

Banner Document Management System (BDMS)

This system will be used to view requisition documentation that will be required for approval.

Training Video:

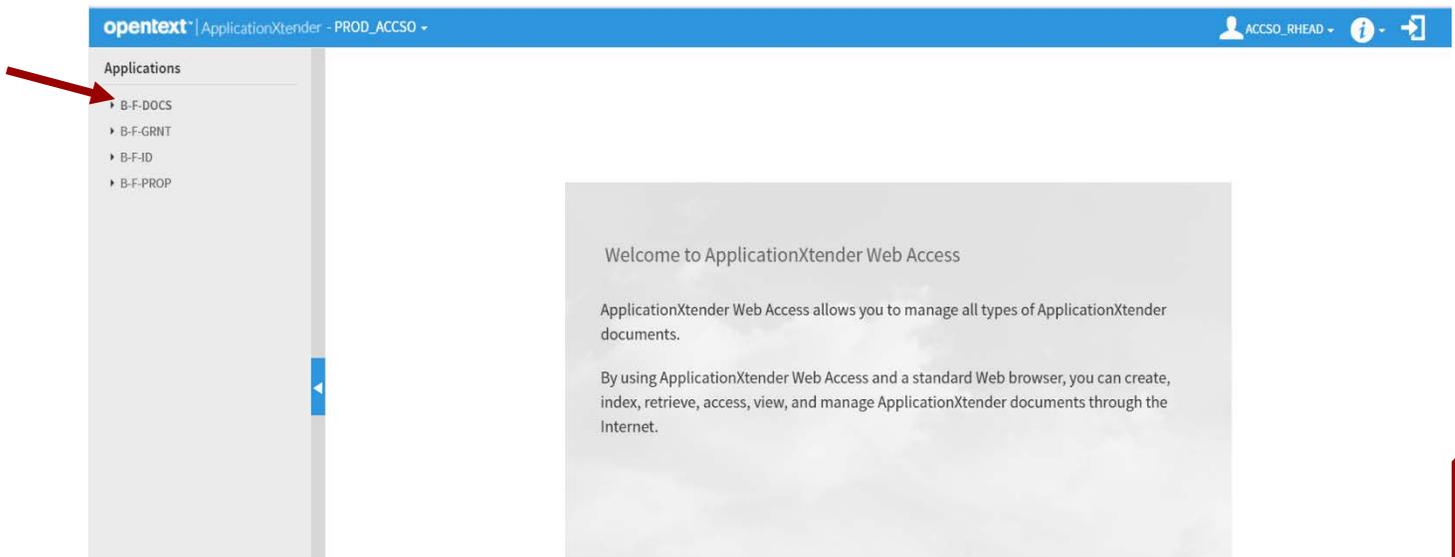
<https://ellucian.zoom.us/rec/share/y5FldJvqrD5OSLPj1U6YBpFmLpTFX6a82iAY8vMFzU-luVSVUGmxOGTXyw3Cy5NT>

Please note there will be a brief pause (approximately 38 seconds) before the presenter begins speaking.

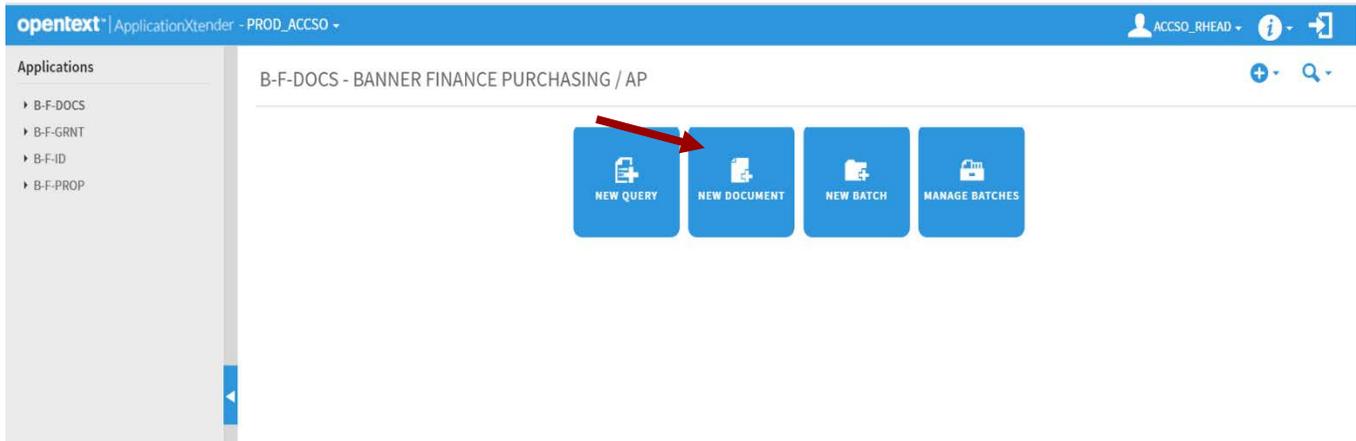
BDMS URL: [Will be provided from your college.](#)

As you access the URL, you will open the BDMS landing page.

