

# The Requisition Process

## Check Your Budget

Sufficient cash (*budget*) must be available to pay for your order. Before entering a Requisition into Banner, go to *Budget Availability Status [FGIBAVL]* to check your account's budget. If the current *Available Balance* is not adequate to cover your purchase a budget transfer must be completed. Remember, non-sufficient funds (*NSFs*) lead to processing delays.

## FGIBAVL: Budget Availability Status Form

Enter the **Fiscal Year, Fund, Organization, Account** and **Program** codes and **Alt + Page Down**. The screen will display the particular account code entered in the *Control Keys* PLUS all existing accounts which follow in the same Fund, Organization and Program distribution.

An account's *Available Balance* is calculated by subtracting the total *YTD Activity* and *Commitments* from the *Adjusted Budget*. If the account has insufficient *Available Balance* to cover the purchase, a budget transfer must be completed *before* entering the Requisition online.

Account	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance	Pending Documents
5690	OTHER CONTR SVC		850.00	0.00	0.00	850.00
5710	LEGAL EXPENSE		0.00	0.00	30,000.00	
<b>Total</b>			850.00	0.00	30,000.00	-29,150.00

### Check Account Code(s) and Fixed Assets

Before entering a requisition into Banner, make sure you are using the appropriate account code(s). Please refer to the [Purchasing Procedures and Guidelines](#)

Equipment (6450), furniture (6470), or any purchase using federal grant funds (6490) with an individual unit price of at least \$5,000 each or more (including sales tax, delivery, and installation), are fixed assets and must be assigned an asset inventory number by Purchasing. For tracking purposes, all inventoried equipment/furniture items are tagged with an SMCCCD Asset Inventory Number and entered into the District's Banner fixed asset records. **For purchases over \$5,000 (cumulative total) and utilizing Fund 4, bulking is required.** Please refer to the [Bulking Procedure for Fixed Asset\(s\)](#).

ITS uses two additional fixed asset account codes related exclusively to software. They are (6459) for taxable software with physical disks or hard-copy instructions that are mailed to SMCCCD, and (6459N) for non-taxable software which is downloaded to SMCCCD servers. These accounts are only to be used for software with an individual cost of \$5,000.00 or more."

Please remember software and technology-related purchases must be vetted through ITS for approval by filling out the [ITS Purchase Request Form](#)

It's vital that every requisition that contains a fixed asset must include the following details in the Item Text for each asset.

Asset Tag#:	
Location:	
Department:	
Requested by:	
*****	
Purchase of:	

*Requisitioner must enter the campus, building, and room number where the asset will reside. Example: LOCATION: SKY B19; RM #201.*

**\*\*\*Never Mix Fixed Asset Account Codes with Non-Fixed Asset Codes when splitting an item's cost between multiple accounts\*\*\***

## FPAREQN—Requisition Screen

Requisition FPAREQN 9.3.6 (PROD)    ADD    RETRIEVE    RELATED    TOOLS

Requisition:     Copy    Go

Get Started: Fill out the fields above and press Go.

EDIT    Record: 1/1    KEY\_BLOCK.DISPLAY\_RQST\_CODE [1]    ellucian

## Create a New Requisition

Requisition FPAREQN 9.3.6 (PROD)    ADD    RETRIEVE    RELATED    TOOLS

Requisition:     Copy    Go

Get Started: Fill out the fields above and press Go.

Leave **BLANK** or type **“NEXT”** in the *Requisition* box and **Alt + Page Down**

EDIT    Record: 1/1    KEY\_BLOCK.DISPLAY\_RQST\_CODE [1]    ellucian

## Enter Requestor/Delivery Information

Requisition: NEXT

ADD RETRIEVE RELATED TOOLS

Start Over

REQUISITION ENTRY: REQUESTOR/DELIVERY

Requisition: NEXT

Order Date: 09/13/2018

Transaction Date: 09/13/2018

Delivery Date: 09/13/2018

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/DELIVERY INFORMATION

Requestor: Analisa Pineda

Organization: 1046 District Office

COA: 1 S.M.C.C.C.D.

