BANNER FINANCE SELF SERVICE

PURCHASE REQUISITION PROCEDURES

ORAL ROBERTS UNIVERSITY

Contact Information

Financial Services

Oral Roberts University

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General Banner Finance Information

As a processor of financial information at **ORU**, you are certain to have diverse needs that vary widely. To understand the term *financial information*, we need to do more than maintain our books and financial statements. Although these activities remain critical to the financial condition and stability of **ORU**, the demand for strategic and operational financial information by executive management, budget analysts, and **departmental end-users** is equally important.

The **Banner Finance System** is a system that has both the functionality and flexibility to serve multiple users through a common database of financial information. Banner Finance not only responds to accounting requirements, but also addresses our need for **strategic and operational information**.

Banner gives us the advantage of an easy-to-use query language and report writer and also provides direct access to strategic decision-support information. Overall, the Banner Finance system provides a comprehensive, **integrated financial management system** that enables us to track, maintain, and process all of our relevant financial data.

ORU & Banner

ORU currently supports the following Banner Systems:

1. **Banner Advancement 8.4.2**
2. **Banner Student Accounts 8.5.2**
3. **Banner Position Control/HR 8.6**
4. **Banner Financial Aid 8.13**
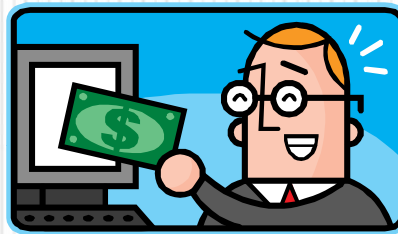
May 1st, 2012…

May 1st, 2012

BANNER FINANCE 8.6

SSB vs INB

❖ **SSB (Self Service Banner) –** provides web-based access to the Banner System through **Vision** for end-users.

❖ **INB (Internet Native Banner) –** provides Oracle Forms-based access to the Banner System for internal office use in functional areas.

Self Service Banner

❖ **Processing and Approving Purchase Requisitions**
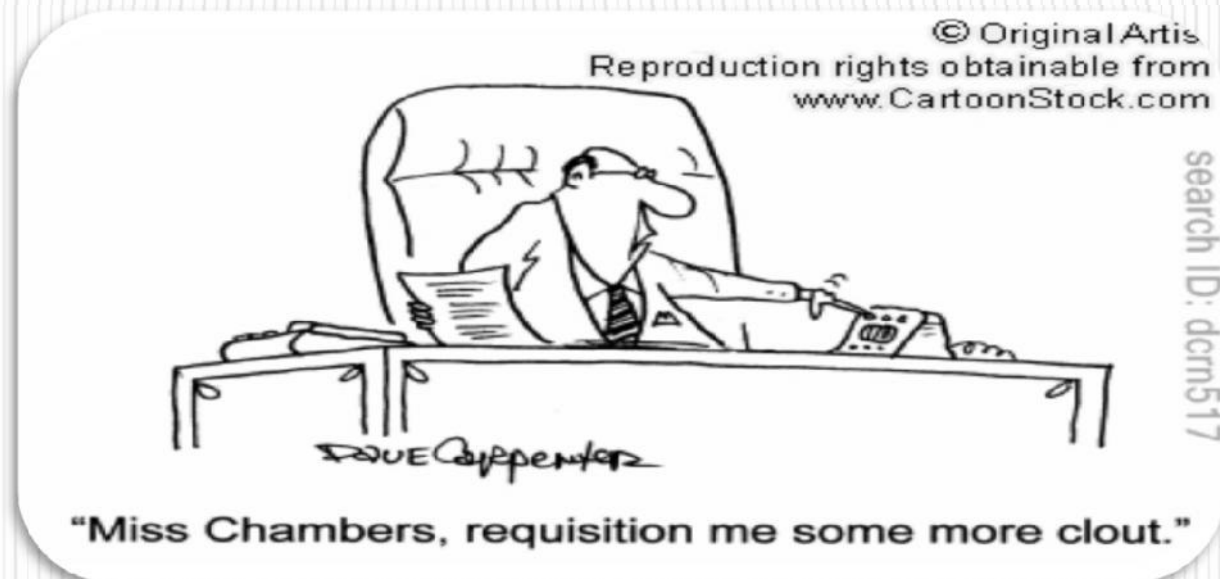

