Requisition Summary Page
Contact Information: www.oru.edu/faculty_and_staff/financial_services/
Banner Go Live Date: May 1st, 2012

Creating a Requisition:

1. **Log into Banner Test System**
    - http://ntsrv139.oru.edu/fintest
    - Enter Secure Area
    - Select Finance Tab
    - Select Requisition
2. **Date**
    - Transaction: Enter Today's date
    - Delivery: Enter a date later than Today
3. **Vendor**
    - Query for your Vendor. From listing, enter ID & Validate.
    - If New Vendor, leave ID blank and enter all New Vendor information in Document Text
4. **Shipping**
    - ORU Ship Code should default
    - Enter site-specific information in Comments section (ie: ORU Cityplex 25)
5. **Commodity**
    - Enter Commodity Description (leave Code blank)
    - Enter Quantity
    - Enter Unit Price & Validate
6. **Accounting**
    - Click Dollar Radio Button
    - Enter Chart # (ORU=1)
    - Query for your index. Enter Index Number from listing.
    - Enter Accounting Amount & Validate
    - Query for Account # related to your commodity. Enter Account #.
7. **Save as Template**
8. **Complete**

Viewing a Requisition:

1. **Log into Banner Test System**
    - http://ntsrv139.oru.edu/fintest
    - Select Finance Tab
    - Select View Document
2. **Document Number**
    - Select Document Number Button
    - Execute Query
    - Select Document Number
3. **Click View Document or Approval History**