Email:

Phone Area Code:

Phone Number:

Phone Extension:

Fax Area Code:

Fax Number:

Fax Extension:

Ship To: 1ASOCH

Street Line 1: SMCCCD, OFC ASSO, CHANCELLOR

Street Line 2: 3401 CSM Drive

Street Line 3:

Contact: Sue Harrison

Attention To: Sue Harrison

Building: DISTRICT

Floor: 2nd

City: San Mateo

State or Province: CA

Zip or Postal Code: 94402

Nation:

Area Code: 650

Phone Number: 5746500

Extension:

SAVE

- Enter the **Delivery Date** (must be equal to or greater than the *Transaction Date*) and **Alt + Page Down** – The delivery date is when the item/service is to be provided.
- Enter the **Requestor** name and **Organization** (if these fields did not fill *automatically*)
- Tab to enter **Email** (optional), **Phone** and **Fax** (optional)
- Tab to **Ship To** and enter your “ship to” code or click the Ellipsis to execute a search; the delivery code is normally your site location (1-District, 2-Skyline, 3-Cañada, 4-CSM) *plus* your building and room numbers

**Note:** If your “ship to” code is not already in the system or if some of the information is incorrect, contact General Services/Purchasing to request the necessary modifications.

- **Alt + Page Down**

## Enter Existing Vendor Information

- Enter the Vendor's ID in the **Vendor** box and **ALT + Page Down** (system fills in the vendor data *automatically*)

The screenshot shows the 'Vendor Information' tab in Banner 9. The Vendor ID is 812544554, and the vendor name is Pacific Dining - Food Service Management. The contact is Rick McMahon. The address is PO Box 6789, San Mateo, CA 94403. The phone number is 408-4068487. The fax number is 2795764. The tax group is 875, with an 8.75% sales tax rate. The interface includes a 'SAVE' button at the bottom right.

## FTMVEND (search for a vendor if the Federal Tax ID (EIN) is unknown.)

The screenshot shows the 'FTMVEND' search interface. It has input fields for 'Vendor', 'Corporation', 'Last Name', 'Middle Name', and 'First Name'. A 'Go' button is circled in red. Below the fields, there is a 'Get Started' instruction: '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.'

- Click the *Ellipsis (...)* to execute a search

The screenshot shows the 'Entity Name/ID Search' interface. It has a search form with columns for 'Last Name', 'First Name', 'Middle Name', and 'Entity Indicator'. A 'Go' button is circled in red. Below the search form is a table with columns for 'ID', 'Last Name', 'First Name', 'Middle Name', 'Entity Indicator', 'Change Indicator', 'Vendor', 'Financial Manager', 'Agency', 'Grant Personnel', 'Proposal Personnel', and 'Name Type'. The table is currently empty.

- Enter the vendor's name in the *Last Name* column
- Press **F8** or Click **Go** to execute

NOTE: Use % as a placeholder before, in-between, and after the vendor's name. For example, searching for Redwood Culinary might require entering *%redwood%culinary%* to obtain the result; otherwise, no records will be shown if only "Redwood Culinary" is typed.

## How to Enter a NEW Vendor

- Leave the **Vendor** number field blank
- Tab to enter the words “NEW VENDOR” in the *second Vendor* field

The screenshot shows the Banner 9 Requisition Training interface. At the top, the title bar reads 'Requisition FPAREGN 9.3.6 (PROD)' and includes buttons for 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS'. The 'RELATED' button is circled in red. Below the title bar, the 'Requisition: NEXT' section is visible. The main area is divided into tabs: 'Requestor/Delivery Information', 'Vendor Information', 'Commodity/Accounting', and 'Balancing/Completion'. The 'Vendor Information' tab is active, and the 'Vendor' field contains the text 'NEW VENDOR', which is also circled in red. Other fields include 'Order Date', 'Transaction Date', 'Delivery Date', 'Commodity Total', 'Accounting Total', 'Document Level Accounting', 'Contact', 'Email', 'Phone Area Code', 'Phone Number', 'Phone Extension', 'Fax Area Code', 'Fax Number', 'Fax Extension', 'Discount', 'Tax Group', and 'Currency'. A 'SAVE' button is located at the bottom right of the interface.

