Missouri State

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.

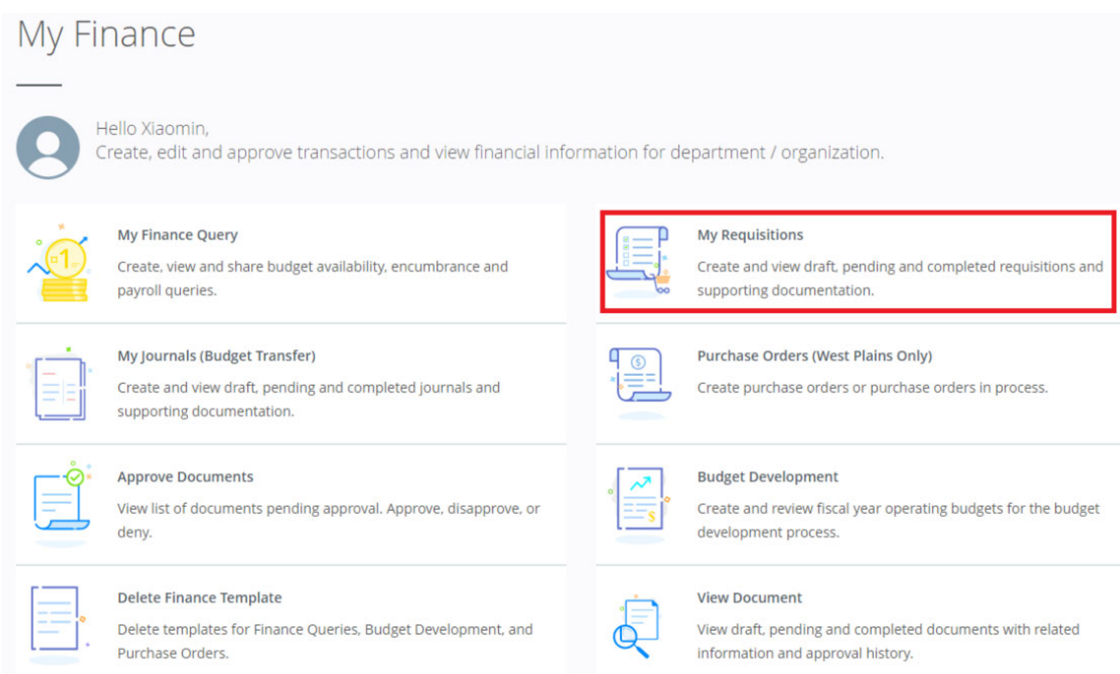
   To request “Approver” access, submit a FOAPAL Authorization - Approver Request. This form can be used to replace approver access.

   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.

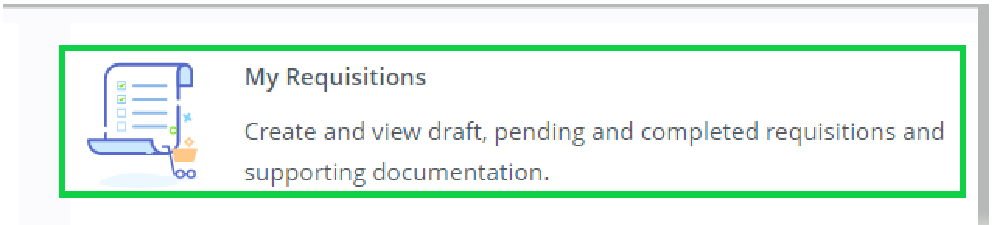
   From My Missouri State portal, use the **Discover** tool from the main menu and search “Finance”, select **Finance Resources** card and click on **Finance Dashboard** to start.



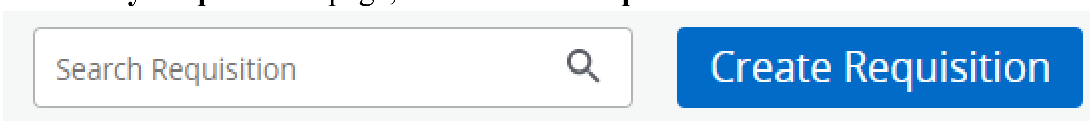
Part II - Creating a Requisition

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.



