

BANNER FINANCE SELF-SERVICE

REQUISITION PROCEDURES DOCUMENTATION

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← Creating a Requisition

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RELEASE: 7.3

2. CREATING A REQUISITION:

- Requisition: is a request for Purchase.
- Refer to Rules and regulations for processing university purchases by the Office of Procurement Services and Accounts Payable.

Requisition

Begin by creating a requisition or retrieving an existing template. Enter Vendor ID and select Vendor Validate to default related information. Enter or modify vendor, requestor, commodity, and accounting information. Use Code Lookup to query a list of available values.

Select Document Text link to attach text to the requisition. Select Item number link to add Item Text for a commodity.

Choose Validate, if desired, to validate calculations and codes. Choose Complete to perform a validation and forward the document for processing.

Use Template: None

Transaction Date: 11 MAY 2008
Delivery Date: 11 MAY 2008
Vendor ID:
Address Type: Address Sequence:
Vendor Contact: Vendor E-mail:
Requestor Name:
Requestor E-mail:
Phone Area: Phone: Ext:
FAX Area: FAX Number: FAX Ext:
Chart of Accounts: Organization:
Currency Code: None Discount Code: None
Ship Code: Attention To:
Comments: [Document Text](#)

3. Before entering a Requisition, all the necessary codes must be known. To perform a search for a code, scroll page down to Code Look up Search and follow the instructions below:

The screenshot shows the 'Code Lookup' section of a software interface. A dropdown menu is open, listing various code types: account, activity, address type, buyer, chart, commodity, currency, discount, fund, index, location, organization, program, ship, tax group, unit of measure, and vendor. The 'account' option is currently selected. Below the dropdown, there are several input fields and controls: 'Save as Template' (checkbox), 'Shared' (checkbox), 'Validate' and 'Complete' buttons, 'Code Criteria' (text input), 'Title Criteria' (text input), and 'Maximum rows to return' (dropdown menu set to 10). An 'Execute Query' button is at the bottom.

- a. A query can be performed on any of the type of Codes listed above.
 - i. Select type
 - ii. Enter specific code if known or leave blank
 - iii. Enter specific Code criteria if known or leave blank
 - iv. A wildcard can be used if code or title is unknown. Use '%' as wildcard

This screenshot shows the 'Code Lookup' form with annotations. A box labeled 'Select Type of Code lookup' points to the 'Type' dropdown menu, which is set to 'commodity'. A box labeled 'Enter Query search criteria' points to the 'Title Criteria' text input field, which contains the text 'Supplies%'. A box labeled 'Click to execute query' points to the 'Execute Query' button. The 'Chart of Accounts Code' dropdown is set to 'U', and 'Maximum rows to return' is set to '100'.

- v. Enter wildcard for search and Execute Query

Search Results

Code lookup results

Commodity Code	Description
SU250	Supplies-Grounds-Ice Melt
SU270	Supplies-Janitorial-Chemical
SU280	Supplies-Landscaping
SU350	Supplies-Photographic
SU430	Supplies-Theatrical
SU	Supplies
SU130	Supplies-Art
SU230	Supplies-Fuel
SU240	Supplies-Grounds
SU300	Supplies-Maintenance
SU310	Supplies-Mechanical
SU290	Supplies-Lubricants
SU450	Supplies-Veterinary
SU140	Supplies-Athletic
SU260	Supplies-Janitorial
SU330	Supplies-Music-Instruments
SU460	Supplies-Weapons
SU470	Supplies-Zip Card
SU120	Supplies-Agriculture
SU170	Supplies-Broadcasting
SU210	Supplies-Fire & Safety
SU220	Supplies-Food Service
SU320	Supplies-Medical
SU360	Supplies-Plumbing
SU380	Supplies-Print Services

- vi. After returning search results write down code, or highlight code and Ctrl+c and select field to enter code and Ctrl+v or enter code directly into commodity code field.
- vii. In the above example, enter code in commodity code field and click commodity validate. This will populate the description with the lead time.
- viii. Scroll up and change the delivery date taking into account lead times.


