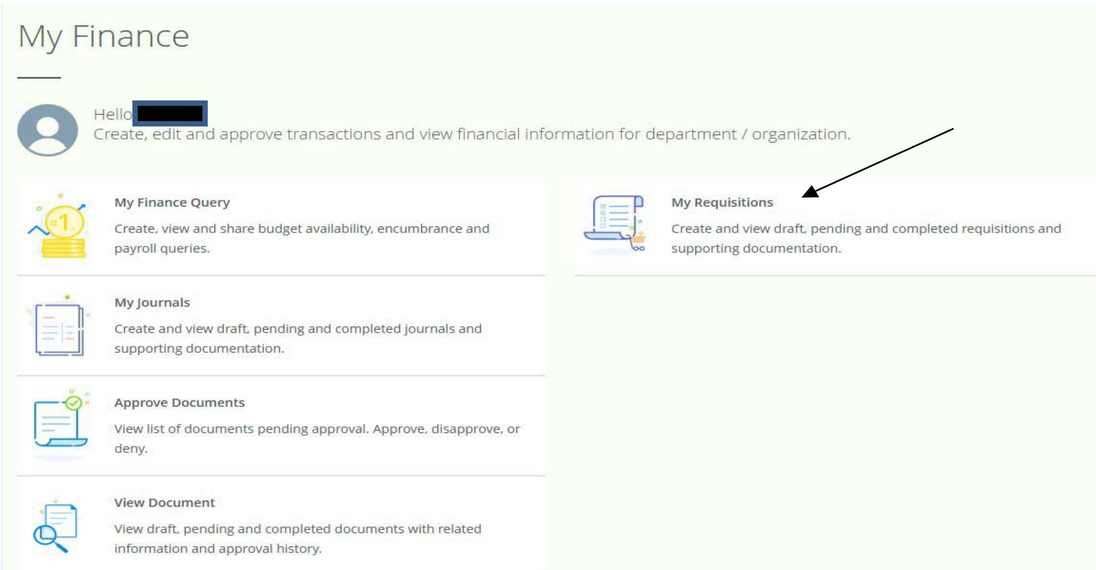
UAH Banner Finance Self Services
My Requisition Workbook (Testing)

Please log into the TEST instance of Banner
https://financeselfservicetest.uah.edu/FinanceSelfService/
to complete some requisitions in My Requisitions in the Finance module.
In person training for the campus will be held at a later date.

For questions or assistance on the Banner My Requisitions module contact: Cathy Curtis, cathy.curtis@uah.edu, 824-6687 or
John Corgill, john.corgill@uah.edu, 824-6481



My Requisitions Overview

My Requisitions allows you to create and submit a purchase requisition. You can also use this application for the following:

- Save requisition as a draft (Draft status)
- Edit a draft requisition and submit a draft requisition
- Delete a draft requisition
- View requisition status
- Copy a completed requisition
- Add comments (public and private)
- Add and delete attachments using AppEnhancer.
- Recall your requisition from Banner Finance approvals
- Search and filter requisitions you have created
- Order returned search data
- View a requisition as a PDF

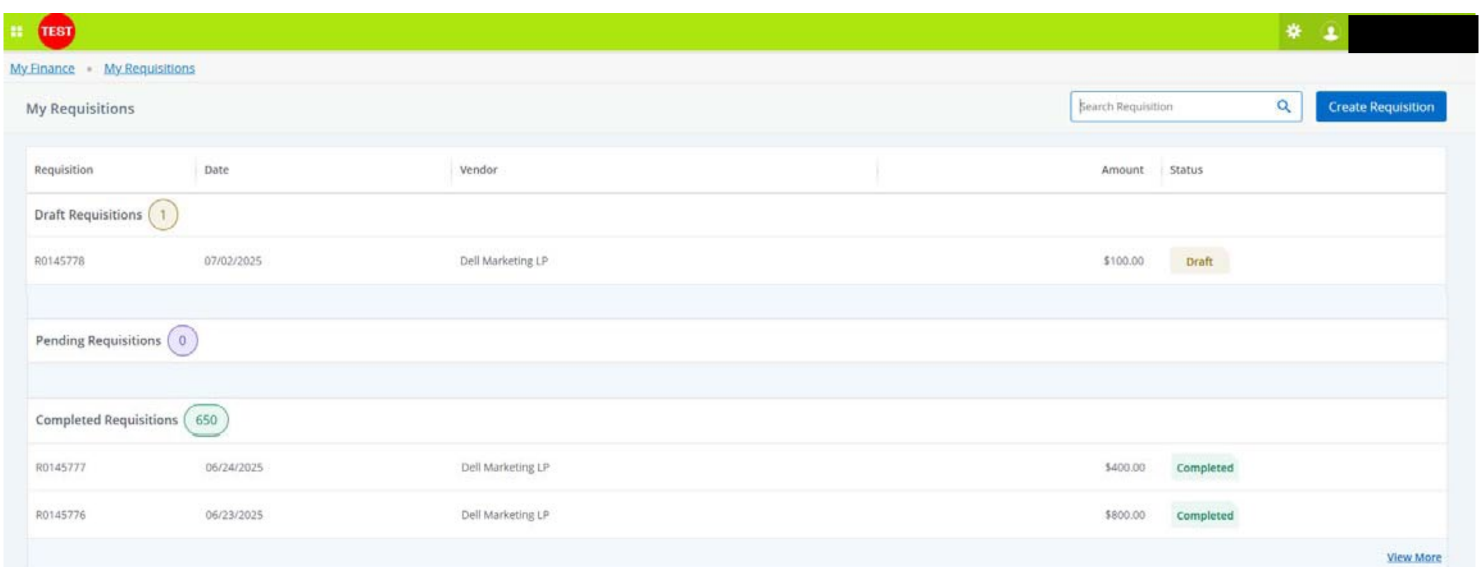
My Requisitions concepts

Several concepts are important to understand before using My Requisitions.

My Requisitions status

A status indicates the state of a purchase requisition.

Status	Description
Draft	Requisition previously saved as a draft and awaiting final submission. You can edit and submit.
Pending	Requisition is pending approval in one of the Banner Finance approval queues.
Disapproved	Requisition submitted but disapproved by a Banner Finance approver. The approver can provide Disapproval Text explaining why the requisition was disapproved. You can edit disapproved requisitions and resubmit them.
Completed	• Completed = Requisition approved and posted. • Converted to PO = Requisition items have been converted to Purchase Orders . • Assigned to Buyer = Requisition assigned a buyer code, making the buyer responsible for it.



