# Banner Self-Serve Requisition Entry Manual

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**Prepared by**

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## Table of Contents

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## 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 govern-mental 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:

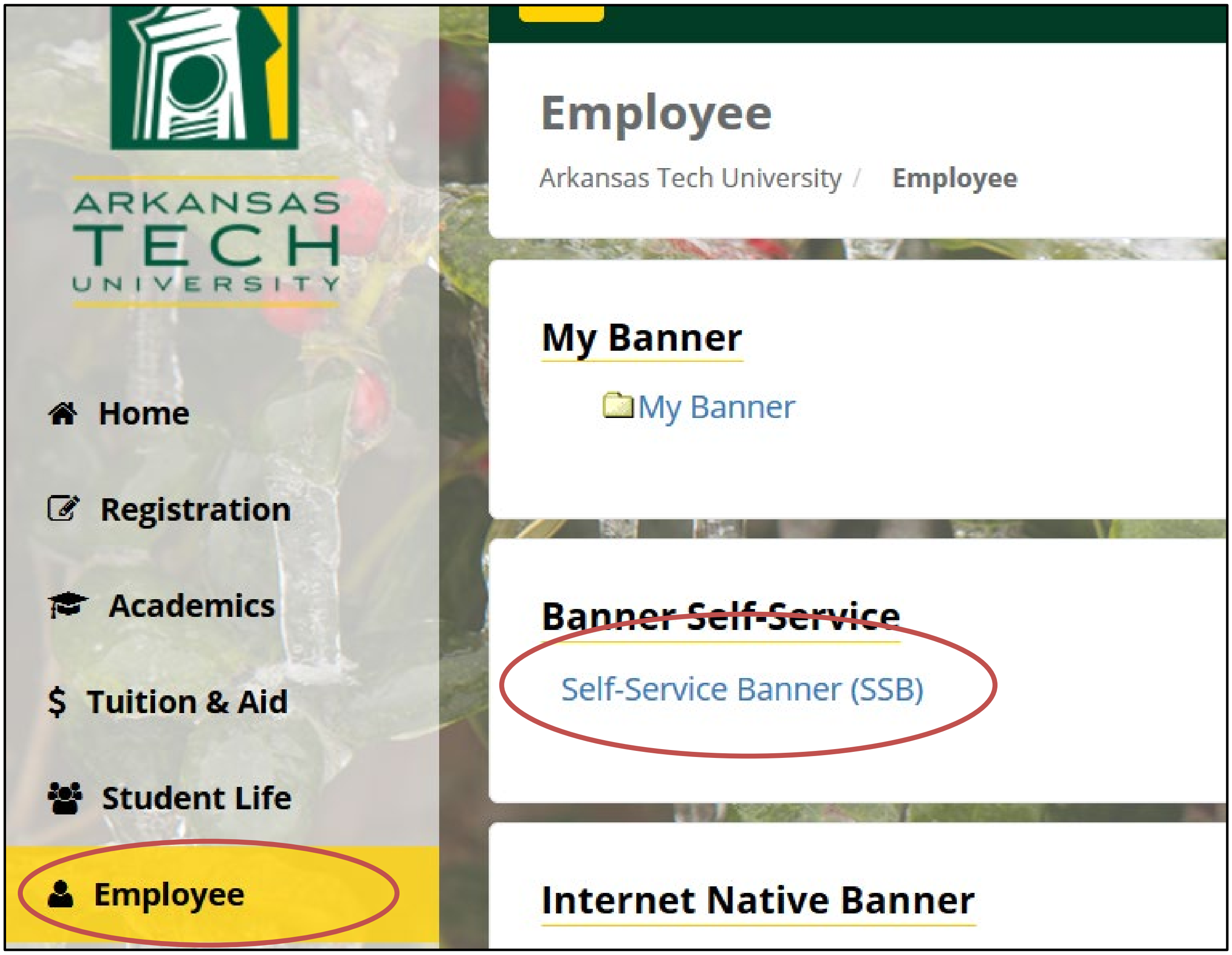
As verification that an order has been placed, a DEPARTMENTAL COPY of the purchase order will be **e-mailed** to the requesting department. If you do not receive a copy of the purchase order within a reasonable time (three working days for regular orders and three weeks for bids), please contact Procurement.

