Contracts for Professional Services
Entertainment Agreements
Letters of Invitation

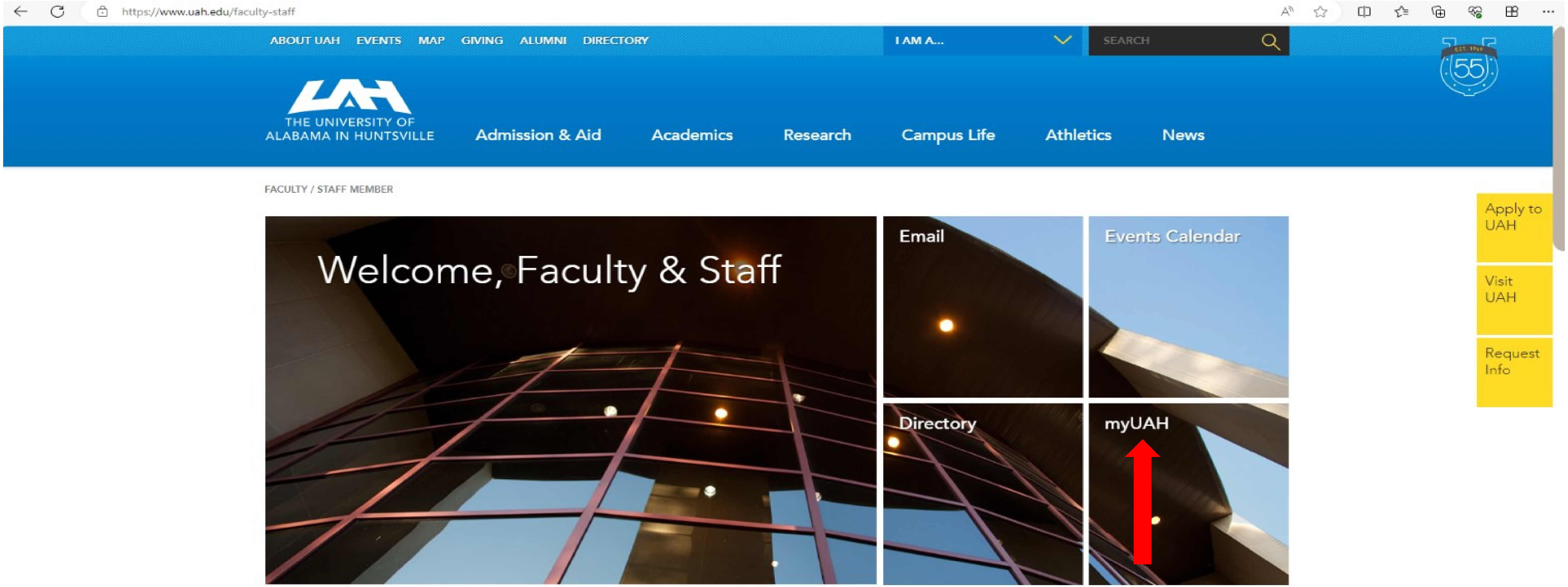
Requisition: HOW-TO

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

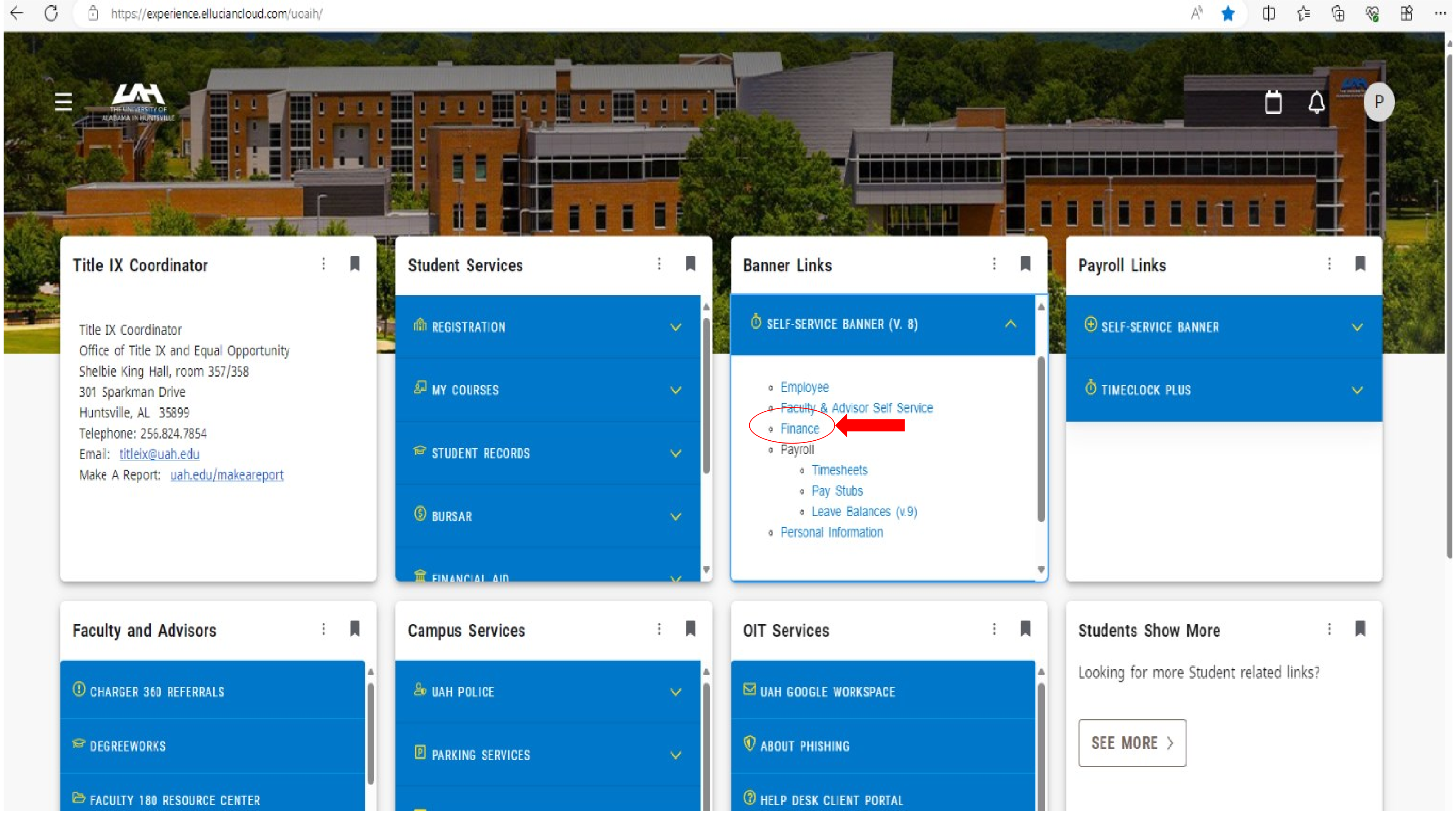
Department of Procurement and Business Services
Procurement Month 2024 Training
March 19, 2024

