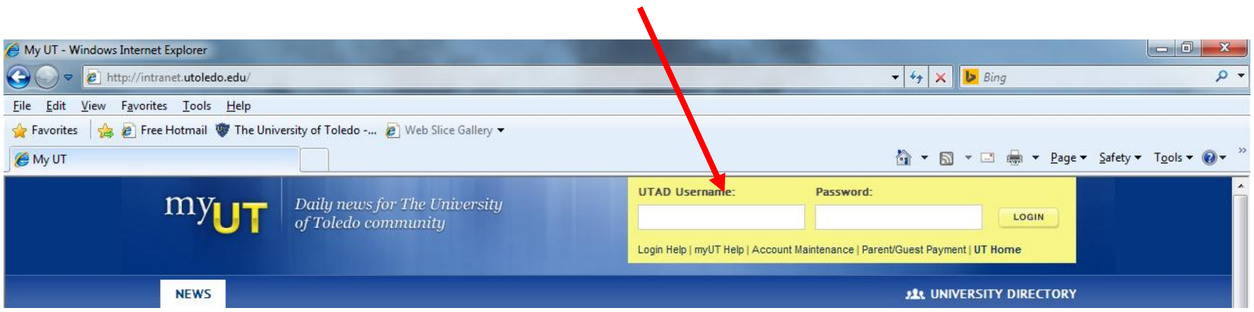
Banner-Requestor Training Manual

BANNER NAVIGATION

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

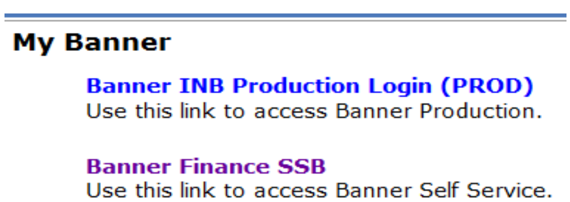
Accessing Banner SSB (Self Service)

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



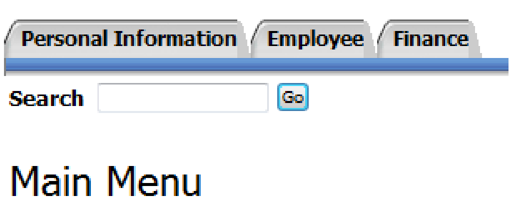
4. Click **LOGIN**

5. From the "Employee tab" click on **"Banner Finance SSB"**

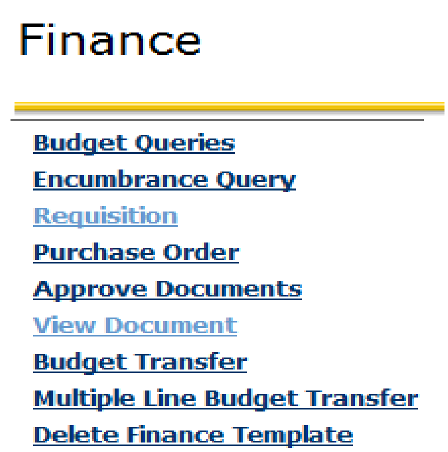


SSB – Self Service Banner for REQUISITIONS

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



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



Requisition Screen Overview

Code Lookup

Chart of Accounts Code T

Type account

Code Criteria

Title Criteria

Maximum rows to return 10

Execute Query

Use Template None

Retrieve

Transaction Date 26 MAR 2014

Delivery Date 26 MAR 2014

Vendor ID Vendor Validate

Address Type **Address Sequence**

Vendor Contact **Vendor E-mail**

Requestor Name Patty Owsley

Requestor E-mail Patricia.Owsley@utoledo.edu

	Area Code	Phone Number	Extension
Requestor Phone	419	5308701	
Requestor Fax			

Chart of Accounts T **Organization** 106080

Ship Code HSC **Attention To** Patty Owsley

Comments Document Text

Item	Commodity Description	Quantity	U/M	Unit Price	Discount Amount	Additional Amount
1			None			
2			None			
3			None			
4			None			
5			None			

