

Finance Self-Service Requisitions

The **Requisition** link in Finance Self-Service allows you to create a requisition online. Once a requisition is created on the web, the procurement process continues in Banner. You cannot save a requisition or leave it "In Process" in the middle of data entry. Once a requisition is started, it must be completed or all of its information will be lost. Once a requisition is completed via Banner Finance Self-Service and subsequently posted in Banner, it can be viewed using the View Document link in Banner Finance Self-Service or in Banner using Banner form FPIREQN.

Things to Keep In Mind

- Requisitions created in Finance Self-Service are limited to five (5) commodity and FOAP lines; this is a system limitation and cannot be modified
- Only **Document Level** accounting is available (where all commodity items in the requisition are charged to the same accounting distribution) in Banner Finance Self-Service; it is recommended to create only requisitions with a single FOAP (Fund, Organization, Account, Program) to avoid rounding problems when the associated payments are processed
- Fund/Organization security applies (same as in Banner)
- The Fund and Program do NOT fill in automatically upon entering your Organization code so you will need to know your complete FOAP (Fund, Org, Account, Program) prior to initiating the requisition or be able to utilize the lookup function (see Code Lookup) to determine the appropriate selection
- Banner access to create requisitions (granted by the Budget Control Office) is required in order to create a requisition in Banner Finance Self-Service
- Available budget must exist to complete and post a requisition. There is no NSF (non sufficient funds) override.

To create a requisition:

1. Select the **Requisition** link from the Banner Finance Self-Service menu in SOS.
2. Scroll down to the data entry area.
3. Optional: The **User Template** will list any requisition templates you have saved (see **Requisition Template**). To access an existing requisition template, select the template from the drop down list for this field and then click the button labeled **Retrieve**; otherwise leave it set as "None."
4. The **Transaction Date** and **Delivery Date** default to the current date. Change the **Delivery Date** to your expected delivery date.
5. Enter the **Vendor ID** and then click the **Vendor Validate** button. The vendor address and contact information will appear. You will have to scroll down to view the information.

| | | |
|--|---|--|
| Use Template <input type="button" value="None"/> <input type="button" value="Retrieve"/> | | |
| Transaction Date | <input type="text" value="8"/> <input type="text" value="JUL"/> <input type="text" value="2009"/> | |
| Delivery Date | <input type="text" value="8"/> <input type="text" value="JUL"/> <input type="text" value="2009"/> | |
| Vendor ID | <input type="text" value="G00474045"/> <input type="button" value="Vendor Validate"/> | |
| Address Type | <input type="text" value="BI"/> Address Sequence <input type="text" value="2"/> | |
| Vendor Contact | <input type="text" value="Sarah Day"/> Vendor E-mail <input type="text"/> | |
| Vendor Name | Office Max - A Boise Company Vendor Phone 713-9372037 | |
| Vendor Address | Office Max Contract Inc. PO Box 101705 Atlanta GA 30392-1705 | |

- The **Requestor** and **Ship To** information will fill in automatically. In the **Attention To**, enter your name and telephone extension. This allows Maintenance to contact you when your order is received.
- Optional: The **Comments** is used to enter a message to Purchasing indicating a "STANDING PO" or "NEW VENDOR".
- To enter informational text that pertains to the whole order, click the link labeled **Document Text** (see Document/Commodity Text).

| | | | |
|-------------------|--|---------------|---|
| Requestor Name | <input type="text" value="Bill Dickerson"/> | | |
| Requestor E-mail | <input type="text" value="bill.dickerson@sjcd.edu"/> | | |
| Phone Area | <input type="text" value="281"/> | Phone | <input type="text" value="9986142"/> <input type="text" value="Ext"/> |
| FAX Area | <input type="text" value="281"/> | FAX Number | <input type="text" value="9986154"/> <input type="text" value="FAX Ext"/> |
| Chart of Accounts | <input type="text" value="J"/> | Organization | <input type="text" value="66042"/> |
| Currency Code | <input type="text" value="USD"/> | Discount Code | <input type="text" value="None"/> |
| Ship Code | <input type="text" value="D001"/> | Attention To | <input type="text" value="Bill Dickerson x6142"/> Document Text |
| Comments | <input type="text"/> | | |

- Enter a **Commodity** code and **Commodity Description** (your description should be very specific, including any model number, size, color, etc.). If you do not have enough room in the Commodity Description field to describe what you are ordering, click the underlined number to the left of the commodity code to enter in additional information using **Commodity Text** (see Document/Commodity Text).
- Use the drop down list to choose the correct unit of measure (**U/M**) and then enter the **Quantity** and the **Unit Price** (entered in dollars and cents).
- Optional: Enter the **Discount Amount** and/or **Additional Amount** (both entered in dollars and cents) for this commodity.

| Item | Commodity Code | Commodity Description | U/M | Quantity | Unit Price | Discount Amount | Additional Amount |
|------|----------------|--------------------------|------|----------|------------|-----------------|-------------------|
| 1 | 61500 | Office Supplies, General | EA | 5 | 2.5 | | |
| 2 | | | None | | | | |
| 3 | | | None | | | | |
| 4 | | | None | | | | |
| 5 | | | None | | | | |

Commodity Validate

- Click the **Commodity Validate** button. If there were any data entry errors (example: invalid commodity code), a message will appear before the data entry section indicating this; you must correct any data entry errors and then validate again.
- Once the commodity validates without errors, the **Calculated Commodity Amounts** will appear.

