

How to process a purchase requisition

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How to process a purchase requisition



Overview

Notes on requisitions

Requisitions should be created to place the initial order with the vendor. Upon receipt of the requisition, Purchasing will have the opportunity to suggest alternative vendors or negotiate a better price. Purchasing via a purchase order will officially inform the vendor.

Requisitions should not be entered after the fact with invoices on hand. However, if this should occur, a purchase requisition must still be processed indicating in the **Document Text** or **Comment** field that the invoice is on hand.

All invoices must be sent directly to Accounts Payable by the vendor. In exceptional cases, when the end user has the invoice, the P.O. number must be quoted on the invoice before sending it to Accounts Payable.

Before you start

Before you proceed you must have:

- The vendor ID or name.



Should the vendor not exist in Banner, you must request that the vendor be added by filling out a form found at:

<http://www.mcgill.ca/accounting/forms/reqvendor>.

- The FOAPAL
- The address where you would like the goods delivered
- The description of the goods, the quantity and estimated price

Process

You will need to:

- Open the Requisition form (FPAREQN) and create a new document.
- Add a delivery date and a message to Purchasing.
- Add the vendor's information on the **Vendor Information** tab.
- Add a commodity description on the **Commodity/Accounting** tab.
- Add the unit, the quantity and the price of the commodities.
- Add more items (optional).
- Add a FOAPAL
- Add another FOAPAL (optional), if you want to use multiple FOAPALs to pay for the purchase, and assign share of payment to each one.
- Save the transaction for future update or complete it.



Procedures

Creating a purchase requisition

- 1 To open the form and create a new purchase requisition:
 - a Enter 'FPAREQN' in the **Go To...** field, or select it from the **Finance FastTrack** menu to display the initial FPAREQN key block.

- b Enter 'NEXT' in **Requisition** and click the **Next Block** icon  (or Ctrl-Page Down) to display the rest of the key block, as well as the **Requestor/Delivery** tab.

Requisition: NEXT

Order Date: 20-OCT-2006 Transaction Date: 20-OCT-2006 In Suspense

Delivery Date: Comments: Document Text

Commodity Total: .00 Accounting Total: .00 Document Level Accounting

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

Requestor: Paris Hilton COA: 1 McGill University

Organization: 00526 IST Customer Services Email: paris.hilton@mcgill.ca

Phone: 514 3983398 Extension: Fax: 514 3987334 Extension:

Ship To: 101043

Street Line 1: McGill University

Street Line 2: Rm 112 Burnside Hall

Street Line 3: 805 Sherbrooke St. West

Building: Floor:

City: Montreal

State or Province: QC Zip or Postal Code: H3A 2K6

Nation: Canada

Telephone: Extension:

Contact: Rm 112 Burnside Hall

Attention To: Rm 112 Burnside Hall



In the **Request/Delivery Information** tab, the **Requestor** and **Ship To** information is automatically populated, based on the UserID. To change the **Ship-To** address for that requisition, click and select a room in the list.

The Ship-To address for future requisitions can be changed by filling in an online form at http://www.mcgill.ca/accounting/forms/ship_to/.

Delivery date and message to Purchasing

Your cursor is still in the key block.

- 2 To add a delivery date and send a message to Purchasing:
 - a <Tab> to the **Delivery Date** field.
 - b Click on the **Calendar** icon  and select a date greater than the order date.
 - a <Tab> to **Comments** and enter up to 30 characters for special instructions you may want to send to Purchasing (optional).
 - b If you need to add more text to your message to Purchasing, select the **Options > Document Text** menu option and enter more text.

Adding vendor information

- 3 To add the vendor's information:
 - a Click on the **Vendor Information** tab.

Requestor/Delivery Information	Vendor Information	Commodity/Accounting	Balancing/Completion
Vendor:	<input type="text" value=""/> <input type="text" value=""/>		
Address Type:	<input type="text" value=""/>	Sequence:	<input type="text" value=""/>
Street Line 1:	<input type="text" value=""/>		
Street Line 2:	<input type="text" value=""/>		
Street Line 3:	<input type="text" value=""/>		
City:	<input type="text" value=""/>		
State or Province:	<input type="text" value=""/>	Zip or Postal Code:	<input type="text" value=""/>
Phone:	<input type="text" value=""/>	Extension:	<input type="text" value=""/>
Fax:	<input type="text" value=""/>	Extension:	<input type="text" value=""/>
Contact:	<input type="text" value=""/>		
Email:	<input type="text" value=""/>		
Discount:	<input type="text" value=""/>		
Tax Group:	MCGQ <input type="text" value=""/>	McGill purchase - GST and QST	
Currency:	<input type="text" value=""/>		

Your cursor is now in the **Vendor** field.

