

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.

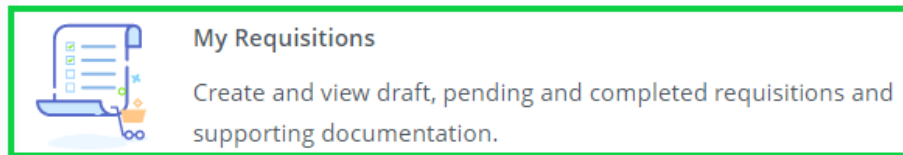
The screenshot shows the 'My Finance' dashboard for user Xiaomin. It features a grid of eight functional cards. The 'My Requisitions' card is highlighted with a red border. The cards are as follows:

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

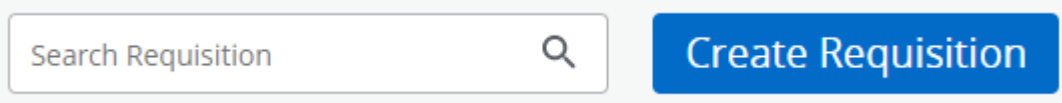
Part II - Creating a Requisition

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 (with exception of **Tax Group**).

Public Comment: Please always use **Public Comment** under **Requester Information's** tab for requisition's document text and such text will 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.

My Finance • My Requisitions • Create Requisition

Requestor *
Xiaomin (Mandy) Zhou

Transaction Date * Delivery Date *
08/03/2022 08/03/2022

Requestor Email
XiaominZhou@MissouriState.edu

Accounting Type : Document level

Requisition Comments

Public Comment
Enter comments for the requisition

Private Comment
Enter comments for the requisition

Chart *
U MISSOURI STATE UNIVERSITY

Organization *
052000 FINANCIAL SERVICES-CF...

Ship To Location *
STMA

Attention To * Tax Group
Mandy Zhou Choose Tax Group

Ship To Location
Attention: Mandy Zhou
Receiving Dock
Springfield MO 65897

Back Next

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. **DO NOT** select a **Discount Amount**. 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 is a checkbox labeled 'Choose vendor for me'. Underneath, there is a 'Vendor' dropdown menu. The dropdown is open, showing a search bar with 'ellucian' entered. Below the search bar, a list of vendors is displayed. The first vendor, 'Ellucian Company, LP (M02953124)', is highlighted in blue. Its address is '4375 Fair Lakes Ct Fairfax VA 22033-4234'. Other vendors listed include 'Ellucian Support Inc. (M00048472)' with addresses in Malvern PA and Chicago IL.

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

This screenshot shows the 'Vendor Information' step with more fields filled out. The 'Vendor' dropdown now shows 'Culligan Water of Springfield (M00120404)'. Below this is a 'Vendor Information' section with a yellow background, containing the address: 'Culligan Water of Springfield (M00120404), 2111 E Central Ct, Springfield MO 65802'. There is a 'Vendor Email' dropdown menu with the text 'Choose/Enter Email'. At the bottom, there are two dropdown menus: 'Discount' (with 'Choose Discount' selected) and 'Currency' (with 'Choose Currency' selected).

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, there are three tabs: '1 Requestor Information', '2 Vendor Information', and '3 Add Item & Accounting' (which is active). Below the tabs is the 'Add Item(s)' section. It features a search bar with 'speaker' entered. Below the search bar, a dropdown menu is open, showing a list of items. The first item, 'Service-Honorarium/Speaker (SE392)', is highlighted in blue.

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. Leave **Tax Group, Discount Amount and Additional Amount** blank as these are not used.

Public Comment: Please always use Public Comment under Requester Information’s tab for requisition’s document text and such text will 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.

MyFinance • My Requisitions • R0048669

R0048669 Attachments Delete Requisition

1 Requestor Information 2 Vendor Information 3 Add Item & Accounting

Add Item(s)

Choose Item

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

Requisition Summary Save as draft

Requisition Number R0048669

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

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

Grand Total - All Commodities 745.00

Grand Total - All Accounting 0.00

Back Add Accounting View as PDF Submit Requisition

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.

Back Add Accounting

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

Elucian 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%

R0047704 Attachments Delete Requisition

1 Requestor Information

Requisition Number (R0047704) Currency USD

Chart * Index

U MISSOURI STATE UNI... Choose Index

Fund * Choose Fund

Organization * 052004 PROCUREMENT SERVICES

Account * Choose Account

Program * Choose Program

Location Choose Location

3 Add Item & Accounting

Distribution Amount * Distribution Percent *

625.00 83.89261745

Discount Amount Additional Amount

0.00 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

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

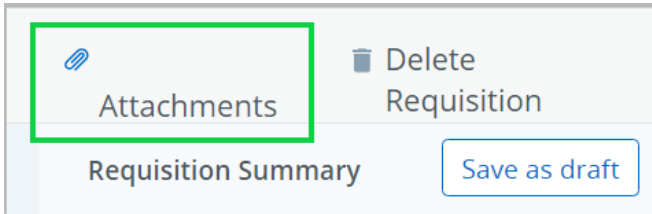
Funding	Amount
U-A02000-052000-73212-062	625.00
U-A02000-052000-73403-062	120.00
Accounting Total	745.00
Commodity Total	745.00

Balanced	100%
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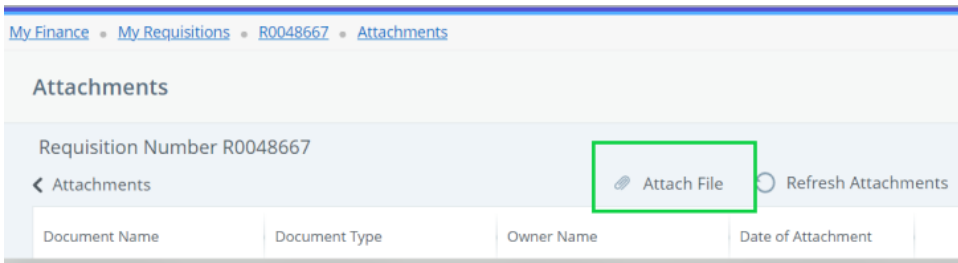
7. **Attach Supporting Document for Requisition.**

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.

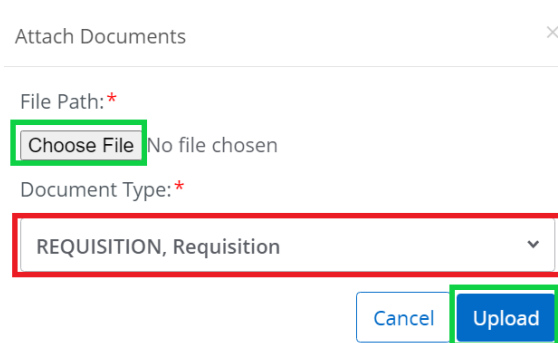
Click **Attachments**



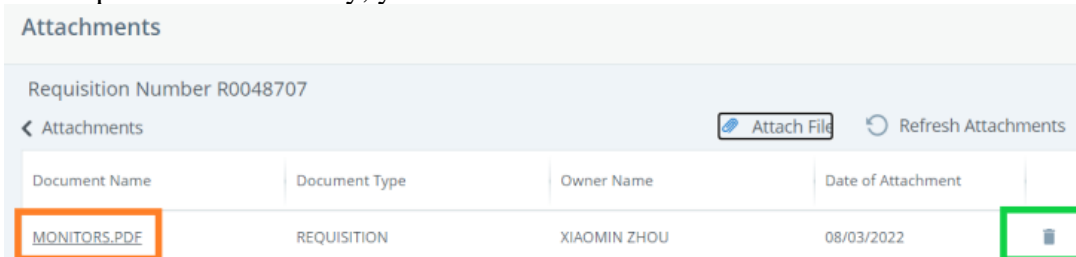
Click **Attach File**



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 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.

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%

Grand Total - All Commodities 745.00
Grand Total - All Accounting 745.00

View as PDF Submit Requisition

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 <input type="button" value="Info"/>

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

Once a requisition is submitted successfully, you may run [Budget Access by Fund and Organization](#) to see who will be approving your requisition by entering the Fund and Organization to review. In Banner Finance, approval is setup by Fund and Origination code only, it does not matter what account or program code being used in that requisition.

Requisition Approval Situations:

1. Requisition will only require one person’s approval if there are multiple approvers in the same approval queue with same approval amount.

One person’s approval approves for all. 90% of approval queues are set up this way.

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	--	--

2. If the approval queue has different approval limits, then the approval for requests will be based on the amount of the requisition. Around 6% of approval queues are set up this way.

Example:

- a. If the amount of requisition is **below or equal to \$3000**, it will only need **ONE approval** from green approver list as they are in the same approval level.
- b. If the amount of requisition is **greater than \$3000**, then it must need **TWO approvals**: One from the green approvers list and another approval 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	--	--

Here the approval limit of \$3000 is just an example, it can be set up with any amount that department wishes.

3. If the approval queue has **Next Approver** after, then requisition must need **TWO approvals**: one approval from the first queue (yellow), another approval from the Next Approver queue (green). Very few percentage of approval queues are set up this way.

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 Notes for Requisition Approval:

There is **no email notification going to Approver (s) when your requisition is submitted**, this was the initial setup when banner was implemented. The reason behind is that in most cases, there are multiple approvers in one approval queue (additional approvers can approve when others are out of the office.) and if the system were to send the requisition notification to approvers, all approvers will get such notification. Some might take the action faster than others, which could cause confusion to all approvers. The best practice is to send a message to your approver and let them know your requisition is waiting for them to approve.

However, if a requisition is being denied/rejected by the approver, approver will be required to compose a **deny message and such message will to the originator/initiator of the requisition** where they can correct the information and re-submit or delete it if not needed.

All requisition approved by departments from situations above must go into a Final Validation Approval queue in Financial Services and this validation approval is to make sure the **expenses are being charged to the correct accounting account or program codes.**

If mixed fund-organization (budgets) are used in a requisition requiring different approvers' approval from different departments, please have the approver use "**All documents User may approve**" option when Approving documents/Requisition.

Part IV - Other Features in My Requisition Dashboard

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

My Requisitions Search Requisition 🔍 [Create R](#)

Requisition	Date	Vendor	Amount	Status
Draft Requisitions 2				
R0048707	07/29/2022	Ellucian Company, LP	\$745.00	Draft
R0047846	02/25/2022		\$50.00	Draft
Pending Requisitions 0				
Completed Requisitions 150				
R0048391	06/09/2022		\$72,220.59	Converted to PO ⓘ
R0048184	05/24/2022	Inside Track	\$16,500.00	Converted to PO ⓘ

- 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.