

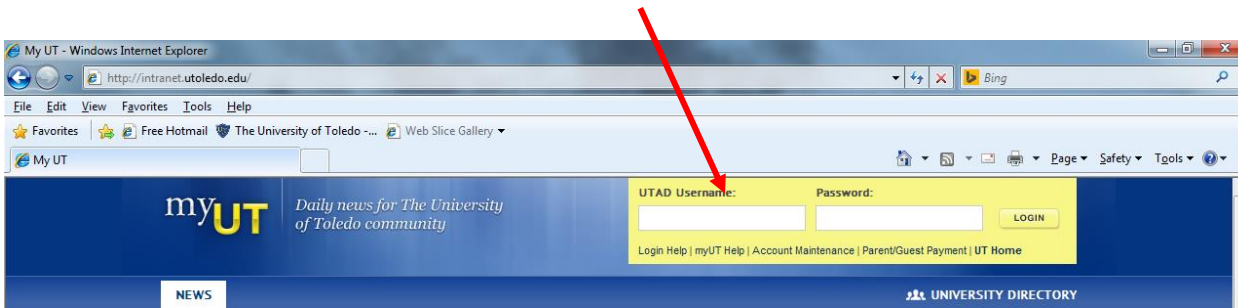
Banner-Requestor_Approver Training Manual

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)

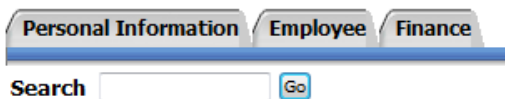
1. Open a session of Internet Explorer
2. Type in <http://myut.utoledo.edu>
3. Enter your UTAD username and Password



4. Click **LOGIN**

SSB – Self Service Banner for REQUISITIONS

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



Main Menu

5. 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

Requestor Phone	Area Code	Phone Number	Extension
<input type="text"/>	<input type="text" value="419"/>	<input type="text" value="5308701"/>	<input type="text"/>

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
1	<input type="text"/>	<input type="text"/>	<input type="text" value="None"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text" value="None"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text" value="None"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text" value="None"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text" value="None"/>	<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"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<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"/>	<input type="text"/>	<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"/>	<input type="text"/>	<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"/>	<input type="text"/>	<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"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<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.

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

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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**

	Area Code	Phone Number	Extension
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.

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	<input type="text" value="Main"/>	Attention To
Comments	<input type="text" value="LR2190, P. Owsley, 8701"/>	

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

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13. Enter the requisition item(s) detail.

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

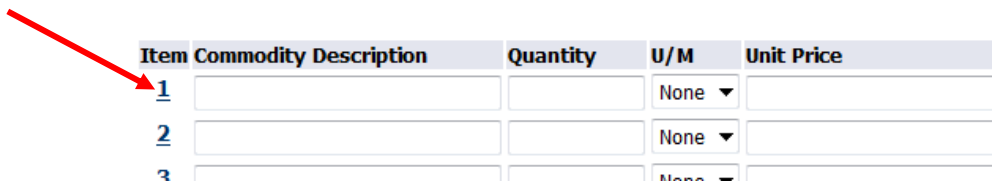
**** NOTE: extremely important to always include part number/mfg number at beginning of item description **** as this is how the vendor will know the exact item to ship.

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.

Dollars Percents

Seq#	Chart	Index	Fund	Orgn	Account	Program	Activity	Location	Accounting
1	T	1234			1234				100
2									
3									
4									
5									

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.

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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.

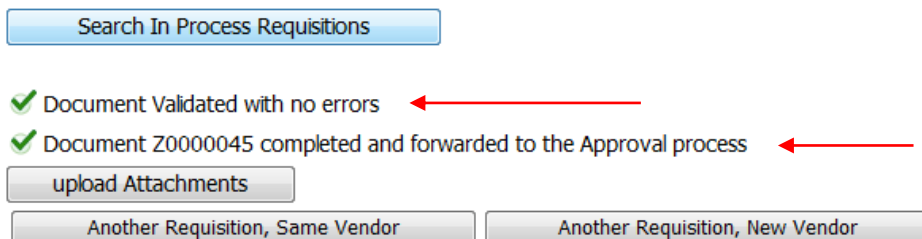
- ❗ **Ship Code is not valid**
- ⚠ **Discount Code selected does not match Vendor default discount**
- ❗ **Index 1234 of sequence 1 is not valid**

- ❗ **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.

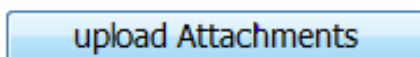
- ❗ **Sequence 1 Insufficient budget for sequence 1, suspending transaction.**
-

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

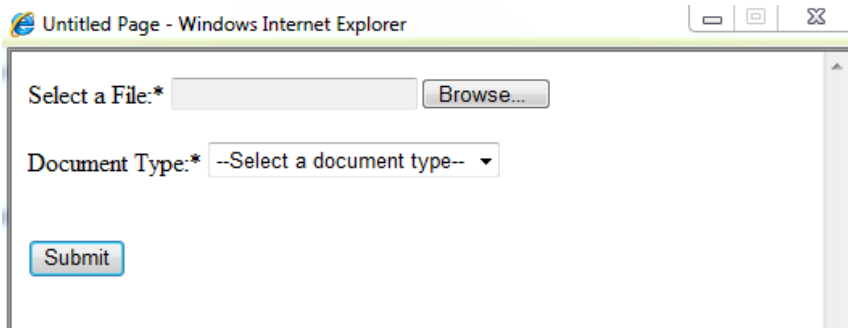
1. Upload any supporting documentation by clicking on upload attachments.



