

How to view a purchase requisition

The FPIREQN form	1
Field definitions	2
Document Information Window	3
Field definitions	4
Vendor Information Window	6
Field Definitions	7
Commodity/Accounting Information Window	8
Field Definitions	9
How to view a purchase requisition	12

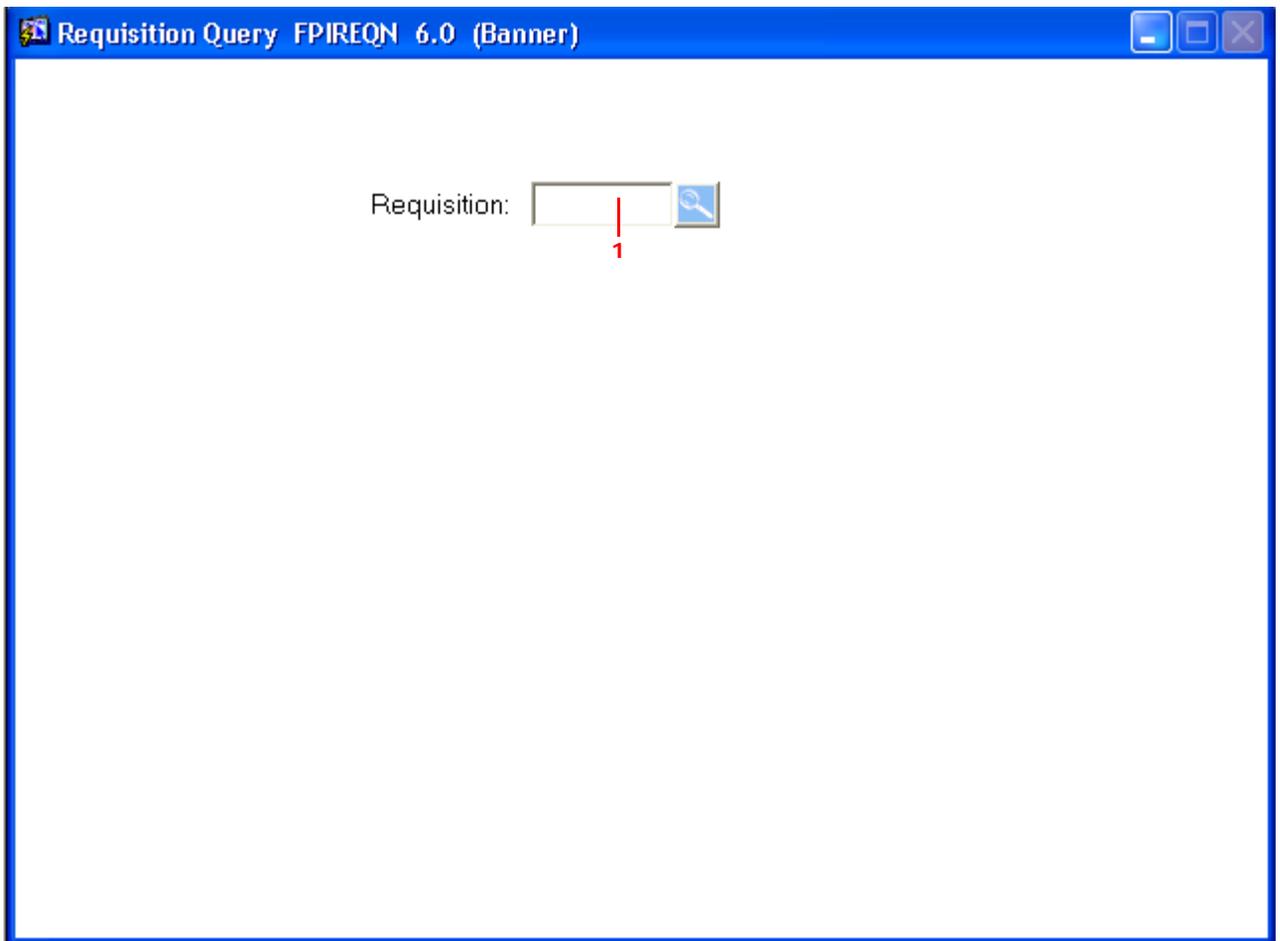


How to view a purchase requisition



The FPIREQN form

Use the **FPIREQN** form to display completed, approved, closed, cancelled, or in process purchase requisitions. This form is query only and all fields are protected against update.





Field definitions

	Item	Description
1	Requisition (Required)	The Requisition Number.

