



Banner Finance

Instructions for Approving Requisitions

June 2004

William Paterson University Banner Finance Training

Instructions for Approving Requisitions

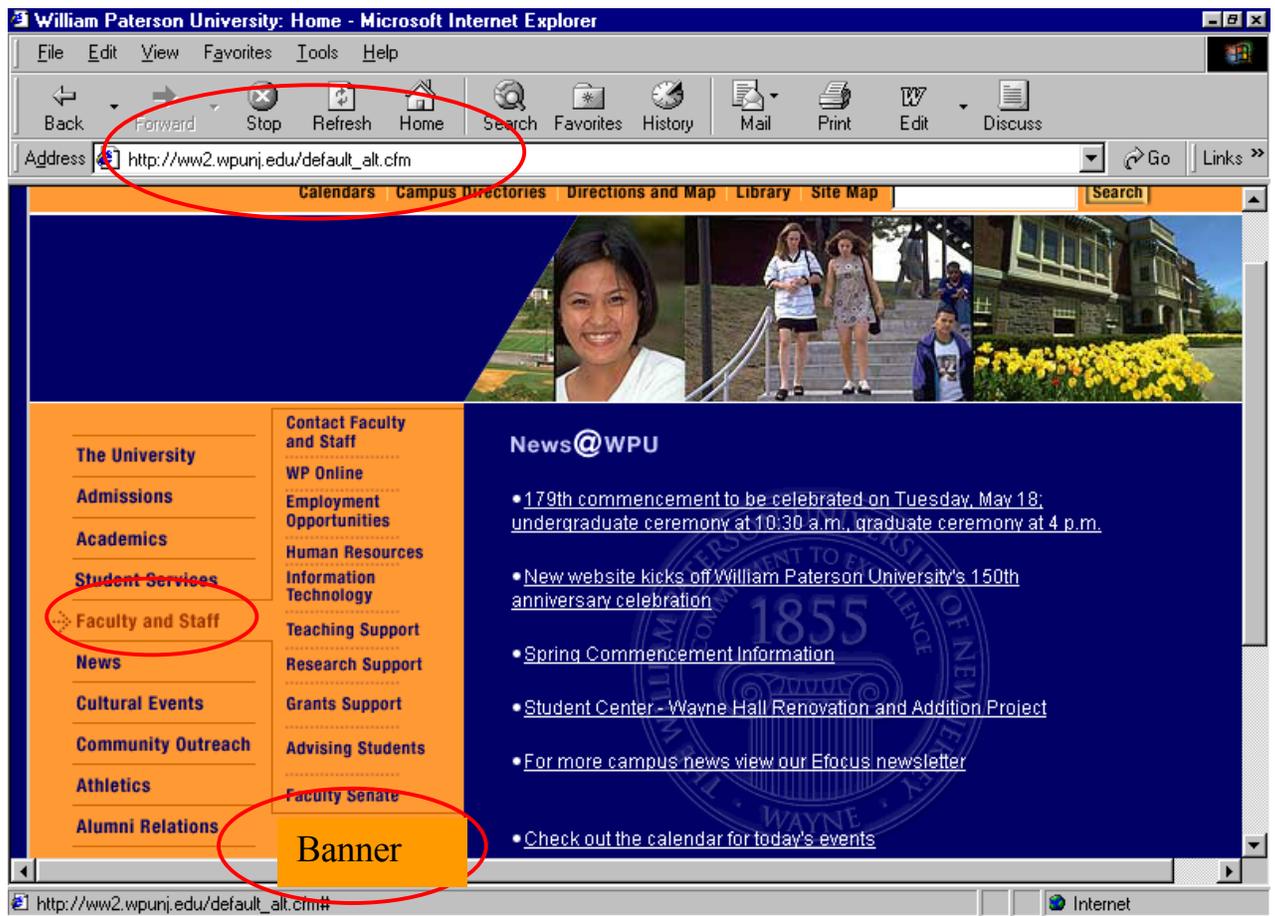
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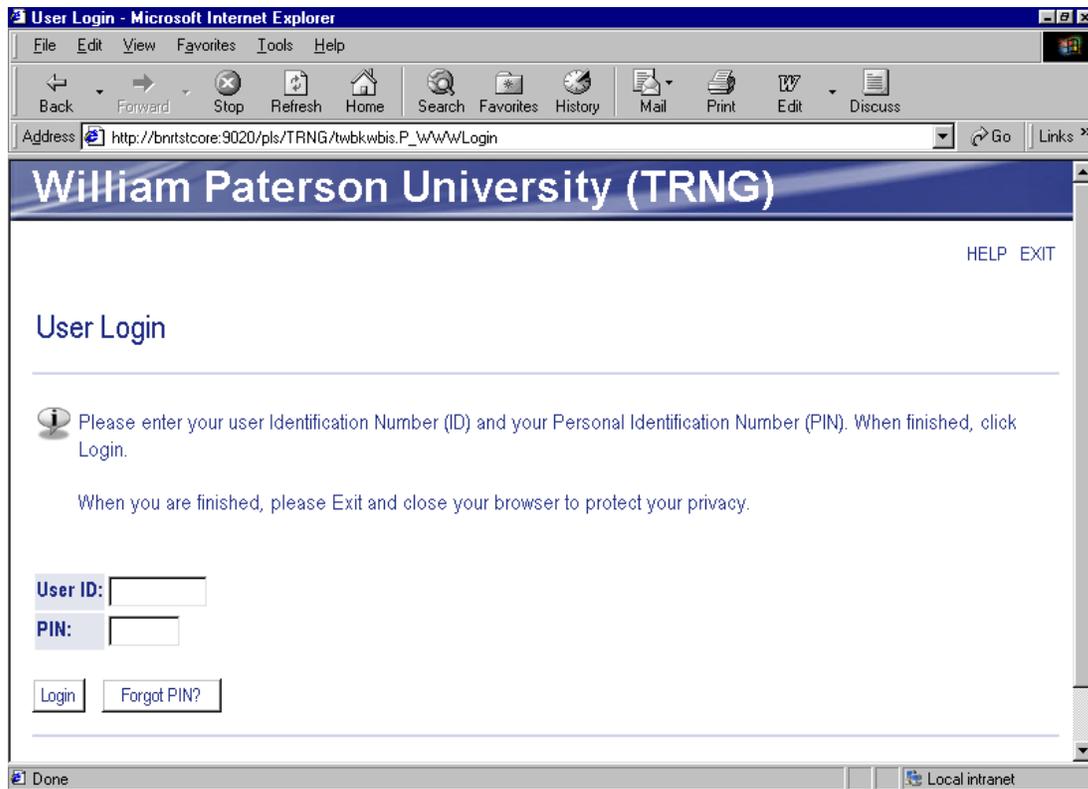
1) Login to Banner Finance

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	

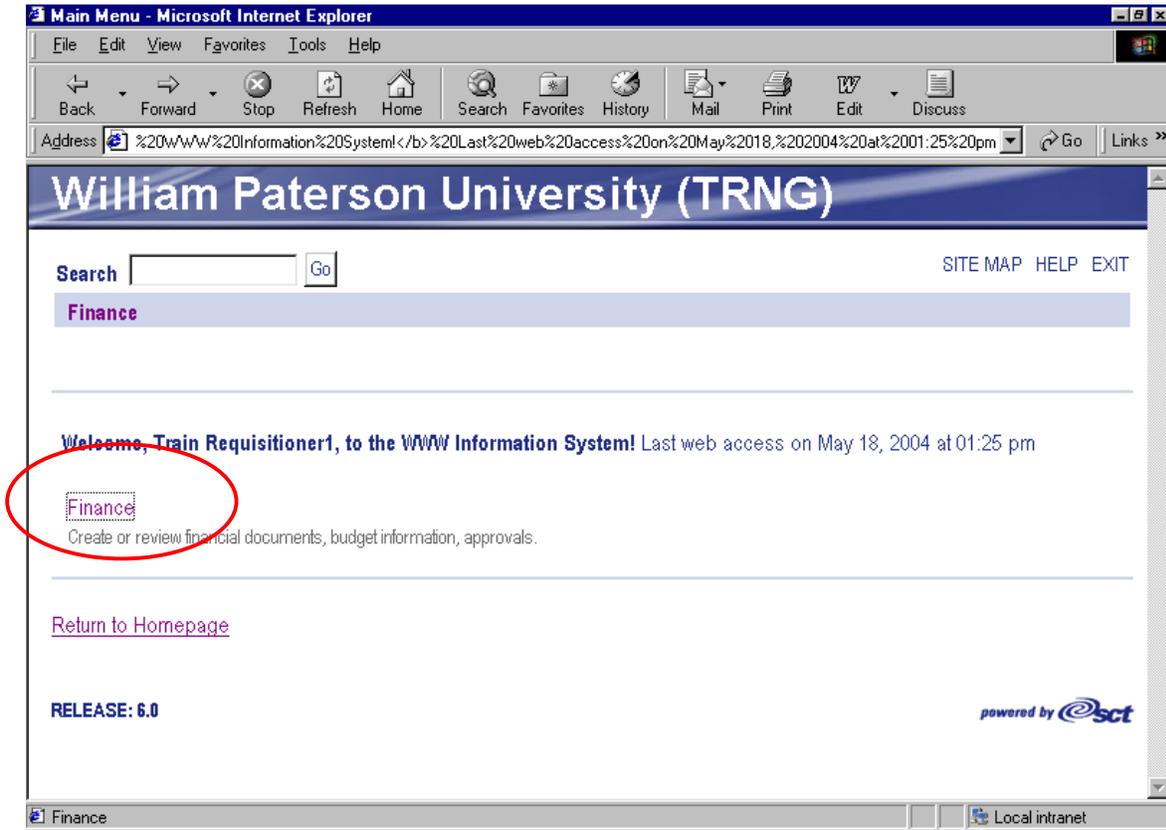


Step 1.2 User Login	
Enter: William Paterson User ID	Nine numbers starting with an 855 prefix. Example: <u>855</u> 123456
Enter: PIN	The User's six digit birth date (mmddyy) Example: 010875



