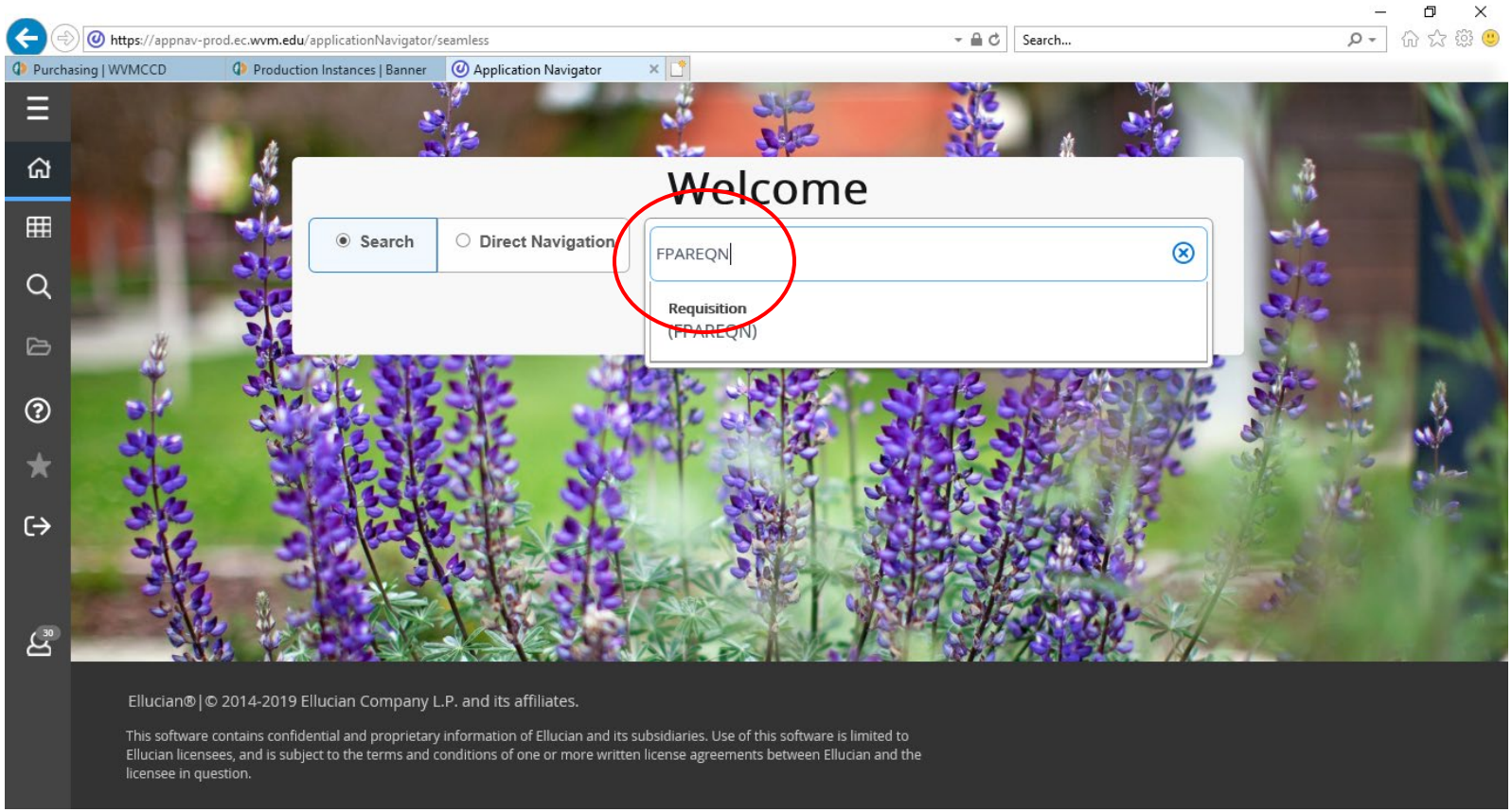
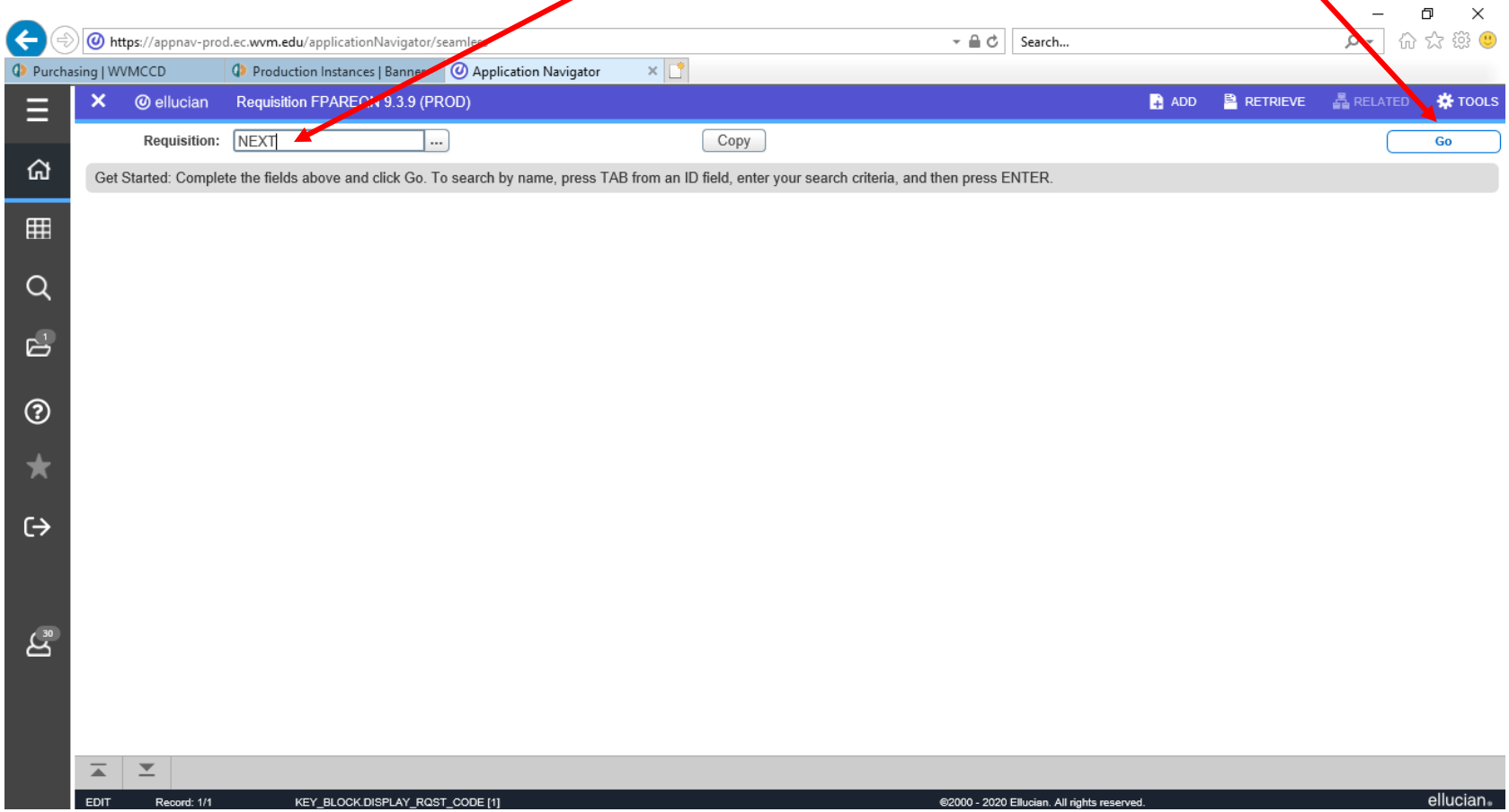
Banner 9 – Create a Requisition

