


Requisition Entry Procedures





Logging On

Open your web browser to Internet Explorer and enter the following URL: **http://ban.uaex.edu**. **Select ACES WebForms INB** at the right of the screen. Follow the instructions to log on to Banner. When the Logon box appears, enter your Banner ID (first initial and last name) and password. On the Database line, leave blank. The database will automatically default to the correct base. Select Connect at the bottom of the logon box to connect to Banner. If you have forgotten your password, or it has expired, return to **http://ban.uaex.edu** and choose **Reset Your Banner Password** and follow the instructions.



Banner passwords are valid for 90 days. The first time you log on to Banner WebForms, you will need to change your password. Then, you will be required to change your Banner password every 90 days.

- In the **Go to** block, enter GUAPSWD and press Enter; or double click on the letters toward the bottom of the screen
- Enter your Banner user ID and your current password
- Leave the Database block blank
- Enter your new password (cannot be one you have previously used)
- Re-enter your new password to verify
- Select Save 
- Select Exit **X**

Navigation/Notes

On any form you can use either the Enter or Tab key to move between fields. You can also use Shift-Tab keys together to move backward. **Any fields that are not specifically mentioned in these instructions do not require any data entry on your part.** To leave any form, press Exit **X**. However, you must save  or complete  first or your changes will be lost. Next Block  and Previous Block  or Next and Previous in the Block menu will move you between different sections of the forms.

Entering a New Requisition

- In the **Go to** block, enter FPAREQN and press Enter; or double click on the letters below the **Go to** block.
- In the Requisition block, enter **NEXT** (or leave blank) to allow Banner to generate a requisition number. Press Next Block . You will receive a requisition number after you complete the vendor information screen.
- If you have previously entered a requisition that you want to copy, select Copy  and enter the requisition number to be copied. All Banner requisition numbers will start with the letter 'R' followed by 7 digits. **DO NOT** use any other letters when entering a requisition. Choose OK. You will exit this screen and be on the Requestor/Delivery Information screen with a new requisition number.

Requestor/Delivery Information (Exhibit 1)


- The **Order Date** and **Transaction Date** will default to the current date.
- **Delivery Date** - Enter the date the goods or services are needed. Format can be either 103006 or 30OCT06.
- **Comments** - Enter any desired comments regarding the delivery date, e.g. RUSH, Invoice Attached, Items Already Received, etc.
- **Requestor** - The name of the person logged into Banner should default in this block; if not, enter the requestor's name
- **COA** - DO NOT change this field; it should always be Z.
- **Organization** - Enter your Org number. Note: You will only be allowed to enter requisitions on your authorized org code.
- **E-Mail** - Your GroupWise email address should default in this block; if not, enter your email address. This information is important, since the requestor will receive a PDF file of the purchase order via GroupWise once the purchase order is completed.
- **Phone and Fax Numbers** - Enter your telephone and fax numbers so Purchasing can reach you with any questions.
- **Ship To** - Enter the location the requested items are to be shipped to: CES-1 for items to be shipped to the Warehouse, CES-2 for the state office PO Box, etc. Press the down arrow to select from a list. Type in the county office, city name, etc, or use the scroll bar to find your ship to location.
- **Attention To** - Enter the requestor's name
- Press Next Block 

Exhibit 1

File Edit Options Block Item Record Query Tools Window Help

Requisition Entry: Requestor/Delivery Information FPAREQN 7.1 (PREP0714)

Requisition: NEXT
Order Date: 05-OCT-2006
Delivery Date: 13-OCT-2006
Commodity Total: .00

Transaction Date: 05-OCT-2006
Comments:
Accounting Total: .00

In Suspense
 Document Text
 Document Level Accounting




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

Requestor: Jim Lipsey
Organization: 2000 Financial Services
Phone: 501 6712296 **Extension:**
COA: Z COOP
Email: jlipsey@uaex.edu
Fax: 501 6712209 **Extension:**

Ship To: CES-1
Street Line 1: Uof Arkansas Coop Extn Service
Street Line 2: 2301 South University Avenue
Street Line 3:
Building: **Floor:**
City: Little Rock
State or Province: AR **Zip or Postal Code:** 72204-4940
Nation:
Telephone: 501 6712250 **Extension:**
Contact:
Attention To: Jim Lipsey

Enter name for Attention-to label on Ship-to address.
Record: 1/1 ... <OSC>

Vendor Information (Exhibit 2)

