Alcorn State University

BANNER 9

On-Line Requisition Training Manual

Alcorn
State University
someone@example.com
Password
Sign in

Sign in with your organizational account

Purchasing Department

Phone: 601-877-6154

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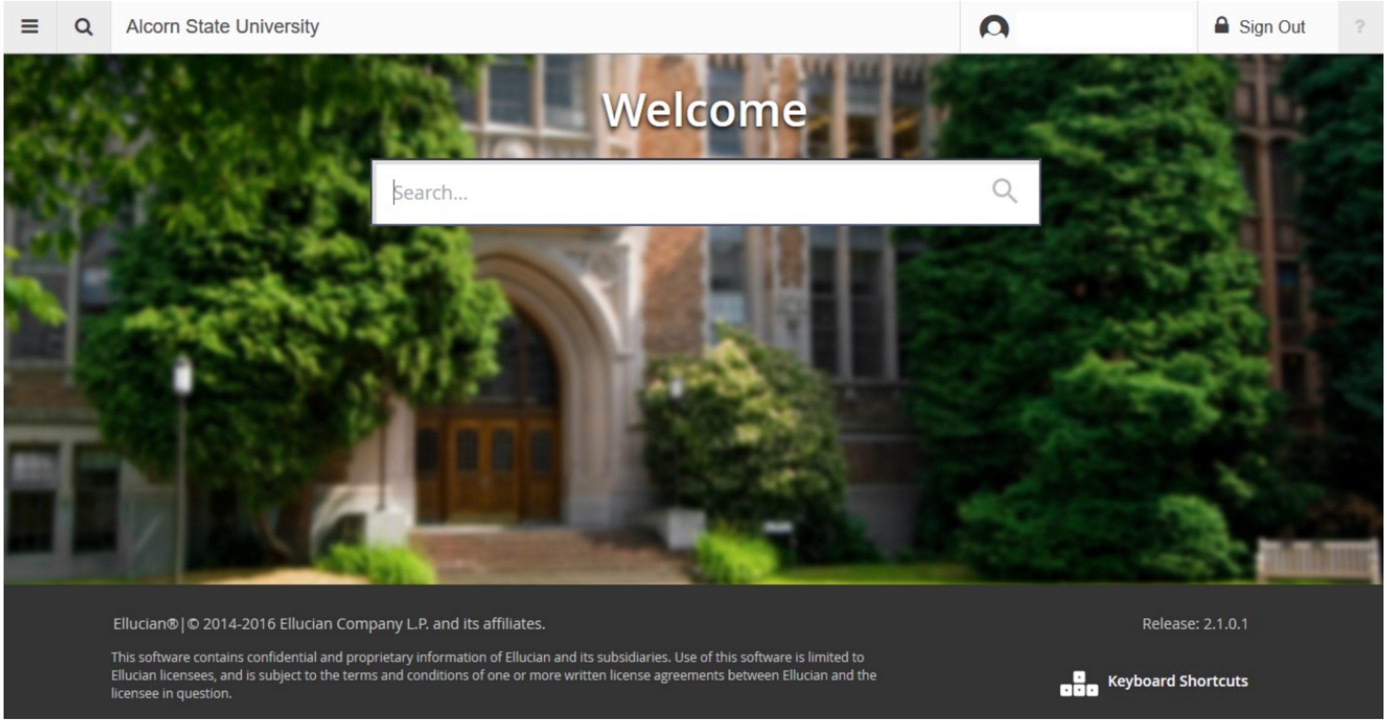
Alcorn State University
Sign Out
Welcome
Search...
Release: 2.1.0.1
Keyboard Shortcuts

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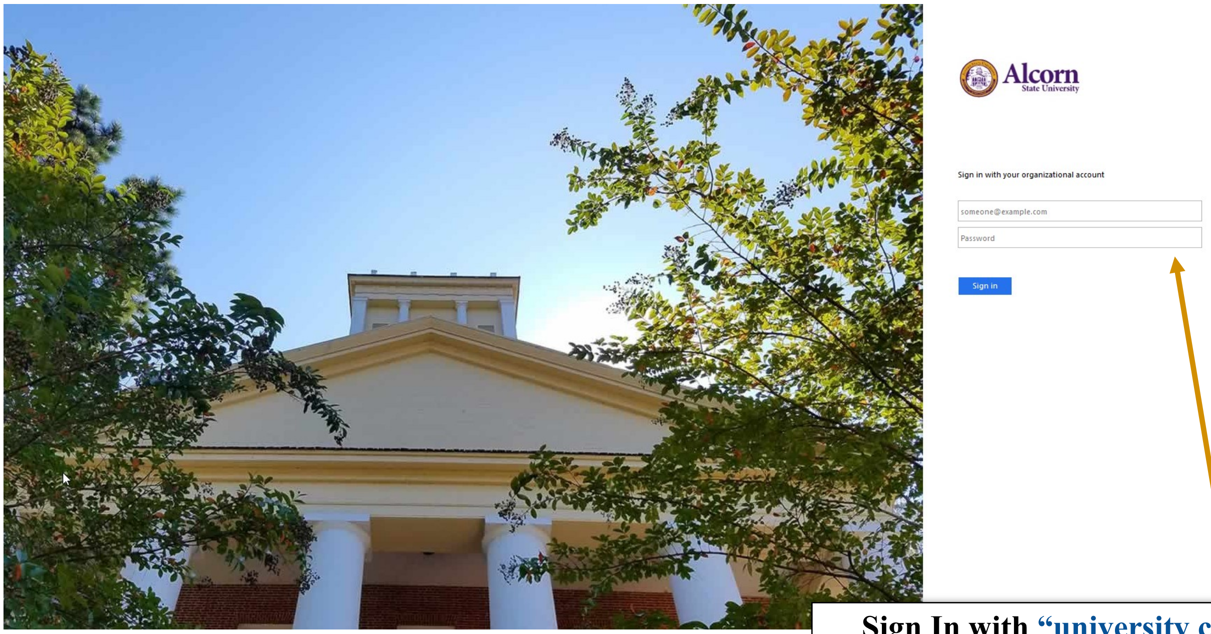
Open your Internet browser, and key in the following URL in the address window. www.alcorn.edu/Banner.

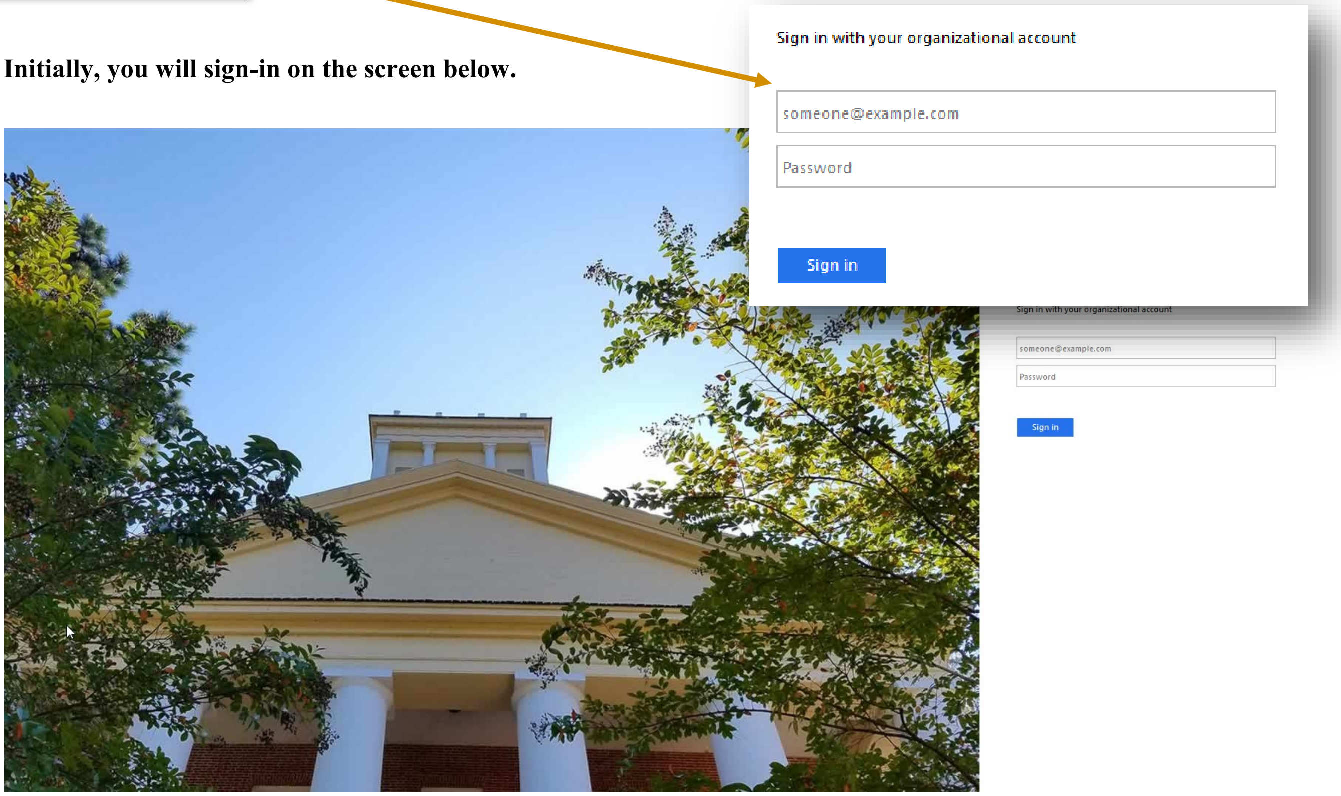

Alcorn
State University
someone@example.com
Password
Sign in

Sign in with your organizational account

Sign In with “university credential”.

