

Banner-Requestor Training Manual

BANNER NAVIGATION

Welcome to Banner! This is a brief overview of basic navigation required to utilize the Self Service system.

Accessing Banner SSB (Self Service)

1. Open a session of Internet Explorer
2. Type in <http://myut.utoledo.edu>
3. Enter your UTAD username and Password



4. Click **LOGIN**
5. From the “Employee tab” click on “**Banner Finance SSB**”

My Banner

Banner INB Production Login (PROD)
Use this link to access Banner Production.

Banner Finance SSB
Use this link to access Banner Self Service.

SSB – Self Service Banner for REQUISITIONS

At the Main Menu, Click on the **Finance** tab.



Main Menu

6. From the list of options, we will use **Requisition**, **Approve Documents**, and **View Document**.

Finance

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

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Requisition Screen Overview

Code Lookup

Chart of Accounts Code

Type

Code Criteria

Title Criteria

Maximum rows to return

Use Template

Transaction Date

Delivery Date

Vendor ID

Address Type Address Sequence

Vendor Contact Vendor E-mail

Requestor Name

Requestor E-mail

Area Code Phone Number Extension

Requestor Phone

Requestor Fax

Chart of Accounts Organization

Ship Code Attention To

Comments [Document Text](#)

Item	Commodity Description	Quantity	U/M	Unit Price	Discount Amount	Additional Amount
<u>1</u>	<input type="text"/>	<input type="text"/>	None <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>2</u>	<input type="text"/>	<input type="text"/>	None <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>3</u>	<input type="text"/>	<input type="text"/>	None <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>4</u>	<input type="text"/>	<input type="text"/>	None <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>5</u>	<input type="text"/>	<input type="text"/>	None <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Calculated Commodity Amounts

Item	Extended Amount	Discount Amount	Additional Amount	Net Amount
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Totals:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Dollars Percents

Seq#	Chart	Index	Fund	Orgn	Account	Program	Activity	Location	Accounting
1	<input type="text"/>								
2	<input type="text"/>								
3	<input type="text"/>								
4	<input type="text"/>								
5	<input type="text"/>								

Save as Template

Shared

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Creating a Requisition

1. Click Requisition
2. Chart of Accounts Code (should always remain at "T")
3. Select **vendor** from the drop down menu titled Type

Code Lookup

Chart of Accounts Code ←

Type ←

Code Criteria

Title Criteria

Maximum rows to return

4. Enter the vendor information in the **Title Criteria** box (for alpha search), use **Code** for numerical search. *All vendor ID's will start with the letter 'R'.*

Note: Percent (%) signs can be used as wild cards for searching.

Code Lookup

Chart of Accounts Code

Type ←

Code Criteria

Title Criteria

Maximum rows to return

5. Click **Execute Query** to display vendor results.

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6. A list of the vendor results will be displayed.

Code Lookup
Chart of Accounts Code
Type
Code Criteria
Title Criteria
Maximum rows to return

Locate the desired value from the code lookup results list and type that value into the applicable field.

Code lookup results

Hold	Vendor ID	Name
No	R01329945	Delta Dental
No	R01330411	Delta Timing Group Inc
No	R01331248	Delta Network Services LLC
No	R01331262	Delta Sigma Theta

- 7. Enter or Copy/Paste the Vendor ID into the **Vendor ID** field.
- 8. Transaction Date = Today's Date
- 9. Update the Delivery Date

Use Template

Transaction Date
Delivery Date
Vendor ID
Address Type Address Sequence
Vendor Contact
Requestor Name
Requestor E-mail

NOTE: Validation Buttons – there are several 'validation' buttons on this entry page. It is recommended you fill out all fields of information and use the VALIDATE button at bottom of form to limit the amount of scrolling needed to complete the request.

