

Directions for purchase requisitions on new Banner 55

The screenshot shows the Banner 55 My Finance dashboard. At the top right, there is a settings gear icon, a user profile icon, and the name "Mrs. Kimberly J. Karnes". The main heading is "My Finance". Below this, a greeting says "Hello Kimberly, Create, edit and approve transactions and view financial information for department / organization." There are four main menu items: "My Finance Query", "My Journals", "Approve Documents", and "My Requisitions". The "My Requisitions" item is highlighted with a pink bar and has a handwritten note in red: "To start a new requisition." The "My Requisitions" description is "Create and view draft, pending and completed requisitions and supporting documentation."

My Finance

Hello Kimberly,
Create, edit and approve transactions and view financial information for department / organization.

My Finance Query
Create, view and share budget availability, encumbrance and payroll queries.


My Journals
Create and view draft, pending and completed journals and supporting documentation.

Approve Documents
View list of documents pending approval. Approve, disapprove, or deny.

My Requisitions
Create and view draft, pending and completed requisitions and supporting documentation.

To start a new requisition.

My Requisitions

[Create Requisition](#)

↑
1st Step

Requisition	Date	Vendor	Amount	Status
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Create Requisition

1 Requestor Information

Requestor *

Kim Karnes, Cashier

Transaction Date *

08/03/2021

Delivery Date *

08/03/2021

Choose a date (same as transaction date)

Requestor Email

karnesk@lindsey.edu

Choose Accounting Type

- Document Level Accounting
- Commodity Level Accounting

Requisition Comments

Public Comment

Enter comments for the requisition

2 Vendor Information

3 Add Item & Accounting

Chart *

W Lindsey Wilson College

Organization *

4200 Business Office

Ship To Location *

BO

- Choose Ship Code

Attention To *

Kim Karnes

Tax Group

Choose Tax Group

Ship To Location

Attention: Kim Karnes
Business Office
210 Lindsey Wilson St
Columbia KY 42728

Who is receiving product?

Requisition Summary

Save as draft

Add details and click Next to build this summary view.

Requestor Email

karnesk@lindsey.edu

Choose Accounting Type

- Document Level Accounting
- Commodity Level Accounting

Requisition Comments

Public Comment

Enter comments for the requisition

Private Comment

Enter comments for the requisition

Ship To Location *

BO

Attention To *

Kim Karnes

Tax Group

Choose Tax Group

Ship To Location

Attention: Kim Karnes
Business Office
210 Lindsey Wilson St
Columbia KY 42728

Add details and click Next to build the summary view.

Back

Next

Submit Requisition

* Next

R0068002

Attachments

Delete Requisition

1 Requestor Information

2 Vendor Information

3 Add Item & Accounting

Requisition Summary

Save as draft

Requisition Number

R0068002

Choose vendor for me

Vendor

Amazon.com (911646860) x ^

Business Communications Inc. dba Thomas Register (341 133077)
GPO 9352 New York NY 10087-9352

U.S Trust, Bank of America (546385104)
200 Glastonbury Blvd 2nd Floor Glastonbury CT 06033

U.S Trust, Bank of America (546385104)
1111 E Main Street VA2-300-12-92 Richmond VA 23219-3500

Choose Vendor

Discount: 06 Net 1st of month x v

Currency: Choose Currency v

Back

Next

View as PDF

Submit Requisition

R0068002

 Attachments

 Delete Requisition

1 Requestor Information

2 Vendor Information

3 Add Item & Accounting

Requisition Summary

Save as draft

Requisition Number

R0068002

Choose vendor for me

Vendor

Amazon.com (911646860) x v

Vendor Information

Amazon.com (911646860)
PO Box 530958
Atlanta GA 30353-0958

Vendor Email

ar-businessinvoicing@amazon.com x v

Discount

06 Net 1st of month x v

Currency

Choose Currency v

Back

Next 

View as PDF

Submit Requisition

Add Item(s)

Choose Item		^
Books		Q
Books (Add as new item)		
Test (1)		10.00
Quantity 1.00 @ 10.0000		Discount 0.00
Additional Charges 0.00		Tax 0.00