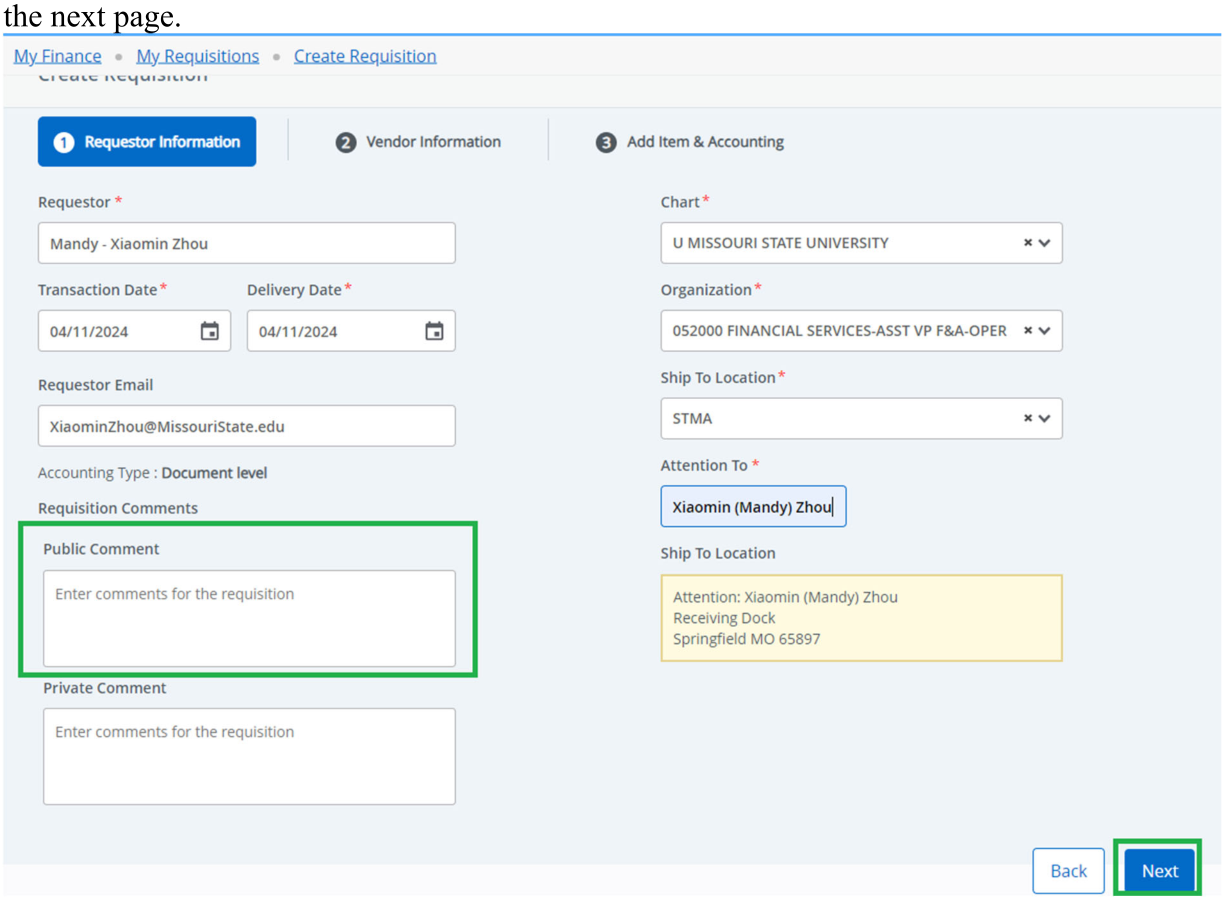
2. On the **My Requisitions** page, click **Create Requisition**.



