Requisition Creation Process

1. Open **MyWashburn**

2. Type your username and password into the appropriate areas and press the **Login** button.

3. Click on the **Finance** tab.

4. Find the **Requisition** link under the **Finance** channel

5. You will be taken to the **Requisition form**

6. Refer to the **Saving and Retrieving a Requisition** instructions on how to use the **Search In Process Requisitions** button

7. Typically, you will skip the **Use Template, Transaction Date, and Delivery Date** fields.

8. Begin by entering the **Vendor ID. If you do not know the Vendor ID, click here for instructions on how to look it up.**

9. Click the **Vendor Validate** button (this auto-fills all Vendor fields).
10. Next, enter the **Ship Code.** *If you do not know the Ship Code, click here for instructions on how to look it up.*

11. Click the **Document Text** link.
   a. A new window will open.
   b. The top field is information that **WILL** be included on the purchase order (anything you need the vendor to see such as quote number, quote date, and who prepared the quote).
   c. The bottom field **WILL NOT** be included on the purchase order (anything you need the Purchasing Department to see such as new vendor information).
   d. Enter the necessary information and click the **Save** button
   e. Click the **Exit document/item text page** link.

12. Enter the following for each item to be purchased:
   a. Enter a short item description in the **Commodity Description** field (if the item has a more detailed description you would like to include, click the item number link at the beginning of the line, for the **Document/Commodity Text** window and enter it in the top box).
   b. Select the appropriate unit of measure for the item from the **U/M** drop-down list (if none fit choose “N/A”).
   c. Enter the quantity of the item in the **Quantity** field.
   d. Enter the price per unit in the **Unit Price** field.

13. After entering all items, click the **Commodity Validate** to check for errors and fill the Calculated Commodity Amounts table.

14. Scroll back down to the Calculated Commodity Amounts table and verify the total on the table matches the total on your quote.

15. Select either **Dollars** or ** Percents.** (Suggested, dollars for more than one FOAPAL, percents for one.)

16. Do the following for each FOAPAL
   a. In the **Chart** field enter **W** for Washburn or **K** for Washburn Tech.
   b. Enter your fund code in the **Fund** field.
   c. Enter your department code (organization code) in the **Orgn** field.
   d. Enter the item’s account number (*it can be looked up using these instructions*) in the **Account** field.
   e. Enter the program code (what the purchase is for, *it can be looked up using these instructions*) in the **Program** field.
   f. If you choose Percents at the beginning of this chart, enter 100 (meaning 100% of the funding goes to this FOAPAL) in the **Accounting** field. If you choose Dollars, enter the appropriate dollar amount for each FOAPAL.

17. Click the **Validate** button to check for errors. (Error messages will appear at the top of the requisition form next to a red circle with a black “x” in it.)

18. Scroll back through the requisition.
19. If everything is ok, click the **Complete** button to submit the requisition.

20. You will be given a **Document number** (an R followed by 7 numbers), write this number down and/or copy it to the clipboard.

21. Scroll to the bottom of the page and click the **View Document** link

22. Enter or paste your Document number into the **Document Number** field  
   *(If you forgot to copy or write down the Document number, click the Document Number button, a query form will appear, leave the fields as they are, and click the Execute Query button to see a list of all your open requisitions.)*

23. Click the **View document** button

24. **Print** the document for your records

25. Scroll to the bottom of the page and click the **View Document** link

26. Enter or paste your Document number into the **Document Number** field

27. Click the **Approval history** button

28. Send an email to one of the people in the **Approvers** list notifying them there is a requisition awaiting their approval

*An online demonstration of this process can be found at [http://www.washburn.edu/iss/tlc/guides/MyWashburn/Requisition_demo/Requisition_demo.htm](http://www.washburn.edu/iss/tlc/guides/MyWashburn/Requisition_demo/Requisition_demo.htm)*
### Creating a Requisition

#### Search In Process Requisitions
- **Use Template**: None
- **Transaction Date**: 23 Mar 2011
- **Delivery Date**: 23 Mar 2011
- **Vendor ID**: Vendor Validate
- **Vendor Contact**: Vendor E-mail
- **Requestor Name**: Gary McGirr
- **Requestor E-mail**: gary.mcgrirr@washburn.edu
- **Requestor Phone**: 785-6700069
- **Requestor Fax**: 
- **Chart of Accounts**: W
- **Organization**: 20000
- **Currency Code**: None
- **Discount Code**: None
- **Ship Code**: Attention To: Gary McGirr
- **Comments**: 

#### Item Commodity Code

<table>
<thead>
<tr>
<th>Item</th>
<th>Commodity Code</th>
<th>Commodity Description</th>
<th>U/M</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Discount Amount</th>
<th>Additional Amount</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
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<td></td>
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#### Calculated Commodity Amounts

<table>
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<tr>
<th>Item</th>
<th>Extended Amount</th>
<th>Discount Amount</th>
<th>Additional Amount</th>
<th>Net Amount</th>
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#### Sequence

<table>
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<tr>
<th>Seq</th>
<th>Chart</th>
<th>Index</th>
<th>Fund</th>
<th>Orgn</th>
<th>Account</th>
<th>Program</th>
<th>Activity</th>
<th>Location</th>
<th>Accounting</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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</tr>
</tbody>
</table>

#### Code Lookup

- **Chart of Accounts Code**: W
- **Type**: account
- **Code Criteria**: account
- **Title Criteria**: 
- **Maximum rows to return**: 10

**Save as Template**
- **Shared**: Yes
- **Validate**: Complete
- **Save In Process**: 

Last edited on 5/7/2014 by Sue Taylor
Saving and Retrieving a Requisition

If you are creating a requisition and need to stop before you are ready to complete it, you can do so as long as certain fields are filled in.