- **Vendor** - If you know the name of the most likely vendor for the product or service, press the down arrow  to select the vendor.
 - Choose Entity Name/ID Search.
 - Tab to the Last Name block.
 - **QUERY HINTS:** Enter % before and/or after the name if you are unsure of the vendor's full name. Also, the fewer characters you enter, the more likely you are to find the vendor you are searching for. Queries are also case sensitive, so be careful when using caps. Example: %Supply% would return Agri Co-op Supply as well as Allied Supply Company, among others.
 - Many vendors may have multiple addresses also. See instructions below on entering additional vendor information.
 - Press Execute Query  to search for the vendor.
 - If you find the correct vendor, double-click on the name or press Select  to select that vendor.


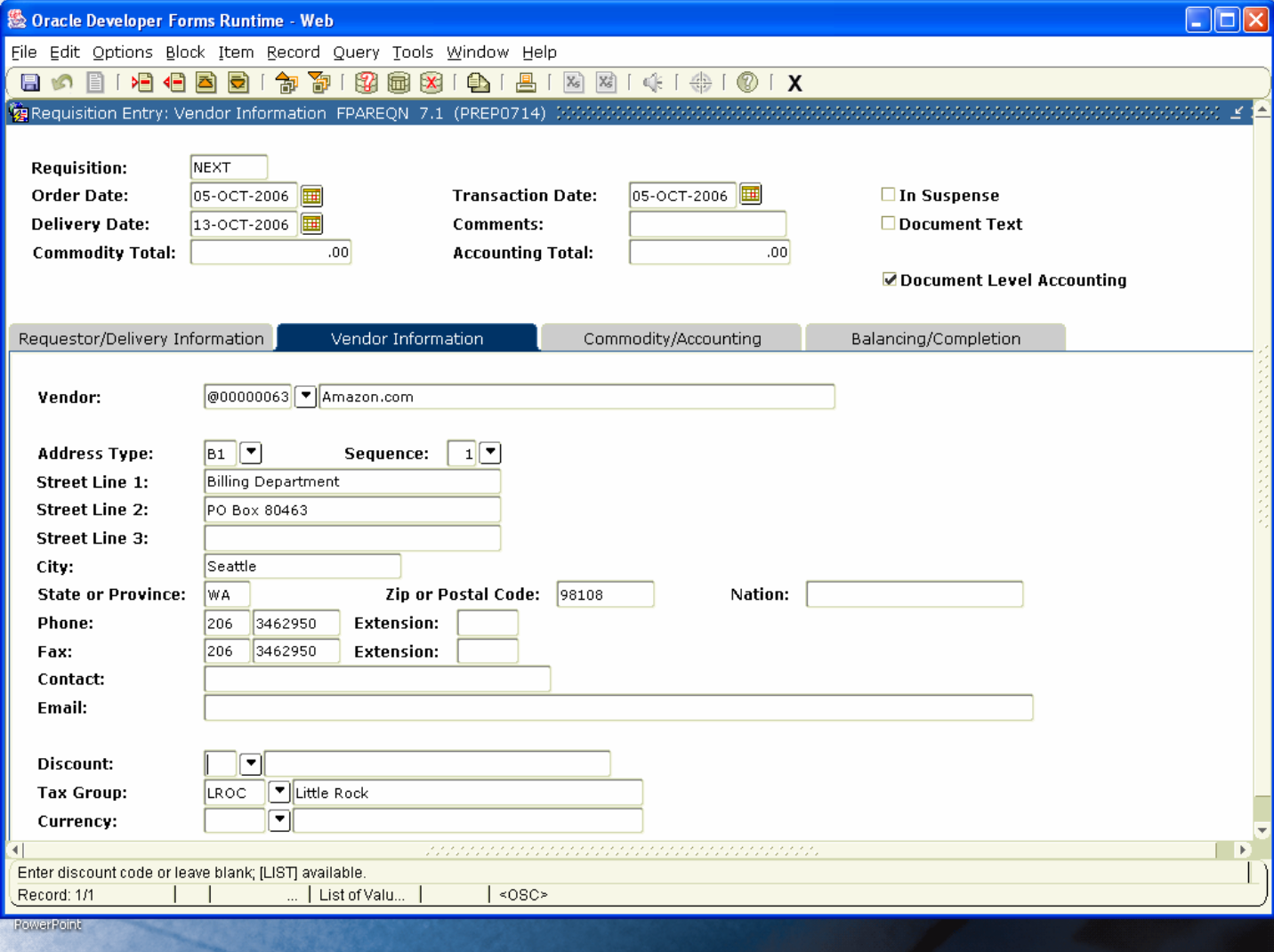
- If the vendor you were searching for does not appear, press Enter Query  to enter new search criteria or select the exit button to exit **X** the vendor search.
- If you did not find the vendor you want to use, you may then enter the most likely name of the vendor in the long block following Vendor.



