



SOUTH TEXAS
COLLEGE

BANNER 9

On-Line Requisition Manual

Purchasing Department
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August 7, 2018

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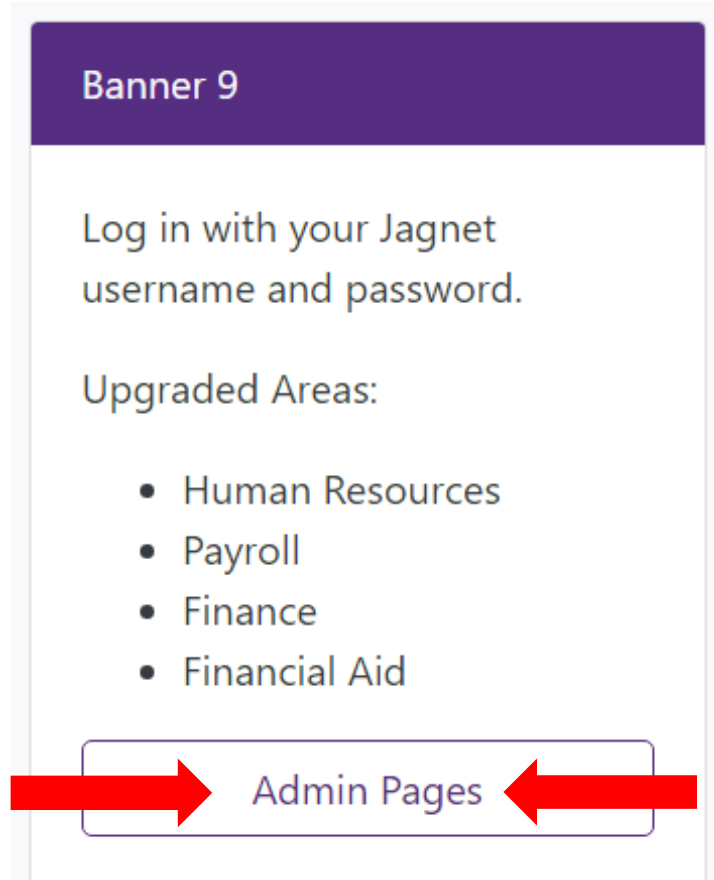
1. Banner 9 Log In

1) Go to the following link to open Banner 9:

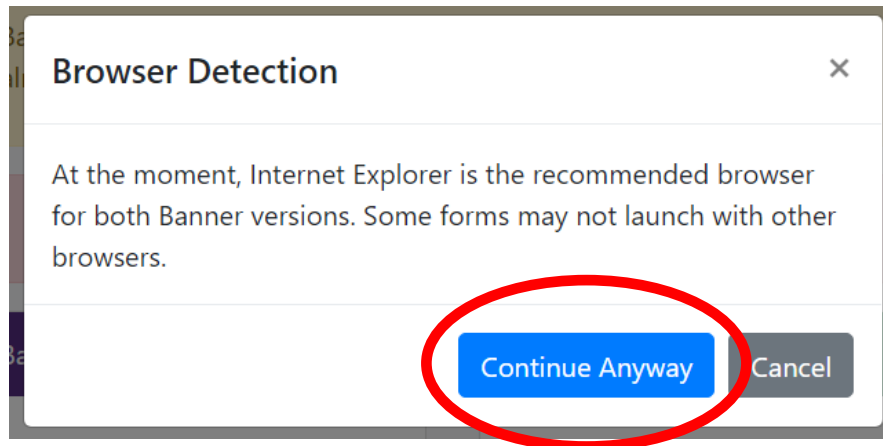
<https://banner.southtexascollege.edu/home.html>

(Recommended Browsers: Chrome or Firefox)

