

## Electronically Request eReceiving Access Instructions

Purpose:

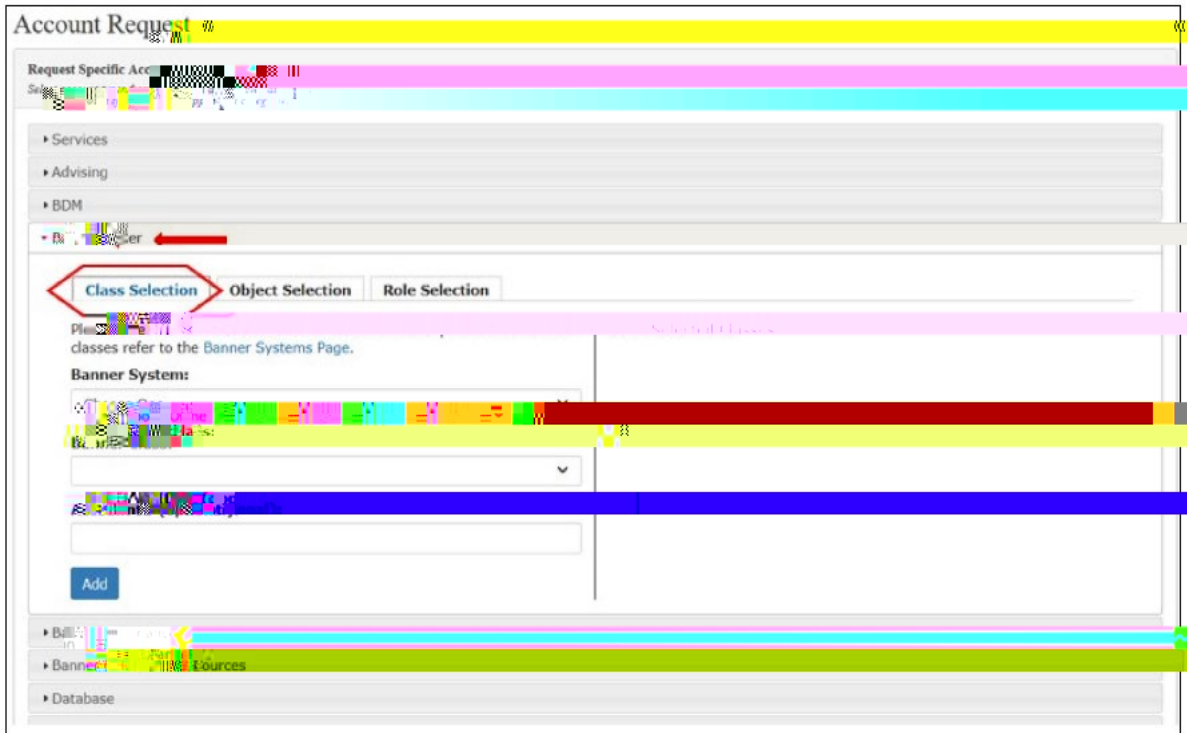
Next

Banner

Request Specific Accounts

Banner

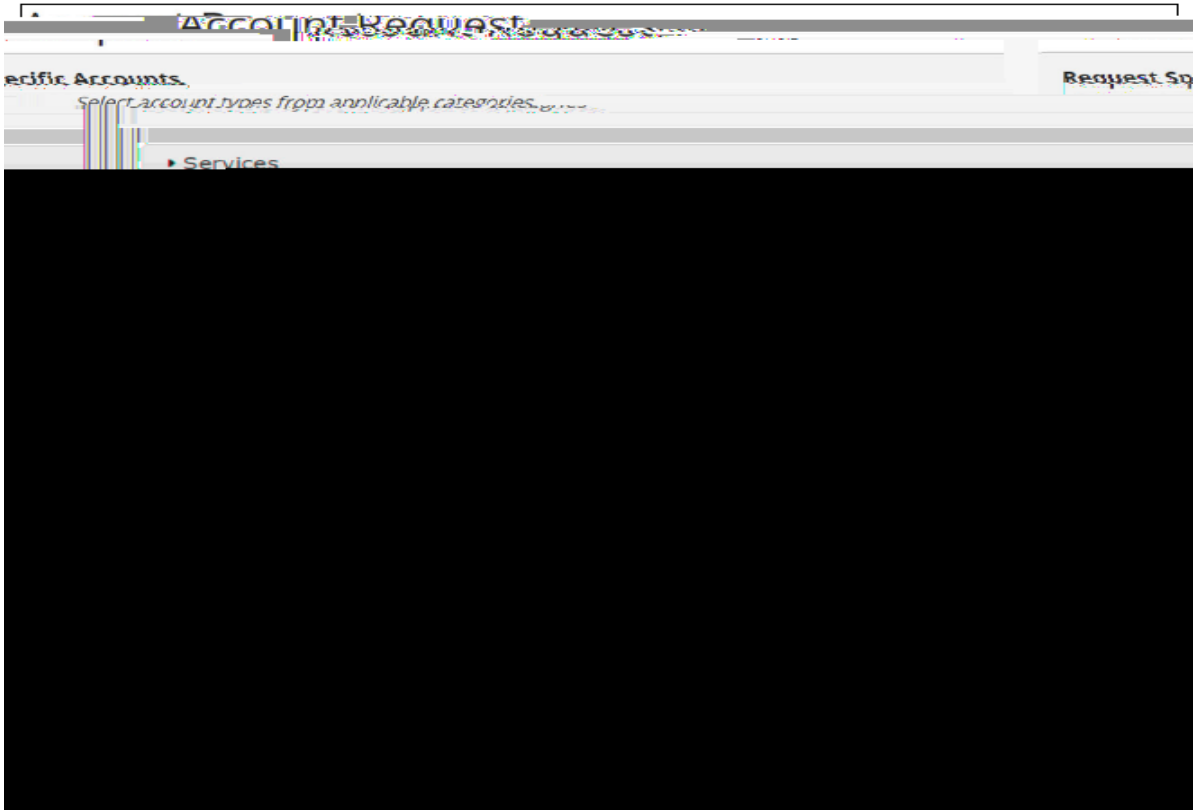
Class Selection



Class Selection Banner System

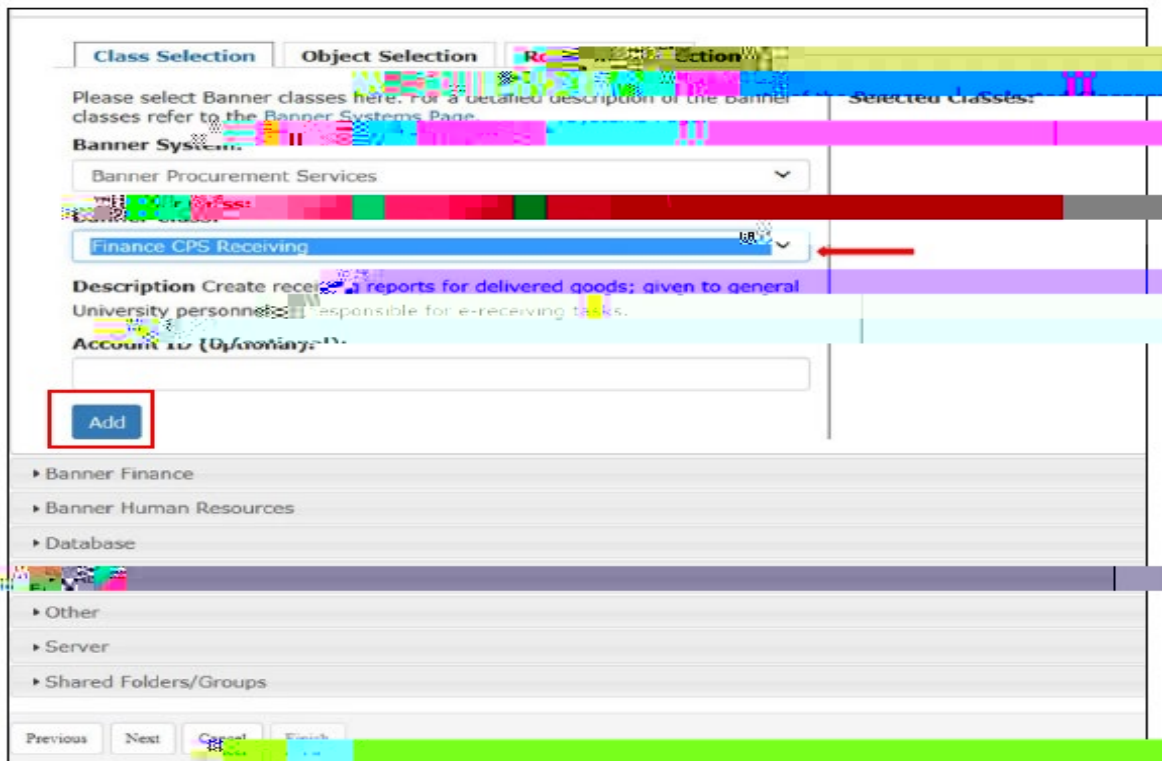
Banner

Procurement Services



Select Finance CPS Receiving

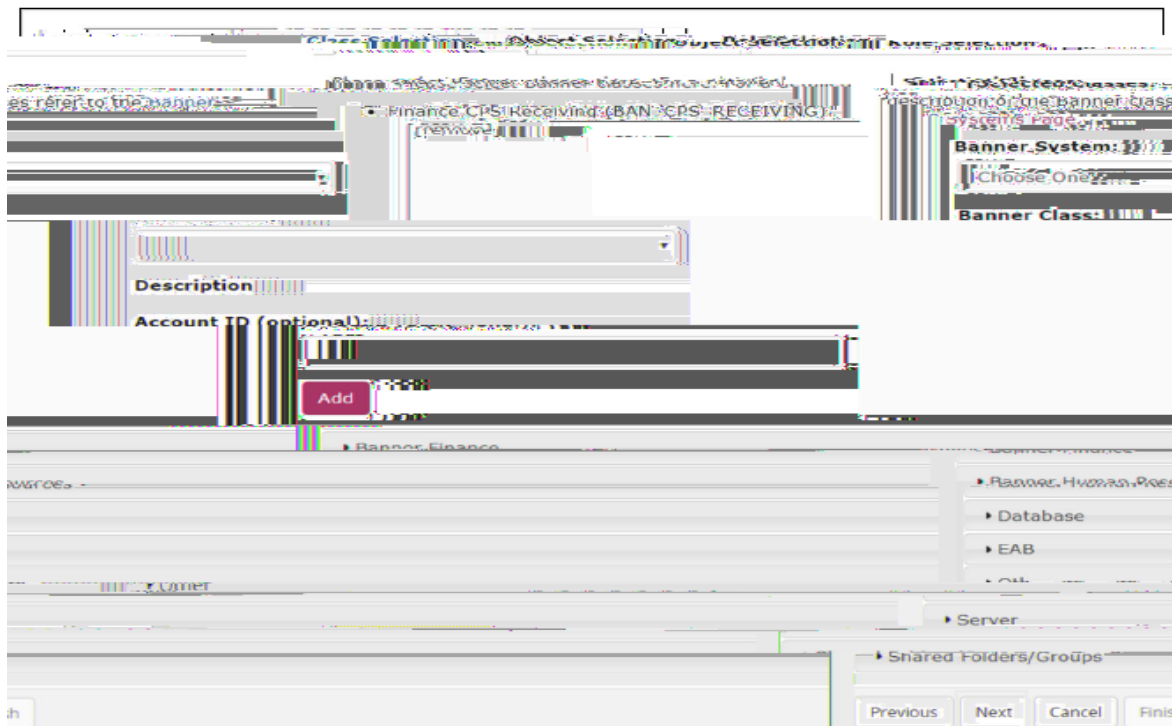
Add



The screenshot shows a web-based interface for selecting Banner classes. At the top, there are three tabs: "Class Selection", "Object Selection", and "Receipt Selection". Below the tabs, a message reads: "Please select Banner classes here. For a detailed description of the banner classes refer to the Banner Systems Page." The "Banner System:" dropdown menu is set to "Banner Procurement Services". The "Banner Class:" dropdown menu is set to "Finance CPS Receiving", with a red arrow pointing to it. Below this, the "Description" field contains the text: "Create receiving reports for delivered goods; given to general University personnel responsible for e-receiving tasks." The "Account ID (optional):" field is empty. A blue "Add" button is highlighted with a red box. At the bottom, there is a list of categories: "Banner Finance", "Banner Human Resources", "Database", "Other", "Server", and "Shared Folders/Groups". Navigation buttons "Previous", "Next", "Cancel", and "Finish" are at the bottom.

