

Banner Finance

Instructions for Approving Requisitions

June 2004



William Paterson University Banner Finance Training

Instructions for Approving Requisitions

Table of Contents

1) Login to Banner	Page A2
2) View Budget	Page A6
3) Requisition Overview	Page A11
4) View the Approve Documents List	Page A12
5) Approving the Requisition	Page A20
6) Disapproving the Requisition	Page A24
7) View the Approval History of a Specific Requisition or the Document Detail for a Requisition, PO or Invoice.	Page A27



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

🕼 User Login - Microsoft Internet Explorer	= 8 ×
<u>E</u> ile <u>E</u> dit ⊻iew F <u>a</u> vorites <u>T</u> ools <u>H</u> elp	æ
	7. . .
Back Forward Stop Herresh Home Search Favorites History Mail Print Ed	it Discuss ▼ ∂Go Links ≫
William Paterson University (TRNG)	
	HELP EXIT
User Login	
Please enter your user Identification Number (ID) and your Personal Identification Number Login.	r (PIN). When finished, click
When you are finished, places Twittend along your brouver to protect your privacy.	
when you are linished, please Exit and close your browser to protect your privacy.	
User ID:	
PIN:	
Login Forgot PIN?	_
🛍 Done	📔 📔 J 🐯 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 Financial Information Menu	
Select: Finance	

1	🗐 Main	Men	ı - Micr	osoft	Intern	et Explo	orer									- 8 ×
	<u> </u>	<u>E</u> dit	⊻iew	F <u>a</u> vo	orites	<u>T</u> ools	<u>H</u> elp									-
	↓ Bacł	< -	⇒ Forward	Ŧ	区 Stop	🕼 Refres	h Home	Q Search	Favorites	🧭 History	<u> </u> . Mail	S Print	127 Edit	↓ Discuss	_	
	Addres	s 🤌	%20WW	/w%20	Dinforma	ation%209	Gystem! <th>>%20Last%2</th> <th>Oweb%20ad</th> <th>cess%20o</th> <th>n%20May%2</th> <th>2018,%202</th> <th>2004%20at%</th> <th>%2001:25%20pm</th> <th>r ∂Go</th> <th>) 🗍 Links 🌺</th>	>%20Last%2	Oweb%20ad	cess%20o	n%20May%2	2018,%202	2004%20at%	%2001:25%20pm	r ∂Go) 🗍 Links 🌺
	W	'ill	iar	n	Pa	ter	son	Uni	iver	sity	(TF	RNG	5)	_		
	Sea	rch [Go								SITE MA	P HELP	EXIT
	Fir	nance	•													
	We	leem	e, Trail	n Req	luisiti	oner1, i	to the WA	W Inform	nation Sy	stem! La	st web ac	cess or	n May 18,	2004 at 01:25	pm	
1																
V	Fin Cre	ance ate or	review fi	inancia	al docur	nents bu	idaet inform	ation appro	vals							
							agermenn	anon, appro	valo.							
	<u>Retu</u>	rn to	Homep	bage												
	RELE	ASE:	6.0											pow	ered by 🧔	Sct
																-
1	🗉 Finan	се												🔄 📃 🗏 🗟 Le	ical intrane	et

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
Evit	To Logout
EXIL	10 Logoui

Go Links »
(2) Go Links ≫
¢∂Go Links ≫
HELP EXIT
HELP EXIT
d by Osct

Note: The Financial Information menu also appears at the bottom of 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	

SCT WWW Information S	ystem - Microso	oft Internet Explo	orer						-8
<u>File E</u> dit <u>V</u> iew F <u>a</u> vorite	es <u>T</u> ools <u>H</u> elp								
Pack Forward S	3 👔		Esucrites Histo		- Drivet	1297 E 199	- Discuss		
Address 🔄 http://bnrtstcore:	3020/pls/TRNG/t	wbkwbis.P_GenMei	nu?name=bmenu.F	_FinanceMnu	1 10 10		Discuss	▼ ∂Go	Links '
MACHER F	-	-				<u>۱</u>			-
wimam P	aters		versit	<u>y (</u>	ING	<u>) </u>			
Recent	Go						MENU SITE N	MAP HELP	EXIT
Search									
rmance									
🥄 Financial	Inform	ation							
Budget Queries									
Encumbrance Query									
Requisition									
Approve Documents									
View Document									
	[Budget Queries	<u>s Encumbrance C</u>	<u>luery Requisition</u>	Approve Doc	<u>uments Vie</u>	ew Docur	<u>ment</u>]		.
RELEASE: 6.0							P	owered by C	sct
1								L a a al interve	1
								Locar Intrane	91.



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

Budg	get Q	ueries	- Mic	crosoft	Internet	Explorer										_ 🗆 ×
<u>F</u> ile <u>E</u>	Edit	⊻iew	F <u>a</u> vo	orites	<u>T</u> ools <u>H</u>	elp										
√⊒ Back	•	+ Forward	÷ -	💌 Stop	🕼 Refresh	Home	Q Search	🗼 Favorites	🎯 History	Rail	S Print	127 E dit	- 🧾 Discu		, 1	
<u>d</u> dress	۲	http://b	onrtsto	ore:9020)/pls/TRN	G/bwfkrpv	u.P_Budgel	t_Start							•] ∂Go
																