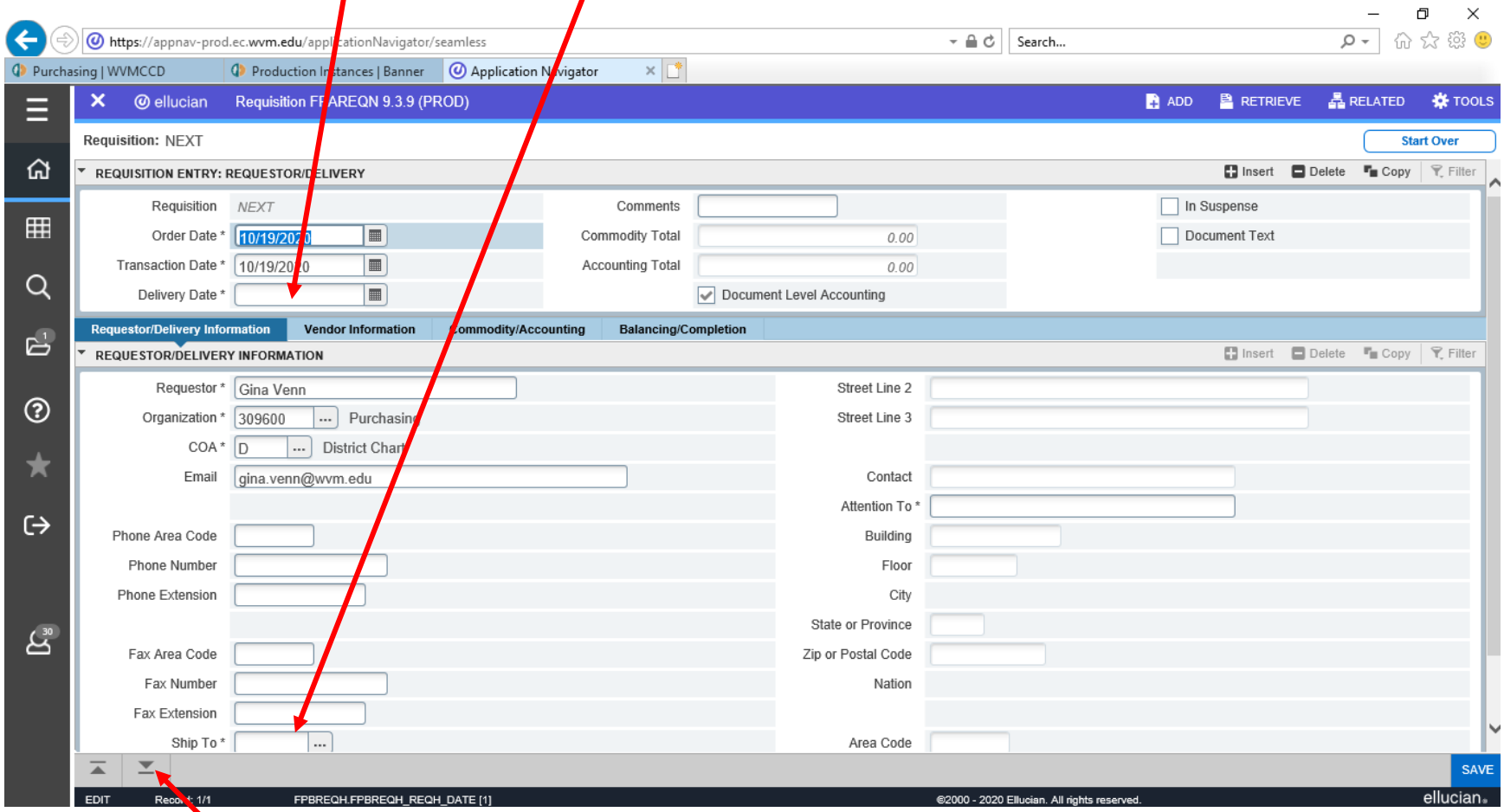
From the Welcome screen, type **FPAREQN** in the search bar



On the following screen, type the word **NEXT** in the Requisition field and click **Go**

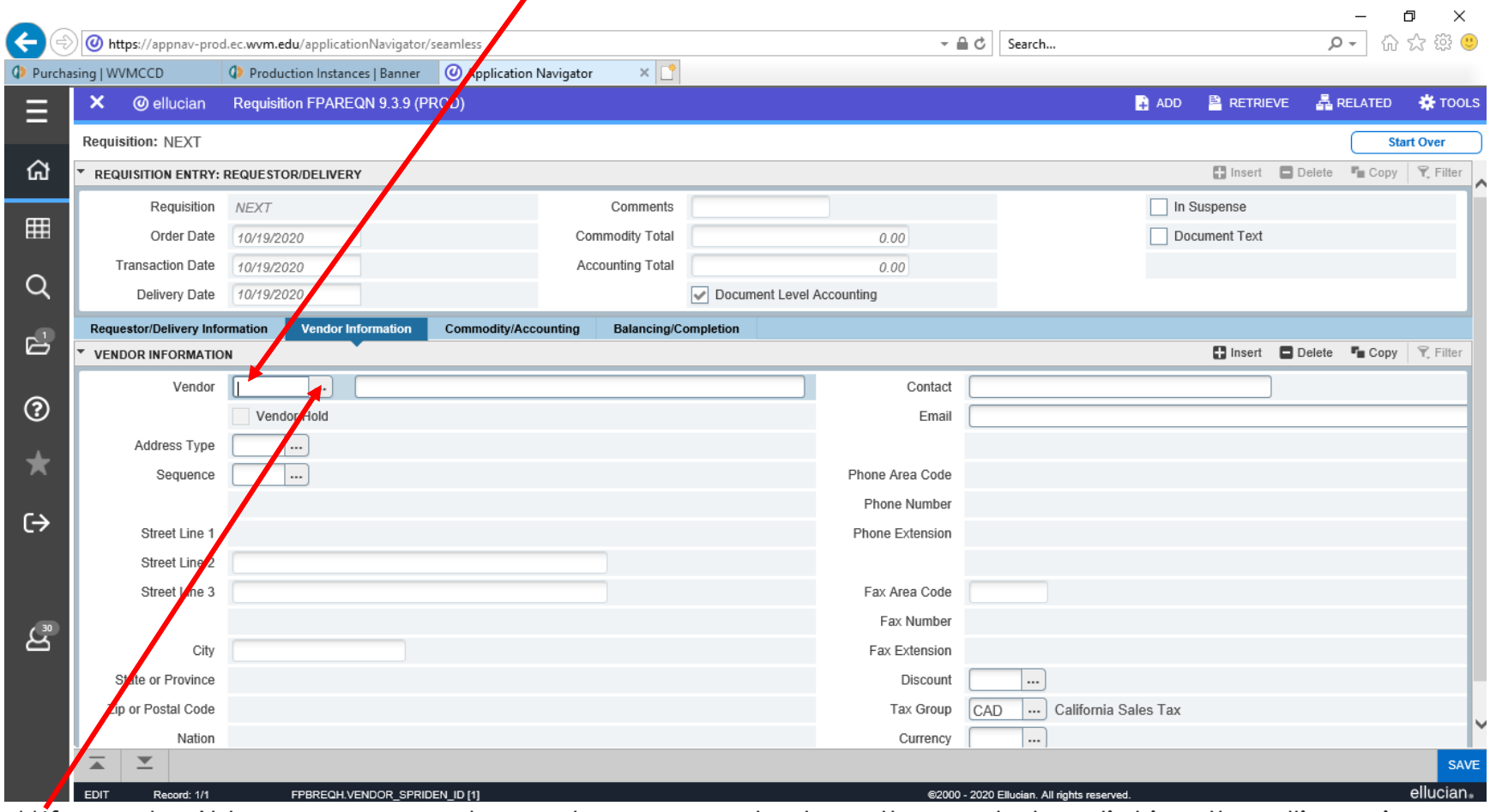


Complete the **Delivery Date** and **Ship To** fields



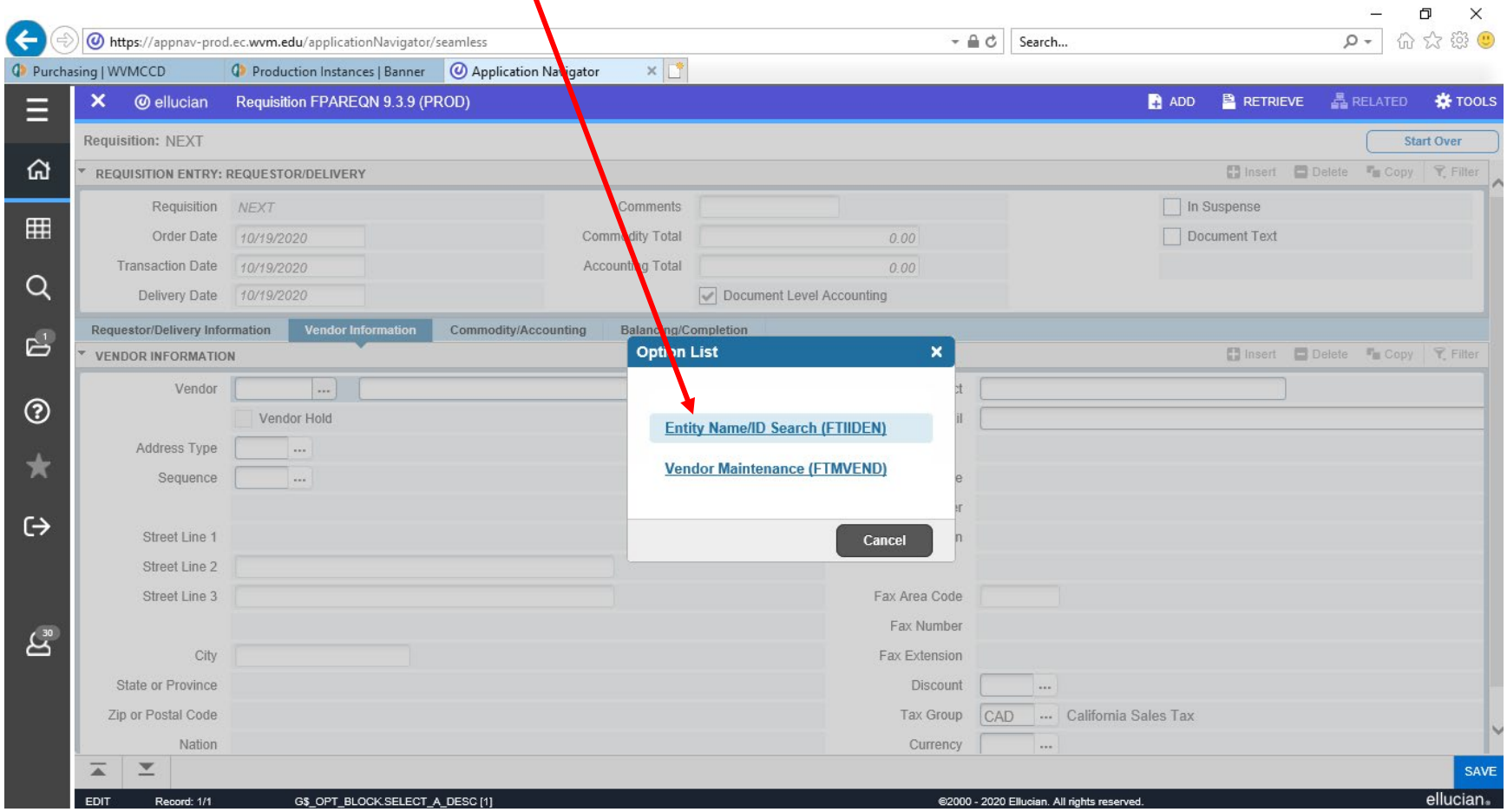
Click the **Next Section** button or **Alt+Page Down** in the lower left corner.

