Banner Procurement Training

Requisitions

Self Service 7.1 – Finance Module
Release Date: January 1, 2007

Table of Contents

Special Notes on Self Service Requisitions

There are several features of Self Service that you should be aware of, including the following:

- User-friendly navigation and display of data
- Supports single-screen view of the final document
- Create templates to be used when entering new requisitions
- Conveniently displays Approval History

Self Service does **not**

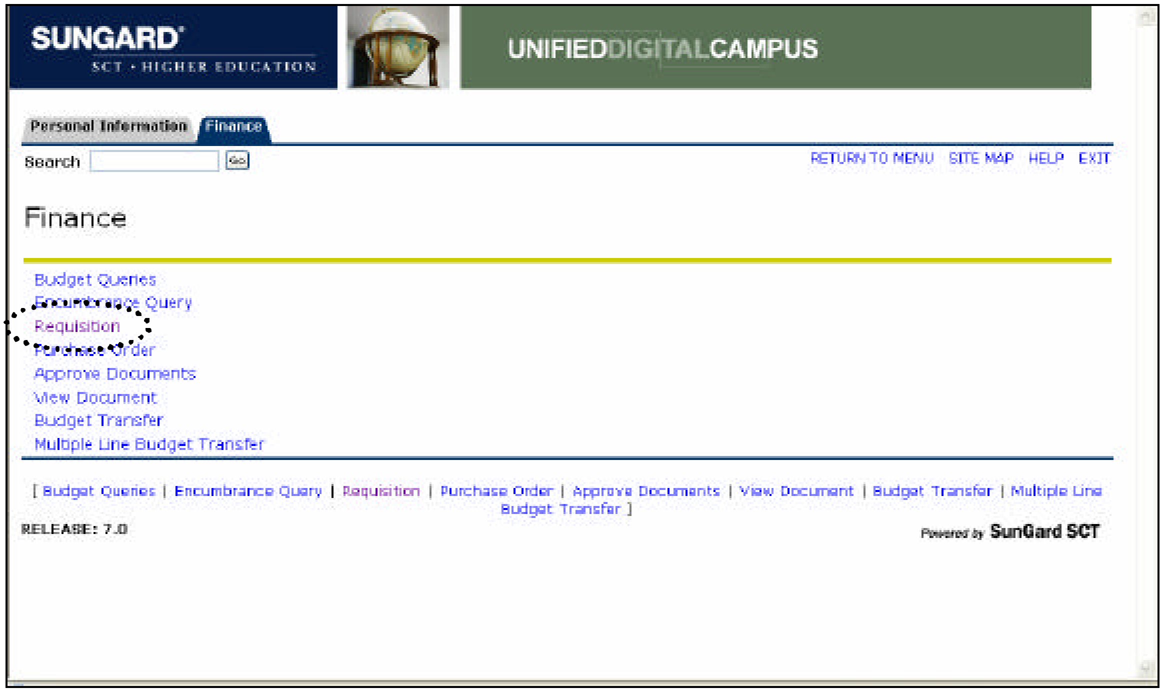
- save incomplete documents. Any incomplete document will be lost when you exit Banner or close the window.
- have Commodity accounting functionality
- allow editing or cancellation of a requisition

About Requisitions

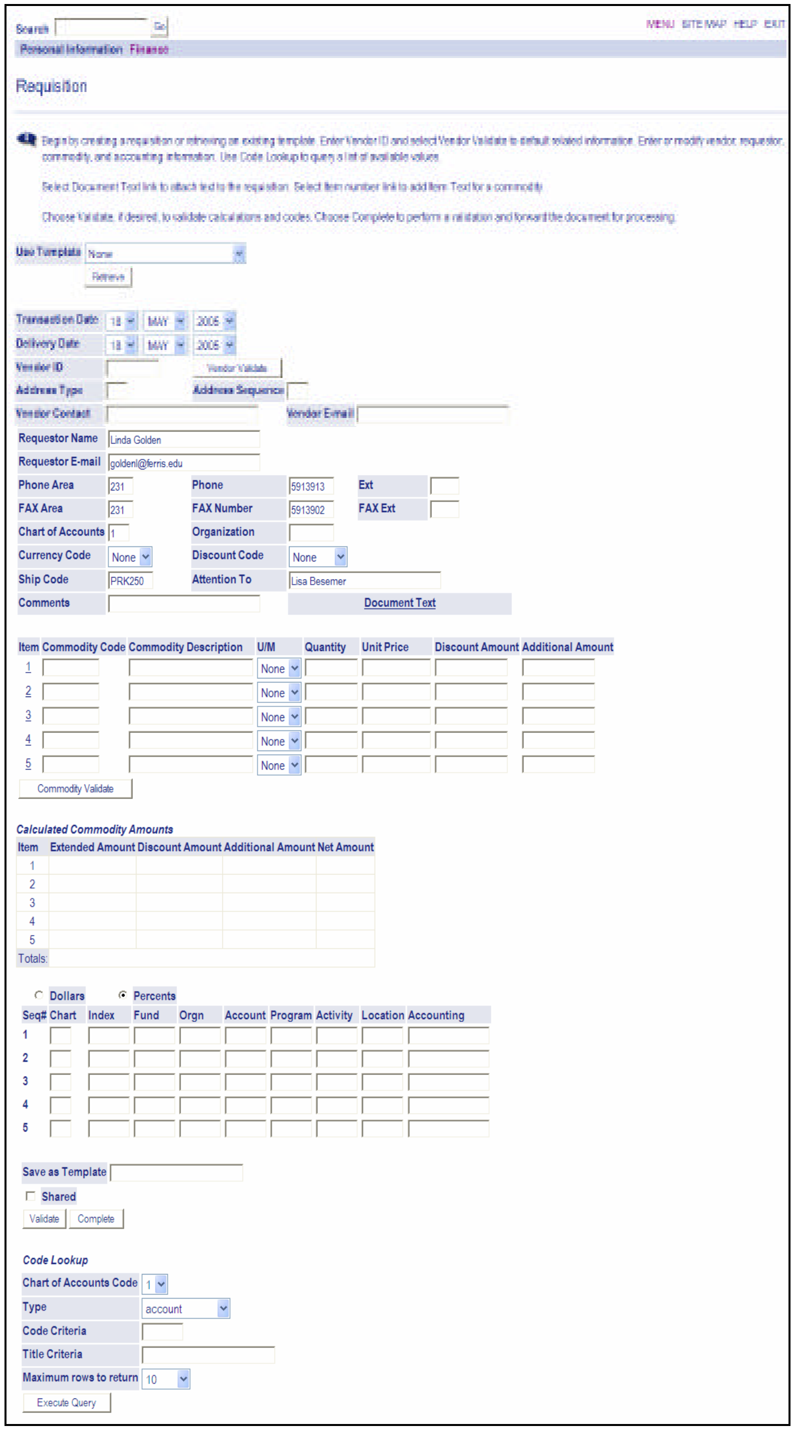
The diagram below shows the five stages in the procurement process.

