Self-Service Banner

Finance

Information Resources and Technology Training Services
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irt-training@rowan.edu

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support@rowan.edu
856-256-4400

Download the latest version of this document at
rowan.edu/irt-training

December 2018
Learning Objectives

At the end of this workshop, the learner will be able to:
1. Understand the Req to Check Process.
2. Log in to Self-Service Banner.
3. Run Budget Query and check Budget Status by Regular and Grant Accounts.
4. View Budget Details and download to Excel.
5. Add Calculated Columns to your Query.
6. Submit Encumbrance Query and review details.
8. View Requisitions created in past and find Vendor Numbers.
9. Enter Requisitions for Regular and Standing Orders.
10. Create, retrieve and delete budget templates.
11. Update denied or incomplete requisitions.

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Log In to Banner Self Service

Go to **banner.rowan.edu**
Log in with your Rowan username and password. Select **Login**.

**Self Service Banner**

Select **Login**.

Log into Self Service Banner

Self Service Banner allows employees and students to view and edit personal information and access tax forms, payroll information, web time entry, class schedules, course catalogs, financial aid and other resources.

---

Select **Access Banner Services**.

**Secure Area Login Required.**

---

Enter **User ID** and **PIN** (Your Rowan ID and Pin). Select **Login**.

---

**FORGOT YOUR USER ID?**
Visit **id.rowan.edu** and enter your Rowan campus network username and password.

**FORGOT YOUR PIN?**
Select the **Forgot PIN?** button on the Banner login page to be prompted for your security question and reset your PIN.
Banner Info

When navigating through the Banner Finance screens keep in mind the following information:

Rowan’s COA or Chart of Accounts is always R.
Rowan’s FY or fiscal year runs from July 1 to June 30.
The Budget Period or Fiscal Period refers to the current month in the fiscal year.

<table>
<thead>
<tr>
<th>Period</th>
<th>Month</th>
<th>Period</th>
<th>Month</th>
<th>Period</th>
<th>Month</th>
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<tbody>
<tr>
<td>01</td>
<td>July</td>
<td>06</td>
<td>December</td>
<td>11</td>
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<td>02</td>
<td>August</td>
<td>07</td>
<td>January</td>
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<tr>
<td>03</td>
<td>September</td>
<td>08</td>
<td>February</td>
<td>13</td>
<td>Unassigned</td>
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<tr>
<td>04</td>
<td>October</td>
<td>09</td>
<td>March</td>
<td>14</td>
<td>Full Year</td>
</tr>
<tr>
<td>05</td>
<td>November</td>
<td>10</td>
<td>April</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

What is a FOAPAL?
The FOAPAL (pronounced “FOE-pull”) is “Banner-ese” for the accounting code that replaces the account numbers used in FRS. It stands for Fund, Organization, Account, Program, Activity and Location. Each element tells a specific piece of information about the transaction.
Banner Info

To access the **Fund** and **Organizations** that you have access to, log into Self-Service Banner and select the **Employee** tab. Select **Display Your FUND/ORGN Access**. Your **FUND/ORGN** account numbers will be displayed.
Budget Status by Account

Open Budget Queries Form
Once you log into Self-Service Banner, select the **Finance** tab.
Select **Budget Queries** from Finance menu or quick link at bottom of page.

Create a New Query
Select **Budget Status by Account**.
Select **Create Query**.
Budget Status by Account

Select Budget Report Columns
Check each check box noting what columns to display on report. Select Continue.

Submit Query
Choose Fiscal Year.
Select Fiscal Period “14” to show YTD.
Choose All for Commitment Type.
Enter Chart of Accounts (Always R).
Enter Fund.
Enter Organization.
Enter Account if applicable (Leave blank to view all accounts).
Enter Program (Optional).
Select Submit Query.

Note: Only select Include Revenue Accounts if your department receives revenue. To save the query, name it in the Save Query as: field. Do not check the Shared box.
Budget Status by Account—Grants Only

Open Budget Queries Form
Once you log into Self-Service Banner, select the Finance tab. Select Budget Queries from Finance menu or select quick link at bottom of page.

Create a New Query
Select Budget Status by Account. Select Create Query.
Budget Status by Account—Grants Only

Select Budget Report Columns
Check each check box noting what columns to display on report.
Select Continue.

Submit Query
Choose Fiscal year.
Select Fiscal period “14” to show YTD.
Choose All for Commitment Type.
Enter Chart of Accounts (Always R).
Enter Grant (G+fund. For example, if your grant fund number is 50903, enter G 50903).
Enter Account if applicable (Leave blank to view all accounts).
Select Submit Query.

Note: Only select Include Revenue Accounts if your department receives revenue. To save the query, name it in the Save Query as: field. Do not check the Shared box.
Budget Queries—Columns

Description of Budget Report Columns

- **Adopted Budget**—Original budget entered by the budget department.
- **Budget Adjustment**—Adjustments to original budget. Includes transfers and adjustments made by budget department.
- **Adjusted Budget**—Current budget. **Adopted Budget** plus or minus **Budget Adjustment**.
- **Year to Date**—Total payments/transactions completed to date. Includes items invoiced regardless of whether check is sent.
- **Encumbrances**—Purchase Orders.
- **Reservations**—Requisitions.
- **Commitments**—Total of both requisitions (**Reservations**) and open purchase orders (**Encumbrances**).
- **Available Balance**—Current amount available to spend.
- **Accounted Budget**—Same as **Adjusted Budget**.
- **Temporary Budget**—Not used at Rowan.

**NOTE:** If funds are not available under the account number you wish to use (for example, 7010 Educational Supplies), you must transfer the money **BEFORE** submitting a requisition. You **CANNOT** submit a requisition from an account that does not have available funds. Please see **Budget Transfers (page 20)**.
Budget Details

Drill Down to View Budget Details
Select an amount that is underlined (hyperlinked) under appropriate budget column.

Drill Down to View Specific Transactions
Select an underlined (hyperlinked) **Document Code** to view a specific transaction.

Drill Down to View Full Document
Select the underlined (hyperlinked) **Document Code** in the **Detail Transaction Report** to view the entire document.
## Budget Details

### View Document

**Purchase Order Header**
- **Purchase Order Change #:** 57001133
- **Order Date:** Aug 07, 2006
- **Trans Date:** Aug 07, 2006
- **Delivery Date:** Aug 07, 2006
- **Print Date:** Aug 07, 2006
- **Total:** $2,000.00

**Origin:** BANNER
**Complete:** Y
**Approved:** Y
**Type:** Regular

**Canceled Reason:**
**Date:**

**Requestor:** Lafferty, Clara
**22000**
**Assoc Provost Information Resources**

**Accounting:**
**Document Level:**
**Matching:** Required

**Ship to:**
- **Memorial Hall 1st Floor**
- **201 Mullica Hill Rd**
- **Memorial Hall 1**
- **Glassboro, NJ 08028**

**Attention:** Lafferty, Clara

**Contact:** Memorial Hall 1st Floor

**Vendor:** 915009750|SunGard SCT
- **14083 Collections Center Drive**
- **Chicago, IL 60693**

**Phone:**
**Fax:**

**Currency:**

**Document Text:** Confirming Order

**Purchase Order Commodity**

<table>
<thead>
<tr>
<th>Item/Commodity</th>
<th>Description</th>
<th>U/M Qty</th>
<th>Unit Price</th>
<th>Ext Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice 552229 - Banner 7 documentation</td>
<td>EA</td>
<td>1</td>
<td>2000</td>
<td>2,000.00</td>
</tr>
</tbody>
</table>

**Total:** 2,000.00

**Purchase Order Accounting**

**Req COA/ FY/ Index/ Fund/ Orgn:**
**Acct:**
**Prog:**
**Actv:**
**Locn/ Prog:**
**NBF/ Busp:**
**BF/ Ovr/ Busp:**
**Amount:**

| 1 | R | 07 | 10110 | 22000 | 7315 | 16 | N | P | 2,000.00 |

**Total of displayed sequences:**

2,000.00

### Related Documents

<table>
<thead>
<tr>
<th>Transaction Date</th>
<th>Document Type</th>
<th>Document Code</th>
<th>Status Indicator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug 09, 2006</td>
<td>Receiving Documents</td>
<td>50026315</td>
<td>Computed</td>
</tr>
<tr>
<td>Aug 15, 2006</td>
<td>Invoice</td>
<td>10087589</td>
<td>Paid</td>
</tr>
<tr>
<td>Aug 15, 2006</td>
<td>Check Disbursement</td>
<td>300449615</td>
<td></td>
</tr>
<tr>
<td>Aug 07, 2006</td>
<td>Requisition</td>
<td>87003819</td>
<td>Approved</td>
</tr>
</tbody>
</table>
Download Budgets to Microsoft Excel

Self-Service Banner allows Budget Status by Account Queries to be downloaded to a Microsoft Excel spreadsheet. The spreadsheet may then be edited for further analysis, calculation, etc.

Select **Download Selected Ledger Columns** to download the columns that were selected for the query.

Select **Open** or **Save**. A location to transfer and store the spreadsheet should be indicated when **Save** is selected.

When you open the spreadsheet it will have many cells you may not need (like rows 1 to 15). Delete any unneeded cells.
Download Budget to Excel

You can also download detail pages to Excel. Select an underlined (hyperlinked) amount.

Select **Download** on the Detail page.

Select **Open with** or **Save File**. A location to transfer and store the spreadsheet should be indicted when **Save** is selected.

The sheet will open in Excel as a CSV file. You can save it as an Excel file (.xls) to do calculations.
Calculated Column

Adding an Additional User Calculated Column
An additional calculated column may be temporarily added to your budget screen.

Below the query table, in **Compute Additional Columns for the query**, select the preferred fields in the drop down menus. Click **Perform Computation**.

The new column will appear where you designated it to appear.

