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Overview

Banner is the administrative software system for Stephen F. Austin State University. Banner is an integrated system for Finance, Human Resources, Financial Aid, and Student. Information is shared between the various systems, eliminating the need to duplicate data entry.

Accessing Banner

**Banner Admin** is the current version of the Banner software system used by SFA. It is supported by all browsers and utilizes Single Sign On (SSO).

Log in to Banner Admin by using your mySFA user name and domain password by going to the Banner white pages.

Banner White Page at [http://banner.sfasu.edu/](http://banner.sfasu.edu/), or

Faculty-Staff webpage [http://www.sfasu.edu/info-for/faculty-staff](http://www.sfasu.edu/info-for/faculty-staff)
Banner Production

Banner Admin (Banner 9)

Note: Chrome or Fire Fox Recommended. Banner Admin (Banner 9) supports all browsers.

Off-campus users must run the SFASU VPN for access. Click here for more information.

For technical support issues, please contact the Help Desk at 936-468-1212.

Online Services (Self-Service Banner)

This link will take you to mySFA where you will logon, click the myServices Tab, and click on Online Services.

Internet Native Banner (INB) Limited functionality

Internet Native Banner (INB Displays Larger Font Size) Limited functionality

Note: Not supported after Jan 1, 2019. When using Banner INB you will need to use IE.

Other software products for use with Banner [PROD]

You must have separate login access to use these products.

Application Manager Scheduling Link

WebFOCUS 8 Reporting Login

WebFOCUS 8 Instructions Document

Banner Documentation

Banner 8 Bookshelf

Guidelines for Data Standards, Data Integrity and Security

ONLINE SERVICES (Self-Service Banner, or SSB) is used for approving or viewing requisitions.
Definitions

Procurement Related Definitions

**Cancel** - leaves document in Banner but produces an audit trail showing when and why a document was cancelled

**Complete Requisition** – a requisition that has been completed and is submitted to the approval process

**Delete** – completely removes document from Banner as if it never existed

**Encumbrance** – funds are encumbered (set aside) for payment of a purchase after a requisition is completed. The encumbrance transfers from the requisition to the purchase order when the purchase order is complete and approved, at which time the requisition is closed

**Error/Action Messages** – appear in the top right hand corner to provide information about the success or failure of the action attempted. Green = success. Yellow = warning. Red = error

**FOAP** – Fund = identifies the source of funds (E&G, HEF, O&M, etc.)
- Organization = identified the department
- Account = defaults from the commodity code; do not change
- Program = identifies general use (instruction, institutional support, etc.)

**Incomplete Requisition** – a requisition that has been started but not completed, or has been disapproved and returned for correction by an approver

**Online Services** – known as Self Service Banner (SSB) and used for friendly front-end viewing and approving of requisitions and viewing purchase orders
Approvals for Requisitions

Approval Notes

End-users with requisition approval authority should be aware that it is very important to post approvals or denials in a timely manner to ensure that the process is completed efficiently.

Requisitions that do not have sufficient funds available will be routed to an Insufficient Funds approval queue (NSF) for review and approval/disapproval by the Budget Office.

Special approvals are set up for the types of commodities or funding sources listed below.

Approval Categories

- Computer Replacement Funds
  - Requisitions using computer replacement funds require approval of ITS and the Procurement Office

- Grants
  - Requisitions using grant accounts for food, vehicles, computers, federal pass-thru, state pass-thru, and all capital account codes will require approval of the Office of Research and Graduate Studies

- Insurance and Hazardous Materials
  - Requisitions for insurance, radioactive or radiation producing equipment, hazardous chemicals and gases, or carpet removal (potential for asbestos) will require approval of Environmental Health, Safety, and Risk Management

- Memberships
  - Requisitions for memberships purchased with state funds will require approval by the division Vice President, excluding the Library

- Printing, Advertising, and Web Design
  - Commodities for these types of purchases, unless otherwise exempted, will require approval by University Marketing Communications

