MISSISSIPPI VALLEY STATE UNIVERSITY

BANNER REQUISITIONS TRAINING

Mississippi Valley State University
Internet Native Banner Initiating Requisitions

Contents

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

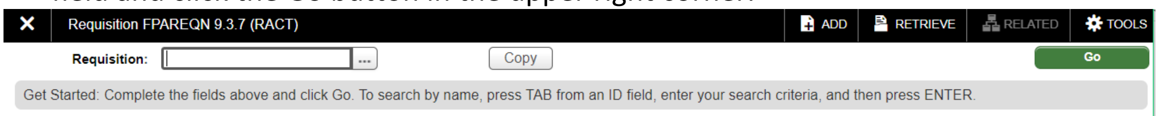
Commodity Codes

- 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

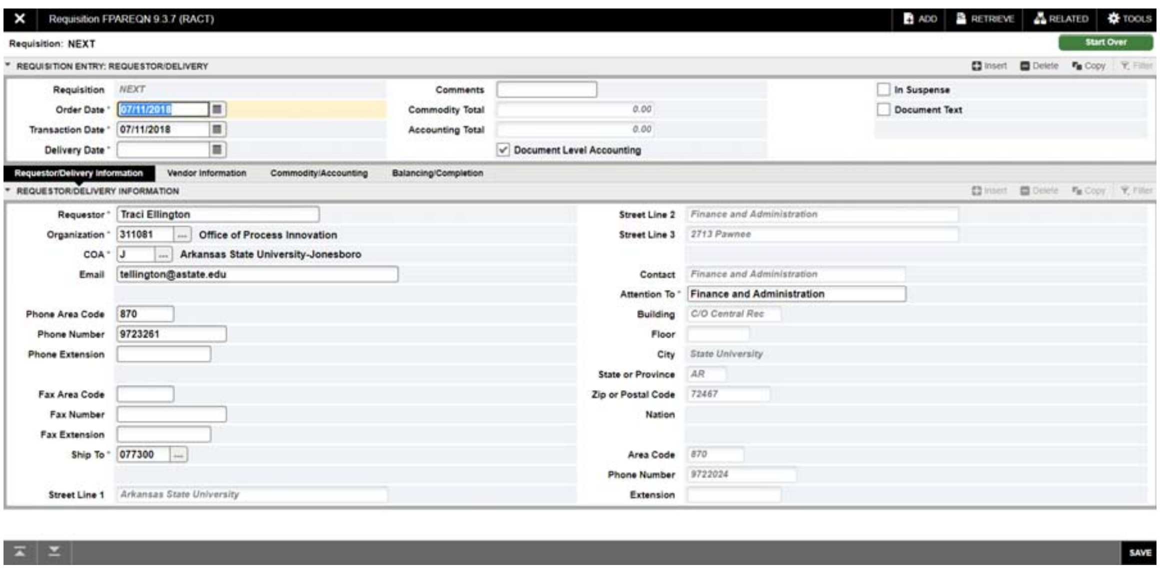
Creating a Requisition

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

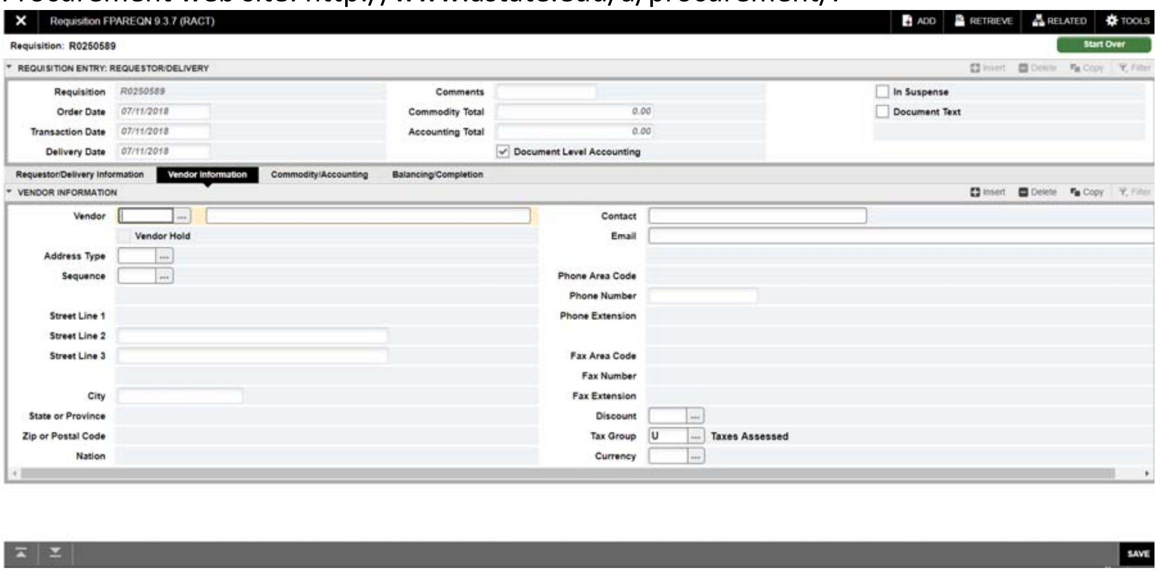


4. Tab to the Delivery Date field and enter the current date (enter a ‘T’ and tab to default in today’s date).