Account Login

Initially, you will sign-in on the screen below.

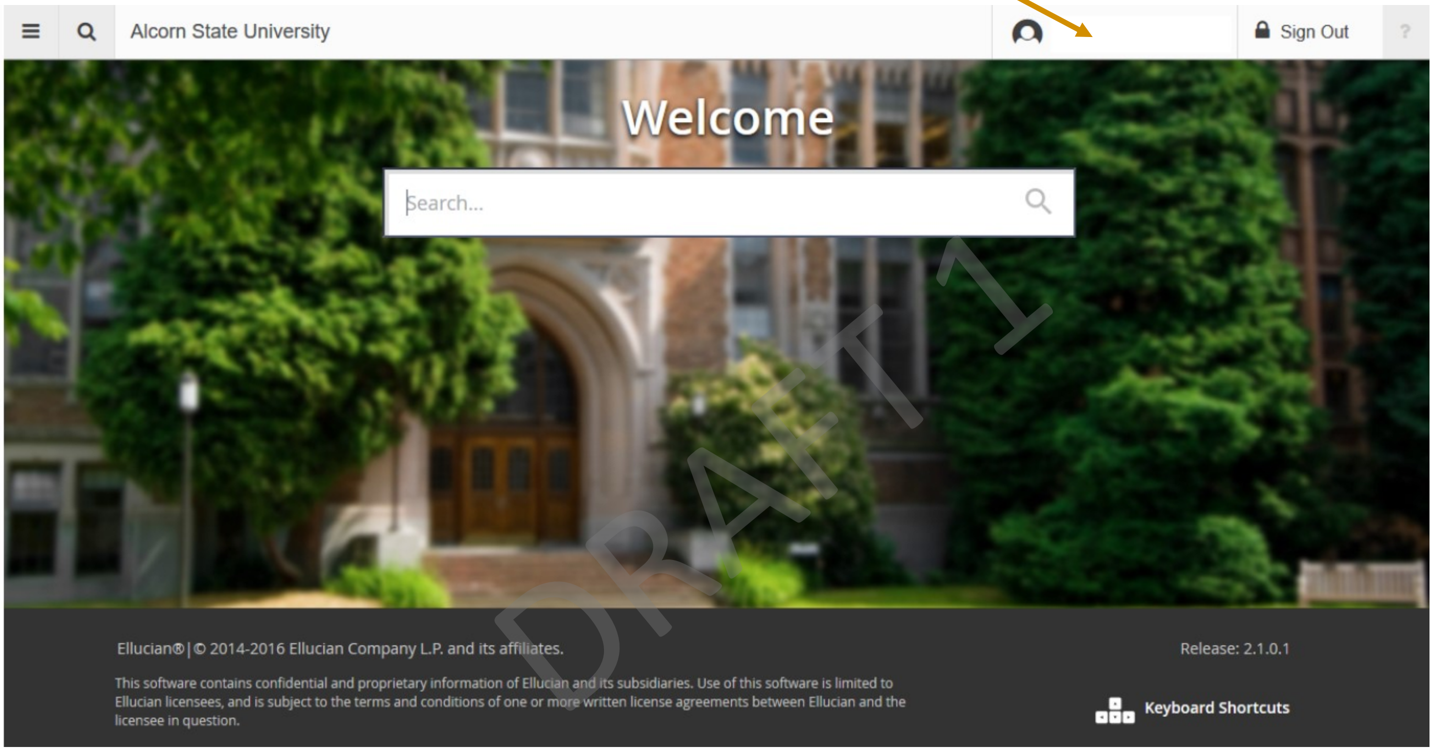

Sign in with your organizational account
someone@example.com
Password
Sign in

Consist of your university:
email address and Password

LOGGING INTO BANNER 9

Creating a Requisition

“Your Name will Appear Here”


Alcorn State University
Sign Out
?
Welcome
Search...
Keyboard Shortcuts

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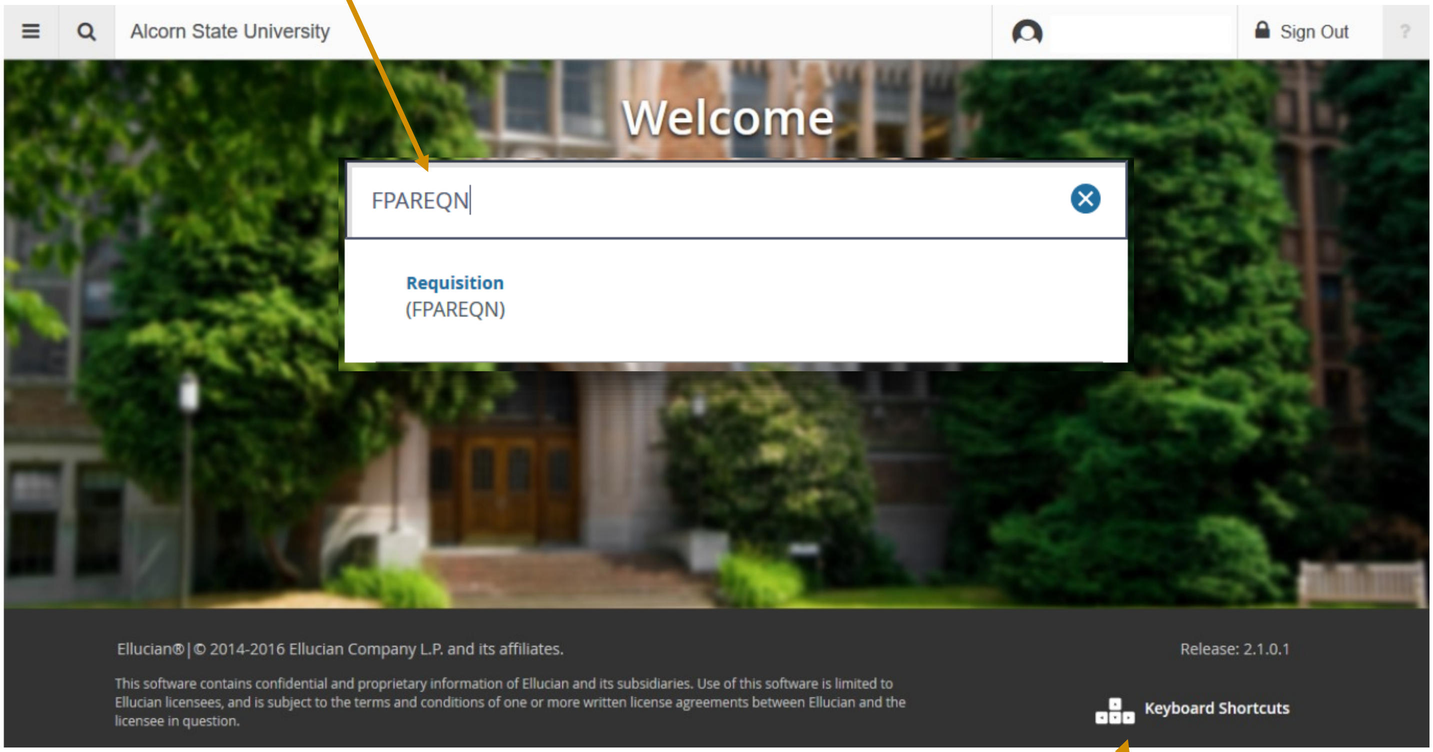
Release: 2.1.0.1

DRAFT 1

Type Form Name



Alcorn State University

Sign Out

Welcome

FPAREQN

Requisition
(FPAREQN)

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Release: 2.1.0.1

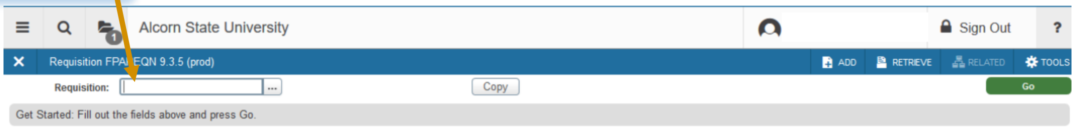
Keyboard Shortcuts

TIP

Keyboard Shortcuts

NOTE: **Please be careful when typing in an existing Requisition # to avoid creating a new requisition number.**

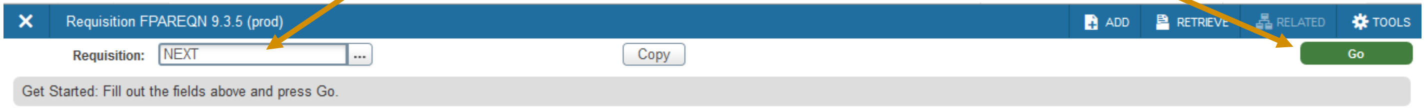
Click here


Alcorn State University
Sign Out
?
Requisition FPAREQN 9.3.5 (prod)
ADD
RETRIEVE
RELATED
TOOLS
Requisition:
Copy
Go

Get Started: Fill out the fields above and press Go.