To remove the computation, select **Remove Computation** at the bottom of the table.
Encumbrance Queries

Open Encumbrance Query Form
Select **Encumbrance Queries** from **Finance** menu or select from quick link at bottom of page.

To submit an Encumbrance Query
Select **Fiscal year** (year you want to review).
Select **Fiscal period** “14”.
Select “Open” for **Encumbrance Status**, “All” for **Commitment Type**, “R” for **COA**.
Then enter your **Fund**, **Organization**, **Account** and **Program** numbers.
Select **Submit Query**.

**Note:** You can use the “%” as a wildcard to filter your criteria. For example, enter “7%” in **Account** to see all accounts starting with a 7.
Encumbrance Queries

Review **Encumbrance Details** as needed. Select the **Document Code** (blue Purchase Order number) to view the entire document.

**Query Results**

<table>
<thead>
<tr>
<th>Account</th>
<th>Document Code</th>
<th>Description</th>
<th>Original Commitments</th>
<th>Encumbrance Adjustments</th>
<th>Encumbrance Liabilities</th>
<th>Year to Date</th>
<th>Current Commitments</th>
<th>% Used</th>
<th>Cost Type</th>
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<tbody>
<tr>
<td>7015</td>
<td>P16601213</td>
<td>Apple Computer Inc</td>
<td>72,650.00</td>
<td>0.00</td>
<td>(72,650.00)</td>
<td>72,650.00</td>
<td>0.00</td>
<td>100.00</td>
<td>uncommitted</td>
</tr>
<tr>
<td>7015</td>
<td>P16601423</td>
<td>Lenovo Inc</td>
<td>49,950.00</td>
<td>0.00</td>
<td>(49,950.00)</td>
<td>49,950.00</td>
<td>0.00</td>
<td>100.00</td>
<td>uncommitted</td>
</tr>
<tr>
<td>7015</td>
<td>P16602222</td>
<td>Apple Computer Inc</td>
<td>7,590.00</td>
<td>0.00</td>
<td>(7,590.00)</td>
<td>7,590.00</td>
<td>0.00</td>
<td>100.00</td>
<td>uncommitted</td>
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<tr>
<td>7015</td>
<td>P16607734</td>
<td>Apple Computer Inc</td>
<td>23,984.00</td>
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<td>(23,984.00)</td>
<td>23,984.00</td>
<td>0.00</td>
<td>100.00</td>
<td>uncommitted</td>
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<tr>
<td>7015</td>
<td>P16607738</td>
<td>Lenovo Inc</td>
<td>33,192.00</td>
<td>0.00</td>
<td>(33,192.00)</td>
<td>33,192.00</td>
<td>0.00</td>
<td>100.00</td>
<td>uncommitted</td>
</tr>
<tr>
<td>7015</td>
<td>P16609582</td>
<td>Lenovo Inc</td>
<td>15,308.00</td>
<td>0.00</td>
<td>(15,308.00)</td>
<td>15,308.00</td>
<td>0.00</td>
<td>100.00</td>
<td>uncommitted</td>
</tr>
<tr>
<td>7015</td>
<td>P16109956</td>
<td>KCD LLC</td>
<td>2,591.62</td>
<td>0.00</td>
<td>(2,591.17)</td>
<td>2,591.17</td>
<td>0.45</td>
<td>99.94</td>
<td>uncommitted</td>
</tr>
<tr>
<td>7015</td>
<td>P16112985</td>
<td>Apple Computer Inc</td>
<td>1,129.00</td>
<td>0.00</td>
<td>(1,129.00)</td>
<td>1,129.00</td>
<td>0.00</td>
<td>100.00</td>
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<tr>
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<td>P16126639</td>
<td>Lenovo Inc</td>
<td>63,559.38</td>
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<td>(53,480.00)</td>
<td>53,480.00</td>
<td>10,079.38</td>
<td>84.14</td>
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<tr>
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<td>P16137870</td>
<td>Lenovo Inc</td>
<td>2,509.00</td>
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<td>(2,509.00)</td>
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<td>100.00</td>
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<tr>
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<td>Sonconnexion Inc</td>
<td>187.00</td>
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<td>(187.00)</td>
<td>187.00</td>
<td>0.00</td>
<td>100.00</td>
<td>uncommitted</td>
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<tr>
<td>7015</td>
<td>P1614661</td>
<td>Intel Technology</td>
<td>50,000.00</td>
<td>0.00</td>
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<td>36,670.77</td>
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<td>0.00</td>
<td>100.00</td>
<td>uncommitted</td>
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<td>16,367.99</td>
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<td>16,367.99</td>
<td>0.00</td>
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<tr>
<td>7015</td>
<td>P1617528</td>
<td>Perceval IT Solutions Sales Co Inc</td>
<td>1,064,301.00</td>
<td>0.00</td>
<td>1,064,301.00</td>
<td>1,064,301.00</td>
<td>0.00</td>
<td>100.00</td>
<td>uncommitted</td>
</tr>
</tbody>
</table>

**Encumbrance Account Headers**

- **Account**: Where the funds were pulled from for the purchase order.
- **Document Code**: Purchase Order number.
- **Description**: Vendor.
- **Original Commitments**: Original amount encumbered in purchase order.
- **Encumbrance Adjustments**: An encumbrance (PO) that was increased or decreased by Purchasing Department.
- **Encumbrance Liabilities**: Amount liquidated from encumbrance (PO) to pay vendor.
Encumbrance Queries

- **Year to Date:** Amount paid to vendor so far this Fiscal Year (FY). (If it is less than the Encumbrance Liquidations, it may be that part of the PO was paid in one FY and part in another FY.)

- **Current Commitments:** How much is still encumbered on the PO (after the vendor was paid or not yet paid).

- **% Used:** Percent of the original PO that has been paid to the vendor. (If your % Used is less than 100%, then money is still encumbered on your PO. Select the blue Document Code (PO number) to research the PO to see if any more invoices will be sent to Accounts Payable in the future.)

**Note:** If the PO is completely paid and you no longer need the rest of the PO encumbered, you should close it. The encumbered money will then be released back to your account from where it was originally encumbered.

Send an email to closeouts@rowan.edu stating:

“Close PO _________ in the amount of _________ (amount left on the PO).”

For the most updated list of Purchasing emails, go to www.rowan.edu/purchasing.

**Note:** If you need to edit a PO, such as to increase it or decrease the total amount:

Send an email to changeorders@rowan.edu stating:

“Please increase/decrease PO _________ in the amount of _________ . The new amount will be _________ .
Budget Transfers (To transfer within the same Org and Fund, between only two accounts.)
Select **Budget Transfer** from **Finance** menu or the quick link at bottom of page.

---

Complete Transaction Information
Choose **Transaction Date** (already filled in).
Select **Journal Type** “BDZ1 (Non-Salary Transfer).”
In **Document Amount**, enter amount to be transferred.
    For example, if you are moving $500 from one account to another, enter 500.00.

---

**Note:** Need to transfer between Funds? Most people are not authorized to transfer money between funds in Banner. To transfer between funds, please contact the Budget office for the appropriate forms.

Grants: Grant funds cannot be transferred online. Contact the Grants Office (OSP) for the appropriate forms.
Budget Transfer

Enter FOAPAL. Transfer FROM (Debit/-) and TO (Credit/+)

<table>
<thead>
<tr>
<th>From</th>
<th>Index</th>
<th>Fund</th>
<th>Organization</th>
<th>Account</th>
<th>Program</th>
<th>Activity</th>
<th>Location</th>
<th>D/C</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>10110</td>
<td>24022</td>
<td>7000</td>
<td>12</td>
<td></td>
<td></td>
<td>-</td>
</tr>
<tr>
<td>To</td>
<td></td>
<td>10110</td>
<td>24022</td>
<td>7200</td>
<td>12</td>
<td></td>
<td></td>
<td>+</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Description: for student event on 12/12/17

Budget Period: 01

Enter the FROM (Debit/-) line
- Enter Chart “R.”
- Enter Fund.
- Enter Organization number.
- Enter Account number.
- Enter Program number.

Enter the TO (Credit/+ ) line
- Enter Fund.
- Enter Organization number.
- Enter Account number.
- Enter Program number.

Enter Description and Budget Period
- Enter transaction Description.
- Choose Budget Period “01”.

Complete Transfer
- Select Complete.
- Check the top of the screen for confirmation (Document J__________ completed).
Multiple Line Budget Transfers (To transfer within the same Org and Fund, between MULTIPLE accounts.)
Select Multiple Line Budget Transfer from Finance menu or quick link at bottom of page.

Complete Transaction Information
Choose Transaction Date (already filled in).
Select Journal Type “BDZ1 (Non-Salary Transfer).”
In Document Amount enter total debits AND credits.
(This is different than single line budget transfers. For example, debit $500 from one account and credit $250 to another account and $250 to a third account = 1000.00).

Note: Need to transfer between Funds? Most people are not authorized to transfer money between funds in Banner. To transfer between funds, please contact the Budget office for the appropriate forms.

Grants: Grant funds cannot be transferred online. Contact the Grants Office (OSP) for the appropriate forms.
Multiple Line Budget Transfer

Enter FOAPAL. Transfer FROM (Debit/-) and TO (Credit/+)

<table>
<thead>
<tr>
<th>#</th>
<th>Chart</th>
<th>Index</th>
<th>Fund</th>
<th>Organization Account</th>
<th>Program</th>
<th>Activity</th>
<th>Location</th>
<th>Amount</th>
<th>D/C</th>
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</thead>
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<td>7400</td>
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</tr>
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<td>10110</td>
<td>24002</td>
<td>7000</td>
<td>11</td>
<td></td>
<td>250</td>
<td>+</td>
</tr>
<tr>
<td>3</td>
<td>R</td>
<td></td>
<td>10110</td>
<td>24002</td>
<td>7200</td>
<td>11</td>
<td></td>
<td>250</td>
<td>+</td>
</tr>
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<td></td>
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<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>

Description: For Student Event
Budget Period: 01

Enter the FROM (Debit/-) line
- Enter Chart “R.”
- Enter Fund.
- Enter Organization number.
- Enter Account number.
- Enter Program number.
- Enter transfer Amount.
- Select (-) for Debit (D) or (+) for Credit (C)
- Repeat for each debit and credit.

Enter Description and Budget Period
- Enter transaction Description.
- Choose Budget Period “01”.

Complete Transfer
- Select Complete.
- Check the top of the screen for confirmation (Document J________ completed).
Go to View Document Form

Select **View Document** from the **Finance** menu or from the quick link at the bottom of the page.

Complete Transaction Information

Choose **Document Type**.
Enter **Document Number**.
Select **Yes** to display accounting information.
Select viewing options for **Document/Item Text** and **Commodity Text**.
Select **View Document**.
Purchase Order Header

<table>
<thead>
<tr>
<th>Purchase Order</th>
<th>Change#</th>
<th>Order Date</th>
<th>Trans Date</th>
<th>Delivery Date</th>
<th>Print Date</th>
<th>Total</th>
</tr>
</thead>
</table>

Origin: BANNER

Complete: Y

Approved: Y

Type: Regular

Reason: 

Requestor: Lafferty, Clare

22000

Assoc Provost Information Resources

Accounting: Document Level

Matching: Required

Ship to:

Memorial Hall 1st Floor

261 Mulligan Hill Rd

Memorial Hall 1

Glassboro, NJ 08028

Attention: Lafferty, Clare

Contact: 

Vendor: 21509755|SunGard SCT

12083 Colonnade Center Drive

Chicago, IL 60603

Phone: 

Fax: 

Currency: 

Document Test | Confirming Order

Purchase Order Commodities

<table>
<thead>
<tr>
<th>Item</th>
<th>Commodity/Description</th>
<th>U/M</th>
<th>Qty</th>
<th>Unit Price</th>
<th>Ext Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Invoice 56289 - Banner 7 documentation</td>
<td>EA</td>
<td>1000</td>
<td>2,000.00</td>
<td>2,000.00</td>
</tr>
</tbody>
</table>

Total: 2,000.00

Purchase Order Accounting

| Seq# | COA | FY | Index | Fund | Orgn | Accr | Prog | Acct | Dept | Actv | Lcn | Proj | S# | S# # | SF | SF | NSF | Inv | Susp | Susp | Amount |
|------|-----|----|-------|------|------|------|------|------|------|------|-----|-----|-----|-----|-----|-----|-----|------|------|-------|-------|--------|
| 1    | 2   | 207 | [1]   | [1]  | [1]  | [1]  | [1]  | [1]  | [1]  | [1]  | [1] | [1] | [1] | [1]  | [1] | [1] | [1] | [1]  | [1]  | [1]  | [1]   | 2,000.00 |

Total of displayed sequences: 2,000.00

Related Documents

<table>
<thead>
<tr>
<th>Transaction Date</th>
<th>Document Type</th>
<th>Document Code</th>
<th>Document Code</th>
<th>Status Indicator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug 03, 2006</td>
<td>Receiving</td>
<td>YC26216</td>
<td>Completed</td>
<td></td>
</tr>
<tr>
<td>Aug 15, 2006</td>
<td>Invoice</td>
<td>0098788</td>
<td>Paid</td>
<td></td>
</tr>
<tr>
<td>Aug 15, 2006</td>
<td>Check Disbursement</td>
<td>30348515</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aug 07, 2006</td>
<td>Requisition</td>
<td>R7000019</td>
<td>Approved</td>
<td></td>
</tr>
</tbody>
</table>

Note: Wherever there is a blue hyperlink associated with a Document Code or number, you can drill down further into that document.
View Document

If you do not know the document number, you can search using the Document Number button.

Enter the User ID for the person who created the document. Enter the Activity Date or Transaction Date to narrow it down. Enter Vendor ID if you know it to narrow it down. Execute Query or Exit Without Value.

Note: This is a good screen to find all the Vendor Numbers from your previous requisitions.
Requisition—Regular Order

Go to Requisition Form
Once you log into Self-Service Banner, select the **Finance** tab. Select **Requisition** from the **Finance** menu or from the quick link at the bottom of the page.

Enter a New Requisition
Select **Transaction** and **Delivery Dates**.
Enter the Vendor ID or use **Code Lookup** if you do not know it.
Requisition—Regular Order

How to use Code Lookup (Located at the bottom of the Requisition form.)

Scroll to the bottom of the screen to Code Lookup.
Select Code Type (vendor).
Enter the Code or Title Criteria (use % as wildcard).
Select 100 rows to return.
Select Execute Query.

The query result will appear at the top of the requisition form. Highlight, copy and then paste the vendor ID into the Vendor ID field on the requisitions form.

Select Vendor Validate for the default information to auto-fill.

If the Vendor address is incorrect, change the Address Type to AP, PO or HO. The Address Sequence can also be changed to 1, 2, 3, etc. Click Vendor Validate to see the new address.
Requisition—Regular Order

Enter Requester Information

Enter the **Requestor Name, Email, Phone** (or **Extension**) and **Fax**.
Enter the **Chart of Accounts** (Always R).
Enter the **Organization**.
Enter the **Currency Code** (USD).
Enter the **Ship Code** (Use **Code Lookup** if you do not know it).
Enter **Attention To**.

![Requester Information Form]

Enter Comments, Document Text and/or Item Text (as needed).

![Item Details Table]

Enter **Comments**, such as “SO” for standing order.
Requisition—Regular Order

Use **Comments** to indicate a standing order or other item that does not need to be printed on the purchase order.

Use **Document Text** to communicate additional information about your order to the Purchasing department or the vendor, such as if it is a standing order, special instructions or a quote number. For IT purchases, indicate that quotes have been emailed directly to IRT.

**DO NOT put new vendor information here.** You can only enter vendors with existing Vendor ID’s. To have a new vendor approved, forward the Vendor’s W-9 to requisitions@rowan.edu and put NEW VENDOR INFORMATION in the Subject Line.

**DO NOT put special instructions to Accounts Payable here** (such as payment instructions). They will not see it. Contact Accounts Payable directly.

Enter **Document Text, Print**: Will appear on PO - message for vendor.
Enter **Document Text, No Print**: Will not appear on PO—message for Purchasing only.

**Purchasing will ultimately decide what is printed on the PO.**

Select **Save** then **Exit document/item text page** to return to requisition.

---

**Document/Commodity Text**

- **Enter Document Text, Print:**
  
  Family Day Event - March 12, 2005
  Check with order.

- **Enter Document Text, No Print:**

  [ Exit document/item text page ]

**RELEASE: 8-6-0.5**

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Requisition—Regular Order

Use Item Text to enter additional comments specific to each line item (optional). Select the blue hyperlink number, enter the item text, and Save.

Item Text (How it looks on the actual purchase order.)
Additional comments for each line item (prints directly under line item on PO).
Requisition—Regular Order

Enter Line Items
You can only enter 5 line items on Self-Service Banner. If you need to order more than 5 line items, use Banner 9 Administrative Pages.

Enter the **Commodity Code.** (Find the list of **Commodity Codes** at [https://sites.rowan.edu/procurement/](https://sites.rowan.edu/procurement/), How to Purchase Goods or Services link.)

Enter the **Commodity Description** (a short descriptive line). Be specific as possible; do not allow the system to auto-fill the description.

*It will print exactly as you typed it on purchase order and the check stub.*

Select the **Unit of Measure (U/M).**

Enter the **Quantity.**

Enter the **Unit Price.**

(*If Office Depot order, this is where you will put subtotal from [https://business.officedepot.com/](https://business.officedepot.com/)*)

Enter **Item Text** (optional).

Repeat for each item you wish to order (up to 5 items).

Select **Commodity Validate** to check the **Calculated Commodity Amounts.**

<table>
<thead>
<tr>
<th>Item</th>
<th>Commodity Code</th>
<th>Commodity Description</th>
<th>U/M</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Discount Amount</th>
<th>Additional Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>CD037-000</td>
<td>7897987 Lab Coats</td>
<td>EA</td>
<td>3</td>
<td>55.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>2</td>
<td>CD037-000</td>
<td>7566566 Gloves</td>
<td>BOX</td>
<td>8</td>
<td>20.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td>None</td>
<td></td>
<td></td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td>None</td>
<td></td>
<td></td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td>None</td>
<td></td>
<td></td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Calculated Commodity Amounts**

<table>
<thead>
<tr>
<th>Item</th>
<th>Extended Amount</th>
<th>Discount Amount</th>
<th>Additional Amount</th>
<th>Net Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>165.00</td>
<td>0.00</td>
<td>0.00</td>
<td>165.00</td>
</tr>
<tr>
<td>2</td>
<td>160.00</td>
<td>0.00</td>
<td>0.00</td>
<td>160.00</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Totals:</strong></td>
<td><strong>325.00</strong></td>
<td><strong>0.00</strong></td>
<td><strong>0.00</strong></td>
<td><strong>325.00</strong></td>
</tr>
</tbody>
</table>
Requisition—Regular Order

Enter Accounting Information
Select **Dollars** or **Percent** (Optional).
Enter **Chart** (Always R).
Enter FOAPAL:

- **Fund**
- **Organization**
- **Account**
- **Program**
- **Activity** (Not used at Rowan)
- **Location** (Not used at Rowan)

Enter **Accounting:**

- **Percentage** of funds being applied to the requisition. Funds can be split between multiple organizations and account numbers. 
  
  *Total must equal 100%.*

- **Dollars** equal dollar amount being applied to the requisition. Funds can be split between multiple organizations and account numbers. 
  
  *Total must equal entire dollar amount.*

<table>
<thead>
<tr>
<th>Seg#</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>R</td>
<td></td>
<td>10110</td>
<td>22000</td>
<td>7000</td>
<td>10</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>

Save as Template

- **Shared**

[Validate] [Complete]
Requisition—Regular Order

Validate Requisition

Select **Validate**.
Confirmation appears at top of page.

*Check your work! After you complete the requisition any changes must go to Purchasing to be processed.*

![Document Validated with no errors](image)

Complete Requisition

Select **Complete**.
Confirmation and **Requisition Number** appear at top of page.
**Write down your Requisition Number.**

*(If placing an Office Depot order, enter **Requisition Number** in your Office Depot check out window.)*

![Document Validated with no errors](image)

![Document R7001111 completed and forwarded to the Posting process](image)

Another Requisition, Same Vendor  Another Requisition, New Vendor
Requisition—Standing Order

Entering a Standing Order
Enter the requisition just like a regular order, except the following:

Enter in **Comments, Document Text and Commodity Line:** “SO” or “Standing Order”

Enter in **Lot** or **Each** under **U/M** and **Quantity** of “1.”

If you have your account number (for that vendor) you can also enter that in the Commodity Description.
Create a Requisition Template

To Save as a Template
You can also create a requisition template for vendors or orders you place frequently, like Office Depot.

Fill out the information on a requisition.

At the bottom, in the Save as Template field, you can type a name for the template—like “Office Depot Order”.

Do not check Shared.

Once you complete your order, it will be saved as a template that you can reuse.
Retrieve a Requisition Template

To Retrieve Requisition Template
From the **Finance** tab, select **Requisition**.

Select your template from the **Use Template** dropdown list.

Select the **Retrieve** button.

Everything that you entered in the original requisition will automatically fill in. You can change anything that needs to be changed (for example the **Unit Price**, or the **Fund** and **Org**).

Once everything is how you want it, select the **Commodity Validate** button. The **Calculated Commodity Amounts** will fill in.

Select **Validate** then **Complete**.

A new requisition number will then be assigned to the new order.
Delete Template

Go to Delete Finance Template Form
Select **Delete Finance Template** from the **Finance** menu or from the quick link at the bottom of the page.

Enter Query Parameters.
Enter **Template/Query Name** (optional).
Select **Template/Query Type**.
Select **Submit Query**.

Select the **Delete** check box to the right of the template name. (You may only delete templates you originally created.)
Select **Delete**.

Confirmation Appears at Top of Page.

- Deletion of selected templates or queries complete.
Update a Denied or Incomplete Requisition

Go to Search for In Process Requisitions
If you get a notice that your requisition was denied and you have to fix it, you can search for it and fix it on Self-Service Banner.

From the Finance tab, select Requisition.
Select the button at the top of the page—Search for In Process Requisitions.

Select the Execute Query button from the Document Lookup screen.

Any in process documents will appear.
Select the Requisition Number.

The requisition will now appear on the page for you to make changes.
When you are finished, select Complete at the bottom of the page.
Appendix A

“Req to Check” Process

SSB - Self Service Banner

1. **Department**
   - Department wants to order goods and/or services.

3. **User**
   - Budget Transfer if Needed Budget Transfer (SSB) - Regular Accounts or Paper Form-Grants

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

7. **Procurement**
   - Purchase Order document is emailed to user.

9. **Department**
   - Goods/services are physically received in department

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)

B9AP - Banner 9 Admin Pages

2. **User**
   - Budget is reviewed in FGIBDST (B9AP) or Budget Query (SSB)

4. **User**
   - Requisition created FAPAREQN (B9AP) or Requisition (SSB)

6. **Procurement**
   - Requisition is converted to a Purchase Order and PO number is assigned.

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

10. **User**
    - Goods/services are received in Banner FPARCVD (B9AP)

12. **Accounts Payable**
    - Check is sent to vendor via mail or electronic transmission Confirm in FOIDOCH (B9AP) or View Document (SSB)

*Banner Finance 8 Self Service*
Appendix B

Resources for Help

Helpful Email Addresses
support@rowan.edu (technical questions about Banner/Network/Your Computer)
irt-training@rowan.edu (questions about training sessions or training resources)

Budget
Budget Office website sites.rowan.edu/budget
budget@rowan.edu
Account Codes https://sites.rowan.edu/budget/_docs/account_code_definitions.pdf

Purchasing (placing a requisition)
Main number - (856) 256-4171
Purchasing (The Office of Contracts and Procurement) rowan.edu/purchasing
closeouts@rowan.edu (to close a purchase order)
changeorders@rowan.edu (to increase or decrease a purchase order)
requisitions@rowan.edu (other questions about Purchase Orders/Requisitions/Vendors)
contracts@rowan.edu (to send contracts and/or documents with a signature line)
vendors@rowan.edu (other questions about vendors)

Accounts Payable (payments to vendors)
Main number - (856) 256-4115
Accounts Payable rowan.edu/accountspayable
invoices@rowan.edu - scan and send invoices to Accounts Payable

