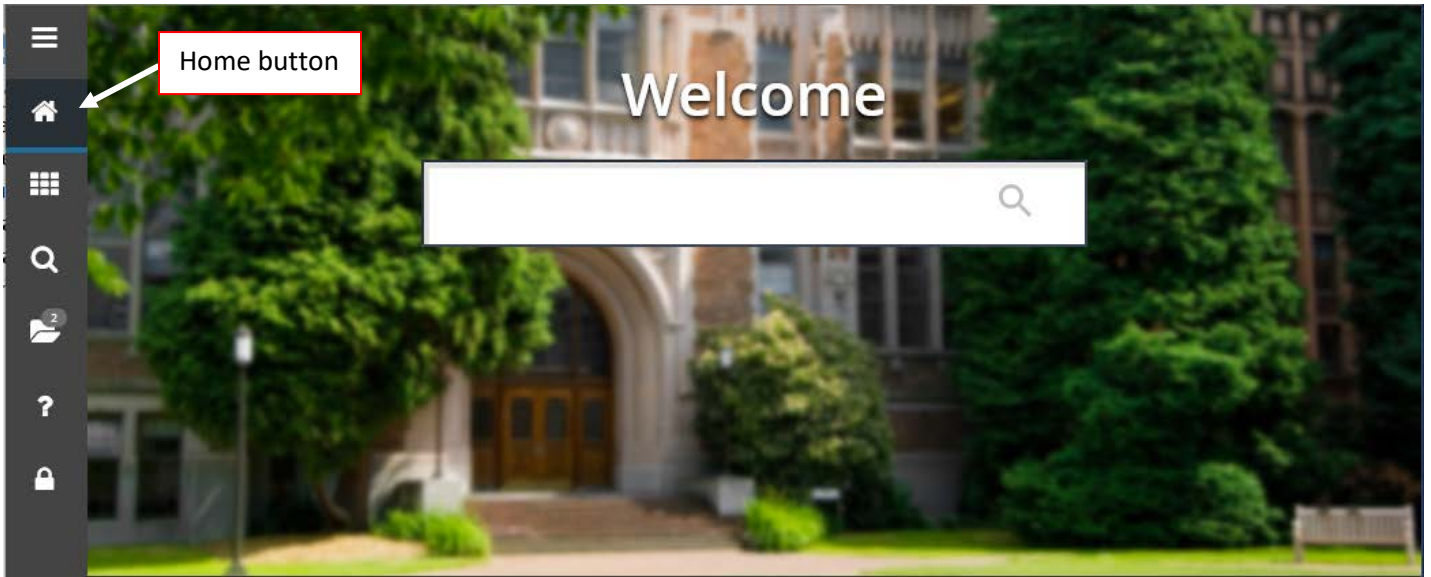
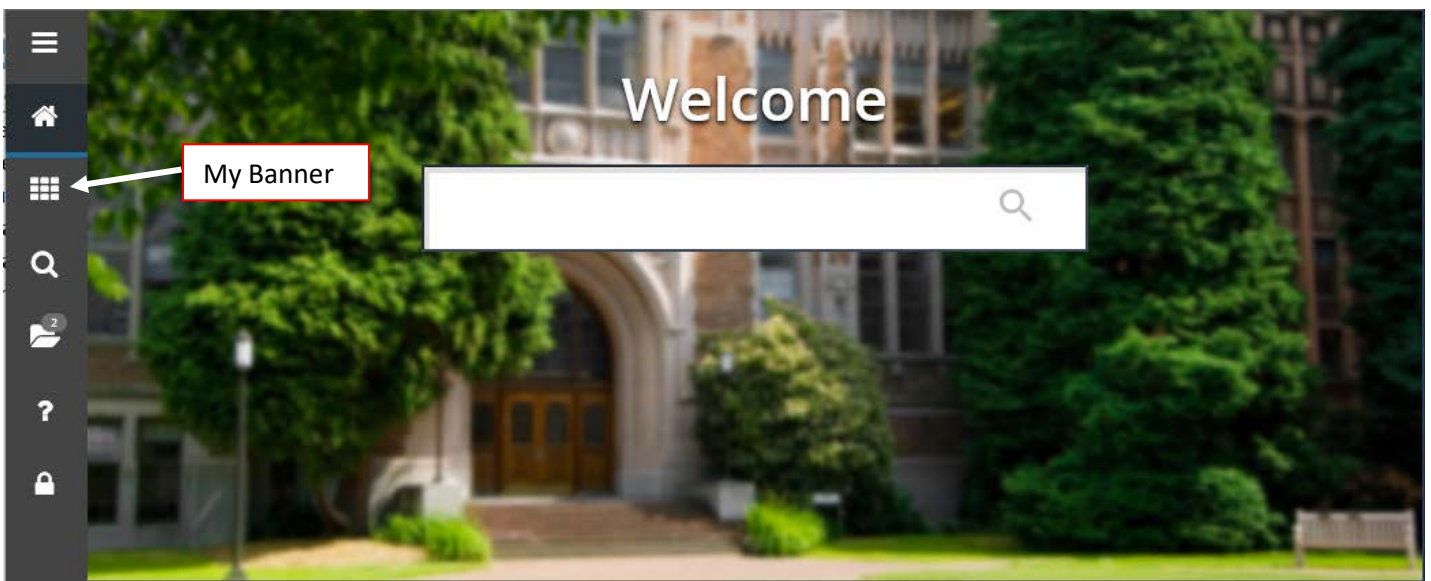


