Banner 8.x
Requisition Processing
The Requisition Form (FPAREQN) initiates the procurement process by defining an internal request to acquire goods or services. It enables you to define departmental needs by identifying the requester, vendor, commodity, and accounting information.

**Requisition:** Enter the pre-assigned requisition number on the form.

[Next Block] (if not copying an existing requisition).

Copy Feature: (Optional) this is an optional feature allowing for a new requisition to be copied from an existing completed and approved requisition (see instructions for copying a requisition).
Requisition Entry: Requestor/Delivery Information

Order Date: Defaults to the current date.

Trans Date: Defaults to the current date.

Delivery Date: Delivery date is an estimate of when items need to be delivered or issuance of a check. Delivery date must be greater than the transaction date.

Comments: Leave blank unless a Blanket Purchase Order (BPO), Supplemental to an existing purchase order (Suppl to PXXXXXXX) or Emergency Purchase Order (EPO) is being requested (see “Examples” section for instructions on entering a requisition for issuance of a Blanket Purchase Order, Supplemental to an existing purchase order or Emergency Purchase Order.

Requestor: Defaults to user name entering requisition. Must be revised with a brief description of items or type of services requested. This field shows on reports.

COA: Defaults to chart of account “1”.
**Organization:** Enter organization code (if multiple accounting distributions are being used, any one of the organization codes can be entered in this field).

**Email:** Leave blank (this field not currently used).

**Phone:** Enter requestors phone number

**Ship to:** Should default to your “ship to” code. If different, enter desired “ship to” code (click on the search icon to display list of ship to codes available).

**Attention to:** Update this field to requisitioners name or person requesting items/services.

**Document Text:** Under “Options”, enter instructions to purchasing or accounts payable needed for issuance of a purchase order or check (i.e., quote, contract, or invoice being forwarded to purchasing/accounts payable; instructions to send purchase order or check to a specific person or location). Check the Print column for document text to print on hard copy of purchase order. [Save], [Exit].

[Next Block] or click on Vendor Information tab.
Requisition Entry: Vendor Information

Vendor: Enter the vendor code or click on the search icon for a list of vendors to select from. Vendor codes are usually established utilizing the vendors’ first three characters of vendors’ first name and first three characters of second word in vendor name (i.e., Corporate Express is COREXP).

Address Type and Sequence: Vendors may have multiple address codes and sequences established. All requisitions/purchase orders utilize the business address code (BU). Multiple sequence numbers may exist if the vendor has more than one business address (i.e., Smart & Final will have different address sequence numbers for business locations located in Ventura, Oxnard and Simi Valley). Click on the Sequence search icon to choose the correct address.

Tax Group: Allow default as established by the Purchasing department on the vendor master forms.

[Next Block] or click on Commodity/Accounting tab.
Requisition Entry: Commodity/Accounting

Document Level Accounting: The **Document Level Accounting** box defaults to checked, which enables you to assign accounting distributions to the requisition in total rather than to individual commodities. To assign accounting distributions to each commodity, uncheck this box. Requisitions with fixed asset items that will be tagged for inventory **must** be entered as commodity level accounting (see community level instructions). Inventory items are equipment and furniture with a value of $1000 or more per item. All requisitions expensed to a 6XXX account (including site improvements, building improvements and construction projects) should be entered as commodity level accounting.

Commodity: Select the appropriate commodity code from the available list which can be displayed by clicking on the Commodity search icon. Note: commodity codes are similar to the budget account number.

Description: Commodity codes default with a generic description. Override this description and enter detailed data. **Item Text** (under “Options”) may be required in order to provide a full description of the commodity.
<table>
<thead>
<tr>
<th>Text Type</th>
<th>Code</th>
<th>Vendor</th>
<th>Commodity Description</th>
<th>Modify Clause</th>
<th>Default Increment</th>
</tr>
</thead>
<tbody>
<tr>
<td>REQ</td>
<td>RO60768</td>
<td>OFFICE DEPOT Inc</td>
<td>HP279A printer cartridge for LaserJet</td>
<td>Copy Commodity Text</td>
<td>10</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Text</th>
<th>Clause Number</th>
<th>Print</th>
<th>Line</th>
</tr>
</thead>
<tbody>
<tr>
<td>Color, Color</td>
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</tbody>
</table>
Item: System maintained. Tracks the number of items (records) on the requisition and the number of records being displayed.