On the next screen, enter your **vendor code** in the **Vendor field**. Vendor code is their G0#

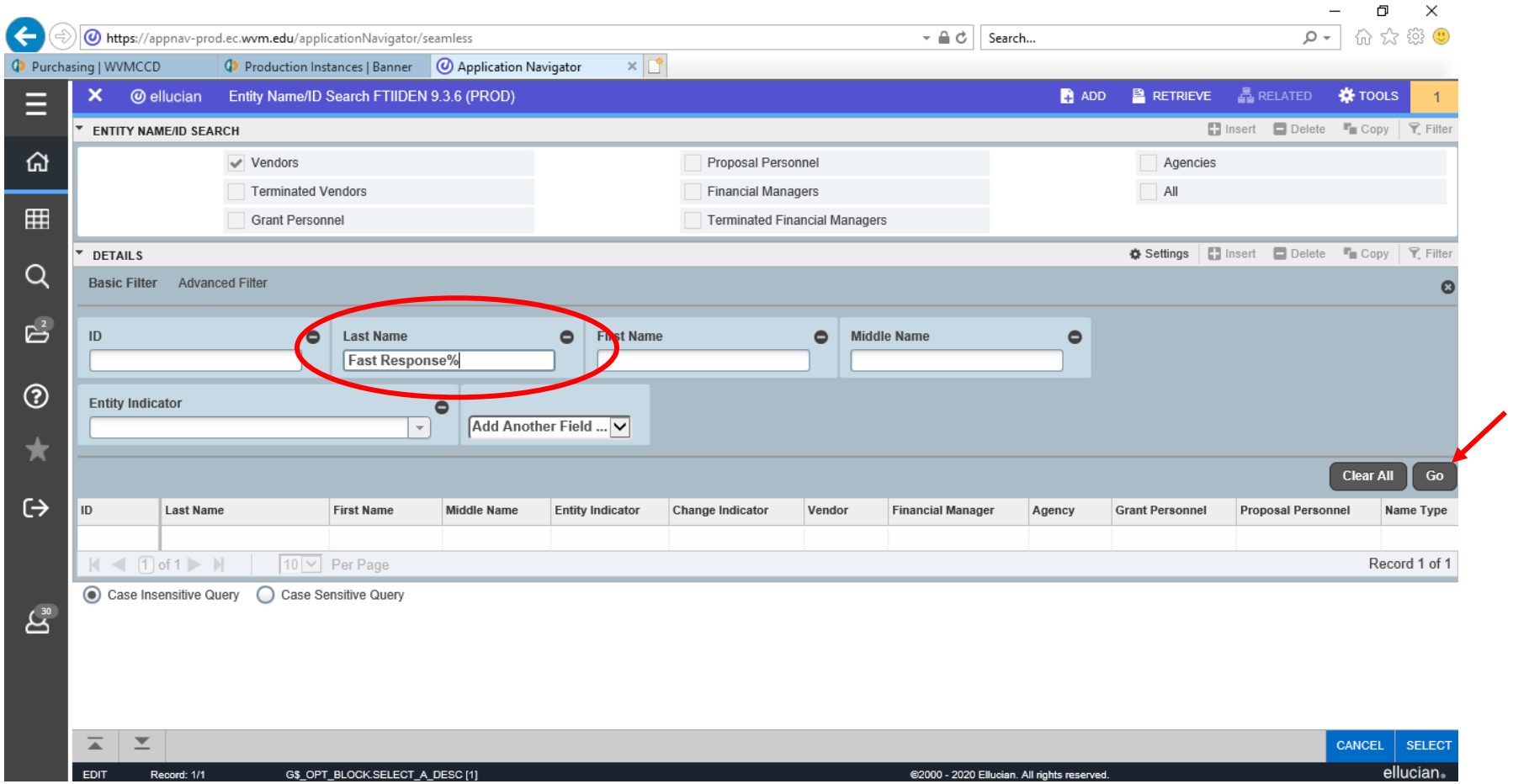


**If you don't know your vendor code, you can look up the code by clicking the ellipses icon (...) to the right of the Vendor field box.

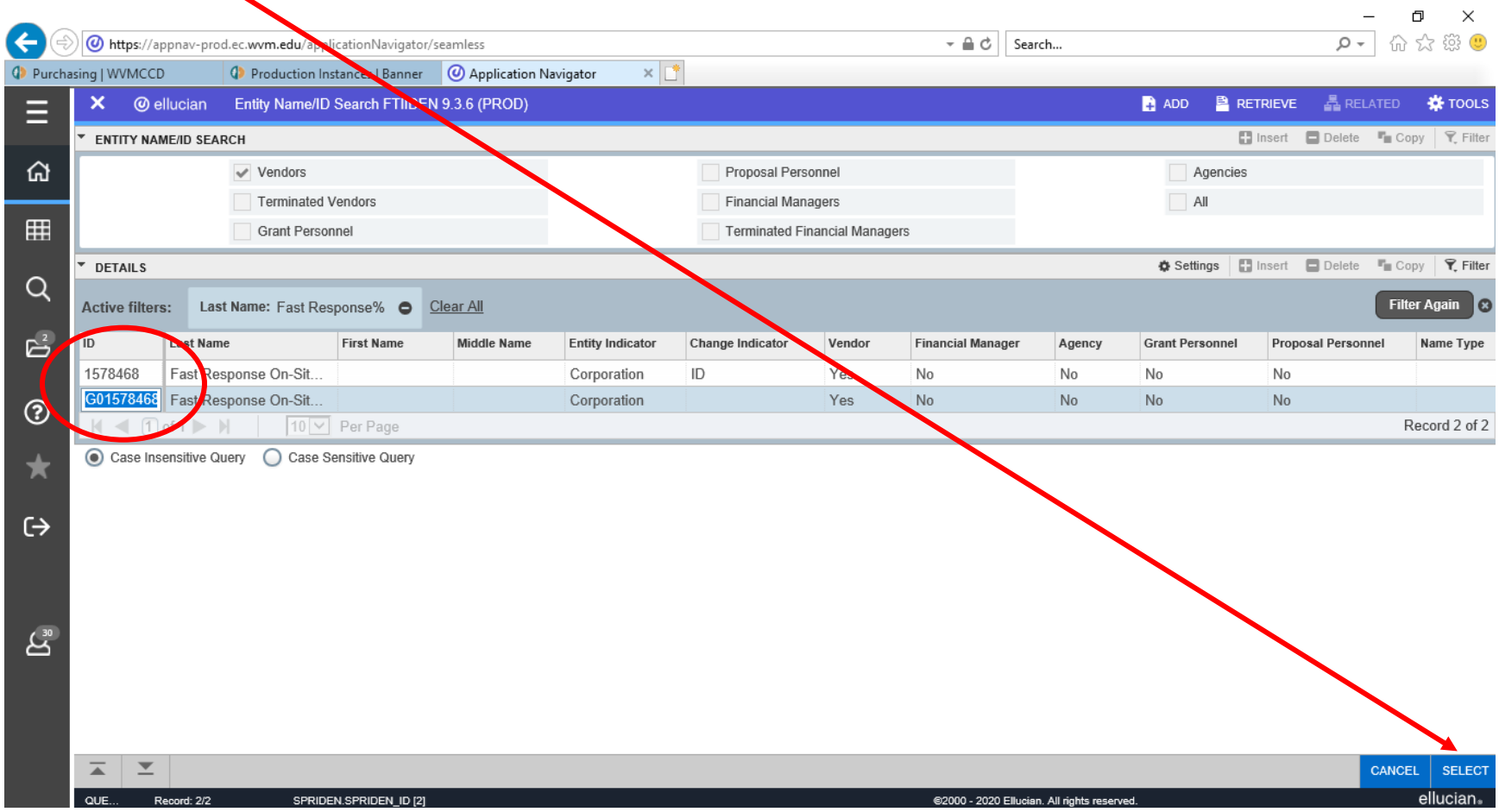
To find your vendor, select **Entity Name.**



