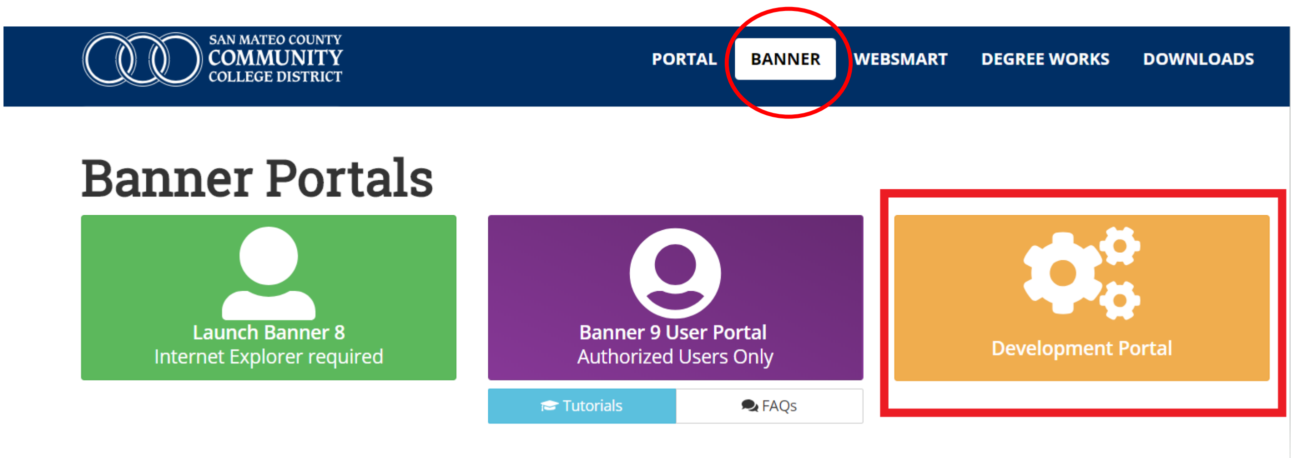
Creating a Requisition in BANNER 9

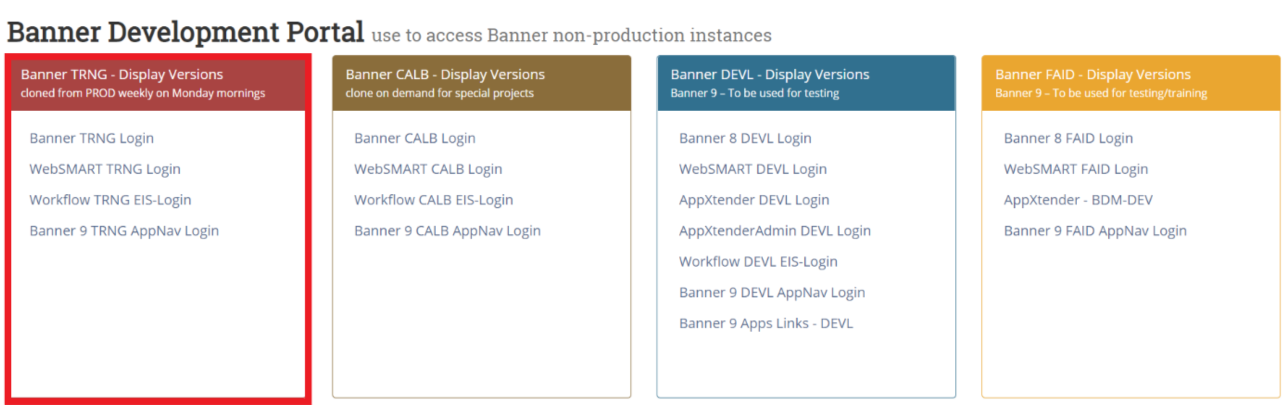
Login to Banner

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.

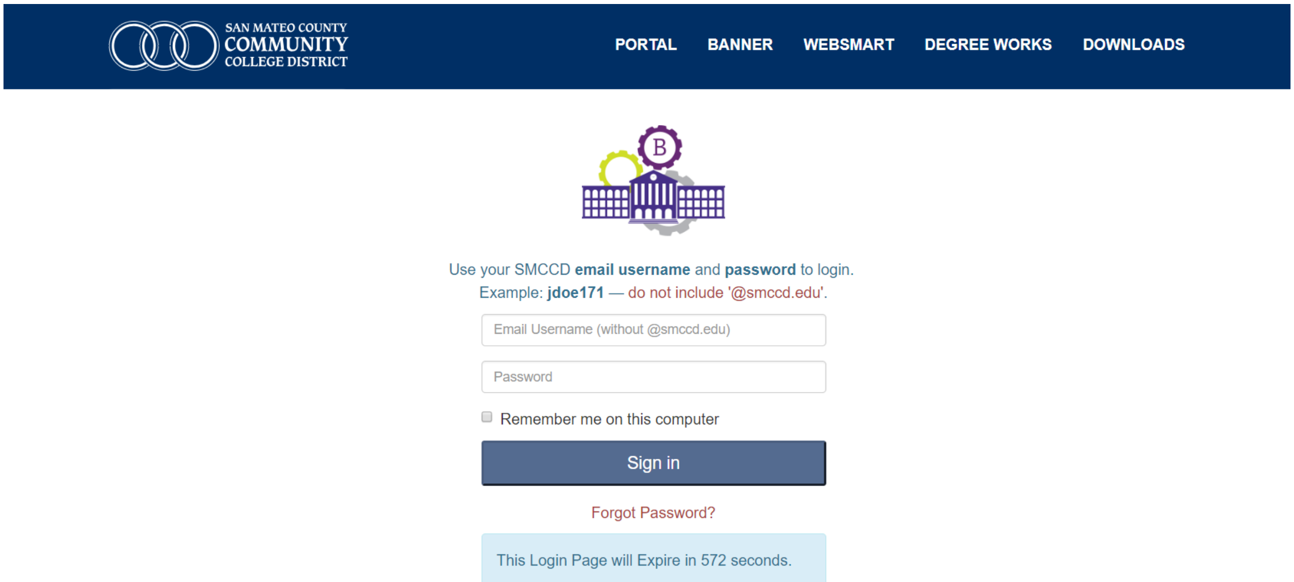
On the User Portal Page, click on BANNER and then click on the **<u>Development Portal</u>** icon.



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



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.



