



BANNER USER GUIDE FOR EQUIPMENT PURCHASES

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BANNER USER GUIDE FOR EQUIPMENT PURCHASES

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PART 1 EQUIPMENT PURCHASE GUIDELINES

A. INTRODUCTION

Effective July 1, 2009, Fiscal Services implemented the Banner Fixed-Asset Module. This module enhanced the fixed-asset inventory tracking to enable the College to meet audit requirements. Fixed Assets include Land, Buildings, Equipment, and Construction in Progress.

It is very important to follow the instructions provided in this user guide in order to maintain the data integrity of the Fixed-Asset module.

B. GUIDELINES FOR PROCESSING A PURCHASE REQUISITION FOR EQUIPMENT

To facilitate the process of tracking equipment items, proper accounting, and compliance with District practices, please remember the following:

1. Equipment **must be** ordered with a requisition through the Banner System.
2. Equipment **cannot** be ordered with a standing order.
3. Determine whether the item is classified as equipment or supplies by using the following table:

EQUIPMENT	SUPPLIES
Item is over \$500	Item is usually under \$500
Item will have a life span of more than one year	Item has a life span of less than one year and is usually consumable

4. Choose the appropriate commodity code from the following "Commodity Code Table for Equipment Purchases."

COMMODITY CODE TABLE FOR EQUIPMENT PURCHASES		
COMMODITY CODE	DESCRIPTION	FIXED ASSET?
AERO-E	AERONAUTICS EQUIP:	Y
AGRI-E	AG EQUIP:	Y
APPL-E	APPLIANCE EQUIP:	Y
ARCH-E	ARCH/DESIGN EQUIP:	Y
ARCO-E	AIR COND EQUIP:	Y
ART-E	ART EQUIP:	Y
ART-W	ART WORK:	Y
ASTR-E	ASTRONOMY EQUIP:	Y
ATHL-E	ATHLETIC EQUIP:	Y
AUDV-E	A/V EQUIP:	Y

AUTO-E	AUTO EQUIP:	Y
AUTO-P	AUTO PURCHASE:	Y
BIOL-E	BIOLOGY EQUIP:	Y
CHEM-E	CHEM EQUIP:	Y
CHLD-E	CHILD DEV EQUIP:	Y
COMM-E	COMM EQUIP:	Y
COMP-E	COMPUTER EQUIP:	Y
COPY-E	COPIER:	Y
CUST-E	CUSTODIAL EQUIP:	Y
DRFT-E	DRAFTING EQUIP:	Y
ELCT-E	ELECTRONIC EQUIP:	Y
ELEC-E	ELECTRICAL EQUIP:	Y
ERTH-E	EARTH SCI EQUIP:	Y
FIRE-E	FIRE EQUIP:	Y
FURN	FURNITURE:	Y
FURN-I	FURNITURE INSTALL:	Y
HEAT-E	HEATING EQUIP:	Y
HLTH-E	HEALTH EQUIP:	Y
HRDW-E	HARDWARE EQUIP:	Y
INST-E	INSTR. EQUIP:	Y
LAND-E	LANDSCAPING EQUIP:	Y
LIVE-E	LIVESTOCK:	Y
MAIL-E	MAIL EQUIP:	Y
MAIN-E	MAINT. EQUIP:	Y
MEDI-E	MEDICAL EQUIP:	Y
MNFG-E	MFG EQUIP:	Y
MUSC-E	MUSIC EQUIP:	Y
OFFC-E	OFFICE EQUIP:	Y
PARK-E	PARKING EQUIP:	Y
PHTO-E	PHOTO EQUIP:	Y
PLMB-E	PLUMBING EQUIP:	Y
PRNT-E	PRINTING EQUIP:	Y
RADI-E	RADIOLOGIC EQUIP:	Y
RESP-E	RESP. THERAPY EQUIP:	Y
SAFE-E	SAFETY EQUIP:	Y
SECR-E	SECURITY EQUIP:	Y
SFTW-E	SOFTWARE:	Y
SWIM-E	SWIMMING POOL EQUIP:	Y
THEA-E	THEATER EQUIP:	Y
VETR-E	VETERINARY EQUIP:	Y
WELD-E	WELDING EQUIP:	Y
WSTE-E	WASTE EQUIP:	Y

