



ARKANSAS
TECH
UNIVERSITY

Banner Self-Serve Requisition Entry Manual

**ARKANSAS TECH UNIVERSITY
Young Building East End
203 West O Street
Russellville, AR 72801-2222**

Prepared by

**Procurement and Risk Management Services
Tel: 479-968-0269
Fax: 479-968-0633**

<http://www.atu.edu/purchasing/>

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PROCUREMENT STAFF MEMBERS

As of July 10, 2015

NAME	TITLE	E-MAIL
Jessica Holloway	Director of Procurement and Risk Management Services	jholloway@atu.edu
Jennifer Warren	Asst. Director	Jwarren2@atu.edu
DeAnna Kile	Procurement Manager	dkile@atu.edu
Cindy Hubbard	Buyer	chubbard@atu.edu
Tammy Rye	Buyer	trye@atu.edu

CONTACT INFORMATION	PRIMARY LINE
Telephone	(479) 968-0269
Fax	(479) 968-0633
Email	purchasing@atu.edu

CODE OF ETHICS

Procurement and Risk Management Services subscribes to the Code of Ethics developed by the National Association of Educational Procurement:

1. Give first consideration to the objectives and policies of my institution
2. Strive to obtain the maximum value for each dollar of expenditure
3. Decline personal gifts or gratuities
4. Grant all competitive suppliers equal consideration insofar as state or federal statute and institutional policy allows.
5. Conduct business with potential and current suppliers in an atmosphere of good faith, devoid of intentional misrepresentations.
6. Demand honesty in sales representation whether offered through the medium of a verbal or written statement, an advertisement or a sample of the product.
7. Receive consent of originator of proprietary ideas and designs before using them for competitive purchasing practices.
8. Make every reasonable effort to negotiate an equitable and mutually agreeable settlement of any controversy with a supplier; and/or be willing to submit any major controversies to other third party review, insofar as the established policies of my institution permit.
9. Accord a prompt and courteous reception insofar as conditions permit to all who call on legitimate business missions.
10. Cooperate with trade, industry and professional associations and with governmental and private agencies for the purposes of promoting and developing sound business methods.
11. Foster fair, ethical and legal trade practices.
12. Counsel and cooperate with NAEB members and promote a spirit of unity and a keen interest in professional growth among them.

ELECTRONIC REQUISITION

GENERAL INFORMATION

Always check One Tech for messages regarding the Banner system before entering requisitions.

A requisition is only a request for a purchase. An official Purchase Order will be the authorized document used to place an order with a vendor. A requisition only reserves funds. Funds will not be encumbered until a purchase order is issued.

APPROVALS:

Requisitions from **grants** or **special funds** – *regardless of the amount* - require the approval of the Budget Office or the Office of the Vice President for Administration and Finance. These requisitions will be automatically forwarded to the appropriate area for approval BEFORE they are forwarded to Procurement.

Requisitions exceeding amounts set by the appropriate vice president will be forwarded by Procurement for approval by the appropriate vice president. Procurement Services cannot process requisitions that have not been approved.

CHANGES/CORRECTIONS TO REQUISITIONS:

Procurement Services cannot modify a requisition once it has been through the approval process (such as account number, increase/decrease quantity, add an item, etc). It will be necessary for the requesting department to cancel the requisition and issue another.

Also, any requisition that is “disapproved” will be canceled by Procurement. The requesting department will be notified of the cancellation.

PURCHASE ORDERS:

As verification that an order has been placed, a DEPARTMENTAL COPY of the purchase order will be **e-mailed** to the requesting department. If you do not receive a copy of the purchase order within a reasonable time (three working days for regular orders and three weeks for bids), please contact Procurement.

TRAVEL:

After any necessary approvals, requisitions for **travel** (object codes 704000), will be electronically forwarded to the Budget Office for processing. Call 356-2034 for assistance or if you have questions relating to travel. See the appropriate section of this manual for additional instructions.

Accessing Requisition Form:

1. Login at <https://lum5prodcas.atu.edu/cas-web/login?service=https%3A%2F%2Flum5prod.atu.edu%2Fc%2Fportal%2Flogin>

ARKANSAS
TECH
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Home

Registration

Academics

Tuition & Aid

Student Life

Employee

Employee

Arkansas Tech University / Employee

My Banner

My Banner

Banner Self-Service

Self-Service Banner (SSB)

Internet Native Banner

2. Click the Employee tab and then Self Service Banner

tem!

