BANNER

ONLINE REQUISITION TRAINING
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Logging In

To enter TEST transactions, go to: http://aptest.sulross.edu:9090. Select the TFIN database.

To view or enter REAL transactions, go to the Sul Ross Homepage and select Banner from the Quick Links box.

A new screen will appear. You may select either Internet Native Banner or Self-Service Banner.
To log in to Internet Native Banner, enter your username (the first part of your email address) and password.

To log in to Self-Service Banner, enter your user ID (starts with an ‘A’) and PIN.
Banner Navigation

Internet Native Banner gives you several options for navigating.

- Menu Bar
- Toolbar Icons
- Hierarchical Menu
Navigating in Banner

**Key Information Block**

Banner forms are broken into *information blocks*. The key information block appears at the top of the form.

Once you have completed the information needed in the *key information block*, go to the next block. This can be done by using the **Block menu** or by clicking the **Next Block icon**.
Navigating in Banner

Once you have moved to the next block, data will appear in the next information block.

If you want to go back to the Key Information Block, click on the **Rollback icon**. This will clear the data in the information block and move the cursor back up to the Key Information Block.

To return to the Banner main menu, click on the form’s **Exit icon**.
Requisitions

In a Nutshell . . .

- **Check** for Budget Availability on FGIBAVL
- **Create** a requisition on FPAREQN
- **Forward** supporting documents to the Purchasing Dept.
- **Inform** the approver that a document is in their queue.
- **Approve** the requisition through Self-Service or on FOAUAPP.
- **Inform** the next approver (if applicable) that a document is in their queue.
- **Research** your requisition on FOIDOCH.

Business Rules

- Completion and approval of a requisition does not authorize a purchase. A purchase order is the official procurement document for the university and must be issued and signed by the President, Vice President for Business Affairs, Purchasing Director or Senior Buyer before an order can be placed. Orders placed in violation of this rule are considered non-compliant.

- Food and plants cannot be purchased using State funds unless used as part of specific classroom instruction.

- Purchases over certain levels require bids.

- Requisitions should not be split in an attempt to circumvent bidding requirements.

The table below illustrates current bid levels and responsibilities. The Purchasing Department will solicit bids after the requesting department has completed and approved an online requisition. Adjustments to vendor and price will be made after final award.

<table>
<thead>
<tr>
<th>Dollar Amount</th>
<th>Method</th>
<th>Who Obtains Quote or Bid</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0.00 - $4,999.99</td>
<td>Best Obtainable Price</td>
<td>Requesting Department</td>
</tr>
<tr>
<td>$5,000 - $24,999.99</td>
<td>3 Informal Bids</td>
<td>Purchasing Department</td>
</tr>
<tr>
<td>$25,000 and above</td>
<td>3 Sealed Bids/Proposals</td>
<td>Purchasing Department</td>
</tr>
</tbody>
</table>
**Budget Availability Status Form – FGIBAVL**

Prior to creating your requisition, you should check your budget balance. This will prevent you from entering a requisition with a FOAPAL that has Insufficient Funds (NSF).

1. Navigate to FGIBAVL.
2. Enter the fund, organization and program you wish to query. (Account = BAVL)
3. Move to the next block by choosing the Next Block icon or by selecting Next from the Block menu.

Banner will display a one-line budget summary. The Available Balance column will show you the funds left in this FOAPAL.

**Note on FGIBAVL:** Banner has many ways to query budgets, both in Internet Native Banner and Self-Service. FGIBAVL is the only form that reflects all documents against a specific FOAPAL. It will take into account not only completed and approved documents but also documents that are in process or have not been approved. When you want to know the true status of your budget, use FGIBAVL.
## Requisition Entry Form – FPAREQN

The Requisition Entry Form (FPAREQN) contains six blocks of information. The table below shows the six information blocks with the corresponding information you need to provide.