- From the *Related* menu, select **Document Text**
- **Alt + Page Down** to enter the complete new vendor information

NOTE: A signed W-9 Form (*Request for Taxpayer Identification Number and Certification*) must be forwarded to General Services/Purchasing for all NEW VENDORS. Only Purchasing can enter the new vendor information into Banner.

**All new vendors should register with PlanetBids, <https://smccd.edu/generalservices/vendor-registration->**

## How to Enter a NEW Vendor (continued)...

- Complete *NEW* vendor information should include:
  - Vendor Name
  - Vendor Federal Tax ID (EIN) *found on the [W-9 form](#)*
  - Contact Person
  - Phone Number
  - Email Address
- **Uncheck** the **Print** box when entering the new vendor information in *Document Text* since it is an internal note to your Buyer and should NOT print on the Purchase Order

Text	Clause Number	Print *	Line
This is a New Vendor		<input type="checkbox"/>	10
Vendor Name		<input type="checkbox"/>	20
Vendor Tax ID (EIN)		<input type="checkbox"/>	30
Contact Person		<input type="checkbox"/>	40
Phone Number		<input type="checkbox"/>	50
Email Address		<input type="checkbox"/>	60
Mailing Address (If different from Form W-9)		<input type="checkbox"/>	70

**Uncheck the  
"Print" Boxes**

- Click on the **Save** icon (or press **F10**)
- To close the *Document Text* screen, click on the **Exit** icon "X" (or use the keyboard shortcut **CTRL + Q**)

## Document or Commodity Level Accounting?

Use **Document Level Accounting** when the same account number is charged for all line items on the Requisition. Use **Commodity Level Accounting** when each item has its own unique account number or if line item charges are split between multiple accounts. Use of Commodity Level Accounting is highly recommended when creating requisitions that contain Fixed Assets.

### Document Level (Only One Account)

The screenshot displays the Banner 9 Requisition Entry interface for requisition R1901111. The 'REQUISITION ENTRY: REQUESTOR/DELIVERY' section includes fields for Requisition, Order Date, Transaction Date, and Delivery Date. The 'Comments' section shows 'Commodity Total' and 'Accounting Total' both set to 599.50. A red circle highlights the 'Document Level Accounting' checkbox, which is checked. Below this, the 'COMMODITY' section shows a table with one item: 'Catering for Board Meeting' (EA, 900, 1.00, 550.0000). The 'ACCOUNTING' section is highlighted with a red box and contains a table with columns: Sequence, COA, Year, Index, Fund, Orgn, Acct, Prog, Actv, Locn, Proj, NSF Override, and NSF Suspend. The first row contains: 1, 1, 19, , 10001, 1046, 5690, 662004, , , , , . Below the accounting table is a summary section with fields for Extended Amount, Discount, Additional, Tax, FOAPAL Total, Document Total, and Remaining, with values 550.00, 0.00, 0.00, 49.50, 599.50, 599.50, and 0.00 respectively.

- Make sure that the *Document Level Accounting* box is checked
- Enter the item’s commodity information (Description, U/M, Tax Group, Quantity, etc.)
- **Alt + Page Down** to enter the accounting information (FOAP)
- **Review** the requisition to check if the vendor’s W9 is current
- **Complete** the requisition



## Commodity Level (Multiple Accounts Charged)

- Click to **UNCHECK** the *Document Level Accounting* box
- Enter the *first* item's commodity information (Description, U/M, Tax Group, Quantity, etc.)
- **Alt + Page Down** to enter the *first* item's accounting information (FOAP)

The screenshot shows the Banner 9 Requisition Entry interface for Requisition R1901111. The 'REQUISITION ENTRY: REQUESTOR/DELIVERY' section includes fields for Requisition, Order Date (09/20/2018), Transaction Date (09/20/2018), and Delivery Date (09/20/2018). The 'COMMODITY' section shows one item: 'Catering for Board Meeting' with a quantity of 1.00 and a unit price of 550.0000. The 'ACCOUNTING' section shows the first account: COA 10001, Year 19, Fund 1046, Acct 5690, Prog 662004. The 'Document Level Accounting' checkbox is circled in red.