❖ **Viewing and Managing your Budget**

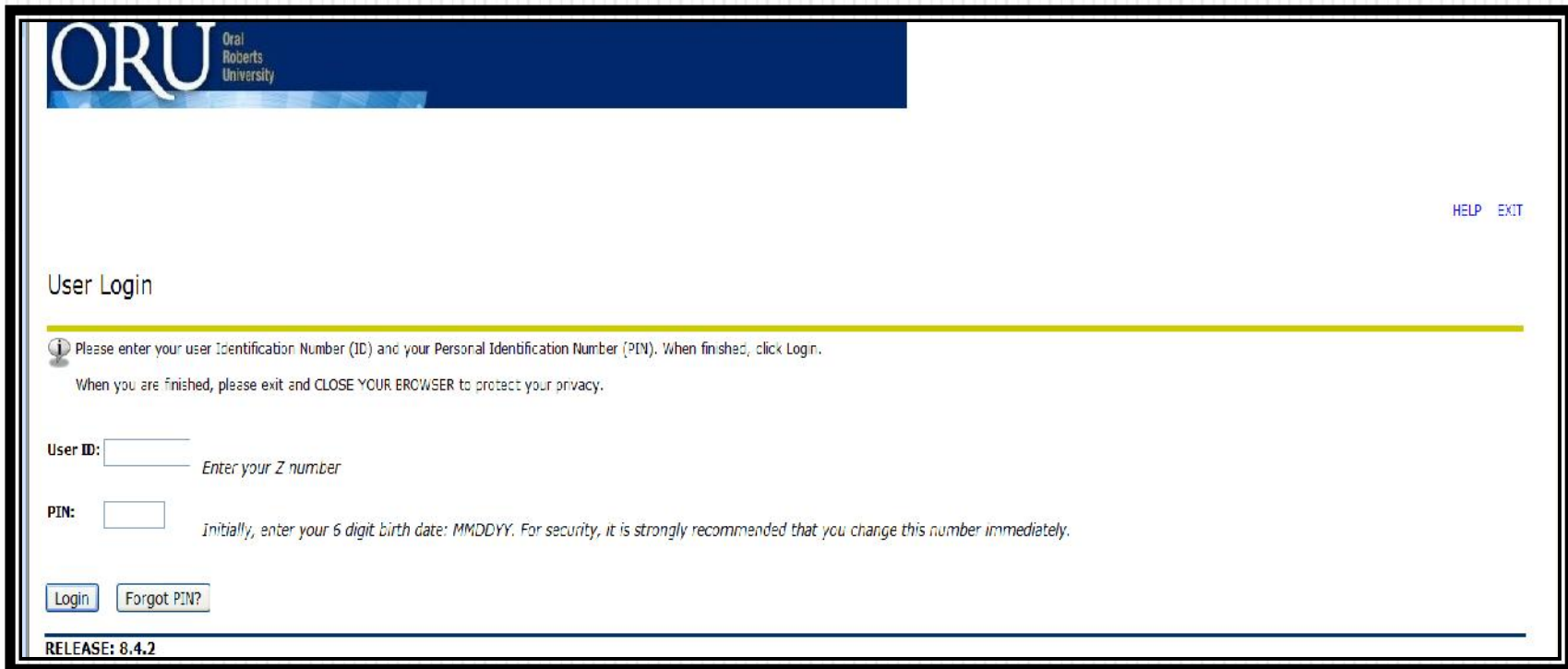# Fintest vs Production

❖ **Fintest – Banner Finance Test System**
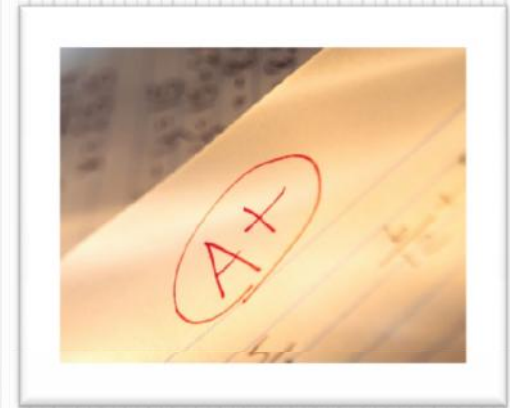
❖ **Production – Banner Finance Live System (May 1st, 2012)**

Entering a Requisition

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www.CartoonStock.com

search ID: dcrm517

"Miss Chambers, requisition me some more clout."