5. Leave **Comments** field blank, unless entering a confirming order. Enter the word ‘***Confirming***’ in this field.
6. Review the **Requestor/Delivery Information** for accuracy. Send changes to cpi-security@astate.edu.
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

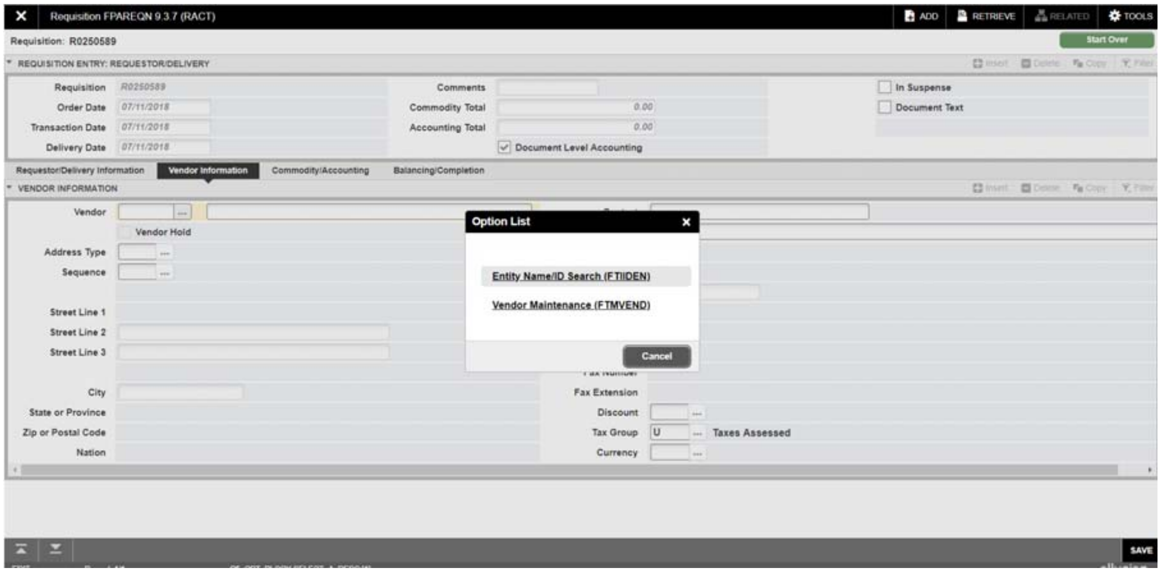
<u>Vendor Information Block</u>

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



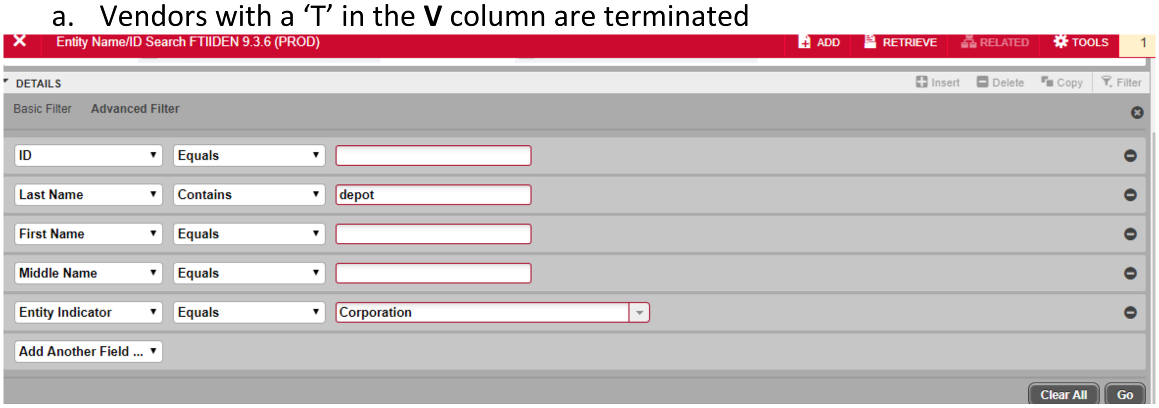
1. To search in Banner, click on the Search icon next to the Vendor field

