

IX-1.Purchase Requisition Processing Overview

A. Important Banner Navigation Warnings

1. You must not use the mouse to navigate by clicking into or bypassing fields of information within a block. Banner reads system input in the order of each field sequence and although some field do not need a “required” entry, you still TAB to each field to complete your transaction process. Therefore, in order to avoid system errors, you should TAB to each field as you enter information on all Banner forms.
2. When you complete your last field of entry in your Banner form, be sure to TAB past that field before you SAVE in order to avoid losing your information. Once your information has been SAVED, the document will be In Process. After your transactions have been COMPLETED, it cannot be changed and becomes history in the Banner System.
3. Get in the habit of reading the messages on the Auto Hint/Status Bar located at the bottom of all Banner Forms. It provides you with messages concerning missed information, errors, etc.
4. If your Auto Hint/Status Bar should ever indicate “Oracle Error”, STOP!!! Process a screen print of that Form to identify the error, and submit to Information Systems immediately. Provide them with a detailed explanation so they can correct the problem and get the system back in operation.

B. Creating a Requisition

The **Requisition Form FPAREQN** is used to initiate the procurement process and to define the header information, requestor, commodity data, accounting data, balancing/completion data, and various other optional data screens. It is on the Requisition Form that you enter the items and accounting distributions for a purchase requisition.

Before entering a requisition into Banner, you should do the following:

- Complete the [Purchase Requisition Worksheet](#).

This document is used to gather information prior to creating a purchase requisition in the Banner system. It allows you to capture all necessary information concerning your purchase and helps expedite entering data as you navigate through the online Requisition form FPAREQN.

- Verify the correct Index Code that corresponds with the correct Organization Code, see [Indexes by Organization by Fund by Program](#) section of the Ledgers and Charts of Account Users Guide.

***NOTE:** It is extremely important to have all of your information predetermined so that you do not have to leave the FPAREQN form to search for data. The interruption of step by step navigation in Banner could cause system errors that affect the final step of balancing/completion of your requisition.*

- Verify the Vendor’s Banner ID, Name, and Address. A Requisition cannot be created without a vendor.

If you do not find your Vendor complete the Vendor Create/Modify document and submit to Purchasing to create the Vendor

- Information on what you are ordering:
 - 1) Item Description
 - 2) Quantity
 - 3) Unit Price
 - 4) Delivery Date

NOTE: Contract Processing for single line Regular Purchase Order Contracts only:

To process single line contracts, create one commodity line item with the entire dollar amount of the contract, and include detailed specifications of the contract in Line Item Text.

- The Budget to be charged (Index, Fund, Organization, Account, Program, Activity, and Location, if applicable)

NOTE: *When multiple departmental FOAPs need to be charged to one requisition, the Level 4 (Dean) or Level 5 (Vice President or equivalent) may create the requisition for all chart of accounts and the organization elements under their requisition approval queues.*

- Check Organization budget status and availability of funds using FGIBAVL, FGIBDST, and if for a grant use FRIGITD.

If funds are not available complete a Budget Revision Request, signed by appropriate approvers and forward to Business Affairs – Accounting and Reporting for review and processing.

NOTE: *You will receive an NSF suspense message and the requisition will not complete if the FOAPAL being charged does not have sufficient budget funds.*

C. When is a Requisition Encumbered?

When a requisition is **completed** – it is in reserve – meaning it holds the funds, that is, it acts like an encumbrance and reduces your funds available for future requisitions.

When a requisition is **incomplete** – it is in reserve – meaning it holds the funds.

The funds are encumbered when the purchase order is completed and posted.

Therefore, it is critical to track the status of all your requisitions...those that are put “in process” (incomplete requisitions) and also those that are complete. In order for funds to be encumbered, a purchase order must be completed by the NSU Business Affairs/Purchasing Section. Otherwise, there will be incomplete requests in the system that need to be removed in order to allow funds to be available for other purchases.

Remember: **Cancelling an incomplete requisition and a complete requisition removes the reservation.**

FGRIDOC: **Gives you a listing on all incomplete documents (requisitions, purchase orders, invoices, etc.)**

Each time an Invoice is entered against the Purchase Order the balance open on the PO/Encumbrance is reduced and the Commitment on the budget is reduced. When the PO/Encumbrance is closed, any remaining balance on the order is returned to the Budget Pool account.

D. Purchase Orders

There are three types of purchase orders in *Banner*: regular purchase orders, standing purchase orders, and blanket orders. Regular and standing orders encumber funds, and blanket orders do not. The buyer in Purchasing will ultimately determine the type of purchase order to be created depending on the nature of the purchase and the NSU Purchase Order Type. You should however, create your requisition in accordance with the University's NSU Purchase Order Type and the appropriate Banner Purchase Order type.

The standing order is based on a dollar total, has a commodity description that is entered (commodity code not used), quantity and unit price that are multiplied together and placed in the Standing Order's item Amount Field.

Regular Purchase Orders:

Regular Purchase Orders will be used unless otherwise specified, requiring 3-way matching: Purchase Order, Receiving, and Invoice for payment.