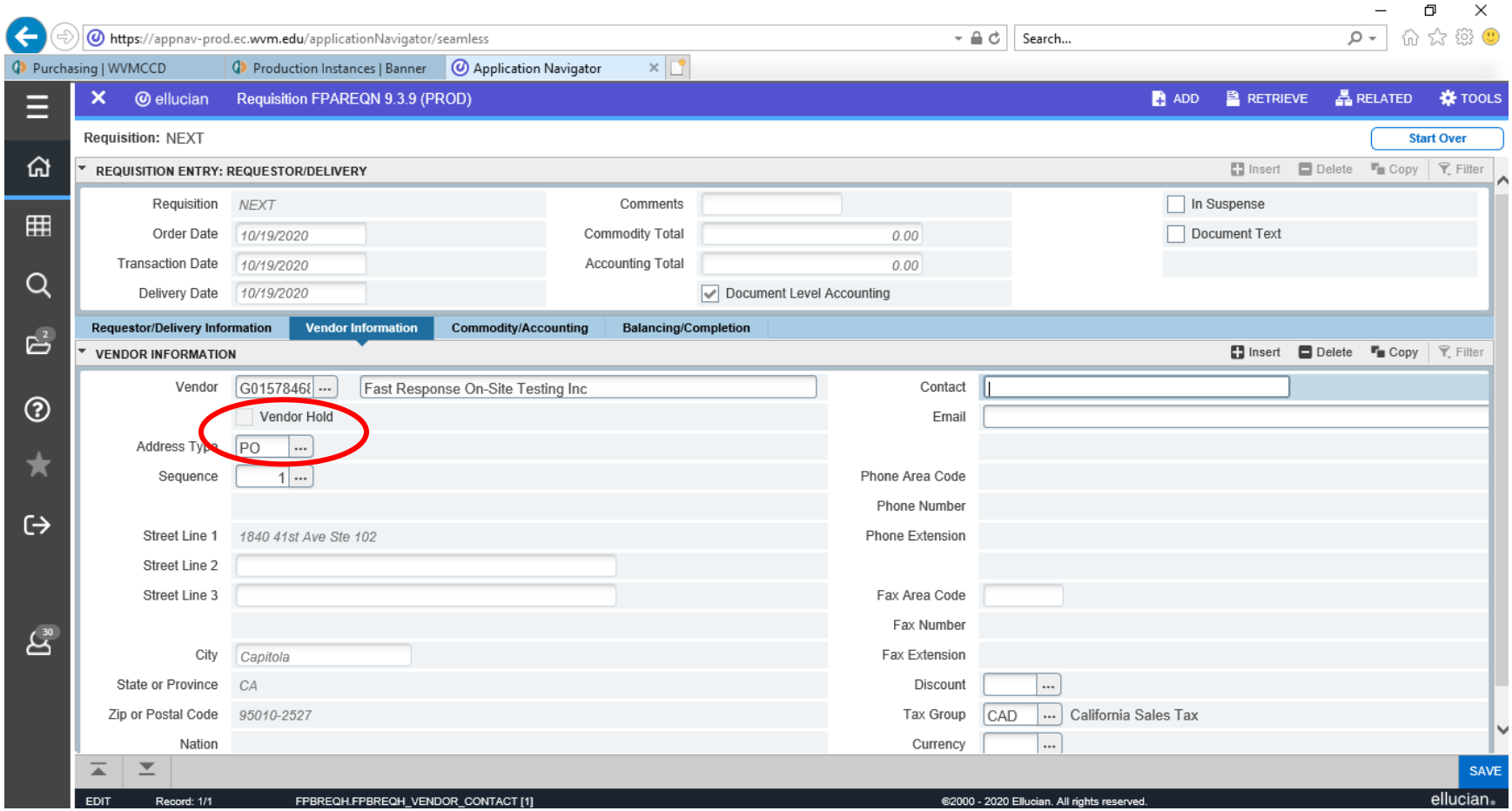
Find your vendor by **Last Name.** Type in any portion of the vendor name with a **percent sign** to populate all applicable vendors to choose from. This field is case sensitive. Click **Go**.



On the next screen, hover over and highlight the vendor you need. **Double click** to select or click the **Select** button in the lower right corner of the screen. **Always choose the ID with the G0**.

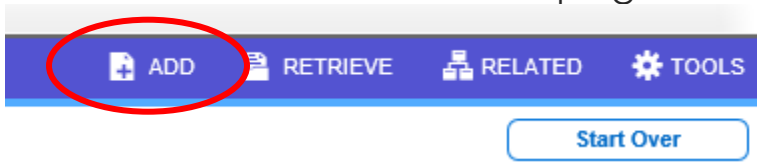


Click inside the **Vendor** box and hit Tab, which will populate your vendor name and address.

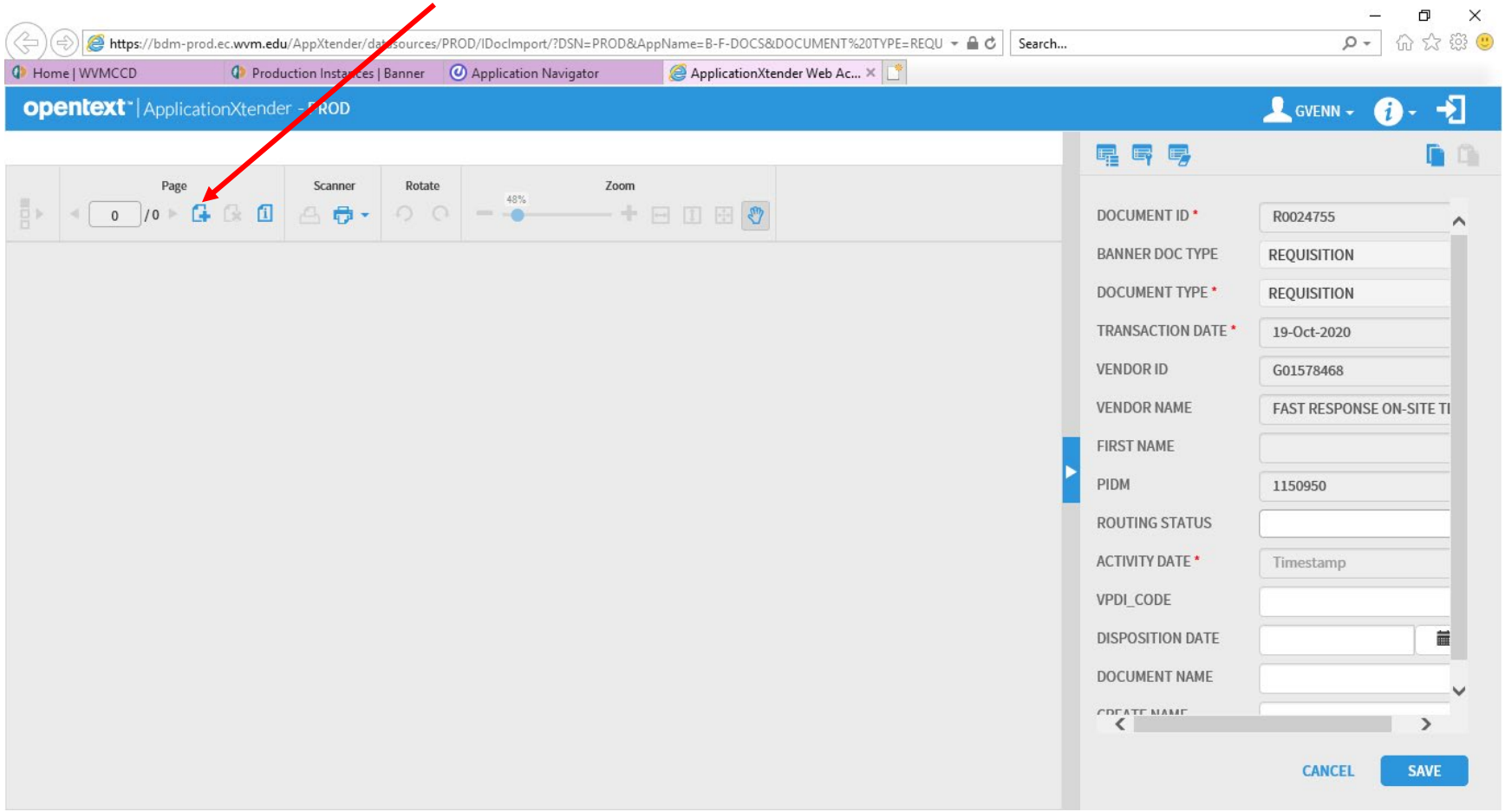


**If you have backup documents that need to be added, you would add them at this time.

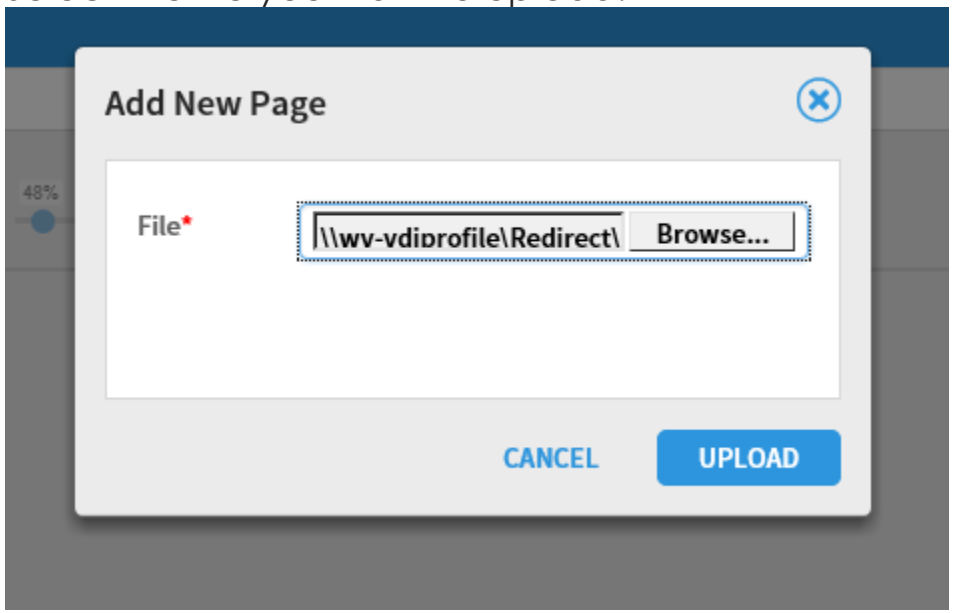
Click the **Add** button on the top right of the page.



