

BANNER FINANCE SELF SERVICE

PURCHASE REQUISITION PROCEDURES ORAL ROBERTS UNIVERSITY



Contact Information

Financial Services

Oral Roberts University

mpepin@oru.edu

[www.oru.edu/faculty and staff/financial services/](http://www.oru.edu/faculty_and_staff/financial_services/)

(918) 495-7236

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

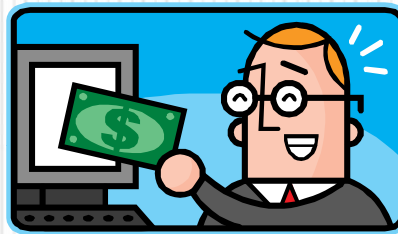
BANNER FINANCE 8.6

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

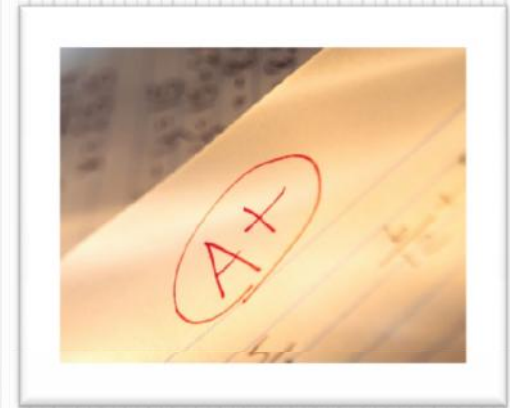
❖ **Processing and Approving Purchase Requisitions**



