



Creating a Requisition

1. Type **FPAREQN** in the **GoTo...** field and press ENTER to open the **Requisition Form**.
2. For a new requisition, type **NEXT**.

OR

To finish an in-process requisition, type the requisition number or perform a query to find the #.

OR

To copy a requisition, click **Copy** and type the requisition # or perform a query to find the #.

3. Click the **Next Block** button.
4. TAB to **Delivery Date** field. (Required field)
5. Tab to **Comments** (optional) – use to document “bid item,” “sole source,” “fixed asset” or “blanket”
6. Requestor, Organization should default, (if not use drop down to select your Org)
7. Fill in email, phone & fax if desired, will print on PR & PO
8. Ship to address will default to Central Supply Warehouse
9. Add or change the information in the **Attention To (Required)** field at the bottom of the screen.
10. Click the **Next Block** button.
11. To select a **Vendor** click the **Search** button, select **Entity Name/ID Search** and query on the vendor. Once vendor is located double click to select the vendor. If vendor is not found go to Procurement’s website and complete the form “Request New Vendor” (Can leave vendor blank to finish PR)
12. Click the **Next Block** button.
NOTE: If you do not want Document Level Accounting, clear the **Document Level Accounting** box before entering any FOAPAL information.
13. Tab thru commodity code (unless it is a Firearm or laptop) to description
14. **Description** is what you are purchasing (text is limited to 59 characters max)
15. If additional text is needed select **Item Text** from the **Options** menu
16. Once in item text form (FOAPOXT) click next block to get to free form text field. Type additional text and click the save button and X to close form.



Creating a Requisition (cont.)

17. Press TAB and fill out the **U/M, Quantity** and **Unit Price** fields.
18. Press TAB to calculate the **Extended** cost.
19. Click the **Next Record** button if purchasing more items and go back to step.
20. Click the **Next Block** button when all items are entered.
21. Type or use the **Search** button for **FOAPAL** codes. (If you enter **Index**, Org, fund and Program will default) **Account Code** does not default so you must enter, is a required field. Can type # or if not known can be queried.
22. To allocate how much of the order will be charged to a particular FOAPAL, either: TAB to the **Extended** percentage box, click to select it, and type a *percentage* in the **Extended** field.

OR

TAB to the **Extended** USD field and type the *dollar amount*.

(This applies if all items are to be paid from more than one FOAPAL)

(If PR has multiple items that need to be paid from multiple FOAPAL’s than document level accounting needs to be unchecked and each item needs to have its own FOAPAL string. The best way to do this is enter each item and FOAPAL string separately by entering item description, U/M, Quantity and Unit Price and then clicking next block and entering the FOAPAL string and then clicking previous block and entering next item and then entering that items FOAPAL string.

23. If you need to add FOAPAL(s), click the **next Record** button and go back to step
24. Click the **Next Block** button.
25. Verify the **Status** fields display “BALANCED.”
26. Record the requisition number for your records.
27. Select **Complete** if you are finished with the requisition or **In-Process** to save and complete later.
28. Click the **Exit** button to return to the main menu.