



**ANTELOPE
VALLEY
COLLEGE**

CREATING A REQUISITION IN BANNER (INB)

Revised 10/9/15

CREATING A REQUISITION

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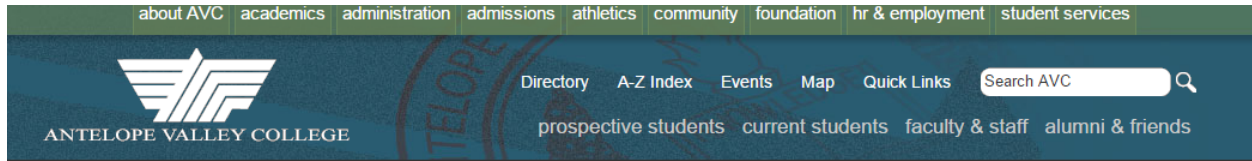
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CREATING A REQUISITION

LOGGING INTO BANNER INB



1. Double-click the Webapps icon on your desktop. If the page does not open in Internet Explorer, copy and paste the link into Internet Explorer.
2. Select the **Banner** link from the **Production Servers** section.



AVC Home > Web Server Launch Page

AVC Internal Root Certificate

AVC uses an internal SSL certificate to encrypt data sent between workstations and the following web applications. The certificate is recognized by most current web browsers automatically, however we have noticed that Firefox, and some older browsers, sometimes do not recognize AVC's certificate. If you receive a warning that the SSL certificate is not recognized by your browser you will need to install the certificate. To install the certificate in your browser, just click the link below.
Click to install certificate

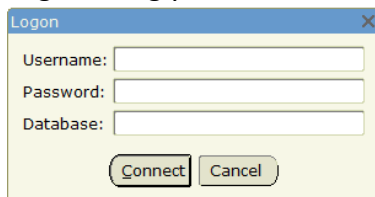
Production Servers

Application	Version	Status	Info
Astra Schedule	6.0.11	Available	
Banner	CALB 8.9.1	Available	

3. Select **Run** or **Continue** from the pop-up boxes.



4. Log-in using your AVC username and password provided by ITS. Leave the **Database** field blank.



You can reset your password by clicking on the **Change Banner Password** under the **My Links** section on the right hand side of the Banner main menu.

My Links

- [Change Banner Password](#)
- [Check Banner Messages](#)
- [Personal Link 1](#)
- [Personal Link 2](#)
- [Personal Link 3](#)
- [Personal Link 4](#)
- [Personal Link 5](#)
- [Personal Link 6](#)


CREATING A REQUISITION

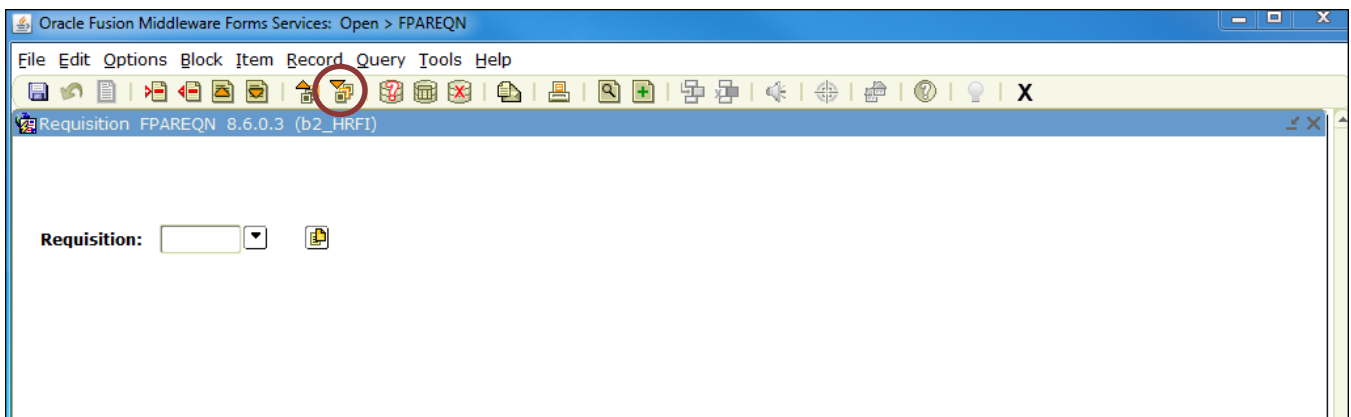
ACCESSING REQUISITION FORM

The **Requisition Form (FPAREQN)** initiates the procurement process by defining an internal request to acquire goods or services. It enables you to define departmental needs by identifying: Requestor, vendor, commodity & accounting information. See **Appendix C** for instructions on **Creating a Requisition for a Future Fiscal Year**.

1. In the **Go To...** menu, type in **FPAREQN** then **[Enter]**.



2. You will see the cursor in the **Requisition** field. To begin a new Requisition, leave the field blank and click on **Next Block** .



¹ 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.

CREATING A REQUISITION

REQUESTOR/DELIVERY INFORMATION

Oracle Fusion Middleware Forms Services: Open > FPAREQN

File Edit Options Block Item Record Query Tools Help

Requisition Entry: Requestor/Delivery Information FPAREQN 8.6.0.3 (b2_HRFI)

Requisition: NEXT

1. Order Date: 11-MAR-2015 2. Transaction Date: 11-MAR-2015 In Suspense

3. Delivery Date: 4. Comments: Document Text

Commodity Total: 0.00 Accounting Total: 0.00 Document Level Accounting

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

6. Requestor: Mina Hernandez

7. Organization: 14020 Business Services

8. COA: A Antelope Valley College

9. Email:

10. Phone:

11. Fax:

12. Ship To: WHRS

Street Line 1:

Street Line 2:

Street Line 3:

13. Contact:

14. Attention To:

Building: Floor:

City:

State or Province: Zip or Postal Code:

Nation:

Area Code Phone Number Extension

Area Code Phone Number Extension

Enter request order date(DD-MON-YYYY)

Record: 1/1 <OSC>





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

All information is to be entered using proper case format (upper and lower case, NOT ALL CAPS).

- 1. ORDER DATE:** Defaults to current date.
- 2. TRANSACTION DATE:** Defaults to current date.
- 3. DELIVERY DATE:** Enter the desired delivery date for receivable items. You may also double click in the field or click on date window to choose your date from the calendar. Purchasing recommends a delivery date that is approximately 3 weeks from the date of entry to allow time for approvals, PO processing, and ship time. Open PO's can have a valid date through the end of the fiscal year (06/30/XXXX).
NOTE: *It is the Requesters responsibility to ensure that their REQ is approved in a timely manner to allow for the desired delivery date.*
- 4. COMMENTS:** Leave blank. You may enter comments applying to the REQ in the Document text or Line text form (see **Appendix A**).

CREATING A REQUISITION

NOTE: Leave Document Level Accounting checked. Document Level Accounting enables you to assign accounting distributions to the REQ in total, rather than to individual commodities.

5. Click **Next Block**  to populate Requestor information.
6. **REQUESTOR:** Defaults to requestor's user-name entering REQ. Revise if necessary.
7. **ORGANIZATION:** Type in the Organization # or click on the **Search Arrow**  and double-click on the correct Organization. You can also search for the Organization by clicking on **Enter Query**  and entering the first few #'s of the code in the code field (second column) followed by the wildcard, "%" (EX: 14%). Next click on the **Execute Query** . Scroll through the list and select the correct code by double clicking on the **Chart of Accounts** field next to appropriate code.
The notification bar at the bottom of the screen will also list the next steps in a Query:


Enter a query; press F8 to execute, Ctrl+Q to cancel.

8. **COA:** Will default to "A." Leave as is.
9. **EMAIL** (optional): Enter requestor's email address.
10. **PHONE** (optional): Enter Requestor's phone #.
11. **FAX** (optional): Enter Requestor's fax #.
12. **SHIP TO:** Will default to WHRS.
13. **CONTACT:** Leave blank.
14. **ATTENTION TO (required):** 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. Here are some examples:
 - Items will be received in warehouse, vendor needs copy of PO:
Attention To: D. Morgan, A154, Vendor
 - Items will be received in warehouse, vendor doesn't need copy of PO:
Attention To: D. Morgan, A154, AP
 - No items to receive in warehouse, vendor needs copy of PO:
Attention To: D. Morgan, Vendor
 - No items to receive in warehouse, 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.

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.

15. Click **Next Block**  , or click on the **Vendor Information** tab.

CREATING A REQUISITION


VENDOR INFORMATION

The screenshot displays the Oracle Fusion Middleware Forms Services interface for creating a requisition. The main window is titled "Requisition Entry: Vendor Information FPAREQN 8.6.0.3 (b2_HRF1)". The "Vendor Information" tab is selected and highlighted with a red circle. The "Vendor" field is also highlighted with a red circle and contains a search arrow icon labeled "a.". An "Option List" dialog box is open, showing two options: "Entity Name/ID Search (FTIIDEN)" and "Vendor Maintenance (FTMVEND)". The first option is selected and highlighted with a red circle, labeled "b.". The main form includes fields for Requisition (NEXT), Order Date (16-MAR-2015), Transaction Date (16-MAR-2015), Delivery Date (30-MAR-2015), Comments, Commodity Total (0.00), and Accounting Total (0.00). There are also checkboxes for "In Suspense", "Document Text", and "Document Level Accounting".

1. IF VENDOR ID IS KNOWN type the vendor ID # into the **VENDOR** field and skip to step 2, **ADDRESS TYPE**.

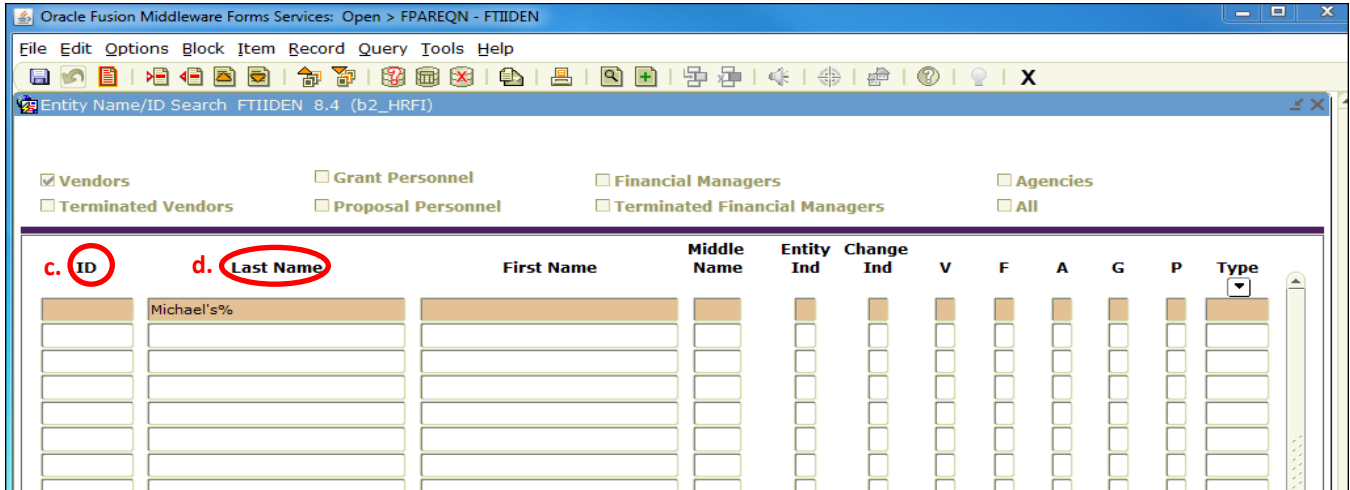
OR

IF VENDOR ID # IS UNKNOWN


a. Click on the **Search Arrow**  next to the **VENDOR** field to look up a vendor.

b. In the dialog box, choose **Entity Name/ID Search Form (FTIIDEN)**.


CREATING A REQUISITION



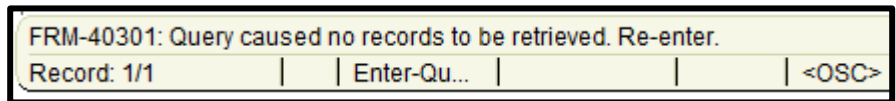
c. **ID**: Leave blank. **TAB** to Last Name.

d. **LAST NAME**: Enter vendor name in proper case or the last name. After the Vendor name has been entered (use wildcard, { % } example: "Michael's%"), execute the search by clicking **Execute Query** .

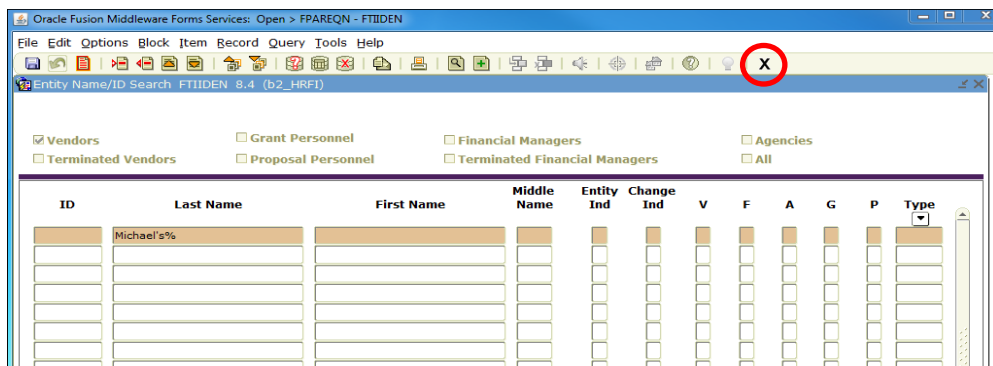
NOTE: Always use proper case (upper & lower, not all caps) when searching for Vendors.

i. **NO VENDOR ID # POPULATES**: If no vendor ID # populates (see screen shots below), this means the vendor is not listed in the Banner database. Click **Exit X** twice to return to the Vendor Information tab, then type "**New Vendor**" in the **Last Name** field (to the right of the **Search Arrow** ). **DO NOT TYPE IN OR SELECT ANY OF THE OTHER FIELDS IN THE VENDOR INFORMATION TAB.**

Provide all new vendor information in **Document Text field** (see **Appendix A, Vendor**), note the vendors Name, Address, Phone #, Fax #, Contact Name, email, etc.



Notification Bar:



CREATING A REQUISITION

Oracle Fusion Middleware Forms Services: Open > FPAREQN

File Edit Options Block Item Record Query Tools Help

Requisition Entry: Vendor Information FPAREQN 8.6.0.3 (b2_HRF1)

Requisition: NEXT
 Order Date: 16-MAR-2015
 Delivery Date: 30-MAR-2015
 Commodity Total: 0.00

Transaction Date: 16-MAR-2015
 Comments:
 Accounting Total: 0.00

In Suspense
 Document Text
 Document Level Accounting

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

Vendor: Vendor Hold
 Address Type: Sequence:
 Street Line 1:
 Discount:
 Tax Group: LAC LA County
 Currency:

Select **Next Block** or click on the **Commodity/Accounting Information** tab.

OR

- ii. **VENDOR ID # POPULATES:** If the vendor ID # populates, this means the vendor exists in the Banner database. Double-click on the **ID number** to select the vendor and continue to step 2.


File Edit Options Block Item Record Query Tools Help

Entity Name/ID Search FTIIDEN 8.4 (b2_HRF1)

Vendors Grant Personnel Financial Managers Agencies
 Terminated Vendors Proposal Personnel Terminated Financial Managers All


ii. ID	Last Name	First Name	Middle Name	Entity Ind	Change Ind	V	F	A	G	P	Type
900294893	Michael's Craft Store			C		Y	N	N	N	N	

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2. **ADDRESS TYPE:** Some vendors address information will auto-populate. If yours does, you will need to click on the **Search Arrow**  next to **Address Type**, then in the next screen double click on an **Address Type** box you want to select. If the Address Types listed are not correct, select one of the address types available and note the correct address information in the Document Text field (see **Appendix A**).

3. **SEQUENCE:** Will auto populate.
4. **CONTACT:** Add vendor contact or sales representative.
5. **EMAIL:** Enter email to send Purchase Order to. **IMPORTANT!**

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6. **DISCOUNT:** Leave Blank
7. **TAX GROUP:** LAC4 will default. Leave as is.
8. **CURRENCY:** Leave blank
9. Select **Next Block**  or click on the **Commodity/Accounting Information** tab.

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COMMODITY/ACCOUNTING: COMMODITY BLOCK

The screenshot shows the Oracle Fusion Middleware Forms Services interface for creating a requisition. The main window title is "Oracle Fusion Middleware Forms Services: Open > FPAREQN". The menu bar includes File, Edit, Options, Block, Item, Record, Query, Tools, and Help. The toolbar contains various icons for navigation and editing. The main content area is titled "Requisition Entry: Commodity/Accounting FPAREQN 8.6.0.3 (b2_HRFI)".


Key fields and sections visible include:

- Requisition:** R0000098
- Order Date:** 16-MAR-2015
- Delivery Date:** 24-MAR-2015
- Transaction Date:** 16-MAR-2015
- Accounting Total:** 0.00
- Document Level Accounting:**
- Commodity/Accounting Block:** This section is highlighted with a red oval. It contains:
 - Item:** 3. [] of [0]
 - U/M:** 4. []
 - Tax Group:** 5. LAC
 - Quantity:** 6. [] x
 - Unit Price:** 7. [] = Extended: []
 - Commodity:** 1. []
 - Description:** 2. []
 - Options:** Commodity Text, Item Text, Add Commodity, Distribute
 - Totals:** 8. Discount: [], 9. Additional: [], 10. Tax: [], Commodity Line Total: [], Document Commodity Total: []
- FOAPAL:** [] of [] Remaining Commodity Amount: []
- Accounting Grid:** A table with columns for COA Year, Index, Fund, Orgn, Acct, Prog, Actv, Locn, and Proj.


1. **COMMODITY:** Cursor goes straight to "Commodity." Leave blank and tab to **Description**.
2. **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).
3. **ITEM:** Leave blank, will auto populate when complete.
4. **U/M:** Enter Unit of Measure code. Click on the **Search Arrow** to look up and retrieve your unit of measure.
5. **TAX GROUP:** Click the **Search Arrow** to select one of the following options:
 - a. LAC1 – 9% (NY), freight not taxed (N), discount taxed (Y)
 - b. LAC2 – 9% (YY), freight taxed (Y), discount taxed (Y)
 - c. LAC3 – 9%(YN), freight taxed (Y), discount not taxed (N)
 - d. LAC4 – 9% (NN), freight not taxed (N), discount not taxed (N)– **most commonly used**
 - e. NT – For Non Taxable items (Open PO, E-Waste Fee, Etc.)

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NOTE: *The District is responsible for paying California Sales Tax on the purchase of all tangible personal property. 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.*

6. **QUANTITY:** Enter number of items desired.
7. **UNIT PRICE:** Enter price per unit. After **Quantity** and **Unit Price** have been entered, tab to the **Extended** amount field and Banner will populate the **Extended** amount and the **Commodity Line Total** fields.
8. **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.
9. **ADDITIONAL:** ONLY enter shipping and handling charges in this field. If entering multiple commodities to the REQ, enter the S&H amount in the **Additional** field of the first commodity.
10. **TAX:** Field will auto populate.
 - To add additional commodities, click on the next **DESCRIPTION** line or while in the last commodity line entered, arrow down, and then repeat the steps above.
 - Unwanted commodity lines may be removed by **Remove Record**  while on the line of the specific record that you want to delete.
 - You may review a list of your commodities by clicking on Options - **Review Commodity Information (FOICOMM)**. After reviewing your list, click on **Exit X** to return to the **Commodity/Accounting tab**.

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.*

11. Once you have completed the entry of commodities, select **Next Block**  to move to the **Requisition Accounting Data Block** and enter your FOAPAL (account string) information.

COMMODITY/ACCOUNTING: ACCOUNTING BLOCK (FOAPAL)

FOAPAL – Fund/Organization/Account/Program Codes

CREATING A REQUISITION

Oracle Fusion Middleware Forms Services: Open > FPAREQN

File Edit Options Block Item Record Query Tools Help

Requisition Entry: Commodity/Accounting FPAREQN 8.6.0.3 (b2_HRFI)

Requisition: R0000098
 Order Date: 16-MAR-2015
 Delivery Date: 24-MAR-2015
 Transaction Date: 16-MAR-2015
 Comments:
 Commodity Total: 27.25
 Accounting Total: 0.00

In Suspense
 Document Text
 Document Level Accounting

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

Item	U/M	Tax Group	Quantity	Unit Price	Extended
1 of 1	EA	LAC	5.00 X	5.0000	25.00




Commodity Description: Item #1234, Artist paint brushes

Commodity Line Total: 27.25
 Document Commodity Total: 27.25

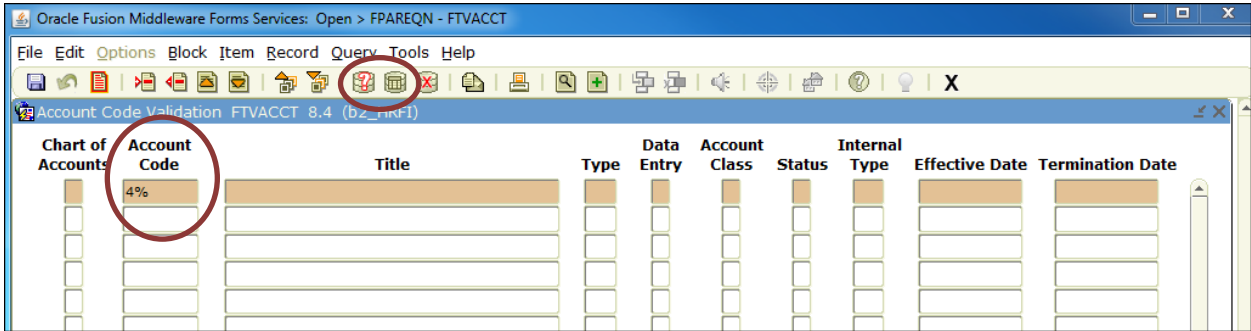
1. FOAPAL of 0 Remaining Commodity Amount: 27.25
 2. COA Year Index Fund Orgn Acct Prog Actv Locn Proj
 A % USD
 12. Extended: %
 Discount: %
 Additional: %
 13. Tax: %
 FOAPAL Line Total:
 Document Accounting Total:

Fund code is blank. Suspending record.
 Record: 1/1 List of Valu... <OSC>

1. **FOAPAL:** Leave blank, will auto populate when complete.
2. **CHART OF ACCOUNTS (COA):** This field will default to A. DO NOT CHANGE OR DELETE.
3. **YEAR:** Should default to current fiscal year (EX: 16 for 15/16 fiscal year).
4. **INDEX:** Leave blank.

***To Search for all FOAPAL codes:** Click on the **Search Arrow**  for the code you want to search. In the next screen, click **Enter Query**  and enter the first # of the code in the code field (second column) followed by the wildcard “%” (EX: For an expense code account number, enter 4% in the account code field). Next click **Execute Query** . Scroll through the list and select the correct code by double clicking on the “**Chart of Accounts**” field next to appropriate.





CREATING A REQUISITION



Sample of the query results are shown below

The screenshot shows the 'Account Code Validation' window displaying query results. The table has the following columns: Chart of Accounts, Account Code, Title, Type, Data Entry, Account Class, Status, Internal Type, Effective Date, and Termination Date. The data is as follows:

Chart of Accounts	Account Code	Title	Type	Data Entry	Account Class	Status	Internal Type	Effective Date	Termination Date
A	40	Supplies & Materials	70	N		A	70	01-JUL-1999	
A	41	Supplies & Materials	70	N		A	70	01-JUL-1999	
A	410	Textbooks	70	N		A	70	01-JUL-1999	
A	4100	Holding	70	Y		A	70	01-JUL-1999	
A	4110	Textbooks	70	Y		A	70	01-JUL-1999	
A	4140	Computerized Textbooks	70	Y		A	70	01-JUL-1999	
A	420	Books & Oth Reference Material	70	B		A	70	01-JUL-1999	
A	4200	Books & Oth Reference Material	70	Y		A	70	01-JUL-1999	
A	4240	Computer books oth than Txtbk	70	Y		A	70	01-JUL-1999	
A	430	Instructional Supplies & Materials	70	B		A	70	01-JUL-1999	
A	4300	Instructional Materials & Supplies	70	Y		A	70	01-JUL-1999	
A	4305	Instructional Duplication Expenses	70	Y		A	70	01-JUL-1999	
A	4310	Instructional Brochures	70	Y		A	70	01-JUL-1999	
A	4320	Instr Supplies, Lab Fees	70	Y		A	70	01-JUL-1999	
A	4340	Instr Supplies, Bookbinding	70	Y		A	70	01-JUL-1999	
A	4360	Tires, Fuel and Oil	70	Y		A	70	01-JUL-1999	
A	4361	Instructional Non Cap Equip. <\$5000	70	Y		A	70	01-JUL-1999	
A	4362	Instructional Comp Equip. < \$5000	70	Y		A	70	01-JUL-1999	


5. **FUND:** Enter a Fund code or select the **Search Arrow**  to look-up and retrieve your Fund code.
6. **ORGN (Organization):** Defaults from Requestor's setup. If your Orgn Code differs from the default, enter the appropriate Organization code or select the **Search Arrow**  to look-up and retrieve your Organization code.
7. **ACCT (Account):** Enter Account code or select the **Search Arrow**  to look-up and retrieve your Account code.
8. **PROG:** Enter Program code or select the **Search Arrow**  to look-up and retrieve your Program code.
9. **ACTV:** Leave blank.

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10. **LOCN:** Leave blank.

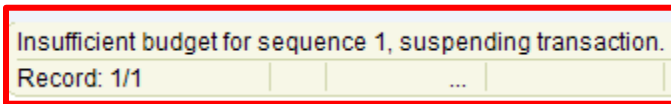
11. **PROJ:** Leave blank.

NOTE: When Document Level Accounting is checked above, the distribution you supply applies to all commodities combined.

12. **EXTENDED:** Click **Save**  for 100% of the amount to be charged to this FOAPAL and auto populate the fields. You can also “tab” through these fields to auto populate or click in (%) box next to **Extended** field and insert 100 in (USD) **Extended** field.

NOTE: Banner will reserve the funds of your FOAPAL once the FOAPAL is entered and saved.

If one of your FOAPALS does not have sufficient funds, the note below will display in the notification bar. You will then need to submit a budget transfer or change the FOAPAL before the REQ is completed. If you complete the REQ without transferring budget or changing the FOAPAL, your REQ will be sent to an NSF queue and will not be processed:



If you are entering multiple FOAPALS, place cursor in the last highlighted FOAPAL line and select **down arrow** to move to next ACCOUNTING DATA record and complete FOAPAL. You may distribute a portion of the charge to each FOAPAL by entering either the dollar amount for each FOAPAL in the **Extended** field or checking the (%) box and specifying the percentage in the (USD) field. You will need to complete the **Extended** field for each FOAPAL line only when using multiple FOAPAL’s.

FOAPAL		of	0	Remaining Commodity Amount:		27.25	<input type="checkbox"/> NSF Override				
							<input type="checkbox"/> NSF Suspense				
COA Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Extended:	%	USD
A	15	00000	14020	4300	000000				<input checked="" type="checkbox"/>		100%
									Discount:	<input type="checkbox"/>	
									Additional:	<input type="checkbox"/>	
									Tax:	<input type="checkbox"/>	
FOAPAL Line Total:											
Document Accounting Total:											

13. **TAX:** Tax will be calculated on every account sequence by the percentage or dollar amount specified. (Banner calculates the percentages if you specify amounts.)


CREATING A REQUISITION

FOAPAL	1	of	1	Remaining Commodity Amount:	13.62	<input type="checkbox"/> NSF Override	%	USD
						<input type="checkbox"/> NSF Suspense	Extended:	12.50
							Discount:	0.00
							Additional:	0.00
							Tax:	1.13
							FOAPAL Line Total:	13.63
							Document Accounting Total:	13.63


NOTE: If the cost of the commodities is shared among multiple FOAPALS, then Banner automatically checks the Distribute checkbox located in the Commodity block after the FOAPALS are entered.

Requestor/Delivery Information		Vendor Information		Commodity/Accounting		Balancing/Completion									
Item	1	of	1	U/M	EA	Tax Group	LAC	Quantity	5.00	X	Unit Price	5.0000	=	Extended:	25.00
														Discount:	0.00
														Additional:	0.00
														Tax:	2.25
														Commodity Line Total:	27.25
														Document Commodity Total:	27.25

NOTE: If you change the \$ amount(s) for commodities after you have entered your commodities and FOAPALS, the default is for Banner to distribute the new \$ amounts as defined when the FOAPALS were entered. To manually distribute changes in the \$ amounts for commodities, uncheck the Distribute option by clicking on the Distribute checkbox. Then go to the FOAPAL block and make changes to the amount(s) as appropriate.

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

FOAPAL	1	of	2	Remaining Commodity Amount:	0.00	<input type="checkbox"/> NSF Override	%	USD
						<input type="checkbox"/> NSF Suspense	Extended:	12.50
							Discount:	0.00
							Additional:	0.00
							Tax:	1.12
							FOAPAL Line Total:	13.62
							Document Accounting Total:	27.25

If you need to enter additional commodities, select **Previous Block**  to go back to the **Commodity Block**.

Anywhere in the **Accounting Data Block (FOAPAL)**, you can review a summary screen of the account sequences by clicking on **Options** in the **File Menu Bar - Review Accounting Information (FOICACT)**. After you complete your review, click **Exit X** to return to the Requisition Entry: **Commodity/Accounting** block.

CREATING A REQUISITION

File Edit Options Block Item Record Query Tools Help

Commodities and Accounting for Review Query FOICTACT 8.3 (b2_HRFI)

Document Type: REQ Requisition Document Number: R0000098 Change Sequence:

Vendor: Michael's Craft Store Transaction Date: 16-MAR-2015 Currency:


Commodity List

Item	Commodity Description	Quantity	Amount
	Document Accounting Distribution		27.25

Account Data List

Sequence	COA	Fiscal Year	Fund	Organization	Account	Program	Activity	Location	Project	Amount	Percent
1	A	15	00000	14020	4300	000000				13.62	50
2	A	15	00000	14020	4300	050500				13.63	50

14. **NOTE YOUR REQUISITION NUMBER FOR FUTURE REFERENCE.**

15. Once you have completed your accounting distribution, select the **Next Block**  to move to the **Balancing/Completion** block.

CREATING A REQUISITION

BALANCING/COMPLETION

The screenshot shows the Oracle Fusion Middleware Forms Services interface for a Requisition Entry. The window title is "Requisition Entry: Balancing/Completion FPAREQN 8.6.0.3 (b2_HRFI)". The main form contains the following fields:

- Requisition:** R0000098
- Order Date:** 16-MAR-2015
- Transaction Date:** 16-MAR-2015
- Delivery Date:** 24-MAR-2015
- Comments:** (empty)
- Commodity Total:** 27.25
- Accounting Total:** 27.25
- In Suspense
- Document Text
- Document Level Accounting

Below the main form are four tabs: "Requestor/Delivery Information", "Vendor Information", "Commodity/Accounting", and "Balancing/Completion". The "Balancing/Completion" tab is selected and circled in red. The "Balancing/Completion" section contains the following fields:

- Vendor:** 900294893 Michael's Craft Store
- COA:** A Antelope Valley College
- Organization:** 14020 Business Services
- Requestor:** Mina Hernandez
- Vendor Hold
- Exchange Rate:** (empty)
- Commodity Record Count:** 1
- Input Amount:** 27.25
- Converted Amount:** (empty)

Below the "Balancing/Completion" section is a table with four columns: "Input", "Commodity", "Accounting", and "Status".

	Input	Commodity	Accounting	Status
Approved Amount:	25.00	25.00	25.00	BALANCED
Discount Amount:	0.00	0.00	0.00	BALANCED
Additional Amount:	0.00	0.00	0.00	BALANCED
Tax Amount:	2.25	2.25	2.25	BALANCED

At the bottom of the window, there are two buttons: "Complete:" (with a green icon) and "In Process:" (with a purple icon). The "Complete:" button is highlighted with a green box, and the "In Process:" button is highlighted with a purple box. Below the buttons, there is a text field containing the message: "Document R0000098 completed and forwarded to the Posting process".

This window displays summary information. The Commodity and Accounting line items need to balance before completing a REQ.

Select COMPLETE: When you have entered all the information for the Requisition. Banner will send our REQ for approval and will take you back to the REQ header window so you may enter another REQ. You will also receive a message that your REQ has been completed and forwarded to the Approval process:

The screenshot shows a message box with the following text:

Document R0000098 completed and forwarded to the Posting process
Record: 1/1

Select IN PROCESS: If you want to save the record for modifications at a later time.

NOTE YOUR REQUISITION NUMBER FOR FUTURE REFERENCE.

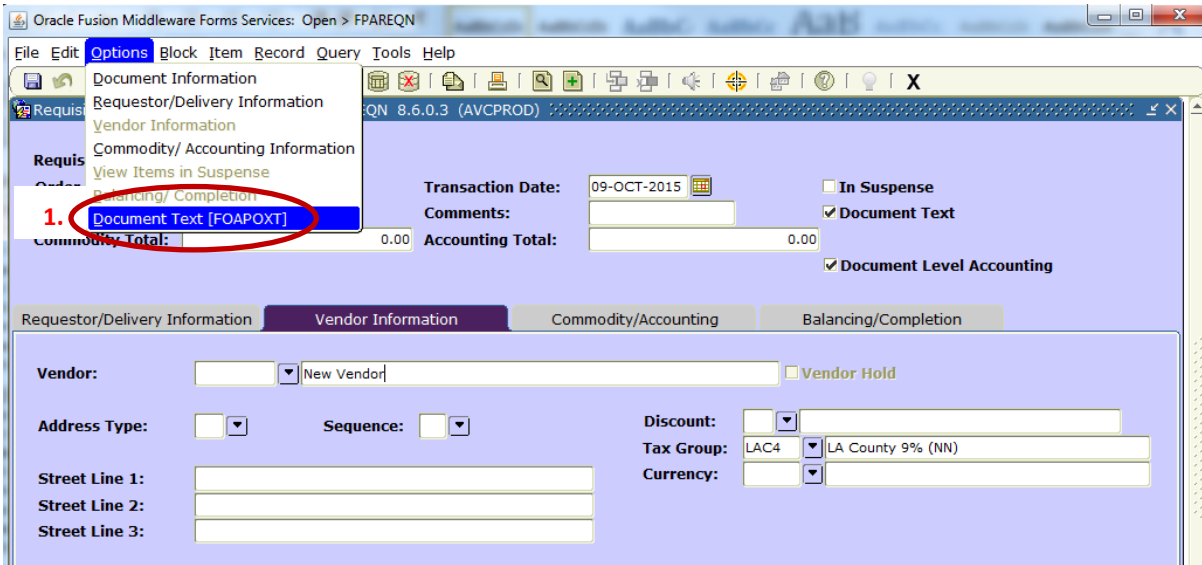
Select **Exit X** to go to the main menu.

NOTE: ANY CHANGES WILL REQUIRE THAT YOU DENY THE REQ IN APPROVALS. IF THE REQ WERE TO ALREADY GO THROUGH THE APPROVAL PROCESS YOU WILL HAVE TO CANCEL THE REQ AND RESUBMIT TO MAKE CHANGES.

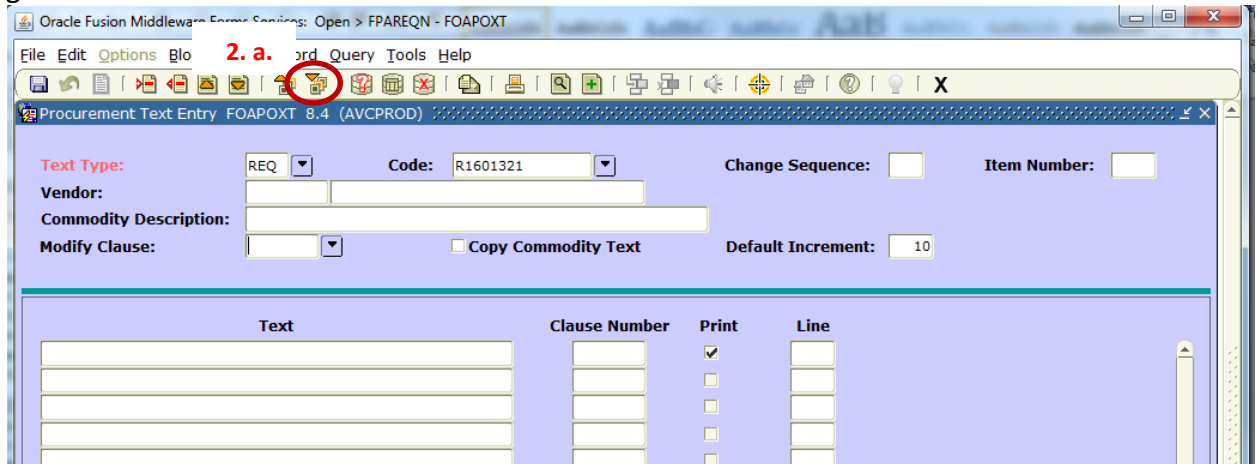
CREATING A REQUISITION


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.).

