

MÓDULO DE BANNER *REQUISICIONES - FPAREQN*



DECANATO DE ADMINISTRACIÓN
UIPR - PONCE



ponce.inter.edu

FPAREQN

- **Documentos necesarios para poder procesar la REQUISICION:**

- Número de Seguro Social Patronal activo (FTMVEND)
- Cotización
- Registro de Comerciante
- Formulario 2916
- Documento EPLS

- **Nota importante:**

- En el sistema BANNER NO se pueden utilizar los acentos ni las letras ñ Ñ, ya que el mismo no las reconoce.
- Se recomienda que se escriba todo en letras mayúsculas.

- **Otros:**

- Si va a utilizar varias cuentas, debe liberar el DOCUMENT LEVEL ACCOUNTING en la pantalla principal.

WWW.PONCE.INTER.EDU

- Acceder la página del Recinto en el área de **INTER WEB**.



Universidad Interamericana de Puerto Rico - Windows Internet Explorer

http://ponce.inter.edu/

File Edit View Favorites Tools Help

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Recinto de Ponce
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INTERAMERICANA
DE PUERTO RICO

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https://ocsbanp.inter.edu:9091/

Internet 100%

start Microsoft PowerPoint... Universidad Interame...

11:25 AM

BANNER WEB

- Acceder dentro de Inter Web al área de **BANNER WEB**.

