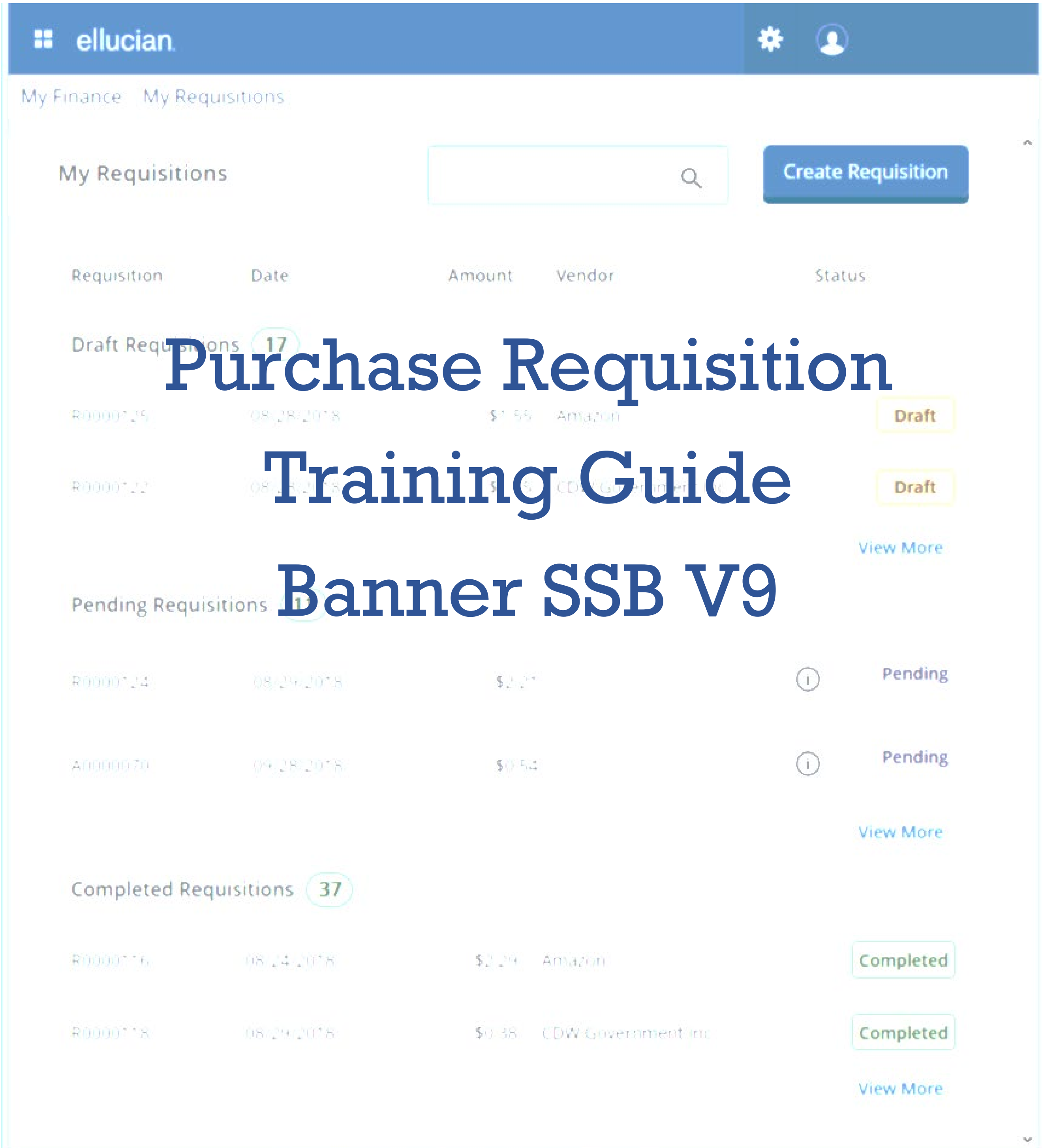


Purchase Requisition Training Guide Banner SSB V9

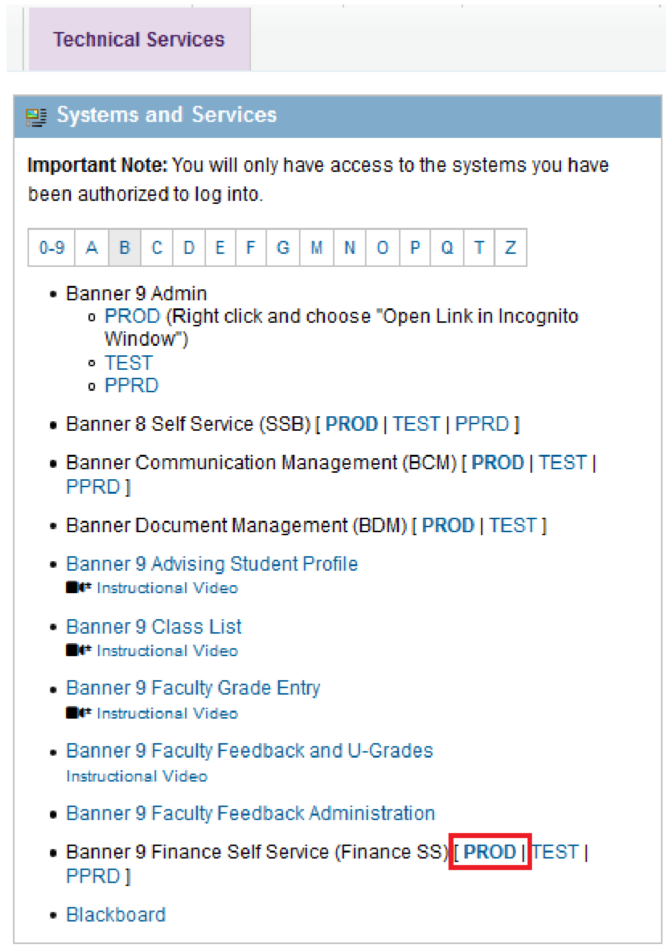
Date: Updated December 2020

Table of Contents

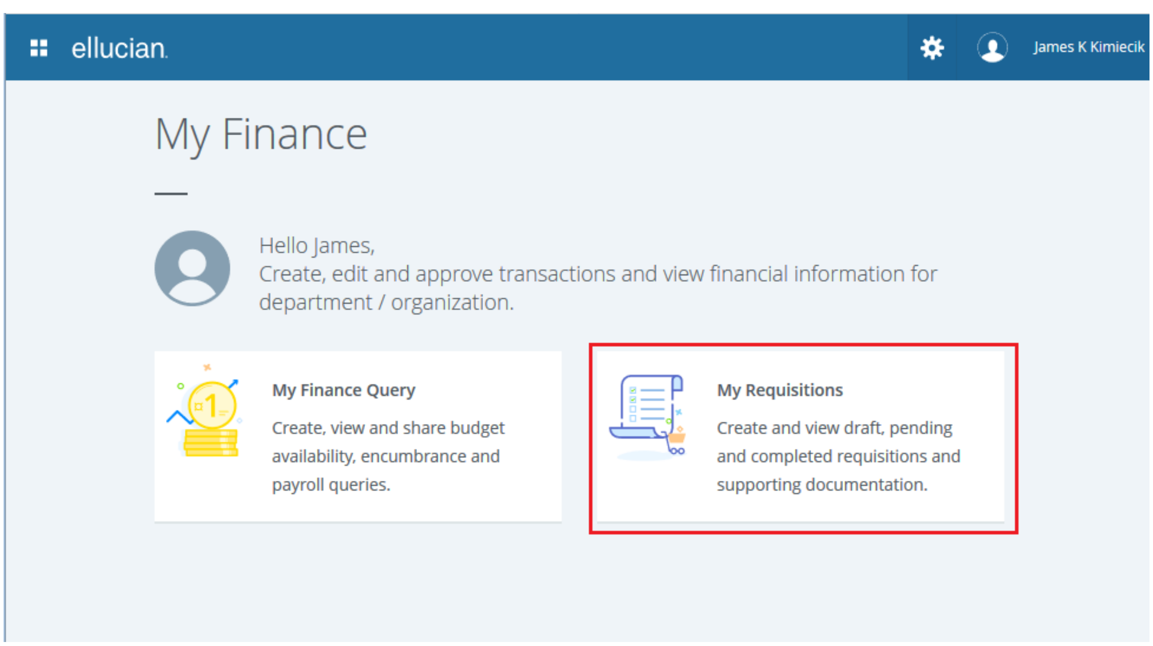
Access Banner SSB Version 9 to Process Purchase Requisitions

Use Firefox or Chrome as your internet browser to access Banner SSB. (*Do NOT use Internet Explorer.)*

My.SUNYOrange.edu => Technical Services tab

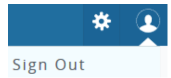


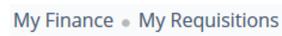
On the opening screen, click 'My Requisitions'.



Purchase Requisition – Understanding the Main Menu

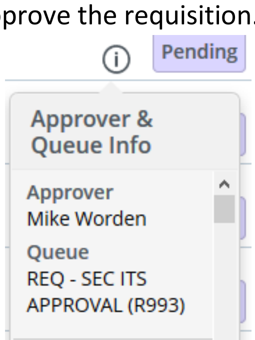
The main menu will provide information for all purchase requisitions that you created.

- To Log Off, click on the  icon and click on 'Sign Out'. 

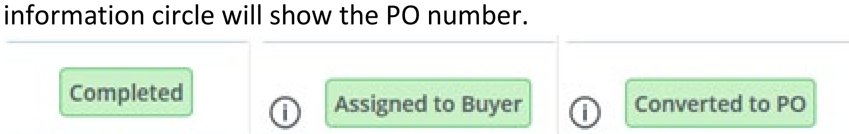
- Breadcrumbs are provide to return to a prior page. 

- There are three sections on the home page: Draft Requisitions; Pending Requisitions; and Completed Requisitions.
    - Draft Requisitions are incomplete. They can be updated/modified and submitted for approval. Requisitions that have been denied will appear in this section as "Disapproved". Requisition that have not been complete are labeled "Draft."
    - Pending Requisitions have been completed and are waiting for approval. (View only)
    - Completed Requisitions have been approved and are in the Business Office queue. (View only)
- Each Section has a view more button 

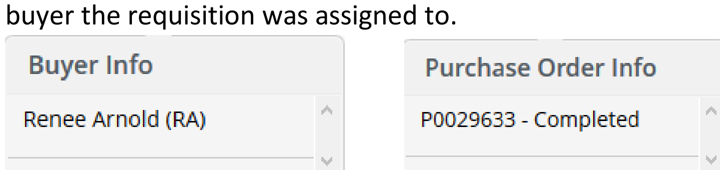
. View more will open the section to display all Requisitions within the selected section.
- Click on the 'Information' icon  to display note pertinent to the requisition.
    - For a Pending Requisition, the information icon will display the queue(s) & Approver(s) required to approve the requisition.



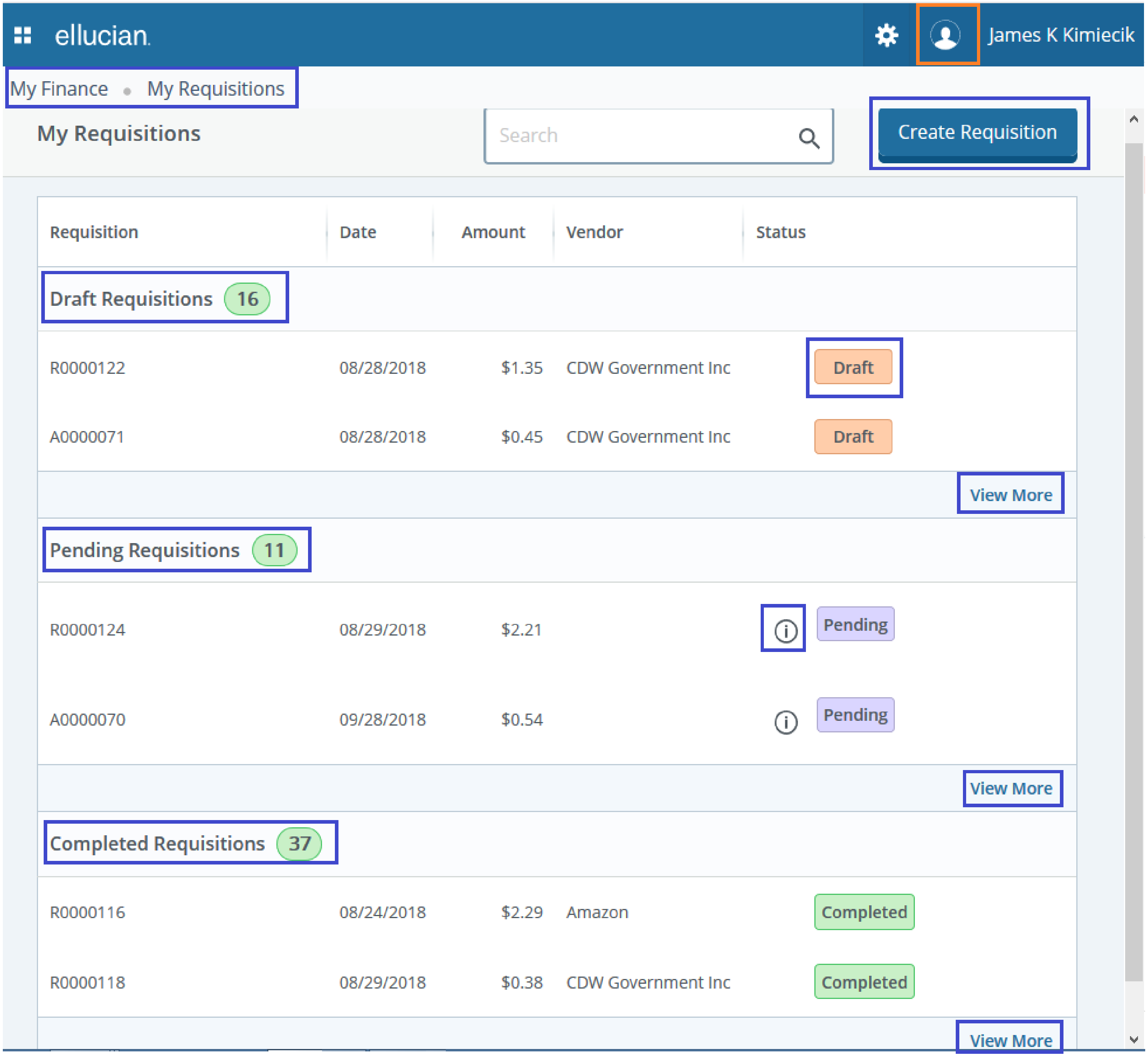
    - For a Completed requisition, there are three statuses: Completed; Assigned to Buyer; and Converted to PO. Completed indicates the PO has been approved. Assigned to Buyer is the first process the requisition goes through in the Business Office. The buyers name will appear in the informational circle. When the process is completed, the PO status will be displayed as 'Converted to a PO'. The information circle will show the PO number.



