

# Doing a Requisition

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# Mission Statement

*Purchasing Department's objective is to procure goods and services to support the educational and research requirements of the University.*





# FGIBAVL continued ...

- Once you have completed the information needed in the **Key Information Block**, your fund/org/acct, press Cntrl/Page down to next block. You can also use the block menu or by clicking the next block icon to move to the Information Block section.

Next block icon

Using Block menu ...

Oracle Fusion Middleware Forms Services: Open > FGIBAVL

File Edit Options **Block** Item Record Query Tools Help

Budget Availability Status FGIBAVL 8.6.1.4 (PROD)

Chart: A Fund: 0010 Educational and General  
 Fiscal Year: 17 Organization: 60210 Purchasing Office  
 Index: Commit Type: Both Program: 6020

Control Keys → Fund: Organization: Account: Program:

Account	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance	Pending Documents

Oracle Fusion Middleware Forms Services: Open > FGIBAVL

File Edit Options Block Item Record Query Tools Help

Budget Availability Status FGIBAVL 8.6.1.4 (PROD)

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Control Keys → Fund: Organization: Account: Program:

Account	Title	Adjusted Budget	YTD Activity	Commitments	Available

# FGIBAVL continued ...

- If you need to correct or change funding, use the rollback icon to re-access the funding portion in the key information block.

Oracle Fusion Middleware Forms Services: Open > FGIBAVL

File Edit Options Block Item Record Query Tools Help

Availability Status FGIBAVL 8.6.1.4 (PROD)

Chart: A Fund: 0010 Educational and General  
 Fiscal Year: 17 Organization: 60210 Purchasing Office  
 Index: Commit Type: Both Account: 7100P M & O Budget Pool  
 Program: 6020 General Institutional

☐ Pending Documents

Control Keys → Fund: 0010 Organization: 60210 Account: 7100P Program: 6020

Account	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance	Pending Documents
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>

# FGIBAVL cont ...

- Once you know your budget amount, you can determine if processing a REQ can be continued ... Please note, FGIBAVL doesn't account for pro-card transactions. You will need to track those on a separate budget and deduct those from the amount listed on FGIBAVL have an accurate budget amount.

Oracle Fusion Middleware Forms Services: Open > FGIBAVL

File Edit Options Block Item Record Query Tools Help

Budget Availability Status FGIBAVL 8.6.1.4 (PROD)

Chart: A Fund: 0100 Designated Tuition Fee  
 Fiscal Year: 17 Organization: 60210 Purchasing Office  
 Index: Commit Type: Both Account: 7100P M & O Budget Pool  
 Program: 6020 General Institutional