❖ **Viewing and Managing your Budget**

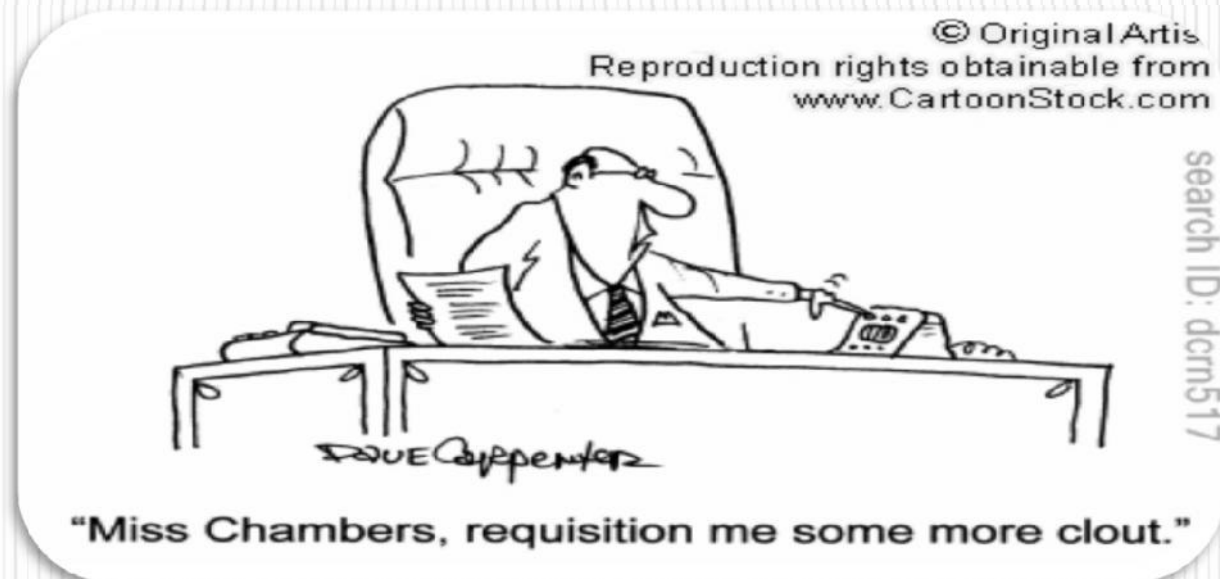
Fintest vs Production

❖ **Fintest – Banner Finance Test System**



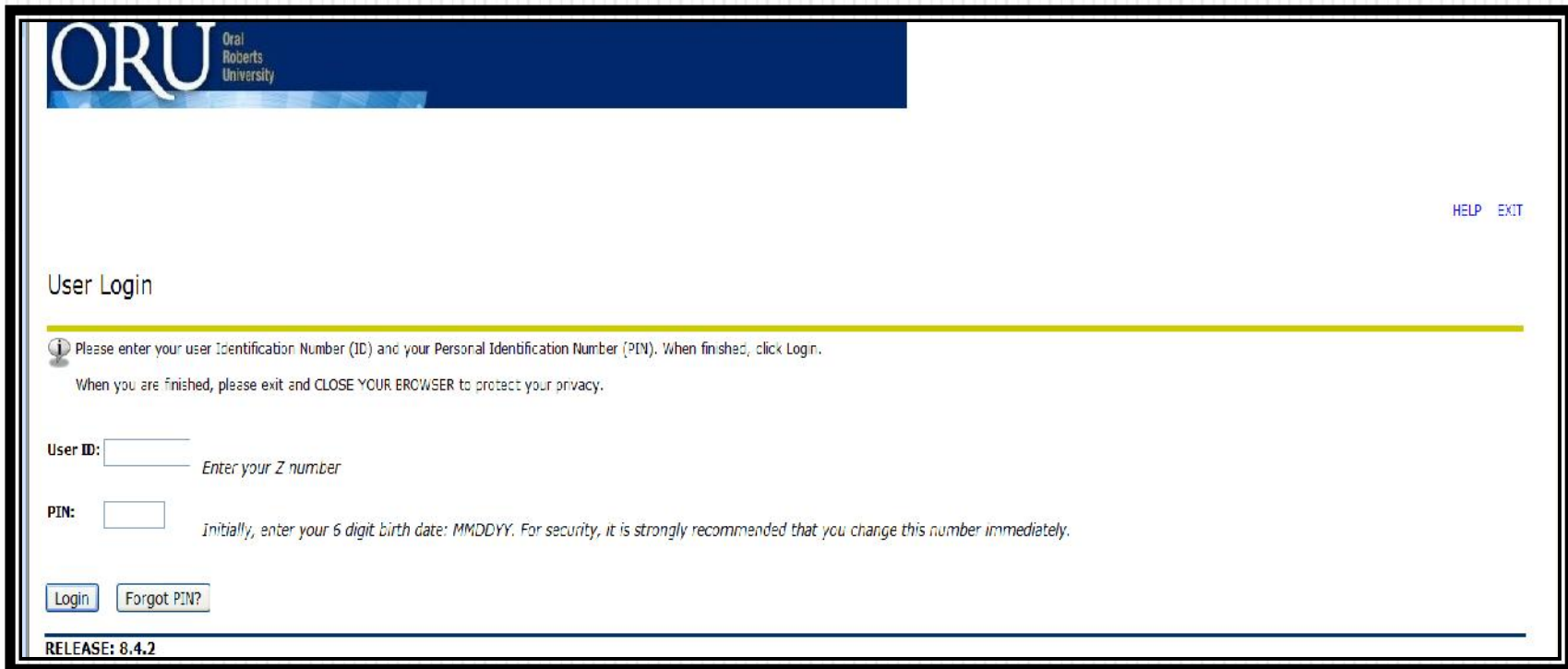
❖ **Production – Banner Finance Live System (May 1st, 2012)**

Entering a Requisition



Log-in to Banner Test System

<http://ntsrv139.oru.edu/fintest>




The screenshot shows the login interface for the ORU Banner Test System. At the top left is the ORU logo with the text 'Oral Roberts University'. In the top right corner, there are links for 'HELP' and 'EXIT'. The main heading is 'User Login'. Below this, a yellow horizontal line separates the instructions from the input fields. The instructions state: 'Please enter your user Identification Number (ID) and your Personal Identification Number (PIN). When finished, click Login. When you are finished, please exit and CLOSE YOUR BROWSER to protect your privacy.' There are two input fields: 'User ID:' with a text box and the prompt 'Enter your Z number', and 'PIN:' with a text box and the prompt 'Initially, enter your 6 digit birth date: MMDDYY. For security, it is strongly recommended that you change this number immediately.' At the bottom left, there are two buttons: 'Login' and 'Forgot PIN?'. At the bottom left of the page, the text 'RELEASE: 8.4.2' is displayed.

