



Banner Finance

Instructions for Creating Requisitions

June 2004

William Paterson University Banner Finance Training

Instructions for Creating Requisitions

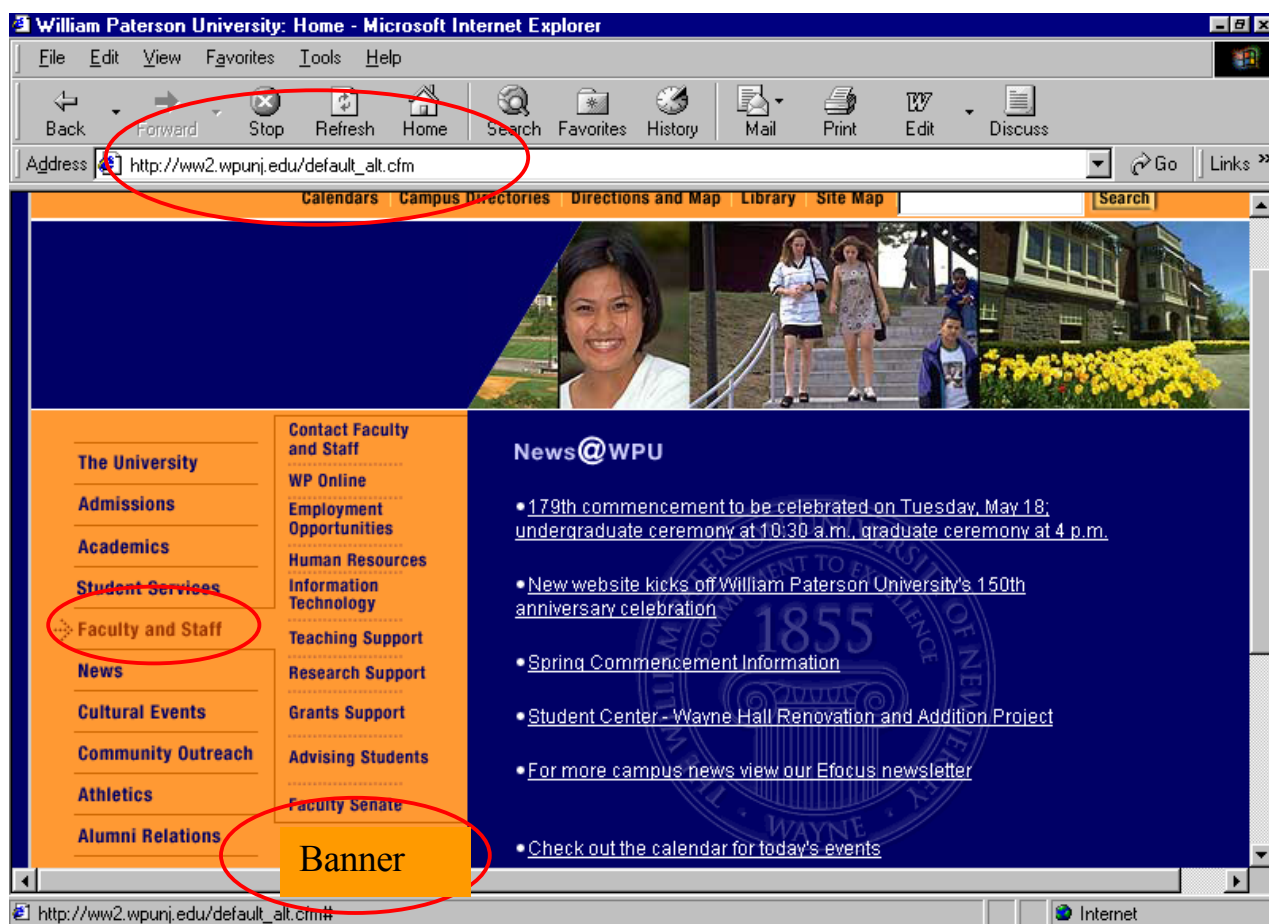
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1) Login to Banner Finance

This section describes how to login to Banner Finance

Step 1.1 From Internet Explorer	
Access: WPUNJ Home Page	http://www.wpunj.edu
Select: Faculty and Staff	
Select: Banner	



Step 1.2 User Login	
Enter: William Paterson User ID	Nine numbers starting with an 855 prefix. Example: <u>855</u> 123456
Enter: PIN	The User's six digit birth date (mmddyy) Example: 010875
Click: Login	

User Login - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss

Address http://bntstcore:9020/pls/TRNG/twbkwbis.P_WWWLogin Go Links

William Paterson University (TRNG) 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:

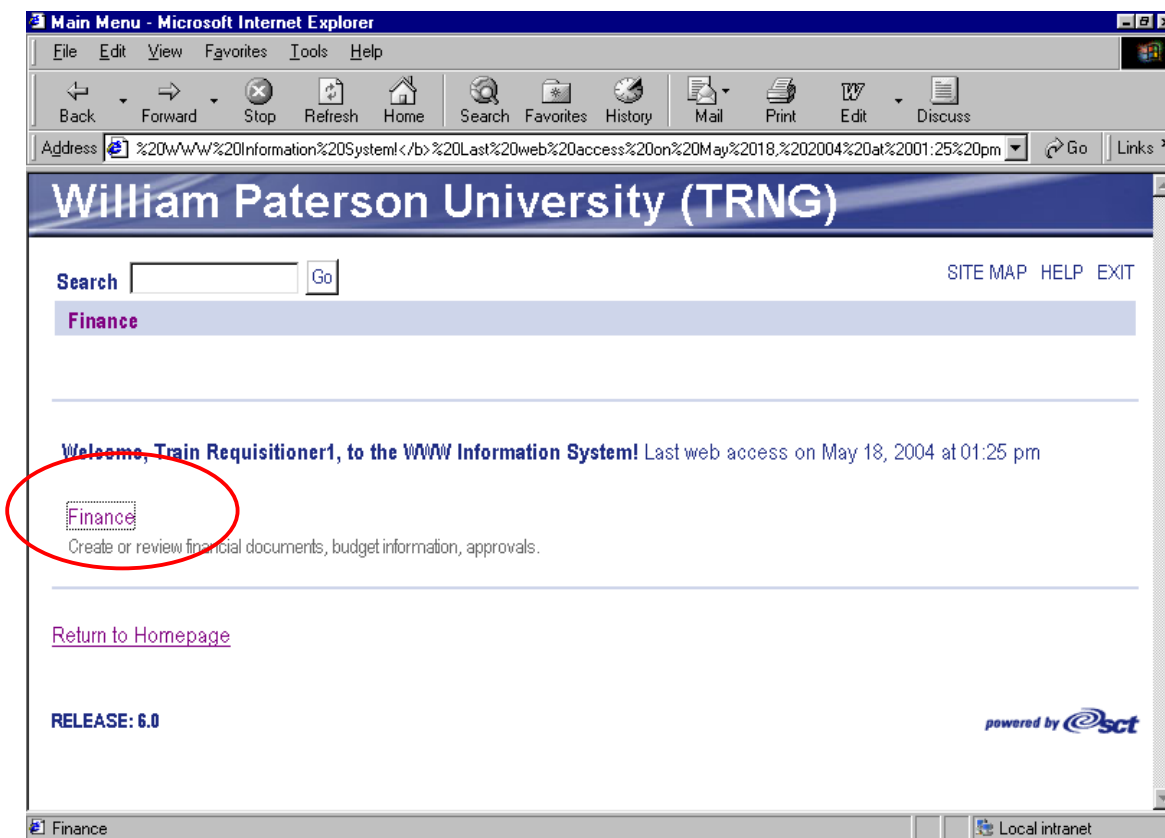
PIN:

Login Forgot PIN?

