Banner Finance

Banner Finance Implementation
User Training

Procurement/Purchasing

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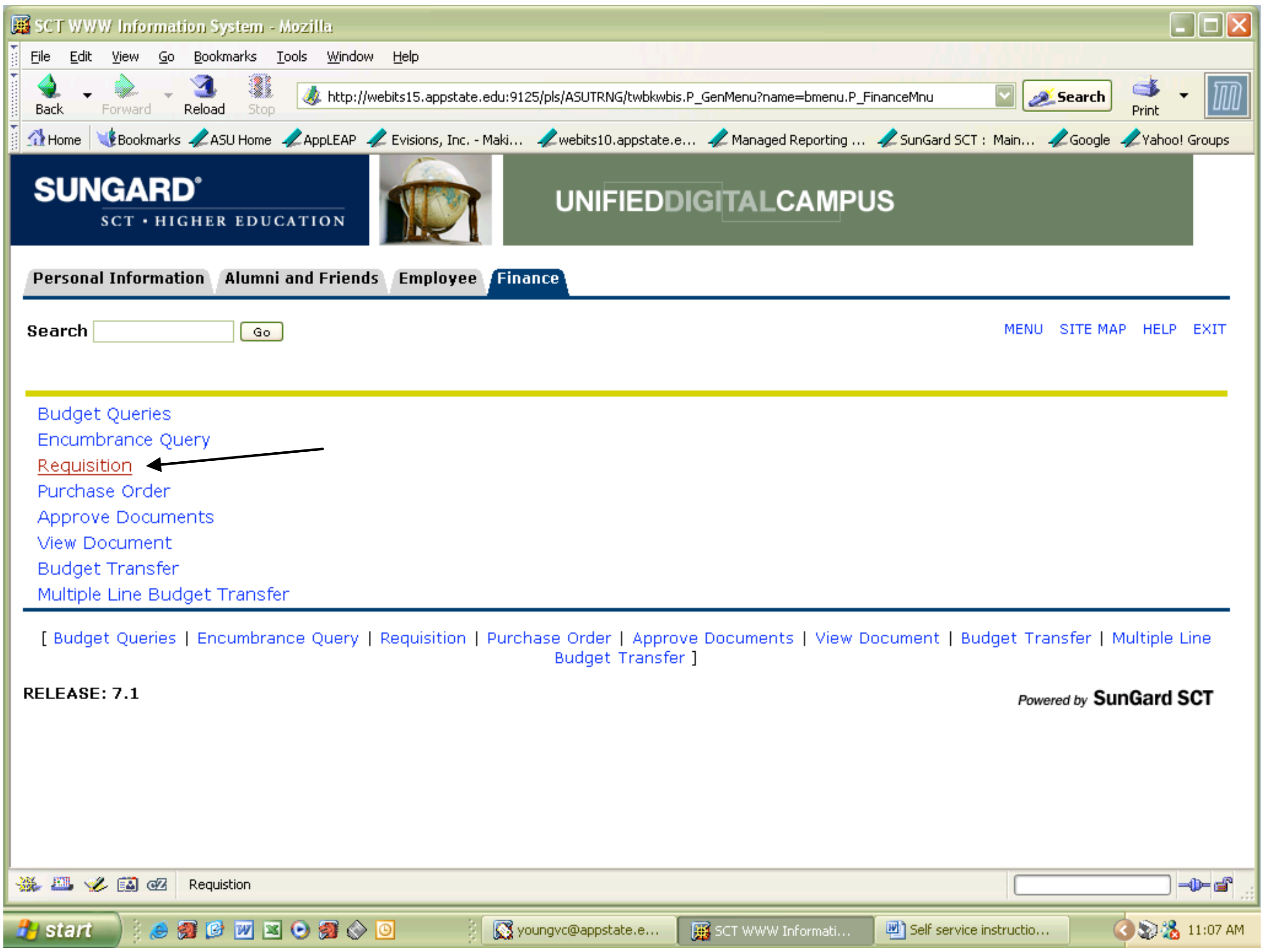
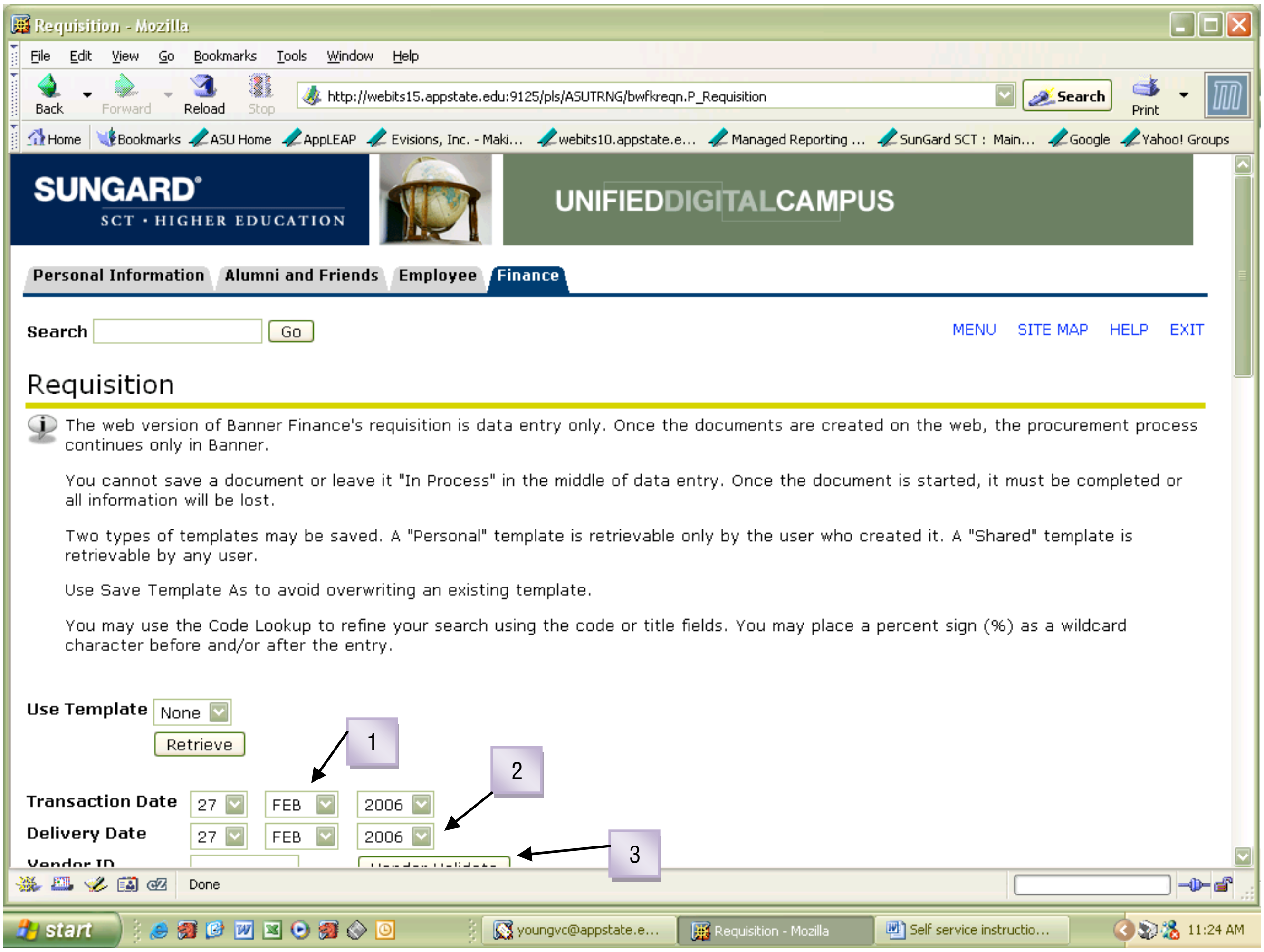
Creating a Purchase Requisition
in Self-Service