1. Log into Banner
2. From the main menu, select Finance.

3. From the Finance menu, click **Requisition**.


SUNGARD
SCT • HIGHER EDUCATION
UNIFIEDDIGITALCAMPUS
Personal Information
Finance
Search
Go
RETURN TO MENU
SITE MAP
HELP
EXIT
Finance
Budget Queries
Encumbrance Query
Requisition
Purchase Order
Approve Documents
View Document
Budget Transfer
Multiple Line Budget Transfer
[Budget Queries | Encumbrance Query | Requisition | Purchase Order | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer]
RELEASE: 7.0
Powered by SunGard SCT

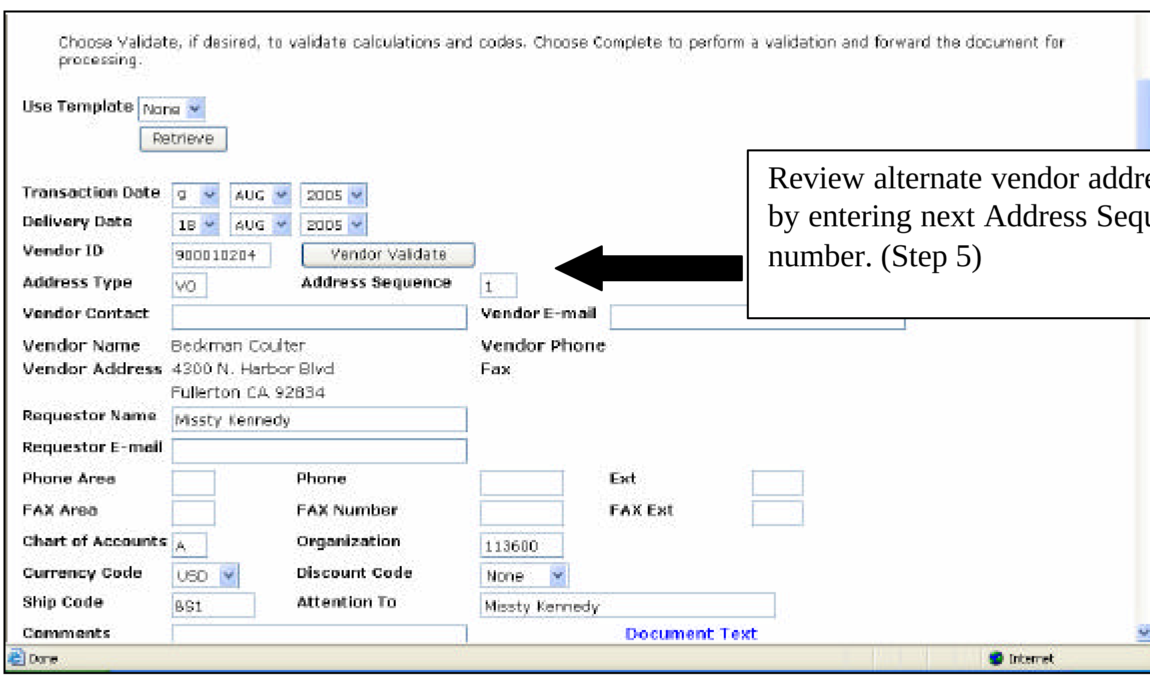
Entering a Requisition



Starting a Requisition

1. Enter the **Transaction Date** (required).
2. Enter the **Delivery Date** (required).
3. Enter the **Vendor ID** or use the Lookup feature to search. (Scroll to the bottom of the form for Code Lookup. See *Appendix A*: *Using Code Lookup* on page 14)
4. Select **Vendor Validate** to populate vendor data into a requisition and to verify vendor ID.
5. Verify correct vendor address is displayed. This defaults to Address Type VO and Address Sequence 1. If the address displayed is not correct, you can review alternate addresses by entering the next Address Sequence number. You must select **Vendor Validate** to populate the requisition with the new address data.
6. Requestor and Ship To information will default from login ID (this information can be overwritten).
7. The **Requestor Name**, phone and fax information defaults to the person entering the requisition.
8. The Chart of Accounts field will always default to an A.
9. In the **Organization** field (required), type the organization code to be used.
10. The Ship Code defaults in from your user ID.

NOTE: The vendor information will feed into the requisition based on the Vendor ID, Address Type and Address Sequence selected.

