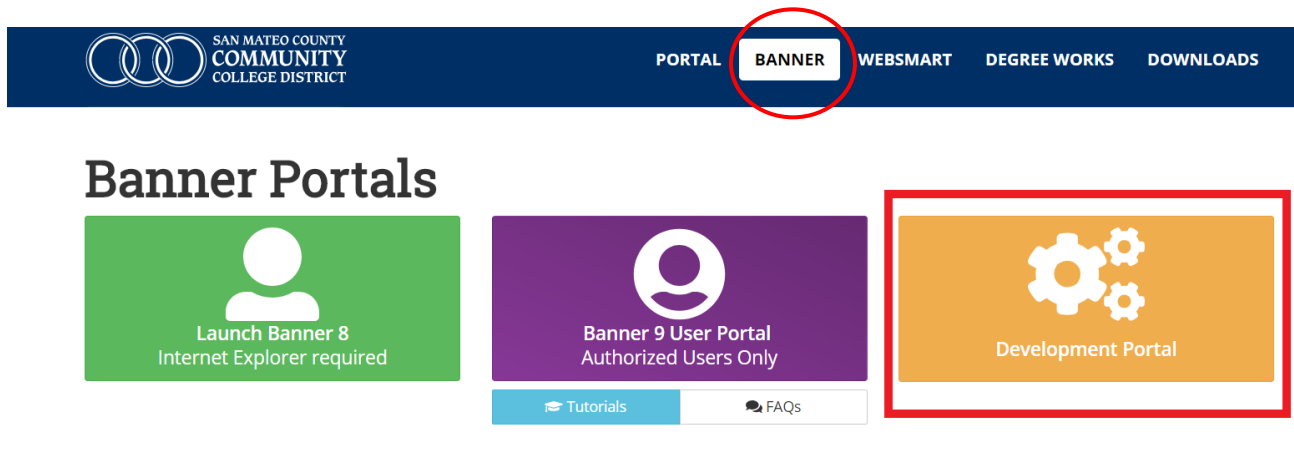


# Creating a Requisition in BANNER 9

## Login to Banner

For the purposes of this training, login to **Banner TRNG**. Training (TRNG) is NOT “live” Banner, it contains data which has been copied from Production (PROD). Documents created in TRNG (*Requisitions, Budget Transfer Journals, etc.*) are for **training purposes only** and do NOT affect Banner PROD.

On the User Portal Page, click on BANNER and then click on the **Development Portal** icon.

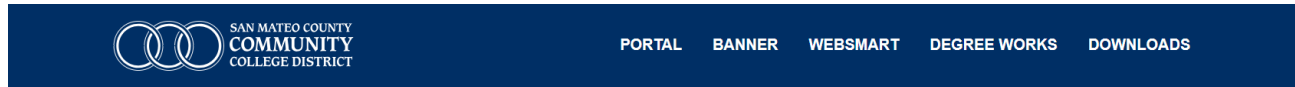


Go to ► **Banner 9 TRNG AppNav Login** and click to enter your **Username** and **Password**.

### Banner Development Portal use to access Banner non-production instances

Banner TRNG - Display Versions cloned from PROD weekly on Monday mornings	Banner CALB - Display Versions clone on demand for special projects	Banner DEVL - Display Versions Banner 9 - To be used for testing	Banner FAID - Display Versions Banner 9 - To be used for testing/training
<a href="#">Banner TRNG Login</a> <a href="#">WebSMART TRNG Login</a> <a href="#">Workflow TRNG EIS-Login</a> <a href="#">Banner 9 TRNG AppNav Login</a>	<a href="#">Banner CALB Login</a> <a href="#">WebSMART CALB Login</a> <a href="#">Workflow CALB EIS-Login</a> <a href="#">Banner 9 CALB AppNav Login</a>	<a href="#">Banner 8 DEVL Login</a> <a href="#">WebSMART DEVL Login</a> <a href="#">AppXtender DEVL Login</a> <a href="#">AppXtenderAdmin DEVL Login</a> <a href="#">Workflow DEVL EIS-Login</a> <a href="#">Banner 9 DEVL AppNav Login</a> <a href="#">Banner 9 Apps Links - DEVL</a>	<a href="#">Banner 8 FAID Login</a> <a href="#">WebSMART FAID Login</a> <a href="#">AppXtender - BDM-DEV</a> <a href="#">Banner 9 FAID AppNav Login</a>

Enter your **Username** and **Password**. Please be sure to use the first part of your email excluding “@smccd.edu.” The password is the same as your email password.