Сгеа	Buc by: Rev Buc Per Fun	lget Q Spec renue Iget Q iod ar d Typ New (luery ific F(Acco luery nd Ye e, Ac	by Ac DAPAI Dunts. by Or ear to E count	count all Jindex v ganizatic late by: Type, o Budget Create	ows you values, S nal Hiera Hierarch r Revenu Status by Query	to review specific O archy allor ical Struct re Account / Account	/ budget i rganizatic ws you to ure, Spec nts.	nformatic on, All Or review t sific Func	n by acc ganization budget ini Is, high-le	ount for t ns, Grant formation evel Orga	he Fisc , Fund [–] of orga anization	al Period Type, Ac inizations ns, Acco	and Ye count Ty : for the unts, Pro	arto Dat rpe, or Fiscal ograms,	e
Retr	ieve	Existi	ing Q	uery												
Save	ed Q	uery	Ū	[None		•									
					Retriev	e Query										
Done	9													👯 Loc	al 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 - Microsof	t Internet Explorer
<u>File E</u> dit <u>V</u> iew F <u>a</u> vorites	Iools Help
↔ ↔ ↔ ⊗ Back Forward Stop	😰 🚮 🥘 📾 🧭 🛃 🌆 107 . 🗐 🎉 Refresh Home Search Favorites History Mail Print Edit Discuss AIM
Address 🙋 http://bnrtstcore:902	20/pls/TRNG/bwfkrpvu.P_Budget_Start?parmpidm=656&atyphier=&viewby=detail&quickview=FALSE&complete=Cre 💌 🔗 Go
vvimaili ro	
Search	Go MENU SITE MAP HELP EXIT
Finance	
Select the Operating Led	lger Data columns to display on the report.
Adopted Budget	✓ Year to Date
Budget Adjustment	Encumbrances
Adjusted Budget	Reservations
Temporary Budget	Commitments
Accounted Budget	Available Balance
Save Query as:	
anareu	
Continue	2
Cone Cone	📃 🔤 🔤 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	

🛎 Budget Queries - Microso	Internet Explorer	_ 🗆 🗵
<u>F</u> ile <u>E</u> dit <u>V</u> iew F <u>a</u> vorites	<u>I</u> ools <u>H</u> elp	
↔ → → ⊗ Back Forward Stop	Image: Constraint of the second se	icuss AIM
Address 🥙 http://bnrtstcore:90	0/pls/TRNG/bwfkrpvu.P_Budget_Start?parmpidm=656&atyphier=&viewby=detail&parmproto=&A	.doptedBudget=on& 🔽 🔗 Go
details that are retri	ved will be placed next to the corresponding comparison fiscal period.	· ·
Fiscal year:	2005 Fiscal period:	
Comparison Fiscal yea	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 Ac		
Save Query as:		-
□ Shared		
Submit Query		-
e Done		E Local intranet



Step 2.5 View Budget Status	

le <u>E</u> dit	<u>V</u> iew F <u>a</u>	avorites <u>T</u> ools <u>H</u> elp					
∲ • ack	⇒ . Forward	Stop Refresh	습 Home Search Fa	avorites History	🛃 - 🎒 Mail Print	Edit Discuss	Å AIM
dress 🧧	http://bnrts (tcore:9020/pls/TRNG/t	owfkrpvu.P_Budget_St	art?parmpidm=656&atj	yphier=&parmproto=	&viewby=detail&adopted	budget=on&a 🔽 🤗
Organization Budget Status Report							
			By Account				
		Perio	d Ending Jun 30,	2005			
		A	s of May 20, 2004				
Chart of	Accounts	U William Paterson	University of NJ	Commitment	Type All		
Fund		100000 State Appro	op Nonfringe	Program	10 Instruct	ion	
Organiz	ation	590100 Dept of Pur	chasing User Trai	ning Activity	All		
Accoun	t	All		Location	All		
Accoun	t Type	71 Non Salary Exp	enses				
Query R	Results						
Accoun	t Account	FY05/PD14	FY05/PD14	FY05/PD14	FY05/PD14	FY05/PD14	FY05/PD14
	Title	Adopted Budget	Budget Adjustment	Accounted Budget	Year to Date	Encumbrances	Available Balance
70000	Non-salai Pool	y <u>100,000.00</u>	<u>0.00</u>	<u>100,000.00</u>	0.00	<u>0.00</u>	100,000.00
Report [:] records	Total (of al :)	100,000.00	0.00	100,000.00	0.00	0.0	100,000.00
							t Local intranet

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 line 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) View the Approve Documents List

This section describes how to view a list of requisitions needing approval.

Step 4.1 From the Financial Information Menu	
Select: Approve Documents	

ICT WWW Information	system micros										
jile <u>E</u> dit <u>V</u> iew F <u>a</u> voril	tes <u>T</u> ools <u>H</u> e	lp									
Back Forward S	这 🛃 Stop Refresh	Home	Q [Search Fav	vorites History	Mail	🎒 Print	1217 E dit	- Disc	cuss		
ldress 🔊 http://bnrtstcore	9020/pls/TRNG/	'twbkwbis.P_	GenMenu?na	ame=bmenu.P_Fi	nanceMnu				•] @Go	i 🗍 Link
William F	Paters	on l	Jnive	ersity	(TR	RNG)	-	-		
Search	Go							MENU	SITE MA	P HELP	EXIT
Finance	<u></u>										
🦠 Financial	Inform	ation									
🥆 Financial	Inform	ation									
Sudget Queries	Inform	ation									
Sudget Queries	Inform	ation									
Sudget Queries Encumbrance Query Requisition	Inform	ation									
Sudget Queries Encumbrance Query Requisition Approve Documents	Inform	ation									
Sudget Queries Encumbrance Query Requisition Approve Documents		ation									
S Financial Budget Queries Encumbrance Query Requisition Approve Documents View Document		ation									
S Financial Budget Queries Encumbrance Query Requisition Approve Documents View Document		ation									
SFinancial Budget Queries Encumbrance Query Requisition Approve Documents View Document		ation 15 Encumber	rance Querv	Requisition Art	iprove Docu	iments I Vii	ам Даси	ment 1			
SFinancial Budget Queries Encumbrance Query Requisition Approve Documents View Document		ation es Encumbr	rance Query	Requisition Ap	prove Docu	iments <u>V</u> ie	ем Досц	ment]	ромо	rod by 🧭	≫sct
SFinancial Budget Queries Encumbrance Query Requisition Approve Documents View Document	Inform	ation 25 Encumbr	rance Query	<u>Requisition</u> Ap	prove Docu	iments Vie	ew Docu	rment]	роже	rod by 🤕) Sct



Step 4.2 Enter Approval Parameters	
User ID: User ID will default	
Document Number: Enter a specific requisition number or leave blank	
Click: Documents for which you are the next approver	
Click: Submit Query	

Approve Documents - Mic	crosoft Internet Explore	er							- 8 ×
<u>F</u> ile <u>E</u> dit <u>V</u> iew F <u>a</u> vorite	es <u>T</u> ools <u>H</u> elp								
Back Forward St	top Refresh Home	Search Favorites	🧭 History	<u>I</u> Mail	S Print	1207 E dit	Discuss		
🛛 Address 🙋 http://bnrtstcore:S	9020/pls/TRNG/bwfkuapp).P_UserApproval					•	∂Go	Links »
William P	aterson	Univer	sity	(TR	NG))	-		^
Search	Go						MENU SITE MAP	HELP	EXIT
Approve Docum	ients								-
Enter Approval Paramo	eters								
User ID	APPROVER1								
Document Number:									
Ocuments for which a second	nich you are the next	approver							
C All documents wh	nich you may approv	e							
Submit Query									
Budget Queries Encumb	rance Query Requisition	<u>Purchase Order A</u>	oprove Docu	<u>iments Vie</u>	w Docume	ent <u>Bud</u>	lget Transfer Multiple	Line Bud	iget 👤
€ Done							j j 🧏 Loca	l intranet	



Step 4.3 From The Approve Documents List	
Click: On a Document Number	To View the Requisition

ile <u>E</u> dit	⊻iew	F <u>a</u> vorit	es <u>I</u>	ools	<u>H</u> elp											
⟨ - - Back I	=> Forward	• (Nop Stop	¢ Refre) 🖞 sh Ho	ome	Q Search	Favorites	Iistory	Rail	🎒 Print	CV E dit	- 📃 Discu	281		
dress 🙋 ta	core:902	:0/pls/T	RNG/I	owfku	app.P_U:	serApprov	/al?userio	J=APPROVE	R1&qDocN	um=&qNe	xtAppro	ver=N&actio	n=Submit	+Query 💌	∂Go	Lin
Queried P	arame	ters														
Jser ID		AP	PRO	/ER1	Appro	ver1										
) ocument	Numb	er:														
) ocument:	s Shov	vn: Ne:	xt Apj	orove	ər											
lpprove D	ocum	ents L	ist													
lext Appr	over	Туре	∍ NSF	Cha Seq	nge #	Sub‡	‡ Origin	ating Use	Arnour	nt Queue Type	•	Document	History	Approve	Disappr	ove
Y		REC	1				REQU	ISITIONEI	R1 7.0	DC DC	00	R0000206	History	Approve	Disappr	ove
Y		REG	1				REQU	ISITIONEI	R1 15.0	DC DC	00	R0000207	History	Approve	Disappr	ove
Ý		REG	1				REQU	ISITIONEI	R1 10.0	DC DC	00	R0000210	History	Approve	Disappr	ove
Y		REG	1				REQU	ISITIONEI	R1 100.0	DC DC	00	R0000256	History	Approve	Disappr	ove
Y		REG	1				REQU	ISITIONEI	R1 500.0	DC DC	00	R0000257	History	Approve	Disappr	ove
Y		REG	1				REQU	ISITIONEI	R1 5.0	0 DC	00	R0000258	History	Approve	Disappr	ove
Y		REG	1				REQU	ISITIONEI	R1 9.0	DC DC	00	R0000259	History	Approve	Disappr	ove
Another (Query	1														
	-															



Step 4.4 View the Requisition	

View Document -	Microsoft Inte	ernet Explorer								- 8
<u>E</u> ile <u>E</u> dit ⊻iew	F <u>a</u> vorites <u>T</u>	ools <u>H</u> elp								1
↔ → Back Forward	stop	Refresh Home	Search Fav	vorites Hist	9 🛃 - ory Mail	S Print	1217 . Edit	Discuss		
ddress 🙋 on=Disp	lay+REQ&global	_doc=R0000206&	subnum=&chngnu	m=&disp_act	g=yes&disp_text=	printable&vie	w_doc=\	/iew+document	∂Go] Links
View Docu	ment									
Requisition Hea	der									
Requisition	Order Date	Trans Date	Delivery Date	Print Date	Total					
R0000206	May 11, 2004	4 May 11, 2004	May 11, 2004		7.00					
Complete:	Y	Approved:	N	Туре:	Procurement					
Cancel Reason:				Date:						
Requestor:	Requisitione	r1	810100	Business	Services					
	973720-1234		Requisitioner	1@wpunj.e	edu					
Accounting:	Document Le	evel								
Ship to:	William Pate	rson University	(
	358 Hamburg	g Turnpike								
	College Hall									
	Wayne, NJ C)7470								
Attention:	Requisitione	r1								

Note: Scroll down to view the rest of the Requisition.



