BANNER PURCHASING GUIDE 2019

REQUISITION HELP LINE: EXT. 4245

PURCHASING DEPARTMENT
MT. SAN ANTONIO COLLEGE | 1100 N. GRAND AVE., WALNUT

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BANNER KEYBOARD SHORTCUTS

The following table lists the keyboard shortcuts that you can use to navigate through Banner version 9.

Action	Banner 9
Clear Page or start over	F5
Refresh (Rollback)	F5
Next Field	TAB
Delete Record	SHIFT + F6
Save	F10
Next Section (Block)	ALT + Page Down
Previous Section (Block)	ALT + Page Up
Expand/Collapse Drop-down Field	ALT + Down Arrow
Page Tab 1, Tab 2 and so on	CTRL + SHIFT + 1 CTRL + SHIFT + 2 and so on
Export	SHIFT + F1
Select on a Called Page	ALT + S
Open Menu Directly	CTRL + M
Print	CTRL + P
More Information	CTRL + SHIFT + U
Open Related Menu	ALT + SHIFT + R
Toggle Multi/Single Records View	CTRL + G
Toggle Accessibility Mode On/Off for current session	CTRL + B
App Nav – Sign Out	CTRL + SHIFT + F

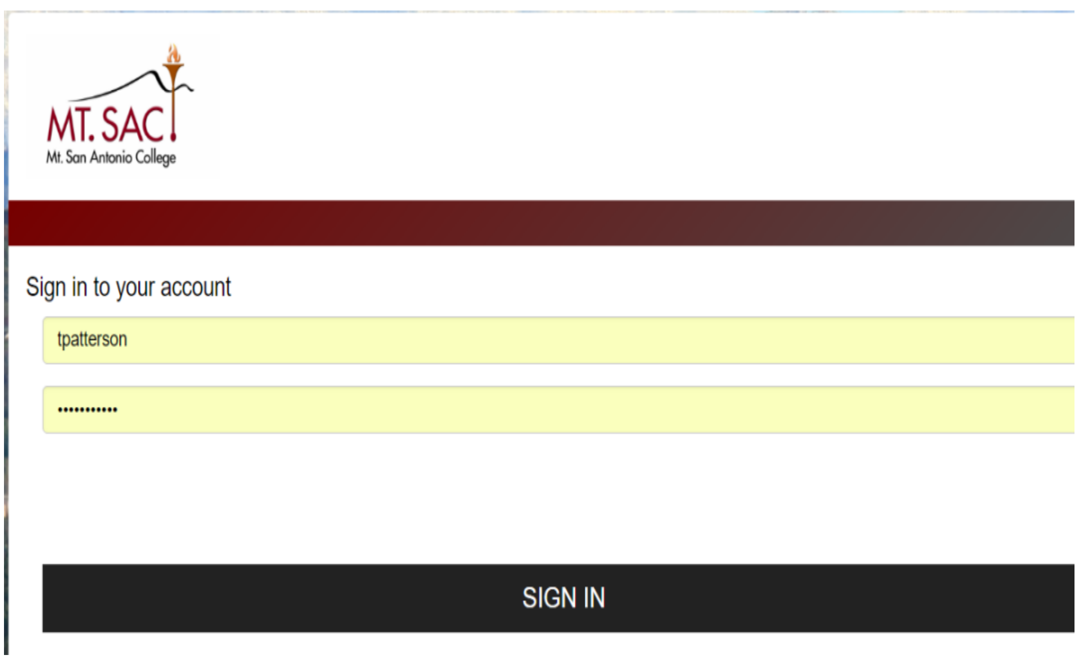
For a full list of keyboard shortcuts please visit mtsac.edu/it/banner9

HOW TO LOGIN TO BANNER 9

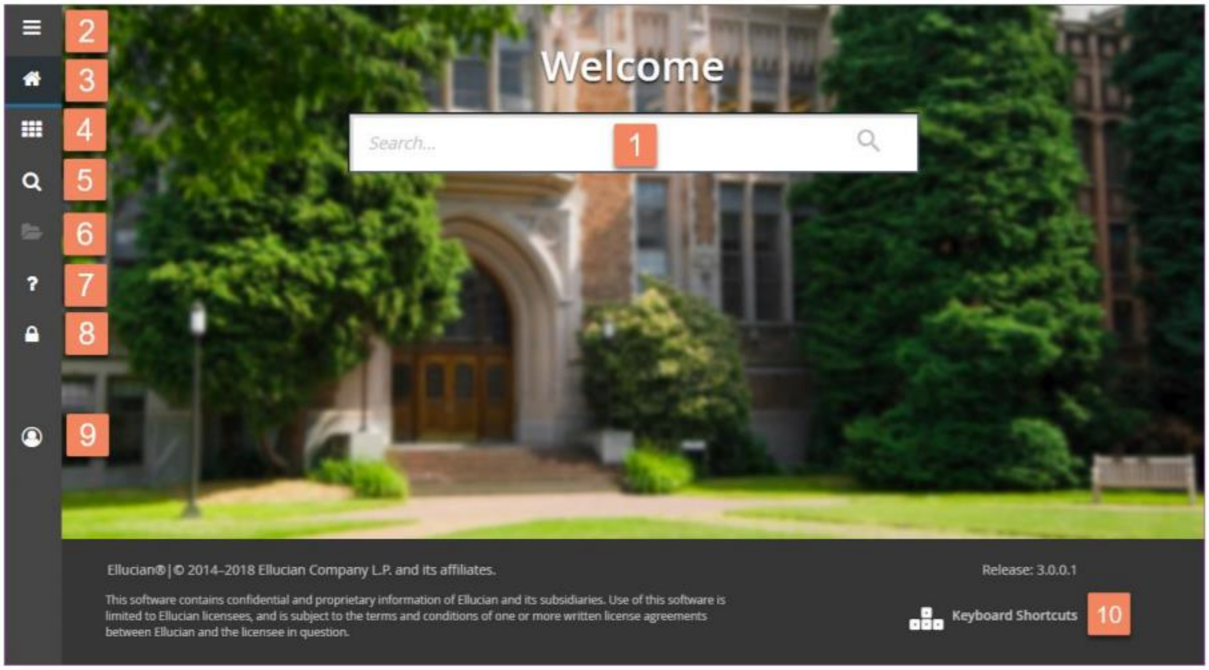
You MUST have a Banner User ID. If not, contact the IT Help Desk (Ext. 4357) for the "*Banner Finance Account Request Form"*. Upon completion of the request form, send it to the Help Desk in IT. They will e-mail you when your User ID is activated and ready to use.

Login Procedure – Recommended browsers: Google Chrome, Firefox, Safari, and Opera

1. Launch any browser other than **Internet Explorer**
2. Navigate to the Banner Home Page: **banner.mtsac.edu** and click on Banner under the Production section
3. Enter your **Mt. SAC Portal** username and password
4. Click the **Login** button to continue
5. If the login process is successful, the next page that appears will be the Banner 9 home page.



THE BANNER 9 HOME PAGE



Upon successful login, the main page will display and will look similar to the example above. The table that follows the example provides a brief description of each numbered area:

Area	Description
1	Main search bar. Displays suggestions as you type in search terms.
2	Click to open Toggle Menu
3	Click to return to this main Banner 9 page
4	Click to open the main menu bar
5	Global search bar. Available on all screens
6	Displays recently opened pages for quick access
7	Help page (when available)
8	Sign out of Banner 9
9	Full name of current Banner 9 user
10	List of available keyboard shortcuts

TIP: Use the Search Field, in the center of the page, for quick access to pages in Banner.

GENERAL APPEARANCE OF PAGES

Area	Description
1	Main Navigation Bar appearing on all pages.
2	Page Header Area
3	Key Block. Type in the information required field(s) or use the built-in search features
4	Sections Area. Displays additional data associated with the key block.
5	Section Navigation Controls
6	Additional information on the section or page currently displayed

Page Header area

- X button – Closes the current page
- Page Description, short name, Banner version, and database name
- *Add* and *Retrieve* button - Banner Workflow and Document Management buttons
- *Related* button – Shows other pages (if available) that can be accessed through the current page
- *Tools* button – A list of other actions that can be performed on this page
- Notification Area – appears at the far right displaying information or error messages, as needed

Ellipse Menu (Search)

Three dots at the end of a field is the Ellipse Menu. This menu opens the filter search.

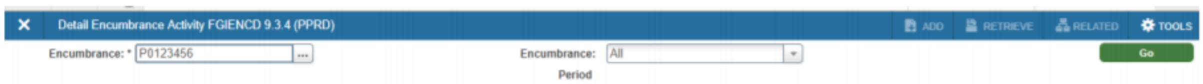
Key Block

The first block displayed on most pages will be the Key Block. The contents of the Key Block determines what information is entered by the user or displayed on the rest of the page.

The key block can be something as simple as entering an ID number for a person, vendor, requisition, or transaction. In other instances, key blocks may contain multiple parameter fields that require input before the requested information is located and displayed. Note: all required fields will have an asterisk to the right of the field name.

Parameter fields may also include a search (ellipsis) button that displays additional screens to aid in entering the correct information. Also note that parameter fields may be automatically populated based on what is set in other fields previously.

In the below example, let's start by entering the information in the entry field (containing the asterisk) and pressing the green *Go* button (or *Enter* key on the keyboard) on the right side to start the lookup process.

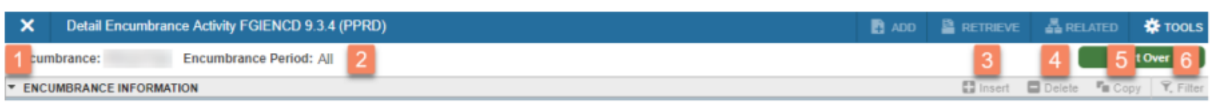


If the required information is not available, click the ellipses button to the right of the entry field to bring up a lookup table.

Sections

Each Banner page will contain sections (or blocks) of additional data for the key information. Controls are available to access pages containing multiple records and tabs for multiple sections.

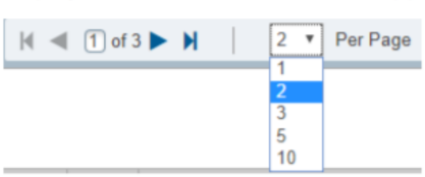
Below is an example of a section header with descriptions. Section headers appear below the key block.



Area	Description
1	Carat icon that expands or collapses a section of information
2	Description of records contained in this section of information
3	Insert a new record below a selected existing record in this section
4	Delete an existing record below a selected existing record in this section
5	Copy a record and insert below the original record in this section
6	Filter records in this section. Save any changes before using this function.

Record Controls

Controls are also available to view each record individually or in multiples by adjust the number of records to display in the section. The control appears at the bottom of the displayed section.



PROCUREMENT TERMS & DEFINITIONS

Bid Process – This occurs when potential vendors compete for a contract to produce a good or provide a service.

Bid Splitting – Occurs when a public agency takes a project, service, or goods and breaks the procurement up into smaller dollar amounts to avoid going out for a formal bid. It is unlawful to split or separate into orders for the purpose of evading the provisions of the Public Contract Code. (See Page 4 of the Purchasing Guide for more information). This Guide may be found at https://www.mtsac.edu/fiscal/fiscal_service_forms.html under Purchasing.

Unauthorized Purchases –An agreement, a commitment, or an order for goods or services, or changes to existing contracts by any person who does not have express written delegation of **procurement** authority to bind the College. (See Page 4 of the Purchasing Guide for more information).

Change Order- notice is a document used to notify a vendor of specific **changes** in a **purchase order** and to document the **purchasing** file.

Commodity- The good or service that is being purchased.

Conflict of Interest – A situation in which a person is in a position to derive personal benefit from actions or decisions made in their official capacity. (See Page 4 of the Purchasing Guide for more information).

Encumbrance –The name given to funds that have been reserved when a purchase order is finalized and encumbered. When a requisition is processed, funds are placed aside for that transaction. In Banner, funds are encumber against budget for a specific purchase order. The encumbrance is eliminated when an invoice is approved or when the encumbrance is cancelled.

Fixed Asset – Property or item of a lasting nature owned by the college for its day-to-day operation. Fixed assets are assets that cannot be instantly liquidated. Examples of fixed assets include real estate and equipment.

Invoice - a list of goods sent or services provided, with a statement of the sum due for the items.

Procurement Card - A purchasing card (also abbreviated as PCard or P-Card) is a form of institution credit card that allows goods to be procured without using a traditional **purchasing** process. Our campus program has certain restrictions in place for appropriate usage.

Requisition – Requisitions are used to originate purchase orders. Requisitions are completed by the originator, approved by the appropriate departmental and Fiscal Services personnel, and submitted to the Purchasing Department.

Purchase Order – A purchase order is a legally binding document between a supplier and a buyer. It details the items the buyer agrees to purchase at a certain price. It also includes a delivery date and payment terms.

Quote – The most recent price to which a buyer and seller agreed.

Requestor – A person asking for certain goods or services.

Standing Order - To facilitate frequently recurring charges to the same vendor over a specified period of time. It allows the requester to **order** a particular commodity or service multiple times directly from a provider without having to generate a separate **purchase order** in each instance.

Vendor – A person or company selling goods or providing services for the College.

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. Type **General Menu [GUAPMNU]** into search field.

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 dark blue, which means item can be moved.

5. Click the **Insert Selection** located in the middle of the screen. The selected form(s) will be moved to the right side.

6. Click the **Save** button, lower bottom. Notice the informational green message displayed at the top right side of the screen that indicates the transaction has been successful.

7. **Close** completely out of Banner, then log back into Banner to view all the added forms in **My Banner**.

FREQUENTLY USED BUDGET PAGES

The following budget query pages can be used to research your budget status.

Page Name	Title	Purpose
Budget Availability Status	**FGIBAVL**	Enables you to view an online query of the budget availability for a selected fund, organization, account, and program combination.
Organization Budget Status	**FGIBDST**	Enables you to view an online query of the budget availability by organization code.
Organization Budget Summary	**FGIBSUM**	Enables you to view summarized budget information by user defined account type for a selected organization/fund combination.
Document History	**FOIDOCH**	Provides an online display of the processing history for a document by a selected document type and code.
Detail Transaction Activity	**FGITRND**	Enables you to view summarized budget information by user defined account type for a selected organization/fund combination.
Encumbrance List	**FGIENCB**	Provides an online summary of all encumbrances including encumbrance type, description, current balance, and status.
Detail Encumbrance Activity	**FGIENCD**	Provides an online query of detailed transaction activity for an original encumbrance entry as well as all transaction activity against the encumbrance.
Organizational Encumbrance List	**FGIOENC**	Displays an online list of all encumbrances by organization.

BUDGET QUERY FORMS

Budget Availability Status - FGIBAVL

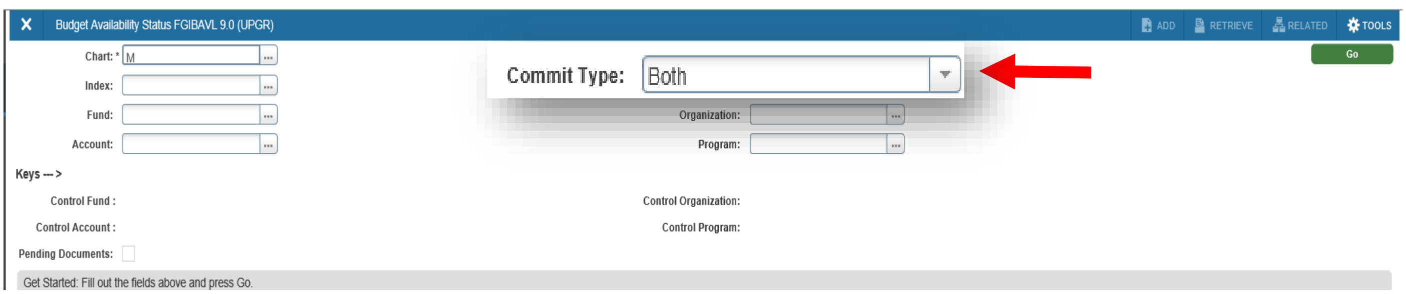
In Banner, budgets are pooled at the major account level. Use the FGIBAVL query to determine available balances for major accounts to which you have access.

- From the Welcome Menu Screen, type FGIBAVL.

- Required fields listed below:

    - Chart of Account – Defaults to "M"
    - Fiscal Year – Defaults to current year
    - Commit Type – Defaults to "Both"

Key Block



Tip: You can also select either "*Committed*" or "*Uncommitted*" by using the pull-down menu.

i. Committed – Completed & approved Requisitions & POs
ii. Uncommitted – Requisitions not yet completed / approved

- Continue to type your information in the fields below:

    - Fund
    - Organization
    - Account
    - Program – Defaults depending on fund, organization and account
    - **Click** 

NOTE: All major accounts – from the one typed and onward – will be displayed.

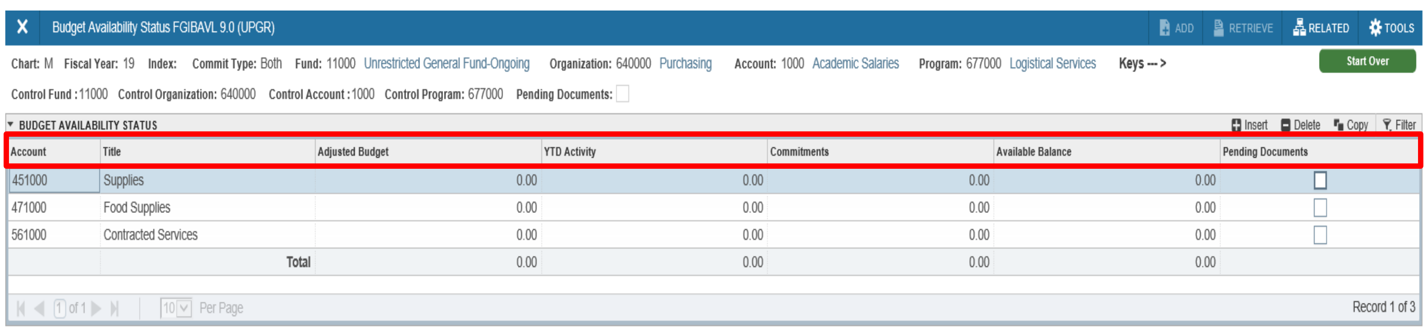
1000	Academic Salaries
2000	Classified-Other Non-Academic Salaries
3000	Employee Benefits
4000	Supplies and Materials
5000	Other Operating Expenses and Services
6000	Capital Outlay
7000	Other Outgo
8000	Revenue

Examples:

Type "451000" in Account field, and balances for 4000, 5000, 6000 accounts will be displayed

Type "1000" in Account field, and balances for all major accounts that you can access in your budget will be displayed.

- Listed by major account, the information will display:
  - Adjusted Budget: Current budget
  - YTD Activity: Expenses paid against the budget
  - Commitments: Completed and approved requisitions and purchase orders that have created either a budget reservation or an encumbrance, but are not yet paid
  - Available Balance: Uncommitted amount left to spend



NOTE: Banner security works with all forms. The User will only be able to query the Funds and Organizations to which they have been given access.

[Start Over] Button: Takes you back to Key block.

Organization Budget Status - FGIBDST

Use the FGIBDST query to access **detailed** budget information for specific organizations to which you have access. Remember, budgets are pooled at the major account level, so as long as there are sufficient funds in the major account (1000, 2000, etc.), you may not have to do a budget transfer if a related detailed account doesn't have enough money.

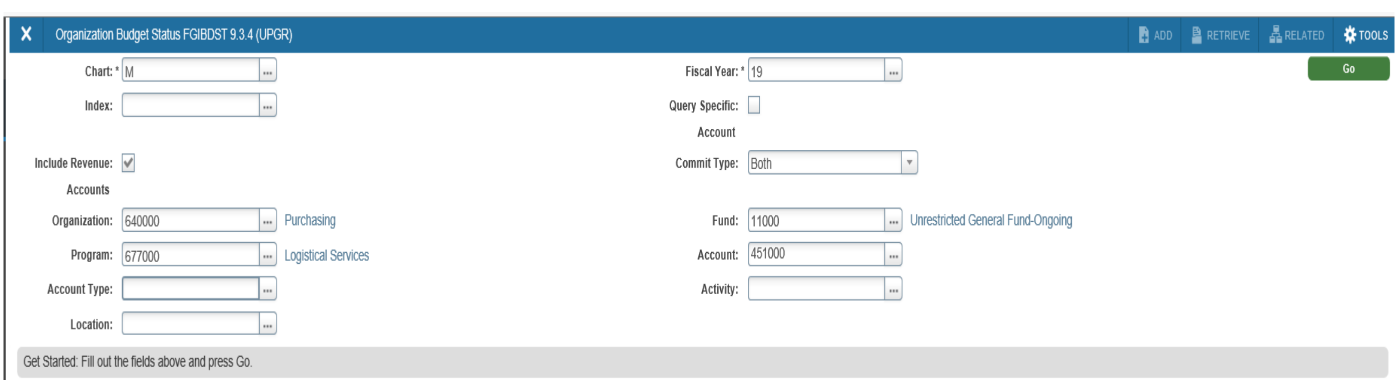
1. From the Welcome menu, type FGIBDST.

2. Type in the required fields listed below in the header block:

    - Chart of Account – Defaults to "M".
    - Fiscal Year – Defaults to current year.
    - Commit Type – Defaults to "*Both*"
    - Organization – Not required. Organization defaults to organization associated with the User ID.
    - Fund – Not required. Fund defaults to Fund 11000 (Unrestricted General Fund)
    - click 

TIP: The more FOAP elements that are entered, the more specific the query will be.

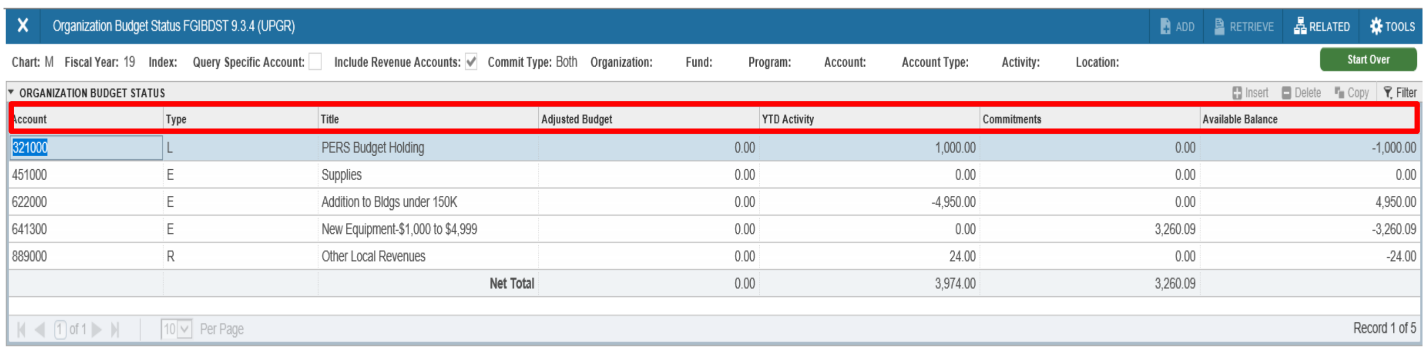
KEY BLOCK



3. Listed in numerical order by detail account, the information will display:

    - Account All detailed accounts from that point on

- Type — The type of account
    - ➢ L = Labor & Benefits (1000, 2000, 3000)
    - ➢ E = Expense (4000, 5000, 6000)
    - ➢ T = Transfer (7000 – grants)
    - ➢ R = Revenue (8000)
- Adjusted Budget: — Current budget
- YTD Activity: — Expenses paid against the budget
- Commitments: — Completed and approved requisitions and purchase orders that have created either a budget reservation or an encumbrance, but are not yet paid
- Available Balance: — Uncommitted amount left to spend



Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
321000	L	PERS Budget Holding	0.00	1,000.00	0.00	-1,000.00
451000	E	Supplies	0.00	0.00	0.00	0.00
622000	E	Addition to Bldgs under 150K	0.00	-4,950.00	0.00	4,950.00
641300	E	New Equipment-$1,000 to $4,999	0.00	0.00	3,260.09	-3,260.09
889000	R	Other Local Revenues	0.00	24.00	0.00	-24.00
		Net Total	0.00	3,974.00	3,260.09	

NOTE: Banner security works with all forms. The User will only be able to query the Funds and Organizations to which they have been given access.