My Requisitions Pages

This section describes the My Requisitions pages and the tasks you can perform using these pages.

My Requisitions page

The **My Requisitions** page serves as the home page. Use this page to create requisitions and view requisitions you have created.

My Requisitions are separated into three sections:

- Draft Requisitions
- Pending Requisitions
- Completed Requisitions

Requisitions appear in each section if available. The number of requisitions in each section is listed after the section's title. By default, only two requisitions are listed when a section contains more than two.

Clicking the information icon next to a requisition's status provides a summary window of information for the requisition. This window can also contain comments. For example, if a requisition is disapproved, the user who disapproved it can add a comment explaining why the requisition is disapproved.

Click a requisition's current status button in the Status column to view the requisition's detailed information.

Requester Information page

The **Requester Information** page allows you to specify who is creating the requisition.

For user convenience, field information on this page is already completed and defaults from the requester's profile.

You can accept the default values provided or select alternate values if needed. You can provide an explanation or justification for the requisition by adding comments or an attachment.

Vendor Information page

In the **Vendor Information** page, you define the vendor for the purchase requisition.

The page also contains fields defining the default discount terms and the vendor's base currency.

Add Item & Accounting page

This page allows you to add items and accounting distributions to the requisition.

Page fields enable you to provide and select the data for the accounting distributions (budget line items) to which the request cost will be charged. You can also update or delete the accounting distribution.

Commodity information

This page contains the requisition's descriptive information about the goods and services requested.

Page fields include information about the unit of measure, quantity, unit price, and any additional costs, such as shipping and handling. You can add comments for each commodity item, or update or delete the commodity item. You can select a commodity code/description from the lookup or enter commodity information not available in the lookup.

Attachments page

This page contains a list of the requisition's attachments.

You can add, delete, and view attachments. When viewing any attachment, you can see the document stored in the AppEnhancer.

My Requisitions tasks

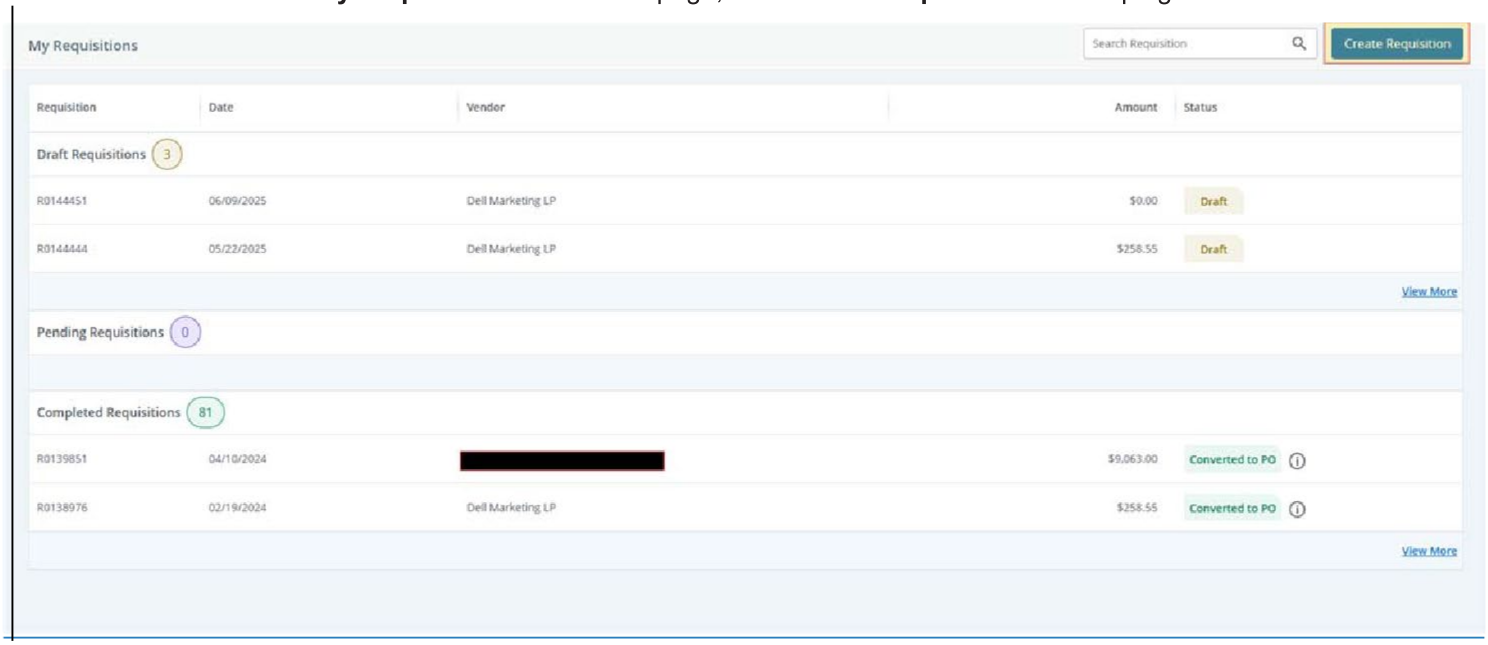
This section contains the tasks you can perform using My Requisitions.

