Check Banner Message

What does Check Banner Message mean?

- This is basically like checking your “Banner e-mail.” Anytime a user submits a requisition or has a requisition denied, an e-mail is usually sent to that person’s liberty e-mail address. Those same e-mails can also be accessed through the Check Banner Message link in Banner INB.

Why should I check my “Banner Messages?”

- Sometimes e-mails are not sent to the user after a requisition is completed or denied. This function of Banner cannot always be relied upon.
- Requisitions in an incomplete status (denied or in the “in process” state) are removed from the system completely after 10 days of sitting incomplete so that unused funds can be released back to your budget.

Some Helpful tips to remember:

- I click this, Enter Query, when I want to clear a form and search
- I click this, Execute Query, when I want my search to begin running.
• Click on the link “Check Banner Message”

This green check mark lets you know that there are new messages to read.

• Messages will appear with your username attached to them.
• You can also perform a specific search by using your Requisition number to see the status of it and all approval/denial messages pertaining to it.

• To search, clear the form by clicking Enter Query.

• I want to check the status of a particular requisition that I completed earlier this week. I enter the requisition number in the Item: field.

• I also want to enter my username in the Recipient: field.

• Click Execute Query.
- I can see who approved my requisition, who has denied it and the reason why.
- I see in the Sender: field that JHFOITJR has denied my requisition. In the Message: field I read that “Approval has been denied, etc.”

- From the denial message, I have found that I have some correcting to do in my requisition. I may want to contact my Budget Analyst for more information.
- Choose “complete” after reading messages to allow newer messages to take priority. I must also save my changes before exiting.