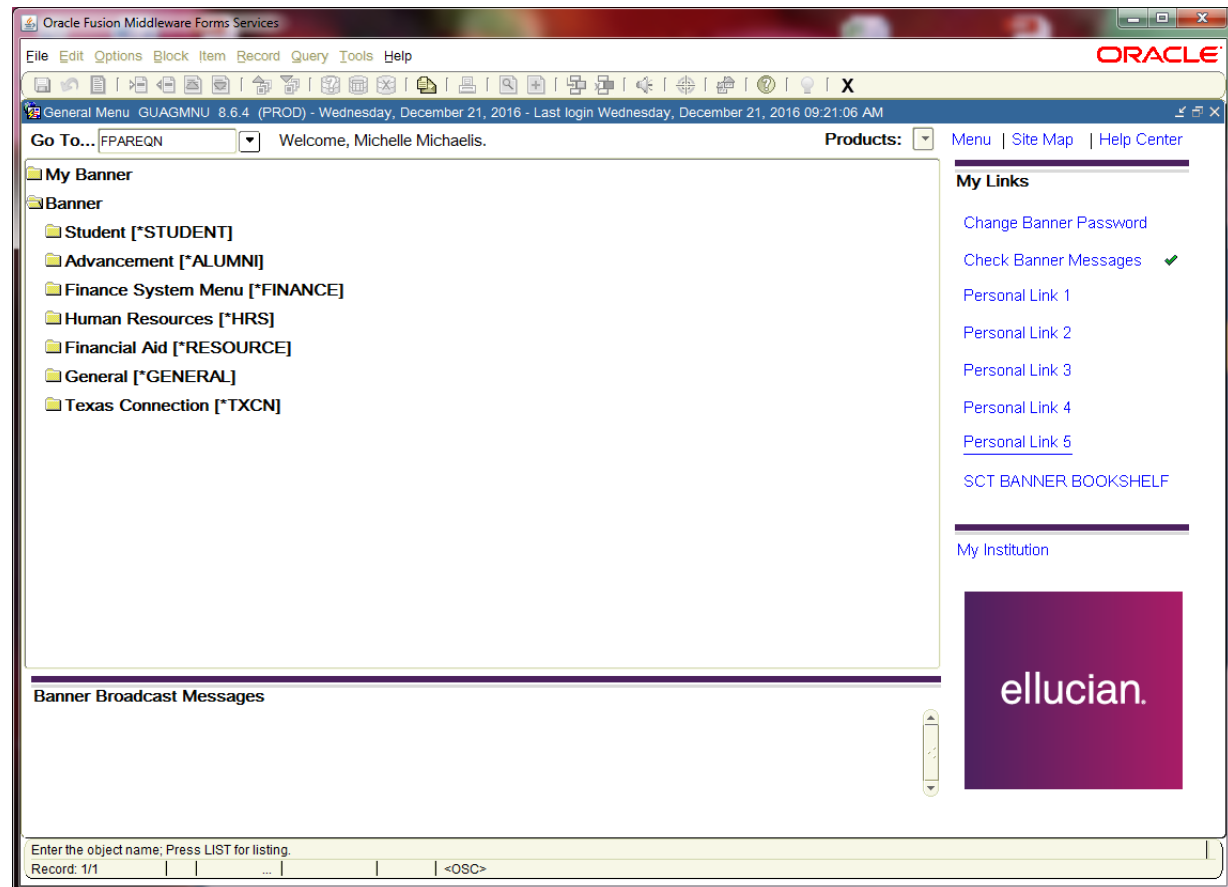
☐ Pending Documents

Control Keys → Fund: 0100 Organization: 60210 Account: 7100P Program: 6020

Account	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance	Pending Documents
7100P	M & O Budget Pool	12,080.00	3,829.33	2,156.39	6,094.28	<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>

# Doing a Requisition ...

- Type FPAREQN into banner.



Type 'NEXT' to let Banner assign the requisition number in the form header, and click Next Block (Ctrl-Pg Down).

The screenshot shows a web browser window titled "Oracle Fusion Middleware Forms Services: Open > FPAREQN". The browser's address bar shows "Requisition: FPAREQN 8.6.0.3 (PROD)". The main content area displays a text block with a disclaimer: "I have read and understand the University's Code of Ethics and Conflict of Interest policies (including Regent's Rules Ch. 03, OP 02.09, and OP 52.02). I have disclosed to the Procurement Director any potential conflict of interest I am aware of regarding any University contract with or bid from a private vendor for the purchase of good or services. For this certification, a 'conflict of interest' refers to a situation in which my or another person's financial, professional, or other personal considerations may directly or indirectly affect, or have the appearance of affecting, my or another person's judgment in exercising any duty or responsibility owed to the University. Purchasing reserves the right to request periodic re-certification." Below this text is a label "Requisition:" followed by a dropdown menu showing "NEXT" and a small icon. At the bottom of the window, a status bar contains the text "Enter NEXT or leave blank for automatic assignment or enter document number, press Next Field to activate COPY function." and "Record: 1/1".

# A requisition is separated into 4 tabs.

## You are on the Requestor/Delivery Information Tab.

- Enter a Delivery Date in the forms header and please enter into the Comments section a fax number and/or email address of the vendor.
- In addition, if you have requested an emergency PO# from purchasing, please enter it in the Comments section.
- Tab to enter the rest of the fields.
- Click Next Block (Ctrl-Pg Down) to proceed to the Vendor Information block.