Create a requisition

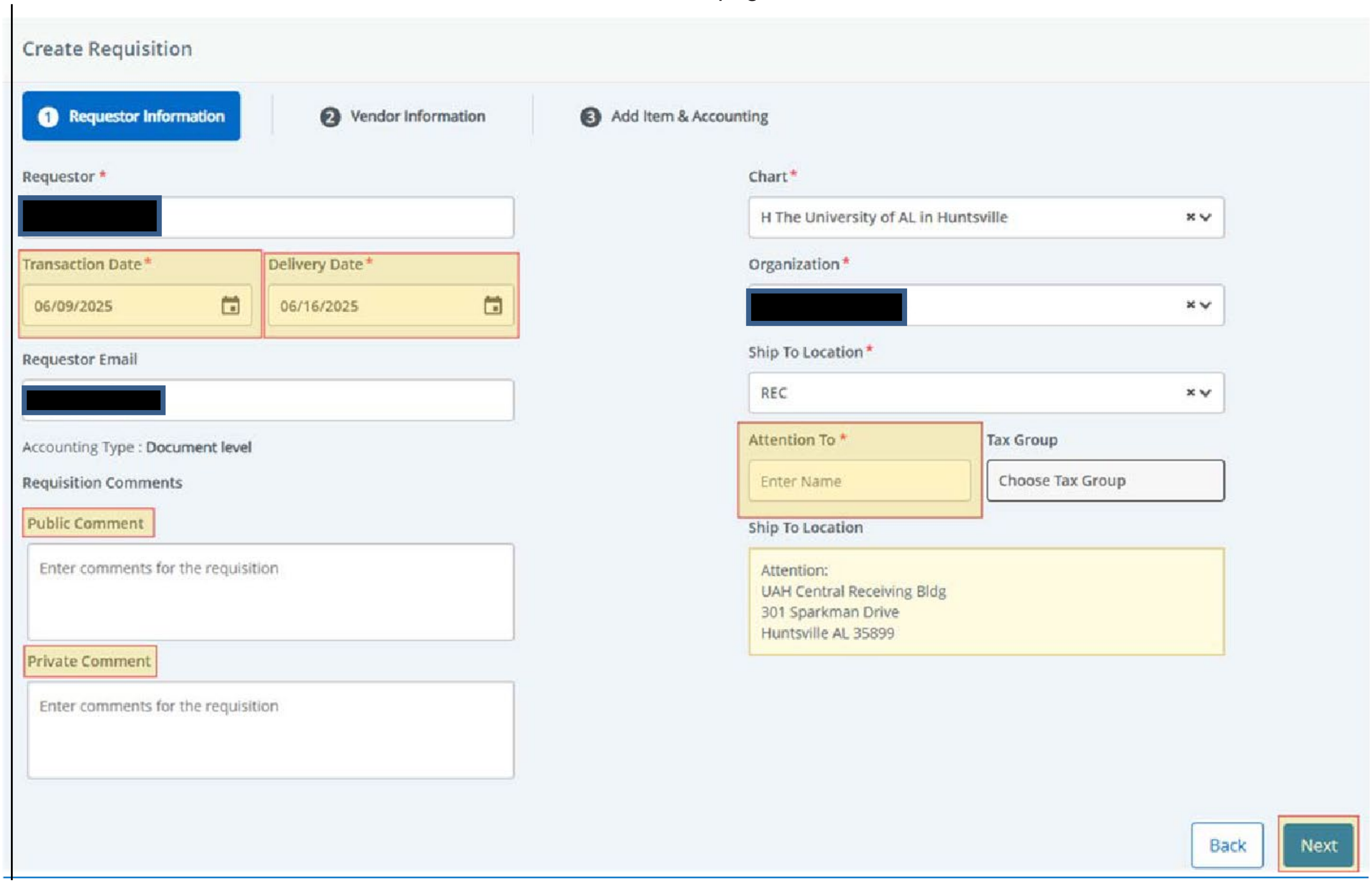
To begin the purchase process, use the My Requisitions dashboard page to create a purchase requisition.

Procedure

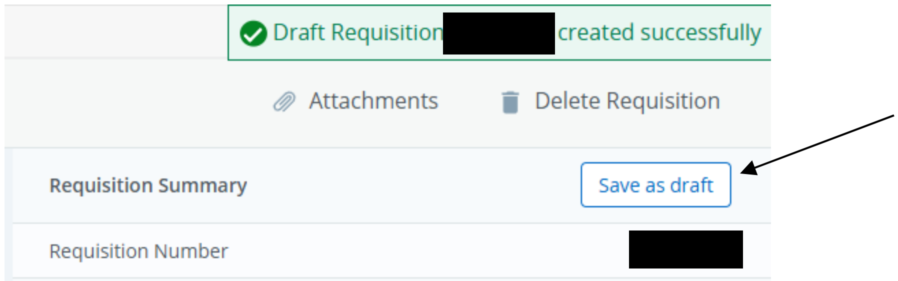
1. On the **My Requisitions** dashboard page, click **Create Requisition** in the top right hand corner.



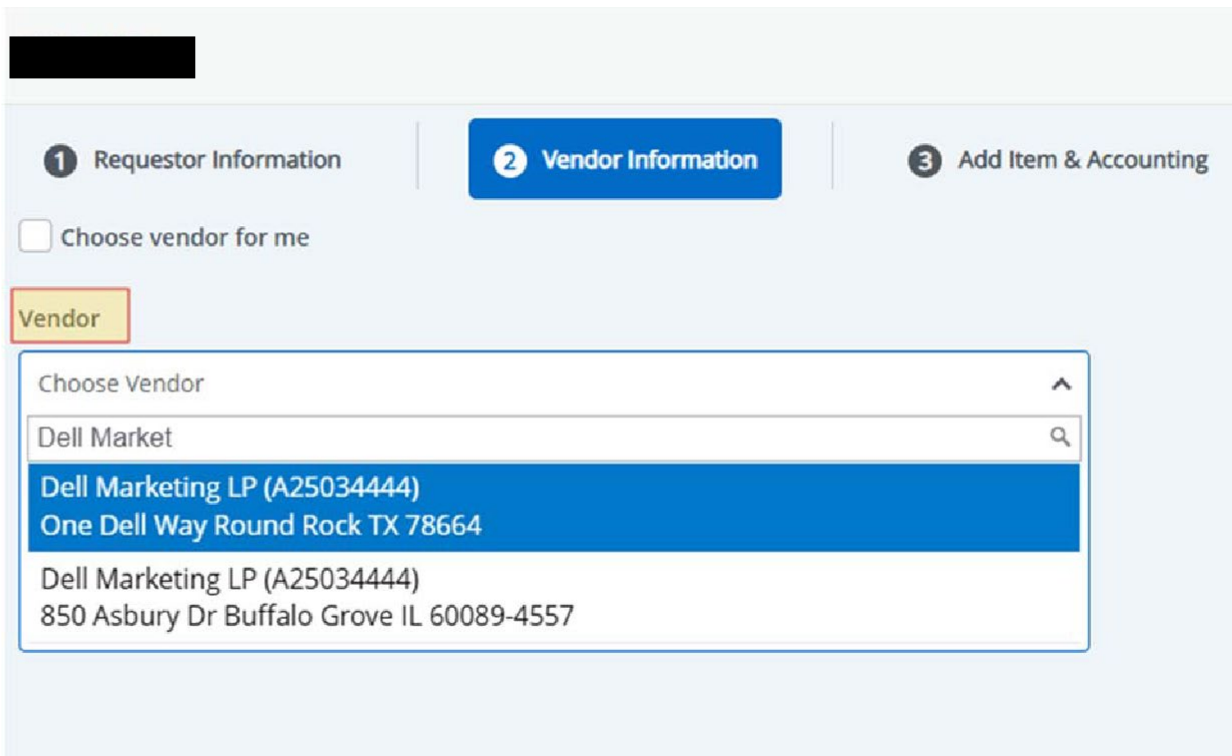
2. On the **Requestor Information** page, specify who is requesting the purchase using the available fields if you are not the default requester for the account. Verify the **Transaction Date** and select a **Delivery Date** (required). Enter any comments you would like displayed on the PO submitted to the Vendor in the **"Public Comment"** text box. Enter any comments specifically for the UAH Procurement team in the **"Private Comment"** text box. In the **Attention To** box, type the "Name/Building Room Number" where the item should be delivered. Click **Next** to continue to the next page.