Commodity Validate

Calculated Commodity Amounts

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

Dollars **Percents**

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

Save as Template

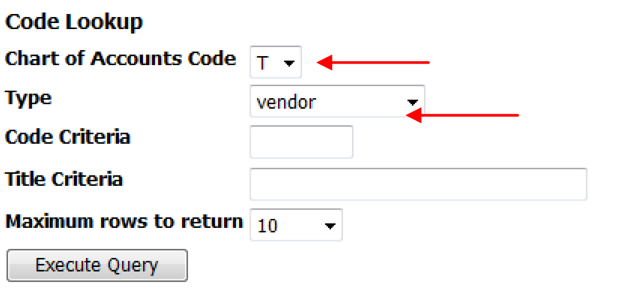
Shared

Validate Complete Save In Process

Banner-Requestor Training Manual

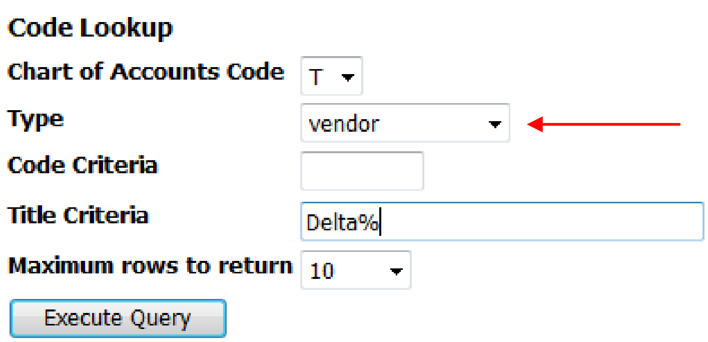
Creating a Requisition

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

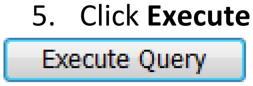


4. Enter the vendor information in the **Title Criteria** box (for alpha search), use **Code** for numerical search. *All vendor ID's will start with the letter 'R'.*

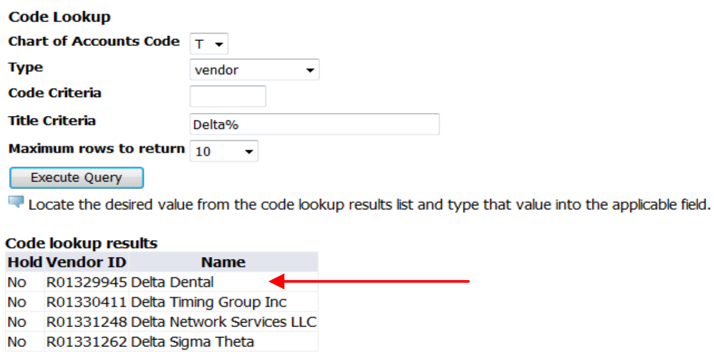
   Note: Percent (%) signs can be used as wild cards for searching.



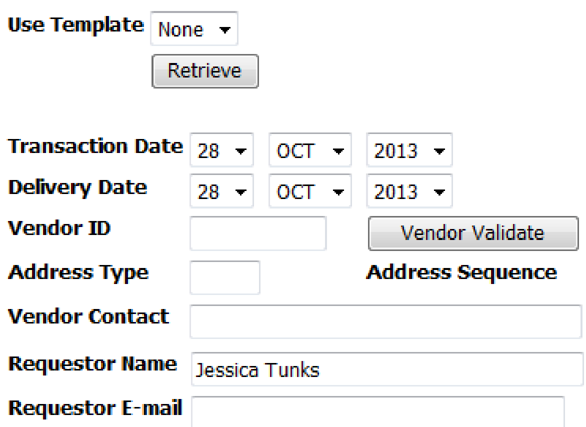
5. Click **Execute Query** to display vendor results.



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

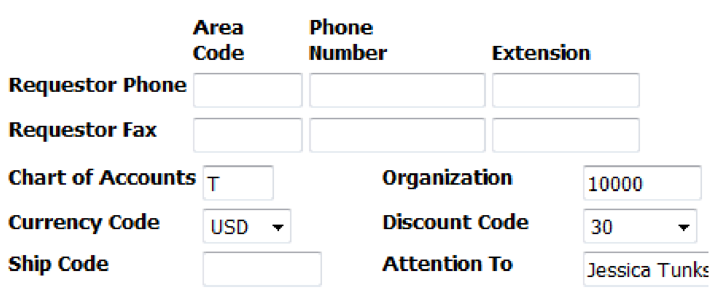


7. Enter or Copy/Paste the Vendor ID into the **Vendor ID** field.
8. Transaction Date = Today's Date
9. Update the Delivery Date



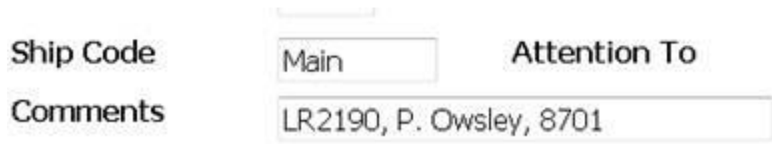
NOTE: Validation Buttons – there are several 'validation' buttons on this entry page. It is recommended you fill out all fields of information and use the VALIDATE button at bottom of form to limit the amount of scrolling needed to complete the request.