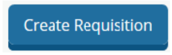
    - Informational messages in this section will indicate the PO number for a Completed Requisition, or the buyer the requisition was assigned to.



Main Menu:


ellucian.
James K Kimiecik
My Finance • My Requisitions
My Requisitions
Search
Create Requisition
Requisition
Date
Amount
Vendor
Status
Draft Requisitions 16
R0000122 08/28/2018 $1.35 CDW Government Inc Draft
A0000071 08/28/2018 $0.45 CDW Government Inc Draft
View More
Pending Requisitions 11
R0000124 08/29/2018 $2.21 Pending
A0000070 09/28/2018 $0.54 Pending
View More
Completed Requisitions 37
R0000116 08/24/2018 $2.29 Amazon Completed
R0000118 08/29/2018 $0.38 CDW Government Inc Completed
View More

Create Requisition – Create a New Requisition with Single Accounting Code

On the main Requisition menu click on Create Requisition 

The Requisition form will be displayed.

Requestor Information Tab

The first tab of the Requisition form will display. On this tab, the Requestor Name, Transaction Date, Email, Accounting Type, Chart of Accounts, Organization, and Ship to Location are required to be filled in. In most cases these fields will be pre-filled for you. (See example on next page.)

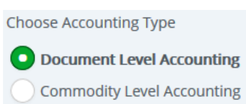
Enter the "**Deliver Date**" by entering a 'T' in the field and then pressing the TAB key or click on the calendar icon and choose a date. The Delivery Date is an estimated date for when you want the goods to arrive. Delivery date is a required field

Document Comments - Comments are optional. When appropriate, include Vendor Name, Address, Contract Number, or any other pertinent ordering information. Use comments to specify who the requisition order is for, inside delivery information, etc. Public comments will print on the requisition. Private comments will not print on the requisition. (See Appendix E for a printed example)

If all fields are correct, you can click on 'Next' to proceed to the second page of the form.

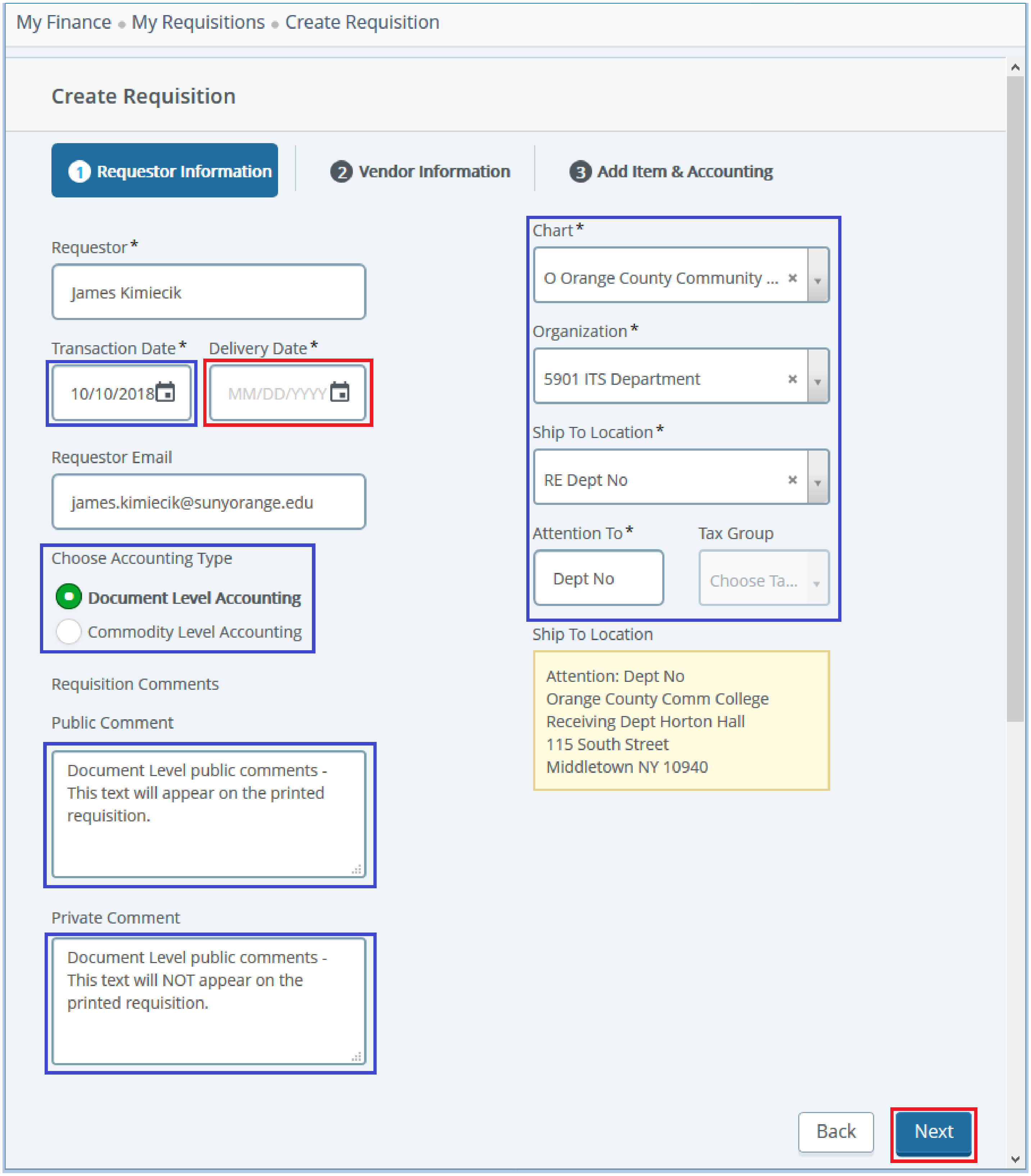
You can change or modify fields on the form:

- Transaction Date – You can change the transaction date. This may be appropriate if it is near the end of fiscal year and your order is for the next fiscal year.
- Document Level Accounting – **Document Level Accounting will be selected by default. This is the default if all items on the requisition will be charged to the same account code.**

  If multiple items will be ordered and charged to different accounting codes, you must use Commodity Level Accounting. (This will be discussed later in the document.)
- Organization – Every profile will have a default organization code. If you order goods for multiple departments, you may need to change the Organization code for correct billing. If you want your default organization code changed, submit a ticket via the helpdesk.
- Ship to Locations - Every profile will have a default Ship to Location. Ship to Location can be modified. The main ship to location codes are: RE – Middletown; NC - Newburgh default; PK -Picking up Order; SE –See Below-for Contracts) If you want your default Ship to Location changed, submit a ticket via the helpdesk.
- Document Comments - Comments are optional. They can be used to specify who the requisition order is for, inside delivery information, etc. Public comments will print on the requisition. Private comments will NOT print on the requisition. (See Appendix E for a printed example)

It is NOT recommended that you change any other fields unless instructed to do so.

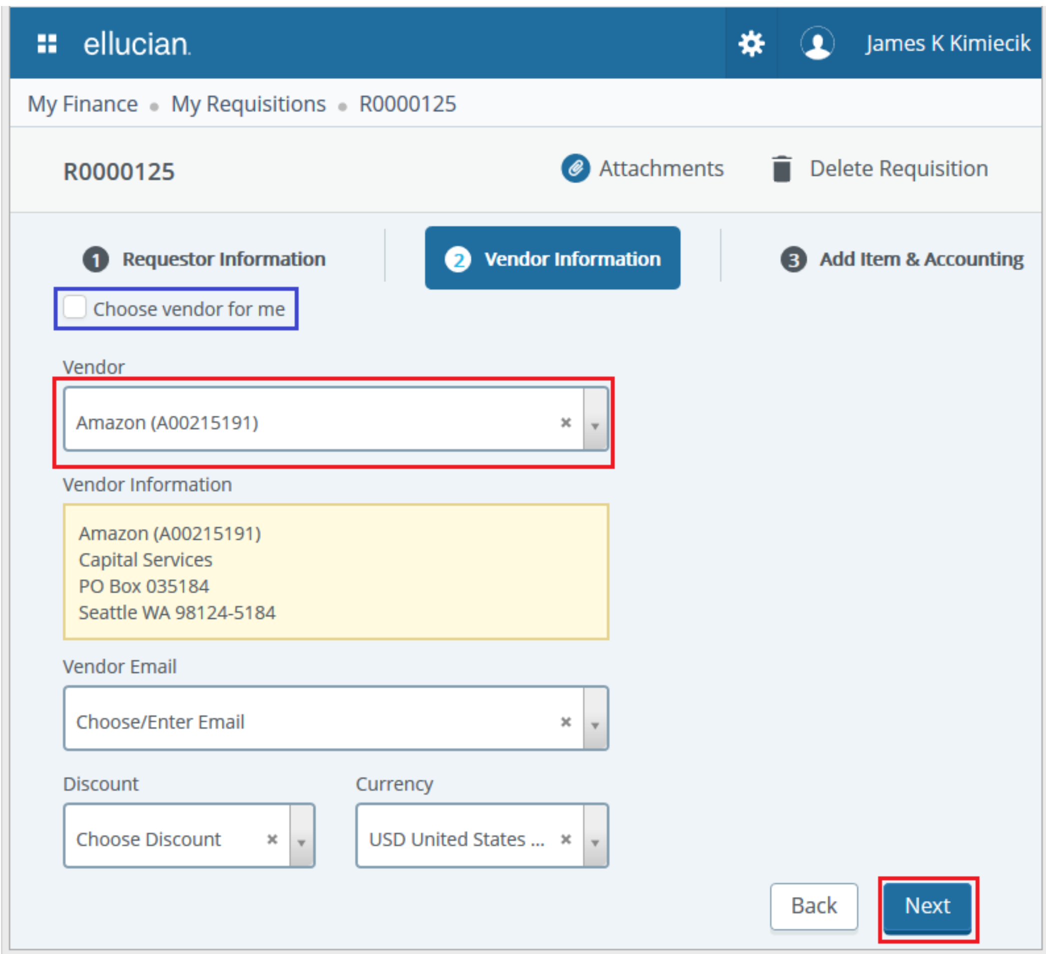

My Finance • My Requisitions • Create Requisition
Create Requisition
1 Requestor Information
2 Vendor Information
3 Add Item & Accounting
Requestor *
James Kimiecik
Transaction Date *
10/10/2018
Delivery Date *
MM/DD/YYYY
Requestor Email
james.kimiecik@sunyorange.edu
Choose Accounting Type
Document Level Accounting
Commodity Level Accounting
Requisition Comments
Public Comment
Document Level public comments - This text will appear on the printed requisition.
Private Comment
Document Level public comments - This text will NOT appear on the printed requisition.
Chart *
O Orange County Community ...
Organization *
5901 ITS Department
Ship To Location *
RE Dept No
Attention To *
Dept No
Tax Group
Choose Ta...
Ship To Location
Attention: Dept No
Orange County Comm College
Receiving Dept Horton Hall
115 South Street
Middletown NY 10940
Back
Next

Vendor Information Tab

The second tab on the form is for Vendor Information.

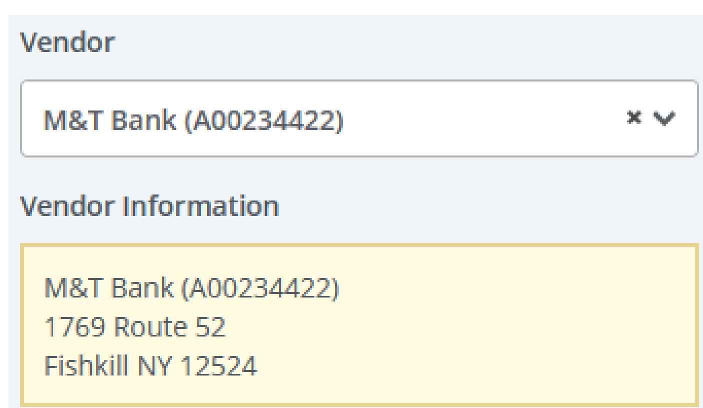
Type in the name of a vendor, or the partial name of a vendor. A list of vendors matching your search criteria will display. Select a vendor from the list. If a vendor does not appear on the list, you will have to contact Purchasing and request that the vendor be added to Banner.

