

BANNER USER GUIDE

FOR

REQUISITIONS

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Requisition Help Line: Ext. 6300

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BANNER USER GUIDE FOR REQUISITIONS

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Banner Tool Bar Icons



Each icon represents an action that can be processed by clicking the icon, as identified above. Icons are only available for use when the graphic appears in color. If an icon appears in a gray tone, that icon cannot be used within that particular Banner form.

KEY	FUNCTION	KEY	FUNCTION
CTRL F1	Show Keys	CTRL PAGEUP	Previous Block
F1	Help	SHIFT DOWN	Next Record
F6	Insert Record	SHIFT UP	Previous Record
F7	Enter Query	TAB	Next Field
F8	Execute Query	SHIFT TAB	Previous Field
F9	List of Values	SHIFT F1	Display Error
F10	Commit or Save	SHIFT F7	Rollback
CTRL Q	Exit	SHIFT F6	Delete Record
CTRL PAGEDOWN	Next Block	HOME/END	Start/End of Line

PART 1 NAVIGATING TO THE REQUISITION FORMS

- A. You MUST have the FrontMotion Firefox icon installed on your desktop. If not, contact the IT Help Desk (Ext. 4357) for assistance.
- B. You MUST have a Banner User ID. If not, contact the Banner Help Desk (Ext. 6300) for the Request Form. Upon completion, send it to Sharon Shriver in IT. She will e-mail you when your User ID is activated and ready to use.
- C. Log into Banner Type in your User Name and Password, then Connect.

Logon :	~~~~~~~~
Userna	ame:
Passw	ord:
Datab	ase:

D. The General Menu screen appears [GUAGMNU]



- E. There are 3 ways to get to the Requisition screens:
 - 1. Use the Go To field and type in the form name, OR
 - 2. Use the pull-down menus to navigate to the form you want to access, and double click on the form to open the screen, OR.
 - Set up your favorite Budget Query screens in the My Banner folder, and double click on the form you want to access. (See PART 7 – Section D - Customizing My Banner.)

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g General Menu GJAGMNU 7.4.1.1 (PLAY) - Wednesday September 12, 2007		⊻₽×
Go To Velcome, PURTRN01	Products: 💌	Menu Site Map Help Center
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Departmental Requisitioner [*REQUISITIONER]		
Requisition [FPAREQN]		Change Banner Password
Requisition Cancel [FPARDEL]		Check Banner Message
Requisition Query [FPIREQN]		Banner Book Cholf
Requisition Suspense List [FPIREQS]		Barmer BOOK Snell
Open Requisition by FOAPAL Query [FPIORQF]		CALB Handbook - release 7x
Commodities for Review Query [FOICOMM]		CALB Report Handbook
Commodities and Accounting for Review Query [FOICACT]		
Entity Name/ID Search [FTIIDEN]		CALE Facidad Handbook
Finance Person Search [FOIIDEN]		CALB Regitauth Handbook
Finance Non-Person Search [FOICOMP]		CALB Enhancement Handboo
Document History [FOIDOCH]		
Document Approval [FOAAINP]		
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Budget Queries [*BUDGQUERIES]		
Departmental Approvers [*APPROVERS]		SUNGARD HIGHER EDUCATION
Organize My Banner [GUAPMNU]		
Banner	<u>`</u>	and the second
Banner Broadcast Messages		
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	-	II STATES
Press ENTER to start selection or expand/collapse menu.		
)

Under [*REQUISITIONER], there are 12 major forms for dealing with requisitions. The forms highlighted below have detailed sections in this manual.

DEPARTMENTAL REQUISITIONER [*REQUISITIONER]			
Activity Name	Activity Title	Purpose	
Requisition	FPAREQN	Requisition form	
Requisition Cancel	FPARDEL	Form to delete a requisition that has gone through the approval process	
Requisition Query	FPIREQN	For questions about a requisition	
Requisition Suspense List	FPIREQS	Suspended Requisitions – incomplete or incorrect budget information	
Open Requisition by FOAPAL Query	FPIORQF	Outstanding requisitions by account	
Commodities for Review Query	FOICOMM	List of all commodities (items) for a requisition	
Commodities and Accounting for Review Query	FOICACT	List of all commodity and account strings for a requisition	
Entity Name / ID Search	FTIIDEN	Use to look up a vendor ID	
Finance Person Search	FOIIDEN	Use to look up a person's ID	
Finance Non-Person Search	FOICOMP	Use to look up a company ID	
Document History	FOIDOCH	Document History (Req. to Check)	
Document Approval History	FOIAPPH	Lists status of approvals for a document	
Document Approval	FOAAINP	Who still needs to approve the document	
Incomplete Document Listing	FGRIDOC	Listing of all suspended / incomplete documents	

PART 2 CREATING A REQUISITION – BASIC STEPS

The Requisition Form [FPAREQN] initiates the procurement process by defining an internal request to purchase goods or services. It lets you define departmental needs by identifying the requestor, delivery date and location, commodity, and accounting information.

A. OPENING THE REQUISITION SCREEN.

1. From [*FINREQST], double-click [FPAREQN] to open a blank new requisition screen.

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(□ ∞ □ 1 2 0 1 1 1 1
🙀 Requisition FPAREQN 7.2 (PLAY) 303
Requisition FFAREON 7.2 (PLAY) for a conservation of the second s
Enter NEXT or leave BLANK for automatic assignment or enter document number; Press NEXT FIELD to activate copy function.

2. Click **Next Block** icon. This pre-assigns a Requisition number and opens the Requisition data entry form.

NOTE: Do NOT put a number in the Requisition field. Let Banner automatically assign the number.

NOTES:

• To return to a requisition already started (but not completed), type the pre-assigned requisition number in the **Requisition** field; **[Next Block]**.

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aRequisition FPAREQN 7.2 (PLAY) 000000000000000000000000000000000000	00000000000 🕑 🖆
Requisition: R000225 🔽 🏥	

- To return to a requisition that is completed, refer to PART 4 Section B

 Requisition Query [FPIREQN].
- Copy Feature: This is an optional feature allowing for a new requisition to be copied from an existing <u>completed and approved</u> requisition. Refer to PART 3 Section A – Copy Requisition.

B. REQUSITION ENTRY: Requestor/Delivery Information

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🧑 Requisition Entry: Re	equestor/Delivery Information FPAREQN 7.2 (PLAY) 5000000000000000000000000000000000000
Requisition:	NEXT
Order Date:	26-AUG-2007 🗐 Transaction Date: 26-AUG-2007 🗐 🗌 In Suspense
Delivery Date:	14-SEP-2007
Commodity Total:	.00 Accounting Total: .00
	✓ Document Level Accounting
De sus stan (Dellinem Tar	
RequestoryDelivery Ini	tormation vendor Information Commodicy/Accounting Balancing/Completion
Requestor:	Margaret Young
Organization:	A10000 ▼Fiscal Services Final :
Phone:	Extension: Fax: Extension:
Ship To:	RECV
Street Line 1:	Attn: Central Receiving
Street Line 2:	1100 N. GRAND AVENUE
Street Line 3:	
Building:	Bldg. 48 Floor:
City:	WALNUT
State or Province:	CA Zip or Postal Code: 91789
Nation:	United States
Telephone:	909 5945611 Extension:
Contact:	
Attention To.	Date Missa / Faundaus Hall
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Enter name for Attention-te	o label on Ship-to address.
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Order Date: Defaults to current date. [Tab]

Transaction Date: Defaults to current date. [Tab]

Delivery Date:	Estimate when items need to be delivered or check needs to be issued. Delivery date must be greater than the transaction date.		
Comments:	Use to leave a brief note for Purchasing. Examples: RUSH; See Doc Text [Next Block]		

SHORT CUT: Clicking [Next Block] will automatically take you to the next required field, Attention To. Use this short cut if the default Ship To information is correct. Otherwise, [Tab] through each field, as described below.

Requestor:	Defaults to user name entering requisition.	[Tab]	
------------	---	-------	--

COA: Defaults to chart of account "M". [Tab]

Organization: Defaults to Requestor's organization. [Tab]

Email: Leave blank (this field not currently used). **[Tab]**

Phone: Type Requestor's phone number or extension. [Tab]

Fax:Leave blank. [Tab]

Ship To: Defaults to Central Receiving at the Warehouse. If okay, [Tab] to Attention to:

OR

Click pull-down menu to select other options:

- AD As directed Used for special shipping instructions (e.g., furniture/copier direct shipped to Requestor's building/room)
- C/PU College Pickup Same as Will Call
- SVCS Services No delivery required for services
- Attention To: Type name of end user who will be receiving the item(s), his/her building and room number where the product will be delivered.

Examples: Mike Gregoryk / 4-102

TIP: If you have more information you need to share with Purchasing or Accounts Payable, you will use the **Document Text** function to do so at this time. (See next page.)

Otherwise, follow directions below to go to the next screen.

[Next Block] or Click on Vendor Information Tab.

