



CITY COLLEGE OF SAN FRANCISCO



BANNER REQUISITION MANUAL

This manual is aimed at end users who are entering online requisitions in Banner. If you have any questions or concerns please do not hesitate to contact Purchasing@ccsf.edu.

Additional information and documents can be found on our intranet website: <https://citycollegesf.sharepoint.com/sites/AdministrativeServicesPurchasing>

Note: you must be logged into your CCSF employee ID in myRAM in order to access the intranet.

Revised 8/8/2023



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Section One

Logging into Banner

Step 1: Start Google Chrome as your web browser.



Search for CCSF or navigate to ccsf.edu





Click on CCSF Home:



CCSF

https://www.ccsf.edu

CCSF Home | CCSF

City College of San Francisco is an urban community college serving more than 60,000 students annually at several centers and sites throughout San Francisco. We ...

Results from ccsf.edu



This will bring you to CCSF's Home Page.



COVID-19 Updates

Events

CANVAS

MyCCSF

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Select Language

Apply

Centers

Admissions & Registration

Academics

Paying For College

Student Services

Campus Life

About

Search

Welcome Day Fall 2023

For New and Returning Students

Register for One or Both Events Today!

In-Person Welcome Day

Wednesday, August 9, 2023
10:30am - 2:00pm

Register Here



Virtual Welcome Day

Thursday, August 10, 2023
10:30am - 12:00pm

Register Here

Click on the MYCCSF Link on the top of the page:



COVID-19 Updates

Events

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MyCCSF

CityOnline

Learn English

Employee Services

Select Language

Apply

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Paying For College

Student Services

Campus Life

About

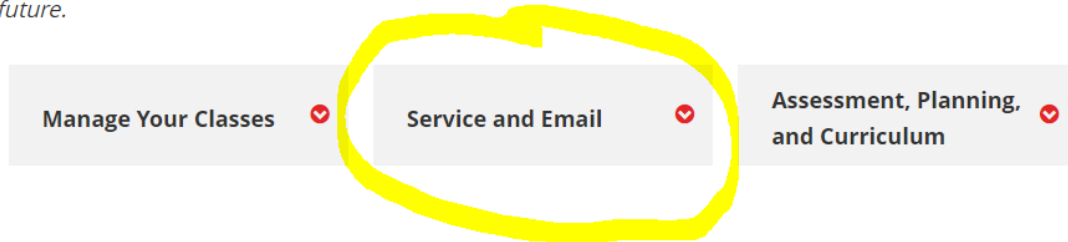
Search



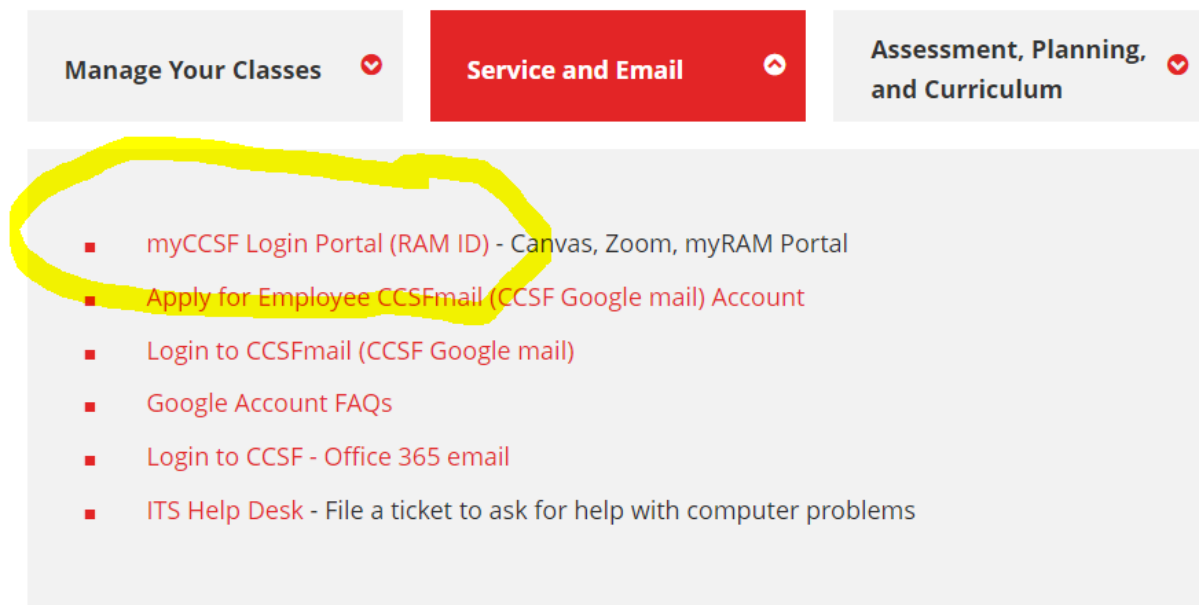
Scroll down the page until you find For Faculty & Staff. Click on Service and Email:

For Faculty & Staff

Note: You can click on the myCCSF Login Portal (RAM ID) button at top of page to access the RAM ID Portal. The Faculty and Staff resources will be moving to a new location on the **CCSF Intranet** in the near future.