2. Click on the FTIIDEN link

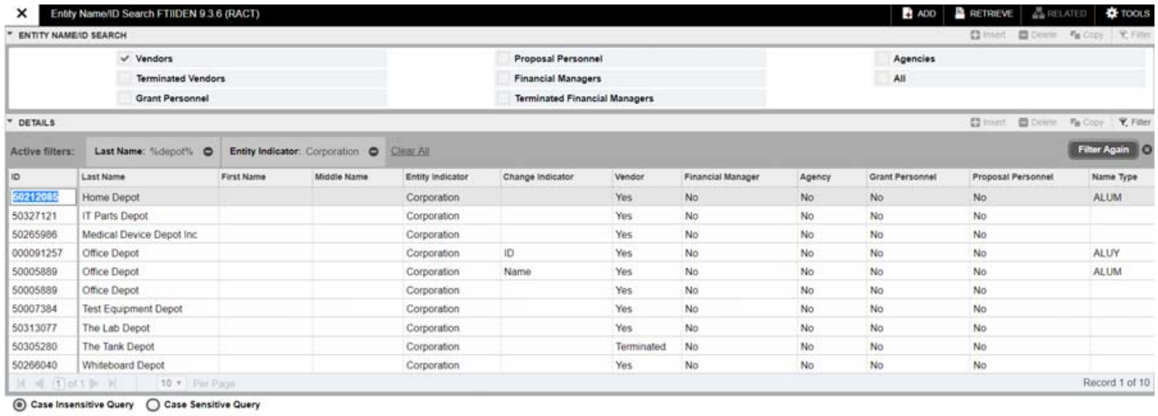


For a vendor (non-person) search:

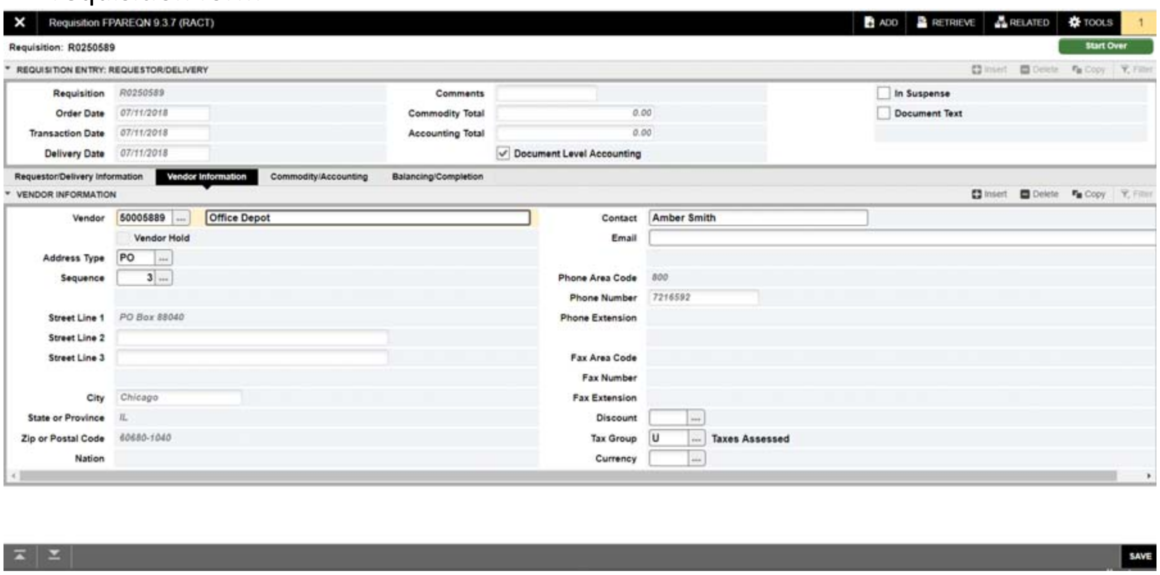
3. Click on Advanced Filter to search on part of the Vendor name.
4. Change the qualifier for the **Last Name** field and enter a portion of the vendor name.
5. Select “Corporation” from the **Entity Indictor** drop down to only pull up Corporations/Companies
   a. Vendors with a ‘T’ in the **V** column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