U/M: Will default from the commodity code selected or override and enter the appropriate unit of measure (search available)

Tax Group: Tax group will default from commodity code selected. Tax must be added for purchase of items. The tax group established as VEN will default with the Ventura County tax rate of 7 1/4%. If tax is not applicable, such as services and labor, tax code should be NTX for no tax.

Quantity: Enter quantity.

Unit Price: Enter unit price. Banner calculates the extended cost.

To add another commodity, use next record function or arrow down to the next blank commodity line item.
You may create multiple accounting sequences and distribute the cost by percentage or dollar amount. When using commodity level accounting (document level accounting box is unchecked), you must have the commodity item selected before entering accounting data for each commodity.

**COA:** Defaults to “1”

**Fund, Orgn, Acct, Prog:** Enter the appropriate FOAP (fund, organization, account, and program codes).

If distributing amounts by percentage, check the % column and enter the appropriate percentage for each accounting record (number without % symbol).

To enter additional accounting records, use next record function or down arrow to the next accounting line item.

[Next Block] or click on the Balancing/Completion tab.
This window displays summary information. The Commodity and Accounting line items should balance before completing a requisition. Click the “Complete” icon when you have entered all the information. Banner takes you back to the requisition header window so you may enter another requisition.

If you want to save the record for modification at a later time, select the “In Process” button.
Copy Feature: (Optional) this is an optional feature allowing for a new requisition to be copied from an existing **completed and approved** requisition.

**Requisition:** Enter the pre-assigned requisition number on the form.

Click on the “Copy” icon next to the requisition number field or the “Copy Requisition” under “Options”.

**Copy From Requisition:** Enter the requisition number you want to copy data from.

**Vendor Name:** Vendor will default from requisition.

Click on the OK button to copy data from an existing requisition to the new requisition being created. All vendor information, commodity data and accounting records will be copied to the new requisition. The copied data may be revised as needed for each field.

Continue with regular requisition instructions and make any appropriate changes.
Blanket Purchase Order: Requestor/Delivery Information

Order Date: Defaults to the current date.

Trans Date: Defaults to the current date.

Delivery Date: Blanket purchase orders established for an entire fiscal year can have a delivery date of 6/30/XX of current fiscal year.

Comments: Enter BPO for blanket purchase order.

Requestor: Defaults to user name entering requisition. Must be revised with BPO and a brief description of items or type of services requested. This field shows on various finance reports.

COA: Defaults to chart of account “1”.

Organization: Enter organization code (if multiple accounting distributions are being used, any one of the organization codes can be entered in this field).

Email: Leave blank (this field not currently used).

Phone: Enter requestors phone number.
Ship to: Should default to your “ship to” code. If different, enter desired “ship to” code (click on the search icon to display list of ship to codes available).

Attention to: Update this field to requisitioners name or person requesting items/services

Document Text: Under “Options”; enter instructions to purchasing or accounts payable needed for issuance of a purchase order or check (i.e., quote, contract, or invoice being forwarded to purchasing/accounts payable; instructions to send purchase order or check to a specific person or location). You may enter authorized employees who can utilize the BPO in Document text. Check the Print column for document text to print on hard copy of purchase order. [Save], [Exit].

[Next Block] or click on Vendor Information tab.
Blanket Purchase Order: Vendor Information

**Vendor:** Enter the vendor code or click on the search icon for a list of vendors to select from. Vendor codes are usually established utilizing the vendors’ first three characters of vendors’ first name and first three characters of second word in vendor name (i.e., Corporate Express is COREXP).

**Address Type and Sequence:** Vendors may have multiple address codes and sequences established. All requisitions/purchase orders utilize the business address code (BU). Multiple sequence numbers may exist if the vendor has more than one business address (i.e., Smart & Final will have different address sequence numbers for business locations located in Ventura, Oxnard and Simi Valley). Click on the Sequence icon to choose the correct address.

**Tax Group:** Allow default as established by the Purchasing department on the vendor master forms.

[Next Block] or click on the Commodity/Accounting tab.
### Document Level Accounting

The **Document Level Accounting** box defaults to checked, which enables you to assign accounting distributions to the requisition in total rather than to individual commodities. To assign accounting distributions to each commodity, uncheck this box (see instructions for commodity level accounting).

### Commodity

Select the appropriate commodity code from the available list which can be displayed by clicking on the Commodity search icon. Note: commodity codes are similar to the budget account number.

### Description

Commodity codes default with a generic description. Override this description and enter detailed data. **Item Text** (under “Options”) may be required in order to provide a full description of the commodity.