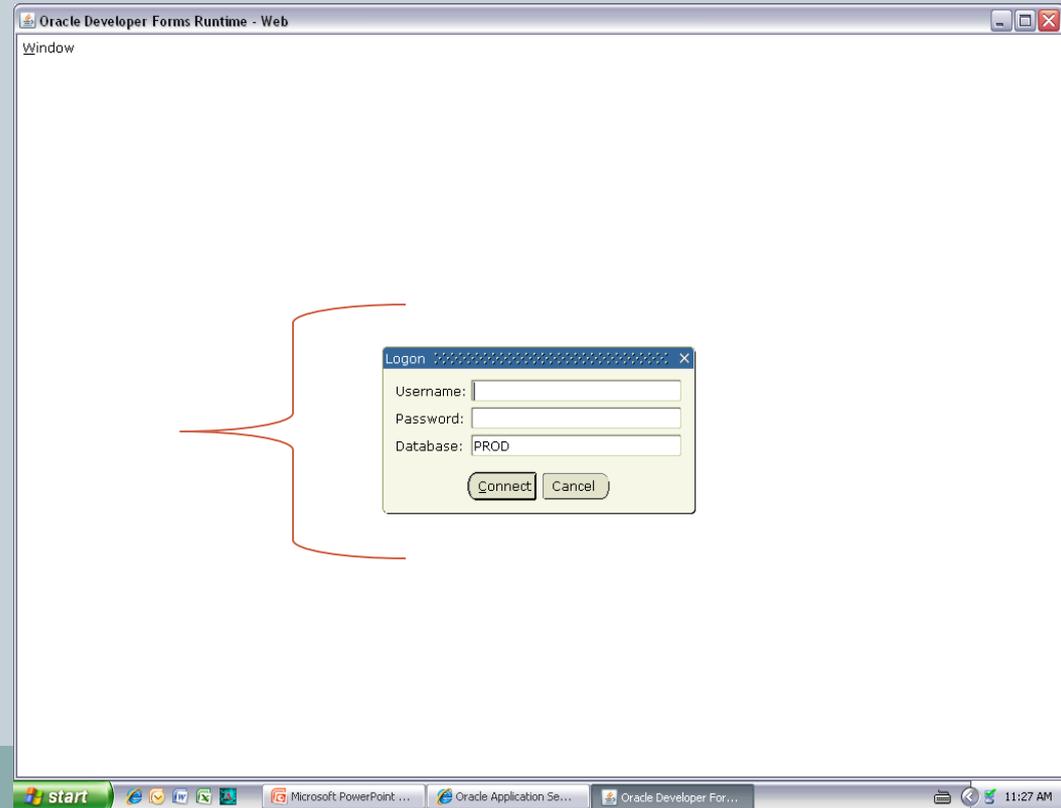


The screenshot shows a web browser window titled "Welcome to Banner 8 Web - Windows Internet Explorer". The address bar displays "https://ocsbamp.inter.edu:9091/". The page content features the logo of the "UNIVERSIDAD INTERAMERICANA DE PUERTO RICO" at the top center. Below the logo is a central circular emblem with the text "UNIVERSIDAD INTERAMERICANA DE PUERTO RICO" and "FUNDADA 1912 - INV.". Surrounding this emblem are several navigation links, each with an icon: "Campus Directory" (with a group of people), "Class Schedule" (with a clock), "Apply for Admissions" (with a pen), "Course Catalog" (with an open book), "General Financial Aid" (with a coin), "Guía del usuario de la red" (with a book), "BannerWeb" (with a group of people), and "LOGIN to a secure area" (with a key). At the bottom of the page, there is a "VeriSign" logo with the text "SECURE SITE" and "CLICK TO VERIFY". Below the VeriSign logo is the text "CONDICIONES PARA SOLICITAR MATRÍCULA EN INTERNET". The browser's status bar at the bottom shows the URL "https://ocsbamp.inter.edu:9091/forms/frmservlet?config=PROD_java" and the system tray includes the Start button, taskbar icons for Internet Explorer, Microsoft PowerPoint, and the current window, along with the system clock showing "11:26 AM".

BANNER WEB

- Acceder a Banner Web con su nombre y contraseña de usuario. Oprimir **Connect**.

**Nombre y
contraseña de
usuario.
Oprimir
Connect**



BANNER WEB

- Acceder a la pantalla de procesar requisiciones, colocando **FPAREQN** en el área de **Go To...** Luego oprimir **Enter**.



Oracle Developer Forms Runtime - Web

File Edit Options Block Item Record Query Tools Help

General Menu GUAGMNU 8.2 (PROD) - Monday November 15, 2010 - Last login Friday November 12, 2010 01:19 PM

Go To... [FPAREQN] Welcome, VIVIAN ARMSTRONG IRIZARRY. Products: Menu Site Map Help Center

My Banner

- Document History [FOIDOCH]
- Executive Summary [FGIBDSR]
- Invoice/Credit Memo [FAAINVE]
- Receiving Goods [FPARCVD]
- Requisition [FPAREQN]
- Requisition Approval [FPARDEL]
- Vendor Maintenance [FTMVEND]
- Process Submission Controls [GJAPCTL]
- Purchase Order Form Print [FPAPORD]
- Requisition Form Print [FPARQST]
- User Approval [FOAUAPP]
- Purchase Order [FPAPURR]
- Purchase Order Assignment [FPAPOAS]
- Change Order [FPACHAR]
- Detail Encumbrance Activity [FGIENCDC]
- Organize My Banner [GUAPMNU]

Banner

- Student [*STUDENT]

Banner Broadcast Messages

My Links

- [Change Banner Password](#)
- [Check Banner Messages](#)
- [Banner 8 Documentation](#)
- [Personal Link 2](#)
- [Personal Link 3](#)
- [Personal Link 4](#)
- [Personal Link 5](#)
- [Personal Link 6](#)

