

Banner Finance SSB Training

Requisitions

Agenda

- Summary of changes from FRS to Banner
- Hands-on requisition create
- Viewing the completed document
- Reviewing and approving
- Purchasing transaction life cycle
- Quick query
- Homework

Changes FRS to Banner Requisitions

- General changes
 - The requisition form is web based
 - As is all of SSB
 - The Banner requisition form is 1 page
 - Hard copy Purchase Orders will no longer be distributed to the department
 - We're going green
 - The PO will be easily accessible on-line in Banner SSB
- Vendors
 - Each vendor will have a single record regardless of the number of addresses

Requisition Header

FRS screen 250

- No Requisition types
 - All Reqs are the same type in Banner
 - Blanket order – reverse quantity & amount
- No need to type requisitioner/phone
 - System knows who you are
- 5 FOAPS vs. 4 FRS accounts

Requisition Lines

FRS screen 254(25L)

- Cannot charge line directly
 - FOAP must be document level (not commodity level)
- Limit of 5 commodities
 - There is a procedure in place if you require more

Completing a Requisition

FRS screen 256

- Funds are held when you click Complete.
- After a Req is complete, it cannot be changed by the requisitioner

Requisition Approvals

FRS screen 252

- Approvals are implicit
 - If the approver is the person who creates the req, the approval is automatic
- There will be Requisitions & Invoices
- When the document is awaiting approval, you can see the name of the person who has to approve it
 - Vs. just the approval level in FRS (6000, 4000)

Receiving

FRS screen 230

- Invoice Approvals replaces Receiving
- FRS concept of receiving
 - It is an approval to pay for the good or service ordered on the Req/PO
- Banner version
 - Invoice approvals
 - Banner invoices are data entered by AP
 - Person who has approval authority will see the invoice in their approval queue (along with requisitions)
 - Approval of the invoice will trigger payment

Terminology

- FRS
 - **Encumbrance** = Funds committed based on a Requisition or PO
- Banner Finance
 - **Reservation** = Funds committed based on a Requisition
 - **Encumbrance** = Funds committed based on a PO or general encumbrance
 - **Commitment** = Reservations + encumbrances