Exhibit 2




Oracle Developer Forms Runtime - Web

File Edit Options Block Item Record Query Tools Window Help

Requisition Entry: Vendor Information FPAREQN 7.1 (PREP0714)

Requisition: NEXT
Order Date: 05-OCT-2006 
Delivery Date: 13-OCT-2006 
Commodity Total: .00

Transaction Date: 05-OCT-2006 
Comments:
Accounting Total: .00

In Suspense
 Document Text
 Document Level Accounting

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

Vendor: @00000063 Amazon.com

Address Type: B1 **Sequence:** 1

Street Line 1: Billing Department
Street Line 2: PO Box 80463
Street Line 3:

City: Seattle
State or Province: WA **Zip or Postal Code:** 98108 **Nation:**

Phone: 206 3462950 **Extension:**
Fax: 206 3462950 **Extension:**
Contact:
Email:

Discount:
Tax Group: LROC Little Rock
Currency:

Enter discount code or leave blank; [LIST] available.

Record: 1/1 | ... | List of Valu... | <OSC>

PowerPoint

- If you did not locate your vendor or need to list additional possible vendors, follow the steps in Additional Vendor Information below, otherwise continue to **Contact**.

Additional Vendor Information (Exhibit 3)




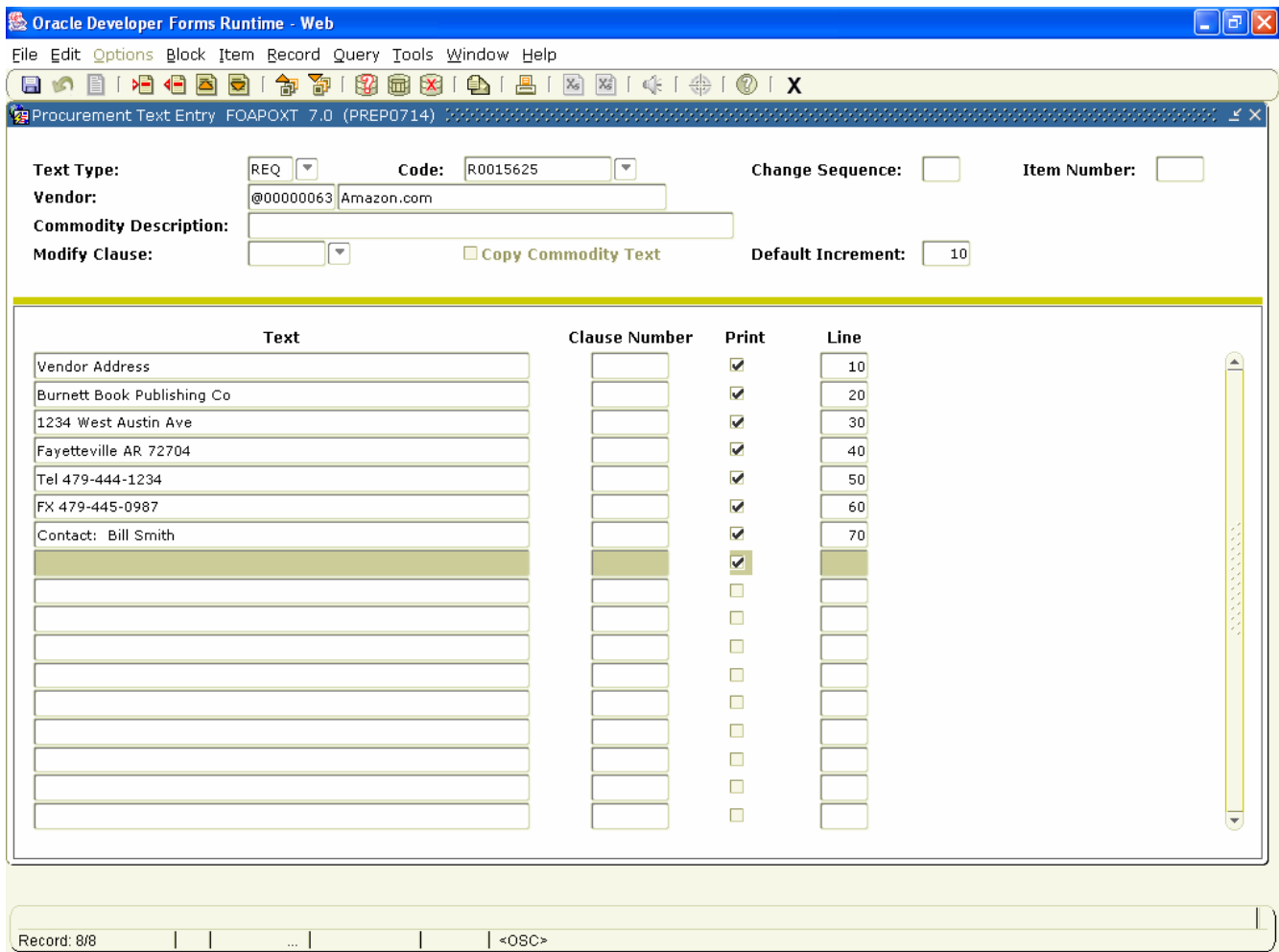
- Above the Banner tool bar, select Options, then Document Text.
- In the text form that appears, press Next Block .
- Enter the vendor address, phone number, fax number and any other pertinent information. If necessary, enter additional vendor names, addresses, contact names, quote numbers, etc. Press the down arrow on your keyboard to add more than one line.
- When you have finished adding text, press Save  and Exit **X** to return to the requisition form and continue entering.
- **Contact** - Enter a vendor Contact Name, if known.
- Press Next Block .
- At this point, the requisition number (R + 7 digits) is assigned. Be sure to write down this number for future reference if you need to query the Purchasing Section about your order.