10. Enter or override the **Ship Code**

Requestor Phone	<input type="text"/>	<input type="text"/>	<input type="text"/>
Requestor Fax	<input type="text"/>	<input type="text"/>	<input type="text"/>
Chart of Accounts	<input type="text" value="T"/>	Organization	<input type="text" value="10000"/>
Currency Code	<input type="text" value="USD"/>	Discount Code	<input type="text" value="30"/>
Ship Code	<input type="text"/>	Attention To	<input type="text" value="Jessica Tunks"/>

Note: Ship code will default. Ship codes are the ship to of where a product will be delivered. Available ship codes include HSC, LERC, and MAIN.

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11. In the **Comments** field include **building code abbreviation, room number, first initial/last name, and phone extension**. Receiving will use this to deliver your items to your location.

Ship Code	Main	Attention To
Comments	LR2190, P. Owsley, 8701	

12. **Document Text** – use this to enter information regarding quotes, vendor contact information, sourcing needs, etc...

13. Enter the requisition item(s) detail.

Commodity Description – Enter part number/mfg # and description of the item(s)

**** NOTE: extremely important to always include part number/mfg number at beginning of item description **** as this is how the vendor will know the exact item to ship.

Quantity – Enter the number of items

U/M – Select the units of measure.

Unit Price – Enter the price of the item.

Comments – Click on the Item Number to add Item specific comments



Item	Commodity Description	Quantity	U/M	Unit Price
<u>1</u>			None ▼	
<u>2</u>			None ▼	
<u>3</u>			None ▼	

14. Enter the **Accounting information**.

Chart – Chart should always be T

Index – Enter the appropriate index

Account – Enter the appropriate account

Accounting – Enter the appropriate value based on dollars or percents.

Note: All percents must be equal to 100%. All dollar amounts must equal the total of all line items.

	<input type="radio"/> Dollars	<input checked="" type="radio"/> Percents							
Seq#	Chart	Index	Fund	Orgn	Account	Program	Activity	Location	Accounting
1	T	1234			1234				100
2									
3									
4									
5									

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15. Click **Complete**.

Note: You can click Validate to take a final look at the requisition. The system will automatically validate the requisition after clicking complete.



Save as Template: You may name a template for repeat use (saves key strokes if ordering items is frequent)
Shared check box: checking this box allows template to be shared with other users.

ERROR MESSAGES

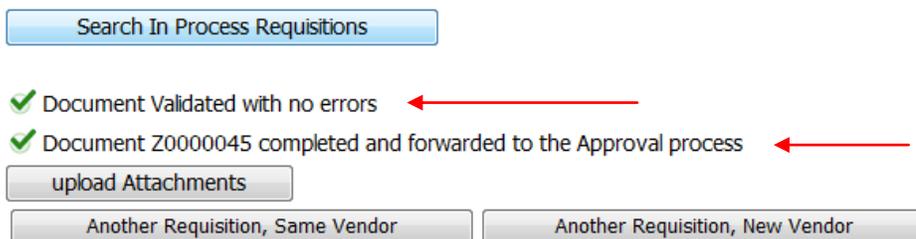
Note: Any error messages will be displayed at the top of the screen after clicking complete. Errors must be corrected in order to continue. See below examples.

- ❗ **Ship Code is not valid**
- ⚠ **Discount Code selected does not match Vendor default discount**
- ❗ **Index 1234 of sequence 1 is not valid**
- ❗ **Sequence 1 accounting information is incomplete**

The below error indicates insufficient funds for the Index/Account combination that you entered. Validate Index/Account information, or work with the Budget manager to complete a budget transfer. You **cannot** save your Requisition, and it will need to be re-entered.

