

Creating Requisitions using SSB

Important Notes About Requisitions

- Any incomplete document will be lost when you exit Banner or close the window.
- Banner SSB allows for distribution of the expenditures to be a maximum of 5 FOAPs. Expenses can be distributed based on either percentage of the total or by a specified dollar amount.
- You can not complete a requisition unless there are funds. Check your budget before processing a Requisition.
- Index = FRS Budget number
- Account= FRS Commodity code
- FOAP= Fund, Organization, Account, Program.
- Canceling a Requisition- If you need to cancel a req you will need to fill out a Cancel Req/PO form. You cannot cancel a requisition in SSB.
- A Blanket Order in Banner is the same as in FRS. The \$ amount should be entered in the QTY field and a qty should be placed in the Unit Price field. You do not have to tell Purchasing it is a Blanket Order.
 - Blanket Order Reqs over 1 million dollars need to be entered differently than under 1 million dollars. Put the dollar amount in the Unit Price field and place a 1 in the Quantity field. In Document Text type in Blanket Order.

	Criteria/Function	Values/Results
1.	Log into Banner	- Log into the faculty staff portal - http://myneu.neu.edu/ - Click the Services & Links tab - Under Faculty/Staff Services, click the Self Service Banner (SSB) link - From SSB Banner main menu, select Finance . From the Finance menu, click Requisition .
2.	Check Budget	Before entering in a requisition. You will need to check your budget and make sure you have enough funds to cover the requisition. Once you complete a requisition and there are no funds you are stuck. To check your budget, go to Budget Query Desk Procedure.

3. Entering a requisition

Personal Information Finance

Search Go MENU SITE MAP HELP EXIT

Requisition

1 Begin by creating a requisition or retrieving an existing template. Enter Vendor ID and select Vendor Validate to default related information. Enter or modify vendor, requestor, commodity, and accounting information. Use Code Lookup to query a list of available values.

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

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

Use Template

Transaction Date
 Delivery Date
 Vendor ID
 Address Type
 Vendor Contact Vendor E-mail
 Requestor Name
 Requestor E-mail
 Phone Area Phone Ext
 FAX Area FAX Number FAX Ext
 Chart of Accounts Organization
 Currency Code Discount Code
 Ship Code Attention To
 Comments [Document Text](#)

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

Calculated Commodity Amounts

Item	Extended Amount	Discount Amount	Additional Amount	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	Index	Fund	Orgn	Account	Program	Activity	Location	Accounting
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<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"/>	<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"/>	<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"/>	<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"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Save as Template

Shared






Code Lookup


Chart of Accounts Code
 Type
 Code Criteria
 Title Criteria
 Maximum rows to return

[Budget Queries | Encumbrance Query | Requisition | Purchase Order | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer | Budget Development | Delete Finance Template]


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NOTE: If you saved a template in the past you can select a Template by clicking on the drop-down from the Use template field. Once selected click Retrieve. The template data will populate. This data can be overwritten or changed as needed. (To create a Template see Step 36)

