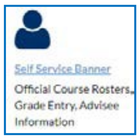
University of New Haven

# Banner Finance Self Service (SSB)

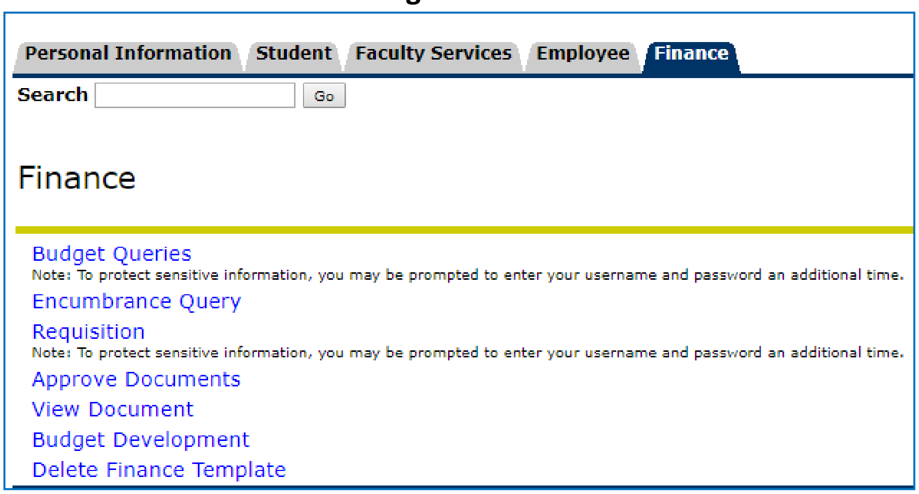
## Purchase Requisition and Budget Query Process

### Login to SSB

1. Banner Finance is accessed through the *myCharger* portal at: https://mycharger.newhaven.edu
2. Enter your University of New Haven Network Username and Password. If you experience any issues logging in, please contact Deb Flonc dflonc@newhaven.edu 203-931-6017.
3. **Click on the SSB icon** 


The first time you access the SSB module, you will receive a message that indicates your system sign on has been synchronized. Click the “Click Here” link to continue. You will not receive this message after your first log in.

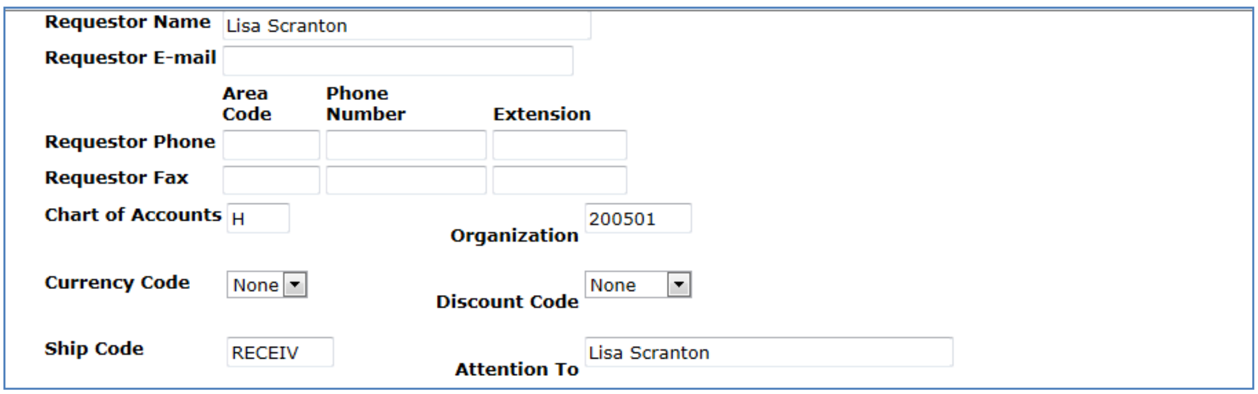
4. **Click on the Finance tab to get to the Banner Finance Main Menu**



## Create a Requisition

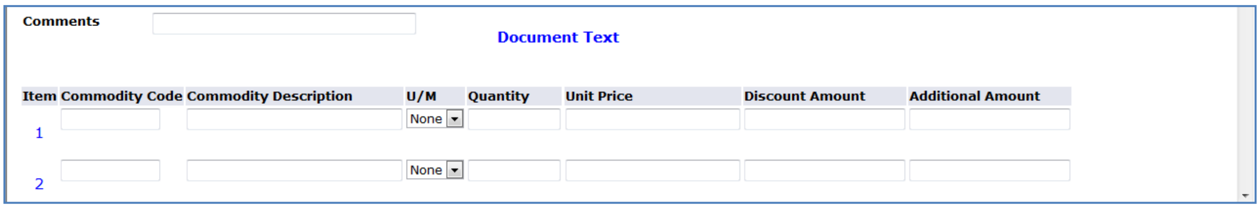
1. **Click on Requisition**
2. Enter Transaction date (the date you create the requisition).
3. Enter Delivery date (the date by when you want to receive the good or service). The delivery date must be after the Transaction Date.
4. Enter Vendor ID if it is known. Please refer to the Commonly Used Vendor List. The vendor ID can be blank if you would like Purchasing to select the vendor. You can also search for a vendor using Code Lookup (see FAQ section).
5. Enter the following components in the Requisition Form. Note: several fields will default, but can be changed by the user.

**Requester information** – will default based on user profile in Banner
**Chart of Accounts** – will default to "H"
**Organization –** will default based on user profile in Banner
**Currency code –** will default to US Dollars
**Discount code –** will default based on the profile for the supplier in Banner
**Ship Code –** will default based on user profile. This will be the ultimate destination for the material. It can be changed when the PO is created in order to deliver to a central receiving location.
**Attention To –** will default to the requestor's name. Override the requestor's name to the name of the person who is intended to receive the material if appropriate. Ex:

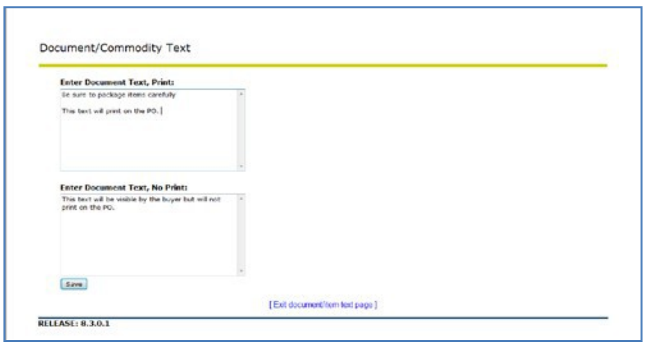

Requestor Name: Lisa Scranton
Requestor E-mail:
Area Code | Phone Number | Extension
Requestor Phone:
Requestor Fax:
Chart of Accounts: H
Organization: 200501
Currency Code: None
Discount Code: None
Ship Code: RECEIV
Attention To: Lisa Scranton

7. Enter comments (as appropriate) – comments are limited to 30 characters and will print on the requisition/PO.
8. Header Text – This option allows users to enter additional text for the requisition. You can choose whether the text will print on the final requisition or not, in which case, the text will only be visible in the system.

To add text to the Requisition Header, click the “Document Text” link

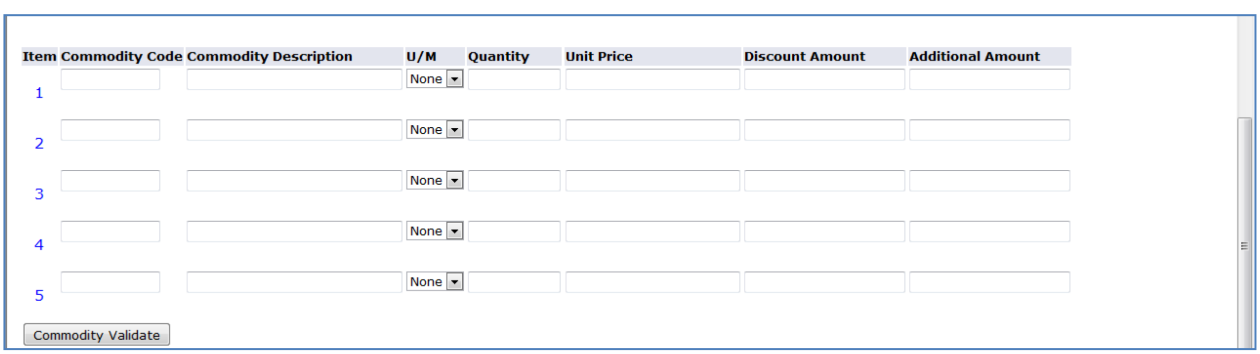



The following screen will appear:




- For text to **print** on the Requisition/PO, use the Enter Document Text, Print box. Example – quotation reference, packaging instructions, etc.
- For text to **not to print** on the Requisition/PO, use the Enter Document Text, No Print box. Example – suggest supplier on a requisition or provide internal instructions to the Purchasing department.

