

## Creating a Requisition to Add Funds to Existing Purchase Order

### Creating a Requisition

1. Click Requisition
2. Chart of Accounts Code (should always remain at "T")
3. Select **vendor** from the drop down menu titled Type

**Code Lookup**

Chart of Accounts Code  ←

Type  ←

Code Criteria

Title Criteria

Maximum rows to return

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4. Enter the vendor information in the **Title Criteria** box (for alpha search), use **Code** for numerical search. *All vendor ID's will start with the letter 'R'.*

**Note: Percent (%) signs can be used as wild cards for searching.**

**Code Lookup**

Chart of Accounts Code

Type  ←

Code Criteria

Title Criteria

Maximum rows to return

5. Click **Execute Query** to display vendor results.

6. A list of the vendor results will be displayed.

## Banner-Add Funds to Existing Purchase Order

**Code Lookup**  
Chart of Accounts Code   
Type   
Code Criteria   
Title Criteria   
Maximum rows to return   
  
Locate the desired value from the code lookup results list and type that value into the applicable field.

**Code lookup results**

Hold	Vendor ID	Name
No	R01329945	Delta Dental
No	R01330411	Delta Timing Group Inc
No	R01331248	Delta Network Services LLC
No	R01331262	Delta Sigma Theta

7. Enter or Copy/Paste the Vendor ID into the **Vendor ID** field.
8. Transaction Date = Today's Date
9. Update the Delivery Date

Use Template

Transaction Date     
Delivery Date     
Vendor ID    
Address Type  Address Sequence   
Vendor Contact   
Requestor Name   
Requestor E-mail

**NOTE: Validation Buttons** – there are several 'validation' buttons on this entry page. It is recommended you fill out all fields of information and use the VALIDATE button at bottom of form to limit the amount of scrolling needed to complete the request.

10. The **Ship Code** will default to you building. In the **Comments** field include [building code abbreviation](#), [room number](#), [first initial/last name](#), and [phone extension](#).

Ship Code  Attention To   
Comments

11. **Document Text** – use this to enter information regarding quotes, vendor contact information, sourcing needs, etc...

## Banner-Add Funds to Existing Purchase Order

12. Enter "Add Funds to P00xxxxx. This will be the PO number that has been created with additional years to hold it open. Then UOM will be LO. Unit Price is the total amount for the Fiscal Year.

Item	Commodity Description	Quantity	U/M	Unit Price	Discount Amount	Additional Amount
1	Add Funds to P00xxxxx	1	LO	181323		
2			None			
3			None			
4			None			
5			None			

13. Enter the **Accounting information**.

**Chart** – Chart should always be T

**Index** – Enter the appropriate index

**Account** – Enter the appropriate account

**Accounting** – Enter the appropriate value based on dollars or percents.

*Note: All percents must be equal to 100%. All dollar amounts must equal the total of all line items.*

		<input type="radio"/> Dollars	<input checked="" type="radio"/> Percents							
Seq#	Chart	Index	Fund	Orgn	Account	Program	Activity	Location	Accounting	
1	T	1234			1234				100	
2										
3										
4										
5										

14. Click **Complete**.

*Note: You can click Validate to take a final look at the requisition. The system will automatically validate the requisition after clicking complete.*

Validate	Complete	Save In Process
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**Save as Template:** You may name a template for repeat use (saves key strokes if ordering items is frequent)

**Shared check box:** checking this box allows template to be shared with other users.