		<p>Requisition</p> <p> Begin by creating a requisition or retrieving an existing template. Enter Vendor ID information. Enter or modify vendor, requestor, commodity, and accounting information values.</p> <p>Select Document Text link to attach text to the requisition. Select Item number</p> <p>Choose Validate, if desired, to validate calculations and codes. Choose Complete for processing.</p> <p>Use Template <input type="text" value="None"/> </p> <p><input type="button" value="Retrieve"/></p> <p>Transaction Date <input type="text" value="28"/> <input type="text" value="MAR"/> <input type="text" value="2008"/></p> <p>Delivery Date <input type="text" value="28"/> <input type="text" value="MAR"/> <input type="text" value="2008"/></p> <p>Vendor ID <input type="text"/> <input type="button" value="Vendor Validate"/></p>
4.	Transaction Date	Enter the Transaction date. The transaction date will default to the current date. You can forward date the requisition if you want the requisition to post to another period (i.e. during year end period. Creating a requisition in June that you want to post in July). Never back date a Transaction Date.
5.	Delivery Date	Enter a delivery date in the delivery Date field NOTE: The delivery date must be the same as or later than the order date.
6.	Vendor ID	Enter the Vendor ID or use the Lookup feature to search NOTE: Scroll to the bottom of the form for Code Look-up. See procedure on using Code Lookup.
7.	Vendor Validate	<p>Select Vendor Validate to populate vendor data into requisition and to verify vendor ID.</p> <div data-bbox="797 1104 1328 1224" style="border: 1px solid black; padding: 5px;"> <p>Transaction Date <input type="text" value="8"/> <input type="text" value="FEB"/> <input type="text" value="2008"/></p> <p>Delivery Date <input type="text" value="8"/> <input type="text" value="FEB"/> <input type="text" value="2008"/></p> <p>Vendor ID <input type="text"/> <input type="button" value="Vendor Validate"/> </p> </div> <p>Populated</p> <div data-bbox="789 1293 1336 1444" style="border: 1px solid black; padding: 5px;"> <p>Vendor ID <input type="text" value="A00010003"/> <input type="button" value="Vendor Validate"/></p> <p>Address Type <input type="text"/> Address Sequence</p> <p>Vendor Contact <input type="text"/></p> <p>Vendor Name <input type="text" value="Kollias, Nick"/> </p> </div> <p>NOTE: The default address is the PO Address and Sequence 1. If the address displayed is not correct, you can review alternate addresses by entering the next Address Sequence Number.</p> <div data-bbox="703 1623 1422 1766" style="border: 1px solid black; padding: 5px;"> <p>Transaction Date <input type="text" value="8"/> <input type="text" value="FEB"/> <input type="text" value="2008"/></p> <p>Delivery Date <input type="text" value="8"/> <input type="text" value="FEB"/> <input type="text" value="2008"/></p> <p>Vendor ID <input type="text" value="A00010003"/> <input type="button" value="Vendor Validate"/></p> <p>Address Type <input type="text"/> Address Sequence <input type="text"/> </p> <p>Vendor Contact <input type="text"/> Vendor E-mail <input type="text"/></p> <p>Vendor Name <input type="text" value="Kollias, Nick"/> Vendor Phone <input type="text"/></p> </div> <p>You must select Vendor Validate to populate the requisition with the new address data.</p>

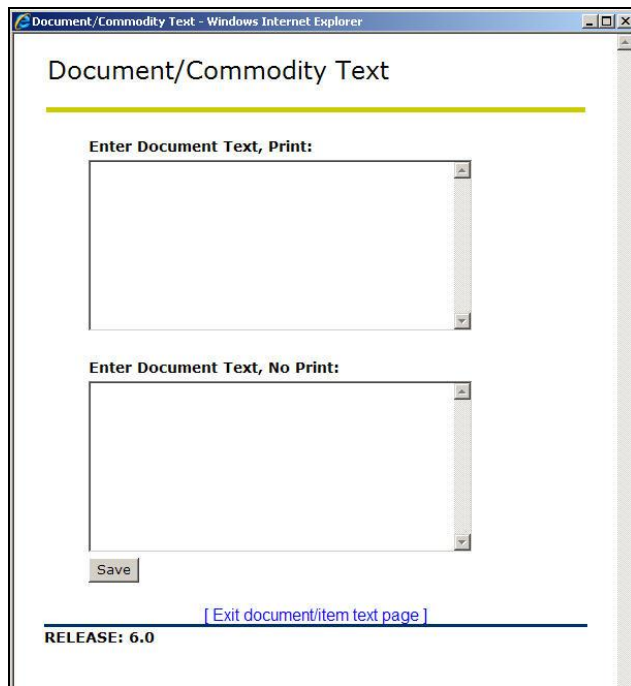
		<p>NOTE: You will notice the following error message. You will need to enter in the Ship Code before Completing the req.</p> <p style="text-align: center;"> Ship Code is required</p>
8.	New Vendor	<p>If the vendor is not found in the code lookup. Search for the generic New Vendor Record in the Code Look up at the bottom of the screen. You will have to enter the information in Document Text (See Step 20). The following information is required for a new vendor</p> <ol style="list-style-type: none"> 1. Vendor Name: 2. Order from Address <ul style="list-style-type: none"> • Address • Phone • Fax 3. Remit to Address <ul style="list-style-type: none"> • Address • Phone • Fax 4. W-9 should be faxed to Purchasing x8572 5. Whether it is one of the following: <ul style="list-style-type: none"> • minority-owned • women-owned • small business(less 5 million in sales or less then 500 employees) • large business (more then 5 million in sales or more then 500 employees)
9.	New Address for Vendor	<p>If the vendor needs a new address or change of address .Enter in that Vendors ID. Then enter the new address or changed address in Document Text. (See Step 20). Please note in the Document text whether it is a new or changed address (if known). The following information will be required</p> <ol style="list-style-type: none"> 1. Vendor Name: 2. Order from Address <ul style="list-style-type: none"> • Address: • Phone: • Fax: 3. Remit to Address: <ul style="list-style-type: none"> • Address • Phone • Fax 4. New or Changed Address
10.	Requestor	The Requestor will default from the Login ID (This can be overwritten).
11.	Requestor Name	The Requestor Name, and phone information defaults to the person entering

