged and tracked internally.
 - ii. IF, non-capital purchase UNIT PRICE can be broken down into multiple line items. For example, commodity, shipping, installation, etc.
7. Tab through the Commodity Line Total fields to auto populate totals.

Continued On Next Page

**Commodity/
Accounting Tab
(Continued)**

8. Repeat steps 4-7 to continue entering multiple Commodity line items
9. If entering Item or Document Text proceed to Additional Text.
10. Otherwise, proceed to How to Enter Commodity Funding.

Additional Text

There are two options for entering additional text as notes within a requisition.

Type	Description
Document Text	Document Text should be used to include additional information on the purchase order above Commodity details. <i>For example:</i> Message to Vendor, Quote Number, Message to Purchasing, Emailing Instructions, Special Shipping Instructions, Blanket or Contract Text Indicator, Etc.
Item Text	Item Text should be used to supplement Commodity Line item descriptions. <i>For example:</i> Laptop purchase includes warranty and case.

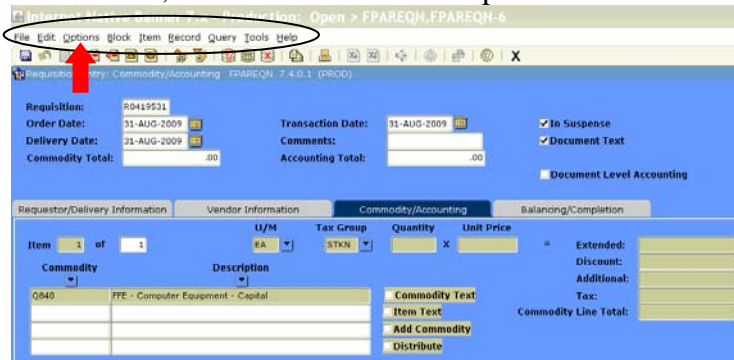
Note: Banner gives the option to print Document and/or Item Text on the printed purchase order.

Note: Document Text and Item Text can be used for both Capital & Non-Capital purchases.

**How to Enter
Document Text**

Follow the below steps to enter Document Text.

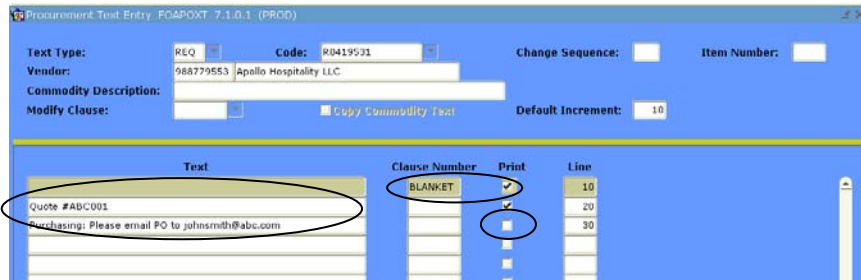
1. From the Commodity/Accounting Tab select the Options drop down menu, select Document Text option.



2. The Procurement Text Entry screen will appear, CTRL+Page Down.

How to Enter Document Text
(Continued)

3. Enter additional information.



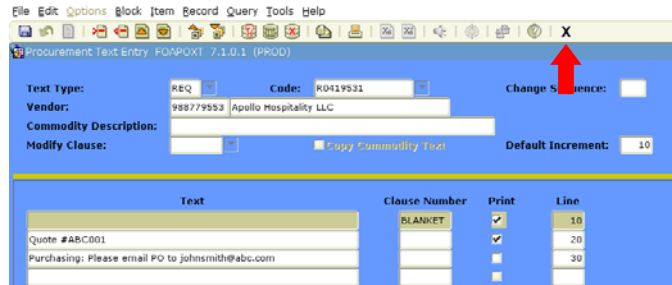
Note: There are specific Clause Number fields available for pre-formatted data to print at the top of purchase order detail section. The clause will print with formatted asterisks highlighting data.

Clause	Detail	PO Format
BLANKET	This is a Blank Purchase Order	PBXXXXXX
CONTRAC	This is a Contract Purchase Order	PCXXXXXX

4. e-select the Document Text line items intended for print versus for internal purposes only. As in example under step 3, note to Purchasing is for internal use only.