9. When you are finished entering text, click Save then click the Exit documentation text page link to return to the Requisition.
10. Item Text can be added to the Purchase Requisition in a similar manner as Header text by clicking on the blue item number and similar text screens will appear. Follow the same instructions as provided above to enter your text.



11. Enter information regarding the item you wish to purchase. You can enter up to 5 items in each requisition. If your purchase exceeds 5 items, create another requisition and contact the Purchasing Department so that they can combine the requisitions into one purchase order.

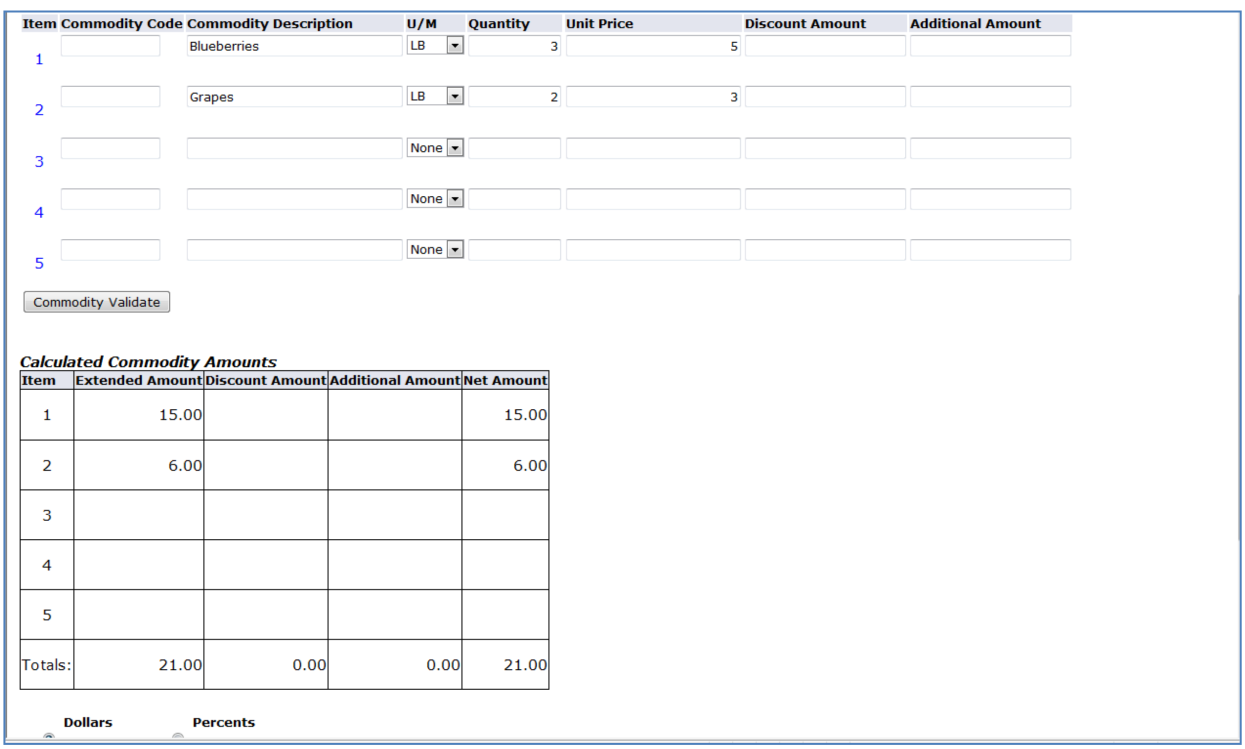
**Commodity Code** - **Never to be used**
**Commodity Description** – this is the description of what you are buying
**Unit of Measure U/M** - enter the unit of measure or select the unit of measure from the drop down menu
**Quantity** - enter the Quantity (number) of items you are purchasing
**Unit Price** - enter Unit Price of each item you are purchasing
NOTE: when one line item will billed and/or received in several increments, the Quantity entered on the Requisition should equal the total dollar amount for the item and the Unit Price entered should be “1”. This allows the Accounts Payable department to post multiple invoices against one PO line.
**Discount** - **Never to be used**
**Additional Amount** - **Never to be used**

