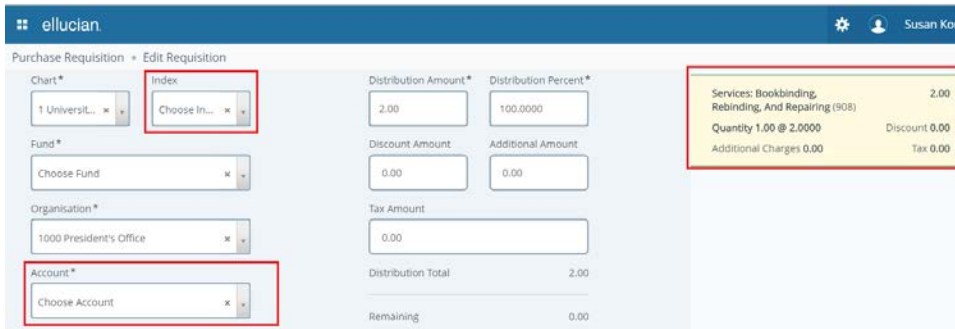


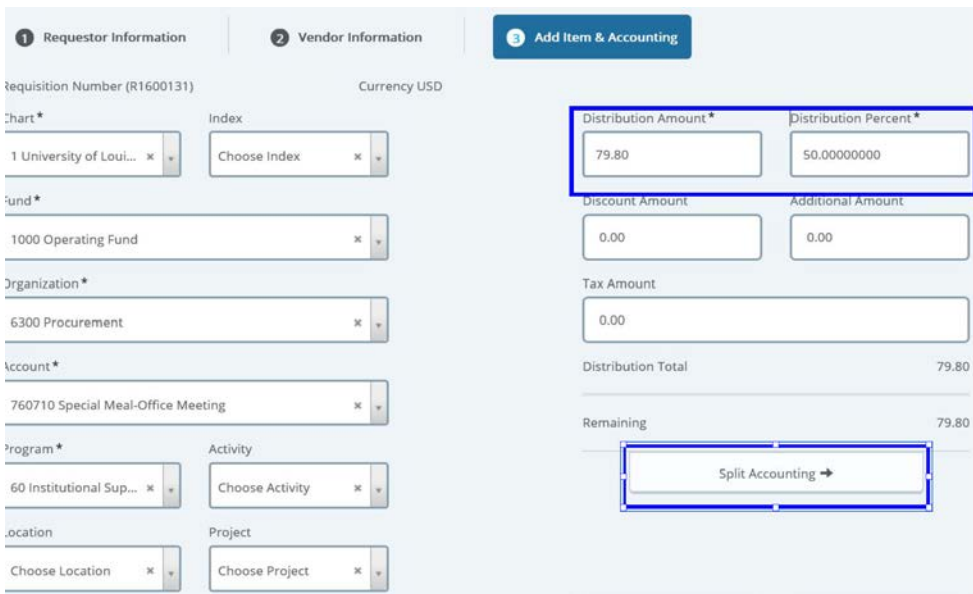
Step by Step Requisition Entry in Banner

Step 1 – Enter accounting information for first FOAPAL.



The screenshot shows the Banner Requisition Entry interface. The 'Purchase Requisition - Edit Requisition' page has several fields. The 'Index' dropdown menu is highlighted with a red box. The 'Account' dropdown menu is also highlighted with a red box. On the right side, there is a summary box for 'Services: Bookbinding, Rebinding, And Repairing (908)' with a quantity of 1.00 @ 2.0000, a discount of 0.00, and a tax of 0.00. The 'Distribution Amount' is set to 2.00 and 'Distribution Percent' is 100.0000. Other fields include 'Fund', 'Organisation', 'Discount Amount', 'Additional Amount', 'Tax Amount', 'Distribution Total', and 'Remaining'.

Step 2 – Indicate what amount is to be charge to the first FOAPAL. This can be done by either Distribution Amount or Distribution Percent. ****ONLY ONE NEEDS TO BE ADJUSTED.**



The screenshot shows the 'Add Item & Accounting' step in Banner. The 'Distribution Amount' field is highlighted with a blue box and contains the value 79.80. The 'Distribution Percent' field is also highlighted with a blue box and contains the value 50.00000000. The 'Split Accounting' button is highlighted with a blue box. The page shows various dropdown menus for 'Chart', 'Fund', 'Organization', 'Account', 'Program', 'Activity', 'Location', and 'Project'. The 'Requisition Number' is R1600131 and the 'Currency' is USD. The 'Distribution Total' is 79.80 and the 'Remaining' is 79.80.

Step 3 – Click “Split Accounting”.

Step 4 – Enter accounting information for Second FOAPAL.

Repeat as needed.

You will only be able to submit the requisition until each item has funding in green 100%



The screenshot shows the Banner Requisition Entry interface with two items. The first item is 'Advance Payment for University Travel (ADVANCE)' with a quantity of 1.00 @ 1.0000, a discount of 0.00, and a tax of 0.00. The 'Funding' status for this item is shown as 100% in green. The second item is also 'Advance Payment for University Travel (ADVANCE)' with a quantity of 1.00 @ 1.0000, a discount of 0.00, and a tax of 0.00. The 'Funding' status for this item is shown as 100% in green. A red arrow points to the 'Funding' field for the second item. The 'Submit Requisition' button is highlighted with a red box. The 'Requisition Number' is R1600038.

If you have more than one item, you will need to split accounting for EACH ITEM.