Self-Service Banner 9 Guide

Purchasing Department

3/15/24

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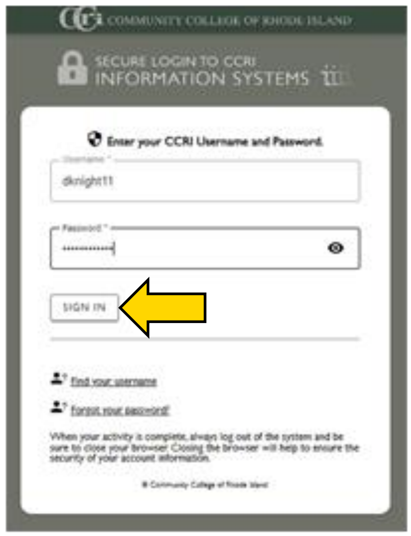
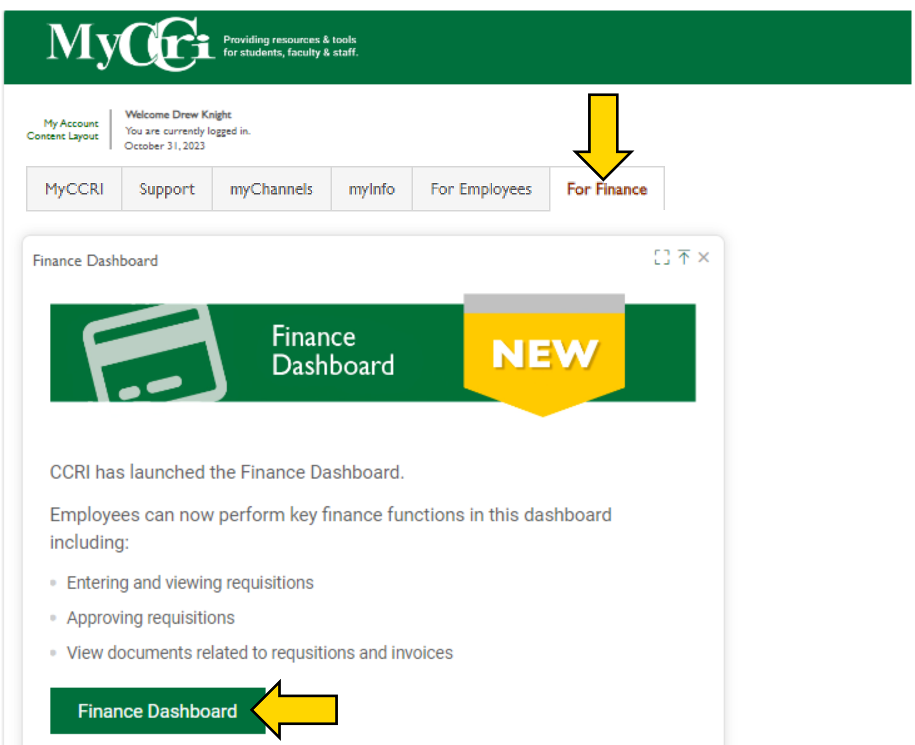
Please note that in order to enter purchase requisitions, you must first be granted access to the Banner Finance Module. If you do not have access, please complete the Data Access Authorization Request Form at this link and submit to the Budget Office for approval and processing.

Creating a Purchase Requisition

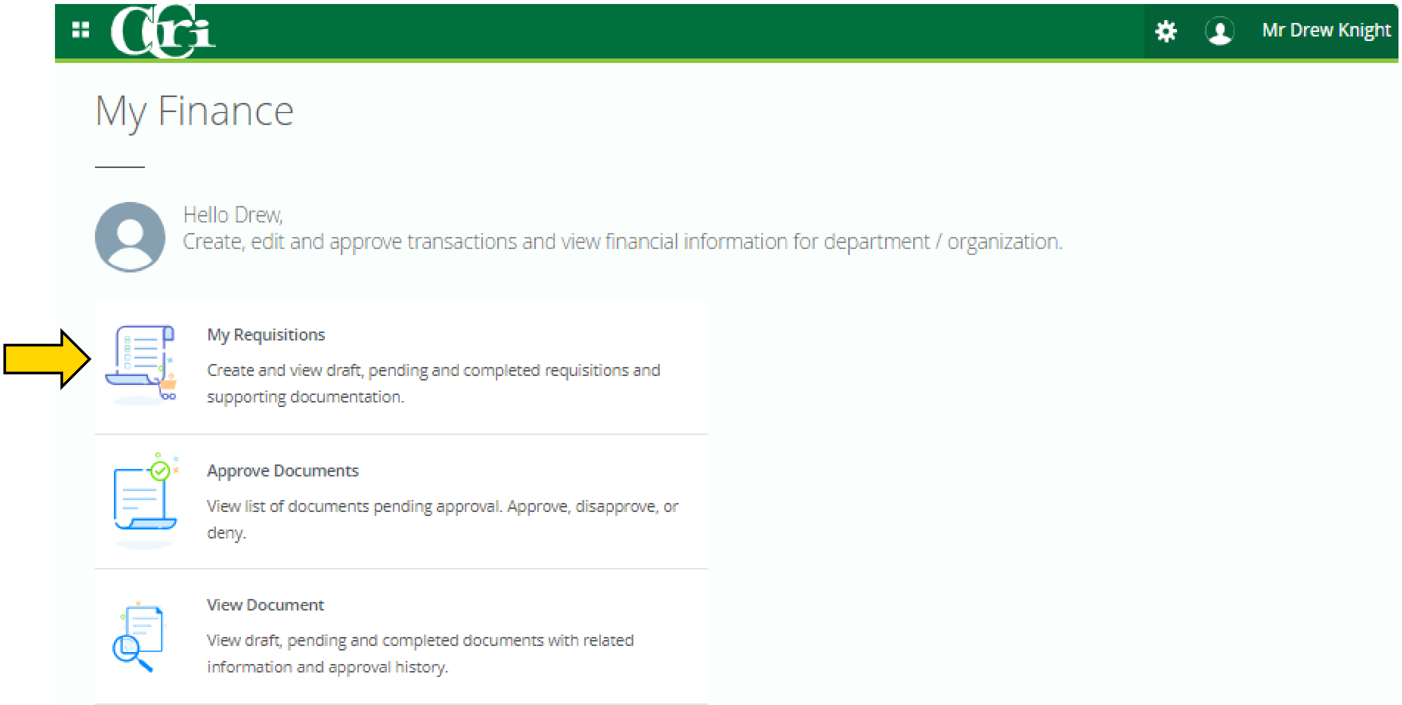
First, sign in to MyCCRI with your CCRI ID and Password.



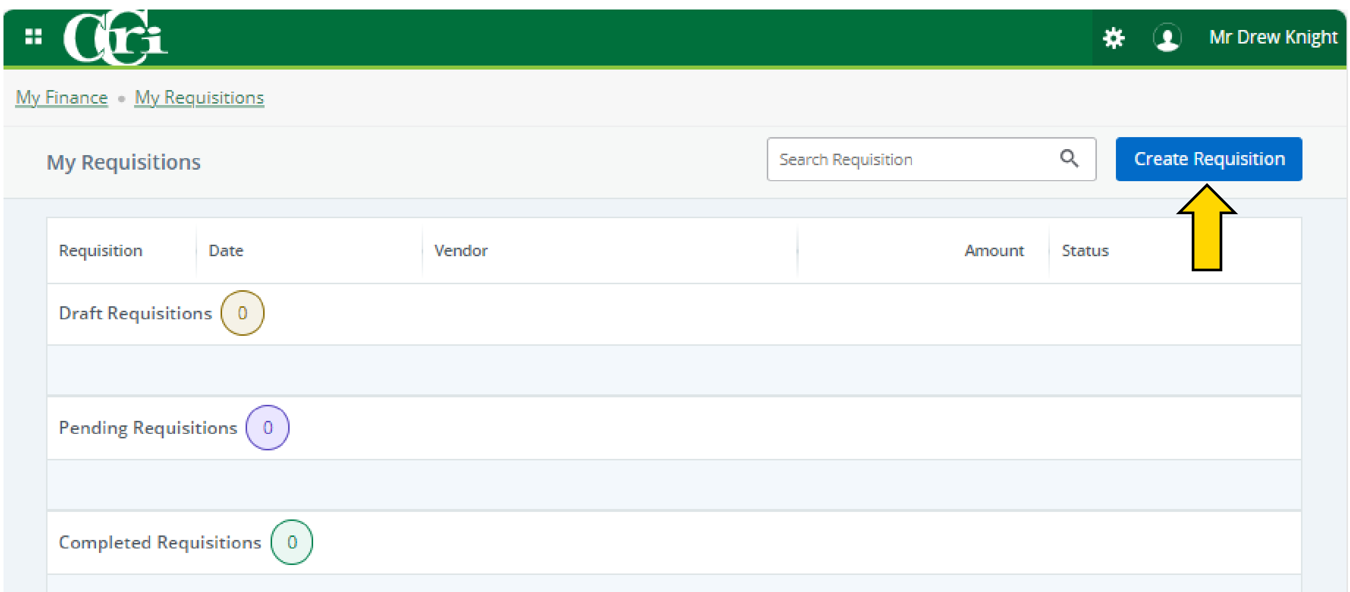
In MyCCRI, click on the "For Finance" tab and select "Finance Dashboard."



On the new My Finance homepage, select "My Requisitions."



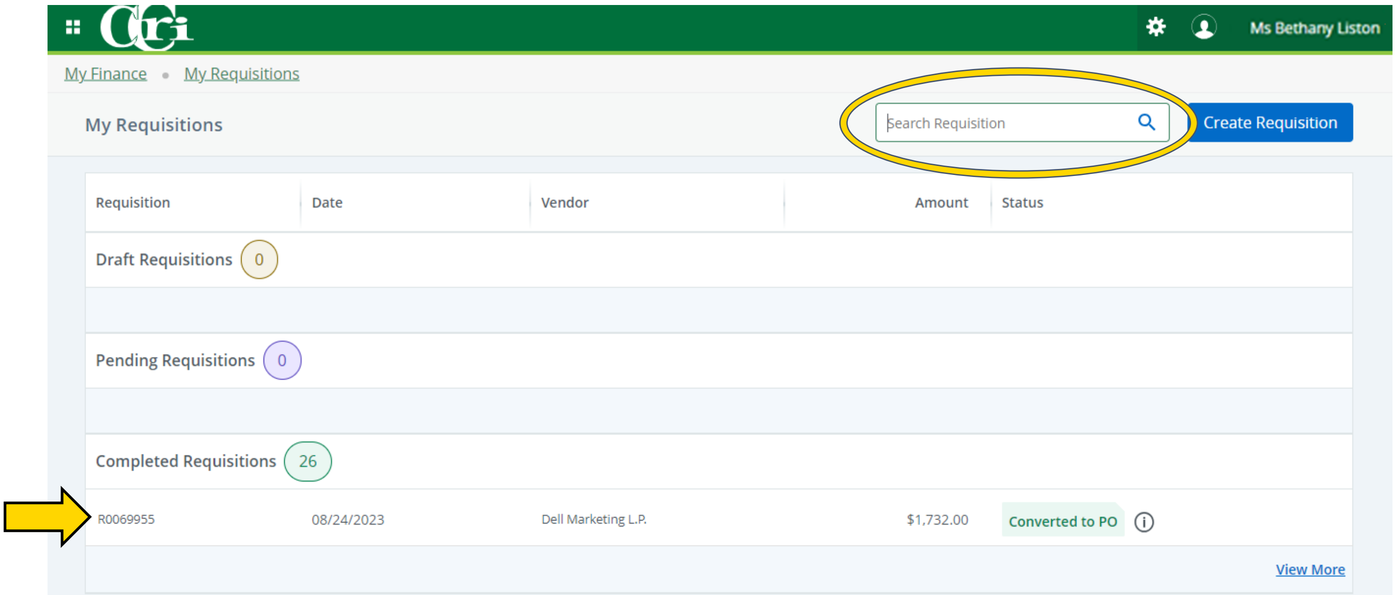
On this screen, you will be able to view all your requisitions that are drafts, pending approval, or already completed. Select the "Create Requisition" button to get started.



Know your FOAPAL string (Fund, Organization, Account, Program, Location codes) before beginning the requisition entry process.

