

**PLEASE NOTE THAT WITH THE UPGRADE TO BANNER 6.0, THE LOOK OF THE SCREENS HAVE CHANGED SLIGHTLY. THERE IS NO LONGER A LEFT HAND PANEL IT IS THE OPTIONS TAB AT THE TOP OF THE SCREEN THAT PROVIDES THAT INFORMATION NOW. ALSO THERE IS NO RED DOOR THAT FUNCTION IS NOW AN "X" IN THE SAME LOCATION AS THE OLD RED DOOR.**

1. Go to FPAREQN.
2. Enter the word NEXT (unless you are trying to modify a requisition you have not completed in which case you would enter the requisition number you received previously.) After entering the word NEXT perform a next block.

SCT Banner - SCTP

File Edit Options Block Item Record Query Tools Window Help

Options

Requisition Entry: Receptor/Delivery Information FPAREQN 5.4 (SCTP)

Document Information

Requestor/Delivery Information

Vendor Information

Commodity/Accounting Information

View Items in Suspense

Balancing/Completion

Document Text

Requisition: NEXT

Order Date: 28-APR-2004 Trans Date: 28-APR-2004  In Suspense

Delivery Date: 28-APR-2004 Comments:  Document Text

Commodity Total: 0.00 Accounting Total: 0.00

Requestor: Doreen Ares COA: 1 Fitchburg State College

Organization: 2000 Vice President Facilities Email:

Phone: Ext: Fax: Ext:

Ship To: DOC1

Address: Anthony Receiving Station  
Highland Avenue  
Anthony 1st  
Fitchburg MA 01420

Phone: 978 6653206 Ext: 3206

Contact: Kevin Kelley

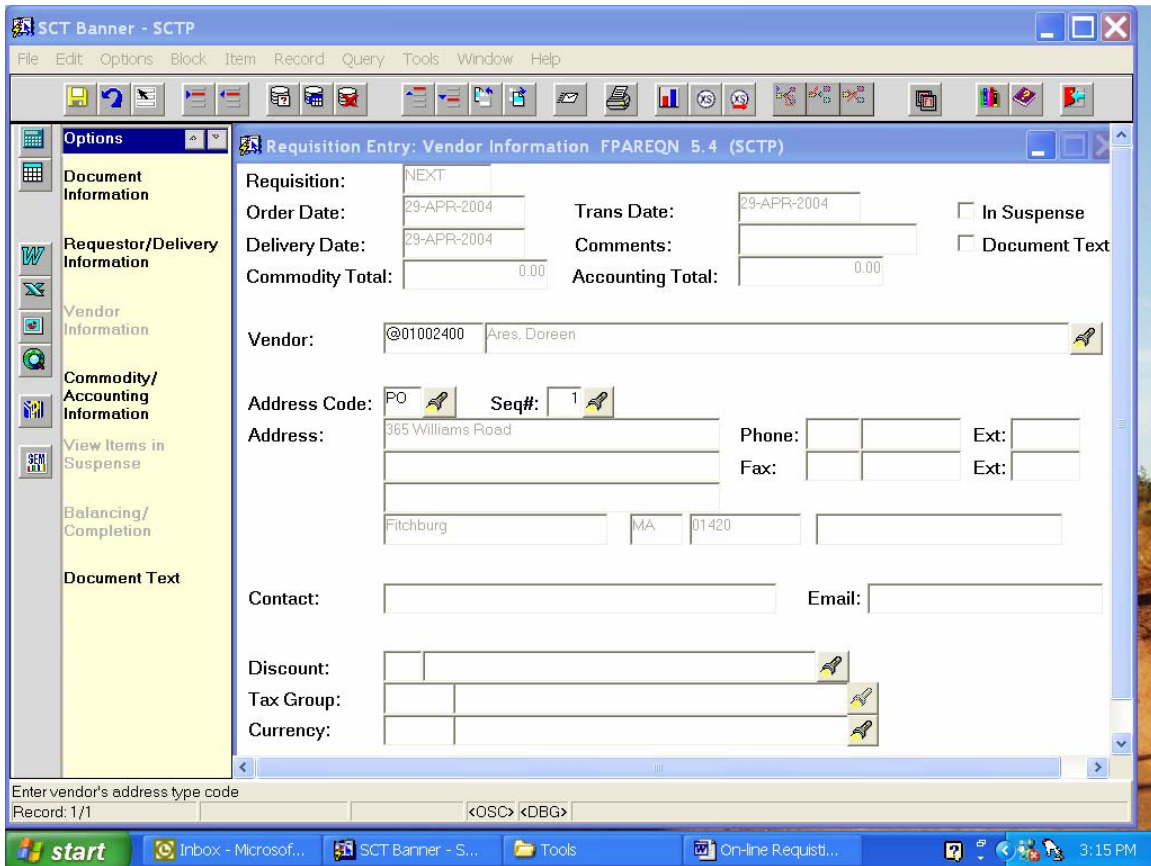
Attention To: Kevin Kelley

Enter the requestor's email address. (100 characters maximum)

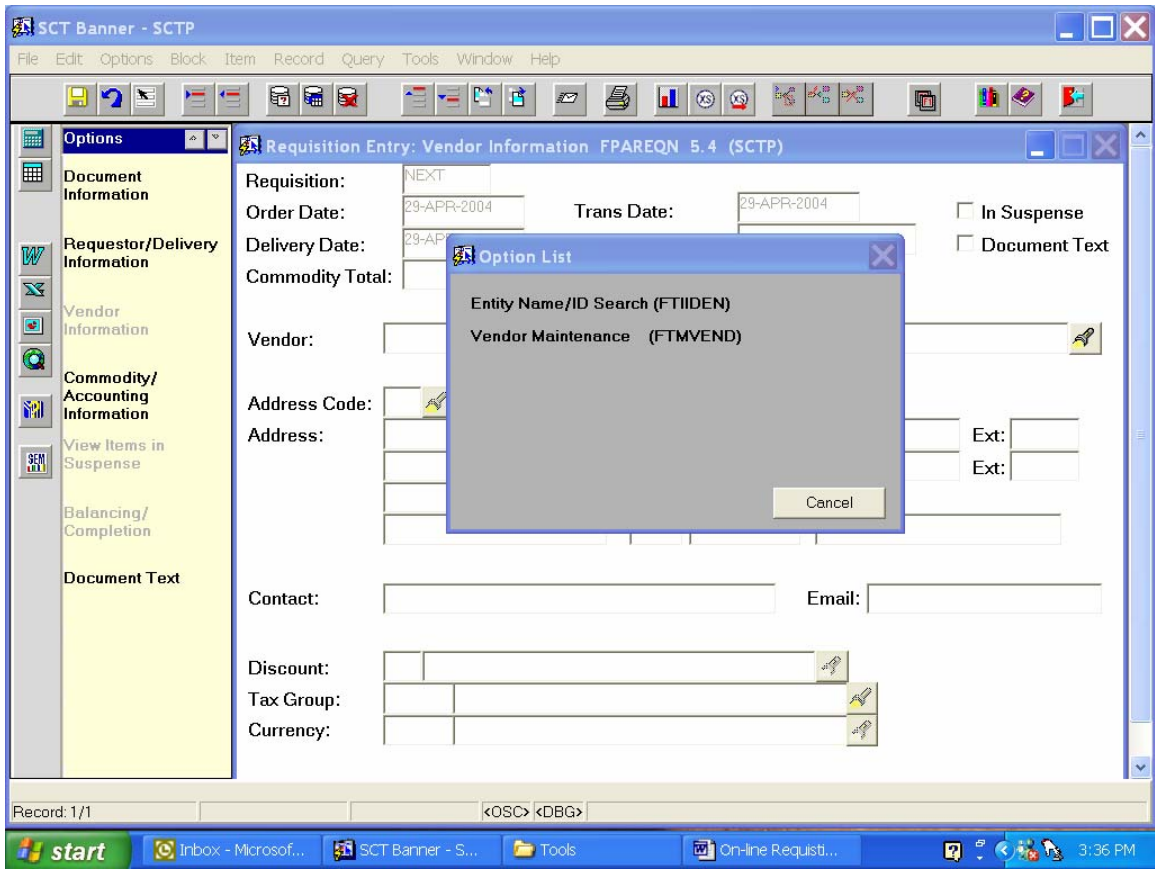
Record: 1/1 <OSC> <DBG>

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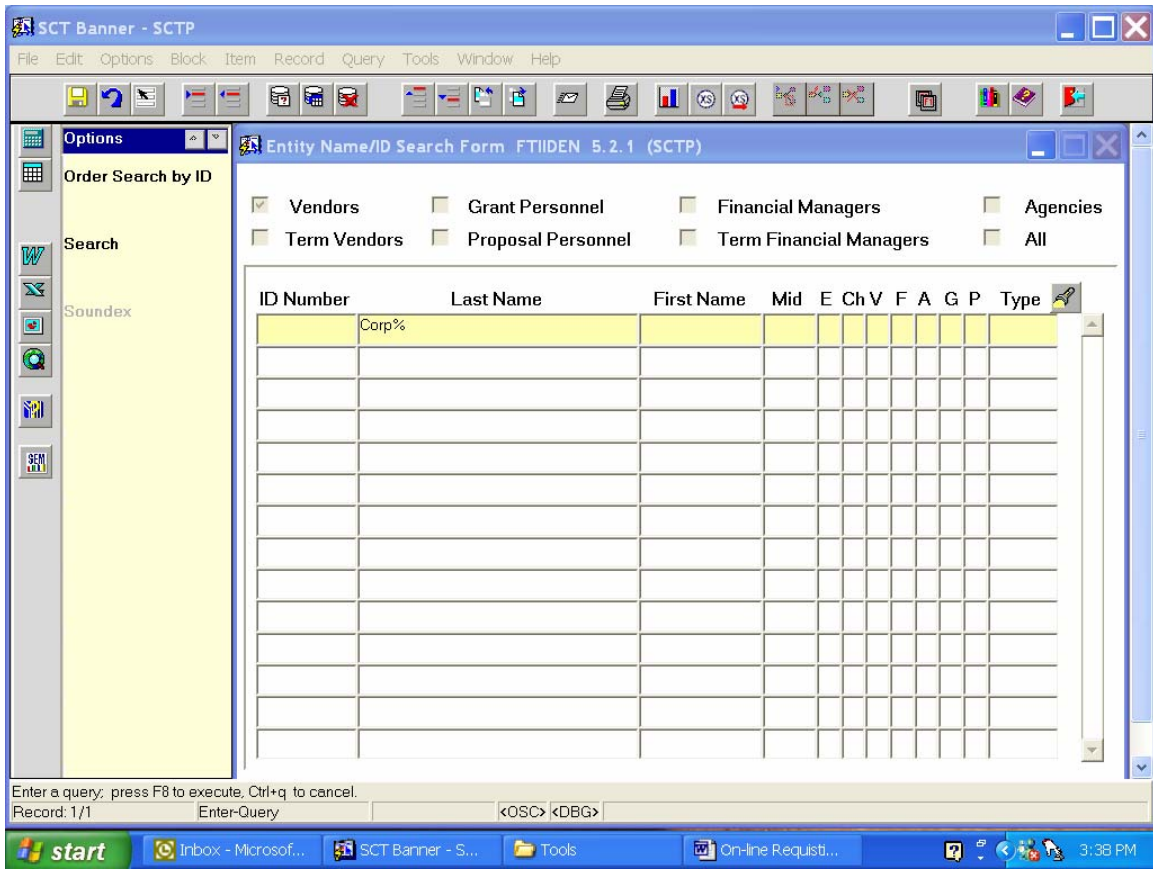
1. Tab to delivery date and enter the letter “D” this will automatically fill in the day you are currently on. Tab out of that field.
2. Your name will appear in the “requestor” block. Tab out of that field
3. Enter the number “1” in the “COA” field. Fitchburg State College will automatically fill in. Tab out of that field.
4. Enter your department’s organization in the “Organization” field. Tab out of that field. Your departments name will automatically fill in. Tab out of that field.
5. Enter DOC1 in the “Ship To” field. Tab out of that field and the Anthony Receiving Station will automatically fill in.
6. Perform a next block.



