

Common Requisition Errors

- NSF/Wrong FOAP
- Document Text
- Document Level Accounting ✓
- BPO/EPO errors
- Requestor Information

NSF/Wrong FOAP

Oracle Fusion Middleware Forms Services: Open > FPAREQN

File Edit Options Block Item Record Query Tools Help

Requisition Entry: Commodity/Accounting FPAREQN 8.6.0.3A (TEST)

Requisition: R0000810
Order Date: 16-FEB-2016
Delivery Date: 01-MAR-2016
Commodity Total: 2,138.35

Transaction Date: 16-FEB-2016
Comments:
Accounting Total: 2,138.35

In Suspense
 Document Text
 Document Level Accounting

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

Item 1 of 1 U/M EA Tax Group OXN Quantity 5.00 X Unit Price 395.9900 = Extended: 1,979.95

Commodity Description
6413000 Dell Monitor #GKS353-Q5

Commodity Text
 Item Text
 Distribute

Discount: 0.00
Additional: 0.00
Tax: 158.40
Commodity Line Total: 2,138.35

FOAPAL 1 of 1 Remaining Commodity Amount: 0.00 NSF Override % USD
 NSF Suspense Extended: 1,979.95
Discount: 0.00
Additional: 0.00
Tax: 158.40
FOAPAL Line Total: 2,138.35
Commodity Accounting Total: 2,138.35

COA Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj
1	16	111	22066	6413	660000			

Enter commodity code . Use COUNT QUERY HITS to call FPVPRD.
Record: 1/1 <OSC>

- Always check that the account number is correct.
- Always check that the account number has sufficient funds

Document Level Accounting

Oracle Fusion Middleware Forms Services: Open > FPAREQN

File Edit Options Block Item Record Query Tools Help

Requisition Entry: Commodity/Accounting FPAREQN 8.6.0.3A (TEST)

Requisition: R0000808
Order Date: 16-FEB-2016 **Transaction Date:** 16-FEB-2016 In Suspense
Delivery Date: 01-MAR-2016 **Comments:** Document Text
Commodity Total: 593.99 **Accounting Total:** 0.00 Document Level Accounting

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

Item	U/M	Tax Group	Quantity	Unit Price	Extended
1 of 1	EA	OXN	1.00 X	549.9900	549.99

Commodity 6413000 **Description** Incubator G5966-D53 XL Series

Commodity Text
 Item Text
 Distribute

Extended:	549.99
Discount:	0.00
Additional:	0.00
Tax:	44.00
Commodity Line Total:	593.99
Document Commodity Total:	593.99

FOAPAL of **Remaining Commodity Amount:** 593.99 NSF Override % **USD**
 NSF Suspense **Extended:**
Discount:
Additional:
Tax:
FOAPAL Line Total:
Document Accounting Total:

COA Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj

Enter additional charge amount of item.
Record: 1/1 <OSC>

- Always uncheck Document Level Accounting.
- The box can not be unchecked once a FOAP has been entered.

BPO

Oracle Fusion Middleware Forms Services: Open > FPAREQN

File Edit Options Block Item Record Query Tools Help

Requisition Entry: Vendor Information FPAREQN 8.6.0.3A (TEST)

Requisition: R0000809

Order Date: 16-FEB-2016

Transaction Date: 16-FEB-2016

Delivery Date: 30-JUN-2016

Comments: BPO

Commodity Total: 0.00

Accounting Total: 0.00

In Suspense

Document Text

Document Level Accounting

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

Requestor: Dell Monitors for Conf Room

Organization: 22066 College Services

COA: 1 Ventura County Community Coll Distr

Area Code **Phone Number** **Extension**

Phone: 5815

Fax:

Ship To: OC

Street Line 1: Oxnard College Warehouse

Street Line 2: 4000 S Rose Ave

Street Line 3:

Contact: MON-THUR 7:00-3:00 FRI 7:00-12:00

Attention To: Jennifer Clark Admin 236

Building: **Floor:**

City: Oxnard

State or Province: CA **Zip or Postal Code:** 93033

Area Code **Phone Number** **Extension**

Nation: 805 9865821

Enter the requestor's email address. (100 characters maximum)

Record: 1/1 <OSC>

- Type "BPO" in the Comments box.
- Make the Delivery Date the last day of the Fiscal Year.

EPO

Oracle Fusion Middleware Forms Services: Open > FPAREQN

File Edit Options Block Item Record Query Tools Help

Requisition Entry: Requestor/Delivery Information FPAREQN 8.6.0.3A (TEST)

Requisition: R000800
Order Date: 16-FEB-2016
Delivery Date: 01-MAR-2016
Commodity Total: 0.00

Transaction Date: 16-FEB-2016
Comments: EPO
Accounting Total: 0.00

In Suspense
 Document Text
 Document Level Accounting

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

Requestor: Sewage line broke
Organization: 22066 College Services
COA: 1 Ventura County Community Coll Distr
Email:

Ship To: OC

Street Line 1: Oxnard College Warehouse
Street Line 2: 4000 S Rose Ave
Street Line 3:

Building: **Floor:**
City: Oxnard
State or Province: CA **Zip or Postal Code:** 93033
Nation:

Area Code Phone Number Extension
5815
Contact: MON-THUR 7:00-3:00 FRI 7:00-12:00
Attention To: Jennifer Clark Admin 236
Area Code Phone Number Extension
805 9865821

Enter name for Attention-to label on Ship-to address.
Record: 1/1 <OSC>

- Type "EPO" in the Comments Box.
- Alert your Fiscal Services Department that an EPO has been entered.
- Be proactive with the process.

Requestor Information

Oracle Fusion Middleware Forms Services: Open > FPAREQN

File Edit Options Block Item Record Query Tools Help

Requisition Entry: Vendor Information FPAREQN 8.6.0.3A (TEST)

Requisition: R0000809
Order Date: 16-FEB-2016
Delivery Date: 30-JUN-2016
Commodity Total: 0.00

Transaction Date: 16-FEB-2016
Comments: BPO
Accounting Total: 0.00

In Suspense
 Document Text
 Document Level Accounting

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

Requestor: Dell Monitors for Conf Room
Organization: 22066 College Services
COA: 1 Ventura County Community Coll Distr
Area Code: **Phone Number:** **Extension:** 5815
Phone: **Fax:**

Ship To: OC

Street Line 1: Oxnard College Warehouse
Street Line 2: 4000 S Rose Ave
Street Line 3:

Contact: MON-THUR 7:00-3:00 FRI 7:00-12:00
Attention To: Jennifer Clark Admin 236

Building: **Floor:**
City: Oxnard
State or Province: CA **Zip or Postal Code:** 93033
Nation: **Area Code:** 805 **Phone Number:** 9865821 **Extension:**

Enter the requestor's email address. (100 characters maximum)
Record: 1/1 <OSC>

- Change Requestor to a reference on what is being bought.
- Fill out the Attention To: box and add that person's extension.



**Banner 8.x
Requisition Processing**

- All information shown in this presentation can be found in the Requisition Processing Booklet.
- Questions?