Step 1: Log into Banner 9.

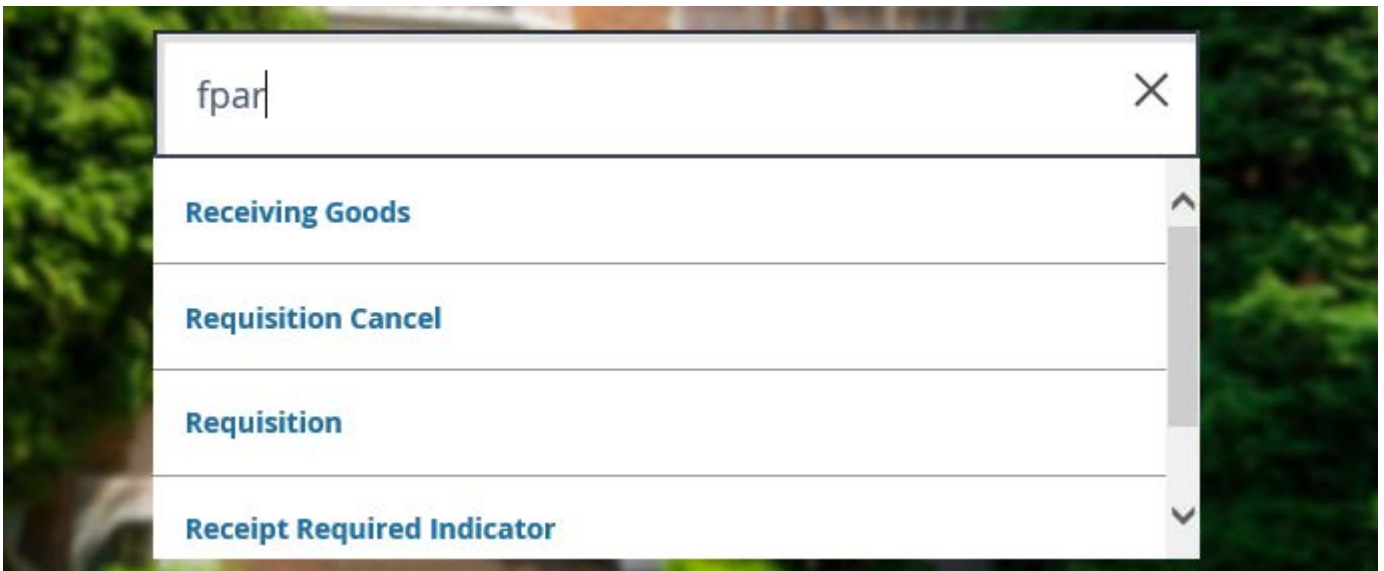
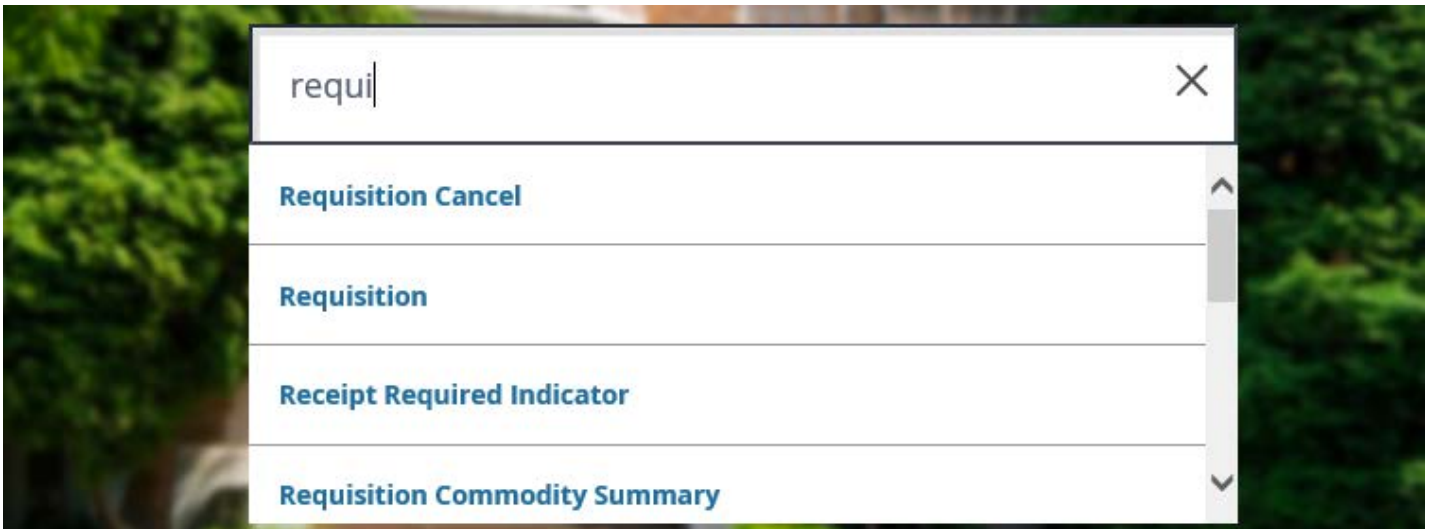
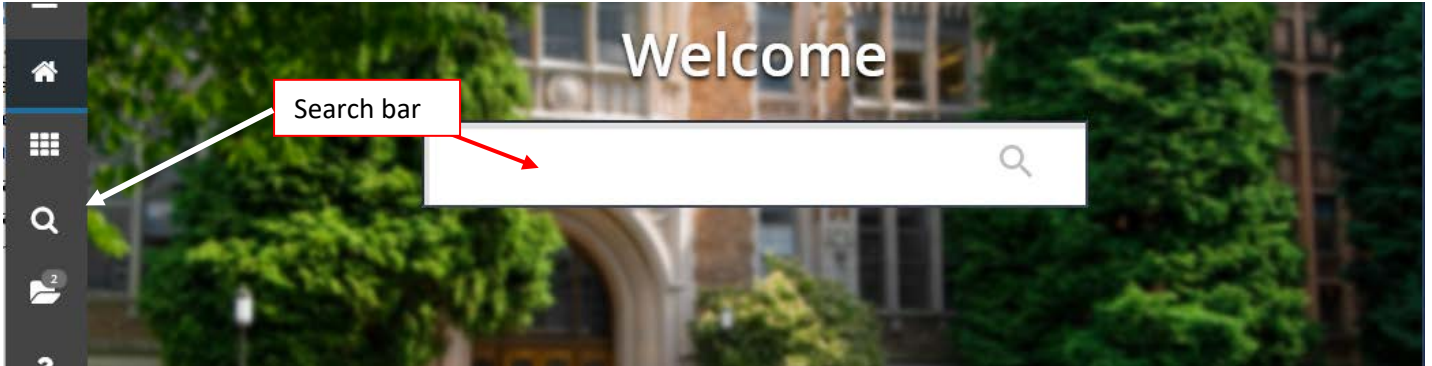
- Home button: Use the home button to return to the Homepage.