Procedures



- b To find the vendor's name:
- Click on beside **Vendor**.
 - Click **Entity Name/ID Search (FTIIDEN)** to display the query form.
 - <Tab> to the **Last Name** field and search for the vendor name using the wild card symbol %. For example, %Chemical%. Remember, Banner is case-sensitive.

ID Number	Last Name	First Name	Middle Name	Entity Ind	Change Ind	V	F	A	G	P	Type
	%Chemical%										

- Execute Query  (F8).
- Double-click on the selected vendor to return the information into the **Vendor Information** tab.

Here's what the **Vendor Information** might look like at this point:

Requestor/Delivery Information	Vendor Information	Commodity/Accounting	Balancing/Completion
Vendor:	147000979	Cayman Chemical Co.	
Address Type:	BU	Sequence:	1
Street Line 1:	690 Kms Place		
Street Line 2:			
Street Line 3:			
City:	Ann Arbor		
State or Province:	MI	Zip or Postal Code:	48108
Nation:	USA		
Phone:	734 3649897	Extension:	
Fax:	313 6626896	Extension:	
Contact:			
Email:			
Discount:	30	Net 30 jours/days	
Tax Group:	MCGQ	McGill purchase - GST and QST	
Currency:	USD	United States dollar - Surcharge	



Adding a commodity description

- 4 To add the commodity description:
 - a Click on the **Commodity/Accounting** tab.

The cursor is now in the **Commodity** field (in the first untitled block)

Requestor/Delivery Information		Vendor Information		Commodity/Accounting		Balancing/Completion			
Item	of	U/M	Tax Group	Quantity	Unit Price	=	Extended:		
	0				X		.00		
Commodity		Description					Discount:		
							.00		
							Additional:		
							.00		
							Tax:		
							.00		
							Commodity Line Total:		
							.00		
							Document Commodity Total:		
FOAPAL		Remaining Commodity Amount:				<input type="checkbox"/> NSF Override % USD <input type="checkbox"/> NSF Suspend Extended:			
COA Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Discount:
									Additional:
									Tax:
									FOAPAL Line Total:
									Document Accounting Total:

- b <Tab> to **Description** and enter a maximum 50-character description of what you are purchasing, such as 'test tubes'.
- c To add more text to your commodity description, select the **Options > Item Text** menu option to display the FOAPOXT form.

Procurement Text Entry FOAPOXT 7.0 (BANUP7A)			
Text Type:	REQ	Code:	R0093863
Vendor:	147000979	Cayman Chemical Co.	
Commodity Description:	laughing gas		
Modify Clause:		<input type="checkbox"/> Copy Commodity Text	Default Increment:
Text	Clause Number	Print	Line
Model #24-43		<input checked="" type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	



Adding unit, quantity, and price

- 5 To add the unit, the quantity and the price of the commodities, <Tab> to each these fields and enter the following:
 - **U/M**: Click on and choose the unit of measure that best fits the item
 - **Quantity**: number of units you are purchasing
 - **Unit Price**: estimated price of the commodity per unit before taxes
- d <Tab> to the **Extended** field to see the calculation from your entries.
- e Add additional charges (such as shipping and handling costs) in the **Additional** field.

Here's what the block might look like at this point:

Delivery Information		Vendor Information		Commodity/Accounting		Balancing/Completion						
of	0	U/M	CON	Tax Group	MCGQ	Quantity	5 X	Unit Price	800	=	Extended:	4,000.00
Commodity	Description									Discount:	.00	
<input type="button" value="v"/>	<input type="button" value="v"/>									Additional:	.00	
	laughing gas									Tax:	601.00	
										Commodity Line Total:	4,601.00	
										Document Commodity Total:		

Adding more items

- 6 If you are purchasing more than one item:
 - a Press the down arrow key to insert a record.
 - b Repeat steps 4 (starting in the **Description** field) and step 5.