		the requisition. (This can be overwritten)																										
12.	**Optional Requestor Email	Enter in an email address.																										
13.	Phone Fax	Enter in Phone and Fax. DO NOT include dashes. Field is only 7 characters																										
14.	Chart of Accounts	The Chart if Accounts field will Default to N																										
15.	Organization	The Organization Code will default. (this can be overwritten)																										
16.	Discount Code	The Discount code should be ignored. This field is for vendor payment terms. The terms are defaulted from the vendor record.																										
17.	Ship Code	<p>The Ship Code defaults to NU. Use the attention field for the exact campus address.</p> <p>The address for Ship Code NU Northeastern University 360 Huntington Ave Boston, MA 02115</p> <p>Note: If shipping to another address follow this key by entering the code in the Ship Code field.</p> <table border="1"> <thead> <tr> <th><i>Ship Code</i></th> <th><i>Description</i></th> </tr> </thead> <tbody> <tr> <td>NU2</td> <td>Transportation/Central Receiving</td> </tr> <tr> <td>NU3</td> <td>Gainsborough Garage</td> </tr> <tr> <td>NU4</td> <td>110 Forsyth St</td> </tr> <tr> <td>NU5</td> <td>School of Law</td> </tr> <tr> <td>NU6</td> <td>716 Columbus Ave</td> </tr> <tr> <td>NU7</td> <td>Matthew Arena</td> </tr> <tr> <td>NU8</td> <td>Balfour Academy</td> </tr> <tr> <td>NU9</td> <td>Burlington Campus</td> </tr> <tr> <td>NU10</td> <td>Dedham Campus</td> </tr> <tr> <td>NU11</td> <td>Henderson House</td> </tr> <tr> <td>NU12</td> <td>Marine Science Ctr</td> </tr> <tr> <td>NU14</td> <td>Warren Conference Ctr</td> </tr> </tbody> </table> <p>NOTE: If you need to ship to any place other then above call Purchasing at x2135.</p>	<i>Ship Code</i>	<i>Description</i>	NU2	Transportation/Central Receiving	NU3	Gainsborough Garage	NU4	110 Forsyth St	NU5	School of Law	NU6	716 Columbus Ave	NU7	Matthew Arena	NU8	Balfour Academy	NU9	Burlington Campus	NU10	Dedham Campus	NU11	Henderson House	NU12	Marine Science Ctr	NU14	Warren Conference Ctr
<i>Ship Code</i>	<i>Description</i>																											
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NU9	Burlington Campus																											
NU10	Dedham Campus																											
NU11	Henderson House																											
NU12	Marine Science Ctr																											
NU14	Warren Conference Ctr																											
18.	Attention To	Enter in your <u>Campus</u> Address in the Attention To field.																										
19.	Comments Field	Enter any comments in the Comments field (max. 30 characters).																										
20.	Document Text	Click Document Text to enter printing or non-printing document text																										

