Feather River College

Banner 9 Finance Self Service User Guide

03.21.2023

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Overview

- Banner 9 Self Service will allow Users to create and submit Requisitions in a more convenient and user-friendly environment.

- Users will be able to follow the status of Requisitions and view all related documents in Self Service. The idea is to create a unified "hub" that Users can access quickly.

- Banner 9 Self Service will also enable Users to create custom queries, which can then be saved and accessed again with one click.

Navigation in Self Service

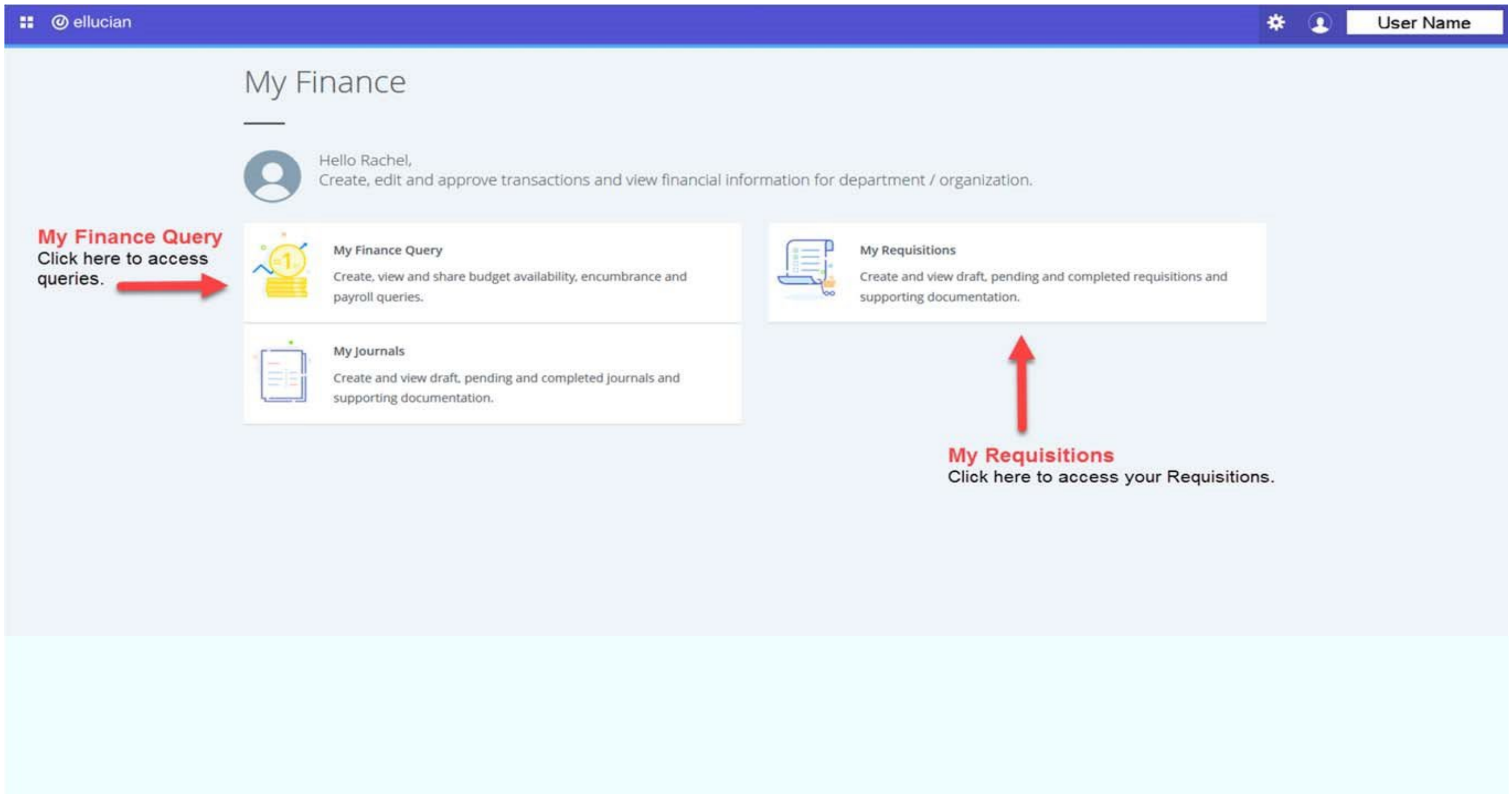
- Banner 9 Self Service is **mouse-heavy**. Users are strongly encouraged to abandon keystrokes in favor of **mouse clicks**. Users will not be able to "tab" through modifiable fields as they did in Banner 8 Self Service.

- When creating Requisitions, the **Next button** is the only way to move from screen to screen (**Requestor Information**, **Vendor Information**, and **Add Item & Accounting screens** are NOT clickable).

- The easiest way to navigate Banner 9 Self Service is to utilize the **Link String**, which is located just below the blue Ellucian bar **(see below)**:

My Finance Dashboard

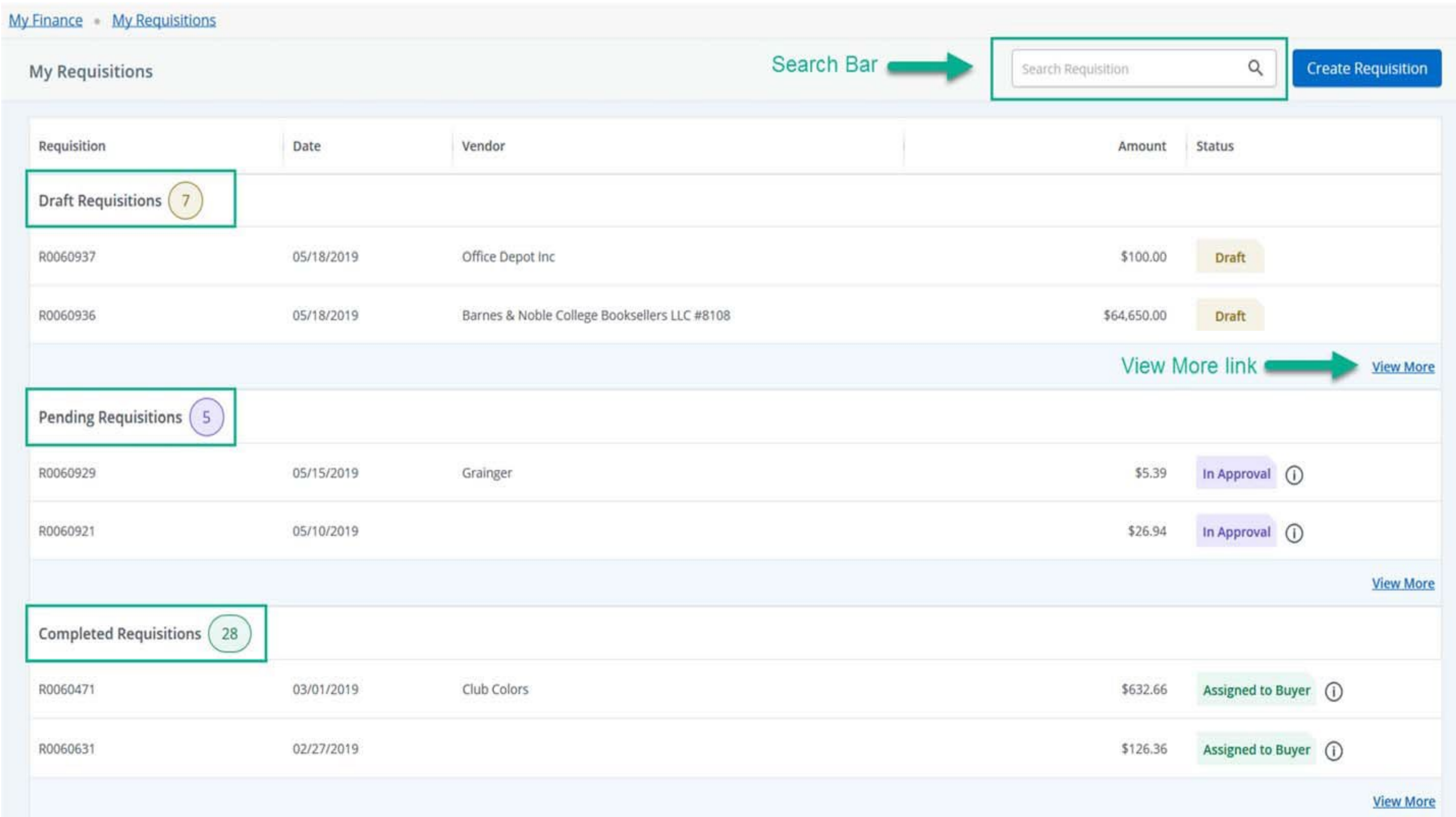
- This is the first screen the User will see once they are logged in.
- Click **My Finance Query** to access Queries.
- Click **My Requisitions** to access Requisitions.



My Requisitions Dashboard

- Requisitions will be sorted into **3 categories: Completed, Pending, and Draft**.
  - Click on the **View More link** to see the full list in each category.

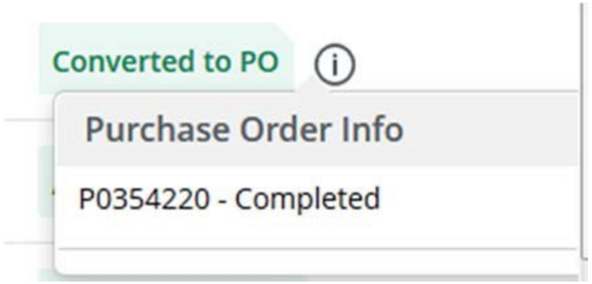
- There is also a **Search bar** that allows Users to locate Requisitions. Type in the **Requisition Number** or the **Vendor Name** (not case sensitive) and press **Enter**.


My Finance • My Requisitions
My Requisitions
Search Bar
Search Requisition
Create Requisition
Requisition
Date
Vendor
Amount
Status
Draft Requisitions 7
R0060937 05/18/2019 Office Depot Inc $100.00 Draft
R0060936 05/18/2019 Barnes & Noble College Booksellers LLC #8108 $64,650.00 Draft
View More link
View More
Pending Requisitions 5
R0060929 05/15/2019 Grainger $5.39 In Approval
R0060921 05/10/2019 $26.94 In Approval
View More
Completed Requisitions 28
R0060471 03/01/2019 Club Colors $632.66 Assigned to Buyer
R0060631 02/27/2019 $126.36 Assigned to Buyer
View More

Types of Requisitions

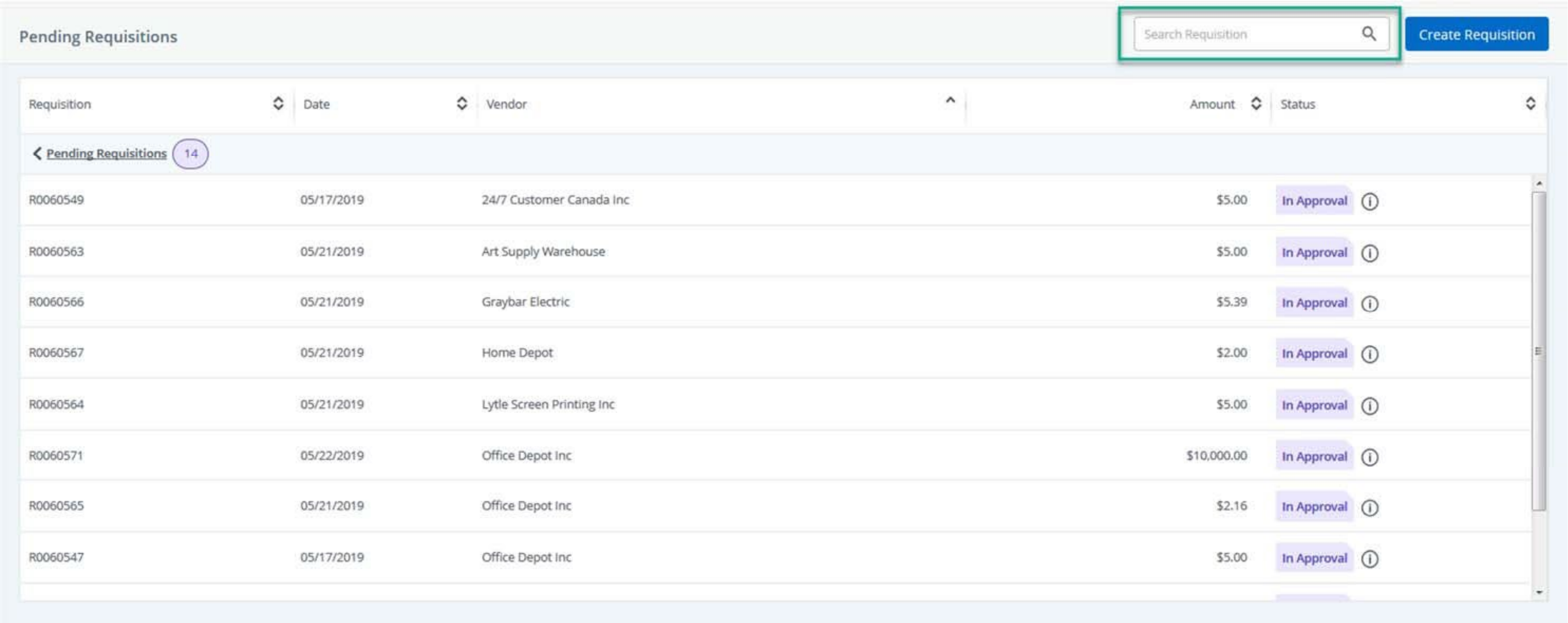
Completed Requisitions are Requisitions that have been approved. The **Status** will as "Converted to PO."

