

BANNER REQUISITIONS

Quick Reference Guide

BANNER 9 - REGULAR ORDER

- Go to banner.rowan.edu.
- Login with your Rowan University Network **Username** and **Password**.
- **Login** to Banner 9 Administrative Pages.
- Enter FPAREQN or Requisition into the Search field (or select from My Banner shortcut).
- Type the word NEXT in **Requisition** field.
- Select green **Go** button.
- **Order** and **Transaction Dates** are already populated.
- Enter **Delivery Date**.
- Enter **Comments** if needed.
- Select **Next Section** button on bottom left-hand side.
- Enter **Requestor/Delivery Information**.
 - Enter **Organization**.
 - Enter **Requestor Email and Phone**.
 - Enter **Ship To** code (Use **Ship To Lookup** if needed).
 - Enter **Attention to**.
- Select **Next Section** button on bottom left-hand side.
- Enter **Document Text** (as needed).
 - Select **Related** from the **Menu Bar**.
 - Select **Document Text (FOAPOXT)**.
 - Select green **Go** button.
 - Enter document text, then down arrow to add more lines or delete button to delete any lines.
 - Select **Save** and **Close**.
- Enter **Vendor ID** if you know it and tab to populate the fields or
- Use **Vendor Lookup** if you do not know it.
 - In the popup dialog box (**Option List**), choose **Entity Name/ID Search (FTIIDEN)**.
 - In the **FTIIDEN** form, select the drop down filter – **Add Another Field**.
 - Select **Last Name**.
 - Select filtering option (ie., **Contains**).
 - Type in the part of the Vendor Name.
 - Select **Go**.
 - Select correct Vendor from the list by double clicking on the vendor **ID**.
- If Vendor address is not correct, go to **Address Type Lookup** to view then select the correct vendor type and address.
- Select **Next Section** button on bottom left-hand side.
- Enter **Commodity Code** (find list of **Commodity Codes** at rowan.edu/purchasing under **How to Purchase Goods or Services** link).
 - Enter **Commodity Description, Unit of Measure (U/M), Quantity** and **Unit Price**.
 - Tab until you get back to the Description Field.
 - To add additional items, use down arrow on keyboard.
- Enter **Item Text** (Optional).
 - Select **Related** from the **Menu Bar**.
 - Select **Item Text (FOAPOXT)**.
 - Select green **Go** button.
 - Enter item text, then down arrow to add more lines or delete button to delete any lines.
 - Select **Save** and **Close**.
- Select **Next Section** button on bottom left-hand side.
- Enter Accounting Information.
 - **COA** and **FY** are prefilled.
 - Enter **FOAPAL**:
 - **Fund**
 - **Organization**
 - **Account**
 - **Program**
 - If charging to multiple **FOAPALS**, place cursor in **COA** field and hit down arrow to enter another accounting line.
 - Enter additional **FOAPAL** information.
 - Select the check box for **% Extended Amount** and type the percentage under the **USD Extended Amount** for each.
 - Tab around until you get to first field under **USD** column to auto calculate.
- Select **Save** then **Next Section**.
- Make sure **Status** reads **BALANCED** (or make corrections).
- Select **Complete** to complete or **In Process** to save as an incomplete requisition.

BANNER 9 - STANDING ORDER

Enter Requisition same as Regular Order EXCEPT:

- Enter **Comments** and **Document Text**: *SO for Standing Order*
- Select **Unit of Measure (U/M)**: *Lot or Each*
- Enter **Quantity**: *1*