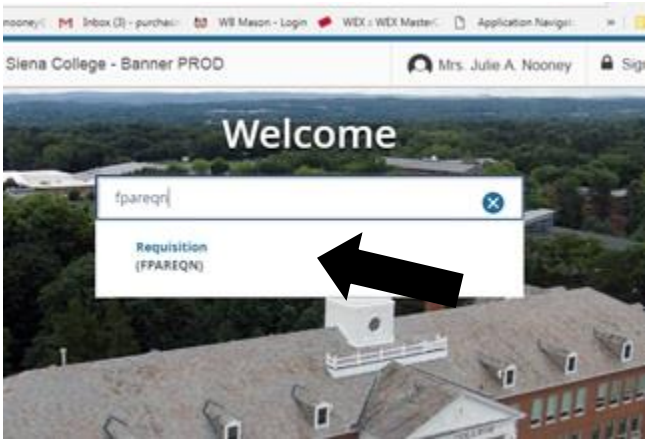
PROCESSING OF REQUISTIONS -FPAREQN

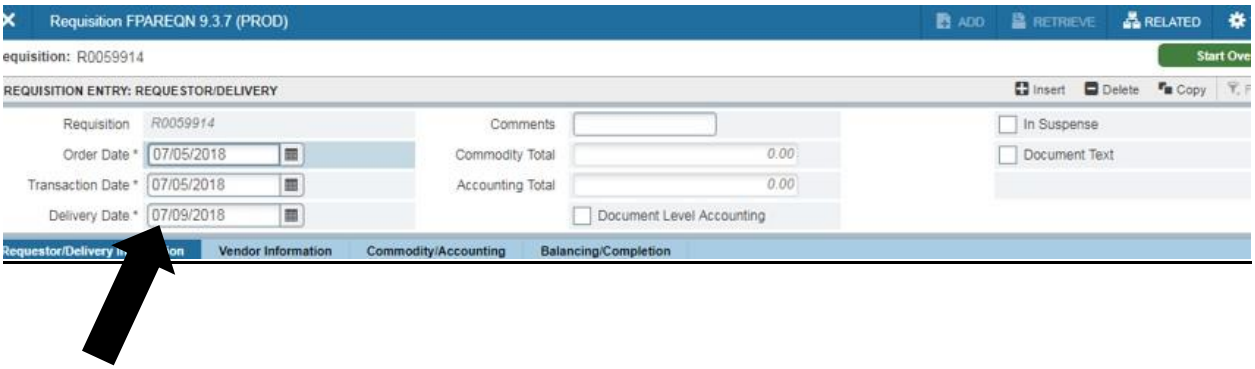
To Begin

To create a new requisition: Type **FPAREQN (enter)**



Type: **NEXT** (Press Go or Alt + Page Down or enter)

Enter the estimated **delivery date**



Requestor/Delivery Information

Requestor- Enter requestor's name (person requesting purchase)

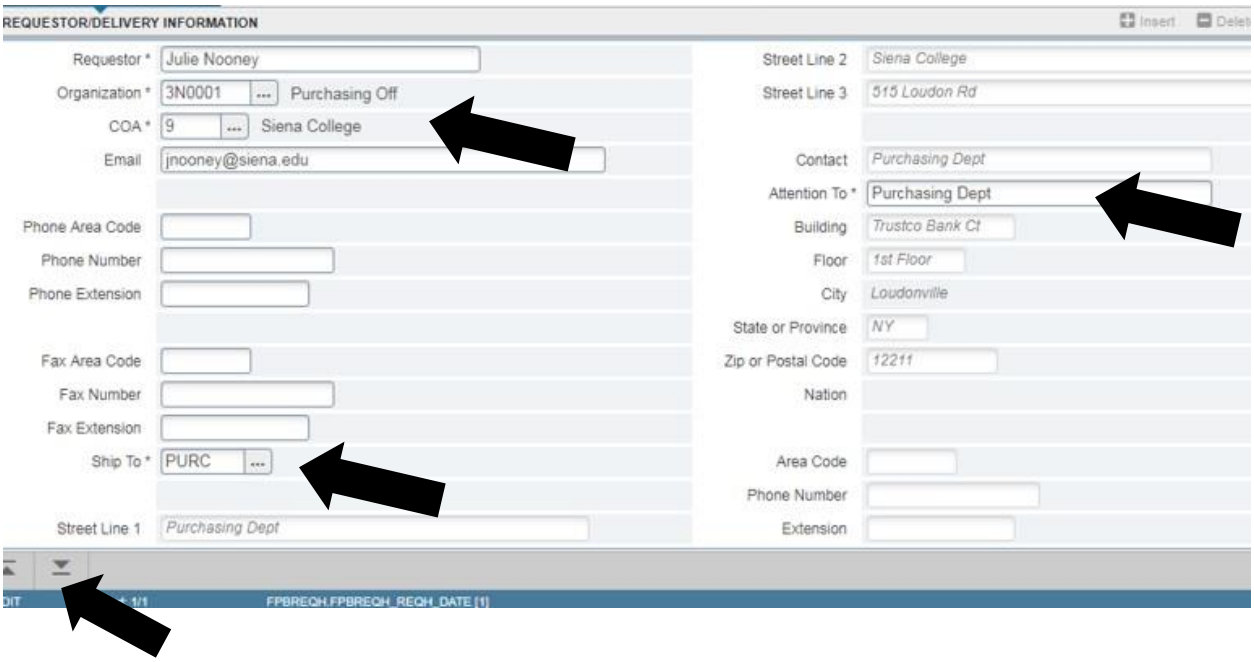
Organization Code- department budget to charge

