

# BANNER SELF SERVICE

## Requisition Manual

(updated April 23, 2010)

This manual guides you step by step through the process of creating a purchase requisition for an order you that you would like to place. Once created, the requisition is forwarded through the electronic approval queue process. The final approval of the requisition is completed by the Purchasing department where it is reviewed for accuracy and policy compliance and then turned into a purchase order (PO). Once a PO# has been assigned, the order will be placed with the vendor. Please reference the "Procurement Procedures" document for the complete process of procuring goods and services.

Open **MC Square** using Internet Explorer or Firefox.

Under the **Home** tab, select **Self-Service Main Menu**.

Select **Finance** from the main menu.

Select **Requisition**.

### 1.) Let's begin by **Searching for a Vendor**.

- a. Scroll down to the Code Look up section.

*Code Lookup*  
Chart of Accounts Code   
Type   
Code Criteria   
Title Criteria   
Maximum rows to return

- b. **Chart of Accounts Code** defaults to "1".

- c. **Type** – Use the drop-down arrow to view the options available and select "**vendor**".

Type   
Code Criteria   
Title Criteria   
Maximum rows to return   
  
Use Template   
Transaction Date   
Delivery Date   
Vendor ID

- d. **Code Criteria**...skip this field and leave blank.

- e. **Title Criteria** – Using the wildcard “%” before and after, enter the vendor name. It works best to enter only one word of the title.

For example: enter %Grimm% to search for Grimm Trophy. Click on **Execute Query**.

Type vendor  
Code Criteria  
Title Criteria %Grimm%  
Maximum rows to return 10  
Execute Query

- f. This query will return one or more selections for you to choose from. Find your vendor and look for an address with the “Type” “PO” (Purchase order address). Copy and paste the vendor ID number in to the **Vendor ID** field below. If there is more than one PO type and you want to use a different Sequence address you will need to type in PO in **Address Type** and the Seq number in **Address Sequence**.

Code lookup results

Vendor ID	Name	Address	Type	Seq
00191860	Grimm Trophy & Gift Shop	2265 Carlisle Road York PA 17408	BU	1
00191860	Grimm Trophy & Gift Shop	2265 Carlisle Road York PA 17404	PO	1
OC	Grim,	rochester Mills PA 15771-9707	MA	1
OC	Pilgrim	Bryne Mawr PA 19010	MA	1
OC	Grimm	New Cumberland PA 17070-1547	MA	1
00562220	Pilgrim Tours and Travel	PO Box 268 Morgantown PA 19543	AP	1
00562220	Pilgrim Tours and Travel	P.O. Box 268 Morgantown PA 19543	BU	1
00562220	Pilgrim Tours and Travel	PO Box 268 Morgantown PA 19543	PO	1
OC	Grimes	Nassau	AP	1
OC	Grimes	Nassau	PO	1

Copy ID.

Code Lookup

Chart of Accounts Code 1

Type vendor

Code Criteria

Title Criteria %Grim%

Maximum rows to return 10

Execute Query

Use Template None

Retrieve

Transaction Date 23 APR 2010

Delivery Date 30 APR 2010

Vendor ID 00191860 Type PO Seq 1

Vendor Validate

Vendor Contact

Vendor E-mail

Requestor Name Wendy Starnier

Paste ID here.

Type the “Type” (PO) and “Seq” (1) listed here.

## TROUBLESHOOTING: Can't Find a Vendor?

- Try several variations of vendor spelling, punctuation, spacing, etc... to locate the vendor.
- You may also need to increase the default number of rows to return in the query.
- If the vendor still cannot be located, leave the vendor information blank and continue. It is possible that the vendor is not in the system and there will be detailed instructions later in the manual when we discuss "Comments to Procurement" to get a new vendor entered into the system. It is possible to complete a requisition without having a vendor identified.

### Code lookup results

Vendor ID	Name	Address	Type	Seq
00191860	Grimm Trophy & Gift Shop	2265 Carlisle Road York PA 17408	BU	1
00191860	Grimm Trophy & Gift Shop	2265 Carlisle Road York PA 17404	PO	1
00	Grim,	Rochester Mills PA 15771-9707	MA	1
00	Pilgrim,	Bryne Mawr PA 19010	MA	1
00	Grimm,	New Cumberland PA 17070-1547	MA	1
00562220	Pilgrim Tours and Travel	PO Box 268 Morgantown PA 19543	AP	1
00562220	Pilgrim Tours and Travel	P.O. Box 268 Morgantown PA 19543	BU	1
00562220	Pilgrim Tours and Travel	PO Box 268 Morgantown PA 19543	PO	1
00	Grimes	Nassau	AP	1
00	Grimes	Nassau	PO	1

### Code Lookup

Chart of Accounts Code

Type

Code Criteria

Title Criteria

Maximum rows to return

Try changing these to find the vendor.