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.

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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

Document Type:*

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

Select a File:*

Document Type:*

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.



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

- Another Requisition, Same Vendor
- Another Requisition, New Vendor

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Search/ View Requisitions

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

Personal Information **Employee** **Finance**
Search

Finance

- Budget Queries
- Encumbrance Query
- Requisition
- Approve Documents
- View Document
- Delete Finance Template

2. Requisitions will default in the choose type field.

→ **Choose type:**
Submission#: **Change Seq#**

3. Click on Document Number

Choose type:
Submission#: **Change Seq#**

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.

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✓ 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.

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		

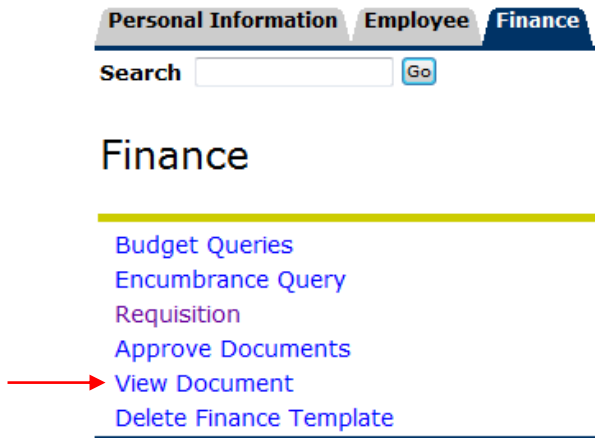
Note: You can upload additional documents.

10. Close document window when complete.

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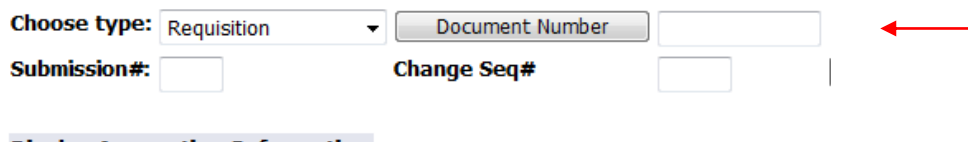
View Approval History

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 section titled 'Finance' with a yellow horizontal line above it. A list of menu items is displayed: '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



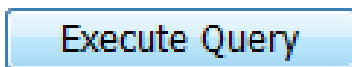
The screenshot shows search filters. 'Choose type:' is set to 'Requisition' in a dropdown menu. To its right is a 'Document Number' button and an empty text input field. A red arrow points to this input field. Below this, 'Submission#' is followed by an empty input field, and 'Change Seq#' is followed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

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

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APPROVER TRAINING

There are various levels of approvals built within Banner Workflow. There are **3 levels** as they exist today:

0-9999

10,000 – 24,999

25,000 +

There are also stops in **GRANTS ACCOUNTING** as well as a newly added approval QUEUE called “**LARGE PO’s**”

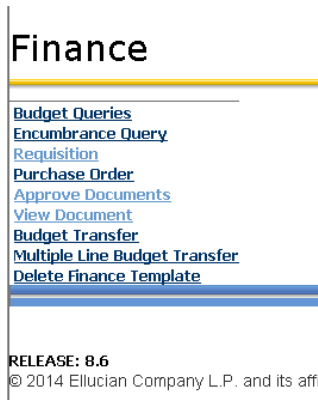
LARGE PO Queue is designed for any order over \$50K to have one last set of eyes to ensure we are processing these transactions according to our business rules and regulations.

An EMAIL will be sent to the next level approver notifying them they have a requisition to be approved.

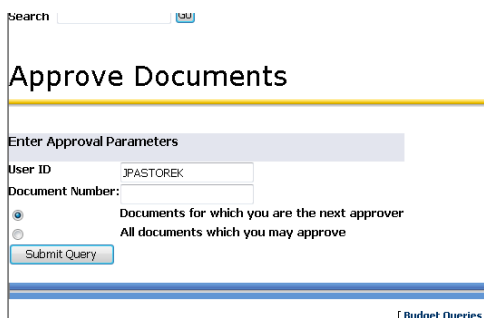
Escalation occurs after 7 business days, if no action is taken, workflow sends to the next level approver.

How to access:

1. Click on **Finance Tab**



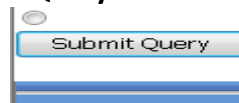
2. Click on **Approve Documents**



You may choose either to look at only the documents for which you are next approver or all documents you may approve.