NOTE: If only one item is ordered on a Requisition but the charge is split between multiple accounts, enter the first account to be charged and then use the *Arrow Down* key to enter the additional account(s).

## Commodity Level (continued)...

### Line Item 1 –

Requisition: R1901111

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

REQUISITION ENTRY: REQUESTOR/DELIVERY

Requisition: R1901111    Comments:     In Suspende  
 Order Date: 09/20/2018    Commodity Total: 926.50     Document Text  
 Transaction Date: 09/20/2018    Accounting Total: 926.50  
 Delivery Date: 09/20/2018     Document Level Accounting

Item	Commodity	Description	U/M	Tax Group	Quantity	Unit Price	Commodity Text	Item Text	Add Commodity
1		Catering for Board Meeting	EA	900		1.00	550.0000	<input type="checkbox"/>	<input type="checkbox"/>
2		Pipe and Drape	EA	900		1.00	300.0000	<input type="checkbox"/>	<input type="checkbox"/>

Extended Amount: 550.00    Tax: 49.50     Distribute  
 Discount: 0.00    Commodity Total: 599.50  
 Additional: 0.00

ACCOUNTING

Sequence	COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSF Override	NSF Suspende
1	1	19		10001	1046	5690	662004				<input type="checkbox"/>	<input checked="" type="checkbox"/>

Extended Amount:    %    USD    550.00  
 Discount:    0.00  
 Additional:    0.00  
 Tax:    49.50  
 FOAPAL Total:    599.50  
 Commodity Total:    599.50

### Line Item 2 –

- **Alt + Page Up** and **Arrow Down** to enter the *second* item's commodity information
- **Alt + Page Down** to enter the *second* item's FOAP

Requisition: R1901111

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

REQUISITION ENTRY: REQUESTOR/DELIVERY

Requisition: R1901111    Comments:     In Suspende  
 Order Date: 09/20/2018    Commodity Total: 926.50     Document Text  
 Transaction Date: 09/20/2018    Accounting Total: 926.50  
 Delivery Date: 09/20/2018     Document Level Accounting

Item	Commodity	Description	U/M	Tax Group	Quantity	Unit Price	Commodity Text	Item Text	Add Commodity
1		Catering for Board Meeting	EA	900		1.00	550.0000	<input type="checkbox"/>	<input type="checkbox"/>
2		Pipe and Drape	EA	900		1.00	300.0000	<input type="checkbox"/>	<input type="checkbox"/>

Extended Amount: 300.00    Tax: 27.00     Distribute  
 Discount: 0.00    Commodity Total: 327.00  
 Additional: 0.00

ACCOUNTING

Sequence	COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSF Override	NSF Suspende
1	1	19		10001	1046	4510	662004				<input type="checkbox"/>	<input type="checkbox"/>

Extended Amount:    %    USD    300.00  
 Discount:    0.00  
 Additional:    0.00  
 Tax:    27.00  
 FOAPAL Total:    327.00  
 Commodity Total:    327.00

## Enter Commodity Information

- Leave the **Commodity** code field blank
- Enter the item to be ordered in the **Description** field (maximum of 50 characters)

Requisition: R1901111

Requestor: R1901111

Order Date: 09/13/2018

Transaction Date: 09/13/2018

Delivery Date: 09/13/2018

Comments: [ ]

Commodity Total: 599.50

Accounting Total: 0.00

In Suspende

Document Text

Document Level Accounting

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

COMMODITY

Item	Commodity	Description	U/M	Tax Group	Quantity	Unit Price	Commodity Text	Item Text	Add Commodity
1		Catering for Board Meeting	EA	900	1.00	550.0000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Extended Amount: 550.00

Discount: 0.00

Additional: 0.00

Tax: 49.50

Commodity Total: 599.50

Document Total: 599.50

Distribute

- Tab to enter the proper **U/M** (Unit of Measure), **Tax Group**, **Quantity** and **Unit Price**
- Tab until the cursor returns to the **Commodity** field (the extended price, calculated sales tax and commodity total will fill *automatically*)

COMMODITY

Item	Commodity	Description	U/M	Tax Group	Quantity	Unit Price	Commodity Text	Item Text	Add Commodity
1		Catering for Board Meeting	EA	900	1.00	550.0000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Extended Amount: 550.00

Discount: 0.00

Additional: 0.00

Tax: 49.50

Commodity Total: 599.50

Document Total: 599.50

Distribute

ACCOUNTING

Sequence	COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSF Override	NSF Suspende
1		19		10001	1046	5690	662004	...			<input type="checkbox"/>	<input type="checkbox"/>

## Enter Item Text

If further description is needed to fully identify the item to be ordered, access the *Procurement Text Entry* screen (Item Text) and enter additional text.