5. F10 to save all Document Text.

6. Click on the X from the file menu to Exit back to requisition.

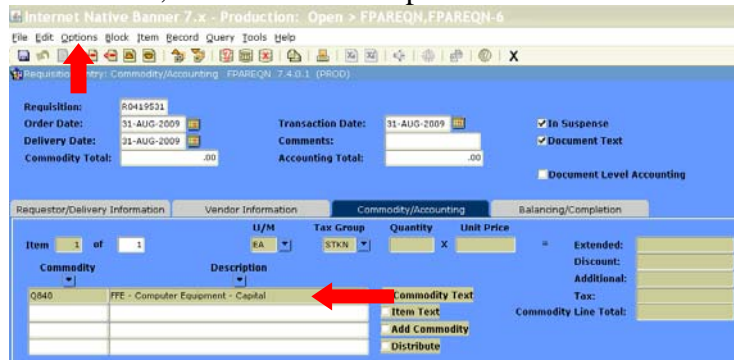


7. To complete requisition proceed to How to Enter Commodity Funding.

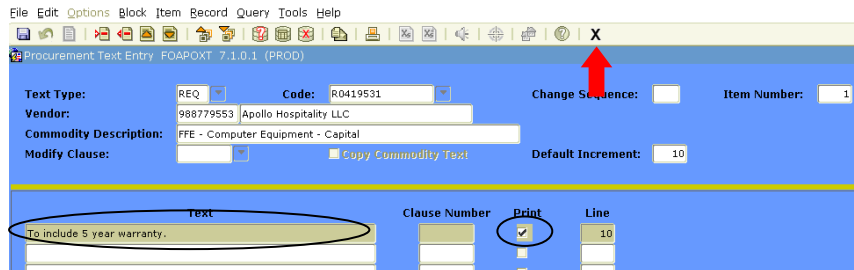
How to Enter Item Text

Follow the below steps to enter Item Text.

1. Insert cursor on the Commodity Line Item the Item Text is to supplement.
2. From the Commodity/Accounting Tab select the Options drop down menu, select Item Text option.



3. The Procurement Text Entry screen will appear, CTRL+Page Down.
4. Enter additional information.



5. De-select the Item Text line items intended for print versus for internal purposes only. As in example under Step 4, warranty note is intended for recipient.
6. F10 to save all Item Text.
7. Click on the X from the file menu to Exit back to requisition, as indicated in Step 4.

How to Enter Commodity Funding

Follow below steps to enter Commodity Funding while in the Commodity/Accounting Tab.

1. Once all Commodity Details and applicable Additional Text are entered, CTRL + Page Down.

Requisition Entry: Commodity/Accounting - FPAREQN 7.4.0.1 (P600)

Requisition: R0419531
Order Date: 31-AUG-2009
Delivery Date: 31-AUG-2009
Commodity Total: 5,995.00

Transaction Date: 31-AUG-2009
Comments:
Accounting Total: .00

In Suspend
 Document Text
 Document Level Accounting

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

Item	U/M	Tax Group	Quantity	Unit Price	Extended:
1 of 1	EA	STKN	1 X	5500	5,500.00

Commodity: Q840
Description: PFE - Computer Equipment - Capital

Commodity Text
 Item Text
 Add Commodity
 Distribute

Extended: 5,500.00
Discount: .00
Additional: .00
Tax: 495.00
Commodity Line Total: 5,995.00

FOAPAL 1 of 0 Remaining Commodity Amount: 5,995.00 NSF Override %b USD

COA Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Extended:
1	10	GPCH	110001	40010	7040	400115			5,500.00

Discount: .00
Additional: .00
Tax: 495.00
FOAPAL Line Total: 5,995.00
Commodity Accounting Total: .00

2. By default, your cursor will be in the COA field.
3. Tab to enter desired Index. Fund, Orgn, Acct, & Prog fields auto populate. Actv is an optional field. If used it must be 3 digits.
4. Tab through the Commodity Accounting Total section to auto populate.
5. To enter multiple FOAPL line items, see Entering Multiple Indexes.
6. CTRL+Page Down
7. Proceed to Balancing/Completion Tab section.

Balancing/ Completion Tab

Follow below steps to under the Balancing/Completion Tab to complete requisition for purchase order.

1. The Status fields must all reflect 'Balanced'. If not balanced, CTRL+Page Up to return to Commodity/Account Tab.

The screenshot displays the 'Balancing/Completion' tab of a software application. The interface includes several sections:

- Requisition Information:** Requisition: 4041811, Order Date: 11-AUG-2009, Transaction Date: 11-AUG-2009, Delivery Date: 11-AUG-2009, Comments: [empty], Commodity Total: 5,995.00, Accounting Total: 5,995.00. There are checkboxes for 'In Suspense', 'Document Text', and 'Document Level Accounting'.
- Vendor Information:** Vendor: 98879553 Apollo Hospitalty LLC, Requestor: Shelby Staegenhaud (56), COA: 1 University of the Pacific, Organization: 43010 Controller, Currency: [empty], Exchange Rate: [empty], Commodity Record Count: 1, Input Amount: 5995.00, Converted Amount: [empty].
- Summary Table:** A table with four columns: Input, Commodity, Accounting, and Status. All Status values are 'BALANCED'.

	Input	Commodity	Accounting	Status
Approved Amount:	5,995.00	5,995.00	5,995.00	BALANCED
Discount Amount:	.00	.00	.00	BALANCED
Additional Amount:	.00	.00	.00	BALANCED
Tax Amount:	495.00	495.00	495.00	BALANCED
- Buttons:** 'Complete' (with a red arrow pointing to it) and 'In Process' buttons are located at the bottom left.

2. If 'Balanced' as in example in Step 1, select Complete.
Note: Write down requisition number prior to completion.
3. Purchasing will process requisition.
4. If left 'In Process', requestor can return for completion at a later date.