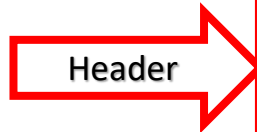


Banner Self-Service  
Requisition Form Instructions

# Requisition Form

- There are 3 sections to the Requisition Form:
  - Header
    - This section has all the lead sheet information for the vendor and the requestor.
    - Purchase Justification also is input here.
  - Commodity
    - This section lists out all items being purchased and their price.
  - Accounting
    - This section handles the internal accounting information and the distribution of costs.



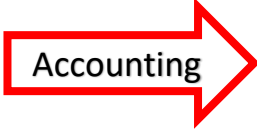
Transaction Date 7 SEP 2020  
 Delivery Date 7 SEP 2020  
 Vendor ID  Vendor Validate  
 Address Type  Address Sequence   
 Vendor Contact  Vendor E-mail   
 Requestor Name   
 Requestor E-mail   
 Country Area Phone  
 Code Code Number Extension  
 Requestor Phone   
 Requestor Fax   
 Chart of Accounts D  Organization   
 Currency Code USD Discount Code None  
 Ship Code  Attention To Vincent Gallo  
 Comments  Document Text



Item	Commodity Description	U/M	Quantity	Unit Price	Discount Amount
1	<input type="text"/>	EA	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	None	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	None	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	None	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	None	<input type="text"/>	<input type="text"/>	<input type="text"/>

Commodity Validate

Calculated Commodity Amounts				
Item	Extended Amount	Discount Amount	Finance Use	Net Amount
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Totals:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



Dollars  Percents

Seq#	Chart	Fund	Orgn	Account	Program	Accounting
1	D	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Save as Template   
 Shared

# Requisition - Header

## Dates

Transaction Date – This field is for the date the requisition is being submitted. This should almost always be the current date.

Delivery Date – The expected delivery date. This must be on or after the Transaction Date

<b>Transaction Date</b>	7	SEP	2020
<b>Delivery Date</b>	7	SEP	2020
<b>Vendor ID</b>	<input type="text"/>	<input type="button" value="Vendor Validate"/>	
<b>Address Type</b>	<input type="text"/>	<b>Address Sequence</b>	<input type="text"/>
<b>Vendor Contact</b>	<input type="text"/>		<b>Vendor E-mail</b> <input type="text"/>
<b>Requestor Name</b>	<input type="text"/>		
<b>Requestor E-mail</b>	<input type="text"/>		
	<b>Country Code</b>	<b>Area Code</b>	<b>Phone Number</b>
<b>Requestor Phone</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Requestor Fax</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>

# Requisition - Header

## Vendor Information

Vendor ID – Enter Vendor ID # if known.

- If you do not have the Vendor ID #, you can use the “Code Lookup” at the bottom of the page.
- If this is a new vendor, please contact Procurement to set them up in the system.

Once entered, press the “Vendor Validate” button to have the system fill in the remaining information.

<b>Transaction Date</b>	7	SEP	2020	
<b>Delivery Date</b>	7	SEP	2020	
<b>Vendor ID</b>	<input type="text"/>	<input type="button" value="Vendor Validate"/>		
<b>Address Type</b>	<input type="text"/>	<b>Address Sequence</b>	<input type="text"/>	
<b>Vendor Contact</b>	<input type="text"/>		<b>Vendor E-mail</b> <input type="text"/>	
<b>Requestor Name</b>	<input type="text"/>			
<b>Requestor E-mail</b>	<input type="text"/>			
	<b>Country Code</b>	<b>Area Code</b>	<b>Phone Number</b>	<b>Extension</b>
<b>Requestor Phone</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Requestor Fax</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

# Requisition - Header

## Requestor Information

For this section, enter the Drew contact information for the person requesting the purchases.