TRAVEL:

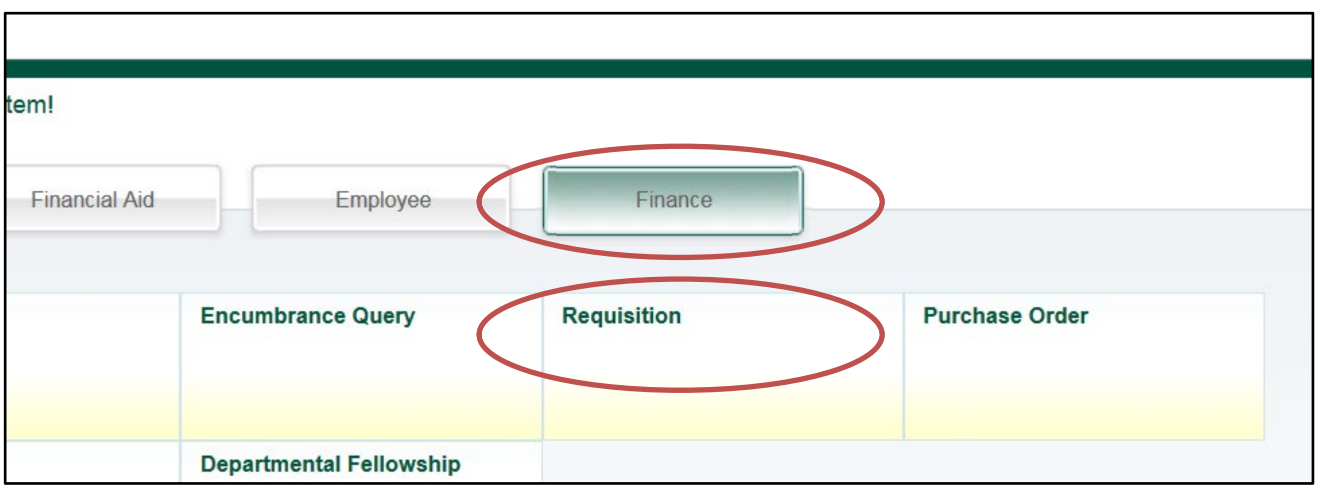
After any necessary approvals, requisitions for **travel** (account code 704100). Call 356-2034 for assistance or if you have questions relating to travel. See the appropriate section of this manual for additional instructions.

## Accessing Requisition Form:

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

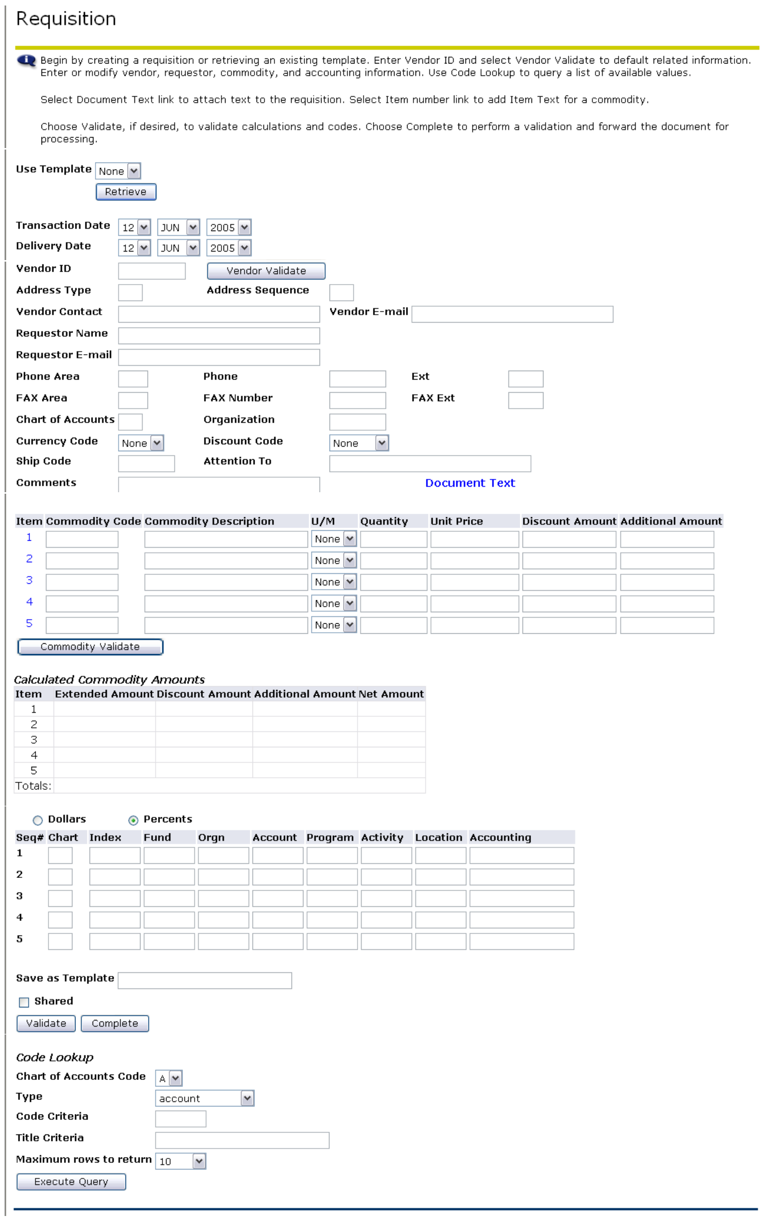



2. Click the Employee tab and then Self Service Banner




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 None

Retrieve

Transaction Date 12 JUN 2005

Delivery Date 12 JUN 2005

Vendor ID | Vendor Validate

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

| 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: | | | | |

Dollars | Percents

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

Save as Template

Shared

Validate | Complete

*Code Lookup*

Chart of Accounts Code A

Type account

Code Criteria

Title Criteria

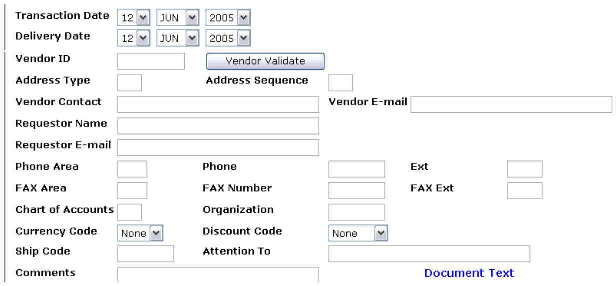
Maximum rows to return 10

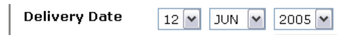
Execute Query

*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:

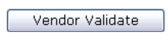



1. Enter Delivery Date by using pull down menu: 

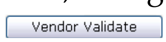
   *Delivery Date must be equal to or greater than the transaction date.*

2. Enter Vendor ID in the field shown: 

   - 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

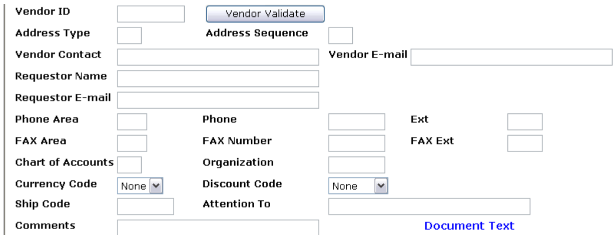
      *Note* - Vendor Address will default as sequence 1. To view vendor's alternative addresses, change the sequence number and click the Vendor Validate button. 


   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

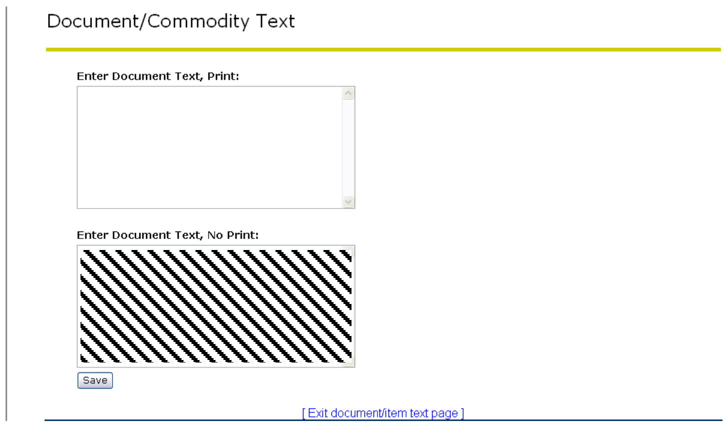
4. Type any comments in the Comments field 

   *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:




1. Click Document Text




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: Save

## 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: | | | | |

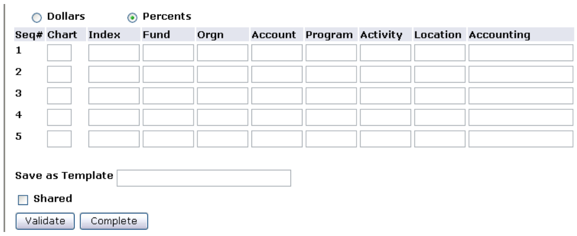
1. Type In Commodity Description: Commodity Description *Required*
2. For additional item text, click on the number at the beginning of each line.
   - Type Text in the top box so that it will print on the Requisition
   - Click on Save button: Save
3. Select U/M (Unit of Measure) from the pull down menu: U/M None *Required*
4. Type in Quantity: Quantity *Required*
5. Type in Unit Price: Unit Price *Required*
   - Must have decimal point if cents are included
   - Do not type dollar signs ($) or commas (,)
6. : Discount Amount -Do not use this field.
7. : Additional Amount -Do not use this field.
8. 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." Another Requisition, Same Vendor
9. Click on Commodity Validate button: Commodity Validate
10. 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:




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 Validate
   - 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