A regular order is based on quantities and unit prices of items specified. The requisitioner will process receiving for those items received. Therefore, the assigned buyer needs quantity and unit price information when processing a regular order.

- NSU Purchase Order Types requiring a Regular Purchase Order are:

CO – Confirming Order (< \$5,000)	RC – Renewable Contract
NW – Order Not Exceeding \$5,000	NC – Non-Competitive
TQ – Telephone Quotes (\$5K-\$15K)	SC – State Contract
RQ – Request for Quotes (\$15K-\$25K)	PC – LaCarte Purchasing Card (P-Card)
SB – Sealed Bid (> \$25,000)	

Regular Purchase Orders with Dollar Unit of Measure:

There may be special circumstances to process a Regular Purchase Order that require no quantity and unit price of items specified. For these type purchases, enter a quantity of 1, the total amount of the encumbrance as the unit price and the commodity description to generate the expenditure total. Use Dollar Unit of Measure (DUM) only for line items that have varying unit cost. See the following examples:

Example 1:

Yearly contract for diplomas and diploma covers.

Partial payments are processed during the fiscal year based on quantity and unit prices that vary for the units purchased.

Freight is paid for the multiple shipments during the year and the cost varies.

Estimated yearly cost for shipping charges is \$3,000. Therefore, the line item for freight should read:

<u>Description</u>	<u>Quantity</u>	<u>U/M</u>	<u>Unit Cost</u>	<u>Total Cost</u>
Miscellaneous shipping charges	3,000.00	DUM	1.00	3,000

Example 2:

Yearly contract for copier maintenance.

The vendor bills the unit cost for copy charges which are five (5) decimal places, i.e. \$0.6589/copy.

However, Banner only allows for four (4) decimal places, i.e. \$.0658. Because of rounding differences in the Purchase Order and the amount invoiced, invoicing will not process.

<u>Description</u>	<u>Quantity</u>	<u>U/M</u>	<u>Unit Cost</u>	<u>Total Cost</u>
Overages – Color Copies	49,845.79	DUM	1.0000	49,845.79
756,500 @ .06589 each = \$49,845.79				

When receiving for the Regular Purchase Order with Dollar Unit of Measure line item, receive the “dollars” to pay for the “DUM” line item. Always contact Purchasing to receive authority to create a Regular Purchase Order with Dollar Unit of Measure line item(s).

Standing Purchase Orders:

For purchases that require no quantity or unit price, enter a quantity of 1 and total amount of the encumbrance as the unit price for the standing order as well as the commodity description to generate the expenditure total.

The standing order will permit 2-way matching, requiring a Purchase Order and Invoice for payment.

The encumbrance is based on total dollar amount, quantity times unit price. Departments do not have to process receiving.

Invoices received against standing orders with required supporting documentation and or actions are used to authorize payment.

Standing orders shall be used only for specific NSU Purchase Order Types.

Limitations to a standing order:

- NSU Purchase Order Types that will be processed as a Banner Standing Purchase Order are:

LS – Watson Library Standing Order

PB – Physical Plant Standing Order

PS – Professional Service Contract

SM – Special Meals

UP – University Printing

WR – University Warehouse

Blanket Purchase Orders: *(Not Used by NSU)*

Banner Blanket Purchase Order type does not encumber funds and therefore will not be used by the University for procurement of goods and services.

Standing Orders and Blanket Orders shall share the same meaning at NSU. When one refers to a “Blanket” Request for Authorized Travel, etc., the Banner Standing Order type will be used. Therefore, a Blanket Order at NSU is a “Banner” Standing Purchase Order Type.

Multiple Year Agreements:

- Multiple-year Agreements:
 - Contract for Printing Current Sauce
 - Contract for Inspection, Certification & Maintenance of Fire Suppression and Fire Extinguisher Systems
 - Contract for Maintenance, Inspection and Certification of Fire Alarm Systems
 - Contract for Cleaning of Varnado Hall
 - Contract for Cable Services (Suddenlink)
 - Contract for Printing of Potpourri Yearbook
 - Contract for Custodial Services
 - Contract for Radio, TV Advertising, and Internet Advertising
 - Others when identified and authorized by Purchasing

Contracts for Multi-Year Agreements

These are contract agreements for the first year of requested operating supplies/service/maintenance beginning July 1 and ending June 30th and contain language for options to renew the contract for two additional twelve month periods at the same terms, conditions and prices in accordance with the provisions of the original bid proposal.

If future year requisitions are entered into the Banner system during the current year it will result in an NSF transaction. If the NSF is overridden your current year funds will be encumbered and not available. Therefore, the End User will not be required to process a requisition. Instead, the End User will complete the Requisition Worksheet listing all necessary contract specifications, attach to the Business Affairs Transmittal Cover Sheet and forward to Business Affairs-Purchasing Section. Allow enough lead time necessary for Business Affairs–Purchasing Section to follow the procurement restraints dictated by bidding requirements. The bid award should be finalized by June 30th to avoid delays in processing a purchase order for the future fiscal year beginning July 1.

