BANNER USER GUIDE

FOR

REQUISITIONS

Prepared by: MT. SAC PURCHASING DEPARTMENT

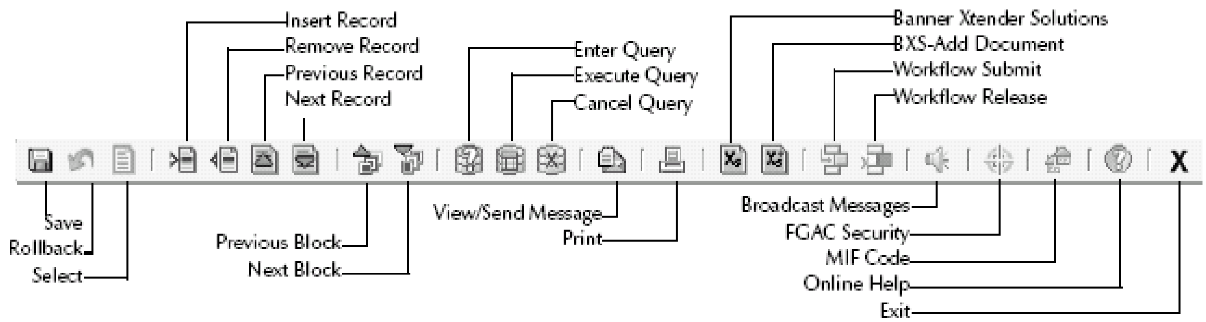
Requisition Help Line: Ext. 6300

MARCH 2011

BANNER USER GUIDE
FOR
REQUISITIONS

Table of Contents

Banner Tool Bar Icons



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

Banner Shortcut Keys

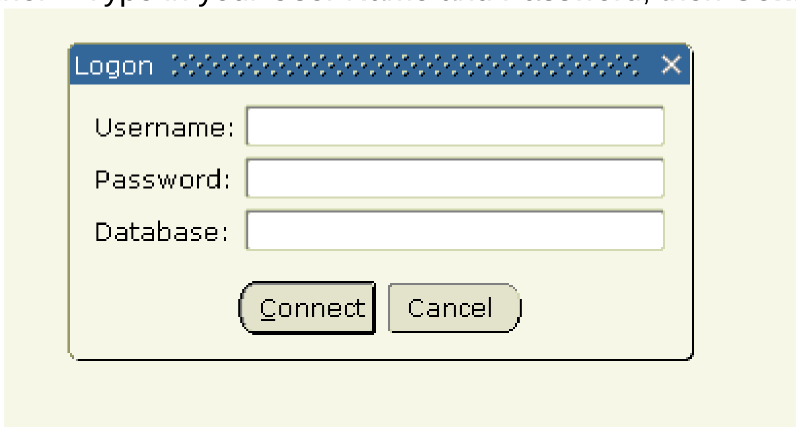
KEY	FUNCTION	KEY	FUNCTION
CTRL F1	Show Keys	CTRL PAGEUP	Previous Block
F1	Help	SHIFT DOWN	Next Record
F6	Insert Record	SHIFT UP	Previous Record
F7	Enter Query	TAB	Next Field
F8	Execute Query	SHIFT TAB	Previous Field
F9	List of Values	SHIFT F1	Display Error
F10	Commit or Save	SHIFT F7	Rollback
CTRL Q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

PART 1 NAVIGATING TO THE REQUISITION FORMS

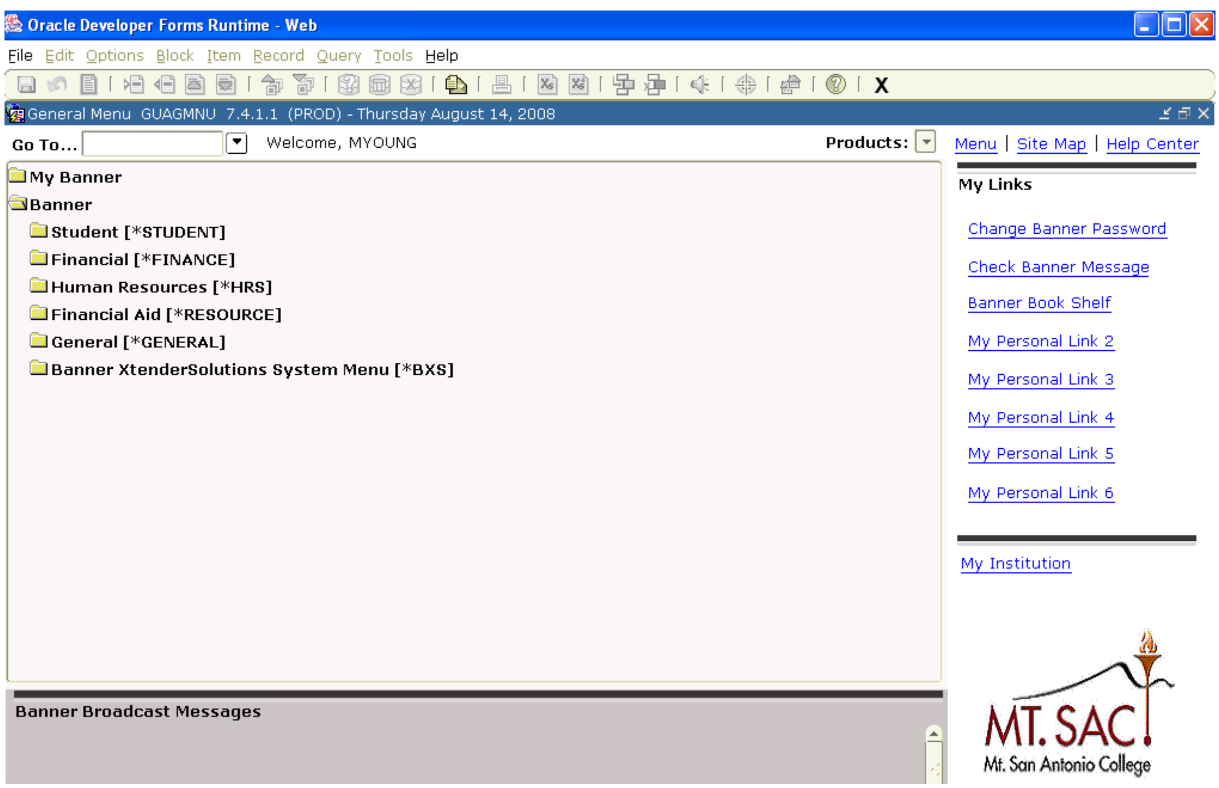
A. You MUST have the FrontMotion Firefox icon installed on your desktop. If not, contact the IT Help Desk (Ext. 4357) for assistance.

B. You MUST have a Banner User ID. If not, contact the Banner Help Desk (Ext. 6300) for the Request Form. Upon completion, send it to Sharon Shriver in IT. She will e-mail you when your User ID is activated and ready to use.

C. Log into Banner – Type in your User Name and Password, then **Connect**.



D. The General Menu screen appears [**GUAGMNU**]

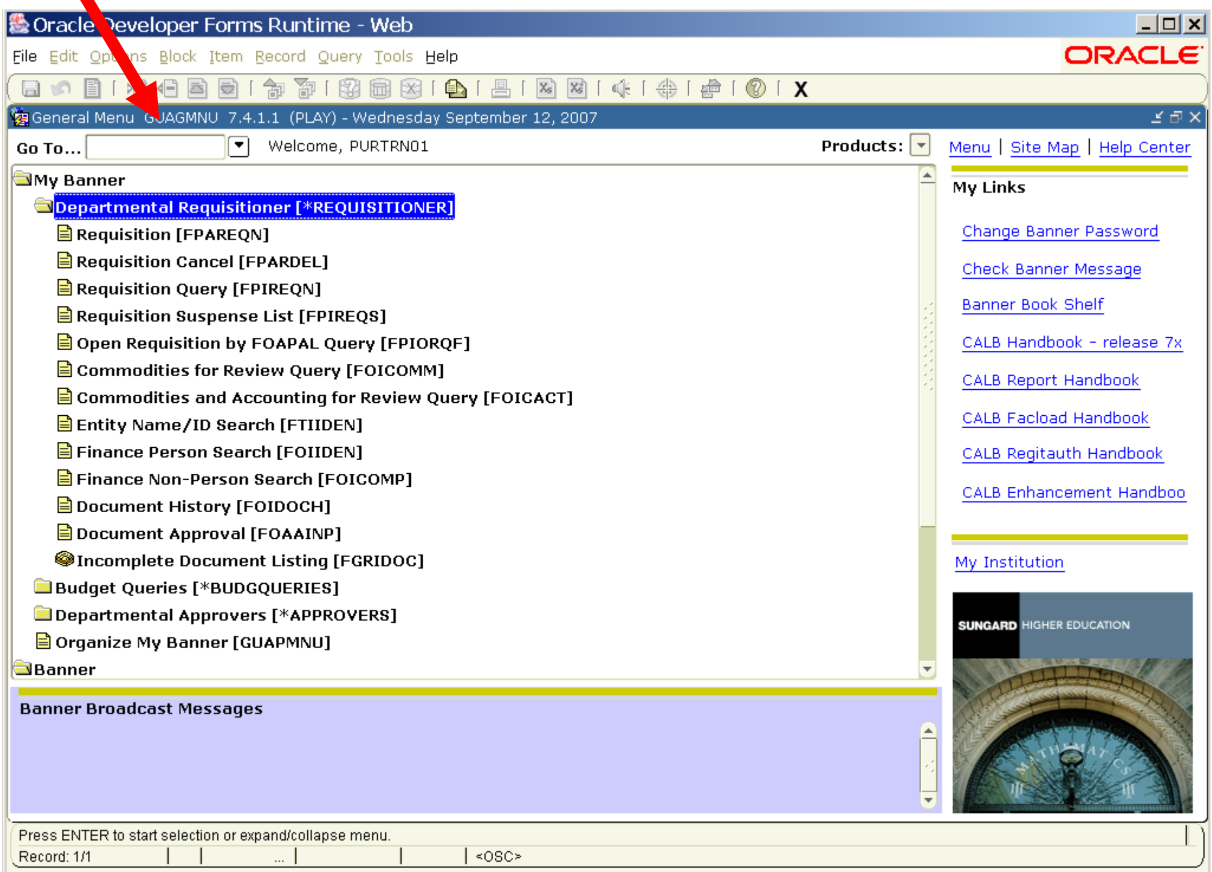


E. There are 3 ways to get to the Requisition screens:

1. Use the ***Go To*** field and type in the **form name,** OR

2. Use the pull-down menus to navigate to the form you want to access, and double click on the form to open the screen, OR.

3. Set up your favorite Budget Query screens in the **My Banner** folder, and double click on the form you want to access. (See PART 7 – Section D - Customizing My Banner.)



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

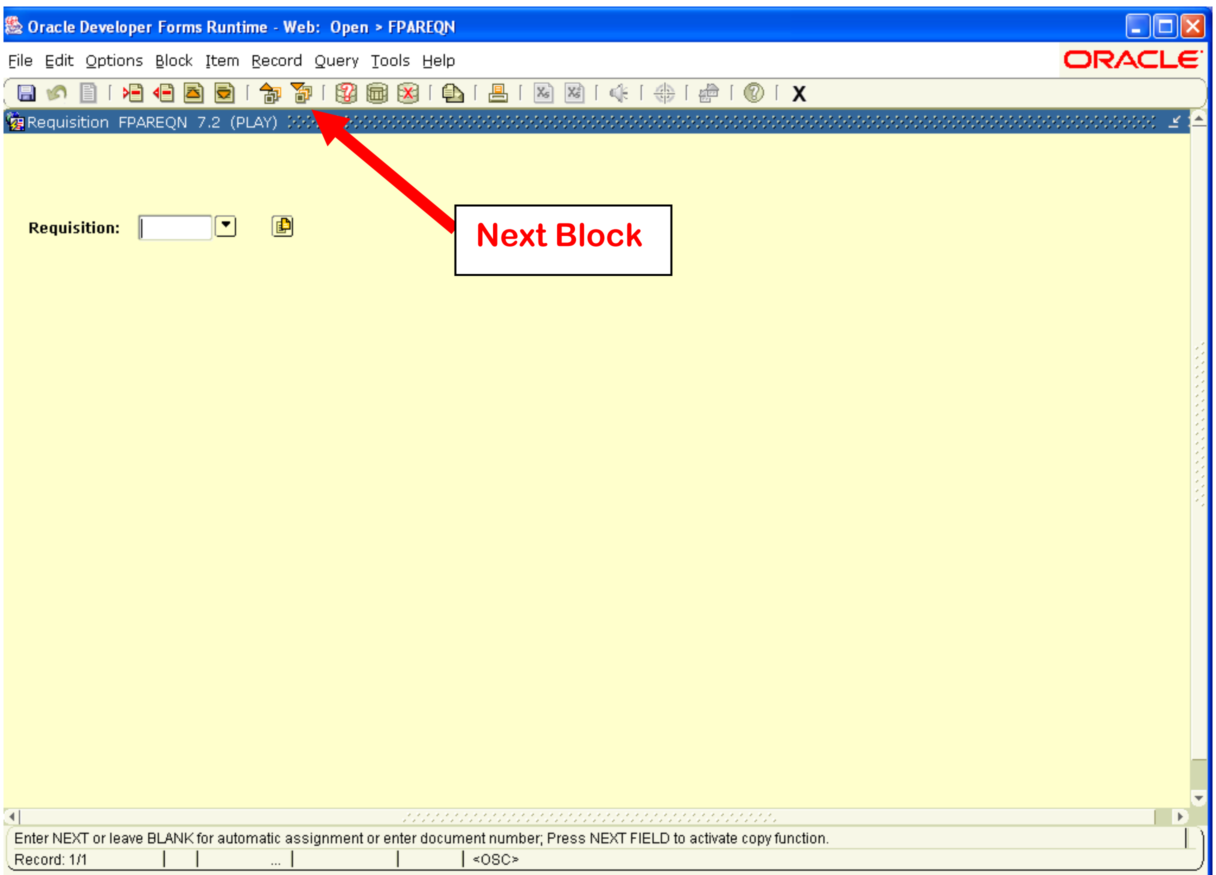
DEPARTMENTAL REQUISITIONER [*REQUISITIONER]		
Activity Name	**Activity Title**	**Purpose**
Requisition	**FPAREQN**	Requisition form
Requisition Cancel	**FPARDEL**	Form to delete a requisition that has gone through the approval process
Requisition Query	**FPIREQN**	For questions about a requisition
Requisition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

PART 2 CREATING A REQUISITION – BASIC STEPS

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

A. OPENING THE REQUISITION SCREEN.

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

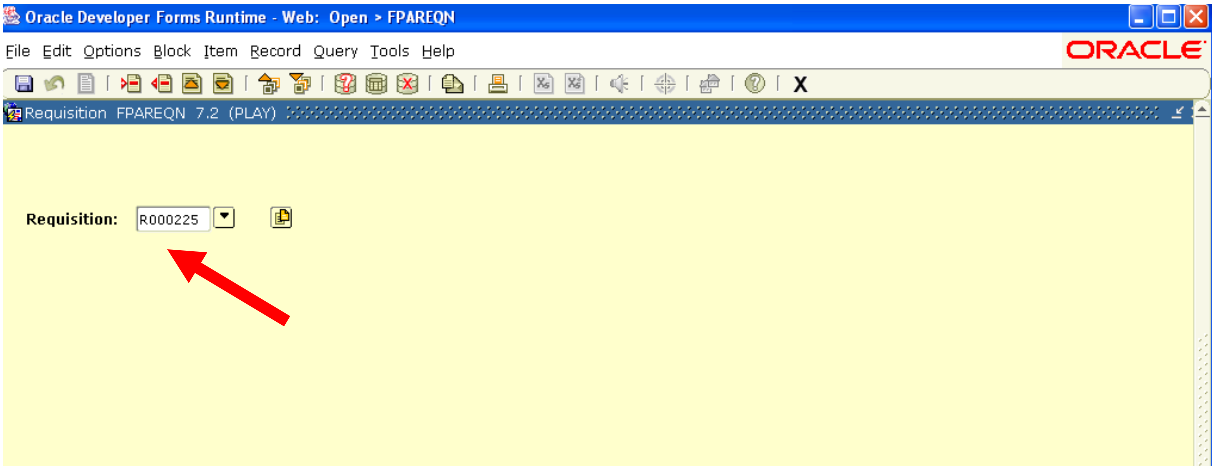


2. Click **Next Block** icon. This pre-assigns a Requisition number and opens the Requisition data entry form.

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

NOTES:

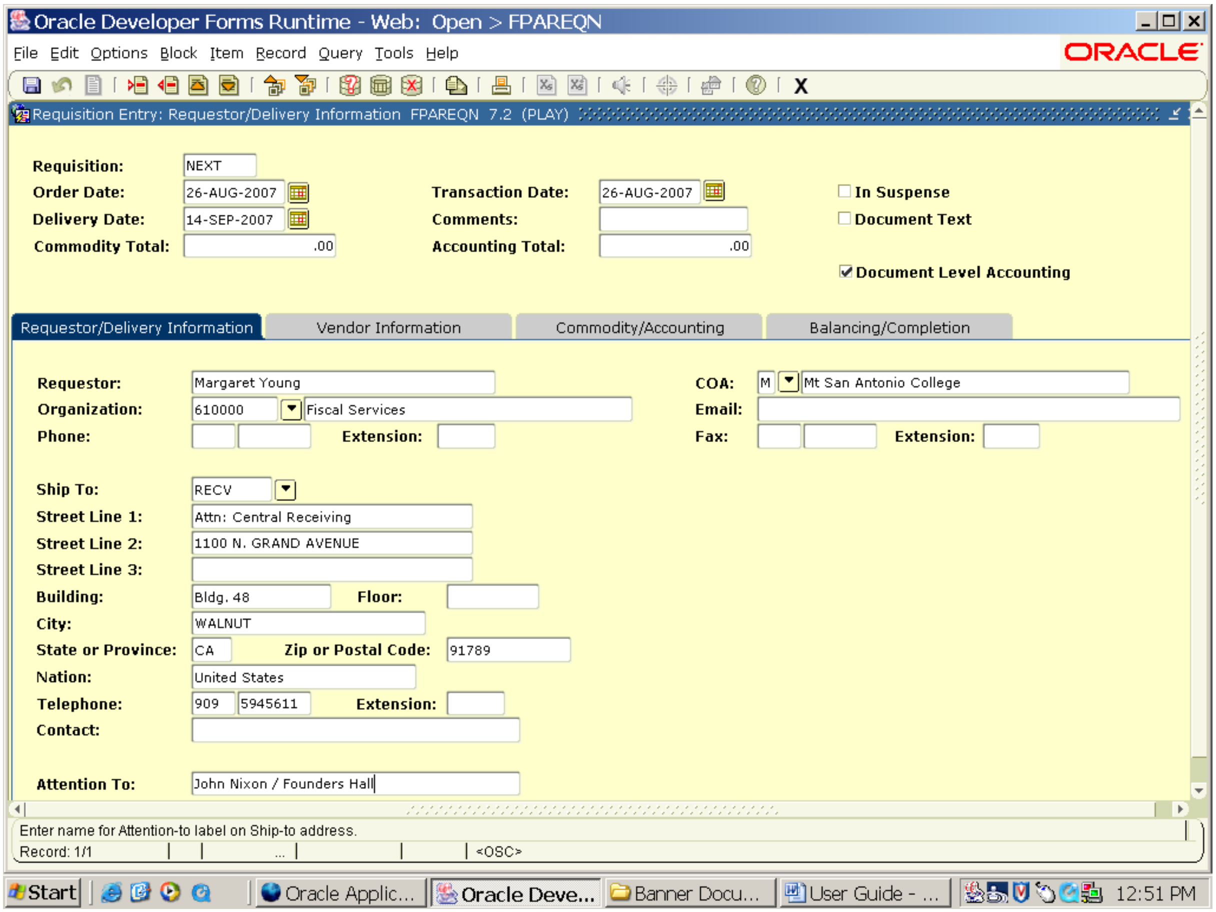
- To return to a requisition already started (but not completed), type the pre-assigned requisition number in the **Requisition** field; **[Next Block]**.



- To return to a requisition that is completed, refer to **PART 4 Section B – Requisition Query [FPIREQN]**.

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

B. REQUSITION ENTRY: Requestor/Delivery Information



Order Date: Defaults to current date. **[Tab]**

Transaction Date: Defaults to current date. **[Tab]**

Delivery Date: Estimate when items need to be delivered or check needs to be issued. Delivery date must be greater than the transaction date.

Comments: Use to leave a brief note for Purchasing.
Examples: *RUSH; See Doc Text* **[Next Block]**

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

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

COA: Defaults to chart of account “M”. **[Tab]**

Organization: Defaults to Requestor’s organization. **[Tab]**

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

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

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

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

OR

Click pull-down menu to select other options:

- **AD** As directed – Used for special shipping instructions (e.g., furniture/copier direct shipped to Requestor’s building/room)
- **C/PU** College Pickup – Same as Will Call
- **SVCS** Services – No delivery required for services

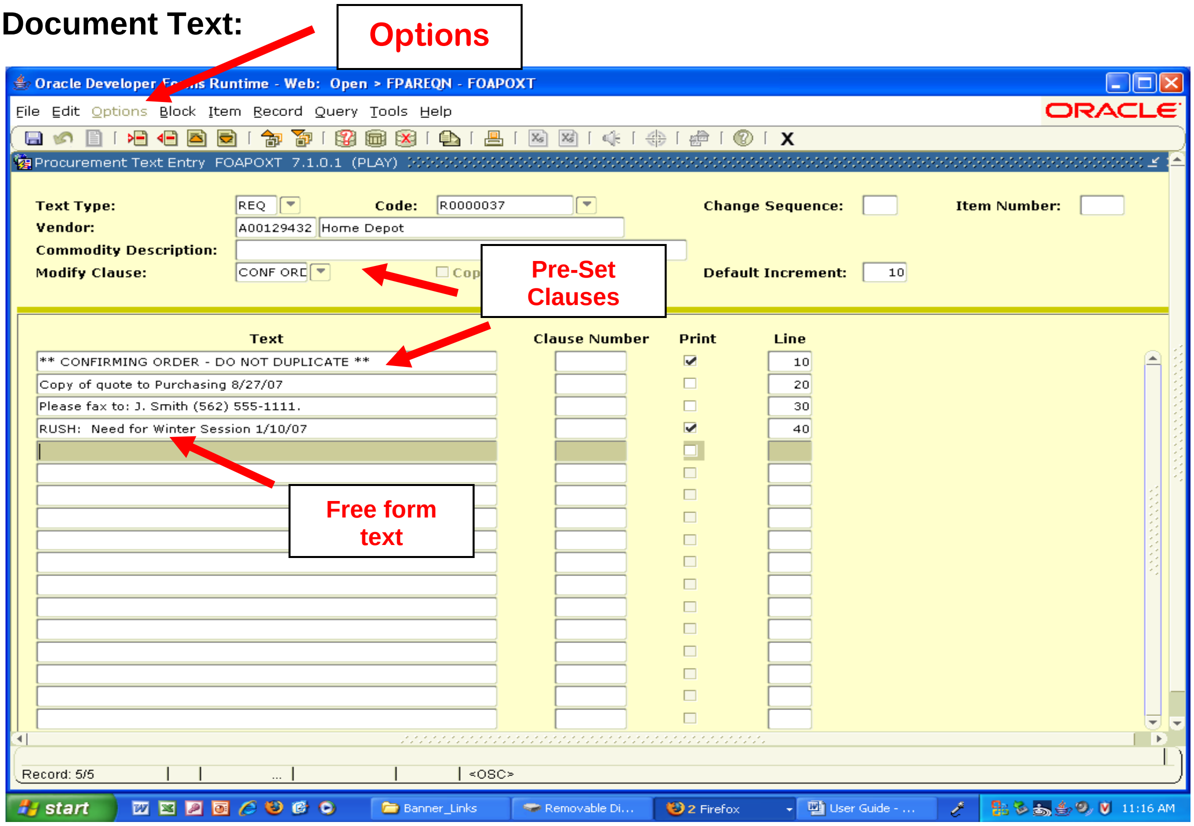
Attention To: Type name of end user who will be receiving the item(s), his/her building and room number where the product will be delivered.

Examples: Mike Gregoryk / 4-102

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

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

Document Text:



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

2. Under **Text**, **[Next Block]** or click on the first open line, and type desired information. Use arrow keys to navigate from one line to another.

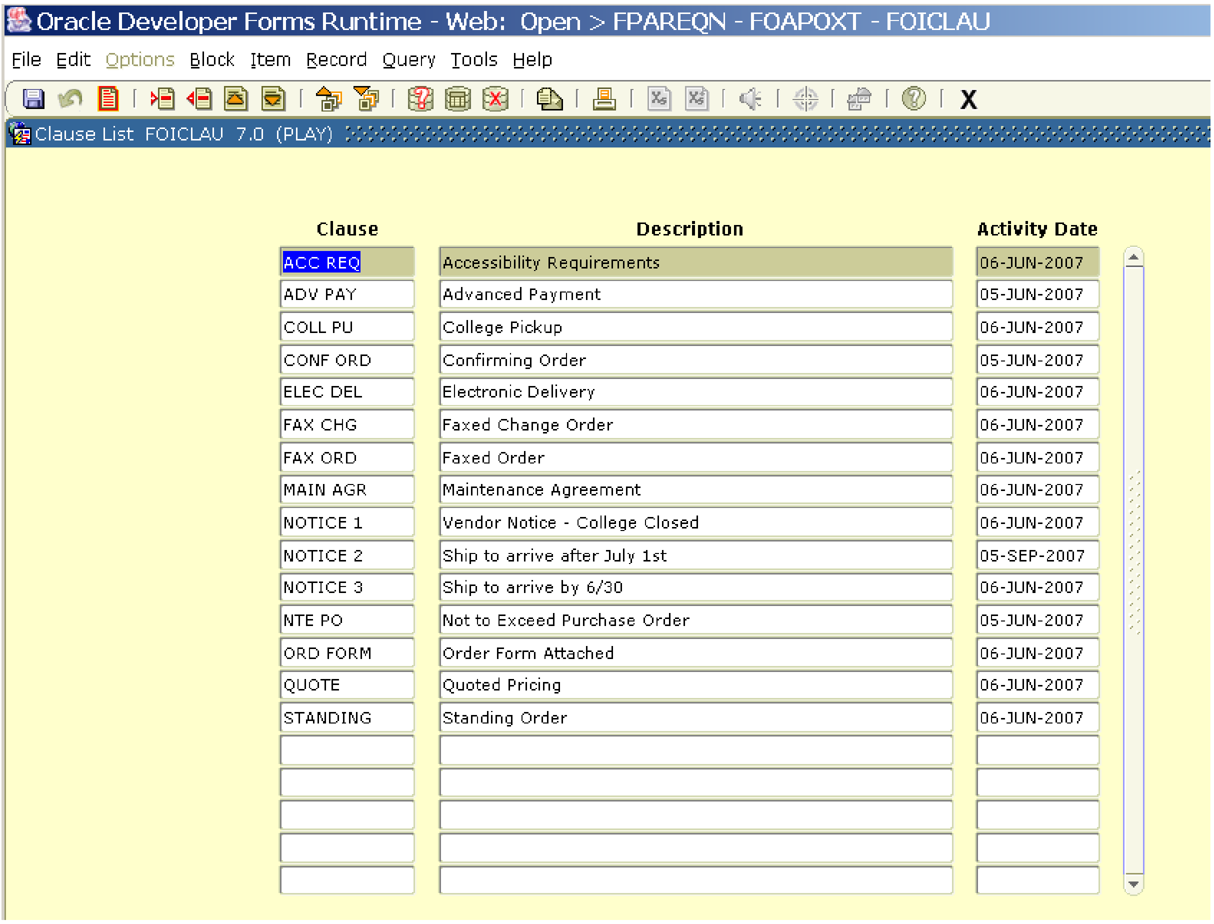
> **TIP:** Use **Document Text** to communicate with the Buyer. Let the Buyer know if you are sending back up documentation (quotes, contracts, etc.).

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

4. **[Save], [Exit].**

Using Pre-Set Clauses

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



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

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

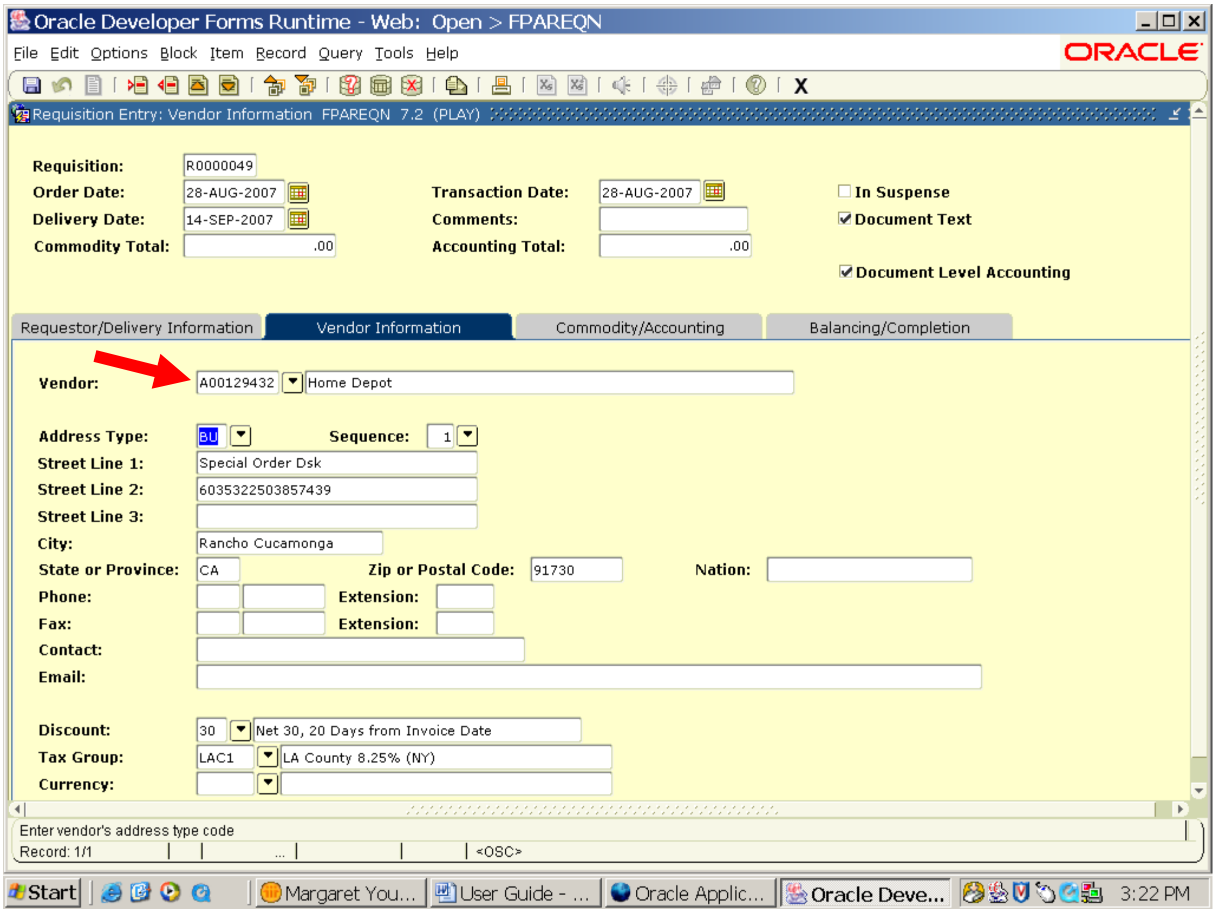
3. Under **Record** in the Tool Bar pull down menu, click **Insert** and **[Next Block]** to import selected clause into the **Text** box. **[Save], [Exit].**

4. Repeat above steps to select other pre-set clauses. **[Save], [Exit].**

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

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

C. REQUISITION ENTRY: Vendor Information



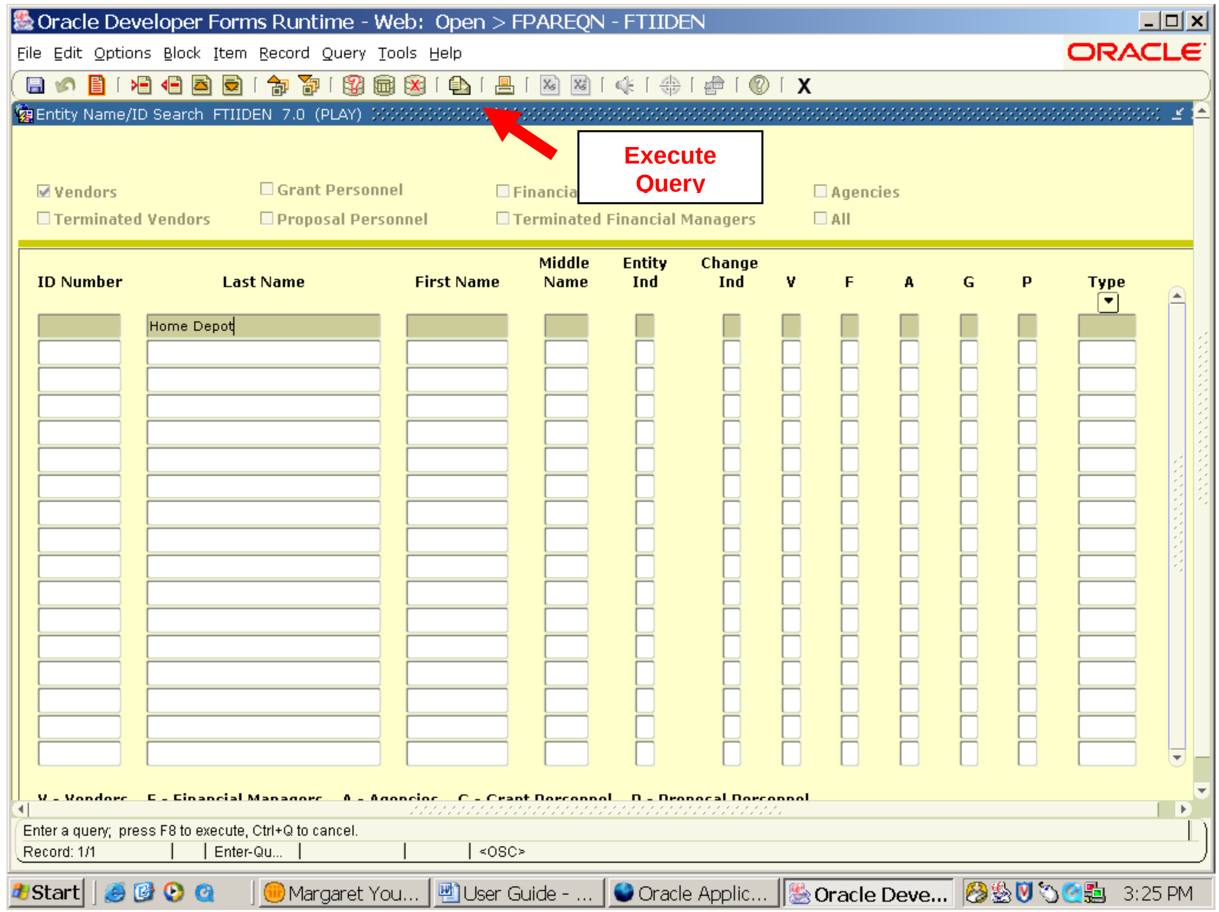
Vendor: Type the vendor code, if known. **[Tab]**
The vendor name, primary address and contact information, discount codes and tax group field will automatically fill their fields. If the information is correct,

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

- See following pages for how to select a vendor from the Vendor List if the vendor code is unknown or if both the vendor name and vendor code are unknown. The **Vendor** fields may be left blank if you are unsure of which vendor to use.

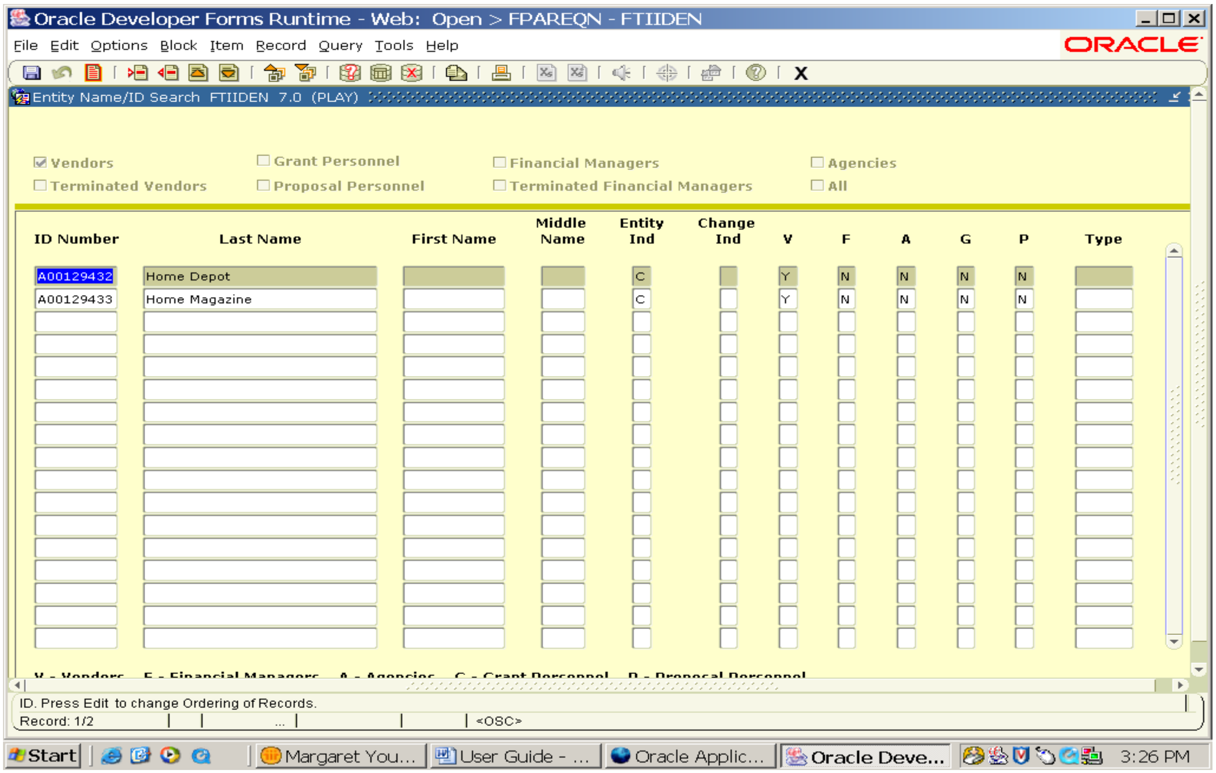
TIP: If the vendor is new and needs to be added to the list, type the vendor name in the Vendor Name field, and use **Document Text** to give all the vendor information (name, address, phone/fax, contact) to the Buyer. *(Refer to PART 2 – Section B for use of Document Text.)*

How to Select a Vendor if Vendor Code is Unknown



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

<u>How to Select a Vendor if Vendor Name and Code is Unknown</u>



1. Click on **Vendor** pull down menu.

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

3. Type a part of the vendor name, followed by "%" in **Last Name** field and click **Execute Query** icon.

   *Example: "**Home%**" for Home Depot.*

4. A list of vendor names starting with "Home" now appears in the **Last Name** field.

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

TIP: If you are really not sure of the vendor's name, type **"%"**, followed by any part of the vendor name, followed by **"%"**. This will generate a list of all vendors that have that word or part of a word in their file name.

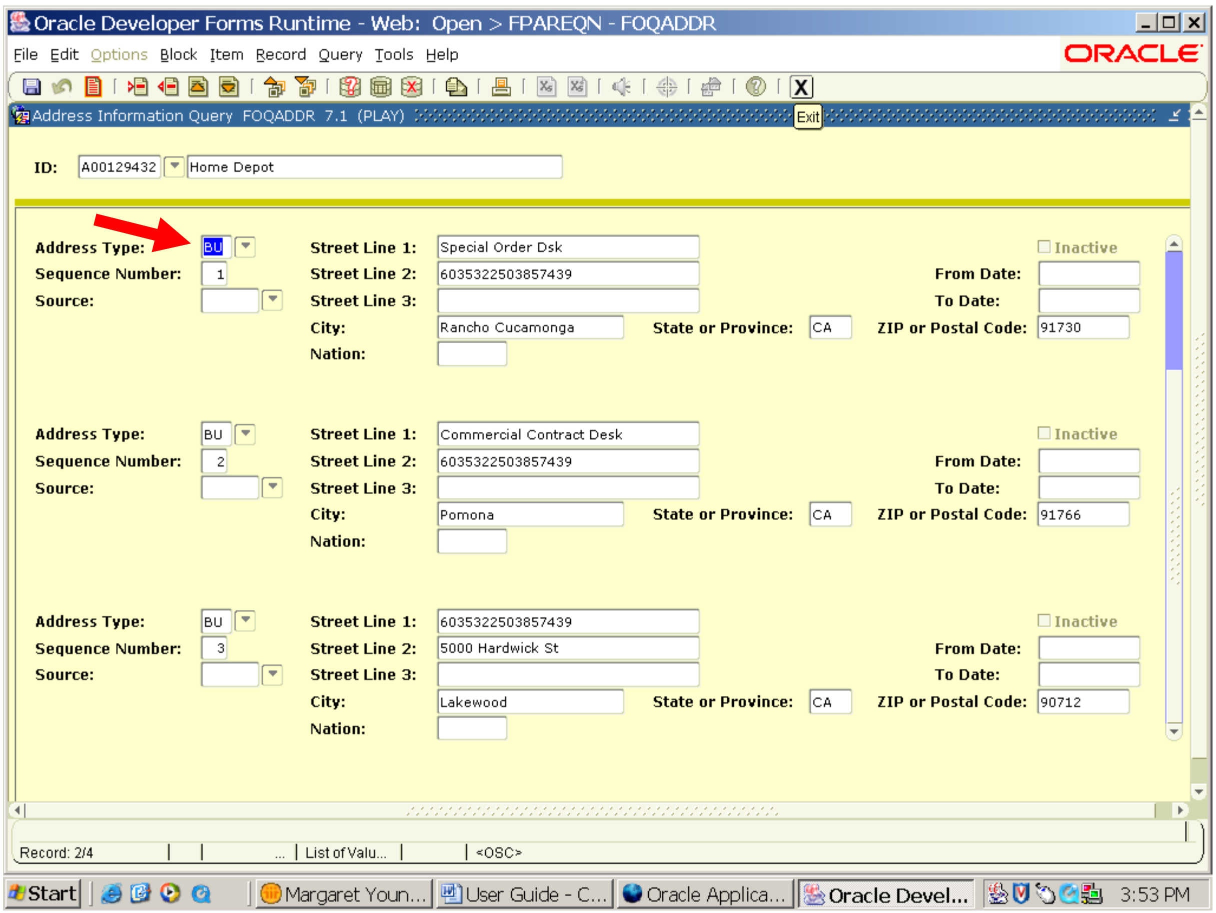
*Example: **%McGr%** will find **Glencoe McGraw Hill**, the legal name for this book publisher.*

Address Type and Sequence: 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).

<u>How to Select a Different Address</u>

1. Click on the **Address Type** pull down menu to go to **Address Information Query [FOQADDR]**. This lists all the addresses in the database for the selected vendor.

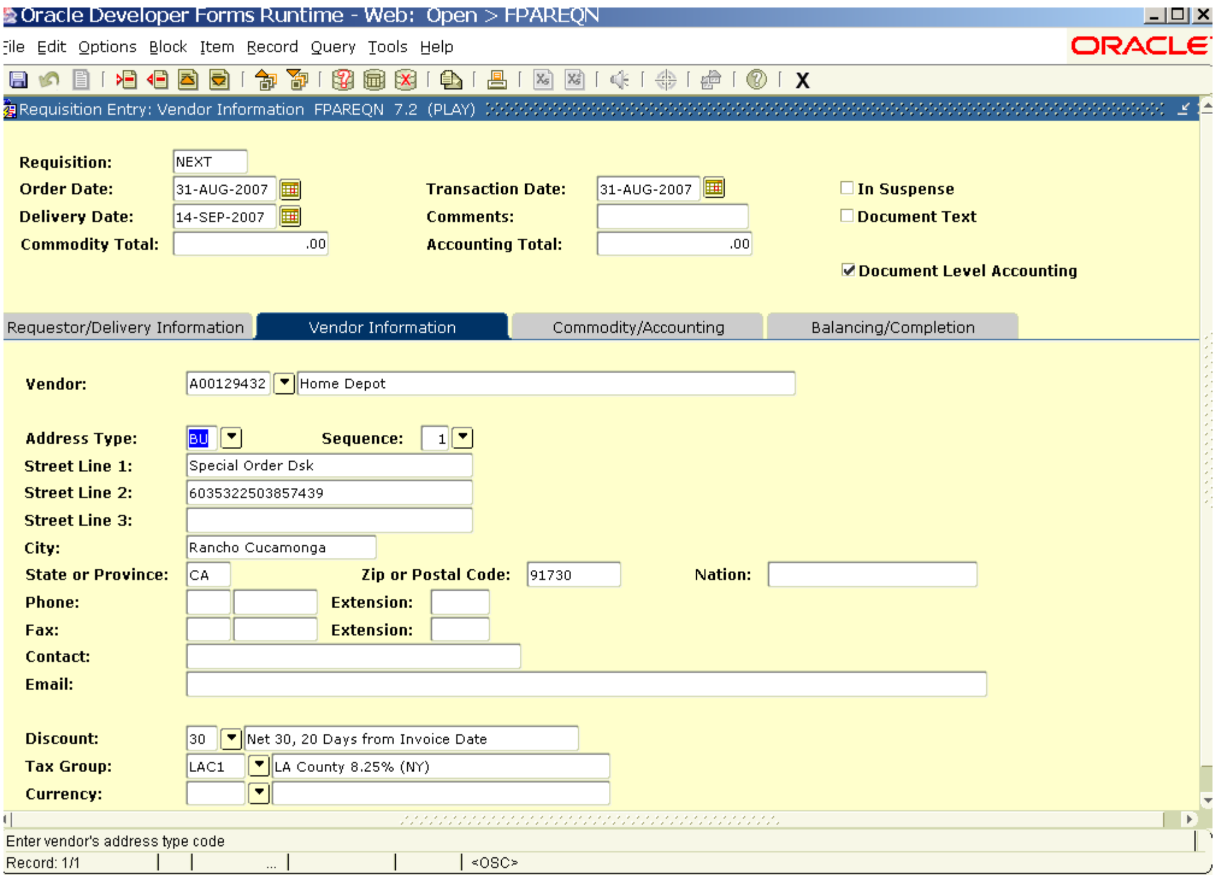
2. Double click on the **Address Type** for the preferred vendor location, which moves that address to the requisition form in FPAREQN. **[Tab]**



> **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.

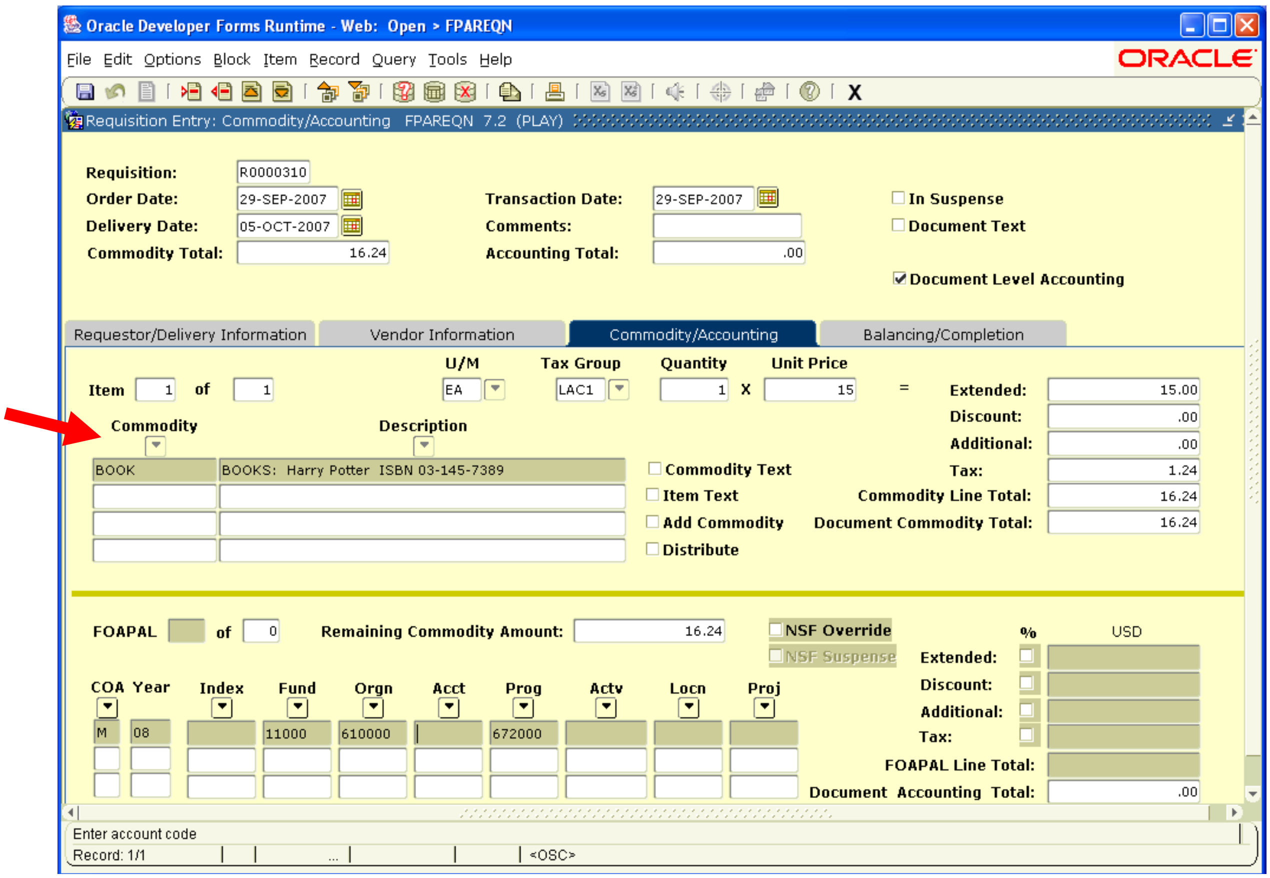


[Next Block] or Click on **Commodity/Accounting** Tab.

D. REQUISITION ENTRY: Commodity/Accounting

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

<u>COMMODITY BLOCK</u>



Commodity:

1. Click on the **Commodity** pull-down menu to access a list of frequently used commodities. These codes are generic codes for most of the items that we order on a day-to-day basis.

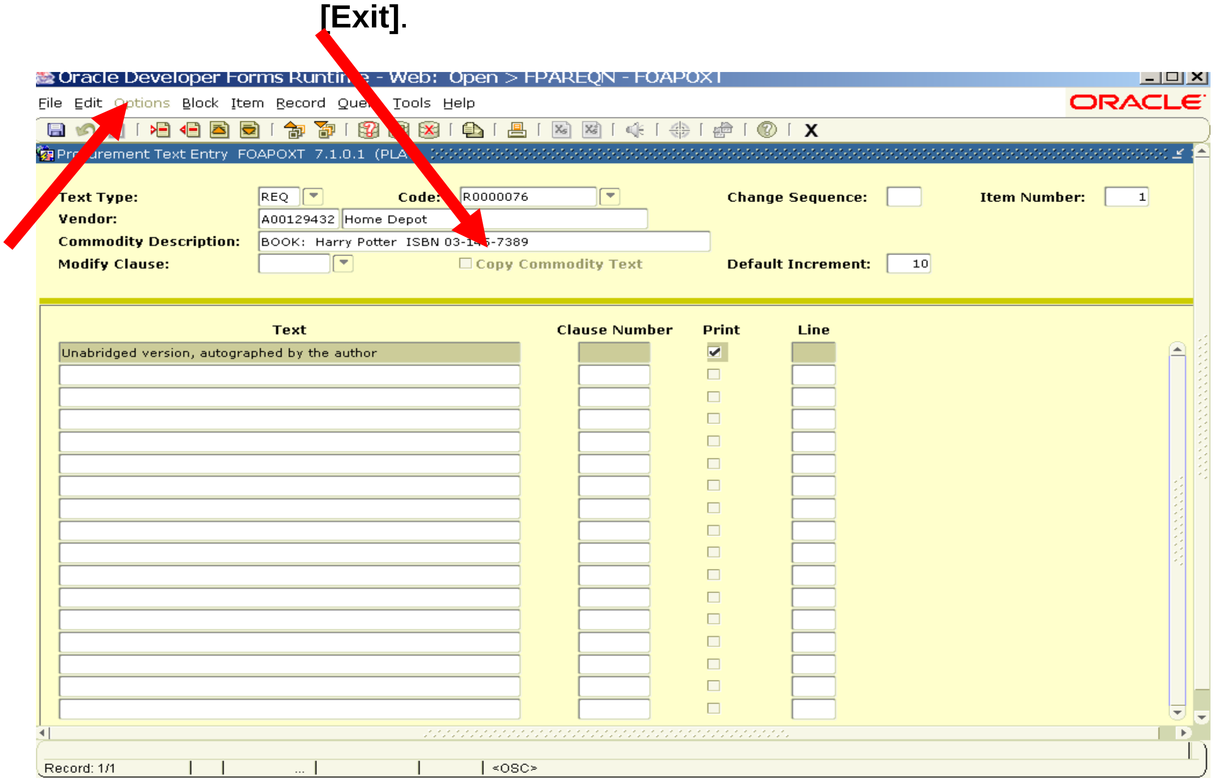
2. Double click on the selected code that most closely describes what is being ordered to return to the requisition form in FPAREQN.