Use your SMCCD **email username** and **password** to login.  
Example: **jd0e171** — do not include '@smccd.edu'.

☐ Remember me on this computer

Sign in

[Forgot Password?](#)

This Login Page will Expire in 572 seconds.

# The Requisition Process

## First Step: 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.

**Budget Availability Status FGIBAVL 9.3.6 (PROD)**

ADD RETRIEVE RELATED TOOLS

Chart: 1 Fiscal Year: 19 Go

Index: Fund: 10001 Current Unrestricted-Chanc. Ofc. Commit Type: Both

Account: 5690 OTHER CONTR SVC Organization: 1046 District Office Program: 662004 Chancellor

Keys --->

Control Fund: Control Organization:

Control Account: Control Program:

Pending Documents: ☐

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

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.

Budget Availability Status FGIBAVL 9.3.6 (PROD)										ADD		RETRIEVE		RELATED		TOOLS	
Chart: 1 Fiscal Year: 19 Index: Commit Type: Both Fund: 10001 Current Unrestricted-Chanc Of: Organization: 1046 District Office										Start Over							
Account: 5690 OTHER CONTR SVC Program: 662004 Chancellor Keys ---> Control Fund: 10001 Control Organization: 1046 Control Account: 5690 Control Program: 662004																	
Pending Documents: <input type="checkbox"/>																	
BUDGET AVAILABILITY STATUS										Insert		Delete		Copy		Filter	
Account	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance	Pending Documents											
5690	OTHER CONTR SVC	850.00	0.00	0.00	850.00	<input type="checkbox"/>											
5710	LEGAL EXPENSE	0.00	0.00	0.00	30,000.00	<input type="checkbox"/>											
Total		850.00	0.00	0.00	30,000.00	-29,150.00											
10 Per Page										Record 1 of 2							

# 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

Requestion FPAREQN 9 3 6 (PROD)

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.D.

Email:

Phone Area Code:

Phone Number:

Phone Extension:

Fax Area Code:

Fax Number:

Fax Extension:

Ship To: TASOCH

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 Vendor Information

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

Requisition FPAREQN 9.3.6 (PROD) ADD RETRIEVE RELATED TOOLS

Requisition: NEXT Start Over

REQUISITION ENTRY: REQUESTOR/DELIVERY Insert Delete Copy Filter

Requisition	NEXT	Comments		<input type="checkbox"/> In Suspense
Order Date	09/13/2018	Commodity Total	0.00	<input type="checkbox"/> Document Text
Transaction Date	09/13/2018	Accounting Total	0.00	
Delivery Date	09/13/2018	<input checked="" type="checkbox"/> Document Level Accounting		

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

VENDOR INFORMATION Insert Delete Copy Filter

Vendor	812544554 ... Pacific Dining - Food Service Management	Contact	Rick McMahon
<input type="checkbox"/> Vendor Hold		Email	
Address Type	31 ...	Phone Area Code	408
Sequence	4 ...	Phone Number	4068487
Street Line 1	PO Box 6789	Phone Extension	
Street Line 2		Fax Area Code	510
Street Line 3		Fax Number	2795764
City	San Mateo	Fax Extension	
State or Province	CA	Discount	00 ... Net 30
Zip or Postal Code	94403	Tax Group	875 ... 8.75% Sales Tax - Single Tax Rate
Nation		Currency	...

SAVE

## 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 Entry interface. At the top, the title bar reads 'Requisition FPAREQN 9.3.6 (PROD)'. Below it, the 'Requestion: NEXT' is displayed. The main form is titled 'REQUISITION ENTRY: REQUESTOR/DELIVERY'. It contains several tabs: 'Requestor/Delivery Information', 'Vendor Information', 'Commodity/Accounting', and 'Balancing/Completion'. The 'Vendor Information' tab is selected. In this tab, the 'Vendor' field is highlighted with a red circle, and the text 'NEW VENDOR' is entered. The 'Related' menu is also highlighted with a red circle. The form includes various fields for vendor information, such as 'Order Date', 'Transaction Date', 'Delivery Date', 'Comments', 'Commodity Total', 'Accounting Total', 'In Suspense', 'Document Text', 'Document Level Accounting', 'Contact', 'Email', 'Phone Area Code', 'Phone Number', 'Phone Extension', 'Fax Area Code', 'Fax Number', 'Fax Extension', 'Discount', 'Tax Group', 'Currency', and 'Nation'. The 'Tax Group' field is set to '875' and '8.75% Sales Tax - Single Tax Rate'. The 'Nation' field is set to 'USA'.