NOTE: A Draft Requisition has been created and assigned a requisition number at this point. You can Save the Draft Requisition by clicking on “Save as draft” in the upper right hand corner of the Vendor Information Page.

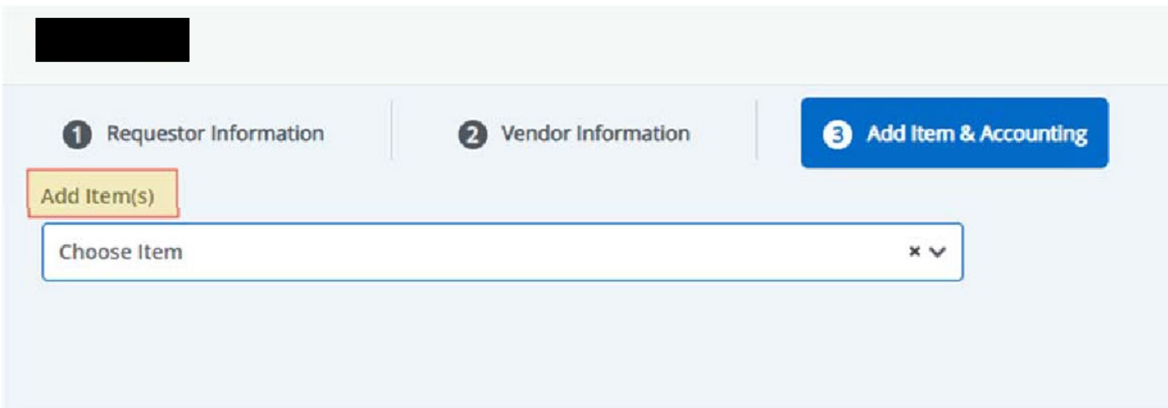


3. On the **Vendor Information** page, select the vendor for the requisition by searching for the Vendor’s name in the Choose Vendor field drop-down menu. If your vendor has multiple addresses available, they will appear in the drop-down menu as separate entities. Select the correct address that matches your Vendor’s quote. See example for Dell below. Click “**Next**” to continue to the next page.

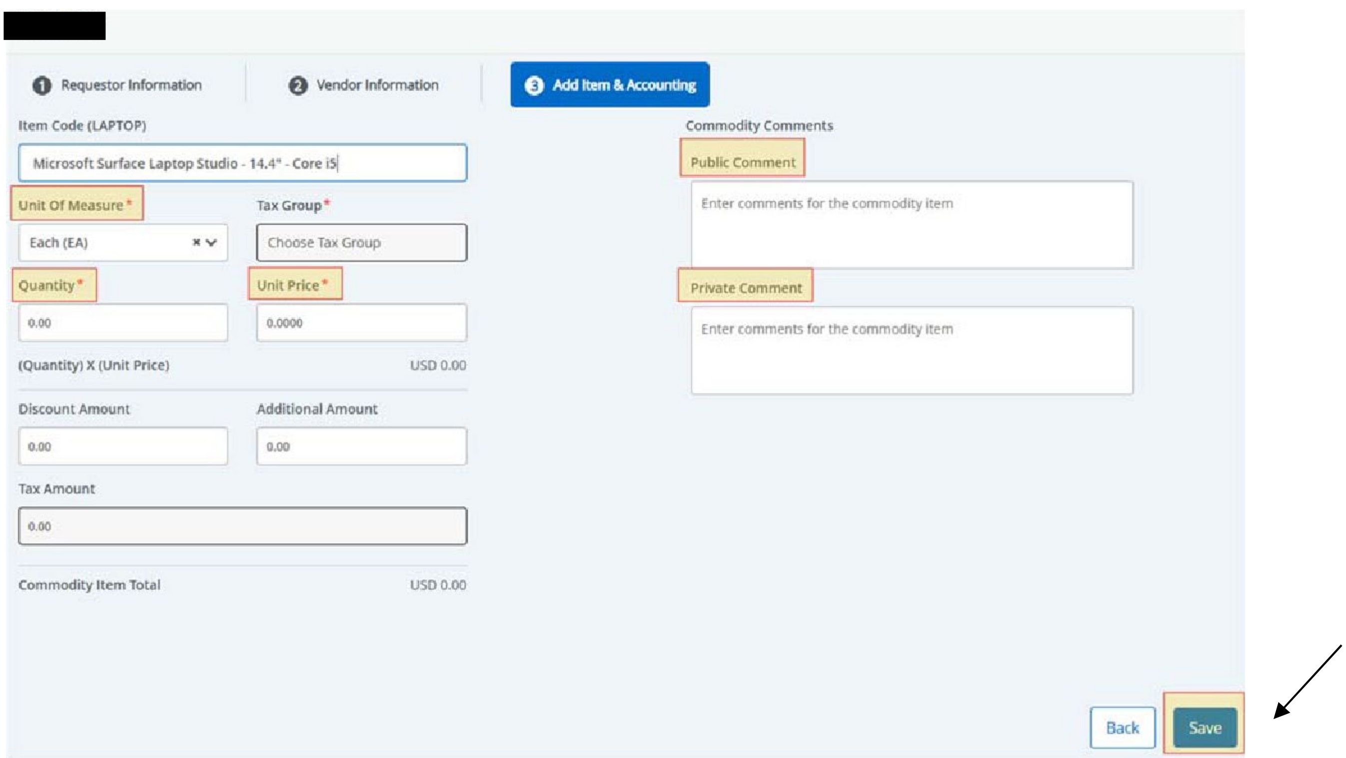


4. On the **Add Item & Accounting** page, add an item using the **Add Item(s)** field by typing in the item description from your Vendor quote. Do not use the items in the drop down field. After an item is selected, the page updates with required fields for the selected item. **Unit of Measure**, **Quantity**, and **Unit Price** are the only required fields you should complete. You may also leave optional Public (for the Vendor) or Private (for the Procurement team) comments related to this item only.

