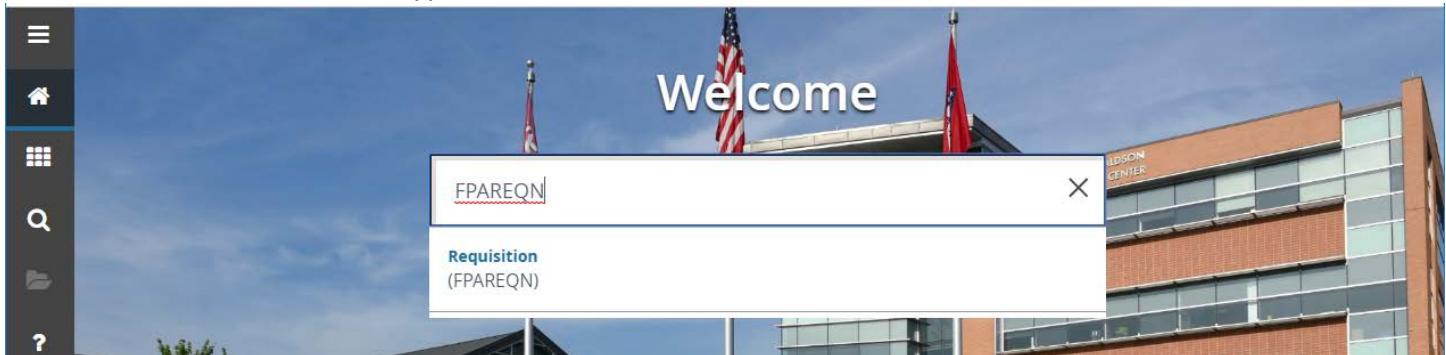


CREATING A REQUISITION

NOTE: Per purchasing policies and procedures departments a purchase order must be created and approved prior to procuring any goods or services. Goods and Services may not be purchased with a requisition number.

1. On the Welcome screen type **FPAREQN** then [Enter].



2. Leave the Requisition field blank and click on **Go**.

A screenshot of a web application titled 'Requisition FPAREQN 9.3.7 (PROD)'. The top navigation bar includes buttons for ADD, RETRIEVE, RELATED, and TOOLS. A search bar labeled 'Requisition:' is empty. To the right of the search bar is a 'Copy' button. Below the search bar is a message: '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 'Go' button is circled in red at the bottom right of the header.

A screenshot of a form titled 'REQUISITION ENTRY: REQUESTOR/DELIVERY'. The 'Requisition' field is populated with 'NEXT'. The 'Requestor' field contains 'Desiree Taggard'. The 'Email' field contains 'dtaggard@ualr.edu'. The 'Street Line 1' field contains '2801 S University Ave'. The bottom right corner of the form has a 'SAVE' button, which is circled in red.

NOTE: Use the <TAB> to move from field to field. "Next Block and Previous Block" are now the Next and Previous Section (up and down arrows located in the lower left corner).

3. **ORDER DATE:** Defaults to current date.
4. **TRANSACTION DATE:** Defaults to current date.
***NOTE:** The Order Date and the Transaction Date must be the same.*
5. **DELIVERY DATE:** Enter the desired delivery date for receivable items; three weeks from the date of entry is recommended. Blanket PO's can have a delivery date through the end of the fiscal year (06/30/XXXX).
***NOTE:** It is the Requester's responsibility to ensure that their Requisition is approved in a timely manner to allow for the desired delivery date.*
6. **COMMENTS:** Leave blank.
7. **DOCUMENT LEVEL ACCOUNTING:** This should have a check mark in the indicator box.
8. **REQUESTOR:** Defaults to the Requester entering Requisition.
***NOTE:** If the receiver copy of the purchase order should be sent to a different email address than the requestor it should be changed at this time.*
9. **COA:** Will default to "E." Leave as is.
10. **ORGANIZATION:** Type in the Organization # or **Search** using "..." and double-click on the "E" next to the correct Organization.
11. **ATTENTION TO/ SHIP TO:** This is where you will note the point of contact name at the location that the vendor will deliver the items to (if applicable).

12. Click Next Section or the Vendor Information tab to advance the Vendor Information section.

13. Enter the vendor ID number for the desired vendor.
14. If you do not know the vendor number you may **search** for the vendor by clicking "..." next to the **Vendor** field.
 - a. In the Option List, choose **Entity Name/ID Search Form (FTIIDEN)**.
 - b. In the **Details** section, **Last Name** field, type part of the vendor name or last name if a person surrounded by "%" (EX: %ACME% for ACME Brick Company). The **Case Insensitive Query** should be selected.
 - c. Select **Go**.

