

*University of Alabama in Huntsville  
Procurement Services*



**UAHUNTSVILLE  
BANNER SELF-SERVICE  
REQUISITIONING WORKBOOK**

***SCT Banner***

**[www.uah.edu/admin/bussvcs/procurement](http://www.uah.edu/admin/bussvcs/procurement)**

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# Process Introduction

**REQUIRED**

## Logging On

STEP	ACTION
1	From Internet Explorer, type the following web address: <a href="http://register.uah.edu">http://register.uah.edu</a> .
2	Click on Enter Banner Self Service.
3	Click on Enter Secure Area to access the Login Page.
4	Enter your user ID and PIN and click Log On. This will take you to the Main Menu.
5	Click on Finance.
6	Click on Requisition, Approve Documents, or View Document, according to your objective for this session.

Navigating Note: Use the Tab key to advance throughout the form. Do not use the Enter key. To delete a field on a form, Tab to the area and use the delete button. Do not use the space bar. You can also use the mouse buttons to select, copy, paste, etc.

## Creating a Requisition

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Sufficient budget funds must be available before entering a Requisition.

From the Finance Menu, click on Requisition. You can create a new Requisition or retrieve an existing template. Enter Vendor ID and select Vendor Validate to default related information. Requestor information defaults from values defined on User Profile. Defaulted information can be modified.

Use Code Lookup to query a list of available values. Use the Code Criteria or Title Criteria fields to refine a search.

Select Document Text link to attach text to the requisition. Select Item number link to add Item Text for a commodity/item.

Enter commodity, unit of measure, quantity, price, index, and account code information.

Non-Capital Equipment Codes should not be mixed with Capital Equipment Codes. Doing so results in an incorrect capitalization amount and cost distribution in fixed assets.

Computer systems should be listed as one (1) line item. Do not list each component as a separate line item. This goes for any Non-Capital or Capital Equipment that will be tagged as one system. List the noun on the first line (such as Computer, Dell Dimension 9150) and use the extended description as needed (list the E-Quote # in the extended description).

Choose Validate, if desired, to validate calculations and codes. Choose Complete to perform a validation and forward the document for processing.

**A Requisition must be completed once it is started or all information will be lost. You cannot save a document or leave it in process.**







Step	Field	Action
6	Requestor Name	Name of the individual associated with the Requisition. Defaults from values defined on the user profile form. This person is the one to be called in case a problem or question occurs regarding the order.
	Requestor E-mail	Requestor's e-mail address
7	Phone Area ... Ext	Requestor's area code, phone number, and extension
8	FAX Area ... FAX Ext	Requestor's FAX area code, FAX number, and FAX extension
9	Chart of Accounts	Default from user profile form.
10	Organization	
11	Currency Code	The Currency Code associated with this Requisition. The initial values in the drop-down list are None or USD.
12	Discount Code	<p>The code associated with the discount that you want to apply. The initial value in the drop-down list is None or select:</p> <p>10            Net 10 days  15            Net 15 days  1A            ½ % 10 days, Net 30  1B            1% 15 days, Net 30  1C            1% 30 days  20            Net 20 days  2A            2% 10 days, Net 30  30            Net 30 days  5A            5% 10 days, Net 30</p> <p>When a default value is coded to the vendor record, this field will automatically populate.</p>
13	Ship Code	<p>Standard shipping addresses have been predefined. UAH Central Receiving Building (REC) has been set as the default. This may be changed when entering the Requisition to:</p> <p>REC            UAH Central Receiving                    301 Sparkman Drive                    Huntsville, AL 35899</p> <p>ARC            Aerophysics Research Center                    Bldg 6320 Anderson Road                    Redstone Arsenal, AL 35898</p> <p>CRH            Bud Cramer Research Hall                    320 Sparkman Drive                    Huntsville, AL 35805</p>
14	Attention To	The name of the individual to receive the items ordered. Defaults to the Requestor creating the document.
15	Comments	Enter the department name and building abbreviation for the items to be delivered.

Step	Field	Action
16	Document Text	<p>Select this link to attach text to the Requisition. Text options are Print and No Print.</p> <p>Text that you may want to print on the Purchase Order may include delivery or special handling instructions. Non-printing text can be used for:</p> <ul style="list-style-type: none"> <li>• Internal notes and comments</li> <li>• Indications of an attachment to a Requisition</li> <li>• Vendor information to change an existing vendor record</li> <li>• Vendor information to create a new vendor record</li> <li>• Contract or grant equipment title vesting agency</li> </ul> <p>You can enter up to 4000 characters of free-form printable and non-printable document header text. Choose a printing option, enter your text, click Save, and click Exit. A message will indicate “Document Text Saved.”</p> <p>Requisition attachments may include:</p> <ul style="list-style-type: none"> <li>• Vendor quote</li> <li>• Registration form</li> <li>• Copy of approved travel authorization</li> <li>• Sole Source Justification Form</li> <li>• Equipment Purchase Approval Form</li> </ul> <p>Indicate the Requisition number on all attachments and forward by campus mail or hand delivery to Procurement.</p>



## LINE ITEMS AND COMMODITIES

Requisitions are limited to five line items. When entering equipment items of \$2000 and greater, enter the item to be inventoried on one line item. Some items require an attachment, so a brief description may be entered on the Requisition. In Document Text, indicate that an attachment is being forwarded to Procurement. Attachments must reference the Requisition number.

