

I. How to Create a Self Service Requisition

Vendor Information

“**Vendor ID**” can be looked up on the “Code Lookup” search function at the bottom of the page. (SEE: ‘Searching for Requisition Code Look Up’ below) Type in or copy and paste the number of the vendor into the Vendor I.D. area.

Click on **Vendor Validate** and check name and address for accuracy.

If the address you want is different than what is displayed, change the sequence number to a higher number, validate and check again. If you do not find the address you need for that vendor leave it blank. If you have the vendor but not the correct address, delete the Vendor ID and validate again leaving it blank. If you get a message that says there is no default address, delete the Vendor ID and validate again leaving the vendor blank. A requisition can be completed without a vendor but the vendor name, address, phone and fax number must be supplied in the “Document Text” (no print) area. Purchasing will then add that vendor to the vendor list.

NOTES:

- Keep a reference sheet of the most commonly used vendors to cut down on the amount of searching you do.
- Vendors are put into the Banner system by the legal name that appears on the W9. Alternate names are linked to the legal name.

Enter the name, in “**Vendor Contact**”, of the person who should get the order.

Requestor Information

Enter the “**Requestors E-Mail**” address if it will be of use to the vendor.

“**Organization**” will default to XXXXX and should not be changed.

“**Ship Code**” is mandatory and is one of the following: **NOREC, RECSTP, RECMPL, SERVCN, SPECLO**. Type in the ship code location. This area is not case sensitive. These shipping destinations can be looked up on the “Code Lookup” search function at the bottom of the page for the description.

“**Attention To**” is the **END DESTINATION** of the product. This defaults to the name of the requestor. If the product is to go to someone other than the requestor the name should be changed. **Enter the name of the person who will get the product, the building and room number where the products is to be delivered.**

“Comments” Enter the **Business Purpose** in this section. If more room is needed it can be put in the “Document Text”. Requisitions will be delayed while we request this information.

“Document Text” can be opened by one click. There are two areas to add free form text. The text entered in the top area will print on the PO. The bottom area is for notation only. The types of things that should be input on these areas is as follows:

Document/Commodity Text

PRINT

- Quote or Estimate Number and Date
- Note to vendor of attachments or enclosures
- Additional notes to vendor
- SPECLO address if other than standard ship to address
- Standing Order information including dates range

NO PRINT

- Complete business purpose if more space needed
- Complete vendor information if not on vendor list
- Directions for buyer regarding attachments and enclosures
- Notes for buyer

Type in the text in the appropriate box, then scroll down to the bottom of the page and click on **SAVE**. A message will appear “Document Text Saved”.

Click on “Exit” to return to Requisition form.

Until the Requisition is completed you can return to document text whenever needed to make additional notations. .

NOTE:

Standing Orders. When placing an order for a specific amount of money that you want the vendor to use for multiple invoices over a period of time, request a Standing Order. In the Document Text printable section include the words Standing Order, and include the date range of dates. (Ex: “Standing order for fiscal year 2005. July 1, 2004 through June 30, 2005). Use the appropriate unit of measure, YR if the order is to cover a year. Always use a quantity of ONE which represents one dollar amount for the order.

Commodity Information

“*Commodity Code*” can be found on the most current commodity code list found on the controllers website: <http://www.stthomas.edu/controllersoffice/> Type in the number of the commodity code found in the “Commodity Code” area.

Tab to: “*Commodity Description*” Type in the description of the product to be ordered and it will override the standard description. The area for the description will scroll as you type. If the standard description will be used tab to U/M and the description will appear when the commodity code is validated.

If more room is needed for the description there is an item text area that can be accessed by clicking on the underlined number 1 at the beginning of the line.

Tab to: “*U/M*” Unit of Measure has a drop down box. Click on the appropriate unit of measure. The description of a unit of measure and can be looked up on the “Code Lookup” search function at the bottom of the page.

Tab to: “*Quantity*” and enter a number appropriate for the unit of measure.

Tab to: “*Unit Price*” and enter a price appropriate for the unit of measure.