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



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.

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.



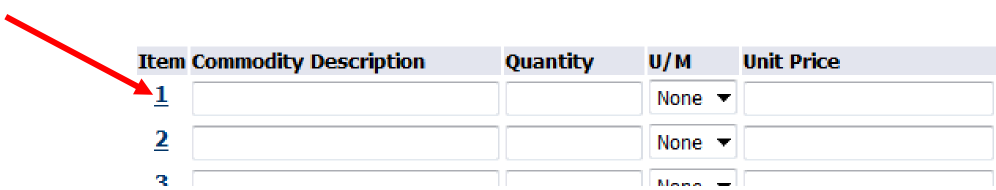
12. **Document Text** – use this to enter information regarding quotes, vendor contact information, sourcing needs, etc…

13. Enter the requisition item(s) detail.

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

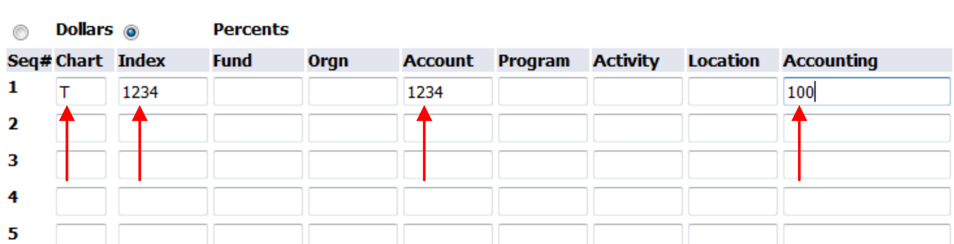
    ** NOTE: extremely important to always include part number/mfg number at beginning of item description ** as this is how the vendor will know the exact item to ship.

    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



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.



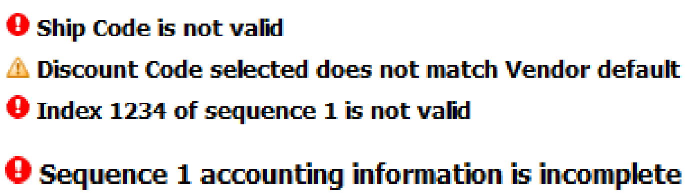
15. Click **Complete.**

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.

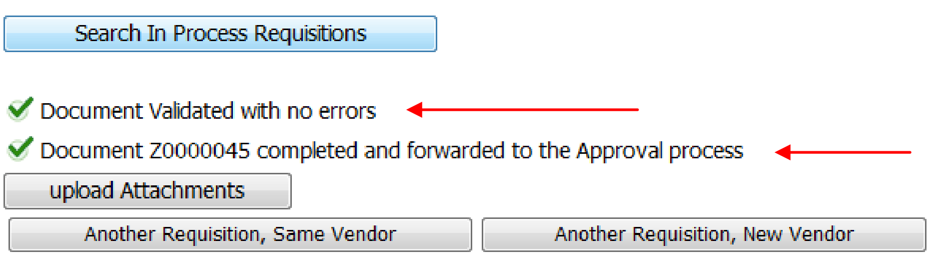
ERROR MESSAGES

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.



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.