You will need to select **Add Page**

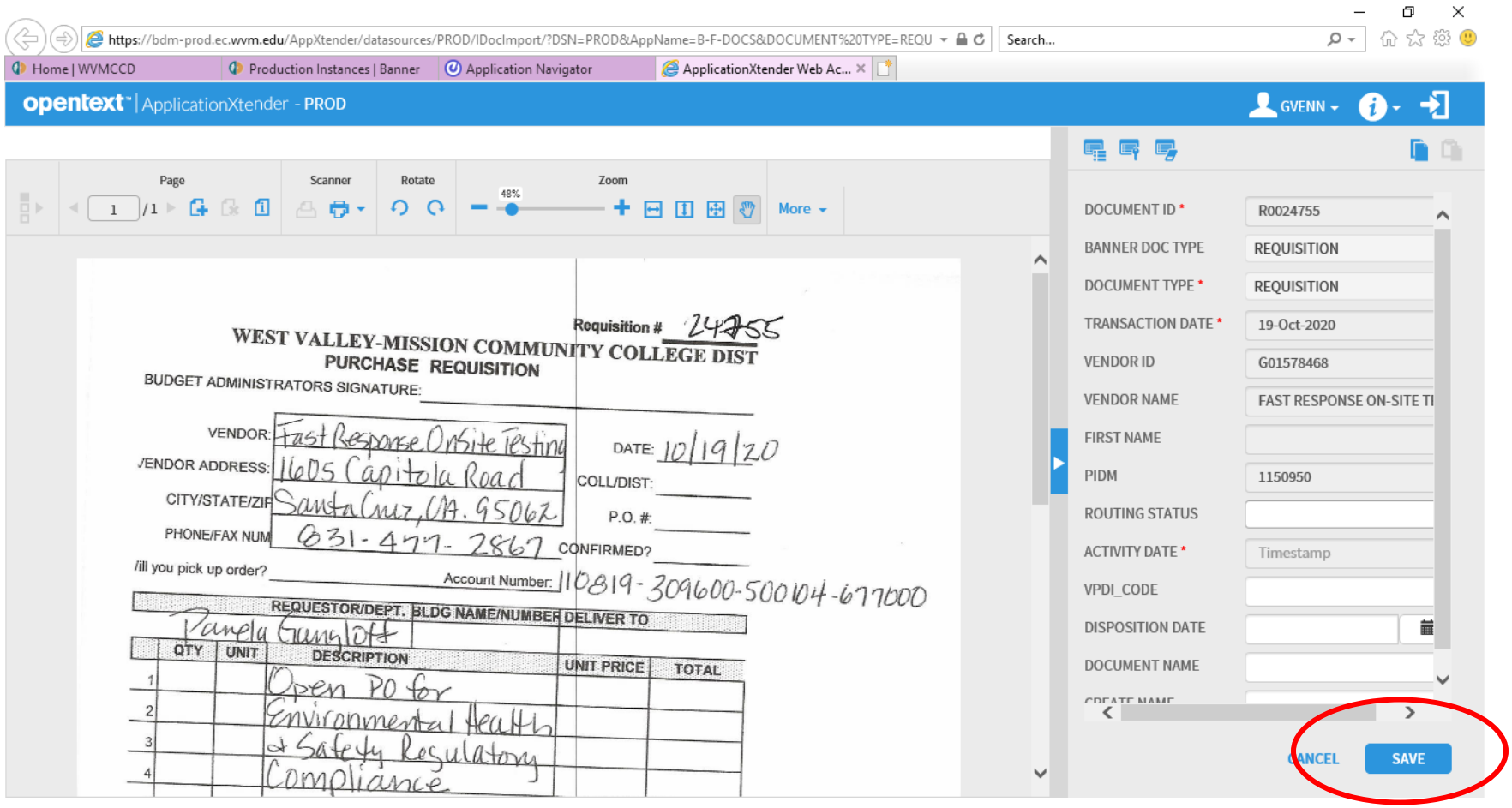


Select the file you want to upload.

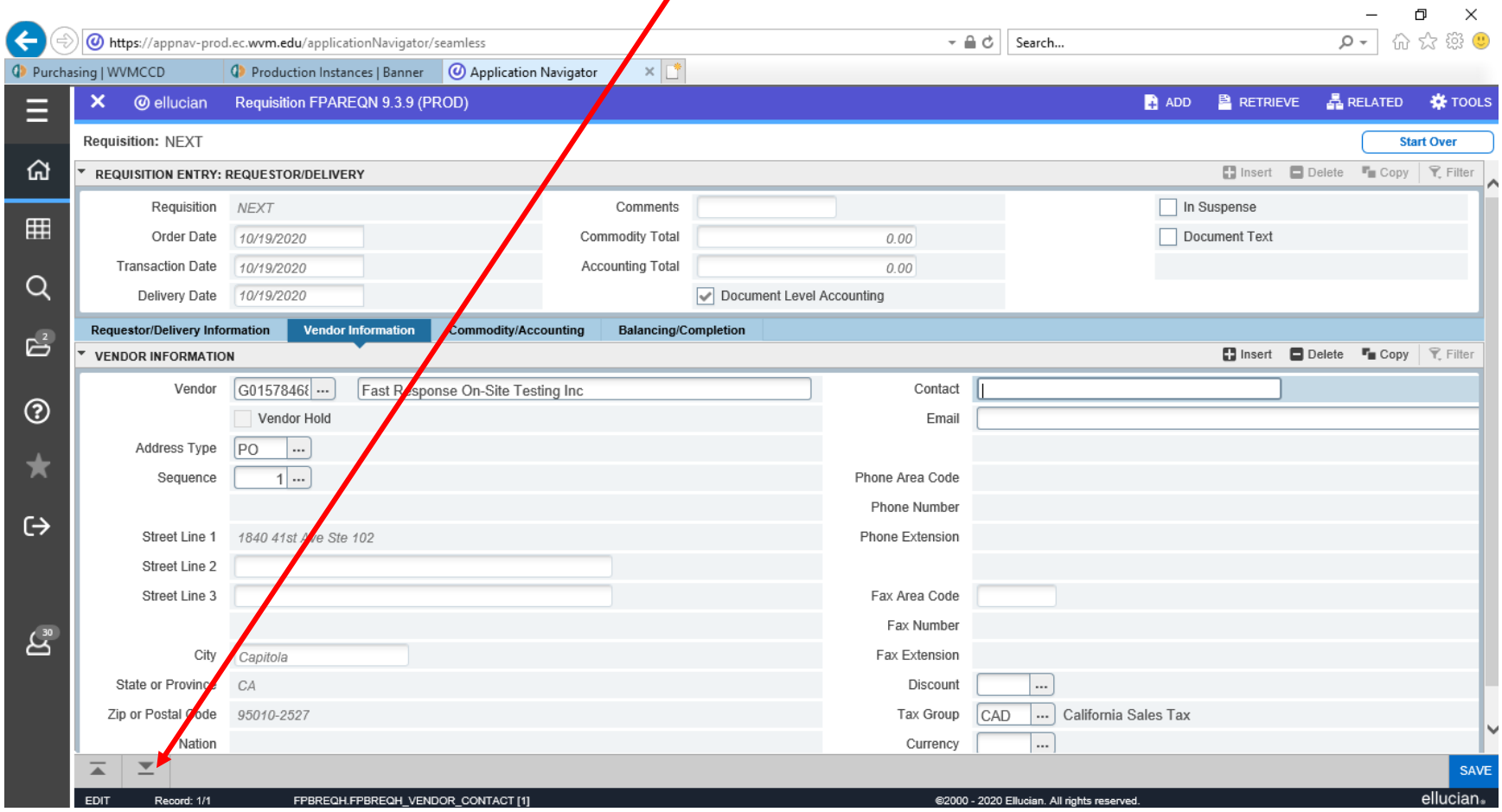


You then should be able to see the page/pages that were uploaded.

Select **Save** if everything has been uploaded correctly.

