Purchase Requisitions (PR) and Store Requisitions (SR)

User Guide

General Administrative Services | ADA University

January 14, 2019

Introduction

ADA University Procurement and Purchasing department aims to provide efficient, effective, fair and customer-focused procurement services to enhance the mission of the University while following applicable policies. The Office of General Administrative Services is committed to continuous research for innovative and effective methods that facilitate the procurement process in a cost-effective manner.
This manual has been prepared to help users to create purchase (PR) and stock (SR) requisitions via Banner ERP.

Definitions

- **Banner ERP**

Banner is a new ERP system that ADA University is using as of January 1st, 2019 to carry out financial operations.
The new ERP system offers substantial business advantages including:

- Automate routine processes and tasks to improve efficiency and accuracy
- Create efficiencies and cost savings when purchasing and paying for goods and services
- Organize and track requisitions across University departments, and link requisitions to approved purchase orders
- First time manage acquisition, depreciation, audit and disposal of the University's fixed assets
- Enhance reporting capabilities, and year-end accounting practices with a new flexible chart of account configurations
- Integrate with Banner Student system and Student Accounts Receivable module. Together these modules support virtually all of the operational needs of the University, providing relational, reliable data for internal processes, management reporting and external reporting.

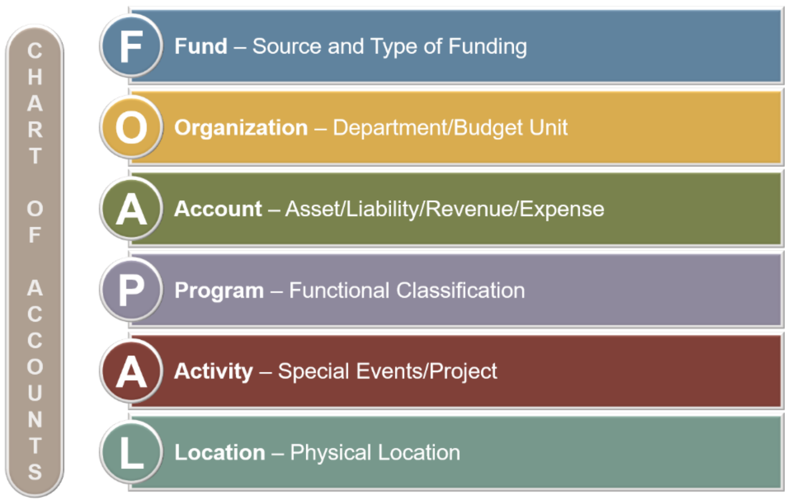
- **Chart of Accounts**

The Chart of Accounts (COA) is a systematic classification of accounts and an essential part of the Banner Finance accounting system. Accounts are developed to be compatible with ADA University organizational structure. The page and content of the Chart of Accounts is arranged to agree with the financial reports to be issued.

The fund, organization, account, and program codes are the primary chart of accounts elements used for classification, budgeting, recording, and/or reporting. The activity and location codes are used to provide specific performance-related detail for transactions.

- **FOAPAL**

Banner Finance accommodates multiple charts of accounts – each with a different chart code. It consists of seven elements that are defined as follows:



Fund – shows a self-balancing set of accounts and identifies ownership. Examples of fund codes are:

1010 ADA University

1020 ADA Foundation

Organization - shows a unit of budgetary responsibility and/or departments within an institution. Examples of organizations include:

111021 Library and Information Services

121051 General Administrative Services

Account – shows objects, such as the general ledger accounts (assets, liabilities, control, fund balances) and the operating ledger accounts (income, expenditures, transfers). Examples of account codes include:

721010 Stock and Supplies

721012 Multimedia and Print Production

Program – shows a function and enables the institution to establish a method of classifying transactions across organizations and accounts. Examples include:

50 Student Services

60 Institutional Support

Activity – optional and can be used to further define an object of expenditure, such as, temporary units of work, subsidiary functional classifications, or short duration projects. Examples include:

Executive Education Projects and Summer School

- **Purchase Requisition (PR)**

Purchase Requisition (PR) is a process where a requestor can create on behalf of its Organization/Department the online requisition through Banner Self-Service for the following goods or services only:

1) All services
2) Fixed Assets
3) Non-stock items

Note: If requesting multiple items (services), PR for Fixed Assets, Services, and Stock Items (Non-Regular) should be created separately.