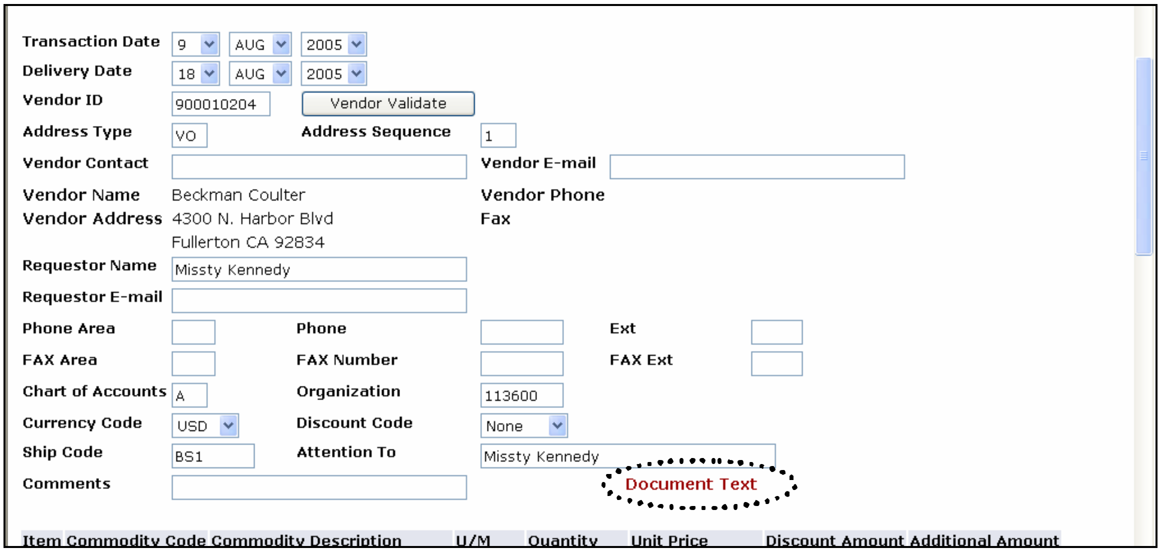


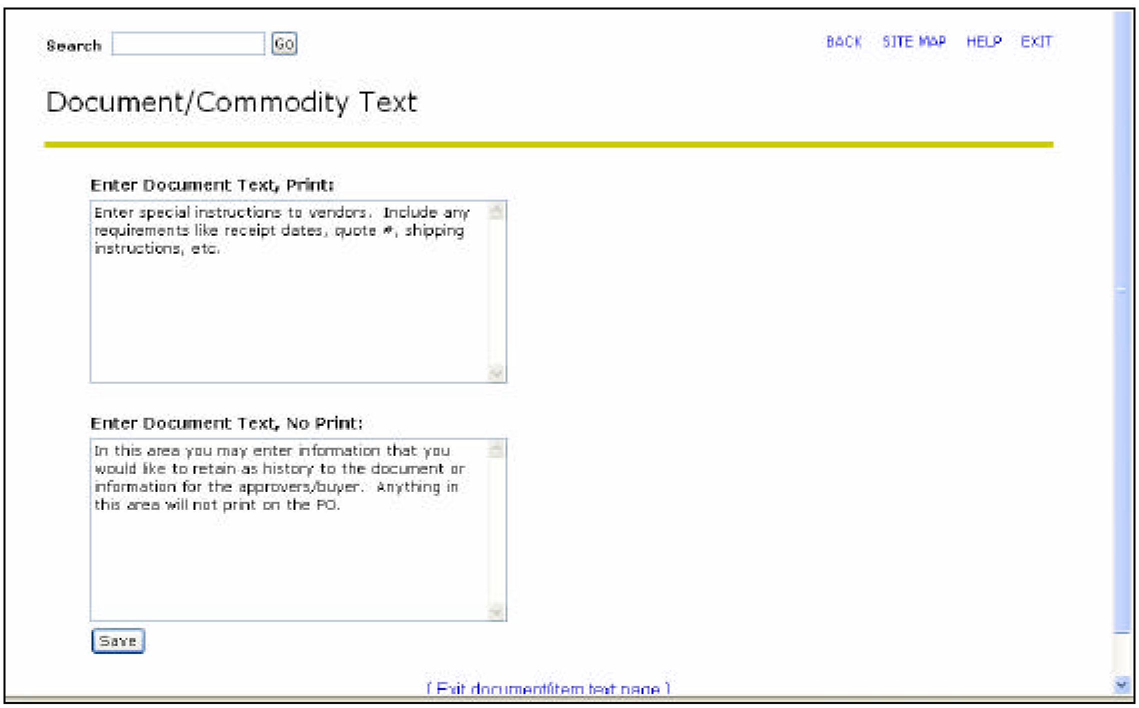
Review alternate vendor addresses by entering next Address Sequence number. (Step 5)

11. Use the Comments field (maximum 30 characters) for instructions to Procurement when converting the requisition to a PO, such as Rush Order, Confirming Order. **This field will not print on the PO.**

Adding Document Text

1. Click Document Text to enter printing or non-printing document text.

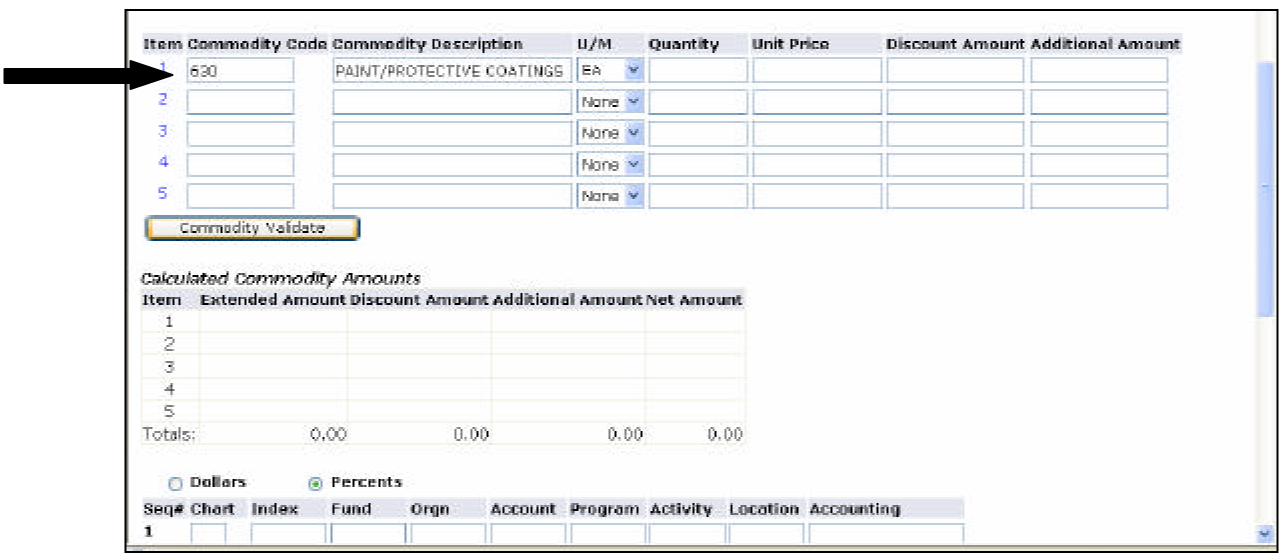


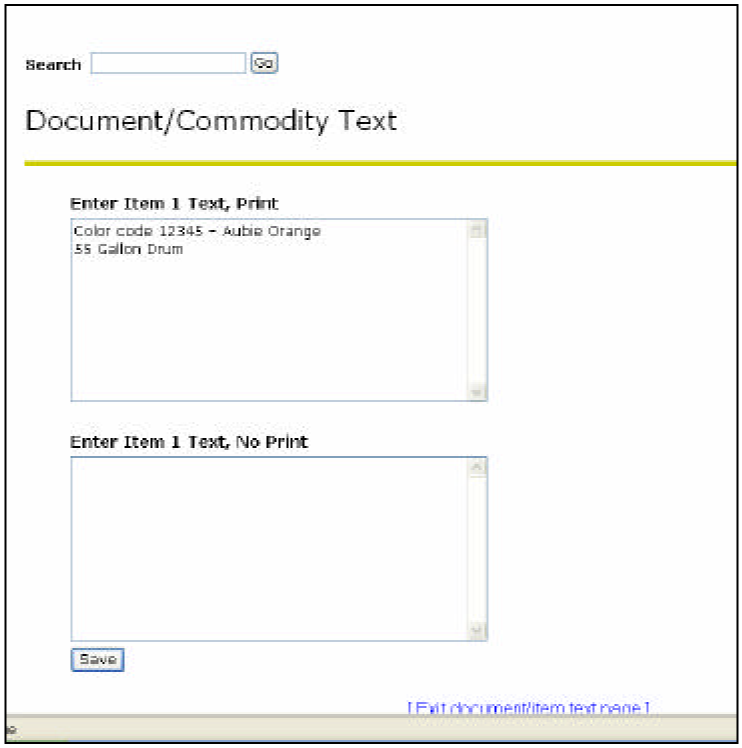


2. Click **Save** to save document text. If you do not click save, the text will be lost when you exit or close the window.
3. Click **Exit document text page** to return to the requisition window and enter Commodities.

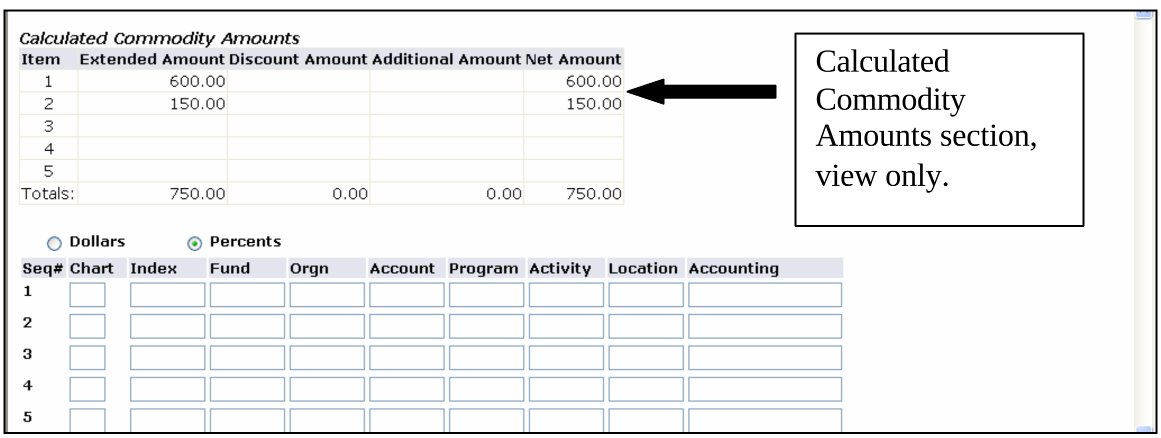
Entering Commodities

1. Enter the Commodity Code or use the Code Lookup to search (see *Appendix A: Using Code Lookup* on page 14). Commodity Description and unit of measure will default from the Commodity Code when you select Commodity Validate. You may over-write the default values if needed.
2. Type the **Quantity** and **Unit Price** in the respective fields.
3. Enter any **Additional Amount** (always enter text to explain additional amounts). Additional Amounts can be either positive or negative $$ values. Use this area to reflect trade –in allowances or discounts.
4. Click an underlined **Item** number to open the Commodity Text window to enter either printing or non – printing commodity text





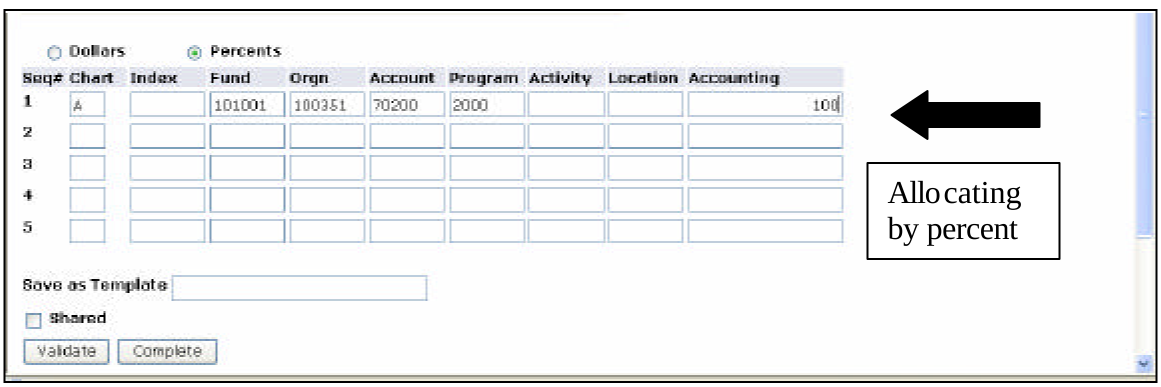
5. Click Save and then exit from document/item text page.