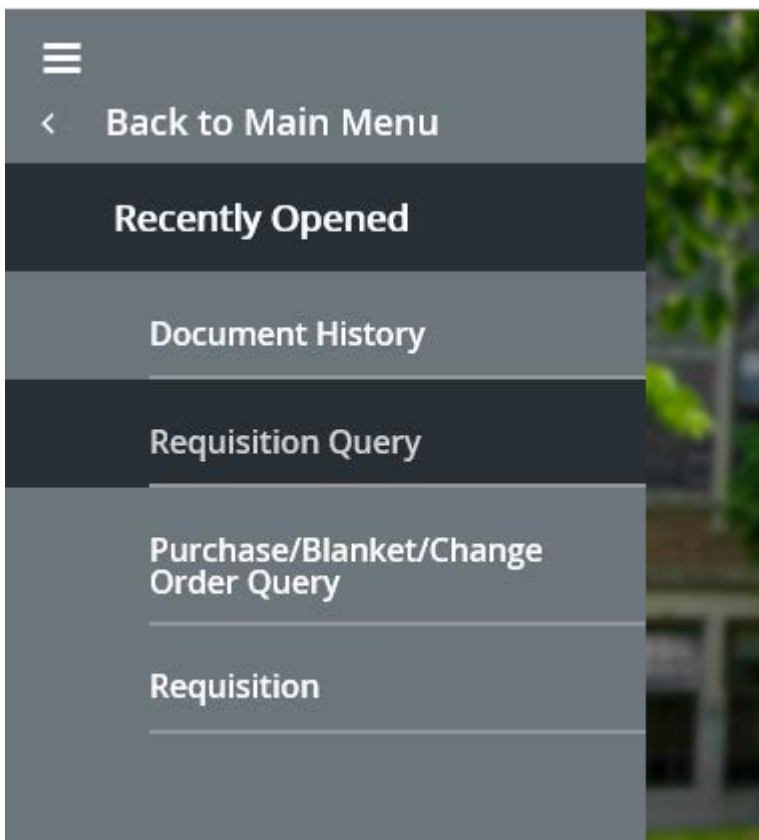
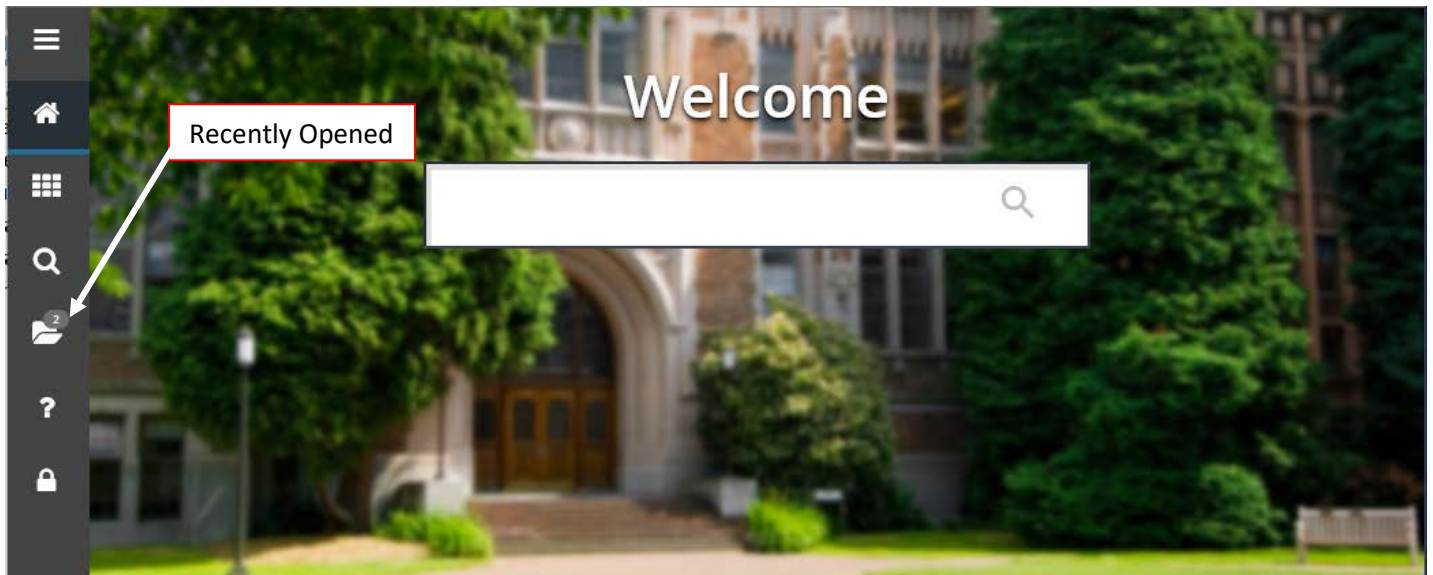
- My Banner: Use this tab to easily access applications in Banner that you have access to.