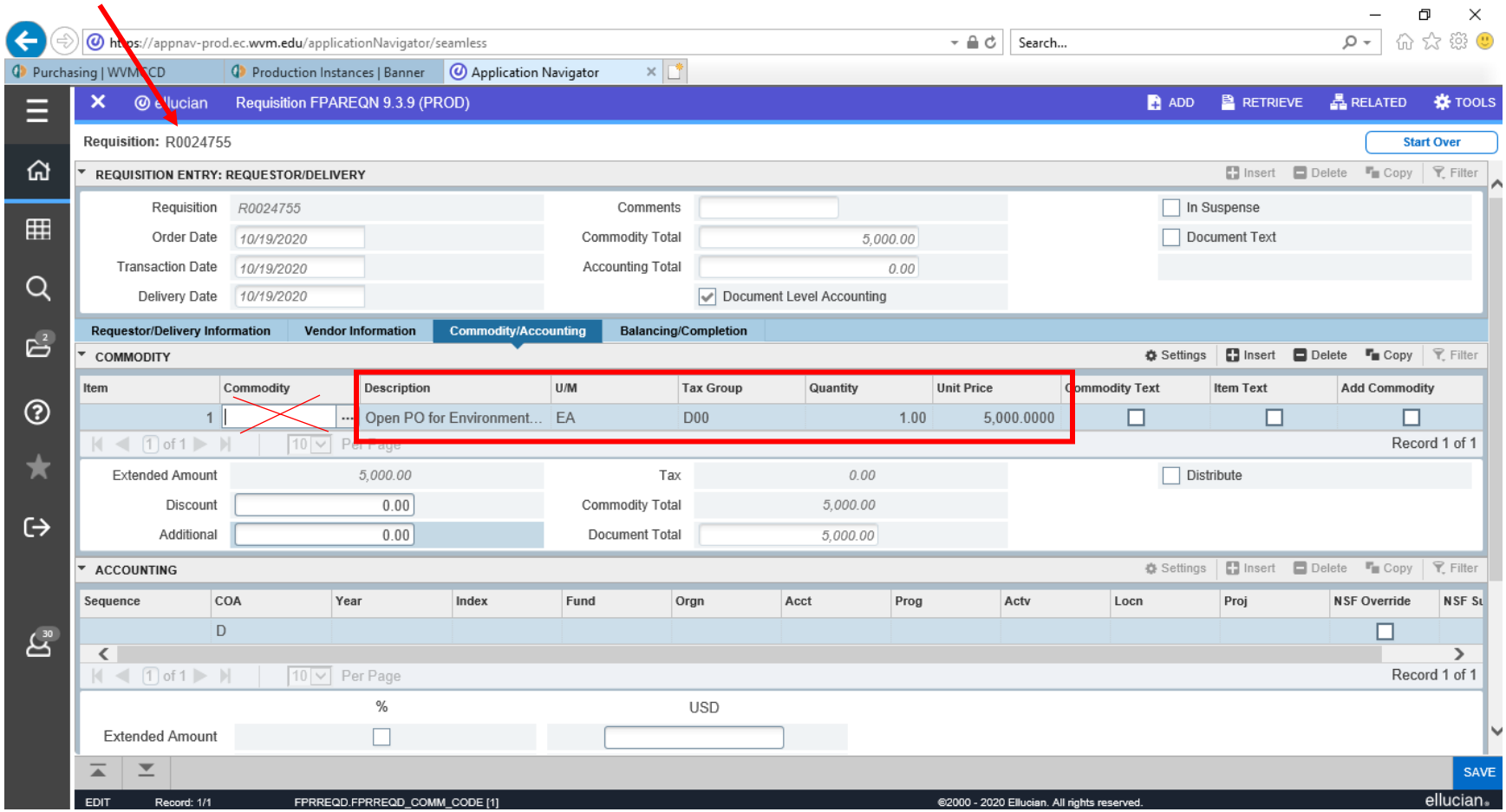


You can then click the **Next Section or Alt+ Page Down** button in the lower left corner of the screen.



**You now should have a Requisition number at the top left of the page. You will need to write this down.
When working in the Commodity and Accounting fields you want to tab through everything that you can. This will help with Banner calculating.

Never use the Commodity box.
Tab past the Commodity box to enter in the Description. Enter the description of the goods you're purchasing in the **Description** field.
Tab and enter the unit of measure in the **U/M** field.
Tab and enter in Tax Group, CAD or D00. CAD is automatically populated. All physical items need to have tax even if the vendor doesn't collect it.
Tab and enter the quantity in the **Quantity** field.
Tab and enter the price in the **Unit Price** field.
Tab all the way through until you end up back at the line item.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Search...
Purchasing | WVMSCD
Production Instances | Banner
Application Navigator
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Requisition FPAREQN 9.3.9 (PROD)
ADD
RETRIEVE
RELATED
TOOLS
Requisition: R0024755
Start Over
REQUISITION ENTRY: REQUESTOR/DELIVERY
Insert
Delete
Copy
Filter
Requisition
R0024755
Order Date
10/19/2020
Transaction Date
10/19/2020
Delivery Date
10/19/2020
Comments
Commodity Total
5,000.00
Accounting Total
0.00
Document Level Accounting
In Suspense
Document Text
Requestor/Delivery Information
Vendor Information
Commodity/Accounting
Balancing/Completion
COMMODITY
Settings
Item
Commodity
Description
U/M
Tax Group
Quantity
Unit Price
Commodity Text
Item Text
Add Commodity
1
Open PO for Environment...
EA
D00
1.00
5,000.0000
Record 1 of 1
Extended Amount
5,000.00
Discount
0.00
Additional
0.00
Tax
0.00
Commodity Total
5,000.00
Document Total
5,000.00
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Orgn
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Actv
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Proj
NSF Override
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%
USD
Extended Amount
SAVE
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Record: 1/1
FPRREQD.FPRREQD_COMM_CODE [1]
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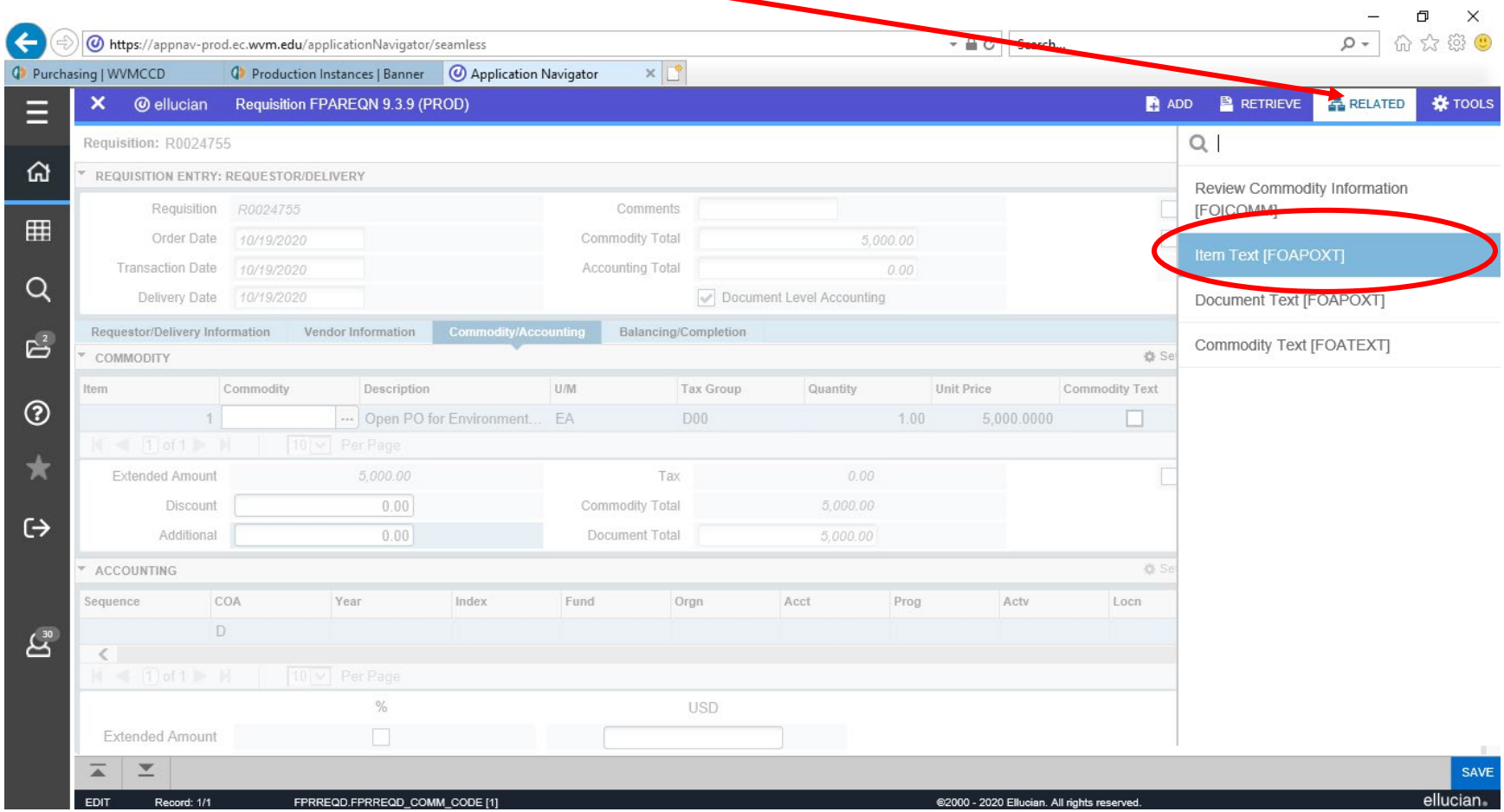
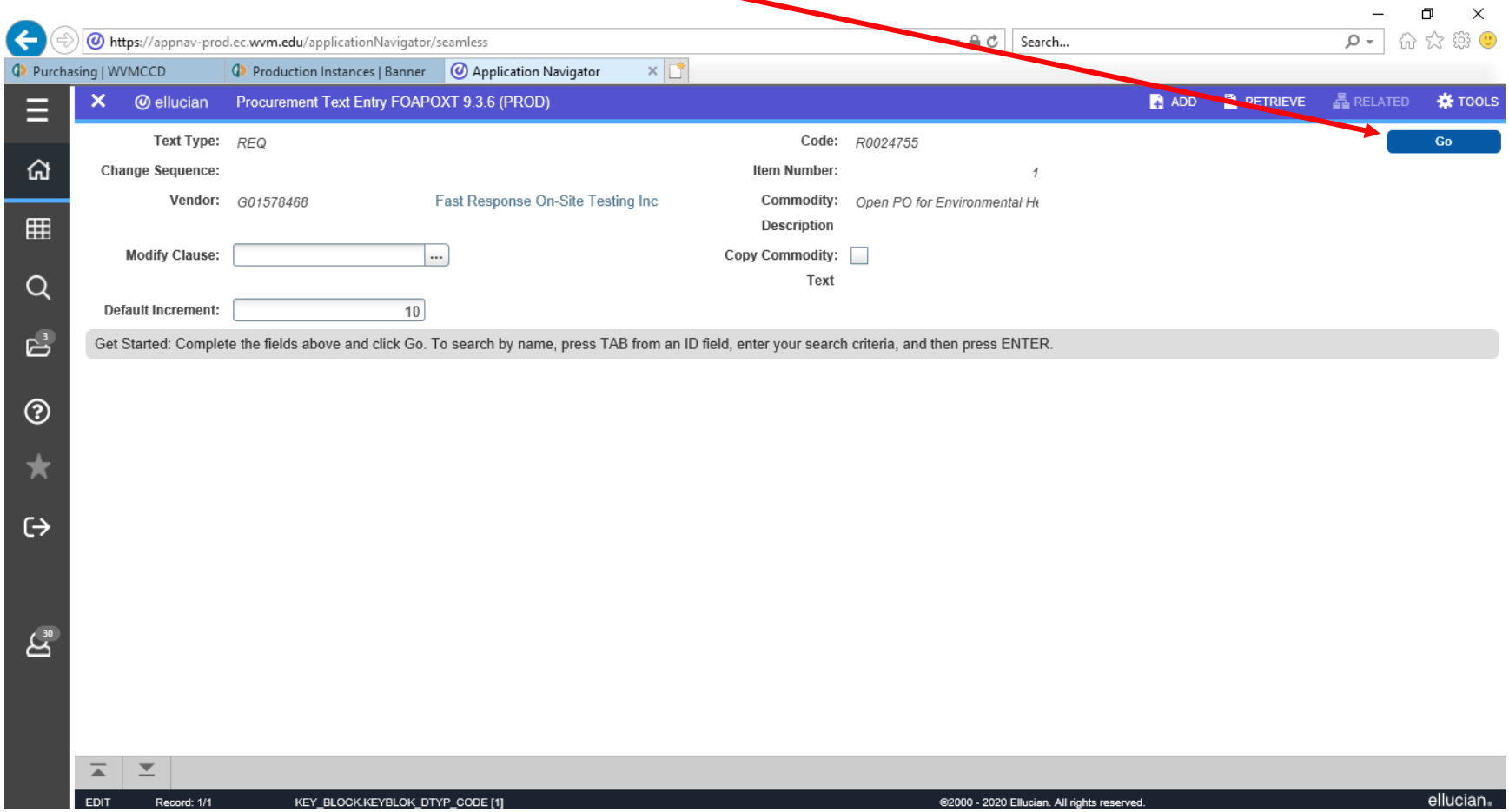
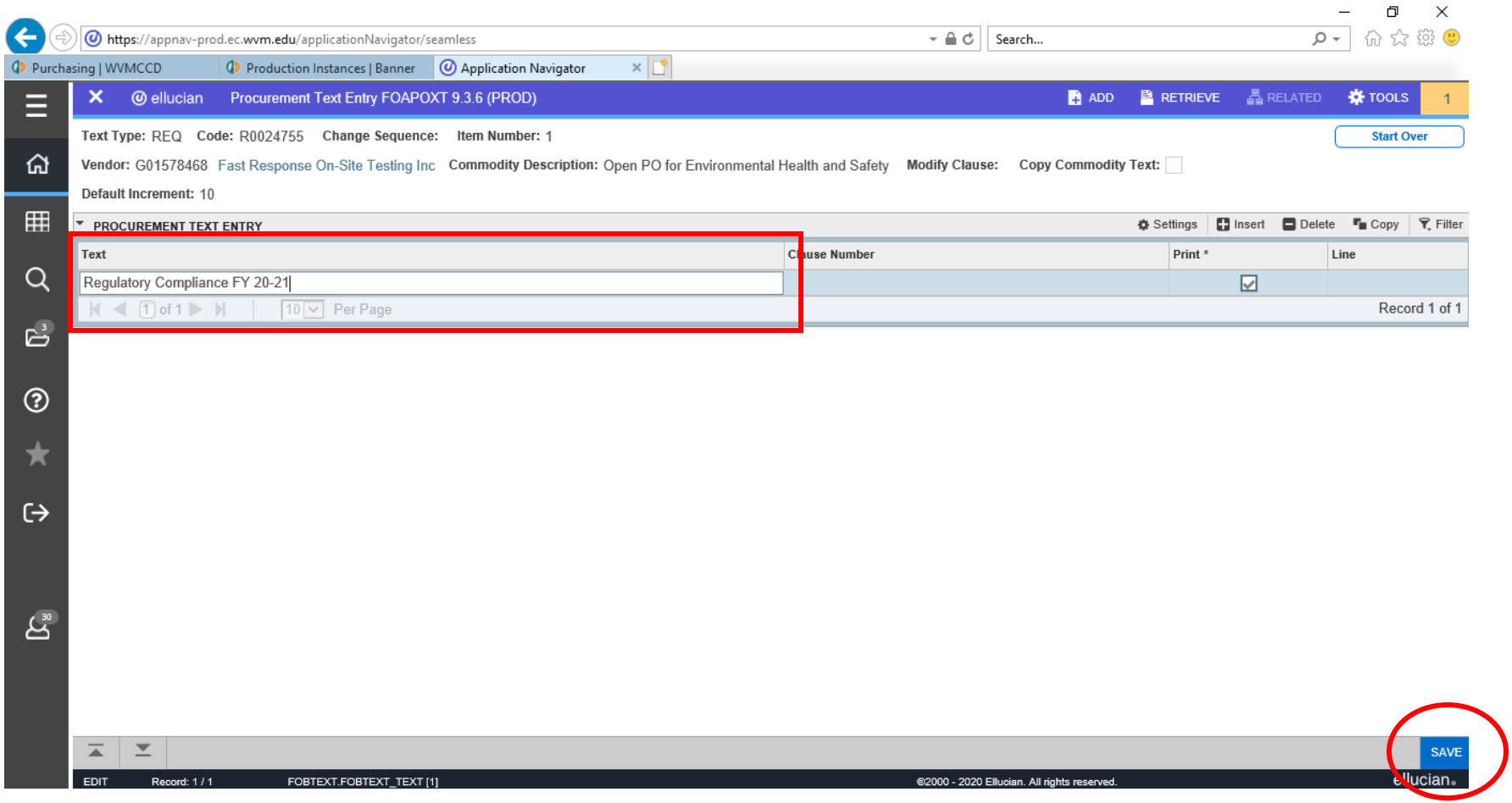
If your description does not fit in the description field, you can enter additional information in the **Item Text**. From the **Related** tab in the upper right corner of the screen, select **Item Text.**