Log-in to Banner Test System

http://ntsrv139.oru.edu/fintest

Select Finance Tab

Select Requisition

Transaction & Delivery Date

❖ **Transaction Date: Enter Today's Date**

❖ **Delivery Date: Enter Date Greater than Today's Date**

| Transaction Date | 28 ▾ | FEB ▾ | 2012 ▾ |
| Delivery Date | 7 ▾ | MAR ▾ | 2012 ▾ |

Querying for Codes

❖ **Scroll to the bottom of the page to the Code Lookup section**

❖ **Choose COA Code and Type from dropdown menu**

Querying for Codes

❖ **Depending on the code type you are querying for, initiate search in the Title Criteria section using %'s as search qualifiers.**

❖ **This example will pull in up to 1,000 rows of data on any Vendor with the word "Office" in it's title. The searches are case sensitive.**

Querying for Codes

The query results display at the top of the page:

Requisition

Begin by creating a new requisition, retrieving an existing tem
accounting information. Use Code Lookup to query a list of av

Select Document Text link to attach text to the requisition. Se

Choose Validate, if desired, to validate calculations and code

Locate the desired value from the code lookup results list and

Code lookup results

Hold	Vendor ID	Name
No	Z10494382	Ikon Office Solutions
No	Z14719210	Office Max
No	Z16971078	Office Depot
No	Z69984149	Gateway Church Administrative Offices
No	Z73432157	Stows Office Furniture

Vendor Information

- ❖ **Vendor ID:** Query for Vendor and enter code. If new Vendor, contact Reba Johnson in Accounting.
- ❖ **Validate Vendor Button:** Click to Validate Vendor ID
- ❖ **Address Type:** Defaulted from Validated Vendor ID
- ❖ **Address Sequence:** Defaulted from Validated Vendor ID
- ❖ **Vendor Contact/Email:** Enter if known

Requestor Information

❖ **Requestor Name**: Enter your Name (if not defaulted)

❖ **Requestor E-mail**: Enter your E-mail (if not defaulted)

❖ **Requestor Phone/Fax**: Enter your Phone/Fax #

❖ **Chart of Accounts/Organization**: Enter your home Chart of Accounts and Organization (if not defaulted)

Requestor Name	Mark Pepin		
Requestor E-mail	mpepin@oru.edu		
	Area Code	**Phone Number**	**Extension**
Requestor Phone	918	495-7236	
Requestor Fax			
Chart of Accounts	1		36000
		Organization	

Shipping Information

❖ **Currency Code:** Select USD from drop-down

❖ **Discount Code:** Optional Field (not needed)

❖ **Ship Code:** Enter ORU (if not defaulted)

❖ **Attention To:** Enter your name (if not defaulted)

❖ **Comments:** Enter site-specific information where the product is to be delivered (30 character limit)

❖ **Document Text:** Click to add the reason for the purchase

Currency Code	USD ▾	**Discount Code**	None ▾
Ship Code	ORU	**Attention To**	Mark Pepin
Comments	ORU AC Building (30 char lim)		**Document Text**

Document Text

Document/Commodity Text

Enter Document Text, Print:

*Reason for Purchase: related to the Banner Finance Implementation and is necessary for completion of the project. Please see supporting attachments for further justification.

Enter Document Text, No Print:

Save

[Exit document/item text page]

Commodity Information

- ❖ **Commodity Code:** Leave blank
- ❖ **Commodity Description:** Enter Vendor Part #, if known. Enter description of product.
- ❖ **U/M:** Select appropriate Unit of Measure from drop-down
- ❖ **Quantity:** Based on U/M, enter how many units you need
- ❖ **Unit Price:** Enter Price for each unit.
- ❖ **Commodity Validate:** Click to Validate Commodity Section

Commodity Information

Item	Commodity Code	Commodity Description	U/M	Quantity	Unit Price	Discount Amount	Additional Amount
1	11	Paper	CS	1	18.00		
2			None				
3			None				
4			None				
5			None				

Commodity Validate

Calculated Commodity Amounts

Verify that the Calculated Commodity Amounts pull into table:

Calculated Commodity Amounts

Item	Extended Amount	Discount Amount	Additional Amount	Net Amount
1	18.00			18.00
2				
3				
4				
5				
Totals:	18.00	0.00	0.00	18.00

Accounting Information

❖ **Dollars/Percents:** Click the Dollars radio button to enter transaction in whole dollars

❖ **Chart:** Enter the Chart # your Organization is affiliated with. ORU is Chart 1.

❖ **Index:** Query for your Organization's Index Code provided by Financial Services. If known, you may enter your old Cost Center # instead.

❖ **Accounting:** Enter the total amount to be charged to your Organization. If being charged to one Account, the total amount should be equal to the Calculated Commodity Total.

❖ **Validate:** Click Validate button to pull in Fund, Organization, and Program

Accounting Information

After you click Validate button, your FOP should be filled in:

Accounting Information

❖ **Account:** Query and Enter Account Number based on Commodity you are requesting.