Financial Aid

Employee

Finance

Encumbrance Query

Requisition

Purchase Order

Departmental Fellowship

3. Click the Finance tab and then Requisition

Requisition Form:

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

Transaction Date
 Delivery Date

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 Discount Code

Ship Code Attention To

Comments [Document Text](#)

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

Calculated Commodity Amounts

Item	Extended Amount	Discount Amount	Additional Amount	Net Amount
1	<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"/>
3	<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"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Totals:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Dollars Percents

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

Save as Template

Shared

Code Lookup

Chart of Accounts Code

Type

Code Criteria

Title Criteria

Maximum rows to return

Note - The recommended ways of navigating through this form are using the "Tab" key or the mouse. Using the "Enter" key will result in errors in the form.

Note - Self Serve times out after one hour of inactivity. All information will be lost.

Requisition Form - Dates / Vendor ID:

Transaction Date	12	JUN	2005
Delivery Date	12	JUN	2005
Vendor ID	<input type="text"/>		
Address Type	<input type="checkbox"/>	Address Sequence	<input type="checkbox"/>
Vendor Contact	<input type="text"/>		
Requestor Name	<input type="text"/>		
Requestor E-mail	<input type="text"/>		
Phone Area	<input type="text"/>	Phone	<input type="text"/>
FAX Area	<input type="text"/>	FAX Number	<input type="text"/>
Chart of Accounts	<input type="text"/>	Organization	<input type="text"/>
Currency Code	None	Discount Code	None
Ship Code	<input type="text"/>	Attention To	<input type="text"/>
Comments	<input type="text"/>		

[Document Text](#)

1. Enter Delivery Date by using pull down menu: | Delivery Date
 - *Delivery Date must be equal to or greater than the transaction date.*

2. Enter Vendor ID in the field shown: | Vendor ID
 - To search for Vendor ID go to Lookup Section
 - If a vendor is not in the system, a Request for New Vendor must be completed.

3. Click on Vendor Validate button:
 - a. The following information should automatically fill in
 - i. Address Type
 - ii. Address Sequence *Note*
 - iii. Chart of Accounts - (Required Field)
 - iv. Organization - (Required Field)
 - v. Ship Code - (Required Field)
 - vi. Attention To

Note - Vendor Address will default as sequence 1. To view vendor's alternative addresses, change the sequence number and click the Vendor Validate button.

 - b. The following information will automatically fill in if data is in the Banner Finance System
 - i. Vendor Contact
 - ii. Vendor E-mail
 - iii. Requestor Name
 - iv. Requestor E-Mail
 - v. Phone Information
 - vi. Fax Information

4. Type any comments in the Comments field | Comments
 - *Note* - Information entered in the Comments field will not print on the Requisition or Purchase order. If Purchasing needs the information, put it in a field that prints, such as Document Text.

5. To enter Document Text see next section

Requisition Form - Document Text:

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"/>
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"/>	Organization <input type="text"/>
Currency Code	None <input type="text"/>	Discount Code <input type="text"/>
Ship Code	<input type="text"/>	Attention To <input type="text"/>
Comments	<input type="text"/>	<input type="button" value="Document Text"/>

1. Click [Document Text](#)

Document/Commodity Text

Enter Document Text, Print:

Enter Document Text, No Print:

[\[Exit document/item text page \]](#)

2. Type in top or bottom box
 - a. Text in top box will print on Requisition. If you want Purchasing to see the text, enter it here.
 - b. Text in bottom box will not print on Requisition

3. Click on Save button:

Requisition Form - Commodity:

Item	Commodity Code	Commodity Description	U/M	Quantity	Unit Price	Discount Amount	Additional Amount
1			None				
2			None				
3			None				
4			None				
5			None				

Commodity Validate

Calculated Commodity Amounts

Item	Extended Amount	Discount Amount	Additional Amount	Net Amount
1				
2				
3				
4				
5				
Totals:				

- Type In Commodity Description: *Required*
- For additional item text, click on the number at the beginning of each line.
 - Type Text in the top box so that it will print on the Requisition
 - Click on Save button:
- Select U/M (Unit of Measure) from the pull down menu: *Required*
- Type in Quantity: *Required*
- Type in Unit Price: *Required*
 - Must have decimal point if cents are included
 - Do not type dollar signs (\$) or commas (,)
- : -Do not use this field.
- : -Do not use this field.
- Repeat steps 1-6 for Items 2 thru 5
 - If you have more than five (5) items, you will have to do multiple requisitions.
Select "Another Requisition, Same Vendor."
- Click on Commodity Validate button:
- The Calculated Commodity Amounts will fill in automatically

Calculated Commodity Amounts

Item	Extended Amount	Discount Amount	Additional Amount	Net Amount
1				
2				
3				
4				
5				
Totals:				

Requisition Form - Accounting - Percents - Index:

Dollars Percents

Seq#	Chart	Index	Fund	Orgn	Account	Program	Activity	Location	Accounting
1									
2									
3									
4									
5									

Save as Template
 Shared

When the Percents radial button is selected, the total Percent amount of the commodities listed above must equal the total Percent amount listed in the Accounting Column.

1. Click the Percent radial button
2. Type "T" in the Chart of Accounts Code in the field Chart *Required*
3. Type Index Code in the field Index
(To search for code go to Lookup Section)
4. Click Validate button
 - An error Message will appear ● Total of Accounting percents does not equal 100
 - Scroll back down to Accounting Section
 - This will populate the Fund, Orgn and Program
 - Index Code will no longer be displayed
5. Type Account in the field Account *Required*
Remember, this is the old object code, with 70 in front
(For questions about Account Numbers, call the Controller's Office at 968-0394)
6. Type in Percent Amount in Accounting Field Accounting *Required*
 - Total of Accounting Column must equal 100
7. Repeat Steps 2-6 until all accounting has been entered
8. Click Validate button again
9. The message at the top of the form should read:

Document Validated with no errors
10. Double check the Requisition once more for errors. Remember that once complete, Requisitions CANNOT be changed. Click Document Complete

Requisition Form - Accounting - Dollars - Index:

Dollars Percents

Seq#	Chart	Index	Fund	Orgn	Account	Program	Activity	Location	Accounting
1									
2									
3									
4									
5									

Save as Template

Shared

When the Dollars radial button is selected, the total dollar amount of the commodities listed above must equal the total dollar amount listed in the Accounting Column.

1. Click the Dollar radial button

2. Type "T" in the Chart of Accounts Code in the field Chart *Required*

3. Type Index Code in the field Index
(To search for code go to Lookup Section)

4. Click Validate button

- An error Message will appear  Total of Accounting percents does not equal 100
- Scroll back down to Accounting Section
- This will populate the Fund, Orgn and Program
- Index Code will no longer be displayed

5. Type Account in the field Account *Required*
Remember, this is the old object code, with 70 in front
(For questions about Account Numbers, call the Controller's Office at 968-0394)

6. Type in Dollar Amount in Accounting Field Accounting *Required*

- Total of Accounting Column must equal Net Amount

7. Repeat Steps 2-6 until all accounting has been entered

8. Click Validate button again

9. The message at the top of the form should read:

Document Validated with no errors

10. Double check the Requisition once more for errors. Remember that once complete, Requisitions CANNOT be changed. Click Document Complete

11. Do not click the Save and Process button.

Code Lookup Instructions

Code Look-Up is located at the bottom of the form. It allows you to search for a many things, including indexes, ship to addresses, and vendors. There are two ways to search, by code or by title

This is case sensitive. Always capitalize the first letter of names.

To search by Code, used when you only know part of the code:

1. Select "T" Chart of Accounts Code from pull down menu: Chart of Accounts Code [S ▼]
2. Select type from pull down menu: Type [vendor ▼]
3. Type in part of the Code followed by a %. If no part is known then type %.

Code Criteria []

- Note: (%) is called a Wildcard

4. Select the Maximum Rows to Return from Pull-down Menu

Maximum rows to return [10 ▼]

- Note – The amount of rows that will be shown can be adjusted by selecting a different number from the pull down menu

5. Click Execute Query button: [Execute Query]

6. Results will appear at the top of the form. Make note of Code and scroll down to enter.

To search by Title, used when you only know part of the name:

1. Select "T" Chart of Accounts Code from pull down menu: Chart of Accounts Code [S ▼]
2. Select type from pull down menu: Type [vendor ▼]
3. Type in part of the Title followed by a %. If no part is known then type %.

Code Criteria []

- Note: (%) is called a Wildcard

4. Select the Maximum Rows to Return from Pull-down Menu

Maximum rows to return [10 ▼]

- Note – The amount of rows that will be shown can be adjusted by selecting a different number from the pull down menu

5. Click Execute Query button: [Execute Query]

Results will appear at the top of the form. Make note of Code and scroll down to enter.