Oracle Fusion Middleware Forms Services: Open > FPAREQN

File Edit Options Block Item Record Query Tools Help

Requisition Entry: Vendor Information FPAREQN 8.6.0.3 (PROD)

Requisition: NEXT  
 Order Date: 21-DEC-2016  
 Delivery Date: 31-DEC-2016  
 Commodity Total: 0.00  
 Transaction Date: 21-DEC-2016  
 Comments: PO # 1700107  
 Accounting Total: 0.00  
☐ In Suspense  
☐ Document Text  
☒ Document Level Accounting

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

Requestor: Michelle L. Michaelis  
 Organization: 60210 Purchasing Office  
 COA: A Angelo State University  
 Email:  
 Ship To: CNTREC  
 Street Line 1: Central Receiving  
 Street Line 2: 1635 Vanderventer  
 Street Line 3:  
 Building: Floor:  
 City: San Angelo  
 State or Province: TX Zip or Postal Code: 76909  
 Nation:  
 Area Code Phone Number Extension  
 Phone:  
 Fax:  
 Contact:  
 Attention To:

Enter the requestor's email address. ( 100 characters maximum )  
 Record: 1/1 <OSC>

## Vendor Information Tab ...

- Enter a vendor code, if known, and Tab. To locate a vendor, click the drop down menu and use the FTIIDEN menu.
- NOTE: If you have a new vendor, please enter name, address, & contact information under Document Text & attach a W9 in Onbase. Instructions to follow in this packet.

The screenshot displays the Oracle Fusion Middleware Forms Services interface for 'Requisition Entry: Vendor Information'. The window title is 'Oracle Fusion Middleware Forms Services: Open > FPAREQN'. The menu bar includes File, Edit, Options, Block, Item, Record, Query, Tools, and Help. The toolbar contains various icons for file operations and navigation. The main form area is titled 'Requisition Entry: Vendor Information FPAREQN 8.6.0.3 (PROD)'. It contains several input fields and checkboxes:

- Requisition:** NEXT
- Order Date:** 11-JAN-2017
- Transaction Date:** 11-JAN-2017
- Delivery Date:** 12-JAN-2017
- Comments:** (empty field)
- Commodity Total:** 0.00
- Accounting Total:** 0.00
- ☐ In Suspense
- ☐ Document Text
- ☒ Document Level Accounting

Below these fields are tabs for 'Requestor/Delivery Information' and 'Vendor Information'. The 'Vendor Information' tab is active, showing a 'Vendor' dropdown menu. A red circle highlights the 'Entity Name/ID Search (FTIIDEN)' button, which is also labeled 'Vendor Maintenance (FTMVEND)'. Other fields include 'Address Type', 'Street Line 1', 'Street Line 2', 'Street Line 3', 'City', 'State or Province', 'Zip or Postal Code', 'Nation', 'Contact', 'Email', 'Area Code', 'Phone Number', 'Extension', 'Phone', and 'Fax'. A 'Cancel' button is visible at the bottom right of the form.

To select vendors in the system, use the drop down menu  
FTIIDEN option.

Oracle Fusion Middleware Forms Services: Open > FPAREQN

File Edit Options Block Item Record Query Tools Help

Requisition Entry: Vendor Information FPAREQN 8.6.0.3 (PROD)

Requisition: NEXT

Order Date: 21-DEC-2016

Transaction Date: 21-DEC-2016

Delivery Date: 31-DEC-2016

Comments: PO # 1700107

Commodity Total: 0.00

Accounting Total: 0.00

☐ In Suspense

☐ Document Text

☒ Document Level Accounting

Requestor/Delivery Information Vendor Information

Vendor: [Dropdown]

Address Type: [Dropdown] Sequential

Street Line 1:

Street Line 2:

Street Line 3:

City:

State or Province:

Zip or Postal Code:

Nation:

Contact:

Email:

Area Code Phone Number Extension

Phone:

Fax:

Option List

Entity Name/ID Search (FTIIDEN)

Vendor Maintenance (FTMVEND)

Cancel

Record: 1/1

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Use the scroll bar to look down the list. Look at column V – if there is a T in that column, the vendor cannot be used (example below).

