Banner Self-Serve Travel Requisition Entry Manual

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Prepared by

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ELECTRONIC TRAVEL REQUISITIONS

GENERAL INFORMATION

A requisition is only a request for a purchase or reimbursement. While sometimes used interchangeable with the term PO or purchase order. A requisition only reserves funds and until it is converted into a purchase order it does not encumber the funds that are necessary for reimbursement.

APPROVALS:

Requisitions are printed twice daily in Travel Services and those that that require approval are forwarded to the appropriate office and processed into a purchase order only after they are approved and returned.

Current approval limits

Approver	Approval Requirements
Vice President Academic Affairs	$1,000 or more, all out of state, and applicant travel.
Vice President of Administration and Finance	$250 or more
Vice President of Student Services	All out of state travel
Vice President Advancement	All out of state travel
Athletic Director	All requisitions
Chancellor-Ozark	All out of state travel

Requisitions from **grants or other special funds** – *regardless of the amount* - require the approval of the Budget Office or the Office of the Vice President for Administration and Finance.

CHANGES/CORRECTIONS TO REQUISITIONS:

It is not possible to make changes to a requisition prior to converting it to a purchase order, such as a date change or a change in document text. However, minor modifications can be made when a requisition is converted to a purchase order. Typos and/or occasional instances of missing data will be corrected by Travel Services without the cancellation and reissue of a requisition. Repeated instances of missing or incorrect information from the same requestor may result in a cancellation and a request to re-enter the requisition or attend an additional training session.

Any requisition that is "disapproved" will be canceled by Travel Services and the requesting department will be notified of the cancellation.
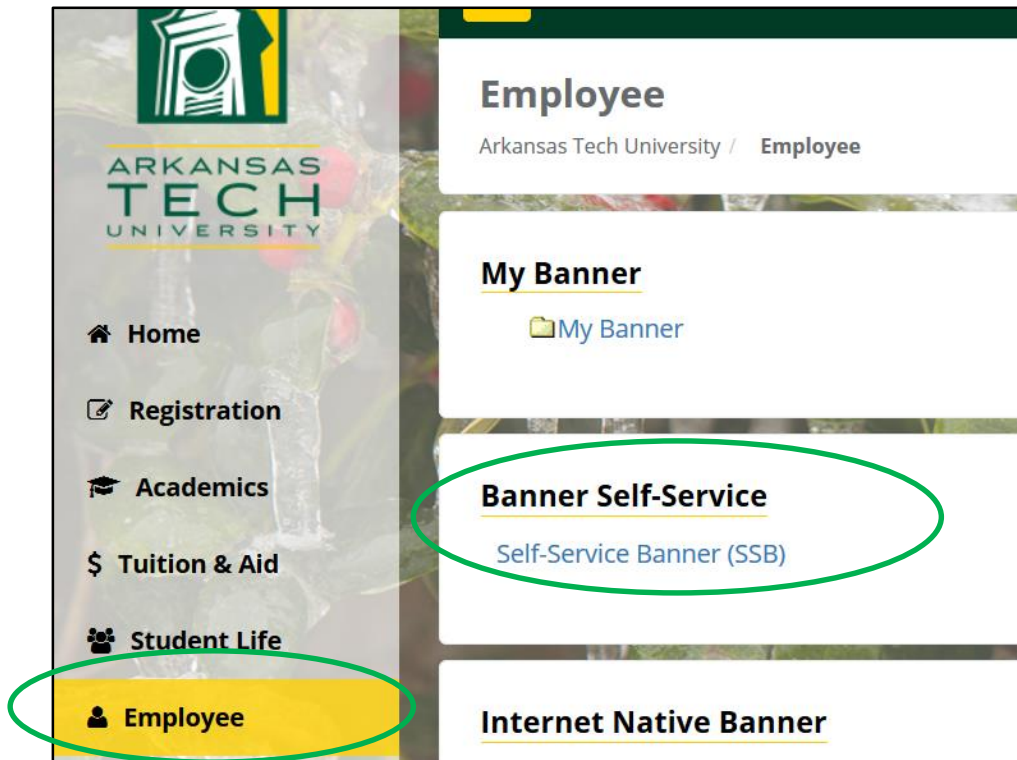
PURCHASE ORDERS:

After a purchase order has been issued it will be printed by Travel Services, this takes place twice daily, mid-afternoon and mid-morning. A *departmental copy* of the purchase order will be *e-mailed*
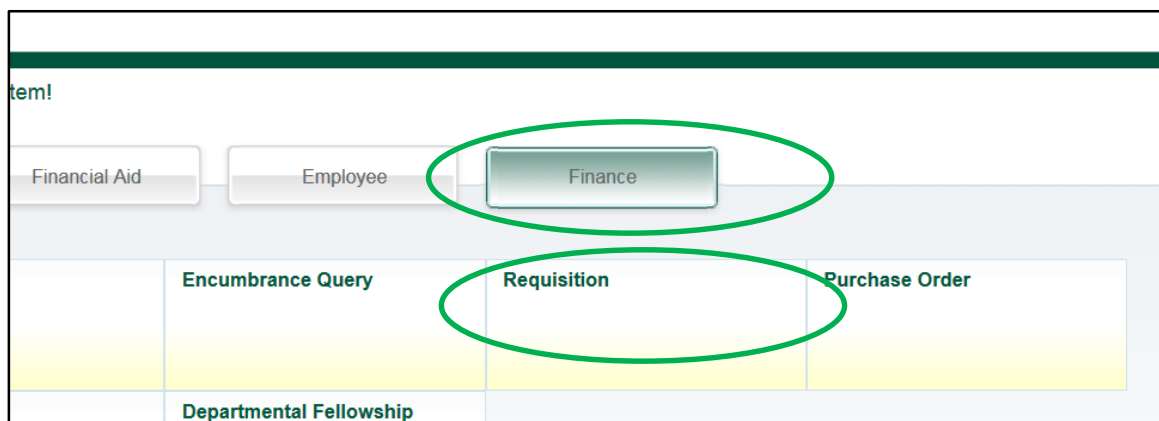
to the requesting department. If you do not receive a copy of the purchase order within a reasonable time, please contact Travel Services.

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. The page below will display.

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.

Requisition Form – Dates / Vendor ID

For travel requisitions the vendor will most often be the traveler (for reimbursement requisitions), US Bank (for TCard requisitions), or to the ATU T number (T00000000) for motor pool car reservation.

1. Select the first day of your trip as the Delivery Date.

2. Enter Vendor ID in the field shown:
   - To search for Vendor ID go to Lookup Section
   - *If you receive an error message when validating a T number, please contact Procurement Services at 479-968-0269.*

3. Click on Vendor Validate button:
   a. The following information should automatically fill in
      i. Address Key
      ii. Address Sequence *Note*
      iii. Chart of Accounts – (Required Field)
      iv. Organization – (Required Field)
      v. 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. Disregard the Comments field. .
   If Travel Services needs the information enter it in the Document Text.
5. To enter Document Text see next section

Requisition Form – Document Text:

1. Click Document Text. A pop out window will appear like the one below.

2. Key Text in top box only.

    a.   **Data that must be included here is as follows:**
        i.   **Who:** *Traveler Name*
        ii.   **When:** *Date of Travel*
        iii.   **Where:** *Destination Information (city, state) etc.*
        iv.   **Why:** *Why the trip is taking place.*
        v.   **Itemized trip cost:** *Meals, Lodging, Parking, Taxi, etc.*

3. Click on Save button: [Save]

See various samples of document text on page 14.

Requisition Form – Commodity:

1. Key 704100 in the Commodity Code. The words "Travel Encumbrance" will populate the Commodity Description Field.
   - Save

2. Key "1" in Quantity: _____ *Required*

3. Key in Unit Price: _____ This will be the entire cost of the trip.
   - Must have decimal point if cents are included
   - Do not Key dollar signs ($) or commas (,)

4. : _____ -Do not use this field.

5. : _____ -Do not use this field.

6. Click on Commodity Validate button: Commodity Validate

7. The Calculated Commodity Amounts will fill in automatically

Requisition Form – Accounting – Percent - 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. Key "T" in the Chart of Accounts Code in the field **Chart** ☐ *Required*

3. Key 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, Org and Program
    - Index Code will no longer be displayed

5. Key 704100 in the Account **Account** ☐ *Required*

6. Key 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:

    ☑ 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]

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. Key "T" in the Chart of Accounts Code in the field ☐ **Chart** *Required*

3. Key Index Code in the field ☐ **Index** . The Index is a shortcut to the entire FOAP(Fund Organization Account Program) that specifies the funds being used for the requisition. Example: AFPURC is the Index for Procurement.
   (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, Org and Program
   - Index Code will no longer be displayed

5. Key 704100 in the Account field ☐ **Account** *Required*

6. Key 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
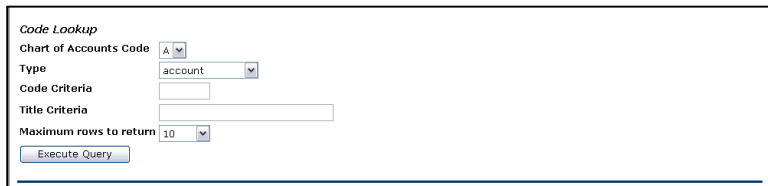
10. Double check the Requisition once more for errors. Remember that once complete, *Requisitions cannot be changed.* Click Document Complete [Complete]

After the Document Complete button has been clicked, the page will reload and the requisition number will appear at the top of page.

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 Title, used when you only know part of the name:
1. Select "T" Chart of Accounts Code from pull down menu:
2. Select Key from pull down menu:
3. Key in part of the Title followed by a %. If no part is known then Key %.

   - Note: (%) is called a Wildcard
4. Select the Maximum Rows to Return from Pull-down Menu

   - 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:

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

Example Requisition for Individual Traveler Reimbursement

Transaction Date 23 ▼ FEB ▼ 2017 ▼

Delivery Date | **31 MAR 2017**

Vendor ID T00016925 [Vendor Validate]

Select first day of travel for delivery date.

Address Type RA   **Address Sequence** 1

Vendor Contact [blank]   **Vendor E-mail** [blank]

Vendor Name Warren, Jennifer K.

Vendor Address Purchasing Department

Young Bldg

203 W O St

Russellville AR 72801-2222 United States of America

Fax Number

Requestor Name Jennifer Warren

Requestor E-mail jwarren2@atu.edu

	Area Code	Phone Number	Extension
Requestor Phone	479	9640583	3552
Requestor Fax			

Chart of Accounts T   **Organization** 370000

Currency Code USD ▼   **Discount Code** None ▼   **Tax Group** STU ▼

Ship Code PURC   **Attention To** Jennifer Warren

Comments [blank]   **Document Text**

Document/Commodity Text

Enter Document Text, Print:

Jennifer Warren
Travel Expenses for ABC Procurement Conference
March 31-April 4, 2017
Chicago, IL
Meals $292.27
Lodging $882.85
Parking $54.50
Taxi $60
In state travel to and from airport $73.92

Enter Document Text, No Print:

[Save]

[Exit document/item text page]

Item	Commodity Code	Commodity Description	U/M	Tax Group	Quantity	Unit Price	Discount Amount	Additional Amount
1	704100	Travel Encumbrance	LOT ▼	NO ▼	1	1363.54		
2			None ▼	None ▼				
3			None ▼	None ▼				
4			None ▼	None ▼				
5			None ▼	None ▼				

[Commodity Validate]

Calculated Commodity Amounts

Item	Extended Amount	Discount Amount	Additional Amount	Tax Amount	Net Amount
1	1,363.54				1,363.54
2					
3					
4					
5					
Totals:	1,363.54	0.00	0.00	0.00	1,363.54

○ Dollars   ● Percents

Seq#	Chart	Index	Fund	Orgn	Account	Program	Activity	Location	Accounting
1	T		110000	370000	704100	250000			100
2									
3									
4									
5									

Save as Template [blank]

☐ **Shared**

[Validate] [Complete] [Save In Process]

Sample Document Text

Individual Conference Travel

Document/Commodity Text

Enter Document Text, Print:

Jennifer Warren
Travel Expenses for ABC Procurement Conference
March 31-April 4, 2017
Chicago, IL
Meals $292.27
Lodging $882.85
Parking $54.50
Taxi $60
In state travel to and from airport $73.92

Mileage Reimbursement

Enter Document Text, Print:

Personal vehicle mileage for Jane Smith to travel to
surrounding areas to conduct business on behalf of ATU-
Ozark campus from 3/1/16-3/31/16
280 miles x .42= $117.40

Rental Car

Enter Document Text, Print:

Jane Smith
Rental Car
Feb. 13-16
Pick up keys: Feb 11th at 10 a.m.
Drop off: Feb 16 at 5 p.m.
Pine Bluff, West Memphis, West Helena, Forrest City
Procurement Vendor Events
Contact Number: 479-960-1263

Motor Pool Car

Enter Document Text, Print:

Motor Pool mileage for Jane Smith to travel to/from Little Rock, AR for meeting at Office of State Procurement.
Depart: January 26, 2017 at 7 a.m.
Return: January 26, 2017 at 6 p.m.
Additional Driver: John Doe
Type of Vehicle: Sedan
Number of Vehicles: 1

Airfare charged to TCard

Enter Document Text, Print:

Airfare for Joe Smith to travel from Little Rock, AR to San Antonio, TX
Feb 27, 2017 to March 4, 2017
for ABC Procurement Convention
Cost: 431.60

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	Behavorial 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	Controller's 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	Disablilty 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 Adminitration & 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
CUST	Custodial	Facilities Management
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