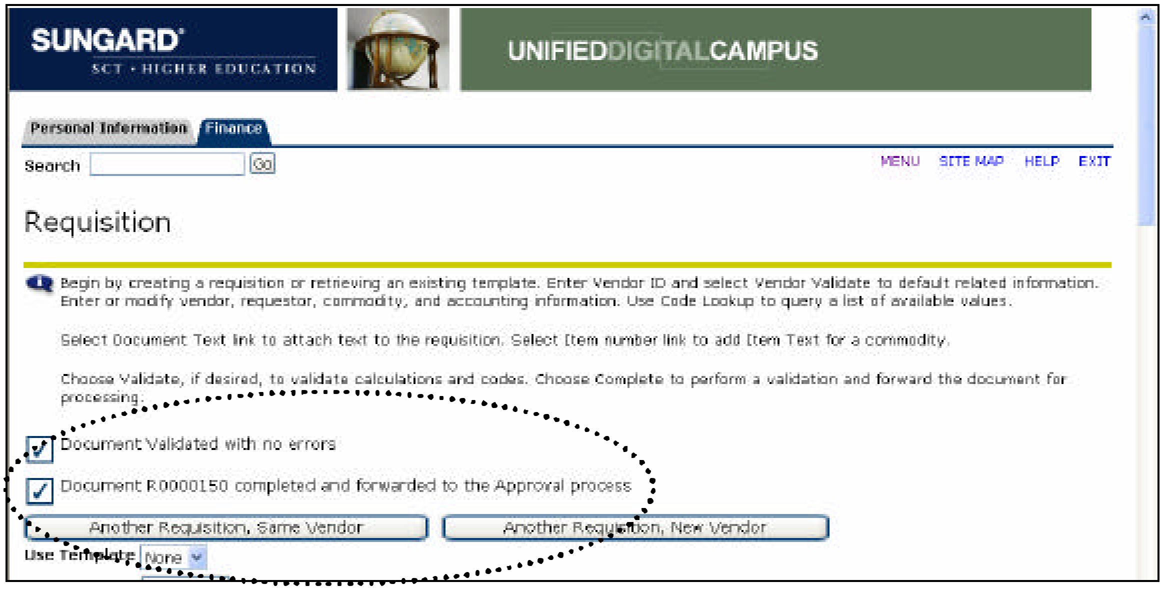
Distributing Expenses

Banner Self Service allows for distribution of the expenditure to be a maximum of 5 FOAPs. Expenses can be distributed based on either percentage of the total or by a specified dollar amount.

1. Select the correct button to distribute expenses by **Dollars** or **Percents**.
2. In the **Chart** field, type A.
3. Tab through the **Index** field (this field is not used).
4. In the following fields, type the appropriate information:
    a) **Fund** – Fund code, This identifies the source of funding, i.e. Base Budget, General Services Admin, etc.
    b) **Orgn** – Organization code, This identifies the Organization to be charged.
    c) **Account** – Account code equivalent to "subcode" in FRS
    d) **Program** – Program code for the Fund/Orgn combination entered. This identifies the correct defined program code for the Org entered.
5. Tab through **Activity** and **Location**; these fields are not used.
6. In the **Accounting** field, type the percentage or dollar amount to be allocated to this FOAP.



7. Click **Validate** to verify FOAP and expenses distribution. If there is missing or incorrect data, Banner will display required corrections at the top of the page.
8. Scroll to the bottom of the form and click Complete to finalize the document and send through the approval process.

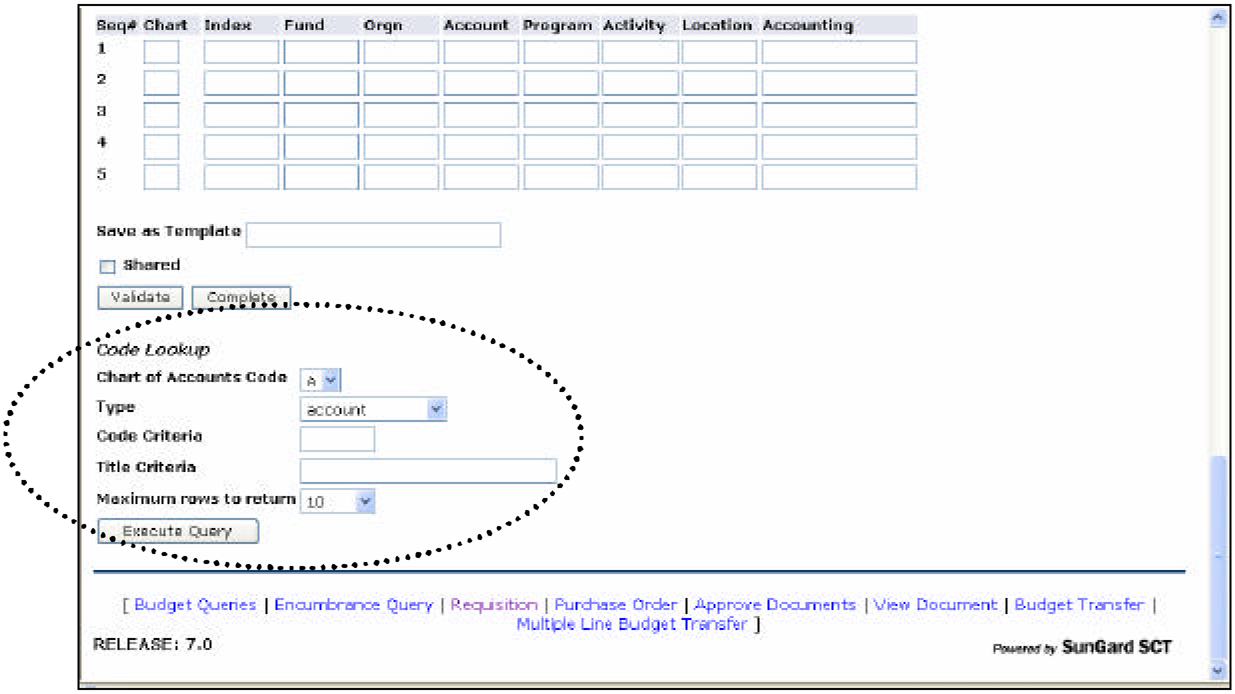


NOTE: If there is missing or incorrect date, Banner will display required corrections at the top of the page.

Appendix A: Using Code Lookup

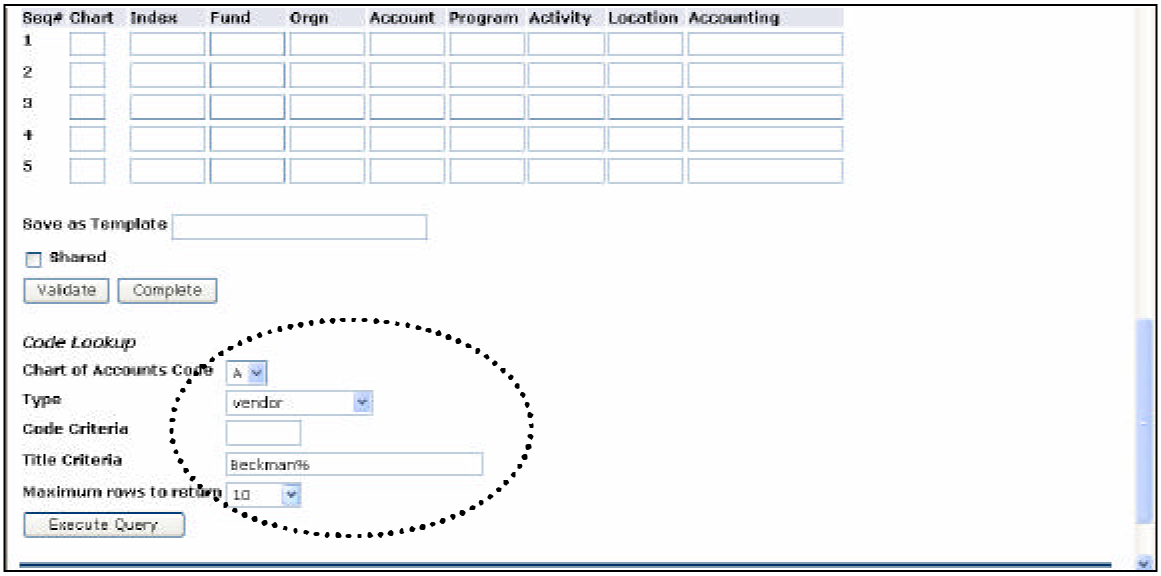
Code lookup is the search and query functionality for Self Service. Within the Code Lookup section you can set the type of data you want to search, select to search by code or description, and establish the search criteria.