6. Click on Go

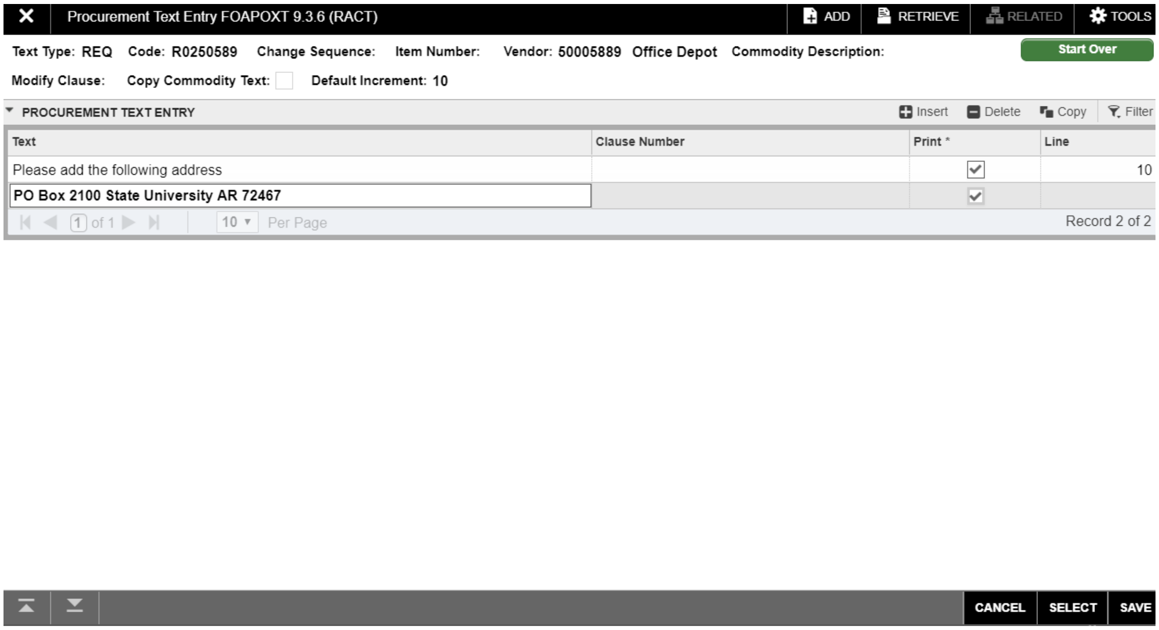


7. Double-click on the vendor's ID to populate the ID in the **Vendor ID** field on the requisition form

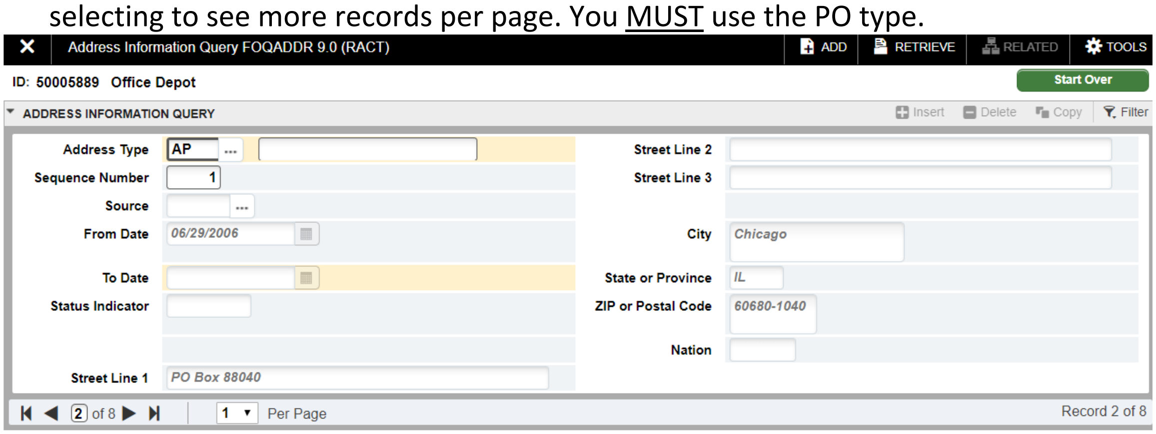


8. When the vendor does not exist in Banner, call MVSU Purchasing Dept. for assistance.
   a. Enter the Vendor's name in the Vendor Description field and enter the address information in the Document Text. <u>Do not include a person's social security number in the requisition.</u>
9. To access Document Text, click on the Related menu and select Document Text.
   a. <u>Document Text</u> 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 <u>MUST</u> 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