If you can not find a vendor or do not know what vendor to select, check the box "Choose Vendor For Me." Purchasing will select the best vendor for the item(s) ordered when completing the Purchase Order.
Click 'Next' to continue.



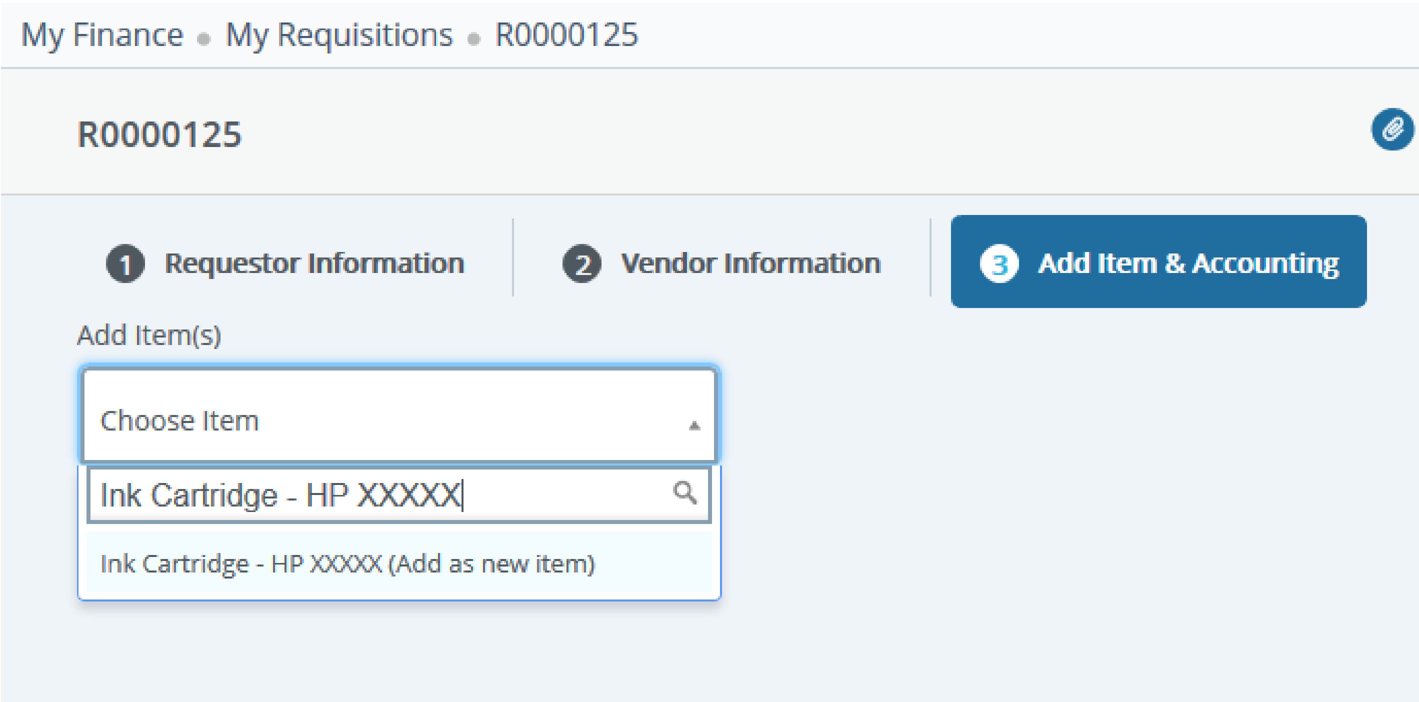
Using the SUNY Orange Credit Card – M&T Bank

For Requistions that will be charge to the **SUNY Orange credit card use vendor M&T Bank, vendor number A00234422.** You will need to scroll through the list to find M&T Bank or search on the vendor name or number.



Add Item & Accounting Tab

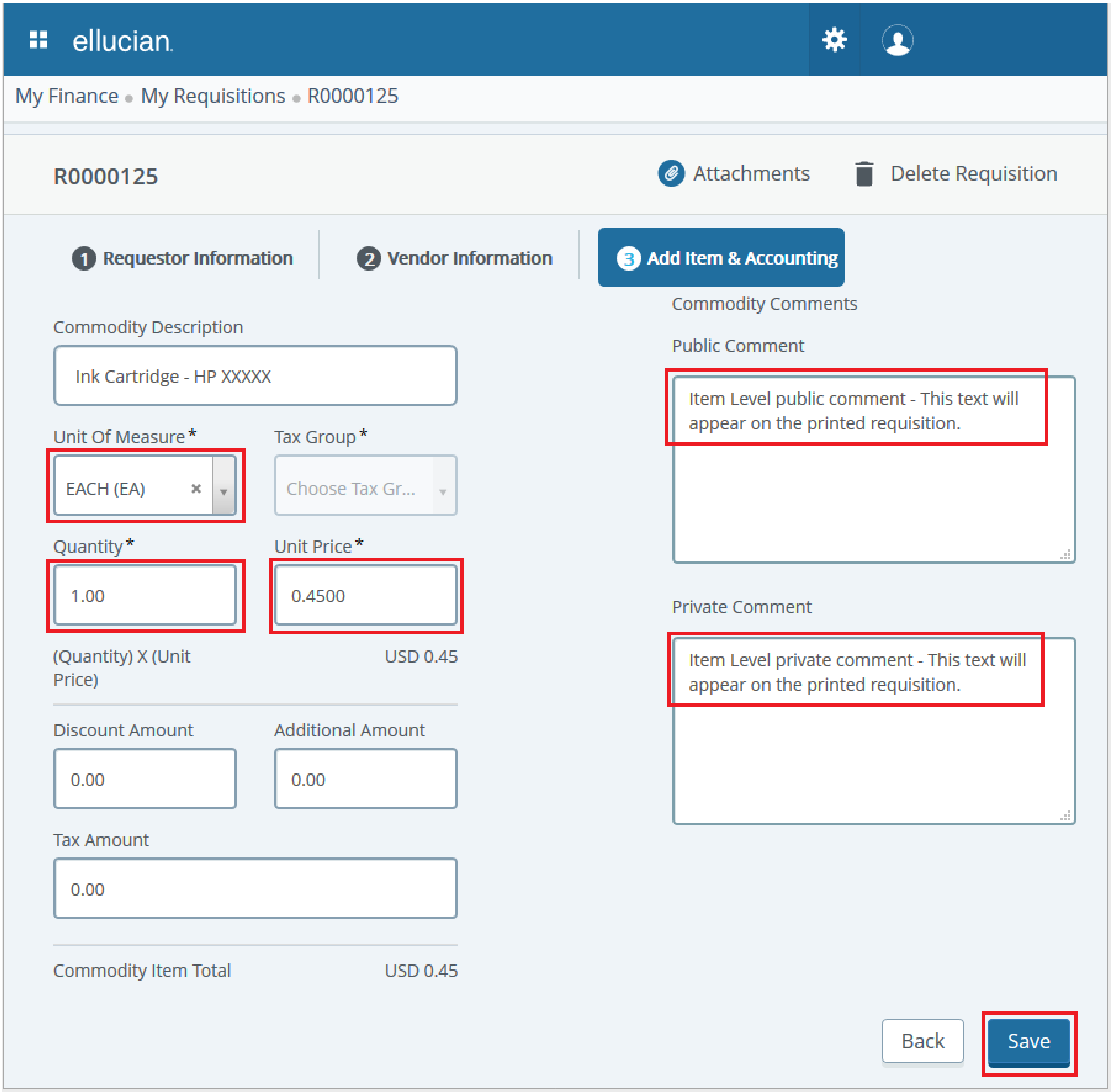
Add an item to order. Enter free form text for the item. Press the TAB key or ENTER key on your keyboard.



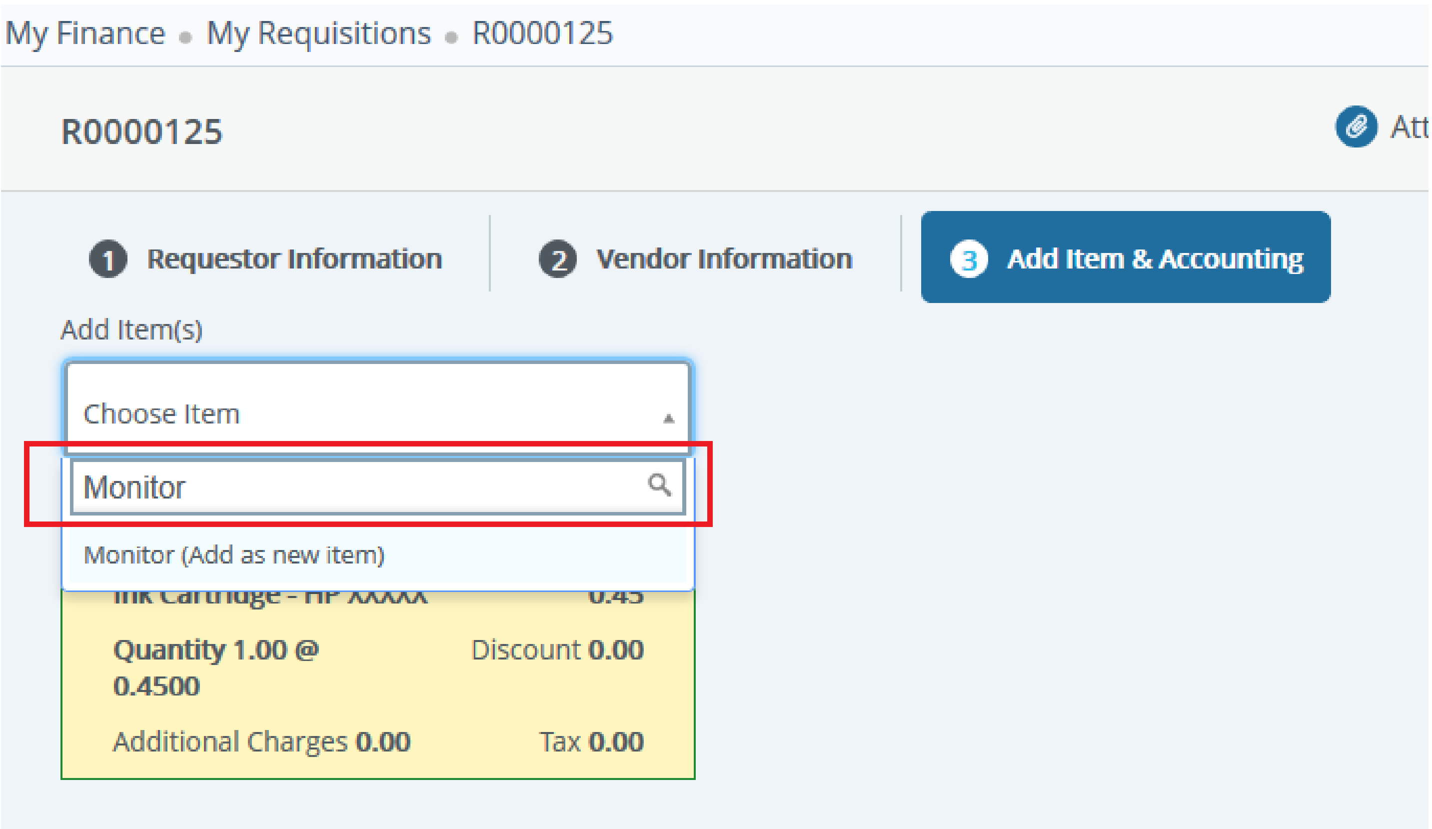
Add the Unit of Measure, Quantity, and Unit Price. (Require Fields) Click on 'Save'. 

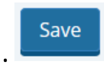
Commonly used Unit of Measure: (EA=Each, CS=Case, DA=Dozen, etc.).

