

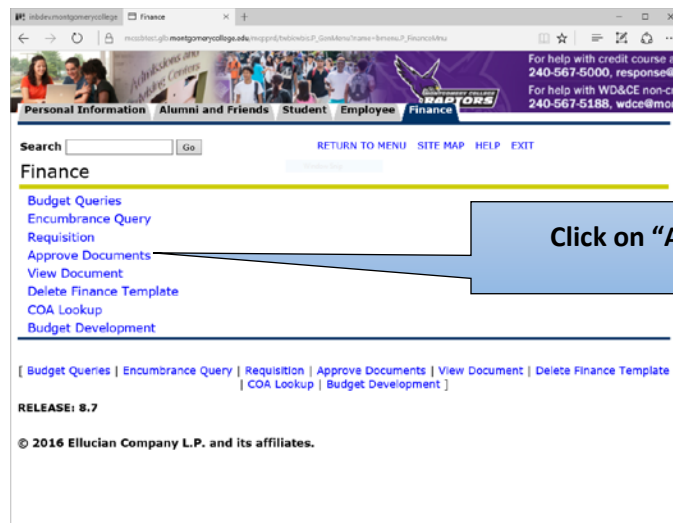
HOW TO CHANGE A COMPLETED REQUISITION

The Banner finance system requires requisitions to be approved in the same fiscal month they are created. If the approval is not completed in the same month the requisition was entered, the approver will get an error message in Banner and cannot proceed with the approval process. When this happens, the transaction and delivery dates must be updated.

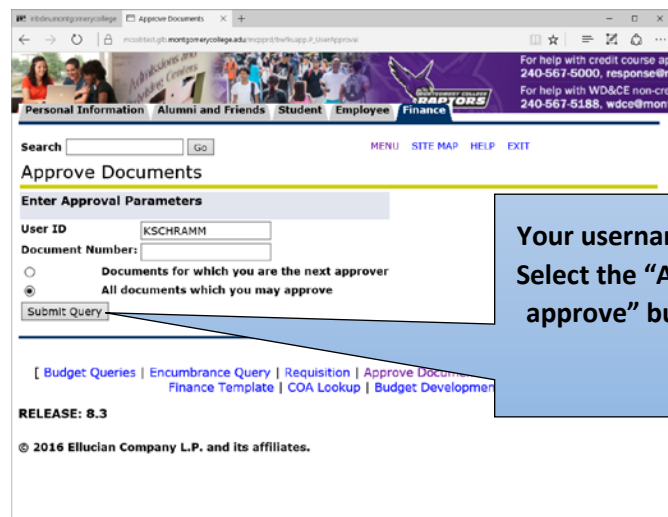
First, the approver must DISAPPROVE the requisition. Once the requisition is DISAPPROVED, the requisition is put into “incomplete” status. The requisition originator (the person who entered the requisition) must then go back into the requisition, and change the transaction and delivery dates to the current date. When this step is complete, the requisition originator will need to re-submit the requisition for the account manager’s approval. Once it is approved, it will be forwarded either to the next level approver or directly to the Procurement Office.

The following is a step by step guide for changing the dates on a requisition. This same process can also be used for making other changes to a completed requisition that has not yet been approved.

STEP 1



STEP 2



STEP 3

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. Select the Approve link, if enabled, to approve the document. Select the Disapprove link, if enabled, to disapprove the document.

Queried Parameters

User ID	KSCHRAMM
Document Number:	R0005330
Documents Shown:	All

Approve Documents List

Next Approver	Type	NSF Change Seq#	Sub#	Originating User	Amount	Queue Type	Document	History	Approve	Disapprove
	REQ			KSCHRAMM	895.00	DOC	R0005330	History	Approve	Disapprove

Another Query

[Budget Queries | Encumbrance Query | Requisition | Approve Documents | View Document | Delete Finance Template | COA Lookup | Budget Development]

Click on "Disapprove"

STEP 4

Disapprove Document

Document Information

Document Number:	R0005330	Type:	REQ
Change Seq#		Sub#	
Amount:	895.00		

Comment: Approval has been denied.

Disapprove Document

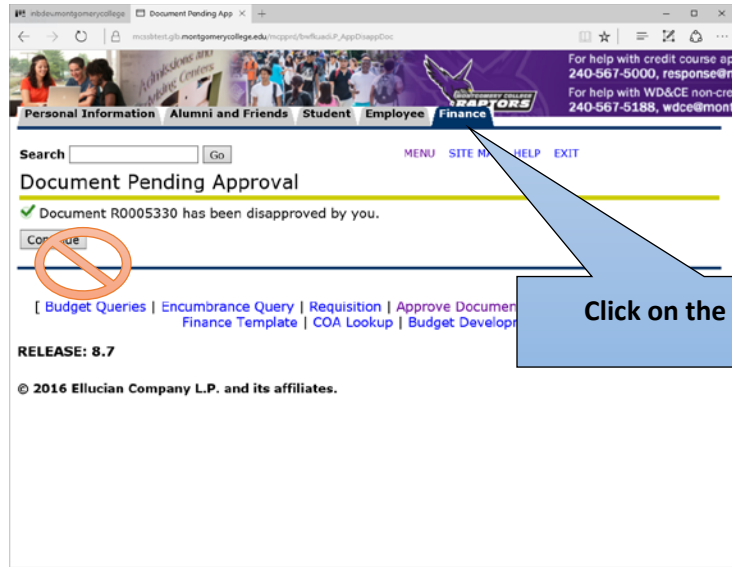
[COA Lookup]