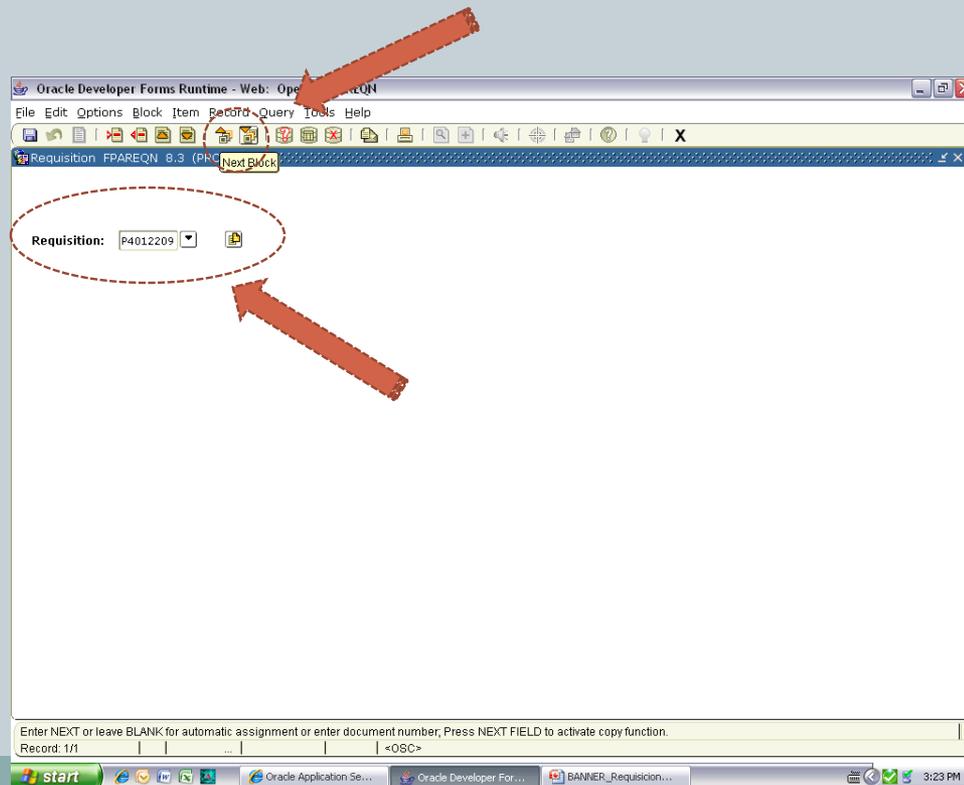
My Institution

Enter the object name; Press LIST for listing.
Record: 1/1 | ... | <OSC>

start Oracle Application Sev... Oracle Developer For... Microsoft PowerPoint ... 3:15 PM

FPAREQN

- En el área de **REQUISITION**, colocar el número que le asignará a la transacción. Oprimir **NEXT BLOCK** para pasar a la próxima pantalla.



FPAREQN

- En esta pantalla colocamos la siguiente información: *día de la transacción y recibo de la mercancía o servicio. Número de organización a la cual se va a cargar el servicio, información del contacto que está procesando la requisición y de quien la recibirá en el Recinto.*
- Esta pantalla se corre utilizando la tecla de ENTER.
- Si va a utilizar varias cuentas, se libera el DOCUMENT LEVEL ACCOUNTING

Oracle Developer Forms Runtime - Web: Open - FPAREQN

File Edit Options Block Item Record Query Tools Help

Requisition Entry: Requisition/Delivery Information: FPAREQN 9.3 (PROD)

Requisition: P4012209
 Order Date: 15-NOV-2010
 Transaction Date: 15-NOV-2010
 Delivery Date:
 Comments:
 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: Vivian L. Armstron PON
 Organization: 65010 Ponce Campus Revenues
 COA: 1 Finance Chart of Accounts
 Email:
 Ship To:
 Street Line 1:
 Street Line 2:
 Street Line 3:
 Building: Floor:
 City:
 State or Province: Zip or Postal Code:
 Nation:
 Area Code Phone Number Extension
 Phone:
 Fax:
 Contact:
 Attention To:
 Area Code Phone Number Extension

Enter request order date(DD-MON-YYYY)
 Record: 1/1 <OSC>

start Oracle Application Se... Oracle Developer For... BANNER_Requisition... 3:29 PM

FPAREQN

- Luego de llenar la pantalla, vamos al área de DOCUMENT TEXT en OPTIONS.

Oracle Developer Forms Runtime - Web: Open > FPAREQN

File Edit Options Block Item Record Query Tools Help

Document Information
Requestor/Delivery Information
Vendor Information
Commodity/Accounting Information
View Items in Suspense
Balancing/Completion
Document Text [FOAPOXT]
Commodity Total: 0.00

Transaction Date: 15-NOV-2010
Comments:
Accounting Total: 0.00

In Suspense
 Document Text
 Document Level Accounting

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

Requestor: Vivian L. Armstrom PON
Organization: 65401 Dean of Administration Office
COA: 1 Finance Chart of Accounts
Email: varmstro@ponce.inter.edu
Ship To: PO1214
Street Line 1: DECANATO DE ADMINISTRACION
Street Line 2: 104 PARQUE INDUSTRIAL TURPO
Street Line 3: RD1
Building: M. VILLARONGA Floor: 2DO PISO
City: MERCEDITA
State or Province: PR Zip or Postal Code: 00715-1602
Nation:
Area Code Phone Number Extension
787 2841912 2001
Contact: DECANATO DE ADMINISTRACION
Attention To: MARIA DEL C. ROBLES
Area Code Phone Number Extension
787 2841912 2001