### Item

System maintained. Tracks the number of items (records) on the requisition and the number of records being displayed.

### U/M

Will default from the commodity code selected or override and enter the appropriate unit of measure (list available).

### Tax Group

Tax group will default from commodity code selected. Most Blanket Purchase Orders use NTX tax group for no tax.
**Quantity:** Enter one (1).

**Unit Price:** Enter total amount of requisition or total of each line item (commodity). Banner calculates the extended costs.

To add another commodity, use next record function or arrow down to the next blank commodity line item.

[Next Block]

You may create multiple accounting sequences and distribute the cost by percentage or dollar amount. When using commodity level accounting (document level accounting box is unchecked), you must have the commodity item selected before entering accounting data for each commodity.

**COA:** Defaults to “1”

**Fund, Orgn, Acct, Prog:** Enter the appropriate FOAP (fund, organization, account, and program codes).

If distributing amounts by percentage, check the % box and enter the appropriate percentage for each accounting record (number without % symbol).

To enter additional accounting records, use next record function or down arrow to the next accounting line item.

[Next Block] or click on the Balancing/Completion tab.
This window displays summary information. The Commodity and Accounting line items should balance before completing a requisition. Click the “Complete” button when you have entered all the information. Banner takes you back to the requisition header window so you may enter another requisition.

If you want to save the record for modification at a later time, select the “In Process” button.
Supplemental to Existing Purchase Order: Requestor/Delivery

Order Date: Defaults to the current date.

Trans Date: Defaults to the current date.

Delivery Date: Enter current date. When purchase order is printed it pulls the delivery date from the original purchase order.

Comments: Enter Suppl to PXXXXXXX for supplemental to an existing purchase order.

Requestor: Defaults to user name entering requisition. Must be revised with a brief description of items or type of services requested. This field shows on various finance reports.

COA: Defaults to chart of account “1”.

Organization: Enter organization code (if multiple accounting distributions are being used, any one of the organization codes can be entered in this field)

Email: Leave blank (this field not currently used)

Phone: Enter requestors phone number.
Ship to: Should default to your "ship to" code. If different, enter desired "ship to" code (click on the search icon to display list of ship to codes available)

Attention to: Update this field to requisitioners name or person requesting items/services

Document Text: Under Options, enter instructions to purchasing or accounts payable needed for issuance of a purchase order or check (i.e., quote, contract, or invoice being forwarded to purchasing/accounts payable; instructions to send purchase order or check to a specific person or location). Check the Print column for document text to print on hard copy of purchase order. [Save], [Exit].

[Next Block] or click on Vendor Information tab.
Supplemental to Existing Purchase Order: Vendor Information

Vendor: Enter the vendor code or click on the search icon for a list of vendors to select from. Vendor codes are usually established utilizing the vendors’ first three characters of vendors’ first name and first three characters of second word in vendor name (i.e., Corporate Express is COREXP).

Address Type and Sequence: Vendors may have multiple address codes and sequences established. All requisitions/purchase orders utilize the business address code (BU). Multiple sequence numbers may exist if the vendor has more than one business address (i.e., Smart & Final will have different address sequence numbers for business locations located in Ventura, Oxnard and Simi Valley). Click on the Sequence search icon to choose the correct address.

Tax Group: Allow default as established by the Purchasing department on the vendor master forms.

[Next Block] or click on Commodity/Accounting tab.
Document Level Accounting: The **Document Level Accounting** box defaults to checked, which enables you to assign accounting distributions to the requisition in total rather than to individual commodities. To assign accounting distributions to each commodity, uncheck this box (see instructions for commodity level accounting).

Commodity: Select the appropriate commodity code form the available list which can be displayed by clicking on the Commodity search icon. Note: commodity codes are similar to the budget account number.

Description: Commodity codes default with a generic description. Override this description and enter detailed data (i.e., Suppl to PXXXXXXX – Office Supplies). **Item Text** (under “Options”) may be required in order to provide a full description of the commodity.

Item: System maintained. Tracks the number of items (records) on the requisition and the number of records being displayed.

U/M: Will default from the commodity code selected or override and enter the appropriate unit of measure (search available).

Tax Group: Tax group will default from commodity code selected.
**Quantity:** Enter quantity.

**Unit Price:** Enter amount of requisition or total for each line item (commodity). Banner calculates the extended costs.

To add another commodity, use next record function or arrow down to the next blank commodity line item.

