Today  – Stores Inventory for Administrators

➢ STEP 1 – FSAREQN (Stores Requisition)
  • Single and multiple commodities
  • This step will be completed by a user who is a Banner Preparer/Inputter

➢ STEP 2 – FOAUAPP (User Approval)
  • This step will be completed by a user who is a Banner Approver

➢ FPIREQN (Requisition Query)

➢ FWRREQS (Requisition Print)
What has changed?

• No change to the method you use to order IT goods
  – ITP Website/cart functionality, email, phone

• Approval process is now electronic – log on to Banner, input FOAPAL and approve Requisition in Stores Inventory (1 step for inputter, 1 step for approver)

• PDFs of the SI Requisitions by email

• Stores Inventory approval required before order can be completed

• Encumbered immediately in Banner until issued/billed

• Access to the requisition is through Banner

• Streamlined accounting codes for commodities

• Internal unit approval process should be refined to suit unit needs

• No additional backup required for Research Purchases (Justification form sufficient).

• You can print things!
**IT Procurement Office Requisition**

**Requester:** Scott Howse  
**Date:** Dec 19, 2017

**Department:** Information Technology Services  
**Room:** IT4004

**Contact or Address:**

- **Phone:** 709-864-2925
- **Fax:**

---

**Disclaimer:** This Requisition Form is for internal use within Memorial University only. It is not a Purchase Order and it does not bind Memorial to any purchase agreement.

---

<table>
<thead>
<tr>
<th>Line</th>
<th>Qty</th>
<th>Model Number</th>
<th>Description</th>
<th>Unit Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>SI-07G-02703</td>
<td>MS Project 2016 ALNG MVL</td>
<td>$117.23</td>
<td>$117.23</td>
</tr>
</tbody>
</table>

---

**Additional Information:**

- Vendor: IT Procurement Office  
  - **Memorial University of Newfoundland**  
  - **Computing Services Building, CS1000**  
  - **St. John’s, Newfoundland A1C 5S7**  
  - **E-Mail:** ITprocurement@mun.ca  
  - **Phone:** (709)864-2873

---

**Requestor:** Scott Howse  
**Required Date:** December 20, 2017

**Taxes of 11.65%, in each line: $0.00**

**Rebuilt Policy**

*All returned equipment and software license agreements are non-refundable.*  
*Return/Exchange limits apply to non-defective, unopened boxes. If any box is opened, return in 10 working days of purchase and accompanied by receipt. Prior approval must be obtained.*

---

**University PURCHASE**

<table>
<thead>
<tr>
<th>Seq</th>
<th>Fund</th>
<th>Orgn</th>
<th>Acct</th>
<th>Prog</th>
<th>Activ</th>
<th>Lacin</th>
<th>FOAPAL Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>70301</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
</tbody>
</table>

---

*All pricing listed above includes after-tax rebate of 11.65%.*  
*All returns must occur within 10 business days from date of order.*  
*Prior approval must be obtained on all returns.*  
*Prices and availability subject to change.*
INPUTTER / PREPARER

INSTRUCTIONS FOLLOW
Step 1 – Add FOAPAL(s) and complete Requisition

1. Email received from IT Procurement indicating there is a Req in Stores Inventory that requires approval OR you login to INB Banner and you see Check Banner Messages notification
2. Once logged in type, FSAREQN in the Go To....box.
3. The following screen appears. Enter your R# (R0058444) in the Request box.
4. Press Next Block (Frame to Frame), the following message appears - *Fund code is blank. Suspending record.*
5. Press OK then Next Block again.

This same screen may appear multiple times, keep pressing OK until blue cursor highlights information in Commodity box.

It is here you will notice if there are **single or multiple commodities** that may require different account codes, depending on what the commodity is. (EX: software, hardware, printing, etc.)

For account codes, refer to Appendix A.
Single Commodity Example Screen
6. Press Next Block. You will now be in the **Accounting Data** field.
7. Tab through entering Fund, Organization and Account. Program will default.
8. Next Block. The Balancing/Completion box will appear. Click on *In Process* to save for later or Click on *Complete* to forward to Approvals.
Multiple Commodity Example

9. For ease, it is suggested that you have a copy of the PDF Req. on hand as each commodity may require a different account code.