Here's what the block might look like after you add another item:

Delivery Information		Vendor Information		Commodity/Accounting		Balancing/Completion						
of	2	U/M	BOX	Tax Group	MCGQ	Quantity	4 X	Unit Price	700	=	Extended:	2,800.00
Commodity	Description									Discount:	.00	
<input type="button" value="v"/>	<input type="button" value="v"/>									Additional:	.00	
	laughing gas									Tax:	420.70	
	Test tubes									Commodity Line Total:	3,220.70	
										Document Commodity Total:	7,821.70	

- c When finished, Next Block (to the second untitled block, on the **Commodity/Accounting** tab).



Adding one or more FOAPALS

7 To add a FOAPAL:

d <Tab> to each of these fields and enter the following information.

Note

As you <Tab> through fields, values automatically default into **COA**, **Orgn**, **Prog**, **Actv** and **Locn**. Leave these defaults unchanged.

- **Fund**: the Fund code to be debited
- **Acct**: the Account code to charge.

If you need to query for the Account code, click the beside **Acct** to display the FTVACCT query form. Enter 7% in the **Account Code** field and 'Y' in the **Data Entry** field, like the one shown below.

Chart of Accounts	Account Code	Title	Type	Data Entry	Account Class
	7%			Y	

Execute query (F8). From the resulting list, double-click on the desired Account Code to bring it back into the FPAREQN form.

FOAPAL of Remaining Commodity Amount: NSF Override NSF Suspense

COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Extende	Discour	Addition	Tax:	FOAPAL Lin	Document Accounting
1			153900	00043	700001	3300	000000	000000							

e If you are adding a second FOAPAL, go to the next step.

If not, <Tab> to the **Document Accounting Total** field and the total is displayed.



- 8 If you want to add a second FOAPAL to pay for the purchase, and assign a share of the payment to each FOAPAL:
- a <Tab> to the **Extended** field.
 - b Indicate how to split the total amount (by percent, or by dollar value).
 - To split by percent, click the **%** box beside **Extended**, then enter the percent, such as 40, in **Extended** text box.

	<input type="checkbox"/>	<input type="checkbox"/>	USD
Extended:	<input checked="" type="checkbox"/>	<input type="text" value="40"/>	

- To split by dollar amount, simply enter the amount in the **Extended** text box.

	<input type="checkbox"/>	<input type="checkbox"/>	USD
Extended:	<input type="checkbox"/>	<input type="text" value="66.95"/>	

- c Add another FOAPAL:
 - <Tab> to the beginning of the FOAPAL string.
 - Insert a record (down arrow key).
 - Repeat step 7 to add the second FOAPAL.
- d If this is the last FOAPAL, the balance for that FOAPAL will be calculated automatically. Simply tab through all the fields to the Document Accounting Total field without putting any amounts in.

Procedures



Completing the transaction

- 9 To save the transaction for future update or complete it:
 - a Click the **Balancing/Completion** tab.

Requisition Entry: Balancing/Completion FPAREQN 7.2 (BANUP7B)

Requisition: R0123244
Order Date: 20-OCT-2006
Delivery Date: 20-NOV-2006
Commodity Total: 7,821.70

Transaction Date: 20-OCT-2006
Comments: Faxing quotation for
Accounting Total: 7,821.70

In Suspense
 Document Text
 Document Level A

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

Vendor: 147000979 Cayman Chemical Co. **Requestor:** Paris Hilton
COA: 1 McGill University
Organization: 00526 IST Customer Services
Currency: USD United States dollar - Surcharge
Exchange Rate: .88 **Commodity Record Count:** 2
Input Amount: 7821.70 **Converted Amount:** 8888.29

	Input	Commodity	Accounting	Sta
Approved Amount:	6,800.00	6,800.00	6,800.00	BALANC
Discount Amount:	.00	.00	.00	BALANC
Additional Amount:	.00	.00	.00	BALANC
Tax Amount:	1,021.70	1,021.70	1,021.70	BALANC

- b If you are finished with the requisition, click the **Complete** icon  .
Otherwise, click **In Process**  to be able to complete the requisition at a later date.

Note

Remember to write down your requisition number.