1. Scroll to the bottom of the form to the **Code Lookup** section.



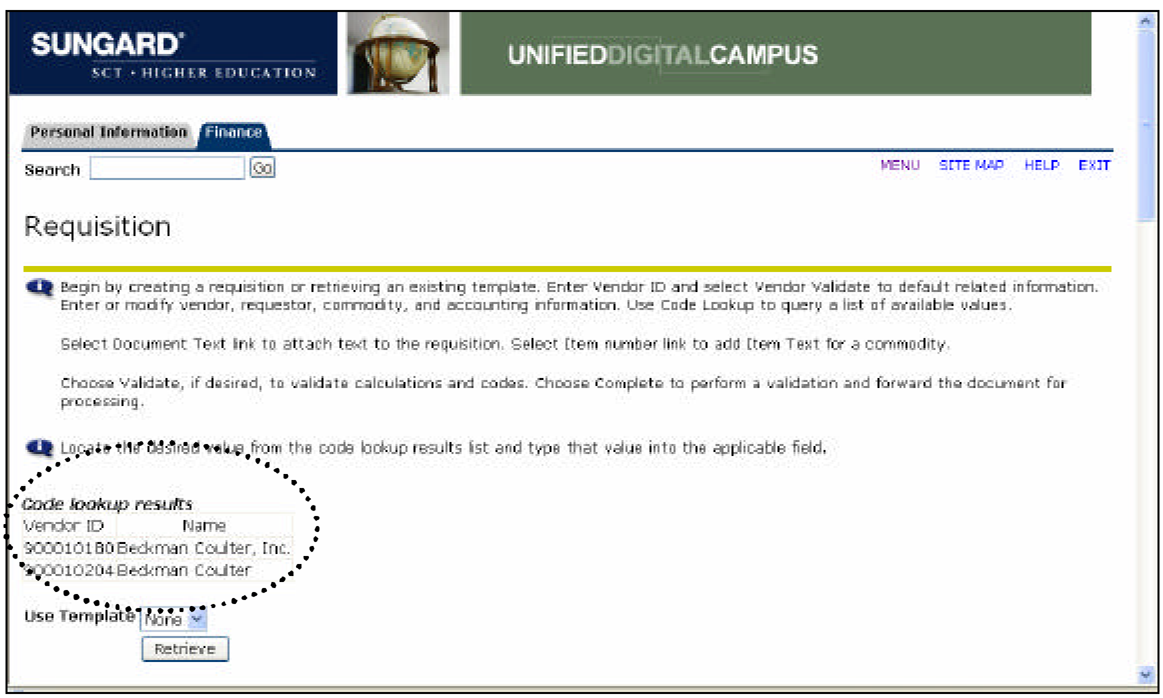
2. In the Type drop-down field, select the type of information to search.

For this example we will search on vendor (see page 15).



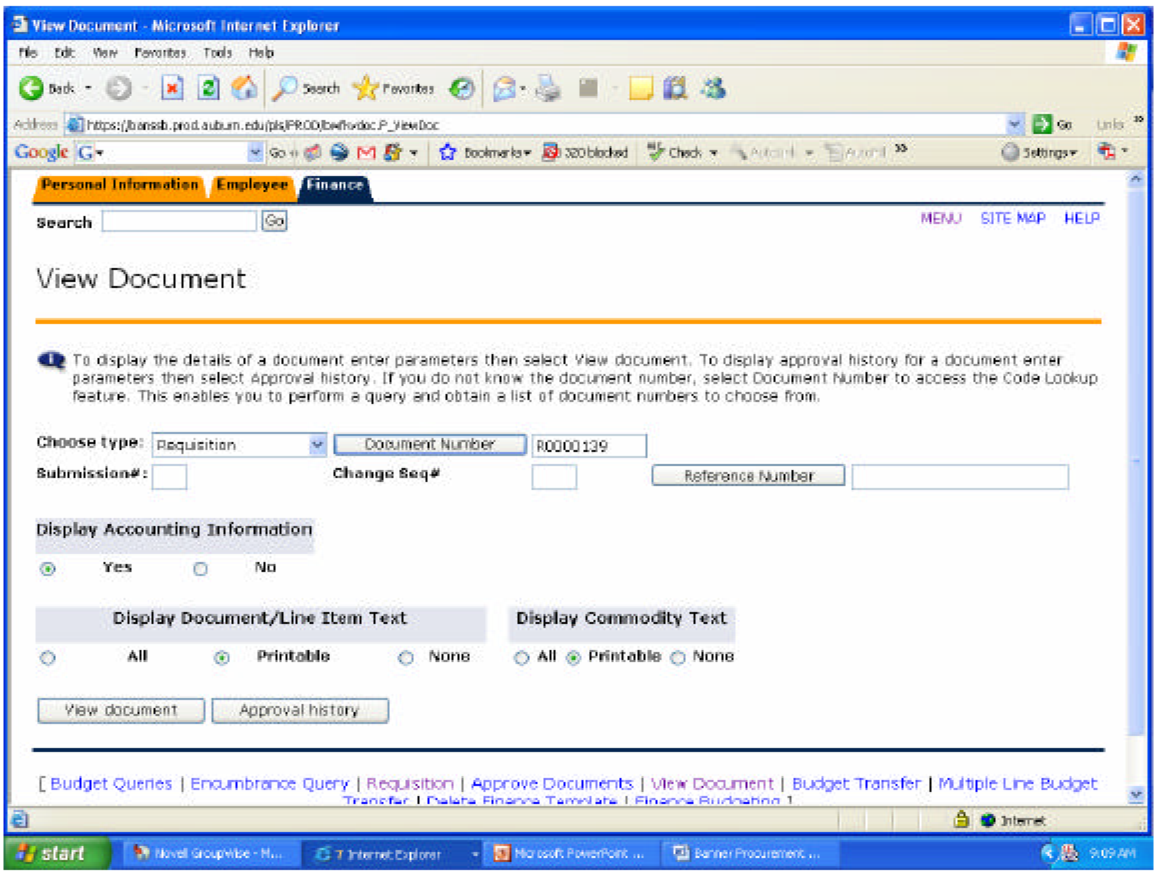
3. You can search on either the Code (vendor ID) or Title Criteria (vendor name). The wildcard for searching data is %.
4. Determine the **Maximum rows to return** (how many records to display of the search results) from the drop-down list.
5. When all criteria have been set, click **Execute Query**.

