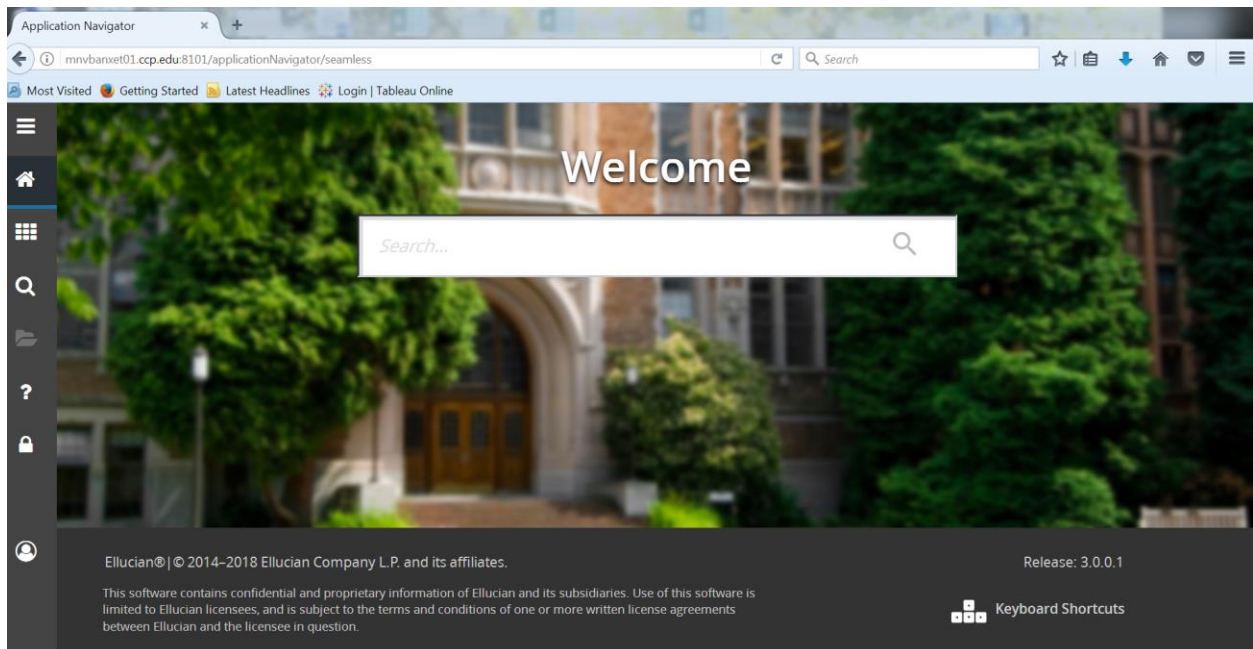


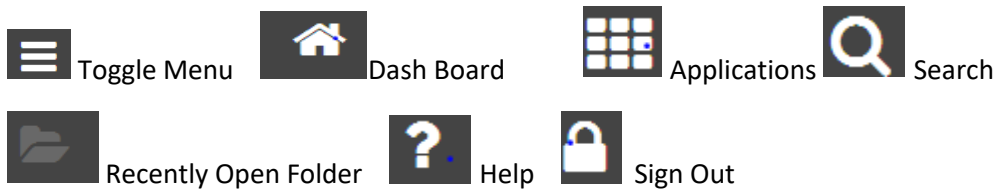
Banner 9

Requisition - (FPAREQN)

After logging into Banner your Landing Page will be displayed.



