CITY COLLEGE OF SAN FRANCISCO

BANNER REQUISITION MANUAL

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

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

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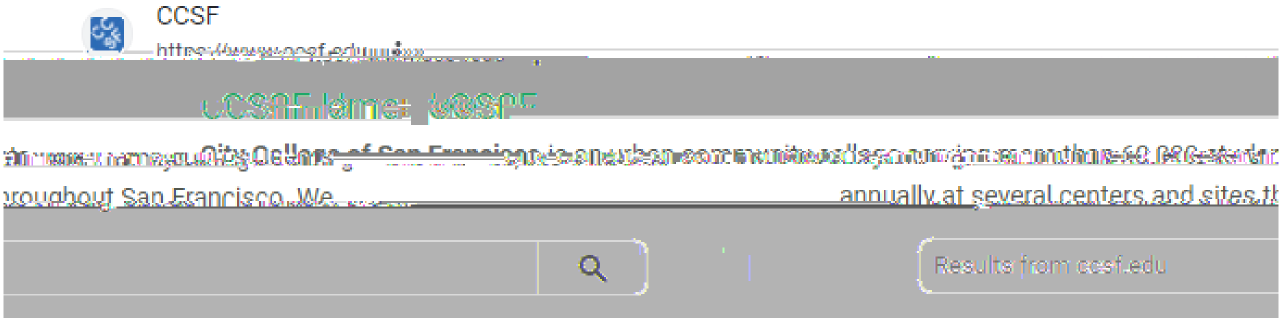
Section One

Logging into Banner

Step 1: Start Google Chrome

Click on CCSF Home:



CCSF

CCSF Home | CCSF

City College of San Francisco is an urban community college ... throughout San Francisco. We ... annually at several centers and sites

This will bring you to CCSF’s Home Page.

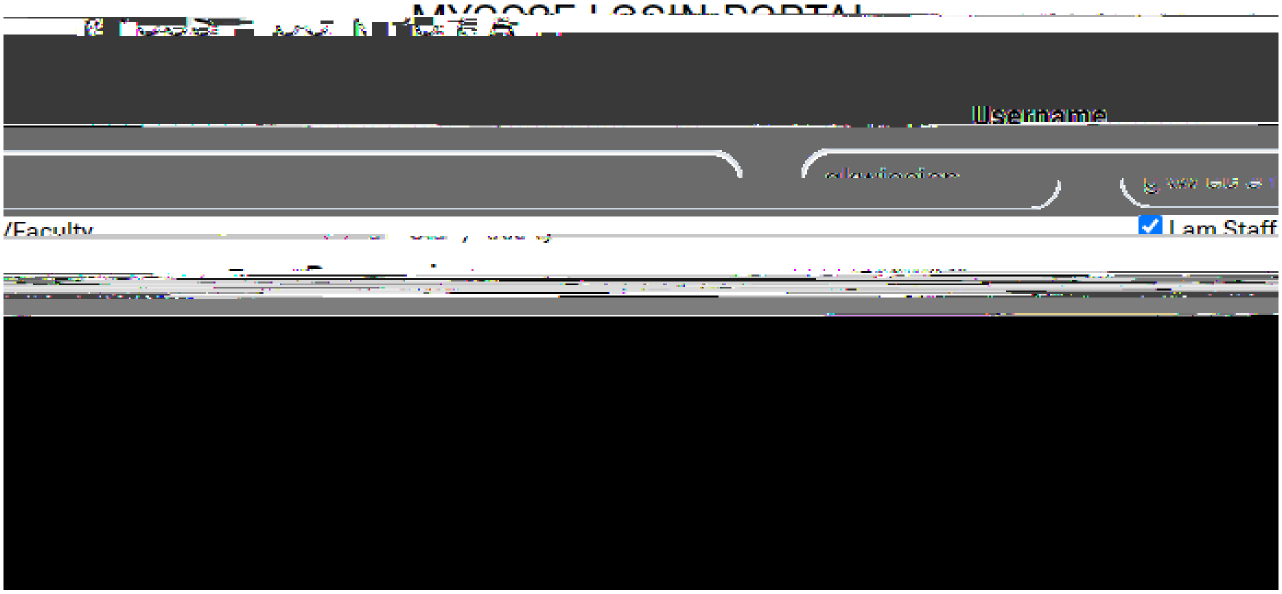
Click on the MYCCSF Link on the top of the page:

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

Click on myCCSF Login Portal (RAM ID):

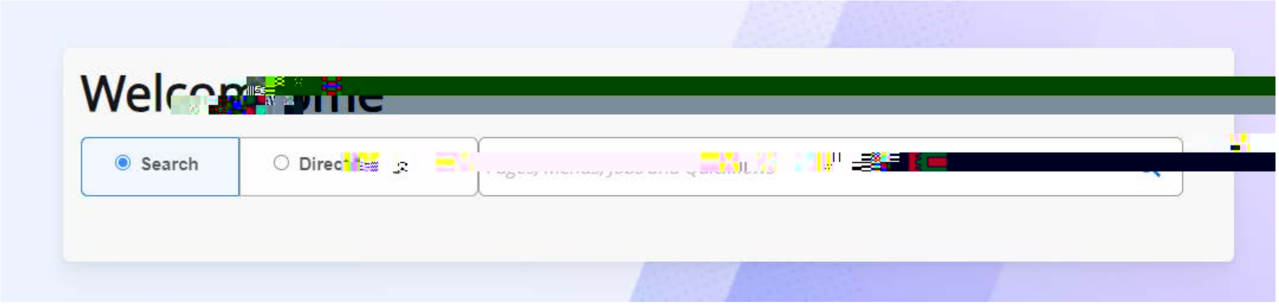
Assessment Planning

Please log in:


MYCCSF LOGIN PORTAL
Username
☑ I am Staff/Faculty

Click on the Banner 9 logo:

Which brings you to this page:

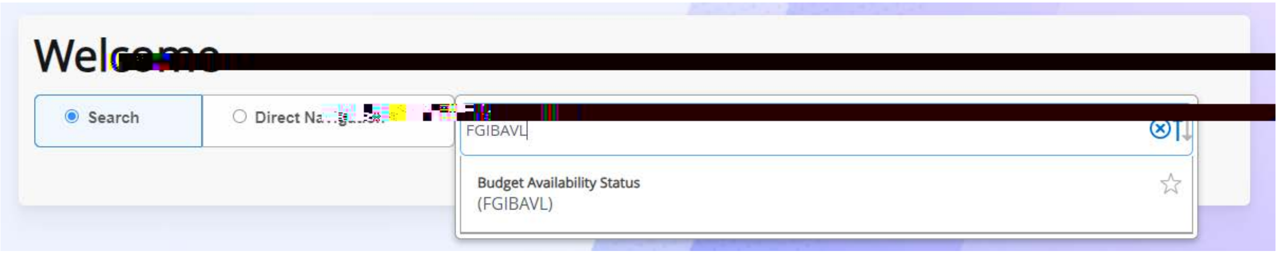

Welc
● Search
○ Direc

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

Section Two

Check Your Budget FGIBAVL

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

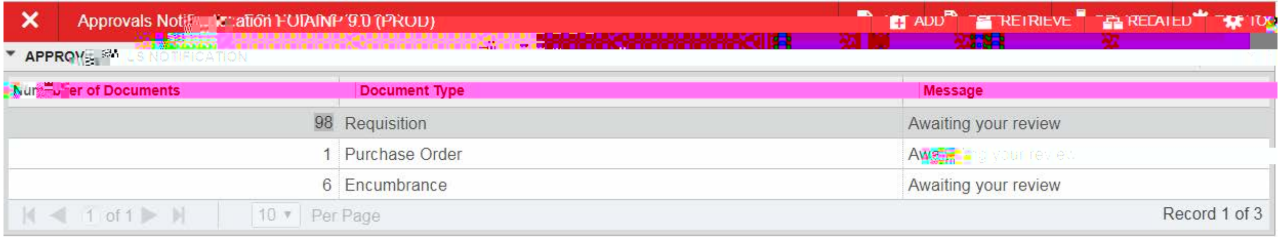

Welcome
● Search
○ Direct Navigation

FGIBAVL

Budget Availability Status
(FGIBAVL)

