

ORU Banner Finance Training

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Title of Course:

ORU Banner Necessities

Course Description:

Learn the basics of entering a Purchase Requisition, Approving a Document, and Budget Management in Self Service Banner Finance. This is a **REQUIRED** class for all those entering Requisitions, Approving Documents, and/or Managing Departmental Budgets.

Location:

Cityplex 6th Floor; ORUEF Training Room

Dates (Pick 1 & send email):

[Tuesday, March 13th](#) [1:30 – 3:00](#) – Follow Hyperlink to Send Email

You will receive confirmation of your reservation shortly after your email is sent.

[Wednesday, March 14th](#) [1:30 – 3:00](#) – Follow Hyperlink to Send Email

[Thursday, March 15th](#) [1:30 – 3:00](#) – Follow Hyperlink to Send Email

[Friday, March 16th](#) [1:30 – 3:00](#) – Follow Hyperlink to Send Email

Space is limited to the 1st 30 that sign up for a date.

[Tuesday, March 20th](#) [1:30 – 3:00](#) – Follow Hyperlink to Send Email

[Wednesday, March 21st](#) [1:30 – 3:00](#) – Follow Hyperlink to Send Email

[Thursday, March 22nd](#) [1:30 – 3:00](#) – Follow Hyperlink to Send Email

[Friday, March 23rd](#) [1:30 – 3:00](#) – Follow Hyperlink to Send Email

Course Objectives

1. General Overview of Banner Finance Implementation (10 Mins)
2. General Overview of New Chart of Accounts Structure (10 Mins)
3. General Overview of Creating a Requisition (30 Mins)
4. General Overview of Approving a Document (15 Mins)
5. General Overview of Managing Departmental Budgets (15 Mins)
6. Questions/Comments (10 Mins)

Prerequisites

- To participate in this required training, you must meet the following criteria:
1. You've signed up for class through email and received confirmation message.
 2. You are a current Purchase Requester, Document Approver, and/or Budget Manager for your department.
 3. You've viewed and printed the Banner Finance Training Summary Document.