Exhibit 3



Oracle Developer Forms Runtime - Web

File Edit Options Block Item Record Query Tools Window Help

Procurement Text Entry FOAPOXT 7.0 (PREP0714)

Text Type: REQ Code: R0015625 Change Sequence: Item Number:

Vendor: @00000063 Amazon.com

Commodity Description:

Modify Clause: Copy Commodity Text Default Increment: 10

Text	Clause Number	Print	Line
Vendor Address		<input checked="" type="checkbox"/>	10
Burnett Book Publishing Co		<input checked="" type="checkbox"/>	20
1234 West Austin Ave		<input checked="" type="checkbox"/>	30
Fayetteville AR 72704		<input checked="" type="checkbox"/>	40
Tel 479-444-1234		<input checked="" type="checkbox"/>	50
FX 479-445-0987		<input checked="" type="checkbox"/>	60
Contact: Bill Smith		<input checked="" type="checkbox"/>	70
		<input checked="" type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	

Record: 8/8 <OSC>

Commodity/Accounting (Exhibit 4)

- **Commodity** - Make NO Entries in this block. Tab to the next block.
- **Description** - Enter the description of the goods or services you are requesting. Include item number, part number, manufacturer's number, size, color, number of items per package, etc. If you need to enter more information than will fit in the Description field, follow the steps in Additional Commodity Information below, other wise tab to U/M.

Exhibit 4

Oracle Developer Forms Runtime - Web

File Edit Options Block Item Record Query Tools Window Help

Requisition Entry: Commodity/Accounting FPAREQN 7.1 (PREP0714)

Requisition: R0015625
Order Date: 05-OCT-2006
Delivery Date: 13-OCT-2006
Commodity Total: 268.70

Transaction Date: 05-OCT-2006
Comments:
Accounting Total: 268.70

In Suspende
 Document Text
 Document Level Accounting

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


Item	U/M	Tax Group	Quantity	Unit Price	Extended	Discount	Additional	Tax	Commodity Line Total	Document Commodity Total
1 of 1	EA	LROC	5 X	49.99	249.95	.00	.00	18.75	268.70	268.70
Commodity		Description		<input type="checkbox"/> Commodity Text <input type="checkbox"/> Item Text <input type="checkbox"/> Add Commodity <input checked="" type="checkbox"/> Distribute						
ISBN 0098-45-8910, "Open Any Window w/Microsoft"										

FOAPAL 1 of 1 Remaining Commodity Amount: .00 NSF Override % USD
 NSF Suspende

COA Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Extended	Discount	Additional	Tax	FOAPAL Line Total	Document Accounting Total
Z	07	14000	2000	769999	PL				249.95	.00	.00	18.75	268.70	268.70

Enter commodity code . Use COUNT QUERY HITS to call FPVPRD.