5. Determine the proper Account Code for equipment. All purchases related to technology equipment must be approved by Information Technology. Therefore, specific account codes should be used when purchasing any technology related equipment. As a result, the equipment accounts have been divided into two groups: "Technology-Related Equipment Account Numbers" and Equipment Account Numbers." Please choose from the following two tables:

a) TECHNOLOGY-RELATED EQUIPMENT ACCOUNT NUMBERS (requires IT approval)

NEW EQUIPMENT:	Includes computer hardware and related electronic equipment. Examples: computers, network equipment, PDAs, copiers, fax machines, printers, etc.
641500	New Equipment IT-\$500 to \$999
641600	New Equipment IT-\$1,000 to \$4,999
641700	New Equipment IT-Over \$5K
EQUIPMENT REPLACEMENT:	Use only if expenditure is for the identical replacement of technology equipment (necessitated by normal use) on a piece-for-piece basis to perform the same function(s).
642500	Equip Replacement IT-\$500 to \$999
642600	Equip Replace IT-\$1,000 to \$4,999
642700	Equip Replacement IT-Over \$5K
EQUIPMENT LEASE PURCHASE:	Use only when the intention is to buy the equipment rather than rent, and the residual value to purchase the equipment, as per the lease/purchase agreement, is minimal.
643500	Equip Lease Purch IT-\$500 to \$999
643600	Equip Lease IT-\$1,000 to \$4,999
643700	Equip Lease Purch IT-Over \$5,000
Software:	Includes the tangible possession of the software - not just the license to use the software.
644200	Software-\$500 to \$999
644300	Software-\$1,000 to \$4,999
644400	Software-Over \$5,000
Software Lease Purchase:	Use only when the intention is to buy the software rather than rent, and the residual value to purchase the software, as per the lease/purchase agreement, is minimal.
645200	Software Lease Purch-\$500 to \$999
645300	Software Lease Purch-\$1,000 to \$4,999
645400	Software Lease Purch-Over \$5,000

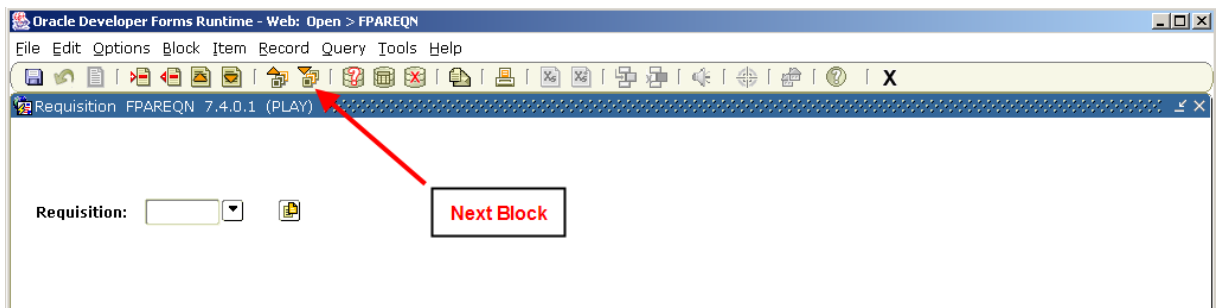
b) EQUIPMENT ACCOUNTS NUMBERS (does not require IT approval)

NEW EQUIPMENT:	Includes Equipment and Vehicles.
641200	New Equipment-\$500 to \$999
641300	New Equipment-\$1,000 to \$4,999
641400	New Equipment-Over \$5K
EQUIPMENT REPLACEMENT:	Includes Equipment and Vehicles.
	Use only if expenditure is for the identical replacement of equipment (necessitated by normal use) on a piece-for-piece basis to perform the same function(s).
642200	Equip Replacement-\$500 to \$999
642300	Equip Replacement-\$1,000 to \$4,999
642400	Equip Replacement-Over \$5K
EQUIPMENT LEASE PURCHASE:	Includes Equipment and Vehicles.
	Use only when the intention is to buy the equipment rather than rent, and the residual value to purchase the equipment, as per the lease/purchase agreement, is minimal.
643200	Equip Lease Purch-\$500 to \$999
643300	Equip Lease Purch-\$1,000 to \$4,999
643400	Equip Lease Purch-Over \$5,000

