

**MISSISSIPPI VALLEY STATE UNIVERSITY**  
**BANNER REQUISITIONS TRAINING**



# Mississippi Valley State University Internet Native Banner Initiating Requisitions

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Revised July 21, 2020

## Data Standards

The following guidelines should be followed when entering requisitions in Banner:

### General

- Use mixed-case sentence structure
- Do NOT use symbols such as @, #, %, &, /, \_
- The dash, -, can be used without spaces between the two words

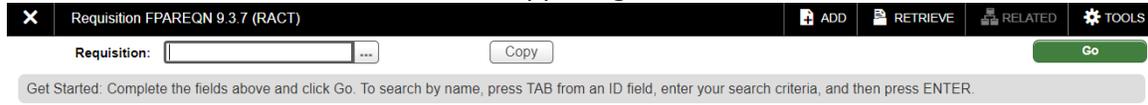
### Commodity Codes

- Commodity codes are required on all requisitions. The commodity code list is available on the Procurement Services web site.
- The commodity code will generate a generic description. Delete the generic description and enter the vendor's description of the item instead beginning with a noun.
- Example: Pens Pilot Gel Black Item 135972A

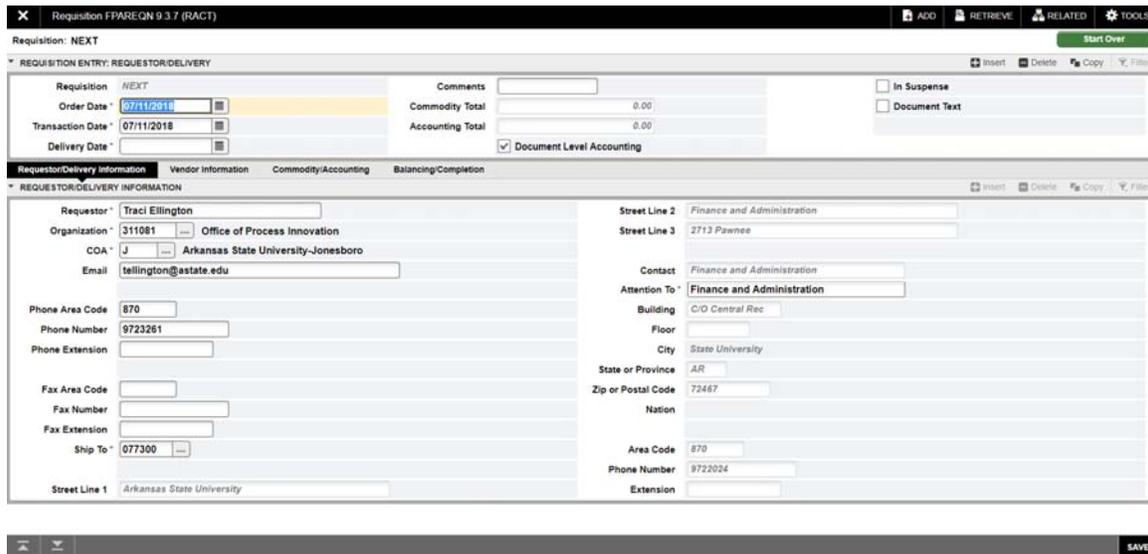
# Creating a Requisition

## Check your budget availability on FGIBAVL.

1. Enter 'FPAREQN' in the Search bar in Application Navigator and press Enter.
2. For a new requisition leave the **Requisition** field blank and click the Go button in the upper right corner.
3. To access an existing requisition enter the requisition number in the **Requisition** field and click the Go button in the upper right corner.



## Requestor/Delivery Information Block



4. Tab to the Delivery Date field and enter the current date (enter a 'T' and tab to default in today's date).
5. Leave **Comments** field blank, unless entering a confirming order. Enter the word '**Confirming**' in this field.
6. Review the **Requestor/Delivery Information** for accuracy. Send changes to [cpi-security@astate.edu](mailto:cpi-security@astate.edu).
7. The **Email** address listed in the Requestor/Delivery Information is the address where a copy of the PO will be sent. To add additional email addresses, separate them using a semi-colon (;).
8. Update the **Ship To** code if necessary by clicking on the Search icon and typing in the Contact Name in the Criteria field. Double click on the result to return it to the requisition.

9. Optional: Enter specific building, room number, etc in the **Attention To** field (Admin Bldg Rm 231). Do not enter names or phone numbers unless different than Requestor information.
10. Click on the Next Section icon to go to the Vendor Information tab

**Vendor Information Block**

Note: To search for a frequently used vendor, use the Vendor Quicklist on the Procurement web site: <http://www.astate.edu/a/procurement/>.

