Banner Finance

Banner Finance Implementation
User Training

Procurement/Purchasing

SHIP CODE ____________

Organization number (ORG) ____________

INDEX number _______________
University of North Alabama

Creating a Purchase Requisition in Self-Service

In Self Service, select Requisition.

Navigation
Use the Tab key to move to the next field. Use Shift + Tab to return to a previous field. The mouse can be used for point and click navigation throughout the Requisition form.
• You are now ready to create a Purchase Requisition.

Tab until the cursor appears in the transaction date, then follow the steps below:

<table>
<thead>
<tr>
<th>Step</th>
<th>Field</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Transaction Date</td>
<td>This field will default to current date. No changes are necessary.</td>
</tr>
<tr>
<td>2</td>
<td>Delivery Date</td>
<td>Enter desired date of delivery (must be later than transaction date).</td>
</tr>
<tr>
<td>3</td>
<td>Vendor ID</td>
<td>Enter the Vendor's ID, e.g. L00000045. If you need to look up the Vendor's ID, scroll to the Code Lookup section at bottom of form.</td>
</tr>
</tbody>
</table>
How to Use Code Look-Up:

Select the “Type” code you are looking for from the list of values available. In this example, select “Vendor.”

<table>
<thead>
<tr>
<th>Step</th>
<th>Field</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Type:</td>
<td>Select &quot;Vendor&quot; from drop-down list.</td>
</tr>
</tbody>
</table>
After clicking the Execute Query button, the results will display at the top of the form.
Enter the ID of the vendor in the Vendor ID field. You can copy and paste if you like.

Click on Vendor Validate and the vendor information will populate.
Requestor Name

The information regarding the requestor should automatically populate from the user profile. Any of this information can be overwritten if needed. If you order for more than one organization and the organization you are ordering for is not the default organization, please enter the organization number the requisition is for.

Ship To

Locate your Ship to Code in CODE Look Up If Unknown

Comments

This field is for brief requisition comments. Will not Print on P.O.

Document Text

RIGHT Click on document text AND choose Open in NEW Window to access the Document/Commodity Text screens shown below.
Text keyed in the first block will print on requisition and later on the purchase order.

Text keyed in the second block will not print.

Click on Save. To close this form, click on “Exit documentation text page.”
15 Commodity Code Field  Leave blank.

16 Commodity Description  Click in this field and enter the description of item you are requisitioning. Note that you do not have an option here for additional commodity text. You would enter additional information in the Document/Commodity Text screen.

17 Unit of Measure  Enter EA for each, or use drop-down list for appropriate Unit of Measure.

18 Tax Group  Leave as None.

19 Quantity  Enter number of items being ordered.

20 Unit Price  Enter dollar amount of item. (no need for $ sign)

21 Discount Amount or Additional Amount  Optional. Enter if applicable. Use the Document/Commodity Text screens to explain these amounts.

22 Commodity Validate  Click Commodity Validate to finish this section of the requisition.
### Calculated Commodity Amounts

<table>
<thead>
<tr>
<th>Item</th>
<th>Commodity Code</th>
<th>Commodity Description</th>
<th>U/M</th>
<th>Tax Group</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Discount Amount</th>
<th>Additional Amount</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>Video &quot;Purchasing Practices&quot;</td>
<td>EA</td>
<td>NT</td>
<td>2</td>
<td>600</td>
<td></td>
<td></td>
<td>1,600.00</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>Video &quot;Warehouse Management&quot;</td>
<td>EA</td>
<td>NT</td>
<td>1</td>
<td>400</td>
<td></td>
<td></td>
<td>400.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>None</td>
<td>None</td>
<td></td>
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<td></td>
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<tr>
<td></td>
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<td>None</td>
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<td>None</td>
<td>None</td>
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</tr>
<tr>
<td>5</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Totals:** 2,000.00, 0.00, 0.00, 0.00, 2,000.00

- **Dollars** / **Percents** buttons automatically default to Percents. Do not change.

This block will automatically be filled in with extended, net and total amounts.
Step 25: Chart
   Chart should default to “U.” If not, key U here.

   Index
   Index is the same as Fund. Enter index.

Step 26: Accounting
   Enter the INDEX # for the department budget &
   Enter 100 (for 100 percent)

Step 27: Click Validate
   Your organization number and your program number will default in.
   Your will receive an error message
   “Sequence 1 accounting information is incomplete.

Note: At this point, only one FOAP (budget code) will be entered per requisition.
If you have a need to charge a requisition to more than one FOAP, please contact
Purchasing for assistance.
The web version of Banner Finance's requisition is data entry only. Once the documents are created on the web, the procurement process continues only in Banner.

You cannot save a document or leave it "In Process" in the middle of data entry. Once the document is started, it must be completed or all information will be lost.