Done Local intranet

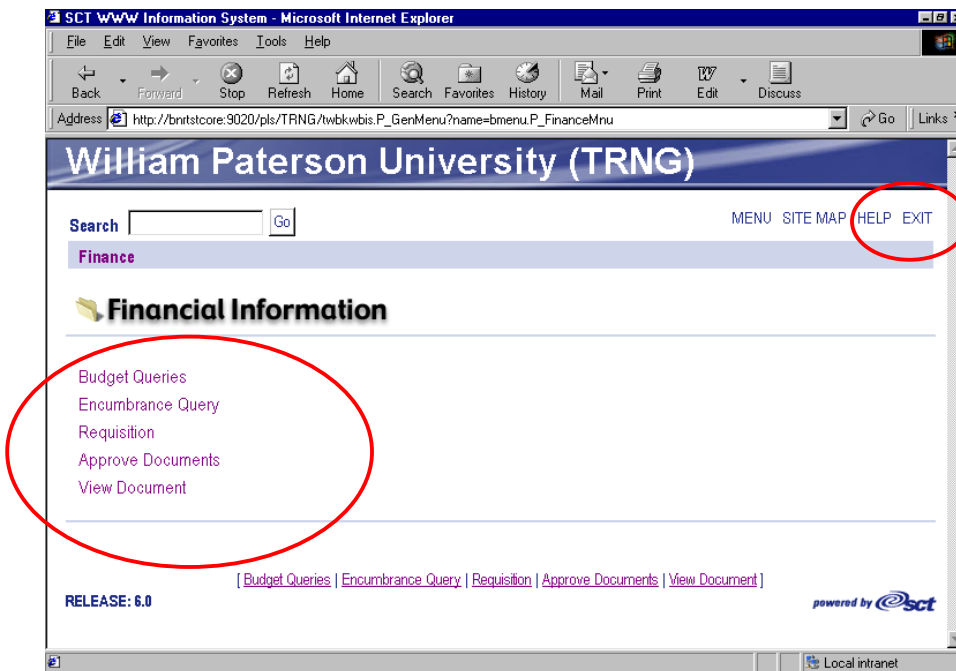
Users will receive User ID's and PIN's via e-mail following attendance of a Training session and prior to the 6/15/2004 start-up.

Step 1.3 Access the Financial Information Menu	
Select: Finance	



Note: Welcome message and last access date.

Step 1.4 The Financial Information Menu	
Budget Queries	To run a budget query
Requisition	To create a requisition (This selection is to be used only to create a requisition. To view a completed requisition use View Documents)
Approve Documents	To approve a completed requisition
View Documents	To view requisitions, purchase orders or invoices
Exit	To Logout



Note: The Financial Information menu also appears at the bottom of screen on most forms.

Access to each menu selection will be restricted by your Banner security profile as a requisitioner, approver, or inquiry and by your Organization (Department).

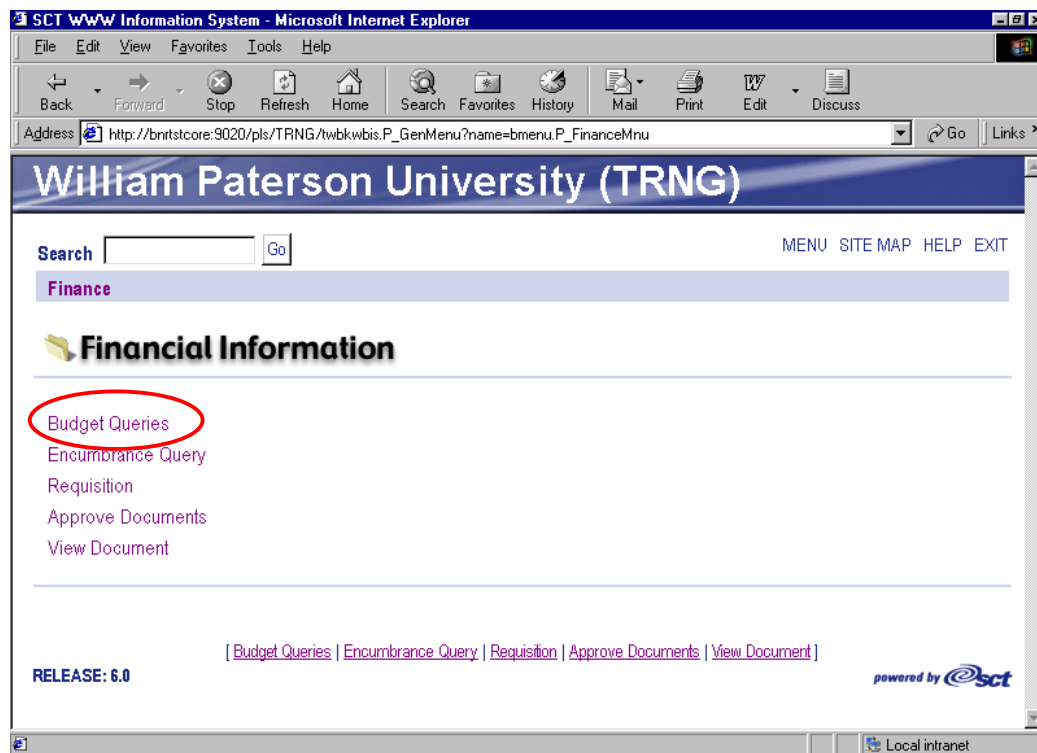
For instructions on navigating the Banner Financial Information Menu Selections please see these related documents:

WPUNJ Banner Finance Training – Creating Requisitions
WPUNJ Banner Finance Training – Approving Requisitions

2) View Budget

This section describes how to check a budget to determine available funds.

Step 2.1 From the Financial Information Menu	
Select: Budget Queries	



Step 2.2 To Create the Query	
Type: Select: Budget Status by Account	This is the default setting
Click: Create Query	

Budget Queries - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss AIM

Address http://bntstcore:9020/pls/TRNG/bwfkpvu.P_Budget_Start Go

Budget Query by Account allows you to review budget information by account for the Fiscal Period and Year to Date by: Specific FOAPAL/Index values, Specific Organization, All Organizations, Grant, Fund Type, Account Type, or Revenue Accounts.

Budget Query by Organizational Hierarchy allows you to review budget information of organizations for the Fiscal Period and Year to Date by: Hierarchical Structure, Specific Funds, high-level Organizations, Accounts, Programs, Fund Type, Account Type, or Revenue Accounts.

Create a New Query

Type Budget Status by Account

Retrieve Existing Query

Saved Query None

Done Local intranet

Step 2.3 Select the Columns to Display	
Check: All of the following: Adopted Budget, Budget Adjustment, Accounted Budget, Year to Date, Encumbrances, Available Balance	
Click: Continue	

Budget Queries - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss AIM

Address http://bnr1stcore:9020/pls/TRNG/bwfrpvu.P_Budget_Start?pampidm=656&atypier=&viewby=detail&quickview=FALSE&complete=Cre Go

William Paterson University (TRNG)

Search Go MENU SITE MAP HELP EXIT

Finance

Select the Operating Ledger Data columns to display on the report.

<input checked="" type="checkbox"/> Adopted Budget	<input checked="" type="checkbox"/> Year to Date
<input checked="" type="checkbox"/> Budget Adjustment	<input checked="" type="checkbox"/> Encumbrances
<input type="checkbox"/> Adjusted Budget	<input type="checkbox"/> Reservations
<input type="checkbox"/> Temporary Budget	<input type="checkbox"/> Commitments
<input checked="" type="checkbox"/> Accounted Budget	<input checked="" type="checkbox"/> Available Balance

Save Query as:

☐ Shared

Done Local intranet

Step 2.4 Set the Account Selections	
Select: Fiscal Year 2005	
Select: Fiscal Period 14	
Select: Commitment Type All	
Select: Fund	Six digit number Example: 100000
Select: Organization	Six digit number Example: 590100
Select: Program	Two digit number Example: 10
Select: Account Type	Always 71 for non salary
Click: Submit Query	

details that are retrieved will be placed next to the corresponding comparison fiscal period.

Fiscal year: 2005 Fiscal period: 14

Comparison Fiscal year: None Comparison Fiscal period: None

Commitment Type: All

Chart of Accounts: U Index:

Fund: 100000 Activity:

Organization: 590100 Location:

Grant: Fund Type:

Account: Account Type: 71

Program: 10

☐ Include Revenue Accounts

Save Query as:

☐ Shared

Submit Query

Done Local intranet

Step 2.5 View the Budget Status	

Organization Budget Status Report
By Account
Period Ending Jun 30, 2005
As of May 20, 2004

Chart of Accounts	U William Paterson University of NJ	Commitment Type	All
Fund	100000 State Approp Nonfringe	Program	10 Instruction
Organization	590100 Dept of Purchasing User Training Activity	Location	All
Account	All		
Account Type	71 Non Salary Expenses		

Query Results

Account	Account Title	FY05/PD14 Adopted Budget	FY05/PD14 Budget Adjustment	FY05/PD14 Accounted Budget	FY05/PD14 Year to Date	FY05/PD14 Encumbrances	FY05/PD14 Available Balance
70000	Non-salary Pool	100,000.00	0.00	100,000.00	0.00	0.00	100,000.00
Report Total (of all records)		100,000.00	0.00	100,000.00	0.00	0.00	100,000.00

Note: The available non-salary balance is the number in the bottom right corner.

