



CREATING & MAINTAINING REQUISITIONS IN BANNER 9

Revised 10/01/2025

CREATING & MAINTAINING REQUISITIONS

Guide Updates for 10/01/2025 Release

Description	Page	Section
Updated Banner INB references to Bannner ADMIN	Varies	Throughout Guide
Updated Screenshots and steps to align with Banner SSB9 Implementation	17-23	Banner SSB (Bannerweb)

CREATING & MAINTAINING REQUISITIONS

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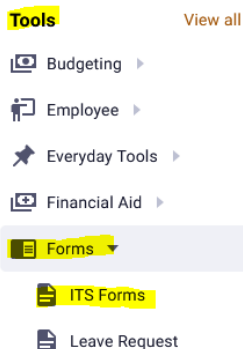
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SETTING UP ACCESS TO BANNER ADMIN AND SSB

ITS sets up user access to Banner Admin and Banner SSB (aka Bannerweb on myAVC)

1. Complete a **Banner Access Request form** located on my.avc.edu. Tools→Forms→ITS Forms



2. Under the following Classes note the listed forms in the “Other” sections & check the “Add” box:

Maintenance Classes:

- FPAREQN
- FPARDEL
- FOAPOXT

Query Classes:

- FPIREQN
- FGIENCD
- FAIVNDH
- FTIIDEN
- GUAMESG

3. Complete the signature and approvals box at the bottom of the form and email to help@avc.edu.
4. Complete a **Banner Finance User Access Request form** located on <https://www.avc.edu/purchasing-and-contracts/forms>.
5. Complete highlighted fields below and mark Self Service Access with an “X.”
6. Complete the signature and approvals box at the bottom of the form and email to help@avc.edu.

The form is titled "BANNER FINANCE USER ACCESS REQUEST" and includes a link "Return to: Business Services - Technical Analyst". The fields are as follows:

- User's Full Name: [Text Field]
- Phone Ext: [Text Field]
- Job Title: [Text Field]
- ID#: [Text Field]
- Email: [Text Field]
- Confidential: ☐
- Classified: ☐
- Hourly: ☐
- Student: ☐
- Status: [Text Field]
- Temporary: ☐
- Terminated: ☐
- Permanent: ☐
- Budget ID: [Text Field]
- COA: [Text Field]
- Org: [Text Field]
- Self Service Access: [Text Field]

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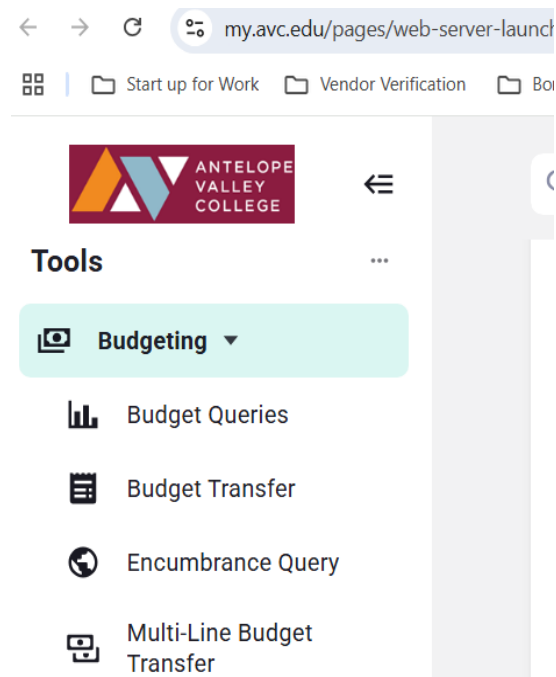
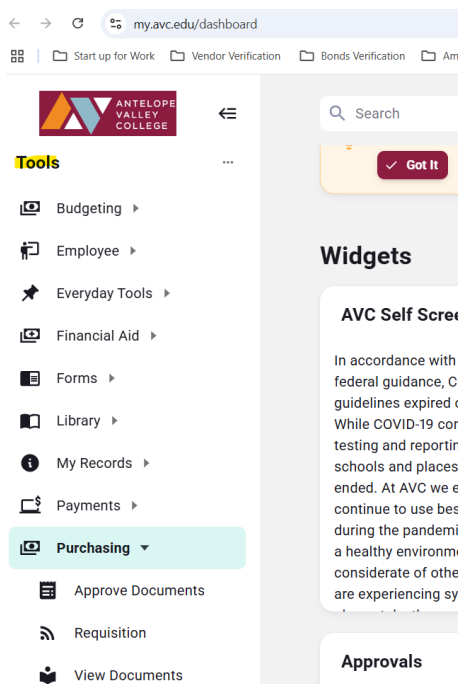
LOGGING INTO BANNER 9 ADMIN



1. Go to <https://ssb.avc.edu/launch/> or double-click the Webapps icon on your desktop.
2. Log-in using your AVC username and password
3. Go to Pages→ITS
4. Select the **Web Server Launch Page**.
5. Under **Production Servers** select **Banner** link.

LOGGING INTO BANNER SSB (BANNERWEB)

1. Log-in to your myAVC account, <https://ssb.avc.edu/launch/>
2. Go to Tools→Purchasing for Purchasing related items (e.g., approve/disapprove REQ's, view pending REQ approvals, etc.)
3. Go to Tools→Budgeting for fiscal related items (e.g., budget transfers, budget query, encumbrance query, etc.)