<table>
<thead>
<tr>
<th>Block Name</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Requisition Number Block</td>
<td>Leave the field blank and move to the next block. Banner will assign your Requisition number once you have entered more information.</td>
</tr>
<tr>
<td>2. Requestor/Delivery Block</td>
<td>Enter four things: Requested delivery date, Organization number, Attention to, Document Text (Optional)</td>
</tr>
<tr>
<td>3. Vendor Block</td>
<td>Enter the vendor code or search for it through the FTIIDEN form. If your vendor is not in the system, use Document Text to record vendor information.</td>
</tr>
<tr>
<td>4. Commodity Block</td>
<td>Enter the following information: Description of item to be ordered, U/M (unit of measure), Quantity of items, Price per item</td>
</tr>
<tr>
<td>5. Accounting Block</td>
<td>Enter COA code S, Fund, Org, Acct, and Program. You can search on any of these fields if you don’t remember the number you want to use.</td>
</tr>
<tr>
<td>6. Balancing/Completion Block</td>
<td>You have two options: Completion – this will send the req on to the appropriate approver, In Process – select this when you need to make changes before sending the req on for approval.</td>
</tr>
</tbody>
</table>
Key Information Block

1. Navigate to the FPAREQN form.

2. Leave the Requisition field blank.

3. Move to requester information block by clicking on the Next Block icon or using the Block menu. The requisition number will be assigned by Banner after you enter more information.
Creating a Requisition

Requestor/Delivery Block

Required Fields:

- Delivery Date
- Organization Code
- Attention To

1. Enter your requested delivery date in the **Delivery Date** field. Allow 7 – 10 days for processing.

2. Enter the Org number in the **Organization** field.

3. Enter the name of the department the shipment should ultimately be delivered to in the **Attention To** field.
Creating a Requisition

4. Select **Document Text** from the **Options menu**. This will open the Procurement Text Entry Form (FOAPOXT)

**Entering a Pre-Formatted Clause**

Clause 001 – Attachment to Requisition and Clause 002 – Attachment for Vendor should be used if documents are being forwarded to the Purchasing Department.

1. Enter the clause number in the **Modify Clause** field.

2. If you don’t know your clause number, select the **List of Values (LOV) arrow**.

3. Banner will display a list of clauses to choose from. Double-click on the clause you want to add to your requisition.

4. Banner will return you to the Document Text form. Select the **Record Insert icon** or select **Insert from the Record menu**.
5. Click on the **Save** icon to save the text.

6. Exit the form. You will return to FPAREQN.

7. Move to vendor information block by clicking on the Next Block icon, using the Block menu or clicking on the Vendor Information Tab.
Entering User Specified Text

The Document Text feature should also be used to enter any special instructions or conditions of the purchase.

1. Instead of entering a clause number in the Modify Clause field, click directly in the Text area of the form and begin typing. Each line will hold 50 characters. Once you have reached 50 characters, you must hit the down-arrow key to move to the next line.

2. To prevent the text from printing on the final purchase order, uncheck the print box on each line.

3. When you have completed your text, click on the Save icon to save the message.

4. Exit the form. You will return to FPAREQN.

5. Move to vendor information block by clicking on the Next Block icon, using the Block menu or clicking on the Vendor Information Tab.
Creating a Requisition

Vendor Block

Required Fields:

- Vendor Code – By entering the Vendor Code, you will call up all related information such as address. You may enter the Vendor Code if known, or you may search for it using the List of Values (LOV) arrow.

1. Click on the LOV arrow next to the Vendor Field.

2. Click on the Entity Name/ID Search (FTIIDEN) link to find your vendor. This will open the FTTI DEN form.
Searching for Your Vendor – FTIIDEN

FTIIDEN is the Entity Name/ID Search form. Use this form to find your suggested vendor. In this example, we will search for Morrison True Value.

1. In the Last Name field, type “%True Value%”. Using the % wildcard sign before and after the search term will show any entry that includes the words “True Value.”

2. Execute a Query by clicking on the Execute Query icon or by using the Query menu. This will start your search.
3. Double-click on the desired vendor. This will take you back to the Vendor Information block of FPAREQN and enter the selected vendor into the Vendor field.

4. The vendor’s address is now reflected in the address fields.
   - If the information is **correct**, move to the Commodity/Accounting block.
   - If the information is **not correct**, search the sequence field for another address. If the correct address is not there, remove the vendor code and enter the correct vendor information under Document Text.
Adding a New Vendor

If your suggested vendor is not listed in Banner, use Document Text to add the vendor information to your requisition. The Purchasing Department will use this information to add your vendor in Banner.