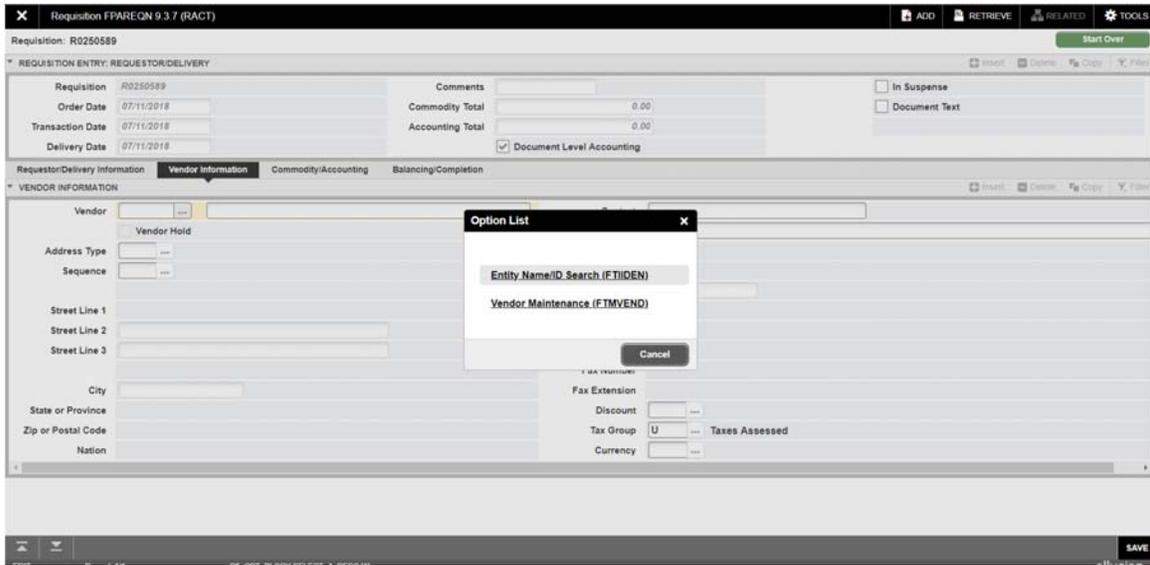
The screenshot displays the Banner Procurement interface for requisition R0250589. The top navigation bar includes 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS' buttons, along with a 'Start Over' button. The main content area is divided into several sections:

- REQUISITION ENTRY: REQUESTOR/DELIVERY:** This section contains fields for Requisition (R0250589), Order Date (07/11/2018), Transaction Date (07/11/2018), and Delivery Date (07/11/2018). It also includes 'Comments', 'Commodity Total' (0.00), and 'Accounting Total' (0.00). There are checkboxes for 'In Suspense', 'Document Text', and 'Document Level Accounting' (checked).
- Vendor Information:** This is the active tab, showing a search field for the Vendor, a 'Vendor Hold' checkbox, and various address and contact fields: Address Type, Sequence, Street Line 1, Street Line 2, Street Line 3, City, State or Province, Zip or Postal Code, and Nation. On the right side, there are fields for Contact, Email, Phone Area Code, Phone Number, Phone Extension, Fax Area Code, Fax Number, Fax Extension, Discount, Tax Group (U), Taxes Assessed, and Currency.

At the bottom of the screen, there is a 'SAVE' button.

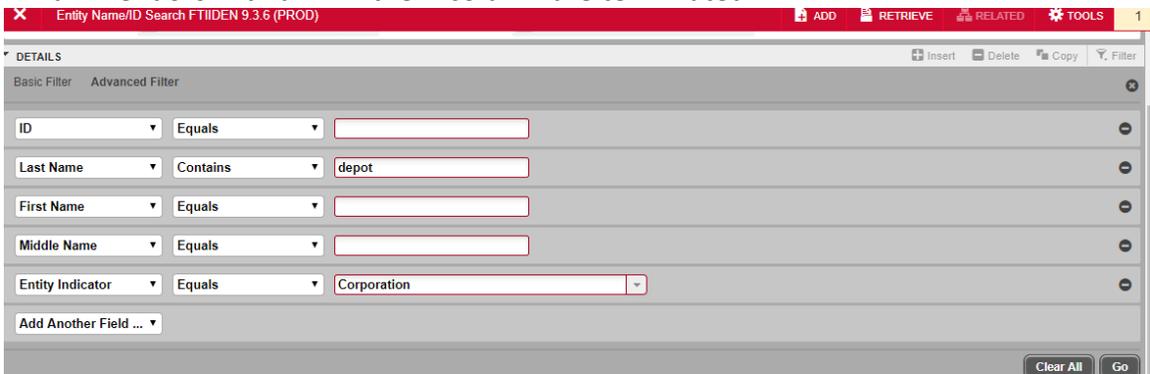
1. To search in Banner, click on the Search icon next to the Vendor field

