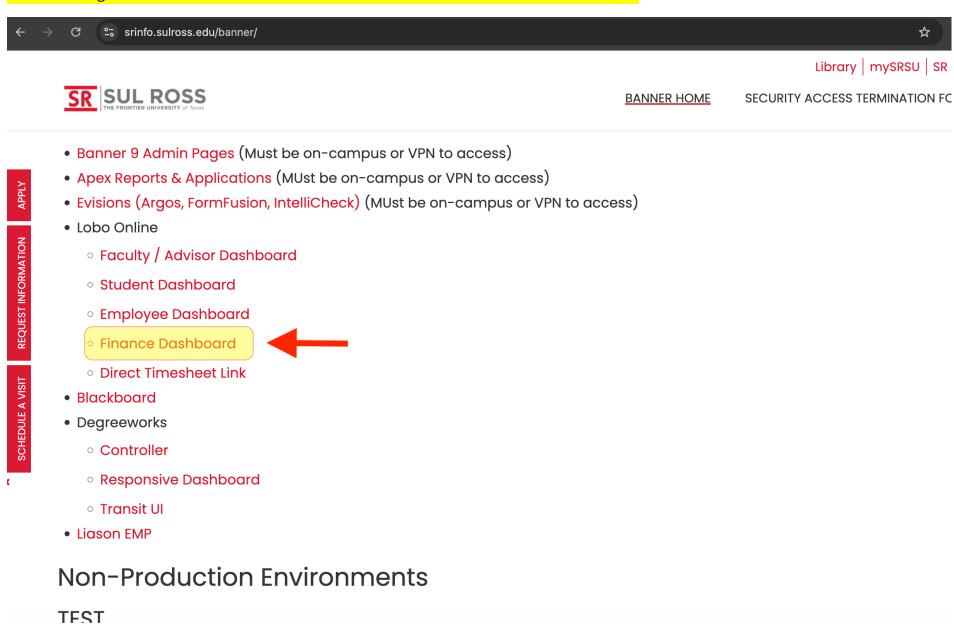
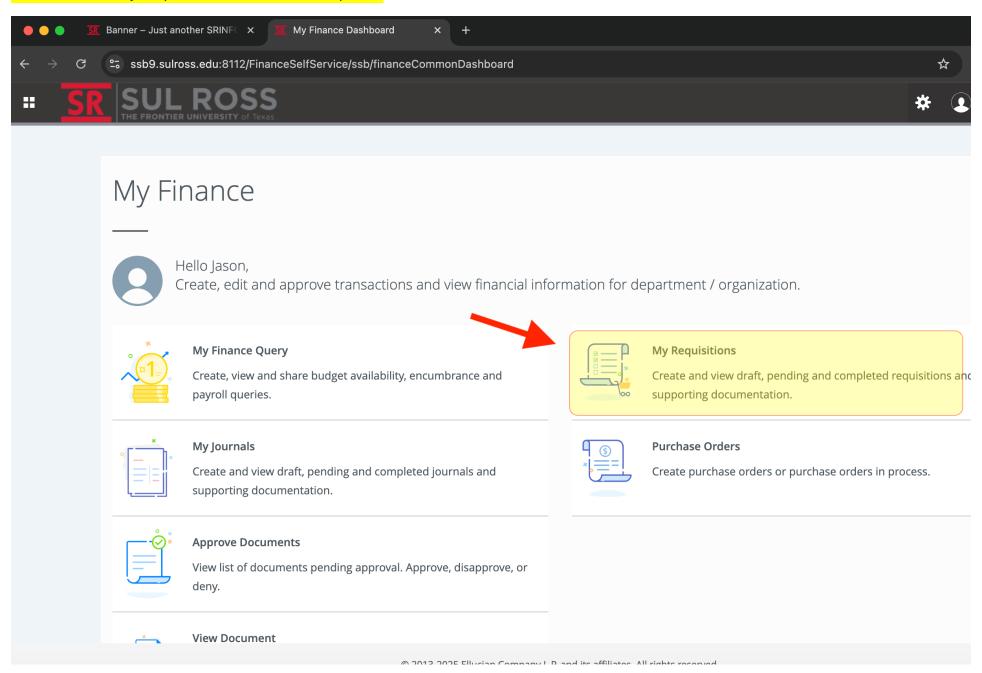
Sul Ross State University - Self Service Banner (SBB) Requisition Instructions

