



Banner 8.x

Requisition Processing

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REQUISITION PROCESSING MENU

The screenshot displays the Oracle Fusion Middleware Forms Services interface. The main menu is titled "VCCCD Requisition Processing Menu [*FINREQN]" and is highlighted. The menu items include:

- Budget and Position Control [*FINBUDG]
- Fixed Asset [*FINASSET]
- Endowment Management [*FINENDOW]
- Accounts Receivable [*FINAR]
- Research Accounting [*FINRESEARCH]
- VCCCD Requisition Processing Menu [*FINREQN]**
 - Requisition [FPAREQN]
 - Requisition Query [FPREQN]
 - Requisition Cancel [FPARDEL]
 - Commodity Validation [FTVCOMM]
 - Vendor Maintenance [FTMVEND]
 - Vendor Detail History [FAIVNDH]
 - Purchase Orders by Vendor [FPIPOV]
 - General Encumbrance Maintenance [FGAENCB]
 - Detail Encumbrance Activity [FGIENCD]
 - Invoice/Credit Memo [FAAINVE]
 - Incomplete Document Listing [FGRIDOC]
 - Document History [FOIDOC]
 - Document by User [FOADOCU]

Other visible elements include the "Banner Broadcast Messages" section, a "My Links" sidebar with links like "Check Banner Messages", "Report Viewer", and "Personal Link 1" through "Personal Link 6", and a "My Institution" section with a "SUNGARD HIGHER EDUCATION" logo and a clock image. The bottom status bar shows "Record: 1/1" and the system time "7:59 AM".

REQUISITION FORM (FPAREQN)

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.

Oracle Fusion Middleware Forms Services: Open > FPAREQN

File Edit Options Block Item Record Query Tools Help

Requisition FPAREQN 8.6.0.3A (PROD)

Requisition: R0166768

Enter NEXT or leave blank for automatic assignment or enter document number; press Next Field to activate COPY function.

Record: 1/1

Page: 5 of 45 Words: 5,655 100%

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

Oracle Fusion Middleware Forms Services: Open > FPAREQN

File Edit Options Block Item Record Query Tools Help

Requisition Entry: Requestor/Delivery Information FPAREQN 8.6.0.3A (PROD)

Requisition: R0166768
 Order Date: 26-JUL-2012 Transaction Date: 26-JUL-2012 In Suspense
 Delivery Date: 15-AUG-2012 Comments: Document Text
 Commodity Total: 0.00 Accounting Total: 0.00 Document Level Accounting

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

Requestor: Printer Toner
 Organization: 72006 Business & Admin Svcs
 COA: Ventura County Community Coll Distr
 Email:
 Ship To: DO
 Street Line 1: Ventura Co Comm College
 Street Line 2: 255 W Stanley Ave
 Street Line 3: Suite 150
 Building: Floor:
 City: Ventura
 State or Province: CA Zip or Postal Code: 93001
 Nation:
 Contact: MON-FRI 1:00 - 4:30 P.M.
 Attention To: Terry Cobos
 Area Code Phone Number Extension
 Phone:
 Fax:
 Area Code Phone Number Extension
 805

Enter chart-of-accounts code
 Record: 1/1 ... List of Valu... <OSC>

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).

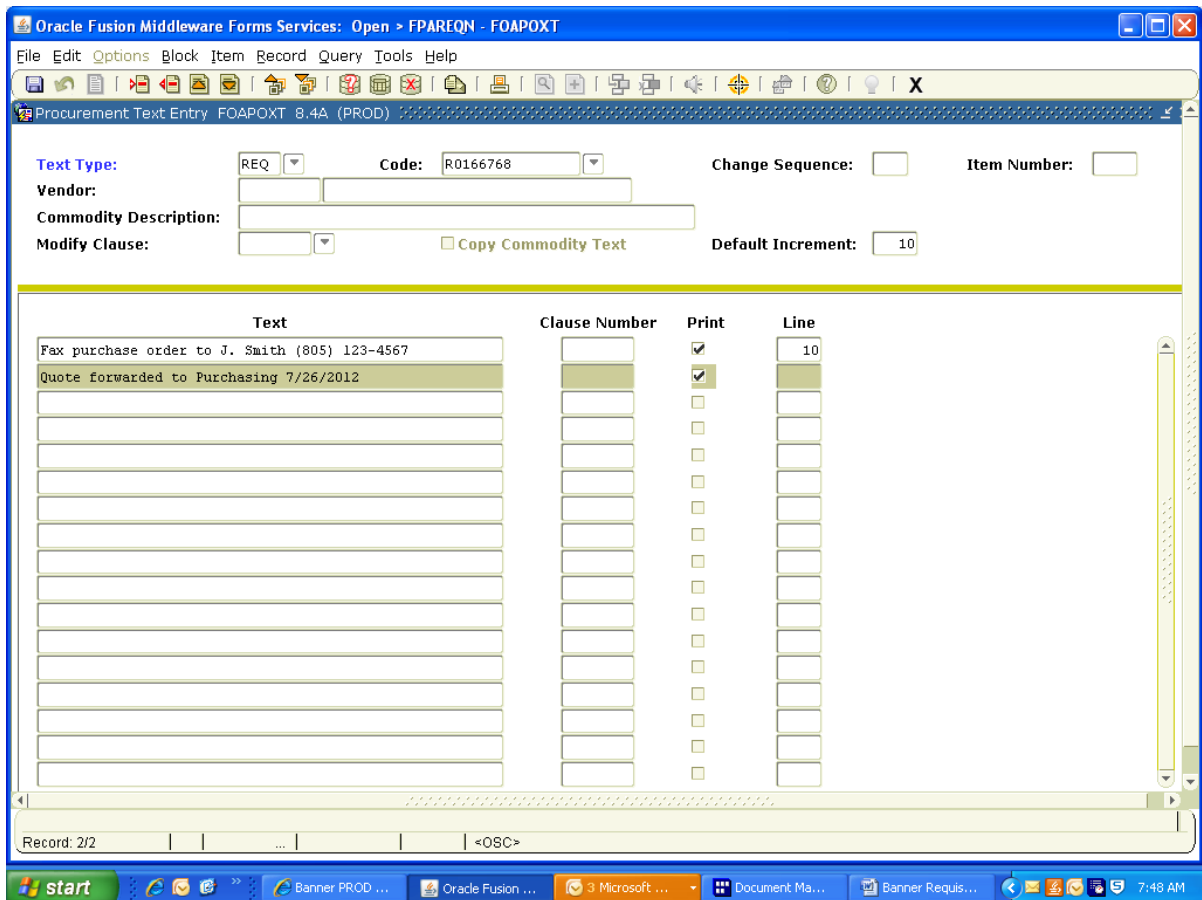
Email: Leave blank (this field not currently used).