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

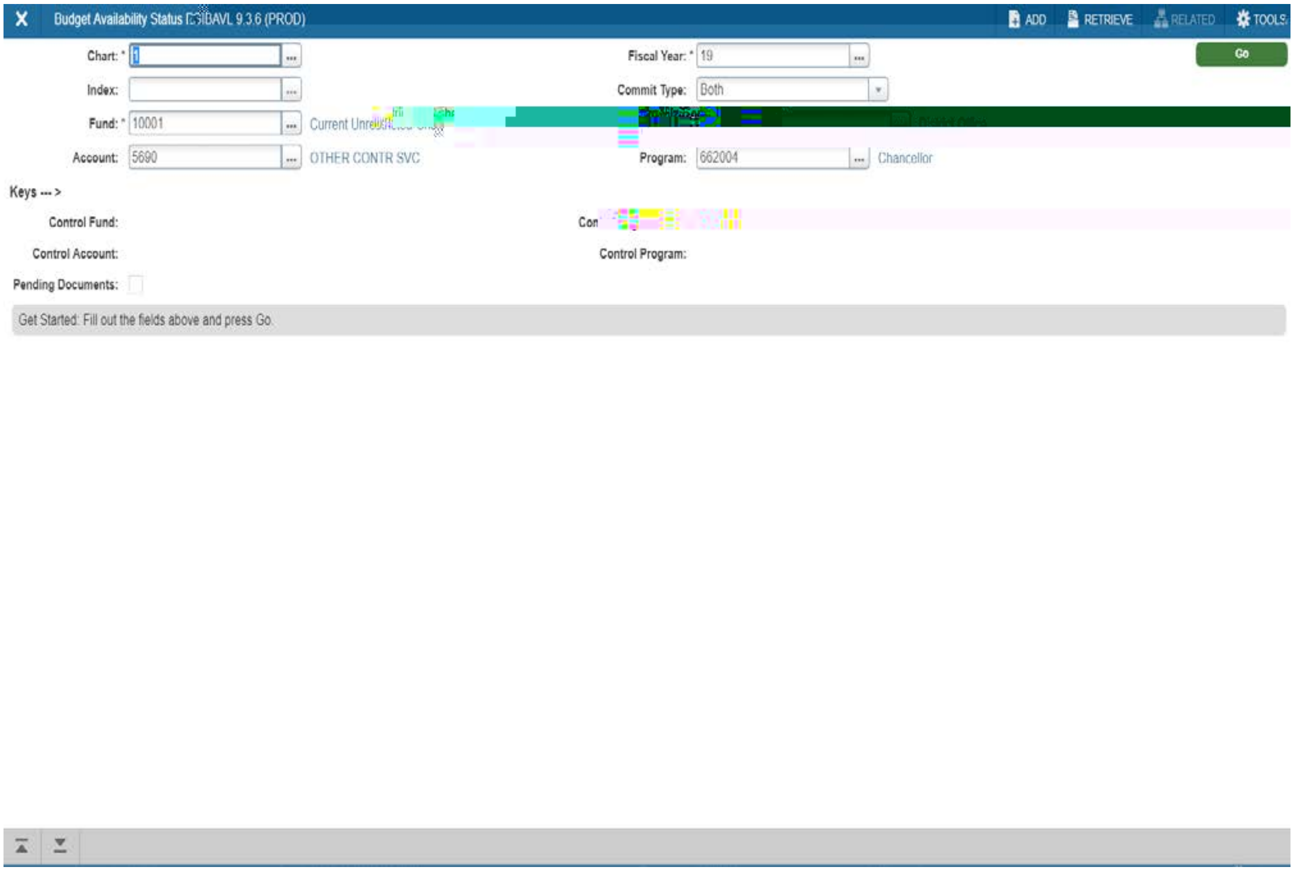
If this screen appears it means you have documents to review and approve


Approvals Notification FOIAINP 9.0 (PROD)
ADD
RETRIEVE
RELATED
TOOLS
APPROVALS NOTIFICATION

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

1 of 1
10 Per Page
Record 1 of 3

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



Budget Availability Status GIBAVL 9.3.6 (PROD)

Chart: * 1

Fiscal Year: * 19

Index:

Commit Type: Both

Fund: * 10001 Current Unre[illegible]

Account: 5690 OTHER CONTR SVC

Program: 662004 Chancellor

Keys --- >

Control Fund:

Con[illegible]

Control Account:

Control Program:

