

# **Banner Procurement Training**

## **Requisitions**

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

---

# Table of Contents

---

<b>Special Notes on Self Service Requisitions .....</b>	<b>3</b>
<b>Entering a Requisition.....</b>	<b>4</b>
<b>Adding Document Text.....</b>	<b>8</b>
<b>Entering Commodities.....</b>	<b>9</b>
<b>Distributing Expenses.....</b>	<b>11</b>
<b>Appendix A: Using Code lookup.....</b>	<b>14</b>
<b>Appendix B: Viewing Approval History.....</b>	<b>15</b>
<b>Appendix C: Viewing a Document.....</b>	<b>17</b>
<b>Appendix D: Creating &amp; Using Templates.....</b>	<b>19</b>
<b>Self Service Training Examples – Requisitions.....</b>	<b>20</b>

## **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**

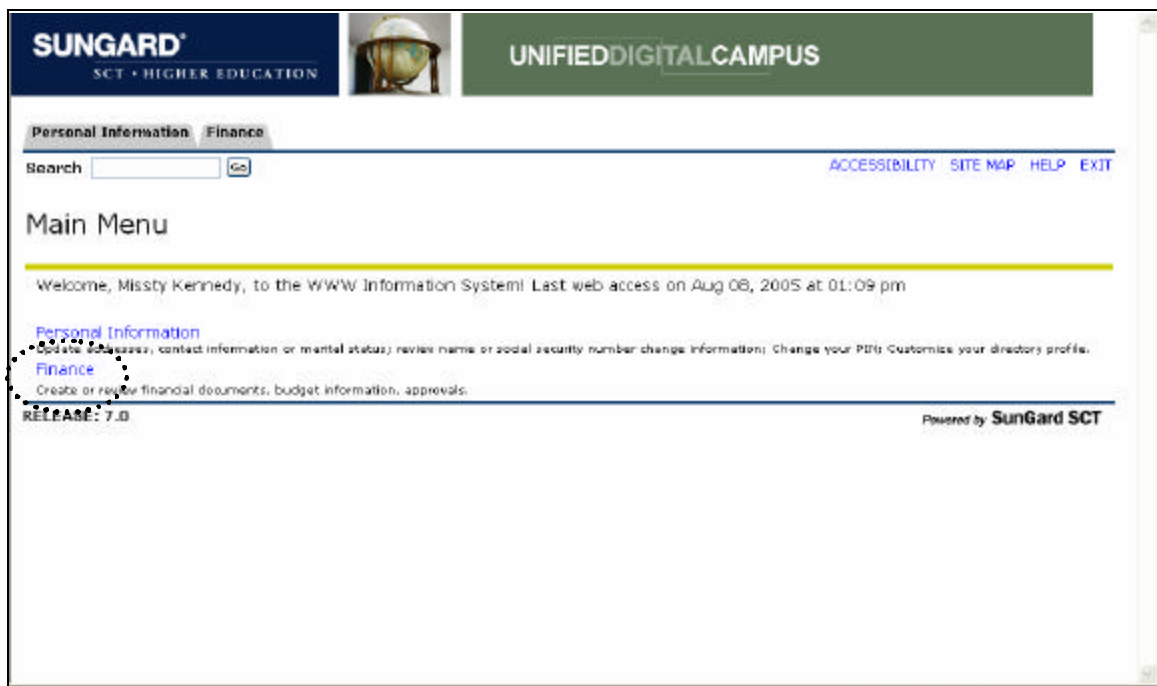
- save incomplete documents. Any incomplete document will be lost when you exit Banner or close the window.
- have Commodity accounting functionality
- allow editing or cancellation of a requisition

## 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**

Search

[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**

Requestion

Personal Information: **Required**

Search:

MENU: **PRINT** **MAP** **HELP** **EXIT**

Begin by creating a requisition or reviewing an existing one. Enter Vendor ID and select Vendor Name to email related information. Enter or modify vendor, requester, commodity, and accounting information. Use Code Lookup to query a list of available values.

Select Document Format to select what to attach to the requisition. Select Item number tab to add Item Text for a commodity.

Choose the items desired to include calculations and codes. Choose Complete to perform a requisition and forward the document for processing.

Use Template:

Transfer Date: 13 MAY 2005  
 Delivery Date: 13 MAY 2005

Vendor ID:

Address Type:

Vendor Contact:

Requestor Name: Linda Golden

Requestor E-mail:

Phone Area: 231  
 Phone Area: 5913913  
 Ext:

FAX Area: 231  
 FAX Area: 5913902  
 FAX Ext:

Chart of Accounts: 1  
 Organization:

Currency Code: None  
 Discount Code: None  
 Attention To: Lisa Besmer  
 Document Text:

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

Commodity Value:

Calculated Commodity Amounts

Item	Extended Amount	Discount Amount	Additional Amount	Net Amount
1				
2				
3				
4				
5				

Seg# Chart Index Fund Orgn Account Program Activity Location Accounting

Dollars  
 Percents

Save as Template:

Shared

Code Lookup

Chart of Accounts Code: 1

Type: account

Code Criteria:

Title Criteria:

Maximum rows to return: 10

Execute Query:

# 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.

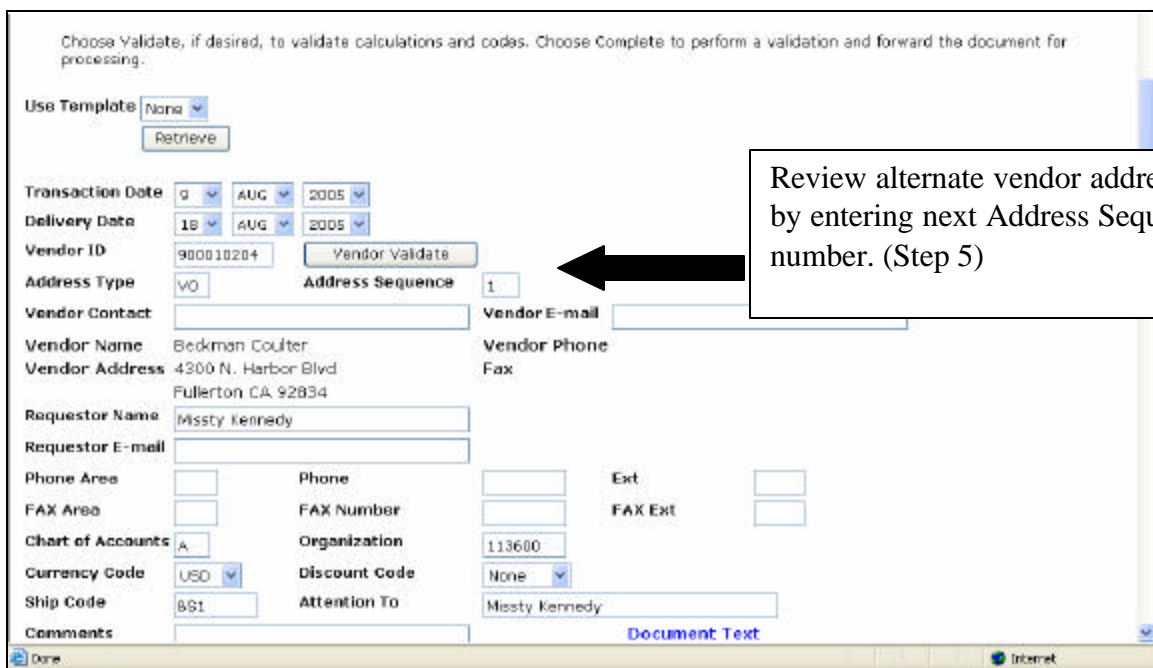
**NOTE: The vendor information will feed into the requisition based on the Vendor ID, Address Type and Address Sequence selected.**

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)**

The image shows a screenshot of a web-based requisition form. The form contains various fields for entering requisition details. A callout box with a black arrow points to the 'Address Sequence' field, which currently has the value '1'. The callout box contains the text: 'Review alternate vendor addresses by entering next Address Sequence number. (Step 5)'. The form also includes a 'Vendor Validate' button and a 'Document Text' button at the bottom.

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.

Transaction Date	9	AUG	2005	
Delivery Date	18	AUG	2005	
Vendor ID	900010204	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	<input type="text"/> <span style="border: 1px dashed black; border-radius: 50%; padding: 2px;">Document Text</span>			

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

Search

[BACK](#) [SITE MAP](#) [HELP](#) [EXIT](#)

### 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.

The screenshot shows a web form with two radio buttons at the top: 'Dollars' (unselected) and 'Percents' (selected). Below is a table with 10 columns: Seq#, Chart, Index, Fund, Orgn, Account, Program, Activity, Location, and Accounting. The first row (Seq# 1) has the following values: Chart 'A', Fund '101001', Orgn '100351', Account '70200', Program '2000', and Accounting '100'. A black arrow points to the '100' in the Accounting field, with a text box below it that says 'Allocating by percent'. Below the table are fields for 'Save as Template', a 'Shared' checkbox, and 'Validate' and 'Complete' buttons.

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

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.

**SUNGARD**  
SCT - HIGHER EDUCATION

**UNIFIED DIGITAL CAMPUS**

Personal Information Finance

Search

[MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

## 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

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

RELEASE: 7.0 Powered by SunGard SCT

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 (vender ID) or Title Criteria (vender 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.

**SUNGARD**  
SCT - HIGHER EDUCATION



UNIFIEDDIGITALCAMPUS

---

Personal Information **Finance**

Search

[MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

## 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.

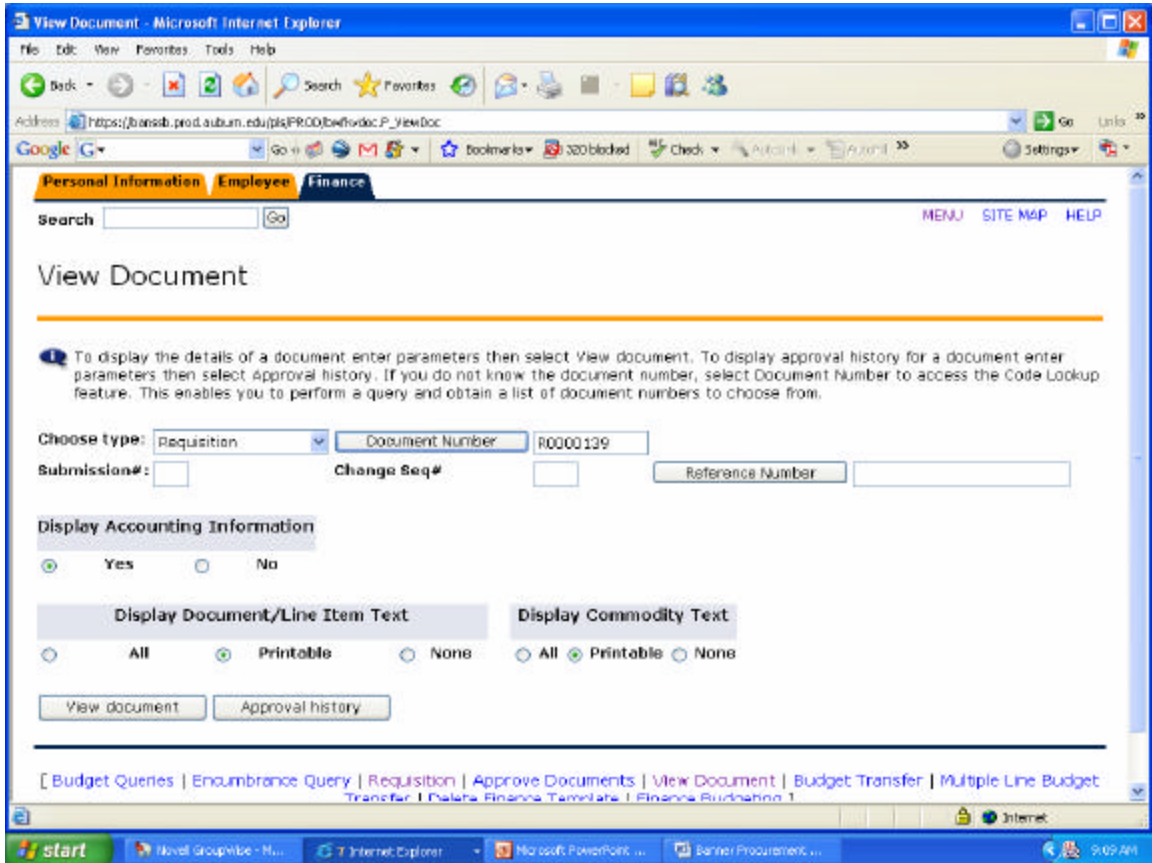
**Code lookup results**

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**



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

**SUNGARD**  
SCT - HIGHER EDUCATION

UNIFIED DIGITAL CAMPUS

Personal Information Finance

Search

MENU SITE MAP HELP EXIT

## 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

---

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

RELEASE: 7.0 Powered by **SunGard SCT**

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  R0000139

Submission#: Requisition

Display Acco: Yes  No

Requisition  
Purchase Order  
Invoice  
Journal voucher  
Encumbrance  
Direct Cash Receipt

Display Document Text

All  Printable  None

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

RELEASE: 7.0 Powered by SunGard SCT

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:													
<b>Requisition Commodities</b>															
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									
<b>Requisition Accounting</b>															
Seq#	COA	FY	Index	Fund	Orgn	Acct	Prog	Acty	Locn	Proj	NSFS	Susp	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 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, which is circled with a dotted line. This section includes a text input field for the template name, a 'Shared' checkbox (which is unchecked), and two buttons: 'Validate' and 'Complete'. Below this is a 'Code Lookup' section with a dropdown menu for 'Chart of Accounts Code' (set to 'S'), a 'Type' dropdown (set to 'account'), a 'Code Criteria' input field (set to '7%'), a 'Title Criteria' input field, and a 'Maximum rows to return' dropdown (set to '10'). An 'Execute Query' button is located below these fields. At the bottom of the interface, 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 footer includes 'RELEASE: 7.0' on the left and 'Powered by SunGard SCT' on the right.

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>