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

The screenshot displays the Oracle Fusion Middleware Forms Services interface for 'Requisition Entry: Vendor Information'. The window title is 'Oracle Fusion Middleware Forms Services: Open > FPAREQN'. The main form area is divided into four tabs: 'Requestor/Delivery Information', 'Vendor Information' (selected), 'Commodity/Accounting', and 'Balancing/Completion'. The 'Vendor Information' tab contains the following fields:

- Vendor:** OFFDEP (dropdown), Office Depot Inc (text), Vendor Hold
- Address Type:** BU (dropdown), **Sequence:** 6 (dropdown)
- Discount:** (dropdown)
- Tax Group:** VEN (dropdown), Ventura County (text)
- Currency:** (dropdown)
- Street Line 1:** Attn David Sparks/School Div
- Street Line 2:** 3366 E Willow St
- Street Line 3:** (empty)
- City:** Signal Hill
- State or Province:** CA, **Zip or Postal Code:** 90755-2311
- Nation:** (empty)
- Contact:** (empty)
- Email:** (empty)
- Phone:** Area Code: 800, Phone Number: 4207111, Extension: 5354
- Fax:** Area Code: 800, Phone Number: 7779222, Extension: (empty)

At the bottom of the form, there is a text field: 'Enter name of primary contact for the vendor.' and a status bar showing 'Record: 1/1'.

h

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

Oracle Fusion Middleware Forms Services: Open > FPAREQN

File Edit Options Block Item Record Query Tools Help

Requisition Entry: Commodity/Accounting FPAREQN 8.6.0.3A (PROD)

Requisition: R0166768
 Order Date: 26-JUL-2012
 Delivery Date: 15-AUG-2012
 Commodity Total: 415.06
 Transaction Date: 26-JUL-2012
 Comments:
 Accounting Total: 0.00
 In Suspende
 Document Text
 Document Level Accounting

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

Item	U/M	Tax Group	Quantity	Unit Price	Extended	Discount	Additional	Tax	Commodity Line Total	Document Commodity Total
1 of 1	EA	VEN	3.00 X	129.0000	387.00	0.00	0.00	28.06	415.06	415.06
Commodity	Description									
4200001	HP27999 printer cartridge for LaserJet									
<input type="checkbox"/> Commodity Text <input checked="" type="checkbox"/> Item Text <input type="checkbox"/> Distribute										

FOAPAL 0 of 0 Remaining Commodity Amount: 415.06
 NSF Override
 NSF Suspende

COA Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Extended	Discount	Additional	Tax	FOAPAL Line Total	Document Accounting Total
1	13	111	72006	4200	672000				387.00	0.00	0.00	28.06	415.06	0.00

Enter index code
 Record: 1/1 ... List of Valu... <OSC>

Document Level Accounting:

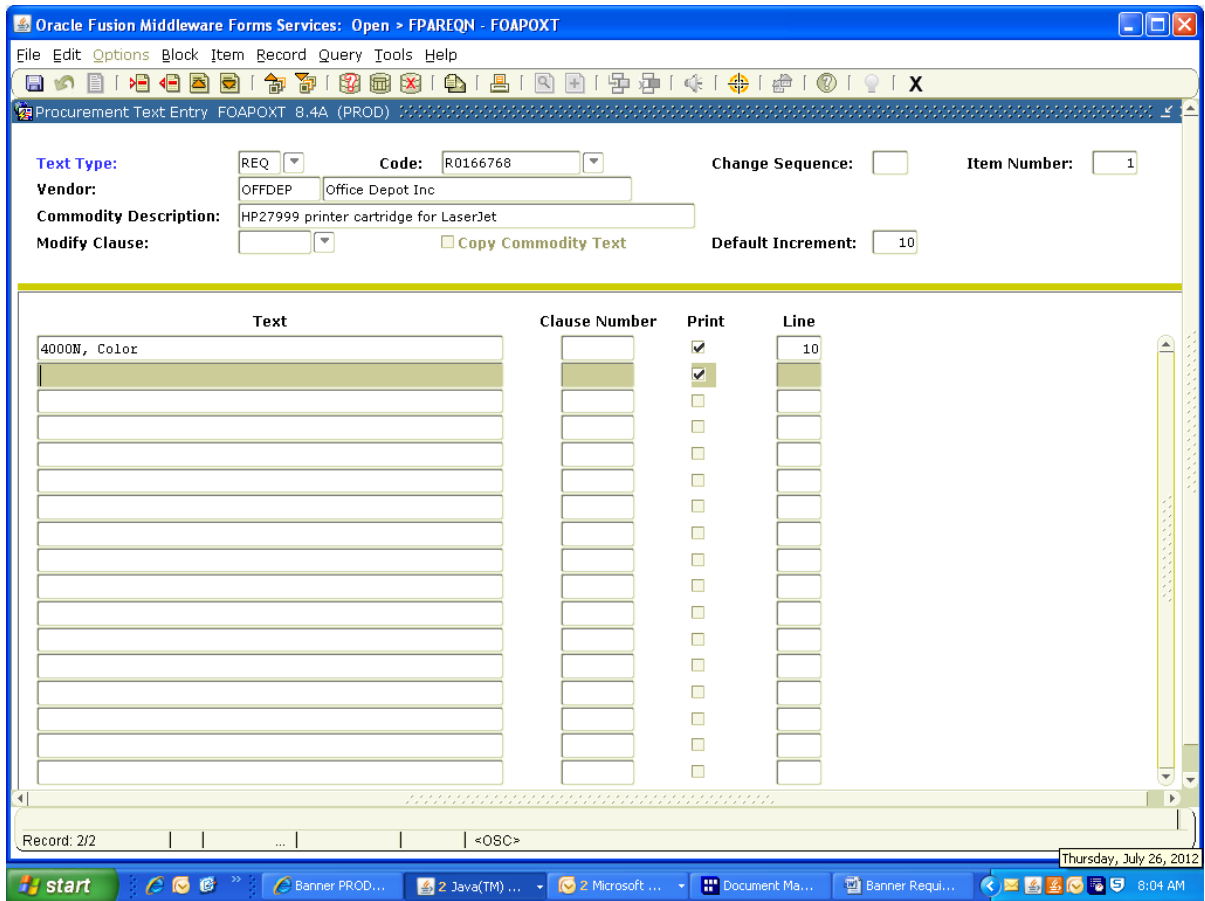
The **Document Level Accounting** box defaults to checked, which enables you to assign accounting distributions to the requisition in total rather than to individual commodities. To assign accounting distributions to each commodity, uncheck this box. Requisitions with fixed asset items that will be tagged 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.