Requisition

Type "**NEXT**" Then Click green **"GO"** button (at the top right)

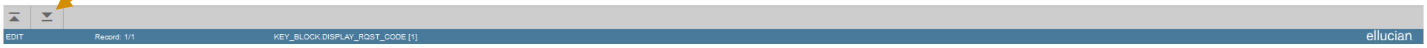

Requisition FPAREQN 9.3.5 (prod)
ADD
RETRIEVE
RELATED
TOOLS
Copy
Go

Requisition: NEXT

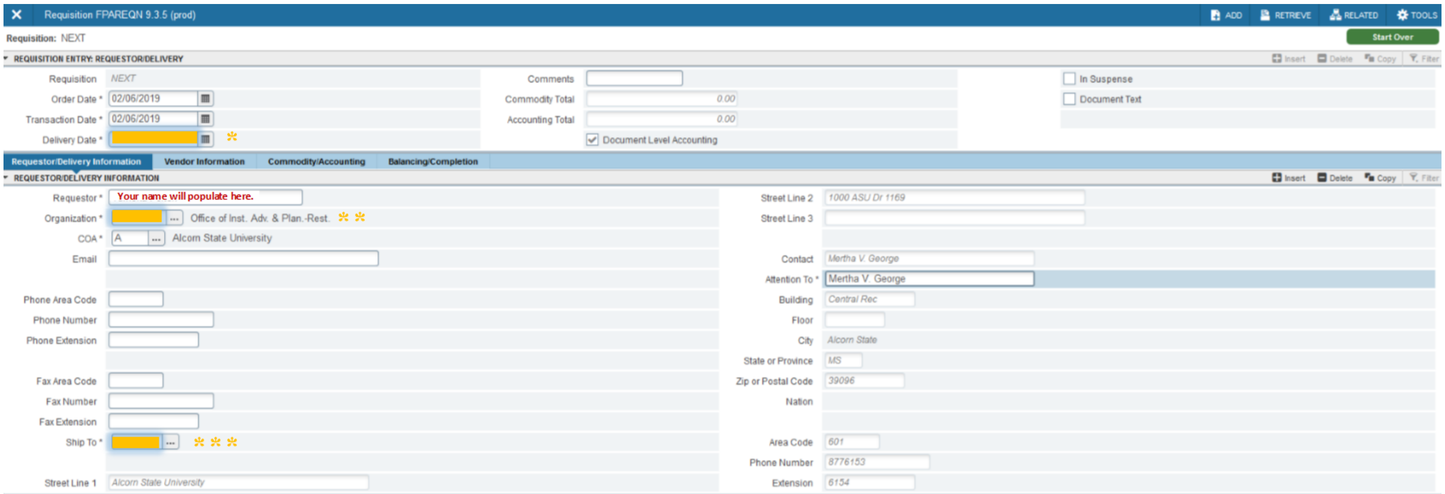
Get Started: Fill out the fields above and press Go.

TIP

You can click "Next Section" which is located at the bottom left corner of the page (Atl+Page Down)


EDIT
Record: 1/1
KEY_BLOCK.DISPLAY_RQST_CODE [1]
ellucian

REQUESTOR/DELIVERY INFORMATION


Requisition FPAREQN 9.3.5 (prod)
ADD
RETRIEVE
RELATED
TOOLS
Start Over
Insert
Delete
Copy
Filter
Requestor/Delivery Information
Vendor Information
Commodity/Accounting
Balancing/Completion
*
* *
* * *

Requisition: NEXT

REQUISITION ENTRY: REQUESTOR/DELIVERY

Requisition: NEXT
Order Date *: 02/06/2019
Transaction Date *: 02/06/2019
Delivery Date *:
Comments:
Commodity Total: 0.00
Accounting Total: 0.00
☑ Document Level Accounting
☐ In Suspense
☐ Document Text

REQUESTOR/DELIVERY INFORMATION

Requestor *: Your name will populate here.
Organization *: Office of Inst. Adv. & Plan.-Rest.
COA *: A Alcorn State University
Email:
Phone Area Code:
Phone Number:
Phone Extension:
Fax Area Code:
Fax Number:
Fax Extension:
Ship To *:
Street Line 1: Alcorn State University
Street Line 2: 1000 ASU Dr 1169
Street Line 3:
Contact: Mertha V. George
Attention To *: Mertha V. George
Building: Central Rec
Floor:
City: Alcorn State
State or Province: MS
Zip or Postal Code: 39096
Nation:
Area Code: 601
Phone Number: 8776153
Extension: 6154

Required Fields: *

* Delivery Date* - The date must be reasonable and later than the Transaction Date.

**Organization* - Input organization which will be used for the expenditure

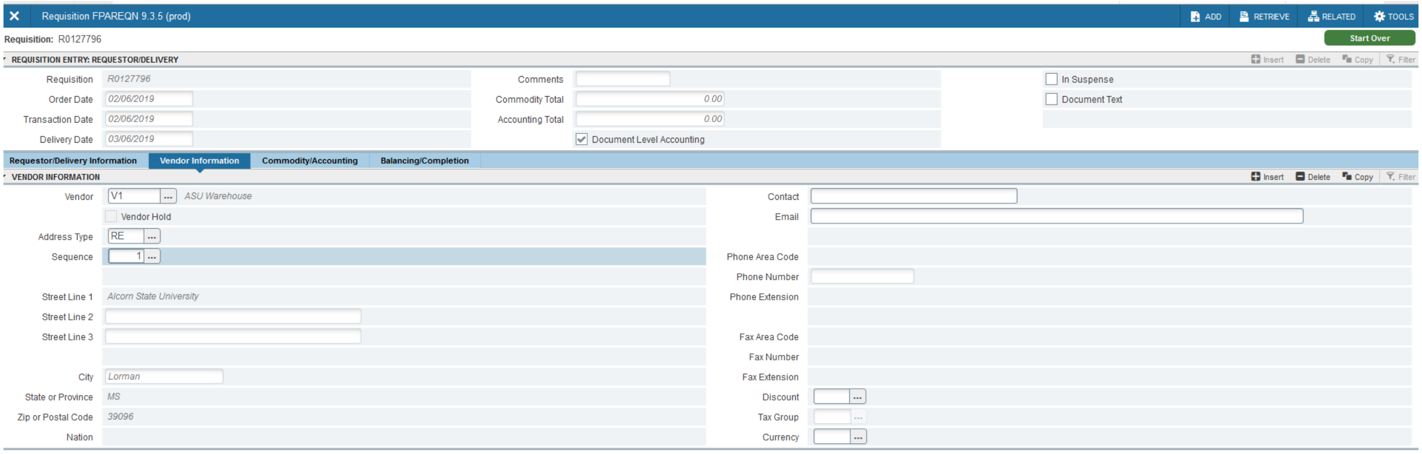
*** Ship To* - The Central Receiving information will auto populated after you select from the Ship-To-List

TIP

To proceed to the next section: Click the "Vendor Information" tab OR Next Section (located at the bottom left corner)

BANNER 9

VENDOR INFORMATION


Requisition FPAREQN 9.3.5 (prod)
ADD
RETRIEVE
RELATED
TOOLS
Start Over
Insert
Delete
Copy
Filter
Requestor/Delivery Information
Vendor Information
Commodity/Accounting
Balancing/Completion

Requisition: R0127796

REQUISITION ENTRY: REQUESTOR/DELIVERY

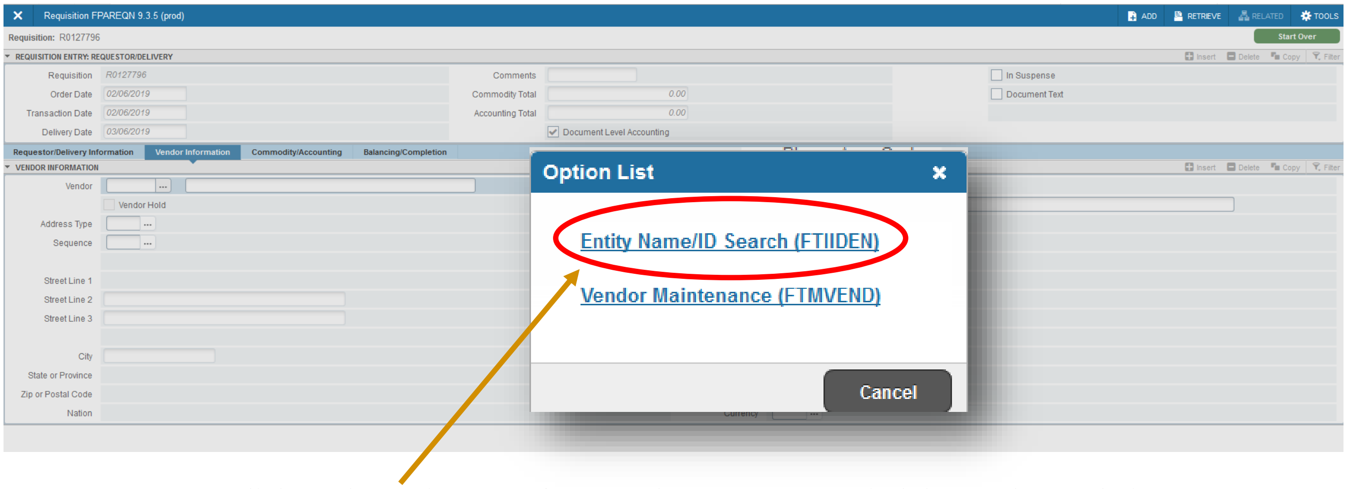
Requisition R0127796
Order Date 02/06/2019
Transaction Date 02/06/2019
Delivery Date 03/06/2019
Commodity Total 0.00
Accounting Total 0.00
☑ Document Level Accounting
☐ In Suspense
☐ Document Text

VENDOR INFORMATION

Vendor V1 ASU Warehouse
☐ Vendor Hold
Address Type RE
Sequence 1
Street Line 1 Alcorn State University
City Lorman
State or Province MS
Zip or Postal Code 39096

If Vendor ID is known, input the V# in the vendor field and press Tab. The vendor's address and contact information will populate.