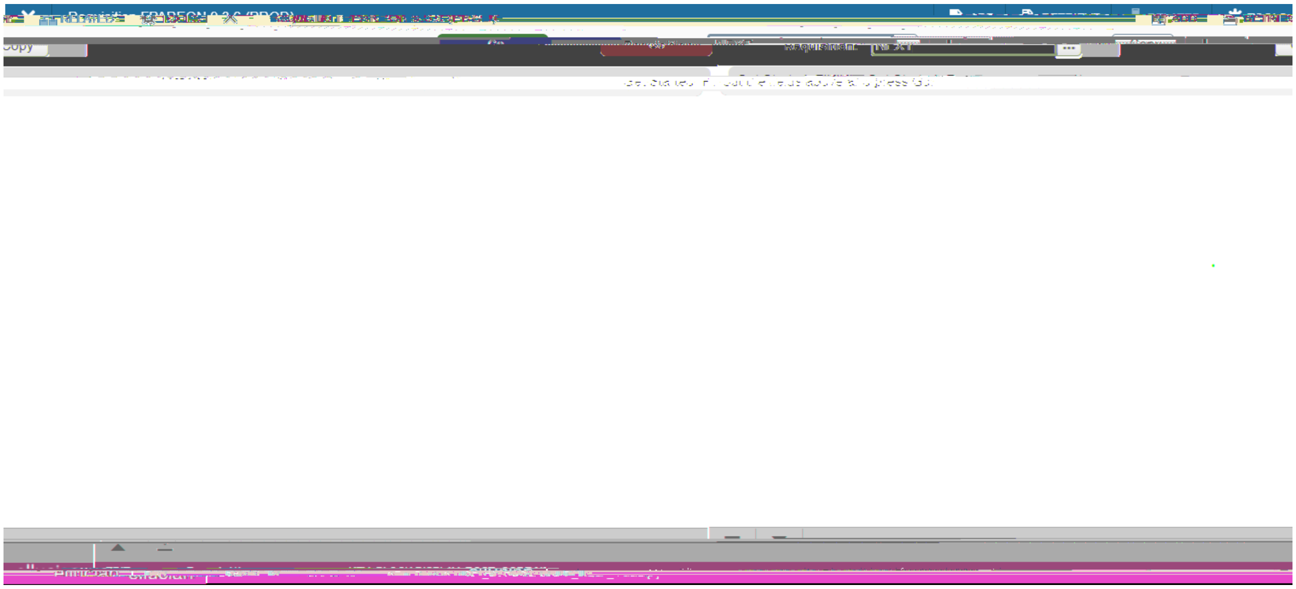
Pending Documents: ☐

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

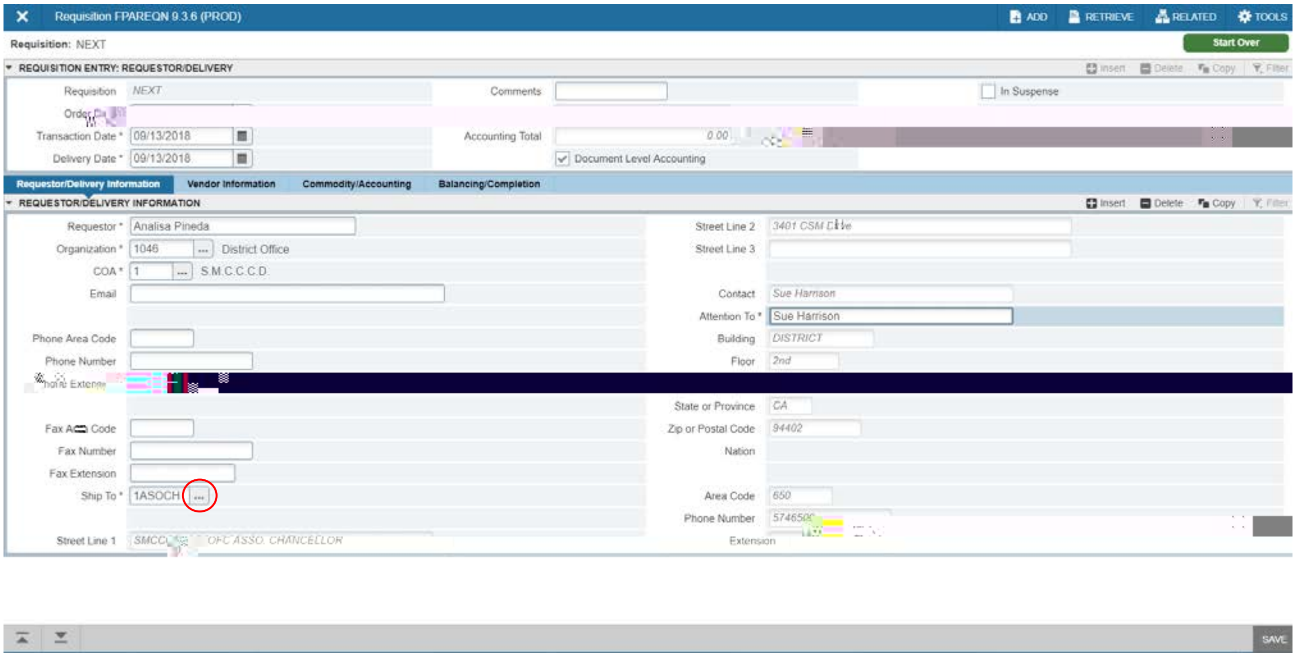
FGIBAVL: Budget Availability Status Form

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

Number and entered into the District's


Copy
Requisition:
NEXT

Enter Requestor/Delivery Information


Requisition FPAREQN 9.3.6 (PROD)
ADD
RETRIEVE
RELATED
TOOLS
Start Over
Insert
Delete
Copy
Filter
Requestor/Delivery Information
Vendor Information
Commodity/Accounting
Balancing/Completion
SAVE

Requisition: NEXT

REQUISITION ENTRY: REQUESTOR/DELIVERY

Requisition: NEXT
Comments:
☐ In Suspense
Transaction Date *: 09/13/2018
Accounting Total: 0.00
Delivery Date *: 09/13/2018
☑ Document Level Accounting

REQUESTOR/DELIVERY INFORMATION

Requestor *: Analisa Pineda
Organization *: 1046 District Office
COA *: 1 S.M.C.C.C.D.
Email:
Phone Area Code:
Phone Number:
Fax Area Code:
Fax Number:
Fax Extension:
Ship To *: 1ASOCH
Street Line 1: SMCC [illegible] OFC ASSO. CHANCELLOR
Street Line 2: 3401 CSM Drive
Street Line 3:
Contact: Sue Harrison
Attention To *: Sue Harrison
Building: DISTRICT
Floor: 2nd
State or Province: CA
Zip or Postal Code: 94402
Nation:
Area Code: 650
Phone Number: 574650
Extension:

- Enter the Delivery Date (must be equal to or greater than the Transaction Date) and Alt + Page Down – The delivery date is when the item/service is to be provided/finished.

- Enter the Requestor name, and Organization (if these fields did not fill automatically)

- Tab to enter Email (processed Purchase Order will be sent to this address), Phone and Fax (optional)

- Tab to Ship To and enter your "ship to" code or click the Ellipsis to execute a search; the delivery code is normally your site location (OC-Ocean, EV-Evans, etc).

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

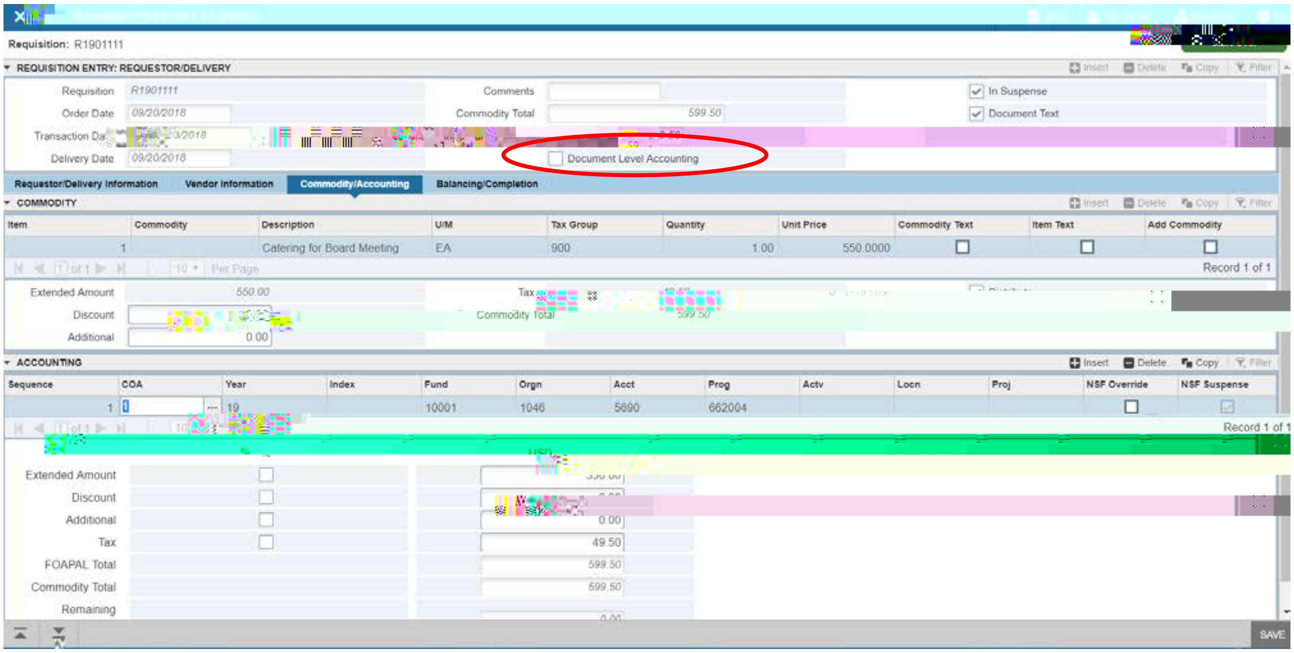
- Alt + Page Down

Document or Commodity Level Accounting?