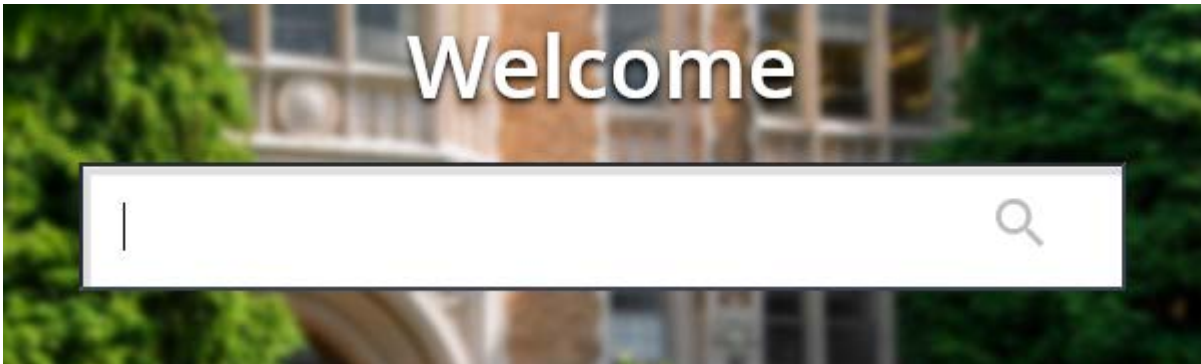
- Search bar: You can enter either the name of the application (Requisition) you are looking for or the letters of the application (FPAREQN). If you are unsure of the name or letters, you can enter partial wording or lettering & it will give you a list of applications to choose from. *Ex: Start typing "requi" or "FPAR" and you will see a list of options to help you choose the correct application you are looking for.*