Step	Field	Action
1	Commodity Description	Enter the item or service description. Give the commodity first and then other descriptive information including: <ul style="list-style-type: none"> <li>• Stock number</li> <li>• Brand and /P iE1BDC /TT3 1 Tf0.001(e)-1(s ref(r56ir Tf0. the co)-4001(eon)-46)-4(r)</li> </ul>

## **COMMODITY CODE, CHANGE ORDERS, AND WALK-THRU REQUISITIONS**

The Commodity Code field is used to identify Change Orders and Walk-thru Requisitions. Change Order



## TEMPLATE

After a Requisition has been validated and before it has been completed, you can save the Requisition as a template. A template may be used for repetitive requests. Only Personal types are to be used. Personal types are retrievable only by the user and may be retrieved at any time. The information or parameters can be changed.

Save a template by entering a name in the **Save as Template** field. Choose a name appropriate to its repeated use. Enter your User ID at the beginning of the name. For example, a Requisition template to purchase airline tickets might be named "townleyc airline ticket." Save with a User ID and name to identify.

Do not select **Shared**. To prevent accidental overwrites of existing templates a "Save As" warning message prompt is provided. Click on **Complete**. At the top of the page you will see three messages:

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## VIEW DOCUMENT

Step	Field	Action
1	Choose Type	Choose “Requisition” or “Purchase Order.”  Submission # is used for journal vouchers and invoices.
2	Document Number	Enter the document number. If you do not know the document number, click <span style="border: 1px solid black; padding: 2px;">Document Number</span> to access <a href="#">Document Lookup</a> (see page 16).
3	Change Seq#	Used only for Purchase Orders. Specify the change sequence number for the document.  Blank      Purchase Order as it currently stands 0          Original Purchase Order number    Change Order number to the original Purchase Order
4	Display Accounting Information	Choose <b>Yes</b> to display Accounting distribution information. Choose <b>No</b> to suppress Accounting distribution information.
5	Display Document Text	Choose <b>All</b> , <b>Printable</b> , or <b>None</b> to display Document Text. Choosing <b>All</b>

## DOCUMENT LOOKUP

### Requisition Code Lookup

Document Number *	<input type="text"/>
User ID *	<input type="text" value="TOWNLEYC"/>
Activity Date *	<input type="text" value="All"/> <input type="text" value="All"/>
Transaction Date *	<input type="text" value="All"/> <input type="text" value="All"/>
Vendor ID *	<input type="text"/>
Requestor	<input type="text"/>
Approved	<input type="text" value="All"/>
Completed	<input type="text" value="All"/>





## Approve Documents

Only an authorized person can approve a Requisition after it has been entered. Depending on your department or funding, the Requisition may require several different levels of approval.

No change may be made to a Requisition in Self-Service Banner. If the Requisition requires a change that does not increase the monetary amount, notify Procurement by email of the change to be made. To cancel an item on a Requisition, notify Procurement by email of the change to be made. To cancel a Requisition, the Requisition must be "Disapproved." Then notify Procurement to remove the record once the document has been disapproved.

After all electronic approvals are complete; the Requisition is ready for further processing by Procurement.

From the Finance Menu, click on Approve Documents. Your User ID will default when accessing this screen. The Approve Documents Form allows a user to approve or disapprove a Requisition online. Enter parameters; then select Submit Query to obtain a list of all documents satisfying the query.

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Enter Approval Parameters	
User ID	TOWNLEYC
Document Number:	

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## APPROVE DOCUMENTS QUERY RESULTS

Select the Document Number link to display the details of a document. Select the History link to display the approval history of the document. Select the Approve link, if enabled, to approve the document. Select the Disapprove link, if enabled, to disapprove the document.

Queried Parameters	
User ID	TOWNLEYC Candace Townley
Document Number:	
Documents Shown:	Next Approver

Approve Documents List											
Next Approver	Type	NSF	Change Seq#	Sub#	Originating User	Amount	Queue Type	Document	History	Approve	Disapprove
	REQ				TOWNLEYC	2,000.00	DOC	<a href="#">R0000230</a>	<a href="#">History</a>	<a href="#">Approve</a>	<a href="#">Disapprove</a>
	REQ				TOWNLEYC	450.00	DOC	<a href="#">R0000239</a>	<a href="#">History</a>	<a href="#">Approve</a>	<a href="#">Disapprove</a>
	REQ				TOWNLEYC	485.00	DOC	<a href="#">R0000240</a>	<a href="#">History</a>	<a href="#">Approve</a>	<a href="#">Disapprove</a>
	REQ				TOWNLEYC	532.00	DOC	<a href="#">R0000241</a>	<a href="#">History</a>	<a href="#">Approve</a>	<a href="#">Disapprove</a>
Another Query	5										