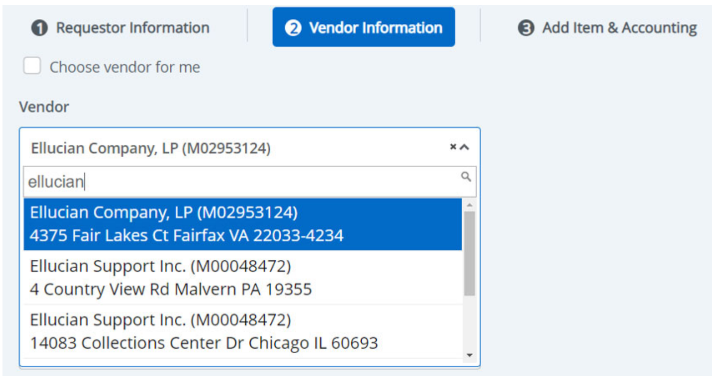
3. On the **Requestor Information** page, fill out required information. All items with a red asterisk * are required fields.

   Public Comment: Please always use **Public Comment** under **Requester 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.

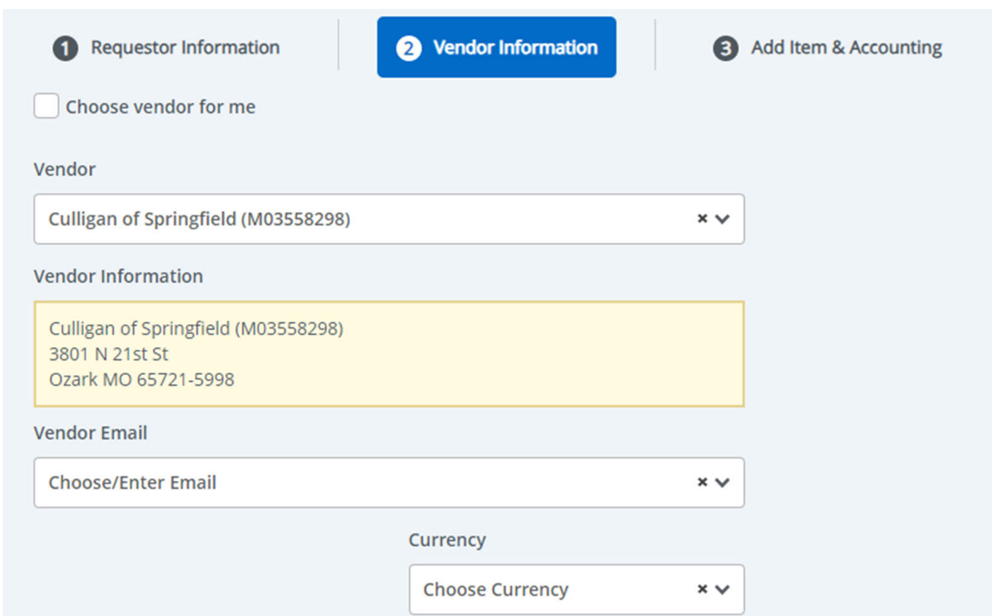
   DO NOT use **Private Comment** if you wish the **TEXT** to print on PO. Click **Next** to continue to the next page.



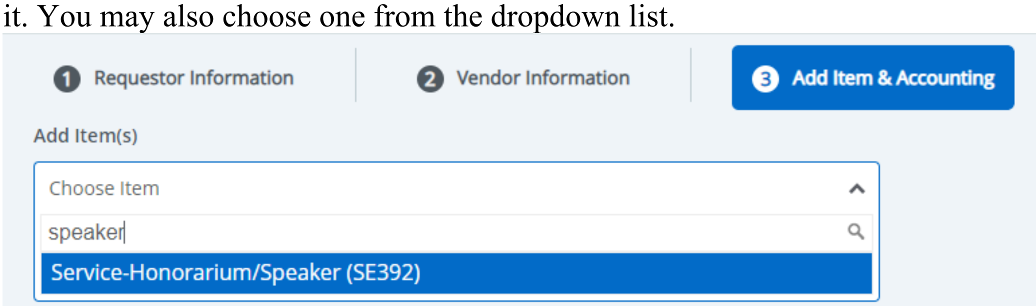
4. On the **Vendor Information** page, select the vendor for the requisition. By default, the **Choose vendor for me** check box is selected. When selected, the procurement office will choose a vendor for you when the requisition is turned into PO. Clear the check box if you want to select your own vendor. 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.

