

Banner Finance

Banner Finance Implementation User Training

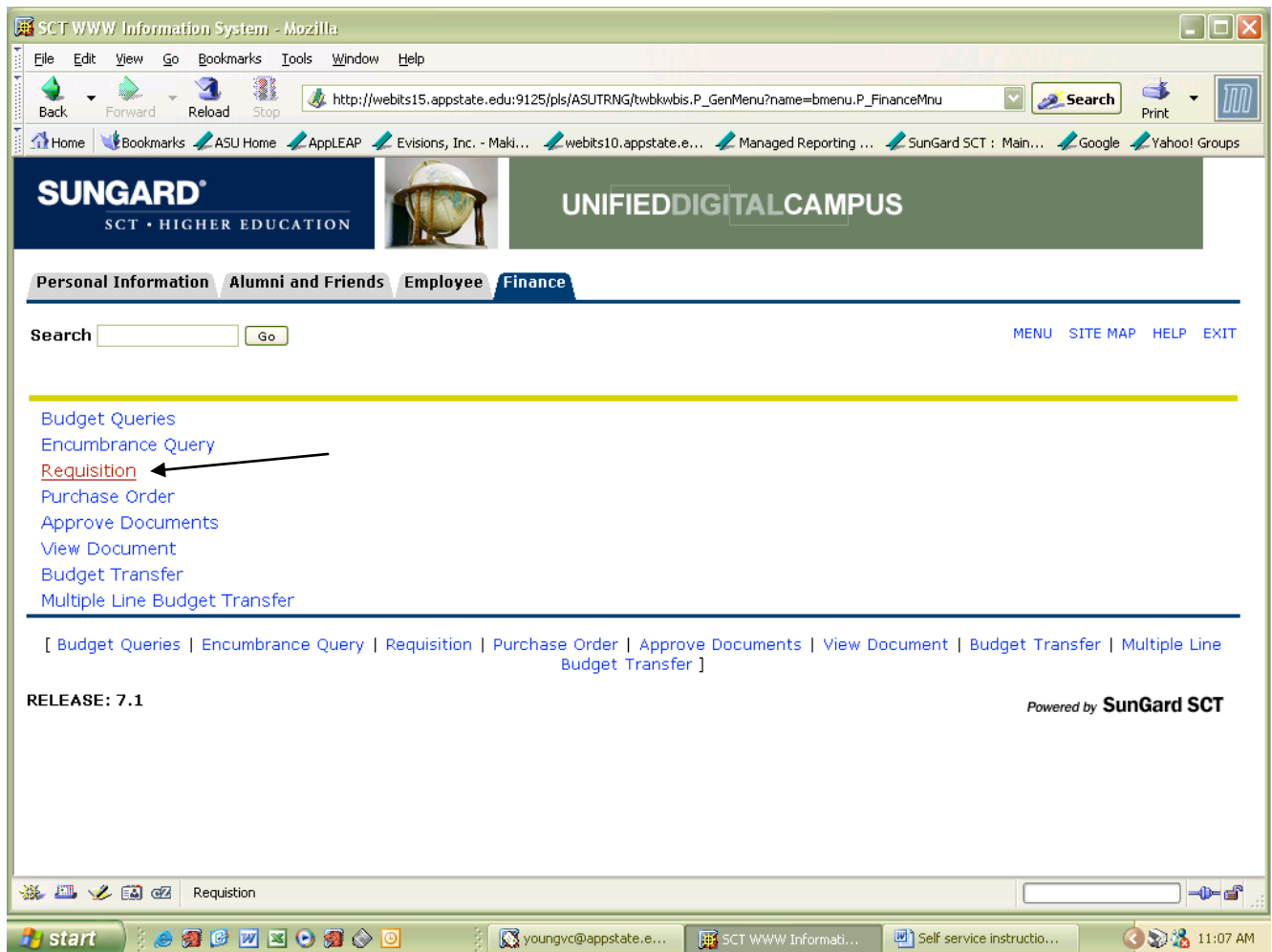
Procurement/Purchasing

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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

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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.