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

Commodity Level (Multiple Accounts Charged)

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



Requisition: R1901111

REQUISITION ENTRY: REQUESTOR/DELIVERY

Requisition: R1901111
Order Date: 09/20/2018
Delivery Date: 09/20/2018
Comments:
Commodity Total: 599.50
☑ In Suspense
☑ Document Text
☐ Document Level Accounting

COMMODITY

Item	Commodity	Description	U/M	Tax Group	Quantity	Unit Price	Commodity Text	Item Text	Add Commodity
1		Catering for Board Meeting	EA	900	1.00	550.0000	☐	☐	☐

Record 1 of 1

Extended Amount: 550.00
Additional: 0.00
Commodity Total: 599.50

ACCOUNTING

Sequence	COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSF Override	NSF Suspense
1	1	19		10001	1046	5690	662004				☐	☑

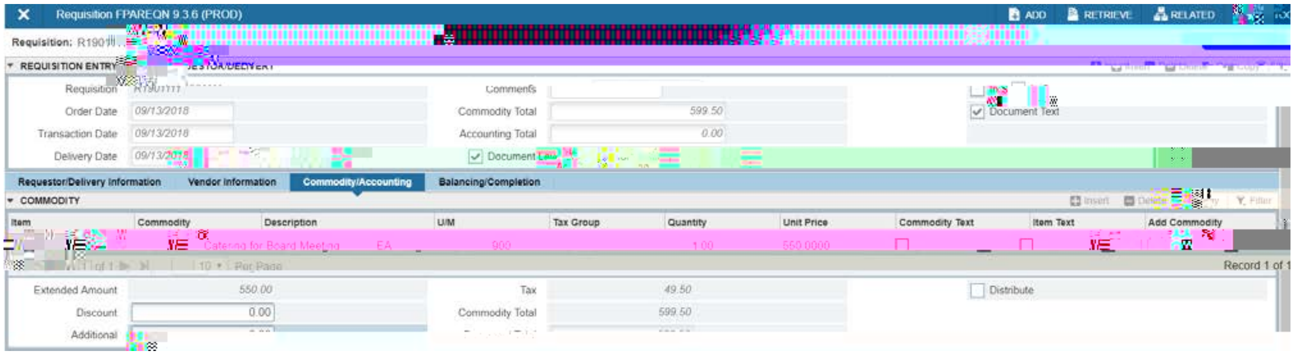
Extended Amount ☐
Discount ☐
Additional ☐ 0.00
Tax ☐ 49.50
FOAPAL Total: 599.50
Commodity Total: 599.50
Remaining: 0.00

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

Enter Commodity Information

- Enter a Commodity code or hit the three-dots next to the field to search the commodity database

- The default general items name will populate.


Requisition FPAREQN 9.3.6 (PROD)
ADD
RETRIEVE
RELATED
REQUISITION ENTRY
Requestor/Delivery Information
Vendor Information
Commodity/Accounting
Balancing/Completion
COMMODITY
Insert
Delete
Filter
10 Per Page

Requisition: [illegible]

Order Date	09/13/2018	Commodity Total	599.50
Transaction Date	09/13/2018	Accounting Total	0.00
Delivery Date	09/13/2018	☑ Document Text	

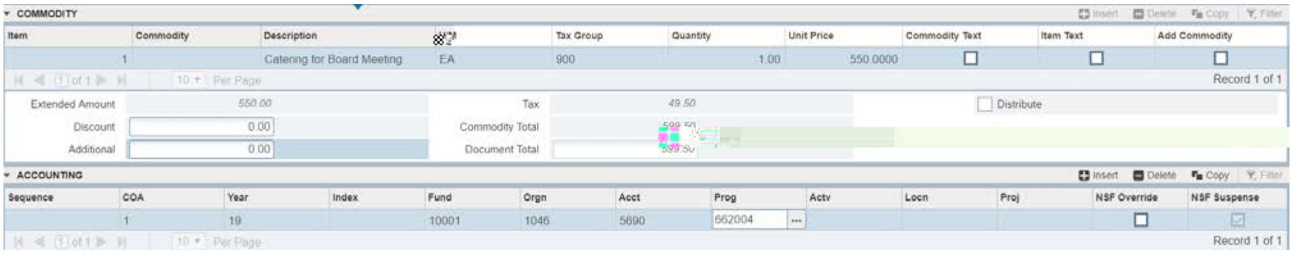
Item	Commodity	Description	U/M	Tax Group	Quantity	Unit Price	Commodity Text	Item Text	Add Commodity
		Catering for Board Meeting	EA	900	1.00	550.0000	☐	☐	

Record 1 of 1

Extended Amount	550.00	Tax	49.50
Discount	0.00	Commodity Total	599.50
Additional			

☐ Distribute

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


COMMODITY
Insert
Delete
Copy
Filter
1 of 1
10 Per Page
ACCOUNTING
Insert
Delete
Copy
Filter
1 of 1
10 Per Page

Item	Commodity	Description	U/M	Tax Group	Quantity	Unit Price	Commodity Text	Item Text	Add Commodity
1		Catering for Board Meeting	EA	900	1.00	550.0000	☐	☐	☐

Record 1 of 1

Extended Amount	550.00	Tax	49.50
Discount	0.00	Commodity Total	599.50
Additional	0.00	Document Total	599.50

☐ Distribute

Sequence	COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSF Override	NSF Suspense
	1	19		10001	1046	5690	662004				☐	☑