The screenshot shows the Entity Name/ID Search interface. At the top, there are filter checkboxes for Vendors, Terminated Vendors, Grant Personnel, Proposal Personnel, Financial Managers, and Agencies. Below the filters is a search bar with fields for ID, Last Name (%ACME%), First Name, Middle Name, Entity Indicator, Change Indicator, Vendor, Financial Manager, Agency, Grant Personnel, and Proposal Personnel. A 'Go' button is highlighted with a red circle. The bottom of the screen shows a table with columns: ID, Last Name, First Name, Middle Name, Entity Indicator, Change Indicator, Vendor, Financial Manager, Agency, Grant Personnel, Proposal Personnel, and Name. The table contains several vendor entries.

d. A list of vendors will populate. Double-click on the correct vendor ID number. If no vendor ID # populates, this means the vendor is not listed in the Banner database. Click **Close** to return to the Vendor Information tab, then leave the vendor field blank. You will need to send the vendor the [Online Vendor Registration](#). Once received, Procurement will process the vendor number. You can complete the requisition without the vendor ID but should communicate who the vendor is to Procurement Services when submitting supporting documents through the portal or by adding document text.

15. Address Type and Sequence: If a vendor has multiple addresses you will need to select the address listed under the vendor number associated with the quote or invoice. If the address does not populate or a vendor has multiple addresses, click the “...” beside address type and scroll until you find the correct address. Click Select in the bottom right corner of the screen to select the correct address. If the needed address is not there the vendor will need to submit a revised registration and W-9 to Procurement Services using the [Online Vendor Registration](#) form.

The screenshot shows the Entity Name/ID Search interface with a list of vendor results. The table columns are: ID, Last Name, First Name, Middle Name, Entity Indicator, Change Indicator, Vendor, Financial Manager, Agency, Grant Personnel, Proposal Personnel, and Name. The results include entries like AAA ACME Rubber Co, ACME Business, Acme Brick Company, Acme Brick Company, Acme Business Mach..., Acme Oyster House, and Replacment Light Bulbs. The 'Name' column for the first entry shows 'No'.

NOTE: All new vendors, or vendors amending information must complete the [Online Vendor Registration](#) form located on the [Procurement Services](#)' website.

16. Contact Information: Enter the **Name**, **Email**, and **Phone** for the vendor. This is how the buyer will know where to send the completed PO or who to speak with on any questions or concerns with the purchase.

17. Click or Next Section to the Commodity/Accounting Information tab.

18. COMMODITY: Leave blank and tab to **Description**.

19. DESCRIPTION: Enter a detailed description of the commodity, starting with the item #, manufacturer # or ISBN # if applicable. If you need additional space for your description or have specific instructions for a line item, use **Item Text [FOAPOXT]** (accessed in the Related Forms tab; see also Appendix A).

20. U/M: Enter Unit of Measure code. **Search** using “...” to look up and retrieve your unit of measure.

21. TAX GROUP: Click the ... to select one of the following options:

- a. NT- for Non Taxable items
- b. SP- Split Taxes
- c. ST- Sales Taxes- Most commonly used
- d. UT- Use Taxes- for when an out of state vendor does not charge tax

22. QUANTITY: Enter number of items desired.

23. UNIT PRICE: Enter price per unit.

24. DISCOUNT: Enter the dollar amount discount in this field. If there is one discount amount for an entire order with multiple commodity lines, you will need to distribute the dollar amount amongst the commodity lines. **ADDITIONAL:** Leave Blank

25. TAX: Field will auto populate.

*NOTE: To add additional commodities, click **Insert**  in the Commodity section and then repeat the steps above.*

*Unwanted commodity lines may be removed by clicking **Delete**  while on the line of the specific record that you want to delete.*



The screenshot shows a software window titled 'Requestor-Delivery Information', 'Vendor Information', 'Commodity Accounting', and 'Balancing/Completion'. The 'Commodity' section is active, displaying a table with one row. The table columns are: Item, Commodity, Description, U/M, Tax Group, Quantity, Unit Price, Commodity Text, Item Text, and Add Commodity. The first row has values: Item 1, Commodity 12345, Description No. 2 Pencils, U/M EA, Tax Group LA04, Quantity 10.00, Unit Price 0.1000, and Commodity Text and Item Text both as checkboxes. Below the table, there are summary fields: Extended Amount 1.00, Tax 0.10, Commodity Total 1.10, Discount 0.00, Additional 0.00, Document Total 1.10, and a checked 'Distribute' checkbox. The bottom right corner of the table area says 'Record 1 of 1'.