Oracle Fusion Middleware Forms Services: Open > FPAREQN - FTIDEN

File Edit Options Block Item Record Query Tools Help

Entity Name/ID Search FTIDEN 8.4 (PROD)

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

ID	Last Name	First Name	Middle Name	Entity Ind	Change Ind	V	F	A	G	P	Type
752738129	Angelo Water Service Company			C		T	N	N	N	N	
261289144	Answer Angelo			C		Y	N	N	N	N	
750875660	BPOE Lodge 1880 San Angelo			C		Y	N	N	N	N	
263517233	Batteries Plus San Angelo			C		Y	N	N	N	N	
752955027	Benchmark Hotel of San Angelo LLP			C		Y	N	N	N	N	
201518187	Best Western San Angelo			C	N	Y	N	N	N	N	
752668948	Best Western San Angelo			C	N	T	N	N	N	N	ADV
752668948	Best Western San Angelo			C		T	N	N	N	N	
AL0033479	Best Western San Angelo			C	I	T	N	N	N	N	ALID
751653172	Better Business Bureau of San Angelo			C		Y	N	N	N	N	
751005236	Blackmon-Mooring Steamatic of San Angelo			C		Y	N	N	N	N	
AL0033524	Blackmon-Mooring Steamatic of San Angelo			C	I	Y	N	N	N	N	ALID
751216481	Boys and Girls Club of San Angelo Inc			C		Y	N	N	N	N	
81009334	Budget Blinds of San Angelo			C		T	N	N	N	N	
AL0034307	Budget Blinds of San Angelo			C	I	T	N	N	N	N	ALID
756000659	City Of San Angelo			C		Y	N	Y	N	N	
AL0041112	City Of San Angelo			C	I	Y	N	Y	N	N	ALID

V - Vendors F - Financial Managers A - Agencies G - Grant Personnel P - Proposal Personnel

ID. Press Edit to change Ordering of Records.  
Record: 83/7 <OSC>

Double click the Vendor ID to select a vendor – it will populate in the REQ.

Oracle Fusion Middleware Forms Services: Open > FPAREQN - FTIDEN

File Edit Options Block Item Record Query Tools Help

Entity Name/ID Search FTIDEN 8.4 (PROD)

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

ID	Last Name	First Name	Middle Name	Entity Ind	Change Ind	V	F	A	G	P	Type
752668948	Best Western San Angelo			C	N	T	N	N	N	N	ADV
752668948	Best Western San Angelo			C		T	N	N	N	N	
AL0033479	Best Western San Angelo			C	I	T	N	N	N	N	ALID
751653172	Better Business Bureau of San Angelo			C		Y	N	N	N	N	
751005236	Blackmon-Mooring Steamatic of San Angelo			C		Y	N	N	N	N	
AL0033524	Blackmon-Mooring Steamatic of San Angelo			C	I	Y	N	N	N	N	ALID
751216481	Boys and Girls Club of San Angelo Inc			C		Y	N	N	N	N	
81009334	Budget Blinds of San Angelo			C		T	N	N	N	N	
AL0034307	Budget Blinds of San Angelo			C	I	T	N	N	N	N	ALID
75600659	City Of San Angelo			C		Y	N	Y	N	N	
AL0041112	City Of San Angelo			C	I	Y	N	Y	N	N	ALID
752886539	City of San Angelo Development Corp			C		Y	N	N	N	N	
730624969	Desk & Derrick Club of San Angelo			C	N	Y	N	N	N	N	ADV
730624969	Desk & Derrick Club of San Angelo			C		Y	N	N	N	N	
030534387	Downtown San Angelo Inc			C		Y	N	N	N	N	
471119221	Fairfield Inn San Angelo			C	N	Y	N	N	N	N	
750808781	First Baptist Church of San Angelo			C		Y	N	N	N	N	

V - Vendors F - Financial Managers A - Agencies G - Grant Personnel P - Proposal Personnel

ID. Press Edit to change Ordering of Records.  
Record: 85/?