A Contract Award – Letter of Commitment for the first year of contract will be mailed to the successful bidder. This future year contract acceptance will serve as the binding agreement until Business Affairs-Purchasing Section creates a future year purchase order. Business Affairs-Purchasing Section will verify funds availability and process purchase orders after the year end close and the books open for the new fiscal year beginning July 1.

If Business Affairs-Purchasing Section creates a Regular Order, it will be based on unit prices of items specified and will be issued for the future year expenditure.

If Business Affairs-Purchasing Section creates a Standing Order, it is based on a lump sum dollar total, has a commodity description, and will be issued for the future year expenditure.

Contracts for Renewal of Multi-Year Agreements

Business Affairs-Purchasing Section will review all Multi-Year agreements prior to the expiration date of the first year contract period and will email the End User (Sample email) to confirm acceptance of the option to renew the contract for an additional twelve month period at the same terms, conditions and prices. The End User should respond and also specify any changes in accounting codes for review in preparation of new fiscal year budget analysis.

Upon confirmation of contract renewals from the End Users, Business Affairs-Purchasing Section will mail the vendor a Letter of Contract Renewal requesting acceptance of the option to renew for an additional twelve month period in accordance with the provisions of original bid proposal for the same terms, conditions, and prices, only and if appropriated by the Legislature of the State of Louisiana.

The End User will not be required to process a requisition on contract renewals. Once the fiscal year end close is completed and Banner is available for data entry, Business Affairs-Purchasing Section will process a purchase order based upon the End User's email and the vendor's signed Letter of Contract Renewal acceptance.

The following are examples of contracts for renewal of Multi-Year Agreements that are revenue or cost commitments:

Budget Unit	Index	Contract Type		Contract Purpose
		Expenditure	Revenue	
Library	104110	X		Reader/Printer Maintenance
Registrar's Office	105680	X		Printing of NSU Catalog
University Recruiting	105720	X		C2 seat i2 Precedent
Business Affairs	106010	X		Student Loan Acct. Maintenance
Registrar's Office	106050	X		Printing of Diplomas & Covers
Physical Plant (Nursing)	106120	X		Security - Shreveport
Alumni/University Advancement	106170	X		2 seat i2 Precedent (electric) golf cart
Printing	106203	X		2 seat i2 Precedent (electric) golf cart
Printing	106203	X		Maintenance of Printing Equipment
Print Shop	106383	X		Konica Maintenance - BizHub X7000
University Police	106385	X		4 each - Villager 4 (electric)
Athletics - VP Ext. Affairs	106984	X		Database for Athletic Dept
President's Office	107010	X		2 seat i2 Precedent (electric) golf cart
Physical Plant/Grounds	107030	X		CarryAll 1 cart (gas)
Physical Plant/Warehouse	107030	X		CarryAll 1 cart (ELECTRIC)
Telecommunications	107100	X		Nortel Telephone Equip. Maintenance
Physical Plant/Grounds	107205	X		Waste Management - Natchitoches
University Affairs/Custodial	107230	X		Custodial Services - Rapides General
University Affairs/Custodial	107233	X		Custodial Service
Physical Plant - Bldg. Use	107234	X		Dust Control Services - Mats
Physical Plant - Utilities	107470	X		Maintenance - Pressure Safety Valves
Environmental Services	107470	X		Parts Washers
One Card	415200	X		Cash Net Annual Subscription
Student Union Activities	415410	X		2 seat i2 Precedent (electric) golf cart
Auxiliary Services	415875	X		Custodial Service-Varnado Hall
Auxiliary Services	415875	X		Cable TV - VARNADO ONLY (5 mths)
Recreation Complex-Pool	416020 416030	X		Pool Repairs
Recreation Complex – Golf	416025	X		Golf Cart Rentals Golf Course Supplies & Maintenance Bucket Truck Rental & Stump Grinding
Athletics	417310	X		Athletic Insurance
Athletics	417340	X		Helmet Reconditioning
Student Life	527165	X		2 seat i2 Precedent (electric) golf cart
Auxiliary Services	527175	X		Insurance - Special Programs
Academics - TIP/Advance	527195	X		Food Service TIP/Advance
Student Tech Fee	527481	X		CarryAll 1 cart (electric) - 2 carts
CAPA	527505	X		Golf Cart- Carryall 700 gas
Physical Plant -Building Use	775004	X		Maintenance - Elevator
Physical Plant -Maintenance	775004	X		Boilers -Preventative Maintenance
Physical Plant -Building Use	775004	X		Chiller Inspection-Shreveport & Natch
Environmental Health	775004	X		Certification of Chemical Fume Hoods
Physical Plant- Bldg. Use	775004	X		Maintenance -Clayton Steam Generator
Physical Plant - Nurse Center	775009	X		Waste Disposal - Shreveport
Physical Plant	775009 775016	X		Lawn Care - Shreveport, Leesville, Nat
Physical Plant - Leesville	775016	X		Waste Disposal - Ft. Polk
Physical Plant	775070	X		Flooring - Refinishing of Wood Floors
Physical Plant - Street Maintenance	776017	X		Street Striping
Publishing	990110	X		Printing of Argus magazine
Publishing - Current Sauce	990150	X		Printing - Current Sauce
Athletics	990311	X		CarryAll 1 golf cart (gas) Maintenance to Athletic Fields Athletic Facilities Grounds Maintenance
Publishing -Potpourri	990600	X		Printing - Potpourri Yearbook
Publishing -Potpourri	990600	X		Yearbook Pictures - Potpourri
Auxiliary Services	Multiple		X	Laundry Machines – Natchitoches Bookstore Lease
Auxiliary Services	Multiple	X		Cable TV
Business Affairs	Multiple		X	Collection - Institutional Receivables Collection - Student Loans & Perkins Loans
Physical Plant	Multiple	X		Fire Suppression, & Fire Extinguishers
Physical Plant	Multiple	X		Fire Alarms-Maintenance & Monitoring
Auxiliary Services	Revenue		X	Automated Vending – Leesville Can Vending - Natchitoches Contract for Banking, Debit Card, ATM, Demon Card Services Food Service Food Vending - Natchitoches