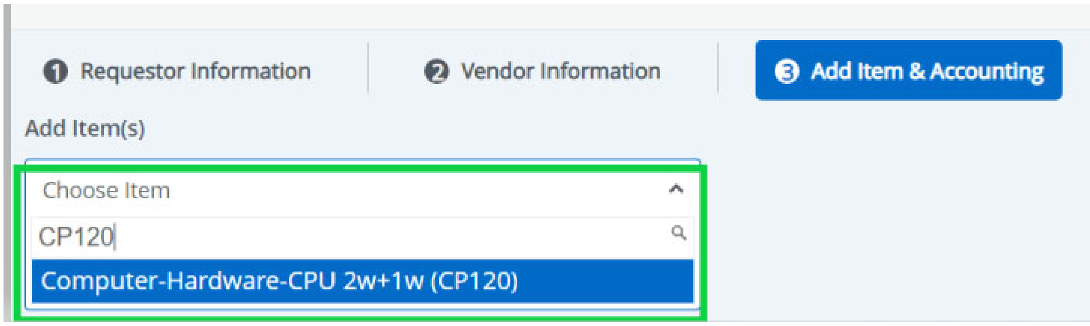


A vendor email address can be added by typing in the email address under Vendor Email. **DO NOT select Currency.**



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.



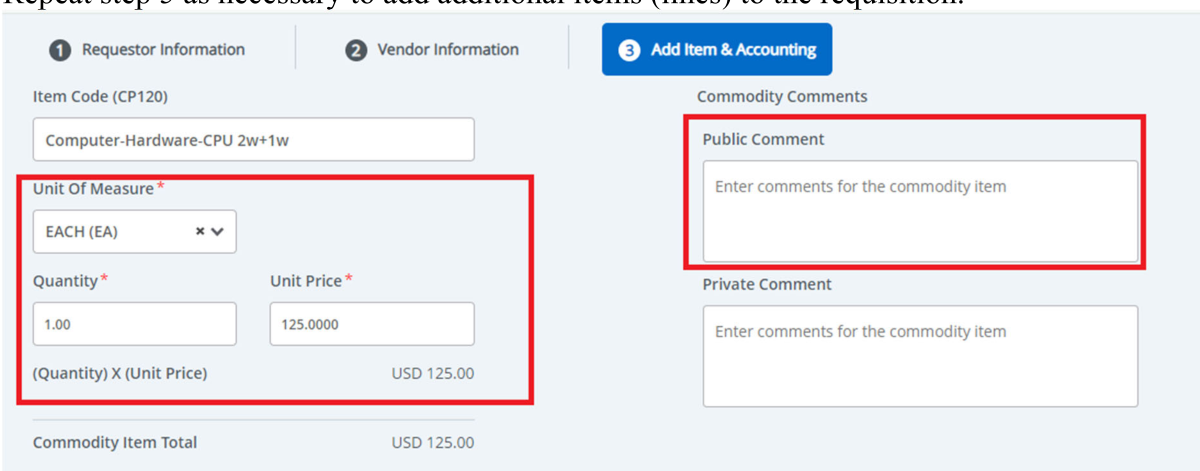


After an item is selected, the page updates with required fields for the selected item. Choose the unit of measure, quantity and unit price for selected item.