To find the vendor that is needed: Click the three dots … next to the vendor field


ADD
RETRIEVE
RELATED
TOOLS
Start Over
Insert
Delete
Copy
Filter
Requestor/Delivery Information
Vendor Information
Commodity/Accounting
Balancing/Completion
Cancel

Requisition FPAREQN 9.3.5 (prod)

Requisition: R0127796

REQUISITION ENTRY: REQUESTOR/DELIVERY

Requisition R0127796

Order Date 02/06/2019

Transaction Date 02/06/2019

Delivery Date 03/06/2019

Comments

Commodity Total 0.00

Accounting Total 0.00

☑ Document Level Accounting

☐ In Suspense

☐ Document Text

VENDOR INFORMATION

Vendor …

☐ Vendor Hold

Address Type …

Sequence …

Street Line 1

Street Line 2

Street Line 3

City

State or Province

Zip or Postal Code

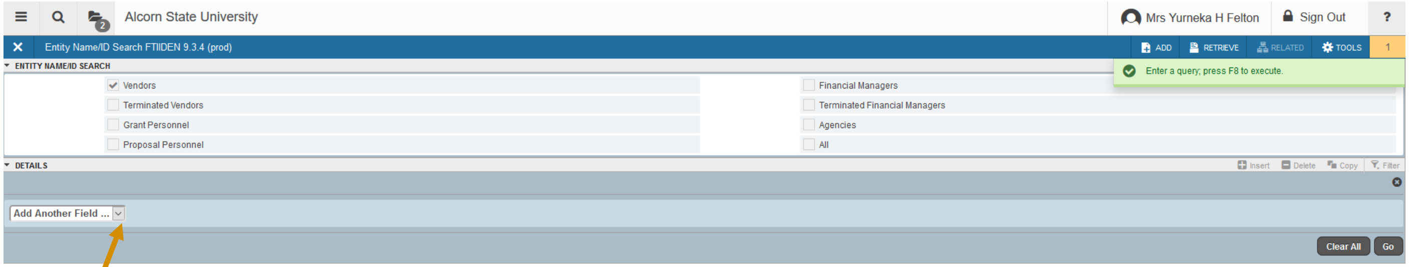
Nation

Option List

Entity Name/ID Search (FTIIDEN)

Vendor Maintenance (FTMVEND)

Click on the Entity Name/ID Search (FTIIDEN) to find the vendor of choice.


ADD
RETRIEVE
RELATED
TOOLS
1
Sign Out
?
Insert
Delete
Copy
Filter
Add Another Field ...
Clear All
Go

Alcorn State University

Mrs Yurneka H Felton

Entity Name/ID Search FTIIDEN 9.3.4 (prod)

Enter a query; press F8 to execute.

ENTITY NAME/ID SEARCH

☑ Vendors

☐ Terminated Vendors

☐ Grant Personnel

☐ Proposal Personnel

☐ Financial Managers

☐ Terminated Financial Managers

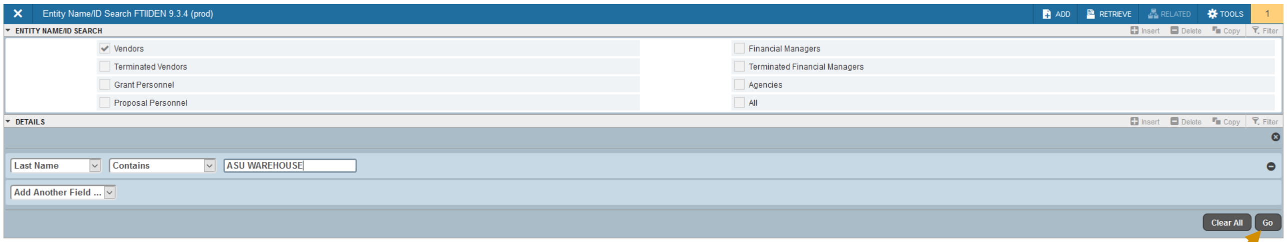
☐ Agencies

☐ All

DETAILS

Select "Last Name".

Contains will populate in the next field; then type the desired vendor (ASU Warehouse)


ADD
RETRIEVE
RELATED
TOOLS
1
Insert
Delete
Copy
Filter
Add Another Field ...
Clear All
Go

Entity Name/ID Search FTIIDEN 9.3.4 (prod)

ENTITY NAME/ID SEARCH

☑ Vendors

☐ Terminated Vendors

☐ Grant Personnel

☐ Proposal Personnel

☐ Financial Managers

☐ Terminated Financial Managers

☐ Agencies

☐ All

DETAILS

Last Name | Contains | ASU WAREHOUSE

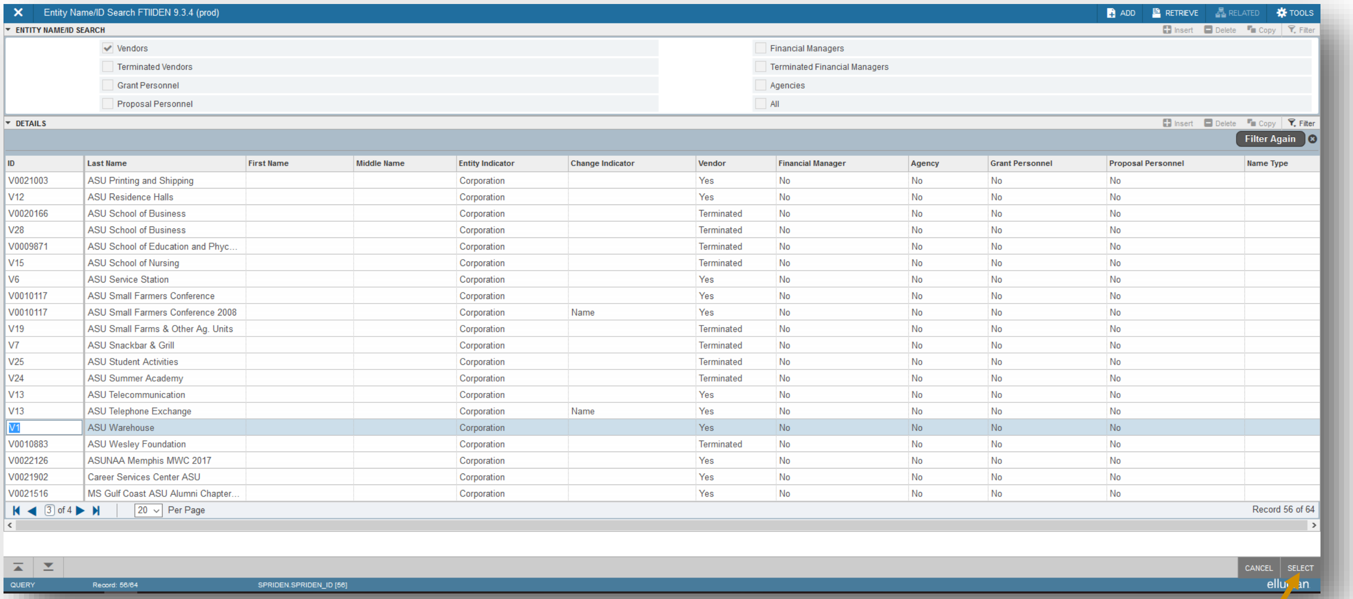
Click "GO".

TIP

If you desire a different vendor
Click the "Clear All" option to filter
a new vendor.