Enter requestor's name, required for completion
Record: 1/1 <OSC>

start Oracle Application Se... Oracle Developer For... BANNER_Requisicion... 3:52 PM

FPAREQN



- Información que colocaremos en esta pantalla:
 - Número o números de cuenta a las cuales se cargará la compra o servicio.
 - Número de cliente, si existe.
 - Número de cotización o propuesta.
 - Texto:
 - ✦ *CUALQUIER SUSTITUCION DEBE CONTAR CON LA APROBACION PREVIA DEL OFICIAL COMPRADOR.*
 - ✦ *TODO SUPLIDOR O CONTRATISTA SERA RESPONSABLE DE CUMPLIR CABALMENTE CON LAS LEYES FEDERALES Y ESTATALES APLICABLES, INCLUYENDO EL REGLAMENTO DE OSHA, ASI COMO CON LAS NORMAS Y POLITICAS INSTITUCIONALES DE LA UIPR, LAS CUALES ESTAN DISPONIBLES EN LA PAGINA WEB DE LA UIPR: WWW.INTER.EDU.*
 - ✦ *EL SUPLIDOR O CONTRATISTA RELEVA DE TODA RESPONSABILIDAD A LA UIPR.*
 - Si el método de pago es otro que NO sea NETO 30 DIAS, se coloca una nota informándolo.

Oracle Developer Forms Runtime - Web: Open > FPAREQN - FOAPOXT

File Edit Options Block Item Record Query Tools Help

Procurement Text Entry FOAPOXT 8.0 (PROD)

Text Type: REQ Code: P4012209 Change Sequence: Item Number:

Vendor: 660681615 OFFICEMAX PUERTO RICO INC

Commodity Description:

Modify Clause: Copy Commodity Text Default Increment: 10

Text	Clause Number	Print	Line
111001-65401-7604-405	<input type="text"/>	<input checked="" type="checkbox"/>	10
COTIZACION: 453210	<input type="text"/>	<input checked="" type="checkbox"/>	20
NUM CLIENTE: 0362899	<input type="text"/>	<input checked="" type="checkbox"/>	30
- CUALQUIER SUSTITUCION DEBE CONTAR CON LA APROBACION PREVIA DEL OFICIAL COMPRADOR.	<input type="text"/>	<input checked="" type="checkbox"/>	40
- TODO SUPLIDOR O CONTRATISTA SERA RESPONSABLE DE CUMPLIR CABALMENTE CON LAS LEYES FEDERALES Y ESTATALES APLICABLES, INCLUYENDO EL REGLAMENTO DE OSHA, ASI COMO CON LAS NORMAS Y POLITICAS INSTITUCIONALES DE LA UIPR, LAS CUALES ESTAN DISPONIBLES EN LA PAGINA WEB DE LA UIPR: WWW.INTER.EDU	<input type="text"/>	<input checked="" type="checkbox"/>	50
- EL SUPLIDOR O CONTRATISTA RELEVA DE TODA RESPONSABILIDAD A LA UIPR.	<input type="text"/>	<input checked="" type="checkbox"/>	60
* OC PREPAID *	<input type="text"/>	<input checked="" type="checkbox"/>	70
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	80
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	90
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	100
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	110
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	120
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	130
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	140

Record: 15/15 | ... | <OSC>

start | 3 Micros... | Windows ... | Oracle Ap... | Oracle De... | MODULOS | Microsoft ... | 9:55 AM

Luego de llenar esta pantalla, oprimimos SAVE , EXIT y NEXT BLOCK para pasar a la siguiente pantalla.

FPAREQN



- En esta pantalla colocaremos la información del suplidor. Número de Seguro Social Patronal, persona contacto y en DISCOUNT colocaremos la forma de pago, NETO 30 DÍAS o el que aplique. Utilizaremos 11-SEE BELOW, si se colocó alguna nota en el texto inicial. La misma se llenará oprimiendo la tecla ENTER.

