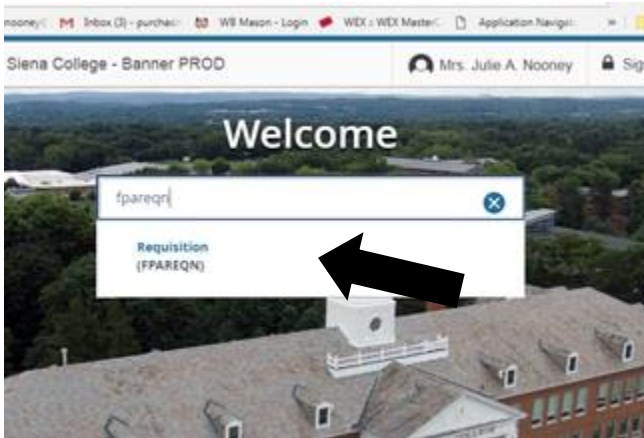


## PROCESSING OF REQUISITIONS -FPAREQN

### To Begin

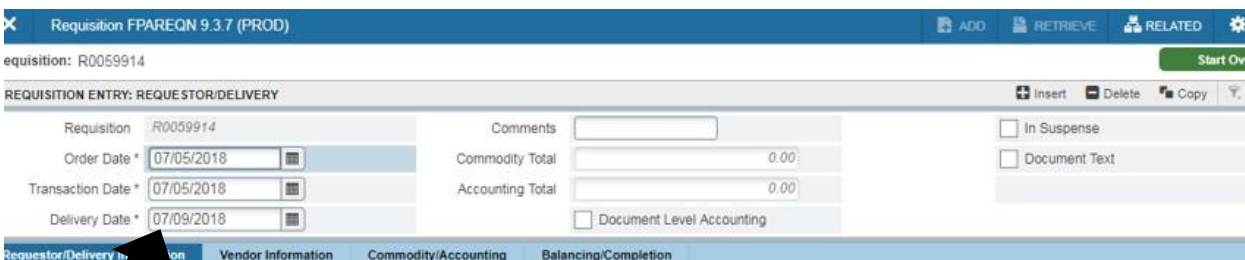
To create a new requisition: Type **FPAREQN** (enter)



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**

The screenshot shows a software interface for entering requestor and delivery information. The form is titled "REQUESTOR/DELIVERY INFORMATION" and includes the following fields:

- Requestor \***: Julie Nooney
- Organization \***: 3N0001 ... Purchasing Off
- COA \***: 9 ... Siena College
- Email**: jnooney@siena.edu
- Street Line 2**: Siena College
- Street Line 3**: 515 Loudon Rd
- Contact**: Purchasing Dept
- Attention To \***: Purchasing Dept
- Building**: Trustco Bank Ct
- Floor**: 1st Floor
- City**: Loudonville
- State or Province**: NY
- Zip or Postal Code**: 12211
- Nation**: (empty)
- Area Code**: (empty)
- Phone Number**: (empty)
- Extension**: (empty)
- Phone Area Code**: (empty)
- Phone Number**: (empty)
- Phone Extension**: (empty)
- Fax Area Code**: (empty)
- Fax Number**: (empty)
- Fax Extension**: (empty)
- Ship To \***: PURC ...
- Street Line 1**: Purchasing Dept

Arrows in the image point to the following fields:

- COA \*
- Email
- Attention To \*
- Ship To \*
- Bottom left corner of the form (near the "DIT" label)