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.**

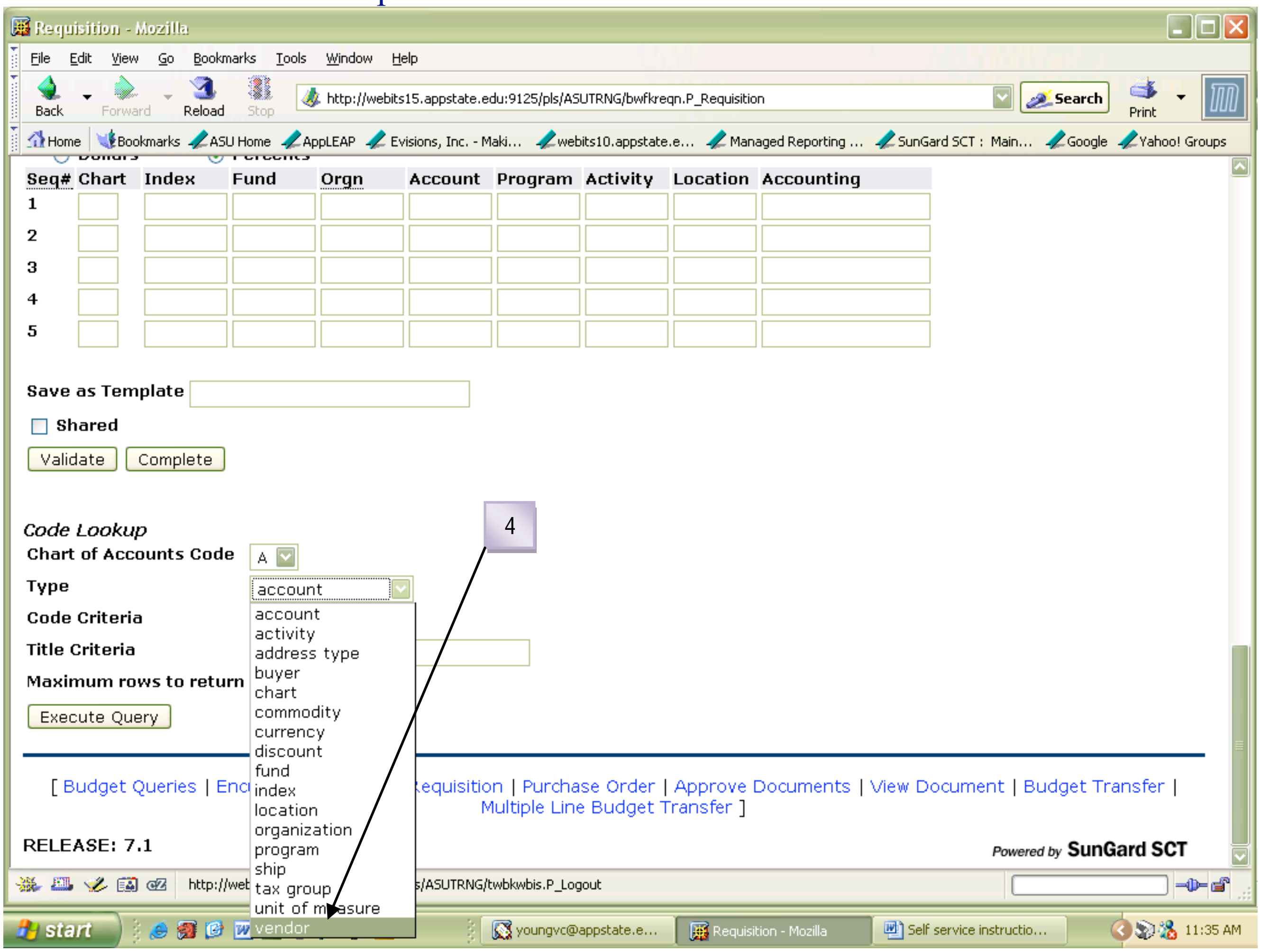
- You are now ready to create a Purchase Requisition



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

Step	Field	Instructions
1	Transaction Date	This field will default to current date. No changes are necessary.
2	Delivery Date	Enter desired date of delivery (must be later than transaction date).
3	Vendor ID	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.

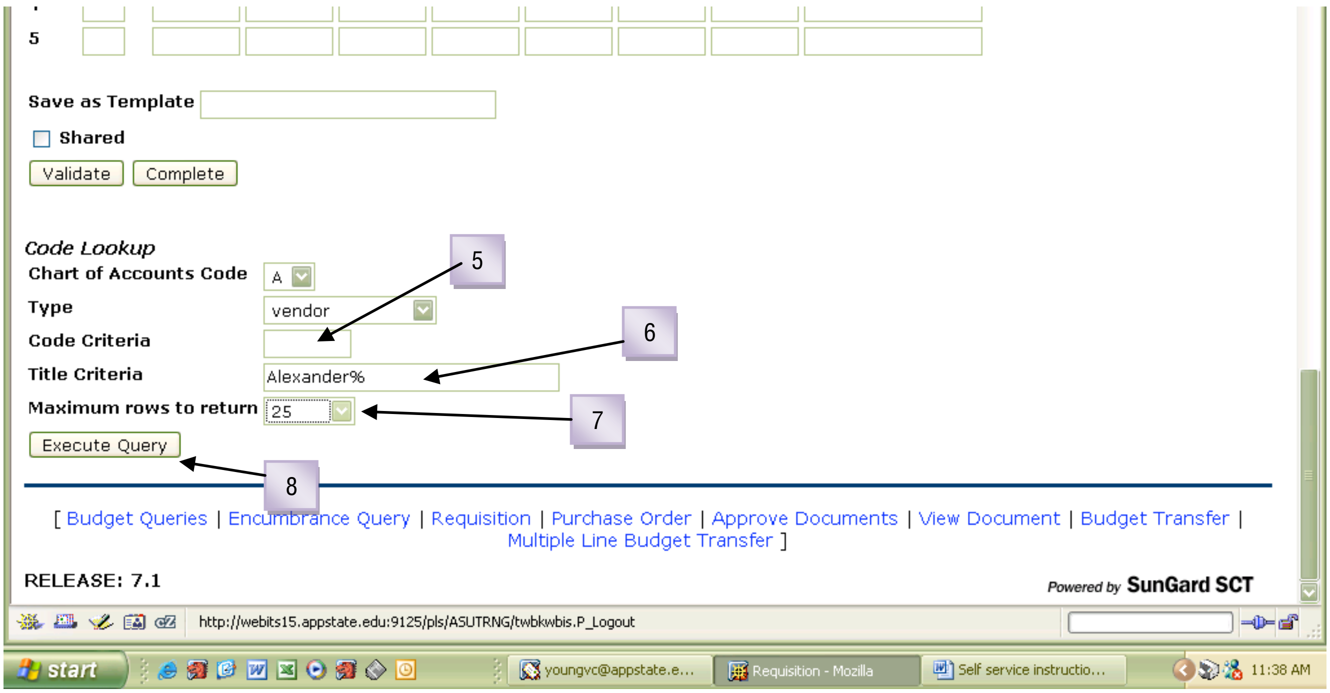
How to Use Code Look-Up:



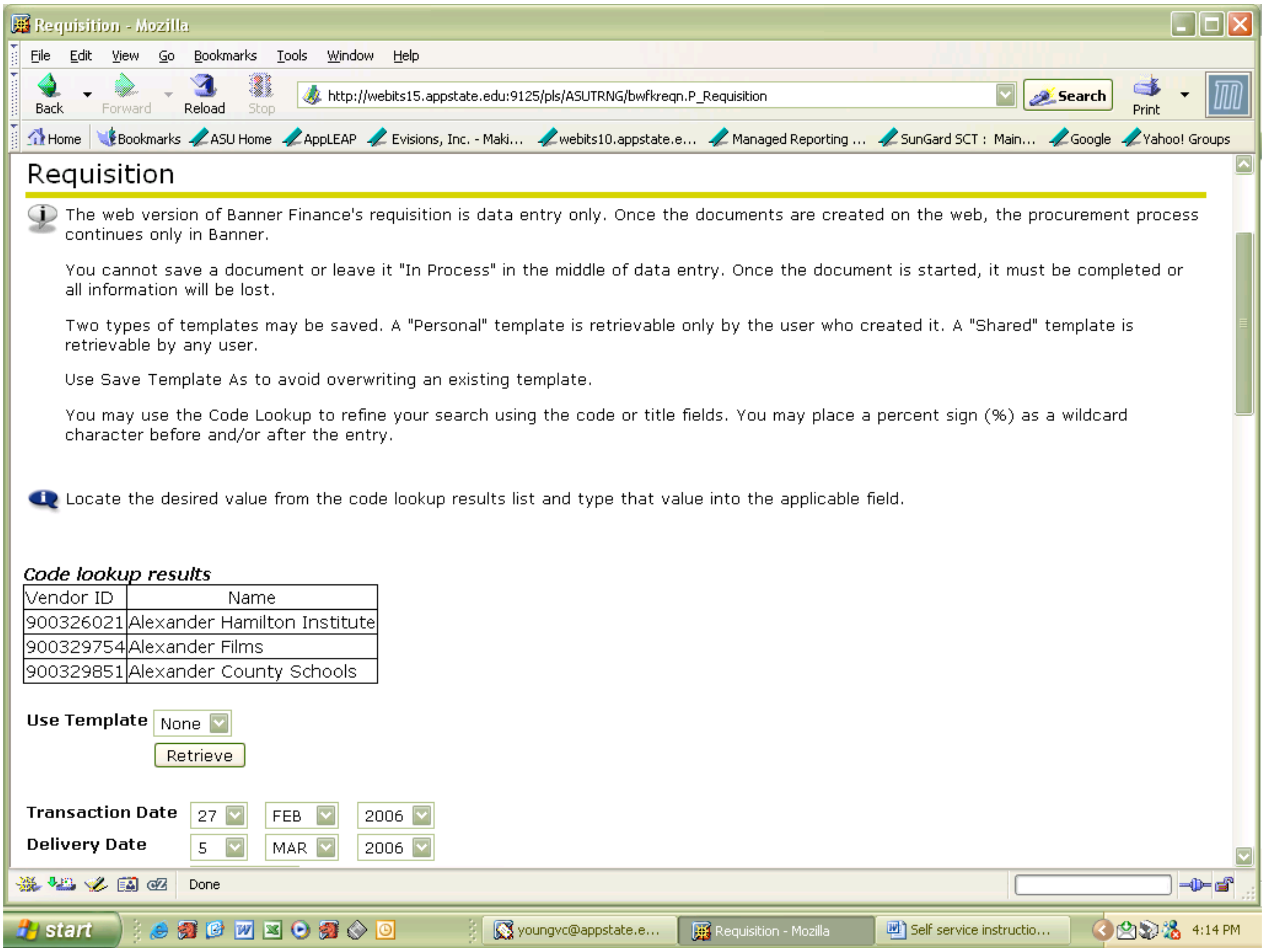
Select the "Type" code you are looking for from the list of values available. In this example, select "Vendor."

Step	Field	Instructions
4	• Type:	Select "Vendor" from drop-down list.

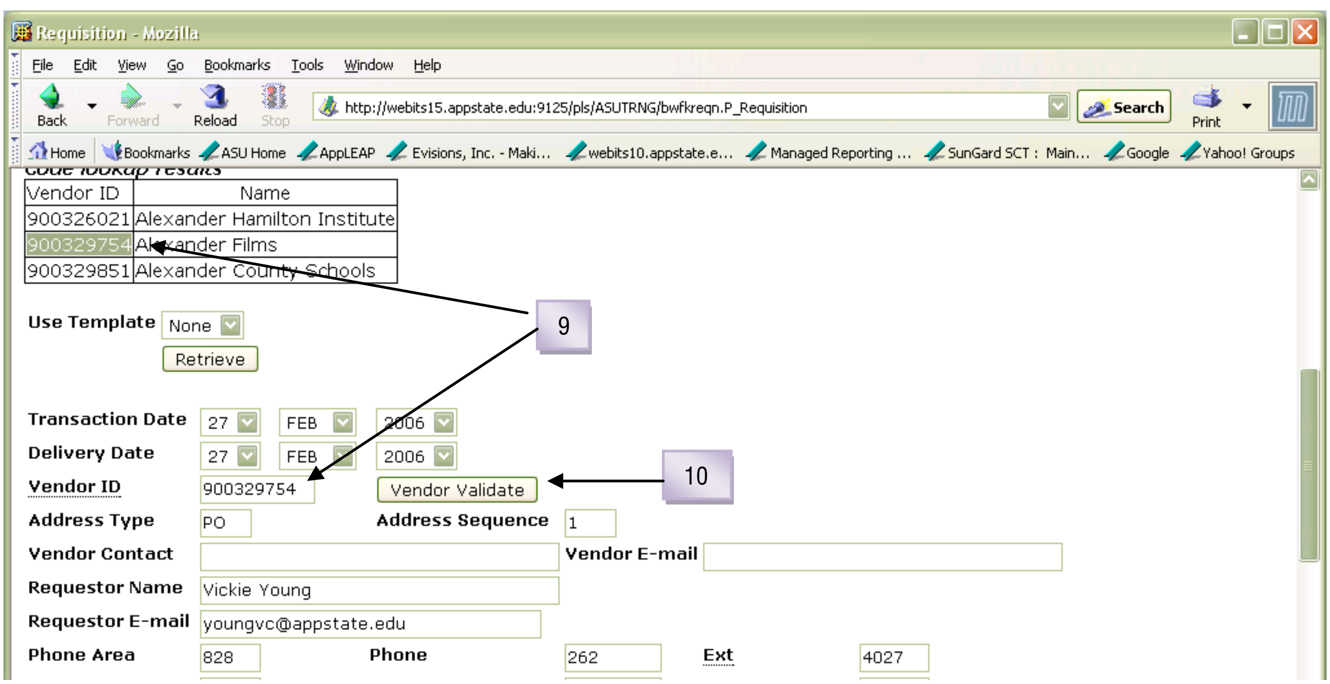
5	Code Criteria:	Leave blank (this is the Vendor ID you are looking for).
6	Title Criteria:	Type in the name of the Vendor or a partial name followed by a wildcard "%". The example is searching for a Vendor ID for Alexander Films. Wildcards can also be used in the middle of a name, for example "%Film%". NOTE – This field is CASE SENSITIVE.
7	Max # of rows	You can change the number of matching results.
8	Execute Query	Click the Execute Query button to see vendors that match your search criteria. (this may take several seconds to run)
	* Note	If the Vendor does not exist, contact the Purchasing office and they will add the vendor to the system.



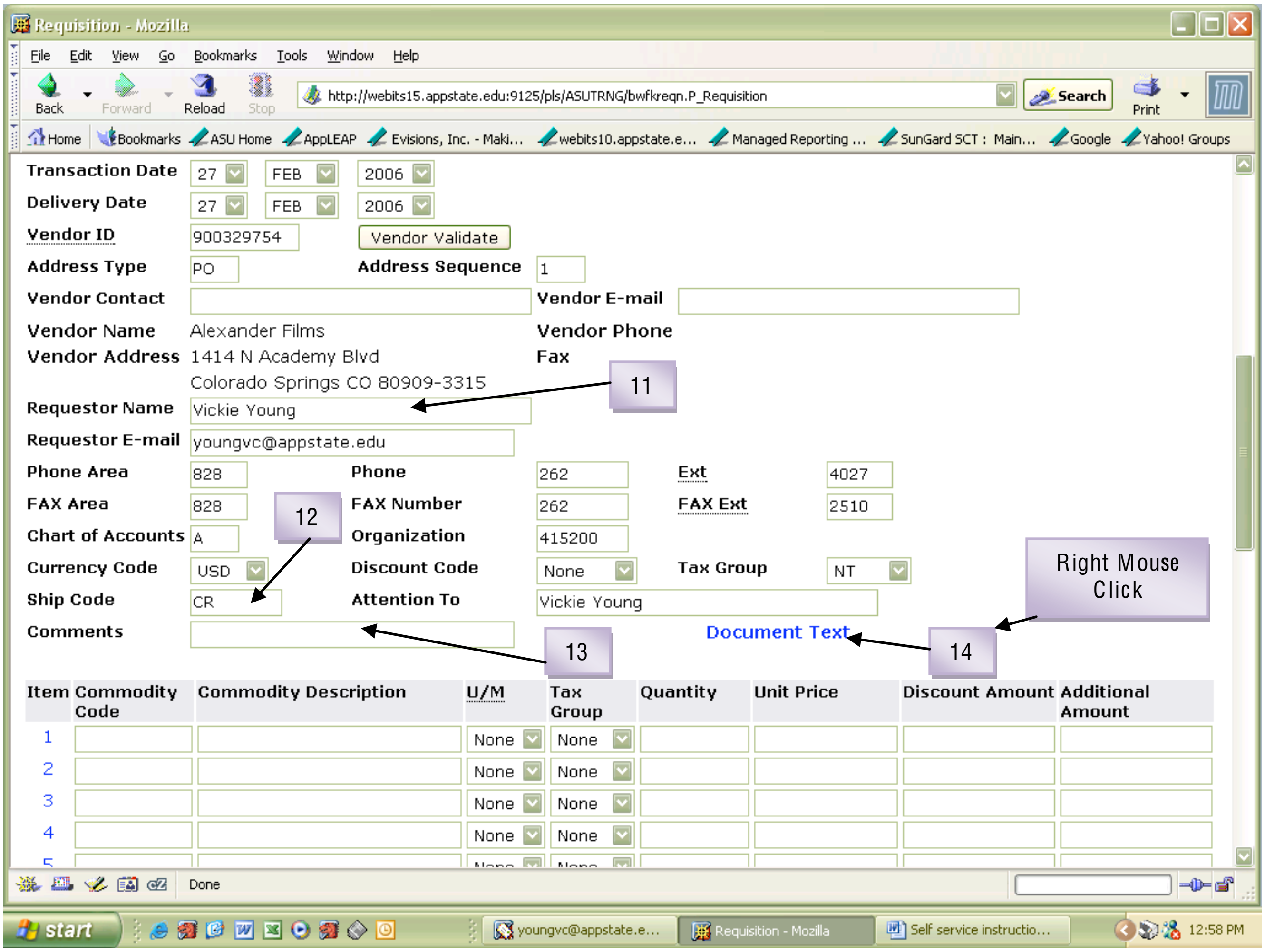
After clicking the Execute Query button, the results will display at the top of the form.



