



## **CREATING & MAINTAINING REQUISITIONS IN BANNER 9**

*Revised 6/12/2025*

# CREATING & MAINTAINING REQUISITIONS

## Guide Updates for 6/6/2024 Release

Description	Page	Section
Added "FGIENCD" & "FAIVNDH"	4	Query Classes
Updated Language	5	Logging into Banner INB
Updated Screenshot & Language	5	Logging into Banner SSB (Bannerweb)
Updated Language	7	"NOTE" Section " <b>NOTE:</b> Use the <TAB> to move from field to field"
Updated Language	10	"18. Tax Group" and both "NOTE" Sections
Updated Language	10	"22. Additional" Section – This field is no longer used for Shipping & Handling or Freight charges; these will be added to the REQ as their own commodity line.
Updated Language	28	"Document Text" Section
Added Additional Appendix	32	Appendix E – Additional Resources & Support

# CREATING & MAINTAINING REQUISITIONS

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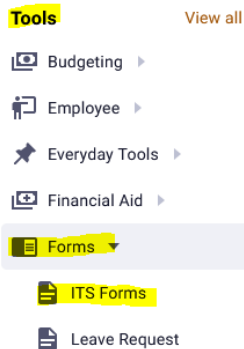
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# CREATING & MAINTAINING REQUISITIONS

## SETTING UP ACCESS TO BANNER INB AND SSB

ITS sets up user access to Banner INB 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](mailto: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](mailto:help@avc.edu).

The form is titled 'BANNER FINANCE USER ACCESS REQUEST' and includes a link to 'Return to: Business Services - Technical Analyst'. The following fields are highlighted in yellow:

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

# CREATING & MAINTAINING REQUISITIONS

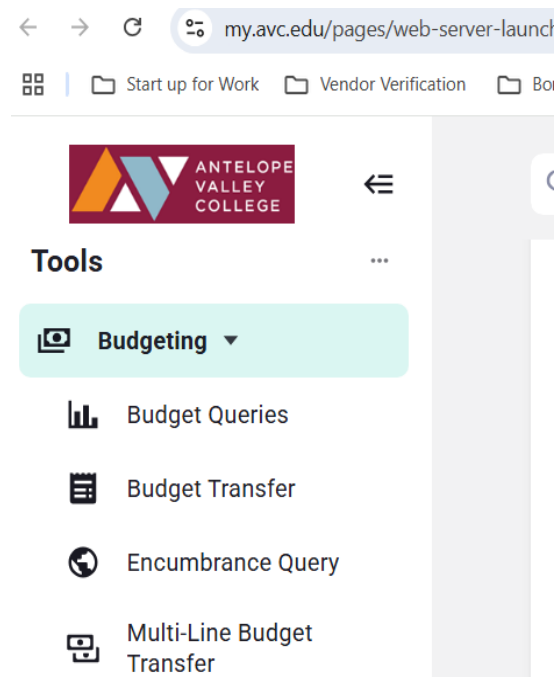
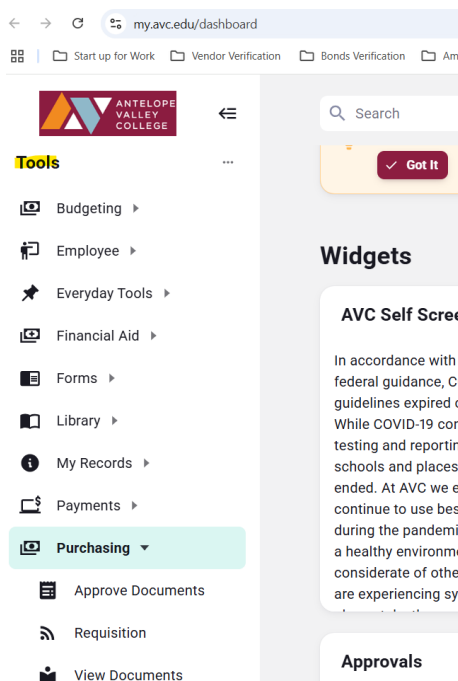
## LOGGING INTO BANNER 9 INB



1. Go to <https://ssb.avc.edu/launch/> or double-click the Webapps icon on your desktop.
2. 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. )