To add Document Text to your requisition:

1. Click on the **Options menu** and select **Document Text**. This will open the Procurement Text Entry Form (FOAPOXT)

2. Click on the first line of the Text area of the form and begin typing. Each line will hold 50 characters. Once you have reached 50 characters, you must hit the down-arrow key to move to the next line.

3. Once you have completed your text, click on the **Save** icon to save the message.

4. Click on the **Exit** icon to close the form. You will return to FPAREQN.
Creating a Requisition

Commodity Block

Required Fields:

- Description – This is the description of the item you want to purchase.
- U/M (Unit of Measure) – Examples of U/M are EA for each, DOZ for dozen, CS for case.
- Quantity – This is how many of this item you want to purchase.
- Unit Price – This is the price for one of these items.

Follow these steps to fill in the Commodity Information Block.

1. Enter the description of the item you are purchasing in the Description Field. Describe what you want including part/catalog number, color, etc. Make it clear. Don’t use a part/catalog number alone. This information will be converted into a purchase order which is a contract with the vendor. If you don’t tell the vendor clearly what you want, the vendor is not obligated to supply it. If more space is needed for the description, use the Item Text feature under the Options menu.

2. Select or enter the unit of measure in the U/M field. Available options can be viewed by using the LOV arrow by the U/M field.
3. Enter the number of items you wish to purchase in the Quantity field.

4. Enter the individual cost of the item in the Unit Price field.

5. Press the Tab key once. This will fill in the rest of the dollar amount fields.

6. If you need to add another item to your order, click on the **Next Record icon** or **Tab to the Description field and use the down arrow key** to create a new commodity line. Either of these actions will move the cursor to the next line where you can enter a new commodity.

7. Before completing the Commodity Block, add a line for freight. Freight should be listed in one of two ways:
   - Freight (U/M = lot; Qty = 1; Unit Price = specific amount)
   - Freight – Not to Exceed (U/M = lot; Qty = 1; Unit Price = maximum amount)

8. When you have entered all your commodities, move to the Accounting Block by clicking the Next Block icon or using the Block menu.
Creating a Requisition

Accounting Block

The Accounting Information Block is where you enter the FOAPAL you want to charge this purchase to. You may charge your purchase to one or more FOAPALs.

Required fields:

- **COA** – This should be ‘S’ and will default.
- **Fund** – This is the fund portion of the FOAPAL string.
- **Orgn** – This will default to the organization entered on the Requestor/Delivery Information block. If your FOAPAL string has a different org, you must type over this number and enter the correct organization code.
- **Acct** – This is the account portion of the FOAPAL string. It indicates the type of purchase you are making. (supplies, books, software, etc.) Use only accounts that start with ‘7’
- **Prog** – This is the program portion of the FOAPAL string.
Paying for the entire order with one FOAPAL.

1. Enter the Fund, Org, Acct and Prog numbers of the FOAPAL you wish to charge. If you don’t know the number, you can use the LOV arrow by each field to search for the missing information.

2. Tab through the Extended USD field. Banner will fill in the information.

3. Move to the Balancing/Completion Block.

If you forgot to check you budget, you can check it at this point by selecting Options on the menu and selecting the form FGIBAVL.
Creating a Requisition

Paying for the entire order with two or more FOAPALs.

1. Enter the Fund, Org, Acct and Prog numbers of the first FOAPAL you wish to charge.

2. Navigate to the Extended USD field and enter the dollar amount for the first FOAPAL. (in this example, $100 out of the $300 order total)

3. Press the TAB key once. This will fill in the rest of the dollar amount fields.

4. Click on the **Next Record icon** or select **Next from the Record Menu.** This will move the cursor to the next record where you can enter the next FOAPAL to be charged.

5. Navigate to the Extended USD field and enter the dollar amount for the second FOAPAL you wish to charge. (in this example, $200 out of the $300 order total)

6. Press the Tab key once to fill in the rest of the dollar amount fields for this FOAPAL. You have now spread the $300 cost across two different FOAPALs.

7. When you have entered all your accounting information, move to the Balancing/Completion block by clicking the Next Block icon or using the Block menu.
Balancing/Completion Block

This is a final review block. Review the amounts listed in this block and verify that they are in balance. If all information is correct, click on the **Complete button** to finish the requisition. Once you complete the requisition, you can make changes only by denying the document using the form FOADOCU or by having the account manager disapprove the requisition, which will reactivate it. If you are not ready to complete the requisition, click on the **In Process button**. This will allow you to come back to this document later and complete it.

