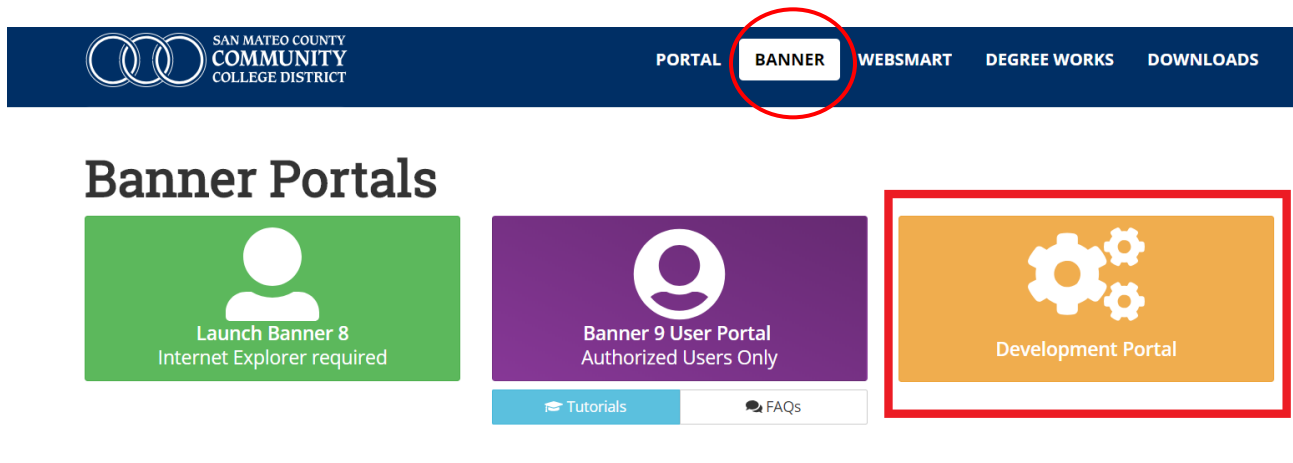


# Creating a Requisition in BANNER 9

## 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 <small>cloned from PROD weekly on Monday mornings</small>	Banner CALB - Display Versions <small>done on demand for special projects</small>	Banner DEVL - Display Versions <small>Banner 9 - To be used for testing</small>	Banner FAID - Display Versions <small>Banner 9 - To be used for testing/training</small>
<ul style="list-style-type: none"><li>Banner TRNG Login</li><li>WebSMART TRNG Login</li><li>Workflow TRNG EIS-Login</li><li>Banner 9 TRNG AppNav Login</li></ul>	<ul style="list-style-type: none"><li>Banner CALB Login</li><li>WebSMART CALB Login</li><li>Workflow CALB EIS-Login</li><li>Banner 9 CALB AppNav Login</li></ul>	<ul style="list-style-type: none"><li>Banner 8 DEVL Login</li><li>WebSMART DEVL Login</li><li>AppXtender DEVL Login</li><li>AppXtenderAdmin DEVL Login</li><li>Workflow DEVL EIS-Login</li><li>Banner 9 DEVL AppNav Login</li><li>Banner 9 Apps Links - DEVL</li></ul>	<ul style="list-style-type: none"><li>Banner 8 FAID Login</li><li>WebSMART FAID Login</li><li>AppXtender - BDM-DEV</li><li>Banner 9 FAID AppNav Login</li></ul>

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.

 SAN MATEO COUNTY  
COMMUNITY  
COLLEGE DISTRICT

[PORTAL](#) [BANNER](#) [WEBSMART](#) [DEGREE WORKS](#) [DOWNLOADS](#)



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

Email Username (without @smccd.edu)

Password

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)

Chart: [1] ... Fiscal Year: 19 ... **Go**

Index: ... Commit Type: Both

Fund: 10001 ... Current Unrestricted-Chanc. Ofc. Organization: 1046 ... District Office

Account: 5690 ... OTHER CONTR SVC 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)

Chart: 1 Fiscal Year: 19 Index: Commit Type: Both Fund: 10001 Current Unrestricted-Chanc Of: Organization: 1046 District Office

Account: 5690 OTHER CONTR SVC Program: 662004 Chancellor Keys --> Control Fund: 10001 Control Organization: 1046 Control Account: 5690 Control Program: 662004

Pending Documents:

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	30,000.00	30,000.00	<input type="checkbox"/>
Total		850.00	0.00	30,000.00	-29,150.00	

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

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.

EDIT	Record: 1/1	KEY_BLOCK.DISPLAY_RQST_CODE [1]	ellucian
------	-------------	---------------------------------	----------

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

# Enter Requestor/Delivery Information

The screenshot shows the 'REQUESTOR/DELIVERY INFORMATION' section of a Banner 9 Requisition Entry form. The form is titled 'REQUESTOR/DELIVERY INFORMATION' and includes several tabs: 'Requestor/Delivery Information', 'Vendor Information', 'Commodity/Accounting', and 'Balancing/Completion'. The 'Requestor/Delivery Information' tab is active. The form contains the following fields and values:

- Requisition: NEXT
- Order Date: 09/13/2018
- Transaction Date: 09/13/2018
- Delivery Date: 09/13/2018
- Comments: (empty)
- Commodity Total: 0.00
- Accounting Total: 0.00
- Document Level Accounting:
- In Suspense:
- Document Text:
- Requestor: Analisa Pineda
- Organization: 1046 District Office
- COA: 1 S.M.C.C.C.D.
- Email: (empty)
- Phone Area Code: (empty)
- Phone Number: (empty)
- Phone Extension: (empty)
- Fax Area Code: (empty)
- Fax Number: (empty)
- Fax Extension: (empty)
- Ship To: TASOCH (highlighted with a red circle)
- Street Line 1: SMCCCD, OFC ASSO, CHANCELLOR
- Street Line 2: 3401 CSM Drive
- Street Line 3: (empty)
- Contact: Sue Harrison
- Attention To: Sue Harrison
- Building: DISTRICT
- Floor: 2nd
- City: San Mateo
- State or Province: CA
- Zip or Postal Code: 94402
- Nation: (empty)
- Area Code: 650
- Phone Number: 5746500
- Extension: (empty)

- 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*)

The screenshot displays the Banner 9 Requisition Training interface. At the top, a blue header bar contains the text 'Requisition FPAREQN 9.3.6 (PROD)' and navigation icons for 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS'. Below this, the 'Requisition: NEXT' is shown with a 'Start Over' button. The main section is titled 'REQUISITION ENTRY: REQUESTOR/DELIVERY' and includes fields for 'Requisition' (NEXT), 'Order Date' (09/13/2018), 'Transaction Date' (09/13/2018), and 'Delivery Date' (09/13/2018). It also features 'Commodity Total' and 'Accounting Total' (both 0.00), a 'Comments' field, and checkboxes for 'In Suspense', 'Document Text', and 'Document Level Accounting' (checked). Below this is a tabbed interface with 'Vendor Information' selected. The 'VENDOR INFORMATION' section contains two columns of fields. The left column includes 'Vendor' (812544554), 'Vendor Hold' (unchecked), 'Address Type' (31), 'Sequence' (4), 'Street Line 1' (PO Box 6789), 'Street Line 2', 'Street Line 3', 'City' (San Mateo), 'State or Province' (CA), 'Zip or Postal Code' (94403), and 'Nation'. The right column includes 'Contact' (Rick McMahon), 'Email', 'Phone Area Code' (408), 'Phone Number' (4068487), 'Phone Extension', 'Fax Area Code' (510), 'Fax Number' (2795764), 'Fax Extension', 'Discount' (00 Net 30), 'Tax Group' (875 8.75% Sales Tax - Single Tax Rate), and 'Currency'. A 'SAVE' button is located at the bottom right of the form area.



# 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 'RELATED' menu is circled in red. Below it, the 'Vendor Information' tab is active, and the 'Vendor' field contains the text 'NEW VENDOR', which is also circled in red. The interface includes various input fields for vendor details such as address, contact information, and tax data.

- 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 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 shows the Banner 9 Requisition Entry interface for requisition R1901111. 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 total amount of 599.50. The 'ACCOUNTING' section is highlighted with a red box and shows a single account (COA 10001, Acct 5690) for the entire requisition. A summary table at the bottom shows the breakdown of the total amount.

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		0.00

- 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)

The screenshot shows the Banner 9 Requisition Entry interface for requisition R1901111. The 'Document Level Accounting' checkbox is circled in red. Below are the 'COMMODITY' and 'ACCOUNTING' sections.

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"/>

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 type="checkbox"/>

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

Commodity/Accounting Summary:

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			
2		Pipe and Drape	EA	900	1.00	300.0000			

Accounting Summary:

Sequence	COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSF Override	NSF Suspend
1	1	19		10001	1046	5690	662004					

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

Commodity/Accounting Summary:

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			
2		Pipe and Drape	EA	900	1.00	300.0000			

Accounting Summary:

Sequence	COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSF Override	NSF Suspend
1	1	19		10001	1046	4510	662004					

# 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.

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

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

Modify Clause:  ...  
Default Increment:  10

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



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

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

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

1 of 1 | 10 Per Page | Record 1 of 3



- 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

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

Navigation bar with buttons: 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**

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

# 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 Suspende
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	f S.M.C.C.C.D.	Commodity Record	f
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

# 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.

The screenshot shows the Banner 9 Requisition Entry interface for FPAREQN. The 'Delivery Date' field is highlighted with a red box and contains the value '06/30/2019'. The 'Commodity' field is also highlighted with a red box and contains the value 'STAND'. The 'Tax Group' field is highlighted with a red box and contains the value 'NTX'. The 'Unit Price' field is highlighted with a red box and contains the value '5,000.0000'. The 'Extended Amount' is 5,000.00. The 'Accounting' section shows a sequence of 1 with a COA of 1.

- 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**

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:

Description:

Modify Clause:  ...

Copy Commodity:  Text

Default Increment:

Go

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

Save 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

# 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

Fiscal Year: 19

Document: R1901111

COA: 1

Document Type: REQ

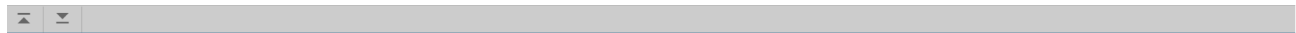
Status: Completed

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**

# Deny a Requisition (continued)...

The screenshot shows the Banner 9 Requisition Training interface. At the top, there is a navigation bar with 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS' buttons. Below this, a status bar displays: 'Original User ID: PINEDAA COA: 1 Fiscal Year: 19 Document Type: REQ Document: R1901111 Status: Completed Activity Date From: Activity Date To:'. A green notification box states 'Document R1901111 has been denied.' Below the notification is a table titled 'DOCUMENT BY USER' with the following data:

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	

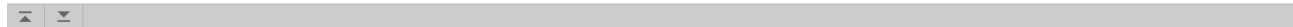
At the bottom of the screenshot, there is a 'SAVE' button.

- 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

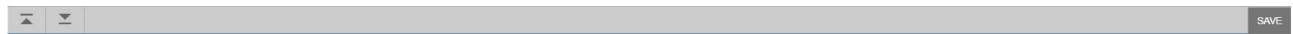




# FOIDoch—Document History Form

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

Document Type	Document Number	Status	Status Description
Requisition	R1900103	A	Approved
Purchase Order	P1900020	A	Approved
Invoice	I19000955	P	Paid
Check Disbursement	I0077578		