Budget Unit	Index	Contract Type		Contract Purpose
		Expenditure	Revenue	
Business Affairs	Revenue		X	Automated Vending - Shreveport Lockbox Services Collections Services Contract
Registrar's Office	Revenue		X	Graduation Pictures
Student Services	Revenue		X	Student Insurance
Telecommunications	Revenue		X	Antenna Site Agreement
University Affairs	Revenue		X	Agricultural Lease-Crow Property in DeSoto Parish, LA Tract 4275

Processing Future Year Purchase Requisitions/Purchase Orders

If future year requisitions are entered into the Banner system during the current year it will result in an NSF transaction. If the NSF is overridden your current year funds will be encumbered and not available.

Therefore, the End User will not process a requisition for a future year expenditure. Instead, the End User will complete the Requisition Worksheet listing all necessary item descriptions, quantities, unit prices and amounts, attach to the Business Affairs Transmittal Cover Sheet and forward to Business Affairs-Purchasing Section. Allow enough lead time necessary for Business Affairs-Purchasing Section to follow the procurement restraints dictated by bidding requirements if applicable. Bid awards should be finalized by June 30th to avoid delays in processing purchase orders for the future fiscal year beginning July 1.

Business Affairs-Purchasing Section will verify funds availability prior to creating future year purchase orders. All purchase orders will be processed after year end close and the books open for the new fiscal year beginning July 1.

E. Querying

The **Requisition Query Form FPIREQN** serves as a companion query form in Banner. **Requisition Form FPAREQN** allows you to query information about all requisitions and their status.

The **Document by User Form FOADOCU** allows the user to view documents by User ID, document type, certain activity date, or a range of dates and status.

The **Document History Form FOIDOCH** allows the user to enter any finance document number and then see all other associated finance documents.

The **Approval History Form FOAUAPP** allows the users to view the approval history for a particular document.

F. Fixed Assets – Equipment Orders

Special considerations are required when purchasing Fixed Assets - Equipment. Fixed Assets - Equipment Purchase requisition processing is contained in Creating a Requisition – FPAREQN in this User's Guide.

G. Procurement Text Entry

Use the Procurement Text Entry Form [FOAPOXT] to enter text from the following Requisition Entry Header blocks:

- Requestor/Delivery block:
Select 'Document Text [FOAPOXT]' from the 'Options' menu and perform a 'Next Block' to access the Text Field.
- Commodity/Accounting block:
Select 'Item Text [FOAPOXT]' from the 'Options' menu and perform a 'Next Block' to access the Text Field.

NOTE: Item Text is used to add additional description to the Commodity Line Item.

This form is used to communicate information to a buyer pertaining to the requisition or to add information to print on the purchase order for the vendor.

H. Commodity (Line Item) Level Accounting vs. Document Level Accounting

Commodity Level Accounting

Commodity Level Accounting is the default for all requisitions. Therefore, the "Document Level Accounting" checkbox will be unchecked in order to assign accounting distribution to each commodity (line items) record.

NOTE: Commodity Level Accounting should be used when charging one commodity line item to multiple FOAPALs OR multiple commodity line items to multiple FOAPALs.

Document Level Accounting may give rounding errors when entering/splitting between multiple FOAPALs. Also, avoid entering FOAPALs by percentage, instead enter the exact amounts you wish to allocate to each FOAPAL.

Commodity Level Accounting requires you to assign one or more FOAPALs to each specific commodity line items. Commodity Level Accounting is more accurate than Document Level Accounting. It also makes complex splits easier since the user can easily view the exact FOAPAL or FOAPALs each commodity has associated with it. When assigning split account distributions on the same PO, Commodity Level Accounting will ensure exact amounts from the appropriate FOAPALs are used to avoid over charging the wrong FOAPAL.

Document Level Accounting

IMPORTANT: Do not use Document Level Accounting.

Document Level Accounting expects and manages accounting distributions for the document in total. Document Level Accounting may cause rounding errors because the system assigns account distributions at the document level, rather than to specific line items.