- From the *Related* menu, select **Item Text**

The screenshot shows the 'Procurement Text Entry' screen with the following details:

- Text Type: REQ
- Code: R1901111
- Change Sequence: (empty)
- Item Number: 1
- Vendor: 812544554 Pacific Dining - Food Service Management
- Commodity: Catering for Board Meeting
- Commodity Description: (empty)
- Modify Clause: (empty)
- Copy Commodity:
- Text: (empty)
- Default Increment: 10

Buttons: ADD, RETRIEVE, RELATED, TOOLS, Go

Get Started: Fill out the fields above and press Go.

- **Alt + Page Down** to enter full item description including item or model numbers, warranty information, etc.

The screenshot shows the 'Procurement Text Entry' screen with a table of text entries:

Text	Clause Number	Print *	Line
On September 12, 2018		<input checked="" type="checkbox"/>	10
12 Guest		<input checked="" type="checkbox"/>	20
South of the Board Taco Bar		<input checked="" type="checkbox"/>	30

Buttons: Insert, Delete, Copy, Filter

Record 1 of 3

The screenshot shows the bottom navigation bar with the following buttons: CANCEL, SELECT, SAVE

- Click the **Save** icon (or **F10**)
- Click the **Exit** icon (or **CTRL+Q**) to close the screen

## Enter Document Text

Use *Document Text* to enter information pertaining to the entire document (**e.g. quotations, iContracts #, board report references, or internal notes to Purchasing**).

- From the *Related* menu, select **Document Text**
- **Alt + Page Down** to enter various information related to the order
- If the text entered should NOT print on the Purchase Order (e.g. internal notes to Purchasing) UNCHECK the “Print” box for that line
- Click the **Save** icon (or **F10**)
- Click the **Exit** icon (or **CTRL + Q**) to close the screen

Procurement Text Entry FOAPOXT 9.3.6 (PROD) [ADD] [RETRIEVE] [RELATED] [TOOLS] [Start Over]

Text Type: REQ Code: R1901111 Change Sequence: Item Number: Vendor: Commodity Description: Modify Clause: Copy Commodity Text:  Default Increment: 10

Text	Clause Number	Print *	Line
This is a New Vendor		<input type="checkbox"/>	10
Vendor Name		<input type="checkbox"/>	20
Vendor Tax ID (EIN)		<input type="checkbox"/>	30
Phone Number		<input type="checkbox"/>	40
Email Address		<input type="checkbox"/>	50
Mailing Address (if different from Form W-9)		<input type="checkbox"/>	60
Reference: iContract 471090		<input checked="" type="checkbox"/>	70

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[CANCEL] [SELECT] [SAVE]

### Enter Accounting Information

- **Alt + Page Down** to the *Accounting* block
- Enter/edit the **Fund, Orgn, Acct** and **Prog** codes (ACTV Codes are used by Facilities and Construction Planning Department)
- Tab until the **Extended, Sales Tax** and **FOAPAL Line Total** fields have filled

Sequence	COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSF Override	NSF Suspense
1	1	19		10001	1046	5690	662004				<input type="checkbox"/>	<input checked="" type="checkbox"/>