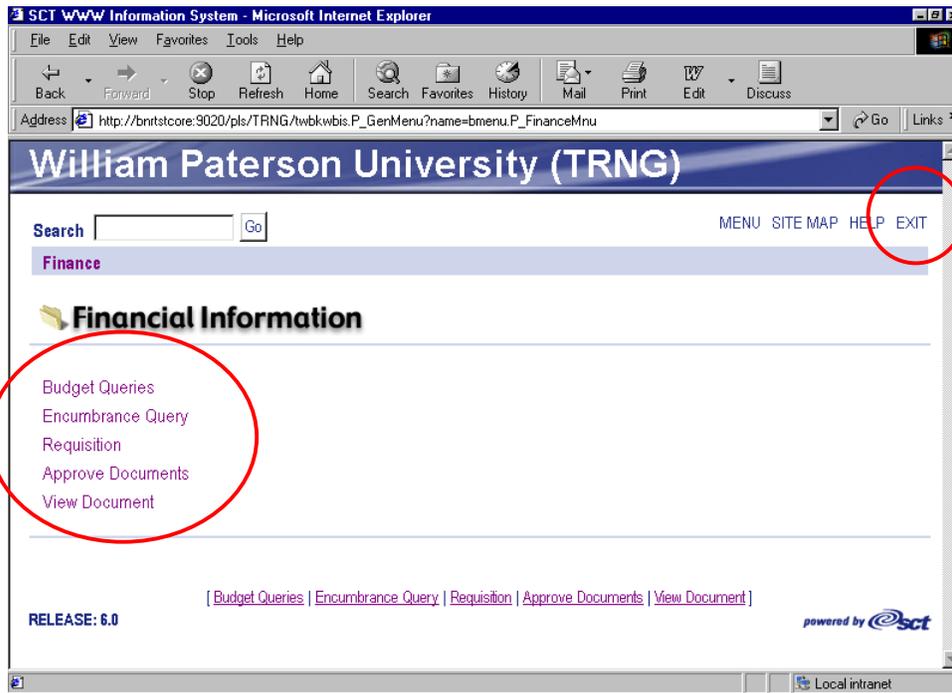
Users will receive User ID's and PIN's via e-mail following attendance of a Training session and prior to the 6/15/2004 start-up.

Step 1.3 Access Financial Information Menu	
Select: Finance	



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 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).

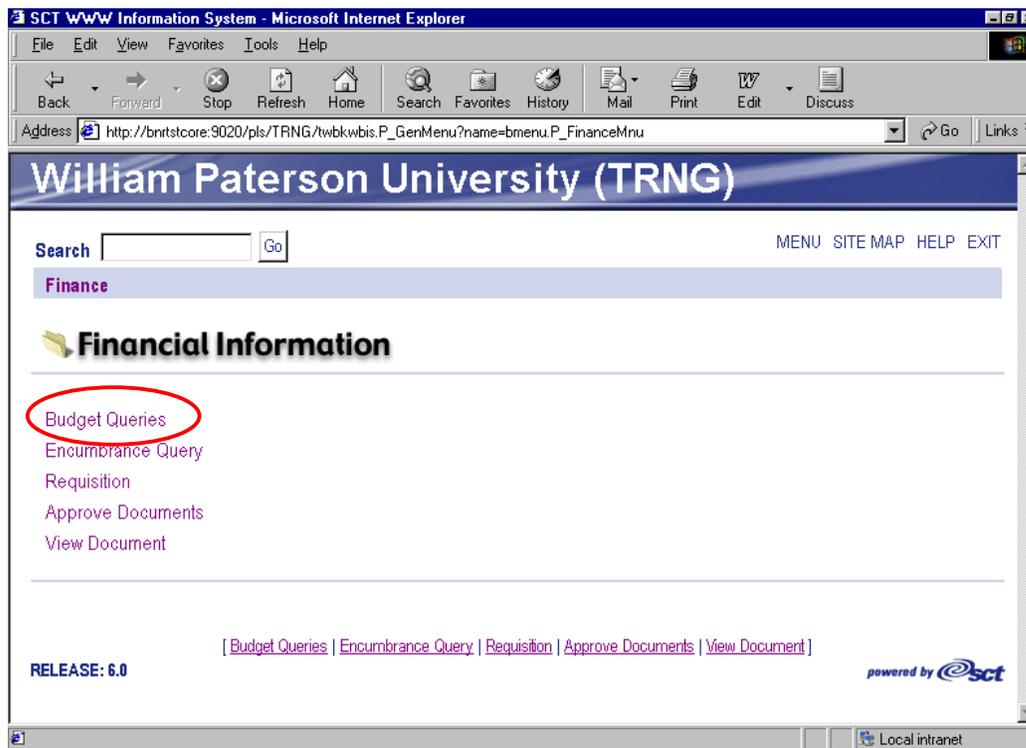
For instructions on navigating the Banner Financial Information Menu Selections please see these related documents:

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

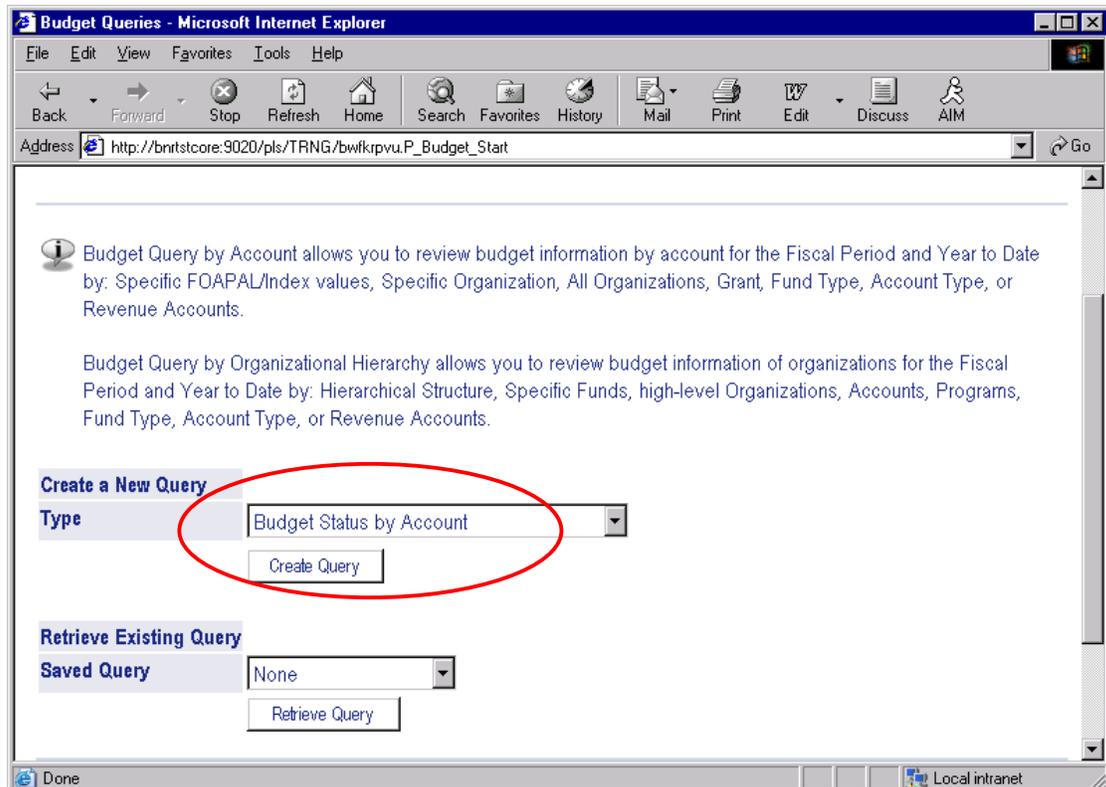
2) View Budget

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

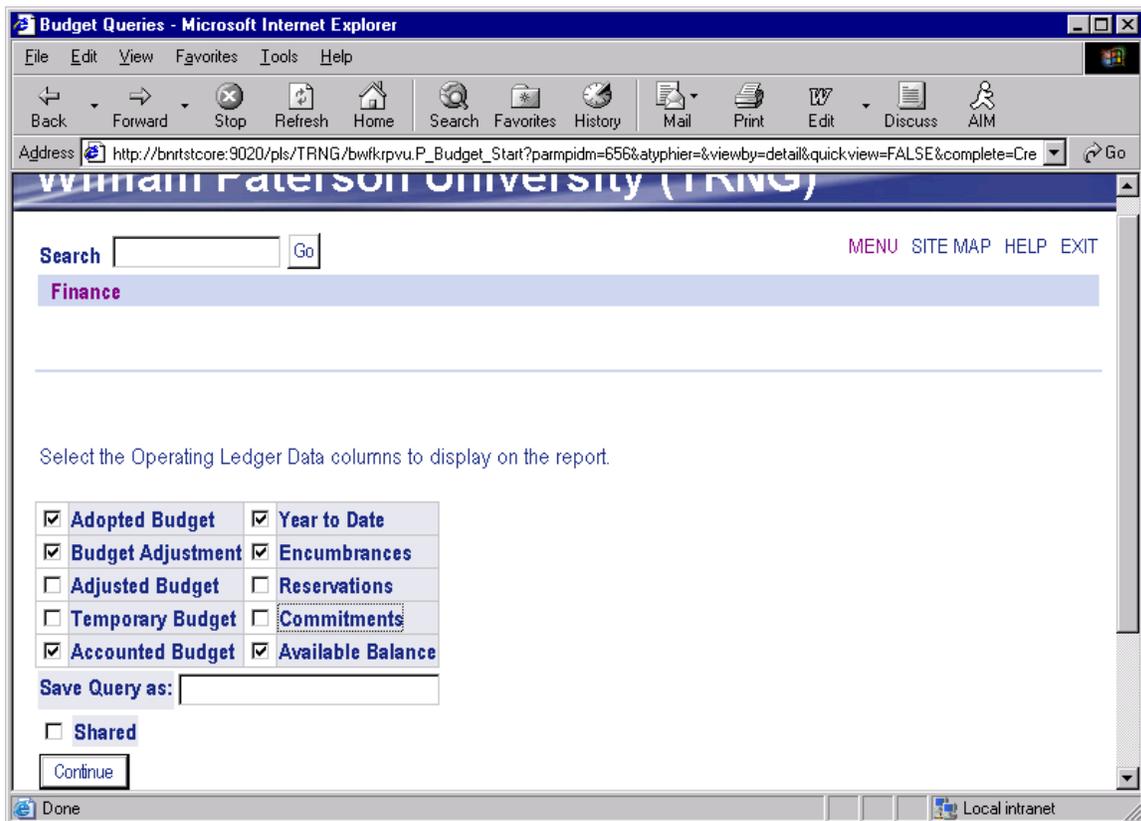
Step 2.1 From the Financial Information Menu	
Select: Budget Queries	



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



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	



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

Done Local intranet

Step 2.5 View 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	All
Account	All	Location	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.

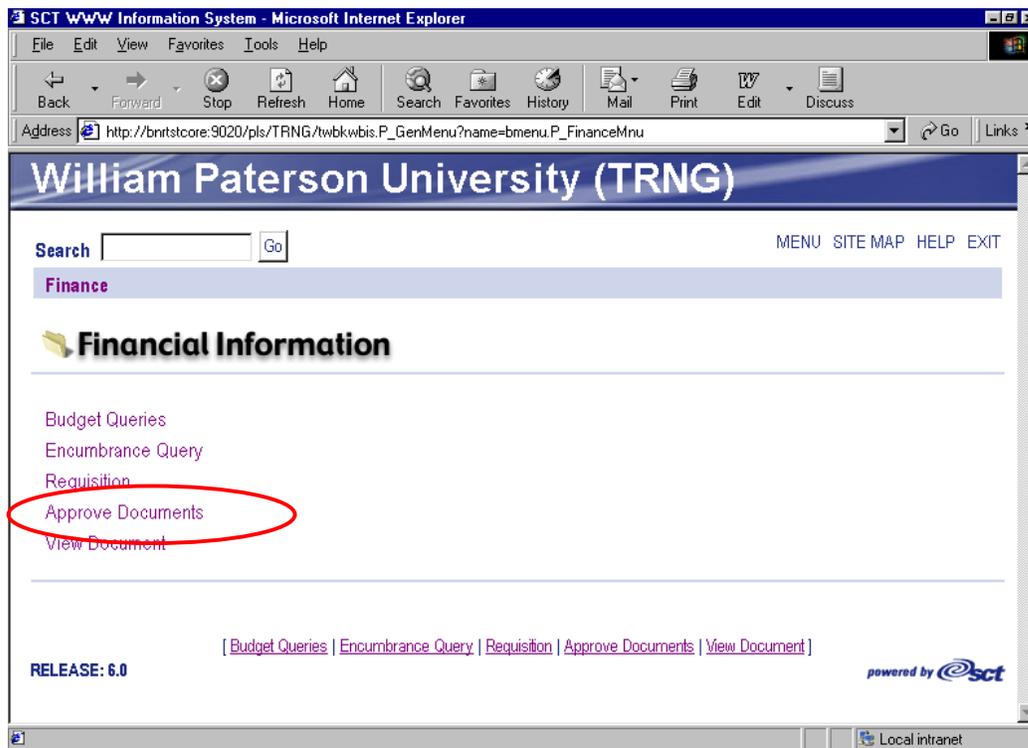
Banner has a web session time out feature that will close the application after a prolonged period of inactivity. Any requisition that is started but not fully completed will be lost if a time out occurs.

Created requisitions move into approval queues based on the requisition's Accounting 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.