Vendors can have multiple addresses on file – click the drop down arrow next to Sequence to open a window to select the correct address. Use the scroll bar on the side to navigate to the address you need.

Oracle Fusion Middleware Forms Services: Open > FPAREQN - FOQADDR

File Edit Options Block Item Record Query Tools Help

Address Information Query FOQADDR 8.9 (PROD)

ID: 756000659 City Of San Angelo

Address Type: PB Sequence Number: 1 Source: LETR From Date: 02-SEP-2011 To Date:

Street Line 1: PO Box 1751 Street Line 2: Street Line 3:

City: San Angelo State or Province: TX ZIP or Postal Code: 76902-1751 Nation:

Address Type: VC Sequence Number: 1 Source: From Date: 01-SEP-2003 To Date:

Street Line 1: San Angelo Water Utilitie Dept Street Line 2: PO Box 5820 Street Line 3:

City: San Angelo State or Province: TX ZIP or Postal Code: 76902-5820 Nation:

Record: 1/31 ... List of Valu... <OSC>

Double click in the sequence number under address type to select the address you want.

Oracle Fusion Middleware Forms Services: Open > FPAREQN - FOQADDR

File Edit Options Block Item Record Query Tools Help

Address Information Query FOQADDR 8.9 (PROD)

ID: 756000659 City Of San Angelo

Address Type:	VC	Sequence Number:	6	Street Line 1:	RECREATION DEPARTMENT
Source:		From Date:		Street Line 2:	702 S CHADBOURNE ST
To Date:				Street Line 3:	
		City:	SAN ANGELO	State or Province:	TX
		Nation:		ZIP or Postal Code:	76903-6932

Address Type:	VC	Sequence Number:	7	Street Line 1:	Fort Concho National
Source:		From Date:		Street Line 2:	Historic Landmark
To Date:				Street Line 3:	630 S Oakes St
		City:	San Angelo	State or Province:	TX
		Nation:		ZIP or Postal Code:	76903

Record: 8/31 ... List of Valu... <OSC>

If the address you need is not on file, Purchasing will need a W9 attached in Onbase and the address information will need to be listed in the Document Text field – see slide 22 for instructions on Document Text.

The screenshot displays the 'Oracle Fusion Middleware Forms Services' window with the title 'Open > FPAREQN'. The menu bar includes 'File', 'Edit', 'Options', 'Block', 'Item', 'Record', 'Query', 'Tools', and 'Help'. The toolbar contains various icons for file operations and navigation. The main window title is 'Requisition Entry: Vendor Information: FPAREQN 8.6.0.3 (PROD)'. The form is divided into several sections:

- Requisition:** R1701270
- Order Date:** 21-DEC-2016
- Transaction Date:** 21-DEC-2016
- Delivery Date:** 31-DEC-2016
- Comments:** PO # 1700107
- Commodity Total:** 0.00
- Accounting Total:** 0.00
- Document Level Accounting:** ☒ Document Level Accounting

The 'Vendor Information' tab is selected, showing the following details:

- Vendor:** 756000659 City Of San Angelo
- Address Type:** VC
- Sequence:** 7
- Street Line 1:** Fort Concho National
- Street Line 2:** Historic Landmark
- Street Line 3:** 630 S Oakes St
- City:** San Angelo
- State or Province:** TX
- Zip or Postal Code:** 76903
- Phone:** (Area Code, Phone Number, Extension)
- Fax:** (Area Code, Phone Number, Extension)

At the bottom, there is a text field for 'Enter name of primary contact for the vendor.' and a status bar showing 'Record: 1/1' and '<OSC>'.