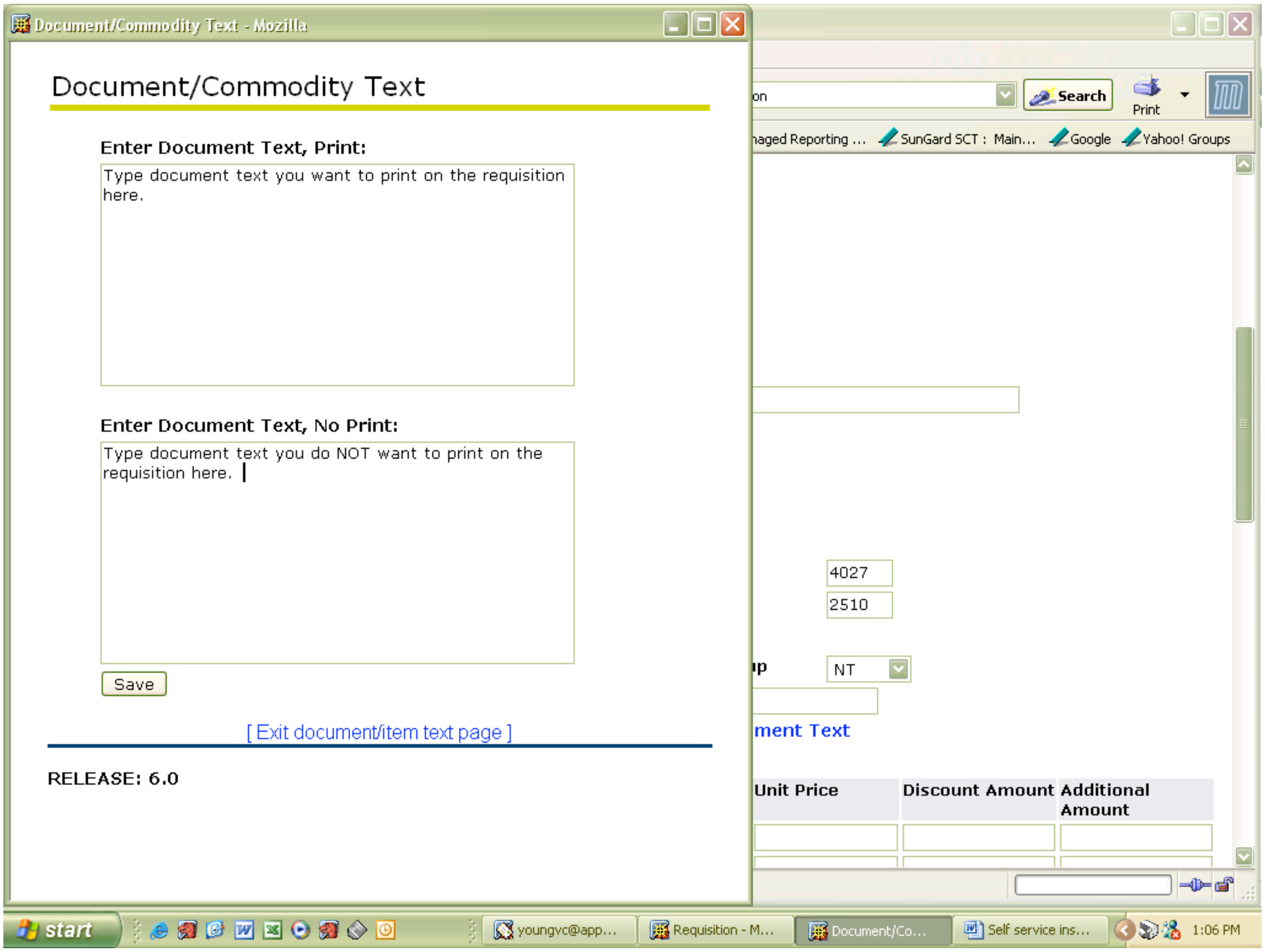
9 Enter the ID of the vendor in the Vendor ID field.
You can copy and paste if you like.



10 Click on Vendor Validate and the vendor information will populate.



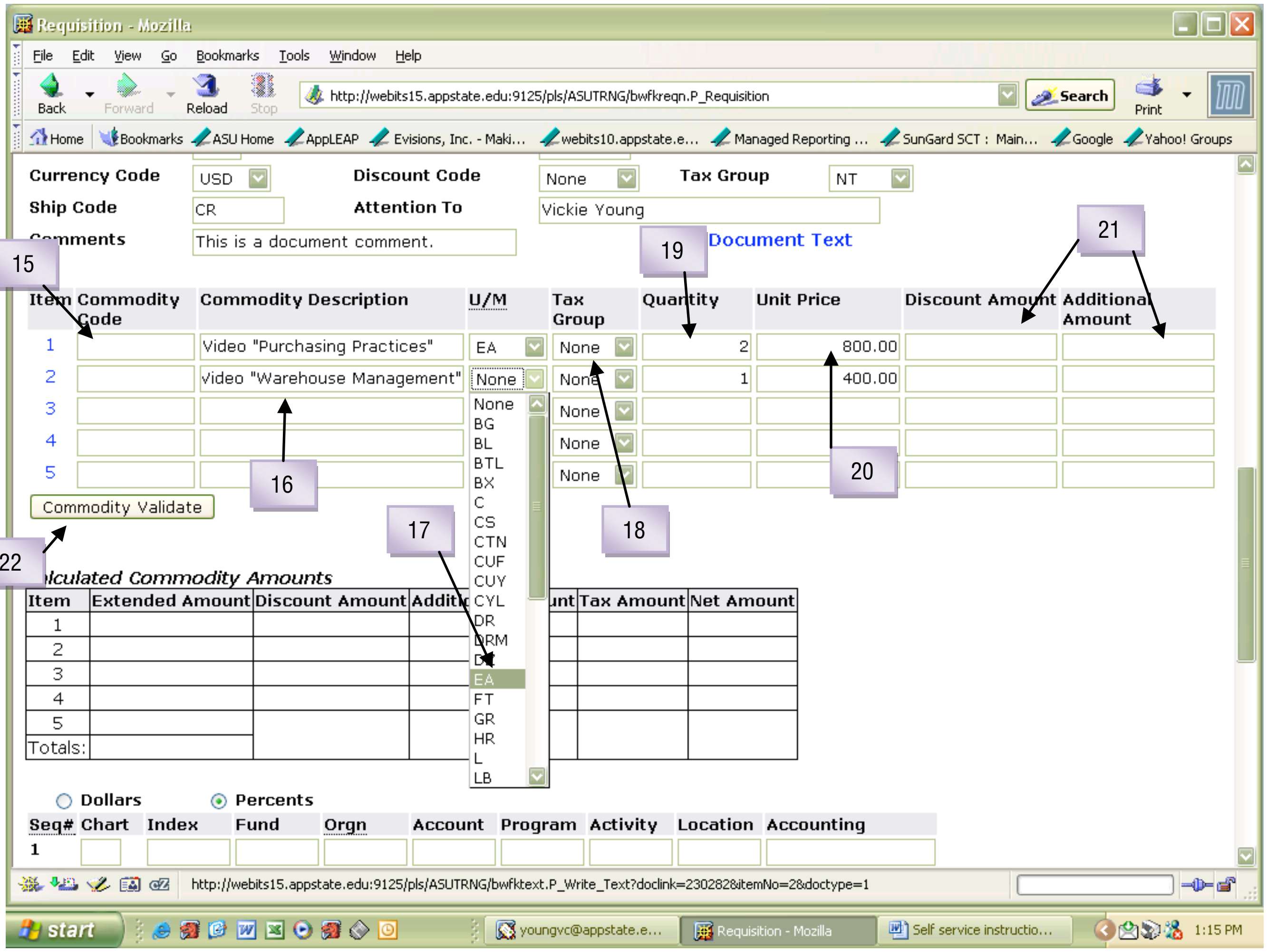
11	Requestor Name	The information regarding the requestor should automatically populate from the user profile. Any of this information can be overwritten if needed. If you order for more than one organization and the organization you are ordering for is not the default organization, please enter the organization number the requisition is for.
12	Ship To	Locate your Ship to Code in CODE Look Up If Unknown
13	Comments	This field is for brief requisition comments. Will not Print on P.O.
14	Document Text	RIGHT Click on document text AND choose Open in NEW Window to access the Document/Commodity Text screens shown below.



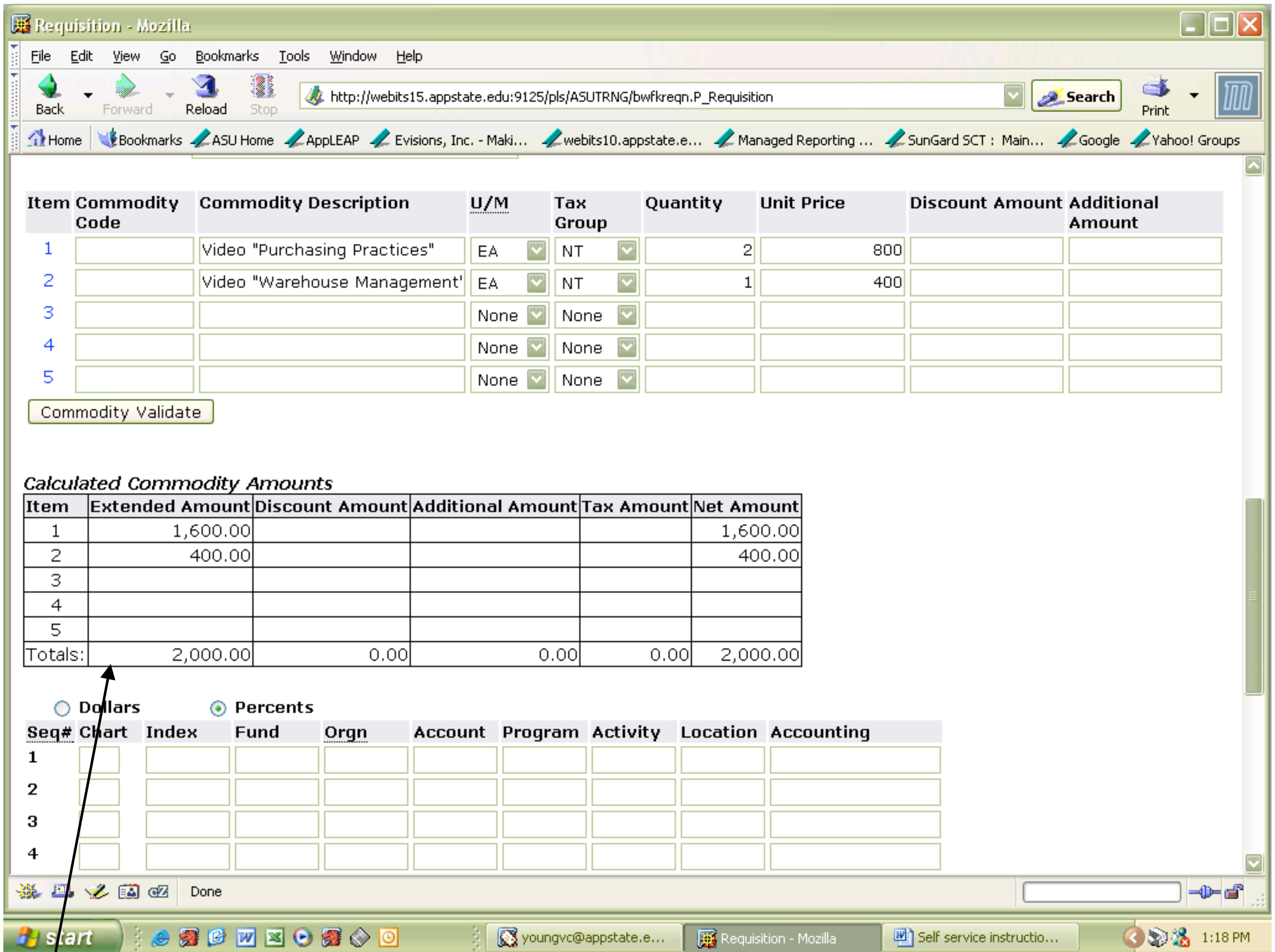
Text keyed in the first block will print on requisition and later on the purchase order.

Text keyed in the second block will not print.

Click on Save. To close this form, click on "Exit documentation text page."

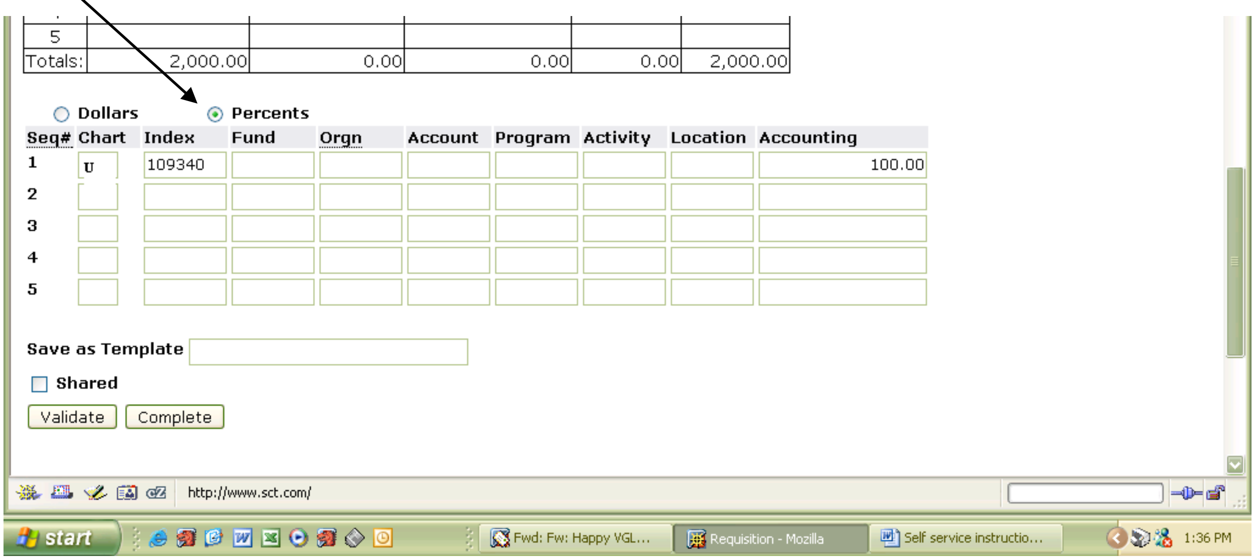


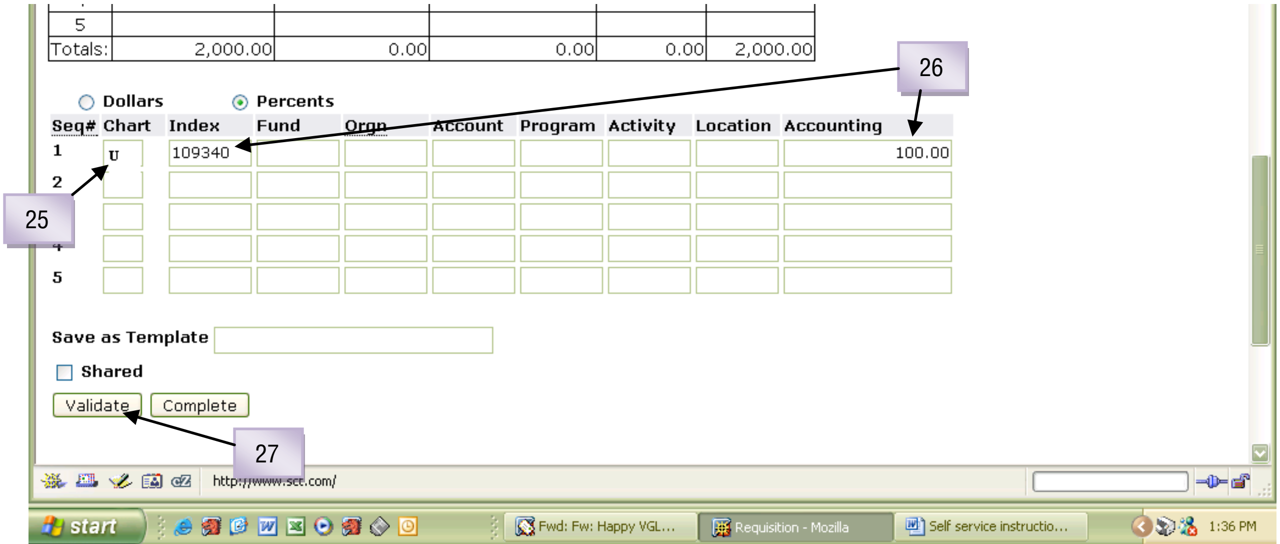
15	Commodity Code Field	Leave blank.
16	Commodity Description	Click in this field and enter the description of item you are requisitioning. Note that you do not have an option here for additional commodity text. You would enter additional information in the Document/Commodity Text screen.
17	Unit of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



23 **Calculated Commodity Amounts** — This block will automatically be filled in with extended, net and total amounts.

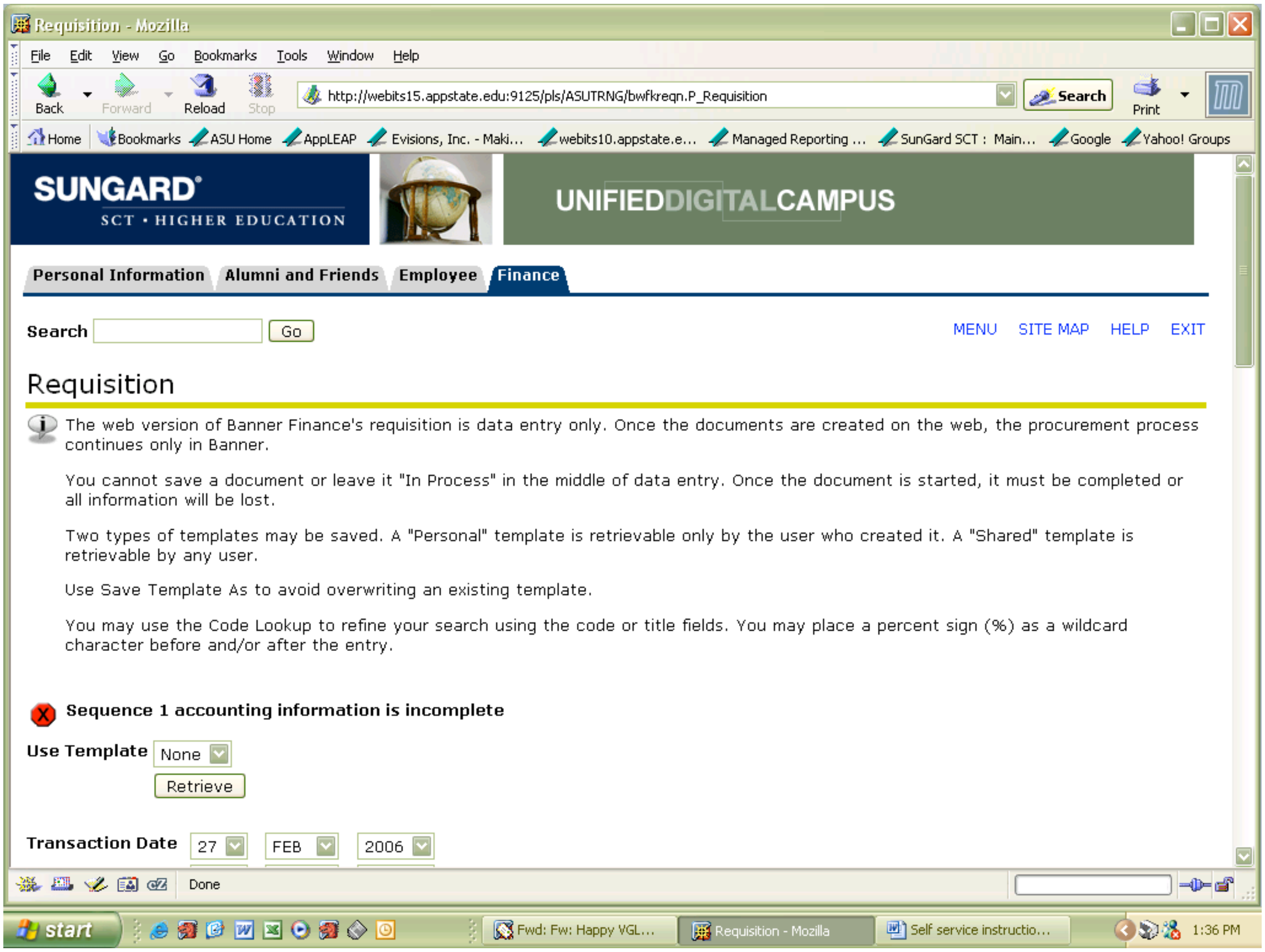
24 **Dollars/Percents Buttons** — Automatically defaults to Percents. Do not change.

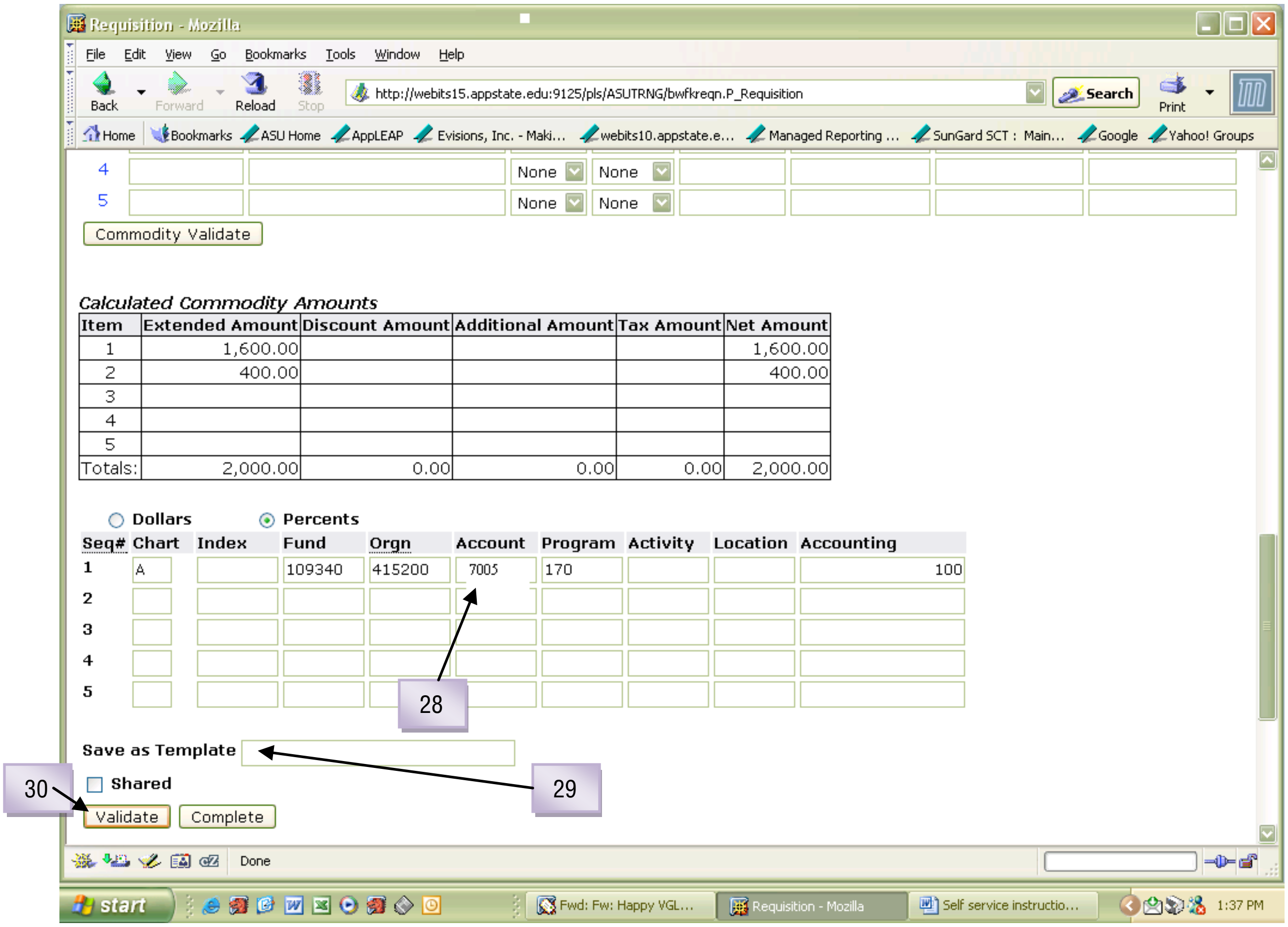




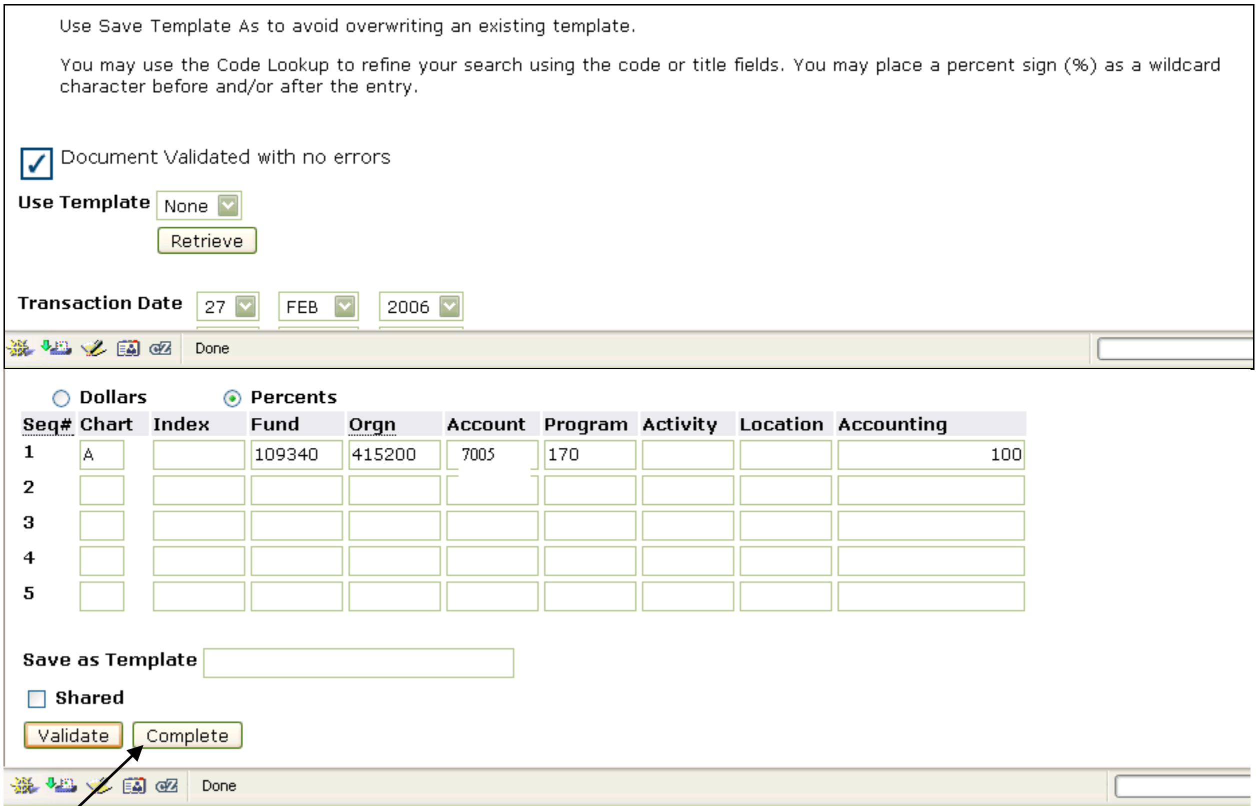
Step	Field	Instructions
25	Chart Index	Chart should default to "U." If not, key U here. Index is the same as Fund. Enter index.
26	Accounting	Enter the INDEX # for the department budget & Enter 100 (for 100 percent)
27	Click Validate	Your organization number and your program number will default in. Your 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.


Requisition - Mozilla
File Edit View Go Bookmarks Tools Window Help
Back Forward Reload Stop
http://webits15.appstate.edu:9125/pls/ASUTRNG/bwfkreqn.P_Requisition
Search
Print
Home Bookmarks ASU Home AppLEAP Evisions, Inc. - Maki... webits10.appstate.e... Managed Reporting ... SunGard SCT : Main... Google Yahoo! Groups
SUNGARD
SCT • HIGHER EDUCATION
UNIFIEDDIGITALCAMPUS
Personal Information Alumni and Friends Employee Finance
Search Go
MENU SITE MAP HELP EXIT
Requisition
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
Use Template None
Retrieve
Transaction Date 27 FEB 2006
Done
start
Fwd: Fw: Happy VGL... Requisition - Mozilla Self service instructio...
1:36 PM

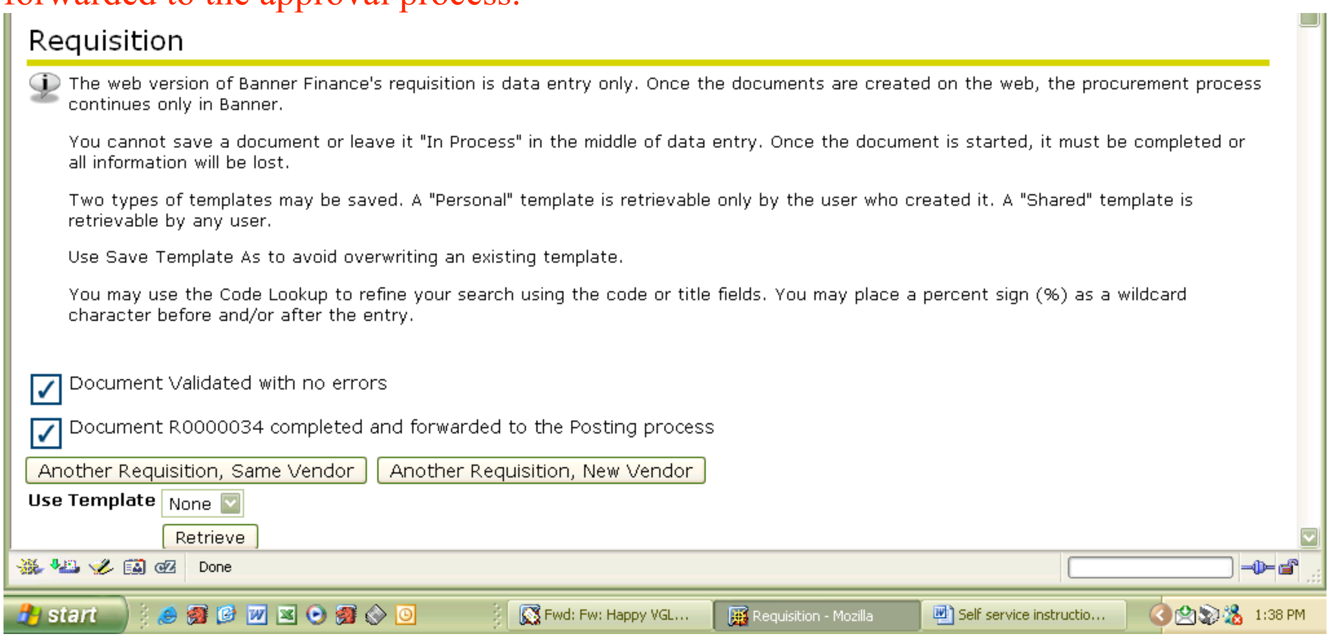


28	Account	Click in the Account field and enter the account to be changed. If you do not know the expense account code, your can use the Code Lookup section.
29	Save as Template	Optional. If you frequently complete requisitions that are similar, (same vendor, commodities, accounting) you can save the 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.
30	Validate	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.



31 To Complete Click Complete Button.

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

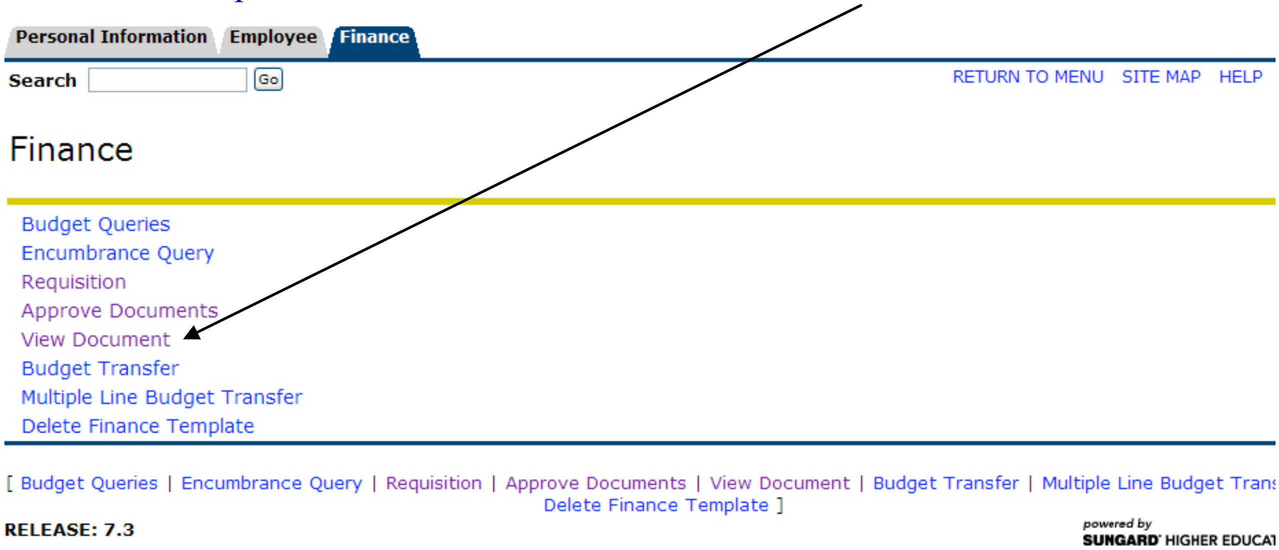


You may then choose “Another Requisition, Same Vendor,” “Another Requisition, New Vendor,” “Use Template” or exit.

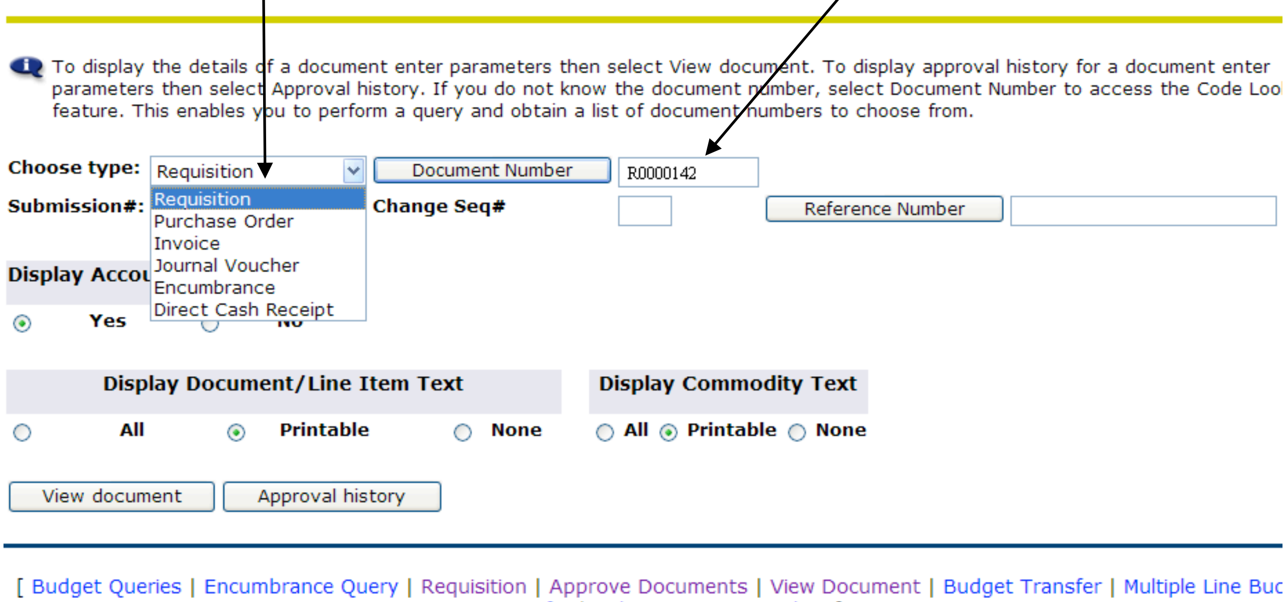
Viewing Documents
Using
Banner Self – Service

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



To display the details of a document enter parameters then select View document. To display approval history for a document enter parameters then select Approval history. If you do not know the document number, select Document Number to access the Code Loo feature. This enables you to perform a query and obtain a list of document numbers to choose from.