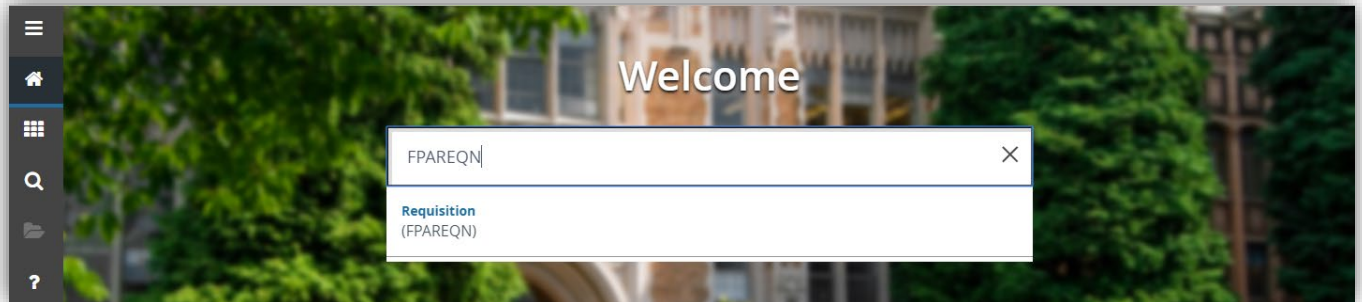
# CREATING & MAINTAINING REQUISITIONS

## BANNER 9 INB

### CREATING A REQUISITION

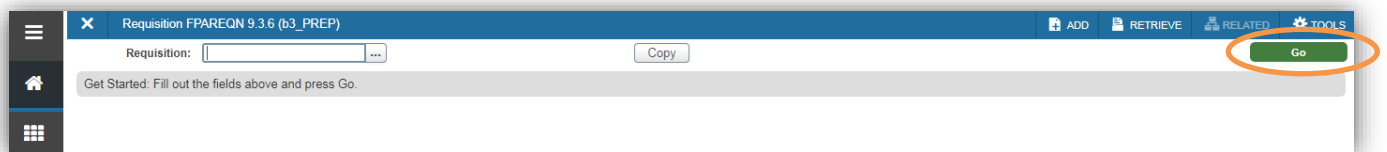
**NOTE:** Per purchasing policies and procedures approved by the board of trustees, departments must obtain proper authorization from the Purchasing Department (such as a PO #) prior to procuring any goods or services.