Step 4.5 Return to Approve Documents List	
Click: Back	

<u>File Edit View</u>	Favorites Yo	ols <u>H</u> elp								
↔ Back Forwar	d Stop F	🗿 🚮 Refresh Home	Q Search Fa	vorites Hist	ory Mail	S Print	1297 E dit	• Discuss		
ddress Back to Appr	ove Documents	dpc=R00002068	subnum=&chngni	um=&disp_acl	tg=yes&disp_text=	=printable&vi	iew_do	c=View+document	∂Go	Li
Search		Go						MENU SHEMAP	HELP	EXI
Finance										
View Docu	iment									
VICW DOUG	mone									
Requisition Hea	ider	-								
Requisition Hea Requisition	ider Order Date	Trans Date	Delivery Date	Print Date	• Total					
Requisition Hea Requisition R0000206	ader Order Date May 11, 2004	Trans Date May 11, 2004	Delivery Date	Print Date	• Total 7.00					
Requisition Hea Requisition R0000206	ider Order Date May 11, 2004	Trans Date May 11, 2004	Delivery Date May 11, 2004	Print Date	• Total 7.00					
Requisition Hea Requisition R0000206	ider Order Date May 11, 2004	Trans Date May 11, 2004	Delivery Date May 11, 2004	Print Date	• Total 7.00					
Reguisition Hea Requisition R0000206 Complete:	oder Order Date May 11, 2004 Y	Trans Date May 11, 2004 Approved:	Delivery Date May 11, 2004	Print Date	Procurement					
Requisition Hea Requisition R0000206 Complete: Cancel Reason:	der Order Date May 11, 2004 Y	Trans Date May 11, 2004 Approved:	Delivery Date May 11, 2004 N	Print Date	Procurement					
Requisition Hea Requisition R0000206 Complete: Cancel Reason: Requestor:	order Order Date May 11, 2004 Y Requisitioner	Trans Date May 11, 2004 Approved: 1	Delivery Date May 11, 2004 N 810100	Print Date	Procurement					
Requisition Hea Requisition R0000206 Complete: Cancel Reason: Requestor:	order Date May 11, 2004 Y Requisitioner 973720-1234	Trans Date May 11, 2004 Approved: 1	Delivery Date May 11, 2004 N 810100 Requisitioner	Print Date	Procurement Services edu					
Requisition Hea Requisition R0000206 Complete: Cancel Reason: Requestor: Accounting:	Ader Order Date May 11, 2004 Y Requisitioner 973720-1234 Document Le	Trans Date May 11, 2004 Approved: 1 vel	Delivery Date May 11, 2004 N 810100 Requisitioner	Print Date	Procurement Services edu					
Requisition Hea Requisition R0000206 Complete: Cancel Reason: Requestor: Accounting:	order Date May 11, 2004 Y Requisitioner 973720-1234 Document Le	Trans Date May 11, 2004 Approved: 1 vel	Delivery Date May 11, 2004 N 810100 Requisitioner	Print Date Type: Date: Business 1@wpunj.e	Procurement Services edu					
Requisition Hea Requisition R0000206 Complete: Cancel Reason: Requestor: Accounting: Ship to:	order Date May 11, 2004 Y Requisitioner 973720-1234 Document Let William Paters	Trans Date May 11, 2004 Approved: 1 vel son University	Delivery Date May 11, 2004 N 810100 Requisitioner	Print Date Type: Date: Business 1@wpunj.e	Procurement Services edu					
Requisition Hea Requisition R0000206 Complete: Cancel Reason: Requestor: Accounting: Ship to:	Y Requisitioner 973720-1234 Document Ler William Paters 358 Hamburg	Trans Date May 11, 2004 Approved: 1 vel son University Turnpike	Delivery Date May 11, 2004 N 810100 Requisitioner	Print Date Type: Date: Business 1@wpunj.e	Procurement Services edu					



Step 4.6 View Approval History	
From the Approve Documents List	
Click: History	

↓ → Back Forward	• (S top	😰 Refresh	A Home	Q Search	Favorites H	Iistory	🛃 🖌 🔮 Mail Prin	DU7 ht Edit	- 🧾 Discu	155	
dress 🙋 toore:902	:0/pls/Tl	RNG/Ł	owfkuapp.F	_UserAppr	oval?user	id=APPROVEF	R1&qDocN	um=&qNextApp	prover=N&action	n=Submit	+Query 💌	∂Go]
ueried Parame	ters											
Jser ID	APF	PROV	/ER1 App	prover1								
ocument Numb	er:											
ocuments Shov	vn: Nex	d App	prover									
pprove Docum	ents Li	ist						1				
lext Approver	Туре	NSF	Change	Sul	o# Origin	nating User	Amoun	lQueue	Document	History	Approve	Disappro
			Seq#					Туре		,		
Y	REQ				REQ	JISITIONER	1 7.00	DOC	R0000206	History	Approve	Disappro
Y	REQ				REQ	JISITIONER	1 15.00	DOC	R0000207	History	Approve	Disappro
Y	REQ				REQ	JISITIONER	1 10.00	DOC	R0000210	History	Approve	Disappro
Y	REQ				REQ	JISITIONER	1 100.00	DOC	R0000256	History	Approve	Disappro
Y	REQ				REQ	JISITIONER	1 500.00	DOC	R0000257	History	Approve	Disappro
Y	REQ				REQ	JISITIONER	1 5.00	DOC	R0000258	History	Approve	Disappro
Y	REQ				REQ	JISITIONER	1 9.00	DOC	R0000259	History	Approve	Disappro
Another Query	1											



Step 4.6A View Approval History - Continued -	

View D	ocument -	Micros	oft Inl	ternet	Ехр	lorer										_ 8 >
<u>F</u> ile <u>E</u>	_dit <u>V</u> iew	F <u>a</u> vorit	es <u>]</u>	<u>F</u> ools	<u>H</u> elp	P										-
√ ↓ Back	↓ → Forward	d S) Stop	C Refre) sh	Home	Q Searcl	n Favorites	🧭 History	Rail	S Print	1297 E dit	- 📃 Discuss	\$		
A <u>d</u> dress	🙋 n=Displa	ay+REQ8	global	_doc=F	R000	0207&subn	um=&ch	ngnum=&disp	_actg=yes	&disp_text=	printable&	view_doc=	Approval+hi:	story 💌	ểGo] Links '
Viev	v Docu	ment	:													-
Decur	nant Idani	lificatio	m													
Docun	nent Numb	ber R00		7		Type		Requisition								
Origin	ator:	RE	QUISI	TIONE	ER1	Requisiti	oner1									
Appro	vals requ	ired					_									
Queue	e Descripti	on		Lev	/el A	\pprover:	s									
DEPT	DEPT TR	NG QU	JEUE	1												
					A	\pprover	l									
PURT	PURCH 1	TRNG (QUEU	IE 1			_									
					E	Buyer1										
	No approv	rals hav	re be	en re	cord	led for th	s doc	ument								_
Done														Steel ocal	intranat	
Done														13 <u>05</u> E000	in the drift of	

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.



Step 4.7 Return to Approve Documents List	
Click: Back	

i View D	ocument - Mi	crosoft Inte	ernet Ex	plorer										_ 8 ×
<u>Eile E</u>	dit <u>V</u> iew F ₂	<u>a</u> volites <u>I</u> (ools <u>H</u> e	elp										
√⊐ Back	► → . Forward	Stop	🕼 Refresh	Home	Q Search	🛞 Favorites	🧭 History	<mark>I</mark> ▼ Mail	🎒 Print	1297 E dit	• 📃 Discuss			
A <u>d</u> dress	🔊 n=Display+F	REQ&global_	doc=R00	00207&subn	um=&chr	ignum=&disp	_actg=yes	&disp_text=p	orintable&	view_doc=	Approval+his	tory 💌	∂Go	Links »
View	/ Docum	ent												-
\searrow														
Decur	ant Idantific	ation												
Docum	ent Number	R0000207		Type	F	Requisition]							
Origina	ator	REQUISIT	IONER1	Requisiti	oner1	quioinon								
]							- 1
Approv	als require	d												
Queue	Description		Level	Approvers	s									
DEPT	DEPT TRNG	QUEUE	1											
				Approver	1									
PURT	PURCH TRI	NG QUEUE	Ξ1											
				Buyer1										- 1
🖌 N	lo approvals	have bee	en recor	ded for thi	s docu	ment								_
Dono												المعرا	internet	<u>•</u>
Done												ag Local	intrariet	



5) Approving the Requisition

This section describes how to approve a requisition.

Step 5.1 From the Approve Documents List	
Click: Approve	

Apprové Docum File <u>E</u> dit <u>V</u> iew	ents - M F <u>a</u> vori	tes	<u>T</u> ools <u>H</u> e	e t Explo r elp	er								
↓ ↓ Back Forwa	ard 1	Stop	🕼 Refresh) Home	Q Search	Favorites	🧭 History	Isa i Mail F	🚽 🕅 Print Edit	• 📃 Discu	188		
dress 🛃 toore:	9020/pls/"	rrng,	/bwfkuapp.	P_UserAp	proval?user	id=APPROVI	ER1&qDocN	um=&qNext∆	.pprover=N&actio	n=Submit	+Query 💌	ểGo	Lin
Queried Paran	neters												
Jser ID	AF	PRO	VER1 Ap	prover1									
Document Nun	nber:				1								
Documents Sh	own: Ne	xt Ap	prover		1								
					_								
Ipprove Docu	ments l	.ist											
Vext Approver	Тур	e NSI	F Change Seq#	s S	ub#Origin	nating Use	r Amour	t Queue Type	Document	History	Approve	Disappr	ove
Y	REG	2			REQ	JISITIONE	R1 7.0	DOC	R0000206	History	Approve	Disappr	ove
Y	REG	2			REQ	JISITIONE	R1 15.0	DOC D	R0000207	History	Approve	Disappr	ove
Y	REG	2			REQ	JISITIONE	R1 10.0	DOC D	R0000210	History	Approve	Disappr	ove
Y	REG	2			REQ	JISITIONE	R1 100.0	DOC	R0000256	History	Approve	Disappr	ove
Y	REG	2			REQ	JISITIONE	R1 500.0	DOC	R0000257	History	Approve	Disappr	ove
Y	REG	2			REQ	JISITIONE	R1 5.0	DOC DOC	R0000258	<u>History</u>	Approve	Disappr	ove
Y	REG	R			REQ	JISITIONE	R1 9.0	DOC	R0000259	History	Approve	Disappr	ove
Another Query	1												
I Durlant Outsite	I En anna		- 0		I Dumela e e e	Onden I. Ann	Deeres		De auma ant I Dual		an I Manual	- Line Dual	
ttp://bnrtstcore:9	D20/pls/T	RNG/	bwfkuadi P	Approve	Doc?action=	Approve&cu	rruserid=API	PROVER1&u	serId=APPROVE	B1	Ste Loca	al intranet	100



Step 5.2 Validate Approval	
Comments: Enter comments if required	
Select: Cancel to return to the Approval list	
Click: Approve Document to complete the approval	

Approve	Docume	ent - Mi	crosof	t Inter	net Exp	plorer										- 8 >
<u> </u>	lit <u>V</u> iew	F <u>a</u> vor	ites _	<u>T</u> ools	<u>H</u> elp											1
↓ Back	↓ → Forwar	ď	区 Stop	چ Refre) Esh Ho	ome	Q Search	Favorites	Iistory	🛃 ▾ Mail	S Print	127 Edit	• 〔 Dia	ii) scuss		
A <u>d</u> dress 🤞	🖹 nextApp	orover=Y	docTy%	ype=RE	Q&docN	lum=F	100002068	seqNum=18،	chngnum=	&subnum=	&amount=7	7&nsfInd=	&queueT	уре=DOC 💌	∂Go	Links '
Wi	llia	m I	Pai	ter	ſSO	n	Uni	ver	sity	(TF	RNG)	-			
Search				Go									MENU	SITE MAP	HELP	EXIT
Appr	ove D	ocur	nent	t												-
Doour	ont Numl	har Dí	" 100020	DR Turn												
Change	eni Nunn Seatt	Der. No	100020	Suk	ю. Кес 5#	×										
Amoun	t		7.0	00	211	-										
Comm	ent: rove Docu	ıment	C;	ancel	This c	 locur	ment has	been ap	proved.				A.			_
																_



Step 5.3 Complete Approval	
Note the approval message	
Click: Continue to return to the Approval Documents List	

Document Pending Approva	al - Microsoft Interne	t Explorer			- 8
<u>File E</u> dit <u>V</u> iew F <u>a</u> vorites	<u>T</u> ools <u>H</u> elp				
Generation → Gene) 🕼 🟠 p Refresh Home	Search Favorites	- History Mail	🗐 🕅 - Print Edit I	Discuss
Address 🙋 hngNum=&subNum=	=&nsfInd=&queueType=E	00C&comment=This+d	ocument+has+been+ap	proved.&action=Approve	+Document 💌 🔗 Go 🗍 Links
William Pa	aterson	Univer	sity (TR	NG)	
Search	Go			MEN	IU SITE MAP HELP EXIT
Document Pendir	ng Approval				
Document R0000206	6 has your approva	l.			
Continue					
RELEASE: 5.4					powered by Osct
🛃 Done					📄 🔀 Local intranet

Step 5.4 Repeat the Approval Process as needed	
Select: Another Requisition to Approve	

Approve Documer	its - Micro	osoft Int	ernet Exp	orer						
<u>ile E</u> dit <u>V</u> iew	F <u>a</u> vorites	<u>T</u> ools	<u>H</u> elp							
↔ → Back Forward	- 😒 Stop	D Refre) 🟠 esh Hom	e Sea) 💉 (rch Favorites Hi	3 Story	Ar (Mail Prir	9 EV nt Edit	• 📃 Discuss	
dress 🛃 TRNG/b	wfkuapp.P	_UserApp	roval?actio	n=Submit+I	Query&userid=APPF	OVER1&q	DocNum=&qN	√extApprover=&	action=Contin	ue▼ ∂Go L
history of th enabled, to	ie docum disappr	nent. Se ove the	lect the A docume	pprove nt.	link, if enabled,	to appro	ve the doo	ument. Sele	ot the Disa	pprove link, if
ueried Parame	ters									
Jser ID	APPF	ROVER1	Approve	r1						
ocument Numb	er:									
Documents Shov	vn: All									
Approve Docum Next Approver	Type N	ISF Cha Sec	nge #	Sub#O	riginating User	Amount	Queue Type	Document	History App	prove Disapprov
Y	REQ			R	EQUISITIONER1	15.00	DOC	R0000207	History App	prove Disapprov
Y	REQ			R	EQUISITIONER1	10.00	DOC	R0000210	History Ap	prove Disapprov
Y	REQ			R	EQUISITIONER1	100.00	DOC	R0000256	History Ap	prove Disapprov
Y	REQ			R	EQUISITIONER	500.00	DOC	R0000257	History Ap	prove Disapprov
				D		5.00	DOC	R0000258	History Ap	prove Disapprov
Y	REQ				EQUISITIONERI					
Y Y	REQ REQ			RI	EQUISITIONER	9.00	DOC	R0000259	History Ap	prove Disapprov
Y Y Another Query	REQ REQ			RI	EQUISITIONER1	9.00	DOC	R0000259	History Ap	prove Disapprov
Y Y Another Query	REQ REQ			RI	EQUISITIONER1	9.00	DOC	R0000259	History Ap	prove Disapprov
Y Y Another Query	REQ REQ			R	EQUISITIONER	9.00	DOC	R0000259	<u>History Ap</u>	prove Disapprov

Note: The approved Requisition, R0000206, is no longer on the list.



6) Disapproving the Requisition

This section describes how to disapprove a requisition.

Note: Disapproved Requisitions will be removed from Banner each night in order to relieve the budget reservation and return the funds to the budget. Once a Requisition is created it can not be changed. Requisitions that need revision should be disapproved and a new Requisition created.

Step 6.1 From the Approve Document List	
Click: Disapprove	

Approve Docume	nts - Micro	soft Inte	ernet Exp	orer							
Eile <u>E</u> dit <u>V</u> iew	F <u>a</u> vorites	<u>T</u> ools	<u>H</u> elp								
Back Forward	i Stop	_¢° Refre) 🔓	ie Seard	h Favorites	Iistory	Mail P	j 127 rint Edit	• Discu	22L 22L	
dress 🙋 toore:90;	20/pls/TRN	G/bwfkua	app.P_Use	rApproval?u	serid=APPROVI	R1&qDocN	um=&qNextA	pprover=N&actio	n=Submit	+Query 💌	∂Go]Li
matory or u	i o aocum	онь ос		ippiose s	ni s, il chabio	a, to appi	ore ine de	ountone oord	Zor into L	лоарргот	o ming ir
enabled, to	o disappro	ove the	docume	nt.							
Dueried Parame	ters										
Jser ID	APPR	OVER1	Approve	ər1							
Document Numb	ber:										
Documents Sho	wn: Next A	Approve	∍r								
Ipprove Docum	ents List										
Next Approver	Туре N	SF Chai	nge	Sub# Ori	ginating Use	r Amour	t Queue	Document	t History	Approve	Disapprove
		Seq	#				Туре				
Y	REQ			RE	QUISITIONE	R1 15.00	DOC DOC	R0000207	History	Approve	Disapprove
Y	REQ			RE	QUISITIONE	R1 10.00	DOC DOC	R0000210	History	Approve	Disapprove
Y	REQ			RE	QUISITIONE	R1 100.00	DOC DOC	R0000256	History	Approve	Disapprove
Y	REQ			RE	QUISITIONE	R1 500.00	DOC D	R0000257	History	Approve	Disapprove
Y	REQ			RE	QUISITIONE	R1 5.00	DOC D	R0000258	History	Approve	Disapprove
Y	REQ			RE	QUISITIONE	R1 9.00	DOC (R0000259	History	Approve	Disapprove
Another Query	1										
										👘 😒 Loca	al intranet