ORU Oral Roberts University

HELP EXIT

User Login

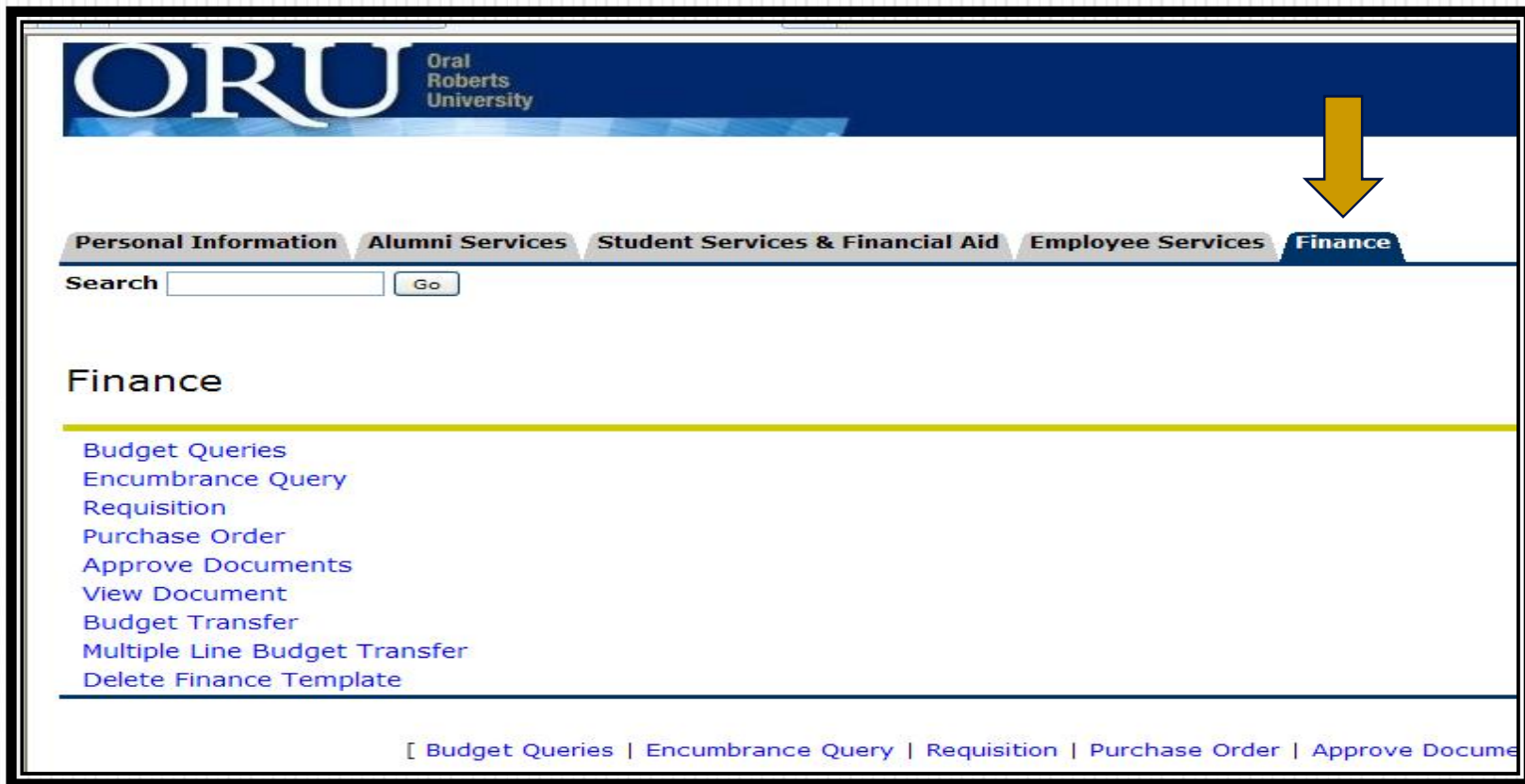
 Please enter your user Identification Number (ID) and your Personal Identification Number (PIN). When finished, click Login.
When you are finished, please exit and CLOSE YOUR BROWSER to protect your privacy.

User ID: Enter your Z number

PIN: Initially, enter your 6 digit birth date: MMDDYY. For security, it is strongly recommended that you change this number immediately.

