

Automatic Return of Requisitions Rejected by Banner

A Banner budget authorization may fail due to an “invalid user,” “invalid accounts,” or “insufficient funds” resulting in a rejected PR. A new feature will now return the rejected budget authorization PRs to the Requestor in the form of a draft cart. Users can now correct and resubmit the PR without having to create a new PR.

The user will receive an automatic email notification that the PR has been returned and that action is needed. The reason that the PR is being returned is included in the email.

Sample Returned Email

Re: REQUISITION RETURNED FOR REQUISITION#: 420393 Cart Name: 2010-07-22 scrunkil 01
Prepared by: Sherry Crunkilton

Dear Sherry Crunkilton,

This requisition has been returned. To modify the requisition go to the "Draft Carts", page using the URL below. **To modify the requisition go to the "Draft Carts", page using the URL provided in the email.**

If you have any questions with regard to this requisition, please contact the approver who returned the requisition or your SelectSite Support Team.

Support Team Contact Information:
+1 (540) 231-2020
HokieMart@vt.edu

Thank you,
Virginia Polytechnic Institute & State University

Reason for the Rejection


The following notes were attached to this requisition during the workflow process:
Item 1, Sequence 1: ***ERROR* User SCRUNKIL has no authority to post to fund and organization** in chart U.
Returned by banner

- Make the correction.
- Click “Submit PR.”

After clicking “Submit PR” again, the workflow will begin from Step 1 (Budget Authorization).

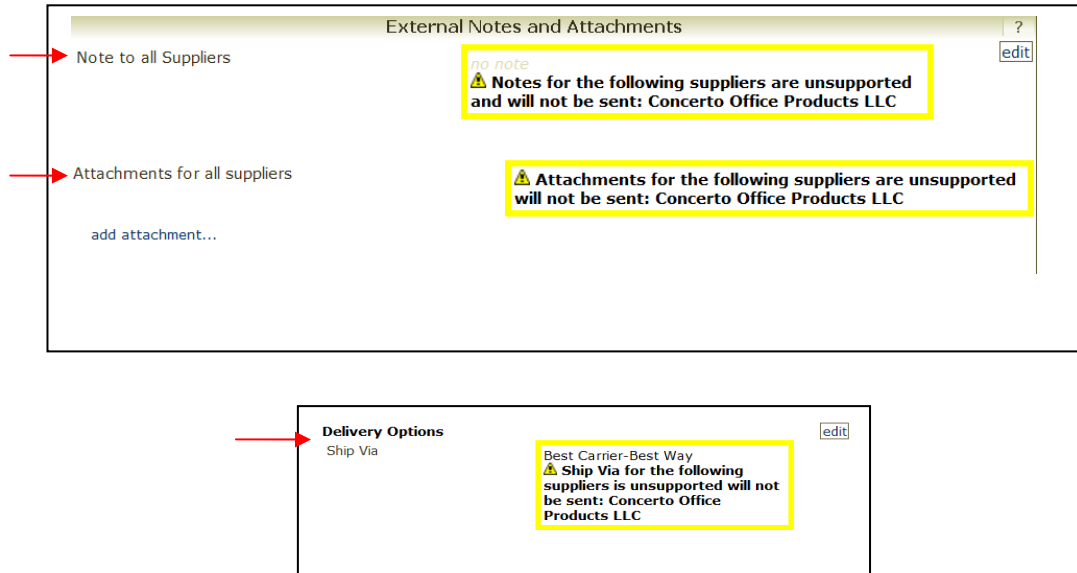
NOTE: The user must have “PR rejected/returned” checked in their email preferences to receive this automatic email.

User Identification Personal Settings Roles Department Permissions Email Preferences		
Email Preference	Value	Override Role
Administration & Integration		
PR Export Failure Notification	X	<input type="checkbox"/>
Invoice Export failure notification	X	<input type="checkbox"/>
Shopping, Carts & Requisitions		
Cart Assigned Notice	X	<input type="checkbox"/>
Receive PR and PO notifications for Carts Assigned to Me	X	<input type="checkbox"/>
PR submitted into Workflow	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
PR Workflow complete / PO created	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
PR line item(s) rejected	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
PR rejected/returned	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



HokieMart Punchout Suppliers Using Electronic Delivery

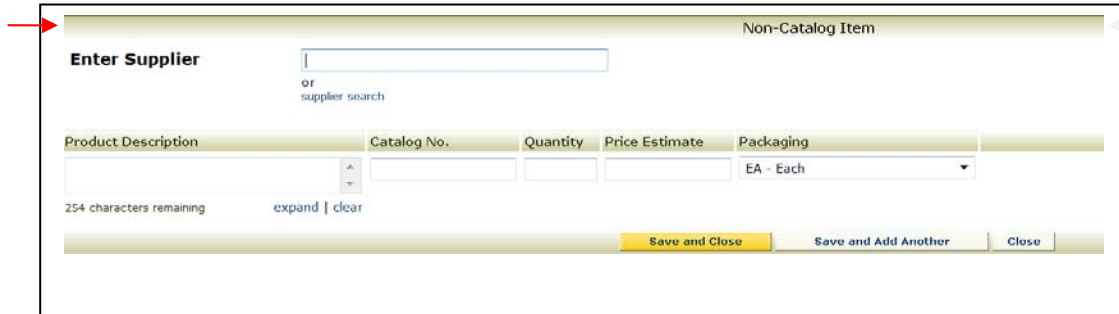
A new feature in the current upgrade will alert the user when notes, attachments, or delivery options will not be transmitted electronically to the supplier. **Warning messages will now appear** alerting the user when these fields cannot be edited. Below are samples of the warning messages:



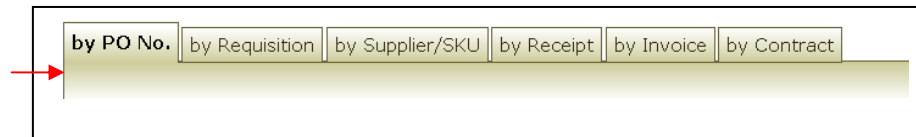
NOTE: Suppliers that do not use the electronic distribution method will not be affected by this upgrade. These suppliers may use either fax delivery or email delivery and **will accept notes, attachments, and delivery options.**

Screen Appearance

The HokieMart screens now have a new appearance. Users will now see an updated Gradient User Interface Style.



The screenshot shows a web form titled "Enter Supplier" for a "Non-Catalog Item". At the top, there is a search input field with the text "or supplier search" below it. Below the search field is a table with the following columns: "Product Description", "Catalog No.", "Quantity", "Price Estimate", and "Packaging". The "Product Description" field is currently empty and has a "254 characters remaining" indicator and "expand | clear" links below it. The "Packaging" field is a dropdown menu set to "EA - Each". At the bottom of the form, there are three buttons: "Save and Close" (highlighted in yellow), "Save and Add Another", and "Close". A red arrow points to the top-left corner of the form.



The screenshot shows a search filter bar with several tabs: "by PO No.", "by Requisition", "by Supplier/SKU", "by Receipt", "by Invoice", and "by Contract". The "by PO No." tab is currently selected and highlighted. A red arrow points to the left side of the filter bar.