| Item | Commodity Code | Commodity Description | U/M | Quantity | Unit Price | Discount Amount | Additional Amount |
|---|---|---|---|---|---|---|---|
| 1 | | Blueberries | LB | 3 | 5 | | |
| 2 | | Grapes | LB | 2 | 3 | | |
| 3 | | | None | | | | |
| 4 | | | None | | | | |
| 5 | | | None | | | | |

Commodity Validate

12. **Click Commodity Validate** when you are finished entering your item details.

The Calculated Commodity Amounts chart will populate upon validating the commodity. Note that the chart provides item extended amounts and totals.



| Item | Commodity Code | Commodity Description | U/M | Quantity | Unit Price | Discount Amount | Additional Amount |
|---|---|---|---|---|---|---|---|
| 1 | | Blueberries | LB | 3 | 5 | | |
| 2 | | Grapes | LB | 2 | 3 | | |
| 3 | | | None | | | | |
| 4 | | | None | | | | |
| 5 | | | None | | | | |

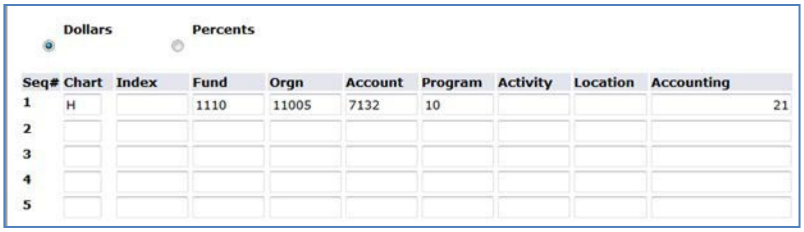
Commodity Validate

*Calculated Commodity Amounts*

| Item | Extended Amount | Discount Amount | Additional Amount | Net Amount |
|---|---|---|---|---|
| 1 | 15.00 | | | 15.00 |
| 2 | 6.00 | | | 6.00 |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| Totals: | 21.00 | 0.00 | 0.00 | 21.00 |