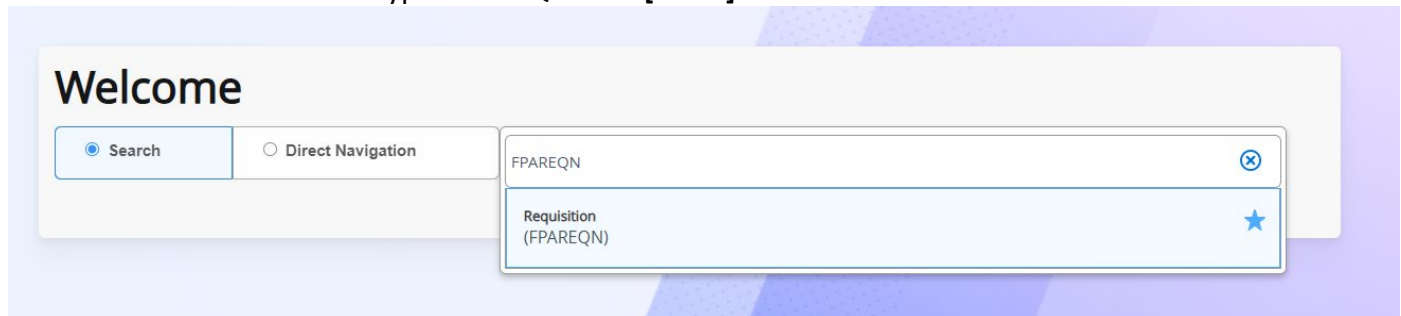
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BANNER 9 ADMIN

CREATING A REQUISITION

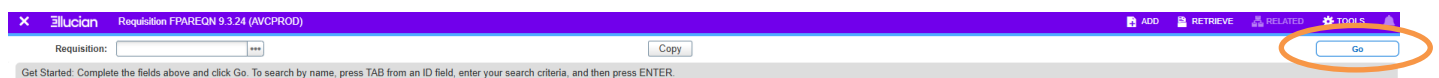
NOTE: Per purchasing policies and procedures approved by the board of trustees, departments must obtain proper authorization from the Purchasing Department (such as a PO #) prior to procuring any goods or services.

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

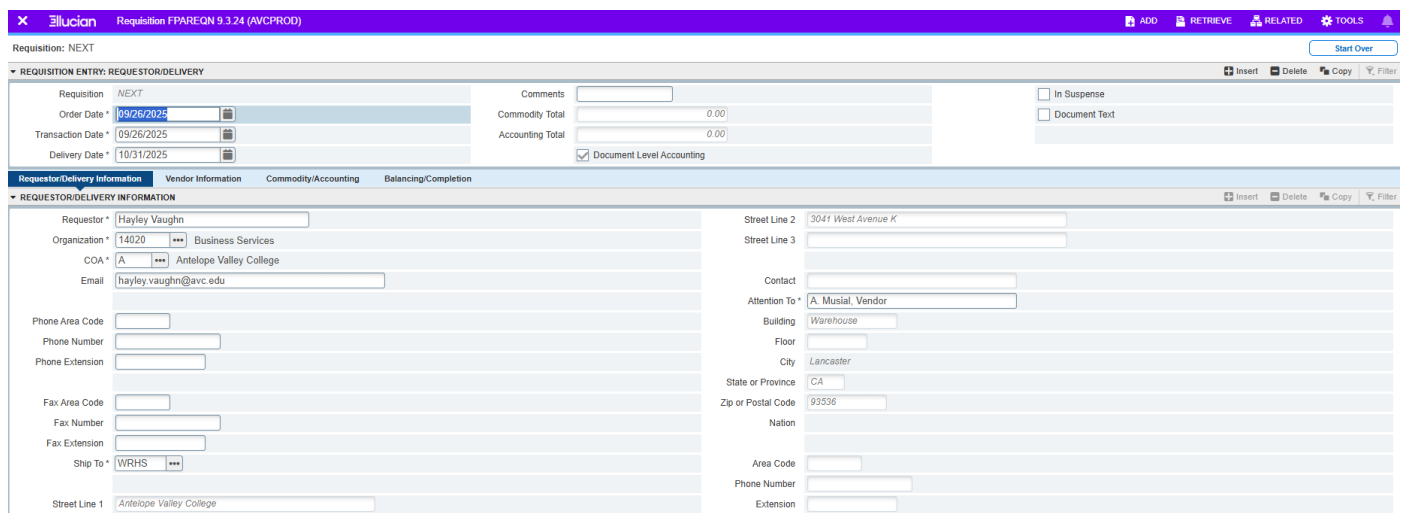


The image shows the Banner 9 Welcome screen. On the left, there are two radio buttons: 'Search' (selected) and 'Direct Navigation'. To the right is a search bar containing the text 'FPAREQN'. Below the search bar, a dropdown menu is open, showing 'Requisition (FPAREQN)' with a blue star icon to its right. The background is a light blue gradient with a subtle pattern.

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



The image shows the Banner 9 Requisition Entry screen. The top bar is purple with the Banner 9 logo and the text 'Requisition FPAREQN 9.3.24 (AVCPROD)'. Below the top bar, there is a search bar with 'FPAREQN' entered. To the right of the search bar is a 'Go' button, which is circled in orange. There are also buttons for 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS'.



The image shows the Banner 9 Requisition Entry screen with the 'Requestor/Delivery Information' tab selected. The screen is divided into several sections. On the left, there are fields for 'Requestor' (Hayley Vaughn), 'Organization' (14020 Business Services), 'COA' (A Antelope Valley College), 'Email' (hayley.vaughn@avc.edu), 'Phone Area Code', 'Phone Number', 'Phone Extension', 'Fax Area Code', 'Fax Number', 'Fax Extension', 'Ship To' (WRHS), and 'Street Line 1' (Antelope Valley College). On the right, there are fields for 'Street Line 2' (3041 West Avenue K), 'Street Line 3', 'Contact', 'Attention To' (A. Musial, Vendor), 'Building' (Warehouse), 'Floor', 'City' (Lancaster), 'State or Province' (CA), 'Zip or Postal Code' (93336), 'Nation', 'Area Code', 'Phone Number', and 'Extension'. There are also checkboxes for 'In Suspend' and 'Document Text', and a 'Document Level Accounting' checkbox which is checked. The bottom of the screen has a 'SAVE' button.

NOTE: Use the <TAB> to move from field to field – **Do NOT use your mouse to click 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. Do NOT adjust this date unless directed by the Fiscal or Purchasing Department. See Appendix C for a future fiscal year Requisition.

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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. Your Buyer can assist you with entering these types of requests.

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

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

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

- 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.