FPAREQN

Oracle Developer Forms Runtime - Web: Open > FPAREQN

File Edit Options Block Item Record Query Tools Help

Requisition Entry: Vendor Information FPAREQN 8.3 (PROD)

Requisition: P4012209
Order Date: 15-NOV-2010
Delivery Date: 15-DEC-2010
Commodity Total: 0.00

Transaction Date: 15-NOV-2010
Comments:
Accounting Total: 0.00

In Suspense
 Document Text
 Document Level Accounting

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

Vendor: 660681615 OFFICEMAX PUERTO RICO INC

Address Type: BU **Sequence:** 1 **Discount:** 11 See Below
Tax Group: **Currency:**

Street Line 1: RR2 BOX 45C
Street Line 2:
Street Line 3:

City: CAROLINA
State or Province: PR **Zip or Postal Code:** 00987
Nation:

Contact: KYOMARIS HERNANDEZ
Email: khern@officemax.com

Phone: **Area Code** **Phone Number** **Extension**
Fax:

Enter discount code or leave blank; [LIST] available.
 Record: 1/1 | ... | List of Valu... | <OSC>

start | 3 Micros... | Windows ... | Oracle Ap... | Oracle De... | MODULOS | Microsoft ... | 10:09 AM

Una vez completada la pantalla, oprimir NEXT BLOCK.

FPAREQN

- En esta pantalla, detallaremos uno por uno, los productos o servicios solicitados.

Oracle Developer Forms Runtime - Web: Open > FPAREQN

File Edit Options Block Item Record Query Tools Help

Requisition Entry: Commodity/Accounting FPAREQN 8.3 (PROD)

Requisition: P4012209
 Order Date: 15-NOV-2010 Transaction Date: 15-NOV-2010 In Suspende
 Delivery Date: 15-DEC-2010 Comments: Document Text
 Commodity Total: 0.00 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:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Commodity	Description				Discount:
<input type="text"/>	<input type="text"/>				Additional:
		<input type="checkbox"/> Commodity Text			Tax:
		<input type="checkbox"/> Item Text			Commodity Line Total:
		<input type="checkbox"/> Add Commodity			Document Commodity Total:
		<input type="checkbox"/> Distribute			

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

COA Year Index Fund Orgn Acct Prog Actv Locn Proj

Discount and Tax amounts reset due to change in discount rate.
 Record: 1/1 | <OSC>

start | Oracle Ap... | Oracle De... | MODULOS | Microsoft ... | 10:11 AM

FPAREQN



- En COMMODITY colocaremos el número de la cuenta de la siguiente manera:
 - C7604 (comenzaremos con la letra C, número de la cuenta y completaremos la pantalla con 00000).
 - El cursor correrá al área de colocar la unidad, cantidad, costo, etc.
 - Pero si al hacer esto, se sombrea de azul, indica que esa cuenta ya no está vigente.
 - ✦ Se procederá a entrar a la flecha que aparece arriba:
 - COMMODITY SEARCH, COMMODITY VALIDATION

FPAREQN

Para búsqueda si la cuenta no está activa.

Oracle Developer Forms Runtime - Web: Open > FPAREQN

Requisition Entry: Commodity/Accounting FPAREQN 8.3 (PROD)

Requisition: P4012209
 Order Date: 15-NOV-2010
 Delivery Date: 15-DEC-2010
 Commodity Total: 0.00

Transaction Date: 15-NOV-2010
 Comments:
 Accounting Total: 0.00

In Suspende
 Document Text
 Document Level Accounting

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

Item of 0 U/M Tax Group Quantity Unit Price = Extended:
 Commodity Description
 C760400000 SUPPLIES, OFFICE
 Search

Commodity Text
 Item Text
 Add Commodity
 Distribute

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

COA Year Index Fund Orgn Acct Prog Actv Locn Proj

Commodity code C760400000 has been terminated.
 Record: 1/1 <OS>

Oracle Developer Forms Runtime - Web: Open > FPAREQN

Requisition Entry: Commodity/Accounting FPAREQN 8.3 (PROD)

Requisition: P4012209
 Order Date: 15-NOV-2010
 Delivery Date: 15-DEC-2010
 Commodity Total: 0.00

Transaction Date: 15-NOV-2010
 Comments:
 Accounting Total: 0.00

In Suspende
 Document Text
 Document Level Accounting

Requestor/Delivery Information Vendor Information **Option List** Balancing/Completion

