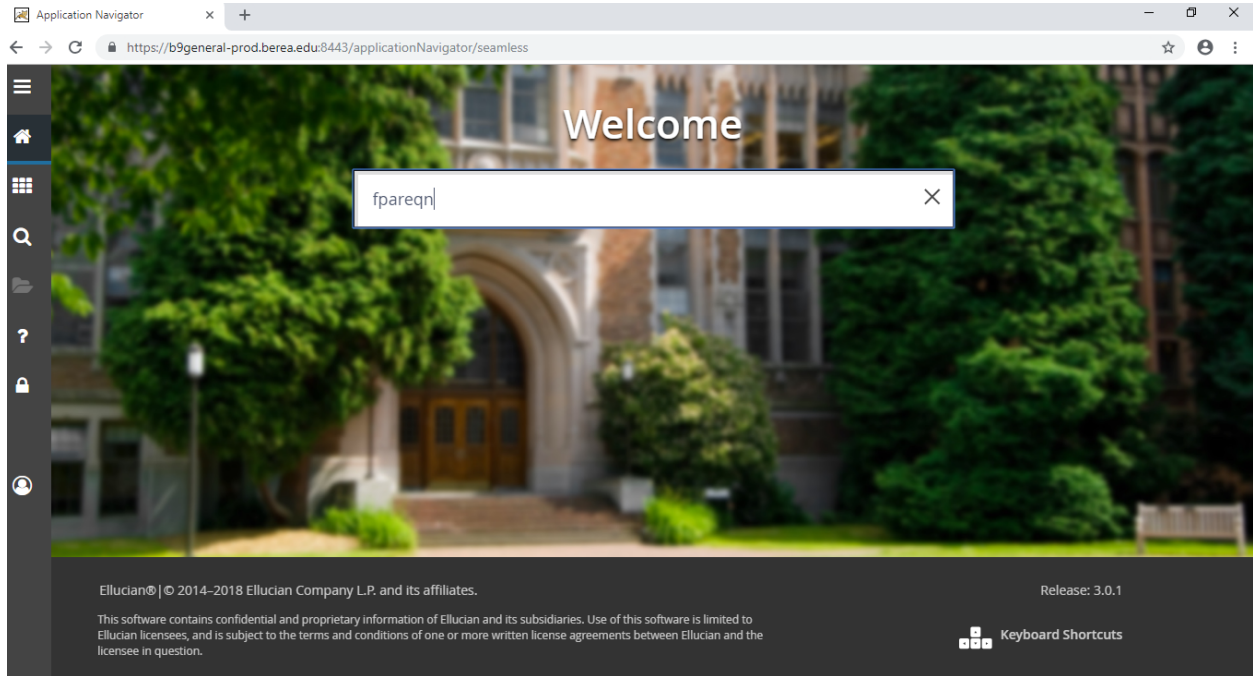
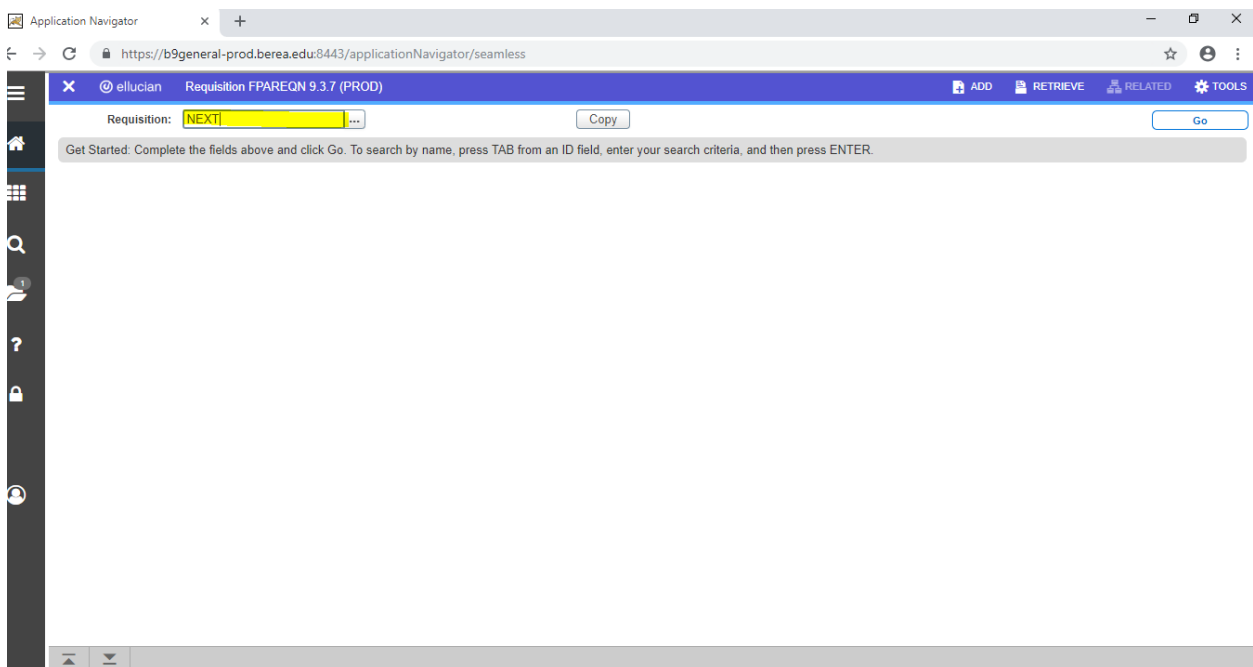


## INSTRUCTIONS FOR ENTERING A REQUISITION IN BANNER 9

From the Home screen, enter FPAREQN and hit Enter.



Type NEXT in the Requisition field, then click GO or select Alt Page Down, or the down arrow at the bottom left.



Enter the Delivery Date. (The Order Date and Transaction Date will be populated automatically.) Then Alt Page Down.

Application Navigator x +  
https://b9general-prod.berea.edu:8443/applicationNavigator/seamless

Requisition: NEXT Start Over

REQUISITION ENTRY: REQUISITION/DELIVERY Insert Delete Copy Filter

Requisition: NEXT  
Order Date: 11/19/2018  
Transaction Date: 11/19/2018  
Delivery Date:   
Comments:   
Commodity Total: 0.00  
Accounting Total: 0.00  
 In Suspense  
 Document Text  
 Document Level Accounting

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

REQUISITION/DELIVERY INFORMATION Insert Delete Copy Filter

Requestor: Aurelia Brandenburg-OFA Purchasing  
Organization:  ...  
COA: B ... Berea College  
Email:   
Phone Area Code:   
Phone Number:   
Phone Extension:   
Fax Area Code:   
Fax Number:   
Street Line 2:   
Street Line 3:   
Contact:   
Attention To:   
Building:   
Floor:   
City:   
State or Province:   
Zip or Postal Code:   
Nation:

SAVE

Enter the Org code, then fill in information about requestor. Enter the Ship To code. You can search by clicking on the three dots. Then Alt Page Down.

Application Navigator x +  
https://b9general-prod.berea.edu:8443/applicationNavigator/seamless

Requisition: NEXT Start Over

REQUISITION ENTRY: REQUISITION/DELIVERY Insert Delete Copy Filter

Requisition: NEXT  
Order Date: 11/19/2018  
Transaction Date: 11/19/2018  
Delivery Date: 11/26/2018  
Comments:   
Commodity Total: 0.00  
Accounting Total: 0.00  
 In Suspense  
 Document Text  
 Document Level Accounting

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

REQUISITION/DELIVERY INFORMATION Insert Delete Copy Filter

Requestor: Aurelia Brandenburg-OFA Purchasing  
Organization: 3044 ... Financial Affairs  
COA: B ... Berea College  
Email: aurelia\_brandenburg@berea.edu  
Phone Area Code: 859  
Phone Number: 9853173  
Phone Extension:   
Fax Area Code:   
Fax Number:   
Fax Extension:   
Ship To: FINAFF ...  
Street Line 1: Office of Financial Affairs  
Street Line 2: CPO 2206  
Street Line 3: Lincoln Hall  
Contact:   
Attention To: Aurelia Brandenburg  
Building:   
Floor:   
City: Berea  
State or Province: KY  
Zip or Postal Code: 40404  
Nation:   
Area Code:   
Phone Number:   
Extension:

SAVE

Enter the vendor ID number. You can search for the vendor number by clicking the three dots. Select the appropriate address type from the vendor search. Then Alt Page Down.

Application Navigator x +  
 https://b9general-prod.berea.edu:8443/applicationNavigator/seamless

Requisition: NEXT Start Over

Requisition: NEXT  
 Order Date: 11/19/2018  
 Transaction Date: 11/19/2018  
 Delivery Date: 11/26/2018

Comments: [ ]  
 Commodity Total: 0.00  
 Accounting Total: 0.00

In Suspend  
 Document Text  
 Document Level Accounting

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

VENDOR INFORMATION Insert Delete Copy Filter

Vendor: 610510369 ... Baumann Paper  
 Vendor Hold:   
 Address Type: PU ...  
 Sequence: 1 ...  
 Street Line 1: PO Box 13022  
 Street Line 2: 1601 Baumann Rd.  
 Street Line 3: [ ]  
 City: Lexington  
 State or Province: KY  
 Zip or Postal Code: 40511-1057  
 Nation: [ ]

Contact: Vernon Lamb  
 Email: [ ]  
 Phone Area Code: 800  
 Phone Number: 8608891  
 Phone Extension: [ ]  
 Fax Area Code: 859  
 Fax Number: 2540579  
 Fax Extension: [ ]  
 Discount: 08 ... Net 30 Days  
 Tax Group: [ ] ...  
 Currency: [ ] ...

SAVE

Enter the description of the goods or services to be purchased in the "Description" field. Do not enter data in the Item or Commodity Field. Tab to the U/M and select the unit of measure, i.e. case, box, job, lot, each, container, etc. Then tab to enter the quantity and price. Use the down arrow to enter multiple lines. When all items have been entered, hit Alt page down.

Application Navigator x +  
 https://b9general-prod.berea.edu:8443/applicationNavigator/seamless

Requisition: R0017496 Start Over

REQUISITION ENTRY: REQUESTOR/DELIVERY Insert Delete Copy Filter

Requisition: R0017496  
 Order Date: 11/19/2018  
 Transaction Date: 11/19/2018  
 Delivery Date: 11/26/2018

Comments: [ ]  
 Commodity Total: 0.00  
 Accounting Total: 0.00

In Suspend  
 Document Text  
 Document Level Accounting

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

COMMODITY Insert Delete Copy Filter

Item	Commodity	Description	U/M	Tax Group	Quantity	Unit Price	Commodity Text	Item Text	Add Commodity
		Paper Goods	CS		30.00	80.0000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Record 1 of 1

Extended Amount: 2,400.00  
 Tax: 0.00  
 Discount: 0.00  
 Commodity Total: 2,400.00  
 Additional: 0  
 Document Total: [ ]

Distribute

ACCOUNTING Insert Delete Copy Filter

Sequence	COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSF Override	NSF S4
	B										<input type="checkbox"/>	

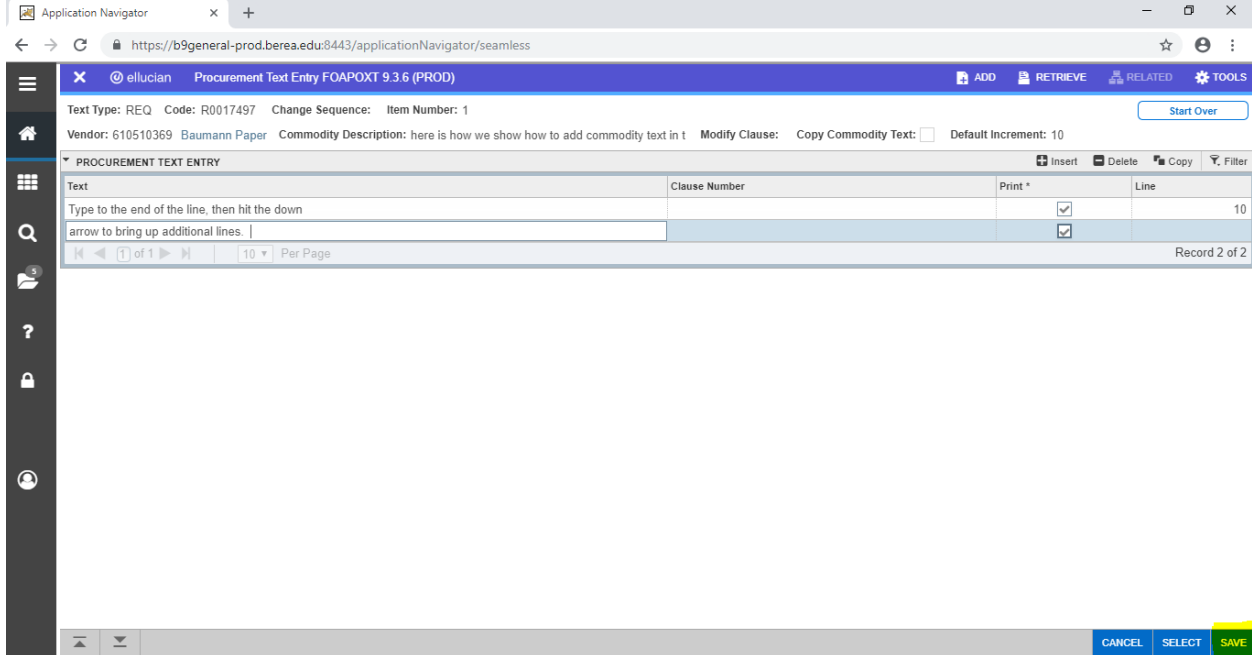
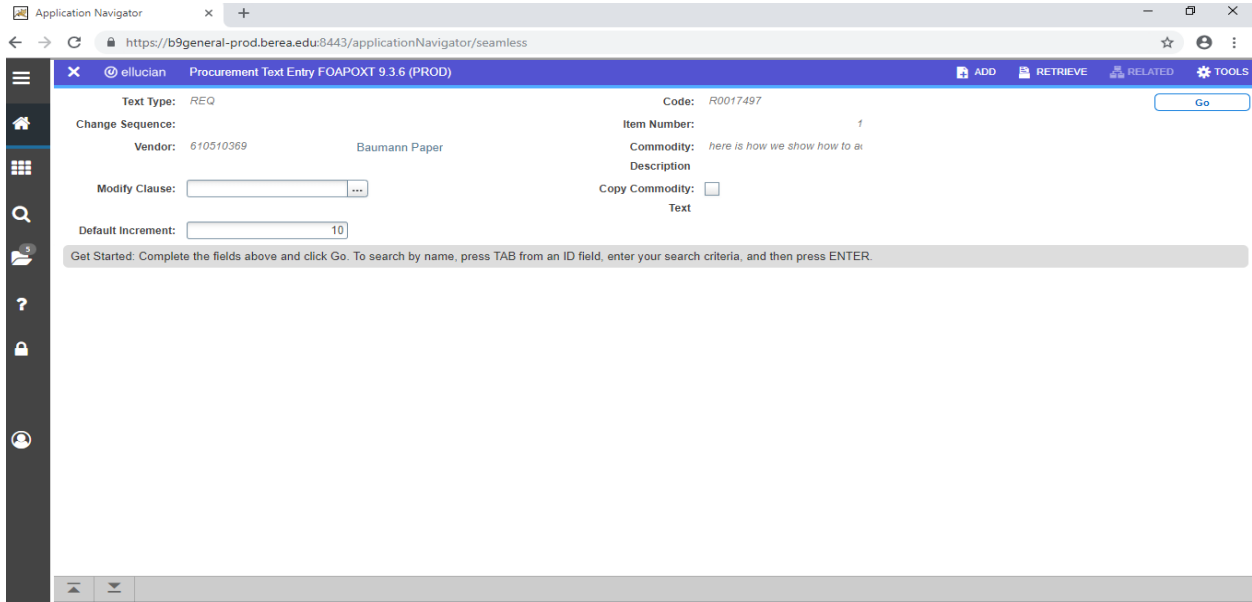
Record 1 of 1

% USD  
 Extended Amount: [ ]  
 Discount: [ ]

SAVE

Note that if the description exceeds the allowed number of characters in the Description field, you can continue typing by selecting "Item Text" from the drop down menu under the Related tab at top right.

Alt page down to bring up the procurement text entry field and continue typing the description. Use the down arrow to add as many lines as needed. Then hit Save. When you get the "Saved Successfully" message, then hit the X located in the blue bar at the top left next to the ellucian logo.



Next, enter the accounting distribution to charge the expense. Tab to the Account field, as the Fund and Org and Program will be automatically populated based on the org you entered in the first screen. If there are multiple account codes to be charged, use the Insert key to add them. When done, Alt page down.

Requisition: R0017496

Item	Commodity	Description	UIM	Tax Group	Quantity	Unit Price	Commodity Text	Item Text	Add Commodity
1		Paper Goods	CS		30.00	80.0000			

Extended Amount: 2,400.00  
 Tax: 0.00  
 Discount: 0.00  
 Additional: 0.00  
 Commodity Total: 2,400.00  
 Document Total: 2,400.00

ACCOUNTING

Sequence	COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSF Override	NSF St
1	B	19		1100	3044	7001	650					
2		19		1100	3044	7006	650					

Extended Amount: 1,200.00  
 Discount: 0.00  
 Additional: 0.00  
 Tax: 0.00  
 FOAPAL Total: 1,200.00  
 Document Total: 2,400.00  
 Remaining Commodity Amount: 0.00

You'll now click Complete to finish the requisition. After posting, it will be sent to the Purchasing Manager to convert to a Purchase Order. You may want to write down the R00\*\*\*\*\* number for your reference.

Requisition: R0017496

REQUISITION ENTRY: REQUESTOR/DELIVERY

Requisition: R0017496  
 Order Date: 11/19/2018  
 Transaction Date: 11/19/2018  
 Delivery Date: 11/26/2018

Commodity Total: 2,400.00  
 Accounting Total: 2,400.00

Requestor/Delivery Information

Vendor: 610510369 Baumann Paper  
 COA: B Berea College  
 Requestor: Aurelia Brandenburg-OFA Purchasing  
 Organization: 3044 Financial Affairs

BALANCING/COMPLETION

	Input	Commodity	Accounting	Status
Approved Amount	2,400.00	2,400.00	2,400.00	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

Complete In Process