Checking Requisition Status

- CHECKING REQUISITION STATUS USING SSB

- LOOK UP A REQUISITION NUMBER

FOOTHILL-DE ANZA
Community College District

March 19, 2020

Checking Requisition Status (SSB)

LAUNCH BANNER SSB

(MYPORTAL → FHDA BANNER)

UNDER THE FINANCE TAB, SELECT VIEW DOCUMENT

The View Document screen lets you check document status and approvals.

The Choose type field defaults to Requisition (to change the selection, use the down arrow). Enter your requisition number* in the Document Number field, then click on View document.

*If you don't know your requisition number, go to the last page of this tutorial.

Check if your requisition is Complete and Approved.
Notice a Y or N in these fields. If the requisition is not complete, you'll need to go to Requisition (under the Finance tab) and pull up your requisition and click Complete. **If the requisition is not Approved, follow the steps from the previous page BUT instead of clicking on View document, click on** Approval history. This will tell you which approver(s) you need to follow up with.

Personal Information   Student   Financial Aid   Faculty Services   Employee   Finance

View Document

To display the details of a document enter parameters then select View document. To display approval history for a document enter enables you to perform a query and obtain a list of document numbers to choose from.

Choose type: Requisition ▾   Document Number R0021413

Submission#: [ ]   Change Seq# [ ]   Reference Number [ ]

Display Accounting Information
◉ Yes   ○ No

Display Document/Line Item Text   **Display Commodity Text**
○ All   ◉ Printable   ○ None   ○ All   ◉ Printable   ○ None

[View document]   [Approval history]

Personal Information   Student   Financial Aid   Faculty Services   Employee   Finance

View Document

Requisition Header

Display Documents | Upload Documents | |

Requisition	Order Date	Trans Date	Delivery Date	Print Date	Total
R0021413	Jul 29, 2019	Jul 29, 2019	Jun 30, 2020		30,000.00

Origin:	BANNER				
Complete:	Y	Approved:	Y	Type:	Procurement
Cancel Reason:				Date:	
Requestor:	Angela Jacobs for Risk Management	511028	Safety/Loss Prevention		
Phone Number:	650-949-6193				
E-mail:	risk@fhda.edu				
Accounting:	Document Level				
Ship to:	Foothill-De Anza CCD				
	12345 El Monte Rd				

Once the requisition is Complete <u>and</u> Approved, it will be assigned to a Buyer usually within 1-2 business days. The name of the Buyer assigned to your requisition is located within the Document Text area. It's usually the first line of document text. If a Buyer's name is not listed, then the requisition has not yet been assigned.

Vendor:	20000654	Du-All Safety LLC
	45950 Hotchkiss St	
	Fremont, CA 94539-7078	
Phone Number:	510-651-8289	
Fax Number:	510-651-8937	
Document Text:	Assigned to Gina Bailey x6165, 8/14/2019	
	Remit all invoices to:	
	Foothill - De Anza Community College District	
	Attn: Risk Management / risk@fhda.edu	
	12345 El Monte Rd.	
	Los Altos Hills, CA 94022-4599	
	**	

To check if a Purchase Order has been issued, scroll to the bottom. If you see a Related Documents field, the Purchase Order number and any subsequent receiving document numbers or invoices will be listed within this field. **If you do not see Related Documents, then a Purchase Order has not yet been issued**.

Requisition Accounting

Seq#	COA	FY	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSFSusp	NSFOvr	Susp	Amount
1	C	20		114000	511028	5214	677200				N	N	N	30,000.00
Total of displayed sequences:														30,000.00

Related Documents

Transaction Date	Document Type	Document Code	Status Indicator
Aug 26, 2019	Invoice	I0194338	Paid
Sep 16, 2019	Invoice	I0195088	Paid
Oct 23, 2019	Invoice	I0196623	Paid
Aug 14, 2019	Purchase Order	HH203070	Approved
Dec 05, 2019	Invoice	I0198641	Paid
Jan 02, 2020	Invoice	I0199724	Paid
Jan 28, 2020	Invoice	I0200697	Paid
Aug 26, 2019	Check Disbursement	25129882	
Sep 16, 2019	Check Disbursement	25130393	
Oct 23, 2019	Check Disbursement	25131953	
Jan 06, 2020	Check Disbursement	25133924	
Dec 05, 2019	Check Disbursement	25133337	
Jan 28, 2020	Check Disbursement	25134431	

Forgot your requisition number? Go to the View Document screen, leave the Document Number field <u>blank</u> and click on Document Number. This will take you to a Document Lookup page. Use the letter Q and your CWID for the User ID. You may adjust any other parameters as needed, and click on Execute Query. The result will be a list of your requisitions in order by date. Your most recently entered requisitions will be at the bottom.