- 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.



## NEW Vendors (continued)...

- Complete **NEW** vendor information should include:
  - Vendor Name
  - Vendor Tax ID (EIN)
  - Contact Person
  - Phone Number
  - Email Address
  - Mailing address (If different from Form W-9)
- **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 checked="" 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.

### Document Level (*Only One Account*)

The screenshot displays the Banner 9 Requisition Entry interface for Requisition R1901111. The 'REQUISITION ENTRY: REQUESTOR/DELIVERY' section shows the requisition details. The 'Commodity/Accounting' tab is active, and the 'Document Level Accounting' checkbox is checked and circled in red. Below this, the 'COMMODITY' section shows a single line item for 'Catering for Board Meeting' with a quantity of 1.00 and a unit price of 550.0000. The 'ACCOUNTING' section is also visible, showing a single account (10001, 1046, 5690) for the entire requisition, which is highlighted with a red box. The 'FOAPAL Total' and 'Document Total' are both 599.50.

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

- Complete the necessary item information in the *Commodity Block* and **Alt + Page Down**
- Enter the accounting information and **Alt + Page Down**
- **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)

Requisition: R1901111

REQUISITION ENTRY: REQUESTOR/DELIVERY

Requisition: R1901111  
 Order Date: 09/20/2018  
 Transaction Date: 09/20/2018  
 Delivery Date: 09/20/2018

Comments:   
 Commodity Total: 599.50  
 Accounting Total: 599.50

☒ 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			

Extended Amount: 550.00  
 Discount: 0.00  
 Additional: 0.00

Tax: 49.50  
 Commodity 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					

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

SAVE

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

Requestion ENTRY: REQUESTOR/DELIVERY

Requisition: R1901111  
Order Date: 09/20/2018  
Transaction Date: 09/20/2018  
Delivery Date: 09/20/2018

Comments:   
Commodity Total: 926.50  
Accounting Total: 926.50  
☐ Document Level Accounting

☒ In Suspend  
☒ Document Text

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"/>
2		Pipe and Drape	EA	900	1.00	300.0000	<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

Accounting

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

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

SAVE

## 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

Requestion ENTRY: REQUESTOR/DELIVERY

Requisition: R1901111  
Order Date: 09/20/2018  
Transaction Date: 09/20/2018  
Delivery Date: 09/20/2018

Comments:   
Commodity Total: 926.50  
Accounting Total: 926.50  
☐ Document Level Accounting

☒ In Suspend  
☒ Document Text

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"/>
2		Pipe and Drape	EA	900	1.00	300.0000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

Accounting

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

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

SAVE

- Once all of the commodity and accounting information has been entered, **Alt + Page Down** to the *Balancing/Completion* block
- Click on **Complete**

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: 09/20/2018  
 Transaction Date: 09/20/2018  
 Delivery Date: 06/30/2019

Comments:   
 Commodity Total: 599.50  
 Accounting Total: 599.50

☐ In Suspense  
☒ Document Text  
☒ Document Level Accounting

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

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

Vendor: Pacific Dining  
 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]

## Enter Commodity Information

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

Requisition FPAREQN 9.3.6 (PROD)

Requisition: R1901111

Requestor/Delivery Information: 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 Suspense

☒ 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			

Record 1 of 1

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**

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			

Record 1 of 1

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 Suspense
1		19		10001	1046	5690	662004	...			<input type="checkbox"/>	<input checked="" type="checkbox"/>

Record 1 of 1

- Tab until the cursor returns to the **Commodity** field (the extended price, calculated sales tax and commodity total will fill *automatically*)

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

Procurement Text Entry FOAPOXT 9.3.6 (PROD)

Text Type: REQ Code: R1901111

Change Sequence: Item Number: 1

Vendor: 812544554 Pacific Dining - Food Service Management

Commodity: Catering for Board Meeting

Modify Clause:  Description

Copy Commodity: ☐ Text

Default Increment: 10

Get Started: Fill out the fields above and press Go

Navigation bar with up and down arrows.

Procurement Text Entry FOAPOXT 9.3.6 (PROD)

Text Type: REQ Code: R1901111 Change Sequence: Item Number: 1 Vendor: 812544554 Pacific Dining - Food Service Management Commodity Description: Catering for Board Meeting

Modify Clause: Copy Commodity Text: ☐ Default Increment: 10

Start Over

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

Record 1 of 3

Navigation bar with up and down arrows, and 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. quote numbers, 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)

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

ADD RETRIEVE RELATED TOOLS

Start Over

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

10 \* Per Page Record 7 of 7

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
- **Alt + Page Down**

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

10 Per Page Record 1 of 1

	%	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

SAVE

## 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	Comments		<input type="checkbox"/> In Suspense
Order Date	09/13/2018	Commodity Total	599.50	<input checked="" type="checkbox"/> Document Text
Transaction Date	09/13/2018	Accounting Total	599.50	
Delivery Date	09/13/2018			<input checked="" type="checkbox"/> Document Level Accounting

**Requestor/Delivery Information Vendor Information Commodity/Accounting Balancing/Completion** Insert Delete Copy Filter

**BALANCING/COMPLETION** Insert Delete Copy Filter

Vendor	812544554 Pacific Dining - Food Service Management	Currency	
Vendor Hold		Exchange Rate	
COA	1 S.M.C.C.C.D.	Commodity Record	1
Requestor	Analisa Pineda	Count	
Organization	1046 District Office	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

## Special Note . . . .

Equipment (6450) or furniture (6470) with a unit price of \$5,000 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 a SMCCCD Asset Inventory Number and entered into the District's fixed asset records.

## 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 30th.

Requisition: R1901111

Requestor/Delivery Information: Requisition R1901111, Order Date 09/20/2018, Transaction Date 09/20/2018, Delivery Date 06/30/2019

Comments: Commodity Total 5,000.00, Accounting Total 0.00, Document Text, Document Level Accounting

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

Item	Commodity	Description	U/M	Tax Group	Quantity	Unit Price	Commodity Text	Item Text	Add Commodity
1	STAND	Standing order for the fiscal y...	EA	NTX	1.00	5,000.0000			

Extended Amount 5,000.00, Tax 0.00, Discount 0.00, Commodity Total 5,000.00, Additional 0.00, Document Total 5,000.00

ACCOUNTING: Sequence 1, COA, Year, Index, Fund, Orgn, Acct, Prog, Actv, Loon, Proj, NSF Override, NSF Suspense

Extended Amount, Discount, Additional, Tax, FOAPAL Total, Document Total, Remaining

- Enter “**30-JUN-2019**” (or current Fiscal Year end) 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**

The screenshot shows the 'Procurement Text Entry FOAPOXT 9.3.6 (PROD)' window. The top bar includes buttons for 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS'. The 'Go' button is circled in red. The main area contains fields for 'Text Type: REQ', 'Code: R1901111', 'Item Number: 1', 'Commodity: Standing order for the fiscal year for', and 'Description'. The 'Copy Commodity Text' checkbox is checked and highlighted with a red box. The 'Modify Clause' and 'Default Increment' fields are also visible. A footer bar contains the text 'Get Started: Fill out the fields above and press Go.'

## Standing Orders—Item Text (continued)...

- **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**)
- 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

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

PROCUREMENT TEXT ENTRY

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

10 \* Per Page

Record 1 of 2

CANCEL SELECT SAVE

## 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.

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


## Deny a Requisition (continued)...

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:

ADD RETRIEVE RELATED TOOLS 1

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	

10 Per Page Record 1 of 1

SAVE

- Click on the **Deny Document** button and **save**
- **Exit** the screen (or **CTRL+Q**)

## 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



Requisition Query FPIREQN 9.0 (PROD)

ADD RETRIEVE RELATED TOOLS

Requisition: R1901111 Go

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





## 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 History FOIDoch 9.3.2 (PROD)

Document Type: REQ Requisition Document Code: R1900103

ADD RETRIEVE RELATED TOOLS

Start Over

Document Type	Document Number	Status	Status Description
Requisition	R1900103	A	Approved
Purchase Order	P1900020	A	Approved
Invoice	I1900055	P	Paid
Check Disbursement	I0077578		

Insert Delete Copy Filter

Record 1 of 4

SAVE

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, highlight the check number, go to the *Related* menu, and select **Query Document [FAICKH]**. To view the check information, enter the bank number (usually "15") and **Alt + Page Down**.

## 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 FPAREQN Requisition Entry screen. The title bar indicates 'Requisition FPAREQN 9.3.6 (PROD)'. The main window has a menu bar with 'FILE', 'EDIT', 'RETRIEVE', 'RELATED', and 'TOOLS'. A yellow warning message is displayed in the top right corner, circled in red: 'Press Delete Record again to Delete this record.' Below the menu bar, the 'REQUISITION ENTRY: REQUESTOR/DELIVERY' section is active. It contains fields for 'Requisition' (R1901115), 'Order Date' (09/14/2018), 'Transaction Date' (09/14/2018), and 'Delivery Date' (06/30/2019). There are also fields for 'Comments', 'Commodity Total' (959.50), and 'Accounting Total' (959.50). The 'Requestor/Delivery Information' section is expanded, showing fields for 'Requestor' (Analisa Pineda), 'Organization' (1046 District Office), 'COA' (1 S.M.C.C.D.), 'Email', 'Phone Area Code', 'Phone Number', 'Phone Extension', 'Fax Area Code', 'Fax Number', 'Fax Extension', 'Ship To' (1PUR), 'Street Line 1' (SMCCCD CHAN OFC Purchasing), 'Street Line 2' (3401 CSM Drive), 'Street Line 3', 'Contact' (Harrison/Domenici/Haun/Pineda), 'Attention To' (Sue Harrison), 'Building' (DIST), 'Floor' (2nd), 'City' (San Mateo), 'State or Province' (CA), 'Zip or Postal Code' (94402), 'Nation', 'Area Code' (650), 'Phone Number' (5746508), and 'Extension'. At the bottom right, there is a 'SAVE' button.

- 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

## Delete Requisitions (continued)...

- The message at the bottom of the screen will confirm that **“All Commodity and Accounting Records will be deleted”**

The screenshot displays the Banner 9 Requisition Entry interface for requisition R1901115. A yellow warning message at the top right, circled in red, states: "All Commodity and Accounting Records will be deleted". The interface includes tabs for "Requestor/Delivery Information", "Vendor Information", "Commodity/Accounting", and "Balancing/Completion". The "Requestor/Delivery Information" tab is active, showing fields for Requestor, Organization, COA, Email, Phone, Fax, Ship To, and Street Line 1. The "Commodity/Accounting" tab shows fields for Order Date, Transaction Date, Delivery Date, Comments, Commodity Total, Accounting Total, and Document Text. The "Balancing/Completion" tab shows fields for Street Line 2, Street Line 3, Contact, Attention To, Building, Floor, City, State or Province, Zip or Postal Code, Nation, Area Code, Phone Number, and Extension. The "SAVE" button is visible at the bottom right.

Requestor/Delivery Information	Vendor Information	Commodity/Accounting	Balancing/Completion
Requisition: R1901115			
Order Date: 09/14/2018		Commodity Total: 959.50	
Transaction Date: 09/14/2018		Accounting Total: 959.50	
Delivery Date: 06/30/2019			
Comments:			
Document Text:			
Document Level Accounting:			
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: 1PUR			
Street Line 1: SMCCCD CHAN OFC Purchasing			
Street Line 2: 3401 CSM Drive			
Street Line 3:			
Contact: Harrison/Domenici/Haun/Pineda			
Attention To: Sue Harrison			
Building: DIST			
Floor: 2nd			
City: San Mateo			
State or Province: CA			
Zip or Postal Code: 94402			
Nation:			
Area Code: 650			
Phone Number: 5746508			
Extension:			

## 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**

The screenshot shows a web application interface for "Document Approval FOAAINP 9.3.3 (PROD)". At the top, there is a blue header bar with a close button (X) on the left and four icons with labels: "ADD", "RETRIEVE", "RELATED", and "TOOLS". Below the header, the form contains several input fields: "Document:" with the value "R1901111", "Type:" with the value "REQ", "Change Sequence:" (empty), and "Submission:" (empty). A green "Go" button is located to the right of the "Type:" field. At the bottom of the form, there is a grey bar with the text "Get Started: Fill out the fields above and press Go."



- Use the up or down arrow to scroll through the Queue IDs to determine which Banner Users must approve the Requisition
- Do not select Approve/Disapprove

Document Approval FOAAINP 9.3.3 (PROD) [ADD] [RETRIEVE] [RELATED] [TOOLS] [Start Over]

Document: R1901111 Type: REQ Change Sequence: Submission:

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 [ ] [Detail] [Approve] [Disapprove]

[ ] [ ] [SAVE]