Use Template

Transaction Date

Delivery Date

Vendor ID  Type  Seq

Vendor Contact

Requestor Name

Still can't find it? Leave this blank.

Vendor E-mail

- g. **Vendor Validate** – Click this button to retrieve the vendor address. Contact purchasing if you receive the message “No default address”. Purchasing will enter the necessary information. Vendor contact and email information will populate if available.

Vendor ID	00191860	Type	PO	Seq	1	Vendor Validate
Vendor Contact	Matt Schaedler					Vendor E-mail
Vendor Name	Grimm Trophy & Gift Shop					
Vendor Address	2265 Carlisle Road					
	York PA 17404					
Fax Number						

2.) **Enter the Dates:**

- a. **Transaction Date** – Automatically defaults to the current date that the requisition is entered.

Transaction Date	19	APR	2010	Vendor Validate	
Delivery Date	26	APR	2010	Vendor E-mail	
Vendor ID	00191860	Type	PO	Seq	1
Vendor Contact	Matt Schaedler				
Vendor Name	Grimm Trophy & Gift Shop				

- b. **Delivery Date** – defaults to 7 days from transaction date. **HOWEVER, it is VERY IMPORTANT to enter the correct anticipated deliver date so that the Procurement Staff can properly monitor all open PO's.**

If this is a “Blanket Order” requisition, enter the date the order will be completed. For example: a Blanket Order for the first quarter of the fiscal year should have a delivery date of September 30, 2xxx. A new Blanket Order for quarter 2 should be created and have a delivery date of December 31, 2xxx.

### 3.) Requestor Information

- a. **Requestor Name** – this will default to your name.
- b. **Requestor E-mail** – this will default to your email address. A copy of the **purchase order** will be emailed to you upon completion. If you prefer the purchase order be emailed to someone else, enter their email address.
- c. **Phone** and **Fax** information – optional but is helpful to the vendor if they need to clarify your order.

Requestor Name	Gretchen Banks		
Requestor E-mail	GBanks@messiah.edu		
	Area Code	Phone Number	Extension
Requestor Phone	717	6916010	2100
Requestor Fax			
Chart of Accounts	1	Organization	2740
Currency Code	USD	Discount Code	None
Ship Code	CREC	Attention To	Stoney Miller

- d. **Chart of Accounts** –defaults to “1”.
- e. **Organization** – defaults to your organization number.
- f. **Currency Code** and **Discount Code** – automatic defaults.
- g. **Ship Code and Attention To**– This defaults to **CREC** (Central Receiving) and Stoney Miller. Other options are available by using the “Code Lookup” at the top of the screen.

Choose Validate, if desired, to validate calculations and codes. Choose Complete to perform

**Code Lookup**

Chart of Accounts Code: 1

Type: vendor

Code Criteria: account, activity, address type, buyer, chart, commodity, currency, discount, fund, index, location, organization, program, ship, tax group, unit of measure, vendor

Title Criteria:

Maximum rows to return:

Execute Query

Use Template: None

Retrieve

Transaction Date: 23

Delivery Date: 30

Vendor ID: 00191860

Type: PO

Seq: 1


Vendor Contact: Matt Schaedler

Vendor E-mail:

Vendor Validate

- **Chart of Accounts Code**- Defaults to “1”

- **Type-** From the drop-down choices select “ship”
- **Code Criteria-**Leave blank
- **Title Criteria-**Leave blank.
- **Execute Query.**
- Find the correct code and copy and paste or type the desired ship code in the space.

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

*code lookup results*

Ship Code	Contact Name	Address Line 1	Address Line 2	Building	City
BMDL	Bob Brubaker	133 W. Lisburn Road			Bowmansdale
COLP	Bob Madden	133 W. Lisburn Road			Bowmansdale
CREC	Stoney Miller	One College Ave			Grantham
HBG	David Hietala	28 Dewberry Street			Harrisburg
NONE	none	None			
OFFC	employee	Off campus site			
PHILA	Jason Houser	2026 North Broad Street			Philadelphia
PICKUP	employee	pickup			
TEST	contact	a1	a2	b	c

Chart of Accounts	1	Organization	2740
Currency Code	USD	Discount Code	None
Ship Code	CREC	Attention To	Stoney Miller
Comments to Procurement	<input type="text"/> <span style="color: blue;">Document Text</span>		

- h. **Attention To** – defaults to name associated with the ship code. If you prefer, you may change the name to the person or building you want the order delivered to.