Record 1 of 1

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

Enter Item Text

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

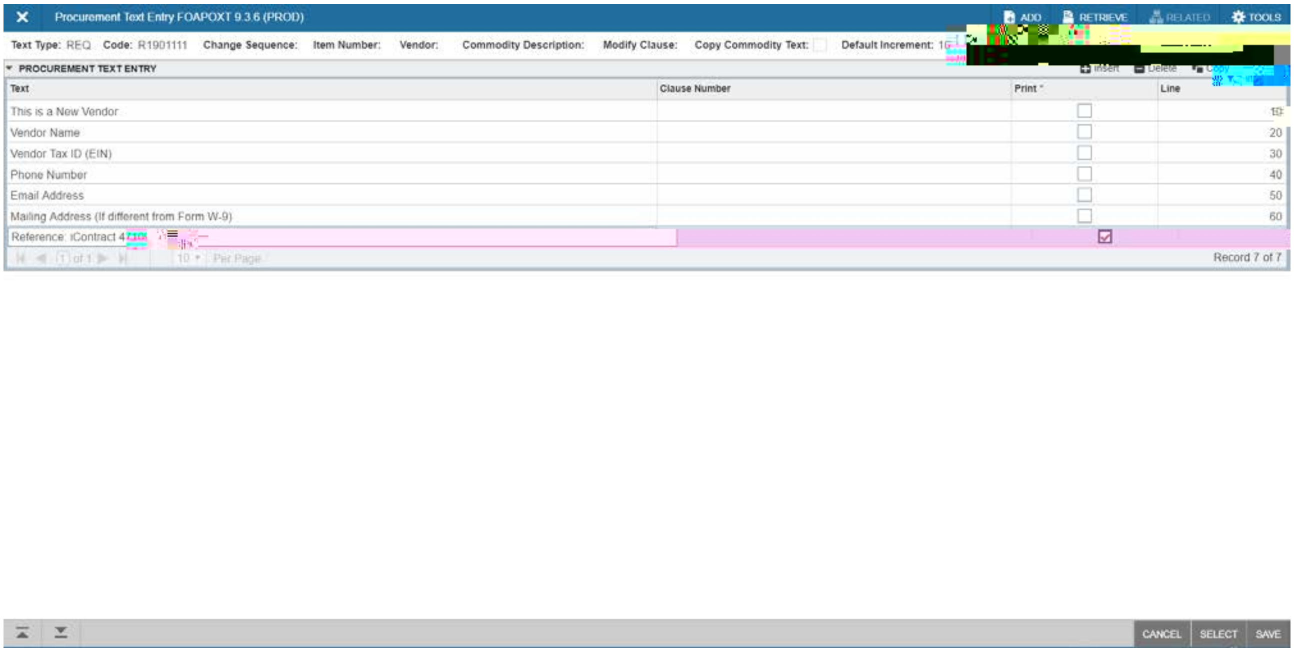
- From the Related menu, select Item Text

- Alt + Page Down to enter full item description including item or model numbers, warranty information, etc.

Enter Document Text

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

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



Text Type: REQ Code: R1901111 Change Sequence: Item Number: Vendor: Commodity Description: Modify Clause: Copy Commodity Text: ☐ Default Increment: 10

PROCUREMENT TEXT ENTRY

Text	Clause Number	Print *	Line
This is a New Vendor		☐	10
Vendor Name		☐	20
Vendor Tax ID (EIN)		☐	30
Phone Number		☐	40
Email Address		☐	50
Mailing Address (If different from Form W-9)		☐	60
Reference: iContract 4		☑	

1 of 1 10 Per Page Record 7 of 7

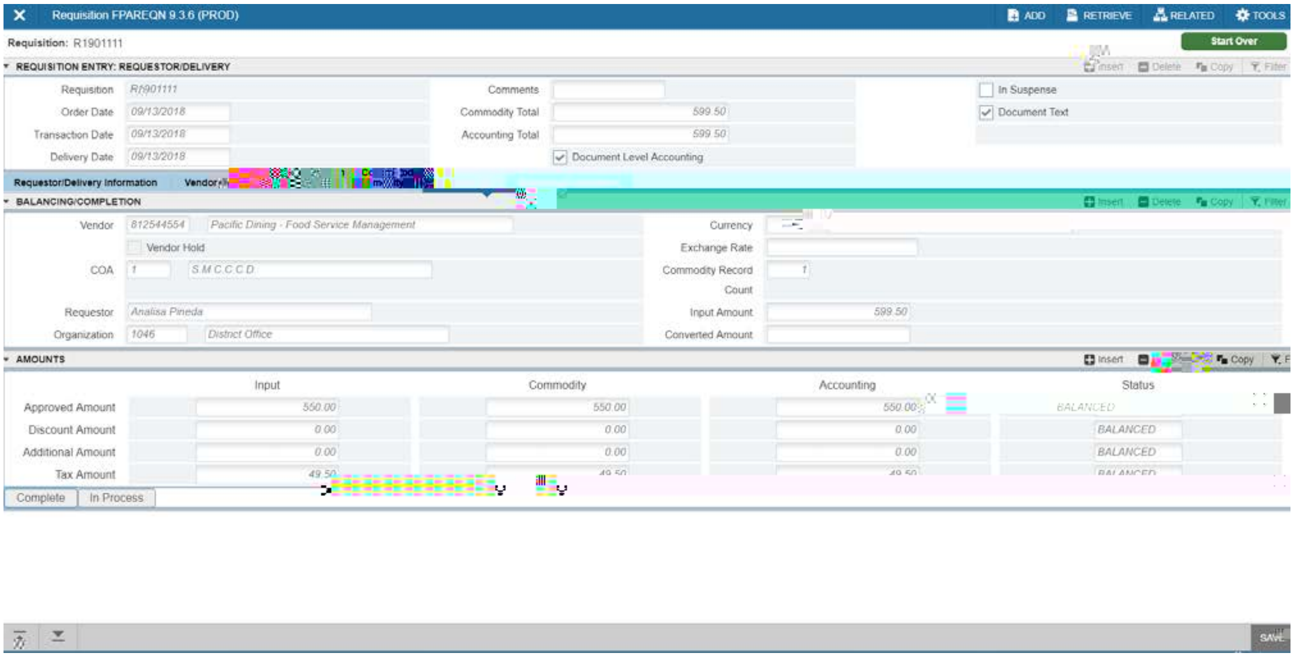
Enter Accounting Information

- Alt + Page Down to the Accounting block
- Enter/edit the Fund, Orgn, Acct, Prog, and Actv

Complete the Requisition

- Make note of the Requisition number

- Click on the Complete button


Requisition FPAREQN 9.3.6 (PROD)
ADD
RETRIEVE
RELATED
TOOLS
Start Over
Insert
Delete
Copy
Filter
Requestor/Delivery Information
Vendor
Complete
In Process
SAVE

Requisition: R1901111

REQUISITION ENTRY: REQUESTOR/DELIVERY

Requisition: R1901111
Order Date: 09/13/2018
Transaction Date: 09/13/2018
Delivery Date: 09/13/2018
Comments:
Commodity Total: 599.50
Accounting Total: 599.50
☑ Document Level Accounting
☐ In Suspense
☑ Document Text

BALANCING/COMPLETION

Vendor: 812544554 Pacific Dining - Food Service Management
☐ Vendor Hold
COA: 1 S.M.C.C.C.D
Requestor: Analisa Pineda
Organization: 1046 District Office
Currency:
Exchange Rate:
Commodity Record Count: 1
Input Amount: 599.50
Converted Amount:

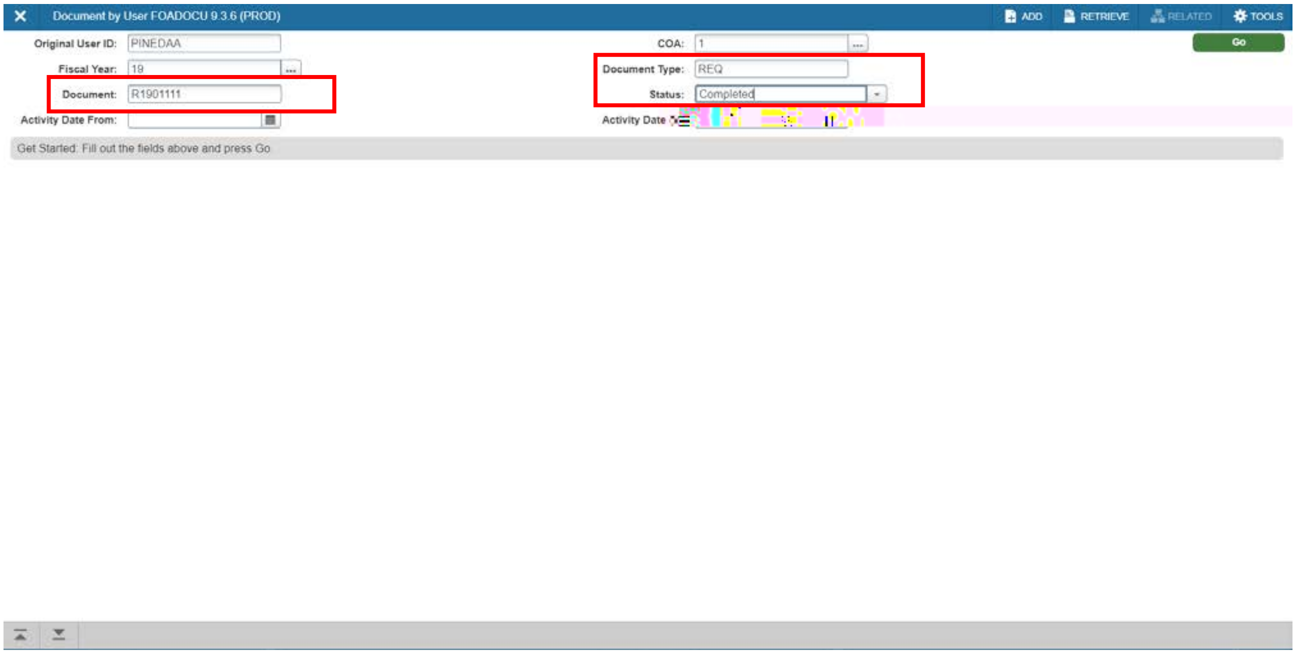
AMOUNTS

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

Section Four

Deny a Requisition FOADOCU

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

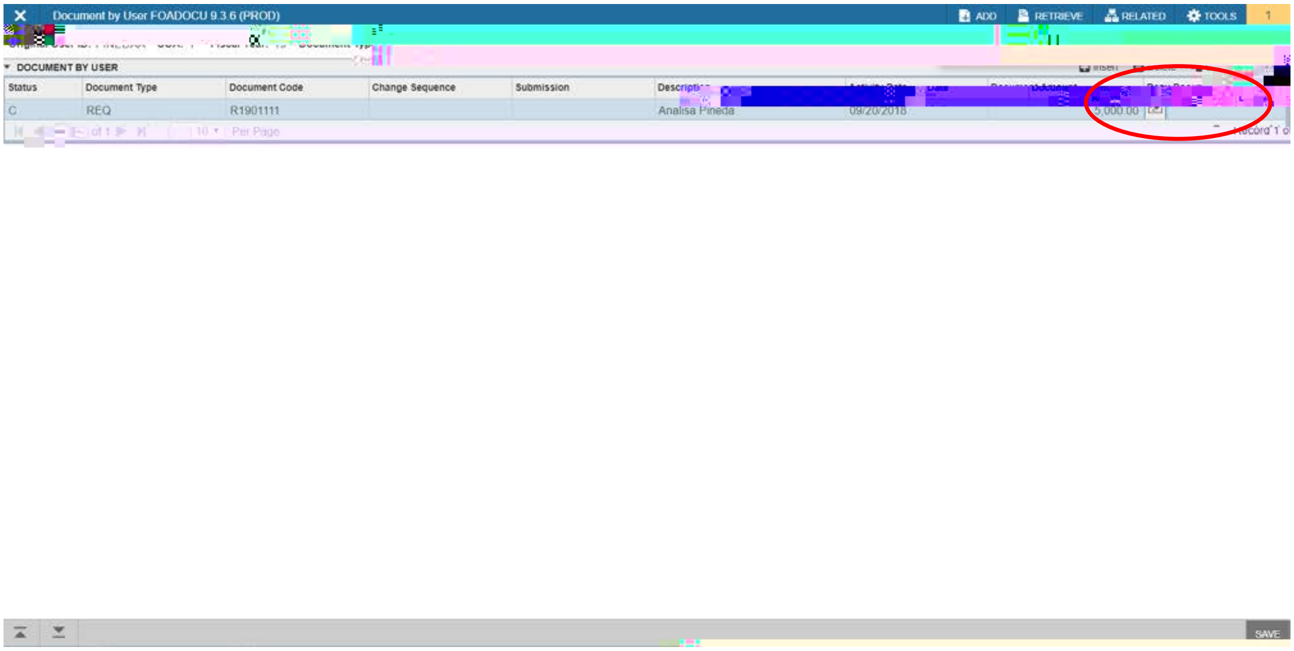


Original User ID: PINEDAA
Fiscal Year: 19
Document: R1901111
Activity Date From:
COA: 1
Document Type: REQ
Status: Completed
Activity Date

Get Started: Fill out the fields above and press Go

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

Deny a Requisition (continued)…



Document by User FOADOCU 9.3.6 (PROD)
ADD
RETRIEVE
RELATED
TOOLS
SAVE

DOCUMENT BY USER

Status	Document Type	Document Code	Change Sequence	Submission	Description	[illegible]	[illegible]	[illegible]	[illegible]
C	REQ	R1901111			Analisa Pineda	09/20/2018		5,000.00	☐