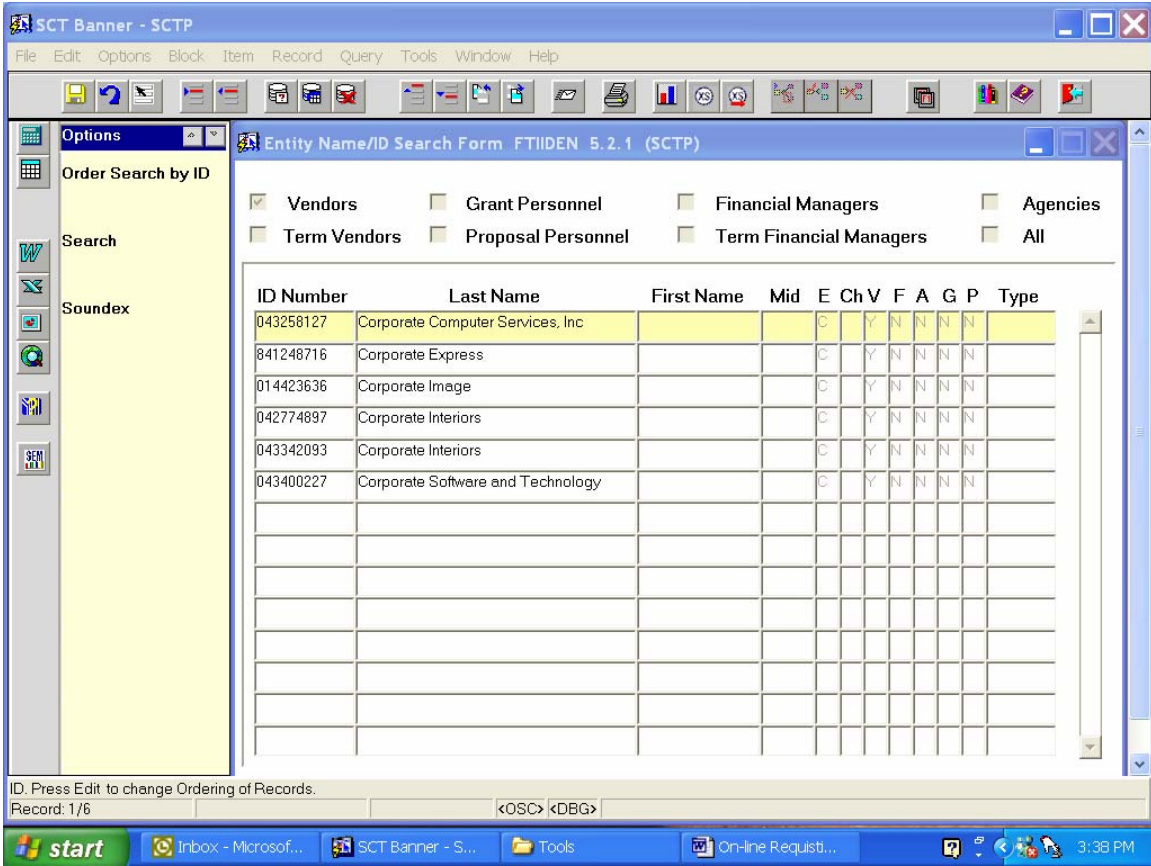
1. Enter the vendors FEI number or perform a search if you do not have the information.
2. To perform a search, click on the flash light to obtain the vendor FEI and address information.