Email- Enter email address

Attention To- Can change if necessary

Ship To- Enter code then tab or click on Search to perform search

Alt + Page Down or **Use down arrow at bottom left of the screen**



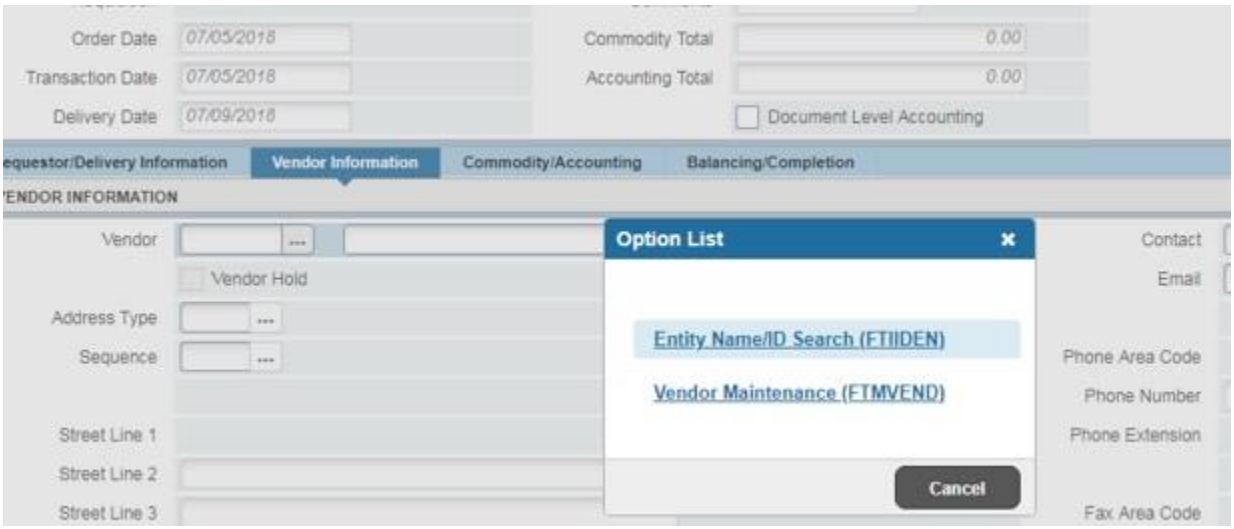
Vendor Information

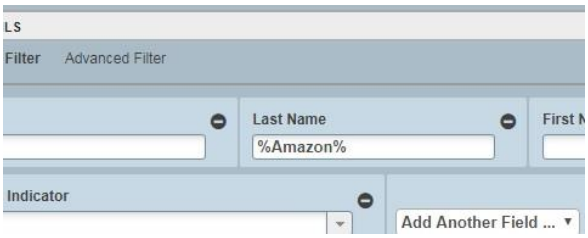
Enter Vendor ID if you know it and tab to populate the fields or use Vendor look up in Search if you don't know it