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

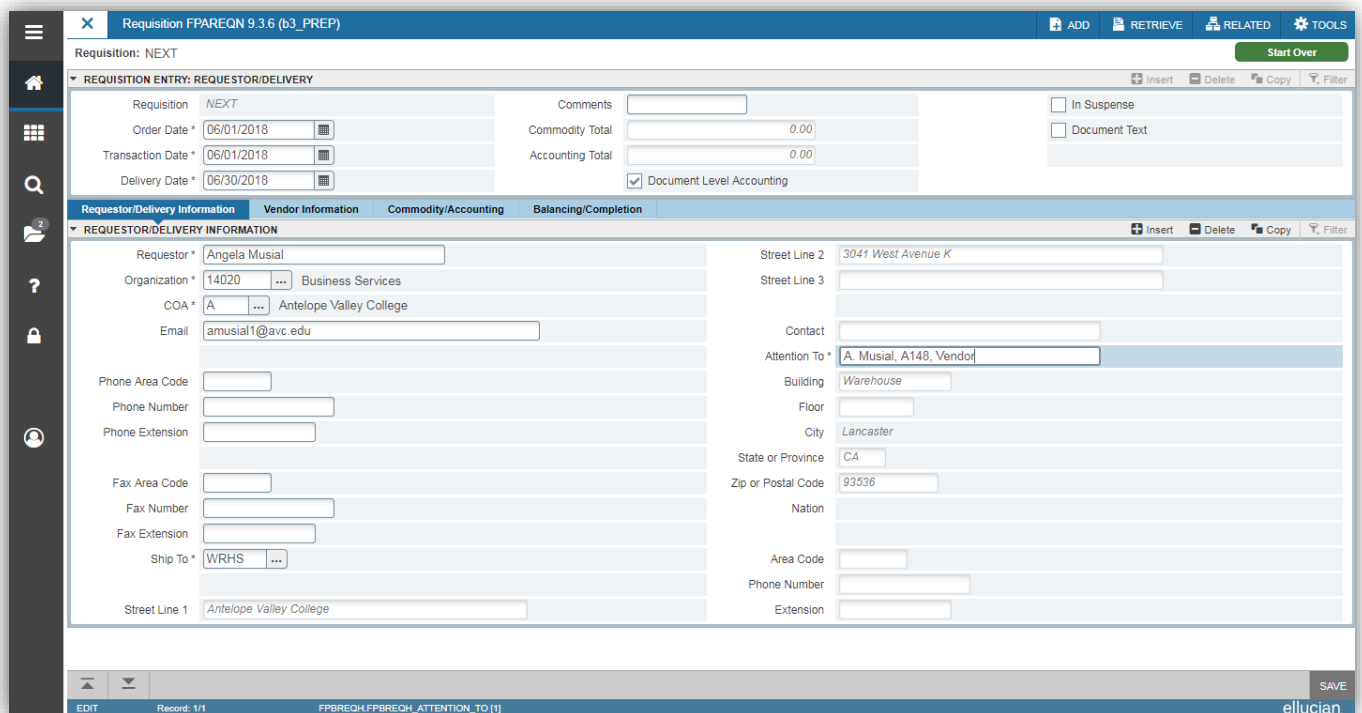


The image shows the Banner 9 Welcome screen. A search bar is visible with the text "FPAREQN" entered. Below the search bar, a dropdown menu shows "Requisition (FPAREQN)".

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



The image shows the Banner 9 Requisition Entry screen. The "Requisition" field is blank. The "Go" button is highlighted with a red circle.



The image shows the Banner 9 Requisition Entry screen, specifically the "Requisition Entry: Requestor/Delivery" form. The form is divided into two main sections: "Requestor/Delivery Information" and "Vendor Information". The "Requestor/Delivery Information" section includes fields for Requisition (NEXT), Order Date (06/01/2018), Transaction Date (06/01/2018), Delivery Date (06/30/2018), and various contact information fields. The "Vendor Information" section includes fields for Street Line 2 (3041 West Avenue K), Street Line 3, Contact (A. Musial, A148, Vendor), Attention To (A. Musial, A148, Vendor), Building (Warehouse), Floor, City (Lancaster), State or Province (CA), Zip or Postal Code (93536), Nation, Area Code, Phone Number, and Extension. The form also includes a "Comments" field and checkboxes for "In Suspense" and "Document Text".

# CREATING & MAINTAINING REQUISITIONS

**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.

**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.

# CREATING & MAINTAINING REQUISITIONS

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

Entity Name/ID Search FTIIDEN 9.3.6 (b3\_PREP)

ADD RETRIEVE RELATED TOOLS

Entity Name/ID Search

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

DETAILS

ID	Last Name	First Name	Middle Name	Entity Indicator	Change Indicator	Vendor	Financial Manager	Agency	Grant Personnel	Proposal Personnel	Name Type
900303802	School Services of Calif...			Corporation		Yes	No	No	No	No	
000005961	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	
900311689	SchoolsFirst Federal Cre...			Corporation		Yes	No	No	No	No	
AEAVCU	Schoolsfirst FCU			Corporation		Yes	No	No	No	No	
000004146	Self-Insured Schools of ...			Corporation		Yes	No	No	No	No	

Requisition FPAREQN 9.3.6 (b3\_PREP)

ADD RETRIEVE RELATED TOOLS

Requisition: R1802207

Start Over

REQUISITION ENTRY: REQUESTOR/DELIVERY

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

Comments:   
Commodity Total: 0.00  
Accounting Total: 0.00

☐ In Suspende  
☐ Document Text

☒ Document Level Accounting

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

VENDOR INFORMATION

Vendor:  New Vendor  
☐ Vendor Hold  
Address Type:   
Sequence:

Contact:   
Email: amusia1@avc.edu  
Phone Area Code:

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

Requisition FPAREQN 9.3.6 (b3\_PREP)

ADD RETRIEVE RELATED TOOLS

Requisition: R1802207

Start Over

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: 0.00

☐ In Suspende  
☐ Document Text

☒ Document Level Accounting

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

COMMODITY

Item	Commodity	Description	U/M	Tax Group	Quantity	Unit Price	Commodity Text	Item Text	Add Commodity
1		12345, No. 2 Pencils	EA	LAC4	10.00	0.1000			

Extended Amount: 1.00  
Discount: 0.00  
Additional: 0.00

Tax: 0.10  
Commodity Total: 1.10  
Document Total: 1.10

ACCOUNTING

Sequence	COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSF Override	NSF Suspende
A		18		00000	14020	4500	677000					

Extended Amount: 1.00  
Discount: 0.00  
Additional: 0.00  
Tax: 0.10  
FOAPAL Total: 1.10

EDIT Record: 1/1 FPRREQAADDL\_CHARGE\_PCT\_IND [1] SAVE ellucian

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). The description field must include a description

## CREATING & MAINTAINING REQUISITIONS

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.