- Requisitions $100,000 or greater
  - Requisitions of this value will require approval by the Director of Procurement and Property Services

- Research Enhancement Funds, Research Development Funds, or ARRA Funds
  - Requisitions using these funds will require approval by the Office of Research and Graduate Studies

- Vehicles
  - Requisitions for vehicles will require approval of Environmental Health, Safety, and Risk Management, and the Transportation Department
Identifying Requisitions for Approval

The primary approver is notified via email when there is a document(s) to approve. Back-up approvers do not receive automated email notifications. The person completing the requisition must notify the back-up approver(s) if the primary approver is unavailable. The back-up approver should use caution to only approve those requisitions that have been requested to be approved.

Approval Process for Approvers

Approvals are made in Online Services (Self-Service Banner)

- Log into mySFA
- Click on the Budget & Finance tab
- Choose Approve Document

- Make selection based on approver role
  - ‘Documents for which you are the next approver’ (default selection)
    - Used by Primary Approvers
    - Displays only the requisitions where you are the NEXT approver
  - ‘All documents which you may approve’
    - Used by Primary Approvers to display ALL requisitions they are in line to approve, but which may need other approval before theirs
    - Used by Back-Up Approvers to display ALL requisitions for which they are in the back-up approver role
    - use with CAUTION to prevent override of any lower level approvals that may be required
    - Check History before proceeding with approval

- Click Submit Query
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 Disapprove link, if enabled, to disapprove the document.

Queried Parameters

User ID: FOUNTAINCW
Document Number: All
Documents Shown: All

Approve Documents List

<table>
<thead>
<tr>
<th>Next Approver</th>
<th>Type NS#</th>
<th>Change Seq#</th>
<th>Sub#</th>
<th>Originating User</th>
<th>Amount</th>
<th>Queue Type</th>
<th>Document</th>
<th>History</th>
<th>Approve</th>
<th>Disapprove</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
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<td></td>
</tr>
</tbody>
</table>

- Click the **Document** hyperlink to view the entire requisition document, including accounting associated for each item
  - Review the document carefully
  - Click the browser BACK button to return to the Approval screen

- Click the **History** hyperlink to view recorded or required approvals, if needed
  - **This step is very important if NEXT approver was not selected**
  - Approval levels increase in increments of 5, with 10 being the lowest
  - If your name is duplicated in two sequential levels, you are the primary approver, and the other name(s) is your back-up approver
  - If your name is duplicated in two levels, only one approval posting is necessary
  - **Be careful when using this process**, if a higher level approval is invoked it will override any lower level approvals not yet posted
  - Click the browser Back button to return to the approvals list

- Choose **Approve** (or **Disapprove**)
- Type notes to the requisitioner in the **Comment** section, if needed, for further instructions or reasons for disapproval
✓ Click **Approve Document** (or **Disapprove**)

**Approve Document**

<table>
<thead>
<tr>
<th>Document Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Number: R0067479 Type: REQ</td>
</tr>
<tr>
<td>Change Seq.: Sub#</td>
</tr>
<tr>
<td>Amount: 1,070.00</td>
</tr>
</tbody>
</table>

Comment: This document has been approved.

- or, click **Cancel** to return to the Approve documents list without taking action on the document

✓ Click **Continue** to approve the document (do not skip this step)

- click **Cancel** on this screen to return to the Approve documents list

**Document Pending Approval**

- Document R0067479 has your approval.

- Review additional requisitions or exit
Viewing Documents in Online Services

Documents of all types are available to view in Online Services (Self-Service Banner), i.e., Requisition, Purchase Order, Invoice, Journal Voucher, Encumbrance, and Direct Cash Receipt. For this training we will focus on Requisitions and Purchase Orders.