**[Next Block]**

You may create multiple accounting sequences and distribute the cost by percentage or dollar amount. When using commodity level accounting (document level accounting box is unchecked), you must have the commodity item selected before entering accounting data for each commodity.

**COA:** Defaults to “1”

**Fund, Orgn, Acct, Prog:** Enter the appropriate FOAP (fund, organization, account, and program codes).

If distributing amounts by percentage, check the % column and enter the appropriate percentage for each accounting record (number without % symbol).

To enter additional accounting records, use next record function or down arrow to the next accounting line item.

**[Next Block]** or click on the Balancing/Completion tab.
This window displays summary information. The Commodity and Accounting line items should balance before completing a requisition. Click the “Complete” button when you have entered all the information. Banner takes you back to the requisition header window so you may enter another requisition.

If you want to save the record for modification at a later time, select the “In Process” button.
Issuance of an emergency purchase order must be requested by the Fiscal Services Office at your college through a Lotus Notes email process. Requests for EPO’s can only be processed after a completed, approved requisition has been entered in Banner.

**Order Date:** Defaults to the current date.

**Trans Date:** Defaults to the current date.

**Delivery Date:** Delivery date is an estimate of when items need to be delivered or issuance of a check. Delivery date must be greater than the transaction date.

**Comments:** Enter EPO for an emergency purchase order request.

**Requestor:** Defaults to user name entering requisition. Must be revised with a brief description of items or type of services requested. This field shows on reports.

**COA:** Defaults to chart of account “1”.

**Organization:** Enter organization code (if multiple accounting distributions are
being used, any one of the organization codes can be entered in this field).

**Email:** Leave blank (this field not currently used).

**Phone:** Enter requestors phone number.

**Ship to:** Should default to your "ship to" code. If different, enter desired "ship to" code (click on the search icon to display list of ship to codes available).

**Attention to:** Update this field to requisitioners name or person requesting items/services.

**Document Text:** Under ‘Options” enter instructions to purchasing or accounts payable needed for issuance of a purchase order or check (i.e., quote, contract, or invoice being forwarded to purchasing/accounts payable; instructions to send purchase order or check to a specific person or location). Check the **Print** column for document text to print on hard copy of purchase order. [Save], [Exit].

[Next Block] or click on Vendor Information tab.
Emergency Purchase Order: Vendor Information

Vendor: Enter the vendor code or click on the search icon for a list of vendors to select from. Vendor codes are usually established utilizing the vendors’ first three characters of vendors’ first name and first three characters of second word in vendor name (i.e., Corporate Express is COREXP).

Address Type and Sequence: Vendors may have multiple address codes and sequences established. All requisitions/purchase orders utilize the business address code (BU). Multiple sequence numbers may exist if the vendor has more than one business address (i.e., Smart & Final will have different address sequence numbers for business locations located in Ventura, Oxnard and Simi Valley). Click on the Sequence search icon to choose the correct address.

Tax Group: Allow default as established by the Purchasing department on the vendor master forms.

[Next Block] or click on Commodity/Accounting tab.
Document Level Accounting: The **Document Level Accounting** box defaults to checked, which enables you to assign accounting distributions to the requisition in total rather than to individual commodities. To assign accounting distributions to each commodity, uncheck this box. Requisitions with fixed asset items that will be tagged for inventory must be entered as commodity level accounting (see community level instructions). Inventory items are equipment and furniture with a value of $1000 or more per item. All requisitions expensed to a 6XXX account (including site improvements, building improvements and construction projects) should be entered as commodity level accounting (see commodity level accounting instructions).

Commodity: Select the appropriate commodity code from the available list which can be displayed by clicking on the Commodity search icon. Note: commodity codes are similar to the budget account number.

Description: Commodity codes default with a generic description. Override this description and enter detailed data. **Item Text** (under “Options”) may be required in order to provide a full description of the commodity.
Emergency Purchase Order: Commodity/Accounting

**Item:** System maintained. Tracks the number of items (records) on the requisition and the number of records being displayed.

**U/M:** Will default from the commodity code selected or override and enter the appropriate unit of measure (list available)

**Tax Group**
Tax group will default from commodity code selected. Tax must be added for purchase of items. The tax group established as VEN will default with the Ventura County tax rate of 7 1/4%. If tax is not applicable, such as services and labor, tax code should be NTX for no tax.

**Quantity:** Enter quantity.

**Unit Price:** Enter unit price. Banner calculates the extended cost.

To add another commodity, use next record function or arrow down to the next blank commodity line item.

[Next Block]

You may create multiple accounting sequences and distribute the cost by percentage or dollar amount. When using commodity level accounting (document level accounting box is unchecked), you must have the commodity item selected before entering accounting data for each commodity.

**COA:** Defaults to “1”

**Fund, Orgn, Acct, Prog:** Enter the appropriate FOAP (fund, organization, account, and program codes).

If distributing amounts by percentage, check the % column and enter the appropriate percentage for each accounting record (number without % symbol).

To enter additional accounting records, use next record function or down arrow to the next accounting line item.

[Next Block] or click on the Balancing/Completion tab.
This window displays summary information. The Commodity and Accounting line items should balance before completing a requisition. Click the “Complete” button when you have entered all the information. Banner takes you back to the requisition header window so you may enter another requisition.

If you want to save the record for modification at a later time, select the “In Process” button.
Commodity Level Accounting: Requestor/Delivery Information

Commodity level accounting assigns accounting records to individual commodity records. Commodity level accounting must be used for requisitions including fixed asset items (furniture and equipment) with a value of $1,000 or more per unit. All requisition’s expensed to a 6XXX account (including site improvements, building improvements and construction projects) should be entered as commodity level accounting. Commodity level accounting is always optional for all other requisitions.

Order Date: Defaults to the current date.

Trans Date: Defaults to the current date.

Delivery Date: Delivery date is an estimate of when items need to be delivered or issuance of a check. Delivery date must be greater than the transaction date.

Comments: Leave blank unless a BPO, Supplemental to existing purchase order (Suppl to PXXXXXXX) or Emergency Purchase Order (EPO) is being requested.

Requestor: Defaults to user name entering requisition. Must be revised with a brief description of items or type of services requested. This field shows on reports.
COA: Defaults to chart of account “1”.

Organization: Enter organization code (if multiple accounting distributions are being used, any one of the organization codes can be entered in this field).

Email: Leave blank (this field not currently used).

Phone: Enter requestors phone number.

Ship to: Should default to your "ship to" code. If different, enter desired "ship to" code (click on the search icon to display list of ship to codes available).

Attention to: Update this field to requisitioners name or person requesting items/services.

Document Text: Under “Options”, enter instructions to purchasing or accounts payable needed for issuance of a purchase order or check (i.e., quote, contract, or invoice being forwarded to purchasing/accounts payable; instructions to send purchase order or check to a specific person or location). Check the Print column for document text to print on hard copy of purchase order. [Save], [Exit].

[Next Block] or click on the Vendor Information tab.
Commodity Level Accounting: Vendor Information

Vendor: Enter the vendor code or click on the search icon for a list of vendors to select from. Vendor codes are usually established utilizing the vendors’ first three characters of vendors’ first name and first three characters of second word in vendor name (i.e., Corporate Express is COREXP).

Address Type and Sequence: Vendors may have multiple address codes and sequences established. All requisitions/purchase orders utilize the business address code (BU). Multiple sequence numbers may exist if the vendor has more than one business address (i.e., Smart & Final will have different address sequence numbers for business locations located in Ventura, Oxnard and Simi Valley). Click on the Sequence search icon to choose the correct address.

Tax Group: Allow default as established by the Purchasing department on the vendor master forms.

[Next Block] or click on Commodity/Accounting tab.
Commodity Level Accounting: Commodity/Accounting

The **Document Level Accounting** box defaults to checked, which enables you to assign accounting distributions to the requisition in total rather than to individual commodities. To assign accounting distributions to each commodity, uncheck this box. When unchecked, the requisition is now considered commodity level accounting. Requisitions with fixed asset items that will be tagged for inventory **must** be entered as commodity level accounting. Inventory items are equipment and furniture with a value of $1000 or more per item. All requisitions expensed to a 6XXX account (including site improvements, building improvements and construction projects) should be entered as commodity level accounting.

Commodity level accounting is always optional for all other requisitions should you desire to tie a specific commodity item to a specific accounting record (this forces Accounts Payable to pay an item against an accounting record already tied to that commodity).

**Commodity:** Select the appropriate commodity code from the available list which can be displayed by clicking on the Commodity search icon. Note: commodity codes are similar to the budget account number.

**Description:** Commodity codes default with a generic description. Override this description and enter detailed data. **Line Item Text** may be
required in order to provide a full description of the commodity.

**Item:** System maintained. Tracks the number of items (records) on the requisition and the number of records being displayed.