To save a requisition:
1. Enter a Vendor, Ship Code, at least 1 item, and at least 1 FOAPAL to cover the full amount of the item entered
2. Click the Save In Process button at the bottom of the form
3. You will be given a Document number, save it to be able to retrieve the document later

To retrieve a requisition:
1. Click the Search In Process Requisitions button
2. Enter the Document number of your requisition in the Document Number field (to see all in-process requisitions under your name, leave the Document Number field blank and make sure your User ID is filled in)
3. Click the Execute Query button
4. Click the Document Number link next to the requisition you want to complete
5. The unfinished requisition will now be on your screen ready to complete

Looking Up Codes

There are several different types of codes you can look up while filling out a requisition form. To look up a code:

- Select the Chart of Accounts Code from the drop-down list (W for Washburn and K for Washburn Institute of Technology).
- Select the Type of code you need to look up (i.e. Vendor, Discount, Ship, etc.).
- It is usually beneficial to enter search terms in either the Code Criteria or the Title Criteria field.
- The wild card for this search is the percent symbol (%). If you put only a % in one of the fields the search will return all codes for the selected category.
- When searching for a title match be sure to try both upper and lower case for the first letter of the word (i.e. %Travel% and %travel%).
- To ensure you are able to see the most search results change the Maximum rows to return to 1000.
- Click the Execute Query button to start the search.
- The results will appear at the top of the requisition form.
- Highlight and copy the needed code and paste into the appropriate field.
Notes & Hints

- If an advanced payment for travel is needed, refer to Section 7 of Travel Regulations and Procedures.
- If you use certain vendors, make a list of those vendors and vendor numbers for easy reference.
- You must have access to Banner Oracle forms to use Self Service.
- Always send to Purchasing a quote or documentation from the vendor with the requisition number written on it.
- For requisitions over five lines, contact Purchasing for assistance before creating it. A spreadsheet or quote listing all items to be ordered may be sent to Purchasing. The document should clearly state each line item with a description, applicable item/manufacturer numbers, quantity, unit price, and extended price. Send as an email attachment whenever possible.
- It is NOT recommended to use templates. Many times the template requisition contains incorrect information for the new order. If you use a template be sure all information is applicable to the order. This includes the ship to address, line item information, pricing, and FOAPAL.
- If a specific delivery date is required and has been confirmed by the vendor, put that information in the Document Text. The information should also be included on the vendor’s quote.
- Contact Purchasing if you have a quote or documentation with a discount. Discounts can cause problems if not done correctly and could cause the requisition to be cancelled and be re-submitted. Use one line item on the requisition and enter the dollar amount of the purchase after the discount.
- Dollars versus Percents when entering FOAPALs. For one FOAPAL, there is no problem using Percent. It would be 100%. For more than one FOAPAL, select Dollar and enter the appropriate dollar amount for the respective FOAPAL.
- To communicate information to Purchasing, add it to the No Print area of the Document Text. For example, a new vendor without a WIN.
- Plan ahead for advance payments. Advance payment requisitions need to be submitted a minimum of 2-3 days prior to when the check is to be mailed. Be sure to remind your approver there is a requisition awaiting approval. Also take into consideration the time required for mailing and plan for sufficient time for payment to be received prior to any required date or deadline.
- Do not use a separate FOAPAL with an account code for shipping charges. For inventory purposes, shipping charges need to be included in the FOAPAL line item amount of the item purchased.
- It is recommended a copy of the requisition be printed for YOUR department records but it is not necessary to send a copy to Purchasing.
- Keep the P.O. Department Copy. The department will be sent a P.O. Department Copy of the purchase order. Keep this copy. This is the receiving report for the department. After the goods or services have been received in good order, the department head will sign off on it and it is sent with the invoice(s) to Accounts Payable for payment. For partial payments, contact Purchasing for instructions. Purchasing is not able to print a copy of the P.O. Department Copy.
only. They must print the ENTIRE purchase order and shred the additional pages. This creates extra work and waste paper.

**Most Common Reasons for Incorrect Requisitions**

- Items are left off
- Vendors are not listed
- Invalid FOAPALs
- Total Account Amount is not equal to Total Commodity Amount

**Common Error Messages & Meanings**

<table>
<thead>
<tr>
<th>Error Message</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sequence 1 Fund is not defined or is invalid</td>
<td>An incorrect Fund code was used</td>
</tr>
<tr>
<td>Sequence 1 Organization is not defined or is invalid</td>
<td>An incorrect Organization code was used</td>
</tr>
<tr>
<td>Sequence 1 Account number is not defined or is invalid</td>
<td>An incorrect Account code was used</td>
</tr>
<tr>
<td>Sequence 1 Program number is not defined or is invalid</td>
<td>An incorrect Program code was used</td>
</tr>
<tr>
<td>Ship Code is required</td>
<td>Need to enter the correct Ship Code or go to the query at the end of the document and look up a valid ship code</td>
</tr>
<tr>
<td>There is no default address for this vendor</td>
<td>The Vendor ID was entered but no vendor address displayed. In this case, enter vendor name and address in the Document Text area in the No Print box. Purchasing will add the new vendor and address. Erase WIN number from the Vendor ID field and proceed with the requisition.</td>
</tr>
<tr>
<td>Total of Accounting percents does not equal 100</td>
<td>When using percent for accounting you need to show the percentage of the charge to each listed FOAPAL. (For example, if one FOAPAL is being used, 100 needs listed in the accounting field.)</td>
</tr>
</tbody>
</table>

**Contact Information**

Finance Self Service Support – Laura Lawrence, ext 2337  
Linda Griffin, ext 2068

Requisitions or Purchase Orders – Carol Carey, ext 2338  
Linda Pettit, ext 2333