BANNER FINANCE SELF-SERVICE

REQUISITION PROCEDURES DOCUMENTATION

MISSOURI STATE UNIVERSITY

U-Link

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2. **CREATING A REQUISITION:**
   
a. Requisition: is a request for Purchase.
   
b. Refer to Rules and regulations for processing university purchases by the Office of Procurement Services and Accounts Payable.
3. Before entering a Requisition, all the necessary codes must be known. To perform a search for a code, scroll page down to Code Look up Search and follow the instructions below:

a. A query can be performed on any of the type of Codes listed above.
   i. Select type
   ii. Enter specific code if known or leave blank
   iii. Enter specific Code criteria if known or leave blank
   iv. A wildcard can be used if code or title is unknown. Use ‘%’ as wildcard

v. Enter wildcard for search and Execute Query
After returning search results write down code, or highlight code and Ctrl+c and select field to enter code and Ctrl+v or enter code directly into commodity code field.

In the above example, enter code in commodity code field and click commodity validate. This will populate the description with the lead time.

Scroll up and change the delivery date taking into account lead times.

**STEPS TO FOLLOW WHILE ENTERING A REQUISITION:**

1. After search is complete and all required codes are known, enter vendor number and click Vendor validate

2. This will populate the vendor fields.
   a. The default vendor address type is PO. If the vendor has only one address type, this will default to PR.
   b. Each of these types may be accessed by entering any of the codes, in uppercase and clicking on Vendor Validate
c. Each of the sequence types may be accessed by entering 1, 2 or 3 and clicking on vendor validate to pull that particular address sequence type.

   i. Address is not valid  
   Error message if field is incorrect

   ii. When an address type or sequence number are invalid the above error message will appear.

3. The requestor name, requestor e-mail Phone and fax information will default from the originator’s record.

4. Chart of Accounts will default to Chart U

5. Organization code: must will default from originators record
6. Currency code will default to USD
7. Discount code will default while Vendor validation occurs. Discount code is not a required field
8. Ship Code will always remain STMA – Stores Maintenance. Please refer to requisition rules and regulations for procedures
9. Attention To field, refers to any specific person, sales rep, or vendor personnel who needs to be notified of purchase requirement
10. : view Checklist for entering requisitions at end of document
   a. This link provides room for specific additional product information.
   b. Office of Procurement services has provided a Template that will be required to be followed to provide university personnel with timely and accurate service. Please use template for purchasing any product.

11. Commodity information:
   a. Use the numbers under item to enter specific text information by line item.
   b. Commodity codes can be searched for using the Code lookup function
c. Enter Commodity code and click on Commodity Validate. This will populate the commodity Description along with lead time.

d. Lead time: is the amount of time a product, using normal shipping methods, will take to reach Stores Maintenance or Receiving Dock.

e. Once field populates, navigate to top of page and change Delivery Date.
   i. If this date is not changed, the delivery time of the product may be delayed due to varying delivery times.

12. Enter FOAPAL information in spaces provided

<table>
<thead>
<tr>
<th>Item</th>
<th>Commodity Code</th>
<th>Commodity Description</th>
<th>U/M</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Additional Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
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<td>2</td>
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</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>SE110</td>
<td>Service Armored Car</td>
<td>EA</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. Chart : U
2. Index codes are not going to be used at this time
3. Fund, Organization, Account and Program are all required fields
4. Activity and Location are not going to be used at this time
5. Accounting: If there are multiple budgets that the commodity is being charged to, these fields can be used to divide the cost up by percent or by dollars by clicking on the radio buttons above the FOAPAL information.

6. **YOU CANNOT HAVE MORE THAN ONE EXPENDITURE ACCOUNT CODE LISTED ON ONE REQUISITION.** If your Commodity needs to be charged to a different expenditure account code, that commodity will have to appear on a separate Requisition. As long as all commodities are charged to the same expenditure account, they can be on the same Requisition.
13. Once a Requisition is complete, it can be saved as a template for future purchases.
   a. To save a template, type name in fields and click validate to check for errors. After errors are cleared, enter name in Save Template as field and click Complete.
   b. Shared templates will be maintained by the Office of Procurement Services only.
   c. To avoid confusion in templates, please do not share templates. A template can only be shared with everyone on campus and not to specific individuals.
   d. Once a template is saved, it will appear under the Use Template option. Select template to be used and click Retrieve to populate fields with prior requisition information.
      i. The document text information does not carry forward and cannot be stored.
      ii. All document text information must be re-typed into the document after it is retrieved or can be copies from previous Requisition using the View Document feature.
      iii. The delivery date will need to be changed depending on the commodity requested.
CHECKLIST FOR ENTERING REQUISITIONS

SELF-SERVICE BANNER

Requisition

1. **Delivery date will not default.** Enter or search for specific commodity code and click on Commodity Validate, associated description + lead time will appear. Calculate desired delivery date and change delivery date to reflect lead time.

2. Search for Vendor and **Validate** after entering Vendor ID number

3. Available Address types:
   - PR – Permanent address type will default for all vendors

4. Ship Code: the default for Ship code is STMA – Stores & Maintenance

5. Attention To: name if ordered for someone other than requestor

6. Comments: add additional comments, if sending Requisition for Additional Funds, mention this in the comments field.

7. **Document text - entering document text is required**
   - Copy and paste the following template into Document Text and enter additional information

   **Commodity Detail**
   i. Name of Item:
   ii. Key Description:
   iii. Product/Service Specification:
   iv. Manufacturer Name & Product Number:
   v. Distributor Catalog Number:
   vi. Quantity per Case:
   vii. Ordered for:
   viii. Enter Clause, choose any one
      a. If available, ship to receive prior to:
      b. Do not ship to receive prior to:

   **Shipping Information:**
   a. Confirm/Coordinate Delivery With:
      Missouri State University
Receiving Department
901 S National Avenue
Springfield, MO 65897
417.836.5776

b. Confirm/Coordinate Delivery With:
Missouri State University West Plains Campus
Receiving Dock
218 West Broadway
West Plains, MO 65775
417.255.7268

After Entering above information in Document Text, click SAVE to save text to Requisition.

8. FOAPAL information is required.
9. The Accounting Column has to be divided up if there are multiple FOAPAL’s being charged
   a. If there is one budget being charged with the entire amount of the Commodity, the
      accounting field must state 100, when the Percent radio button is selected.
   b. If there are two FOAPAL’s being shared equally, then the accounting field must state 50
      against each FOAPAL.
10. It is not necessary to enter the Activity and Location.
11. Click on validate to ensure there are no errors in the document.
12. To save Template, enter name in field, SAVE TEMPLATE AS:
13. Click on COMPLETE to complete Document and save Template.

PURCHASING OFFICE/COMPUTER EQUIPMENT:
   a. Go to http://helpdesk.missouristate.edu/gethardware/recommend/
   b. Highlight everything under Specifications:
   c. Copy and paste entire specification into Document Text under Commodity Detail
   d. Copy and paste E-quote number also under Document Text and SAVE

   I. THIS IS ESSENTIAL FOR QUICK PROCESSING OF THE REQUISITION.
      REQUISITIONS THAT DO NOT HAVE THIS INFORMATION WILL BE PROCESSED AS TIME PERMITS.
REQUEST FOR ADDITIONAL FUNDS

a. Enter same information as stated above under Requisition and follow below:

b. In the Comments Field enter: additional Funds needed with current Purchase Order number

c. Commodity Code: RA110- Request to add additional funds to existing PO#

d. While sending supporting documentation, attach copy of Requisition or Purchase Order

Pre-Payment Processing

a. In those instances where the Requisition is entered into Banner for pre-payment processing, departments will enter “Pre-Payment Processing” in the Commodity Description field.

b. Commodity Code: PP110-Prepayment Processing