

Purchase Requisition Procedures for Banner 9

(We recommend you to use Google Chrome as your browser)

Login to MyGateway: <https://mg.nocccd.edu>

Directions: Enter your 8-digit Banner ID number and your MyGateway Password. Click the LOGIN button to continue.

NOCCCD – Central Authenticatio x +

← → ↻ 🔒 <https://sso.nocccd.edu/login?service=https%3A%2F%2Fmg.nocccd.edu%2Fportal%2Flogin> 🔑 ☆ 👤 ⋮

 NORTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT
Greatness. Achieved.

NOCCCD Central Authentication Service (CAS)

MyGateway ID:

Password:

[Forgot username?](#)
[Forgot password?](#)
[MyGateway Status](#)

For security reasons, please logout and **exit** your web browser when you are done accessing services that require authentication!

[How to change your password](#)

NOCCCD CAS provides authentication for our district services and campuses

 Cypress College

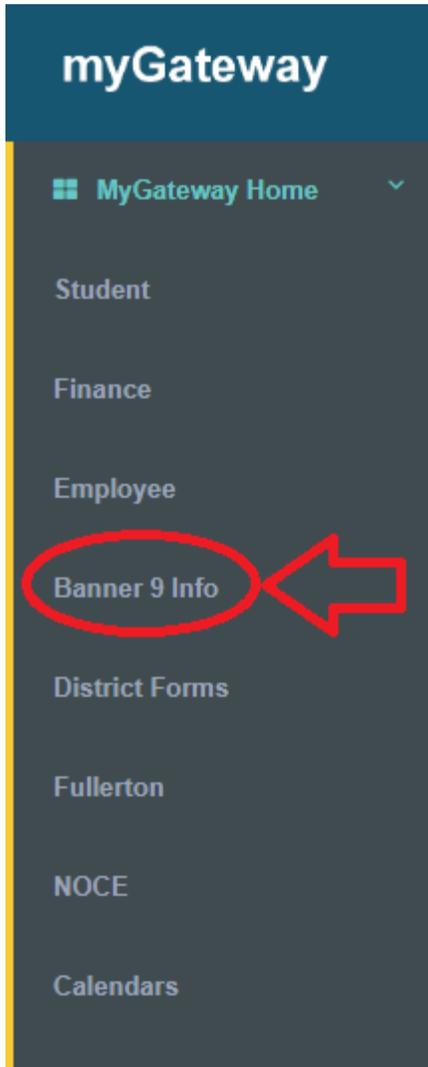
 Fullerton College

 **NOCE**
NORTH ORANGE
CONTINUING EDUCATION
North Orange
Continuing Ed

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Click on **Banner 9 Info**



Click on PROD Banner 9 Admin Pages

The screenshot shows a navigation menu on the left with 'Calendars', 'Directory', and 'Sites'. The main content area is divided into three columns: Banner 9 PROD, Banner 9 TEST, and Banner 9 PPRD. Each column contains an 'Upgrade Schedule' table and a 'Banner [Environment] Links' section. The 'Banner PROD Links' section has a red circle around the 'PROD Banner 9 Admin Pages' link.

Banner 9 PROD

Banner Finance, HR and Payroll, and Financial Aid modules are live in Banner 9.

Student module users are targeting a 3/18 go-live.

Banner upgrades for Student will require downtime of Banner 8 INB, Banner 9 Admin Pages, and WebStar from noon on March 15 to 6am on March 18. Please plan accordingly.

Upgrade Schedule - PROD	
Release	Schedule
Banner Student Self-Service 8.7.2.7	
Banner SC California CALBSTU Student 8.14.0.1	
Banner SC California CALBSTU Student 8.14.1	
Banner SC California CALBSTU Student 8.14.2	
Banner SC California CALBSTU Student 8.14.2.1	
Banner SC California CALBSTU Student 9.2.0.18	
Banner SC California CALBSTU Student 9.3.0.29	
Banner SC California CALBSTU Student 9.3.1.2	

Banner PROD Links

- PROD Banner 9 Admin Pages
- PROD Banner 8 Forms (Anaheim)
- PROD Banner 8 Forms (Cypress)
- PROD Banner 8 Forms (Fullerton)

Banner 9 TEST

Banner TEST generally reflects the state of PROD, and is used for daily testing activities. In addition, Banner upgrades are applied to TEST approx. one week prior to PROD to allow for user testing.

Upgrade Schedule - TEST	
Release	Schedule
Banner Finance 9.3.9.0.2	02/07/
Banner Finance 9.3.10.0.3	02/07/
Banner HR and Payroll 8.15.1	02/07/
Banner HR and Payroll 8.15.1.1	02/07/
Banner HR and Payroll 8.15.1.2	02/07/
Banner HR and Payroll 8.15.1.3	02/07/
Banner HR and Payroll 8.15.1.4	02/07/
Banner Position Control 9.3.9.0.1	02/07/

Banner TEST Links

- TEST Banner 9 Admin Pages
- TEST Banner 8 Forms (Anaheim)
- TEST Banner 8 Forms (Cypress)
- TEST Banner 8 Forms (Fullerton)
- TEST Banner 8 SSB - WebStar TEST
- TEST MyGateway

Banner 9 PPRD

PPRD environment should not be used for general testing at this time. Please use the Banner TEST environment instead.

Upgrade Schedule - PPRD	
Release	Schedule
Banner Admin Common 9.3.13.0.6	
Banner General 9.3.9.0.4	
Banner Admin Common 9.3.12.0.3	
Banner Student 9.3.11.0.5	
Banner CALBSTU student 9.3.11.0.2	
Student 8.14	
Student 8.14.0.1	
Student 8.14.0.2	

Banner PPRD Links

- PPRD Banner 9 Admin Pages
- PPRD Banner 8 Forms (Anaheim)
- PPRD Banner 8 Forms (Cypress)
- PPRD Banner 8 Forms (Fullerton)
- PPRD Banner 8 SSB - WebStar

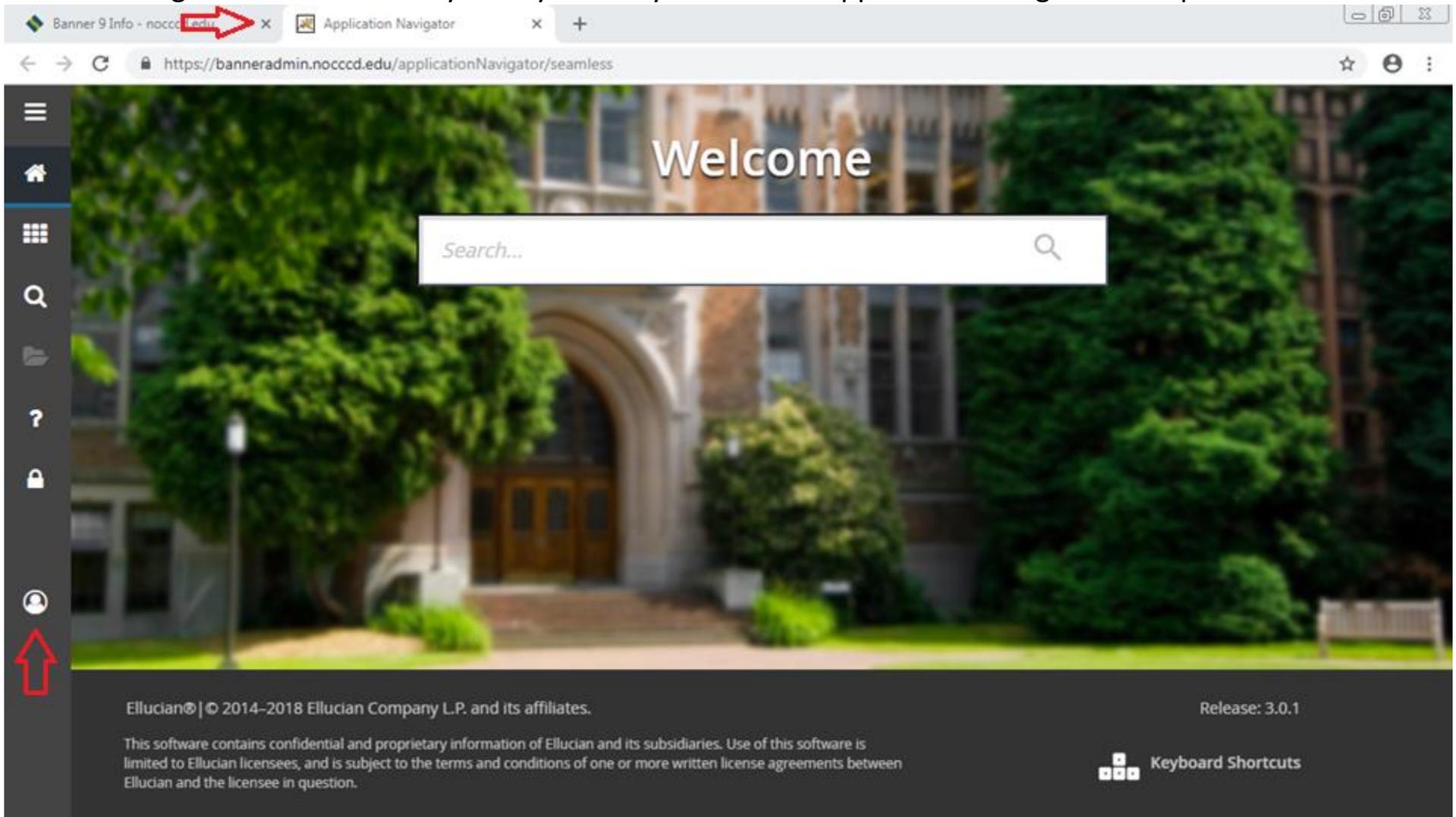
NOTICE: Banner 9 uses single sign-on authentication. If you access Banner 9 through myGateway, you should close the myGateway tab in your browser after you open Banner 9, or your Banner session will logout when myGateway does.