If there are any problems or if the requisition needs to be modified, this is the person who is go

<b>Transaction Date</b>	7 ▾	SEP ▾	2020 ▾
<b>Delivery Date</b>	7 ▾	SEP ▾	2020 ▾
<b>Vendor ID</b>	<input type="text"/>	<input type="button" value="Vendor Validate"/>	
<b>Address Type</b>	<input type="text"/>	<b>Address Sequence</b>	<input type="text"/>
<b>Vendor Contact</b>	<input type="text"/>		<b>Vendor E-mail</b> <input type="text"/>

<b>Requestor Name</b>	<input type="text"/>			
<b>Requestor E-mail</b>	<input type="text"/>			
	<b>Country Code</b>	<b>Area Code</b>	<b>Phone Number</b>	<b>Extension</b>
<b>Requestor Phone</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Requestor Fax</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

# Requisition - Header

## Shipping Information

The "Attention to" field defaults to the person who is entering the requisition. If you are ordering something on behalf of another Drew employee, please enter their name here.

<b>Chart of Accounts D</b>		<b>Organization</b>	
<b>Currency Code</b>	<input type="text" value="USD"/>	<b>Discount Code</b>	<input type="text" value="None"/>
<b>Ship Code</b>	<input type="text"/>	<b>Attention To</b>	<input type="text" value="Vincent Gallo"/>
<b>Comments</b>	<input type="text"/>		

[Document Text](#)

# Requisition - Header

## Purchase Justification

All Requisitions must include a justification for purchase. This information is entered on a separate screen accessed by clicking the “Document Text” link.

**PLEASE NOTE** – While the online form will allow you to submit the requisition without doing this step, this is still a required field. If you do not enter a business justification for your purchases, your requisitions will be denied.

<b>Chart of Accounts D</b>		<b>Organization</b>	
<b>Currency Code</b>	USD ▾	<b>Discount Code</b>	None ▾
<b>Ship Code</b>	<input type="text"/>	<b>Attention To</b>	Vincent Gallo
<b>Comments</b>	<input type="text"/>		
			<a href="#">Document Text</a>

Item	Commodity Description	U/M	Quantity	Unit Price	Discount Amount
<u>1</u>	<input type="text"/>	EA ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>2</u>	<input type="text"/>	None ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>3</u>	<input type="text"/>	None ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>4</u>	<input type="text"/>	None ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>5</u>	<input type="text"/>	None ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>

Commodity Validate

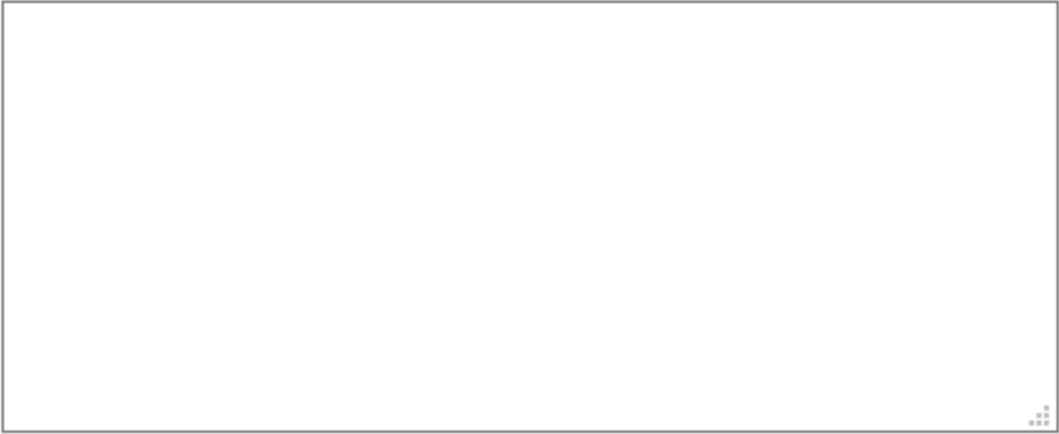
# Requisition - Header

## How to enter Document Text


- Once you press the “Document Text” link, a new window will pop up with two text boxes.
- Enter your justification for this purchase in the box under “Enter Document Text, Print”
- **DO NOT** enter your justification under the “Enter Document Text, No Print” box
  - If you do, the approver will not be able to see your justification, and the requisition will be denied.
- Once you have entered your justification, press the “Save” button at the bottom of the page. Once you get a confirmation message, you can close the popup

