University of Alabama in Huntsville
Procurement Services

***University of Alabama in Huntsville
Banner Self-Service
Requisition Approval
Workbook***

SCT Banner

www.uah.edu/admin/business-services

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Introduction

Banner is the University of Alabama in Huntsville's administrative software package, currently containing student and financial aid, human resources, and finance. The primary mission of the SCT Banner for Finance is to fulfill the University's requirements for a more robust administrative system that positions UAHuntsville to take advantage of future technologies and meet changing needs. Components of the Banner for Finance module include the chart of accounts, accounts payable, accounts receivables, approvals, procurement, research accounting, and fixed assets. The Banner procurement module will bring the changes needed to assist the University in becoming more efficient at conducting business with the University community.

This workbook is an introduction to the functions of the Banner Self-Service procurement module which allows users to approve Requisitions and view documents, thereby reducing the processing time.

For questions or clarifications on the Banner procurement module contact:

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Process Introduction

REQUIRED:

- All Requisitions must be submitted electronically for approval and processing.
- Paper Requisitions will no longer be accepted.
- Budget funds must be available to enter a Requisition.
- All Requisitions must receive the appropriate electronic approval prior to being forwarded to Procurement.
- All Requisitions use document level accounting and require an Account Number, referred to as a FOAPAL, which consists of:
  - Fund, which replaces the General Ledger account number
  - Organization, which replaces the SL account number (which consisted of the six digits of a previous FRS account number)
  - Account Code, which replaces the Subcode
  - Program, which identifies the expense purpose
  - The account field is not to be changed. If using another FOAPAL, enter the "Index" (provided by Accounting and Finance), and the corresponding Fund, Organization, and Program fields will populate upon validating the document. Do not change the Fund, Organization, or Program fields.

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Logging On

STEP	ACTION
1	From Internet Explorer, type the following web address: http://register.uah.edu.
2	Click on Enter Secure Area to access the Login Page.
3	Enter your user ID and PIN and click Log On. This will take you to the Main Menu.
4	Click on Finance.
5	Click on Approve Documents or View Document, according to your objective for this session.

Navigating Note: Use the Tab key to advance throughout the form. Do not use the Enter key. To delete a field on a form, Tab to the area and use the delete button. Do not use the space bar. You can also use the mouse buttons to select, copy, paste, etc.
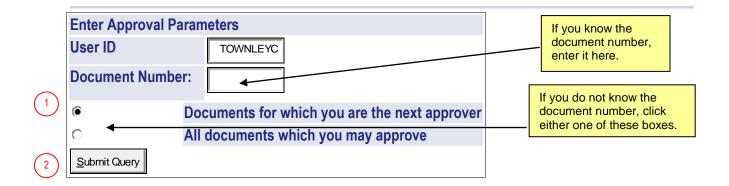
Approve Documents

Only an authorized person can approve a Requisition after it has been entered. Depending on your department or funding, the Requisition may require several different levels of approval.

No change may be made to a Requisition in Self-Service Banner. If the Requisition requires a change that does not increase the monetary amount, notify Procurement by email of the change to be made. To cancel an item on a Requisition, notify Procurement by email of the change to be made. To cancel a Requisition, the Requisition must be "Disapproved." Then notify Procurement to remove the record once the document has been disapproved.

After all electronic approvals are complete; the Requisition is ready for further processing by Procurement.

From the Finance Menu, click on Approve Documents. Your User ID will default when accessing this screen. The Approve Documents Form allows a user to approve or disapprove a Requisition online. Enter parameters; then select Submit Query to obtain a list of all documents satisfying the query.

Enter Approval Parameters

User ID	TOWNLEYC
Document Number:	

If you know the document number, enter it here.

○ (1) **Documents for which you are the next approver**
○ **All documents which you may approve**

If you do not know the document number, click either one of these boxes.

(2) Submit Query

Step	Action
1	Enter the **Document Number** or click one of the following: **Documents for which you are the next approver** — To view a list of all documents in a queue for which the User ID has authority and that are waiting for approval before proceeding to the next approval queue. **All documents which you may approve** — To view a list of all documents in the approval queues for which the User has authority and that are waiting for approval.
2	Click [Submit Query].