For example: 1 PR can contain several lines for Services but can't contain lines for both Fixed Assets and Services.

- **Stores Requisition (SR)**

Stores Requisition (SR) is a process where requestor can create on behalf of its Organization/Department the online requisition through Banner Application Navigator for Regular, non-specific stock items such as:

OS02200000 Pens
OS01800001 Note Pad

Note: End Users will be provided with a complete list of commodities they can request using SR.

➢ Banner Self-Service and Application Navigator

The Self-Service application, with its user-friendly features, will give end users simplified access to information in the Banner Finance system. The “My Requisitions” dashboard allows you to create and submit a Purchase Requisition (PR).

In order to efficiently manage the warehouse and ensure for smooth operations, users are asked to use the Application Navigator in the Banner Finance System to request for their office needs such as stationary, cleaning and printing supplies.

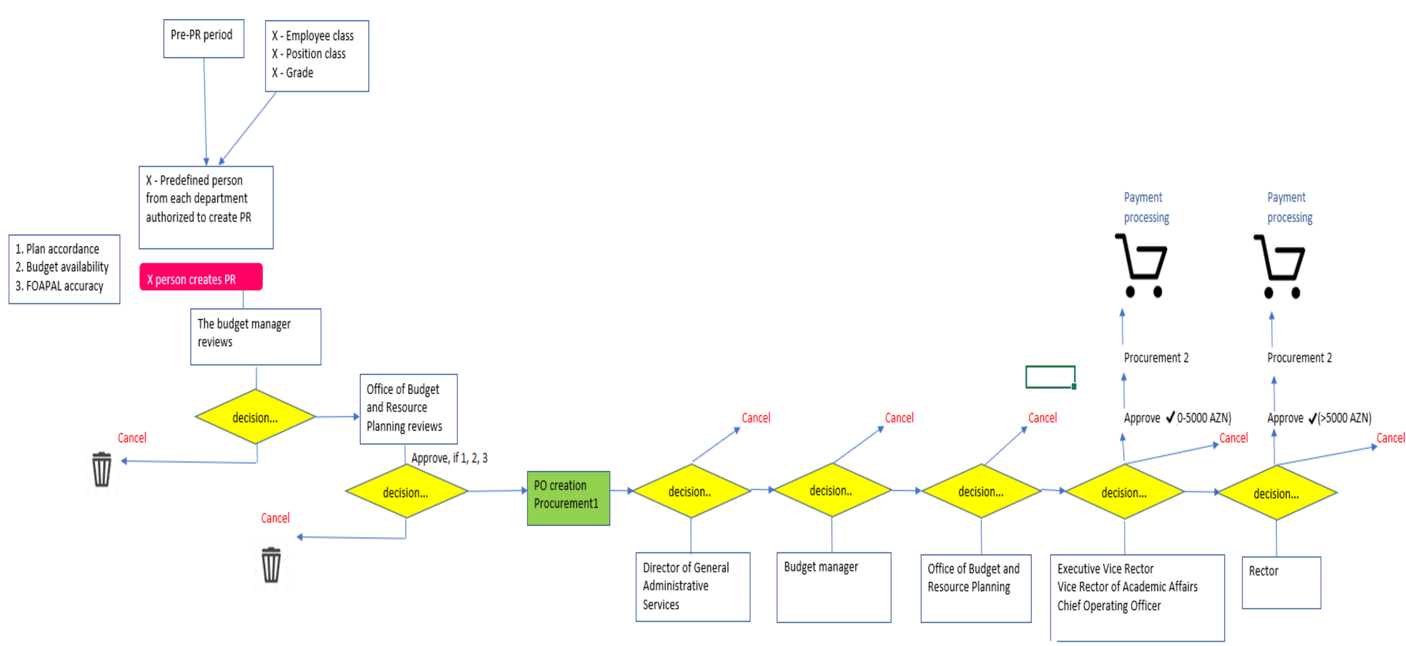
➢ Approval Queue

The approval process is a key component of the overall purchasing process. All PR and SR must be approved by Budget Managers as per the Standard or Non-Standard Approval Queue.