- 4.) **Comments to Procurement** – this field is **only viewed by purchasing** and is used to give specific instructions. It does NOT print on the PO. Common examples:

- “New Vendor: see document text for info” (Purchasing will contact you so that you can assist in establishing a vendor profile.)
- “I will order” (It is assumed purchasing will place the order if not noted otherwise),
- “1 of 2 pages” or “2 of 3 pages”, etc... (Each requisition only allows 5 lines to be written, therefore if you are placing a large order, you may need to complete other requisitions. It is helpful to Purchasing to know that there are multiple requisitions associated with one order so that they can merge them into one PO.)

Currency Code	USD	Discount Code	None
Ship Code	CREC	Attention To	Stoney Miller
Comments to Procurement	<input type="text"/> Pg 1 of 3, I will order <span style="color: blue;">Document Text</span>		

Item	Commodity Description	U/M	Quantity	Unit Price
1		EA		

5.) **Document Text** – clicking on this button will open a window with two text box options.

Currency Code: USD      Discount Code: None

Ship Code: CREC      Attention To: Stoney M...

Comments to Procurement: Pg 1 of 3, I will order

**Document Text**

Click on Document Text and this screen will appear.

Item	Commodity Description	U/M	Quantity	Unit Price
1		EA		

## Document/Commodity Text

Enter Document Text, **Print:**

Quote #14873

Enter Document Text, **No Print:**

ABC Company  
1 Main Street  
Anywhere, PA 18273

2nd quote - Cumberland Stamp  
\$5.00 each

or

Must use this vendor as they are the

Save

[\[ Exit document/item text page \]](#)

RELEASE: 8.1

- The first box states **“Print”** and will appear on the purchase order as a header above the first line item. This should only be used to enter a quote number or “Attention: Joe Smith” (sales rep).
- The second text box states **No Print** and is used to give the Purchasing staff detailed instructions about:
  - A new vendor that needs entered into the system.
  - Change of address information for a vendor.
  - Instructions for placing the order: “I will email the quote to the Purchasing department. Please include the quote with purchase order when placing the order with the vendor”.

- Quote Information: For orders that are required to get quotes (according to the Purchasing Decision Matrix), the Vendor Names and Dollar Amount of competing quotes is required to be entered here.
  - Sole Source Vendor Information: If the vendor is considered a “Sole Source Vendor” (as defined by the Purchasing Decision Matrix”) an explanation is required to be entered here.
  - Any other communication necessary to for the Procurement Staff to facilitate a timely response to processing the requisition.
- When you have completed typing the information, you must click **Save** and **Exit document/item text page** to return to the requisition form.

Document/Commodity Text

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Enter Document Text, Print:

Quote #14873

Enter Document Text, No Print:

ABC Company  
1 Main Street  
Anywhere, PA 18273  
2nd quote - Cumberland Stamp  
\$5.00 each  
or  
this vendor as they are the

Save

[ Exit document/item text page ]

RELEASE: 8.1

6.) Identify the items you need to order.

- a. Line Item 1, **Commodity Description** - Enter a description of the first item.

Item	Commodity Description	U/M	Quantity	Unit Price
1	8 x 8 sign	EA		
2		None		
3		None		
4		None		
5		None		

Commodity Validate

This field is limited to 50 characters. If you need more space for additional text or prefer to use more than one line you will need to open a text box. By clicking on the Item number (1) you will open a window with two text boxes similar to the Document Text box above.



## Document/Commodity Text

The screenshot shows a software interface titled "Document/Commodity Text". It features two text entry areas. The first area is labeled "Enter Item 1 Text, **Print**" and contains the text: "White letters on blue background to read:", "Mary Smith", "Biology", "Rm 131", and "10% discount applied". The second area is labeled "Enter Item 1 Text, **No Print**" and contains the text: "this is to replace original [unclear] that was cracked.].". Below these areas is a "Save" button and a blue link labeled "[ Exit document/item text page ]". At the bottom left, the text "RELEASE: 8.1" is visible. Red circles highlight the "Print" and "No Print" labels, the "Save" button, and the exit link.