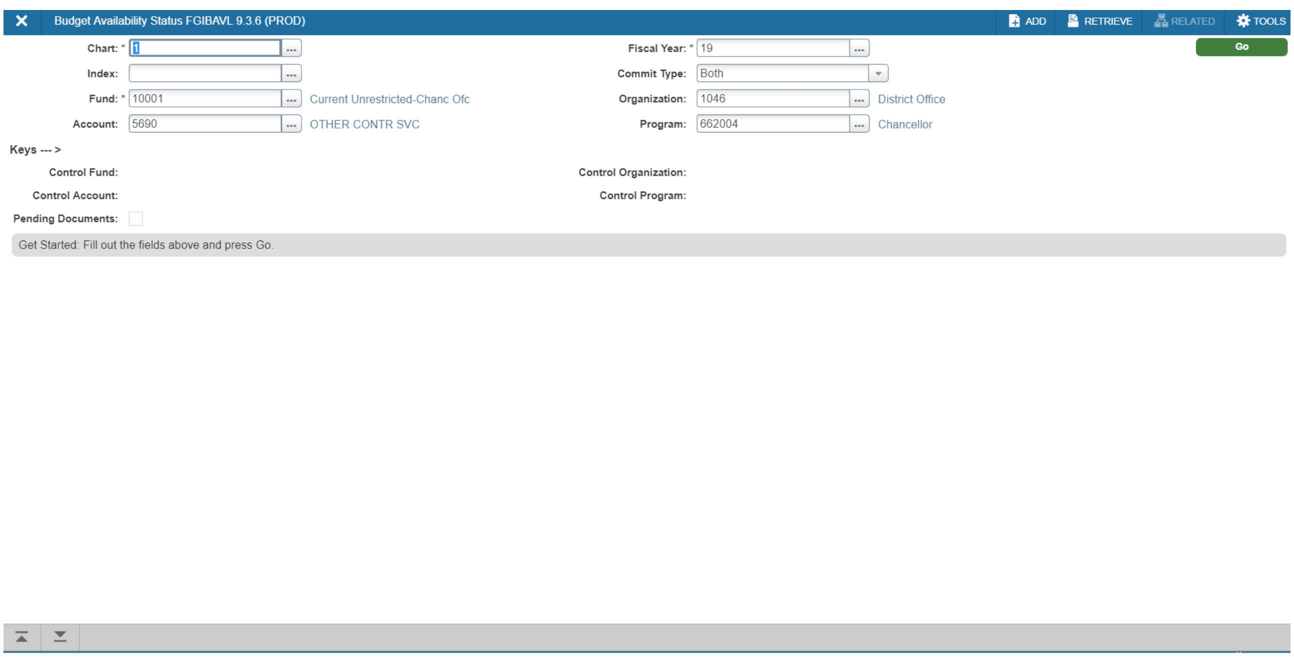
The Requisition Process

First Step: Check Your Budget

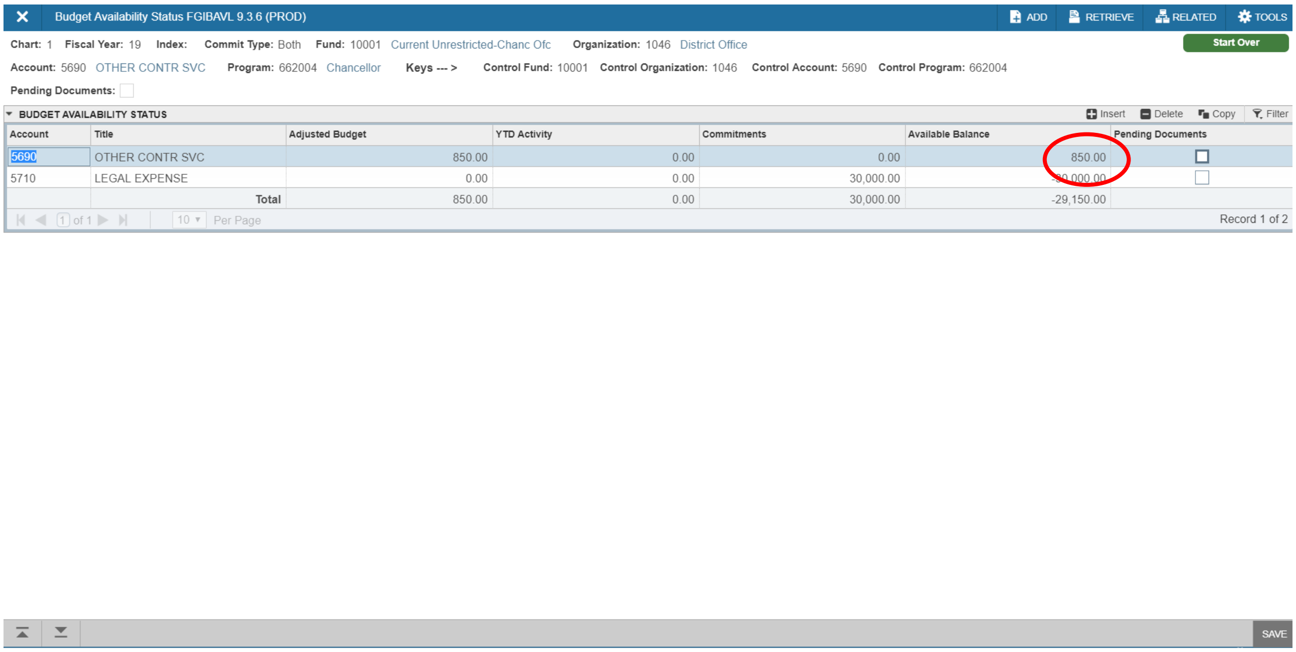
Sufficient cash *(budget)* must be available to pay for your order. Before entering a Requisition into Banner, go to *Budget Availability Status [FGIBAVL]* to check your account's budget. If the current *Available Balance* is not adequate to cover your purchase a budget transfer must be completed. Remember,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



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 Ofc **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:

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	
5710	LEGAL EXPENSE	0.00	0.00	30,000.00	-30,000.00	
	Total	850.00	0.00	30,000.00	-29,150.00	

1 of 1 10 Per Page Record 1 of 2

SAVE

Second Step: Check Account Code(s) and Fixed Assets

Before entering a requisition into Banner, make sure you are using the appropriate account code(s). If needed, refer to the Purchasing Procedures and Guidelines document by clicking on the following link: 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.

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."

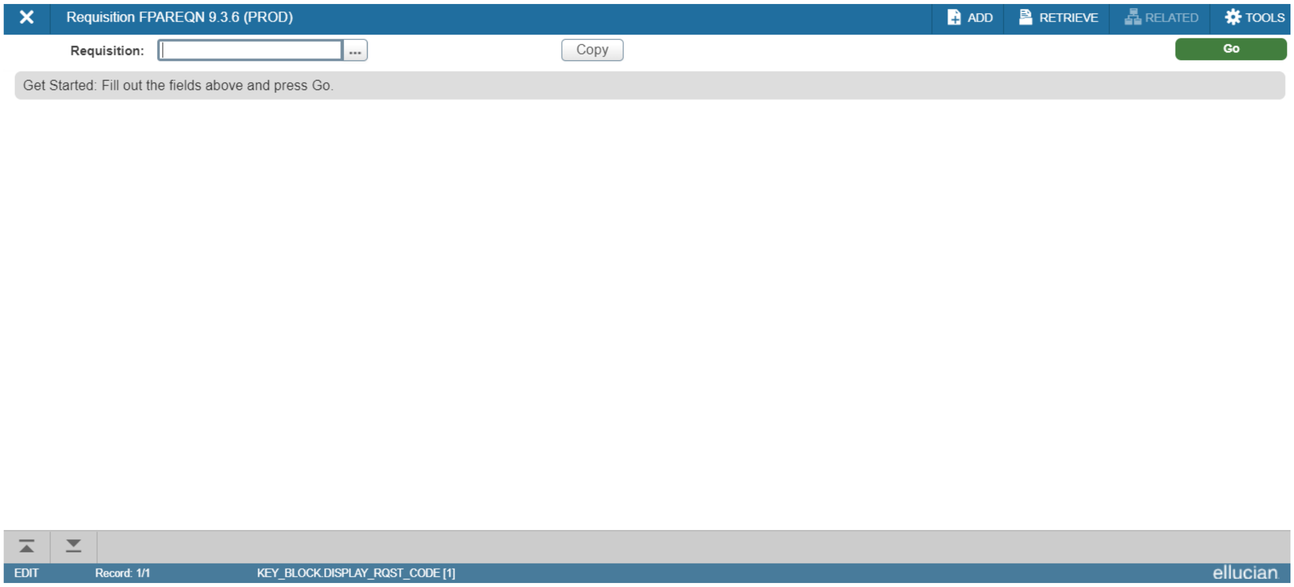
Please remember software and technology related purchases must be vetted through ITS for approval. The ITS software purchase request form can be accessed by clicking on the following link: ITS Purchase Request Form

It's vital that every requisition which contains a fixed asset must include the following details in the Item Text for each asset.
On the first line type:
"ASSET TAG#"
On second line type:
"LOCATION: CAMPUS, BUILDING AND ROOM #"
Example: LOCATION: SKY B19; RM #201.

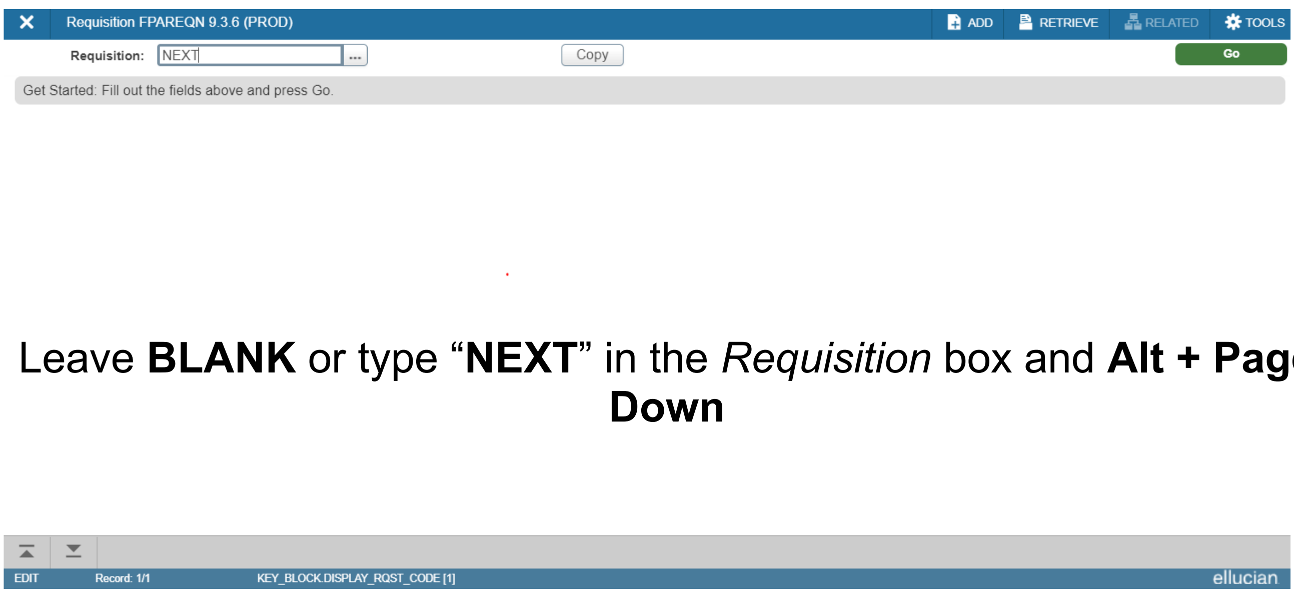
(Requisitioner must enter the exact campus, building and room number where the asset will reside).

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

FPAREQN—Requisition Screen

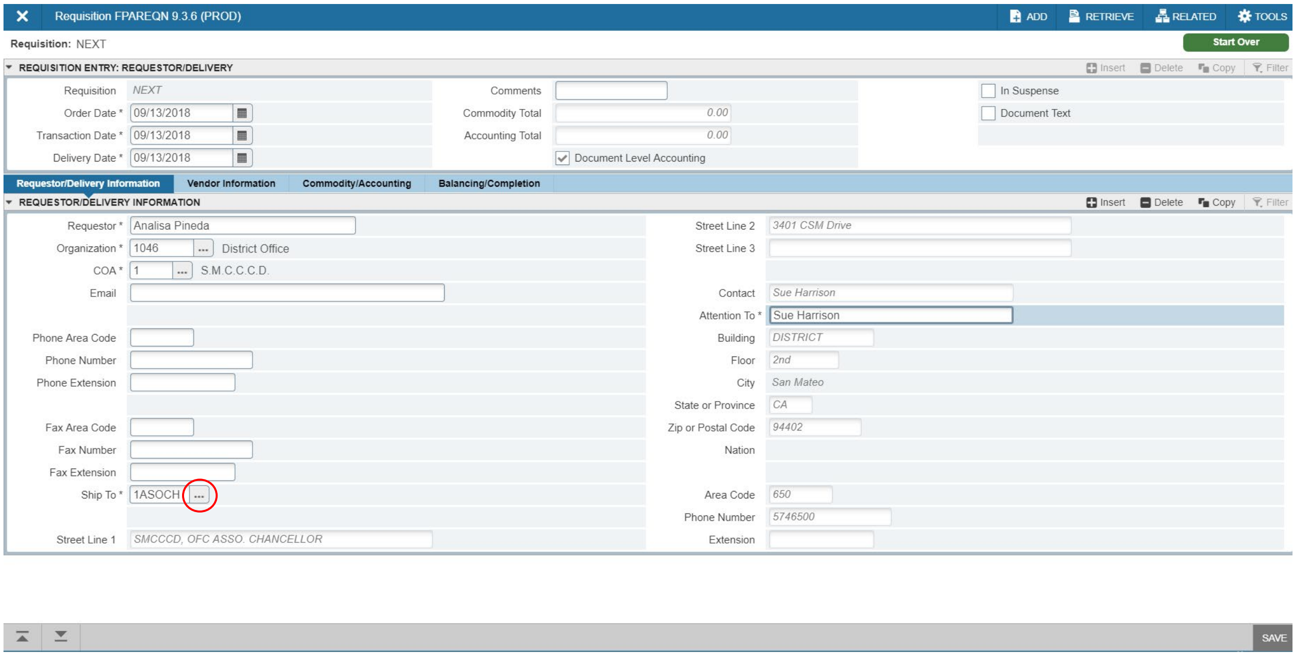


Create a New Requisition



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

Enter Requestor/Delivery Information



- 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)