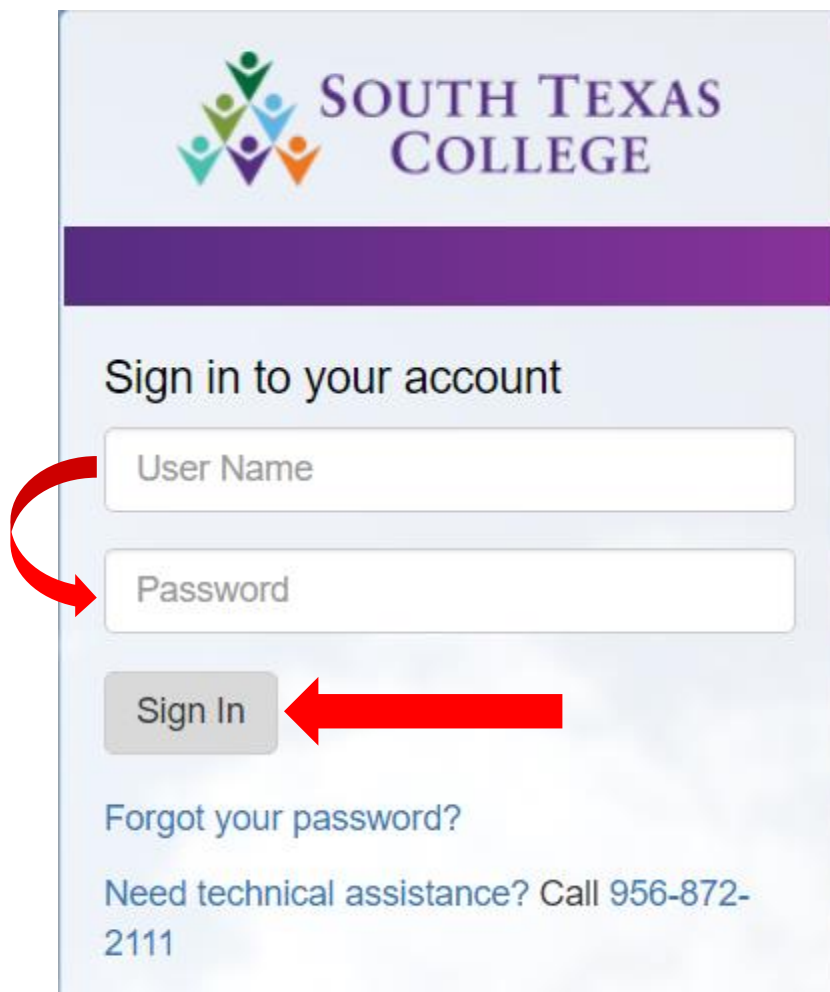
2) Under Banner 9, Click on “Admin Pages” to open log-in screen



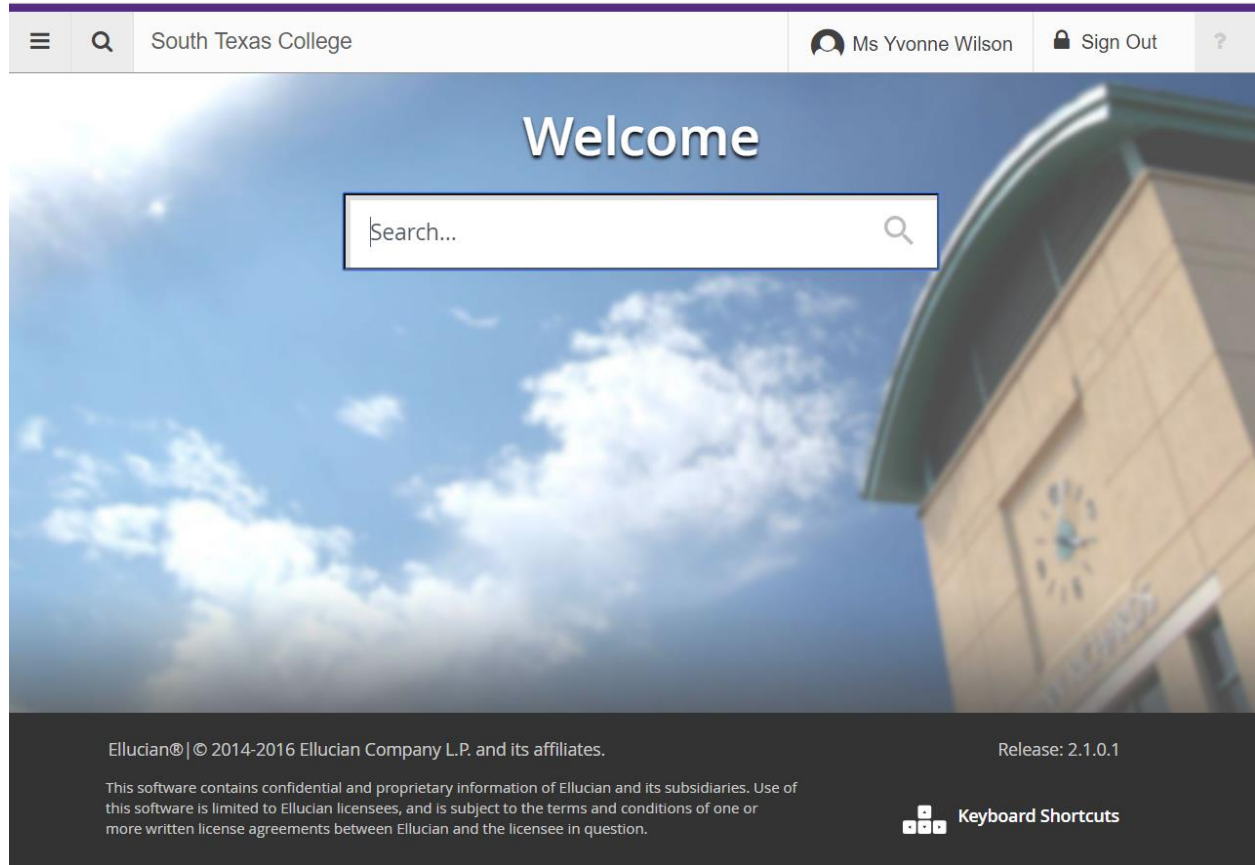
Alert: Browser Detection will appear, Select “Continue Anyway”