Important: Google Chrome is the preferred web browser for using Banner 9. Internet Explorer has been found to contribute to poor performance of the application.

<https://mq.nocccd.edu/web/home-community/calendar>

This link will lead you to the Banner 9 home page.

Close the Banner 9 Info - nocccd.edu tab (by clicking the x). This will allow you to stay connected to Banner 9 without being booted for inactivity on MyGateway. Leave the Application Navigator tab open.



Any new Banner messages will appear in the **user settings icon** indicated on the left side of the screen.

Type **FPAREQN** (Requisition) and press **enter** to create a new Requisition.

Application Navigator

https://banneradmin.nocccd.edu/applicationNavigator/seamless

Welcome

- Requisition (FPAREQN)

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 Keyboard Shortcuts

Leave the Requisition field blank and click the “Go” button at the top-right of the Banner window.

The screenshot shows a web browser window with the URL `https://banneradmin.nocccd.edu/applicationNavigator/seamless`. The browser tab is titled "Application Navigator". The application interface has a dark blue header bar with the text "Requisition FPAREQN 9.3.7 (PROD)" and navigation buttons for "ADD", "RETRIEVE", "RELATED", and "TOOLS". Below the header is a search form with a label "Requisition:", an empty text input field, a "Copy" button, and a green "Go" button. A grey instruction box below the form reads: "Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER." The left sidebar contains icons for home, grid, search, notifications (with a '2' badge), help, lock, and user profile. The footer shows "EDIT", "Record: 1/1", "KEY_BLOCK.DISPLAY_RQST_CODE [1]", and the "ellucian" logo.

You will be led to the “Requestor/Delivery Information” tab of the Requisition page. Begin by selecting a valid “Delivery Date” at the top left. Please use the same date as Order Date and Transaction Date. Press the Enter key at every command. It will allow Banner to post the information.

Enter your Email, your Phone Area Code and Phone Number in the proper area and your name in the “Attention To” field on the right so you can be contacted if questions arise.

In the “Ship To” field enter:

- BO – for a Blanket Order
- FC – for Fullerton College delivery address
- MAIN – for Maintenance Agreements

This is the time when you get your new Requisition number. Make sure to write this down!

When done, select “Vendor Information” tab under the delivery date.

The screenshot displays the Banner Requisition system interface for Requisition R0148529. The 'Requestor/Delivery Information' tab is active. The 'Delivery Date' field is circled in red. Other fields like 'Email', 'Phone Area Code', 'Phone Number', and 'Ship To' are also circled in red. The 'Attention To' field is circled in red on the right side. The interface includes a top navigation bar with 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS' buttons. The bottom bar shows 'EDIT', 'Record: 1/1', and 'FPBREQH.FPBREQH_REQH_DATE [1]'.

Field	Value
Requisition	R0148529
Order Date *	02/25/2019
Transaction Date *	02/25/2019
Delivery Date *	02/26/2019
Comments	
Commodity Total	100.00
Accounting Total	100.00
Document Level Accounting	<input checked="" type="checkbox"/>
In Suspense	<input type="checkbox"/>
Document Text	<input type="checkbox"/>

Field	Value
Requestor *	Aaron Mezzano
Organization *	6090 FC Supplemental Instruction (SI)
COA *	1 North Orange County CCD
Email	Yourmail@fullcoll.edu
Phone Area Code	714
Phone Number	7320000
Phone Extension	
Fax Area Code	
Fax Number	
Fax Extension	
Ship To *	FC
Street Line 1	Fullerton College
Street Line 2	321 E. Chapman Ave.
Street Line 3	
Contact	
Attention To *	First and Last Name
Building	
Floor	
City	Fullerton
State or Province	CA
Zip or Postal Code	92832
Nation	
Area Code	
Phone Number	
Extension	

In the **Vendor Information** tab, enter the vendor in the provided field. To search, select the box with three dots ... (close to the Vendor field), and select the “Entity Name/ID (FTIIDEN) Search” in the dialogue box.

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

VENDOR INFORMATION

Vendor [] ...