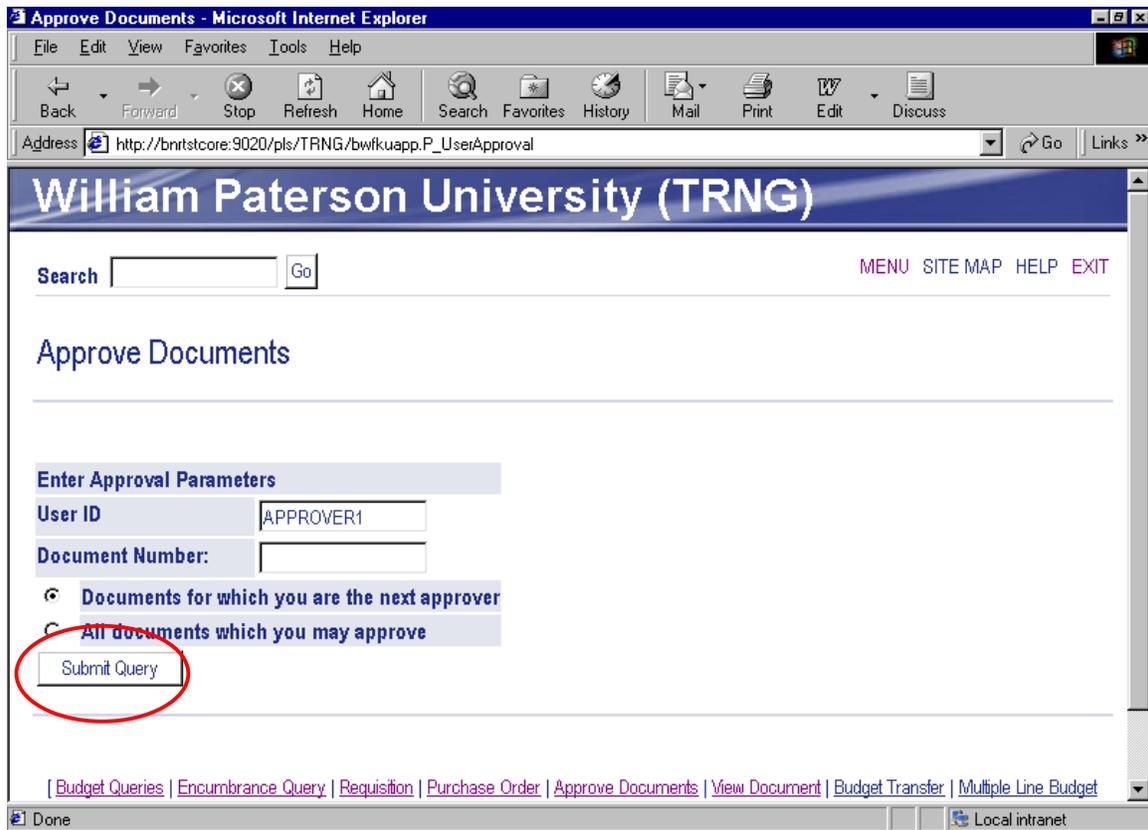
4) View the Approve Documents List

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

Step 4.1 From the Financial Information Menu	
Select: Approve Documents	



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	



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

Queried Parameters

User ID	APPROVER1	Approver1
Document Number:		
Documents Shown:	Next Approver	

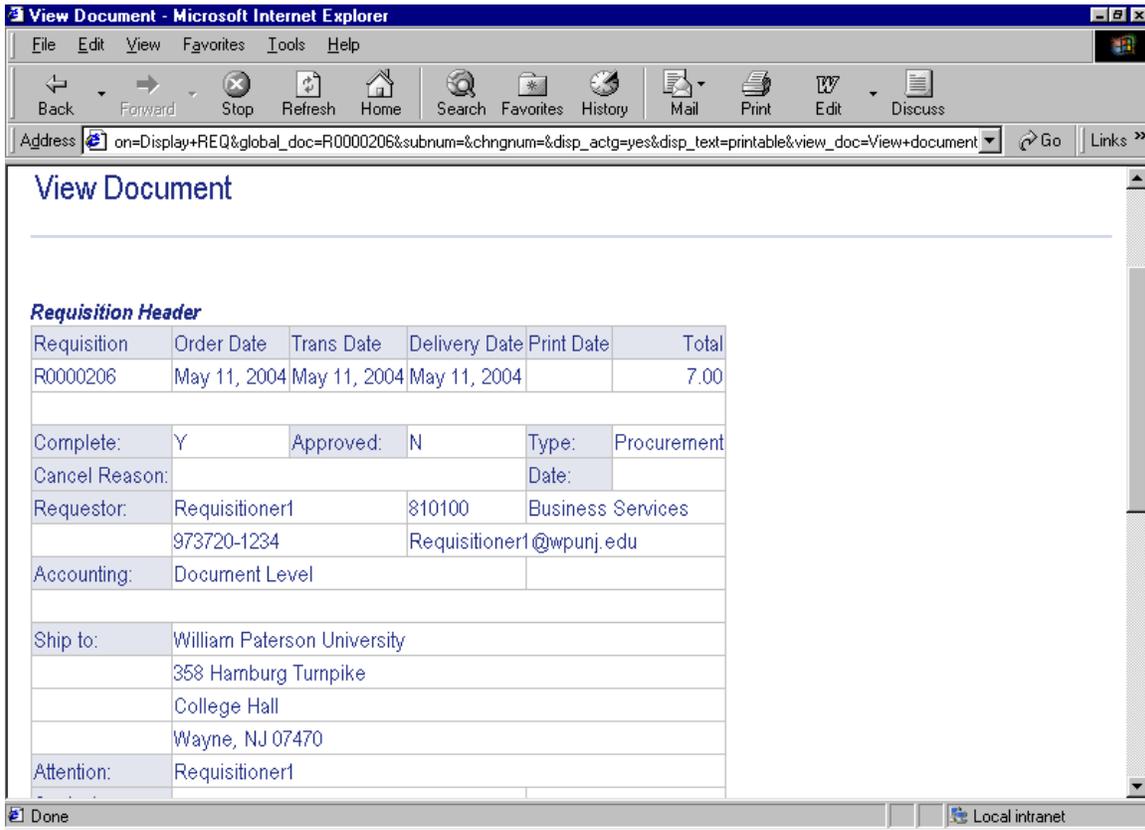
Approve Documents List

Next Approver	Type	NSF	Change Seq#	Sub#	Originating User	Amount	Queue Type	Document	History	Approve	Disapprove
Y	REQ				REQUISITIONER1	7.00	DOC	R0000206	History	Approve	Disapprove
Y	REQ				REQUISITIONER1	15.00	DOC	R0000207	History	Approve	Disapprove
Y	REQ				REQUISITIONER1	10.00	DOC	R0000210	History	Approve	Disapprove
Y	REQ				REQUISITIONER1	100.00	DOC	R0000256	History	Approve	Disapprove
Y	REQ				REQUISITIONER1	500.00	DOC	R0000257	History	Approve	Disapprove
Y	REQ				REQUISITIONER1	5.00	DOC	R0000258	History	Approve	Disapprove
Y	REQ				REQUISITIONER1	9.00	DOC	R0000259	History	Approve	Disapprove

Another Query

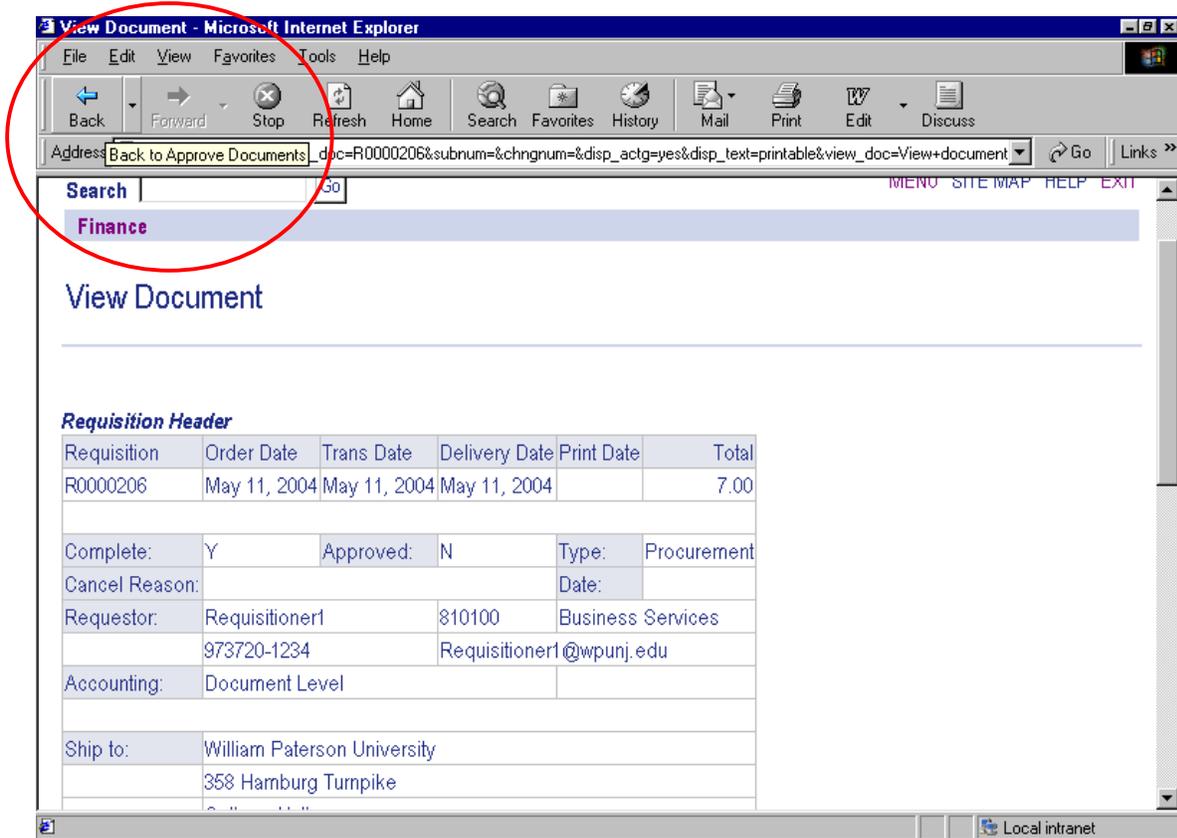
Local intranet

Step 4.4 View the Requisition	



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

Step 4.5 Return to Approve Documents List	
Click: Back	



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

Approve Documents - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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

Address tcore:9020/pls/TRNG/bwfkuaapp.P_UserApproval?userid=APPROVER1&qDocNum=&qNextApprover=N&action=Submit+Query Go Links >>