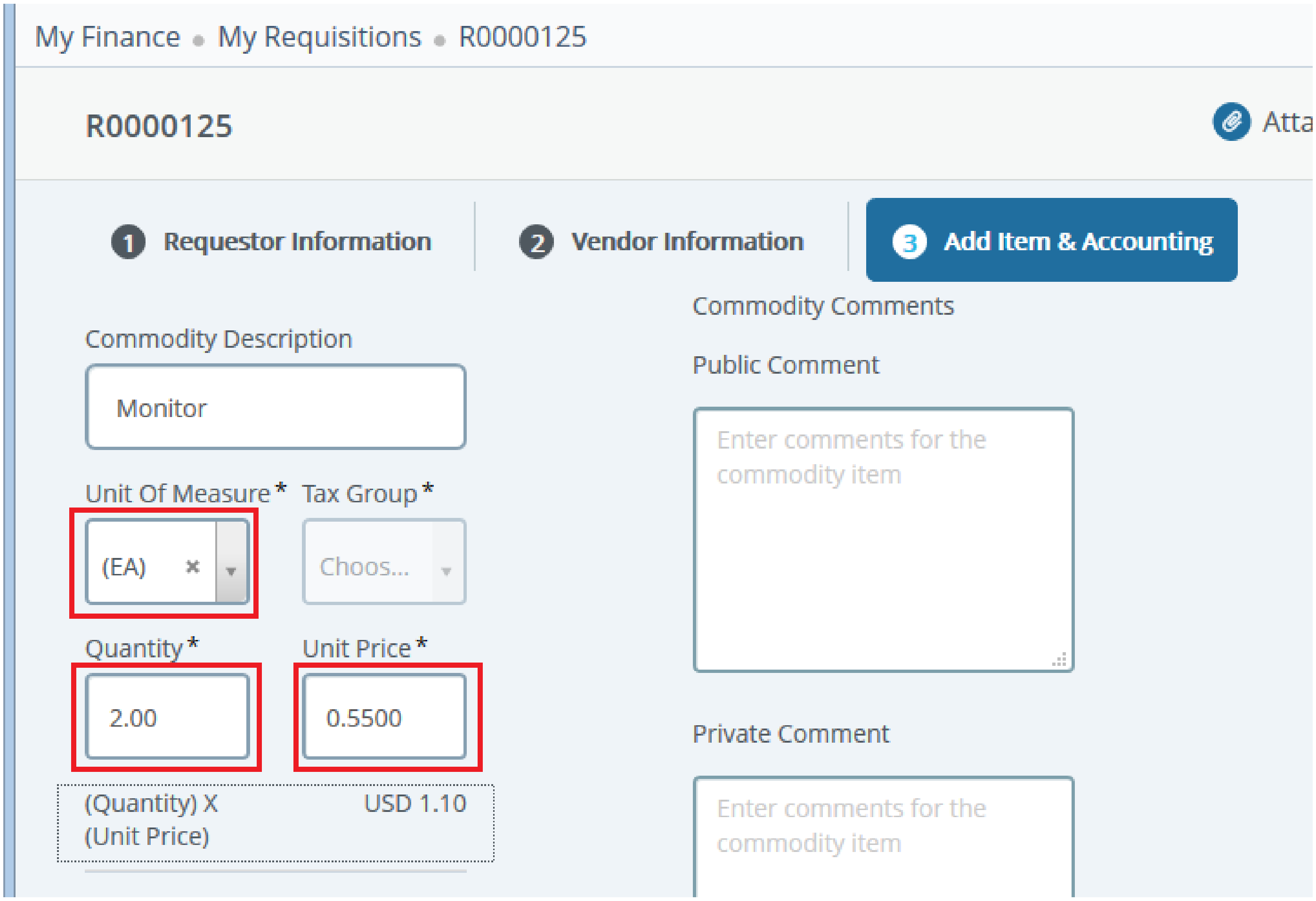
Comments are optional. They can be used to specify who an item was order for, etc. (See Appendix E for a printed example or a requisition.)



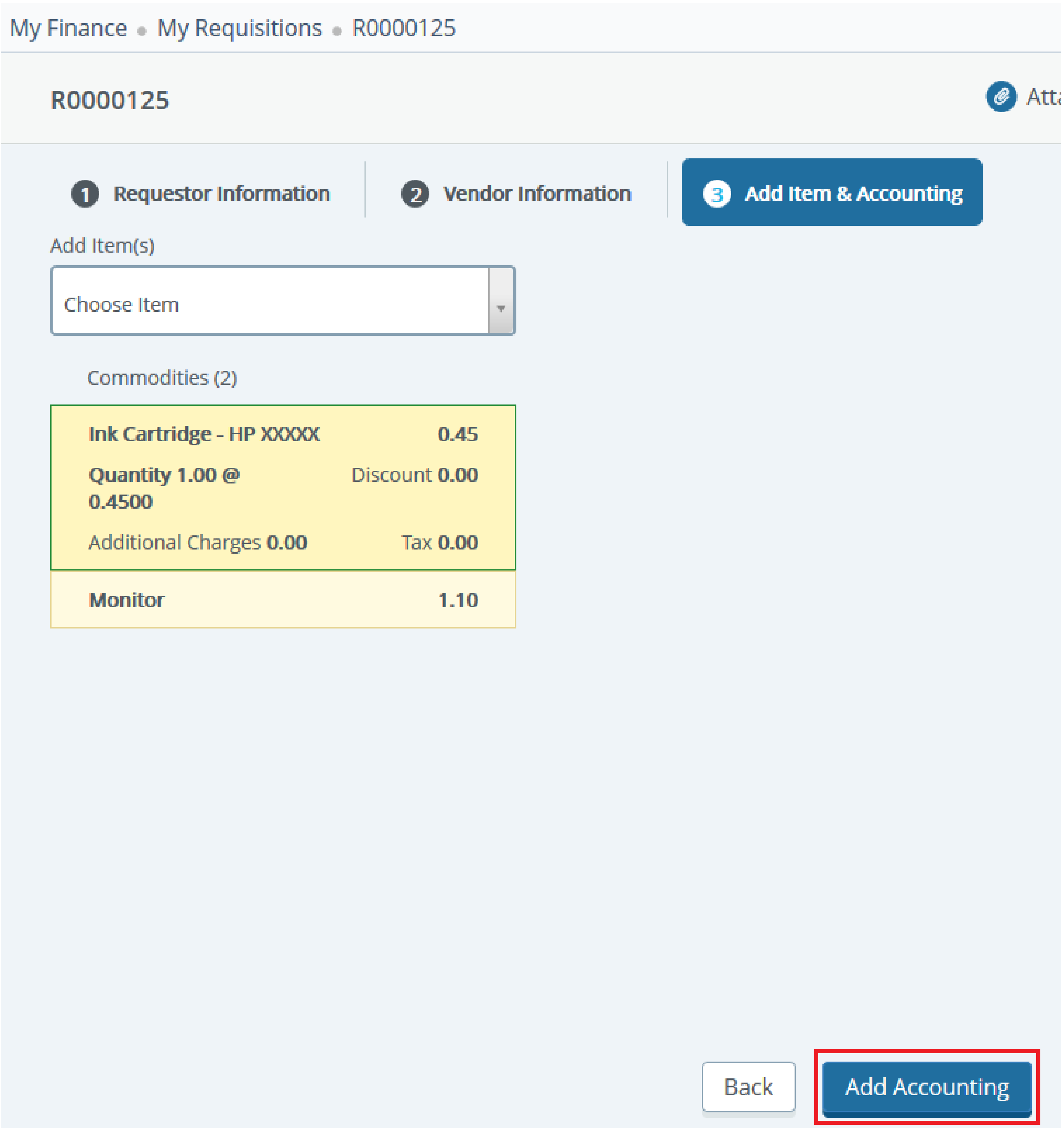
If a second item needs to be ordered, enter the item description in the 'Add Item(s)' field. Press the TAB key or ENTER key on your keyboard.



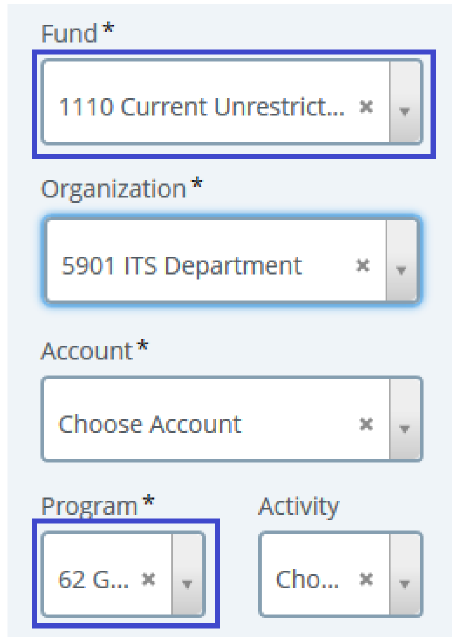
For the second item, enter the unit of measure, Quantity, and Unit Price. (Require Fields) Click 'Save'. 



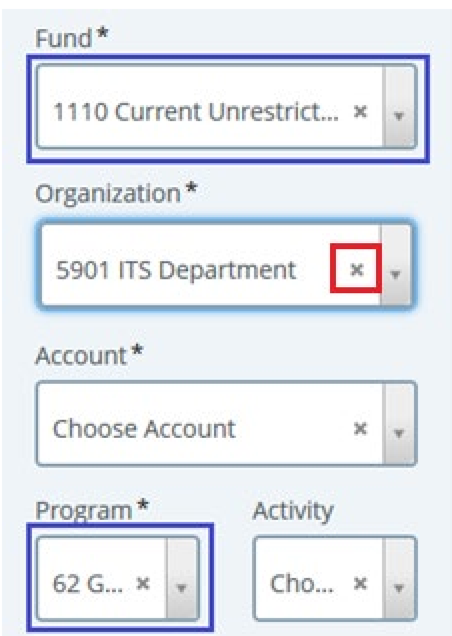
When all items have been added, click on 'Add Accounting'.

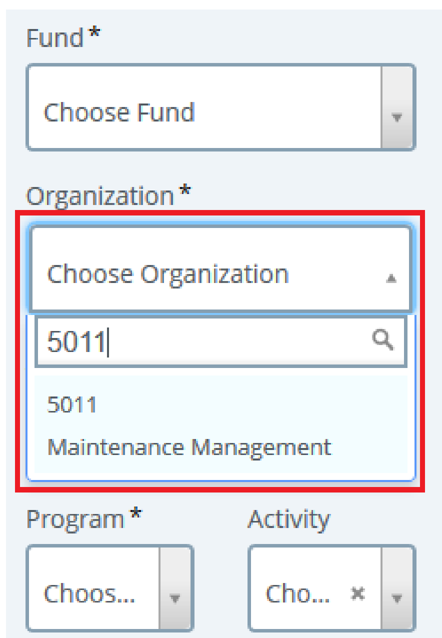


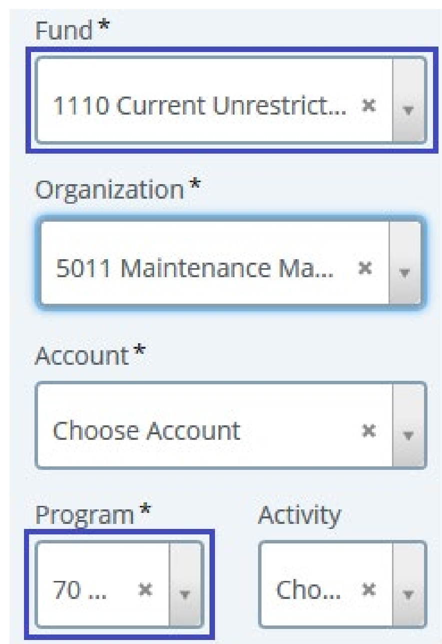
Organization code, Fund, and Program are pre-filled with your default value



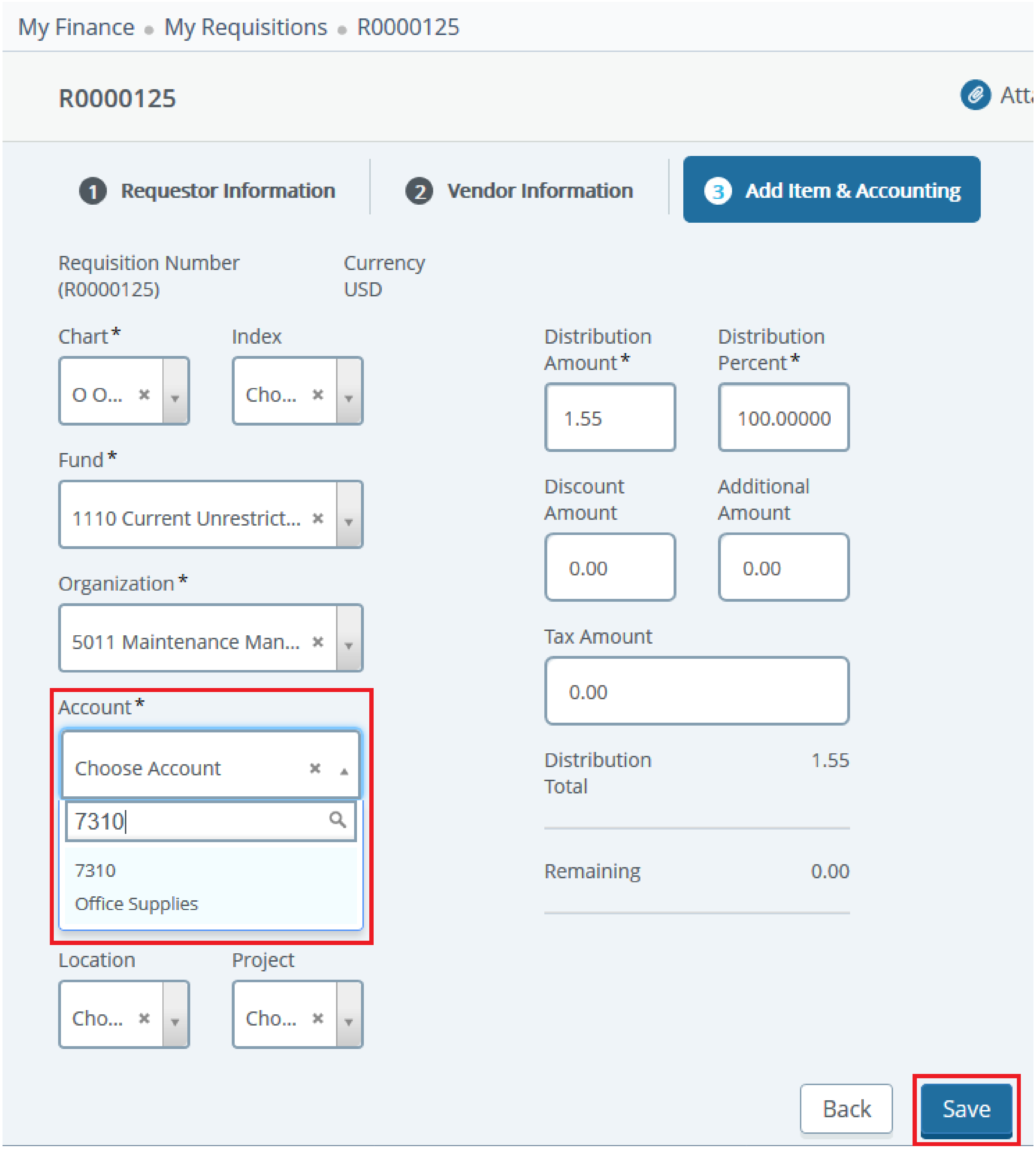
If you are ordering items for a different organization, change the Organization code first. If you change the organization code first, the correct Fund and Program code will automatically fill in for you.





