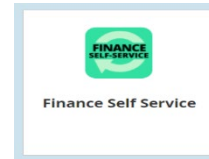


Create an Electronic Requisition in Banner Finance Self-Service

Login to myCuesta and click on the Banner **Finance Self Service** portlet.



From the **My Finance** page, choose **My Requisitions**.

The screenshot shows the 'My Finance' dashboard for user Maria. It features several portlets: 'My Finance Query', 'My Journals', 'Approve Documents', 'Delete Finance Template', 'My Requisitions', 'Purchase Orders', and 'Budget Development'. The 'My Requisitions' portlet is circled in red and contains the text: 'My Requisitions: Create and view draft, pending and completed requisitions and supporting documentation.'

My Requisitions

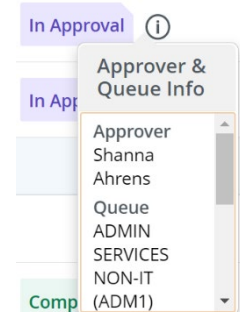
The My Requisitions home page or dashboard allows you to create new requisitions, view, and check the status of your requisitions. This page is separated into three sections: Draft, Pending, and Completed Requisitions. By default, two requisitions are visible in each section. To see more requisitions, click **View More**.

The screenshot shows the 'My Requisitions' dashboard. At the top, there is a search bar and a 'Create Requisition' button. Below is a table with columns: Requisition, Date, Vendor, Amount, and Status. The table is divided into three sections: Draft Requisitions (1), Pending Requisitions (3), and Completed Requisitions (7). Each section has a 'View More' link.

Requisition	Date	Vendor	Amount	Status
Draft Requisitions (1)				
R2100031	09/21/2020	Ray Morgan Company	\$200.00	Draft
Pending Requisitions (3)				
R2100050	09/29/2020	ASAP Reprographics	\$107.25	In Approval
R2100038	09/28/2020	Winema Industrial & Safety Supply	\$4,898.90	In Approval
Completed Requisitions (7)				
R2100030	09/21/2020	CDW Government Inc	\$333.29	Converted to PO
R2100040	09/27/2020	DocuTeam, The	\$1,000.00	Converted to PO

Once Banner has assigned a requisition number, your document will appear in the **Draft** portion until you submit it.

Once submitted, your requisition moves to the **Pending** section. Requisitions are automatically routed to the next person in the approval queue based on your FOAPAL and the total value of your order. Click the **i** symbol for more information related to the section it appears in. Here you can see where your requisition is in the approval process. A disapproved requisition will move back to the **Draft** section where you can review and make any necessary changes.



Once the final approver gives their approval your requisition moves to the **Completed** section. You may save your requisition as a PDF for your records if desired by clicking the **View as PDF** button at any time.

Status definitions:

Status	Description
Draft	Requisition previously saved as a draft and awaiting final submission. You may edit and submit.
Pending	Requisition is pending approval in one of the Banner Finance Self-Service approval queues. Click the information button to see whose approval queue your requisition is in.
Disapproved	Requisition submitted but disapproved by a Banner Finance Self-Service approver. The approver can provide Disapproval Text explaining why the requisition was disapproved. You may edit disapproved requisitions and resubmit them, or Delete Requisition as needed.
Completed	<ul style="list-style-type: none"> • Completed: approved and posted; waiting for buyer assignment. • Assigned to Buyer: Requisition assigned a buyer code, making the buyer responsible for it. Click the information button to see which buyer is working on your requisition. • Converted to PO: Requisition items have been converted to Purchase Orders. Click the information button to see the PO number.