Transaction Date	8	FEB	2008
Delivery Date	8	FEB	2008
Vendor ID	A00010003	Vendor Validate	
Address Type	<input type="checkbox"/>	Address Sequence <input type="checkbox"/>	
Vendor Contact			Vendor E-mail <input type="text"/>
Requestor Name	Janel Wright		
Requestor E-mail	ja.wright@neu.edu		
Phone Area	<input type="checkbox"/>	Phone	<input type="text"/> Ext <input type="text"/>
FAX Area	<input type="checkbox"/>	FAX Number	<input type="text"/> FAX Ext <input type="text"/>
Chart of Accounts	N	Organization	100040
Currency Code	USD	Discount Code	None
Ship Code	NUS	Attention To	Janel Wright 
Comments	<input type="text"/>		

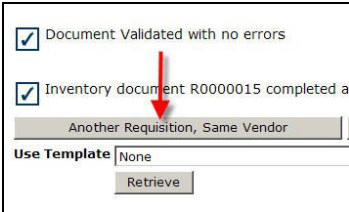
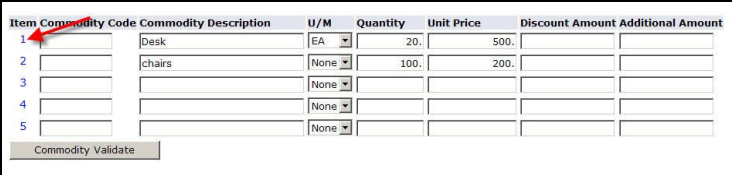
[Document Text](#)

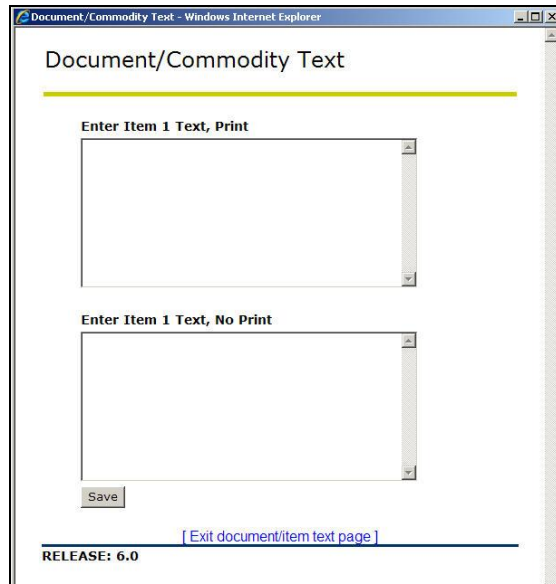
The Document/Commodity Text pop-up window will appear. Type in notes to Purchasing or the Vendor. For example a note to Purchasing would be Please Fax PO. You have the choice whether the Text will be printed or not. To ensure Purchasing sees the text, *please use the print option (top box)*. Purchasing can delete text if the text does not pertain to the vendor.



Click Save to save document text. If you do not click save, the text will be lost when you exit or close the window. Click Exit document text page to return to the requisition window.

21.	Commodity Code	Leave Commodity code Blank. Do not use this field.
22.	Commodity Description	Enter the description of the goods or services you are purchasing in the Commodity Description field. If you run out of space follow step 27 to create Item Text.

23.	U/M	Select a Unit of Measure from the drop down list. Typically use “EA” (Each) unless specified by Vendor.
24.	Quantity and Unit Price	<p>Enter the Quantity and Unit Price in the respective fields. If this is a Blanket Order reverse the Quantity and Price. For example, place \$3000 in the Quantity field and 1 in the Unit Price field.</p> <p>NOTE: Blanket Order Reqs over 1 million dollars need to be entered in differently then under 1 million dollars. Put the dollar amount in the Unit Price field and place a 1 in the Quantity field. In Document Text type in Blanket Order.</p>
25.	Additional Amount or Discounts	<p>Enter in any additional amounts or discount amounts. The amounts cannot be percentages or negative numbers.</p> <p>NOTE: DO NOT put shipping in this field. For shipping charges add an additional line.</p>
26.	Adding additional line items	<p>Click in the Commodity Description field in the next available line. Enter in Commodity Description and follow steps 22-25.</p> <p>NOTE: If you need to create a requisition with more then 5 commodity lines follow the below procedure.</p> <ol style="list-style-type: none"> 1. Enter the 5 lines. 2. Complete the requisition. 3. Make note of the Requisition Number. 4. Create another Requisition by clicking on the Another Requisition, Same Vendor Icon.  <ol style="list-style-type: none"> 5. In Document Text state Combine this requisition with Req #R..... (enter in the previous req number). <p>Complete requisition as you normally would. Purchasing will combine all requisitions into one PO.</p>
27.	Item Text	<p>If you need to include Text on an item or need further space for your description. Click the Item number. Approximately 48 characters are allowed.</p>  <p>This will open the Commodity text window. Enter in text in the top Box.</p>