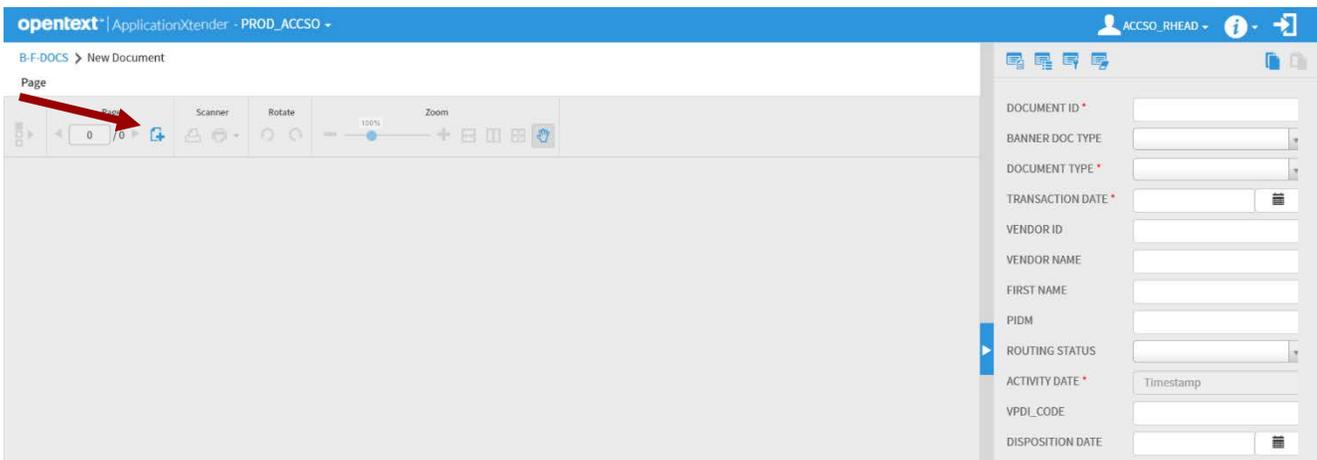
1. Select **B-F Docs**.