***** <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, photopaper, floor cleaner, etc.) Be sure to include make/model, manufacturer, color, size, part number, etc.) using upper/lower case.

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



Item: Automatically assigned by the system. Tracks the number of items (records) on the requisition and the number of records being displayed. **[Tab]**

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

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

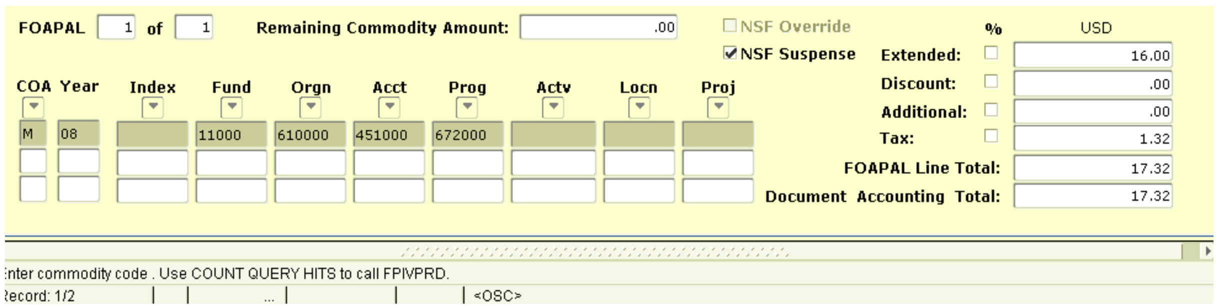
Quantity: Type quantity. **[Tab]**

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

[Next Block]

ACCOUNTING BLOCK

This next block 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. **[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 Block] or click on the **Balancing/Completion** tab.

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

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

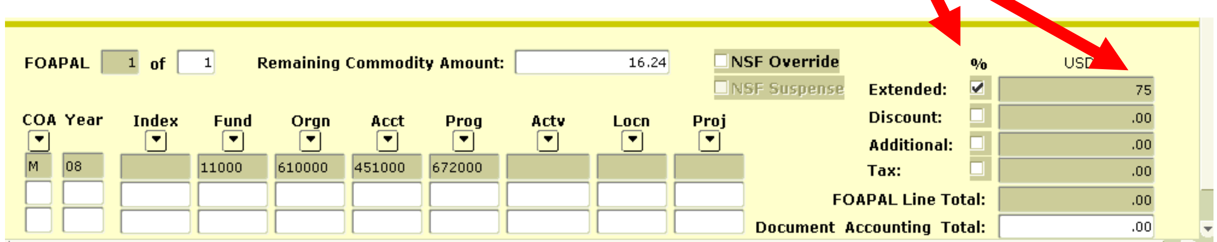
Multiple Accounting Sequences

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

1. To enter additional accounting records, click **Next Record** icon or down arrow to the next accounting line item.

2. Distribution by Percentage:

   a. Check the box directly below % sign and type the appropriate percentage for each accounting record (number without % symbol; e.g. type "75" for 75%).



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

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

Multiple Commodity Items:

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

2. Click **[Previous Block]** to go from the Accounting block back to the Commodity block.

3. **[Next Record]** or arrow down to the next blank commodity record.

4. Complete all the fields in the Commodity block, then **[Next Block]** to complete all the required fields in the Accounting block.

5. Repeat the above sequence for each item that will be on the order.

6. When all commodity items and their accounting records are listed,

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

Deleting a Commodity Item

1. To delete a commodity item already entered, highlight the item to be deleted.

2. **[Next Block]** to the associated Accounting block, and click **Remove** under **Record** in the Tool Bar pull-down menu.

3. **[Previous Block]** back to the commodity item to be removed, and click **Remove** under **Record** in the Tool Bar pull-down menu.

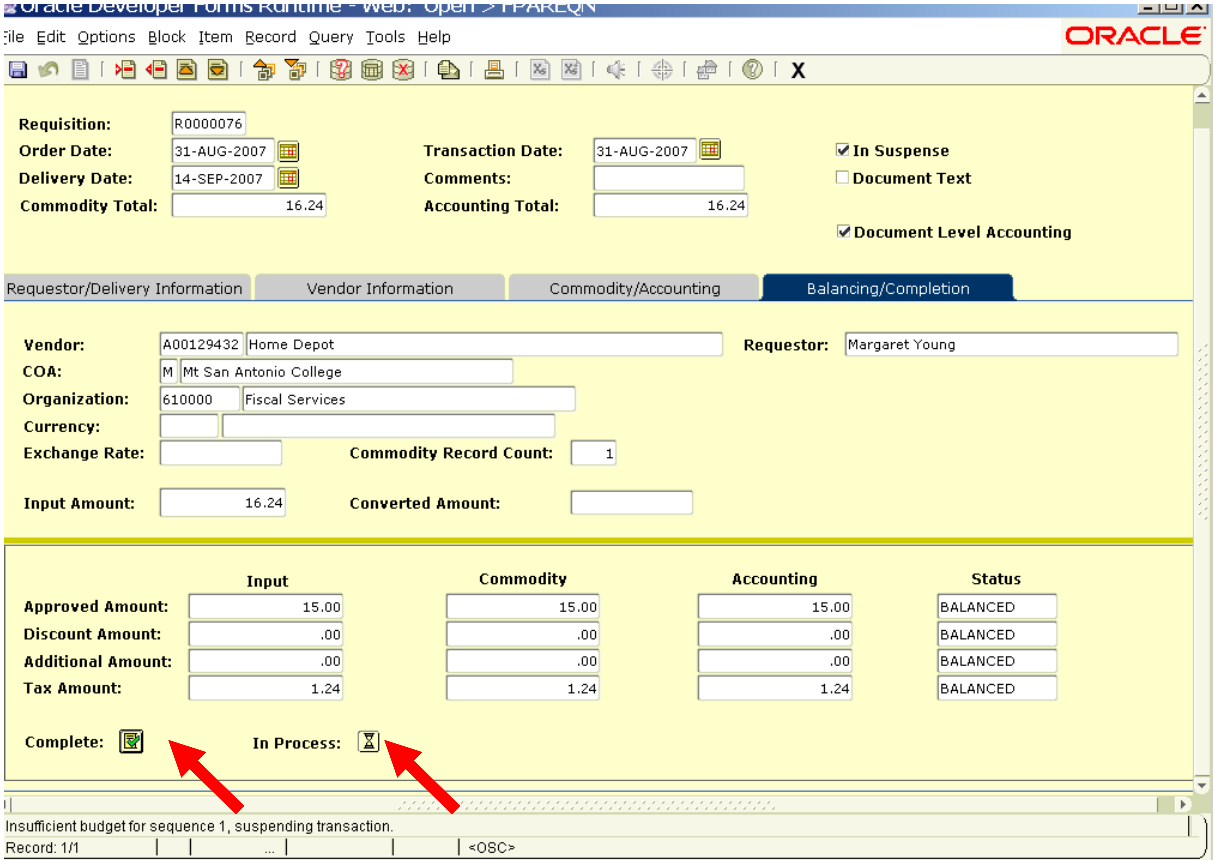
> **NOTE:** You MUST follow the above procedures in the order listed – each commodity line has a one-to-one relationship with its accounting record(s). A problem is created if you enter multiple commodities before you enter the account associated with each commodity line.

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

Discounts:

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

E. REQUISITION ENTRY: Balancing/Completion



This window displays summary information.

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

2. Click the **Complete:** icon if all information is correct.

   OR

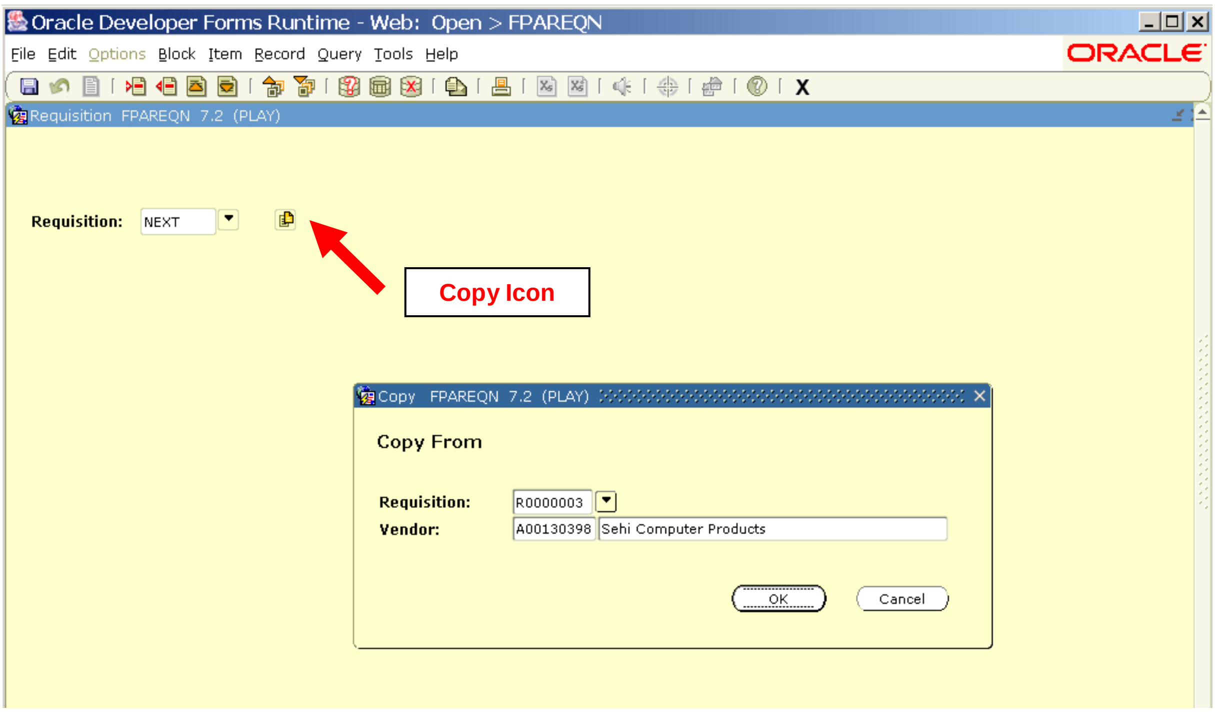
   Click the **In Process:** icon if you want to change or add anything at a later time.

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

PART 3 BEYOND THE BASICS

A. COPY REQUISITION

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



1. Open the requisition form in **Requisition [FPAREQN]**.

2. Click the **Copy** icon next to the **Requisition** field

   OR click **Copy Requisition** under the **Options**

3. **Copy From** window is now open.

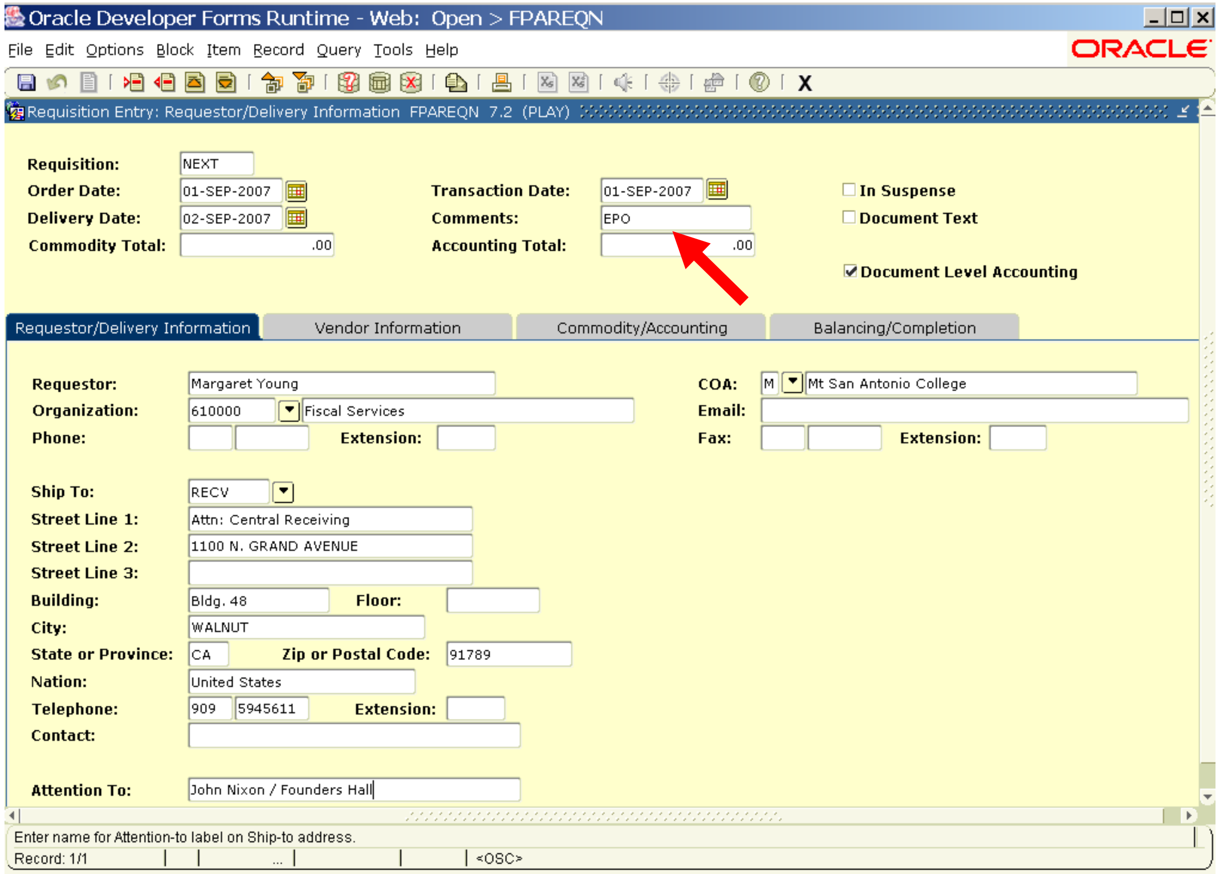
4. Type the requisition number you want to copy data from in **Requisition**: (**Vendor Name**: Vendor will default from requisition.)

5. Click **OK**. All vendor information, commodity data and accounting records from the existing requisition will be copied to the new requisition. The copied data may be revised as needed for each field.

6. Continue with basic requisition instructions and make any appropriate changes before completing the Requisition.

B. EMERGENCY PURCHASE ORDER

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



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.

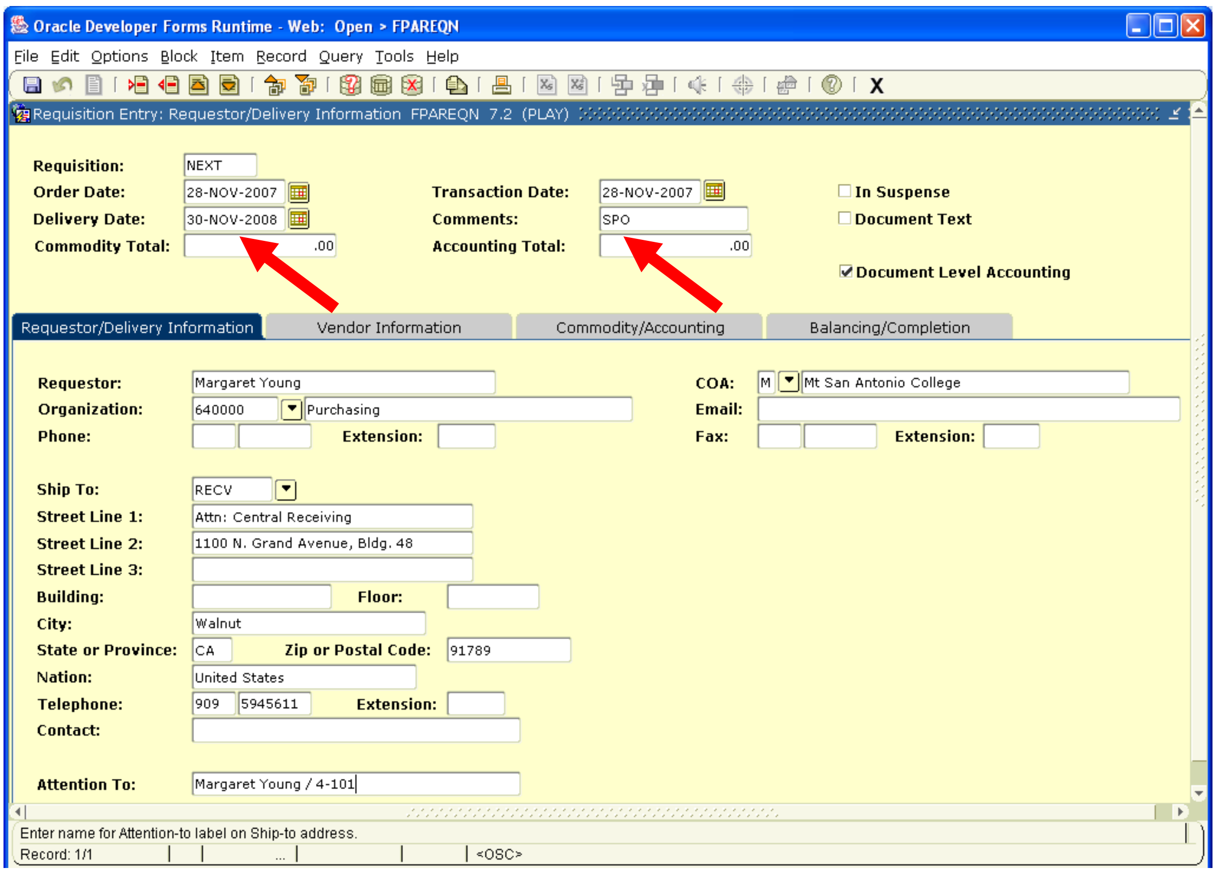
3. When the Requisition is complete, notify your approvers that the requisition is pending their approval.