Address Type: DM ...

Sequence: 2 ...

Street Line 1: FC Administrative Services

Street Line 2: []

Street Line 3: []

City: District Mail

State or Province: CA

Zip or Postal Code: 99999

Nation: []

Contact: []

Email: []

Phone Area Code: []

Phone Number: []

Phone Extension: []

Fax Area Code: []

Fax Number: []

Fax Extension: []

Discount: [] ...

Tax Group: TAX ... California & Orange County Tax

Currency: [] ...

Enter as much information as necessary in your search fields. You may add more if necessary. Select “Go.”

Entity Name/ID Search FTIIDEN 9.3.6 (PROD)

ENTITY NAME/ID SEARCH

Vendors Proposal Personnel Agencies

Terminated Vendors Financial Managers All

Grant Personnel Terminated Financial Managers

DETAILS

Basic Filter | Advanced Filter

ID: [] Last Name: Olmedo First Name: Catalina Middle Name: [] Entity Indicator: Person

Clear All Go

ID	Last Name	First Name	Middle Name	Entity Indicator	Change Indicator	Vendor	Financial Manager	Agency	Grant Personnel	Proposal Personnel	Name Type
@00372613	Olmedo	Catalina		Person		Yes	No	No	No	No	
ARG0332	Olmedo	Catalina		Person	ID	Yes	No	No	No	No	CCCI

Case Insensitive Query Case Sensitive Query

Double-click on the correct vendor (or employee) name.

Entity Name/ID Search FTIIDEN 9.3.6 (PROD)

ENTITY NAME/ID SEARCH

Vendors Proposal Personnel Agencies

Terminated Vendors Financial Managers All

Grant Personnel Terminated Financial Managers

DETAILS

Active filters: Last Name: Olmedo First Name: Catalina Entity Indicator: Person Clear All Filter Again

ID	Last Name	First Name	Middle Name	Entity Indicator	Change Indicator	Vendor	Financial Manager	Agency	Grant Personnel	Proposal Personnel	Name Type
@00372613	Olmedo	Catalina		Person		Yes	No	No	No	No	
ARG0332	Olmedo	Catalina		Person	ID	Yes	No	No	No	No	CCCI

1 of 1 Per Page Record 1 of 2

Case Insensitive Query Case Sensitive Query

You will be returned to the **Vendor Information** tab. Complete any other necessary fields. If the Address Type or Sequence on the left is outdated or blank, you may have to manually select an address from the available options after clicking the button with three dots ... (close to the Sequence field). When you are finished, select **“Commodity/Accounting”** tab.

Requisition FPAREQN 9.3.7 (PROD) ADD RETRIEVE RELATED TOOLS

Requisition: R0148529 Start Over

REQUISITION ENTRY: REQUESTOR/DELIVERY Insert Delete Copy Filter

Requisition	R0148529	Comments		<input type="checkbox"/> In Suspense
Order Date	02/25/2019	Commodity Total	0.00	<input type="checkbox"/> Document Text
Transaction Date	02/25/2019	Accounting Total	0.00	
Delivery Date	02/26/2019	<input checked="" type="checkbox"/> Document Level Accounting		

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

VENDOR INFORMATION Insert Delete Copy Filter

Vendor	@0037261 ... Olmedo, Catalina	Contact	Catalina Olmedo
<input type="checkbox"/> Vendor Hold		Email	COlmedo@fullcoll.edu
Address Type	DM ...	Phone Area Code	
Sequence	2 ...	Phone Number	
Street Line 1	FC Administrative Services	Phone Extension	
Street Line 2		Fax Area Code	
Street Line 3		Fax Number	
City	District Mail	Fax Extension	
State or Province	CA	Discount	...
Zip or Postal Code	99999	Tax Group	TAX ... California & Orange County Tax
Nation		Currency	...

Similar to Banner 8, you can work your way down from **Commodity to Accounting**.

First, enter a commodity in the field:

- 3TR – for Travel
- BO – for Blanker Order
- MG – for District buyer Mike Grove
- PS – for District buyer Pam Spence
- TP – for District buyer Thomas Pham

Modify the Commodity field as necessary. For Requisitions with multiple commodities (other than Travel or Blanket Order), press the “**+Insert**” button on the top right of the Commodity text box. Enter your commodities descriptions and values as necessary. We will use 3TR (Travel) for this example.

Requisition: R0148529

Requestor/Delivery Information: Requisition R0148529, Order Date 02/25/2019, Transaction Date 02/25/2019, Delivery Date 02/26/2019

Comments: [Text Box]

Commodity Total: 5.00

Accounting Total: 0.00

In Suspense

Document Text

Document Level Accounting

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

COMMODITY

Item	Commodity	Description	U/M	Tax Group	Quantity	Unit Price	Commodity Text	Item Text	Add Commodity
1	3TR	Travel Description	SVC	NT	1.00	5.0000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Extended Amount: 5.00 | Tax: 0.00 | Commodity Total: 5.00 | Document Total: 5.00

Discount: 0 | Additional: 0.00

Distribute

ACCOUNTING

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

Extended Amount: % | USD

To access the **Item/Document/Commodity Text** Options, press the “**RELATED**” tab at the top-right of the window. From here you can select which text option you wish to access. For this example, we’ll be using “Item Text” (FOAPOXT).

Requisition: R0148529

REQUISITION ENTRY: REQUESTOR/DELIVERY

Requisition: R0148529
 Order Date: 02/25/2019
 Transaction Date: 02/25/2019
 Delivery Date: 02/26/2019

Comments: []
 Commodity Total: 5.00
 Accounting Total: 0.00
 In Suspense
 Document Text
 Document Level Accounting

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

COMMODITY

Item	Commodity	Description	U/M	Tax Group	Quantity	Unit Price	Commodity Text
1	3TR	Travel	SVC	NT	1.00	5.0000	<input type="checkbox"/>

Extended Amount: 5.00
 Discount: 0
 Additional: 0.00

Tax: 0.00
 Commodity Total: 5.00
 Document Total: 5.00

ACCOUNTING

Sequence	COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj
1										

Extended Amount: [] % USD

On the next page, enter your **Modify Clause** if you have one. For a Travel Requisition, enter **FC TRVL** (or select Modify Clause the three dots ... field). Set your preferred line increments for the line text entry (10 is default). Then select “Go” on the top right.

Procurement Text Entry FOAPOXT 9.3.6 (PROD)

Text Type: REQ
 Change Sequence: []
 Vendor: @00372613 Olmedo, Catalina

Code: R0148529
 Item Number: 1
 Commodity: Travel
 Description: []
 Copy Commodity:
 Text: []

Modify Clause: FC TRVL ...
 Default Increment: 10

Go

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

Banner 9 will populate the Text fields for you. You can change the total number of text fields in your view by changing the “Per Page” selection at the bottom of the window, if you wish.

Procurement Text Entry FOAPOXT 9.3.6 (PROD)

Text Type: REQ Code: R0148529 Change Sequence: Item Number: 1 Vendor: @00372613 Olmedo, Catalina Commodity Description: Travel Modify Clause: FC TRVL Copy Commodity Text: Start Over

Default Increment: 10

Text	Clause Number	Print *	Line
Name of Conference:		<input checked="" type="checkbox"/>	10
Sponsoring Organization:		<input checked="" type="checkbox"/>	20
Inclusive Dates:		<input checked="" type="checkbox"/>	30
City and State:		<input checked="" type="checkbox"/>	40
Breakdown of Estimated Costs (Required):		<input checked="" type="checkbox"/>	50
Airfare:		<input checked="" type="checkbox"/>	60
Hotel:		<input checked="" type="checkbox"/>	70
Registration:		<input checked="" type="checkbox"/>	80
Car rental/Mileage:		<input checked="" type="checkbox"/>	90
Meals:		<input checked="" type="checkbox"/>	100
Other:		<input checked="" type="checkbox"/>	110
* (delete asterisk)		<input checked="" type="checkbox"/>	120
Reason for Attending:		<input checked="" type="checkbox"/>	130
* (delete asterisk)		<input checked="" type="checkbox"/>	140
Statement of Purpose for Grants: If applicable, please justify the use of Categorical funds as allowable expenses by the funding agency.		<input checked="" type="checkbox"/>	150
* (delete asterisk)		<input checked="" type="checkbox"/>	160
** PAR Approval Name and Title: (List name)		<input checked="" type="checkbox"/>	170
		<input checked="" type="checkbox"/>	180
		<input checked="" type="checkbox"/>	190
		<input checked="" type="checkbox"/>	200

1 of 2 Per Page

- 10
- 20
- 30
- 40
- 50

Record 1 of 21

CANCEL SELECT SAVE

Edit your fields and enter your new text as necessary.

1. You can press “**SAVE**” at the bottom right corner to save your progress at any time.
2. You can press the “**+Insert**” button at the top-right, or scroll past the bottom line, to add new line.
3. To delete a line, place the cursor on the line and press “**-Delete**” button at the top-right.
4. After you have saved, you can press F5 to refresh your system, or rollback a page. You will be returned to the modify clause page. Pressing “Go” will return you to the updated item text entry.
5. When done with your text, press the “**x**” button at the top left to return to requisitions.

Note: Make sure to save your progress before leaving!

