

STEP 1 – Navigate to srinfo.sulross.edu/banner and select Finance Dashboard to access SBB



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[BANNER HOME](#) SECURITY ACCESS TERMINATION FC

- ## Non-Production Environments

TEST

STEP 2 – Select My Requisitions from the list of options

Banner – Just another SRINF x My Finance Dashboard x +

ssb9.sulross.edu:8112/FinanceSelfService/ssb/financeCommonDashboard

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My Finance

Hello Jason,
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.



View Document



My Requisitions

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



Purchase Orders

Create purchase orders or purchase orders in process.

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STEP 3 – Select Create Requisition from the menu

Banner – Just another SRINF

My Requisition

ssb9.sulross.edu:8112/FinanceSelfService/ssb/myRequisitions#!/listrequisition

Jason Lloyd Balducci

My Finance

My Requisitions

My Requisitions

Search Requisition

Create Requisition

Requisition	Date	Vendor	Amount	Status
Draft Requisitions	0			
Pending Requisitions	0			

STEP 4 – Enter all required fields on Requestor Information tab, then select “NEXT” on the bottom of the screen

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SR My Requisition

← → ↺ ssb9.sulross.edu:8112/FinanceSelfService/ssb/myRequisitions#!/requisition/create

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⚙️ 👤 Jason Lloyd Baldwi

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Create Requisition

1 Requestor Information

2 Vendor Information

3 Add Item & Accounting

Requestor *

Jason Baldwin

Transaction Date *

11/13/2025

Delivery Date *

11/13/2025

Requestor Email

Enter Requestor Email

Choose Accounting Type

☒ Document Level Accounting

☐ Commodity Level Accounting

Requisition Comments

Public Comment

Enter comments for the requisition

Chart *

U Sul Ross State University

Organization *

420340 Athletic Football

Ship To Location *

ALPINE

Attention To *

Jason Baldwi

Tax Group

Choose Tax Gr...

Ship To Location

Attention: Jason Baldwin
Sul Ross State University
Central Receiving
East Hwy 90
Alpine TX 79832

Requisition Summary

Save as draft

Add details and click Next to build this summary view.

STEP 5 – Uncheck the Choose Vendor For Me box, and search for the applicable vendor. Once the vendor is selected, click “NEXT”

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SR My Requisition

← → ↺ ssb9.sulross.edu:8112/FinanceSelfService/ssb/myRequisitions#!/requisition/vendor/R0079643

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R0079643

Delete Requisition

1 Requestor Information

2 Vendor Information

3 Add Item & Accounting

Requisition Summary

Save as draft

☐ Choose vendor for me

Vendor

Lamar University (A00020524) × ▼

Vendor Information

Lamar University (A00020524)
Joanna Sheppard, Contracts And
PO Box 10003
Beaumont TX 77710-0003

Vendor Email

browncl@hal.lamar.edu × ▼

Discount

Choose Discount × ▼

Currency

Choose Currency × ▼

Requisition Number

R0079643

Back

Next

View as PDF

Submit Requisition

STEP 6 – Enter an appropriate Commodity Description and all other commodity information, then click “NEXT.” Note – you may continue to “Add Item(s)” to your requisition on the next step before proceeding to the accounting information section.

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← → ↻ ssb9.sulross.edu:8112/FinanceSelfService/ssb/myRequisitions#!/requisition/commodityDetail/R0079643

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1 Requestor Information

2 Vendor Information

3 Add Item & Accounting

Commodity Description

TEST Item

Unit Of Measure * Tax Group *

Each (EA) x v Choose Tax Gr...

Quantity * Unit Price *

1.00 1,000.0000

(Quantity) X (Unit Price) USD 1,000.00

Discount Amount Additional Amount

0.00 0.00

Tax Amount

0.00

Commodity Item Total USD 1,000.00

Commodity Comments

Public Comment

Enter comments for the commodity item

Private Comment

Enter comments for the commodity item

Requisition Summary

Save as draft

Requisition Number R0079643

Lamar University (A00020524)
Joanna Sheppard, Contracts And
Beaumont TX 77710-0003

STEP 7 – Continue to Add Item(s) until all applicable items are listed. Then, choose Add Accounting option on the bottom of the screen to identify the funding source & expenditure account(s)

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SR My Requisition

ssb9.sulross.edu:8112/FinanceSelfService/ssb/myRequisitions#!/requisition/commodityAccounting/R0079643

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Settings

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R0079643

Delete Requisition

1 Requestor Information

2 Vendor Information

3 Add Item & Accounting

Add Item(s)

Choose Item

Commodities (2)

TEST Item	1,000.00
Quantity 1.00 @ 1,000.0000	Discount 0.00
Additional Charges 0.00	Tax 0.00
TEST 2	1,000.00

Requisition Summary

Save as draft

Requisition Number R0079643

Lamar University (A00020524)
Joanna Sheppard, Contracts And
Beaumont TX 77710-0003

Commodities (2)

TEST Item	1,000.00
Quantity 1.00 @ 1,000.0000	Discount 0.00
Additional Charges 0.00	Tax 0.00
TEST 2	1,000.00

Grand Total - All Commodities 2,000.00

Grand Total - All Accounting 0.00

View as PDF

Submit Requisition

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Add Accounting

STEP 8 – Select your appropriate Index code to automatically populate the corresponding Fund, Org, and Program code. Then select the applicable expenditure account and Distribution Amount for the accounting line.

