

Contracts for Professional Services  
Entertainment Agreements  
Letters of Invitation

# Requisition: HOW-TO



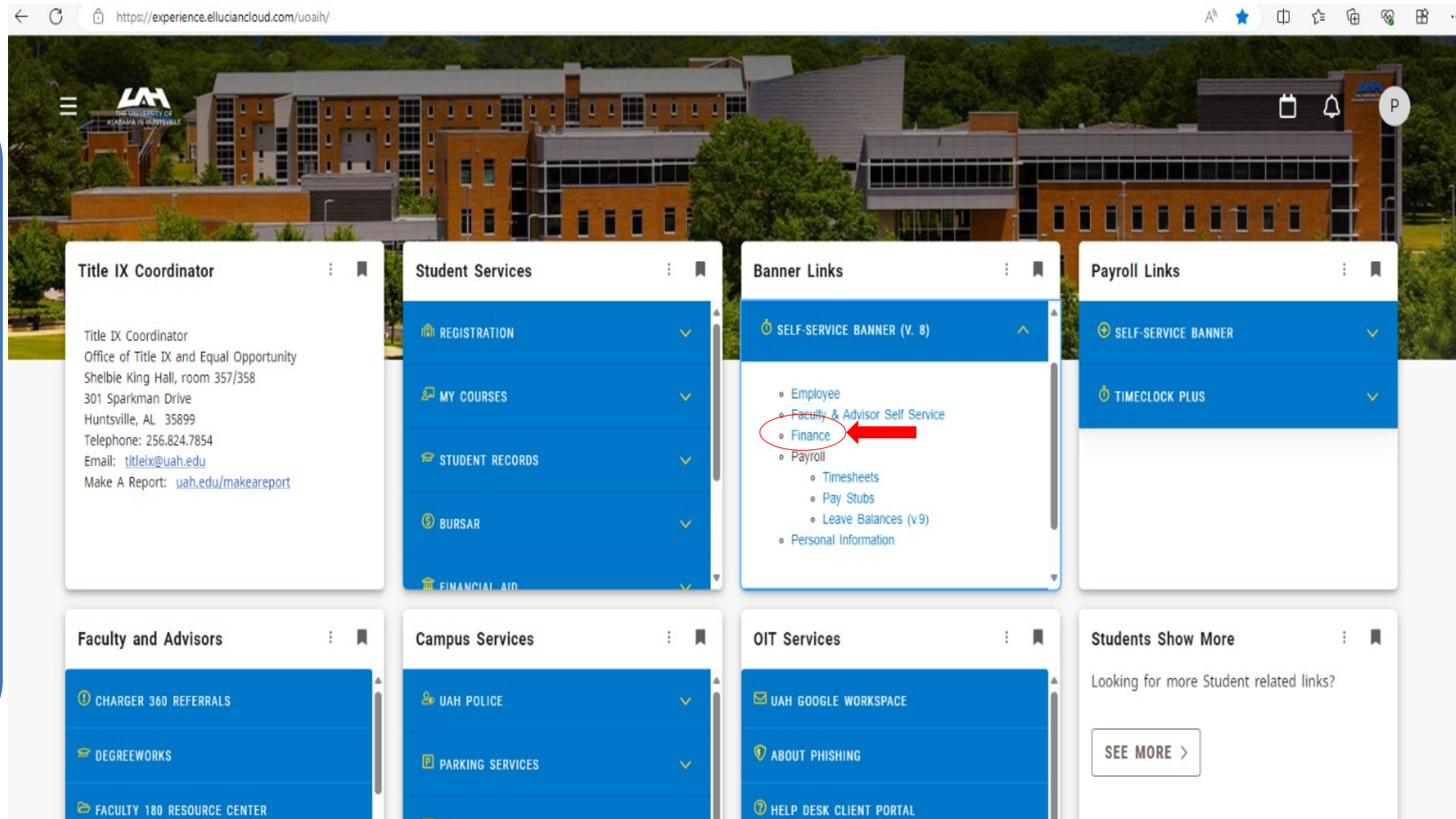
Department of Procurement and Business Services  
Procurement Month 2024 Training  
March 19, 2024

# UAH Banner Self-Service Requisitioning Workbook

Login into **myUAH** Faculty & Staff:

The screenshot shows the UAH website's navigation bar with links for ABOUT UAH, EVENTS, MAP, GIVING, ALUMNI, DIRECTORY, and I AM A... A search bar is also present. Below the navigation bar is the UAH logo and a row of links: Admission & Aid, Academics, Research, Campus Life, Athletics, and News. The main content area is titled "FACULTY / STAFF MEMBER" and features a large "Welcome, Faculty & Staff" banner. To the right of the banner are four tiles: "Email", "Events Calendar", "Directory", and "myUAH". A red arrow points to the "myUAH" tile. On the far right, there is a vertical yellow sidebar with three buttons: "Apply to UAH", "Visit UAH", and "Request Info".

After you get to the MyUAH page, look for the Banner Links' tab, under Self-Service Banner, select the point labeled **Finance**.



The page below will appear, select the tab labeled REQUISITION to start the process.

https://ssbprod.uah.edu/PROD/twbkwbis.P\_GenMenu?name=bmenu.P\_FinanceMnu

**THE UNIVERSITY OF ALABAMA IN HUNTSVILLE**

Personal Information Student Employee **Finance** Proxy Menu

Search  Go

RETURN TO MENU SITE MAP HELP EXIT

### Finance

- Budget Queries
- Encumbrance Query
- Requisition**
- Approve Documents
- View Document
- Multiple Line Budget Transfers
- Budget Development
- e~Print Repository
- ARRA Certification
- SSB8 - Budget Queries

[ Budget Queries | Encumbrance Query | Requisition | Approve Documents | View Document | Multiple Line Budget Transfers | Budget Development | e~Print Repository | ARRA Certification | SSB8 - Budget Queries ]

RELEASE: 8.11

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The next step is to set the date. The Transaction Date is the day the requisition is entered, and the Delivery Date CAN BE THE SAME unless the event or service will be provided at a later date.

## Requisition

Begin by creating a new requisition, retrieving an existing template, or searching for an existing requisition in process. Enter Vendor ID and Code Lookup to query a list of available values.

Select Document Text link to attach text to the requisition. Select the Item number link to add item text for a commodity.

Choose Validate, if desired, to validate calculations and codes. Choose Complete to perform a validation and forward the document for proc

Search In Process Requisitions

Use Template

Retrieve

Transaction Date

Delivery Date

Vendor ID

Address Type  Address Sequence

Vendor Contact  Vendor E-mail





## Requisition

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Vendor ID

Address Type  Address Sequence

Vendor Contact  Vendor E-mail

### Code Lookup

Chart of Accounts Code

Type

Code Criteria

Title Criteria

Maximum rows to return

Execute Query

1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	account
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	activity
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	address type
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	buyer
5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	chart
				commodity
				currency
				discount
				fund
				index
				location
				organization
				program
				ship
				tax group
				unit of measure
				vendor

Save as Template

Shared

Code Lookup

Chart of Accounts Code

Type

Code Criteria

Title Criteria

Maximum rows to return

Now we need to find the Vendor ID. We can do this by scrolling to the bottom of the page, to CODE LOOKUP. The Chart of Accounts Code will always be H, and the Type will be VENDOR.

Under **Title Criteria**, you will enter the name of the vendor, then, hit Execute Query. Nothing may show up at first, but don't panic, insert the % symbol to do a wildcard search. Put these symbols either in front of, behind, or on both sides of the Vendor ID you wish to find.

### Code Lookup

Chart of Accounts Code	H ▾
Type	vendor ▾
Code Criteria	<input type="text"/>
Title Criteria	(EXAMPLE): BlueHalo, LLC
Maximum rows to return	10 ▾

Execute Query

### Code Lookup

Chart of Accounts Code	H ▾
Type	vendor ▾
Code Criteria	<input type="text"/>
Title Criteria	%BlueHalo%
Maximum rows to return	10 ▾

Execute Query




The Vendor ID will be an A----- followed by 8 numbers, enter this into the Vendor ID box under the delivery date. **DO NOT** copy and paste this number. After you enter the ID, press VENDOR VALIDATE to the right of the ID.