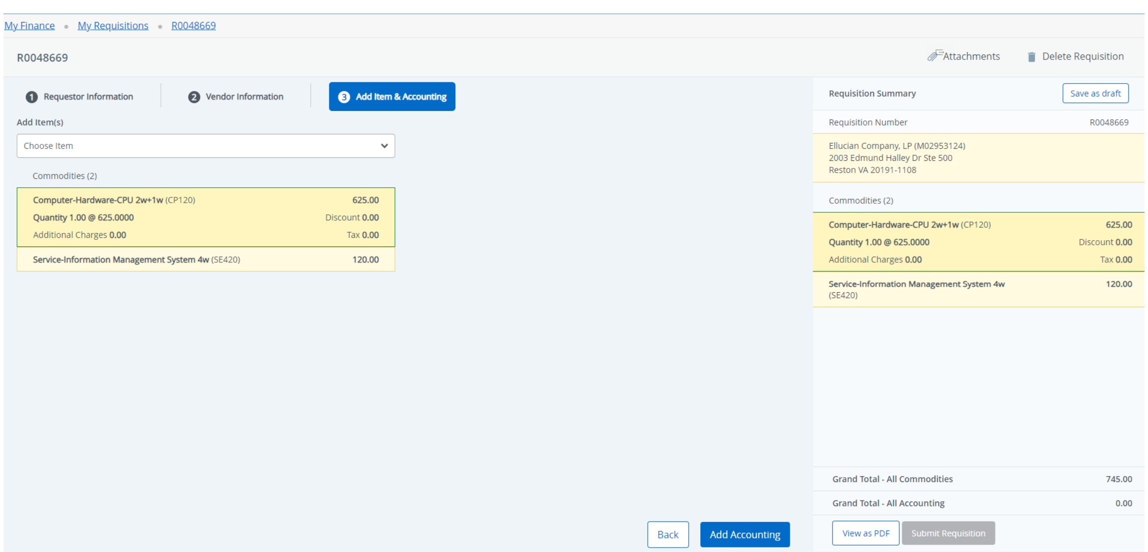
Public Comment: Please always use Public Comment under Requester Information's tab for requisition's document text and such text will be transferred over to Purchase Order. Please DO NOT use Private Comment if you wish the TEXT to print on PO.

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.

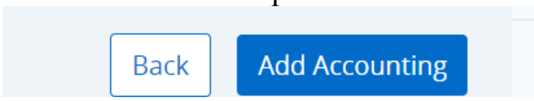
Repeat step 5 as necessary to add additional items (lines) to the requisition.