<u>For a person search:</u>

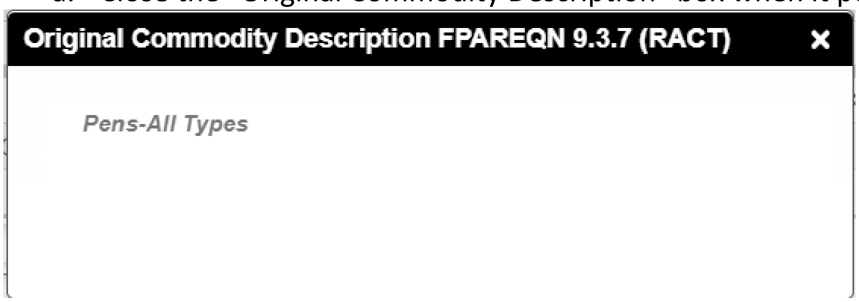
18. Click on Advanced Filter to search on part of the Vendor name.
19. Change the qualifier for the **Last Name** field and enter a portion of the last name and/or first name.
20. Select "Person" from the **Entity Indictor** drop down to only pull up people
21. Click on Go
22. Double-click on the person's ID to populate the ID in the Vendor ID field on the requisition form

Commodity/Accounting Block

1. **Write down your requisition number.**

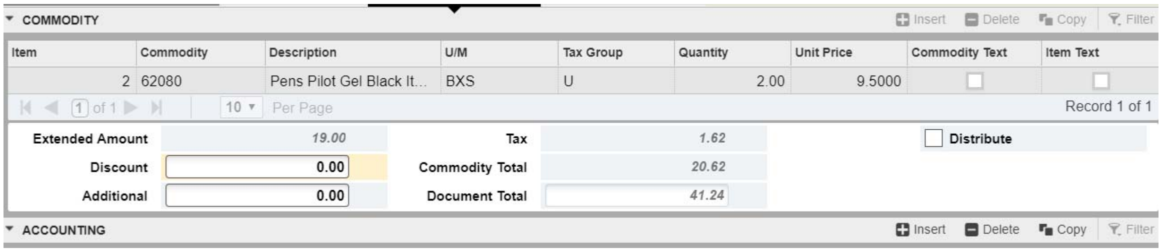
Use the Commodity Code List on the Procurement web site:
http://www.astate.edu/a/procurement/ to find the appropriate commodity description.