❖ **FOAP:** Please Note that the Fund, Organization, Account, and Program codes are required fields in the Accounting Section. You *will not* be able to proceed with the requisition without one of these elements.

❖ **AL:** The Activity and Location codes are optional fields.

Accounting Information

❖**Save as Template:** Enter naming convention to save frequently used Requisitions as a Template for future use

❖**Validate:** Select Validate button to ensure no errors exist

Validation & Submission

❖ **If Purchase Requisition is Validated and ready for submission, you should receive the following message:**

> ✔ Document Validated with no errors

❖ **Once Validated, scroll to the bottom and select Complete to submit Purchase Requisition**

Confirmation

❖ **After selecting Complete, you should receive the following Confirmation messages:**

> ✔ Document Validated with no errors
> ✔ Document R0000081 completed and forwarded to the Approval process
> ✔ Template Paper Requisition (Personal) saved.
>
> [Another Requisition, Same Vendor] [Another Requisition, New Vendor]
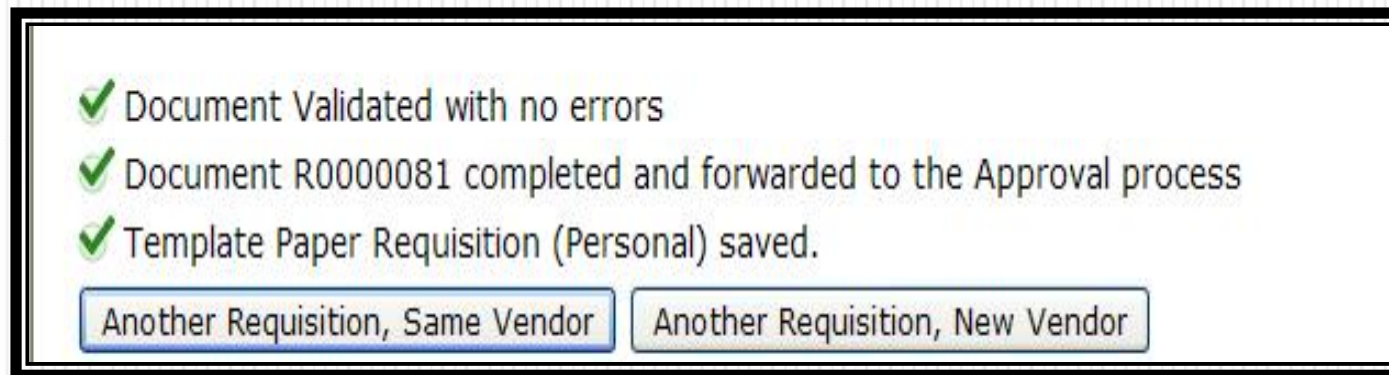
❖ **Take note of the Document R# as this will serve as your Purchase Department Confirmation Number**

View Requisition Status

Return to Finance Main Menu and Select View Document:
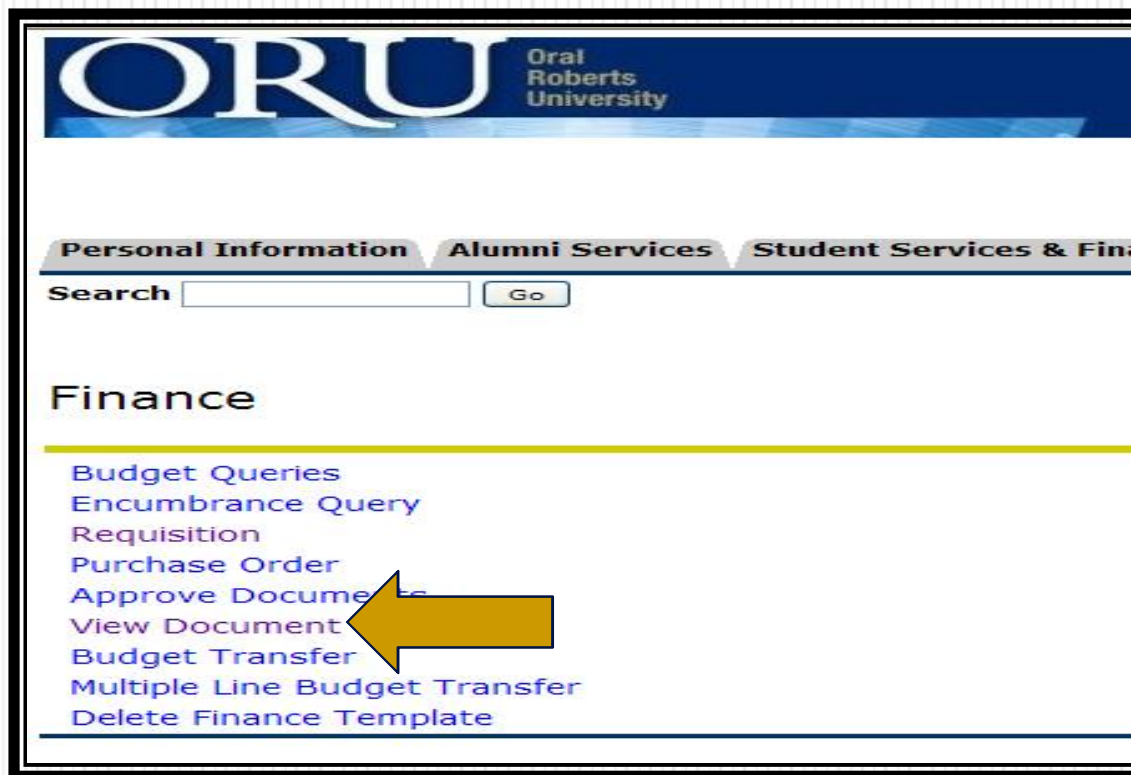
View Requisition Status