Tab to: “*Discount Amount*” This area can be used if there is a dollar discount. Type in the total dollar amount of the discount. This is NOT a percentage. This amount will be subtracted from the total amount of the order. See the calculations below after the commodity is validated.

Tab to: “*Additional Amount*” Type in any additional charges that pertain to that line item. Shipping charges can also be added in this area.

Tab to the next commodity line and repeat the process for each line item.

Click on **Commodity Validate** and review the calculated amounts.

To order **MORE THAN FIVE LINE ITEMS**, create another requisition with the additional item. Note in the document text the number of items to be ordered. In each additional requisition of five items each, note in the document text that the requisitions be combined into one order and give the number of the first requisition.

When the commodity is validated the “*Calculated Commodity Amounts*” will be populated and extended. The lump sum in the “Discounted Amount” will be subtracted from the total. And the lump sum in the “Additional Amount” will be added to the total. Check you total for accuracy.

NOTE:

- When deleting an area on the self serve requisition - DO NOT USE THE SPACE BAR. Tab to the area to be deleted and hit the delete button.
- Use the **TAB** key to advance down the form. DO NOT USE THE “ENTER” KEY.

FOPAL Information

In the *FOAPAL* area the default should always be Percent. Problems will occur if dollars are used, except under certain circumstances.

Tab to line 1 and enter “T” in the “*Chart*” box.

Tab to: “*Index*” and enter the assigned index code. (Also known as shortcut)

Tab to: “*Accounting*” and enter “100” (no %, no decimal). 100 percent of this purchase will be charged to the FOAPAL listed.

Click on **Validate** button to validate FOAPAL. This is a two step process. An error message will show at the top of the page. Scroll down to the FOAPAL and see that your shortcut has given you a “Fund”, “Orgn”, and “Program”. This is the first step.

Scroll down to the FOAPAL area again and put the curser in “*Account*” and enter the account number that can be found on the commodity code list on the same line as the commodity code that was used. This is the second step.

When ordering a capital asset (\$1000.) the asset needs to be assigned to a location. Tab to: “*Location*”. The location code can be looked up on the “Code Lookup” search function at the bottom of the page. Or you can check the Controllers website for a list of locations: <http://www.stthomas.edu/controllersoffice/>

The next time the “Validate” button is used it will validate the whole requisition. Click on **Validate** or **Complete**. If there are any more errors they will show at the top of the page. If the requisition is completed the requisition number will show at the top of the page. Write down this number or take a screen print of your requisition. Congratulations!

II. How to do a Change Order

To make a change or add something to an existing order you will need to create another requisition. In the Document Text state all of the changes that need to be done and give the PO number to be changed. When this requisition goes through the approval process, purchasing will then be authorized to make those changes on the existing order.

To decrease the encumbered funds in an existing order, purchasing can use an e-mail as authorization to make that change.

III. How to do a Standing Order

The process is the same to create a Requisition. However, when placing an order for a specific amount of money that you want the vendor to use for multiple invoices over a period of time, request a Standing Order. In the Document Text printable section include the words **Standing Order**, and include the date range of dates. (Ex: “Standing order for fiscal year 2005. July 1, 2004 through June 30, 2005). Use the appropriate unit of measure, YR if the order is to cover a year. Always use a quantity of ONE which represents one dollar amount for the order.

IV. Searching on Requisition Code Look Up

Definitions and Process

Code Lookup is found on the bottom of the Requisition form. Every time the query is executed THE RESULTS WILL SHOW AT THE TOP OF THE PAGE UNDER THE NOTES SECTION.

The “**Chart of Accounts Code**” will always default to “T”.

The “**Type**” is a drop down box that lists many areas to search. Use this search area for: **activity | location | ship | unit of measure | vendor.**

Select a field type to search by.

Use “Code Criteria” or “Title Criteria” to refine your search.