UAH Banner Self-Service Requisitioning Workbook

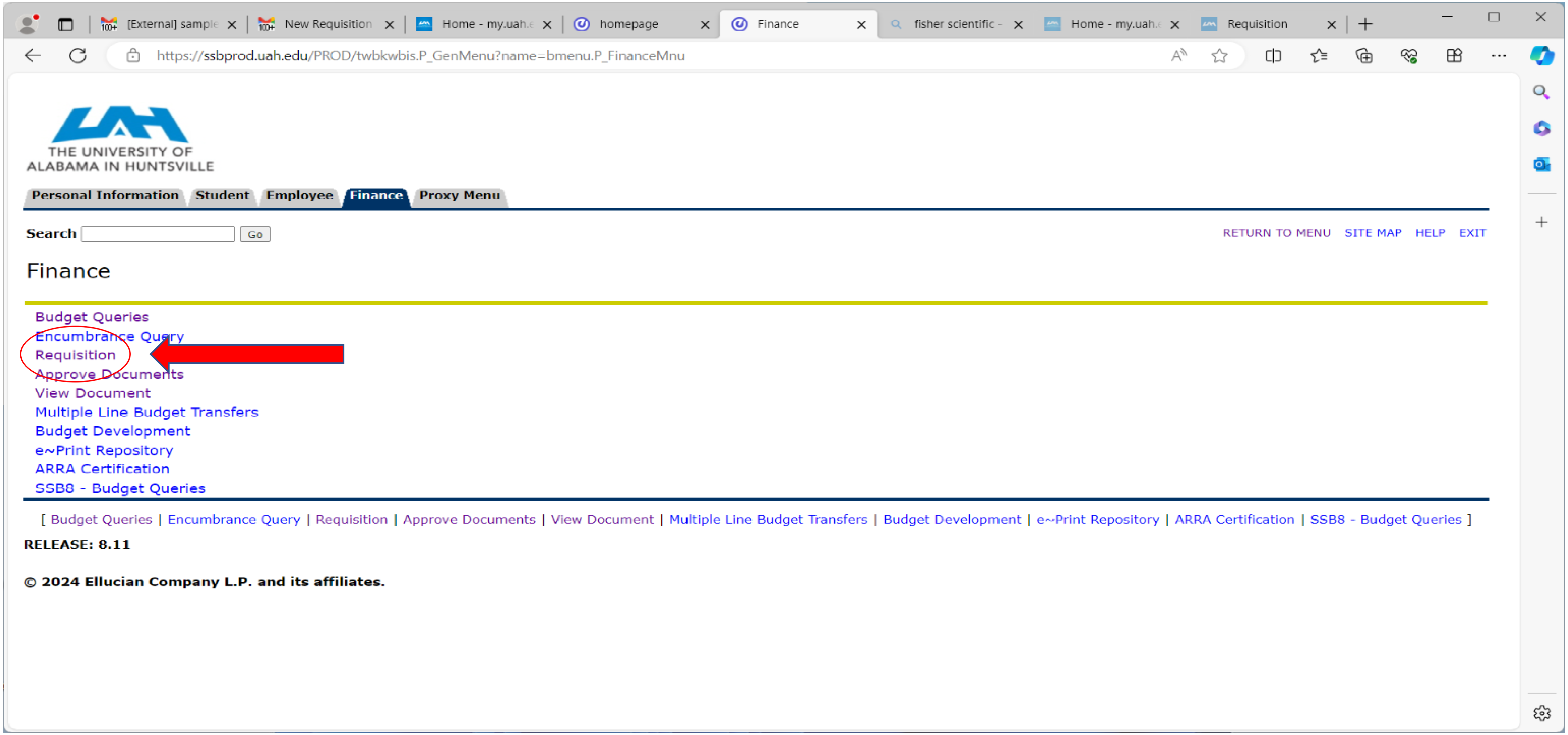
Login into **myUAH** Faculty & Staff:



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.