Step 2.6 Exit the Query	
Scroll to the bottom of the screen and select from the Financial Information Menu	

[[Budget Queries](#) | [Encumbrance Query](#) | [Requisition](#) | [Approve Documents](#) | [View Document](#)]

3) Requisition Overview

A Banner requisition is created as the first step in the WPUNJ procurement process. All requisitions created in Banner must also be approved in Banner before Purchasing can transfer them into a purchase order.

Requisitions should NOT be entered in the following situations:

- for any employee travel expense
- for registrations or prepayments that are part of travel by an employee
- for payments to a University employee or student
- for charges incurred in a previous fiscal year

In each of these situations use a travel expense voucher or a voucher payment form.

Banner assigns requisition numbers. These numbers are assigned sequentially as each requisition is created. **Be sure to keep a record of your requisition numbers.**

Once a requisition is created, a budget reservation is established. This moves the funds from the available budget. The reservation is changed to an encumbrance when the requisition is transferred to a purchase order. When the invoice is processed the encumbrance is relieved.

Banner requisitions cannot be changed once created.

In order to make changes you must: 1) have the department head disapprove the requisition. All disapproved requisitions will be deleted from the system overnight. This will relieve the budget reservation and return the funds to the budget. 2) recreate the requisition making the required revisions. Banner will assign a new requisition number.

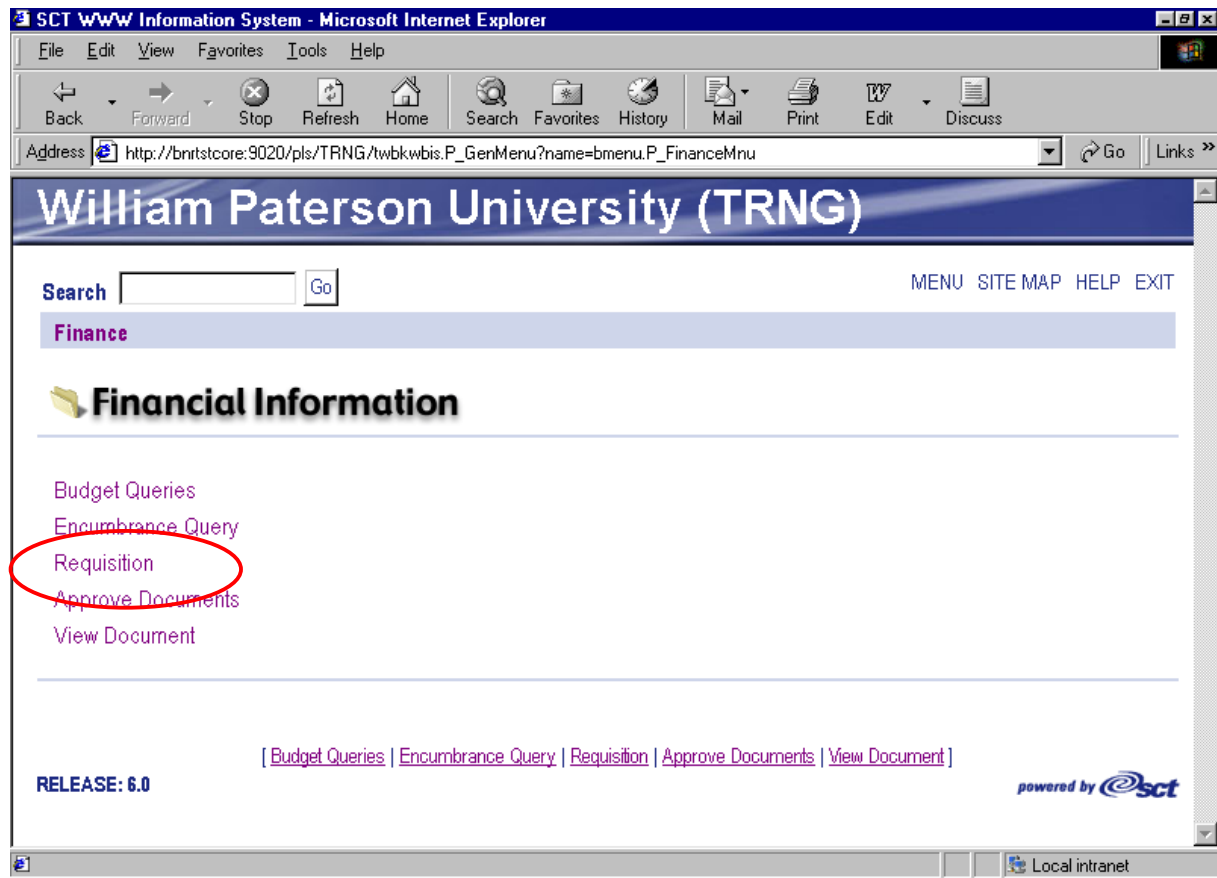
Banner has a web session time out feature that will close the application after a prolonged period of inactivity. Any requisition that is started but not fully completed will be lost if a time out occurs.

Created requisitions move into approval queues based on the requisition's accounting data Fund and Organization hierarchy. A requisition will always have at least two approval queues, one at the Department Level and one at the Purchasing level. A requisition may also require a Grant or other approvals.

4) Creating a Requisition

This section describes how to create a requisition in Banner.

Step 4.1 From the Financial Information Menu	
Select: Requisition	This selection is to be used only to create a requisition. To view a completed requisition use View Documents.



Step 4.2 Enter Date and Vendor ID	
Select: Transaction Date	The current date will default. Note: Requisitions entered for a new fiscal year that are being created prior to the start of that fiscal year must be forward dated to July 1.
Select: Delivery Date	The Delivery Date is a required field and it must be equal to or in advance of the Transaction Date
Enter: Vendor ID	Enter the vendor nine digit ID. Example: 800010015 Leave blank if this is a new vendor. Place the new vendor address information in document text. (See the instructions for inserting document text.)
Click: Vendor Validate	Vendor information defaults from the vendor file.

Note: The Vendor data that defaults from the vendor file: Address Type and sequence, Contact, Name Address, E-mail, Phone, Fax, Currency and Discount Code.

Note: The User ID data that defaults: Requisitioner Name, E-mail, Phone, Chart and Organization

The screenshot shows the Banner Finance system interface for creating a requisition. The form is divided into several sections. At the top, there are dropdown menus for Transaction Date (1, JUL, 2004) and Delivery Date (1, JUL, 2004). Below these is the Vendor ID field (800010015) and a Vendor Validate button. A red arrow points to the Transaction Date field. A red circle highlights the Vendor ID field, and another red circle highlights the Vendor Validate button. Below the Vendor ID field is a section for Vendor information, including Address Type (BU), Address Sequence (1), Vendor Contact (John Johnson), Vendor E-mail, Vendor Name (Caddo Testing), Vendor Phone (201-6881234), Vendor Address (123 Main Street, Clifton NJ 07017), and Fax. A large red rectangle encloses this entire Vendor information section. Below the Vendor information section is a section for Requester information, including Requestor Name (Requisitioner1), Requestor E-mail (Requisitioner1@wpunj.edu), Phone Area (973), Phone (7201234), Ext, FAX Area, FAX Number, FAX Ext, Chart of Accounts (U), Organization (810100), Currency Code (USD), and Discount Code (02). Another red rectangle encloses this Requester information section. At the bottom, there are fields for Ship Code, Attention To (Requisitioner1), and a Document Text field. The status bar at the bottom indicates 'Local intranet'.

Vendor Address Types

There are two Vendor Address Type Codes in Banner, BU for Business Address and BI for Billing Address. The BU is the purchase order mailing address. The BI is where the payment check will be sent. All requisitions are to be created with the BU Address Type Code.

Vendors with Multiple Addresses

Vendors will have only one Banner ID. Vendors with multiple addresses will share this one ID. The Address Sequence number will identify vendors with more than one address. When a vendor has only one address, the Address Type BU and Address Sequence 1 will default into the vendor section of the requisition, once the Vendor Validate button is clicked. If no vendor address data defaults, this is a signal that the vendor has multiple addresses. The user must type in BU and the sequence number 1. Click Vendor Validate and view the address information. If this is not the correct address, enter a 2 in Address Sequence, click Vendor Validate and view the address. Repeat this process until the correct BU and Address Sequence is found.

Vendor Discount Codes

If the vendor is created with a discount code it will default into the requisition once the Vendor Validate button is selected. If there is no default the user must select from the dropdown. If you do not know a vendor's discount code use Code 02 Net 30 Days. The available discount codes are as follows:

Discount Code	Title
01	Net 10 Days
02	Net 30 Days
03	Net 45 Days
04	1% 10 Days, Net 30

Step 4.3 Enter Ship To	
Enter: Ship to Code	This is the delivery address. The Ship To code selections are University buildings and cannot be changed on the requisition. Use the Attention To field to add specific delivery information such as name, floor or room number. Document Text may also be used to convey delivery information. See the following pages for instructions on inserting Document Text.

FAX Area		FAX Number	
Chart of Accounts	U	Organization	810100
Currency Code	USD	Discount Code	02
Ship Code	1COLHL	Attention To	Requisitioner1
Comments			

<u>Ship To Code</u>	<u>Building</u>	<u>Ship To Code</u>	<u>Building</u>
ADMISS	Admissions Hall	PRNTSP	Print Shop
ATRIUM	Atruim	PURCH	Purchasing College Hall RM 321
BSHAHN	Ben Shahn Center Visual Arts	RAUB	Raubinger Hall
COACH	Coach House	RECCTR	Recreation Center
COLLHL	College Hall	SCI	Science Hall
HOBART	Hobart Hall	SHEA	Shea Center for Perf Arts
HUNZKR	Hunziker Hall	SHEABX	Shea Box Office
HWING	Hunziker Wing	STORM	Storeroom
LIB	Cheng Library	STUCTR	Student Center
MANOR	Hobart Manor	TRAILR	Trailer - Morrison Hall
MORRIS	Morrison Hall	VALLEY	1600 Valley Road
OLDHAM	Gorab Alumni House	WAYNE	Wayne Hall
PBSFTY	Public Safety Building	WGYM	Wightman Gym
POWER	Power Arts Center	WHITEH	White Hall
PPOM	PPO Maintenance Bldg		

Step 4.4 Insert Document Text	
Click: Document Text Button	Example: Confirming Order



Step 4.4A Document Text - Continued -	
Type in Document Text	

 A screenshot of a Microsoft Internet Explorer window titled "Document/Commodity Text - Microsoft Internet Explorer". The page content is titled "Document/Commodity Text". There are two main sections:

- Enter Document Text, Print:** This section contains a large text area with the text "Confirming Order" entered at the top.
- Enter Document Text, No Print:** This section contains a smaller text area with the text "Send Payment with Order" entered.

 Both text areas have vertical scroll bars on their right sides.

Note: Use the Enter Document Text, Print box for a message that will print in the header section on the Purchase Order.

Note: Use the Enter Document Text, No Print box to communicate special instructions to the Purchasing Department. Examples include new vendor name and address information, fax instructions, hold check, include attachment with PO.

Note: You can copy and paste from another document.

Step 4.4B Document Text – Continued -	
Click: Save	To save the document text
Click: Exit Document Text Page	To return to the Requisition

Document/Commodity Text - Microsoft Internet Explorer

Enter Document Text, No Print:

Send Payment with Order

Save

[Exit document/item text page]

RELEASE: 6.0

Step 4.5 Enter Item (commodity) Data	
Commodity Code: Leave blank	This field is not being used by WPUNJ
Commodity Description: Enter the item	Enter multiple lines up to five.
Select U/M: Enter unit of measure	Must select from the dropdown menu
Enter: Quantity	
Enter: Unit Price	Each line item requires a price. Do Not use the \$ sign. Line items can not be used for text only purposes. Use Item or Document text.
Additional Amount:	Enter a dollar value here for additional charges such as handling or freight. These charges can also be created as a separate line item.
Click: Validate Commodity	

Requisition - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss

Address http://bmrtscore:9020/pls/TRNG/bwfrqgn.P_Requisition Go Links >>

Item	Commodity Code	Commodity Description	U/M	Quantity	Unit Price	Additional Amount
1		Copy Paper 8.5 X 11 SKU#123	EA	20	2.5	
2		Pens, Fine Point SKU#96765	BOX	10	5	
3			None			
4			None			
5			None			

Commodity Validate

Calculated Commodity Amounts

Item	Extended Amount	Discount Amount	Additional Amount	Net Amount
1	50.00	0.00		50.00
2	50.00	0.00		50.00
3				
4				
5				
Totals:	100.00	0.00	0.00	100.00

Local intranet

Step 4.5A Enter Item – Continued -	
View the Calculated Commodity Amounts	

Requisition - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss

Address http://bntstcore:9020/pls/TRNG/bwfkreqn.P_Requisition Go Links >>

Item	Commodity Code	Commodity Description	U/M	Quantity	Unit Price	Additional Amount
1		Copy Paper 8.5 X 11 SKU#123	EA	20	2.5	
2		Pens, Fine Point SKU#98765	BOX	10	5	
3			None			
4			None			
5			None			

Commodity Validate

Calculated Commodity Amounts

Item	Extended Amount	Discount Amount	Additional Amount	Net Amount
1	50.00	0.00		50.00
2	50.00	0.00		50.00
3				
4				
5				
Totals:	100.00	0.00	0.00	100.00

Local intranet

Note: The Calculated Commodity Amounts section extends the unit price for each line item to show the total value of the requisition.

Including a Discount

The Additional Amount field may also be used to include a discount. In the following example a \$25 discount is taken on Item 1.

Additional Amount: Enter: -25	Discounts can not be taken in percents.
Click: Commodity Validate	

Requisition - Microsoft Internet Explorer

Address: http://bnrtscore:9020/pls/TRNG/bwfkreqn.P_Requisition

Item	Commodity Code	Commodity Description	U/M	Quantity	Unit Price	Additional Amount
1		Stuff	BOX	1	100	-25
2			None			
3			None			
4			None			
5			None			

Commodity Validate

Calculated Commodity Amounts

Item	Extended Amount	Discount Amount	Additional Amount	Net Amount
1	100.00	0.00	(25.00)	75.00
2				
3				
4				
5				
Totals:	100.00	0.00	(25.00)	75.00

Done Local intranet

Note: The Calculated Commodity Amounts section reflects the (25.00) in the Additional Amount field and the Net Amount Total is adjusted to \$75.00

Step 4.6 Enter Item Text	
Click: Item Number	

Item	Commodity Code	Commodity Description	U/M	Quantity	Unit Price	Additional Amount
1		Copy Paper 8.5 X 11 SKU#123	EA	20	2.5	
2		Pens, Fine Point SKU#98765	BOX	10	5	
3			None			
4			None			

Step 4.6A Enter Item Text – Continued -	
Enter: Text	Text will print under the item on the PO

Document/Commodity Text - Microsoft Internet Explorer

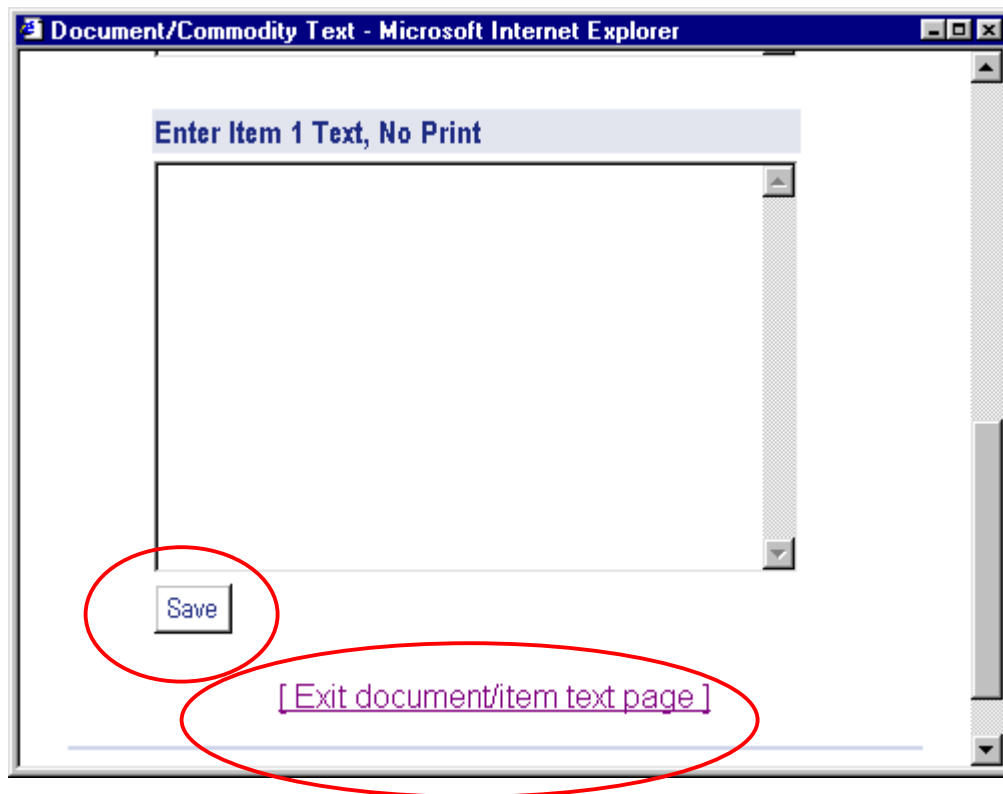
Enter Item 1 Text, Print

500 sheets per pack

Enter Item 1 Text, No Print

Note: You can copy and paste from another document to expand the item description and include special instructions or specifications.

Step 4.6B Item Text – Continued -	
Click: Save	To save the Item text
Click: Exit Item Text Page	To return to the Requisition



Step 4.7 Enter Accounting Data	
Check: Dollars or Percent	Identifies how charges will be allocated
Enter: Chart: U	WPUNJ Chart of Accounts is always “U”
Enter: Fund	Six digit number Example: 100000
Enter: Organization	Six digit number Example: 590100
Enter: Account:	Five digit number Example: 72120 (Office Supplies)
Enter: Program:	Two digit number Example: 10
Enter: Accounting value	Use 100 if allocating by percent to a single Fund/Org/Account/Program. See the next page for instructions on charging multiple FOAP's
Click: Validate	To validate the accounting information

Requisition - Microsoft Internet Explorer

Address: http://bnrftscore:9020/pls/TRNG/bwfkreqn_P_Requisition

Seq#	Chart	Index	Fund	Orgn	Account	Program	Activity	Location	Accounting
1	U		100000	590100	72120	10			100
2									
3									
4									
5									

Totals: 100.00 0.00 0.00 100.00

Save as Template

☐ Shared

Validate Complete

Scroll to the top of the form to see the validation message.



Charging Multiple Fund/Organization/Account/Program (FOAP)

The requisition total value may be split or allocated across two or more FOAP's. The maximum number of FOAP's that can be used for one requisition is five. The allocation may be by dollar value or by percent. The allocation is distributed proportionately across all line items. For example, a requisition with two line items and two FOAP's allocated at 75% and 25% will result in each line being allocated 75% to one FOAP and 25% to the other FOAP. The following is an example of a requisition with two FOAP's allocated on a percent basis:

		<input type="radio"/> Dollars		<input checked="" type="radio"/> Percents						
Seq#	Chart	Index	Fund	Orgn	Account	Program	Activity	Location	Accounting	
1	U		100000	590100	76020	10				75
2	U		100000	611000	76020	10				25
3										
4										
5										

Note: In this example: the Percents button is checked, the Organizations are different, the Accounting field is allocated 75 and 25 percent. The % sign is not required.

Step 4.8 Save the Document

Note: A completed requisition can not be changed. Double check your work before saving the requisition.

Click: Complete

Requisition - Microsoft Internet Explorer

Address http://bnrtstcore.9020/pls/TRNG/bwfkreqn.P_Requisition

3

4

5

Save as Template

☐ Shared

Validate Complete

Code Lookup

Chart of Accounts Code A

Type account

Code Criteria

Title Criteria

Maximum rows to return 10

Execute Query

Done Local intranet

Note: Scroll to the top of the form to view the document number completed message.
Make sure to record the requisition number.

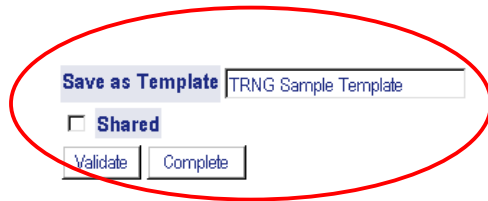
☒ Document Validated with no errors

☒ Document R0000256 completed and forwarded to the Approval process

Another Requisition

Note: Click: Another Registration to start another document.

Step 4.9 Creating a Template	
Prior to saving the requisition by clicking Complete	
Save as Template: Enter a template name	Example: Printer Ink Template Do not click the Shared button. The template will be saved as a personal template.
Click: Complete	



Save as Template TRNG Sample Template

☐ Shared

Validate Complete

Code Lookup

Chart of Accounts Code A

Type account

Note: Clicking Shared while creating a template will allow all Banner users to view your template. **Make sure the Shared button is not clicked in order to create a personal template that only you will see and access.** The personal template is linked to the user ID and will be available only to the user.

Note: The document created message and the template saved message.

- ☒ Document Validated with no errors
- ☒ Document R0000260 completed and forwarded to the Approval process
- ☒ Template TRNG Sample 2 Template (Personal) saved

Note: A template can only be saved with a complete and validated Requisition.

Step 4.10 Retrieving a Template	
Start with a blank requisition	
Use Template: Select the Template	
Click: Retrieve	The template data will populate the requisition fields. You can then add or change the data as needed.

Requisition - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss

Address http://bnrtscor:9020/pls/TRNG/bwfkreqn.P_Requisition Go Links >>

You may use the Code Lookup to refine your search using the code or title fields. You may place a percent sign (%) as a wildcard character before and/or after the entry.

Use Template TRNG Sample (Personal) Retrieve

Transaction Date 20 MAY 2004

Delivery Date 20 MAY 2004

Vendor ID 800010015 Vendor Validate

Address Type BU **Address Sequence** 1

Vendor Contact John Johnson **Vendor E-mail**

Requestor Name Requisitioner1

Requestor E-mail Requisitioner1@wpunj.edu

Phone Area 973 **Phone** 7201234 **Ext**

FAX Area **FAX Number** **FAX Ext**

Chart of Accounts U **Organization** 810100

Done Local intranet

Step 4.11 Seaching for a Vendor Using Code Look up	
Chart of Accounts Code: Select: U	WPUNJ will always use Chart of Account “U”.
Type: Select: Vendor	
Title Criteria: Enter: %Cad%	To provide a list of all vendors containing “Cad” in the name.
Maximum Rows to Return: Enter: 100	This determines the number of data lines to be returned.
Select: Execute Query	To run the search

Requisition - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss

Address http://bnrtstcore:9020/pls/TRNG/bwfrqgn.P_Requisition Go Links »

3 4 5

Save as Template

☐ Shared

Validate Complete

Code Lookup

Chart of Accounts Code U

Type vendor

Code Criteria

Title Criteria %Cad%

Maximum rows to return 10

Execute Query

Local intranet

Step 4.11A Vendor Search – Continued -

Scroll to the top of the screen to view the search results for any vendor title (name) containing Cad.

Code lookup results

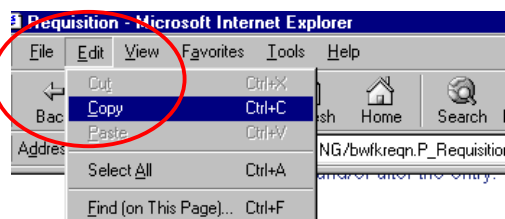
Vendor ID	Name
800010015	Caddo Testing
@00000110	Caddo
@00046374	Academic Management Svcs Corp

Step 4.11B Vendor Search – Continued -

Note: Record the Vendor ID or perform a Highlight / Edit / Copy

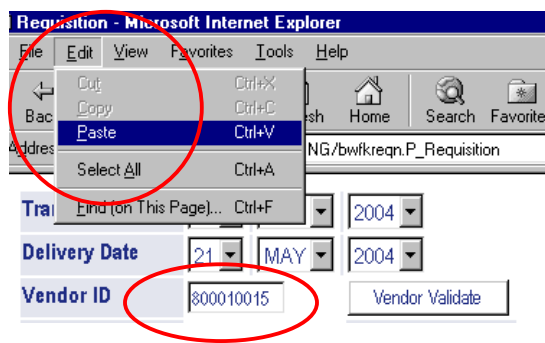
Code lookup results

Vendor ID	Name
800010015	Caddo Testing
@00000110	Caddo
@00046374	Academic Management Svcs Corp



Step 4.11C Vendor Search – Continued -

Click in the Vendor ID field and perform an Edit / Paste



The Code Lookup may be used to perform data searches for a number of different fields. It may be used before you start the requisition in order to gather data or it may be used when you reach each data entry point as you are creating the requisition.

Code Lookup

Chart of Accounts Code: U

Type: fund

Code Criteria:

Title Criteria:

Maximum rows to return: 10

Execute Query

Available codes: account, currency, discount, fund, index, location, organization, program, ship, tax group, unit of measure, vendor

The most common searches under Type will be for: ship (the delivery location), unit of measure, vendor, account (FRS object code), fund (FRS ledger), and organization (FRS department account).

Use the Code Criteria or the Title Criteria in combination with the Type to narrow your search. See the vendor search example from the previous page. The Code represents the Banner code, for example the vendor ID 80010015. The Title represents the name or description, for example Caddo.

Use the wild card % to further narrow your search. The two wildcards that can be used are: % and _

The %, percentage stands for any number of characters, whereas the () underscore stands for only one occurrence of a character.

To get these results Enter this criteria

All entries that contain ma %ma%

All entries that begin with ma ma%

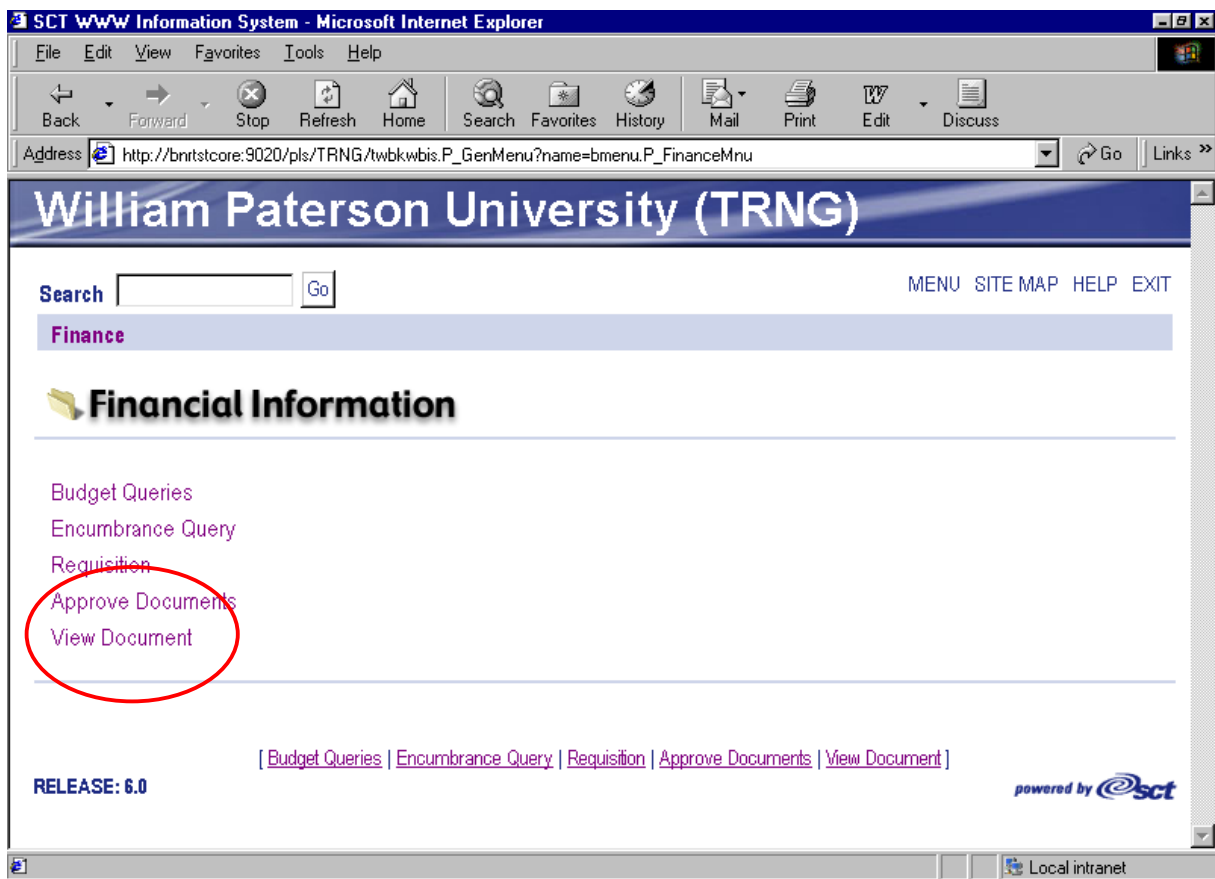
All entries that end with ma %ma

All entries that have m as the second character _m%

5) Viewing a Requisition

This section describes how to view a Banner requisition using the View Document Menu.

Step 5.1 From the Financial Information Menu	
Select: View Document	



Step 5.2 Select the Requisition to View	
Select: View Document	
Choose Type: Requisition	
Display Accounting Information: Click: Yes	To see the Accounting data
Document Number: Enter the requisition number	Example: R0000256
Display Document Text: Click All	To view both Print and No Print Text
Select: View Document	

View Document - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss

Address http://bnrtstcore:9020/pls/TRNG/bwfkvdoc.P_ViewDoc Go Links >>

i To display the details of a document enter parameters then select View document. To display approval history for a document enter parameters then select Approval history. If you do not know the document number, select 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: Document Number

Submission#:

Display Accounting Information

☒ Yes ☐ No

Display Document Text

☒ All ☐ Printable ☐ None

Done Local intranet

Step 5.3 View the Requisition	

View Document - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address c?action=Display+REQ&global_doc=R0000256&subnum=&chngnum=&disp_actg=yes&disp_text=all&view_doc=View+document Go Links >>

View Document

Requisition Header

Requisition	Order Date	Trans Date	Delivery Date	Print Date	Total
R0000256	May 20, 2004	Jul 01, 2004	Jul 01, 2004		100.00

Complete: Y Approved: N Type: Procurement

Cancel Reason: Date:

Requestor: Requisitioner1 810100 Business Services
973720-1234 Requisitioner1@wpunj.edu

Accounting: Document Level

Ship to: College Hall
William Paterson University
Wayne, NJ 07470

Attention: Requisitioner1

Local intranet

Note: The Requisition Dates, Total, Approval Status, Requestor data, Ship To and Attention fields.

Step 5.3A View the Requisition – Continued -	
Scroll down to view more of the requisition	

[illegible]

Note: The requisition vendor data and document text.

Step 5.3B View the Requisition – Continued -	
Scroll down again to view more of the requisition	

View Document - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address c?action=Display+REQ&global_doc=R0000256&subnum=&chnum=&disp_actg=yes&disp_text=all&view_doc=View+document Go Links >>

Phone: 877-233-3208 Fax:

Document Text: Confirming Order
Send Payment with Order

Requisition Commodities

Item	Commodity Description	U/M	Qty	Unit Price	Ext Amount
1	Copy Paper 8.5 X 11 SKU#12345 EA		20	2.5	50.00
			.00	.00	.00 50.00
	500 sheets per pack				
2	Pens, Fine Point SKU#98765 BOX		10	5	50.00
			.00	.00	.00 50.00
			Total:	100.00	

Requisition Accounting

Seq#	COA	FY	Index	Fund	Orgn	Acct	Prog	Actv	Loon	Proj	NSF	Susp	NSFOvr	Susp	Amount
1	U	05		100000	590100	72120	10				N		N	N	100.00
Total of displayed sequences:															100.00

Local intranet

Note: The requisition Commodity and Accounting sections.