4. Notify the Buyer via email (purchasing@mtsac.edu) that **Requisition RXXXXXX** is an EPO.

C. STANDING ORDER (Open Order)

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

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

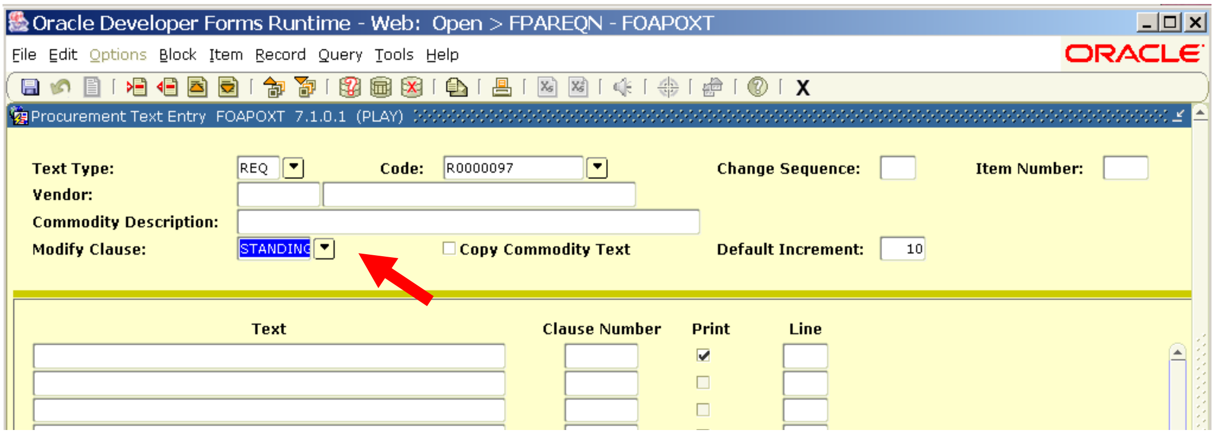


Delivery Date: Type the last effective date of the Standing Order. Standing Orders established for an entire fiscal year can have a delivery date of 6/30/XX of the current fiscal year.

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

Requestor: Defaults to the user name entering the Requisition.

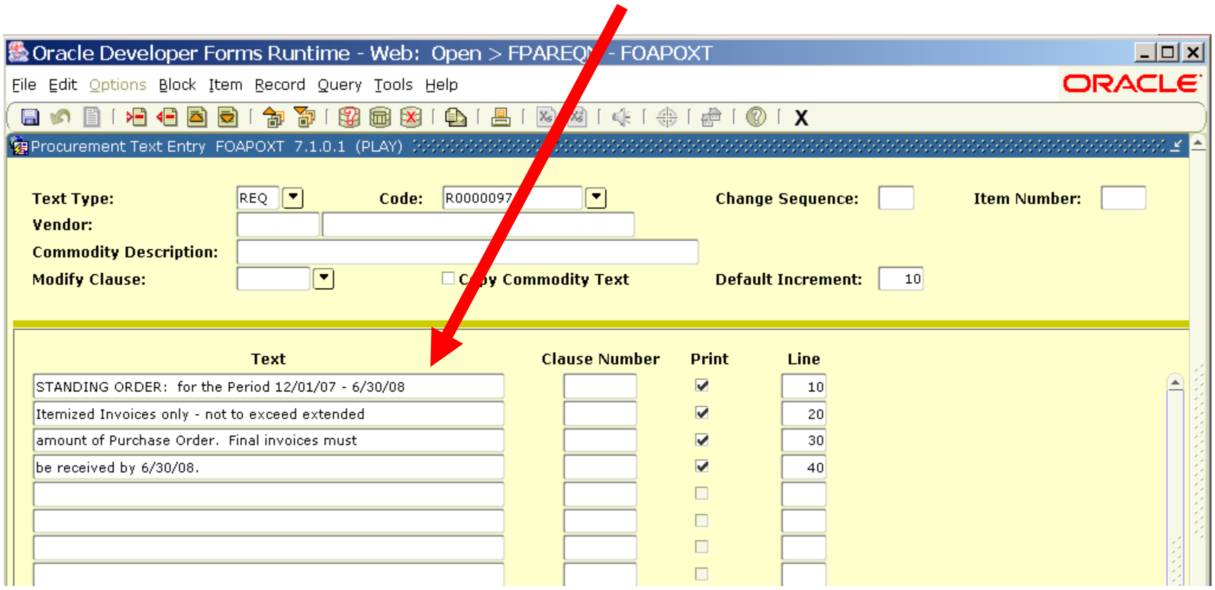
Document Text: Under the **Options** pull-down menu, click **Document Text [FOAPOXT]**.

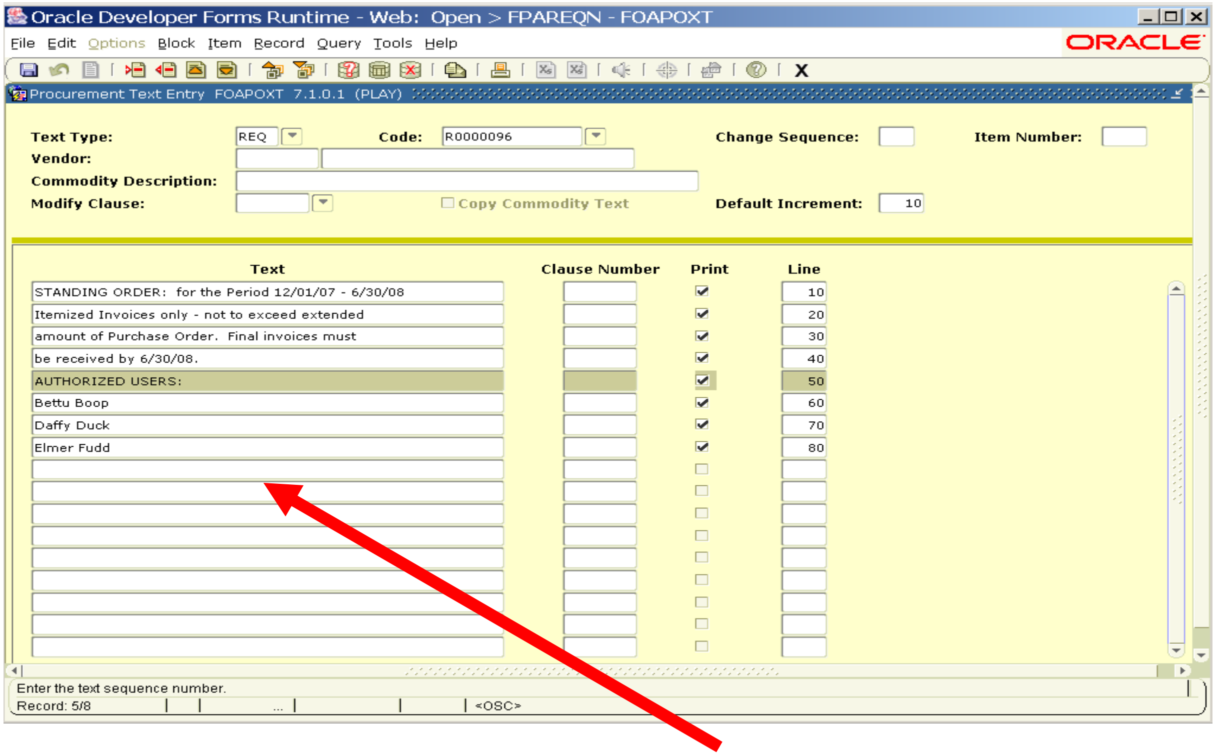


1. Click **Modify Clause** pull-down menu, and double click **Standing** to select the Standing Order clause.

2. Under **Record** in the Tool Bar pull down menus, click **Insert**, then **[Next Block].** The complete Standing Order clause now displays in the **Text** field.

3. Under **Text**, modify the date range shown, if necessary.





4. Under **Text**, type a list of authorized users (*as shown above*).

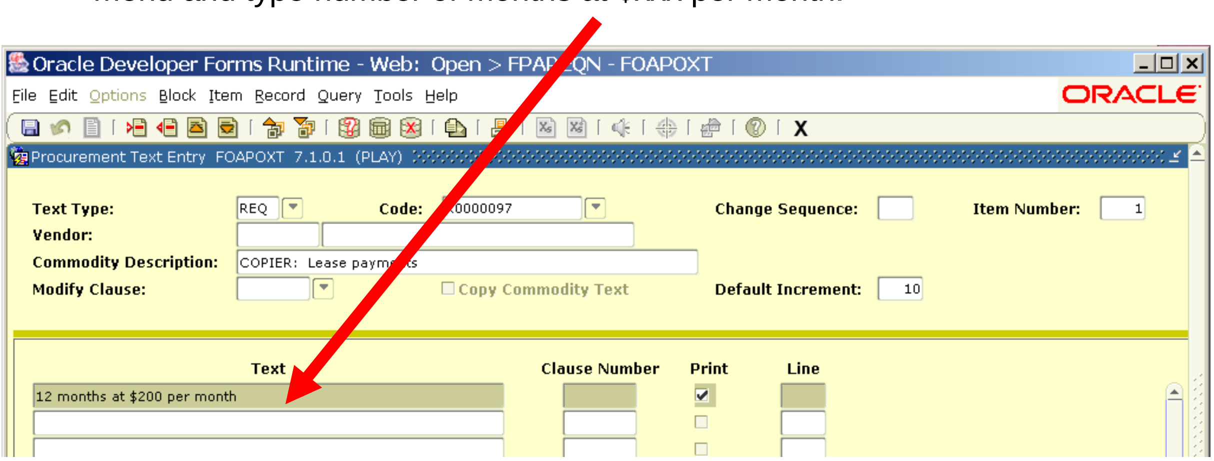
5. Use the **Text** fields to let the Buyer know any other special information about this order.

6. **[Save], [Exit]**. Returned to **Requestor/Delivery Information** screen.

7. Continue to complete Requisition.

8. In the **Commodity/ Accounting** screen, type description in **Description** field.

9. For fixed monthly payments, click **Item Text** in the **Options** Tool Bar pull down menu and type number of months at $xxx per month.



PART 4 CHECKING THE STATUS OF YOUR REQUISITION

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

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

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

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

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

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

A. DOCUMENT HISTORY [FOIDOCH]

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

1. From the General Menu screen, type **FOIDOCH** in the **Go To** field.

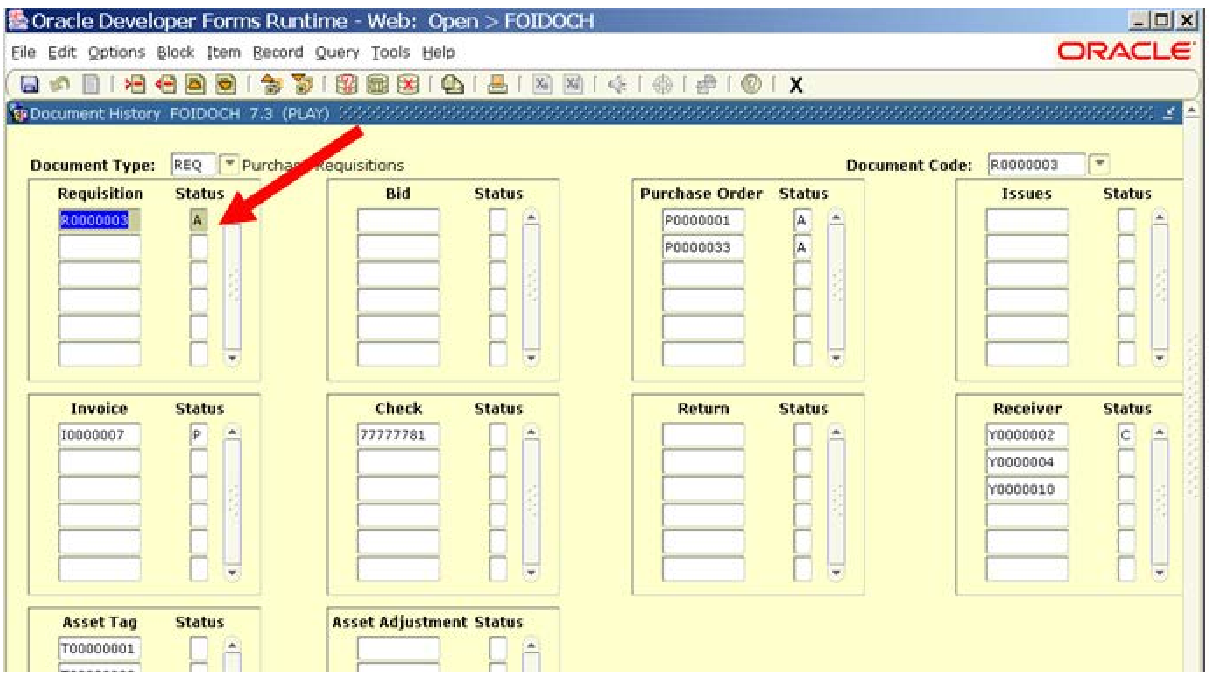
2. Type **REQ** in the **Document Type** field. **[Tab]**

3. Type the Requisition Number, RXXXXXXX **in the Document Code** field, **[Next Block]**.

4. If the status box next to the "Requisition" does not show "A," the requisition has not been approved.

   i. If status box is blank, requisition is not complete – you must check suspense or incomplete records.

   ii. If status box is "C," requisition is complete, but doesn't have all its approvals. You must find out who still needs to approve it.



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

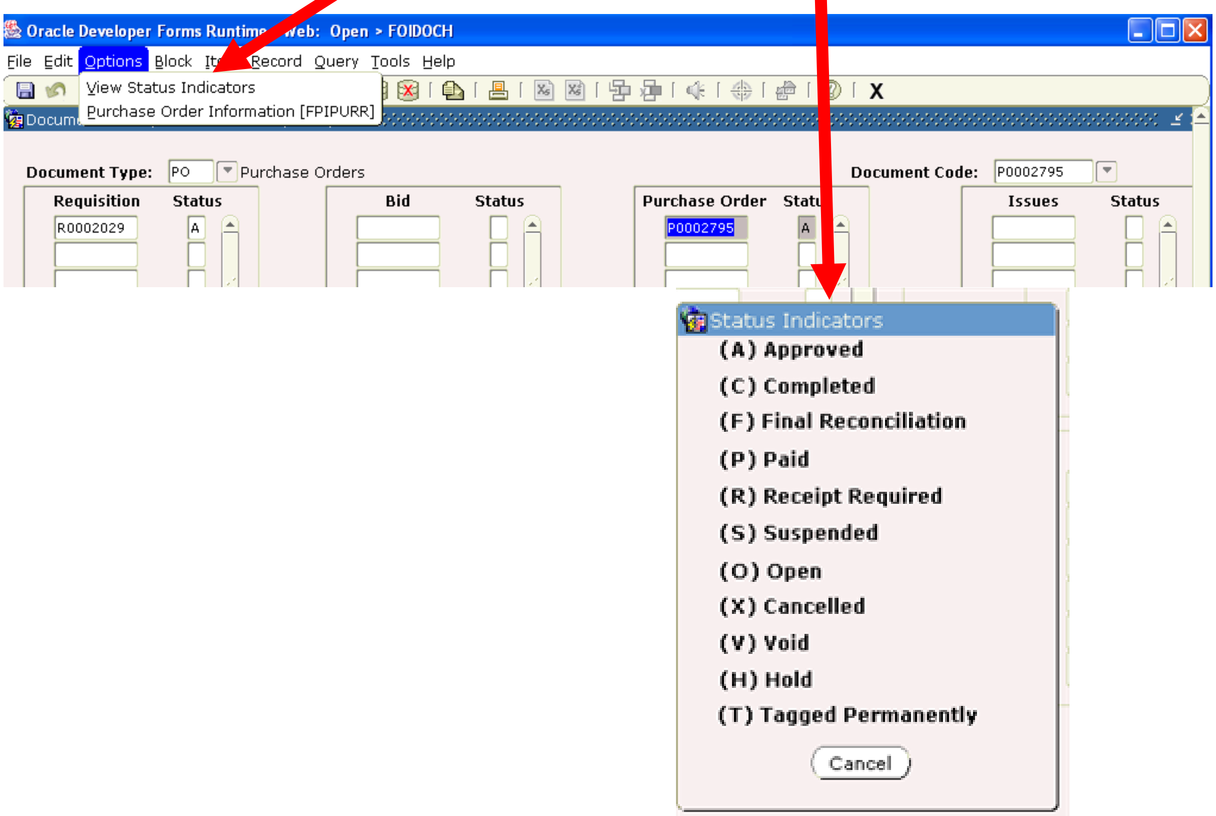
1. Highlight the document you want to access (requisition, purchase order, invoice, receiver, etc).

2. Under the **Options** Tool Bar pull-down menu, click **Requisition Info** or **Purchase Order Info**, or **Invoice Info**, etc.