Requisition Entry: Commodity/Accounting

Requisition: R0166768

Order Date: 26-JUL-2012 **Transaction Date:** 26-JUL-2012 In Suspende

Delivery Date: 15-AUG-2012 **Comments:** Document Text

Commodity Total: 415.06 **Accounting Total:** 415.06 Document Level Accounting

Item	U/M	Tax Group	Quantity	Unit Price	Extended	Discount	Additional	Tax	Commodity Line Total	Document Commodity Total
1	EA	VEN	3.00	129.0000	387.00	0.00	0.00	28.06	415.06	415.06
Commodity Description <input type="checkbox"/> Commodity Text <input checked="" type="checkbox"/> Item Text <input checked="" type="checkbox"/> Distribute										
4200001										

FOAPAL 1 of 1 **Remaining Commodity Amount:** 0.00 NSF Override NSF Suspende

COA Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Extended	Discount	Additional	Tax	FOAPAL Line Total	Document Accounting Total
13		111	72006	4200	672000				387.00	0.00	0.00	28.06	415.06	415.06

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.

[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.

Requisition Entry: Balancing/Completion

Oracle Fusion Middleware Forms Services: Open > FPAREQN

File Edit Options Block Item Record Query Tools Help

Requisition Entry: Balancing/Completion FPAREQN 8.6.0.3A (PROD)

Requisition: R0166768
Order Date: 26-JUL-2012
Delivery Date: 15-AUG-2012
Commodity Total: 415.06

Transaction Date: 26-JUL-2012
Comments:
Accounting Total: 415.06

In Suspende
 Document Text
 Document Level Accounting

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

Vendor: OFFDEP Office Depot Inc Vendor Hold
COA: 1 Ventura County Community Coll Distr **Requestor:** Printer Toner
Organization: 72006 Business & Admin Svcs
Currency:
Exchange Rate: **Commodity Record Count:** 1
Input Amount: 415.06 **Converted Amount:**

	Input	Commodity	Accounting	Status
Approved Amount:	387.00	387.00	387.00	BALANCED
Discount Amount:	0.00	0.00	0.00	BALANCED
Additional Amount:	0.00	0.00	0.00	BALANCED
Tax Amount:	28.06	28.06	28.06	BALANCED

Complete: **In Process:**

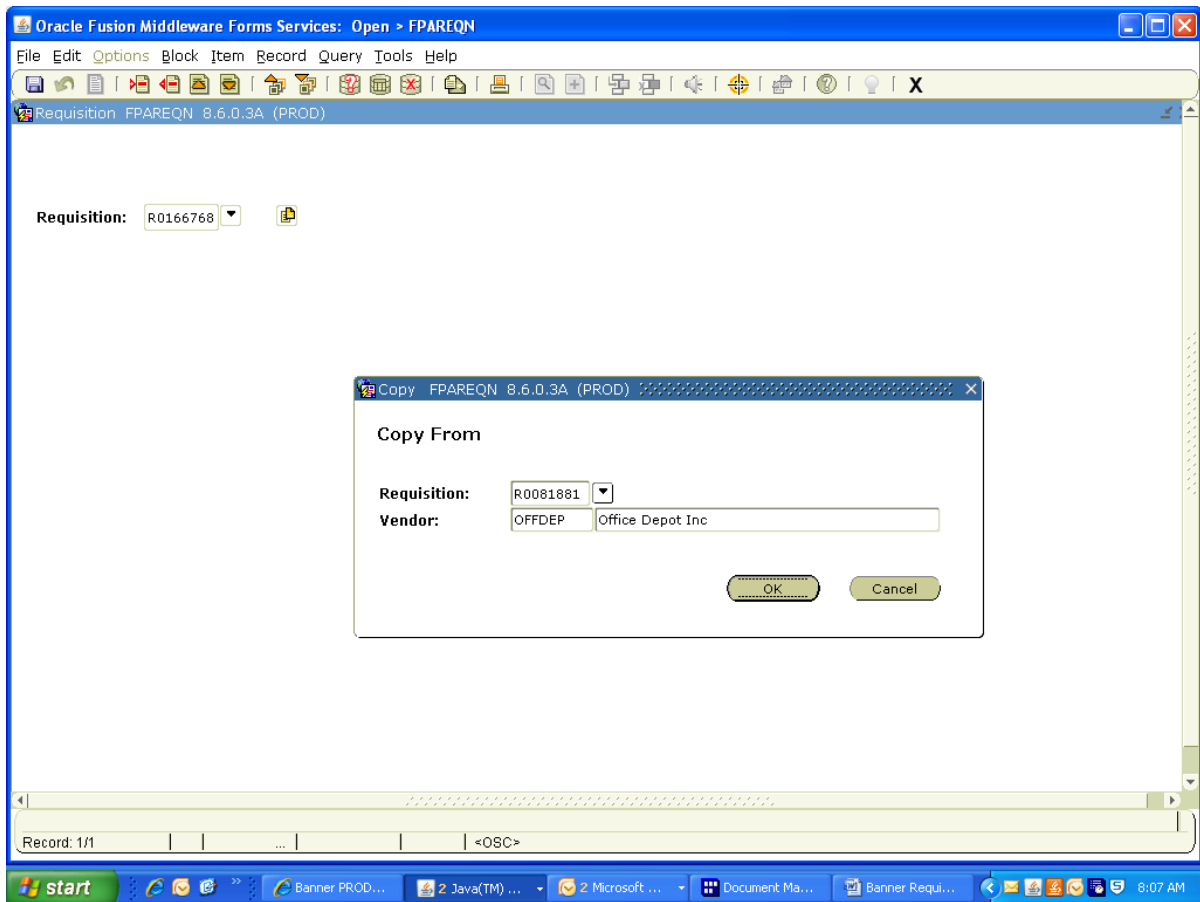
Select to mark this document "Complete"

Record: 1/1 <OSC>

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 Requisition



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

Oracle Fusion Middleware Forms Services: Open > FPAREQN

File Edit Options Block Item Record Query Tools Help

Requisition Entry: Vendor Information FPAREQN 8.6.0.3A (PROD)

Requisition: R0166768
 Order Date: 26-JUL-2012
 Delivery Date: 30-JUL-2013
 Commodity Total: 300.00
 Transaction Date: 26-JUL-2012
 Comments: BPO
 Accounting Total: 300.00
 In Suspende
 Document Text
 Document Level Accounting

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

Requestor: BPO Office supplies - DAC Bus Svcs
 Organization: 72006 Business & Admin Svcs
 COA: 1 Ventura County Community Coll Distr
 Email:
 Ship To: DO
 Street Line 1: Ventura Co Comm College
 Street Line 2: 255 W Stanley Ave
 Street Line 3: Suite 150
 Building: Floor:
 City: Ventura
 State or Province: CA Zip or Postal Code: 93001
 Nation:
 Area Code Phone Number Extension
 Phone: 652-5558
 Fax:
 Contact: MON-FRI 1:00 - 4:30 P.M.
 Attention To: Terry Cobos
 Area Code Phone Number Extension
 805

Enter the requestor's email address. (100 characters maximum)
 Record: 1/1 <OSC>

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).