27. Once you have completed the entry of commodities, select **Next Section** at the bottom left of the screen to move to the **Accounting Block**.

28. CHART OF ACCOUNTS (COA): This field will default to “E.” DO NOT CHANGE OR DELETE.

29. YEAR: Should default to current fiscal year (EX: 19 for 19 fiscal year).

30. INDEX: Leave blank.

31. FUND: Enter a Fund code or **Search** using “...”

32. ORGN: Defaults from Requestor's setup. If your Orgn Code differs from the default, enter the appropriate Organization code or **Search** using “...”

33. ACCT: Enter Account code or **Search** using “...”

34. PROG: Enter Program code or **Search** using “...”

35. ACTV, LOCN, PROJ: Complete as needed

NOTE: To search for any part of the FOAPAL using “...” while in the field and double-click on the “E” next to the correct number. Use the Filter to narrow search.

36. Tab through the remaining fields to auto populate.

*NOTE: To add additional FOAPALS, click **Insert**  in the Accounting section and then repeat the steps above.*

Requisition: R0159875

Start Over

REQUISITION ENTRY: REQUESTOR/DELIVERY

Requisition	R0159875	Comments	<input type="text"/>	<input checked="" type="checkbox"/> In Suspense
Order Date	12/04/2018	Commodity Total	2.18	<input type="checkbox"/> Document Text
Transaction Date	12/04/2018	Accounting Total	2.18	
Delivery Date	12/26/2018	<input checked="" type="checkbox"/> Document Level Accounting		

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

COMMODITY

Item	Commodity	Description	U/M	Tax Group	Quantity	Unit Price	Commodity Text	Item Text	Add Commodity
1		Red Brick 5"x 9"	EA	ST	1.00	2.0000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1 of 1 | 10 | Per Page Record 1 of 1

Extended Amount	2.00	Tax	0.18	<input type="checkbox"/> Distribute
Discount	0.00	Commodity Total	2.18	
Additional	0.00	Document Total	2.18	

ACCOUNTING

Sequence	COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSF Ove
1 E		19		110000	330200	721390	451000				

1 of 1 | 10 | Per Page Record 1 of 1

Extended Amount	<input type="checkbox"/> 2.00	USD	
Discount	<input type="checkbox"/> 0.00		
Additional	<input type="checkbox"/> 0.00		
Tax	<input type="checkbox"/> 0.18		
FOAPAL Total			2.18
Document Total			2.18
Remaining Commodity Amount			0.00

NOTE: If you have multiple FOAPALs the cost of the commodities is shared among your FOAPALs. To manually distribute changes in the \$ amounts for commodities, the Distribute box in the Commodity section should be unchecked, then go to the FOAPAL block and make changes to the amount(s) per line, as appropriate. Banner will reserve the funds of your FOAPAL once the FOAPAL is entered and saved.

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

COMMODITY

Item	Commodity	Description	U/M	Tax Group	Quantity	Unit Price	Commodity Text	Item Text	Add Commodity
1		12345, No. 2 Pencils	EA	LAC4	10.00	0.1000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1 of 1 | 10 | Per Page Record 1 of 1

Extended Amount	1.00	Tax	0.10	<input checked="" type="checkbox"/> Distribute
Discount	0.00	Commodity Total	1.10	
Additional	0.00	Document Total	1.10	

IF ONE OF YOUR FOAPALS DOES NOT HAVE SUFFICIENT FUNDS YOU WILL NEED TO MOVE BUDGET BEFORE COMPLETING YOUR REQUISITION OR USE A DIFFERENT FOAPAL.