- Recently Opened: Use this tab to easily access applications you have recently opened.



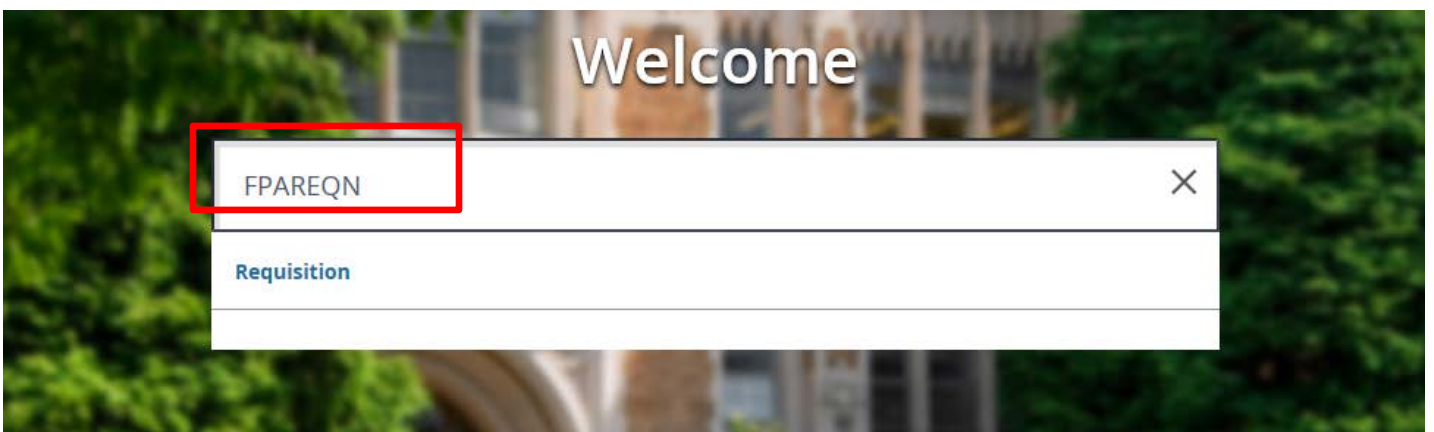
- Help: Clicking this button at any time in Banner will open the Banner 9 homepage in a new tab in your web browser for you to access the Main Search bar.



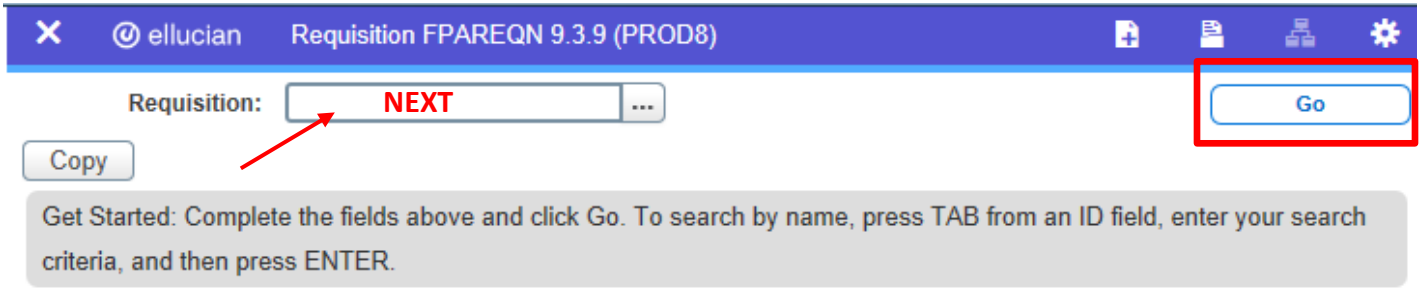
- Sign out: Use this to sign out of Banner 9.