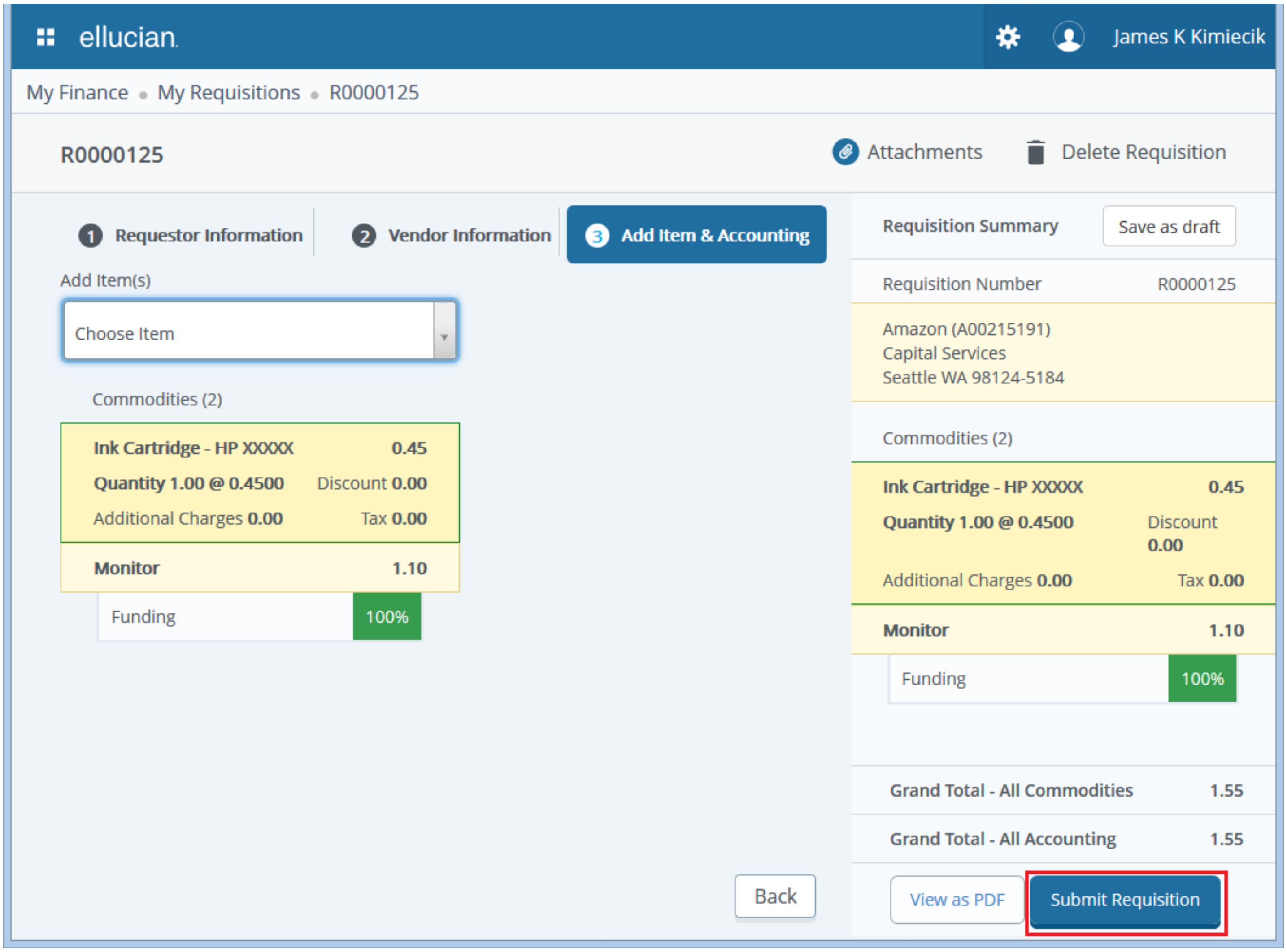


Add the Account Code. Press the ENTER key on the keyboard. Click 'Save' when done.



Submit Requisition

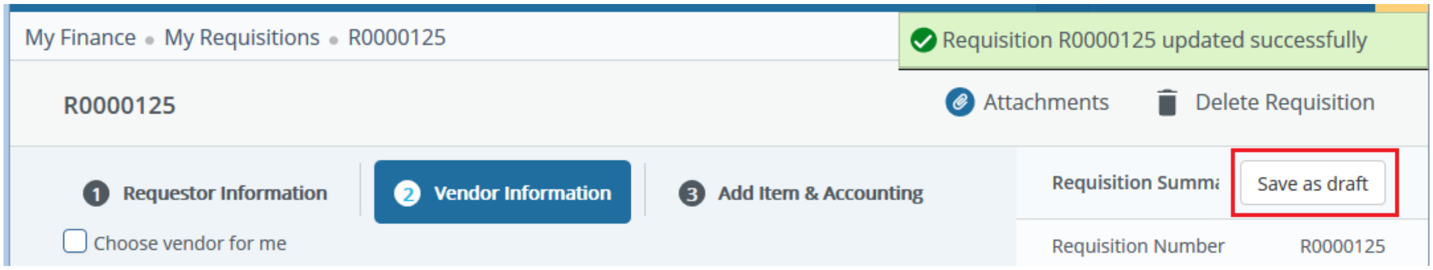
Review the Requisition for accuracy. When completed click 'Submit Requisition'. Once the Requisition is submitted you cannot make any changes.



When the requisition is approved, you will receive and email request for supporting documentation. Attach and send the required documentation to requisitions@sunyorange.edu. (See Appendix A)

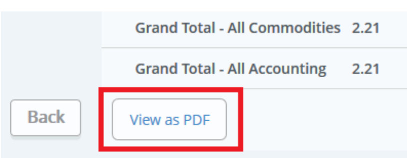
Save as a draft

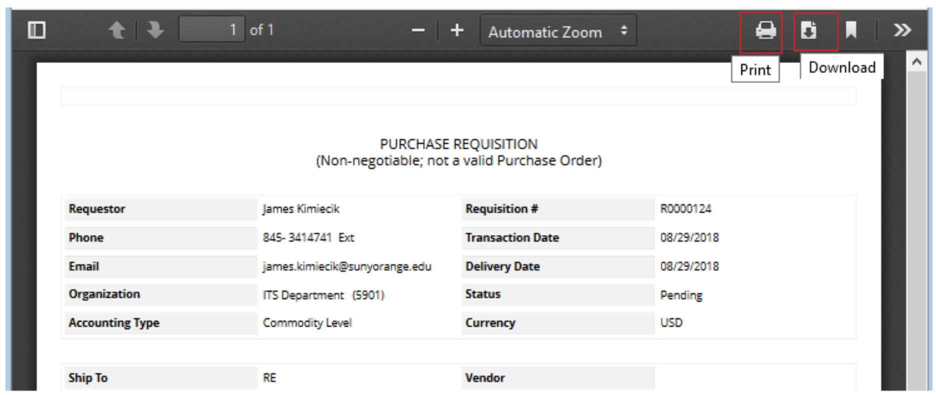
At any time during the creation of the Purchase Requisition, you can click on 'Save as a draft' to save your form. You can return to it later to update and submit your Requisition. (Note: Remember your Requisition number.)



Print Requisition

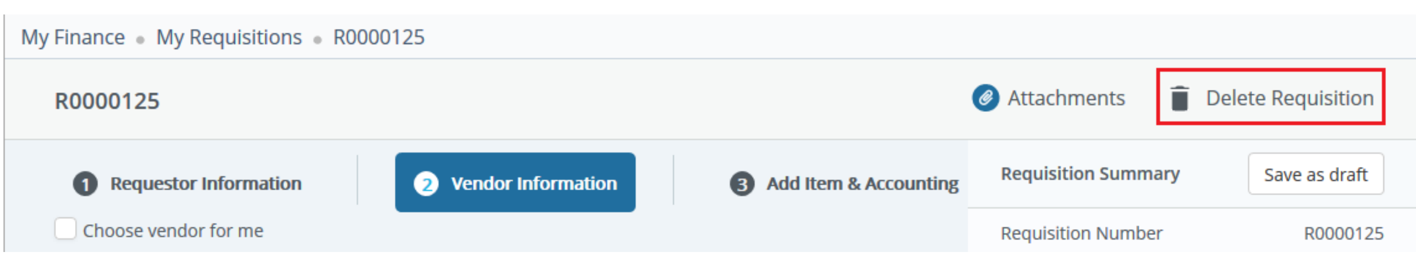
At the bottom right of select requisition screens, there is a 'View as PDF' button. You can view any requisition as a PDF, download the requisition as a PDF, or print the PDF.



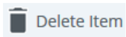


Delete Requisition

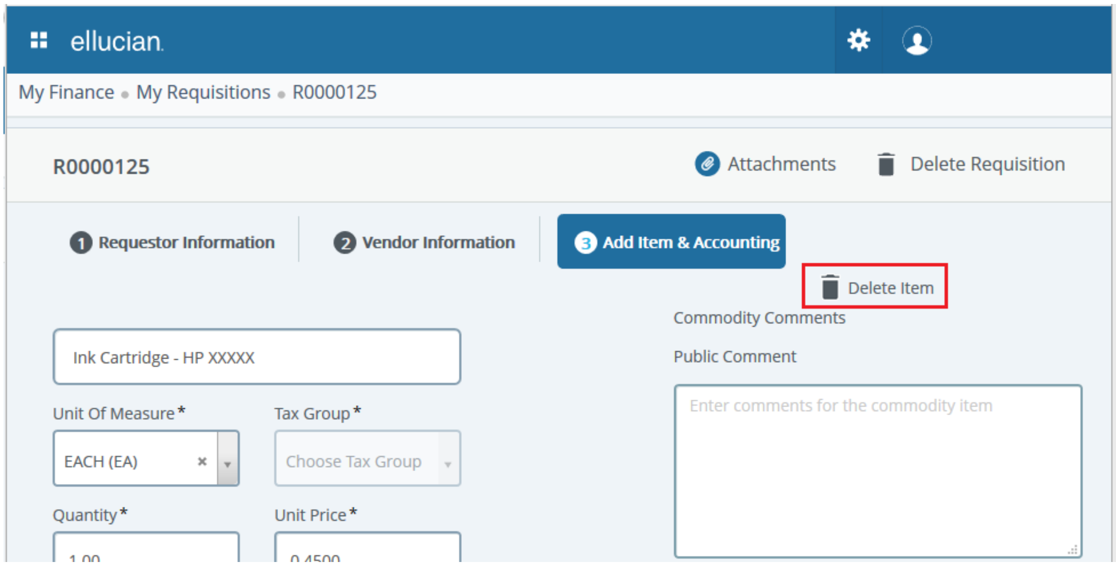
A "Draft" or "Disapproved" Requisition can be deleted by clicking on 'Delete Requisition'. If you create a requisition and decide it is no longer needed, you have the ability to delete the requisition. It is a good practice to delete requisitions if you are not going to submit them as a valid order. (This will release encumbered funds being held by the requisition.)



Delete an Item

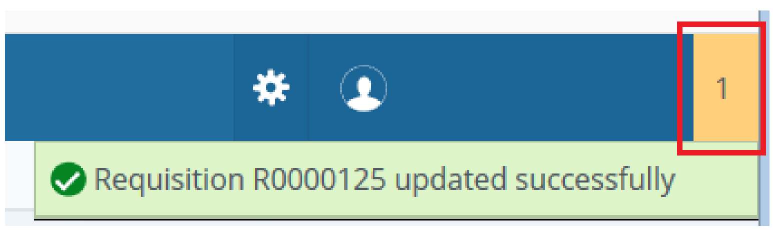
The 'Delete Item' 

icon will allow you to delete a single item from the requisition when you return to edit it.



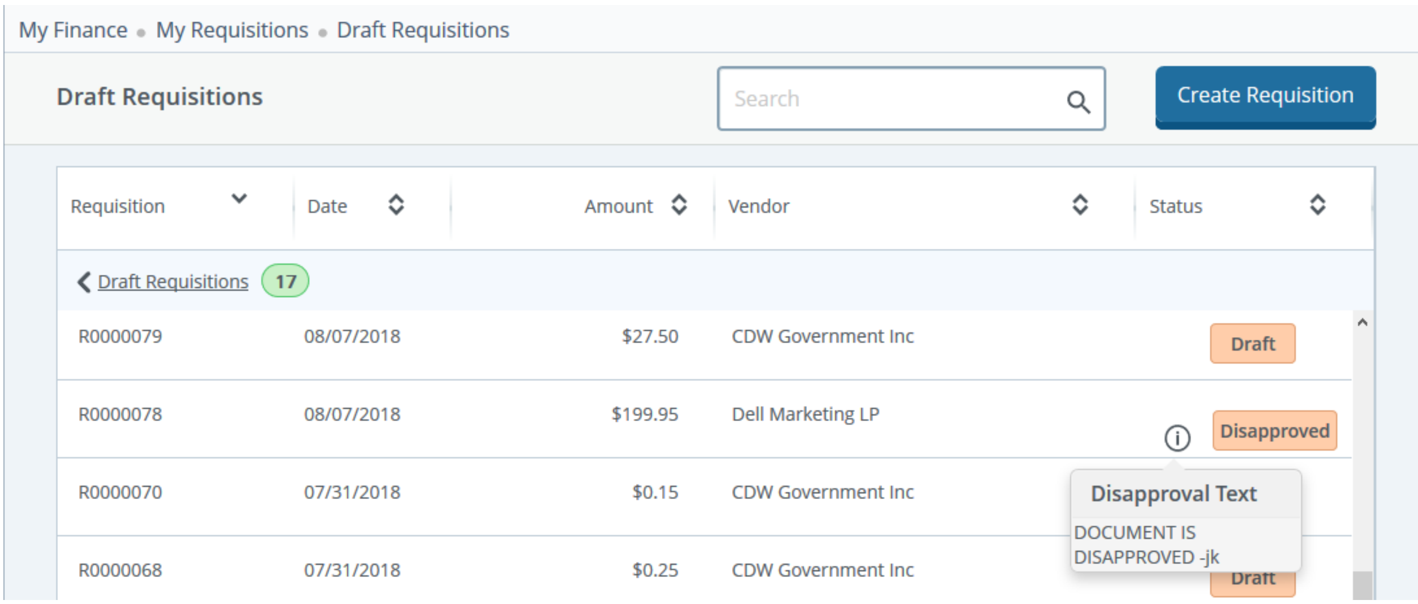
Message Area

Messages will appear in the upper right corner of the form. The messages will indicate if an update was saved or if you have an error on the form. These messages can be toggled on and off by clicking within the orange box.



Returning to a Denied Requisition

If your requisition has been denied by an approver, it will be returned to you and appear in your Draft Requisitions. A "Disapproved" requisition can be modified and submitted again for approval. Click on the requisition to edit it. If the approver typed a comment when denying the requisition, it will appear by clicking on the informational icon.



Denied Requisition: After you complete a requisition, the approver can approve or deny the requisition. If the requisition is denied, there may be a valid reason for the denial. The wrong charge code may have been entered, a contract number was not included that is required, description of the goods need to be modified, quantity is incorrect, funds are not available, etc. Ask the approved why the requisition was denied and if it needs to be corrected or deleted.

A completed requisition cannot be changed. However, if the requisition is denied by the approver, the requisition can be modified and corrected. After completing your changes, click on 'Submit Requisition'. The requisition will be routed back to the approver.

Create a Requisition using Multiple Accounting Codes

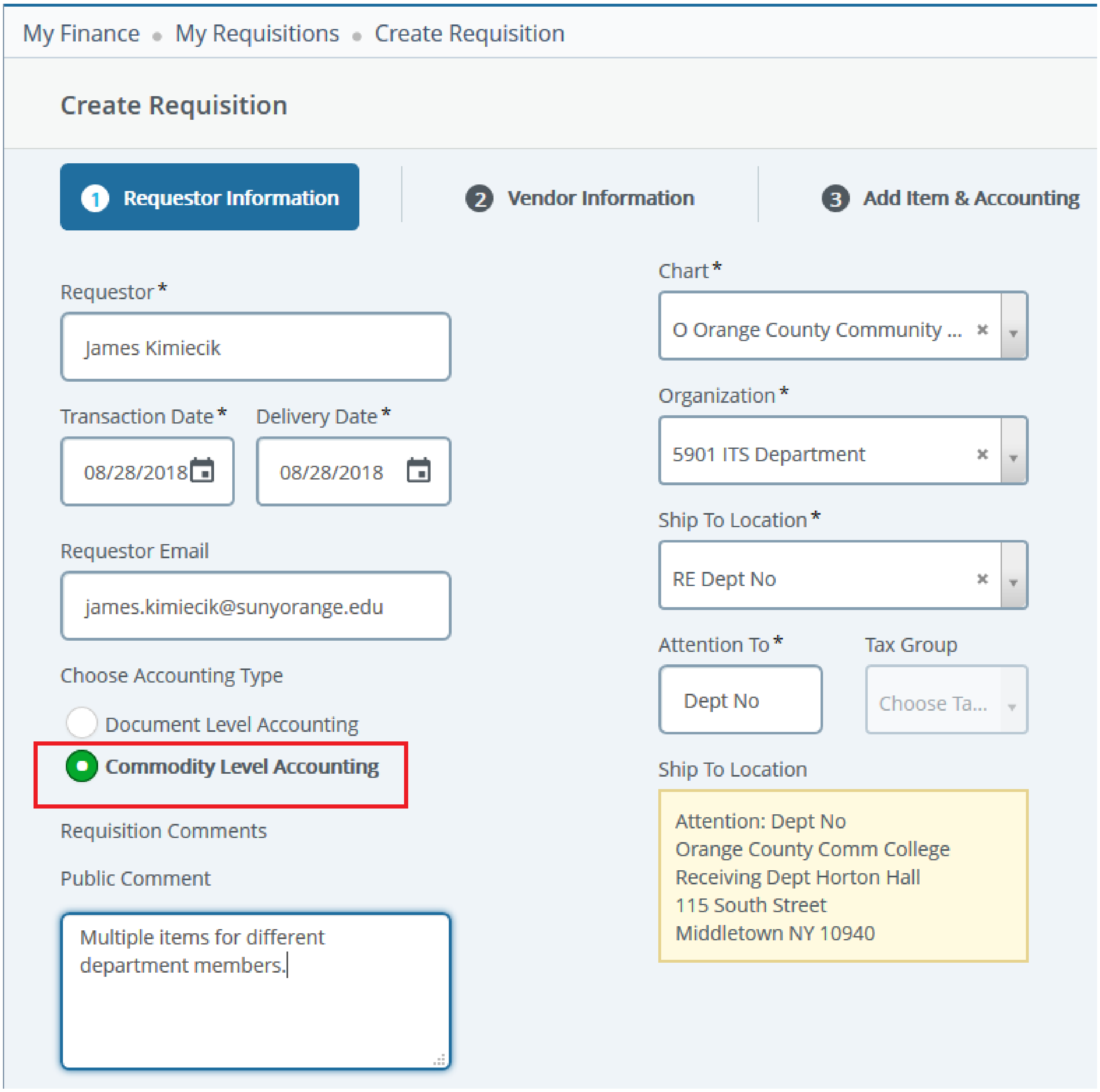
YOU CAN ORDER MULTIPLE ITEMS FROM THE SAME VENDOR AND USE A DIFFERENT ACCOUNT CODE FOR EACH ITEM ON THE SAME REQUISTION.

Select 'Create Requisition'.

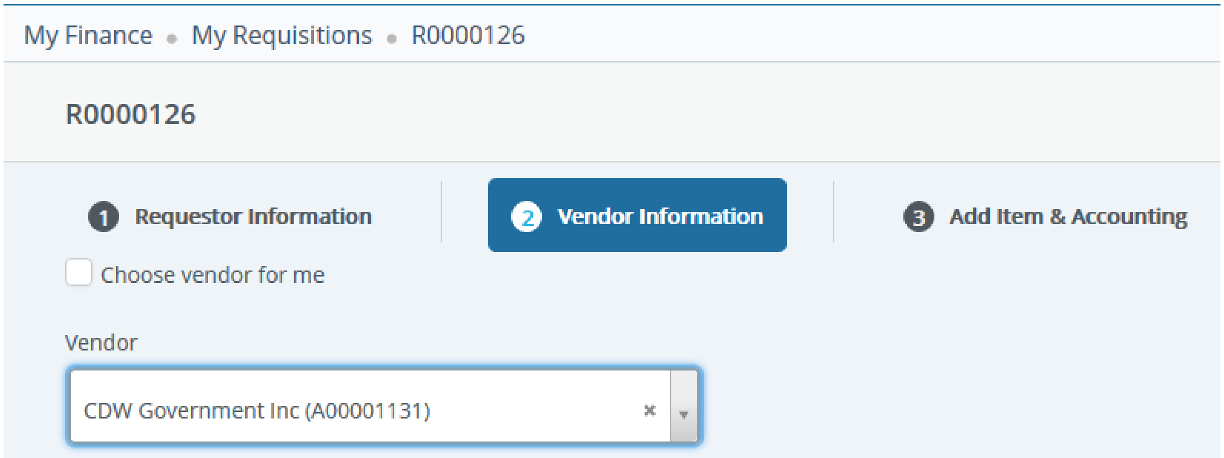
-Insert a delivery date

-**Select "Commodity Level Accounting".** (This is the distinction between charging all items to one account code on a requisition or using multiple account codes. If this is not done correctly, the requisition has to be deleted and re-entered.)

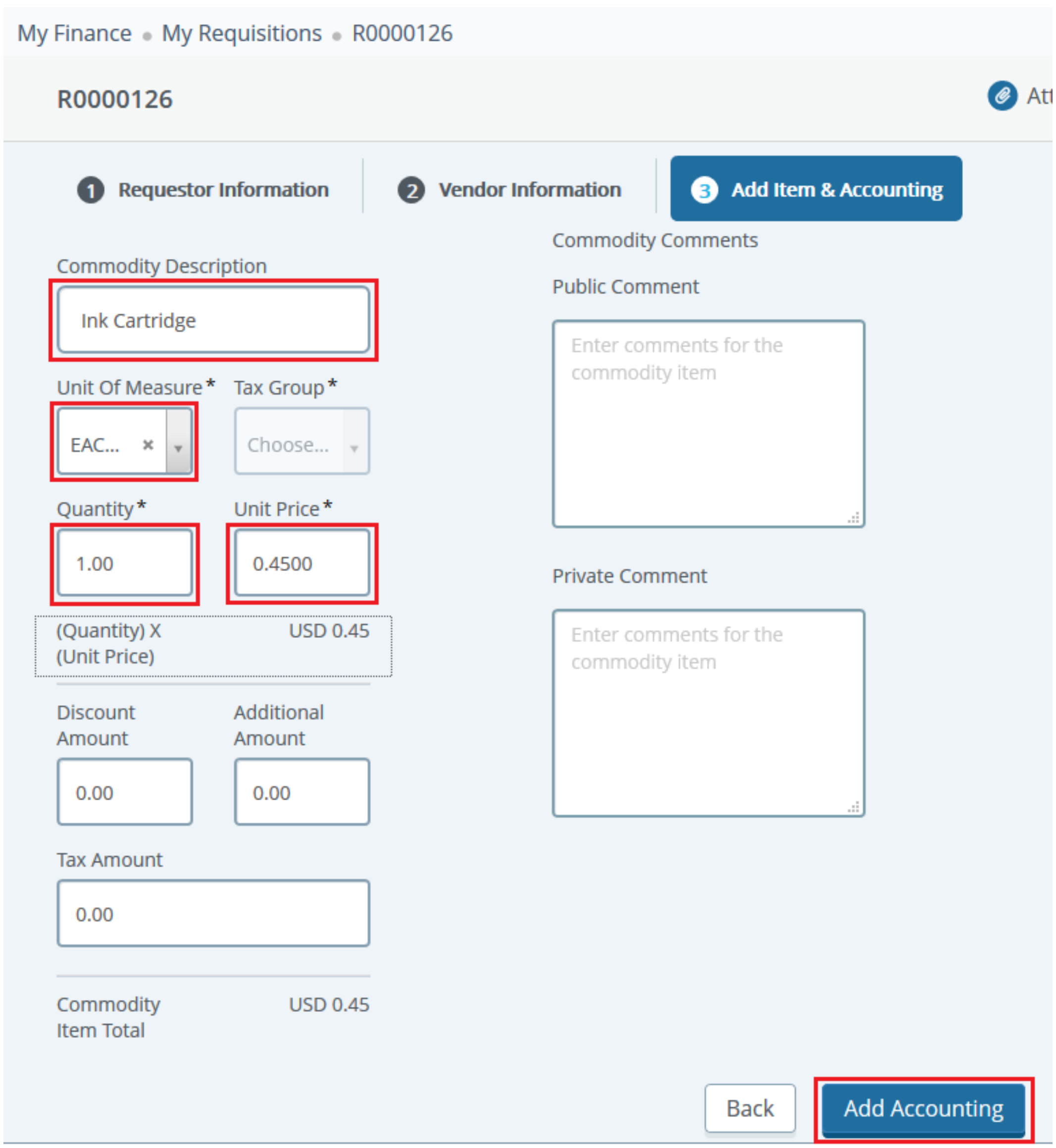
-After completing all information on the form, select 'Next'.



Enter Vendor information and select 'Next'

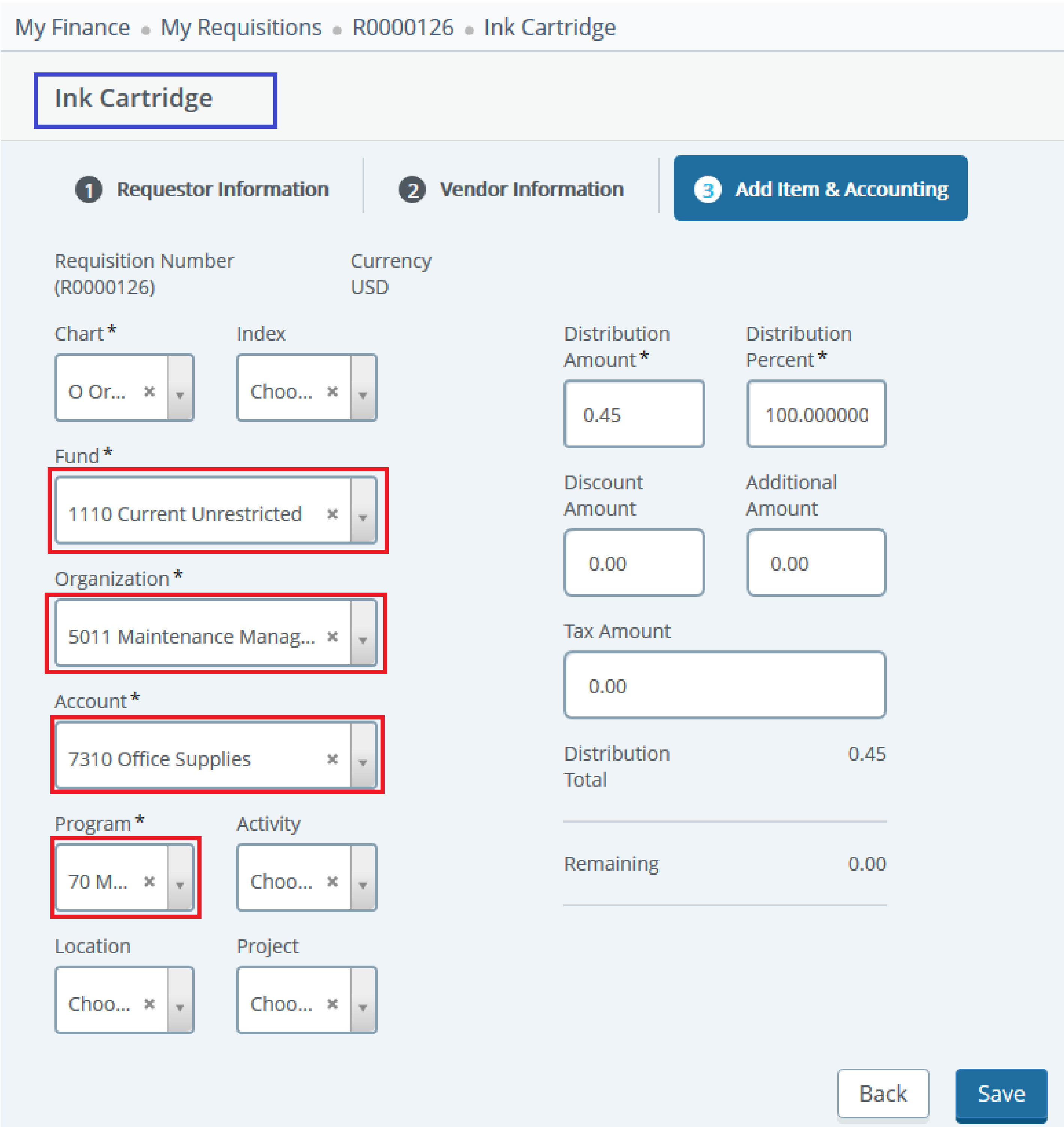


Enter Item, Unit of Measure, Quantity, and Unit Price. Click on 'Add Accounting'.

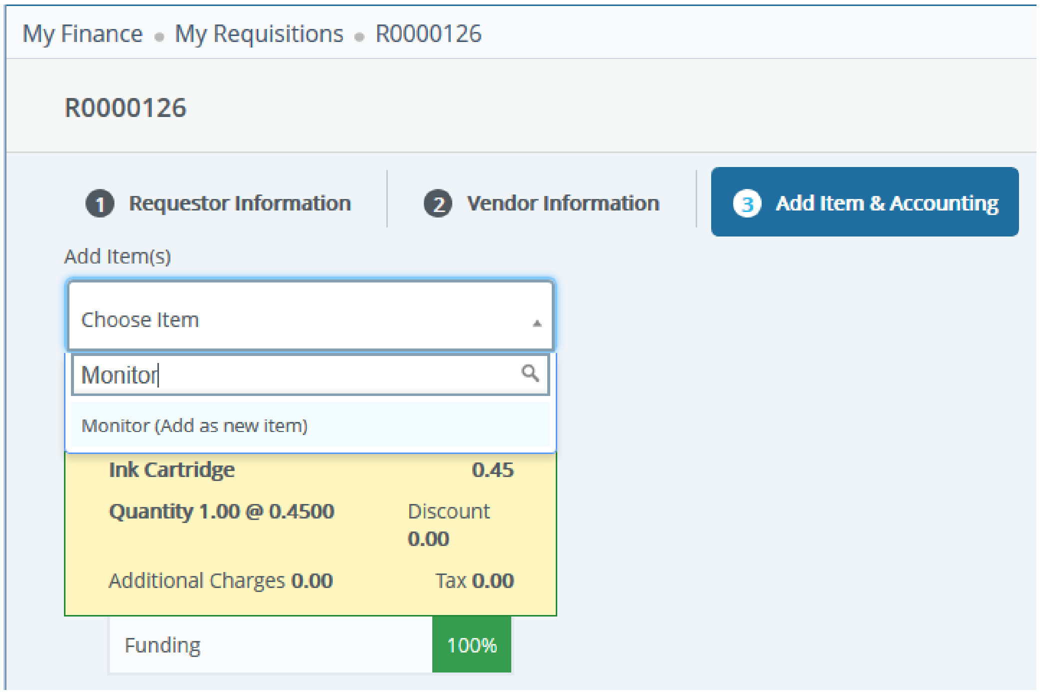


Enter Fund, Organization, Account, and Program codes for the first item. Click 'Save'.

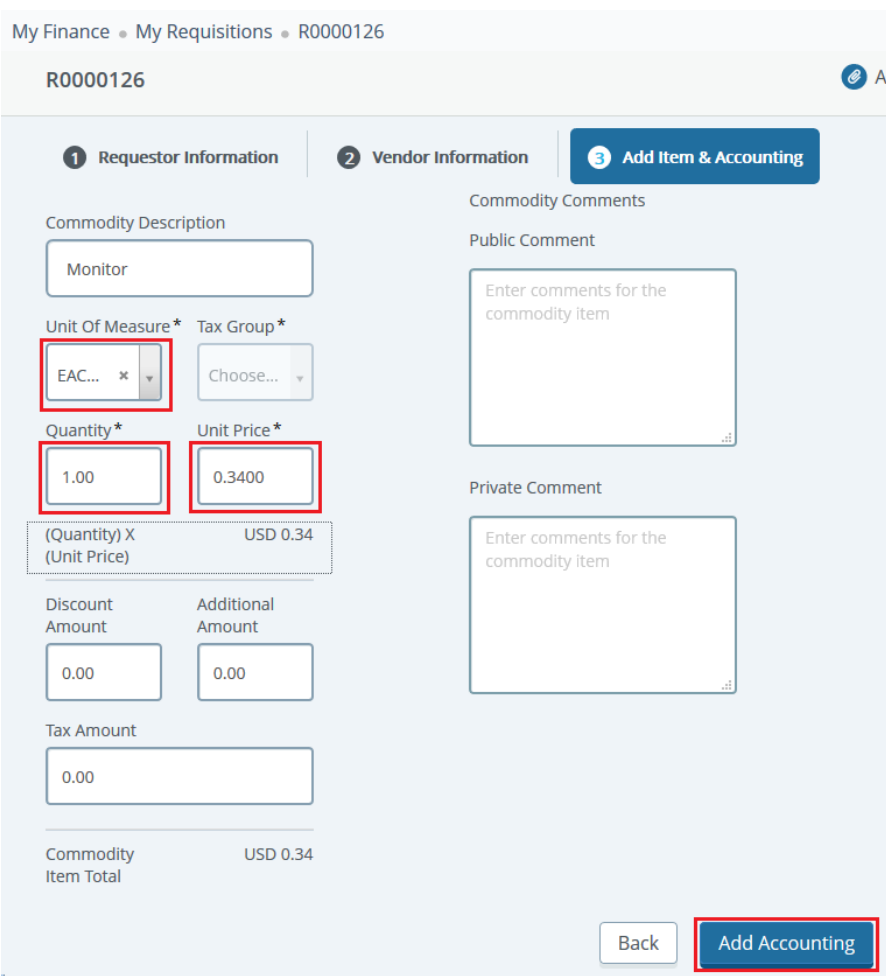
Note: The item description is displayed at the top of the form when adding account codes.



Add the second item. Press the ENTER key or TAB key on your keyboard.

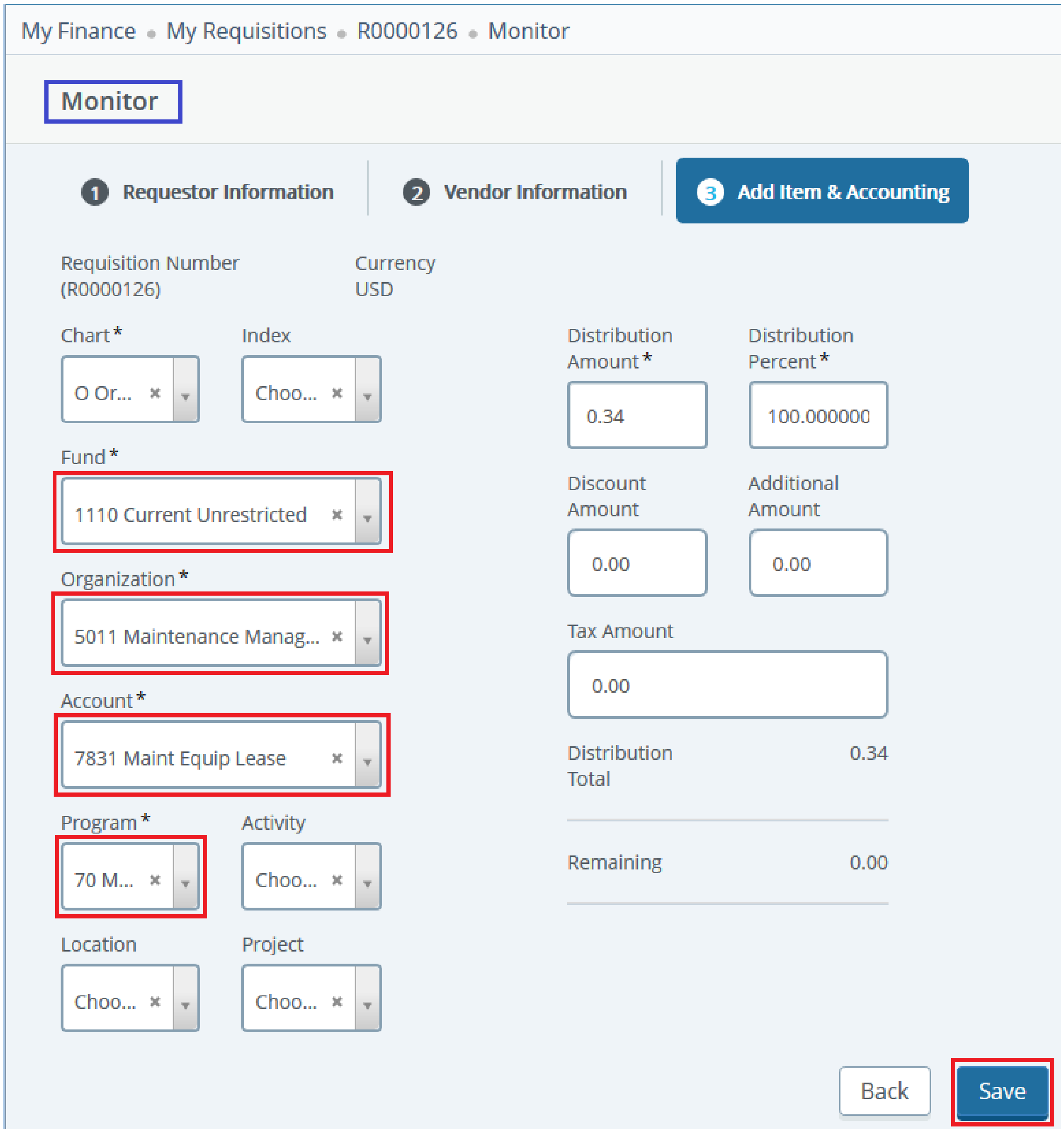


Add Unit of Measure, Quantity, and Unit Price for the second item. Click 'Add Accounting'.



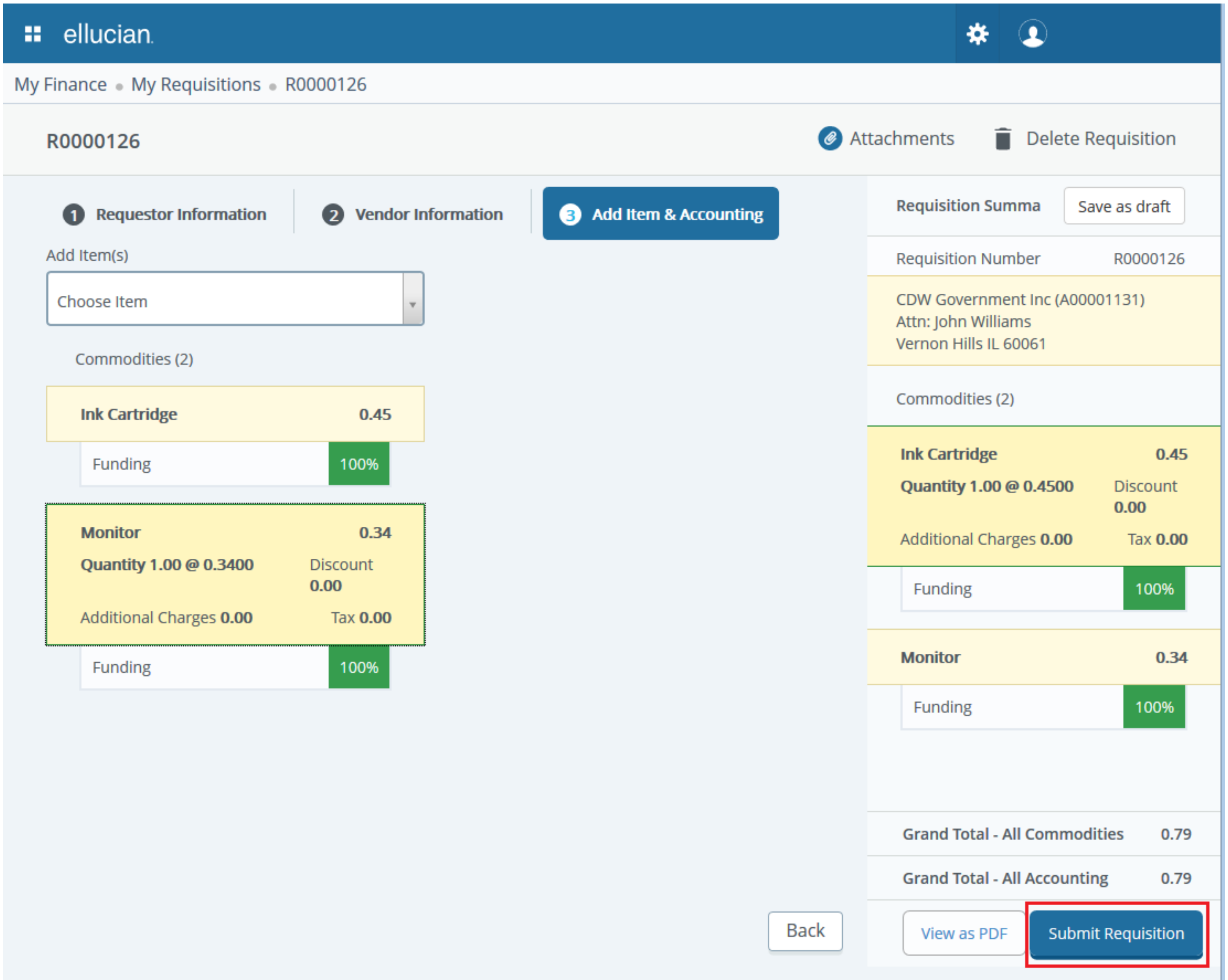
Enter Fund, Organization, Account, and Program codes for the second item. Click ‘Save’.

Note: The item description is displayed at the top of the form when adding account codes.



Continue this process until all items have been added to the order.

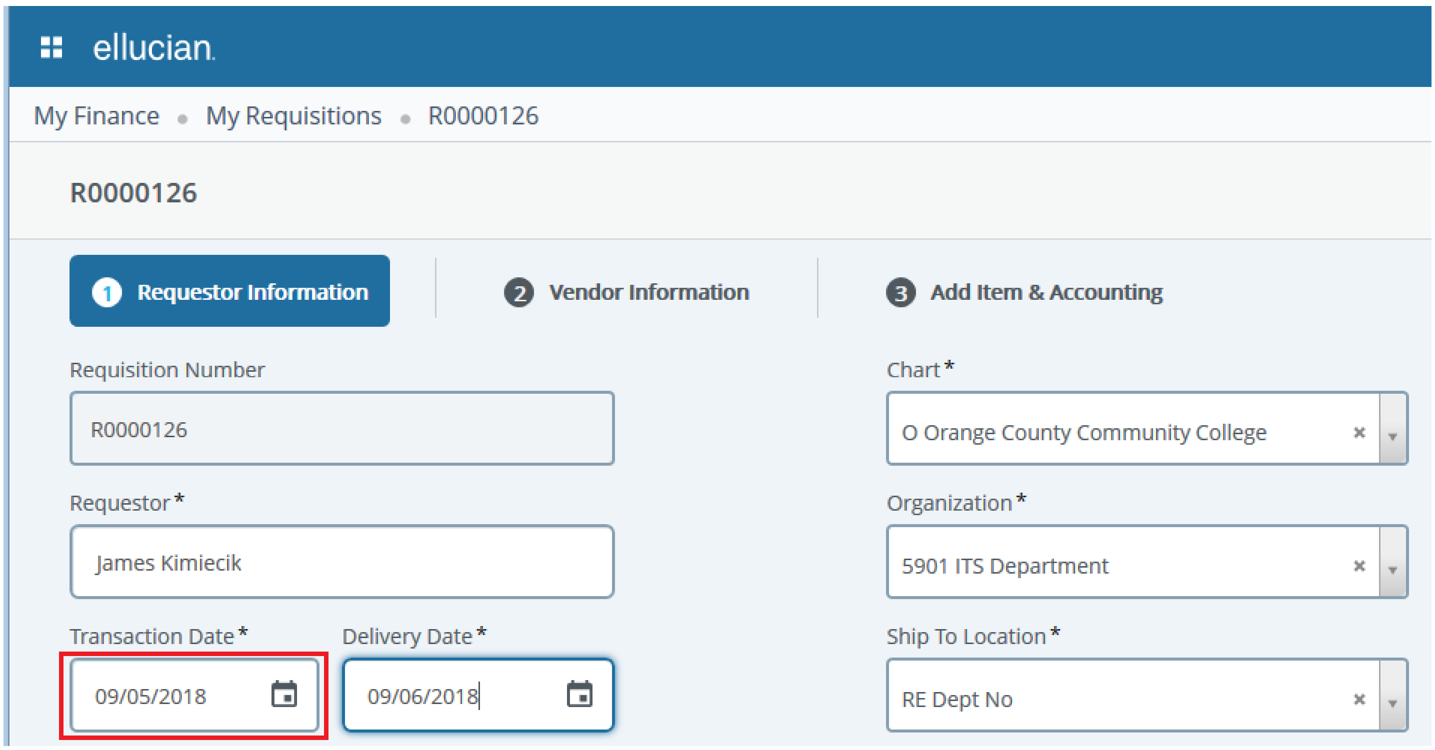
When all items have been added and order information has been verified, completed the requisition. Click on 'Submit Requisition'.



Fiscal Year Accounting Information

Purchase Requisitions and Purchase Orders must be created in the same fiscal year.

Be mindful at the end of the fiscal year that you may want to encumber funds in the next fiscal year. If this is the case, then adjust the **Transaction Date** to be in the next fiscal year. The transaction date determines the fiscal year encumbrance. (In the example below, a Purchase Order is entered into SSB on 8/15/2018. The Transaction date is 9/5/2018 so that the encumbrance will be in Fiscal Year 2019. If the current date of 8/15/2018 was entered, the encumbrance would be in Fiscal Year 2018. SUNY Orange fiscal year ends on 8/31.)



Funds are encumbered after the Purchase Requisition is approved. If this Requisition is not turned into a Purchase Order, the Purchase Requisition needs to be deleted to release the encumbered funds.

Appendix A – Email Notification for Approved Requisitions.

After you complete a requisition and it is approved, you will receive an email notification.

Email example:

Requisition # R0001602 Submitted by James Kimiecik Inbox ×

requisition@sunyorange.edu 4:06 PM (25 minutes ago)
to james.kimiecik

Your recently submitted Requisition # R0001602 on 03-AUG-20 for goods or services has been approved.

Emails pertaining to this requisition can be sent to purchasing@sunyorange.edu

Regards,
Purchasing Department

==============================

Remember, supporting documentation is required for purchasing approval. Support documentation would include a quote, bid, estimate, hotel information/rate, Travel Reimbursement form, Seminar/Conference/Workshop Authorization Form, etc.

If you have a paper document, please scan it and attach it to the requisition.

Appendix B – Email for Denied Requisitions.

An email will be sent to the requestor if a requisition is denied by an approver. If you receive an email, check with the approver as to why the requisition was denied. It is probable that the requisition can be corrected and re-submitted.

Example of email:

Requisition # R0000140 Submitted by James Kimiecik has been Denied Inbox ×

requisition@sunyorange.edu 3:17 PM (12 minutes ago)
to james.kimiecik

Requisition R0000140 was recently submitted on 08/29/2018 for goods or services.

This requisition has been denied by one of the approvers. (User ID ITSAPR)

Please research the reason for denial with the approver. Check your Banner Messages for any comments. If there was an error/omission on the Purchase Requisition it can be modified by you and submitted again for approval.

If this requisition is no longer needed, delete the requisition.

Regards,
Purchasing Department

Appendix C – Example of a Printed Purchase Order with Document Text and Item Text.

Orange County Community College

115 South Street, Middletown, NY 10940
Phone: 845-341-4780 Fax: 845-344-2254
845-341-4852

A Unit of the State University of New York

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PO Number:	**P0029672**
Issue Date:	**08/31/18**

ABOVE PURCHASE ORDER NUMBER MUST APPEAR ON ALL PAPERS AND PACKAGES RELATIVE TO THIS ORDER.

VENDOR:

Times Herald Record
Attn: Anthony McFarlane
40 Mulberry Street
Middletown NY 10940-6357

SHIP TO:

Orange County Comm College
Receiving Dept Horton Hall
115 South Street
Middletown NY 10940

ATTN: Dept No

FOB: Orange County Community College

TERMS: Net 30 Days

Quantity	Description	Unit Price	Total Price
	Document text Example: Contract Number: VEGGIES	**Document Text**	
6.00 EA	10498 Carrots Orange Deliver to Farmer Brown for P. Cottontail **Item Text**	.4500	2.70
1.00 EA	10562 Lettuce Green	1.1000	1.10
THIS PURCHASE ORDER IS NOT VALID UNLESS SIGNED BELOW		TOTAL CHARGES:	3.80

GENERAL INSTRUCTIONS TO VENDORS:

Appendix D – Example of a Printed Purchase for a Credit Card Purchase.

If you complete a requisition for a Credit Card purchase:

- Use "M&T Bank", vendor number A00234422, as the Vendor.
- Specify in the Document Text the Vendor Name, Address, Contract Number, or any other pertinent information.

Orange County Community College
115 South Street, Middletown, NY 10940
Phone: 845-341-4780 Fax: 845-344-2254
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Page 1

PO Number:	**P0030299**
Issue Date:	**09/13/18**

ABOVE PURCHASE ORDER NUMBER MUST APPEAR ON ALL PAPERS AND PACKAGES RELATIVE TO THIS ORDER.

Buyer:
Maria Sarett

VENDOR:
M&T Bank
1769 Route 52
Fishkill NY 12524

SHIP TO:
See Below

ATTN: .

FOB: Orange County Community College

TERMS: Net 30 Days

Quantity	Description	Unit Price	Total Price
	VENDOR: EMBASSY SUITES, WATERTOWN, NY		
2.00 EA	Nights Room Reservations for SUNYRA Conference For: See Conf #53290977	124.0000	248.00
2.00 EA	Nights Room Reservations for SUNYRA Conference For: See Conf #53290947 Checkin: Oct. 10, 2018 Checkout: Oct. 12, 2018	124.0000	248.00
THIS PURCHASE ORDER IS NOT VALID UNLESS SIGNED BELOW		**TOTAL CHARGES:**	496.00

Vendor ID: A00234422
Phone: 844-539-2287

REQUISITION INFORMATION:
2018

Appendix E – Example of a Printed Requisition with Document Text and Item Text.

PURCHASE REQUISITION
(Non-negotiable; not a valid Purchase Order)

Requestor	James Kimiecik	**Requisition #**	R0000125
Phone	845- 3414741 Ext	**Transaction Date**	08/28/2018
Email	james.kimiecik@sunyorange.edu	**Delivery Date**	08/28/2018
Organization	ITS Department (5901)	**Status**	Draft
Accounting Type	Document Level	**Currency**	USD

Ship To	NC	**Vendor**	Amazon (A00215191)
Address	O.C.C.C. Newburgh Campus	**Address**	Capital Services
	One Washington Center		PO Box 035184
	Newburgh NY 12550		Seattle WA 98124-5184
Attention To	O.C.C.C. Newburgh Campus - Ext	**Phone**	- Fax -
		Email	

Requisition Comments	Document Level public comments - This text will appear on the printed requisition.

Commodities

Item	Description	U/M	Quantity	Unit Price	Other	Total
1	Ink Cartridge - HP XXXXX Item Text: Item Level public comment - This text will appear on the printed requisition.	EA	1.00	0.4500	0.00	0.45
2	Monitor	EA	2.00	0.5500	0.00	1.10

Grand Total - All Commodities	1.55

Accounting Distributions

Sequence #	Chart-Index-Fund-Orgn-Acct-Prog-Actv-Locn-Proj	Distribution Percent	Distribution Total
1	O- - 1110- 5011- 7310- 70- - -	100.0000	1.55

Grand Total - All Accounting	1.55

DISCLAIMER - A Purchase Requisition does not represent a valid Purchase Order to provide to a vendor or supplier. As such, this PDF of the Purchase Requisition is restricted to internal use only.