How to view a purchase requisition



Document Information Window

This window displays information about the creation and status of the requisition.

Requisition Inquiry: Document Information FPIREQN 6.0 (Banner)

Requisition: 1

Order Date: 2

Delivery Date: 4

Commodity Total: 6

Trans Date: 3

Comments: 5

Accounting Total: 7

8 In Suspense

9 Document Text

Complete: 10

Approved: 11

Print Date: 12

Cancel Date: 13

Closed Date: 14

Activity Date: 15

User ID: 16

Cancel Reason: 17

Document Type: 18

NSF Checking: 19

Deferred Editing: 20

Requisition Copied From: 21

Origin: 22

Reference Number: 23



Field definitions

	Item	Description
1	Requisition	The Requisition Number.
2	Order Date	Date the requisition was entered.
3	Trans Date	Transaction date. The date on which the requisition will affect the accounting system.
4	Delivery Date	The approximate date the commodities are to be delivered.
5	Comments	This field is populated with specific instructions to the Purchasing department.
6	Commodity Total	Total cost of the commodities on the purchase order.
7	Accounting Total	Total amount of all accounting distributions (FOAPAL) entered on the document.
8	In Suspense	Checkbox indicates whether the user wants to suspend this requisition. Checked - Requisition has been suspended. Unchecked - Requisition is active.
9	Document Text	Checkbox indicates whether text exists for this requisition. Checked - Text exists. Unchecked - Text does not exist.
10	Complete	Checkbox indicates whether the requisition is complete. Check - Requisition is complete. Unchecked - Requisition is incomplete.
11	Approved	Checkbox indicates whether the requisition is approved. Checked - Requisition is approved. Unchecked - Requisition is not approved.
12	Print Date	Date the requisition was printed.
13	Cancel Date	Date the requisition was cancelled.

How to view a purchase requisition



	Item	Description
14	Closed Date	Date the requisition was closed.
15	Activity Date	Date the requisition was created or last updated.
16	User ID	ID number of the user who created the requisition.
17	Cancel Reason	Code and description of the reason the requisition was cancelled.
18	Document Type	Indicates the requisition type. S - Stores (store requisition). P - Procurement (procurement requisition).
19	NSF Checking	Checkbox indicates whether the non-sufficient funds checking feature has been activated for this requisition. Checked - NSF checking feature is active. Unchecked - NSF checking feature is inactive.
20	Deferred Editing	Checkbox indicates whether the deferred editing feature has been activated for this requisition. Checked - Deferred editing feature is active. Unchecked - Deferred editing feature is inactive.
21	Requisition Copied From	Code representing the original requisition from which the information was copied.
22	Origin	Indicates if the requisition was created using the Banner Client or Minerva Web. Banner - The requisition was created using the Banner Client. Self Service - The requisition was created using the Minerva Web application.
23	Reference Number	Not used.

How to view a purchase requisition



Vendor Information Window

This window displays the default purchasing address code and sequence for the vendor maintenance form.

Requisition Inquiry: Vendor FPIREQN 6.0 (BANTRAIN)

Requisition:

Order Date: Trans Date: In Suspense

Delivery Date: Comments: Document Text

Commodity Total: Accounting Total:

Vendor: **1**

Address Code: **2** Seq#: **3**

Address: **4** Phone: **5** Ext: **6**

Fax: **7** Ext: **8**

Contact: **9** Email: **10**

Discount: **11**

Tax Group: **12**

Currency: **13**



Field Definitions

	Item	Description
1	Vendor	Code and name of the vendor supplying the commodities or service.
2	Address Code	Code representing the vendor address type.
3	Seq. #	Account type sequence number.
4	Address	Street address of vendor.
5	Phone	Area code and phone number of the vendor.
6	Ext	Phone extension of the vendor.
7	Fax	Fax number of the vendor.
8	Ext	Fax number extension of the vendor.
9	Contact	Vendor contact person.
10	Email	Contact person's email address.
11	Discount	Code representing the discount terms established for this vendor.
12	Tax Group	Code and title of the group of the group of tax rates that should be applied.
13	Currency	Code and description of the currency used to pay the invoice if the vendor uses a foreign currency.

How to view a purchase requisition



Commodity/Accounting Information Window

This window displays descriptive and quantitative information about the requested commodity.