Step	Action
3	Click the appropriate <b>Document Number</b> link to display the details of the selected document.  Click the <b>History</b> link to display the approval history of the document.
4	The <b>Approve</b> link will be enabled only if the user has authority to approve the document. The <b>Disapprove</b> link will be enabled if the user has authority to disapprove the document or is the originator of the document.  Click the appropriate link to approve or disapprove the document.
5	Click <input type="button" value="Another Query"/> to return to the Approve Documents form.

**NOTE: Please be advised that all requisitions submitted must have approvals recorded in the same month.** For example, a requisition submitted by July 25 must be approved by July 31. This is necessary for the University to close its accounting month in a timely manner and promptly issue monthly budgetary reports to the campus. This process also strengthens the University's internal control system. If a requisition is entered in Banner but not approved by all parties by the end of the month, the requisition will need to be denied and forwarded to the following month. When the requisition is denied, notify Procurement so that the transaction date can be adjusted, and then the approval process will start from the beginning. *It is strongly recommended that the initiator of the requisition monitor the approval history*

Attachment 1

## Code Lookup Instructions

*Code Lookup*

Chart of Accounts Code

Type

Code Criteria

Title Criteria

Maximum rows to return

Attachment 2

Commonly-Used Account Codes for Requisitions and Petty Cash Vouchers

Banner Account Code (New)	FRS Subcode (Previous)	Category
7103	4010	Honorariums and Consultants <sup>1</sup>
7151	4110	Advertising
7152	4115	Institutional Dues and Memberships
7153	4120	Institutional Subscriptions
7156	4130	Postage and Freight
7159	4140	Telephone Expense
7167	4150	Printing
7168	4155	Binding and Publications
7170	4160	Bulletins and Catalogs
7171	4165	Page Charges
7172	4166	Internet/Web Services
7174	4175	Software Purchase
7175	4176	Software Maintenance Support
7205	4205	Travel: Air
7210	4205	Travel: Rail/Bus
7220	4220	Travel Expense <sup>2</sup>
7229	4229	Vehicle Rental
7230	4230	Personnel Recruitment
7231	4235	Personnel Recruitment Advertisement
7232	4240	Moving Expense
7245	4260	Travel Expense: Non-Employee <i>For reimbursement of expenses or travel.</i>
7304	4315	Maintenance and Repair: Equipment
7306	4325	Maintenance Agreements
7310	4346	Hazardous Material Handling
7312	4354	Rental of Equipment
7313	4356	Rental of Premises
7314	4358	Lease of Vehicles
7403	N/A	Furniture less than \$2000
7404	4510	Office Supplies
7406	4515	Educational Supplies
7425	4545	Books: Non-Library
7428	4560	Other Supplies and Materials
7430	4562	Chemical Supplies
7431	4563	Radioactive Materials
7432	N/A	IPods, PDAs, etc. (with VP approval)
7433	4567	Computer and Peripheral Supplies
7434	4569	Laboratory Supplies
7435	4570	Supplies: Equipment Manufacturing <sup>3</sup> <i>Will not incur indirect charges.</i>
7436	4571	Supplies: Equipment Manufacturing <sup>3</sup> <i>Will incur indirect charges.</i>
7437	4575	Supplies: UAHUNTSVILLE Bookstore
7440	4590	Hazardous Chemicals (requires special handling)
7450	N/A	Computer and Peripheral Equipment (\$2000-\$4999) Non-Capital Equipment
7451	N/A	Lab Equipment (\$2000-\$4999) Non-Capital Equipment
7452	N/A	

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<b>Banner Account Code (New)</b>	<b>FRS Subcode (Previous)</b>	<b>Category</b>
7455	N/A	Musical Instruments/Equipment \$2,000 - \$4,999
7460	4577	Computers and Peripheral Equipment (\$500-\$2000) Non-Capital Equipment
7461	4576	Audio/Visual Equipment (under \$500)
7463	N/A	Equipment \$500 - \$1,999 Non-Capital Equipment
7603	4902	Business Conferences and Luncheons
7604	4903	Plaques and Awards
7605	4904	Cash Awards
7612	4935	Registration Fees: Conferences
7621	4990	



Attac  
**Unit of Measu** s

<b>U/M Code</b>	
BK	
BOX	
BTL	
BXS	
CON	
CS	
CTN	
CYL	
DOZ	
DYS	
EA	
FT	
GAL	
GM	
HR	
HRS	
INC	
KIT	
LB	
LOT	
LTR	
MI	
MO	
NGT	
OZ	
PK	
PKG	
PL	
PR	
RL	
RM	
SDT	Student

SHT