Press OK then Next Block again. This same screen may appear multiple times.

Keep pressing OK until blue curser highlights information in Commodity box.
10. Press Next Block. You are now in the Accounting Data field.
11. Tab through, complete FOAPAL then tab to Amount. Enter dollar value that you wish to allocate, then press Tab.
12. Arrow down on keyboard to get the next Accounting Record, follow the same instructions in completing FOAPAL and dollar amount.

Complete this process until all line items are accounted for.

Once you have entered the final line item, click on arrows to the right of the Amount to review.

Note the Sequence Number identifies what Accounting record is displayed and Accounting Record Count shows total number of records.

Please ensure you do not add another record by pressing the down arrow as this will create an additional record which you will have to Record Remove before completion.
13. Next Block, Balancing/Completion Screen indicates balance. Click on *In Process* to save for later or Click on *Complete* to forward to Approvals. Requisition is now complete.
14. If required or as a secondary check, go to main Banner screen and enter FPIREQN.

Enter Req. # then Next Block.

This Requisition Inquiry will provide full details of the Requisition just completed.
APPROVER INSTRUCTIONS
FOLLOW
Step 2 - Approval

1. Login to Banner, enter FOAUAPP

- Available under “View Document” in Self Service
- 1 minute delay from FSAREQN to FOAUAPP
- Available in drilldown in FAST!
2. Perform Next Block and then enter R0058444. Click Details to review Requisition.
3. Click Approve then OK. After Block returns indicating “Document has your approval”, click OK. Screen Clears

4. Req is now available for ITP approval

5. Once approved, log into Banner and enter FWRREQS to print copy of your Req for reconciliation.
**Printer Control**

- **Printer:** DATABASE
- **Special Print:** 
- **Lines:** 
- **Submit Time:** 

**Parameter Values**

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>01. Starting Requisition Code</td>
<td>R0057892</td>
</tr>
<tr>
<td>02. Ending Requisition Code</td>
<td>R0057892</td>
</tr>
</tbody>
</table>

- **LENGTH:** 8  
- **TYPE:** Character  
- **O/R:** Required  
- **M/S:** Single
- **Enter SI Requisition Code**

**Submission**

- Destination Printer: DOUBLE-COICK for available printers. NOPRINT for no printed, DATABASE to review on-line.
- Record: 111  
- List of Values: <OID>
**SAMPLE ENCUMBRANCE FOR R# RAISED IN SI**

<table>
<thead>
<tr>
<th>TRANS DATE</th>
<th>TRANS TYPE</th>
<th>DOCUMENT NUMBER</th>
<th>REF #</th>
<th>DESCRIPTION</th>
<th>WORK ORDER CODE</th>
<th>ACCOUNT/ FUND</th>
<th>BUDGET ACTIVITY</th>
<th>TRANSACTION ACTIVITY</th>
<th>ENCYUMBRANCE ACTIVITY</th>
<th>CMT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BEGINNING</td>
<td></td>
<td></td>
<td></td>
<td>Computing Supplies</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Debbie Karles</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>ACCOUNT TOTALS: Computing Supplies</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL ORGANIZATION</td>
<td>64002 Office Administration</td>
<td></td>
<td></td>
<td>Expenditures</td>
<td>70</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>107.24</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Net Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
SAMPLE OF ENTRY ONCE ISSUED (BILLED TO FOAP)

COAS: M Memorial University of Newfoundland
FIN MGR: HH-2038 Director, ITS
OEG: 64002 Office Administration

<table>
<thead>
<tr>
<th>TRANS</th>
<th>TRAN</th>
<th>DOCUMENT DOCUMENT</th>
<th>WORK ORDER</th>
<th>ACCOUNT/</th>
<th>BUDGET</th>
<th>TRANSACTION</th>
<th>ENCUMBRANCE</th>
<th>CMT</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE</td>
<td>TYPE</td>
<td>NUMBER</td>
<td>RFP #</td>
<td>DESCRIPTION</td>
<td>COOR</td>
<td>FUND</td>
<td>ACTIVITY</td>
<td>ACTIVITY</td>
</tr>
<tr>
<td>BEGINNING:</td>
<td>Computing Supplies</td>
<td>70100</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11/02/2017 REQS</td>
<td>R0057921</td>
<td>Debbie Earles</td>
<td>70300</td>
<td>107.24</td>
<td>U</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11/02/2017 ISKU</td>
<td>U0000001</td>
<td>Debbie Earles</td>
<td>70300</td>
<td>107.24</td>
<td>U</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11/02/2017 ISKU</td>
<td>U0000001</td>
<td>Debbie Earles</td>
<td>70300</td>
<td>-107.24</td>
<td>U</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCOUNT TOTALS:</td>
<td>Computing Supplies</td>
<td>70100</td>
<td>.00</td>
<td>107.24</td>
<td>.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL ORGANIZATION:</td>
<td>64002 Office Administration</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expenditures</td>
<td>70</td>
<td>0.00</td>
<td>107.24</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Net Total</td>
<td></td>
<td>.00</td>
<td>-107.24</td>
<td>.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Appendix A

<table>
<thead>
<tr>
<th>Banner Finance Chart of Accounts Description</th>
<th>Banner Finance Account Code</th>
<th>Banner Finance Naming Convention</th>
<th>Description</th>
<th>Example / notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Materials and Supplies</td>
<td>70300</td>
<td>Computing Supplies</td>
<td>Computing Peripherals</td>
<td>External hard drive, cables, mouse, head phones</td>
</tr>
<tr>
<td>Materials and Supplies</td>
<td>70301</td>
<td>Software</td>
<td>Purchased software</td>
<td>Microsoft Visio, Adobe Acrobat</td>
</tr>
<tr>
<td>Materials and Supplies</td>
<td>70302</td>
<td>Minor Computer Purchases</td>
<td>&lt; $5000, no asset tag</td>
<td>Desktop, laptop, monitors</td>
</tr>
<tr>
<td>Materials and Supplies</td>
<td>70002</td>
<td>Office Supplies</td>
<td>Printing</td>
<td>Toners, ink cartridges</td>
</tr>
<tr>
<td>Telecommunications</td>
<td>73503</td>
<td>Network Infrastructure</td>
<td>Networking hardware</td>
<td>Switches, Edge, Distribution, APs</td>
</tr>
<tr>
<td>Professional Fees</td>
<td>75302</td>
<td>IT Consulting Fees</td>
<td>Consulting on IT procurement engagements</td>
<td>Softchoice, IBM, Glasshouse consulting time and materials</td>
</tr>
<tr>
<td>Equipment Rentals</td>
<td>75609</td>
<td>Software Rental</td>
<td>Software with annual renewal consideration</td>
<td>McAfee, SAS, SPSS. (Enterprise/multi use)</td>
</tr>
<tr>
<td></td>
<td>75612</td>
<td>Hardware Rental</td>
<td>Hardware equipment</td>
<td>UPS Batteries, Lenovo, IBM equipment</td>
</tr>
<tr>
<td>Capital</td>
<td>79006</td>
<td>Computer Equipment</td>
<td>&gt; $5000, asset tag required</td>
<td>Computers</td>
</tr>
<tr>
<td>Capital</td>
<td>79007</td>
<td>Printers</td>
<td>&gt; $5000, asset tag required</td>
<td>Printers</td>
</tr>
<tr>
<td>Capital</td>
<td>79010</td>
<td>Computer Hardware</td>
<td>&gt; $5000, asset tag required</td>
<td>Servers, Racks</td>
</tr>
</tbody>
</table>
URL FOR JOB AID:
WWW.MUN.CA/FINANCE/SYSTEMS/JOB_AIDS.PHP

FEEDBACK TO:
DEARLES@MUN.CA
JASON@MUN.CA

QUESTIONS?