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

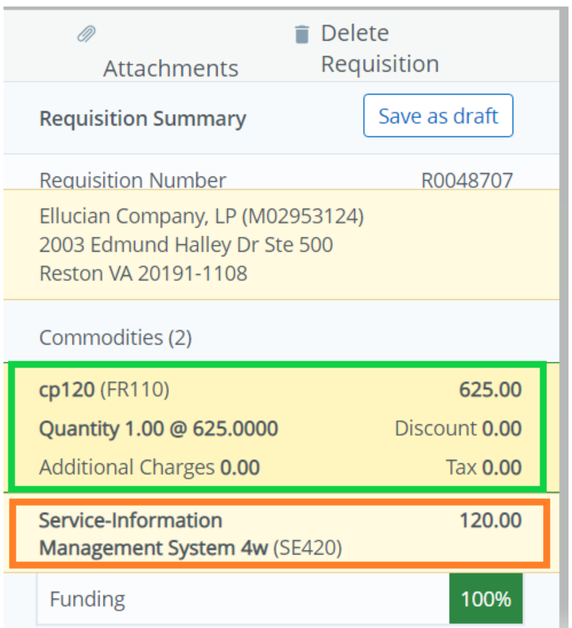


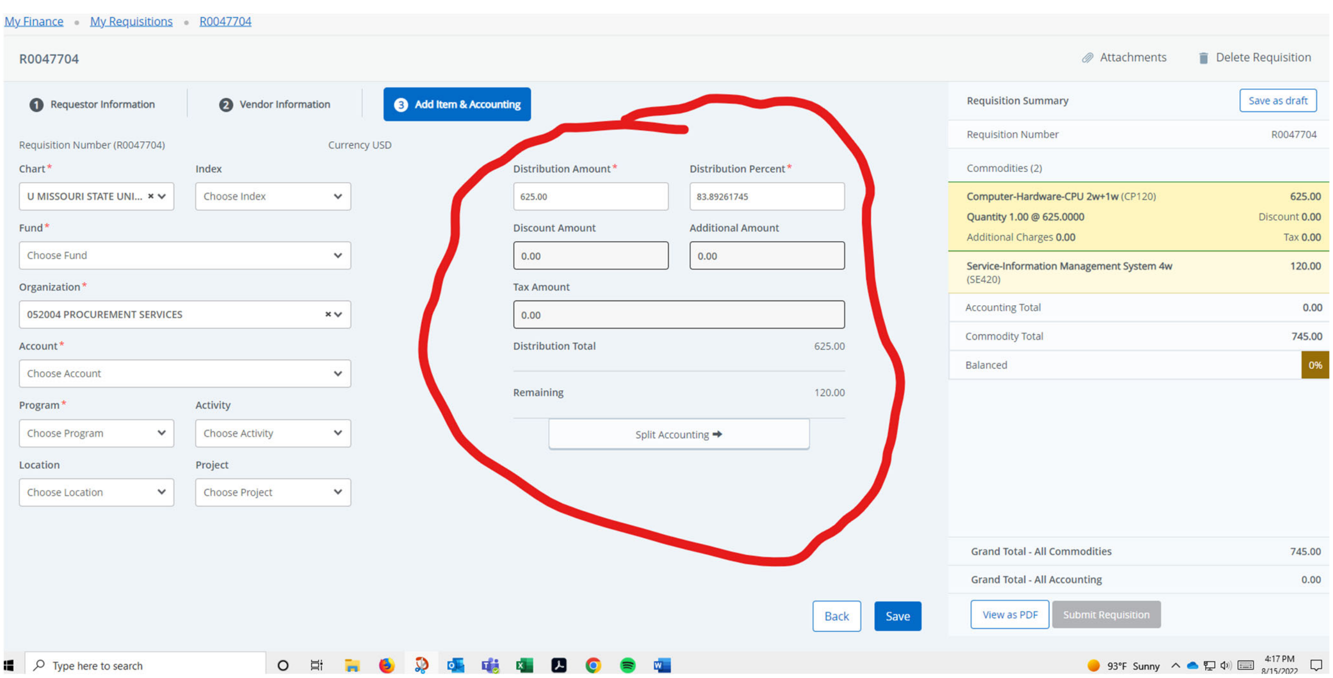
6. Click **Add Accounting** to continue to charge the item(s) to the budget/FOAPAL. The page refreshes with the required fields for accounting information.