Click Save and then click Exit document/item text page to exit.

28. **Commodity Validate**

Click Commodity Validate to calculate amounts. This will display in the Calculated Commodity Amounts box.

Item	Commodity Code	Commodity Description	U/M	Quantity	Unit Price	Discount Amount	Additional Amount
1	<input type="text"/>	Desk	EA	1.	200		
2	<input type="text"/>	Chair	EA	1.	300		
3	<input type="text"/>	<input type="text"/>	None				
4	<input type="text"/>	<input type="text"/>	None				
5	<input type="text"/>	<input type="text"/>	None				

Commodity Validate

29. **Calculated Commodity Amounts**

NOTE: This section is view only. If you need to change an amount go to the Quantity or Unit Price fields to change. Then click Commodity Validate.

Item	Extended Amount	Discount Amount	Additional Amount	Net Amount
1	20.00			20.00
2	160.00			160.00
3				
4				
5				
Totals:	180.00	0.00	0.00	180.00

30. **Distributing Expenses**

Select the correct button to distribute expenses by Dollars or Percents

Dollars		Percents								
Seq#	Chart	Index	Fund	Orgn	Account	Program	Activity	Location	Accounting	
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<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"/>	<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"/>	<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"/>	<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"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

31. **Chart** In the Chart field, type N (case sensitive)

32. **Index** Tab to Index field. Enter your index.

☑ Dollars		☐ Percents							
Seq#	Chart	Index	Fund	Orgn	Account	Program	Activity	Location	Accounting
1	N	236400							
2									
3									
4									
5									

Click Validate

☑ Dollars		☐ Percents							
Seq#	Chart	Index	Fund	Orgn	Account	Program	Activity	Location	Accounting
1	N	236400							
2									
3									
4									
5									

Save as Template

Shared

Validate Complete

This will Populate the FOAP (Fund, Orgn, and Program) fields. The index will be cleared. DO NOT re-enter the index.

NOTE: If you enter in an index you do not have access to a message will be shown stating you do not have access to that account.

☑ Dollars		☐ Percents							
Seq#	Chart	Index	Fund	Orgn	Account	Program	Activity	Location	Accounting
1	N		200000	131710		3030			
2									
3									
4									
5									

33. **Account** Click in the Account Field. Enter Account

☑ Dollars		☐ Percents							
Seq#	Chart	Index	Fund	Orgn	Account	Program	Activity	Location	Accounting
1	N		200000	131710	73003	3030			
2									
3									
4									
5									

Note: If in the previous step you entered the Index and Account, then pressed validate. The Account disappears as well as the index. Therefore, always enter in Index then Validate, enter in Account code.

NOTE: If more then one FOAP is being Charged type the Next FOAP being charged below the first FOAP.

Dollars									
Seq#	Chart	Index	Fund	Orgn	Account	Program	Activity	Location	Accounting
1	N	052017			11005				20,000
2	N	052017			11005				10,000
3									
4									
5									

34. **Accounting**

Tab to the Accounting field; type the percentage or dollar amount to be allocated to this FOAP. You should view the Calculated Commodity Amounts as in step 28 to figure out what to type in. The total accounting amount should equal the Net amount total or if using percentages the percentages should add up to 100%.