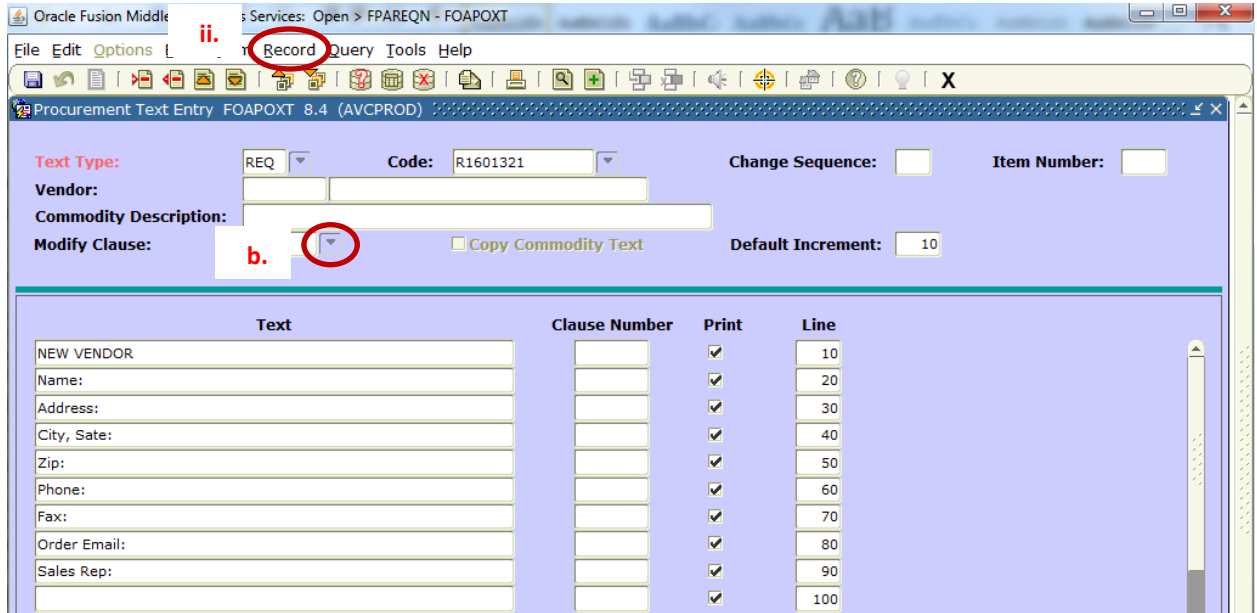



1. While in any of the Requisition tabs, under “Options” (top of page), select Document Text (FOAPOXT) to enter additional instructions.
2. Entering Text:





- a. TO ENTER MANUAL TEXT: Click **Next Block**  to type your own information into the **TEXT** field. 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).
OR

CREATING A REQUISITION



b. TO ENTER **NEW VENDOR INFORMATION**: Click the **Search Arrow**  next to the **Modify Clause** field:



- i. Double click the **VEND** clause. It will then show up in the **Modify Clause** field.
- ii. Select **Record** on the **File Menu Bar** and then **Insert**. The clause will then be added to the **TEXT** fields.
- iii. Click **Next Block**  and begin filling in the required items in the **TEXT** field.

3. Click **Save**  when you have finished entering your text.

4. Click **Exit X** to return to the Requisition Entry. This will bring you back to the page you were working on.

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 the Commodity/Accounting Tab with the cursor in the commodity description, under "Options" (top of page), select **ITEM Text (FOAPOXT)** then follow steps 2-4 above.

To view previously inserted text: Select **Options** from the **File Bar Menu** then click on **Document Text (FOAPOXT)** or **Item Text (FOAPOXT)**. Next select **Next Block**  to view existing text. Revise as needed. **Save**  and **Exit X**.

CREATING A REQUISITION

Appendix B – Attaching Documents to Your Requisition

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

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

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

CREATING A REQUISITION

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 REQ:

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.
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.

Requisition Entry: Requestor/Delivery Information FPAREQN 8.6.0.3 (b2_HRFI)

Requisition: NEXT

Order Date: 01-JUL-2015

Transaction Date: 01-JUL-2015

Delivery Date: 22-JUL-2015

Commodity Total: 0.00 Accounting Total: 0.00

In Suspense
 Document Text
 Document Level Accounting

4. **YEAR:** The Fiscal Year in the FOAPAL 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.

FOAPAL 0 of 0 Remaining Commodity Amount: 218.00

NSF Override
 NSF Suspense

COA Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Extended	Discount	Additional	Tax	FOAPAL Line Total	Document Accounting Total
16			14020						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0.00

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.

Complete:

In Process: