



RESEARCH  
CORPORATION

# Requisitions and Encumbrances

Updated on 10/10/2024

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# What is an Encumbrance ?

Encumbrances are allowed only for limited-use transactions, mainly for non-competitive purchases that don't involve detailed terms and conditions. Examples include services between departments, short-term engagements like one-day speakers, memberships, association dues, and travel authorizations.

**Examples of expenses tracking that can be done through an encumbrance:**

Orders \$5,000 or greater (p-card may be used depending on the type and amount of purchase).

# Creating an Encumbrance

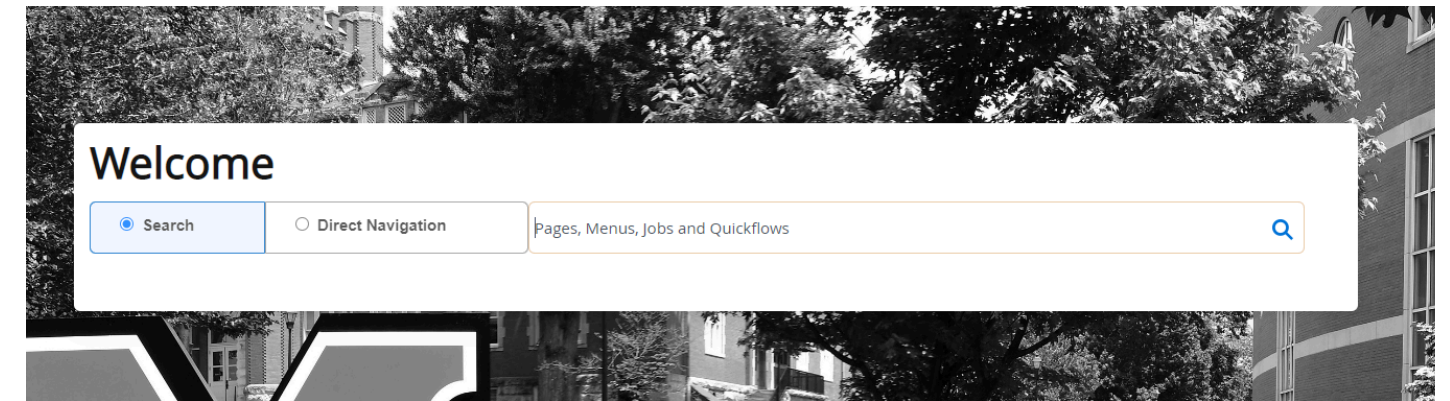
Visit Banner [here](#) and use screen FGIENCB in the search bar:

On the next screen type NEXT in the Encumbrance Number box.  
Then hit GO or use Alt Page Down.

Input the following on this screen:

- 1. Encumbrance Description:** Type in a description of the encumbrance for example travel or office supplies
- 2. Document Total:** This will be the total listed on the travel settlement form
- 3. Vender ID:** This will be the travelers 901/903 number. You can click the three dots to search my name if you do not have the 901/903 number.

This is the only information needed on this screen. Hit GO or use Alt Page Down.

A screenshot of a software interface titled 'General Encumbrance Maintenance FGAENCB 9.3.17 (BanProd)'. The interface has a green header bar with the 'ellucian' logo. Below the header, the 'Encumbrance Number' is 'E2104347'. The main area is titled 'ENCUMBRANCE HEADER' and contains several input fields. A sidebar on the left has icons for home, grid, search, and other functions. The input fields are: 'Encumbrance Description' (with 'travel' entered), 'Transaction Date' (06/24/2021), 'Document Total' (11.00), 'Encumbrance Type' (radio buttons for Encumbrance, Labor, Memo), 'Vendor ID' (901698389 with a search icon and the name 'Bruce, Brittany R.'), 'Date Established' (06/24/2021), 'Encumbrance Change' (empty), 'Document Reference' (empty), and 'Title' (empty). At the bottom, there are checkboxes for 'Distribution', 'Open Status', 'NSF Checking', 'Document Text Exists', and 'Deferred Editing'.

## Creating an Encumbrance continued.

**IMPORTANT NOTE:** When you get to this screen be sure to write down the Encumbrance Number shown at the top of the screen. Once you complete the encumbrance it will be gone.

Fill in:

1. **Sequence:** 1
2. **Journal Type:** E100
3. **COA:** 2
4. **Fund:**
5. **Org:** 1524
6. **Acct:** This is the account code.
7. **Amount:** Same as document total.

### Next Steps:

- Put the encumbrance number, fund number and org. in the top right corner of the invoice.
- Have to PI sign the invoice. *Note: Dr. Maher does not need to sign,*
- Send the invoice to Kayla Perry and copy Cyrah Moore.

General Encumbrance Maintenance FGAENCB 9.3.17 (BanProd)

Encumbrance Number: E2104347

**TOTAL** Insert Delete Copy Filter

Encumbrance Title: travel Document Total: 11.00

**TRANSACTION DETAIL** Insert Delete Copy Filter

Status:  Project:  ...