RELEASE: 8.4.2

Select Finance Tab



The screenshot shows the Oral Roberts University (ORU) website interface. At the top, the ORU logo is displayed next to the text "Oral Roberts University". Below the logo is a navigation bar with five tabs: "Personal Information", "Alumni Services", "Student Services & Financial Aid", "Employee Services", and "Finance". The "Finance" tab is highlighted, and a large yellow arrow points down to it. Below the navigation bar is a search bar with the label "Search" and a "Go" button. Under the search bar, the word "Finance" is displayed, followed by a horizontal line. Below the line is a list of links: "Budget Queries", "Encumbrance Query", "Requisition", "Purchase Order", "Approve Documents", "View Document", "Budget Transfer", "Multiple Line Budget Transfer", and "Delete Finance Template". At the bottom of the page, there is a footer with a list of links: "[Budget Queries | Encumbrance Query | Requisition | Purchase Order | Approve Documents]".

ORU Oral Roberts University

Personal Information **Alumni Services** **Student Services & Financial Aid** **Employee Services** **Finance**

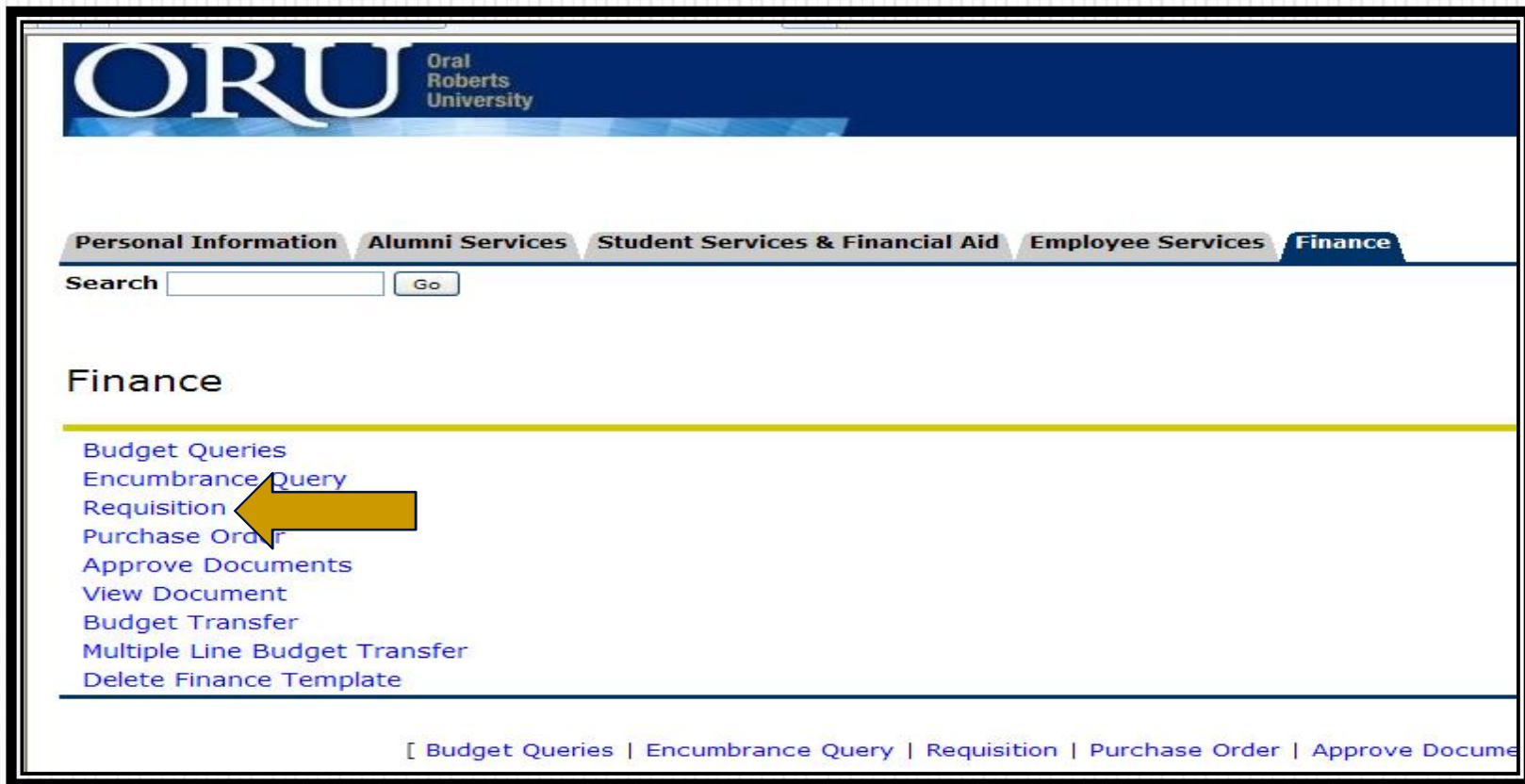
Search

Finance

- [Budget Queries](#)
- [Encumbrance Query](#)
- [Requisition](#)
- [Purchase Order](#)
- [Approve Documents](#)
- [View Document](#)
- [Budget Transfer](#)
- [Multiple Line Budget Transfer](#)
- [Delete Finance Template](#)

[[Budget Queries](#) | [Encumbrance Query](#) | [Requisition](#) | [Purchase Order](#) | [Approve Documents](#)]

Select Requisition