Choose type: Requisition | Document Number | R0000142

Submission#: | **Change Seq#** | Reference Number

Display Accounting Information

(•) **Yes** ( ) **No**

Display Document/Line Item Text

( ) **All** (•) **Printable** ( ) **None**

Display Commodity Text

( ) **All** (•) **Printable** ( ) **None**

View document | Approval history

[Budget Queries | Encumbrance Query | Requisition | Approve Documents | View Document | Budget Transfer | Multiple Line Buc Transfer | Delete Finance Template]

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. *<u>You are now Finished with the Requisition Process!!</u>*

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

Requisition Commodities

Item	Commodity	Description	U/M	Qty	Unit Price	Ext Amount	
				Disc	Addl	Tax	Cost
1		ESTIMATE PO FOR 1 WEEK RENTAL ON 80 FT BOOM LIFT	EA	1	2000	2,000.00	
				.00	.00	.00	2,000.00
					Total:	2,000.00	

Requisition Accounting

Seq#	COA	FY	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSFSusp	NSFOvr	Susp	Amount
1	U	08	70412	110000	70412	7551	PLA				N	N	N	2,000.00
Total of displayed sequences:														2,000.00

Related Documents

Transaction Date	Document Type	Document Code	Status Indicator
Nov 15, 2007	Invoice	I0001727	Paid
Oct 26, 2007	Purchase Order	P0000640	Approved
Nov 16, 2007	Check Disbursement	00502396	

[Budget Queries | Encumbrance Query | Requisition | Approve Documents | View Document | Budget Transfer | Multiple Line Bu Transfer | Delete Finance Template]

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.

University of North Alabama

Guide to Using Templates with Self-Service Requisitions 7.1

Using Templates to Simplify the Purchase Requisition Process

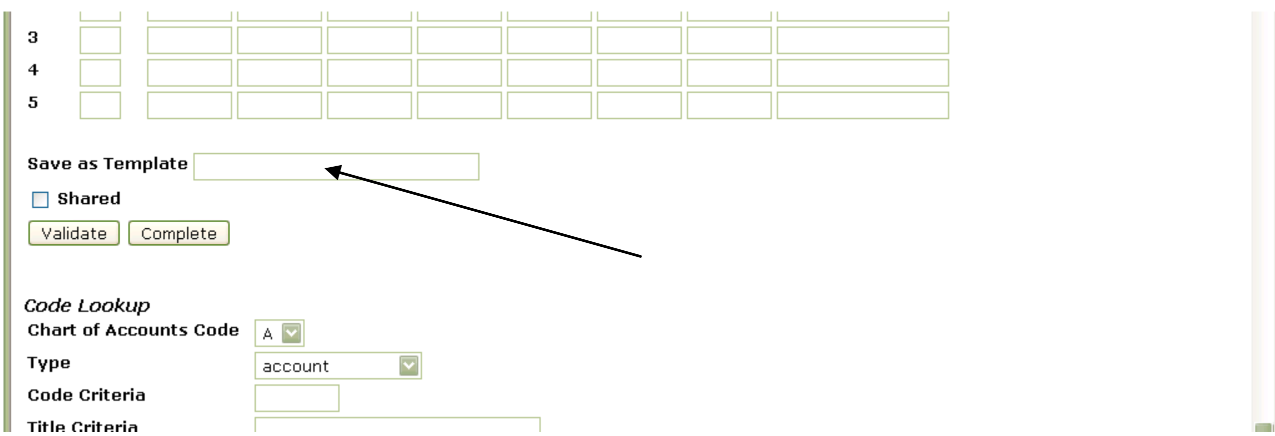
A significant benefit of Self-Service requisitioning is the ability to save information entered on a purchase requisition in a requisition template. This template can later be retrieved to create a new requisition.

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.



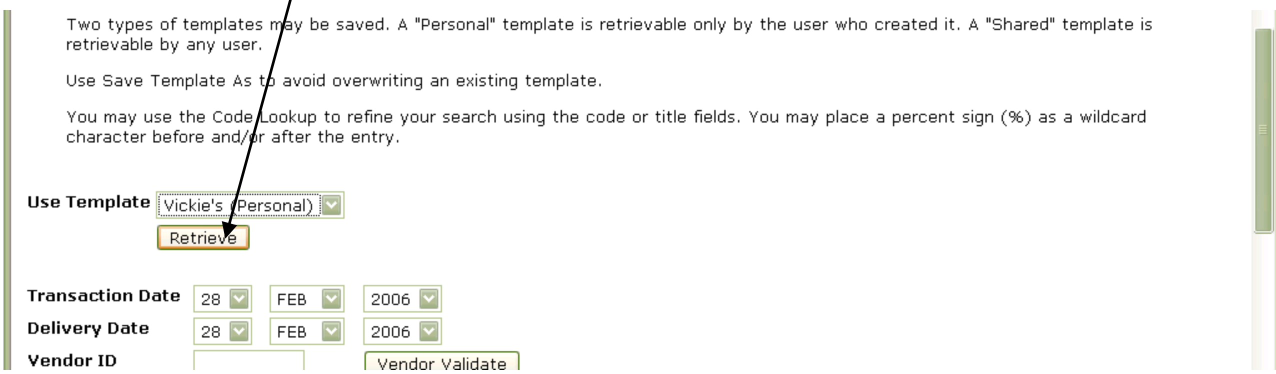
You may save the template as shared or personal. A personal template can be viewed only by the person who created it. A shared template can be retrieved and used by others.

Retrieving a Template

To retrieve a saved template:

1. Select a template to retrieve from the drop-down list.

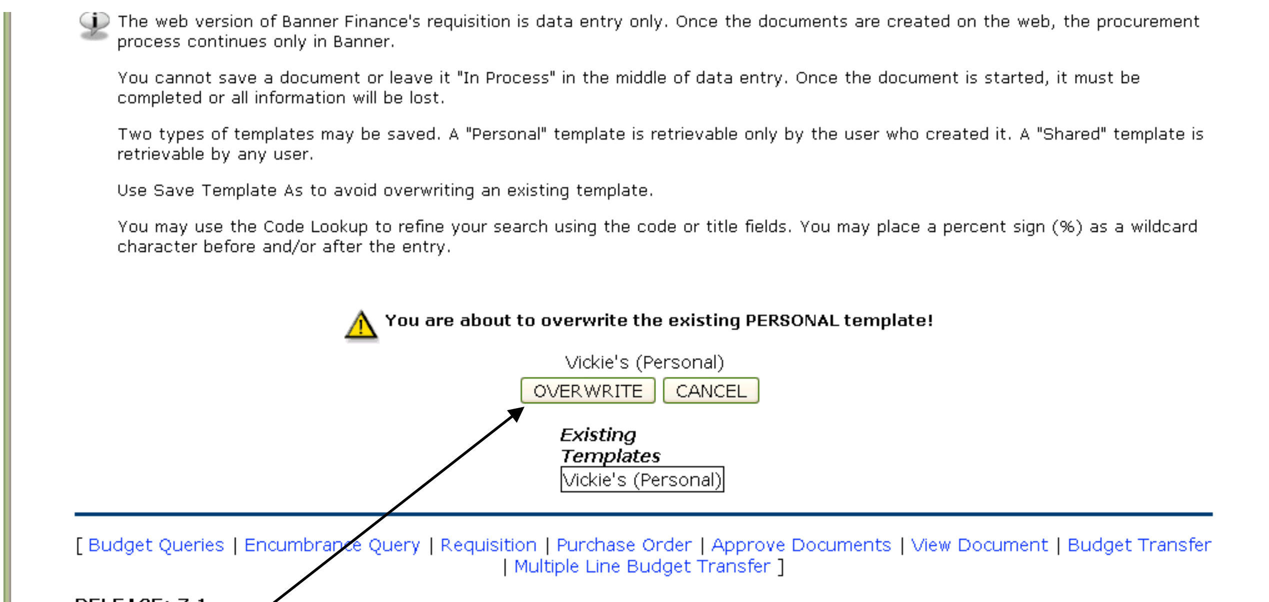
2. Click on the [Retrieve] button.



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.

BANNER SELF SERVICE
ON-LINE REQUISITIONS
NOTES

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!

CREATE REQUISITIONS

Log into Self Service.

Click on Finance and choose Requisition.

Enter expected Delivery Date.

Enter Vendor ID or use 'Code Lookup' at the bottom of the page.

(1) *Click* on the drop down 'Type' box and select 'Vendor'.

(2) Enter vendor last name (or first 4 or 5 letters and %).

(3) *Click* on Execute Query.

(4) A List of vendors will appear at the top of the req. Enter the vendor ID in the vendor ID box – it will not automatically populate.

Click Vendor Validate to default vendor info.

Enter Org and Ship To if it does not default.
(1) Ship To can be changed.
(2) Use 'Code Lookup' at the bottom of the page.
(3) Use the Code Criteria field.
(4) Select your ship to from the results and enter in the Ship To field.

To add text to the req, *Right Mouse Click* on the Document Text link. Type additional information in the box that opens and click 'Save'. Note one box will print on Requisition and Purchase Order, other box will not. (Reference Pg 8 in manual for more details)

Enter Commodity description, U/M, qty, and unit price.
Click Commodity Validate to calculate commodity totals.

Check 'Percentage' box (should default)
Enter chart '**U**', Index Number, and Accounting Amount (Total Dollar amount or Percentage as applicable, normally 100)

Click on Validate
Message at top: *Sequence 1 Accounting information is incomplete*
Scroll down to Accounting Box and Enter Account detail(4 digits ex. 7005)
Click on Validate
Message: *Document Validate with no errors*
Click on Complete

NOTE-Insufficient funds will not allow you to complete.

Your Requisition will appear at the top of the screen R000xxx. Make note of this number, screen print or Copy.
Click 'MENU'
Click 'VIEW DOCUMENT'
Choose Document Type: Requisition
Enter Requisition Number (Paste or type)

Click VIEW DOCUMENT

PRINT Requisition for Signature & Forward to Purchasing.