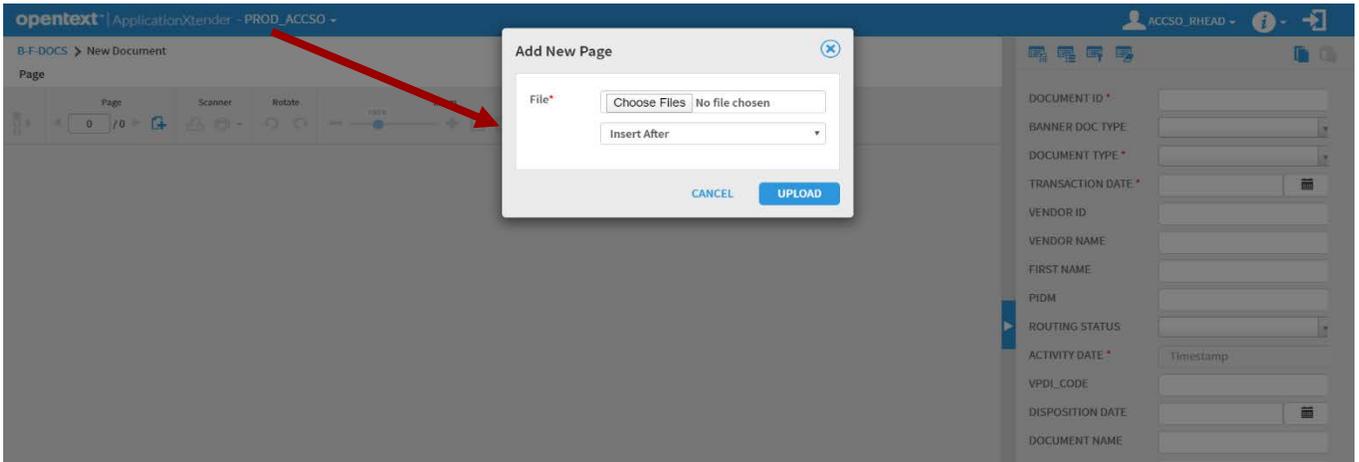


2. Click **New Document**.

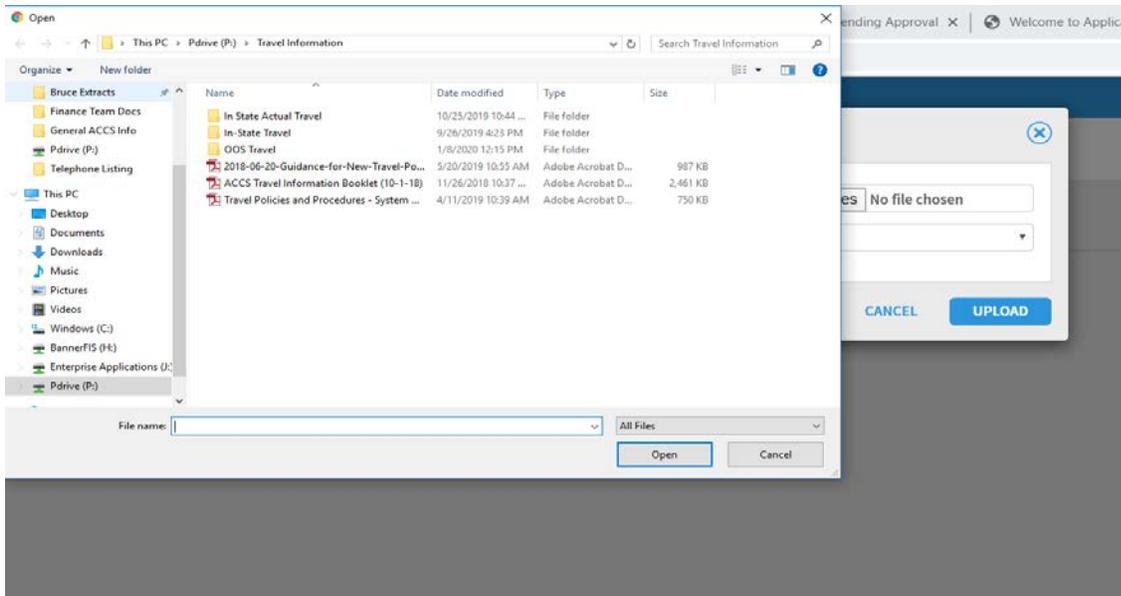


3. Select add page icon  to access upload prompt.

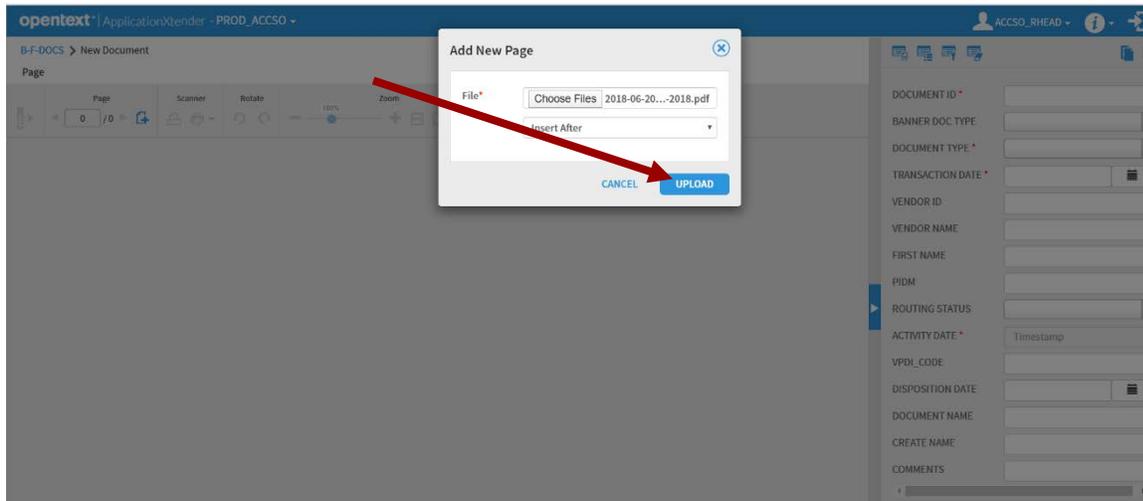




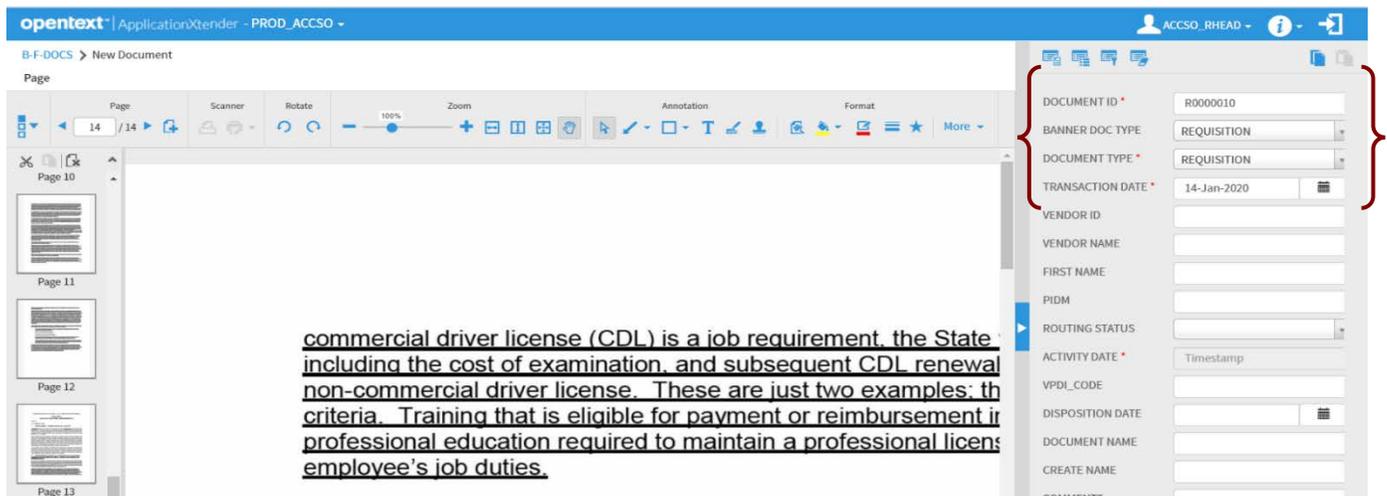
4. Choose scanned or saved document needed.



5. Upload Document.



6. Index selected document. You will key Requisition number in **Document ID**, select Requisition for **Banner Doc Type**, and select Requisition for **Document Type**.



7. Click **Save** to complete upload.

The screenshot shows the OneACCS application interface. The main window displays a document with the following text:

commercial driver license (CDL) is a job requirement, the State including the cost of examination, and subsequent CDL renewal non-commercial driver license. These are just two examples; th criteria. Training that is eligible for payment or reimbursement in professional education required to maintain a professional licens employee's job duties.

If a professional license, certification, training, membership dues but not required for an employee to carry out the duties of his or may pay or reimburse an employee for such expenses if the foll is necessary, related, or beneficial to the employee's duties; and

The right sidebar contains a form with the following fields:

- DOCUMENT ID * (R0000010)
- BANNER DOC TYPE (REQUISITION)
- DOCUMENT TYPE * (REQUISITION)
- TRANSACTION DATE * (14-Jan-2020)
- VENDOR ID
- VENDOR NAME
- FIRST NAME
- PIDM
- ROUTING STATUS
- ACTIVITY DATE * (Timestamp)
- VPDL_CODE
- DISPOSITION DATE
- DOCUMENT NAME
- CREATE NAME
- COMMENTS

A red arrow points to the **SAVE** button at the bottom of the sidebar.

OneACCS

One System. All Access.

The following is an example of a complete uploaded and indexed document.

The screenshot displays the 'opentext' ApplicationXtender interface for document viewing. The main area shows a scanned document with the following text:

STATE OF ALABAMA
Department of Finance
Office of the Director
State Capitol, Suite N-105
Montgomery, Alabama 36130
Telephone (334) 242-7160 Fax (334) 353
www.finance.alabama.gov

The document also features the Alabama Great Seal and the name 'Kay Ivey Governor'. The interface includes a toolbar with options like 'Scanner', 'Rotate', 'Zoom', and 'Annotation', and a right-hand sidebar with document metadata such as 'DOCUMENT ID * R0000010', 'BANNER DOC TYPE REQUISITION', and 'TRANSACTION DATE * 14-Jan-2020'. A 'MODIFY' button is visible at the bottom right of the sidebar.