NOTE: *DO NOT use CHANGE or RUSH*. Change Order requests should be emailed to purch@uah.edu referencing the PO# that you wish to change. *DO NOT enter a requisition for a penny. That practice is no longer acceptable*.



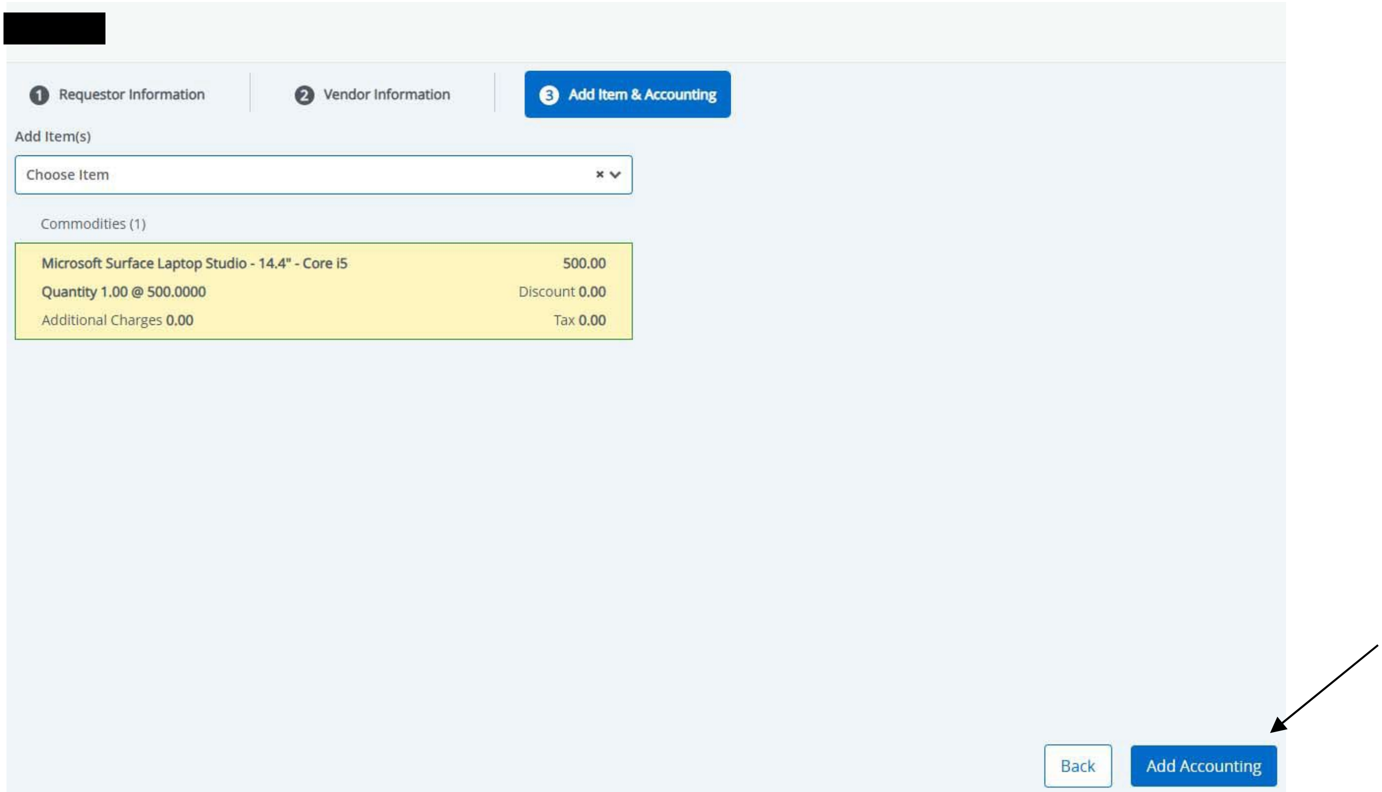
5. Click **Save**.



The page refreshes with the item you just added listed below the **Add Item(s)** field in the **Commodities** list. You can click any item in the list to view its details.

6. Repeat steps 4 and 5 as necessary to add additional items to the requisition. You may add up to 50 items to a requisition.

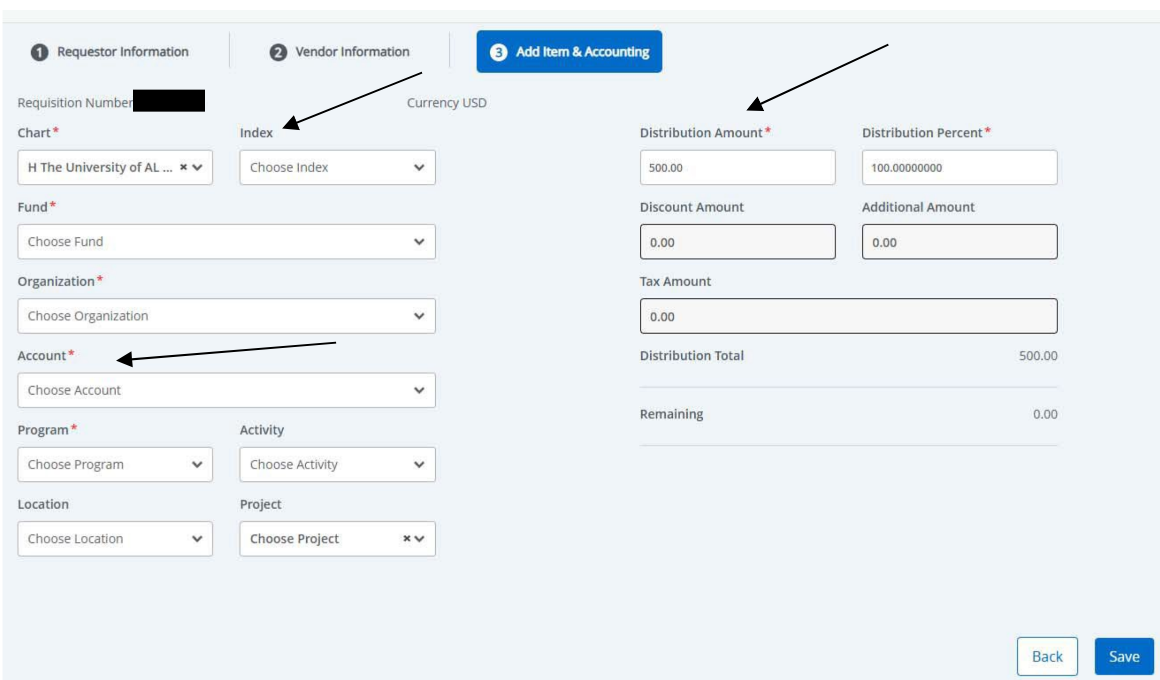
7. When all items have been added, click **Add Accounting**.
   The page refreshes with the required fields for accounting information.