# CREATING & MAINTAINING REQUISITIONS

The screenshot shows the 'Commodity/Accounting' tab in the Requisition System. The 'Insert' button is circled in orange. The table below shows the commodity details:


Item	Commodity	Description	U/M	Tax Group	Quantity	Unit Price	Commodity Text	Item Text	Add Commodity
1		12345, No. 2 Pencils	EA	LAC4	10.00	0.1000			

Below the table, there are summary fields:

Extended Amount	1.00	Tax	0.10
Discount	0.00	Commodity Total	1.10
Additional	0.00	Document Total	1.10

The 'Distribute' checkbox is checked.

**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 table below shows the commodity details:

Item	Commodity	Description	U/M	Tax Group	Quantity	Unit Price	Commodity Text	Item Text	Add Commodity
1		12345, No. 2 Pencils	EA	LAC4	10.00	0.1000			

Below the table, there are summary fields:

Extended Amount	1.00	Tax	0.10
Discount	0.00	Commodity Total	1.10
Additional	0.00	Document Total	1.10

The 'Distribute' checkbox is checked.

**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.**

# CREATING & MAINTAINING REQUISITIONS

Sequence	COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSF Override	NSF Suspend
1	A	18		00000	14020	4500	677000				<input type="checkbox"/>	<input checked="" type="checkbox"/>

Record 1 of 1

Requisition FPAREQN 9.3.6 (b3\_PREP)

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				<input type="checkbox"/>	<input checked="" type="checkbox"/>

Record 1 of 1

Extended Amount: 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.

# CREATING & MAINTAINING REQUISITIONS

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  
In Suspend: ☒  
Document Text: ☐  
Document Level Accounting: ☒

Requestor/Delivery Information Vendor Information Commodity/Accounting **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

Record: 1/1 POSTING\_BLOCK.MARK\_COMPLETE\_BTN [1] ellucian

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](mailto:purchasing@avc.edu).**

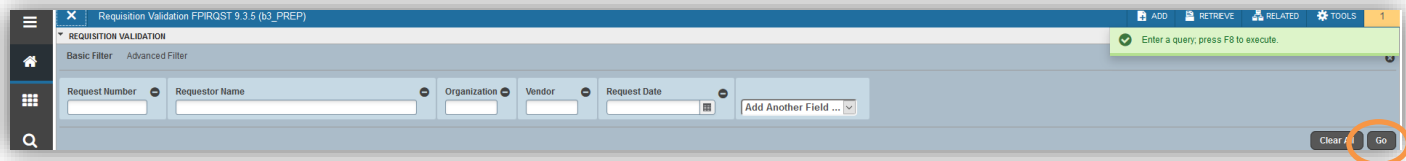
## MAKING CHANGES TO A REQUISITION

**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 26.

## CREATING & MAINTAINING REQUISITIONS

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.
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](mailto: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](mailto: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.

# 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. 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 'Requisition Cancel FPARDEL 9.0 (b3\_PREP)' window. The 'Request Code' is R1802199 and the user is Angela Musial. The 'Requisition' tab is selected, showing details for a requisition with NSF Checking checked, Request Date 06/30/2018, Transaction Date 06/30/2018, and Delivery Date 06/30/2018. The Origin is BANNER and the Request Type is P. A summary table at the bottom shows: Extended Amount 1.00, Discount Amount 0.00, Tax Amount 0.10, Additional Charges 0.00, and a final Net Amount of 1.10.

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

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

The screenshot shows the 'Requisition Cancel FPARDEL 9.0 (b3\_PREP)' window with the 'Cancel Date' tab selected. The 'Cancel Date' is 06/30/2018. A 'Reason Code' dropdown is open, showing a list of codes and descriptions. The 'Make Cancellation Permanent' button is visible. A 'Cancellation Reason Code' dialog box is open, displaying a table of codes and descriptions.

Code	Description	Start Date	Termination Date
CAQ	REQ/PO went to CAQ...	08/06/2015	
CNOR	Changes needed to m...	04/23/2015	
DRCT	Direct Paid PO	07/18/2016	
DUP	Duplicate Requisition/...	07/17/2015	
EPCN	E-Procurement docu...	10/01/1988	
ERR	Error, IT needed PO i...	04/28/2016	
INLN	Item(s) no longer nee...	04/23/2015	
IVUR	Incorrect vendor used	04/23/2015	
PON	Wrong PO #	07/02/2015	
REV	Paid with Revolving C...	02/16/2016	

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



# CREATING & MAINTAINING REQUISITIONS

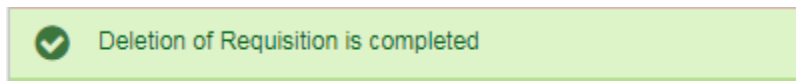
## DELETING A REQUISITION

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 26) 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**.
  - 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)



## CREATING & MAINTAINING REQUISITIONS

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**.