Fixed Asset/Capital Outlay (707XXX) Items

Commodity accounting should always be used when Fixed Asset/Capital Outlay Items are charged specifically to a capital outlay account code and non-capital outlay items are charged specifically to a non-capital outlay account code. If this separation is not done with commodity accounting then a Fixed Asset adjustment will be necessary.

Commodity accounting should always be used when automatic capitalization is engaged since Fixed Asset adjustments are greatly reduced. Capital outlay items are charged specifically to the capital outlay account codes and non-capital outlay items are charged specifically to a non-capital outlay account codes and when doing split accounts on the same PO to ensure exact amounts from the appropriate FOAPAL are used, can help to avoid over charging the wrong FOAPAL

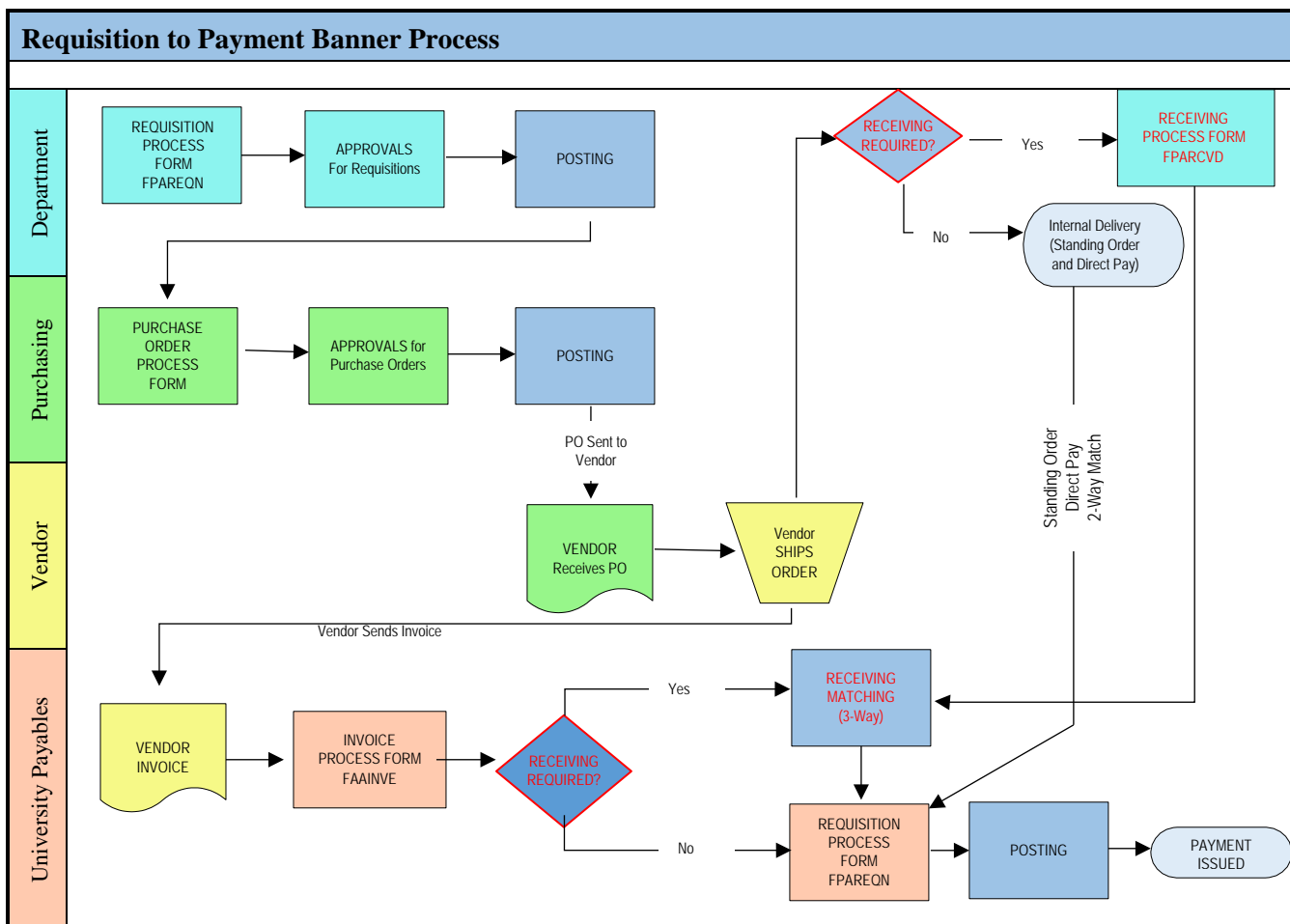
NOTE: Budgets are also affected by Change Orders based on the type of level accounting selected.

I. Banner Receiving

Receipt acknowledgement is managed with the Banner receiving module. The receiving module contains the forms used in the process of receipt, adjustment, and return of goods and services. Banner's optional receipt required allows payment of an invoice only after matching invoiced items are correctly received. The invoiced and received commodity item quantities must match in order to pay.