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

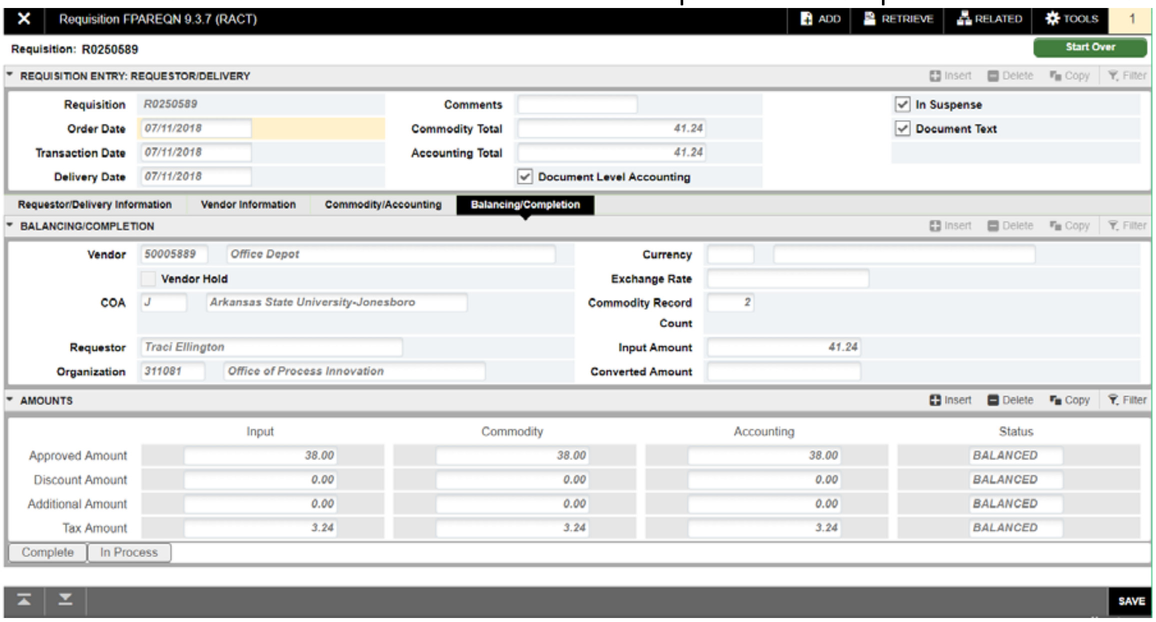


16. Click on the Insert button to enter an additional commodity record
    a. For a ***non-confirming*** order enter shipping on a separate line
17. Follow the same instructions to enter additional commodity records
18. Click on the Next Section icon to navigate to the Accounting block
19. The 'J' (for 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. <u>Do not override the Account.</u>
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.

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



3. To return to a previous section to make changes, click on the Previous Section button
4. <u>Write the requisition number on any documentation that will be sent to MVSU Purchasing.</u> 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

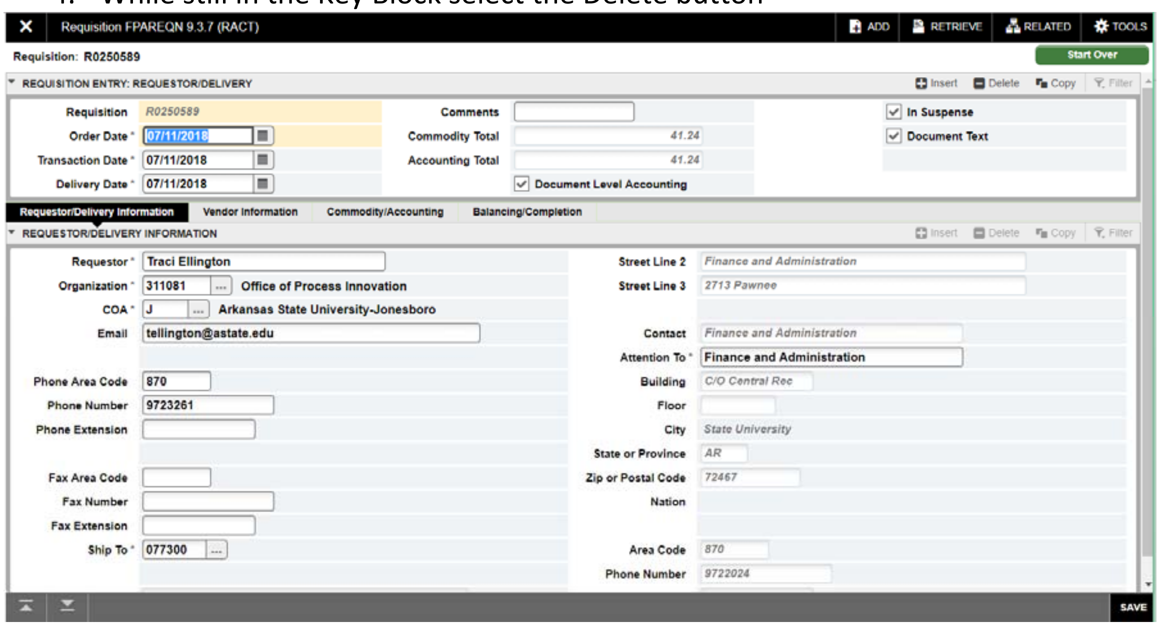
Note: Automatic emails are now sent to initiators when the document (requisition or budget transfer) is approved or disapproved.