Click on myCCSF Login Portal (RAM ID):





Please log in:

MYCCSF LOGIN PORTAL

Username

gkwieciem

I am Staff/Faculty

Password

.....|

Login

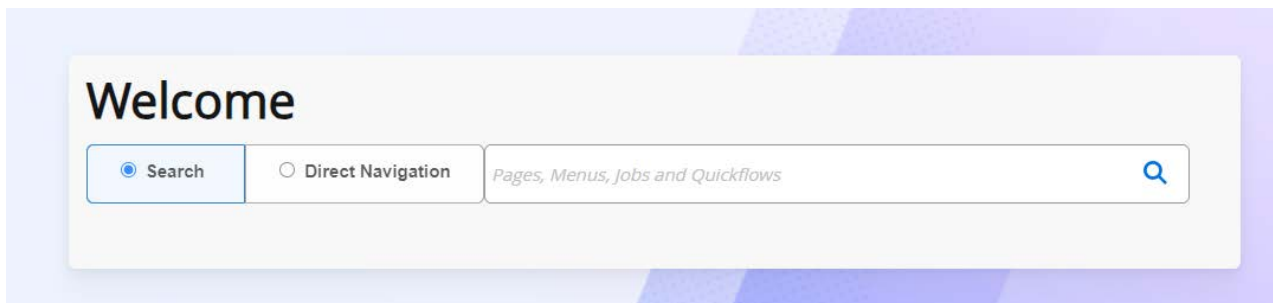
[New to RAM ID? Forgot Password?](#) | [Change Password](#)

Click on the Banner 9 logo:

The screenshot shows the 'myCCSF Resources Portal' with a search bar and a grid of application icons. The icons include Adobe Sign, Campus Logic (Financial Aid), Canvas, CurricUNET, Degree Works (Ed Plan), Drupal - CMS - Prod, Handshake (Student Jobs), myRAM Portal, Banner 9 (OCI PROD- Banner 9 - AppNav [On-site Only]), ScholarshipUniverse [Scholarship], Student Health Services My Patient Portal, Vision Resource Center - Professional Development, and Zoom. The Banner 9 icon is highlighted with a yellow circle.



Which brings you to this page:



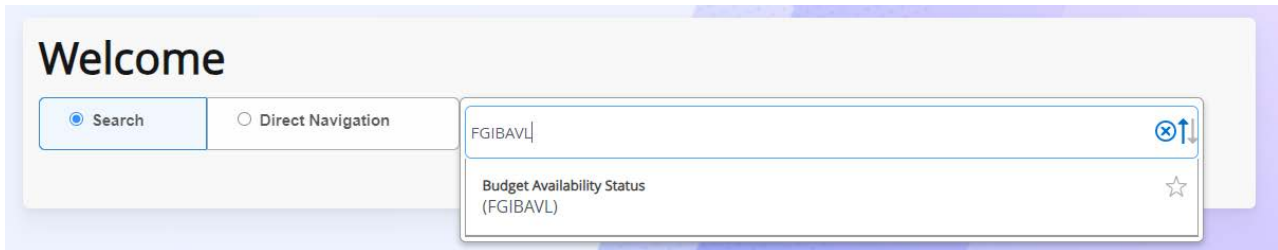
You now have successfully logged into CCSF's Banner 9.



Section Two

Check Your Budget FGIBAVL

Sufficient funds (*budget*) must be available to pay for your order. Before entering a Requisition into Banner, go to *Budget Availability Status [FGIBAVL]* to check your account's budget. If the current *Available Balance* is not adequate to cover your purchase a budget transfer must be completed. Remember, non-sufficient funds (*NSFs*) lead to processing delays.



Press enter or click on the link below it to select it.

If this screen appears it means you have documents to review and approve

APPROVALS NOTIFICATION		
Number of Documents	Document Type	Message
98	Requisition	Awaiting your review
1	Purchase Order	Awaiting your review
6	Encumbrance	Awaiting your review

1 of 1 Per Page Record 1 of 3

If this box did appear then click the X in the top left of the tool bar to move forward.

This screen should appear:



Budget Availability Status FGIBAVL 9.3.6 (PROD) ADD RETRIEVE RELATED TOOLS

Chart: *	<input type="text"/>	Fiscal Year: *	<input type="text"/>	<input type="button" value="Go"/>
Index:	<input type="text"/>	Commit Type:	<input type="text"/>	
Fund: *	<input type="text"/> Current Unrestricted-Chanc Ofc	Organization:	<input type="text"/> District Office	
Account:	<input type="text"/> OTHER CONTR SVC	Program:	<input type="text"/> Chancellor	

Keys --- >

Control Fund:	Control Organization:
Control Account:	Control Program:

Pending Documents:

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



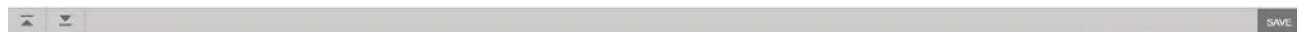


FGIBAVL: Budget Availability Status Form

Enter the **Chart “5”, Fiscal Year, Fund, Organization, Account** and **Program** codes and **Alt + Page Down**. The screen will display the account code entered PLUS all active/existing accounts which follow in the same Fund, Organization and Program distribution. Example: if you use enter account 4000 you will see all accounts 4000 and above.

An account’s Available Balance is calculated by subtracting the total YTD Activity and Commitments from the Adjusted Budget. If the account has insufficient Available Balance to cover the purchase, a budget transfer must be completed before entering the Requisition online.