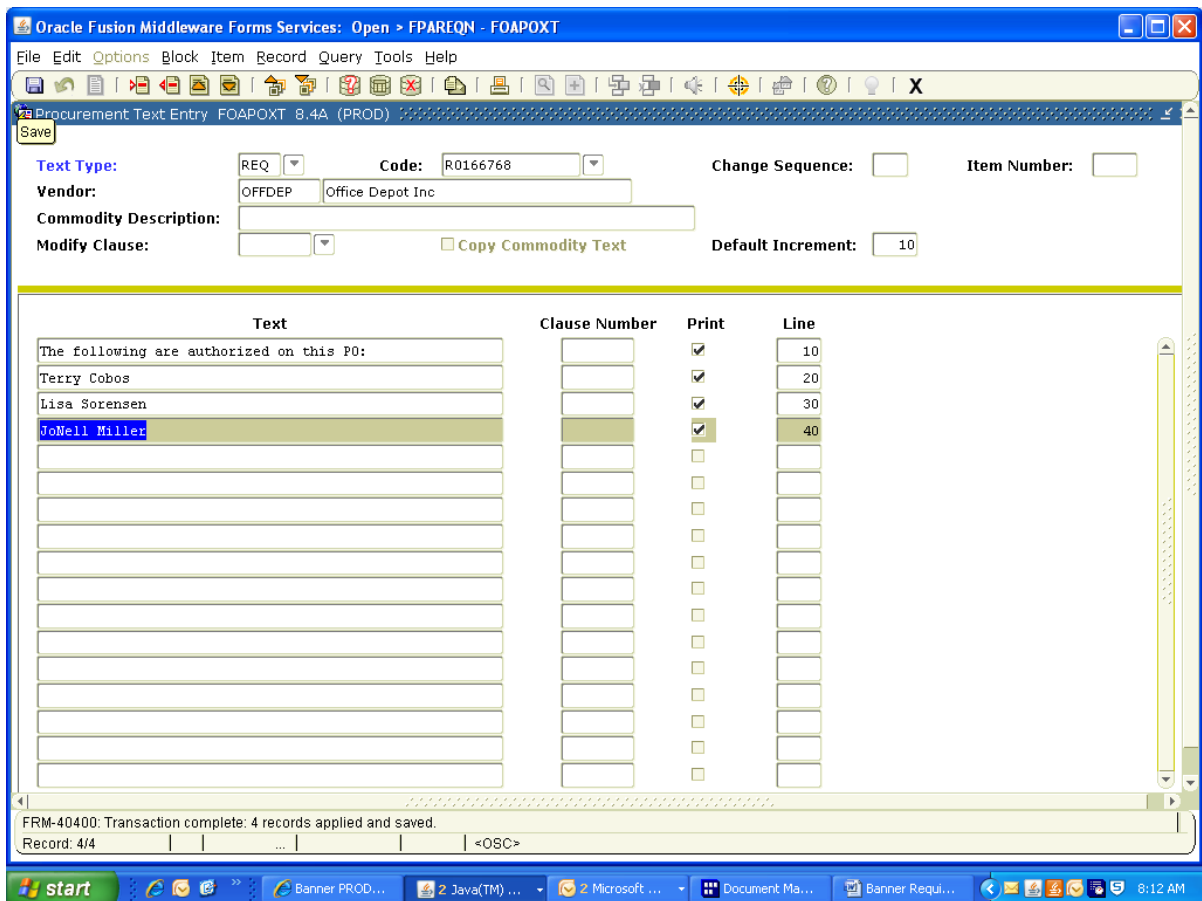
Email: Leave blank (this field not currently used).

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

The screenshot displays the Oracle Fusion Middleware Forms Services interface for a Blanket Purchase Order (BPO). The window title is "Oracle Fusion Middleware Forms Services: Open > FPAREQN". The main form is titled "Requisition Entry: Vendor Information FPAREQN 8.6.0.3A (PROD)".

Requisition: R0166768
Order Date: 26-JUL-2012
Delivery Date: 30-JUL-2013
Commodity Total: 300.00
Transaction Date: 26-JUL-2012
Comments: BPO
Accounting Total: 300.00

In Suspense
 Document Text
 Document Level Accounting

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

Vendor: OFFDEP Office Depot Inc Vendor Hold

Address Type: BU **Sequence:** 6 **Discount:** 30 net 30 days
Tax Group: VEN Ventura County
Currency:

Street Line 1: Attn David Sparks/School Div
Street Line 2: 3366 E Willow St
Street Line 3:

City: Signal Hill
State or Province: CA **Zip or Postal Code:** 90755-2311
Nation:
Contact: David Sparks
Email:

Phone: Area Code: 800, Phone Number: 4207111, Extension: 5354
Fax: Area Code: 800, Phone Number: 7779222, Extension:

Enter vendor's e-mail address (100 characters maximum).
Record: 1/1

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.

Blanket Purchase Order: Commodity/Accounting

Oracle Fusion Middleware Forms Services: Open > FPAREQN

File Edit Options Block Item Record Query Tools Help

Requisition Entry: Commodity/Accounting FPAREQN 8.6.0.3A (PROD)

Requisition: R0166768
 Order Date: 26-JUL-2012
 Delivery Date: 30-JUL-2013
 Commodity Total: 300.00

Transaction Date: 26-JUL-2012
 Comments: BPO
 Accounting Total: 300.00

In Suspend
 Document Text
 Document Level Accounting

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

Item 1 of 1 U/M EA Tax Group NTX Quantity 1.00 X Unit Price 300.0000 = Extended: 300.00
 Discount: 0.00
 Additional: 0.00
 Tax: 0.00
 Commodity Line Total: 300.00
 Document Commodity Total: 300.00

Commodity 4200000 Description BPO for Office supplies
 Commodity Text
 Item Text
 Distribute

FOAPAL 1 of 1 Remaining Commodity Amount: 0.00
 NSF Override
 NSF Suspend
 Extended: 300.00
 Discount: 0.00
 Additional: 0.00
 Tax: 0.00
 FOAPAL Line Total: 300.00
 Document Accounting Total: 300.00

COA Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj
13		111	72006	4200	672000			

Enter Chart of Account code
 Record: 1/1 ... List of Valu... <OSC>

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.