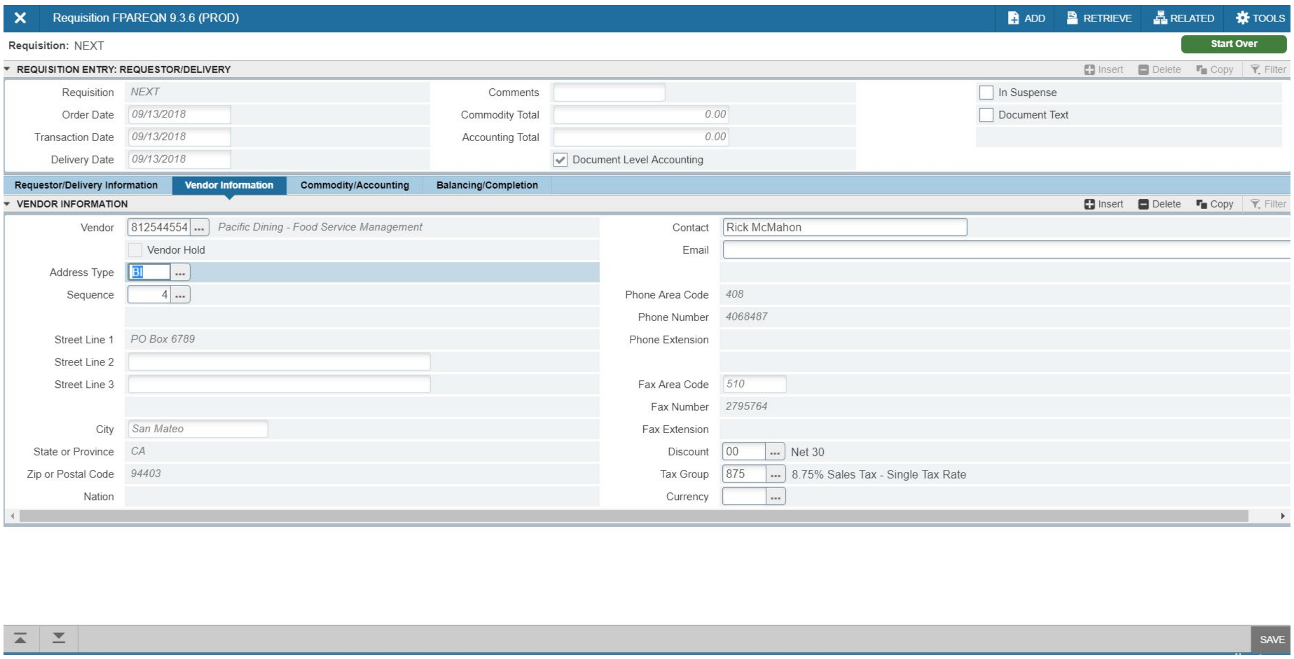
- Tab to **Ship To** and enter your **"**ship to**"** code or click the Ellipsis to execute a search; the delivery code is normally your site location (1-District, 2-Skyline, 3-Cañada, 4-CSM) *plus* your building and room numbers

> **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**

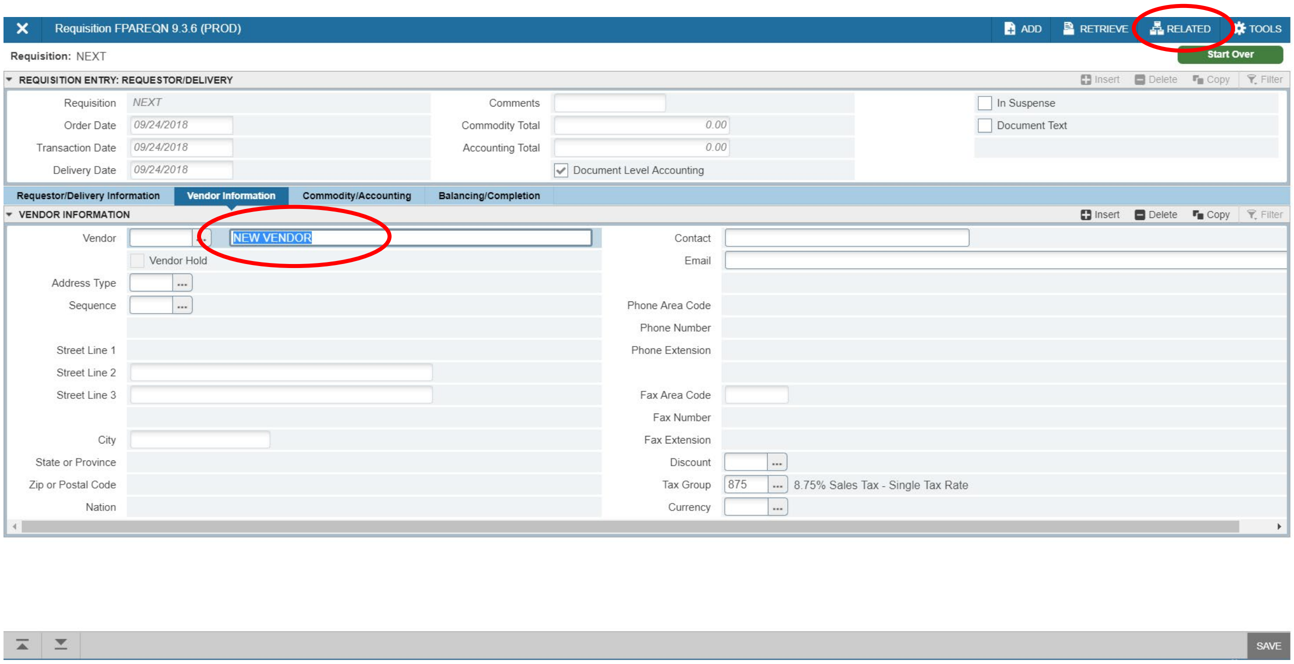
Enter Vendor Information

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



To Enter a NEW Vendor…

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



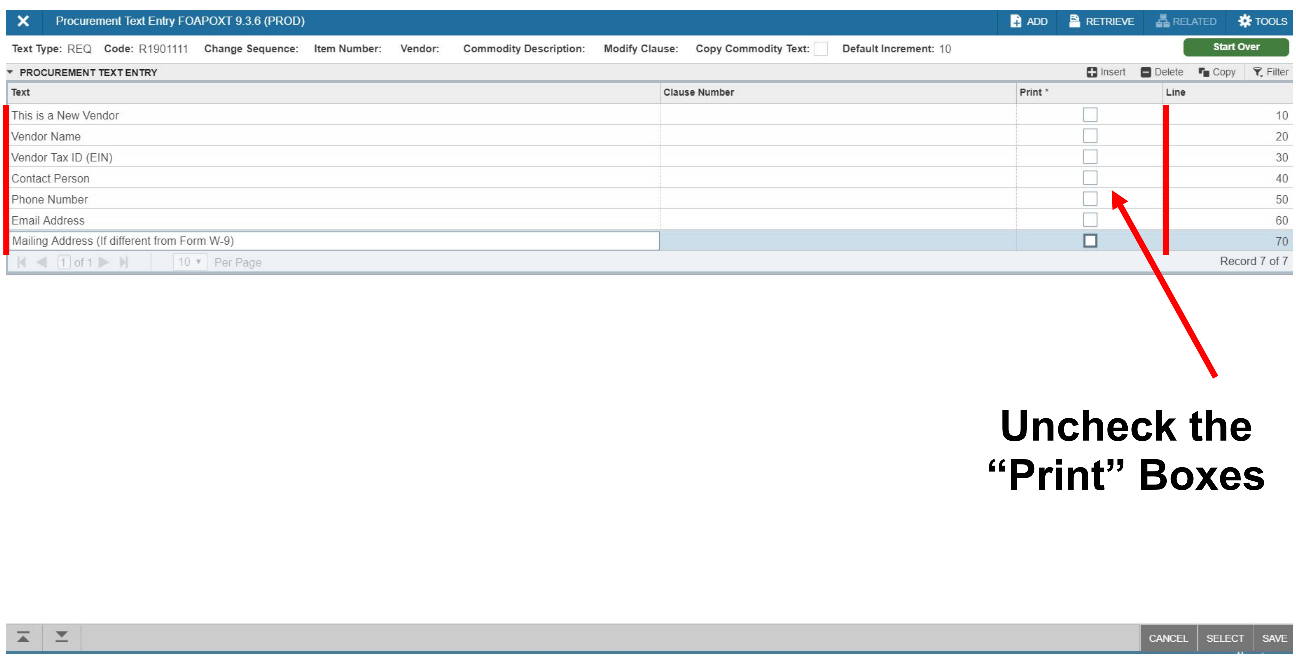
- From the *Related* menu, select **Document Text**
- **Alt + Page Down** to enter the <u>complete</u> new vendor information

> 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



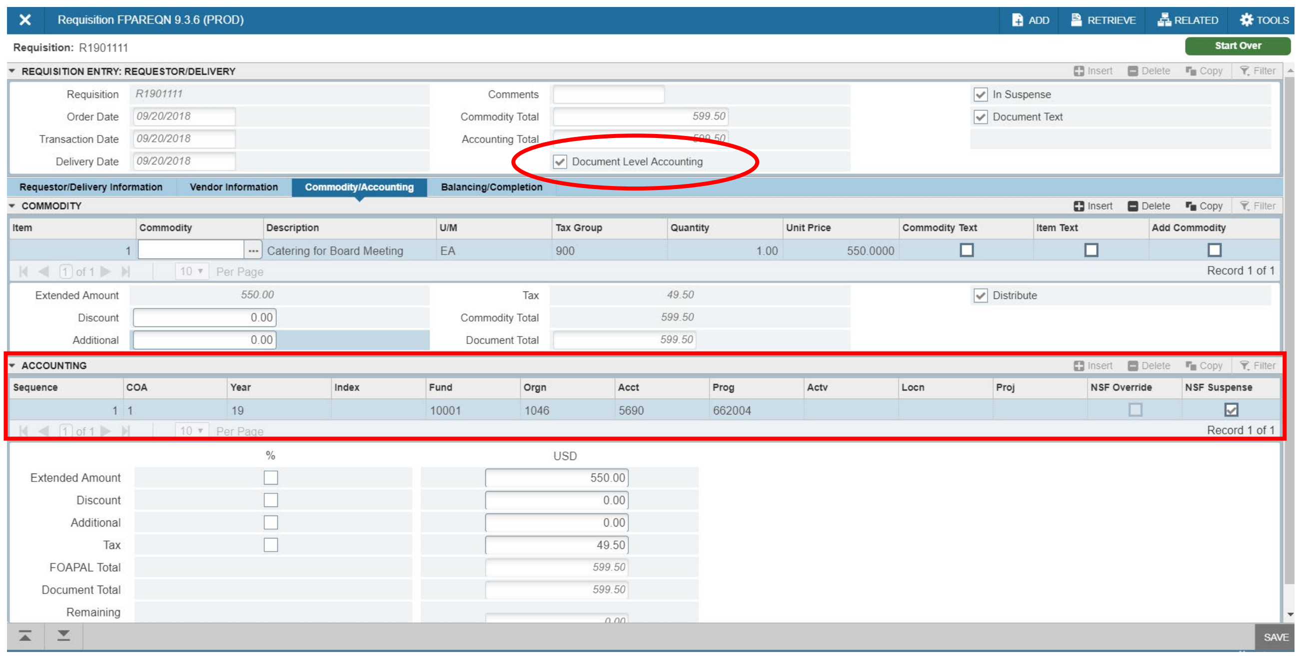
- Click on the **Save** icon (or press **F10**)

- 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.

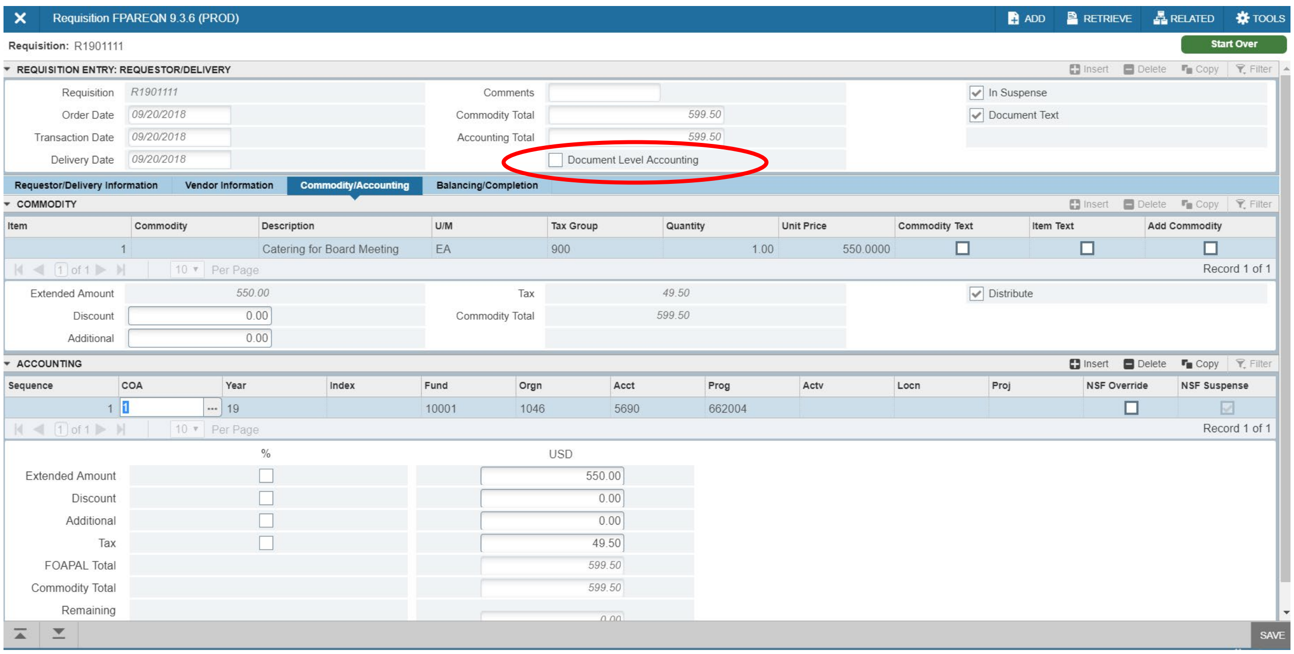
Document Level *(Only One Account)*



- 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)*

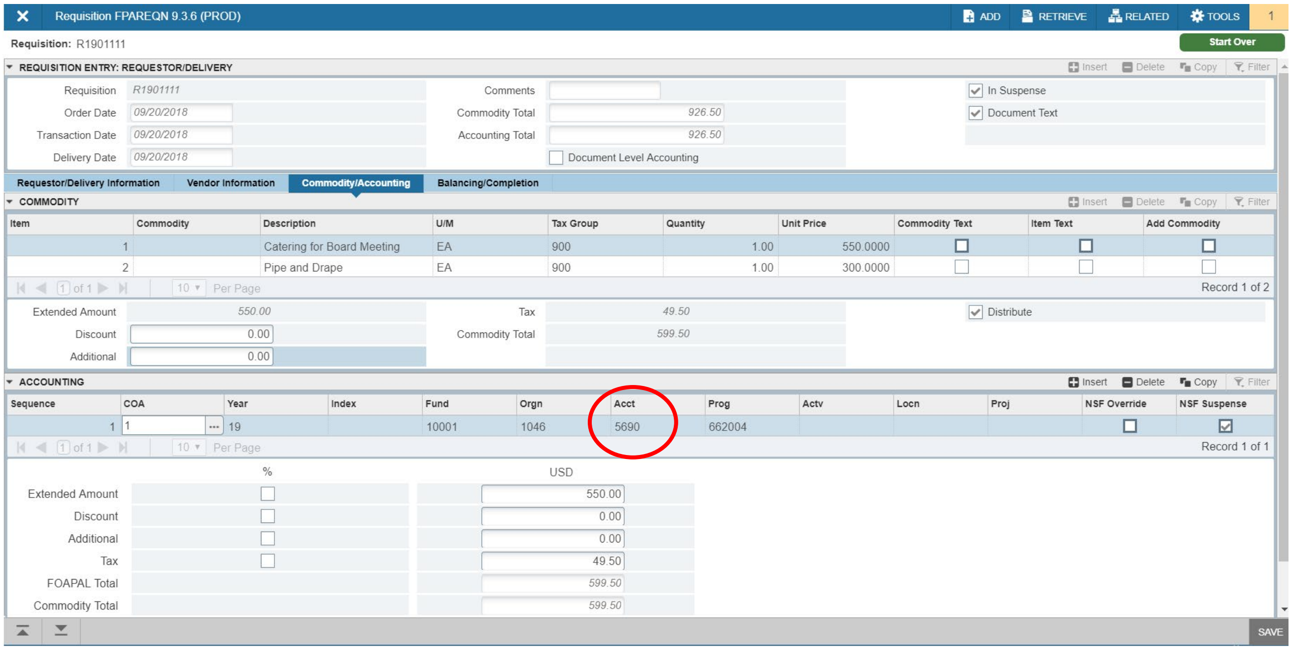
- Click to **UNCHECK** the *Document Level Accounting* box
- Enter the *first* item's commodity information (Description, U/M, Tax Group, Quantity, etc.)
- **Alt + Page Down** to enter the *first* item's accounting information (FOAP)



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).

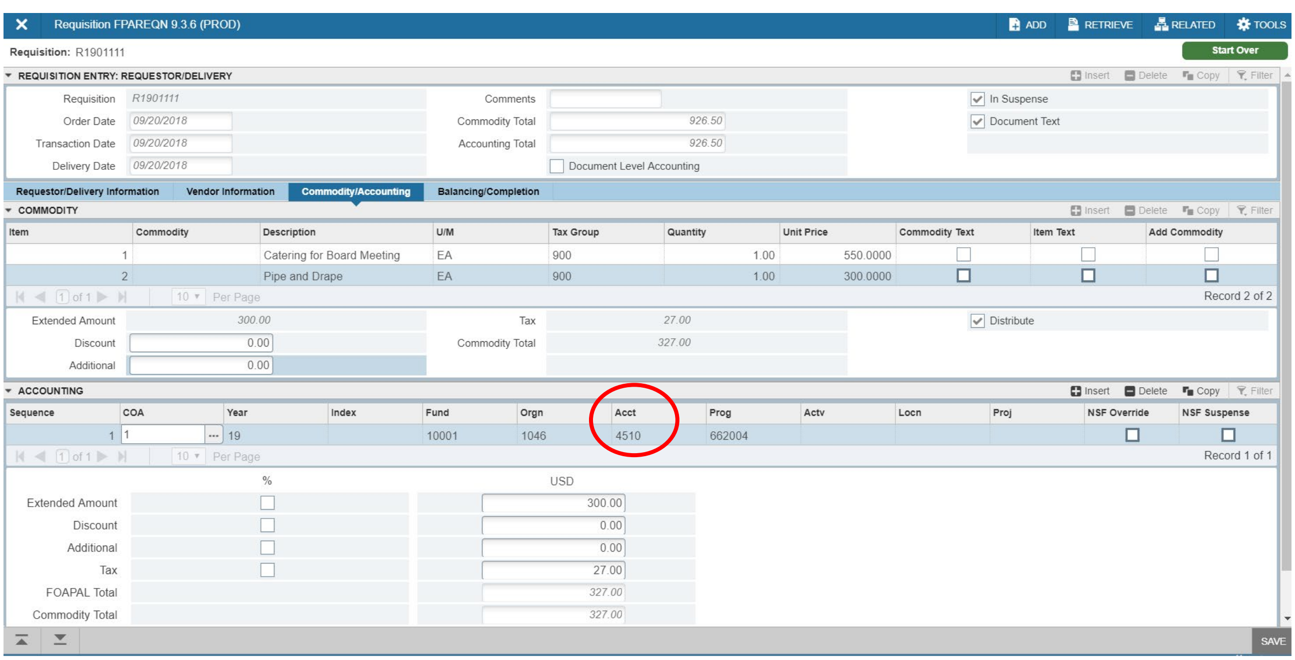
Commodity Level (continued)…

Line Item 1 –



Line Item 2 –

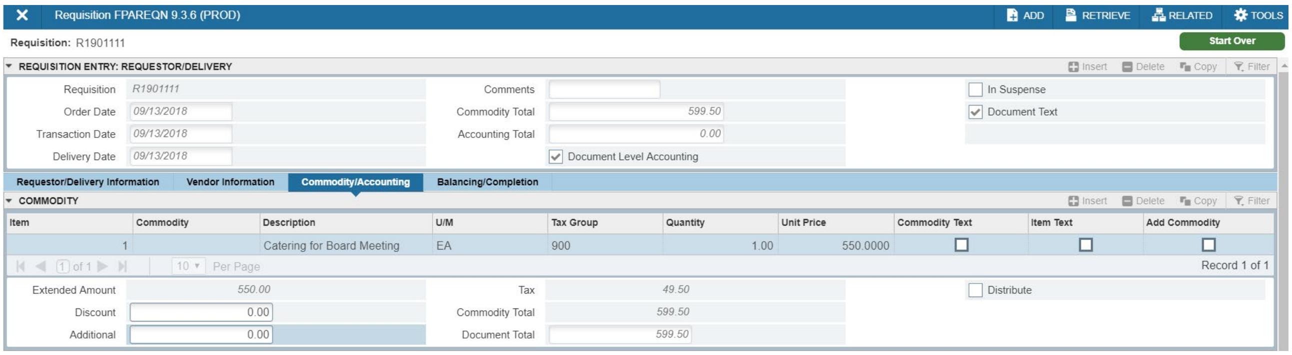
- **Alt + Page Up** and **Arrow Down** to enter the *second* item's commodity information
- **Alt + Page Down** to enter the *second* item's FOAP



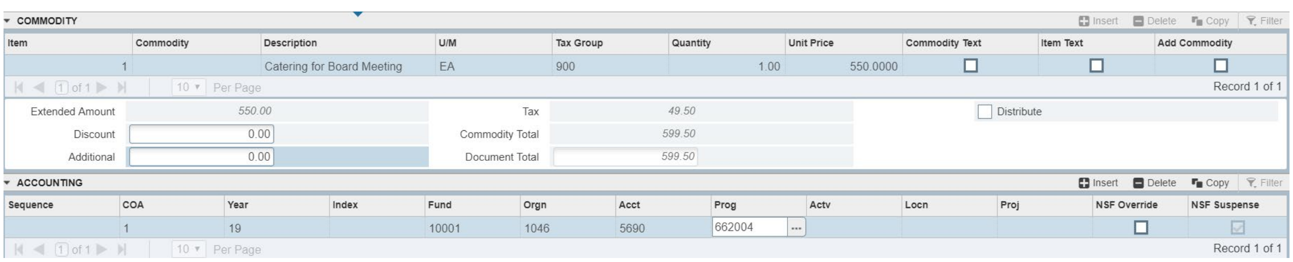
Enter Commodity Information

- Leave the **Commodity** code field blank

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



- Tab to enter the proper **U/M** (Unit of Measure), **Tax Group**, **Quantity** and **Unit Price**



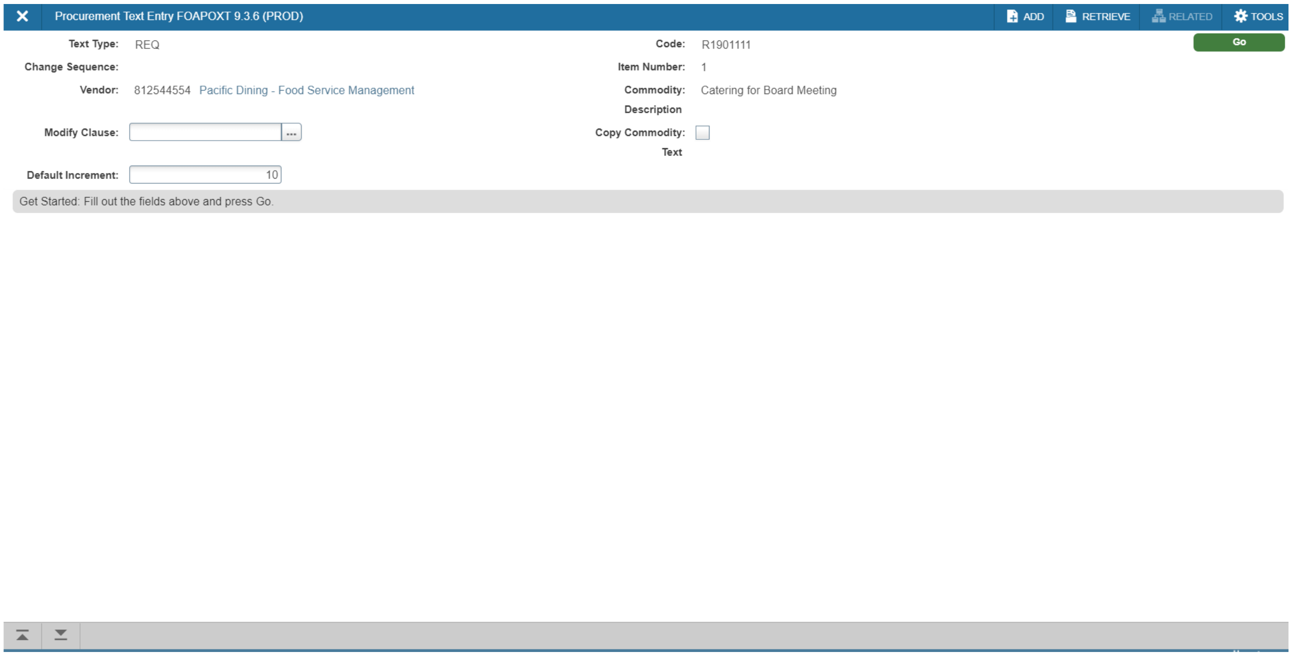
- Tab until the cursor returns to the **Commodity** field (the extended price, calculated sales tax and commodity total will fill *automatically*)

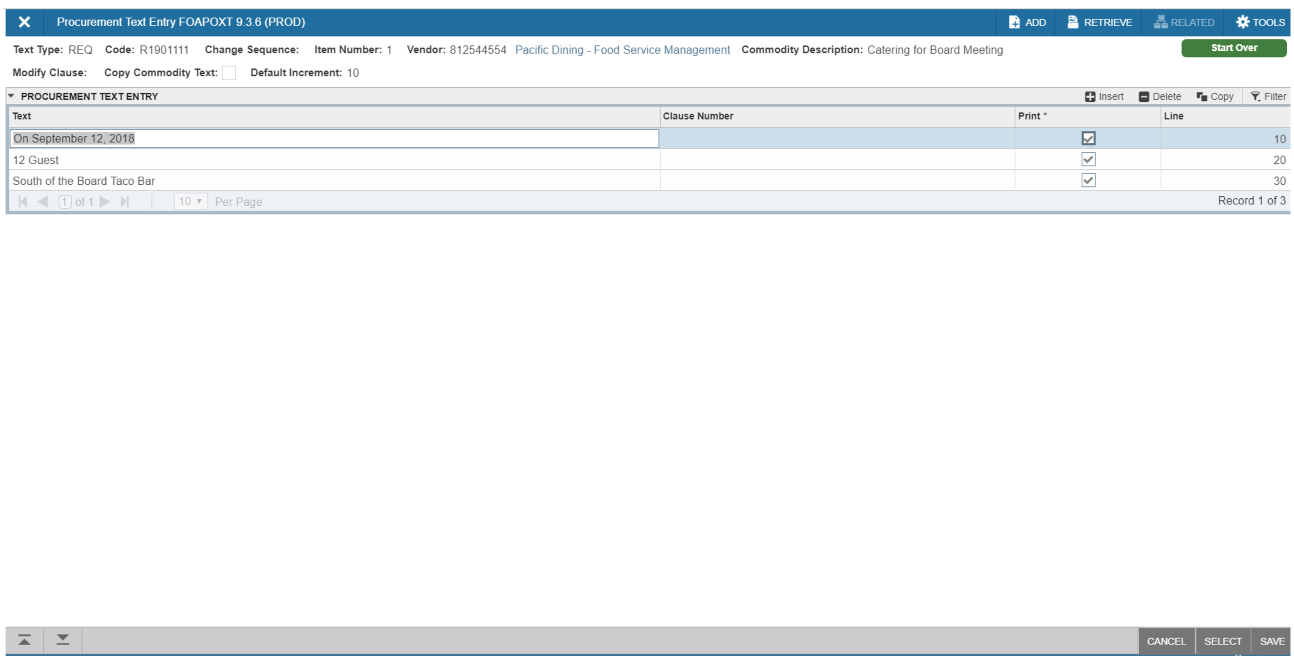
Enter Item Text

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.



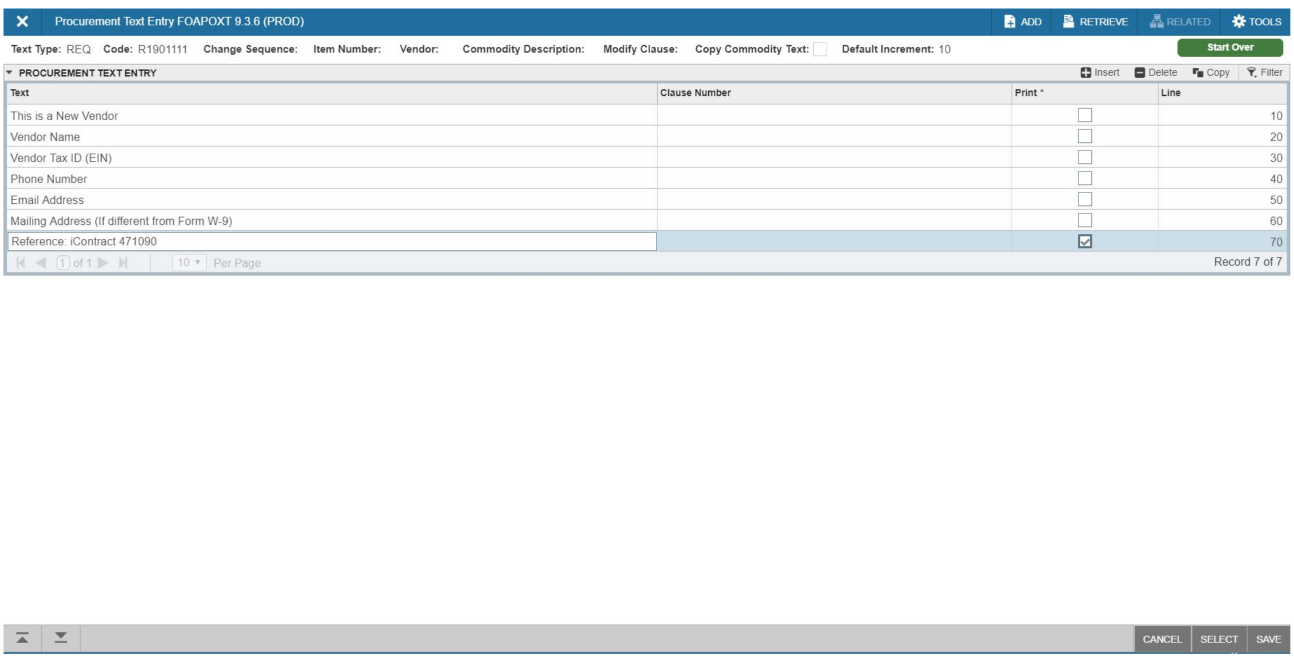


- Click the **Save** icon (or **F10**)
- Click the **Exit** icon (or **CTRL+Q**) to close the screen

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) ADD RETRIEVE RELATED TOOLS

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

PROCUREMENT TEXT ENTRY Insert Delete Copy Filter

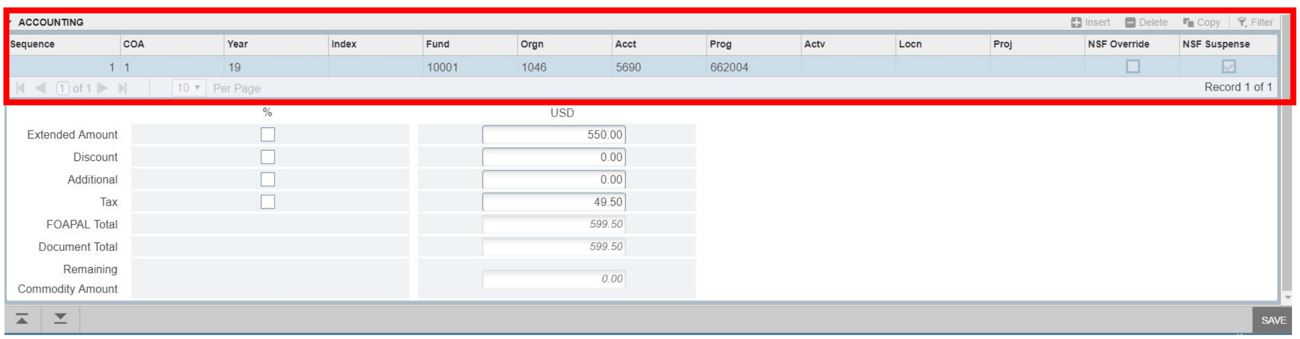
Text	Clause Number	Print *	Line
This is a New Vendor		☐	10
Vendor Name		☐	20
Vendor Tax ID (EIN)		☐	30
Phone Number		☐	40
Email Address		☐	50
Mailing Address (If different from Form W-9)		☐	60
Reference: iContract 471090		☑	70

1 of 1 10 Per Page Record 7 of 7

CANCEL SELECT SAVE

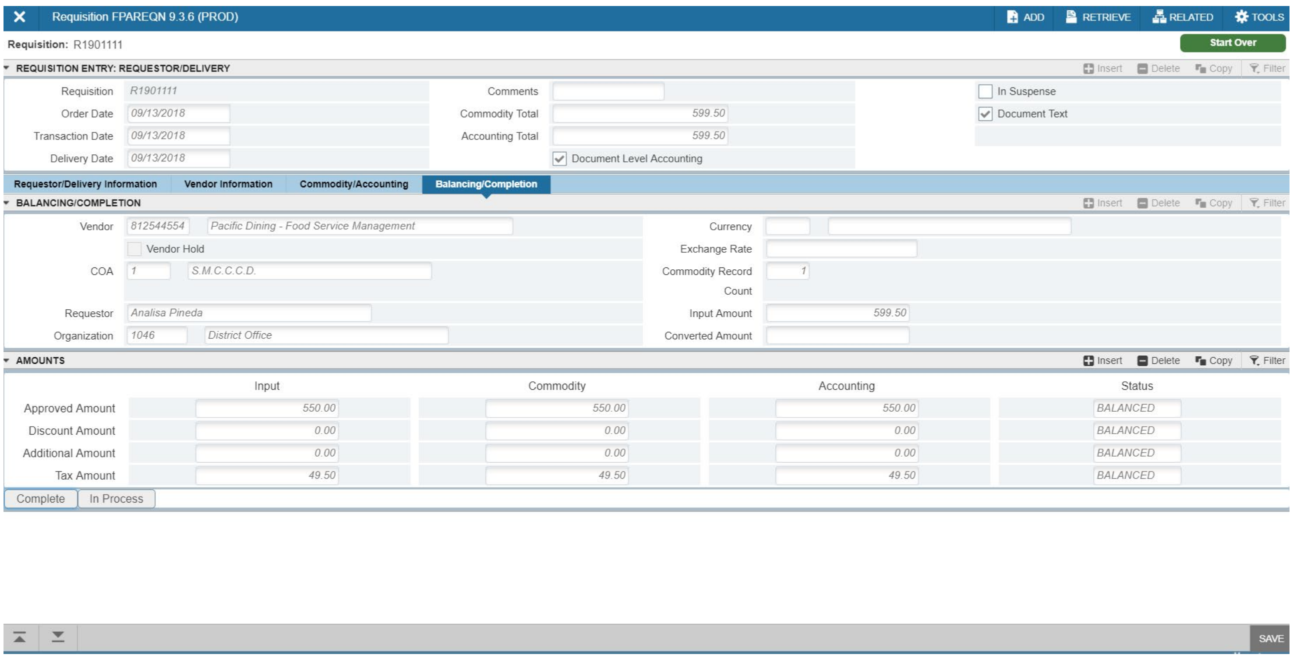
Enter Accounting Information

- **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**



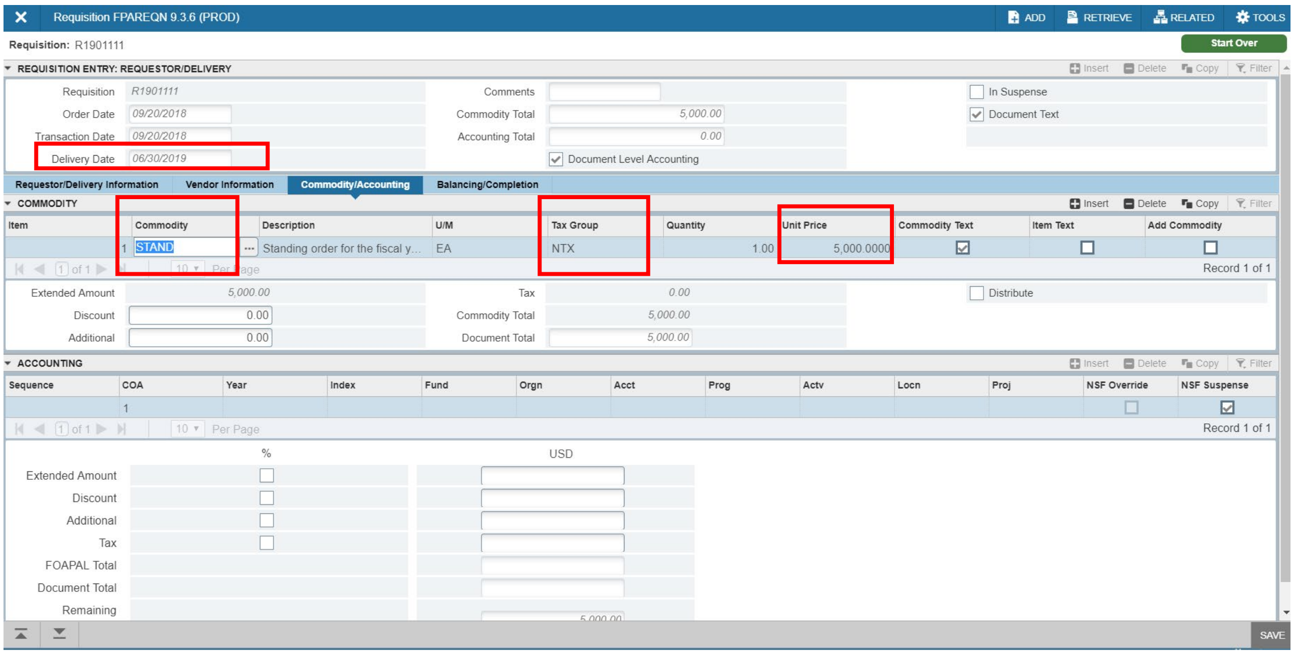
Complete the Requisition

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



FPAREQN—Standing Orders

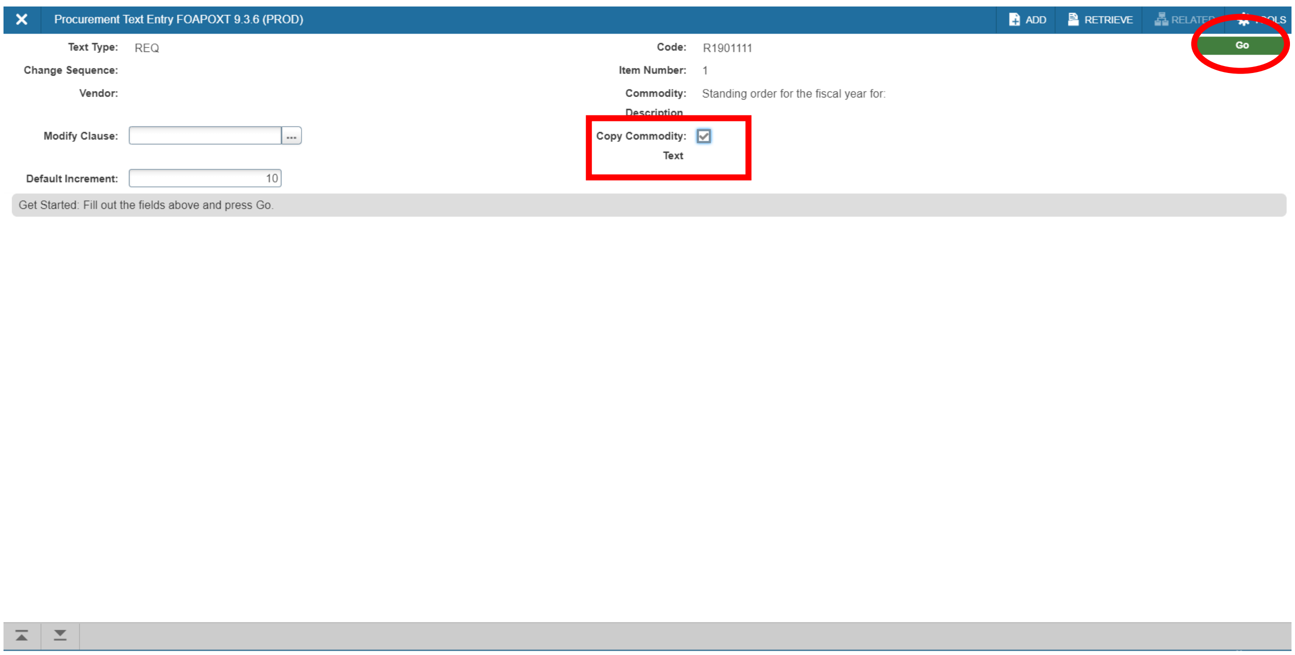
Standing orders are open purchase orders for the procurement of goods, services or maintenance-repairs on an as-needed basis during a *specified* period of time. A standing order is generally issued for the fiscal year – from July 1st (or date of issuance) through June 30th.



- 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

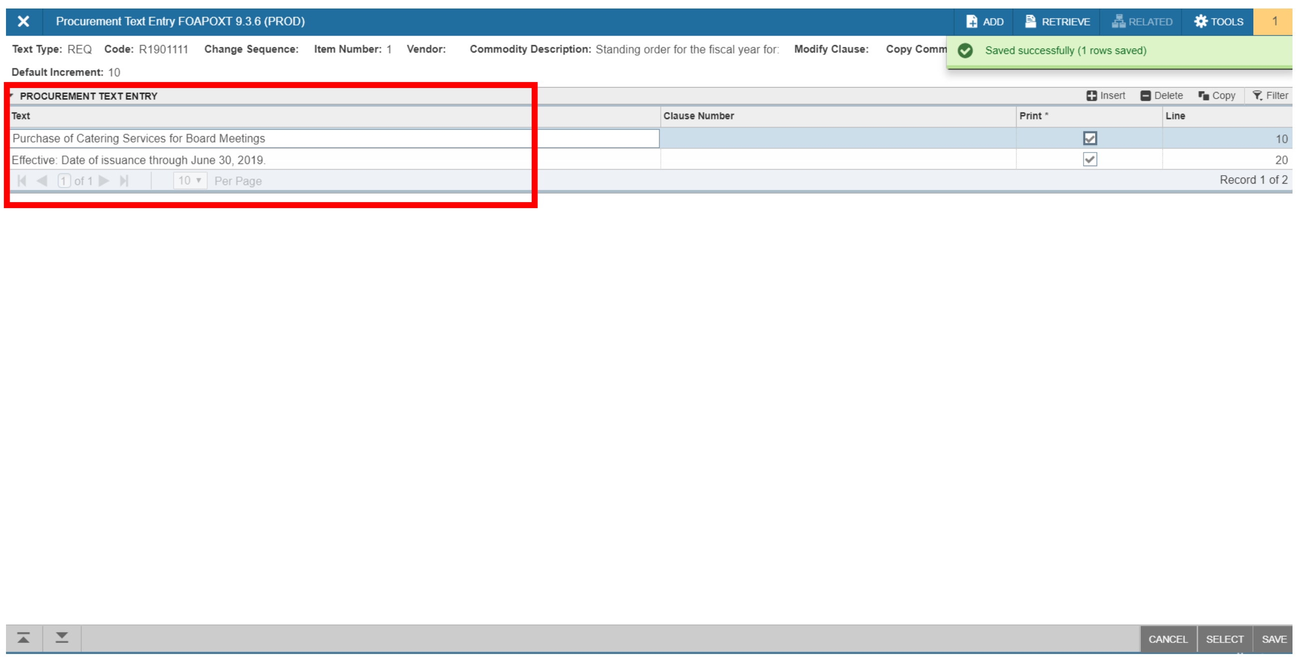
Standing Orders—Item Text

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



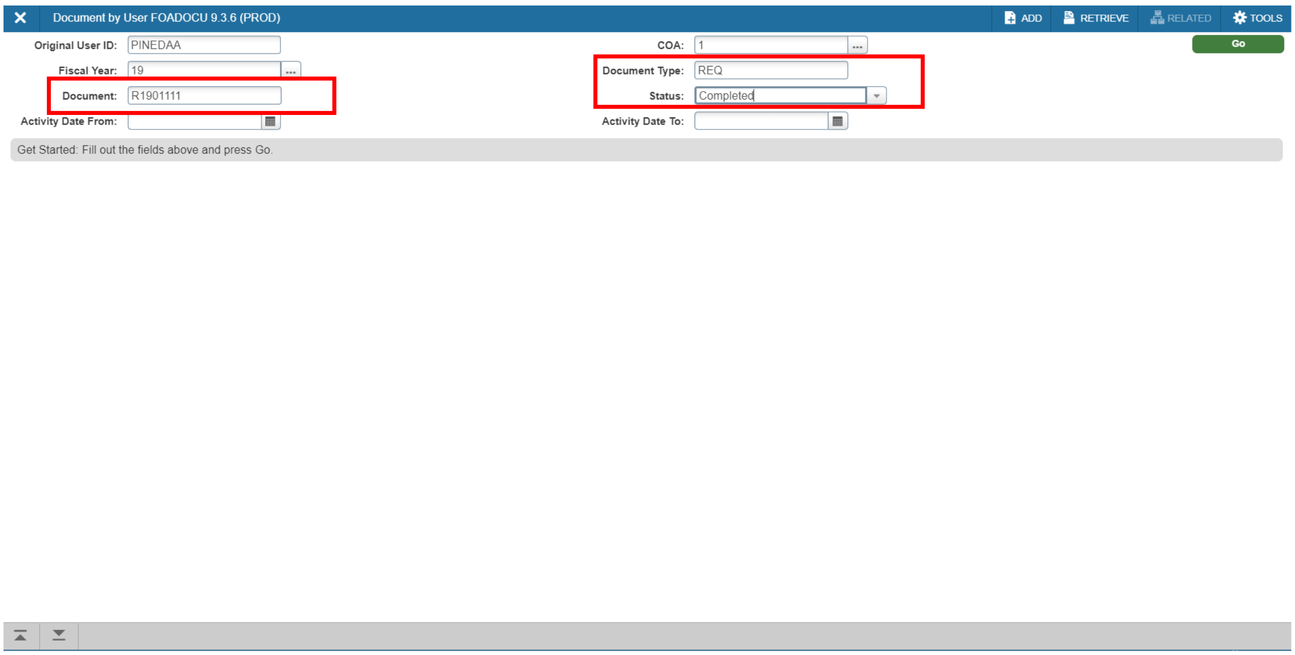
Standing Orders—Item Text (continued)…

- **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



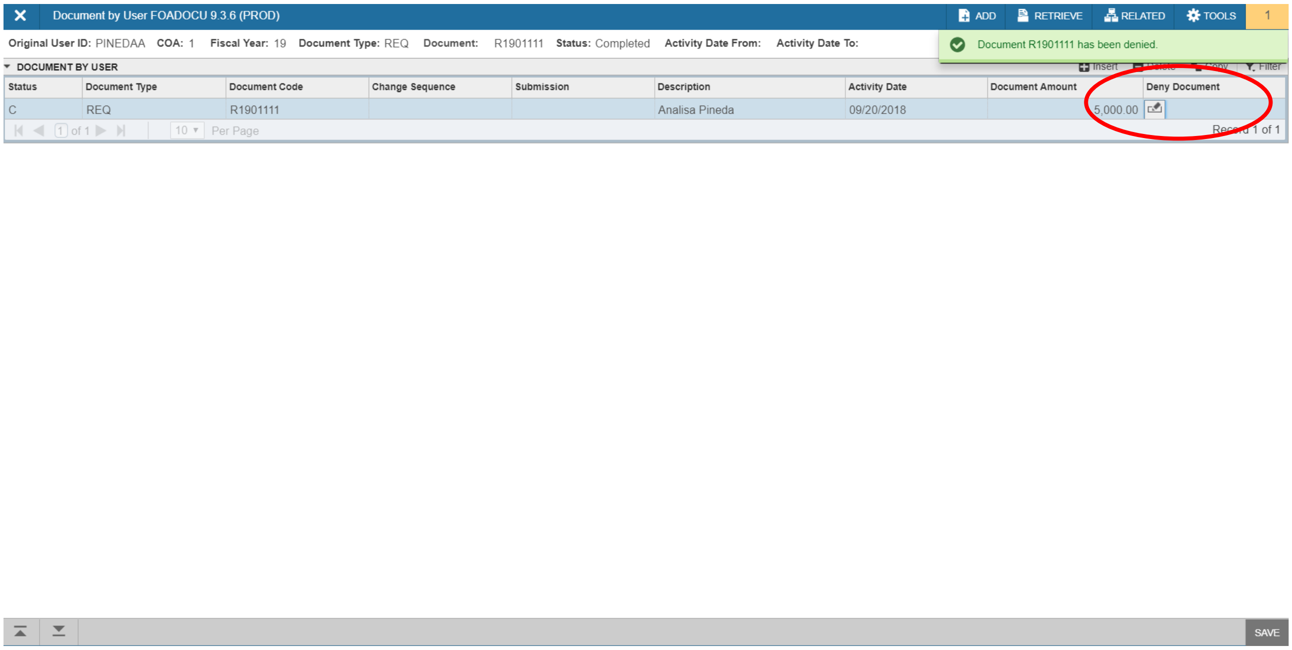
FOADOCU—Deny a Requisition

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)…



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

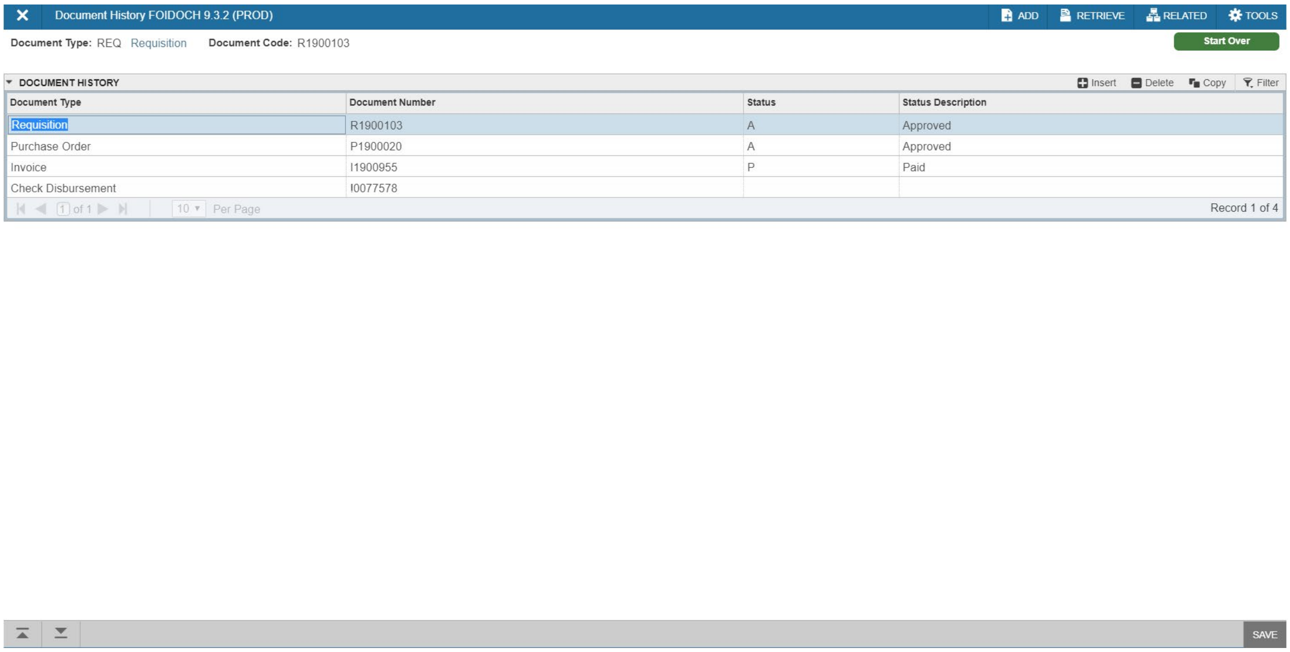
FPIREQN—Requisition Query Form

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

FOIDOCH—Document History Form

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



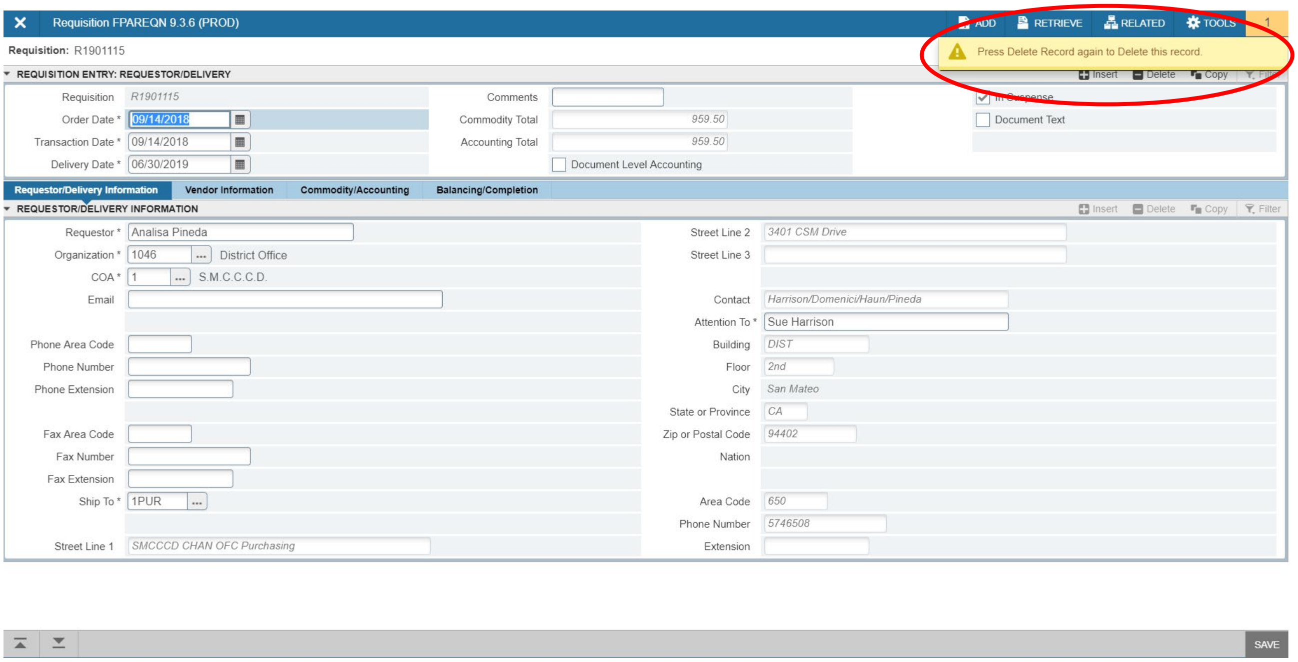
To view detailed information for any of the documents listed in FOIDOCH, place your cursor on the document number, go to the *Related* menu, and select the information for that particular document type.

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 [FAICHKH]**. 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**

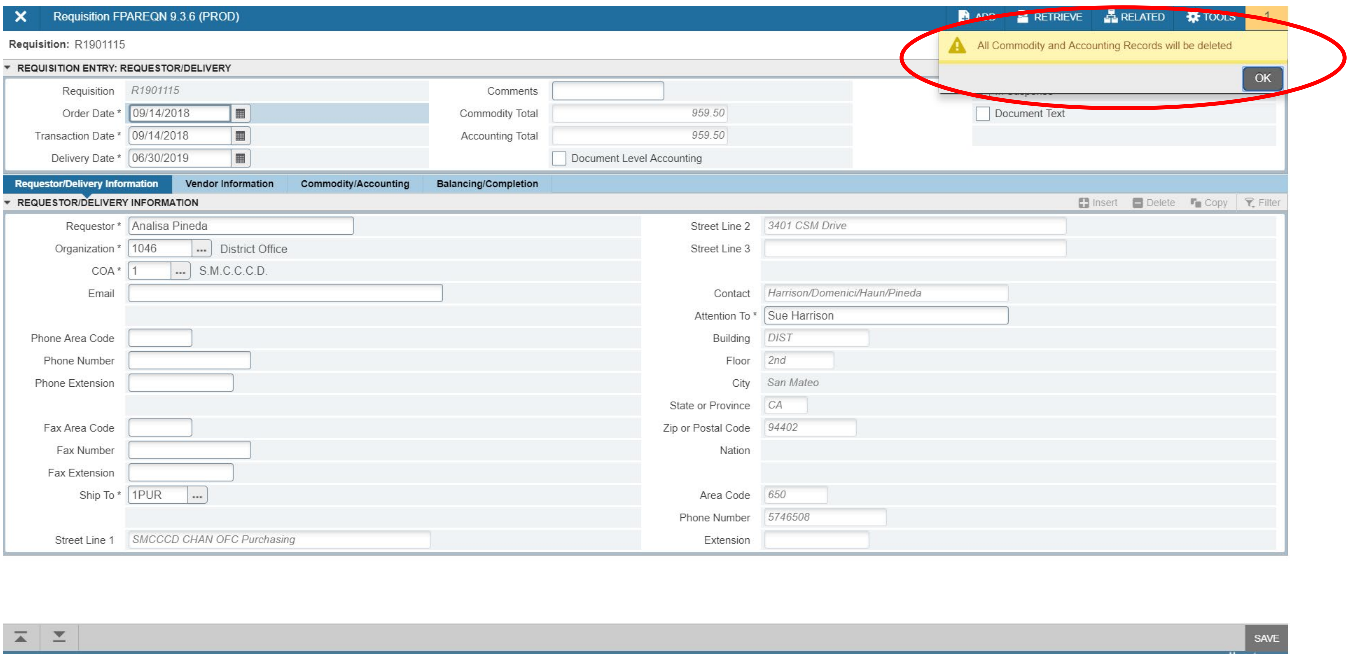


- From the *Requestor/Delivery Section* menu select **Delete** (or press **Shift + F6**)

- From the *Requestor/Delivery Section* menu select **Delete** (or press **Ctrl + F3**) <u>AGAIN</u>

Delete Requisitions (continued)…

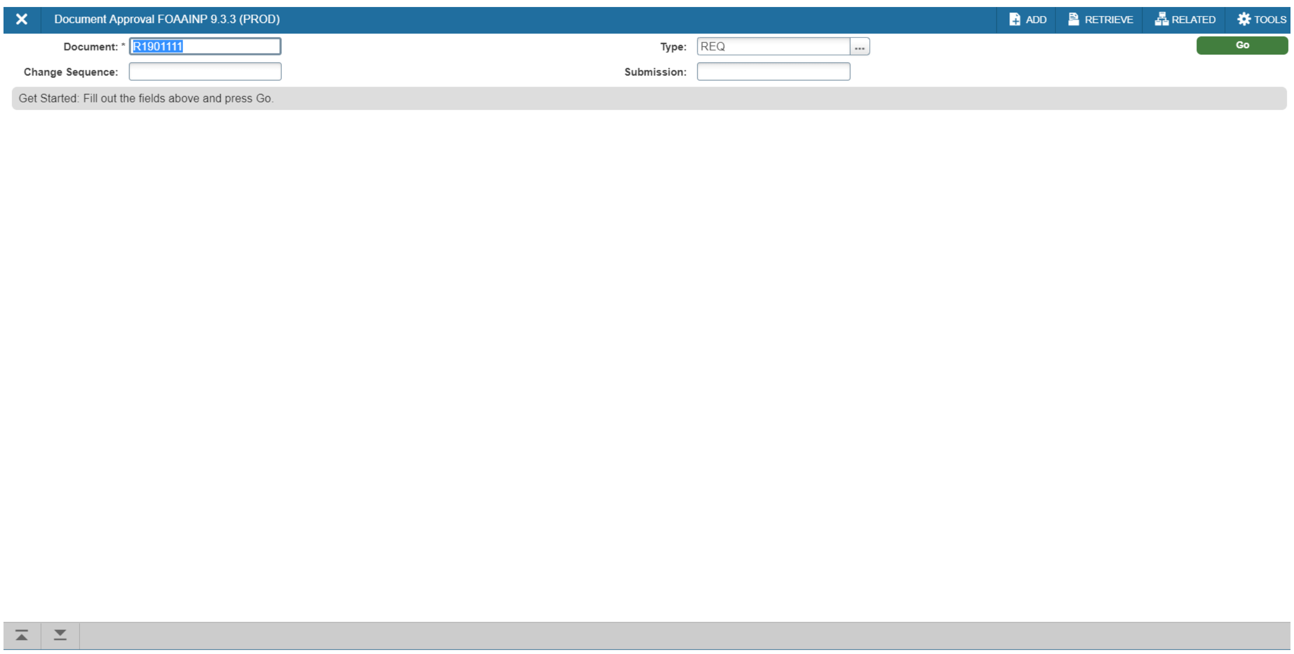
- The message at the bottom of the screen will confirm that "**All Commodity and Accounting Records will be deleted**"



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**



- 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