Banner 9

Vendor Save information


Entity Name/ID Search FTIIDEN 9.3.4 (prod)
ADD
RETRIEVE
RELATED
TOOLS
Insert
Delete
Copy
Filter
Filter Again
CANCEL
SELECT
ellucian

ENTITY NAME/ID SEARCH

☑ Vendors
☐ Terminated Vendors
☐ Grant Personnel
☐ Proposal Personnel
☐ Financial Managers
☐ Terminated Financial Managers
☐ Agencies
☐ All

DETAILS

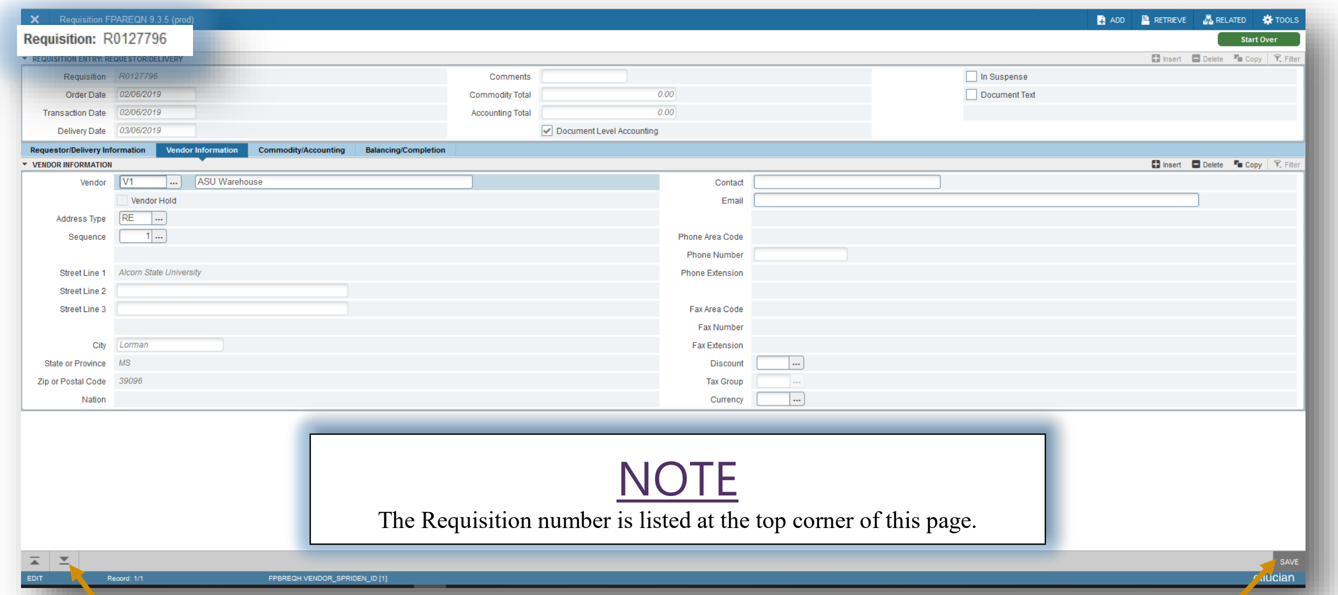
ID	Last Name	First Name	Middle Name	Entity Indicator	Change Indicator	Vendor	Financial Manager	Agency	Grant Personnel	Proposal Personnel	Name Type
V0021003	ASU Printing and Shipping			Corporation		Yes	No	No	No	No	
V12	ASU Residence Halls			Corporation		Yes	No	No	No	No	
V0020166	ASU School of Business			Corporation		Terminated	No	No	No	No	
V28	ASU School of Business			Corporation		Terminated	No	No	No	No	
V0009871	ASU School of Education and Phyc…			Corporation		Terminated	No	No	No	No	
V15	ASU School of Nursing			Corporation		Terminated	No	No	No	No	
V6	ASU Service Station			Corporation		Yes	No	No	No	No	
V0010117	ASU Small Farmers Conference			Corporation		Yes	No	No	No	No	
V0010117	ASU Small Farmers Conference 2008			Corporation	Name	Yes	No	No	No	No	
V19	ASU Small Farms & Other Ag. Units			Corporation		Terminated	No	No	No	No	
V7	ASU Snackbar & Grill			Corporation		Terminated	No	No	No	No	
V25	ASU Student Activities			Corporation		Terminated	No	No	No	No	
V24	ASU Summer Academy			Corporation		Terminated	No	No	No	No	
V13	ASU Telecommunication			Corporation		Yes	No	No	No	No	
V13	ASU Telephone Exchange			Corporation	Name	Yes	No	No	No	No	
V1	ASU Warehouse			Corporation		Yes	No	No	No	No	
V0010883	ASU Wesley Foundation			Corporation		Terminated	No	No	No	No	
V0022126	ASUNAA Memphis MWC 2017			Corporation		Yes	No	No	No	No	
V0021902	Career Services Center ASU			Corporation		Yes	No	No	No	No	
V0021516	MS Gulf Coast ASU Alumni Chapter…			Corporation		Yes	No	No	No	No	

3 of 4 · 20 Per Page · Record 56 of 64

QUERY · Record: 56/64 · SPRIDEN.SPRIDEN_ID [56]

Click "SELECT".

Vendor info will populate under the vendor information tab. This will include the vendor's address.


Requisition FPAREQN 9.3.5 (prod)
ADD
RETRIEVE
RELATED
TOOLS
Start Over
Insert
Delete
Copy
Filter
Requestor/Delivery Information
Vendor Information
Commodity/Accounting
Balancing/Completion
SAVE
ellucian

Requisition: R0127796

REQUISITION ENTRY: REQUESTOR/DELIVERY

Requisition: R0127796
Order Date: 02/06/2019
Transaction Date: 02/06/2019
Delivery Date: 03/06/2019
Comments:
Commodity Total: 0.00
Accounting Total: 0.00
☑ Document Level Accounting
☐ In Suspense
☐ Document Text

VENDOR INFORMATION

Vendor: V1 ASU Warehouse
☐ Vendor Hold
Address Type: RE
Sequence: 1
Street Line 1: Alcorn State University
Street Line 2:
Street Line 3:
City: Lorman
State or Province: MS
Zip or Postal Code: 39096
Nation:
Contact:
Email:
Phone Area Code:
Phone Number:
Phone Extension:
Fax Area Code:
Fax Number:
Fax Extension:
Discount:
Tax Group:
Currency:

EDIT · Record: 1/1 · FPBREQH.VENDOR_SPRIDEN_ID [1]

NOTE

The Requisition number is listed at the top corner of this page.

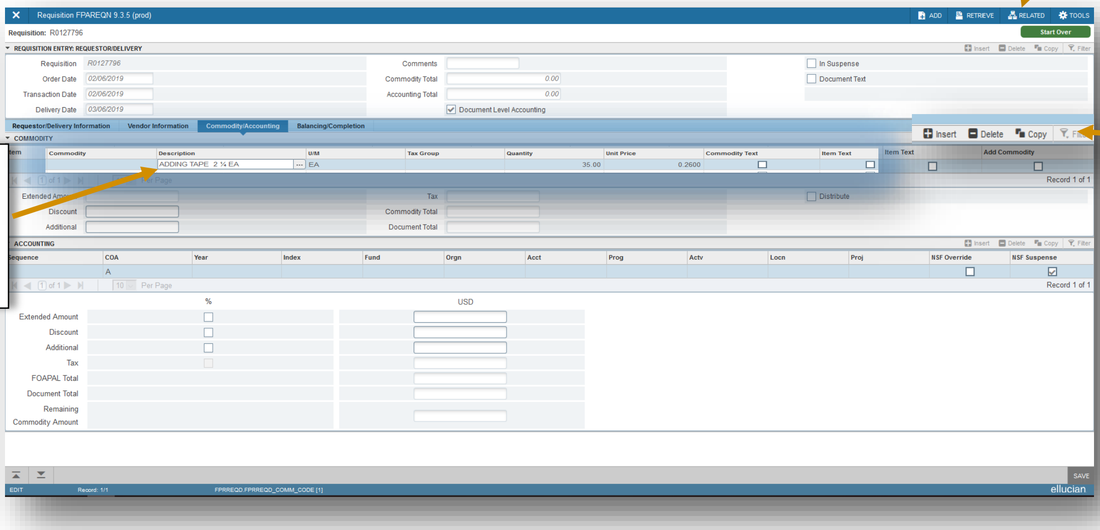
TIP

To proceed to the next section: Click the "Block Next" option.

Click **"SAVE"** first.

COMMODITY/ACCOUNTING

Item Text [FOAPOXT]
Click “RELATED”.



Requisition FPAREQN 9.3.5 (prod)

Requisition: R0127796

REQUISITION ENTRY: REQUESTOR/DELIVERY

Requisition	R0127796	Comments		☐ In Suspense	
Order Date	02/06/2019	Commodity Total	0.00	☐ Document Text	
Transaction Date	02/06/2019	Accounting Total	0.00		
Delivery Date	03/06/2019	☑ Document Level Accounting			

COMMODITY

Item	Commodity	Description	U/M	Tax Group	Quantity	Unit Price	Commodity Text	Item Text
		ADDING TAPE 2 ¼ EA	EA		35.00	0.2600	☐	☐

Record 1 of 1

ACCOUNTING

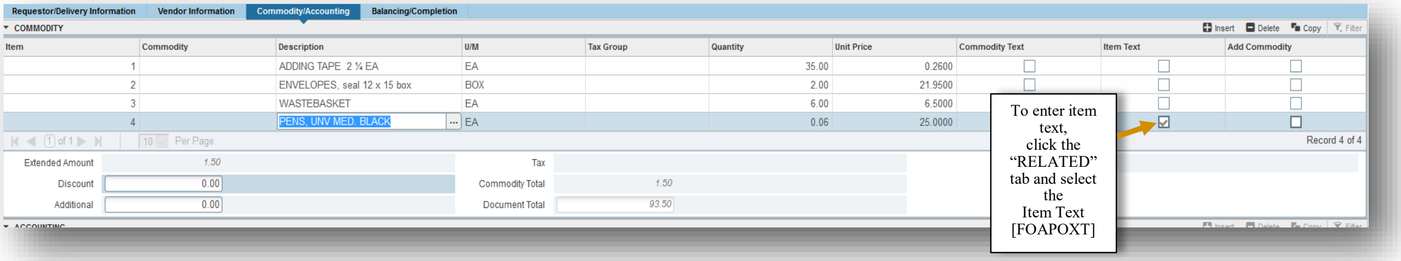
Sequence	COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSF Override	NSF Suspense
	A										☐	☑

Record 1 of 1

EDIT Record: 1/1 FPRREQD.FPRREQD_COMM_CODE [1]

To enter commodities, just click inside of Applicable field and tab to the next desired field.