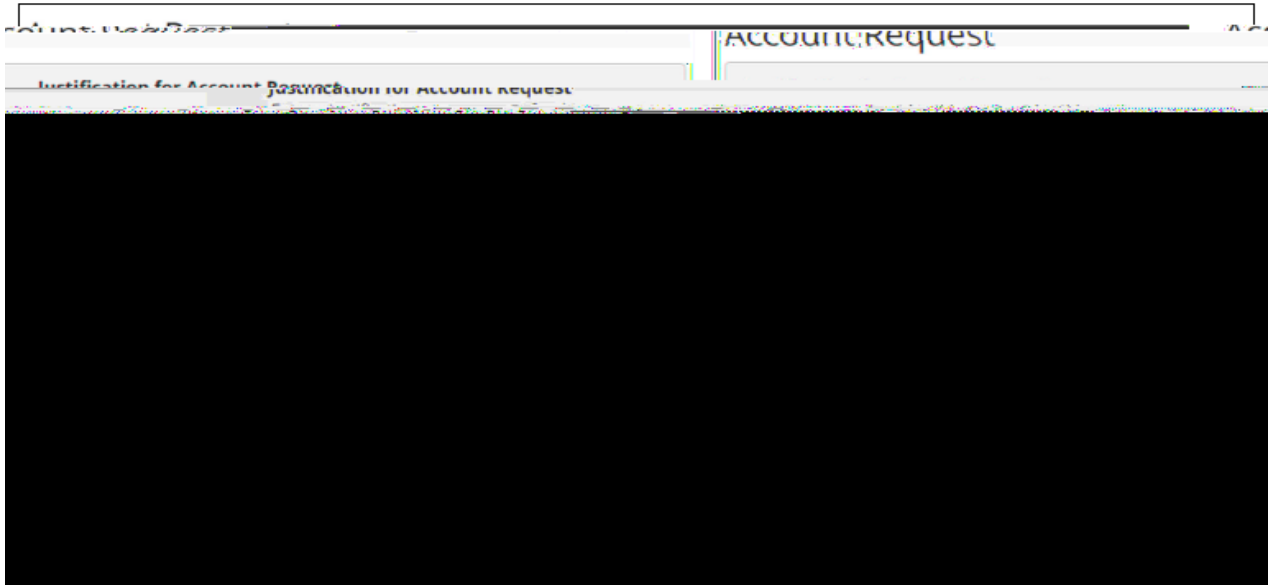
Selected Classes

Next



This screenshot shows a more detailed view of the Banner System Selection interface. The "Banner System:" dropdown is set to "Banner Procurement Services" and the "Banner Class:" dropdown is set to "Finance CPS Receiving". The "Description" field contains the text: "Create receiving reports for delivered goods; given to general University personnel responsible for e-receiving tasks." The "Account ID (optional):" field is empty. A blue "Add" button is highlighted with a red box. At the bottom, there is a list of categories: "Banner Finance", "Banner Human Resources", "Database", "EAB", "Other", "Server", and "Shared Folders/Groups". Navigation buttons "Previous", "Next", "Cancel", and "Finish" are at the bottom.

Next



finish

### Account Request

#### Account Request Summary

The account will include the following Banner classes:

Item	Budget Code	ECLS Code	Posting in Accrual Period Allowed?	Account ID	Expiration Date	Action
Finance CPS Receiving (BAN_CPS_Receiving)			false			<a href="#">remove</a>

Navigation buttons: Previous, Next, Cancel, **Finish**

Procurement Services Contact: