CREATING & MAINTAINING REQUISITIONS IN BANNER 9

Revised 10/19/2018

CREATING & MAINTAINING REQUISITIONS

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CREATING & MAINTAINING REQUISITIONS

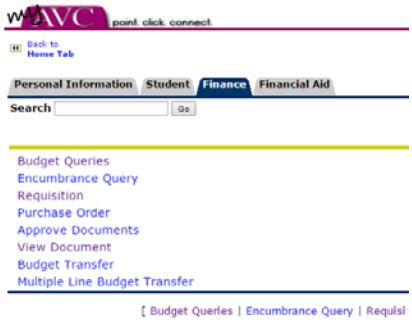
LOGGING INTO BANNER 9 INB

1. Go to https://ssb.avc.edu/launch/ or double-click the Webapps icon

on your desktop.
2. Select the **Banner 9** link from the **Production Servers** section.
3. Log-in using your AVC username and password

LOGGING INTO BANNER SSB (BANNERWEB)

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



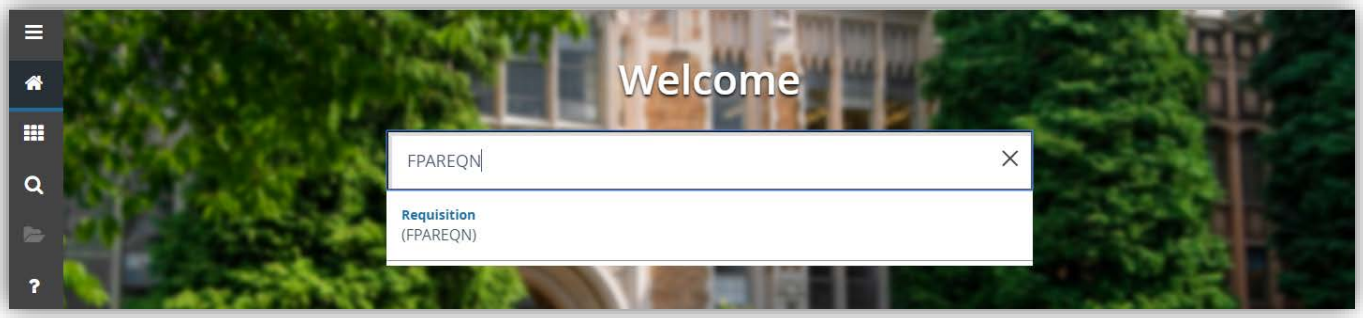
CREATING & MAINTAINING REQUISITIONS

BANNER 9 INB

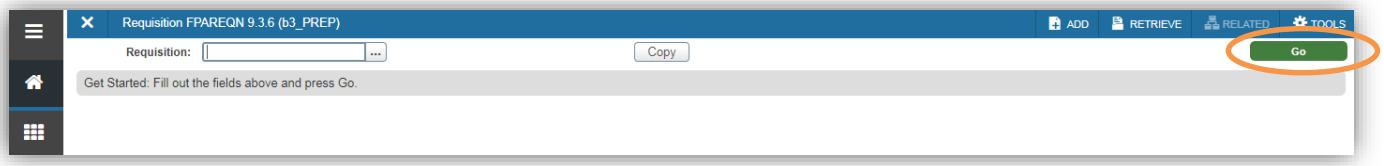
CREATING A REQUISITION

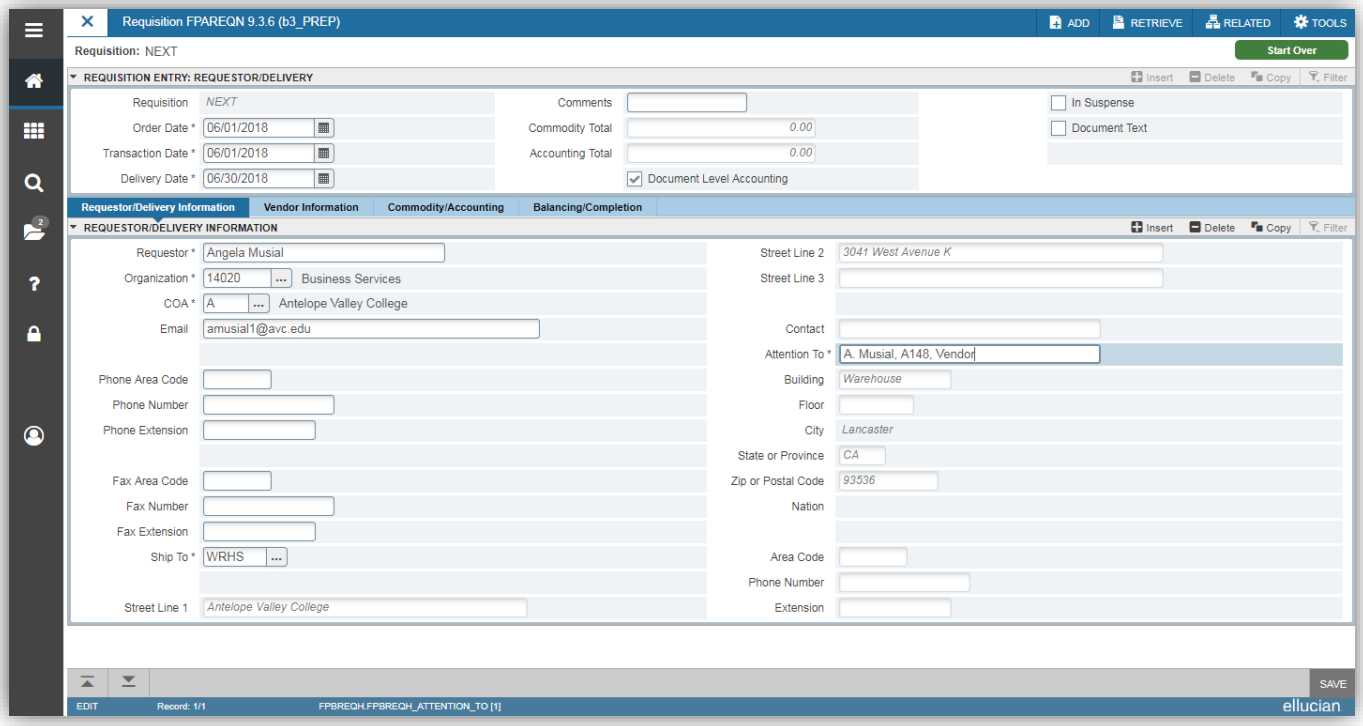
NOTE: *Per purchasing policies and procedures approved by the board of trustees, departments must obtain proper authorization from the Purchasing Department (such as a PO #) prior to procuring <u>any</u> goods or services.*

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



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





CREATING & MAINTAINING REQUISITIONS

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

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

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

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

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

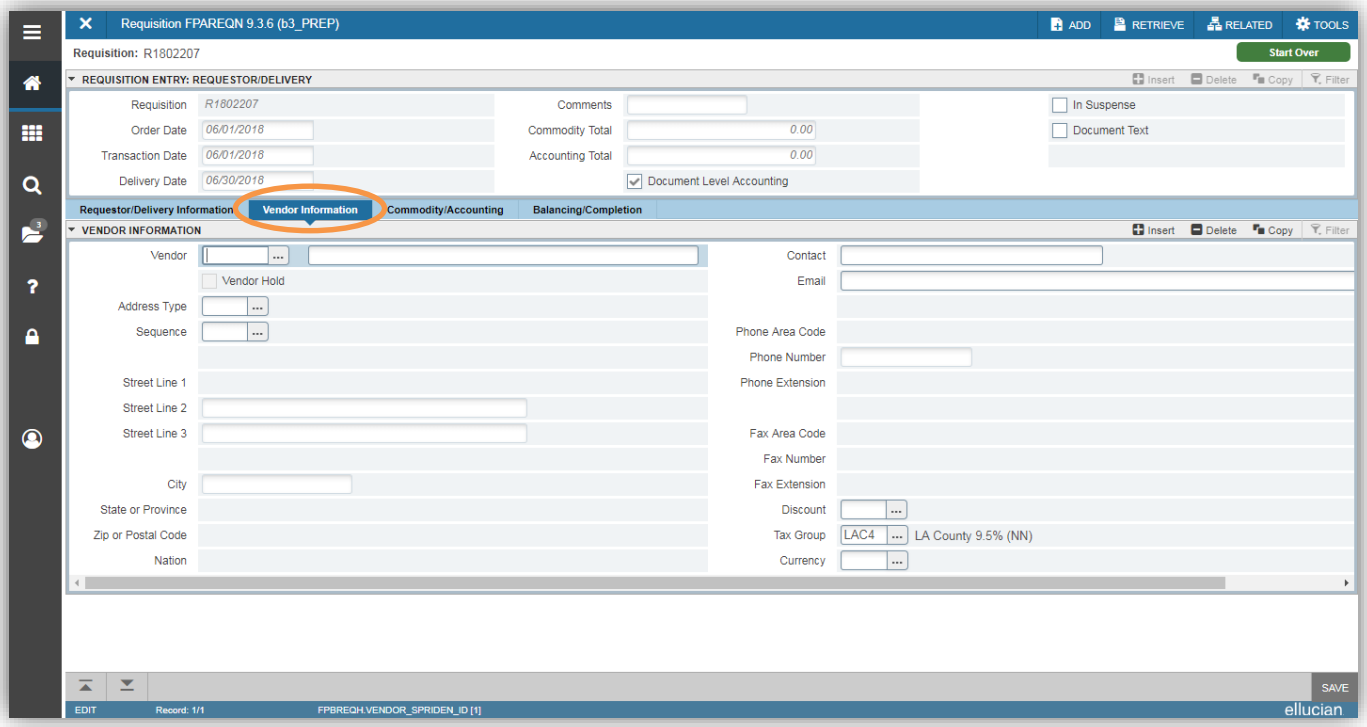
6. **COMMENTS**: Leave blank.
7. **DOCUMENT LEVEL ACCOUNTING**: Uncheck if your document has multiple commodity lines **with** multiple FOAPs that need to be applied to specific commodity lines. Check with your accountant if you are unsure.
8. **REQUESTOR**: Defaults to the Requester entering Requisition.
9. **COA:** Will default to "A." Leave as is.
10. **ORGANIZATION**: Type in the Organization # or **Search** using "**...**" and double-click on the **"A"** next to the correct Organization.
11. **ATTENTION TO**: This is where you will note the point of contact name, the location that the warehouse will deliver the items to (if applicable), and if the PO needs to be sent to the vendor. Noting "Vendor" in the **Attention to** field prompts Purchasing to send a copy of the PO to the vendor via the e-mail address on file as well as to Accounts Payable (AP). Noting "AP" in the **Attention to** field prompts Purchasing to send a copy of the PO directly to AP; the PO will not be sent to the vendor if "AP" is noted. Here are some examples:

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

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

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

CREATING & MAINTAINING REQUISITIONS

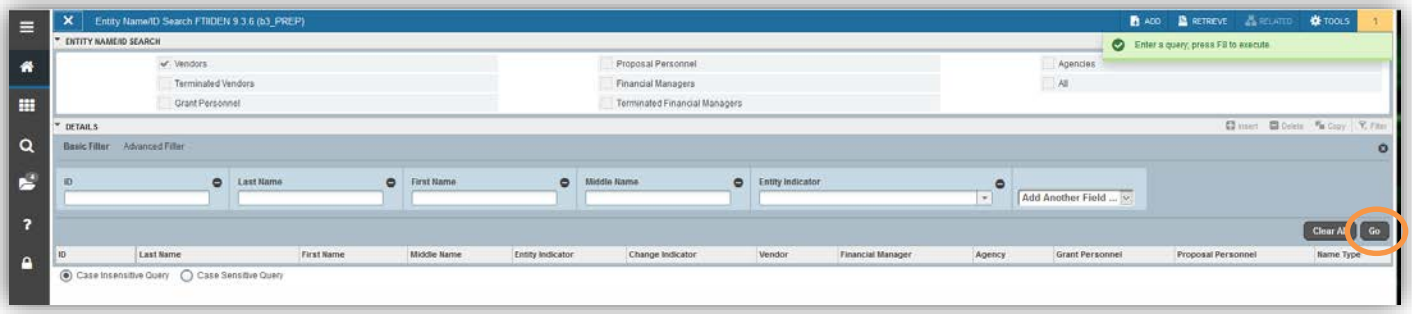


13. Search for your vendor using "**...**" next to the **Vendor** field.

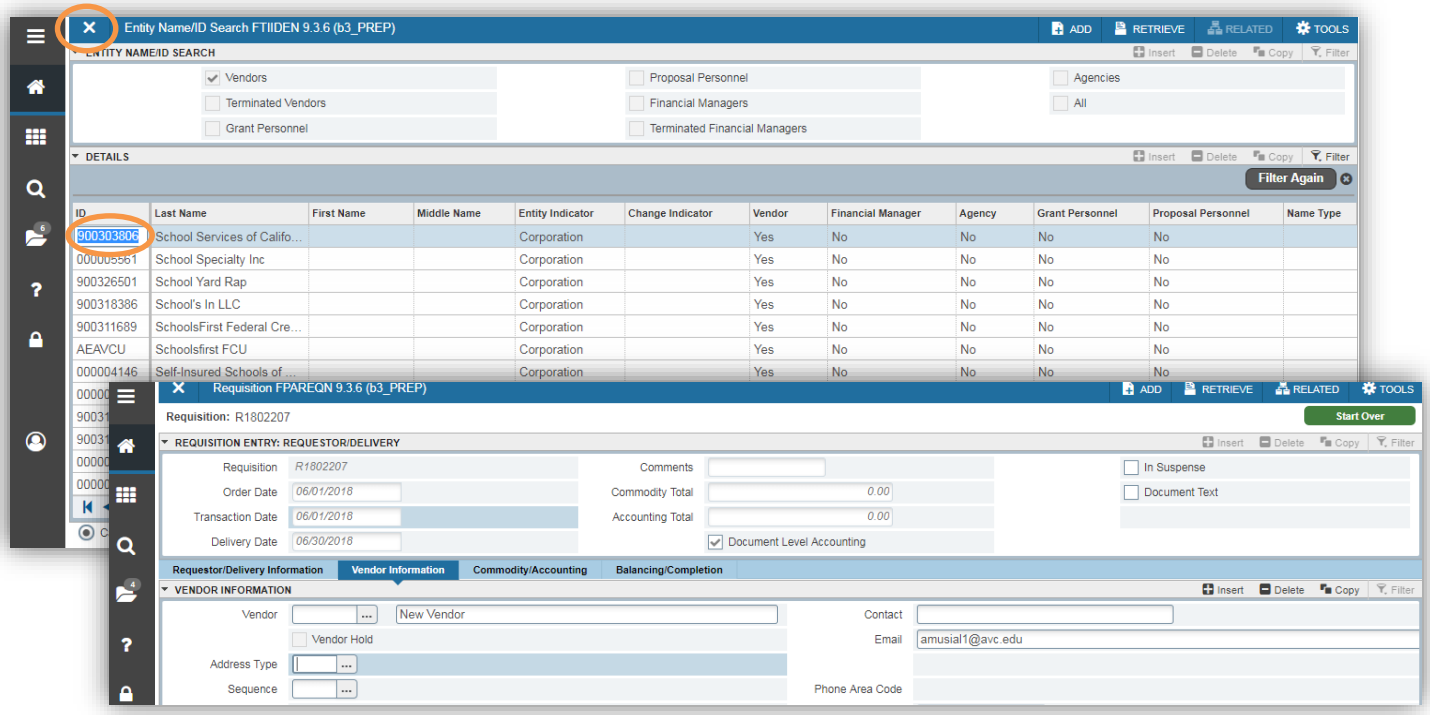
a. In the Option List, choose **Entity Name/ID Search Form (FTIIDEN).**

b. From the **Details** section in the **Last Name** field, type part of the vendor name or last name if a person surrounded by "%" (EX: %Sierra% for Sierra School Equipment Co.).

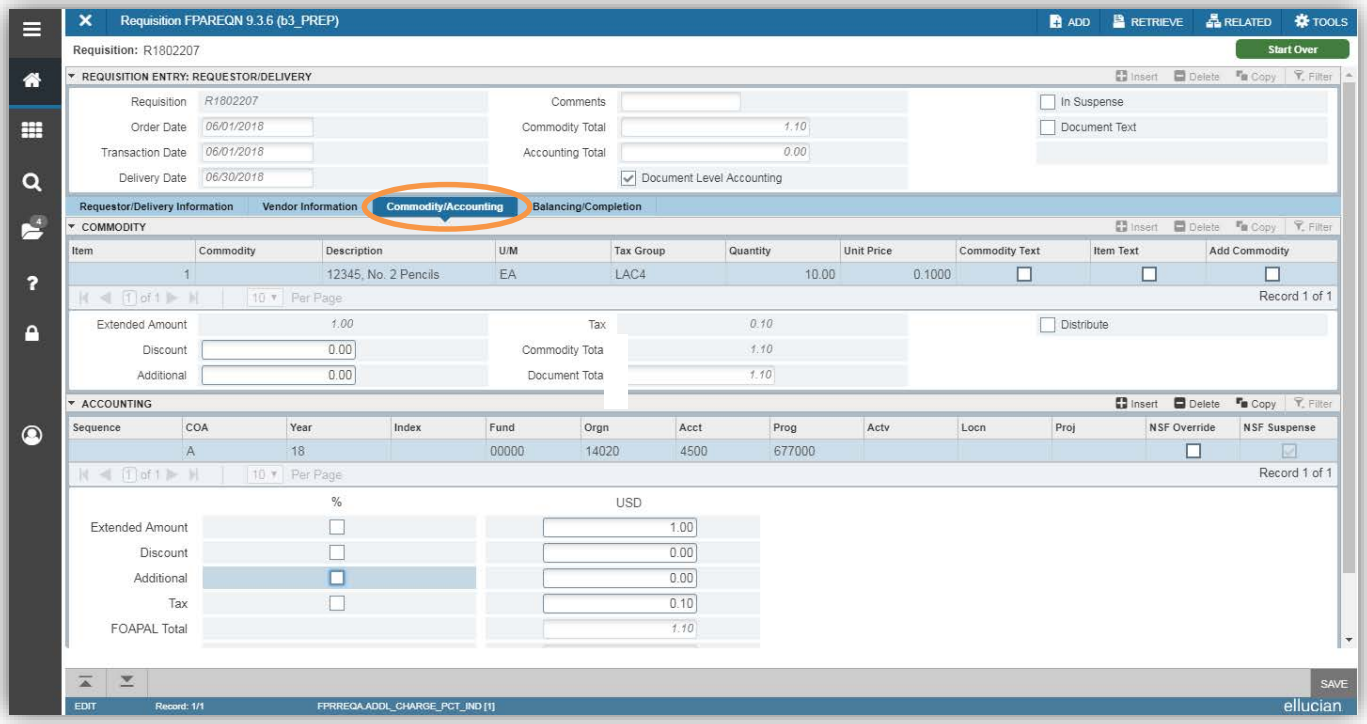
c. Select **Go.**



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



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



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

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

CREATING & MAINTAINING REQUISITIONS

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

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

18. TAX GROUP: Click the **…** to select one of the following options (current tax rate 9.5% as of 10/18/18):

- **a.** LAC1 – 9.5% (NY), freight not taxed (N), discount taxed (Y)
- **b.** LAC2 – 9.5% (YY), freight taxed (Y), discount taxed (Y)
- **c.** LAC3 – 9.5% (YN), freight taxed (Y), discount not taxed (N)
- **d.** LAC4 – 9.5% (NN), freight not taxed (N), discount not taxed (N)– **most commonly used**
- **e.** NT – For Non Taxable items (Open PO, E-Waste Fee, Etc.

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

19. QUANTITY: Enter number of items desired.

20. UNIT PRICE: Enter price per unit.

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

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

23. TAX: Field will auto populate.

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

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

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

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

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

CREATING & MAINTAINING REQUISITIONS

26. YEAR: Should default to current fiscal year (EX: 19 for 18/19 fiscal year).

27. INDEX: Leave blank.

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

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

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

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

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

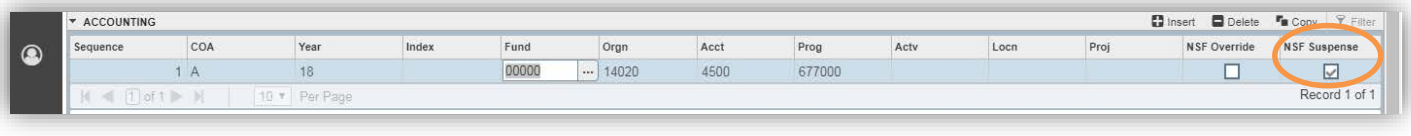
32. Leave the following blank: **ACTV, LOCN, PROJ**.

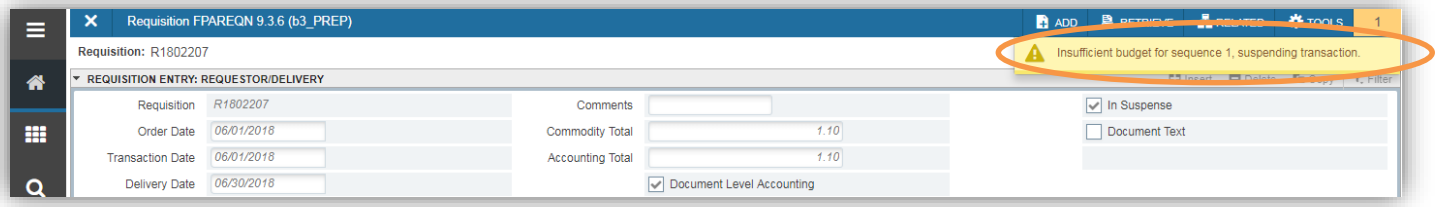
33. Tab through the remaining fields to auto populate.

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

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

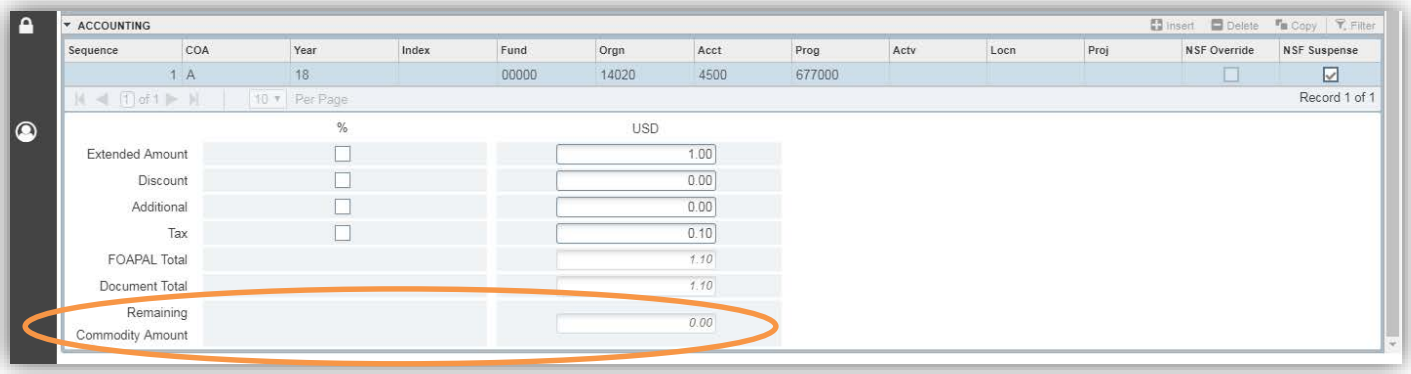
IF ONE OF YOUR FOAPS DOES NOT HAVE SUFFICIENT FUNDS YOU WILL NEED TO MOVE BUDGET BEFORE COMPLETING YOUR REQUISITION OR USE A DIFFERENT FOAP.



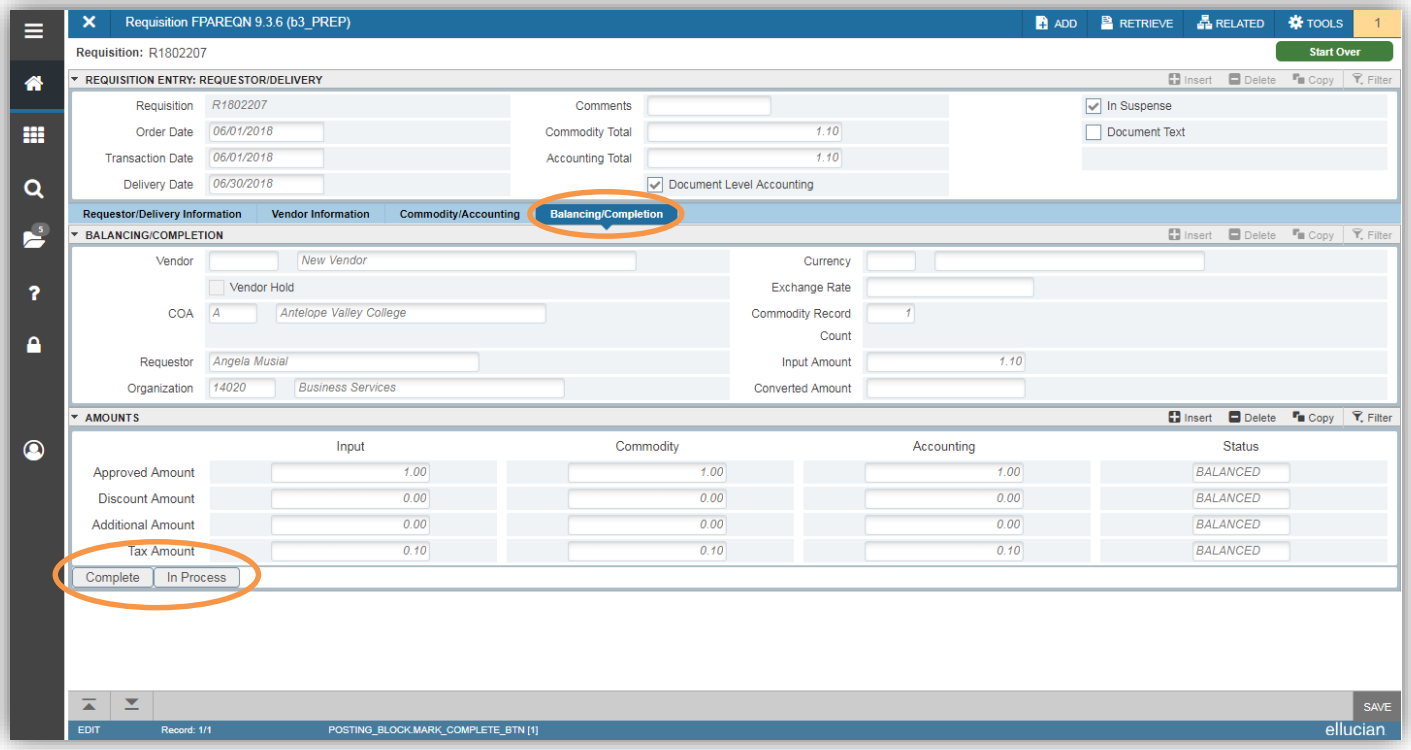


NOTE: *The REMAINING COMMODITY AMOUNT field in the FOAP block specifies any remaining dollars that have not been applied to a FOAP. Adjust your FOAPs extended amounts and SAVE to refresh the field.*

CREATING & MAINTAINING REQUISITIONS



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



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

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

IN PROCESS: Select **In Process** to save your Requisition to complete at a later time.
NOTE YOUR REQUISITION NUMBER FOR FUTURE REFERENCE.

NOTE: *any required changes on a completed Requisition will require that you deny the Requisition in approvals. If the Requisition were to already go through the approval process, you will have to cancel the Requisition and resubmit to make changes.*

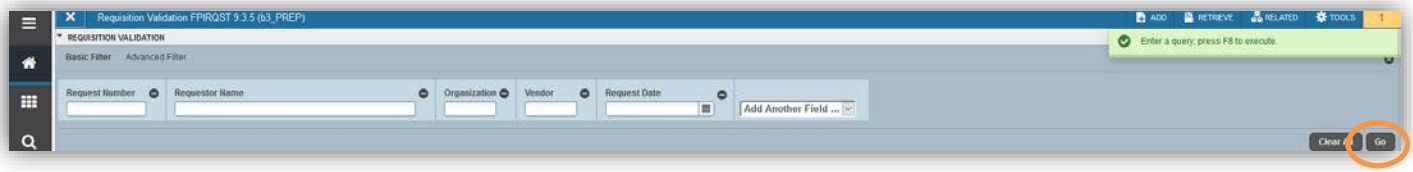
Orders take approximately 1-2 weeks to process once approved. Please notify the Purchasing Department for all urgent/rush requests at 661-722-6310 or purchasing @avc.edu.

CREATING & MAINTAINING REQUISITIONS

MAKING CHANGES TO A REQUISITION

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

1. If your Requisition is in the approval process, first remove it by following the instructions under "Removing a Requisition from Approvals in Bannerweb" on page 21.
2. Login to Banner 9 INB.
3. Access the Requisition through **FPAREQN**.
4. Click on the **…** to select your Requisition #.
    a. Click **Filter** in the top right of your screen.
    b. Choose your method of search (Request Number, Requestor Name) and enter the search information next to the field and select **Go.**



    c. Once you find the Requisition you were searching for, double-click the **Request Number**.
5. Click **Go** to access the REQ.
6. Make changes to the applicable fields. Please reference the "Creating a Requisition in Banner" guide for further details on the **FPAREQN** form.
7. When you are finished making changes go to the **Balancing/Completion** tab and select "**Complete**" to send your Requisition for approval or select "**In Process**" to save your Requisition and make additional changes later.

Making changes to a Requisition that is Complete and Approved.

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

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

INCREASING OR DECREASING A STANDING (OPEN) PO

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

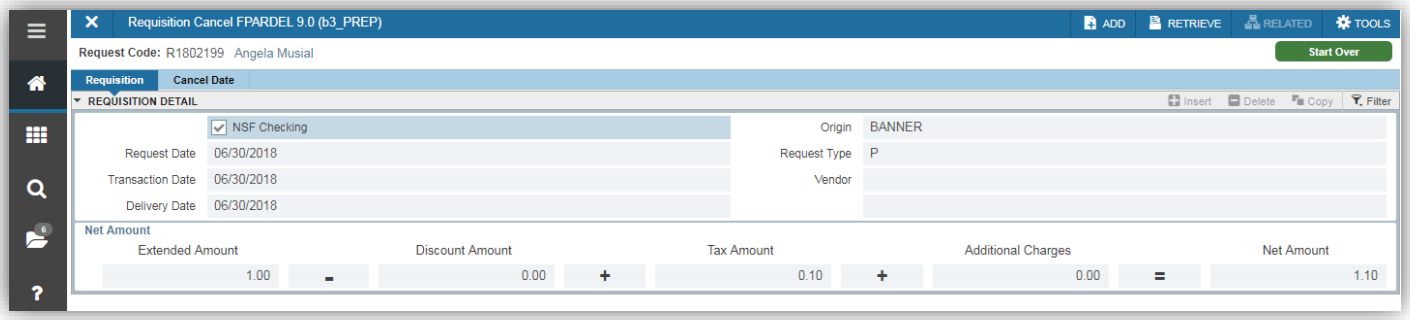
1. Email the Purchasing Department, purchasing@avc.edu, with the following information:
    a. SUBJECT: C/O Request REQ # RXXXXXXXXX
    b. BODY: Include the increase/decrease amount along with the new total of the PO. If your PO will be increasing to an amount that requires additional documentation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

CREATING & MAINTAINING REQUISITIONS

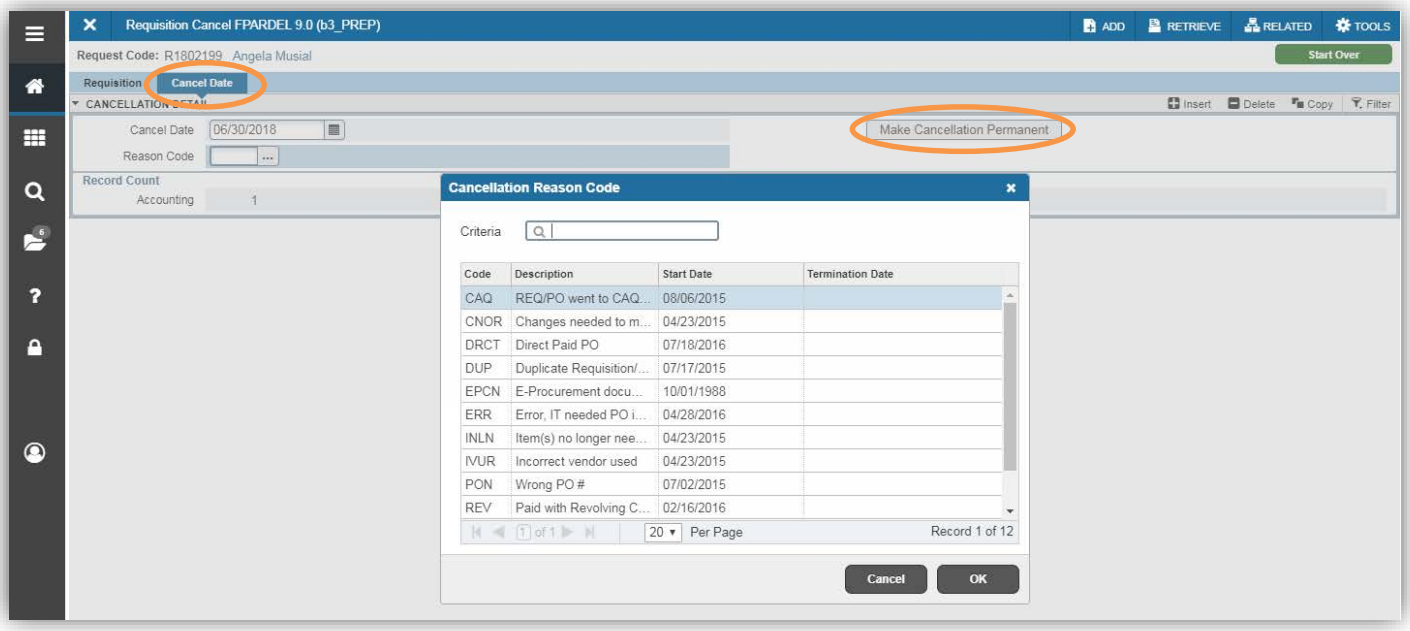
CANCELING A REQUISITION

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

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



5. Select the **Cancel Date** tab.
6. Select **…** next to the Reason Code and select the reason for the cancellation.



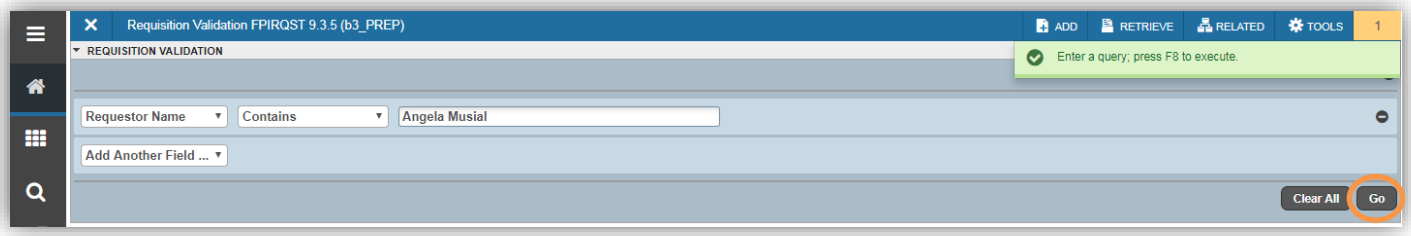
7. Click on the **Make Cancellation Permanent** button to cancel the Requisition.

CREATING & MAINTAINING REQUISITIONS

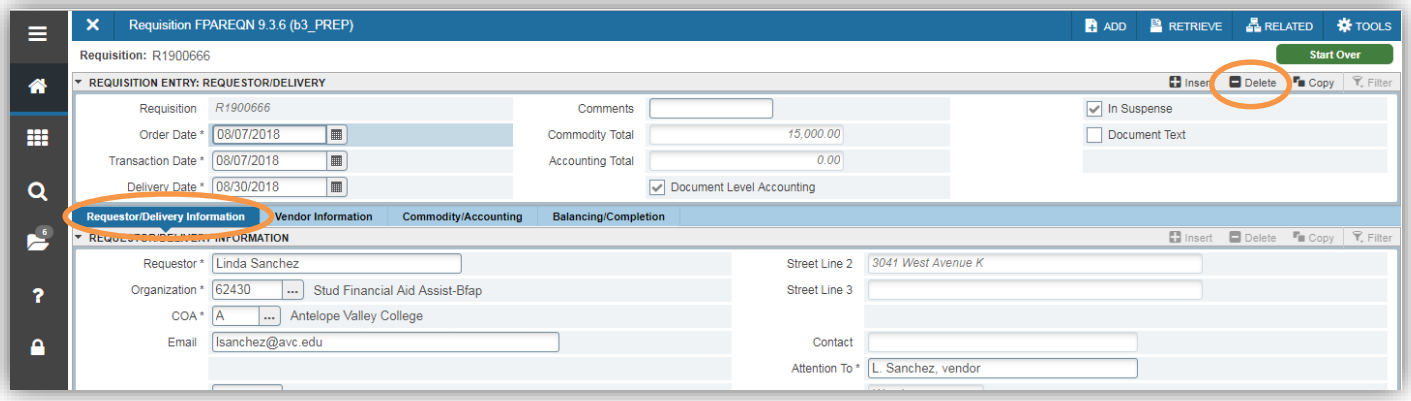
DELETING A REQUISITION

A Requisition can only be deleted if it is still In Process. If a Requisition has been completed, but not approved, first remove the Requisition from Approvals in Bannerweb (see page 21) then proceed to delete the Requisition. If a Requisition has been Completed and Approved, you will only be able to cancel the Requisition (see page 11).

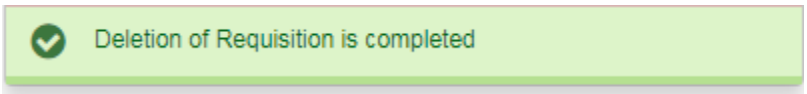
1. Access the Requisition through **FPAREQN**.
2. Click on the **…** to select your Requisition #.
    a. Click **Filter** in the top right of your screen.
    b. Choose your method of search (Request Number, Requestor Name) and enter the search information next to the field and select **Go.**
    c.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



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



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

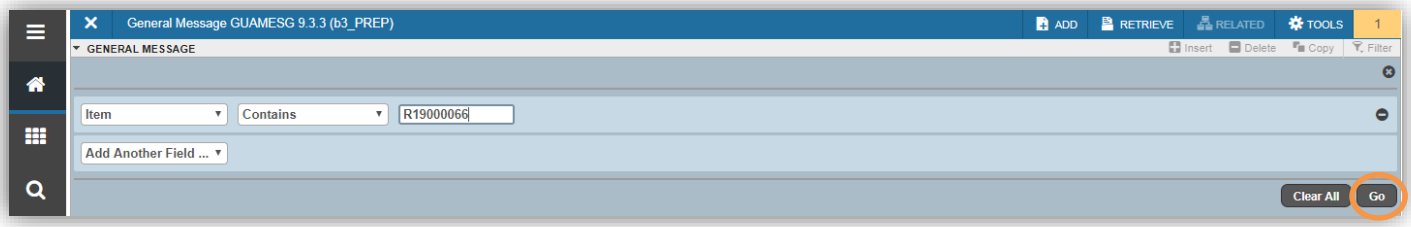


CHECKING BANNER MESSAGES

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

1. Log-in to Banner (INB)

2. Navigate to **GUAMESG**.
3. Click **Filter** in the top right of your screen.
4. From **Add Another Field …** select **Item,** enter the Requisition # in the field, and select **Go.**



Scroll through the pages to review each message.

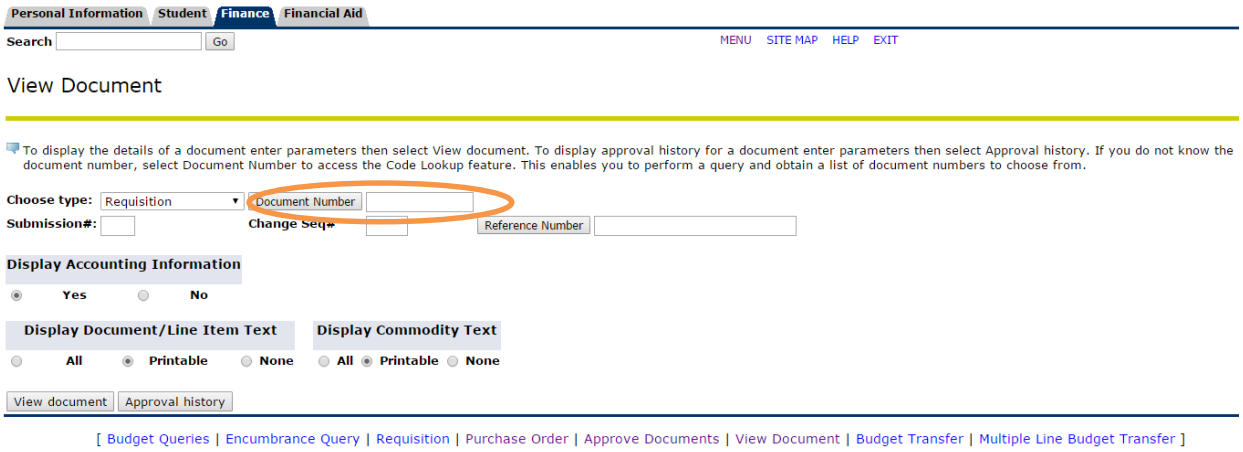
CREATING & MAINTAINING REQUISITIONS

BANNER SSB (BANNERWEB)

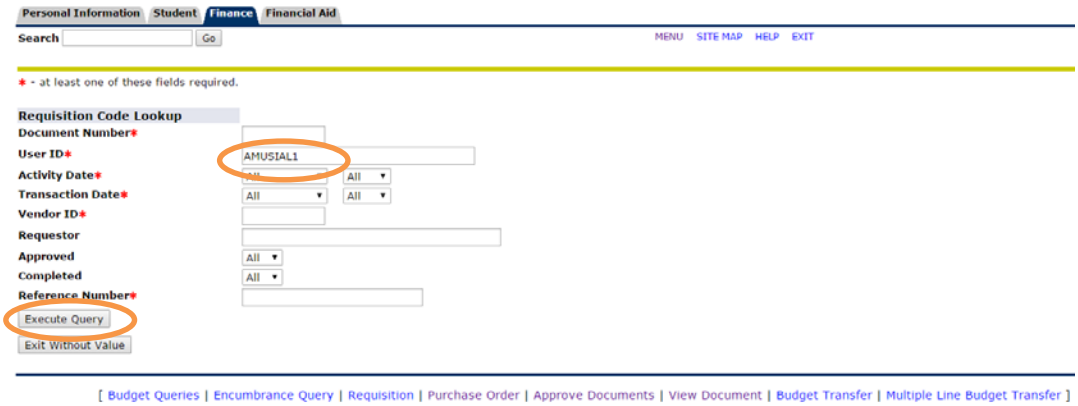
VIEW DOCUMENTS (REQ, PO, ETC.) IN BANNER SSB

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

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



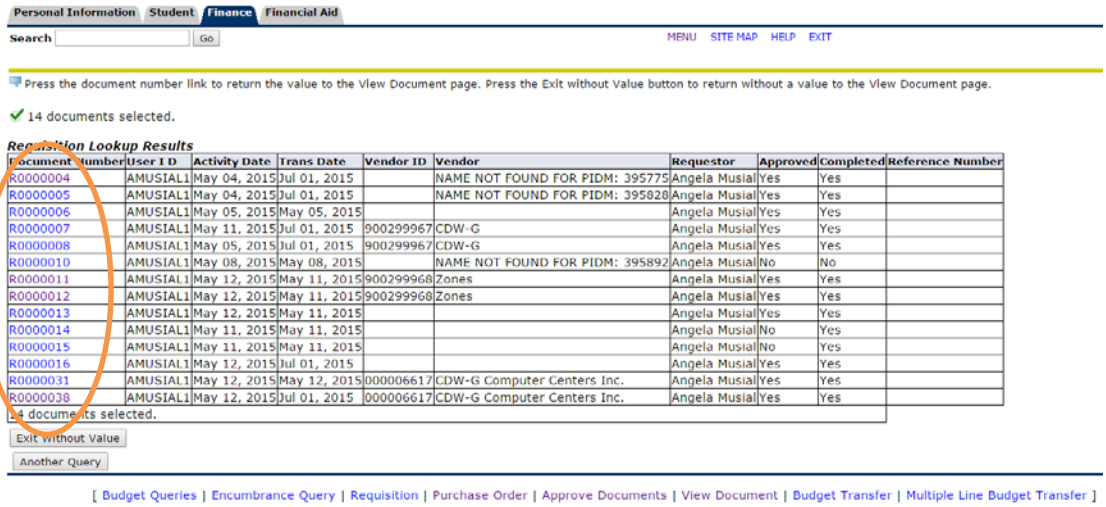
   a. If you click **Document Number** to search, leave your name in the **User ID** field and select **Execute Query**. To view another users documents, type their User ID in the User ID field and select **Execute Query**.



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

   b. A list of your documents will appear. Click on the document # you want to view.

CREATING & MAINTAINING REQUISITIONS

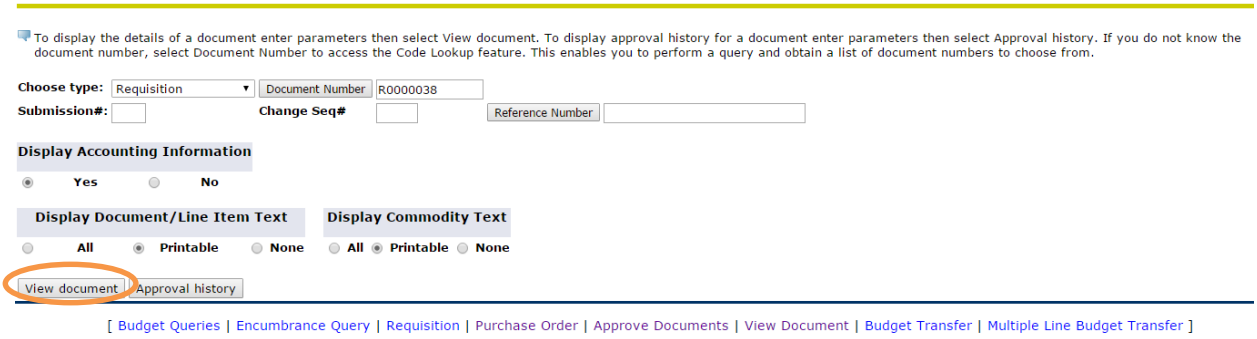


Document Number	User I D	Activity Date	Trans Date	Vendor ID	Vendor	Requestor	Approved	Completed	Reference Number
R0000004	AMUSIAL1	May 04, 2015	Jul 01, 2015		NAME NOT FOUND FOR PIDM: 395775	Angela Musial	Yes	Yes	
R0000005	AMUSIAL1	May 04, 2015	Jul 01, 2015		NAME NOT FOUND FOR PIDM: 395828	Angela Musial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

14 documents selected.

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

View Document



Requisition Header

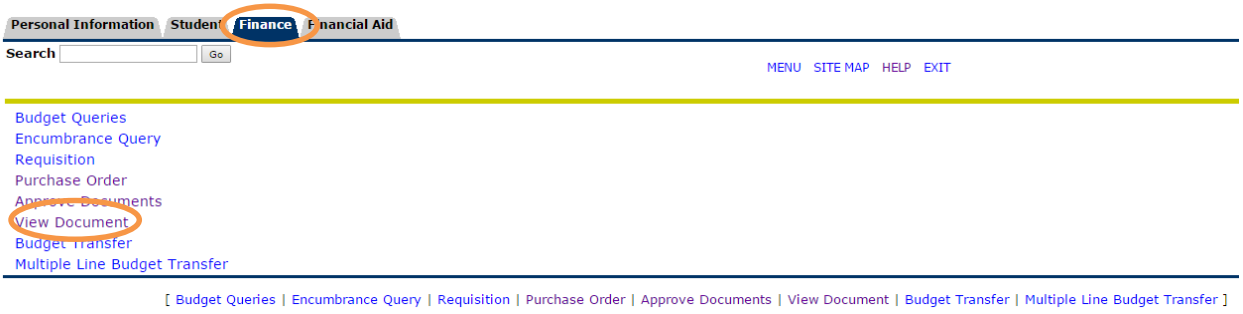
Requisition	Order Date	Trans Date	Delivery Date	Print Date	Total
R1602340	Mar 24, 2016	Mar 24, 2016	Mar 24, 2016		296.58

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

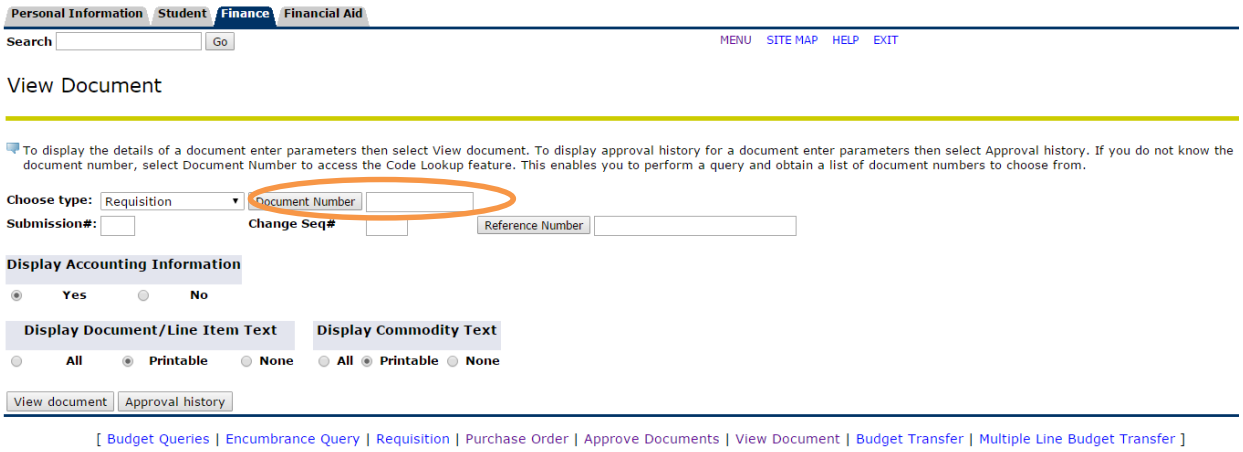
CREATING & MAINTAINING REQUISITIONS

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

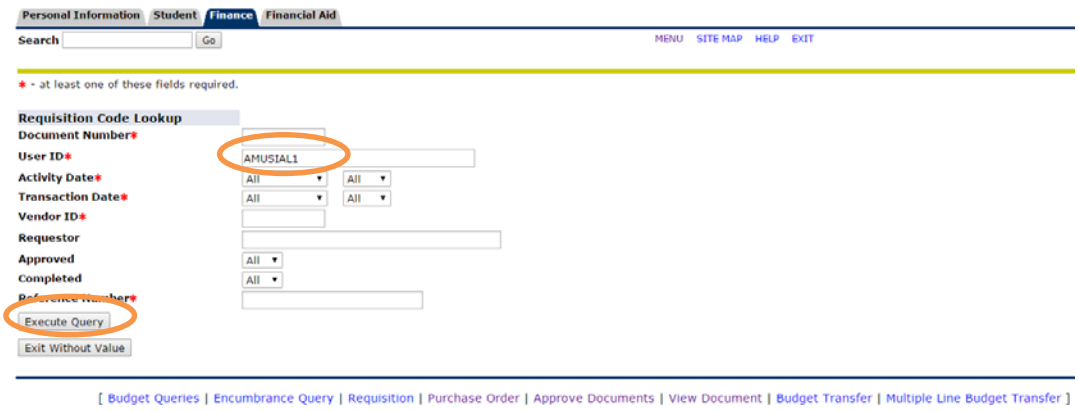
1. Click on the **Finance tab** at the top.
2. Select **View Document**



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

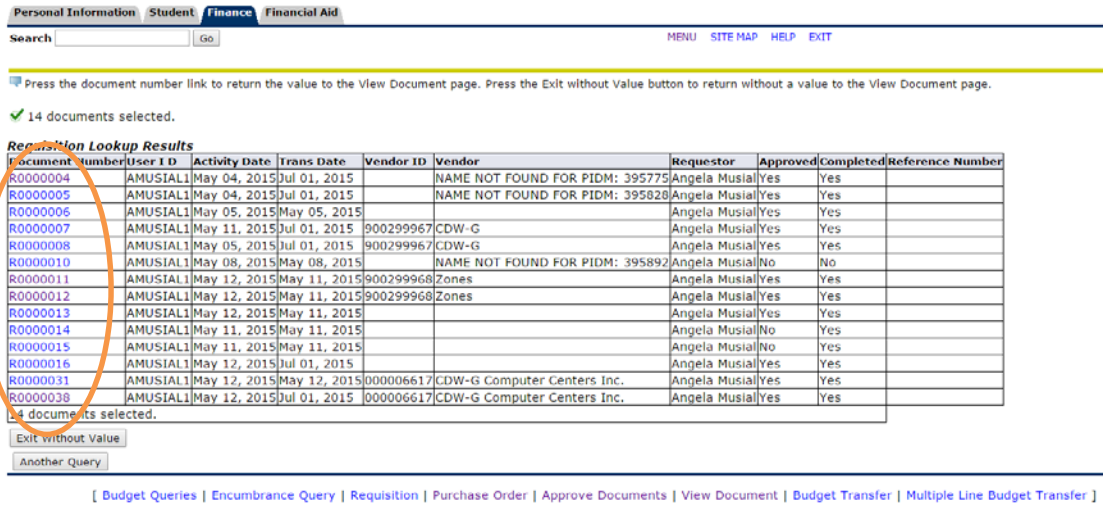


   a. If you click **Document Number** to search, leave your name in the **User ID** field and select **Execute Query**. To view another users documents, type their name in the User ID field and select **Execute Query**.

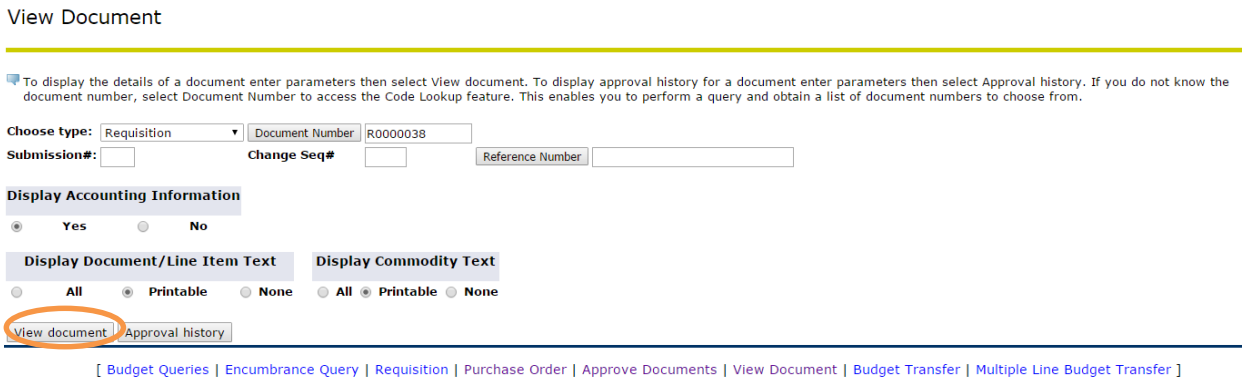


   You can also use the wildcard key "**%**" if you know part of your document # (EX: R00001%) or want to view documents for an entire fiscal year (EX: R16%). Select **Execute Query**.

   b. A list of your documents will appear. Click on the document # you want to view.



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



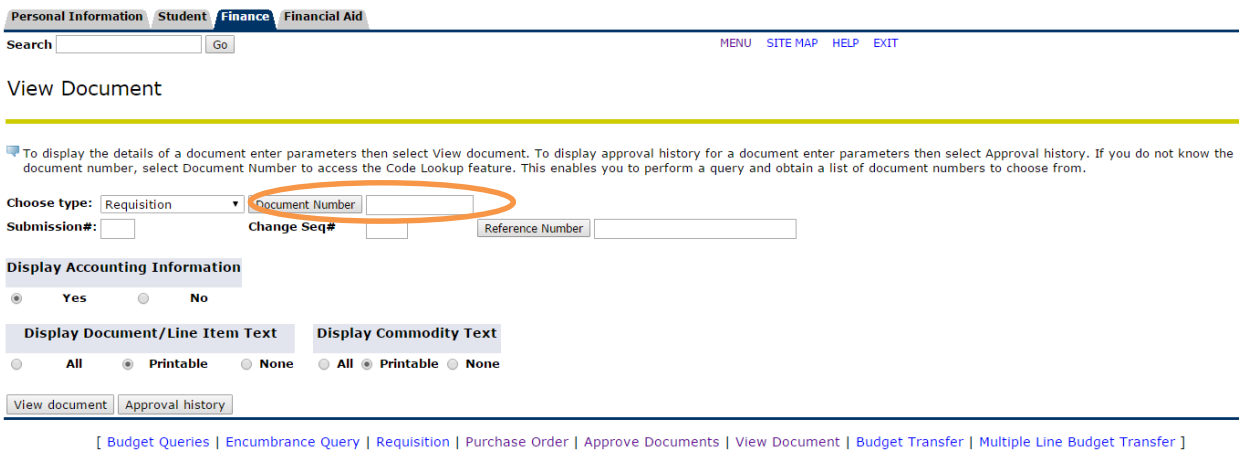
6. Right click on the Requisition information and select print or on your keyboard select Ctrl+P

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

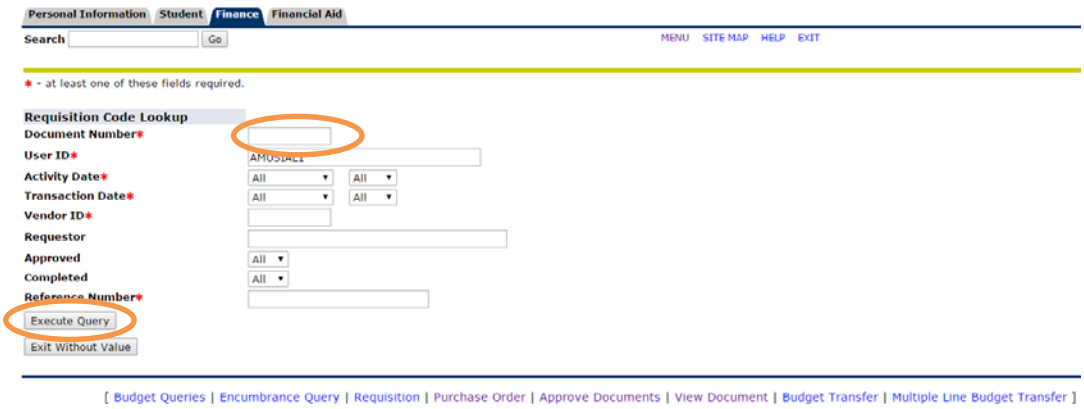
1. Click on the **Finance tab** at the top.
2. Select **View Document**

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

CREATING & MAINTAINING REQUISITIONS

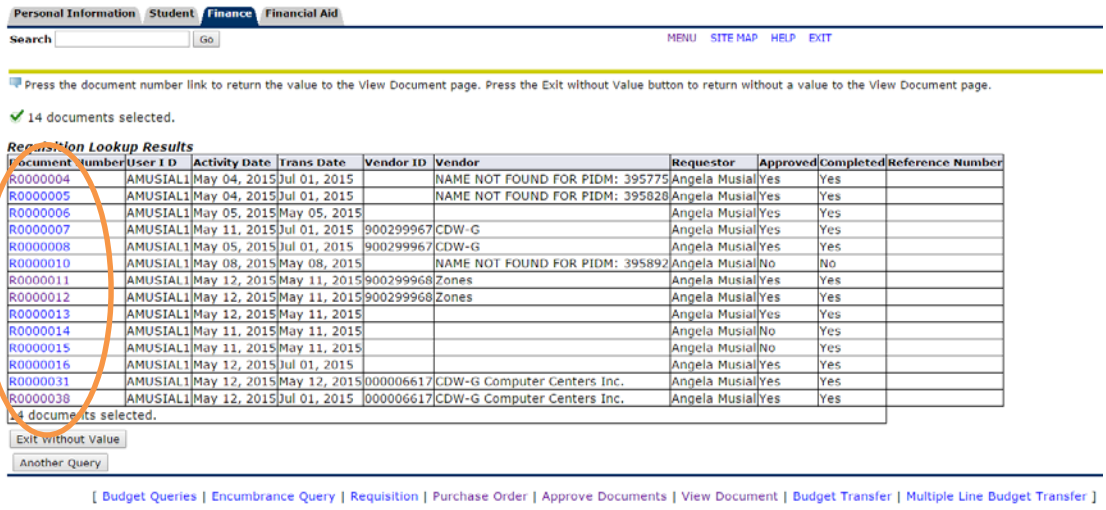


a. If you click **Document Number** to search, leave your name in the **User ID** field and select **Execute Query**. To view another users documents, type their name in the User ID field and select **Execute Query**.



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

b. A list of your documents will appear. Click on the document # you want to view.

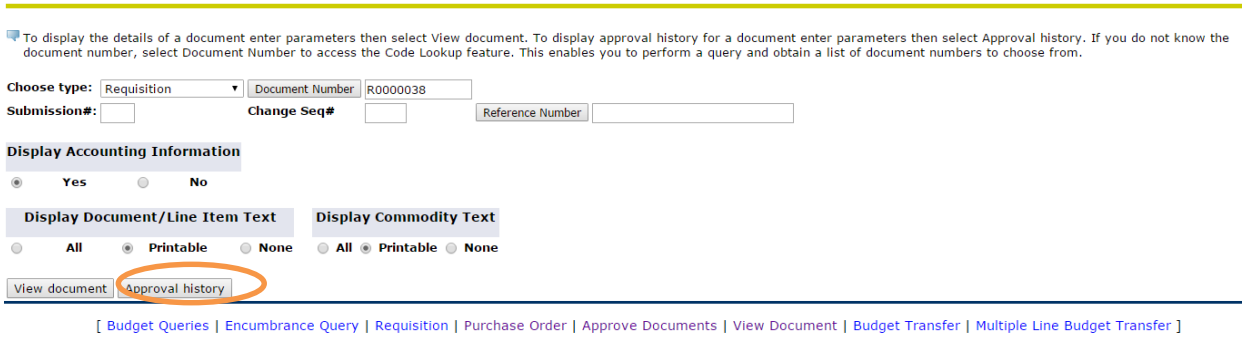


Document Number	User ID	Activity Date	Trans Date	Vendor ID	Vendor	Requestor	Approved	Completed	Reference Number
R0000004	AMUSIAL1	May 04, 2015	Jul 01, 2015		NAME NOT FOUND FOR PIDM: 395775	Angela Musial	Yes	Yes	
R0000005	AMUSIAL1	May 04, 2015	Jul 01, 2015		NAME NOT FOUND FOR PIDM: 395828	Angela Musial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

14 documents selected.

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

View Document



Approval History

Approvals required

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

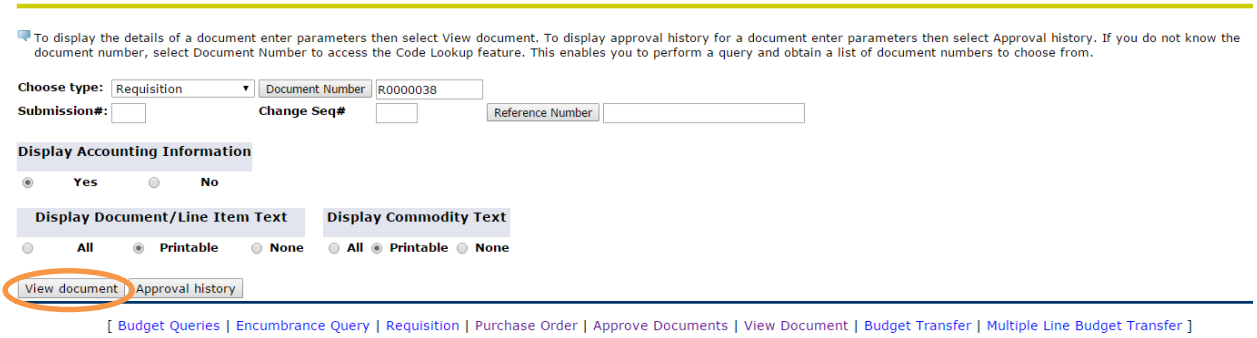
Approvals recorded

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

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

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

View Document



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

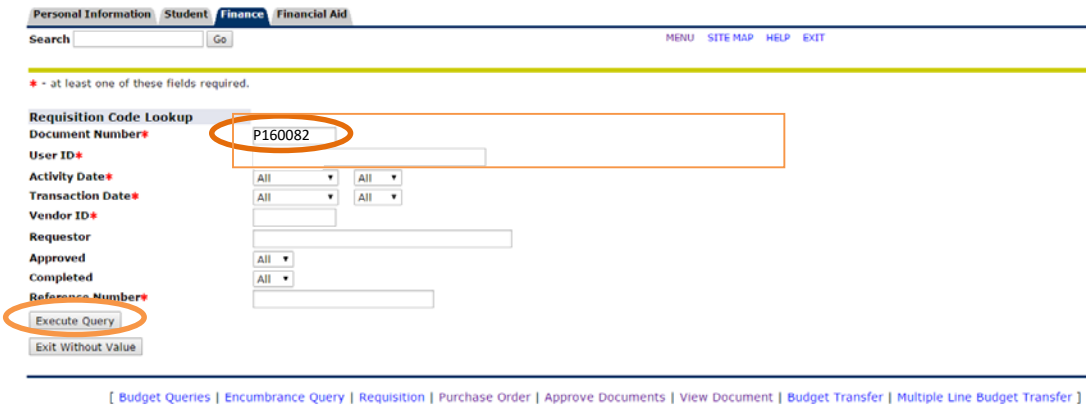
Related Documents

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

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

To view a Change Order

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



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

Purchase Order Lookup Results

Document Number	User ID	Activity Date	Trans Date	Buyer Code	Vendor ID	Vendor	Change Seq#	Approved	Completed
P160073	AMUSIAL1	Jul 16, 2015	Jul 16, 2015	AM	000003567	Wayne & Dave's Automotive	0	Yes	Yes
P160073	AMUSIAL1	Aug 19, 2015	Aug 17, 2015	AM	000003567	Wayne & Dave's Automotive	1	Yes	Yes
P160073	AMUSIAL1	Aug 19, 2015	Jul 16, 2015	AM	000003567	Wayne & Dave's Automotive		Yes	Yes

3 documents selected.

REMOVING A REQUISITION FROM APPROVALS IN BANNERWEB

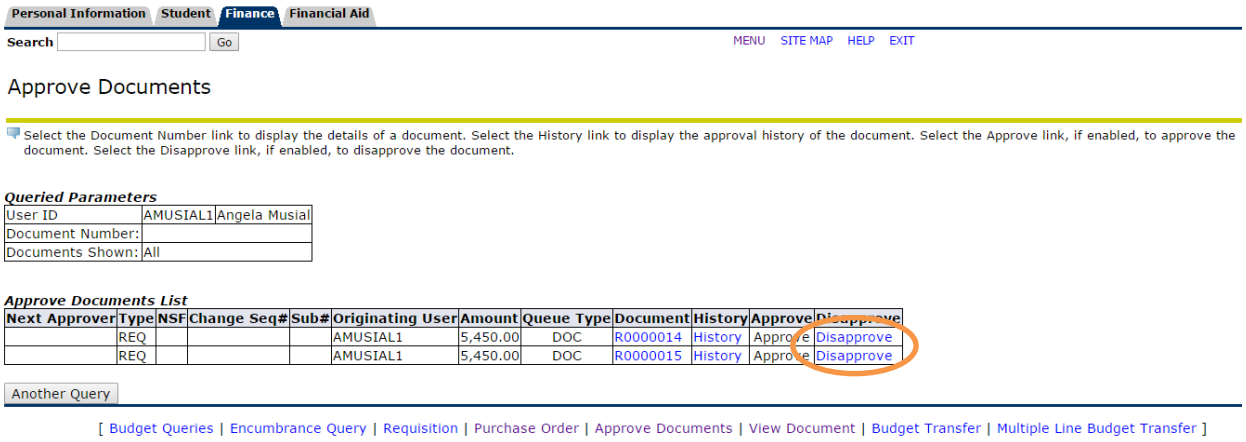
To make changes to a Requisition that is in the approval process, you will need to deny the Requisition in the Approve Documents section of Bannerweb.

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

3. **User ID** will default to you.
4. Select **All documents which you may approve** and **Submit Query.**

CREATING & MAINTAINING REQUISITIONS

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

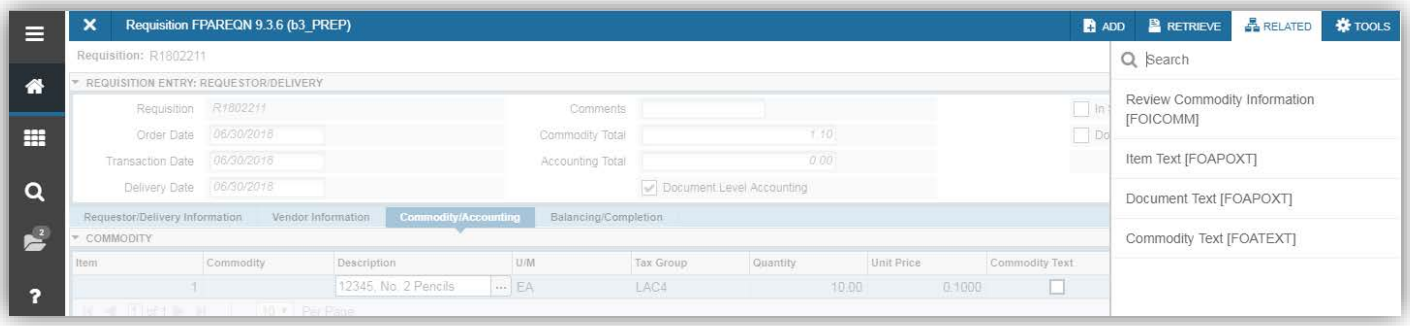


Once your Requisition is removed, you can cancel or make changes to the Requisition in Banner (INB), FPAREQN.

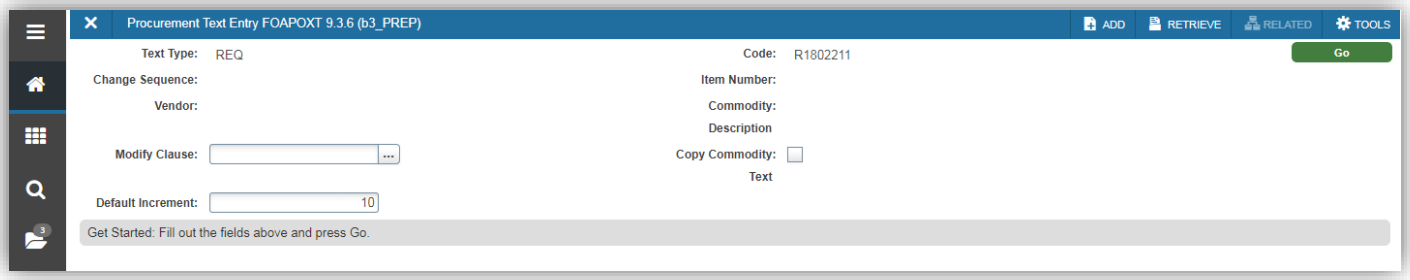
Appendix A – Document and Item Text (FOAPOXT)

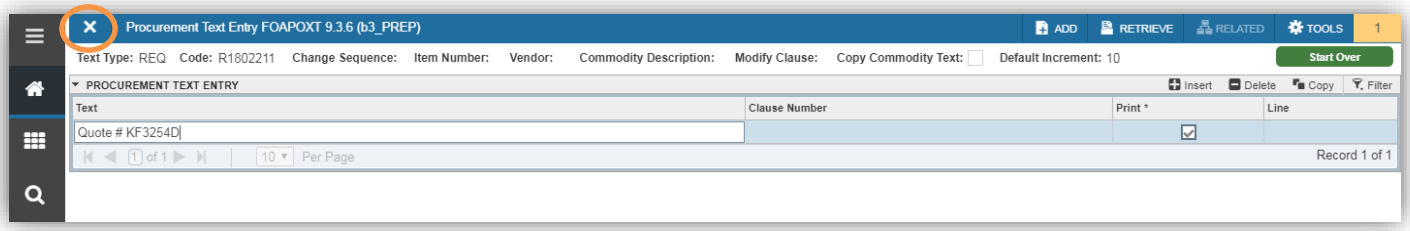
DOCUMENT TEXT (optional): Allows you to enter text that applies to the entire Requisition (new vendor information, processing instructions for Purchasing department, quote numbers, etc.).

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



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





TO ENTER NEW VENDOR INFORMATION: Click the **…** next to the Modify Clause field:

i. Double click the VEND clause. It will then show up in the **Modify Clause** field.

ii. Click **Next Section** and begin filling in the required items in the **TEXT** field.

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

Appendix B – Attaching Documents to Your Requisition

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

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

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

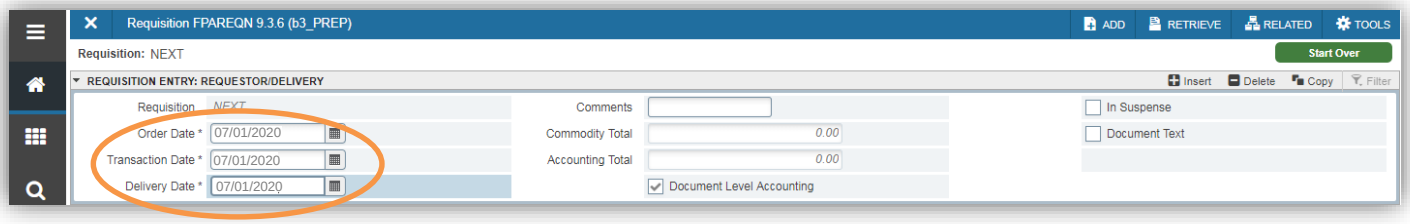
Appendix C – Creating a Requisition for a Future Fiscal Year

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

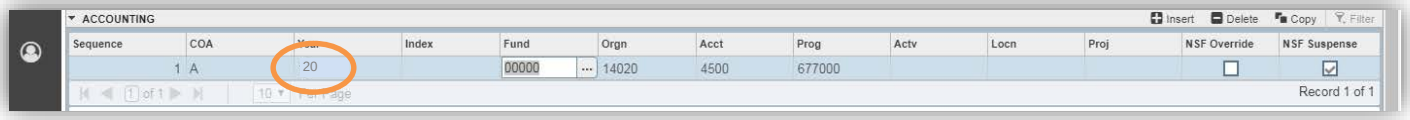
1. **ORDER DATE**: The **Order Date** will need to be changed to the first date of the fiscal year 01-JUL-20XX. Once the new fiscal year begins, the **Order Date** will default to the current date and will not need to change.
2. **TRANSACTION DATE**: The **Transaction Date** will need to be changed to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

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

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



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

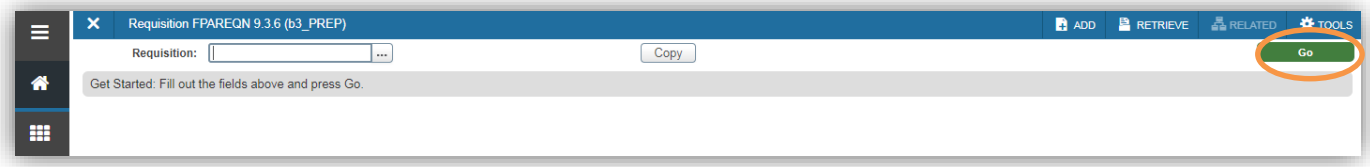


5. **IN PROCESS**: Until Purchasing notifies the District that Future Fiscal Year Requisitions can be Completed (sometime at the end of June), the **In Process** button will need to be selected. After this notification is sent out, all Requisitions can be Completed.

Appendix D – Copying a Requisition in FPAREQN

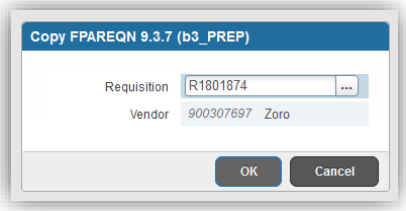
When creating a requisition, you may find it convenient to copy a requisition you created at an earlier date. For instance, if you have some standard supplies you buy several times each year, you can copy an older requisition, change a few fields and complete the requisition.

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



3. Click on the **Copy** button. This opens the Copy dialog box.

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



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

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