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.
First, check to see if you have money in your budget ... type FGIBAVL in banner

Banner forms are broken into information blocks. The Key Information Block appears at the top of the form.
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.
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.
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.
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).
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.
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.
To select vendors in the system, use the drop down menu FTIIDEN option.
Choosing a vendor: You are in Query mode (see the message line at the bottom). Enter ‘%Name%’ in the Last Name field and Execute Query or F8 (name is case sensitive)
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).
Double click the Vendor ID to select a vendor – it will populate in the REQ.
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.
Double click in the sequence number under address type to select the address you want.
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.
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.
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.
Item text continued ...

- The Procurement Text Entry form (FOAPOXT) will be displayed. Click the ’NEXT BLOCK’ (cntl/pg down) to access the lower portion of the form. Enter the additional desired text to be added to the commodity description. Save before closing.
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.
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.
Document Text continued ...

- The Procurement Text Entry form (FOAPOXT) will be displayed. Click the ‘NEXT BLOCK’ (cntrl/pg down) to access the lower portion of the form. Enter the additional desired text to be added to the description. Save before closing.
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 ...
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
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.
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 your 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.
You are returned for entry of another requisition.