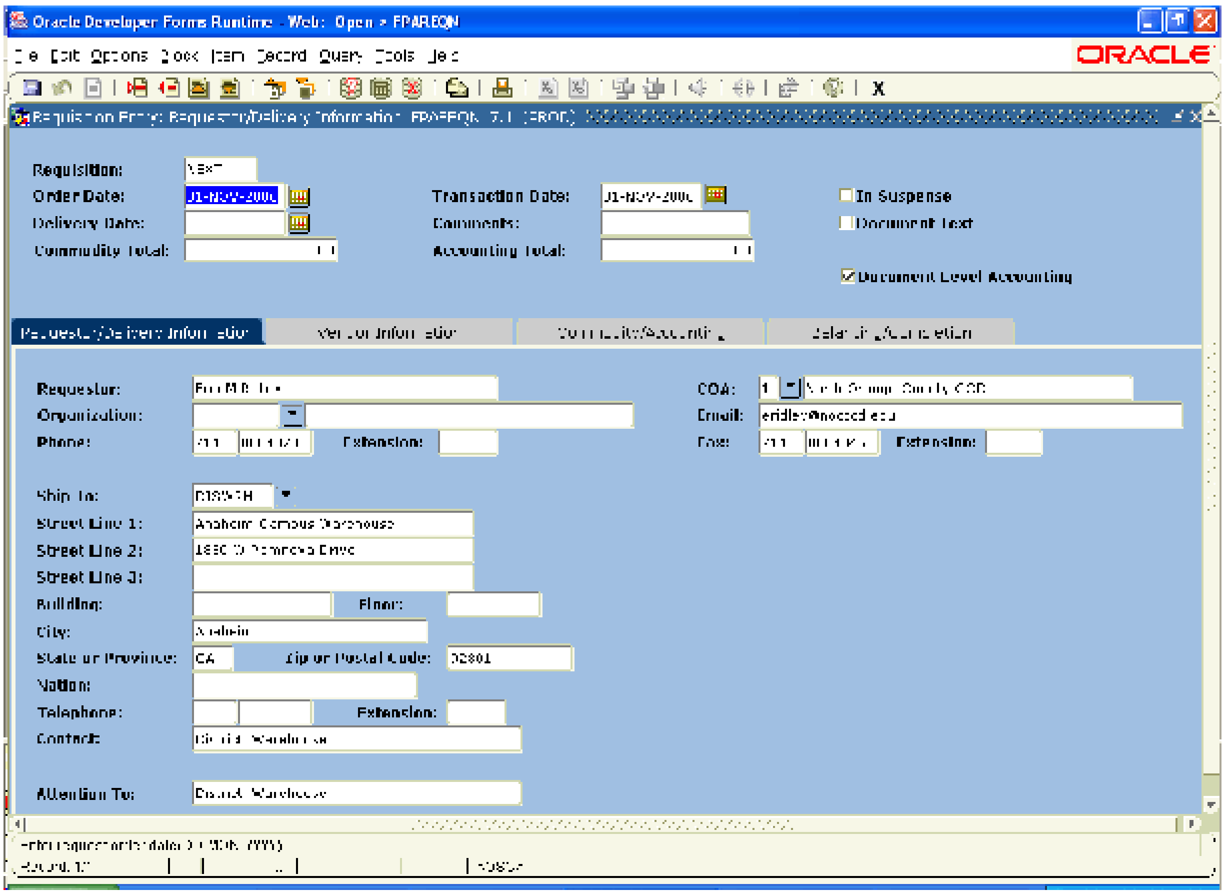
Banner Requisitions, Stores and Approvals



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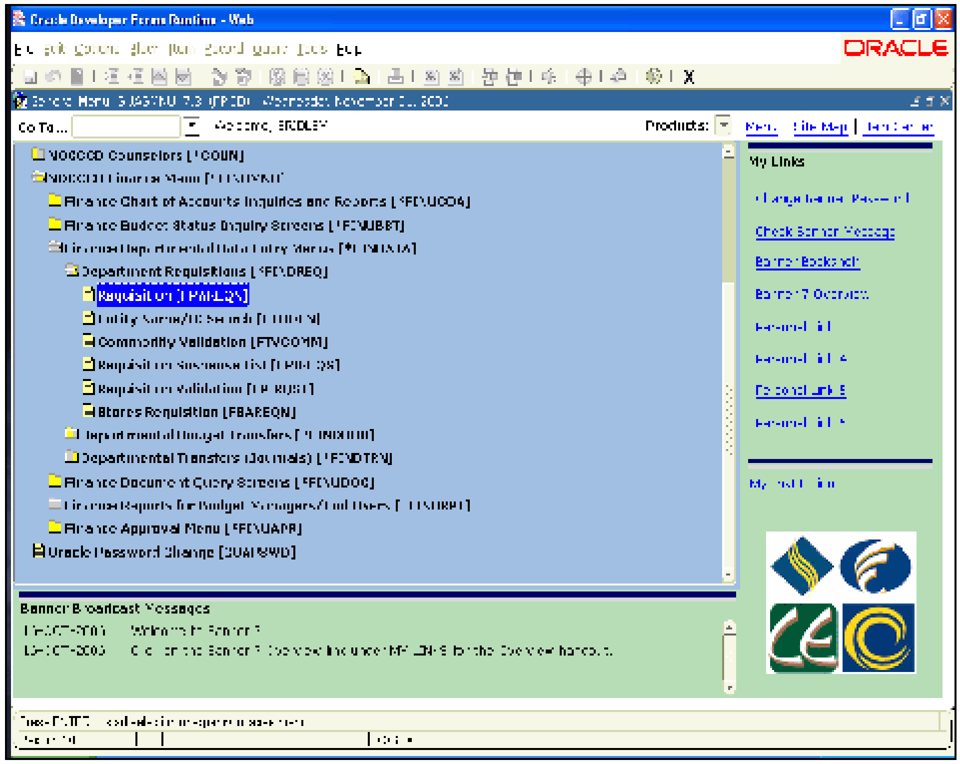
Requisitions

There are two kinds of requisitions (RQs) in Banner: a **Purchase Requisition** (FPAREQN) or a **Stores Requisition** (FSAREQN). A Purchase Requisition is used when you are ordering something from OUTSIDE of the District, ie: Office Depot, Maintenance, etc. A Stores Requisition is used when you are ordering supplies directly from the District Warehouse.

FPAREQN Requisition Form

There are two ways to access the Purchase Requisition form in Banner:

- Double click on “**NOCCCD Finance Menu**”
  - Double click on “**Finance Departmental Data Entry Menus**”
  - Double click on “**Department Requisitions**”
  - Double click on “Requisition [FPAREQN]



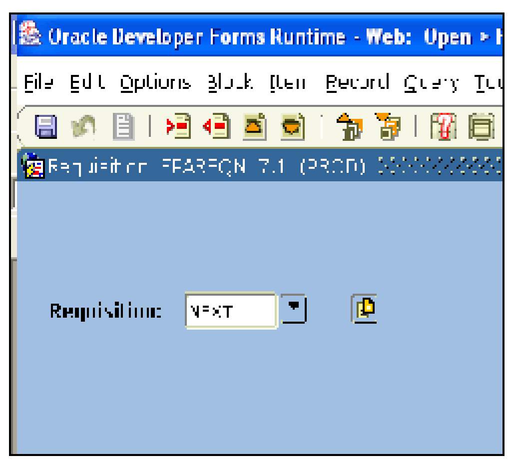
-or-

- Type the form name (FAPREQN) in the Go To box and press <enter>

Requisition - Key Block

When the form opens you are at the key block for FPAREQN. There are several things you can do from the key block:

- You can tell Banner you want to **create a new RQ** and want the next available RQ number assigned to it.
- You can enter in an **existing RQ** number (that has not been completed yet).
- You can search for an RQ that has not been completed yet.
- You can **copy an existing RQ.**

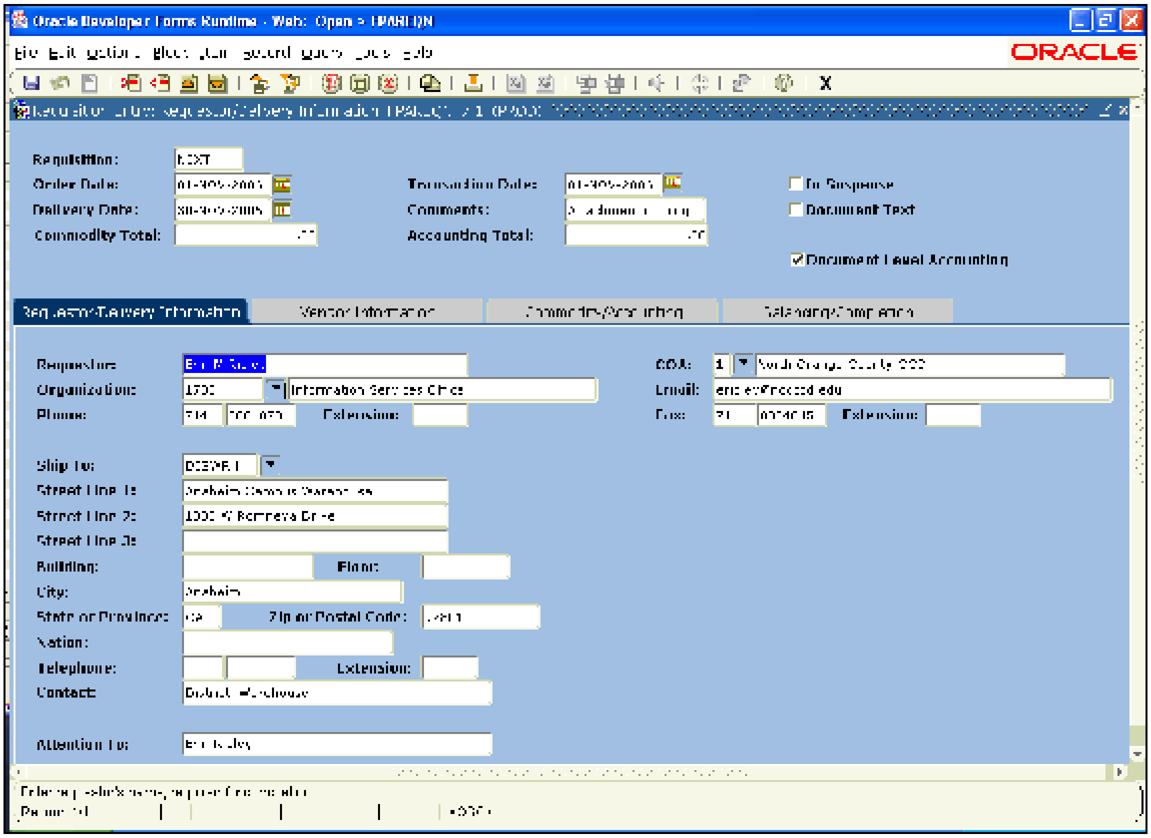


Creating a New Requisition

- Leave the field blank or type in **NEXT** at the Requisition field to enter a new requisition. This tells Banner that you want to assign the next available RQ number.
- Click on Next Block (or control + page down)

Requestor/Delivery Information Window

This is the next block that will appear.



The table below provides information about entering data in each of the fields on the Requestor/Delivery Information block. The fields are in order as you tab through the form.

Requestor/Delivery Information Field Explanations

Field	Must Enter?	Description - What to Enter
Requisition	No	• **NEXT** will remain there until the RQ is assigned a number by Banner. • If the RQ was copied from another *existing* RQ, a new RQ number is given right away and will appear here.
Order Date	Auto (Yes)	• The Order Date defaults to today's date, but may be overridden. If today's date is good, just press tab. • You can put a date in the future in, but you cannot put a date that has past in. • Towards the end of the fiscal year people will get RQ's ready for the next fiscal year. In those cases, the order, transaction and delivery date must all be the first working day in the new fiscal year. • Use the calendar icon to easily select a new date.

Trans Date	Auto (Yes)	• This defaults to today's date, but may be overridden. • This is usually the same date as the Order date. • You can put a date in the future in, but you cannot put a date that has past in. • Must be in an "Open" accounting period. • Use the calendar icon to easily select a new date.
Delivery Date	Yes	• Must be later than Trans Date. • You want to put in a *reasonable* date for delivery. • Use the calendar icon to easily select a new date.
Comments	Option	• This is an optional field. • Any information in this field is for Purchasing department only. Some examples of text you might use: ATTACHMENTS, NEW VENDOR, SEE DOCUMENT TEXT, etc. • This field is limited to 30 characters. So make sure that you are short and precise in what you put here.
Commodity Total	No	• The total displayed here is zero until the document (RQ) is processed
Accounting Total	No	• The total displayed here is zero until the document (RQ) is processed
Requestor	Auto	• The should automatically get filled in for you. • The default is the Banner USER signed in. • This is the name of the person entering the requisition.
COA	Auto	• COA is the Chart of Accounts. It defaults to chart 1 for NOCCCD
Organization	Yes	• Enter in your organization code. • If this information is in the finance profile, it will automatically fill in.
Email	Option	• This is an optional field. • Enter in your work e-mail address. • If this information is in the finance profile, it will automatically fill in.
Phone	Yes	• Enter in your area code followed by 7-digit number *(no dashes)* • If this information is in the finance profile, it will automatically fill in.
Fax	Option	• Optional. Fax number for the requestor. This is for "internal use" only. • If this information is in the finance profile, it will automatically fill in.
Ship To	Yes	• Required field. • This is automatically filled in with the default. The default is the District Warehouse (DISWRH). • If you want something other than the District Warehouse to fill in, just e-mail issecurity@nocccd.edu and let me know what you want it changed to.
Address	No	• This address is based on the Ship To code entered. This is part pf that particular ship to's record and cannot be changed by anyone other than the Purchasing department.
Ship To Phone	No	• This phone number is based on the Ship To code entered. This is part pf that particular ship to's record and cannot be changed by anyone other than the Purchasing department.

Contact	No	• This contact name is based on the Ship To code entered. This is part pf that particular ship to's record and cannot be changed by anyone other than the Purchasing department.
Attention To	Yes	• Required Field. • This should be changed to the name of the person receiving the delivery.

After completion of required fields, perform NEXT BLOCK or click on the Vendor Information tab.

The Comments Field:

In the "comments" field you can put the following word to alert the purchasing staff that:

- **ATTACHMENTS** (specifications, quote, invoice, agreement, verbal, online quote, etc.)
- **NEW VENDOR**

Requestor/Delivery Tips:

- Remember to put in your **e-mail address, phone and fax numbers** so that Purchasing can contact you directly if they need to.

- When sending Attachments to Purchasing, you need to attach the **pink attachment sheet**. If you do not have this form, contact the District Special Services (Production) at 808-4600.

- If you **attach a quote** from a vendor, the Purchasing Department can use that quote without having to send out a request for quotation. The quote must have a valid date.

- **Quotes must be exact items** (apples for apples) on the vendor's letterhead. No e-mail quotes will be accepted.

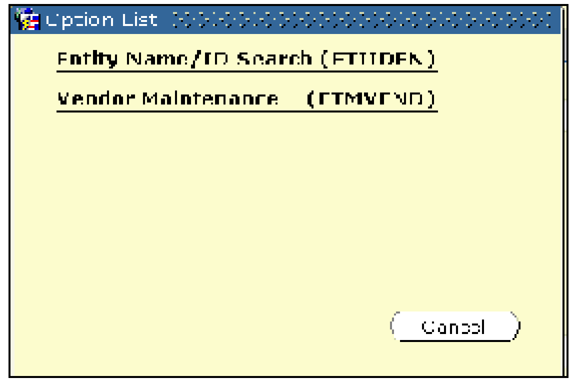
- For items that **cost $5,000 or more**: if you attach at least 3 quotes from vendors, the Purchasing Department can use those quotes without having to send out a multi-quote request.

- The "**Over $5000.00 form**" must accompany any single source vendor. You must also include justification. If you do not have this form you can contact the District Purchasing department at 808-4768.

- **Single source vendor** means that they are the only vendor that carries that particular item. If other vendors carry that item, you need to justify why the order must go to them.

Vendor Information Window

The Vendor Information Window is completed with either an existing vendor (in Banner database) or a new vendor. You should always search first to ensure the vendor you are looking for is not already in the database.

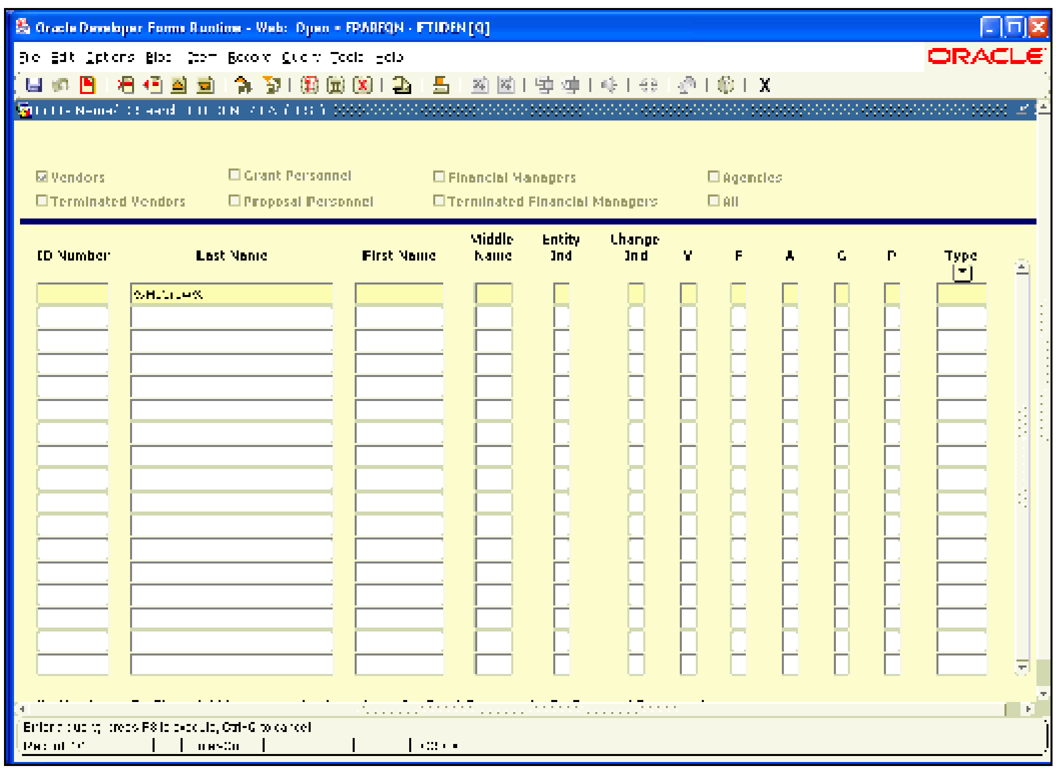


Searching for a Vendor

- Click on the Search icon (small down arrow) located next to the vendor field. The following box will pop up.
- Click on Entity Name/ID Search (**FTIIDEN**).

Searching Hints:

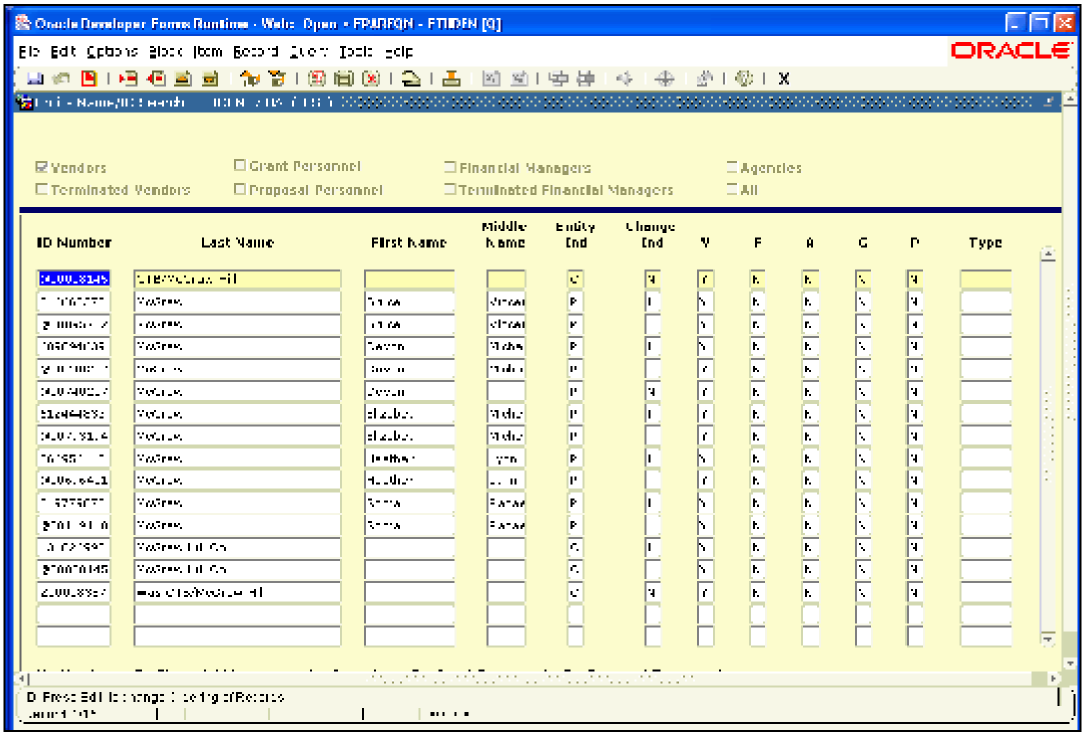
- Make your best guess at the vendor name and enter this on the Last Name field by typing a partial name and using mixed case (i.e. uppercase and lowercase).
- Remember that Banner is case sensitive, so use upper case letters when appropriate. If you are looking for Office Depot and you key in: office% you will not find it because there is a lower case “o” for Office (instead of an uppercase “O”).
- Use the Banner wildcard symbol (%) to pull in vendors with similar names. The % sign represents many characters.
- Placing a percent sign (%) before and after a partial name will take longer than placing it at the end of the name.
- In this example, enter “%McGraw%”. This tells Banner “I don’t care how it starts, I don’t care how it ends, McGraw must be somewhere in the name.” Press Execute Query or F8. You will see the “Working…” status displayed as the database is being searched.



Note: In this case, since I know that the vendor starts with “McGraw” it would be better to enter the search as “McGraw%”. Also, because I started my search with a “%”, I know that I will most likely have a larger list than if I had *started my search without the wildcard.*

- A list of vendors that contained the letters you typed will appear in a few seconds. Highlight the correct vendor and click on the Select icon or double click on the ID number to bring the vendor name into your requisition form.

- After selecting the appropriate vendor, the system will take you back to the Vendor Information form.

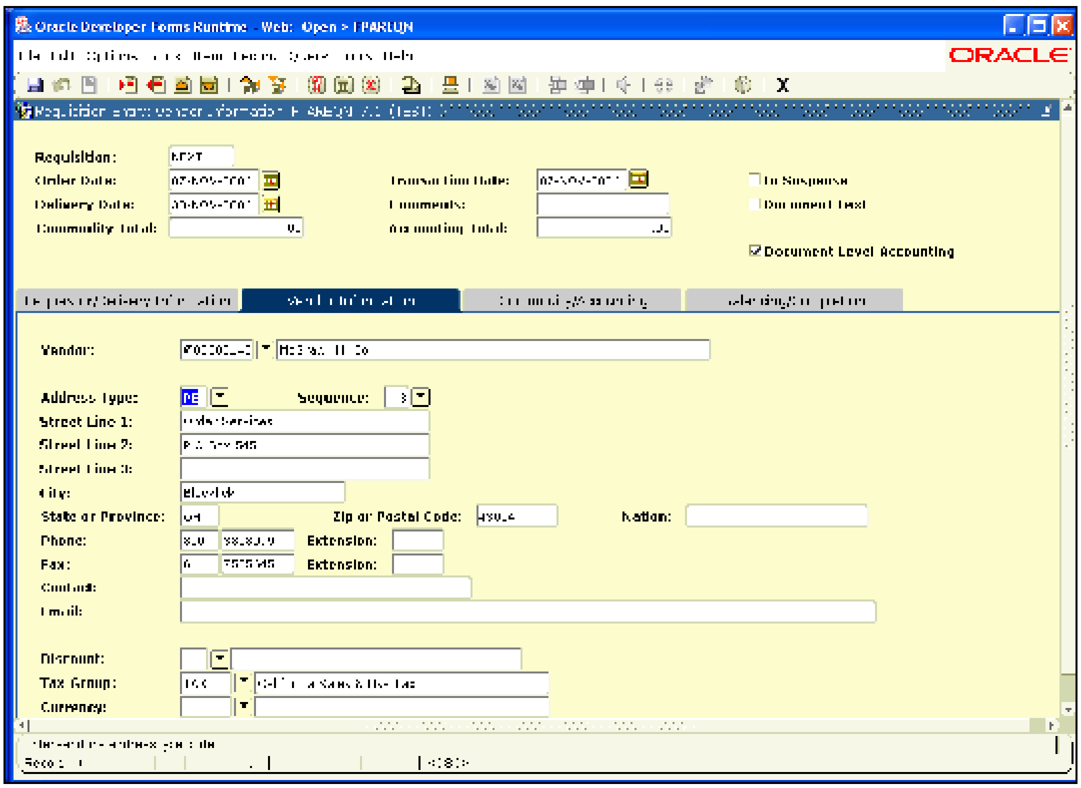


Selecting Address Sequence

- A vendor can have multiple address. For example, a vendor may have an office in New York, Chicago and Los Angeles.

- If your address information does not match the default on the screen, click on the Search icon (flashlight) after Seq# and look to see if there are other addresses in the Banner vendor record.

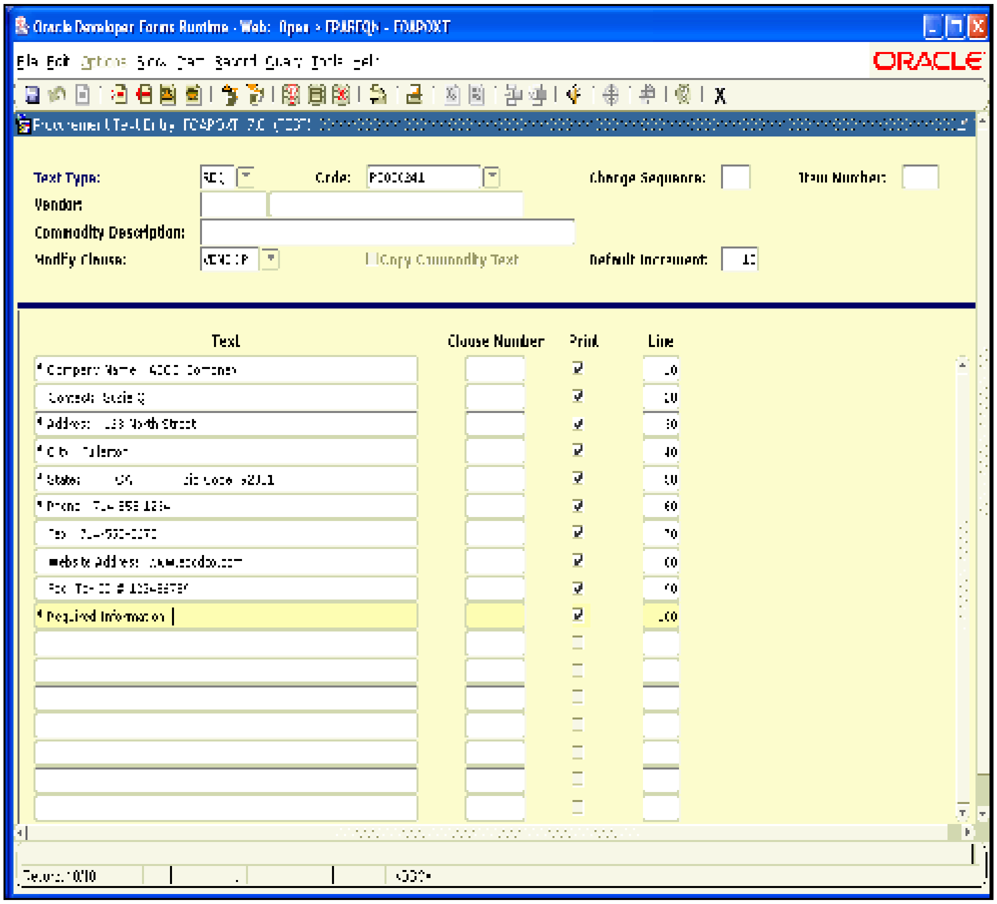
- Select the appropriate address for this requisition.



- If you do not find the address sequence in Banner that you need, leave the default address and enter document text (either right click for options and select Document Text, or click Options in the menu bar and select Document Text) and write a note to Purchasing with address information.

- Purchasing will add this information to the Banner vendor record and it will appear on the final purchase order.

Entering a New Vendor



- If the **vendor requested is not in the Banner database**, use the **"Document Text"** screen to include new vendor information. Do NOT use the Item Text screen! There is a **CLAUSE** that you can use to make it easier to enter the vendor information needed. A Clause is like pre-built text that will prompt you with the information that is needed in order to have this vendor added to the database.

- From the vendor screen in the requisition either right click and select Document Text, or click on Options on the menu bar and select Document Text.

- **Enter "VENDOR" in the Modify Clause** field. DO NOT do a next block or click in the first line of the text!

- **Click on INSERT RECORD**, the 4th icon, to *insert* the clause (pre-built text prompts).

- Once the VENDOR clause has been entered in the document text, you just need to click into the text and fill in the needed information.

- Once you have entered in all the information, press the SAVE icon, or press F10.

- Click on the Exit button. This will take you back to the vendor screen in your RQ.

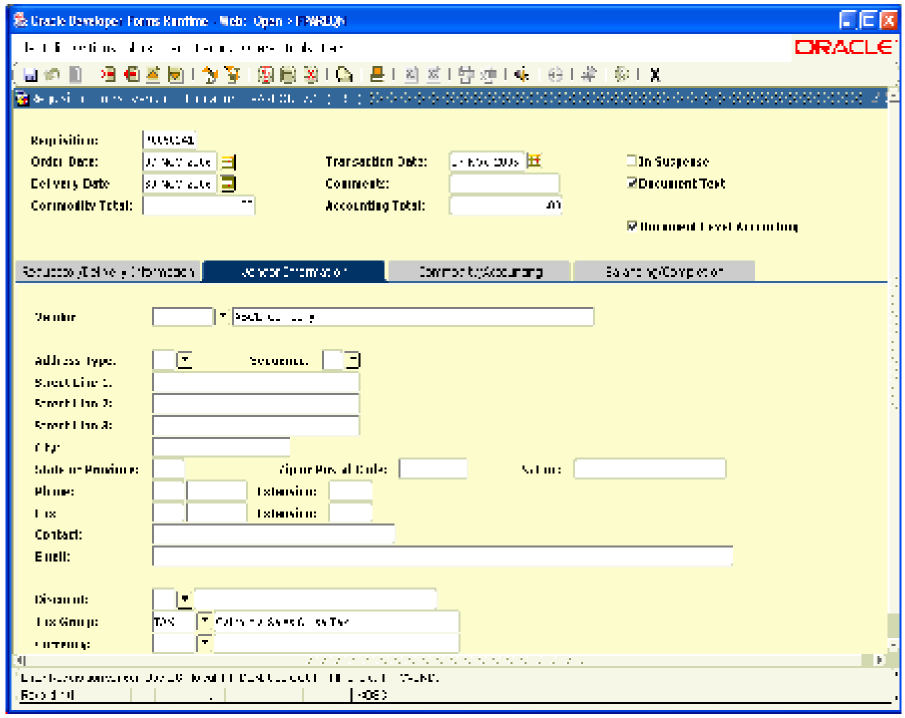
- Since this is a new vendor, leave the Vendor number blank. Press TAB to go to the name field and enter **JUST** the Vendor NAME, leaving the address, phone information blank.

- When Purchasing processes the RQ, they will assign the proper Vendor ID as specified in the document text with the information provided by the requestor.

- After text is entered in Document Text, notice the check box for Document Text is now checked. This check will alert Purchasing there is text they need to view.

- Click on Next Block to navigate to the Commodity/Accounting windows.

The following table provides a guide for entering fields in the Vendor Information Window.



Field	Enter	Description
Vendor Code	Yes	• Enter vendor number or search for the vendor. • Leave blank if this is a new vendor
Vendor Name	Yes	• When you enter in a vendor number, this is automatically filled in. • If this is a new vendor, enter the complete vendor name.
Address Code	No	• This is part of the vendor record.
Address, Phone/Fax	No	• This is part of the vendor record.
Contact	Yes	• Enter the vendor contact person if other than listed.
E-mail	Option	• Optional. You can enter the vendor contact's email
Discount	No	• If current vendor, this will default. Otherwise, leave this blank. These are terms established with the vendor entered by Purchasing or Accounts Payable
Tax Group	No	• Defaults to TAX
Currency	No	• Leave blank

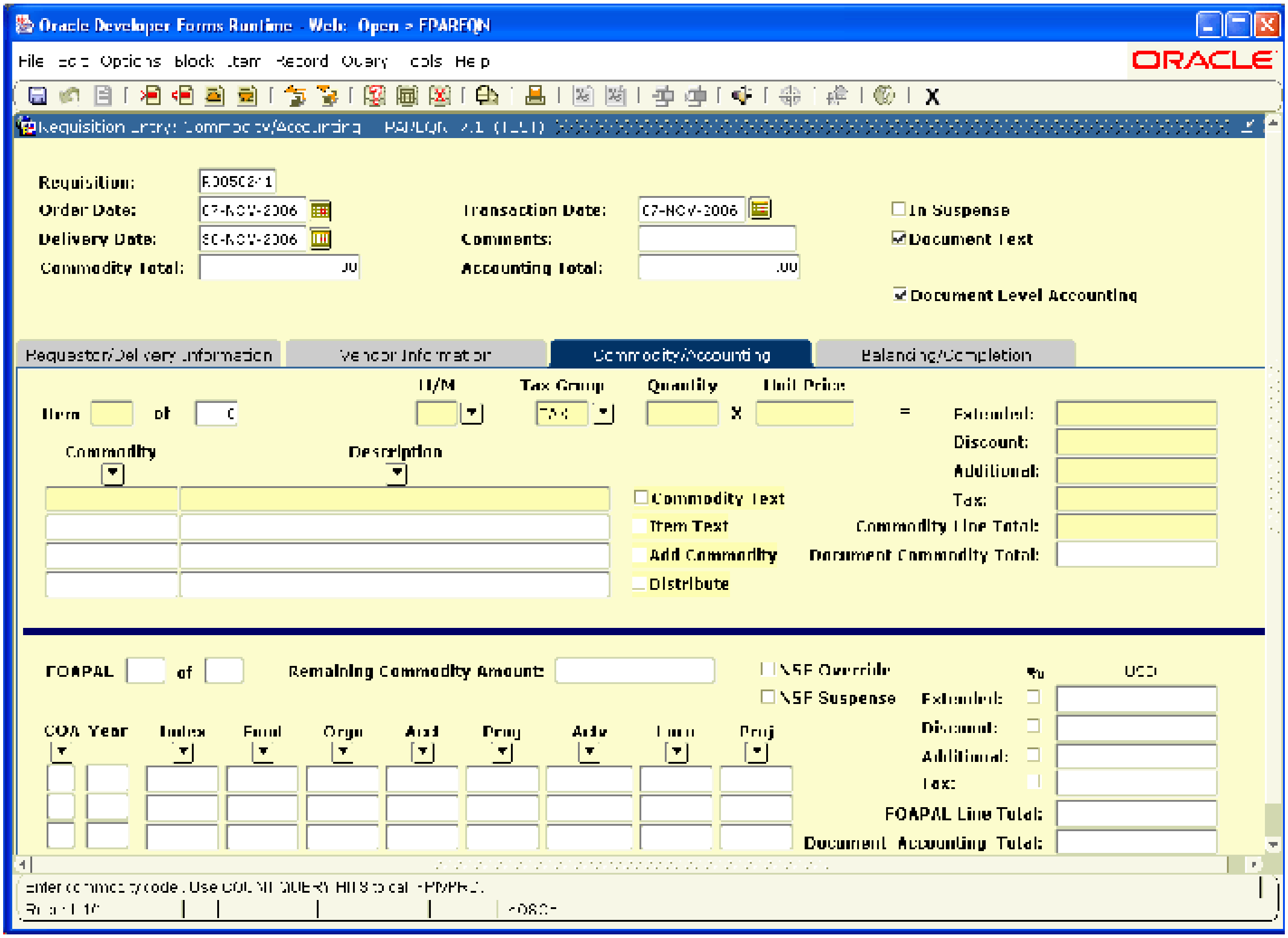
Commodity/Accounting Windows

The Commodity/Accounting page consists of three blocks:

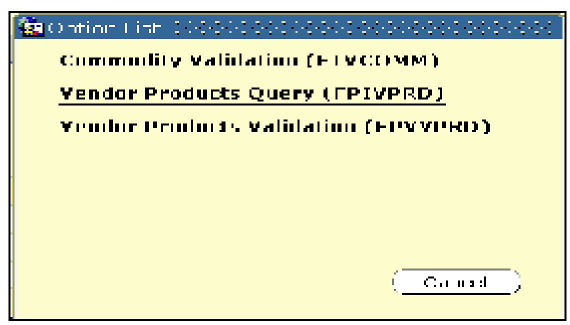
The top portion shows information from the first block (Requestor/Delivery Information), which was previously entered. NOTE: To change the information in Requestor/Delivery Information block, you have to go back to the very first screen. Click on previous block until you get to that screen.

The middle section, directly under the tabs, is the **Commodity block**. This contains information regarding item purchases. This includes a description of the item including quantity and unit price as well as text associated with commodity items.

The bottom block on the screen is the **Accounting block**. This block requires information about funding sources for the commodities entered.



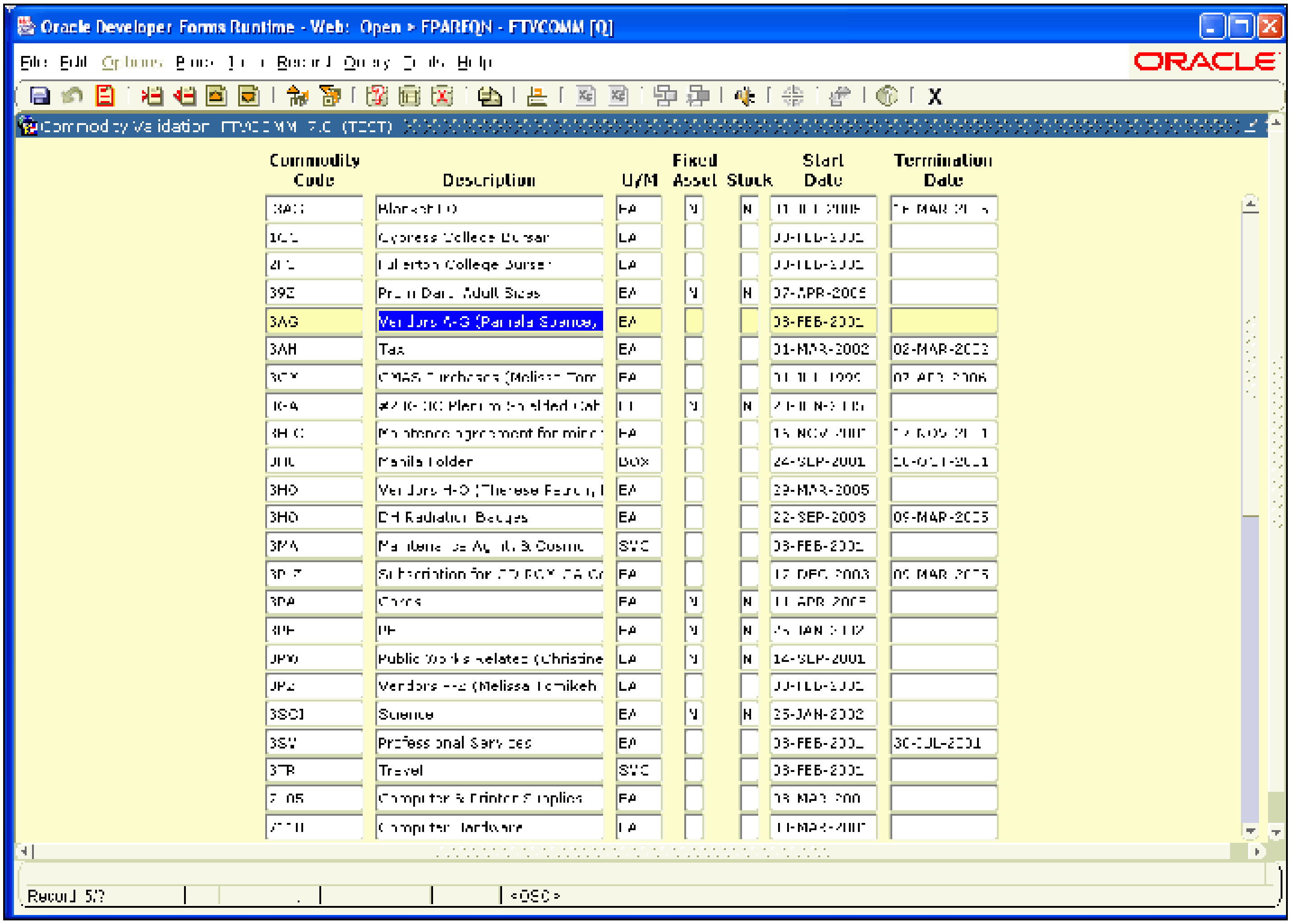
Entering an Item in the Commodity Window



The Commodity Field

The Commodity field is being used to *route* the Requisition to the proper person in Purchasing. In Purchasing, vendors are split alphabetically into 3 groups: Vendors beginning with A through G, H through O, and P through Z. **One Buyer handles vendors A-G, another Buyer handles H-O and another Buyer handles P-Z.**

Therefore, you will chose the appropriate Commodity code depending on the name of the vendor you are using in the requisition. There are a few other Commodity codes that can be used to route the requisition to the appropriate person in Purchasing, such as Travel, Maintenance Agreements, etc. To see the list of valid Commodity codes, click on search icon (down arrow next to Commodity field) and click on Commodity Validation (FTVCOMM) form to bring up the list of commodities.



When you look at this list of Commodity codes please notice that not all of them are still "valid codes". All have start dates, but some have termination dates! The Commodity codes with termination dates are no longer valid and cannot be used. This list may change periodically. Valid Commodity codes are:

1CC	Cypress College Bursar
2FC	Fullerton College Bursar
3AG	District (Vendors starting with A-G)
3HO	District (Vendors starting with H-O)
3MA	Maintenance Agreements (all vendors)
3PE	Physical Education (annual bid only)
3PW	Public Works Replated
3PZ	District (Vendors starting with P-Z)
3SCI	Science (annual bid only)
3TR	Travel

Double click on the desired commodity to bring that record into your RQ.

Please note:

- *We are using **ONLY** the Commodity codes listed above as this will route it to the appropriate* *person in Purchasing. The other Commodity codes listed are used by Purchasing staff ONLY.*

- *All items in the RQ MUST have the same Commodity code. So, for example, you are purchasing a copier and maintenance from Xerox, you would have one requisition that has a commodity code 3PZ to purchase the copier and a second requisition with a commodity code of 3MA for the maintenance agreement.*

Some examples:

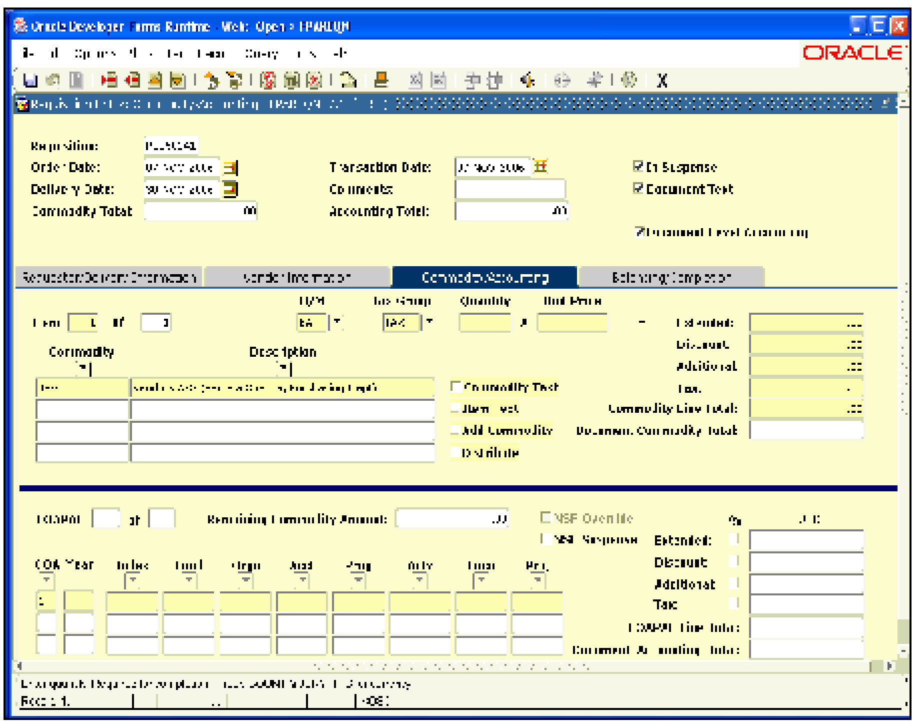
- Only use the Bursar Commodity codes if charging the order to a Bursar account.
- If the requisition if for Travel use the Commodity code 3TR.
- If the requisition is for a maintenance agreement use the Commodity code 3MA.
- Use the first letter of the vendor name to determine which Commodity code to use.

Commodity Tips:

- The Commodity code must be the **same code on each line item**. For example, if you are doing a requisition to Apple Computers *each* line item would have the Commodity code of 3AG. If not, your RQ will be rejected.
- If you are **unsure** about which Commodity code to use it is better to **call and ask** the Purchasing Department (578-8463) rather than using the wrong code and having the RQ rejected.
- Since each of the Commodity codes will route your RQ to a different buyer in the Purchasing Department, you may want to know who is handling your RQ for future contacts.

Commodity Description

- Each Commodity code has a brief description. You *MUST* change this default description to a **brief but meaningful description** of what you are requesting. A maximum of 50 characters will fit on the description field. For example, instead of entering “supplies” (which is very generic and does not tell you much) enter in “paper shredder” (which is very specific).
- In this example, the commodity 3AG is selected meaning that the vendor name begins with a



letter between A-G.

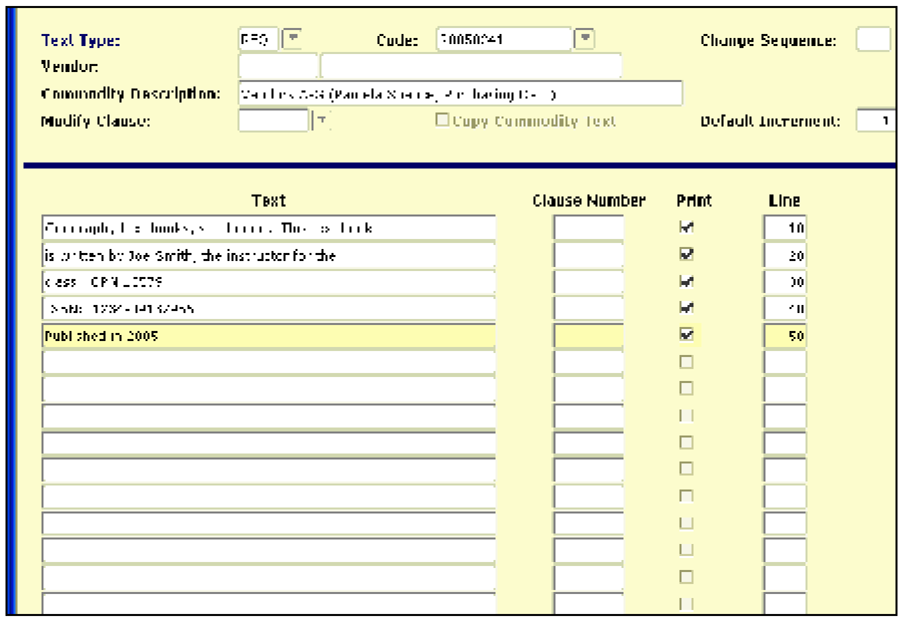
- Change the description to something brief yet specific, such as “Geography text books.” If the RQ is for travel the description should be the name of the conference, seminar or event.

- If you can fit all the information you need in the brief description, item text is *not* required.

- If you cannot fit all the needed information in the brief description, you need to enter it in item text.

Entering Item Text

- If you need to enter item text, right click and select Item Text or click in Options, **Item Text**. This takes you to the text entry form FOAPOXT (Procurement Text Entry Form).

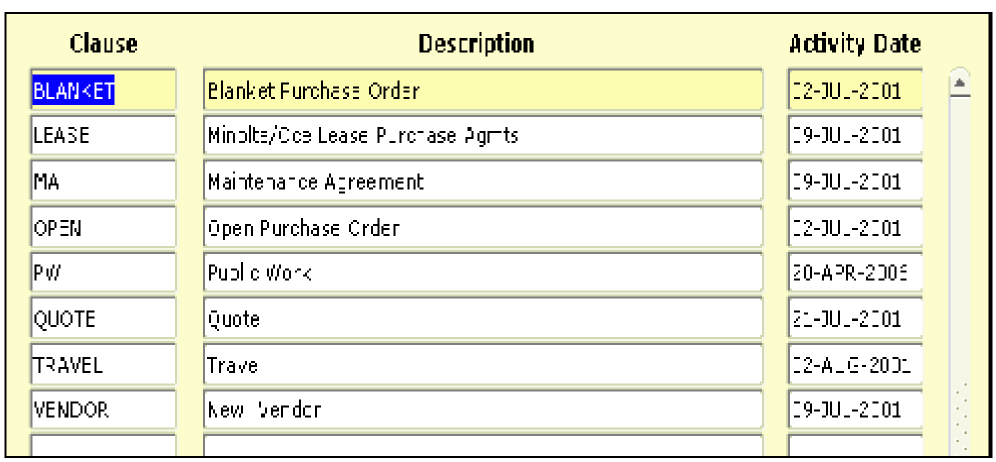


- Next block or click in the first line and enter the specifications of your item on this form. If you need more than one row, down arrow to the next empty line and continue with your text. You are encouraged to be as complete as possible! This information is placed on the Purchase Order as the item’s description.

- When done entering in the text, click on the Save icon (or press F10) to save the text.

- Click on the “X” to exit the text entry form.

Using Banner Clauses



There are several **clauses** that are available for your use. A clause is “pre-built text prompts” that let you know the information that is needed. It also saves the Purchasing department from having to reformat your RQ to the required legal standards.

- To see what clauses are available, click on the search button (down arrow) next to the “Modify Clause” field.

- If there is a clause that you can use, double click on the clause name to select it.

- Next block WILL NOT bring in the text from the clause. **Click on INSERT RECORD**, the 4th icon, to *insert* the clause (pre-built text prompts). You can also click on RECORD, INSERT from the menu bar.

- Once the selected clause has been entered in the document text, you just need to click into the text and fill in the needed information.

- Once you have entered in all the information, press the SAVE icon, or press F10.

- Click on the Exit button. This will take you back to the Commodity/Accounting screen in your RQ.

Inserting Text Lines into Item Text

You have entered Item Text and saved and exited the text screen entry form. Then you realize that you forgot to add something in the Item Text, but it needs to go in between lines in there - not at the end.

- Click on Item Text, and Next Block to see the text you have entered.

- Go to the first available line to enter text (at the bottom). Enter in your text.

- Change the Line number to a number that falls in between the two lines you want it to appear. For example, if you want the new line of text to fall between line 10 and line 20 change the new line to 15.

- Save (F10) and Roll back (Shift + F7).

- Next Block and the Item Text will appear in the proper order.

Document Text vs. Item Text

Item Text <u>is</u> different than Document Text, even though the text entry screen is the same.

- **Document Text** pertains to the <u>entire document</u> (RQ). This would be things like a NEW VENDOR, etc. This is also where you would provide your STATEMENT OF PURPOSE for all categorical purchases.

- **Item Text** pertains to the <u>item</u> only.

Entering Remaining Information About the Item

After you have entered the commodity code, description and item text, you still need to complete the rest of the information.

- Tab to the next field, U/M (Units of Measure). If EA (each) is not appropriate, click on the down arrow and select the appropriate unit of measure (box, pkg, case, rm, etc.)

- Tab to Tax Group. Most items are taxable, so most likely this will remain TAX. If the item is not taxable, change to NT.

- Tab to Quantity and enter the number you are ordering.

- Tab to Unit Price and put in the cost of one item.

- Tab through the Discount and Additional fields. We DO NOT use these fields. Please do not enter information in these fields. As you tab, you will see that Banner automatically adds the item, quantity and tax.

- Tab until you are back at the commodity field. You can enter as many items as you wish. Just arrow down on your keyboard to the next blank line and add the next item. Remember, all items on a RQ will have the same commodity code.

- When you are done entering items, click NEXT BLOCK (or Control + page down) to go to the Accounting Window. HINT: you cannot be on a blank line when you do a next block. Banner thinks that you are still trying to enter in a new item. Just arrow up to an item (any item), then you can next block.

Item Tips:

- Supplies and equipment CANNOT be on the same RQ if the equipment is more than $1000.00 in value.

Commodity Field Explanations

Use the table below as a guide to entering fields in the **Commodity window.** Remember to press TAB to move to the next field and perform NEXT BLOCK to move between the Commodity window and the Accounting window.

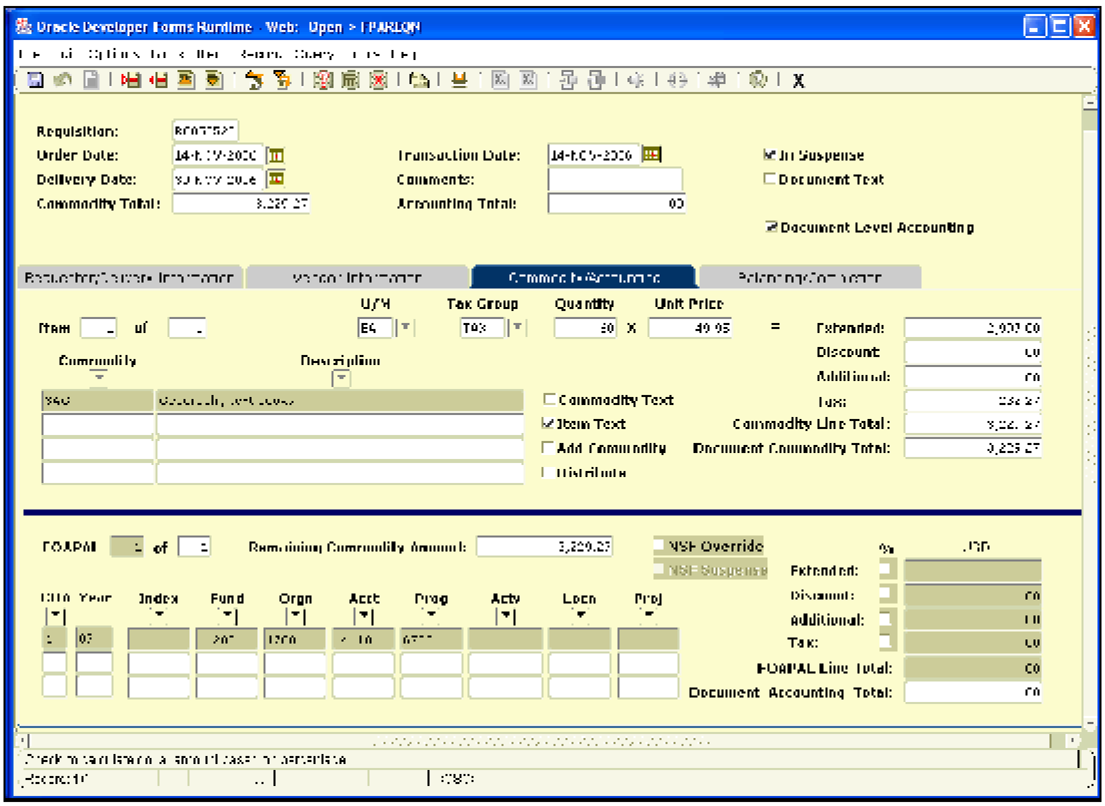
Field	Enter	Description (Commodity block)
Commodity	Yes	Code representing the routing of the requisition.
Description	Yes	The description defaults depending on the code that was entered in the commodity. Enter a brief, meaningful description of what is being purchased. Maximum of 50 characters.
U/M	Yes	Unit of Measure. If not known, click on Search icon for list.
Tax Group	Yes	Value defaults from Vendor Information window, code of tax group rates at the system level. You will use either TAX (taxable) or NT (Non taxable). For all travel reqs, tax should be NT.
Quantity	Yes	How many items are to be ordered
Unit Price	Yes	Price per unit.
Ext Cost	No	System-calculated. Total extended cost of item based on quantity x unit price.
Comm Text	No	Purchasing enters description of commodity.
Item Text	Option	If the entire description fits on the brief description line, no item text is needed. If it is needed, enter item description include all specifications. This box will be checked if text is entered in FOAPOXT .

Field	Enter	Description (Commodity block)
Add Commodity	No	Requisitioner's **SHOULD NOT TOUCH THIS!**
Distribute	No	Cleared box indicates DO NOT distribute commodity amounts
Disc	No	**DO NOT USE!** Discount terms are established with vendor to be deducted from the total extended cost. So, if you are purchasing an item that is $100 and the vendor gives you a 20% discount, you enter the until cost as $80.00. You may put information in the item text, ie: "this price includes the 20% discount given by vendor"
Add'l	No	**DO NOT USE!** Leave default as zero.
Tax	No	System-calculated based on tax group
Comm Line Total	No	System-calculated. This is the total amount of current commodity (or item) record.
Doc Comm Total	No	System-calculated. This is the total of ALL commodities added together - the total amount of entire document.

Accounting /Window

When you next block to the accounting window, you will notice that Banner automatically puts information in a few fields: the COA (Chart of Accounts), the fiscal year and the org number. This information was entered on the very first screen of your RQ (Requestor information) and then brought into this screen.

- Tab to the **Fund code** and enter the desired fund. If you do not know the fund number, you can click on the down arrow to search for the correct fund number.
- Tab to the **Acct code** and enter the desired account number. If you do not know the fund number, you can click on the down arrow to search for the correct account number.



- Tab to **Activity code**. For most people this code will remain blank. An activity code is a subdivision of a program. Activity codes are used to ensure that each approved cost is allocated to the correct category. It is generally used for all special funding and grants, ie: EOPS, VTEA, TTIP, etc.

- Tab to **Location code**. For most RQs this is also left blank. This is required for all RQs that purchasing something that is considered an asset and the cost is over $1000.00, ie: equipment, some furniture, some computer equipment, etc.

- Tab to **Project code**. Leave this blank.

- The next tab takes you to the **Extended %** check box. If you put a check mark there, Banner knows that the next number you put in is a percentage. For example, if I put a check mark there and press tab and put in 50, Banner knows to charge 50% of the total to that particular budget number. This works well for a 50-50 split, but not as practical on other splits.

- If this entire RQ is being charged to one budget number, press tab through the Extended % and all the fields under USD. You will see that the rest of the information is automatically put in by Banner.

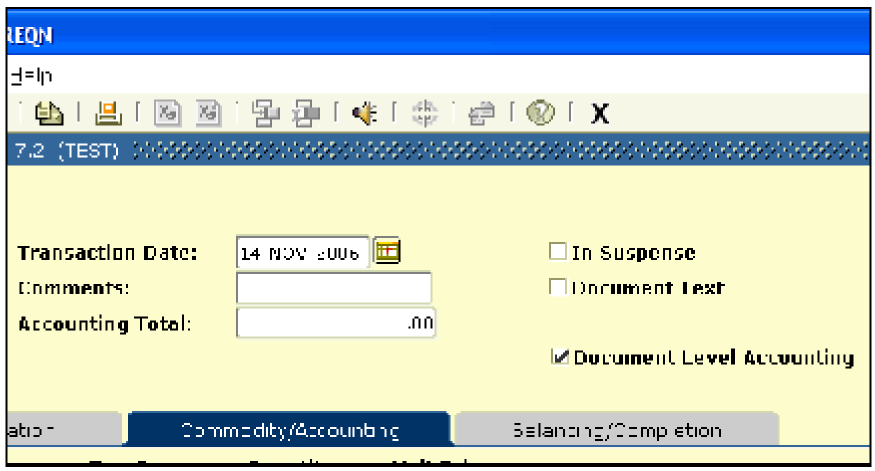
- For multiple budget numbers, commodity accounting, etc., see the next section.

Document Level, Commodity Level, and Split Accounting

There are different "kinds" of accounting: document accounting, commodity accounting and split accounting (using more than one budget number).

Document Level Accounting

Banner defaults to "Document Level Accounting". This means that everything in the RQ is being charged to the exact same accounting distribution. You can tell that an RQ is using Document Accounting by the check mark in that field in the top right section of the screen. Document Level Accounting is what you will use most of the time.



Commodity Level Accounting is <u>always used for fixed asset requisitions, bond funds and capital outlay fund requisitions.</u> Any equipment that is over $1000.00 is considered a fixed asset. Each commodity (or item) will have it's own budget number tied to it. You must also use a location code when you use Commodity Level Accounting. In order to make an RQ do Commodity Level Accounting, you must <u>uncheck</u> the "Document Level Accounting" check box.

***HINT**: You must **uncheck this box BEFORE you enter in the budget number**! If you have already put the budget number in, you will need to remove the budget record (Click on the Remove Record icon or click on Record, Remove on the menu bar). Once the budget record is gone, do a Previous Block (Control + page up) and uncheck the Document Level Accounting box. Then you can do a next block and put the budget number back in - and don't forget the location code!*

The easiest way to do Commodity Level Accounting, especially when there is more than one item, is to do one item at a time. Put in the first item, then next block and put in the budget number for the first item. Then do a previous block so you are back in the Commodity section and enter in the second item. Do a next block and put in the budget number for the second item, etc.

When you are in the commodity section, if the first item is highlighted, the budget number for that item will show in the accounting section. When the second item is highlighted, the budget number will show for the second item. It is a "one to one" relationship.

Split Accounting: If a requisition is going to use more than one budget number, it is called split accounting. You are splitting the total amount between budget numbers. There is a couple of ways to accomplish this.

Splitting Costs by Percentage

If the requisition is to be split between two accounts 50% each (using two funds and programs) you will use the **"Extended %" check box**.

- If you put a check mark there, Banner knows the next number you put in is a percentage. For example, if I put a check mark there and press tab and put in 50, Banner knows to charge 50% of the total cost to that particular budget number.

- You will tab through the remaining fields until you are back to the beginning of the budget number. You will see that Banner automatically calculated what 50% would be and charged the first budget number with that amount.

- Arrow down on your keyboard to a new blank line and put in the second budget number. If this is the last budget number, you do not ned to put a check mark in the Extended % checkbox. Banner will assume that this budget number is picking up the remainder of the cost.

- This works well for a 50-50 split (2 budget numbers), but not as practical on other splits.

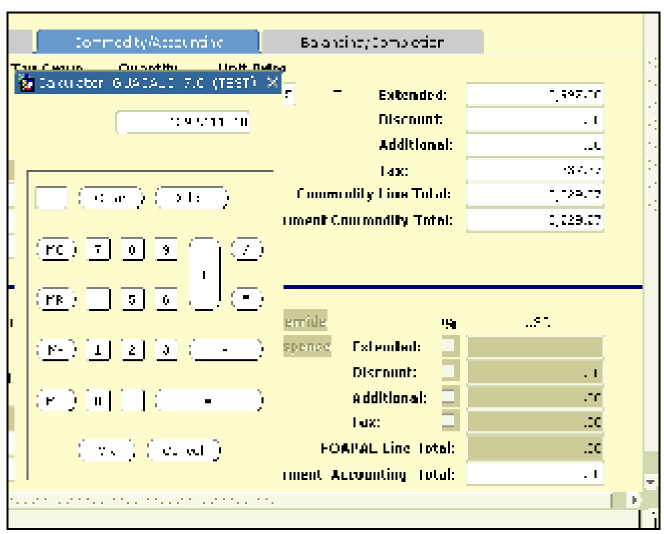
Splitting Costs Using Exact Amounts

Usually when you split costs between budget numbers, an exact amount will be charged to each budget number.

- If the cost being split is non-taxable, it is very easy to do!

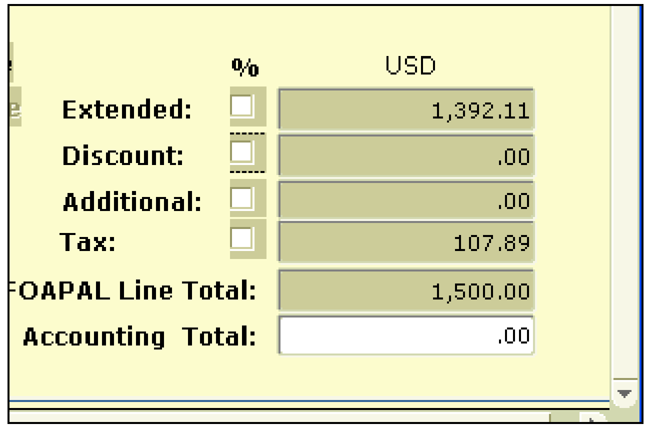
- If the items in the RQ are taxable, you will need to figure out a pre-tax amount.

For example, if I wanted to split the costs for an RQ and the total amount of the RQ is $3229.27, and I want to charge $1500.00 (exactly) to one account and the remainder ($1729.27) to the other budget number, I have to figure out the pre tax amount for the $1500.00 because Banner will put tax on both budget numbers.



- Enter in the first budget number.

- Tab to the blank field right under USD. Double click in this field and a calculator will come up.
- You can use either your keyboard number pad or click on the numbers with your mouse. You need to figure out the pre-tax amount for $1500.00 by dividing it by 1.0775. You would key in 1500/1.0775 (the slash / is the sign for division) and then press the = sign.



- Click on OK and Banner will place the result in the field. Once you have done that you will see that Banner takes that amount (1392.11) and adds tax to it, resulting in a total of $1500.00.

- Now you would put in the second budget number and just tab through all the fields. Banner will know to pick up the remainder of the cost.

Accounting Field Explanations

Use this table as guide for entering fields in Accounting window.

Field	Enter	Description (Accounting block)
Remaining Commodity Total	No	System-controlled. The amount displayed depends on the level of accounting used.
COA	No	Chart of Accounts defaults “1”
Year	No	Fiscal Year code defaults. It is always the last 2 digits of the fiscal year. Example, for fiscal year 2006-2007, the year code will be 07. 2007-2008 the code would be 08.
Index	No	Account Index Code. Leave blank. Represents pre-determined combination of FOAPAL elements.
Fund	Yes	Fund Code either general or restricted funds. Click on the down arrow to see the list of fund numbers (FTVFUND).
Orgn	Yes	Organization responsible for the purchase of the commodities. This will default in from the first screen of your RQ. Whatever you put there, will show up here. This can be changed if needed. You have to have the proper authority to use various Orgs.
Acct	Yes	Account Code representing the specific expenditure account from which funds will be drawn. Click on the down arrow to see a list of the various account codes (FTVACCT).
Prog	Yes	Program Code. Represents units directed to attain specific purposes or objectives to which the commodity will be applied. This defaults in depending on what Org is being used.
Actv	Yes If…	Enter activity if appropriate. Special funding and Grants generally use activity codes.
Locn	Yes If…	Enter Location Code if you are purchasing a Fixed Asset (an item that is over $1000.00).
Proj	No	Leave blank.

NSF Override	No	Check box should be clear. NSF checking feature remains active
NSF Suspense	No	This is only used by appropriate personnel.
Ext, Disc, Add, Tax	No	Use calculates dollar amounts based on percentage.
FOAPAL Line Total	No	System-calculated. Total amount of current FOAPAL record
Document Acctg	No	Total amount of all FOAPALs entered on the document. Field appears only when the Doc Acctg check box is selected.
Commodity Acctg	No	Total amount of all accounting distributions entered for the current commodity record when using commodity level accounting. Field appears when the Doc Acctg check box is cleared.

Balancing/Completion Window

Once you have entered in all the items (commodities) and budget information it is time to check budget availability and submit the RQ for approval.

View Budget Availability

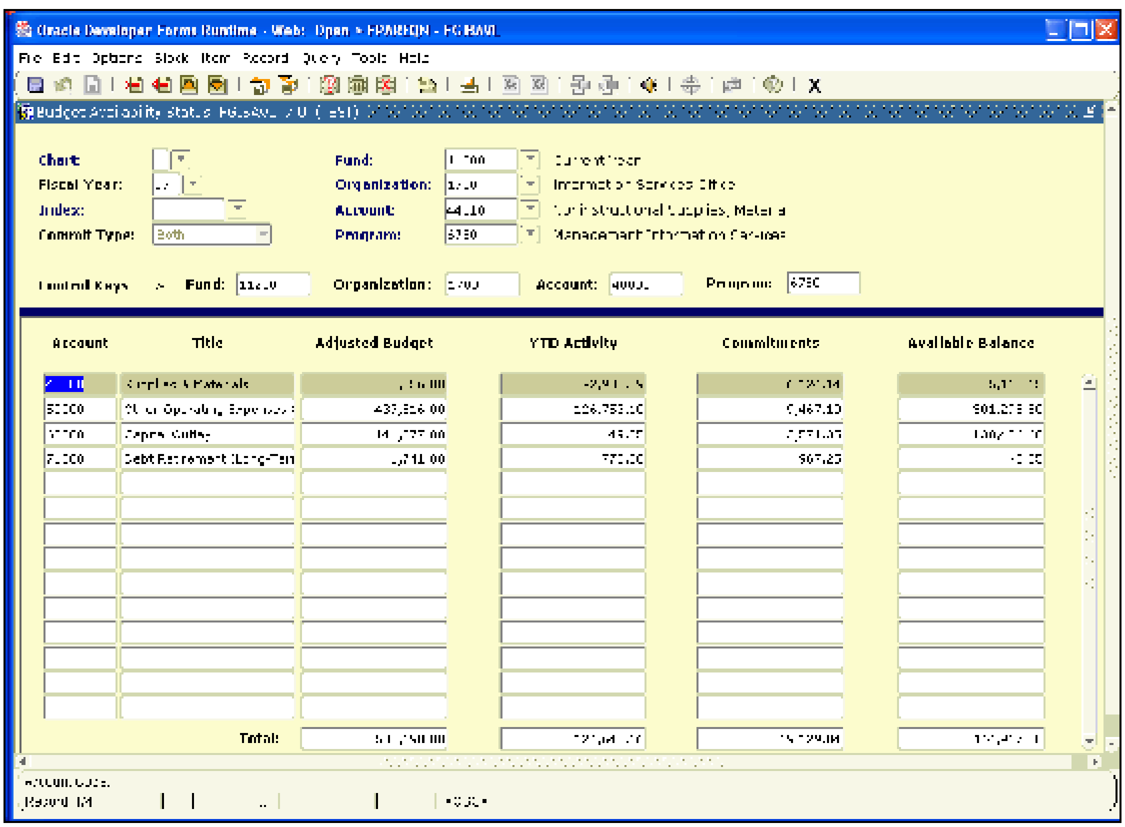
This allows you to check if you have enough money to cover the purchase.

- While still in the Accounting block, either right click and select **View Budget Availability** or you can click on Options, View Budget Availability. This opens the form FGIBAVL.

- The form opens and the budget number is filled in. To see the status of that account, click on Next Block.

- You can see the available balance in your accounts and determine if you need to do a budget transfer to cover the RQ.

- Although the system will allow you to complete the document with non-sufficient funds, there could be a delay in processing your document if you do not process a budget transfer

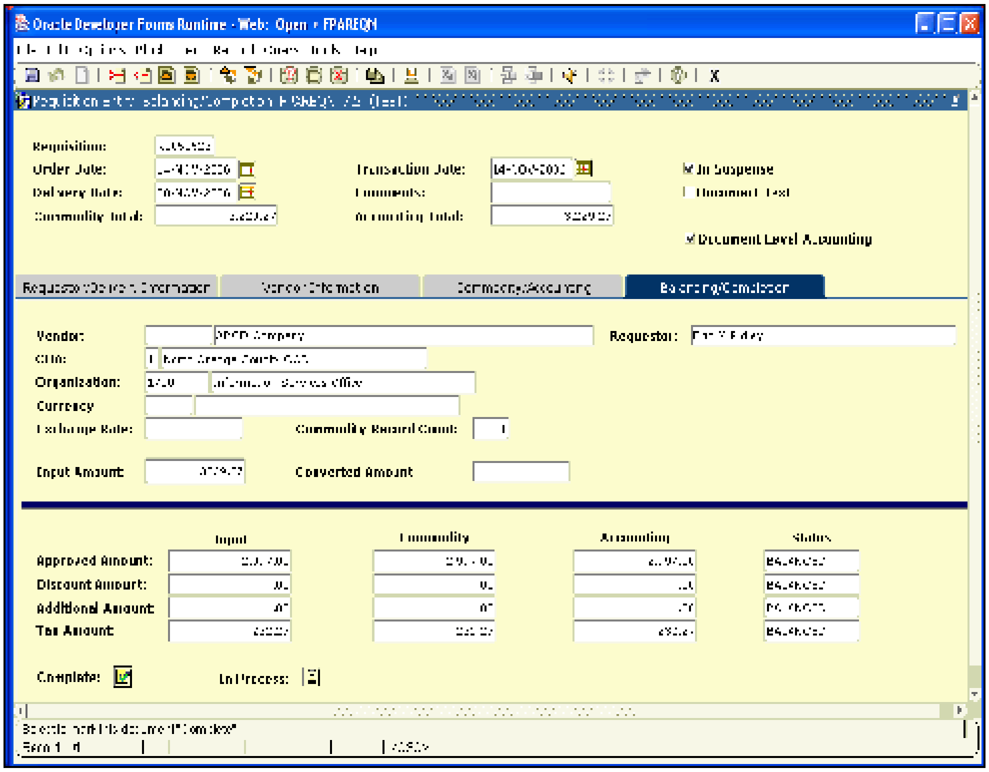


immediately.

Submitting Your RQ for Approvals

When your RQ is completely done, you will need to submit the RQ so it can go through the approval process. You can edit your RQ anytime you need to - *until* you submit it. Once the RQ is submitted, no changes are allowed. To submit the RQ:

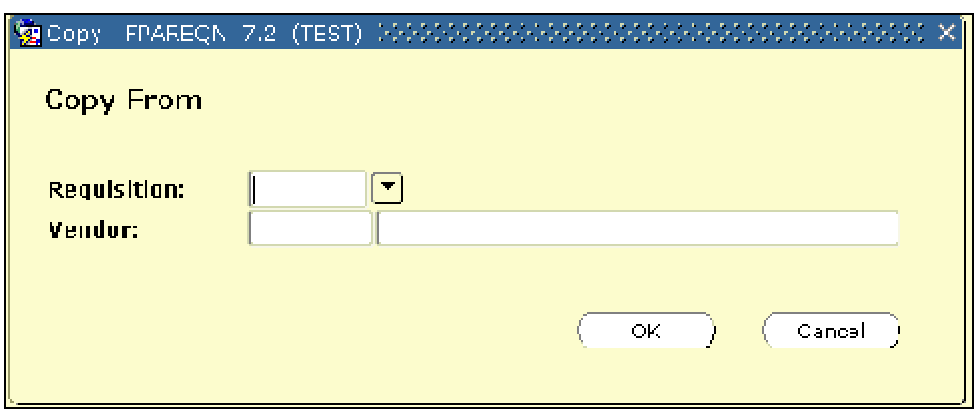
- Click on Next Block (or click on the Balancing/Completion tab). This will show you a summary of your RQ.
- The top section shows you the RQ#, the order date, the delivery date, and total amount of the RQ.
- The middle section show you the vendor for the RQ, who put the RQ in, and the org being used.
- The bottom section you will see the accounting status. This is also where the COMPLETE button is. Click on the Complete button to submit the RQ.



COPYING an existing Requisition

We all put in the same RQ's year after year. Banner allows you to copy an <u>approved</u> RQ to make it easier for you! *You cannot copy RQs that have not been approved*.

- Go to FPAREQN. Click on the Copy icon (the icon next to the down arrow). This brings up the Copy window.
- Type in the Requisition number you wish to copy. If you are not sure, you can search for the RQ by clicking on the down arrow.
- Click OK to confirm if this is



the correct document being copied.

- Banner will make an EXACT copy of the RQ. You will then be in the new RQ (notice you now have a NEW RQ number).

- **EDIT YOUR RQ!** Although the RQ is an exact copy of the RQ, it is **VERY important** that you go through the RQ screen by screen to make sure the data there is correct. If you are copying an RQ from last year, you may need to update quantities, unit costs, item text may include dates and/or names that need to be edited, etc. If any of your information has changed, you may need to update phones numbers, etc. Does the budget number need to change?

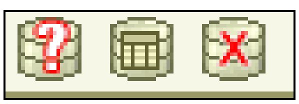
- You will need to follow all of the normal procedures, checking that all data is correct. Once that is done, you will submit the RQ for approvals.

SEARCHING for Requisitions in Banner

FPAREQN or FPIREQN?

If you are looking for a RQ that has *not* been completed, use **FPAREQN**. FPAREQN will let you bring the RQ into the form and either complete it or remove it.

If you are looking for a RQ that has been completed, use **FPIREQN**. Once you click on the "completed" button, you cannot open a completed RQ in the normal RQ screen (FPAREQN). The only place you can view a completed RQ is in the inquiry version, FPIREQN.



Searching Review

There are three ways to search: You can use the search icons located on the banner toolbar, you can use "Query" on the menu bar or you can use the short cuts keys.

- The "**Enter Query**" icon has a red question mark on it. (Menu bar: Query, Enter -or- short cut key: **F7**). When you click on this screen it will clear the screen of all data and put you into search mode. This is where you will enter your search criteria.
- The middle icon is "**Execute Query**" (Menu bar: Query, Execute -or- short cut key: **F8**). This will execute the search using the criteria you just entered.
- The third icon is "**Cancel Query**" (Menu bar: Query, Cancel -or- short cut key: **control+Q**). This will cancel the search.

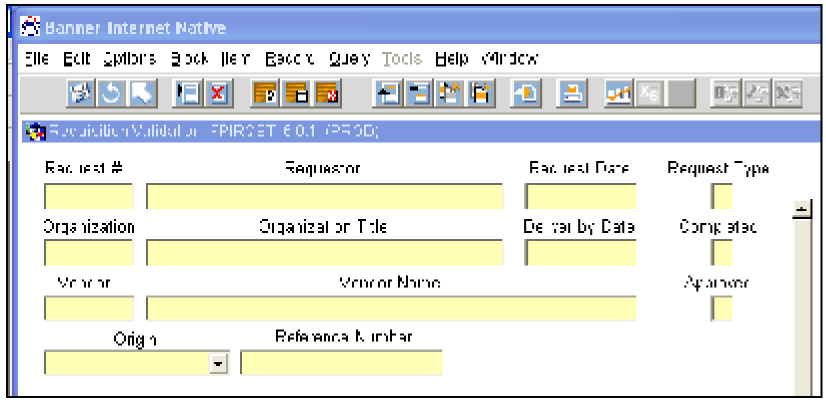
FPIRQST Search Fields

Searching is the same, no matter which form you are using. Open the appropriate form (FPQREQN or FPIREQN) and click on the search icon (the down arrow button). This takes you to FPIRQST. This search form comes with data already in it.

- Go into "search mode" by clearing your screen (**F7** or the 1st amber icon on your toolbar). You will know that you are in search mode because the auto hint line at the bottom of the screen will say *"Enter query; press F8 to execute, Ctrl+Q to cancel"*

- There are several fields that you can use in your search. The more information you put in your search criteria, the more you narrow down your results.

- **Requestor**: You can search for RQ's that a particular person has done, be it yourself, or someone else. This can be particularly helpful when you are replacing someone. You can find previous RQ's that person has done. Remember, this is case sensitive! It is best to use a wild card in the middle of the name since you don't necessarily know if the person uses a middle initial. Example: Erin%Ridley -or- Carol%Dumas



- **Request Date:** This is a great way of filtering out a lot of RQ's that you don't want to look at. If you know the month you can put: %MAR-2006 -or- if you are just sure about the year, you can put: %2006 HINTS: Remember the format of dates in Banner (DD-MMM-YYYY). The month is all CAPS.

- **Request Type:** Request type is either going to be a "P" for Purchase RQ's (purchases made to outside vendors) or an "S" for a Stores RQ (purchases made from our warehouse).

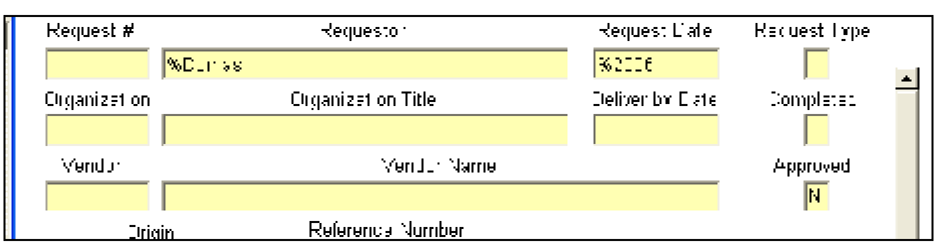
- **Organization:** You can search for all RQ's that were put in with a certain Org #, regardless of who put it in.

- **Completed:** This field will be a "N" if the RQ was never completed; "Y" if it was completed and submitted for approvals; or blank if it was completed and submitted then rejected in the approval process. If an RQ has a "Y" in the completed field, the only way to look at it is in the inquiry version, FPIREQN.

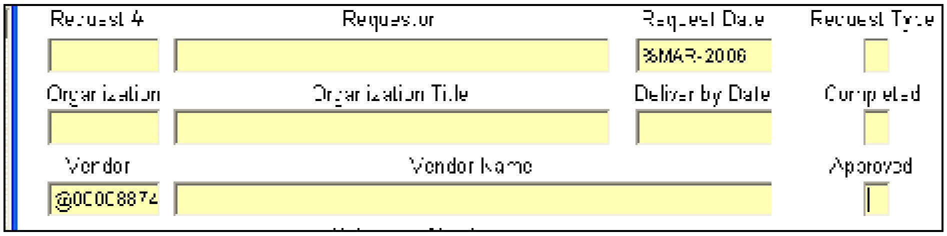
- **Vendor:** You can search for all RQ's that were created for a certain vendor. You will need to know the vendor ID number. You cannot search by vendor name! To search for a vendor ID number, use FTIIDEN.

- **Approved:** If a RQ has been approved by all the approvers, it will have a "Y" in the field. If the RQ has not been approved, it will have a "N" in this field.

Search Examples



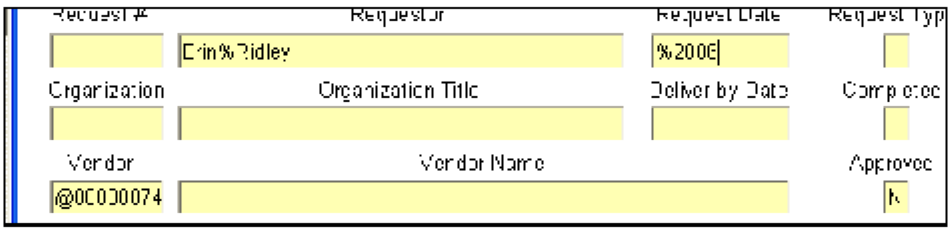
This search will give me a list of RQ's that meet the following criteria: the last name is "Dumas" -and- the RQ was entered sometime in 2006 and the RQ



has not been approved yet.

This search will show me a list of everyone that has done an RQ in March 2006 using vendor @00008874 (Office Depot).

This search will give me a list of all RQ's that Erin Ridley (not caring if there is a middle initial or not) entered into Banner that are NOT completed and not approved.

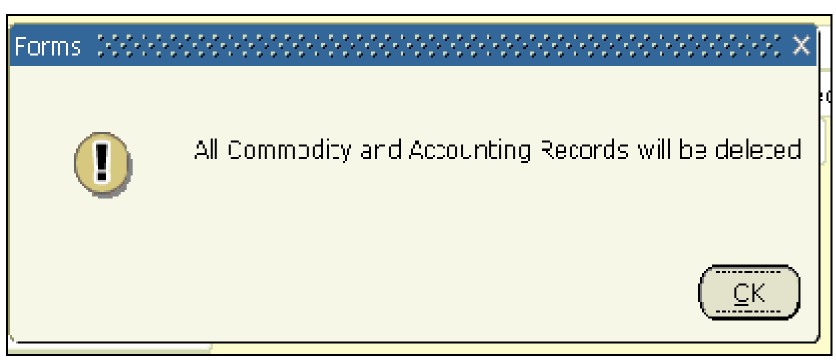


This search will give me a list of RQ's that Erin Ridley put in sometime during 2006 using vendor @00008874 (Office Depot) that have NOT been approved yet.

REMOVING or DELETING Requisitions

Sometimes an RQ is started, but not finished. This could happen for various reasons... a forgotten RQ, one that was started and later determined that it was not need, etc. If a budget number was entered in the RQ, it could actually ear mark that money! So, it is preferred that RQs that are not completed be removed from the system.

- Go to FPAREQN. Enter the RQ number you would like to remove or delete and press NEXT BLOCK.
- With your cursor in the ORDER DATE field, click on the 5th icon (Remove Record). The message on the status line will display *"Press Delete Record again to Delete…."*
- Press "Remove Record" a second time and this will display:



- Click OK and this will return you to the Requisition Form key block with the message displaying: "Deletion of Requisition is completed"
- You have successfully removed the

requisition.

PRINTING Requisitions

Although Banner makes it quite simple to look at an existing RQ, some people really just want to have something on a piece of paper. There is a way to print an RQ, but it is multiple steps and takes a little time. And the printed RQ does not show any accounting information (budget numbers). So, you may find printing screen shots to be a much simpler way to print the information you want.

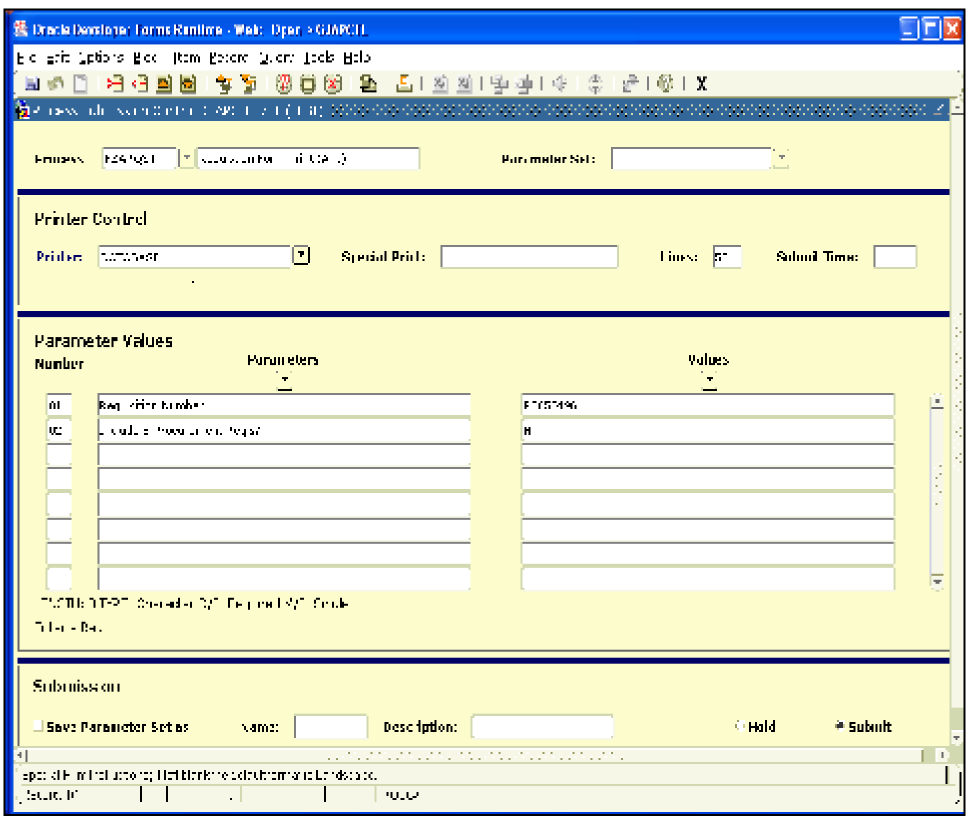
There are two print jobs you can use to print an RQ: **FPARQST** and **FZARQST**. FPARQST will print an RQ as long as the RQ is approved, but has not yet been turned into a PO. You only have a short window of time in which to print. **FZARQST** will print an RQ regardless of it's status. Using FZARQST is the easier way to go since you don't have to think about the RQ status before printing.

Using FZARQST

- Go to FZARQST in the Go To box and press enter. This bring up a form called the "Process Submission Control GJAPCTL".

- This is where you enter in the specific parameters for your RQ.

- Click in the **Printer field**. There are "Banner printers" throughout the District. However, most of the desktop printers are not recognized in Banner. Type in **database** and do a next block. By putting "database" in the printer field, we are telling Banner to run this print job to the computer. We can then download it directly to our desktop and print using a word processing package such as Word or Word Perfect.



- Leave the **Special Print** parameter blank.

* *Note for Banner printers: If you <u>do</u> have a Banner printer, you can select your printer (instead of putting database). If you put RQ in the Special Print parameter, Banner will print the data on a form.*

- **Next Block**. This takes you to the Parameter Values.

- Under the values, **enter in**

your requisition number. Don't forget the "R"! The "R" must also be a capital "R". Do not leave this field blank.

- **Next Block**. This takes you to the Submission block. Submit is automically selected. **Click on the Save icon** (or press F10).

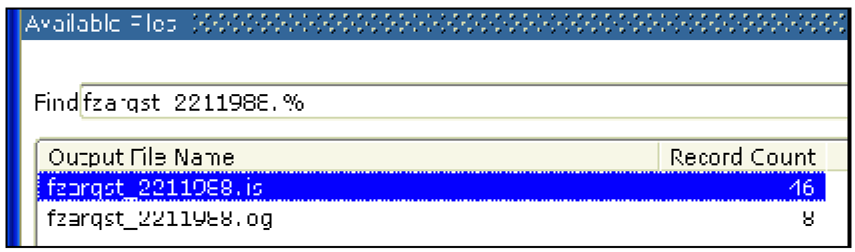
* *If you check mark "Save Parameter Set as" before you save, Banner will save the parameters to YOUR user id. This can be nice if the report you are running has a lot of parameters, or perhaps the parameters are almost the same every time you run it. However, this is not a necessary step.*

- When you clicked on Save, Banner submitted this "job" to run. This submitted job is given a name and number. Notice the Auto Hint line at the bottom of the screen. It says "Log file: fzarqst_#######.log List file: fzarqst_########.lis"

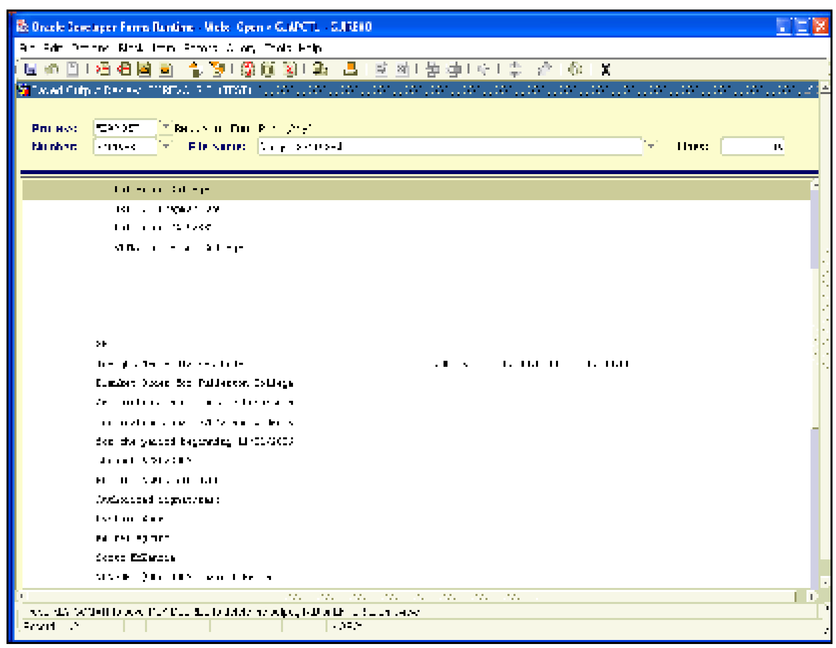
- To see the report, click on **Options, Review Output**. (GJIREVO).

- At the top it shows the print job (FZARQST) and the number of the submitted job.

- **Double click inside the File Name box**. This gives us a list of available files. There should be 2 files listed: a lis file and a log file. The log file is the parameters used. The lis file is the actual report. Select the lis file by either double clicking on it or click once and click on OK.



- You will see your report in the window. The data is all there, but it can be hard to review it since it doesn't fit in the window provided. So, click on **Options, Show Document**.



- A dialogue box pops up and asks *"You have selected to Show File (fzarqst_#######.lis) in a browser. Do you wish to continue?*" Click on **YES**.

- Click on **YES** for the security alert. Now your report is showing in a browser window.

- You now need to save the text so that you can put it into Word. Click on **Edit, Select All** to select all text.

- Click on **Edit, Copy** (or control + C)

- Go to **Word** and click on the **PASTE** icon (or control + V).

- You will need to format the report in Word.
    - Banner reports default to **landscape**, so you will need to change the page size to LANDSCAPE.
    - Change the **margins** to .5" on all four sides (top, bottom, right and left).
    - You may need to change the font size and style as well. **Courier New** is a "fixed" font so everything should line up correctly.

- At this point you can save the file to your hard drive in the folder you want it in: File, Save As, click on the appropriate folder and name your file. Or you may print it.

Printing Screen Shots

You might find it a lot quicker to just print screen shots!

- Before you complete your RQ, go to the **Commodity/Accounting block** and click on the printer icon. This will print whatever is on your screen directly to your desktop printer! The printer does not have to be a "Banner printer" for this.

- By printing this screen you will usually have enough information to know what the RQ is about. It will show you: The order date, expected delivery date, the first four items you have ordered, and the first three budget numbers. If you need more information that this, you can quickly go to the inquiry screen (FPIREQN) and look up your RQ.

- If you forgot to print the screen before submitting the RQ, just go to **FPIREQN** and bring up the RQ. This is the inquiry version of the RQ form.

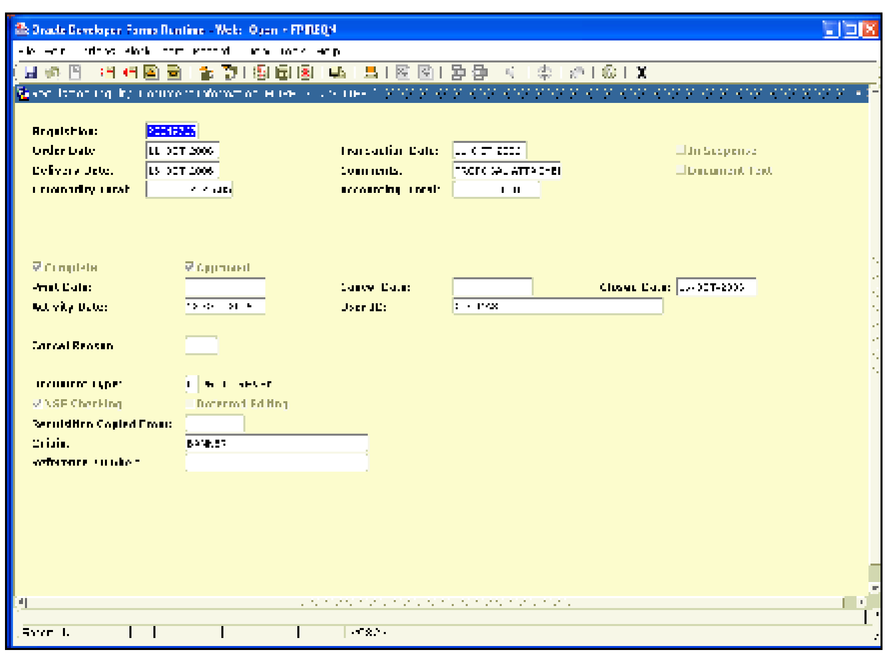
- **FOICOMM** is another great screen to print. Go to FOICOMM and enter in your RQ number and do a next block. This form shows you the brief descriptions of the first 16 items in your RQ! Click on the printer icon to print the screen.

FPIREQN Requisition Inquiry Form

- When a requisition is completed and/or approved, the only way to view the RQ is to use FPIREQN. It consists of four windows providing information regarding the requisition.

- Type FPIREQN in the Go TO box and press enter.

- The first screen is the Document



Information screen. It is kind of like a summary. It tells you the RQ number, order and delivery dates, whether the RQ is completed (submitted) and if it has been approved. It also shows you who put the RQ in.

- Notice that this form does not have the tabs like FPAREQN does. So, the only way to get around in the form is to click on the Next Block icon (or control + page down).

- Next Block will take you through each screen in the RQ. You can look at anything in the RQ, you just can't change it. You will notice the screens are identical to the entry form (FPAREQN).

Travel Requisition Procedures

For the most part, travel requisitions are very similar to regular requisitions. The commodity code that you will use is 3TR and the vendor is the person traveling. The following procedures must be followed:

- Type in FPAREQN in the Go To box and press enter.

- The **vendor** will be the **employee's name** that is requesting to travel.

- The **Commodity Code** will be **3TR** for every line that you complete.

- Change the brief description to the **name of the conference** or seminar.

- In **Item Text** you can either use the TRAVEL clause, or type in the following information:
  - The organization sponsoring the conference
  - The name of the conference
  - The inclusive dates of the conference
  - The city and state where the conference is being held
  - The reason for attending
  - Any justification if needed

- The **amount** will be the **<u>total estimated cost</u>** of the conference. This includes the registration fee, hotel fees, airplane tickets, mileage costs, meals, etc.

- Tax will be **NT** (No Tax).

- Finish the RQ (put in appropriate budget number, etc.) and submit it for approval.

- Once the requisition has been approved, the employee may request **prepayments** by performing the following procedures:

- Send an e-mail to the District Accounting Office using the e-mail address: **travel@nocccd.edu** The email should include:
  - The name of the vendor the check should be made payable to and the address it should be mailed to
  - The amount of the check
  - The due date of the check

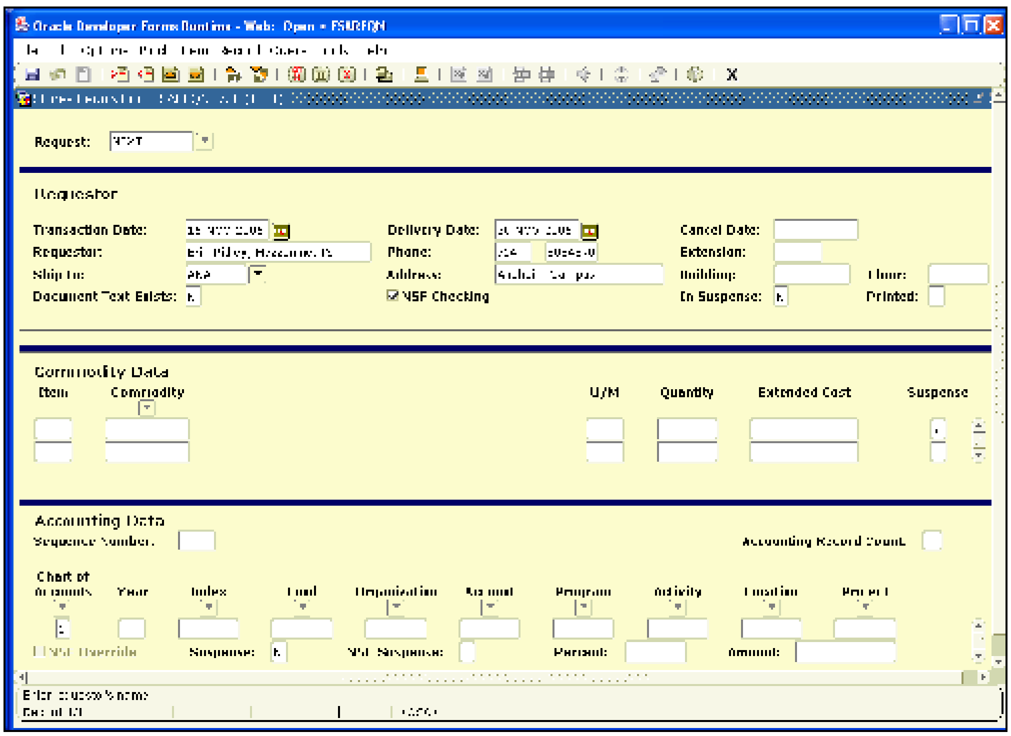
- The employee's name and P.O. number.
- Send all attachments (i.e. registration form, hotel registration form, travel agency invoice, etc.) Directly to the District Accounting Office. The attachments should include the P.O. number and e-mail date.

- A Travel Expense Report must be filed with the District Accounting Office within 30 days of your return from travel. **This is extremely important since this is the only way that any unexpended funds will be disencumbered.** All original receipts from your travel must be attached. Please make reference to the PO# on the Travel Expense Report.

- The Travel Expense report can be found on the shared drives at each campus. It is also located on the NOCCCD website at: http://www.nocccd.edu/Departments/FandF/Accounting.htm#Travel

FSAREQN Stores Requisition Form

The difference between a PURCHASE requisition and a STORES requisition is who you are buying from. A Purchase Requisition, or what we often refer to as an RQ, is purchasing something from an *outside vendor*. A Stores Requisition is purchasing something from *our warehouse*.



- Type in FSAREQN in the Go To box and press enter.

- Type in **NEXT** in the Request field and NEXT BLOCK.

- Fill in the in the delivery date.

- In the Requestor field, type in your name and building/department/floor. Example: Erin Ridley, Mezzanine, IS. You need to put the location because the Ship to is Campus only. It will not reflect the building and floor.

- Enter in your phone number.

- Enter the Campus code in the Ship To field. If you are not sure of the campus code, click on the down arrow to see the list.

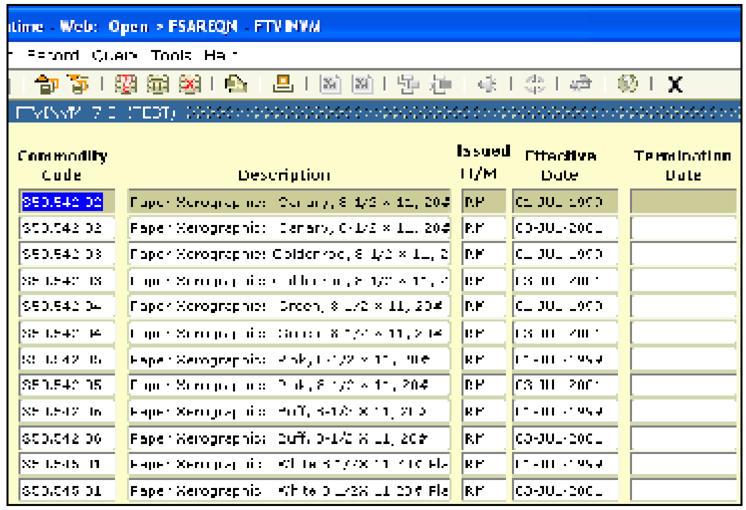
- If there are special instructions, put them in the document text. (Options, Document Text).

- Next Block to the Commodity Data window.

- Click on the down arrow to see all of the warehouse items. Choose the item you wish to purchase by double clicking on it.

- The description, U/M and cost will default from the commodity code selected. All you need to do is fill in the quantity. Once you fill in the quantity, the total amount for that item will show.

- To enter in the next item, arrow down to the next blank row and select the item from the list.



- Once all the items have been ordered, Next Block to the Accounting Data block. Fill in your budget number. There is only one budget number on a stores requisition.

- Click on Next Block to submit the Stores RQ for approvals.

Approvals and Status Information

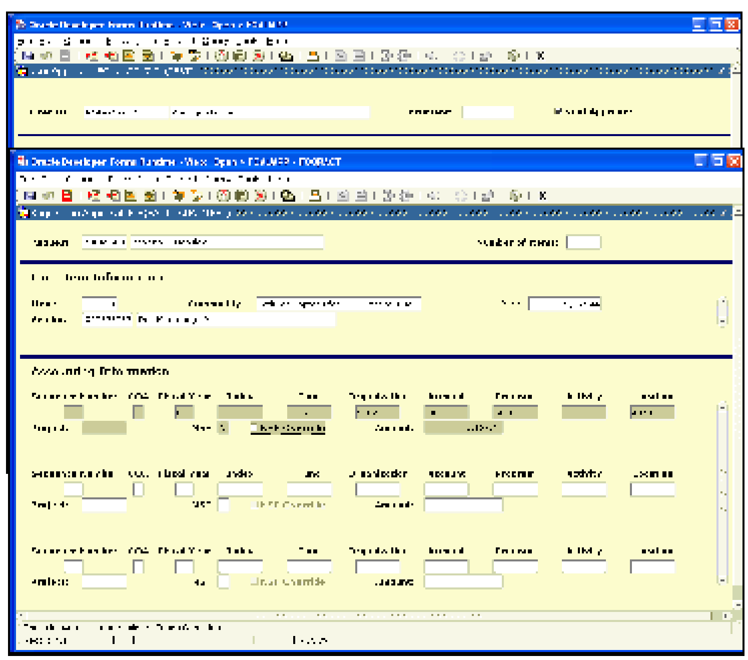
Once an RQ is submitted, it must go through approvals. Who ahas to approve is all depends on the budget numbers used. Each budget number has "approves" tied to it. Generally there are at least three approvers: your boss, the budget officer for your campus and accounting. RQs have to be approved by all of the approvers before it goes to Purchasing and they turn it into a Purchase Order.

FOAUAPP - User Approval Form

As an approver, FOAUAPP is the form you use to approve RQs. However, anyone can use this form. People who are not approvers can use this screen to track the approval process of their RQ.

- Type **FOAUAPP** in the Go TO box and press enter. If you are an approver, the first time you get into this form (during that session) you will get a notification letting you know that you have items waiting for your approval. From this notification screen, click on the "X" (exit) icon and it will take you to the FOAUAPP form.

- Click on **Next Block** to see the list of RQs

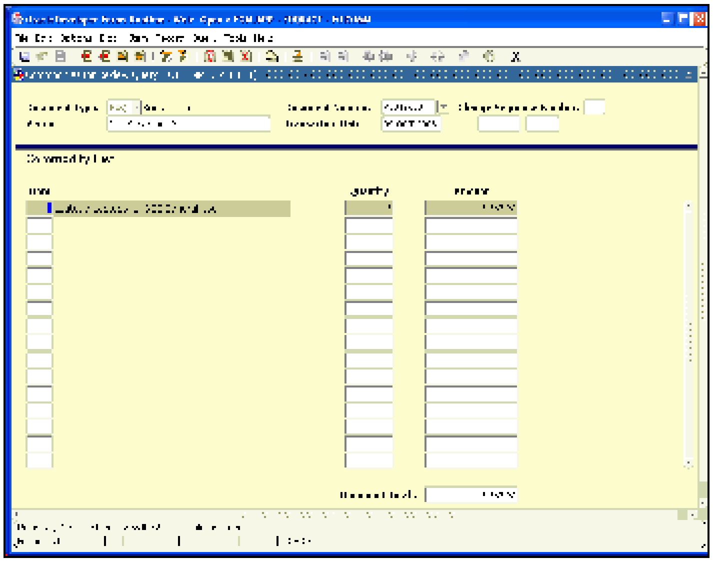


you have in your queue to approve.   If you wanted to see someone else's queue, key in their Banner user id (example: ERIDLEY) then do a next block.

- This gives you a list, but it doesn't really tell you anything about the RQ. To find more information, click on the **DETAIL** button.

- When you click on the DETAIL button, you are taken to **FOQRACT**, an **accounting summary form**. This will show you the budget number(s) being used for the RQ and the total amount.

- This still does not give you very much information. Either right click for options, or click on **Options, View Commodities**.   This takes you to **FOICOMM**, a commodity review form. If the brief description in the RQ was changed to something meaningful, the approver may be able to look at this description and not have to dig any further.



- If the description doesn't tell the approver enough, or they just want more information, click on the **"X" to exit this form**, which takes you back to the accounting summary. Click on **Options, Document Query (FPIREQN)**.

- This takes you to the inquiry version of the RQ form. The number will automatically be in the RQ field, so just **Next Block**.

- Next Block until you get to the Commodity and Accounting screens. Click on the first item. Click on **Options, Item Text**. Click in the first rown to see the detailed description of that item.

- After you are down reviewing the items, click on the "X" to exit FPIREQN.

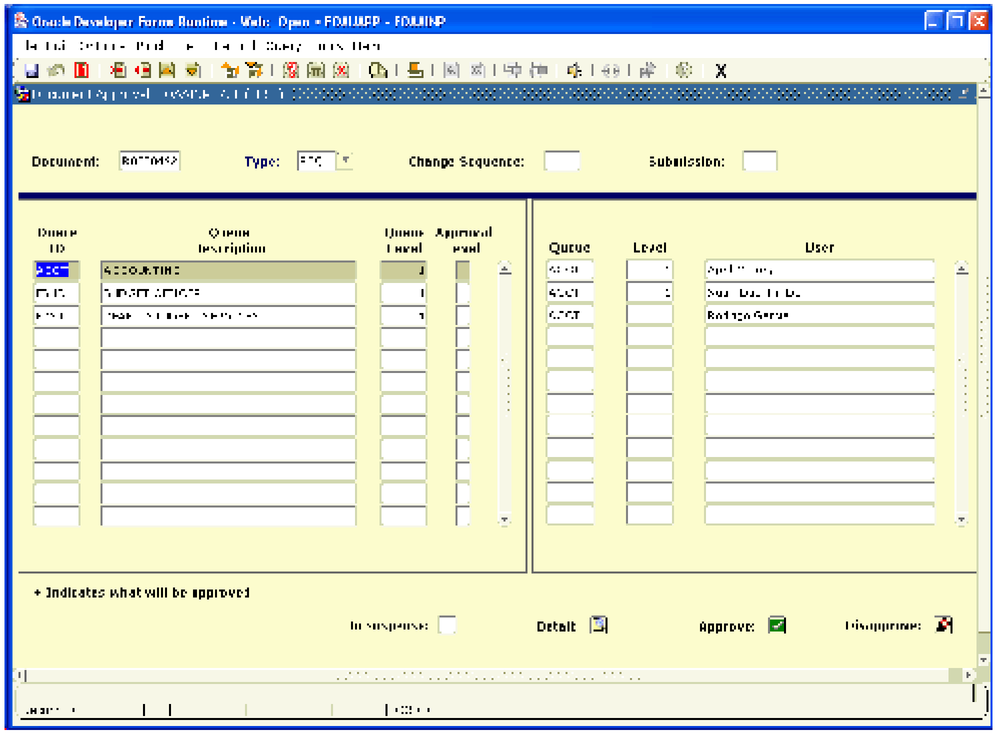
- Click on the "X" to exit FOQRACT. This takes you back to the approver screen (FOAUAPP). At this point you can either approve or disapprove the RQ by clicking on the appropriate button.

- If you disapprove the RQ, you will want to put an explanation in the dialogue box so the requester will know what was wrong and what they need to do to correct and resubmit the RQ.

FOAAINP Document Approval Form

If you need to know WHO still needs to approve your RQ, you can click on the **Queue button**. This takes you to the form FOAAINP.

- The RQ number is there, so just Next Block. The Document Approval Form displays all the queues/levels responsible for the approval of a specified document. (If you go to this form directly (and not through FOAUAPP) you will need to type in the RQ number.)



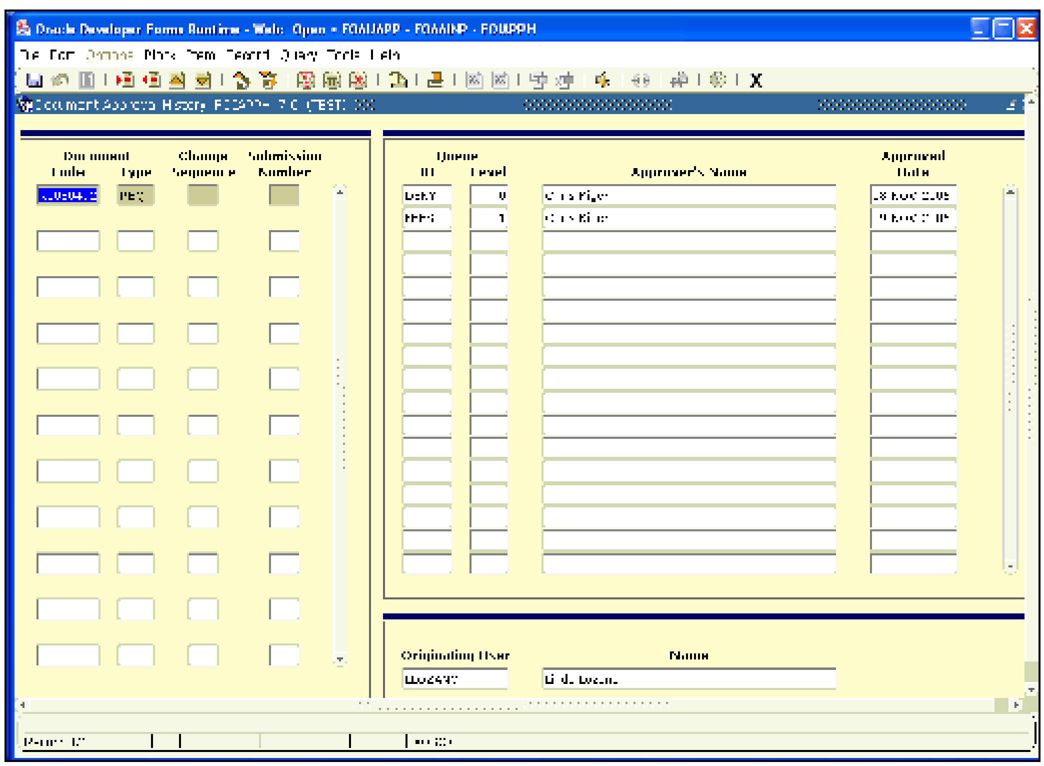
- This shows you who STILL has to approve the RQ.

- When you click on a queue ID on the left, the people who can approve for that ID are listed on the right. Only one of them have to approve for this queue ID. When you click on another queue ID, you will see different approvers.

- Although the queues are listed alphabetically, the order is "bottom up". Remember that an approval goes to your boss first, possibly others, then the Budget officer and lastly accounting. So in this example, knowing that Accounting and Budget Officer are the last two, I know that the Dean of Student Services is the next approver.

FOIAPPH Document Approval History Form

If you want to see who has ALREADY approved this RQ, click on **Options, Approval History.** This takes you to the form FOIAPPH.



- The Document Approval History Form provides an online display of the approval history for a specified document.

- This will give you a list of approvers and the date they approved the requisition.

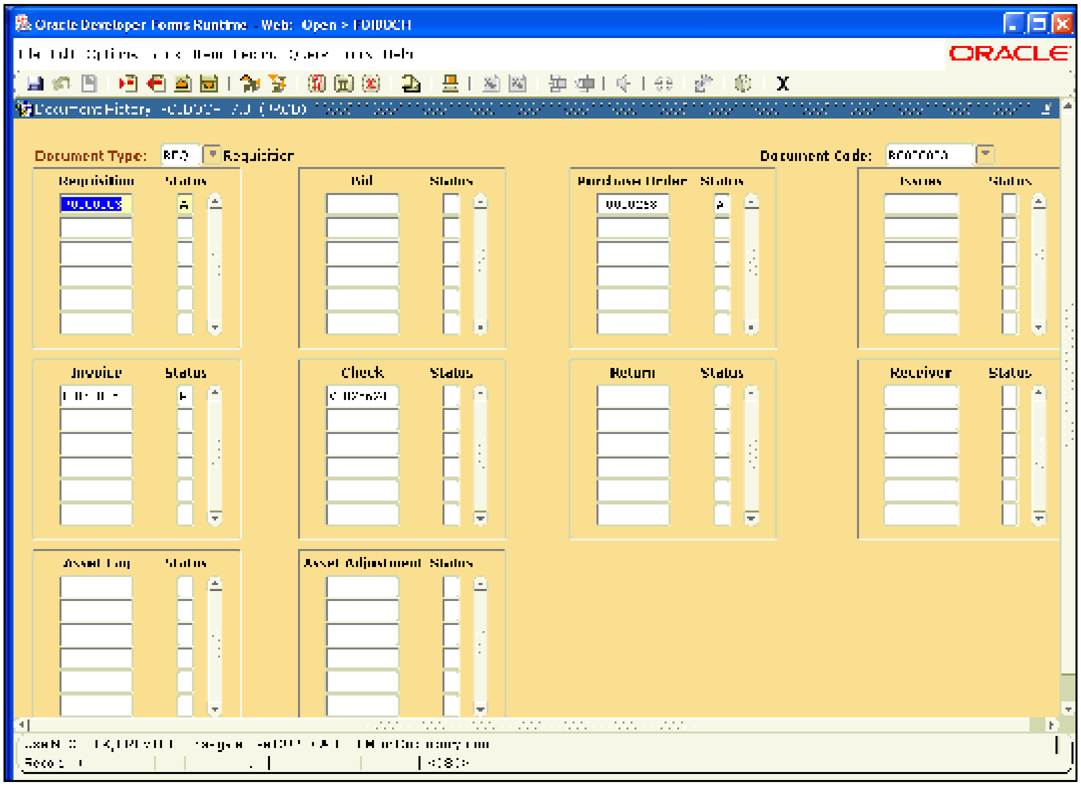
FOIDOCH Document History Form

The Document History Form (FOIDOCH) is a query-only form that displays the processing history of purchasing and accounts payable documents. It identifies and provides the status of all documents in the processing path for the document you select.

Doc Type: Enter the document type:
REQ Requisition
PO Purchase Order
INV Banner assigned invoice
CHK Check Number

Doc code:
Enter the Document Code/Number (the RQ or PO number). Example: R0050555

[NEXT BLOCK]



- You will see a status of your requisition. It will show you if your requisition has been turned into a Purchase Order, if a check has been cut, if an invoice has been created, etc.

- Using the example shown to the right, we can see that **R0000003** has been **Approved** (status = A). For a list of what the status indicators mean, right click or click on Options, View Status Indicators.

- If you wanted to see more information about the RQ, you can right click or click on Options and select Requisition Info (**FPIREQN**). This will take you to the inquiry version of the RQ.
- Once approved, the RQ goes to Purchasing and is made into a PO. We can see the **PO number** in the Purchase Order block.
- Depending on what block you are in, options will change. In the Purchase Order block you are given the option to look at an inquiry version of the PO.
- We can also see an internal invoice was created and a check was cut!

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