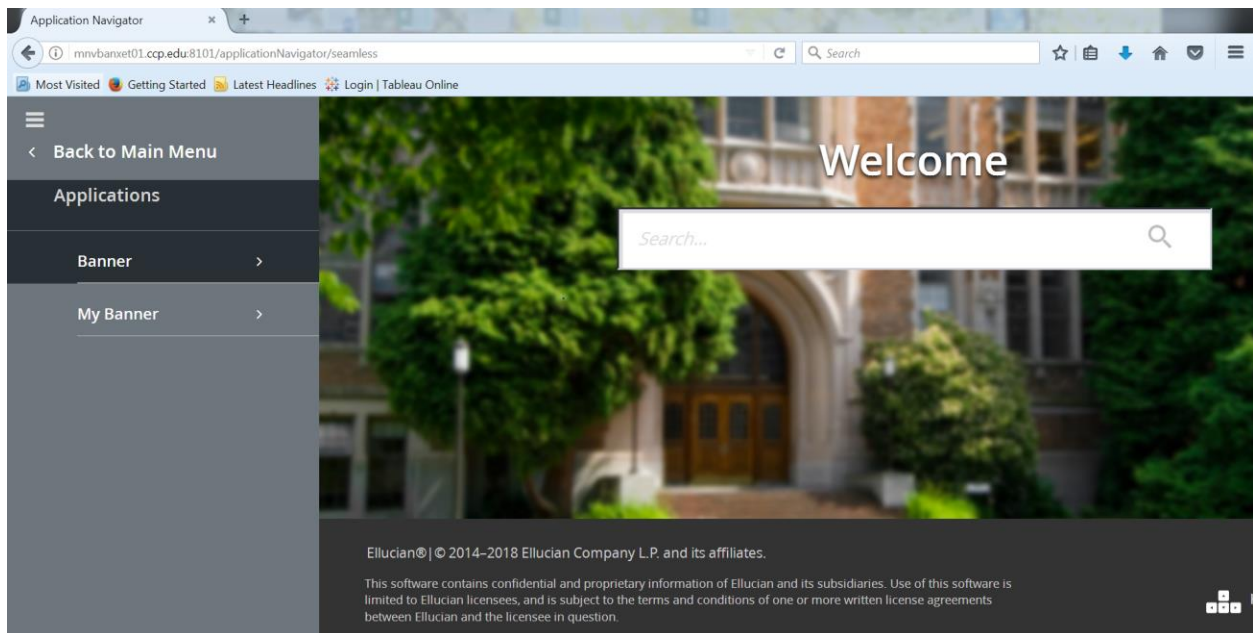
The following buttons are on the left hand of the screen:



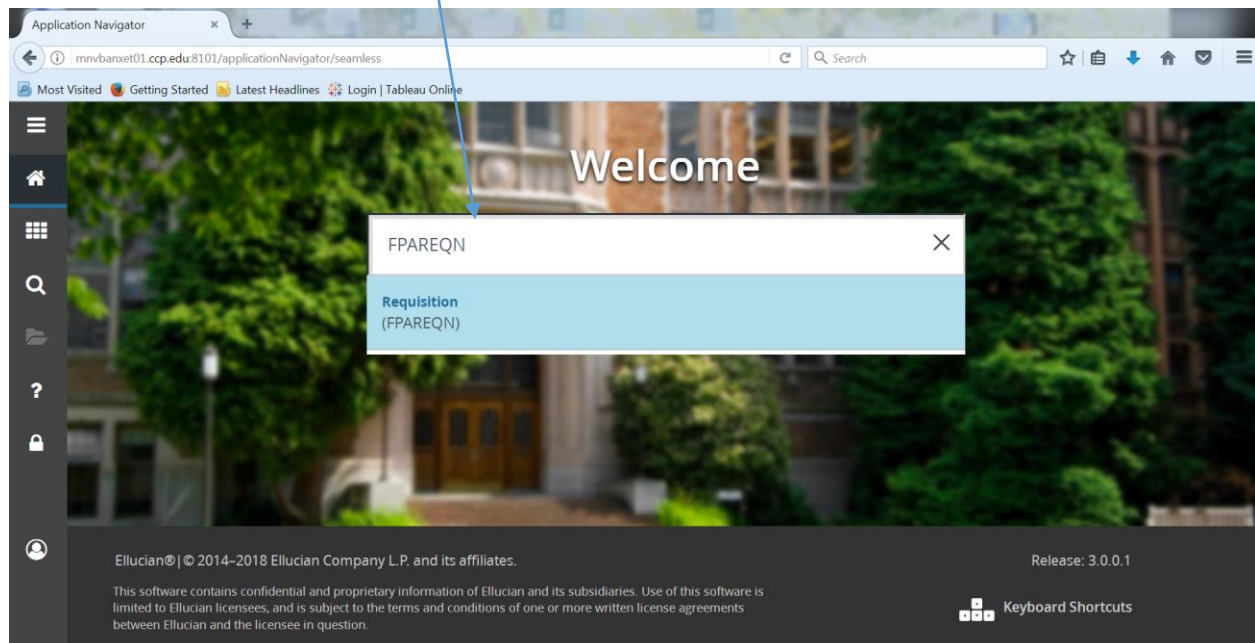


Click on the applications button to display the Banner Menu button the Banner and My Banner Menu buttons will appear. Click on Banner for a list of all Banner Modules; and click on My Banner for your own personalized list of Banner pages that you have created.

