



CREATING & MAINTAINING REQUISITIONS IN BANNER 9

Revised 6/12/2023

CREATING & MAINTAINING REQUISITIONS

Guide Updates for 6/12/2023 Release

Description	Page	Section
Updated Screen Shots	29	Appendix C – Creating a Requisition for a Future Fiscal Year

CREATING & MAINTAINING REQUISITIONS

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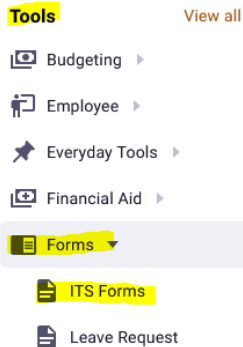
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CREATING & MAINTAINING REQUISITIONS

SETTING UP ACCESS TO BANNER INB AND SSB

ITS sets up user access to Banner INB and Banner SSB (aka Bannerweb on myAVC)

1. Complete a **Banner Access Request form** located on my.avc.edu. Tools→Forms→ITS Forms



2. Under the following Classes note the listed forms in the “Other” sections & check the “Add” box:

Maintenance Classes:

- FPAREQN
- FPARDEL
- FOAPOXT

Query Classes:


- FPIREQN
- FTIIDEN
- GUAMESG

3. Complete the signature and approvals box at the bottom of the form and email to help@avc.edu.
4. Complete a **Banner Finance User Access Request form** located on <https://www.avc.edu/administration/busserv/purchasingforms>.
5. Complete highlighted fields below and mark Self Service Access with an “X.”
6. Complete the signature and approvals box at the bottom of the form and email to help@avc.edu.

The form is titled "BANNER FINANCE USER ACCESS REQUEST" and includes a link to "Return to: Business Services - Technical Analyst". The highlighted fields are: User's Full Name, Phone Ext, Job Title, ID#, Email, Status (Temporary), and Self Service Access. There are also checkboxes for Confidential, Classified, Hourly, Student, Terminated, and Permanent. At the bottom, there are fields for Budget ID, COA, Org, and Self Service Access.

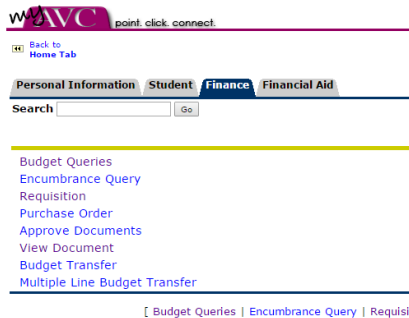
CREATING & MAINTAINING REQUISITIONS

LOGGING INTO BANNER 9 INB

1. Go to <https://ssb.avc.edu/launch/> or double-click the Webapps icon  on your desktop.
2. Select the **Banner** link from the **Production Servers** section.
3. Log-in using your AVC username and password

LOGGING INTO BANNER SSB (BANNERWEB)

1. Log-in to your myAVC account, myavc.avc.edu.
2. Select the **Finance** tab.



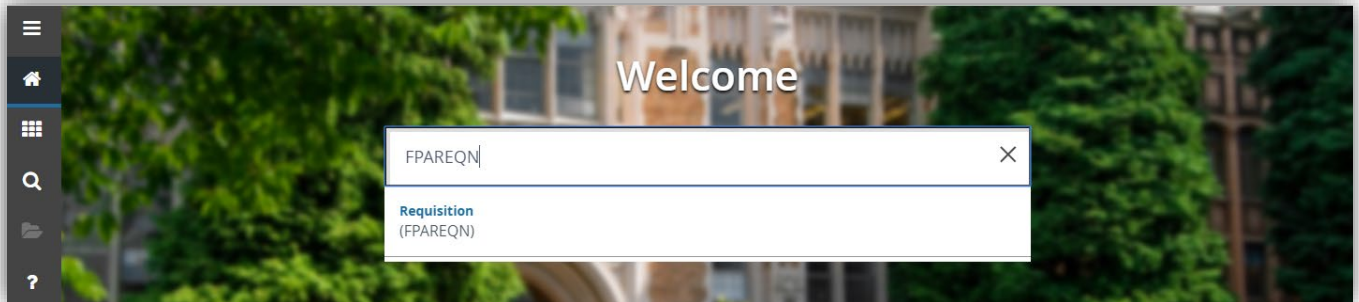
CREATING & MAINTAINING REQUISITIONS

BANNER 9 INB

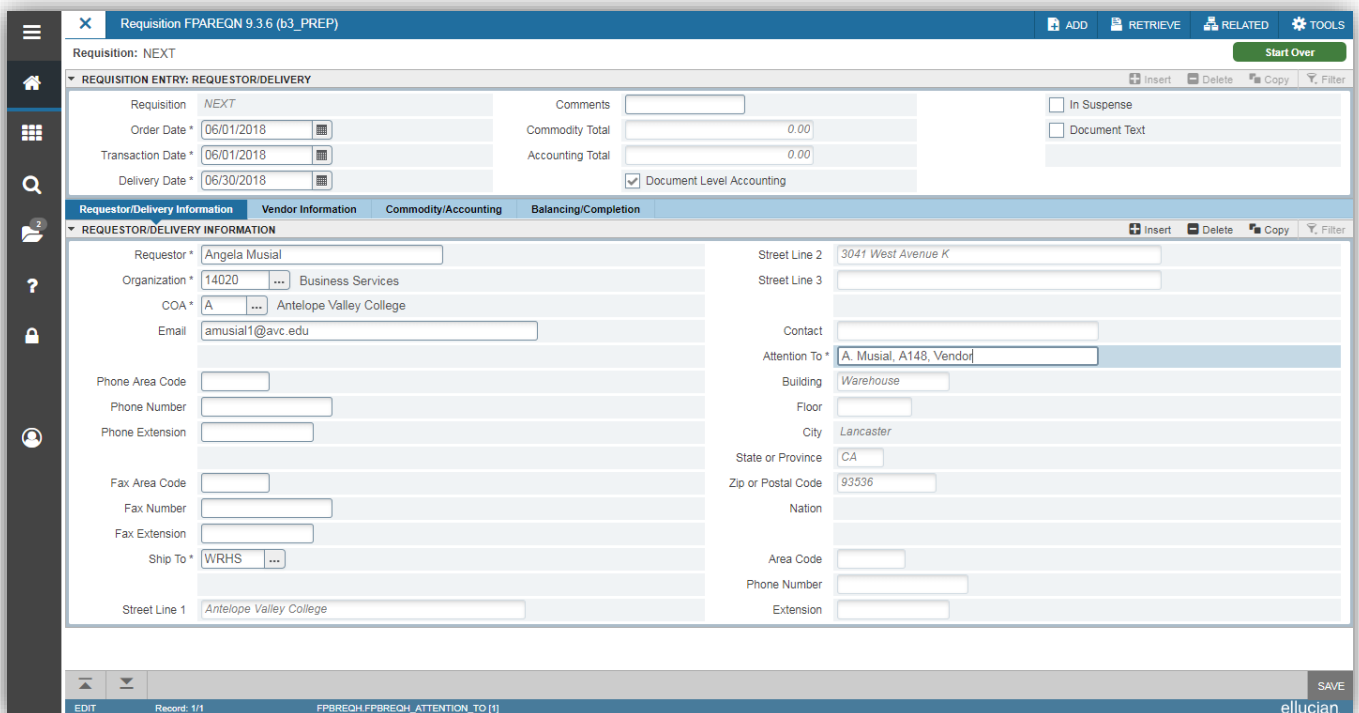
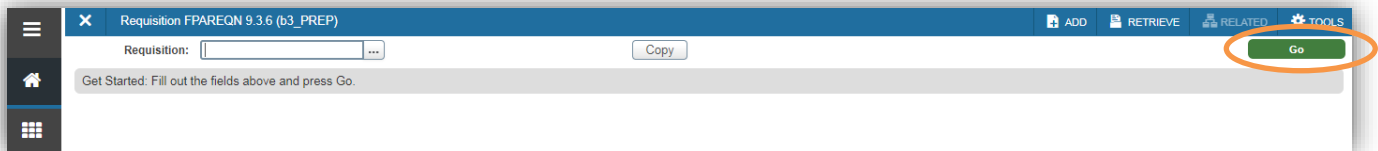
CREATING A REQUISITION

NOTE: Per purchasing policies and procedures approved by the board of trustees, departments must obtain proper authorization from the Purchasing Department (such as a PO #) prior to procuring any goods or services.

1. On the Welcome screen type **FPAREQN** then **[Enter]**.



2. Leave the **Requisition** field blank and click on **Go**.



CREATING & MAINTAINING REQUISITIONS

NOTE: Use the <TAB> to move from field to field.

3. **ORDER DATE:** Defaults to current date. See Appendix C for a future fiscal year Requisition.

4. **TRANSACTION DATE:** Defaults to current date. See Appendix C for a future fiscal year Requisition.

NOTE: The Order Date and the Transaction Date must be the same.

5. **DELIVERY DATE:** Enter the desired delivery date for receivable items; three weeks from the date of entry is recommended. Standing PO's can have a delivery date through the end of the fiscal year (06/30/XXXX).

NOTE: It is the Requesters responsibility to ensure that their Requisition is approved in a timely manner to allow for the desired delivery date.

6. **COMMENTS:** Leave blank.

7. **DOCUMENT LEVEL ACCOUNTING:** Uncheck if your document has multiple commodity lines **with** multiple FOAPs that need to be applied to specific commodity lines. Check with your accountant if you are unsure. Your Buyer can assist you with entering these types of requests.

8. **REQUESTOR:** Defaults to the Requester entering Requisition.

9. **COA:** Will default to "A." Leave as is.

10. **ORGANIZATION:** Type in the Organization # or **Search** using "... " and double-click on the "A" next to the correct Organization.

11. **ATTENTION TO:** This is where you will note the point of contact name, the location that the warehouse will deliver the items to (if applicable), and if the PO needs to be sent to the vendor. Noting "Vendor" in the **Attention to** field prompts Purchasing to place the order/send a copy of the PO to the vendor via the e-mail address on file as well as to Accounts Payable (AP). Noting "AP" in the **Attention to** field prompts Purchasing to send a copy of the PO directly to AP; the PO will **NOT** be sent to the vendor if "AP" is noted. Here are some examples:

- Items received in warehouse, order needs to be placed/vendor needs copy of PO:
Attention To: D. Morgan, A154, Vendor
- Items received in warehouse, order doesn't need to be placed/vendor doesn't need copy of PO:
Attention To: D. Morgan, A154, AP
- No items received in warehouse, order needs to be placed/vendor needs copy of PO:
Attention To: D. Morgan, Vendor
- No items received in warehouse, order doesn't need to be placed/vendor doesn't need copy of PO:
Attention To: D. Morgan, AP

***The deliver to location must be the end users building and room # (EX: A154). This applies to IT equipment as well.**

12. Click on the **Vendor Information** tab.

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Requisition: R1802207

REQUISITION ENTRY: REQUESTOR/DELIVERY

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

Vendor Information

Vendor [...]

Address Type [...]

Sequence [...]

Street Line 1

Street Line 2

Street Line 3

City

State or Province

Zip or Postal Code

Nation

Contact

Email

Phone Area Code

Phone Number

Phone Extension

Fax Area Code

Fax Number

Fax Extension

Discount

Tax Group LAC4 LA County 9.5% (NN)

Currency

13. Search for your vendor using “...” next to the **Vendor** field.

- In the Option List, choose **Entity Name/ID Search Form (FTIIDEN)**.
- From the **Details** section in the **Last Name** field, type part of the vendor name or last name if a person surrounded by “%” (EX: %Sierra% for Sierra School Equipment Co.).
- Select **Go**.

Entity Name/ID Search FTIIDEN 9.3.6 (b3_PREP)

ENTITY NAME/ID SEARCH

Vendors [x] Terminated Vendors [] Grant Personnel [] Proposal Personnel [] Financial Managers [] Terminated Financial Managers [] Agencies [] All []

DETAILS

Basic Filter Advanced Filter

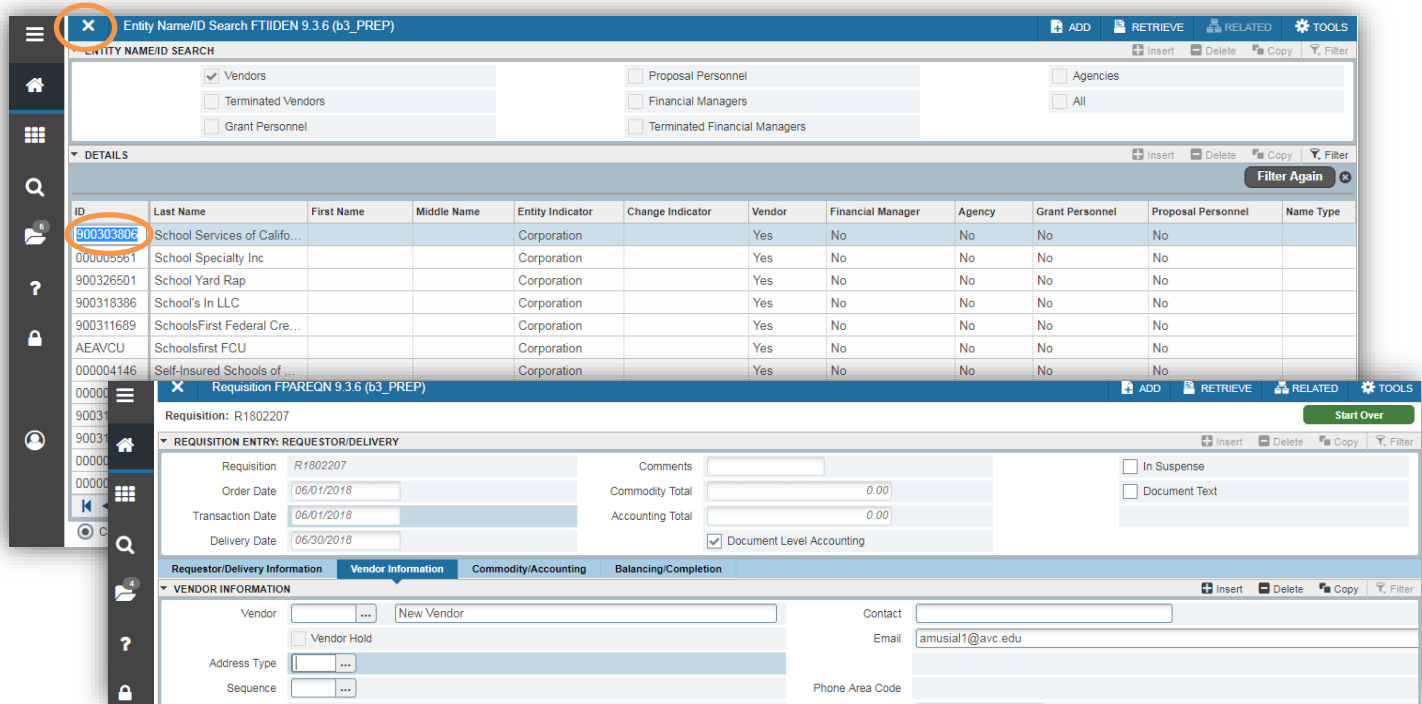
ID [] Last Name [] First Name [] Middle Name [] Entity Indicator [] Add Another Field ...

Clear All Go

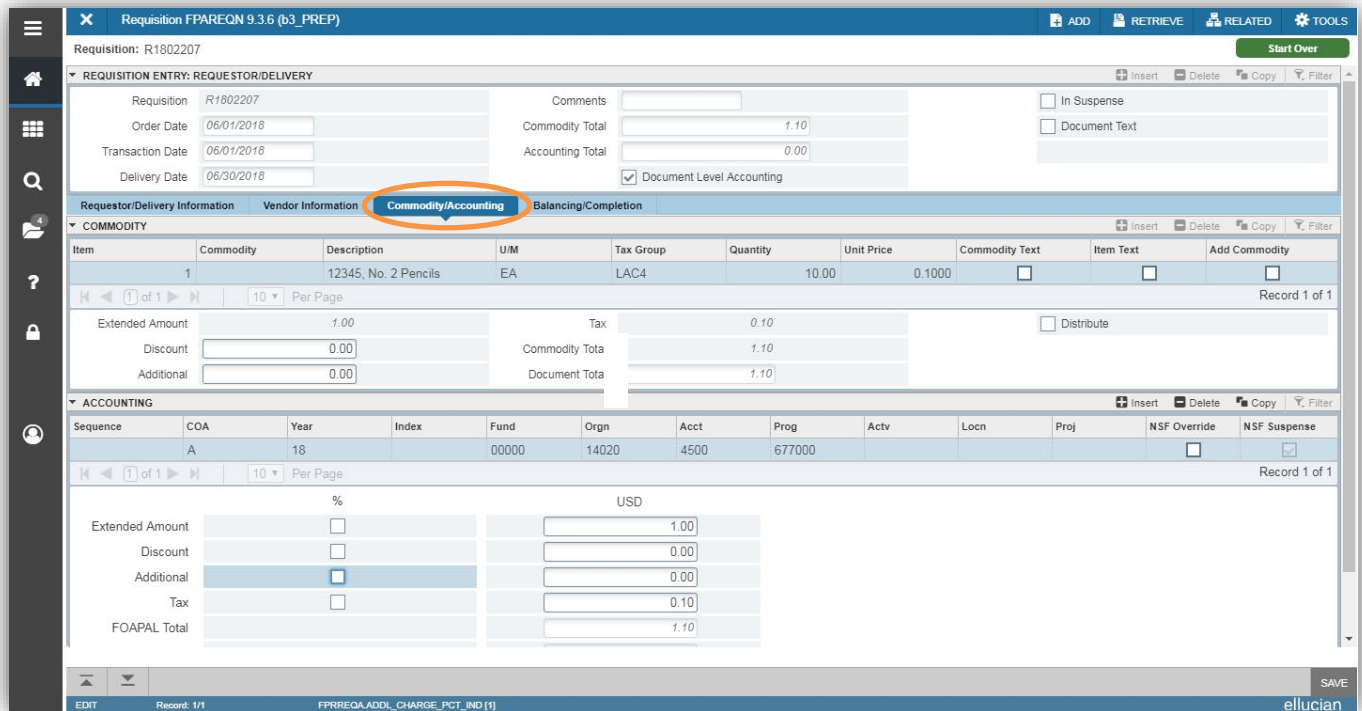
Case Insensitive Query Case Sensitive Query

- A list of vendors will populate. Double-click on the correct vendor ID number. If no vendor ID # populates, this means the vendor is not listed in the Banner database. Click **Close** to return to the Vendor Information tab, then type “New Vendor” into the field right of the Vendor field. Provide all new vendor information in Document Text field (see Appendix A, Vendor), including the vendors Name, Address, Phone #, & email.