Other Helpful Webpages
Campus Directory rowan.edu/ph/
Grants (Sponsored Programs) rowan.edu/grants
Information Resources and Technology rowan.edu/irt
Training Services - Information Resources and Technology rowan.edu/irtrain
Free Online Training Library rowan.edu/lynda
RowanCloud - Free Software and Applications such as Microsoft Office and Adobe products rowan.edu/cloud

For Banner Access
Request on Banner Self Service— Main Menu, click Banner Access Request Menu, and then click Request a Security Change.
## Rule Codes

### Common rule codes (under **Type** in the Budget forms) you might see in Banner Finance forms:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PORD</strong></td>
<td>Establish purchase order <em>(when a PO is created)</em></td>
</tr>
<tr>
<td><strong>INNI</strong></td>
<td>Accounts payable invoice without encumbrance <em>(like an MDV or direct pay to Rowan’s travel agency)</em></td>
</tr>
<tr>
<td><strong>INEI</strong></td>
<td>Invoice with encumbrance <em>(a Purchase Order or travel encumbrance is attached to the invoice)</em></td>
</tr>
<tr>
<td><strong>INEC</strong></td>
<td>Credit memo with encumbrance <em>(a Purchase Order or travel encumbrance is attached to the credit memo)</em></td>
</tr>
<tr>
<td><strong>DNNI</strong></td>
<td>Check - invoice without encumbrance <em>(like a check for an MDV)</em></td>
</tr>
<tr>
<td><strong>DNEI</strong></td>
<td>Check - invoice with encumbrance <em>(a purchase order or travel voucher is attached to the check)</em></td>
</tr>
<tr>
<td><strong>BDZ1</strong></td>
<td>Budget transfer done by end user</td>
</tr>
</tbody>
</table>

**Invoice Transactions**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>INNI</strong></td>
<td>Accounts payable invoice without encumbrance</td>
</tr>
<tr>
<td><strong>INNC</strong></td>
<td>Credit memo without encumbrance</td>
</tr>
<tr>
<td><strong>ICNI</strong></td>
<td>Cancel invoice without encumbrance</td>
</tr>
<tr>
<td><strong>ICNC</strong></td>
<td>Cancel credit memo without encumbrance</td>
</tr>
<tr>
<td><strong>ICEI</strong></td>
<td>Cancel invoice with encumbrance</td>
</tr>
<tr>
<td><strong>ICEC</strong></td>
<td>Cancel credit memo with encumbrance</td>
</tr>
<tr>
<td><strong>DNNC</strong></td>
<td>Check - C/M without encumbrance</td>
</tr>
<tr>
<td><strong>DNEC</strong></td>
<td>Check - C/M with encumbrance</td>
</tr>
<tr>
<td><strong>CNNI</strong></td>
<td>Cancel check - invoice without encumbrance</td>
</tr>
<tr>
<td><strong>CNNC</strong></td>
<td>Cancel check - C/M without encumbrance</td>
</tr>
<tr>
<td><strong>CNEI</strong></td>
<td>Cancel check - invoice with encumbrance</td>
</tr>
<tr>
<td><strong>CNEC</strong></td>
<td>Cancel check - C/M with encumbrance</td>
</tr>
</tbody>
</table>

### Budget Entries

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BD01</strong></td>
<td>Permanent adopted budget</td>
</tr>
<tr>
<td><strong>BD02</strong></td>
<td>Permanent budget adjustments BD03 - Temporary adopted budget</td>
</tr>
<tr>
<td><strong>BD04</strong></td>
<td>Temporary budget adjustment</td>
</tr>
</tbody>
</table>

### Self Service Budget Transfer *(Site Specific)*

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BXF</strong></td>
<td>Self Service Budget Transfer</td>
</tr>
<tr>
<td><strong>BXP</strong></td>
<td>Self Service Budget Transfer - Utility Pool</td>
</tr>
</tbody>
</table>

### Research Accounting

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>RAR</strong></td>
<td>Accrued A/R</td>
</tr>
<tr>
<td><strong>GRRV</strong></td>
<td>Accrued revenue</td>
</tr>
<tr>
<td><strong>GRCC</strong></td>
<td>Cost share charge</td>
</tr>
<tr>
<td><strong>GRCG</strong></td>
<td>Cost share grant</td>
</tr>
<tr>
<td><strong>GRIC</strong></td>
<td>Indirect cost charge</td>
</tr>
<tr>
<td><strong>GRIR</strong></td>
<td>Indirect cost recovery</td>
</tr>
</tbody>
</table>

### Journal Vouchers *(usually entered by someone in Accounting Services or OSP)*

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>JE16</strong></td>
<td>General Journal Entry (Inter Fund)</td>
</tr>
<tr>
<td><strong>JE15</strong></td>
<td>General Journal Entry (Intra-fund)</td>
</tr>
<tr>
<td><strong>JZPC</strong></td>
<td>Rowan PCard Feed</td>
</tr>
</tbody>
</table>

---

**Banner Finance 8 Self Service**