3. The document you selected (Requisition, Purchase Order, etc.) will open in a query mode (FPIREQN, FPIPURR, etc.) – you cannot make any changes to these documents in query mode.

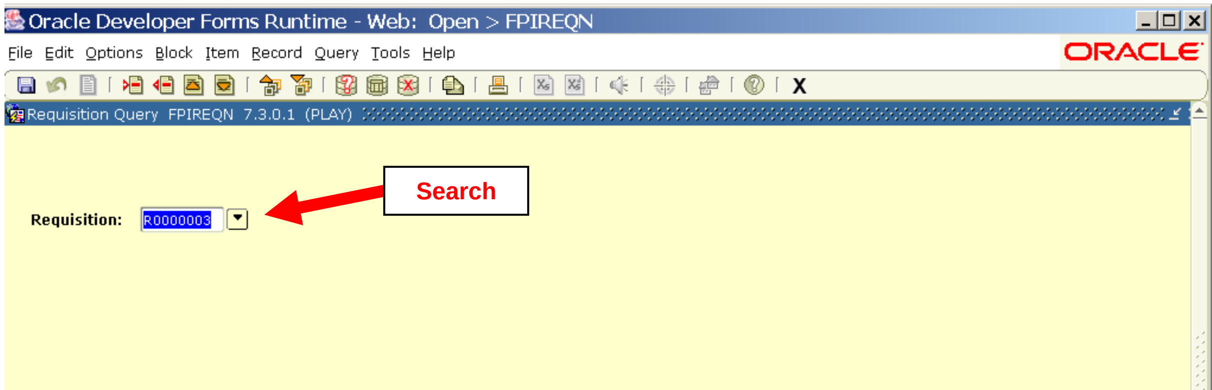
4. The status box next to the document number will either be blank or have an alpha code for its status.

5. To find out what the code means, click View Status Indicators in the Options Tool Bar pull-down menu and a list of the codes will appear as shown below:



B. REQUISITION QUERY [FPIREQN]

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

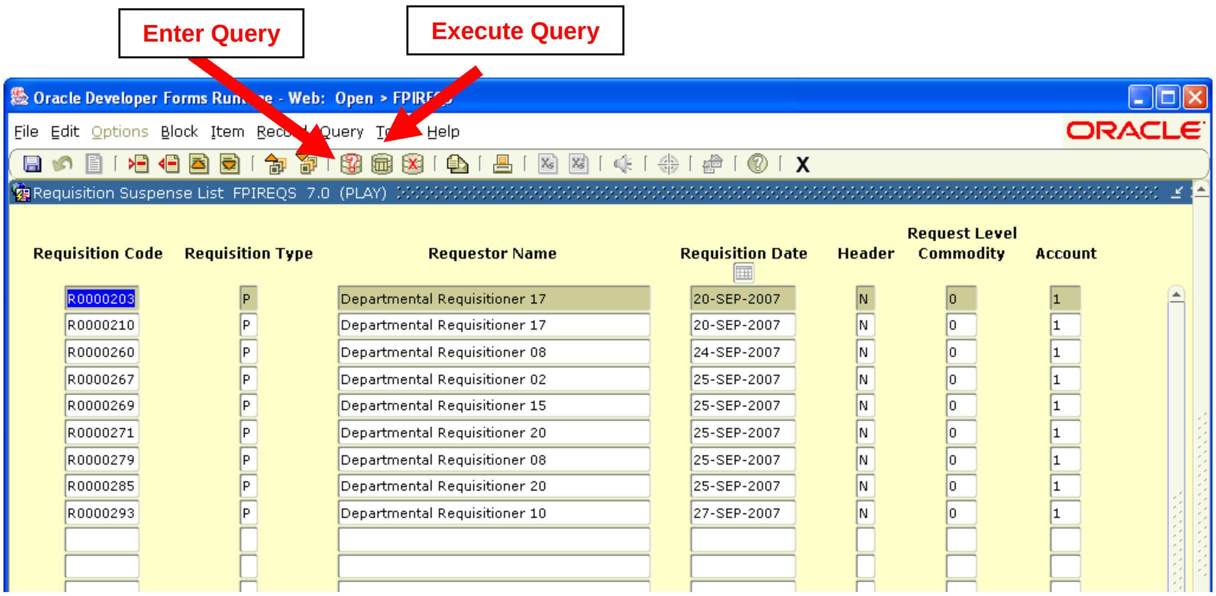


1. From the General Menu screen, type **FPIREQN** in the **Go To** field.
2. Type RXXXXXXX. **[Next Block]**
3. If you do not remember the requisition number, click the **Search** icon to display all requisitions. Double click on the selected requisition to open it.
4. Use **Next Block** and **Next Record**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

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

C. REQUISITION SUSPENSE LIST [FPIREQS]

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



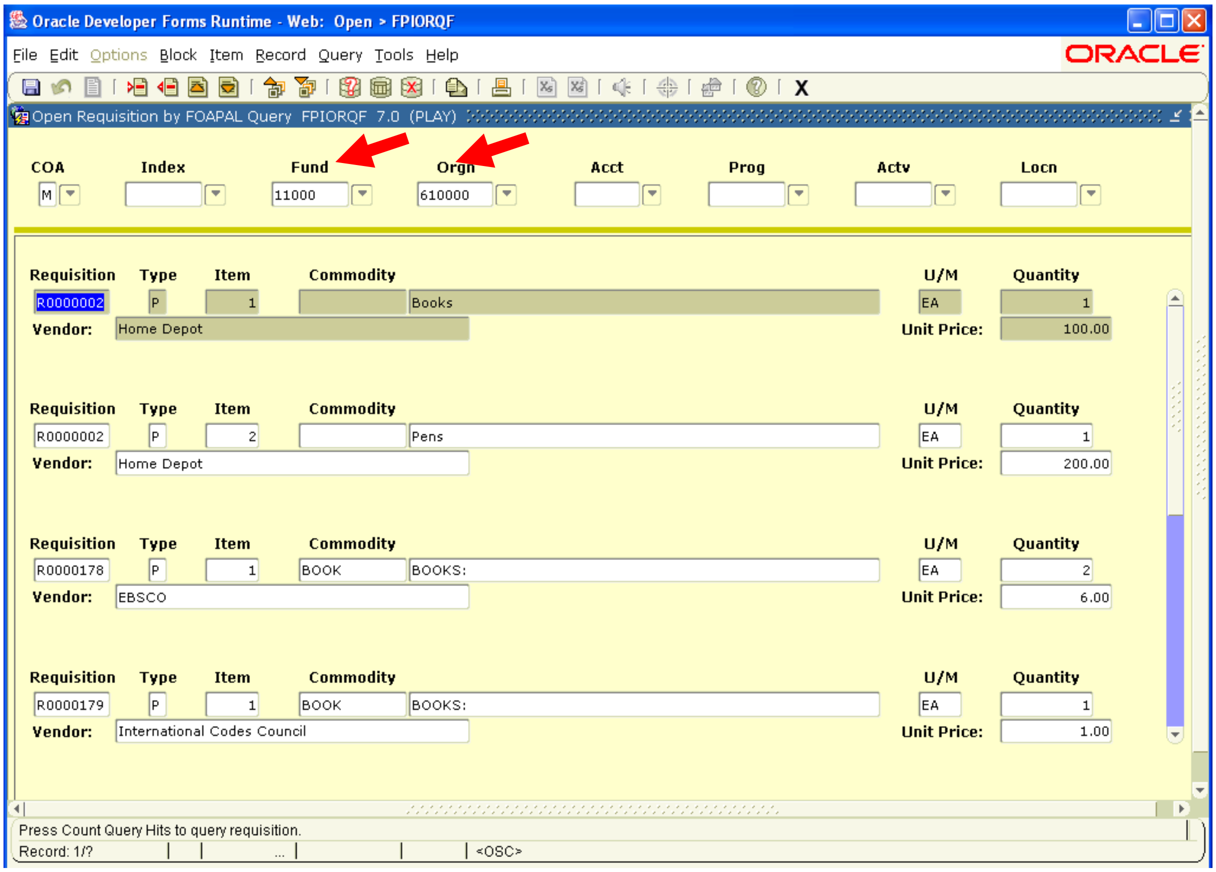
1. From the General Menu screen, type **FPIREQS** in the **Go To** field.
2. Click **Enter Query** icon.
3. Type **your name** in the **Requestor Name** field.
4. Click **Execute Query** icon to bring up your list of suspended requisitions.
5. The 3 columns to the right of the report will give an indication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

     OR

Delete the requisition (see Part 5).

D. OPEN REQUISITION BY FOAPAL QUERY [FPIORQF]

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



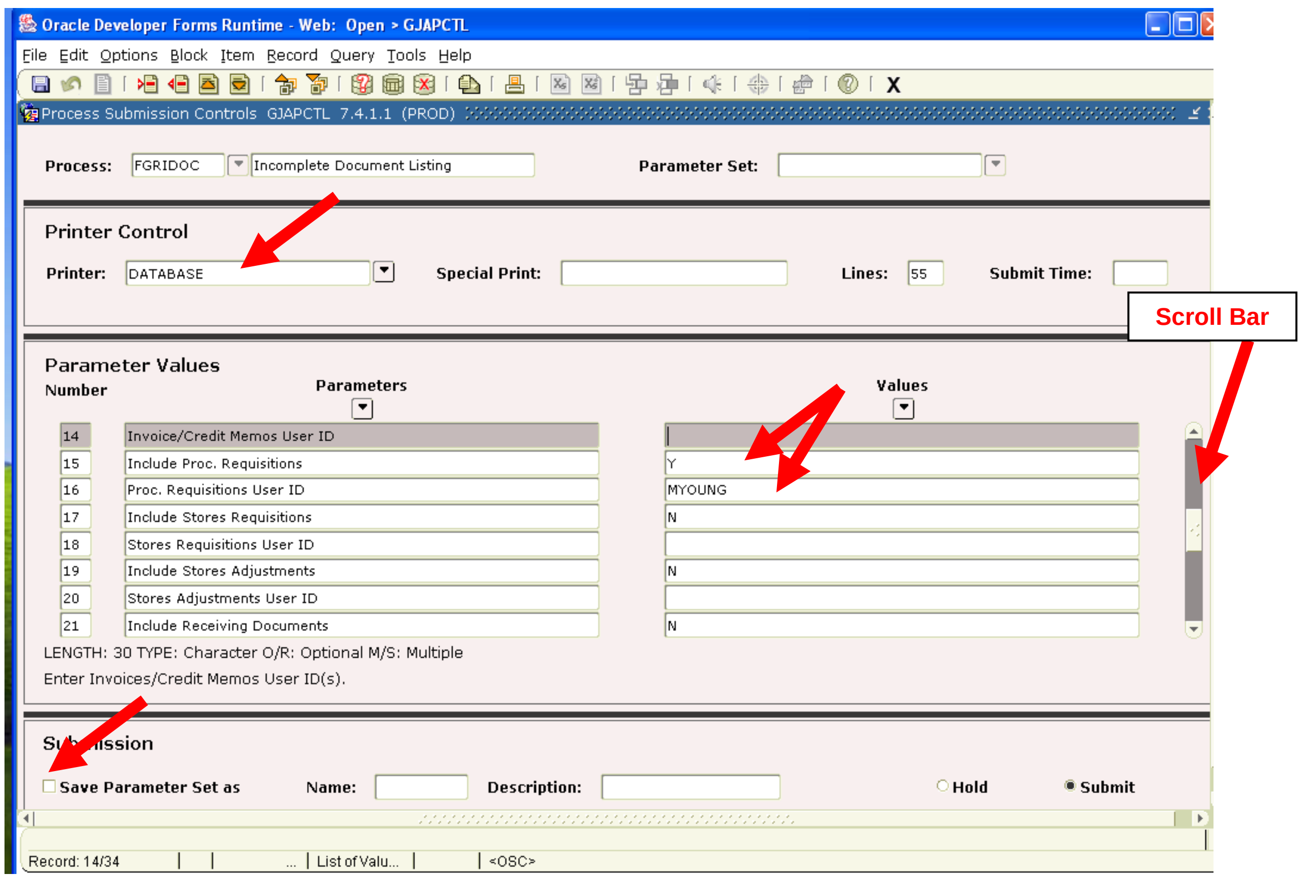
1. From the General Menu screen, type **FPIORQF** in the **Go To** field.
2. Type the **Fund** and **Orgn** in the FOAPAL fields. **[Next Block]**
3. All Requisitions for that Fund and Organization will be listed.

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

E. INCOMPLETE DOCUMENT REPORT [FGRIDOC]

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

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



1. From **Request Processing [*FINREQST]** in the General Menu screen, click **[FGRIDOC]. [Next Block]**

2. **Printer:** Double click in this field to view and select a Banner printer at your location or select **Database** to view the report on your screen. **[Next Block]**

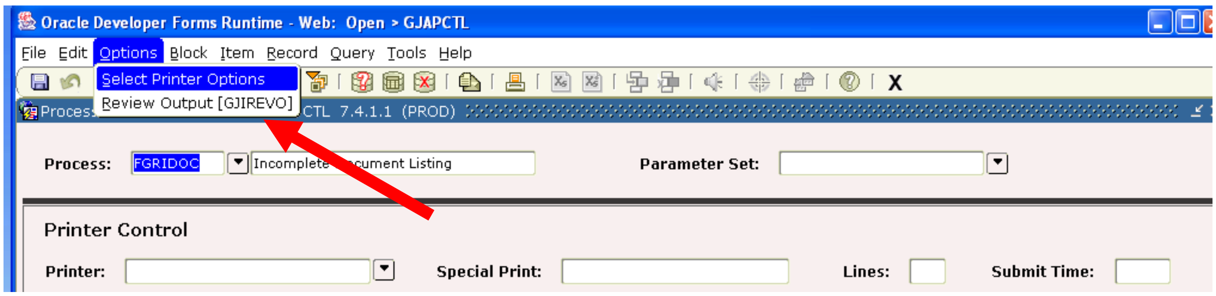
3. **Parameter Values:** Type "**Y**" for YES in the Values column for Line Number 15 – *Include Proc. Requisitions*. (Use the scroll bar on the right to get to Line 15.)

4. **Parameter Values:** Type your Banner User ID on Line 16 – *Proc. Requisitions User ID*.