PART 2 CREATING A REQUISITION FOR TECHNOLOGY EQUIPMENT – COMPUTER SYSTEM

A. Opening the Requisition Screen

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



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

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

B. Requisition Entry: Requestor/Delivery Information

Oracle Fusion Middleware Forms Services: Open > FPAREQN

File Edit Options Block Item Record Query Tools Help

Requisition Entry: Requestor/Delivery Information FPAREQN 8.6.0.3 (TEST)

Requisition: NEXT

Order Date: 01-MAR-2014

Delivery Date: 28-MAR-2014

Commodity Total: 0.00

Transaction Date: 01-MAR-2014

Comments: See Doc Text

Accounting Total: 0.00

☐ In Suspense

☐ Document Text

☐ Document Level Accounting

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

Requestor: Rosa Royce

Organization: 610000 Fiscal Services

COA: M Mt San Antonio College

Email:

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

Phone: Area Code Phone Number Extension

Fax: Area Code Phone Number Extension

Contact: Attention To: Rosa Royce, 4-1390

Area Code Phone Number Extension

909 5945611

Enter the requestor's email address. (100 characters maximum)

Record: 1/1 <OSC>

Order Date: Defaults to current date. [Tab]

Transaction Date: Defaults to current date. [Tab]

Delivery Date: Estimate when items need to be delivered or state when a 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]

SHORTCUT: Clicking [Next Block] will automatically take you to the next required field, **Attention To:** Use this shortcut 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: Type 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: Rosa Royce, 4-1390

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:

Text	Clause Number	Print	Line
Copy of quote to Purchasing 2/15/14		<input checked="" type="checkbox"/>	10
Rush: Need for New Employee		<input checked="" type="checkbox"/>	20
All items combine to make one fixed asset.		<input checked="" type="checkbox"/>	30
Free form Text		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	

- Under **Options** in the Tool Bar pull-down menus, click **Document Text (FOAPOXT)** to type instructions to Purchasing or Accounts Payable.
- 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.).

- A check mark (✓) 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.
- **[Save]**, **[Exit]**.

C. Requisition Entry: Vendor Information

Oracle Fusion Middleware Forms Services: Open > FPAREQN

File Edit Options Block Item Record Query Tools Help

Requisition Entry: Vendor Information FPAREQN 8.6.0.3 (TEST)

Requisition: R0036111
 Order Date: 01-MAR-2014
 Delivery Date: 28-MAR-2014
 Commodity Total: 0.00
 Transaction Date: 01-MAR-2014
 Comments: See Doc Text
 Accounting Total: 0.00
☐ In Suspense
☒ Document Text
☐ Document Level Accounting

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

Vendor: A01422246 Dell Computer Products ☐ Vendor Hold

Address Type: BU Sequence: 1
 Street Line 1: One Dell Way
 Street Line 2: RR8 Box 11
 Street Line 3:
 City: Round Rock
 State or Province: TX Zip or Postal Code: 78682
 Nation:
 Contact:
 Email:
 Area Code Phone Number Extension
 Phone: 888 9773355 7248
 Fax: 512 2835375

Discount:
 Tax Group: LAC1 LA County 9.00% (NY)
 Currency:

Enter Requisition vendor. Use LIST to call FTIIDEN. Use COUNT.HITS to call FTMVEND.
 Record: 1/1 <OSC>

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.

D. Requisition Entry: Commodity/Accounting – Computer System

It is important to determine the total cost of the “computer system” as this will be the amount included in the District’s inventory. The following example shows the purchase of a computer with additional charges like an environmental waste fee, a warranty, and taxes. All these charges will be part of the total cost of the “computer system.” They should be charged to the same account code.

<u>Description</u>	<u>Amount</u>	<u>Account</u>
Computer Equip: Optiplex 755	\$ 845.00	641500
Environmental Waste Fee	\$ 16.00	641500
Warranty	\$ 45.00	641500
Taxes	<u>\$ 76.05</u>	641500
Total Cost of Equipment Unit	<u>\$ 982.05</u> =====	

The following screen is used to list the items to purchase the equipment and the account codes:

Document Level Accounting: The Document Level Accounting box defaults to unchecked. This means that Commodity Level of Accounting is in use. Commodity Level of Accounting assigns the accounting distribution to each commodity line item.

NOTE: When ordering Equipment, the “**Document Level of Accounting**” box should be **unchecked**. Equipment orders should be prepared with Commodity Level of Accounting.

ENTERING ITEM 1 OF 1 **Computer Equipment Optiplex @ \$845.00, Environmental Waste Fee @ \$16.00, and Warranty @ \$45.**

COMMODITY BLOCK

This block is used to include the item’s description, price, additional charges, and tax.

The screenshot shows the Banner system interface for entering a commodity line item. The 'Commodity/Accounting' tab is selected. The form includes fields for 'Item', 'U/M', 'Tax Group', 'Quantity', and 'Unit Price'. A red arrow points to the 'Commodity' pull-down menu. Below the menu are checkboxes for 'Commodity Text', 'Item Text', 'Add Commodity', and 'Distribute'. To the right of these fields are input boxes for 'Extended', 'Discount', 'Additional', 'Tax', and 'Commodity Line Total'.

1. Click on the **Commodity** pull-down menu to access a list of frequently used commodities.
2. Select the commodity code that most closely describes the purchase of a computer system. In this case, choose commodity code COMP-E, double click to accept the selection, and return to the requisition form FPAREQN.

NOTE: Refer to the “**Commodity Code Table for Equipment Purchases**” (Part 1, B.4). Most commodity codes for equipment purchases end with the letter “E.” For example: the commodity code for Computer Equipment is “COMP-E.” The only exceptions to these rules are FURN-I (Furniture Installation), FURN (Furniture), and AUTO-P (Auto Purchase).

- Commodity codes default with a generic description in upper case. Complete the item description (manufacturer, make/model, color, size, catalog number, etc.) using upper/lower case. Using the example add: "Optiplex 755 P/N 223-7079 to."

Because 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 "include Monitor, Mouse, and Keyboard," **[Save]**, **[Exit]**

Text	Clause Number	Print	Line
to include the following:		<input checked="" type="checkbox"/>	10
Desktop, P/N 223-7079 @ \$745		<input checked="" type="checkbox"/>	20
Monitor, P/N 223-7711 @ \$89		<input checked="" type="checkbox"/>	30
Mouse, P/N 243-1433 @ \$11		<input checked="" type="checkbox"/>	40

- Enter Unit Measure, Tax Group, Quantity, Unit Price, and Additional charge.

Item	U/M	Tax Group	Quantity	Unit Price	Extended
1	EA	LAC1	1.00 X	845.0000	845.00

Commodity	Description	Commodity Text	Item Text	Add Commodity	Distribute
COMP-E	COMPUTER EQUIP: Optiplex 755, P/N 223-7079	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Discount	Additional	Tax	Commodity Line Total
0.00	61.00	76.05	982.05

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 measure. **[Tab]**

Tax Group: Tax group will default from commodity code selected. **[Tab]**

Quantity: Type quantity "1." **[Tab]**

Unit Price: Type unit price "\$845.00." Banner calculates the extended cost. [Tab]

Additional: Include the Environmental waste fee of \$16.00 and Warranty of \$45 for a total of \$61. This field is for additional charges that are not taxable. [Tab]

[Next Block]

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

ACCOUNTING BLOCK

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

FOAPAL		0	of		0	Remaining Commodity Amount:		982.05	<input type="checkbox"/> NSF Override	%	USD
									<input type="checkbox"/> NSF Suspense	Extended:	845.00
COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Discount:	0.00
M	14		11000	610000	641500	672000				Additional:	61.00
										Tax:	76.05
										FOAPAL Line Total:	982.05
										Commodity Accounting Total:	0.00

5. Enter the account string information.

COA: Defaults to "M." [Tab]

Year: Automatically assigned.