The screenshot shows the GUAMESG 9.3.3 (b3\_PREP) application window. The title bar includes 'General Message GUAMESG 9.3.3 (b3\_PREP)' and buttons for 'ADD', 'RETRIEVE', 'RELATED', 'TOOLS', and a tab indicator '1'. Below the title bar is a 'GENERAL MESSAGE' section with a search bar containing 'Item' and 'Contains' with the value 'R19000066'. Below the search bar is a dropdown menu labeled 'Add Another Field ...'. At the bottom right of the search area are 'Clear All' and 'Go' buttons. The 'Go' button is highlighted with an orange circle.

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**

The screenshot shows the Banner SSB interface with the 'Finance' tab selected and highlighted with an orange circle. Below the tab, a list of menu items is displayed: Budget Queries, Encumbrance Query, Requisition, Purchase Order (highlighted with an orange circle), Approve Documents, View Document, Budget Transfer, and Multiple Line Budget Transfer. A search bar and 'Go' button are at the top left, and navigation links (MENU, SITE MAP, HELP, EXIT) are at the top right. A breadcrumb trail at the bottom reads: [ Budget Queries | Encumbrance Query | Requisition | Purchase Order | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer ]

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

The screenshot shows the 'View Document' screen in Banner SSB. The 'Finance' tab is selected. Below the header, there is a search bar and 'Go' button. The main content area has a 'Choose type:' dropdown menu set to 'Requisition'. To its right is a 'Document Number' field, which is highlighted with an orange circle. Below this are fields for 'Submission#:', 'Change Seq#', and 'Reference Number:'. There are two sections for display options: 'Display Accounting Information' with radio buttons for 'Yes' and 'No', and 'Display Document/Line Item Text' and 'Display Commodity Text' with radio buttons for 'All', 'Printable', and 'None'. At the bottom, there are buttons for 'View document' and 'Approval history'. A breadcrumb trail at the bottom reads: [ Budget Queries | Encumbrance Query | Requisition | Purchase Order | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer ]

- 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

# CREATING & MAINTAINING REQUISITIONS

select

Execute

Query.

Personal Information Student **Finance** Financial Aid

Search  Go MENU SITE MAP HELP EXIT

\* - at least one of these fields required.

**Requisition Code Lookup**

Document Number\*

User ID\*

Activity Date\*  All

Transaction Date\*  All

Vendor ID\*

Requestor

Approved

Completed

Reference Number\*

[ Budget Queries | Encumbrance Query | Requisition | Purchase Order | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer ]

- 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.

Personal Information Student **Finance** Financial Aid

Search  Go MENU SITE MAP HELP EXIT

Press the document number link to return the value to the View Document page. Press the Exit without Value button to return without a value to the View Document page.

✓ 14 documents selected.

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.

[ Budget Queries | Encumbrance Query | Requisition | Purchase Order | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer ]

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

**View Document**

To display the details of a document enter parameters then select View document. To display approval history for a document enter parameters then select Approval history. If you do not know the document number, select Document Number to access the Code Lookup feature. This enables you to perform a query and obtain a list of document numbers to choose from.

Choose type:  Document Number:

Submission#:  Change Seq#  Reference Number:

**Display Accounting Information**

☒ Yes ☐ No

**Display Document/Line Item Text** **Display Commodity Text**

☐ All ☒ Printable ☐ None ☐ All ☒ Printable ☐ None

[ Budget Queries | Encumbrance Query | Requisition | Purchase Order | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer ]

# CREATING & MAINTAINING REQUISITIONS

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					

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

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

The screenshot shows the Banner Web interface with the **Finance** tab selected. The menu options are: Budget Queries, Encumbrance Query, Requisition, Purchase Order, Approve Documents, **View Document** (highlighted), Budget Transfer, and Multiple Line Budget Transfer. The footer shows a navigation bar with links to all these options.

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

**View Document**

To display the details of a document enter parameters then select View document. To display approval history for a document enter parameters then select Approval history. If you do not know the document number, select Document Number to access the Code Lookup feature. This enables you to perform a query and obtain a list of document numbers to choose from.

Choose type: ☐ Requisition ☒ **Document Number**

Submission#:  Change Seq#  Reference Number

**Display Accounting Information**

☒ Yes ☐ No

**Display Document/Line Item Text** **Display Commodity Text**

☐ All ☒ Printable ☐ None ☐ All ☒ Printable ☐ None

[ [Budget Queries](#) | [Encumbrance Query](#) | [Requisition](#) | [Purchase Order](#) | [Approve Documents](#) | [View Document](#) | [Budget Transfer](#) | [Multiple Line Budget Transfer](#) ]

- 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**.

**Requisition Code Lookup**

\* - at least one of these fields required.

Document Number\*

User ID\*

Activity Date\*

Transaction Date\*

Vendor ID\*

Requestor

Approved

Completed

Reference Number\*

[ [Budget Queries](#) | [Encumbrance Query](#) | [Requisition](#) | [Purchase Order](#) | [Approve Documents](#) | [View Document](#) | [Budget Transfer](#) | [Multiple Line Budget Transfer](#) ]

- 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

Personal Information Student **Finance** Financial Aid

Search  Go

MENU SITE MAP HELP EXIT

Press the document number link to return the value to the View Document page. Press the Exit without Value button to return without a value to the View Document page.

14 documents selected.

**Requisition Lookup Results**

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.

Exit Without Value

Another Query

[ Budget Queries | Encumbrance Query | Requisition | Purchase Order | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer ]

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

View Document

To display the details of a document enter parameters then select View document. To display approval history for a document enter parameters then select Approval history. If you do not know the document number, select Document Number to access the Code Lookup feature. This enables you to perform a query and obtain a list of document numbers to choose from.

Choose type: Requisition Document Number: R0000038

Submission#: Change Seq# Reference Number

Display Accounting Information

Yes No

Display Document/Line Item Text Display Commodity Text

All Printable None All Printable None

View document Approval history

[ Budget Queries | Encumbrance Query | Requisition | Purchase Order | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer ]

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**

Personal Information Student **Finance** Financial Aid

Search  Go

MENU SITE MAP HELP EXIT

Budget Queries  
Encumbrance Query  
Requisition  
Purchase Order  
Approve Documents  
**View Document**  
Budget Transfer  
Multiple Line Budget Transfer

[ Budget Queries | Encumbrance Query | Requisition | Purchase Order | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer ]

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

Personal Information Student Finance Financial Aid

Search  Go MENU SITE MAP HELP EXIT

View Document

To display the details of a document enter parameters then select View document. To display approval history for a document enter parameters then select Approval history. If you do not know the document number, select Document Number to access the Code Lookup feature. This enables you to perform a query and obtain a list of document numbers to choose from.

Choose type: Requisition Document Number

Submission#:  Change Seq#  Reference Number

Display Accounting Information

☒ Yes ☐ No

Display Document/Line Item Text ☐ All ☒ Printable ☐ None

Display Commodity Text ☐ All ☒ Printable ☐ None

View document Approval history

[ Budget Queries | Encumbrance Query | Requisition | Purchase Order | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer ]

- 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**.

Personal Information Student Finance Financial Aid

Search  Go MENU SITE MAP HELP EXIT

\* - at least one of these fields required.

Requisition Code Lookup

Document Number\*

User ID\*  AMUSIAL1

Activity Date\*  All  All

Transaction Date\*  All  All

Vendor ID\*

Requestor

Approved  All

Completed  All

Reference Number\*

Execute Query

Exit Without Value

[ Budget Queries | Encumbrance Query | Requisition | Purchase Order | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer ]

- 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

Personal Information Student **Finance** Financial Aid

Search  Go

MENU SITE MAP HELP EXIT

Press the document number link to return the value to the View Document page. Press the Exit without Value button to return without a value to the View Document page.

14 documents selected.

**Requisition Lookup Results**

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.

Exit Without Value

Another Query

[ Budget Queries | Encumbrance Query | Requisition | Purchase Order | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer ]

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

View Document

To display the details of a document enter parameters then select View document. To display approval history for a document enter parameters then select Approval history. If you do not know the document number, select Document Number to access the Code Lookup feature. This enables you to perform a query and obtain a list of document numbers to choose from.

Choose type: Requisition Document Number: R0000038

Submission#: Change Seq# Reference Number

Display Accounting Information

Yes No

Display Document/Line Item Text Display Commodity Text

All Printable None All Printable None

View document Approval history

[ Budget Queries | Encumbrance Query | Requisition | Purchase Order | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer ]

## 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.**



# CREATING & MAINTAINING REQUISITIONS

View Document

To display the details of a document enter parameters then select View document. To display approval history for a document enter parameters then select Approval history. If you do not know the document number, select Document Number to access the Code Lookup feature. This enables you to perform a query and obtain a list of document numbers to choose from.

