Self Service Banner
Requisition Training
June 2012

Agenda

• Process overview
• Chart of Accounts
• Accessing Banner
• Requisitions
• Break
• Budget Queries
• Other Resources
• Q&A
Requestor generates requisition in Banner and it routes to Business Office.

Business Office verifies vendor and accounting information and converts to Purchase Order.

Email generated with requisition number and PO number and returned to requestor along with PDF of purchase order.

Purchase orders printed and mailed as instructed.

Chart of Accounts

- Banner Chart of Accounts
  - “Key” to Banner Finance
  - Chart Code is ‘F’
  - “FOAPAL”
    - Fund
    - Organization
    - Account
    - Program
    - Activity and Location
Fund (required)
- “Where the money is coming from”
- Either 5 or 6 digits
- Examples
  - 10000  Unrestricted Fund – Operating
  - 201500  Friends of the Library
  - 341600  Inst of Mgmt - Prize

Organization/Orgn (required)
- “Who is spending the money”
- Identifies the department
- Either 5 or 6 digits
- Examples
  - 10110  Chemistry
  - 60210  College Communications
  - 70030  Telecommunications
Account/Acct (required)

- “What is the money being spent on”
- Replaces Object Code, 5 digits
- Non-Personnel Expenses begin with a ‘5’
- Personnel Expenses begin with a ‘6’
- Examples
  - 51000 Office Supplies
  - 54520 Travel Foreign
  - 65200 College Work Study

Program/Prog (required)

- “Why is the money being spent”
- Mainly for financial reporting
- 2 Digits
- Examples
  - 10 Instruction
  - 30 Public Service
  - 61 Institutional Support – Mgmt and Gen
Activity/Actv (optional)

- Multipurpose, 6 digits
  - Allows for multiple project tracking
    - Specific activities (Field Trips) in normal budget processing that go across FOAP lines
  - Further define an expense, such as foreign travel
- Examples
  - MFIELD   Field Trips
  - FNO      Norway
  - PSAF     Spring Arts Festival

Location/Locn (optional)

- 3 to 6 Digits
- Used to Define Physical Location
- Examples
  - 1018   508 School Lane
  - 1058   Ben Franklin
  - 1059   415 Harrisburg Avenue
Chart of Accounts

- Account Crosswalk Website: http://go.fandm.edu/bannerxwalk

Accessing Banner: http://banner.fandm.edu/

Banner at Franklin & Marshall College:
- Log into Self-Service Banner Testing/Training Instance
- Banner Documentation and Resources

For technical support questions or issues, please contact the ITS Call Center:
- Telephone 717.398.4283
- Email helpdesk@fandm.edu
Accessing Banner (continued)

Log in using your F&M net id and password

Central Authentication Service (CAS)

Enter your NetID and Password

For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication!

Languages:

- English
- Spanish
- French
- Russian
- Nederlands
- Svenska
- Italiana
- Urdu
- Chinese (Simplified)
- Deutsch
- Bahasa Indonesia
- Čeština
- Slovenščina
- Dansk
- Ranskan

Note – training environment
Starting July 1\textsuperscript{st}, to access live production environment

<table>
<thead>
<tr>
<th>Personal Information</th>
<th>Finance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Search</td>
<td>On</td>
</tr>
<tr>
<td>Finance</td>
<td></td>
</tr>
</tbody>
</table>

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

[ Budget Queries | Encumbrance Query | Requisition | Approve Documents | View Document | Delete Finance Template ]

RELEASE: 8.5

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**NEW BANNER SYSTEM** – For purchases made or to be received on or after 7/1/12 through system:
Accessing Banner (continued)

Log in using your F&M net id and password

Central Authentication Service (CAS)

Enter your NetID and Password

For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication.

Languages:
- English
- Spanish
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- Russian
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- Svensk
- Italiano
- Čeština
- Deutsch
- Norsk
- Croata
- Czech
- Slovenščina
- Danish
- Mandarín

Note – no "TEST"

Accessing Banner (continued)

SELF-SERVICE BANNER

Main Menu

Personal Information
- Update address, contact information or marital status
- Review name or social security number
- Change information
- Change your PIN
- Customize your directory profile

Finance
- Create or review financial documents
- Budget information
- Approval

RELEASE: 8.5
Requisitions (continued)

- Overview of sections of the requisition
  - Requisition Header
    - Requestor information, vendor selection, and document details
  - Commodities
    - Text, unit of measure, and pricing
  - Accounting
    - Dollars vs. %
    - Accounting
Requisition Header

- Transaction date pre-populates

- Delivery date for when purchase is needed by

- Suggested Vendor
  - Code lookup at bottom of page

Requisition Header (continued)

- Dropdown menu to ‘Vendor’
Requisition Header (continued)