Calculated Commodity Amounts

| Item | Extended Amount | Discount Amount | Additional Amount | Net Amount |
|---------|-----------------|-----------------|-------------------|------------|
| 1 | 12.50 | | | 12.50 |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| Totals: | 12.50 | 0.00 | 0.00 | 12.50 |

- To enter another commodity line, return to **Step 9**. Otherwise, continue to **Step 15**.
- Click to set the radio button on **Dollars**.
- Enter the **Chart (J)**, **Fund**, Organization (**Orgn**), **Account**, and **Program** codes. The **Activity** code is for CPD (Continuing and Professional Development) use only (to enter a CRN – course reference number). The **Location** code is entered only for capital purchases, where the price per item is \$5,000 or more and the item’s useful life is 2 or more years.
- In the **Accounting** field, enter the total dollar amount for the corresponding commodity. The amount should match the **Net Amount** for the same item number in the **Calculated Commodity Amounts** section.

Dollars Percents


| Seq# | Chart | Index | Fund | Orgn | Account | Program | Activity | Location | Accounting |
|------|-------|-------|--------|-------|---------|---------|----------|----------|------------|
| 1 | J | | 106700 | 66240 | 711410 | 620420 | | | 12.5 |
| 2 | | | | | | | | | |
| 3 | | | | | | | | | |
| 4 | | | | | | | | | |
| 5 | | | | | | | | | |

Save as Template


Shared


Validate Complete

18. Once all the accounting information is entered, click the **Validate** button. If there are no errors, the following message will appear before the data entry section. If there are errors, you will need to correct the errors and try to validate again.

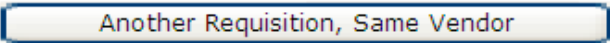
 Document Validated with no errors

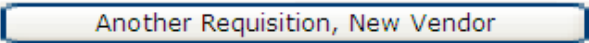
19. Once the document has validated with no errors, you can choose to save the document as a template by entering a name in the **Save as Template** field. It is NOT recommended to select the **Shared** checkbox.
20. Click the **Complete** button to complete the requisition and forward it to the approval process. The option to save the document "In Process" is NOT available.
21. Once the requisition is completed, you will see a message indicating that the document validated with no errors and another message indicating the requisition number assigned.

 Document Validated with no errors

 Document R0084097 completed and forwarded to the Approval process

22. To enter another requisition, click one of the following buttons:





23. To exit Banner Self-Service, click the **Exit** link in the upper right hand corner of the page.

Document/Commodity Text

The **Document Text** link (under the Attention To field) and the **Item** number link (to the left of a commodity code) on the requisition page allow you to enter in informational text that applies to the requisition as a whole (Document Text) or a specific commodity (Commodity/Item Text). The Document/Commodity Text page has two sections: entering text in the upper section will cause the text to print on the purchase order and entering in the lower section will not. Document Text is commonly used to enter in messages to Accounts Payable such as “Mail PO to...”, enter in a new vendor’s contact information for Purchasing, or enter in a message to the Vendor regarding the entire order. Commodity/Item Text is used to further describe a commodity being ordered. Once the text is entered, click the **Save** button and then **Exit document/item text page** to return to the previous page.

Document/Commodity Text

Enter Document Text, Print:

Enter Document Text, No Print:

Save

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

Requisition Template

The **Save as Template** allows you to enter a name for your requisition template. Saving a requisition as a template allows you to subsequently use that template as a basis for a future requisition. Note that the neither the Document Text nor the Item Text is saved within a template. To use a requisition template, select the template from the drop down list and click the button labeled **Retrieve**. You can make changes to the data in the template prior to completing the document.

Code Lookup

Code Lookup, located at the bottom of the page, allows you to input specific search criteria and use the wildcard character (%) as necessary to find the code you're looking for. To use **Code Lookup**:

1. Scroll to the bottom of the page and locate the Code Lookup section.
2. The Chart of Accounts (J) should default and need not be changed.
3. Select the **Type** of code you want to query from the drop down list.
4. Enter your search criteria in either the **Code Criteria** and/or the **Title Criteria**, using the wildcard as necessary.
5. Use the **Maximum rows to return** (10, 25, 50, 75, 100, 1000, or 10,000) to indicate the maximum number of values you want to display once the query executes.
6. Click **Execute Query** to run your query.

Code Lookup

Chart of Accounts Code

Type

Code Criteria

Title Criteria

Maximum rows to return

The **Execute Query** button executes your query and returns any matching values. If there are no values that match your search criteria, a message will display (at the top of the page before the data entry section) to indicate this. You can then query again.

Any matching values returned appear in the **Code lookup results** at the top of the page before the data entry section. You can select the appropriate code using your mouse and then perform an Edit, Copy (CTRL+C) to copy the value. You can then perform an Edit, Paste (CTRL+V) to paste the value into the related data entry field.