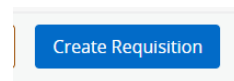
Create a New Requisition

Before you begin you will need the following information to complete your requisition:

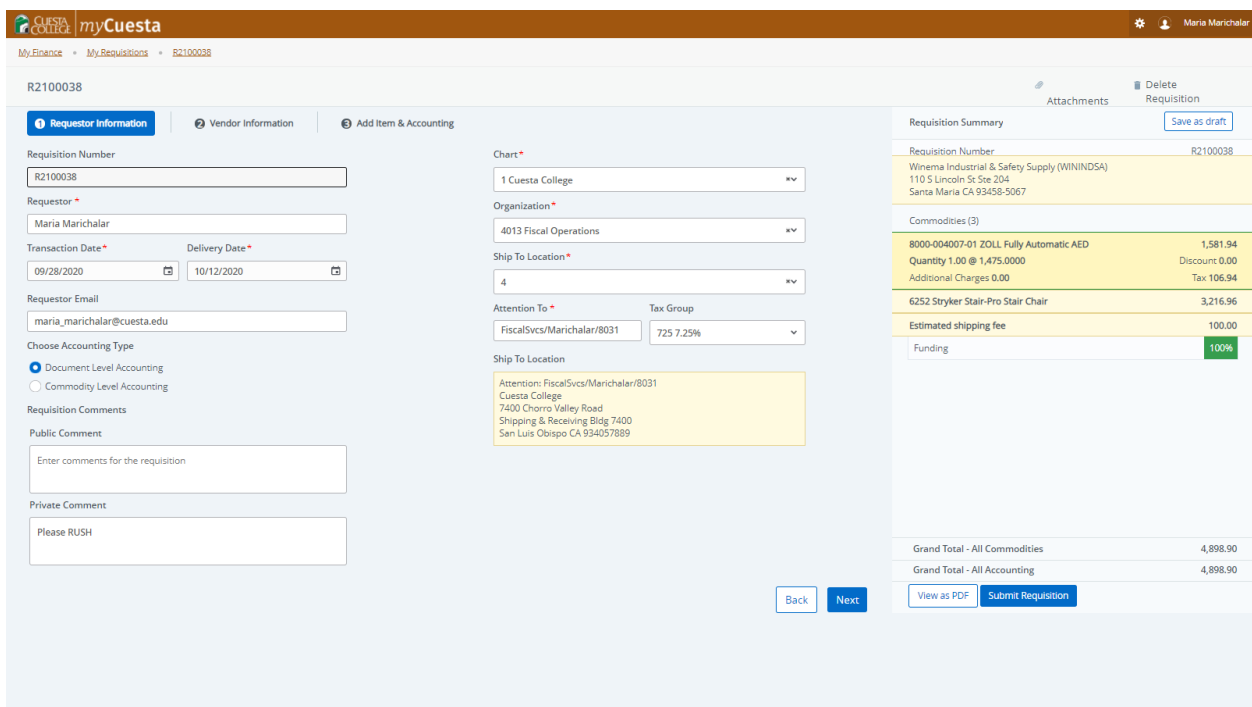
- **FOAPAL** – consult your budget manager if you do not know your account string. *FOAPAL = fund, org, account, program, activity code (optional), location (not used)*
- **New Vendors** - If you are requesting a PO for a new vendor, you must request a **W-9** from the vendor. Fill out an electronic Vendor Maintenance Form found here: https://www.cuesta.edu/about/depts/purchasing/Vendor_Information.html and submit it with the W-9 attached. We will add the vendor to the database and the system will email you with the new vendor ID so that you may proceed with your requisition.
- **Technology Purchases** – when requesting technology items, please submit an RT Work Order ticket to IT. They will respond with a quote, the account number, and the activity code.

1. Requestor Information

To create a new requisition, from the **My Requisitions** dashboard page, click the **Create Requisition** button in the top right of the screen.



This opens the first of three pages necessary to complete a requisition.



The screenshot shows the "myCuesta" web interface for creating a requisition. The page title is "R2100038". The main form is divided into three tabs: "Requestor Information" (active), "Vendor Information", and "Add Item & Accounting".