Account	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance	Pending Documents
5500	OTHER CONTR SVC	850.00	0.00	0.00	850.00	<input type="checkbox"/>
5710	LEGAL EXPENSE	0.00	0.00	0.00	30,000.00	<input type="checkbox"/>
Total		850.00	0.00	0.00	30,000.00	-29,150.00



Check Account Code(s) and Fixed Assets

Before entering a requisition into Banner, make sure you are using the appropriate account code(s). 4000 accounts are for goods individually priced under \$1,000, 5000 accounts are for services, and 6000 accounts are for equipment/facilities upgrades/repairs.

Goods with an individual unit price of at least \$5,000 (Account 641x) each or more (including sales tax, delivery and installation), are fixed assets and must be assigned an asset inventory number by Purchasing. For tracking purposes, all inventoried equipment/furniture items are tagged with a CCSF Asset Inventory



Number and entered into the District's Banner fixed asset records.

Please remember software and technology related purchases must be vetted through ITS for approval. They can be reached via email: helpdesk@ccsf.edu

It's vital that every requisition which contains a fixed asset must include the following details in the Item Text for each asset.


On the first line type: "ASSET TAG#"

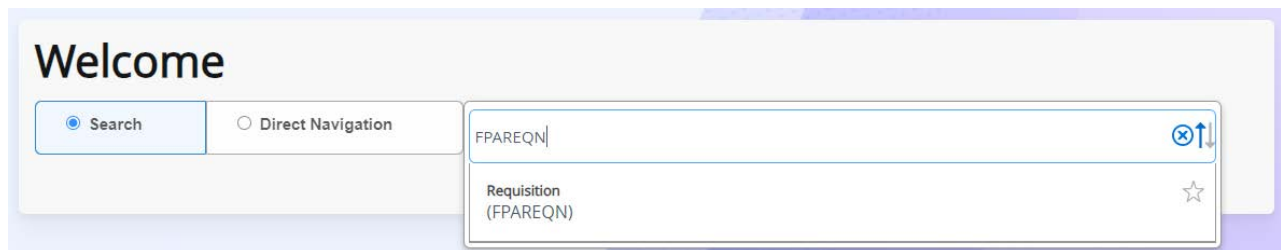
On second line type: "LOCATION: CAMPUS, BUILDING AND ROOM #"

Example: LOCATION: Ocean, MUB; RM #201.

(Requisitioner must enter the exact campus, building and room number where the asset will reside).

***Never Mix Fixed Asset Account Codes with Non-Fixed Asset Codes when splitting an item's cost between multiple accounts.**

Or to begin your requisition click the close icon (X)  in the top left of the tool bar type in FPAREQN then press the enter key.





Section Three

Create a New Requisition FPAREQN

Requisition FPAREQN 9.3.6 (PROD) [ADD] [RETRIEVE] [RELATED] [TOOLS]

Requisition: [Copy] [Go]

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

EDIT Record: 1/1 KEY_BLOCK.DISPLAY_RQST_CODE [1] ellucian

Requisition FPAREQN 9.3.6 (PROD) [ADD] [RETRIEVE] [RELATED] [TOOLS]

Requisition: [Copy] [Go]

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

Leave **BLANK** or type “**NEXT**” in the *Requisition* box and **Alt + Page Down**. By hitting the Copy button you can copy a previously created requisition.

EDIT Record: 1/1 KEY_BLOCK.DISPLAY_RQST_CODE [1] ellucian



Enter Requestor/Delivery Information

Requestion: NEXT

Order Date: 09/13/2018

Transaction Date: 09/13/2018

Delivery Date: 09/13/2018

Comments: []

Commodity Total: 0.00

Accounting Total: 0.00

Document Level Accounting:

Requestor: Analisa Pineda

Organization: 1046 District Office

COA: 1 S.M.C.C.C.D.

Email: []

Phone Area Code: []

Phone Number: []

Phone Extension: []

Fax Area Code: []

Fax Number: []

Fax Extension: []

Ship To: 1ASOCH []

Street Line 1: SMCCCD, OFC ASSO, CHANCELLOR

Street Line 2: 3401 CSM Drive

Street Line 3: []

Contact: Sue Harrison

Attention To: Sue Harrison

Building: DISTRICT

Floor: 2nd

City: San Mateo

State or Province: CA

Zip or Postal Code: 94402

Nation: []

Area Code: 650

Phone Number: 5746500

Extension: []

- Enter the **Delivery Date** (must be equal to or greater than the *Transaction Date*) and **Alt + Page Down** – The delivery date is when the item/service is to be provided/finished.
- Enter the **Requestor** name, and **Organization** (if these fields did not fill *automatically*)
- Tab to enter **Email** (processed Purchase Order will be sent to this address), **Phone** and **Fax** (optional)
- Tab to **Ship To** and enter your “ship to” code or click the Ellipsis to execute a search; the delivery code is normally your site location (OC-Ocean, EV-Evans, etc).

Note: If your “ship to” code is not already in the system or if some of the information is incorrect, contact Purchasing (purchasing@ccsf.edu) to request the necessary modifications.

- **Alt + Page Down**



Enter Vendor Information

- If you have the vendor ID number or EIN/SSN, enter it in the **Vendor** box and hit tab so the rest of the fields populate. Enter the vendor email that the Purchase Order should be sent to, and **ALT + Page Down**.
- If you do not have the vendor ID, hit the ellipsis next to the vendor field and this will take you to FTIIDEN to look up the vendor. Make sure the vendor is marked as “YES” and not “TERMINATED” in the vendor column.