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

Section Five

Requisition Query Form FPIREQN

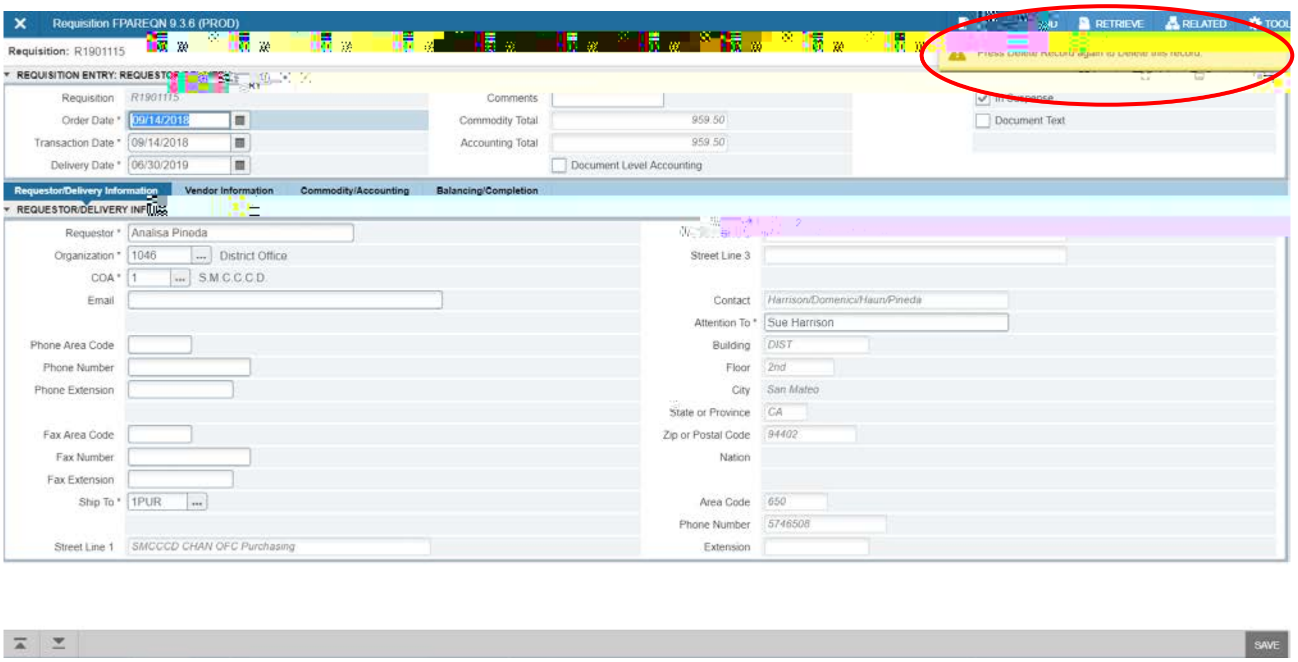
View a Completed or Approved Requisition by accessing the Requisition Query

Section Seven

Delete Requisitions FPAREQN in process

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

- Enter the Requisition Number and Alt + Page Down


Requisition FPAREQN 9.3.6 (PROD)
RETRIEVE
RELATED
TOOL
REQUISITION ENTRY: REQUESTOR
Requestor/Delivery Information
Vendor Information
Commodity/Accounting
Balancing/Completion
REQUESTOR/DELIVERY INF
SAVE

Press Delete Record again to Delete this record.

Requisition: R1901115

Requisition: R1901115
Order Date *: 09/14/2018
Transaction Date *: 09/14/2018
Delivery Date *: 06/30/2019
Comments:
Commodity Total: 959.50
Accounting Total: 959.50
☐ Document Level Accounting
☑ In Suspense
☐ Document Text

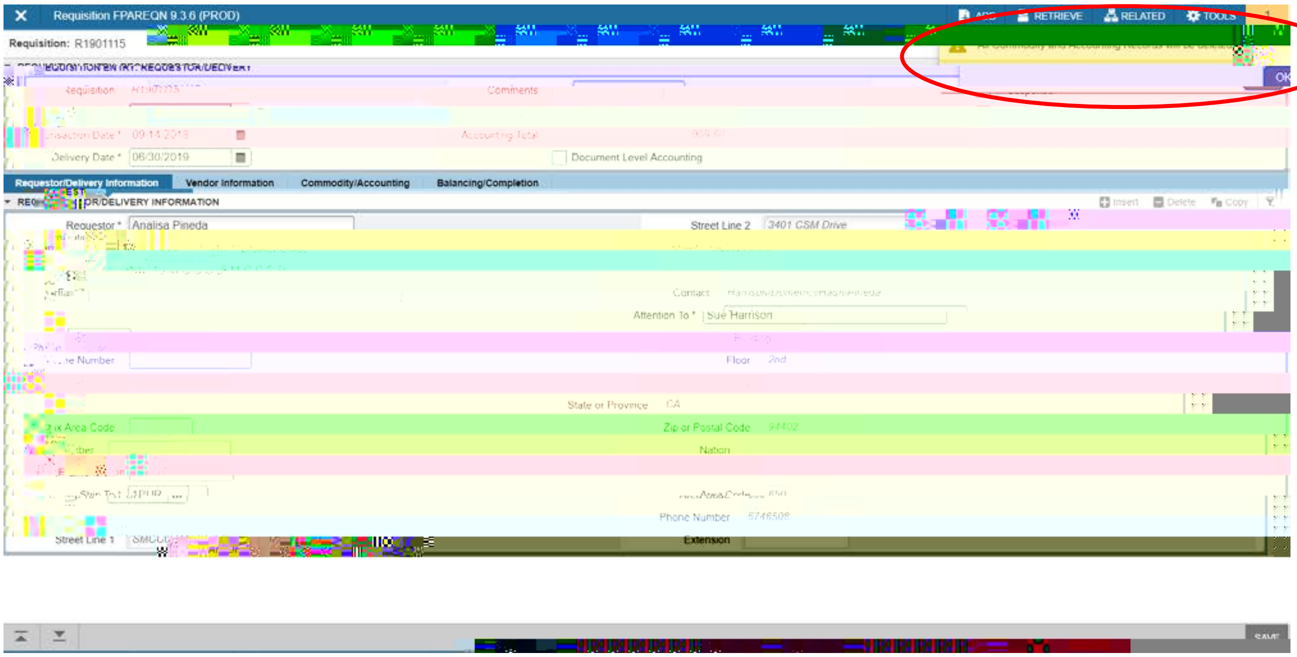
Requestor *: Analisa Pineda
Organization *: 1046 District Office
COA *: 1 S.M.C.C.C.D
Email:
Phone Area Code:
Phone Number:
Phone Extension:
Fax Area Code:
Fax Number:
Fax Extension:
Ship To *: 1PUR
Street Line 1: SMCCCD CHAN OFC Purchasing
Street Line 3:
Contact: Harrison/Domenici/Haun/Pineda
Attention To *: Sue Harrison
Building: DIST
Floor: 2nd
City: San Mateo
State or Province: CA
Zip or Postal Code: 94402
Nation:
Area Code: 650
Phone Number: 5746508
Extension:

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

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

Delete Requisitions (continued)…

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



Requisition FPAREQN 9.3.6 (PROD)