Banner Search gives you the option to search by page name or by a word that appears in a page name.



Either type FPAREQN in search box or choose it from your My Banner menu, or type in 'Requisition' in search box and choose the page FPAREQN.



The following page will appear. Type in **NEXT** (Banner generate the next requisition) in the Requisition box and then click the **Go** button.

Home - MyCCP Secured Ac... Application Navigator

msvbanxet02.ccp.edu:8101/applicationNavigator/seamless#Requisition (FPAREQN)

Most Visited Getting Started Latest Headlines Login | Tableau Online

Community College Of Philadelphia Ms Tanya S Stewart-Austin Sign Out ?

Requisition FPAREQN 9.3.5 (BAN90127) 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

If you have a repetitive type order and want to duplicate it, you can use the **Copy Button**. The copy button will allow you to pull up a completed requisition and you be able to edit as needed, for example changing quantity, price and anything else that may need editing.

Tab through the page entering the necessary items (noted by an asterisk).

Application Navigator x Application Navigator x +

mmvbanet02.ccp.edu:8101/applicationNavigator/seamless#Requisition (FPAREQN)

Most Visited Getting Started Latest Headlines Login | Tableau Online

Community College Of Philadelphia

Ms Tanya S Stewart-Austin Sign Out ?

Requisition FPAREQN 9.3.5 (BAN90127)

ADD RETRIEVE RELATED TOOLS

Requisition: NEXT Start Over

REQUISITION ENTRY: REQUESTOR/DELIVERY

Insert Delete Copy Filter

Requestion: NEXT

Order Date * 02/28/2018

Transaction Date * 02/28/2018

Delivery Date *

Comments

Commodity Total 0.00

Accounting Total 0.00

☐ In Suspense

☐ Document Text

☒ Document Level Accounting

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

REQUESTOR/DELIVERY INFORMATION

Insert Delete Copy Filter

Requestor * Tanya Stewart-Austin

Organization * 50000 Office Of Business and Finance

COA * 1 Community College of Philadelphia

Email tsaustin@ccp.edu

Street Line 2 Btan Callowhill & Spring Grdn

Street Line 3

Contact Don Hendrickson

Attention To * Don Hendrickson

SAVE

EDIT Record: 1/1 FPBREQH FPBREQH REQ# DATE (1) ellucian

Requestor/Delivery Information Fields:

Requisition: You will still see the word NEXT.

Order Date: Automatically populated with the current date.

Trans Date: Automatically populated with the current date.

Delivery Date: **Required**-Click on the calendar to select a date or enter the delivery date in the format (DD-MM-YYYY). The date count starts when Purchasing receives the requisition NOT when the requestor create the requisition.

Comments: **Optional**. Note: Requestors are requested to inform Purchasing Department about information related to delivery, especially if the date given is a *fictitious date*. Example: Normal (2 weeks), rush order and will pay freight (by Air) are commonly used.

Requestor: **Required**- Name of the requestor (will default in).

Organization: Automatically populated based upon Banner security access.


COA: Automatically populated with a 1 and Community College of Philadelphia.