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1. Click on **Submit Query**.



You will receive a listing of Document Types (Requisitions) in which to take action on.

Approve Documents

Select the Document Number link to display the details of a document. Select the History link to display the approval history of the document. Select the Ap

Queried Parameters
User ID: JPASTOREK Jennifer Pastorek
Document Number:
Documents Shown: Next Approver

Approve Documents List

Next Approver	Type	NSF	Change	Seq#	Sub#	Originating User	Amount	Queue	Type	Document	History	Approve	Disapprove
Y	REQ					LRHEGNE	4.00	DOC		Z0000053	History	Approve	Disapprove
Y	REQ					JDUNN9	1.00	DOC		Z0000054	History	Approve	Disapprove
Y	REQ					JPASTOREK	600.00	DOC		Z0000055	History	Approve	Disapprove
Y	REQ					POWSLEY	500.00	DOC		Z0000056	History	Approve	Disapprove
Y	REQ					POWSLEY	650.00	DOC		Z0000058	History	Approve	Disapprove
Y	REQ					MWOLF	58.50	DOC		Z0000059	History	Approve	Disapprove
Y	REQ					TPAKULSKI	53.00	DOC		Z0000060	History	Approve	Disapprove
Y	REQ					JCOMMAGER	301.95	DOC		Z0000061	History	Approve	Disapprove
Y	REQ					TPAKULSKI	5.00	DOC		Z0000062	History	Approve	Disapprove
Y	REQ					JCOMMAGER	3,011.00	DOC		Z0000063	History	Approve	Disapprove
Y	REQ					TPAKULSKI	25.00	DOC		Z0000064	History	Approve	Disapprove
Y	REQ					TPAKULSKI	10.00	DOC		Z0000065	History	Approve	Disapprove
Y	REQ					JCOMMAGER	3,304.25	DOC		Z0000066	History	Approve	Disapprove
Y	REQ					TPAKULSKI	40.00	DOC		Z0000067	History	Approve	Disapprove
Y	REQ					POWSLEY	25.00	DOC		Z0000068	History	Approve	Disapprove
Y	REQ					MWOLF	73.98	DOC		Z0000069	History	Approve	Disapprove

Done



There are **4** links in which to view/take action steps on.

1. **Document** – click on this link to view the requisition needing approved. You can look at any related attachments that may have been uploaded with the requisition.
2. **History** – click on this link to view the originator of the Requisition and the Approvals required.

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Personal Information / Student / Financial Aid / Employee

Search Go

View Document

Document Identification
Document Number Z0000153 Type Requisition
Originator: POWSLEY Patty Owsley

Approvals required

Queue	Description	Level	Approvers
0310	A10608 APPROVAL QUEUE 10		Jennifer Pastorek

✓ No approvals have been recorded for this document

3. **Approve** – this link will APPROVE the requisition. There is a Comment area that has a canned text line “This document has been approved”. You may also add additional text to this area.


Search Go

Approve Document

Document Information
Document Number: Z0000148 Type: REQ
Change Seq# Sub#
Amount: 222.00

Comment: This document has been approved.

Approve Document Cancel

Click on the **APPROVE DOCUMENT** button. A green check mark  with comment that the document has your approval will appear.

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The screenshot shows a web interface with a navigation bar at the top containing tabs for 'Personal Information', 'Student', 'Financial Aid', 'Employee', and 'Finance'. Below the navigation bar is a search field with a 'Go' button. The main heading is 'Document Pending Approval'. A green checkmark icon is followed by the text 'Document Z0000148 has your approval.' Below this is a 'Continue' button.


Click on **CONTINUE** to go back to list of requisitions. Repeat steps as needed.

4. **Disapprove** – use this link to disapprove a requisition. There is a canned comment box with text “Approval has been denied.” You may also add additional information as to why the requisition is not being processed.

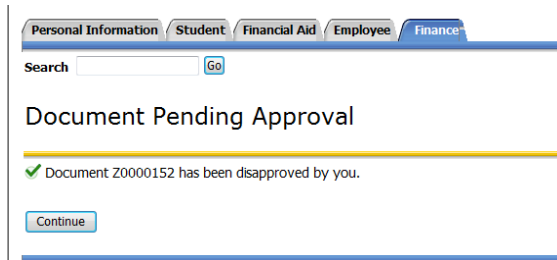
The screenshot shows a web interface with a search field at the top. The main heading is 'Disapprove Document'. Below the heading is a yellow horizontal line. Underneath is a section titled 'Document Information' containing a table with the following data: Document Number: Z0000152, Type: REQ, Change Seq#, Sub#, Amount: 150.00. Below the table is a 'Comment:' field with a text area containing the text 'Approval has been denied.' At the bottom are two buttons: 'Disapprove Document' and 'Cancel'.

Click on the **Disapprove Document** button.

An email will be sent to the requestor alerting them their requisition has not been approved.

A green check mark  with comment that the document has been disapproved will appear.

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Click on **CONTINUE** to go back to list of requisitions. Repeat steps as needed.