

Banner Procurement Training

Requisitions

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

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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**

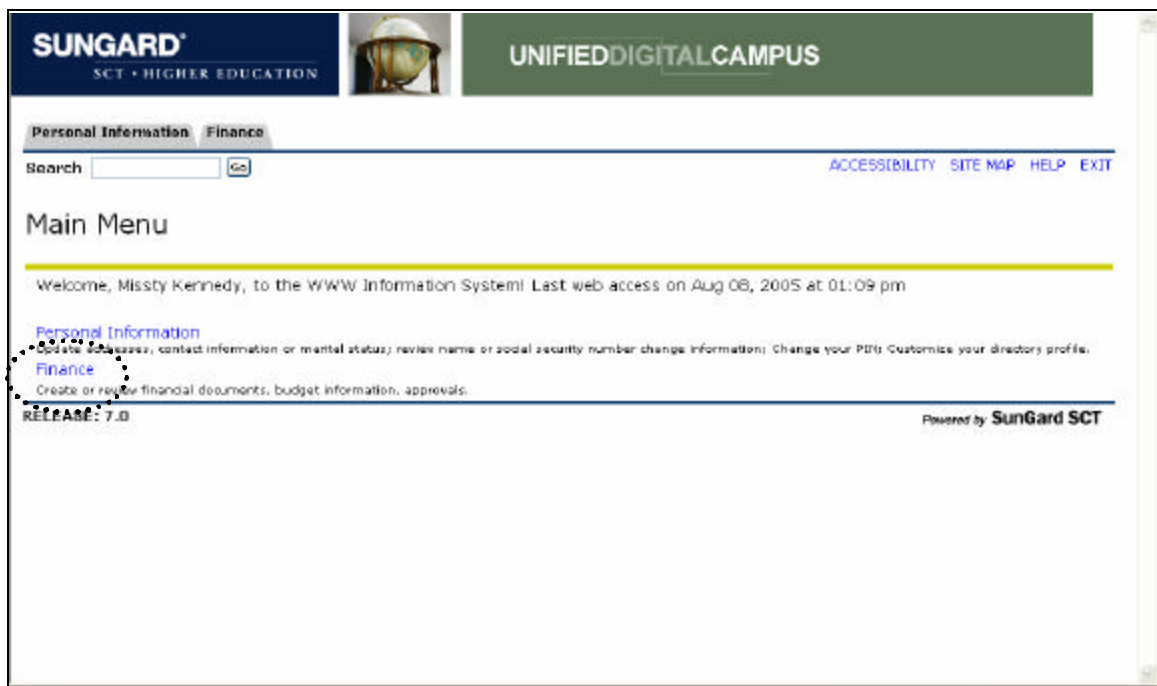
- save incomplete documents. Any incomplete document will be lost when you exit Banner or close the window.
- have Commodity accounting functionality
- allow editing or cancellation of a requisition

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**.



Personal Information **Finance**

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Finance

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Entering a Requisition

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Requisition

Begin by creating a requisition or choosing an existing template. Enter Vendor ID and select Vendor Validate to default related information. Enter or modify vendor, requisitor, commodity, and accounting information. Use Code Lookup to query a list of available values.

Select Document Text link to attach text to the requisition. Select Item number link to add Item Text for a commodity.

Choose Validate, if desired, to validate calculations and codes. Choose Complete to perform a requisition and forward the document for processing.

Use Template:

Transaction Date:

Delivery Date:

Vendor ID:

Address Type:

Vendor Contact: Vendor Email:

Requirer Name:

Requirer E-mail:

Phone Area: Phone: Ext:

FAX Area: FAX Number: FAX Ext:

Chart of Accounts: Organization:

Currency Code: Discount Code:

Ship Code: Attention To:

Comments:

Item	Commodity Code	Commodity Description	U/M	Quantity	Unit Price	Discount Amount	Additional Amount
1	<input type="text"/>	<input type="text"/>	<input type="text" value="None"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text" value="None"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text" value="None"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text" value="None"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text" value="None"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Calculated Commodity Amounts

Item	Extended Amount	Discount Amount	Additional Amount	Net Amount
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Totals:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Dollars Percents

Seq#	Chart	Index	Fund	Orgn	Account	Program	Activity	Location	Accounting
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Save as Template:

Shared

Code Lookup

Chart of Accounts Code:

Type:

Code Criteria:

Title Criteria:

Maximum rows to return:

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.

