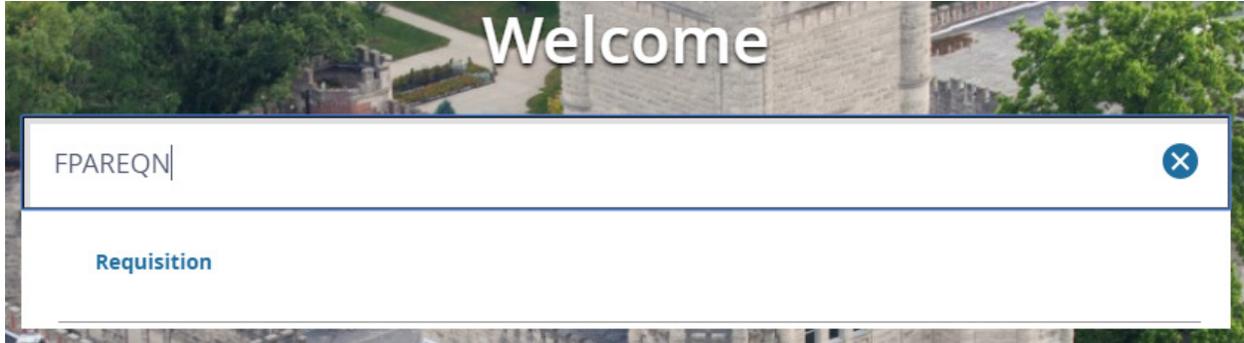


Entering a New Requisition in Banner 9

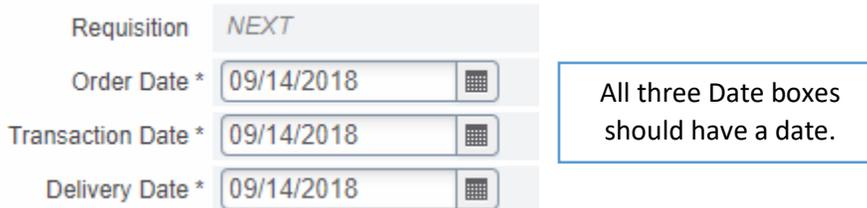
1. In the Search box type: FPAREQN



2. Press **ENTER** to go to a white screen that says Requisition with a small box.
3. Type NEXT in the small box and click the **Go** button on the right.



4. Press **Tab** twice to get to the Delivery Date box.
5. Type T in the box and then press **Tab** to auto-populate today's date.



6. Click the **Next Section** button located on the bottom left of your screen.



7. Enter the Organization number in the Organization box.

Organization * 131200 ... Procurement Disbursements Contract Svcs

8. Press **Tab** to get to the Ship To box.
9. Type EIU in the Ship To box and press **Tab**

Ship To * EIU ...

10. Type in the Room Number and the Building Name

Attention To *

11. Click the **Next Section** button located on the bottom left of your screen.

12. If you do not want to enter a vendor then skip to **Step 15**.

13. If you know the vendor's E# enter it into the Vendor text box and press tab.

- a. If the vendor's information does not populate, click the E# and then press tab

14. If you do not know the vendor's E# follow the directions below:

- a. Click the '...' button next to the Vendor text box.

Vendor ...

- b. Click the Entity Name/ID Search(FTIIDEN) button on the Option List pop up.

Option List [X]

[Entity Name/ID Search \(FTIIDEN\)](#)

[Vendor Maintenance \(FTMVEND\)](#)

Cancel

- c. Click **Advanced Filter**.

▼ DETAILS

Basic Filter Advanced Filter

- d. In the Last Name row, click the drop down arrow and change the field from **Equals** to **Contains**

Last Name Equals

- e. Type in as much of the name as you know in the text box and click **Go**.

- f. If you see the name you want, double click on the vendor number (it begins with an E) to take you back to the Vendor Information Screen. Press Tab until the vendor's information populates.

15. Click the **Next Section** button located at the bottom left of your screen to go to the **Commodity/Accounting** screen.

16. Press **Tab** to get under Description.

a. Examples of descriptions:

- i. Table, 30 x 30
- ii. Maintenance 7/1/18-6-30-19
- iii. Guest Speaker on 8/13/18

