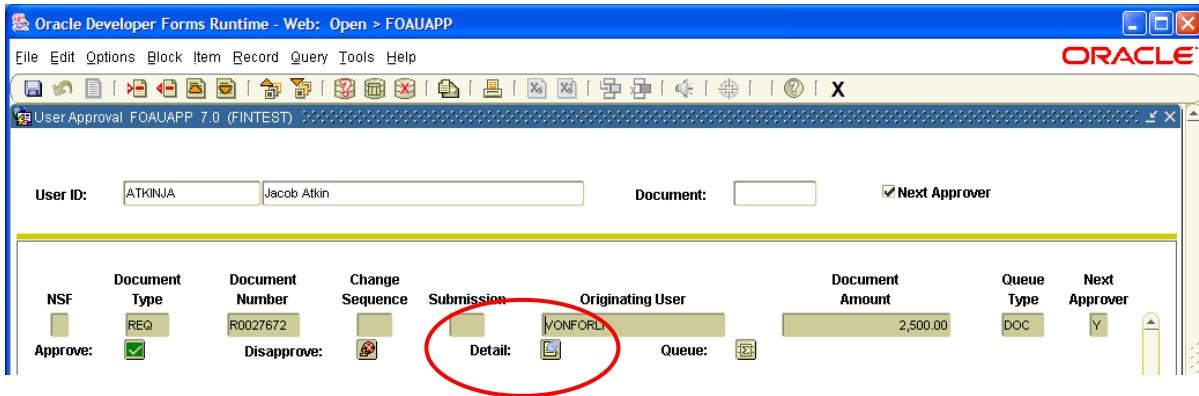
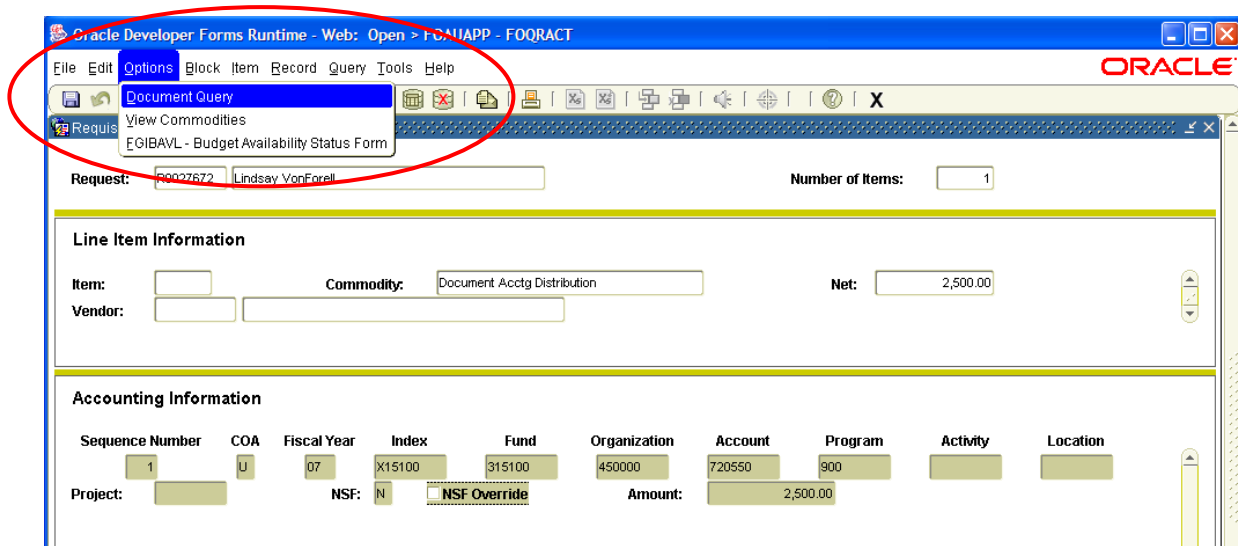


How to view the detail of a requisition for approval using UV Banner (INB)

Step 1 – First click on the **Detail** icon found in the middle of the screen.



This will pull up a screen that shows the accounting breakdown of the requisition. Select the **Options** menu at the top of the screen. This will allow you to view the different screens of the actual requisition (**Document Query**) or you can view just the individual items on the requisition (**View Commodities.**) Select **Document Query** to view the entire requisition.



Step 2 – Next **Block (Ctrl-Page Down)** to cycle through the different screens of the requisition. Each **Next Block (Ctrl-Page Down)**, six total, will take you to the next screen.

Step 3 – Press the large black **X** icon in the upper right hand corner to go back to the accounting detail screen.

Step 4 – In the accounting detail screen select the **Options** menu at the top of the screen and go to **View Commodities**. This will bring up a list of the items to be purchased.

Request: R0027672 Lindsay VonForell Number of Items: 1

Line Item Information

Item: Commodity: Document Acctg Distribution Net: 2,500.00

Vendor:

Accounting Information

Sequence Number	COA	Fiscal Year	Index	Fund	Organization	Account	Program	Activity	Location
1	U	07	X15100	315100	450000	720550	900		
Project:		NSF: N		NSF Override		Amount: 2,500.00			

Step 5 – Press the large black X icon in the upper right hand corner to go back to the accounting detail screen.

Document Type: REQ Requisition Document Number: R0027672 Change Sequence Number:

Vendor: Transaction Date: 14-AUG-2006

Commodity List

Item	Quantity	Amount
Test Stuff	1	2,500.00