Queried Parameters

User ID	APPROVER1	Approver1
Document Number:		
Documents Shown:	Next Approver	

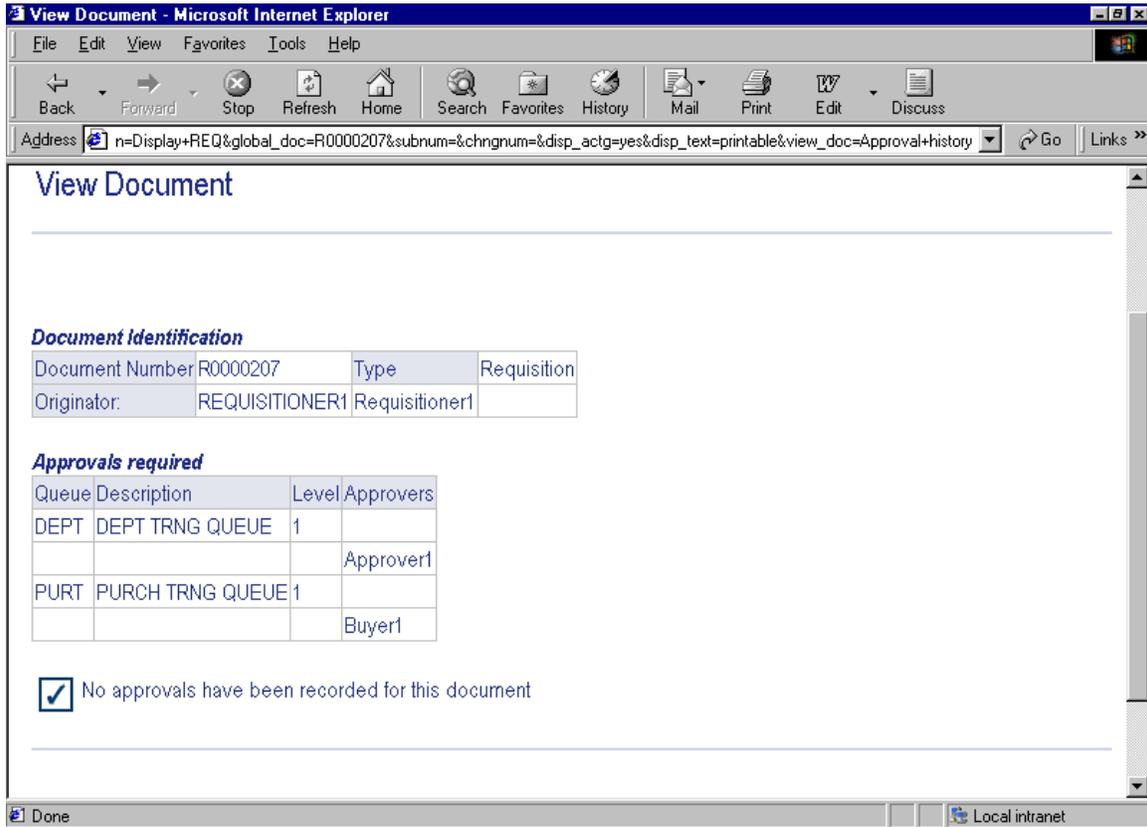
Approve Documents List

Next Approver	Type	NSF	Change Seq#	Sub#	Originating User	Amount	Queue Type	Document	History	Approve	Disapprove
Y	REQ				REQUISITIONER1	7.00	DOC	R0000206	History	Approve	Disapprove
Y	REQ				REQUISITIONER1	15.00	DOC	R0000207	History	Approve	Disapprove
Y	REQ				REQUISITIONER1	10.00	DOC	R0000210	History	Approve	Disapprove
Y	REQ				REQUISITIONER1	100.00	DOC	R0000256	History	Approve	Disapprove
Y	REQ				REQUISITIONER1	500.00	DOC	R0000257	History	Approve	Disapprove
Y	REQ				REQUISITIONER1	5.00	DOC	R0000258	History	Approve	Disapprove
Y	REQ				REQUISITIONER1	9.00	DOC	R0000259	History	Approve	Disapprove

Another Query

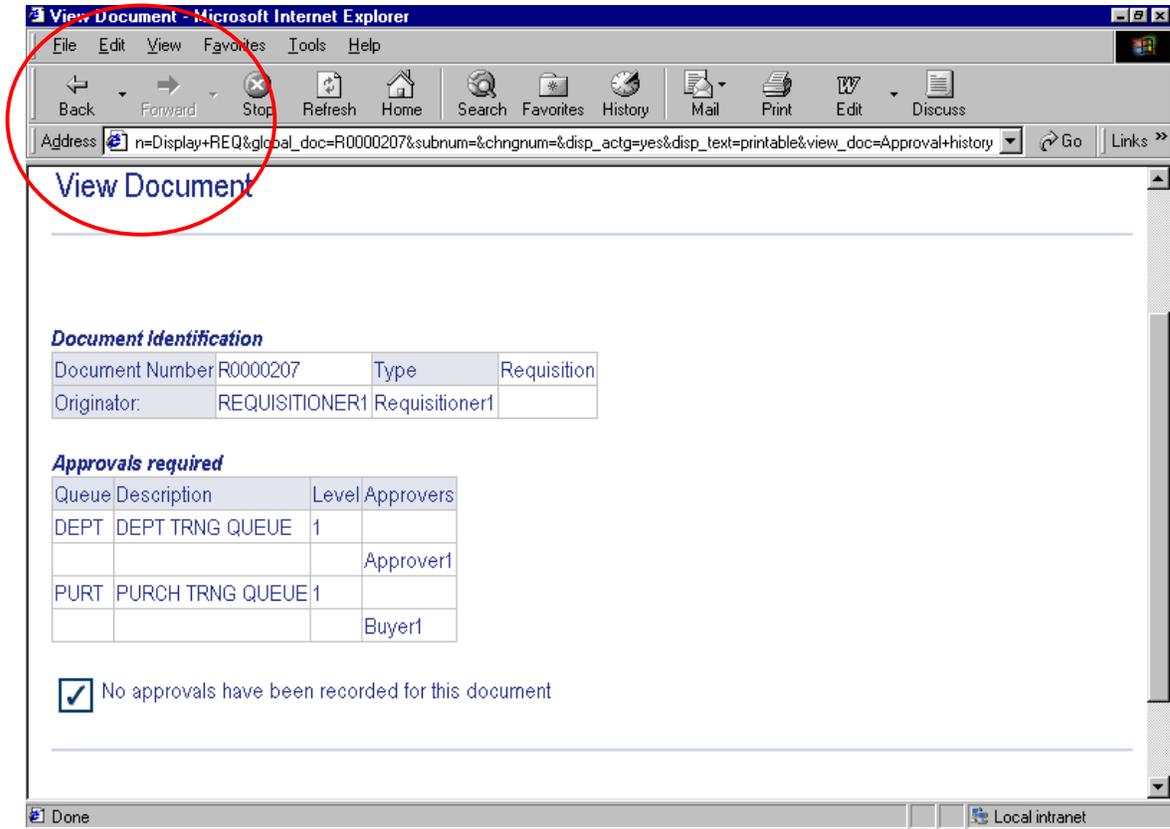
Local intranet

Step 4.6A View Approval History - Continued -	



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	



5) Approving the Requisition

This section describes how to approve a requisition.

Step 5.1 From the Approve Documents List	
Click: Approve	

Queried Parameters

User ID	APPROVER1 Approver1
Document Number:	
Documents Shown:	Next Approver

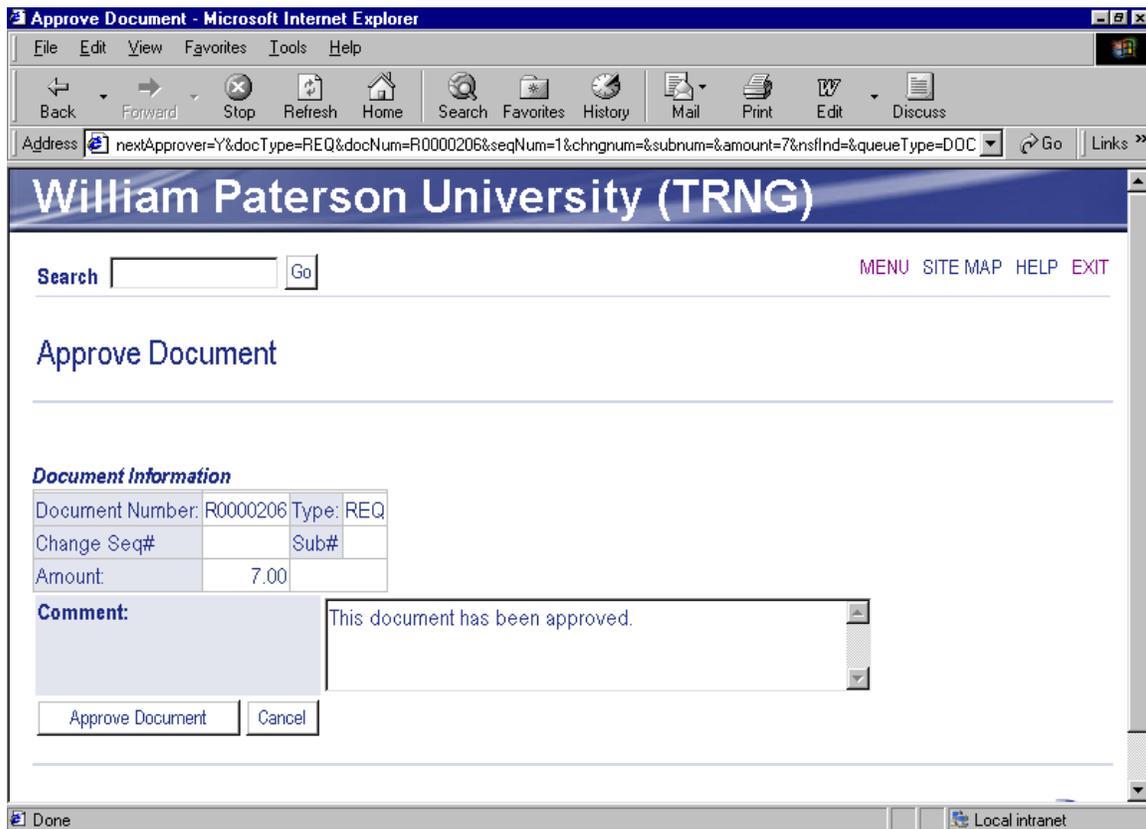
Approve Documents List

Next Approver	Type	NSF	Change Seq#	Sub#	Originating User	Amount	Queue Type	Document	History	Approve	Disapprove
Y	REQ				REQUISITIONER1	7.00	DOC	R0000206	History	Approve	Disapprove
Y	REQ				REQUISITIONER1	15.00	DOC	R0000207	History	Approve	Disapprove
Y	REQ				REQUISITIONER1	10.00	DOC	R0000210	History	Approve	Disapprove
Y	REQ				REQUISITIONER1	100.00	DOC	R0000256	History	Approve	Disapprove
Y	REQ				REQUISITIONER1	500.00	DOC	R0000257	History	Approve	Disapprove
Y	REQ				REQUISITIONER1	5.00	DOC	R0000258	History	Approve	Disapprove
Y	REQ				REQUISITIONER1	9.00	DOC	R0000259	History	Approve	Disapprove