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”.**



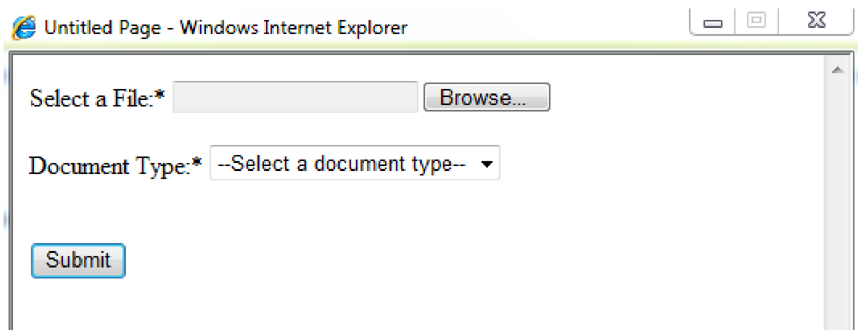
Imaging: Upload Attachments/View Attachments

Banner-Requestor Training Manual

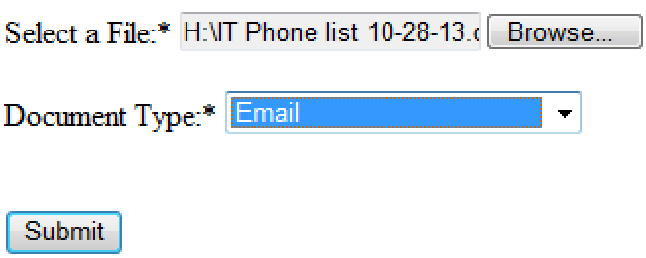
1. Upload any supporting documentation by clicking on upload attachments.

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

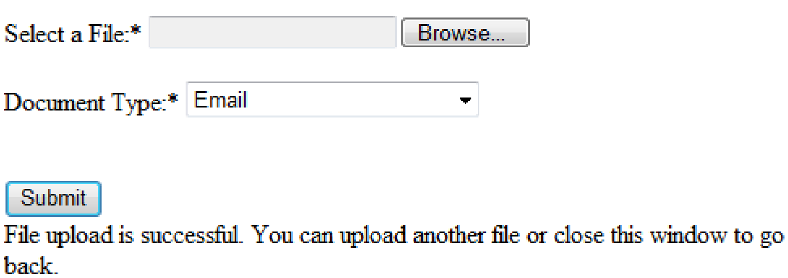
2. Click Browse and navigate to the appropriate file you want to upload.



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



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



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

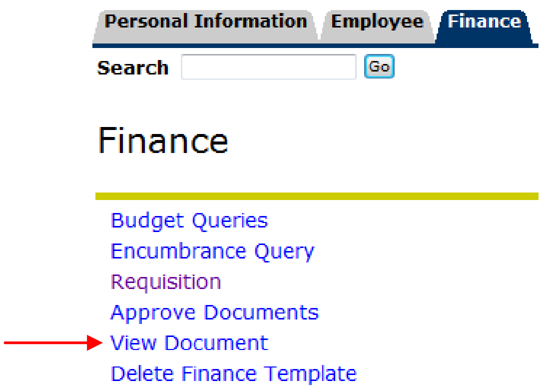
To create another requisition, select one of the following options:

Another Requisition, Same Vendor

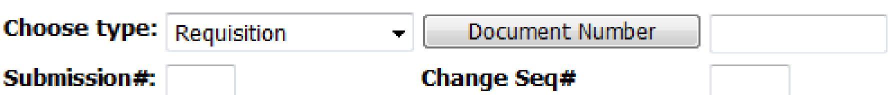
Another Requisition, New Vendor

Search/ View Requisitions

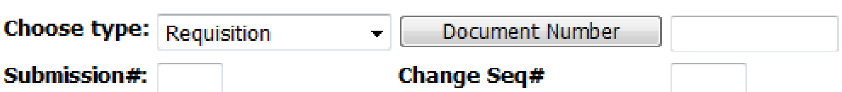
1. Click on the finance tab and select **View Document**



2. Requisitions will default in the choose type field.



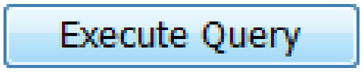
3. Click on Document Number



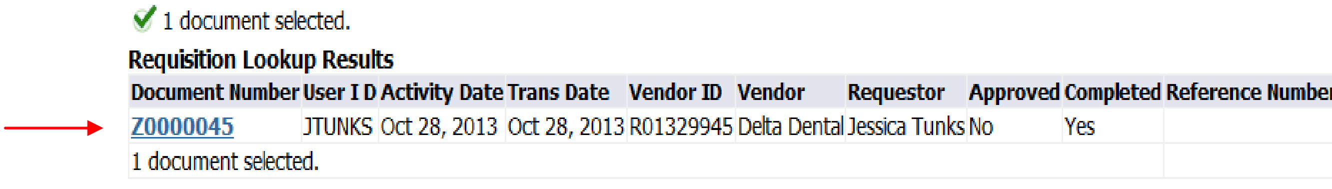
4. Search by one of the following:
    - Document number (Requisition number, if known)
    - User ID – Will default to current user
    - Activity Date
    - Transaction Date
    - Vendor ID
    - Reference Number