Step 2: Enter FPAREQN in search bar and press ENTER.



Step 3: Enter NEXT in the requisition box and click “Go”.



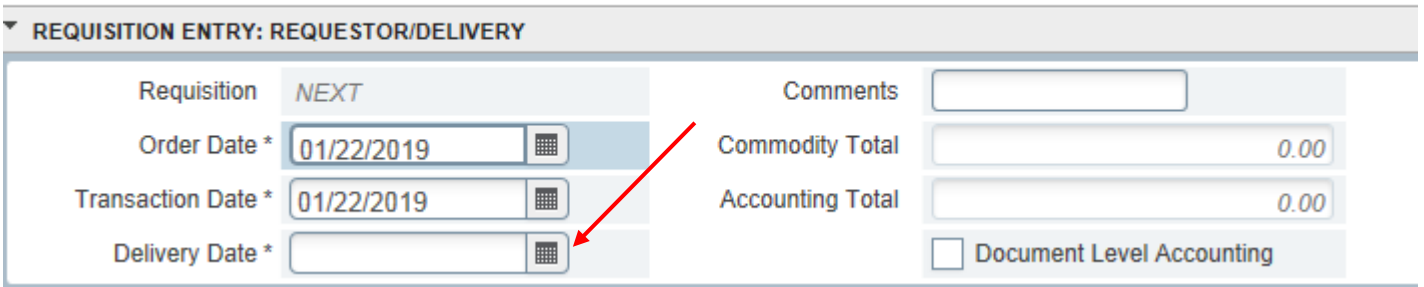
Requisition:

Copy

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

Step 4: Click the calendar icon to the right of “Delivery Date” to select a date, or you can manually type the date (ex. 02/19/2019).

Requisition: NEXT

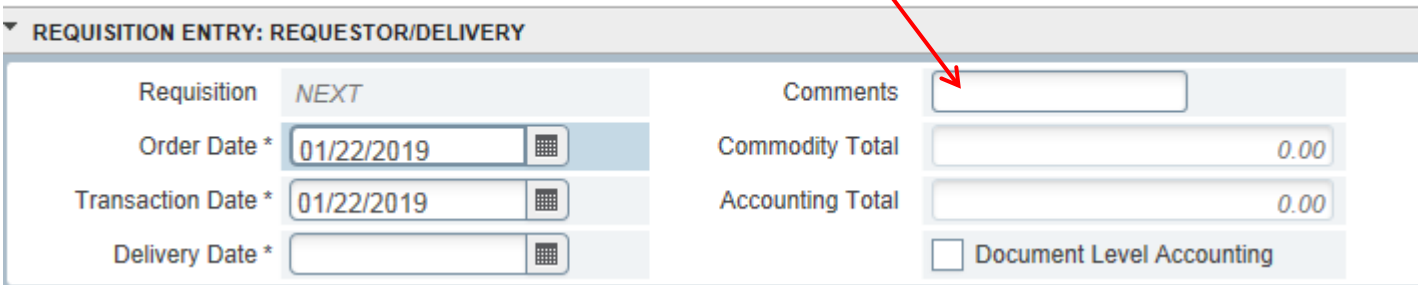


REQUISITION ENTRY: REQUESTOR/DELIVERY

Requisition	NEXT	Comments	<input type="text"/>
Order Date *	01/22/2019	Commodity Total	0.00
Transaction Date *	01/22/2019	Accounting Total	0.00
Delivery Date *	<input type="text"/>	<input type="checkbox"/> Document Level Accounting	

Step 5: Enter initials in the comments box that match your requisition. *Ex: PS= Professional Service, PE= Payment Enclosed, DO= Direct Order, BO= Blanket Order, BID, etc.*

Requisition: NEXT



REQUISITION ENTRY: REQUESTOR/DELIVERY

Requisition	NEXT	Comments	<input type="text"/>
Order Date *	01/22/2019	Commodity Total	0.00
Transaction Date *	01/22/2019	Accounting Total	0.00
Delivery Date *	<input type="text"/>	<input type="checkbox"/> Document Level Accounting	

Step 6: Click the down arrow at the bottom left hand corner to go to the next section or hit “ALT + PageDown” on your keyboard.



Step 7: Requestor info defaults from your login. Enter the Ship To code in the box (*ex: WHSE is for Warehouse*). In the Attention To box, indicate the name of the person that the items are being ordered for. Click the down arrow at the bottom left hand corner to go to the next section or hit “ALT + PageDown” on your keyboard.