J. The Banner Requisition to Payment Process

The following flow chart displays an overview of how the process flows in **Banner** from the time a requisition is submitted until it is paid.



Department Responsibilities

- Create and submit a properly completed requisition.
 - Select the correct vendor.
 - Provide accurate data for Commodity, Quantity, Price and FOAPAL(s). Use your Index Code to assure you use the correct FOP.
 - Determine accounting type for the requisition once the accounting type is established on the requisition it **cannot** be changed by Purchasing or Accounts Payables.
 - **Document Level Accounting:** (*Not used by NSU*)
 - **Does not link** any line item to a specific accounting distribution.
 - **All** items on the requisition will be charged to one or more **FOAPAL's**.
 - May cause rounding errors.
 - **Commodity Level Accounting:**
 - Default setting in *Banner* (there is a not check in the Doc Acctg box).
 - **Does link** each line item to a specific accounting distribution. For this option, leave the **Doc Acctg** box **unchecked**.
 - Assign accounting distributions (**FOAPAL's**) to each line item.
 - Complete the department approval process.
 - Complete appropriate receiving documentation upon receipt of vendor's goods and services.
 - Resolve with Purchasing, Accounts Payable and Vendor payment issues.

Purchasing Responsibilities

- Review the requisition.
- Ensure that appropriate purchasing policies and procedure are followed.
- Create the purchase order.
- Complete any required purchasing approval processes.
- Send the completed purchase order to the vendor, when appropriate.

Vendor Responsibilities

- Acknowledge receipt of the order.
- Ship or deliver the goods and services.
- Send or deliver the invoice with properly documented purchase order number, if applicable, to:

NSU – Business Affairs
 Accounts Payable
 PO Box 5685
 Natchitoches, LA 71497

Accounts Payable Responsibilities

- Process Vendor invoices by adjusting invoice line items to PO line items when appropriate to complete a 3-way match, 2-way match, or a Direct Pay.
- Ensure that appropriate accounts payable policies are followed.
- Resolve payment issues with Purchasing Department, NSU Requesting Department and Vendor.

K. Completing the Purchase Requisition Worksheet

Budget Unit Head or Designee

1. Complete the *Purchase Requisition Worksheet* entering the following:
 - a. **Requisition Entry Section:**
 - i. **Delivery Date:** The realistic delivery date that the goods/services are to be delivered. The date must be reasonable and same or later than the transaction date which is usually the current date.
 - ii. **Comments (PO Type):** Refer to the NSU Purchase Order Type table. Enter the appropriate NSU PO Type.
 - iii. **Document Text:** List special directions, delivery requirements, notes to Purchasing or a vendor, etc. Give complete details as to the support documents necessary to complete the Purchase Order process. Also, forward the support information to Business Affairs – Purchasing Section by attaching to the Business Affairs Transmittal Cover Sheet. Examples of support documents are as follows:
 - Telephone/Fax Quotation Tabulation
 - Quotes
 - Justification Memos
 - Enclosures/Order Forms that need to be mailed with the payment/check
 - iv. **Commodity Level Accounting or Document Level Accounting:** Identifies the accounting distribution for your expenditures
 1. **Commodity Level Accounting:** It is the default for all requisitions and should not be changed
 2. **Document Level Accounting:** Do not check this box.
 - b. **Requestor/Delivery Information:**
 - i. **Organization:** Enter the Organization Code. See Index Code (Budget Unit Account Code) by Major Fund, Index, Fund, and Program, Grant and Contract Codes section in the Banner Finance Ledgers and Chart of Accounts section of the Banner Finance Departmental User's Guide.
 - ii. **Email:** Enter the email address of the Requestor
 - iii. **Phone:** Enter the phone number of the Requestor

- iv. **Ship To:** Enter the Banner Finance two (2) letter Ship To Code. The options are:
- CF – Child and Family Network
 - CP – CENLA Programs
 - CR – Central Receiving
 - DD – Department Delivery
(*Detailed instructions for Department Delivery must be entered in the Document Text field)
 - LE – Leesville Campus
 - ND – No Delivery Required
 - NU – College of Nursing
 - PU – Department will Pick Up
 - WL – Watson Library

NOTE: All Capital Outlay purchases must be shipped directly to Central Receiving. However, departments are encouraged to have items shipped directly to your office location.

