



Banner Self-Serve Travel Requisition Entry Manual

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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 flow through the electronic requisition approval process and are processed by Travel Services after they receive final approval. Please see the Electronic Requisition Approval Manual for information on this process.

Approval Limits				
Approved by the Executive Council and serve as basis for approval routing				
Division	Initial Approval All Requisitions	<\$499.99	\$500-\$49,999.99	>\$50,000
Academic Affairs	Department Head	Dean	Vice President	President
Administration and Finance	Specific Area Director		Vice President	President
Advancement	Vice President			President
Athletics	Head Coach, Head Trainer, Sports Information Director	Athletic Director		President
Enrollment Management	Specific Area Director		Vice President	President
Ozark	Department Head	Chief Officer	Chancellor	President
President	Specific Area Director		Chief of Staff	President
Student Affairs	Associate Dean	Dean of Students	Vice President	President
Grant Funds-All grant funds will forward to Principal Investigator and Budget Office queues for approval prior to moving to the Department Head queue and so on.	Department Head	Dean	Vice President	President

CHANGES/CORRECTIONS TO REQUISITIONS:

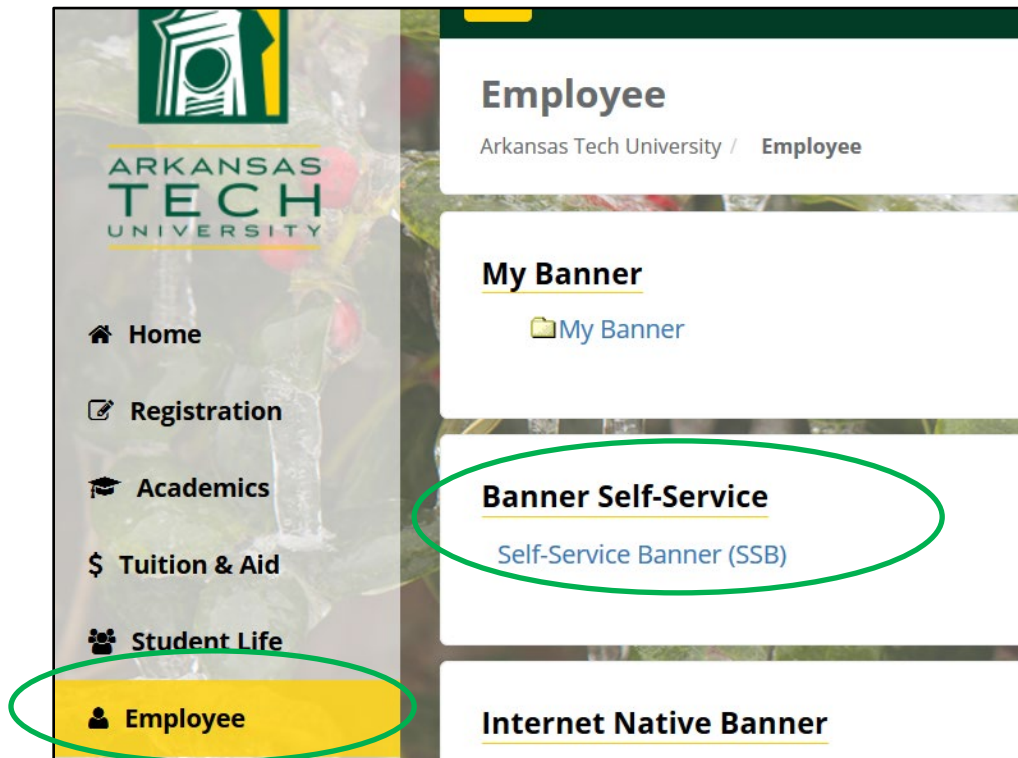
It is not possible to make changes to a requisition prior to converting it to a purchase order, such as a date change or a change in document text. However, minor modifications can be made when a requisition is converted to a purchase order. Typos and/or occasional instances of missing data will be corrected 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.

PURCHASE ORDERS:

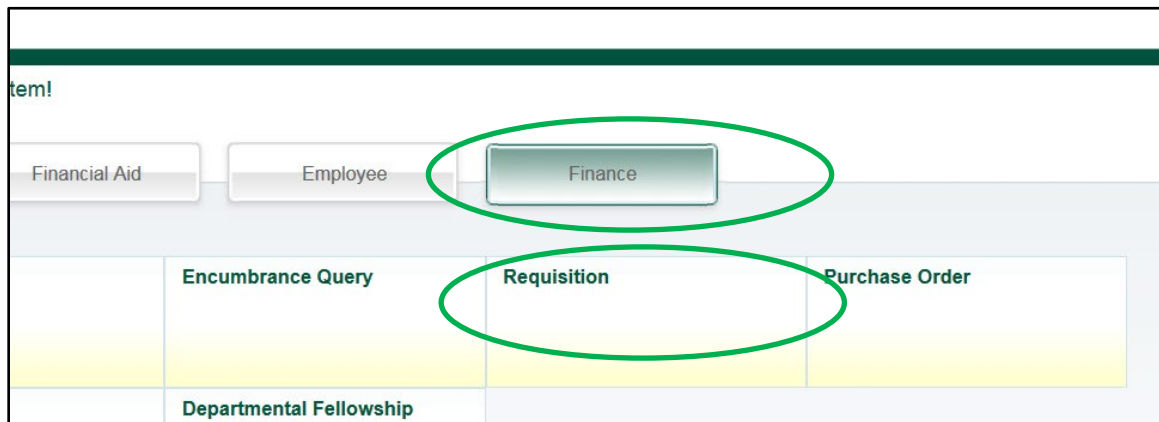
After a purchase order has been issued it will be printed by Travel Services, a *departmental copy* of the purchase order will be *e-mailed* to the requesting department. If you do not receive a copy of the purchase order within a reasonable time, please contact Travel Services. A signed copy of each PO must accompany your TR-1 or TCard log.

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.

6

Requisition Form – Dates / Vendor ID

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

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

- Transaction Date: 12 JUN 2005
- Delivery Date: 12 JUN 2005
- Vendor ID: [Text Field] [Vendor Validate Button]
- Address Type: [Text Field]
- Address Sequence: [Text Field]
- Vendor Contact: [Text Field]
- Vendor E-mail: [Text Field]
- Requestor Name: [Text Field]
- Requestor E-mail: [Text Field]
- Phone Area: [Text Field]
- Phone: [Text Field]
- Ext: [Text Field]
- FAX Area: [Text Field]
- FAX Number: [Text Field]
- FAX Ext: [Text Field]
- Chart of Accounts: [Text Field]
- Organization: [Text Field]
- Currency Code: None
- Discount Code: None
- Ship Code: [Text Field]
- Attention To: [Text Field]
- Comments: [Text Field]
- Document Text: [Text Field]

- Select the first day of your trip as the Delivery Date. | Delivery Date 12 JUN 2005
- Enter Vendor ID in the field shown: | Vendor ID [Text Field] [Vendor Validate Button]
 - 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.
- Click on Vendor Validate button: [Vendor Validate Button]
 - The following information should automatically fill in
 - Address Key
 - Address Sequence *Note*
 - Chart of Accounts – (Required Field)
 - Organization – (Required Field)
 - 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 Button]
 - The following information will automatically fill in if data is in the Banner Finance System
 - Vendor Contact
 - Vendor E-mail
 - Requestor Name
 - Requestor E-Mail
 - Phone Information
 - Fax Information
- Disregard the Comments field. | Comments [Text Field]
If Travel Services needs the information enter it in the Document Text.
- 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	<input type="text" value="None"/>	Discount Code	<input type="text" value="None"/>		
Ship Code	<input type="text"/>	Attention To	<input type="text"/>		
Comments	<input type="text" value="Document Text"/>				

1. Click [Document Text](#). A pop out window will appear like the one below.

Document/Commodity Text

Enter Document Text, Print:

Enter Document Text, No Print:



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

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:

**See various samples of document
text on page 14.**

Requisition Form - Commodity:

Item	Commodity Code	Commodity Description	U/M	Quantity	Unit Price	Discount Amount	Additional Amount
1	<input type="text" value="704100"/>		None	<input type="text" value="1"/>			
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:				

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

•

- Key "1" in Quantity: *Required*

- 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 (,)

- : -Do not use this field.

- : -Do not use this field.

- 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 – Percent – Index:

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
- Key "T" in the Chart of Accounts Code in the field Chart *Required*
- Key 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, Org and Program
 - Index Code will no longer be displayed
- Key 704100 in the Account Account *Required*
- Key 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

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:

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. 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
 - 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

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

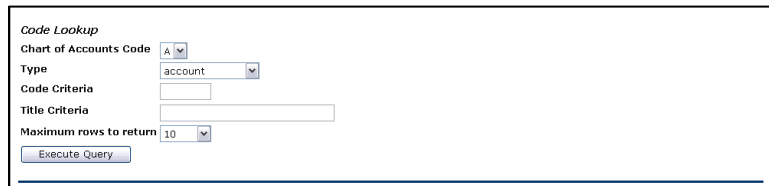
Complete

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: Chart of Accounts Code
2. Select Key from pull down menu: Type
3. Key in part of the Title followed by a %. If no part is known then Key %.

Code Criteria

- Note: (%) is called a Wildcard

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

Maximum rows to return

- 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](#)

Address Type RA Address Sequence 1

Vendor Contact Vendor E-mail

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 [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](#)

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

Select first day of travel for delivery date.

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

☐ 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
VIPR	Accademic 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	Behaviorial Science Dept.
BIOS	Biological Science Dept.
BRDT	Board of Trustees
BKST	Bookstore
RLBR	Brown Hall
BDGT	Budget Office
BUAD	Business & Economincs
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	Disablilty 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	Registrars 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