STEPS TO FOLLOW WHILE ENTERING A REQUISITION:

1. After search is complete and all required codes are known , enter vendor number and click Vendor validate

Vendor ID	<input type="text"/>	<input type="button" value="Vendor Validate"/>
Address Type	<input type="text"/>	Address Sequence <input type="text"/>
Vendor Contact	<input type="text"/>	Vendor E-mail <input type="text"/>

2. This will populate the vendor fields.
 - a. The default vendor address type is PO. If the vendor has only one address type, this will default to PR.
 - b. Each of these types may be accessed by entering any of the codes , in uppercase and clicking on Vendor Validate

- c. Each of the sequence types may be accessed by entering 1,2 or 3 and clicking on vendor validate to pull that particular address sequence type.

- i.  Address is not valid ← Error message if field is incorrect
- ii. When an address type or sequence number are invalid the above error message will appear.

- 3. The requestor name, requestor e-mail Phone and fax information will default from the originator's record.
- 4. Chart of Accounts will default to Chart U

Requestor Name	<input type="text"/>				
Requestor E-mail	<input type="text"/>				
Phone Area	<input type="text"/>	Phone	<input type="text"/>	Ext	<input type="text"/>
FAX Area	<input type="text"/>	FAX Number	<input type="text"/>	FAX Ext	<input type="text"/>
Chart of Accounts	<input type="text" value="U"/>	Organization	<input type="text" value="052004"/>		
Currency Code	<input type="text" value="USD"/>	Discount Code	<input type="text" value="None"/>		
Ship Code	<input type="text" value="STMA"/>	Attention To	<input type="text"/>		
Comments	<input type="text"/>				Document Text

- 5. Organization code : must will default from originators record
- 6. Currency code will default to USD
- 7. Discount code will default while Vendor validation occurs. Discount code is not a required field
- 8. Ship Code will always remain STMA – Stores Maintenance. Please refer to requisition rules and regulations for procedures
- 9. Attention To field, refers to any specific person, sales rep, or vendor personnel who needs to be notified of purchase requirement
- 10. [Document Text](#) : view Checklist for entering requisitions at end of document
 - a. This link provides room for specific additional product information.
 - b. Office of Procurement services has provided a Template that will be required to be followed to provide university personnel with timely and accurate service. Please use template for purchasing any product.
- 11. Commodity information:
 - a. Use the numbers under item to enter specific text information by line item.
 - b. Commodity codes can be searched for using the Code lookup function

Item	Commodity Code	Commodity Description	U/M	Quantity	Unit Price	Additional Amount
1	<input type="text"/>	<input type="text"/>	None ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	None ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	None ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	None ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	None ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>

- c. Enter Commodity code and click on Commodity Validate. This will populate the commodity Description along with lead time.
- d. Lead time: is the amount of time a product, using normal shipping methods, will take to reach Stores Maintenance or Receiving Dock.

Item	Commodity Code	Commodity Description	U/M	Quantity	Unit Price	Discount Amount	Additional Amount
1	SE110	Service-Armored Car 3w+1w	EA ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- e. Once field populates, navigate to top of page and change Delivery Date.
 - i. If this date is not changed, the delivery time of the product may be delayed due to varying delivery times.

12. Enter FOAPAL information in spaces provided

Dollars
 Percents

Seq#	Chart	Index	Fund	Orgn	Account	Program	Activity	Location	Accounting
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

1. Chart : U
2. Index codes are not going to be used at this time
3. Fund, Organization, Account and Program are all required fields
4. Activity and Location are not going to be used at this time
5. Accounting: If there are multiple budgets that the commodity is being charged to, these fields can be used to divide the cost up by percent or by dollars by clicking on the radio buttons above the FOAPAL information.
6. **YOU CANNOT HAVE MORE THAN ONE EXPENDITURE ACCOUNT CODE LISTED ON ONE REQUISITION.** If your Commodity needs to be charged to a different expenditure account code, that commodity will have to appear on a separate Requisition. As long as all commodities are charged to the same expenditure account, they can be on the same Requisition.