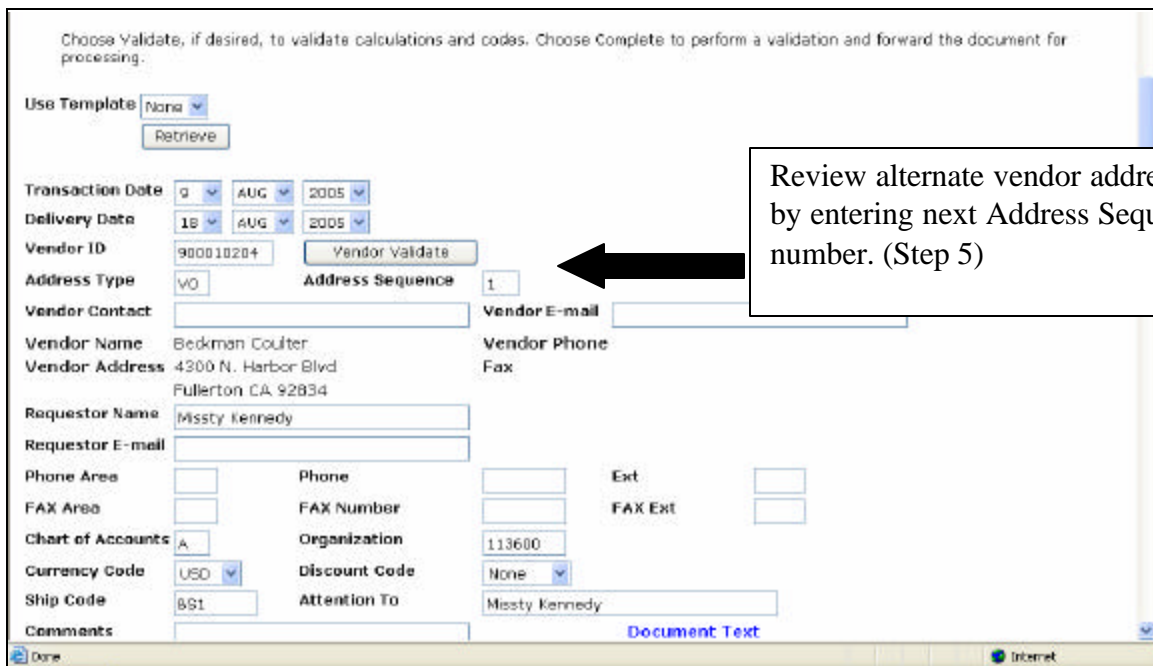
NOTE: The vendor information will feed into the requisition based on the Vendor ID, Address Type and Address Sequence selected.

Choose Validate, if desired, to validate calculations and codes. Choose Complete to perform a validation and forward the document for processing.

Use Template: None

Transaction Date: 9 AUG 2005
Delivery Date: 18 AUG 2005
Vendor ID: 900010204
Address Type: VO Address Sequence: 1
Vendor Contact: _____ Vendor E-mail: _____
Vendor Name: Beckman Coulter
Vendor Address: 4300 N. Harbor Blvd
Fullerton, CA 92834
Requestor Name: Misty Kennedy
Requestor E-mail: _____
Phone Area: _____ Phone: _____ Ext: _____
FAX Area: _____ FAX Number: _____ FAX EXT: _____
Chart of Accounts: A Organization: 113600
Currency Code: USD Discount Code: None
Ship Code: BS1 Attention To: Misty Kennedy
Comments: _____

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



- 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

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

Transaction Date	9	AUG	2005	
Delivery Date	18	AUG	2005	
Vendor ID	900010204	<input type="button" value="Vendor Validate"/>		
Address Type	VO	Address Sequence	1	
Vendor Contact			Vendor E-mail	
Vendor Name	Beckman Coulter		Vendor Phone	
Vendor Address	4300 N. Harbor Blvd Fullerton CA 92834		Fax	
Requestor Name	Missty Kennedy			
Requestor E-mail				
Phone Area		Phone		Ext
FAX Area		FAX Number		FAX Ext
Chart of Accounts	A	Organization	113600	
Currency Code	USD	Discount Code	None	
Ship Code	BS1	Attention To	Missty Kennedy	
Comments				

Document Text

Item	Commodity Code	Commodity Description	U/M	Quantity	Unit Price	Discount Amount	Additional Amount
------	----------------	-----------------------	-----	----------	------------	-----------------	-------------------

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Document/Commodity Text

Enter Document Text, Print:

Enter special instructions to vendors. Include any requirements like receipt dates, quote #, shipping instructions, etc.

Enter Document Text, No Print:

In this area you may enter information that you would like to retain as history to the document or information for the approvers/buyer. Anything in this area will not print on the PO.

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

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

Item	Commodity Code	Commodity Description	U/M	Quantity	Unit Price	Discount Amount	Additional Amount
<u>1</u>	630	PAINT/PROTECTIVE COATINGS	EA				
2			None				
3			None				
4			None				
5			None				

Commodity Validate

Calculated Commodity Amounts

Item	Extended Amount	Discount Amount	Additional Amount	Net Amount
1				
2				
3				
4				
5				
Totals:		0.00	0.00	0.00

Dollars Percents

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

Search

Document/Commodity Text

Enter Item 1 Text, Print

Color code 12345 - Aubie Orange
55 Gallon Drum

Enter Item 1 Text, No Print

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

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

Calculated Commodity Amounts

Item	Extended Amount	Discount Amount	Additional Amount	Net Amount
1	600.00			600.00
2	150.00			150.00
3				
4				
5				
Totals:	750.00	0.00	0.00	750.00

Dollars
 Percents

Seq#	Chart	Index	Fund	Orgn	Account	Program	Activity	Location	Accounting
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Calculated Commodity Amounts section, view only.