Use Template

Transaction Date

Delivery Date

Vendor ID

1 2 3

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:

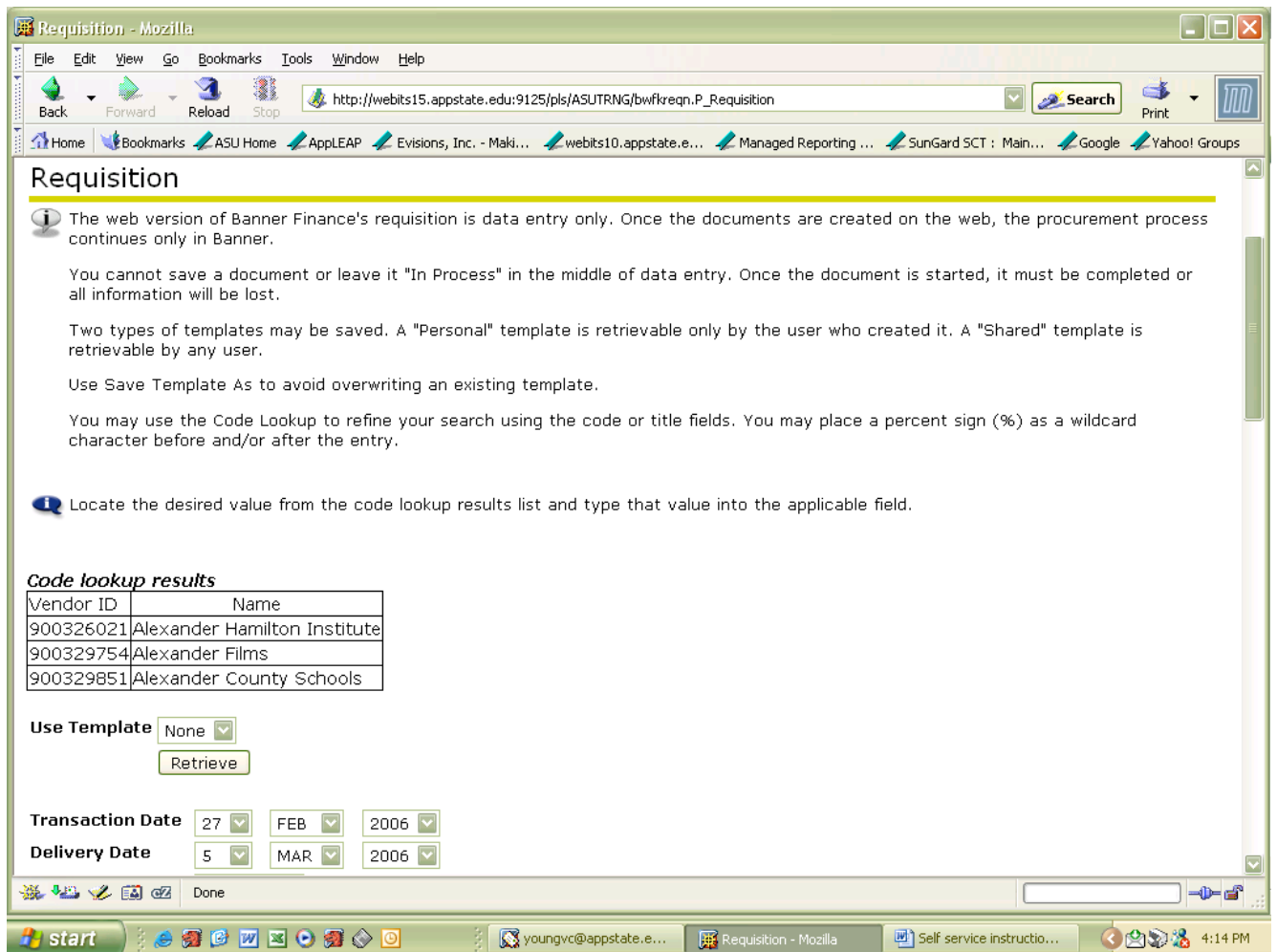
The screenshot shows the 'Requisition - Mozilla' web application. At the top is a table with columns: Seq#, Chart, Index, Fund, Orgn, Account, Program, Activity, Location, and Accounting. Below the table are buttons for 'Validate' and 'Complete'. The 'Code Lookup' section is active, showing a dropdown menu for 'Type' with the following options: account, activity, address type, buyer, chart, commodity, currency, discount, fund, index, location, organization, program, ship, tax group, unit of measure, and vendor. A callout box with the number '4' points to the 'vendor' option in the dropdown list. The bottom of the page includes a navigation bar with links like '[Budget Queries | End]' and a footer with 'RELEASE: 7.1' and 'Powered by SunGard SCT'.