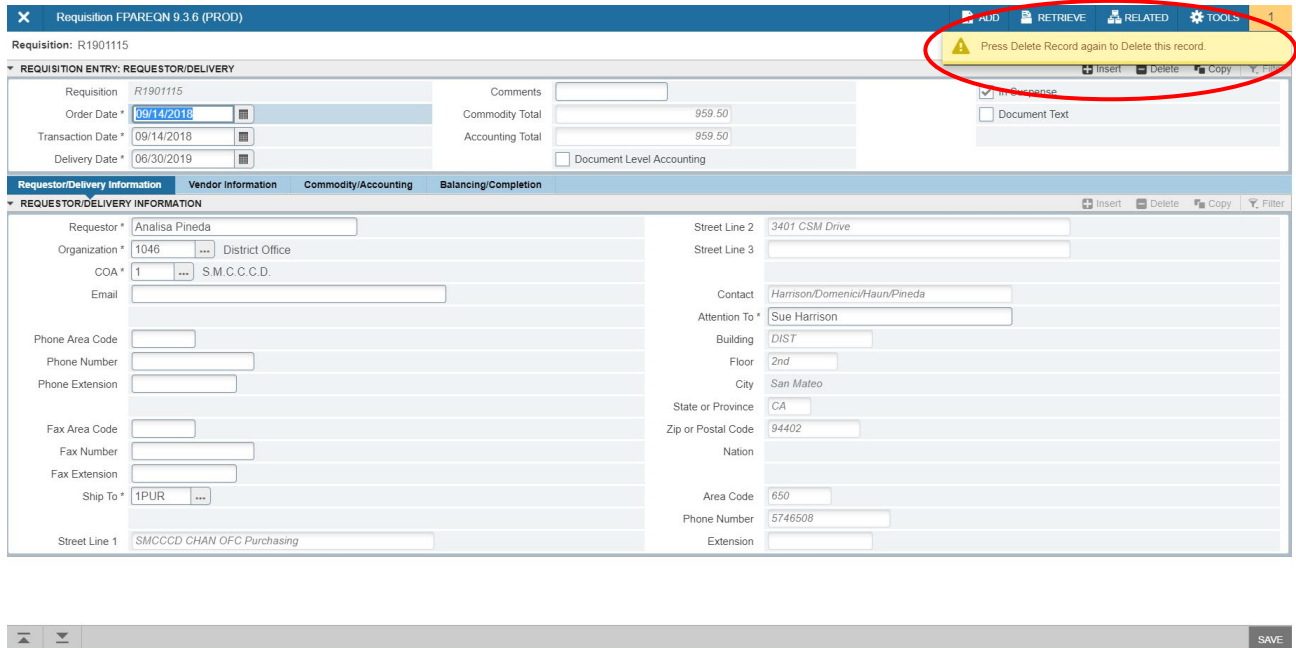
To view detailed information for any of the documents listed in FOIDoch, place your cursor on the document number, go to the *Related* menu, and select the information for that particular document type.

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**



- 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 shows the Banner 9 Requisition Entry interface for requisition R1901115. A yellow warning message is displayed at the top right, stating "All Commodity and Accounting Records will be deleted" with an "OK" button. The main form is divided into several sections: "REQUISITION ENTRY: REQUESTOR/DELIVERY" with fields for Requisition, Order Date, Transaction Date, and Delivery Date; "Requestor/Delivery Information" with fields for Receptor, Organization, COA, and contact details; and "Vendor Information" with fields for Street Line, Contact, Building, Floor, City, State, Zip, and Nation. A "SAVE" button is visible at the bottom right of the screen.

# 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. At the top, there is a blue header bar with the text "Document Approval FOAAINP 9.3.3 (PROD)" and several icons: "ADD", "RETRIEVE", "RELATED", and "TOOLS". Below the header, there are four 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. Below the input fields, there is a grey bar with the text "Get Started: Fill out the fields above and press Go."

A horizontal grey bar with two small navigation arrows (up and down) on the left side.

- 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

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

**QUEUE AND LEVEL LIST** Insert Delete Copy Filter

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

1 of 1 Per Page Record 1 of 1

+ Indicates what will be approved

**APPROVER LIST** Insert Delete Copy Filter

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

1 of 1 Per Page Record 1 of 3

In suspense  Approve  
Detail  Disapprove

SAVE