Radio Buttons to change Accounting information

Dollars
 Percents

Seq#	Chart	Index	Fund	Orgn	Account	Program	Activity	Location	Accounting
1	U		A02000	052000	73204	062			40
2	U		E02000	052000	73204	032			60
3									
4									
5									

13. Once a Requisition is complete, it can be saved as a template for future purchases.
 - a. To save a template, type name in fields and click validate to check for errors. After errors are cleared, enter name in Save Template as field and click Complete.
 - b. Shared templates will be maintained by the Office of Procurement Services only.
 - c. To avoid confusion in templates, **please do not share templates**. A template can only be shared with everyone on campus and not to specific individuals.

Save as Template
← Enter generic name to save template

Shared

Use Template
← Select template from drop down to retrieve template

- d. Once a template is saved, it will appear under the Use Template option. Select template to be used and click Retrieve to populate fields with prior requisition information.
 - i. The document text information does not carry forward and cannot be stored.
 - ii. All document text information must be re-typed into the document after it is retrieved or can be copied from previous Requisition using the View Document feature.
 - iii. The delivery date will need to be changed depending on the commodity requested.

CHECKLIST FOR ENTERING REQUISITIONS

SELF-SERVICE BANNER

Requisition

1. **Delivery date will not default.** Enter or search for specific commodity code and click on Commodity Validate, associated description + lead time will appear. Calculate desired delivery date and change delivery date to reflect lead time.
2. Search for Vendor and **Validate** after entering Vendor ID number
3. Available Address types:
 - PR – Permanent address type will default for all vendors
4. Ship Code: the default for Ship code is STMA – Stores & Maintenance
5. Attention To: name if ordered for someone other than requestor
6. Comments: add additional comments, if sending Requisition for Additional Funds, mention this in the comments field.
7. **Document text - entering document text is required**
 - **Copy and paste the following template into Document Text and enter additional information**
 - Commodity Detail**
 - i. Name of Item:
 - ii. Key Description:
 - iii. Product/Service Specification:
 - iv. Manufacturer Name & Product Number:
 - v. Distributor Catalog Number:
 - vi. Quantity per Case:
 - vii. Ordered for:
 - viii. Enter Clause, choose any one
 - a. If available, ship to receive prior to:
 - b. Do not ship to receive prior to:
 - **Shipping Information:**
 - a. **Confirm/Coordinate Delivery With:**
Missouri State University

Receiving Department
901 S National Avenue
Springfield, MO 65897
417.836.5776

b. Confirm/Coordinate Delivery With:

Missouri State University West Plains Campus
Receiving Dock
218 West Broadway
West Plains, MO 65775
417.255.7268

After Entering above information in Document Text, click **SAVE** to save text to Requisition.

8. FOAPAL information is required.
9. The Accounting Column has to be divided up if there are multiple FOAPAL's being charged
 - a. If there is one budget being charged with the entire amount of the Commodity, the accounting field must state 100, when the Percent radio button is selected.
 - b. If there are two FOAPAL's being shared equally, then the accounting field must state 50 against each FOAPAL.
10. It is not necessary to enter the Activity and Location.
11. Click on validate to ensure there are no errors in the document.
12. To save Template, enter name in field, **SAVE TEMPLATE AS:**
13. Click on **COMPLETE** to complete Document and save Template.

PURCHASING OFFICE/COMPUTER EQUIPMENT:

- a. Go to <http://helpdesk.missouristate.edu/gethardware/recommend/>
- b. Highlight everything under Specifications:**
- c. Copy and paste entire specification into Document Text under Commodity Detail
- d. Copy and paste E-quote number also under Document Text and SAVE

***I. THIS IS ESSENTIAL FOR QUICK PROCESSING OF THE REQUISITION.
REQUISITIONS THAT DO NOT HAVE THIS INFORMATION WILL BE
PROCESSED AS TIME PERMITS.***

REQUEST FOR ADDITIONAL FUNDS

- a. Enter same information as stated above under Requisition and follow below:
- b. In the Comments Field enter : additional Funds needed with current Purchase Order number
- c. **Commodity Code: RA110- Request to add additional funds to existing PO#**
- d. While sending supporting documentation, attach copy of Requisition or Purchase Order

Pre-Payment Processing

- a. In those instances where the Requisition is entered into Banner for pre-payment processing, departments will enter "Pre-Payment Processing" in the Commodity Description field.
- b. **Commodity Code: PP110-Prepayment Processing**