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

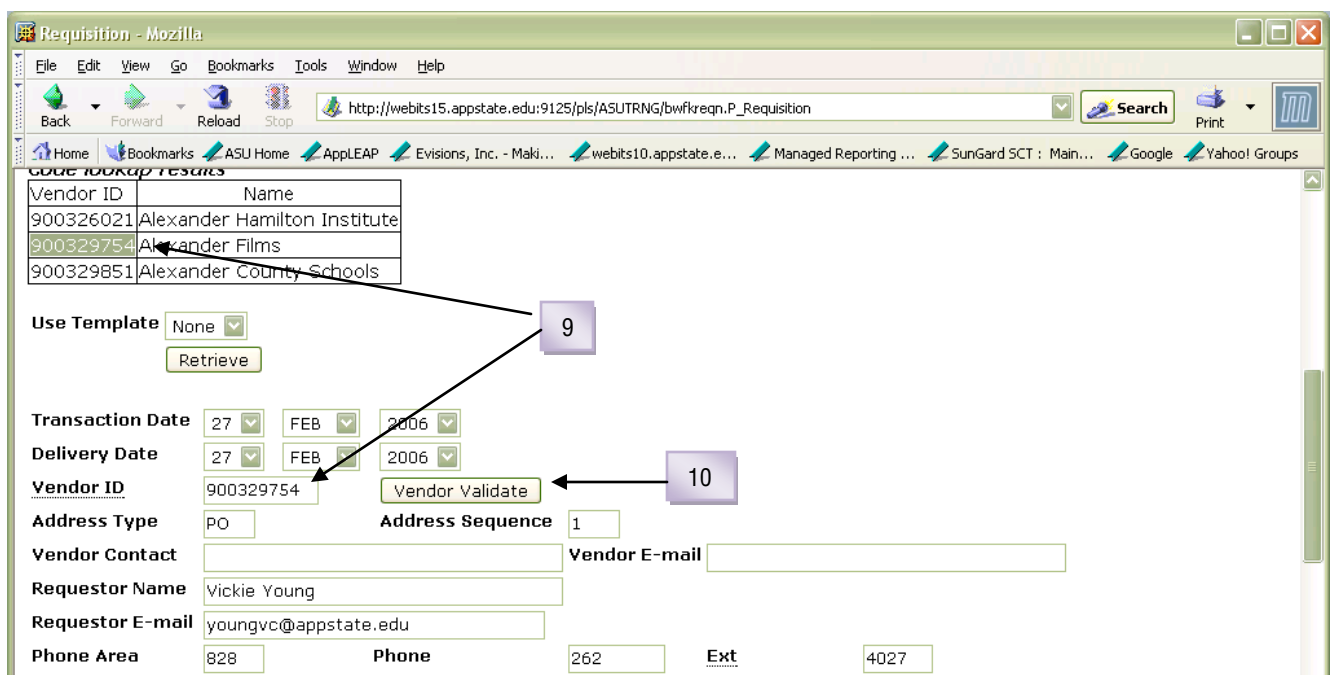
Step	Field	Instructions
4	• Type:	Select "Vendor" from drop-down list.

- | | | |
|---|-----------------|---|
| 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.

Transaction Date: 27 FEB 2006
 Delivery Date: 27 FEB 2006
 Vendor ID: 900329754
 Address Type: PO Address Sequence: 1
 Vendor Contact: Vendor E-mail:
 Vendor Name: Alexander Films Vendor Phone:
 Vendor Address: 1414 N Academy Blvd
 Colorado Springs CO 80909-3315
 Requestor Name: Vickie Young
 Requestor E-mail: youngvc@appstate.edu
 Phone Area: 828 Phone: 262 Ext: 4027
 FAX Area: 828 FAX Number: 262 FAX Ext: 2510
 Chart of Accounts: A Organization: 415200
 Currency Code: USD Discount Code: None Tax Group: NT
 Ship Code: CR Attention To: Vickie Young
 Comments:
 Document Text:

Item	Commodity Code	Commodity Description	U/M	Tax Group	Quantity	Unit Price	Discount Amount	Additional Amount
1			None	None				
2			None	None				
3			None	None				
4			None	None				
5			None	None				

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.

Document/Commodity Text - Mozilla

Document/Commodity Text

Enter Document Text, Print:
Type document text you want to print on the requisition here.

Enter Document Text, No Print:
Type document text you do NOT want to print on the requisition here. |

[\[Exit document/item text page \]](#)

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Search Print

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4027
2510

NT

Unit Price Discount Amount Additional Amount

1:06 PM

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.”

Requisition - Mozilla

File Edit View Go Bookmarks Tools Window Help

http://webits15.appstate.edu:9125/pls/ASUTRNG/bwfkreqn.P_Requisition

Back Forward Reload Stop Search Print

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Currency Code: USD Discount Code: None Tax Group: NT

Ship Code: CR Attention To: Vickie Young

Comments: This is a document comment.

Document Text

Item	Commodity Code	Commodity Description	U/M	Tax Group	Quantity	Unit Price	Discount Amount	Additional Amount
1		Video "Purchasing Practices"	EA	None	2	800.00		
2		Video "Warehouse Management"	None	None	1	400.00		
3			None	None				
4			None	None				
5			None	None				

Commodity Validate

Calculated Commodity Amounts

Item	Extended Amount	Discount Amount	Additional Amount	Tax Amount	Net Amount
1					
2					
3					
4					
5					
Totals:					

Dollars Percents

Seq#	Chart	Index	Fund	Orgn	Account	Program	Activity	Location	Accounting
1									

http://webits15.appstate.edu:9125/pls/ASUTRNG/bwfktext.P_Write_Text?doclink=230282&itemNo=2&doctype=1

start youngvc@appstate.e... Requisition - Mozilla Self service instructio... 1:15 PM

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.

Requisition - Mozilla

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Back Forward Reload Stop http://webits15.appstate.edu:9125/pls/ASUTRNG/bwfrqgn.P_Requisition Search Print

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Item	Commodity Code	Commodity Description	U/M	Tax Group	Quantity	Unit Price	Discount Amount	Additional Amount
1		Video "Purchasing Practices"	EA	NT	2	800		
2		Video "Warehouse Management"	EA	NT	1	400		
3			None	None				
4			None	None				
5			None	None				

Commodity Validate

Calculated Commodity Amounts

Item	Extended Amount	Discount Amount	Additional Amount	Tax Amount	Net Amount
1	1,600.00				1,600.00
2	400.00				400.00
3					
4					
5					
Totals:	2,000.00	0.00	0.00	0.00	2,000.00

☐ Dollars ☒ Percents

Seq#	Chart	Index	Fund	Orgn	Account	Program	Activity	Location	Accounting
1									
2									
3									
4									

Start youngvc@appstate.e... Requisition - Mozilla Self service instructio... 1:18 PM

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.

5									
Totals:		2,000.00	0.00	0.00	0.00	0.00	2,000.00		

☐ Dollars ☒ Percents

Seq#	Chart	Index	Fund	Orgn	Account	Program	Activity	Location	Accounting
1	U	109340							100.00
2									
3									
4									
5									

Save as Template

☐ Shared

Validate Complete

http://www.sct.com/

start Fwd: Fw: Happy VGL... Requisition - Mozilla Self service instructio... 1:36 PM

5									
Totals:	2,000.00	0.00	0.00	0.00	2,000.00				

☐ Dollars
 ☒ Percents

Seq#	Chart	Index	Fund	Orgn	Account	Program	Activity	Location	Accounting
1	U	109340							100.00
2									
3									
4									
5									