Index: Leave blank. [Tab]

Fund: Type appropriate fund "11000." [Tab]

Orgn: Type organization code "610000." [Tab]

Acct: Type appropriate account code. If the account is known, it can be chosen selecting the pull-down menu. [Tab]

NOTE: Refer to the “Technology Related Equipment Account Numbers” (as listed in Part 1, B, 5, a). In order to select the account code, the total cost of the equipment is needed. In our example, the total cost of the equipment is \$982.05 (this total cost includes the computer, waste fee, warranty, and taxes). Then choose the specific account to obtain Information Technology approval. For this scenario, the account should be: 641500 (New Equipment IT-\$500 to \$999).

Same will apply to furniture when costs include shipping and installation.

Prog: Type the appropriate program “672000.” [Tab]

Actv: Leave blank. [Tab]

Locn: Leave blank. [Tab]

Proj: Leave blank. [Tab]

Extended: Leave blank. [Tab]

NOTE: The amounts will populate in “Extended , Additional, and Tax.”

Discount: [Tab]

Tax: [Tab]

E. Requisition Entry: Balancing/Completion

Oracle Fusion Middleware Forms Services: Open > FPAREQN

File Edit Options Block Item Record Query Tools Help



Requisition Entry: Balancing/Completion FPAREQN 8.6.0.3 (TEST)

Requisition: R0036111
Order Date: 01-MAR-2014
Delivery Date: 28-MAR-2014
Commodity Total: 982.05
Transaction Date: 01-MAR-2014
Comments: See Doc Text
Accounting Total: 982.05
☒ In Suspense
☒ Document Text
☐ Document Level Accounting

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

Vendor: A01422246 Dell Computer Products
COA: M Mt San Antonio College
Organization: 610000 Fiscal Services
Currency:
Exchange Rate:
Commodity Record Count: 1
Requestor: Rosa Royce
Input Amount: 982.05
Converted Amount:

	Input	Commodity	Accounting	Status
Approved Amount:	845.00	845.00	845.00	BALANCED
Discount Amount:	0.00	0.00	0.00	BALANCED
Additional Amount:	61.00	61.00	61.00	BALANCED
Tax Amount:	76.05	76.05	76.05	BALANCED

Complete:  In Process: 

Select to mark this document "Complete"
Record: 1/1 | ... | <OSC>

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 INQUIRING THE STATUS OF YOUR EQUIPMENT ITEMS

A. DOCUMENT HISTORY [FOIDOCH]

Use FOIDOCH to quickly check the status of a specific equipment item.

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, **RXXXXXXX** in the **Document Code** field, [Next Block].
4. The equipment item Asset Tag Number will show:

Asset Tag: Refers to the tag numbers. In this case, 020112 is the permanent tag. Any tag numbers starting with “T” are system-generated and will be attached to the permanent tag or converted into a permanent tag.

Status: “T” stands for Tagged Permanently. Blank is when the item has been temporarily tagged or it has been attached to a permanent tag.

B. FIXED ASSET MASTER QUERY [FFIMAST]

Oracle Developer Forms Runtime - Web: Open > F01DOCH

File Edit Options Block Item Record Query Tools Help

View Status Indicators

Document: Asset Master Information [FFIMAST]

Document Type: REQ Purchase Requisitions

Document Code: R0008638

Requisition Status
R0008638 A

Bid Status

Purchase Order Status
P0008259 A

Issues Status

Invoice Status
10026675 A

Check Status

Return Status

Receiver Status
Y0006601 C

Asset Tag Status
020112 T

Asset Adjustment Status

Record: 1/2 <OSC>

1. From **FOIDOCH**, place the cursor on the **Asset Tag** to be inquired.
2. Go to the menu, click in **Options**, and then select **Asset Master Query [FFIMAST]**, **[Next Block]**
3. By clicking **[Next Block]** you will be able to query and see the detailed asset information such as Permanent Tag, Asset Description, Total Cost, Make, Model, Location, and Account Strings. Please see the following screens:

Oracle Developer Forms Runtime - Web: Open > FOIDDOCH - FFIMAST

File Edit Options Block Item Record Query Tools Help

Fixed Asset Master Query FFIMAST (LAY)