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

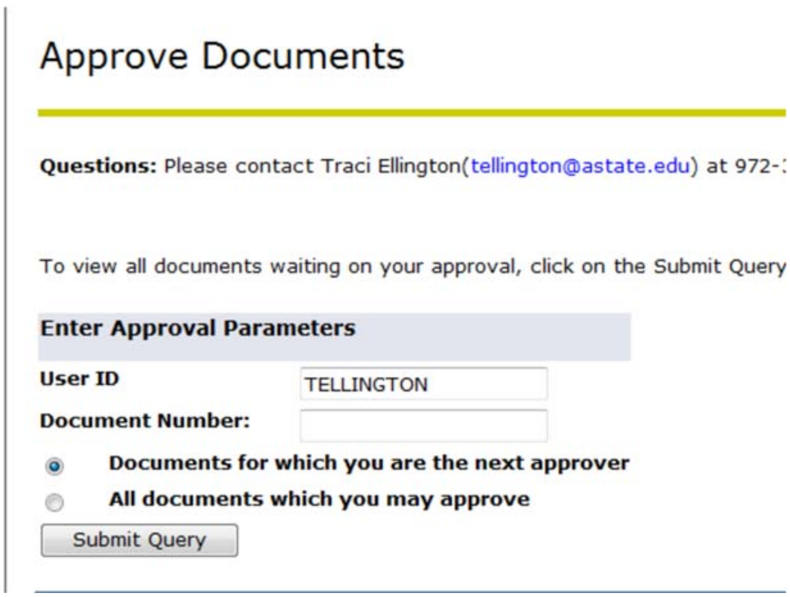


5. Select Delete again-All Commodity and Accounting Records will be deleted

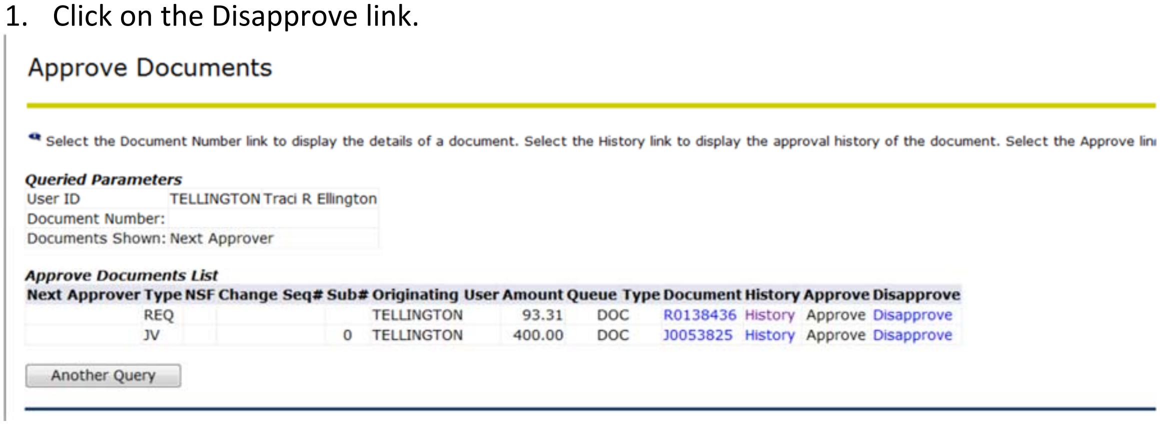
Disapproving a Requisition

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.



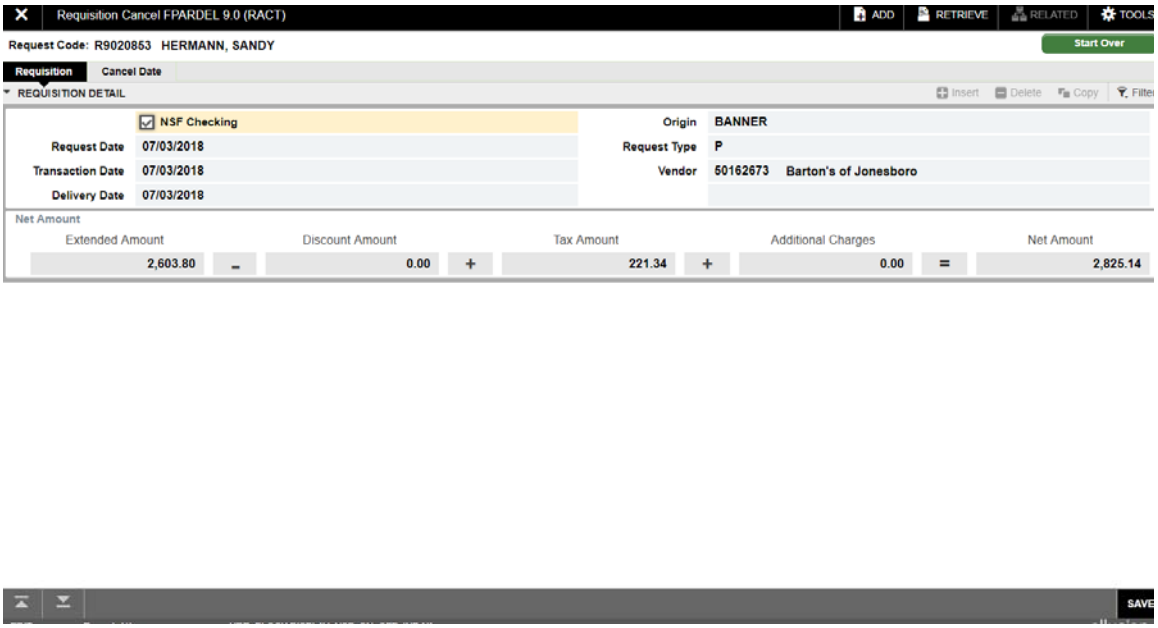
1. Click on the Disapprove link.