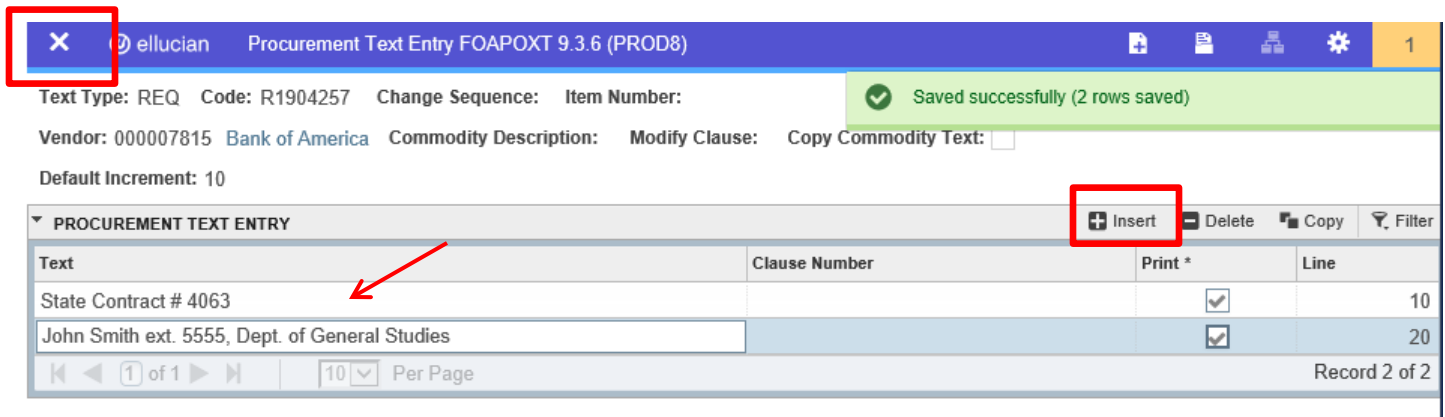
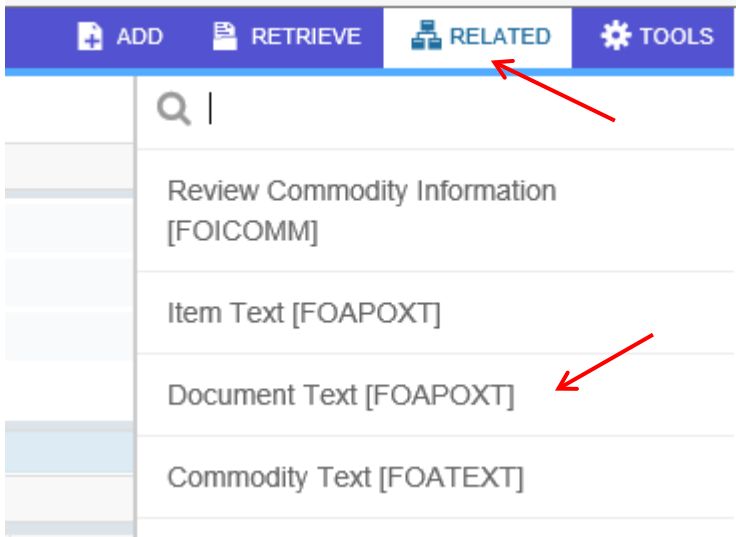
A screenshot of the requestor information form. The form is divided into two columns. The left column contains fields for 'Email', 'Phone Area Code' (with value '337'), 'Phone Number' (with value '475-5081'), 'Phone Extension', 'Fax Area Code', 'Fax Number', 'Fax Extension', 'Ship To *' (with a dropdown menu and three dots), and 'Street Line 1'. The right column contains fields for 'Contact', 'Attention To *' (with a dropdown menu and a red arrow pointing to it), 'Building', 'Floor', 'City', 'State or Province', 'Zip or Postal Code', 'Nation', 'Area Code', 'Phone Number', and 'Extension'. A red arrow also points to the 'Ship To *' field.

Step 8: Enter the vendor number in the box. If you do not know the vendor number, you can click on the 3 dots next to the vendor box & search for the correct vendor. If your requisition is for a bid, leave the vendor information blank. Click the down arrow at the bottom left hand corner to go to the next section or hit “ALT + PageDown” on your keyboard.