In either case, Banner will return you to the first block on FPAREQN. If you have not already recorded your requisition number, look at the Auto Hint/Status line in the lower left-hand corner.
Copying a Requisition using FPAREQN

When creating a requisition, you may find it convenient to copy a requisition you created at an earlier date. For instance, if you have some standard supplies you buy several times each year, you can copy an older requisition, change a few fields and complete the requisition. To copy a requisition, follow these steps.

1. Navigate to FPAREQN.
2. Click on the Copy button. This opens the Copy dialog box.
3. Enter the requisition number you want to copy and hit enter.
4. Banner will display the vendor name for verification.
5. Click the OK button to open the new copy of the requisition.
Banner will display all previous information except the order and transaction date will reflect the current date and the delivery date field will be blank.

6. Enter a new date in the Delivery Date field. Allow at least 7 – 10 days.

7. Proceed through the information blocks as you did previously, changing information as necessary.

8. Complete or put the requisition in process on the Balancing/Completion block.

**Note:** When you copy a requisition, the new requisition will have the In Suspense box checked. The new requisition cannot be completed until the In Suspense flag is removed. To do this, you must tab through all fields on the Commodity/Accounting Block before proceeding to the Balancing/Completion Block.
Canceling/Deleting a Requisition

Requisition Cancel Form - FPARDEL

If a requisition has been completed and approved, you must use the Requisition Cancel Form (FPARDEL) to cancel the requisition. If a requisition has subsequent activity, (e.g., PO, Delivery Receipt, Invoice), you cannot cancel it and must contact the Purchasing Department to cancel the purchase.

1. Navigate to the FPARDEL form and enter the number of the requisition you want to cancel.

2. Move to the next block and verify that this is the correct requisition.

3. Move to the next block.

4. Click on the LOV arrow by the Reason Code field and choose the correct cancellation reason code.

Vendor name and requisition amount will be displayed.

Clicking on Reason Code LOV arrow will bring up cancellation codes.
5. Select Document Text under the Options menu and enter additional explanation if necessary.

6. Make the Cancellation Permanent.
Deleting with Requisition Entry Form - FPAREQN

If a requisition is **incomplete or in process**, you can delete it from the Requisition Entry Form (FPAREQN). The requisition number will be removed from the system and cannot be reused.

1. Navigate to FPAREQN
2. Enter the requisition number you want to delete. Select Next Block.
3. Verify that this is the correct requisition.

4. Select **Remove** from the Record menu . . .
5. and select it once more to complete the deletion.
Business Rules

- Completion and approval of a requisition does not authorize a purchase. A purchase order is the official procurement document for the university and must be issued and signed by the President, Vice President for Business Affairs, Purchasing Director or Senior Buyer before an order can be placed. Orders placed in violation of this rule are considered non-compliant.

- Requisitions with Insufficient Funds (NSF) should not be approved by the account manager.

- All requisitions must be approved by the appropriate account manager unless specific delegations have been granted by the Purchasing Director.

- Requisitions with a total cost of $1,000 or more for furniture, equipment and/or software must be approved by the appropriate vice president after approved by the account manager.

**Rio Grande College only**

- All requisitions totaling $1,000 or more must be approved by the Vice President for Rio Grande College after approved by the account manager.
Approving a Requisition

Approving through Self-Service

All requisitions must be approved by the appropriate person before a purchase order can be created. Completion and approval of a requisition does not authorize a purchase. A purchase order is the official procurement document for the university and must be issued before an order can be placed.

Requisitions may be approved through Banner Self-Service.

1. Log on to Banner Self-Service using your user ID and PIN.

2. Select Finance from the Main Menu

4. Select ‘Documents for which you are the next approver’ and hit the Submit Query button.
Approving a Requisition

5. Banner will display a list of documents for you to approve. The list will show if you are the next approver, NSF status, originator and amount.

6. Review the document by clicking on the document number link.
7. Banner will display a screen that provides more information about the requisition.
Approving a Requisition

8. Return to the list by clicking your browser’s Back button. You may want to select the **History link** prior to approving or disapproving the requisition. This will display the approval history of the document.

9. Select either approve or disapprove next to the requisition number.
10. Banner will display a default message that you may modify.