Step 6.2 Validate Disapproval	
Comments: Enter comments	Reason for disapproval
Select: Cancel to return to the Approval list	
Click: Disapprove Document to complete the disapproval	

Disapprove Documer	nt - Microso	oft Intern	iet Explo	orer									_ 8 ×
<u>F</u> ile <u>E</u> dit <u>V</u> iew F <u>⊰</u>	<u>a</u> vorites <u>T</u> o	ools <u>H</u> el	p										-
Back Forward	Stop I	🕼 Refresh	Home	Q Search	* Favorites	🍏 History	<mark>IN</mark> ▼ Mail	Print	1297 E dit	• Jis	cuss		
Address 🛃 extApprover	=Y&docType	=REQ&do	cNum=R0	0000207&se	eqNum=1&c	hngnum=&:	subnum=&ai	mount=15&	nsfInd=8	kqueueTy	vpe=DOC 💌	∂Go	Links
William	Pat	ers	on	Uni	ver	sity	(TR	NG)	-	-		
Search		Go								MENU	SITE MAP	HELP	EXIT
Disapprove D	Docume	ent											
													_
Document Informa	tion												
Document Number:	R0000207	Type: F	REQ										
Change Seq#		Sub#											- 1
Amount:	15.00)											
Comment:			Approv	val has be	een denie	∍d.				A			
Disapprove Docu	ment	Cancel											_
1 Done											📃 甓 Loca	l intranet	_



Step 6.3 Complete Disapproval	
Note the Disapproval message	
Click: Continue to return to the Approval Documents List	

🕘 Docume	ent Pe	ending	j Appr	oval	- Micro	osoft	Intern	et Expl <u>or</u>	er								- 8	×
<u> </u>	dit ⊻	(iew	F <u>a</u> vori	tes	<u>T</u> ools	<u>H</u> el	P										-	
4	•	⇒ .		8	4)		0	*	3	- 2-	4	U7	÷_[
Back	Fo	nward	9 10 -l	Stop	Refre	esh Num	Home	Search	n Favorites	: History	Mail	Print	Edit	Dia	scuss	കരം	Linka	»
	- 763	seqNur	m=1&cr	nngNu	im=&sut	onum	=&nsfind	I=&queue I	ype=DUL&d	comment=N	o+longer+n	eeded∾	tion=Disa	pprove+L	ocument 💌	(r uo	LINKS	
Wi	Hi	an	n F	°a	tei	rs	on	Un	iver	sity	(TF	RNG	3)	_			-	
Search	<u>ا</u> ۱				Go									MENU	SITE MAP	HELP	EXIT	
Docu	ume	ent F	Pend	ding	ј Ар	pro	val											
						-												
				007.1			dinana											
	ocum	ient F		207 1	las pe	en (usappi	ioved by	/ you.									
Contin	ue																	
RELEAS	SE: 5.4	L .													power	nd by 🦲	Set	
																		~
🛃 Done															📃 🗟 Loca	al intrane		



7) View the Approval History or Document Detail of a Specific Requisition

This section will describe how to view a specific requisition to see the document details and the approval history. We will view requisitions at various stages of the approval process, as well as disapproved requisitions.

Note: An approved requisition will no longer appear on the Approve Documents List. If you need to view an approved requisition, or see the approval history follow the steps in this section. This process may also be used to view a Purchase Order or Invoice.

Step 7.1 From the Financial Information Menu	
Select: View Documents	

SCT WWW Information S	ystem - Microsoft Internet Explor	er		= 8 ×
<u>File E</u> dit <u>V</u> iew F <u>a</u> vorite	s <u>T</u> ools <u>H</u> elp			100 A
Reck Forward S) 🖸 🖓 🥥	Eavorites History Mail	Brint Edit Discuss	
Address 🛃 http://bnrtstcore:	020/pls/TRNG/twbkwbis.P_GenMen	?name=bmenu.P_FinanceMnu	Think Edit Discuss	▼ 🖉 Go Links ≫
MACHER T				
vviinam P	aterson Uni	versity (Tr	(NG)	
Search	Go		MENU SITE	MAP HELP EXIT
Finance				
🤜 Financial	Information			
Budget Queries				
Encumbrance Query				
Requisition				
Approve Documents				
View Document				
	[Budget Queries Encumbrance Qu	ery <u>Requisition</u> <u>Approve Doc</u>	uments <u>View Document</u>]	_
RELEASE: 6.0				powered by Osct
5				🐮 Local intranet

Step 7.2 Select the Requisition to View	
Choose Type: Requisition	
Document Number: Enter the requisition number	Example: R0000260
Select: Approval History	

View Document - Microsoft Internet Explorer	_ 8 ×
<u>File Edit View Favorites Iools H</u> elp	
← → → → ∞ 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 a document enter parameters then select Approval history. If you do not know the document num Number to access the Code Lookup feature. This enables you to perform a query and obtain a to choose from.	pproval history for a ber, select Document list of document numbers
Choose type: Requisition Document Number R0000260 Submission#: Change Seq#	
Display Accounting Information	
C Yes C No	
Display Document Text	
C All © Printable © None	
View document Approval history	
el Done	💌 🧏 Local intranet