Commodity Validation (FTVCOMM)
 Vendor Products Query (FPVPRD)
 Vendor Products Validation (FPVPRD)

Price = Extended: Discount: Additional: Tax: Commodity Line Total: Document Commodity Total:

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

COA Year Index Fund Orgn Acct Prog Actv Locn Proj

Record: 1/1 <OS>

Entrar a COMMODITY VALIDATION

FPAREQN

Con el cursor escogemos una cuenta que esté vigente (favor verificar las fechas en el área de TERMINATION DATE, una que esté en blanco) y que vaya de acuerdo a la necesidad o compra que se está realizando. Oprimir SELECT.

Commodity Code	Description	U/M	Fixed Asset	Stock	Start Date	Termination Date
C760400000	SUPPLIES, OFFICE	EA	N	N	28-JUN-1995	02-OCT-1996
C760410000	Office Supplies	BOX	N	N	26-FEB-2001	09-MAY-2003
C760410000	Office Supplies	EA	N	N	28-JUN-1995	
C760410001	Office Equipment - cost less than \$500	EA	N	N	13-MAR-2007	
C760410002	Back UPS - cost less than \$500	EA	N	N	02-MAY-2007	02-MAY-2008
C760420000	Computer Supplies	EA	N	N	28-JUN-1995	
C760430000	Copier Supplies	EA	N	N	28-JUN-1995	
C760440000	Printer Supplies	EA	N	N	28-JUN-1995	
C760450000	Facsimile Supplies	EA	N	N	10-JUL-1995	
C760460000	Memories for Computers	EA	N	N	22-JAN-1998	
C760470000	Software	EA	N	N	26-JAN-1998	
C760480000	Hard Disk	EA	N	N	05-FEB-1998	
C760490000	Computer Accessories	EA	N	N	01-SEP-1998	
C760491000	Chairs	EA	N	N	14-DEC-2006	

Oracle Developer Forms Runtime - Web: Open > FPAREQN

Requisition: P4012209
 Order Date: 15-NOV-2010
 Delivery Date: 15-DEC-2010
 Commodity Total: 0.00

Transaction Date: 15-NOV-2010
 Comments:
 Accounting Total: 0.00

In Suspende
 Document Text
 Document Level Accounting

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

Item of 0 U/M EA Tax Group Quantity x Unit Price = Extended:
 Commodity Description Commodity Text Discount:
 C760440000 Printer Supplies Additional:
 Tax:
 Commodity Line Total:
 Document Commodity Total:

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

COA Year Index Fund Orgn Acct Prog Actv Locn Proj
 Enter Commodity Description, press LIST for alpha search.
 Record: 1/1

Volvimos a la pantalla anterior para poder escoger unidad, colocar la cantidad, costo, etc.

FPAREQN

- Esta pantalla se va llenando y oprimiendo ENTER para volver al lugar inicial, donde está el número de la cuenta.

Unidad

Cantidad

Precio

Oracle Developer Forms Runtime - Web: Open > FPAREQN

File Edit Options Block Item Record Query Tools Help

Requisition Entry: Commodity/Accounting FPAREQN 8.3 (PROD)

Requisition: P4012209
 Order Date: 15-NOV-2010 Transaction Date: 15-NOV-2010 In Suspense
 Delivery Date: 15-DEC-2010 Comments: Document Text
 Commodity Total: 0.00 Accounting Total: 0.00 Document Level Accounting

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

Item	of	U/M	Tax Group	Quantity	Unit Price	Extended:
C760440000	0	EA		1.00 X	327.6900	327.69
Commodity		Description				Discount: 0.00
						Additional: 0.00
						Tax: 0.00
						Commodity Line Total: 327.69
						Document Commodity Total:

FOAPAL of Remaining Commodity Amount: 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 commodity code. Use COUNT QUERY HITS to call FPIVPRD.
 Record: 1/1 | ... | <OSC>

FPAREQN

1. Aquí vamos a **OPTIONS - ITEM TEXT** para colocar detalladamente, la descripción del artículo o servicio que se está solicitando.