Blanket Purchase Order: Balancing/Completion

Requisition: R0166768
Order Date: 26-JUL-2012
Delivery Date: 30-JUL-2013
Commodity Total: 300.00

Transaction Date: 26-JUL-2012
Comments: BPO
Accounting Total: 300.00

In Suspense
 Document Text
 Document Level Accounting

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

Vendor: OFFDEP Office Depot Inc Vendor Hold
COA: 1 Ventura County Community Coll Distr
Organization: 72006 Business & Admin Svcs
Requestor: BPO Office supplies - DAC Bus Svcs
Commodity Record Count: 1
Input Amount: 300.00
Converted Amount:

	Input	Commodity	Accounting	Status
Approved Amount:	300.00	300.00	300.00	BALANCED
Discount Amount:	0.00	0.00	0.00	BALANCED
Additional Amount:	0.00	0.00	0.00	BALANCED
Tax Amount:	0.00	0.00	0.00	BALANCED

Complete: **In Process:**

Select to mark this document "Complete"
 Record: 1/1

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

The screenshot displays the Oracle Fusion Middleware Forms Services interface for a requisition entry. The window title is 'Oracle Fusion Middleware Forms Services: Open > FPAREQN'. The main form is titled 'Requisition Entry: Requestor/Delivery Information FPAREQN 8.6.0.3A (PROD)'. The form contains several sections:

- Summary Section:**
 - Requisition: R0166768
 - Order Date: 27-JUL-2012
 - Transaction Date: 27-JUL-2012
 - Delivery Date: 30-JUL-2012
 - Comments: Suppl to P0012345
 - Commodity Total: 0.00
 - Accounting Total: 0.00
 - Options: In Suspense, Document Text, Document Level Accounting
- Requestor/Delivery Information Section:**
 - Requestor: BPO Office Supplies - Business Svc
 - Organization: 72006 Business & Admin Svcs
 - COA: 1 Ventura County Community Coll Distr
 - Ship To: DO
 - Street Line 1: Ventura Co Comm College
 - Street Line 2: 255 W Stanley Ave
 - Street Line 3: Suite 150
 - Building: [] Floor: []
 - City: Ventura
 - State or Province: CA Zip or Postal Code: 93001
 - Nation: []
 - Contact: MON-FRI 1:00 - 4:30 P.M.
 - Attention To: Terry Cobos
 - Phone/Fax: [] [] [] [] [] []

The bottom of the form has a status bar with 'Record: 1/1' and '<OSC>'.

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

Oracle Fusion Middleware Forms Services: Open > FPAREQN

File Edit Options Block Item Record Query Tools Help

Requisition Entry: Vendor Information FPAREQN 8.6.0.3A (PROD)

Requisition: R0166768
Order Date: 27-JUL-2012
Delivery Date: 30-JUL-2012
Commodity Total: 0.00

Transaction Date: 27-JUL-2012
Comments: Suppl to P0012345
Accounting Total: 0.00

In Suspense
 Document Text
 Document Level Accounting

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

Vendor: OFFDEP Office Depot Inc Vendor Hold

Address Type: BU Sequence: 6 Discount: 30 net 30 days
Tax Group: VEN Ventura County
Currency:

Street Line 1: Attn David Sparks/School Div
Street Line 2: 3366 E Willow St
Street Line 3:

City: Signal Hill
State or Province: CA Zip or Postal Code: 90755-2311
Nation:
Contact: David Sparks
Email:
Area Code Phone Number Extension
Phone: 800 4207111 5354
Fax: 800 7779222

Enter vendor's address type code
Record: 1/1 <OSC>

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.

Supplemental to Existing Purchase Order: Commodity/Accounting

Requisition: R0166768

Order Date: 27-JUL-2012 **Transaction Date:** 27-JUL-2012 In Suspende

Delivery Date: 30-JUL-2012 **Comments:** Suppl to P0012345 Document Text

Commodity Total: 193.06 **Accounting Total:** 193.06 Document Level Accounting

Commodity/Accounting Section:

U/M: EA Tax Group: VEN Quantity: 2.00 X Unit Price: 65.0000 = Extended: 130.00

Commodity: 4200000 Description: Toner Cartridge for HP Printer Commodity Text

4200000 Toner Cartridge for Canon Printer Item Text

Distribute

Commodity Line Total: 139.43 Document Commodity Total: 193.06

FOAPAL Section:

FOAPAL 1 of 1 Remaining Commodity Amount: 0.00 NSF Override % USD

NSF Suspense Extended: 180.00

COA Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Extended	Discount	Additional	Tax
13		111	72006	4200	672000				0.00	0.00	0.00	13.06
FOAPAL Line Total:									193.06			
Document Accounting Total:									193.06			

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 (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.

Supplemental to Existing Purchase Order: Balancing/Completion

Oracle Fusion Middleware Forms Services: Open > FPAREQN

File Edit Options Block Item Record Query Tools Help

Requisition Entry: Balancing/Completion FPAREQN 8.6.0.3A (PROD)

Requisition: R0166768
Order Date: 27-JUL-2012 **Transaction Date:** 27-JUL-2012 In Suspende
Delivery Date: 30-JUL-2012 **Comments:** Suppl to P0012345 Document Text
Commodity Total: 193.06 **Accounting Total:** 193.06 Document Level Accounting

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

Vendor: OFFDEP Office Depot Inc Vendor Hold
COA: 1 Ventura County Community Coll Distr **Requestor:** BPO Office Supplies - Business Svc
Organization: 72006 Business & Admin Svcs
Currency:
Exchange Rate: **Commodity Record Count:** 2
Input Amount: 193.06 **Converted Amount:**

	Input	Commodity	Accounting	Status
Approved Amount:	180.00	180.00	180.00	BALANCED
Discount Amount:	0.00	0.00	0.00	BALANCED
Additional Amount:	0.00	0.00	0.00	BALANCED
Tax Amount:	13.06	13.06	13.06	BALANCED

Complete: **In Process:**

Select to mark this document "Complete"

Record: 1/1 | ... | <OSC>

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.

Emergency Purchase Order: Requestor/Delivery Information

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.