2. Click on the FTIIDEN link



For a vendor (non-person) search:

3. Click on Advanced Filter to search on part of the Vendor name.
4. Change the qualifier for the **Last Name** field and enter a portion of the vendor name.
5. Select "Corporation" from the **Entity Indicator** drop down to only pull up Corporations/Companies
  - a. Vendors with a 'T' in the **V** column are terminated



6. Click on Go

Entity Name/ID Search FTIIDEN 9.3.6 (RACT)

Entity Name/ID SEARCH

Active filters: Last Name: %sdepot% Entity Indicator: Corporation Clear All Filter Again

ID	Last Name	First Name	Middle Name	Entity Indicator	Change Indicator	Vendor	Financial Manager	Agency	Grant Personnel	Proposal Personnel	Name Type
50242042	Home Depot			Corporation		Yes	No	No	No	No	ALUM
50327121	IT Parts Depot			Corporation		Yes	No	No	No	No	
50265986	Medical Device Depot Inc			Corporation		Yes	No	No	No	No	
000091257	Office Depot			Corporation	ID	Yes	No	No	No	No	ALUY
50005889	Office Depot			Corporation	Name	Yes	No	No	No	No	ALUM
50005889	Office Depot			Corporation		Yes	No	No	No	No	
50007384	Test Equipment Depot			Corporation		Yes	No	No	No	No	
50313077	The Lab Depot			Corporation		Yes	No	No	No	No	
50305280	The Tank Depot			Corporation		Terminated	No	No	No	No	
50266040	Whiteboard Depot			Corporation		Yes	No	No	No	No	

Record 1 of 10

Case Insensitive Query Case Sensitive Query

7. Double-click on the vendor's ID to populate the ID in the **Vendor ID** field on the requisition form

Requisition: R0250589

Requisition Entry: Requestor/Delivery

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

Vendor: 50005889 Office Depot

Address Type: PO Sequence: 3

Street Line 1: PO Box 88040

City: Chicago State or Province: IL Zip or Postal Code: 60680-1040

Contact: Amber Smith

Phone Area Code: 800 Phone Number: 7216592

Tax Group: U Taxes Assessed

SAVE

8. When the vendor does not exist in Banner, call MVSU Purchasing Dept. for assistance.
  - a. Enter the Vendor's name in the Vendor Description field and enter the address information in the Document Text. Do not include a person's social security number in the requisition.
9. To access Document Text, click on the Related menu and select Document Text.
  - a. Document Text is additional information that pertains to the entire requisition. Examples include a quote number, state contract numbers, cooperative agreement numbers, vendor address changes, addresses of new vendors, and general notes to Procurement.
10. Click the Go button
11. Enter the appropriate text in mixed-case (up to 50 characters/line)
12. To insert another line, click on the Insert button

13. Click on the Save button and Exit.

14. Is the PO address correct? If not, click on the Address Type search icon

15. Search through the addresses to find the ‘PO’ address by clicking the arrows or selecting to see more records per page. You **MUST** use the PO type.

16. Double-click on the Address Type field to select the address. When the address does not exist, click on the Exit icon. Enter the new address in Document Text.

17. Click on the Next Section icon to navigate to the Commodity/Accounting block

For a person search:

18. Click on Advanced Filter to search on part of the Vendor name.

19. Change the qualifier for the **Last Name** field and enter a portion of the last name and/or first name.

20. Select “Person” from the **Entity Indicator** drop down to only pull up people

21. Click on Go

22. Double-click on the person’s ID to populate the ID in the Vendor ID field on the requisition form

## Commodity/Accounting Block

1. Write down your requisition number.

Use the Commodity Code List on the Procurement web site:

<http://www.astate.edu/a/procurement/> to find the appropriate commodity description.