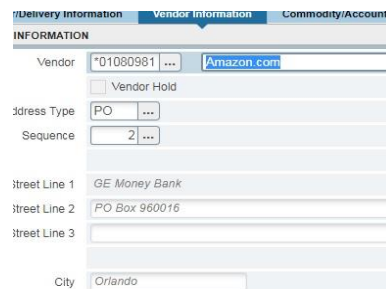
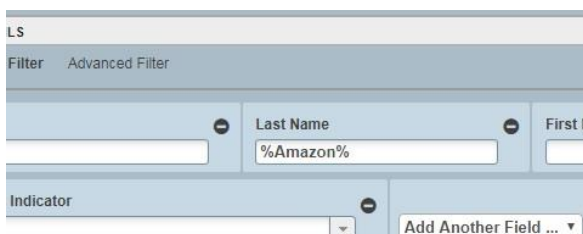
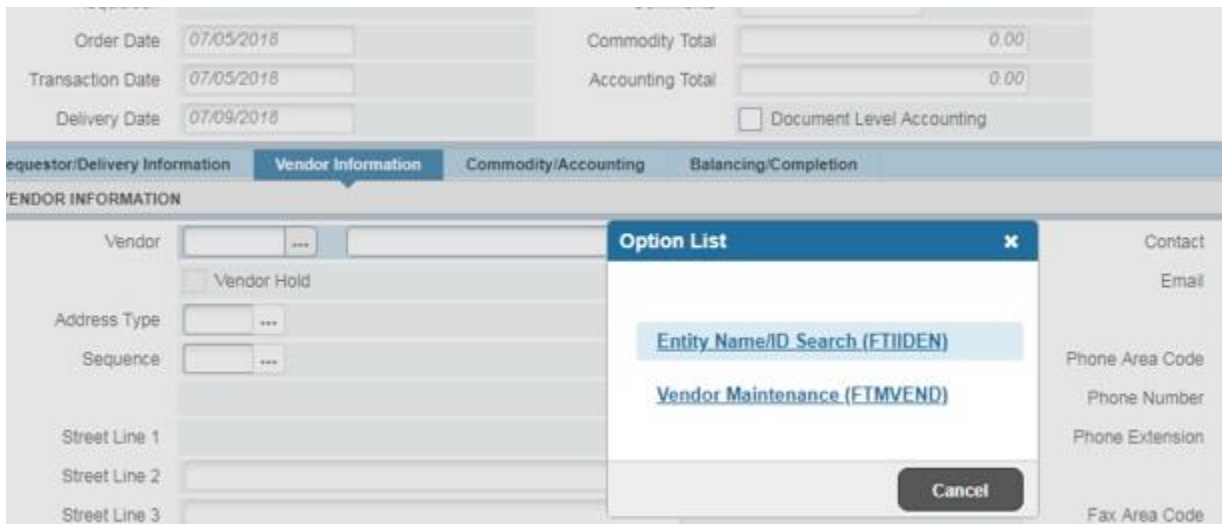
# Vendor Information

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

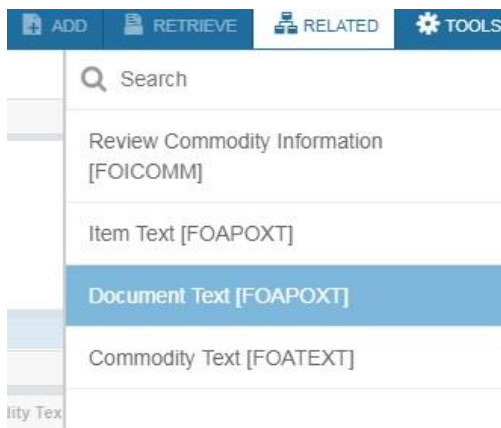
Note: If Vendor address is not correct, use the arrow keys on the keyboard to scroll through all AP/PO addresses. Double click on the applicable address sequence #. If correct address is not found, email the vendor ID and new address to add to [purchasing@siena.edu](mailto:purchasing@siena.edu). If the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

	Commodity	Description	U/M
1	1001	Office Supplies	N/A

### 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

	Commodity	Description	U/M
1	1001	Specialty Paper	N/A

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

The screenshot shows a software interface with a top navigation bar containing 'ADD', 'RETRIEVE', and 'RELATED' buttons. Below the 'RELATED' button, a dropdown menu is open, listing options: 'Search', 'Review Commodity Information [FOICOMM]', 'Item Text [FOAPOXT]', and 'Document Text [FOAPOXT]'. The 'Item Text [FOAPOXT]' option is highlighted in blue. To the right of the dropdown, there is a secondary navigation bar with 'RETRIEVE', 'RELATED', and 'TOOLS' buttons, and a green 'Go' button below it.

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	Comr
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

(Fund – Organization – Account - Program – Activity – Location)

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

Sequence	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

ACCOUNTING						
Sequence	COA	Year	Index	Fund	Orgn	
1	9	19		U001	3N0001	

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

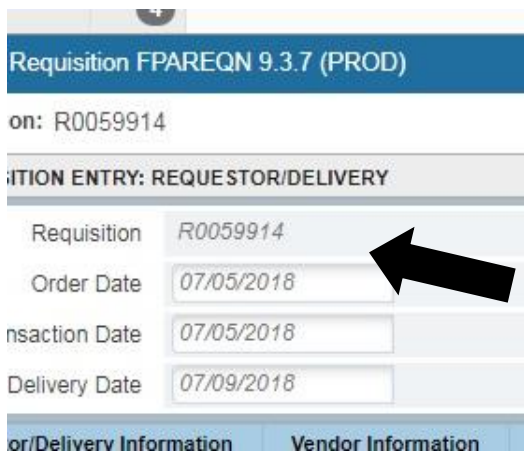
For additional items, select the down arrow on the keyboard and repeat until all items are entered

1	1001	Specialty Paper	N/A
2	1001	Gel Pens	N/A

## Requisition with Multiple FOAPALs for an Item:

In **FOAPAL** section, place the cursor 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 #



Requisition FPAREQN 9.3.7 (PROD)

on: R0059914

ITION ENTRY: REQUESTOR/DELIVERY

Requisition	R0059914
Order Date	07/05/2018
nsaction Date	07/05/2018
Delivery Date	07/09/2018

or/Deliverv Information    Vendor Information

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	<input type="text"/>
Additional Amount	<input type="text"/>
Tax Amount	<input type="text"/>

<input type="button" value="Complete"/>	<input type="button" value="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.)

DOCUMENT HISTORY		
Document Type	Document Number	Status
Requisition	R0059914	A
Purchase Order	P0213226	A

1 of 1 | 10 Per Page



# Receiving PO's - FPARCVD

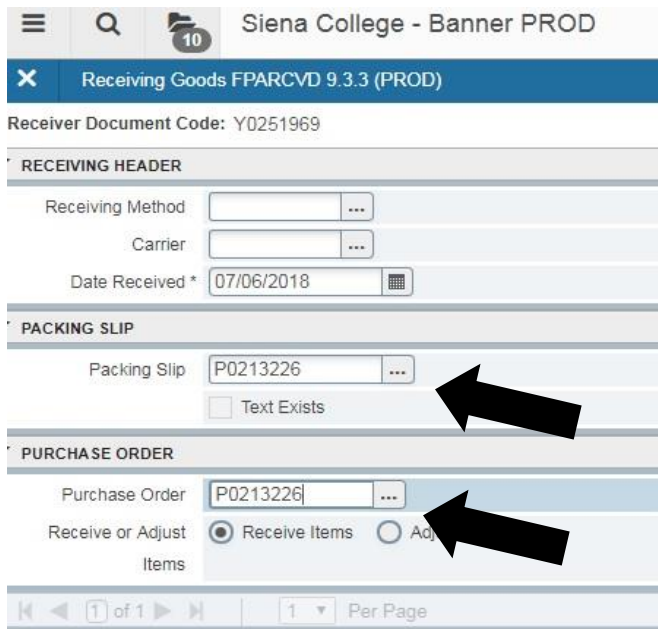
Go to form **FPARCVD**



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

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

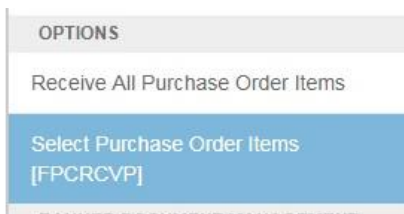
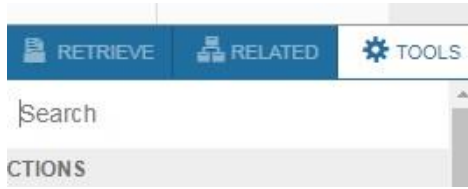
Enter the PO # you are receiving, and **Tab**



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
- DO NOT click on Receive All Purchase Order Items



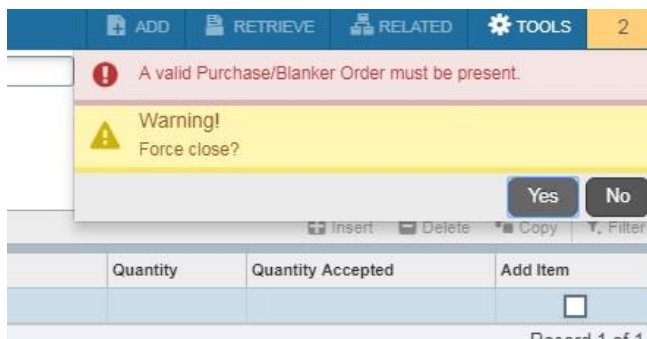
Select items to be received by clicking in the **Add item** column

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

Item	Commodity	Commodity Description	Text Exists	U/M	Quantity	Quantity Accepted	Add Item
1	1001	Specialty Paper	EXISTS	N/A	1	0	<input checked="" type="checkbox"/>
2	1001	Gel Pens	EXISTS	N/A	1	0	<input checked="" type="checkbox"/>


### 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.

Specialty Paper		
Gel Pens		
of 1	10	Per Page
Quantity	To Date	Current
Received	0	<input type="text" value="1"/>
Rejected	0	<input type="text"/>
Returned	0	
Accepted	0	
Ordered	1	



Record Receiving Document Code

Select Complete at the bottom of the page

Complete  In Process

(The Receiving Document Number can also be found in FOIDDOCH 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