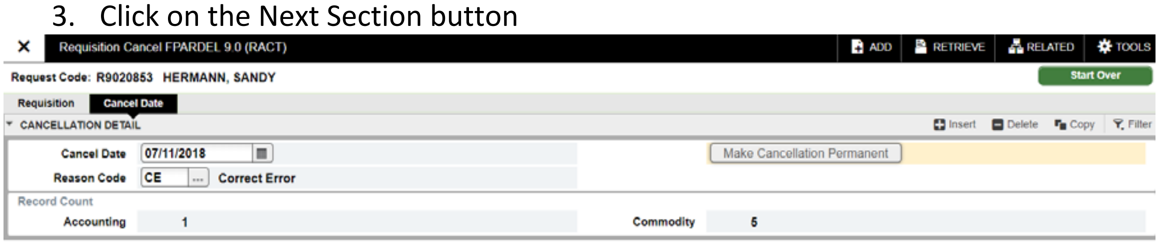
2. Click on the Disapprove Document button. Once this is done you will receive an e-mail stating the document has been disapproved. You can now login to Internet Native Banner (INB) and make corrections or delete the document.

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.



1. Enter 'FPARDEL' 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

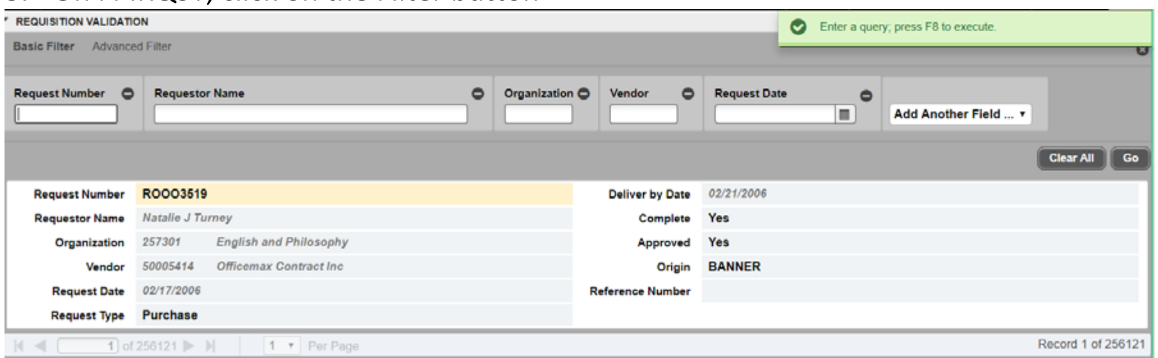


4. Click on the **Reason** search icon to select the reason for cancellation
5. Click on the Make Cancellation Permanent button
6. Click on the Exit button
7. Notify Procurement Services when cancelled.

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



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

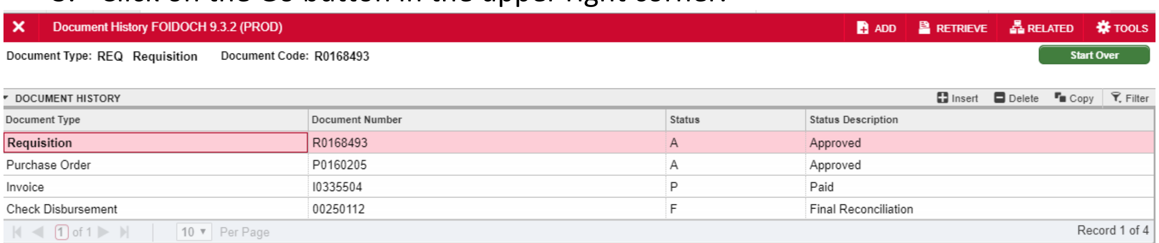
<u>FPIREQN - Requisition Query</u>

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.

<u>FOIDOCH—Document History</u>

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 History FOIDOCH 9.3.2 (PROD) — ADD | RETRIEVE | RELATED | TOOLS

Document Type: REQ Requisition Document Code: R0168493 — Start Over

DOCUMENT HISTORY — Insert | Delete | Copy | Filter

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

1 of 1 — 10 Per Page — Record 1 of 4

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).