✓ Log into mySFA
✓ Click on the Budget & Finance tab
✓ Choose View Document
✓ Make a selection from the Choose type: drop down menu
✓ Enter a requisition or purchase order number in the Document Number field
✓ Click View Document
✓ The complete document will display
  o See the Related Documents section to see a list of related documents
  o A Document Code listed in blue may be clicked to view the related document
✓ Click the browser BACK button to be returned to the View Document form

View Document

To display the details of a document enter parameters then select View document. To display a document number, select Document Number to access the Code Lookup feature.

Choose type: Requisition  Document Number: R0067200
Submission#: Change Seq#:  Reference Number

Display Accounting Information

- Yes  - No

Display Document/Line Item Text  Display Commodity Text

- All  - Printable  - None  - All  - Printable  - None

View document  Approval history
Document Lookup

A Document Lookup may be conducted if a requisition Document Number is not known. The purchase order document lookup function is only available for Procurement purchasers.

- Choose **Requisition** from the **Choose type:** drop down menu
- Click on the words **Document Number**

A **Document Look** form will be displayed

- The User ID of the person logged in will be populated
- Click **Execute Query** to display a list of **all** documents created by the User ID
- Options for different results
  - the search field can be narrowed by selecting or entering additional criteria in the fields provided
  - change the User ID if the person who created the requisition is different than the person logged in
  - leave the User ID blank to return documents meeting other criteria selected
Document Lookup

Select the Document Number to view
The requisition number will be populated on the View Document screen
Click **View document** or **Approval history** to display the results
Click the browser BACK button once to return the View Document screen
Click the browser BACK button again to return to the lookup results
Setting up My Banner

Use Banner page GUAPMNU to create a personal menu tied to your User ID. The menu can be created with Banner pages that are most important to your daily work. The menu is accessed on the Banner Admin landing page by clicking the Menu icon.

✓ Go to Banner Admin
✓ Type in GUAPMNU in the Search bar to access My Banner Maintenance
✓ Option 1: Add Object Types into the left pane
  o Double click the Object or the Description of the Banner pages for your menu from the
  o Tips for finding the desired Banner pages
    • Use the page selection arrows to move to other screens
    • Click on the word Object* or Description* to sort that field; click again to change sort from ascending to descending order
    • Increase the number of Objects Per Page to view more options per page
    • Filter may be used to select individual pages from the left pane
✓ Option 2: Add Object Types directly into the right pane
  o Type the name of the Object name or Object Description to be added, and tab
  o To add an additional page
    • click on a line
    • click the INSERT icon (inserted line will insert below the line selected)
    • type in the Object name or Object Description, and tab
✓ Click Insert Selection to add the pages to your personal menu
✓ Object and the Description can be renamed once they are in the Object Selection pane
✓ SAVE
✓ You will need to completely sign out of Banner Admin and then re-enter to see your newly created Banner menu.

Recommended Pages
✓ FPAREQN Requisition (create or edit an incomplete/disapproved requisition)
✓ FPIREQN Requisition Query (review a requisition)
✓ FOADOCU Document by User (disapprove a document that you created)
✓ FOAAINP Document Approval (see who has approved a requisition)
✓ FPARDEL Requisition Cancel (cancel a requisition)
✓ FPIRCVD Receiving Goods Query (review items received)
✓ GUAPMNU My Banner Maintenance (create or edit your My Banner Menu)
Procurement Email List

☑ Subscribe to the Procurement email list to receive updated purchasing information
  o Send an email to: mailserv@titan.sfasu.edu
  o In the body of the email type SUBSCRIBE PURCHASING-L followed by a space and your email address (ex. SUBSCRIBE PURCHASING-L suzy.smith@sfasu.edu)
  o Delete all other text
  o Change the formatting to Plain Text
  o The subject line should be left blank

Contact Information

☑ Contact Procurement with any questions or if you need further assistance
  o 936-468-2206
  o purchase@sfasu.edu
  o 2124 Wilson Dr., Purchasing & Inventory Building

☑ Visit Procurement & Property Services for additional resources
  o http://www.sfasu.edu/purchasing/