The screenshot shows the Banner system interface for entering vendor information. The top bar indicates the requestion is 'NEXT'. The 'Vendor Information' tab is active, showing the following details:

- Vendor:** 812544554 (Pacific Dining - Food Service Management)
- Vendor Hold:** []
- Address Type:** []
- Sequence:** 4
- Street Line 1:** PO Box 6789
- Street Line 2:** []
- Street Line 3:** []
- City:** San Mateo
- State or Province:** CA
- Zip or Postal Code:** 94403
- Nation:** []
- Contact:** Rick McMahon
- Phone Area Code:** 408
- Phone Number:** 4068487
- Phone Extension:** []
- Fax Area Code:** 510
- Fax Number:** 2795764
- Fax Extension:** []
- Discount:** 00 (Net 30)
- Tax Group:** 875 (8.75% Sales Tax - Single Tax Rate)
- Currency:** []

To Enter a NEW Vendor into Banner please email Purchasing@ccsf.edu.

NOTE: A signed Tax ID form (usually a W9) and vendor information sheet (both found on the Purchasing intranet site) must be forwarded to General Services/Purchasing for all NEW VENDORS. There may be additional requirements for the vendor based on the type of work being done. Purchasing will let you know if this is the case.



Document or Commodity Level Accounting?

Use **Document Level Accounting** (this is the default) when the same account number is charged for all line items on the Requisition. Use **Commodity Level Accounting** when each item has its own unique account number or if line item charges are split between multiple accounts. Use of Commodity Level Accounting is highly recommended when creating requisitions that contain Fixed Assets.

Document Level (Only One Account)

The screenshot shows the Banner 9 Requisition Entry interface for Requisition R1901111. The 'COMMODITY' section shows a single item for 'Catering for Board Meeting' with a quantity of 1.00 and a unit price of 550.0000. The 'ACCOUNTING' section shows a single account: Sequence 1, COA 1, Year 19, Index 10001, Fund 1046, Acct 5690, Prog 662004. The 'Document Level Accounting' checkbox is checked and circled in red. The 'Accounting Total' is 599.50, and the 'Document Total' is also 599.50.

Item	Commodity	Description	UIM	Tax Group	Quantity	Unit Price	Commodity Text	Item Text	Add Commodity
1		Catering for Board Meeting	EA	900	1.00	550.0000			

Sequence	COA	Year	Index	Fund	Orgn	Acct	Prog	Actr	Loen	Proj	NSF Override	NSF Suspense
1	1	19		10001	1046	5690	662004					

	%	USD
Extended Amount		550.00
Discount		0.00
Additional		0.00
Tax		49.50
FOAPAL Total		599.50
Document Total		599.50
Remaining		0.00

- Complete the necessary item information in the *Commodity Block* and **Alt + Page Down**
- Enter the accounting information and **Alt + Page Down**
- **Complete** the Requisition



Commodity Level (*Multiple Accounts Charged*)

- Click to **UNCHECK** the *Document Level Accounting* box
- Enter the *first* item's commodity information (Description, U/M, Tax Group, Quantity, etc.)
- **Alt + Page Down** to enter the *first* item's accounting information (FOAP)

The screenshot shows the 'Requisition Entry: Requestor/Delivery' screen. The 'COMMODITY' section includes a table with columns: Item, Commodity, Description, U/M, Tax Group, Quantity, Unit Price, Commodity Text, Item Text, and Add Commodity. The 'ACCOUNTING' section includes a table with columns: Sequence, COA, Year, Index, Fund, Orgn, Acct, Prog, Actv, Loen, Proj, NSF Override, and NSF Suspense. The 'Document Level Accounting' checkbox is circled in red.

Item	Commodity	Description	U/M	Tax Group	Quantity	Unit Price	Commodity Text	Item Text	Add Commodity
1		Catering for Board Meeting	EA	900	1.00	550.0000			<input type="checkbox"/>

Sequence	COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Loen	Proj	NSF Override	NSF Suspense
1		19		10001	1046	5890	662004				<input type="checkbox"/>	<input type="checkbox"/>

NOTE: If only one item is ordered on a Requisition but the charge is split between multiple accounts, enter the first account to be charged and then use the *Arrow Down* key to enter the additional account(s).



Commodity Level (continued)...

Line Item 1 –

Requisition FPAREQN 9 3 6 (PROD) ADD RETRIEVE RELATED TOOLS 1

Requisition: R1901111 Start Over

REQUISITION ENTRY: REQUESTOR/DELIVERY

Requisition: R1901111
 Order Date: 09/20/2018
 Transaction Date: 09/20/2018
 Delivery Date: 09/20/2018

Comments:
 Commodity Total: 926.50
 Accounting Total: 926.50
 In Suspense
 Document Text
 Document Level Accounting

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

COMMODITY

Item	Commodity	Description	U/M	Tax Group	Quantity	Unit Price	Commodity Text	Item Text	Add Commodity
1		Catering for Board Meeting	EA	900	1.00	550.0000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2		Pipe and Drape	EA	900	1.00	300.0000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Extended Amount: 550.00 Tax: 49.50
 Discount: 0.00 Commodity Total: 599.50
 Additional: 0.00 Distribute

ACCOUNTING

Sequence	COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSF Override	NSF Suspend
1	1	19		10001	1046	5690	692004				<input type="checkbox"/>	<input checked="" type="checkbox"/>