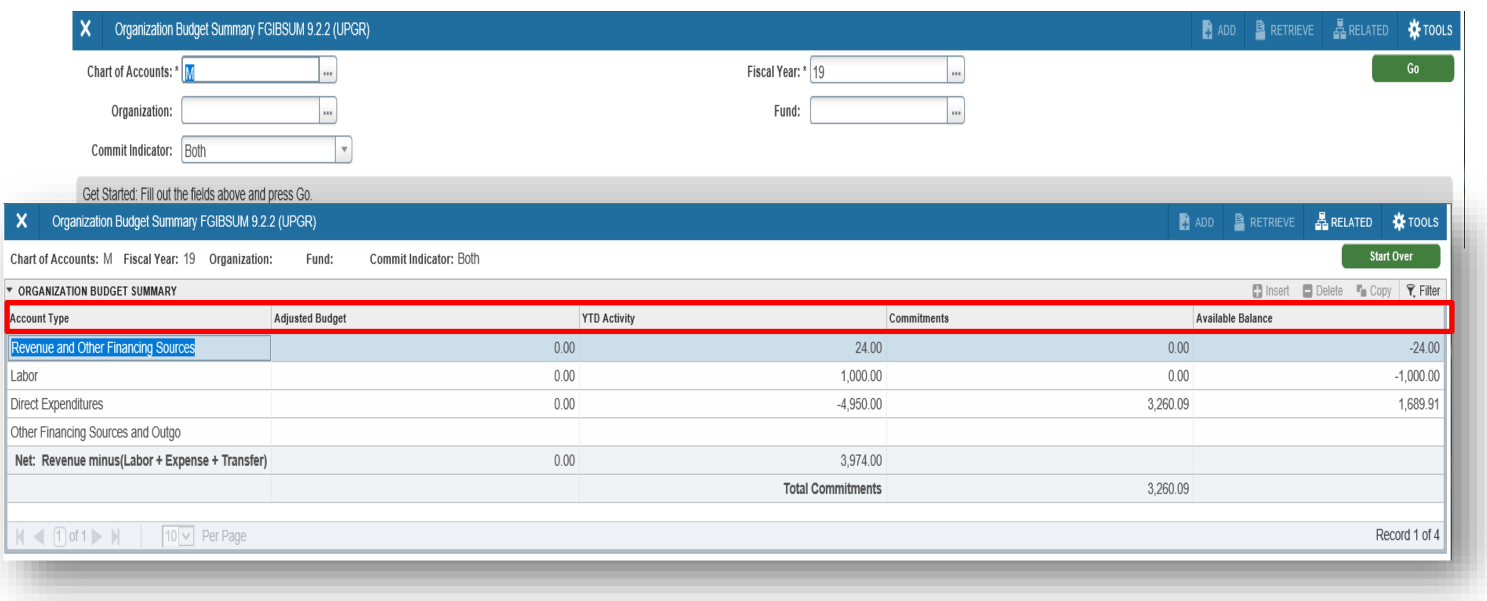
Organization Budget Summary – FGIBSUM

Use the Organization Budget Summary [FGIBSUM] to query summary budget information for an organization to which you have access.

1. From the Welcome Menu Screen, type FGIBSUM.

2. Type in the required fields in the "Key Block":

   - Chart of Account – Defaults to "M".
   - Fiscal Year – Defaults to current year.
   - Organization (Not required)
   - Fund (Not required)
   - Commit Type– Defaults to "*Both*"
     (or select "*Committed*" – completed and approved requisitions and POs OR "*Uncommitted*" – incomplete/unapproved requisitions)
   - Click 



3. Listed by major account description, the following information appears:

   - Account Type Description of major accounts (e.g. 4000, 5000)
   - Adjusted Budget: Current budget

- YTD Activity: Expenses paid against the budget
- Commitments: Completed and approved requisitions and purchase orders that have created either a budget reservation or an encumbrance, but are not yet paid
- Available Balance: Uncommitted amount left to spend

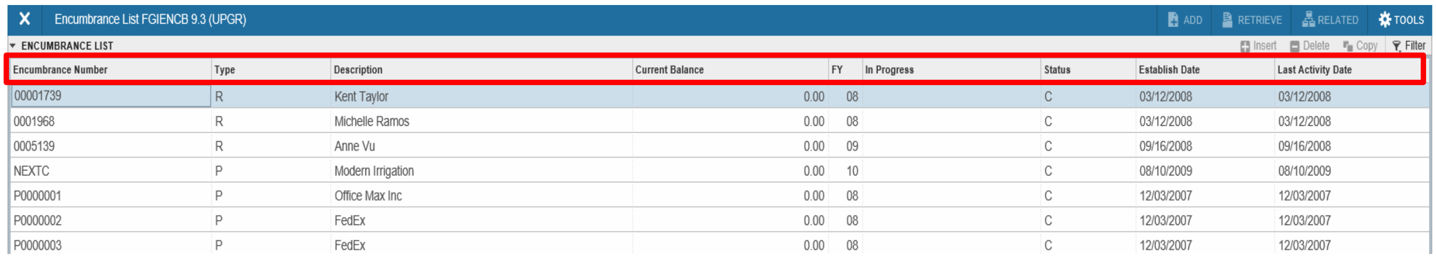
> **NOTE:** Banner security works with all forms. The User will only be able to query the Funds and Organizations to which they have been given access.

ENCUMBRANCE QUERY FORMS

Encumbrance List – FGIENCB

Use the Encumbrance List [FGIENCB] to query a list of requisitions and purchase orders.

1. From the Welcome Menu Screen, type FGIENCB.



Encumbrance List FGIENCB 9.3 (UPGR)

ENCUMBRANCE LIST

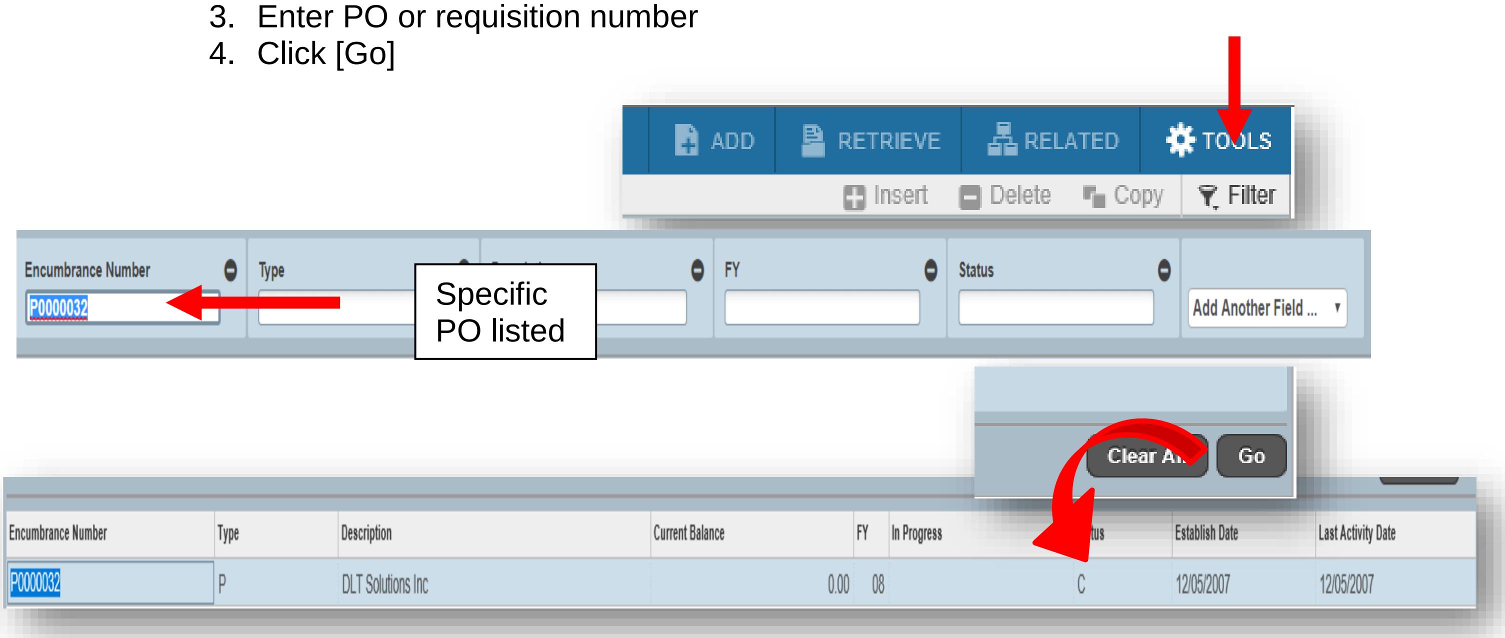
Encumbrance Number	Type	Description	Current Balance	FY	In Progress	Status	Establish Date	Last Activity Date
00001739	R	Kent Taylor	0.00	08		C	03/12/2008	03/12/2008
0001968	R	Michelle Ramos	0.00	08		C	03/12/2008	03/12/2008
0005139	R	Anne Vu	0.00	09		C	09/16/2008	09/16/2008
NEXTC	P	Modern Irrigation	0.00	10		C	08/10/2009	08/10/2009
P0000001	P	Office Max Inc	0.00	08		C	12/03/2007	12/03/2007
P0000002	P	FedEx	0.00	08		C	12/03/2007	12/03/2007
P0000003	P	FedEx	0.00	08		C	12/03/2007	12/03/2007

2. Encumbrance Number - Purchase Orders are listed first, then Requisitions.

3. The Status field indicates if a PO or requisition is open (O) or cancelled (C).

To access document history for a specific PO or requisition, use Filter

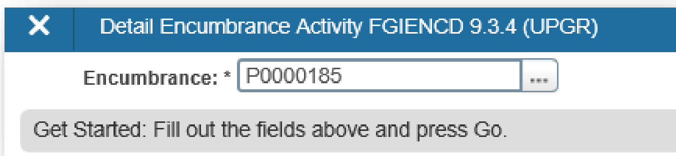
1. Click [Filter]
2. Click into "Encumbrance Number" field
3. Enter PO or requisition number
4. Click [Go]



Detail Encumbrance Activity – FGIENCD

Use the Detail Encumbrance Activity query [FGIENCD] to review all the encumbrance activity for a specific requisition or purchase order.

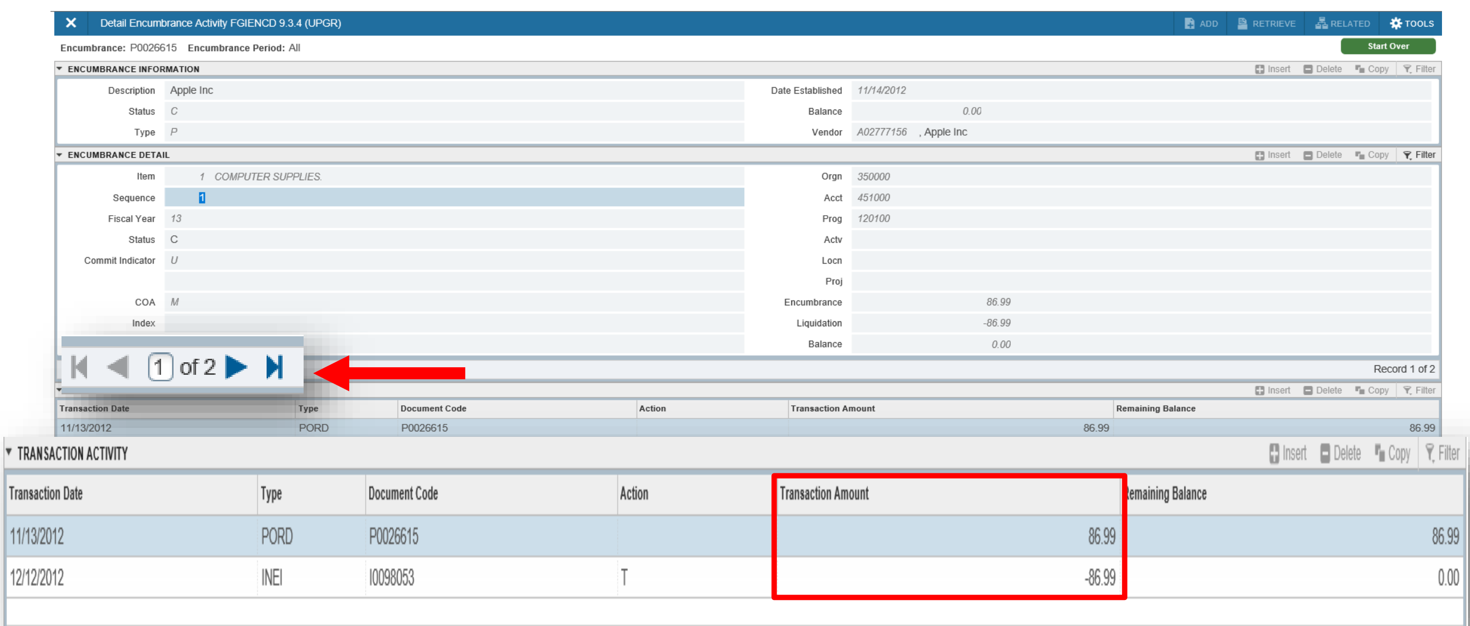
1. From the Welcome Menu Screen, type FGIENCD.



2. Type document number (*e.g. RXXXXXXX, PXXXXXXX, etc.*)

3. Click 

4. All account activity for the item number shown in the Item field is displayed.



5. To see account activity for other items in this document, use the record controls bottom of the section

NOTE: Each amount is shown as both encumbered (+) when a requisition or purchase order is created using your budget, and disencumbered (-) when it is liquidated (paid) from your budget.

Organizational Encumbrance List - FGIOENC

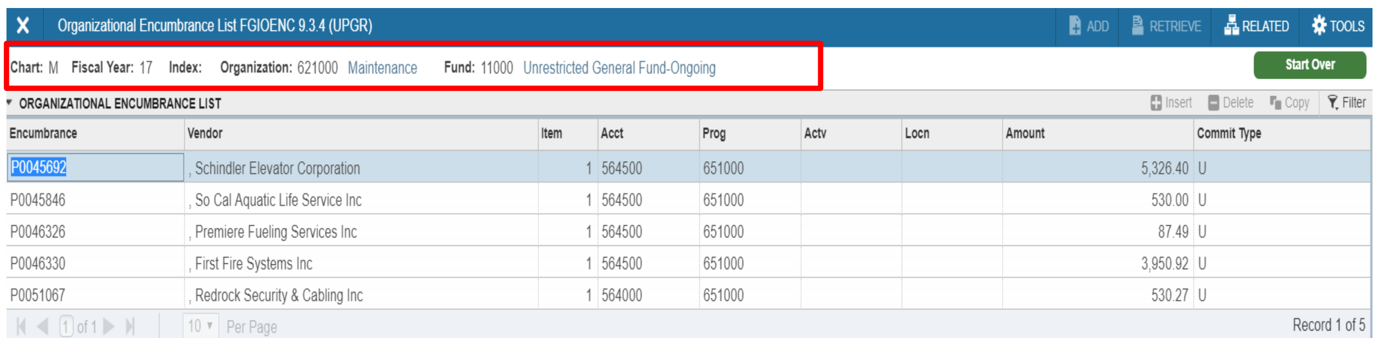
Use the Organizational Encumbrance List [FGIOENC] query to look at the list of requisitions and purchase orders for your Organization.

1. From the Welcome Menu Screen, type FGIOENC.

2. Type in the “key block” the required fields listed below

    - Chart of Account – Defaults to “M”.
    - Fiscal Year – Defaults to current year
    - Organization
    - Fund

3. Click Go



Encumbrance	Vendor	Item	Acct	Prog	Actv	Locn	Amount	Commit Type
P0045692	, Schindler Elevator Corporation	1	564500	651000			5,326.40	U
P0045846	, So Cal Aquatic Life Service Inc	1	564500	651000			530.00	U
P0046326	, Premiere Fueling Services Inc	1	564500	651000			87.49	U
P0046330	, First Fire Systems Inc	1	564500	651000			3,950.92	U
P0051067	, Redrock Security & Cabling Inc	1	564000	651000			530.27	U

NOTE: Purchase Orders are listed numerically before Requisitions.

FREQUENTLY USED REQUISITION PAGES

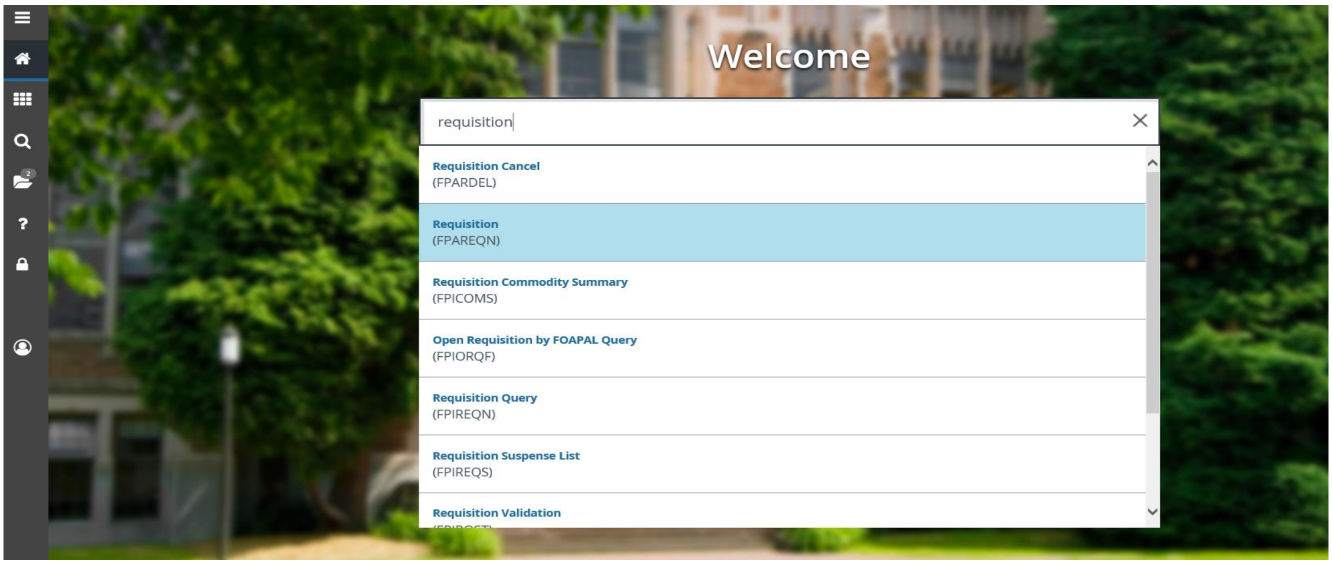
As a **REQUISITIONER**, there are 12 major pages for dealing with requisitions. The pages in bold below have detailed sections in this manual.

Page Name	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

CREATING A REQUISITION – BASIC STEPS

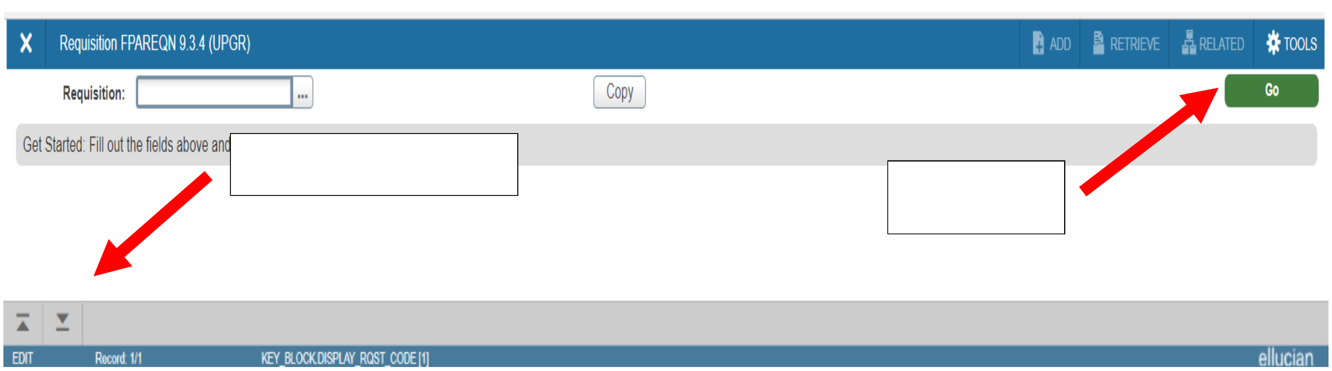
The Requisition Form [FPAREQN] initiates the procurement process by defining an internal request to purchase goods or services. It lets you define departmental needs by identifying the requestor, delivery date and location, commodity, and accounting information.

OPENING THE REQUISITION PAGE



In the search field type **[FPAREQN]** or "**Requisition**" to open a blank new requisition screen (Key Block). Then click GO or Click **Next Section** icon in the lower left corner. This pre-assigns a Requisition number and opens the Requisition data entry form.

Key Block

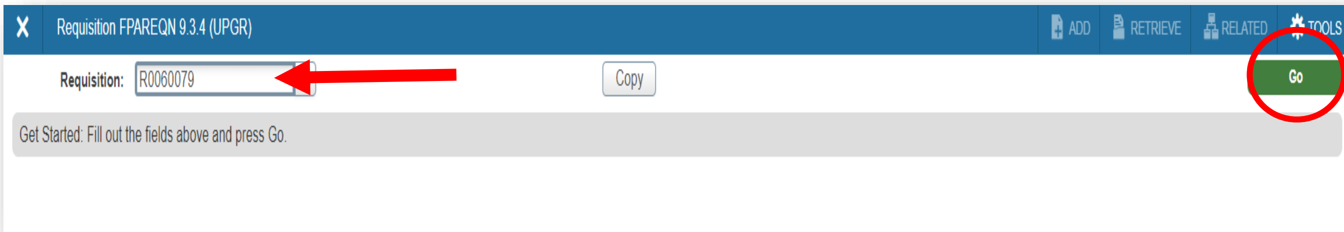


NOTE: New requisitions **Do NOT** type a number in the Requisition field. Banner will automatically assign the number.
Shortcut: Use **ALT + Page Down** to go *"Next Section"*

More Information:

- To return to an incomplete requisition, type the pre-assigned requisition number in the **Requisition** field in the Key Block; **[Click GO]**

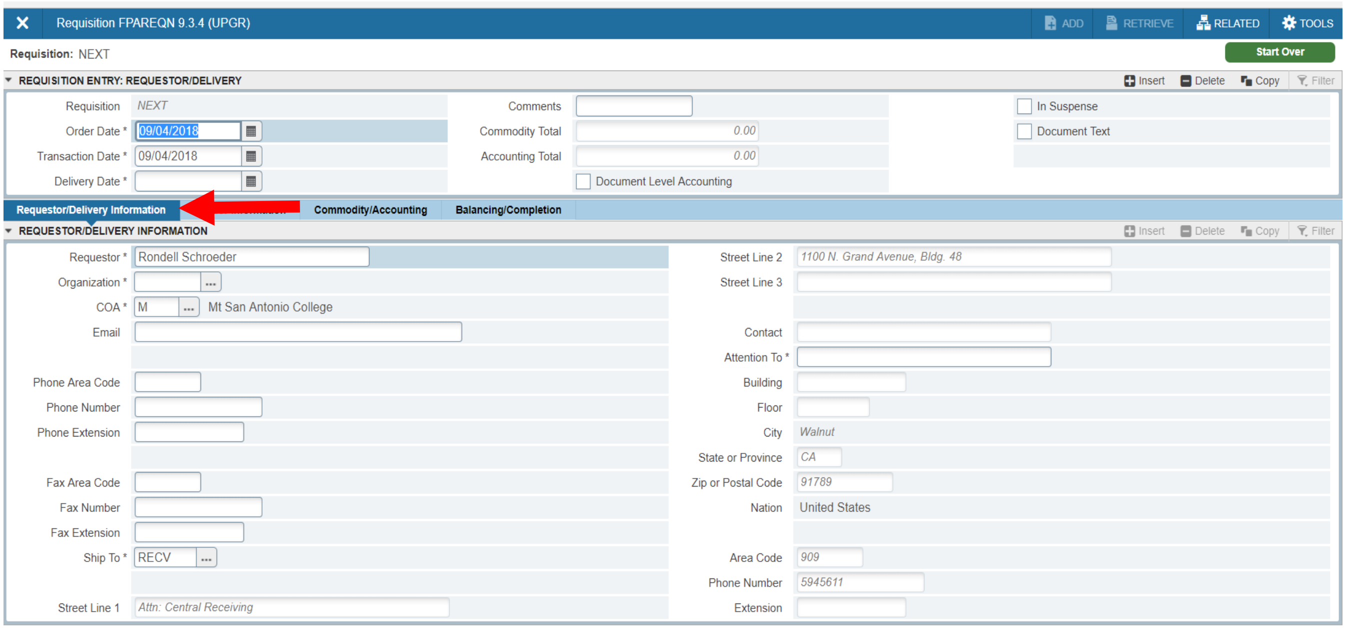
Key Block



- To review a requisition that is completed, refer to **"Checking the status of your Requisition", Requisition Query [FPIREQN]**.