# Commodity/Accounting Tab...

- Tab out of the Commodity block. **DO NOT** enter anything in the commodity block – it can cause errors in banner.

Enter a description of the item or service that you're ordering under description block.

Oracle Fusion Middleware Forms Services: Open > FPAREQN

File Edit Options Block Item Record Query Tools Help

Requisition Entry: Commodity/Accounting FPAREQN 8.6.0.3 (PROD)

Requisition: R1701270

Order Date: 21-DEC-2016 Transaction Date: 21-DEC-2016

Delivery Date: 31-DEC-2016 Comments: PO # 1700107

Commodity Total: 0.00 Accounting Total: 0.00

☐ In Suspense ☐ Document Text ☒ Document Level Accounting

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

Item	U/M	Tax Group	Quantity	Unit Price	Extended
1.00	X		150.0000		150.00

Commodity Description: Purchasing training using grant funding.

☐ Commodity Text ☐ Item Text ☐ Add Commodity ☐ Distribute

Discount: 0.00 Additional: 0.00 Tax: 0.00

Commodity Line Total: 150.00 Document Commodity Total: 150.00

FOAPAL of Remaining Commodity Amount: NSF Override NSF Suspense

COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj

Extended: 0.00 Discount: 0.00 Additional: 0.00 Tax: 0.00

FOAPAL Line Total: 0.00 Document Accounting Total: 0.00

Enter discount amount of item. Record: 1/1 <OSC>

# Item Text

If the item description is longer than fifty spaces, additional descriptive text can be added to a description line by clicking '**Item Text**' under the **Options** menu.

The screenshot displays the Oracle Fusion Middleware Forms Services interface. The 'Options' menu is open, and 'Item Text' is highlighted with a red circle. The main form shows a transaction for 'Purchasing training using grant funding' with a transaction date of 03-JAN-2017. The 'Options' menu includes the following items: Document Information, Requestor/Delivery Information, Vendor Information, Commodity Supplemental Information, Agreement Information, Tax Distribution Information, View Items in Suspense, Accounting Information, Balancing/Completion, Item Text [FOAPOXT], Commodity Text [FOATEXT], and Commodity Text [FOATEXT]. The 'Item Text' option is circled in red. The main form also shows a table with columns for Tax Group, Quantity, Unit Price, and Extended. The 'Item Text' option is also visible in the 'Commodity Text' section of the form.



# Body of the REQ ...

- Enter a unit of measure U/M block. Tab to Quantity.
- Enter a quantity. Tab to Unit Price.
- Enter a Unit Price. Tab & price should populate on the right. DO NOT enter a line with a zero price – this will cause an error in banner.
- Notice at the top that the Requisition number is now listed – please note the number on your documentation.
- If you need another line for another item/service, use the downward arrow to go to another line.
- If you are done entering items, Next Block (Cntrl/Pg Down) to FOAPAL.

Oracle Fusion Middleware Forms Services: Open > FPAREQN

File Edit Options Block Item Record Query Tools Help

Requisition Entry: Commodity/Accounting FPAREQN 8.6.0.3 (PROD)

Requisition: R1701270

Order Date: 21-DEC-2016 Transaction Date: 21-DEC-2016

Delivery Date: 31-DEC-2016 Comments: PO # 1700107

Commodity Total: 0.00 Accounting Total: 0.00

☐ In Suspense ☐ Document Text ☒ Document Level Accounting

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

Item	of	U/M	Tax Group	Quantity	Unit Price	Extended
Commodity	0	JOB		1.00 X	150.0000	150.00
Description: Purchasing training using grant funding.						Discount: 0.00
						Additional: 0.00
						Tax: 0.00
						Commodity Line Total: 150.00
						Document Commodity Total: 0.00

FOAPAL: of Remaining Commodity Amount: NSF Override NSF Suspend % USD

COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj

Enter discount amount of item. Record: 1/1 <OSC>

# Document Text

- The **Document Text** feature can be used to communicate special requests to a Purchasing buyer or to a vendor. Click options, Document Text to open FOAPOTX.