Record: 1/1 ... <OSC>

- Additional Commodity Information (Exhibit 5)
 - Above the Banner tool bar, select Options, then **Item Text**.
 - In the text form that appears, press Next Block .
 - Enter any detailed information that will assist Purchasing in determining the exact nature of the item you are requesting. You do not need to re-enter the original description line from the previous screen. It appears already in the Commodity Description block on this screen. Press the down arrow on your keyboard to add more than one line.





- When you have finished adding text, press Save  and Exit **X** to return to the requisition form and continue entering.
- **U/M** - Enter in the Unit of Measure block the way the goods are sold or packaged, for example, EA for Each or CTN for Carton. Press the down arrow  to review a list of choices.
- **Tax Group** - Normally defaults to the ship to location already designated. If the tax does not match what you think it should be, leave the defaulted location. Purchasing will correct it. **DO NOT ENTER** an additional line for sales taxes under any circumstances.
- **Quantity** - Enter the quantity you wish to purchase.
- **Unit Price** - Enter the expected price for the goods or services. **DO NOT ENTER** a description line with zero cost under any circumstance. If an item is included in the order at no cost, use Item text to so state.
- You may enter other items on the same requisition if they are to be purchased from the same vendor. If items will be purchased from different vendors, use a separate requisition for each vendor. If you have additional items, press the down arrow on your keyboard and repeat the previous four steps. When you have finished entering items, press Next Block .
- **COA** - This block will automatically default to **Z** – **DO NOT** change; if accidentally deleted, just type in **Z**. Tab to the next account block.
- **Index** - No entries are necessary in this field. Tab to the next account block.
- **Fund** - If the purchase will be charged to your Operations and Maintenance budget, enter 14000. If not, enter the fund number for your grant or other special funds.
- **Orgn** - Your org code should already be filled in. If not, enter your org code to be charged for these items.
- **Acct** - Enter 769999
- **Prog** - Field should be populated automatically. If not, enter PS. Tab through the remaining blocks to populate the Document Accounting Total.
- **NSF Suspense** – Banner budget checking will verify each fund entered will have money available for a specific request. If the NSF suspense is annotated, the requestor will need to either change the fund number to another fund with sufficient money to purchase the requested item, or have money transferred to the imputed fund number. Otherwise, the requisition will not proceed through the approval queues.
- Press Next Block .

Exhibit 5

Oracle Developer Forms Runtime - Web

File Edit Options Block Item Record Query Tools Window Help

Procurement Text Entry FOAPOXT 7.0 (PREP0714)

Text Type: REQ **Code:** R0015625 **Change Sequence:** **Item Number:** 1

Vendor: @00000063 Amazon.com

Commodity Description: ISBN 0098-45-8910, "Open Any Window w/Microsoft"

Modify Clause: Copy Commodity Text **Default Increment:** 10

Text	Clause Number	Print	Line
by Bill Gates, Chairman of the Board	<input type="text"/>	<input checked="" type="checkbox"/>	10
Set of 5 Books, Free CD-ROM Included with Each Set	<input type="text"/>	<input checked="" type="checkbox"/>	20
of Books; Price Includes 10% Discount for College	<input type="text"/>	<input checked="" type="checkbox"/>	30
Institutions; Books Will Ship by Dec 1, 2006	<input type="text"/>	<input checked="" type="checkbox"/>	40
	<input type="text"/>	<input checked="" type="checkbox"/>	
	<input type="text"/>	<input type="checkbox"/>	
	<input type="text"/>	<input type="checkbox"/>	
	<input type="text"/>	<input type="checkbox"/>	
	<input type="text"/>	<input type="checkbox"/>	
	<input type="text"/>	<input type="checkbox"/>	
	<input type="text"/>	<input type="checkbox"/>	
	<input type="text"/>	<input type="checkbox"/>	
	<input type="text"/>	<input type="checkbox"/>	
	<input type="text"/>	<input type="checkbox"/>	
	<input type="text"/>	<input type="checkbox"/>	
	<input type="text"/>	<input type="checkbox"/>	
	<input type="text"/>	<input type="checkbox"/>	
	<input type="text"/>	<input type="checkbox"/>	
	<input type="text"/>	<input type="checkbox"/>	
	<input type="text"/>	<input type="checkbox"/>	