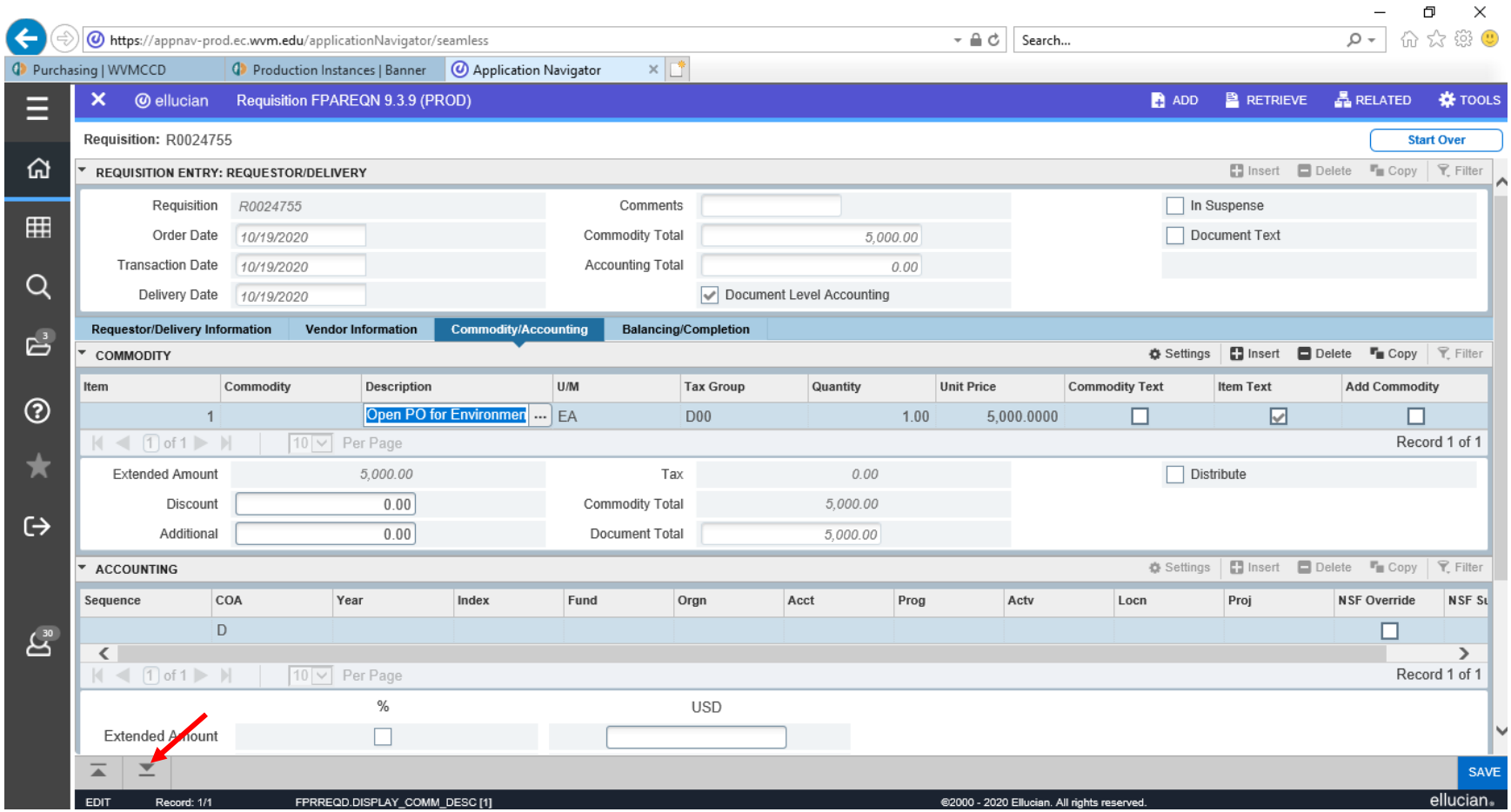
From the item text screen, click **Go** in the upper right corner.