Procurement Text Entry FOAPOXT 9.3.6 (PROD)

Text Type: REQ Code: R0148529 Change Sequence: Item Number: 1 Vendor: @00372613 Olmedo, Catalina Commodity Description: Travel Modify Clause: FC TRVL Copy Comm

Default Increment: 10

PROCUREMENT TEXT ENTRY

Text	Clause Number	Print *	Line
Name of Conference: The Best Conference Ever		<input checked="" type="checkbox"/>	10
Sponsoring Organization:		<input checked="" type="checkbox"/>	20
Inclusive Dates: 8/8/19 - 8/10/19		<input checked="" type="checkbox"/>	30
City and State: Orlando, FL		<input checked="" type="checkbox"/>	40
Breakdown of Estimated Costs (Required):		<input checked="" type="checkbox"/>	50
Airfare: 20.00		<input checked="" type="checkbox"/>	60
Hotel: 20.00		<input checked="" type="checkbox"/>	70
Registration: 60.00		<input checked="" type="checkbox"/>	80
Car rental/Mileage:		<input checked="" type="checkbox"/>	90
Meals:		<input checked="" type="checkbox"/>	100
Other:		<input checked="" type="checkbox"/>	110
		<input checked="" type="checkbox"/>	120
Reason for Attending: to increase knowledge of		<input checked="" type="checkbox"/>	130
		<input checked="" type="checkbox"/>	140
Statement of Purpose for Grants: If applicable, please justify the use of Categorical funds as allowable expenses by the funding agency.		<input checked="" type="checkbox"/>	150
		<input checked="" type="checkbox"/>	160
* (delete asterisk)		<input checked="" type="checkbox"/>	170
** PAR Approval Name and Title:		<input checked="" type="checkbox"/>	180
(List name)		<input checked="" type="checkbox"/>	190
** PAR Approval Date: MM/DD/YYYY		<input checked="" type="checkbox"/>	200
		<input checked="" type="checkbox"/>	210
RQ creation and development for Fullerton College.		<input checked="" type="checkbox"/>	220

1 of 1 Per Page 50 Record 22 of 22

CANCEL SELECT SAVE

When you have returned to the Requisition screen (FPAREQN), you can begin entering your budgets to be used in the “**Accounting**” box.

- To add a budget line, press the “**+Insert**” button at the top-right of the **Accounting** box.
- To remove a budget line, press the “**-Delete**” button at the top-right of the **Accounting** box.

Requisition: R0148529

Order Date: 02/25/2019
 Transaction Date: 02/25/2019
 Delivery Date: 02/26/2019

Commodity Total: 100.00
 Accounting Total: 100.00
 Document Text
 Document Level Accounting

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

COMMODITY

Item	Commodity	Description	U/M	Tax Group	Quantity	Unit Price	Commodity Text	Item Text	Add Commodity
1	3TR	Travel	SVC	NT	1.00	100.0000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Extended Amount: 100.00
 Discount: 0.00
 Additional: 0.00

Tax: 0.00
 Commodity Total: 100.00
 Document Total: 100.00

ACCOUNTING

Sequence	COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSF Override	NSF Suspense
1	1	19		11100	5916	52415	6190				<input type="checkbox"/>	<input type="checkbox"/>
2	1	19		11200	5916	52415	6190	...			<input type="checkbox"/>	<input type="checkbox"/>

Extended Amount: % 0.00 USD
 Discount: % 0.00 USD
 Additional: % 0.00 USD
 Tax: % 0.00 USD
 FOAPAL Total: 0.00
 Document Total: 100.00
 Remaining: 0.00
 Commodity Amount: 0.00

SAVE

Remember, you can press “**SAVE**” at the bottom right of your screen at any time. You will be notified of any errors if they occur. When finished with your commodities, text, and budgets, press the **Balancing/Completion** tab.

If all is well, your amounts and information should look like below. Feel free to click on any of the former tabs to return and edit your data or print your records. When you are ready to complete the Requisition, press the “Complete” button to submit, or “In Process” to save and return later.

Requisition FPAREQN 9.3.7 (PROD) ADD RETRIEVE RELATED TOOLS

Requisition: R0148529 Start Over

REQUISITION ENTRY: REQUESTOR/DELIVERY Insert Delete Copy Filter

Requisition: R0148529
 Order Date: 02/25/2019
 Transaction Date: 02/25/2019
 Delivery Date: 02/26/2019
 Comments:
 Commodity Total: 100.00
 Accounting Total: 100.00
 In Suspense
 Document Text
 Document Level Accounting