Extended Amount: 550.00
 Discount: 0.00
 Additional: 0.00
 Tax: 49.50
 FOAPAL Total: 599.50
 Commodity Total: 599.50

SAVE

Line Item 2 –

- **Alt + Page Up** and **Arrow Down** to enter the *second* item's commodity information
- **Alt + Page Down** to enter the *second* item's FOAPAL



Requisition FPARE:QN 9.3.6 (PROD) [ADD] [RETRIEVE] [RELATED] [TOOLS]

Requisition: R1901111 [Start Over]

REQUISITION ENTRY: REQUESTOR/DELIVERY [Insert] [Delete] [Copy] [Filter]

Requisition: R1901111
 Order Date: 09/20/2018
 Transaction Date: 09/20/2018
 Delivery Date: 09/20/2018

Comments: []
 Commodity Total: 926.50
 Accounting Total: 926.50

In Suspense
 Document Text
 Document Level Accounting

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

COMMODITY [Insert] [Delete] [Copy] [Filter]

Item	Commodity	Description	U/M	Tax Group	Quantity	Unit Price	Commodity Text	Item Text	Add Commodity
1		Catering for Board Meeting	EA	900		1.00	550.0000	<input type="checkbox"/>	<input type="checkbox"/>
2		Pipe and Drape	EA	900		1.00	300.0000	<input type="checkbox"/>	<input type="checkbox"/>

Extended Amount: 300.00 Tax: 27.00
 Discount: 0.00 Commodity Total: 327.00
 Additional: 0.00

Distribute

ACCOUNTING [Insert] [Delete] [Copy] [Filter]

Sequence	COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSF Override	NSF Suspense
1	1	19		10001	1046	4510	662004				<input type="checkbox"/>	<input type="checkbox"/>

Extended Amount: [] % USD: 300.00
 Discount: [] % USD: 0.00
 Additional: [] % USD: 0.00
 Tax: [] % USD: 27.00
 FOAPAL Total: [] USD: 327.00
 Commodity Total: [] USD: 327.00

[SAVE]



Enter Commodity Information

- Enter a **Commodity** code or hit the three-dots next to the field to search the commodity database
- The default general items name will populate.

Requisition: R1901111

REQUISITION ENTRY: REQUESTOR/DELIVERY

Requisition: R1901111
 Order Date: 09/13/2018
 Transaction Date: 09/13/2018
 Delivery Date: 09/13/2018

Comments: _____
 Commodity Total: 599.50
 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		Catering for Board Meeting	EA	900	1.00	550.0000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extended Amount		550.00	Tax		49.50				
Discount		0.00	Commodity Total		599.50				
Additional		0.00	Document Total		599.50				

Distribute

- Tab to enter the proper **U/M** (Unit of Measure), **Tax Group** (TAX or NT), **Quantity** and individual **Unit Price**

COMMODITY

Item	Commodity	Description	U/M	Tax Group	Quantity	Unit Price	Commodity Text	Item Text	Add Commodity
1		Catering for Board Meeting	EA	900	1.00	550.0000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extended Amount		550.00	Tax		49.50				
Discount		0.00	Commodity Total		599.50				
Additional		0.00	Document Total		599.50				

Distribute

ACCOUNTING

Sequence	COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Loon	Proj	NSF Override	NSF Suspende
1	19		10001	1046	5690	562004	---				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

- Tab until the cursor returns to the **Commodity** field (the extended price, calculated sales tax and commodity total will populate *automatically*)

Enter Item Text

If further description is needed to fully identify the item to be ordered, access the *Procurement Text Entry* screen (Item Text) and enter additional text. This is the information the vendor will use to make sure they send the correct items/services.

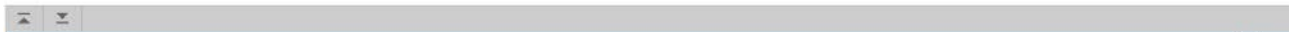
- From the *Related* menu, select **Item Text**
- **Alt + Page Down** to enter full item description including item or model numbers, warranty information, etc.



Procurement Text Entry FOAPOXT 9.3.6 (PROD) [ADD] [RETRIEVE] [RELATED] [TOOLS] [GO]

Text Type: REQ Code: R1901111
Change Sequence: Item Number: 1
Vendor: 812544554 Pacific Dining - Food Service Management Commodity: Catering for Board Meeting
Description
Copy Commodity: Text
Modify Clause: ...
Default Increment:

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



Procurement Text Entry FOAPOXT 9.3.6 (PROD) [ADD] [RETRIEVE] [RELATED] [TOOLS] [Start Over]

Text Type: REQ Code: R1901111 Change Sequence: Item Number: 1 Vendor: 812544554 Pacific Dining - Food Service Management Commodity Description: Catering for Board Meeting
Modify Clause: Copy Commodity Text: Default Increment: 10

Text	Clause Number	Print *	Line
On September 12, 2018		<input checked="" type="checkbox"/>	10
12 Guest		<input checked="" type="checkbox"/>	20
South of the Board Taco Bar		<input checked="" type="checkbox"/>	30

[Navigation icons] | 10 * | Per Page | Record 1 of 3



- Hit the down arrow on your keyboard or insert in the top right for additional line(s).
- Click the **Save** icon (or **F10**)
- Click the **Exit** icon (or **CTRL+Q**) to close the screen



Enter Document Text

Use *Document Text* to enter a short description of the request and information pertaining to the entire document - description of item being purchase (e.g. quote numbers, board approvals). Keep in mind this is what the public/Board reads.