Use the **Print** box for additional information that WILL print on the PO for the vendor to see. Common examples:

- Measurements
- Colors
- Detail
- Discounts taken may be noted in this box.
- NOTE: Do not type the line item information from the main screen in the text box. This will cause the line to print twice on the purchase order.

Use the **No Print** box to enter information to be viewed by your supervisor. The vendor will not see this information. Common examples:

- Purpose of the order
- Replacement item
- Item is for a specific project

When you are finished with entering text, you must click **Save** and [Exit document/item text page](#) to return to the requisition form.

Item	Commodity Description	U/M	Quantity	Unit Price
1	8 x 8 sign	EA		
2		None		
3		None		
4		None		
5		None		

Commodity Validate

- U/M** – 1<sup>st</sup> line defaults to EA. You may use the drop-down box to view other options for units of measurement.
- Quantity** – enter the quantity you want to order.
- Unit Price** – enter the cost per unit. Banner does not accept the “,”. For large dollar amounts just enter the numbers ie: 1000.00.

Continue using the same process for additional items. Note: the requisition only allows 5 items. If you are ordering more than this you will need to do another requisition for each additional 5 items.

- Commodity Validate** – click this button once the fields are completed. If there are any errors you will see a red stop sign with a message indicating what needs corrected. Otherwise, the **Calculated Commodity Amounts** will be filled in. This will show you the total dollar amount.

Item	Commodity Description	U/M	Quantity	Unit Price
1	8 x 8 sign	EA	1	15
2	badge holders	BOX	2	10.5
3		None		
4		None		
5		None		

Commodity Validate

**Calculated Commodity Amounts**

Item	Extended Amount	Discount Amount	Additional Amount	Net Amount
1	15.00			15.00
2	21.00			21.00
3				
4				
5				
Totals:	36.00	0.00	0.00	36.00

8.) **Accounting** – this area designates what org (s) and account(s) you are charging your order to.

**Calculated Commodity Amounts**

Item	Extended Amount	Discount Amount	Additional Amount	Net Amount
1	15.00			15.00
2	21.00			21.00
3				
4				
5				
Totals:	36.00	0.00	0.00	36.00

☒ Dollars ☐ Percents



Seq#	Chart	Index	Fund	Orgn	Account	Program	Activity	Location	Accounting
1	1	2740							15.00
2	1	2740							21.00
3									
4									
5									

Save as Template

☐ Shared

- Dollars** default – may select percents if you choose.
- Chart** – defaults to 1.
- Index** – enter the org# number you are ordering for.
- Accounting** – enter the dollar amount in the far right space. You may put the total dollar amount if all items are to be charged to the same organization **and account**. **If the order requires charging different organizations AND/OR accounts, you must enter the dollar amounts separately.** The total dollars listed should match the total calculated commodity amount.
- Leave all other fields blank and hit “Validate”

9.) **Validate** – The “Validate” function in Banner checks the transaction for proper accounting.

-  Sequence 1 accounting information is incomplete
-  Sequence 2 accounting information is incomplete

When you “Validate”, you will see a red stop sign with the message “Sequence 1 accounting information is incomplete”. These error messages are OK, however if there are additional red stop signs, these are different errors which need to be corrected. To complete the transactions simply scroll back down to the accounting area and enter the account number(s) ie. 6320.

(If you had entered the account number previously, Banner clears it out during the validation step which requires you to enter them again.) You will notice the Fund, Program and Location have been filled in for you.

Seq#	Chart	Index	Fund	Orgn	Account	Program	Activity	Location	Accounting
1	1		1000IN	2740	6320	INSSUP		GRAN	15
2	1		1000IN	2740	6321	INSSUP		GRAN	21
3									
4									
5									

Save as Template

☐ Shared

**Activity** – this is an optional field for those who use **activity codes** to further define a charge within an account number. If you do not use activity codes, leave blank.

Be sure to correct any other errors and **Validate** again. You will receive the message **Document Validated with no errors**. You must then scroll back to the bottom and click on **Complete**. This will give you the message **Document R000....Completed and forwarded to the approval process**.

☒ Document Validated with no errors

☒ Document R0001916 completed and forwarded to the Approval process

You will want to record the requisition number for tracking purposes.

If you have more items to order from this vendor, click **Another Requisition, Same Vendor**. A new form will appear with the vendor information filled in. You will just need to enter your additional items and process as normal.

If you have more orders to place for other vendors click **Another Requisition, New Vendor** and continue with the same process.

The requisition has now been forwarded through the queues in the Banner approval process. The next approver in the queue will receive an email notifying him/her that there is a requisition waiting for their approval.

# Viewing a Requisition

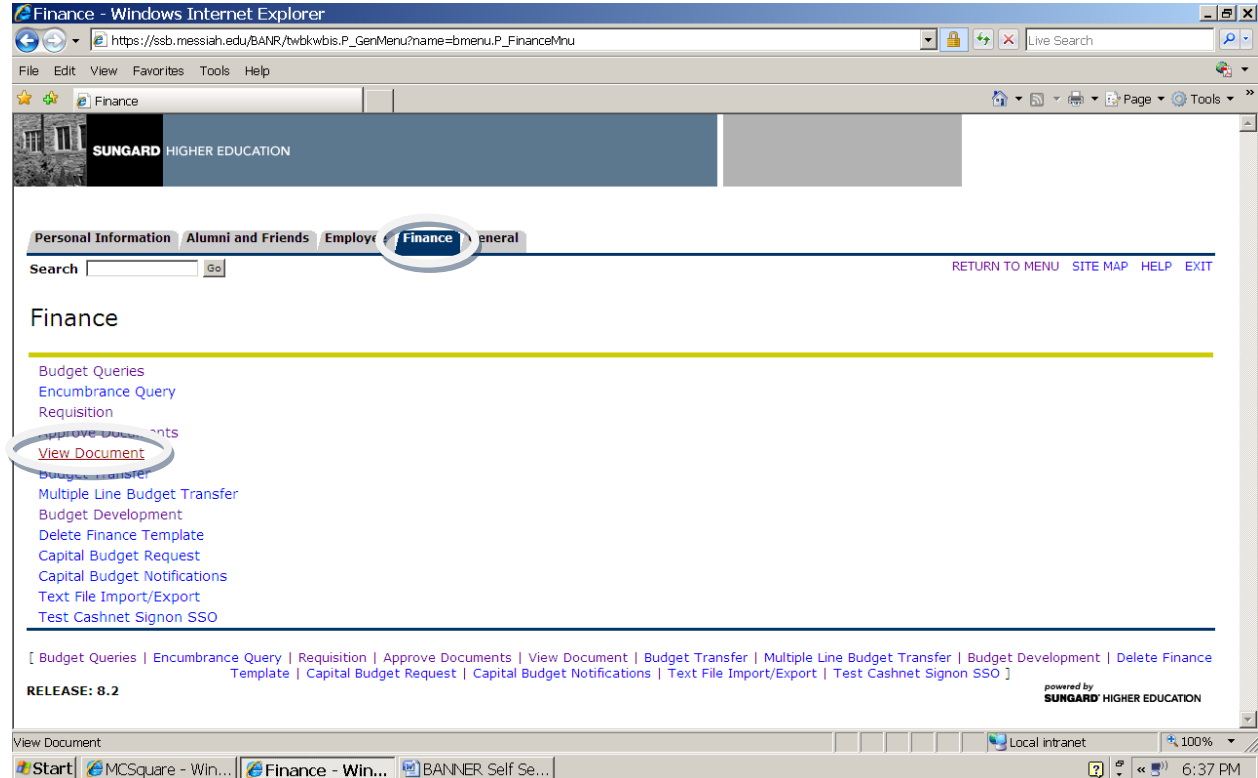
If you have budget access, you may view your requisition and track the approval process by using the **View Document** tab. If you do not have budget access, you cannot view the requisition.

Open **MC Square** using Internet Explorer or Firefox.

Under the **Home** tab, select **Self-Service Main Menu**.

Select **Finance** from the main menu.

Select **View Document**.



Choose type:  Document Number:

Submission#:  Change Seq#  Reference Number:

Display Accounting Information

☒ Yes ☐ No

Display Document/Line Item Text ☒ All ☐ Printable ☐ None

Display Commodity Text ☒ All ☐ Printable ☐ None

☒ View document ☐ Approval history

1. **Choose Type:** Choose the type of document you want to view (**Requisition**)
2. **Document Number:** Enter the requisition number assigned to your order in the space next to **Document Number**.
3. At the bottom of the screen click both circles labeled **All**.
4. Click on **View document**. This will bring up the requisition with all detail.

Requisition	Order Date	Trans Date	Delivery Date	Print Date	Total
R0001929	Apr 19, 2009	Apr 14, 2009	Apr 19, 2009		36.00
Origin:	SELF_SERVICE				
Complete:	Y	Approved:	N	Type:	Procurement
Cancel Reason:				Date:	
Requestor:	Gretchen Banks		2740	Procurement	
	717691-6010 X 2100		GBanks@messiah.edu		
Accounting:	Document Level				
Ship to:	One College Ave				
	Grantham, PA 17027 United States				
Attention:	Stoney Miller				
Contact:	Stoney Miller			717-766-6011 X 3520	
Vendor:	00191860	Grimm Trophy & Gift Shop			
	2265 Carlisle Road				
	York, PA 17404				
Phone:	717-764-8056		Fax:		
Document Text:	Quote #14873				
	New vendor address:				
	ABC Company				
	1 Main Street				
	Anywhere, PA 18273				
	Will fax quote to you. Please include with				
	purchase				
	order when sending to vendor.				

#### Requisition Commodities

Item	Commodity	Description	U/M	Qty	Unit Price	Ext Amount	
				Disc	Addl	Tax	Cost
1		8 x 8 sign	EA	1	15	15.00	
				.00	.00	.00	15.00
		White letters on blue background to read:					
		Mary Smith					
		Biology					
		131					
		This is to replace original sign that was					
		cracked.					
2		Badge holders	BOX	2	10.5	21.00	
				.00	.00	.00	21.00
Total:						36.00	

#### Requisition Accounting

Seq#	COA	FY	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSFSusp	NSFOvr	Susp	Amount
1	1	09		1000IN	2740	6320	INSSUP		GRAN		N	N	N	15.00
2	1	09		1000IN	2740	6321	INSSUP		GRAN		N	N	N	21.00
Total of displayed sequences:														36.00

☒ No Related Documents Available

To track **the Approval Routing** you must return to the View Document page.

1. Use the “Back one page” arrow at the top left of the page to return. Your requisition number should still be in the Document Number space.
2. Click the **Approval History** button. (See below.)

Choose type:  Document Number:   
Submission#:  Change Seq#:  Reference Number:

Display Accounting Information  
☒ Yes ☐ No

Display Document/Line Item Text ☒ All ☐ Printable ☐ None  
Display Commodity Text ☒ All ☐ Printable ☐ None

This will show you who has approved your requisition and/or who needs to approve it.

#### Document Identification

Document Number	R0001929	Type	Requisition
Originator:	GBANKS	Gretchen Banks	

#### Approvals required

Queue	Description	Level	Approvers
5DPS	DIRECTOR OF PURCHASING & SUPPORT SV	1	
			Wendy Starnier

☒ No approvals have been recorded for this document

Once the approval(s) has been recorded the requisition is forwarded to Purchasing and the purchase order is created.

If you did not record the requisition number and would like to track its progress you can find it by retrieving all the requisitions processed that month.

1. From the **View Document** screen click on **Document Number**. This will open a **Document Lookup** screen.

### Document Lookup

\* - at least one of these fields required.

#### Requisition Code Lookup

Document Number \*

User ID \*

Activity Date \*

Transaction Date \*

Vendor ID \*

Requestor

Approved

Completed

Reference Number \*

Execute Query

Exit without Value

GBANKS

All

All

All

JANUARY

FEBRUARY

MARCH

APRIL

MAY

JUNE

JULY

AUGUST

SEPTEMBER

OCTOBER

NOVEMBER

DECEMBER

2. Under **Transaction Date** use the drop down arrows to select the month and year you are searching for.
3. **Execute Query** - This will bring up all the requisitions you have processed for the month.
4. Click on the number you want and the requisition will populate.

You can also track an order that has been placed, received and paid using the **View Document** field.

1. Enter either the requisition number or the purchase order number to retrieve all action that has been taken on that order. (Be sure to change the "Type" to purchase order if selecting a purchase order number.)
2. Select the **All** circles
3. **Execute Query** - Scroll to the bottom of the screen to see related documents ie: payment information, dates, etc.

#### Related Documents

Transaction Date	Document Type	Document Code	Status Indicator
Feb 02, 2009	Receiving Documents	Y0006684	Completed
Jan 05, 2009	Requisition	R0001115	Approved
Feb 02, 2009	Invoice	I0056075	Paid
Feb 04, 2009	Check Disbursement	00509116	Final Reconciliation