

Appendix A

SSB - Self Service Banner

B9AP - Banner 9 Admin Pages

“Req to Check” Process

1 Department

Department wants to order goods and/or services.

2 User

Budget is reviewed in FGIBDST (B9AP) or Budget Query (SSB)

3 User

Budget Transfer if Needed Budget Transfer (SSB) - Regular Accounts or Paper Form-Grants

4 User

Requisition created FPAREQN (B9AP) or Requisition (SSB)

5 User

Supporting documents sent to requisitions@rowan.edu(Quotes, New Vendor info etc...)

6 Procurement

Requisition is converted to a Purchase Order and PO number is assigned.

7 Procurement

Purchase Order document is emailed to user.

8 User

Purchase Order is mailed, emailed or faxed to vendor with exceptions (including over \$30,000, Office Depot, IT orders etc.).

9 Department

Goods/services are physically received in department

10 User

Goods/services are received in Banner FPARCVD (B9AP)

11 Accounts Payable

Invoice is sent by vendor or user to invoices@rowan.edu. User notified by email and can confirm in FOIDOCH (B9AP) or View Document (SSB)

12 Accounts Payable

Check is sent to vendor via mail or electronic transmission Confirm in FOIDOCH (B9AP) or View Document (SSB)