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

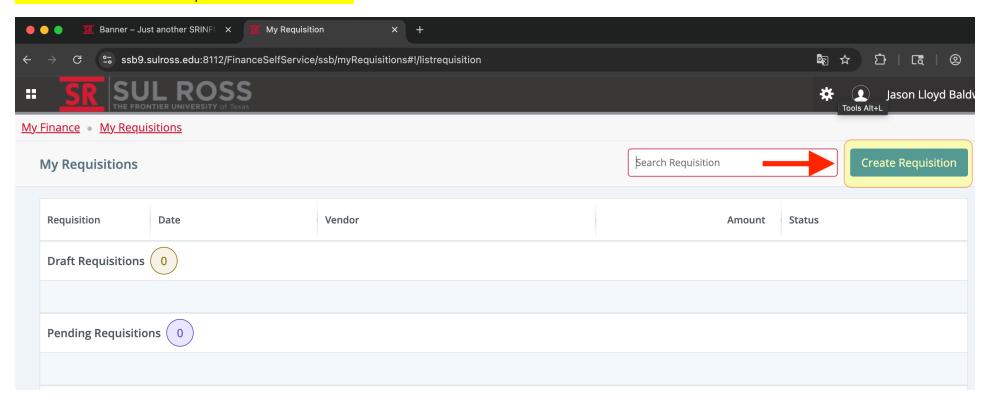
TFST



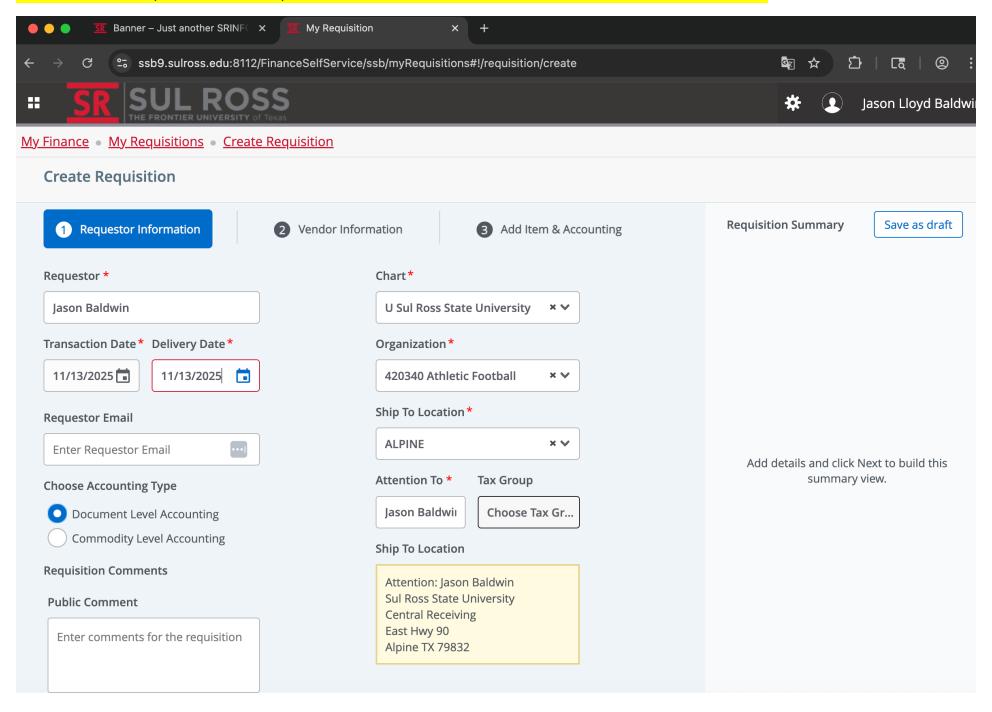
STEP 2 – Select My Requisitions from the list of options