APPROVE DOCUMENTS QUERY RESULTS

Select the Document Number link to display the details of a document. Select the History link to display the approval history of the document. Select the Approve link, if enabled, to approve the document. Select the Disapprove link, if enabled, to disapprove the document. You may print the document by clicking on File and then Print from the toolbar.

Queried Parameters

User ID	TOWNLEYC	Candace Townley
Document Number:		
Documents Shown:	Next Approver	

Approve Documents List

Next Approver	Type	NSF	Change Seq#	Sub#	Originating User	Amount	Queue Type	Document	History	Approve	Disapprove
	REQ				TOWNLEYC	2,000.00	DOC	R0000230	History	Approve	Disapprove
	REQ				TOWNLEYC	450.00	DOC	R0000239	History	Approve	Disapprove
	REQ				TOWNLEYC	485.00	DOC	R0000240	History	Approve	Disapprove
	REQ				TOWNLEYC	532.00	DOC	R0000241	History	Approve	Disapprove

[Another Query]   (5)

Step	Action
3	Click the appropriate **Document Number** link to display the details of the selected document. Print the document by clicking on File (on the toolbar) and Print. Click the **History** link to display the approval history of the document.
4	The **Approve** link will be enabled only if the user has authority to approve the document. The **Disapprove** link will be enabled if the user has authority to disapprove the document or is the originator of the document. Click the appropriate link to approve or disapprove the document.
5	Click [Another Query] to return to the Approve Documents form.

Cancel or Change a Requisition

CANCEL A REQUISITION

To cancel a Requisition, the Requisition must be disapproved. Notify Procurement (purch@uah.edu) to remove the record once the document has been disapproved.

CHANGES TO A REQUISITION

No changes may be made to a Requisition after completion in Self-Service Banner. However, if the approver "Disapproves" the Requisition, the Requestor or Procurement may make changes.

If the required change does not increase the monetary amount, notify Procurement by email (purch@uah.edu) of the change to be made.

To cancel an item on a Requisition, notify Procurement by email of the change to be made prior to a Purchase Order being issued. If a Purchase Order has been issued an email requesting the cancellation must be submitted.
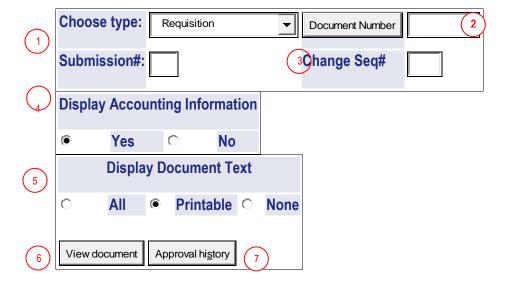
No increases may be made to a Requisition after completion in Self-Service Banner. See "Cancel a Requisition" above, if necessary.

View Document

From the Finance Menu, click on View Document. To display the details of a document enter parameters; then select View document. To display approval history for a document, enter parameters; then select Approval history.

Departmental copies of Requisitions and Purchase Orders may be printed from the toolbar.

To view the Purchase Order number associated with the Requisition submitted, perform a Budget Query. Training on Budget Queries will be offered by the Budget Office.

Choose type: [Requisition ▾]   [Document Number]   [   ] ②

①

Submission#: [   ]   ③**Change Seq#**   [   ]

④ **Display Accounting Information**

⦿ **Yes**   ○ **No**

⑤ **Display Document Text**

○ **All**   ⦿ **Printable**   ○ **None**

⑥ [View document] [Approval history] ⑦

VIEW DOCUMENT

Step	Field	Action
1	Choose Type	Choose "Requisition" or "Purchase Order." Submission # is used for journal vouchers and invoices.
2	Document Number	Enter the document number.
3	Change Seq#	Used only for Purchase Orders. Specify the change sequence number for the document. Blank Purchase Order as it currently stands 0 Original Purchase Order number Change Order number to the original Purchase Order
4	Display Accounting Information	Choose **Yes** to display Accounting distribution information. Choose **No to** suppress Accounting distribution information.
5	Display Document Text	Choose **All**, **Printable**, or **None** to display Document Text. Choosing **All** will display both printing and non-printing text. **Printable** is the default value and will display all header and line item text that will be printed on the Requisition.
6	View Document	Click [View document] to display details of the document. You can view accounting details for information to which you have access. For information for which you do not have access, you can only view a summary total.
7	Approval History	Click [Approval history] to access the approval history of the document.