Two types of templates may be saved. A "Personal" template is retrievable only by the user who created it. A "Shared" template is retrievable by any user.

Use Save Template As to avoid overwriting an existing template.

You may use the Code Lookup to refine your search using the code or title fields. You may place a percent sign (%) as a wildcard character before and/or after the entry.

Sequence 1 accounting information is incomplete

Transaction Date 27 FEB 2006
Click in the Account field and enter the account to be changed. If you do not know the expense account code, you can use the Code Lookup section.

Optional. If you frequently complete requisitions that are similar, (same vendor, commodities, accounting) you can save the requisition you just completed as a template by entering a name here. You will then be able to retrieve the template and save time entering data. Do NOT check shared, if you do this template will be available for all Banner Users.

You should receive a message saying the requisition has been validated with no errors. If errors are present, tab back through the form to correct.
To Complete  Click Complete Button.

Important Note: You must click the "Complete" button for the requisition to be forwarded to the approval process.

You may then choose “Another Requisition, Same Vendor,” “Another Requisition, New Vendor,” “Use Template” or exit.
Viewing Documents Using Banner Self – Service

To Submit to Purchasing for Order Processing you MUST PRINT the requisition Copy and have it Signed by the Cost Center Head.

To view the Requisition in Self Service re-enter under View Documents

Choose Requisition from the pull down tab & Key in your Requisition Number
Click on Yes for Accounting information & how you want it displayed. Choose the Printable view and the Requisition will print nicely. **HAVE IT SIGNED BY COST CENTER HEAD, attach any necessary documentation and Forward to Purchasing. You are now Finished with the Requisition Process!!**

Go Back into View Document to Find the Purchase Order Number assigned:

<table>
<thead>
<tr>
<th>Requisition Commodities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item Commodity Description</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Requisition Accounting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seq# COA FY Index Fund Orgn Acct Prog Actv Locn Proj NSF Susp NSF Ovr Susp Amount</td>
</tr>
<tr>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Related Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transaction Date</td>
</tr>
<tr>
<td>Nov 15, 2007</td>
</tr>
<tr>
<td>Oct 26, 2007</td>
</tr>
<tr>
<td>Nov 16, 2007</td>
</tr>
</tbody>
</table>

Scroll to the bottom of the screen to find the Purchase Order number. You will also see the Invoice number once the order has been paid.
Using Templates to Simplify the Purchase Requisition Process

A significant benefit of Self-Service requisitioning is the ability to save information entered on a purchase requisition in a requisition template. This template can later be retrieved to create a new requisition.

Any information frequently entered by departments, such as common vendor IDs, ship codes, and accounting information can be saved as a template, eliminating the need to look up or re-enter these fields.

**To save a requisition as a template:**

Enter a name for the template in the [Save as Template] field.
1. Click the [Complete] button to complete the requisition and save as a template for later retrieval.

You may save the template as shared or personal. A personal template can be viewed only by the person who created it. A shared template can be retrieved and used by others.
Retrieving a Template

To retrieve a saved template:

1. Select a template to retrieve from the drop-down list.
2. Click on the [Retrieve] button.

Changing a Template

To change a saved template:
1. Retrieve the template to be changed.
2. Make changes as needed.
3. Save with the retrieved template with the same name.
4. The following message will appear:
5. Select Overwrite.
Why would I want to create requisitions on line?

- Visibility of the Requisition status is available whenever you need it.
- Data Entry can be reduced by using templates
- Historical information easily retrieved
- Requisitions cannot move forward with Insufficient Funds – no returns

Important Policy Facts:

- All regular requisitions must be signed by Cost Center Heads, just as they are today.
- Requisitions will not be keyed as Purchase Orders until the signed Copy is received in Purchasing.
- This creates NO CHANGE to the Office Depot process ($30.00 Minimum Order & $200 Max without doing a Requisition)
- If requesting “Check with Order” send 1 Copy + Original; Original will go with Check & the copy will reside with Purchase Order documents for audit purposes.

Process Flow:

1. Requisition Creation
2. Cost Center Signature of Requisition Screen Print
3. Requisition received in Purchasing
4. Purchase Order Created
5. White Copy to Supplier; Pink Copy to Accounts Payable; Blue Copy to Requisitioner
6. Requisitioner receives material ordered
7. Blue Copy returned to Accounts Payable Authorizing Payment.

IF CHECK with Order:

Blue Copy will NOT be returned to Requisitioner as it will go to Accounts Payable to Authorize Immediate Payment.

If Blanket Order:

Blue Copy should be returned by Requisitioner to Accounts Payable with the note to CLOSE ORDER when the last use has occurred and it is the desire to close the order short of the original Blanket Value. Otherwise the money will not be unencumbered from your budget!