Sequence \*: 1 Fiscal Year:

Journal Type \*: E100 ... Original Encumbrance Current Encumbrance:

COA \*: 2 ... Actv:  ...

Index:  ... Locn:  ...

Fund:  ... Percent:

Orgn:  ...

Acct: 70261 ...

Prog: 0060 ...

NSF Override: ☐ Commit Type \*: Uncommitted Amount \*: 11.00

1 of 1 1 Per Page Record 1 of 1

**COMPLETION** Insert Delete Copy Filter

Complete In Process Net Amount:

SAVE

# What is a Requisitions ?

**Requisitions are used to create a purchase order (PO) by MU Purchasing before the goods or services are ordered.**

**Requisitions are used for:**

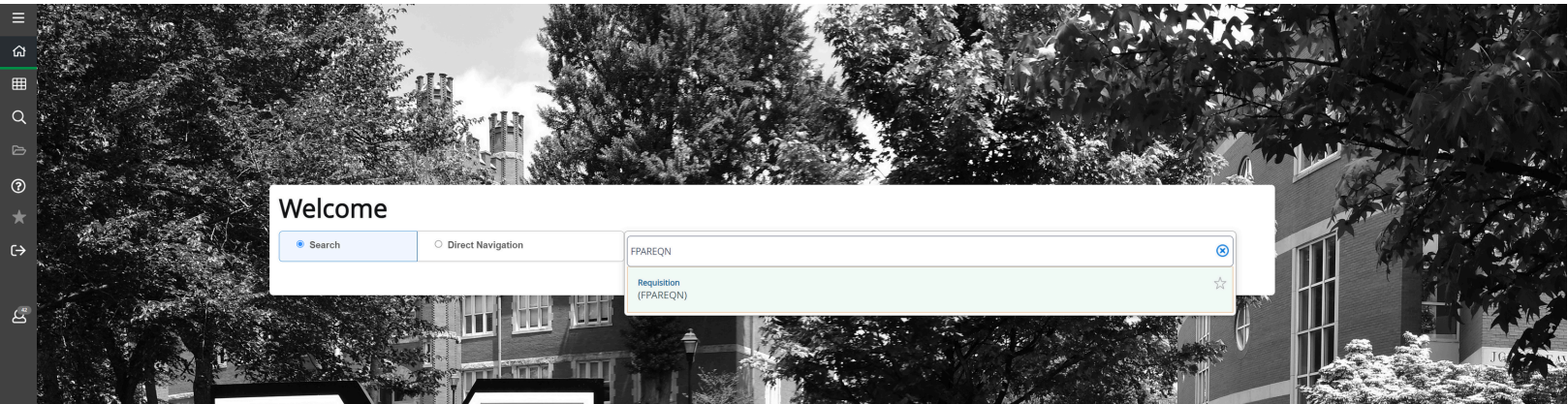
1. Orders \$5,000 or greater (p-card may be used depending on the type and amount of purchase).
2. If there are terms and conditions associated with an order regardless of amount.
3. If there is a contractual agreement involved regardless of amount. Depending on the amount, specific documentation is needed. See MURC Requisition Quick Reference document below.

Requisitions are used for a wide range of transactions, including purchases with terms and conditions, bids/public offerings, construction and renovation projects, and on-site labor. All service agreements and vendor contracts should be submitted through a requisition in Banner.

# Creating a Requisition

Visit Banner [here](#) and use screen **FPAREQN** in the search bar:

On the next screen type NEXT in the Requisition Number box.  
Then hit GO or use Alt Page Down.



## First Screen: Requestor/Delivery Information

Fill in:

- 1. **Order Date** – This should prefill
- 2. **Transaction Date** – This should be prefilled
- 3. **Delivery Date** - Type in the date for the end of the Fiscal Year
- 4. **Requestor** – Your name (This should be prefilled)
- 5. **Organization** – This is the org. that is associated with the fund
- 6. **COA** - 2 (MU Research Corporation).
- 7. **Ship to** - AEC
- 8. **Attention to** - Deanna Lacy

Hit the down arrow or hld down the Alt & Page Down buttons to continue

A screenshot of the Banner system's 'Requestor/Delivery Information' screen. The screen is divided into several sections. The top section contains fields for 'Requisition', 'Order Date', 'Transaction Date', and 'Delivery Date'. The middle section contains fields for 'Requestor', 'Organization', 'COA', and 'Ship To'. The bottom section contains fields for 'Attention To', 'Building', 'Floor', 'City', 'State or Province', 'Zip or Postal Code', 'Nation', 'Area Code', 'Phone Number', and 'Extension'. Numbered callouts (1-8) are placed over the following fields: 1. Order Date, 2. Transaction Date, 3. Delivery Date, 4. Requestor, 5. Organization, 6. COA, 7. Ship To, and 8. Attention To.

## Second Screen: Vendor Information

Fill in:

1. **Vendor** – If you do not know the vender #, you can hit the three dots to search.
  - Go to the last name and put an % before and after your search.
  - Hit go and a list should pop up.
  - Click the correct vendor information. This will return you to the previous page.
2. **Sequence** - 1 (This should be prefilled).
3. **Address Type** - PO (This should be prefilled).
4. **Contact** - Provide the vendor name and email address.