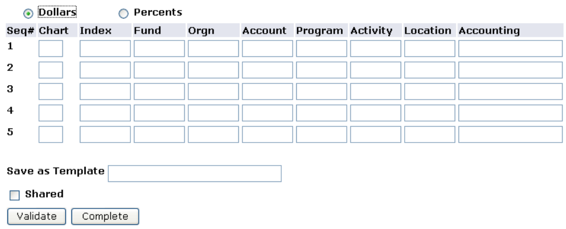
7. Repeat Steps 2-6 until all accounting has been entered

8. Click Validate button again Validate

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


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

## Requisition Form – Accounting – Dollars - Index:




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 Validate
   - 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 Validate

9. The message at the top of the form should read:
   Document Validated with no errors

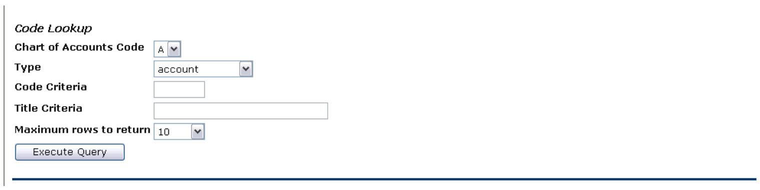
10. Double check the Requisition once more for errors. Remember that once complete, Requisitions CANNOT be changed. Click Document Complete
    Complete

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 |
|---|---|
| VIPR | Academic Affairs |
| ACCT | Accounting Dept |
| ACTG | Accounting Office |
| ADVI | Advising/Registration Center |
| ART | Art Department |
| AGRI | Agricultural Dept. |
| ALUM | Alumni Office |
| DIRC | Athletic Director |
| BAND | Band and Choir |
| BSBM | Baseball Office |
| BEHV | Behavioral Science Dept. |
| BIOS | Biological Science Dept. |
| BRDT | Board of Trustees |
| BKST | Bookstore |
| RLBR | Brown Hall |
| BDGT | Budget Office |
| BUAD | Business & Economics |
| CPPL | Career Planning & Placement |
| CNTR | Center for Teaching & Learning |
| FOOD | Chambers Cafeteria |
| CSPL | College Student Personnel |
| COMS | Computer & Info Science |
| COSV | Office of Information Systems |
| CONT | Controller's Office |
| COUN | Counseling Center |
| CNLL | Center for Leadership & Learning |
| CURR | Curriculum Instruction |
| PSFT | Department of Public Safety |
| DVVP | Development Office |
| DISB | Disability Services |
| ELEG | Electrical Engineering |
| EAMT | Emergency Admin & Mgt |
| ENGL | English Dept. |
| FTBM | Football |
| FGNL | Foreign Language Dept. |
| GSDN | Graduate Studies |
| HLPE | Health & Physical Education |
| HRES | Human Resource |

| | |
|---|---|
| INMU | International Studies |
| LEGL | Legal Counsel |
| MATH | Mathematics Dept |
| MCEG | Mechanical Engineering |
| BKTM | Men's Basketball |
| GLFM | Men's Golf |
| MUSC | Music Dept |
| NEWS | News Bureau |
| NURS | Nursing Dept. |
| OZARK | Ozark Campus |
| RLPA | Paine Hall |
| PRHO | Parks Recreation Hospitality |
| PLANT | Physical Plant |
| PHSC | Physical Science Dept |
| BKPO | Post Office |
| PRES | President's Office |
| PBRL | Public Relations |
| PURC | Purchasing Dept. |
| KXRJ | Radio Station |
| REGR | Registrar's Office |
| RLDR | Residence Life |
| STJN | Speech Theater Journalism |
| INFO | Sports Information Director |
| STAC | Student Accounts Office |
| FINA | Student Financial Aid |
| HLTH | Student Health Services |
| STSV | Student Services Admin. |
| RLNU | Nutt Hall |
| TEST | Testing Center Operations |
| RLTU | Turner Hall |
| TV6 | TV Station |
| UPBD | Upward Bound Math & Science |
| VPAF | VP Administration & Finance |
| VPST | VP Student Services |
| WARE | Warehouse |
| BKTW | Women's Basketball |
| CRCW | Women's Cross Country |
| GLFW | Women's Golf |
| SFTW | Women's Softball |
| TENW | Women's Tennis |
| VOLW | Women's Volleyball |
| ATCC | Area Technical Career Center |

| | |
|---|---|
| ARKA | Speech Theater |
| ADSV | Admin Services |
| Chaffee | Air Conditioning & Refridg |
| CMATCH | |
| CONST | Construction |
| CUST | Custodial |
| DEAN | College of Business |
| EDUC | College of Education |
| ELI | English Language |
| ETCH | Technology Center |
| FADV | |
| LIBG | |
| MUSG | Museum |
| NHDEAN | Biological Science Dept. |
| TRAIN | Sports Medicine |
| VETS | Veteran Services |
| | |
| | |
| | |