Document Text		Options				
👙 Oracle Developer Forus Ru	ntime - Web: C	pen > FPAREON - FOAPO)XT			
File Edit Options Block Iter	m Record Qu	ery Tools Help				ORACLE
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🙀 Procurement Text Entry FC	APOXT 7.1.0.:	(PLAY) 00000000000				0000000000000000000000 🗹 🔁
Text Type: Vendor: Commodity Description:	REQ 🔽 A00129432 Ho	Code: R0000037 me Depot		Chang	e Sequence: 📃	Item Number:
Modify Clause:		Cop	Pre-Set Clauses	Defaul	t Increment: 10	
	Text		Clause Number	Print	Line	
** CONFIRMING ORDER - DO	NOT DUPLICAT	E **			10	A 8
Copy of quote to Purchasing	8/27/07				20	
Please fax to: J. Smith (562)	555-1111.				30	
RUSH: Need for Winter Sess	ion 1/10/07			~	40	
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Record: 5/5		<0SC>	•			'
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- 1. Under **Options** in the Tool Bar pull down menus, click **Document Text** (FOAPOXT) to type instructions to Purchasing or Accounts Payable.
- 2. Under **Text**, **[Next Block]** or click on the first open line, and type desired information. Use arrow keys to navigate from one line to another.

TIP: Use **Document Text** to communicate with the Buyer. Let the Buyer know if you are sending back up documentation (quotes, contracts, etc.).

- 3. A check mark ($\sqrt{}$) in the **Print** column means document text will print on hard copy of purchase order. Uncheck the print box for each line of text that you do not want printed on the purchase order.
- 4. [Save], [Exit].

Using Pre-Set Clauses

1. Click on the pull-down menu for **Modify Clause** to select a pre-set clause.

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e Edit Options Block Item Record (Query Tools Help	
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Clause List FOICLAU 7.0 (PLAY) 2000		
Clause	Description	Activity Date
ACC REQ	Accessibility Requirements	06-JUN-2007
ADV PAY	Advanced Payment	05-JUN-2007
COLL PU	College Pickup	06-JUN-2007
CONF ORD	Confirming Order	05-JUN-2007
ELEC DEL	Electronic Delivery	06-JUN-2007
FAX CHG	Faxed Change Order	06-JUN-2007
FAX ORD	Faxed Order	06-JUN-2007
MAIN AGR	Maintenance Agreement	06-JUN-2007
NOTICE 1	Vendor Notice - College Closed	06-JUN-2007
NOTICE 2	Ship to arrive after July 1st	05-SEP-2007
NOTICE 3	Ship to arrive by 6/30	06-JUN-2007
NTE PO	Not to Exceed Purchase Order	05-JUN-2007
ORD FORM	Order Form Attached	06-JUN-2007
QUOTE	Quoted Pricing	06-JUN-2007
STANDING	Standing Order	06-JUN-2007

- 2. Double click desired clause. It will show up in the Modify Clause field.
- 3. Under **Record** in the Tool Bar pull down menu, click **Insert** and **[Next Block]** to import selected clause into the **Text** box. **[Save]**, **[Exit]**.
- 4. Repeat above steps to select other pre-set clauses. [Save], [Exit].

[Next Block] or Click on Vendor Information Tab.

NOTE: At this point, the Requisition Number is assigned.

C. REQUISITION ENTRY: Vendor Information

🏙 Oracle Develope	r Forms Runtime - Web: Open > FPAREQN	_ _ _ ×
Eile Edit Options Block	< Item Record Query Iools Help	ORACLE
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Requisition: R Order Date: 2 Delivery Date: 1 Commodity Total:	10000049 18-AUG-2007 III In Suspense 4-SEP-2007 III Comments: .00 Accounting Total: .00 Accounting Total:	unting
Requestor/Delivery Info	ormation Vendor Information Commodity/Accounting Balancing/Completion	
Vendor:	A00129432 ▼ Home Depot	
Address Type:	💷 💌 Sequence: 💶	
Street Line 1:	Special Order Dsk	
Street Line 2:	6035322503857439	
Street Line 3:		
City:	Rancho Cucamonga	
State or Province:	CA Zip or Postal Code: 91730 Nation:	
Phone:	Extension:	
Fax:	Extension:	
Contact:		
Email:		
Discount [.]	30 Net 30, 20 Days from Invoice Date	
Tax Group:		
Currencu:		
carrency.		
Enter vendor's address tvo	e code	- in
Record: 1/1	<0SC>	
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Vendor:

Type the vendor code, if known. [Tab]

The vendor name, primary address and contact information, discount codes and tax group field will automatically fill their fields. If the information is correct,

[Next Block] or Click on Commodity/Accounting Tab.

- See following pages for how to select a vendor from the Vendor List if the vendor code is unknown or if both the vendor name and vendor code are unknown. The **Vendor** fields may be left blank if you are unsure of which vendor to use.
- **TIP:** If the vendor is new and needs to be added to the list, type the vendor name in the Vendor Name field, and use **Document Text** to give all the vendor information (name, address, phone/fax, contact) to the Buyer. (*Refer to PART 2 Section B for use of Document Text.*)

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ID Number	Las	t Name	First Name	Middle Name	Entity Ind	Change Ind	v	F	A	G	Р	Type	
	Home Depot												
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How to Select a Vendor if Vendor Code is Unknown

- 1. Click on **Vendor** pull down menu.
- 2. Click on Entity Name/ID Search [FTIIDEN] on the Options List.
- 3. Type vendor name in Last Name field and click Execute Query icon.
- 4. The vendor number now populates the **ID Number** field.
- 5. Double click the **ID Number**, which moves the vendor information to the requisition form in FPAREQN.

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Entity Name/I	ID Search FTIIDE	Grant Perso	nnel	Sinancial Ma					inc.	0000000			-:: ≤ 2
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How to Select a Vendor if Vendor Name and Code is Unknown

- 1. Click on **Vendor** pull down menu.
- 2. Click on Entity Name/ID Search [FTIIDEN] on the Options List.
- 3. Type a part of the vendor name, followed by "%" in **Last Name** field and click **Execute Query** icon.

Example: "Home%" for Home Depot.

- 4. A list of vendor names starting with "Home" now appears in the **Last Name** field.
- 5. Double click the desired **Last Name** or **ID Number**, which moves the vendor information to the requisition form in FPAREQN.
- **TIP:** If you are really not sure of the vendor's name, type "%", followed by any part of the vendor name, followed by "%". This will generate a list of all vendors that have that word or part of a word in their file name.

Example: **%McGr%** will find **Glencoe McGraw Hill**, the legal name for this book publisher.

 Address Type and
 Vendors may have multiple address codes and sequences established in the vendor database. All requisitions and purchase orders utilize the business address code (BU). Multiple sequence numbers may exist if the vendor has more than one business address (e.g. Home Depot will have different sequence numbers for their stores in Rancho Cucamonga, Pomona, and Lakewood).

How to Select a Different Address

- 1. Click on the Address Type pull down menu to go to Address Information Query [FOQADDR]. This lists all the addresses in the database for the selected vendor.
- 2. Double click on the **Address Type** for the preferred vendor location, which moves that address to the requisition form in FPAREQN. **[Tab]**

S Oracle Developer Forms Ru	ntime - Web:	Open > FPAREQN - FOQADDR
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Address Information Query FOQADI	DR 7.1 (PLAY) 😒	processes and a second concesses
ID: A00129432 Vene Depot		
	Street Line 1	Special Order Dsk
Sequence Number: 1	Street Line 2:	6035322503857439
Source:	Street Line 3:	To Date:
	City:	Rancho Cucamonga State or Province: CA ZIP or Postal Code: 91730
	Nation:	
Address Type: BU 💌	Street Line 1:	Commercial Contract Desk
Sequence Number: 2	Street Line 2:	6035322503857439 From Date:
Source:	Street Line 3:	To Date:
	City:	Pomona State or Province: CA ZIP or Postal Code: 91766
	Nation:	
		8 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 19
Address Type: BIL	Street Line 1:	6035322503857439
Sequence Number: 3	Street Line 2:	5000 Hardwick St
Source:	Street Line 3:	To Date:
	City:	Lakewood State or Province: CA ZIP or Postal Code: 90712
	Nation:	
<u>(</u>		
Record: 2/4	List of Valu	<08C>
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TIP: If the address you want is not listed, type the name of the vendor in the **Vendor** field, and use **Document Text** to give the address information to the Buyer.

Discount: Defaults to Net 30 Days. Buyer or Accounts Payable will adjust as necessary.

Tax Group:	Defaults to Tax Group established by Fiscal Services on the
	vendor master forms.

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File Edit Options Bloc	ck Item Record Query Tools Help	ORACLE
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Requisition Entry: Vei	endor Information FPAREQN 7.2 (PLAY) 2000000000000000000000000000000000000	0000000000000 🗹 🖻
Requisition: [Order Date: 2 Delivery Date: 2 Commodity Total:	NEXT 31-AUG-2007 III In Suspense 14-SEP-2007 III Comments: .00 Accounting Total: .00 .00 .00 .00 .00 .00 .00 .00 .00 .0	punting
Requestor/Delivery Info	formation Vendor Information Commodity/Accounting Balancing/Completion	
Vendor: Address Type: Street Line 1: Street Line 2: Street Line 3:	A00129432 Home Depot	
City:	Rancho Cucamonga	
State or Province:	CA Zip or Postal Code: 91730 Nation:	
Phone:	Extension:	
Fax:	Extension:	
Contact:		
Email:		
Discount: Tax Group:	30 VNet 30, 20 Days from Invoice Date	
Currency:		
Enter vendor's address typ	pe code	
Record: 1/1		

[Next Block] or Click on Commodity/Accounting Tab.

D. REQUISITION ENTRY: Commodity/Accounting

This screen is used to list the items that you want (Commodity block) and how you will pay for them (Accounting block).

COMMODITY BLOCK

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Requisition Entry: 0	commodity/Accounting	FPAREQN 7.2 (PLAY)				
Requisition: Order Date: Delivery Date: Commodity Total:	R0000310 29-SEP-2007 III 05-OCT-2007 IIII 16.24	Transacti Comment Accountin	on Date: 29-SEF s: g Total:	-2007 IIII .00	□ In Suspense □ Document Text ☑ Document Level #	ccounting
De europhen (De livrenn 1	- f	den Tofensetien	0		Palancia - Operation	
Requestor/Delivery I	nformation ven	dor Information		itu Unit Drico	Balancing/Completion	
Item 1 of	1				5 = Extended:	15.00
					Discount:	.00
Commodity	De	scription			Additional:	.00
воок в	OOKS: Harry Potter IS	3N 03-145-7389	Com	nodity Text	Tax:	1.24
			🗌 Item	Text	Commodity Line Total:	16.24
			bbA 🗆	ommodity Doc	ument Commodity Total:	16.24
			Distr	bute		
FOAPAL of	F 0 Remaining) Commodity Amount:	Acty Loc	24 NSF Ov NSF Sus Proj	erride % spense Extended: Discount: I	USD
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					FOAPAL Line Total:	
				Docu	ment Accounting Total:	.00
					ment Accounting Total:	.00

Commodity:

- 1. Click on the **Commodity** pull-down menu to access a list of frequently used commodities. These codes are generic codes for most of the items that we order on a day-to-day basis.
- 2. Double click on the selected code that most closely describes what is being ordered to return to the requisition form in FPAREQN.

*** DO NOT ADD AN UNLISTED COMMODITY TO THE LIST ***

3. If no commodity code matches the item being ordered, contact the Purchasing Department to help you determine the correct code to use.

Description: Commodity codes default with a generic description in upper case. Complete the item description by describing what the item is (i.e. printer, scanner, photopaper, floor cleaner, etc.) Be sure to include make/model, manufacturer, color, size, part number, etc.) using upper/lower case.

If a longer description is needed, click on **Item Text [FOAPOXT]** under the **Options** pull down menu. **[Next Block]**. You will see the Commodity Description from the Commodity/Accounting screen, as shown below. Type remaining description, **[Save]**, **[Exit]**.

e Edit Options Block Ite	m Record Quen Tools H	elp			ORAC
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Producement Text Entry FC	DAPOXT 7.1.0.1 (PLA 300	**********************	000000000		000000000000000000000000000000000000000
Text Type: Veeder	REQ Code:	R0000076	Chan	ge Sequence:	Item Number: 1
Venuur: Commodity Doccription:	ROOK, Harry Botton ISBN 0	2 1 7 7 9 0 0			
Modify Clause		Conv Commodity Text	Defa	ult Increment: 10	
nouny clause.		Copy connouncy rest	Deru		
	Text	Clause Number	Print	Line	
Unabridged version, autogra	phed by the author				

Item:	Automatically assigned by the system. Tracks the number of
	items (records) on the requisition and the number of records being displayed. [Tab]
U/M:	Unit of Measure defaults to EA (Each). Use the pull down menu to click on another unit of measure. [Tab]
Tax Group:	Tax group will default from commodity code selected. [Tab]
Quantity:	Type quantity. [Tab]
Unit Price:	Type unit price. Banner calculates the extended cost. [Tab]
	New Direct

ACCOUNTING BLOCK

This next block is for the account string information. In Banner, this is referred to as FOAP (Fund, Orgn, Acct, Program).

FOAPAL 1 of	1 Remaining Commodity Amount:
	✓ NSF Suspense Extended: □ 16.00
COA Year Index	Fund Orgn Acct Prog Acty Locn Proj Discount: 0.00
M 08	11000 610000 451000 672000 Tax: 1.32
	FOAPAL Line Total: 17.32
	Document Accounting Total: 17.32
nter commodity code . Us	e COUNT QUERY HITS to call PP/VPRD.
(60010.172	
COA.	Dofoulto to "M" [Tob]
CUA:	
Year:	Automatically assigned.
	, ,
Indov	Laova blank (Tab)
maex:	Leave Diank. [Tab]
Fund:	Defaults the Unrestricted General Fund. If different, type appropriate
	fund [Tab]
-	
Orgn:	Defaults Requester's organization. If different, type appropriate
	organization code. [Tab]
A	Turne en municipa e consumt conde (Tele)
ACCT:	Type appropriate account code. [Tab]
Proa:	Defaults Requestor's program. If different, type appropriate program
5	code [Tab]
•	
Actv:	Leave blank. [Tab]
l ocn:	l eave blank [Tab]
. .	
Proj:	Leave blank. [Iab]

Single Accounting Sequence

If only a single accounting sequence is needed, **[Tab]** through the % check box and amount will fill in the USD fields automatically. **[Tab]**

When accounting information is complete:

[Next Block] or click on the Balancing/Completion tab.

WARNING: It is critical that you tab through each field in the Accounting block.

If you want to order more than one commodity item, see Page 23.

Multiple Accounting Sequences

Multiple accounting sequences may be created and costs may be distributed by percentage.

- 1. To enter additional accounting records, click **Next Record** icon or down arrow to the next accounting line item.
- 2. Distribution by Percentage:
 - a. Check the box directly below % sign and type the appropriate percentage for each accounting record (number without % symbol; e.g. type "75" for 75%).

FOAPAL 1 of 1 R	emaining Commod	ity Amount		16.24	□ N	SF Override		%	USP	
					🗆 N	SF Suspense	Extended:		75	
COA Year Index Fund	Orgn Acct	Prog	Actv	Locn	Proj		Discount:		.00	
			_ •	_ -	_		Additional:		.00	
M 08 11000	610000 451000	672000					Tax:		.00	
						FC	APAL Line To	tal:	.00	
						Document #	Accounting To	tal:	.00	

b. **[Tab]** until ready to enter Next Record, and **[Next Block]** when all accounting records are entered.

WARNING: It is critical that you tab through each field in the Accounting block.

Multiple Commodity Items:

- 1. To <u>add</u> another commodity item, you must complete the accounting sequence for the first commodity item.
- 2. Click **[Previous Block]** to go from the Accounting block back to the Commodity block.
- 3. **[Next Record]** or arrow down to the next blank commodity record.
- 4. Complete all the fields in the Commodity block, then **[Next Block]** to complete all the required fields in the Accounting block.
- 5. Repeat the above sequence for each item that will be on the order.
- 6. When all commodity items and their accounting records are listed,

[Next Block] or click on the Balancing/Completion tab.

Deleting a Commodity Item

- 1. To <u>delete</u> a commodity item already entered, highlight the item to be deleted.
- 2. **[Next Block]** to the associated Accounting block, and click **Remove** under **Record** in the Tool Bar pull-down menu.
- 3. **[Previous Block]** back to the commodity item to be removed, and click **Remove** under **Record** in the Tool Bar pull-down menu.

NOTE: You MUST follow the above procedures in the order listed – each commodity line has a one-to-one relationship with its accounting record(s). A problem is created if you enter multiple commodities before you enter the account associated with each commodity line.

WARNING: It is critical that you tab through each field in the Commodity and Accounting blocks.

Discounts:

Vendors may offer an overall discount on your order. To make sure the discount is properly taken at the time of payment, type the discount information in **Document Text**.

E. REQUISITION ENTRY: Balancing/Completion

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ile Edit Options Blo	ock Item Record Query	[ools Help		ORACLE
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Requisition: Order Date: Delivery Date: Commodity Total:	R0000076 31-AUG-2007 III 14-SEP-2007 III 16.24	Transaction Date: Comments: Accounting Total:	31-AUG-2007 III 16.24	 ✓ In Suspense □ Document Text ✓ Document Level Accounting
Requestor/Delivery Ir	nformation Vendor	Information Co	mmodity/Accounting Ba	lancing/Completion
Vendor: [COA: [Organization: [Currency: [Exchange Rate: [Input Amount: [A00129432 Home Depot M Mt San Antonio College 610000 Fiscal Services Co 16.24 Co	mmodity Record Count:	1	Margaret Young
	Input	Commodity	Accounting	Status
Approved Amount	15.00	15	.00 1	5.00 BALANCED
Discount Amount:	.00		.00	.00 BALANCED
Additional Amount	.00		.00	.00 BALANCED
Tax Amount:	1.24	t	24	24 BALANCED
Complete: 🕎	In Process:			
				v
Insufficient budget for se	quence 1, suspending transac	ion.		l)
Record. I/I		1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		

This window displays summary information.

- 1. Check the Status column all amounts should show "Balanced".
- 2. Click the **Complete:** icon if all information is correct.

OR

Click the **In Process:** icon if you want to change or add anything at a later time.

3. Banner returns to the first FPAREQN screen to create another requisition.

PART 3 BEYOND THE BASICS

A. COPY REQUISITION

The Copy Feature is an optional feature that allows a new requisition to be copied from an existing **completed and approved** requisition.

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Requisition FPAREQN 7.2 (PLAY)		<u>م ر</u> بخ
Requisition: NEXT 💌 🗈	Copy FPAREQN 7.2 (PLAY) XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	

- 1. Open the requisition form in **Requisition [FPAREQN]**.
- 2. Click the Copy icon next to the Requisition field

OR click Copy Requisition under the Options

- 3. Copy From window is now open.
- 4. Type the requisition number you want to copy data from in **Requisition**: (**Vendor Name**: Vendor will default from requisition.)
- 5. Click **OK**. All vendor information, commodity data and accounting records from the existing requisition will be copied to the new requisition. The copied data may be revised as needed for each field.
- 6. Continue with basic requisition instructions and make any appropriate changes before completing the Requisition.

B. EMERGENCY PURCHASE ORDER

Issuance of an Emergency Purchase Order (EPO) must be requested from Purchasing through the email process. EPOs can only be processed after a completed, approved requisition has been entered in Banner.

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🙀 Requisition Entry: Re	equestor/Delivery Information FPAREQN 7.2 (PLAY) 000000000000000000000000000000000000	00000000 🗹 🖻
Requisition:		
Order Date:	01-SEP-2007	
Delivery Date:	U2-SEP-2007 Comments: EPO Document lext	
Commodity lotal: [Accounting local:	
Requestor/Delivery Inf	nformation Commodity/Accounting Balancing/Completion	
		8
Requestor:	Margaret Young COA: M CMt San Antonio College	
Organization:	610000 🛡 Fiscal Services Email:	
Phone:	Extension: Fax: Extension:	
Ship To:	RECV	
Street Line 1:	Attn: Central Receiving	
Street Line 2:	1100 N. GRAND AVENUE	
Street Line 3:		
Building:	Bidg. 48 Floor:	
City:	WALNUT	
State or Province:	CA Zip or Postal Code: 91789	
Nation:	United States	
Telephone:	909 5945611 Extension:	
Contact:		
		_
Attention To:	John Nixon / Founders Hall	
्र		
Enter name for Attention-to	to label on Ship-to address.	l)
Record: 1/1		

- 1. From **Requisition [FPAREQN]**, open, create and complete a new requisition using the basic requisition instructions.
- 2. Type "**EPO**" in the **Comments** field. This lets the Buyer know immediately that this requisition is an emergency.
- 3. When the Requisition is complete, notify your approvers that the requisition is pending their approval.
- 4. Notify the Buyer via email (purchasing@mtsac.edu) that **Requisition RXXXXX** is an EPO.

C. STANDING ORDER (Open Order)

An Open Order is referred to as a Standing Order in Banner. A Standing Order is created when the Requestor wants to place an open supply order with a vendor from which approved users can make multiple small purchases. A Standing Order can also be created when the Vendor requires regular fixed monthly payments; usually for leased equipment.

To create a Standing Order, follow the basic steps for creating a Requisition, with the following exceptions:

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Requisition Entry: Re	questor/Delivery Information FPAREQN 7.2 (PLAY) 000000000000000000000000000000000000	1999-90 🕑 🖻
Requisition:	NEXT	
Order Date:	28-NOV-2007 🔳 Transaction Date: 28-NOV-2007 🕮 🗆 In Suspense	
Delivery Date:	30-NOV-2008 🕮 Comments: SPO 🗆 Document Text	
Commodity Total:	.00 Accounting Total: .00	
	☑ Document Level Accounting	
Requestor/Delivery Inf	ormation Vendor Information Commodity/Accounting Balancing/Completion	
Requestor:	Margaret Young COA: M Mt San Antonio College	
Organization:	640000 Purchasing Email:	
Phone:	Extension: Fax: Extension:	
Ship To:	RECV	
Street Line 1:	Attn: Central Receiving	
Street Line 2:	1100 N. Grand Avenue, Bldg. 48	
Street Line 3:		
Building:	Floor:	
City:	Walnut	
State or Province:	CA Zip or Postal Code: 91789	
Nation:	United States	
Telephone:	909 5945611 Extension:	
Contact:		
Attention To:	Margaret Young / 4-101	-
<u>a</u>		Ð
Enter name for Attention-to) label on Ship-to address.	l
(Record: 1)1)

- **Delivery Date:** Type the last effective date of the Standing Order. Standing Orders established for an entire fiscal year can have a delivery date of 6/30/XX of the current fiscal year.
- **Comments**: Type "**SPO**" to alert the Buyer that this will be a Standing Order.
- **Requestor:** Defaults to the user name entering the Requisition.

Document Text: Under the **Options** pull-down menu, click **Document Text** [FOAPOXT].

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Text Type: Vendor: Commodity Description: Modify Clause:	REQ Code	R0000097	Change Sequenc Default Incremen	: Item Number:
	Text	Clause Numi	Der Print Line	

- 1. Click **Modify Clause** pull-down menu, and double click **Standing** to select the Standing Order clause.
- 2. Under **Record** in the Tool Bar pull down menus, click **Insert**, then **[Next Block].** The complete Standing Order clause now displays in the **Text** field.
- 3. Under **Text**, modify the date range shown, if necessary.

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Text Type: REC Vendor:	₹ <mark>▼ Code:</mark>	R0000097		Chang	e Sequence: 📃	Item Number:
Commodity Description: Modify Clause:		Croy Commo	odity Text	Defaul	t Increment: 10	
Т	ext	ci	ause Number	Print	Line	
STANDING ORDER: for the Perio	d 12/01/07 - 6/30/08				10	<u>A</u> §
Itemized Invoices only - not to ex	ceed extended				20	
amount of Purchase Order. Final	invoices must			v	30	
be received by 6/30/08.					40	
						81

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Text Type: REQ Code: R000009	16	Change	Sequence:	Item Number:	
Vendor:					
Commodity Description:					
Modify Clause: Copy	Commodity Text	Default	Increment: 10		
Text	Clause Number	Print	Line		01
STANDING ORDER: for the Period 12/01/07 - 6/30/08			10		- - 3
Itemized Invoices only - not to exceed extended			20		
amount of Purchase Order. Final invoices must		×	30		
be received by 6/30/08.		~	40		
AUTHORIZED USERS:		×	50		
Bettu Boop			60		
Daffy Duck		×	70		
Elmer Fudd		×	80		
					8
		-			
Enter the text sequence number.					
Record: 5/8	C>				

- 4. Under **Text**, type a list of authorized users (as shown above).
- 5. Use the **Text** fields to let the Buyer know any other special information about this order.
- 6. [Save], [Exit]. Returned to Requestor/Delivery Information screen.
- 7. Continue to complete Requisition.
- 8. In the **Commodity/ Accounting** screen, type description in **Description** field.
- 9. For fixed monthly payments, click **Item Text** in the **Options** Tool Bar pull down menu and type number of months at \$xxx per month.

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🙀 Procurement Text Entry 🛛 F(DAPOXT 7.1.0.1 (PL4	AY) 00000007 (0000	000000000000000000000000000000000000000		000000000000000000000000000000000000000	000000000000000000000000000000000000000
Text Type: Vendor:	REQ	Code: 10000097		Chang	ge Sequence:	Item Number: 1
Commodity Description: Modify Clause:	COPIER: Lease payr	nr (s Copy Con	nmodity Text	Defau	Ilt Increment: 10	
12 months at \$200 per mont	Text		Clause Number	Print	Line	

PART 4 CHECKING THE STATUS OF YOUR REQUISITION

When you click "Complete" on your requisition, your job shifts to keeping track of it to assure that your order is completed. Banner has several ways to track its status as complete, incomplete, rejected by an approver, etc.

If there is an issue, and a requisition is not properly completed and fully approved, it ends up in an incomplete or suspended status – which means you don't get the things you thought you ordered.

Such problems must be cleaned up in Banner at the end of each fiscal year – it is critical that all problems be resolved before a new fiscal year can be opened.

We require that you <u>check the status of your requisitions each month</u> – so that you won't have so much clean-up to do at the end of the year. Also, Purchasing will send out a monthly reminder.

There are several forms to look at that will help you check the status of your requisitions:

Form Name	Form Title	Purpose
Document History	FOIDOCH	Check status of a specific requisition
Requisition Query	FPIREQN	Displays a requisition in query mode – no changes can be made to any information shown.
Requisition Suspense List	FPIREQS	Look at a list of suspended requisitions – the req. doesn't go through to approval because there is a Banner mistake – like incorrect budget information
Open Requisition by FOAPAL Query	FPIORQF	List of requisitions that have not yet been turned into purchase orders.
Incomplete Document Report	FGRIDOC	Look at a list of requisitions that are not complete – req. doesn't go through approval because you need to fix it, cancel it, or delete it.
Document Approval History	FOIAPPH	Lists status of approvals for a document
Document Approval	FOAAINP	List of approvals that still must be performed before the requisition can be considered "approved".

A. DOCUMENT HISTORY [FOIDOCH]

Use FOIDOCH to quickly check the status of a <u>specific</u> requisition.

- 1. From the General Menu screen, type **FOIDOCH** in the **Go To** field.
- 2. Type REQ in the Document Type field. [Tab]
- 3. Type the Requisition Number, RXXXXXX in the Document Code field, [Next Block].
- 4. If the status box next to the "Requisition" does not show "A," the requisition has not been approved.
 - i. If status box is blank, requisition is not complete you must check suspense or incomplete records.
 - ii. If status box is "C," requisition is complete, but doesn't have all its approvals. You must find out who still needs to approve it.

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Document History FOIDOCH 7.3 (PLA)	 Contraction of the contraction of the		800000000000000000000000000 🗷 🖻
			to familia (T)
Bogulsition Status	Bld Status	Burshasa Orden Status	Issues Status
Requisition Status	Biu Status		issues status
		P0000001 A =	
		P0000033 A	
Invoice Status	Check Status	Return Status	Receiver Status
10000007 P	77777781		Y0000002 C A
			Y0000004
			Y0000010
Asset Tag Status	Asset Adjustment Status		
T00000001			
T00000001			

You can also use FOIDOCH to check any part of the Requisition-to-Payment process. As each step of the Req-to-Check process is entered into the Banner system, its status is noted. You can open and read any of the documents related to your requisition that are listed on the FOIDOCH screen.

- Highlight the document you want to access (requisition, purchase order, invoice, receiver, etc).
- 2. Under the **Options** Tool Bar pull-down menu, click **Requisition Info** or **Purchase Order Info**, or **Invoice Info**, etc.
- 3. The document you selected (Requisition, Purchase Order, etc.) will open in a query mode (FPIREQN, FPIPURR, etc.) you cannot make any changes to these documents in query mode.
- 4. The status box next to the document number will either be blank or have an alpha code for its status.
- 5. To find out what the code means, click View Status Indicators in the Options Tool Bar pull-down menu and a list of the codes will appear as shown below:

🏙 Oracle Developer	Forms Runtime web: Ope	n > FOIDOCH				
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[😭 View Stat	us Indicators) 🛞 í 🕰	[📇 [🖾 🖾 [물	□⊉ � \$	D∣X	
Docum. Purchase	Order Information [FPIPOR	RJ	****************			0000000000 🕑 🛋
Document Type:	Po Purchase Order	s			Document Code: P000279	5 🛡
Requisition R0002029	Status	Bid	Status	Purchase Order Statu P0002795 A	Issues	Status
				Status Indi (A) Appro	cators wed	h
				(C) Comp	leted	
				(F) Final	Reconciliation	
				(P) Paid		
				(R) Recei	pt Required	
				(S) Suspe	ended	
				(O) Open		
				(X) Cance	elled	
				(V) Void		
				(H) Hold		1
				(T) Tagge	d Permanently	
				(Cancel	

B. REQUISITION QUERY [FPIREQN]

To review any information on an existing Requisition, use the **Requisition Query [FPIREQN]**.

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🙀 Requisition Query FPIREQN 7.3.0.1 (PLAY) 000000000000000000000000000000000000	000000000000000 🗹 📤
Requisition: R0000000 V	

- 1. From the General Menu screen, type **FPIREQN** in the **Go To** field.
- 2. Type RXXXXXXX. [Next Block]
- 3. If you do not remember the requisition number, click the **Search** icon to display all requisitions. Double click on the selected requisition to open it.
- 4. Use **Next Block** and **Next Record** icons to navigate through the Requisition.
- 5. Click **[Exit]** icon when done.

NOTE: This is just a query form. You cannot make any changes to a completed Requisition from this form. If changes need to be made, refer to PART 5 Section A – Change Order to Existing Order.

C. REQUISITION SUSPENSE LIST [FPIREQS]

To look at a list of requisitions that are suspended by Banner because all required fields were not properly filled or because incorrect budget information has been entered, use the **Requisition Suspense List Query [FPIREQS]**.

Enter Que	ery	Execute Query							
Soracle Developer Forms Run, ve - Web: Open > FPIRF									
Eile Edit Options Block Item	Rect VQuery Ir		ki de la Contre			OR	ACLE		
Requisition Suspense List FP	IREQS 7.0 (PLAY) ;								
Requisition Code Requisit	ion Type	Requestor Name	Requisition Date	Header	Request Level Commodity	Account			
R0000203 P R0000210 P R0000260 P R0000267 P R0000269 P R0000271 P R0000279 P R0000285 P R0000293 P	Departm Departm Departm Departm Departm Departm Departm Departm	ental Requisitioner 17 ental Requisitioner 17 ental Requisitioner 08 ental Requisitioner 15 ental Requisitioner 20 ental Requisitioner 08 ental Requisitioner 20 ental Requisitioner 10	26-SEP-2007 20-SEP-2007 24-SEP-2007 25-SEP-2007 25-SEP-2007 25-SEP-2007 25-SEP-2007 25-SEP-2007 27-SEP-2007						

- 1. From the General Menu screen, type **FPIREQS** in the **Go To** field.
- 2. Click Enter Query icon.
- 3. Type **your name** in the **Requestor Name** field.
- 4. Click **Execute Query** icon to bring up your list of suspended requisitions.
- 5. The 3 columns to the right of the report will give an indication of where the problem is. In the examples above, the Header is okay (N for no problem), and the Commodity is okay (0 errors), but the Account needs to be corrected/completed (1 error).
- 6. Note the requisition numbers listed.
- 7. Go to FPAREQN, open each requisition one at a time, and either:
 - Fix the problem and execute the "Complete" icon to send it to Approvals,

OR

Delete the requisition (see Part 5).

D. OPEN REQUISITION BY FOAPAL QUERY [FPIORQF]

To look at a list of all requisitions that have not been converted to purchase orders, use the **Open Requisition by FOAPAL Query [FPIORQF]**.

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2 Open Requisition by FOAPAL Query FPIORQF 7.0 (PLAY) 000000000000000000000000000000000000	
COA Index Fund Orgn Acct M TI1000 Find Find Find Find Find Find Find Find	Prog Actv Locn
Requisition Type Item Commodity	U/M Quantity
R0000002 P 1 Books	EA 1
Vendor: Home Depot	Unit Price: 100.00
Requisition Type Item Commodity R0000002 P 2 Pens Vendor: Home Depot	U/M Quantity EA 1 Unit Price: 200.00
Requisition Type Item Commodity	U/M Quantity
R0000178 P 1 BOOK BOOKS:	EA 2
Vendor: EBSCO	Unit Price: 6.00
Requisition Type Item Commodity R0000179 P 1 BOOK BOOKS:	U/M Quantity EA 1
Vendor: International Codes Council (4)	Unit Price: 1.00
Record: 1/?	r)

- 1. From the General Menu screen, type **FPIORQF** in the **Go To** field.
- 2. Type the Fund and Orgn in the FOAPAL fields. [Next Block]
- 3. All Requisitions for that Fund and Organization will be listed.

TIP: The more FOAPAL elements that are entered, the more specific the query will be. (Remember, we are not using the Activity and Location codes at this time.)

E. INCOMPLETE DOCUMENT REPORT [FGRIDOC]

Use the **Incomplete Document Report (FGRIDOC)** to find documents under your User ID that have not been completed or that have been disapproved.

NOTE: The status of Requisitions that have been disapproved by any approver before being converted into a Purchase Order <u>changes from complete to</u> <u>incomplete</u>. All Requisitions must be completed or removed.

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Process S	ubmission Controls GJAPCTL 7.4.1.1 (PROD) 2000000000000000000000000000000000000	8888 - 1
Process	FGRIDOC The complete Document Listing Parameter Set:	
Printer Printer:	Control DATABASE Special Print: Lines: 55 Submit Time:	
		Scroll Bar
Param Number	eter Values Parameters Values	
14	Invoice/Credit Memos User ID	i
15	Include Proc. Requisitions	
17	Todude Stores Requisitions	
18	Stores Requisitions liser ID	
19	Include Stores Adjustments	
20	Stores Adjustments User ID	
21	Include Receiving Documents	
LENGTH:	30 TYPE: Character O/R: Optional M/S: Multiple	
Enter Inv	oices/Credit Memos User ID(s).	
Subans	sion arameter Set as Name: Description: Hold ® Submit	
Record: 14/3	4 List of Valu <osc></osc>	

- 1. From Request Processing [*FINREQST] in the General Menu screen, click [FGRIDOC]. [Next Block]
- 2. **Printer:** Double click in this field to view and select a Banner printer at your location or select **Database** to view the report on your screen. **[Next Block]**
- 3. **Parameter Values:** Type "**Y**" for YES in the Values column for Line Number 15 *Include Proc. Requisitions*. (Use the scroll bar on the right to get to Line 15.)

- 4. **Parameter Values:** Type your Banner User ID on Line 16 *Proc. Requisitions User ID.*
- 5. [Next Block]
- 6. Place check mark ($\sqrt{}$) in the **Save Parameter Set As** box. **[Save]**. (Doing this saves your parameters for future searches.)
- 7. To view all incomplete documents, click **Review Output** on the **Options** Tool Bar pull down menu.