To verify indexed/scanned documents or to view approval documentation, select **New Query**.

The screenshot shows the main menu of the OneACCS system. The breadcrumb trail reads 'B-F-DOCS > BANNER FINANCE PURCHASING / AP'. Below the breadcrumb, there are four blue buttons: 'NEW QUERY', 'NEW DOCUMENT', 'NEW BATCH', and 'MANAGE BATCHES'. A red arrow points from the 'NEW QUERY' button towards the left side of the screen, indicating the next step in the process.

OneACCS

One System. All Access.

Enter requisition number into **Document ID** and select **Run**.

opentext | ApplicationTender - PROD_ACCSO -

Applications

- ▶ B-F-DOCS
- ▶ B-F-GRNT
- ▶ B-F-ID
- ▶ B-F-PROP

New Search - B-F-DOCS

Search Criteria
Enter a search term in the index fields to filter your results.

DOCUMENT ID: R0000010

BANNER DOC TYPE: Multiple select / Input and enter

DOCUMENT TYPE: Multiple select / Input and enter

TRANSACTION DATE:

VENDOR ID:

VENDOR NAME:

FIRST NAME:

PIDM:

ROUTING STATUS: Multiple select / Input and enter

ACTIVITY DATE:

VPDI_CODE:

DISPOSITION DATE:

RUN SAVE CANCEL

See query results (example below).

opentext | ApplicationTender - PROD_ACCSO -

B-F-DOCS > New Search > Query Results > R0000010

Document 1 of 1

Document Page

Text Search

EMAIL EXPORT PRINT

Scanner Rotate Zoom Annotation Format

Page 1 / 14

Page 1

Page 2

Page 3

ALABAMA GREAT SEAL

Kay Ivey
Governor

STATE OF ALABAMA
Department of Finance
Office of the Director
State Capitol, Suite N-105
Montgomery, Alabama 36130
Telephone (334) 242-7160 Fax (334) 353
www.finance.alabama.gov

DOCUMENT ID * R0000010

BANNER DOC TYPE REQUISITION

DOCUMENT TYPE * REQUISITION

TRANSACTION DATE * 14-Jan-2020

VENDOR ID

VENDOR NAME

FIRST NAME

PIDM

ROUTING STATUS

ACTIVITY DATE * 2020-01-14 10:16:08

VPDI_CODE ACCSO

DISPOSITION DATE

DOCUMENT NAME

CREATE NAME

COMMENTS

MODIFY

Creating a Budget Transfer

Things to Note

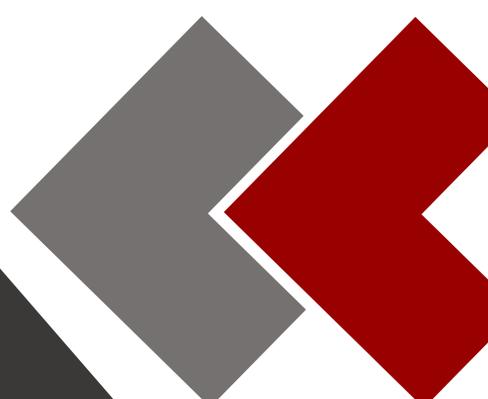
- You will enter budget transfers through Finance Self-Service (SSB9).
- It is recommended to use the Google Chrome Web browser to access Finance Self-Service.

Use SSB9 to create budget transfers and review budget status.

SSB9 URL: <https://financesb-prod.ec.accs.edu/FinanceSelfService?mepCode=VPDI>

VPDI = Your College identifier

Note this process is used for many other Banner finance activities. We are only providing the steps necessary to complete a budget transfer. There are several fields that are not required for the completion of a budget transfer and therefore will be left blank.



Banner 9 Finance Self-Service

To log into Finance Self-Service:

1. Enter the URL address for Banner Self-Service 9 (*See URL*).
2. Enter your User ID and password in the corresponding fields, and click **Sign In**.

 ellucian.

Sign in to your account

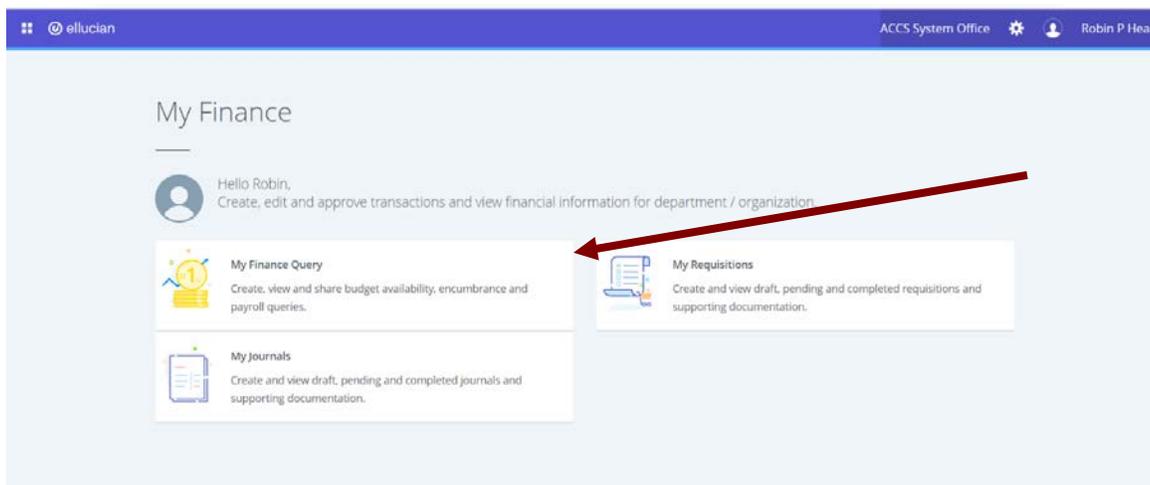
rhead@accs.edu

.....

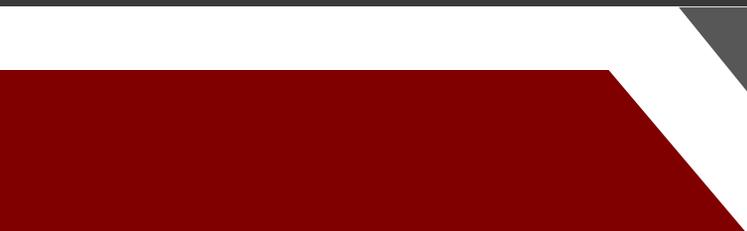
Sign In

Remember me on this computer

3. From SSB9 Landing Page select **My Journals**.



4. On the **My Journals** dashboard page, click **Create Journal**.
5. On the **Create Journal** overlay window, enter the following information using the available fields.

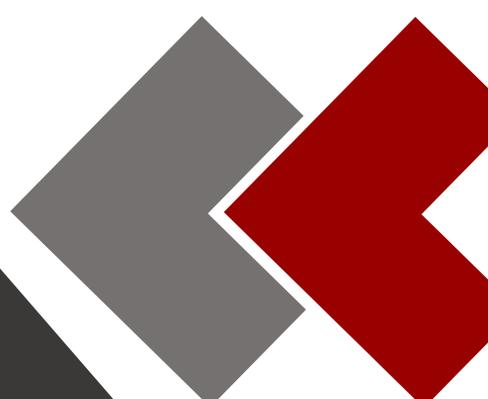


OneACCS

One System. All Access.

- a. Distribution total = the absolute value of the transfer (If you are transferring \$10 from one account to another the total would be \$20.)
6. Enter information in the Accounting Defaults section.
 - a. Journal Type = BDT (Type in **BDT** rather than scrolling through the list.)
 - b. Enter the description of your transaction. (Ex: To transfer from supplies to travel)
 - c. Budget Period = "01" or blank (Note: The period will default to period 01 if left blank.)
 - d. Click **CREATE**.

Note: The Journal document is created with the header information and the **Summary** page displays with the **Add Accounting** overlay window.



J0000161

Transaction Date *

06/02/2020

Redistribution

NSF Checking

Accounting Defaults

Journal Type

BDT Budget Transfer

Bank Code

Choose Bank Code

Budget Period

09

Journal Comments

Public Comment

Enter public comments for the journal

Private Comment

Enter private comments for the journal

UPDATE

Distribution Total

20.00

Deferred Edit

Description

To transfer from supplies to travel

Deposit

Currency

Choose Currency Code

OneACCS

One System. All Access.

7. On the **Add Accounting** overlay window, specify journal details using the available fields.
 - a. Enter the appropriate Fund, Organization, Account and Program. (Please do not enter any values in the index, location, activity, or project fields.)
 - b. Enter the amount of the first line item that you are adjusting
 - c. Enter a "+ plus" or "- minus" in the Debit/Credit field. (Increases to budget lines use "+ plus" and decreases to budget lines use "- minus".)

Sequence Number : 1

Status : ✔ Postable

Journal Type *

BDT Budget Transfer x v

Chart * Index

1 ACCSO Chart x v Choose Index v

Fund

110100 System Office x v

Organization

100050 Fiscal Services Division x v

Account

710100 Commercial Transportation - IS x v

Program Location

6000 Institutional Support x v Choose Location v

Activity Project

Choose Activity v Choose Project v

Percent

Amount * Debit/Credit *

10.00 + Plus x v

SAVE ADD ACCOUNTING

8. To add additional accounting items, click **Add accounting**.

OneACCS

One System. All Access.

Note: The **Add Accounting** overlay window displays.

Add accounting ✕

Sequence Number : 2 Status :

Journal Type *
BDT Budget Transfer ✕ ▼

Chart * Index
1 ACCSO Chart ✕ ▼ Choose Index ▼

Fund
110100 System Office ✕ ▼

Organization
100050 Fiscal Services Division ✕ ▼

Account
720500 Materials and Supplies - MS ✕ ▼

Program Location
6000 Institutional Support ✕ ▼ Choose Location ▼

Activity Project
Choose Activity ▼ Choose Project ▼

Percent

Amount * Debit/Credit *
10.00 - Minus ✕ ▼

NSF Override Document Reference

Description * Budget Period
To transfer from supplies to travel 09 ✕ ▼

Bank

SAVE ADD ACCOUNTING

9. Repeat steps 6 and 7 to add more accounting items, as necessary.
10. Click **SAVE**.

Note: The page refreshes with the accounting item(s) you just added listed in the Accounting Distribution grid.

11. Once Completed:
 - a. Click **Back** if you want to return to the **My Journals** dashboard.
 - b. Click **Save as draft** to mark the document as draft and return to the dashboard.
 - c. Click **Submit Journal** to complete the journal and submit for approvals.

The screenshot shows the 'Accounting Distribution' grid in the OneACCS system. The grid contains two rows of accounting items. The first row (Sequence 1) is a debit of 10.00 to account 710100. The second row (Sequence 2) is a credit of 10.00 to account 720500. Both rows have a status of 'Draft' and a description of 'To transfer from supplies to travel'. The total amount is 20.00. At the bottom right, there are three buttons: 'Back', 'Save as draft', and 'Submit Journal'.

Sequence	Status	Type	Percent	Amount	Debit/Credit	Index	Fund	Organization	Account	Program	NSF Override	Description	Rank
1	✔	BDT	--	10.00	+ Plus	--	110100	100050	710100	6000	<input type="checkbox"/>	To transfer from supplies to travel	--
2	✔	BDT	--	10.00	- Minus	--	110100	100050	720500	6000	<input type="checkbox"/>	To transfer from supplies to travel	--

Accounting total: 20.00

Buttons: Back, Save as draft, Submit Journal

Edit a journal

You can edit any journal that is in Draft, Disapproved, and Automatic status.