To add additional item use ↓ (down arrow key on the keyboard) or click “Insert” (at the top right of the page) to place your cursor in the next Description field and repeat.



COMMODITY

Item	Commodity	Description	U/M	Tax Group	Quantity	Unit Price	Commodity Text	Item Text	Add Commodity
1		ADDING TAPE 2 ¼ EA	EA		35.00	0.2600	☐	☐	☐
2		ENVELOPES, seal 12 x 15 box	BOX		2.00	21.9500	☐	☐	☐
3		WASTEBASKET	EA		6.00	6.5000		☐	☐
4		PENS, UNV MED. BLACK	EA		0.06	25.0000		☑	☐

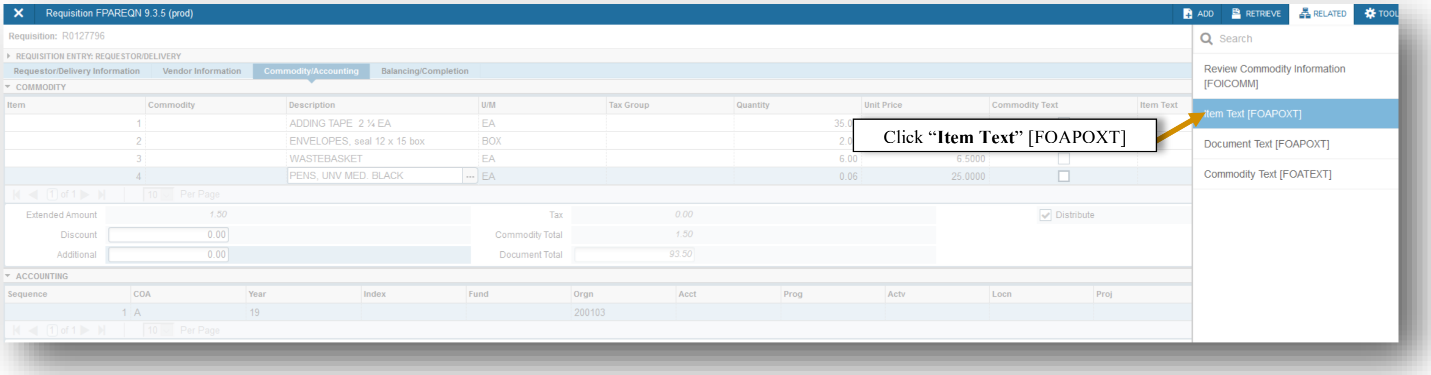
Record 4 of 4

Extended Amount	1.50	Tax	
Discount	0.00	Commodity Total	1.50
Additional	0.00	Document Total	93.50

To enter item text,
click the “RELATED” tab and select the
Item Text [FOAPOXT]

Banner 9

Commodity to Related/Item Text


Requisition FPAREQN 9.3.5 (prod)
ADD
RETRIEVE
RELATED
TOOL
Search
Review Commodity Information [FOICOMM]
Item Text [FOAPOXT]
Document Text [FOAPOXT]
Commodity Text [FOATEXT]
REQUISITION ENTRY: REQUESTOR/DELIVERY
Requestor/Delivery Information
Vendor Information
Commodity/Accounting
Balancing/Completion
COMMODITY
ACCOUNTING
1 of 1
10
Per Page
☑ Distribute

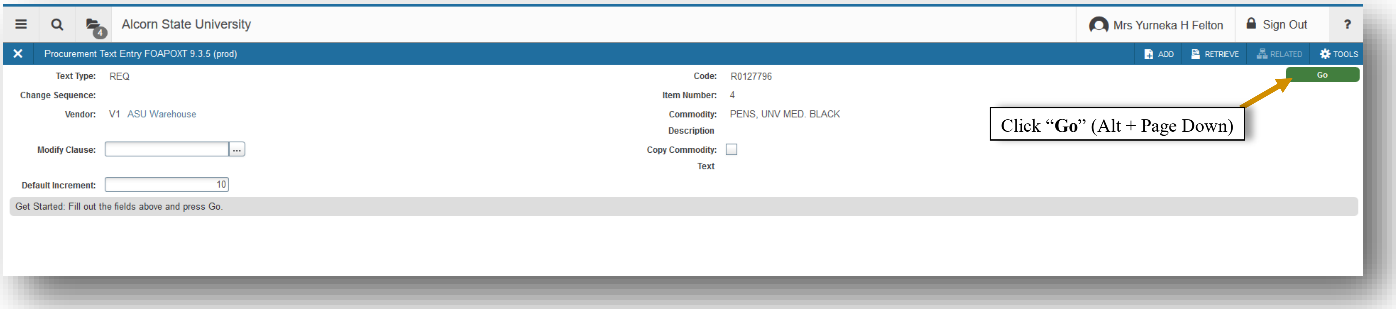
Requisition: R0127796

Item	Commodity	Description	U/M	Tax Group	Quantity	Unit Price	Commodity Text	Item Text
1		ADDING TAPE 2 ¼ EA	EA		35.0	[illegible]	[illegible]	
2		ENVELOPES, seal 12 x 15 box	BOX		2.0	[illegible]	[illegible]	
3		WASTEBASKET	EA		6.00	6.5000	☐	
4		PENS, UNV MED. BLACK	EA		0.06	25.0000	☐	

Extended Amount 1.50
Discount 0.00
Additional 0.00
Tax 0.00
Commodity Total 1.50
Document Total 93.50

Sequence	COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj
1	A	19			200103					

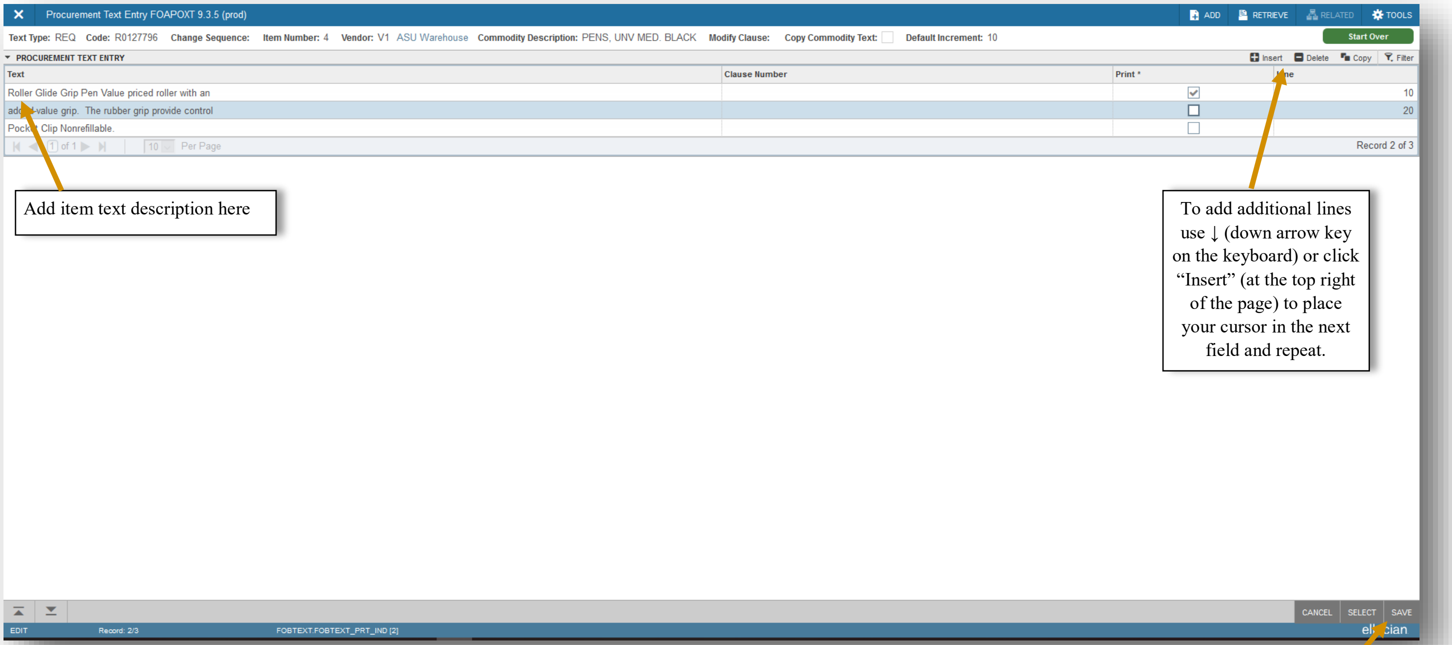
Click “**Item Text**” [FOAPOXT]


Alcorn State University
Mrs Yurneka H Felton
Sign Out
?
Procurement Text Entry FOAPOXT 9.3.5 (prod)
ADD
RETRIEVE
RELATED
TOOLS
Go

Text Type: REQ
Change Sequence:
Vendor: V1 ASU Warehouse
Modify Clause:
Default Increment: 10
Code: R0127796
Item Number: 4
Commodity: Description PENS, UNV MED. BLACK
Copy Commodity: Text ☐

Get Started: Fill out the fields above and press Go.