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

BALANCING/COMPLETION Insert Delete Copy Filter

Vendor: @0037261: Olmedo, Catalina
 Vendor Hold
 COA: 1 North Orange County CCD
 Requestor: Aaron Mezzano
 Organization: 6090 FC Supplemental Instruction (SI)
 Currency:
 Exchange Rate:
 Commodity Record: 1
 Count:
 Input Amount: 100.00
 Converted Amount:

AMOUNTS Insert Delete Copy Filter

	Input	Commodity	Accounting	Status
Approved Amount	100.00	100.00	100.00	BALANCED
Discount Amount	0.00	0.00	0.00	BALANCED
Additional Amount	0.00	0.00	0.00	BALANCED
Tax Amount	0.00	0.00	0.00	BALANCED

SAVE

Printing for your own records (using Google Chrome)

When viewing the page you wish to print, press the Settings icon (three vertical dots) at the top right corner of the window and select "Print," **or** press "CTRL+P" while the browser is active. Adjust your settings as necessary on the left side of the screen. You can enlarge/shrink the printed view by adjusting your "Scale" (in Chrome) to fit the page under the "more settings" options. Press "Print" when you are ready to create your copies.

Print Dialog Settings:

- Print: Total: 1 sheet of paper
- Destination: HP Color LaserJet Pro M... (Change...)
- Pages: All (e.g. 1-5, 8, 11-13)
- Copies: 1
- Color: Black and white
- More settings: Paper size: Letter, Pages per sheet: 1, Margins: Default, Scale: 92, Options: Headers and footers, Two-sided, Background graphics

Requisition Entry: REQUESTOR/DELIVERY

Requisition: R0148529
Order Date: 02/25/2019
Transaction Date: 02/25/2019
Delivery Date: 02/26/2019

Comments: []
Commodity Total: 100.00
Accounting Total: 100.00
 In Suspense
 Document Text
 Document Level Accounting

COMMODITY

Item	Commodity	Description	U/M	Tax Group	Quantity	Unit Price	Commodity Text	Item Text	Add
1	3TR	Travel	SVC	NT	1.00	100.0000	[]	[x]	

1 of 1 10 Per Page Record 1 of 1

Extended Amount: 100.00
Discount: 0.00
Additional: 0.00
Tax: 0.00
Commodity Total: 100.00
Document Total: 100.00
 Distribute

ACCOUNTING

Sequence	COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn
1	1	19		11100	5916	52415	6190		

