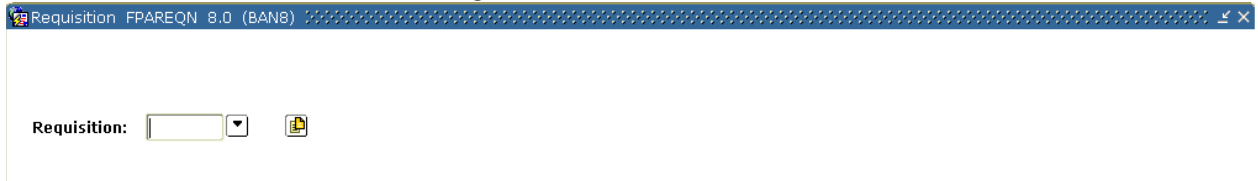



# CREATING PURCHASE REQUISITIONS

-Access the Requisition Form:

GO TO Banner Form – **FPAREQN**



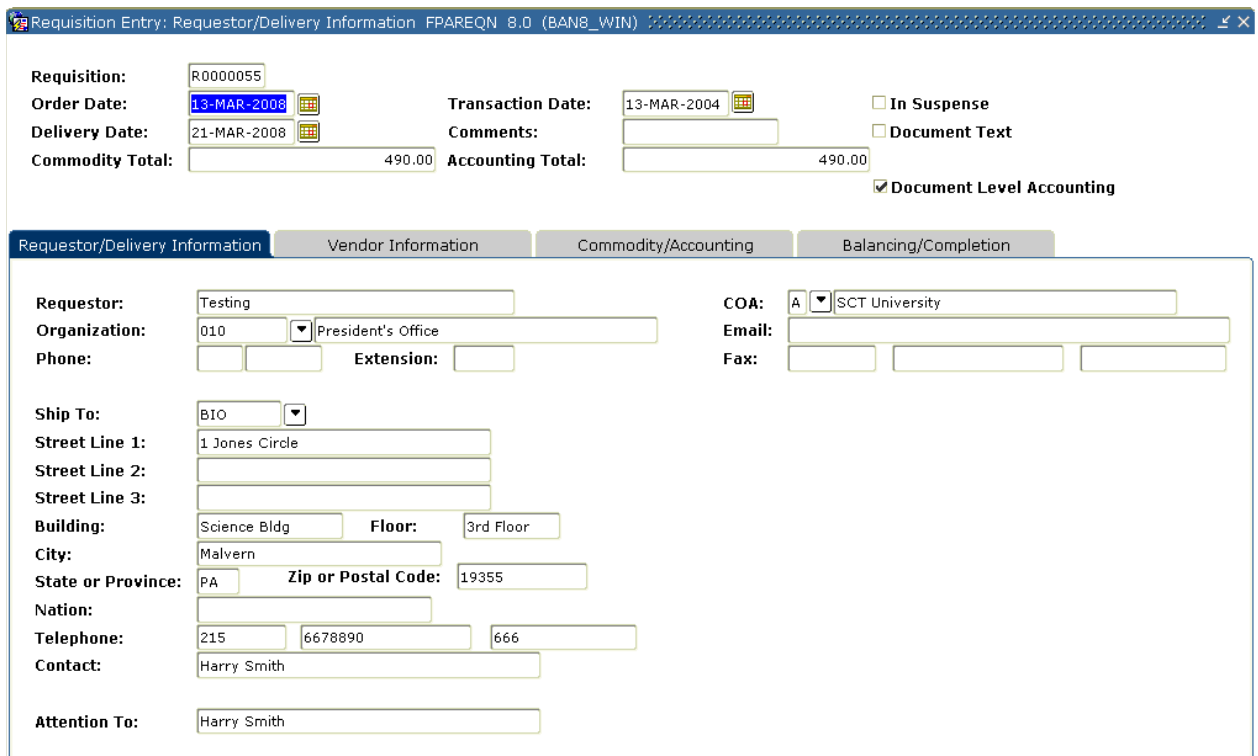
Requisition:  

Requisition – Type NEXT in block

-Perform NEXT BLOCK function using one of the following functions:

Click NEXT BLOCK icon;

Click BLOCK on menu bar & click on next.



Requisition: R0000055  
Order Date: 13-MAR-2008  
Delivery Date: 21-MAR-2008  
Commodity Total: 490.00

Transaction Date: 13-MAR-2004  
Comments:  
Accounting Total: 490.00

In Suspense  
 Document Text  
 Document Level Accounting

Requestor/Delivery Information | Vendor Information | Commodity/Accounting | Balancing/Completion

Requestor: Testing  
Organization: 010 President's Office  
Phone: Extension:  
Ship To: BIO  
Street Line 1: 1 Jones Circle  
Street Line 2:  
Street Line 3:  
Building: Science Bldg Floor: 3rd Floor  
City: Malvern  
State or Province: PA Zip or Postal Code: 19355  
Nation:  
Telephone: 215 6678890 666  
Contact: Harry Smith  
Attention To: Harry Smith

COA: A SCT University  
Email:  
Fax:

Order date and Transaction date will default to current date

Delivery date – Required field (must be the same as or later than the order date)

COA – Should default to “C”

Organization — Should default (Each Department will have a six digit number for their Dept)

Ship to – Defaults to Warehouse

When you select a shipping address the **Address, Phone, Contact and Attention** fields will be filled in.