Choose type:  Document Number:

Submission#:  Change Seq#:  Reference Number:

Display Accounting Information

☐ Yes ☐ No

Display Document/Line Item Text ☐ All ☐ Printable ☐ None

Display Commodity Text ☐ All ☐ Printable ☐ None

[ [Budget Queries](#) | [Encumbrance Query](#) | [Requisition](#) | [Purchase Order](#) | [Approve Documents](#) | [View Document](#) | [Budget Transfer](#) | [Multiple Line Budget Transfer](#) ]

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

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

Personal Information Student **Finance** Financial Aid

Search  Go MENU SITE MAP HELP EXIT

\* - at least one of these fields required.

Requisition Code Lookup

Document Number\*

User ID\*

Activity Date\*

Transaction Date\*

Vendor ID\*

Requestor

Approved

Completed

Reference Number\*

[ [Budget Queries](#) | [Encumbrance Query](#) | [Requisition](#) | [Purchase Order](#) | [Approve Documents](#) | [View Document](#) | [Budget Transfer](#) | [Multiple Line Budget Transfer](#) ]

3. Select **Execute Query**.
4. 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.

# CREATING & MAINTAINING REQUISITIONS

**Purchase Order Lookup Results**

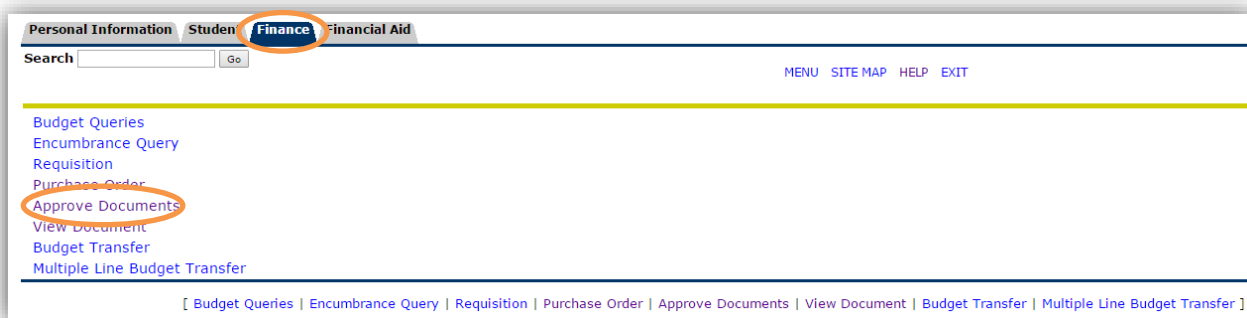
Document Number	User ID	Activity Date	Trans Date	Buyer Code	Vendor ID	Vendor	Change Seq#	Approved	Completed
P160073	AMUSIAL1	Jul 16, 2015	Jul 16, 2015	AM	000003567	Wayne & Dave's Automotive	0	Yes	Yes
P160073	AMUSIAL1	Aug 19, 2015	Aug 17, 2015	AM	000003567	Wayne & Dave's Automotive	1	Yes	Yes
P160073	AMUSIAL1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

3 documents selected.

## REMOVING A REQUISITION FROM APPROVALS IN BANNERWEB

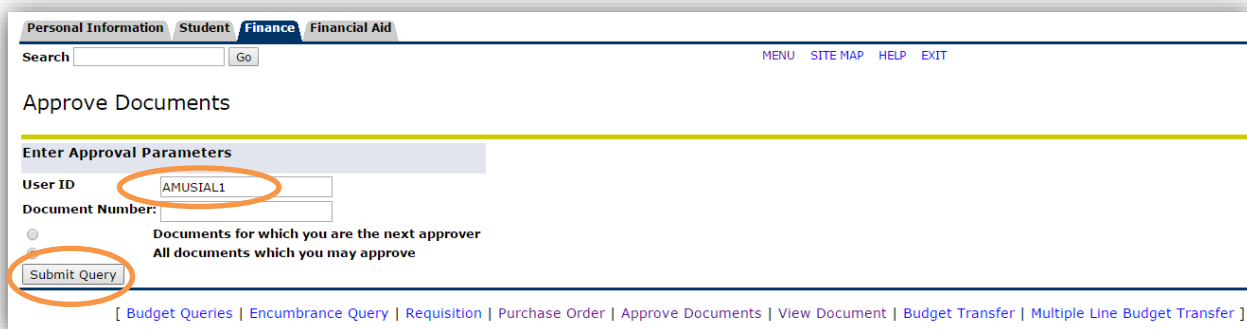
To make changes to, or delete, a Requisition that is in the approval process, you will need to deny the Requisition in the Approve Documents section of Bannerweb.