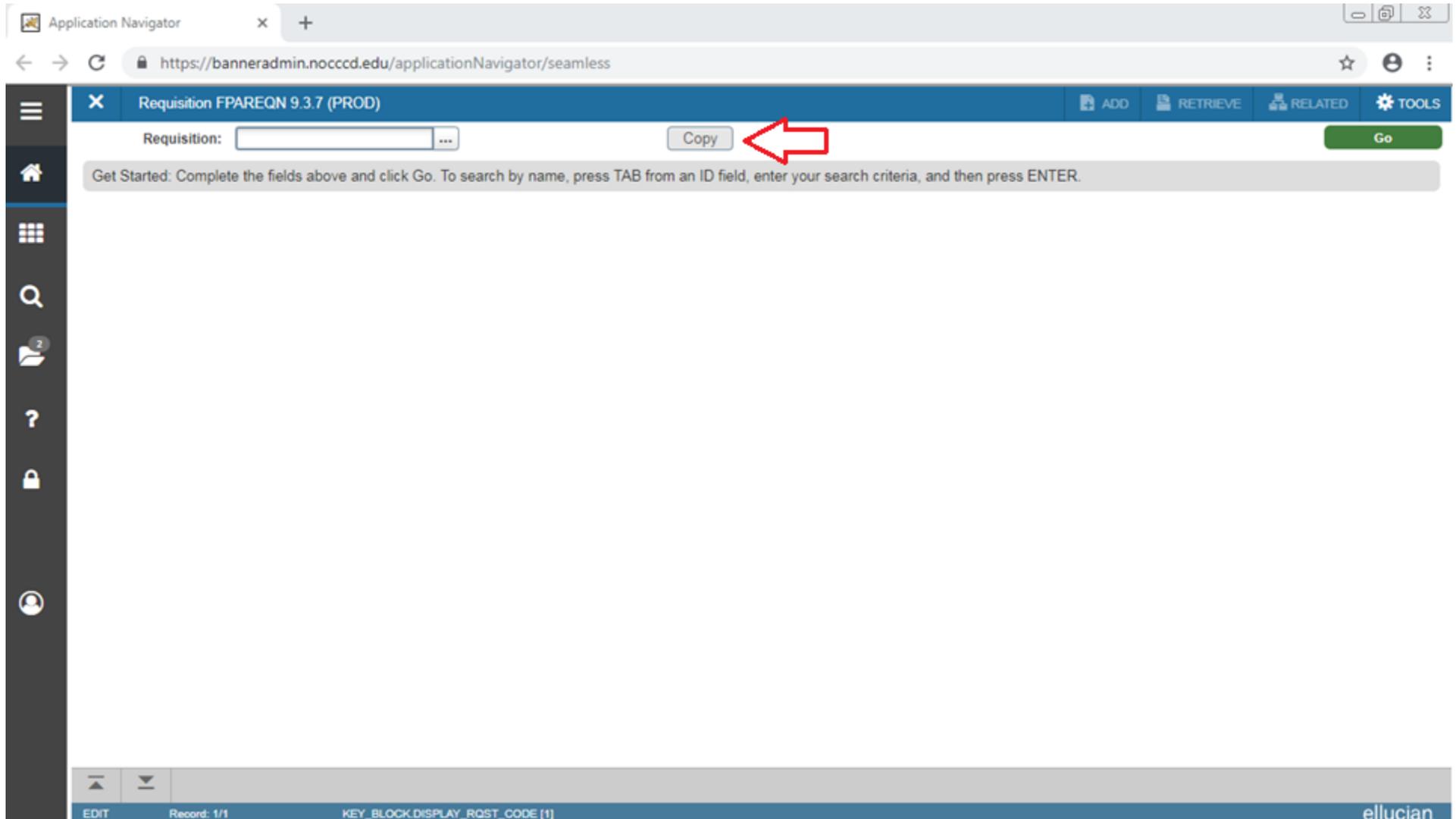
1 of 1 10 Per Page Record 1 of 1

% USD

Extended Amount: [] 100.00
Discount: [] 0.00
Additional: [] 0.00
Tax: [] 0.00
FOAPAL Total: 100.00
Document Total: 100.00
Remaining: [] 0.00
Commodity Amount: [] 0.00

Creating a New Requisition using the Copy feature.

If you want to copy a correct Requisition follow the instructions from page 1 – 5. Press the **Copy** button.



The screenshot shows a web browser window with the URL <https://banneradmin.nocccd.edu/applicationNavigator/seamless>. The application title is "Requisition FPAREQN 9.3.7 (PROD)". The interface includes a search bar labeled "Requisition:" with a dropdown arrow, a "Copy" button, and a "Go" button. A red arrow points to the "Copy" button. Below the search bar, a grey instruction box reads: "Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER." The bottom of the screen shows a status bar with "EDIT", "Record: 1/1", "KEY_BLOCK.DISPLAY_RQST_CODE [1]", and the "ellucian" logo.

Enter the Requisition number to be copied and press **OK** button

The screenshot shows a web browser window with the URL <https://banneradmin.nocccd.edu/applicationNavigator/seamless>. The application title is "Requisition FPAREQN 9.3.7 (PROD)". The main content area displays a "Copy FPAREQN 9.3.7 (PROD)" dialog box. The dialog box has a title bar and contains the following fields:

- Requisition:
- Vendor:

At the bottom of the dialog box are two buttons: "OK" and "Cancel". The background of the application shows a "Requisition: NEXT" label and a "Go" button. A status bar at the bottom of the application displays "EDIT", "Record: 1/1", "COPY_BLOCK_COPY_REQN_CODE [1]", and the "ellucian" logo.

This page will lead you to the “Requestor/Delivery Information” tab of the Requisition page. (Please follow instruction in page 7). Scroll down to look at the whole information and customize it to your needs. This is the time when you get your new Requisition number. Make sure to write this down! To continue this Requisition, please reference the instructions about how to create a new requisition.

Application Navigator x +

https://banneradmin.nocccd.edu/applicationNavigator/seamless

Requisition FPAREQN 9.3.7 (PROD) ADD RETRIEVE RELATED TOOLS

Requisition: R0148820 Start Over

REQUISITION ENTRY: REQUESTOR/DELIVERY Insert Delete Copy Filter

Requisition R0148820 Comments

Order Date * 03/06/2019 Commodity Total 2,000.00

Transaction Date * 03/06/2019 Accounting Total 2,000.00

Delivery Date * Document Level Accounting

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

REQUESTOR/DELIVERY INFORMATION Insert Delete Copy Filter

Requestor * SCHAVEZ Street Line 2 321 E. Chapman Ave.

Organization * 5230 FC Special Programs Street Line 3

COA * 1 North Orange County CCD Contact

Email schavez@fullcoll.edu Attention To * Sandra Chavez

Phone Area Code 714 Building

Phone Number 7325551 Floor

Phone Extension City Fullerton

Fax Area Code State or Province CA

Fax Number Zip or Postal Code 92832

Fax Extension Nation

SAVE

EDIT Record: 1/1 FPBREQH.FPBREQH_REQH_DATE [1] ellucian