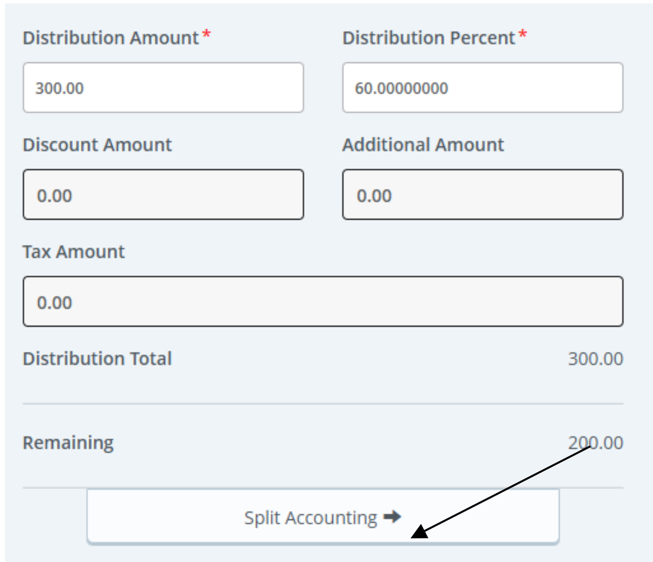
8. The **Chart of Accounts** will default to "H."

NOTE: Always use the **Index** field to enter your Org number so that the Fund, Org, and Program fields populate automatically.

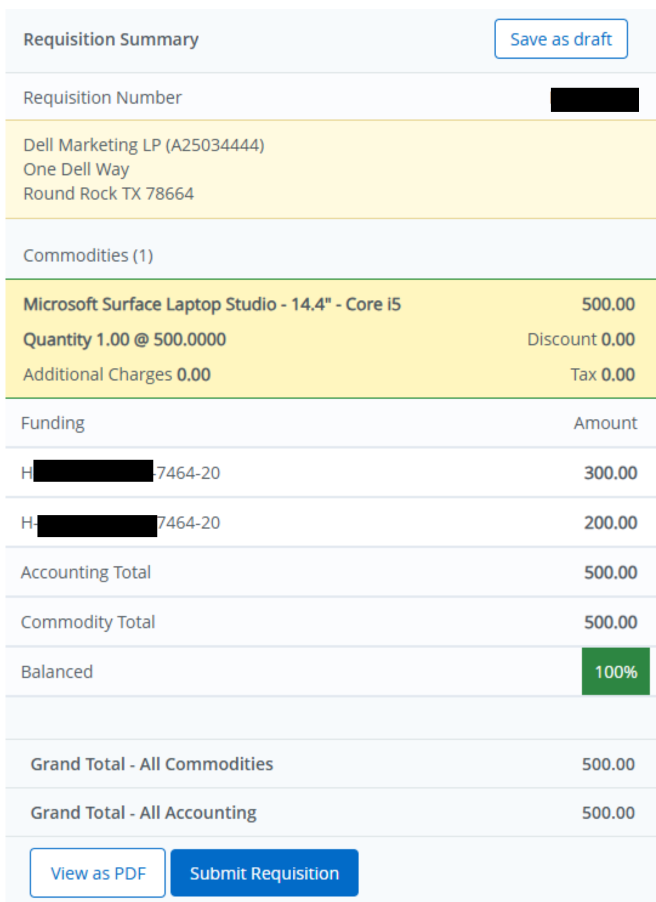
9. Enter the **Account** code. Then enter the **Distribution Amount** in Dollars. Do NOT use Distribution Percent.



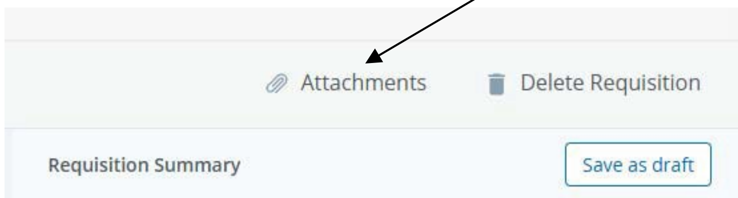
NOTE: If you need to split the Accounting with another Org or Account code, enter the dollar amount for the first Org in **Distribution Amount** and Click **Split Accounting.** Use the **Index** field again to enter the next Org number so that the Fund, Org, and Program fields populate automatically. Enter the **Account Code** and **Distribution Amount** for the next Org.



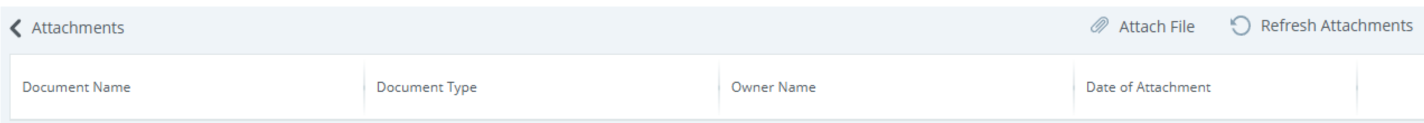
10. When you have completed all of the **Accounting** information, Click on **Save** in the bottom right-hand corner. The Requisition Summary updates on the right half of the screen to show that the Requisition is Balanced.