Query results are displayed at the top of the form in the **Code lookup results (**see page 16). The code will not prefill on the requisition. You can either enter the Vendor ID code or copy the code from the **Code lookup results** and paste into the Vendor ID field.



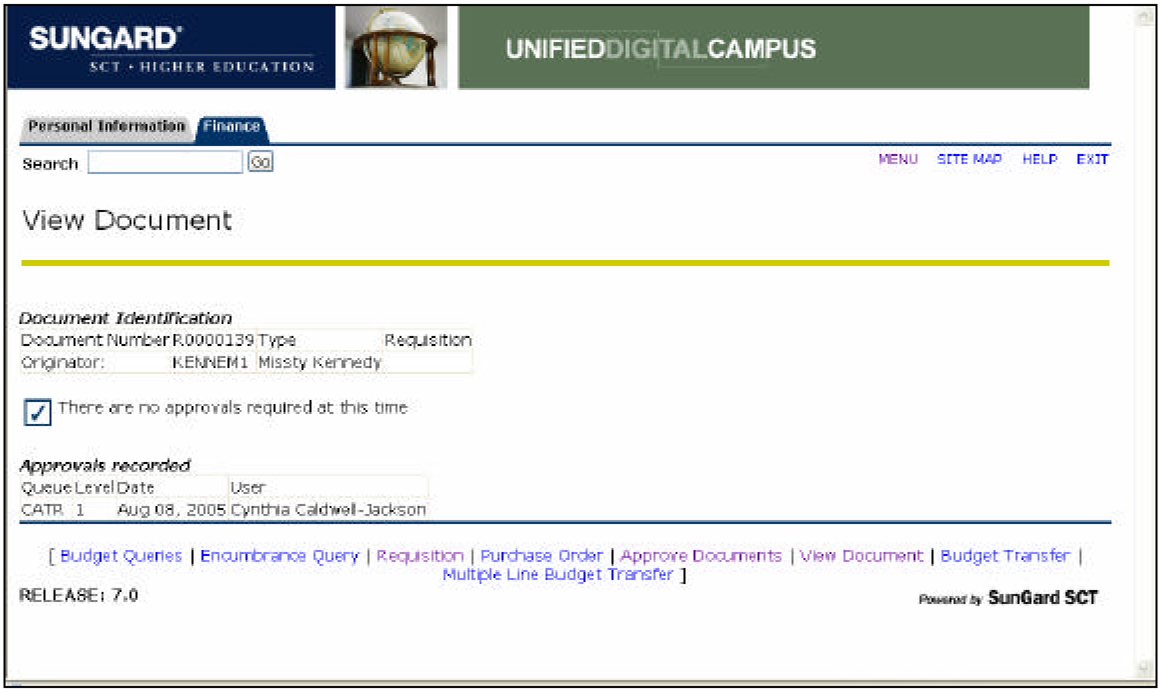
Appendix B: Viewing Approval History

1. From the Finance menu, select **View Document**.
2. On View Document view, select the document type from the **Choose type** drop down box.
3. Type a document number in the **Document Number** field.
4. Use the radio buttons to set parameters to display accounting information and document text.
5. Click **Approval history**



By clicking **Approval history**, you can view the current approval status for the selected document. Approval information is presented in three blocks:

1. Document Identification
2. Completed Approvals section
3. Approvals recorded



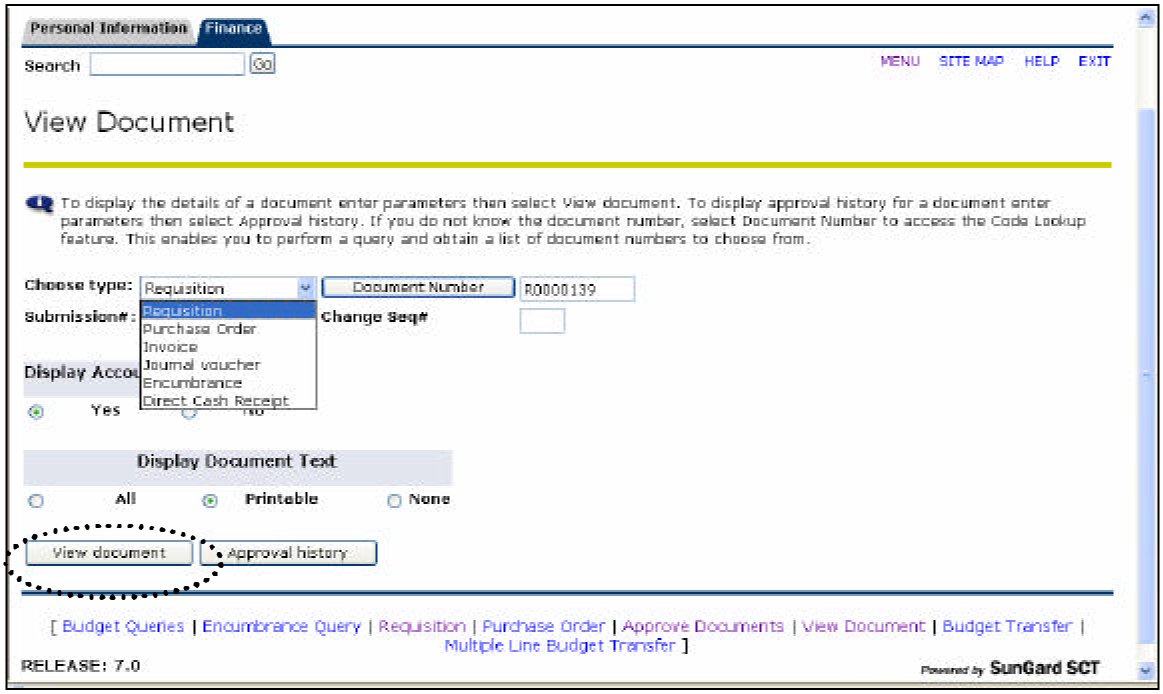
Click the **Back** button on your Internet browser to return to the previous view

OR

Using the links at the bottom of the screen, you may select to go to another view.