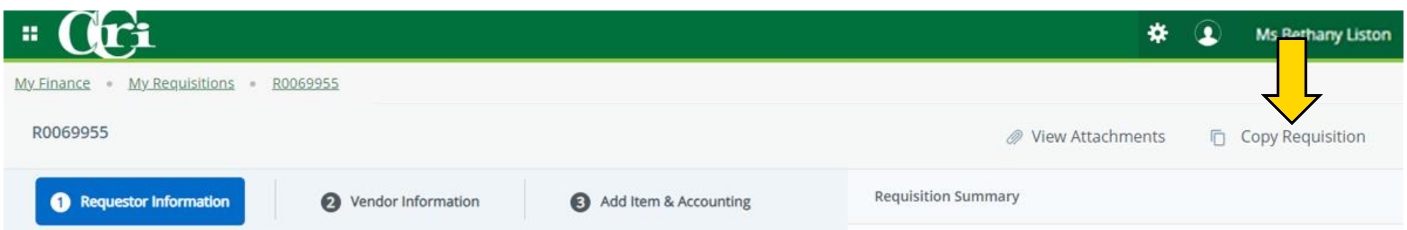
Copying a Requisition

Instead of starting a new draft, you can also copy a previously completed requisition. To do this, go to "My Requisitions" on the home screen and choose the requisition from the "Completed Requisitions" section.

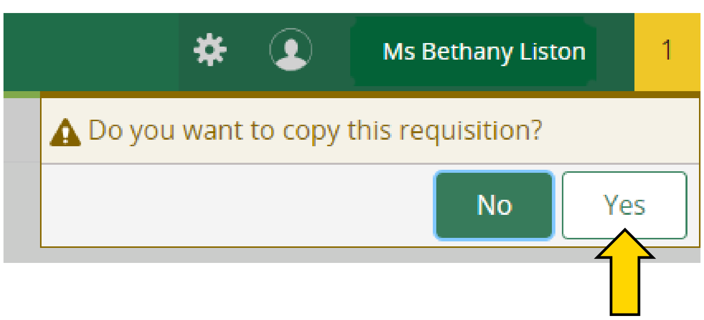


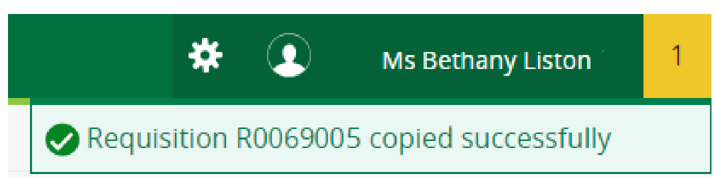
You can also use a requisition number to help search for a specific requisition. Type the number in the search bar provided and press "Enter" on your keyboard.

Once opened, click "Copy Document" in the upper right-hand corner. This will create a new requisition draft with the same information entered when the completed requisition was originally created.



A notification will appear confirming your selection. Press "Yes" and you'll get a notification confirming that the requisition has been copied successfully.

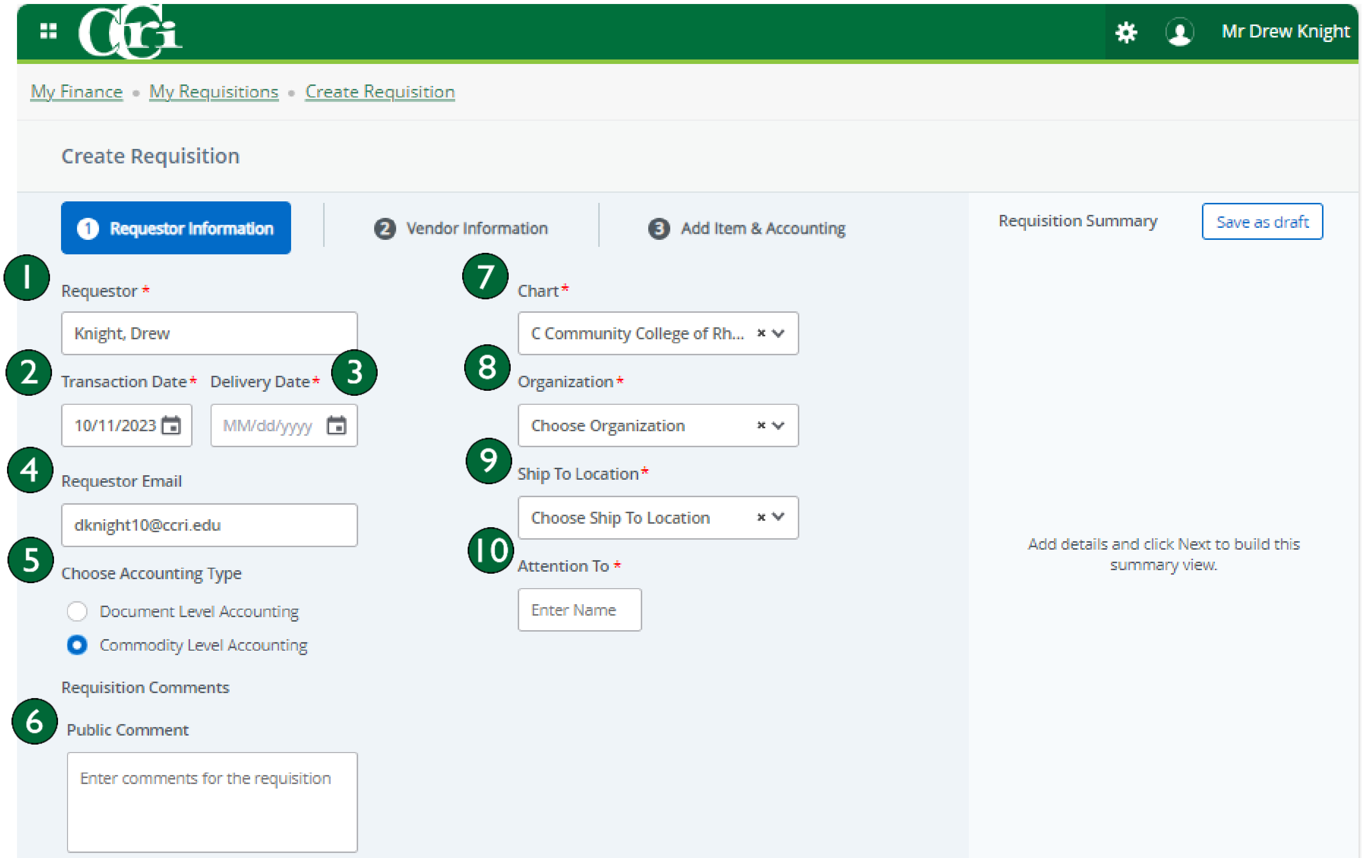




The copied draft will now be open on your screen.

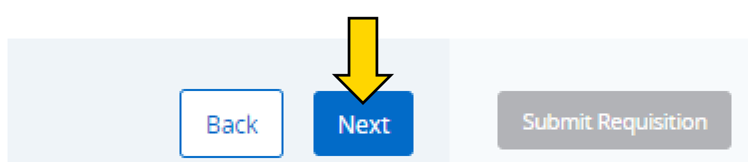
Requestor Information

Fields with stars (*) must be completed.



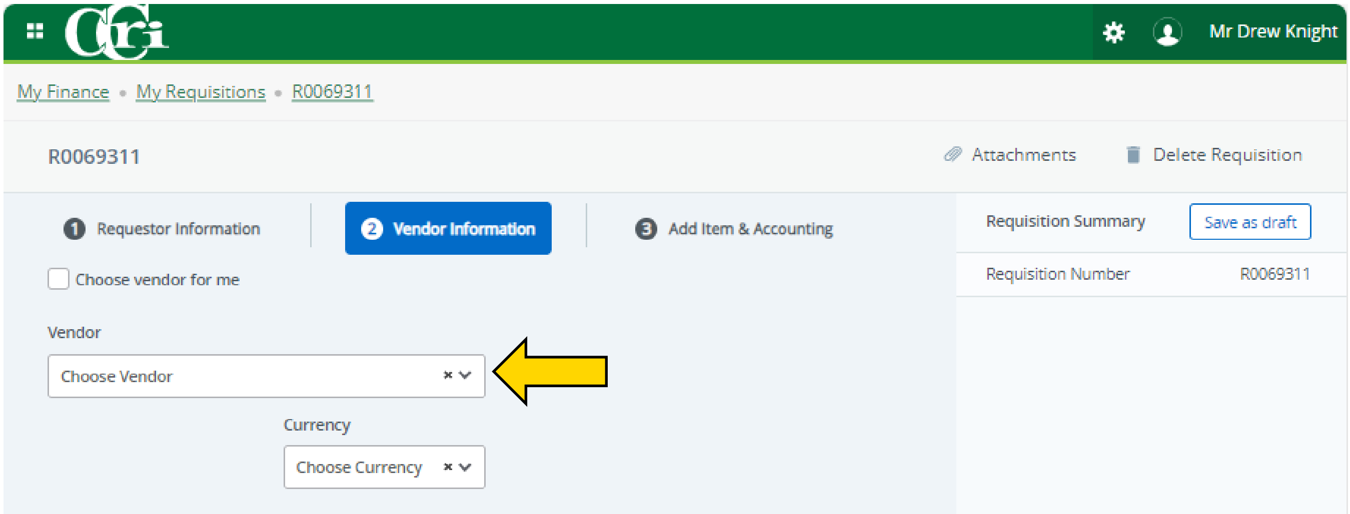
1. **Requestor** – This field will auto-populate with your name but can be changed if necessary.
2. **Transaction Date** – Automatically populates with the current date.
3. **Delivery Date** – Enter the date the delivery is needed. (Use the calendar button to choose the date)
4. **Requestor Email -** This field will auto-populate with your email but can be changed if needed.
5. **Choose Accounting Type** – Commodity Level Accounting should ALWAYS be selected.
6. **Public Comment** *(Previously Document Text)* – Use this field for Quote Numbers or any justification.
7. **Chart** – This field will auto-generate with "C Community College of Rhode Island." Please leave this as is.
8. **Organization** – This field will auto-populate with your assigned organization field. If not, enter the appropriate department Organization Code in this field.
9. **Ship To Location** – Enter the code that the order will be delivered to. Ship-to codes are your org code and the first number of the location code. For example, if your org code is 30005, and your order is being shipped to the Warwick campus (500), your ship-to code is 300055. To search ship-to codes, visit [Tools and Resources](). Once entered, a yellow box will appear below, with the full address.
10. **Attention To** – Enter your first name, last name, and a room number for the delivery if needed.

When finished, select "Next" at the bottom to move on to the Vendor Information section.

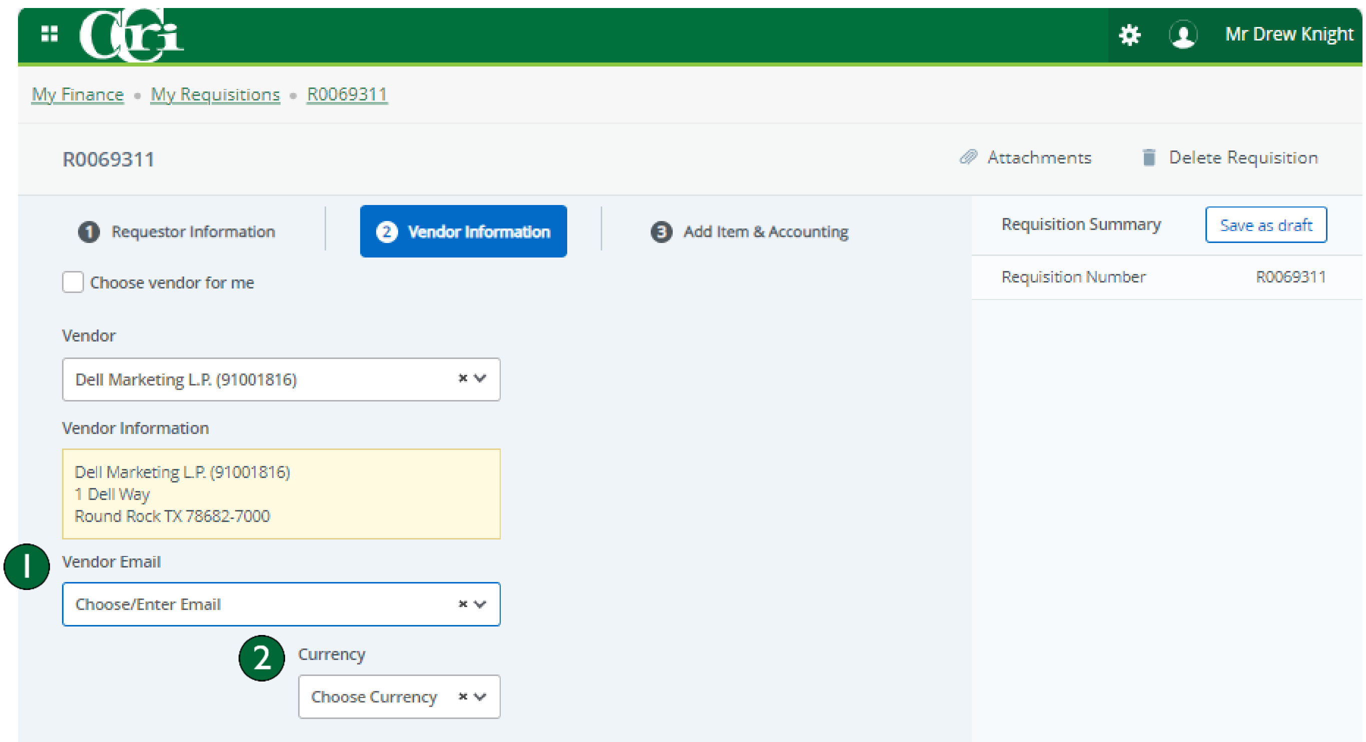


Vendor Information

In the "Vendor" field, begin typing the vendor's name with percent signs *(ex. %Dell%)* or their Banner ID number. Click on the appropriate option from the results that appear.



