Banner Self-Service:

My Requisitions

Table of Contents

Banner Jargon

- **FOAPAL** – Acronym for <u>F</u>und <u>O</u>rganization <u>A</u>ccount <u>P</u>rogram <u>A</u>ctivity <u>L</u>ocation, which together is a unique identifier for a particular financial transaction (note that the Activity and Location codes are not commonly utilized at Lafayette)

- **Fund Code** – A six-digit number that designates a source of the money. It can be an internal resource of the College (100xxx funds, generally), the College's endowment (120xxx, generally), or restricted gifts (152xxx, generally)

- **Organization Code** – A five-digit number that designates a particular department or program

- **Account Code** – A six-digit number that identifies the category of expenditure (e.g., travel, supplies, etc.)

- **Program Code** – A two-digit number that distinguishes what aspect of campus operations the amount is related (e.g., academic, nonacademic, student, etc.)

Requesting access to Funds or Organization codes
- Navigate to https://finadmin.lafayette.edu/forms
- Select **Banner Finance Access Request Form** and fill out listing all applicable funds, organization codes, and respective access
  - Submit the completed request form to the Controller's Office, 030 Marquis Hall; please allow two business days to receive and process

When Is a Requisition Required?
Per current Lafayette procurement policy, requisitions are required when the total purchase is $5,000.00 or more. Purchases should not be "split" however, just to avoid the requisition process. See the policy on other ways to make purchases of less than $5,000. (e.g. p-card, direct pay of invoice).

Content of a Good Requisition
Requisitions should contain the important and unique information about the purchase. This is of benefit to Lafayette College requisitioner and the supplier.

A good way to determine if a requisition includes appropriate information is that a person who has no knowledge of the purchase, should be able to look at the requisition and corresponding PO and be able to clearly understand what is being purchased, how many, the supplier, when it is being delivered, where it is being delivered, and how it is being delivered. (Think "Have you answered **Who? What? When Where? How? "** when entering a requisition.). Clearly articulating this information helps to avoid issues with the order, and assures that a requisitioner's expectations of the product specifications and delivery are met.

- **Who?** What supplier is the product being purchased from?
- **What?** It is extremely important to provide a clear description of the product(s) or service(s) being ordered-its specifications. Almost always, a requisitioner is looking to buy a NEW product. It is good practice to include that in the description. If the purchase is for refurbished or used equipment that should be part of the description. Include model number, quantity of each, color, etc. If requisitioner has a quote, a reference to the quote number and quote date should be included, but it is not adequate to simply state "see quote". The resulting PO is the College's contract with the supplier, and for Lafayette's protection, we want a clear description of the item(s) or services being purchased to appear on the purchase order text. Additional information may be included also, such as an extended warranty being purchased, or training, or special handling. E.g set up of equipment or "white glove delivery". This is important to place in the requisition so it appears on the final PO to the supplier. It documents your expectations of the purchase…what the College is paying to receive.
- **When?** What delivery date are you looking for the supplier to provide the item(s) or perform the service?
- **Where?** What is the delivery location? Include street, building, floor, your campus address.
- **How?** Is regular shipping acceptable? Is expedited shipping needed? Is freight cost included in the purchase (Prepaid and Add known as PPD)? Additional duties or taxes being pre-paid if item is being imported from outside US?

In summary, a good description of items on the requisition should be fairly detailed! Procurement may return the requisition to you for additional description to be added if it determines the description is inadequate.

Example

- **Good.** New Leather 3 section sofa, Lazyboy Model XYZ, color dark brown, with motorized end recliners and extended 5 year warranty. See Lazyboy quote number L123 dated 5/9/21. Must deliver between 9am-3pm. Please call Patty at 610-330-5016 one business day in advance for special delivery instructions and to confirm delivery.

- **Ok**- Brown leather sofa, Lazyboy model XYZ, see quote number L123 dated 5/9/21

- **Bad** Sofa
- **Bad** See quote

Accessing Banner Self-Service & My Requisitions

- Navigate to https://my.lafayette.edu and sign in using your Lafayette NetID and password
  - Need help logging in? Please contact the Help Desk at (610) 330-5501

- Select **Banner Self-Service** under "Connect to my Accounts"

- Select **Finance** to launch the My Finance Dashboard

- Select **My Requisitions**

My Requisitions overview

My Requisitions allows you to create and submit a purchase requisition. You can create a purchase requisition using either document-level or commodity-level accounting.

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)
- Recall your requisition from Banner Finance Self-Service approvals
- Search and filter requisitions you have created
- Order returned search data
- View a requisition as a PDF

My Requisitions status

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 Self-Service approval queues.
Disapproved	Requisition submitted but disapproved by a Banner Finance Self-Service 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 is 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 Banner Finance User Profile (FOMPROF).

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.

Also, you have the option to select the requisition's accounting type (Document or Commodity), if that option for user choice has been configured when the application was deployed.

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

Type in a few letters of the vendor name, and possible vendors should appear in the drop down box.

If it is a new vendor, the requisitioner must first submit a W-9 to Accounts Payable Disbursement Manager to set up a new vendor. Save draft requisition. When vendor set up is complete, requisitioner may proceed.

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. The application supports document or commodity level accounting. 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. You can also update the Tax and Discount fields.

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**.

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. You must also select the **Delivery Date.**
    Click **Next** to continue to the next page.

3. On the **Vendor Information** page, select the vendor for the requisition by searching via L# or Vendor Name.

4. On the **Add Item & Accounting** page, add an item using the **Add Item(s)** field.
    After an item is selected, the page updates with required fields for the selected item.

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.

7. Click **Add Accounting**.
    The page refreshes with the required fields for accounting information.

8. Click **Save**.
    The Requisition Summary updates.

9. 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 the completed requisition you want to copy.
    The requisition opens on the **Requestor Information** page.

2. Click **Copy Requisition**.

3. 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.

4. 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. To edit a requisition in Pending status, you must recall the requisition.

Procedure

1. On the **My Requisitions** dashboard page, click **Draft** in the Status column for the requisition 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.

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

Recall a requisition

You can recall requisitions that are in Pending status.

Procedure

1. On the **My Requisitions** dashboard page, open the pending requisition 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 any information.

Procedure

1. Open the requisition that you want to view as a PDF.

2. Click **View as PDF**.
    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.