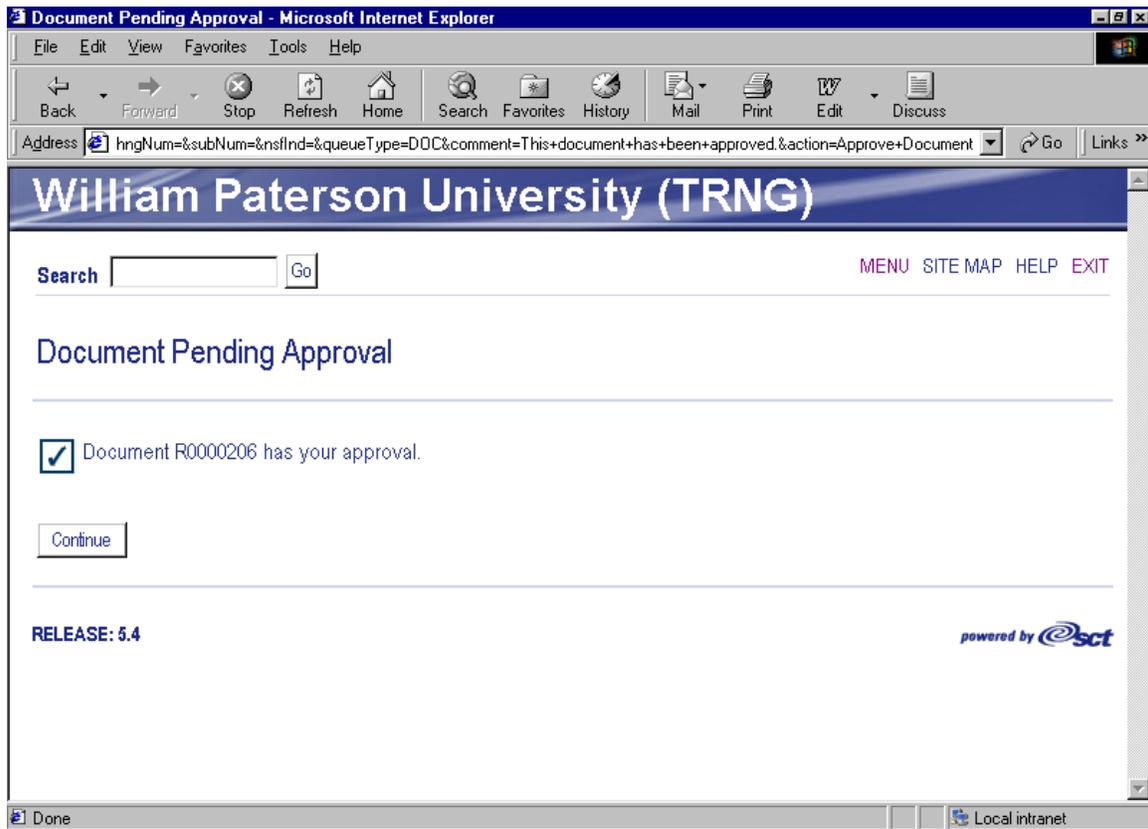
Another Query

http://bnrtcore:9020/pls/TRNG/bwfkuaapp.P_ApproveDoc?action=Approve&curruserid=APPROVER1&userid=APPROVER1

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	



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



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

history of the document. Select the Approve link, if enabled, to approve the document. Select the Disapprove link, if enabled, to disapprove the document.

Queried Parameters

User ID	APPROVER1	Approver1
Document Number:		
Documents Shown:	All	

Approve Documents List

Next Approver	Type	NSF	Change Seq#	Sub#	Originating User	Amount	Queue Type	Document	History	Approve	Disapprove
Y	REQ				REQUISITIONER1	15.00	DOC	R0000207	History	Approve	Disapprove
Y	REQ				REQUISITIONER1	10.00	DOC	R0000210	History	Approve	Disapprove
Y	REQ				REQUISITIONER1	100.00	DOC	R0000256	History	Approve	Disapprove
Y	REQ				REQUISITIONER1	500.00	DOC	R0000257	History	Approve	Disapprove
Y	REQ				REQUISITIONER1	5.00	DOC	R0000258	History	Approve	Disapprove
Y	REQ				REQUISITIONER1	9.00	DOC	R0000259	History	Approve	Disapprove

Another Query

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	

history of the document. Select the Approve link, if enabled, to approve the document. Select the Disapprove link, if enabled, to disapprove the document.

Queried Parameters

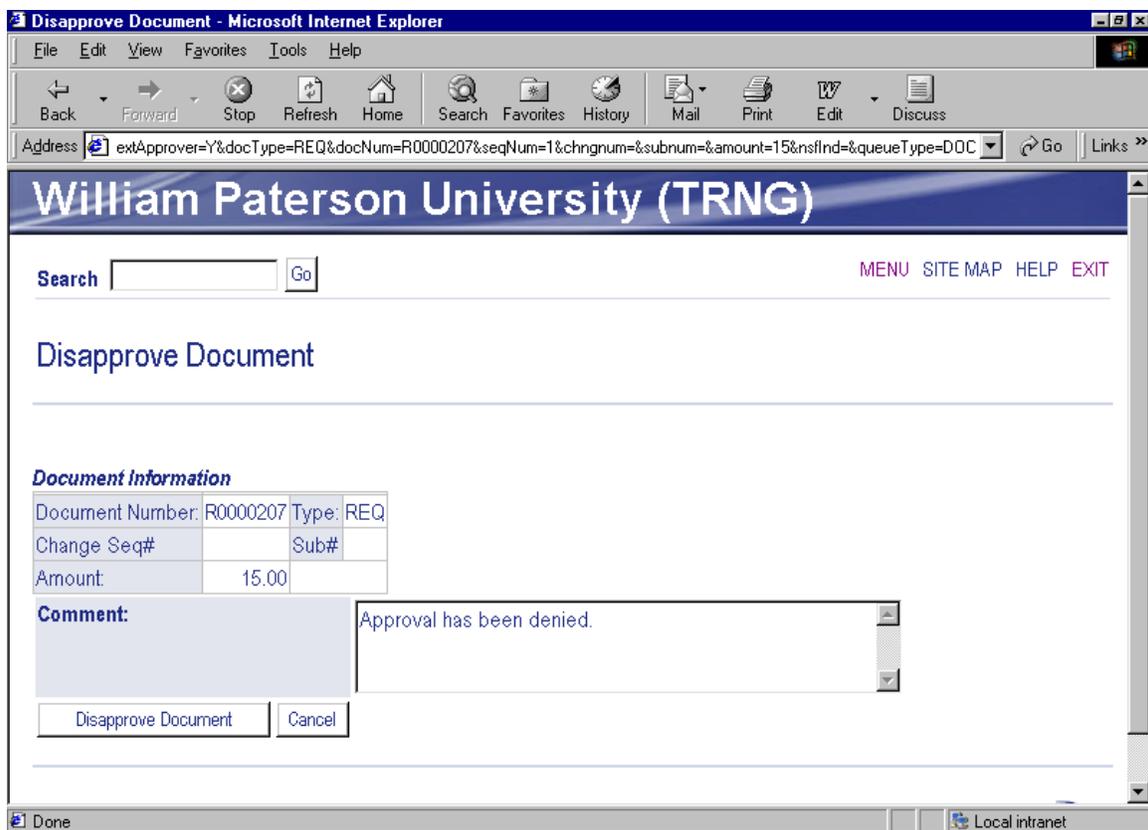
User ID	APPROVER1	Approver1
Document Number:		
Documents Shown:	Next Approver	