Funding 100%

Add Item
 If your item
 is not listed
 choose:
 (Add as new item)

* Next

R0068002

Attachments

Delete Requisition

1 Requestor Information

2 Vendor Information

3 Add Item & Accounting

Requisition Summary

Save as draft

Commodity Description

Enter Description

Unit Of Measure *

Box (BOX) x v

Tax Group *

Choose Tax Group

Quantity *

0.00

Unit Price *

0.0000

(Quantity) X (Unit Price)

USD 0.00

Discount Amount

0.00

Additional Amount

0.00

Tax Amount

0.00

Commodity Comments

Public Comment

Enter comments for the commodity item

Put comments here.

Private Comment

Enter comments for the commodity item

→ Even though there is a star, you don't need to put anything.

Requisition Number

R0068002

Amazon.com (911646860)
PO Box 530958
Atlanta GA 30353-0958

Commodities (1)

Test (1)

10.00

Funding

100%

Quantity*

1.00

Unit Price*

(Quantity) X (Unit Price)

Discount Amount

0.00

Additional Amount

0.00

Tax Amount

0.00

Commodity Item
Total

USD 0.00

Private Comment

Enter comments for the commodity item

Test (1)

10.00

Funding

100%

Grand Total - All Commodities

10.00

Grand Total - All Accounting

10.00

Back

Save



View as PDF

Submit Requisition

R0068003

Attachments Delete Requisition

1 Requestor Information

2 Vendor Information

3 Add Item & Accounting

Add Item(s)

Choose Item

Commodities (1)

Office Supplies	1.00
Quantity 1.00 @ 1.0000	Discount 0.00
Additional Charges 0.00	Tax 0.00

Requisition Summary

Save as draft

Requisition Number R0068003

Amazon.com (911646860)
PO Box 530958
Atlanta GA 30353-0958

Commodities (1)

Office Supplies	1.00
Quantity 1.00 @ 1.0000	Discount 0.00
Additional Charges 0.00	Tax 0.00

Grand Total - All Commodities 1.00

Grand Total - All Accounting 0.00

Back

Add Accounting



View as PDF

Submit Requisition

1 Requestor Information

2 Vendor Information

3 Add Item & Accounting

Requisition Number (R0068003) Currency USD

Chart * Index

W Lindsey ... x v Choose Index v

Fund *

10000 Current Unrestricted Fund x v *

Organization *

4200 Business Office x v *

Account *

69350 Miscellaneous Expense x v *

Program * Activity

40 Instituti... x v Choose Activity v

Location Project

Choose Locati... v Choose Project v

Distribution Amount * Distribution Percent *

1.00 100.00000000

Discount Amount Additional Amount

0.00 0.00

Tax Amount

0.00

Distribution Total 1.00

Remaining 0.00

Requisition Summary

Save as draft

Requisition Number R0068003

Amazon.com (911646860)
PO Box 530958
Atlanta GA 30353-0958

Commodities (1)

Office Supplies	1.00
Quantity 1.00 @ 1.0000	Discount 0.00
Additional Charges 0.00	Tax 0.00
Accounting Total	0.00
Commodity Total	1.00
Balanced	0%

Grand Total - All Commodities 1.00

Grand Total - All Accounting 0.00


Back

Save *

View as PDF

Submit Requisition

R0068003

 Attachments


 Delete Requisition

1 Requestor Information

2 Vendor Information

3 Add Item & Accounting

Add Item(s)

Choose Item 

Commodities (1)

Office Supplies	1.00
Quantity 1.00 @ 1.0000	Discount 0.00
Additional Charges 0.00	Tax 0.00

Funding

100%

Requisition Summary

Save as draft

Requisition Number

R0068003

Amazon.com (911646860)
PO Box 530958
Atlanta GA 30353-0958

Commodities (1)

Office Supplies	1.00
Quantity 1.00 @ 1.0000	Discount 0.00
Additional Charges 0.00	Tax 0.00

Funding

100%

Grand Total - All Commodities 1.00

Grand Total - All Accounting 1.00

Back

View as PDF

Submit Requisition