## Document/Commodity Text

Enter Document Text, Print:



## Enter Document Text, No Print:



Save



# Writing Appropriate Requests

- All requisitions **MUST** include a detailed justification for the expenses being requested.
- A justification should clearly explain:
  - The business need for the purchase
  - How the purchase benefits Drew University and/or your program

# Writing Appropriate Requests

## **Example Acceptable Reasons**

- “Purchase of Lab Supplies for Dr. Smith’s Intro to Bio course for Spring 2021”
- “Emergency purchase of bedding for on-campus students displaced by Hurricane Irene.”

## **Example Unacceptable Reasons**

- “FY21 Supplies”
- “Purchase of blankets as discussed with Bob.”
- “Outstanding Contract”
- “Adobe License (Quote #12345)”

# Requisition - Commodities

## Commodities

1. Commodity Description – A short description of what you are purchasing.
2. U/M - How what you are purchasing is being measured (Each, Box, etc)
3. Quantity – The amount of the specific item you are purchasing
4. Unit Price – The price of each individual unit of what you are purchasing
5. Discount Amount – Do not use.

Once all of the commodities are entered, press the “Commodity Validate” button to have the system calculate the full amount of the items for the Requisition.

Item	Commodity Description	U/M	Quantity	Unit Price	Discount Amount
1		EA			
2		None			
3		None			
4		None			
5		None			

Commodity Validate



### **Calculated Commodity Amounts**

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

# Requisition - Accounting

## Accounting

This section of the form

Select if you are calculating by Dollars or Percents (Default is Dollar).

Enter the Fund, Organization, and Account, (FOAP) for your purchase. While there is a field for Program, please leave this blank and the system will populate this field.

<input checked="" type="radio"/> Dollars <input type="radio"/> Percents						
Seq#	Chart	Fund	Orgn	Account	Program	Accounting
1	D					
2						
3						
4						
5						

Save as Template

Shared

Validate

Complete

# FOAP String

- Stands for...
  - Fund
  - Organization
  - Account
  - Program
- NOTE – These charts are not directly connected to each other and can be mixed to match the expense purpose

**1101.111004.70202.12**

# FOAP String - Fund

- 4-6 digits

1101.111004.70202.12

- A Fund designates the type and/or source of money that you are using
- Types of funds include:
  - Unrestricted
  - Restricted
  - Capital Funds
- Identifies **WHERE** the money comes from

# FOAP String - Organization

- 6 Digits

1101.111004.70202.12

- Follows Organizational Structure
- Determines who approves a given action in Banner
- Identifies **WHO** is spending the money

# FOAP String - Account

- 5 digits

1101.111004.70202.12

- Defines the type of expense .
- Identifies **WHAT** money has been received or spent on.



# FOAP String - Program

- 2 digits

1101.111004.70202.12

- Default Program code follows the general purpose of the Organization
  - This generally should not vary from the default setting.
  - If you believe it should be changed for a particular transaction, check with accounting.
- Identifies **WHY** the money is spent.

# Requisition - Accounting

## Validation and Completion

Once all of the FOAP information is entered for the requisition, press the “Validate” button. This will begin the process of the system reviewing the information you have entered.

If the message “Document Validated with no errors,” appears, your document has no technical errors and can be submitted by pressing the “Complete” button. You will then be given the document number, which starts with R.

Please note that this is your only chance to see and record this document number.

Dollars  Percents

Seq#	Chart	Fund	Orgn	Account	Program	Accounting
1	D					
2						
3						
4						
5						

Save as Template

Shared

# FAQ

- What to do if you get an Error Message during Validation
  - Review your Accounting information and make sure that it is entered correctly.
  - If it is entered correctly, please reach out to Vincent Gallo for assistance at [vgallo@drew.edu](mailto:vgallo@drew.edu).
- What to do if you do not see the vendor you want to use.
  - Contact Procurement at [procure@drew.edu](mailto:procure@drew.edu) and work with the procurement team to either set up a new vendor or find the best vendor to suit your needs.