Once selected, a yellow box with the vendor information will appear, along with a "Vendor Email" text field.



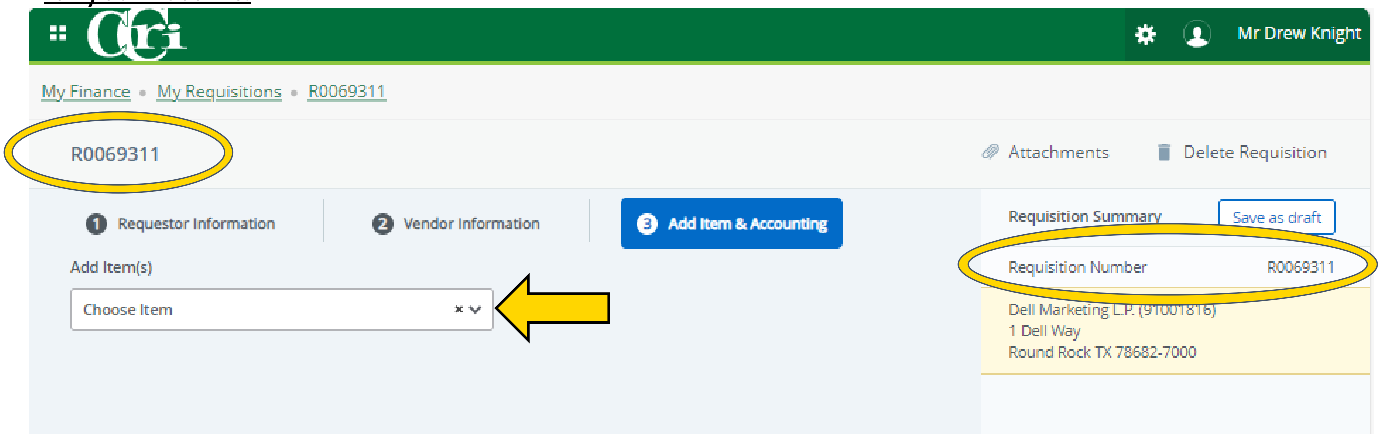
1. **Vendor Email** – Select or type the correct vendor email address.
2. **Currency** – Only USD will be used.

*Please note that the department **MUST** provide Purchasing with an E-Verify W-9 form which iscompleted by the vendor. Write the requisition number on the W-9 and e-mail a PDF version of the document to Purchasing (purchasing@ccri.edu). Requisitions **cannot** be processed until this form has been received.*

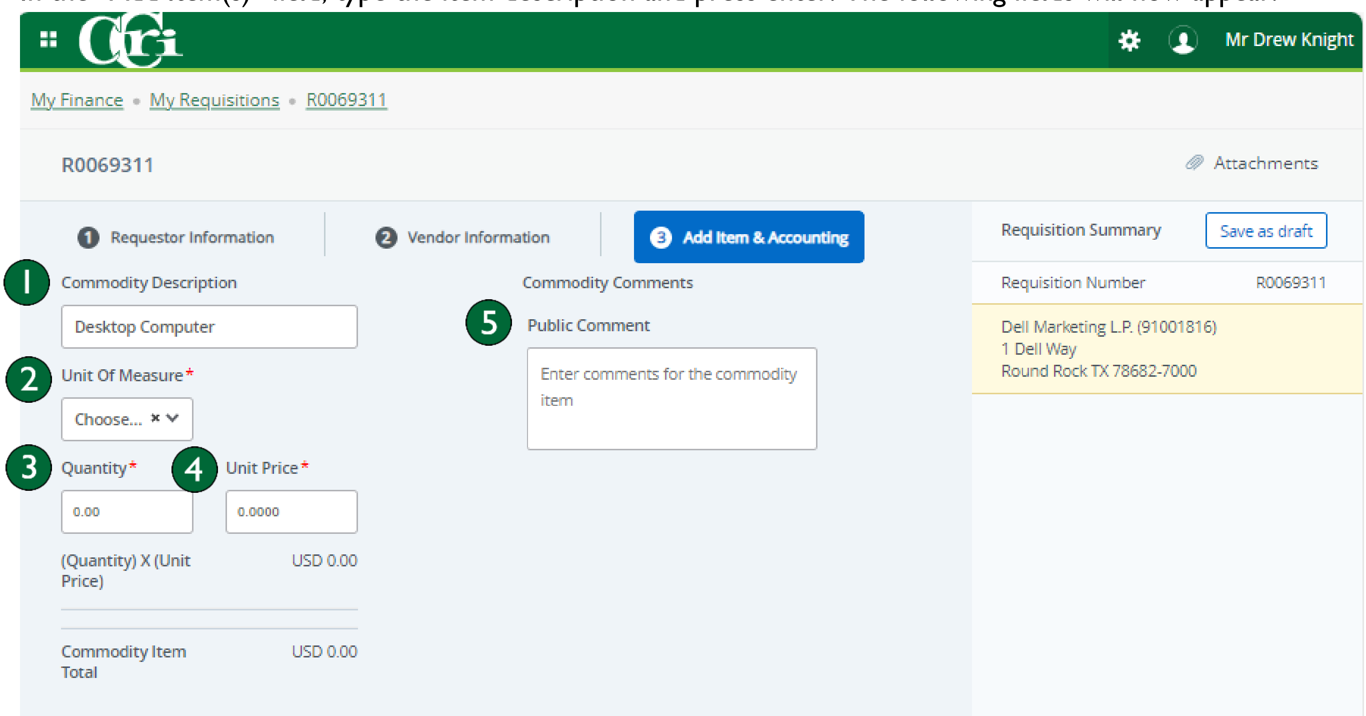
Add Item & Accounting

The third section contains the descriptions of what is being purchased and the associated accounting information.

By this point, the requisition number has been automatically assigned. It is displayed in the upper left corner of the document and in the Requisition Summary on the right-hand side. It is important to take note of this number for your records.

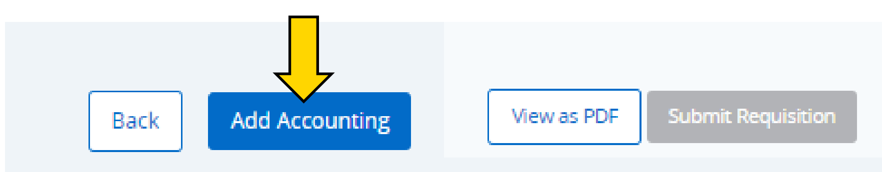


In the "Add Item(s)" field, type the item description and press enter. The following fields will now appear:

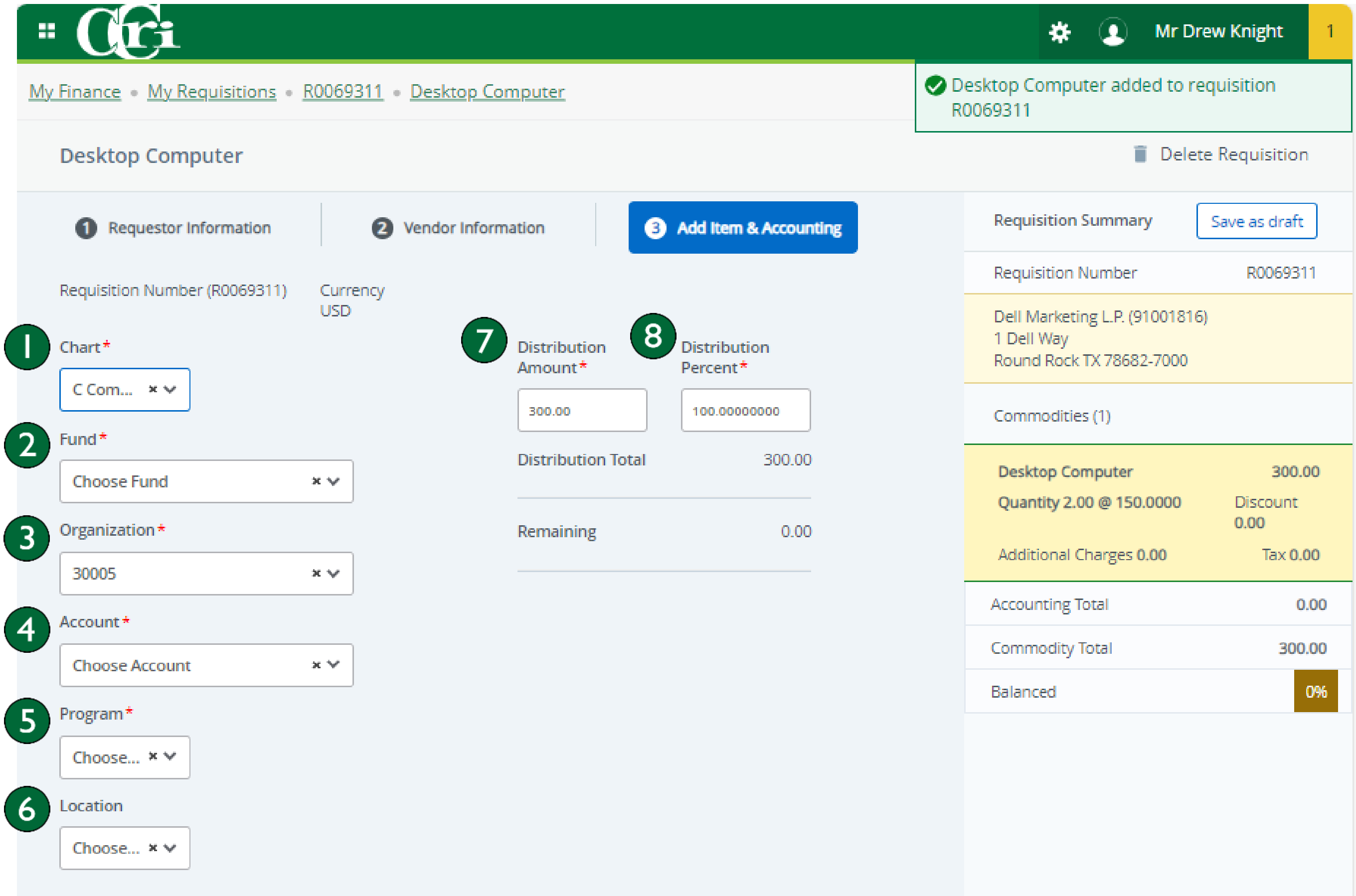


1. **Commodity Description** – Enter the name/description of the item being purchased.
2. **Unit of Measure** – In the drop-down menu, select which unit the product is sold by.
3. **Quantity** – Enter how many of the same items are being purchased.
4. **Unit Price** – Enter the individual cost of the item.
5. **Public Comment** *(Previously Item Text)* – Type anything that did not fit in the Commodity Description.

Once you have verified that all the information is correct, select the "Add Accounting" button at the bottom of the screen.



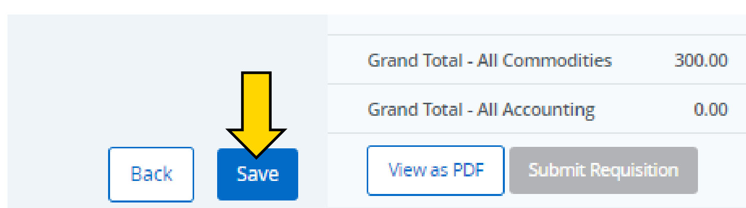
Next, you will enter the information for this item's funding source(s).



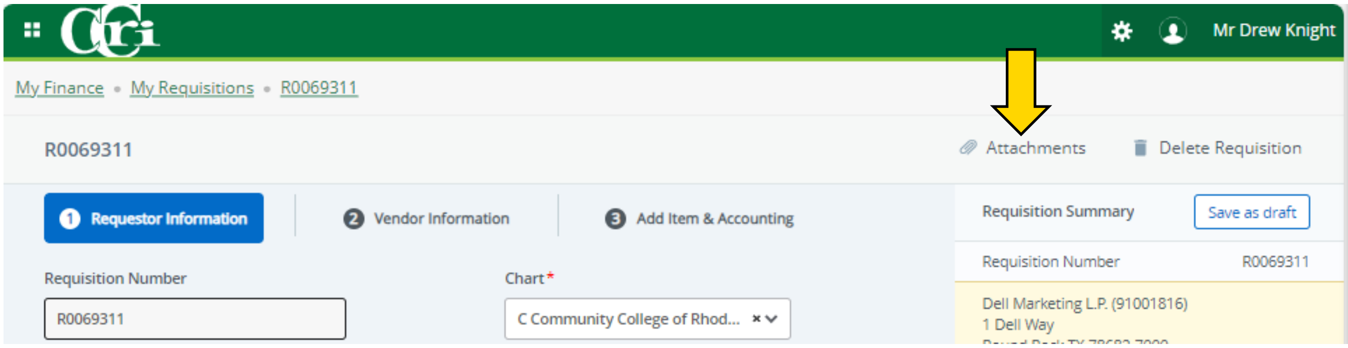
1. **Choose Chart** – This field will auto-fill with "C." Leave this as is.
2. **Fund** – Type in the correct Fund number or use the drop-down menu for options.
3. **Organization** – This field will auto-fill with your Organization Code. You can change it if necessary.
4. **Account** – Type in the correct Account Code.
5. **Program** – Type in the correct Program Code.
6. **Location** – Choose the CCRI campus this requisition pertains to.
7. **Distribution Amount** – The amount should auto-populate from the Quantity and Unit Price entered on the previous screen.
8. **Distribution Percent** – The percentage will default to 100.00, you can edit this text field if you are including multiple FOAPAL strings. *For example, type "50" in the box to the right to assign 50% of the costs of the purchase to the FOAPAL string. For additional assistance, contact the Purchasing Department.*

Note: Do not enter a zero-dollar amount on a line item. In some cases, if there is no charge for the item, enter it as 0.01 and note "No Charge" in the item text.

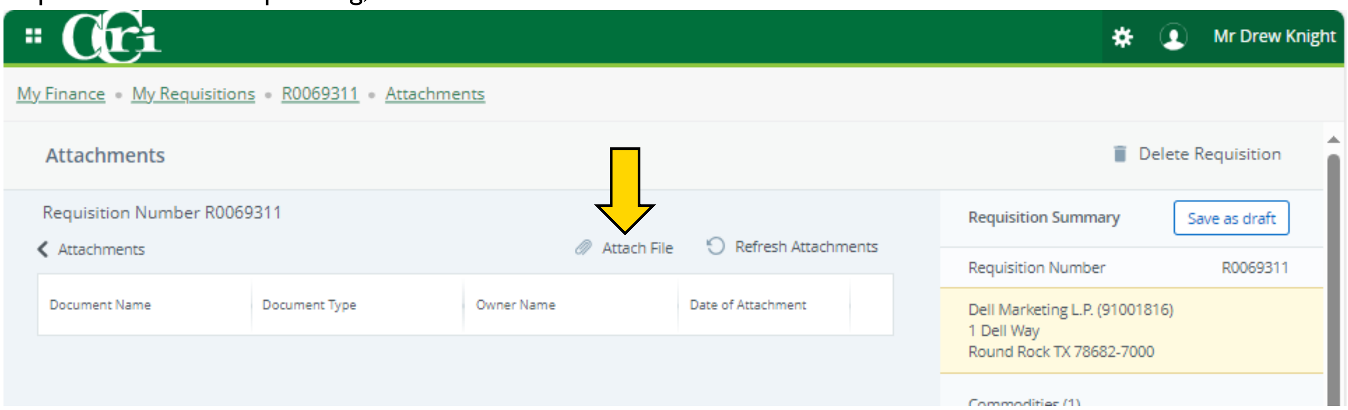
Once the Commodity/Accounting section has been completed, click "Save" at the bottom of the screen.



You can attach supporting documents by clicking "Attachments" on the right-hand side of a requisition.

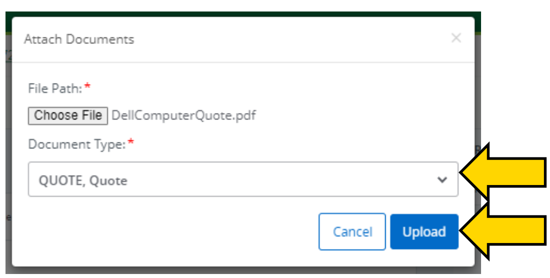


On this screen, you can upload attachments and see which documents have already been attached to the requisition. To start uploading, select "Attach File."

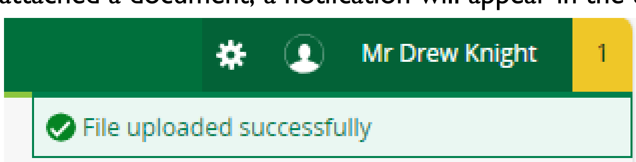


A box will appear where you can choose a file for upload and select the Document Type via the drop-down menu.

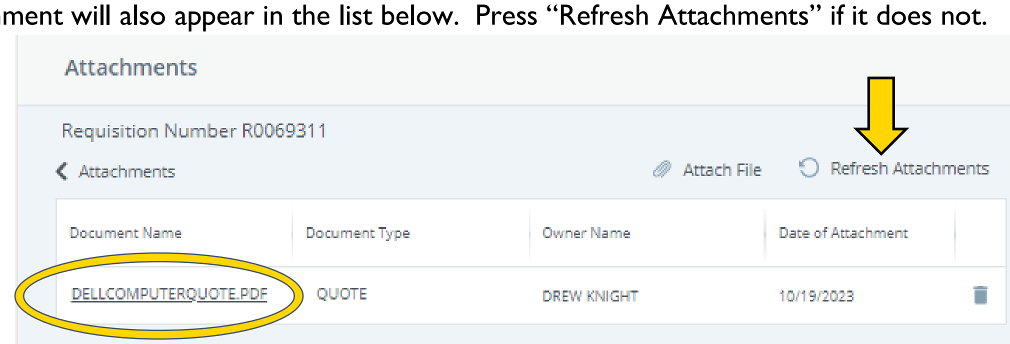
For this example, a price quote is being uploaded so you would choose "QUOTE." Then, press "Upload" when you are all set.



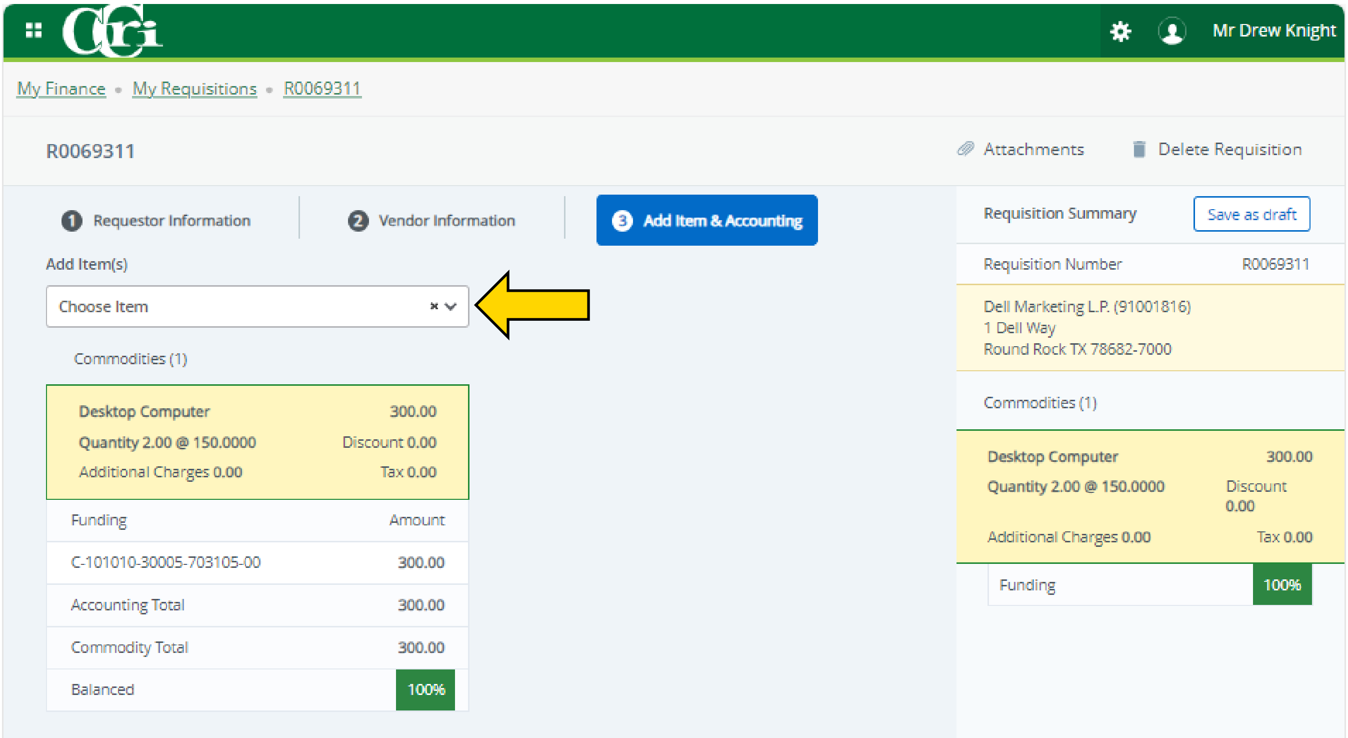
Once you have succesfully attached a document, a notifcation will appear in the upper right-hand corner.



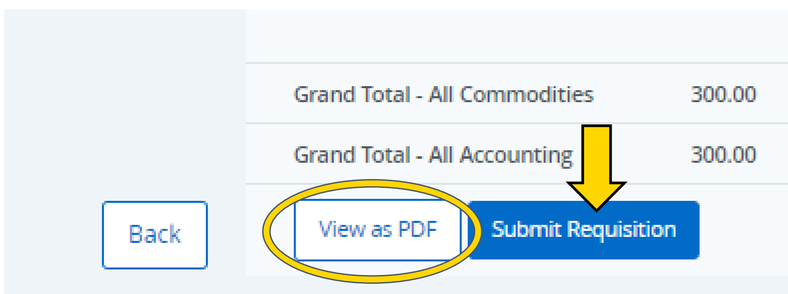
The attachment will also appear in the list below. Press "Refresh Attachments" if it does not.



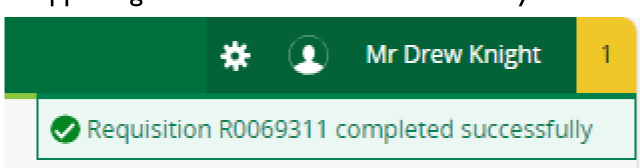
You can repeat these steps to add more items to the requistion if you are purchasing multiple, unique items.



If all items have been accounted for and you have uploaded all relevant documents, press "Submit Requestion" to submit. At this point you can also view a PDF version of the requisition which will open in a new tab.

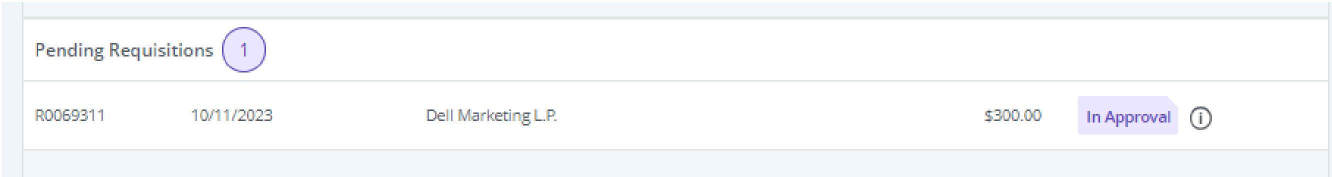


A notification will appear in the upper right-hand corner of the screen if you have succesfully submitted.

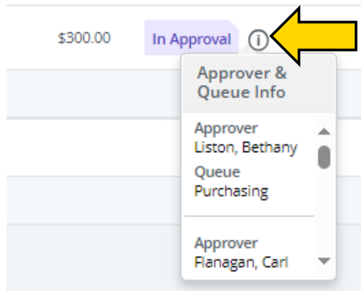


Note: Attachments can only be added to a draft requisition. If you need to add more attachments, recall the requisition and attach the additional documents in the requisition draft before submitting again.

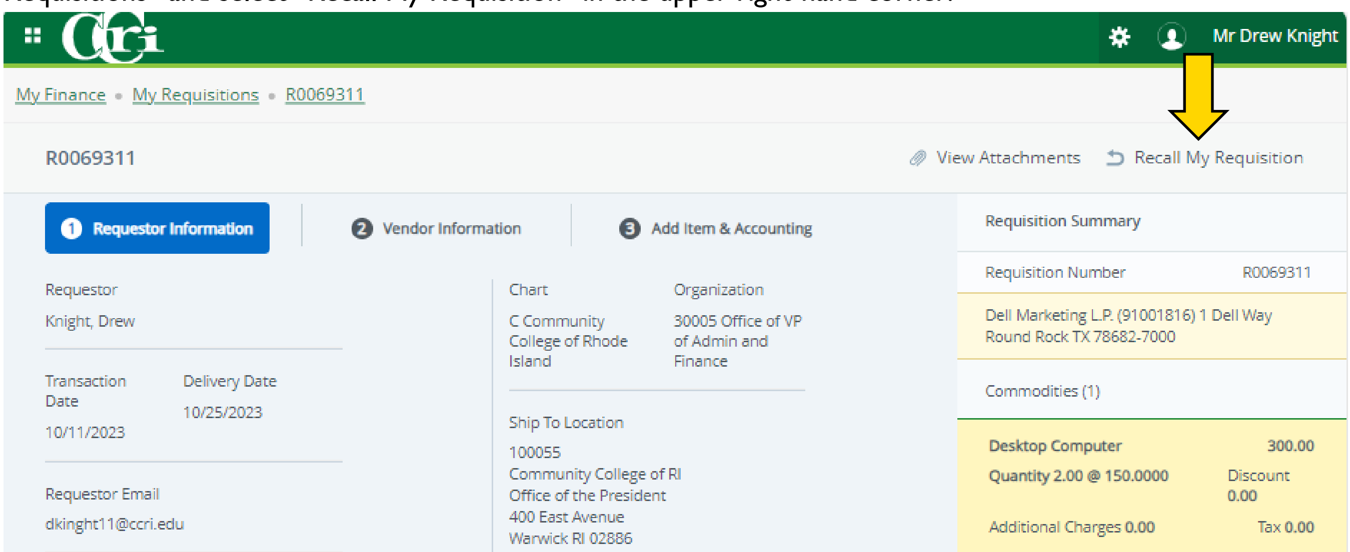
The requisition will now appear in "Pending Requisitions" as it goes through the approval queue process.



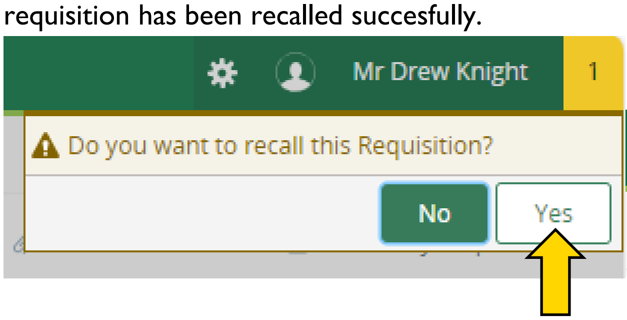
You can check the approval queue by clicking the information icon next to the requisition status.

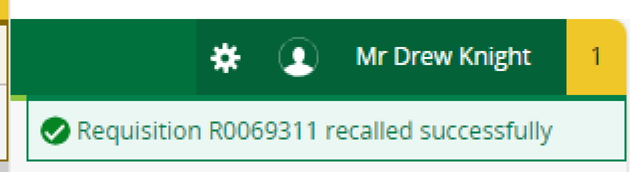


If you need to make changes and/or add more attachments, click on the pending requisition under "My Requisitions" and select "Recall My Requisition" in the upper right-hand corner.



A notification will appear confirming your selection. Press "Yes" and you'll get a notification confirming that the requisition has been recalled succesfully.

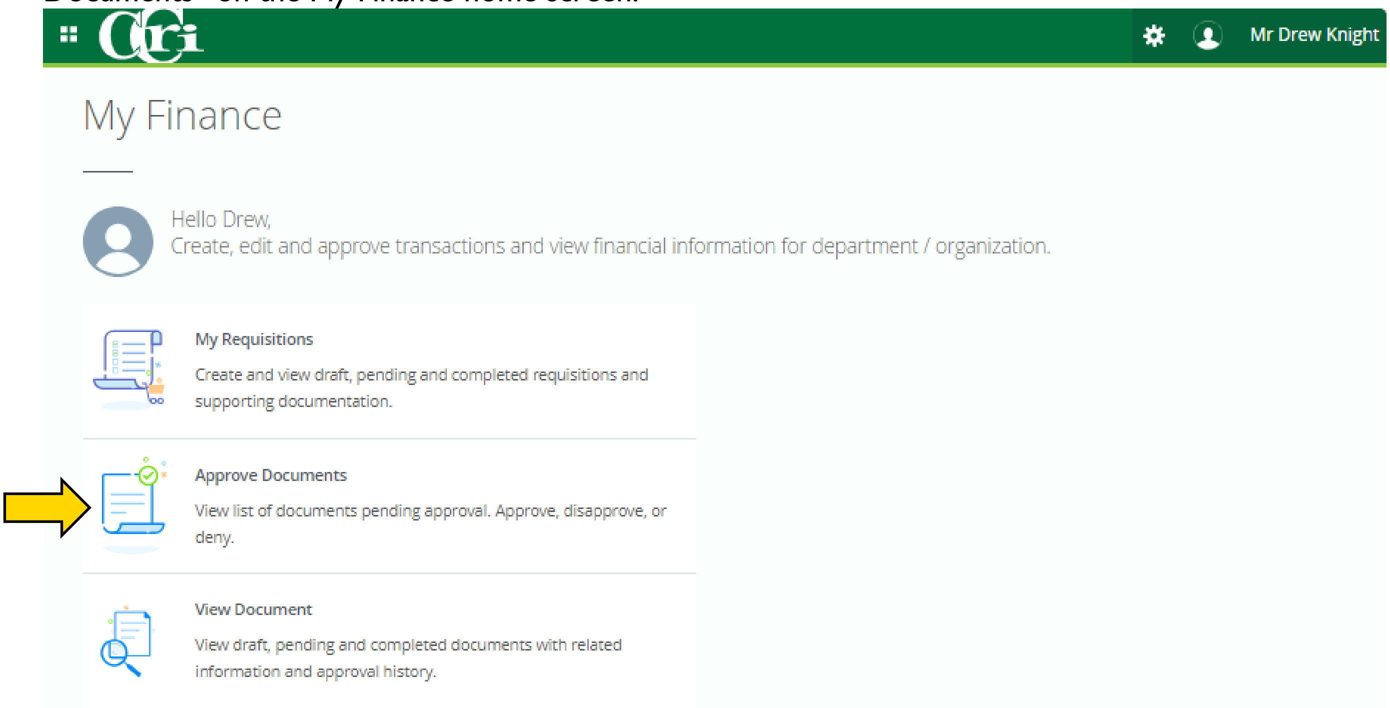




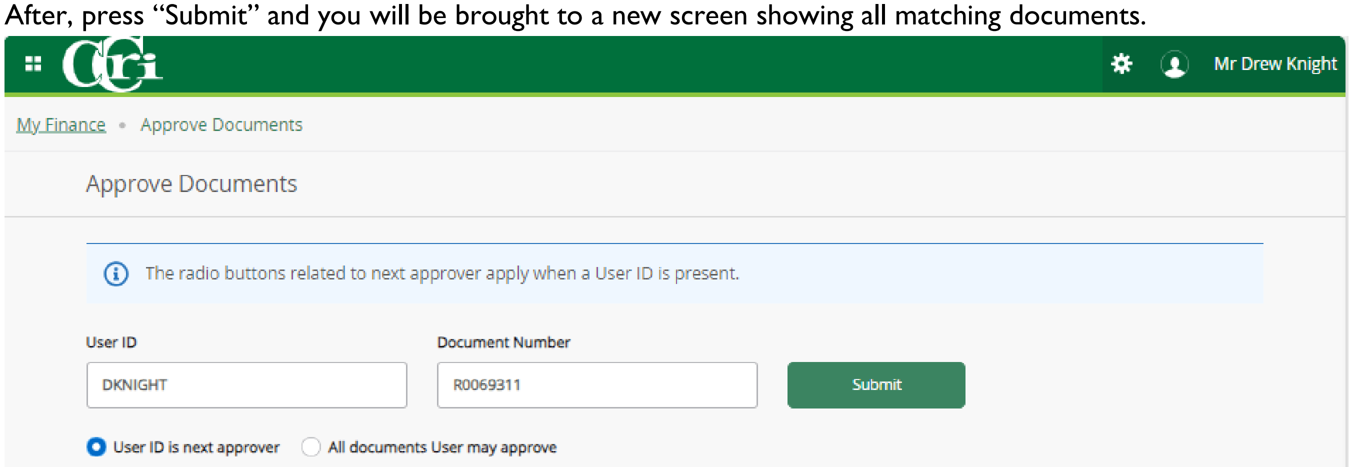
The requisition will now again appear in your "Draft Requisitions" where you can make changes and resubmit.

Note: If the requisition needs to be edited or corrected and was previously completed and approved by your department, contact the Purchasing Department to ask that it be disapproved at their level, which will then enable you to make any necessary corrections. Also, if the Purchasing Department has already approved a requisition, the document cannot be disapproved. It will need to be canceled by Purchasing and a new requisition will need to be entered by the department.

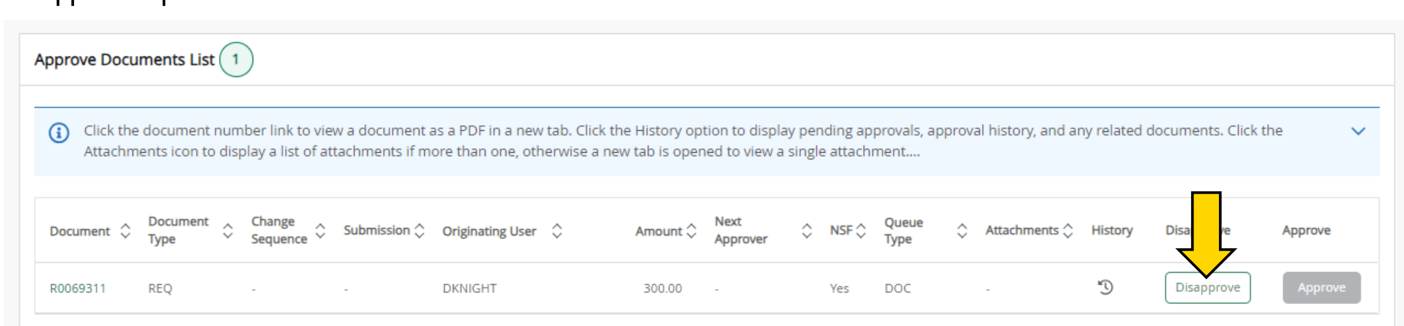
If you cannot recall the requisition and/or need to disapprove a requisition, go to "Approve Documents" on the My Finance home screen.



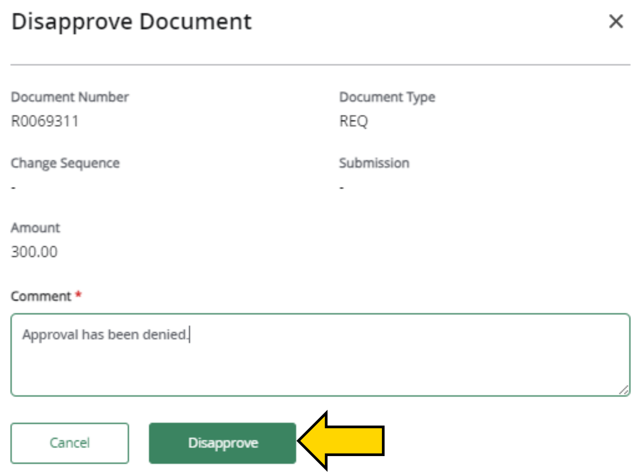
Your User ID will autopopulate. Enter the Requisiton number in the "Document Number" text field. After, press "Submit" and you will be brought to a new screen showing all matching documents.



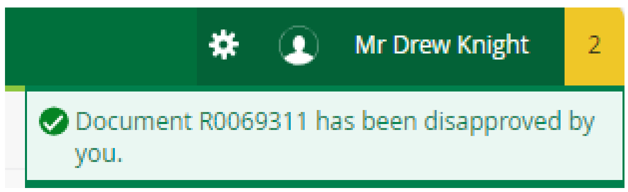
Press the "Disapprove" button on the right. You will not be able to press "Approve" unless you are next in the approval queue.



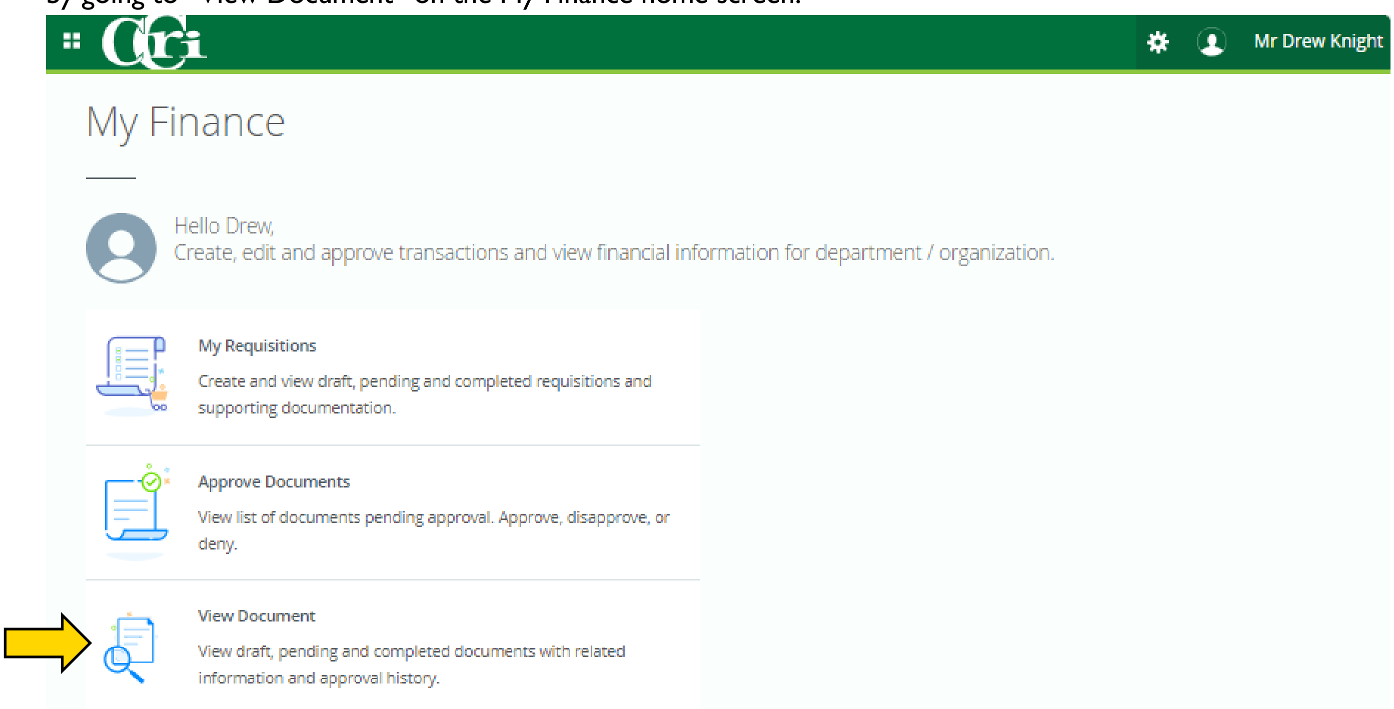
A new box will appear where you can enter a reason for the disaapproval in the “Comment” text field. Lastly, press “Disapprove” to disapprove the requisition.



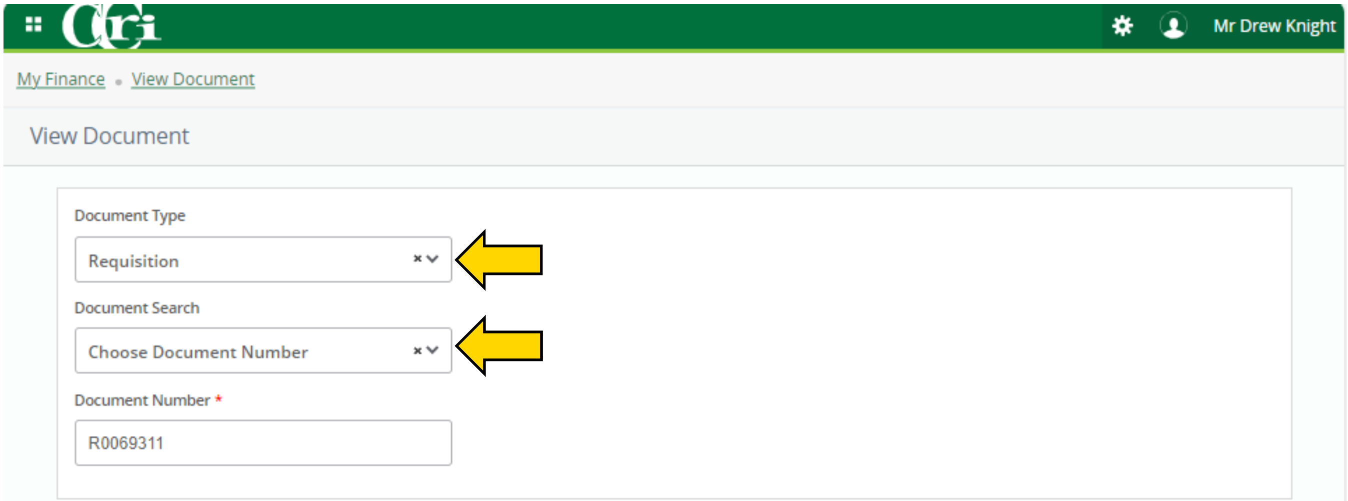
A notification will appear in the upper right-hand corner confirming the document has been disapproved.



The disapproval will be shown in the “Approval History” of the requisition. You can view the approval history by going to “View Document” on the My Finance home screen.

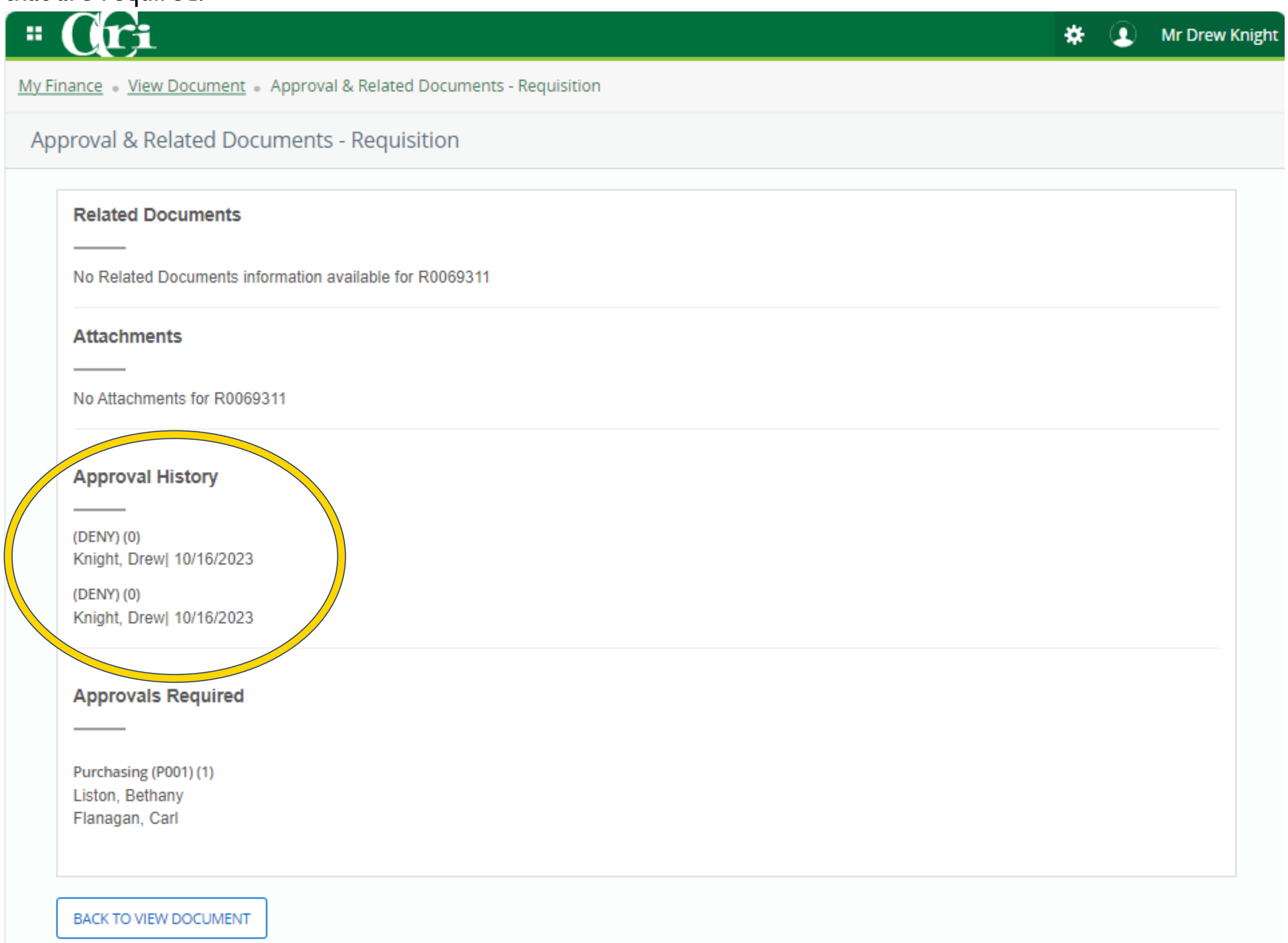


First, choose "Requisition" for the document type, "Choose Document Number" for the method of document search, and then enter the recorded requisition number in the last text field.



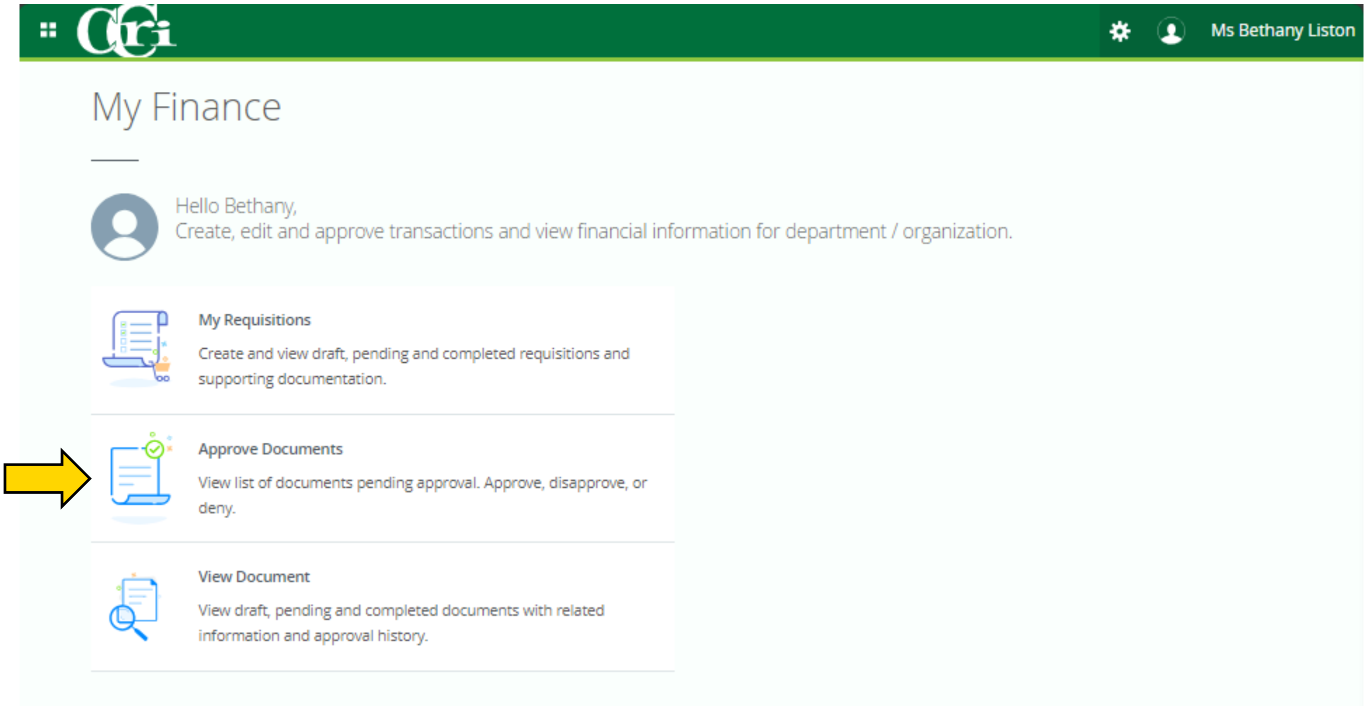
Next, press "Approvals & Related Documents" to search. Selecting "View Document" will only bring up the requisition itself.

Lastly, you will be brought to this screen where you can check attachments, approval history, and any approvals that are required.



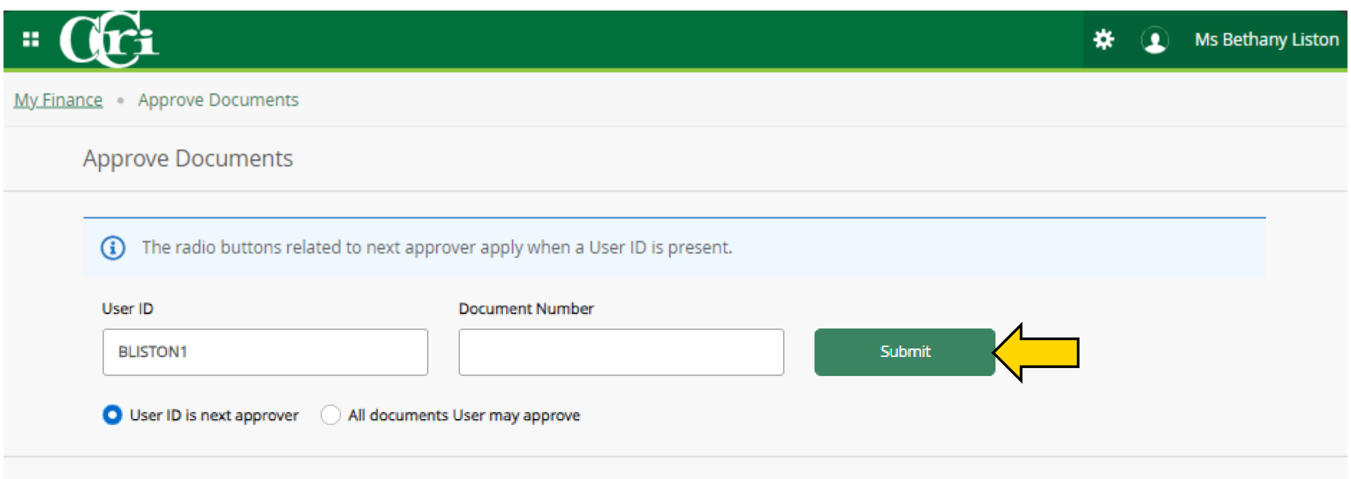
Approving, Disapproving, and Reviewing Requisitions

To review a requisition awaiting your review and approval, go to "Approve Documents."

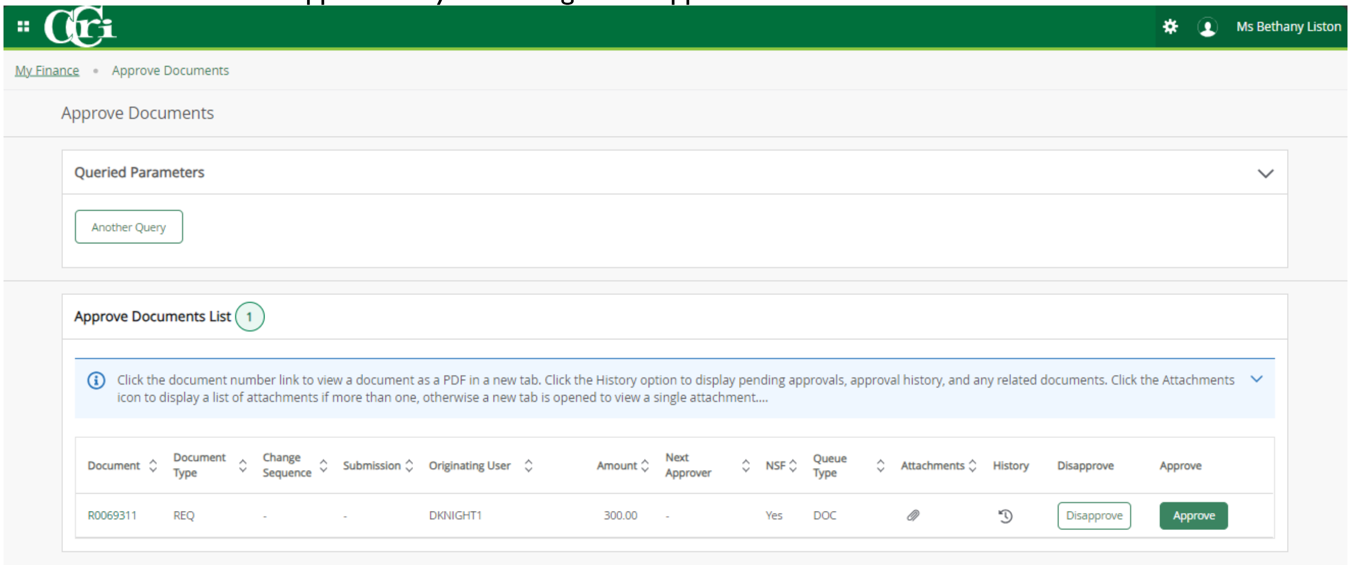


Your username will automatically populate in the "User ID" text field. You can press "Submit" to show all documents awaiting your approval.

To search for a specific requisition, enter the requisition number in the "Document Number" text field and then press "Submit."



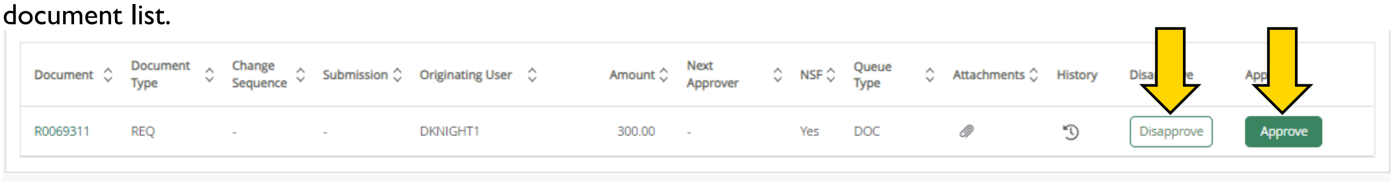
A list of documents will appear that you are eligible to approve.



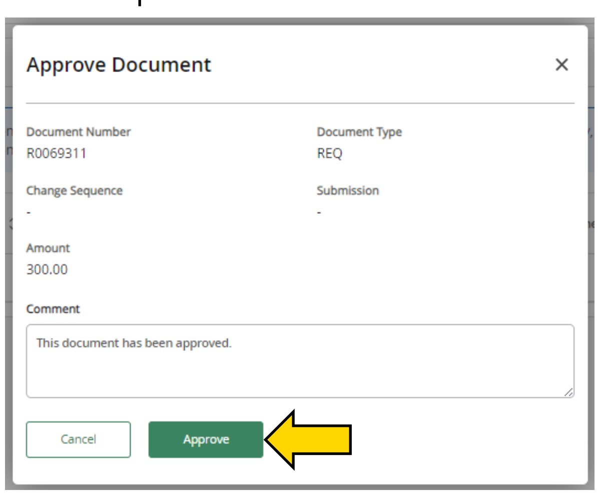
To review the requistion, click on the requisition number in the "Document" column.

To review any attachments, press the paperclip icon under "Attachments."

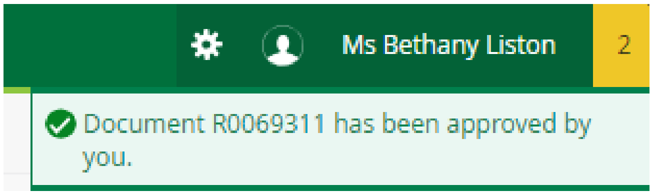
After you have reviewed the requisition, press either "Disapprove" or "Approve" on the righthand side of the document list.

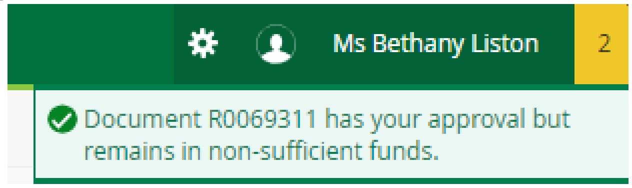


A new box will appear where you can add a comment in the text field provided if necessary. Then, press "Approve" to approve the requisition.

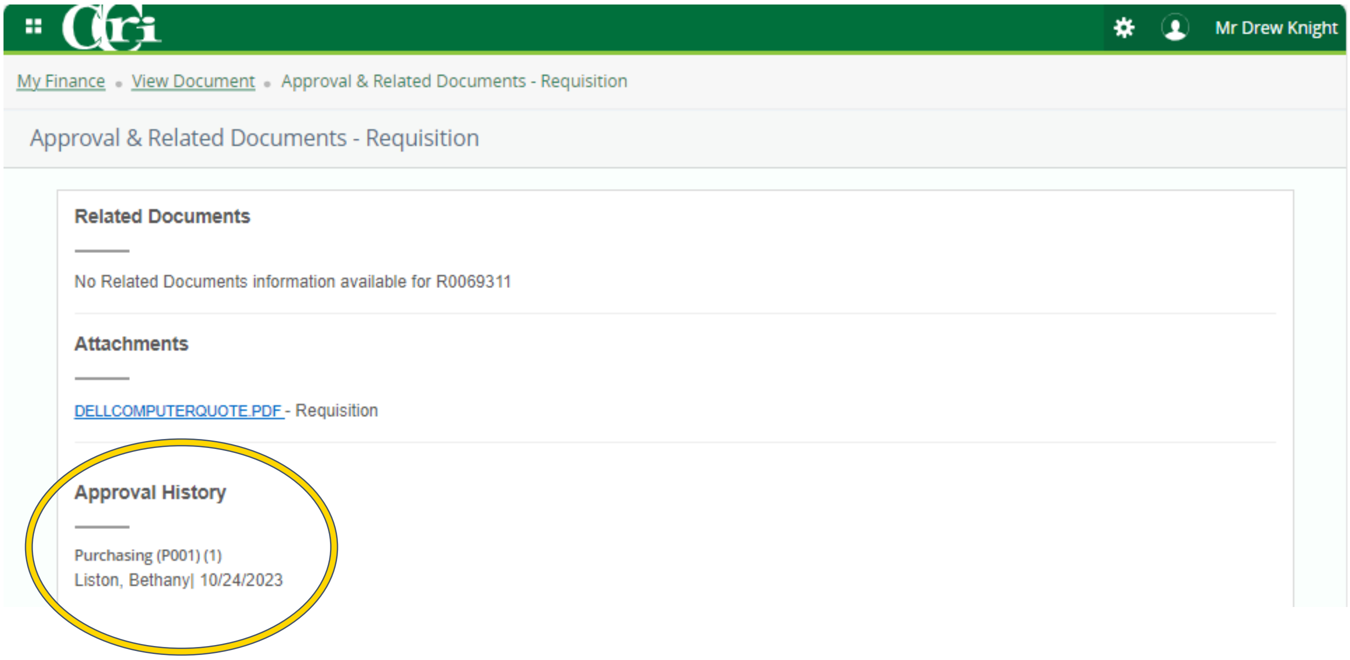


A notification will appear in the upper right-hand corner of the screen.
Depending on where you are in the approval process, you will see one of two notifications:





Your approval will now be recorded in the "Approval History" of the requisition.



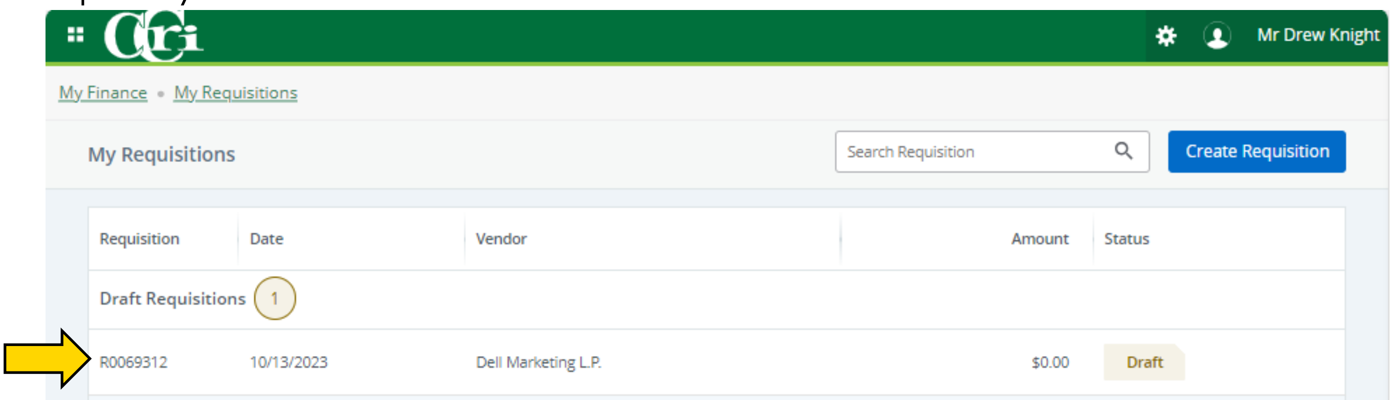
Deleting a Purchase Requisition

Occasionally, there are situations where a requisition is not needed and should be deleted from Banner. A requisition can be deleted if it is not completed or approved.

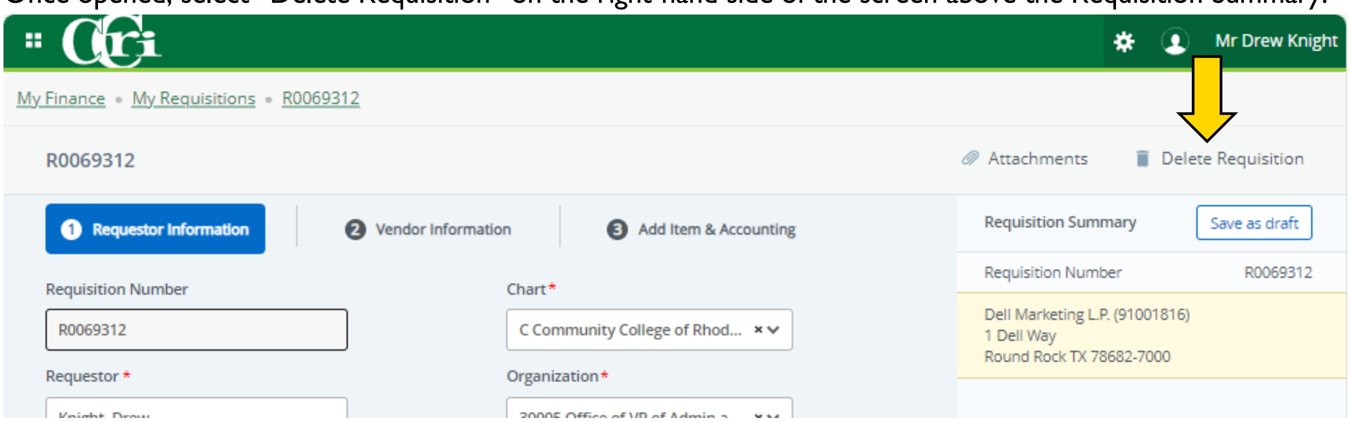
If the requisition has been completed and is awaiting approval, you can recall/disapprove the requisition where it will be accessible again in your drafts.

If the requisition has been approved by Purchasing, contact the [Purchasing Department] so the requisition can be canceled. At this point, it can no longer be deleted from the system.

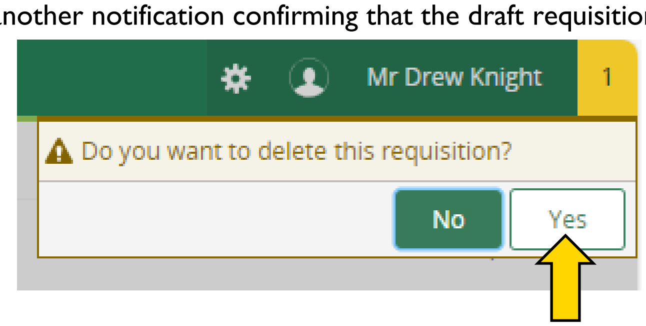
To delete a draft requisition, go to "My Requisitions" on the My Finance home screen and select the draft requisition you wish to delete.

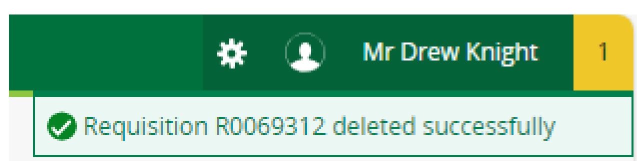


Once opened, select "Delete Requisition" on the right-hand side of the screen above the Requisition Summary.



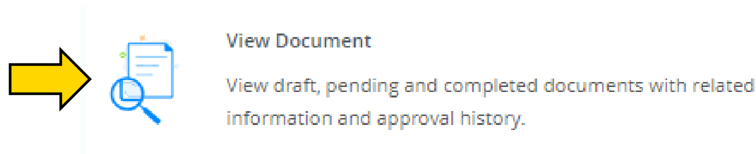
A notification in the upper right-hand corner will appear confirming your selection. Press "Yes," and you'll get another notification confirming that the draft requisition has been deleted succesfully.





E-mail, Export, and Print Attachments

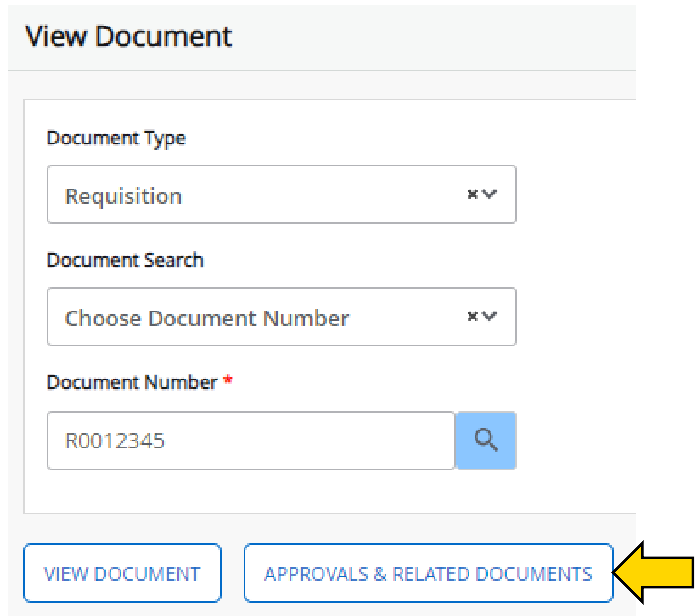
To share documents and attachments, go to “View Document” on the My Finance home screen.



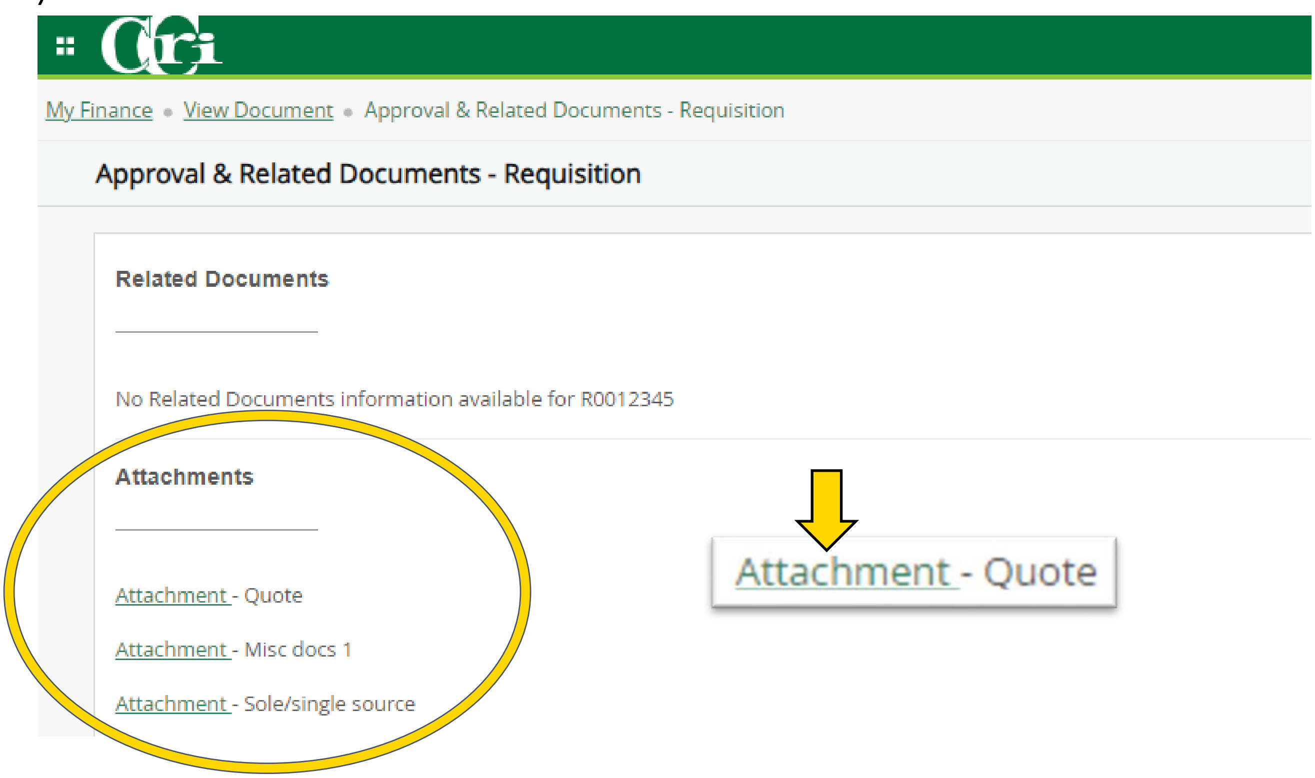
For Document Type, choose “Requisition”, “Invoice”, or “Purchase Order.”

Next, select “Choose Document Number” as your Document Search method.

Then, enter the recorded Document Number and press “Approvals & Related Documents.”

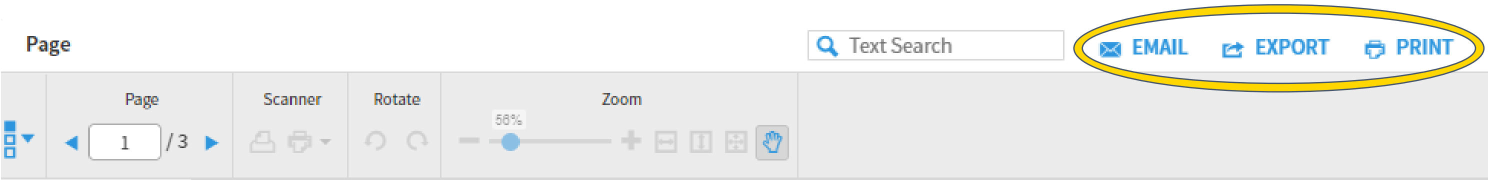


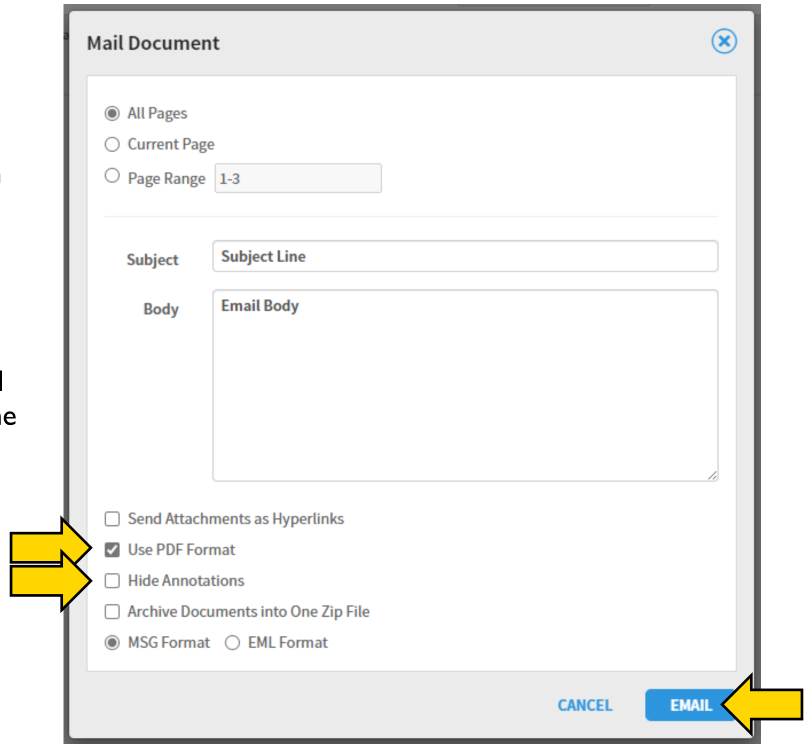
On the “Approval & Related Documents” screen, scroll down to the “Attachments” section and click on a file you would like to share.



The document will now be shown on a new screen.

Above the document, in the upper right-hand corner, you will see "Email", "Export", and "Print" options.



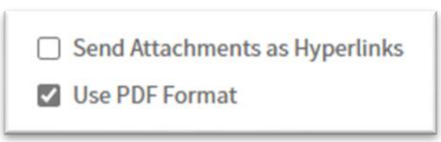


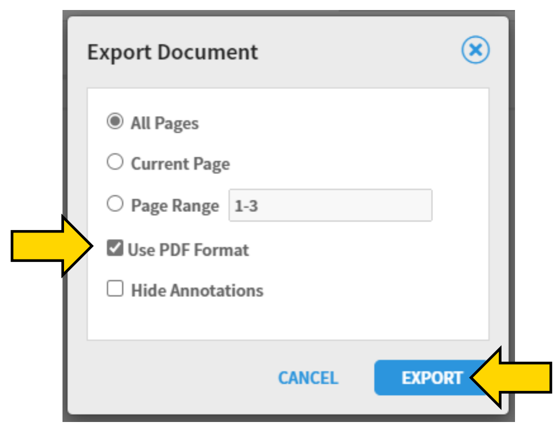
Email – First, uncheck "Send Attachments as Hyperlinks." Then, select "Use PDF Format."

The email draft, with the PDF attachment, will open automatically in the Outlook desktop application.

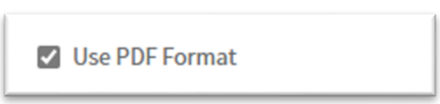
Then you will add an email recipient address and be able to edit the subject line and body then.

If you do not have Outlook on your device, you will have to manually open the email draft by opening the .msg file that will download automatically.





Export – Select "Use PDF Format" and then press "Export."



Print – Confirm your settings and press "Print."

Additional page and print formatting options can be found by clicking "More Options."