Dollars Percents

13. Enter the necessary information to charge the expense to the appropriate budget code. Ex:

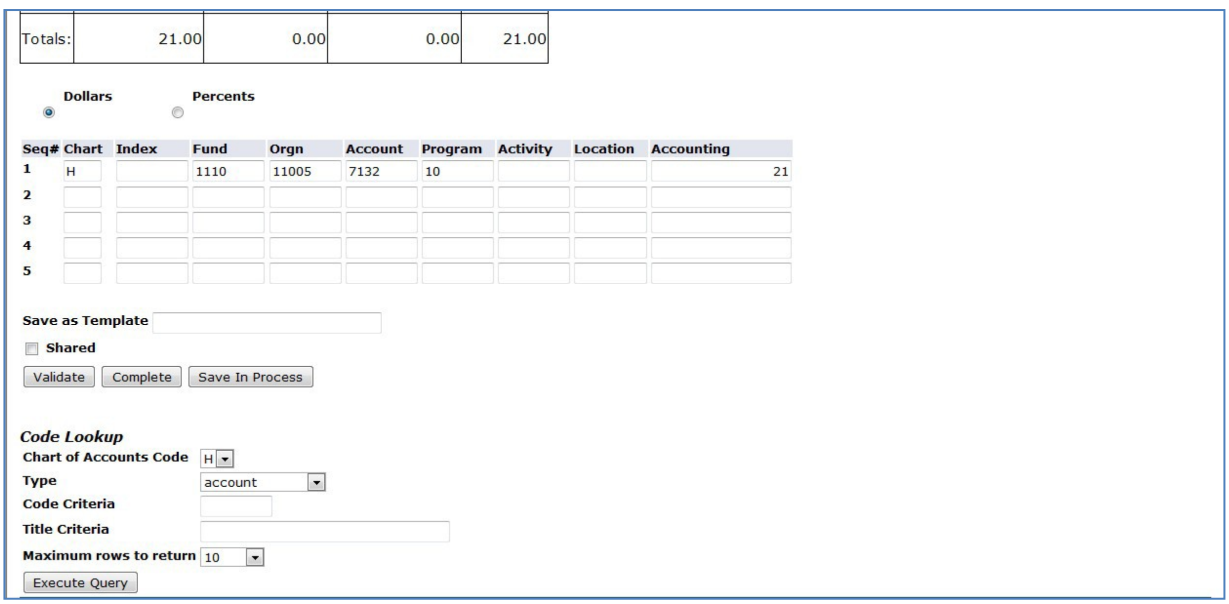


Dollars Percents

| Seq# | Chart | Index | Fund | Orgn | Account | Program | Activity | Location | Accounting |
|---|---|---|---|---|---|---|---|---|---|
| 1 | H | | 1110 | 11005 | 7132 | 10 | | | 21 |
| 2 | | | | | | | | | |
| 3 | | | | | | | | | |
| 4 | | | | | | | | | |
| 5 | | | | | | | | | |

**Dollars / Percent Buttons** - *All requisitions will be based on dollars.*
**Chart** = H
**Index** – entering an Index code will populate the Fund, Organization, Activity and Location fields automatically after clicking the Validate button
**Fund** –a fund code is required and only entered if not using an Index code
**Organization** – or Org, also known as department is required if not using Index code
**Account** – **Do Not Enter the Account Number Yet**. See Validate and Complete the Requisition instructions.
**Program & Activity & Location** – Program will automatically populate when a correct index is entered and should not be changed. Activity and Location should always be left blank.
**Accounting** - Enter the Total Net Amount of your purchase in the Accounting cell. The total of all amounts entered in the "Accounting" fields must equal the total from the "Calculated Commodity Amounts" table above.

14. After entering the all fields **except the Account code**, **clickValidate**.



| | | | | |
|---|---|---|---|---|
| Totals: | 21.00 | 0.00 | 0.00 | 21.00 |

Dollars Percents

| Seq# | Chart | Index | Fund | Orgn | Account | Program | Activity | Location | Accounting |
|---|---|---|---|---|---|---|---|---|---|
| 1 | H | | 1110 | 11005 | 7132 | 10 | | | 21 |
| 2 | | | | | | | | | |
| 3 | | | | | | | | | |
| 4 | | | | | | | | | |
| 5 | | | | | | | | | |

Save as Template
Shared
Validate Complete Save In Process

*Code Lookup*
Chart of Accounts Code H
Type account
Code Criteria
Title Criteria
Maximum rows to return 10
Execute Query

You will be brought back to the top of the Requisition Form and receive the following error message:

**Sequence 1 accounting information is incomplete**

15. Scroll back down to the Account Information section and enter the Account number from the **Commonly Used Accounts List** in the appropriate cell (see full Chart of Accounts in Appendix 2) or search using “Code Lookup” and select “account” from the type field drop down menu.
16. **Click Validate again**.

You will again be brought to the top of the Requisition Form and if all components of the Requisition are filled out appropriately, you will receive the following confirmation:

Document Validated with no errors

17. Scroll back down to the bottom of the Requisition and **click Complete**.

Note: the requisition can be saved in process for completion later by clicking the Save In Process.

The following message will appear upon successfully completing the requisition:

Inventory document R0000132 completed and forwarded to the Approval process

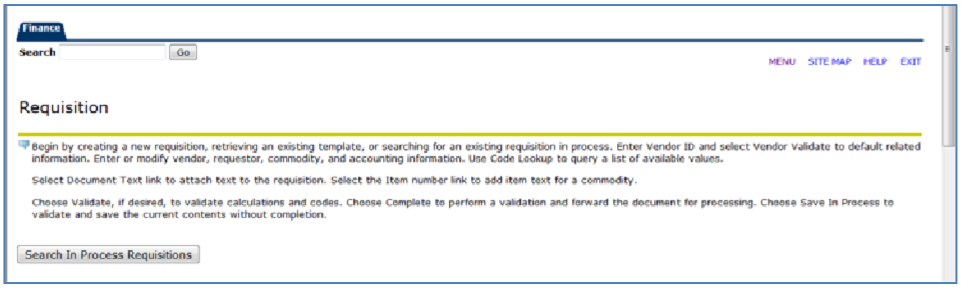
**18. RECORD THE REQUISITION NUMBER on the quote FOR FUTURE REFERENCE!**