Step 5.4 Print the Requisition	
Select File / Print	



Step 5.5 To Search a List of Requisitions	
From the View Document Screen	
Click: Document Number	

View Document - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss

Address http://bnrtstcore:9020/pls/TRNG/bwfkvdoc.P_ViewDoc Go Links »

To display the details of a document enter parameters then select View document. To display approval history for a document enter parameters then select Approval history. If you do not know the document number, select 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**

Submission#: **Change Seq#**

Display Accounting Information

☒ Yes ☐ No

Display Document Text

☒ All ☐ Printable ☐ None

Done Local intranet

Step 5.6 Enter the Search Criteria	
View the search options	
User ID: Enter User name	To view all requisitions created by the user.
Transaction Date: Select July and 2004	To narrow the selection of data
Select: Execute Query	

* - at least one of these fields required.

Requisition Code Lookup

Document Number *

User ID *

Activity Date *

Transaction Date *

Vendor ID *

Requestor

Approved

Completed

Done Local intranet

Note: Activity Date is the date the requisition was created. Transaction Date is the date selected by the user. Usually these dates are the same. The exception is when the requisition is dated in advance for the start of a new fiscal year.

Step 5.7 View the List of Requisitions	
Click on a Requisition Number	To view the individual requisition

http://bnrtstcore:9020/pls/TRNG/bwfkdssec.P_Code_Lookup?lookup_code=&User_ID=REQUISITIONER1&actv - Microsoft Inter...

File Edit View Favorites Tools Help

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Address [nd_id=&reqh_name=&appr_ind=&comp_ind=&do_query=Execute+Query&return_url=bwfkvdoc.P_ViewDoc&action=Display+REQ](#) Go Links »

Requisition Lookup Results

Document Number	User I D	Activity Date	Trans Date	Vendor ID	Vendor	Requestor	Approved	Completed
R0000207	REQUISITIONER1	May 12, 2004	Jul 01, 2004			Requisitioner1	No	Yes
R0000210	REQUISITIONER1	May 12, 2004	Jul 01, 2004			Requisitioner1	No	Yes
R0000256	REQUISITIONER1	May 20, 2004	Jul 01, 2004	800010015	Caddo Testing	Requisitioner1	No	Yes
R0000257	REQUISITIONER1	May 20, 2004	Jul 01, 2004	800010015	Caddo Testing	Requisitioner1	No	Yes
R0000258	REQUISITIONER1	May 20, 2004	Jul 01, 2004	800010015	Caddo Testing	Requisitioner1	No	Yes
R0000259	REQUISITIONER1	May 20, 2004	Jul 01, 2004	800010015	Caddo Testing	Requisitioner1	No	Yes
R0000260	REQUISITIONER1	May 20, 2004	Jul 01, 2004	800010015	Caddo Testing	Requisitioner1	No	Yes

7 documents selected.

Exit without Value

Local intranet

Step 5.8 View One Requisition from the List	
Note: The Document Number defaults	
Click: View Document	To view the individual requisition

View Document - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address oc.P_ViewDoc?action=Display+REQ&global_doc=R0000207&subnum=&chnum=&disp_actg=&disp_text=&view_doc=Lookup Go Links >>

Information To display the details of a document enter parameters then select View document. To display approval history for a document enter parameters then select Approval history. If you do not know the document number, select 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** R0000207

Submission#: **Change Seq#**

Display Accounting Information

☒ Yes ☐ No

Display Document Text

☐ All ☒ Printable ☐ None

View document **Approval history**

Local intranet

Step 5.8A View the Individual Requisition – Continued -	
View the Individual Document	
Click: Finance to return to the Financial Information Menu	

View Document - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address on=Display+REQ&global_doc=R0000207&subnum=&chnum=&disp_actg=yes&disp_text=printable&view_doc=View+document Go Links >>

Search Go MENU SITE MAP HELP EXIT

Finance

View Document

Requisition Header

Requisition	Order Date	Trans Date	Delivery Date	Print Date	Total
R0000207	May 12, 2004	Jul 01, 2004	Jul 01, 2004		15.00

Complete: Y Approved: N Type: Procurement

Cancel Reason: Date:

Requestor: Requisitioner1 810100 Business Services
973720-1234 Requisitioner1@wpunj.edu

Accounting: Document Level

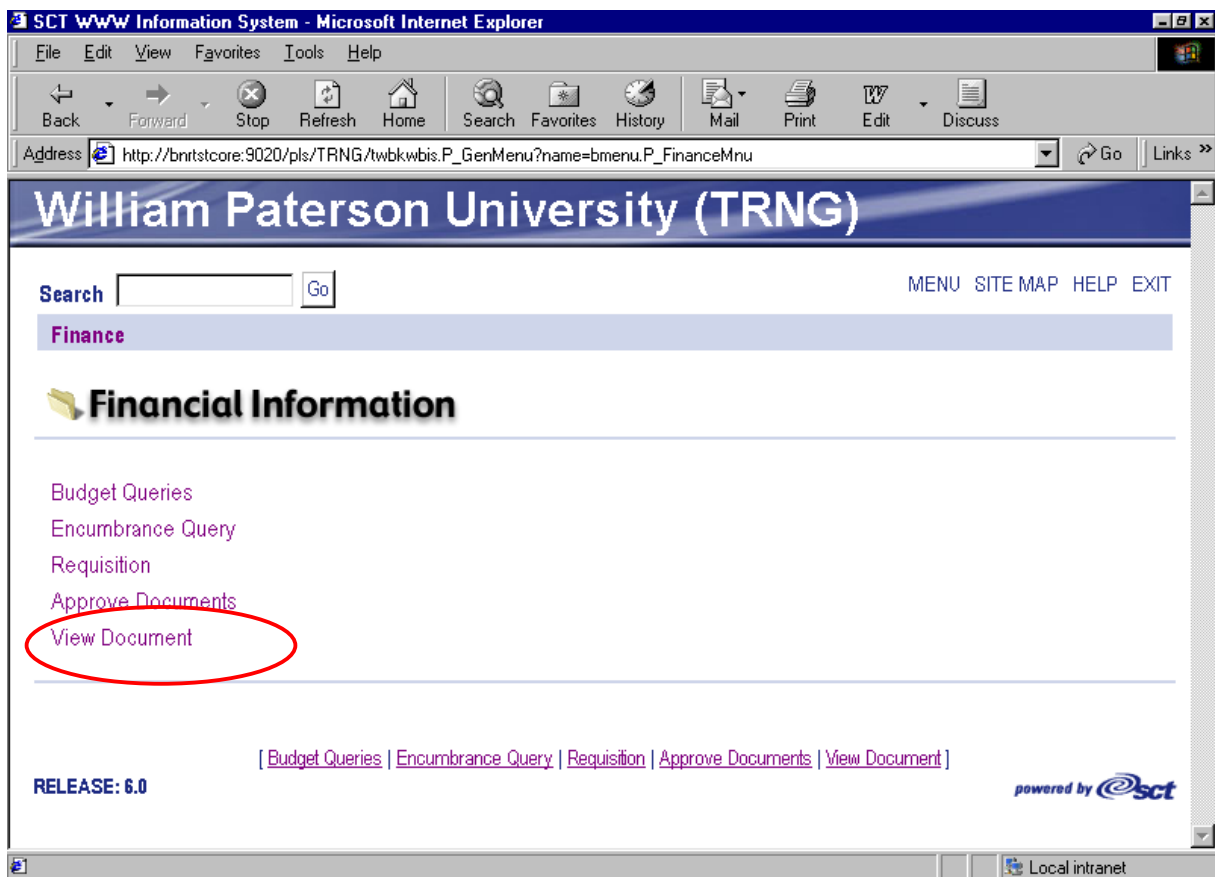
Ship to: College Hall
William Paterson University

Local intranet

6) Viewing the Approval History

This section describes how to view the approval history of a requisition.