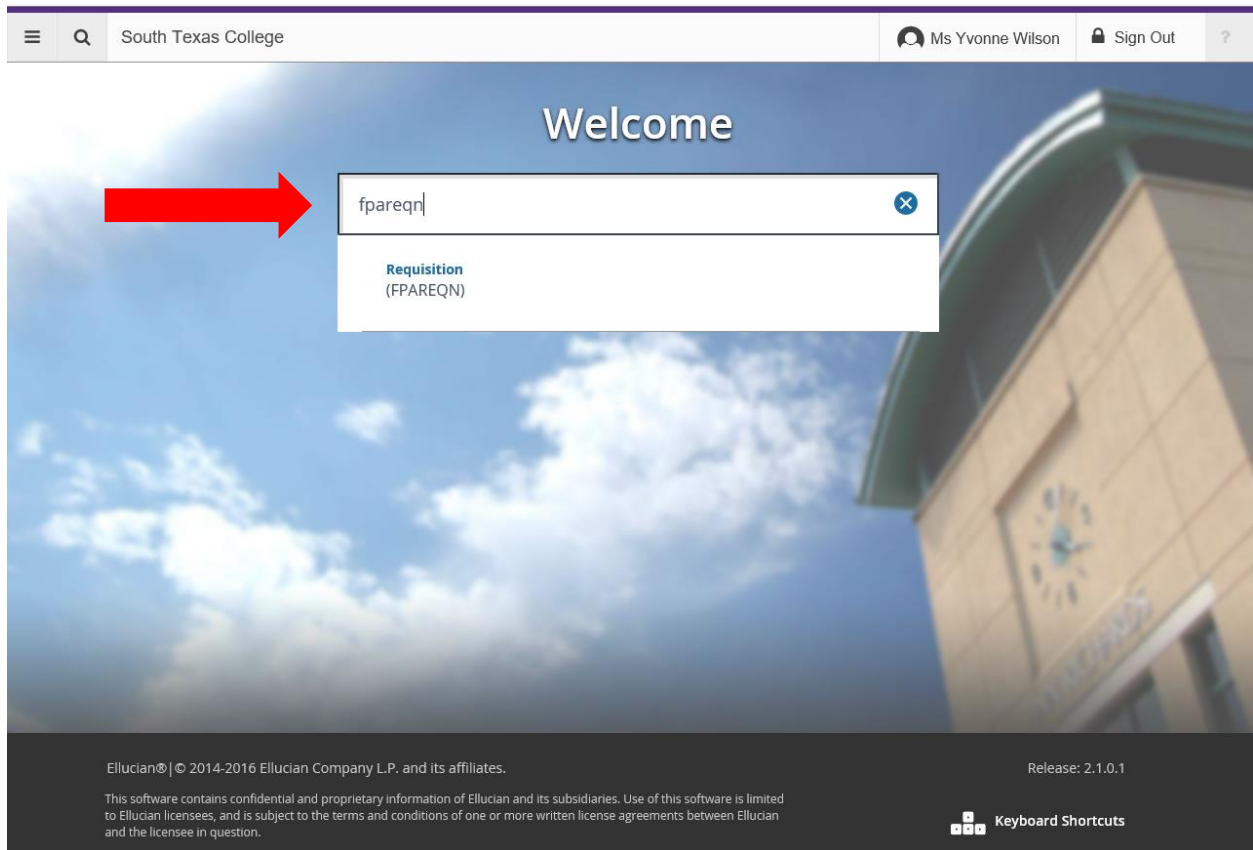
3) Enter Jagnet Credentials & Click “Sign In” to access Banner 9



