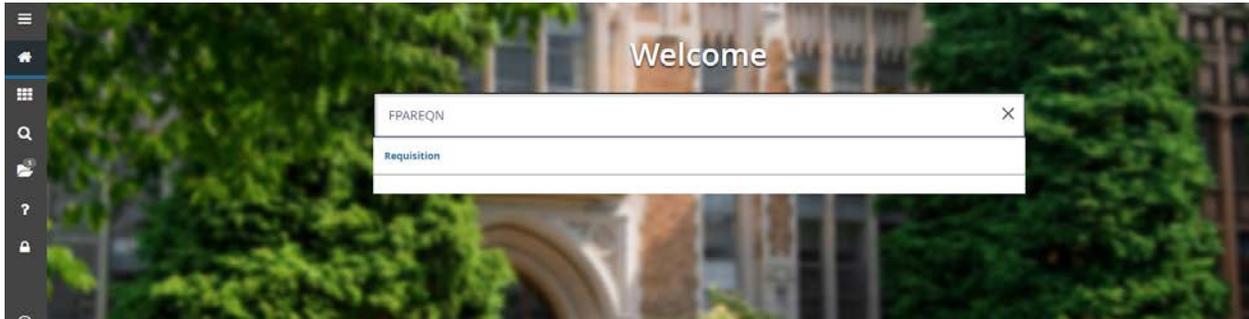


# Creating a Requisition

1. From the Welcome screen, type FPAREQN in the search bar and select Requisition



2. On the following screen click **Go**



3. On this screen, required fields have an \*asterisk. Requestor information, organization, COA and ship to will populate. You will need to complete the Delivery Date and Attention To:

Delivery Date: Date you need the items by  
Attention to: Who the order is for

A screenshot of the 'Requisition Entry: REQUESTOR/DELIVERY' screen. The page is divided into several sections. The top section contains fields for 'Requisition' (NEXT), 'Order Date' (12/13/2018), 'Transaction Date' (12/13/2018), and 'Delivery Date' (which is highlighted with a red box). Below this is a section for 'Requestor/Delivery Information' with fields for 'Requestor' (Laura Convento), 'Organization' (300 Finance and Administration), 'COA' (S Solano Community College), 'Email' (laura.convento@solano.edu), 'Phone Area Code' (707), 'Phone Number' (8647000), 'Phone Extension' (4432), 'Fax Area Code', 'Fax Number', 'Fax Extension', 'Ship To' (1900), and 'Street Line 1' (4000 Suisun Valley Road). To the right of these fields are fields for 'Street Line 2', 'Street Line 3', 'Contact', 'Attention To' (highlighted with a red box), 'Building' (Bldg 1900), 'Floor', 'City' (Fairfield), 'State or Province' (CA), 'Zip or Postal Code' (94534), 'Nation', 'Area Code' (707), 'Phone Number' (8647000), and 'Extension' (4434). At the bottom left, there is a dropdown arrow icon highlighted with a red box. The footer shows 'EDIT Record: 1/1 FPBREQH.FPBREQH\_REQH\_DATE [1] ©2000 - 2018 Ellucian. All rights reserved.'

The Ship To: defaults to our Warehouse in Building 1900.  
Once completed, click the down arrow in the lower left corner to continue.

4. On the next screen, enter the Vendor Number in the Vendor field. If you don't know your vendor number, you can look up the code by clicking the ellipses icon [...] to the right of the Vendor field box.

The screenshot shows the 'Requisition: NEXT' page. Under the 'REQUISITION ENTRY: REQUESTOR/DELIVERY' section, there are fields for Requisition (NEXT), Order Date (12/13/2018), Transaction Date (12/13/2018), and Delivery Date (12/21/2018). To the right are fields for Comments, Commodity Total, and Accounting Total, along with a 'Document Level' checkbox. Below this is a navigation bar with tabs: 'Requestor/Delivery Information', 'Vendor Information' (selected), 'Commodity/Accounting', and 'Balancing/Completion'. Under the 'VENDOR INFORMATION' section, the 'Vendor' field is highlighted with a yellow circle around its ellipsis icon. Other fields include 'Vendor Hold', 'Address Type', and 'Sequence'.

To find your vendor, select Entity Name/ID Search

The 'Option List' dialog box is shown with two options: 'Entity Name/ID Search (FTIIDEN)' and 'Vendor Maintenance (FTMVEND)'. The first option is highlighted in blue. A 'Cancel' button is at the bottom right. Below the dialog, the text 'Tax Group CUSE' is visible.

Under "DETAILS" Section, Type Vendor in "Last Name" with a % before and in between and after all words (case sensitive)

The screenshot shows the 'Entity Name/ID Search FTIIDEN 9.3.6 (PROD\_12c)' page. Under the 'ENTITY NAME/ID SEARCH' section, there are checkboxes for 'Vendors' (checked), 'Terminated Vendors', 'Grant Personnel', 'Proposal Personnel', 'Financial Managers', and 'Terminated Financial Managers'. Below this is the 'DETAILS' section with 'Basic Filter' and 'Advanced Filter' tabs. The 'Last Name' field is highlighted in yellow and contains a search query. Other fields include 'ID', 'First Name', and 'Middle Name'. At the bottom, there are radio buttons for 'Case Insensitive Query' (selected) and 'Case Sensitive Query'.

For example %Amazon% or %Eagle%Eye%, then click F8 to search or "Go".

Note: For looking up consultants, use "Last Name" and "First Name" boxes. You may use the % signs in your search.

5. After you run your search, highlight the vendor you need. Double click to select or click the Select button in the lower right corner of the screen.

ID	Last Name	First Name	Middle Name	Entity Indicator	Change Indicator	Vendor	Financial Manager	Agency	Grant Personnel	Proposal Personnel	Name Type
101365423	Amazon.com			Corporation		Yes	No	No	No	No	LEGL

The Vendor Number and vendor information will populate in your requisition.

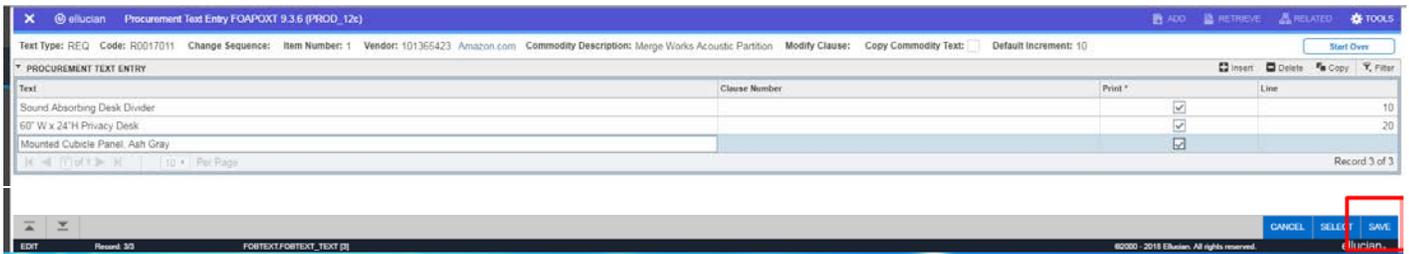
Once completed, click the down arrow in the lower left corner to continue to Commodity Section.

6. In the Commodity/Accounting Section. **(At this time, please write down your Requisition Number at the top left)**
  - a. Enter the description of the goods you are purchasing in the Description field.
    - i. If there is a part number, include it with your description
  - b. Enter the unit of measure in the U/M field. (ex. EA, CSE, SVC, BOX)
  - c. Enter the Tax Group. CUSE = California Use Tax is the Default (For No Tax = type in NTX)
  - d. Enter the quantity in the Quantity field.
  - e. Enter the price in the Unit Price field.

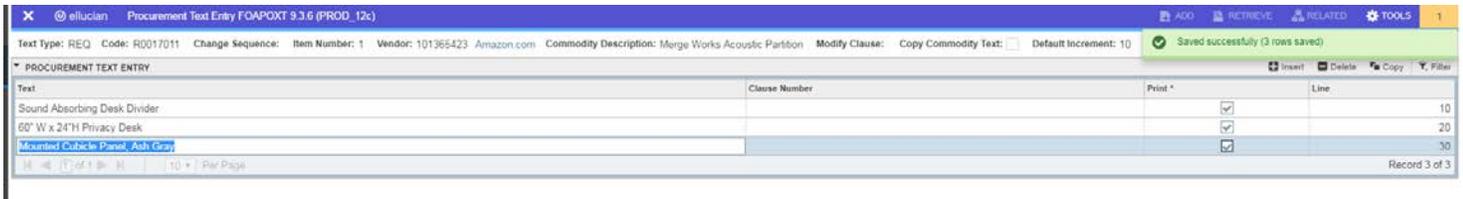
If your description does not fit in the description field, you can enter additional information in the Item Text. From the Related tab in the upper right corner of the screen, select Item Text.

From the item text screen, click "Go" in the upper right corner.

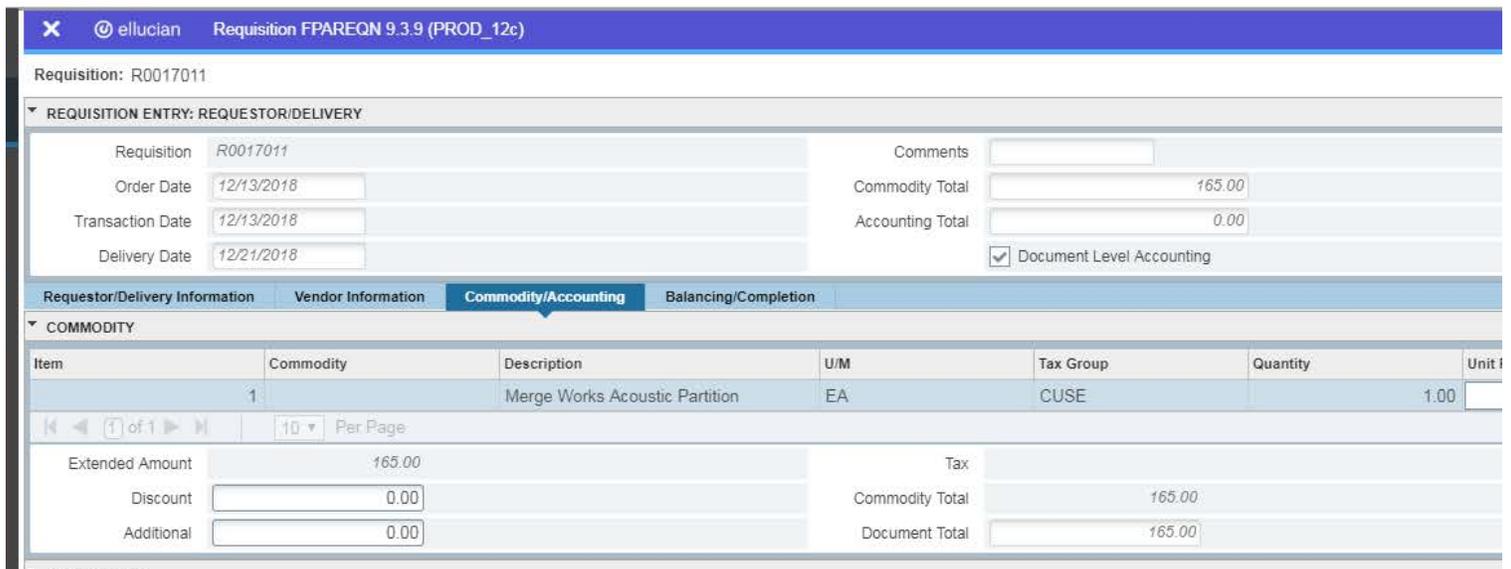
Text is limited to a total of 60 Characters (Characters and spaces combined). If you have additional text, click insert or press the down arrow on your keyboard. To save your text, click Save in the bottom right corner of the screen.



Once saved, close out of this page by Clicking the "X" on top left and you will return to your requisition.



7. Tab until you get back to the Description Field. To add additional items, click insert or press the down arrow on your keyboard.



8. Select the down button in the lower left corner to enter your accounting information. The required accounting fields are
  - a. Fund
  - b. Orgn – Organization
  - c. Acct – Account
  - d. Program

Requisition: R0017745

REQUISITION ENTRY: REQUESTOR/DELIVERY

Requisition: R0017745  
 Order Date: 07/29/2019  
 Transaction Date: 07/29/2019  
 Delivery Date: 07/29/2019

Comments:   
 Commodity Total: 178.82  
 Accounting Total: 178.82  
 Document Level Accounting

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

**COMMODITY**

Item	Commodity	Description	U/M	Tax Group	Quantity
1		Merge Works Acoustic Partition	EA	CUSE	1

Extended Amount: 165.00  
 Discount: 0.00  
 Additional: 0.00

Tax: 13.82  
 Commodity Total: 178.82  
 Document Total: 178.82

**ACCOUNTING**

Sequence	COA	Year	Index	Fund	Orgn	Acct	Prog
1	S	20		1100	3050	4500	672000

Extended Amount: 165.00  
 Discount: 0.00  
 Additional: 0.00  
 Tax: 13.82  
 FOAPAL Total: 178.82  
 Document Total: 178.82  
 Remaining: 0.00  
 Commodity Amount: 0.00

EDIT Record: 1/1 FPRREQA.FPRREQA\_COAS\_CODE [1]

Totals Must Match!

Hit the save button, then hit the down arrow in the lower left corner to proceed to the next screen.

Please note: Commodity Section Document Total and Accounting Section Document total must **match**.

9. On the last screen, you have two options – you can Complete the requisition or select In Process, if you are not ready to submit for approval.

Requisition: R0017011

REQUISITION ENTRY: REQUESTOR/DELIVERY

Requisition: R0017011  
 Order Date: 12/13/2018  
 Transaction Date: 12/13/2018  
 Delivery Date: 12/21/2018

Comments:   
 Commodity Total: 178.82  
 Accounting Total: 178.82  
 Document Level Accounting  
 In Suspense  
 Document Text

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

**BALANCING/COMPLETION**

Vendor: 101365423 Amazon.com  
 Vendor Hold:   
 COA: S Solano Community College  
 Requestor: Laura Convento  
 Organization: 300 Finance and Administration

Currency:   
 Exchange Rate:   
 Commodity Record: 1  
 Count:   
 Input Amount: 178.82  
 Converted Amount:

**AMOUNTS**

	Input	Commodity	Accounting	Status
Approved Amount	165.00	165.00	165.00	BALANCED
Discount Amount	0.00	0.00	0.00	BALANCED
Additional Amount	0.00	0.00	0.00	BALANCED
Tax Amount	13.82	13.82	13.82	BALANCED

Complete | In Process

Make sure "Status" boxes all say, "BALANCED".

If you select Complete, the Requisition will be routed to your approver.

If you select In Process, you will go back to the start of the Requisition Screen (FPAREQN).