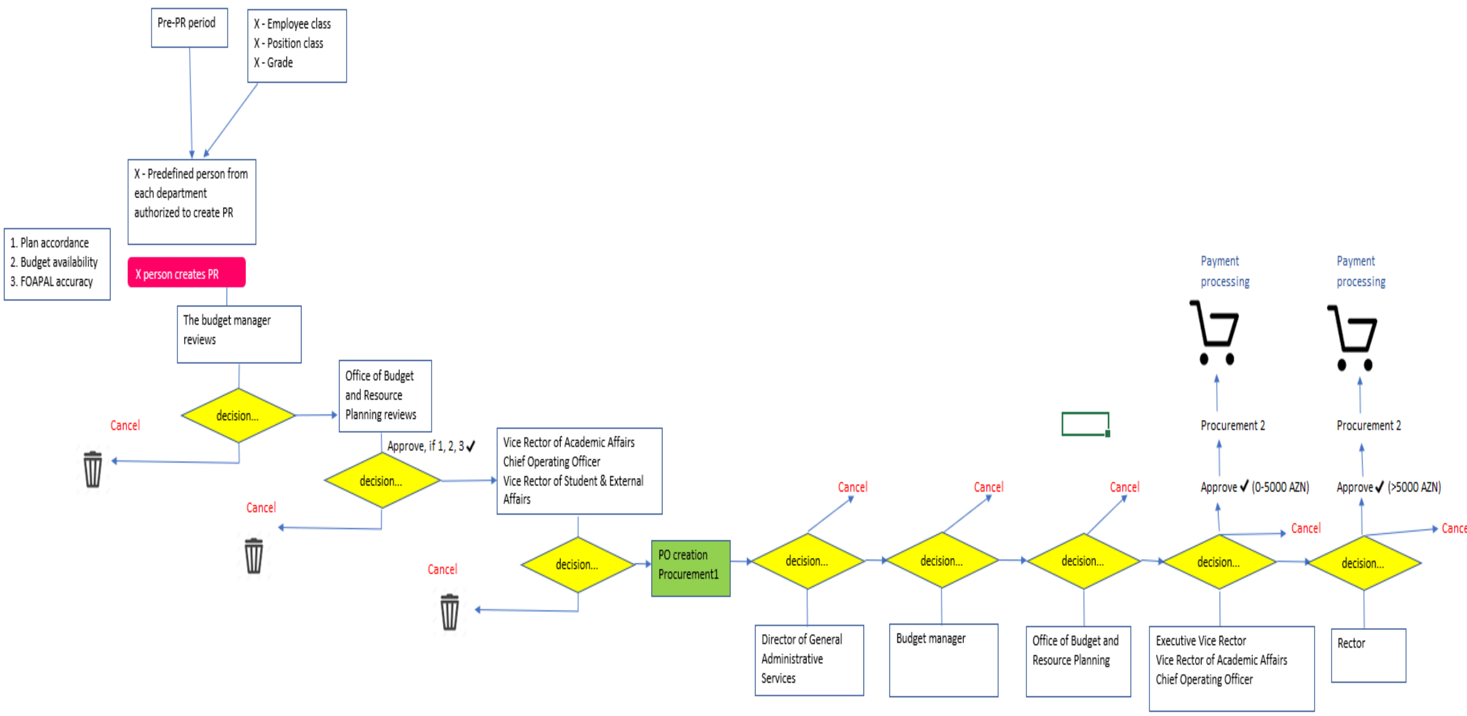
➢ Budget Manager

Each department and unit include a “Budget Manager” responsible for budgeting or operational management on behalf of their organization. They will have authority to approve/disapprove requests received within their organization. Examples of Budget Managers are Vice Rector, Dean and Head of Department.