❖ **Choose Type**: Select Requisition from the drop-down

❖ **Document Number**: Enter the Document R# you wish to query. If not known, click Document Number button.

❖ **Submission/Change Sequence**: Optional query fields

❖ **Reference Number**: Optional query fields

❖ Choose what/how you'd like your Document information to be displayed

❖ Click View Document or Approval History button

View Requisition Status

View Document

To display the details of a document enter parameters then select View document. To display approval history for a document Number to access the Code Lookup feature. This enables you to perform a query and obtain a list of document numbers to cho

Choose type: Requisition ▼ | Document Number | R0000081

Submission#: [ ] | **Change Seq#** [ ] | Reference Number | [ ]

Display Accounting Information

◉ Yes   ○ No

Display Document/Line Item Text   ### Display Commodity Text

◉ All   ○ Printable   ○ None   ◉ All ○ Printable ○ None

[View document] [Approval history]

[Budget Queries | Encumbrance Query | Requisition | Purchase Order | Approve Documents | View D

View Document

View Document

Requisition Header

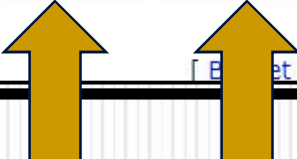| Requisition	Order Date	Trans Date	Delivery Date	Print Date	Total
R0000081	Jan 30, 2012	Jan 30, 2012	Jan 30, 2012		18.00

Origin:	SELF_SERVICE				
Complete:	Y	Approved:	N	Type:	Procurement
Cancel Reason:				Date:	
Requestor:	Mark Pepin		36000	Controller	
E mail:	mpepin@oru.edu				
Accounting:	Document Level				
Ship to:	7777 S Lewis Ave				
	Tulsa, OK 74171				
Attention:	Mark Pepin				
Contact:	Carl Contact				
Phone Number:					
Vendor:					

Requisition Commodities

Item	Commodity	Description	U/M	Qty	Unit Price	Ext Amount	
				Disc	Addl	Tax	Cost
1	11	Paper	CS	1	18	18.00	
				0.00	0.00	0.00	18.00

Requisition Accounting

Seq#	COA	FY	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSFSusp	NSFOvr	Susp	Amount
1	1	12		110000	46010	71100	45				N	N	N	18.00
Total of displayed sequences:														18.00

Attaching Supporting Documents

❖ **Click Upload Document Link**

❖ **Find file to be attached by clicking Browse**

❖ **Click Upload**

❖ **Click New Page at top (to left of B-F-DOCS)**

❖ **Click Save**

Approval History – No Approval

> ❗ **Unable to query information for Document R0000081.**
>
> Please Select the Browser Back Button to Correct the information.
>
> **Parameters Entered**
>
> | Document Type | Requisition |
> |---|---|
> | Document Number | R0000081 |
> | Submission Number | |
> | Change Sequence Number | |

Approval History – With Approval

Document Identification

Document Number	R0000081	Type	Requisition
Originator:	MPEPIN	Mark Pepin	

✅ There are no approvals required at this time

Approvals recorded

Queue	Level	Date	User
CNTR	30	Jan 30, 2012	SGHE Consultant
ACBD	20	Jan 30, 2012	SGHE Consultant
ACBD	30	Jan 30, 2012	SGHE Consultant