ACCOUNTING

Sequence	COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSF Override	NSF Suspense
1 A		18		00000	***	14020	4500	677000			<input type="checkbox"/>	<input checked="" type="checkbox"/>

1 of 1 | 10 | Per Page Record 1 of 1

Requisition FPARCQN 9.3.6 (b3_PREP)

Requisition: R1802207

Start Over

REQUISITION ENTRY: REQUESTOR/DELIVERY

Requisition	R1802207	Comments	<input type="text"/>	<input checked="" type="checkbox"/> In Suspense
Order Date	06/01/2018	Commodity Total	1.10	<input type="checkbox"/> Document Text
Transaction Date	06/01/2018	Accounting Total	1.10	
Delivery Date	06/30/2018	<input checked="" type="checkbox"/> Document Level Accounting		

Insufficient budget for sequence 1, suspending transaction

NOTE: The REMAINING COMMODITY AMOUNT field in the FOAPAL block specifies any remaining dollars that have not been applied to a FOAPAL. Adjust your FOAPALS extended amounts and **SAVE** to refresh the field.

Sequence	COA	Year	Index	Fund	Orgs	Acct	Prog	Aciv	Locm	Proj	NSF Override	NSF Suspense
1 A		18		00000	14020	4500	577000				<input type="checkbox"/>	<input checked="" type="checkbox"/>
Record 1 of 1												
%												
USD												
Extended Amount	<input type="checkbox"/>					1.00						
Discount	<input type="checkbox"/>					0.00						
Additional	<input type="checkbox"/>					0.00						
Tax	<input type="checkbox"/>					0.10						
FOAPAL Total						1.10						
Document Total						1.10						
Remaining Commodity Amount						0.00						

37. Once you have completed your Commodity and Accounting information, click **Next Section** or select the **Balancing/Completion** tab.
38. This window displays summary information. The **Status** fields need to state “BALANCED” before completing a REQ.

Requisition Entry: REQUESTOR/DELIVERY			
Requisition	R0159890	Comments	<input type="text"/>
Order Date	12/05/2018	Commodity Total	2.18
Transaction Date	12/05/2018	Accounting Total	2.18
Delivery Date	12/25/2018	<input checked="" type="checkbox"/> Document Level Accounting	
Requestor/Delivery Information Vendor Information Commodity/Accounting Balancing/Completion			
Balancing/Completion			
Vendor	@0022059: ACME Business	Currency	<input type="text"/>
COA	E U of Arkansas at Little Rock	Exchange Rate	<input type="text"/>
Requestor	Desiree Taggard	Commodity Record	1
Organization	330200 Procurement Services	Count	<input type="text"/>
		Input Amount	2.18
		Converted Amount	<input type="text"/>
Amounts			
	Input	Commodity	Accounting
Approved Amount	2.00	2.00	2.00
Discount Amount	0.00	0.00	0.00
Additional Amount	0.00	0.00	0.00
Tax Amount	0.18	0.18	0.18
<input type="button" value="Complete"/> <input type="button" value="In Process"/>		BALANCED BALANCED BALANCED BALANCED	

39. **NOTE YOUR REQUISITION NUMBER FOR FUTURE REFERENCE.**
40. **IN PROCESS:** Select **In Process** to save your Requisition to complete at a later time.
41. **COMPLETE:** Select **Complete** when you have entered all the information for the Requisition and are ready to send it forward to approvals.

NOTE: Any required changes on a completed Requisition will require that you deny the Requisition in approvals. If the Requisition has already gone through the approval process, it will have to be canceled and resubmitted to make changes.

42. SUBMIT DOCUMENTS: After completing the requisition in Banner you must submit all supporting documents (quotes, justifications.....) through the [document submission link](#) found on Procurement Services' website.

- a. **Regular purchases** (below \$20,000, or cooperative purchases of any amount)
 - i. Copy of the estimate, quote, justifications, or email from vendor providing purchase details.
 - ii. Documentation for Blankets is only required if a lease, agreement, or bid was completed.
- b. **Quote bid purchases** (\$20,000-\$75,000, or promotional items)
 - i. All quote requests detailing specification or scope of work
 - ii. Proof that the request was sent to a minimum of three vendors that can provide the good or service
 - iii. The completed bid tabulation form
 - iv. Copies of each response in entirety, including "no bids", if received.
- c. **Personal reimbursements**
 - i. Completed and signed Reimbursement Claim Form
 - ii. All receipts
- d. **Confirmation only** (example: memberships, dues, and subscriptions.)
 - i. Invoices, renewal or subscription notices, membership justification, or any other supporting documents that can provide details on the purchase.
 - ii. Not to be used to circumvent procurement policy and law. No goods or services are to be received prior to the completion of a purchase order.
- e. **Sole Source or Special Procurement Purchases**
 - i. The approved letter of justification per the sole source and special procurement justification guidelines.
- f. **All other purchases:** Contact Procurement Services for required supporting documentation.