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 anc
Code Lookup to query a list of available values.

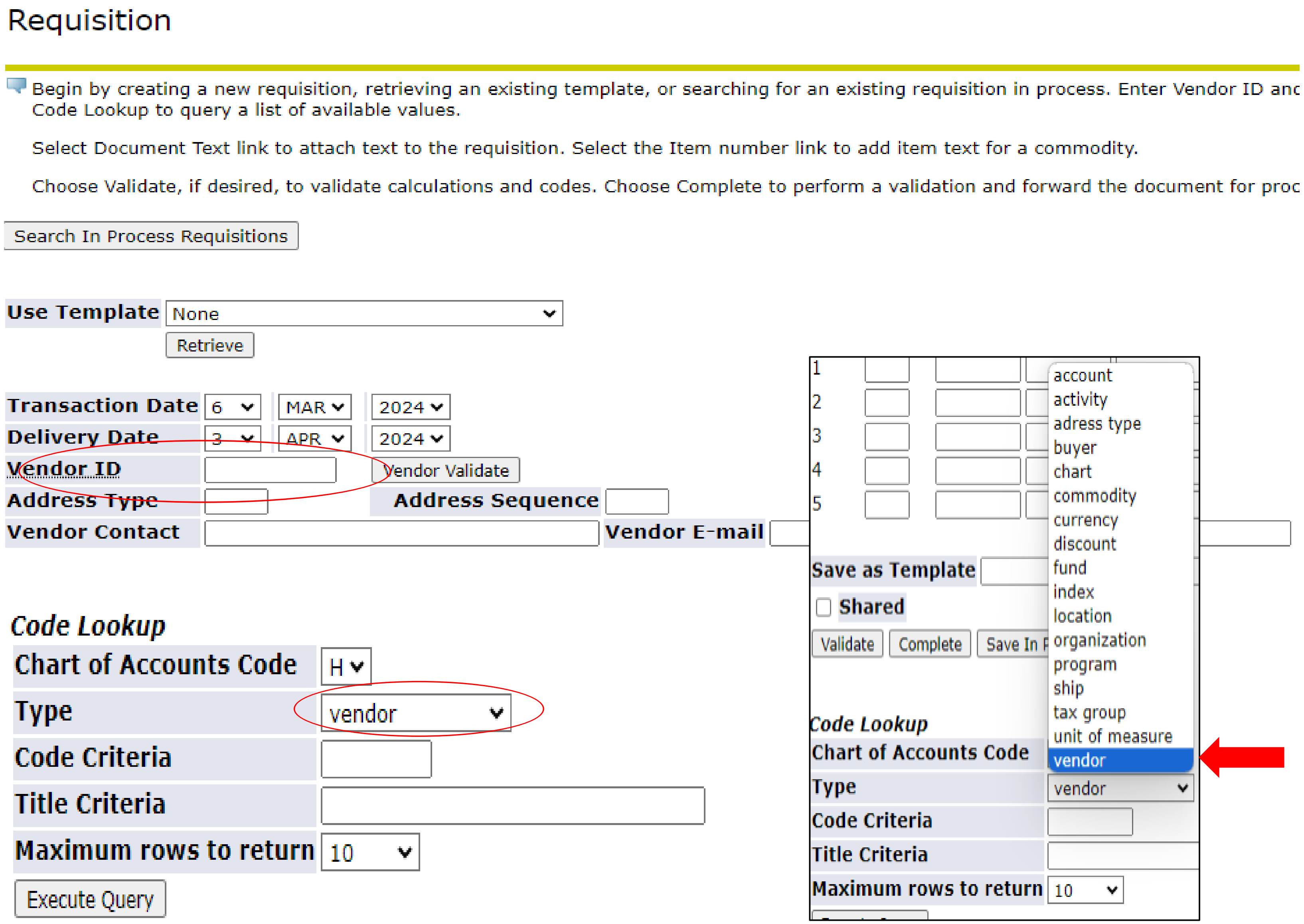
Select Document Text link to attach text to the requisition. Select the Item number link to add item text for a commodity.

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	None		
	Retrieve		
Transaction Date	6 MAR 2024		
Delivery Date	3 APR 2024		
Vendor ID		Vendor Validate	
Address Type		**Address Sequence**	
Vendor Contact		**Vendor E-mail**	

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	
Title Criteria	(EXAMPLE): BlueHalo, LLC
Maximum rows to return	10

