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CHAPTER 1 – Forms

REQUISITION FORMS:

A.) FPAREQN – Creates a new Requisition
B.) FPARQST – Requisition Print Form
C.) FOIDOCH – Document History
D.) FPIREQN – Requisition Query Form
E.) FPARDEL – Requisition Cancellation
CHAPTER 2: Navigating and creating a New Requisition

At the Banner Go To: you will need to type the Banner form you want to access. To create a requisition, type **FPAREQN** and press ENTER. You will be redirected to the application screen to start a new requisition.

At this screen, you can either key in the word NEXT or press the ENTER button (this will populate the word next in for you.) Do a CRTL + Page Down to access the application (Note: you can also use the Next Block button on your tool bar to perform the action of cntrl + page down).
Requestor/Delivery Page

The Order Date & Transaction Date will automatically have a date populate for you. (Note: you do not need to make any changes with these fields. These fields will always be the date you started your requisition.)

Next, Tab to the Delivery Date box.

In this box, you will need to enter an estimates delivery date at which you need the products to arrive. (Note: Please allow 1 week for full process. This is to include extra time for any problems that may arise while processing).

You may use the calendar to choose your date: Click on the Calendar Button, this will populate an interactive calendar box (See Below).
After you have indicated your delivery date, TAB to the Comments box. This box is not a required text field. You may use this field to either leave a note to purchasing or use it internally. (Please note that you are limited to a certain number of characters you can use in this field-36 Characters).

Next, TAB to the Requestor Box. Once you have gained access to input requisitions, your personal information will populate for you.

TAB to the Organization box, you will need to enter the organization number to which you would like to charge the encumbrance. (Note: If you are using multiple orgs, indicate a primary org that you would like to use here.)

Once you have the organization indicated, TAB to the Ship To box. Here you will want to use the Ship To code of CEN. This is the only code you will be using. In the Attention To line please indicate the Bldg and Room number that the products will need to be delivered to.
Once you have the Requestor/Delivery information page filled out, do a CRTL + Page Down to move to the Vendor section.

**Vendor Information**

At the Vendor screen, you will need to perform a query to select your vendor. To do so, Click on the drop down box (see below).

In the drop down field, you will be prompted with an Options List. Choose the Entity Name/ID Search option.

You will be moved to a new screen that will allow you to perform a Banner query search (see below.)

*Note: In banner, to perform a query, you must use a truncation or a wildcard sign to perform a search. The truncation/wildcard sign in Banner is the % symbol. When performing a query or search, you will want to use the “%” symbol in place of area of the word you are searching for.*

In the Last Name field, you will need to type a portion of the company name (i.e. Office%).

Next, you need to execute your query. To do so, use the F8 key on your keyboard or press the Executive button on your tool bar.
Once you have executed your query, a query list will appear. Select the vendor you want to use by DOUBLE Clicking on the ID Number of choice from the vendor list. This will then populate the selected vendor information back to your requisition.

At the requisition page, if the vendor address has not populated in for you, you will need to query for the Address Type. To do this, Click on the drop down box.

A list of available address will populate for you. To select the address you want, DOUBLE CLICK in the Address Type field. This will populate the address back to the requisition page.

(Note: There are several types of address available to use. If you are creating a requisition, please use the corresponding PO (Purchase Order) address. If no other address listed, then use the available address provided.)
Once you have selected the address you need, the information should automatically populate for you at the Vendor page. If not, you may need to press your TAB key to fill in the information.

***If you have queried for a Vendor and it does not appear to be listed in Banner, you may by-pass the Vendor option. We would only prefer you choose this option if you have searched every possible way of spelling. If you do by-pass the vendor, then we will need for you to provide us with the following information to set the vendor up for you:

**Vendor’s Full address, Phone number, Fax number, FEIN (Federal Tax ID No.) and Contact.**

Once you have completed the Vendor section, do a CTRL + Page Down to move to the Commodity/Accounting Tab.
A Commodity Code List sheet will be provided to make the commodity selection easier. If you do not have a Commodity Code List Sheet, you can query for a commodity code, if you know what type of product you are ordering. *Note: All commodity codes are listed by product type (i.e. Furniture.)*

To query, Click on the on Drop Down Arrow Box.

Once you have clicked on the drop down arrow box, you will be directed to an options list. Choose the Commodity Validation option to perform your query search.

You will then be re-directed to the query screen. You will **need to clear off** the provided information **first** before you do your search. You may **do so** by pressing **F7** (on your keyboard) to clear the screen.

Next, Click on the description field to perform your query. Enter the product description you would like to query for (i.e. Furniture%).

*Note: The same method used to search for a vendor, is the same method you will use to query for a commodity.*
Execute your query by Clicking on F8. This should bring up a list of available commodity codes associated with the specified product type.

To select the Commodity code you want to use, Double Click on the Commodity Code.

This will populate the information back to the requisition.
Note: The “description” that has been provided, is a generic description for internal use and categorizing purposes. We require that you delete the generic description and provide us with a summary (general but specific) of the product you are requesting to have ordered. Please see example below. We also request that you always indicate product number first; then a description of the item you wish to have ordered.

At this screen, Click on the line below “Text” and continue typing the additional information.  
(Note: This field is not a wrap-around field, when you have come to the end, arrow down to the next line.)
Once you have typed in your additional text, you must save your information. To do so, simply press the F10 key or click on the Floppy disk icon on your tool bar.

To SAVE your information, click on the “Floppy Disk” symbol on your tool bar or press F10 (on your keyboard). A message will appear at the bottom of the Banner screen to signify that your message has been saved.

Note: After you have completed adding your text, you may also add a modify clauses to your text. With this option, you are able to add a “Total Cost Shipping/Handling” clause or any available clauses that maybe associated with your purchase. Simply do a Roll Back (the option on your tool bar) or Right Click in any open space, click on the Rollback option. This will reset the page for you.
Once the page is reset, Click on the Modify Clause search box. This will take you to the Clause List.

Make your selection by Double Clicking on the Clause you want to insert.

Once you have selected your clause, you will be taken back to the Text Page. At this point, you will need to “physically” insert the clause into your text. To do, Click on Record (on your Tool Bar), then click on Insert.
Once you have added your text information, you may exit out of the text screen by clicking on the Large Black X on the tool bar. This will take you back to the requisition page to finish your commodity accounting information.

After your description line is filled out, a second window may appear, DO NOT BE ALARMED. This box is to notify you of the original or generic description of the commodity code you are using.
To finish the commodity line, TAB over to the UM (Unit of Measurement) field. This field should already provide you with an abbreviated UM. You are not subject to use the provided UM. Each commodity code is associated with a UM. You may change the UM by Clicking on the Search Button.

A UM list will appear, you can use an alternate UM that is provided to match your quote. To make a change, simply select your UM and Click on the OK button.

If you have made your selection, to continue, TAB to the Quantity field. Here you will need to indicate the amount of product you would like to order.

Next, TAB to the unit price, and indicate the price for each Unit or Item. To populate the Extended cost, again, Click on your TAB key to move to the field.

Your commodity line should resemble below.
To add more commodity lines, Arrow Down (with your keyboard arrows). You do have an infinite amount of commodity lines.

(Please Note: That if your quote has the products Itemized out, then you will need to itemize your commodity lines as well.)

Once you have your commodity lines all filled out, Do a CNTRL + Page Down to move to the bottom half of the screen. This will move you to the Accounting portion of the requisition.

Your accounting information should populate for you after you moved into the area. If it does not, then press the TAB key to populate the information.

(Please note the Fund, Orgn, Acct., and Prog information has filled in for you. This is the Banner information that is associated with the Organization number that you provided at the Requestor/Delivery screen.)

Always make sure that all the Banner fields are filled in. To do so, TAB through all the field boxes individually.
Once you have completed the Commodity/Accounting screen, do a CTRL + Page Down to move to the Balancing/Completion area.

Balancing/Completion

At this page, you will be provided with a summary of your requisition. It is important to note the requisition number at the top left hand side of the Banner screen. Make sure to write this number down. The requisition number will always begin with the letter “R.”
You also have the option of placing your requisition into an “In Process” stage. This means that you will leave your requisition as a working document until you are ready to complete it later. This gives you the ability to add more information or change any information you may need. To place your requisition in the In Process stage, Click on the In Process button at the bottom of the screen.

If you do not plan on changing any information and are ready to complete your requisition, simply Click on the “Complete” button at the bottom of the Banner page.

You have now completed your requisition. You will automatically be moved to the FPAREQN screen to create a new requisition. If you are ready to print your requisition, you will need to exit out of the requisition creation form and go back to the beginning of Banner.
CHAPTER 3: Requisition Printing

At the “Go To” screen of Banner, you will need to type the application form FPARQST. Press your ENTER key to access the form.

At this screen you need to do a CTRL + Page Down to access the Printer Control Area.

At the Printer Box, Click on the Search box, this will populate a Banner Printer List for you. Scroll through the Printer List and select your Printer.
Once your printer has been selected, do a CTRL + Page Down to move to the Parameter Values area.

In the Parameter Values area, TAB over to the box under Values, This is where you will need to enter the requisition Number.

Make sure to type the requisition number in with a Capitol “R”. You requisition will always begin R.....

Next, do a CTRL + Page Down to move into the Submission area.
To make your requisition print, Click on the SAVE button on your tool bar or Click on the F10 key (on your keyboard).

Once you “save” the requisition, the print form screen will clear off and you will be given a notification at the bottom of the Banner screen. This message signifies that the document has been sent to the selected printer.
Your requisition should resemble this:

REQUISITION

Not a Contract or Authorization to Purchase

REQUESTOR’S NAME: Yvette Medina
ORGANIZATION: Purchasing and Payables
VENDOR ID: OFFMAX - Office Max
VENDOR'S ADDRESS: A Boise Company
Oklahoma City, OK 73179-7818
VENDOR CONTACT: Dale Evans/Res 405-264-3773

COMMENTS:

UCO ACCOUNTING INFORMATION:

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<th>ACCT</th>
<th>_prog</th>
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<tr>
<td>1</td>
<td>F42005</td>
<td>100 EA</td>
<td>519.9900</td>
<td>519.99</td>
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<tr>
<td></td>
<td>F510753 -</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Book Case 3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Shelf</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total Cost</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Shipping &amp;</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Handling</td>
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<tr>
<td></td>
<td>F.O.B. Destination</td>
<td></td>
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<td></td>
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<tr>
<td></td>
<td>University of Central Oklahoma</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Edmond, OK 73034</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>UCO CENTRAL RECEIVING ACCEPTS DELIVERIES:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>MONDAY thru FRIDAY FROM 8:00am - 1:00pm</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>VENDOR: OFFMAX Office Max</td>
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</tbody>
</table>

DISCOUNT: .00
ADDC. CHARGES: .00
TOTAL TAXES: .00

TOTAL: 519.99

REQUESTED BY: ____________________________  ACCT. SPONSOR: ____________________________

SIGNATURE: ____________________________  SIGNATURE: ____________________________

Purchasing still requests a copy of your requisition, we request the original signature version. Please have the Financial manager sign as the Acct. Sponsor. Submit the requisition to ADM Rm. 109 or to Box 161.
CHAPTER 4: Document History

In Banner, you have the ability to track the progress of your requisition. You can do so by going to the Banner Form FOIDOCH.

At the Document History Screen, you can search by several methods. To track your requisition, you will want to use the Document Type: REQ and the Document Code: “Requisition Number.”

To pull up your information, do a CTRL + Page Down. This should populate the requisition and its associated information.

At this screen, you are able to track the progress of the requisition to a purchase order, invoice, and payment.

If you would like to view the requisition, you do have the ability to review the original requisition through FOIDOCH. To do this, simply go to Options (on your Tool Bar) and select. Scroll down to Requisition Info and select.
This will take you to FPIREQN, the requisition query screen.

**CHAPTER 5: Requisition Query**

At this screen, you can query your entire requisition. Meaning, you can overview what you created without pulling your paper work.

At the requisition screen, do a CTRL + Page Down to enter into the requisition.

This will allow you view the created requisition. To maneuver through the screens, continue doing a CTRL + Page Down to view the entire requisition. (see example below.)
When you are finished reviewing your requisition, simply close the screen by Clicking on the Black X on the tool bar. This should take you back to the Document History screen.

Also, in FOIDOCH (Document History) you also have the ability to review the Purchase Order associated with the requisition. Simply Click in the Purchase Order Box.

Go up to Options (on your tool bar), scroll down to Purchase Order Info, and select.
At the Purchase Order query screen, do a CTRL + Page Down to enter into the purchase order.

Through this form, you are able to view the information your department buyer has worked on. You can review the information in the purchase order by doing a CTRL + Page Down through each page. (See below).
CHAPTER 6: Requisition Cancellation

If you create a requisition and decide to cancel it, meaning you decide not to purchase the materials or products, you then have the ability to cancel the document. 

(Note: You will only want to do this if you have not submitted the requisition to Purchasing yet.)

To cancel the requisition, at the Banner Go To Screen, type the form FPARDEL. In the Request Code Box, type the requisition number in (R….). The requestor name should populate for you automatically. Do a CTRL + Page Down to access the document information.

Note: A brief summary of your requisition will appear.

Next, go to Options (on your tool bar) and select Access Cancel Date.
A Cancel Date box will appear at the bottom of your screen. You DO NOT need to type any information in this area.

Next, go back up to the Options Menu, select Process Cancellation.

Once you have selected to process your request, you will be prompted with a notification from Banner. The notification will alert you with that your transaction has been completed.
To make sure your requisition has been cancelled, go back to FOIDOCH (Document History) and review the requisition. The X in the status box indicates that the requisition has been cancelled.
CHAPTER 7: Copy a Requisition

In Banner you have the ability to copy from an existing requisition or a cancelled requisition. Thus, if you have a requisition that has been processed to a purchase order and completed or cancelled a requisition using FPARDEL, then you can use the original requisition as a template for a new requisition.

To copy a requisition, go to FPAREQN (the screen used to create a requisition). Next to the Search or Drop Down Arrow box, there is a Copy button. Select the button. You will be prompted with a Copy box. Indicate in the requisition field the requisition number you would like to copy from (i.e. R….)

Next, press the TAB key to populate the requisition information. Then select the OK button to access the new requisition form.

You will be re-directed to a new requisition screen. If you notice in the Top Left hand corner of the requisition page, you now have a new requisition number. Make sure to note the number before continuing further.
With this copy method, you now have the ability to change the pertinent information without typing a new requisition. To maneuver through the requisition, use the CTRL + Page Down to move through each page. Follow the instructions for creating a requisition to make your necessary changes.
CHAPTER 8: Requisition Deletion

In Banner, you have option of deleting your requisition from the system. This method is different from the cancellation process demonstrated earlier.

You would like to use this option if you plan not to continue creating the requisition. We request that if you do not wish to continue creating your current requisition, that you delete the document from the system. To do so, go back the Requestor/Delivery Information Page. Click on the Record option on your tool bar & select Remove. You will need to perform Record/Remove twice to delete the requisition from the system.

You will be prompted with a message to delete All the Commodity Accounting records, select the OK button to continue.

You will notice Banner removing all the information off the system and re-directing you to the requisition creation form.
CHAPTER 9: Query for Requisition Number

If you create a requisition and forgot to write down the number, you can query for your requisition.

Click on the Drop Down Search button.

This will re-direct you to a query screen.

First, make sure to clear off the information. Do this by Clicking on your F7 key.
Then, under the Request Number, type the following: R7%. This will indicate to Banner that you only want to query at current year purchases.

Next, TAB to the Requestor Name field. Type in the requestor name followed by the % sign (see example). If you have a common first name, (i.e. Susan) add your last name in the query. Thus, your line should look like this: Yvette%Medina%

Next, execute your query by Clicking on the F8 button on your keyboard.

A list of requisition numbers should populate for you. This list is for current year requisitions only which have been created by the requestor listed. Scroll Down to the last requisition listed (this is usually the most current requisition created).