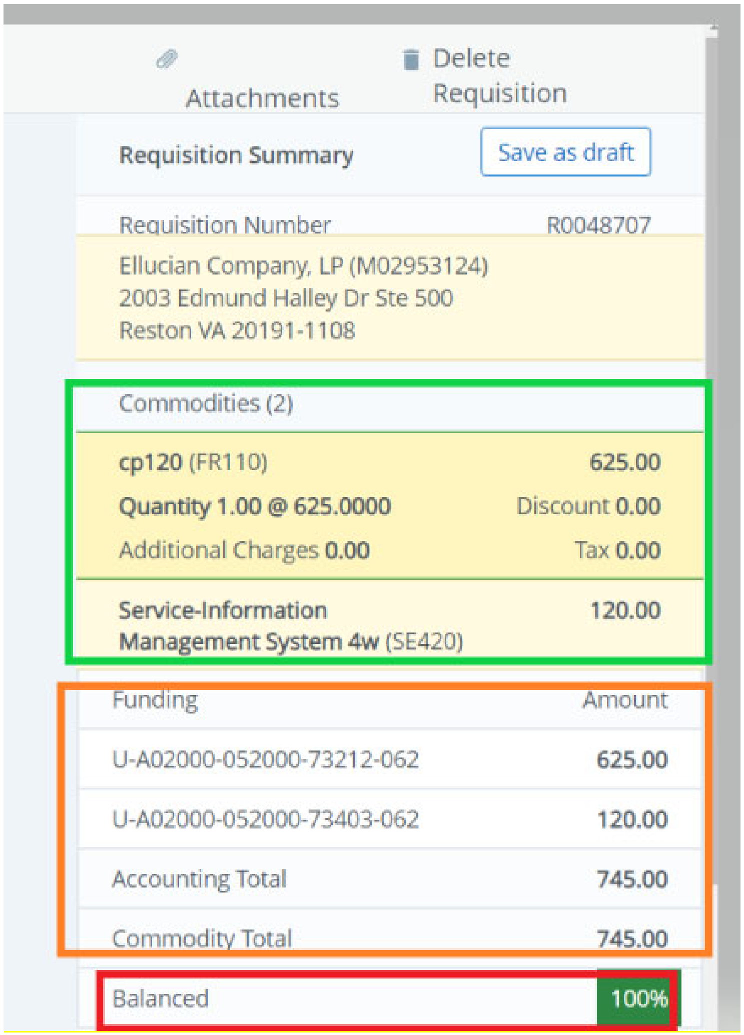


Charge $625 for item/commodity code CP120 over to account code 73212, click **Split Accounting** to continue.
Charge $120 for service item/commodity code SE420 to 73403, click **Save**.

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.

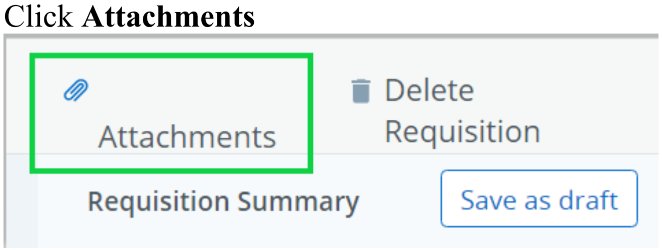




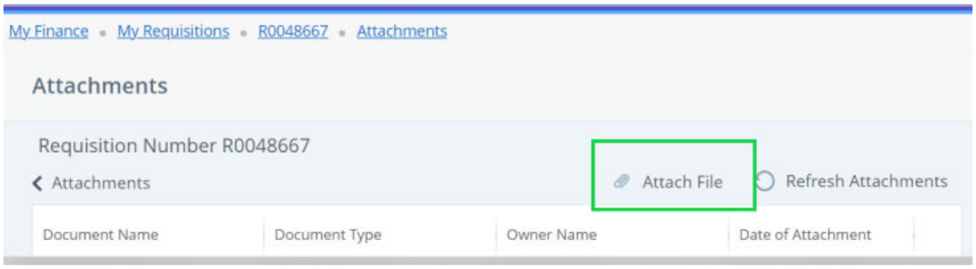


7. **Attach Supporting Document for Requisition.**
   Click Attachments button on the upper right corner and follow the prompts to upload all supporting documents for your requisition. To have your requisition processed in a timely manner kindly attach backup documentation into to your requisition in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