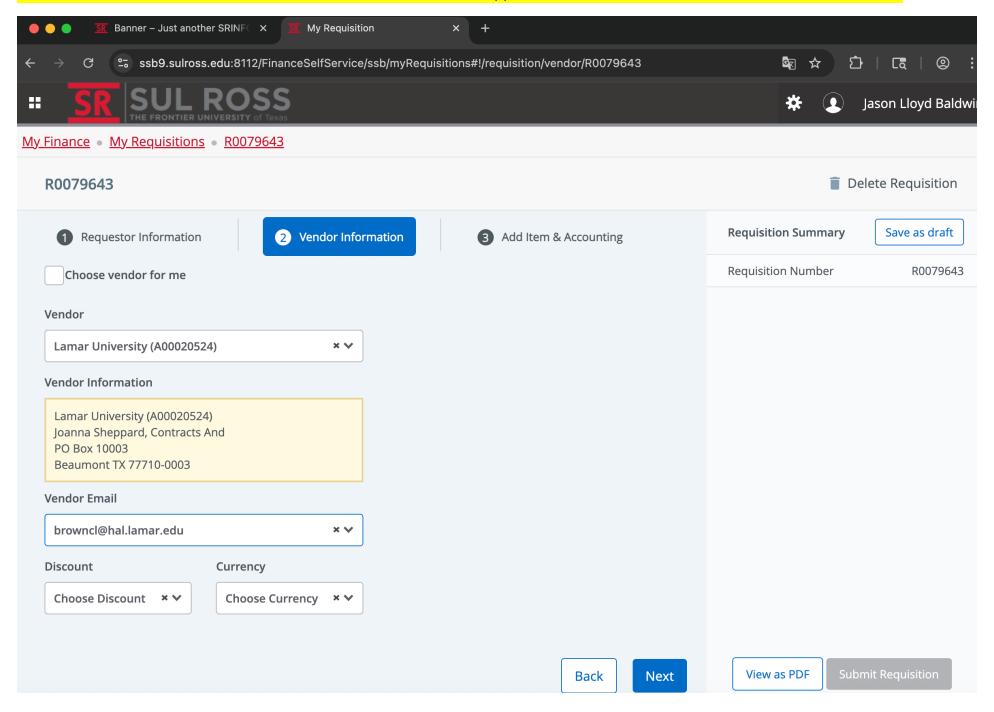
STEP 3 – Select Create Requisition from the menu



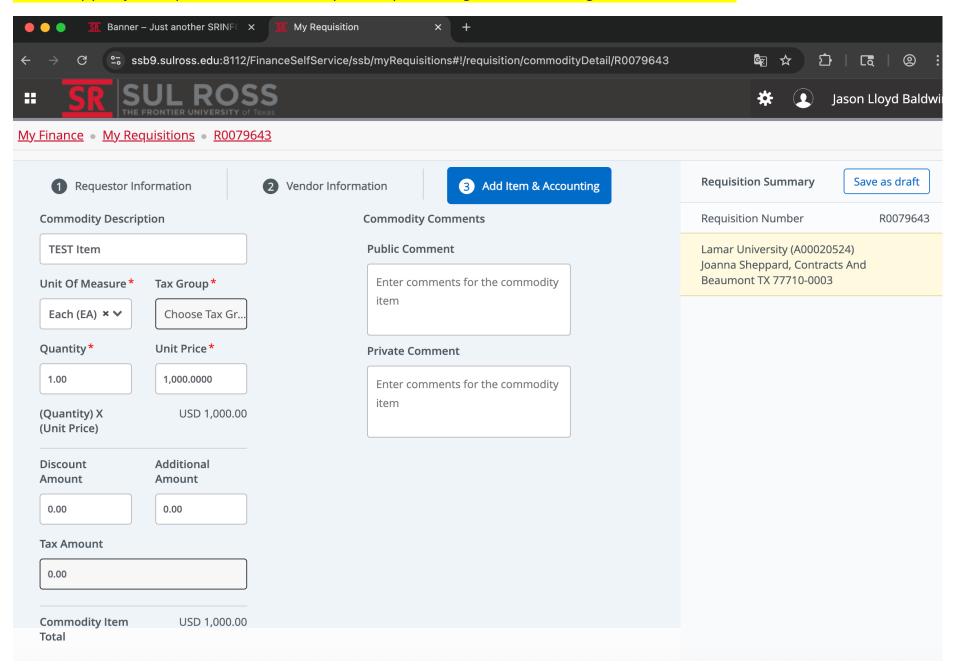
STEP 4 – Enter all required fields on Requestor Information tab, then select "NEXT" on the bottom of the screen