The screenshot shows the Oracle Fusion Middleware Forms Services window titled 'Open > FPAREQN'. The 'Options' menu is open, and 'Document Text [FOAPOXT]' is selected. The main form displays transaction details for '03-JAN-2017' with a 'Transaction Date' of '03-JAN-2017'. The 'Comments' field is empty. The 'Accounting Total' is '0.00'. The 'In Suspense' checkbox is checked, and the 'Document Text' checkbox is unchecked. The 'Document Level Accounting' checkbox is checked. The 'Commodity' field is 'Purchasing training using grant funding'. The 'Description' field is empty. The 'Tax Group' is 'M'. The 'Quantity' is '1'. The 'Unit Price' is '0.00'. The 'Extended' amount is '0.00'. The 'Discount' is '0.00'. The 'Additional' is '0.00'. The 'Tax' is '0.00'. The 'Commodity Line Total' is '0.00'. The 'Document Commodity Total' is '0.00'. The 'FOAPAL' section shows '0.00' for 'Remaining Commodity Amount'. The 'NSF Override' and 'NSF Suspense' checkboxes are unchecked. The 'Extended', 'Discount', 'Additional', and 'Tax' fields are empty. The 'FOAPAL Line Total' is '0.00'. The 'Document Accounting Total' is '0.00'. The 'COA' section shows 'Year', 'Index', 'Fund', 'Orgn', 'Acct', 'Prog', 'Actv', 'Locn', and 'Proj' fields. The 'Record: 1/1' and '<OSC>' buttons are at the bottom.



Typically the system will pre-populate the Fund, Orgn & Prog. If not, please enter for your group.

You will have to enter the Acct based on the commodity or service you're doing the requisition for - please consult the ASU Chart of Accounts for a list.

Tab to the Extended pricing and enter amount. If using multiple FOAPALs, you will need to split the amount per line using the down arrow to go to the next line – **DO NOT ENTER ZERO** as an amount – this will cause an issue with Banner. Do not enter a discount. If you are given a discount by a vendor, you need to account for this in the extended price & list the overall total. Notice the REQ number at the top ...

**DO NOT ENTER ZERO DOLLAR LINES!!**

Oracle Fusion Middleware Forms Services: Open > FPAREQN

File Edit Options Block Item Record Query Tools Help

Requisition Entry: Commodity/Accounting FPAREQN 8.6.0.3 (PROD)

Requisition: R1701270

Order Date: 21-DEC-2016 Transaction Date: 21-DEC-2016 ☐ In Suspense

Delivery Date: 31-DEC-2016 Comments: PO # 1700107 ☐ Document Text

Commodity Total: 150.00 Accounting Total: 0.00 ☒ Document Level Accounting

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

Item 1 of 1 U/M Tax Group Quantity Unit Price Extended: Discount: Additional: Tax: Commodity Line Total: Document Commodity Total:

Commodity Description ☐ Commodity Text ☐ Item Text ☐ Add Commodity ☐ Distribute

Purchasing training using grant funding for Elicia

FOAPAL 1 of 0 Remaining Commodity Amount: 150.00 ☐ NSF Override ☐ NSF Suspense

Year Index Fund Orgn Acct Prog Actv Locn Proj

A 17 0100 60210 7202 6020

Extended: 150.00 Discount: 0.00 Additional: 0.00 Tax: 0.00

FOAPAL Line Total: 150.00 Document Accounting Total: 0.00

Check to calculate dollar amount based on percentage.