CREATING & MAINTAINING REQUISITIONS

Lucian Entity Name/ID Search FTIIDEN 9.3.6 (AVCPROD) ADD RETRIEVE RELATED TOOLS

Entity Name/ID SEARCH Insert Delete Copy Filter

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

▼ DETAILS Settings Insert Delete Copy Filter

Active filters: Last Name: %school% Clear All Filter Again

ID	Last Name	First Name	Middle Name	Entity Indicator	Change Indicator	Vendor	Financial Manager	Agency	Grant Personnel	Proposal Personnel	Name Type
000318387	SCHOOLSin			Corporation		Yes	No	No	No	No	
00030814	School Databooks Inc			Corporation		Yes	No	No	No	No	
000004936	School Health Corporation			Corporation		Yes	No	No	No	No	
900322933	School Outfitters LLC			Corporation		Yes	No	No	No	No	
900304719	School Science Boards, LLC			Corporation		Yes	No	No	No	No	
900303806	School Services of California, Inc.			Corporation		Yes	No	No	No	No	
000005561	School Specialty Inc			Corporation		Yes	No	No	No	No	
900326501	School Yard Rap			Corporation		Yes	No	No	No	No	
900318386	School's In LLC			Corporation		Yes	No	No	No	No	
900395694	Schools Excess Liability Fund			Corporation		Yes	No	No	No	No	
900311689	SchoolsFirst Federal Credit Union			Corporation		Yes	No	No	No	No	
900424497	SchoolsFirst Plan Administration, L...			Corporation		Yes	No	No	No	No	
AEAVCU	Schoolsfirst FCU			Corporation		Yes	No	No	No	No	
000004146	Self-Insured Schools of California ...			Corporation		Yes	No	No	No	No	
000003726	Sierra School Equipment Co			Corporation		Yes	No	No	No	No	
900312680	Southern Kern USD DBA Rosamo...			Corporation	Name	Yes	No	No	No	No	
900312680	Southern Kern Unified School District			Corporation		Yes	No	No	No	No	
000007865	Tahachapi Unified School Dist			Corporation		Yes	No	No	No	No	
000005446	Westside Union School District			Corporation		Yes	No	No	No	No	

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☒ Case Insensitive Query ☐ Case Sensitive Query

Lucian Regulation FPAREQN 9.3.24 (AVCPROD) ADD RETRIEVE RELATED TOOLS

Requisition: R2601243 Start Over

▼ REQUISITION ENTRY: REQUESTOR/DELIVERY Insert Delete Copy Filter

Requestion: R2601243
Order Date: 09/26/2025
Transaction Date: 09/26/2025
Delivery Date: 10/31/2025

Comments:
Commodity Total: 0.00
Accounting Total: 0.00
☒ Document Level Accounting

☐ In Suspense
☐ Document Text

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

▼ VENDOR INFORMATION Insert Delete Copy Filter

Vendor: **NEW VENDOR**
☐ Vendor Hold
Address Type: ***
Sequence: ***

Contact:
Email:
Phone Area Code:
Phone Number:

14. Click on the Commodity/Accounting tab.

Lucian Regulation FPAREQN 9.3.24 (AVCPROD) ADD RETRIEVE RELATED TOOLS

Requisition: R2601243 Start Over

▼ REQUISITION ENTRY: REQUESTOR/DELIVERY Insert Delete Copy Filter

Requestion: R2601243
Order Date: 09/26/2025
Transaction Date: 09/26/2025
Delivery Date: 10/31/2025

Comments:
Commodity Total: 0.00
Accounting Total: 0.00
☒ Document Level Accounting

☐ In Suspense
☐ Document Text

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

▼ COMMODITY Settings Insert Delete Copy Filter

Item	Commodity	Description	U/M	Tax Group	Quantity	Unit Price	Commodity Text	Item Text	Add Commodity
				LAC4					

1 of 1 10 Per Page Record 1 of 1

Extended Amount:
Discount:
Additional:
Tax:
Commodity Total:
Document Total:
Distribute: ☐

▼ ACCOUNTING Settings Insert Delete Copy Filter

Sequence	COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSF Override	NSF Suspense
	A											

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%
USD

Extended Amount:
Discount:
Additional:
Tax:
FOAPAL Total:
Document Total:
Remaining:
Commodity Amount:

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

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a line item, use **Item Text [FOAPOXT]** (see Appendix A). The description field must include a description of the item being purchased; REQs with a description field only containing item #, manufacturer #, or ISBN # will be returned to the requester for correction.

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.***

NOTE: *See the Requisition Checklist for complete details about commodity information, and document text to include with your Requisition: <https://www.avc.edu/purchasing-and-contracts/guidelines-processes>),*

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:

- a. LAC1 – XX.XX% (NY), freight not taxed (N), discount taxed (Y)
- b. LAC2 – XX.XX% (YY), freight taxed (Y), discount taxed (Y)
- c. LAC3 – XX.XX% (YN), freight taxed (Y), discount not taxed (N)
- d. LAC4 – XX.XX% (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: *For the most current tax rate information, please visit <https://www.cdtfa.ca.gov/taxes-and-fees/rates.aspx>*

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, as well as shipping and handling in some cases. Visit <https://www.cdtfa.ca.gov/taxes-and-fees/rates.aspx> and the [District's Sales Tax Website](#) for additional information.*

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: Leave at \$0.00 - we do not use this field.

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.

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The screenshot shows the 'Commodity/Accounting' tab in the Requisition System. The 'Insert' button is circled in orange. The interface includes a table for commodity entries with columns: Item, Commodity, Description, U/M, Tax Group, Quantity, Unit Price, Commodity Text, Item Text, and Add Commodity. Below the table, there are summary fields for Extended Amount, Discount, Additional, Tax, Commodity Total, and Document Total. A 'Distribute' checkbox is also visible.

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.

26. **YEAR:** Should default to current fiscal year (EX: 22 for 21/22 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**  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.

The screenshot shows the 'Commodity/Accounting' tab in the Requisition System. The 'Distribute' checkbox is circled in orange. The interface includes a table for commodity entries with columns: Item, Commodity, Description, U/M, Tax Group, Quantity, Unit Price, Commodity Text, Item Text, and Add Commodity. Below the table, there are summary fields for Extended Amount, Discount, Additional, Tax, Commodity Total, and Document Total. A 'Distribute' checkbox is also visible.

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.

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Sequence	COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSF Override	NSF Suspend
1	A	18		00000	14020	4500	677000				☐	☒

Requisition: R1802207

REQUISITION ENTRY: REQUESTOR/DELIVERY

Requisition: R1802207
 Order Date: 06/01/2018
 Transaction Date: 06/01/2018
 Delivery Date: 06/30/2018

Comments:
 Commodity Total: 1.10
 Accounting Total: 1.10

☒ Document Level Accounting

☒ In Suspend
☐ Document Text

Insufficient budget for sequence 1, suspending transaction.

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.

Sequence	COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSF Override	NSF Suspend
1	A	18		00000	14020	4500	677000				☐	☒

Extended Amount: ☐ USD 1.00
 Discount: ☐ 0.00
 Additional: ☐ 0.00
 Tax: ☐ 0.10
 FOAPAL Total: 1.10
 Document Total: 1.10
 Remaining Commodity Amount: 0.00

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

Requisition: R1802207
 Order Date: 06/01/2018
 Transaction Date: 06/01/2018
 Delivery Date: 06/30/2018

Comments:
 Commodity Total: 1.10
 Accounting Total: 1.10

☒ Document Level Accounting

☒ In Suspend
☐ Document Text

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

BALANCING/COMPLETION

Vendor: New Vendor
 Vendor Hold: ☐
 COA: A Antelope Valley College
 Requestor: Angela Musial
 Organization: 14020 Business Services

Currency:
 Exchange Rate:
 Commodity Record: 1
 Count:
 Input Amount: 1.10
 Converted Amount:

AMOUNTS

	Input	Commodity	Accounting	Status
Approved Amount	1.00	1.00	1.00	BALANCED
Discount Amount	0.00	0.00	0.00	BALANCED
Additional Amount	0.00	0.00	0.00	BALANCED
Tax Amount	0.10	0.10	0.10	BALANCED

Complete In Process

SAVE

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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.

NOTE: If your Requisition requires any supporting documentation to be uploaded to Onbase (see Requisition Checklist <https://www.avc.edu/purchasing-and-contracts/guidelines-processes>), these documents should be uploaded prior to completing your Requisition for approvals. Requisitions completed prior to documents being uploaded to Onbase may be disapproved if a Buyer reviews the Requisition prior to the documents being uploaded. See Appendix B for additional information regarding Onbase and uploading documents.

IN PROCESS: Select **In Process** to save your Requisition to complete at a later time.

NOTE YOUR REQUISITION NUMBER FOR FUTURE REFERENCE.

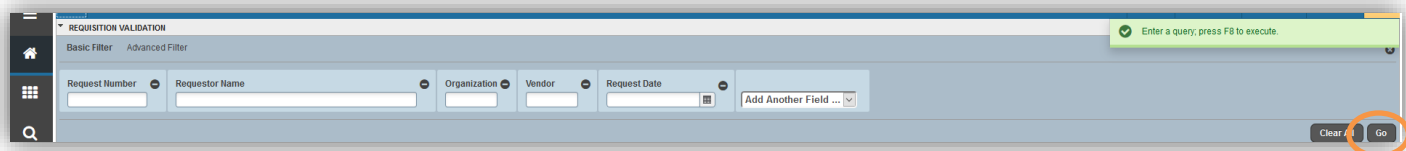
NOTE: Any required changes on a completed Requisition will require that you deny the Requisition in approvals. If the Requisition were to already go through the approval process, you will have to cancel the Requisition and resubmit to make changes. Please notify your Buyer if you cancel a Requisition that has already been approved.

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.

MAKING CHANGES TO A REQUISITION

Making changes to a Requisition that is NOT 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 22.
2. Login to Banner.
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**.

NOTE: If you choose to type your Requisitions # directly into the Requisition field rather than search for your Requisition # as described above, be careful as you may create a new Requisition that will require deletion if you are missing or transpose any digits.

5. Click **Go** to access the REQ.

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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 – Change Order (C/O).

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

INCREASING OR DECREASING A STANDING (OPEN) PO – CHANGE ORDER (CO)

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: CO Request PO # XXXXXXXXXX
 - 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 CO for approval.

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. Please notify your Buyer if you need to cancel a Requisition and 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.

The screenshot shows the Banner FPARDEL Requisition Detail form. At the top, it displays 'Request Code: R1802199' and 'Angela Musial'. Below this is a navigation bar with 'Requisition' and 'Cancel Date' tabs. The main section is titled 'REQUISITION DETAIL' and contains a table with the following data:

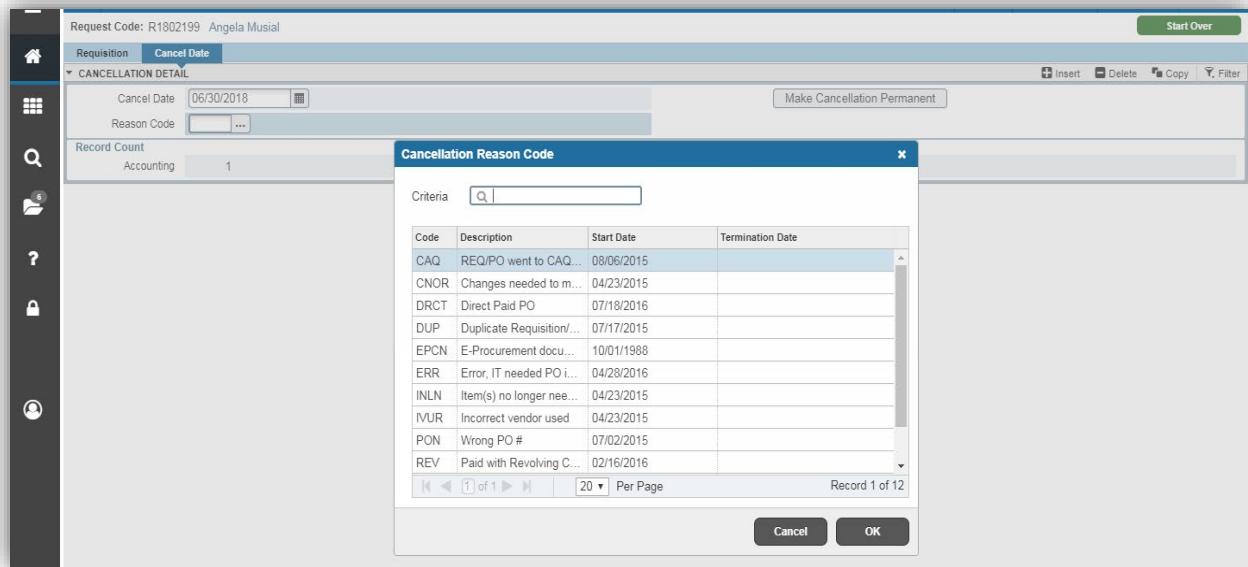
Field	Value
Request Date	06/30/2018
Transaction Date	06/30/2018
Delivery Date	06/30/2018
Origin	BANNER
Request Type	P
Vendor	

Below the table, there is a summary section with the following data:

Net Amount	Extended Amount	Discount Amount	Tax Amount	Additional Charges	Net Amount
	1.00	0.00	0.10	0.00	1.10

CREATING & MAINTAINING REQUISITIONS

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

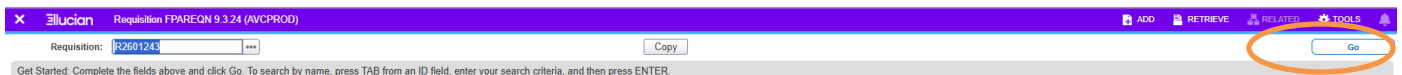


7. Click on the **Make Cancellation Permanent** button to cancel the Requisition.

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 22) 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 14).

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**.



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.

CREATING & MAINTAINING REQUISITIONS

Requisition: R2601243

REQUISITION ENTRY: REQUESTOR/DELIVERY

Requestor: R2601243

Order Date: 09/26/2025

Transaction Date: 09/26/2025

Delivery Date: 10/31/2025

Comments:

Commodity Total: 0.00

Accounting Total: 0.00

☐ In Suspense

☐ Document Text

☒ Document Level Accounting

Requestor/Delivery Information

Requestor: Hayley Vaughn

Organization: 14020 Business Services

COA: A Antelope Valley College

Email: hayley.vaughn@avc.edu

Phone Area Code:

Phone Number:

Street Line 2: 3041 West Avenue K

Street Line 3:

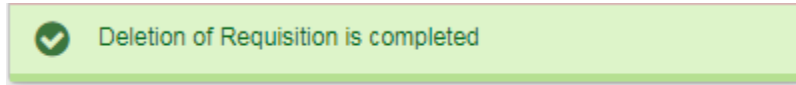
Contact:

Attention To: A. Musial, Vendor

Building: Warehouse

Floor:

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 (ADMIN)
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**.

General Message GUAMESG 9.3.3 (AVCPROD)

Basic Filter Advanced Filter

Recipient: Sender: Date: Time: Message: Add Another Field ...

Clear All Go

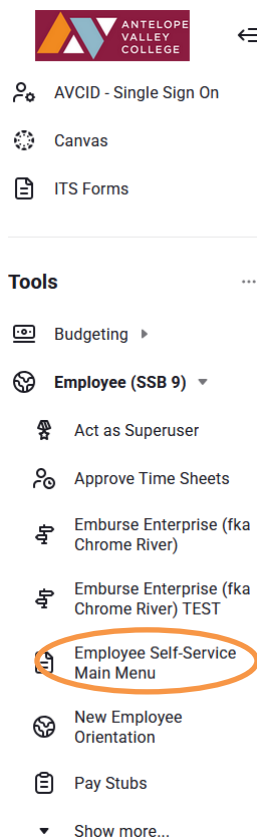
5. Scroll through the pages to review each message.

CREATING & MAINTAINING REQUISITIONS

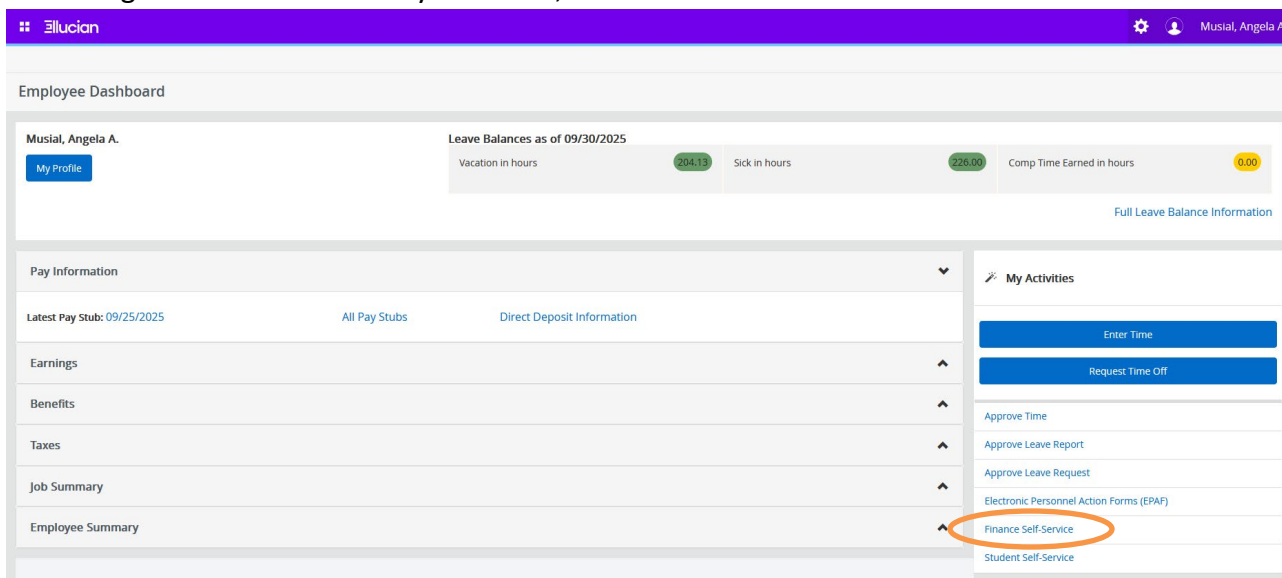
BANNER SSB (BANNERWEB)

VIEW DOCUMENTS, APPROVAL HISTORY, OR RELATED DOCUMENTS IN BANNER SSB

1. Log into myavc.edu.
2. From the left navigation pane on myavc.edu, select Employee (SSB9), then Employee Self-Services Main Menu



3. On the right hand side under My Activities, select “Finance Self-Service”



CREATING & MAINTAINING REQUISITIONS

4. Select **View Document**

The screenshot shows the 'My Finance' dashboard. At the top, it says 'Hello Hayley, Create, edit and approve transactions and view financial information for department / organization.' Below this are several tiles: 'My Finance Query', 'My Journals', 'Approve Documents', 'Delete Finance Template', 'My Requisitions', 'Purchase Orders', and 'View Document'. The 'View Document' tile is circled in orange. It contains a magnifying glass icon and the text: 'View Document. View draft, pending and completed documents with related information and approval history.'

