Banner Document Management System (BDMS)

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

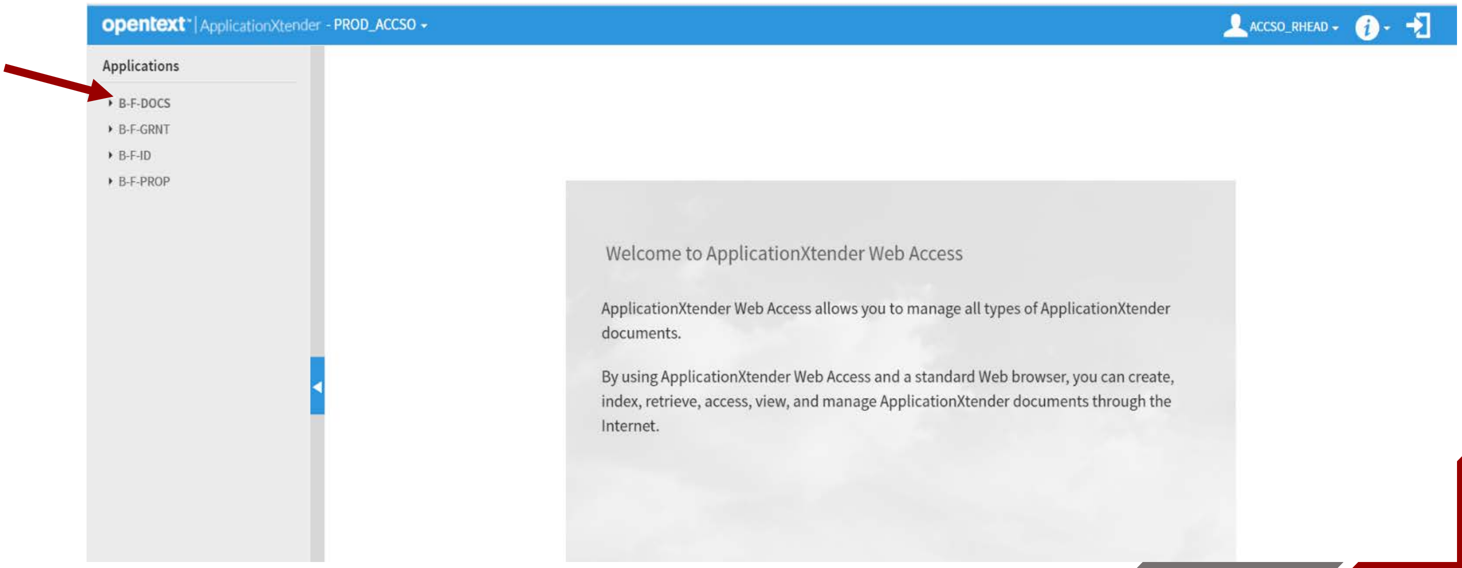
Training Video:
https://ellucian.zoom.us/rec/share/y5FIdJvqrD5OSLPj1U6YBpFmLpTFX6a82iAY8vMFzU-luVSVUGmxOGTXyw3Cy5NT

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

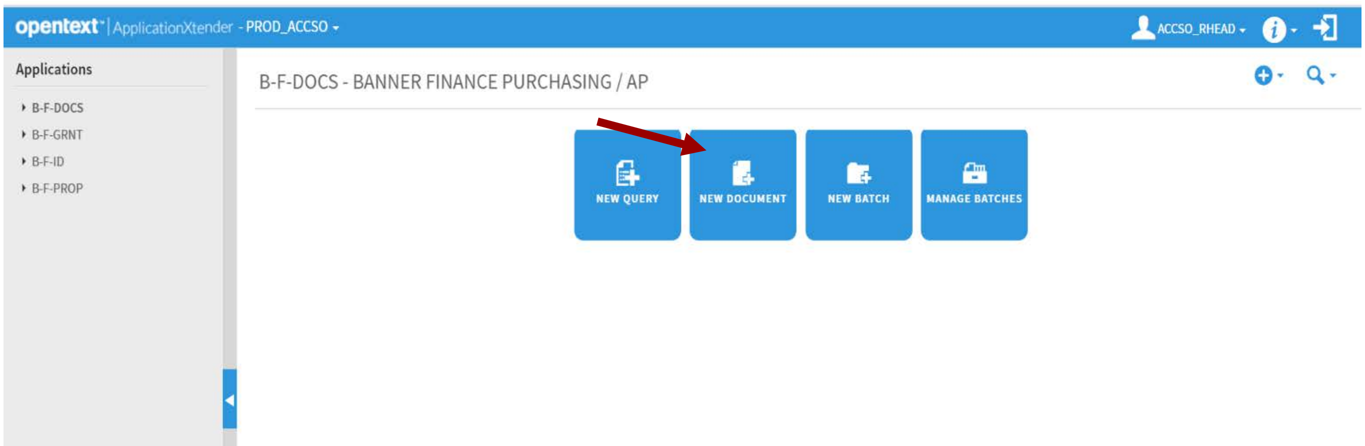
BDMS URL: Will be provided from your college.

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

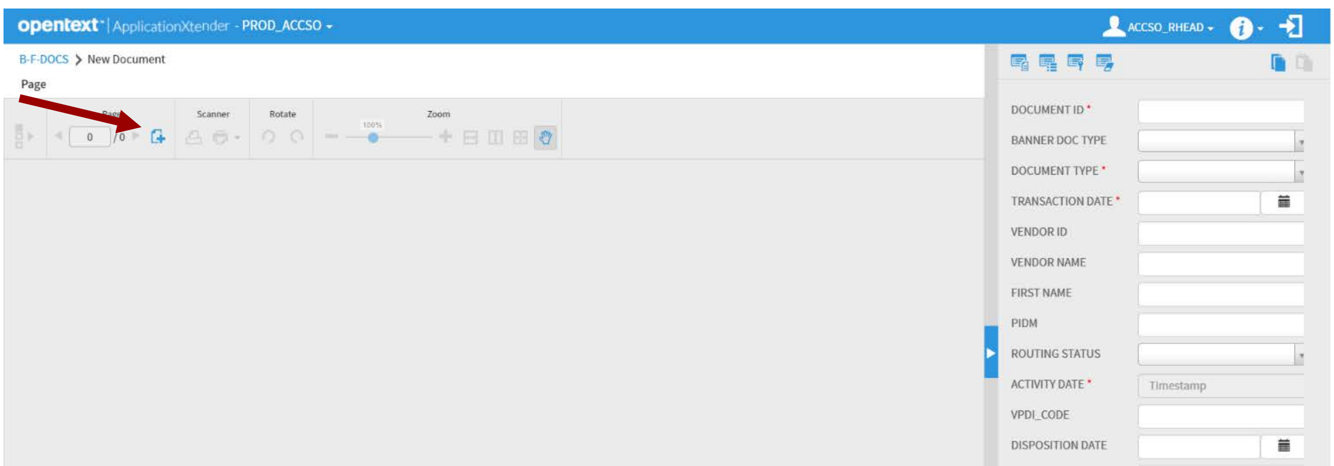
1. Select **B-F Docs**.

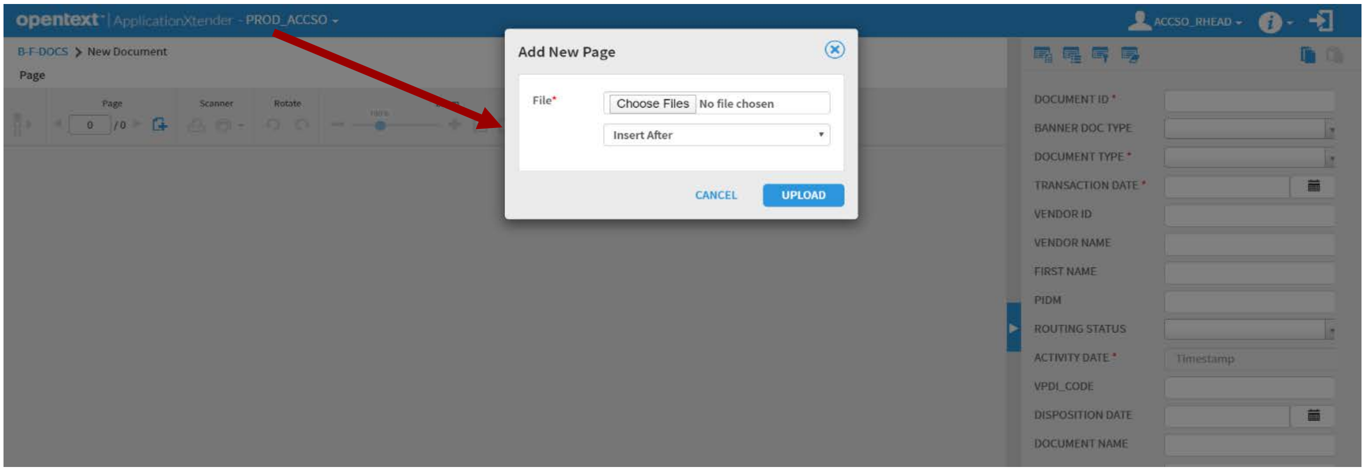


2. Click **New Document**.

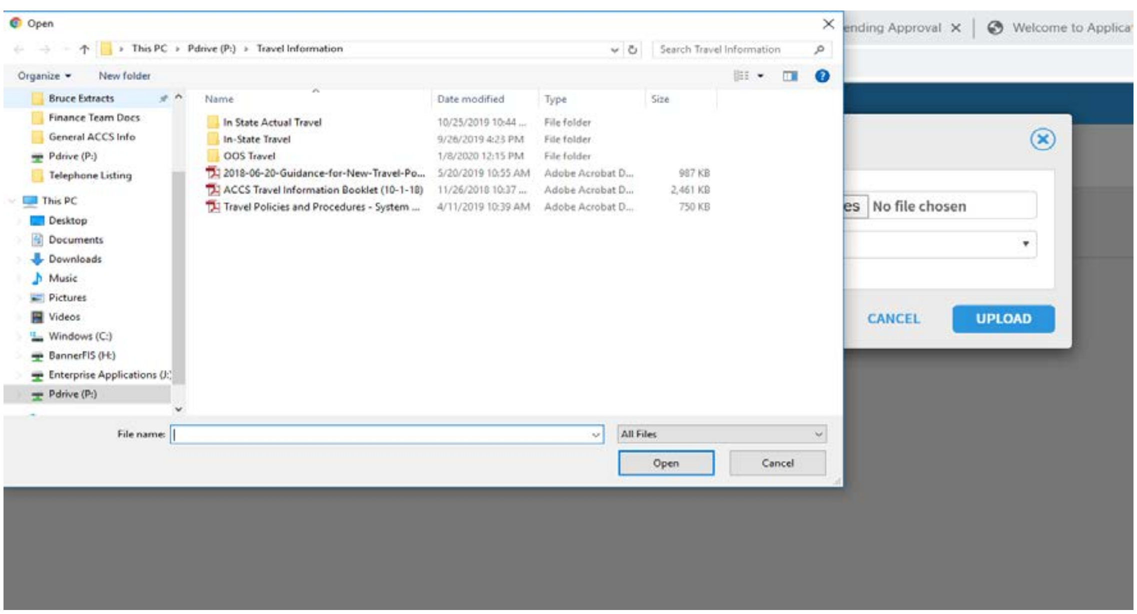


3. Select add page icon  to access upload prompt.

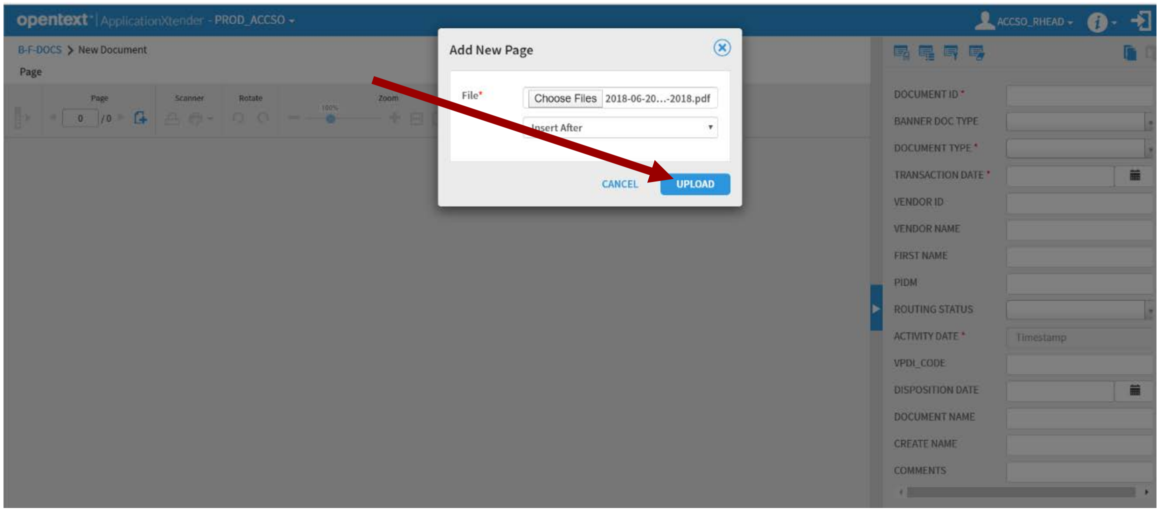




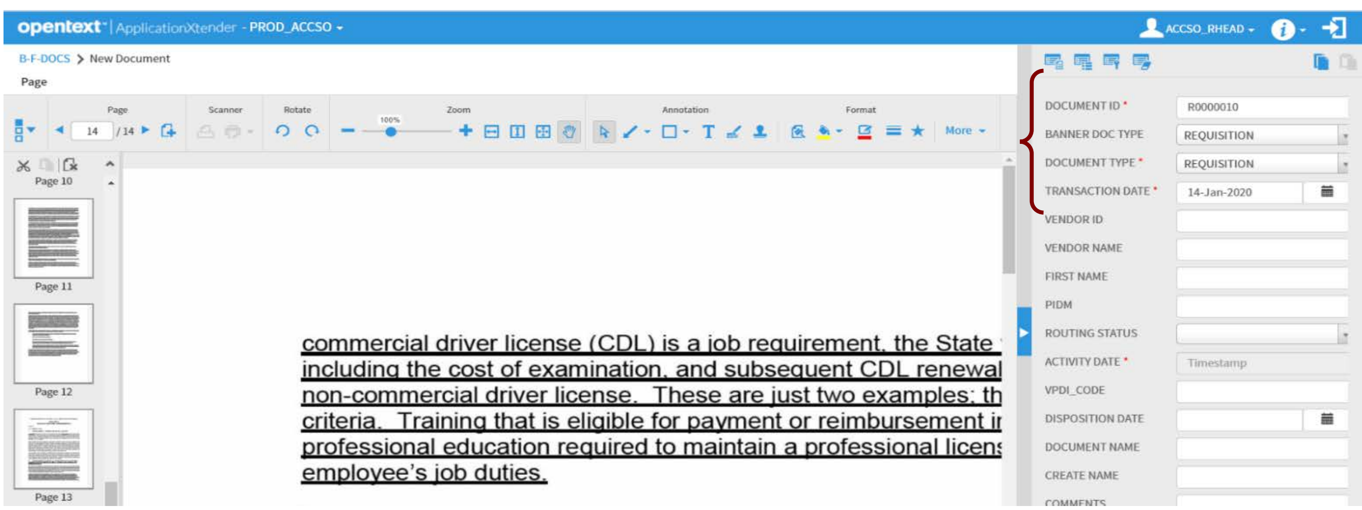
4. Choose scanned or saved document needed.



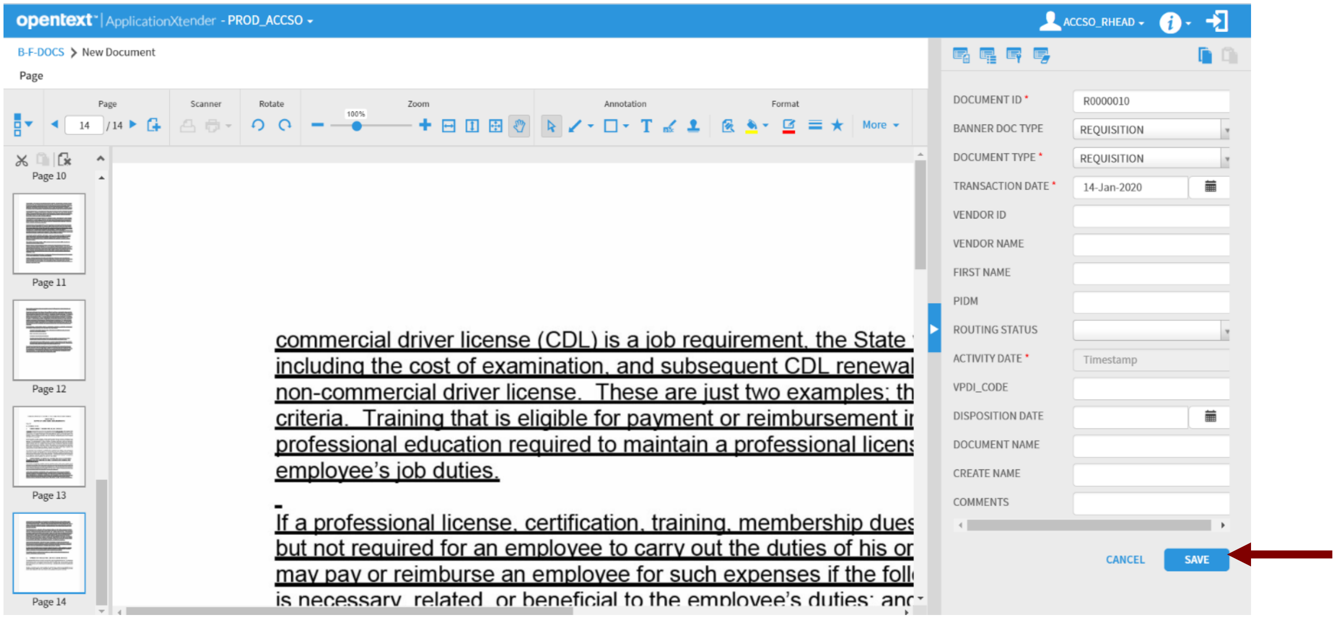
5. Upload Document.



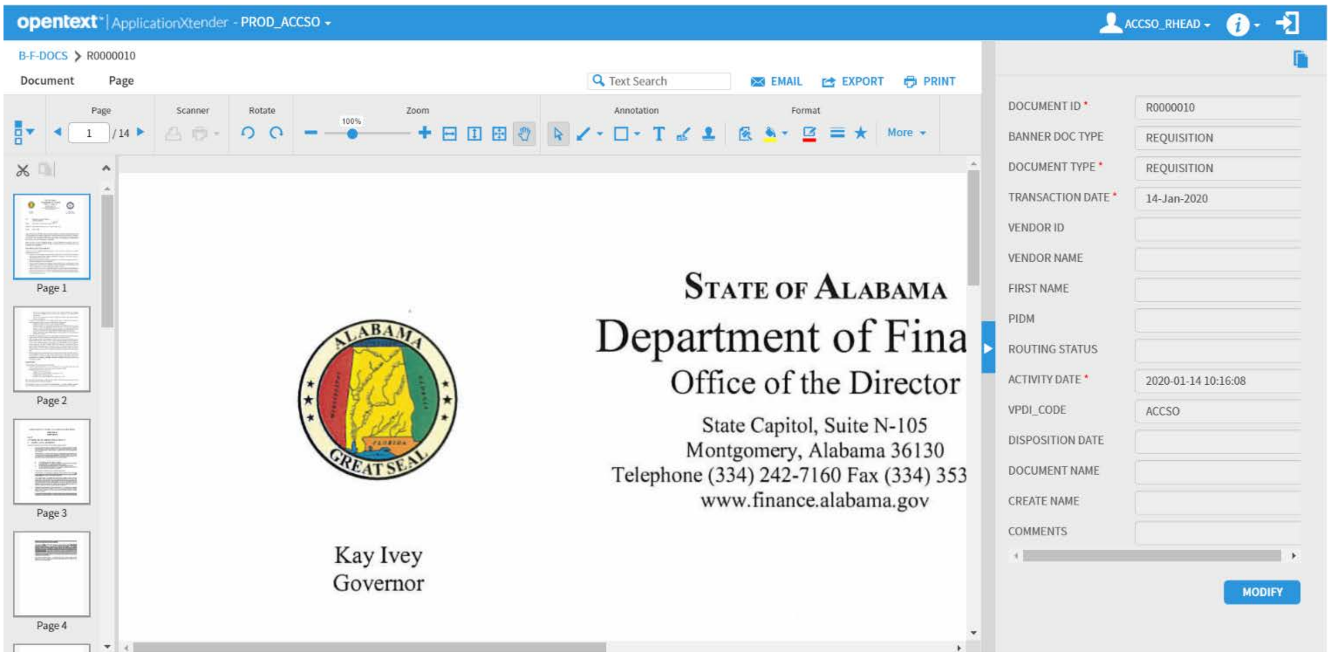
6. Index selected document. You will key Requisition number in **Document ID**, select Requisition for **Banner Doc Type**, and select Requisition for **Document Type**.



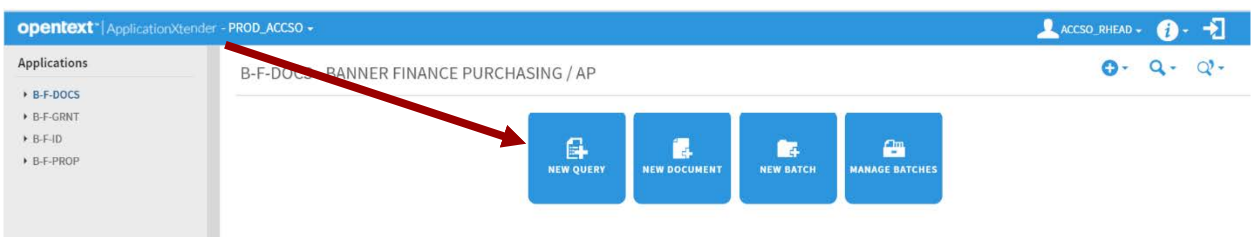
7. Click **Save** to complete upload.



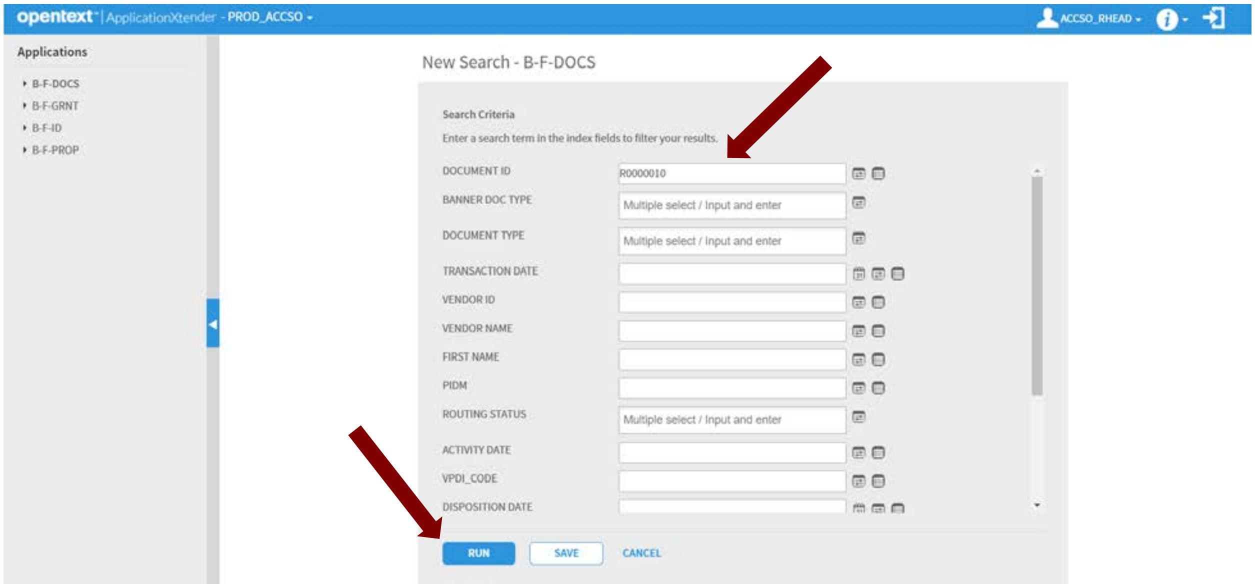
The following is an example of a complete uploaded and indexed document.



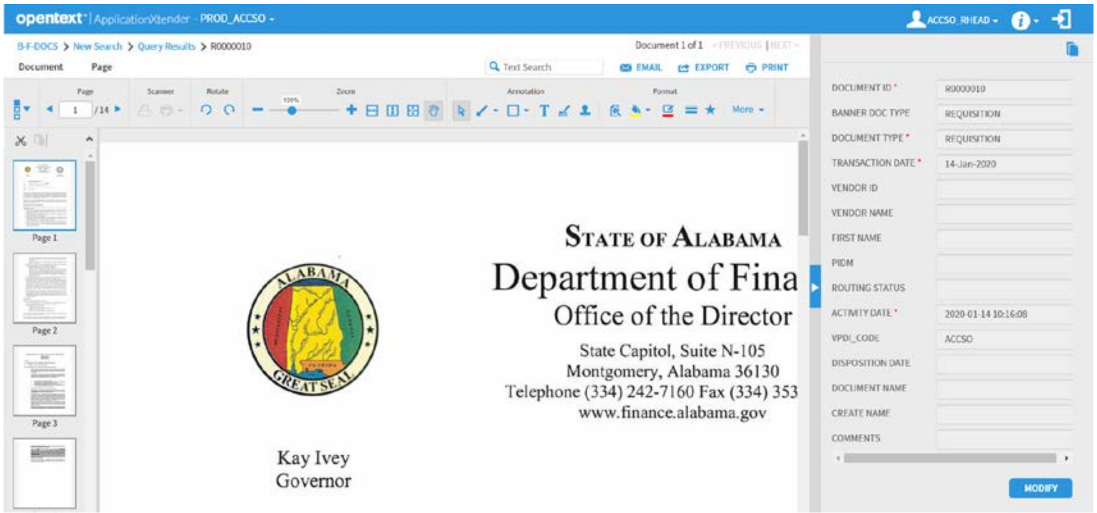
To verify indexed/scanned documents or to view approval documentation, select **New Query**.



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



See query results (*example below*).



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://financessb-prod.ec.accs.edu/FinanceSelfService?mepCode=VPDI

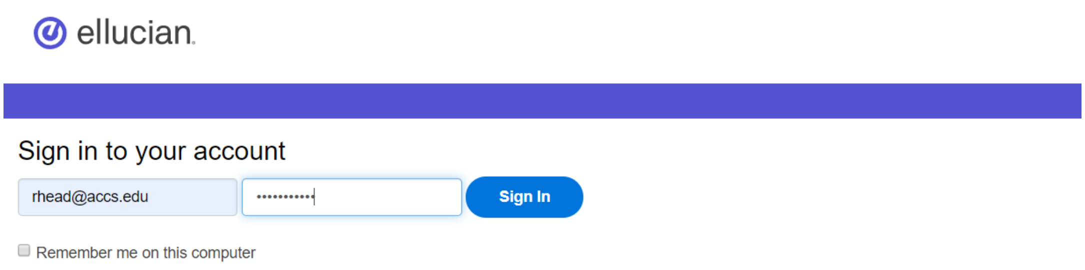
VPDI = Your College identifier

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.

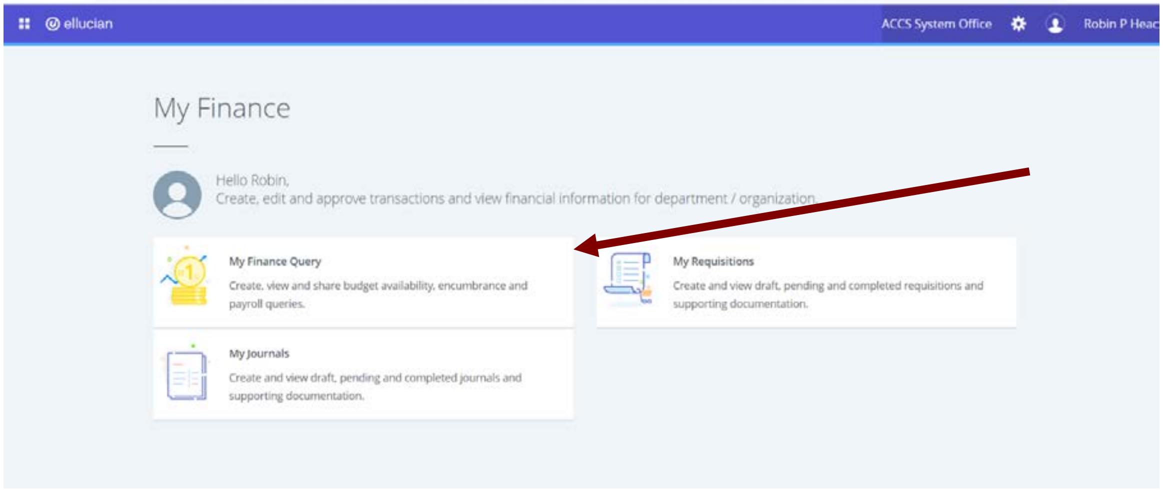
Banner 9 Finance Self-Service

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**.



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.

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.

OneACCS

J0000161

Transaction Date *

06/02/2020

Distribution Total

20.00

☐ Redistribution

☑ NSF Checking

☐ Deferred Edit

Accounting Defaults

Journal Type

BDT Budget Transfer

Description

To transfer from supplies to travel

Bank Code

Choose Bank Code

Deposit

Budget Period

09

Currency

Choose Currency Code

Journal Comments

Public Comment

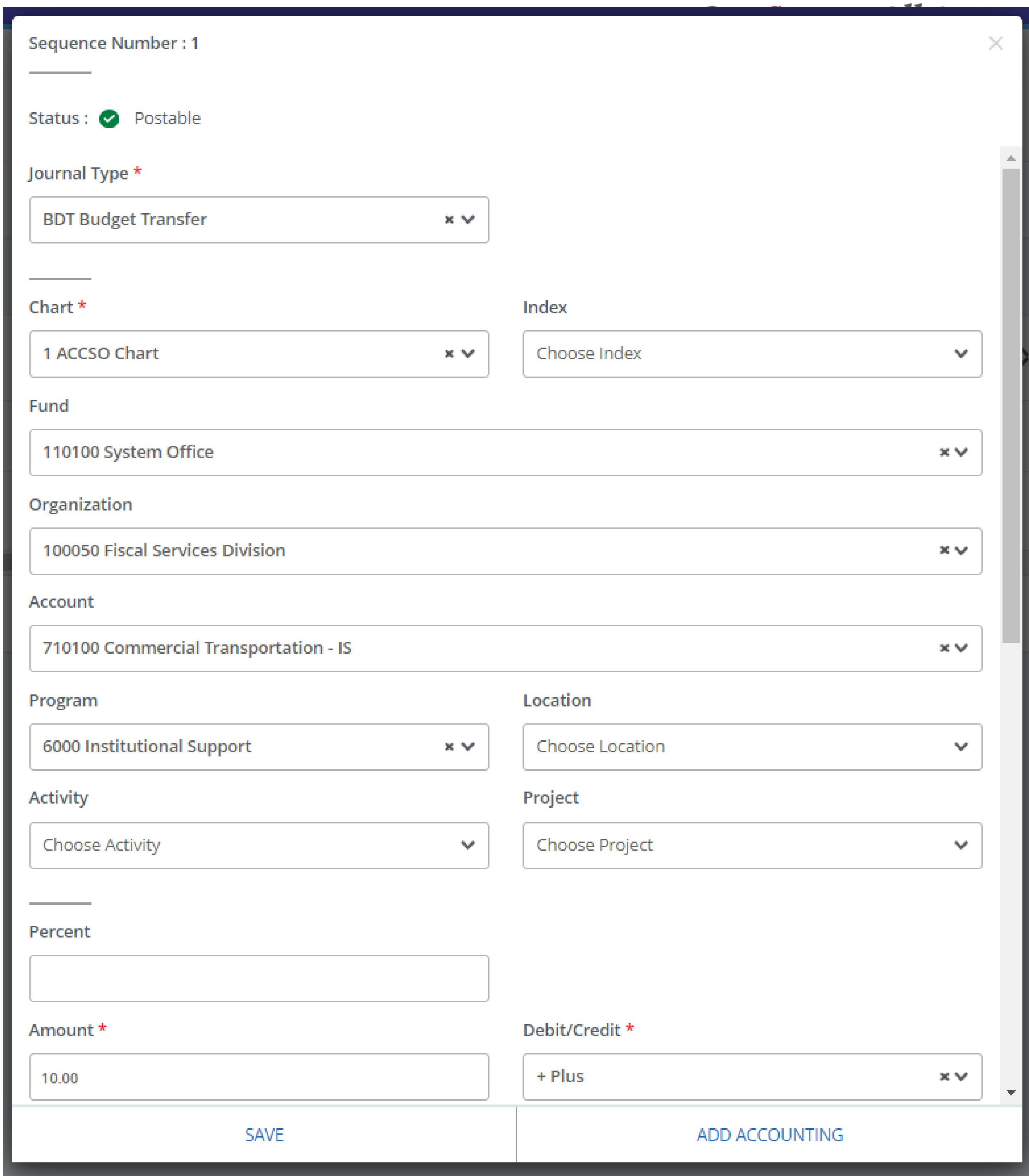
Enter public comments for the journal

Private Comment

Enter private comments for the journal

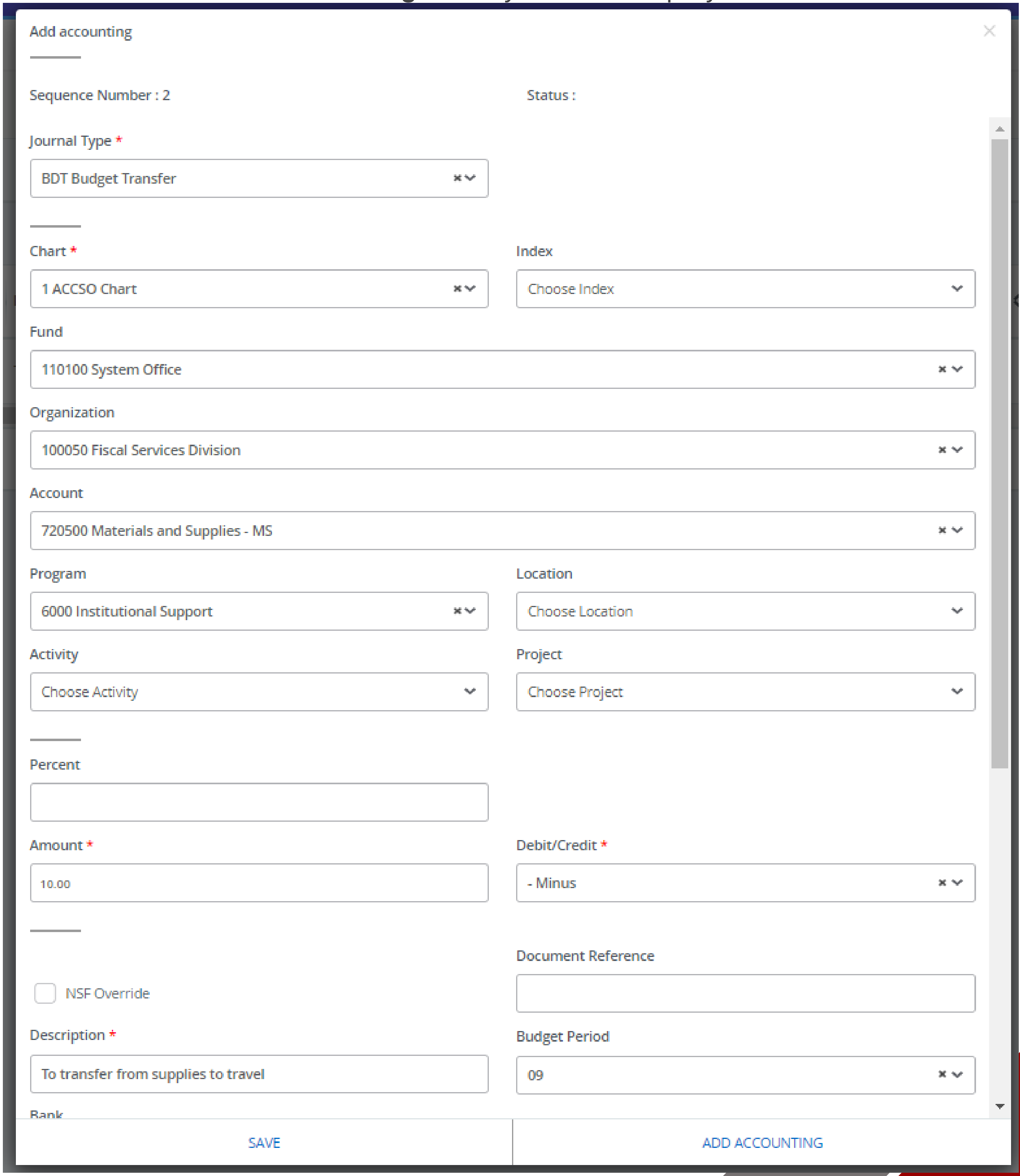
UPDATE

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”.)



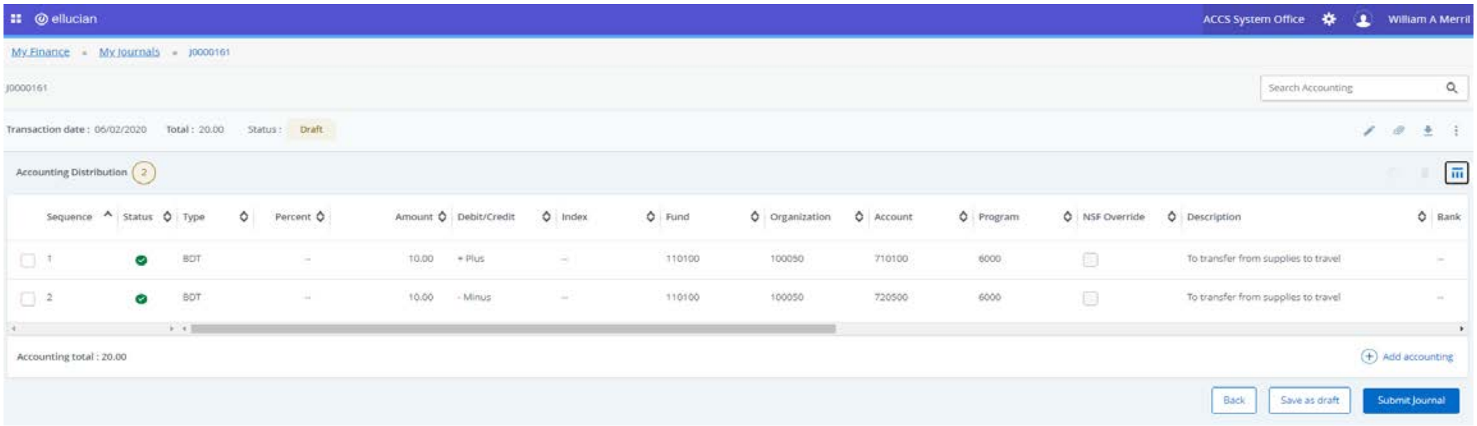
8. To add additional accounting items, click **Add accounting**.

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



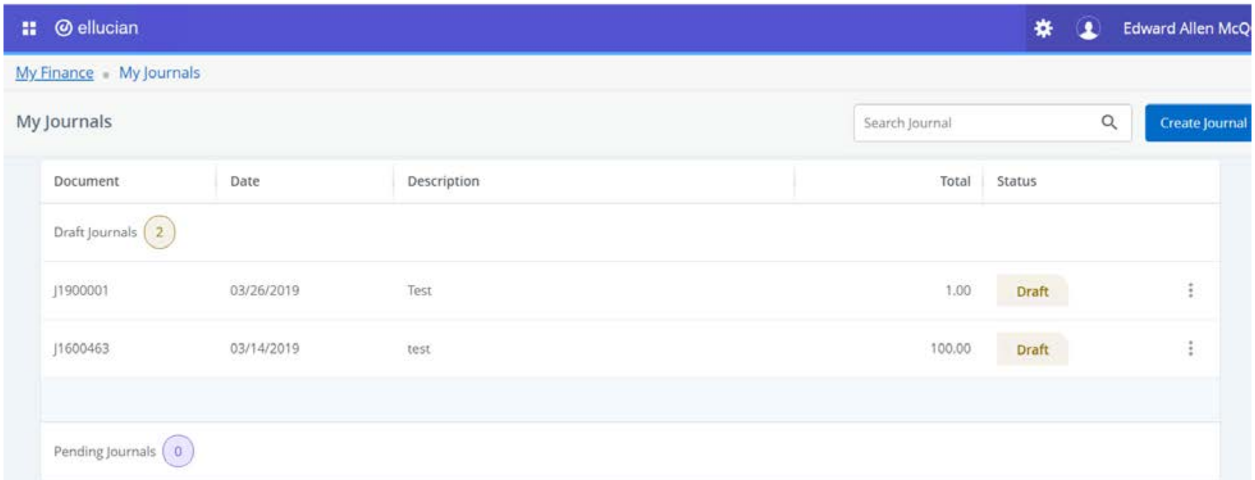
9. Repeat steps 6 and 7 to add more accounting items, as necessary.
10. Click **SAVE**.
    Note: The page refreshes with the accounting item(s) you just added listed in the Accounting Distribution grid.

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.



Edit a journal

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



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

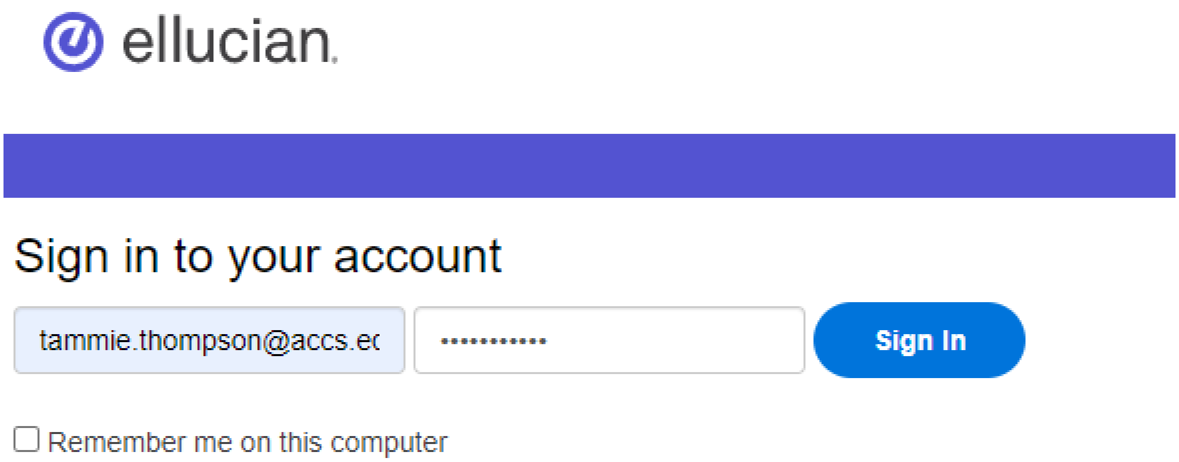
- Ellucian has not completed the transformation of Banner 8 Finance Self-Service functionality to Banner 9 Finance Self-Service. Therefore, ACCS will use SSB8 and SSB9.
- You will enter requisitions through Finance Self-Service (SSB9).
- It is recommended to use the Google Chrome Web browser to access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

Use SSB9 to create requisitions and review status of requisitions.

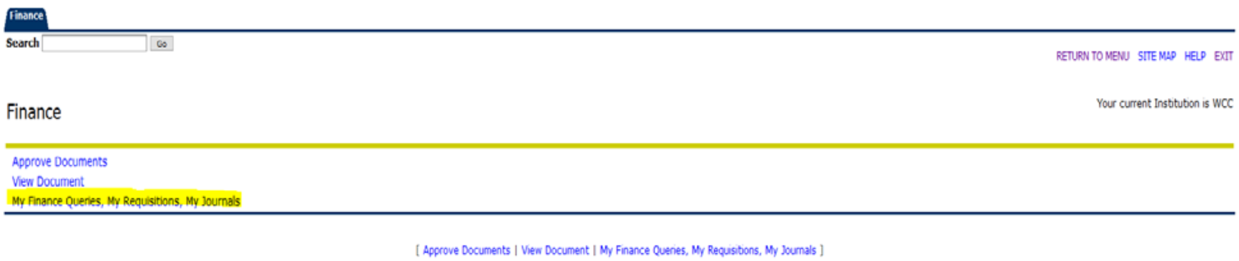
Banner 9 Finance Self-Service

To log into Finance Self-Service:

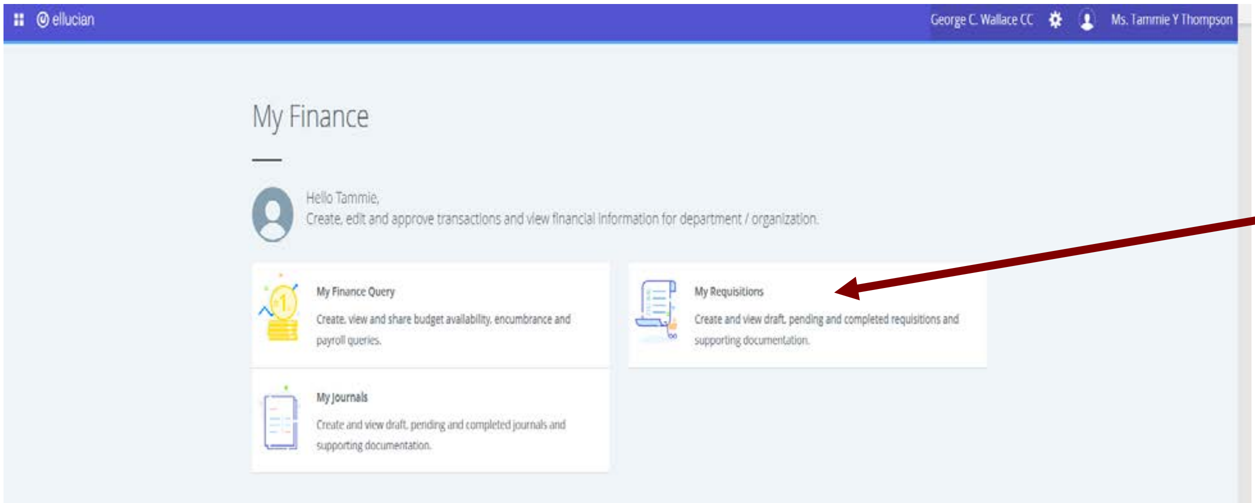
1. Enter the URL address for Banner Self-Service 9 (*list prov*).
2. Enter your User ID and password in the corresponding fields, and click **Sign In**.



OneACCS
One System. All Access.



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

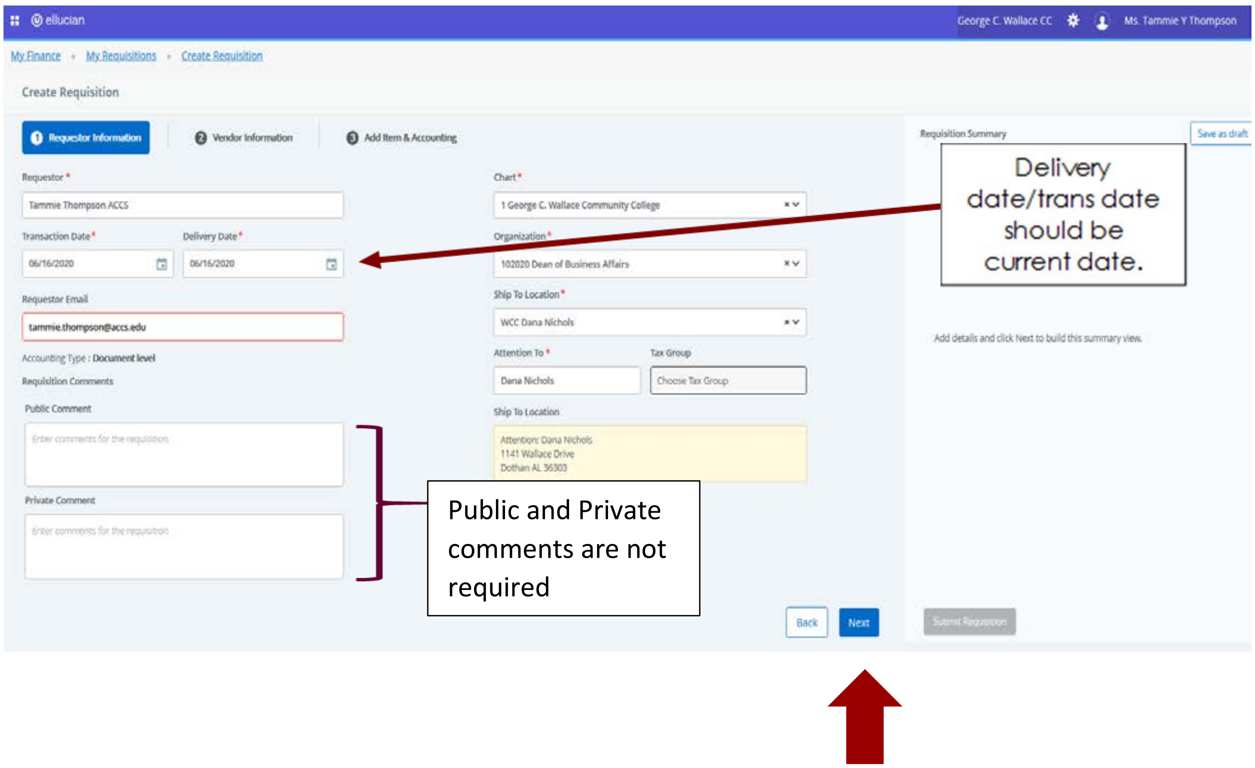


Create a requisition

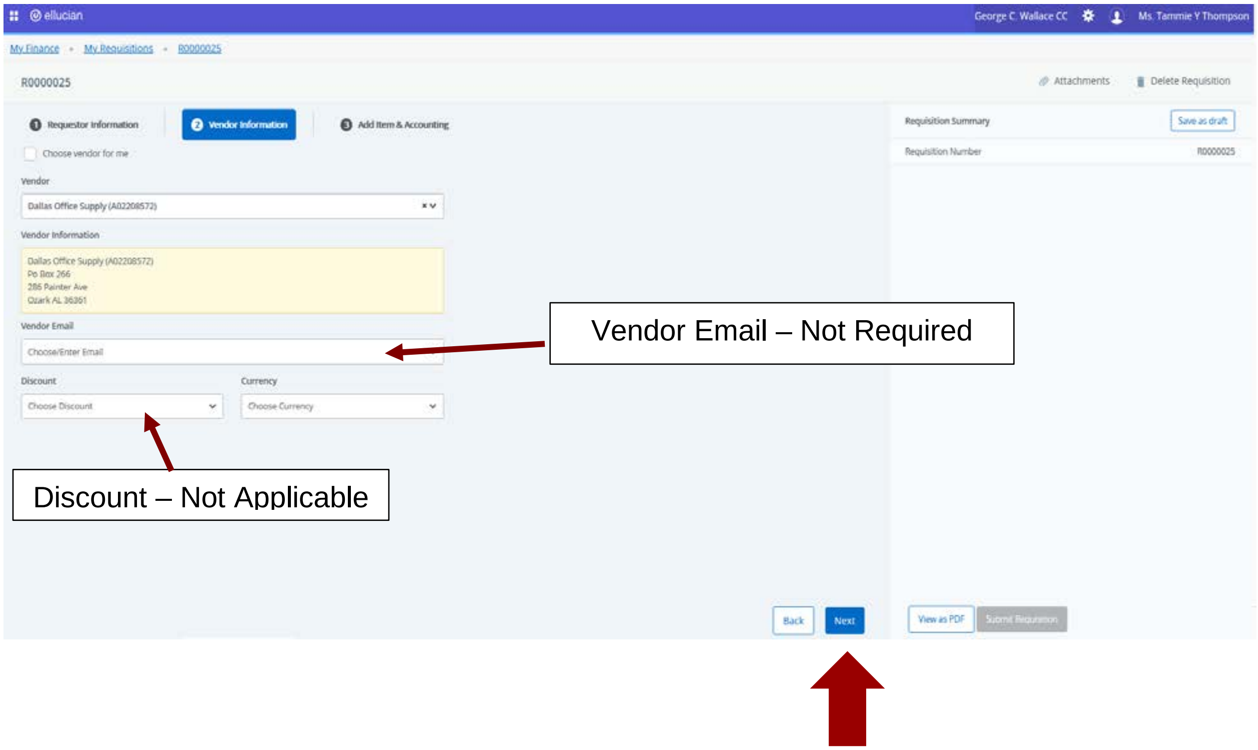
To begin the purchase process, use the **My Requisitions** dashboard page to create a purchase requisition.

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

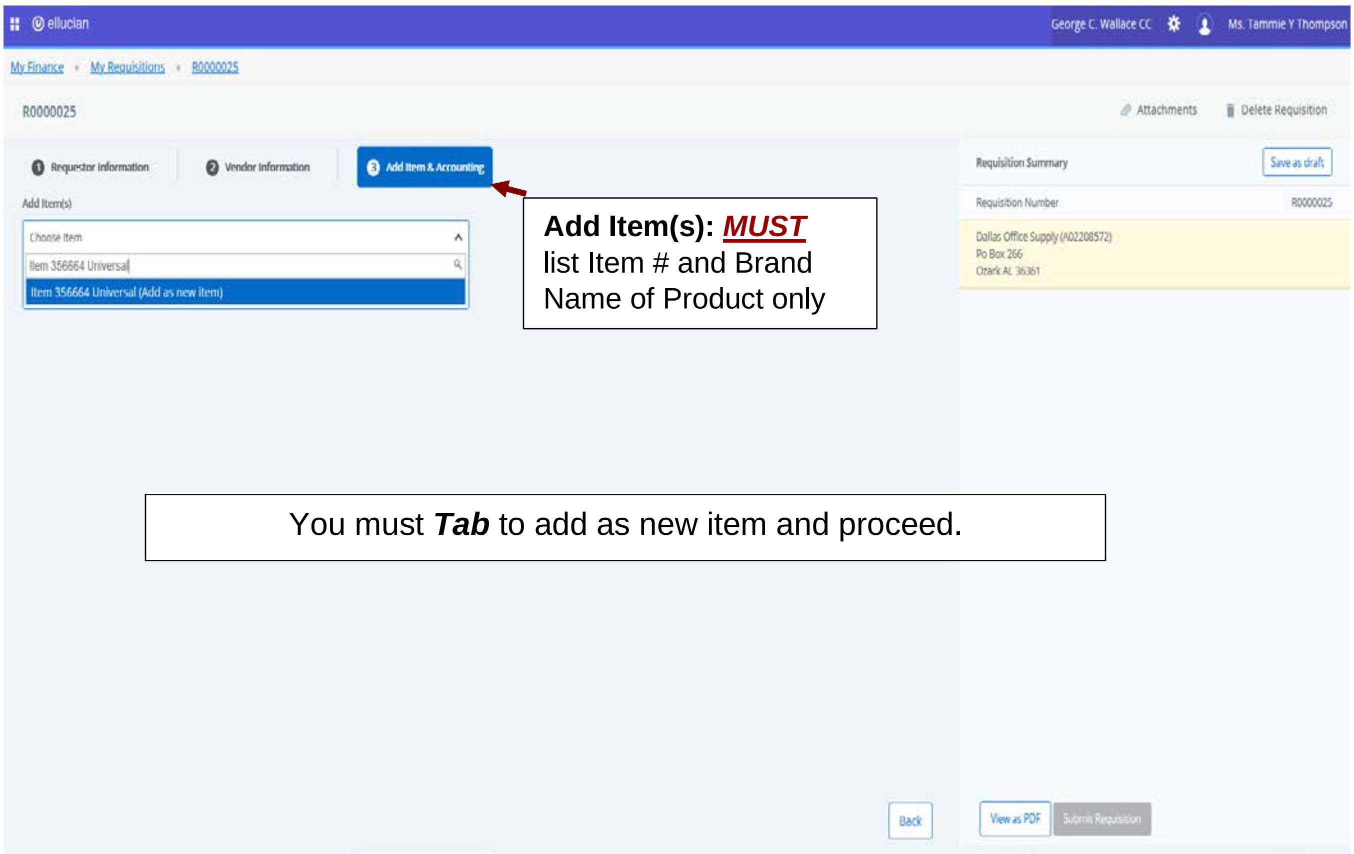
2. On the **Requestor Information** page, specify who is requesting the purchase using the available fields if you are not the default requester for the account.
3. Tab and complete the **Transaction Date** and **Delivery Date**.
4. Tab to **Attention To** and input appropriate person (the Purchasing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



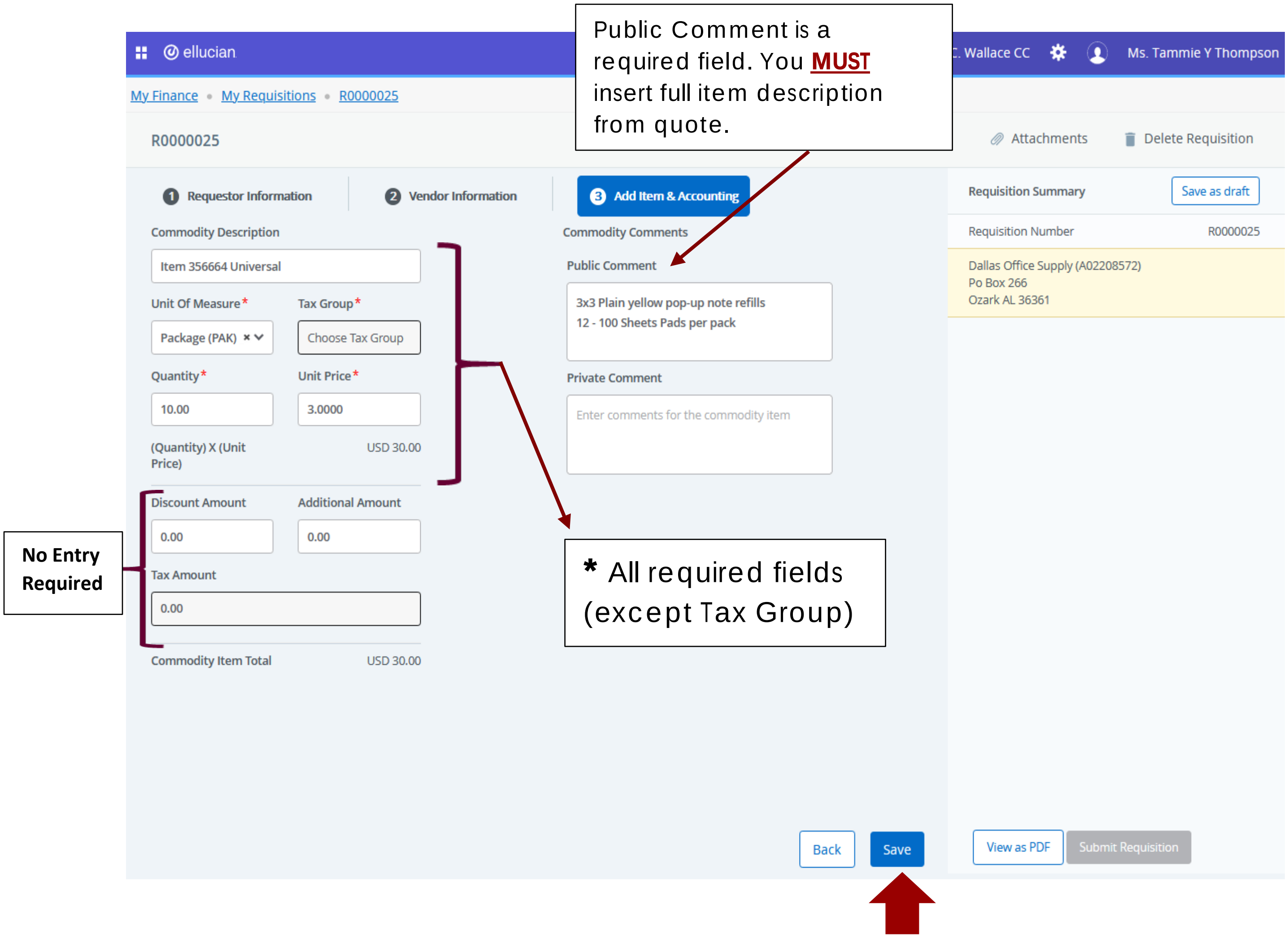
6. On the **Vendor Information** page, select the vendor for the requisition.



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.



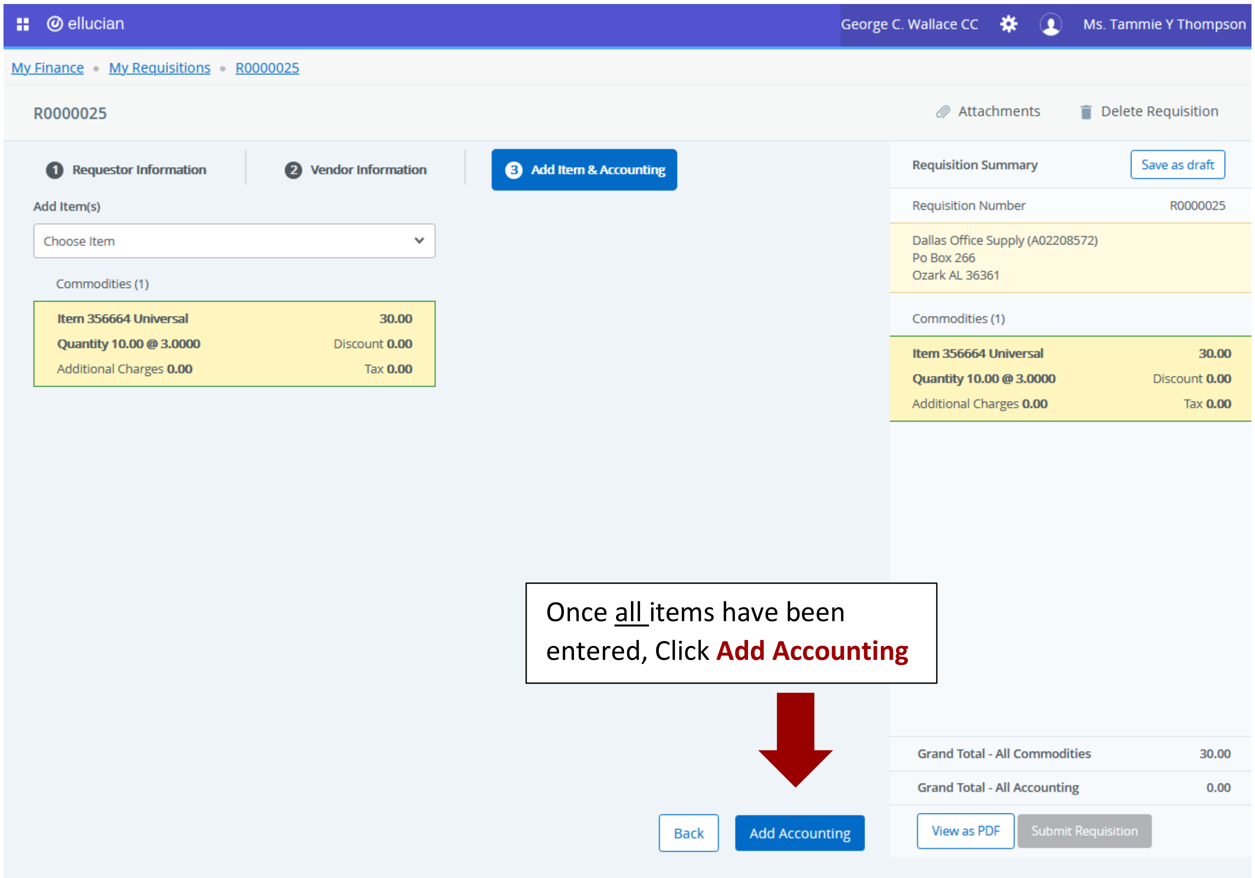
Please Note: The page refreshes with the item you added listed below the **Add Item(s)** field in the **Commodities** list.



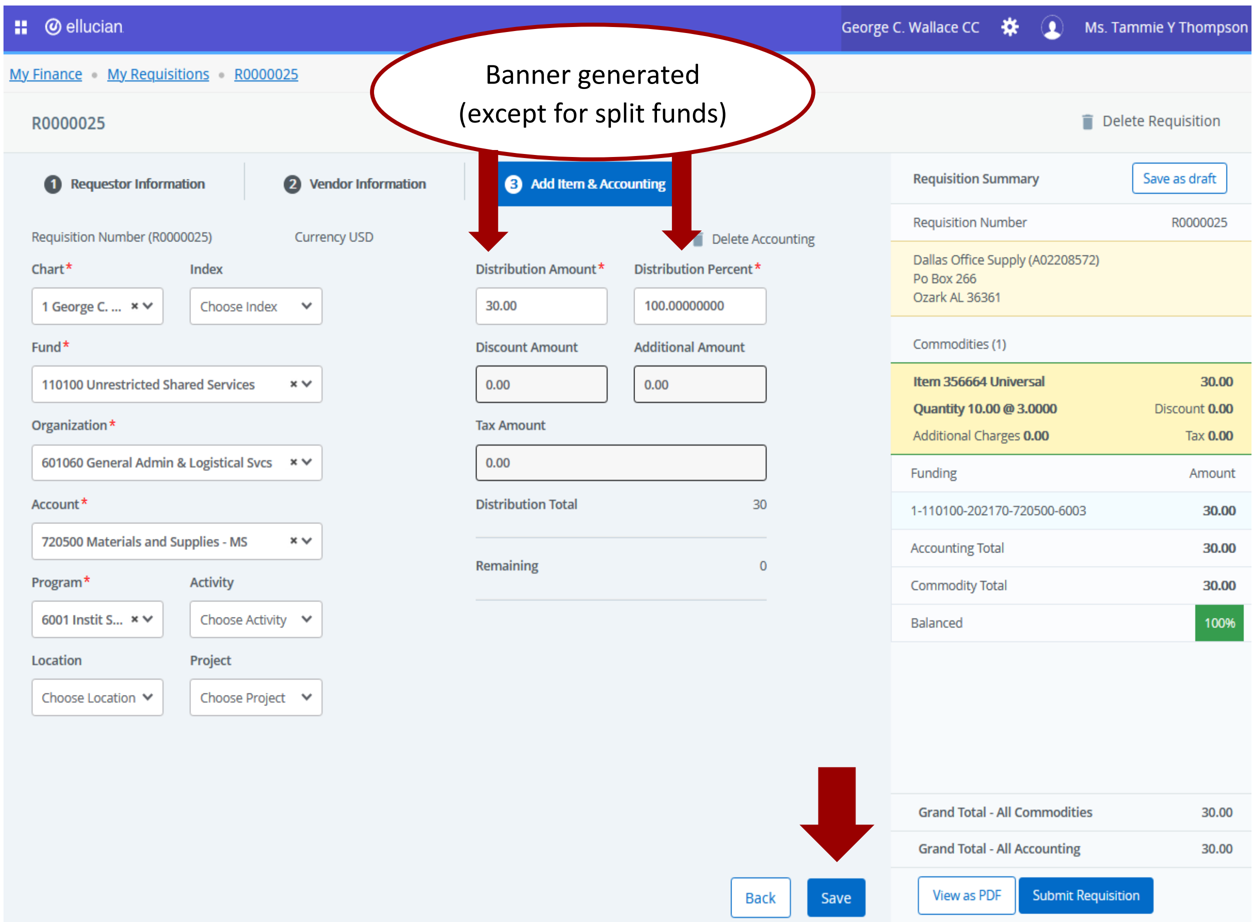
8. Click **Save**. If you click on a Commodity to review, it will delete the contents of the Public Comments box and it will have to be retyped. Best practice is to “View as PDF” to review your entry.

OneACCS
One System. All Access.

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



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



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		Ozark AL 36361
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

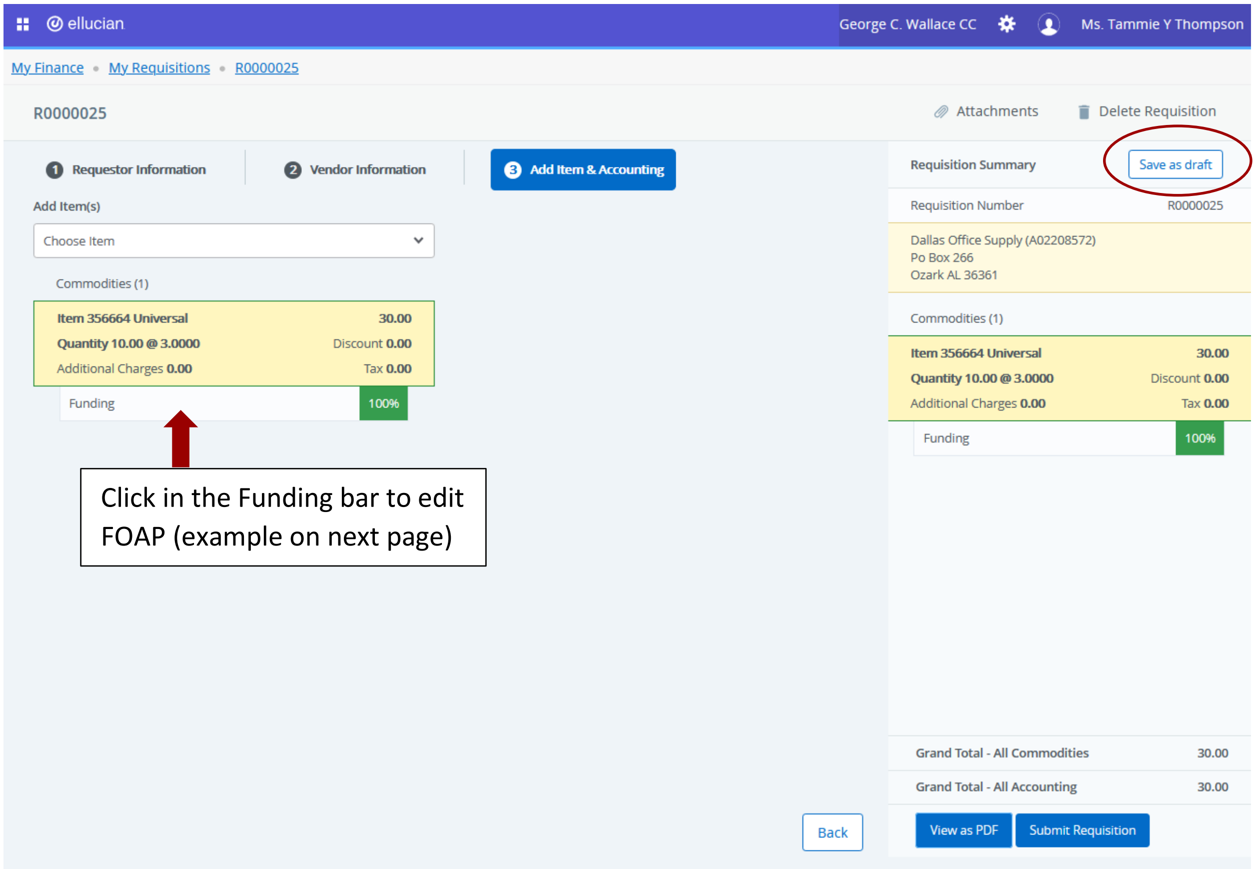
Accounting Distributions

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

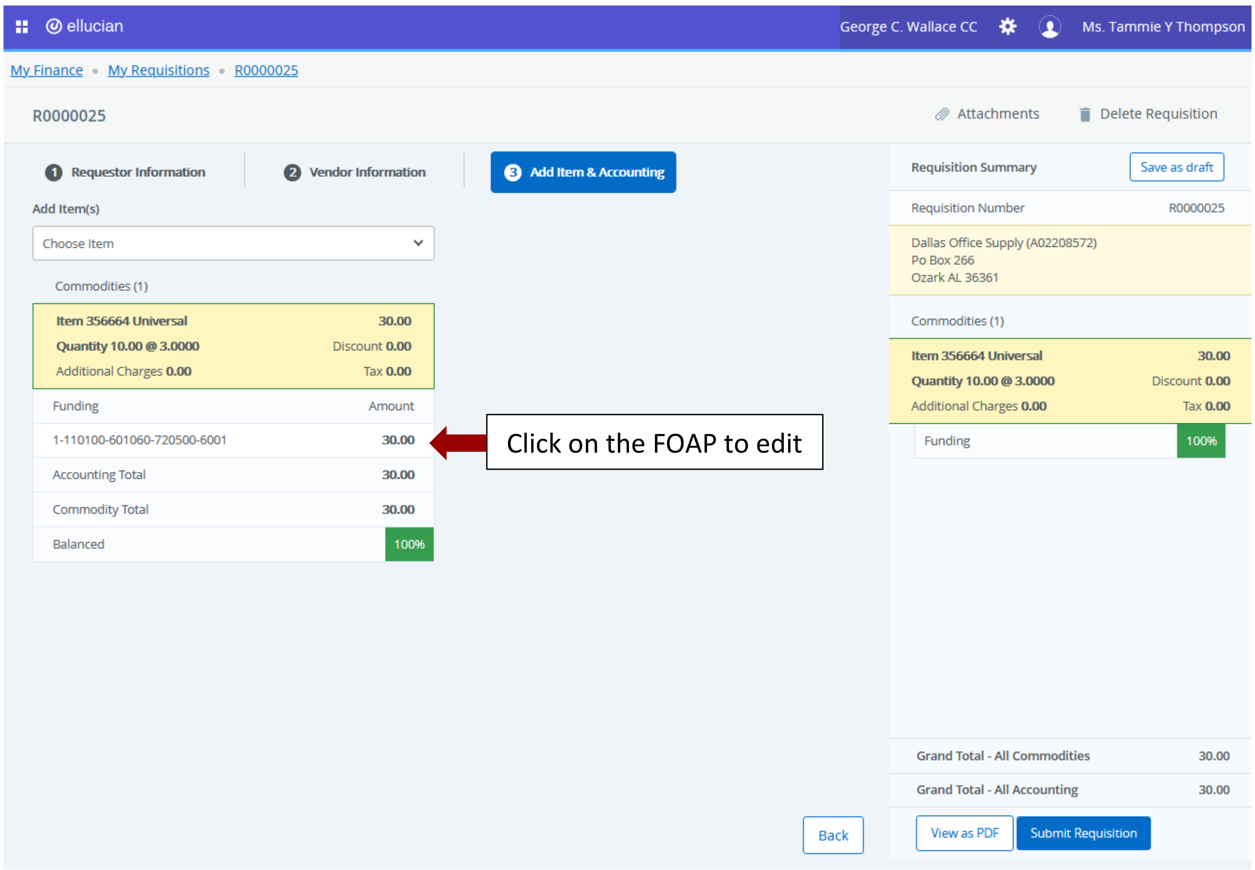
Grand Total - All Accounting	30.00

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 requistion before submitting or **Submit Requistion** to deploy the requistion for approval.



OneACCS
One System. All Access.



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.