2. New Banner 9 Home Page



3. Create a Banner Requisition



****Start a Banner Requisition

Step 1: Request the Requisition Page:

~Type "FPAREQN" Then press enter

OR

~Type "Requisition" Then select from the drop down list.

Requisition Page

Same as “Next Block”

*****Create a new requisition or re-open a previously created requisition:**

New Requisition: leave the requisition field blank

OR

Re-open an incomplete or “disapproved” requisition using an existing requisition number

NOTE: Please be careful when typing in an existing Requisition # to avoid creating a new requisition number.

Then Click green “GO” button (at the top right)

OR

Click “Next Section” which is located at the bottom left corner of the page (Atl+Page Down)

3a. Requestor/Delivery Information

The Order Date, Transaction Date and Requestor's information fields are populated when the next page displays.

1: The following information is required in the appropriate fields. (Use the Tab key for navigation)

- Delivery Date*** - The date must be reasonable and later than the Transaction Date. **(Required)**
- Comments*** - Notes for Purchasing (ex: Prepayment, Rush, Quote/Invoice#)
- Organization*** - Input organization which will be used for the expenditure
- Ship To*** - The Central Receiving information will be populated
If not, the Ship To Code will ALWAYS be 10. **(Required)**
- Attention To*** - Input the Requestor's First & Last Name, Campus, Bldg. & Rm#. **(Required)**
Example: Becky Cavazos/PCN N145

(The attention to information is for Receiving Dept. to deliver items)

To proceed to the next section:

Click the "Vendor Information" tab OR Next Section (located at the bottom left corner)

3b. Vendor Information

The screenshot shows the 'Requisition FPAREQN (TECH8)' form. The 'Vendor Information' tab is selected. The 'Vendor' field is highlighted with a red arrow. The form includes fields for Requisition (NEXT), Order Date (05/03/2018), Transaction Date (05/03/2018), Delivery Date (05/18/2018), Comments, and various totals. The 'Vendor Information' section includes fields for Vendor, Address Type, Sequence, Street Line 1, Street Line 2, Street Line 3, City, State or Province, Zip or Postal Code, Nation, Contact, Email, Phone Area Code, Phone Number, Phone Extension, Fax Area Code, Fax Number, Fax Extension, Discount, Tax Group, and Currency.

Option 1:

If Vendor ID is known, input the A# in the vendor field and press Tab. The vendor's address and contact information will populate. (Vendor search not needed using this option)

OR

Option 2:

To find the vendor that is needed:

Click the three dots  next to the vendor field

The Option list box will appear

The screenshot displays a software interface for a requisition entry. The main window is titled "Requisition FPAREQN (TECH8)" and includes tabs for "ADD", "RETRIEVE", "RELATED", and "TOOLS". The "Requisition: NEXT" is selected. The "REQUISITION ENTRY: REQUESTOR/DELIVERY" section contains fields for "Requisition" (NEXT), "Order Date" (05/03/2018), "Transaction Date" (05/03/2018), and "Delivery Date" (05/18/2018). It also includes "Comments" (Notes), "Commodity Total" (0.00), "Accounting Total" (0.00), and a "Document Level Accounting" checkbox. The "VENDOR INFORMATION" tab is active, showing fields for "Vendor", "Address Type", "Sequence", "Street Line 1", "Street Line 2", "Street Line 3", "City", "State or Province", "Zip or Postal Code", and "Nation". An "Option List" dialog box is open, displaying two options: "Entity Name/ID Search (FTIIDEN)" and "Vendor Maintenance (FTMVEND)". The "Entity Name/ID Search (FTIIDEN)" option is highlighted with a red circle. A blue rounded rectangle is drawn around the dialog box. The bottom of the screen shows a status bar with "EDIT", "Record: 1/1", "GS_OPT_BLOCK_OPT_SEL [1]", and a "SAVE" button.

Click on the Entity Name/ID Search (FTIIDEN) to find the vendor of choice.

Filter Search

The screenshot shows the 'Entity Name/ID Search' window. At the top, there's a purple header with 'Entity Name/ID Search FTIIDEN (PROD8)' and buttons for 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS'. Below this is the 'ENTITY NAME/ID SEARCH' section with various checkboxes for 'Vendors', 'Terminated Vendors', 'Grant Personnel', 'Proposal Personnel', 'Financial Managers', and 'Terminated Financial Managers'. A green message box says 'Enter a query; press F8 to execute.' Below this is the 'DETAILS' section with tabs for 'Basic Filter' and 'Advanced Filter'. The 'Basic Filter' tab is active, showing 'Active filters:' with several filter rules: 'ID Contains', 'Last Name Contains', 'First Name Contains', 'Middle Name Contains', and 'Entity Indicator Equals'. At the bottom right of the filter section, there are 'Clear All' and 'Go' buttons. A red arrow points to the 'Clear All' button.

This page will appear next:

First, click on **Clear All** to remove all filters.

The screenshot shows the 'Entity Name/ID Search' window with the 'Advanced Filter' tab selected. The 'Active filters:' section is empty, and the 'Add Another Field ...' button is visible. A red arrow points to the 'Advanced Filter' tab. Another red arrow points to the 'Add Another Field ...' button. The 'Clear All' and 'Go' buttons are still present at the bottom right.

Second, click on the Advanced Filter under “Details”

-Under Active Filters:

Click on the drop down arrow in the “Add Another Field” box

Searching Vendor

▼ ENTITY NAME/ID SEARCH Insert Delete Copy Filter

<input checked="" type="checkbox"/> Vendors	<input type="checkbox"/> Proposal Personnel	<input type="checkbox"/> Agencies
<input type="checkbox"/> Terminated Vendors	<input type="checkbox"/> Financial Managers	<input type="checkbox"/> All
<input type="checkbox"/> Grant Personnel	<input type="checkbox"/> Terminated Financial Managers	

▼ DETAILS Insert Delete Copy Filter

Basic FilterAdvanced Filter ✕

Active filters: Last Name Contains gateway ✖

Add Another Field ...

Clear All

Clear All **Go**

ID	Last Name	First Name	Middle Name	Entity Indicator	Change Indicator	Vendor	Financial Manager	Agency	Grant Personni
----	-----------	------------	-------------	------------------	------------------	--------	-------------------	--------	----------------

☒ Case Insensitive Query ☐ Case Sensitive Query

-Select Last Name

-Contains will populate in the next field

-Type in the name of the desired vendor. (Example: “Gateway Printing”)

*****Note: Name is not case sensitive and % is not used to search**

-Click “GO” located at the right side next to “Clear All” or press “Enter” to begin the search and view vendor results.

Selecting Vendor

Entity Name/ID Search FTIIDEN (PROD8)

ADD RETRIEVE RELATED TOOLS

Grant Personnel Terminated Financial Managers

DETAILS

Basic FilterAdvanced Filter

Active filters: Last Name Contains gateway (Contains)gateway

Add Another Field ...

Clear All

ID	Last Name	First Name	Middle Name	Entity Indicator	Change Indicator	Vendor	Financial Manager	Agency	Grant Pers
A00360578	CPX Windsor Locks ...			Corporation		Yes	No	No	No
A00315377	Crystal Gateway Marr...			Corporation		Yes	No	No	No
A00187815	Gateway CDI Inc			Corporation		Yes	No	No	No
A00156111	Gateway Companies ...			Corporation		Yes	No	No	No
A00314445	Gateway Printing & O...			Corporation	Name	Yes	No	No	No
A00314445	Gateway Printing & O...			Corporation		Yes	No	No	No
A00314445	Gateway Printing and...			Corporation	Name	Yes	No	No	No
A00369088	Gateway to College N...			Corporation		Yes	No	Yes	No
A00321001	Holiday Inn Golden G...			Corporation		Yes	No	No	No
A00184675	Sheraton Gateway H...			Corporation		Yes	No	No	No

Records of 10

Case Insensitive Query Case Sensitive Query

CANCEL SELECT

Select the desired vendor then double click on the vendor name

OR

Click on the Vendor ID (A#) and then click on "SELECT" which is located at the bottom right corner of the page.

Vendor Information

Requisition FPAREQN (PROD8) ADD RETRIEVE RELATED TOOLS

Requisition: R0093798 Start Over

REQUISITION ENTRY: REQUESTOR/DELIVERY

Requisition: R0093798 Comments: In Suspense
 Order Date: 07/26/2018 Commodity Total: 0.00 Document Text
 Transaction Date: 07/26/2018 Accounting Total: 0.00
 Delivery Date: 08/03/2018 Document Level Accounting

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

VENDOR INFORMATION

Vendor: A0031444 Gateway Printing & Office Supply Inc Contact: Carol Waters
 Address Type: BU Sequence: 1
 Street Line 1: 315 S Closser Blvd Phone Area Code: 956
 Street Line 2: Phone Number: 3833861
 Street Line 3: Phone Extension:
 City: Edinburg Fax Area Code: 956
 State or Province: TX Fax Number: 3834674
 Zip or Postal Code: 78539-4594 Fax Extension:
 Nation: Discount: Tax Group: Currency:

SAVE

Vendor ID# will populate under the vendor information tab.

The display will also include the vendor's address and contact information.

Note: The Address Type should always be "BU".

***** Banner will assign a requisition on this page. Record the assigned Requisition Number listed at the top left corner of page for your information or future reference.**

To proceed to the next section:

Click the "Commodity/Accounting" tab OR "Next Section" located at the bottom left corner

3c. Commodity/Accounting

Requisition FPAREQN (TECH8) ADD RETRIEVE RELATED TOOLS

Requisition: R0091242 Start Over

REQUISITION ENTRY: REQUESTOR/DELIVERY

Requisition: R0091242 Comments: -- Notes --

Order Date: 05/03/2018 Commodity Total: 0.00

Transaction Date: 05/03/2018 Accounting Total: 0.00

Delivery Date: 05/18/2018

☐ Document Level Accounting

☐ In Suspense

☐ Document Text

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

COMMODITY

Item	Commodity	Description	U/M	Tax Group	Quantity	Unit Price	Commodity Text	Item Text	Add Commodity
Record 1 of 1									
Extended Amount		Tax		<input type="checkbox"/> Distribute					
Discount		Commodity Total							
Additional		Document Total							

ACCOUNTING

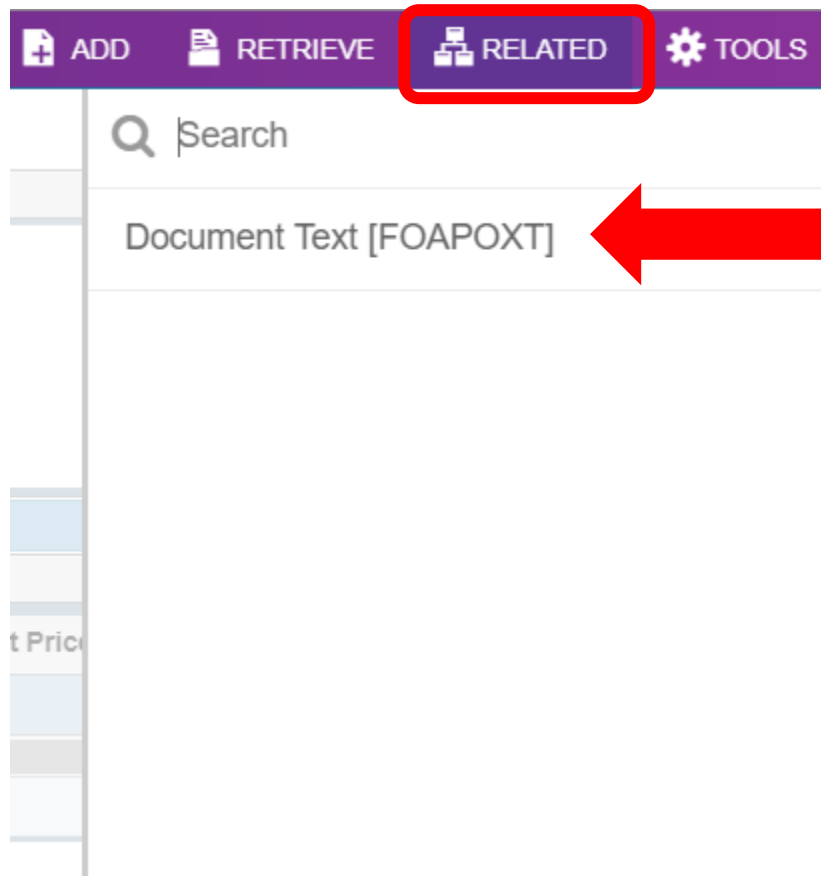
Sequence	COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSF Override	NSF
Record 1 of 1												
%												
USD												
Extended Amount		<input type="checkbox"/>										
Discount		<input type="checkbox"/>										
Additional		<input type="checkbox"/>										
Tax		<input type="checkbox"/>										
FOAPAL Total												
Document Total												
Remaining												
Commodity Amount												

SAVE

*** On this page, the Document Level Accounting must be unchecked.

Note: Before adding description lines, please provide a justification for the purchase in Document Text first.

Document Text



- Go to the Menu bar located at the top right corner of the page and click on “RELATED” then select “Document Text”
- The Procurement Text Entry Page will appear.

A screenshot of the 'Procurement Text Entry FOAPOXT (TECH8)' page. The top navigation bar is blue and contains the same four buttons as the previous screenshot. A red arrow points to the 'RELATED' button. Below the bar, the page contains several input fields: 'Text Type: REQ' (with a dropdown arrow), 'Code: R0091242', 'Change Sequence:', 'Vendor: A00314445 Gateway Printing & Office Supply Inc', 'Item Number:', 'Commodity:', 'Description', 'Modify Clause: [input field] [dropdown arrow]', 'Copy Commodity: [checkbox]', 'Text', 'Default Increment: [input field] 10', and a 'Go' button. At the bottom, there is a grey bar with the text 'Get Started: Fill out the fields above and press Go.'

Click “GO” to proceed to the Procurement Text Entry

Procurement Text Entry FOAPOXT (TECH8)

ADD RETRIEVE RELATED TOOLS

Type: REQ Code: R0091242 Change Sequence: Item Number: Vendor: A00314445 Gateway Printing & Office Supply Inc Commodity Description: Start Over

Modify Clause: Copy Commodity Text: Default Increment: 10

Text	Clause Number	Print *	Line
Office Supplies are needed for the day to day operations at the Purchasing Department.		<input checked="" type="checkbox"/>	10
---		<input checked="" type="checkbox"/>	20
--- New Vendor Information ---		<input checked="" type="checkbox"/>	30
--- Software Questions ---		<input checked="" type="checkbox"/>	

Record 4 of 4

**** To add a new line for additional information:**

Press the down arrow key on your keyboard OR click "Insert" located to the top right next to "+"

EDIT Record: 4/4 FOBTEXT FOBTEXT_TEXT (4) CANCEL SELECT SAVE

Under the Text Section:

Required Information: Provide a complete justification explaining purpose of requested items, new vendor contact information (when vendor not set up in banner), software questions when requesting software/software license, delivery instructions, etc.

When done entering required information: Click "SAVE" located at the bottom right side of the page.

To Exit the Page: Click the "X" located at the top left corner of the page.