11. Select the Approve/Disapprove button to complete the process.

12. Banner sends a message to the requisition’s originator in **Internet Native Banner**. The ‘Check Banner Message’ link will be flagged.

13. Click on this link to view messages.
14. After document has been handled, select the **Complete button** to remove the message.

Once you have approved or disapproved a document, Banner will send a message to the requisition’s originator. If the requisition requires an additional approval, send an email to the next approver that tells them there is a requisition awaiting their approval. Most users will not access Banner on a daily basis and may not see Banner messages in a timely manner.
Approving through Internet Native Banner

Requisitions can also be approved in Internet Native Banner on the User Approval Form (FOAUAPP). When you navigate to this form, your user ID will automatically default and the Next Approver box will be checked. Select Next Block. This will bring up a list of requisitions for which you are the next approver. (To see all requisitions you must eventually approve, uncheck the next approver box.)

From this screen, you can approve or disapprove a document. You can also choose to view details about the requisition and its approval history.

Once you have approved or disapproved a document, Banner will send a message to the requisition’s originator. If the requisition requires an additional approval, send an email to the next approver that tells them there is a requisition awaiting their approval. Again, most users will not access Banner on a daily basis and may not see Banner messages in a timely manner.
Tracking a Requisition

Document History Form - FOIDOCH

Users can view information for all procurement and payment documents associated with their requisition. The Document History form (FOIDOCH) summarizes this information and allows you to view additional information:

1. Navigate to FOIDOCH
2. In document type, enter ‘REQ’ for requisition.
3. In the document code field, enter your requisition number.
4. Select Next Block and information will be displayed.

This requisition has been approved and has a canceled PO, new PO and invoice processed against it.
5. To view additional information, place your cursor in the field containing the document you are interested in.

6. From the Options menu, select the appropriate option.

7. The status indicators will tell you whether a document is completed, approved, canceled, etc. The definitions of the various indicators can be viewed by choosing **View Status Indicators** from the Options menu.
Tracking a Requisition

Tracking Approvals – FOAAINP & FOIAPPH

You can view approval information on Document Approval form (FOAAINP) and Document Approval History (FOIAPPH). FOAAINP will show you all queues and approvers that must approve a specific document. FOIAPPH will show you who has actually approved the document.

1. Navigate to the Document Approval Form (FOAAINP).

2. Enter your document number and go to the next block.

Banner will display all the queues that still need to approve this document. This example shows that two levels of approval are required. Level 1 is the first level required. The Account Manager is the approver for level 1 and should approve the document first.

By selecting queue level two, you can now see that the vice president’s approval is also required for this requisition. Once a user has approved the document, their information will no longer appear on this form.
To see who has granted approvals to date, choose Approval History (FOIAPPH) from the Options menu.

This form will show you who has approved the document and when.
Tracking a Requisition

Requisition Query Form - FPIREQN

Once a requisition is completed, you cannot view it through FPAREQN. You must use the Requisition Query form (FPIREQN) to view requisition detail.

1. Navigate to FPIREQN.
2. Enter the requisition number. Select Next Block.
3. Banner will display the detailed information.

If you can’t remember your requisition number, click on the LOV arrow. This will take you to the Requisition Validation Form (FPIRQST). Banner will bring up a list of all requisitions.

1. Initiate a query by selecting the Query icon or selecting Enter from the Query menu.
2. Enter your query criteria. This example is searching on the Requestor Name.

3. Execute the query.

4. Banner retrieves of all requisitions entered by this requestor.

You can narrow your search by using a combination of fields on this form such as requestor, date and organization.
Helps

Computer Settings

Pop-up Blocker Settings
The Pop-up Blocker on your computer may interfere with the data extract function of Banner. To eliminate this problem, follow the steps below.

- Select the **Start** key at the bottom of your screen.
- Go to **Settings** and the **Control Panel**.
- From the Control Panel window, select the **Internet Options** icon.
- In the pop-up box, select the **Security** tab.
- On the Security Tab, select the **Trusted Sites** icon and then the **Sites** button.
- In the “**Add this Web site to the zone:**” field enter the address [http://banner.sulross.edu](http://banner.sulross.edu)
- Uncheck the box “Require server verification (https:) for all sites in this zone.”
- Click the **OK** button and return to the Security tab.
- One the **Security** tab, select the **Custom Level** button.
- Scroll down and find the “**Use Pop-up Blocker**” setting.
- Click on **Enable**.
- Select “**Low**” in the **Reset Custom Settings** field and click the **Reset** button and then the **OK** button.
- Click the final **OK** button.

