

## 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, contact Reba Johnson

### 4. Shipping

- ORU Ship Code should default
- Enter site-specific information in Comments section (ie: ORU Cityplex 25)
- Enter Reason for Purchase in Document Text Field

### 5. Commodity

- Enter Commodity Description (leave Code blank)
- If known, enter Vendor Part #
- Enter Unit of Measure
- 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 (Expenses are in 7 series). Enter Account #.

### 7. Save as Template

### 8. Complete

## Viewing a Requisition/Adding Supporting Documentation:

### 1. Log into Banner Test System

- Select Finance Tab
- Select View Document

### 2. Document Number

- Select Document Number Button
- Execute Query
- Select Document Number

### 3. Click View Document

- Click Upload Documents Link
- Find File to be attached by clicking Browse
- Click Upload
- Click New Page at top (to left of B-F-DOCS)
- Click Save