- **Copy Button** - This is an optional feature allowing for a new requisition to be copied from an existing **completed and approved** requisition. Refer to **Beyond The Basics – Copy Requisition** for more information.

TAB ONE - REQUESTOR/DELIVERY INFORMATION



Order Date: Defaults to current date.

Transaction Date: Defaults to current date.

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 SECTION]**

SHORT CUT: ALT + Page Down **[Next SECTION]** 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.

COA: Defaults to chart of account "M".

Organization: Defaults to Requestor's organization.

Email: Type your Mt. SAC email address.

Phone: Type Requestor's phone number or extension.

Fax: Leave blank.

Ship To: Defaults to Central Receiving at the Warehouse. If okay, skip 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.

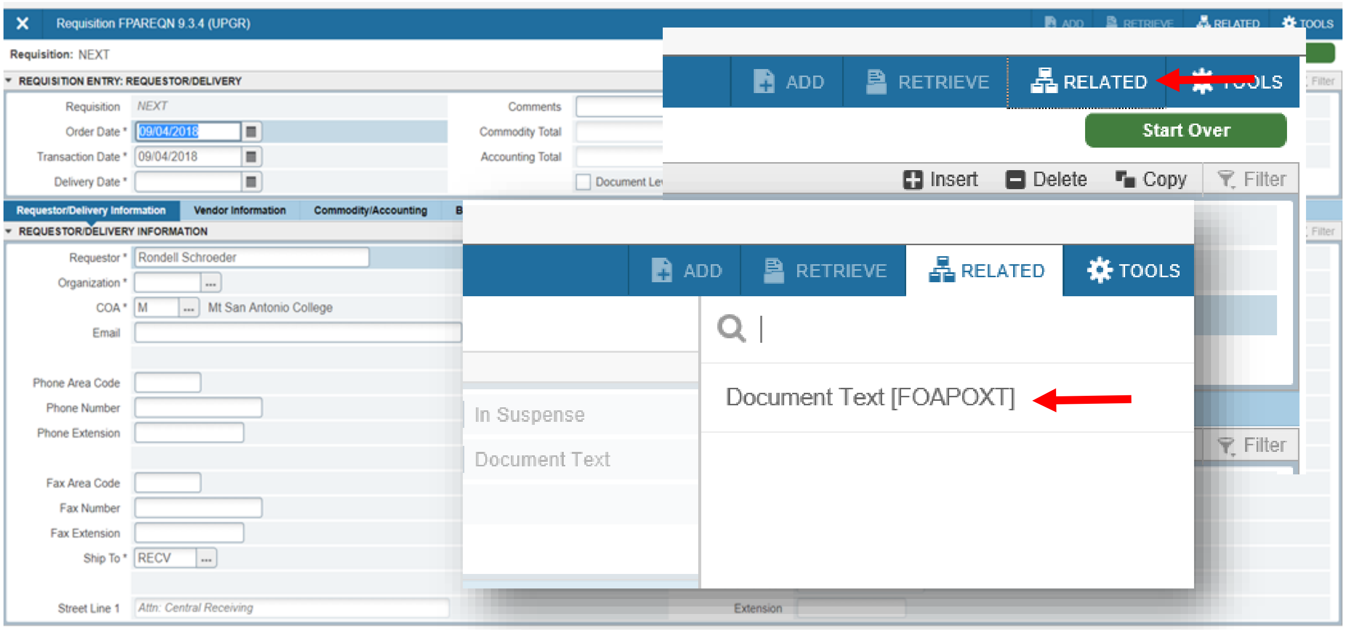
Examples: Rondell Schroeder / 4-1380

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.

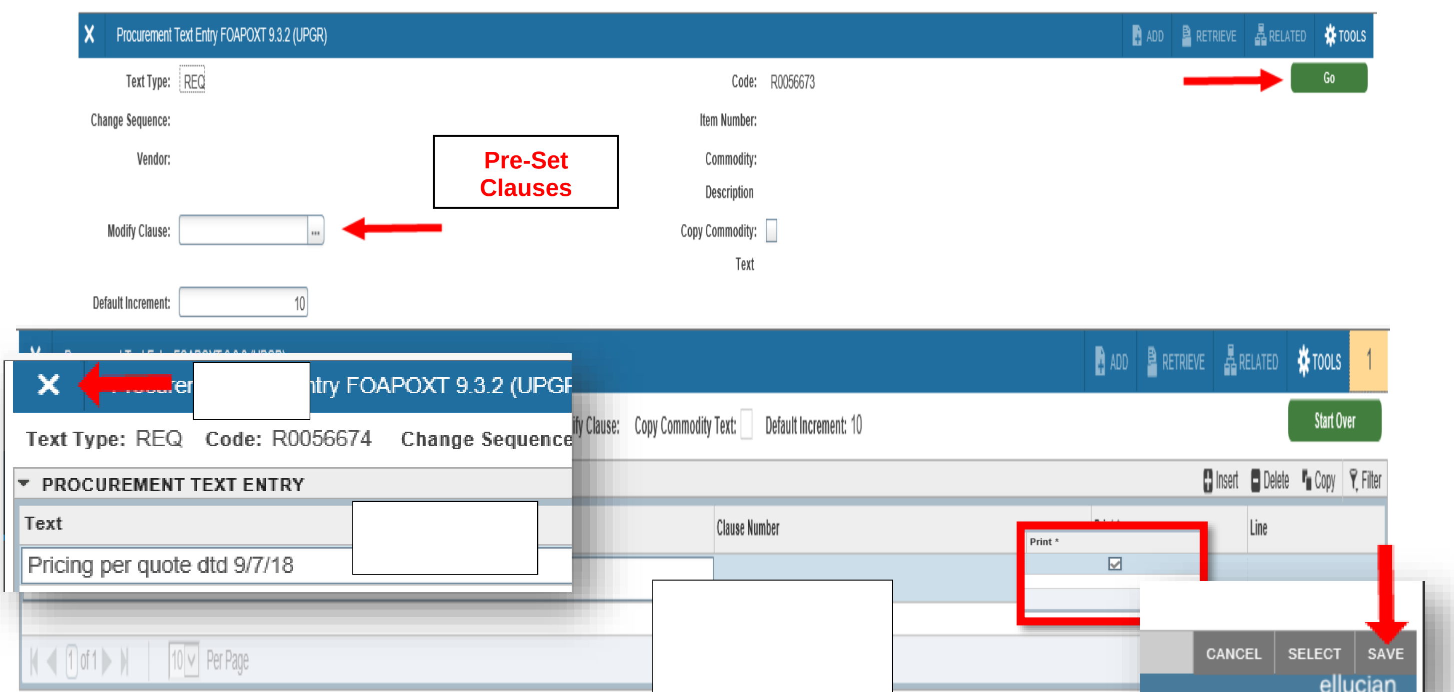
[Next Section] or Click on **Vendor Information** Tab.

Document Text



1. Under **Related** located on the top right corner, click **Document Text [FOAPOXT]** to type instructions to Purchasing or Accounts Payable.

2. If not using a “Modify Clause” click GO. Start typing on the first line, the desired information. Use arrow keys to navigate from one line to another.



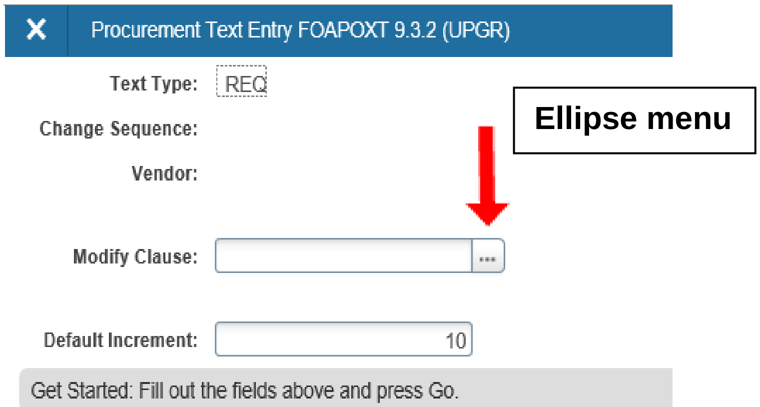
3. A check mark (√) in the **Print** column means document text will print on hard copy of purchase order. Uncheck the print box for each line of text that you do not want printed on the purchase order.

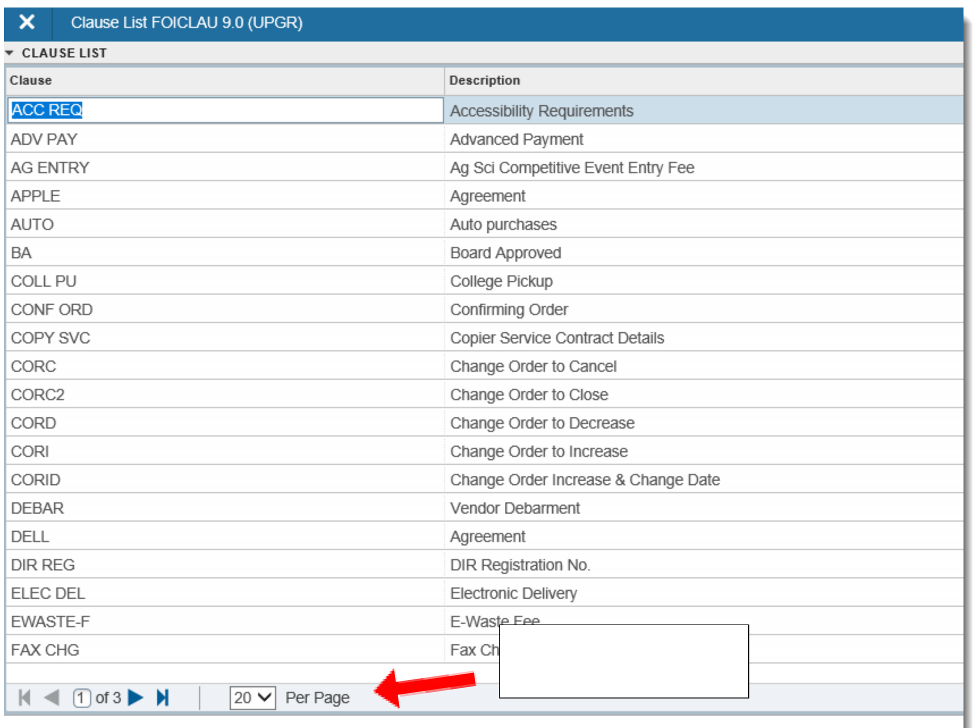
4. **[Save]** on bottom right corner, **[Close]** top left corner**.**

TIP: Use **Document Text** to communicate with the Buyer. Let the Buyer know if you are sending back up documentation (quotes, contracts, etc.) and if Board approval is required, the date of the Board approval.

Using Pre-Set Clauses

4. Using the DocText page click on the ellipse (Search) menu for **Modify Clause** to select a pre-set clause.




Clause List FOICLAU 9.0 (UPGR)

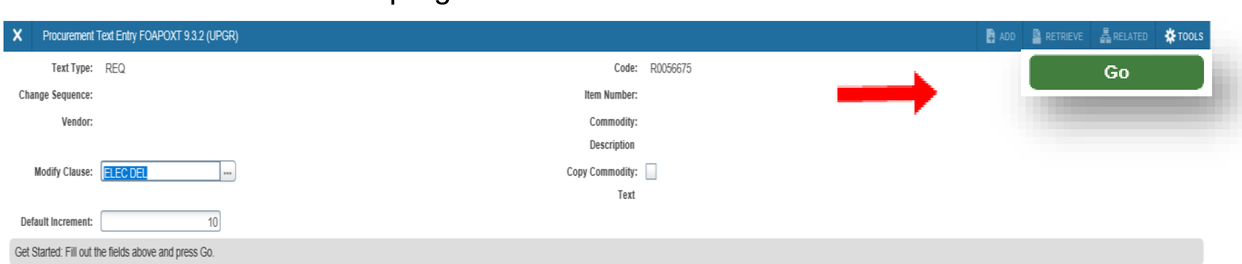
CLAUSE LIST

Clause	Description
ACC REQ	Accessibility Requirements
ADV PAY	Advanced Payment
AG ENTRY	Ag Sci Competitive Event Entry Fee
APPLE	Agreement
AUTO	Auto purchases
BA	Board Approved
COLL PU	College Pickup
CONF ORD	Confirming Order
COPY SVC	Copier Service Contract Details
CORC	Change Order to Cancel
CORC2	Change Order to Close
CORD	Change Order to Decrease
CORI	Change Order to Increase
CORID	Change Order Increase & Change Date
DEBAR	Vendor Debarment
DELL	Agreement
DIR REG	DIR Registration No.
ELEC DEL	Electronic Delivery
EWASTE-F	E-Waste Fee
FAX CHG	Fax Ch

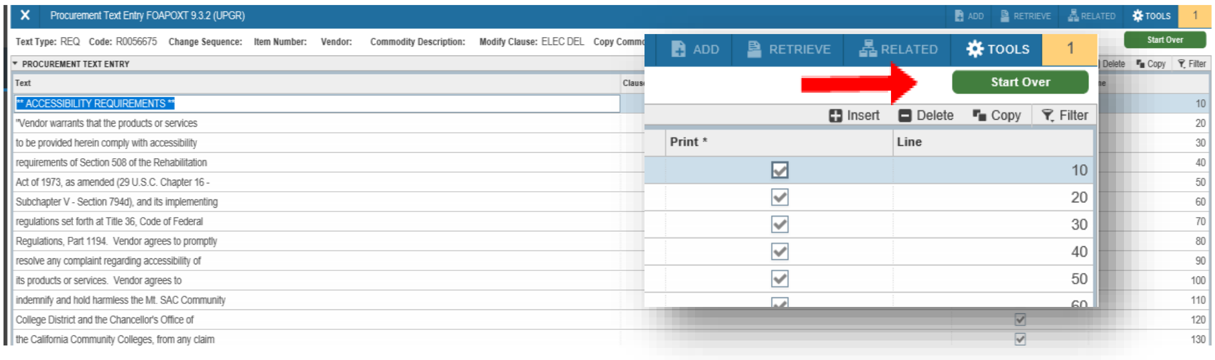
1 of 3 | 20 Per Page

5. Double click desired clause. It will show up in the **Modify Clause** field.

6. Click **Go** in the top right to insert clause to text fields



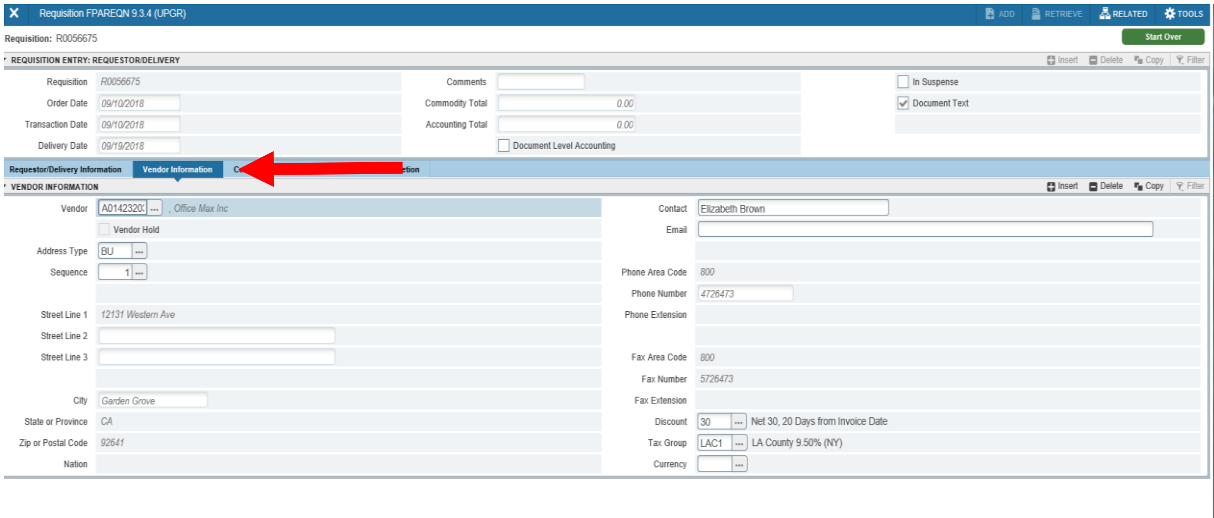
7. To add additional clauses click **Start Over** button and repeat above steps to select other pre-set clauses. **[Save]** lower right**, [Close]** top left**.**



[Next Section] or Click on **Vendor Information** Tab.

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

TAB TWO - VENDOR INFORMATION



Vendor: Type the vendor code, if known. **[Tab]**

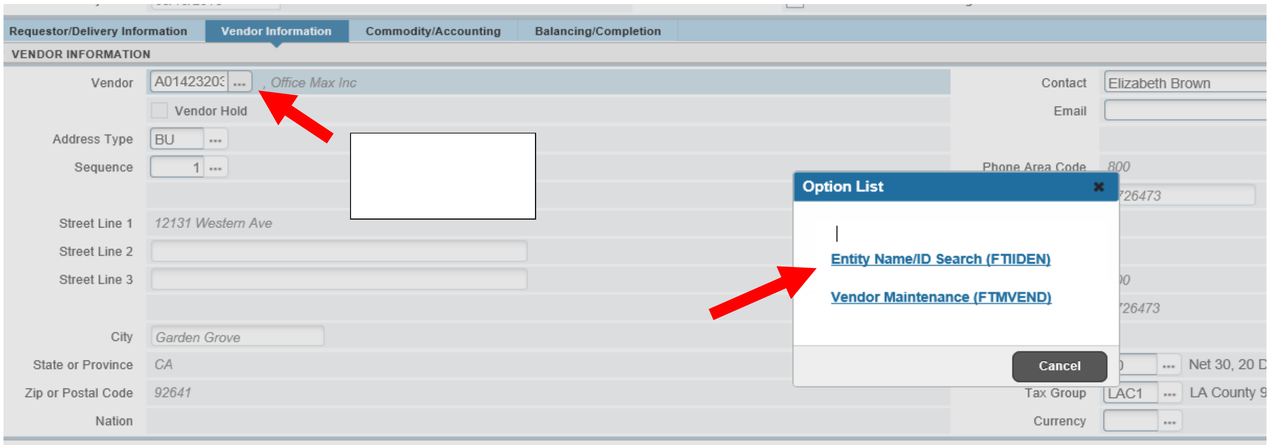
The vendor name, primary address and contact information, discount codes and tax group field will automatically fill their fields. If the information is correct,

[Next Section] or Click on **Commodity/Accounting** Tab.

Unknown Vendor: 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 database, 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. (*For more info, refer to Document Text section)*

How to Select a Vendor if Vendor Code or Name is Unknown

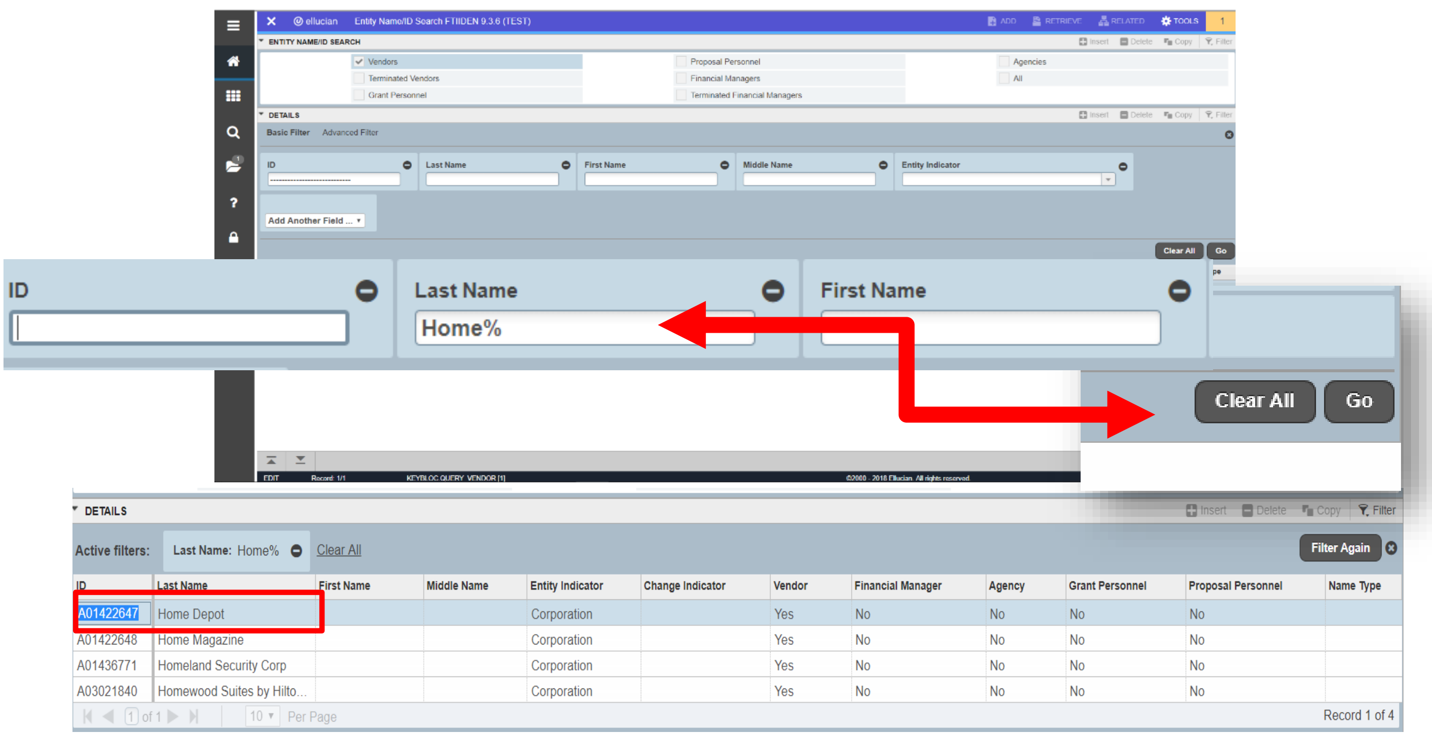


1. Click on **Vendor** ellipse.

2. Click on **Entity Name/ID Search [FTIIDEN]** on the **Options List**.

3. Use **Last Name** filter to search vendor. Use wildcard % when looking up a name. Use other filter fields, to narrow search. Click GO.

   Sample Wildcard Search: %Home% or Home%, looking for Home Depot



4. A list of vendors now populates the **ID Number** field.

ID	Last Name	First Name
A01422647	Home Depot	
A01422648	Home Magazine	

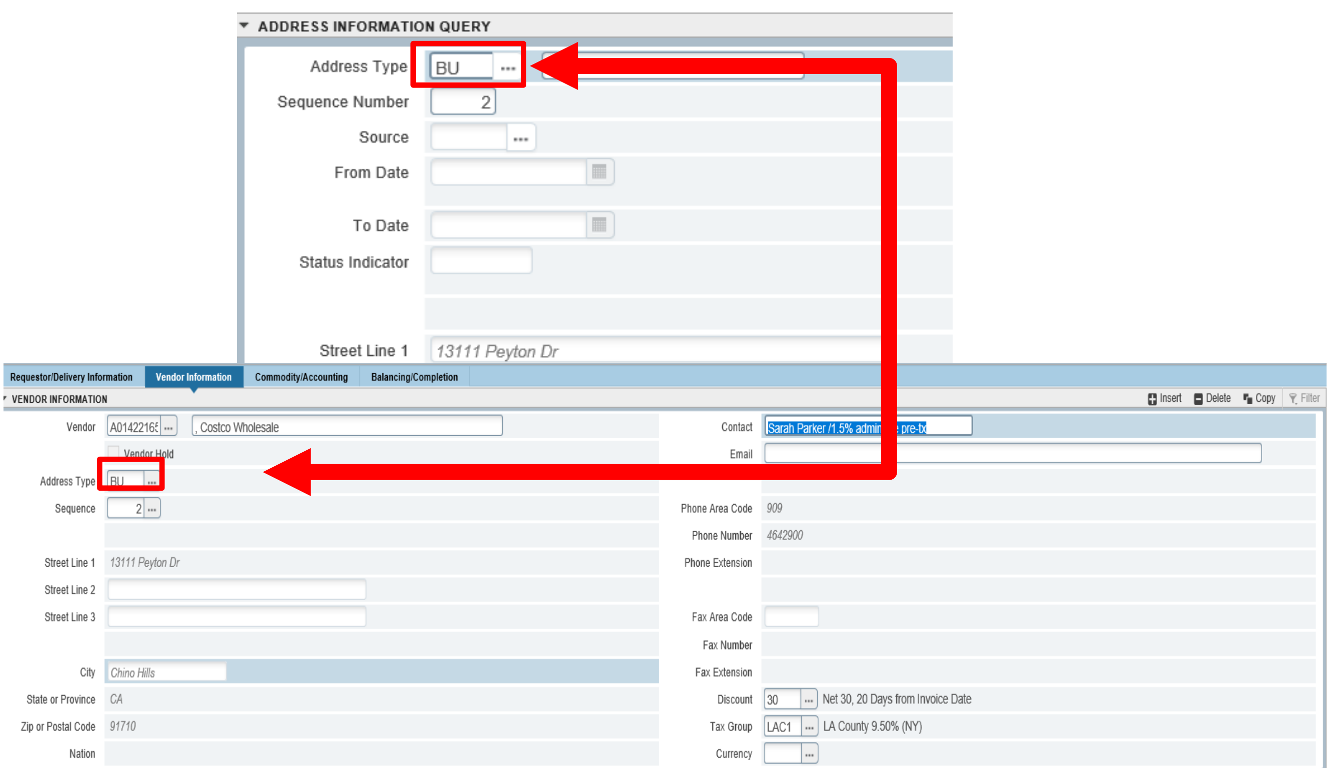
5. Double click the **ID Number**, which moves the vendor information to the requisition form in FPAREQN.

Some 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 **Sequence Number** for the preferred vendor location, which moves that address to the requisition form in FPAREQN.



> **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.

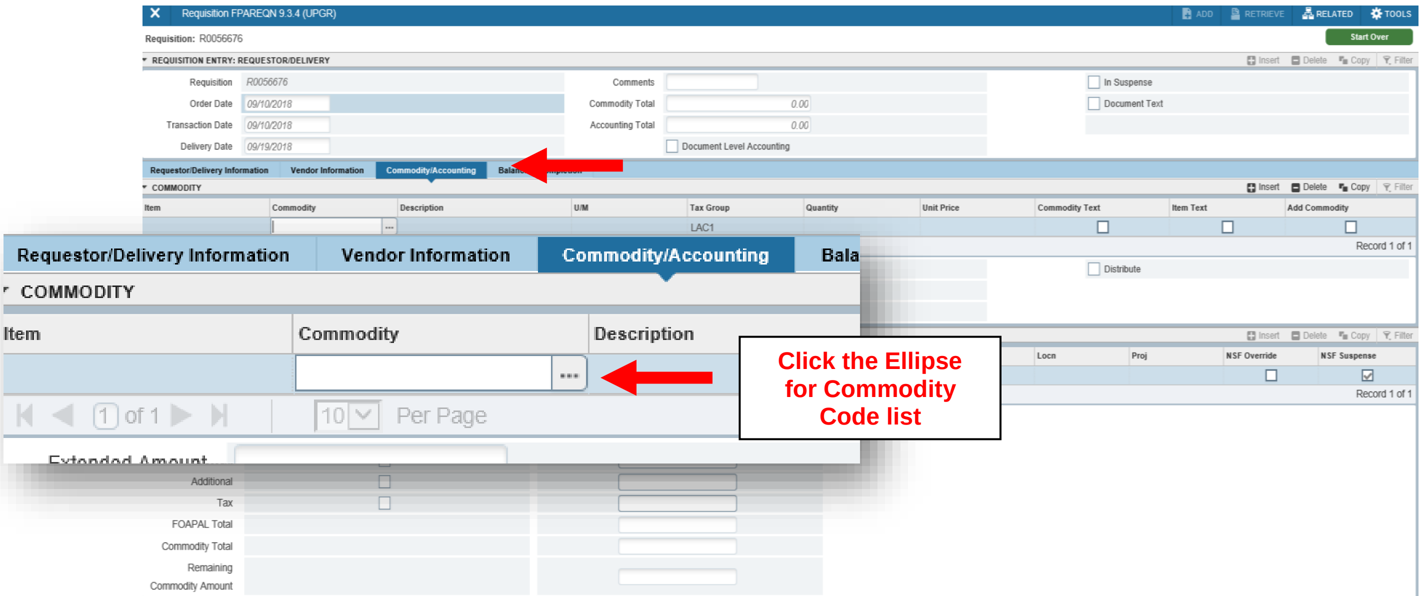
Tax Group: Defaults to Tax Group established by Fiscal Services on the vendor master forms.

[Next Section] or Click on **Commodity/Accounting** Tab.

TAB THREE - COMMODITY/ACCOUNTING

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

COMMODITY SECTION



Commodity:

1. Click on the **Commodity** Ellipse menu to access a list of frequently used commodities. Select **Commodity Validation [FTVCOMM]** from the option list. This will open a list of codes available. These codes are generic codes for most of the items that we order on a day-to-day basis. A printed list is also available at the back of this guide.

2. Double click on the selected code that most closely describes what is being ordered to return to the requisition form in FPAREQN. Make sure to choose a supply code if you are using a supply account number.

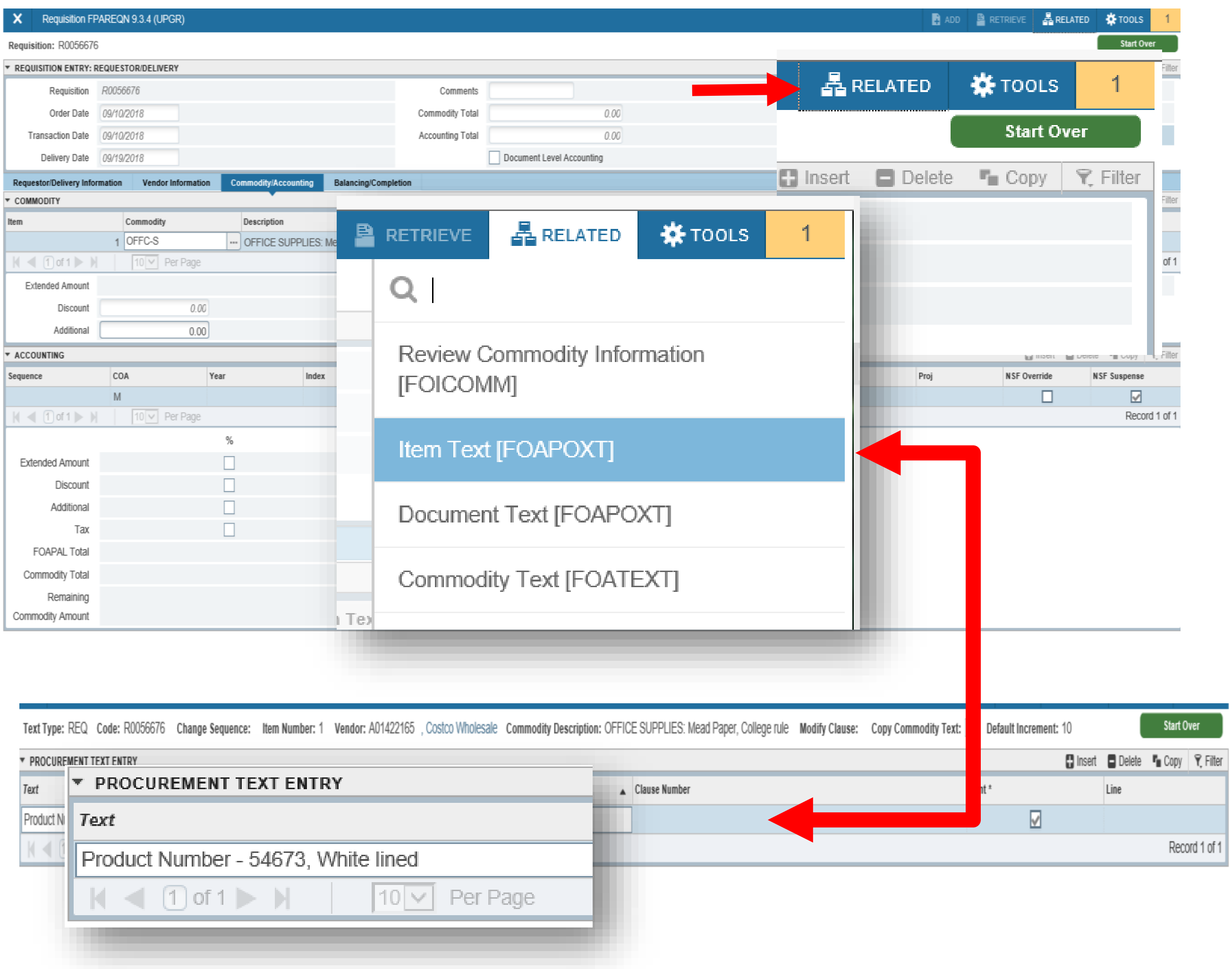
***** <u>DO NOT ADD</u> AN UNLISTED COMMODITY TO THE LIST *****

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, photo paper, 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 **RELATED** menu. Then click **Go** to continue text**.** You will see the Commodity Description from the Commodity/Accounting screen, as shown below. Type remaining description, **[Save]** lower right**, [Close]** top left.



U/M: Unit of Measure defaults to EA (Each). Use the Ellipse menu to click on another unit of measure. **[Tab]**

Tax Group: Tax group will default to **LAC1**. Change to NONT for items that are not taxed. For instance, "*standing orders"* or "*blanket orders"* would not be taxed. **[Tab]**

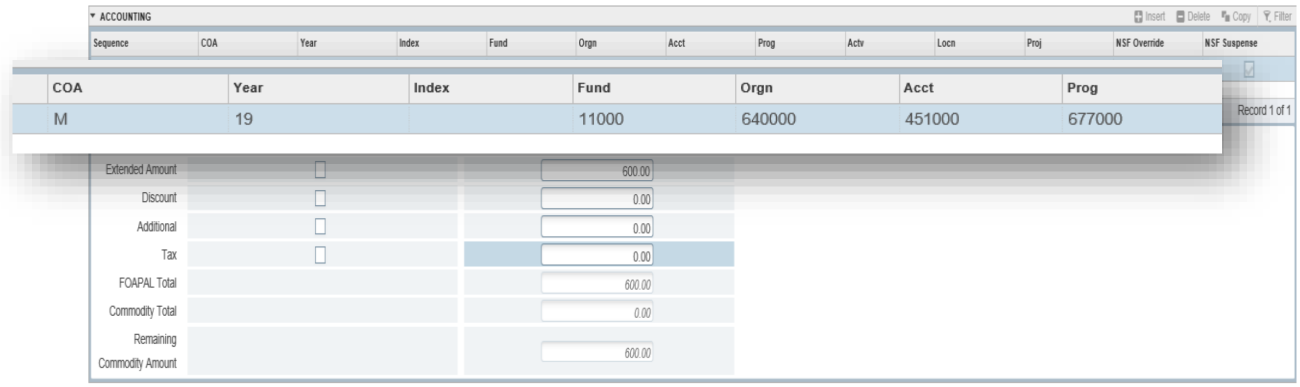
Quantity: Type quantity. **[Tab]**

Unit Price: Type unit price. Banner calculates the extended cost. **[Tab]**

[Next Section]

ACCOUNTING SECTION

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



COA: Defaults to “M”. **[Tab]**

Year: Automatically assigned.

Index: Leave blank. **[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]**

Acct: Type appropriate account code. Use the “Desk Reference for Account Codes” guide for help finding the appropriate account code. **[Tab]**

Prog: Defaults Requestor’s program. If different, type appropriate program code. **[Tab]**

Actv: Leave blank. **[Tab]**

Locn: Leave blank. **[Tab]**

Proj: Leave blank. **[Tab]**

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 Section] or click on the **Balancing/Completion** tab.

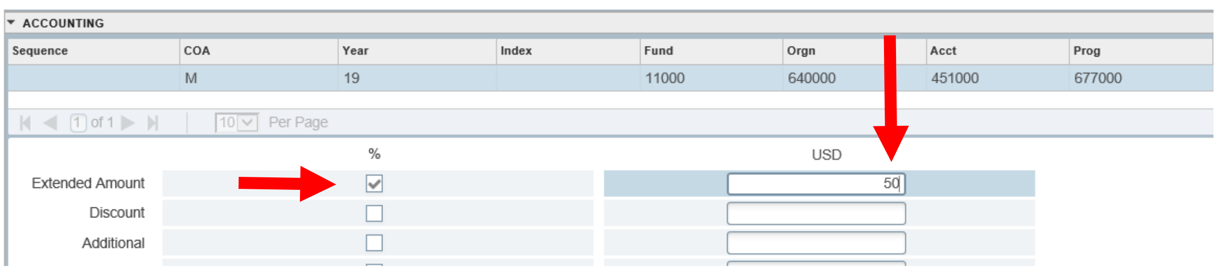
Multiple Accounting Sequence

To enter additional accounting records, use **down arrow** to the next accounting line item.

Multiple accounting sequences may be created and costs may be distributed by percentage or by a selected amount.

Distribution by Percentage

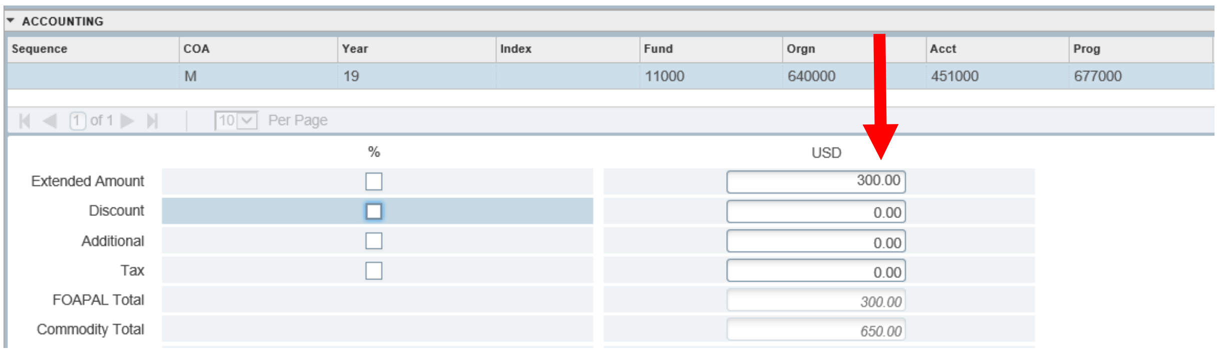
Check the box directly below % sign and type the appropriate percentage for each accounting record (number without % symbol; e.g. type "50" for 50%).



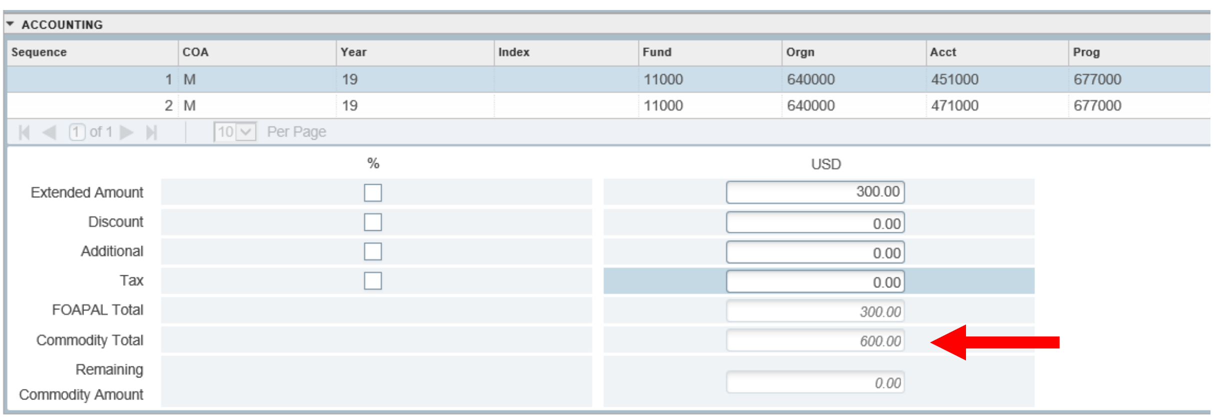
[Tab] until ready to enter Next Accounting Record, and/or **[Next Section]** when all accounting records are entered.

Distribution by Amount

Type in first Account Code **[Tab]** over to first USD field and type amount for the first account code, continue to **[Tab]** until back at Account Code



Click the Down Arrow to add second Account Code **[Tab]**



Keep clicking **[Tab]**, the remaining amount will automatically populate USD fields. Make note of the commodity total.

[Next Section] when all accounting records are entered.

Ordering More Than One Item?

Multiple Commodity Items

To add another commodity item, you must complete the accounting sequence for the first commodity item.

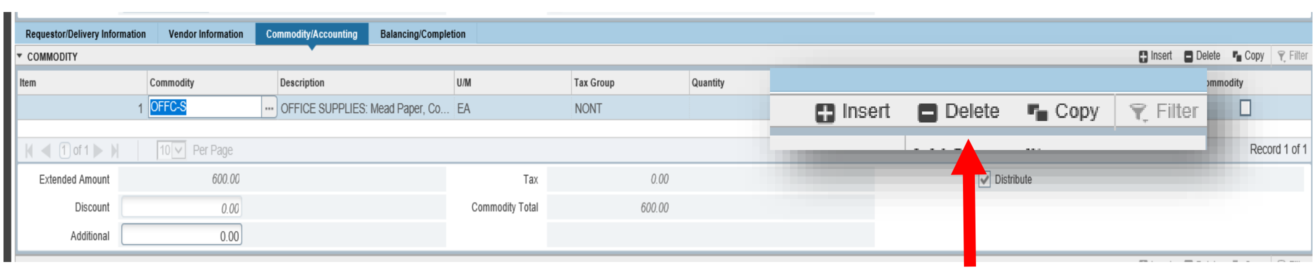
1. Click **[Previous Section]** to go to Commodity Block from the Accounting block.
2. Arrow down to the next blank commodity record.
3. Complete all the fields in the Commodity block, then **[Next Section]** to complete all the required fields in the Accounting block.
4. Repeat the above sequence for each item that will be on the order.
5. When all commodity items and their accounting records are listed, **[Next Section]** or click on the **Balancing/Completion** tab.

NOTE: You MUST add an Account Code for each Commodity Item.
Each commodity line is a record and has a one-to-one relationship with accounting code record(s). An error is created if you enter multiple commodities items before you enter the account code associated with each commodity line.

Deleting a Commodity Item or Accounting Code

To delete a commodity item or account code already entered, highlight the item or account to be deleted.

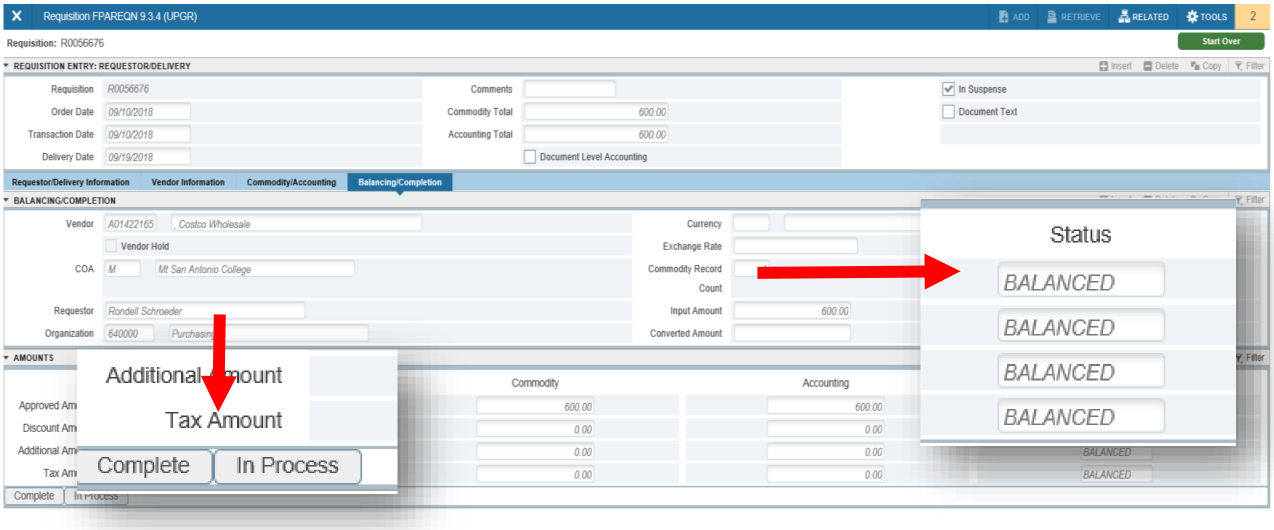
Click **[Delete]** on right-hand side of each section.



Orders with 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**.

TAB FOUR - REQUISITION ENTRY: Balancing/Completion



This window displays summary information.

Check the **Status** column – all amounts should show “**Balanced**”.

If all information is correct, click **[Complete]**, sending your requisition to the approval queue.

OR

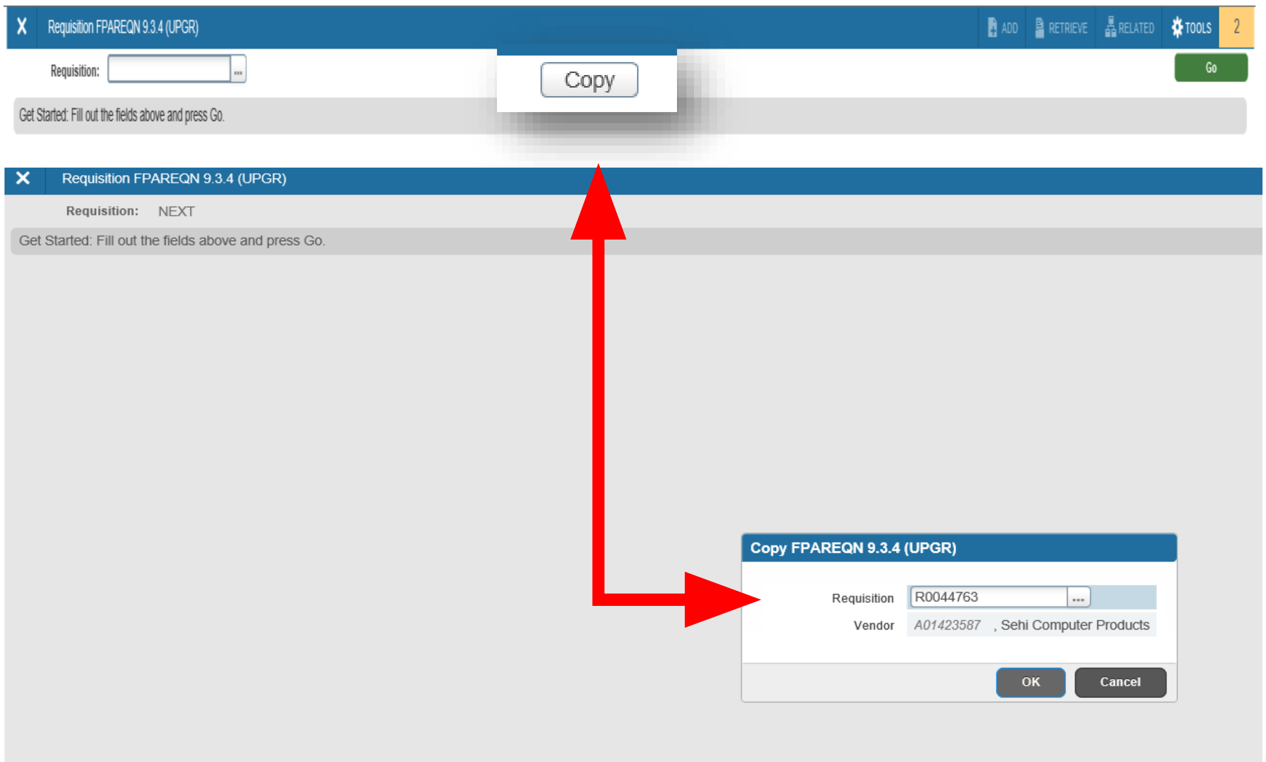
Click **[In Process]** if you want to make changes to requisition at a later time.

Banner returns to the first **FPAREQN** screen, you can create another requisition. In order to check the status of requisition later, remember to make note of requisition number.

BEYOND THE BASICS

COPY REQUISITION

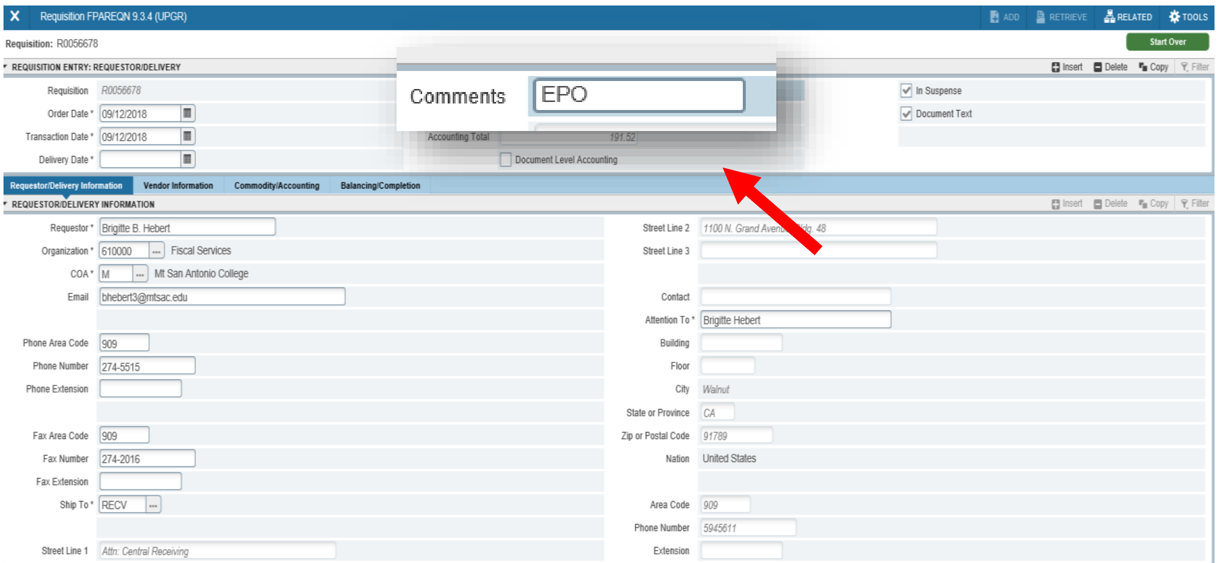
The Copy Feature is an optional feature that allows a new requisition to be copied from an existing **completed and approved** requisition.



1. Open the requisition form in **Requisition [FPAREQN]**.
2. Click the **Copy** icon next to the **Requisition** field.
3. **Copy FPAREQN** window is now open.
4. Type the requisition number into **Requisition** field, click **[Enter]**, the **Vendor Name**: field 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 tab.
6. Continue with basic requisition instructions and make any appropriate changes before completing the Requisition.

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.



1. From **Requisition [FPAREQN]**, open, create and complete a new requisition using the basic requisition instructions.

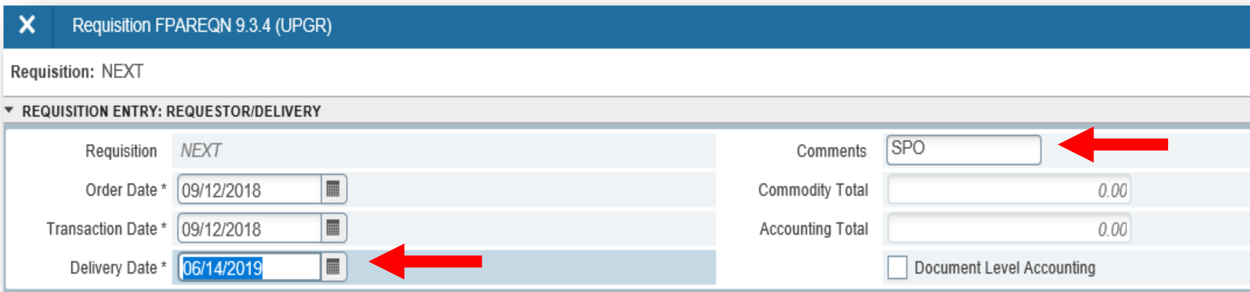
2. Type "**EPO**" in the **Comments** field. This lets the Buyer know immediately that this requisition is an emergency.

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 RXXXXXX** is an EPO.

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.

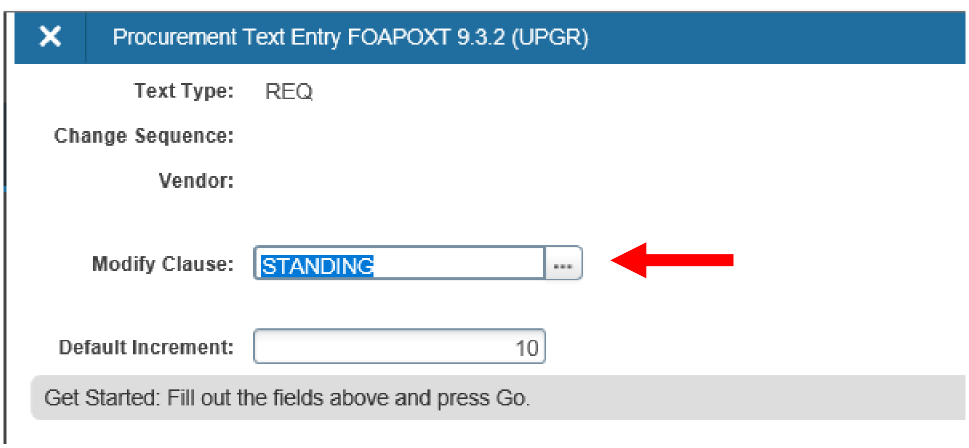


To create a Standing Order, follow the basic steps for creating a Requisition, with the following exceptions:

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 mid-June of the current fiscal year.

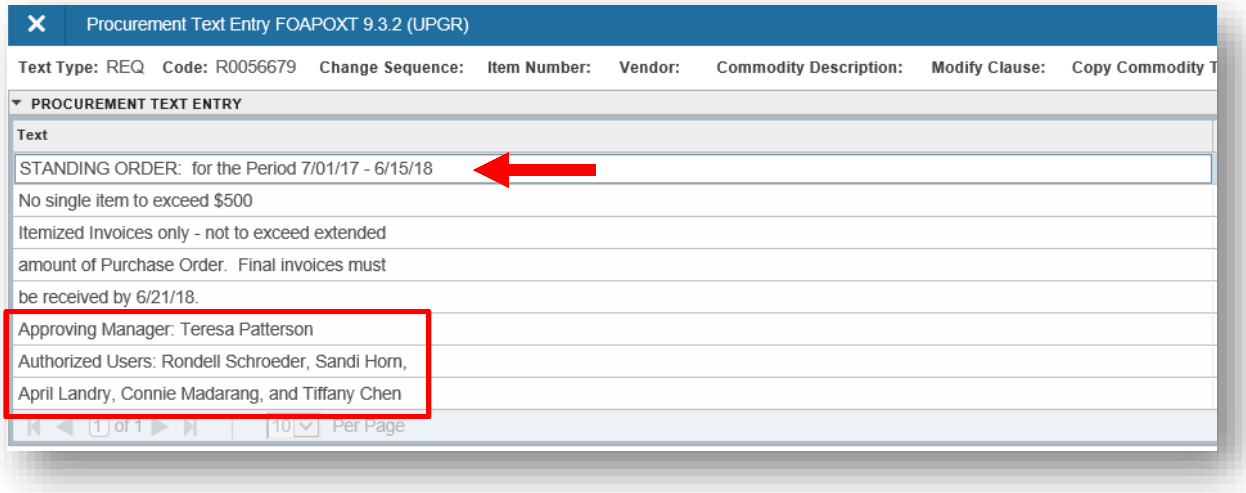
Comments: Type "**SPO**" to alert the Buyer that this will be a Standing Order.

Document Text: Under the **Related** menu, click **Document Text [FOAPOXT]**.



Click **Modify Clause** pull-down menu, and double click **STANDING** to select the Standing Order clause.

Click green **[Go]** button 



Under Text

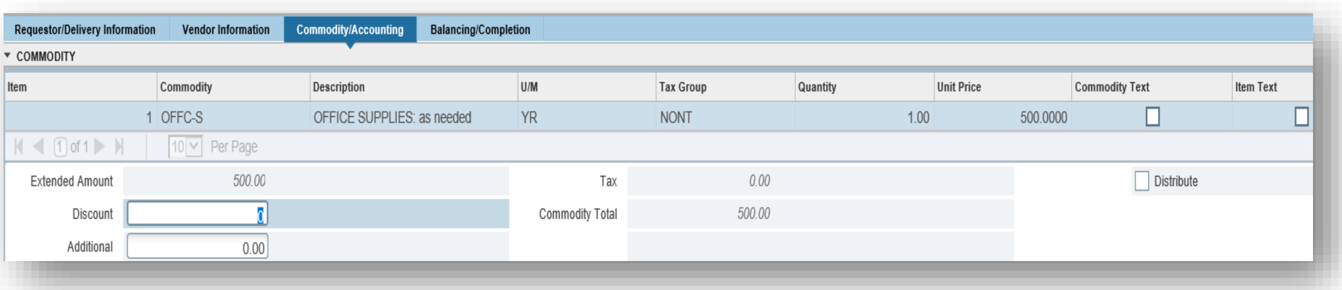
Modify the date range shown, if necessary.

Type a list of authorized users (*as shown above*).

Use the **Text** fields to let the Buyer know any other additional information

[Save] bottom right**, [Close]** top left. Returned to **Requestor/Delivery Information** screen.

Continue to **Commodity/Accounting** tab



Description: "as needed"

U/M: YR for year

Tax Group: NONT, for no tax

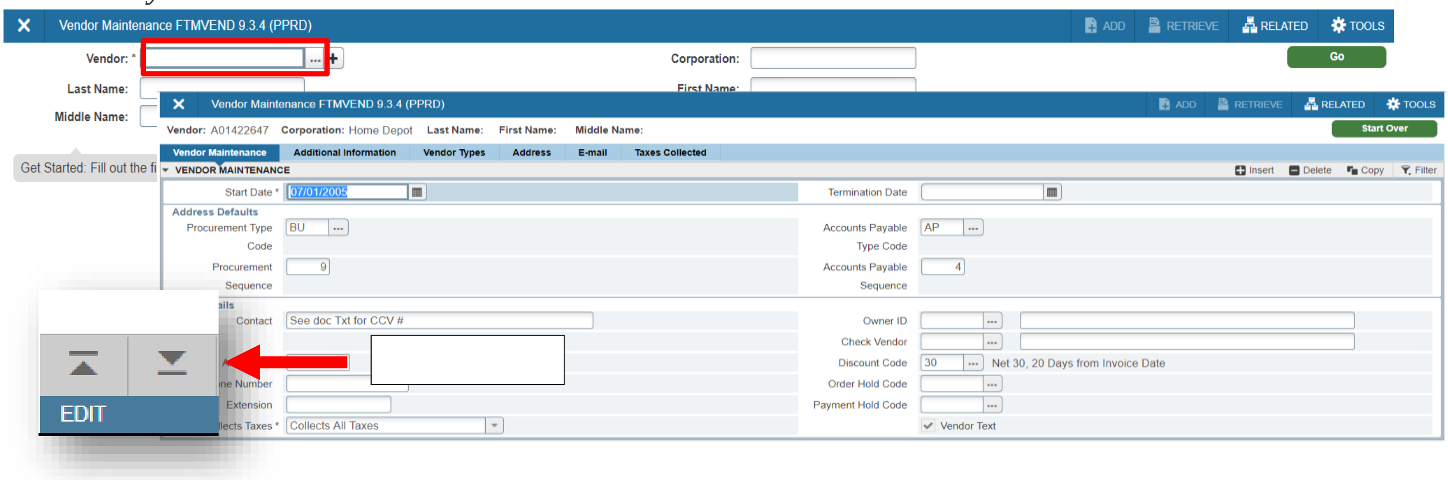
Quantity: "1" for one year

Unit Price: Put the amount the department will spend for the year.

Vendor Maintenance (View Vendor Info) – [FTMVEND]

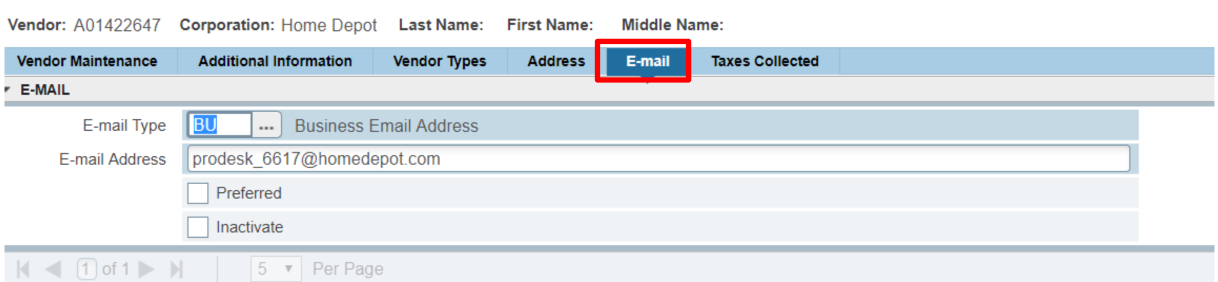
This page is maintained by the Purchasing Department to add, change, or terminate vendor information. However, Requestors may view the necessary contact information to obtain quotes.

Key Block



1. From the Welcome menu, type **FTMVEND**.
2. Type vendor's "A" number in Key Block. (To search an "A" number use the ellipse menu to access the filter)
3. **Click** 

Review information by clicking Next Section (bottom left) across the five tabs. available



TIP: If the vendor is new and needs to be added to the database, type the vendor name in the Vendor Name field on tab two of the requisition, and use **Document Text** to give all the vendor information (name, address, phone/fax, contact) to the Buyer. *(For more info, refer to Document Text section)*

CHECKING THE STATUS OF YOUR REQUISITION

When you click “Complete” on a requisition, it is now time to start tracking the progression of a requisition to assure that your order is placed and delivered.

If a requisition is not properly completed and fully approved, it ends up in an incomplete or suspended status – which means orders are delayed or not ordered at all.

It is **critical** that all pending or outstanding requisitions be resolved before a new fiscal year can be opened. In is strongly encourage to **check the status of your requisitions each month** – to insure there isn’t many unresolved issues at the end of the year.

Banner has several ways to track requisition status. Below is a list of some of pages that will help:

Form Name	Form Title	Purpose
Document History	**FOIDOCH**	Check status of a specific requisition, PO, or Check
General Message	**GUAMESG**	To check Banner messages.
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 that did NOT go to approvals.
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 approvers that still need to approve a requisition. Keep in mind, Accounting will always approve last.

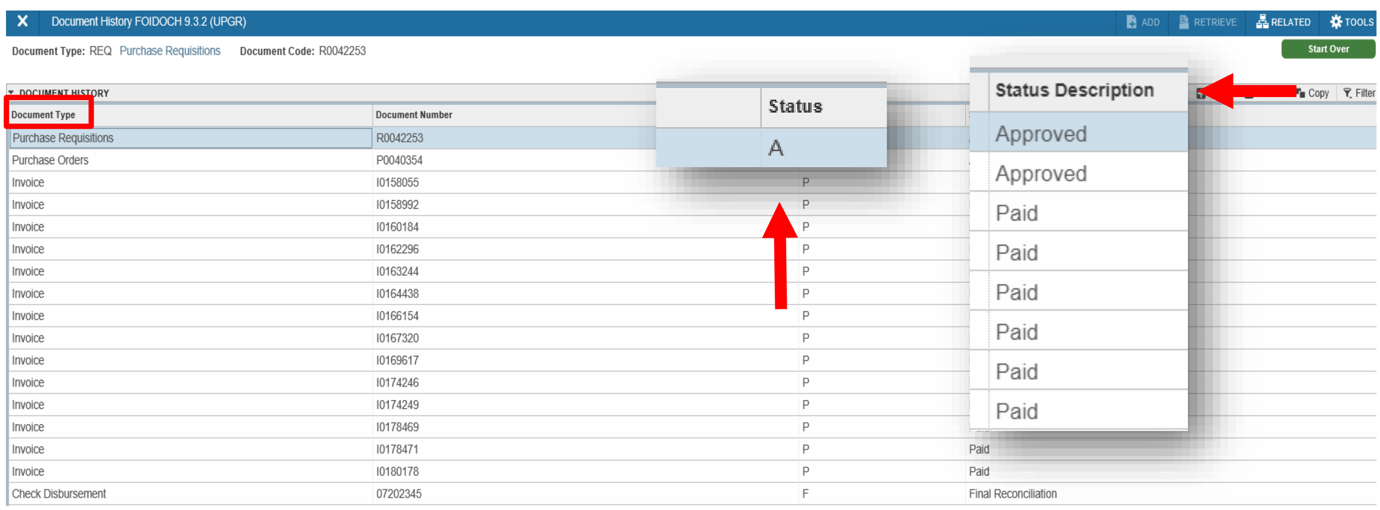
DOCUMENT HISTORY [FOIDOCH]

Use FOIDOCH to quickly check the status of a **specific** requisition.

1. From the Welcome screen, type “Document History” (**FOIDOCH)**
2. **Document Type:** Type **REQ [Tab]**
3. **Document Code:** Type requisition or purchase order number (example - R00XXXXX or P00XXXXX)
4. **Click** 

Note: If the status listed next to a “Requisition” does not show “A,” the requisition has not been approved.

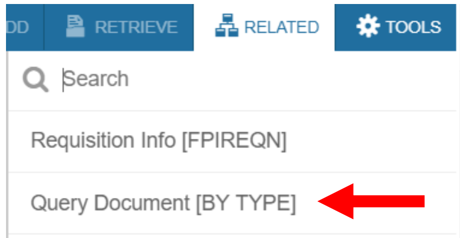
- If status is blank, requisition is not complete – Go back, to review requisition [FPAREQN] and click the submit button.
- If status is “C,” requisition is complete, but still in approval queue.



You can also use **Document History [FOIDOCH]** to check any part of the “Req–to–Check” process. You may review any documents related to your requisition that are listed on the FOIDOCH screen.

1. Highlight the document you want to access (requisition, purchase order, invoice, receiver, etc).

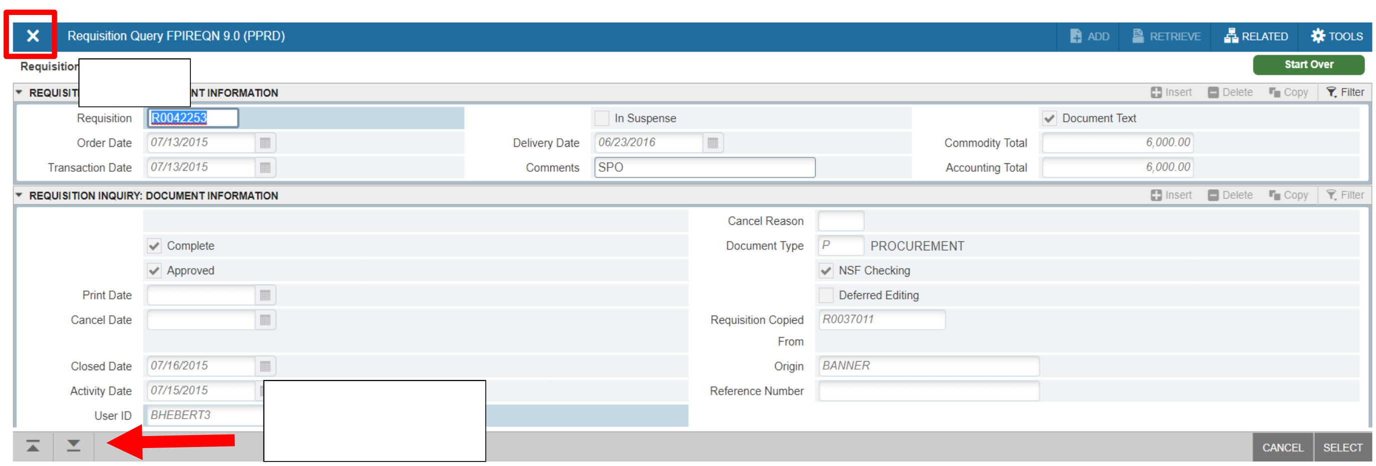
2. Under the **Related** menu, click query Document [BY TYPE].



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. Document number will default into Key Block

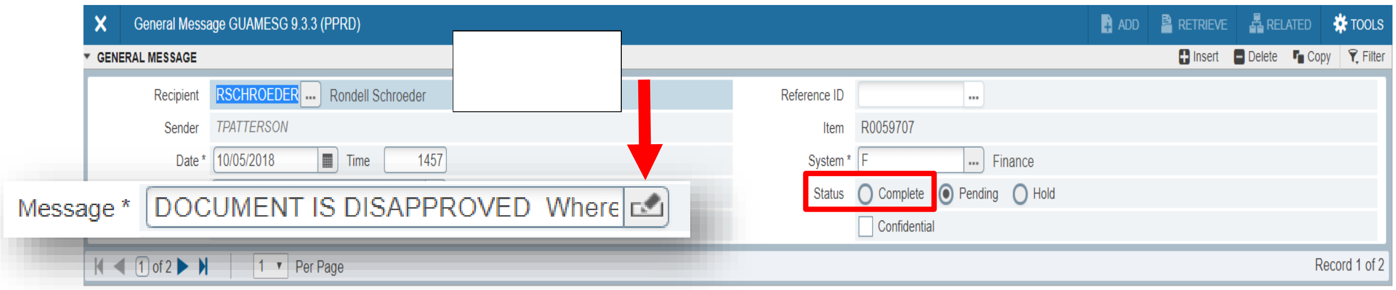
5. Click 



6. Use next or previous section(s) to review document in query mode.
7. To return to FOIDOCH, click **[Close],** top left**.**

TIP: Alt + Page UP or Down to go next or previous sections.

General Message [GUAMESG]



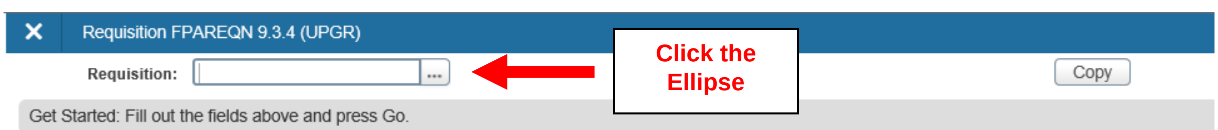
General Message page will allow you to see messages from Approvers about your requisition/purchase order progression. It is suggested that you check your messages frequently to see the movement of documents.

To expand message click on pencil.

To remove message(s) select “Complete”, click **Save**, lower right, and then **[Close]**, top left.

REQUISITION QUERY [FPIREQN]

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



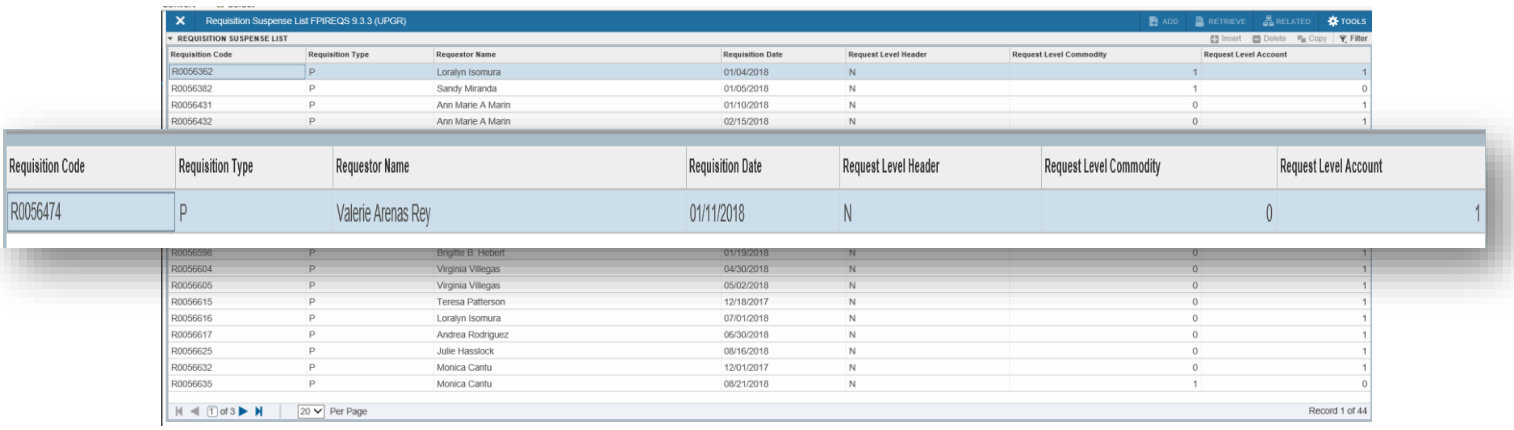
1. From the Welcome screen, type **FPIREQN**.
2. Type RXXXXXXX. Click 

3. If requisition number is unknown, click the **Ellipse** to display all requisitions.
4. Click **[Filter]** (For instructions on how to use filter see “Tab Two - Vendor Information”)
5. Once requisition is found, use the **Related** menu top right and click on Query Requisition
6. Click 

7. **Use Next Section** to navigate through the Requisition to review.
8. Click **[Close]**, top left when done.

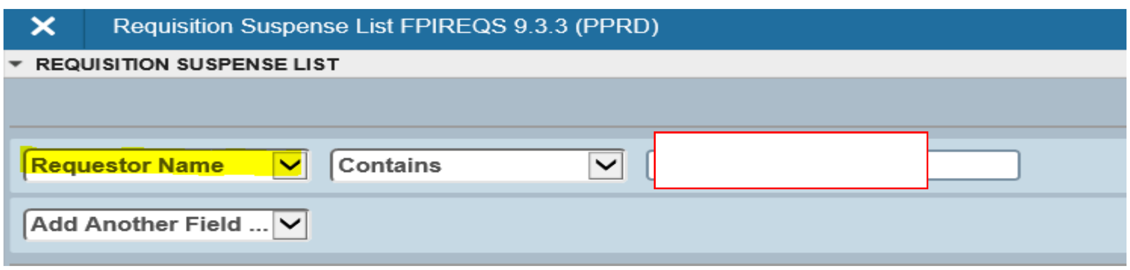
REQUISITION SUSPENSE LIST [FPIREQS]

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]**.



1. From the Welcome menu, type **FPIREQS**

2. Use **[Filter]** to narrow search by requestor name. Type **your name**.



3. 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).

4. Note the requisition numbers is listed on left side.

5. Go to FPAREQN, open each requisition one at a time, and either:

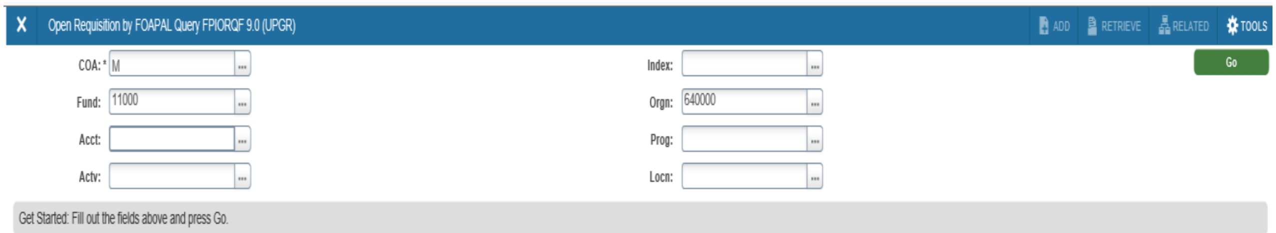
   - Fix the problem and execute the “Complete” icon to send it to Approvals,

     OR

   - Delete the requisition (See Clean-Up Section).

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]**.



5. From the Welcome screen, type **FPIORQF**.

6. Type the **Fund** and **Orgn** in the FOAPAL fields.

7. Click 

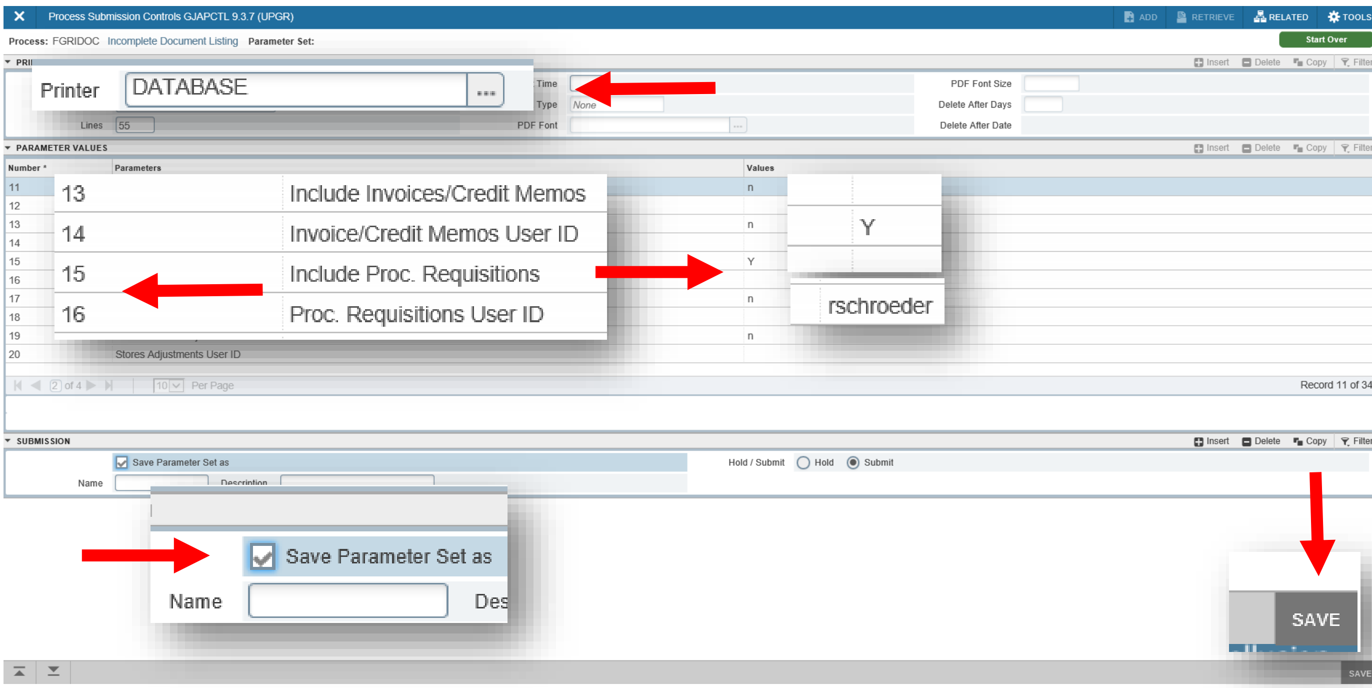
8. All Requisitions for that Fund and Organization will be listed.

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.)

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 incomplete</u>. All Requisitions must be completed or removed.



1. From the Welcome screen, type **[FGRIDOC]**.

2. Click 

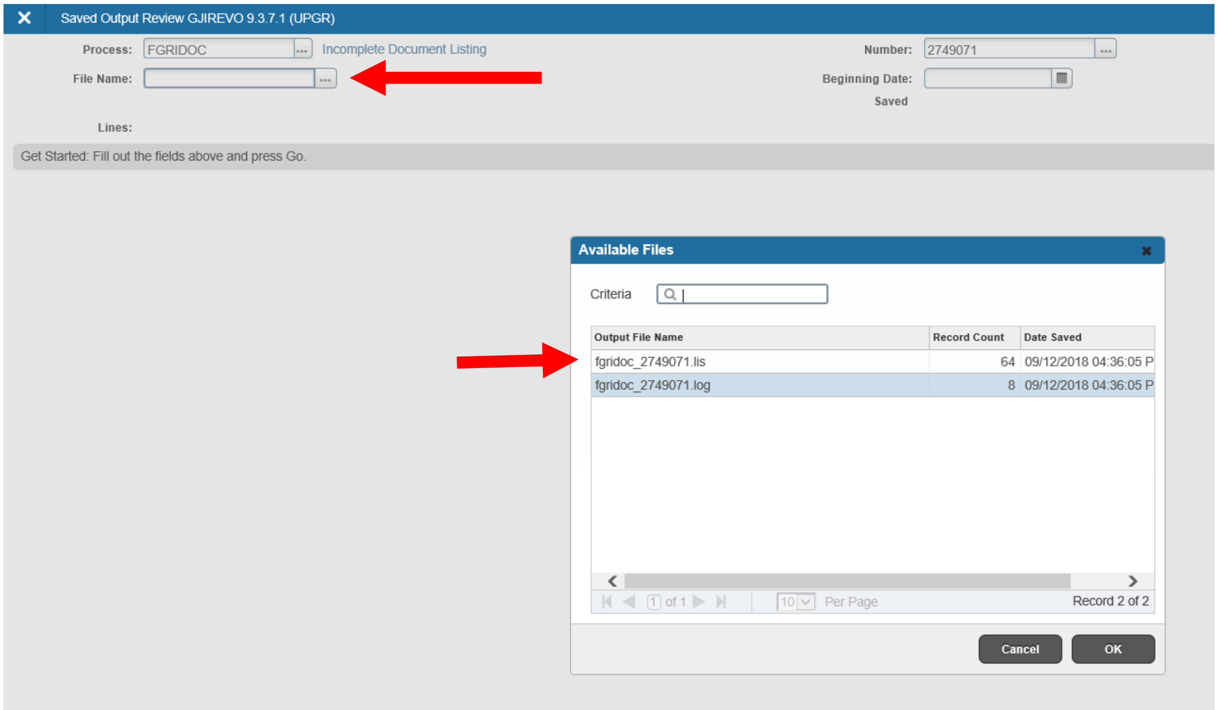
3. **Printer:** Select **DATABASE** from Ellipse menu. **[Next Section]**

4. **Parameter Values:** Check to see if "**Y**" for YES in the Values column for Line Number 15 – *Include Proc. Requisitions*. (Use the scroll bar on the bottom to get to more lines.) Type your Banner User ID on Line 16 – *Proc. Requisitions User ID*. **[Next Section]**

5. Place check mark (√) in the **Save Parameter Set As** box. **[Save]**.
(Doing this saves your parameters for future searches.)

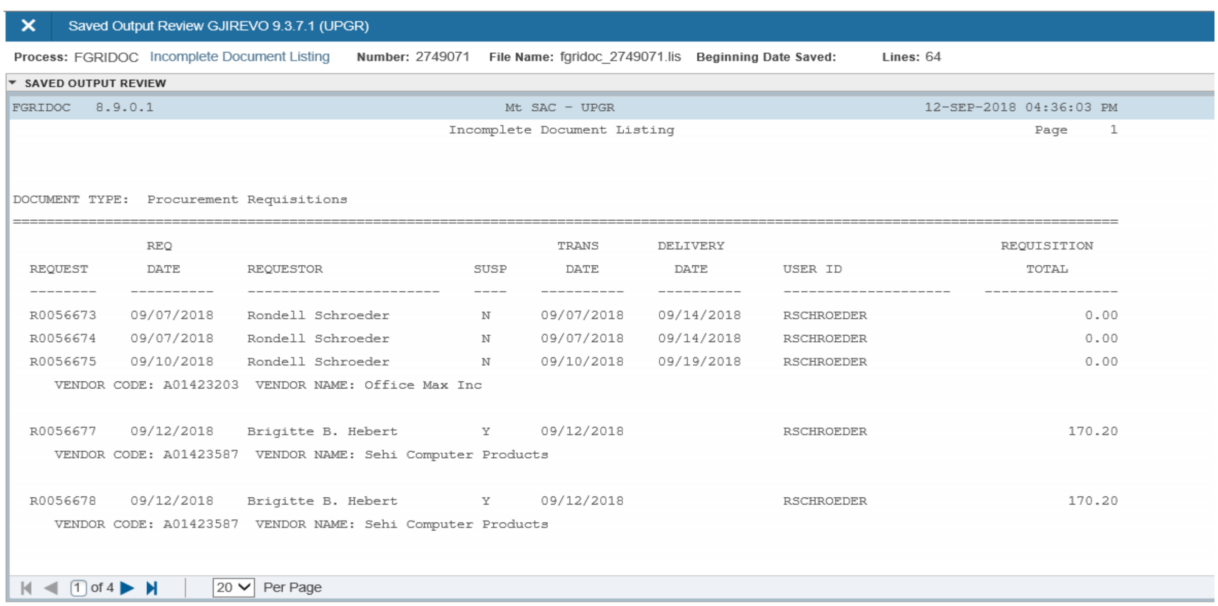
6. To view all incomplete documents, click **Review Output** under the **Related** menu.

7. Click ellipses by **File Name** field to bring up list of file names.



8. Double-click on the file name that ends in ".lis" to show the list of documents.

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



Saved Output Review GJIREVO 9.3.7.1 (UPGR)

Process: FGRIDOC Incomplete Document Listing Number: 2749071 File Name: fgridoc_2749071.lis Beginning Date Saved: Lines: 64

SAVED OUTPUT REVIEW

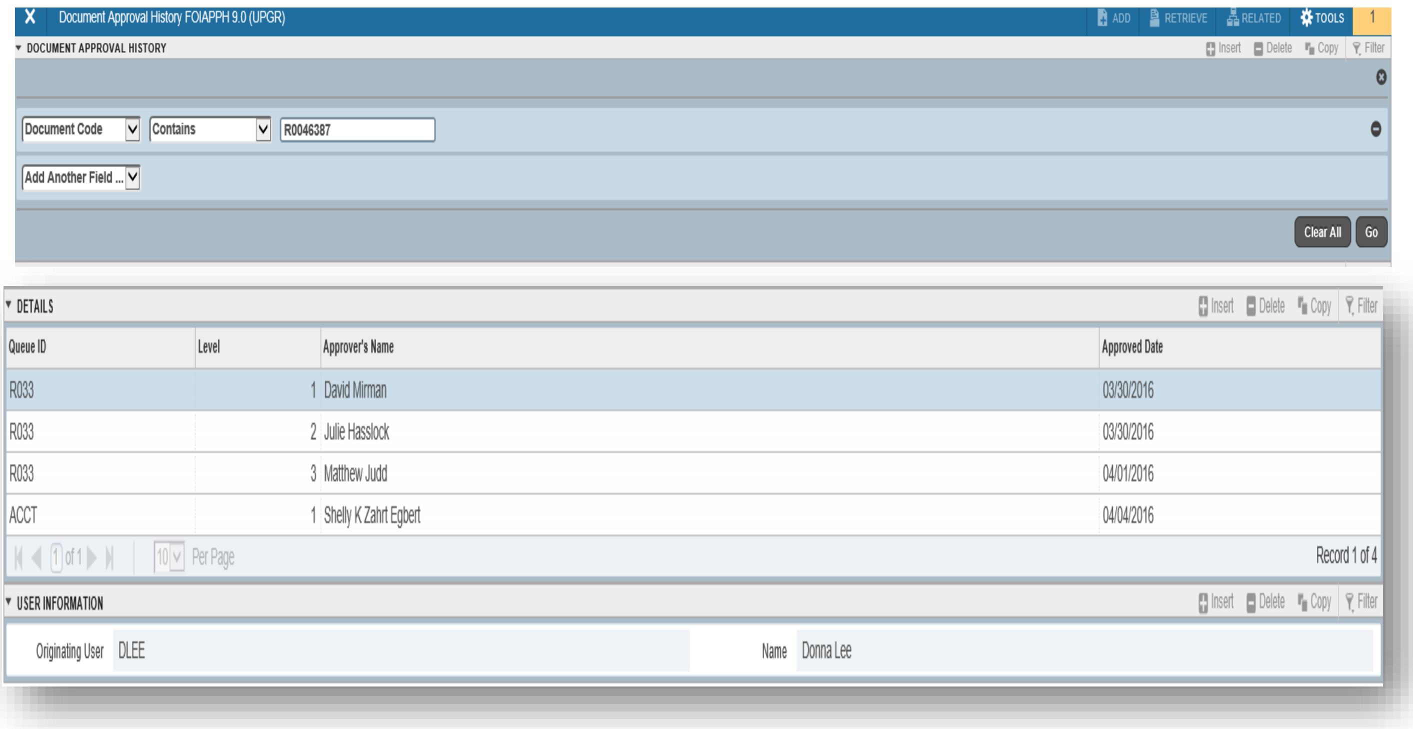
```
FGRIDOC    8.9.0.1                            Mt SAC - UPGR                         12-SEP-2018 04:36:03 PM
                                       Incomplete Document Listing                         Page     1


DOCUMENT TYPE:  Procurement Requisitions
==================================================================================================================
                REQ                                         TRANS      DELIVERY                              REQUISITION
  REQUEST       DATE         REQUESTOR               SUSP    DATE        DATE        USER ID                    TOTAL
  --------   ----------   -----------------------   ----  ----------  ----------  --------------------   ----------------
  R0056673   09/07/2018   Rondell Schroeder          N    09/07/2018  09/14/2018  RSCHROEDER                       0.00
  R0056674   09/07/2018   Rondell Schroeder          N    09/07/2018  09/14/2018  RSCHROEDER                       0.00
  R0056675   09/10/2018   Rondell Schroeder          N    09/10/2018  09/19/2018  RSCHROEDER                       0.00
     VENDOR CODE: A01423203   VENDOR NAME: Office Max Inc

  R0056677   09/12/2018   Brigitte B. Hebert         Y    09/12/2018              RSCHROEDER                     170.20
     VENDOR CODE: A01423587   VENDOR NAME: Sehi Computer Products

  R0056678   09/12/2018   Brigitte B. Hebert         Y    09/12/2018              RSCHROEDER                     170.20
     VENDOR CODE: A01423587   VENDOR NAME: Sehi Computer Products
```

1 of 4 20 Per Page

10. Either complete or delete each document on the list, as shown in “Requisition Clean-up” section of this guide.

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.



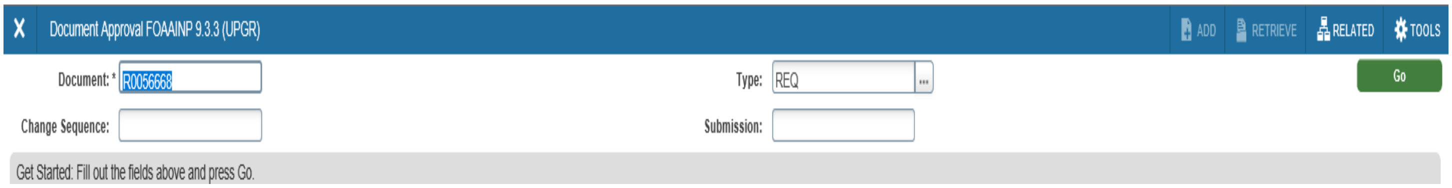
1. From the Welcome screen, type **FOIAPPH**.
2. Using the filter for **Document Code**, **Contains** and then type the **Requisition number**. Click **[GO]**
3. All approvals made to date will be shown under “Details”.

TIP: Accounting is always the last to approve.

4. 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.

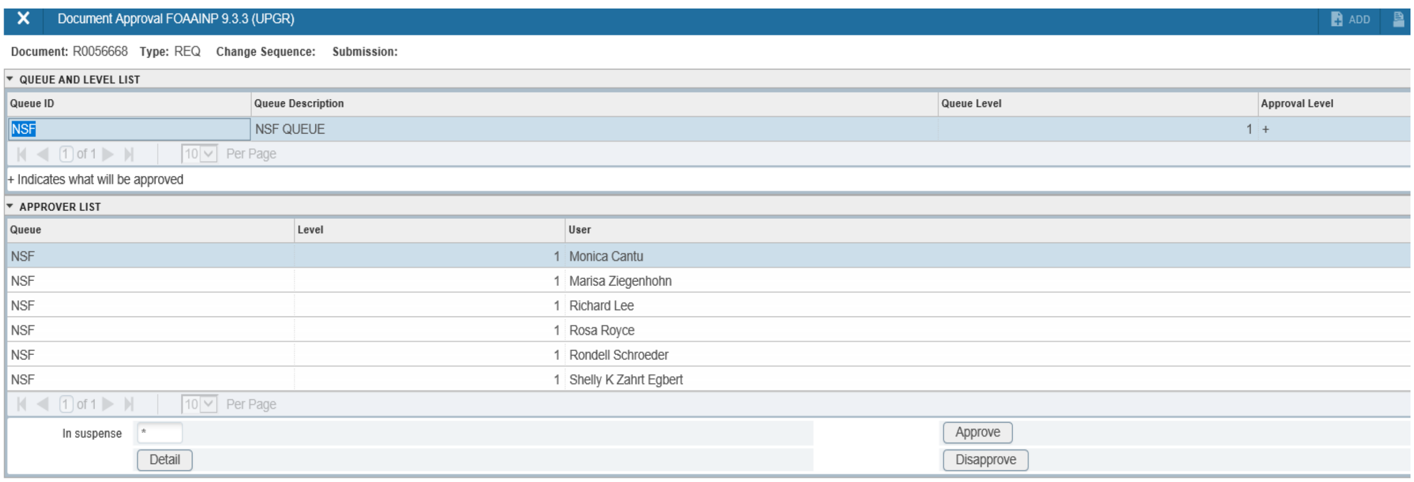
DOCUMENT APPROVAL – FOAAINP

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



Document Type Requisition number – RXXXXXXX

Type Type REQ, or select REQ from the Ellipses menu **[GO]**



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	**"+"** 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 **Related** menu and click on **Document Query [FPIREQN]**.

Use **Next Section** or **Previous Section** to navigate the Requisition form.

Click **Close, top left** when review is complete. You will return to FOAAIPP.

Approve ONLY for authorized approver. If you are not an authorized approver, you will not have access to this function.

Disapprove ONLY for an authorized approver. If you are not an authorized approver, you will not have access to this function.

Identifying Specific Approvers

All Approvers that still need to approve are listed under the "Approver List" section. Keep in mind that although Accounting is listed first they will be the last to approve.

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].

In each level of "Queue", one listed approver must approve the requisition before it can move on to the next queue of approval.

If any approver at any level denies the requisition, the requisition returns to an incomplete status. Depending on the reason for denial the requisition is no longer moving forward in the approval queue.

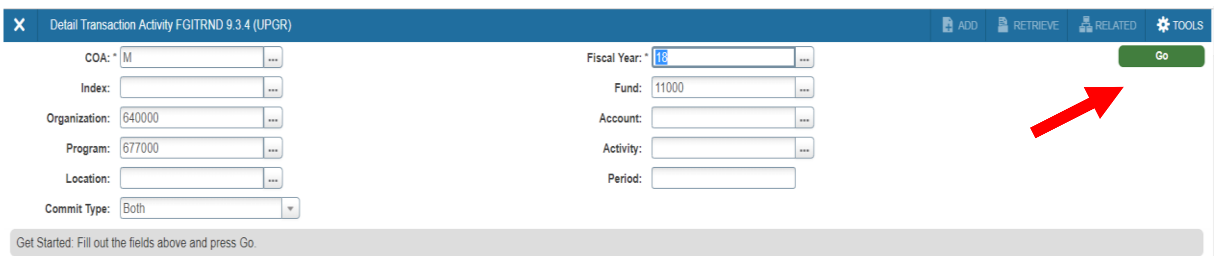
An approver **cannot** make corrections to submitted requisition. A Requestor must go back to the Requisition page [FPAREQN] and type the same requisition number for re-submittal.

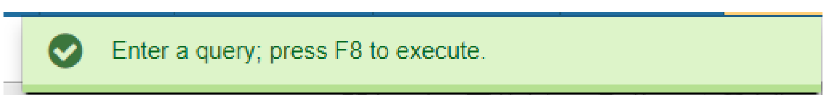
> **TIP:** Go to ***GUAMESG*** to check your Banner messages to see if your requisition is approved or denied.

Detail Transaction Activity - FGITRND

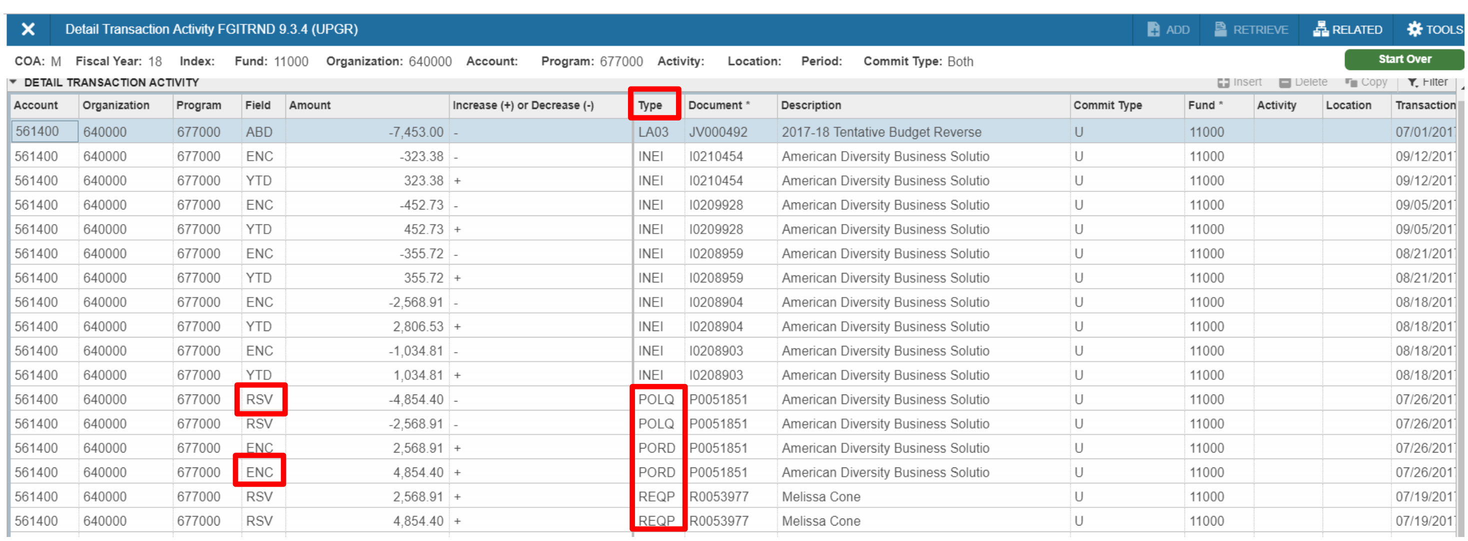
1. From the Welcome Menu, type FGITRND.
2. Type in the required fields listed below
   - Chart of Account – Defaults to “M”.
   - Fiscal Year – Defaults to current year.
   - Fund
   - Organization
3. Click 

> **TIP:** Typing a specific Account or Program are optional. The more FOAPAL elements that are entered the more specific the query will be.





4. Click F8 to enter a query



Detail Transaction Activity FGITRND 9.3.4 (UPGR)

COA: M Fiscal Year: 18 Index: Fund: 11000 Organization: 640000 Account: Program: 677000 Activity: Location: Period: Commit Type: Both

DETAIL TRANSACTION ACTIVITY

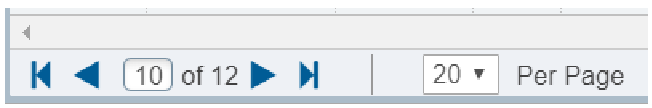
Account	Organization	Program	Field	Amount	Increase (+) or Decrease (-)	Type	Document *	Description	Commit Type	Fund *	Activity	Location	Transaction
561400	640000	677000	ABD	-7,453.00	-	LA03	JV000492	2017-18 Tentative Budget Reverse	U	11000			07/01/201
561400	640000	677000	ENC	-323.38	-	INEI	I0210454	American Diversity Business Solutio	U	11000			09/12/201
561400	640000	677000	YTD	323.38	+	INEI	I0210454	American Diversity Business Solutio	U	11000			09/12/201
561400	640000	677000	ENC	-452.73	-	INEI	I0209928	American Diversity Business Solutio	U	11000			09/05/201
561400	640000	677000	YTD	452.73	+	INEI	I0209928	American Diversity Business Solutio	U	11000			09/05/201
561400	640000	677000	ENC	-355.72	-	INEI	I0208959	American Diversity Business Solutio	U	11000			08/21/201
561400	640000	677000	YTD	355.72	+	INEI	I0208959	American Diversity Business Solutio	U	11000			08/21/201
561400	640000	677000	ENC	-2,568.91	-	INEI	I0208904	American Diversity Business Solutio	U	11000			08/18/201
561400	640000	677000	YTD	2,806.53	+	INEI	I0208904	American Diversity Business Solutio	U	11000			08/18/201
561400	640000	677000	ENC	-1,034.81	-	INEI	I0208903	American Diversity Business Solutio	U	11000			08/18/201
561400	640000	677000	YTD	1,034.81	+	INEI	I0208903	American Diversity Business Solutio	U	11000			08/18/201
561400	640000	677000	RSV	-4,854.40	-	POLQ	P0051851	American Diversity Business Solutio	U	11000			07/26/201
561400	640000	677000	RSV	-2,568.91	-	POLQ	P0051851	American Diversity Business Solutio	U	11000			07/26/201
561400	640000	677000	ENC	2,568.91	+	PORD	P0051851	American Diversity Business Solutio	U	11000			07/26/201
561400	640000	677000	ENC	4,854.40	+	PORD	P0051851	American Diversity Business Solutio	U	11000			07/26/201
561400	640000	677000	RSV	2,568.91	+	REQP	R0053977	Melissa Cone	U	11000			07/19/201
561400	640000	677000	RSV	4,854.40	+	REQP	R0053977	Melissa Cone	U	11000			07/19/201

NOTE: Information is displayed in a double-entry accounting format: each encumbrance ENC (purchase order amount, tax amount) has a corresponding liquidation of the reserve RSV.

Type Codes:

REQP	Commodity total on a requisition
REQX	Tax total for the above requisition
PORD	Commodity total on a purchase order
POTX	Tax total for a purchase order
POLQ	Liquidation of PO commitment

TIP: Use the Scroll Bar at the bottom of the section to see additional documents.



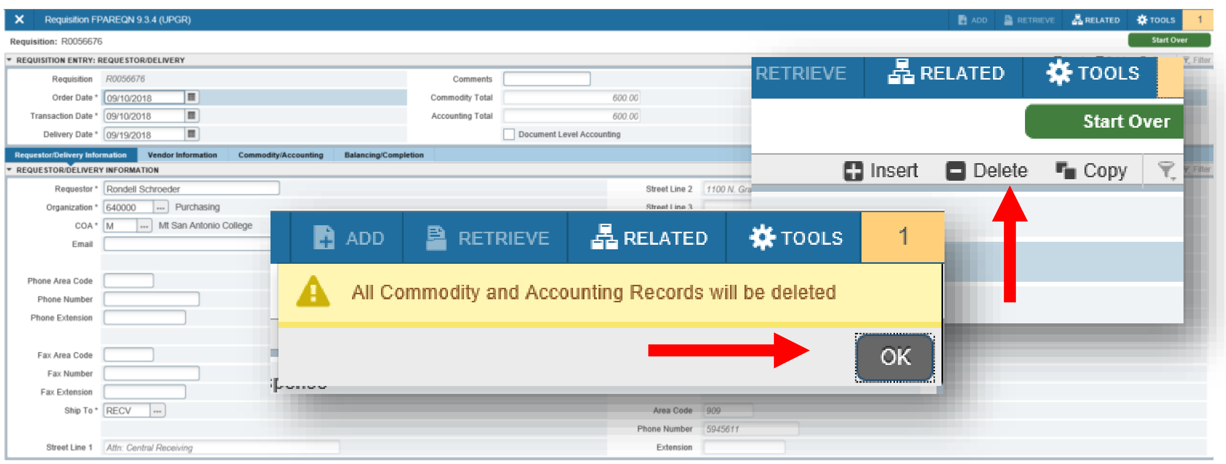
CLEAN-UP – INCOMPLETE REQUISITION

After identifying requisitions that are not complete because they are sitting in the suspended queue, the incomplete queue, or in an approval queue – now action is required to clear requisitions from these queues.

Your choices for a **suspended or incomplete** requisitions are:

1. Use [FPAREQN], and when done, click the "**Complete**" button in the "Balancing/Completion" screen.

2. Delete the incomplete requisition using [FPAREQN] and click **[delete]** button **twice**. Click **[OK]** when the yellow message below pops up on the top right.



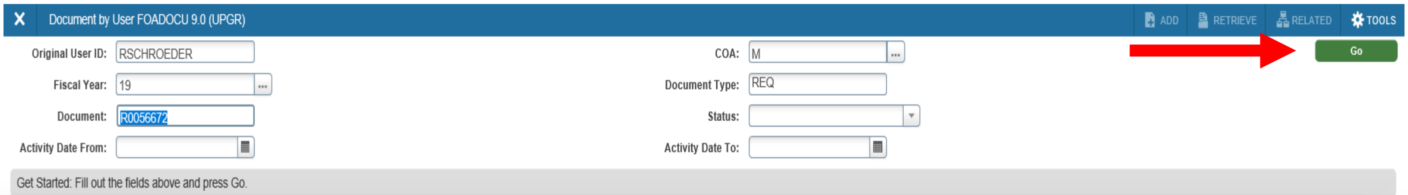
Your choices for a **completed requisition that is not fully approved** are:

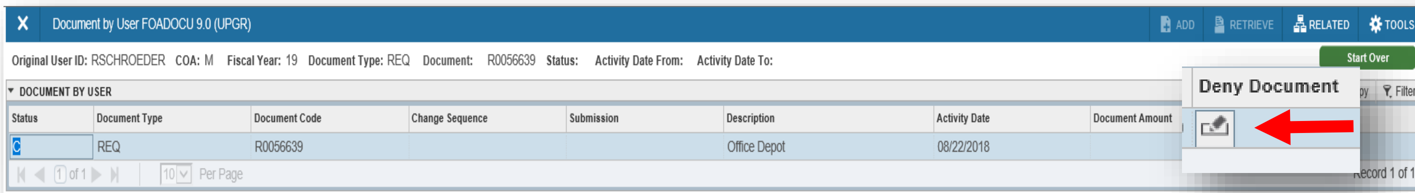
1. Identify the remaining approvers and contact them to expedite their approvals.

2. If you no longer need a requisition, use [FOADOCU] – Document by User, to deny the requisition. This will revert requisition to an incomplete status, then you may delete the incomplete requisition using [FPAREQN], see above diagram.

Document by User – [FOADOCU]

The Document by User page 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.





From the Welcome Menu, type [FOADOCU].

Original User ID: Defaults with your User ID.

COA: Defaults with “M”.

Fiscal Year: Defaults with current year.

Type: 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 or leave field blank.

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

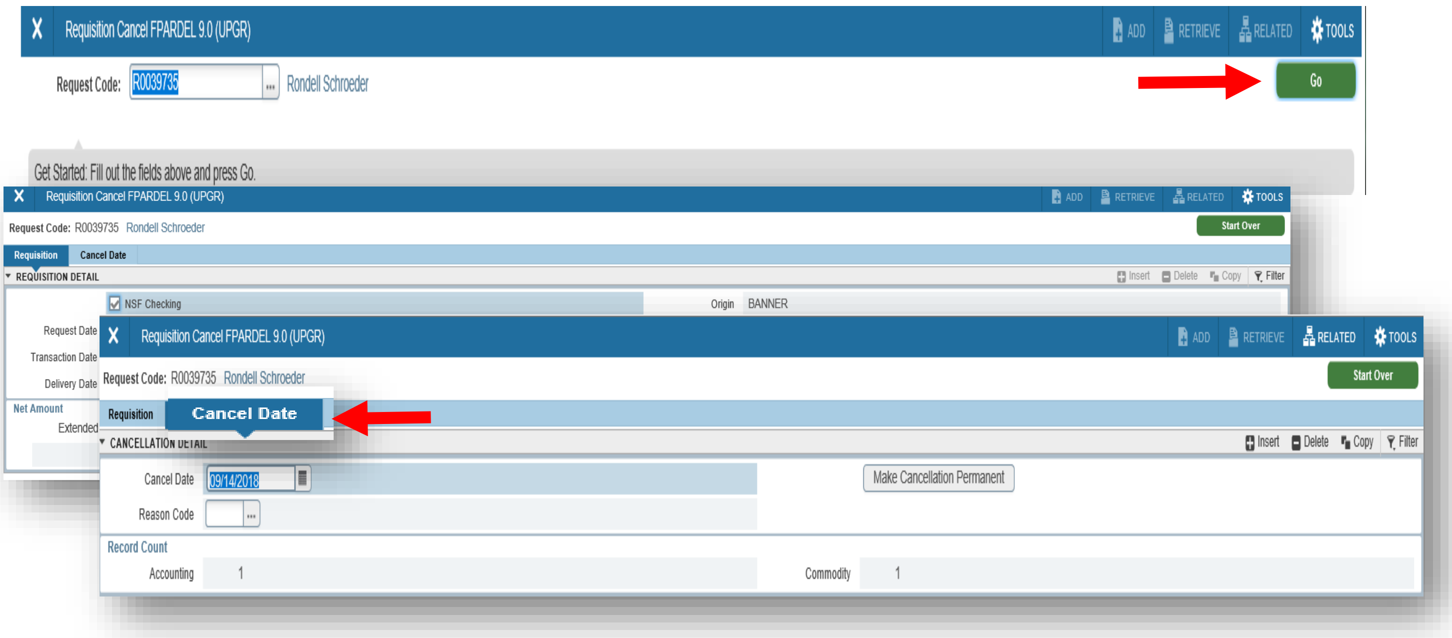
Activity Date To: Enter ending activity date for which documents can be displayed. Leave blank for all.

Click [GO]

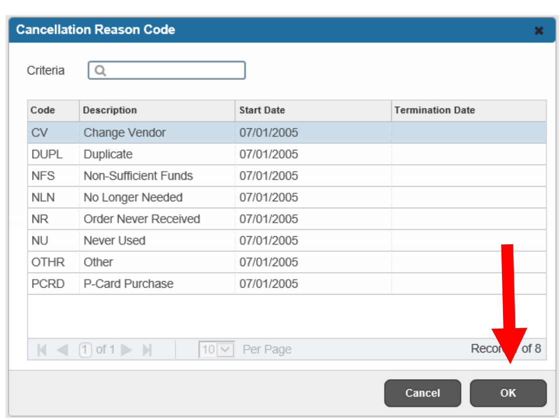
Highlight the document you want to disapprove. Click on the Deny Document icon. Green Message at the top of screen will state, “*Document has been denied*.”
REMINDER: When you deny a requisition, it returns to incomplete status.

CANCEL REQUISITION

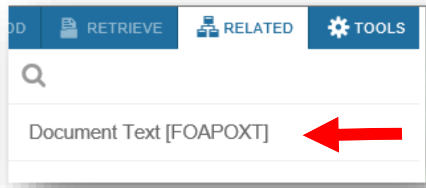
Use the Requisition Cancel Form (FPARDEL) to delete a requisition that has **gone through the approval process and posted** (i.e., has an “A” for approved as its status indictor).



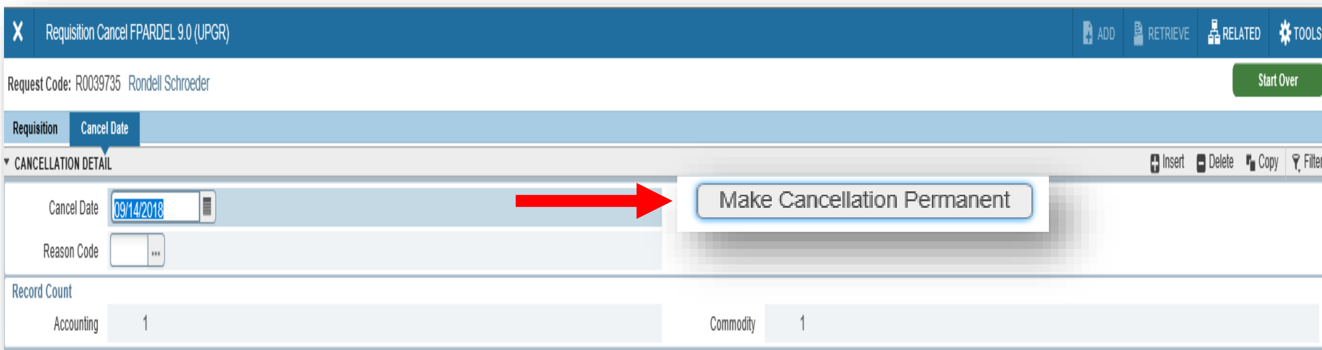
1. From welcome screen, type FPARDEL.
2. **Request Code:** Type the requisition number to cancel. **[Go]**
3. **[Next Section]** to Cancel Date tab.
4. **Cancel Date:** Allow default of current date.
5. **Reason Code:** Use ellipses menu to select appropriate code. Highlight and click **[OK]** icon.



6. Under **Related** go to Document text. Type the date and reason for cancellation.



7. Click the **[Make Cancellation Permanent]** button.



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.

CHANGES TO REQUISTIONS

To add or delete information on a requisition will depend on where your requisition is in Banner.

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).

Fully approved but before 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.

Requisition is now a purchase order - a Requisition **cannot** be changed after it has been turned into a Purchase Order.

How to request a Change Order to a Purchase Order

1. Email the Change Order information to: Purchasing@mtsac.edu. 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 Purchasing 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.

EQUIPMENT PURCHASE (Fixed-Asset)

Fiscal Services implemented a Fixed-Asset Module that is incorporated into Banner. Fixed-Asset inventory tracking enables the College to meet audit requirements, which includes land, buildings, equipment, and construction in progress.

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.

To 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

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

AERO-E	AERONAUTICS EQUIP:	HEAT-E	HEATING EQUIP:
AGRI-E	AG EQUIP:	HLTH-E	HEALTH EQUIP:
APPL-E	APPLIANCE EQUIP:	HRDW-E	HARDWARE EQUIP:
ARCH-E	ARCH/DESIGN EQUIP:	INST-E	INSTR. EQUIP:
ARCO-E	AIR COND EQUIP:	LAND-E	LANDSCAPING EQUIP:
ART-E	ART EQUIP:	LIVE-E	LIVESTOCK:
ART-W	ART WORK:	MAIL-E	MAIL EQUIP:
ASTR-E	ASTRONOMY EQUIP:	MAIN-E	MAINT. EQUIP:
ATHL-E	ATHLETIC EQUIP:	MEDI-E	MEDICAL EQUIP:
AUDV-E	A/V EQUIP:	MNFG-E	MFG EQUIP:
AUTO-E	AUTO EQUIP:	MUSC-E	MUSIC EQUIP:
AUTO-P	AUTO PURCHASE:	OFFC-E	OFFICE EQUIP:
BIOL-E	BIOLOGY EQUIP:	PARK-E	PARKING EQUIP:
CHEM-E	CHEM EQUIP:	PHTO-E	PHOTO EQUIP:
CHLD-E	CHILD DEV EQUIP:	PLMB-E	PLUMBING EQUIP:
COMM-E	COMM EQUIP:	PRNT-E	PRINTING EQUIP:
COMP-E	COMPUTER EQUIP:	RADI-E	RADIOLOGIC EQUIP:
COPY-E	COPIER:	RESP-E	RESP. THERAPY EQUIP:
CUST-E	CUSTODIAL EQUIP:	SAFE-E	SAFETY EQUIP:
DRFT-E	DRAFTING EQUIP:	SECR-E	SECURITY EQUIP:
ELCT-E	ELECTRONIC EQUIP:	SFTW-E	SOFTWARE:
ELEC-E	ELECTRICAL EQUIP:	SWIM-E	SWIMMING POOL EQUIP:
ERTH-E	EARTH SCI EQUIP:	THEA-E	THEATER EQUIP:
FIRE-E	FIRE EQUIP:	VETR-E	VETERINARY EQUIP:
FURN	FURNITURE:	WELD-E	WELDING EQUIP:
FURN-I	FURNITURE INSTALL:	WSTE-E	WASTE EQUIP:

4. Determine the proper Account Code for equipment. All purchases related to technology equipment must be approved by Information Technology. As a result, the equipment accounts have been divided into two groups: "Equipment Account Numbers" and "Technology-Related Equipment Account Numbers". Please choose from the following two tables:

EQUIPMENT ACCOUNT NUMBERS (Does NOT require IT approval)

NEW EQUIPMENT: **Includes Equipment and Vehicles**

641200 New Equipment - $500 to $999
641300 New Equipment - $1000 to $4,999
641400 New Equipment – Over $5K

EQUIPMENT RELACEMENT: **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 - $1000 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 Purchase IT - $500 to $999
643300 Equip Replace IT- $1000 to $4,999
643400 Equip Replacement IT – Over $5K

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 - $1000 to $4,999
641700 New Equipment IT – Over $5K

EQUIPMENT RELACEMENT: **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 Replacement IT- $1000 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 Purchase IT - $500 to $999
643600 Equip Replace IT- $1000 to $4,999
643700 Equip Replacement IT – Over $5K

SOFTWARE: **Includes the tangible possession of the software – not license to use the software.**

644200 Software - $500 to $999
644300 Software - $1000 to $4,999
644400 Software – Over $5K

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 - $500 to $999
645300 Software Lease - $1000 to $4,999
645400 Software Lease – Over $5K

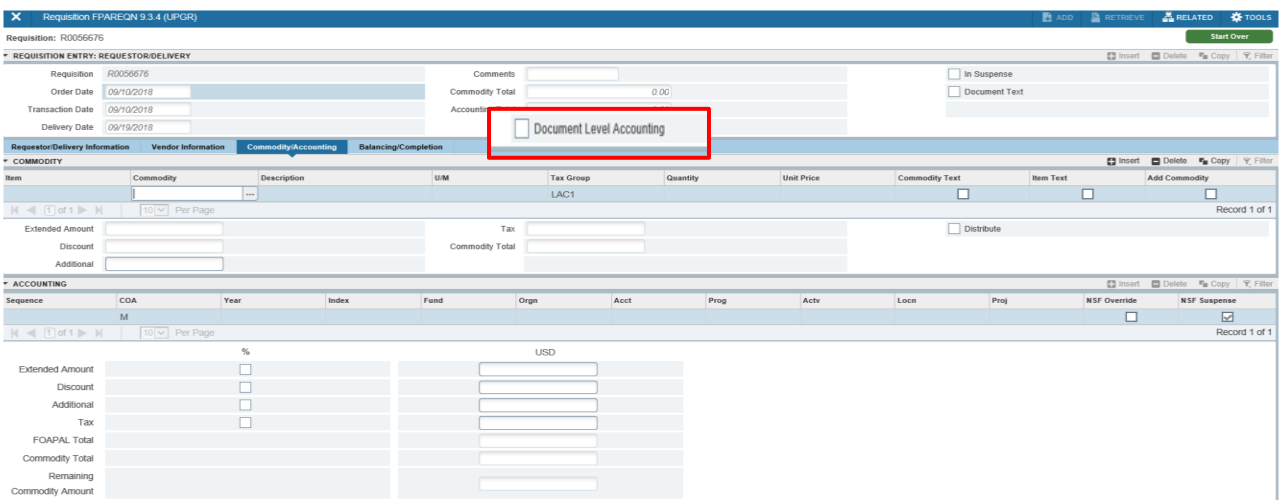
CREATING A REQUISITION FOR TECHNOLOGY EQUIPMENT

Follow the “Creating a Requisition” basic steps until…
“Tab Three Commodity/Account section”

NOTE: The Document Level Accounting box always **defaults** to unchecked. This means that **Commodity Level of Accounting** is in use. When ordering Equipment, the **“Document Level of Accounting”** box should be **unchecked**. Equipment orders should be prepared with Commodity Level of Accounting.

Commodity/Accounting – Computer System

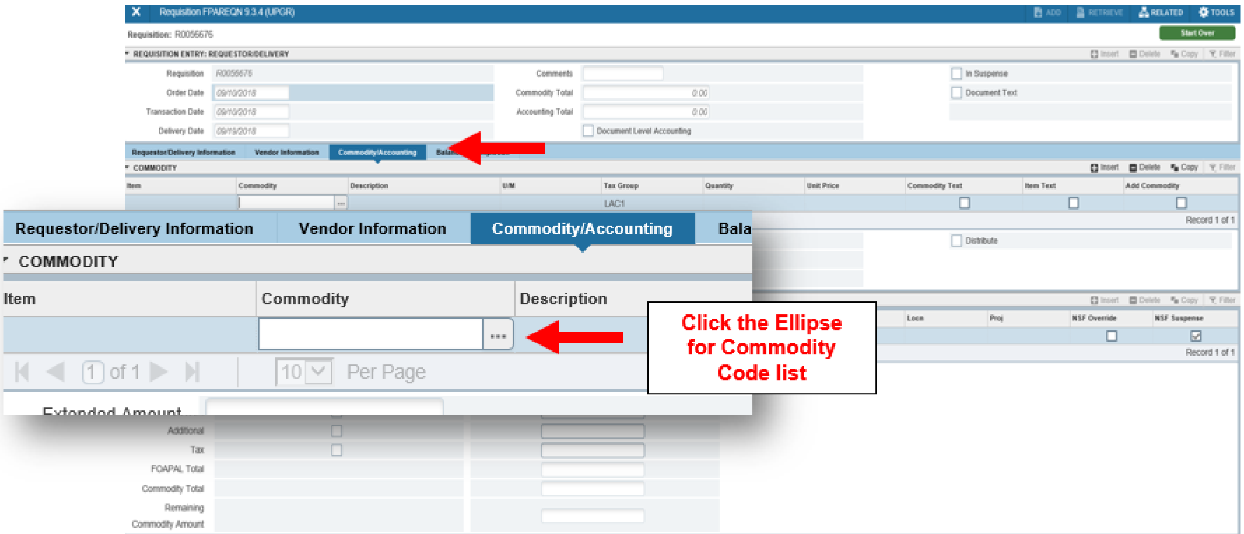
It is important to determine the total cost of the “computer system” as this will be the amount included in the District’s inventory. The following example shows the purchase of a computer with additional charges like an environmental waste fee, a warranty, and taxes. All these charges will be part of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



Description	Amount	Account
Computer Equip: OptiPlex 755	$ 845.00	641500
Environmental Waste Fee	$ 16.00	641500
Warranty	$ 45.00	641500
Taxes	$ 76.05	641500
Total Cost of Equipment Unit	$ 982.05	
	=======	

This section is used to include the item's commodity code, description, price, additional charges, and tax.

1. Click on the **Commodity** ellipse 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.

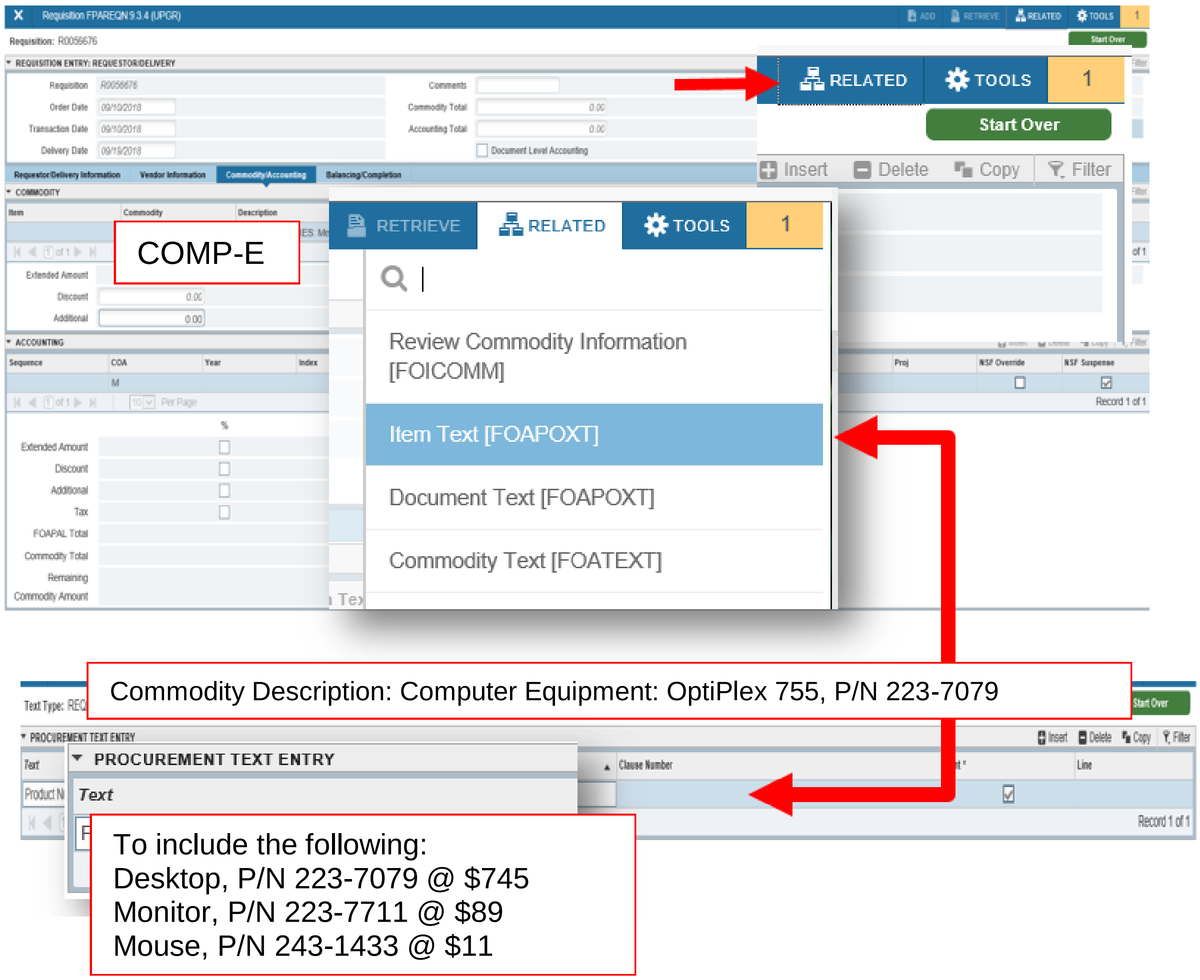
NOTE: Refer to the **"Commodity Code Table for Equipment Purchases".** Most commodity codes for equipment purchases end with the letter "E."

Example: The commodity code for Computer Equipment is "COMP-E."

Exceptions: To these rules are FURN-I (Furniture Installation) and FURN (Furniture).

3. Commodity codes default with an upper case description. 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."

   For longer descriptions, click on **Item Text [FOAPOXT]** under the **Related menu**. Type remaining description "include Monitor, Mouse, and Keyboard," (review format listed in diagram) **[Save] bottom right, [Close] top left.**



4. Continue to enter Unit Measure, Tax Group, Quantity, Unit Price, and Additional charge in the “Commodity” section.

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 LOT for a complete system. **[Tab]**

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

Quantity: Type quantity “1.” **[Tab]**

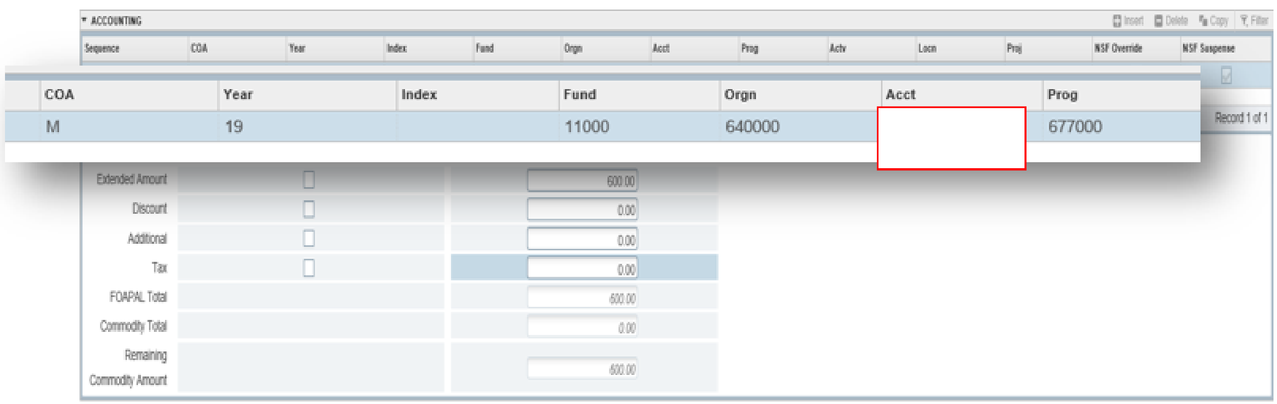
Unit Price: Type unit price "$845.00." Banner calculates the extended cost. **[Tab]**

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 Section]

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

ACCOUNTING BLOCK



4. Enter the account string information.

COA: Defaults to "M." **[Tab]**

Year: Automatically assigned.

Index: Leave blank. **[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]**

Acct: Type appropriate account code. Use the **"Technology Related Equipment Account Numbers"** for help finding the appropriate account code. **[Tab]**

Prog: Defaults Requestor's program. If different, type appropriate program code. **[Tab]**

Actv: Leave blank. **[Tab]**

Locn: Leave blank. **[Tab]**

Proj: Leave blank. **[Tab]**

[Next Section]

NOTE: **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).**

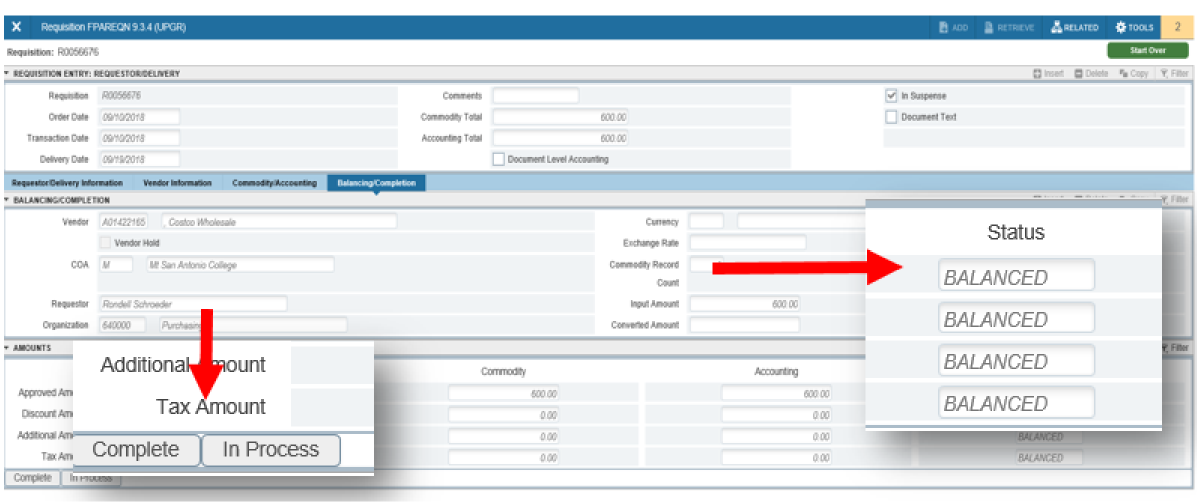
Same will apply to furniture when costs include shipping and installation.

Requisition Entry: Balancing/Completion

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.



INQUIRING THE STATUS OF YOUR EQUIPMENT ITEMS

DOCUMENT HISTORY [FOIDOCH]

Use FOIDOCH to quickly check the status of a **specific** requisition.

1. From the Welcome screen, type "Document History" (**FOIDOCH)**
2. **Document Type:** Type **REQ or PO [Tab]**
3. **Document Code:** Type the Document Number, RXXXXXXX or PXXXXXXX
4. **[GO]** Button.

DOCUMENT HISTORY — Insert | Delete | Copy | Filter

Document Type	Document Number	Status	Status Description
Purchase Requisitions	R0054813	A	Approved
Purchase Orders	P0052633	A	Approved
Invoice	I0211082	P	Paid
Check Disbursement	07227389	F	Final Reconciliation
Receiving Documents	Y0037128	C	Completed
Fixed Assets	041917	T	Tagged Permanently

1 of 1 | 10 Per Page | Record 1 of 6

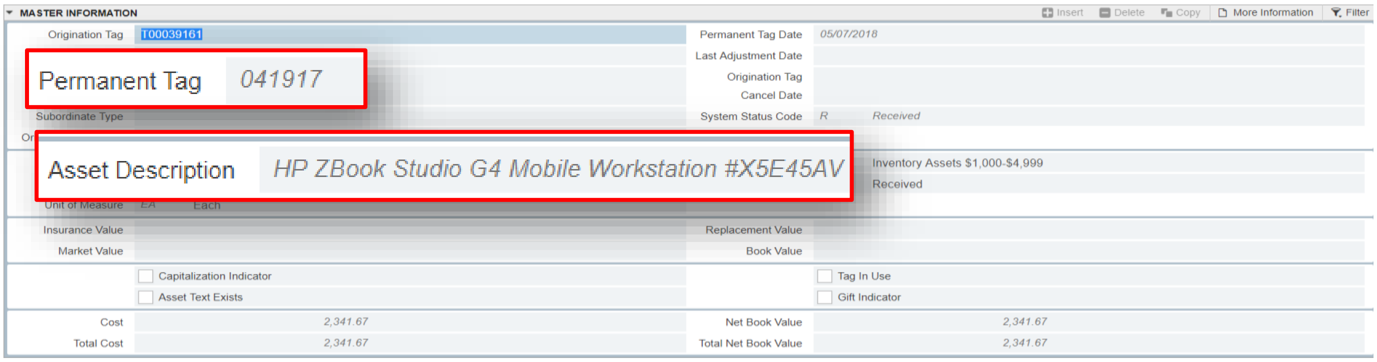
5. If complete and approved, the equipment item Asset Tag Number will show:

Fixed Assets: Refers to the tag numbers. Any tag numbers with a status of "**T**" are system-generated and will be the permanent tag.

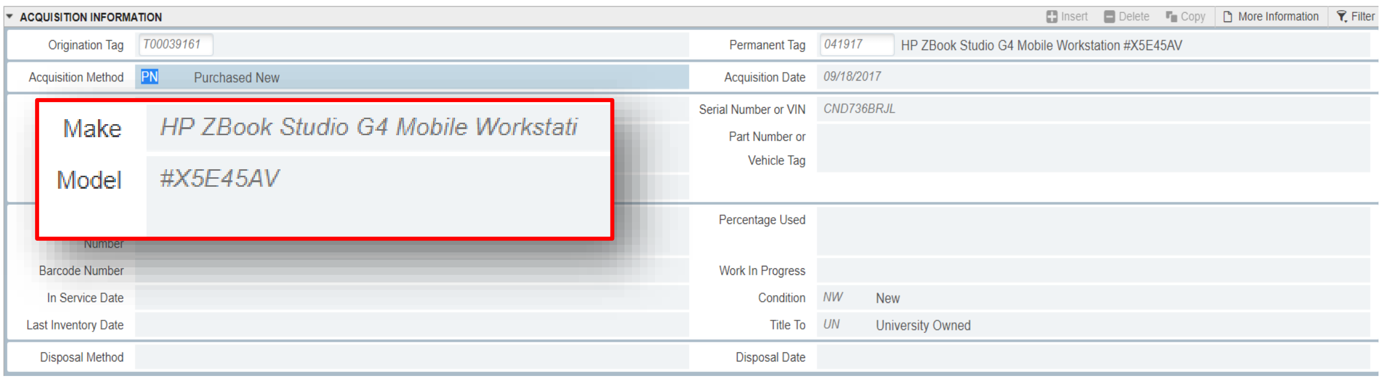
FIXED ASSET MASTER QUERY [FFIMAST]

1. From **FOIDOCH,** highlight "Fixed Assets" line. Then select **"Query Document" [BY TYPE].**
2. The asset tag will default in Key Block. Click Go
3. By clicking **[Next Section]** 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.

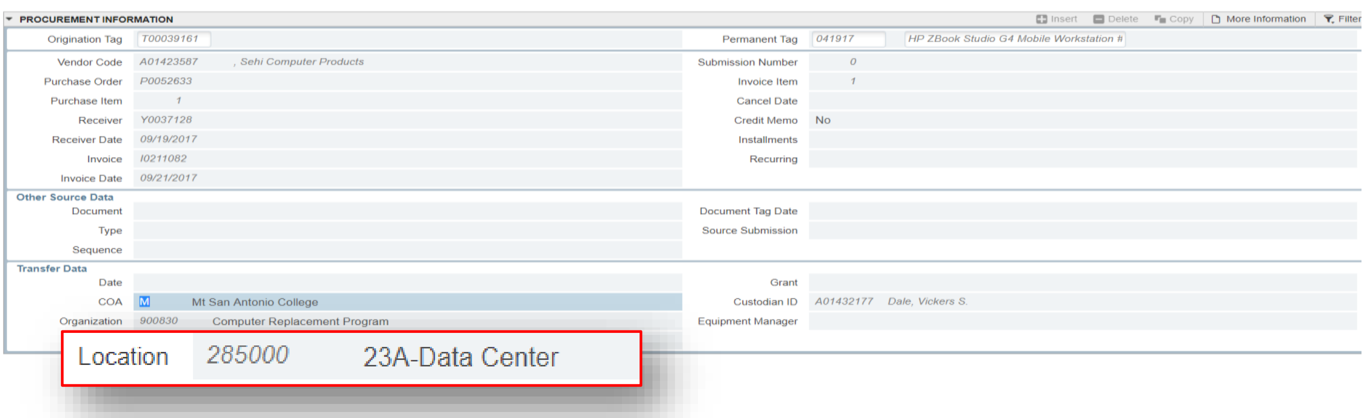
Master Information



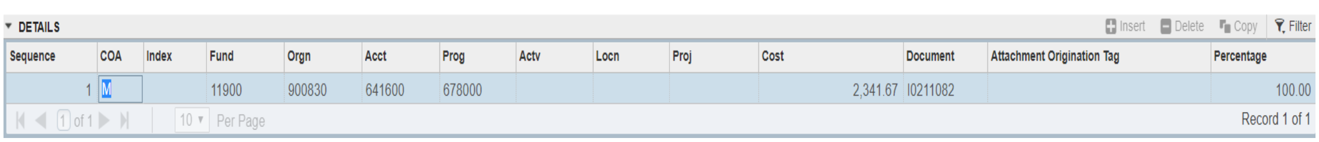
Acquisition Information



Procurement Information



Funding Source



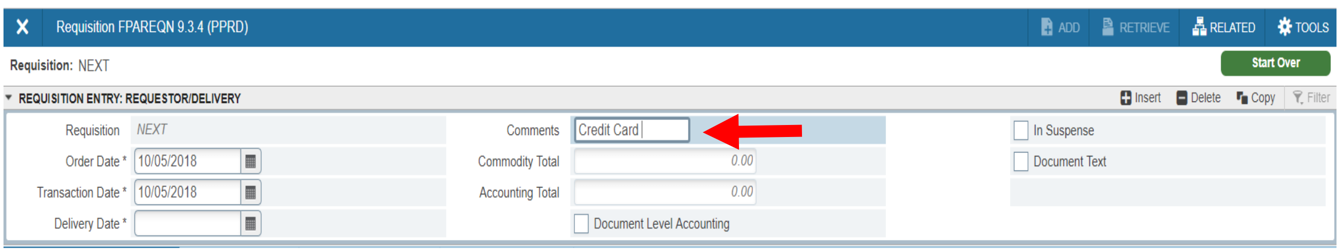
Other sections available to view - Capitalization Information and User Fields

PROCUREMENT CARD – Direct Vendor Purchases

District US Bank Procurement Card has been established for use by the Purchasing staff in the acquisition of goods where the total cost is less than $5,000 from vendors that will not accept purchase orders as a contract authorizing purchase by the College. Campus users will follow normal Banner requisition entry and approval procedures to authorize the purchase specifying the selling vendor name and contact information (website and/or telephone number) in the requisition Document Text (DOCTEXT) and as additional information included with the Requisition Support documentation.

Process Steps

1. Create a requisition in accordance with standard procedures fond in this guide.
2. Insert “Credit Card” in the comments field alerting the Buyer that this purchase will require use of the US Bank Credit card.



3. Specify the selling vendor name, website and phone number in the Document Text (DOCTEXT). Make sure pricing includes all applicable taxes, shipping and handling costs. Submit to Banner for approval.
4. Once all Banner approvals have been completed, the responsible Buyer, as determined by the Originating Department and the Commodity Code(s) specified in the requisition, processes the purchase order and places the order with the vendor.

Gift Card Purchases – Additional information is required

1. The type of gift card, the number of cards requested along with face value of the individual gift cards must be allowable by the funding source (Grants, Associated Students, etc.).
2. A rationale for the need of the gift cards must be included in the Requisition Document Text including the event name and event date.
3. When the gift cards are distributed, a list of the student participants receiving the gift cards (they cannot be given to Mt. SAC staff) must be prepared. The list must include names, addresses and signatures as proof that they received the gift card. This information must be sent to Accounts Payable referencing the Purchase Order Number issued to buy the gift cards immediately after the event.

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).

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.

In addition to providing your back-up, attached a "Back-up Documentation Cover Sheet" (on the next page). The sheet is also available on the Mt. SAC website under Fiscal Forms and Reference Documents.

REQUISITION # ____________

VENDOR ____________

REQUISITION
BACK-UP COVER SHEET

Date: ______________

Requisitioner: ____________________________ Ext. ______________

Comments: ____

____

____

____

____

____

SEND TO PURCHASING
FAX: (909) 274-2050 or EXT. 2025
E-MAIL: purchasing@mtsac.edu

REFERANCE

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.

☐ 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 a vendor is not listed in Banner, send a *new vendor packet* to vendor. Continue requisition and remember to add in Doc Text, “Pending New Vendor Packet”. Forward completed packet to Purchasing. Purchasing will add vendor to Banner database or check with Purchasing for names of other established vendors. To obtain a *new vendor packet* visit Purchasing web page under Document Requirements, “New Vendor Packet”.

☐ 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.

☐ 10. Send all **approved** invoices to Accounting. (Have your manager sign invoice)

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	IT Help Desk	Ext. 4357
Personal passwords		
User ID		
Access to Banner Finance forms	Fiscal – Marisa Ziegenhohn	Ext. 6445
Fixed Assets		
Creating a Requisition or Change Order	Purchasing Staff	Ext. 4245 or Purchasing@mtsac.edu
Approvals		
Sending Back-up Documentation		
Cleaning up Requisition mistakes		

The following documents are posted and maintained at the Purchasing Department web page.

- *Purchasing User Guide*
- *Banner User Guide for Approvals*
- *Requisition Back-up Cover Sheet*
- *New Vendor Packet*
- *User Guide: Procurement Card*
- *Business Card Order Form*
- *Desk Reference for Account Codes*

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 *****