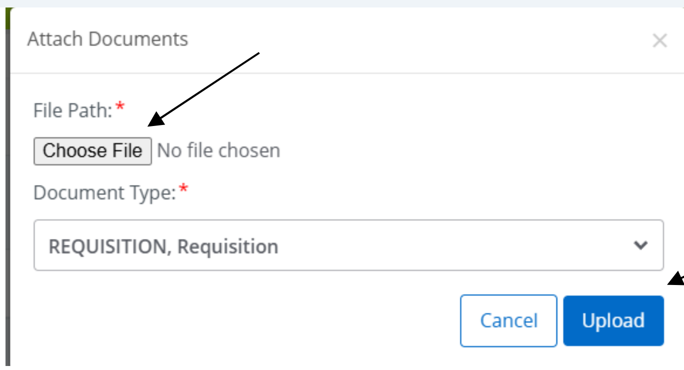


11. Next Click on the **Paperclip Icon** in the upper right-hand corner to add any Attachments such as a Vendor quote, a Vendor Disclosure Form, W-9 form, Signed Agreement, etc.

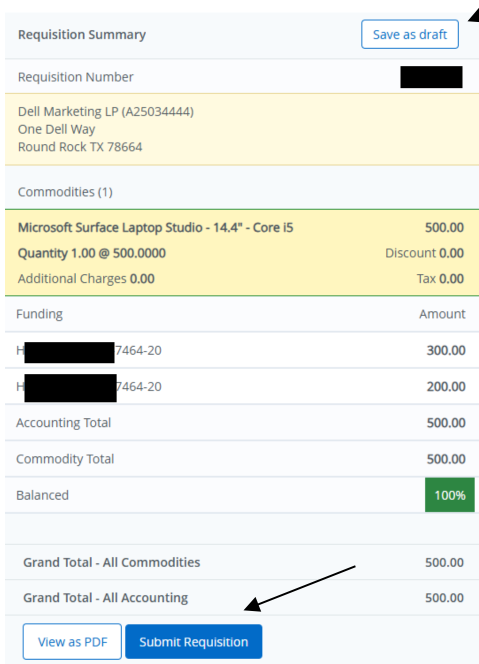


12. To attach a file, Click on **Attach File**, then **Choose File**. Select the file from your computer and Click on **Upload**. Repeat this process to attach additional files, as needed. Do NOT e-mail the attachments to the Procurement team since they now are saved in Banner.





13. Click **Save as draft** if you want to return to the requisition before submitting or **Submit Requisition** to send the requisition for approval.

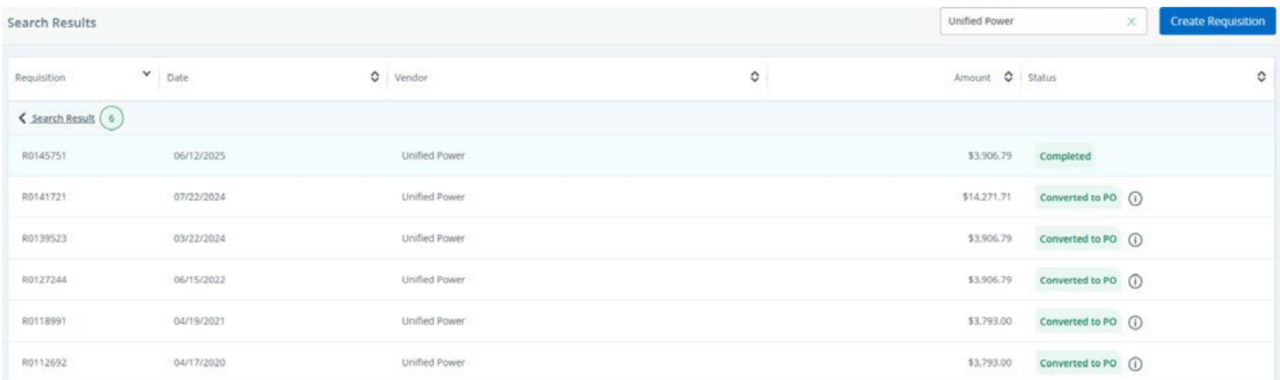


Copy a requisition

You can copy a completed requisition and use it as a template for a new requisition.

Procedure

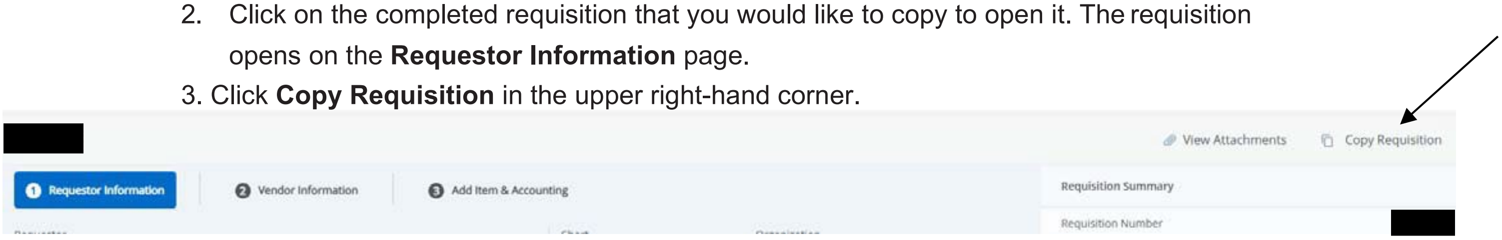
1. On the **My Requisitions** dashboard page, click on **Search Requisition** in the upper right-hand corner to search for the completed requisition you want to copy and press **Enter**. You can use a Vendor name to search for the completed requisition or the Requisition number. Here is an example using a Vendor name in the Search field:



Here is an example using a Requisition number in the Search field:

2. Click on the completed requisition that you would like to copy to open it. The requisition opens on the **Requestor Information** page.

3. Click **Copy Requisition** in the upper right-hand corner.



4. On the copy prompt, choose the appropriate option.

Option	Description
Yes	The system copies the requisition and creates an identical new requisition that you can edit.
No	The system cancels the copy.

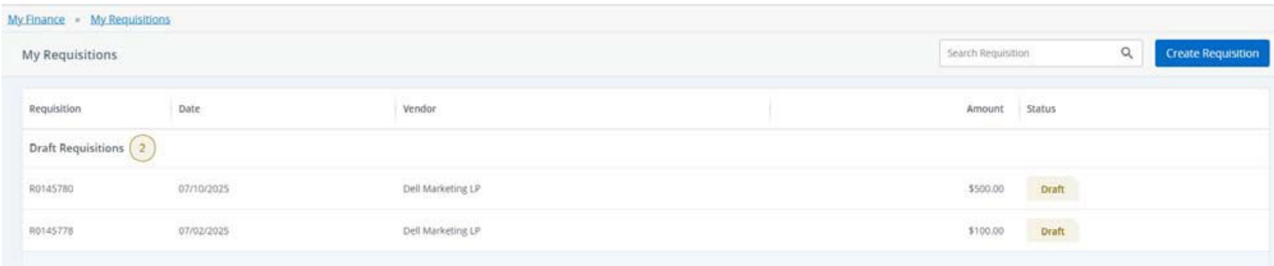
5. Edit the requisition as appropriate, just as you would a new requisition.

Delete a requisition

You can delete any requisition that is in Draft status.

Procedure

1. On the **My Requisitions** dashboard page, click the requisition in Draft status you want to delete.



The requisition opens on the **Requestor Information** page.

2. Click **Delete Requisition**.
3. On the delete prompt, choose the appropriate option.

Option	Description
Yes	The system deletes the requisition.
No	The system cancels the delete.

Edit a requisition

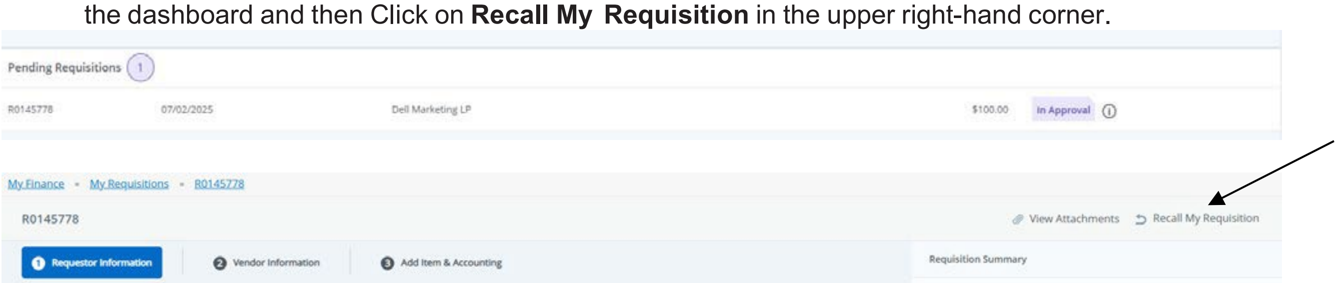
You can edit requisitions in Draft status.

Procedure

1. On the **My Requisitions** dashboard page, click on the requisition in the Draft section that you want to edit.
2. Using the **Next** and **Back** buttons, edit the Requestor Information, Vendor Information, and Add Item & Accounting pages as necessary.

Click **Save as draft** if you want to return to the requisition before submitting or **Submit Requisition** to send the requisition for approval.

To edit a requisition in Pending status, you must select the requisition from the Pending section of the dashboard and then Click on **Recall My Requisition** in the upper right-hand corner.



Add an attachment to a requisition

After an attachment is created, such as a statement of work, you can add an attachment to the requisition at any time before submitting the requisition. You can also recall a requisition from Pending status to add an attachment. You can add attachments to requisitions in Draft or Disapproved status.

Procedure

1. Open the requisition in Draft or Disapproved status to which you want to add an attachment.
2. Click **Attachments**.
3. Click **Attach File**.
4. Using the **Attach Documents** prompt, choose a file to attach.
5. Select the **Document Type**.
6. Click **Upload**.
   The file is added to the Attachments page list.

Delete an attachment from a requisition

If you want to delete an attachment from a purchase requisition, you can use the Attachments page to delete one or more attachments.

Procedure

1. Open the requisition containing the attachment you want to delete.
2. Click **Attachments**.
3. On the **Attachments** page, click the attachment that you want to delete in the Attachments list, and then click **Delete**.
4. Confirm that you want to delete the attachment.

Recall a requisition

You can recall requisitions that are in Pending status.

Procedure

1. On the **My Requisitions** dashboard page, open the pending requisition that you want to recall.
2. Click **Recall My Requisition**.
3. On the recall prompt, choose the appropriate option.

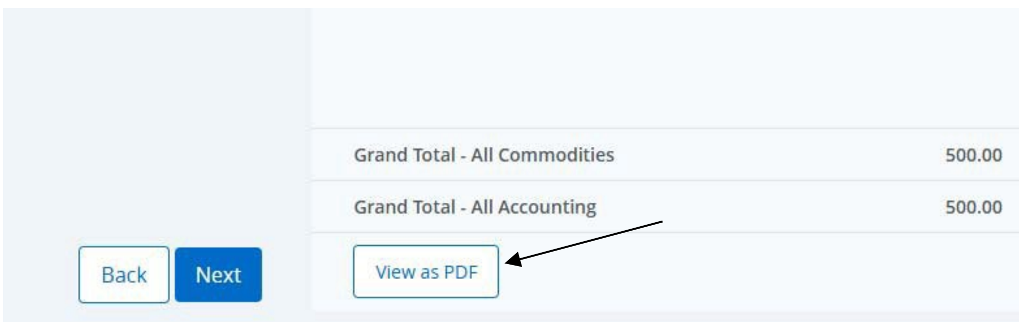
Option	Description
Yes	The system recalls the requisition. The My Requisitions Dashboard page loads with the recalled requisition placed in the draft requisitions section with a draft status
No	The system cancels the recall.

View as PDF

You can download the purchase requisition as a PDF file to verify requisition information is correct.

Procedure

1. Open the requisition that you want to view as a PDF.
2. Click **View as PDF** on the bottom of the screen.



My Requisitions formats the requisition's information into PDF format.

3. Right-click in the PDF file for other options, such as printing or saving the requisition.

Change the Sort Order of the Dashboard

You can change the Sort Order of the items displayed on the My Requisitions Dashboard. By default, the requisitions will display the most recent requisition in the top of the list. To alter the sort order, use the ∧and ∨ next to each column heading to adjust the sort order.