# How to Create a Purchase Requisition

1. Select the form **FPAREQN** from the **Finance Fast Track Menu** on the Main Menu or type **FPAREQN** in the **Direct Access** field and hit **Enter**.

2. Enter **Next** in the field marked **Requisition**

3. Click the **Next Block** icon  or use **Ctrl-Page Down** if you prefer using your keyboard.

4. Hit the **Tab** key twice so that your cursor is in the **Delivery Date** field. Enter a date greater than the **Order Date**.

5. Hit the **Tab** key so that your cursor is in the **Comments** field. This field is for special instructions you might want to give the **Purchasing Department**. The field may be left blank.

6. Click the **Next Block** icon  or use **Ctrl-Page Down** if you prefer using you keyboard.

7. Your cursor is now in the **Vendor** field. Click the **Flashlight** icon  beside the **Vendor** field.

8. Click on **Entity Name/ID Search (FTIIDEN).**

9. Hit the **Tab** key so that you are in the **Last Name** field. Perform a search on your **vendor name** using the wild card symbol **%**. Remember, Banner is **Case Sensitive**. (*Example: %Cayman%*)

10. Hit the **F8** key or use the **Execute Query** icon .

11. **Highlight** your vendor and **double click** with your mouse. This will bring you back to the original form.

12. Click the **Next Block** icon  or use **Ctrl-Page Down** if you prefer using your keyboard.

13. Your cursor is now in the **Comm** field. Hit the **Tab** key so that your cursor is in the **Desc** field. This is where you type what it is you are buying. (*Example: Test Tubes*).

14. Hit the **Tab** key. Your cursor will move **UP** to the **U/M** field. Click on the **Flashlight** icon  and choose the unit of measure that best fits what you are buying.

15. Hit the **Tab** key twice so that you are in the **Quantity** field. Enter the number of units you are purchasing.

16. Hit the **Tab** key and enter the **Unit Price** of the item. This is the price before taxes.

17. **Tab** through the **Ext.Cost** fields. If you have **Additional Charges** (such as shipping and handling costs), you may enter them in the **Addtl.** field.

18. If you are purchasing more than one item, hit the **Down Arrow Key** on you keyboard and follow steps 13 to 17.

19. Click the **Next Block** icon  or use **Ctrl-Page Down** if you prefer using your keyboard.

20. Hit the **Tab** key twice so that you are in the **Fund** field. Enter your fund number and hit the **Tab** key twice. **PLEASE REMEMBER TO RESPECT THE DEFAULTS**.

21. If you know the **Account** code you are charging enter the number in the **Account** code field and skip to step #27. If you don't know the Account code, hit the **Flashlight** icon  and follow steps #22 to #26.

22. Hit the **F7** key or use the **Enter Query** icon .

23. Hit the **Tab** key so that your cursor is in the **Account Code** field.

24. Type **7%** and hit the **Tab** key **3 times** so you are in the **Data Entry Field**, type **Y**.

25. Hit the **F8** key or use the **Execute Query** icon .

26. Scroll through until you find your **Account code**. Double click on your choice. You will be brought back to the original form and your field will be populated.

27. If you are only charging one **FOAPAL**, hit the **Tab** key through to the **Doccument Acctg Total** and go to step #31. If you are charging more than one FOAPAL, follow steps #28 to #31.

28. Hit the Tab key until you are at the **Ext**. field. You can either choose to separate the amount by percent, or by dollar amount. If you choose percent, click the **little box** beside the word **Ext**. and put the percent (*Example: 40*) in the **Ext**. field.



If you choose dollar amount, put the amount in the **Ext**. field.

If this is the last **FOAPAL** you are charging simply **Tab** through all the fields without putting any amounts in.

29. Hit the **Tab** key until you are at the beginning of the **FOAPAL** string. Hit the **Down Arrow Key** on your keyboard and go back to step #20.

30. Click on the **Next Bloc** icon  or use **Ctrl-Page Down** if you prefer using your keyboard.

31. Click on the **Complete** button – if you are finished the **Requisition** or the **In Process** button – if you want to come back to the **Requisition** at a later date.

## REMEMBER TO WRITE DOWN YOUR REQUISITION NUMBER!!!

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For **MORE INFORMATION** on this form see the Form Documentation