• Search Parameters Examples

<table>
<thead>
<tr>
<th>A search for:</th>
<th>Will return values that:</th>
<th>Including</th>
</tr>
</thead>
<tbody>
<tr>
<td>APPLIED%</td>
<td>Begin with 'APPLIED' with anything after it</td>
<td>APPLIED ARTS&lt;br&gt;APPLIED SCIENCE&lt;br&gt;LABORATORIES&lt;br&gt;APPLIED BIOMECS INC</td>
</tr>
<tr>
<td>%ARTS</td>
<td>End with 'ARTS' with anything before it</td>
<td>MARKS PLUMBING PARTS&lt;br&gt;CLARK SERVICE AND PARTS&lt;br&gt;APPLIED ARTS&lt;br&gt;APPLIED ARTS&lt;br&gt;ARTSTORE&lt;br&gt;LANCASTER ARTS HOTEL</td>
</tr>
<tr>
<td>%ARTS%</td>
<td>Any value that contains the string 'ARTS'</td>
<td></td>
</tr>
</tbody>
</table>

Requisition Header (continued)

• Other Sample Results

<table>
<thead>
<tr>
<th>Code Lookup</th>
<th>Chart of Accounts Code</th>
<th>Type</th>
<th>Code Criteria</th>
<th>Title Criteria</th>
<th>Maximum rows to return</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>vendor</td>
<td></td>
<td>%PHIL%</td>
<td></td>
</tr>
</tbody>
</table>

Code lookup results

<table>
<thead>
<tr>
<th>Hold/ID</th>
<th>Vendor ID</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>No 900006156</td>
<td>THE PHILLIPS GROUP</td>
<td></td>
</tr>
<tr>
<td>No 900009751</td>
<td>THE PHOLLIES</td>
<td></td>
</tr>
<tr>
<td>No 90011028</td>
<td>PHILLIPS PAINT &amp; DECORATING</td>
<td></td>
</tr>
<tr>
<td>No 900114533</td>
<td>Phillips-Pro, Christine M.</td>
<td></td>
</tr>
<tr>
<td>No 900115448</td>
<td>Phillips, Jacqueline</td>
<td></td>
</tr>
</tbody>
</table>
Requisition Header (continued)

- Copy Results into Vendor ID field and Validate
  
  Vendor ID: 900000106

- Other Fields
Requisition Header (continued)

• Document Text
  – For entering extra information on Req
  – Click on Document Text Link
  – Not to be confused with Item Text

Commodity Information

• Commodities are good purchased

• Item text can be entered by clicking on the corresponding Item # (similar popup screens to document text will appear)
Accounting Information

• Accounting – Dollars vs. Percents
  – indicates how much of the total funding for the requisition comes from
    the FOAPAL entered on that line. By default, this is a percentage; to
    change to a dollar amount, change the radio button selection above the
    FOAPAL entry boxes to "Dollars".

<table>
<thead>
<tr>
<th>Seq#</th>
<th>Chart</th>
<th>Index</th>
<th>Fund</th>
<th>Orgn</th>
<th>Account</th>
<th>Program</th>
<th>Activity</th>
<th>Location</th>
<th>Accounting</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>F</td>
<td>1000</td>
<td></td>
<td>00210</td>
<td>51000</td>
<td>01</td>
<td></td>
<td></td>
<td>100</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Accounting Information (continued)

• Elements of the FOAPAL
  – Chart       This should be ‘F’.
  – Index       Not used. Leave blank.
  – Fund        Fund code charged. Required.
  – Orgn        Organization code charged. Required.
  – Account     Account code charged. Required
  – Program     Program charged. Required
  – Activity    Activity charged. System Optional
  – Location    Location code charged. System Optional

  • Note – Activity and Location are F&M required fields when trying to track items such as capital (location) or
    foreign travel (activity)
Accounting Information (continued)

- Validate button checks for errors
- Complete button validates and completes

<table>
<thead>
<tr>
<th>Seq#</th>
<th>Chart</th>
<th>Index</th>
<th>Fund</th>
<th>Orgn</th>
<th>Account</th>
<th>Program</th>
<th>Activity</th>
<th>Location</th>
<th>Accounting</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>F</td>
<td>10000</td>
<td>60050</td>
<td>51000</td>
<td>61</td>
<td></td>
<td></td>
<td></td>
<td>100</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Document Validated with no errors
- Document R0000113 completed and forwarded to the Posting process

Save as Template
- Shared
- Validate
- Complete
- Save In Process

Other Requisition Features

- **Save In Process** – saves requisition for completion later.
- **Search In Process Requisitions** – search for incomplete Requisitions.
- Another Requisition, Same Vendor
- Another Requisition, New Vendor
- Create templates
- Retrieve templates
Budget Queries

- Parameters (columns)
- Three Types
  - Budget Status by Account
  - Budget Status by Organizational Hierarchy
  - Budget Quick Query
- Query Templates
- Query Tips

Budget Parameters

- Columns to be Displayed

Budget Queries

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

- Approved Budget
- Budget Adjustment
- Adjusted Budget
- Temporary Budget
- Revised Budget
- YTD Actuals
- Encumbrances (PO)
- Pre-Encumbrance (Reqn)
- Commitments (All)
- Available Balance

Save Query as:

- Shared
- Continue
Budget Query by Account

- Click Budget Queries

Finance

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

[Budget Queries | Encumbrance Query | Requisition | View Document | Delete Finance Template]

Create a New Query
Type:
- Budget Status by Account
- Budget Status by Organization's Hierarch
- Budget Status by Budget Query

Retrieve Existing Query
Saved Query Name
- Retrieve Query

Budget Query by Account (continued)

- Select Parameters

Budget Queries

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

- Approved Budget
- YTD Actuals
- Budget Adjustment
- Encumbrances (PO)
- Adjusted Budget
- Pre-Encumbrance (Req)
- Temporary Budget
- Commitments (AL)
- Revised Budget
- Available Balance

Save Query as:
- Shared
- Continue
Budget Query by Account (continued)

- Select Chart Information

  ![Budget Query Screen](image)

- Drill down capabilities
  - Account Detail – Totals by account Transaction Detail – Transaction Date, Activity Date, Document Codes, Description.
  - Document Detail with Related Documents view – Chart of Accounts, Fund, Organization, Account, Program, and Amount.
  - View a specific document (purchase order, requisition, invoice, etc.)
Budget Status by Org Hierarchy

• Click Budget Queries

Budget Queries
Encumbrance Query
Requisition
View Document
Delete Finance Template

• Select Parameters as before
• Select Chart information
Budget Status by Org Hierarchy (continued)

• Seven levels of drill-down capabilities
  – Organizational Hierarchy Levels
  – External Account Type (Level 1)
  – External Account Type (Level 2)
  – Account Detail
  – Transaction Detail
  – Document Detail
  – View a specific document (purchase order, requisition, invoice, etc.)

Budget Quick Query

• Click Budget Queries

Finance

Budget Queries
Encumbrance Query
Requisition
View Document
Delete Finance Template

Budget Queries

<table>
<thead>
<tr>
<th>Type</th>
<th>Budget Quick Query</th>
</tr>
</thead>
</table>

To create a new query choose a query type and select Create Query. To retrieve an existing query choose a saved query and select Retrieve Query.

Retrieve Existing Query
Saved Query

[ Budget Queries | Encumbrance Query | Requisition | View Document | Delete Finance Template ]
Budget Quick Query

• No Parameter Page

Budget Queries

- Enter a value in either the organization or grant fields as well as the fiscal year and chart of accounts fields. If Grant is populated then resulting information is dependent on the end of the fiscal year, from Grant Ledger. Otherwise, all information retrieved is through the fiscal year to date.

- Fiscal year: 2013
- Chart of Accounts: 145710
- Fund: 0010
- Organization: 00100
- Account: 11010
- Program: N/A
- Type: N/A

- Include Revenue and Non Revenue Accounts

Save Query as: [Blank]

- Shared
- Submit Query

Budget Quick Query (continued)

• Results, no drill down capabilities

Organization Budget Status Report

As of Jan 1, 2013

Fiscal Year: 2013

Period Ending Jan 30, 2013

Query Results

<table>
<thead>
<tr>
<th>Account</th>
<th>Account Title</th>
<th>Adjusted Budget/PYO Actuals/Commitments (A01)</th>
<th>Available Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>50000</td>
<td>Requests Office</td>
<td>1,000.00 21.00 34.25 944.05</td>
<td></td>
</tr>
<tr>
<td>Report Total (of all records)</td>
<td>1,000.00 21.00 34.25 944.05</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Tips for Successful Budget Queries

- Fiscal Period & Year must be entered
- Chart of Accounts (F) is required
- A value in Orgn or Grant field is required
- Wildcard (%) is acceptable for FOAP
- Must have Fund/Orgn access. If wildcard is used, only those with access will be displayed

Other Budget Query Features

- Save Query
- Retrieve Query
- Download All Ledger Columns
- Download Selected Ledger Columns
- View Pending Documents
- Perform Computation
Resources / Contacts in the Business Office

- Chart of Account Questions:
  - Kathy Elliehausen-Slobozien – Controller - ext. 4215
  - Cherie Cryer – Financial Accountant – ext. 4563

- Account Access/Security or Creation Questions:
  - Kathy Bartel – General Ledger Coordinator - ext. 4210
  - Bob Szczecinski – Business Systems Analyst – ext. 4832

- Requisition and Purchase Order Questions:
  - Bonnie Mitchell – Purchasing Process Coordinator - ext. 4552

- Budget Query and Report Questions:
  - Bob Szczecinski – Business Systems Analyst – ext. 4832

Other Resources

http://banner.fandm.edu/
Other Resources (continued)

Banner Documentation & Resources

Questions / Comments?