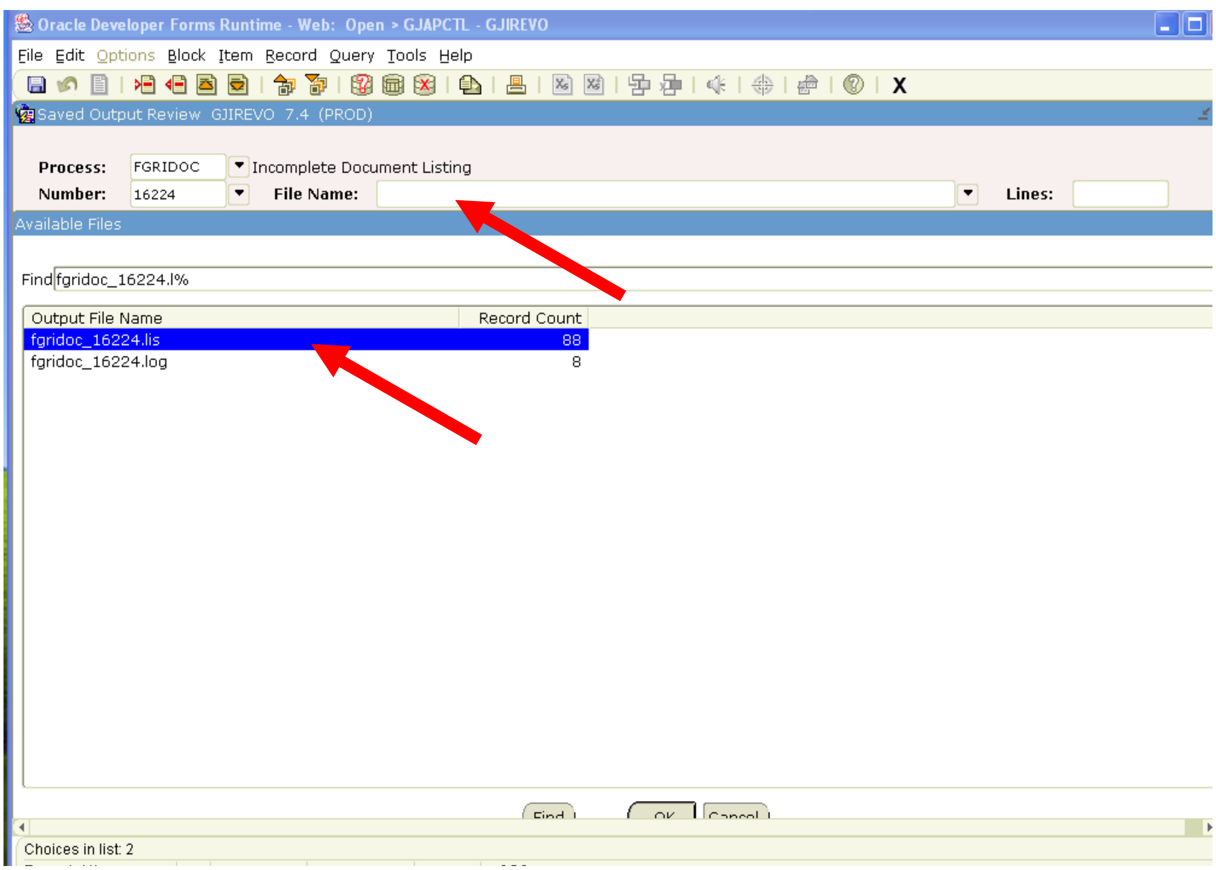
5. **[Next Block]**

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

7. To view all incomplete documents, click **Review Output** on the **Options** Tool Bar pull down menu.

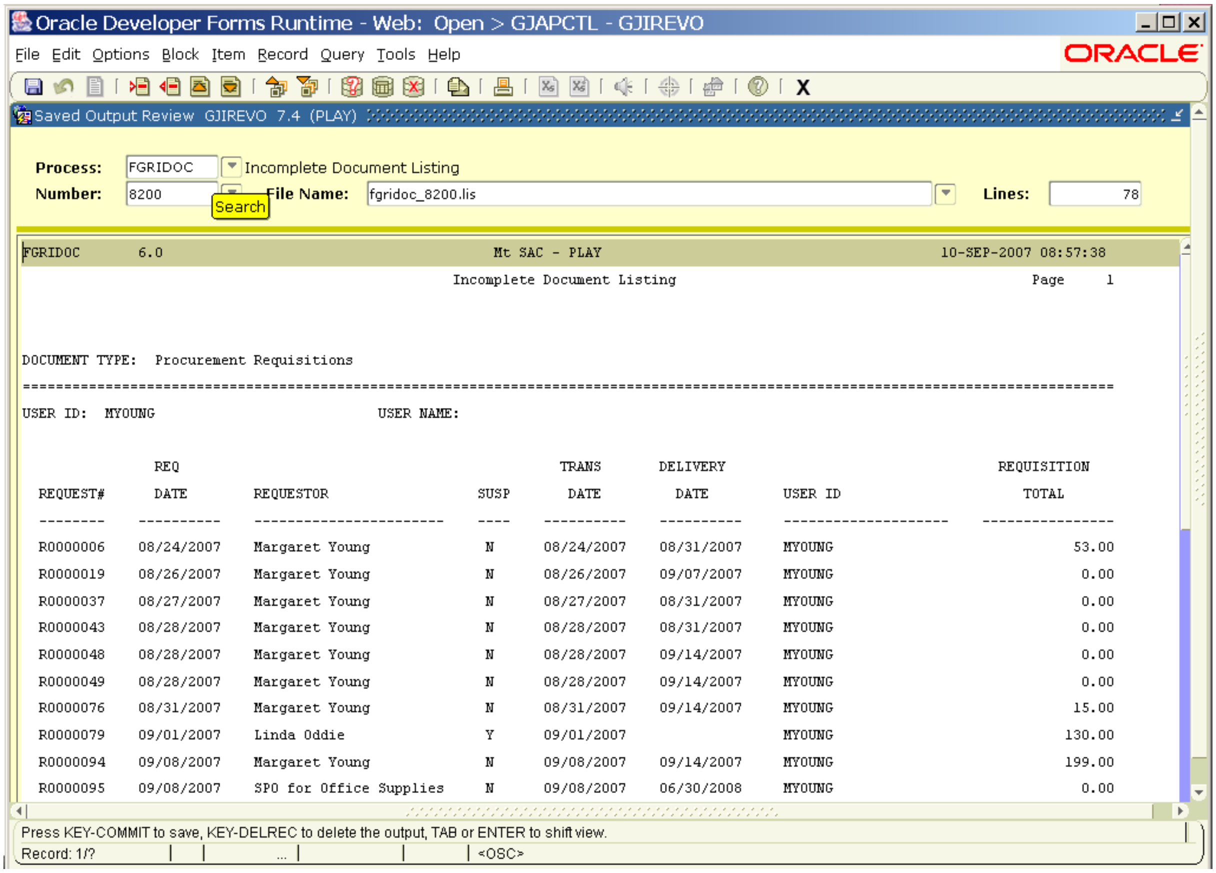


8. Double-click in **File Name** field to bring up list of file names.



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

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



FGRIDOC 6.0 Mt SAC - PLAY 10-SEP-2007 08:57:38

Incomplete Document Listing Page 1

DOCUMENT TYPE: Procurement Requisitions

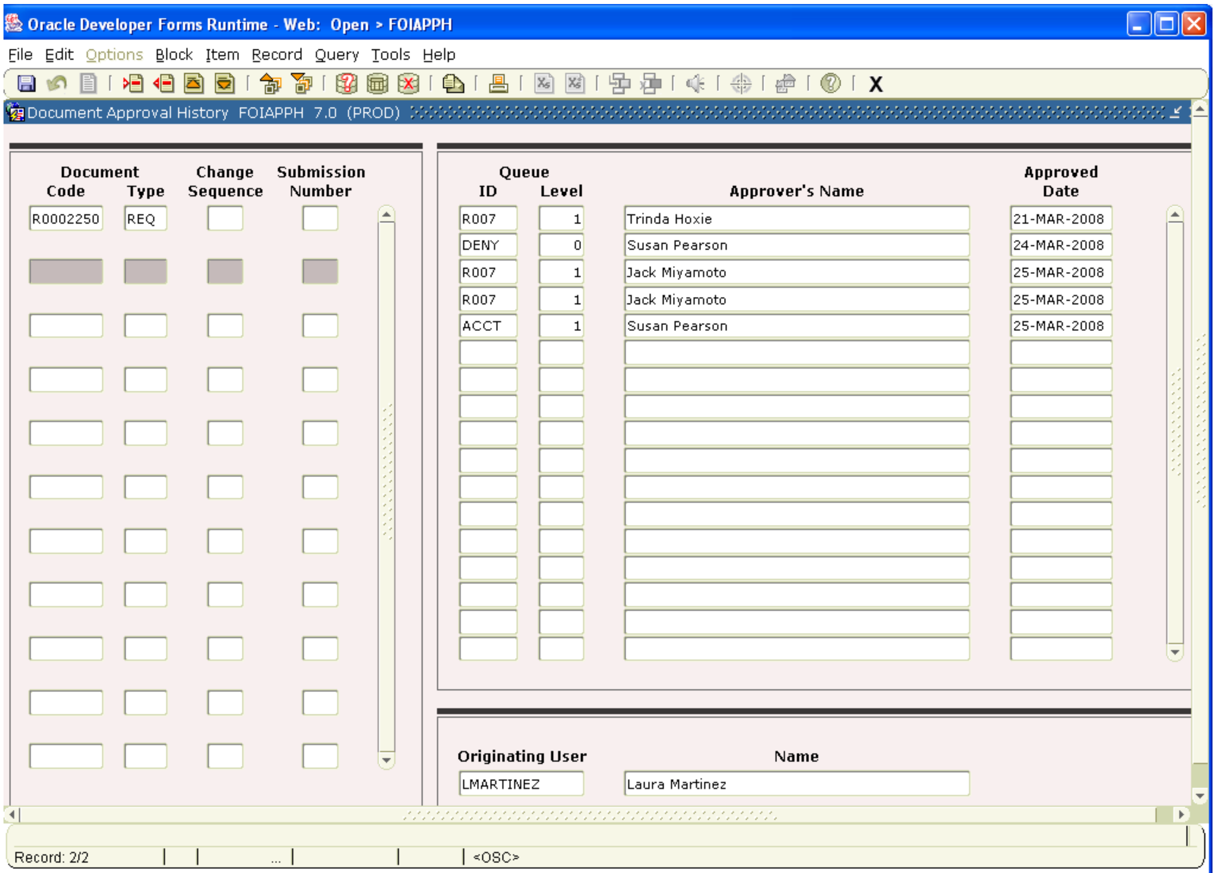
USER ID: MYOUNG USER NAME:

REQUEST#	REQ DATE	REQUESTOR	SUSP	TRANS DATE	DELIVERY DATE	USER ID	REQUISITION TOTAL
R0000006	08/24/2007	Margaret Young	N	08/24/2007	08/31/2007	MYOUNG	53.00
R0000019	08/26/2007	Margaret Young	N	08/26/2007	09/07/2007	MYOUNG	0.00
R0000037	08/27/2007	Margaret Young	N	08/27/2007	08/31/2007	MYOUNG	0.00
R0000043	08/28/2007	Margaret Young	N	08/28/2007	08/31/2007	MYOUNG	0.00
R0000048	08/28/2007	Margaret Young	N	08/28/2007	09/14/2007	MYOUNG	0.00
R0000049	08/28/2007	Margaret Young	N	08/28/2007	09/14/2007	MYOUNG	0.00
R0000076	08/31/2007	Margaret Young	N	08/31/2007	09/14/2007	MYOUNG	15.00
R0000079	09/01/2007	Linda Oddie	Y	09/01/2007		MYOUNG	130.00
R0000094	09/08/2007	Margaret Young	N	09/08/2007	09/14/2007	MYOUNG	199.00
R0000095	09/08/2007	SPO for Office Supplies	N	09/08/2007	06/30/2008	MYOUNG	0.00

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

F. DOCUMENT APPROVAL HISTORY [FOIAPPH]

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



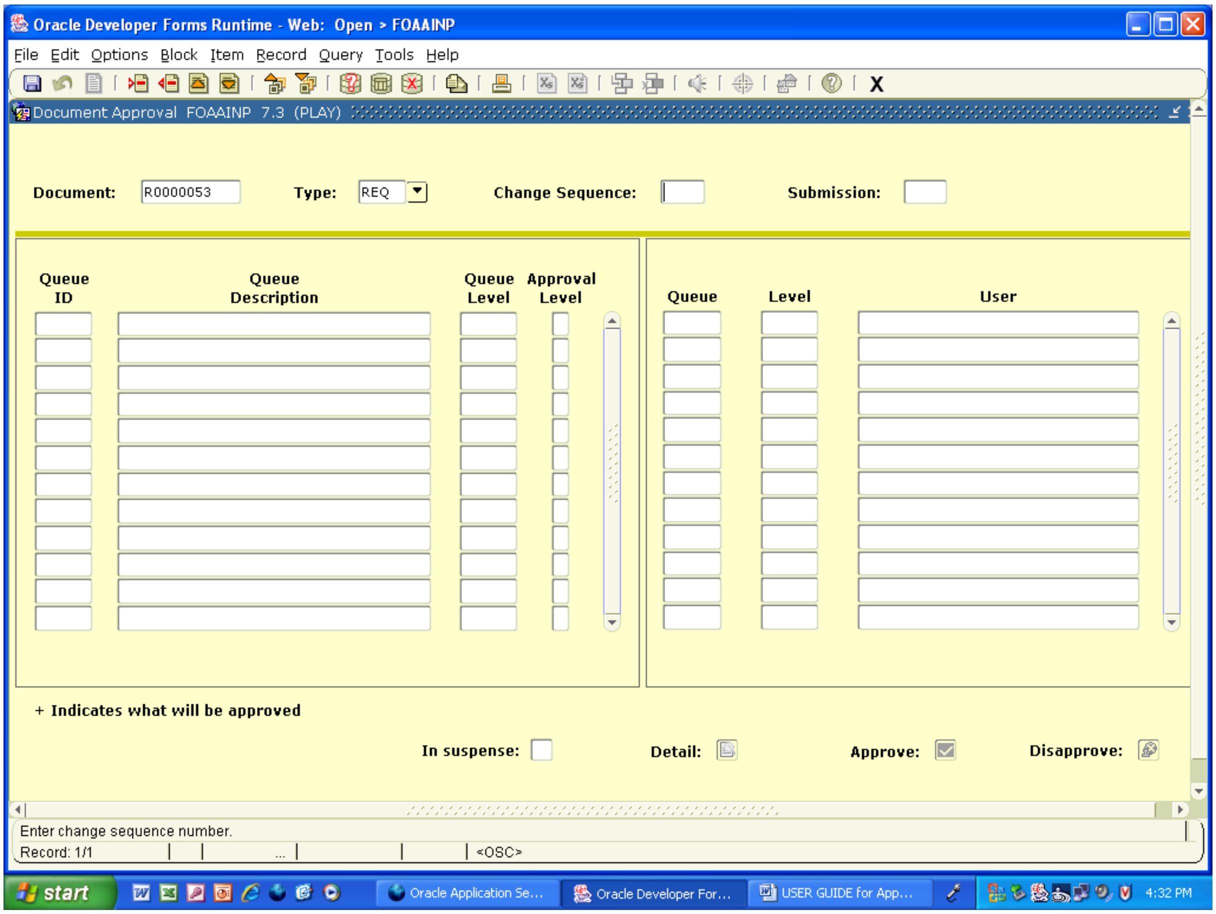
1. From the General Menu screen, type **FOIAPPH** in the **Go To** field.
2. Type the Requisition Number in the **Document Code** field. **[Tab]**
3. Type **REQ** in the **Document Type** field. **[Execute Query]**
4. All approvals made to date will be shown. You need to determine if this list is all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

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

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

G. DOCUMENT APPROVAL – FOAAINP

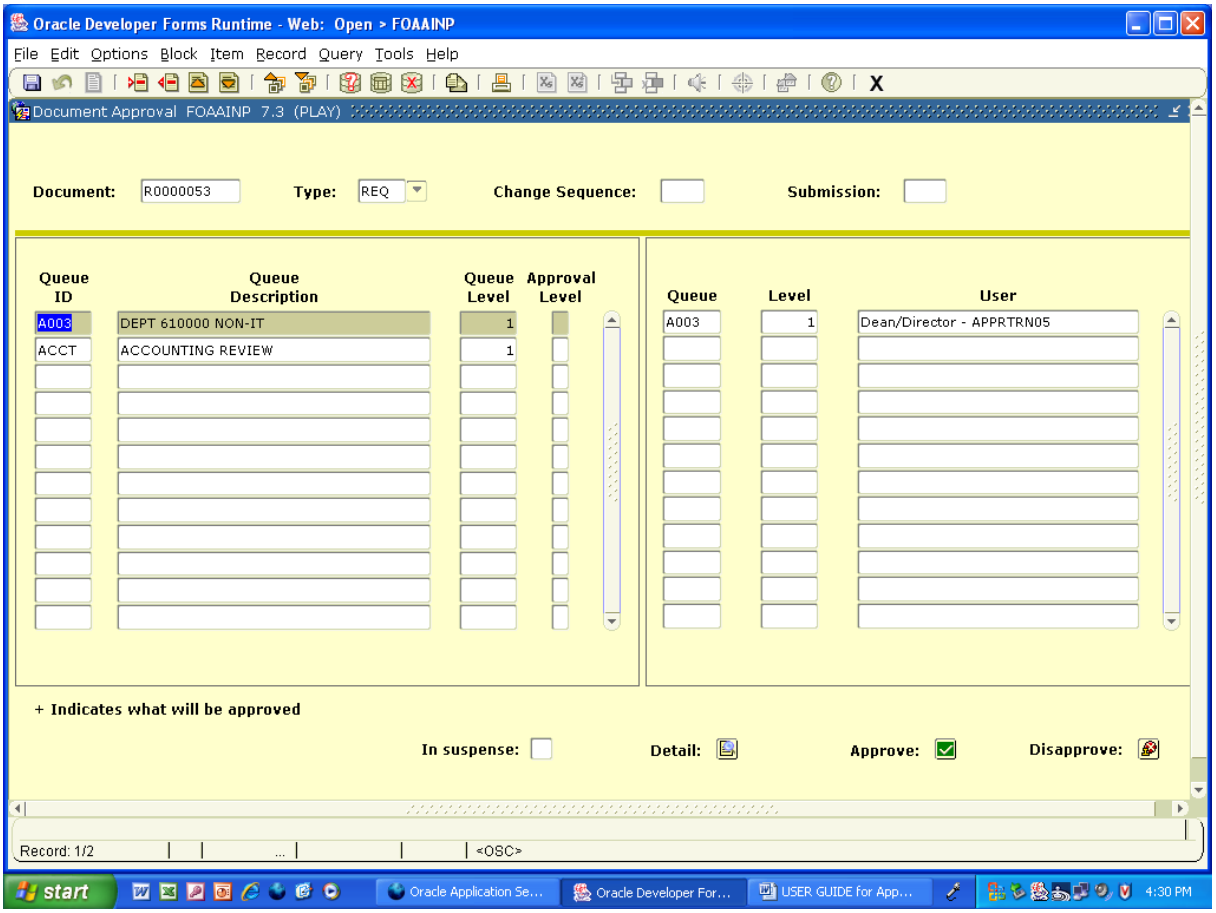
Use the **Document Approval History [FOAAINP]** to see whose approval is still needed for a particular Requisition.



Document Type Requisition number – RXXXXXXX

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

[Next Block]



Queue ID	Pre-set identification number for a particular approval queue.
Queue Description	The name of the approval queue.
Queue Level	Indicates the Queue Description's level of approval.
Approval Level	A **"+"** in this field indicates that the next approver in the queue must approve this document
Queue	Same as Queue ID
Level	Position of an approver in the approval queue.
User	The actual name(s) of the approver(s)
Detail	Click the **Detail** icon to display the accounting information. This takes you to the Requisition Approval screen [FOQRACT].

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

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

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

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

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

Identifying Specific Approvers

1. Use your arrow keys to select a Queue Description. The list of authorized approvers for that particular queue will show up in the User field.

2. If more than one approver is listed for a particular queue, it means that any one of those listed persons can approve/disapprove at that level. The first one to take action will be the one listed in Document Approval History [FOIAPPH].

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

4. If any approver at any level denies the requisition, the requisition returns to an incomplete status (which you must then clean up – **see Part 5**).

PART 5   REQUISITION CLEAN-UP – FIXING PROBLEMS

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

Your choices for a suspended or incomplete document are:

1. Fix the problem in your requisition using FPAREQN, and when done, click the "**Complete**" button in the "Balancing/Completion" screen. **Make sure you tab through each block** to make sure the change is properly posted in Banner.

2. Delete the incomplete requisition using FPAREQN.

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 do not need the requisition in this fiscal year, use FOADOCU – Document by User to deny the requisition yourself. Since it will then revert to an incomplete status, you will then need to delete the incomplete requisition using FPAREQN.

CHANGE ORDERS

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

5. If the requisition is complete but not yet fully approved, use FOADOCU to deny the requisition yourself. It will revert to incomplete status so you can make the change using FPAREQN before completing it (which sends it back out for approvals).