Click “**Go**” (Alt + Page Down)


Procurement Text Entry FOAPOXT 9.3.5 (prod)
ADD
RETRIEVE
RELATED
TOOLS
Start Over
Insert
Delete
Copy
Filter
CANCEL
SELECT
SAVE
ellucian

Text Type: REQ **Code:** R0127796 **Change Sequence:** **Item Number:** 4 **Vendor:** V1 ASU Warehouse **Commodity Description:** PENS, UNV MED. BLACK **Modify Clause:** **Copy Commodity Text:** ☐ **Default Increment:** 10

PROCUREMENT TEXT ENTRY

Text	Clause Number	Print *	Line
Roller Glide Grip Pen Value priced roller with an		☑	10
added-value grip. The rubber grip provide control		☐	20
Pocket Clip Nonrefillable.		☐	

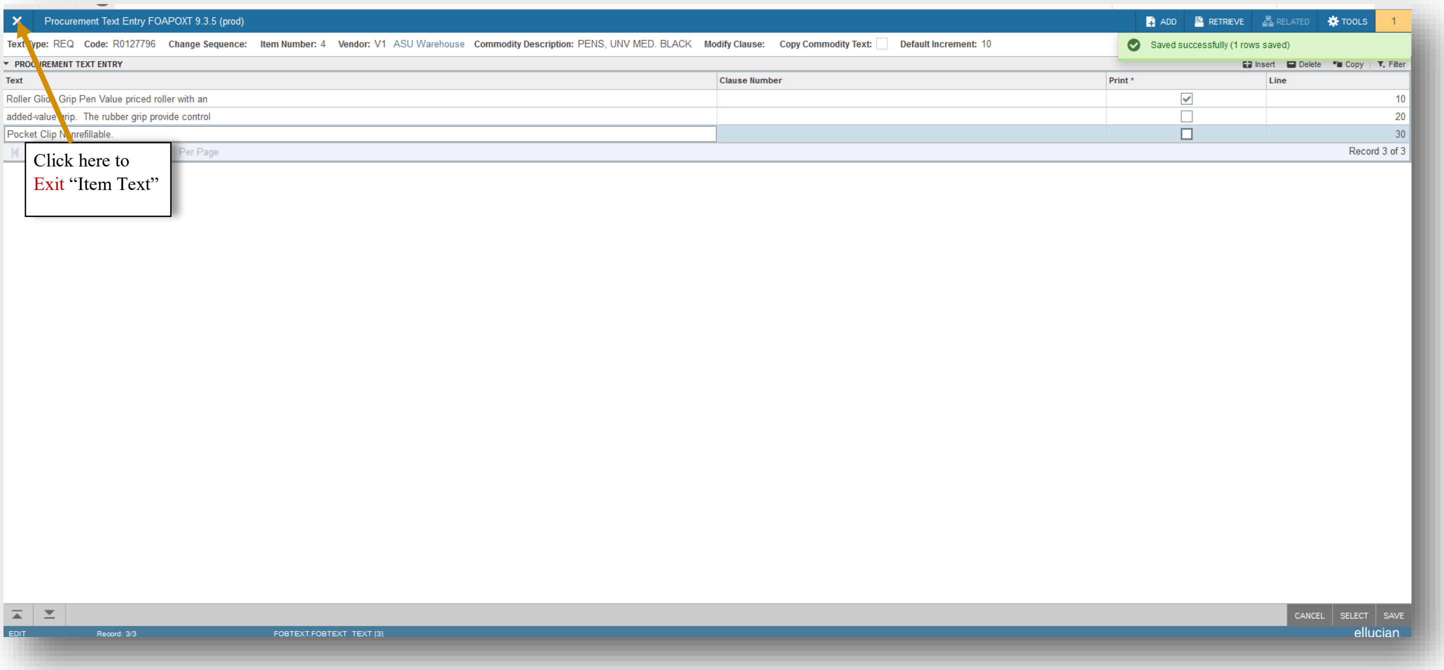
1 of 1 10 Per Page Record 2 of 3

EDIT Record: 2/3 FOBTEXT.FOBTEXT_PRT_IND [2]

Add item text description here

To add additional lines use ↓ (down arrow key on the keyboard) or click “Insert” (at the top right of the page) to place your cursor in the next field and repeat.

Click (Alt + Page Down)


Procurement Text Entry FOAPOXT 9.3.5 (prod)
ADD
RETRIEVE
RELATED
TOOLS
1
Insert
Delete
Copy
Filter
CANCEL
SELECT
SAVE
ellucian

Text Type: REQ **Code:** R0127796 **Change Sequence:** **Item Number:** 4 **Vendor:** V1 ASU Warehouse **Commodity Description:** PENS, UNV MED. BLACK **Modify Clause:** **Copy Commodity Text:** ☐ **Default Increment:** 10

Saved successfully (1 rows saved)

PROCUREMENT TEXT ENTRY

Text	Clause Number	Print *	Line
Roller Glide Grip Pen Value priced roller with an		☑	10
added-value grip. The rubber grip provide control		☐	20
Pocket Clip Nonrefillable.		☐	30

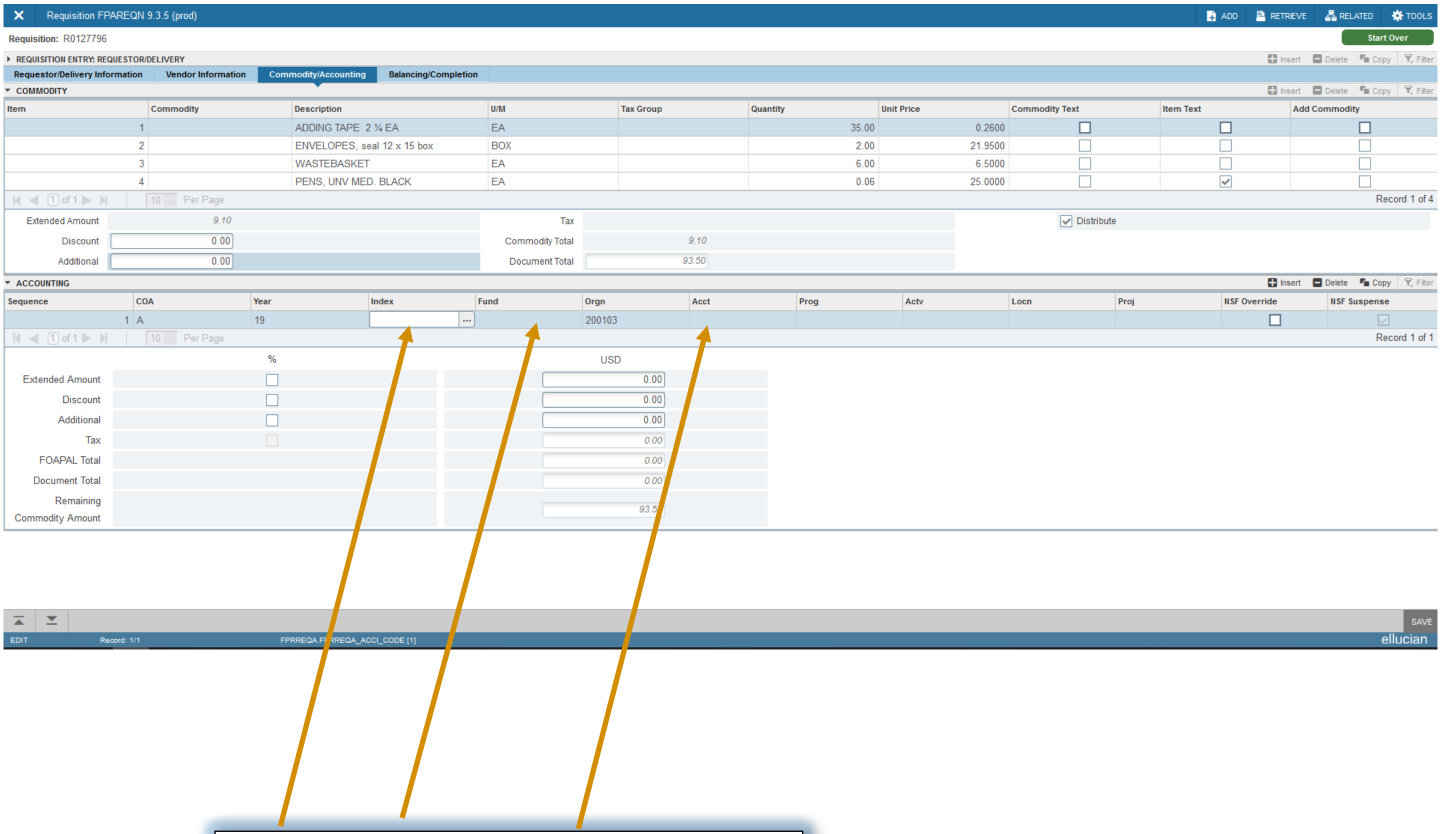
Per Page Record 3 of 3

EDIT Record: 3/3 FOBTEXT.FOBTEXT_TEXT [3]

Click here to Exit “Item Text”

BANNER 9

ACCOUNTING ENTRY



Requisition FPAREQN 9.3.5 (prod)

Requisition: R0127796

REQUISITION ENTRY: REQUESTOR/DELIVERY

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

COMMODITY

Item	Commodity	Description	U/M	Tax Group	Quantity	Unit Price	Commodity Text	Item Text	Add Commodity
1		ADDING TAPE 2 ¼ EA	EA		35.00	0.2600	☐	☐	☐
2		ENVELOPES, seal 12 x 15 box	BOX		2.00	21.9500	☐	☐	☐
3		WASTEBASKET	EA		6.00	6.5000	☐	☐	☐
4		PENS, UNV MED. BLACK	EA		0.06	25.0000	☐	☑	☐

1 of 1 — 10 Per Page — Record 1 of 4

Extended Amount 9.10
Discount 0.00
Additional 0.00
Tax
Commodity Total 9.10
Document Total 93.50
☑ Distribute

ACCOUNTING

Sequence	COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSF Override	NSF Suspense
1	A	19			200103						☐	☑

1 of 1 — 10 Per Page — Record 1 of 1

	%	USD
Extended Amount	☐	0.00
Discount	☐	0.00
Additional	☐	0.00
Tax	☐	0.00
FOAPAL Total		0.00
Document Total		0.00
Remaining Commodity Amount		93.5

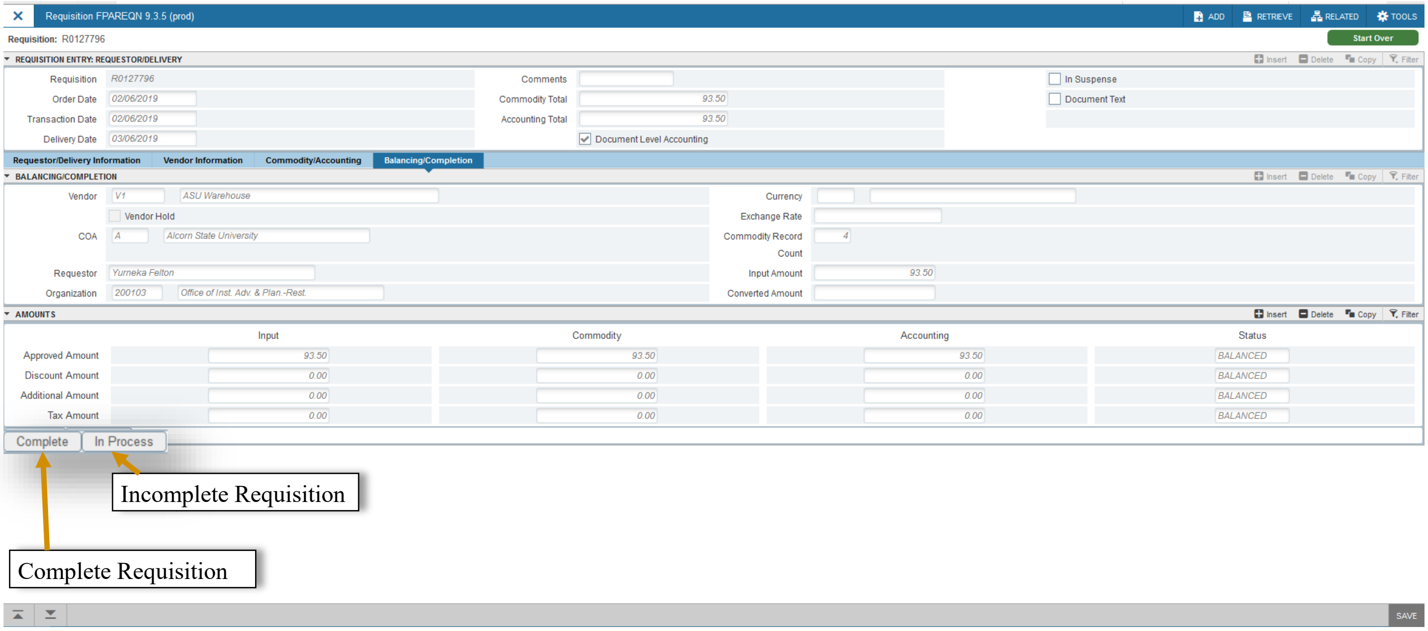
EDIT   Record: 1/1   FPRREQA.F RREQA_ACCI_CODE [1]

Click **inside of the account box to enter the** **Account number**.

After you have completed all the items and funding sources, click the “Balancing/ Completion” tab OR Block Next located at the bottom left corner

BANNER 9

COMPLETE REQUISITION


ADD
RETRIEVE
RELATED
TOOLS
Start Over
Insert
Delete
Copy
Filter
Complete
In Process
Incomplete Requisition
Complete Requisition
SAVE

Requisition FPAREQN 9.3.5 (prod)

Requisition: R0127796

REQUISITION ENTRY: REQUESTOR/DELIVERY

Requisition: R0127796
Order Date: 02/06/2019
Transaction Date: 02/06/2019
Delivery Date: 03/06/2019
Comments:
Commodity Total: 93.50
Accounting Total: 93.50
☑ Document Level Accounting
☐ In Suspense
☐ Document Text

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

BALANCING/COMPLETION

Vendor: V1 ASU Warehouse
☐ Vendor Hold
COA: A Alcorn State University
Requestor: Yurneka Felton
Organization: 200103 Office of Inst. Adv. & Plan.-Rest.
Currency:
Exchange Rate:
Commodity Record Count: 4
Input Amount: 93.50
Converted Amount:

AMOUNTS

	Input	Commodity	Accounting	Status
Approved Amount	93.50	93.50	93.50	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

Click "Complete": You must click complete to submit the requisition for the APPROVAL level. It will remain in suspense if it is not complete and will not be forwarded for approvals.

NOTES

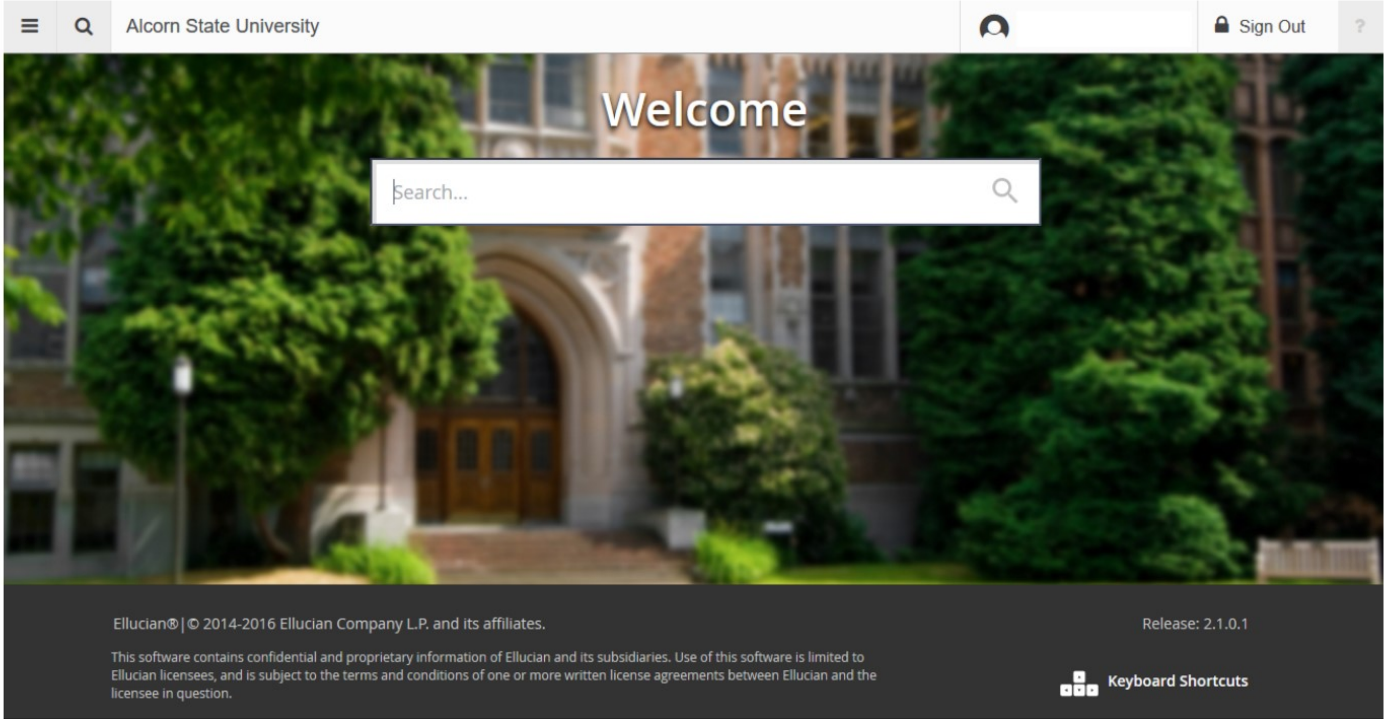
Requisition Approval History can be viewed at FOIAPHT. Review Banner messages daily using GUAMESG (no longer receive notification).

Items at no charge must be part of “item text” on the last line ordered. (Do Not use All caps for item description)

Banner requisitions cannot exceed 99 lines in order for the purchase order to be processed.

Please upload any quotes or contracts related to the requisition in the Banner Document Management System (BDMS).

NOTE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Release: 2.1.0.1