Step 6.1 From the Financial Information Menu	
Select: View Document	



Step 6.2 Select the Requisition to View	
Choose Type: Requisition	
Document Number: Enter the requisition number	Example: R0000260
Select: Approval History	

View Document - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss

Address http://bnrtstcore:9020/pls/TRNG/bwfkvdoc.P_ViewDoc Go Links »

To display the details of a document enter parameters then select View document. To display approval history for a document enter parameters then select Approval history. If you do not know the document number, select 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: Document Number

Submission#: Change Seq#

Display Accounting Information

☒ Yes ☐ No

Display Document Text

☐ All ☒ Printable ☐ None

Done Local intranet

Step 6.3 View the Approval History	

View Document - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss

Address [n=Display+REQ&global_doc=R0000260&subnum=&chngnum=&disp_actg=yes&disp_text=printable&view_doc=Approval+history](#) Go Links >>

View Document

Document Identification

Document Number	R0000260	Type	Requisition
Originator:	REQUISITIONER1	Requisitioner1	

Approvals required

Queue Description	Level	Approvers
DEPT DEPT TRNG QUEUE	1	Approver1
PURCH PURCH TRNG QUEUE	1	Buyer1

☒ No approvals have been recorded for this document

Done Local intranet

Note: The Requisition has two approval queues, one at the Department level and one at the Purchasing level. Also note the name of the Approvers will appear in each queue.

The following is a view of a requisition that has been approved at the Department Level and is pending Purchasing Approval.

Document Identification

Document Number	R0000260	Type	Requisition
Originator:	REQUISITIONER1	Requisitioner1	

Approvals required

Queue	Description	Level	Approvers
PURT	PURCH TRNG QUEUE 1	1	
			Buyer1

Approvals recorded

Queue	Level	Date	User
DEPT	1	May 21, 2004	Approver1

Note: The Approvals required and the Approvals recorded sections.

The following is a view of a requisition that has been disapproved at the Department Level.

Document Identification

Document Number	R0000207	Type	Requisition
Originator:	REQUISITIONER1	Requisitioner1	

☒ There are no approvals required at this time

Approvals recorded

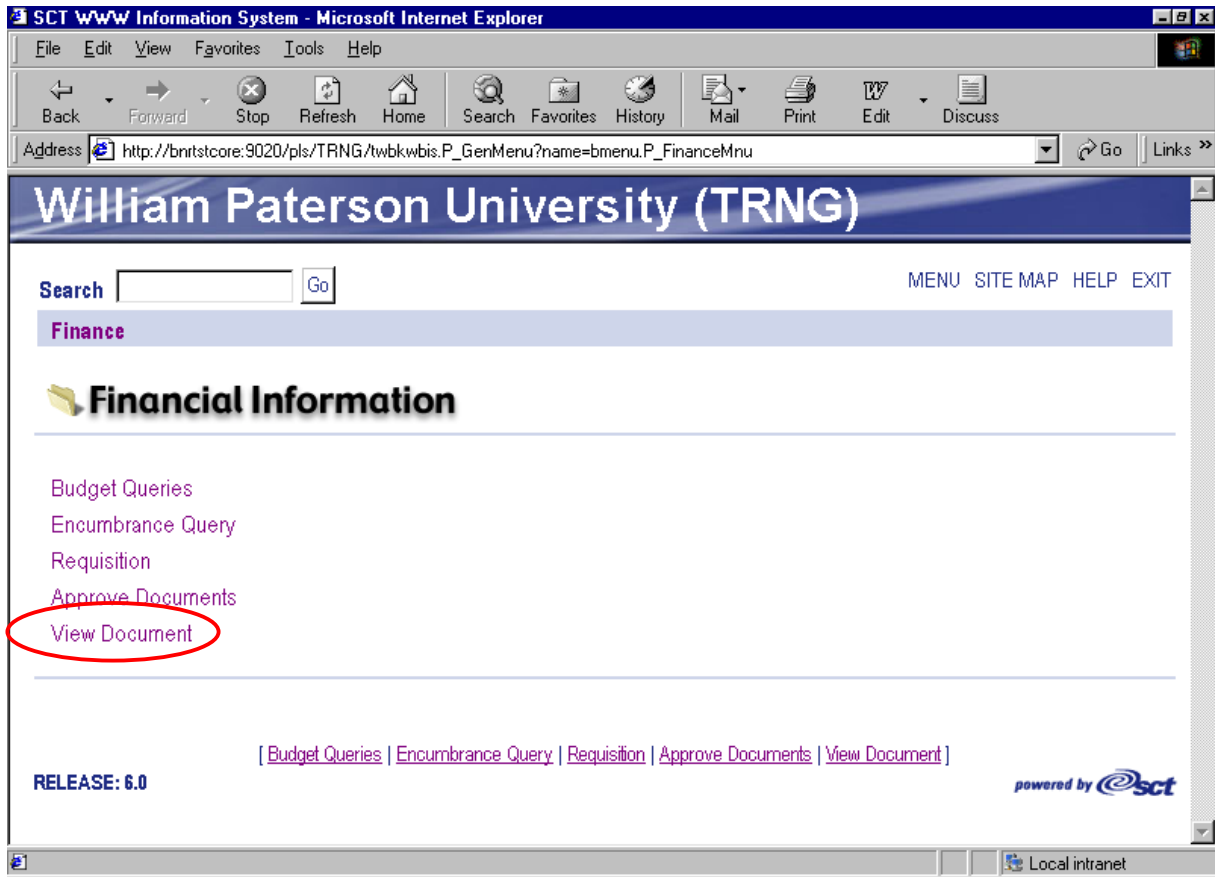
Queue	Level	Date	User
DENY	0	May 21, 2004	Approver1

Note: The Queue DENY message.

7) Viewing Related Documents

This section describes how to view the various documents linked to the requisition such as the purchase order or the invoice.

Step 7.1 From the Financial Information Menu	
Select: View Document	



Step 7.2 Select the Document to View	
Select: View Document	
Choose Type: PO or Invoice	Purchase Orders begin with a P and Invoices with an I.
Display Accounting Information: Click: Yes	To see the Accounting data
Document Number: Enter the Document number	Example: P0500012 or
Display Document Text: Click All	To view both Print and No Print Text
Select: View Document	

View Document - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address vdoc.P_ViewDoc?action=Display+PO&global_doc=P0500012&subnum=&chngnum=&disp_actg=&disp_text=&view_doc=Lookup Go Links >>

To display the details of a document enter parameters then select View document. To display approval history for a document enter parameters then select Approval history. If you do not know the document number, select 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: Document Number

Submission#: Change Seq#

Display Accounting Information

☒ Yes ☐ No

Display Document Text

☐ All ☒ Printable ☐ None

☒ View document ☐ Approval history

Done Local intranet

Step 7.3 View the Purchase Order

View Document - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address [tion=Display+PD&global_doc=P0500012&subnum=&chnum=&disp_actg=yes&disp_text=printable&view_doc=View+document](#) Go Links »

Purchase Order Header

Purchase Order	Change#	Order Date	Trans Date	Delivery Date	Print Date	Total
P0500012		Jul 01, 2004	Jul 01, 2004	Jul 01, 2004		40.00

Complete: Y Approved: Y Type: Regular

Cancel Reason: Date:

Requestor: Steve Sondey 640100 Purchasing
973-720-2101 sondeys@wpunj.edu

Accounting: Document Level

Ship to: College Hall
William Paterson University
Wayne, NJ 07470

Attention: Steve

Contact:

Vendor: 800010015 Caddo Testing
123 Main Street

Done Local intranet

Note: Scroll down on the screen to see the rest of the Purchase Order. Select: File / Print to print the purchase order.

You can search for an Invoice by using the same search method as just described for a purchase order. From the View Documents screen, Select: Invoice and enter the invoice number.

Choose type: Invoice Document Number 10400014

Submission#: Requisition Purchase Order Invoice

Display Accou: Journal voucher Encumbrance Direct Cash Receipt

Yes

Change Seq#

The following is a view of a Banner Invoice.

View Document - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address [ction=Display+INV&global_doc=I0400014&subnum=&chngnum=&disp_actg=yes&disp_text=printable&view_doc=View+document](#) Go Links >>

View Document

Invoice Header

Invoice	Sub#	Purchase Order	Invoice Date	Trans Date	Payment Due	Total
I0400014	2		Feb 29, 2004	Mar 04, 2004	Mar 30, 2004	750.00

Complete:	N	Approved:	N	Vendor Inv	03.04.04
Open Paid:	O	Suspense:	N	Hold:	N
Credit Memo:	N	Cancel Date:		Recurring:	N
1099 Tax Id:		1099 Vendor:	N	Income Type	
Accounting:	Document Level				
Vendor:	492	Best Book Source			
	3665 Harper Way				
	Fresno, CA 96887				
Collects Tax:	Collects No Taxes				
Discount Code:	02 Net 30 Days				

Local intranet

Note: Scroll down on the screen to see the rest of the invoice. Select: File / Print to print the invoice.