Step 7.3 View the Approval History	
Scroll to the bottom of the screen Click: View	To return to the selection screen
Document	

View D	ocu	ment - I	Micros	oft Inte	ernet	Ехр	lorer								E	8
<u>F</u> ile <u>E</u>	dit	⊻iew	F <u>a</u> vorit	es <u>I</u>	ools	<u>H</u> el	p									
√⊐ Back	•	=> Forward	• (9	🔊 Stop	⊈ Refre) :sh	Home	Q Searc	h Favorites	3 History	Mail	🎒 Print	127 E dit	Discuss		
ddress 🖡	🥙 i	ion=Displ	ay+REC	aloba)	L_doc:	=r000)0206&subr	num=&c	hngnum=&dis	o_actg=ye	s&disp_text	=printable&	view_doc:	=Approval+history 💌	[∂Go]]Lir	nks
VICV	V L	700ar	пен	-												
																_
Docun	nen	t Identi	ficatio	m												
Docun	nen	t Numb	er R00	 20200			Type		Requisition							
Origin	non .t					-04	туро Полиссій		rtoquiation	1						
Urigin	ator		REU	JUISH	IONE	=R1	Requisiti	oneri								
Appro	vals	s requii	red					_								
Queue	e De	scriptio	n		Lev	/el A	\pprover:	s								
PURT	PU	JRCH T	RNG (QUEUE	Ξ1											
						F	Ruver1	-								
							ayon.									
Annea	wale		dad													
APH U	vaia		reu	LL												
Queue	e Le	vel Dati	e	U	ser											
DEPT	1	May	y 21, 2	004 Aj	ppro	ver1										
																_
												\sim				
											/					
[Budg	get C	ueries	Encum	brance	Query	<u>y Re</u>	equisition	Purcha	<u>se Order Ap</u>	prove Do	ouments 🕅	<u>fiew Docur</u>	nent Bud	<u>get Transfer Multiple</u>	<u>e Line Budget</u>	
View D-		ant							-					Star Lara	-l intranat	
view Do	Journ	erit												J J J 333 LOCA	arintranet	

Note: The requisition that has been approved at the Department Level and is pending Purchasing Approval.

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
 Image: Colspan="2">Colspan="2"

 Colspan="2">Colspan="2"
 Colspan="2">Colspan="2"

 Colspan="2">Colspan="2"
 Colspan="2">Colspan="2"

 Colspan="2">Colspan="2"
 Colspan="2"
 Colspan="2"
 Colspan="2"

 Colspan="2">Colspan="2"
 Colspan="2"
 Cols

Note: The Queue DENY message.



Step 7.4 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: R0000206
Display Document Text: Click All	To view both Print and No Print Text
Select: View Document	

🗿 Viev	v Doci	ument -	Microsoft	Internet	Explorer									- 8 ×
<u> </u>	<u>E</u> dit	⊻iew	F <u>a</u> vorites	<u>T</u> ools	<u>H</u> elp									-
↓ Bac	"	=> Forward	e 🔊	 Refre	sh Home	Q Search	Favorites	🧭 History	Mail	S Print	1297 E dit	• 📃 Discuss		
Addre	ss 🦉	http://b	nrtstcore:902	20/pls/TR	NG/bwfkvdoo	.P_ViewDo	с						💌 🧬 Go	Links »
	doo Nun to c	ument nber to hoose	enter para access th from.	ameters ie Code	then selec Lookup fe	: Approva ature. Th	al history. is enable:	If you do s you to) not kno perform :	w the doo a query a	cument n nd obtair	umber, sele i a list of do	et Documer cument num	it 🔺 bers
Ch	ooset	ype:	Requisitio	n	•	Document I	Number	R00002	60					
Su	bmiss	ion#:			Cha	nge Seq#	¥							
Dis ©	play /	Accour Yes	nting Info C	mation No										
		Dis	play Doci	ument T	ext									- 1
0		All	C	Printabl	e 0	None								- 1
	View do	ocument	Арг	iroval histi	ory									_
[<u>E</u> 2 Don)udget (e	Queries	Encumbrar	nce Query	<u>/ Requisition</u>	<u>Purchase</u>	e Order Ap	prove Doo	:uments)	/iew Docun	nent <u>Budg</u>	et Transfer <u>N</u>	<u>Auttiple Line Bu</u> : Local intranet	dget 💌



Step 7. 5 View the Requisition	
Scroll to the bottom of the screen Click: View	To return to the selection screen
Document	

View Document -	Microsoft Int	ernet Expl	orer						
<u>File E</u> dit <u>V</u> iew	F <u>a</u> vorites <u>T</u>	ools <u>H</u> elp							
	ຸ 🛞	<u>ئ</u>		E	3 🔤		EV .	• <u>i</u>	
ddress	a stop	Herresh	nome search	ravontes m	istory Mail	Frint	iew door		∂Go [
	idy in Eleagioba		ozooasabhani-achin	iginam=«disp_c	icig-ycsiidisp_ica	-printabica	new_doc-		(
Requisition Hea	ıder								
Requisition	Order Date	Trans D	ate Delivery Da	te Print Date	e Total				
R0000260	May 20, 200	14 Jul 01, 1	2004 Jul 01, 2004		6.00				
Complete:	Y	Approv	ed: N	Туре:	Procurement				
Cancel Reason:				Date:					
Requestor:	Requisitione	ər1	810100	Business	Services				
	973720-1234	1	Requisitione	er1@wpunj.	edu				
Accounting:	Document L	evel.							
Ship to:	College Hal	l i							
	William Pate	erson Univ	versity						
	Wayne, NJ (07470							
Attention:	Requisitione	ər1							
Contact:									
Vendor:	800010015	Caddo	Testing						
	123 Main St	reet							
Done	1				1			🗮 Loca	Lintranet

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

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