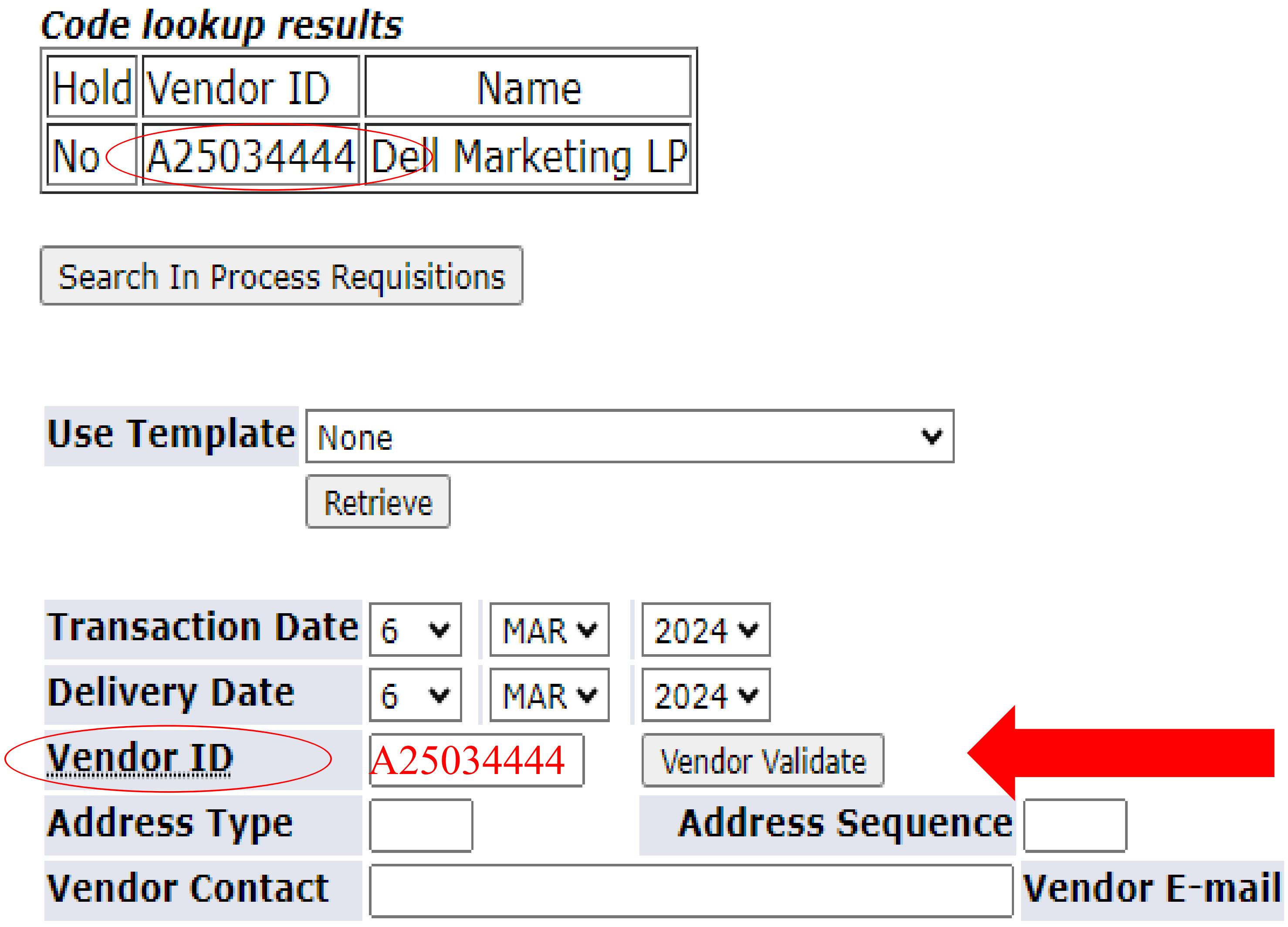
Execute Query

Code Lookup

Chart of Accounts Code	H
Type	vendor
Code Criteria	
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.

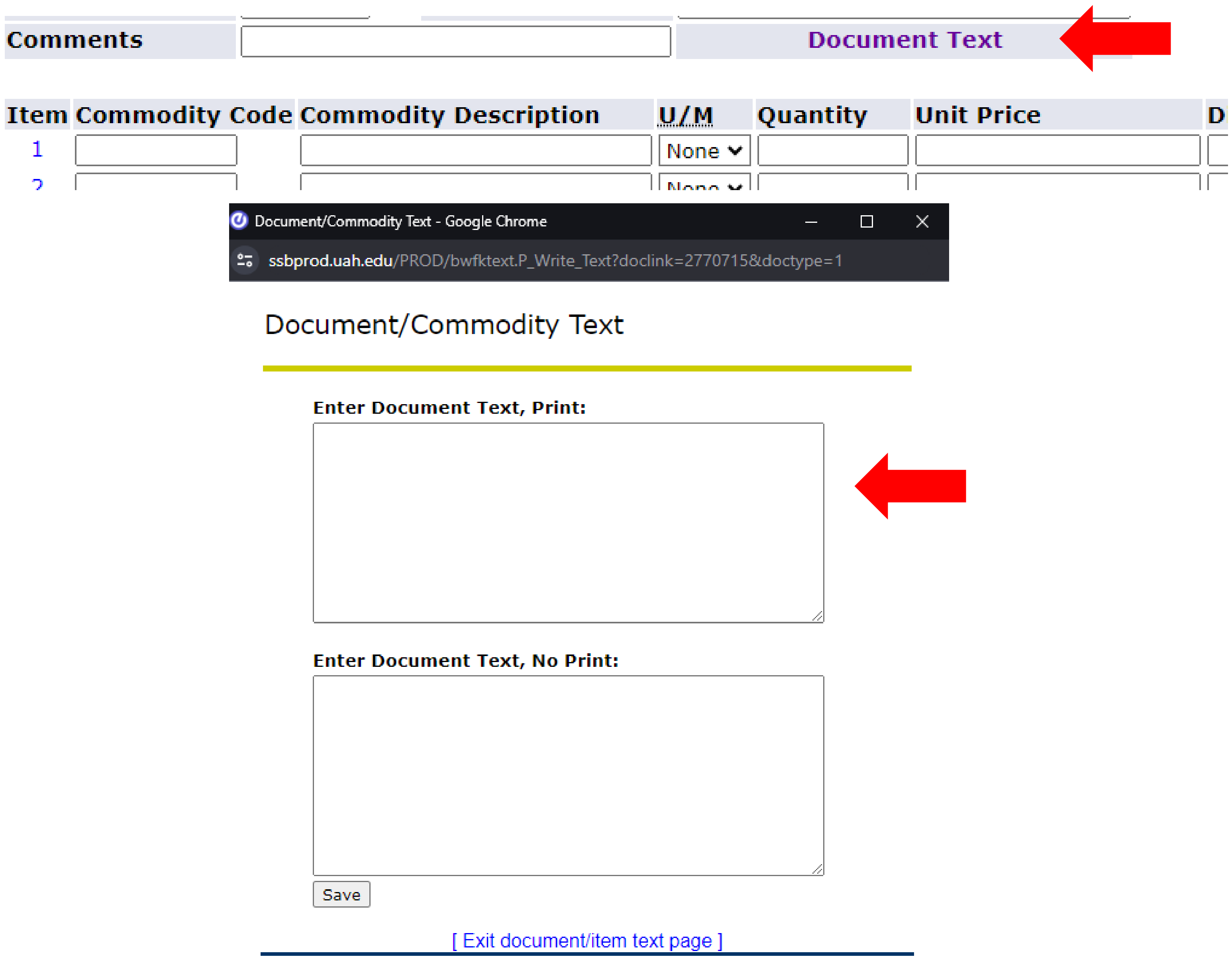


Pressing Vendor Validate will automatically fill in all required fields. Under the requestor's name and email, it will present your information. In the ATTENTION TO box, it will present your name. In the Comments, enter the name of the requesting **DEPARTMENT / BUILDING LOCATION.**

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	*Your name*			
Requestor E-mail	*Your email address*			
	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	*Your name (or dept. contact person)*
Comments	*Department name / Building*		Document Text	

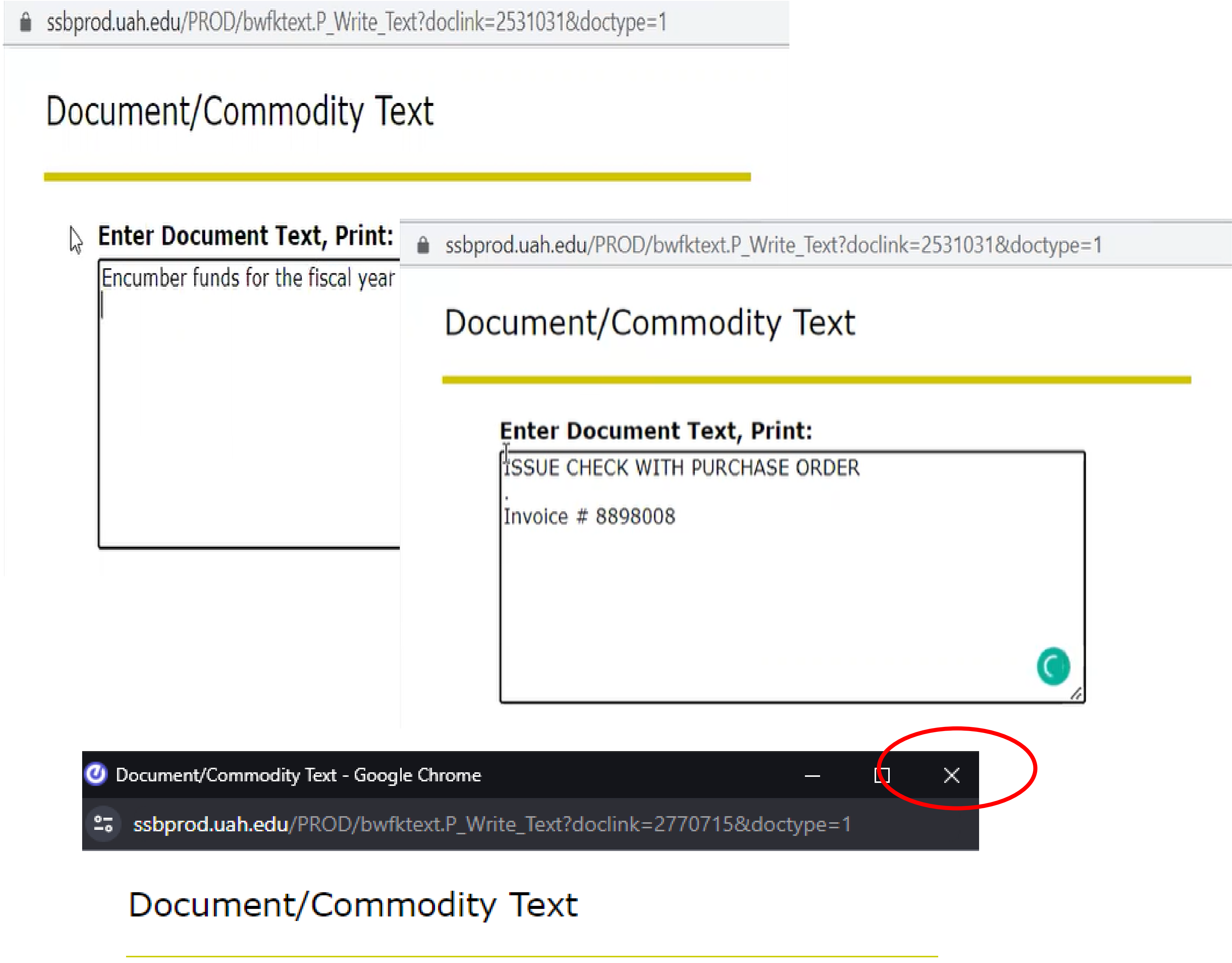
Next, click on the link <u>DOCUMENT TEXT</u>, beside the Comments' box.

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



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.



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**

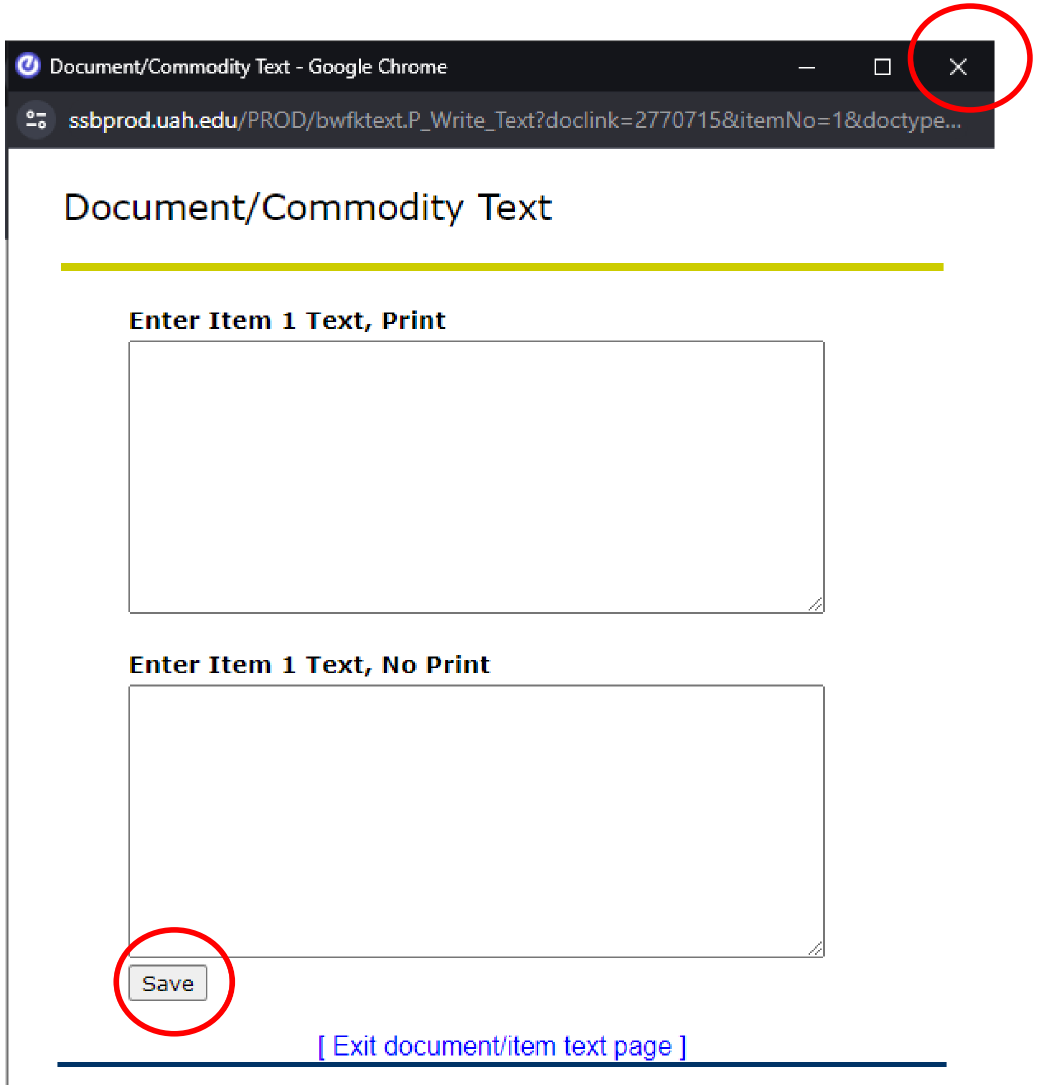
Item	Commodity Code	Commodity Description	U/M	Quantity	Unit Price	Discount Amount	Additional Amoun
1		Contract No. 12345-24	EA	1	US Dollar Amount		
2			EA				
3			EA				
4			EA				
5			None				

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”.