Save as Template

☐ Shared

Validate Complete

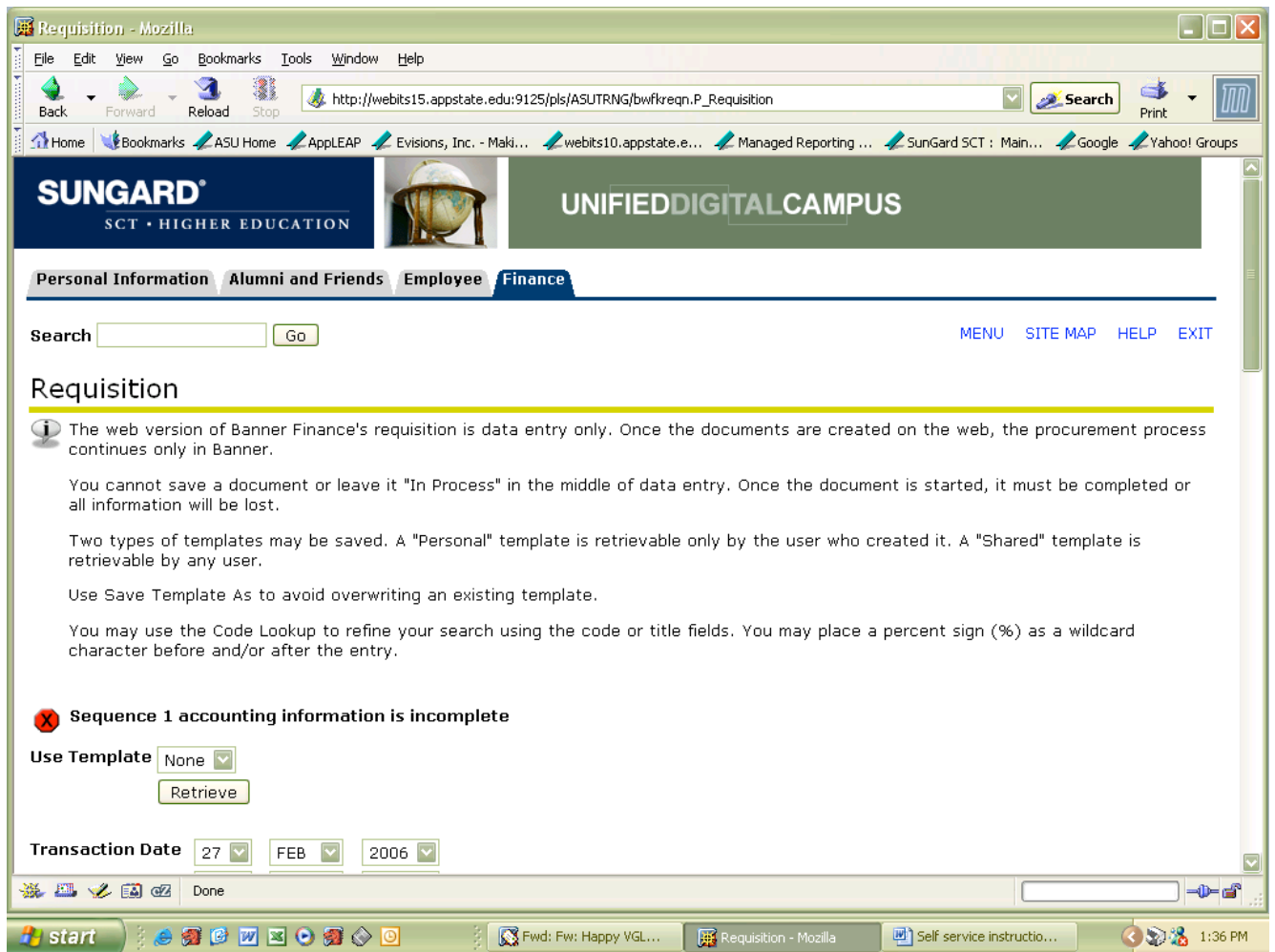
http://www.sct.com/

start Fwd: Fw: Happy VGL... Requisition - Mozilla Self service instructio... 1:36 PM