- ❗ **Sequence 1 Insufficient budget for sequence 1, suspending transaction.**
-

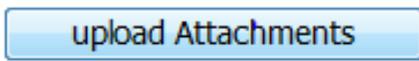
16. Once the document is complete you will receive a message at the top of the screen indicating that the document validated with no errors. A document number will also be assigned – **THIS IS YOUR REQUISITION NUMBER. All Requisitions will begin with the letter “Z”.**



Imaging: Upload Attachments/View Attachments

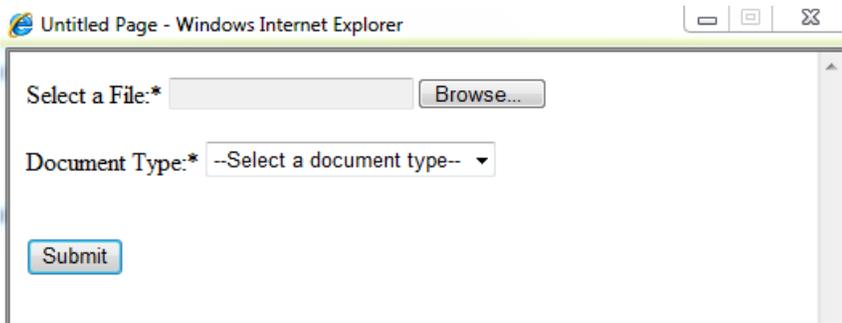
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1. Upload any supporting documentation by clicking on upload attachments.



Note: Any emailed attachments must be saved to a directory location before uploading.

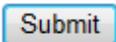
2. Click Browse and navigate to the appropriate file you want to upload.



3. Select the document type from the drop down menu.
4. Click Submit after selecting your document.

Select a File:* H:\T Phone list 10-28-13.c Browse...

Document Type:* Email



5. A message stating the upload was successful will be displayed. Repeat the process to upload additional documents

Select a File:* Browse...

Document Type:* Email



File upload is successful. You can upload another file or close this window to go back.

6. Click the Red X to close the Application Extender.



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To create another requisition, select one of the following options:

Another Requisition, Same Vendor

Another Requisition, New Vendor

Another Requisition, Same Vendor

Another Requisition, New Vendor

Search/ View Requisitions

1. Click on the finance tab and select **View Document**

The screenshot shows a navigation menu with three tabs: 'Personal Information', 'Employee', and 'Finance'. The 'Finance' tab is active. Below the tabs is a search bar with the text 'Search' and a 'Go' button. Underneath the search bar, the word 'Finance' is displayed in a large font. A list of options is shown below: 'Budget Queries', 'Encumbrance Query', 'Requisition', 'Approve Documents', 'View Document', and 'Delete Finance Template'. A red arrow points to the 'View Document' option.

2. Requisitions will default in the choose type field.

The screenshot shows a form with the following fields: 'Choose type:' with a dropdown menu set to 'Requisition', 'Document Number' with a text input field, 'Submission#:' with a text input field, and 'Change Seq#' with a text input field.

3. Click on Document Number

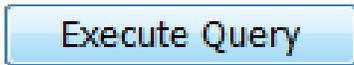
This screenshot is identical to the previous one, but the 'Document Number' text input field is highlighted with a grey background, indicating it is the selected field.

4. Search by one of the following:
 - o Document number (Requisition number, if known)
 - o User ID – Will default to current user
 - o Activity Date
 - o Transaction Date
 - o Vendor ID
 - o Reference Number

Note: One of the above fields must be populated in order to search for a document.

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5. Click **Execute Query**.



A list of all available documents meeting the selected criteria will be displayed.

✓ 1 document selected.

Requisition Lookup Results

Document Number	User ID	Activity Date	Trans Date	Vendor ID	Vendor	Requestor	Approved	Completed	Reference Number
Z0000045	JTUNKS	Oct 28, 2013	Oct 28, 2013	R01329945	Delta Dental	Jessica Tunks	No	Yes	

1 document selected.

6. Click the blue hyper link of the document you want to view.

7. Click view document.

Choose type:
Submission#: Change Seq#

Display Accounting Information

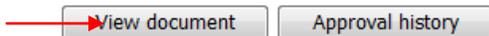
Yes No

Display Document/Line Item Text

All Printable None

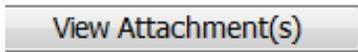
Display Commodity Text

All Printable None



The document will be displayed.