CREATING & MAINTAINING REQUISITIONS



14. Click on the **Commodity/Accounting** tab.



15. **COMMODITY:** Leave blank and tab to **Description**.

16. **DESCRIPTION:** Enter a detailed description of the commodity, starting with the item #, manufacturer # or ISBN # if applicable. If you need additional space for your description or have specific instructions for a line item, use **Item Text [FOAPOXT]** (see Appendix A). The description field must include a description

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of the item being purchased; REQs with a description field only an containing item #, manufacturer #, or ISBN # will be returned to the requester for correction.

NOTE: *The only allowable characters in the Description field are visible keyboard characters. Other characters (such as Alt codes) are NOT allowable and if used, will cause an error in your Requisition that will result in resubmittal of a new REQ. **When copying and pasting commodity description into Banner that include characters other than numbers and letters, you must retype the character.***

17. U/M: Enter Unit of Measure code. **Search** using “...” to look up and retrieve your unit of measure.

18. TAX GROUP: Click the ... to select one of the following options:

- a. LAC1 – 10.25% (NY), freight not taxed (N), discount taxed (Y)
- b. LAC2 – 10.25% (YY), freight taxed (Y), discount taxed (Y)
- c. LAC3 – 10.25% (YN), freight taxed (Y), discount not taxed (N)
- d. LAC4 – 10.25% (NN), freight not taxed (N), discount not taxed (N)– **most commonly used**
- e. NT – For Non Taxable items (Open PO, E-Waste Fee, Etc.

NOTE: *The current tax rate as of 4/1/2021 is 10.25%. For the most current tax rate information, please visit <https://www.cdtfa.ca.gov/taxes-and-fees/rates.aspx>*

NOTE: *The District is responsible for paying California Sales Tax on the purchase of all tangible personal property whether or not it is quoted by the vendor. Examples of tangible personal property include such items as office supplies, furniture, electronics, and so forth. In addition, some service and labor costs are subject to sales tax if they result in the creation of tangible personal property.*

19. QUANTITY: Enter number of items desired.


20. UNIT PRICE: Enter price per unit.

21. DISCOUNT: Enter the dollar amount discount in this field. If there is one discount amount for an entire order with multiple commodity lines, you will need to distribute the dollar amount amongst the commodity lines.

22. ADDITIONAL: ONLY enter shipping and handling charges in this field. If entering multiple commodities to the Requisition, enter the S&H amount in the **Additional** field of the **first** commodity.

23. TAX: Field will auto populate.


To add additional commodities, click **Insert**  **Insert** and then repeat the steps above.

Unwanted commodity lines may be removed by clicking **Delete**  **Delete** while on the line of the specific record that you want to delete.



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NOTE: Requisition commodities need to be itemized. Do NOT group multiple items on one commodity line; if there is a quote for the Requisition, the Requisition should reflect the quote.

24. Once you have completed the entry of commodities, select **Next Section**  at the bottom left of the screen to move to the **Accounting Block**.

25. **CHART OF ACCOUNTS (COA):** This field will default to "A." DO NOT CHANGE OR DELETE.

26. **YEAR:** Should default to current fiscal year (EX: 22 for 21/22 fiscal year).

27. **INDEX:** Leave blank.

* To search for any part of the FOAP using "... " while in the field and double-click on the "A" next to the correct number.

28. **FUND:** Enter a Fund code or **Search** using "... "

29. **ORGN:** Defaults from Requestor's setup. If your Orgn Code differs from the default, enter the appropriate Organization code or **Search** using "... "

30. **ACCT:** Enter Account code or **Search** using "... "

31. **PROG:** Enter Program code or **Search** using "... "

32. Leave the following blank: **ACTV, LOCN, PROJ.**

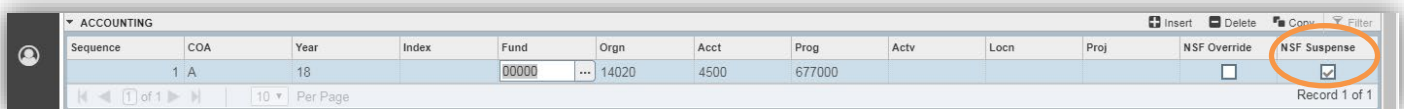
33. Tab through the remaining fields to auto populate.

To add additional FOAPS, click **Insert**  and then repeat the steps above.

NOTE: If you have multiple FOAPS the cost of the commodities is shared among your FOAPS. To manually distribute changes in the \$ amounts for commodities, the **Distribute** box should be unchecked, then go to the FOAP block and make changes to the amount(s) as appropriate. Banner will reserve the funds of your FOAP once the FOAP is entered and saved.



IF ONE OF YOUR FOAPS DOES NOT HAVE SUFFICIENT FUNDS YOU WILL NEED TO MOVE BUDGET BEFORE COMPLETING YOUR REQUISITION OR USE A DIFFERENT FOAP.



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Requisition: R1802207

REQUISITION ENTRY: REQUESTOR/DELIVERY

Requisition: R1802207
 Order Date: 06/01/2018
 Transaction Date: 06/01/2018
 Delivery Date: 06/30/2018

Comments:
 Commodity Total: 1.10
 Accounting Total: 1.10

In Suspend
 Document Text
 Document Level Accounting

NOTE: The REMAINING COMMODITY AMOUNT field in the FOAP block specifies any remaining dollars that have not been applied to a FOAP. Adjust your FOAPs extended amounts and SAVE to refresh the field.

ACCOUNTING

Sequence	COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSF Override	NSF Suspend
1	A	18		00000	14020	4500	677000				<input type="checkbox"/>	<input checked="" type="checkbox"/>

Extended Amount: % USD
 Discount:
 Additional:
 Tax:
 FOAPAL Total:
 Document Total:
 Remaining Commodity Amount:

34. Once you have completed your Commodity and Accounting information, select the **Balancing/Completion** tab.

Requisition: R1802207

REQUISITION ENTRY: REQUESTOR/DELIVERY

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

Vendor: Currency:
 Vendor Hold Exchange Rate:
 COA: A Commodity Record: 1
 Requestor: Count:
 Organization: 14020 Converted Amount:

AMOUNTS

	Input	Commodity	Accounting	Status
Approved Amount	<input type="text" value="1.00"/>	<input type="text" value="1.00"/>	<input type="text" value="1.00"/>	<input type="text" value="BALANCED"/>
Discount Amount	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="BALANCED"/>
Additional Amount	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="BALANCED"/>
Tax Amount	<input type="text" value="0.10"/>	<input type="text" value="0.10"/>	<input type="text" value="0.10"/>	<input type="text" value="BALANCED"/>

This window displays summary information. The **Status** fields need to state “BALANCED” before completing a REQ.

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COMPLETE: Select **Complete** when you have entered all the information for the Requisition and are ready to send it forward to approvals.

NOTE: If your Requisition requires any supporting documentation to be uploaded to Onbase (see Requisition Checklist <https://www.avc.edu/administration/busserv/guidelinespolicies>), these documents should be uploaded prior to completing your Requisition for approvals. Requisitions completed prior to documents being uploaded to Onbase may be disapproved if a Buyer reviews the Requisition prior to the documents being uploaded. See Appendix B for additional information regarding Onbase and uploading documents.

IN PROCESS: Select **In Process** to save your Requisition to complete at a later time.

NOTE YOUR REQUISITION NUMBER FOR FUTURE REFERENCE.

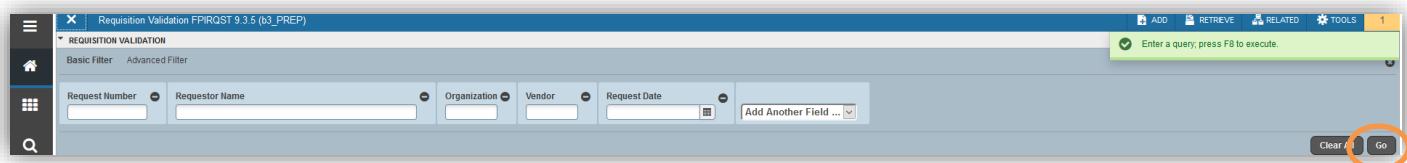
NOTE: Any required changes on a completed Requisition will require that you deny the Requisition in approvals. If the Requisition were to already go through the approval process, you will have to cancel the Requisition and resubmit to make changes. Please notify your Buyer if you cancel a Requisition that has already been approved.

Orders take approximately 1-2 weeks to process once approved. Please notify the Purchasing Department for all urgent/rush requests at 661-722-6310 or purchasing@avc.edu.

MAKING CHANGES TO A REQUISITION

Making changes to a Requisition that is NOT Complete and Approved or has been disapproved.

1. If your Requisition is in the approval process, first remove it by following the instructions under “Removing a Requisition from Approvals in Bannerweb” on page 25.
2. Login to Banner.
3. Access the Requisition through **FPAREQN**.
4. Click on the ... to select your Requisition #.
 - a. Click **Filter** in the top right of your screen.
 - b. Choose your method of search (Request Number, Requestor Name) and enter the search information next to the field and select **Go**.



- c. Once you find the Requisition you were searching for, double-click the **Request Number**.

NOTE: If you choose to type your Requisitions # directly into the Requisition field rather than search for your Requisition # as described above, be careful as you may create a new Requisition that will require deletion if you are missing or transpose any digits.

5. Click **Go** to access the REQ.
6. Make changes to the applicable fields. Please reference the “Creating a Requisition in Banner” guide for further details on the **FPAREQN** form.

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- When you are finished making changes go to the **Balancing/Completion** tab and select **“Complete”** to send your Requisition for approval or select **“In Process”** to save your Requisition and make additional changes later.

Making changes to a Requisition that is Complete and Approved.

- Email the Purchasing Department, purchasing@avc.edu, with the following information:
 - SUBJECT: C/O Request REQ # RXXXXXXXXX
 - BODY: Explain the change that needs to be made
- Purchasing will verify that the changes can be made and process the C/O for approval.

NOTE: *It is the responsibility of the requester to ensure C/O is approved by desired date.*

INCREASING OR DECREASING A STANDING (OPEN) PO

If you need to increase or decrease a standing PO, please follow the instructions below.

- Email the Purchasing Department, purchasing@avc.edu, with the following information:
 - SUBJECT: C/O Request REQ # RXXXXXXXXX
 - BODY: Include the increase/decrease amount along with the new total of the PO. If your PO will be increasing to an amount that requires additional documentation (EX: \$5K or more would require 3 quotes), please include the documents as attachments to your email.
- Purchasing will verify that the changes can be made and process the C/O for approval.

CANCELING A REQUISITION

A Requisition can be cancelled after it has been completed and approved by using FPARDEL Requisition Cancel. A cancelled Requisition will no longer be viable in the system. A Requisition cannot be cancelled if a purchase order number has been assigned to it. Please notify your Buyer if you need to cancel a Requisition and Contact the Purchasing Department if you need to cancel a Requisition that has been assigned a Purchase Order.

- Access the Requisition through **FPARDEL**.
- Enter the Requisition number in the **Request Code** field.
- Click **Go**.
- Review the information fields to verify the Requisition being cancelled.

The screenshot shows the 'Requisition Cancel FPARDEL 9.0 (b3_PREP)' interface. At the top, it displays 'Request Code: R1802199' and 'Angela Musial'. Below this, there are tabs for 'Requisition' and 'Cancel Date'. The main section is titled 'REQUISITION DETAIL' and contains the following information:

<input checked="" type="checkbox"/> NSF Checking	Origin	BANNER
Request Date: 06/30/2018	Request Type	P
Transaction Date: 06/30/2018	Vendor	
Delivery Date: 06/30/2018		

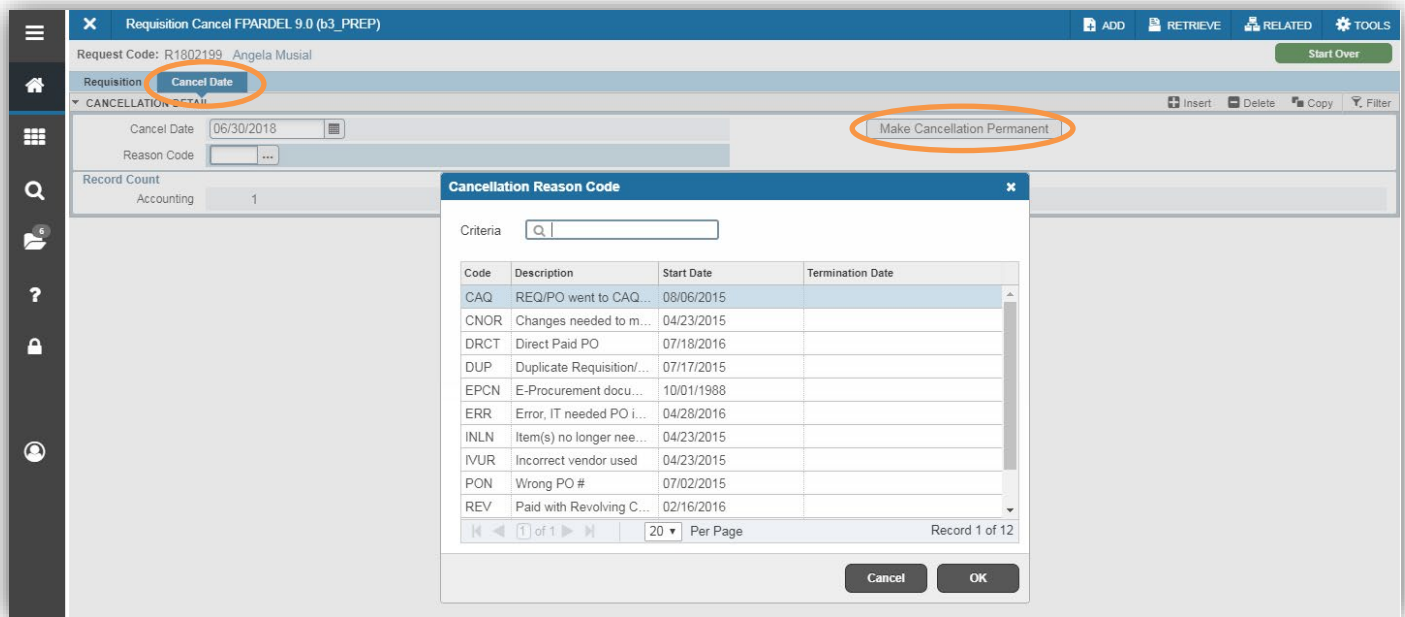
Below the details is a summary table:

Net Amount		Discount Amount		Tax Amount		Additional Charges		Net Amount	
Extended Amount	1.00	-	0.00	+	0.10	+	0.00	=	1.10

- Select the **Cancel Date** tab.

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6. Select ... next to the Reason Code and select the reason for the cancellation.

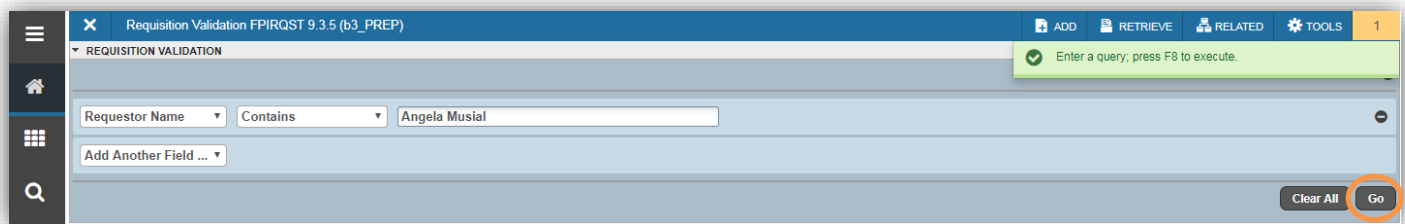


7. Click on the **Make Cancellation Permanent** button to cancel the Requisition.

DELETING A REQUISITION

A Requisition can only be deleted if it is still In Process. If a Requisition has been completed, but not approved, first remove the Requisition from Approvals in Bannerweb (see page 25) then proceed to delete the Requisition. If a Requisition has been Completed and Approved, you will only be able to cancel the Requisition (see page 14).

1. Access the Requisition through **FPAREQN**.
2. Click on the ... to select your Requisition #.
 - a. Click **Filter** in the top right of your screen.
 - b. Choose your method of search (Request Number, Requestor Name) and enter the search information next to the field and select **Go**.
 - c. Once you find the Requisition you were searching for, double-click the **Request Number**.



3. Click **Go** to access the REQ.
4. While on the **Requestor/Delivery Information** tab, click **Delete** at the top right of the screen twice.

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Requisition: R1900666

REQUISITION ENTRY: REQUESTOR/DELIVERY

Requisition: R1900666
Order Date: 08/07/2018
Transaction Date: 08/07/2018
Delivery Date: 08/30/2018

Comments: []
Commodity Total: 15,000.00
Accounting Total: 0.00

In Suspense
 Document Text
 Document Level Accounting

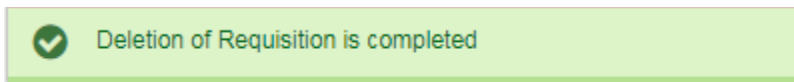
Requestor/Delivery Information | Vendor Information | Commodity/Accounting | Balancing/Completion

REQUESTOR/DELIVERY INFORMATION

Requestor: Linda Sanchez
Organization: 62430 Stud Financial Aid Assist-Bfap
COA: A Antelope Valley College
Email: lsanchez@avc.edu

Street Line 2: 3041 West Avenue K
Street Line 3: []
Contact: []
Attention To: L. Sanchez, vendor

5. A notification will pop up letting you know that all commodity and accounting records will be deleted.



CHECKING BANNER MESSAGES

When a Requisition is approved or denied, the requester will receive an auto generated e-mail message from Banner workflow. Users can also view these messages in Banner through the following steps:

1. Log-in to Banner (INB)
2. Navigate to **GUAMESG**.
3. Click **Filter** in the top right of your screen.
4. From **Add Another Field ...** select **Item**, enter the Requisition # in the field, and select **Go**.