6. If the requisition is fully approved but not yet turned into a purchase order, use FPARDEL to cancel the requisition, copy it into a new requisition, make the changes, and then complete it so it go back for approvals.

7. If the requisition has been turned into a purchase order, you must contact Purchasing (see Part 5 – Section A – Change Order to Existing Order).

A. CHANGE ORDER TO EXISTING ORDER

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

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

   Examples:

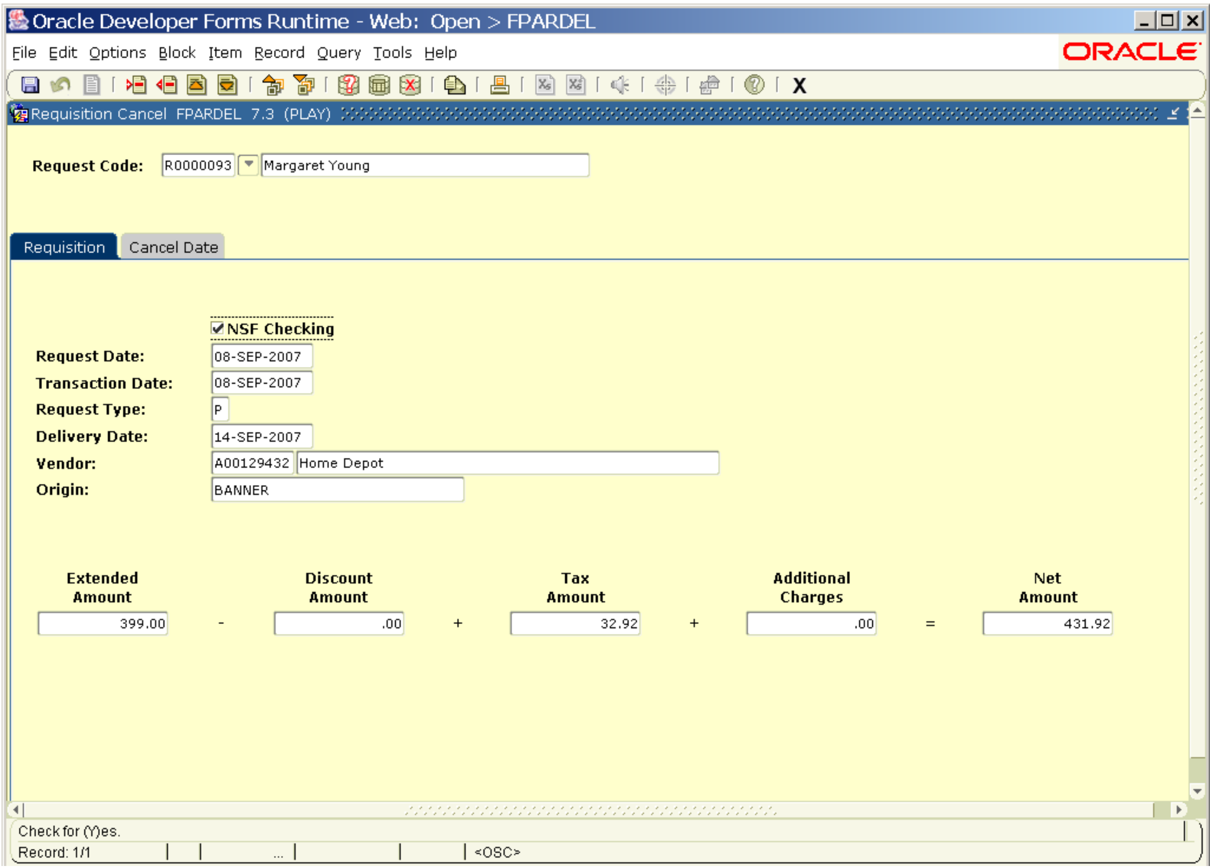
   - Add or delete commodity lines
   - Increase or decrease quantities
   - Increase or decrease unit prices
   - Change vendors or delivery
   - Change FOAPs

2. After the Buyer makes the requested changes to the Purchase Order, the Change Order will be electronically routed back through the approval process.

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

B. CANCEL REQUISITION

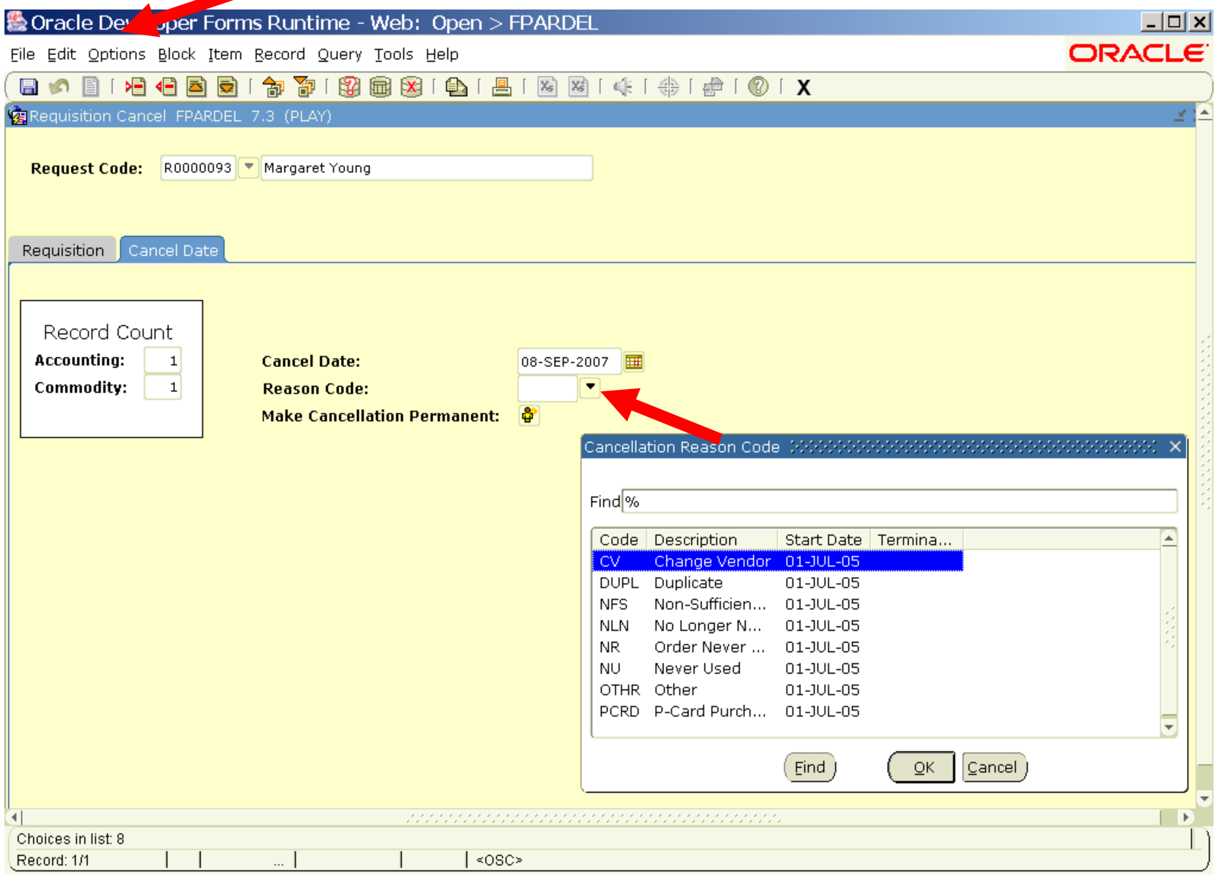
Use the Requisition Cancel Form (FPARDEL) to delete a requisition that has gone through the approval process and posted (i.e., has an “A” for approved as its status indictor).



1. From **Go To** in the General Menu screen, type FPARDEL to display the FPARDEL screen.

2. **Request Code:** Type the requisition number. **[Next Block]**

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



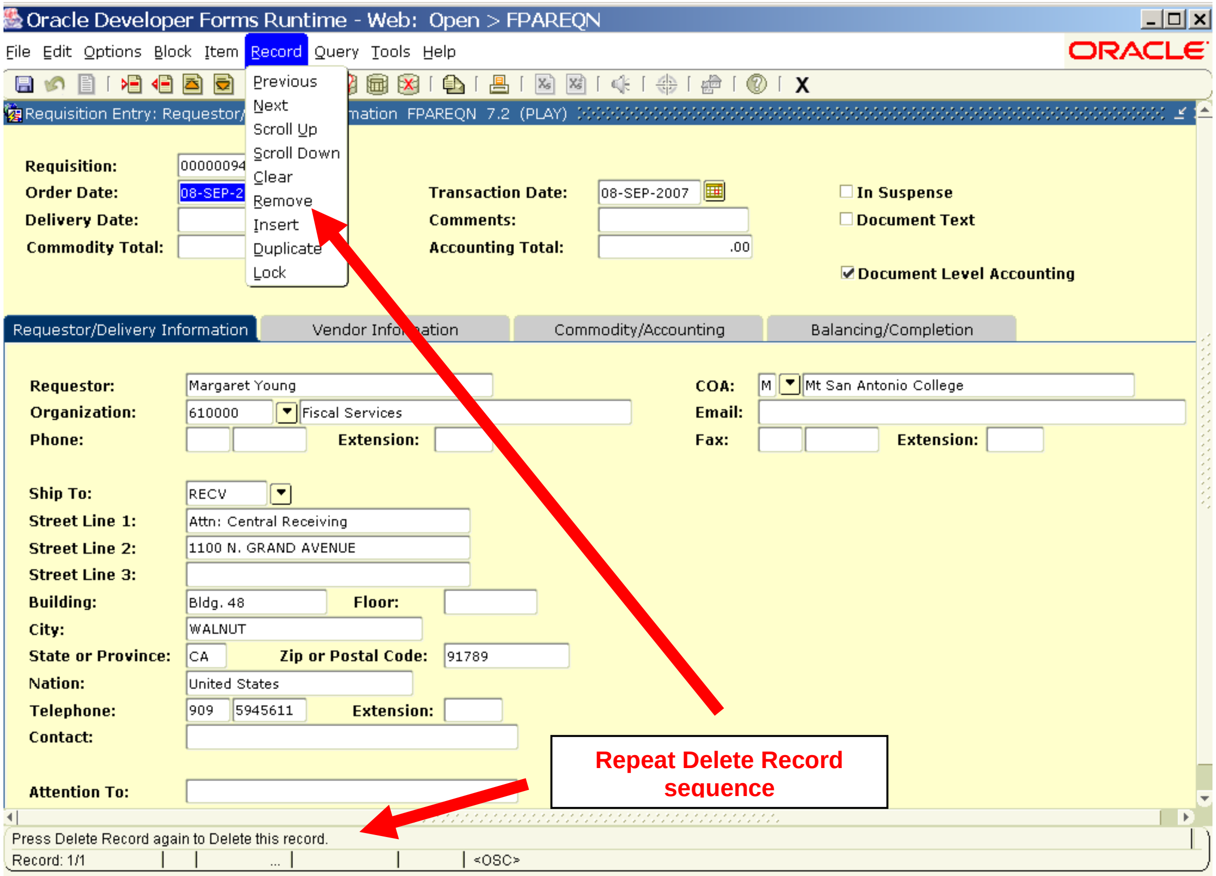
4. **Cancel Date:** Allow default of current date.

5. **Reason Code:** Use pull down menu to select appropriate code. Highlight and click **OK** icon.

6. Click the **Make Cancellation Permanent** icon.

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

C. DELETE INCOMPLETE REQUSITION



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

2. Type the Requisition number to be deleted. **[Next Block]**

3. In ***Requisition Entry: Requestor/Delivery Information*** screen, click the **[Record]** Tool Bar pull-down menu.

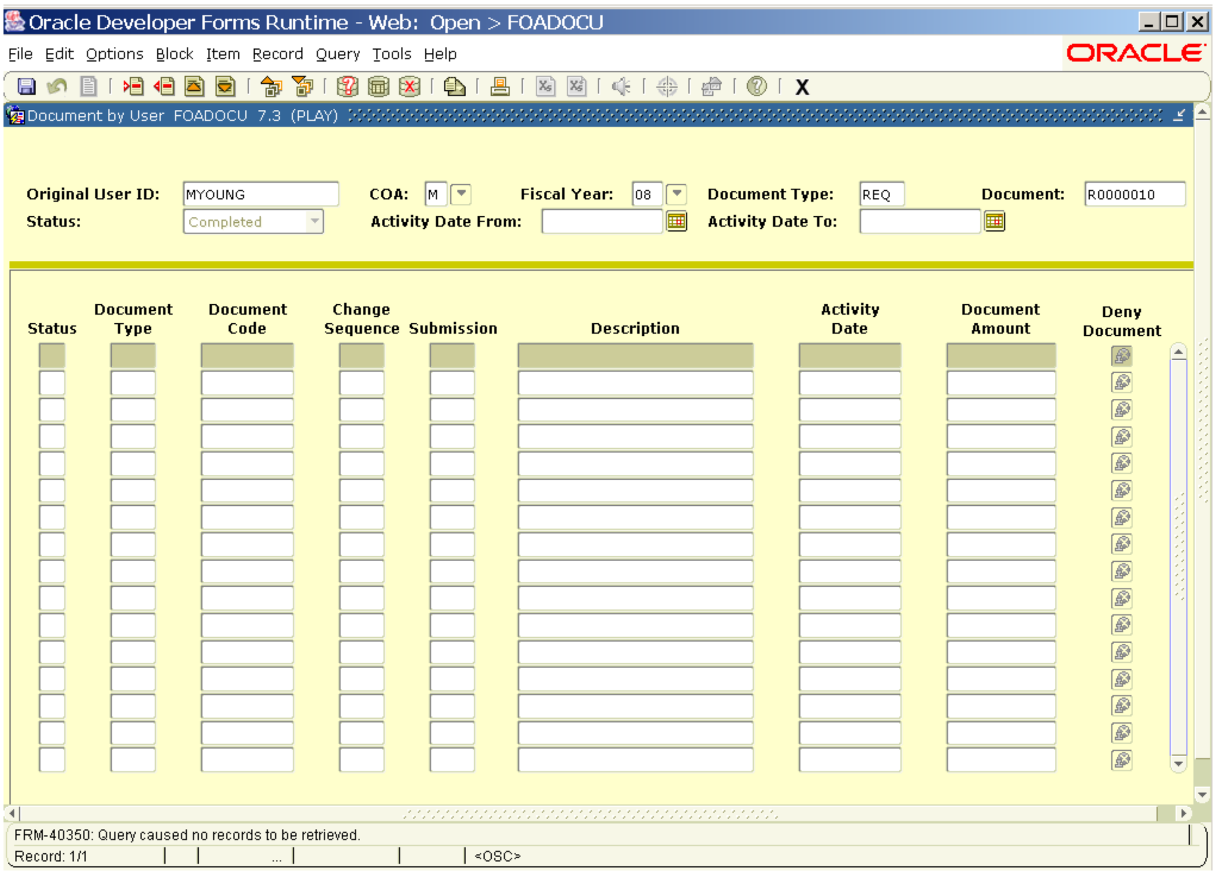
4. Click **[Remove]**. The following message appears at the bottom of the screen: "*Press Delete Record again to Delete this record*."

5. Repeat the Record – Remove sequence: Click **[Record]** in the pull-down menu; then **[Remove]** again. The message now reads, "*All Commodity and Accounting Records will be deleted.*"

6. Click **OK**.

D. Document Disapproval by Originating User – FOADOCU

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



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

Original User ID: Defaults with your User ID.

COA: Defaults with "M".

Fiscal Year: Defaults with current year.

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, leave this field blank.

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

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

[Next Block]

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

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

PART 6 BACK-UP DOCUMENTATION

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

There are several ways to get the documentation to Purchasing:

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

Fax: Write the Requisition Number on the Back-up Documentation cover sheet. Fax the cover sheet and documentation to Purchasing at:

(909) 468-4025
or
Ext. 2025

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

purchasing@mtsac.edu

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

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

REQUISITION BACK-UP COVER SHEET

Date: ____________

Requisitioner: ______________Phone: ___________Ext.______

Comments: ____
____
____

VENDOR________________

REQUISITION #________________

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

PART 7 REFERENCE

A. CHECKLIST FOR CREATING A REQUISITION

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

□ 1. Decide what you want to order.

□ 2. Check your budget to make sure you have enough money in the right fund.

□ 3. Make sure the vendor accepts a Mt. SAC purchase order.

□ 3. Have the vendor give you a written quote. For orders over $10,000, written quotes from 3 different vendors are required.

□ 4. Do not place an order with the vendor – No Unauthorized Purchases. Create your requisition in Banner and Purchasing will give the vendor a purchase order.

□ 5. Follow the procedures in your User Guide to create the requisition.

□ 6. If the vendor is not listed in Banner, Purchasing will have to get additional documentation from the vendor (which delays your order). As an option, check with Purchasing for names of other established vendors.

□ 7. Send your Back-up Documentation to Purchasing as soon as you input the requisition.

□ 8. If there is a problem with your requisition, follow the clean-up procedures.

□ 9. Check the status of your requisition to make sure you have all your approvals.

□ 10. Send all invoices to Accounting.

B. BANNER FINANCE SUPPORT

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

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

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

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

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

C. COMMODITY CODES

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

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

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

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

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

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

D. CUSTOMIZING MY BANNER

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

1. Go to the **General Menu [GUAPMNU]**.

2. On the left side of the screen is a list of Banner forms that are available to be added to your personal menu.

3. Scroll through the forms to locate the one(s) you would like to add.

4. Double-click in the **Description** field to highlight the selection.

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

6. Click the **Save** button. Notice the informational message displayed at the bottom left side of the screen that indicates the transaction has been successful.

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

SHORTCUT: While in the form you frequently access, **right click** the mouse. Select "Add to Personal Menu (My Banner).