The screenshot shows the Oral Roberts University (ORU) website. The header features the ORU logo and the text 'Oral Roberts University'. Below the header is a navigation bar with tabs for 'Personal Information', 'Alumni Services', 'Student Services & Financial Aid', 'Employee Services', and 'Finance'. The 'Finance' tab is selected. Below the navigation bar is a search bar with the text 'Search' and a 'Go' button. The main content area is titled 'Finance' and contains a list of links: 'Budget Queries', 'Encumbrance Query', 'Requisition', 'Purchase Order', 'Approve Documents', 'View Document', 'Budget Transfer', 'Multiple Line Budget Transfer', and 'Delete Finance Template'. A yellow arrow points to the 'Requisition' link. At the bottom of the page is a footer with the text '[Budget Queries | Encumbrance Query | Requisition | Purchase Order | Approve Documents]'.

ORU Oral Roberts University

Personal Information Alumni Services Student Services & Financial Aid Employee Services Finance

Search Go

Finance

- Budget Queries
- Encumbrance Query
- Requisition
- Purchase Order
- Approve Documents
- View Document
- Budget Transfer
- Multiple Line Budget Transfer
- Delete Finance Template

[Budget Queries | Encumbrance Query | Requisition | Purchase Order | Approve Documents]

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

The screenshot shows a web-based 'Code Lookup' form. The form includes the following fields and controls:

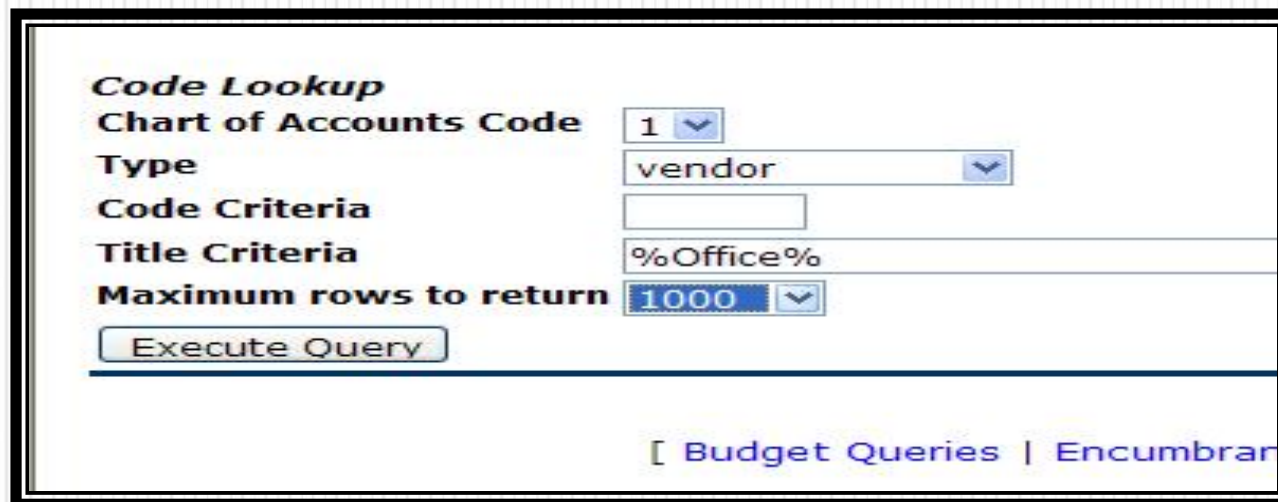
- Chart of Accounts Code:** A dropdown menu with '1' selected.
- Type:** A dropdown menu with 'account' selected.
- Code Criteria:** A text input field.
- Title Criteria:** A text input field.
- Maximum rows to return:** A text input field.
- Execute Query:** A button.
- RELEASE: 8.5** label.
- Done** button.