*Banner Finance Menu*

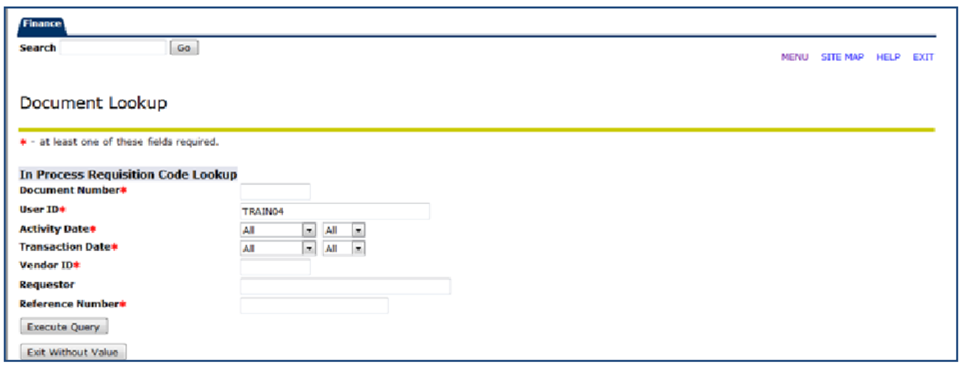
## Query In Process Requisitions (From the Requisition Screen)

You can search or recall a requisition that is incomplete or in process (i.e. denied or disapproved requisition) in order to make changes and resubmit.

**Click on Requisitions on the Banner Finance Menu then click Search In Process Requisitions** at the top of the Requisition Form




Enter at least one search criteria associated with an asterisked item then **click Execute Query** on the Document Lookup screen.



## Query a Requisition (View Document)

You can look up your requisitions in the following ways:

**Click on View Document** from the Banner Finance Main Menu.

Option 1 (To view Requisition information): Select “Requisition” from the Choose type dropdown list. Enter the requisition number in the Document Number field then click on View Document. **You can view the requisition status in the Complete and Approved fields (N = No; Y = Yes).**

View Document

***Requisition Header***

| Requisition | Order Date | Trans Date | Delivery Date | Print Date | Total |
|---|---|---|---|---|---|
| R0002868 | Apr 02, 2012 | Apr 02, 2012 | Apr 02, 2012 | | 3,783.23 |
| Origin: | SELF_SERVICE | | | | |
| Complete: | Y | Approved: | Y | Type: | Procurement |

Option 2 (To view Approval History): Enter the requisition number in the Document Number field then click on Approval History. **You can view the date(s) of the approval and the name of the approver(s).**

View Document

***Document Identification***

| | | | |
|---|---|---|---|
| Document Number | R0002868 | Type | Requisition |
| Originator: | LSCRANTON | Lisa Scranton | |

✔ There are no approvals required at this time

***Approvals recorded***

| Queue | Level | Date | User |
|---|---|---|---|
| ITIT | 10 | Apr 02, 2012 | Lisa Scranton |
| ITIT | 20 | Apr 03, 2012 | Vincent Mangiacapra |
| ITQ | 10 | Apr 03, 2012 | Vincent Mangiacapra |

Document Lookup

* - at least one of these fields required.

**Requisition Code Lookup**

| | |
|---|---|
| **Document Number*** | |
| **User ID*** | LSCRANTON |
| **Activity Date*** | All / All |
| **Transaction Date*** | All / All |
| **Vendor ID*** | |
| **Requestor** | |
| **Approved** | All |
| **Completed** | All |
| **Reference Number*** | |

Execute Query

Exit Without Value

Option 3 (To view all requisitions submitted by you): Leave Document Number text box empty then click on Document Number. Make sure User ID shows your name then click Execute Query.

The Requisition Lookup Results presents all of the requisitions you have ever submitted in chronological order with **the requisition status in the Complete and Approved fields (N = No; Y = Yes).**

Document Lookup

Press the document number link to return the value to the View Document page. Press the Exit without Value button to return without a value to the View Document page.

✔ 260 documents selected.

