Finance Requisition Approvals

Banner: Finance
Last revised: July 2, 2008

The Faculty/Staff Cube
How To Demos, Docs and Guides
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<tr>
<th>Get Connected</th>
<th>Section A</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Faculty/Staff Cube</strong></td>
<td>Searchable knowledgebase to view how to demos, docs and guides.</td>
</tr>
</tbody>
</table>
| Look for this icon in myWSU: 
| ![Cube Icon]                |                           |
| **Applications Training**   | Training and Support      |
| ![Banner Icon]              | Assists faculty and staff with *myWSU*, Banner, Self Service and Reporting Services |
|                             | 5800 training@wichita.edu |
| **Help Desk**               | Passwords, hardware and software support for students, faculty and staff |
| ![Help Desk Icon]          | HELP (4357) helpdesk@wichita.edu |
Access to Finance Organization Codes

Access to financial information is restricted to authorized budget review officers, budget officers and support personnel.

If an individual requires access to specific financial organizations, the budget officer is asked to send the following information to Teresa.Moore@wichita.edu:

- Individual’s name and myWSU ID
- Organization codes(s) they need access to or be removed from.

Access Approve Documents

There are two different ways to approve requisitions from the portal, http://myWSU.wichita.edu.

1. Approval Alerts channel

   1. Logon to http://myWSU.wichita.edu using your myWSU ID and password.

   2. From the Faculty/Staff Resources tab, locate the Approval Alerts channel.

   3. Click Next Approver or All Documents (back-up approvers).

   Approve Documents will display, described on the next page.

2. Self Service Finance

   1. Logon to http://myWSU.wichita.edu using your myWSU ID and password.

   2. From the Faculty/Staff Resources tab, click Banner Self-Service to expand the folder.

   3. Select Finance and Approve Documents.

   If you are a back up approver, change the radio button selection to:
   All documents which you may approve.

   Click the Submit Query button.
Approve Documents

Select the Document Number link to display the details of a document. Select the History link to display the approval history of the Document, if enabled, to approve the document. Select the Disapprove link, if enabled, to disapprove the document.

<table>
<thead>
<tr>
<th>User ID</th>
<th>Document Number</th>
<th>Documents Shown:</th>
<th>Queue Type</th>
<th>Amount</th>
<th>NSF</th>
<th>Type</th>
<th>Change Seq #</th>
<th>Sub #</th>
<th>Originating User</th>
<th>Amount</th>
<th>Queue Type (DOC)</th>
<th>Document</th>
<th>History</th>
<th>Approve</th>
<th>Approve</th>
<th>Disapprove</th>
</tr>
</thead>
<tbody>
<tr>
<td>T748A29</td>
<td>Y</td>
<td>&quot;Y&quot;</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Becker North</td>
<td></td>
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</tbody>
</table>

Next Approver  "Y" indicates the user is the requisition’s next approver in the approval queue. The approval process is not complete until all approvals have been satisfied.

Type  The document type code represents the type of document. Only Requisitions (REQ) are displayed.

NSF  If a non-sufficient funds (NSF) condition exists for a specific requisition, it will be noted here. For more information, see Non-Sufficient Funds Checking below.

Change Seq # and Sub #  These columns are blank for requisitions.

Originating User  The myWSU ID of the user who originated the requisition in Banner.

Amount  Transaction dollar amount of the requisition.

Queue Type (DOC)  The document is in an approval queue awaiting approval.

Document  Click on a Document number to view the details of the requisition. See Document below for more information.

History  View the approval history of the requisition. See History below for more information.

Approve  If the user has approval authority, Approve is underlined. See Approving Requisitions below for more information.

Disapprove  An approver or the requisition’s requestor can Disapprove (deny) a requisition. See Disapproving Requisitions below for more information.
Non-Sufficient Funds Checking

**NSF Checking**
Non-Sufficient Funds (NSF) checking is activated for requisitions.

Appropriate budget amounts must exist at the **Fund**, **Organization** and **Program** level for the combined **Other Operating Expenditures** (OOE).

If funding is not available, the Approver is to disapprove the requisition. This action will move the requisition back to an incomplete status. The following steps are completed by the requestor (originator) in Banner:

- Select an alternate funding source and complete the requisition
- Submit a budget adjustment to move sufficient funds to cover the expenditure. Due to the amount of time this can take, it is recommended that the requisition requestor delete the requisition in Banner until proper funding is available. This will release the reservation of funds in Banner.

The budget officer is responsible for their organization code’s budget!

It is the responsibility of the requisition requestor to periodically review incomplete requisitions. Incomplete requisitions must be completed or deleted.

**Document**

**Review information**
Prior to approving the requisition, the approver is to review the entries and verify the information. For example:

- Is the document in Non-Sufficient Funds? (NSF column blank)
- Is the Vendor correct?
- Are the correct number of items and price listed in **Requisition Commodities**?
- Is the correct FOAPAL string selected?

*Continued on next page*
### Requisition Header

<table>
<thead>
<tr>
<th>Requisition</th>
<th>Order Date</th>
<th>Trans Date</th>
<th>Delivery Date</th>
<th>Print Date</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>R0004942</td>
<td>Jun 20, 2008</td>
<td>Jan 20, 2008</td>
<td>Jun 30, 2008</td>
<td></td>
<td>$3,960.00</td>
</tr>
</tbody>
</table>

**Origin:** BANNER  
**Complete:** Y  
**Approved:** N  
**Type:** Procurement  
**Cancel Reason:** Date

**Requestor:**  
Kim Jantz  
102809  
MRC - Classroom Media Services  
310978- X 7754  
kim.jantz@wichita.edu

**Accounting:**  
Document Level

**Ship to:**  
Media Resources Center  
1845 Fairmount, Campus Box 57  
Room 152  
Media Resources 1st  
Wichita, KS 67260-0057

**Attention:**  
Kim Jantz

**Contact:**  
Kim Jantz  
316-978-3575 X 7754

**Vendor:**  
Senna Technology Systems  
1109 Gambrell St  
Greenwood, MO 64034-9609

**Phone:**  
888-395-5842  
**Fax:**  
816-537-5797

### Requisition Commodities

<table>
<thead>
<tr>
<th>Item Commodity Description</th>
<th>U/M</th>
<th>Qty</th>
<th>Unit Price</th>
<th>Ext Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Panasonic PT-F200NTU projectors EA</td>
<td>1.049</td>
<td>2</td>
<td>1845</td>
<td>3,690.00</td>
</tr>
</tbody>
</table>

*State Contract #06311 through Senna Tech Systems - Projectors to be placed in "Master" classrooms #224 & #324 in McKinley Hall. These items are listed on the State Contract with Senna.*

<table>
<thead>
<tr>
<th>Item Commodity Description</th>
<th>U/M</th>
<th>Qty</th>
<th>Unit Price</th>
<th>Ext Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief RPK mounts for projectors EA</td>
<td>2.340</td>
<td>2</td>
<td>135</td>
<td>270.00</td>
</tr>
</tbody>
</table>

Total: $3,960.00

### Requisition Accounting

- Seg#:  
- COA:  
- FY:  
- Index:  
- Fund:  
- Org#:  
- Acct#:  
- Prog#:  
- Activ Locn:  
- Proj:  
- NSF:  
- Susp:  
- Proj NSF:  
- Susp:  
- Amount:  

Total of displayed sequences: $3,960.00

- No Related Documents Available
History

The History link displays the requisition’s approval history.

Example 1

In this example, requisition will be charged to a grant. The requisition is awaiting approval from:

- the organization code’s approver
- the organization code’s backup approver
- first level of approval in Research Administration
- second level of approval in Research Administration

Example 2

This requisition was first denied by the requestor, shown in Approvals recorded.

After making correcting entries, the requestor completed the requisition and it was routed to the appropriate approver.

Example 3

An approved requisition.

The approval history is shown under Approvals recorded.
Approve

After verifying the entries on the requisition and that the requisition has the appropriate funding (NSF box is blank), the approver selects the Approve option.

Document information and Comment entry

*Document information* is displayed.

A default message appears in the **Comment**: box and be overwritten.

Text is limited to 180 characters.

Approve Document button

Click on the **Approve Document** button.

This message will display after the requisition is approved.  
*Document R000XXX has your approval*

Non-sufficient funds

If the approver approves a requisition without the appropriate OOE funds for the organization, this message will display:

*Document R000XXXX has your approval but remains in non-sufficient funds.*

The requisition can be denied by the next approver in the approval queue or by the finance area.
Disapprove

Approvers can deny or disapprove a requisition. The requisition will be flagged as Incomplete and can be revised or deleted by the requestor in Banner.

The originator (requestor) can also disapprove requisitions they created using the same steps.

Locate the requisition to be disapproved (denied) and select Disapprove.

Document information and Comment entry

A default message appears in the Comment: box and can be overwritten. Text is limited to 180 characters.

The requestor can view the comment in Banner.

➢ Explain why the requisition is disapproved. The requestor will use this information to make appropriate changes in Banner and complete the requisition for approval.

➢ The approver is to enter their name or initials at the end of the message.

Cancel button

Press Cancel to clear the disapprove document message and return to the previous window with no action.

Disapprove Document button

Click on the Disapprove Document button to complete the transaction.

This message will display after the requisition is disapproved.

Document R000XXXX has been disapproved by you.