Requisitions and Encumbrances

Updated on 10/10/2024

What is an Encumbrance ?

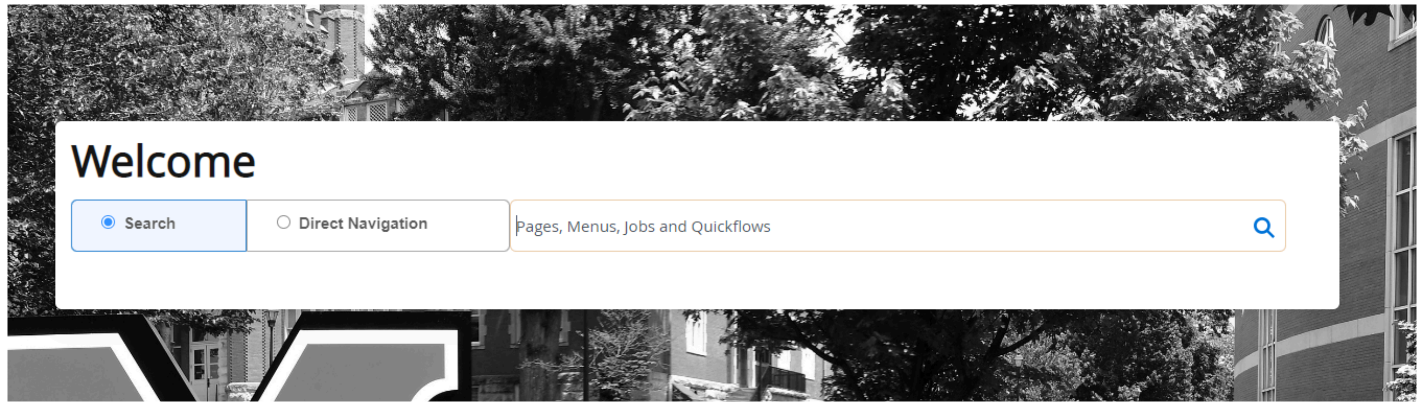
Encumbrances are allowed only for limited-use transactions, mainly for non-competitive purchases that don’t involve detailed terms and conditions. Examples include services between departments, short-term engagements like one-day speakers, memberships, association dues, and travel authorizations.

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.



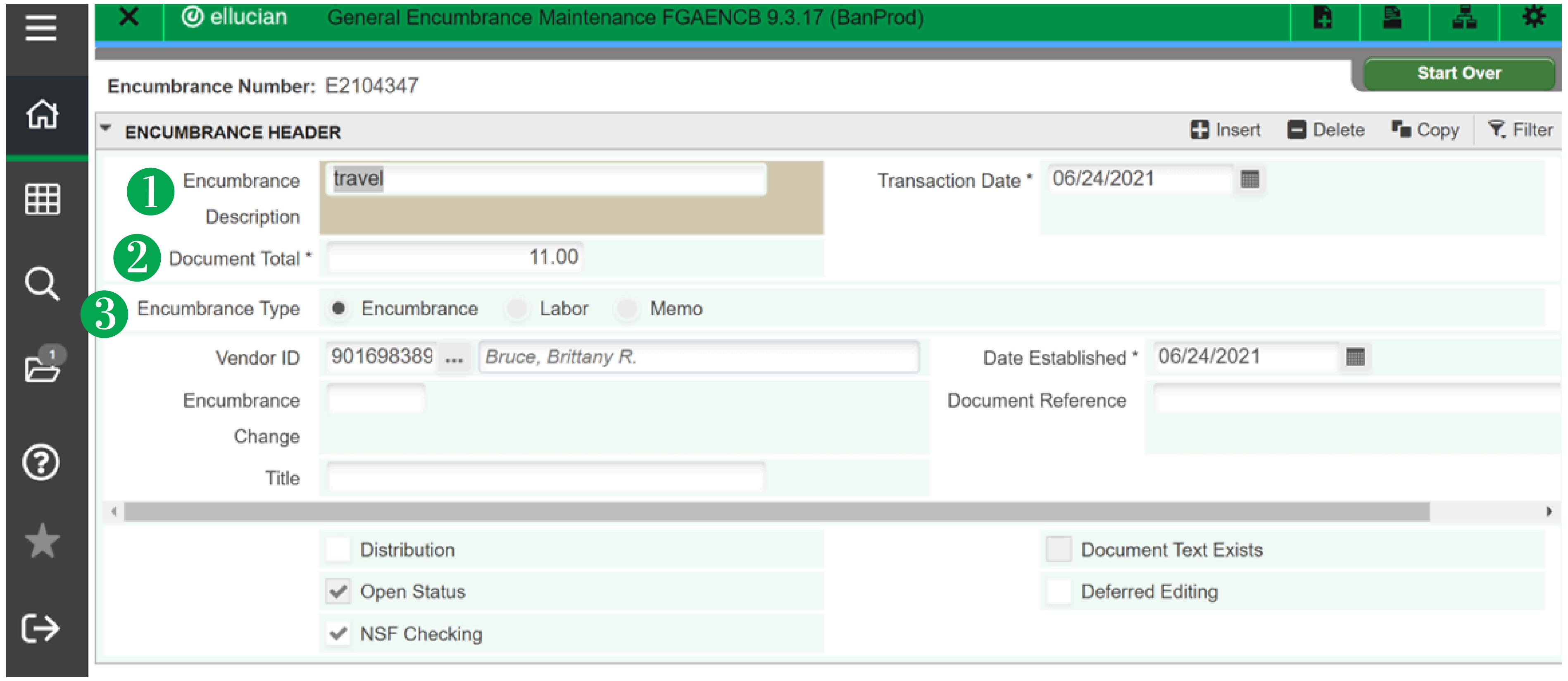
Input the following on this screen:

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.

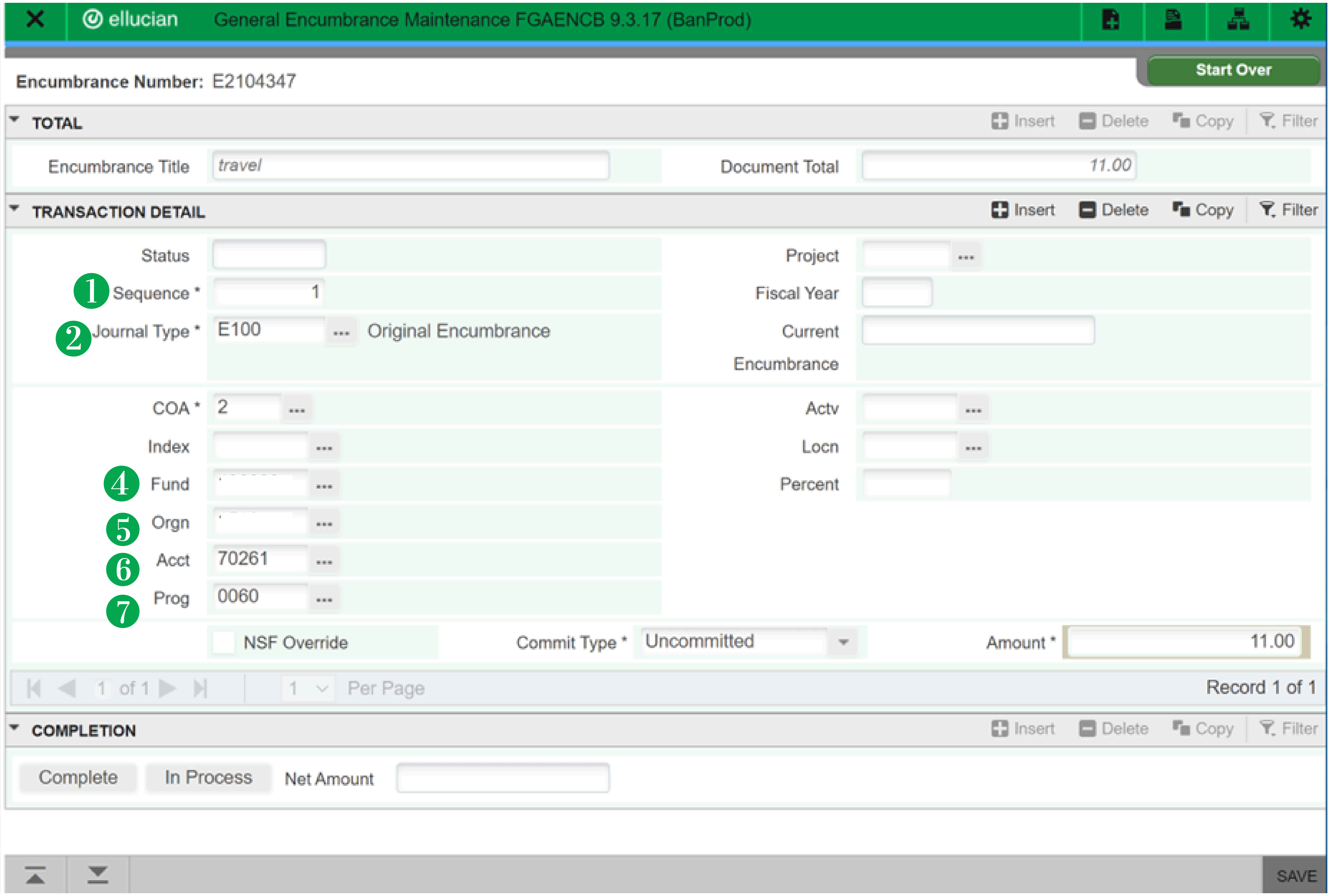
This is the only information needed on this screen. Hit GO or use Alt Page Down.



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.

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:

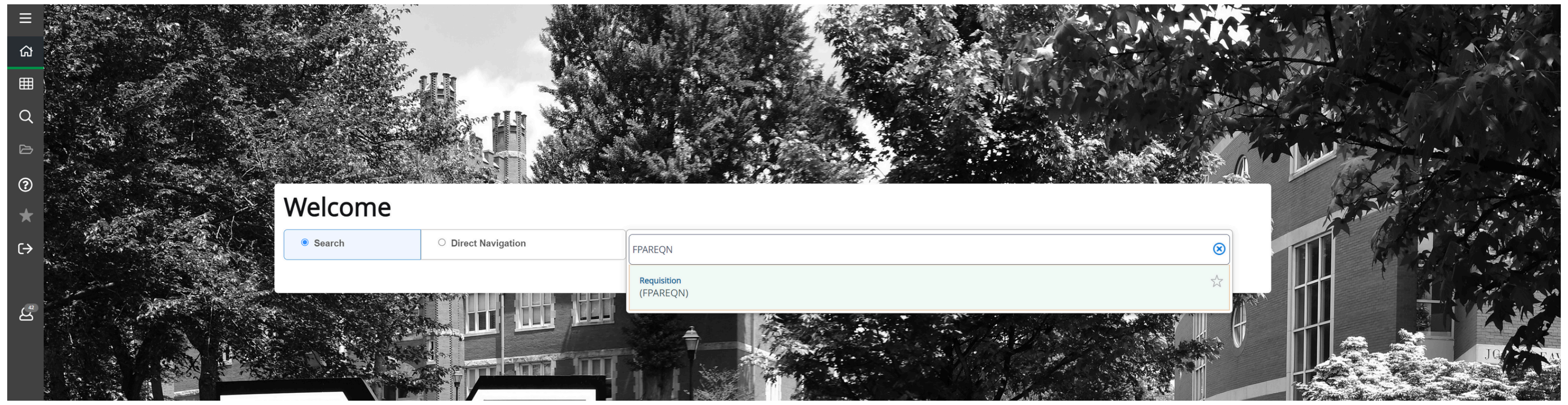
1. Orders $5,000 or greater (p-card may be used depending on the type and amount of purchase).
2. If there are terms and conditions associated with an order regardless of amount.
3. If there is a contractual agreement involved regardless of amount. Depending on the amount, specific documentation is needed.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

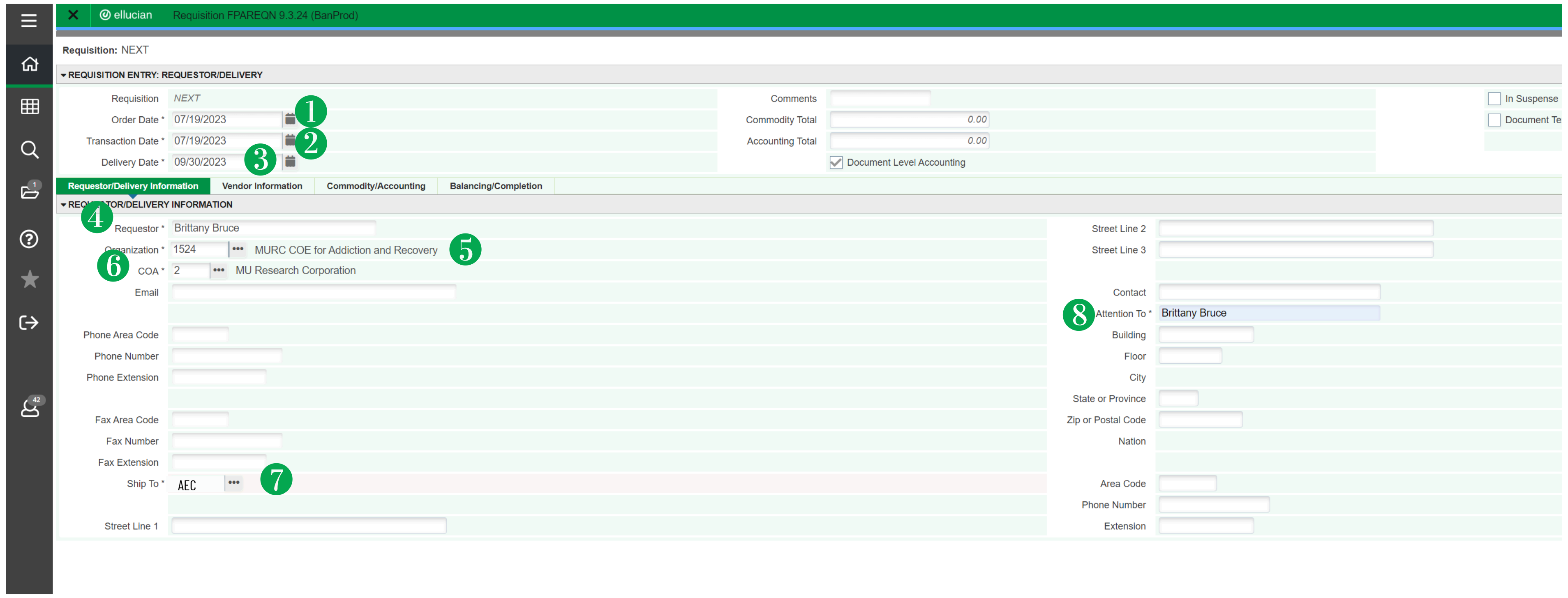


First Screen: Requestor/Delivery Information

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

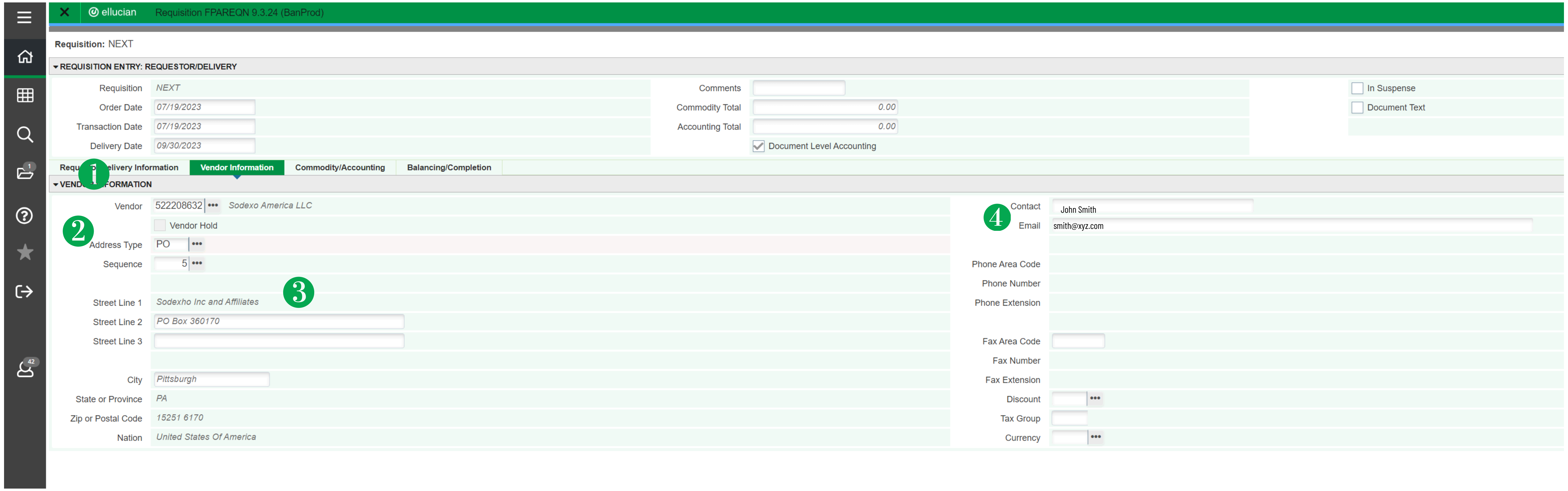


Second Screen: Vendor Information

Fill in:

1. **Vender** – 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



Third Screen: Commodity/Accounting

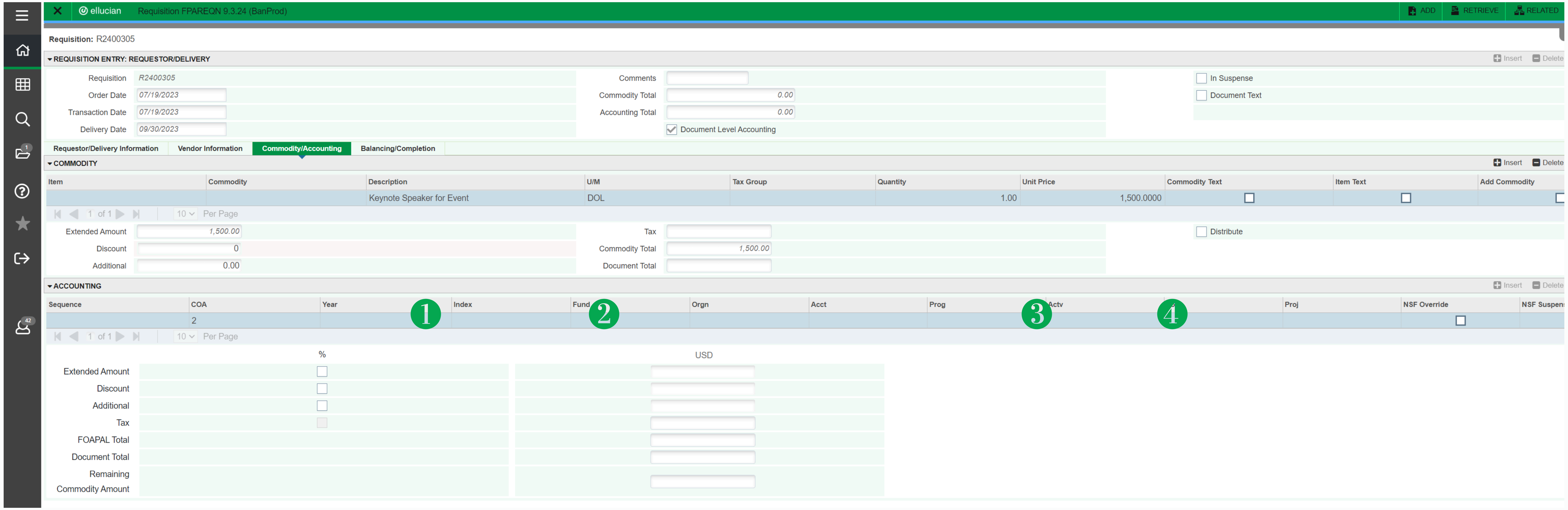
Reminder: Write down the requisition number at this step.

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.



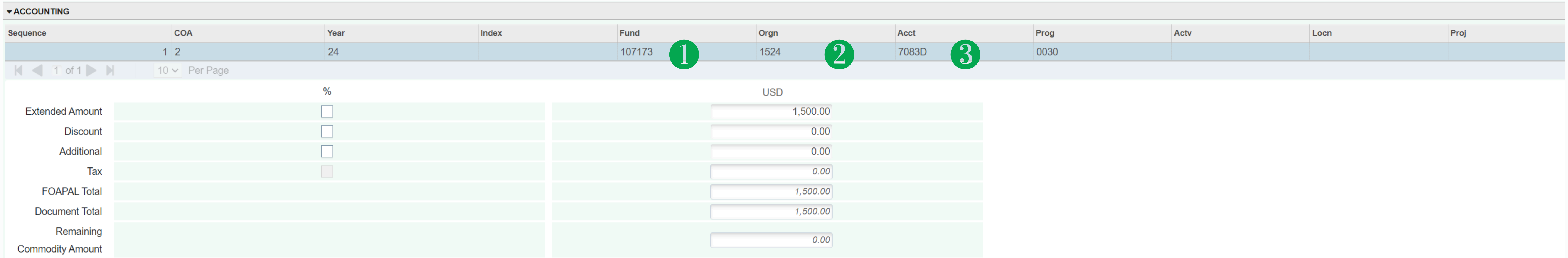
Creating a Requisition continued.

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			

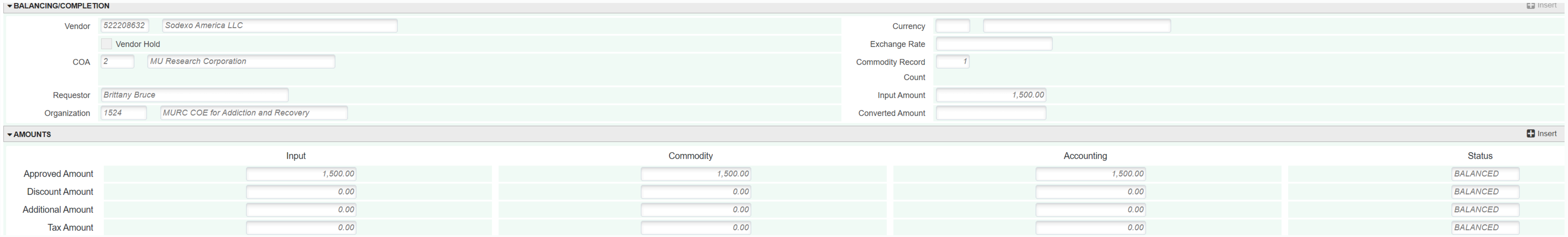
1 of 1 10 Per Page

	%	USD
Extended Amount	☐	1,500.00
Discount	☐	0.00
Additional	☐	0.00
Tax	☐	0.00
FOAPAL Total		1,500.00
Document Total		1,500.00
Remaining Commodity Amount		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

Insert

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 Count: 1

Input Amount: 1,500.00

Converted Amount

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