Select **Vendor Information** tab or hit next block

Requisition Entry: Vendor Information FPAREQN 8.0 (BAN8)

Requisition: NEXT  
Order Date: 13-MAR-2008  
Delivery Date: 20-MAR-2008  
Commodity Total: 0.00

Transaction Date: 13-MAR-2008  
Comments:  
Accounting Total: 0.00  
Receipt Required: Unspecified

In Suspense  
 Document Text  
 Document Level Accounting

Requestor/Delivery Information | **Vendor Information** | Commodity/Accounting | Balancing/Completion

Vendor: [Dropdown] [Text Field]

Address Type: [Dropdown] Sequence: [Dropdown]

Street Line 1: [Text Field]  
Street Line 2: [Text Field]  
Street Line 3: [Text Field]

City: [Text Field]  
State or Province: [Text Field] Zip or Postal Code: [Text Field] Nation: [Text Field]

Phone: [Text Field] [Text Field] [Text Field]  
Fax: [Text Field] [Text Field] [Text Field]  
Contact: [Text Field]  
Email: [Text Field]

Discount: [Dropdown] [Text Field]  
Tax Group: [Dropdown] [Text Field]  
Currency: [Dropdown] [Text Field]

Click the **Search** icon in the **Vendor** field, and enter a vendor.  
(Once a vendor is selected, the remaining fields will be filled in for you).

Select the **Commodity/Accounting** tab or click next block

Requisition Entry: Commodity/Accounting FPAREQN 8.0 (BAN8\_WIN)

**Requisition:** R0000055  
**Order Date:** 13-MAR-2008  
**Delivery Date:** 21-MAR-2008  
**Commodity Total:** 490.00

**Transaction Date:** 13-MAR-2004  
**Comments:**  
**Accounting Total:** 490.00

In Suspense  
 Document Text  
 Document Level Accounting

Requestor/Delivery Information | Vendor Information | **Commodity/Accounting** | Balancing/Completion

Item	U/M	Tax Group	Quantity	Unit Price	Extended:
1 of 1	EA		10.00 X	50.0000	500.00
<b>Commodity</b>					<b>Discount:</b>
1100000000	Furniture, Office				10.00
					<b>Additional:</b>
					0.00
					<b>Tax:</b>
					0.00
					<b>Commodity Line Total:</b>
					490.00
					<b>Document Commodity Total:</b>
					490.00

Commodity Text  
 Item Text  
 Add Commodity  
 Distribute

---

**FOAPAL** 1 of 1 Remaining Commodity Amount: 0.00

COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Extended:
A										500.00
										10.00
										0.00
										0.00
										<b>FOAPAL Line Total:</b>
										490.00
										<b>Document Accounting Total:</b>
										490.00

NSF Override  
 NSF Suspense

Tab to the **Description** field and type a user-defined item. (What you are purchasing)

Select a unit of measure in the **U/M** field.

Enter the quantity to be requested in the **Quantity** field.

Enter the unit price of the commodity in the **Unit Price** field.

Tab to the **Discount** field. Enter amount if applicable.

Tab to the **Additional** field. Enter amount for Freight or shipping if needed.

Perform a **NEXT Block** function (next block icon or block and then click next)

**COA** = C (Chart of accounts for The Citadel) will default.

**YEAR** will default to current fiscal year.

**Enter Index** – Drop down box for valid index codes. When using the index, Fund, Org and program will default. You **MUST** enter the account. (object code)

Tab through FOAPAL string and FOAPAL Line total.

Select the Balancing/Completion tab or click next block

Requisition Entry: Balancing/Completion FPAREQN 8.0 (BAN8\_WIN)

**Requisition:** R0000055  
**Order Date:** 13-MAR-2008  
**Delivery Date:** 21-MAR-2008  
**Commodity Total:** 490.00

**Transaction Date:** 13-MAR-2004  
**Comments:**  
**Accounting Total:** 490.00

In Suspense  
 Document Text  
 Document Level Accounting

Requestor/Delivery Information    Vendor Information    Commodity/Accounting    **Balancing/Completion**

**Vendor:**    **Requestor:** Testing  
**COA:** A SCT University  
**Organization:** 010 President's Office  
**Currency:**  
**Exchange Rate:**    **Commodity Record Count:** 1  
**Input Amount:** 490.00    **Converted Amount:**

	Input	Commodity	Accounting	Status
<b>Approved Amount:</b>	500.00	500.00	500.00	BALANCED
<b>Discount Amount:</b>	10.00	10.00	10.00	BALANCED
<b>Additional Amount:</b>	0.00	0.00	0.00	BALANCED
<b>Tax Amount:</b>	0.00	0.00	0.00	BALANCED

**Complete:**     **In Process:**

Review the Header, Commodity, and Accounting amounts.

Are these amounts in balance?

If yes, click the **Complete** button.

Write down the requisition number list on the help bar (bottom left).