“**Code Criteria**” is numerical and used when part of the number of the vendor (or account, commodity, index) is known. If only the last digits of the number are known use a % sign as a wildcard before the number. If only the first part of the number is known use the % as a wildcard after the number. If only some of the numbers are known use the % wildcard before and after the numbers. When using the % wildcard, a list of everything that contains the part specified will be on the list. Ex: %Amer%

“**Title Criteria**” is alphabetical and is CASE SENSITIVE. It is used to narrow searches in a category if part of the title of the vendor (or ship, or unit of measure) is known. Enter the first part of the title (name) followed by the (%) wildcard. This will bring up all titles starting with those characters. Or, enter the part of the title, that is known, with the (%) wildcard, before and after the known part. If there are no results from the search, it’s because the search data entered with the (%) wildcards didn’t match any of the titles in the system. Expand the search by entering fewer characters to search by. (%) Wildcard followed by a letter will bring up all names ending in that letter.

The “**Maximum rows to return**” is a drop down box with predetermined numbers of results that can be selected: 10, 25, 50, 75, 100, 1000 and 10,000. Select the number of rows wanted for the results of the search. The more common the name, the greater the number of rows you will want to return.

- A search can be made by using just the “Type” and the “Maximum rows to return”. This will give you a list of everything in that type.

Click on “Execute Query” to get the list of results. **THIS WILL BRING YOU TO THE TOP OF THE PAGE.** Scroll down past the notes to see the list of results of your search. To continue searching, scroll down to the bottom of the page and search again in the “Code Lookup” area. Each time a search is executed, the results will be at the top of the page just under the notes.

When you have found the code you were searching for, either type, or copy and paste the code on the form.

Searching by Type:

Activity. Click on drop down box and click on activity. Click on “Maximum rows to return” and click on 1000 to get the complete list of activities. Click on Execute Query.

Commodity. Use the list from the controllers website:
<http://www.stthomas.edu/controllersoffice/>

Location. All purchases of capital assets (\$1000. and up) require a location code. This refers to the building or location the asset will be in. Click on the drop down box and click on location. Click on “Maximum rows to return” and click on 1000 to get the complete list of locations. Click on Execute Query.

Ship. There are five ship to locations. Click on the drop down box and click on ship. “Maximum rows to return” can be left at the smallest amount (10). Click on Execute Query.

Unit of Measure. Click on the drop down box on the requisition U/M. The lookup feature provides a description for each of the 53 abbreviations under the Units of Measure field. To get those description click drop down box and click on unit of measure. Click on “Maximum rows to return and click on 100 to get the complete list. Click on Execute Query.

Vendor. Click on drop down box and click on vendor. Click on Maximun rows to return and click on the amount depending on how common the name is. A search can be done using part of the name with a **wildcard (%)** before or after, or before and after the part of the name of the vendor that is known. A letter with just the wildcard (%) will list all names under that letter.

- **Title Criteria is CASE SENSITIVE.** If the vendor is not found at all during the search, **THIS WILL ALSO BRING YOU TO THE TOP OF THE PAGE** where an Error message appears after the notes. If this vendor is to be added into the system, the information must be put into the “Document Text”. A Self Serve Requisition can be completed without a vendor, but the information must be provided before the requisition can be transferred to a Purchase Order.

Notes:

- Keep a reference sheet of the most commonly used vendor Id’s to cut down on the amount of searching you do.
- Vendors are put into the Banner system by the legal name that appears on the W-9. Alternate names are linked to the legal name.

V. How to Create and Save Requisition Templates

General Description

If a product is ordered from the same vendor using the same FOAPAL on a regular basis it can be saved as a Template simply by giving it a name..

When a template is retrieved, any or all of the information can be changed. If a new requisition has a few similarities, an existing template can be used changing only the areas that need to be changed.

Processing Steps

After a requisition has been validated and **before** it has been completed scroll down to “*SAVE AS TEMPLATE*” area and give the template a name appropriate to its repeated use. Click on “*Complete*” and at the top of the page will be three messages:

“The document is validated with no errors.”

“The document number” and “The name of the new template”

General Information

Personal templates can only be retrieved under the persons ID that created it.

If almost everything on the template is the same for each order a generic template can be made using the data that pertains to all of the “like “ requisitions. Create the commodity description making it as complete as possible. Delivery date, quantity, price each, and line item text will need to be changed with each new requisition made with the template.

If departments have similar requisitions they may want to share a template. Click on “Shared” to insert a check mark and name the template. It will then be available to everyone.