2. Enter the code in the **Commodity Code** field
3. Tab to the **Description** field
4. Remove the generic commodity description that populated
5. For a **non-confirming** order, enter the specific item description beginning with a noun (up to 50 characters/line)
  - a. Close the “Original Commodity Description” box when it pops up



6. For a **confirming** order, enter a summary description for the items ordered followed by the invoice number.
  - a. Additional invoices can be entered on the same requisition with each invoice on a separate commodity line.
7. To access Item Text, click on the Related menu and select Item Text.
  - a. Item Text is additional information that pertains to the specific commodity record and should be used to complete item descriptions that are too long for the Description field.
8. Click the Go button
9. Enter the appropriate text in mixed-case (up to 50 characters/line)
10. To insert another line, click on the Insert button
11. Tab to the **U/M** (unit of measure) field. The default is “EA” (Each). Click on the Search icon to select a different code
12. Tab to the **Tax Group** field. The default tax group will populate.
  - a. For a **confirming** requisition change the tax group to “P”.
13. Tab to the **Quantity** field and enter the quantity desired
14. Enter the unit price in the **Unit Price** field (do not enter a \$0 amount)

15. Tab until the cursor is located in the Commodity field again

Item	Commodity	Description	U/M	Tax Group	Quantity	Unit Price	Commodity Text	Item Text
2	62080	Pens Pilot Gel Black It...	BXS	U	2.00	9.5000		

Record 1 of 1

Extended Amount	19.00	Tax	1.62	<input type="checkbox"/> Distribute
Discount	0.00	Commodity Total	20.62	
Additional	0.00	Document Total	41.24	

16. Click on the Insert button to enter an additional commodity record

a. For a **non-confirming** order enter shipping on a separate line

17. Follow the same instructions to enter additional commodity records

18. Click on the Next Section icon to navigate to the Accounting block

19. The 'J' (for Jonesboro Campus) will default in the **COA** field. The current fiscal year will default into the **Year** field.

20. The Fund, Orgn, Acct, Prog will default in based on your Finance security and Commodity code.

21. Override the Fund, Orgn, and Prog as necessary. Do not override the Account.

22. Tab through the Amount fields to calculate all totals

23. To enter an additional FOAP, tab to the **COA** field

24. Click on the Insert button to enter the new FOAP

25. Pay close attention to the NSF Suspense checkbox. When checked, this indicates there is not sufficient funding in the account. The FOAPs will need to be changed or a budget transfer done before the requisition is completed. The Budget Office may need to override the NSF for certain requisitions. Contact the Budget Office at 972-3700 for budget assistance.

Sequence	COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSF Override	NSF Suspense
J		19		110000	311081	711302	1630				<input type="checkbox"/>	<input checked="" type="checkbox"/>

Record 1 of 1

	%	USD
Extended Amount	<input type="checkbox"/>	38.00
Discount	<input type="checkbox"/>	0.00
Additional	<input type="checkbox"/>	0.00
Tax	<input type="checkbox"/>	3.24
FOAPAL Total		41.24
Document Total		0.00
Remaining Commodity Amount		41.24

26. Click on the Next Section icon to navigate to the Completion block

## Balancing/Completion Block

1. Make sure all Amount display a **Status** of BALANCED. Click on the Complete button to complete the requisition.
2. Click on the In Process button to save the requisition to complete at a later time

Requisition FPAREQN 0.3.7 (RACT) ADD RETRIEVE RELATED TOOLS 1

Requisition: R0250589 Start Over

REQUISITION ENTRY: REQUESTOR/DELIVERY Insert Delete Copy Filter

Requisition: R0250589  
 Order Date: 07/11/2018  
 Transaction Date: 07/11/2018  
 Delivery Date: 07/11/2018  
 Comments:   
 Commodity Total: 41.24  
 Accounting Total: 41.24  
 In Suspende  
 Document Text  
 Document Level Accounting

Requestor/Delivery Information Vendor Information Commodity/Accounting **Balancing/Completion** Insert Delete Copy Filter

BALANCING/COMPLETION

Vendor: 50005889 Office Depot  
 Vendor Hold  
 COA: J Arkansas State University-Jonesboro  
 Requestor: Traici Ellington  
 Organization: 311081 Office of Process Innovation  
 Currency:   
 Exchange Rate:   
 Commodity Record: 2  
 Input Amount: 41.24  
 Converted Amount:

AMOUNTS Insert Delete Copy Filter

	Input	Commodity	Accounting	Status
Approved Amount	38.00	38.00	38.00	BALANCED
Discount Amount	0.00	0.00	0.00	BALANCED
Additional Amount	0.00	0.00	0.00	BALANCED
Tax Amount	3.24	3.24	3.24	BALANCED

Complete In Process

SAVE

3. To return to a previous section to make changes, click on the Previous Section button
4. Write the requisition number on any documentation that will be sent to MVSU Purchasing. If you do not have any back-up documentation, you do not have to send anything to the Purchasing Department.