Requestor Information Tab:

- Requisition Number: R2100038
- Requestor: Maria Marichalar
- Transaction Date: 09/28/2020
- Delivery Date: 10/12/2020
- Requestor Email: maria_marichalar@cuesta.edu
- Choose Accounting Type: Document Level Accounting (selected)
- Requisition Comments: Public Comment (empty), Private Comment (Please RUSH)

Vendor Information Tab:

- Chart: 1 Cuesta College
- Organization: 4013 Fiscal Operations
- Ship To Location: 4
- Attention To: FiscalSvcs/Marichalar/8031
- Tax Group: 725 7.25%
- Ship To Location Address: Attention: FiscalSvcs/Marichalar/8031, Cuesta College, 7400 Chorro Valley Road, Shipping & Receiving Bldg 7400, San Luis Obispo CA 934057889

Add Item & Accounting Tab:

- Requisition Summary: Winema Industrial & Safety Supply (WININDSA), 110 S Lincoln St Ste 204, Santa Maria CA 93458-5067
- Commodities (3):
 - 8000-004007-01 ZOLL Fully Automatic AED, Quantity 1.00 @ 1,475.0000, Discount 0.00, Additional Charges 0.00, Tax 106.94
 - 6252 Stryker Stair-Pro Stair Chair, 3,216.96
 - Estimated shipping fee, 100.00
 - Funding, 100%
- Grand Total - All Commodities: 4,898.90
- Grand Total - All Accounting: 4,898.90

Buttons: Back, Next, View as PDF, Submit Requisition, Save as draft, Delete Requisition.

Field	Action
Requisition Number	Banner automatically assigns.
Requestor	Auto-populates. You may overwrite this information if needed.
Transaction Date	Defaults to current date – do not change.
Delivery Date	Typically, three weeks out. Adjust accordingly for longer lead times or rushes. The due date for standing orders is always the last day of the current fiscal year – 6/30/20XX.
Requestor Email	Auto-populates. You may overwrite if needed.
Choose Accounting Type	<p>Document Level Accounting (default): This will apply the FOAPAL equally to all commodity items. Use if you will apply a single account code to all items or if you will split two or more account codes equally to all items (i.e. 50% to FOAPAL 1, 50% to FOAPAL 2).</p> <p>Commodity Level Accounting: Use this option if you will use different account strings for each line item. Use if your PO will include a mix of supplies, equipment, licenses, etc.</p>
Requisition Comments	<p>Public Comments: Please DO NOT use this option.</p> <p>Private Comments: Use this option to communicate with Purchasing. Note here if this is a “Standing Order” (or “SPO”), “Grant Funded”, “Bond”, “RUSH”, etc.</p> <p>Also used for “Credit Card” orders. Please list the vendor’s name (i.e. “Credit Card, Staples”). <i>Please note credit card orders cannot be processed in Banner and your requisition will be deleted once it has been ordered. A PO will not be generated.</i></p>
Chart	Defaults to 1 Cuesta College – DO NOT change.
Organization	Enter your org number here.
*Ship To Location	Defaults to SLO, San Luis Obispo Campus. See notes below.
Attention To	Enter your department name/name of person responsible for the order/room number – you may need to truncate the information as there are only 35 characters available. Start with the RT Work Order number if this is an IT technology purchase.
Tax Group	Defaults to the tax rate of the SLO campus 7.25% Change to no tax (NTAX) if tax is not applicable. Change to 8.75% if product is being picked up within city limits or delivering to the NCC.

*Ship-To – orders must be delivered to the San Luis Obispo campus. Please DO NOT deliver to the Paso Robles campus without prior authorization.

Ship-to Codes:

NCC	North County Campus
NOSHIP	Does Not Apply (nothing ships)
SLO	San Luis Obispo Campus
PICKUP	Pick-up at Vendor
E-DEL	Electronic/Digital Delivery

Click the **NEXT** button at the bottom of the page to advance to the next page. *If you do not advance check to see if you have any error messages at the top of the page.* Use the **Back** and **Next** buttons to navigate between pages. Click the **Save as draft** button at any time to save your work as a draft to return to later.