Record: 5/5 <OSC>

Balancing/Completion (Exhibit 6)






- Review the Balancing/Completing information for any errors. Use Next Block  and Previous Block  to move back and forth among the sections of the requisition. If there are no errors and you are finished with this requisition, press Complete . If you want to save your work and return to this requisition later, press In Process . This will allow you to return to the same requisition and add to or change your order later. Be sure to make note of the requisition number that appears at the top left of the Balancing/Completion screen (begins with R followed by 7 digits). NOTE: You must always press Complete  before your requisition is forwarded to the approvals process and on to Purchasing.

Exhibit 6

Oracle Developer Forms Runtime - Web

File Edit Options Block Item Record Query Tools Window Help

Requisition Entry: Balancing/Completion FPAREQN 7.1 (PREP0714)

Requisition: R0015625
Order Date: 05-OCT-2006
Delivery Date: 13-OCT-2006
Commodity Total: 290.20



Transaction Date: 05-OCT-2006
Comments:
Accounting Total: 290.20

In Suspende
 Document Text
 Document Level Accounting

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



Vendor: @00000063 Amazon.com **Requestor:** Jim Lipsey
COA: Z COOP
Organization: 2000 Financial Services
Currency:
Exchange Rate: **Commodity Record Count:** 2
Input Amount: 290.20 **Converted Amount:**

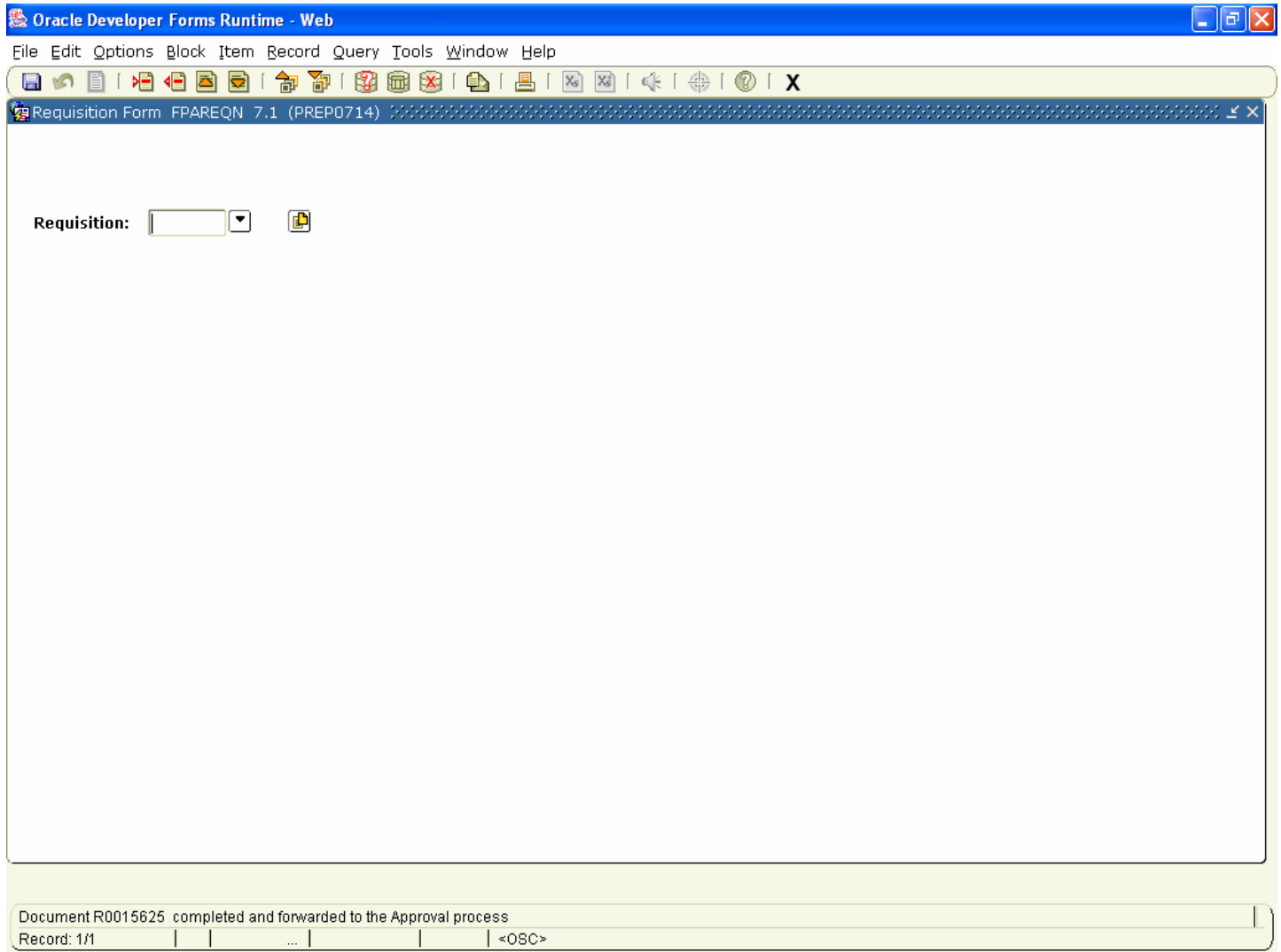
	Input	Commodity	Accounting	Status
Approved Amount:	269.95	269.95	269.95	BALANCED
Discount Amount:	.00	.00	.00	BALANCED
Additional Amount:	.00	.00	.00	BALANCED
Tax Amount:	20.25	20.25	20.25	BALANCED