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



The screenshot shows the Bannerweb interface with the 'Finance' tab selected. The 'Approve Documents' link in the left-hand menu is circled in orange. The breadcrumb trail at the bottom reads: [ Budget Queries | Encumbrance Query | Requisition | Purchase Order | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer ]

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



The screenshot shows the 'Approve Documents' screen. The 'User ID' field is populated with 'AMUSIAL1' and is circled in orange. The 'Document Number' field is empty. The radio button for 'All documents which you may approve' is selected and circled in orange. The 'Submit Query' button is also circled in orange. The breadcrumb trail at the bottom reads: [ Budget Queries | Encumbrance Query | Requisition | Purchase Order | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer ]

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.

# CREATING & MAINTAINING REQUISITIONS

Personal Information

Student

Finance

Financial Aid

Search

MENU [SITE MAP](#) [HELP](#) [EXIT](#)

## Approve Documents

Select the Document Number link to display the details of a document. Select the History link to display the approval history of the document. Select the Approve link, if enabled, to approve the document. Select the Disapprove link, if enabled, to disapprove the document.

**Queried Parameters**

User ID	AMUSIAL1Angela Musial
Document Number:	
Documents Shown:	All

**Approve Documents List**

Next Approver	Type	NSF	Change Seq#	Sub#	Originating User	Amount	Queue Type	Document	History	Approve	Disapprove
	REQ				AMUSIAL1	5,450.00	DOC	<a href="#">R0000014</a>	<a href="#">History</a>	<a href="#">Approve</a>	<a href="#">Disapprove</a>
	REQ				AMUSIAL1	5,450.00	DOC	<a href="#">R0000015</a>	<a href="#">History</a>	<a href="#">Approve</a>	<a href="#">Disapprove</a>

Another Query

[Budget Queries](#) | [Encumbrance Query](#) | [Requisition](#) | [Purchase Order](#) | [Approve Documents](#) | [View Document](#) | [Budget Transfer](#) | [Multiple Line Budget Transfer](#)

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

Requisition: R1802211

REQUISITION ENTRY: REQUESTOR/DELIVERY

Requisition: R1802211

Order Date: 06/30/2018

Transaction Date: 06/30/2018

Delivery Date: 06/30/2018

Comments:

Commodity Total: 1.10


Accounting Total: 0.00

☒ Document Level Accounting

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

COMMODITY

Item	Commodity	Description	U/M	Tax Group	Quantity	Unit Price	Commodity Text
1	12345, No. 2 Pencils	EA	LAC4	10.00	0.1000		

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).

Procurement Text Entry FOAPOXT 9.3.6 (b3\_PREP)

Text Type: REQ

Code: R1802211

Change Sequence:

Item Number:

Vendor:

Commodity:

Description:

Modify Clause:

Copy Commodity: ☐

Text:

Default Increment: 10

Get Started: Fill out the fields above and press Go.

Procurement Text Entry FOAPOXT 9.3.6 (b3\_PREP)

Text Type: REQ

Code: R1802211

Change Sequence:

Item Number:

Vendor:

Commodity Description:

Modify Clause:

Copy Commodity Text:


Default Increment: 10

Start Over

PROCUREMENT TEXT ENTRY

Text	Clause Number	Print *	Line
Quote # KF3254D		<input checked="" type="checkbox"/>	

Record 1 of 1

- 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.

## CREATING & MAINTAINING REQUISITIONS

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.

If you need access to Onbase or are having issues with your access, ITS can assist you by emailing [help@avc.edu](mailto: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.*

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.

Requisition: NEXT

REQUISITION ENTRY: REQUESTOR/DELIVERY

Order Date \* 07/01/2025

Transaction Date \* 07/01/2025

Delivery Date \* 08/01/2025

Comments

Commodity Total 0.00

Accounting Total 0.00

☐ In Suspense

☐ Document Text

☒ Document Level Accounting

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.

ACCOUNTING

Sequence	COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSF Override	NSF Suspense
1	A	26		00000	14020	4500	677000				<input type="checkbox"/>	<input checked="" type="checkbox"/>

Record 1 of 1

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.

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.

# 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](#)