*Requisition Lookup Results*

| Document Number | User I D | Activity Date | Trans Date | Vendor ID | Vendor | Requestor | Approved | Completed | Reference Number |
|---|---|---|---|---|---|---|---|---|---|
| R0000029 | LSCRANTON | Aug 19, 2011 | Jul 29, 2011 | 00501126 | Apple Inc. | Lisa Scranton | Yes | Yes | |
| R0000031 | LSCRANTON | Jul 29, 2011 | Jul 29, 2011 | 00501703 | Pitney Bowes Global Fin. Svcs. | Lisa Scranton | Yes | Yes | |

## Budget Queries

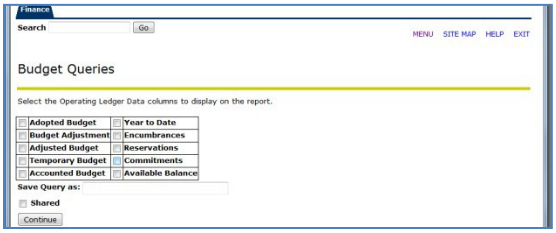
**Click on Budget Queries** from the Banner Finance Menu.

*Due to security updates in Banner, when you run a budget query you will be required to enter your log in information for a second time.

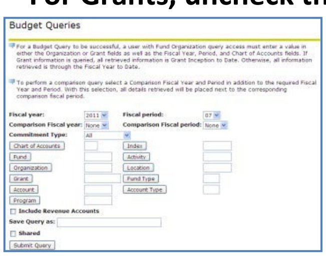
### Create a Budget Query

1. Select the type of query you would like to run from the drop-down list:
   **Budget Status by Account** provides budget information by account for the Fiscal Period and Year to Date by: Specific Index, Specific Organization, All Organizations, Grant, Fund Type, or Account Type.
   **Budget Status by Organizational Hierarchy** provides budget information by organizations for the Fiscal Period and Year to Date by: Hierarchical Structure, Specific Funds, high-level Organizations, Accounts, Fund Type, or Account Type.
   **Budget Quick Query** is similar to the Budget Status by Account report except there are no drill-down capabilities.
2. **Click Create Query**.


3. Check each data column you want to show on the report. Suggested columns to display:
   **Accounted Budget** – The total of all budget entries done to date including Original Budget allocation given at the beginning of the Fiscal Year and all adjustments to date
   **Year to Date** – Year to date actual activity. This represents actual revenue and expenses posted to date
   **Encumbrances** – Remaining balance on all open encumbrances (P.O.'s)
   **Available Balance** – Remaining balance available to spend, it is the result of Adjusted Budget minus Year to Date minus Encumbrances – you cannot drill down on this column




4. **Click Continue**.
5. Enter the appropriate parameters for your query:
   **Fiscal Year** (required)
   **Fiscal Period** – if year to date information is desired, enter period 12. (Period 01 = July, 02 = August, etc…) (required)
   **Comparison Fiscal Year** – if this field is selected, **Comparison Fiscal Period** must also be selected (both are optional)
   **Commitment Type** – should always be "All"
   **Chart of Accounts** – should always be "H" (required)
   **Index** – entering an Index code will populate the Fund, Organization, Activity and Program fields automatically after clicking the Submit Query button
   **Fund** –although this field is optional, if a fund is not entered and an organization has more than one fund associated with it, the report will summarize all funds.
   **For Grants - If using an index number, the Fund field is not required. The Fund field would be used if there are different funds for one grant number. For example, if a sponsor requires expenses are kept separate for years 1, 2 & 3 of the project term, this would be set up in Banner under one grant code (this is different from the index number) with a different fund for each year. *The organization code needs to be entered when querying by fund.***
   **Organization** – or Org, also known as department (required if not using Index code) For example, if querying by fund number, the organization code would need to be entered as well.
   **Grant – do not use**
   **Account** – to view all **Accounts** leave blank
   **Program, Activity & Location**– all are optional and only entered if not using Index code
   **For Grants, uncheck the Include Revenue Accounts box**



6. **Click Submit Query**.

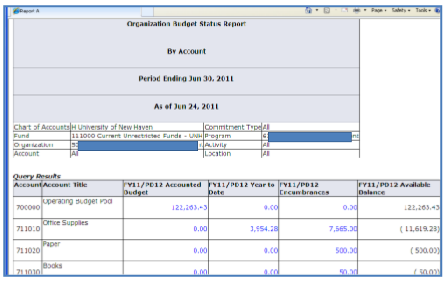
If there are more than 15 records in your query, they will not all be displayed on the page. Click on the **Next 15>** button to see the next set of records.