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Process Review Output [GJ]	IREVO] CTL 7.4.1.1 (PRO	DD) 0000000000				99999 <u>-</u> 20
Process: FGRIDOC	Incomplete cument List	ing	Parameter Set:			
Printer Control		,				
Printer:		Special Print:		Lines:	Submit Time:	

8. Double-click in **File Name** field to bring up list of file names.

🗶 Oracle Developer Forms Runtime - Web:	Open > GJAPCTL - GJIREVO		
Eile Edit Options Block Item Record Qu	Jery Tools Help		
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Saved Output Review GJIREVO 7.4 (PR	DD)		<u> </u>
Process: FGRIDOC Thromplete D	ocument Listing		
Number: 16224 🔽 File Name	e:	Lines:	
Available Files			
Find[tgridoc_16224.1%			
Output File Name	Record Count		
fgridoc_16224.lis	88		
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	(Find) (OK (Capcol)		Þ
Choices in list: 2			

9. Double-click on the file name that ends in ".lis" to show the list of documents (see above - it is already highlighted).

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	[<u>58</u> .	arcinj						
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		I	ncomplet	e Document Lis	ting		Page 1	
DOCUMENT TYP	E: Procuremen	t Requisitions						
USER ID: MY	OUNG	USER NAME:						
	REQ			TRANS	DELIVERY		REQUISITION	
REQUEST#	DATE	REQUESTOR	SUSP	DATE	DATE	USER ID	TOTAL	
R0000006	08/24/2007	 Margaret Young	 N		08/31/2007	MYOUNG	53.00	
R0000019	08/26/2007	Margaret Young	N	08/26/2007	09/07/2007	MYOUNG	0.00	
R0000037	08/27/2007	Margaret Young	N	08/27/2007	08/31/2007	MYOUNG	0.00	
R0000043	08/28/2007	Margaret Young	N	08/28/2007	08/31/2007	MYOUNG	0.00	
R0000048	08/28/2007	Margaret Young	N	08/28/2007	09/14/2007	MYOUNG	0.00	
R0000049	08/28/2007	Margaret Young	N	08/28/2007	09/14/2007	MYOUNG	0.00	
R0000076	08/31/2007	Margaret Young	N	08/31/2007	09/14/2007	MYOUNG	15.00	
R0000079	09/01/2007	Linda Oddie	Y	09/01/2007		MYOUNG	130.00	
R0000094	09/08/2007	Margaret Young	N	09/08/2007	09/14/2007	MYOUNG	199.00	
R0000095	09/08/2007	SPO for Office Supplies	N	09/08/2007	06/30/2008	MYOUNG	0.00	
Press KEY-COM	IMIT to save, KEY-	DELREC to delete the output, TAB	or ENTER	to shift view.				
Record: 1/?			<0SC>					

10. Report will print on selected printer, as shown below.

11. Either complete or delete each document on the list, as shown in **PART 5**.

F. DOCUMENT APPROVAL HISTORY [FOIAPPH]

To find out the approval status of a completed requisition, use **Document Approval History [FOIAPPH]**. This shows who has already approved/denied the requisition.

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🙀 Document /	Approval	History FOIA	\PPH 7.0 (PI	ROD) 🖂					करक 🖻 🖻
Docum	ient	Change	Submission		Qu	eue		Approved	
Code	Type	Sequence	Number		ID	Level	Approver's Name	Date	
R0002250	REQ			Ê I	R007		Trinda Hoxie	21-MAR-2008	Ê
					DENY		Susan Pearson	24-MAR-2008	
					R007		Jack Miyamoto	25-MAR-2008	
					RUU7		Jack Milyamoto	25-MAR-2008	
					ACCT		Susan Pearson	25-MAR-2008	1
				8					
									-
							L		
				-	Originat	ing User	Name		
					LMARTIN	EZ	Laura Martinez		
				111					
Record: 2/2	1]		<0SC>)

- 1. From the General Menu screen, type **FOIAPPH** in the **Go To** field.
- 2. Type the Requisition Number in the **Document Code** field. **[Tab]**
- 3. Type REQ in the Document Type field. [Execute Query]
- 4. All approvals made <u>to date</u> will be shown. You need to determine if this list is all the approvals you need.

TIP: Accounting is always the last to approve. The Approver Name for the last approval date should be one of the following: Susan Pearson, Rosa Royce, or Linda Baldwin.

5. If disapproved, the word "DENY" will show in the Queue ID field. The requisition is in incomplete status until you fix or delete the document.

G. DOCUMENT APPROVAL – FOAAINP

Use the **Document Approval History [FOAAINP]** to see whose approval is still needed for a particular Requisition.

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Queue ID ID ID ID <tdid< td=""> ID</tdid<>	Queue Description	Queue Approval Level Level Image: Im				ser	
+ Indicates wh	nat will be approved	In suspense:	Detail: 🕞	Ap)	prove: 💌	Disapprove:	

Document Type Requisition number – RXXXXXXX

Type REQ, or select REQ from the pull-down menu

[Next Block]

Туре

🏂 Oracle Dev	veloper Forms Runtime - Web: Ope	n > FOAAINP				
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🙀 Document	Approval FOAAINP 7.3 (PLAY) 🔅	000000000000000000000000000000000000000	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~		****************	eren 🖻 🖻
Document	t: R0000053 Type: [REQ V Change Se	quence:	Submission:		
Queue ID	Queue Description	Queue Appro [.] Level Leve	val 1 Queue	Level	User	
A003	DEPT 610000 NON-IT	1	A003	1 Dean/	Director - APPRTRN05	<u> </u>
ACCT	ACCOUNTING REVIEW					
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Record: 1/2		<0SC>)
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Queue ID	Pre-set identification number for a particular approval queue.
Queue Description	The name of the approval queue.
Queue Level	Indicates the Queue Description's level of approval.
Approval Level	A "+" in this field indicates that the next approver in the queue must approve this document
Queue	Same as Queue ID
Level	Position of an approver in the approval queue.
User	The actual name(s) of the approver(s)
Detail	Click the Detail icon to display the accounting information. This takes you to the Requisition Approval screen [FOQRACT].

If you want to see the rest of the Requisition details, go to the **Options** pull-down menu and click on **Document Query** [FPIREQN].

Click on **Next Block** or **Previous Block** to navigate the Requisition form.

Click Exit when review is complete. You will return to FOAAIPP.

- Approve Unless you are an authorized approver, you will not have access to this function.
- **Disapprove** Unless you are an authorized approver, you will not have access to this function.

Identifying Specific Approvers

- 1. Use your arrow keys to select a Queue Description. The list of authorized approvers for that particular queue will show up in the User field.
- 2. If more than one approver is listed for a particular queue, it means that any one of those listed persons can approve/disapprove at that level. The first one to take action will be the one listed in Document Approval History [FOIAPPH].
- 3. In each level of Queue Description, one listed approver must approve the requisition before it can move on to the next level of approval.
- If any approver at any level denies the requisition, the requisition returns to an incomplete status (which you must then clean up – see Part 5).

PART 5 REQUISITION CLEAN-UP – FIXING PROBLEMS

Now that you have identified all your requisitions that are not complete because they are sitting in the suspended document queue, the incomplete document queue, or in an approval queue -- you need to do something to clear them from these queues.

Your choices for a suspended or incomplete document are:

- Fix the problem in your requisition using FPAREQN, and when done, click the "Complete" button in the "Balancing/Completion" screen. <u>Make sure you tab</u> <u>through each block</u> to make sure the change is properly posted in Banner.
- 2. Delete the incomplete requisition using FPAREQN.

Your choices for a <u>completed requisition that is not fully approved</u> are:

- 1. Identify the remaining approvers and contact them to expedite their approvals.
- If you do not need the requisition in this fiscal year, use FOADOCU Document by User to deny the requisition yourself. Since it will then revert to an incomplete status, you will then need to delete the incomplete requisition using FPAREQN.

CHANGE ORDERS

You may want to <u>change your requisition</u> – add or delete information in any field. How you make that change will depend on where your requisition is in Banner.

- 5. If the requisition is complete but not yet fully approved, use FOADOCU to deny the requisition yourself. It will revert to incomplete status so you can make the change using FPAREQN before completing it (which sends it back out for approvals).
- 6. If the requisition is fully approved but not yet turned into a purchase order, use FPARDEL to cancel the requisition, copy it into a new requisition, make the changes, and then complete it so it go back for approvals.
- 7. If the requisition has been turned into a purchase order, you must contact Purchasing (see Part 5 Section A Change Order to Existing Order).

A. CHANGE ORDER TO EXISTING ORDER

In Banner, a Requisition cannot be changed after it has been turned into a Purchase Order.

1. Email the Change Order information to: <u>Purchasing@mtsac.edu</u>. Reference the Purchase Order number in the "Subject" of your email.

Examples:

- Add or delete commodity lines
- Increase or decrease quantities
- Increase or decrease unit prices
- Change vendors or delivery
- Change FOAPs
- 2. After the Buyer makes the requested changes to the Purchase Order, the Change Order will be electronically routed back through the approval process.

RECOMMENDATION: Create a new requisition if you are adding new commodity items or increasing quantities of existing items – it is easier to process.

B. CANCEL REQUISITION

Use the Requisition Cancel Form (FPARDEL) to delete a requisition that has gone through the approval process and posted (i.e., has an "A" for approved as its status indictor).

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Requisition Cancel FP4	RDEL 7.3 (PLAY) 00000			***************************************
Request Code: R000	0093 💌 Margaret Young te			
Request Date: Transaction Date: Request Type: Delivery Date: Vendor: Origin:	VSF Checking 08-SEP-2007 08-SEP-2007 P 14-SEP-2007 A00129432 Home Depot BANNER			
Extended Amount 399.00	Discount Amount 0	Tax Amount) + 32.92	Additional Charges + .00 =	Net Amount 431.92
I				
Check for (Y)es.				
Circecord: IVI		1 1 50862)

- 1. From **Go To** in the General Menu screen, type FPARDEL to display the FPARDEL screen.
- 2. Request Code: Type the requisition number. [Next Block]

3. Under the **Options** Tool Bar pull-down menu, click **[Access Cancel Date]**.

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Eile Edit Options Block Item Record Query Tools Help	ORACLE
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Requisition Cancel FPARDEL 7.3 (PLAY)	<u>ک</u> ک
Request Code: R0000093 Margaret Young	
Record Count Accounting: 1 Commodity: 1 Cancel Date: 08-SEP-2007 Reason Code: Make Cancellation Permanent: & Cancella Find% Code CV	tion Reason Code 2000000000000000000000000000000000000
DUPL NFS NLN NR NU OTHR PCRD	Duplicate 01-JUL-05 Non-Sufficien 01-JUL-05 No Longer N 01-JUL-05 Order Never 01-JUL-05 Never Used 01-JUL-05 Other 01-JUL-05 P-Card Purch 01-JUL-05
	conserver D
Choices in list: 8 Record: 1/1 <0SC>	

- 4. Cancel Date: Allow default of current date.
- 5. **Reason Code:** Use pull down menu to select appropriate code. Highlight and click **OK** icon.
- 6. Click the Make Cancellation Permanent icon.

NOTE: A requisition that already has a purchase order number assigned or any other transactions against it, such as receiving or invoicing, cannot be cancelled. Contact the Purchasing Department for assistance.

C. DELETE INCOMPLETE REQUSITION

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🙀 Requisition Entry: Re	questor/ <mark>Next</mark> mation FPAREQN 7.2 (PLAY) 000000000000000000000000000000000000
	Scroll Down
Requisition:	
Order Date:	08-SEP-2 Remove
Delivery Date:	Insert Comments: Document Text
Commodity lotal: [Duplicate Accounting Total:
, Requestor/Delivery Inf	ormation Vendor Information Commodity/Accounting Balancing/Completion
Requestor:	Margaret Young COA: M 🗹 Mt San Antonio College
Organization:	610000 🔽 Fiscal Services Email:
Phone:	Extension: Fax: Extension:
Ship To:	RECV
Street Line 1:	Attn: Central Receiving
Street Line 2:	1100 N. GRAND AVENUE
Street Line 3:	
Building:	Bidg. 48 Floor:
City:	WALNUT
State or Province:	CA Zip or Postal Code: 91789
Nation:	United States
Telephone:	909 5945611 Extension:
Contact:	Demost Delete Desert
	Repeat Delete Record
Attention To:	sequence
Press Delete Record agai	n to Delete this record
Record: 1/1	<08C>

1. From **Request Processing** [*FINREQST] in the General Menu screen, click **Requisition** [FPAREQN].

- 2. Type the Requisition number to be deleted. [Next Block]
- 3. In *Requisition Entry: Requestor/Delivery Information* screen, click the [Record] Tool Bar pull-down menu.
- 4. Click **[Remove]**. The following message appears at the bottom of the screen: *"Press Delete Record again to Delete this record."*
- 5. Repeat the Record Remove sequence: Click **[Record]** in the pull-down menu; then **[Remove]** again. The message now reads, "*All Commodity and Accounting Records will be deleted.*"
- 6. Click **OK**.

D. Document Disapproval by Originating User – FOADOCU

The Document by User form (FOADOCU) displays a list of documents originated by a specific user. If a Requisition is pending approval, the originating user can disapprove the Requisition and change the status to *incomplete* in order to make corrections or delete.

🏶 Oracle Developer Forms Runtime - We	eb: Open > FOADOCU		<u>_ 0 ×</u>
Eile Edit Options Block Item Record Query To	ols Help		ORACLE
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2000 (PLAY)	*****************************		00000000000000000000 🗹 📤
Original User ID: MYOUNG CO	A: M 🔻 Fiscal Year: 08 💌	Document Type: REQ	Document: R0000010
Status: Completed Ac	tivity Date From: 🔤	Activity Date To:	
Status Type Code Sequenc	e Submission Description	Date D	ocument Deny Amount Document
FRM-40350: Query caused no records to be retrieved		0000000	
Record: 1/1	<0SC>		L

From the General Menu, type FOADOCU in the **Go To** field.

Original User ID:	Defaults with your User ID.
COA:	Defaults with "M".
Fiscal Year:	Defaults with current year.
Туре:	Enter type of document (e.g. REQ for Requisition).
Document:	Type Requisition number you want to query. Leave this field blank to view all requisitions assigned to you.
Status:	Enter completed. To display all documents, leave this field blank.

- Activity Date From: Enter beginning activity date for which documents can be displayed. Leave blank for all.
- Activity Date To: Enter ending activity date for which documents can be displayed. Leave blank for all.

[Next Block]

Highlight the document you want to disapprove. Click on the Deny Document icon. Message at the bottom of the screen will state, "*Document has been denied*."

REMINDER: When you deny a requisition, it returns to incomplete status. You will then have to delete it, as shown on Page 11.

PART 6 BACK-UP DOCUMENTATION

Back-up documentation refers to any vendor quotes, Board approvals, contracts, specifications, or other information that is relevant to the Requisition. These documents also help the Buyer place the order and may be required for review by an auditor.

There are several ways to get the documentation to Purchasing:

- **Manual**: Write the Requisition Number on the Back-up Documentation cover sheet. Staple the cover sheet to the documentation. Hand carry or use the Campus Mail Services to deliver documentation to the Purchasing Department (Administration Building, lower level).
- **Fax**: Write the Requisition Number on the Back-up Documentation cover sheet. Fax the cover sheet and documentation to Purchasing at:

(909) 468-4025 or Ext. 2025

Electronic: Create a PDF file of your documentation. E-mail it as an attachment to:

purchasing@mtsac.edu

Reference the Requisition Number in the **Subject** line.

A copy of the Back-up Documentation Cover Sheet form is on the next page and is posted at the following Mt. SAC web sites:



REQUISITION BACK-UP COVER SHEET

Date:		
Requisitioner: _	 Phone:	Ext
Comments:	 	
-		

SEND TO PURCHASING: Building 4, Room 110 FAX: (909) 468.4025 or EXT. 2025 e-MAIL: purchasing@mtsac.edu

MT. SAN ANTONIO COLLEGE REV. 3/2011 VENDOR

REQUISITION #

PART 7 REFERENCE

A. CHECKLIST FOR CREATING A REQUISITION

To ensure that your requisition gets processed as quickly as possible, using the following checklist (as applicable) may speed things up.

- \Box 1. Decide what you want to order.
- □ 2. Check your budget to make sure you have enough money in the right fund.
- □ 3. Make sure the vendor accepts a Mt. SAC purchase order.
- □ 3. Have the vendor give you a written quote. For orders over \$10,000, written quotes from 3 different vendors are required.
- 4. Do not place an order with the vendor No Unauthorized Purchases. Create your requisition in Banner and Purchasing will give the vendor a purchase order.
- □ 5. Follow the procedures in your User Guide to create the requisition.
- 6. If the vendor is not listed in Banner, Purchasing will have to get additional documentation from the vendor (which delays your order). As an option, check with Purchasing for names of other established vendors.
- □ 7. Send your Back-up Documentation to Purchasing as soon as you input the requisition.
- □ 8. If there is a problem with your requisition, follow the clean-up procedures.
- 9. Check the status of your requisition to make sure you have all your approvals.
- \Box 10. Send all invoices to Accounting.

B. BANNER FINANCE SUPPORT

Support for Banner Finance modules (Budget Queries, Requisitions, and Approvals) is divided among the IT, Fiscal Services, and Purchasing Departments.

ISSUE	DEPARTMENT	CONTACT
Accessing Banner		
Personal passwords	TT Help Desk	Ext. 4357
User ID	IT – Sharon Shriver	
Budget questions		
Access to Banner Finance forms	Fiscal – Rosa Royce	Ext. 5530
Fixed Assets		
Creating a Requisition or Change Order		
Doing Approvals		Ext. 6300 or
Sending Back-up Documentation	Purchasing Help Desk	Purchasing@mtsac. edu
Cleaning up Requisition mistakes		

The following documents are posted and maintained at the Purchasing Department web site at: <u>http://insidemtsac.edu/departments/admin/purchasing</u>. Links to the User Guides can also be found at the Banner Links site on the Banner home page, and the *Requisition Back-up Cover Sheet* form can be found in the Administrative Forms section on the Mt. SAC web site.

- Banner User Guide for Budget Queries
- Banner User Guide for Requisitions
- Banner User Guide for Approvals
- Requisition Back-up Cover Sheet

The Purchasing Department will make a campus-wide announcement whenever any revisions to these documents are made.

C. COMMODITY CODES

	LINE ITEM COMMODITY CODES
Commodity	Description
ADVT	ADVERTISING
AERO-E	AERONAUTICS EQUIP:
AERO-R	AERONAUTICS REPAIRS:
AERO-S	AERONAUTICS SUPPLIES:
AGRI-E	AG EQUIP:
AGRI-R	AG EQUIP REPAIR:
AGRI-S	AG SUPPLIES:
APPL-E	APPLIANCE EQUIP:
APPL-R	APPLIANCE REPAIR:
ARCH-E	ARCH/DESIGN EQUIP:
ARCH-R	ARCH/DESIGN EQUIP REPAIR:
ARCH-S	ARCH/DESIGN SUPPLIES:
ARCH-SVC	ARCHITECTURAL SERVICES:
ARCO-E	AIR COND EQUIP:
ARCO-R	AIR COND REPAIR:
ARCO-S	AIR COND SUPPLIES:
ART-E	ART EQUIP:
ART-S	ART SUPPLIES:
ART-W	ART WORK:
ASTR-E	ASTRONOMY EQUIP:
ASTR-R	ASTRONOMY REPAIRS:
ASTR-S	ASTRONOMY SUPPLIES:
ATHL-E	ATHLETIC EQUIP:
ATHL-S	ATHLETIC SUPPLIES:
AUDV-E	A/V EQUIP:
AUDV-R	A/V REPAIR:
AUDV-S	A/V SUPPLIES:
AUTO-E	AUTO EQUIP:
AUTO-L	AUTO LEASE:
AUTO-P	AUTO PURCHASE:
AUTO-R	AUTO REPAIR:
AUTO-S	AUTO SUPPLIES:
BIOL-E	BIOLOGY EQUIP:
BIOL-S	BIOLOGY SUPPLIES:
BOOK	BOOKS:
CATR-SVC	CATERING SERV:

	LINE ITEM COMMODITY CODES
Commodity	Description
CD	CD:
CHEM-E	CHEM EQUIP:
CHEM-S	CHEM SUPPLIES:
CHLD-E	CHILD DEV EQUIP:
CHLD-S	CHILD DEV SUPPLIES:
CHLD-SVC	CHILD CARE SERVICES:
CLASS-S	CLASSROOM SUPPLIES:
COMM-E	COMM EQUIP:
COMM-R	COMM REPAIR:
COMM-S	COMM SUPPLIES:
COMP-E	COMPUTER EQUIP:
COMP-EM	COMPUTER EQUIP MAINT:
COMP-R	COMPUTER REPAIR:
COMP-S	COMPUTER SUPPLIES:
COMP-SW	COMPUTER SOFTWARE:
COMP-SWL	COMPUTER SOFTWARE LIC:
COMP-SWM	COMPUTER SOFTWARE MAINT:
CONS-SVC	CONSULTANT SERV:
CONST	CONSTRUCTION MATERIALS:
COPY-E	COPIER:
COPY-M	COPIER MAINT AGRMNT:
COPY-R	COPIER REPAIR:
COPY-S	COPIER SUPPLIES:
CUST-E	CUSTODIAL EQUIP:
CUST-S	CUSTODIAL SUPPLIES:
DEL-SVC	DELIVERY SERV:
DRFT-E	DRAFTING EQUIP:
DRFT-S	DRAFTING SUPPLIES:
DVD	DVD:
ELCT-E	ELECTRONIC EQUIP:
ELCT-S	ELECTRONIC SUPPLIES:
ELEC-E	ELECTRICAL EQUIP:
ELEC-S	ELECTRICAL SUPPLIES:
ENGI-SVC	ENGINEERING SERV:
ERTH-E	EARTH SCI EQUIP:
ERTH-S	EARTH SCI SUPPLIES:
FEES	FEES:
FIRE-E	FIRE EQUIP:

	LINE ITEM COMMODITY CODES
Commodity	Description
FIRE-ES	FIRE EQUIP SERV:
FIRE-S	FIRE TECH SUPPLIES:
FOOD	FOOD:
FUEL	FUEL
FURN	FURNITURE:
FURN-I	FURNITURE INSTALL:
FURN-R	FURNITURE REPAIR:
HEAT-E	HEATING EQUIP:
HEAT-S	HEATING SUPPLIES:
HLTH-E	HEALTH EQUIP:
HLTH-S	HEALTH SUPPLIES:
HRDW-E	HARDWARE EQUIP:
HRDW-S	HARDWARE SUPPLIES:
HZRD-R	HAZMAT REMOVAL:
INDP-C	INDEPENDENT CONTR:
INSP	INSP/TESTING SERV:
INST-E	INSTR. EQUIP:
INST-S	INSTR. SUPPLIES:
INSUR	INSURANCE:
LABOR	LABOR/MATERIALS:
LAND-E	LANDSCAPING EQUIP:
LAND-S	LANDSCAPING SUPPLIES:
LEASE	LEASE:
LEGAL-SVC	LEGAL SERV:
LIGHTING	LIGHTING:
MAIL-E	MAIL EQUIP:
MAIL-P	MAIL POSTAGE:
MAIL-S	MAIL SERV:
MAIL-SU	MAIL SUPPLIES:
MAIN-E	MAINT. EQUIP:
MAIN-S	MAINT. SUPPLIES:
MATH-S	MATH SUPPLIES:
MEDI-E	MEDICAL EQUIP:
MEDI-S	MEDICAL SUPPLIES:
MEMB	MEMBERSHIP:
MNFG-E	MFG. EQUIP:
MNFG-R	MFG. TECH REPAIRS:
MNFG-S	MFG. TECH SUPPLIES:

	LINE ITEM COMMODITY CODES
Commodity	Description
MOVE-SVC	MOVING SERV:
MUSC-E	MUSIC EQUIP:
MUSC-R	MUSIC INSTRUMENT REPAIR:
MUSC-S	MUSIC SUPPLIES:
OFFC-E	OFFICE EQUIP:
OFFC-EM	OFFICE EQUIP MAINT:
OFFC-R	OFFICE EQUIP REPAIR:
OFFC-S	OFFICE SUPPLIES:
ONLINE	ONLINE DATABASES:
PARK-E	PARKING EQUIP:
PARK-S	PARKING SUPPLIES:
PEST-SVC	PEST CONTROL SERV:
PHTO-E	PHOTO EQUIP:
PHTO-R	PHOTO REPAIR:
PHTO-S	PHOTO SUPPLIES:
PHYS-S	PHYSICS SUPPLIES:
PLMB-E	PLUMBING EQUIP:
PLMB-R	PLUMBING REPAIR:
PLMB-S	PLUMBING SUPPLIES:
PRNT-E	PRINTING EQUIP:
PRNT-S	PRINTING SUPPLIES:
PRNT-SVC	PRINTING SERV:
PROMO-S	PROMOTIONAL SUPPLIES:
PROP-L	PROPERTY LEASE:
PUBL	PUBLICATIONS:
RADI-E	RADIOLOGIC EQUIP:
RADI-R	RADIOLOGIC REPAIR:
RADIO-S	RADIOLOGIC SUPPLIES:
RECY-SVC	RECYCLING SERV:
RELO-B	RELOCATABLE BLDG:
RENT	RENT:
RENT-E	RENTAL EQUIP:
RENTAL	RENTAL:
REPAIR	REPAIR:
RESP-E	RESP. THERAPY EQUIP:
RESP-R	RESP. THERAPY EQUIP REPAIR:
RESP-S	RESP. THERAPY SUPPLIES:
SAFE-S	SAFETY SUPPLIES:

LINE ITEM COMMODITY CODES		
Commodity	Description	
SECR-E	SECURITY EQUIP:	
SECR-ER	SECURITY EQUIP REPAIR:	
SECR-S	SECURITY SUPPLIES:	
SECR-SYS	SECURITY SYSTEMS:	
SERV	SERVICES:	
SIGNS	SIGNS:	
STAFF	STAFFING SERV:	
SUBS	SUBSCRIPTION:	
SWIM-E	SWIMMING POOL EQUIP:	
SWIM-R	SWIMMING POOL REPAIR:	
SWIM-S	SWIMMING POOL SUPPLIES:	
SWIM-SV	SWIMMING POOL SERV:	
THEA-E	THEATER EQUIP:	
THEA-S	THEATER SUPPLIES:	
TRAN	TRANSPORTATION:	
UTIL	UTILITIES:	
VETR-E	VETERINARY EQUIP:	
VETR-S	VETERINARY SUPPLIES:	
WELD-E	WELDING EQUIP:	
WELD-R	WELDING REPAIRS:	
WELD-S	WELDING SUPPLIES:	
WSTE-E	WASTE EQUIP:	
WSTE-R	WASTE REMOVAL:	

*** WARNING – NEVER ADD A COMMODITY TO THIS LIST ***

D. CUSTOMIZING MY BANNER

If you use certain Banner forms frequently, you can access them quickly by setting up a customized file under My Banner in the General Menu.

- 1. Go to the General Menu [GUAPMNU].
- 2. On the left side of the screen is a list of Banner forms that are available to be added to your personal menu.
- 3. Scroll through the forms to locate the one(s) you would like to add.
- 4. Double-click in the **Description** field to highlight the selection.
- 5. Click the **Insert** icon located in the middle of the screen. The selected form(s) will be moved to the right side.
- 6. Click the **Save** button. Notice the informational message displayed at the bottom left side of the screen that indicates the transaction has been successful.
- 7. Exit completely out of Banner, then log back into Banner to view all the added forms in **My Banner**.
- SHORTCUT: While in the form you frequently access, **right click** the mouse. Select "Add to Personal Menu (My Banner).