



Banner Self-Serve Requisition Entry Manual

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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 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:

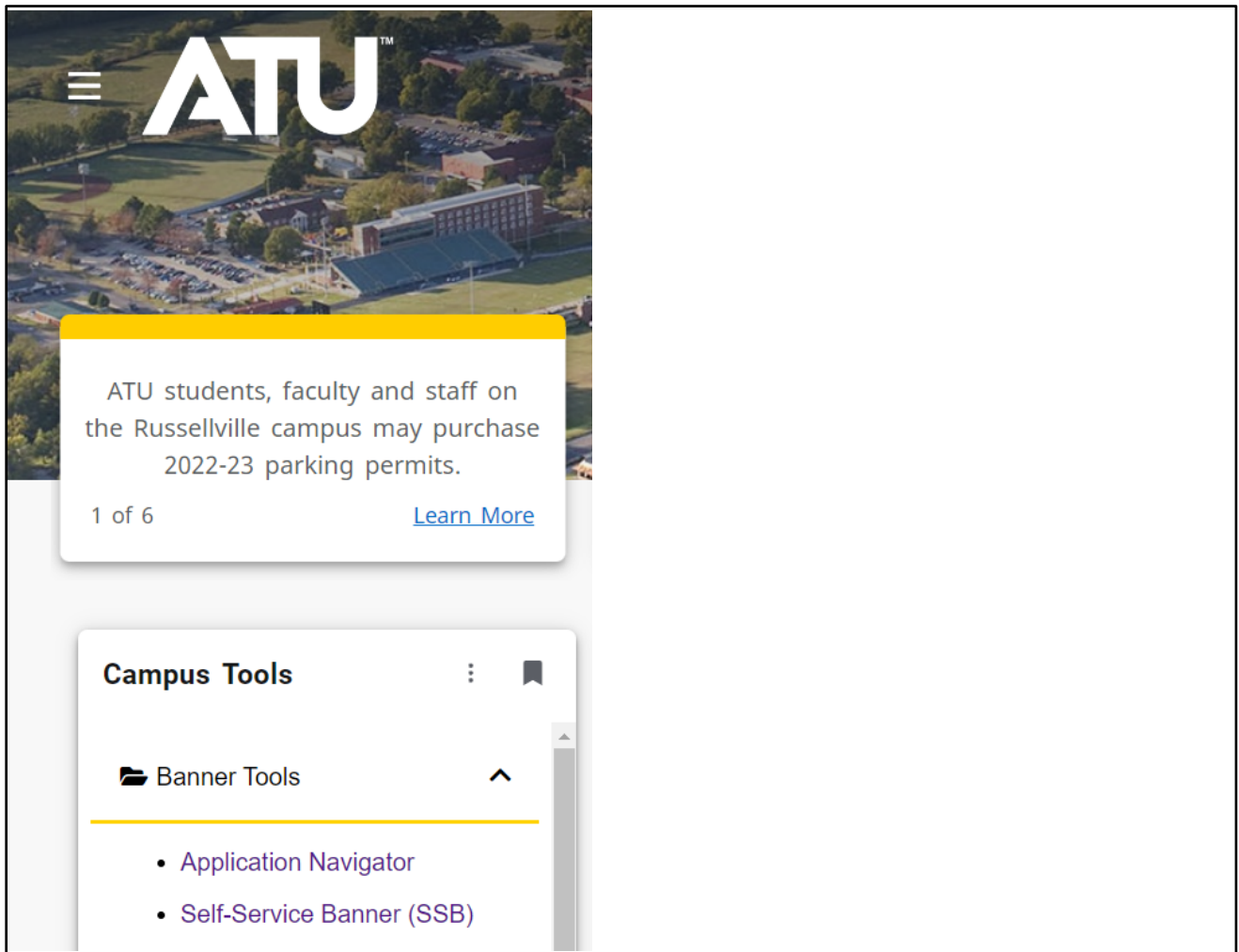
As verification that an order has been placed, a DEPARTMENTAL COPY of the purchase order will be **e-mailed** to the requesting department. If you do not receive a copy of the purchase order within a reasonable time (three working days for regular orders and three weeks for bids), please contact Procurement.