- From the *Related* menu, select **Document Text**
- **Alt + Page Down** to enter various information related to the order.
- Hit the down arrow on your keyboard or insert in the top right for additional line(s).
- Click the **Save** icon (or **F10**).
- Click the **Exit** icon (or **CTRL+Q**) to close the screen.

Text	Clause Number	Print	Line
This is a New Vendor		<input type="checkbox"/>	10
Vendor Name		<input type="checkbox"/>	20
Vendor Tax ID (EIN)		<input type="checkbox"/>	30
Phone Number		<input type="checkbox"/>	40
Email Address		<input type="checkbox"/>	50
Mailing Address (if different from Form W-9)		<input type="checkbox"/>	60
Reference: iContract 471090		<input checked="" type="checkbox"/>	70

CANCEL SELECT SAVE



Enter Accounting Information

- **Alt + Page Down** to the *Accounting* block
- Enter/edit the **Fund, Orgn, Acct, Prog,** and **Actv** codes (Locn Codes are used by Facilities and Construction Planning Department).
- Hit **Tab** until the **Extended, Sales Tax** and **FOAPAL Line Total** fields have populated
- **Alt + Page Down**

Sequence	COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSF Override	NSF Suspense
1	1	19		10001	1046	5690	662004				<input type="checkbox"/>	<input type="checkbox"/>

	%	USD
Extended Amount	<input type="checkbox"/>	550.00
Discount	<input type="checkbox"/>	0.00
Additional	<input type="checkbox"/>	0.00
Tax	<input type="checkbox"/>	49.50
FOAPAL Total		599.50
Document Total		599.50
Remaining		0.00
Commodity Amount		0.00



Complete the Requisition

- Make note of the Requisition number
- Click on the **Complete** button

Requisition FPAREQN 9.3.6 (PROD) [APP] [RETRIEVE] [RELATED] [TOOLS]

Requisition: R1901111 [Start Over]

REQUISITION ENTRY: REQUESTOR/DELIVERY [Insert] [Delete] [Copy] [Filter]

Requisition	R1901111	Comments		<input type="checkbox"/> In Suspense
Order Date	09/13/2018	Commodity Total	599.50	<input checked="" type="checkbox"/> Document Text
Transaction Date	09/13/2018	Accounting Total	599.50	
Delivery Date	09/13/2018	<input checked="" type="checkbox"/> Document Level Accounting		

Requestor/Delivery Information | **Vendor Information** | **Commodity/Accounting** | **Balancing/Completion** [Insert] [Delete] [Copy] [Filter]

BALANCING/COMPLETION

Vendor	812644554 Pacific Dining - Food Service Management	Currency	
<input type="checkbox"/> Vendor Hold		Exchange Rate	
COA	1 S.M.C.C.C.D.	Commodity Record	1
Requestor	Analisa Pineda	Count	
Organization	1046 District Office	Input Amount	599.50
		Converted Amount	

AMOUNTS [Insert] [Delete] [Copy] [Filter]

	Input	Commodity	Accounting	Status
Approved Amount	550.00	550.00	550.00	BALANCED
Discount Amount	0.00	0.00	0.00	BALANCED
Additional Amount	0.00	0.00	0.00	BALANCED
Tax Amount	49.50	49.50	49.50	BALANCED

Complete | In Process

[SAVE]



Section Four

Deny a Requisition FOADOCU

If revisions are necessary on a Requisition which has been **Completed** but NOT yet **Approved**, the *Document by User* (FOADOCU) screen can be used to **Deny** the Requisition. The *denied* Requisition is then “INCOMPLETE” and can be accessed and revised in FPAREQN.

Document by User FOADOCU 9.3.6 (PROD)

Original User ID: PINEDAA

Fiscal Year: 19

Document: R1901111

COA: 1

Document Type: REQ

Status: Completed

Activity Date From:

Activity Date To:

Go

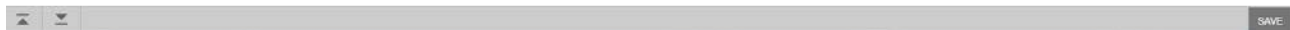
Get Started: Fill out the fields above and press Go

- Enter the **Document Type** (REQ) and **Document Number**
- Click the drop-down arrow to choose the **Status** and **Alt + Page Down**



Deny a Requisition (continued)...

Status	Document Type	Document Code	Change Sequence	Submission	Description	Activity Date	Document Amount	Deny Document
C	REQ	R1901111			Analisa Pineda	09/20/2018	\$,000.00	



- Click on the **Deny Document** button and **save**
- **Exit** the screen (or **CTRL + Q**)



Section Five

Requisition Query Form FPIREQN

View a Completed or Approved Requisition by accessing the *Requisition Query* form (FPIREQN) and entering the document's number. **Alt + Page Down** to navigate through the Requisition's *Document Information*, *Requestor/Delivery*, *Vendor*, and *Commodity/Accounting* blocks.

- Enter the **Requisition Number**
- **Alt + Page Down** to navigate through the Requisition

Requisition Query FPIREQN 9.0 (PROD)

ADD RETRIEVE RELATED TOOLS

Requisition: R1901111

Go

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



Section Six

Document History Form FOIDoch

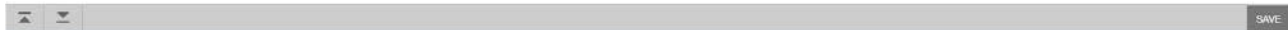
This form provides the complete history of a particular purchase, from Requisition to Purchase Order to Invoice to Payment (check).

Document History FOIDoch 9.3.2 (PROD) ADD RETRIEVE RELATED TOOLS

Document Type: REQ Requisition Document Code: R1900103 [Start Over](#)

Document Type	Document Number	Status	Status Description
Requisition	R1900103	A	Approved
Purchase Order	P1900020	A	Approved
Invoice	I1900955	P	Paid
Check Disbursement	K077578		

Record 1 of 4



To view detailed information for any of the documents listed in FOIDoch, place your cursor on the document number, go to the *Related* menu, and select the information for that **Query Document [BY TYPE]**.

For example, if you wish to know when payment was issued to the vendor, highlight the check number, go to the *Related* menu, and select **Query Document [BY TYPE]**. To view the check information, enter the bank number (usually "\$A") and **Alt + Page Down**.



Section Seven

Delete Requisitions FPAREQN in process

If a Requisition has NOT yet been completed, it can be deleted by accessing it in *Requisition Entry* (FPAREQN) and following the steps outlined below.

- Enter the **Requisition Number** and **Alt + Page Down**

Requisition FPAREQN 9.3.6 (PROD)

Requisition: R1901115

Requestor/Delivery Information

Requestor: R1901115
Order Date: 09/14/2018
Transaction Date: 09/14/2018
Delivery Date: 06/30/2019

Commodity Total: 959.50
Accounting Total: 959.50

Requestor: Anaisa Pinoda
Organization: 1046 District Office
COA: 1 S.M.C.C.C.D.
Email: [Redacted]

Street Line 1: SMCCCD CHAN OFC Purchasing
Street Line 2: 3401 CSM Drive
Street Line 3: [Redacted]

Contact: Harrison/Domenica/Haun/Pineda
Attention To: Sue Harrison
Building: DIST
Floor: 2nd
City: San Mateo
State or Province: CA
Zip or Postal Code: 94402
Area Code: 650
Phone Number: 5746508
Extension: [Redacted]

SAVE

- From the *Requestor/Delivery Section* menu select **Delete** (or press **Shift + F6**)
- From the *Requestor/Delivery Section* menu select **Delete** (or press **Ctrl + F3**) AGAIN



Delete Requisitions (continued)...

- The message at the bottom of the screen will confirm that **“All Commodity and Accounting Records will be deleted”**

Requisition FPAREQN 9.3.6 (PROD)

Requisition: R1901115

REQUISITION ENTRY: REQUISITOR/DELIVERY

Requisition: R1901115
Order Date: 09/14/2018
Transaction Date: 09/14/2018
Delivery Date: 09/30/2019

Comments: []
Commodity Total: 959.50
Accounting Total: 959.50
 Document Level Accounting

Document Text

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

REQUISITOR/DELIVERY INFORMATION

Requestor: Analisa Pineda
Organization: 1046 District Office
COA: 1 S.M.C.C.C.D.
Email: []
Phone Area Code: []
Phone Number: []
Phone Extension: []
Fax Area Code: []
Fax Number: []
Fax Extension: []
Ship To: 1PUR
Street Line 1: SMCCCD CHAN OFC Purchasing

Street Line 2: 3401 GSM Drive
Street Line 3: []
Contact: Harrison/Domenico/Haun/Pineda
Attention To: Sue Harrison
Building: DIST
Floor: 2nd
City: San Mateo
State or Province: CA
Zip or Postal Code: 94402
Nation: []
Area Code: 650
Phone Number: 5746508
Extension: []

SAVE



Section Eight

REQ Document Approval FOAUAPP

Once a Requisition has been completed, it can be tracked through the approval process by checking the “Document Approval Form” FOAUAPP.

- Enter the Requisition number in the *Document* field. Alternatively entering just your user name will show all the items in your approval queue and leaving both blank will show you everything in every approval queue.
- Select “REQ” in the *Type* field (if it does not default)
- **Alt + Page Down**
- Once the requisition populates you will have 4 buttons when selecting a requisition:
 - Approve will pass the requisition into the next queue.
 - Disapprove will send the requisition back to be in process, so it can be edited and fixed (usually by the original requestor).
 - Detail will show you the general details, such as requestor, FOAPAL, amount, etc.
 - Queues will show you the approval queues that have not yet been approved for that requisition. Use the up or down arrow to scroll through the Queue IDs to determine which Banner Users must approve the Requisition.

The screenshot shows the 'Document Approval FOAUAPP' interface. At the top, it displays 'Document: R1901111 Type: REQ Change Sequence: Submission:'. Below this is a table titled 'QUEUE AND LEVEL LIST' with columns for Queue ID, Queue Description, Queue Level, and Approval Level. The first row shows Queue ID 'A146', Queue Description 'CHAN OFC CHANCELLOR FUND 1/4 REQ', Queue Level, and Approval Level '1'. Below the table is an 'APPROVER LIST' table with columns for Queue, Level, and User. It lists three approvers: Kathryn Blackwood, Bernata Slator, and Nettie Waitan Wong, all at level 1. At the bottom of the interface, there are buttons for 'Approve', 'Disapprove', and 'Detail', along with an 'In suspense' checkbox.