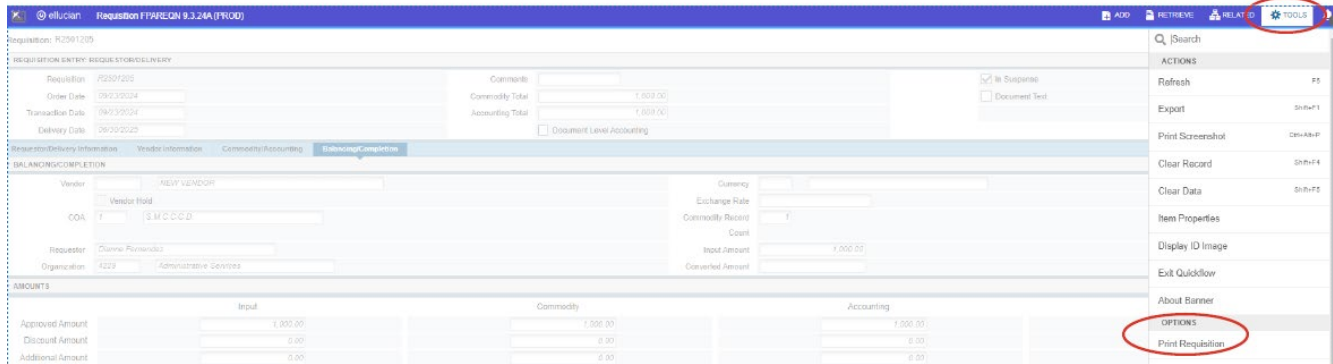
  

	%	USD
Extended Amount	<input type="checkbox"/>	550.00
Discount	<input type="checkbox"/>	0.00
Additional	<input type="checkbox"/>	0.00
Tax	<input type="checkbox"/>	49.50
FOAPAL Total		599.50
Document Total		599.50
Remaining Commodity Amount		0.00

- **Alt + Page Down** to the *Balancing/Completion* block

## Verification of Current W9 Status

- From the *Tools* menu, select **Print Requisition**



- A new window will open with a copy of the requisition

**Requestor's Name:** Dianne Fernandez **Requisition:** R2501205  
**Organization:** 1032 - General Services **Page:** 1  
**Ship To:** San Mateo County Community College District **Phone:** - **Ext:**  
 3401 CSM Drive **Date Required:** 06/30/2025  
 Building: DIST Room: 2nd  
 San Mateo CA 94402

**Vendor:** 844196589 - Redwood Culinary Services Inc (Form 91 date: 01/01/2024)

Item	Commodity Description	Qty	U/M	Unit Price	Extended Price
1	Promise Scholars Catering	1.00	EA	1,000.00 =	1,000.00
				Discount:	0.00
				Tax	0.00
				Additional Amount:	0.00
				Item Total:	1,000.00

Catering from 09/03/2024

Item Level Accounting Distributions:						Distribution	Discount	Tax	Additional	Total
Seq	Fund	Orgn	Acct	Prog	Actv	Amount	Amount	Amount	Amount	Distribution
1	10001	1032	5690	673002		1,000.00	0.00	0.00	0.00	1,000.00

**Invoice #54848**

**Total Requisition:** 1,000.00

- Make sure that the "Form 91 date" on the Vendor Field shows a *current calendar year date*
  - If not, please **obtain a current calendar year [W-9 form](#)** from the vendor and submit to Purchasing
- Review** all the details and make corrections *if needed*, **save** this as a PDF, and attach it as a cover page with the backup document(s).

## Complete the Requisition

- Make note of the Requisition number
- Click on the **Complete** button

Requisition FPAREQN 9.3.6 (PROD) [ADD] [RETRIEVE] [RELATED] [TOOLS]

Requisition: R1901111 [Start Over]

**REQUISITION ENTRY: REQUESTOR/DELIVERY** [Insert] [Delete] [Copy] [Filter]

Requisition: R1901111  
 Order Date: 09/13/2018  
 Transaction Date: 09/13/2018  
 Delivery Date: 09/13/2018

Comments: \_\_\_\_\_  
 Commodity Total: 599.50  
 Accounting Total: 599.50

In Suspend  
 Document Text  
 Document Level Accounting

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

**BALANCING/COMPLETION** [Insert] [Delete] [Copy] [Filter]

Vendor: 812544554 Pacific Dining - Food Service Management  
 Vendor Hold  
 COA: 1 S.M.C.C.C.D.  
 Requestor: Analisa Pineda  
 Organization: 1046 District Office