The 'Type' dropdown menu is open, displaying a list of options: account, activity, address type, buyer, chart, commodity, currency, discount, fund, index, location, organization, program, ship, tax group, unit of measure, and vendor. The 'account' option is highlighted.

The Windows taskbar at the bottom shows the 'start' button, a 'Novell Gr' icon, and a 'Microsoft PowerPoint ...' icon.

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.



Code Lookup

Chart of Accounts Code 1 ▾

Type vendor ▾

Code Criteria

Title Criteria %Office%

Maximum rows to return 1000 ▾

[[Budget Queries](#) | [Encumbrances](#)]

Querying for Codes

The query results display at the top of the page:

Requisition

- Begin by creating a new requisition, retrieving an existing requisition, or entering accounting information. Use Code Lookup to query a list of available codes.
Select Document Text link to attach text to the requisition. Select the appropriate code.
Choose Validate, if desired, to validate calculations and codes.
- Locate the desired value from the code lookup results list and click the appropriate link.

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

Vendor ID	<input type="text"/>	Vendor Validate
Address Type	<input type="text"/>	Address Sequence <input type="text"/>
Vendor Contact	<input type="text"/>	Vendor E-mail <input type="text"/>

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	<input type="text" value="Mark Pepin"/>		
Requestor E-mail	<input type="text" value="mpepin@oru.edu"/>		
	Area Code	Phone Number	Extension
Requestor Phone	<input type="text" value="918"/>	<input type="text" value="495-7236"/>	<input type="text"/>
Requestor Fax	<input type="text"/>	<input type="text"/>	<input type="text"/>
Chart of Accounts	<input type="text" value="1"/>	Organization	<input type="text" value="36000"/>

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:

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


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:

<i>Calculated Commodity Amounts</i>				
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:

☒ Dollars


☐ Percents

Seq#	Chart	Index	Fund	Orgn	Account	Program	Activity	Location	Accounting
1	1		110000	46010		45			18
2									
3									
4									
5									

Save as Template

☐ Shared

Validate



Save In Process

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

☒ Dollars ☐ Percents

Seq#	Chart	Index	Fund	Orgn	Account	Program	Activity	Location	Accounting
1	1		110000	46010	71100	45			18
2									
3									
4									
5									

Save as Template

Paper Requisition

☐ Shared

Validate

Save In Process



Validation & Submission

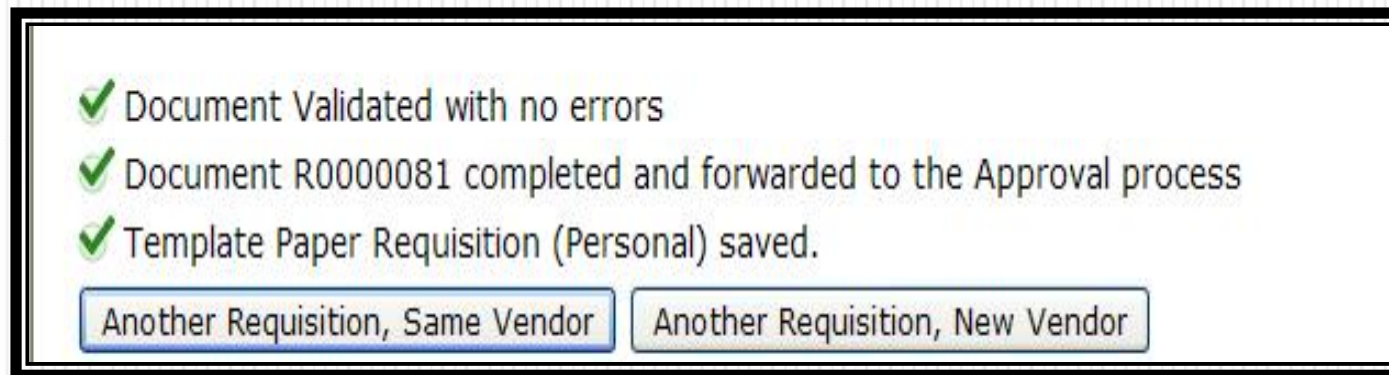
- ❖ If Purchase Requisition is Validated and ready for submission, you should receive the following message:



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

Confirmation

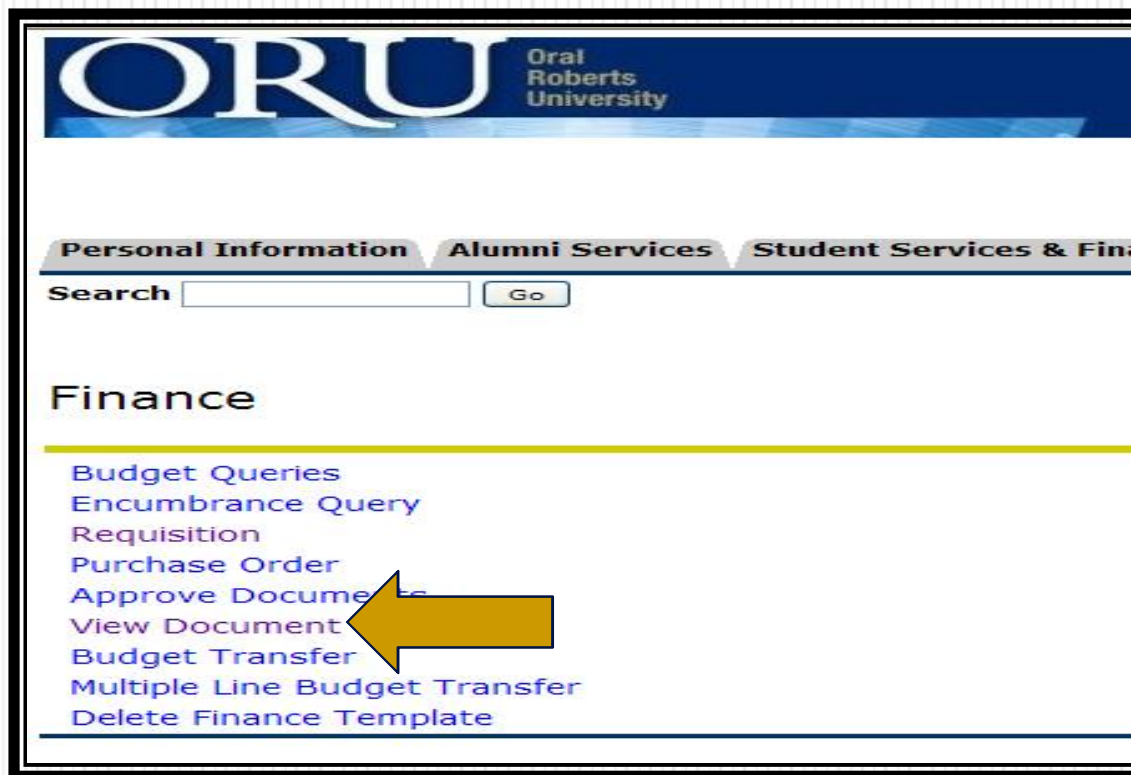
- ❖ After selecting Complete, you should receive the following Confirmation messages:



- ❖ 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 choose from.

Choose type: Requisition **Document Number** R0000081

Submission#: **Change Seq#** **Reference Number**

Display Accounting Information

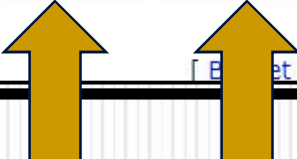
☒ Yes ☐ No

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 Document](#)



Requisition Header

Origin:	SELF_SERVICE			
Complete:	Y	Approved:	N	Type: Procurement
Cancel Reason:			Date:	
Requestor:	Mark Pepin	36000	Controller	
E mail:	mpcpin@oru.edu			
Accounting:	Document Level			

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

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

Receiving Process

