Self-Service Banner - Finance Requisition Processing - User Guide

Gaining Access

1. Make sure you have authorized Fund/Organization access in Banner.

Obtain access by completing and submitting a FOAPAL Authorization Request to the Office of Financial Services. Online form link is available on the Banner Finance Documentation page which may be accessed from the Work Resources tab of My.MissouriState.edu in the Finance Assistance section.

You must be an Authorized Originator of the Fund/Organization to process a requisition for it.


From the Work Resources tab of My.MissouriState.edu, click Create a Requisition under the Requisitions & POs section or click Requisition under Self-Service Options – Finance folder.

Note that the Finance Options folder will only be displayed once you have been granted authorized Fund/Organization access.

These same options are also accessible from the menu at the bottom of any of the SSB pages.

***** Please review the Procedures for Requisition Entry and Purchase Orders web page which contains specific instructions for the various types of information required by Procurement Services to properly and efficiently process your purchase request. *****
Creating a Requisition

1. Determine how you want to create your requisition and be prepared to provide all information required by Procurement Services to complete your request for purchase.

You may choose to create a completely new requisition, search for an existing requisition in process, or retrieve an existing requisition template to complete the required information.

If you wish to begin with a requisition in process, you must first click the Search in Process Requisitions button in order to perform a Document Lookup and select the desired document for continued processing. These documents could include a requisition that was previously started and saved, or started and completed but later disapproved for changes.
To access a requisition in process, specify desired search criteria, which may consist of document number, user id of the person who created the requisition, activity date, transaction date, vendor id, requestor name, or reference number, and click Execute Query.

From the Document Lookup query results list, click on the requisition document number to be selected for processing. You may also choose to view document detail, exit without a document, or perform another query.

If you wish to begin with a requisition template, click the list arrow to view available templates, select the desired template, and click the Retrieve button to populate saved requisition information.

Several shared Requisition Templates are available as a starting point for creating common purchases from selected vendors. The majority of these templates have been created for you by the Office of Procurement Services, but some may have been saved by other users.

As you complete requisition information, you may use the Code Lookup option at the bottom of the page to search for valid codes and information.

Locate the desired value from the code lookup results list and type that value into the applicable field.

Note that when a commodity code lookup is performed, commodity descriptions contain lead time estimates which should be considered when specifying delivery date (4week+1week, etc).
2. Specify Header Information.

Transaction Date and Delivery Date will default to the current day, but the Delivery Date should be updated appropriately based on commodity lead time estimates (see above).

Enter Vendor ID and click the Vendor Validate button to automatically populate and verify available vendor information. If requesting a quote and a vendor has not yet been assigned, provide possible vendors in the form of Document Text.

Your Requestor information, including a default Chart of Accounts, Organization, and Attention To information will also automatically populate as available. Currency Code and any applicable Discount Code will be populated as applicable for the validated vendor.

The Ship Code will default to STMA (Stores and Maintenance). If products are to be delivered to your department, use the STMA code and specify department name and location (for example Financial Services CARR 119) in the Attention To field. If a service is being requisitioned, change the Ship Code to SRVC and enter the Department name if a PO is to be generated or “Approved for Payment” in the case of an invoice for service. If the order is to be paid using a procurement card, indicate either “Procurement P-Card” or “Departmental P-Card”.

Comments are for information only and will not be included on the final requisition.

The Document Text link should be used to Access a “text form” were additional details may be provided either for inclusion on the final requisition or for information only. Such details could include additional vendor information, quote numbers, delivery specifications, contact information, wire transfer information, or any other information important to the processing of the requisition.

In addition to Document Text, note that the same “text form” is available for commodity item details and descriptions.
3. Specify Commodity Information.

Click on Item 1 – 5 to again access the “text form” and provide a description of the item(s) to be purchased. Enter an appropriate Commodity Code and specify the Quantity and Unit Price for each, leaving the Discount Amount and Additional Amount blank.

Click the Commodity Validate button to verify commodity information and automatically populate the associated Commodity Description and Unit of Measure as well as Calculated Commodity Amounts and Totals information.

4. Specify Accounting (FOAPAL) Information.

If the entire requisition is to be funded by a single budget (Fund/Org/Pgm), then only one FOAPAL line is required, even when multiple items are being ordered. If multiple budgets are to be charged, select to distribute the total by dollar amount or by percent. Only one expenditure account code should be specified and should be reflective of the type of commodity being purchased. For example, three SU340-Supplies-Office commodity items could be included on the same requisition, all being charged to expenditure account 73212-SUP-OFFICE, but to different Fund/Org/Pgm budgets as shown above. Likewise, one SU350-Supplies-Photographic commodity item and one SU380-Supplies-Print Services commodity item could also be included on the same requisition, as both would be charged to expenditure account 73215-PRINTING & PHOTO. However, the office supplies and the printing and photo supplies cannot be contained within the same requisition, but should instead be entered on separate requisitions where they are charged to the appropriate expenditure account code.
A Chart (U=University or F=Foundation), Fund, Organization, Account and Program code are required. Activity codes may be used for certain University Grant or Foundation Fundraising activities. The Accounting amounts specified must equal the commodity total shown above.

5. Validate and Complete.

At any point while creating your requisition, you may click the Validate button at the bottom of the page to assure that all required information is being entered correctly. Any errors will be noted at the top of the page. Once all necessary information has been specified and validated, you must click the Complete button to finalize the requisition and process for approvals.

Note that you may also click the Save in Process button to save the requisition (by R#) so that it can be re-accessed at a later time for completion. See Step 1 above for locating and accessing “In Process Requisitions”.

If you have a validated requisition with no errors, and the requisition is a common one that will be repeated throughout the year, you may also wish to Save as a Template. To do so, specify a template name before clicking Complete. See Step 1 above for locating and selecting saved Requisition Templates. Keep in mind that if you select to Share a template, it will be shared with all users. For most requisitions, this is not recommended.

Document and Commodity Text Checklists

As you provide Document Text, try to include the following information based on requisition type.

1. Commodity Detail Text:
   - Name of Item
   - Key Description
   - Product/Service Specification
   - Manufacturer Name & Product Numbers
   - Distributor Catalog Number
   - Quantity per Case
   - Ordered for
   - Additional Information

   For Computer Equipment, go to: [http://helpdesk.missouristate.edu/get-hardware](http://helpdesk.missouristate.edu/get-hardware)

   Under Suggested Hardware

   Copy/Paste desired equipment specifications

   Copy/Paste E-quote number

   Include any Additional Information

2. Request for Additional Funds.
   - Select Commodity Code RA110-Request to add additional funds to existing PO and specify PO#

3. Pre-Payment Processing.
   - Select Commodity Code PP110-Prepayment Processing

4. Wire Transfers.
   - Domestic – Payee Name
     - Bank Name
     - Bank Account No
     - Bank ABA Routing No
     - Amount
   - International – Payee Name
     - Foreign Bank Name
     - Foreign Bank Address & Country
     - Bank Account No
     - Swift Code and IBAN No (if Europe)
     - Amount & Currency (5000 pesos)