Currency: \_\_\_\_\_  
 Exchange Rate: \_\_\_\_\_  
 Commodity Record: 1  
 Count: \_\_\_\_\_  
 Input Amount: 599.50  
 Converted Amount: \_\_\_\_\_

**AMOUNTS** [Insert] [Delete] [Copy] [Filter]

	Input	Commodity	Accounting	Status
Approved Amount	550.00	550.00	550.00	BALANCED
Discount Amount	0.00	0.00	0.00	BALANCED
Additional Amount	0.00	0.00	0.00	BALANCED
Tax Amount	49.50	49.50	49.50	BALANCED

Complete | In Process

[SAVE]

- Submit the backup document in the respective shared folder in the appserv1 Purchasing Folder. *If access to the folder is needed, please reach out to Purchasing.*



## FPAREQN—Standing Orders

Standing orders are open purchase orders for the procurement of goods, services or maintenance-repairs on an as-needed basis during a *specified* period of time. A standing order is generally issued for the fiscal year – from July 1st (or date of issuance) through June 30<sup>th</sup> (Fiscal Year end).

The screenshot displays the Banner 9 Requisition Entry interface for FPAREQN. The interface is divided into several sections:

- REQUISITION ENTRY: REQUESTOR/DELIVERY:** This section contains fields for Requisition (R1901111), Order Date (09/20/2018), Transaction Date (09/20/2018), and Delivery Date (06/30/2019). It also shows summary totals for Commodity (5,000.00) and Accounting (0.00).
- COMMODITY:** This section displays a table with columns for Item, Commodity, Description, U/M, Tax Group, Quantity, and Unit Price. The entry shown is for Commodity "STAND" with a Tax Group of "NTX", a Quantity of 1.00, and a Unit Price of 5,000.0000. Summary totals for Tax (0.00), Commodity (5,000.00), and Document (5,000.00) are also visible.
- ACCOUNTING:** This section shows a table with columns for Sequence, COA, Year, Index, Fund, Orgn, Acct, Prog, Actv, Locn, Proj, NSF Override, and NSF Suspense. It includes a summary table for USD with fields for Extended Amount, Discount, Additional, Tax, FOAPAL Total, Document Total, and Remaining.

- Enter the current Fiscal Year end (June 30, xxxx) in the *Delivery Date* field
- Enter the *Commodity Code* “**STAND**” (the *Tax Group* “**NTX**” will default)
- Tab to *Unit Price* and enter the *estimated ANNUAL* expenditure amount

## Standing Orders—Item Text

- From the *Related* menu, select **Item Text**
- Check the **Copy Commodity Text** box
- **Alt + Page Down**

Procurement Text Entry FOAPOXT 9.3.6 (PROD)

Text Type: REQ Code: R1901111

Change Sequence: Item Number: 1

Vendor: Commodity: Standing order for the fiscal year for:

Modify Clause:

Default Increment:

Get Started: Fill out the fields above and press Go.

Go

Copy Commodity:  Text

- **Alt + Page Down** to draw in the *standard clause* for Standing Orders
- Edit the clause – Add additional Language regarding the item/service being provided
- Click the **Save** icon (or **F10**)

Procurement Text Entry FOAPOXT 9.3.6 (PROD)

Text Type: REQ Code: R1901111 Change Sequence: Item Number: 1 Vendor: Commodity Description: Standing order for the fiscal year for: Modify Clause: Copy Comm

Default Increment: 10

Saved successfully (1 rows saved)

Text	Clause Number	Print	Line
Purchase of Catering Services for Board Meetings		<input checked="" type="checkbox"/>	10
Effective: Date of issuance through June 30, 2019.		<input checked="" type="checkbox"/>	20

Record 1 of 2

CANCEL SELECT SAVE

- Click the **Exit** icon (or **CTRL+Q**) to close the *Item Text* screen
- Enter the appropriate *Accounting Information* and **Alt + Page Down** to **Complete** the Standing Order

## FOIDOCH—Document History Form

This form provides the complete history of a particular purchase, from Requisition to Purchase Order to Invoice to Payment (check).