5. Select the **Document Type** (default will be **Requisition**)

6. Type the document # in the **Document Number** field or click the next to the **Document Number** to search

[My Finance](#) • [View Document](#)

View Document

Document Type

Requisition



Document Search

Choose Document Number



Document Number *

Please Enter Document Number



VIEW DOCUMENT

APPROVALS & RELATED DOCUMENTS

- To view another users documents, type their User ID in the User ID field and select **Execute Query**.

CREATING & MAINTAINING REQUISITIONS

Look Up - Requisition

Document Number		User ID	
Please Enter Document Number		HVAUGHN2	
Activity date - From	Activity date - To	Transaction Date - Year	Transaction Date - Month
MM/dd/yyyy	MM/dd/yyyy	All	All
Vendor ID		Requestor	
Please Enter Vendor ID		Please Enter Requestor	
Approved		Completed	
All		All	
Reference Number			
Please Enter Reference Number			
BACK TO VIEW DOCUMENT		EXECUTE QUERY	

- You can also use the wildcard key "%" if you know part of your document # (EX: R2101%) or want to view documents for an entire fiscal year (EX: R21%). Select **Execute Query**.
- b. A list of your documents will appear. Click on the document # you want to view.

[My Finance](#) • [View Document](#) • [Look Up - Requisition](#) • [Lookup Results](#)

Lookup Results

Requisition Lookup Results 113

Document Number	User ID	Activity Date	Transaction Date	Vendor ID	Vendor	Requestor	Approved	Completed	Reference Number
R2300547	HVAUGHN2	07/26/2022	07/25/2022	000003726	Sierra School Equipment Co	Hayley Vaughn	Yes	Yes	-
R2300562	HVAUGHN2	10/11/2022	07/25/2022	000000132	American Business Machines	Hayley Vaughn	Yes	Yes	-
R2300563	HVAUGHN2	08/04/2022	07/25/2022	000003726	Sierra School Equipment Co	Hayley Vaughn	Yes	Yes	-
R2300670	HVAUGHN2	10/17/2022	08/03/2022	000003726	Sierra School Equipment Co	Hayley Vaughn	Yes	Yes	-
R2300704	HVAUGHN2	03/03/2023	08/08/2022	900412468	Braille Signs, Inc	Hayley Vaughn	Yes	Yes	-
R2300705	HVAUGHN2	08/15/2022	08/08/2022	000000010	Antelope Valley Press, Inc.	Hayley Vaughn	Yes	Yes	-
R2300714	HVAUGHN2	08/09/2022	08/09/2022	000003474	Office Depot Inc	Hayley Vaughn	Yes	Yes	-
R2300717	HVAUGHN2	08/11/2022	08/09/2022	900342610	Virtual Plus Mastercard	Hayley Vaughn	Yes	Yes	-
R2300723	HVAUGHN2	08/15/2022	08/10/2022	000003726	Sierra School Equipment Co	Hayley Vaughn	Yes	Yes	-
R2300809	HVAUGHN2	08/29/2022	08/24/2022	000003726	Sierra School Equipment Co	Hayley Vaughn	Yes	Yes	-
R2300850	HVAUGHN2	09/08/2022	08/29/2022	000005836	Foundation For CA Comm Colleges	Hayley Vaughn	Yes	Yes	-
R2300952	HVAUGHN2	09/26/2022	09/14/2022	-	-	Hayley Vaughn	Yes	Yes	-
R2300999	HVAUGHN2	09/26/2022	09/19/2022	000002192	Division Of State Architect	Hayley Vaughn	Yes	Yes	-
R2301017	HVAUGHN2	10/21/2022	09/21/2022	900343794	Vital Inspection Services Inc	Hayley Vaughn	Yes	Yes	-

CREATING & MAINTAINING REQUISITIONS

7. Select **View Document** to view and print the document OR select **Approvals & Related Documents** to view approval history and related documents.

[My Finance](#) • [View Document](#)

View Document

Document Type

Requisition x v

Document Search

R2600004 x v

Document Number *

R2600004 

[VIEW DOCUMENT](#) [APPROVALS & RELATED DOCUMENTS](#)

PURCHASE REQUISITION (Non-negotiable; not a valid Purchase Order)

Requestor	Hayley Vaughn	Requisition Number	R2600004
Phone	- Ext	Transaction Date	07/01/2025
Email	hayley.vaughn@avc.edu	Delivery Date	06/30/2026
Organization	Business Services (14020)	Status	Converted to PO
Accounting Type	Document Level	Currency	USD

Ship To	WRHS	Vendor	Office Depot Inc (000003474)
Address	Antelope Valley College 3041 West Avenue K Lancaster CA 93536	Address	3366 E Willow St Signal Hill CA 90806
Attention To	A. Musial, AP - Ext	Phone	800- 4207111 Fax 800- 7779222
		Email	

Requisition Comments	Online Orders - Office Supplies FY 25/26 Authorized Users: A. Musial, T. Steffes, E. O'Brien, L. Nowak, V. Ojeda, P. Virgil, H. Vaughn
-----------------------------	--

Commodities

Item	Description	U/M	Quantity	Unit Price	Other	Net Total
1	Open PO for Office Supplies	EA	1.00	5,000.0000	0.00	5,000.00

Total Commodities 5,000.00

Accounting Distributions

SEQ	Chart-Index-Fund-Orgn-Acct-Prog-Actv-Locn-Proj	NSF Suspense	NSF Override	Suspense	Distribution Percent	Net Amount
1	A - 00000- 14020- 4500- 672000- --	No	No	No	50.0000	2,500.00
2	A - 00000- 14020- 4500- 677000- --	No	No	No	50.0000	2,500.00

Total Accounting Distributions 5,000.00

CREATING & MAINTAINING REQUISITIONS

Related Documents

Purchase Order

[C260001](#) | 07/01/2025 Approved

Invoice

[260001](#) | 09/08/2025 Paid

Check Disbursement

00055498 | 09/09/2025 Completed

Approval History

14020 (139A) (10)

Porsche Virgil | 06/24/2025

VICE PRESIDENT ADMINISTRATIVE SERVI (CVPA) (10)

Shaminder Brar | 06/25/2025

14020 (139B) (10)

Una Goff | 06/18/2025

14020 (139G) (10)

Tammara Steffes | 06/25/2025

Exec Director of Business Serv \$5K (EXBS) (10)

Tammara Steffes | 06/25/2025

Approvals Required

No Approval required information available for R2600001

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

1. Follow steps 1-5 under **VIEW DOCUMENTS, APPROVAL HISTORY, OR RELATED DOCUMENTS IN BANNER SSB**. Be sure to select to appropriate Document Type (Purchase Order to view Change Orders, etc.).
2. Type the document # in the **Choose Document Number** field and select the document (for PO's, the #s in parentheses are the change order #s: "0" is the original PO, "1" is the first change order, "2" is the second change order, and so on; the document number that is not followed by parentheses is the current fully-approved document). You can also click the  next to the Document Number to search
3. Select **View Document**.

CREATING & MAINTAINING REQUISITIONS

View Document

Document Type

Purchase Order

Document Search

Choose Document Number

Document Number *

P261114

Submission

Please Enter Submission

VIEW DOCUMENT

APPROVALS & RELATED DOCUMENTS

1. A PDF of the PO will open in a new tab. Under the **Purchase Order Comments** you will see the Change Order information.

Purchase Order Comments	Please Send PO to Jan Elliott @ Facilities, AP & Vendor Send invoices to Jan Elliott @ Facilities Authorized Userss: Noe Flores, Ron Benedetti Mike Maher, Ernie Broaden FY25/26 07.01.25-06.30.26 C/O #1: 9/15/25 increase PO \$10,000.00
--------------------------------	--

REMOVING A REQUISITION FROM APPROVALS IN BANNERWEB

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

1. Follow steps 1-5 under **VIEW DOCUMENTS, APPROVAL HISTORY, OR RELATED DOCUMENTS IN BANNER SSB.**
2. Select **Approve Documents.**

CREATING & MAINTAINING REQUISITIONS

My Finance

Hello Hayley,
Create, edit and approve transactions and view financial information for department / organization.

My Finance Query
Create, view and share budget availability, encumbrance and payroll queries.

My Journals
Create and view draft, pending and completed journals and supporting documentation.

Approve Documents
View list of documents pending approval. Approve, disapprove, or deny.

Delete Finance Template
Delete templates for Finance Queries, Budget Development, and Purchase Orders.

My Requisitions
Create and view draft, pending and completed requisitions and supporting documentation.

Purchase Orders
Create purchase orders or purchase orders in process.

View Document
View draft, pending and completed documents with related information and approval history.

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

[My Finance](#) • [Approve Documents](#)

Approve Documents

i The radio buttons related to next approver apply when a User ID is present.

User ID

Document Number

☐ User ID is next approver ☒ All documents User may approve

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.

Approve Documents List 9

i Click the document number link to view a document as a PDF in a new tab. Click the History option to display pending approvals, approval history, and any related documents. Click the Attachments icon to display a list of attachments if more than one, otherwise a new tab is opened to view a single attachment....

Document	Document Type	Change Sequence	Submission	Originating User	Amount	Next Approver	NSF	Queue Type	History	Disapprove	Approve
R2600947	REQ	-	-	CGUARDADO8	74,461.00	-	-	DOC		<button>Disapprove</button>	<button>Approve</button>
R2600955	REQ	-	-	CGUARDADO8	16,000.00	-	-	DOC		<button>Disapprove</button>	<button>Approve</button>
R2601136	REQ	-	-	CGUARDADO8	23,000.00	-	-	DOC		<button>Disapprove</button>	<button>Approve</button>
R2601216	REQ	-	-	CGUARDADO8	5,346.68	-	-	DOC		<button>Disapprove</button>	<button>Approve</button>
R2601235	REQ	-	-	CGUARDADO8	639.00	-	-	DOC		<button>Disapprove</button>	<button>Approve</button>

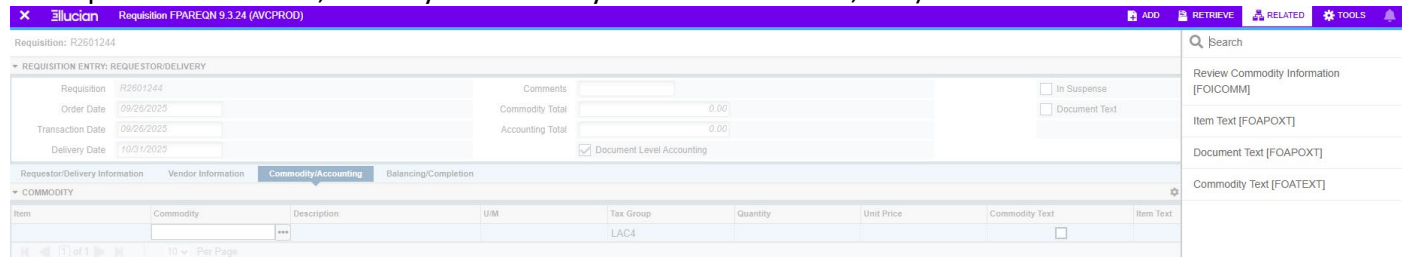
Once your Requisition is removed, you can cancel or make changes to the Requisition in Banner (ADMIN), FPAREQN.

CREATING & MAINTAINING REQUISITIONS

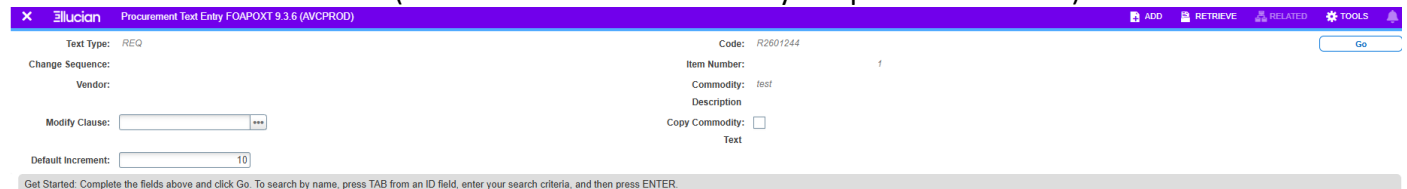
Appendix A – Document and Item Text (FOAPOXT)

DOCUMENT TEXT (optional): Allows you to enter text that applies to the entire Requisition (new vendor information, processing instructions for Purchasing department, quote numbers, kit information, piggyback information, authorized users, description of purchases for Standing PO's, 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).