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

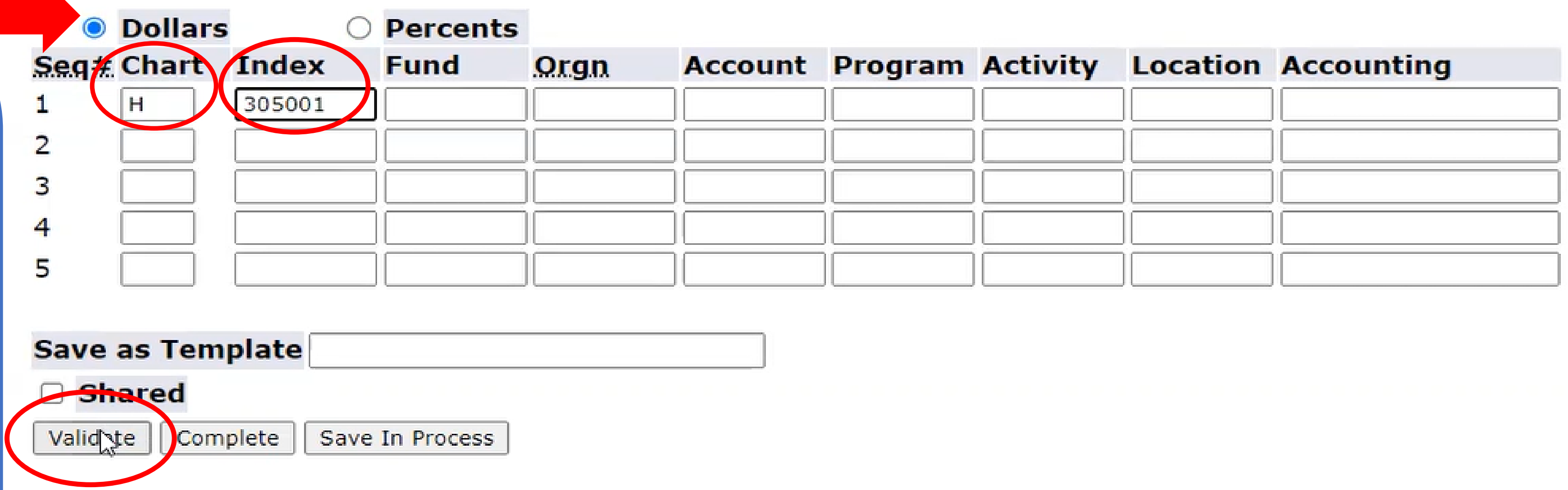
Item	Extended Amount	Discount Amount	Additional Amount	Net Amount
1				
2				
3				
4				
5				
Totals:				

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

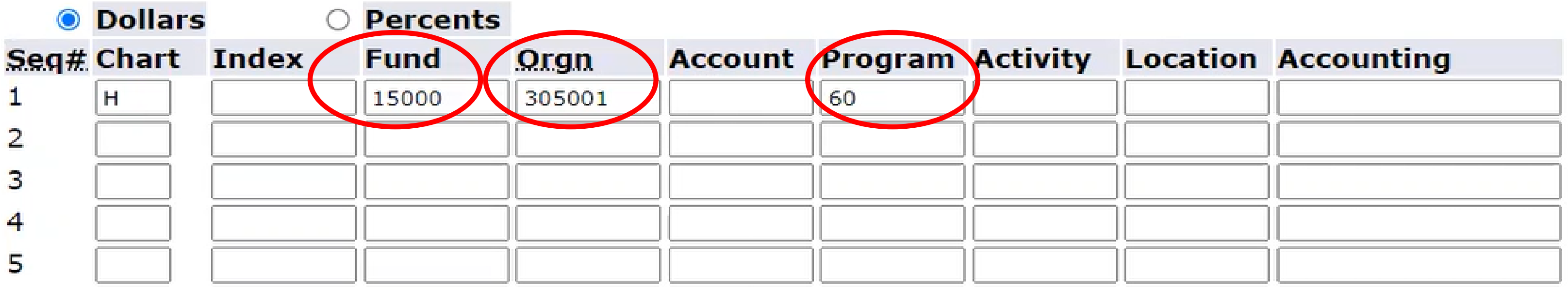
The **Dollars** radio button always should be selected. The **Chart** will always be **H**, and the **Index** is the **org number** you are charging. Once the Chart and Index are entered, tab through the rest of the fields in the table line and press VALIDATE.

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.



Accounting amounts not equal to net amount total



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.

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

Validate Complete Save In Process

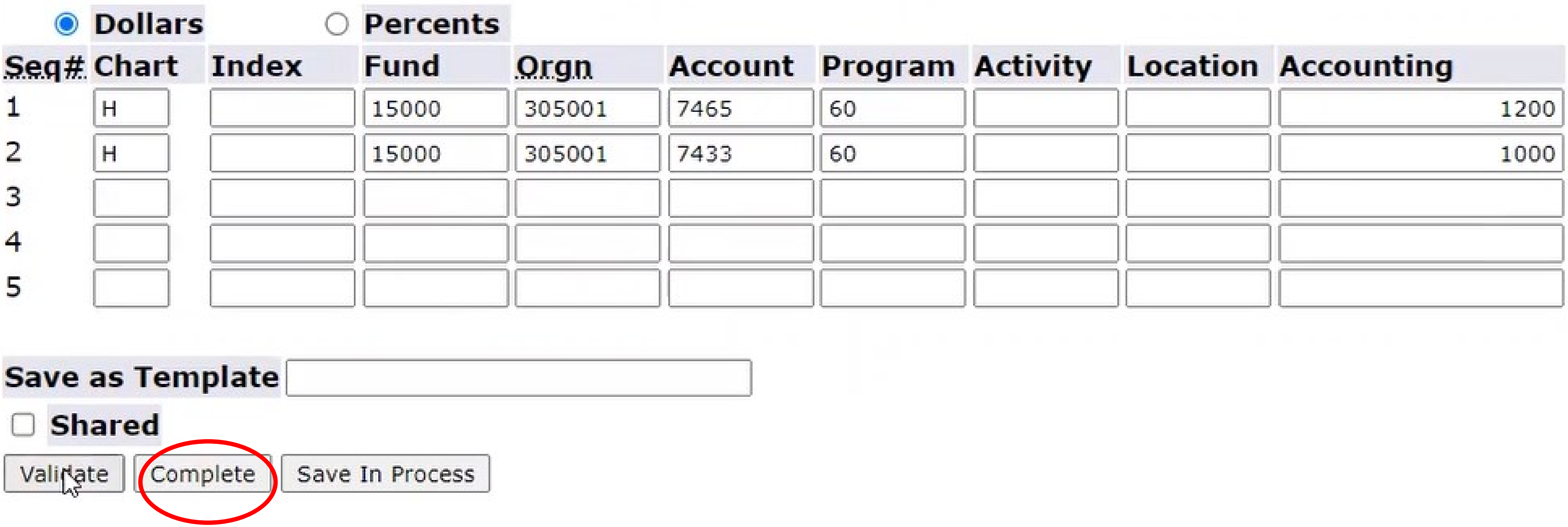
You will receive this error message, ignore it: Mixing asset and non-asset accounts results in an incomplete fixed asset record