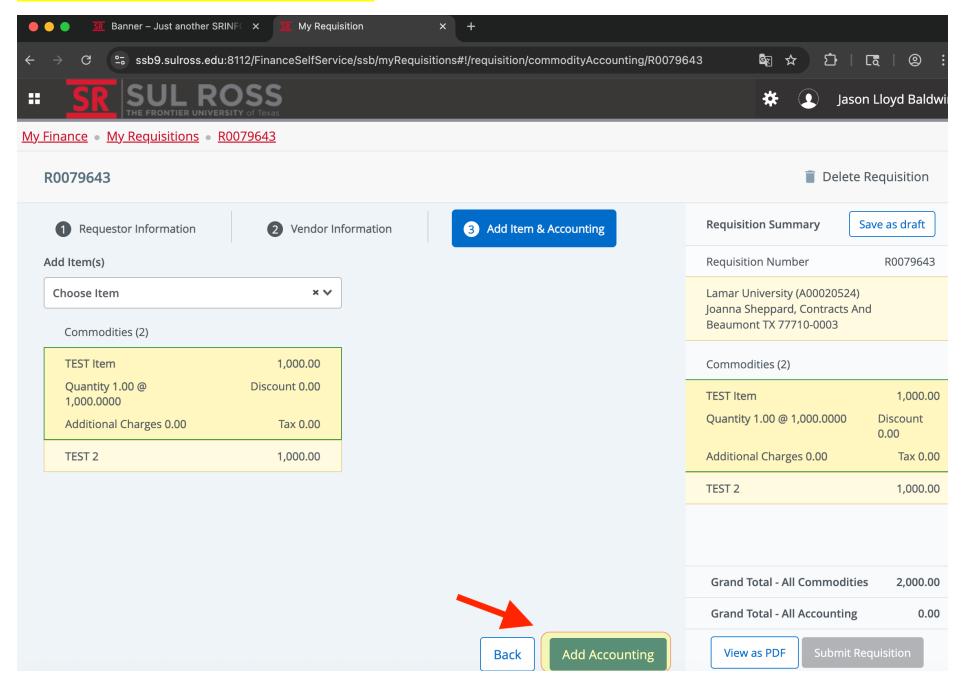
STEP 5 – Uncheck the Choose Vendor For Me box, and search for the applicable vendor. Once the vendor is selected, click "NEXT"



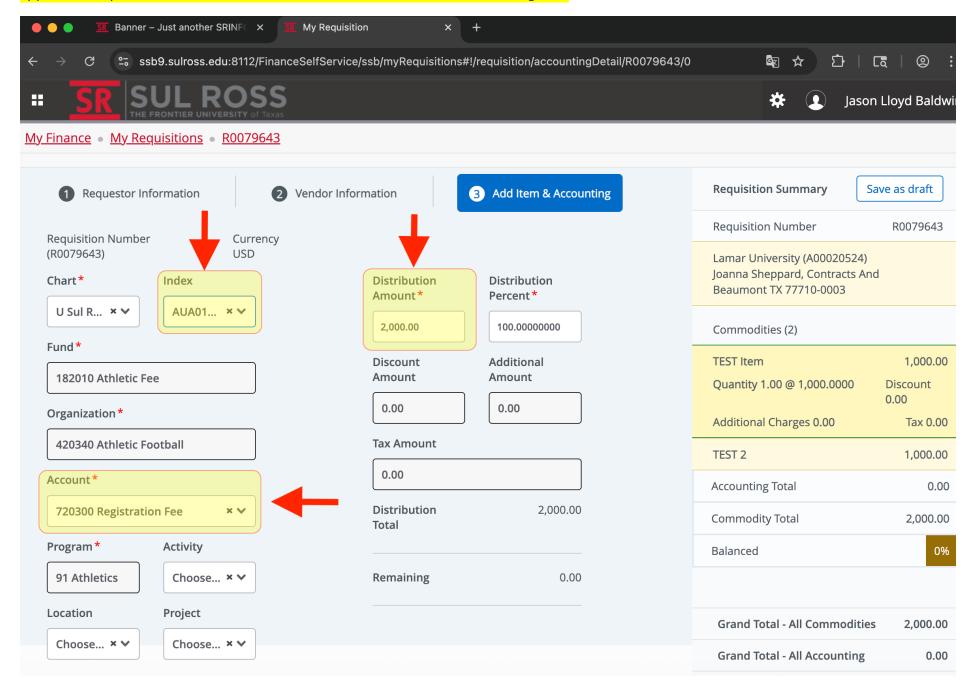
STEP 6 – Enter an appropriate Commodity Description and all other commodity information, then click "NEXT." Note – you may continue to "Add Item(s)" to your requisition on the next step before proceeding to the accounting information section.