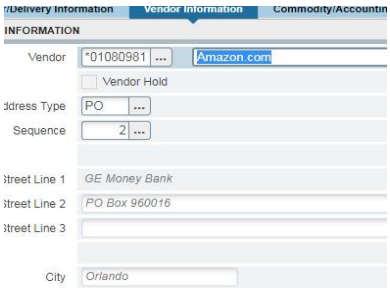
Vendor Search

1. In the popup dialog box (Option List) choose Entity Name/ID Search (FTIIDEN)
2. In the FTIIDEN form, select the drop down filter—Add Another Field
3. Select Last Name Select filtering option (i.e. Contains)
4. Type in part or all of the Vendor name
5. Select Go or F8
6. Select correct Vendor from the list by double clicking on the vendor ID

Note: If Vendor address is not correct, use the arrow keys on the keyboard to scroll through all AP/PO addresses. Double click on the applicable address sequence #. If correct address is not found, email the vendor ID and new address to add to purchasing@siena.edu. If the vendor does not exist in Banner, email the vendor name and address to purchasing@siena.edu to set up the vendor



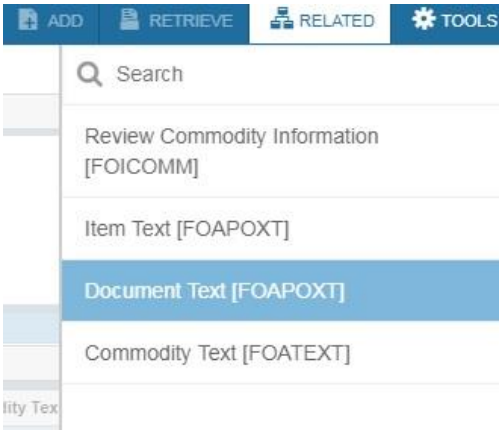




Alt + Page Down or **Use arrows at bottom left of the screen**

Add Document Text

Click on **Related** in Menu and select Document Text. Click on **Go**



Document Text Choices/ Purchasing Instructions:

1. Confirm - Advises Purchasing that this is confirming an order that has already been placed. Purchasing will file the PO. Nothing else needs to be done with it. You have advised the Vendor of the PO#

2. Email or Fax PO - Advises Purchasing to email or fax a copy of the PO to the vendor. Be sure to include the email address or fax number and contact name if appropriate

3. Prepay - If payment is required prior to receiving goods or services. Ex: magazine subscriptions, hotel accommodations, memberships. documentation or backup must be sent to Business Affairs

Type in document text

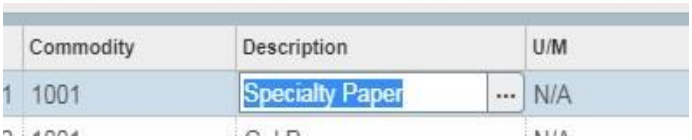
Save and Exit

Commodity/Accounting

Commodity - Enter code and tab to highlight Description or click on dropdown to search for a code then tab to highlight the description

Description/Item Text

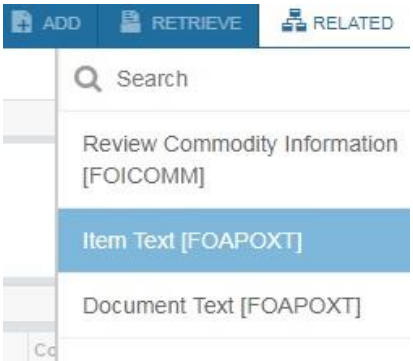
After you enter the commodity code, tab to the “Description” field. Type over the auto-filled item description (maximum 50 characters.) Description and Item Text should be a detailed description of what is being purchased or paid for and should include item numbers or other pertinent details



Some examples of Item Text:

- Catered lunch for accounting workshop w/ guest speaker John Smith on 12/1/16
- Dell quote# 1234 - Laptop computer for science lab
- T-shirts for 12/3/16 class act student volunteers

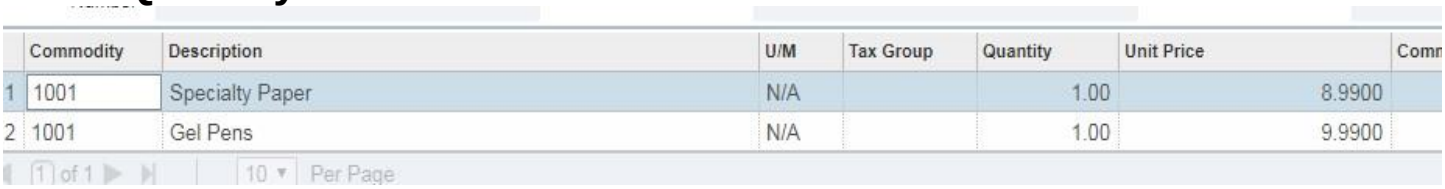
For more description text go to Related and select Item Text then Go



Enter additional description of item to be ordered. Item text should be a clear description of what is being ordered. Text should include part numbers, item numbers, color, dimensions, sizes, etc.

Save by pressing F10 or click on Save at lower left of page and X out

Enter Quantity and Unit Price



	Commodity	Description	U/M	Tax Group	Quantity	Unit Price	Comm
1	1001	Specialty Paper	N/A		1.00	8.9900	
2	1001	Gel Pens	N/A		1.00	9.9900	

1 of 1 10 Per Page

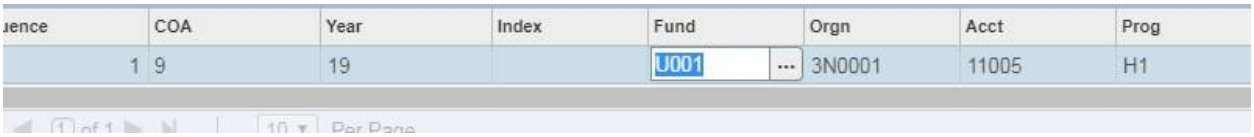
Alt + Page Down or Use arrows at bottom left of the screen to access the Accounting FOAPAL block

Accounting - Enter the FOAPAL to be charged

(<u>**F**</u>und – <u>**O**</u>rganization – <u>**A**</u>ccount - <u>**P**</u>rogram – **A**ctivity – **L**ocation)

Tab to enter the Fund Code then tab to enter the Organization Code, Account and Program Code

Note: Organization Code and Program Code will default based on the Organization Code entered in the Requester Section. This can be changed if needed. The Activity and Location codes are optional



uence	COA	Year	Index	Fund	Orgn	Acct	Prog
1	9	19		U001	3N0001	11005	H1

1 of 1 10 Per Page

Continue to tab to Commodity Total to automatically update the dollar amount. If the automatic calculations are not accurate, put the curser in the COA box and type the correct amount then tab through to Commodity Total

CCOUNTING

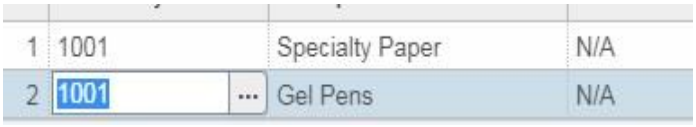
uence	COA	Year	Index	Fund	Orgn
1	9	19		U001	3N000

1 of 1 10 Per Page

	USD
Extended Amount	8.99
Discount	0.00
Additional	0.00
Tax	0.00
FOAPAL Total	8.99
Commodity Total	8.99

Requisition with Multiple Line Items

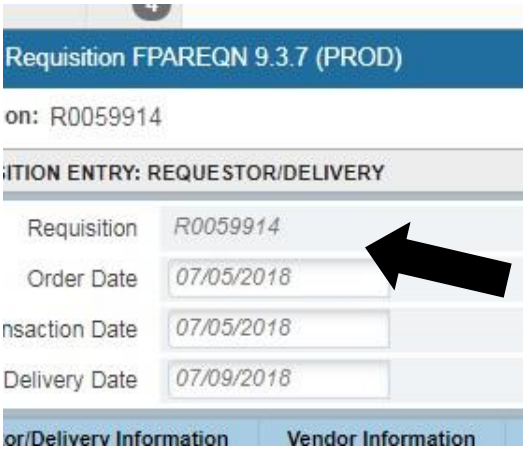
For additional items, select the down arrow on the keyboard and repeat until all items are entered



Requisition with Multiple FOAPALs for an Item:

In **FOAPAL** section, place the curser in COA and use Down Arrow key and enter FOAPALs and tab to enter the amount to be charged to the budget. If no other FOAPAL is needed for this item, proceed to Balancing/Completion

Write Down Requisition



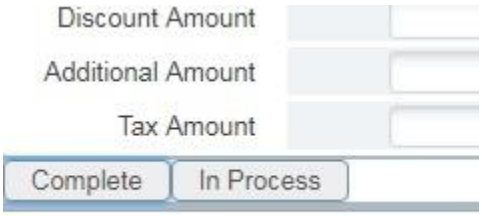
Requisitions are reviewed by the Purchasing Office and a Purchase Order will be generated when the order is approved. The Requisition # is needed to retrieve the PO#

Balancing/Completion

Alt + Page Down to proceed to Balancing/Completion

Make sure status reads Balanced. If not, go to previous page and correct the Accounting Block.

Select **Complete** (to complete the requisition), or Select **In Process** (to keep it as an incomplete requisition to complete at a later time).


Discount Amount
Additional Amount
Tax Amount
Complete
In Process

To Retrieve the PO# - FOIDOCH

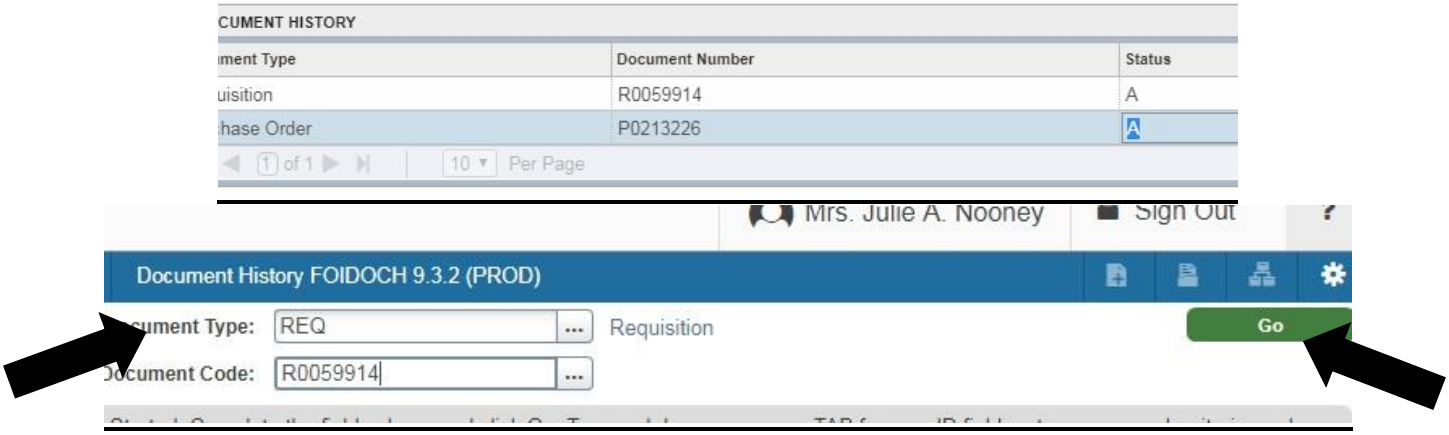
Purchase order numbers can be retrieved in **FOIDOCH** by entering the Requisition#

FOIDOCH enter

Enter REQ in Document Type then tab to Document Code and enter the REQ #. Select **GO**

For a Requisition # search, Enter PO in Document Type then tab to Document Code and enter PO#. Select **GO**

Note: Purchase order number should be given to vendor at the time the order is placed. No orders should be placed without a valid PO number with the status of A (approved.)