35. **Validate**

Click Validate to verify FOAP and expense distribution. If there is missing or incorrect data. Banner will display required corrections at the top of the page.

Dollars									
Seq#	Chart	Index	Fund	Orgn	Account	Program	Activity	Location	Accounting
1	N		920005	100040	11005	4040			10000
2	N		920005	100100	11008	5050			20000
3									
4									
5									

Save as Template

Shared

Validate Complete

If validated it will display Document Validated with no errors at the top of the screen. If there are errors it will display what needs to be corrected.

NOTE: If you do not have enough funds to cover the requisition when validating the req an error message will display.

Sequence 1 Insufficient budget for sequence 1, suspending transaction

Use Template

Retrieve

There are three options.

1. If you have access to transfer funds, transfer funds. Open a new browser window and perform a budget transfer.

		<p>2. If you do not have access to transfer funds. Call the appropriate person in your department to transfer the funds now.</p> <p>3. WARNING- By choosing this option you will lose all the data you entered. Close the browser and start over once funds are available</p> <p>NOTE: If using a hard copy requisition write down the system generated Requisition # on the Requisition.</p>
36.	Error Messages	<p>When clicking Validate you will be brought up to the top of the screen if there is an error within the document an error message(s) will display.</p> <div data-bbox="581 562 1544 919" style="border: 1px solid black; padding: 5px;"> <p>Requisition</p> <hr/> <p> Begin by creating a requisition or retrieving an existing template. Enter Vendor ID and select Vendor Validate to default related information. Enter or modify vendor, requestor, commodity, and accounting information. Use Code Lookup to query a list of available values.</p> <p>Select Document Text link to attach text to the requisition. Select Item number link to add Item Text for a commodity.</p> <p>Choose Validate, if desired, to validate calculations and codes. Choose Complete to perform a validation and forward the document for processing.</p> <div style="border: 2px solid red; padding: 5px; margin: 10px 0;"> <p> Organization is required in header section</p> <p> Accounting amounts not equal to net amount total</p> </div> <p style="text-align: right;">← The error messages will tell you what needs to be corrected.</p> <p>Use Template None Retrieve</p> </div> <p>Once you fix the error re-click on Validate.</p> <div data-bbox="581 1003 992 1115" style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p>Save as Template </p> <p><input type="checkbox"/> Shared </p> <p>Validate Complete</p> </div>
37.	Template	<p>If you would like to as a template enter in template name in the Save as Template field. <i>A template is only useful if you are ordering the same items multiple times.</i></p> <p>NOTE: A template saves all the fields including vendor, commodity description, dollar amounts, FOAP, etc. The only thing it does not save is the Requestor and Organization defaults.</p>
38.	Complete	<p>Scroll to the bottom of the form and click Complete to finalize the document and send to the approval process and receive your requisition number.</p>

Personal Information Finance

Search Go MENU SITE MAP HELP EXIT

Requisition

Begin by creating a requisition or retrieving an existing template. Enter Vendor ID and select Vendor Validate to default related information. Enter or modify vendor, requestor, commodity, and accounting information. Use Code Lookup to query a list of available values.

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

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

Document Validated with no errors


Inventory document R0000015 completed and forwarded to the Approval process

Another Requisition, Same Vendor Another Requisition, New Vendor

Use Template: None

Retrieve

NOTE: If there are insufficient funds you cannot complete the Req and the following error message appears.

 **Sequence 1 Insufficient budget for sequence 1, suspending transaction**

Use Template: None

Retrieve

There are three options.

1. If you have access to transfer funds, transfer funds. Open a new browser window and perform a budget transfer.
2. If you do not have access to transfer funds. Call the appropriate person in your department to transfer the funds now.
3. **WARNING-** By choosing this option you will lose all the data you entered. Close the browser and start over once funds are available

NOTE: If using a hard copy requisition write down the system generated Requisition # on the Requisition.

39. **Close or Start Another Requisition**

You can either EXIT or click on one of the two buttons below.

Document Validated with no errors

Inventory document R0000015 completed and forwarded to the Approval process

Another Requisition, Same Vendor Another Requisition, New Vendor

Use Template: None

Retrieve