2. Vendor Information

A vendor must be in the database to proceed with a purchase order. Please contact Purchasing if you need help finding the vendor ID.

Field	Action
Choose vendor for me	Use only with Purchasing’s approval.
Vendor	You may enter the vendor ID directly if known. If not, start typing the vendor’s name in the drop-down. Banner will provide a list of options that match your query. Double click your vendor. *For credit card orders, choose vendor ID “CREDIT” and note the vendor’s name in the public comments section on the line item page.
Vendor Email	Choose from the drop-down list. If no email appears, please provide one.
Discount	01 Net 30
Currency	USD

Click **NEXT** to proceed to the next page.

3. Add Item & Accounting

In this section you will enter your line items and add the FOAPAL.

Enter item number and description in the **Add Items** field. You must overwrite any text that appears here.

Press **ENTER**. The page expands for further data entry. The **Add Item(s)** field is now labeled **Commodity Description**. Click the **SAVE** button to add more items.

Field	Action
Commodity Description	<ul style="list-style-type: none"> Enter the line item detail. Please format as follows: Item or style number, item description (ex: #4360932 Aruba Outdoor Pole/Wall Mount Kit) Use the Public Comment field for any additional line item information. This will print on the PO. List shipping or any special fees as their own line items (i.e. hazardous material fee, fuel surcharge fee, recycling fee). For Standing POs note "Standing PO" and a brief description. (ex: Standing PO Math Non-Instructional Supplies). List authorized users in the Public Comment field. Standing POs should have (1) line item only. Please list authorized users if applicable.
Unit of Measure	Choose from the drop-down list. Use LOT for Standing POs.
Tax Group	Choose from the drop-down list.

	San Luis Obispo campus is 7.25 Non-tangible items are not taxed NTAX Standing Orders use NTAX (standing orders encumber a lump sum of money. Tax will be charged to this lump sum when invoices are paid). NCC is 8.75
Quantity	Enter quantity.
Unit Price	Enter price.
Discount Amount	DO NOT Use this option.
Additional Amount	DO NOT Use this option.
Tax Amount	Calculates automatically.
Public Comment	Will print on PO directly under line item. Use to add information to the item description that doesn't fit in the Commodity Description line.
Private Comment	Will not print on PO. You can add information you want Purchasing to know.
SAVE	Press the SAVE button at the bottom of the page to add additional items or to access Add Accounting . Note - if you chose Commodity Level Accounting , you will enter accounting detail for each line.
Add Accounting	Press the Add Accounting button to enter accounting detail (FOAPAL).

Click the **Add Accounting** button to open the following page:

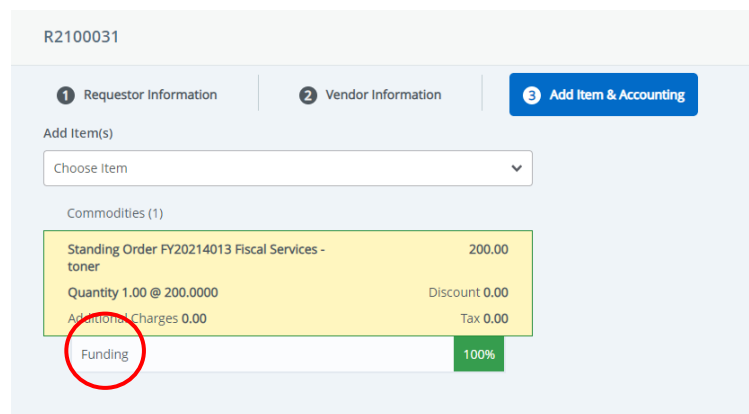
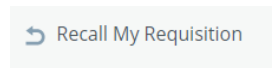
Field	Action
Chart	Defaults to 1 Cuesta College. DO NOT change.
Index	DO NOT use.
Fund	Enter the fund number.
Organization	Defaults to the org number you entered on the first page.
Account	Enter the account number.
Program	Enter the program number

