Banner

Self Service Finance

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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. Enter Requisitions for Regular and Standing Orders.
9. View Requisitions created in past and find Vendor Numbers.
10 Delete un-needed Templates.

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Log In to Banner Self Service

Go to [http://banner.rowan.edu](http://banner.rowan.edu)
Log in with your Rowan username and password. Select **Login**.

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**.

**User ID:**

**PIN:**

**FORGOTTEN YOUR USER ID?**
Visit [id.rowan.edu](http://id.rowan.edu) and enter your Rowan campus network username and password.

**FORGOTTEN 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>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>July</td>
<td>06</td>
<td>December</td>
<td>11</td>
<td>May</td>
</tr>
<tr>
<td>02</td>
<td>August</td>
<td>07</td>
<td>January</td>
<td>12</td>
<td>June</td>
</tr>
<tr>
<td>03</td>
<td>September</td>
<td>08</td>
<td>February</td>
<td>13</td>
<td>Unassigned</td>
</tr>
<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.
To access the Fund and Organizations that you have access to, log into Banner Self Service 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 SSB, select the Finance tab. Select Budget Queries from Finance menu or select Budget Queries 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 SSB, select the Finance tab.
Select Budget Queries from Finance menu or select Budget Queries quicklink at bottom of page.

Create a New Query
Select Budget Status by Account.
Select Create Query.
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 G50903).
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.
Description of Budget Report Columns

| ✓ Adopted Budget | ✓ Year to Date |
| ✓ Budget Adjustment | ✓ Encumbrances |
| ✓ Adjusted Budget | ✓ Reservations |
| | ✓ Commitments |
| | ✓ Available Balance |

**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.

If funds are not available under the account number you wish to use (ie. 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 (pg 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**

<table>
<thead>
<tr>
<th>Purchase Order Header</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

**Canceled Reason:** Date: 

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

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

**Ship to:** Memorial Hall 1st Floor
201 Mullica Hill Rd
Memorial Hall 1
Glassboro, NJ 08020

**Attention:** Lafferty, Clara

**Contact:** Memorial Hall 1st Floor

**Vendor:** 915009700|SunGard SCT
14083 Collections Center Drive
Chicago, IL 60693

**Phone:** Fax: 

**Currency:** 

**Document Text:** Confirming Order

<table>
<thead>
<tr>
<th>Purchase Order Commodity</th>
<th>Item/Commodity</th>
<th>Description</th>
<th>IU/M Qty</th>
<th>Unit Price</th>
<th>Ext Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Invoice 52229 - Banner 7 documentation</td>
<td>EA</td>
<td>1</td>
<td>2,000.00</td>
<td>2,000.00</td>
</tr>
</tbody>
</table>

**Total:** 2,000.00

<table>
<thead>
<tr>
<th>Purchase Order Accounting</th>
<th>Req COA</th>
<th>Index</th>
<th>Fund</th>
<th>Orgn</th>
<th>Acct</th>
<th>Prog</th>
<th>Actv</th>
<th>Locn</th>
<th>Pro</th>
<th>NBF</th>
<th>Busp</th>
<th>NBF</th>
<th>Ovr</th>
<th>Busp</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>R</td>
<td>07</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2,000.00</td>
</tr>
</tbody>
</table>

**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>R0026215</td>
<td>Completed</td>
</tr>
<tr>
<td>Aug 15, 2006</td>
<td>Invoice</td>
<td>0087589</td>
<td>Paid</td>
</tr>
<tr>
<td>Aug 15, 2006</td>
<td>Check Disbursement</td>
<td>30449615</td>
<td>Paid</td>
</tr>
<tr>
<td>Aug 07, 2006</td>
<td>Requisition</td>
<td>R7002619</td>
<td>Approved</td>
</tr>
</tbody>
</table>
Download Budget to Excel

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

Below the query table, in the **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 Encumbrance Queries quick link at bottom of page.

To submit an Encumbrance Query choose Fiscal period “14”, “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.

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### 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 Liquidations:** 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 with 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.

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**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:

“Close increase/decrease PO _________ in the amount of _________ . The new amount will be _________.”
Budget Transfer

To transfer within the same Org and Fund, between only two accounts.
Select Budget Transfer from Finance menu or Budget Transfer quick link at bottom of page.

![Diagram of Finance menu with Budget Transfer highlighted]

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.

Transaction Date: 29 APR 2016
Journal Type: BDZ1 (Non-Salary Transfer)
Transfer Amount: 500.00
Document Amount: 0.00

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>Chart</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>From</td>
<td>R</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>
</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 current Budget Period at 01 for this screen only.