OPTIONS

ITEM TEXT

Oracle Developer Forms Runtime - Web: Open - FPAREQN

File Edit Options Block Item Record Query Tools Help

Document Information
Requestor/Delivery Information
Vendor Information
Commodity Supplemental Information
Agreement Information
Tax Distribution Information
View Items in Suspense
Accounting Information
Balancing/ Completion
Review Commodity Information [FOICOMM]
Item Text [FOAPOXT]
Document Text [FOAPOXT]
Commodity Text [FOATEXT]

Transaction Date: 15-NOV-2010 In Suspense
Comments: Document Text
Accounting Total: 0.00 Document Level Accounting

Item	Tax Group	Quantity	Unit Price	Extended:
C760440000 Printer Supplies		1.00 X	327.6900	327.69
				Discount: 0.00
				Additional: 0.00
				Tax: 0.00
				Commodity Line Total: 327.69
				Document Commodity Total:

FOAPAL of Remaining Commodity Amount: 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 commodity code. Use COUNT QUERY HITS to call FPWPRD.
Record: 1/1 | ... | +OSC>

FPAREQN



- ***Si estamos utilizando más de una cuenta.*** Vamos a NEXT BLOCK para colocar en la parte de abajo la cuenta completa (con organización, funda y programa) y una vez lleno, vamos a PREVIOUS BLOCK para volver arriba. Bajamos con la flecha y añadimos los demás artículos uno por uno, siguiendo el mismo proceso de unidad, cantidad, costo, descripción, etc.
- ***Si es sólo una cuenta y vamos a añadir más artículos,*** bajar a la próxima línea con la flecha y volver al proceso.
- ***Si es sólo un artículo,*** oprimir NEXT BLOCK para colocar la cuenta en la próxima pantalla.

Oracle Developer Forms Runtime - Web: Open > FPAREQN

File Edit Options Block Item Record Query Tools Help

Requisition Entry: Commodity/Accounting FPAREQN 8.3 (PROD)

Requisition: P4012209
 Order Date: 15-NOV-2010
 Delivery Date: 15-DEC-2010
 Commodity Total: 655.38 Accounting Total: 0.00

NEXT BLOCK

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

Item	U/M	Tax Group	Quantity	Unit Price	Extended	Discount	Additional	Tax	Commodity Line Total
2 of 2	EA		1.00 X	327.6900	327.69	0.00	0.00	0.00	327.69
Commodity Description: C760440000 Printer Supplies									
Document Commodity Total: 655.38									

FOAPAL of Remaining Commodity Amount: 655.38

COA Year Index Fund Orgn Acct Prog Actv Locn Proj

FOAPAL Line Total: Document Accounting Total:

Record: 22

Oracle Developer Forms Runtime - Web: Open > FPAREQN

File Edit Options Block Item Record Query Tools Help

Requisition Entry: Commodity/Accounting FPAREQN 8.3 (PROD)

Requisition: P4012209
 Order Date: 15-NOV-2010
 Delivery Date: 15-DEC-2010
 Commodity Total: 655.38 Accounting Total: 0.00

PREVIOUS BLOCK

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

Item	U/M	Tax Group	Quantity	Unit Price	Extended	Discount	Additional	Tax	Commodity Line Total
2 of 2	EA		1.00 X	327.6900	327.69	0.00	0.00	0.00	327.69
Commodity Description: C760440000 Printer Supplies									
Document Commodity Total: 655.38									

FOAPAL of Remaining Commodity Amount: 655.38

COA Year Index Fund Orgn Acct Prog Actv Locn Proj

FOAPAL Line Total: Document Accounting Total:

Record: 22

Oracle Developer Forms Runtime - Web: Open > FPAREQN

File Edit Options Block Item Record Query Tools Help

Requisition Entry: Commodity/Accounting FPAREQN 8.3 (PROD)

Requisition: P4012209
 Order Date: 15-NOV-2010
 Delivery Date: 15-DEC-2010
 Commodity Total: 655.38 Accounting Total: 0.00

VARIOS ITEMS

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

Item	U/M	Tax Group	Quantity	Unit Price	Extended	Discount	Additional	Tax	Commodity Line Total
2 of 2	EA		1.00 X	327.6900	327.69	0.00	0.00	0.00	327.69
Commodity Description: C760440000 Printer Supplies									
Document Commodity Total: 655.38									

FOAPAL of Remaining Commodity Amount: 655.38

COA Year Index Fund Orgn Acct Prog Actv Locn Proj

FOAPAL Line Total: Document Accounting Total:

Record: 22

Oracle Developer Forms Runtime - Web: Open > FPAREQN

File Edit Options Block Item Record Query Tools Help

Requisition Entry: Commodity/Accounting FPAREQN 8.3 (PROD)

Requisition: P4012209
 Order Date: 15-NOV-2010
 Delivery Date: 15-DEC-2010
 Commodity Total: 655.38 Accounting Total: 0.00

COLOCAR CUENTA

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

Item	U/M	Tax Group	Quantity	Unit Price	Extended	Discount	Additional	Tax	Commodity Line Total
2 of 2	EA		1.00 X	327.6900	327.69	0.00	0.00	0.00	327.69
Commodity Description: C760440000 Printer Supplies									
Document Commodity Total: 655.38									

FOAPAL of Remaining Commodity Amount: 655.38

COA Year Index Fund Orgn Acct Prog Actv Locn Proj

FOAPAL Line Total: Document Accounting Total:

Record: 11

FPAREQN

- El sistema le traerá la cuenta y sólo tendrá que correr la pantalla con la tecla de ENTER para que se vaya llenando. Se imprime esta hoja y se oprime NEXT BLOCK.

Oracle Developer Forms Runtime - Web: Open > FPAREQN

File Edit Options Block Item Record Query Tools Help

Requisition Entry: Commodity/Accounting FPAREQN 8.3 (PROD)

Requisition: P4012209
 Order Date: 15-NOV-2010 Transaction Date: 15-NOV-2010 In Suspende
 Delivery Date: 15-DEC-2010 Comments: Document Text
 Commodity Total: 655.38 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
2 of 2	EA		1.00 X	327.6900	327.69

Commodity Description

C760440000	Printer Supplies	<input type="checkbox"/> Commodity Text			
C760440000	Printer Supplies	<input checked="" type="checkbox"/> Item Text			327.69
		<input type="checkbox"/> Add Commodity			655.38
		<input type="checkbox"/> Distribute			

FOAPAL 0 of 0 Remaining Commodity Amount: 655.38 NSF Override NSF Suspende

COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Extended	Discount	Additional	Tax
1	11		111001	65401	7604	405				655.38	0.00	0.00	0.00
										655.38	0.00	0.00	0.00

FOAPAL Line Total: 655.38
 Document Accounting Total: 0.00

Enter amount for distribution and press NEXT FIELD.
 Record: 1/1 <OSC>

FPAREQN



- Imprimimos esta hoja y oprimimos COMPLETE.

Oracle Developer Forms Runtime - Web: Open > FPAREQN

File Edit Options Block Item Record Query Tools Help

Requisition Entry: Balancing/Completion FPAREQN 8.3 (PROD)

Requisition: P4012209
Order Date: 15-NOV-2010 **Transaction Date:** 15-NOV-2010 In Suspende
Delivery Date: 15-DEC-2010 **Comments:** Document Text
Commodity Total: 655.38 **Accounting Total:** 655.38 Document Level Accounting

Requisitioner/Information Vendor Information Commodity/Accounting **Balancing/Completion**

Vendor: 660681615 OFFICEMAX PUERTO RICO INC **Requestor:** Vivian L. Armstron PON
COA: 1 Finance Chart of Accounts
Organization: 65401 Dean of Administration Office
Currency:
Exchange Rate: **Commodity Record Count:** 2
Input Amount: 655.38 **Converted Amount:**

	Input	Commodity	Accounting	Status
Approved Amount:	655.38	655.38	655.38	BALANCED
Discount Amount:	0.00	0.00	0.00	BALANCED
Additional Amount:	0.00	0.00	0.00	BALANCED
Tax Amount:	0.00	0.00	0.00	BALANCED

Complete: **In Process:**

Select to mark this document "Complete"

Record: 1/1

Start | Microsoft ... | Windows Medi... | Oracle Applica... | Oracle Develo... | Microsoft Pow... | 11:07 AM

FPAREQN



- Se entregan los documentos a la persona encargada de aprobar, según escala de aprobación y cantidad de la requisición y se envían los documentos a la oficina de compras.