- v. **Attention To:** Enter the name of the Organization Unit requesting the commodities

c. **Vendor Information:**

- i. **Vendor ID:** Enter the Banner Vendor ID number. The ID can be located by query on Banner Form FTIIDEN. For a detailed explanation of querying for a Vendor ID, refer to the Vendor Information section in the Purchase Requisition Processing User's Guide in the Banner Finance Departmental User Guides.
- ii. **Vendor Name:** Enter the Vendor name and address that the Purchase Order will be mailed to
- iii. **Vendor Contact:** Enter the name of the Vendor Contact who is processing the order

d. **Commodity/Accounting Information:**

- i. **Commodity Line Item Description:** Enter all relevant specifications for the commodity, i.e. item name, serial number, model number, etc. Prepare the Completing Requisition Specifications template at the end of this procedure, attach it to the Business Affairs Transmittal Cover Sheet and forward to Business Affairs/Purchasing Section. Be sure to reference the Banner requisition number.
- ii. **U/M:** Enter the unit of measure for the item requested
- iii. **Qty:** Enter the quantity of the item to be requested
- iv. **Unit Price:** Enter the unit price of the item to be requested
- v. **Total:** Enter the total price of the item to be requested (Qty x Unit Price = Total)
- vi. **Index:** Enter the Index Code. See Index Code (Budget Unit Account Code) by Major Fund, Index, Fund, and Program, Grant and Contract Codes section in the Banner Finance Ledgers and Chart of Accounts section of the Banner Finance Departmental User's Guide.
- vii. **Acct:** In the Banner User Guides, Departmental, II. Ledgers and Chart of Accounts, Section D - General Ledger Balance Sheet Accounts, beginning on page 18, locate the appropriate Banner Account code. The Account Code is the expenditure code that identifies the specific expenditure and must be entered with each transaction.

2. Enter information into Banner using the Purchase Requisition Worksheet.
3. Write the Banner Requisition number on the Purchase Requisition Worksheet.
4. Retain for your records.

***NOTE:** If Requisition is being “Completed Outside of the Purchasing System”, route the Purchase Requisition Worksheet for the appropriate signatures, and send to Business Affairs – Purchasing Section.*

L. Completing Requisition Specifications

Entering Requisition Items Correctly:

The following are examples of commodity descriptions required to prepare correct specifications. These examples will assist you in the completion of a Requisition. This will provide you with the essential information commonly needed for routine recurring purchases and will help expedite your purchases.

Enter the following information when you create your Requisition:

For State Contract PR's:

Enter 6-Digit State Contract Number (404099)

Enter 5-Digit State Contract Line Number (10022) **Only one (1) State Contract to one (1) Vendor per Requisition.**

For Renewable Contract or Time Specific PR's:

Enter the contract beginning date and ending date (Fiscal Year: July 1 through June 30th)

Enter the following in the respective columns in the body of the Requisition in accordance with the Specification Template layout:

1. **Item:** Item reference number beginning with Item Number 1.
2. **Description (Complete Product Description/Specifications/Scope of Work):**
 - a. Enter the Title of the Commodity or Scope of Work. (Commodity: Computer, Printer, Ink Cartridges, Watercolor Paint, Books, Videos, etc. Scope of Work: Carpet Removal and New Installation).
 - b. Enter the Brand Name of the Commodity (Nike, Hewlett Packard, Canon, Rembrandt, John Deere, Hand, etc.).
 - c. Enter the Model and/or Catalog Number of the Commodity. (HP 4050TN, Cheap Joe's Catalog #RW103, Fisher Scientific #02-0001)
 - d. Enter the Complete Commodity/Scope of Work Description:

Type: If paper, what kind of paper? Bond, Weight, Watercolor, Laser, Vellum, Watercolor, Offset, etc.

Size: Approximately 42"H x 24"W x 32"L Always use a measurement and a description, i.e. H=Height, W=Width.

Color: Red, White, Walnut, Black Frame, Gray Fabric, etc.

Speed/Capacity: 1000 MHz, 600 dpi, 6 Sheets per Minute, 12 Horsepower, etc.

Packaging: List Quantity in Packaging: 25/Box, 100/Carton, 500Ream, 100/Case.

Labor Cost: Any Labor, Installation, Setup Charges for Scope of Work.

Quantity (Product Quantity): Quantity of item Requested.

Unit (UOM – Unit of Measure): Unit of Measure for item see attachment #4 for Unit of Measure (UOM) List for standard UOM to be used.

Unit Price: Estimated (or Actual) Unit price for items.

Total Price: Quantity X (times) Unit Price.

**Purchase Requisition
Specification Template Examples**

Item Number	Complete Product Description/Specification/Scope of Work	Product Quantity	UOM – Unit of Measure	Unit Price	Total Price
1	EXAMPLE #1	4	Tubes	\$9.20	\$36.80
	Example of Incorrect Specifications <i>Crimson W466 (AA)</i>				
	Example of Correct Specification <i>Watercolor Paint: Brand: Windsor & Newton #W466 1 4mL Tube (AA) Extremely Permanent Color: Perm Alizarin Crimson</i>				\$36.80

Item Number	Complete Product Description/Specification/Scope of Work	Product Quantity	UOM – Unit of Measure	Unit Price	Total Price
1	EXAMPLE #2	5	Each	\$275.00	\$1,375.00
	Example of Incorrect Specifications <i>Task Chair Quill #033-8948GY</i>				
	Example of Correct Specification <i>Fully Adjustable Task Chair: Brand: Globe Quill Catalog #033-0894GY Black Frame with Grey Fabric Single Lever Controls Back & Seat Angles Adjustable Back height, Gas-Lift Seat Seat Height Adjusts from Approximately 17-22” Back Approximately: 18-1/2”H x 19-1/2W Seat Approximately: 19-1/2”W x 17”D Assembly Required</i>	5			\$1,375.00