Commodity/Accounting

Requisition FPAREQN (TECH8) ADD RETRIEVE RELATED TOOLS

Requisition: R0091242 Start Over

REQUISITION ENTRY: REQUESTOR/DELIVERY

Requisition: R0091242 Comments: -- Notes -- In Suspense
Order Date: 05/03/2018 Commodity Total: 109.00 Document Text
Transaction Date: 05/03/2018 Accounting Total: 109.00
Delivery Date: 05/18/2018 Document Level Accounting

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

COMMODITY

Item	Commodity	Description	U/M	Tax Group	Quantity	Unit Price	Commodity Text	Item Text	Add Commodity
1		SWI0608 Heavy Duty Sta...	EA		1.00	30.0000			
2		MMM145 Manila Folders	BX		3.00	18.0000			
3		HEWP123 Black Toner	EA		1.00	25.0000			

Extended Amount: 30.00 Tax: 0.00 Distribute
Discount: 0.00 Commodity Total: 30.00
Additional: 0.00

ACCOUNTING

Sequence	COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSF Override
1	S	18		110000	420007	710014	6300				

Extended Amount: 30.00
Discount: 0.00
Additional: 0.00
Tax: 0.00
FOAPAL Total: 30.00
Commodity Total: 30.00

EDIT Record: 1/1 FPRREQA.FPRREQA_PROJ_CODE (1) ellucian


Note: Do not populate the Commodity Field (must be left blank)

- 1. Description:** Tab to the field and enter the Item Description, Model, & Part #. **Note: For Gateway Requisitions only, provide the Item# first followed by brief description.**
- 2. Unit of Measure (U/M):** Tab to the field and click to Search; The Unit of Measure List (FTVUOMS) appears. Double-click the unit of measure desired to populate the U/M field. Example: EA (each), LOT (lot), CS (case), etc.
- 3. Quantity:** Tab to the field and enter the quantity of the item(s) ordering.
- 4. Unit Price:** Tab to the Unit Price field and enter the price of the items.
- 5. Tab through the field until you return to the Description field to proceed to the Accounting Section.**



Note: If further description items are needed, select “Item Text” from the Related menu. (Repeat steps from page 15 & 16 for the Procurement Text Entry)

Example:




For Open purchase orders: provide authorized users & period in “item text”

7. To add additional item use  (down arrow key on the keyboard) or click “Insert” (at the top right of the page) to place your cursor in the next Description field and repeat the steps 1-5 from above.

Requisition Entry: The Accounting Section:

1. Click Next Section or press  +  to move to the Accounting Section.
2. Tab to the Acct Column to enter the Account Code.

Account Code list can be found at the Business Office Accounts Payable Link below:
https://finance.southtexascollege.edu/businessoffice/forms/ap/Account_Classifications.pdf

3.  to the extended box for the total. If more than one Organization is needed, the cursor needs to be in the Extended Box and the correct dollar amount must be entered. Then press .
4. Press the  (down arrow key on keyboard) to enter the second Organization & repeat the steps above.
5. Verify that the dollar amounts are in balance.

After you have completed all the items and funding sources, click the “Balancing/Completion” tab OR Next Section located at the bottom left corner

3d. Balancing/Completion

Requisition: R0091242

REQUISITION ENTRY: REQUESTOR/DELIVERY

Requestor/Delivery Information Vendor Information Commodity/Accounting **Balancing/Completion** (Tabs)

BALANCING/COMPLETION

	Input	Commodity	Accounting	Status
Approved Amount	109.00	109.00	109.00	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

(Incomplete Requisition)
(Final Requisition)

1. Check that the Input Amount, Commodity Amount, and Accounting Amount are all in balance. The status column will also confirm that the requisition is in balance.

- The Input, Commodity and Accounting columns must all contain the same amount. The Status column must say Balanced in every row.
- Note: Banner will NOT allow the completion of a requisition if all areas are not in balance.**

You can always go back to each "Tab" to make any corrections or additional information needed before completing requisition.

2. If you haven't already, record the Requisition# before you leave the page.

3. Click "Complete": You must click complete to submit the requisition for Purchasing's review. It will remain in suspense if it is not complete and will not be forwarded for approvals.

4. Once requisition is completed, it will be forwarded as follows:

- Purchasing for Review
- Business Office for Budget Availability
- Financial Manager Approval

4. Additional Information

1. Requisition Approval History can be viewed at FOIAPHT. Review Banner messages daily using GUAMESG (no longer receive notification).
2. Items at no charge must be part of “item text” on the last line ordered. (Do Not use All caps for item description)
3. Banner requisitions cannot exceed 99 lines in order for the purchase order to be processed.
4. Please send any information related to the requisition to the Purchasing Department staff email or via fax (956) 872-4688.
5. Annual Requisition Deadlines:
 - a. Capital items deadline April 30th.
 - b. Operating items deadline May 31st.