Approve Documents List

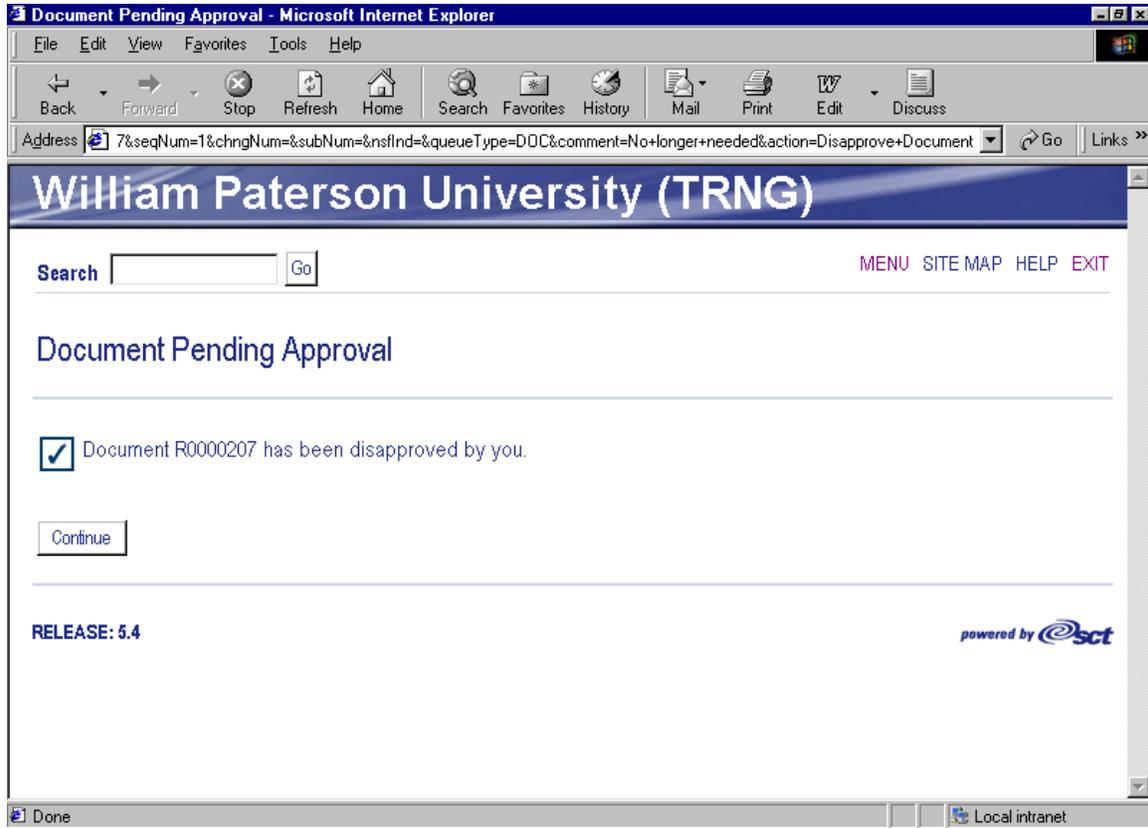
Next Approver	Type	NSF	Change Seq#	Sub#	Originating User	Amount	Queue Type	Document	History	Approve	Disapprove
Y	REQ				REQUISITIONER1	15.00	DOC	R0000207	History	Approve	Disapprove
Y	REQ				REQUISITIONER1	10.00	DOC	R0000210	History	Approve	Disapprove
Y	REQ				REQUISITIONER1	100.00	DOC	R0000256	History	Approve	Disapprove
Y	REQ				REQUISITIONER1	500.00	DOC	R0000257	History	Approve	Disapprove
Y	REQ				REQUISITIONER1	5.00	DOC	R0000258	History	Approve	Disapprove
Y	REQ				REQUISITIONER1	9.00	DOC	R0000259	History	Approve	Disapprove

Another Query

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	



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

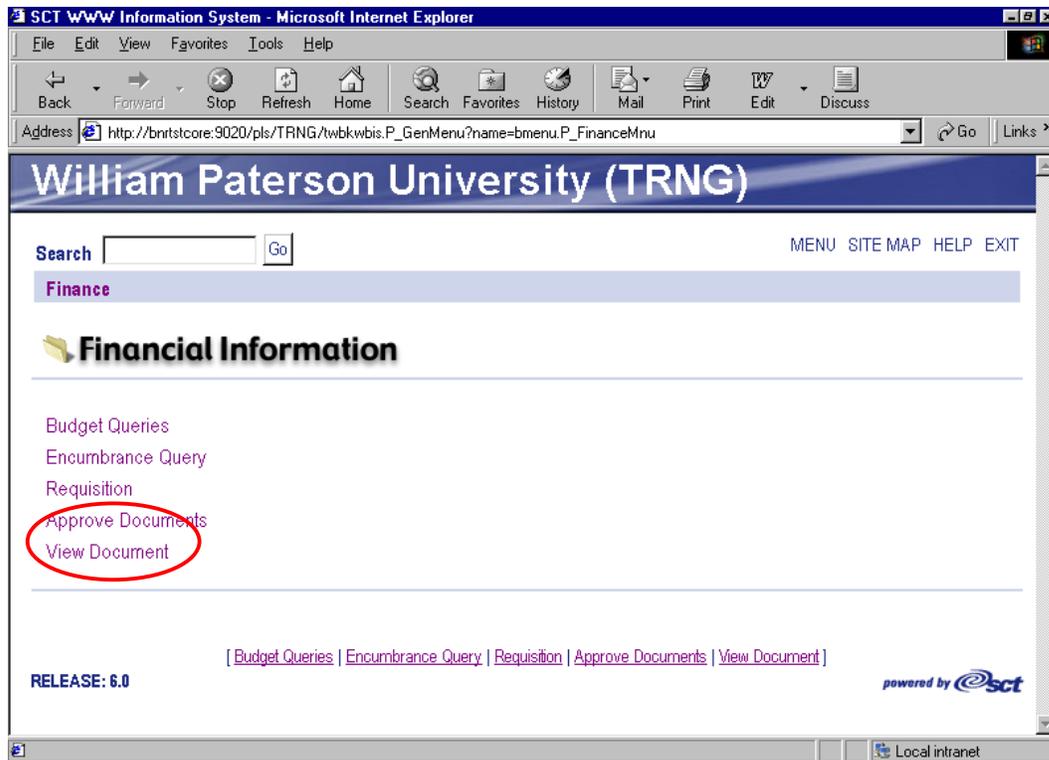


7) View the Approval History or Document Detail of a Specific Requisition

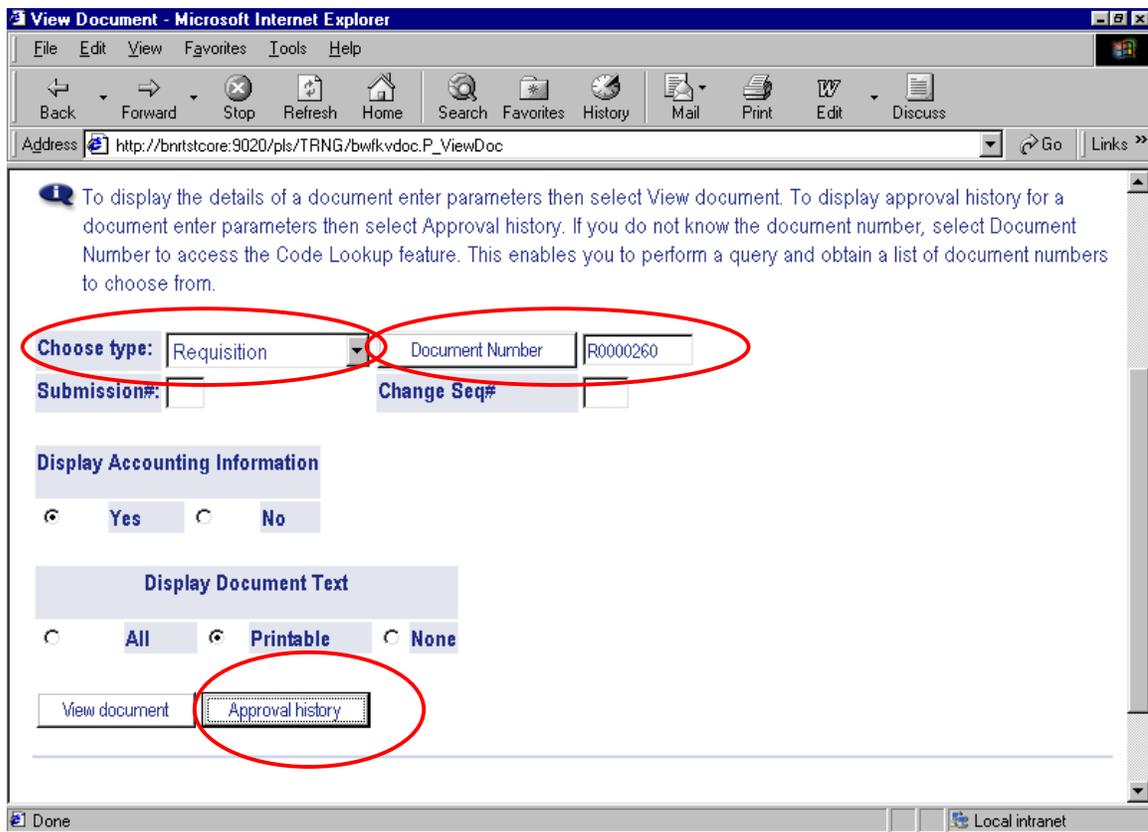
This section will describe how to view a specific requisition to see the document details and the approval history. We will view requisitions at various stages of the approval process, as well as disapproved requisitions.