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.

Seq#	Chart	Index	Fund	Orgn	Account	Program	Activity	Location	Accounting
1	A		101001	100351	70200	2000			100
2									
3									
4									
5									

Save as Template:

Shared

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.

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Requisition

Begin by creating a requisition or retrieving an existing template. Enter Vendor ID and select Vendor Validate to default related information. Enter or modify vendor, requestor, commodity, and accounting information. Use Code Lookup to query a list of available values.

Select Document Text link to attach text to the requisition. Select Item number link to add Item Text for a commodity.

Choose Validate, if desired, to validate calculations and codes. Choose Complete to perform a validation and forward the document for processing.

Document Validated with no errors

Document R.0000150 completed and forwarded to the Approval process

Use Template:

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.

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

Save as Template

Shared

Code Lookup

Chart of Accounts Code

Type

Code Criteria

Title Criteria

Maximum rows to return

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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).

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

Save as Template:

Shared

Code Lookup

Chart of Accounts Code:

Type:


Code Criteria:

Title Criteria:


Maximum rows to return:

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.



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Requisition

1 Begin by creating a requisition or retrieving an existing template. Enter Vendor ID and select Vendor Validate to default related information. Enter or modify vendor, requestor, commodity, and accounting information. Use Code Lookup to query a list of available values.

Select Document Text link to attach text to the requisition. Select Item number link to add Item Text for a commodity.

Choose Validate, if desired, to validate calculations and codes. Choose Complete to perform a validation and forward the document for processing.

2 Locate the desired value from the code lookup results list and type that value into the applicable field.

Code lookup results

Vendor ID	Name
900010180	Beckman Coulter, Inc.
900010204	Beckman Coulter

Use Template:

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**

The screenshot shows a web browser window titled "View Document - Microsoft Internet Explorer". The address bar contains the URL "https://banstb.prod.auburn.edu/pls/PROD/befvdoc_P_viewDoc". The page has a navigation menu with "Personal Information", "Employee", and "Finance" tabs. Below the menu is a search bar and links for "MENU", "SITE MAP", and "HELP". The main heading is "View Document". A help icon and text explain the search process: "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." The form includes a "Choose type" dropdown menu set to "Requisition", a "Document Number" field with "R0000139", and "Submission#" and "Change Seq#" fields. There are also "Reference Number" and "Display Accounting Information" (Yes/No) radio buttons. Below are "Display Document/Line Item Text" and "Display Commodity Text" sections with "All", "Printable", and "None" radio buttons. At the bottom, there are "View document" and "Approval history" buttons. The footer contains a list of links: "[Budget Queries | Encumbrance Query | Requisition | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer | Delete Finance Template | Finance Budgeting]". The Windows taskbar at the bottom shows the Start button and several open applications: "Novel Groupwise - M...", "Internet Explorer", "Microsoft PowerPoint...", and "Banner Procurement...". The system clock shows "9:09 AM".

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

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View Document

Document Identification
Document Number R.0000139 Type Requisition
Originator: KENNEM1 Misty Kennedy

There are no approvals required at this time

Approvals recorded
Queue Level Date User
CATR 1 Aug 08, 2005 Cynthia Caldwell-Jackson

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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**

Personal Information Finance

Search

MENU SITE MAP HELP EXIT

View Document

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 Document Number: R0000139

Submission#: Requisition Change Seq#

Display Account: Yes No

Display Document Text: All Printable None

[Budget Queries | Encumbrance Query | Requisition | Purchase Order | Approve Documents | view Document | Budget Transfer | Multiple Line Budget Transfer]

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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:	Misty Kennedy	113600		Procurement and Payment Services													
Accounting:	Document Level																
Ship to:	Nicole Noto Athletic Dept																
	PO Box 351																
	Auburn University, AL																
Attention:	Misty 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	Cost											
1175	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	Acty	Locn	Proj	NS	SFS	Susp	NS	FOvr	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 screenshot displays a web-based interface for creating a template. At the top, there is a table with columns: Seq#, Chart, Index, Fund, Orgn, Account, Program, Activity, Location, and Accounting. The first row contains the values: 1, [empty], [empty], 101001, 100000, 70050, 1000, [empty], [empty], [empty]. Below the table is a 'Save as Template' section with a text input field, a 'Shared' checkbox, and 'Validate' and 'Complete' buttons. A dotted oval highlights the 'Save as Template' text field and the 'Shared' checkbox. Below this is a 'Code Lookup' section with a 'Chart of Accounts Code' dropdown, a 'Type' dropdown (set to 'account'), a 'Code Criteria' text field (set to '7%'), a 'Title Criteria' text field, and a 'Maximum rows to return' dropdown (set to '10'). An 'Execute Query' button is at the bottom of the lookup section. At the very bottom of the page, there is a navigation bar with links: [Budget Queries | Encumbrance Query | Requisition | Purchase Order | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer], the text 'RELEASE: 7.0', and 'Powered by SunGard SCT'.

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 overwritten 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>