Appendix C: Viewing a Document

1. From the Finance menu, select **View Document.**
2. On View Document view, select the document type from the **Choose type** drop-down box.
3. Type a document number in the **Document number** field.
4. Use the radio buttons to set parameters to display accounting information and document text.
5. Click **View document**



By clicking on the underlined document number, you can view all the document details. The information is presented in three blocks:

1. Requisition Header
2. Requisition Commodities
3. Requisition Accounting

Click the Back button on you internet browser to return to the previous view.

Requisition	Order Date	Trans Date	Delivery Date	Print Date	Total
R0000139	Aug 05, 2005	Aug 05, 2005	Aug 30, 2005		1,500.00

Complete:	Y	Approved:	Y	Type:	Procurement
Cancel Reason:				Date:	
Requestor:	Missty Kennedy		113600	Procurement and Payment Services	
Accounting:	Document Level				
Ship to:	Nicole Noto Athletic Dept				
	PO Box 351				
	Auburn University, AL				
Attention:	Missty Kennedy				
Contact:					
Vendor:	900010282	Affordable Wiping Rags & Cloths			
	P O Box 1491				
	Simpsonville, SC 296811491				
Phone:	888-335-6439		Fax:		

Requisition Commodities

Item	Commodity	Description	U/M	Qty	Unit Price	Ext Amount	
				Disc	Addl	Tax	Cost
1	175	CHEMICAL LAB EQUIP & SUPPLIES	EA	1	1500	1,500.00	
				.00	.00	.00	1,500.00
					Total:	1,500.00	

Requisition Accounting

Seq#	COA	FY	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSFSusp	NSFOvr	Susp	Amount
1	A	05		101001	130601	70940	2002				N	N	N	1,500.00

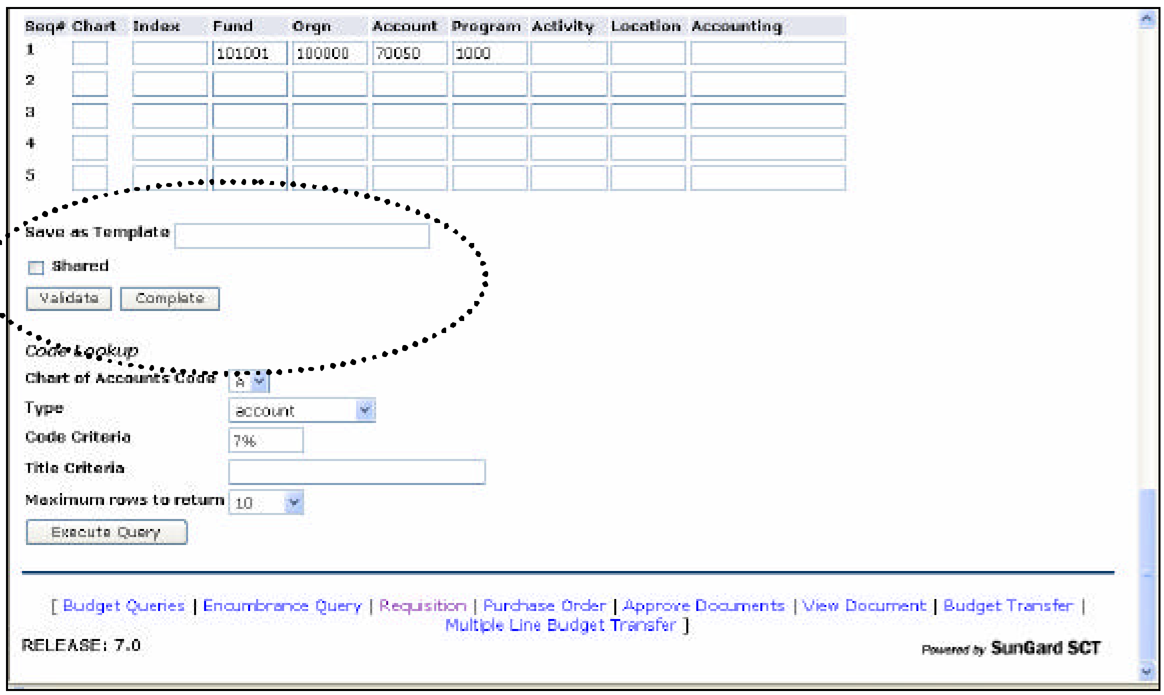
Appendix D: Creating & Using Templates

Banner Self Service allows you to save a document as a template that can be recalled later to start a new requisition.

Creating a Template

Enter a requisition as outlined in this user guide. After entering the FOAP and validating the data, you can opt to save the information as a template that can be used in the future. To save a requisition as a template:

1. In the **Save as Template** field, type a name for the template. Be sure to select a name that will be recognizable in the future.
2. **DO NOT** select the **Shared** checkbox. Shared templates appear in the template drop-down box of ALL Banner users and will make it more difficult for individual end-users to locate their personal templates within the list.



The template will be saved when the requisition is completed.

Using a Template

1. From the Requisition view, click the drop-down arrow for the **Use Template** field.
2. From the drop-down list, select a saved template to use.
3. The template data will populate on the new requisition. This data can be over-written or changed as needed.

Self Service Training Examples – Requisitions____________

Example 1:

Process a requisition with the following information:

Vendor – Home Depot (Vendor id 9000010940)
Ship-to Code: CE 1 (Civil Engineering)
Commodity Code: 150 (Building Materials)
Order – 300/EA treated 2 x 4's @ $15.00/EA
10/BXS of #9 nails @ $10.00/BX
** Please use the FOAP that we have provided for your training. **

**** Remember to Validate & Complete!!!! ****

Example 2

Process a requisition with the following information:

Vendor – Staples (Vendor id 900010941)
Ship-to Code: CLA1 (Liberal Arts)
Commodity Code: 615 (Office Supplies, General)
Order – 3/BXS of mouse pads @ $15.00/BX
10/EA Black Staplers @ $12.00/EA
15/EA Calculators @ $20.00/EA
** Please use the FOAP that we have provided for your training. **

**** Remember to Validate & Complete!!!! ****

<Posted: 17-MAY-2007>