Ship To Codes

Ship Code	Department	Building
VIPR	Accademic Affairs	Administration
ACCT	Accounting Dept	Corley Bldg
ACTG	Accounting Office	Browning
ADVI	Advising/Registration Center	Rothwell
ART	Art Department	Norman Art Bldg
AGRI	Agricultural Dept.	Dean Bldg.
ALUM	Alumni Office	Alumni House
DIRC	Athletic Director	Hull Bldg
BAND	Band and Choir	Witherspoon
BSBM	Baseball Office	Stroupe Bldg
BEHV	Behaviorial Science Dept.	Witherspoon
BIOS	Biological Science Dept.	McEver Bldg
BRDT	Board of Trustees	Administration
BKST	Bookstore	Young
RLBR	Brown Hall	
BDGT	Budget Office	Administration
BUAD	Business & Economincs	Rothwell
CPPL	Career Planning & Placement	Doc Bryan Bldg
CNTR	Center for Teaching & Learning	Pendergraft Library
FOOD	Chambers Cafeteria	
CSPL	College Student Personnel	Crabaugh
COMS	Computer & Info Science	Corley Bldg
COSV	Office of Information Systems	Corley Bldg
CONT	Controllers Office	Browning Hall
COUN	Counseling Center	
CNLL	Center for Leadership & Learning	CLL Building
CURR	Curriculum Instruction	Crabaugh Bldg
PSFT	Department of Public Safety	
DVVP	Development Office	Administration
DISB	Disabililty Services	Doc Bryan
ELEG	Electrical Engineering	Energy Center
EAMT	Emergency Admin & Mgt	Dean
ENGL	English Dept.	Witherspoon
FTBM	Football	Hull Bldg
FGNL	Foreign Language Dept.	Dean Bldg.
GSDN	Graduate Studies	Tomlinson Bldg
HLPE	Health & Physical Education	Hull Bldg
HRES	Human Resource	Browning Hall

INMU	International Studies	Tomlinson
LEGL	Legal Counsel	Administration
MATH	Mathematics Dept	Corley Bldg
MCEG	Mechanical Engineering	Energy Center
BKTM	Men's Basketball	Tucker Coliseum
GLFM	Men's Golf	Tucker Coliseum
MUSC	Music Dept	Witherspoon
NEWS	News Bureau	Bryan Hall
NURS	Nursing Dept.	Dean Bldg.
OZARK	Ozark Campus	
RLPA	Paine Hall	
PRHO	Parks Recreation Hospitality	Williamson Bldg
PLANT	Physical Plant	Critz Bldg
PHSC	Physical Science Dept	McEver Bldg
BKPO	Post Office	Young Bldg
PRES	President's Office	Administration
PBRL	Public Relations	Administration
PURC	Purchasing Dept.	Young Bldg
KXRJ	Radio Station	Crabaugh Bldg
REGR	Registrars Office	Doc Bryan Bldg
RLDR	Residence Life	Doc Bryan Bldg
STJN	Speech Theater Journalism	T-1 Bldg
INFO	Sports Information Director	Tucker Coliseum
STAC	Student Accounts Office	Doc Bryan Bldg
FINA	Student Financial Aid	Doc Bryan Bldg
HLTH	Student Health Services	Dean Bldg.
STSV	Student Services Admin.	Doc Bryan Bldg
RLNU	Nutt Hall	
TEST	Testing Center Operations	Doc Bryan
RLTU	Turner Hall	
TV6	TV Station	Crabaugh Bldg
UPBD	Upward Bound Math & Science	Browning Hall
VPAF	VP Administration & Finance	Administration
VPST	VP Student Services	Doc Bryan Bldg
WARE	Warehouse	
BKTW	Women's Basketball	Tucker Coliseum
CRCW	Women's Cross Country	Tucker Coliseum
GLFW	Women's Golf	Tucker Coliseum
SFTW	Women's Softball	Buerkle Fieldhouse
TENW	Women's Tennis	Tucker Coliseum
VOLW	Women's Volleyball	Tucker Coliseum

ATCC	Area Technical Career Center	High School Campus
ARKA	Speech Theater	
ADSV	Admin Services	Browning Hall
Chaffee	Air Conditioning & Refridg	Ozark Campus
CMATCH		Rothwell Hall
CONST	Construction	Administration
		Facilities Management
CUST	Custodial	
DEAN	College of Business	Rothwell Hall
EDUC	College of Education	Crabaugh Bldg
ELI	English Language	Tomlinson Bldg
ETCH	Technology Center	Pendergraft Library
FADV		Tomlinson Bldg
LIBG		Pendergraft Library
MUSG	Museum	Techionary
NHDEAN	Biological Science Dept.	McEver Bldg
TRAIN	Sports Medicine	Hull Bldg
VETS	Veteran Services	Doc Bryan Bldg