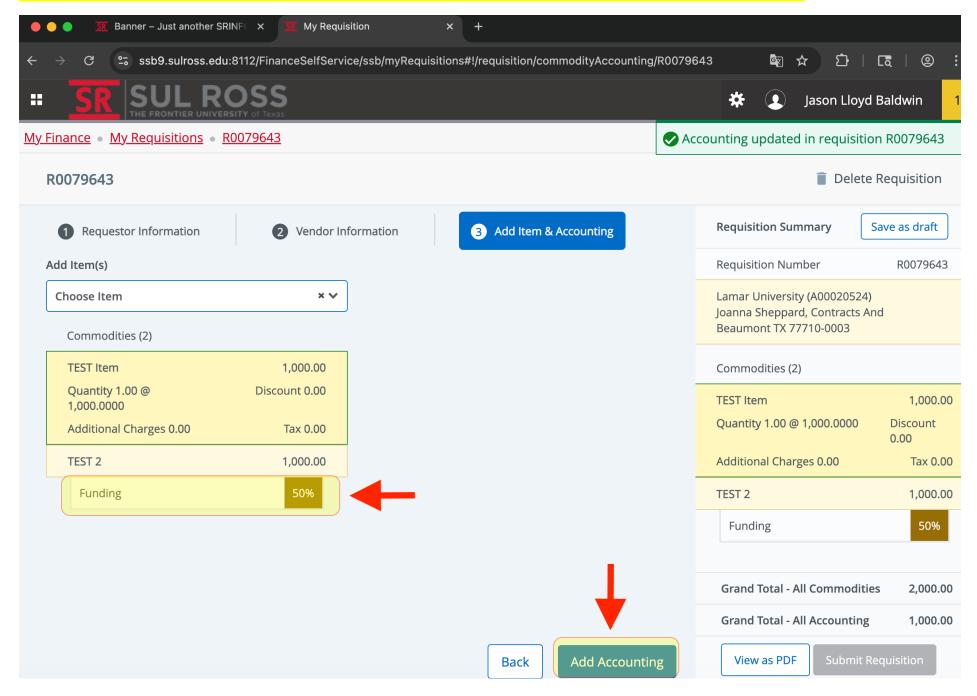
STEP 7 – Continue to Add Item(s) until all applicable items are listed. Then, choose Add Accounting option on the bottom of the screen to identify the funding source & expenditure account(s)



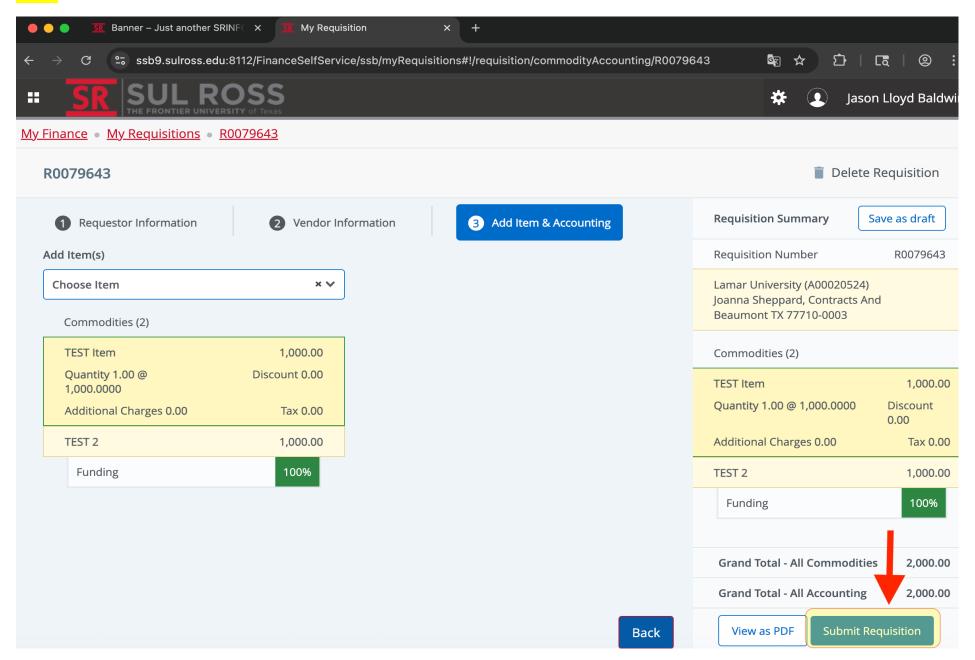
STEP 8 – Select your appropriate Index code to automatically populate the corresponding Fund, Org, and Program code. Then select the applicable expenditure account and Distribution Amount for the accounting line.



STEP 9 – If you need to utilize multiple expenditure account codes, entering a lessor 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.



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.



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.