Complete Transfer
- Select Complete.
- Check the top of the screen for confirmation (Document J_______ completed).
Multiple Line Budget Transfer

To transfer within the same Org and Fund, between MULTIPLE accounts.
Select Multiple Line Budget Transfer from Finance menu or Multiple Line Budget Transfer 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</th>
<th>Account</th>
<th>Program</th>
<th>Activity</th>
<th>Location</th>
<th>Amount</th>
<th>D/C</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>R</td>
<td>10110</td>
<td>24002</td>
<td>7400</td>
<td>11</td>
<td></td>
<td></td>
<td></td>
<td>500</td>
<td>-</td>
</tr>
<tr>
<td>2</td>
<td>R</td>
<td>10110</td>
<td>24002</td>
<td>7000</td>
<td>11</td>
<td></td>
<td></td>
<td></td>
<td>250</td>
<td>+</td>
</tr>
<tr>
<td>3</td>
<td>R</td>
<td>10110</td>
<td>24002</td>
<td>7200</td>
<td>11</td>
<td></td>
<td></td>
<td></td>
<td>250</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>
<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>
<td></td>
</tr>
</tbody>
</table>

Description: For Student Event
Budget Period: 01

Save as Template
□ Shared
Complete

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).
Requisition—Regular Order

Go to Requisition Form

Once you log into SSB, 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.

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

Enter Comments, such as SO for Standing Order.
Requisition—Regular 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.

**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 requisitons@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.

This is how it will show in on an actual purchase order.

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family Day Event - March 12, 2005 Check with order</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Item # 11760 Stress Balls, Assorted Colors</td>
<td>100.00 EA</td>
<td>2.9900</td>
<td>299.00</td>
</tr>
<tr>
<td>Set Up Fee</td>
<td>1.00 EA</td>
<td>10.0000</td>
<td>10.00</td>
</tr>
<tr>
<td>Freight</td>
<td>1.00 PRT</td>
<td>18.6000</td>
<td>18.60</td>
</tr>
</tbody>
</table>
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)

---

### Item | Description
--- | ---
1 | Style 4650 - Solid Classic 1V Jacket-Supplex Lining: quilt-black (18) XL, (18) 2XL w/embroidery Trim: Navy/Gold (1029) zippers - Brown Jacket - Brown Collar: STD. Wind Pocket - STD. Multi-Pocket
Requisition—Regular Order

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

Enter the Commodity Code.

Find the list of Commodity Codes at www.rowan.edu/purchasing under The Purchasing Process link.

Enter the Commodity Description (a short descriptive line).

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/)

Enter Item Text (optional).

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

<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>7997987 Lab Coats</td>
<td>EA</td>
<td>3</td>
<td>55.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>CD037-000</td>
<td>7565768 Gloves</td>
<td>BOX</td>
<td>8</td>
<td>20.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td>None</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td>None</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td>None</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Select Commodity Validate to check the Calculated Commodity Amounts.

<table>
<thead>
<tr>
<th>Calculated Commodity Amounts</th>
<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></td>
<td></td>
<td></td>
<td>165.00</td>
</tr>
<tr>
<td>2</td>
<td>160.00</td>
<td></td>
<td></td>
<td></td>
<td>160.00</td>
</tr>
<tr>
<td>3</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>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Totals:</td>
<td>325.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td>325.00</td>
</tr>
</tbody>
</table>
Enter Accounting Information
Select Dollars or Percents (Optional).
Enter Chart (Always R).
Enter FOAPAL:
  Fund
  Organization
  Account
  Program
  Activity (Optional)
  Location (Optional)
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>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>R</td>
<td></td>
<td>10110</td>
<td>22000</td>
<td>7000</td>
<td>1</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

Name and save the information for the requisition as a template for future use.
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

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

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

If you have your account number (for that vendor) you can also enter that in the Commodity Description.
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.
**View Document**

**Purchase Order Header**

<table>
<thead>
<tr>
<th>Item</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
- **Cancel Reason:** Date:
- **Requestor:** Lafferty, Clare
- **Accounting:** Assoc Provost Information Resources
- **Document Level:** Required

**Ship to:**
Memorial Hall 1st Floor
267 Mulligan Hill Rd
Memorial Hall 1
Glassboro, NJ 08028

**Attention:** Lafferty, Clare

**Vendor:**
91509750
SunGard SCT
12083 Collections Center Drive
Chicago, IL 60693

**Phone:**

**Currency:**

**Document Text:** 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 56229 - Banner 7 documentation</td>
<td>EA</td>
<td>1</td>
<td>2,000.00</td>
<td>2,000.00</td>
</tr>
</tbody>
</table>

**Total:** 2,000.00

**Purchase Order Accounting**

<table>
<thead>
<tr>
<th>Seq</th>
<th>COA</th>
<th>FY</th>
<th>Index</th>
<th>Fund</th>
<th>Orgn</th>
<th>Acct</th>
<th>Prog</th>
<th>Actv</th>
<th>Lcn</th>
<th>Proj</th>
<th>SF</th>
<th>Susp</th>
<th>NSF</th>
<th>0vr</th>
<th>Susp</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>07</td>
<td>2003</td>
<td>7615</td>
<td>16</td>
<td>n</td>
<td>N</td>
<td>n</td>
<td>n</td>
<td>n</td>
<td>n</td>
<td>n</td>
<td>n</td>
<td>n</td>
<td>n</td>
<td>n</td>
<td>2,000.00</td>
</tr>
</tbody>
</table>

**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 05, 2006</td>
<td>Receiving Documents</td>
<td>YC026216</td>
<td>Completed</td>
</tr>
<tr>
<td>Aug 15, 2006</td>
<td>Invoice</td>
<td>00987588</td>
<td>Paid</td>
</tr>
<tr>
<td>Aug 15, 2006</td>
<td>Check Disbursement</td>
<td>30045515</td>
<td></td>
</tr>
<tr>
<td>Aug 07, 2006</td>
<td>Requisition</td>
<td>RT0000919</td>
<td>Approved</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.
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.
Appendix A

“Req to Check” Process

1. **Department**
   Department wants to order goods/services

2. **User**
   Budget reviewed FGIBDST (Banner 9) or Budget Query (SSB)

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

4. **User**
   Requisition created
   FPAREQN (Banner 9) or Requisition (SSB)

5. **User**
   Supporting documents sent to Purchasing via email or fax
   (Quotes, New Vendor info etc...)

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

7. **Purchasing**
   Purchase Order document is emailed to user.

8. **User**
   Purchase Order is mailed, emailed or faxed to vendor except any order over $30,000, Office Depot or IT orders

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

10. **User**
    Goods/services are received in Banner FPARCVD (Banner 9 only)

11. **Accounts Payable**
    Invoice is sent to Accounts Payable
    user can confirm in FOIDOCH (Banner 9) or View Document in SSB

12. **Accounts Payable**
    Check is sent to vendor via mail or electronic transmission
    User can confirm in FOIDOCH (Banner 9)
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)

Purchasing (placing a requisition)
Main number - (856) 256-4171
Purchasing (The Office of Contracts and Procurement) http://www.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)

Accounts Payable (payments to vendors)
Main number - (856) 256-4115
Accounts Payable http://www.rowan.edu/accounts payable
invoices@rowan.edu - scan and send invoices to Accounts Payable

Other Helpful Webpages
Campus Directory http://www.rowan.edu/ph/
Grants (Sponsored Programs) http://www.rowan.edu/grants
Budget http://www.rowan.edu/adminfinance/budget/
Information Resources and Technology http://www.rowan.edu/irt
Training Services - Information Resources and Technology http://www.rowan.edu/irt-training
Free Online Training Library http://www.rowan.edu/lynda
RowanCloud - Free Software and Applications such as Microsoft Office and Adobe products http://www.rowan.edu/cloud
## Rule Codes

<table>
<thead>
<tr>
<th>Common rule codes (under <strong>Type</strong> in the Budget forms) you might see in Banner Finance forms:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PORD</strong> - Establish purchase order <em>(when a PO is created)</em></td>
</tr>
<tr>
<td><strong>INNI</strong> - 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> - Invoice with encumbrance <em>(a Purchase Order or travel encumbrance is attached to the Invoice)</em></td>
</tr>
<tr>
<td><strong>INEC</strong> - Credit memo with encumbrance a Purchase Order or travel encumbrance is attached to the credit memo*</td>
</tr>
<tr>
<td><strong>DNNI</strong> - Check - invoice without encumbrance <em>(like a check for an MDV)</em></td>
</tr>
<tr>
<td><strong>DNEI</strong> - Check - invoice with encumbrance <em>(a purchase order or travel voucher is attached to the check)</em></td>
</tr>
<tr>
<td><strong>BDZ1</strong> - Budget transfer done by end user</td>
</tr>
<tr>
<td><strong>E100</strong> - Travel Encumbrance</td>
</tr>
<tr>
<td><strong>E090</strong> - Encumbrance Roll</td>
</tr>
<tr>
<td><strong>Other Rule Codes you may see:</strong></td>
</tr>
<tr>
<td>Requisition and Purchase Order Transactions</td>
</tr>
<tr>
<td><strong>REQP</strong> - Requisition - reservation</td>
</tr>
<tr>
<td><strong>RCQP</strong> - Cancel requisition</td>
</tr>
<tr>
<td><strong>PORD</strong> - Establish purchase order</td>
</tr>
<tr>
<td><strong>POLQ</strong> - Purchase order - request liquidation</td>
</tr>
<tr>
<td><strong>PCLQ</strong> - Cancel PO - reinstate request</td>
</tr>
<tr>
<td><strong>Invoice Transactions</strong></td>
</tr>
<tr>
<td><strong>INNI</strong> - Accounts payable invoice without encumbrance</td>
</tr>
<tr>
<td><strong>INNC</strong> - Credit memo without encumbrance</td>
</tr>
<tr>
<td><strong>ICNI</strong> - Cancel invoice without encumbrance</td>
</tr>
<tr>
<td><strong>ICNC</strong> - Cancel credit memo without encumbrance</td>
</tr>
<tr>
<td><strong>ICEI</strong> - Cancel invoice with encumbrance</td>
</tr>
<tr>
<td><strong>ICEC</strong> - Cancel credit memo with encumbrance</td>
</tr>
<tr>
<td><strong>DNNC</strong> - Check - C/M without encumbrance</td>
</tr>
<tr>
<td><strong>DNEC</strong> - Check - C/M with encumbrance</td>
</tr>
<tr>
<td><strong>CNNI</strong> - Cancel check - invoice without encumbrance</td>
</tr>
<tr>
<td><strong>CNNC</strong> - Cancel check - C/M without encumbrance</td>
</tr>
<tr>
<td><strong>CNEI</strong> - Cancel check - invoice with encumbrance</td>
</tr>
<tr>
<td><strong>CNEC</strong> - Cancel check - C/M with encumbrance</td>
</tr>
<tr>
<td><strong>Budget Entries</strong></td>
</tr>
<tr>
<td><strong>BD01</strong> - Permanent adopted budget</td>
</tr>
<tr>
<td><strong>BD02</strong> - Permanent budget adjustments</td>
</tr>
<tr>
<td><strong>BD03</strong> - Temporary adopted budget</td>
</tr>
<tr>
<td><strong>BD04</strong> - Temporary budget adjustment</td>
</tr>
<tr>
<td><strong>Self Service Budget Transfer (Site Specific)</strong></td>
</tr>
<tr>
<td><strong>BXF</strong> - Self Service Budget Transfer</td>
</tr>
<tr>
<td><strong>BXP</strong> - Self Service Budget Transfer - Utility Pool</td>
</tr>
<tr>
<td><strong>Research Accounting</strong></td>
</tr>
<tr>
<td><strong>RAR</strong> - Accrued A/R</td>
</tr>
<tr>
<td><strong>GRRV</strong> - Accrued revenue</td>
</tr>
<tr>
<td><strong>GRCC</strong> - Cost share charge</td>
</tr>
<tr>
<td><strong>GRCG</strong> - Cost share grant</td>
</tr>
<tr>
<td><strong>GRIC</strong> - Indirect cost charge</td>
</tr>
<tr>
<td><strong>GRIR</strong> - Indirect cost recovery</td>
</tr>
<tr>
<td><strong>Journal Vouchers (usually entered by someone in Accounting Services or OSP)</strong></td>
</tr>
<tr>
<td><strong>JE16</strong> - General Journal Entry (Inter Fund)</td>
</tr>
<tr>
<td><strong>JE15</strong> - General Journal Entry (Intra-fund)</td>
</tr>
</tbody>
</table>
Appendix D

Find your Fund and Org Access - Banner Self Service

http://rowan.edu/selfservice. Log in with Banner ID and PIN. Go to Employee Tab.

Display Your FUND/ ORGN Access

This page will display your Banner Finance FUND/ ORGN Access. Only the combinations that have ever had a budget will be displayed.

<table>
<thead>
<tr>
<th>Name and Banner ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
</tr>
<tr>
<td>Marybeth Hegel</td>
</tr>
<tr>
<td>Banner ID</td>
</tr>
<tr>
<td>910008725</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Oracle ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>HEGEL</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FUND/ ORGN Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>Row Count</td>
</tr>
<tr>
<td>------------</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>2</td>
</tr>
</tbody>
</table>

View claimed DIKA Tasks & Administrative forms for scheduling and managing systems upgrades.

Starfish Admin
University Retention Systems
Effort Certification
Click on the link above to certify and review effort reports.
EPAF Menu
EPAF Menu
CMSRU Scholarship application report
CMSRU Scholarship Apis administration tool
Veteran and Disability Status Survey
Disability and Veteran Status Survey
Preferred Name Admin
Human Resources
Manager Employee Menu

Display Your FUND/ ORGN Access