Document	Date	Description	Total	Status
Draft Journals 2				
J1900001	03/26/2019	Test	1.00	Draft
J1600463	03/14/2019	test	100.00	Draft
Pending Journals 0				

Steps

Follow the steps below to edit a journal entry.

1. On the **My Journals** dashboard page, click on any row under the Draft Journals section for the journal entry that you want to edit.
2. On the Summary page, click the **Edit Header** icon.
3. Edit the header information, accounting defaults, and journal comments.
4. Click **UPDATE**.
5. On the Summary page, under the Accounting Distribution grid, click any accounting item to edit.
6. Edit Accounting Distribution information.
7. Click **SAVE**, the accounting item saves and closes.
8. Click **ADD ACCOUNTING**, the existing record saves, and displays a new accounting distribution overlay window to add a new accounting item. Repeat this step until all new accounting distributions are entered.
9. If you are finished your edits click **SAVE** the accounting item saves and closes.
10. Once Completed:
 - a. Click **Back** if you want to return to the **My Journals** dashboard.
 - b. Click **Save as draft** to mark the document as draft and return to the dashboard.

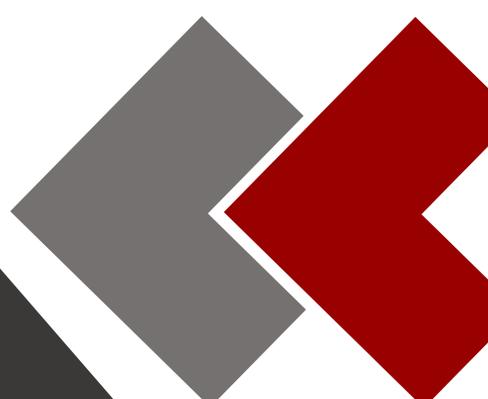
Click **Submit Journal** to complete the journal and submit for approvals.

Creating Requisitions

Things to Note

- Ellucian has not completed the transformation of Banner 8 Finance Self-Service functionality to Banner 9 Finance Self-Service. Therefore, ACCS will use SSB8 and SSB9.
- You will enter requisitions through Finance Self-Service (SSB9).
- It is recommended to use the Google Chrome Web browser to access Finance Self-Service.

Use SSB9 to create requisitions and review status of requisitions.



Banner 9 Finance Self-Service

To log into Finance Self-Service:

1. Enter the URL address for Banner Self-Service 9 (*list prov*).
2. Enter your User ID and password in the corresponding fields, and click **Sign In**.



Sign in to your account

 Remember me on this computer

Finance

Search

[ACCESSIBILITY](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Main Menu

Your current Institution is WCC

Finance

Create or review financial documents, budget information, approvals.

[Events](#)

[Banner 9 Events](#)

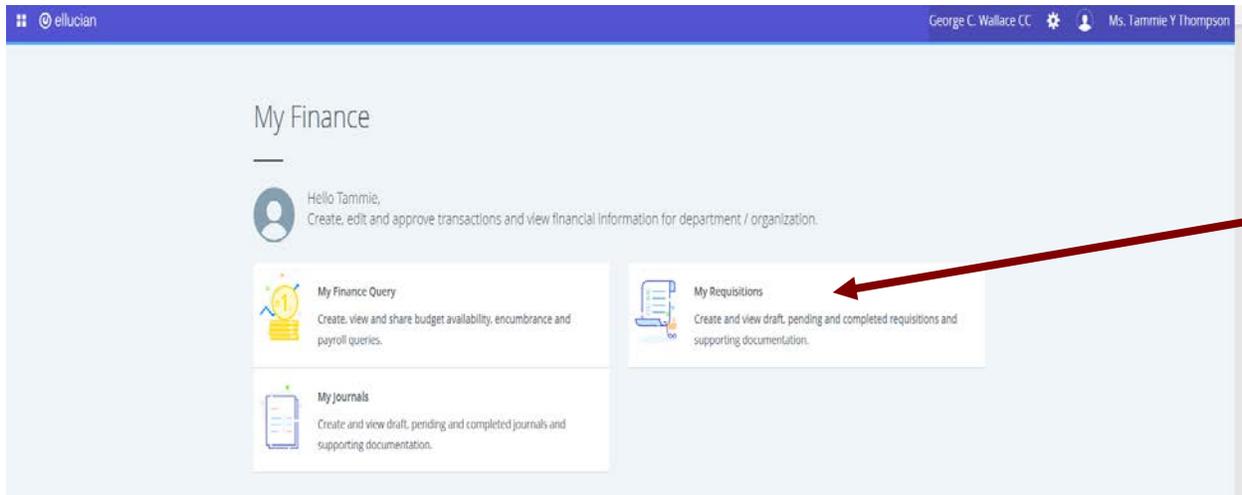
[My Action Items](#)

[Action Items Processing](#)

RELEASE: 0.9.1



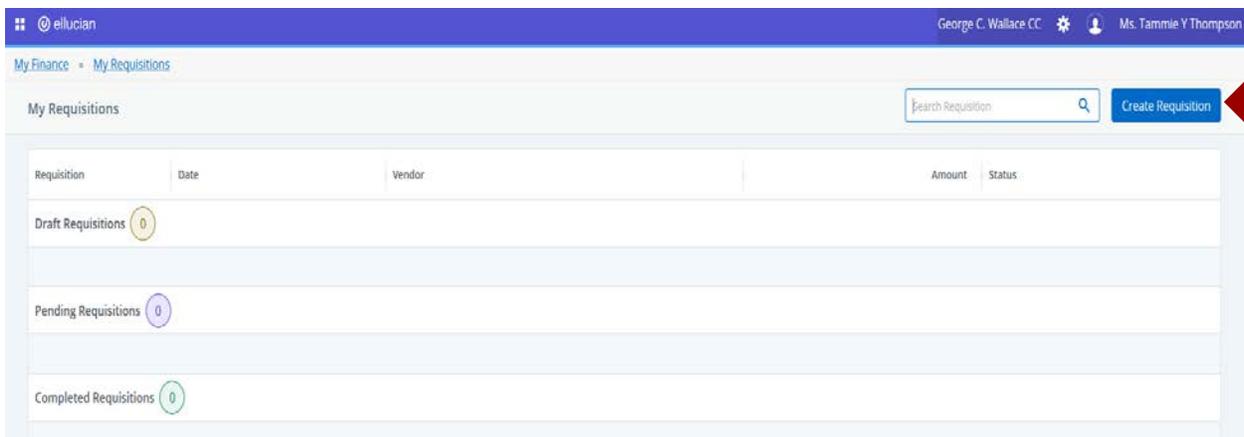
3. From SSB9 Landing Page select **My Requisitions**.