**Code lookup results**

Hold	Vendor ID	Name
No	A25034444	Dell Marketing LP

Search In Process Requisitions

Use Template  

Transaction Date        
Delivery Date      



Address Type

Vendor Contact




Pressing Vendor Validate will automatically fill in all required fields. Under the requestor's name and email, it will present your information. In the ATTENTION TO box, it will present your name. In the Comments, enter the name of the requesting **DEPARTMENT / BUILDING LOCATION.**

Transaction Date	6	MAR	2024
Delivery Date	4	APR	2024
Vendor ID	A25034444	Vendor Validate	
Address Type	BU	Address Sequence	1
Vendor Contact	Kevin Herring		Vendor E-mail
Vendor Name	Dell Marketing LP		
Vendor Address	One Dell Way Round Rock TX 78664		
Phone Number	512-5139586		
Fax Number	866-5018288		

Requestor Name	<i>Your name</i>		
Requestor E-mail	<i>Your email address</i>		
	Area Code	Phone Number	Extension
Requestor Phone	256	8246484	
Requestor Fax			
Chart of Accounts	H	Organization	305001
Currency Code	USD	Discount Code	None
Ship Code	REC	Attention To	<i>Your name (or dept. contact person)</i>
Comments	<i>Department name / Building</i>		Document Text

Next, click on the link DOCUMENT TEXT, beside the Comments' box.

The Document Text window will open up. Use the "Enter Document Text, Print" box to enter comments.


Comments  **Document Text** 

Item	Commodity Code	Commodity Description	U/M	Quantity	Unit Price	D
1	<input type="text"/>	<input type="text"/>	None ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	None ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>

Document/Commodity Text - Google Chrome  
ssbprod.uah.edu/PROD/bwfktext.P\_Write\_Text?doclink=2770715&doctype=1

Document/Commodity Text

**Enter Document Text, Print:**



**Enter Document Text, No Print:**

Save

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

The Document Text comments may vary from “Issue check with Purchase Order” and/or “Invoice #” to “Encumber Funds” if applicable.

Once comments are entered, click Save at the bottom of the page and then “X” in the upper right corner of that window to return.

## Document/Commodity Text

---

Enter Document Text, Print:

Encumber funds for the fiscal year

## Document/Commodity Text

---

Enter Document Text, Print:

ISSUE CHECK WITH PURCHASE ORDER

Invoice # 8898008

## Document/Commodity Text

---

Now, you can move to the commodity lines.

Under COMMODITY DESCRIPTION,  
enter the Contract No.

For the rest of the item/service description,  
press the number to the far left of the box  
you are entering:

**Under unit measure (U/M) enter:**

- **EA** - if paying per contract
- **SDT** - if paying per number of students in class
- **MO** - if paying per month
- **HRS** - if paying per hour



Item	Commodity Code	Commodity Description	U/M	Quantity	Unit Price	Discount Amount	Additional Amount
1		Contract No. 12345-24	EA	1	US Dollar Amount		
2			EA				
3			EA				
4			EA				
5			None				

Commodity Validate



This will pop up with another “Document/Commodity Text” screen for you to enter the rest of your information in the “Enter Item 1 Text, Print”.

For contracts, this description may look something like; “Payment for ... services provided during period..., per invoice number... dated...”.

If you have more than 1 Item Line, you can add Item Text in each respective line by pressing the corresponding number on the left-hand side. Once complete, click “Save” and “X”.

Document/Commodity Text

Enter Item 1 Text, Print

Enter Item 1 Text, No Print

Save

[ Exit document/item text page ]

If you are paying for more than 1 month of service or more than 1 invoice, use the next item line for each invoice or period of payment/service (if all payments are under the same contract). In the second line, you can start “*Payment for (insert service), invoice #, details... etc.*” If you run out of space, continue in the extended description box located under Item.

- For a rush order, enter **RUSH** into the **Commodity Code**,
- For a change order, enter **CHANGE** into the **Commodity Code**.



Item	Commodity Code	Commodity Description	U/M	Quantity	Unit Price	Discount Amount	Additional Amount
1		Contract No. 12345-24	EA	Total # ordered	cost of 1 service or month or invoice		
2		Description of service	EA	Total # ordered			
3		(like entered in the extended window)	EA				
4			EA				
5			None				

Commodity Validate



Press when complete.