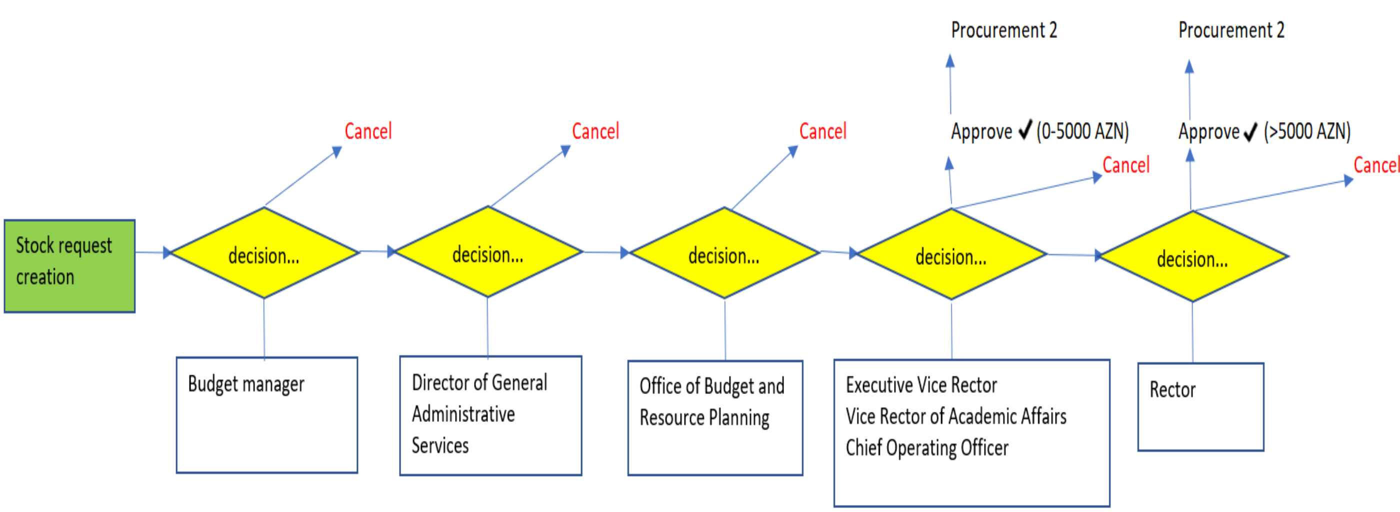
Standard PR



Non-Standard PR



Stores Requisition (SR)



How to create PR via Banner Self-Service

Overview
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** - *You can edit requisitions in **Draft status**. To edit a requisition in Pending status, you must recall the requisition*.
- **Delete a draft requisition** - *You can delete any requisition that is in **Draft status***
- **View requisition status**
- **Copy a completed requisition** - *You can copy a completed requisition and use it as a template for a new requisition*
- **Add comments (public and private)** -
- **Add and delete attachments using Banner Document Management** - *you can add an attachment to the requisition at any time before submitting the requisition. You can add attachments to requisitions in **Draft or Disapproved status.*** If you want to delete an attachment from a purchase requisition, you can use the Attachments page to delete one or more attachments.
- **Recall your requisition from Banner Finance approvals** - *You can recall requisitions that are in Pending status*
- **Search and filter the requisitions you have created**
- **Order returned search data**
- **View a requisition as a PDF** - *You can download the purchase requisition as a PDF file to verify requisition information is correct*

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 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 or an attachment. 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. Selecting a vendor is optional. You can select the Choose vendor for me check box to let your Procurement Office select the vendor. The administrator has the ability to default the Choose Vendor for Me check box as selected or cleared. 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.