The screenshot displays the Oracle Fusion Middleware Forms Services interface for the 'Requestor/Delivery Information' form. The window title is 'Oracle Fusion Middleware Forms Services: Open > FPAREQN'. The menu bar includes 'File', 'Edit', 'Options', 'Block', 'Item', 'Record', 'Query', 'Tools', and 'Help'. The toolbar contains various navigation and editing icons. The main form area is titled 'Requisition Entry: Requestor/Delivery Information FPAREQN 8.6.0.3A (PROD)'. The form contains the following fields and sections:

- Requisition:** R0166768
- Order Date:** 27-JUL-2012
- Transaction Date:** 27-JUL-2012
- Delivery Date:** 30-JUL-2012
- Comments:** EPO
- Commodity Total:** 0.00
- Accounting Total:** 0.00
- In Suspende
- Document Text
- Document Level Accounting

Below the main form area are four tabs: 'Requestor/Delivery Information', 'Vendor Information', 'Commodity/Accounting', and 'Balancing/Completion'. The 'Requestor/Delivery Information' tab is active and contains the following fields:

- Requestor:** Parking Permits
- Organization:** 82106 | Police Services
- COA:** 1 | Ventura County Community Coll Distr
- Email:** [Empty field]
- Ship To:** DO
- Street Line 1:** Ventura Co Comm College
- Street Line 2:** 255 W Stanley Ave
- Street Line 3:** Suite 150
- Building:** [Empty field] | **Floor:** [Empty field]
- City:** Ventura
- State or Province:** CA | **Zip or Postal Code:** 93001
- Nation:** [Empty field]
- Area Code:** 805 | **Phone Number:** [Empty field] | **Extension:** [Empty field]
- Phone:** [Empty field] | **Fax:** [Empty field]
- Contact:** MON-FRI 1:00 - 4:30 P.M.
- Attention To:** Campus Police

At the bottom of the form, there is a text input field with the placeholder 'Enter requestor's area code.' and a 'Record: 1/1' indicator.

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
Banner Requisition Processing

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.

The screenshot shows the Oracle Fusion Middleware Forms Services interface for 'Procurement Text Entry FOAPOXT 8.4A (PROD)'. The form includes the following fields:

- Text Type:** REQ
- Code:** R0166768
- Change Sequence:**
- Item Number:**
- Vendor:** BISAUT Bishop's Auto Parts
- Commodity Description:**
- Modify Clause:**
- Copy Commodity Text
- Default Increment:** 10

Text	Clause Number	Print	Line
Please fax PO and sample of parking template attached	<input type="text"/>	<input checked="" type="checkbox"/>	10
Sent to Purchasing Dept on 07/27/2012	<input type="text"/>	<input checked="" type="checkbox"/>	20
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>

Checked for Print, Unchecked for No Print
Record: 3/3

Emergency Purchase Order: Vendor Information

The screenshot displays the Oracle Fusion Middleware Forms Services interface for an Emergency Purchase Order (EPO). The window title is "Oracle Fusion Middleware Forms Services: Open > FPAREQN". The main form is titled "Requisition Entry: Vendor Information FPAREQN 8.6.0.3A (PROD)".

Requisition: R0166768

Order Date: 27-JUL-2012 **Transaction Date:** 27-JUL-2012 In Suspense

Delivery Date: 30-JUL-2012 **Comments:** EPO Document Text

Commodity Total: 0.00 **Accounting Total:** 0.00 Document Level Accounting

The form is divided into four tabs: "Requestor/Delivery Information", "Vendor Information" (selected), "Commodity/Accounting", and "Balancing/Completion".

Vendor: BISAUT (Bishop's Auto Parts) Vendor Hold

Address Type: BU **Sequence:** 1 **Discount:** 30 net 30 days

Tax Group: VEN Ventura County

Currency: [Empty]

Street Line 1: 250 S Surfside Dr

Street Line 2: [Empty]

Street Line 3: [Empty]

City: Port Hueneme

State or Province: CA **Zip or Postal Code:** 93041-3524

Nation: [Empty]

Contact: Eugene Terada

Email: [Empty]

Phone: [Area Code] [Phone Number] [Extension]

Fax: [Area Code] [Phone Number] [Extension]

At the bottom, there is a status bar with the text "Enter vendor's address type code" and "Record: 1/1".

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.

Emergency Purchase Order: Commodity/Accounting

Oracle Fusion Middleware Forms Services: Open > FPAREQN

File Edit Options Block Item Record Query Tools Help

Requisition Entry: Commodity/Accounting FPAREQN 8.6.0.3A (PROD)

Requisition: R0166768
 Order Date: 27-JUL-2012
 Delivery Date: 30-JUL-2012
 Commodity Total: 6,669.50
 Transaction Date: 27-JUL-2012
 Comments: EPO
 Accounting Total: 0.00
 In Suspende
 Document Text
 Document Level Accounting

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

Item	U/M	Tax Group	Quantity	Unit Price	Extended
2 of 2	EA	NTX	1.00 X	20.0000	20.00

Commodity Description

4800000	Parking Permits	<input type="checkbox"/> Commodity Text
4800000	Shipping	<input type="checkbox"/> Item Text
		<input type="checkbox"/> Distribute

FOAPAL 0 of 0 Remaining Commodity Amount: 6,669.50
 NSF Override
 NSF Suspende

COA Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Extended	Discount	Additional	Tax	FOAPAL Line Total	Document Accounting Total
1	13	124	82106	4800	677000				6,220.00	0.00	0.00	449.50	6,669.50	0.00

Enter index code
 Record: 1/1 ... List of Valu... <OSC>

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.

Emergency Purchase Order: Balancing/Completion

Oracle Fusion Middleware Forms Services: Open > FPAREQN

File Edit Options Block Item Record Query Tools Help

Requisition Entry: Balancing/Completion FPAREQN 8.6.0.3A (PROD)

Requisition: R0166768
Order Date: 27-JUL-2012
Delivery Date: 30-JUL-2012
Commodity Total: 6,669.50

Transaction Date: 27-JUL-2012
Comments: EPO
Accounting Total: 6,669.50

In Suspende
 Document Text
 Document Level Accounting

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

Vendor: BISAUT Bishop's Auto Parts Vendor Hold
COA: 1 Ventura County Community Coll Distr **Requestor:** Parking Permits
Organization: 82106 Police Services
Currency: **Exchange Rate:** **Commodity Record Count:** 2
Input Amount: 6,669.50 **Converted Amount:**

	Input	Commodity	Accounting	Status
Approved Amount:	6,220.00	6,220.00	6,220.00	BALANCED
Discount Amount:	0.00	0.00	0.00	BALANCED
Additional Amount:	0.00	0.00	0.00	BALANCED
Tax Amount:	449.50	449.50	449.50	BALANCED

Complete: **In Process:**

Select to mark this document "Complete"

Record: 1/1 <OSC>

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.

Oracle Fusion Middleware Forms Services: Open > FPAREQN

File Edit Options Block Item Record Query Tools Help

Requisition Entry: Vendor Information FPAREQN 8.6.0.3A (PROD)

Requisition: R0166768
Order Date: 27-JUL-2012
Delivery Date: 15-AUG-2012
Commodity Total: 0.00

Transaction Date: 27-JUL-2012
Comments:
Accounting Total: 0.00

In Suspende
 Document Text
 Document Level Accounting

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

Requestor: Computers for Business Svcs
Organization: 72006 Business & Admin Svcs
COA: 1 Ventura County Community Coll Distr
Email:
Ship To: DO

Street Line 1: Ventura Co Comm College
Street Line 2: 255 W Stanley Ave
Street Line 3: Suite 150

Building: Floor:
City: Ventura
State or Province: CA Zip or Postal Code: 93001
Nation:

Area Code Phone Number Extension
Phone:
Fax:

Contact: MON-FRI 1:00 - 4:30 P.M.
Attention To: Terry Cobos

Area Code Phone Number Extension
805

Enter the requestor's email address. (100 characters maximum)
Record: 1/1 <OSC>

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

The screenshot displays the Oracle Fusion Middleware Forms Services interface for a Requisition Entry. The window title is "Oracle Fusion Middleware Forms Services: Open > FPAREQN". The main content area is titled "Requisition Entry: Vendor Information FPAREQN 8.6.0.3A (PROD)".

Requisition: R0166768

Order Date: 27-JUL-2012 **Transaction Date:** 27-JUL-2012 In Suspense

Delivery Date: 15-AUG-2012 **Comments:** Document Text

Commodity Total: 0.00 **Accounting Total:** 0.00 Document Level Accounting

The interface has four tabs: "Requestor/Delivery Information", "Vendor Information" (selected), "Commodity/Accounting", and "Balancing/Completion".

Vendor: DELCOM Dell Computer Corporation Vendor Hold

Address Type: BU **Sequence:** 1 **Discount:** 30 net 30 days

Tax Group: VEN Ventura County

Currency:

Street Line 1: Attn: Samantha Spiers

Street Line 2: 1 Dell Way

Street Line 3:

City: Round Rock

State or Province: TX **Zip or Postal Code:** 78682-0001

Nation:

Contact: Samantha Spiers

Email:

Phone: Area Code: 800 Phone Number: 9813355 Extension:

Fax: Area Code: 512 Phone Number: 2833010 Extension:

Enter Requisition vendor. Use LIST to call FTIIDEN. Use COUNT HITS to call FTMVEND.
Record: 1/1

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

Oracle Fusion Middleware Forms Services: Open > FPAREQN

File Edit Options Block Item Record Query Tools Help

Requisition Entry: Commodity/Accounting FPAREQN 8.6.0.3A (PROD)

Requisition: R0166768
 Order Date: 27-JUL-2012
 Delivery Date: 15-AUG-2012
 Commodity Total: 79,359.10

Transaction Date: 27-JUL-2012
 Comments:
 Accounting Total: 0.00

In Suspende
 Document Text
 Document Level Accounting

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

Item 2 of 2 U/M EA Tax Group VEN Quantity 5.00 X Unit Price 899.0000 = Extended: 4,495.00
 Discount: 0.00
 Additional: 0.00
 Tax: 325.89
 Commodity Line Total: 4,820.89

Commodity	Description	Commodity Text	Item Text	Distribute
6421003	Dell Computer - Model 12345	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6421003	Dell Computer - Model 55699	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FOAPAL 0 of 0 Remaining Commodity Amount: 4,820.89
 NSF Override
 NSF Suspense

COA Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Extended	Discount	Additional	Tax	FOAPAL Line Total
1	13	111	72006	6421	672000				4,495.00	0.00	0.00	325.89	4,820.89
													Commodity Accounting Total: 0.00

Check to calculate dollar amount based on percentage.
 Record: 1/1 <OSC>

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. 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]

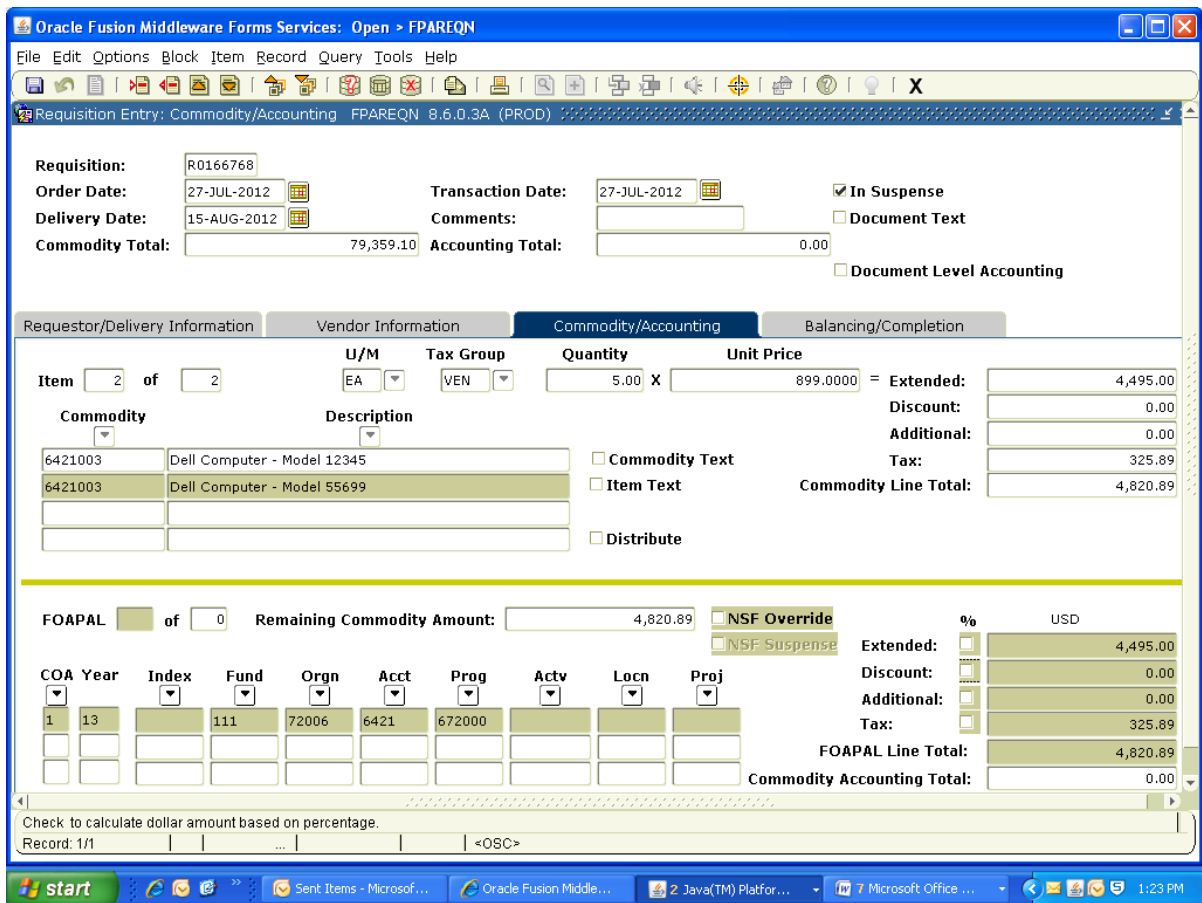
Enter accounting record(s) for just this one selected commodity. You may create multiple accounting sequences and distribute the cost for this commodity by percentage or dollar amount.