> "Converted to PO": The Requisition has been assigned to a Buyer and a PO has been completed. Click on the **Information icon** to obtain the PO Number.



Pending Requisitions are Requisitions that have been completed and submitted for approval. The **Status** will show "In Approval."

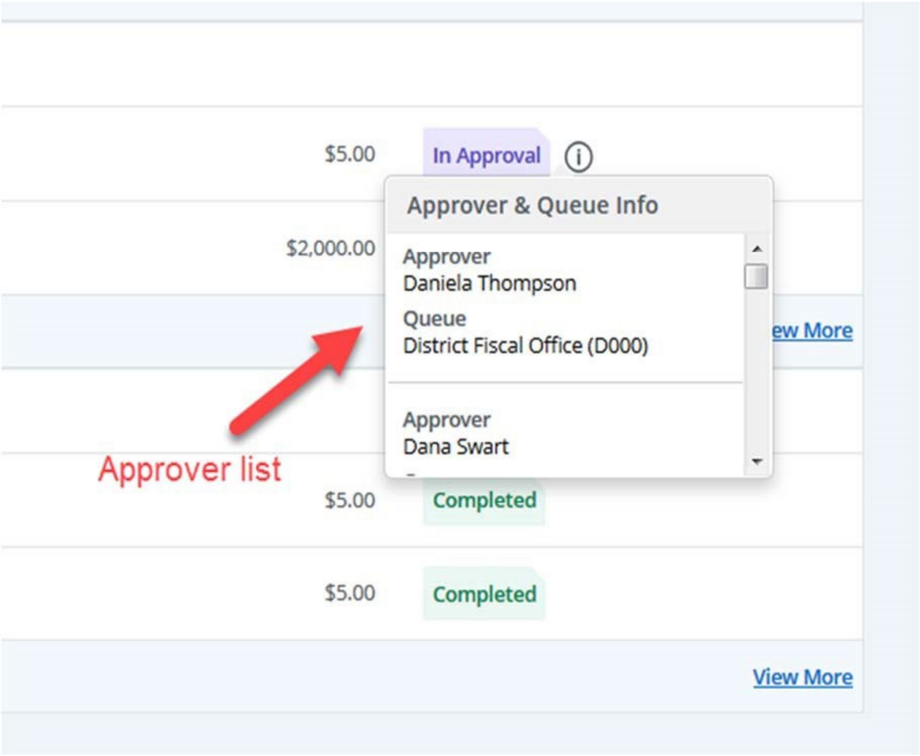
TIP: Click on the **View More link** to see all Pending Requisitions. From this screen, Pending Requisitions can be sorted by Requisition Number, Date, Vendor, Amount, or Status. The User can also use the **Search bar** to find a Requisition by typing in the **Requisition Number** or the **Vendor Name**.



Requisition	Date	Vendor	Amount	Status
R0060549	05/17/2019	24/7 Customer Canada Inc	$5.00	In Approval
R0060563	05/21/2019	Art Supply Warehouse	$5.00	In Approval
R0060566	05/21/2019	Graybar Electric	$5.39	In Approval
R0060567	05/21/2019	Home Depot	$2.00	In Approval
R0060564	05/21/2019	Lytle Screen Printing Inc	$5.00	In Approval
R0060571	05/22/2019	Office Depot Inc	$10,000.00	In Approval
R0060565	05/21/2019	Office Depot Inc	$2.16	In Approval
R0060547	05/17/2019	Office Depot Inc	$5.00	In Approval

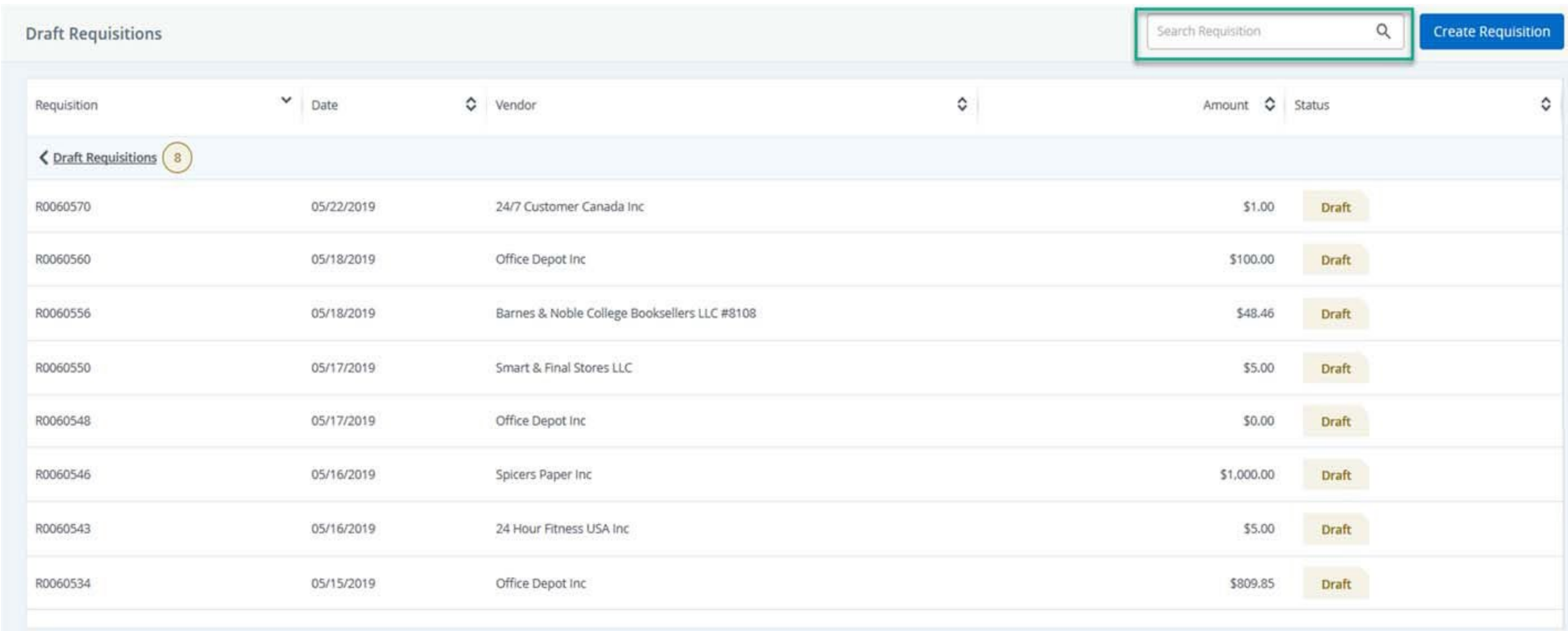
To see the full list of approvers, click on the **Information icon**.

TIP: As the Requisition gets approved, the list will get shorter (each approver is removed from the list once they approve the Requisition).



Draft Requisitions are Requisitions that the User has started, but have not been completed or submitted for approval. **Clicking on the Requisition** will redirect the User to the **Requestor Information screen**. The Requisition can now be edited and submitted for approval.

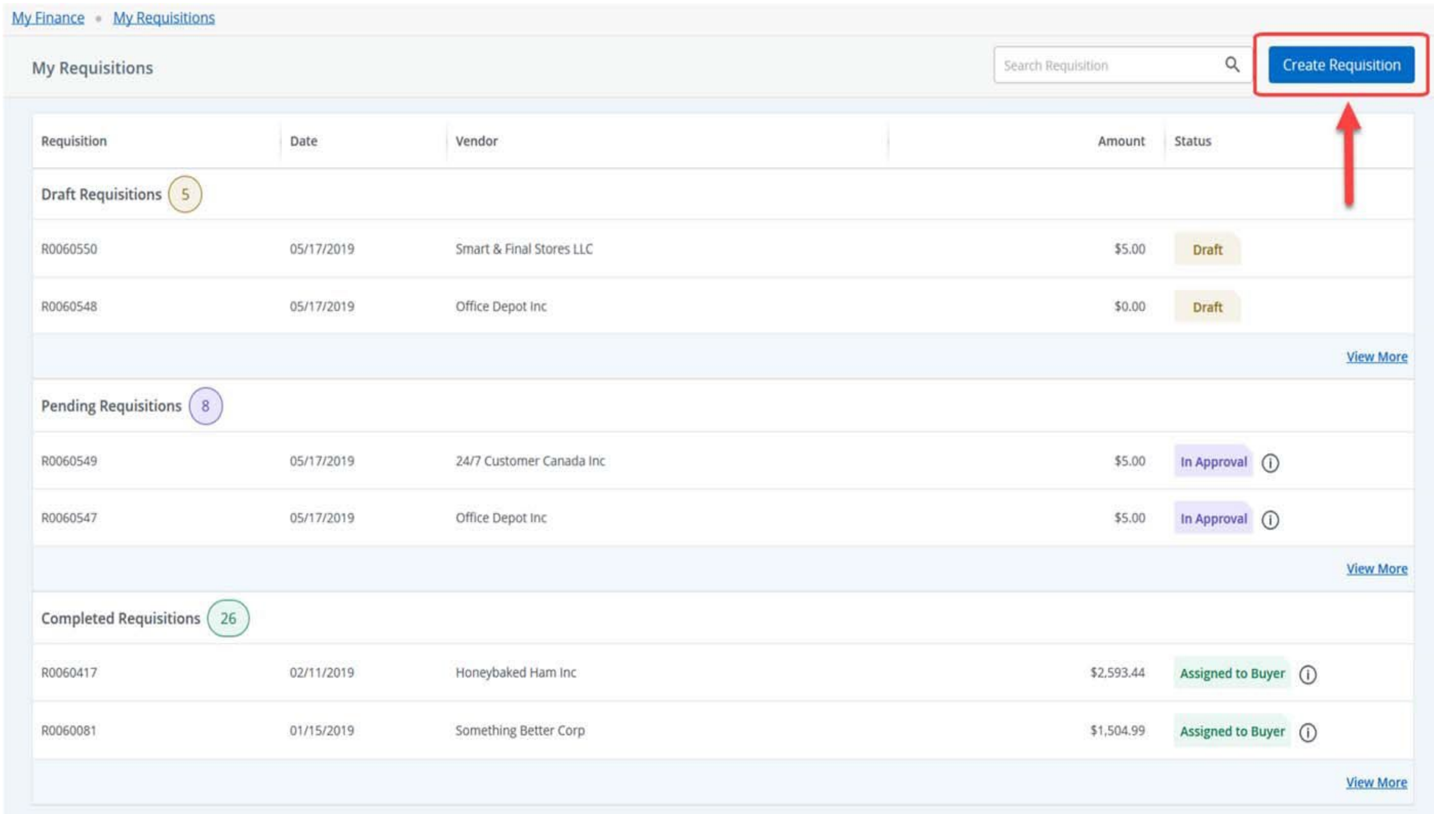
> <u>TIP:</u> Click on the **View More link** to see all Draft Requisitions. From this screen, Draft Requisitions can be sorted by Requisition Number, Date, Vendor, Amount, or Status. The User can also use the **Search bar** to find a Requisition quickly by typing in the **Requisition Number** or the **Vendor Name**.



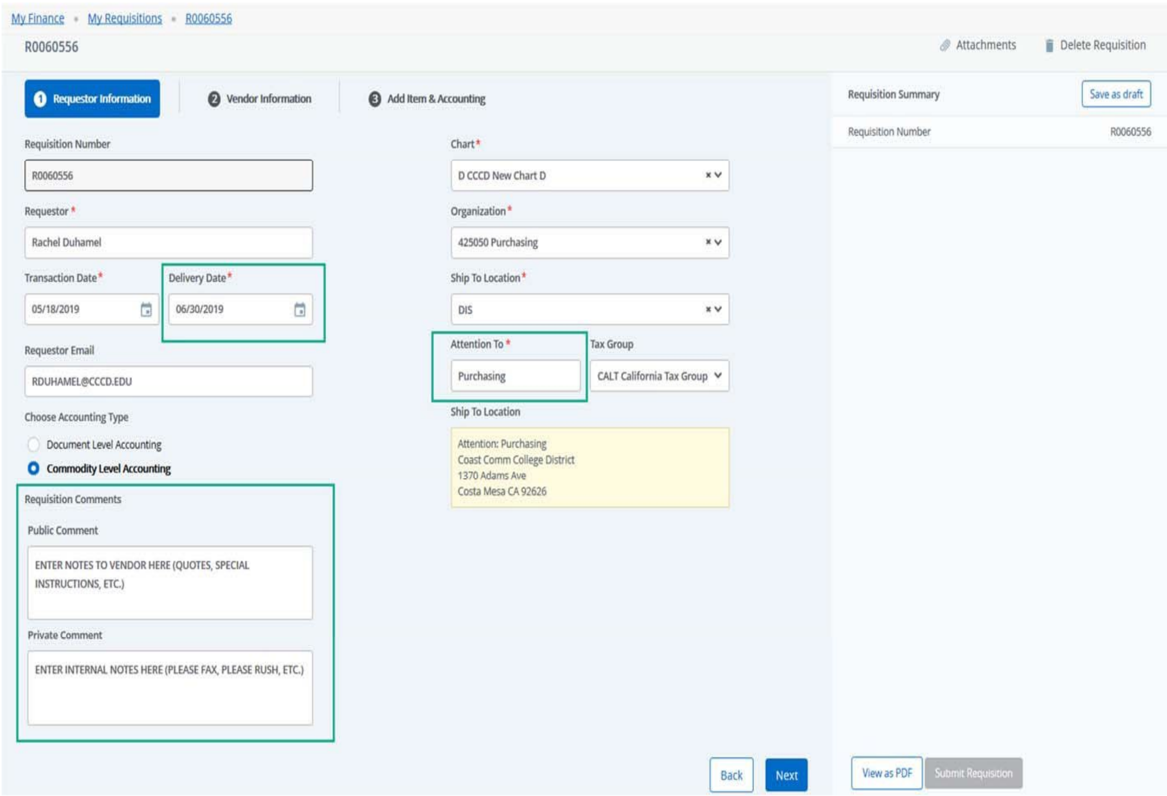
Requisition	Date	Vendor	Amount	Status
R0060570	05/22/2019	24/7 Customer Canada Inc	$1.00	Draft
R0060560	05/18/2019	Office Depot Inc	$100.00	Draft
R0060556	05/18/2019	Barnes & Noble College Booksellers LLC #8108	$48.46	Draft
R0060550	05/17/2019	Smart & Final Stores LLC	$5.00	Draft
R0060548	05/17/2019	Office Depot Inc	$0.00	Draft
R0060546	05/16/2019	Spicers Paper Inc	$1,000.00	Draft
R0060543	05/16/2019	24 Hour Fitness USA Inc	$5.00	Draft
R0060534	05/15/2019	Office Depot Inc	$809.85	Draft

Creating Requisitions

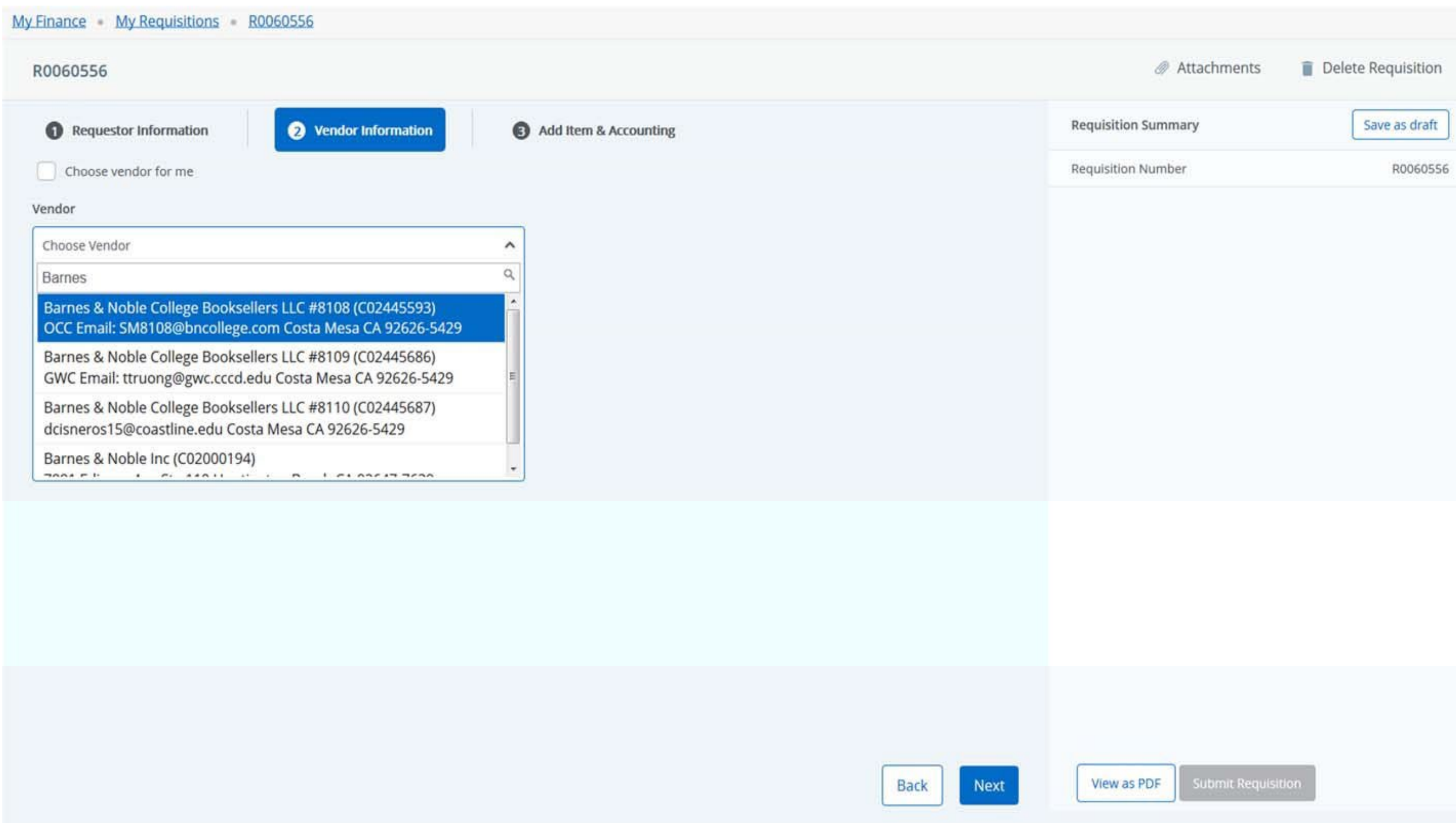
1. To create a new Requisition, click the **Create Requisition button** located in the **My Requisitions dashboard.**
2. On the **Requestor Information screen**, the User's information will be auto-filled.



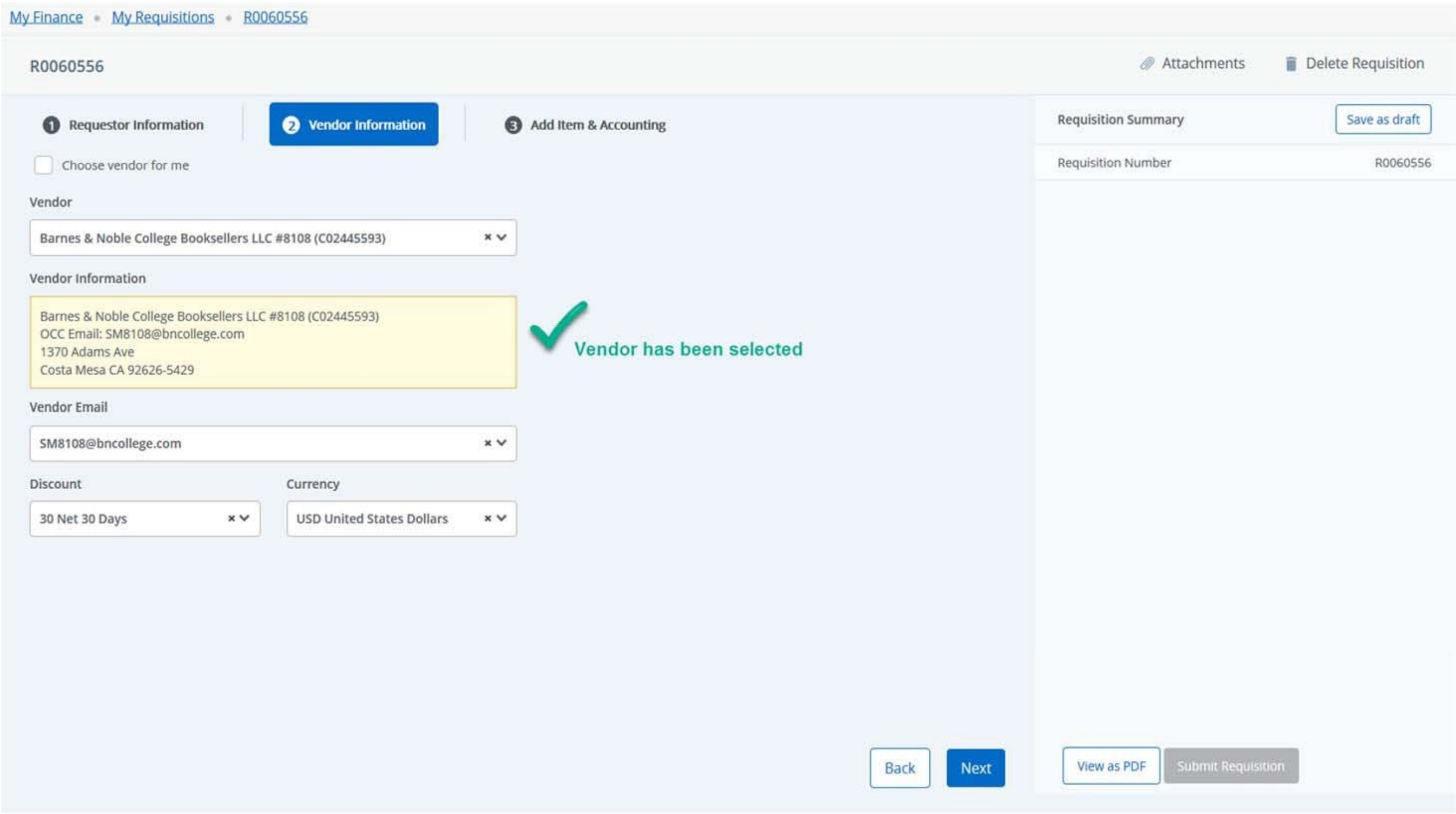
3. <u>NOTE: The Accounting Type in Banner 9 Self Service will default to Commodity Level Accounting. This is intentional (see Requisitioning Tips section for more information).</u>
4. Enter the **Delivery Date** and **Attention To** information.
5. Use the **Public Comment field** to enter notes to Vendors (if needed).
6. Use the **Private Comment field** to enter internal notes to Purchasing (if needed).
7. Click **Next** to access the **Vendor Information screen**.



8. The Requisition will now be assigned a **Requisition Number**, which can be seen in the top left corner on the **Vendor Information screen**.
9. To select a Vendor, click on the **Choose Vendor** box. The User can either scroll through the list and click on the Vendor OR type the Vendor Name and wait until the Vendor appears in the drop-down list.

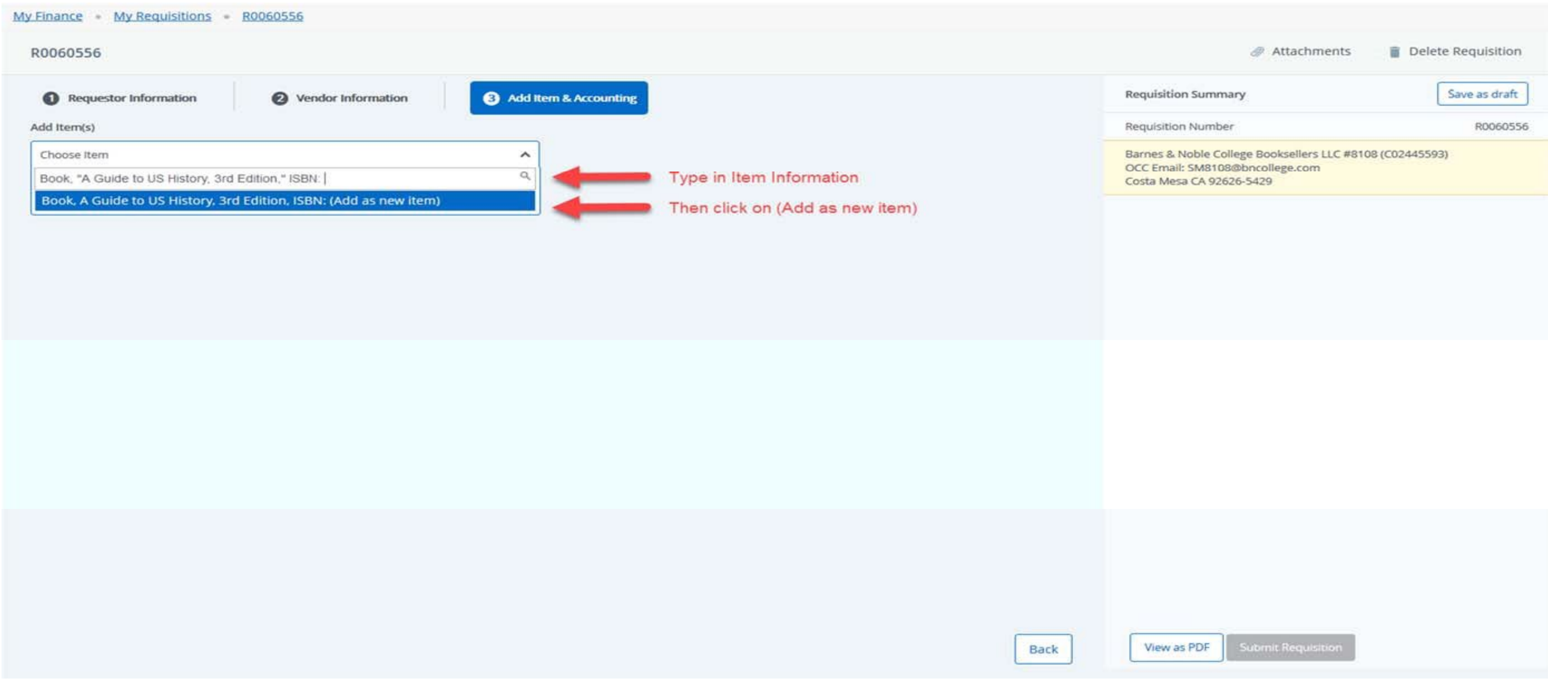


10. Once the Vendor has been selected, it will appear in a yellow box.
11. To change the Vendor, click on the small **“X”** in the **Choose Vendor box** and re-select a different Vendor.
12. Click **Next** to access the **Add Item & Accounting screen**.



Entering Line Item Requisitions

1. On the **Add Item & Accounting screen**, the **Choose Item box** will appear.
2. For **Line Item Orders**, click on the **Choose Item box** and type in the Item Information (up to 50 characters including spaces) **using the required format established by Purchasing.**
3. Once the Item has been entered, click **(Add as new item)** from the drop-down list.

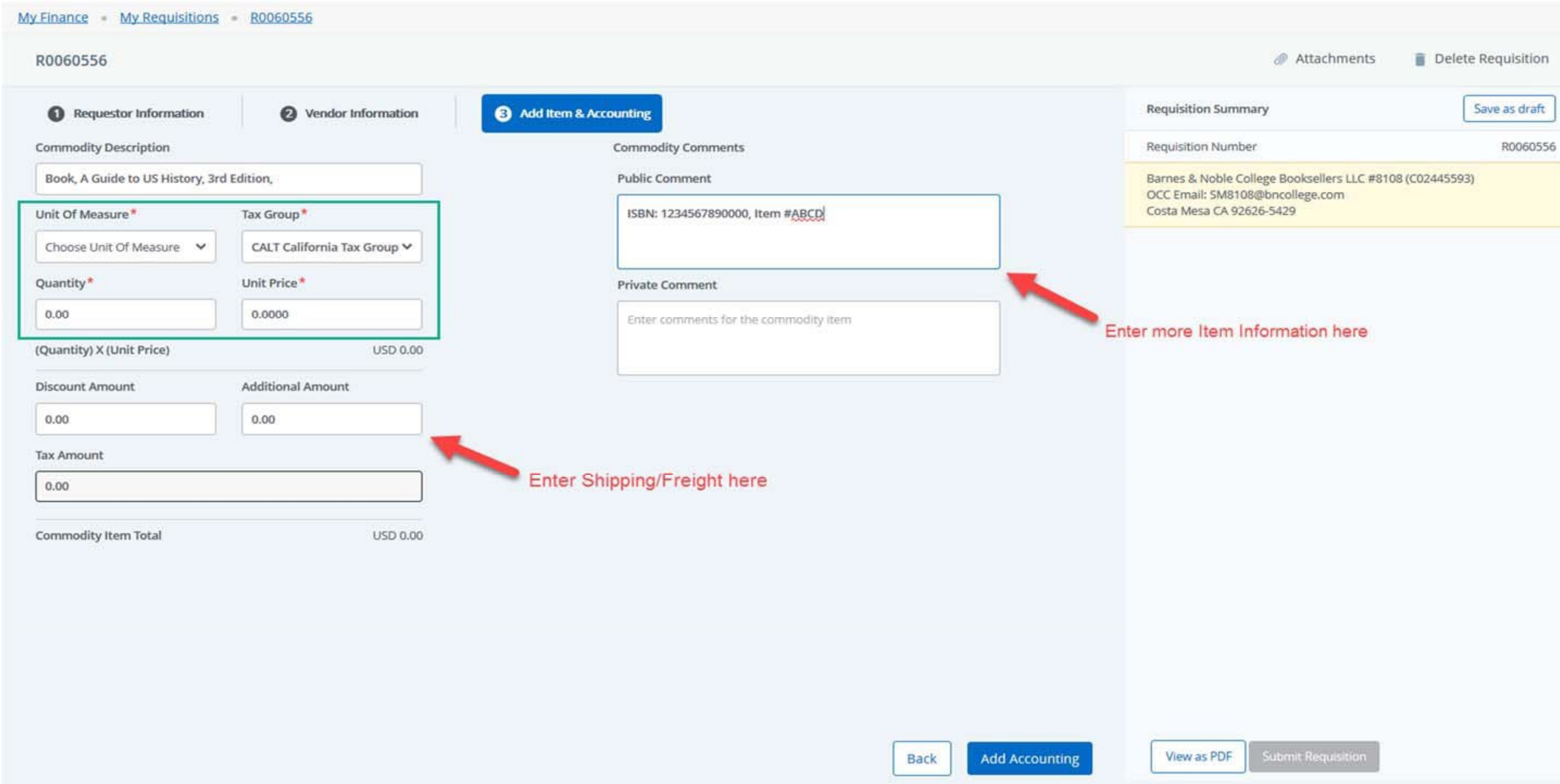


4. If the User was unable to enter all of the Item Information on the previous screen, the rest of the Item Information must be entered in the **Public Comment field**.

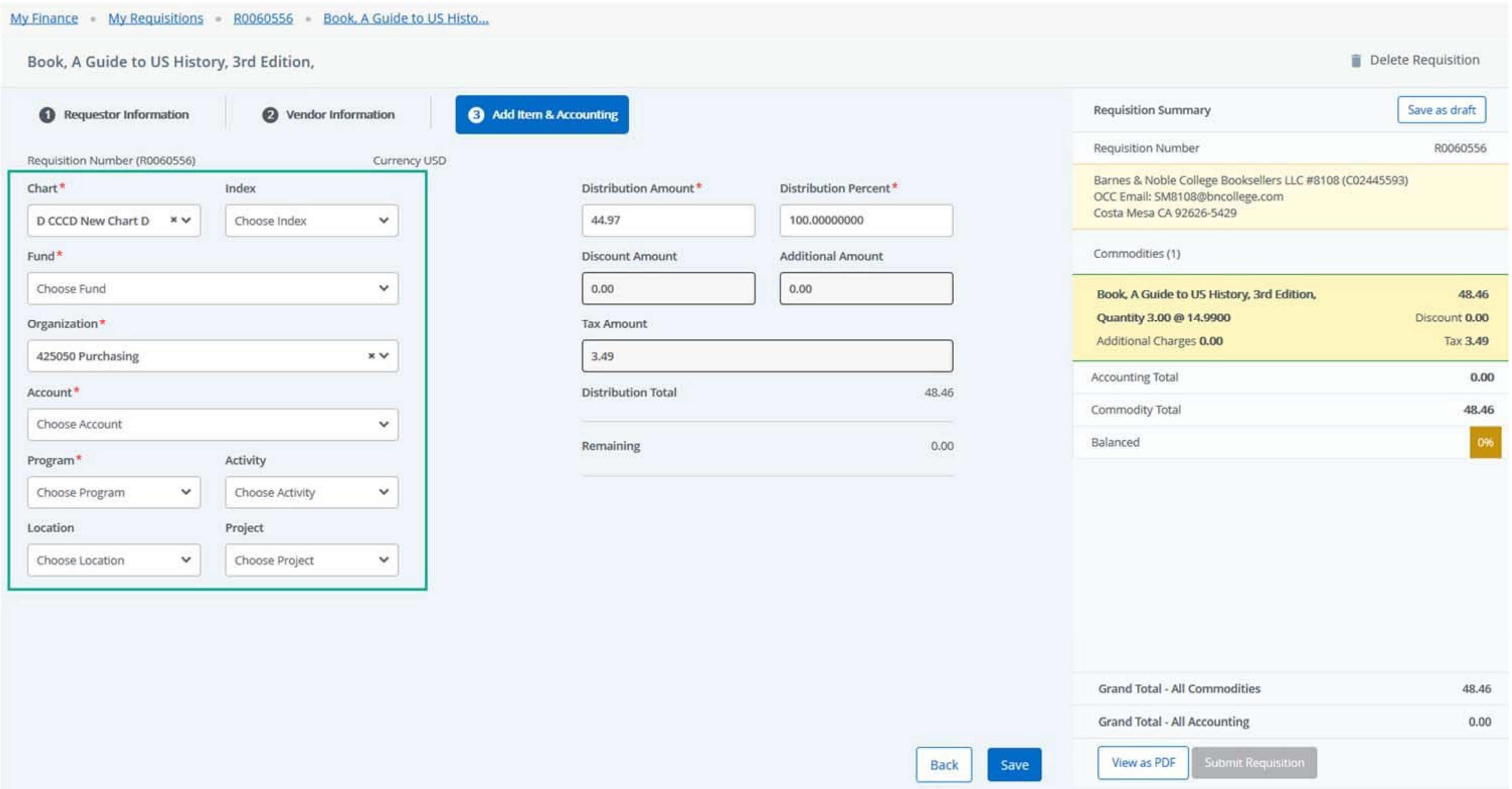
5. Select the **Unit of Measure** from the drop-down list.

6. If applicable, enter Shipping/Freight charges in the **Additional Amount box.**

7. Click **Add Accounting**.

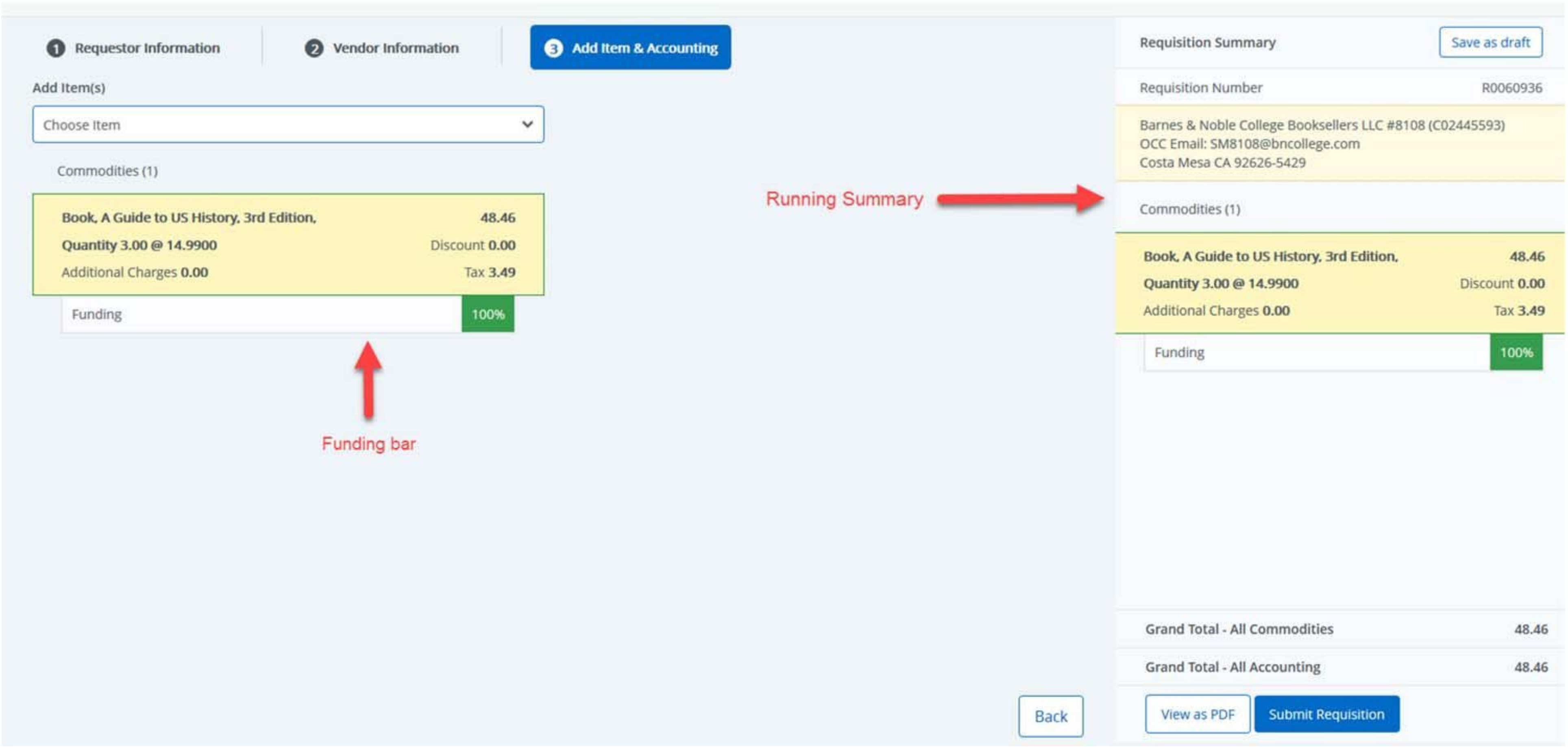


8. Select the FOAPAL by using **each corresponding drop-down list** (<u>**Activity**, **Location**, and **Project** are not required fields and should only be selected when applicable</u>).
9. The User can either scroll through each list and click on the number, <u>OR</u> type the number and wait until the number appears in the drop-down list.
10. Once the FOAPAL has been selected, click **Save**.



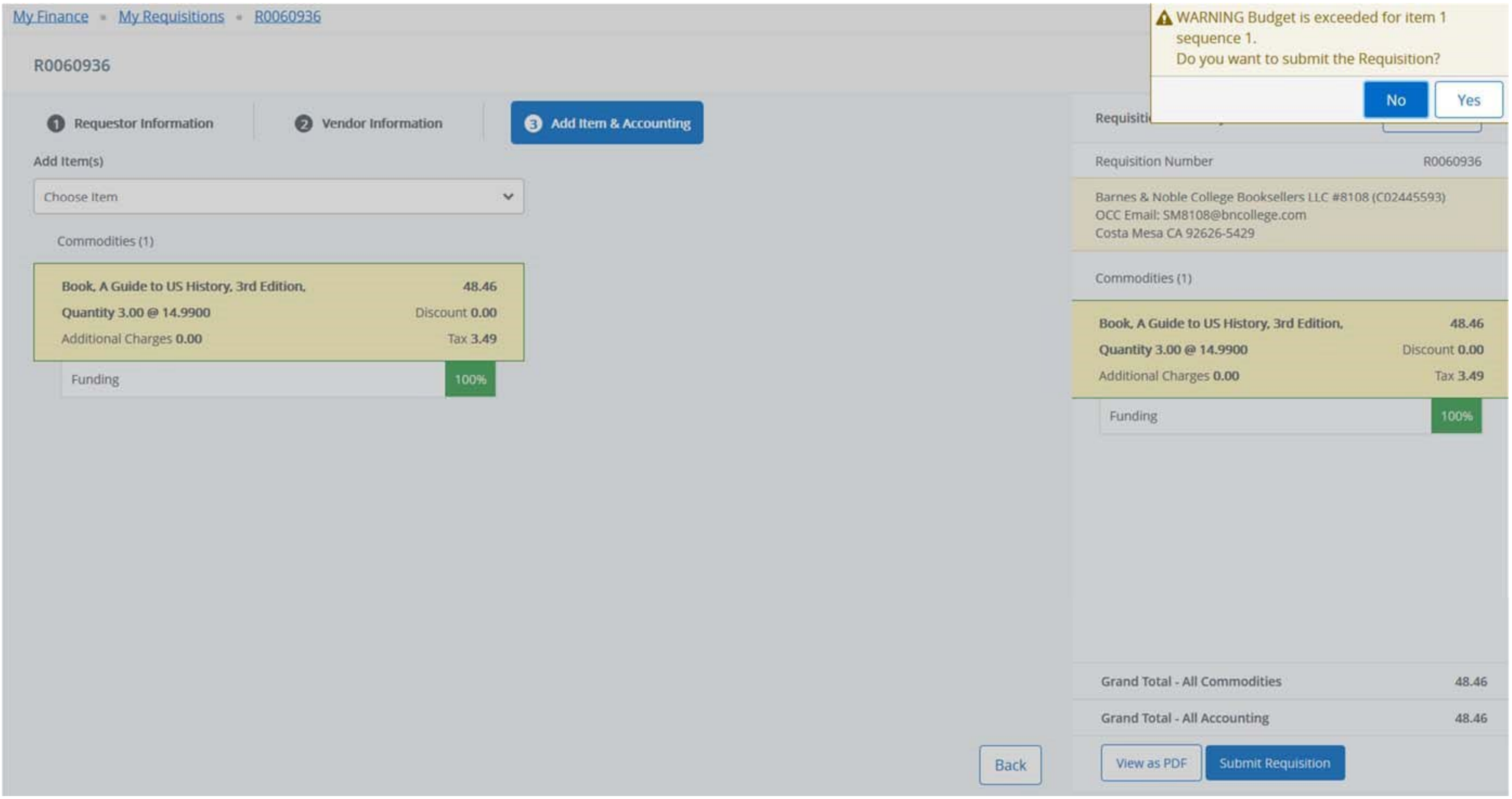
11. The **Add Item & Accounting screen** will now refresh and show the **Funding bar** and the **Requisition Summary**. The **Funding bar** indicates that all of the funds have been applied to the FOAPAL and that the Requisition is balanced.

12. To add another Item to the Requisition, **repeat Steps 2 through 11**.
13. The User may now choose to **Save as draft, View as PDF,** or **Submit Requisition.**



Submitting a Requisition

1. To submit a Requisition, click on the **Submit Requisition button** on the **Requisition Summary screen**.
2. If there are not enough funds in the chosen FOAPAL, **a warning message will appear**. The User will be unable to submit a Requisition for approval if the FOAPAL status is NSF. Instead, the Requisition will be **saved as a Draft**.

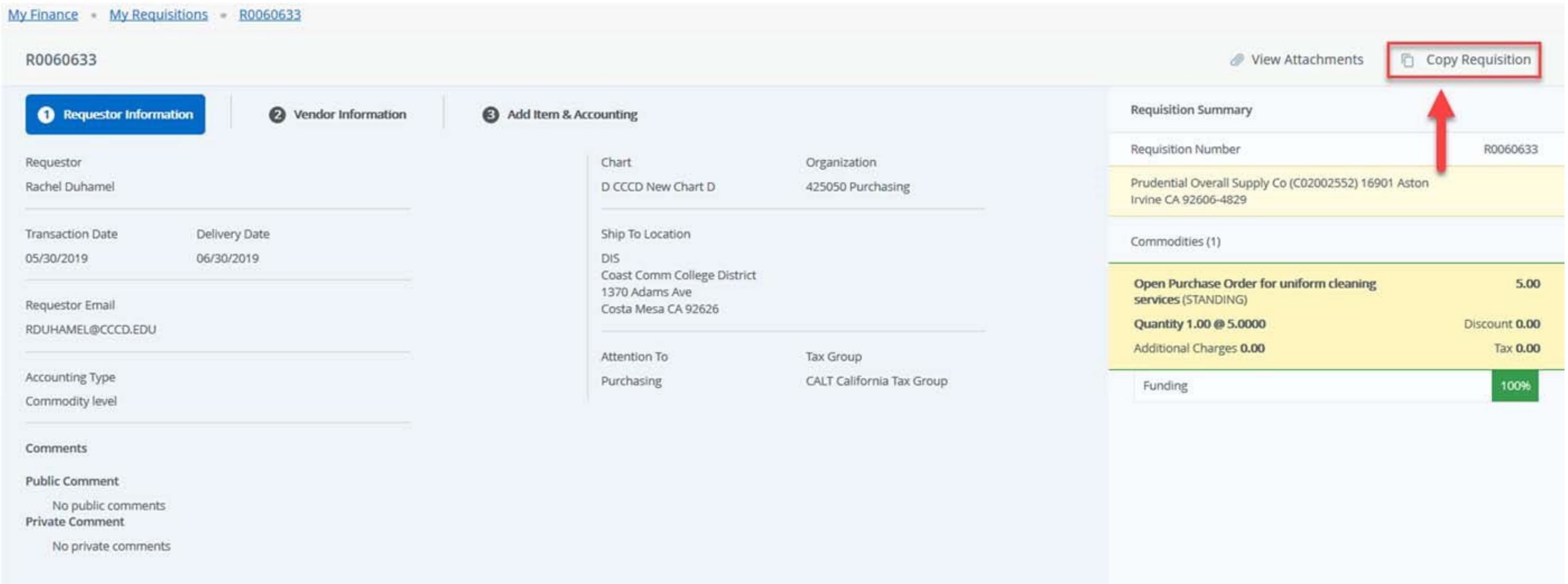

My Finance • My Requisitions • R0060936
R0060936
1 Requestor Information
2 Vendor Information
3 Add Item & Accounting
Add Item(s)
Choose Item
Commodities (1)
Book, A Guide to US History, 3rd Edition, 48.46
Quantity 3.00 @ 14.9900 Discount 0.00
Additional Charges 0.00 Tax 3.49
Funding 100%
Back
WARNING Budget is exceeded for item 1 sequence 1.
Do you want to submit the Requisition?
No
Yes
Requisition Number R0060936
Barnes & Noble College Booksellers LLC #8108 (C02445593)
OCC Email: SM8108@bncollege.com
Costa Mesa CA 92626-5429
Commodities (1)
Book, A Guide to US History, 3rd Edition, 48.46
Quantity 3.00 @ 14.9900 Discount 0.00
Additional Charges 0.00 Tax 3.49
Funding 100%
Grand Total - All Commodities 48.46
Grand Total - All Accounting 48.46
View as PDF
Submit Requisition

Copying Requisitions

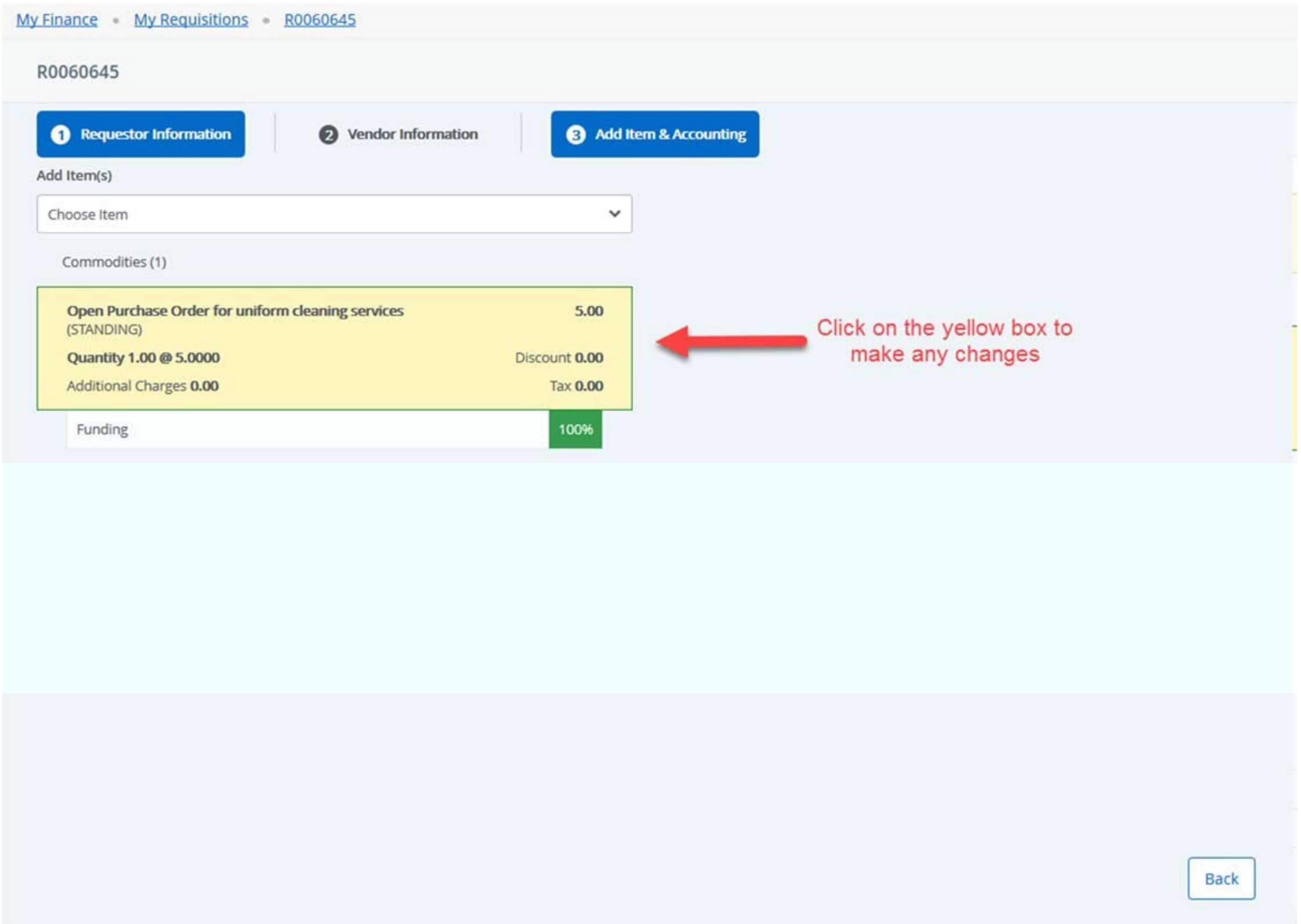
NOTE: Users will ONLY be able to copy Requisitions that have been created in Banner 9 Self Service. Requisitions created using Banner 8 cannot be copied in Banner 9 Self Service.

***REMINDER*: Copying Requisitions should only be done if the same Vendor is going to be used for the new Requisition.**

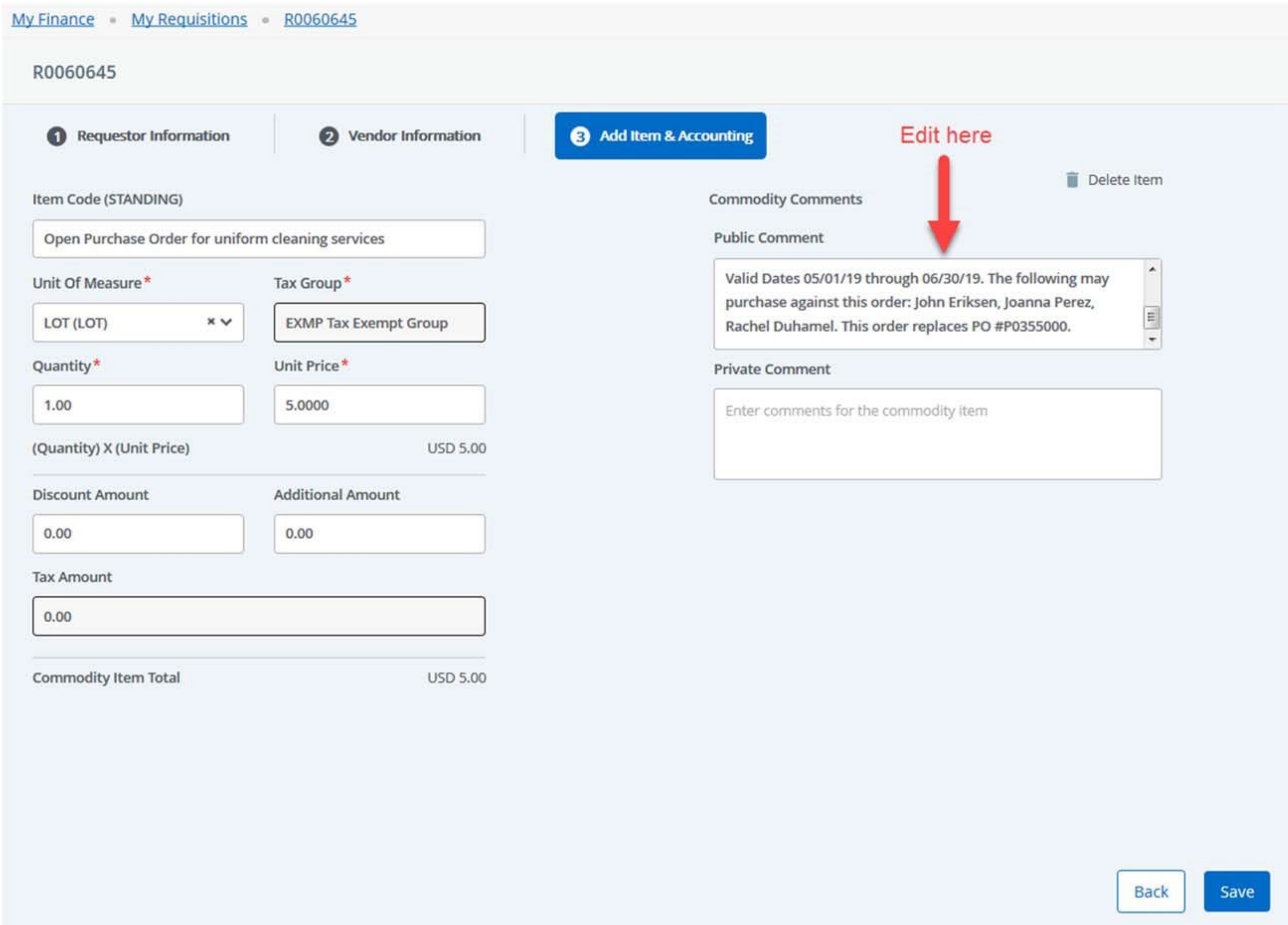
1. To **copy** a Requisition, go to the **My Requisitions dashboard**.
2. Click on the **Completed Requisition** that needs to be copied (**Completed Requisitions** are the **only** Requisitions that can be copied – Users cannot copy Draft or Pending Requisitions).
3. Click on the **Copy Requisition button** located in the top-left corner, and then click **Yes** on the pop-up notification.



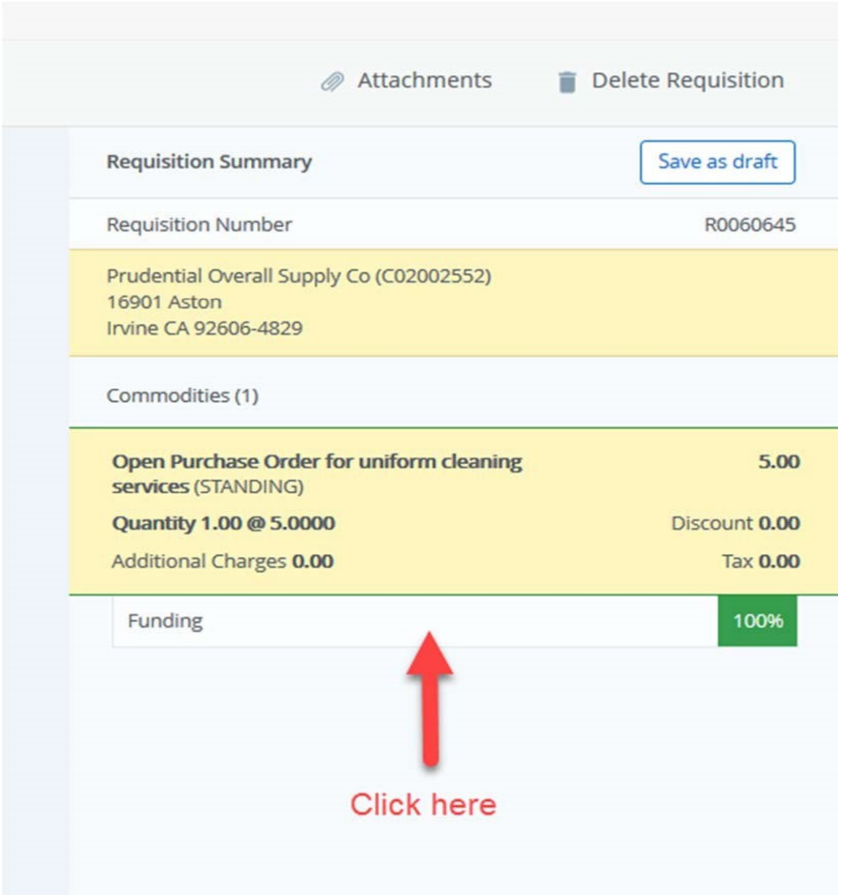
4. Enter the **Delivery Date**.
5. If needed, revise the **Attention To** information (which will be pre-filled from the Requisition that was copied).
6. Click **Next** to access the **Vendor Information screen**.
7. Click **Next** to access the **Add Item & Accounting screen**.
8. Click on the **Commodity** to make any changes.



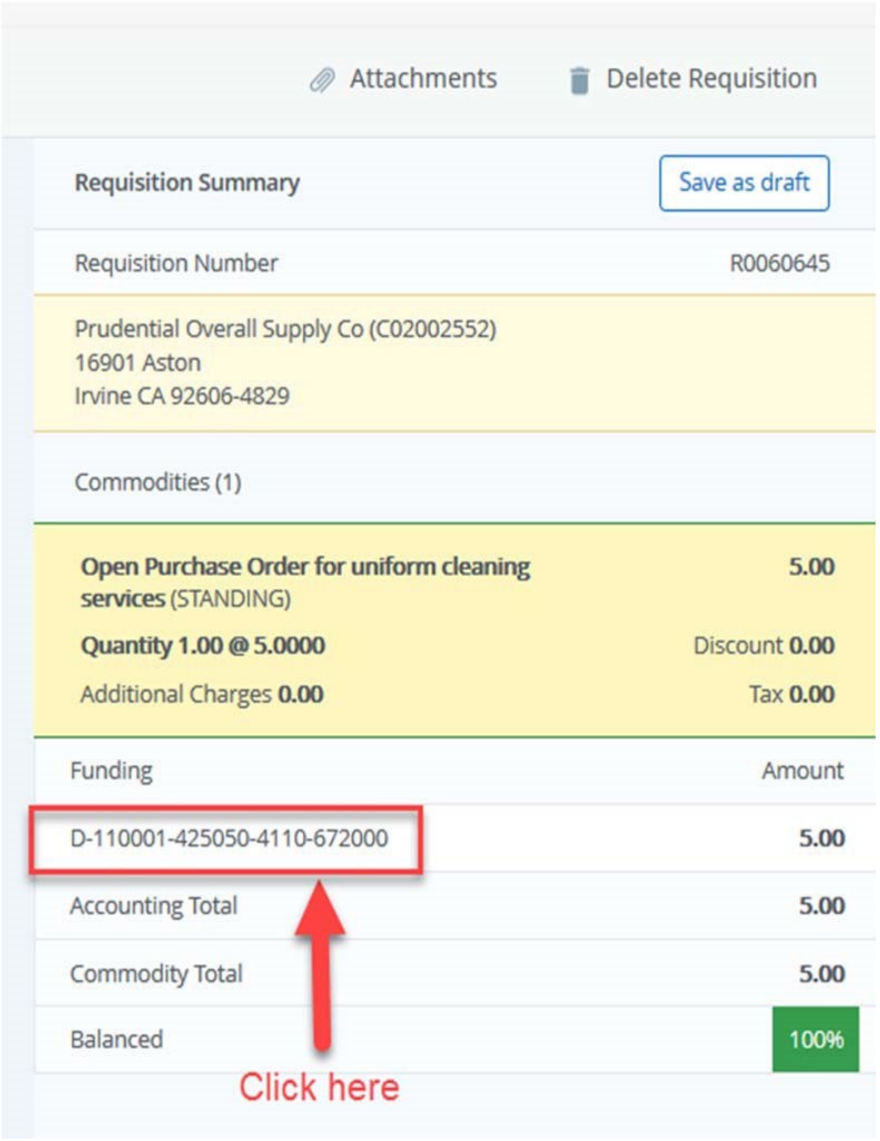
9. If needed, **edit the Public Comment field** to change the **Valid Dates**, **Authorized Purchasers**, and/or the **PO that is being replaced**.
10. Click **Save**.


My Finance • My Requisitions • R0060645
R0060645
1 Requestor Information
2 Vendor Information
3 Add Item & Accounting
Edit here
Delete Item
Item Code (STANDING)
Open Purchase Order for uniform cleaning services
Unit Of Measure*
LOT (LOT)
Tax Group*
EXMP Tax Exempt Group
Quantity*
1.00
Unit Price*
5.0000
(Quantity) X (Unit Price)
USD 5.00
Discount Amount
0.00
Additional Amount
0.00
Tax Amount
0.00
Commodity Item Total
USD 5.00
Commodity Comments
Public Comment
Valid Dates 05/01/19 through 06/30/19. The following may purchase against this order: John Eriksen, Joanna Perez, Rachel Duhamel. This order replaces PO #P0355000.
Private Comment
Enter comments for the commodity item
Back
Save

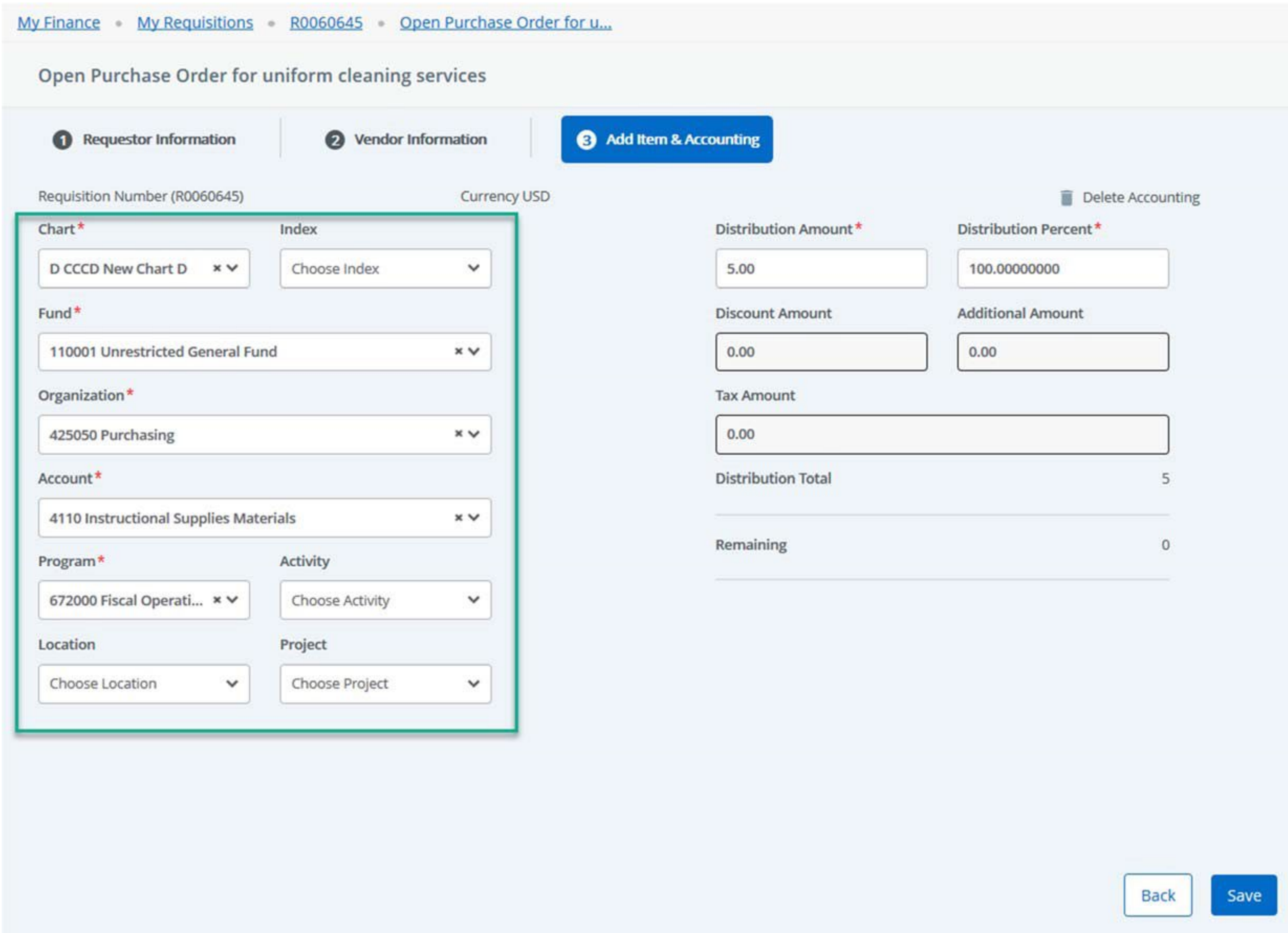
11. To edit the FOAPAL, click on the **Funding bar** located on the **Requisition Summary** on the right side of the screen.



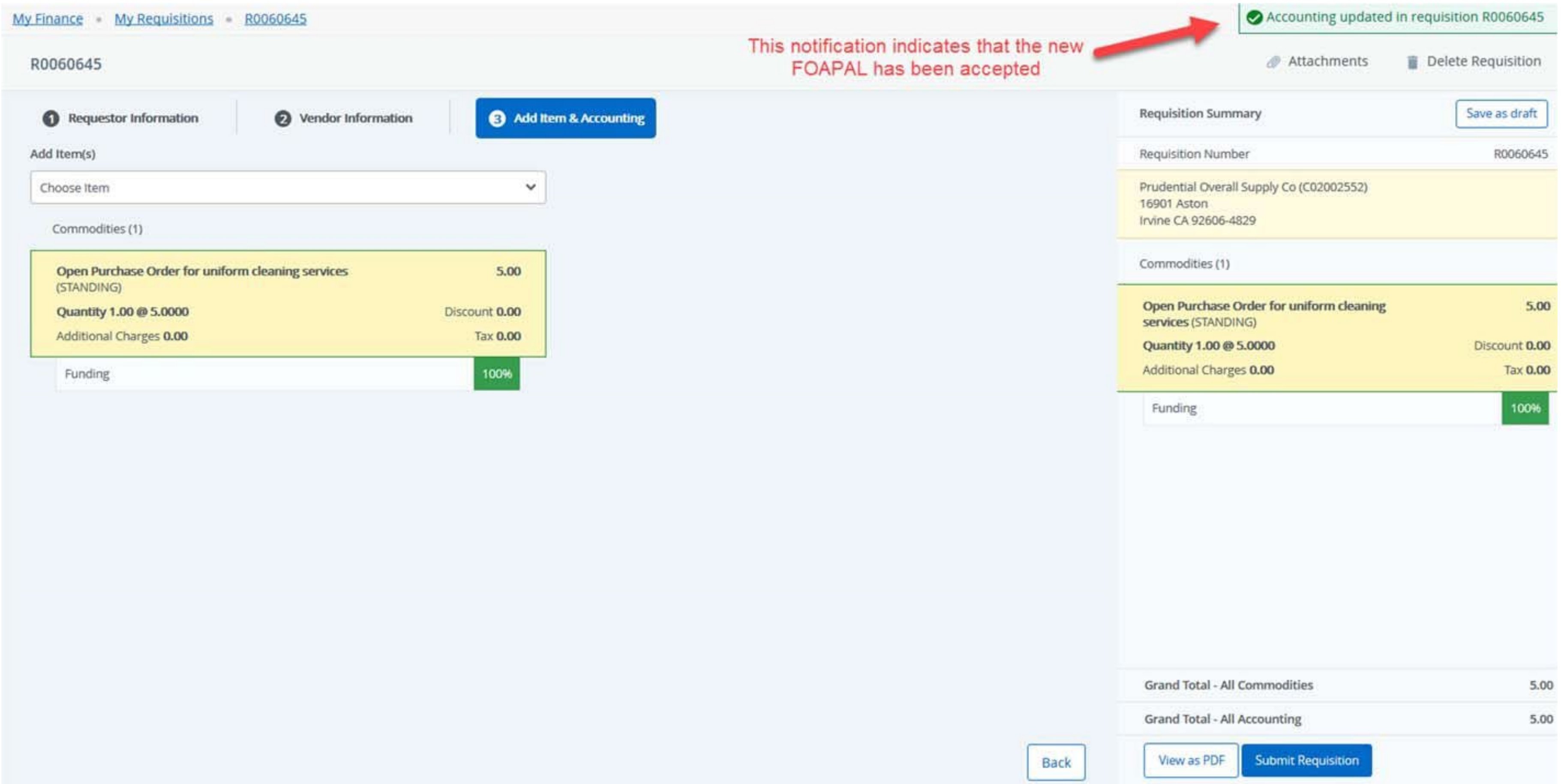
12. Click on the **FOAPAL** which will appear below the **Funding bar**.



13. Select the new FOAPAL by using **each corresponding drop-down list** (<u>**Activity**, **Location**, and **Project** are not required fields and should only be selected when applicable</u>).
14. Once the new FOAPAL has been selected, click **Save**.


My Finance • My Requisitions • R0060645 • Open Purchase Order for u...
Open Purchase Order for uniform cleaning services
1 Requestor Information
2 Vendor Information
3 Add Item & Accounting
Requisition Number (R0060645)
Currency USD
Delete Accounting
Chart*
D CCCD New Chart D
Index
Choose Index
Fund*
110001 Unrestricted General Fund
Organization*
425050 Purchasing
Account*
4110 Instructional Supplies Materials
Program*
672000 Fiscal Operati...
Activity
Choose Activity
Location
Choose Location
Project
Choose Project
Distribution Amount*
5.00
Distribution Percent*
100.00000000
Discount Amount
0.00
Additional Amount
0.00
Tax Amount
0.00
Distribution Total
5
Remaining
0
Back
Save

15. The **Add Item & Accounting screen** will now refresh and show the **Funding bar**. The **Funding bar** indicates that all of the funds have been applied to the new FOAPAL and that the Requisition is balanced.
16. The User will also see a notification in the **top-right** that reads, "Accounting updated in Requisition," which confirms acceptance of the new FOAPAL.
17. The User may now choose to **Save as draft**, **View as PDF**, or **Submit Requisition.**

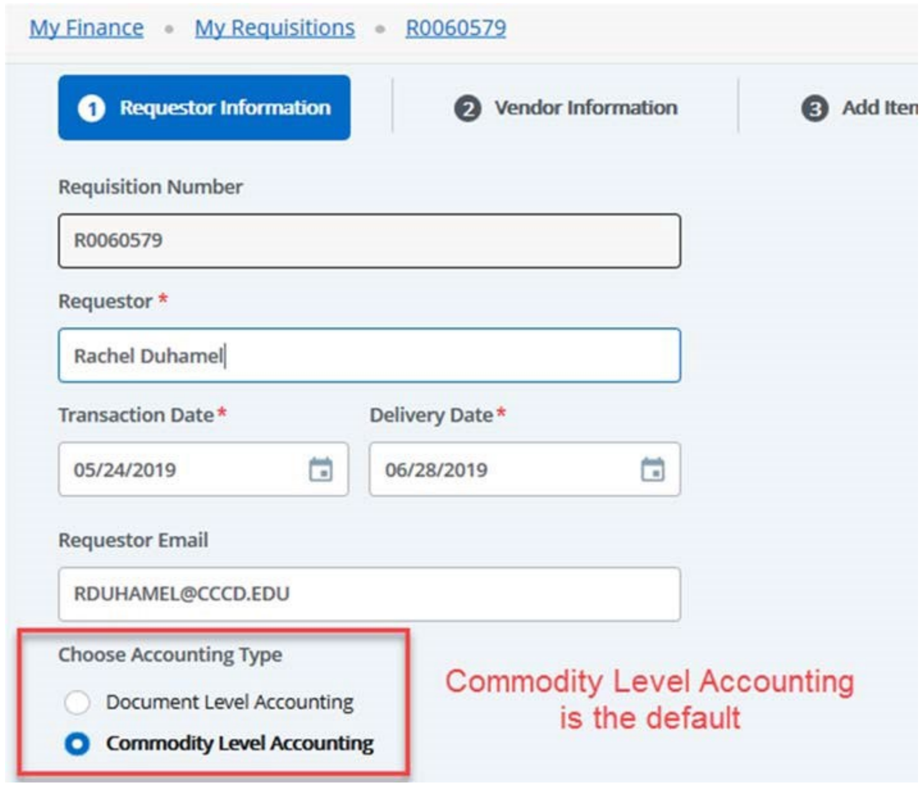

My Finance • My Requisitions • R0060645
Accounting updated in requisition R0060645
This notification indicates that the new FOAPAL has been accepted
R0060645
Attachments
Delete Requisition
1 Requestor Information
2 Vendor Information
3 Add Item & Accounting
Add Item(s)
Choose Item
Commodities (1)
Open Purchase Order for uniform cleaning services (STANDING) 5.00
Quantity 1.00 @ 5.0000 Discount 0.00
Additional Charges 0.00 Tax 0.00
Funding 100%
Back
Requisition Summary
Save as draft
Requisition Number R0060645
Prudential Overall Supply Co (C02002552)
16901 Aston
Irvine CA 92606-4829
Commodities (1)
Open Purchase Order for uniform cleaning services (STANDING) 5.00
Quantity 1.00 @ 5.0000 Discount 0.00
Additional Charges 0.00 Tax 0.00
Funding 100%
Grand Total - All Commodities 5.00
Grand Total - All Accounting 5.00
View as PDF
Submit Requisition

Requisitioning Tips

- In Banner 9 Self Service, the **Accounting Type** will default to **Commodity Level Accounting.** This change was made in order improve the way that **Fixed Assets** are tracked and reported. The **Accounting Type** should not be changed by the User**.

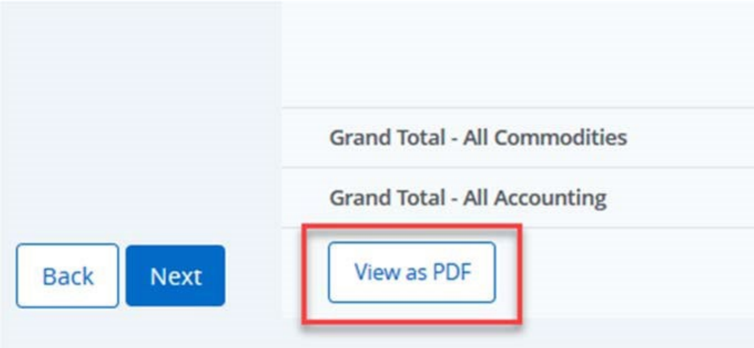
  ****NOTE: The ONLY exception to this rule is when multiple budget numbers are being applied to a Non-Receivable Requisition**.

  (Example: An IC Agreement for $12,000 that is split 3 ways between each campus)


My Finance
My Requisitions
R0060579
1 Requestor Information
2 Vendor Information
3 Add Iten
Requisition Number
R0060579
Requestor *
Rachel Duhamel
Transaction Date*
05/24/2019
Delivery Date*
06/28/2019
Requestor Email
RDUHAMEL@CCCD.EDU
Choose Accounting Type
Document Level Accounting
Commodity Level Accounting
Commodity Level Accounting is the default

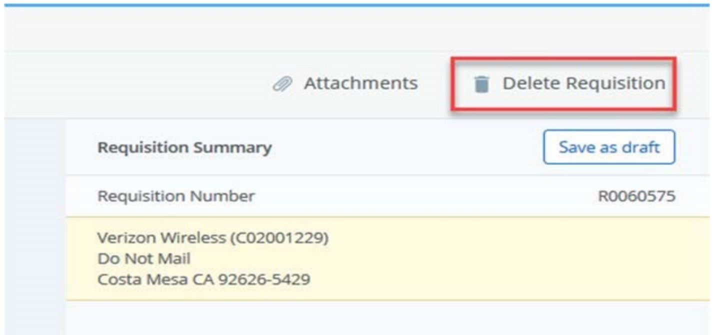
Requisitioning Tips

- Click on the **View as PDF button** and the Requisition will open in a new tab as a PDF file. The User can choose to download the PDF or print a hard copy. <u>NOTE: Viewing a Requisition as a PDF does not mean that the Requisition has been submitted for approval.</u>



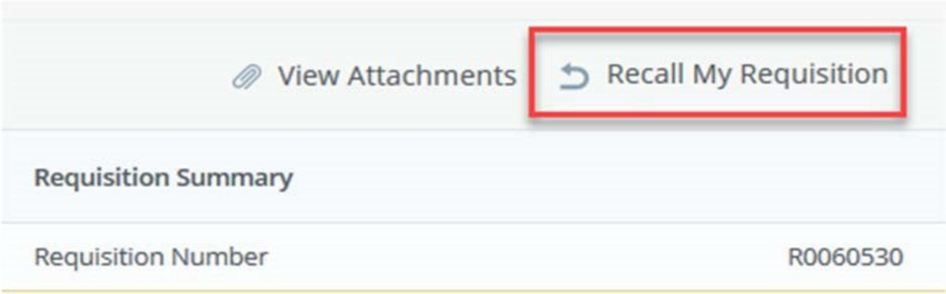
- Requisitions are automatically saved as the User moves through each screen, but the Requisition can also be saved manually by clicking on the **Save as Draft button**.

- To delete a **Draft Requisition**, access the **My Requisitions dashboard**, click on the Requisition, and then click on the **Delete Requisition button**.



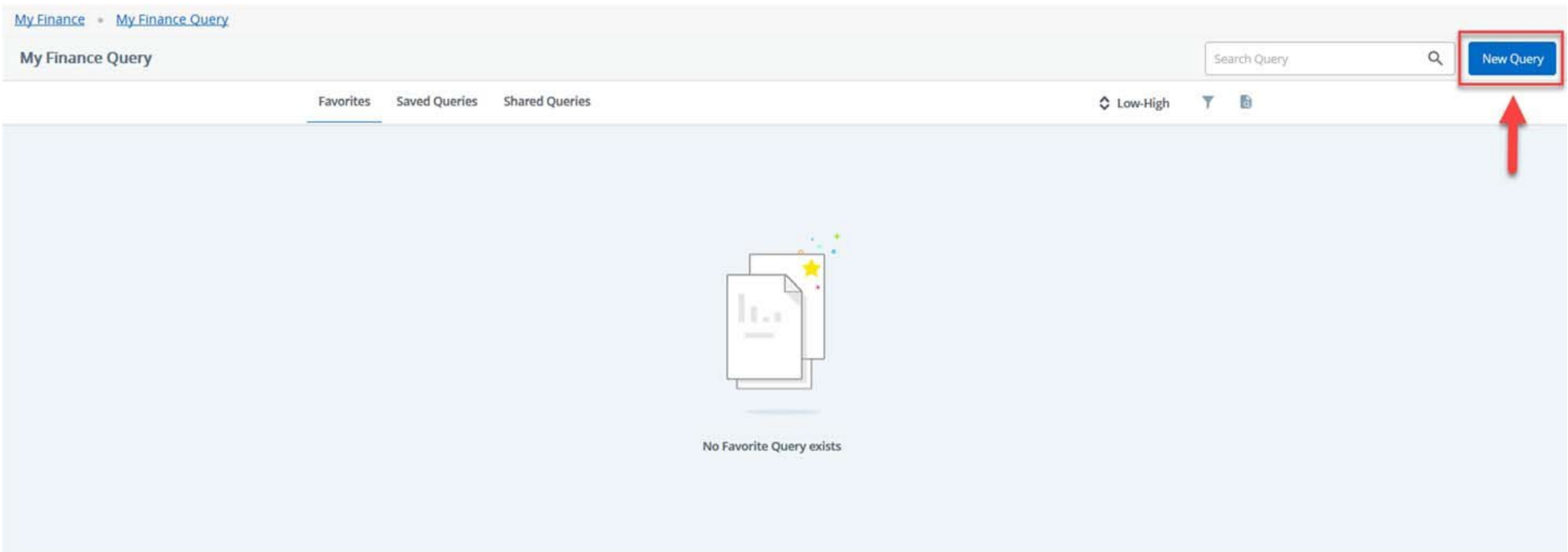
- To recall a **Pending Requisition**, access the **My Requisitions dashboard**, click on the Requisition, and then click on the **Recall My Requisition** button. Click **Yes** on the pop-up notification. The Requisition will be moved to **Draft Requisitions**.

  NOTE: A Requisition can be recalled up until Final Approval. Users cannot recall a Requisition that has been fully approved by all approvers.



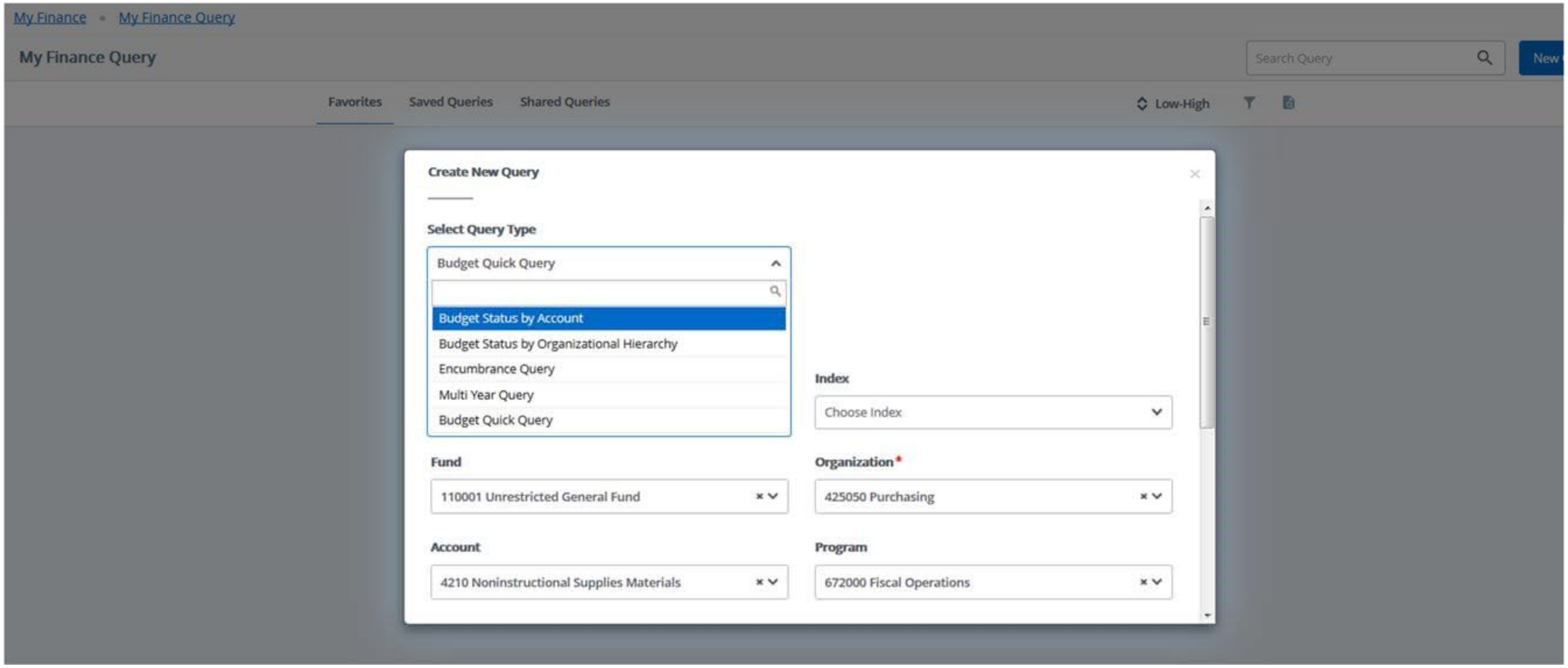
My Finance Query

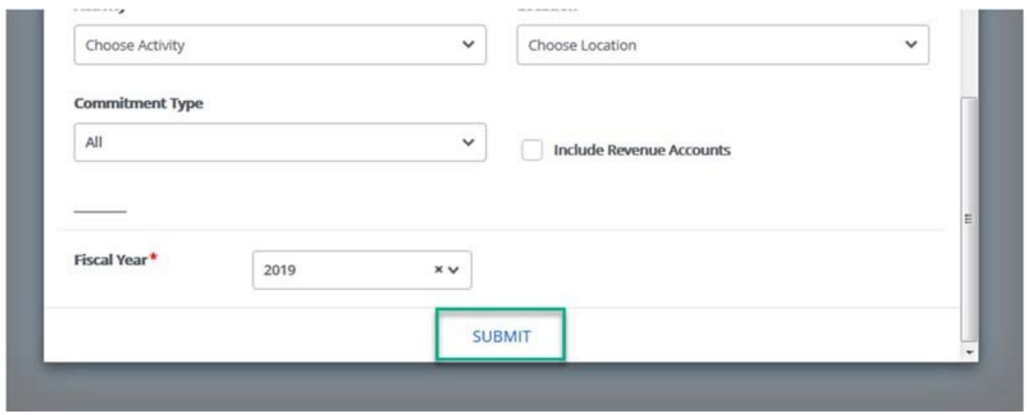
1. To create a new Query, click on the **New Query button**.



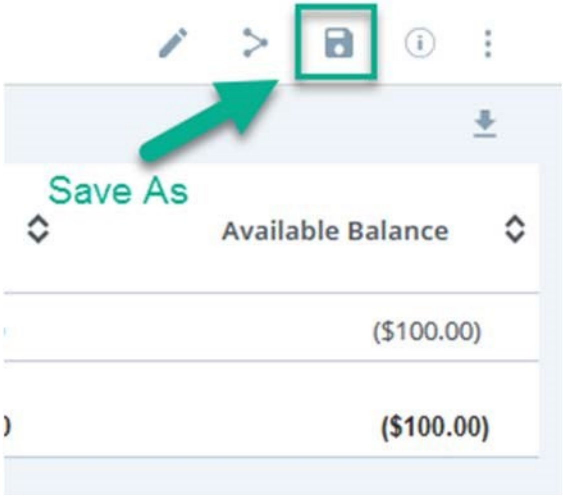
2. Use the **Select Query Type** drop-down list to select the query type. For most queries you want to choose **<u>Budget Status by Account</u>**.

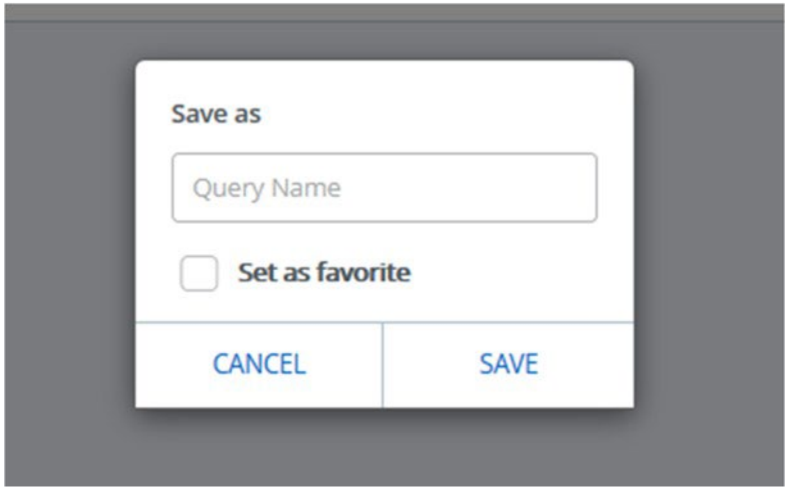
3. Select the **Fund, Organization, Account,** and **Program codes** by using the corresponding drop-down lists.
4. Scroll to the bottom of the window and click **Submit**.


My Finance • My Finance Query
My Finance Query
Search Query
New
Favorites
Saved Queries
Shared Queries
Low-High
Create New Query
Select Query Type
Budget Quick Query
Budget Status by Account
Budget Status by Organizational Hierarchy
Encumbrance Query
Multi Year Query
Budget Quick Query
Index
Choose Index
Fund
110001 Unrestricted General Fund
Organization*
425050 Purchasing
Account
4210 Noninstructional Supplies Materials
Program
672000 Fiscal Operations

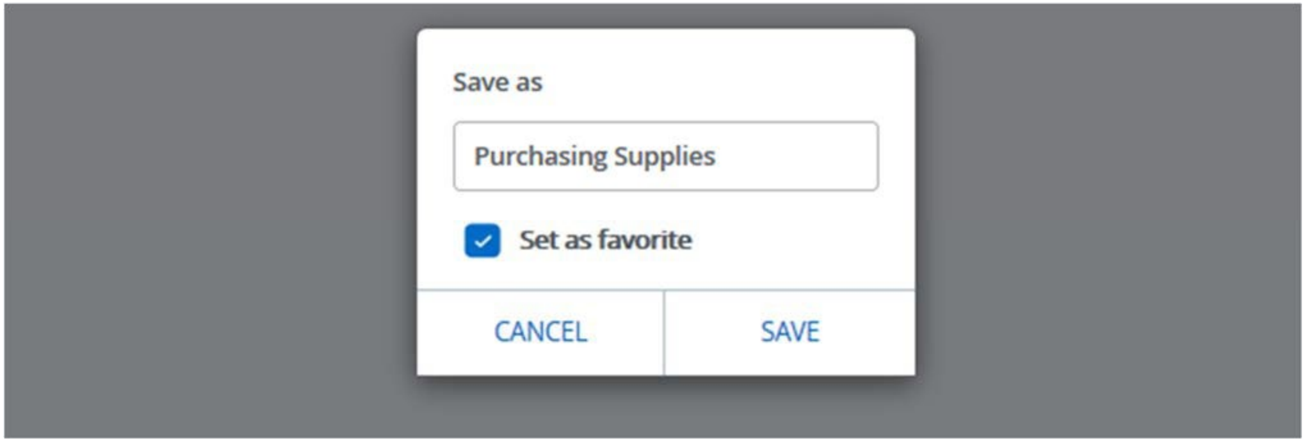

Choose Activity
Choose Location
Commitment Type
All
Include Revenue Accounts
Fiscal Year*
2019
SUBMIT

5. The **Query Results screen** will appear with the query results.
6. From here, the User can choose what to do with the query results.
7. To save the query, click the **Save as icon**. The User can name the query and choose to **Save as favorite**.





8. Queries that are saved to **Favorites** will appear in the **Favorites section** and the **Saved Queries section** of the **My Finance Query Dashboard.**



9. The saved query will display a summary graphic.