## Checking the Status of My Requisition

Note: Automatic emails are now sent to initiators when the document (requisition or budget transfer) is approved or disapproved.

1. For disapproved requisition, correct the issue and recomplete to submit to approvals again.
2. If the requisition needs to be deleted see the Deleting an Incomplete Requisition instructions

## Deleting an Incomplete Requisition

Note: A requisition can only be deleted when the initiator does one of the following: does not complete the requisition, clicks on the 'In Process' icon or the requisition is denied by the approver or initiator.

1. Enter 'FPAREQN' in the Search bar in Application Navigator and press Enter.
2. Enter the requisition document number in the **Requisition** field
3. Click on the Next Section button
4. While still in the Key Block select the Delete button

The screenshot displays the 'Requisition FPAREQN 9.3.7 (RACT)' interface. The top navigation bar includes 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS' buttons. The main content area is divided into two sections:

- REQUISITION ENTRY: REQUESTOR/DELIVERY**: This section contains fields for 'Requisition' (R0250589), 'Order Date' (07/11/2018), 'Transaction Date' (07/11/2018), and 'Delivery Date' (07/11/2018). It also shows 'Commodity Total' and 'Accounting Total' both at 41.24, and a 'Comments' field. Checkboxes for 'In Suspense' and 'Document Text' are visible.
- Requestor/Delivery Information**: This section is further divided into 'Requestor/Delivery Information', 'Vendor Information', 'Commodity/Accounting', and 'Balancing/Completion'. The 'Requestor/Delivery Information' sub-section includes fields for 'Requestor' (Traci Ellington), 'Organization' (311081 Office of Process Innovation), 'COA' (J Arkansas State University-Jonesboro), 'Email' (tellington@astate.edu), 'Phone Area Code' (870), 'Phone Number' (9723261), 'Phone Extension', 'Fax Area Code', 'Fax Number', 'Fax Extension', 'Ship To' (077300), 'Street Line 2' (Finance and Administration), 'Street Line 3' (2713 Pawnee), 'Contact' (Finance and Administration), 'Attention To' (Finance and Administration), 'Building' (C/O Central Rec), 'Floor', 'City' (State University), 'State or Province' (AR), 'Zip or Postal Code' (72467), 'Nation', 'Area Code' (870), and 'Phone Number' (9722024).

5. Select Delete again-All Commodity and Accounting Records will be deleted

## Disapproving a Requisition

Note: Initiators can disapprove their own requisitions until the last person in the approval queue approves it.

1. Click on the Self-Service Banner (SSB) icon in myCampus.
2. Click on the Finance menu.
3. Click on the Approve Documents link.
4. Click Submit Query.

### Approve Documents

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**Questions:** Please contact Traci Ellington([tellington@astate.edu](mailto:tellington@astate.edu)) at 972-:

To view all documents waiting on your approval, click on the [Submit Query](#)

**Enter Approval Parameters**

**User ID**

**Document Number:**

**Documents for which you are the next approver**  
 **All documents which you may approve**

1. Click on the Disapprove link.

### Approve Documents

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☛ Select the Document Number link to display the details of a document. Select the History link to display the approval history of the document. Select the Approve link

**Queried Parameters**

User ID: TELLINGTON Trad R. Ellington  
 Document Number:   
 Documents Shown: Next Approver

**Approve Documents List**

Next Approver	Type	NSF	Change	Seq#	Sub#	Originating User	Amount	Queue	Type	Document	History	Approve	Disapprove
	REQ					TELLINGTON	93.31	DOC		<a href="#">R0138436</a>	<a href="#">History</a>	<a href="#">Approve</a>	<a href="#">Disapprove</a>
	JV			0		TELLINGTON	400.00	DOC		<a href="#">J0053825</a>	<a href="#">History</a>	<a href="#">Approve</a>	<a href="#">Disapprove</a>

2. Click on the Disapprove Document button. Once this is done you will receive an e-mail stating the document has been disapproved. You can now login to Internet Native Banner (INB) and make corrections or delete the document.

## Canceling an Approved Requisition

Note: A requisition can be canceled after it has been approved. Please contact The Purchasing Department to help with canceling an approved requisition.