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 B-F-DOCS application in Banner Document Management.

Create a Purchase 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. Click **Next** to continue to the next page.

3. On the *Vendor Information* page, select the vendor for the requisition. By default, the Choose vendor for me check box is selected. When selected, the system chooses a vendor for you. Clear the check box if you want to select the vendor.

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.

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 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,
4. and then click **Delete**.
5. 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**. 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.

How to create SR via Banner Application Navigator

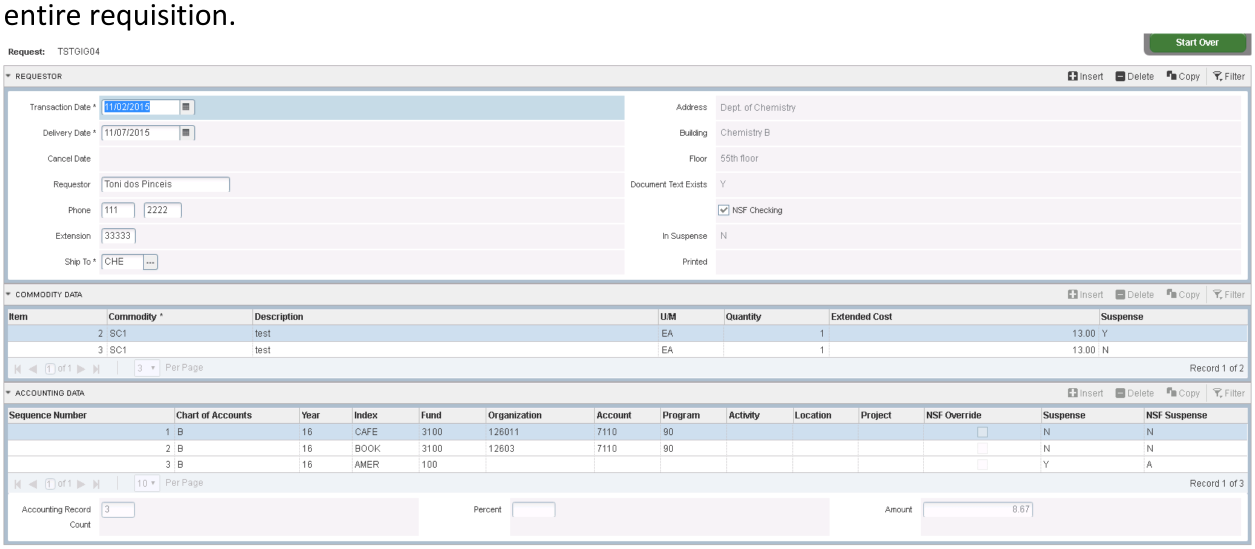
Overview

Employees can use the Stores Requisition Page (FSAREQN) to create requisitions for stock items. Once this page is completed and approved, the system creates a reservation for the requesting organization (which you enter in the Accounting section on this page) and updates the stock reserved quantity with the requisitioned quantity within Stores.

You cannot use this page to modify or complete any documents created on the Requisition Page (FPAREQN) nor can FPAREQN be used to request Stores Stock items.

You may use the Record Remove function to delete a FSAREQN Stores Requisition document only so long as long as it is in process. Once completed, you may use the Requisition Cancel Page (FPARDEL) to cancel a Stores request, so long as no Issue documents have been entered against it.

You cannot use FPARDEL to cancel individual items on a Stores request; you must cancel the entire requisition.



Procedure

Follow these steps to create a stores request for issue of stock items from the inventory warehouse/stockroom/store using the Stores Requisition Page (FSAREQN).

1. Access the Stores Requisition Page (FSAREQN).
2. Enter NEXT in the Request field to have the system generate one or click the Search icon to select an incomplete one.
3. Perform a Next Section function.
4. The transaction date defaults to the current date, but you may enter a different one in the Transaction Date field.
5. Enter the date the requester wants all items on the requisition to be issued in the Delivery Date field.