RELEASE: 8.7

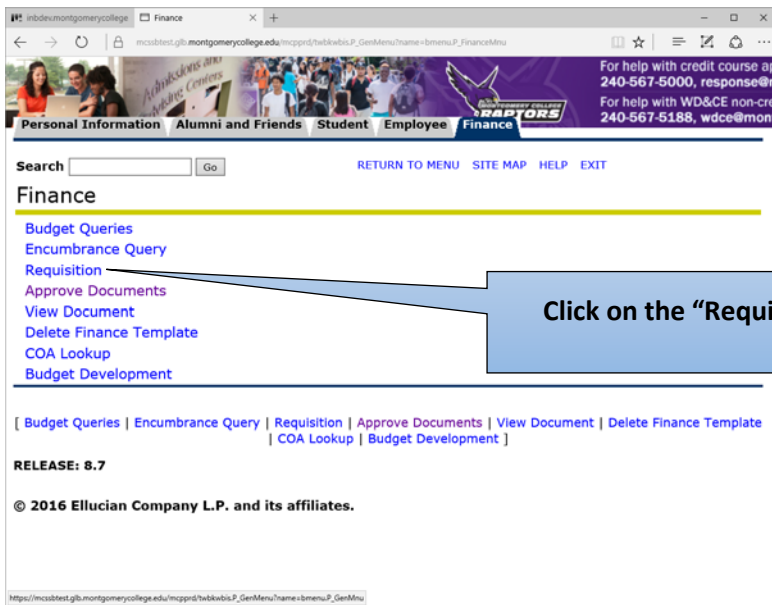
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Click on "Disapprove Document"

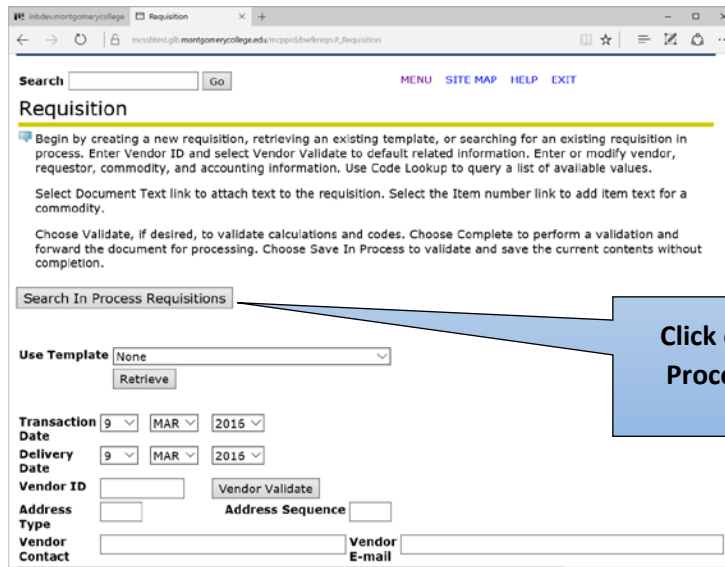
STEP 5



STEP 6



STEP 7



STEP 8

Document Lookup

* - at least one of these fields required.

In Process Requisition Code Lookup

Document Number *

User ID * KSCHRAMM

Activity Date * All All

Transaction Date * All All

Vendor ID *

Requestor

Reference Number *

Execute Query

Exit Without Value

[Budget Queries | Encumbrance Query | Requisition | Approve Documents | View Document | Delete

Your user ID should populate by default. Click "Execute Query"

STEP 9

Document Lookup

Press the document number link to return the In Process document to the Requisition page. Press the View link to access the View Document page. Press the Exit without Value button to return to the Requisition Page without selecting a document in progress.

2 documents selected.

In Process Requisition Lookup Results

Document Number	View	User I D	Activity Date	Delivery Date	Vendor ID	Vendor	Requestor	Approved	Completed	Reference Number
R0005125	View	KSCHRAMM	Feb 01, 2016	Feb 01, 2016			Cheryl Swiss	No	No	
R0005330	View	KSCHRAMM	Mar 09, 2016	Feb 09, 2016			Kevin Schramm	No		

2 documents selected.

Exit Without Value

Another Query

[Budget Queries | Encumbrance Query | Requisition | Approve Documents | View Document | Delete

Click on the "R#" that you want to edit

STEP 10

Requisition

Document R0005330 retrieved is in process
Document Validated with no errors

Use Template: None

Retrieve

Transaction Date: 9 FEB 2016

Delivery Date: 9 FEB 2016

Vendor ID: Vendor Validate

Requestor Name: Kevin Schramm

Requestor E-mail:

Requestor Phone: Area Code, Phone Number, Extension

Requestor Fax:

Chart of Accounts: M Organization: 225000

Currency Code: None Discount Code: None

Shin Code: Attention To: Kevin Schramm

Change the "Transaction" date to a date within the current month. Change the "Delivery" date to any date in the future. The Scroll down to the "Complete" button

STEP 11

Requisition

Ship Code: 39; Attention To: Kevin Schramm

Comments: Document Text

Item	Commodity Code	Commodity Description	U/M	Quantity	Unit Price	Discount Amount	Additional Amount
1		Ping Pong table	E	3	895	0	0
2			None				
3			None				
4			None				
5			None				

Commodity Validate

Item	Extended Amount	Discount Amount	Additional Amount	Net Amount
1	895.00	0.00	0.00	895.00
2				
3				
4				
5				
Totals:	895.00	0.00	0.00	895.00

Dollars Percents

Seq#	Chart	Index	Fund	Orgn	Account	Program	Activity	Location	Accounting
1	M		1110	22500	6101	4000			895
2									
3									
4									
5									

Save as Template: _____

Shared

Validate Complete Save In Progress

Code Lookup

Chart of Accounts Code: M

Type: account

Code Prefix: _____

Click on the "Complete" button. The requisition is now complete and ready for the approver to approve.