Screen Size Adjustment
The screen size setting of your computer may not allow you to see an entire Banner form without scrolling from left to right. To eliminate this problem, follow the steps below.

- Go to the **Desktop** on your computer.
- Do a **right mouse click** and select **Properties** on the pop-up box.
- Select the **Settings** tab.
- Set the **Screen Resolution** slider to **1024 by 768 pixels**.
- Click **OK**

Banner Form Names
It can be helpful to have Banner Form Name Letters displayed on your Banner menus. To select this option, follow the steps below.

- In **Internet Native Banner**, navigate to the **General User Preferences Maintenance Form (GUAUPRF)**.
- Select the option “**Display Form Name on Menu.**”
- **Exit** Banner. When you sign on again, the form name letters will be displayed on your menus.
Standard Account Codes

Account codes can be searched for from many forms in Banner using the LOV key. Listed below are some of the most commonly used account codes. If you are uncertain about which code to use, contact the Purchasing Department for assistance.

- 7201 Membership Dues
- 7211 Awards
- 7249 Veterinary Services
- 7252 Lecturers Higher Education
- 7273 Reproduction and Printing Services
- 7281 Advertising Services
- 7291 Postal Services
- 7299 Purchased Contracted Services
- 7300 Consumables
- 7303 Subscriptions
- 7304 Fuels and Lubricants
- 7310 Chemicals and Gases
- 7312 Medical Supplies
- 7315 Food (cannot be used with State funds)
- 7334 Furnishings and Equipment
- 7367 Maintenance and Repair
- 7380 Computer Software
- 7382 Books and Reference Materials
- 7384 Animals
- 7393 Merchandise Purchased for Resale
- 7406 Rental of Furniture and Equipment
# Standard Clauses for Requisitions

Clauses can be added to a requisition through the Document Text feature of FPAREQN.

<table>
<thead>
<tr>
<th>Clause No.</th>
<th>Clause Name</th>
<th>Clause Text</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>Attachments to Requisition</td>
<td>Attachments to requisition sent via email, fax or campus mail.</td>
</tr>
<tr>
<td>002</td>
<td>Attachments for Vendor</td>
<td>Attachments for vendor sent via email, fax or campus mail.</td>
</tr>
<tr>
<td>003</td>
<td>Order Received</td>
<td>Order already received. Do not duplicate.</td>
</tr>
</tbody>
</table>
My Banner

For easier access, all users attending the online requisition training will have the forms copied into My Banner. You can add or delete forms by clicking on the Organize My Banner Form (GUAPMNU).

The following screen shots will show the standard location of the forms covered in this training.
Requisition Forms

Approval Forms

Document History Form
BANNER TOOLBAR ICONS

EQUIVALENT SHORT-CUT KEYS

<table>
<thead>
<tr>
<th>Command</th>
<th>Shortcut</th>
</tr>
</thead>
<tbody>
<tr>
<td>Save</td>
<td>F10</td>
</tr>
<tr>
<td>Rollback</td>
<td>Shift F7</td>
</tr>
<tr>
<td>Select</td>
<td>Shift F3</td>
</tr>
<tr>
<td>Insert Record</td>
<td>F6</td>
</tr>
<tr>
<td>Remove Record</td>
<td>F4</td>
</tr>
<tr>
<td>Previous Record (Up)</td>
<td>↑</td>
</tr>
<tr>
<td>Next Record (Down)</td>
<td>↓</td>
</tr>
<tr>
<td>Previous Block</td>
<td>Ctrl Page Up</td>
</tr>
<tr>
<td>Next Block</td>
<td>Ctrl Page Dn</td>
</tr>
<tr>
<td>Enter Query</td>
<td>F7</td>
</tr>
<tr>
<td>Execute Query</td>
<td>F8</td>
</tr>
<tr>
<td>Cancel Query</td>
<td>Ctrl Q</td>
</tr>
<tr>
<td>List of Values (LOV)</td>
<td>F9</td>
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