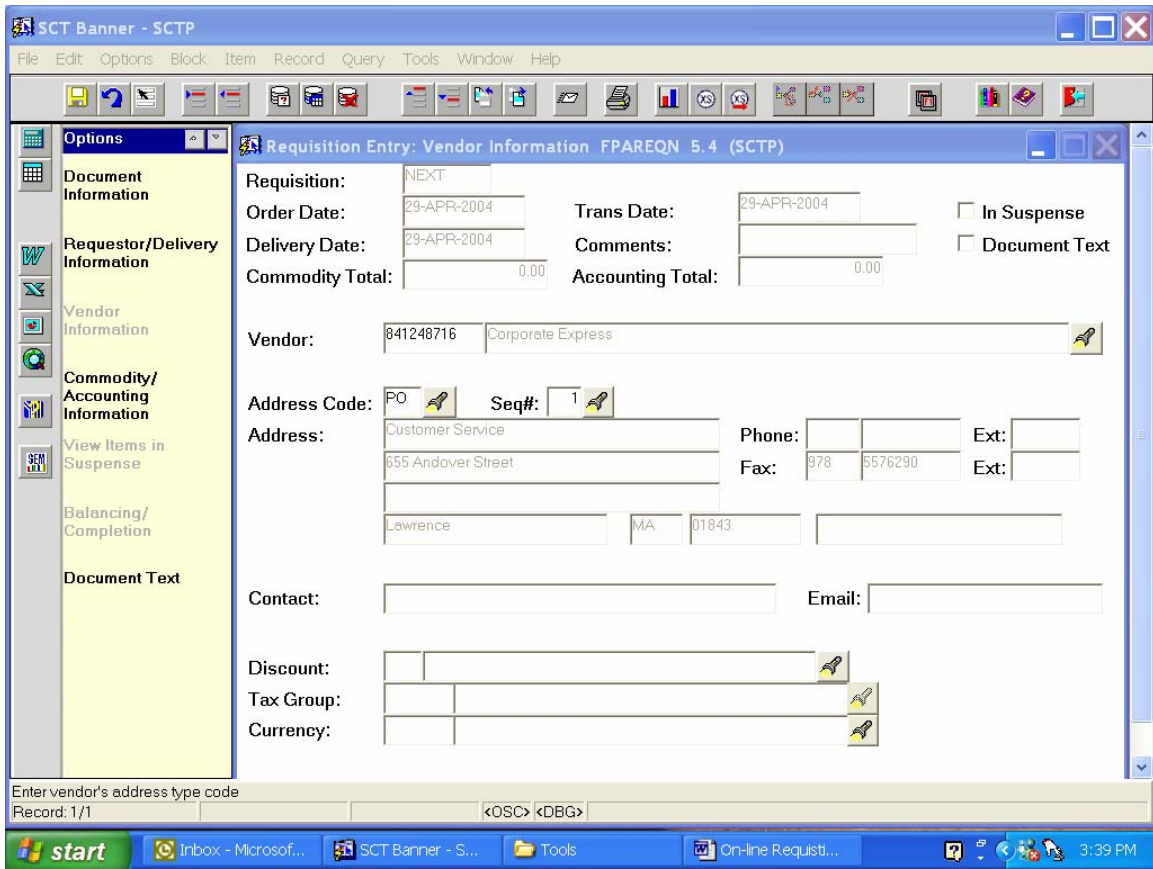
3. You will see the "Option List". Double click on Entity Name/ID Search.



3. Enter some or the entire vendors name followed by a “%”. Click Search on the left hand panel.
4. If you do not find your vendor, it is possible that this is a new vendor. Forward an email to your procurement coordinator with all the relevant information, name, address, and vendor code so they may enter a new vendor in the system. You will receive a confirmation back when the vendor is added so you can enter your requisition.

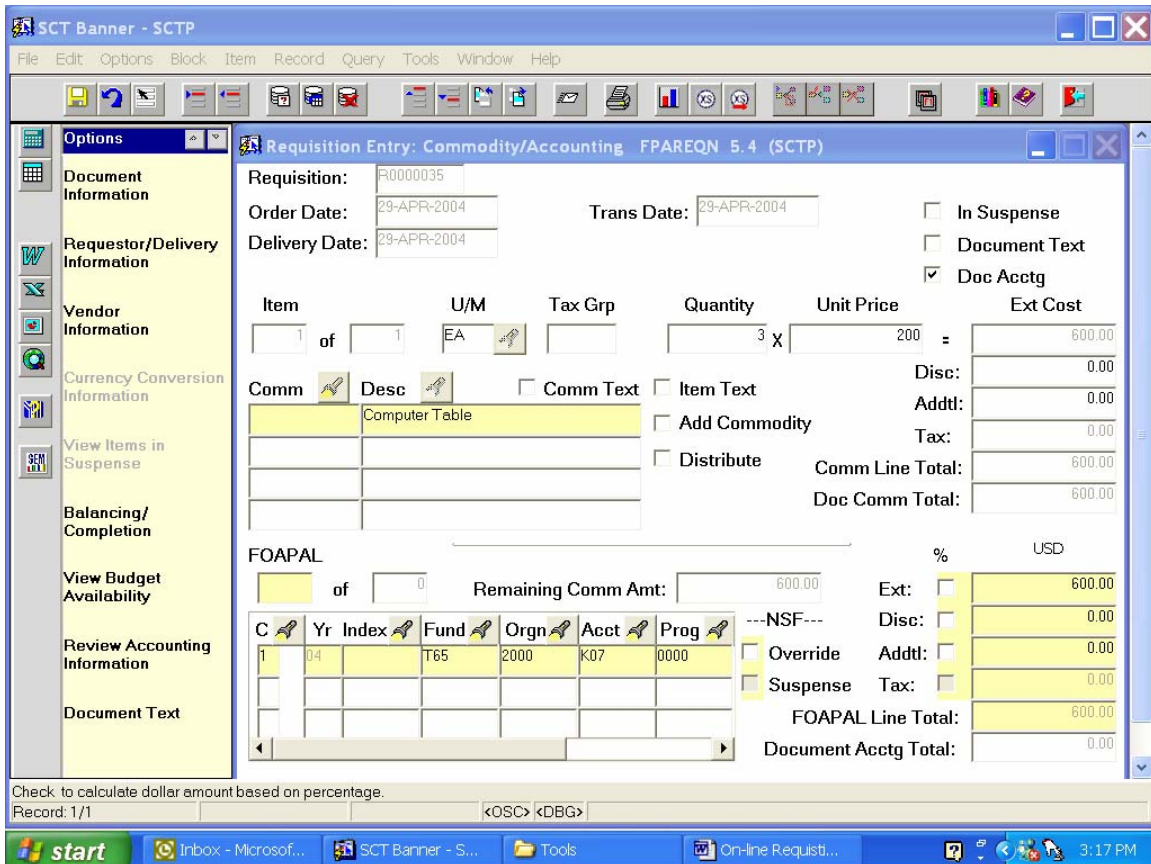


5. Double click on the vendor you want. This will pull the information into your requisition.



1. Verify the vendors address if possible. Some vendors have more than one address and can be viewed by clicking on the flash light after the "SEQ#" field. You can select the correct address this way by highlighting you selection and double clicking.
2. Perform a next block.





1. You will see “DOC ACCTG” checked off. Leave it this way if you only have one commodity and one FOAPAL or if you have several commodities but on FOAPAL. Uncheck this field by clicking on it if you have several or even one commodity line and two or more FOAPALS.
2. Tab to the “DESC” field. Enter your description (if you need more space for a description see below). You will also need to enter U/M (Unit of measure i.e. Box, carton, each) Quantity and Unit Price. There may be times when the unit price is not convenient to enter or quantity, in that case you can simply enter 1 for quantity and the total in unit of measure. You will then need to indicate the actual quantity in the “DESC” field.
3. If you need more space than what is available select “ITEM TEXT” on the left hand panel. This will bring you to an additional page that will allow you to enter more description for that particular item. Perform a next block immediately from this page. After entering the remainder of the description click the save icon on the tool bar. Then click the Red Door on the tool bar at the top of the screen. This will bring you right back to entering your item descriptions.
4. If you want to add a general message such as “Please deliver all items by 5-2-04, you can do this by clicking the “Document Text” in the left hand panel once you are in the FOAPAL area and following the same instructions as “Item text”. This



information will appear at the top of the items on the actual Purchase Order that will be printed from the Procurement Office.

5. If you only have one commodity or several commodities with only one FOAPAL, perform a next block.
6. If you have one commodity with two FOAPALS, you will need to uncheck the “DOC ACCTG” block, enter your commodity information then perform a next block immediately after the commodity entry which will bring you to the accounting block where you will enter the FOAPAL. You then need to perform a “Previous block” which will return you to the commodity block, use your arrow down and enter a further explanation such as “split funding for the item above”. Then perform and “next block” and enter your second FOAPAL.

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File Edit Options Block Item Record Query Tools Window Help

Options

Requisition Entry: Balancing/Completion FPAREQN 5.4 (SCTP)

Request: R0000035 Doreen Ares

Vendor: @01002400 Ares, Doreen

COA: 1 Fitchburg State College

Orgn: 2000 Vice President Facilities

Trans Date: 29-APR-2004 Deliver by: 29-APR-2004

Currency:

Exchange Rate: Commodity Record Count: 1

Input Converted

Amount: 600.00

	Header	Commodity	Accounting	Status
Approved Amount:	600.00	600.00	600.00	BALANCED
Discount Amount:	0.00	0.00	0.00	BALANCED
Additional Amount:	0.00	0.00	0.00	BALANCED
Tax Amount:	0.00	0.00	0.00	BALANCED