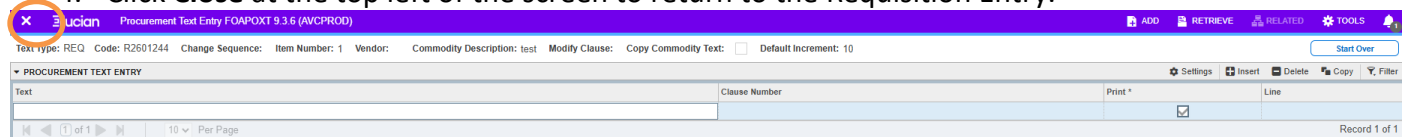


TO ENTER NEW VENDOR INFORMATION: Click the ... next to the Modify Clause field:

- 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.



CREATING & MAINTAINING REQUISITIONS

Appendix B – Attaching Documents to Your Requisition

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

If you need access to Onbase or are having issues with your access, ITS can assist you by emailing help@avc.edu.

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

<https://www.avc.edu/purchasing-and-contracts/banner>

CREATING & MAINTAINING REQUISITIONS

Appendix C – Creating a Requisition for a Future Fiscal Year

When creating a Requisition for a Future Fiscal Year (prior to July 1), **after notice to do so has been provided by the Fiscal or Purchasing Department**, 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.*

Requisition: R2601244

REQUISITION ENTRY: REQUESTOR/DELIVERY	
Requisition	R2601244
Order Date	09/26/2025
Transaction Date	09/26/2025
Delivery Date	10/31/2025

Comments	
Commodity Total	1.11
Accounting Total	0.00

☒ Document Level Accounting

☐ In Suspense
☐ Document

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:** Select In Process to save your Requisition to complete at a later time.

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

NOTE: *If your Requisition requires any supporting documentation to be uploaded to Onbase (see Requisition Checklist <https://www.avc.edu/purchasing-and-contracts/guidelines-processes>), these documents should be uploaded prior to completing your Requisition for approvals. Requisitions completed prior to documents being uploaded to Onbase may be disapproved if a Buyer reviews the Requisition prior to the documents being uploaded. See Appendix B for additional information regarding Onbase and uploading documents.*

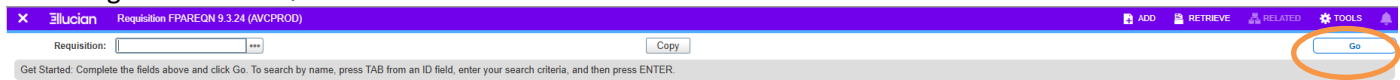
NOTE YOUR REQUISITION NUMBER FOR FUTURE REFERENCE.

CREATING & MAINTAINING REQUISITIONS

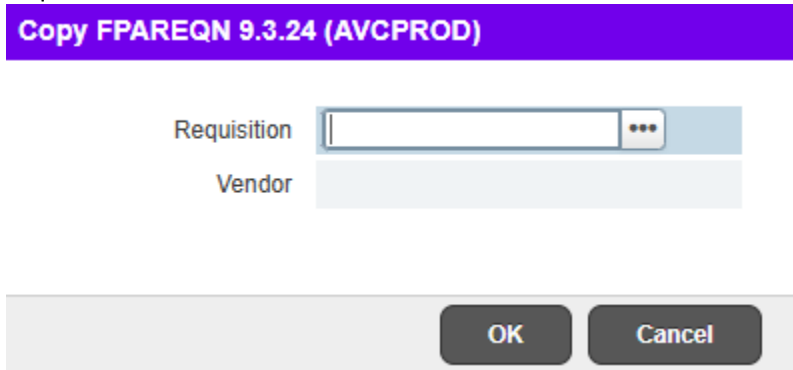
Appendix D – Copying a Requisition in FPAREQN

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.

The image shows the Banner FPAREQN 9.3.24 (AVCPROD) interface. At the top, there is a purple header bar with the text "Banner Requisition FPAREQN 9.3.24 (AVCPROD)". Below the header, there is a search bar with the label "Requisition:" and a "Copy" button. To the right of the search bar, there is a "Go" button, which is circled in orange. Below the search bar, there is a small text box that says "Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER."

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.

The image shows the "Copy FPAREQN 9.3.24 (AVCPROD)" dialog box. It has a purple header bar with the text "Copy FPAREQN 9.3.24 (AVCPROD)". Below the header, there are two input fields: "Requisition" and "Vendor". The "Requisition" field is currently empty, and the "Vendor" field is also empty. At the bottom of the dialog box, there are two buttons: "OK" and "Cancel".

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.

CREATING & MAINTAINING REQUISITIONS

Appendix E – Additional Resources & Support

Below are key resources to support you in preparing and submitting purchase requisitions. These links will take you directly to our website, where you can find tools, checklists, and important procedural information to help you navigate the procurement process.

1. **Educational Resources (Banner, Contract Services & Travel Workings Sessions)**

Join us for in-person working sessions designed to provide hands-on support and answer your questions. Be sure to bring any requisitions or related documents you're working on; these sessions are meant for live, active support.

[View the Schedule on our Website](#)

2. **Procurement Guidelines**

This section includes essential guidance on:

- a. [The Procurement Process](#) - Review the overall procurement process, including steps to initiate and complete a purchase.
- b. [Requisition Checklist & Bid Limits](#) - Use this checklist to ensure your requisition is complete and accurate before submission and complies with current bid thresholds.
- c. [Exceptions to Quotes/Bidding](#) – A reference list of legal authority allowing alternative to standard quote/bid requirements.

3. **Purchasing Processes & Procedures**

Review the district's purchasing policies and compliance procedures.

[Access Policies & Procedures](#)