Asset Tag: 020112

Next Block

Master Information FFIMAST 7.2 (PLAY)

Origination Tag:	T00000200	Origination Tag Date:	01-JUL-2009
Permanent Tag:	020112	Permanent Tag Date:	01-JUL-2009
Primary Tag:		Last Adjustment Date:	
Subordinate Type:		Origination Tag Cancel Date:	
Asset Description:	COMPUTER EQUIP:Opti plex 755 P/N 223-7079 to	Capitalization Indicator:	N
Commodity:	COMP-E COMPUTER EQUIP:	System Status Code:	R
Unit of Measure:	EA Each	Text Exist:	N
Asset Type:	TE Technology Equipment	Tag in Use:	
User Status Code:	R Received	Gift Indicator:	N
Insurance Value:		Cost:	943.39
Market Value:		Total Cost:	988.39
Replacement Value:		Net Book Value:	.00
Book Value:		Total Net Book Value:	.00

Record: 1/1 | ... | <OSC>

Permanent Tag: 020112

Asset Description: COMPUTER EQUIP: Optiplex 755 P/N 223-7079

Oracle Developer Forms Runtime - Web: Open > FOIDDOCH - FFIMAST

File Edit Options Block Item Record Query Tools Help

Acquisition Information FFIMAST 7.2 (PLAY)

Origination Tag: T00000200 Permanent Tag: 020112 COMPUTER EQUIP:Opti plex 755 P/N 223

Acquisition Method: ☒ Purchased New

Acquisition Date: 01-JUL-2009

Make: DELL OPTIPLEX

Model: 755

Manufacturer: 02111

Serial Number or VIN: 123456

Part Number or Vehicle Tag: 223-7079

User Reference Number:

Barcode Number:

In Service Date: 01-JUL-2009

Last Inventory Date:

Percentage Used:

Work In Progress:

Condition: ☒ New

Title To: ☒ University Owned

Disposal Method:

Disposal Date:

Press NEXT BLOCK to navigate to the Procurement Block.

Record: 1/1 ... <OSC>

Make: DELL OPTIPLEX

Model: 755

Oracle Developer Forms Runtime - Web: Open > F0ID0CH - FFIMAST

File Edit Options Block Item Record Query Tools Help

Procurement Information FFIMAST 7.2 (PLAY)

Origination Tag: T00000200 Permanent Tag: 020112 COMPUTER EQUIP:Opti plex 755 P/N 223

Vendor Code: A01422246 Dell Computer Products

Purchase Order: P0008259 Purchase Item: 1

Receiver: Y0006601 Receiver Date: 01-JUL-2009

Invoice: I0026675 Invoice Date: 01-JUL-2009 Submission Number: 0

Invoice Item: 1 Cancel Date:

Credit Memo: N Installments: N Recurring: N

Other Source Data

Document: Type: Sequence: Document Tag Date: Source Submission:

Transfer Data

Date:

COA: Mt San Antonio College

Organization: 610000 Fiscal Services

Location: 120024 4-Administration-Room 111

Grant:

Custodian ID: A01433881 Baldwin, Linda M.

Equipment Manager:

Press NEXT BLOCK to navigate to the Funding Source Block.

Record: 1/1 ... <OSC>

Location: 4-Administration-Room 111

Oracle Developer Forms Runtime - Web: Open > F01DOCH - FFIMAST

File Edit Options Block Item Record Query Tools Help

Funding Source FFIMAST 7.2 (PLAY)

Origination Tag: T00000200 Permanent Tag: 020112 COMPUTER EQUIP:Opti plex 755 P/N 223

Sequence	COA	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Cost
1	M		11000	610000	641500	672000				943.39
Document:			10026675		Attachment Origination Tag:				Percentage: 95.45	
2	M		11000	610000	641500	672000				45.00
Document:			10026675		Attachment Origination Tag:		T00000199		Percentage: 4.55	
Document:					Attachment Origination Tag:				Percentage:	
Document:					Attachment Origination Tag:				Percentage:	

Press NEXT BLOCK to navigate to the Capitalization Block.

Record: 1/2 | | ... | | <OSC>

Account codes where equipment was charged.