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SR My Requisition

ssb9.sulross.edu:8112/FinanceSelfService/ssb/myRequisitions#!/requisition/accountingDetail/R0079643/0

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1 Requestor Information

2 Vendor Information

3 Add Item & Accounting

Requisition Number (R0079643)

Chart *
U Sul R... x v

Fund *
182010 Athletic Fee

Organization *
420340 Athletic Football

Account *
720300 Registration Fee x v

Program *
91 Athletics

Location
Choose... x v

Currency USD

Index
AUA01... x v

Activity
Choose... x v

Project
Choose... x v

Distribution Amount *
2,000.00

Discount Amount
0.00

Tax Amount
0.00

Distribution Percent *
100.00000000

Additional Amount
0.00

Distribution Total
2,000.00

Remaining
0.00

Requisition Summary

Save as draft

Requisition Number R0079643

Lamar University (A00020524)
Joanna Sheppard, Contracts And
Beaumont TX 77710-0003

Commodities (2)

TEST Item	1,000.00
Quantity 1.00 @ 1,000.0000	Discount 0.00
Additional Charges 0.00	Tax 0.00

TEST 2	1,000.00
--------	----------

Accounting Total	0.00
Commodity Total	2,000.00
Balanced	0%

Grand Total - All Commodities	2,000.00
Grand Total - All Accounting	0.00

STEP 9 – If you need to utilize multiple expenditure account codes, entering a lesser distribution amount on the previous step (step 8) will result in an opportunity to add additional accounting lines until the commodity and accounting lines are in balance.

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My Requisition

ssb9.sulross.edu:8112/FinanceSelfService/ssb/myRequisitions#!requisition/commodityAccounting/R0079643

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Accounting updated in requisition R0079643

R0079643

Delete Requisition

1 Requestor Information

2 Vendor Information

3 Add Item & Accounting

Add Item(s)

Choose Item

Commodities (2)

TEST Item1,000.00

Quantity 1.00 @ 1,000.0000Discount 0.00

Additional Charges 0.00Tax 0.00

TEST 21,000.00

Funding50%

Requisition Summary

Save as draft

Requisition NumberR0079643

Lamar University (A00020524)
Joanna Sheppard, Contracts And
Beaumont TX 77710-0003

Commodities (2)

TEST Item1,000.00

Quantity 1.00 @ 1,000.0000Discount 0.00

Additional Charges 0.00Tax 0.00

TEST 21,000.00

Funding50%

Grand Total - All Commodities2,000.00

Grand Total - All Accounting1,000.00

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Add Accounting

View as PDF

Submit Requisition

STEP 10 – Once all commodity and accounting information is entered, select the Submit Requisition option on the bottom right of the screen to submit your requisition. It will now conduct an available budget check and, if funding is available, enter the approval workflow for the Index.

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ssb9.sulross.edu:8112/FinanceSelfService/ssb/myRequisitions#!/requisition/commodityAccounting/R0079643

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R0079643

Delete Requisition

1 Requestor Information

2 Vendor Information

3 Add Item & Accounting

Add Item(s)

Choose Item x v

Commodities (2)

TEST Item1,000.00

Quantity 1.00 @ 1,000.0000Discount 0.00

Additional Charges 0.00Tax 0.00

TEST 21,000.00

Funding100%

Requisition Summary

Save as draft

Requisition NumberR0079643

Lamar University (A00020524)
Joanna Sheppard, Contracts And
Beaumont TX 77710-0003

Commodities (2)

TEST Item1,000.00

Quantity 1.00 @ 1,000.0000Discount 0.00

Additional Charges 0.00Tax 0.00

TEST 21,000.00

Funding100%

Grand Total - All Commodities2,000.00

Grand Total - All Accounting2,000.00

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Submit Requisition

STEP 11 – Once submitted, you will see the requisition as a “Pending Requisition” in your My Requisitions page until fully approved. From this screen, you may also recall pending requisitions if any changes are necessary.

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← → ↻ ssb9.sulross.edu:8112/FinanceSelfService/ssb/myRequisitions#!/listrequisition

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✓ Requisition R0079643 completed successfully

My Requisitions

Search Requisition

Create Requisition

Requisition	Date	Vendor	Amount	Status
Draft Requisitions 0				
Pending Requisitions 1				
R0079643	11/13/2025	Lamar University	\$2,000.00	In Approval ⓘ
Completed Requisitions 1				
R0079579	11/06/2025	Lamar University	\$500.00	Assigned to Buyer ⓘ