Hit the down arrow or hold down the alt & page down button to continue

Requisition: NEXT

▼ REQUISITION ENTRY: REQUESTOR/DELIVERY

Requisition	NEXT	Comments		<input type="checkbox"/> In Suspense
Order Date	07/19/2023	Commodity Total	0.00	<input type="checkbox"/> Document Text
Transaction Date	07/19/2023	Accounting Total	0.00	
Delivery Date	09/30/2023	<input checked="" type="checkbox"/> Document Level Accounting		

Requisition Entry Information | **Vendor Information** | Commodity/Accounting | Balancing/Completion

▼ VENDOR INFORMATION

Vendor	522208632 *** Sodexo America LLC	<b>4</b> Contact John Smith smith@xyz.com	
<input type="checkbox"/> Vendor Hold			
Address Type	PO ***		
Sequence	5 ***		
Street Line 1	Sodexo Inc and Affiliates <b>3</b>	Phone Area Code	
Street Line 2	PO Box 360170	Phone Number	
Street Line 3		Phone Extension	
City	Pittsburgh	Fax Area Code	
State or Province	PA	Fax Number	
Zip or Postal Code	15251 6170	Fax Extension	
Nation	United States Of America	Discount	***
		Tax Group	
		Currency	***

## Creating a Requisition continued.

## Third Screen: Commodity/Accounting

*Reminder: Write down the requisition number at this step.*

Commodity Section:

Fill in:

1. **Description** - Subaward Agreement
2. **U/M** - This will be DOL (dollars)
3. **Quantity** - Amount listed on the agreement.
4. **Unit Price** - 1

*Remember: Use the TAB button to move to the next section.*

**Requisition Entry: REQUESTOR/DELIVERY**

Requisition	R2400305	Comments		<input type="checkbox"/> In Suspense
Order Date	07/19/2023	Commodity Total	0.00	<input type="checkbox"/> Document Text
Transaction Date	07/19/2023	Accounting Total	0.00	
Delivery Date	09/30/2023	<input checked="" type="checkbox"/> Document Level Accounting		

Requestor/Delivery Information   Vendor Information   **Commodity/Accounting**   Balancing/Completion

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**COMMODITY**

Item	Commodity	Description	U/M	Tax Group	Quantity	Unit Price	Commodity Text	Item Text	Add Commodity
		Keynote Speaker for Event	DOL		1.00	1,500.0000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Extended Amount: 1,500.00   Tax: ☐ Distribute  
Discount: 0   Commodity Total: 1,500.00  
Additional: 0.00   Document Total:

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**ACCOUNTING**

Sequence	COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Proj	NSF Override	NSF Suspend
	2	1		2				3	4	<input type="checkbox"/>	

%   USD

Extended Amount	<input type="checkbox"/>	<input type="text"/>
Discount	<input type="checkbox"/>	<input type="text"/>
Additional	<input type="checkbox"/>	<input type="text"/>
Tax	<input type="checkbox"/>	<input type="text"/>
FOAPAL Total		<input type="text"/>
Document Total		<input type="text"/>
Remaining		<input type="text"/>
Commodity Amount		<input type="text"/>

Creating a Requisition continued.

Accounting Section:

Hold Alt & Page Down buttons to continue to the accounting section and always use the TAB button to move through each section.

Fill in:

- 1. Fund
- 2. Orgn Acct - You can find the appropriate account code by selecting the three dots in the Acct box.

Example: Contractual Services 70257

Hit F10 to save and then Alt Page Down

▼ ACCOUNTING

Sequence	COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj
1	2	24		107173	1524	7083D	0030			

10 ▼

Per Page

%

Extended Amount

Discount

Additional

Tax

FOAPAL Total

Document Total

Remaining

Commodity Amount

USD

1,500.00

0.00

0.00

0.00

1,500.00

1,500.00

0.00

Creating a Requisition continued.

Balancing/Completion Section:

- Everything on this page will be prefilled.
- **IMPORTANT:** Make sure to write down the requisition # that is listed at the top of the page. Once you complete the requisition there is no way to go back and get the requisition #.
- At the bottom left side of the screen hit complete.

BALANCING/COMPLETION

Vendor

522208632

Sodexo America LLC

☐ Vendor Hold

COA

2

MU Research Corporation

Requestor

Brittany Bruce

Organization

1524

MURC COE for Addiction and Recovery

Currency

Exchange Rate

Commodity Record

1

Count

Input Amount

1,500.00

Converted Amount

Insert

AMOUNTS

Insert

	Input	Commodity	Accounting	Status
Approved Amount	1,500.00	1,500.00	1,500.00	BALANCED
Discount Amount	0.00	0.00	0.00	BALANCED
Additional Amount	0.00	0.00	0.00	BALANCED
Tax Amount	0.00	0.00	0.00	BALANCED