

Finance Dashboard - My Requisitions User Guide

Part I - Gaining Access

1. Make sure you **have authorized Fund/Organization (FOAPAL) access** in Banner.

FOAPAL stands for six accounting elements of finance data in Banner: Fund, Organization, Account, Program, Activity and Location. FOAPAL authorization can also be called Fund-Organization Access. In Banner, all access to the (University and Foundation) Finance data is based on the Fund/Organization Access that has been authorized/established for an individual. **You must have Originator access on a Fund/Organization before you can create requisition.**

To request “Approver” access, submit a [FOAPAL Authorization - Approver](#) Request. This form can be used to replace approver access.

To request “Originator” or “View Only” access, submit a [FOAPAL Authorization - Originator/View](#) Request.

If necessary, you may run [Fund & Organization Access Report](#) reprot to check access for you or others. [What does Approver, Originator or View Access mean?](#)

2. Access Finance Dashboard **My Requisitions** Options.

From [My Missouri State](#) portal, use the **Discover** tool from the main menu and search “Finance”, select **Finance Resources** card and click on **Finance Dashboard** to start.

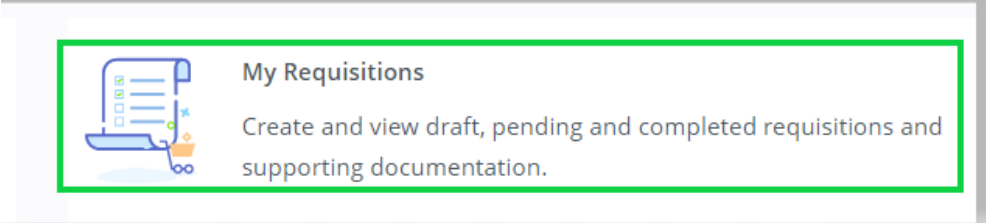
The screenshot shows the 'My Finance' dashboard interface. At the top, it says 'Hello Xiaomin, Create, edit and approve transactions and view financial information for department / organization.' Below this, there are several cards representing different financial functions. The 'My Requisitions' card is highlighted with a red border. The cards include:

- My Finance Query**: Create, view and share budget availability, encumbrance and payroll queries.
- My Journals (Budget Transfer)**: Create and view draft, pending and completed journals and supporting documentation.
- Approve Documents**: View list of documents pending approval. Approve, disapprove, or deny.
- Delete Finance Template**: Delete templates for Finance Queries, Budget Development, and Purchase Orders.
- My Requisitions** (highlighted): Create and view draft, pending and completed requisitions and supporting documentation.
- Purchase Orders (West Plains Only)**: Create purchase orders or purchase orders in process.
- Budget Development**: Create and review fiscal year operating budgets for the budget development process.
- View Document**: View draft, pending and completed documents with related information and approval history.

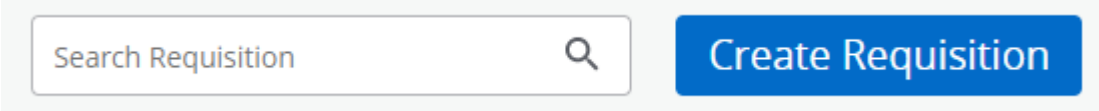
Part II - Creating a Requisition

Prepare to provide all the information required by Procurement Services to complete your request for purchase.

- 1. From **My Finance Dashboard** click on **My Requisition** to start.



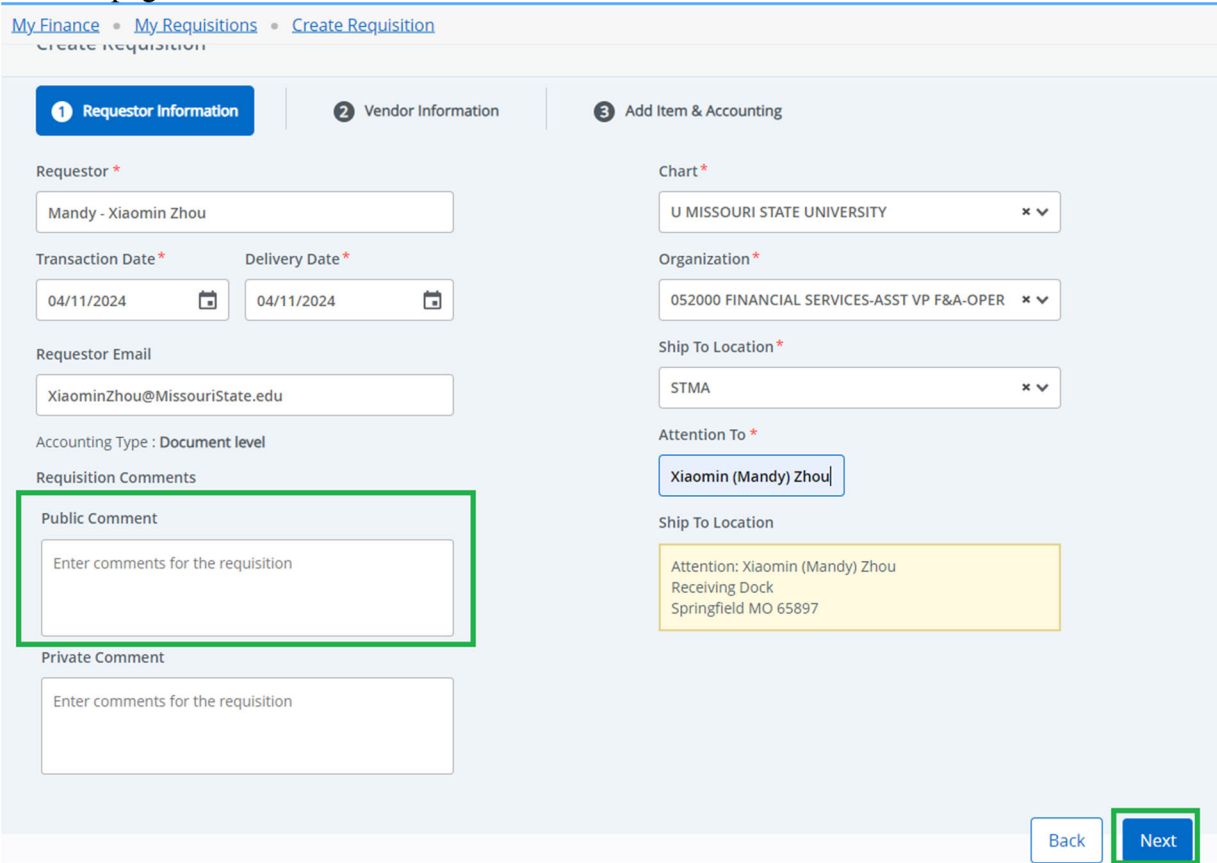
- 2. On the **My Requisitions** page, click **Create Requisition**.



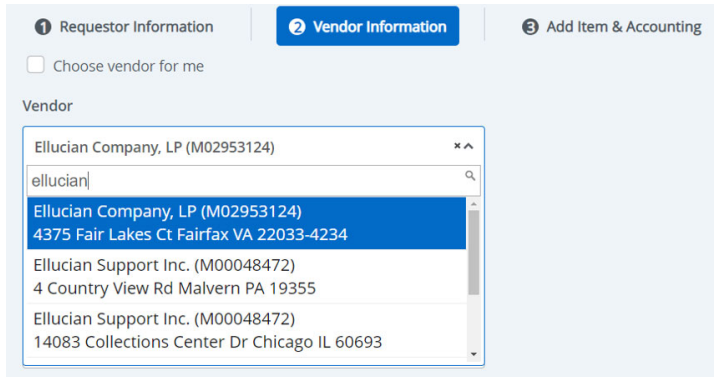
- 3. On the **Requestor Information** page, fill out required information. All items with a red asterisk * are required fields.

Public Comment: Please always use **Public Comment** under **Requestor Information's** tab for requisition's document text and such text will be transferred over to Purchase Order. Please **DO NOT COPY AND PASTE!** This causes formatting issues on the PO. Provide a brief description of the services or items to be purchased.

DO NOT use **Private Comment** if you wish the **TEXT** to print on PO. Click **Next** to continue to the next page.

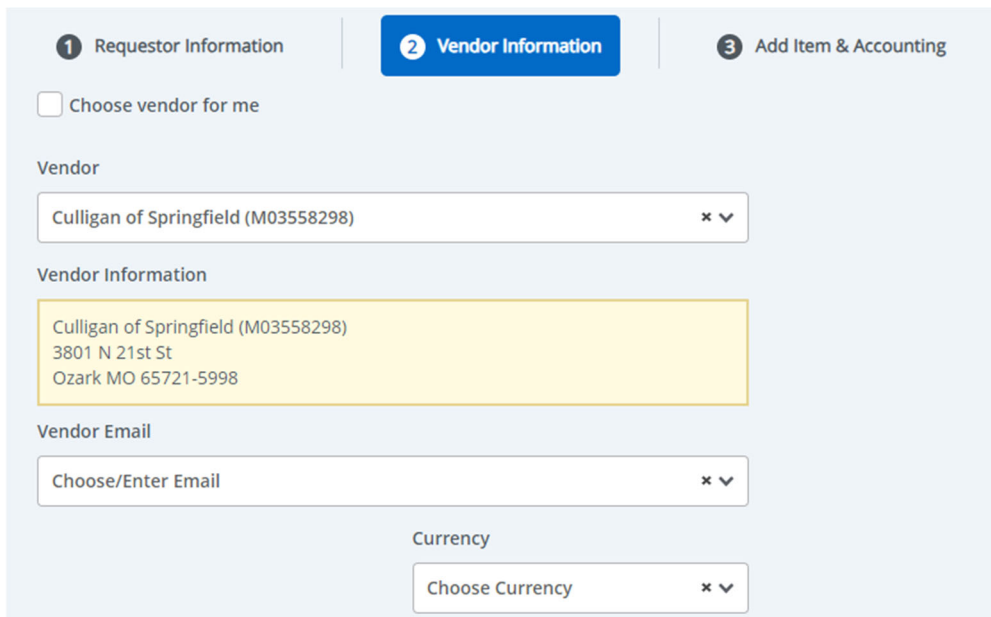


4. On the **Vendor Information** page, select the vendor for the requisition. By default, the **Choose vendor for me** check box is selected. When selected, the procurement office will choose a vendor for you when the requisition is turned into PO. Clear the check box if you want to select your own vendor. If vendor does not exist, contact Procurement Office at ProcurementServices@MissouriState.edu to have the vendor setup. Click **Next** to continue to the next page.



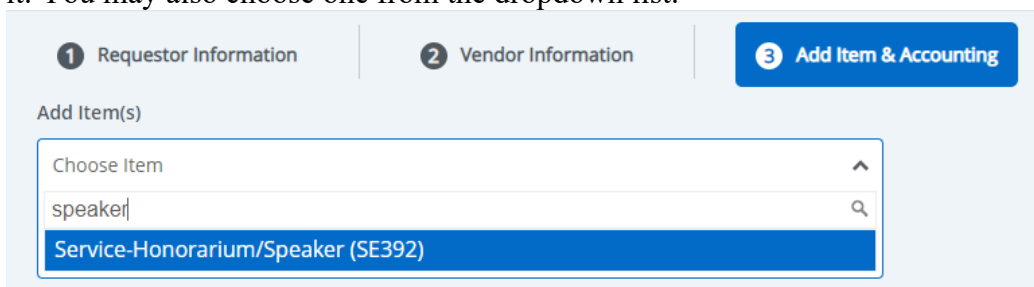
The screenshot shows the 'Vendor Information' step of a procurement process. At the top, there are three tabs: '1 Requestor Information', '2 Vendor Information' (which is active), and '3 Add Item & Accounting'. Below the tabs, there is a checkbox labeled 'Choose vendor for me'. Underneath, the 'Vendor' section features a dropdown menu. The dropdown is open, showing a search bar with 'ellucian' entered and a list of search results. The first result is highlighted in blue: 'Ellucian Company, LP (M02953124) 4375 Fair Lakes Ct Fairfax VA 22033-4234'. Other results include 'Ellucian Support Inc. (M00048472) 4 Country View Rd Malvern PA 19355' and 'Ellucian Support Inc. (M00048472) 14083 Collections Center Dr Chicago IL 60693'.

A vendor email address can be added by typing in the email address under Vendor Email. **DO NOT select Currency.**



This screenshot shows the 'Vendor Information' step with more fields filled out. The 'Vendor' dropdown is set to 'Culligan of Springfield (M03558298)'. Below it, the 'Vendor Information' field is highlighted in yellow and contains the address: 'Culligan of Springfield (M03558298) 3801 N 21st St Ozark MO 65721-5998'. The 'Vendor Email' dropdown is set to 'Choose/Enter Email'. At the bottom, the 'Currency' dropdown is set to 'Choose Currency'.

5. On the **Add Item & Accounting** page, add an item using the **Add Item(s)** field. If you type in the search line (by type or commodity code), the commodity code should appear, and you can select it. You may also choose one from the dropdown list.



The screenshot shows the 'Add Item & Accounting' step. At the top, the tabs are '1 Requestor Information', '2 Vendor Information', and '3 Add Item & Accounting' (which is active). Below the tabs, the 'Add Item(s)' section has a search bar with 'speaker' entered. A dropdown menu is open, showing a list of search results. The first result is highlighted in blue: 'Service-Honorarium/Speaker (SE392)'.

After an item is selected, the page updates with required fields for the selected item. Choose the unit of measure, quantity and unit price for selected item.

Public Comment: Please always use Public Comment under Requester Information’s tab for requisition’s document text and such text will be transferred over to Purchase Order. Please DO NOT use Private Comment if you wish the TEXT to print on PO.

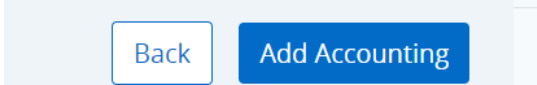
Click **Save** to continue. The page refreshes with the item(s) you just added. You can click any item in the list to view its details or make change. Click **Save** to continue.

Repeat step 5 as necessary to add additional items (lines) to the requisition.

A green message with your requisition number should appear at this point assigning the requisition number.

Item Code	Description	Quantity	Unit Price	Total
Computer-Hardware-CPU 2w+1w (CP120)		1.00	625.0000	625.00
Service-Information Management System 4w (SE420)			120.00	120.00
Grand Total - All Commodities				745.00
Grand Total - All Accounting				0.00

- Click **Add Accounting** to continue to charge the item(s) to the budget/FOAPAL. The page refreshes with the required fields for accounting information.



Charge \$625 for item/commodity code CP120 over to account code 73212, click **Split Accounting** to continue.

Charge \$120 for service item/commodity code SE420 to 73403, click **Save**.

The page refreshes with the item(s) added and its corresponding Funding (FOAPAL). You can click any commodity or funding item in the list to view its details or make change.

Attachments Delete Requisition

Requisition Summary Save as draft

Requisition Number R0048707

Ellucian Company, LP (M02953124)
2003 Edmund Halley Dr Ste 500
Reston VA 20191-1108

Commodities (2)

cp120 (FR110)	625.00
Quantity 1.00 @ 625.0000	Discount 0.00
Additional Charges 0.00	Tax 0.00
Service-Information Management System 4w (SE420)	120.00

Funding 100%

MyFinance • My Requisitions • R0047704

R0047704 Attachments Delete Requisition

Requestor Information Vendor Information Add Item & Accounting

Requisition Number (R0047704) Currency USD

Chart* U MISSOURI STATE UNL... Index Choose Index

Fund* Choose Fund

Organization* 052004 PROCUREMENT SERVICES

Account* Choose Account

Program* Choose Program Activity Choose Activity

Location Choose Location Project Choose Project

Distribution Amount* 625.00 Distribution Percent* 83.89261745

Discount Amount 0.00 Additional Amount 0.00

Tax Amount 0.00

Distribution Total 625.00

Remaining 120.00

Split Accounting →

Requisition Summary Save as draft

Requisition Number R0047704

Commodities (2)

Computer-Hardware-CPU 2w+1w (CP120)	625.00
Quantity 1.00 @ 625.0000	Discount 0.00
Additional Charges 0.00	Tax 0.00
Service-Information Management System 4w (SE420)	120.00

Accounting Total 0.00

Commodity Total 745.00

Balanced 0%

Grand Total - All Commodities 745.00

Grand Total - All Accounting 0.00

Back Save View as PDF Submit Requisition

Type here to search 93°F Sunny 4:17 PM 8/15/2023

Attachments Delete Requisition

Requisition Summary Save as draft

Requisition Number R0048707

Ellucian Company, LP (M02953124)
2003 Edmund Halley Dr Ste 500
Reston VA 20191-1108

Commodities (2)	
cp120 (FR110)	625.00
Quantity 1.00 @ 625.0000	Discount 0.00
Additional Charges 0.00	Tax 0.00
Service-Information	120.00
Management System 4w (SE420)	

Funding	Amount
U-A02000-052000-73212-062	625.00
U-A02000-052000-73403-062	120.00
Accounting Total	745.00
Commodity Total	745.00

Balanced 100%

7. **Attach Supporting Document for Requisition.**

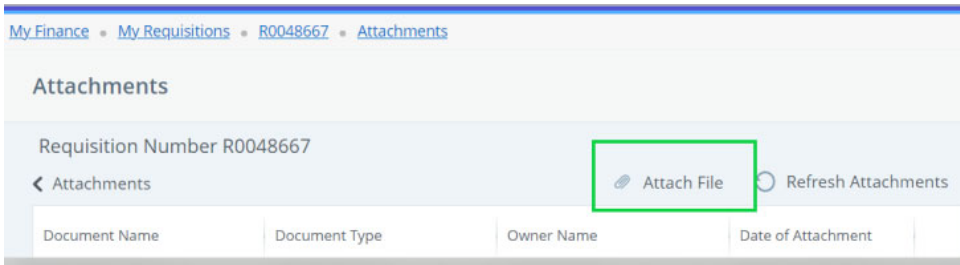
Click Attachments button on the upper right corner and follow the prompts to upload all supporting documents for your requisition. To have your requisition processed in a timely manner kindly attach backup documentation into to your requisition in SSB9. **For Annual Encumbrances** that are a re-occurring PO, please attach the previous year's PO as the supporting documentation.

Click **Attachments**

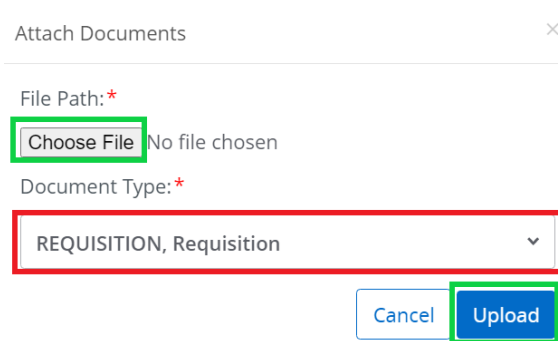
Attachments Delete Requisition

Requisition Summary Save as draft

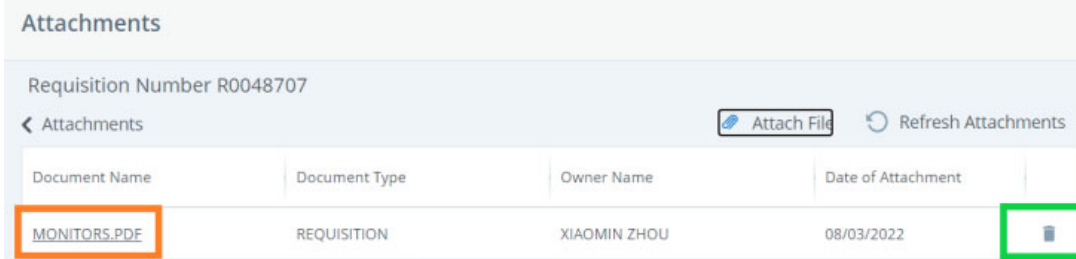
Click **Attach File**



Click **Choose File** button to select your supporting document to upload. **PDF is Required**. Click **Upload**. It will attach the document to your requisition. **Document Type MUST ALWAYS be REQUISITION** before you upload. File size must be smaller than 10MB/10000 KB or the document will be rejected and will not upload.

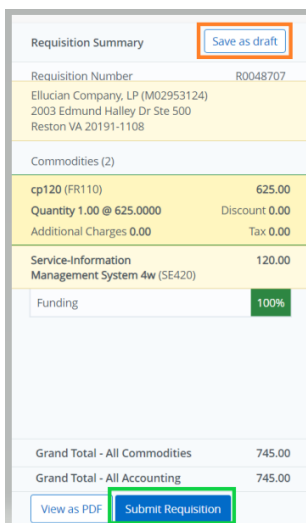


Once uploaded successfully, you will be able to view the attachment or **delete** to start over.



8. Submit Requisition

Click **Submit Requisition** to submit your requisition for approval; or click on **Save as draft** if you want to return to the requisition to make changes before submitting.



You will receive a (green) message if requisition was submitted successfully.

Requisition R0048707 completed successfully

Search Requisition

Submitted requisition will be under **Pending Requisitions** waiting for approval.

Pending Requisitions 1				
R0048707	07/29/2022	Ellucian Company, LP	\$745.00	In Approval ⓘ

If you receive the message below (red) when submitting your requisition, it means there is not enough budget to cover the requisition expense so please use a different budget (fund-org) or contact your cost center budget analyst for help if you must use this budget.

<https://www.missouristate.edu/FinancialServices/yourbudgetanalyst.htm>

Xiaomin(Mandy) Zhou 1

! Insufficient budget for sequence 1 suspending transaction. Requisition is valid but failed available balance check.

If you receive the message below (yellow) when submitting your requisition, you can click 'Yes' to complete the requisition.