Item Number	Complete Product Description/Specification/Scope of Work	Product Quantity	UOM – Unit of Measure	Unit Price	Total Price
1	EXAMPLE #3	16	Mowing	\$125.00	\$2,000.00
	Example of Incorrect Specifications <i>Mowing for Leesville/Fort Polk</i>				
	Example of Correct Specification <i>Lawn Care at NSU-Leesville/Fort Polk Center: Contract Period: July 1, 2015 through June 30, 2016 Furnishing all labor, tools, equipment and other necessary equipment for the following per visit. Ground Maintenance is to include the picnic area in and around NSU-Leesville/Fort Polk Head Start playground site. The estimated number of mowings for one year is 16. This is an estimated amount and could increase or decrease during the contract renewal periods.</i> <ol style="list-style-type: none"> 1. Lawn Mowing 2. Cutting Area Not Accessible by Mower with Weed Eater or Equivalent 3. Blow, Vacuum, or Sweep Paths, Sidewalks, Patios, and Door Entrances After Each Mowing 4. Trim Fringe Left by Mower Around Buildings, Trees and Sidewalks 5. Mow and Weed Eat in and Around Fenced Area Behind Campus 			\$2,000.00	

M. The Requisition Entry Form – Quick Reference

The table below shows the information blocks with the corresponding information needed for each.

<p>FPAREQN</p> <p>1. Requisition Number Block (Key Information Block)</p>	<p>There are two Options:</p> <ul style="list-style-type: none"> • Next Block [Ctrl+Pg Down] for a <u>new</u> requisition. Banner will assign a new requisition number (seven digits, i.e. RXXXXXX) after the vendor is chosen. • Enter a Requisition number or use the search feature to locate an existing requisition to modify and complete it. <p><i>NOTE: Once a requisition has been completed using FPAREQN, it cannot be modified.</i></p>
<p>FPAREQN</p> <p>2. Requisition Entry Header Block</p>	<p>Enter the following information:</p> <ul style="list-style-type: none"> • Order Date (Defaults to current date) • Transaction Date (Defaults to current date) • Delivery Date (enter expected delivery date) • Comments (enter the NSU Purchase Order Type) • Document Level Accounting (Defaults to Commodity Level Accounting, therefore the box will be unchecked.)
<p>FPAREQN</p> <p>3. Requestor/Delivery Block</p>	<p>Enter the following information:</p> <ul style="list-style-type: none"> • Requestor (Defaults to the user id information) • COA (Defaults to N) • Organization (Enter the correct Organization number) • Ship To (Enter the Ship To code) • Attention To – Enter the Person requesting the purchase (if different from default) <p>From the Options menu choose Document Text (FOAPOXT) Used to communicate special request to Purchasing or the Vendor</p> <ul style="list-style-type: none"> • Modify Clause (choose the appropriate code, if needed) • Enter additional text if needed or required <p>Examples: Written Quotes for Purchasing Invoices Order Forms (Dues, Memberships, Subscriptions, etc.) Enclosures</p> <p><i>NOTE: The additional text is for informational purposes for Purchasing, so Uncheck the Print box.</i></p>
<p>FPAREQN</p> <p>4. Vendor Block</p>	<p>Enter the following information:</p> <ul style="list-style-type: none"> • Vendor (Enter the correct vendor code, if known, or Click drop down to search FTIIDEN to locate your vendor.) <p><i>NOTE: If the vendor that you need is not in the system, complete a Vendor Create form and submit to Purchasing for processing. Enter a note to Purchasing using Document Text (FOAPOXT) from the options menu. Example – “Vendor not found. Submitted Vendor Create form and need to add as new vendor”</i></p> <ul style="list-style-type: none"> • Address Type (Enter PO for the Address Type) • Sequence (Defaults from the Address Type)

<p>FPAREQN 5. Commodity/Accounting Block</p>	<p>Enter the following information:</p> <p>Commodity Block:</p> <ul style="list-style-type: none"> • Commodity code (Leave blank – Not Used by NSU) • Description (Enter Item Description) <i>NOTE: To enter additional line item information, choose Item Text (FOAPOXT) from the options menu.</i> • U/M Unit of Measure • Quantity for each item • Price for each item <p>Accounting Block: Change data as necessary.</p> <ul style="list-style-type: none"> • Index – Use your Index Code to access your Budget Unit, FOP (Choose from the drop down menu) • Fund – Defaults from the Index • Orgn – Defaults from the Index • Acct – Choose from the drop down menu • Prog – Defaults from the Index • Locn – (Only used for Fixed Assets) Choose the appropriate Location code.
<p>FPAREQN 6. Balancing/Completion Block</p>	<p>There are two choices to consider:</p> <ul style="list-style-type: none"> • Completion – this will send the Requisition to Departmental Approval after it has Posted. After Departmental Approvals are completed the Requisition will be forwarded to Purchasing to assign a designated buyer. • In Process – select this option when you need to make changes before completing your requisition.