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.

[Next Block]

Enter Accounting record(s) for just this 2nd selected commodity.

Continue this sequence until you have entered FOAPs for all commodity items.

[Next Block]

Commodity Level Accounting: Balancing/Completion

Oracle Fusion Middleware Forms Services: Open > FPAREQN

File Edit Options Block Item Record Query Tools Help

Requisition Entry: Balancing/Completion FPAREQN 8.6.0.3A (PROD)

Requisition: R0166768
Order Date: 27-JUL-2012 **Transaction Date:** 27-JUL-2012 **In Suspende**
Delivery Date: 15-AUG-2012 **Comments:** **Document Text**
Commodity Total: 79,359.10 **Accounting Total:** 79,359.10 **Document Level Accounting**

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

Vendor: DELCOM Dell Computer Corporation **Vendor Hold**
COA: 1 Ventura County Community Coll Distr **Requestor:** Computers for Business Svcs
Organization: 72006 Business & Admin Svcs
Currency:
Exchange Rate: **Commodity Record Count:** 2
Input Amount: 79,359.10 **Converted Amount:**

	Input	Commodity	Accounting	Status
Approved Amount:	73,994.50	73,994.50	73,994.50	BALANCED
Discount Amount:	0.00	0.00	0.00	BALANCED
Additional Amount:	0.00	0.00	0.00	BALANCED
Tax Amount:	5,364.60	5,364.60	5,364.60	BALANCED

Complete: **In Process:**

Record: 1/1 | ... | <OSC>

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.

INCOMPLETE DOCUMENT REPORT (FGRIDOC)

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).

The screenshot shows the Oracle Fusion Middleware Forms Services interface for the FGRIDOC report. The window title is "Oracle Fusion Middleware Forms Services: Open > GJAPCTL". The menu bar includes File, Edit, Options, Block, Item, Record, Query, Tools, and Help. The toolbar contains various icons for navigation and actions. The main content area is divided into several sections:

- Process:** FGRIDOC (selected) and Incomplete Document Listing.
- Parameter Set:** (empty dropdown).
- Printer Control:** Printer: PDF (selected), Special Print: (empty), Lines: 55, Submit Time: (empty).
- Parameter Values:** A table with columns for Number, Parameters, and Values.

Number	Parameters	Values
15	Include Proc. Requisitions	Y
16	Proc. Requisitions User ID	TCOBOS
17	Include Stores Requisitions	N
18	Stores Requisitions User ID	
19	Include Stores Adjustments	N
20	Stores Adjustments User ID	
21	Include Receiving Documents	N
22	Receiving Documents User ID	

LENGTH: 30 TYPE: Character O/R: Optional M/S: Multiple
Enter Receiving Documents User ID(s).

Submission: Save Parameter Set as Name: (empty) Description: (empty) Hold Submit

Record: 22? | ... | List of Valu... | <OSC>

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

Oracle Fusion Middleware Forms Services: Open > FPAREQN

File Edit Options Block Item **Record** Query Tools Help

Requisition Entry: Requestor/Delivery Information FPAREQN 8.6.0.3A (PROD)

Requisition: R0166768
Order Date: 27-JUL-2012
Delivery Date: 15-AUG-2012
Commodity Total: 0.00

Transaction Date: 27-JUL-2012
Comments:
Accounting Total: 0.00

In Suspense
 Document Text
 Document Level Accounting

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

Requestor: BPO Office Supplies
Organization: 72006 Business & Admin Svcs
COA: 1 Ventura County Community Coll Distr
Email:
Ship To: DO
Street Line 1: Ventura Co Comm College
Street Line 2: 255 W Stanley Ave
Street Line 3: Suite 150
Building: Floor:
City: Ventura
State or Province: CA Zip or Postal Code: 93001
Nation:
Area Code Phone Number Extension
Phone:
Fax:
Contact: MON-FRI 1:00 - 4:30 P.M.
Attention To: MON-FRI 1:00 - 4:30 P.M.
Area Code Phone Number Extension
805

Remove
Record: 1/1

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 then 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).

Oracle Developer Forms Runtime - Web

File Edit Options Block Item Record Query Tools Window Help

Requisition Cancel FPARDEL 7.0 (TEST)

Request Code: R0076360 Main/Repair of CDC Slide

NSF Checking

Request Date: 14-NOV-2005

Transaction Date: 14-NOV-2005

Request Type: P

Delivery Date: 14-DEC-2005

Vendor: TRICOUFIB Tri County Fiberglass

Origin: BANNER

Extended Amount	Discount Amount	Tax Amount	Additional Charges	Net Amount
1600.00	.00	.00	.00	1,600.00

Cancel Date FPARDEL 7.0 (TEST)

Record Count

Accounting: 1

Commodity: 1

Cancel Date: 21-NOV-2005

Reason Code: REQ As Requested

Make Cancellation Permanent:

Enter cancel date (DD-MON-YYYY) and select Make Cancellations Permanent.

Record: 1/1

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.

DOCUMENT DISSAPROVAL BY ORIGINATING USER FROM FOADOCU – DOCUMENT BY USER

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.

The screenshot shows the Oracle Developer Forms Runtime - Web interface for the 'Document by User' form. The form includes several search criteria fields at the top: Original User ID (KSLANE), COA (1), Fiscal Year (06), Document Type (REQ), and Document (R0059999). Below these are Status (Completed) and Activity Date From/To fields. The main data area is a table with the following columns: Status, Document Type, Document Code, Change Sequence, Submission, Description, Activity Date, Document Amount, and Deny Document. The first row shows a document with status 'C', type 'REQ', code 'R0059999', description 'Bishop's Auto Parts', activity date '22-NOV-2005', and amount '587.47'. Below the table is a legend for status codes: 'C' for Completed, 'A' for Approved, 'P' for Posted (only for JV), 'I' for Incomplete, and 'X' for Cancelled. The record count is 1/1.

Status	Document Type	Document Code	Change Sequence	Submission	Description	Activity Date	Document Amount	Deny Document
C	REQ	R0059999			Bishop's Auto Parts	22-NOV-2005	587.47	

- 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,
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".