Document Type	Document Number	Status	Status Description
Requisition	R1900103	A	Approved
Purchase Order	P1900020	A	Approved
Invoice	I19000955	P	Paid
Check Disbursement	10077578	P	Paid

To view detailed information for any of the documents listed in FOIDOCH, place your cursor on the document number, go to the *Related* menu, and select the information for that particular document type.

For example, if you wish to know when payment was issued to the vendor and view the check information, select *Check Disbursement* and click *Retrieve*.

## FPAREQN—Delete Requisitions

If a Requisition has NOT yet been completed, it can be deleted by accessing it in *Requisition Entry* (FPAREQN) and following the steps outlined below.

- Enter the **Requisition Number** and **Alt + Page Down**

The screenshot shows the Banner 9 Requisition Entry interface for requisition R1901115. A yellow warning message is displayed at the top right, stating "Press Delete Record again to Delete this record." The interface includes fields for Requisition, Order Date (09/14/2018), Transaction Date (09/14/2018), and Delivery Date (06/30/2019). It also shows commodity and accounting totals of 959.50. The "Requestor/Delivery Information" section is expanded, showing details for the requestor (Analisa Pineda) and vendor information (Sue Harrison).

- From the *Requestor/Delivery Section* menu select **Delete** (or press **Shift + F6**)
- From the *Requestor/Delivery Section* menu select **Delete** (or press **Ctrl + F3**) AGAIN
- The message at the bottom of the screen will confirm that **“All Commodity and Accounting Records will be deleted”**

The screenshot shows the same Banner 9 Requisition Entry interface as above, but with a yellow confirmation message at the bottom right stating "All Commodity and Accounting Records will be deleted." The message includes an "OK" button. The rest of the interface, including the requisition details and vendor information, remains the same.

## FOADOCU—Deny a Requisition

If revisions are necessary on a Requisition which has been **Completed** but NOT yet **Approved**, the *Document by User* (FOADOCU) screen can be used to **Deny** the Requisition. The *denied* Requisition is then “INCOMPLETE” and can be accessed and revised in FPAREQN.

Document by User FOADOCU 9.3.6 (PROD)

Original User ID: PINEDAA COA: 1

Fiscal Year: 19 Document Type: REQ

Document: R1901111 Status: Completed

Activity Date From: Activity Date To:

Go

Get Started: Fill out the fields above and press Go.

- Enter the **Document Type** (REQ) and **Document Number**
- Click the drop-down arrow to choose the **Status** and **Alt + Page Down**

Document by User FOADOCU 9.3.6 (PROD)

Original User ID: PINEDAA COA: 1 Fiscal Year: 19 Document Type: REQ Document: R1901111 Status: Completed Activity Date From: Activity Date To: Document R1901111 has been denied.

Status	Document Type	Document Code	Change Sequence	Submission	Description	Activity Date	Document Amount	Deny Document
C	REQ	R1901111			Analisa Pineda	09/20/2018	5,000.00	

Record 1 of 1

- Click on the **Deny Document** button and **save**

## FOAAINP—REQ Document Approval

Once a Requisition has been completed, it can be tracked through the approval process by checking the “Document Approval Form”.

- Enter the Requisition number in the *Document* field
- Select “REQ” in the *Type* field (if it does not default)
- **Alt + Page Down**

Document Approval FOAAINP 9.3.3 (PROD)

Document: R1901111 Type: REQ Change Sequence: Submission: Start Over

Queue ID	Queue Description	Queue Level	Approval Level
A146	CHAN OFC CHANCELLOR FUND 1/4 REQ	1	1

+ Indicates what will be approved

Queue	Level	User
A146	1	Kathryn Blackwood
A146	1	Bernata Slater
A146	1	Nettie Wailan Wong

In suspense  Approve Disapprove Detail SAVE

**\*\*\*Do not select Approve/Disapprove!\*\*\***

## FPIREQN—Requisition Query Form

View a Completed or Approved Requisition by accessing the *Requisition Query* form (FPIREQN) and entering the document's number. **Alt + Page Down** to navigate through the Requisition's *Document Information*, *Requestor/Delivery*, *Vendor*, and *Commodity/Accounting* blocks.

- Enter the **Requisition Number**
- **Alt + Page Down** to navigate through the Requisition