Requisition: R1901115

Delivery Date * 06/30/2019

☐ Document Level Accounting

Requestor * Analisa Pineda

Street Line 2 3401 CSM Drive

Attention To * Sue Harrison

Floor 2nd

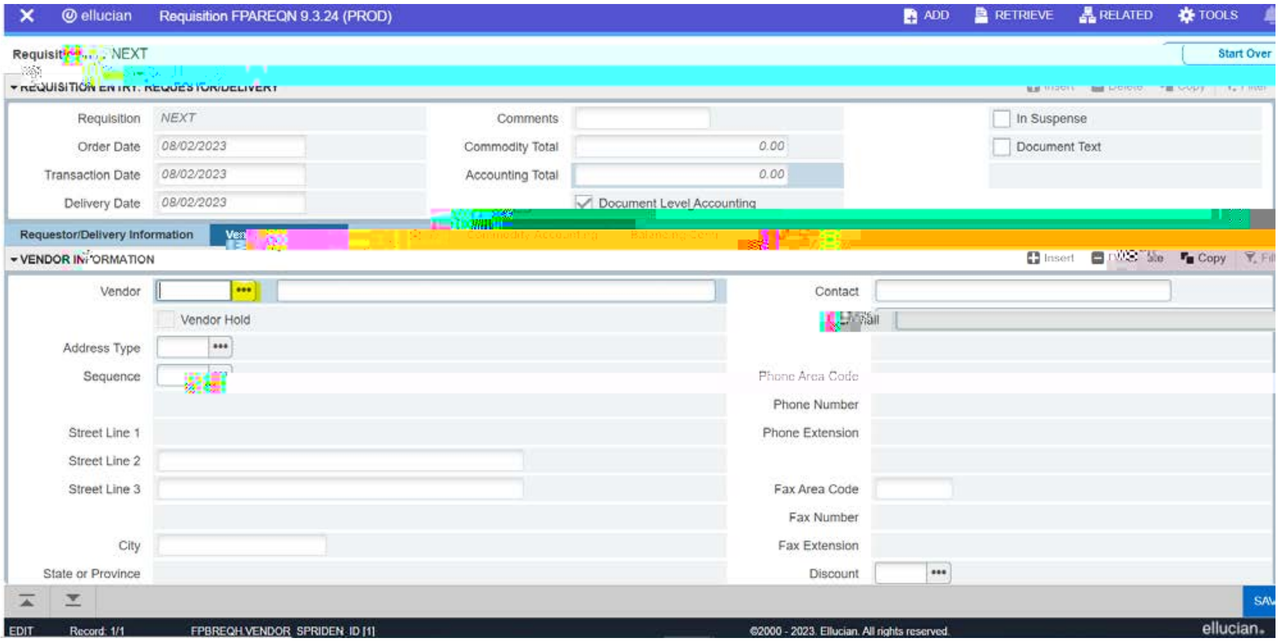
State or Province CA

RETRIEVE
RELATED
TOOLS
OK
Requestor/Delivery Information
Vendor Information
Commodity/Accounting
Balancing/Completion
Insert
Delete
Copy
Comments
Accounting Total
Contact
Zip or Postal Code
Nation
Phone Number
Street Line 1
Extension
SAVE

Section Nine

SEARCHING IN BANNER

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



ellucian
Requisition FPAREQN 9.3.24 (PROD)
ADD
RETRIEVE
RELATED
TOOLS
Start Over
REQUISITION ENTRY: REQUESTOR/DELIVERY
Requestor/Delivery Information
VENDOR INFORMATION
Insert
Delete
Copy
Filter
Vendor
Address Type
Sequence
Street Line 1
Street Line 2
Street Line 3
City
State or Province
Contact
Phone Area Code
Phone Number
Phone Extension
Fax Area Code
Fax Number
Fax Extension
Discount
Comments
SAVE
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ellucian.

Requisition: NEXT
Order Date: 08/02/2023
Transaction Date: 08/02/2023
Delivery Date: 08/02/2023
Commodity Total: 0.00
Accounting Total: 0.00
☑ Document Level Accounting
☐ In Suspense
☐ Document Text
☐ Vendor Hold

EDIT Record: 1/1 FPBREQH.VENDOR_SPRIDEN_ID [1]

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

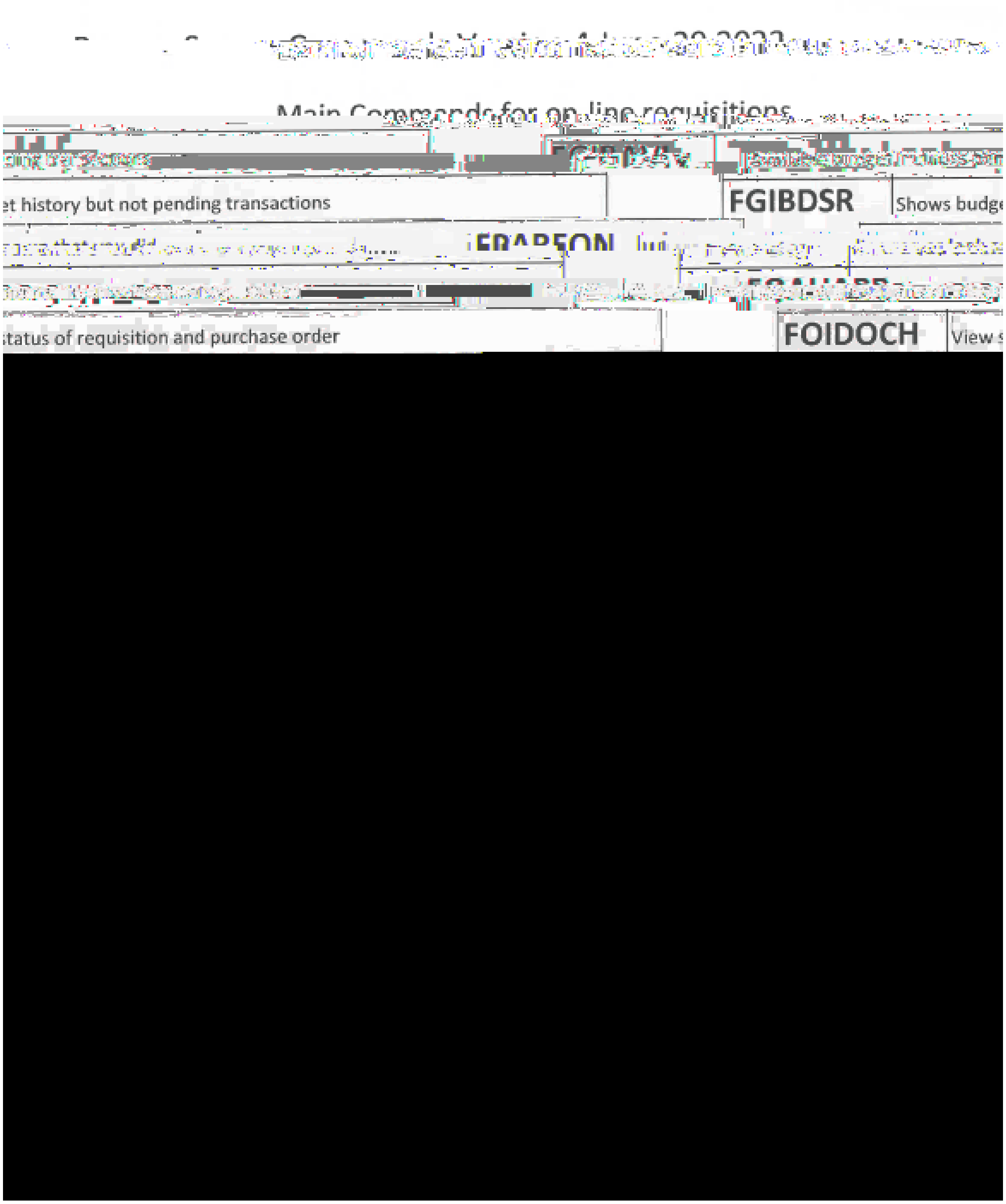
From here you can hit next section or in some screens you may need to choose Filter on the top right.

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

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

Section Ten

COMMON BANNER SCREENS



Main Commands for on-line requisitions

FGIBDSR

Shows budge

et history but not pending transactions

FOIDOCH

View s

tatus of requisition and purchase order

Section Eleven

PREFERRED VENDORS LIST

Preferred Vendors List ***Note: Per AP 8.06 most purchases of goods over $3,000 requeAP 06 -1.306 9queAferrch406 TD [($)a x CDWG* gianna.panozzo@cdwg.com