The following table will be automatically filled in once COMMODITY VALIDATE is pressed:

***Calculated Commodity Amounts***

Item	Extended Amount	Discount Amount	Additional Amount	Net Amount
1				
2				
3				
4				
5				
Totals:				

The next step is filling out the **FOAPAL** line...



The **Dollars** radio button always should be selected. The **Chart** will always be **H**, and the **Index** is the **org number** you are charging. Once the Chart and Index are entered, tab through the rest of the fields in the table line and press VALIDATE.

It will send you to the top of the page and give you an error message.

The Fund, Org Number, and Program will be automatically populated.

Dollars  Percents

Seq#	Chart	Index	Fund	Orgn	Account	Program	Activity	Location	Accounting
1	H	305001							
2									
3									
4									
5									

Save as Template

Shared

**Accounting amounts not equal to net amount total**

Dollars  Percents

Seq#	Chart	Index	Fund	Orgn	Account	Program	Activity	Location	Accounting
1	H		15000	305001		60			
2									
3									
4									
5									

You need to enter the account code that correlates with the commodity. Then, enter the amount into the accounting section.

- If you charge different org numbers and/or use different account codes, enter your commodities on separate lines. Otherwise, fill out only one item line with the grand total in the “Accounting” section.

<input checked="" type="radio"/> Dollars		<input type="radio"/> Percents							
Seq#	Chart	Index	Fund	Orgn	Account	Program	Activity	Location	Accounting
1	H		15000	305001	7465	60			1200
2	H		15000	305001	7433	60			1000
3									
4									
5									



Save as Template

Shared

**You will receive this error message, ignore it:** ⚠ Mixing asset and non-asset accounts results in an incomplete fixed asset record



## For contracts, the following expense account codes are used:

- **7114** - Contracts for non-individuals up to \$25,000
- **7115** - Contracts for non-individuals for over \$25,000
- **7116** - Individual contracts up to \$25,000
- **7117** - Individual contracts for over \$25,000
- **7105** - OPCE contracts
- **7103** - Honorariums (per Letters of Invitation)
- **7118** - Workshop stipends
- **7119** - Sub-recipients up to \$25,000
- **7120** - Sub-recipients for over \$25,000

ⓘ *A threshold of \$25,000.00 refers to the total amount paid under the same contract including all existing amendments.*

After you have validated everything, press complete. It will then bring you to the top of the page and present you with a requisition number starting with an “R”.

**Dollars**       **Percents**

Seq#	Chart	Index	Fund	Orgn	Account	Program	Activity	Location	Accounting
1	H		15000	305001	7465	60			1200
2	H		15000	305001	7433	60			1000
3									
4									
5									

Save as Template

**Shared**

**You have completed  
your requisition!**  
You can print this  
out, save a PDF, or  
save it in a  
spreadsheet!

Search  Go

## Requisition

Begin by creating a new requisition, retrieving an existing template, or searching for an existing requisition in process. Enter Vendor ID and s  
requestor, commodity, and accounting information. Use Code Lookup to query a list of available values.

Select Document Text link to attach text to the requisition. Select the Item number link to add item text for a commodity.

Choose Validate, if desired, to validate calculations and codes. Choose Complete to perform a validation and forward the document for proces  
completion.

Search In Process Requisitions

- ✓ Document Validated with no errors
- ✓ Document R0126404 completed and forwarded to the Approval process

Another Requisition, Same Vendor

Another Requisition, New Vendor

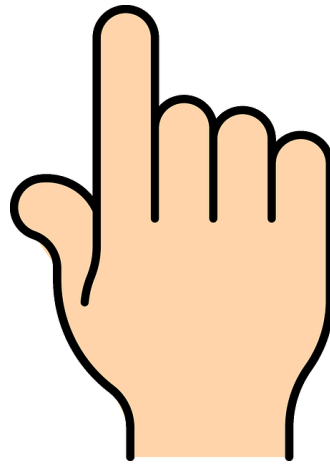
Use Template

Retrieve



Make sure your requisition is approved by your Budget Unit Head in Self-Service Banner in order for it to come to Procurement!

Origin:	SELF_SERVICE			
Complete:	Y	Approved:	Y	Type: Procurement
Cancel Reason:			Date:	



Thank you!