Section Nine

SEARCHING IN BANNER

There are various screens where you can search for information, such as FTIIDEN to search for vendors or FTMCOMM to search for commodities. There are shortcuts to the screens denoted by a search box with an ellipsis (three dots) next to the field that you would normally enter that type of information into. For example, when entering a requisition in FPAREQN, when entering a vendor there is a search box next to vendor field.

The screenshot shows the Banner system interface for a requisition entry. The top bar indicates the user is logged in as 'ellucian' and the screen is 'Requisition FPAREQN 9.3.24 (PROD)'. The main area is titled 'REQUISITION ENTRY: REQUESTOR/DELIVERY'. Below this, there are fields for 'Requisition' (NEXT), 'Order Date' (08/02/2023), 'Transaction Date' (08/02/2023), and 'Delivery Date' (08/02/2023). There are also fields for 'Commodity Total' (0.00) and 'Accounting Total' (0.00). A 'Vendor Hold' checkbox is present. The 'Vendor Information' tab is selected, showing fields for 'Vendor' (with a search box containing three asterisks), 'Address Type', 'Sequence', 'Street Line 1', 'Street Line 2', 'Street Line 3', 'City', 'State or Province', 'Contact', 'Email', 'Phone Area Code', 'Phone Number', 'Phone Extension', 'Fax Area Code', 'Fax Number', 'Fax Extension', and 'Discount'. The bottom status bar shows 'EDIT Record: 1/1 FPAREQN.VENDOR SPRIDEN ID 11 ©2000 - 2023, Ellucian. All rights reserved. ellucian.'

Clicking this box will take you to the search screen for that information. In this case a new box will pop-up asking if you want to navigate to FTIIDEN or FTMVEND, choose FTIIDEN.

From here you can hit next section or in some screens you may need to choose Filter on the top right.

When searching for a vendor the *Last Name* field is where you would enter a company name.

Note: When entering a search word or term you can use “%” to denote a wildcard character. For example, if you search for “film%” this will return all vendors whose name begins with film. If you search for “%film” this will return all vendors whose name ends with film. And if you search for “%film%” this will return all vendors that have film somewhere in their name.



Section Ten

COMMON BANNER SCREENS

Banner Screen Commands Version 4 June 29 2023

Main Commands for on-line requisitions

FGIBAVL	Available budget includes pending transactions
FGIBDSR	Shows budget history but not pending transactions
FPAREQN	Where you create an on-line req or look one up that you did
FOAUAPP	Requisition, budget transfer, documents like invoices approval screen
FOIDOCH	View status of requisition and purchase order
FTMVEND	Look up vendor information
FPARDEL	Delete on-line requisition
FPIOPOV	Look up all purchase orders by vendor
FPIPURR	Purchase Order Information
FGIENCD	Look at purchase order balance, fund(s) used, open or closed, payments made

Purchasing Screens

FPAPURR	Creates a purchase order
FPAABUY	Assigns buyer number to a requisition
FPAPOAS	Rename requisition as a purchase order
FPAPORC	Print or email out a purchase order or reprint it
FPAPDEL	Deletes a purchase order
FGAENCB	Enter an encumbrance like Amazon or Office Depot or Direct Payment

Approval Queue and Banner set-up screens

FOMPROF	Set up user with requisition and sometimes budget (both) access by fund & org
FTMAPPQ	Link the user to the approval queue
FOMAQR	Create a new approval queue or modify it if needed



Section Eleven

PREFERRED VENDORS LIST

Preferred Vendors List ***Note: Per AP 8.06 most purchases of goods over \$3,000 require at least 3 informal quotes from different vendors. Some vendors (denoted by as asterisk*) offer pricing based on competitively bid contracts and do not require additional quotes.

Audio Visual:

- B&H* california@bhphoto.com,
- Bluum* (formerly Troxell) chris.kolar@bluum.com,
- ODP* (formerly Office Depot)
Note: contact helpdesk@ccsf.edu for quotes/minimum standards.

Business Cards: Internally through the Visual Media Design Department, contact Colin Hall chall@ccsf.edu. Folger Graphics print@folgergraphics.com.

Computers: Work with IT helpdesk@ccsf.edu for quotes/minimum standards. Current standards are Dell PCs.

Furniture:

- KI* Patrick.welch@ki.com.
- Steelcase* kschimdt@steelcase.com.
-
- Note: If furniture is attached to District property, please contact Facilities for approval/guidance.

Office Chairs: Ergo Comfort West ecwest.frank@gmail.com

Office Supplies: ODP* (formerly Office Depot) and Amazon*

Office Equipment (items individually priced over \$1,000):



- CDWG* gianna.panozzo@cdwg.com,
- Bluum* (formerly Troxell) chris.kolar@bluum.com

Paper:

- ODP* for smaller orders,
- Kelly Spicers* jay.vincent@kellyspicers.com for larger orders (multiple cases / pallets)

Printers/toner: copiers and networked printers are serviced (including toner) through Konica Minolta* ccsfsupport@kmb.konicaminolta.us. Individual/non-networked printers need IT approval/support and can be purchased from ODP* and Amazon*.

Promotional materials:

- Bay Area Graphics info@bayareagraphics.com,
- Bayside Printed Products emilyk@bayside1.com,
- Creative MC team@creativemc.com

Software: requires IT approval, email: helpdesk@ccsf.edu