Record: 1/1 <OSC>

## Before completing the requisition, you need to enter supporting docs in Onbase

- Open onbase and attach supporting documentation (W9, quotes, etc) under your REQ # under “upload.”
- Use the drop down arrows to select the following:
  - Document Type Group: Purchasing
  - Document Type: PUR-Requisition Supporting Documentation
  - File Type: will auto-populate
  - Document Date: will auto-populate
  - Requisition #: number assigned in banner

The screenshot shows the OnBase 'Upload' interface. At the top, there's a navigation bar with 'Home' and 'Upload' tabs. Below this is a toolbar with icons for 'Browse', 'Acquire', 'Upload', 'Cancel', 'Move Up', 'Move Down', 'Remove', 'Remove All', 'Rotate Left', and 'Rotate Right'. The main area is divided into 'Upload' and 'Preview' sections. The 'Upload' section contains several dropdown menus: 'Document Type Group' (set to 'Purchasing'), 'Document Type' (set to 'PUR - Requisition Supporting Documentation'), 'File Type' (set to 'Image File Format'), and 'Document Date' (set to '12/21/2016'). Below these is a 'Keywords' section with a text input field containing 'Requisition #' and 'R1701270'. Other fields include 'Purchase Order #', 'Year', 'Fund', 'Orgn', and 'Account'. At the bottom, there are 'Options' and two buttons: 'Upload' and 'Cancel'.

# Onbase continued ...

- Click browse & select your document to upload (you must upload 1 at a time).
- Click the green upload button at the bottom of the screen to complete.

OnBase (Production)

Home Upload

Browse Acquire Upload Cancel Move Up Move Down Remove Remove All Rotate Left Rotate Right

Import Upload Pages Transforms

Upload

Document Type Group  
Purchasing

Document Type  
PUR - Requisition Supporting Documentation

File Type  
Image File Format

Document Date  
12/21/2016

Keywords

Requisition #  
R1701270

Purchase Order #

Year

Fund

Orgn

Account

Options

Upload Cancel

Preview

# Balancing Completion Tab ...

To finalize, the requisition needs to show as “Balanced” under status. If it shows anything besides “Balanced” on all 4 lines, you will need to previous block (Cntl/Page up) to check the accounting breakdown in you FOAPAL until your requisition says Balanced on all four lines.

Click Complete. Notice that your REQ number is listed at the top. Please write it down to keep track of it if you haven’t already done so.

Oracle Fusion Middleware Forms Services: Open > FPAREQN

File Edit Options Block Item Record Query Tools Help

Requisition Entry: Balancing/Completion FPAREQN 8.6.0.3 (PROD)

Requisition: R1701270  
 Order Date: 21-DEC-2016  
 Delivery Date: 31-DEC-2016  
 Transaction Date: 21-DEC-2016  
 Comments: PO # 1700107  
 In Suspense  
 Document Text  
 Document Level Accounting

Commodity Total: 150.00  
 Accounting Total: 150.00

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

Vendor: 756000659 City Of San Angelo  
 COA: A Angelo State University  
 Organization: 60210 Purchasing Office  
 Currency:  
 Exchange Rate:  
 Commodity Record Count: 1  
 Requestor: Michelle L. Michaelis  
 Input Amount: 150.00  
 Converted Amount:

	Input	Commodity	Accounting	Status
Approved Amount:	150.00	150.00	150.00	BALANCED
Discount Amount:	0.00	0.00	0.00	BALANCED
Additional Amount:	0.00	0.00	0.00	BALANCED
Tax Amount:	0.00	0.00	0.00	BALANCED

Complete: In Process:

Select to mark this document "Complete"

Record: 1/1 <OSC>

## You are returned for entry of another requisition.

Oracle Fusion Middleware Forms Services: Open > FPAREQN

File Edit Options Block Item Record Query Tools Help

Requisition FPAREQN 8.6.0.3 (PROD)

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I have read and understand the University's Code of Ethics and Conflict of Interest policies (including Regent's Rules Ch. 03, OP 02.09, and OP 52.02). I have disclosed to the Procurement Director any potential conflict of interest I am aware of regarding any University contract with or bid from a private vendor for the purchase of good or services. For this certification, a "conflict of interest" refers to a situation in which my or another person's financial, professional, or other personal considerations may directly or indirectly affect, or have the appearance of affecting, my or another person's judgment in exercising any duty or responsibility owed to the University. Purchasing reserves the right to request periodic re-certification.

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Requisition:

Deletion of Requisition is completed

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