A screenshot of the 'Vendor Information' tab in the application. The tab is selected and highlighted in blue. Below the tab, there is a section titled 'VENDOR INFORMATION'. The first field is 'Vendor', which has a dropdown menu and three dots next to it, with a red arrow pointing to the three dots. Below this is a 'Vendor Hold' checkbox. Other fields include 'Address Type' (with a dropdown and three dots), 'Sequence' (with a dropdown and three dots), 'Street Line 1', and 'Street Line 2'.

Step 9: Entering information in Document Text. *Please enter all general information for the requisition (State Contract #, delivery information, time sensitive delivery dates, etc.) under Document Text.*

- Click the RELATED button at the top right hand corner of the screen & select Document Text.
- Once you are on the Document Text screen, click Go.
- Enter your document text information in the line provided, if additional lines are needed click Insert.
- Once you are done, click SAVE at the bottom right hand corner of the screen.
- Then click the X at the top left hand corner of the screen to return to your requisition.



Step 10: Entering Commodity information.

- Enter the description of the item you are ordering in the Description box. If the item(s) you are ordering are from a catalog, please list the item # first.
- In the U/M box you will enter the unit of measure for the item(s) you are ordering (*ex: EA is for each*).
- Enter the number of items you wish to order in the Quantity box.
- Enter the dollar amount per item in the Unit Price box.

COMMODITY						
Item	Commodity	Description	U/M	Tax Group	Quantity	Unit Price
		SAMSUNG TV 43"	EA		1.00	300.0000

Step 11: If the supplier is offering a discount for the item(s) you are ordering then you will need to enter the dollar amount of the discount. *Ex: if the supplier is offering a 20% discount for an item that costs \$300.00 then you would enter \$60.00 in the Discount box.*

Item	Commodity	Description	U/M	Tax Group	Quantity	Unit Price	C
		SAMSUNG TV 43"	EA		1.00	300.0000	

Extended Amount	<input type="text" value="300.00"/>	Tax	<input type="text" value="0.00"/>
Discount	<input type="text" value="60.00"/>	Commodity Total	<input type="text" value="240.00"/>
Additional	<input type="text" value="0"/>		

Step 12: To enter additional information for the item that does not fit in the description box, click on Related in the top right corner of the screen (be sure you are on the correct Item line that you want to enter information for). Select Item Text from the drop down menu.

The screenshot shows the top navigation bar with buttons for ADD, RETRIEVE, RELATED, and TOOLS. The 'RELATED' button is highlighted with a red box. A dropdown menu is open, listing options: Review Commodity Information [FOICOMM], Item Text [FOAPOXT], Document Text [FOAPOXT], and Commodity Text [FOATEXT]. A red arrow points to the 'Item Text [FOAPOXT]' option.

Step 13: Once you are on the Item Text screen, click Go. Enter your item text information in the line provided, if additional lines are needed click Insert. Once you are done, click the SAVE button at the bottom right hand corner of the screen. Then click the X at the top left hand corner of the screen to return to your requisition. Click the down arrow at the bottom left hand corner to go to the next section or hit "ALT + PageDown" on your keyboard to enter the Accounting information.

Text Type: REQ
Code: R1904257
Change Sequence:
Item Number: 1
Vendor: 000007815 Bank of America
Commodity: SAMSUNG TV 43"

Go

PROCURMENT TEXT ENTRY

Text	Clause Number	Print *	Line
		<input checked="" type="checkbox"/>	

1 of 1 | 10 Per Page | Record 1 of 1

X @ ellucian Procurement Text Entry FOAPOXT 9.3.6 (PROD8)

Text Type: REQ Code: R1904257 Change Sequence: Item Number: 1 Ver

PROCURMENT TEXT ENTRY

Text

Model # 2563

1 of 1 | 10 Per Page

Step 14: Once you are in the Accounting section, hit the Tab button and the year will automatically populate. You will need to enter your Index # and the Account # for the item. If you are unsure of this information, you can click the 3 dots next to the box and search for the correct Index/ Account number. Click the down arrow at the bottom left hand corner to go to the next section or hit "ALT + PageDown" on your keyboard

Sequence	COA	Year	Index	Fund	Orgn	Acct	Prog
	M	19	214330	100000	403000	780100	1500

10 Per Page

Extended Amount	<input type="checkbox"/>	
Discount	<input type="checkbox"/>	
Additional	<input type="checkbox"/>	
Tax	<input type="checkbox"/>	
FOAPAL Total		
Commodity Total		0.00
Remaining Commodity Amount		240.00

Step 15: Click COMPLETE on the final screen if your requisition is done and ready for approval. If you would like to complete your requisition later, click IN PROCESS to save it.

Complete In Process