TRAVEL:

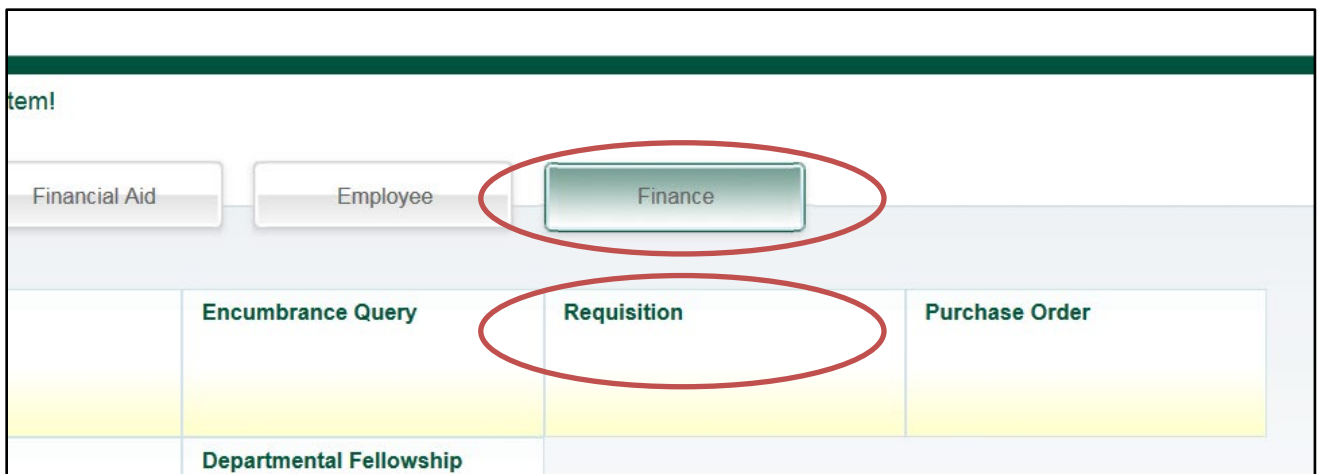
After any necessary approvals, requisitions for **travel** (account code 704100). Call 356-2034 for assistance or if you have questions relating to travel. See the appropriate section of this manual for additional instructions.

Accessing Requisition Form:

1. login <https://experience.elluciancloud.com/atu>



2. Click 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

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"/>	<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"/>

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:

The screenshot shows a form with the following fields and controls:

- 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: []

1. Enter Delivery Date by using pull down menu: | Delivery Date 12 JUN 2005
Delivery Date must be equal to or greater than the transaction date.

2. Enter Vendor ID in the field shown: | Vendor ID [] [Vendor Validate]
 - 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: [Vendor Validate]
 - 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. [Vendor Validate]

 - 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"/>
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"/>		<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: U/M None *Required*
- Type in Quantity: Quantity *Required*
- Type in Unit Price: Unit Price *Required*
 - Must have decimal point if cents are included
 - Do not type dollar signs (\$) or commas (,)
- : Discount Amount -Do not use this field.
- : Additional Amount -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

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.

- Click the Percent radial button
- Type "T" in the Chart of Accounts Code in the field Chart *Required*
- Type Index Code in the field Index
(To search for code go to Lookup Section)
- 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
- 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)
- Type in Percent Amount in Accounting Field Accounting *Required*
 - Total of Accounting Column must equal 100
- Repeat Steps 2-6 until all accounting has been entered
- Click Validate button again
- The message at the top of the form should read:

Document Validated with no errors
- 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.

- Click the Dollar radial button
- Type "T" in the Chart of Accounts Code in the field Chart *Required*
- Type Index Code in the field Index
(To search for code go to Lookup Section)
- 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
- 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)
- Type in Dollar Amount in Accounting Field Accounting *Required*
 - Total of Accounting Column must equal Net Amount
- Repeat Steps 2-6 until all accounting has been entered
- Click Validate button again
- The message at the top of the form should read:

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

The screenshot shows a form titled "Code Lookup". It has several fields: "Chart of Accounts Code" with a dropdown menu showing "A"; "Type" with a dropdown menu showing "account"; "Code Criteria" with an empty text box; "Title Criteria" with an empty text box; and "Maximum rows to return" with a dropdown menu showing "10". At the bottom of the form is a button labeled "Execute Query".

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