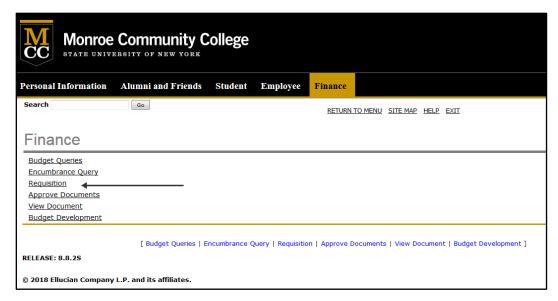
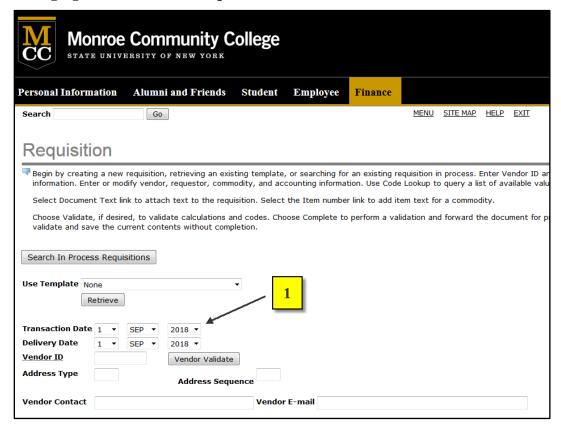
CREATING A PURCHASE REQUISITION IN FY-19



Navigate to options screen in Banner Finance Self Service and Click on 'Requisition'

Changing the dates on the Requisition:



The 'transaction date' and 'delivery date' will always default to the current date. When creating a requisition in August for the FY-19 budget, the 'transaction date' and 'delivery date' must be changed to September 1, 2018 or later.

Monroe Community College STATE UNIVERSITY OF NEW YORK								
Personal Informat	ion Alun	nni and Frien	ds Student	Employee	Finance			
Search		Go				MENU	SITE MAP	HELP EXIT
Requisition								
Begin by creating a new requisition, retrieving an existing template, or searching for an existing requisition in process. Enter Vendor ID a information. Enter or modify vendor, requestor, commodity, and accounting information. Use Code Lookup to query a list of available va								
Select Document Text link to attach text to the requisition. Select the 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 validate and save the current contents without completion.								
Search In Process Requisitions								
Use Template None 2								
Transaction Date 1	▼ SEP ▼	2018 🔻						
Delivery Date 1		2018 ▼						
Vendor ID	FEB MAR	Vendor Val	idate					
Address Type	APR	Address	Sequence					
Vendor Contact	MAY		Vendo	or E-mail				
	JUN JUL							
Requestor Name p	ATRICE							
Requestor E-mail pl	bates@ SEP	c.edu						
	ode OCT	e per E:	xtension					
Requestor Phone 58		000 2	820					
Requestor Fax 58	B5 DEC	846						
Chart of Accounts M Organization 4104								

To change the date and month, simply click on the appropriate arrow which will open a box containing valid values. Select the correct values to make both the transaction and delivery dates September 1, 2018 or later.

IMPORTANT NOTE

Failure to change the dates to September 1, 2018 or greater, will prevent your requisition from being processed. Purchasing staff members will review dates on approved requisitions. If the staff discovers date errors, the requisition will be deleted, and the requestor will be advised to complete a new requisition. Please contact Purchasing immediately if you realize you have completed a requisition with the incorrect dates, a staff member will remove it from the system.