Complete:  **In Process:** 

WARNING : Budget is exceeded for sequence 1

Record: 1/1 <OSC>





- After pressing Complete  or In Process , you will see this screen:



At the bottom left hand corner of the screen, a message will appear, stating Requisition R0015625 (for example) has been completed and forwarded to the Approval process. Make a note of the requisition number if you have not already done so. You can then enter NEXT to begin another requisition or press exit **X** to leave the requisition entry form.




Returning to a Saved Requisition


If you saved a requisition as In Process, and are ready to return to complete the requisition:

- In the **Go to** block, type FPAREQN; or double click on the letters.
- Enter the complete requisition number you want to complete. Press Next Block .
- Use Next Block  and Previous Block  to move among sections of the requisition. Follow the steps above for entering a requisition to make any necessary corrections or add items.
- Press Complete  when finished.

Reviewing Completed Requisitions

Once a requisition has been completed, it cannot be changed. However, you can review the details of any requisition you have entered using either of the following:

Requisition Inquiry - In the **Go to** block, enter FPIREQN and press Enter; or double click on the letters. Enter the requisition number you wish to review. Press Next Block . Use Next Block  and Previous Block  to move among sections of the requisition. No changes can be made from this form. **See Returning to a Saved Requisition** above to make changes to a requisition saved as In Process. If the Completed and Approved indicators are both checked, you know your requisition has been forwarded to Purchasing. If the Complete box is not checked, you need to return to the FPAREQN form and complete the requisition. If the Approved box is not checked, one or more approvers has not reviewed and approved the requisition.

Open Requisitions - To see a list of all open requisitions for your Org, enter FPIORQF in the **Go to** block and press Enter. Enter the fund (14000 or a grant fund) and your org number. Press Next Block . This form will list any requisition that is still open because it is incomplete, not approved, or waiting to be converted to a purchase order by the Purchasing Section.

Finding “Lost” Requisitions

At times you may exit Banner without copying down the requisition number or Banner may lock up on you and you have to re-start your computer without being able to complete your requisition or to get its number. To find your “lost” requisition, follow these procedures:

In the **Go to** block, type in FPIRQST. The Requisition Validation Form screen will appear (Exhibit 7). This is a query only screen, so you cannot make any changes to a document.

- Press the **F7** key on your keyboard to clear the screen.
- You may search in several different ways to find your requisition (Request Number, Name, Org Code), but the easiest way is to tab to the Requestor Name block and type in the name of the person who entered the requisition in Banner.
- Press the **F8** key on your keyboard. All the requisitions entered by this person in Banner will populate the screen.
- Use the scroll bar at the right of the screen and scroll down to the end; or hold the **Page Down** key on your keyboard to get to the end of this screen. Your “lost” requisition will be at the very end. The completed and approve blocks will be blank, since you were not able to complete the requisition.
- You can query your document by selecting Options above the Banner tool bar, then choosing Query Requisition.
- You can navigate through your document just as you normally do. Use the Exit **X** to return back to the Requisition Validation Form screen, then Exit **X** again to return to the opening Banner screen.