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.

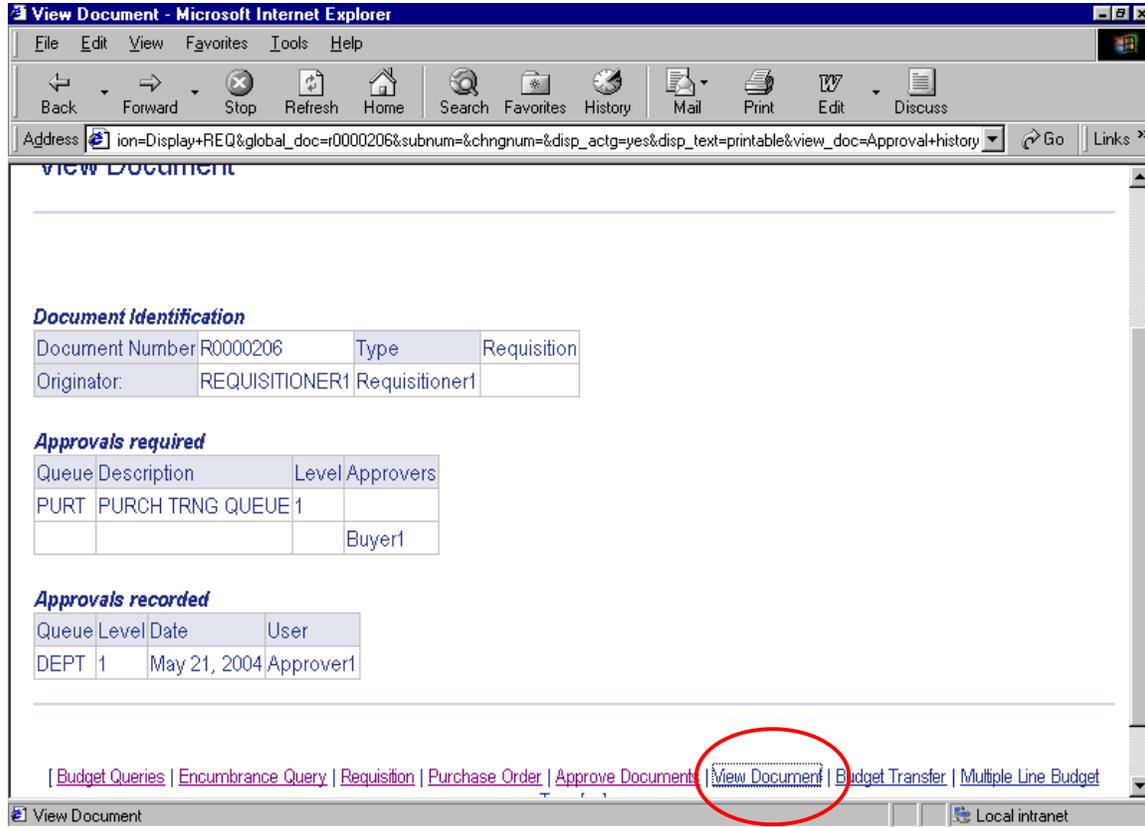
Step 7.1 From the Financial Information Menu	
Select: View Documents	



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



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



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	

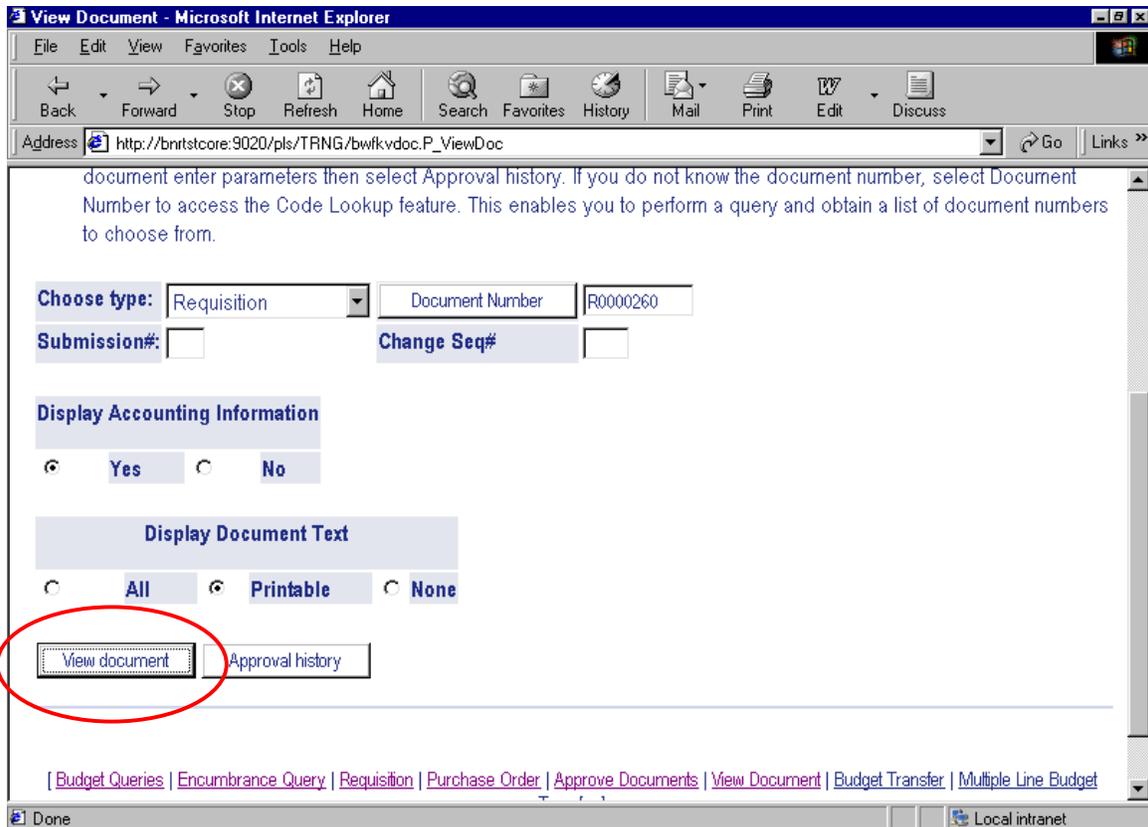
There are no approvals required at this time

Approvals recorded

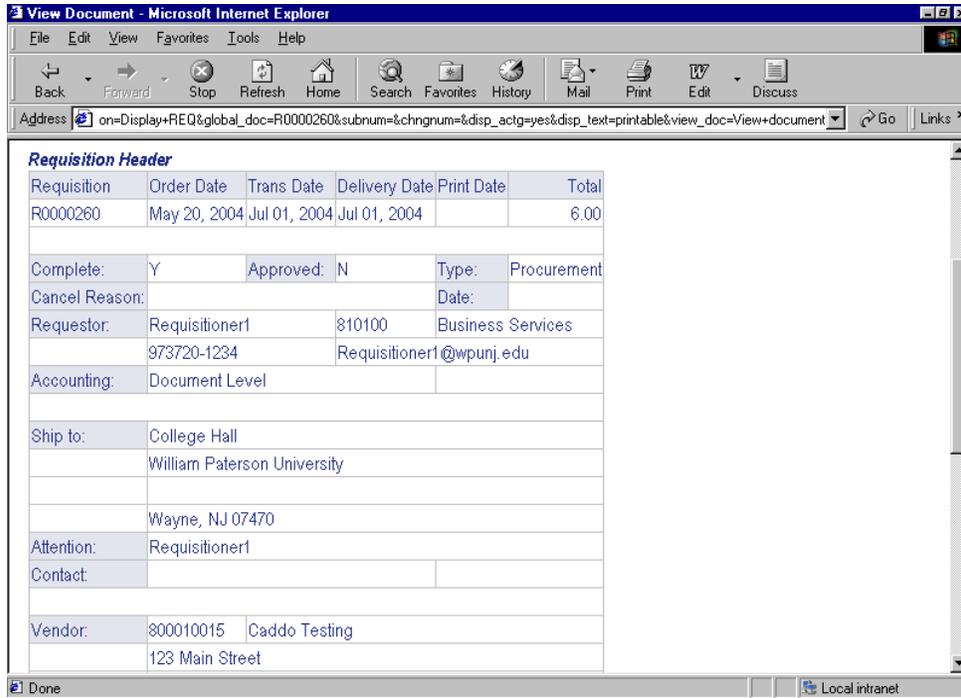
Queue	Level	Date	User
DENY	0	May 21, 2004	Approver1

Note: The Queue DENY message.

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	



Step 7.5 View the Requisition	
Scroll to the bottom of the screen Click: View Document	To return to the selection screen



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.

Choose type: Invoice
Submission#: Requisition
Purchase Order
Invoice
Journal voucher
Encumbrance
Direct Cash Receipt
Display Accou: Yes
Document Number: 0400014
Change Seq#: