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.

b. Chart of Accounts Code defaults to “1”.

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

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**.

<table>
<thead>
<tr>
<th>Type</th>
<th>vendor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code Criteria</td>
<td></td>
</tr>
<tr>
<td>Title Criteria</td>
<td>%Grimm%</td>
</tr>
<tr>
<td>Maximum rows to return</td>
<td>10</td>
</tr>
</tbody>
</table>

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**.

<table>
<thead>
<tr>
<th>Code lookup results</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor ID</td>
</tr>
<tr>
<td>-----------</td>
</tr>
<tr>
<td>00191860</td>
</tr>
<tr>
<td>00191860</td>
</tr>
<tr>
<td>00191860</td>
</tr>
<tr>
<td>00191860</td>
</tr>
<tr>
<td>00562220</td>
</tr>
<tr>
<td>00562220</td>
</tr>
<tr>
<td>00562220</td>
</tr>
<tr>
<td>00562220</td>
</tr>
</tbody>
</table>

Copy ID.

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

Paste ID 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.

Still can’t find it? Leave this blank.
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.

<table>
<thead>
<tr>
<th>Vendor ID</th>
<th>00191060</th>
<th>Type</th>
<th>PO</th>
<th>Seq</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor Contact</td>
<td>Matt Schaeder</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vendor Name</td>
<td>Grimm Trophy &amp; Gift Shop</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vendor Address</td>
<td>2265 Carlisle Road York PA 17404</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fax Number</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2.) **Enter the Dates:**
   a. **Transaction Date** – Automatically defaults to the current date that the requisition is entered.

| Transaction Date | 19 APR 2010 |
| Delivery Date    | 26 APR 2010 |

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.

d. Chart of Accounts – defaults to “1”.

e. Organization – defaults to your organization number.


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.

- 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.

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

<table>
<thead>
<tr>
<th>Ship Code</th>
<th>Contact Name</th>
<th>Address Line 1</th>
<th>Address Line 2 Building</th>
<th>City</th>
</tr>
</thead>
<tbody>
<tr>
<td>BMDL</td>
<td>Bob Brubaker</td>
<td>133 W. Lisbon Road</td>
<td></td>
<td>Bowmansdale</td>
</tr>
<tr>
<td>COLP</td>
<td>Bob Madden</td>
<td>133 W. Lisbon Road</td>
<td></td>
<td>Bowmansdale</td>
</tr>
<tr>
<td>CREC</td>
<td>Stoney Miller</td>
<td>One College Ave</td>
<td></td>
<td>Harrison</td>
</tr>
<tr>
<td>MSL</td>
<td>David McAla</td>
<td>265 Dewberry Street</td>
<td></td>
<td>Harrisburg</td>
</tr>
<tr>
<td>NONE</td>
<td>Joe</td>
<td>None</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OFFC</td>
<td>Employee</td>
<td>Off Campus Site</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHILA</td>
<td>Jason House</td>
<td>2026 North Broad Street</td>
<td></td>
<td>Philadelphia</td>
</tr>
<tr>
<td>PICKUP</td>
<td>Employee</td>
<td>Pickup</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TEST</td>
<td>Contact</td>
<td>a1 a2 bo c</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

- 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”.

[Exit document/item text page]
6.) Identify the items you need to order.

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

<table>
<thead>
<tr>
<th>Item</th>
<th>Commodity Description</th>
<th>U/M</th>
<th>Quantity</th>
<th>Unit Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>8 x 8 sign</td>
<td>EA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>None</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>None</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>None</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>None</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

   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.
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.
b. **U/M** – 1st line defaults to EA. You may use the drop-down box to view other options for units of measurement.

c. **Quantity** – enter the quantity you want to order.

d. **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.

7.) **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.
8.) **Accounting** – this area designates what org(s) and account(s) you are charging your order to.

<table>
<thead>
<tr>
<th>Item</th>
<th>Calculated Commodity Amounts</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Item</td>
</tr>
<tr>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>3</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
</tr>
<tr>
<td><strong>Totals:</strong></td>
<td></td>
</tr>
</tbody>
</table>

- **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.

<table>
<thead>
<tr>
<th>Seq#</th>
<th>Chart</th>
<th>Index</th>
<th>Fund</th>
<th>Orgn</th>
<th>Account</th>
<th>Program</th>
<th>Activity</th>
<th>Location</th>
<th>Accounting</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>10000N</td>
<td>2740</td>
<td>6320</td>
<td>INSSUP</td>
<td>GRAN</td>
<td>15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>1</td>
<td>10000N</td>
<td>2740</td>
<td>6321</td>
<td>INSSUP</td>
<td>GRAN</td>
<td>21</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>1</td>
<td>10000N</td>
<td>2740</td>
<td>6320</td>
<td>INSSUP</td>
<td>GRAN</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>1</td>
<td>10000N</td>
<td>2740</td>
<td>6320</td>
<td>INSSUP</td>
<td>GRAN</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>1</td>
<td>10000N</td>
<td>2740</td>
<td>6320</td>
<td>INSSUP</td>
<td>GRAN</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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**.

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 use 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.
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.

---

**Table:**

<table>
<thead>
<tr>
<th>Requisition</th>
<th>Order Date</th>
<th>Trans Date</th>
<th>Delivery Date</th>
<th>Print Date</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>8001929</td>
<td>Apr 19, 2009</td>
<td>Apr 14, 2009</td>
<td>Apr 19, 2009</td>
<td></td>
<td>36.00</td>
</tr>
</tbody>
</table>

**Additional Info:**

- **Origin:** SELF_SERVICE
- **Complete:** Y
- **Approved:** N
- **Type:** Procurement
- **Requester:** Gretchen Banks
- **Requester Phone:** 717691-6010 X 2100
- **Accounting:** Document Level
- **Ship to:** One College Ave
- **Attention:** Stone Miller
- **Vendor:** 80191860
- **Vendor Address:** Grimm Trophy & Gift Shop
- **Phone:** 717-766-6011 X 3520
- **Document Text:** Quote #14973
- 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.
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.)

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

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**

   ![Document Lookup Form]

   * - 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

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.