

**University of Alaska
Statewide Financial Systems
User Documentation**

**Banner
FPAREQN
Requisition Processing
Quick Sheet**

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Overview

Use the Requisition form to request the purchase of goods and services that cannot be obtained by using other University purchasing methods (i.e. Procard, Call). Processed solely by the local purchasing office, Purchase Requisitions (PRs) have no dollar limit.

It is the responsibility of the department to provide complete information on the requisition so that the purchasing agent may provide prompt processing. This includes vendor information and detailed descriptions of the goods or services being requested. If there is backup (i.e. order forms, catalog pages, etc.) include that with the request to help purchasing better understand what is being requested. This information should be faxed, mailed, or delivered to the purchasing office (with the requisition number indicated on each page).

Once the department has entered the requisition in Banner (via FPAREQN), a buyer is designated, a purchase order number is assigned, and the vendor is contacted. The buyer must send out a quote or bid for all requisitions that exceed the University's small purchase limit (\$5,000).

Quick Sheet – Requisition

1. Navigate to FPAREQN.
2. Leave the *REQUISITION* field **blank** to automatically assign a requisition number.
<Next Block>
3. Enter the *DELIVERY DATE* (required field). <Next Field>
4. Enter *REQUESTER* information, including *NAME*, *PHONE*, and *ORGN* code.
5. Enter *SHIP TO* code or select from <List>. Enter *ATTENTION TO* (required field).
6. <Next Block> Enter *VENDOR* number, choose <List>, or leave blank for Purchasing to assign. If Vendor is designated, select *ADDRESS CODE* and *SEQ #* for Vendor.
7. If document header text is necessary click the <Document Text> link in Options menu to enter text.
8. <Next Block> to navigate to Commodity/Accounting window and enter values for *DESC*, *U/M*, *QUANTITY*, and *UNIT PRICE*.
9. Click <Item Text> link in Options menu to enter additional commodity description information.
10. <Next Block> to move into the Accounting Data block. Value fields *ORGN*, *FUND*, *ACCT*, and *AMOUNT*. Choose <Next Record> if an additional accounting line is required for the commodity.
11. To enter more commodity items choose <Previous Block> and <Next Record> (will be blank) and repeat steps 8 through 10.
12. When all commodity and accounting data is entered, choose <Next Block> to move to the Balancing/Completion window.
13. Depress the <Complete> button to complete the document and forward it to posting.

Questions and Answers (FPAREQN)

1. How do I specify a Rush Order?

Since the system doesn't allow the transaction date and the delivery date to be on the same day, if an order is a RUSH ORDER , i.e., order and delivery on same day, add a note via <Document Text>. Also, call the local purchasing office and let them know there is a RUSH order that needs attention.

2. If I don't choose SAVE does the system do it for me?

When a new requisition is created, the system automatically commits/saves the record to the database once the Commodity/Accounting screen is accessed.

3. What vendor information must I include on a Requisition?

If the vendor number or vendor name is not known, leave the field blank and enter a suggested vendor in the requisition Document Text.

4. What if I can't find a local PO address for the vendor?

Make a notation the Document Text of what the address should be.

5. If there is a standard phrases that is always used for certain types of requisitions, must the phrase be re-typed every time?

No. Boiler plate clauses may be copied into the requisition document via *MODIFY CLAUSE* and *CLAUSE #* features. One method allows the clause to be edited and the other does not.

6. Can I use a previous Transaction Date?

No, the system allows future dates, but does not allow a previous date to be entered.

7. What do I do when my department is not listed in the SHIP TO selection?

Add your SHIP TO information into the Document Text and ask that the code be added to the system.

8. How do I enter freight charges?

Freight charges are entered as a separate commodity item on the requisition.

9. **Can I have multiple SHIP TO codes on the same requisition?**

No, do not use multiple SHIP TO codes within the same requisition.

10. **Who creates the clauses, i.e., boiler plates?**

The purchasing department. If an additional clause is required, contact the purchasing department for your campus.

11. **Who is responsible for creating vendors?**

An individual within each MAU purchasing department is responsible for creating and/or updating vendor information.

12. **What does FOAPAL mean?**

FOAPAL is an abbreviation for the codes that comprise the accounting string. It stands for FUND-ORGANIZATION-ACCOUNT-PROGRAM-ACTIVITY-LOCATION. The fund, organization, account, and program codes are required on all purchasing requests (i.e. requisitions, calls, general encumbrances, purchase orders, journal vouchers, etc.).

13. **Can I use % and an amount when adding multiple accounting records to a commodity?**

If a percent (%) is used, the system will also calculate the amount. However, when the next accounting line is added, the system WILL NOT default the remaining percent into the percent field. The remaining percent value must be entered. In addition, rounding often occurs when percent is used.

14. **Can I delete a requisition, commodity, and/or an accounting block?**

Yes. But only commodities, accounting records, or the entire requisition document can be deleted when the requisition has not been **completed and posted**.

If the requisition can be accessed using FPAREQN then the information can be deleted or changed. See the Deleting an Incomplete Requisition section in the Requisition Processing detail document.

15. **What will cause a requisition to be displayed on the Requisition Suspense List form (FPIREQS)?**

There are several reasons:

- a document does not have a commodity and/or an accounting record
- a completed document that the posting process rejected because of an error
- a document with an incomplete header

16. Can I use free form text and a clause number on the same header and/or commodity?

Yes, but text and a clause number can not be entered on the same line within the text form.

17. When the system asks me to acknowledge the 'ok to delete', can I escape from the delete process and not delete a record?

No. Currently there is no escape sequence.

18. Why do I get the message 'unable to insert record' when I am trying to add text?

This message is displayed if more than one text line has been created that has nothing in the text field, a 'Y' in the Print column, and nothing in the Line column. The system will accept one line formatted this way, usually the last.

Use <Delete Record> to delete these lines and then <Save> the text.

19. Can I copy one requisition to create a new one?

Yes. There is a feature that allows a completed requisition to be copied to a new document. This is detailed in the Requisition Processing detail documentation.

20. Is there a way to run a query to see the suspended records for only my user ID?

Yes. An extended query may be run to retrieve all suspended records for a specific user. See separate Extended Queries documentation on creating and running extended queries.

21. Can I still cancel my requisition if it has been assigned to a buyer?

Yes. But the system will not allow a requisition to be cancelled that has been assigned to a purchase order.

The following message will be displayed: *Request has activity (BID, PO, DELIVERY, ISSUES, etc.), cannot delete/cancel.*

22. How do I know if the cancellation has posted?

The easiest way is to look on FGIENCD. If the cancel has posted, a *TYPE* of RCQP (Requisition Cancel) and a negative transaction amount will be displayed.

A Cancel Date is also placed on the requisition header when the cancellation is posted (viewed on FPIREQN).