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									

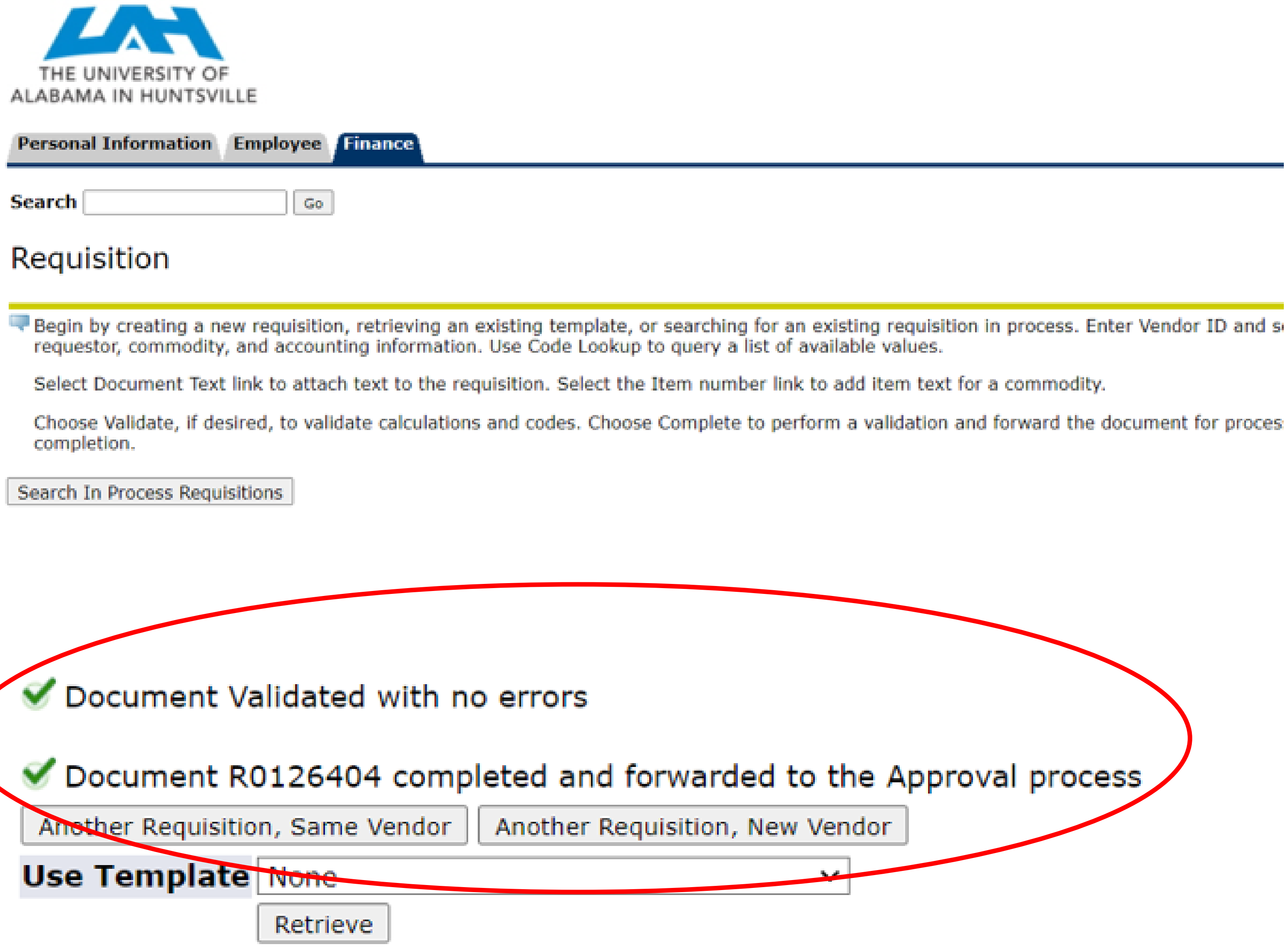
Save as Template

Shared

Validate Complete Save In Process

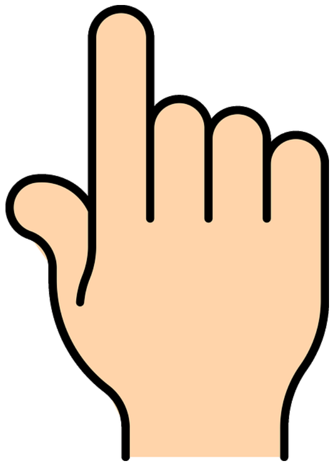
You have completed your requisition!

You can print this out, save a PDF, or save it in a spreadsheet!



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!

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