Scroll to right to view fields captured below

Acct	Prog	Actv	Locn	Proj
		30	31	32



Field Definitions

	Item	Description
1	Doc Acctg	Checkbox indicates whether the user wants to assign accounting distributions to the requisition in total rather than to individual commodities.
2	Item	Indicates which item the user is working on.
3	Of	Indicates how many items this requisition has in total.
4	Comm	Not used at McGill.
5	Desc	Written description of the commodity.
6	Comm text	Not used at McGill.
7	Closed	Indicates whether the commodity is closed or not. Check - Commodity is closed. Unchecked - Commodity is open.
8	Item Text	Checkbox indicates whether any item text exists. Checked - Item text exist. Unchecked - Item text does not exist.
9	Suspense	Checkbox indicates whether the user wants to automatically distribute any commodity amounts that have been entered on the document since the last accounting update. Checked - Distribute commodity amounts. Unchecked - Do not distribute commodity amounts.
10	U/M	Unit of measure for the commodity (Example: EA represents each).
11	Tax Grp	Code and title of the group of tax rates that should be applied to the request.
12	Qty	The commodity quantity. Calculates with the Unit Price field to establish the extended cost.
13	Unit Price	The estimated price of the commodity per unit. Calculates with the Quantity field to establish the extended cost.

How to view a purchase requisition



	Item	Description
14	Ext. cost	Extended cost. Total extended cost of the commodity based on the quantity times unit price.
15	Disc	Dollar amount of discount terms established with the vendor to be deducted from the total extended cost of the requisition.
16	Addtl	Additional amount added to the total extended cost of the requisition to allow for surplus charges. (Example: shipping charges).
17	Tax	Tax amount based on terms established by the vendor's tax group.
18	Comm Line Total	Total amount of the current commodity record calculated as Extended Cost less Discount Amount plus Additional Amount plus Tax Amount .
19	Doc Comm Total	Total amount of all commodities entered on the document.
20	FOAPAL	Indicates which FOAPAL you are accessing.
21	Of	Number of FOAPALs being charged.
22	Suspense	Checkbox indicates whether this FOAPAL distribution is in suspense. Checked - In suspense Unchecked - Active
23	C	Code representing the Chart of Accounts responsible for payment of the invoice.
24	Yr	Fiscal Year code.
25	Index	Not used at McGill.
26	Fund	Indicates the source of money and how it must be used.
27	Orgn	Departmental entities or budgetary units within the University.
28	Acct	Describes the nature of expenditure.
29	Prog	Functional reporting classifications for tracking use of funds.
30	Actv	Activity code. A free form (user defined) element to be used for independent reporting needs.
31	Locn	Location code. Identifies the physical location of financial activity and fixed assets.

How to view a purchase requisition



	Item	Description
32	Proj	Not used at McGill.
33	NSF Override	Indicates whether the user wants to deactivate the non-sufficient funds checking feature.
34	NSF Suspense	Indicates whether Non-sufficient funds checking has been suspended. N - Suspended. A - Active.
35	Ext%	Checkbox indicates if the user wants to calculate a dollar amount of extended costs based on a percentage. Checked - Calculate extended costs based on a percentage. Unchecked - Calculate extended costs based on a dollar amount.
36	Disc%	Checkbox indicates if the user wants to calculate a dollar amount of discounts based on the percentage. Checked - Calculate discounts based on the percentage. Unchecked - Calculate discounts based on a dollar amount.
37	Addtl%	Checkbox indicates if the user wants to calculate a dollar amount of additional charges based on a percentage. Checked - Calculate additional charges based on a percentage. Unchecked - Calculate additional charges based on a dollar amount.
38	Tax%	Checkbox indicates if the user wants to calculate a dollar amount of taxes based on a percentage. Checked - Calculate taxes based on a percentage. Unchecked - Calculate taxes based on a dollar amount.
39	FOAPAL Line Total	Total amount of the current FOAPAL line record (Accounting distribution) calculated as Extended Cost less Discount Amount plus Additional Amount plus Tax Amount .
40	Document Acctg Total	Total amount of all accounting distributions (FOAPALs) entered on the document.



How to view a purchase requisition

Before you start

The Requisition Query Form is used to display purchase requisitions. All information attached to the requisition defaults into the various fields and windows on this form. Additional navigational options in each window enable you to view related information.

Before you proceed, you must have the requisition number you wish to query.

Viewing a Purchase Requisition

How to view a purchase requisition:

- 1 Select the **FPIREQN** form from the Finance Fast Track Menu or the **Main Menu** or type **FPAREQN** in the **GO** field and hit Enter.
- 2 Your cursor will be in the **Requisition** field. Enter your requisition number.
- 3 Click the Next Block icon  or use Ctrl-Page Down if you prefer to use your keyboard to view the purchase requisition.