Activity Code	Enter the activity code. This field is optional.
Location	DO NOT use
Project	DO NOT use
Distribution Amount	Defaults to entire amount of line. You may change this to a specific amount to split the distribution with another FOAPAL. You must account for tax in your distribution amount.
Distribution Percent	Defaults to 100%. You may change this to split the distribution with another FOAPAL by percentage. Enter whole numbers (i.e. 50 for 50%) When a split fee option is used, a Split Accounting button will appear to add another FOAPAL.
Discount Amount	DO NOT use
Additional Amount	DO NOT use
Tax Amount	Auto calculates

Click the **SAVE** button to save your accounting information and the **Submit Requisition** button to submit your requisition to the approval queue. You may also use the **Save as Draft** button if you aren't ready to submit. **Please remember to add your quote(s) before you submit.**

Edit Accounting Detail

You can edit your accounting information by clicking "**Funding**" if your requisition is in Draft or Disapproved status. Choose "**Recall My Requisition**" first if your requisition is in Pending status. This button is found in the upper right corner of the page.



The section expands to view the existing accounting detail. Click on the funding string you wish to change to open the page to allow editing.

R2100050

1 Requestor Information | 2 Vendor Information | 3 Add Item & Accounting

Add Item(s)

Choose Item

Commodities (1)

Item # A123 Postcard, Lot of 200	107.25
Quantity 1.00 @ 100.0000	Discount 0.00
Additional Charges 0.00	Tax 7.25
Funding	Amount
1-1100-4013-4700-672000	107.25
Accounting Total	107.25
Commodity Total	107.25
Balanced	100%

Add an Attachment

You can attach quotes while your requisition is in Draft or Disapproved status. You will find the attachments icon in the upper right of any page of your requisition.




Click the **Attachments** link to open the following page:

myCuesta

My Finance • My Requisitions • R2100030 • Attachments

Attachments

Requisition Number R2100030

← Attachments  Refresh Attachments

Document Name	Document Type	Owner Name	Date of Attachment
There are no records for this requisition. Please click on Attach File for attaching documents.			

Requisition Summary

Requisition Number R2100030

CDW Government Inc (CDWG)
230 N Milwaukee Ave
Vernon Hills IL 60061-4304

Commodities (2)

#4360932 Aruba Outdoor Pole/Wall Mount Kit	281.72
Quantity 3.00 @ 87.5600	Discount 0.00
Additional Charges 0.00	Tax 19.04
#4360934 HPE Aruba AP-270-MNT-H1 Network Device	51.57
Funding	120%

Click the **Attach File** paperclip. Browse to your document via the Choose File button. Use the drop-down to choose Document Type **Requisition**, and click **Upload**. *Please select Requisition, not Quote, or your approvers will not be able to access the document.*

Attach Documents
✕

File Path: *

Choose File
ABC_Quote.pdf

Document Type: *

REQUISITION, Requisition
▼

Cancel
Upload

Your quote now appears in the document list.

My Finance •
 My Requisitions •
 R2100049 •
 Attachments

Attachments

Requisition Number R2100049

← Attachments

Attach File
↻ Refresh Attachments

Document Name	Document Type	Owner Name	Date of Attachment	
ABC_QUOTE.PDF	REQUISITION	MARIA MARICHALAR	12/08/2020	✕

Once your requisition has been submitted for approval, you may return to the dashboard to check on the progression of your order.

Please remember a requisition is not a purchase order and cannot be sent to the vendor to procure goods or services. Per purchasing policies and procedures, do not place, promise, or authorize an order without a purchase order. The District is under no obligation to honor orders that have not gone through the proper authorization from the Purchasing Department and may make you personally liable for payment to the vendor.