17. Type a brief description of the item(s) that are to be purchased.

18. Press **Tab** to get under **U/M** (Unit of Measurement) and type EA.

19. Press **Tab** to get under **Quantity** and type the quantity.

20. Press **Tab** to get under **Unit Price** and enter the unit price then press **Tab**.

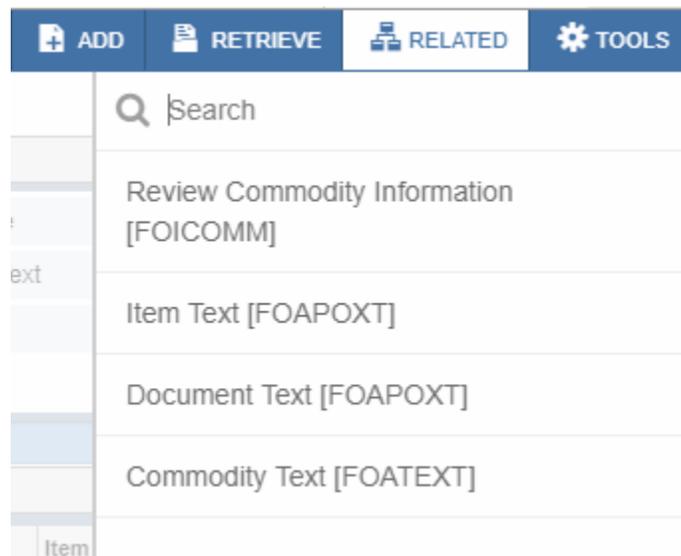
Item	Commodity	Description	U/M	Tax Group	Quantity	Unit Price
		Guest Speaker on 10/24/18	EA		1.00	500.0000

« 1 of 1 » 10 Per Page

Extended Amount	500.00	Tax	0.00
Discount	0.00	Commodity Total	500.00
Additional	0.00		

21. To enter document text, follow the directions below.

a. To enter document text (this is information you might want to type about the entire document) click the **Related** button at the top right of your screen.



b. Click **Document Text [FOAPOXT]**.

- c. Click the green **Go** button at the top right of your screen.
- d. Type the document text in the box under **Text**. If you need more lines press the down arrow on your keyboard to access another line.

Text
Document text is information that is about the
document in whole. This could be suggested
vendors, what the item is for, or any other
information you want the buyer to know.

- e. Once you are complete press **Save** at the bottom right of your screen.
- f. Click the **X** button at the top left of your screen next to Procurement Text Entry to return to your **Commodity/Accounting** screen.

22. To enter item text, follow the directions below.

- a. To enter item text (this is information you might want to type about the specific item) click the **Related** button at the top right of your screen.

The screenshot shows a software interface with a top navigation bar containing four buttons: ADD, RETRIEVE, RELATED, and TOOLS. The 'RELATED' button is highlighted, and a dropdown menu is open below it. The menu contains a search bar with a magnifying glass icon and the text 'Search'. Below the search bar are five menu items: 'Review Commodity Information [FOICOMM]', 'Item Text [FOAPOXT]', 'Document Text [FOAPOXT]', and 'Commodity Text [FOATEXT]'. The 'Item Text [FOAPOXT]' option is highlighted with a blue background. To the left of the menu, a partial view of another menu is visible with the word 'Item' at the bottom.

- b. Click **Item Text [FOAPOXT]**.
- c. Click the green **Go** button at the top right of your screen.

- d. Type the item text in the box under **Text**. If you need more lines press the down arrow on your keyboard to access another line.

Text
Item text is information about the specific item.
This could be a part number, information
about an event, or any information about the
item to be purchased.
(If there are multiple line items, you can do item
text for each line item)

- e. Once you are complete press **Save** at the bottom right of your screen.
- f. Click the **X** button at the top left of your screen next to Procurement Text Entry to return to your **Commodity/Accounting** screen.

- 23. Click **Next Section** to access the Accounting section.
- 24. Press **Tab** to get under the Index box.
- 25. Type your Index number in this box (usually the same as Org).
- 26. Press **Tab** 3 times to get under the **Acct** box.
- 27. Type your account code here.
- 28. Click the box under **USD** and enter the amount you want to be paid from that Org then press **Tab**.

ACCOUNTING						
Sequence	COA	Year	Index	Fund	Orgn	Acct
1	E	19	131200	110020	131200	71289

of 1 | Per Page

Extended Amount	<input type="text" value=""/>	<input type="text" value="500.00"/>
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- 29. To add another sequence click the **Insert** button.

Insert	Delete	Copy	Filter
NSF Override		NSF Suspend	

- 30. Repeat **Steps 25** through **Steps 28**.
- 31. Click **Next Section** to get to the **Balancing/Completion** screen.

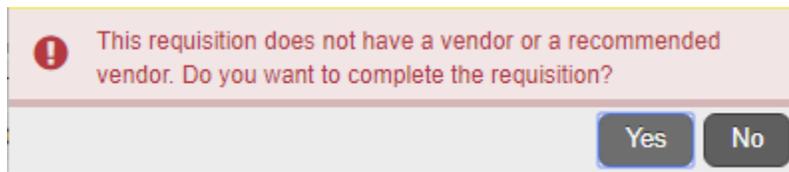
32. Make sure you see Balance three times.

AMOUNTS					Insert	Delete
	Input	Commodity	Accounting	Status		
Approved Amount	500.00	500.00	500.00	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

33. Click **Complete** located in the bottom left of your screen.

34. If you do not have a vendor selected for the requisition, this will appear at the top right. Click **YES** if you want to complete the requisition without a vendor.



35. You are now back at the black screen to begin a new requisition. Start at **Step 3** above to begin another requisition.

If you have any questions or comments on how to make these directions better, please contact Justin Richardson in Purchasing at jdrichardson@eiu.edu.