



# Banner® Finance Purchase Requisition application

*Procure goods and services anywhere, anytime*



**“Someone can pick up their phone and use it with hardly any training.”**

**USABILITY TESTING**  
February 2015

Requesting good and services is a key part of managing your institution. Up until now, you may have used a manual, paper process to get the job done. With the new Purchase Requisition application in Banner® Finance, you can do what you need to do from any device—researchers can order supplies from the field, faculty can make requests on their way to class, and administrators can check the status of orders during a meeting.

A single, user-friendly dashboard displays all the information you need, so you can conduct university business easily. And step-by-step prompts walk you through the process to completion, so you get your job done faster—no matter where you are.

## Streamline the purchasing process

The Purchase Requisition application in Banner Finance features a clean, modern interface, intuitive user experience, and a new dashboard that make it simple to manage requisition processing from any device. Both casual and power users can easily:

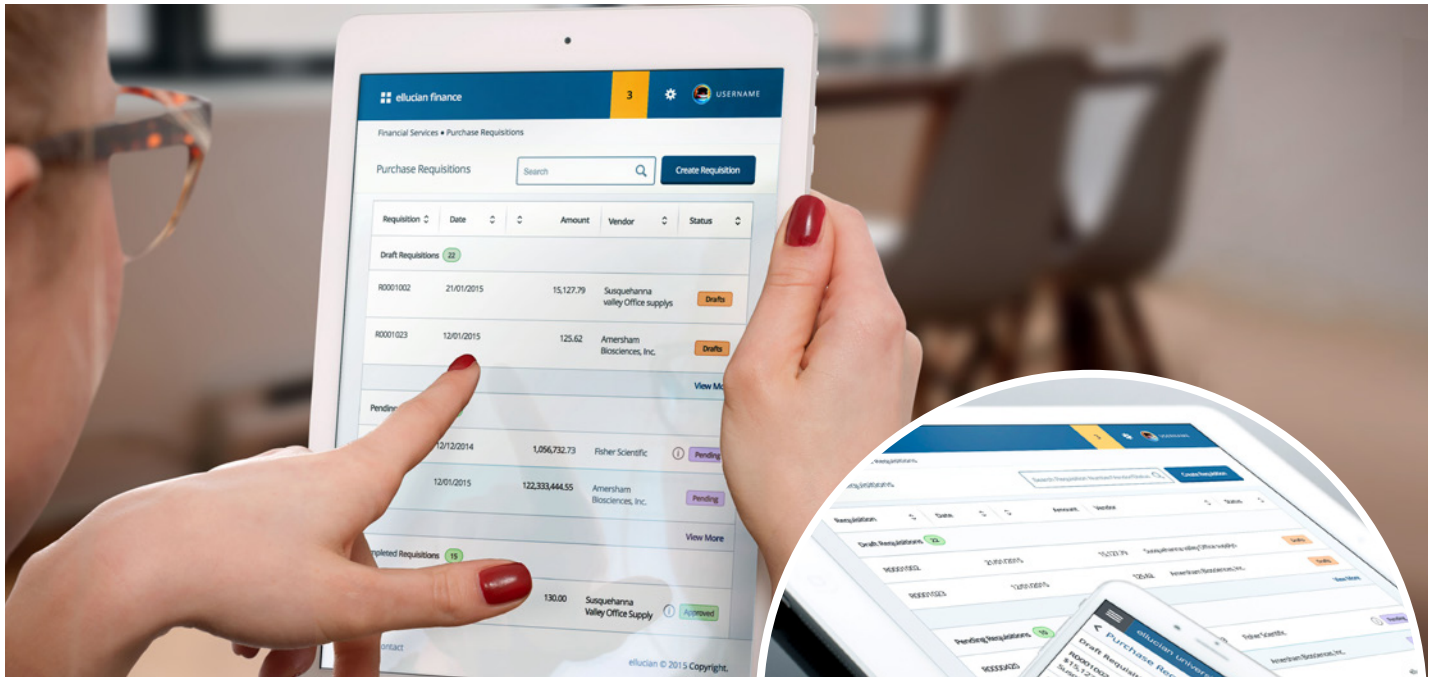
- Create a new requisition
- Copy completed requisitions
- Continue working on a requisition draft
- View the status of a pending requisition

## Enhance access and efficiency

The Purchase Requisition application is built with responsive design and task-oriented features—so you can do what you need to do even when you’re away from your desk. Have a pending requisition? You can see all the details and recall it if you want to make any changes. With the dashboard, you can search any item by vendor name, amount, or requisition number, sort results to find what you are looking for, or even view the purchase requisition as a PDF file. Now, you can add as many items as you like and use type ahead filtering features to quickly find what you need.

## See more data than ever before

Informational icons deliver exactly the information you’re looking for. With one click, you can see why a requisition wasn’t approved, who you need to call to move your requisition through approvals, who is responsible for turning your requisition into a purchase order, or even view the associated purchase order number once it’s complete. Built with a mobile-first approach, the application’s new selection feature provides intuitive look-ups that return only active and valid results.



## Deliver a superior user experience

Easy-to-understand prompts and messages in the notification center alert you if any corrections need to be made before you can move forward. And, you can configure the application to meet the needs of your institution. For example, you may only choose to display the Index and Account elements for data entry rather than the full FOAPAL string. Want to allow users to select either Document or Commodity Level Accounting options but not both? No problem, simply update the configuration settings to meet your needs.

## Banner by Ellucian in action

Better functionality results in a better user experience. With the Ellucian Extensible Ecosystem strategy as the foundation for evolution, we design solutions for

a global audience that can adapt to future changes as rapidly as your needs change. They are ready for the cloud, can scale up or down as your needs change, and are flexible enough to meet your specific requirements. This application is designed with the Ellucian strategy so it is quick and easy to download. And all that adds up to a lower total cost of ownership.

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### ABOUT ELLUCIAN

Ellucian helps higher education institutions thrive in an open and dynamic world. We deliver a broad portfolio of technology solutions, developed in collaboration with a global education community, and provide strategic guidance to help education institutions of all kinds navigate change, achieve greater transparency, and drive efficiencies. More than 2,400 institutions in 40 countries around the world look to Ellucian for the ideas and insights that will move education forward, helping people everywhere discover their potential through learning.

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