Xiaomin(Mandy) Zhou 1

⚠ WARNING Budget is exceeded for sequence 1.
Do you want to submit the Requisition?

If you are getting any other error message during the process of creating a requisition, please contact BannerFinance@missouristate.edu for assistance.

Part III – Checking Requisition Approval

After successfully submitting a requisition, you have the option to check the [Budget Access by Budget Access by Fund and Organization](#). This report allows you to review who will be approving your requisition by entering the Fund and Organization details. In Banner Finance, the approval structure is configured exclusively based on the Fund and Organization code, regardless of the account or program code used in the requisition. All approval queues are established based on departmental requests or needs.

Requisition approval follows specific scenarios:

- Single Approval Scenario (90% of queues):** If there are multiple approvers in the same approval queue with the same approval amount, only one person's approval is required. This single approval covers the entire requisition.

Approver_Name	Approval_Limit	Next_Q	Next_Approver
[Redacted]	\$9,999,999,999.98	--	--
[Redacted]	\$9,999,999,999.98	--	--
[Redacted]	\$9,999,999,999.98	--	--
[Redacted]	\$9,999,999,999.98	--	--

- Multiple Approval Scenario (Around 6% of queues):** When the approval queue has different limits, requisition approval depends on the requisition amount.

Example:

For requisitions below or equal to \$3000, a single approval from the green approver list is sufficient, as they are in the same approval level.

Requisitions exceeding \$3000 require TWO approvals: one from the green approvers list and another from the orange approver list.

...	Approver_Name	Approval_Limit	Next_Approver	Next_Queue
...	[Redacted]	\$3,000.00	--	--
...	[Redacted]	\$3,000.00	--	--
...	[Redacted]	\$3,000.00	--	--
...	[Redacted]	\$9,999,999,999.98	--	--

- Next Approver Scenario (Very few queues):** If the approval queue has a Next Approver after, the requisition requires TWO approvals: one from the first queue (yellow), and another from the Next Approver queue (green). This setup is applied in a very small percentage of approval queues.

Approver_Name	Approval_Limit	Next_Approver	Next_Queue
[Redacted]	\$9,999,999,999.98	[Redacted]	GIS6
[Redacted]	\$9,999,999,999.98	[Redacted]	GIS6

Additional Tips for Requisition Approval:

Email Notifications: There is no automatic email notification to Approvers when a requisition is submitted due to the setup implemented during the initial implementation of Banner. The rationale is to

avoid potential confusion among Approvers, especially in cases with multiple Approvers in a single approval queue. To ensure timely action, it's recommended to send a message to your Approver, informing them that your requisition is awaiting approval.

Denying/Rejecting a Requisition: In the event of a requisition being denied/rejected, the Approver is required to compose a denial message. This message will be sent to the originator/initiator of the requisition, allowing them to correct the information and resubmit or delete the requisition if necessary.

Final Validation Approval: All requisitions approved by departments, as per the situations mentioned above, must undergo a Final Validation Approval queue in Financial Services. This validation ensures that expenses are charged to the correct accounting account or program codes.

Mixed Fund-Organization (Budgets) Requisitions: In cases where mixed fund-organization (budgets) are used in a requisition, requiring approval from different departments, Approvers are advised to use **the 'All documents User may approve'** option when approving documents/requisitions.

Part IV - Other Features in My Requisition Dashboard

My Requisition Dashboard has three queues: Draft Requisitions, Pending Requisitions (awaiting approval) and Completed Requisitions.

- Requisition can be saved as Draft if you want to return to the requisition before you submit the requisition for approval. You can edit any requisitions in Draft status.
- You can Recall **Requisition** in Pending Queue if it has no approval records yet.

To make a change of a requisition in Pending Queue, you must recall the requisition first. Click on the requisition from Pending queue and click on recall requisition on the upper right corner to recall. Once requisition recalled, it will go back to Draft Queue where you can edit or make change.

- You can **Delete** any requisition that is in Draft Status. If you have attached documents to your requisition, delete requisition will delete associated attachment(s) too. This is a defect fix from 2023's Q3 upgrade.
- **Disapproved Requisition, if not needed, must be deleted** or it would encumber funds and affect the balance available for use. Disapproved requisition is under Draft Requisition queue where you must delete to disencumber the funds.
- You can **copy a completed requisition** and use it as a template for a new requisition. To copy a requisition, pick a requisition from your Completed Requisition queue, click on it to open this requisition, and then click on **Copy Requisition** on the upper right corner to make a copy.