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

5. Click **Execute Query.**

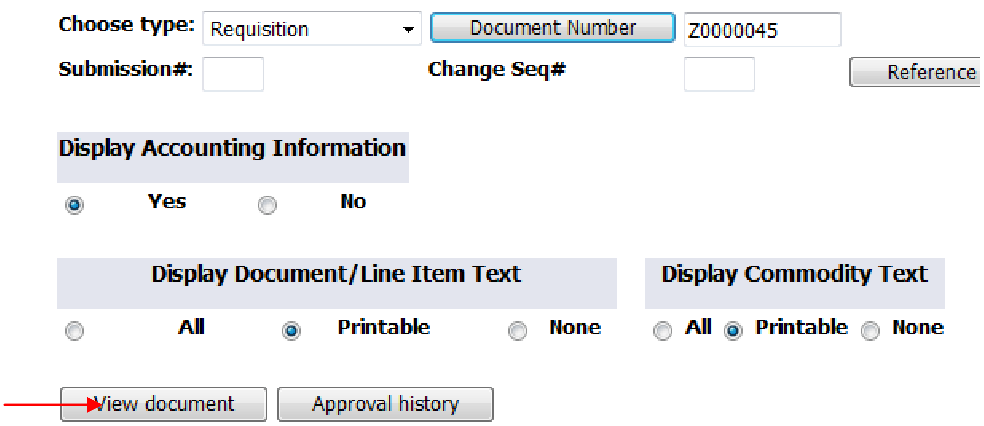


A list of all available documents meeting the selected criteria will be displayed.



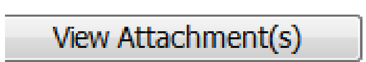
6. Click the blue hyper link of the document you want to view.

7. Click view document.

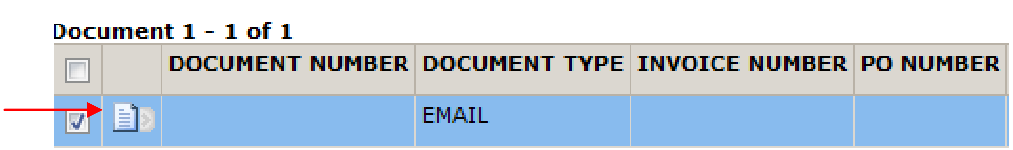


The document will be displayed.

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.



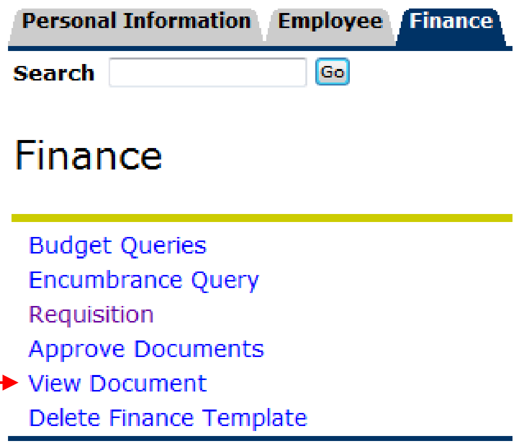
Note: You can upload additional documents.

10. Close document window when complete.

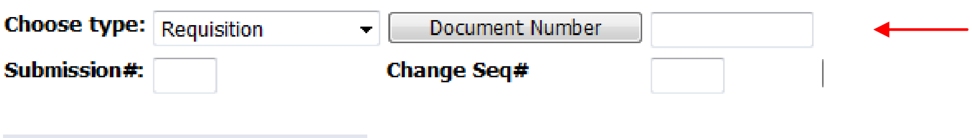
Banner-Requestor Training Manual

View Approval History

1. Click on the finance tab and select view document



2. Click on Document Number

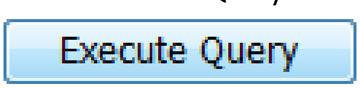


Search by one of the following:

- 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.

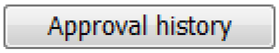
✔ 1 document selected.

Requisition Lookup Results

Document Number	User I D	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.									

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