**U/M:** Will default from the commodity code selected or override and enter the appropriate unit of measure (list available)

**Tax Group:** Tax group will default from commodity code selected. Tax must be added for purchase of items. The tax group established as VEN will default with the Ventura County tax rate of 7 1/4%. If tax is not applicable, such as services and labor, tax code should be NTX for no tax.

**Quantity:** Enter quantity.

**Unit Price:** Enter unit price. Banner calculates the extended cost.

To add another commodity, use next record function or arrow down to the next blank commodity line item.
Select the first commodity item, which will be highlighted.

[Next Block]

Enter accounting record(s) for just this one selected commodity. You may create multiple accounting sequences and distribute the cost for this commodity by percentage or dollar amount.

COA: Defaults to “1”.

Fund, Orgn, Acct, Prog: Enter the appropriate FOAP (fund, organization, account, and program codes).

If distributing amounts by percentage, check the % column and enter the appropriate percentage for each accounting record (number with out % symbol).

To enter additional accounting records for this commodity item, use next record function or down arrow to the next accounting line item.

[Previous Block]

Select the second commodity item, which will be highlighted.
Enter Accounting record(s) for just this 2\textsuperscript{nd} selected commodity.

Continue this sequence until you have entered FOAPs for all commodity items.
This window displays summary information. The Commodity and Accounting line items should balance before completing a requisition. Click the “Complete” button when you have entered all the information. Banner takes you back to the requisition header window so you may enter another requisition.

If you want to save the record for modification at a later time, select the “In Process” button.
Use the Incomplete Document Report (FGRIDOC) to find documents under your user ID that have not been completed or have been disapproved which changes the status to incomplete. Documents must be completed or deleted (record removed).

From the Direct Access menu, enter FGRIDOC or select this report located in the VCCCD Requisition Processing Menu.  [Next Block].

**Printer:** Double click in this field to view and select a Banner printer at your location or enter PDF to send the report to Report Viewer. [Next Block].

**Parameter Values:** Enter a “N” for NO in the Values Column for documents you DO NOT enter into Banner. Enter “Y” for YES for document types you do enter into Banner. For document types with a “Y”, the next line item should be your user ID (same user ID utilized to access Banner). [Next Block].

**[SAVE]** Report will print on selected printer

View all incomplete documents and complete or delete documents.
DELETE INCOMPLETE REQUISITION

From the Direct Access menu, enter FPAREQN or select this screen from the VCCCD Requisition Processing Menu.

Enter the Requisition number you want to delete.

[Next Block]

You should be at the Requisition Entry: Requestor/Delivery Information. Do a record remove, you will than get a message at bottom of screen saying “Press Delete Record again to Delete this record”. Do a record remove again this will deleted the requisition. You will then get a message “All Commodity and Accounting Records will be deleted”. Click “OK”.
CANCEL REQUISITION (FPARDEL)

Use the Requisition Cancel Form (FPARDEL) to delete a requisition that has gone through the approval process (i.e., has an “A” for approved as its status indicator).

From the Direct Access Menu, enter FPARDEL.

**Request Code:** Enter requisition number. [Next Block].

Under “Options”, click on “Access Cancel Date”.

**Cancel Date:** Allow default of current date.

**Reason Code:** Optional, double click to get list of Reason Codes and select appropriate code.

Click on “Make Cancellation Permanent” icon, to cancel requisition.

A requisition that already has a purchase order number assigned or any other transactions, such as receiving or invoicing, cannot be cancelled. Contact the Purchasing Department for assistance.
The Document by User Form enables you to display a list of documents originated by a specific user. If a document is pending approval the originating user can disapprove the document and change the status to *incomplete* in order to make corrections or delete.

**Orig User ID:** Defaults with your User ID.

**COA:** Defaults with “1”.

**Fiscal Year:** Defaults with current year.

**Type:** Enter type of document (i.e., REQ, PO, ENC, INV, JV or blank for all documents).

**Document:** Enter document number you want to query. To view all documents assigned to this user leave this field blank.

**Status:** Enter completed. To display all documents, leave this field blank.

**Activity Date:** Enter beginning activity date for which documents can be...
From: displayed, leave blank for all.

Activity Date, Enter ending activity date for which documents can be displayed,
   leave blank for all.
   To: leave blank for all.

[Next Block]

Highlight document you want to disapprove. Click on the Deny Document icon. You will get a message at bottom of screen stating, “Document has been denied”.