6. Leave the Cancel Date field blank.

Note: A date is displayed only if you are viewing a Requisition number that has already been created and canceled.

7. The Requestor, Phone, and Extension fields are optional.
8. Select the delivery location code in the Ship To field.
9. Perform a Next Section function.
10. Enter the commodity code of the Stores item being requested in the Commodity field or click on the search icon to select one.

Result: The description and U/M fields default in.

11. Enter the requested quantity of the commodity in the Quantity field.
12. Tab to the Extended Cost field.

Result: The extend cost will be calculated based on the unit price of the commodity and the number of items requested.

13. Use the Next Record function and repeat steps 10-12 to add additional commodities.
14. Perform a Next Section function.
15. The FOAPAL will be fulfilled automatically.
16. Select Review Accounting Information from the Tools menu to double check if you are in balance with commodities total.
17. Click the Exit icon.
18. Perform a Next Section function.
19. Click the Complete button to complete this requisition.
20. Click the Exit icon.

Canceling Stores Requisitions

Introduction

You may use the Requisition Cancel Page (FPARDEL) to delete requests (stores requisitions) for stock items so long as no issues have been entered against it. Once this page is completed and approved, the system cancels the reservation for the requesting organization and decreases the FTRINVM reserved quantity within Stores for all items requested.

Before you can cancel a requisition, you must complete, approve, and post that requisition. Otherwise, you will receive an error message when you try to proceed with this page.

You cannot use FPARDEL to cancel individual items on a Stores request; you must cancel the entire requisition. Access this page from the Request Processing menu (*FINREQST).

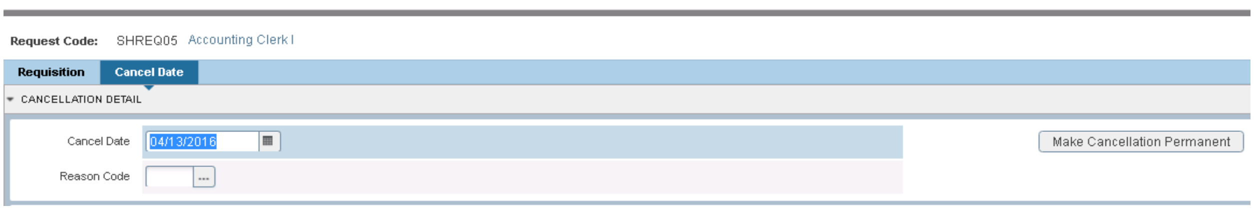
Procedure

Follow these steps to cancel a stock item requisition using the Requisition Cancel Page (FPARDEL).

1. Access the Requisition Cancel Page (FPARDEL).
2. Enter the requisition code of the document you want to cancel in the Request Code field.
3. Perform a Next Section function.

Note: The system displays the summarized data for this requisition.

4. Select the Cancel Date tab.



5. Verify the date in the Cancel Date field. The system date defaults in. You can enter any date within an open fiscal year period.
6. Enter the code that represents the reason for this purchase order being canceled in the Reason Code field, or double click in the field to select one from a list.
7. Select Process Cancellation from the Tools menu to complete the cancellation of this requisition.
8. Click the Exit icon.

**Notes:*

1) If a Purchase Requisition is mistakenly created by End User (instead of Stores Requisition): Budget Department overviews the PR → Budget Department disapproves the PR with a "comment" → End User creates Store Requisition.

2) Non-Standard PRs:
   a) Travel
   b) Professional Development
   c) Research

3) If requesting multiple items (services), PR for Fixed Assets, Services, and Stock Items (Non-Regular) should be created separately.
   For example: 1 PR can contain several lines for Services but can't contain lines for both Fixed Assets and Services.

4) To see the Approval strategy (List of Approved, Disapproved and Pending PRs):
   http://172.25.153.13:8500 → PROD SSB with EIS → Finance → Requisition → Search in process Requisitions → Execute Query

5) "My Request Approvals" in Argos:
   → Documents – currently in a queue
   → Next Approvers