Exhibit 7

The screenshot displays the Oracle Developer Forms Runtime - Web interface for the 'Requisition Validation Form FPIRQST 7.0 (PREP0714)'. The form is organized into three rows, each representing a requisition record. The fields are as follows:

Request Number	Requestor Name	Request Date	Request Type	Deliver by Date
R0015388	Kyleen Hawkins	09-JUN-2006	P	23-JUN-2006
R0015401	Kyleen Hawkins	12-JUN-2006	P	21-JUN-2006
R0015628	Kyleen Hawkins	13-OCT-2006	P	30-OCT-2006

Additional fields for each row include Organization, Vendor, Completed, Approved, Origin, and Reference Number. The 'Completed' and 'Approved' fields are marked with 'Y'. The 'Origin' field is set to 'BANNER'. The 'Reference Number' field is empty.

At the bottom of the form, the status bar indicates: FRM-40352: Last record of query retrieved. Record: 5/5. The browser address bar shows: Opening https://webforms.uaex.edu/forms90/90servlet.jsessionid=aa5e3e74ce622ad45c7af224116ae578ad5bab509e1.mA5IpAjMml1KqNCNaN0 Internet.

Checking Requisition Approvals

If you have a completed requisition that has not been approved (**see Requisition Inquiry above**), you can view the approval process to see where that requisition has stopped.


In the **Go to** block, enter FOAAINP and press Enter. Enter the requisition number in the Document box and press Next Block . This form will list the approval queue that your requisition is in along with the person(s) who must approve it before it is forwarded to the Purchasing Section. An example appears in Exhibit 8.

Exhibit 8

Document: R0015625 Type: REQ Change Sequence: Submission:

Queue ID	Queue Description	Queue Level	Approval Level
2000	BUSINESS OFFICE	1	<input type="checkbox"/>
2000	BUSINESS OFFICE	2	<input checked="" type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

Queue	Level	User
2000	2	Kyleen Hawkins
2000	2	Linda Meeks

+ Indicates what will be approved

In suspense: Detail: Approve: Disapprove:

Record: 2/2 <OSC> 1/30

Reviewing a Disapproved Requisition

If a requisition has been disapproved, the person disapproving should send you a message in Banner as to why he/she disapproved the requisition. To review any Banner messages, in the **Go to** block, type in GUAMESG; or double click on the letters. The following screen will appear (Exhibit 9).

To clear the message or messages, press on Complete for each message and then press on Save and Exit **X**. Follow the steps under **Returning to a Saved Requisition** to make any necessary corrections and re-complete the requisition. If the requisition is disapproved and needs to be deleted, follow these steps:

- In the **Go to** block, enter FPAREQN and press Enter; or double click on the letters
- Enter the complete number of the requisition to delete and press Next Block .
- Press Remove Record **twice**.
- Select OK when the pop-up window appears.

Exhibit 9

Oracle Developer Forms Runtime - Web

File Edit Options Block Item Record Query Tools Window Help

General Message Form GUAMESG 7.0 (PREP0714)

Recipient: JLIPSEY Sender: KHAWKINS Date: 13-OCT-2006 Time: 1008

Message: DOCUMENT IS DISAPPROVED - You didn't say "hi" to me this morning.

Reference ID: [] Source: FOAUAPP

System: F Finance Item: R0015623

Complete Pending Hold Confidential

Recipient: [] Sender: [] Date: [] Time: []

Message: [] Source: []

Reference ID: [] Item: []

System: []

Complete Pending Hold Confidential

Recipient: [] Sender: [] Date: [] Time: []

Message: [] Source: []

Reference ID: [] Item: []

System: []

Complete Pending Hold Confidential

Recipient: [] Sender: [] Date: [] Time: []

Message: [] Source: []

Reference ID: [] Item: []

System: []

Complete Pending Hold Confidential

User ID that will receive the message; press LIST for users.

Record: 1/1 <OSC>

Supporting Documentation

Occasionally you may have supporting documentation to submit as back up for your requisition. Examples of such documentation would be registration forms, order forms, or computer specifications. These documents should be sent to Purchasing along with a Requisition Routing Form (CES-906). This will allow the Purchasing Section to match your documentation to the proper requisition. COMPLETE all registration forms and/or order forms as much as possible before sending them to Purchasing.

Exiting Banner Webforms

Press Exit **X** to exit the program.