8. To view an attachment in the document select the view attachments button at the bottom of the document.



9. Click on the document icon to view the document.

Document 1 - 1 of 1

	DOCUMENT NUMBER	DOCUMENT TYPE	INVOICE NUMBER	PO NUMBER
<input checked="" type="checkbox"/> 		EMAIL		

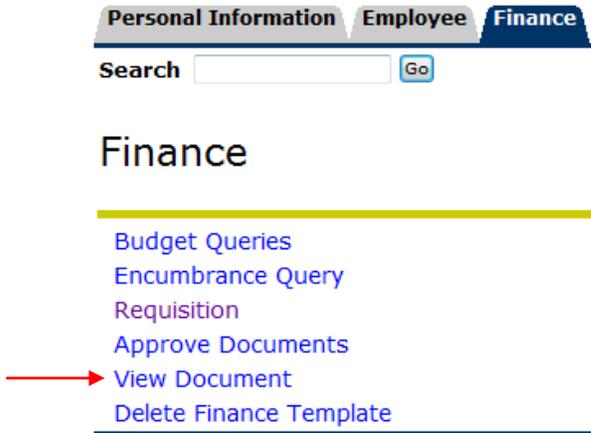
Note: You can upload additional documents.

10. Close document window when complete.

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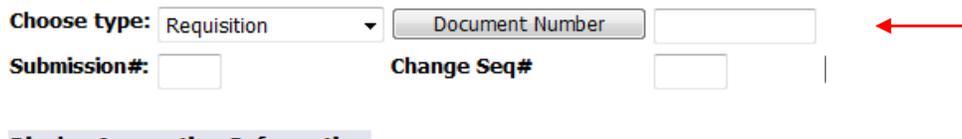
View Approval History

1. Click on the finance tab and select view document



The screenshot shows three navigation tabs: 'Personal Information', 'Employee', and 'Finance'. The 'Finance' tab is selected and highlighted in blue. Below the tabs is a search bar with the text 'Search' and a 'Go' button. Underneath the search bar is a horizontal line, followed by the word 'Finance' in a large font. Below 'Finance' is another horizontal line, and then a list of menu items: 'Budget Queries', 'Encumbrance Query', 'Requisition', 'Approve Documents', 'View Document', and 'Delete Finance Template'. A red arrow points to the 'View Document' option.

2. Click on Document Number



The screenshot shows search filters. On the left, 'Choose type:' is followed by a dropdown menu set to 'Requisition'. To the right of the dropdown is a 'Document Number' button and an empty text input field. A red arrow points to this input field. Below this, 'Submission#' is followed by an empty text input field, and 'Change Seq#' is followed by another empty text input field.

Search by one of the following:

- Document number
- User ID – Will default to current user
- Activity Date
- Transaction Date
- Vendor ID
- Reference Number

Note: One of the above fields must be populated in order to search for a document.

3. Click Execute Query.



A list of all available documents meeting the selected criteria will be displayed.

✓ 1 document selected.

Requisition Lookup Results

Document Number	User ID	Activity Date	Trans Date	Vendor ID	Vendor	Requestor	Approved	Completed	Reference Number
Z0000045	JTUNKS	Oct 28, 2013	Oct 28, 2013	R01329945	Delta Dental	Jessica Tunks	No	Yes	

1 document selected.

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4. Click the blue hyper link of the document you want to view.

5. Click **Approval History**



Information about approval queues and approver names will be shown

Search 

View Document

Document Identification

Document Number	Z0000055	Type	Requisition
Originator:	JPASTOREK Jennifer Pastorek		

Approvals required

Queue	Description	Level	Approvers
0310	A10608 APPROVAL QUEUE 10		Jennifer Pastorek

 No approvals have been recorded for this document