Step Field Instructions

- | | | |
|---|--|--|
| <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-bottom: 10px;">25</div> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-bottom: 10px;">26</div> <div style="border: 1px solid black; padding: 2px; display: inline-block;">27</div> | <p>Chart
Index</p> <p>Accounting</p> <p>Click Validate</p> | <p>Chart should default to "U." If not, key U here.
Index is the same as Fund. Enter index.</p> <p>Enter the INDEX # for the department budget &
Enter 100 (for 100 percent)</p> <p>Your organization number and your program number will default in.
You will receive an error message
"Sequence 1 accounting information is incomplete."</p> |
|---|--|--|

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

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http://webbits15.appstate.edu:9125/pls/ASUTRNG/bwfkreqn.P_Requisition

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4 [] [] None [v] None [v] [] [] [] []

5 [] [] None [v] None [v] [] [] [] []

Commodity Validate

Calculated Commodity Amounts

Item	Extended Amount	Discount Amount	Additional Amount	Tax Amount	Net Amount
1	1,600.00				1,600.00
2	400.00				400.00
3					
4					
5					
Totals:	2,000.00	0.00	0.00	0.00	2,000.00

☐ Dollars ☒ Percents

Seq#	Chart	Index	Fund	Orgn	Account	Program	Activity	Location	Accounting
1	A		109340	415200	7005	170			100
2									
3									
4									
5									

Save as Template []

☐ Shared

Validate Complete

Done

start Fwd: Fw: Happy VGL... Requisition - Mozilla Self service instructio... 1:37 PM

28 Account

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.

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.

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.

☒ Document Validated with no errors

Use Template None

Transaction Date 27 FEB 2006

Done

☐ Dollars ☒ Percents

Seq#	Chart	Index	Fund	Orgn	Account	Program	Activity	Location	Accounting
1	A		109340	415200	7005	170			100
2									
3									
4									
5									

Save as Template

☐ Shared

Done

31 To Complete Click Complete Button.

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

Requisition

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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.

☒ Document Validated with no errors

☒ Document R0000034 completed and forwarded to the Posting process

Use Template None

Done

start Fwd: Fw: Happy VGL... Requisition - Mozilla Self service instructio... 1:38 PM

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

Personal Information Employee **Finance**

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Finance

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Choose Requisition from the pull down tab & Key in your Requisition Number

i 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 Lookup feature. This enables you to perform a query and obtain a list of document numbers to choose from.


Choose type: **Requisition**

Submission#: **Requisition**
Purchase Order
Invoice
Journal Voucher
Encumbrance
Direct Cash Receipt

Display Account: ☒ Yes ☐ No

Display Document/Line Item Text ☐ All ☒ Printable ☐ None **Display Commodity Text** ☐ All ☒ Printable ☐ None

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

 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:
 Submission#: Change Seq#

Display Accounting Information

☒ Yes ☐ No

Display Document/Line Item Text

☐ All ☒ Printable ☐ None

Display Commodity Text

☐ All ☒ Printable ☐ None

[[Budget Queries](#) | [Encumbrance Query](#) | [Requisition](#) | [Approve Documents](#) | [View Document](#) | [Budget Transfer](#) | [Multiple Line Bu](#)
[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. You are now Finished with the Requisition Process!!

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
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.

The screenshot shows a portion of a requisition form. At the top, there are three rows of input fields, labeled 3, 4, and 5 on the left. Below these is a 'Save as Template' text field with an arrow pointing to it from the 'Complete' button. Underneath the text field is a 'Shared' checkbox and two buttons: 'Validate' and 'Complete'. At the bottom, there is a 'Code Lookup' section with fields for 'Chart of Accounts Code' (containing 'A'), 'Type' (containing 'account'), 'Code Criteria', and 'Title Criteria'.

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.

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.

Use Template

Transaction Date


Delivery Date

Vendor ID

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:


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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.

 **You are about to overwrite the existing PERSONAL template!**

Vickie's (Personal)

Existing Templates

[\[Budget Queries \]](#) [\[Encumbrance Query \]](#) [\[Requisition \]](#) [\[Purchase Order \]](#) [\[Approve Documents \]](#) [\[View Document \]](#) [\[Budget Transfer \]](#)
[\[Multiple Line Budget Transfer \]](#)

RELEASE: 7.1

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.