General Message GUAMESG 9.3.3 (b3_PREP)

GENERAL MESSAGE

Item: [] Contains: [] R1900066

Add Another Field ... []

Clear All Go

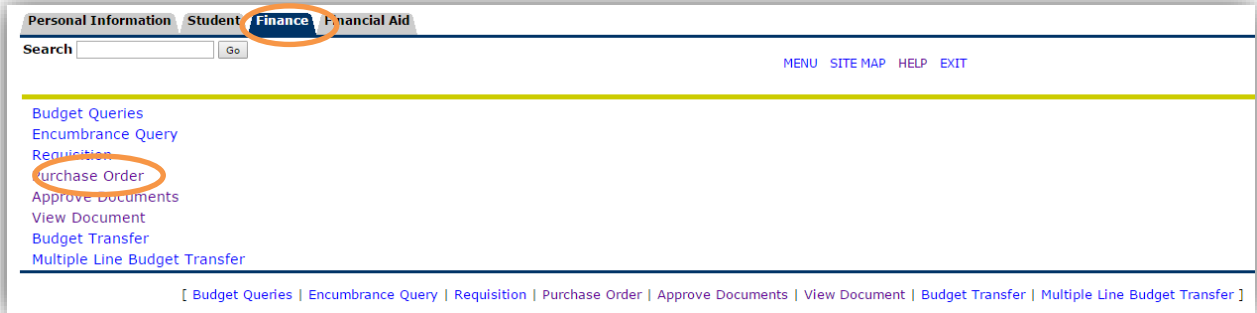
Scroll through the pages to review each message.

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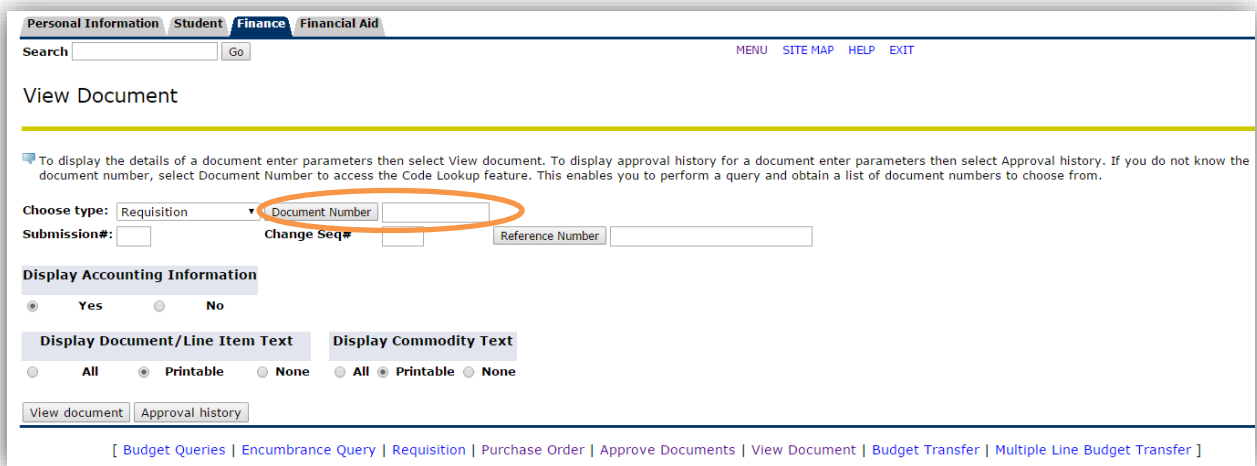
BANNER SSB (BANNERWEB)

VIEW DOCUMENTS (REQ, PO, ETC.) IN BANNER SSB

1. Click on the **Finance tab** at the top.
2. Select **View Document**



3. Select the **Choose type** (default will be **Requisition**).
4. Type the document # in the **Document Number** field or click **Document Number** to search



- a. If you click **Document Number** to search, leave your name in the **User ID** field and select **Execute Query**. To view another users documents, type their User ID in the User ID field and

CREATING & MAINTAINING REQUISITIONS

select

Execute

Query.

Personal Information Student Finance Financial Aid

Search Go MENU SITE MAP HELP EXIT

* - at least one of these fields required.

Requisition Code Lookup

Document Number*

User ID*

Activity Date* All

Transaction Date* All

Vendor ID*

Requestor

Approved

Completed

Reference Number*

[Budget Queries | Encumbrance Query | Requisition | Purchase Order | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer]

- You can also use the wildcard key “%” if you know part of your document # (EX: R2101%) or want to view documents for an entire fiscal year (EX: R21%). Select **Execute Query**.
- b. A list of your documents will appear. Click on the document # you want to view.

Personal Information Student Finance Financial Aid

Search Go MENU SITE MAP HELP EXIT

Press the document number link to return the value to the View Document page. Press the Exit without Value button to return without a value to the View Document page.

✓ 14 documents selected.

Requisition Lookup Results

Document Number	User ID	Activity Date	Trans Date	Vendor ID	Vendor	Requestor	Approved	Completed	Reference Number
R0000004	AMUSIAL1	May 04, 2015	Jul 01, 2015		NAME NOT FOUND FOR PIDM: 395775	Angela Musial	Yes	Yes	
R0000005	AMUSIAL1	May 04, 2015	Jul 01, 2015		NAME NOT FOUND FOR PIDM: 395828	Angela Musial	Yes	Yes	
R0000006	AMUSIAL1	May 05, 2015	May 05, 2015			Angela Musial	Yes	Yes	
R0000007	AMUSIAL1	May 11, 2015	Jul 01, 2015	900299967	CDW-G	Angela Musial	Yes	Yes	
R0000008	AMUSIAL1	May 05, 2015	Jul 01, 2015	900299967	CDW-G	Angela Musial	Yes	Yes	
R0000010	AMUSIAL1	May 08, 2015	May 08, 2015		NAME NOT FOUND FOR PIDM: 395892	Angela Musial	No	No	
R0000011	AMUSIAL1	May 12, 2015	May 11, 2015	900299968	Zones	Angela Musial	Yes	Yes	
R0000012	AMUSIAL1	May 12, 2015	May 11, 2015	900299968	Zones	Angela Musial	Yes	Yes	
R0000013	AMUSIAL1	May 12, 2015	May 11, 2015			Angela Musial	Yes	Yes	
R0000014	AMUSIAL1	May 11, 2015	May 11, 2015			Angela Musial	No	Yes	
R0000015	AMUSIAL1	May 11, 2015	May 11, 2015			Angela Musial	No	Yes	
R0000016	AMUSIAL1	May 12, 2015	Jul 01, 2015			Angela Musial	Yes	Yes	
R0000031	AMUSIAL1	May 12, 2015	May 12, 2015	000006617	CDW-G Computer Centers Inc.	Angela Musial	Yes	Yes	
R0000038	AMUSIAL1	May 12, 2015	Jul 01, 2015	000006617	CDW-G Computer Centers Inc.	Angela Musial	Yes	Yes	

14 documents selected.

[Budget Queries | Encumbrance Query | Requisition | Purchase Order | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer]

5. Select **View Document** to view the document.

View Document

To display the details of a document enter parameters then select View document. To display approval history for a document enter parameters then select Approval history. If you do not know the document number, select Document Number to access the Code Lookup feature. This enables you to perform a query and obtain a list of document numbers to choose from.

Choose type: Document Number

Submission#: Change Seq# Reference Number

Display Accounting Information

Yes No

Display Document/Line Item Text **Display Commodity Text**

All Printable None All Printable None

[Budget Queries | Encumbrance Query | Requisition | Purchase Order | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer]

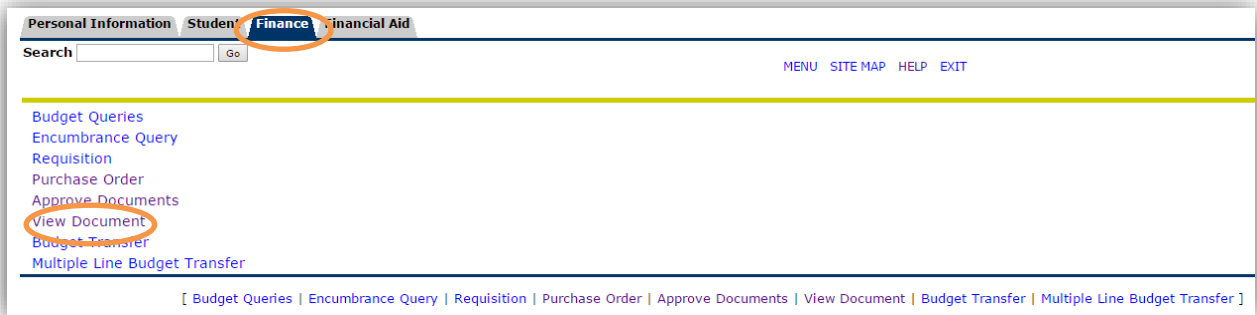
CREATING & MAINTAINING REQUISITIONS

Requisition Header					
Requisition	Order Date	Trans Date	Delivery Date	Print Date	Total
R1602340	Mar 24, 2016	Mar 24, 2016	Mar 24, 2016		296.58
Origin: BANNER					
Complete:	Y	Approved:	Y	Type:	Procurement
Cancel Reason:				Date:	
Requestor:	Angela Musial	14020	Business Services		
E-mail:	amusial1@avc.edu				
Accounting:	Document Level				
Ship to: Antelope Valley College					
3041 West Avenue K					
Warehouse					
Lancaster, CA 93536					
Attention:	a.musial, A154, Vendor				
Contact:					
Phone Number:					
Vendor: 000004533 Zones Inc Business & Technology					
1102 15th St SW Ste 102					
Auburn, WA 98001					
Phone Number:	800-419-9663				
Fax Number:					
Document Text: Quote # K0275851					

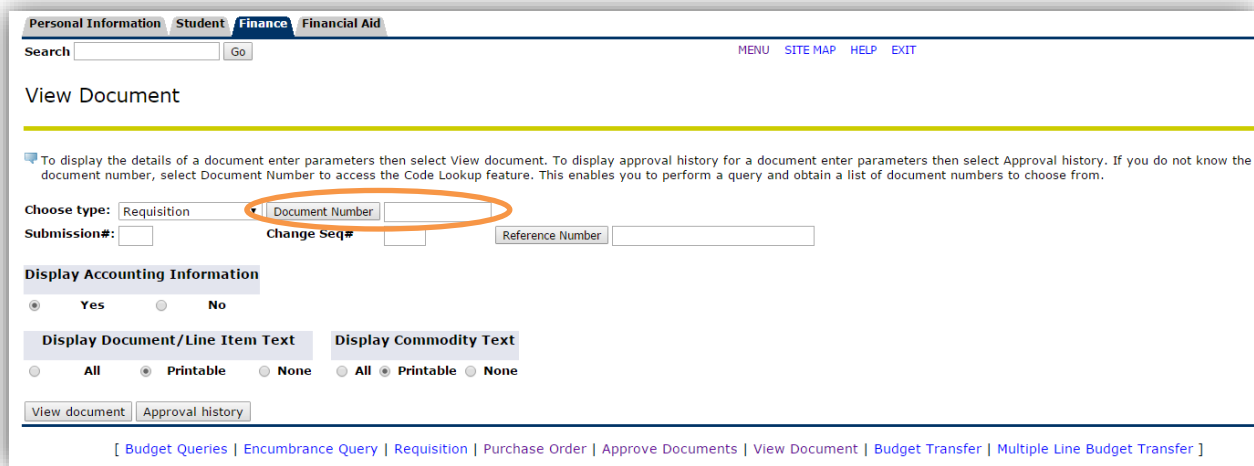
CREATING & MAINTAINING REQUISITIONS

PRINT DOCUMENTS (REQ, PO, ETC.) IN BANNER WEB

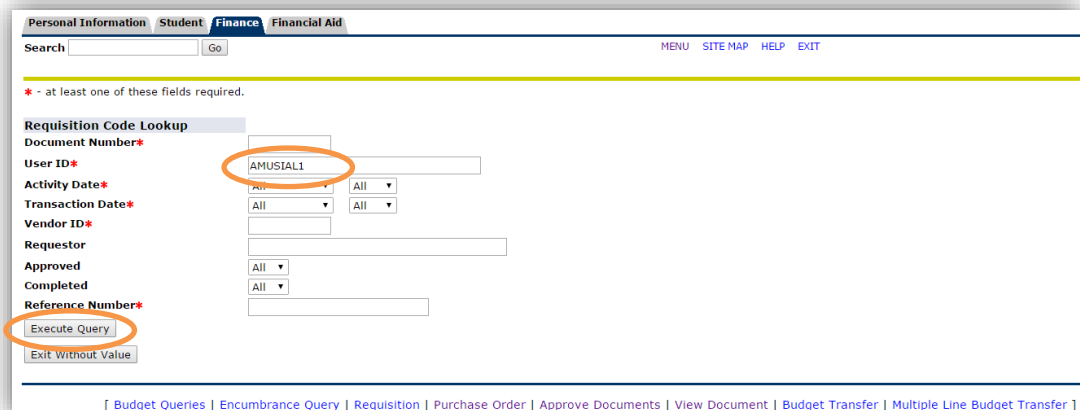
1. Click on the **Finance tab** at the top.
2. Select **View Document**



3. Select the **Choose type** (default will be **Requisition**).
4. Type the document # in the **Document Number** field or click **Document Number** to search

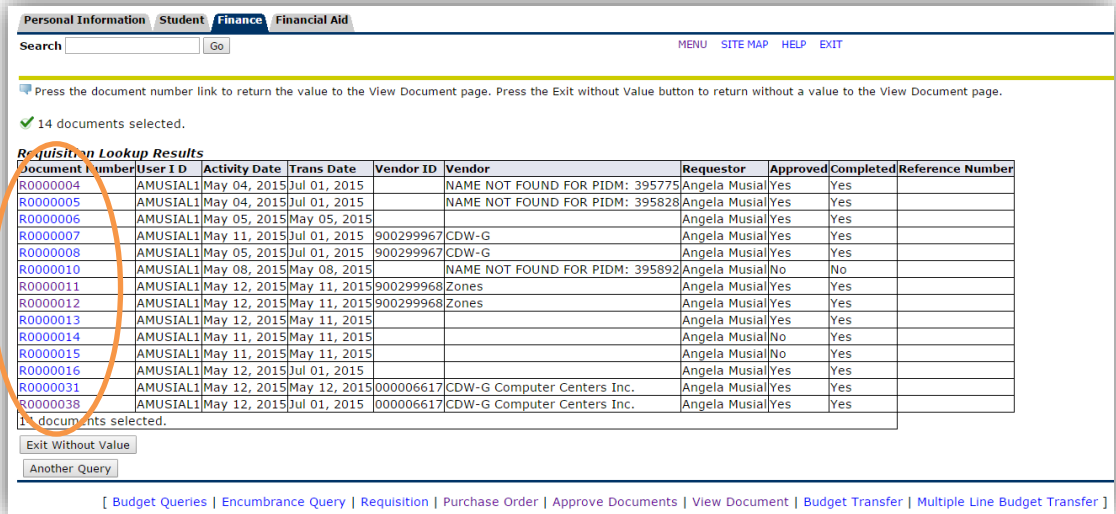


- a. If you click **Document Number** to search, leave your name in the **User ID** field and select **Execute Query**. To view another users documents, type their name in the User ID field and select **Execute Query**.

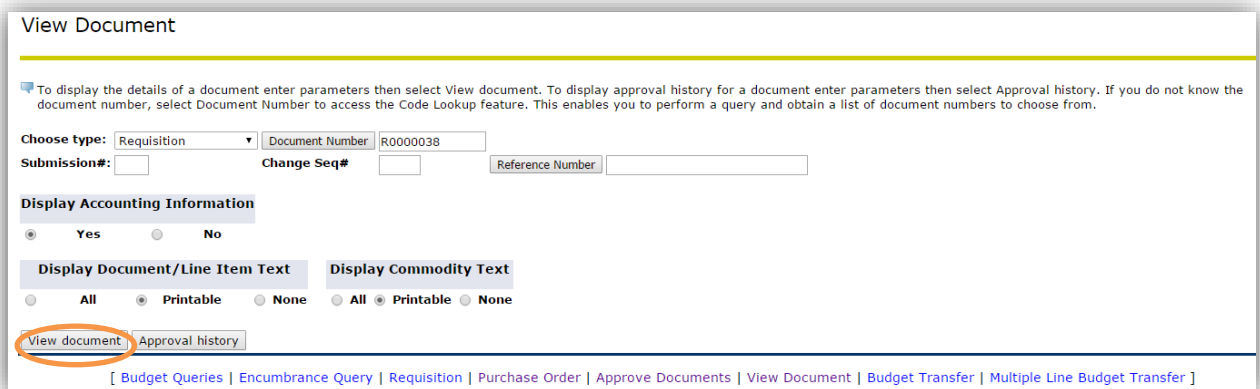


CREATING & MAINTAINING REQUISITIONS

- You can also use the wildcard key “%” if you know part of your document # (EX: R00001%) or want to view documents for an entire fiscal year (EX: R16%). Select **Execute Query**.
- b. A list of your documents will appear. Click on the document # you want to view.



5. Select **View Document** to print the document.



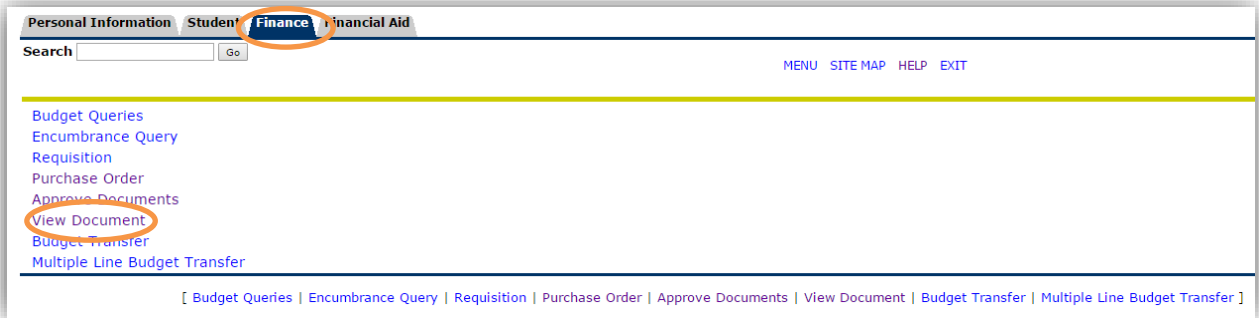
6. Right click on the Requisition information and select print or on your keyboard select Ctrl+P

VIEW/CHECK APPROVALS FOR A DOCUMENT (REQ, PO, ETC.) IN BANNER WEB

1. Click on the **Finance tab** at the top.

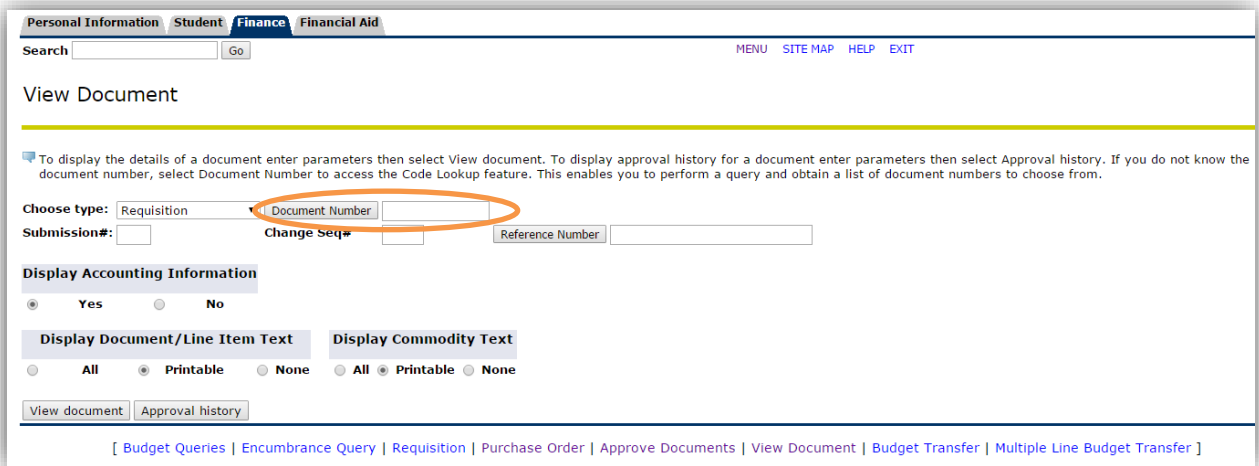
CREATING & MAINTAINING REQUISITIONS

2. Select **View Document**

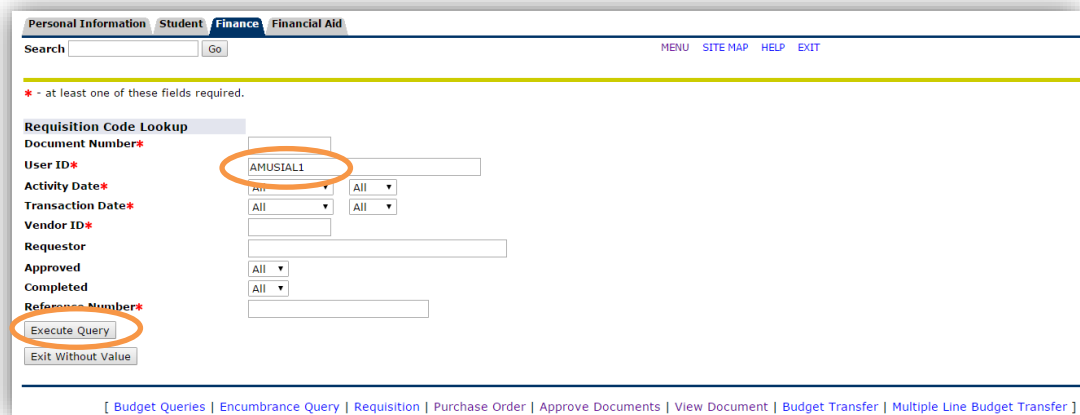


3. Select the **Choose type** (default will be **Requisition**).

4. Type the document # in the **Document Number** field or click **Document Number** to search



- a. If you click **Document Number** to search, leave your name in the **User ID** field and select **Execute Query**. To view another users documents, type their name in the User ID field and select **Execute Query**.



- You can also use the wildcard key "%" if you know part of your document # (EX: R00001%) or want to view documents for an entire fiscal year (EX: R16%). Select **Execute Query**.
- b. A list of your documents will appear. Click on the document # you want to view.

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Search Go MENU SITE MAP HELP EXIT

Press the document number link to return the value to the View Document page. Press the Exit without Value button to return without a value to the View Document page.

14 documents selected.

Requisition Lookup Results

Document Number	User ID	Activity Date	Trans Date	Vendor ID	Vendor	Requestor	Approved	Completed	Reference Number
R0000004	AMUSIAL1	May 04, 2015	Jul 01, 2015		NAME NOT FOUND FOR PIDM: 395775	Angela Musial	Yes	Yes	
R0000005	AMUSIAL1	May 04, 2015	Jul 01, 2015		NAME NOT FOUND FOR PIDM: 395828	Angela Musial	Yes	Yes	
R0000006	AMUSIAL1	May 05, 2015	May 05, 2015			Angela Musial	Yes	Yes	
R0000007	AMUSIAL1	May 11, 2015	Jul 01, 2015	900299967	CDW-G	Angela Musial	Yes	Yes	
R0000008	AMUSIAL1	May 05, 2015	Jul 01, 2015	900299967	CDW-G	Angela Musial	Yes	Yes	
R0000010	AMUSIAL1	May 08, 2015	May 08, 2015		NAME NOT FOUND FOR PIDM: 395892	Angela Musial	No	No	
R0000011	AMUSIAL1	May 12, 2015	May 11, 2015	900299968	Zones	Angela Musial	Yes	Yes	
R0000012	AMUSIAL1	May 12, 2015	May 11, 2015	900299968	Zones	Angela Musial	Yes	Yes	
R0000013	AMUSIAL1	May 12, 2015	May 11, 2015			Angela Musial	Yes	Yes	
R0000014	AMUSIAL1	May 11, 2015	May 11, 2015			Angela Musial	No	Yes	
R0000015	AMUSIAL1	May 11, 2015	May 11, 2015			Angela Musial	No	Yes	
R0000016	AMUSIAL1	May 12, 2015	Jul 01, 2015			Angela Musial	Yes	Yes	
R0000031	AMUSIAL1	May 12, 2015	May 12, 2015	000006617	CDW-G Computer Centers Inc.	Angela Musial	Yes	Yes	
R0000038	AMUSIAL1	May 12, 2015	Jul 01, 2015	000006617	CDW-G Computer Centers Inc.	Angela Musial	Yes	Yes	

14 documents selected.

Exit Without Value
Another Query

[Budget Queries | Encumbrance Query | Requisition | Purchase Order | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer]

5. Select **Approval History** to view the approval history of the Requisition.

View Document

To display the details of a document enter parameters then select View document. To display approval history for a document enter parameters then select Approval history. If you do not know the document number, select Document Number to access the Code Lookup feature. This enables you to perform a query and obtain a list of document numbers to choose from.

Choose type: Requisition Document Number: R0000038
Submission#: Change Seq#: Reference Number:

Display Accounting Information
 Yes No

Display Document/Line Item Text Display Commodity Text
 All Printable None All Printable None

View document Approval history

[Budget Queries | Encumbrance Query | Requisition | Purchase Order | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer]

Approval History

Approvals required

Queue	Description	Level	Approvers
081A	12260 Child Development Center	10	Angela Musial Denise Anderson
081B	12260 Child Development Center	10	Debby Clark-Hackenberg

Approvals recorded

Queue	Level	Date	User
081E	10	May 25, 2016	Katarina Orlic-Babic
081F	10	May 23, 2016	Louis O'Neil

LOOKING UP/VIEWING A PO NUMBER, CHANGE ORDER, OR INVOICE

1. Follow steps 1-5 under **VIEW DOCUMENTS (REQ, PO, ETC.) IN BANNER WEB.**
2. Select **View Document.**

CREATING & MAINTAINING REQUISITIONS

View Document

To display the details of a document enter parameters then select View document. To display approval history for a document enter parameters then select Approval history. If you do not know the document number, select Document Number to access the Code Lookup feature. This enables you to perform a query and obtain a list of document numbers to choose from.

Choose type: Document Number:
Submission#: Change Seq#: Reference Number:

Display Accounting Information
 Yes No

Display Document/Line Item Text All Printable None
Display Commodity Text All Printable None

[[Budget Queries](#) | [Encumbrance Query](#) | [Requisition](#) | [Purchase Order](#) | [Approve Documents](#) | [View Document](#) | [Budget Transfer](#) | [Multiple Line Budget Transfer](#)]

3. Scroll to the end of the Requisition to view **Related Documents**.

Related Documents

Transaction Date	Document Type	Document Code	Status Indicator
Jul 01, 2015	Purchase Order	P160082	Approved
Jul 01, 2015	Invoice	12345	Approved
Jul 01, 2015	Invoice	160082	Approved

4. You can then click on the **Document Code** to view or print.

CREATING & MAINTAINING REQUISITIONS

To view a Change Order

- Go back to the View Document Screen, select Purchase Order as the **Choose Type** and select **Document Number**.
- Type the Purchase Order # into the **Document Number** field and remove the username from the **User ID** field.

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Search Go MENU SITE MAP HELP EXIT

* - at least one of these fields required.

Requisition Code Lookup

Document Number*

User ID*

Activity Date*

Transaction Date*

Vendor ID*

Requestor

Approved

Completed

Reference Number*

[Budget Queries | Encumbrance Query | Requisition | Purchase Order | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer]

- Select **Execute Query**.
- Change Orders will have a Change Seq# of 1 or greater. Select the document # you wish to view, then Select View Document to view and/or print the document or select Approval History to view the approval history of the document.

Purchase Order Lookup Results

Document Number	User ID	Activity Date	Trans Date	Buyer Code	Vendor ID	Vendor	Change Seq#	Approved	Completed
P160073	AMUSTIAL1	Jul 16, 2015	Jul 16, 2015	AM	000003567	Wayne & Dave's Automotive	0	Yes	Yes
P160073	AMUSTIAL1	Aug 19, 2015	Aug 17, 2015	AM	000003567	Wayne & Dave's Automotive	1	Yes	Yes
P160073	AMUSTIAL1	Aug 19, 2015	Jul 16, 2015	AM	000003567	Wayne & Dave's Automotive		Yes	Yes

3 documents selected.

REMOVING A REQUISITION FROM APPROVALS IN BANNERWEB

To make changes to a Requisition that is in the approval process, you will need to deny the Requisition in the Approve Documents section of Bannerweb.

- Click on the **Finance** tab at the top.
- Select **Approve Documents**.

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Search Go MENU SITE MAP HELP EXIT

Budget Queries
Encumbrance Query
Requisition
Purchase Order
Approve Documents
View Document
Budget Transfer
Multiple Line Budget Transfer

[Budget Queries | Encumbrance Query | Requisition | Purchase Order | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer]

- User ID** will default to you.

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- Select **All documents** which you may approve and **Submit Query**.

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Search Go MENU SITE MAP HELP EXIT

Approve Documents

Enter Approval Parameters

User ID

Document Number:

Documents for which you are the next approver
 All documents which you may approve

[Budget Queries | Encumbrance Query | Requisition | Purchase Order | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer]

- All Requisitions you have submitted which are currently in the approval process will display.
- Select **Disapprove** of the Requisition you want to remove from the approval process.

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Search Go MENU SITE MAP HELP EXIT

Approve Documents

Select the Document Number link to display the details of a document. Select the History link to display the approval history of the document. Select the Approve link, if enabled, to approve the document. Select the Disapprove link, if enabled, to disapprove the document.

Queried Parameters

User ID	AMUSIAL1	Angela Musial
Document Number:		
Documents Shown:	All	

Approve Documents List

Next Approver	Type	NSF	Change	Seq#	Sub#	Originating User	Amount	Queue Type	Document	History	Approve	Disapprove
	REQ					AMUSIAL1	5,450.00	DOC	R0000014	History	Approve	Disapprove
	REQ					AMUSIAL1	5,450.00	DOC	R0000015	History	Approve	Disapprove

[Budget Queries | Encumbrance Query | Requisition | Purchase Order | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer]

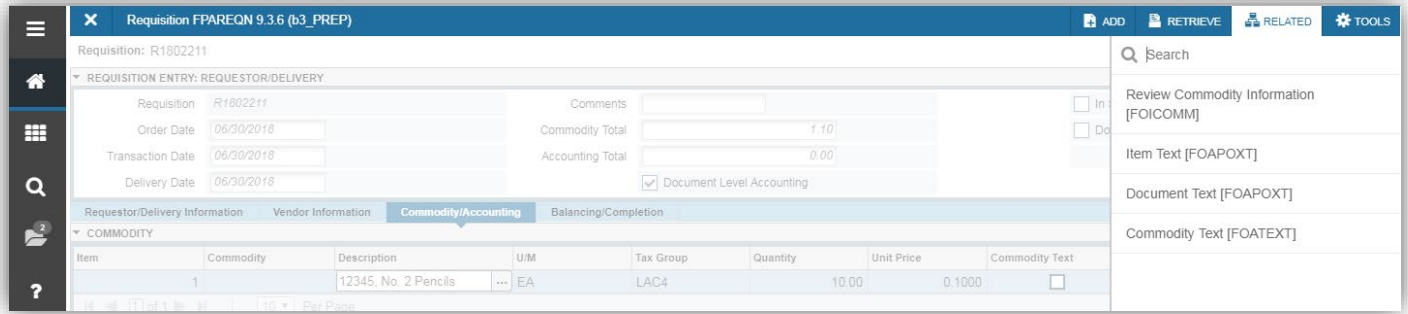
Once your Requisition is removed, you can cancel or make changes to the Requisition in Banner (INB), FPAREQN.


CREATING & MAINTAINING REQUISITIONS

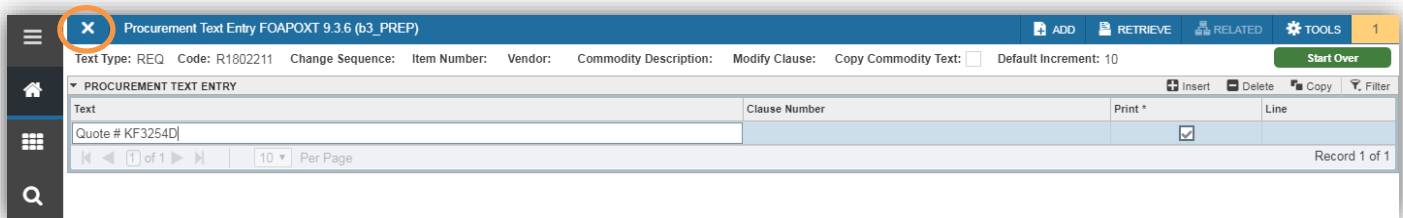
Appendix A – Document and Item Text (FOAPOXT)


DOCUMENT TEXT (optional): Allows you to enter text that applies to the entire Requisition (new vendor information, processing instructions for Purchasing department, quote numbers, etc.).

ITEM TEXT (optional): Allows you to enter text that applies to a specific commodity line (additional description information, delivery dates if they differ for each line, etc.).



1. While in any of the Requisition tabs, under “Related” (top right of page), select Document Text [FOAPOXT] or while in the Description field of the applicable Item select Item Text [FOAPOXT], to enter additional information.
2. Entering Text:
 - a. **TO ENTER TEXT:** select **Next Section**  at the bottom left of the screen to move to the Accounting Block. Begin typing your information in the **TEXT** field. Use the **down arrow** to add more text (the text will not automatically wrap to the next line).



- TO ENTER NEW VENDOR INFORMATION:** Click the ... next to the Modify Clause field:
- i. Double click the VEND clause. It will then show up in the **Modify Clause** field.
 - ii. Click **Next Section**  and begin filling in the required items in the **TEXT** field.

3. Click **Save** at the bottom right of the screen when you have finished entering your text.
4. Click **Close** at the top left of the screen to return to the Requisition Entry.

CREATING & MAINTAINING REQUISITIONS

Appendix B – Attaching Documents to Your Requisition

If your Requisition requires Supporting Documentation, please upload the supporting documentation to your Requisition through OnBase.

If you need access to Onbase or are having issues with your access, ITS can assist you by emailing help@avc.edu.

OnBase Video Guides can be found on the Purchasing Banner page under Other Helpful Guides.

<https://www.avc.edu/administration/busserv/banner-purchasing>

CREATING & MAINTAINING REQUISITIONS

Appendix C – Creating a Requisition for a Future Fiscal Year

When creating a Requisition for a Future Fiscal Year (prior to July 1) there are a few items that will be different on the Requisition:

1. **ORDER DATE:** The **Order Date** will need to be changed to the first date of the fiscal year 01-JUL-20XX. Once the new fiscal year begins, the **Order Date** will default to the current date and will not need to change.
2. **TRANSACTION DATE:** The **Transaction Date** will need to be changed to the first date of the fiscal year 01-JUL-20XX. Once the new fiscal year begins, the **Transaction Date** will default to the current date and will not need to change.

NOTE: *The Order Date and the Transaction Date must be the same.*

3. **DELIVERY DATE:** The **Delivery Date** should be a date that is at least 3 weeks from the **Order Date** to allow adequate time for approvals, processing, and delivery.

The screenshot shows the 'REQUISITION ENTRY: REQUESTOR/DELIVERY' form. The 'Order Date' is 07/01/2023, 'Transaction Date' is 07/01/2023, and 'Delivery Date' is 08/01/2023. These three date fields are circled in orange. Other fields include 'Comments', 'Commodity Total' (0.00), 'Accounting Total' (0.00), and checkboxes for 'In Suspense', 'Document Text', and 'Document Level Accounting' (checked).

4. **YEAR:** The Fiscal Year in the FOAP will automatically default based on the Order Date and Transaction Date. Be sure that this **Year** matches the Fiscal Year in which your Requisition is being entered for.

The screenshot shows the 'ACCOUNTING' table with the following data:

Sequence	COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSF Override	NSF Suspense
1	A	24		00000	14020	4500	677000				<input type="checkbox"/>	<input checked="" type="checkbox"/>

The 'Year' field (24) is circled in orange. The table also shows navigation controls at the bottom: '10 * Page' and 'Record 1 of 1'.

5. **IN PROCESS:** Until Purchasing notifies the District that Future Fiscal Year Requisitions can be Completed (sometime at the end of June), the **In Process** button will need to be selected. After this notification is sent out, all Requisitions can be Completed.

CREATING & MAINTAINING REQUISITIONS

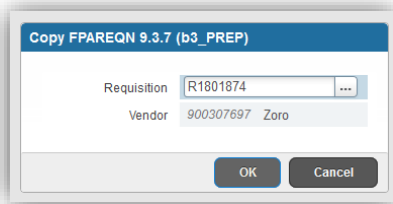
Appendix D – Copying a Requisition in FPAREQN

When creating a requisition, you may find it convenient to copy a requisition you created at an earlier date. For instance, if you have some standard supplies you buy several times each year, you can copy an older requisition, change a few fields and complete the requisition.

1. In Banner SSB (myAVC), navigate to **View Documents** and bring up the PO of the REQ you want to copy.
2. Navigate to FPAREQN.



3. Click on the **Copy** button. This opens the Copy dialog box.
4. Enter the Requisition number you want to copy and hit enter.
5. Banner will display the vendor name for verification. Click the **OK** button to open the new copy of the requisition.



Banner will display all previous information except the order and transaction date will reflect the current date and the delivery date field will be blank.

6. Enter a new date in the Delivery Date field.
7. Proceed through the information blocks as you did previously, changing information as necessary. **Because buyers will make changes on the PO, you must bring up the PO of the REQ your copying in myAVC and update the necessary information including document text, item text, commodity, etc.**
8. Complete or put the requisition In Process on the Balancing/Completion block.