

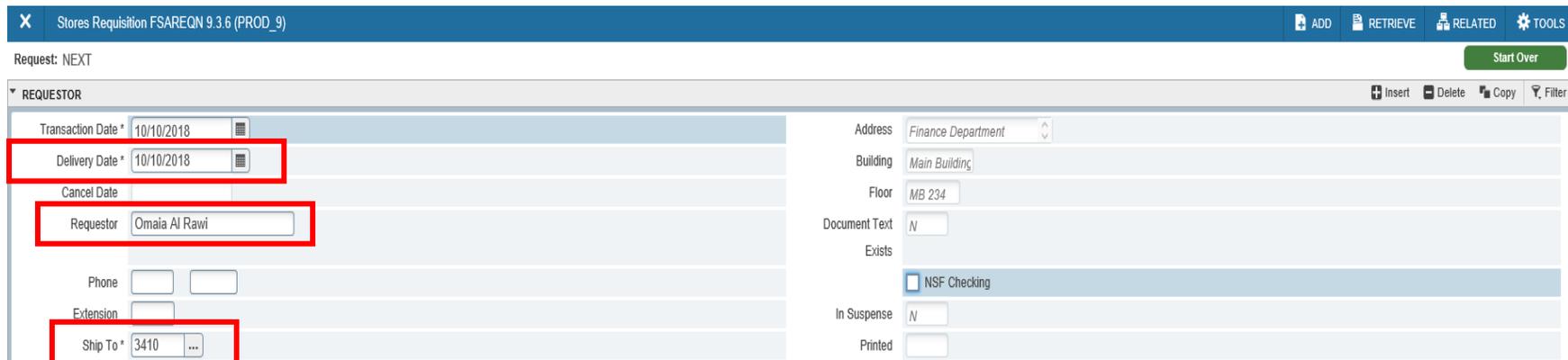
# Banner 9 Store Requisition

1. Search or choose Store Requisition (FSAREQN) from your list – then type NEXT in the box as shown below
2. Press Go or the next section small arrow at the bottom of the section



The screenshot shows the top navigation bar of the Banner 9 system. The title bar reads "Stores Requisition FSAREQN 9.3.6 (PROD\_9)". On the right side of the bar are buttons for "ADD", "RETRIEVE", "RELATED", and "TOOLS". Below the title bar is a search input field labeled "Request:" containing the text "NEXT". A red arrow points from the right side of the "Request:" field to the "Go" button on the right. Below the search bar is a grey instruction box that says: "Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER."

3. Using Tab to move to the delivery date – Requestor – Ship To
4. Press the next section small arrow at the bottom of the page to move to the Commodity/Accounting section



The screenshot shows the "REQUESTOR" section of the Banner 9 Store Requisition form. The form is divided into two columns. The left column contains fields for "Transaction Date\*" (10/10/2018), "Delivery Date\*" (10/10/2018), "Cancel Date", "Requestor" (Omaia Al Rawi), "Phone", "Extension", and "Ship To\*" (3410). The right column contains fields for "Address" (Finance Department), "Building" (Main Building), "Floor" (MB 234), "Document Text" (N), "Exists", "NSF Checking" (checkbox), "In Suspense" (N), and "Printed". Red boxes highlight the "Delivery Date\*", "Requestor", and "Ship To\*" fields. A "Start Over" button is located at the top right of the form area.

- Type the commodity Code ( SMS number) or choose it by pressing the dots to search the commodity item from the list
- Also you can get the SMS number by searching the catalog <https://intranet.aus.edu/operations/store/catalog/>

COMMODITY DATA

Item	Commodity *	Description	U/M	Quantity	Extended Cost	Suspense
	<input type="text"/>					Y

Record 1 of 1

- To start searching the required item press Filter ( in case you are not using the catalog)

ADD RETRIEVE RELATED TOOLS

Insert Delete Copy Filter

Termination Date

- Type the description then press Go to have a list of matching search

Stores Inventory Validation FTVINVM 9.0 (PROD\_9)

ADD RETRIEVE RELATED TOOLS 1

STORES INVENTORY VALIDATION

Basic Filter Advanced Filter

Commodity Code	Description	Issued U/M	Effective Date	Termination Date
<input type="text"/>	<input type="text" value="%Pen%"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Clear All Go

Commodity Code	Description	Issued U/M	Effective Date	Termination Date
SMS0305001	Pencil, leadfine lead pencil, 17-1/2 cms long	EA	11/07/2000	
SMS0305001	Pencil, leadfine lead pencil, 17-1/2 cms long	EA	18/11/2003	18/11/2003
SMS0305002	Mechanical Pencil 0.5mm HB	EA	11/07/2000	
SMS0305002	Mechanical Pencil 0.5mm HB	EA	25/02/2003	
SMS0305002	Mechanical Pencil 0.5mm HB	EA	08/11/2003	

- Select the item then double click to choose it

10. Type the quantity  
Press Insert to add more items  
Press Delete to delete the item

COMMODITY DATA						
Item	Commodity *	Description	U/M	Quantity	Extended Cost	Suspense
	SMS0318007	Paper Monograph AUS Logo & Address(Letter Head)	RM	2	425.00	

Record 1 of 1

11. Press the next section small arrow at the bottom of the page or Alt+PgDn to move to the Accounting section, then type your cost center number in the Organization box
12. Type the Cost Center in the organization box

ACCOUNTING DATA													
Sequence Number	Chart of Accounts	Year	Index	Fund	Organization	Account	Program	Activity	Location	Project	NSF Override	Suspense	NSF Suspense
	A	19		111001	3410	52110	...	60			<input type="checkbox"/>	N	A

Record 1 of 1

Accounting Record  Percent  Amount

13. Press the next section small arrow at the bottom of the page to move to the Balancing/Completion section
14. Press **Complete** if you want to complete the request or **In Process** if you want to keep it open for any change later

BALANCING/COMPLETION	
Commodity Total	425.00
Accounting Total	425.00
<input type="button" value="Complete"/>	<input type="button" value="In Process"/>