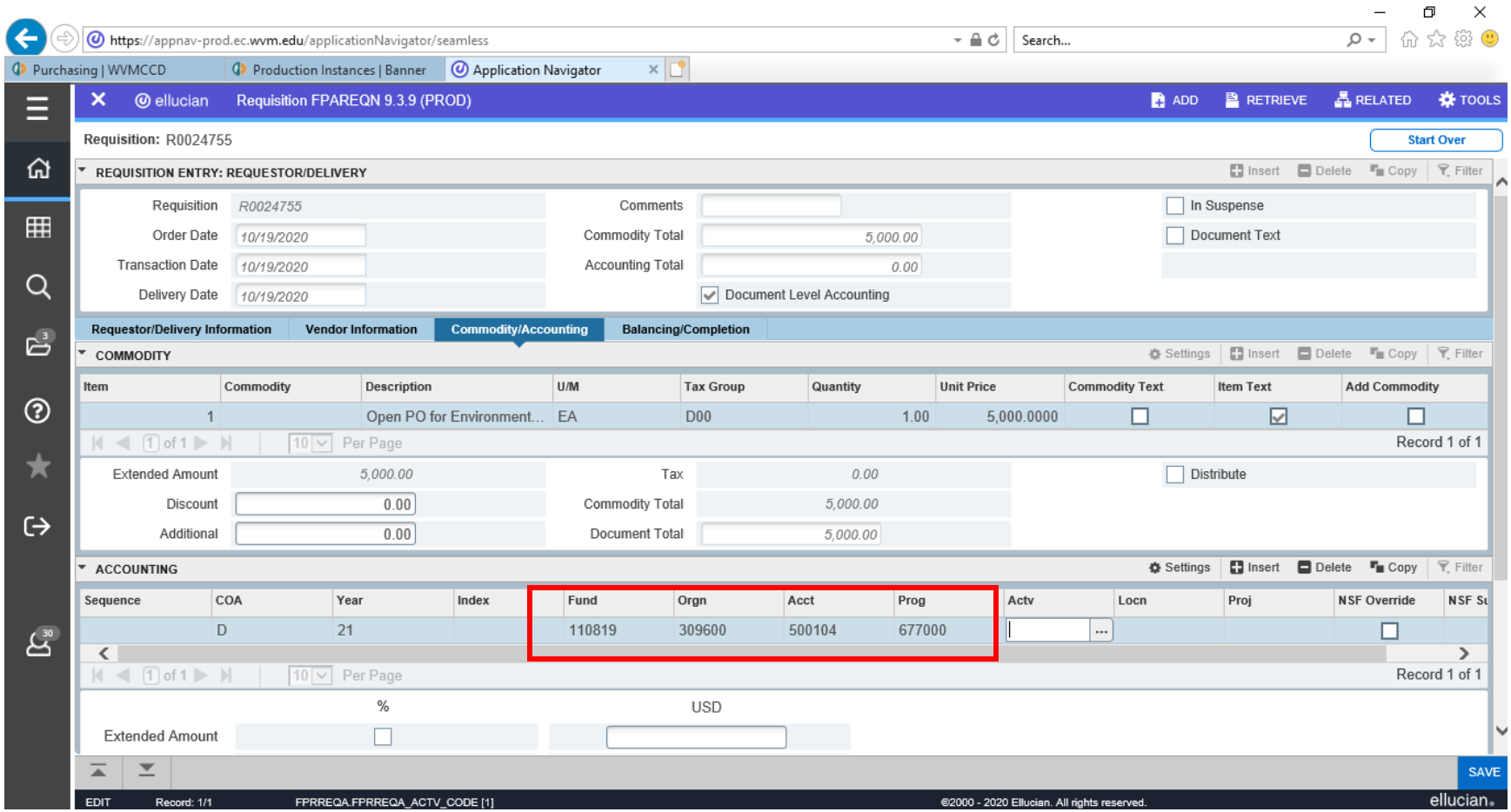
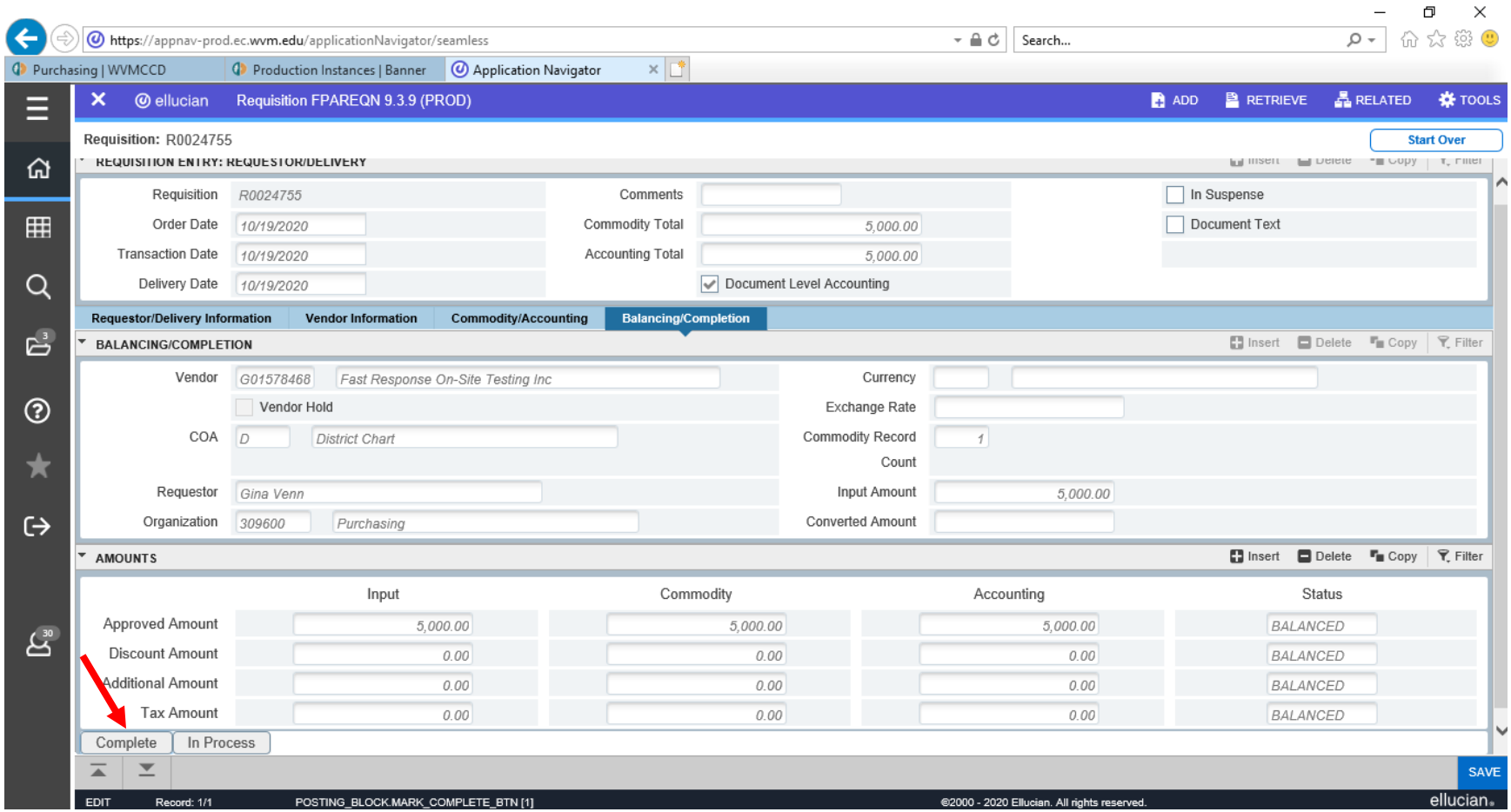
Type your additional description in the **Text** field and click **Save** in the bottom right corner of the screen.
Once saved you can exit this screen.



To add additional items, arrow down using your keyboard.
Select the **Next Section or Alt+Page Down** button in lower left corner to proceed to next step.



To enter your accounting information in the **Accounting** fields (**Fund**, **Orgn**, **Acct**, and **Prog**) hit the **Tab** button to enter in the information. Then click on the **Next Section or Alt+Page Down** button to proceed to the next screen. If you entered additional item text, you'll notice the **Item Text** box is now checked.



On the next screen, if your requisition is complete you can select **Complete**.
At this point your requisition is forward to the approval process.