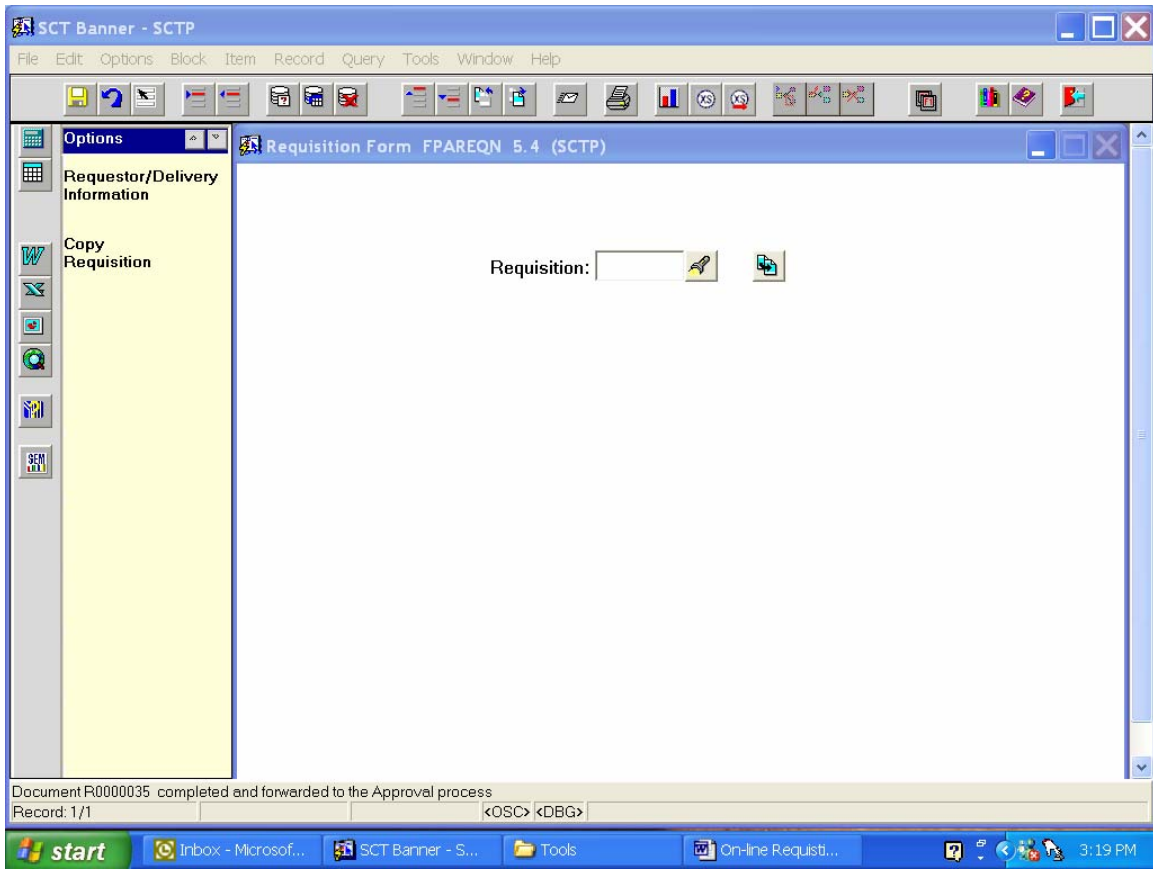
Complete:  In Process:

WARNING: Budget is exceeded for sequence 1

Record: 1/1

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1. It is very important that you read the message at the bottom of the screen at this point. Record you Requisition number on your paper requisition. If you receive the above message click "IN PROCESS". This will hold your requisition until you have done a budget transfer to cover this requisition.
2. You can go to FGIBDST to see what the status is of your accounts.
3. After you know that your budget adjustment has gone through, you can go back to FPAREQN and put in your requisition number that you left in process and go through the screens until you get the complete button. The error message should be gone at this point. You can now hit complete.
4. If you did not receive this message and instead received a message asking you to click "Complete", then do so.



1. At this point the message at the bottom of the screen will give you the Requisition number which you will want to write on your paper requisition. You will also see that your document has been completed and forwarded to the posting process.

CONGRATULATIONS YOU HAVE SUCCESSFULLY COMPLETED YOUR FIRST ON-LINE REQUISITION.