## Drilling Down

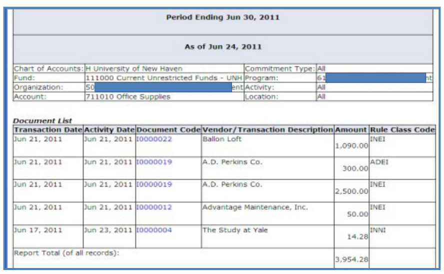
You can drill down on any amount shown in blue. Drilling down allows the user to view related documents and/or transactions that exist. There are 4 Budget Status by Account report levels:

- Account Detail –totals by account for all columns selected.
- Transaction Detail –Transaction Date, Activity Date, Document Code, Description, Amount and Rule Class
- Document Detail with Related Documents view –Fund, Organization, Account, Amount and Rule Class
- View The Document –document details entered specifically for the transaction selected such as document number, document date, items purchased, quantities purchased, etc.

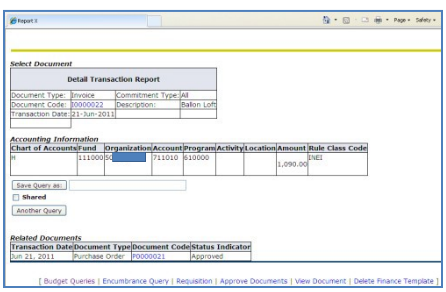
1. **Click on the Year to Date amount** (ex: in the Office Supplies line to view the actual Office Supply transactions posted to date) (Transaction Detail level).




2. **Click on the document code** (in blue) to view the details of that particular transaction (Document Detail level).




All related documentation for this transaction will be listed at the bottom of the window in the Related Documents section. If the document code is listed in blue, you can drill down further to view the related document.




3. By clicking on the document code either in the Detail Transaction section or in the Related Documents section, the user can view the document entered into the system (View the Document level).

## Downloading

1. **Click on Download All Ledger Columns** to download budget query data to Microsoft Excel. If the **Download All Ledger Columns** option is selected, additional columns will be included in the download even though they are not displayed on screen.
   ***OR*** **Click on Download Selected Ledger Columns** to download only the columns that were selected for the query and are viewed on screen.
2. A dialog box will open so you can choose to either open or save the Excel file.

## FAQs

**Requisitions** – allows users to process electronic Purchase Requisitions which will then be electronically routed through the appropriate departmental approval process and then electronically routed to the Purchasing department for conversion to a Purchase Order
**Approve Documents** – allows users who have designated approval authority to electronically review documents and then approve or deny the document
**View Document** – allows users to view documents (such as Purchase Requisitions or Invoices) that are within their Organizations as defined by their security profile
**Budget Queries** – allows users to review budget data using various data criteria such as Year to Date Actual expenditures, Encumbrances and Budget by Organization, Fund and Account number
**Encumbrance Query** – allows users to review data specific to established Purchase Orders

### Search for a Vendor

1. Go to the bottom of the page to the *Code Lookup* section.
2. **Click the Type drop down arrow and select vendor.**
3. Enter your search criteria in the Code Criteria field to search by Code (vendor number).

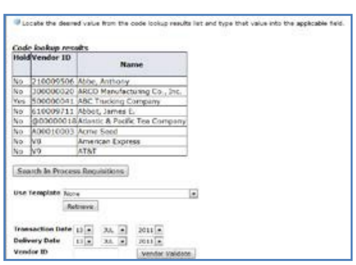
OR Enter your search criteria in the Title Criteria field to search by Title (vendorname).


Search using partial information and a wild card character (%) if you are unsure the exact criteria.

A% = items that begin with the letter A in their Code or Title
%A = items that end with the letter A in their Code orTitle
%A% = items that include the letter A in their Code orTitle

4. **Click Execute Query**.

The query results will appear at the top of the page. Copy and paste the vendor number from the query by highlighting it with your mouse then right click and select "copy" and then right click in the Vendor ID cell and select "paste". **Important: If the vendor is not found in the search results, you must obtain the vendor's W-9 form and submit it to Purchasing. Purchasing will let you know when the vendor record is created so you can then enter your purchase requisition**.




5. **Click Validate Vendor** and the requisition will populate with the vendor information based on defaults from the vendor record in Banner. Continue with purchase order process.