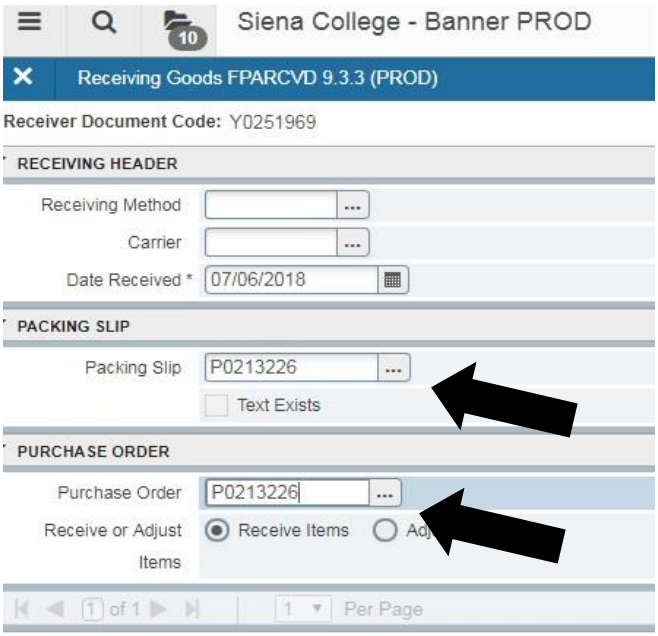
Receiving PO's - FPARCVD

Go to form **FPARCVD**

Receiver Document Code: Type **NEXT** and **Alt + Page Down twice**

Packing Slip-enter PO # and **Alt + Page Down**

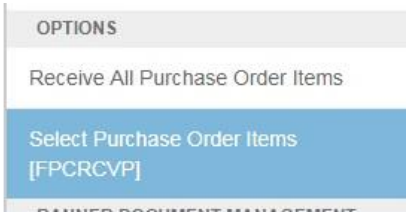
Enter the PO # you are receiving, and **Tab**



The Buyer and Vendor information will default

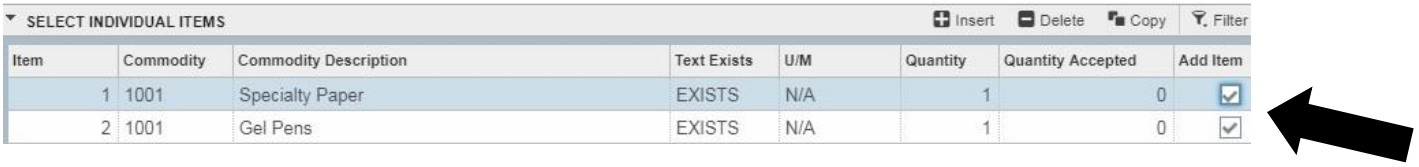
Click on **Tools** and choose Select PO items

-This allows you to select the items on the Purchase Order
-<u>DO NOT</u> click on Receive All Purchase Order Items



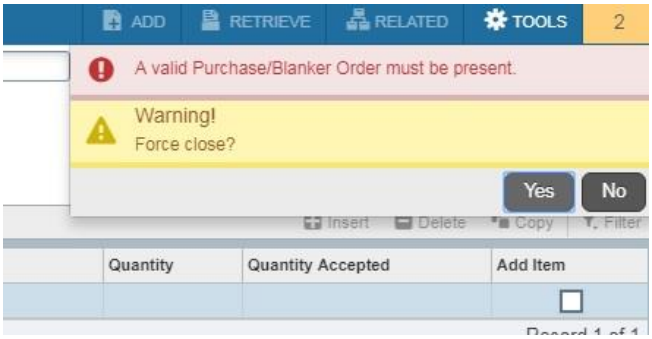
Select items to be received by clicking in the **Add item** column

- Make sure all items that were delivered have a check mark

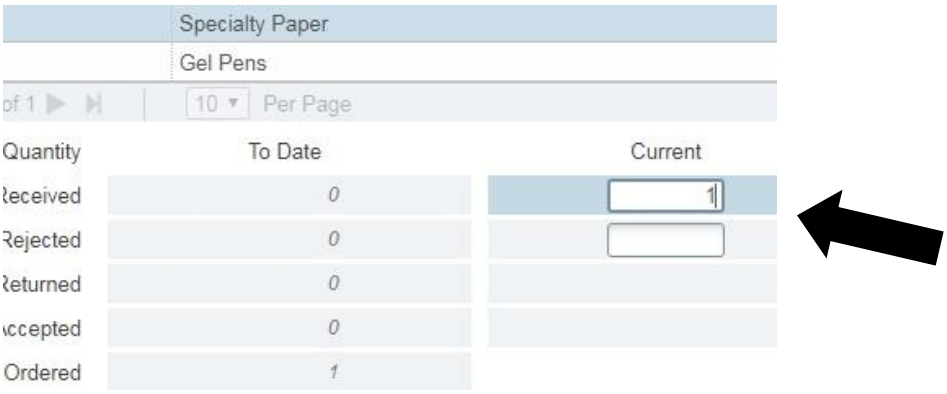


Save and Exit

When you Save and Exit after selecting Add Item checkmark items, the error below will pop up. You will need to select Yes to force close and **Alt + Page Down** to continue



Tab to the Current column- enter the number of items received. Use the arrow down key on the keyboard if receiving more than one line item.



Record Receiving Document Code

Select Complete at the bottom of the page

(The Receiving Document Number can also be found in FOIDOCH with the Requisition or Purchase Order Number)

- Receiving must be completed even if item is to be returned
- If all items are not received at once, a separate receiving document is needed for each item delivered