Create a requisition

To begin the purchase process, use the **My Requisitions** dashboard page to create a purchase requisition.

1. On the **My Requisitions** dashboard page, click **Create Requisition**.



The screenshot displays the 'My Requisitions' dashboard in the OneACCS system. At the top, there is a navigation bar with the user's name 'George C. Wallace CC' and 'Ms. Tammie Y Thompson'. Below the navigation bar, the page title 'My Requisitions' is visible. A search bar labeled 'Search Requisition' is located on the right side of the dashboard. To the right of the search bar is a blue button labeled 'Create Requisition', which is highlighted with a red arrow. Below the search bar and button is a table with the following columns: Requisition, Date, Vendor, Amount, and Status. The table is currently empty. Below the table, there are three summary rows: 'Draft Requisitions' with a count of 0, 'Pending Requisitions' with a count of 0, and 'Completed Requisitions' with a count of 0.

2. On the **Requestor Information** page, specify who is requesting the purchase using the available fields if you are not the default requester for the account.
3. Tab and complete the **Transaction Date** and **Delivery Date**.
4. Tab to **Attention To** and input appropriate person (the Purchasing Agent or purchaser).
5. Click **Next** to continue to the next page.

George C. Wallace CC Ms. Tammie Y Thompson

My Finance > My Requisitions > Create Requisition

Create Requisition

1 Requestor Information 2 Vendor Information 3 Add Item & Accounting

Requestor *
Tammie Thompson ACCS

Transaction Date * 06/16/2020 Delivery Date * 06/16/2020

Requestor Email
tammie.thompson@accs.edu

Accounting Type : Document level

Requisition Comments

Public Comment
Enter comments for the requisition

Private Comment
Enter comments for the requisition

Chart *
George C. Wallace Community College

Organization *
102020 Dean of Business Affairs

Ship To Location *
WCC Dana Nichols

Attention To *
Dana Nichols

Tax Group
Choose Tax Group

Ship To Location
Attention: Dana Nichols
1141 Wallace Drive
Dothan AL 36303

Requisition Summary
Delivery date/trans date should be current date.

Add details and click Next to build this summary view.

Back Next Submit Requisition

Public and Private comments are not required



6. On the **Vendor Information** page, select the vendor for the requisition.

The screenshot displays the 'Vendor Information' page for requisition R0000025. The page includes a navigation bar at the top with the user's name 'Ms. Terrie Y. Thompson' and the system name 'OneACCS'. The main content area is divided into sections: 'Requestor Information', 'Vendor Information', and 'Add Item & Accounting'. The 'Vendor Information' section is active and contains the following fields:

- Vendor:** A dropdown menu showing 'Dallas Office Supply (A02208572)'.
- Vendor Information:** A text area containing the address: 'Dallas Office Supply (A02208572), Po Box 266, 266 Painter Ave, Clark, AL 36021'.
- Vendor Email:** A text input field with the placeholder 'Choose/Enter Email'.
- Discount:** A dropdown menu with the option 'Choose Discount'.
- Currency:** A dropdown menu with the option 'Choose Currency'.

Annotations with red arrows point to the 'Vendor Email' field (labeled 'Vendor Email - Not Required') and the 'Discount' field (labeled 'Discount - Not Applicable'). At the bottom of the page, a red arrow points to the 'Next' button.



7. On the **Add Item & Accounting** page, add an item using the **Add Item(s)** field. After an item is entered, the page updates with required fields for the selected item.

George C. Wallace CC Ms. Tammie Y Thompson

My Finance My Requisitions R0000025

R0000025 Attachments Delete Requisition

1 Requestor Information 2 Vendor Information 3 Add Item & Accounting

Add Item(s)

Choose Item

Item 356664 Universal

Item 356664 Universal (Add as new item)

Add Item(s): MUST list Item # and Brand Name of Product only

Requisition Summary Save as draft

Requisition Number R0000025

Dollar: Office Supply (A02208572)

Po Box 266

Orank AL 36361

Back View as PDF Submit Requisition

You must **Tab** to add as new item and proceed.

Please Note: The page refreshes with the item you added listed below the **Add Item(s)** field in the **Commodities** list.

Public Comment is a required field. You **MUST** insert full item description from quote.

* All required fields (except Tax Group)

No Entry Required

Save

8. Click **Save**. If you click on a Commodity to review, it will delete the contents of the Public Comments box and it will have to be retyped. Best practice is to "View as PDF" to review your entry.

9. Click **Add Accounting**. Your departmental Fund, Organization, Account and Program (FOAP) will be required.

ellucian George C. Wallace CC Ms. Tammie Y Thompson

My Finance • My Requisitions • R0000025

R0000025 Attachments Delete Requisition

1 Requestor Information 2 Vendor Information 3 Add Item & Accounting

Add Item(s)

Choose Item

Commodities (1)

Item 356664 Universal	30.00
Quantity 10.00 @ 3.0000	Discount 0.00
Additional Charges 0.00	Tax 0.00

Requisition Summary Save as draft

Requisition Number R0000025

Dallas Office Supply (A02208572)
Po Box 266
Ozark AL 36361

Commodities (1)

Item 356664 Universal	30.00
Quantity 10.00 @ 3.0000	Discount 0.00
Additional Charges 0.00	Tax 0.00

Grand Total - All Commodities 30.00

Grand Total - All Accounting 0.00

Back Add Accounting View as PDF Submit Requisition

Once all items have been entered, Click **Add Accounting**

10. Click **Save**. The Requisition Summary updates.

The screenshot shows the OneACCS interface for requisition R0000025. A red oval highlights the text "Banner generated (except for split funds)" with two red arrows pointing to the "Add Item & Accounting" button and the "Delete Accounting" button. A large red arrow points down to the "Save" button at the bottom of the page.

Requisition Summary

Requisition Number	R0000025
Dallas Office Supply (A02208572) Po Box 266 Ozark AL 36361	
Commodities (1)	
Item 356664 Universal	30.00
Quantity 10.00 @ 3.0000	Discount 0.00
Additional Charges 0.00	Tax 0.00
Funding	Amount
1-110100-202170-720500-6003	30.00
Accounting Total	30.00
Commodity Total	30.00
Balanced	100%
Grand Total - All Commodities	30.00
Grand Total - All Accounting	30.00

Buttons: Back, Save, View as PDF, Submit Requisition

11. Select **View as PDF**. Review the output (example below).

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

Requestor	Tammie Thompson ACCS	Requisition #	R0000025
Phone	- Ext	Transaction Date	06/16/2020
Email	tammie.thompson@accs.edu	Delivery Date	06/16/2020
Organization	Dean of Business Affairs (102020)	Status	Draft
Accounting Type	Document Level	Currency	USD

Ship To	WCC	Vendor	Dallas Office Supply (A02208572)
Address	1141 Wallace Drive	Address	Po Box 266 286 Painter Ave Dothan AL 36303
Attention To	Dana Nichols 334-5562256 Ext	Phone	- Fax -
		Email	

Requisition Comments

Commodities

Item	Description	U/M	Quantity	Unit Price	Other	Total
1	Item 356664 Universal Item Text: 3x3 Plain yellow pop-up note refills 12- 100 Sheet Pads per pack	PAK	10.00	3.0000	0.00	30.00
Grand Total - All Commodities						30.00

Accounting Distributions

SEQ#	Chart-Index-Fund-Orgn-Acct-Prog-Actv-Locn-Proj	NSF Suspense	NSF Override	Suspense	Distribution Percent	Distribution Total
1	1-- 110100- 601060- 720500- 6001- --	Yes	No	No	100.0000	30.00
Grand Total - All Accounting						30.00

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.

12. Click **Save as draft** if you want to return to the requisition before submitting or **Submit Requisition** to deploy the requisition for approval.

My Finance • My Requisitions • R0000025

R0000025

Attachments Delete Requisition

1 Requestor Information 2 Vendor Information 3 Add Item & Accounting

Add Item(s)

Choose Item

Commodities (1)

Item 356664 Universal	30.00
Quantity 10.00 @ 3.0000	Discount 0.00
Additional Charges 0.00	Tax 0.00

Funding 100%

Click in the Funding bar to edit FOAP (example on next page)

Requisition Summary

Save as draft

Requisition Number R0000025

Dallas Office Supply (A02208572)
Po Box 266
Ozark AL 36361

Commodities (1)

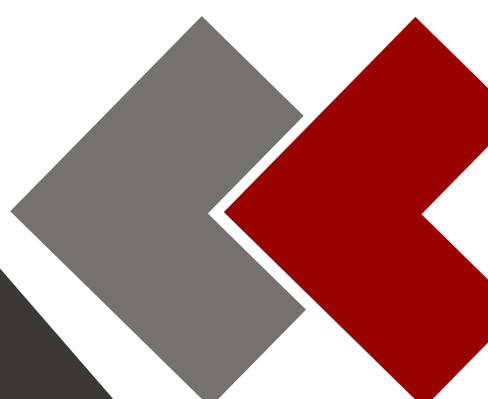
Item 356664 Universal	30.00
Quantity 10.00 @ 3.0000	Discount 0.00
Additional Charges 0.00	Tax 0.00

Funding 100%

Grand Total - All Commodities 30.00

Grand Total - All Accounting 30.00

Back View as PDF Submit Requisition



ellucian George C. Wallace CC Ms. Tammie Y Thompson

My Finance • My Requisitions • R0000025

R0000025 Attachments Delete Requisition

1 Requestor Information 2 Vendor Information 3 Add Item & Accounting

Add Item(s)

Choose Item

Commodities (1)

Item 356664 Universal	30.00
Quantity 10.00 @ 3.0000	Discount 0.00
Additional Charges 0.00	Tax 0.00
Funding	Amount
1-110100-601060-720500-6001	30.00
Accounting Total	30.00
Commodity Total	30.00
Balanced	100%

Click on the FOAP to edit

Requisition Summary Save as draft

Requisition Number R0000025

Dallas Office Supply (A02208572)
Po Box 266
Ozark AL 36361

Commodities (1)

Item 356664 Universal	30.00
Quantity 10.00 @ 3.0000	Discount 0.00
Additional Charges 0.00	Tax 0.00
Funding	100%

Grand Total - All Commodities 30.00

Grand Total - All Accounting 30.00

Back View as PDF Submit Requisition

Once the requisition has been submitted, the information page (*below*) will display. This provides you with the specific status for each requisition in your queue.

The screenshot shows the 'My Requisitions' page in the OneACCS system. The page header includes the user's name 'ellucian', the organization 'George C. Wallace CC', and the user 'Ms. Tammie Y Thompson'. Below the header, there are navigation links for 'My Finance' and 'My Requisitions', a search bar for 'Search Requisition', and a 'Create Requisition' button. The main content area displays a table with the following data:

Requisition	Date	Vendor	Amount	Status
Draft Requisitions 0				
Pending Requisitions 1				
R0000025	06/16/2020	Dallas Office Supply	\$30.00	In Approval ⓘ
Completed Requisitions 0				