Email: **Required**

Phone: **Required**

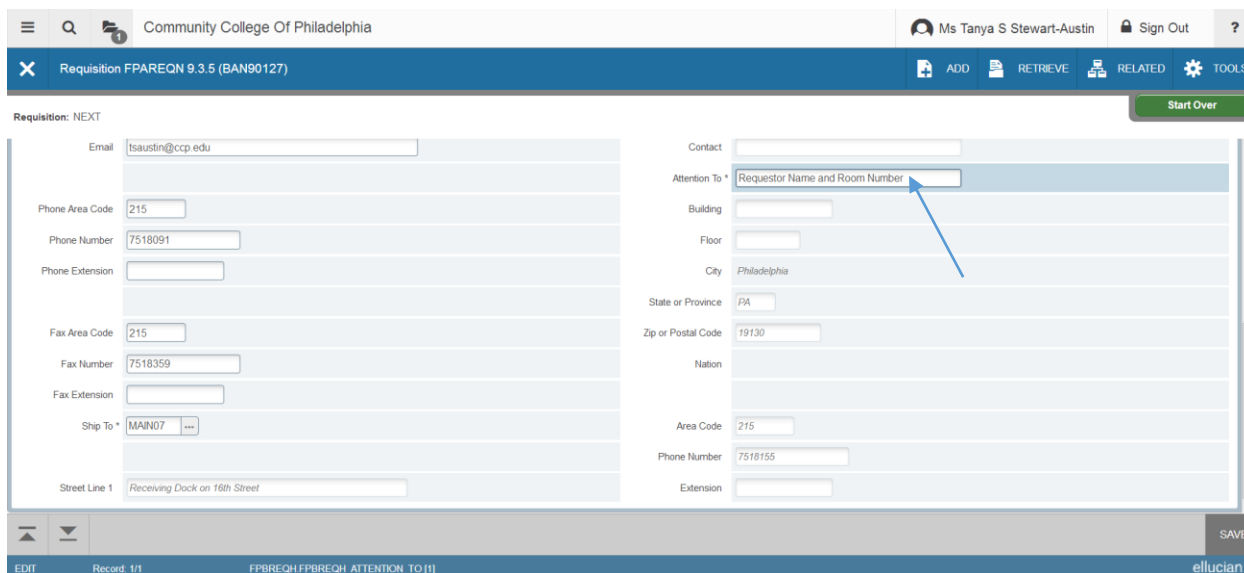
Fax: **Optional**

Ship To: Automatically populated based upon your Banner security access. The ship to address

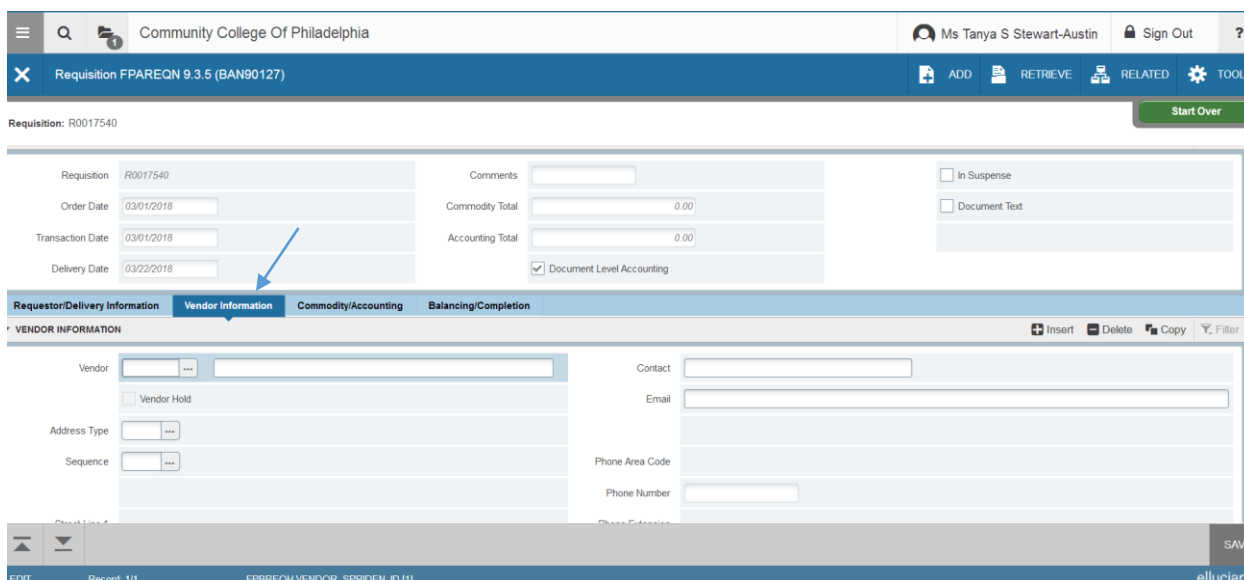
can be over-riden by clicking on  which will take you to 'FTVSHIP' to select the appropriate location. Select a location and **Click the OK key**: The field along with the address will be populated.

Contact: Optional

Attention to: *Required*- Enter the name of the individual who is to receive this order (the requestor name and room number).



Click on the Vendor Information tab



Vendor Information fields:


Requisition: The requisition number assigned will be displayed.

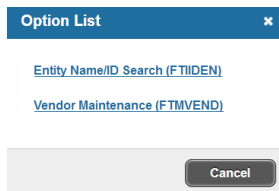
Order Date: Automatically populated with the current date.

Trans Date: Automatically populated with the current date Order Date

Delivery Date: Automatically populated what was entered on prior tab.

Vendor: This is optional.

- To search for a Vendor ID, click on the . A box will appear with two choices. Click on 'Entity Name/ID Search', which will take you to another page (**FTIIDEN**). Select the drop down to the filter – Add another field select Last Name field. Type in part of the name that you are sure about. The field is case sensitive. Select Go.

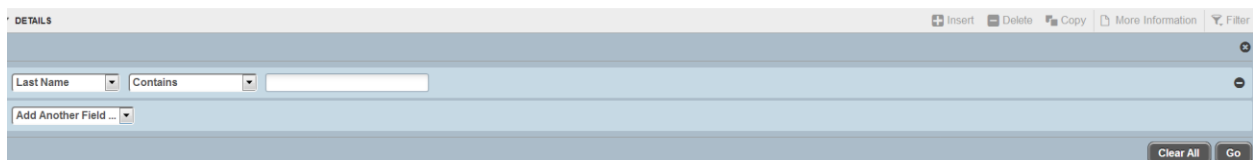


Option List

[Entity Name/ID Search \(FTIIDEN\)](#)

[Vendor Maintenance \(FTMVEND\)](#)

Cancel



DETAILS

Insert Delete Copy More Information Filter

Last Name Contains

Add Another Field

Clear All Go



Vendor

- **Searching for a Vendor ID is optional step. A Requestor can type the name of a vendor in field next to where the Vendor ID would have been entered.**
A requisition can be completed without entering Vendor information.

Click on the Commodity/Accounting tab.

Commodity/Accounting fields:

Doc Level Acct Box: This will be checked .

Note: When this box is checked, Banner assumes all items on the requisition will be charged to the same FOAPAL string. If this is not the case, i.e. different items will be charged to different account codes,

The REQUESTOR IS REQUIRED TO PROCESS ANOTHER REQUISITION!!!!

Requisition: The requisition number (R00XXXXX) is now appearing. The Requisition number is a unique number generated by the system to identify each requisition.


Order Date: From prior window order date field.

Trans Date: From prior window order date field.

Delivery Date: From prior window order date field.

Commodity: Currently not being used.

Description: **Required** -Tab down to description and enter the complete description of what you are ordering such as vendor part number/manufacturer part number.

U/M (Unit of Measure): **Required**- Enter the unit of measure or click on  for the list. Click on the chosen unit.


Quantity: **Required**

Unit Price: **Required**

Note: If you have more than one item to order for the same account, click on insert. (This will bring you to the second line of the description).


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		Paper	CSE		2.00	25.0000									
Record 2 of 2															

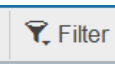
Enter all the required fields.

Click on  to access the accounting information:

ACCOUNTING												
Sequence	COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSF Override	NSF Suspense
1		18		100001	50000		60					
Record 1 of 1												
<div> <div>Extended Amount</div> <div>Discount</div> </div> <div> <div>%</div> <div></div> </div> <div> <div>USA</div> <div></div> </div>												
												SAVE

ACCT: All accounting information except for account should automatically populated with the Org that is on the Requestor tab. If a different Org or Fund code is to be charged for the requisition, enter


the appropriate **Org** or **Fund** code. Enter the 4-digit account **or** Click the  under Account search for

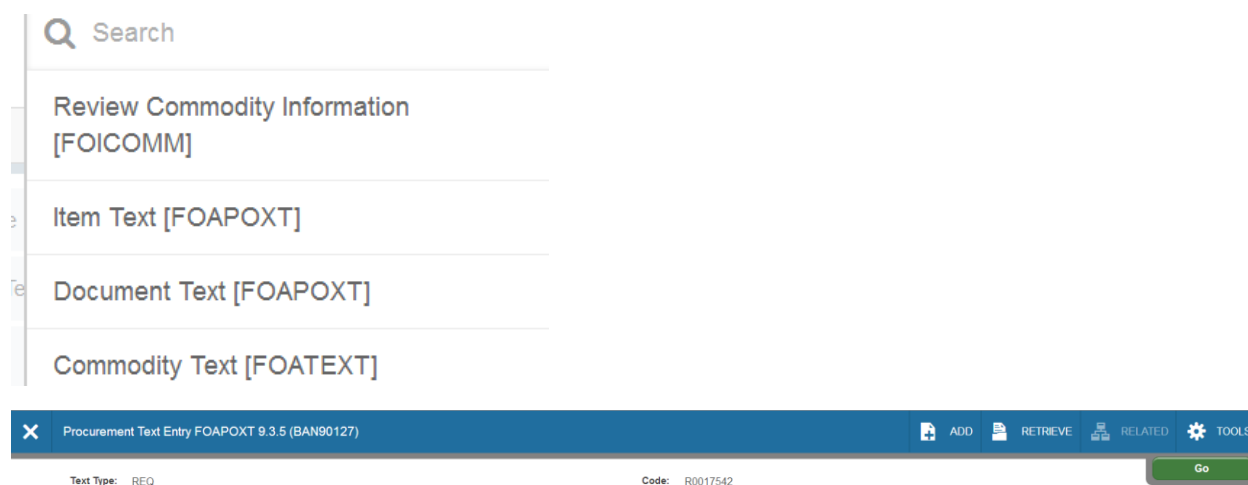
the account number. Click on  and add another field, account code and starts with. All non-labor expense accounts begin with a number (**7**). Click on Go and select an account code to be taken back to the Community/Accounting tab.

Account Code Validation FTVACCT 9.0 (BAN90127)			
Account Code	Starts With	7	
Add Another Field ...			
			Clear All Go

OPTIONAL ADDING ITEM TEXT TO THE REQUISITION:

Use this option to alert Purchasing staff about special information related to a particular item on the requisition. Some examples are: 1) This item must be refrigerated; 2)XYZ Co. Catalogue #89-456, page 27; 3) substitution on color only is acceptable.

Click  and choose Item Text and click GO




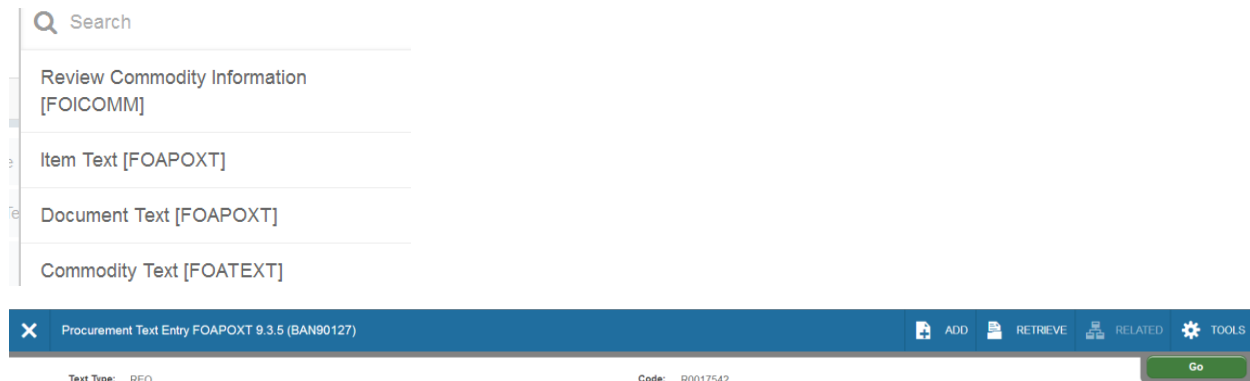
Click in the text area and type in your information. The maximum data length is fifty (50) characters per line. Use the down arrow key to type in more information. After you have entered your text

information, click on . Click on  to be brought back to the Requisition Entry Page.

OPTIONAL ADDING DOCUMENT TEXT TO THE REQUISITION

Use this option to alert Purchasing staff about special information related to this particular order. Some common uses are: 1) list possible vendors; 2) indicate that additional information, such as a vendor's quote, will be forwarded to Purchasing; 3) alert Purchasing to dissatisfaction with quality/service of previous order.

Click  and choose Document Text and Click **GO**



Q Search

- Review Commodity Information [FOICOMM]
- Item Text [FOAPOXT]
- Document Text [FOAPOXT]
- Commodity Text [FOATEXT]



Procurement Text Entry FOAPOXT 9.3.5 (BAN90127)

ADD RETRIEVE RELATED TOOLS

Text Type: REQ Code: R0017542

Go

Click in the text area and type in your information. The maximum data length is fifty (50) characters per line. Use the down arrow key to type in more information. After you have entered your text click on

. Click on  to be brought back to the Requisition Entry Form.

REQUISITION BALANCING COMPLETION - FINAL STEP

Requisition: R0017542

Vendor Hold ☐

COA Community College of Philadelphia

Requestor Tanya Stewart-Austin

Organization 50000 Office Of Business and Finance

Exchange Rate

Commodity Record

Count

Input Amount

Converted Amount

Start Over

AMOUNTS

	Input	Commodity	Accounting	Status
Approved Amount	<input type="text" value="50.00"/>	<input type="text" value="50.00"/>	<input type="text" value="50.00"/>	<input type="text" value="BALANCED"/>
Discount Amount	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="BALANCED"/>
Additional Amount	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="BALANCED"/>
Tax Amount	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="BALANCED"/>

Complete In Process

SAVE

If the requisition is **balanced** (make sure that it is) and you are **satisfied with the data**, **transmit** the requisition to the **Approval** queue by: Clicking on the **‘Complete button’**. If you want to add or make changes to your requisition later; Click on the **‘In Process button’** and you can make changes or additions to this requisition at a later date.

Only when you click on the **Complete button** is your requisition **forwarded** to **a que for approval** or **Purchasing**.

Note: If you do not assign a vendor, a form will appear on the screen that states **“This requisition does not have a vendor or a recommended vendor. Do you want to complete the requisition?”** Select **Yes** or **No** and you will be **taken back** to the initial screen of the form.

Community College Of Philadelphia

Ms Tanya S Stewart-Austin Sign Out ?

Requisition: R0017542

Vendor Hold ☐

COA Community College of Philadelphia

Requestor Tanya Stewart-Austin

Organization 50000 Office Of Business and Finance

Exchange Rate

Commodity Record

Count

Input Amount

Converted Amount

AMOUNTS

	Input	Commodity	Accounting	Status
Approved Amount	<input type="text" value="50.00"/>	<input type="text" value="50.00"/>	<input type="text" value="50.00"/>	<input type="text" value="BALANCED"/>
Discount Amount	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="BALANCED"/>
Additional Amount	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="BALANCED"/>
Tax Amount	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="BALANCED"/>

Complete In Process

SAVE

This requisition does not have a vendor or a recommended vendor. Do you want to complete the requisition?

Yes No

Click the complete button; you will receive a message with your requisition number letting you know the requisition is being forwarded to the approval process.

The screenshot shows the top section of a web application. At the top, a header bar contains the text "Community College Of Philadelphia" on the left, and user information "Ms Tanya S Stewart-Austin" and a "Sign Out" link on the right. Below this is a blue navigation bar with a close button (X), the text "Requisition FPAREQN 9.3.5 (BAN90127)", and several icons with labels: "ADD", "RETRIEVE", "RELATED", and "TOOLS". To the right of these icons is a small orange box with the number "1". Below the navigation bar, there is a "Requisition:" label followed by a text input field and a "Copy" button. A green message box with a checkmark icon is overlaid on the right side, containing the text "Document R0017542 completed and forwarded to the Approval process". A blue arrow points from the bottom right of the page towards this message box. At the bottom left, there is a grey bar with the text "Get Started. Fill out the fields above and press Go."