The screenshot shows the 'Requisition Cancel' interface for request R9020853. The 'REQUISITION DETAIL' section includes the following information:

<input checked="" type="checkbox"/> NSF Checking	Origin	BANNER
Request Date: 07/03/2018	Request Type	P
Transaction Date: 07/03/2018	Vendor	50162673 Barton's of Jonesboro
Delivery Date: 07/03/2018		

Net Amount		Discount Amount		Tax Amount		Additional Charges		Net Amount	
Extended Amount	-	0.00	+	221.34	+	0.00	=	2,825.14	

The screenshot shows the bottom navigation bar of the application, featuring a 'SAVE' button on the right side.

1. Enter 'FPADEL' in the Search bar in Application Navigator and press Enter.
2. Enter the requisition number in the **Request Code** field
3. Click on the Next Section button

The screenshot shows the 'CANCELLATION DETAIL' section of the requisition cancel interface. It includes the following fields and options:

Cancel Date	07/11/2018	<input type="checkbox"/>	Make Cancellation Permanent
Reason Code	CE	Correct Error	

Record Count	
Accounting	1
Commodity	5

4. Click on the **Reason** search icon to select the reason for cancellation
5. Click on the Make Cancellation Permanent button
6. Click on the Exit button
7. Notify Procurement Services when cancelled.

## Finding a Requisition Number

If you have been timed out in the middle of processing a requisition or forgot to write down a requisition number, please use the following steps to find your requisition.

1. Enter 'FPAREQN' or 'FPIREQN' in the Search bar in Application Navigator and press Enter.
2. Click on the Search icon next to the **Requisition** field
3. On FPIRQST, click on the Filter button

The screenshot shows the 'REQUISITION VALIDATION' search interface. At the top, there is a search bar with a green notification: 'Enter a query; press F8 to execute.' Below the search bar are several filter fields: Request Number, Requestor Name, Organization, Vendor, and Request Date. A 'Clear All' button and a 'Go' button are located to the right of these fields. Below the filters is a table of search results. The first result is highlighted in yellow and contains the following information:

Request Number	R0003519	Deliver by Date	02/21/2006
Requestor Name	Natalie J Turney	Complete	Yes
Organization	257301 English and Philosophy	Approved	Yes
Vendor	50005414 Officemax Contract Inc	Origin	BANNER
Request Date	02/17/2006	Reference Number	
Request Type	Purchase		

At the bottom of the interface, there is a pagination bar showing '1 of 256121' and 'Per Page'.

4. Tab over to the **Requestor Name** field and type in the wildcard (%), the last name of the initiator and then the wildcard (%) again in mixed case.
5. Select the **Request Date**.
6. Click on the Go button.
7. If on FPAREQN and the requisition is incomplete double click on it to return to the Requisition form and make the appropriate updates to the order before clicking Complete or stay in the Requisition Header section and click Delete twice to delete the requisition.
8. If on FPIREQN double click on the requisition number to return to the Requisition Inquiry form and review the document for accuracy.

## **Copying a Requisition to Create a New Request**

Only copy **your own APPROVED** requisitions and contact Procurement for additional instructions.

1. Enter 'FPAREQN' in the Search bar in Application Navigator and press Enter.
2. Click on the "Copy" icon
3. Enter the Requisition number and tab to populate the vendor information
4. Click the Copy button
5. A new requisition will be generated with current dates.
6. Review each section of the requisition and make appropriate corrections or updates
7. Click Complete to send to approvals

# Inquiry Forms

## FPIREQN - Requisition Query

The Requisition Query Form is the query form for the requisition.

1. Enter the Requisition Document Code
2. Click on the Next Section icon to navigate through the blocks.

## FOIDOCH—Document History

1. Enter a Document Type in the Document Type field:
  - a. REQ-Requisition
  - b. PO-Purchase Order
  - c. RCV-Receiving Document
  - d. INV-Invoice
  - e. CHK-Check
2. Enter the document number in the Document Code field.
3. Click on the Go button in the upper right corner.

Document Type	Document Number	Status	Status Description
Requisition	R0168493	A	Approved
Purchase Order	P0160205	A	Approved
Invoice	I0335504	P	Paid
Check Disbursement	00250112	F	Final Reconciliation

4. Click on the desired document number.
5. Select Query Document from the Related menu.
6. To view what the status indicators are, select View Status Indicators from the Options section of the Tools menu.

*Note:* When looking at a check, enter '12' in the Bank field prior to clicking on the Go button in the upper right corner (enter '01' for checks printed prior to July 1, 2009).