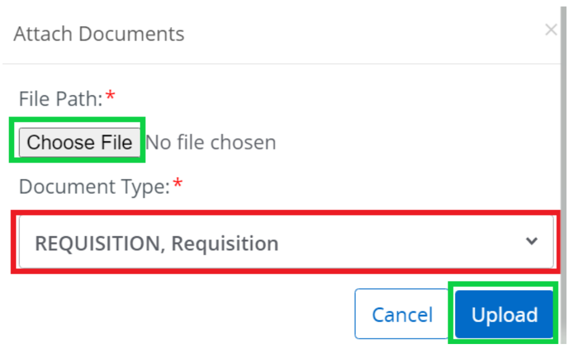
   Click **Attachments**



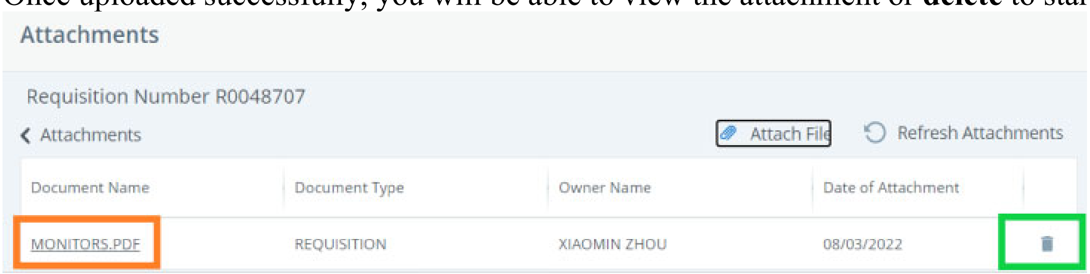
   Click **Attach File**



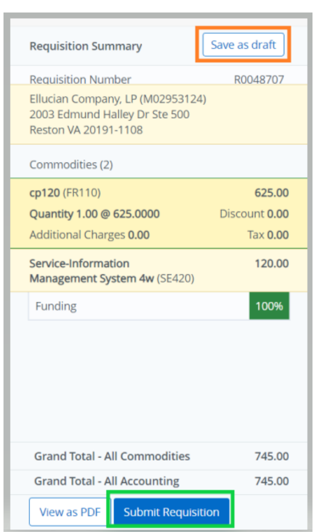
Click **Choose File** button to select your supporting document to upload. **PDF is Required**. Click **Upload**. It will attach the document to your requisition. **Document Type MUST ALWAYS** be **REQUISITON** before you upload. File size must be smaller than 10MB/10000 KB or the document will be rejected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



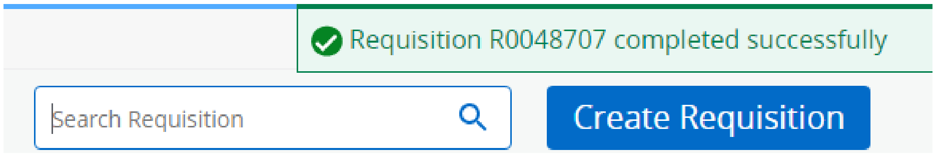
Once uploaded successfully, you will be able to view the attachment or **delete** to start over.



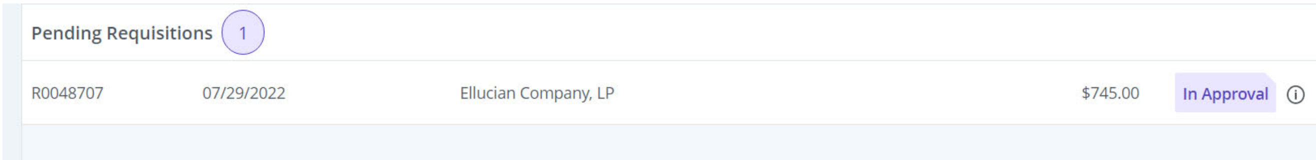
8. **Submit Requisition**
   Click **Submit Requisition** to submit your requisition for approval; or click on **Save as draft** if you want to return to the requisition to make changes before submitting.



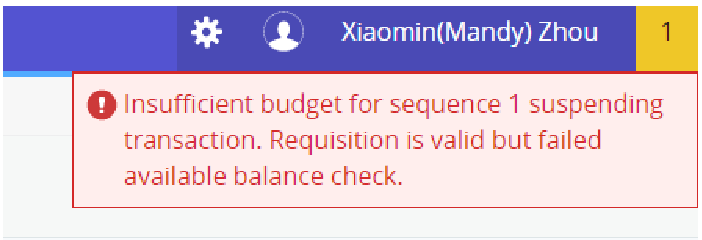
You will receive a (green) message if requisition was submitted successfully.



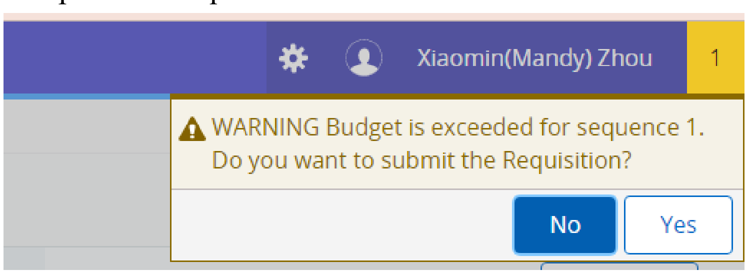
Submitted requisition will be under **Pending Requisitions** waiting for approval.



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



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



If you are getting any other error message during the process of creating a requisition, please contact BannerFinance@missourstate.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
	$9,999,999,999.98	--	--
	$9,999,999,999.98	--	--
	$9,999,999,999.98	--	--
	$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
...		$3,000.00	--	--
...		$3,000.00	--	--
...		$3,000.00	--	--
...		$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
	$9,999,999,999.98		GIS6
	$9,999,999,999.98		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.