

Stores Inventory for Administrators

How to Order IT Goods

The Process:

Order IT goods (computers, laptops, monitors, etc.) using your preferred method: IT Procurement (ITP) Website/cart functionality, email or phone. ITP will forward the Stores Inventory (SI) Requisition via email as a PDF file. The requestor/inputter will add the FOAPAL(s) and the approver will approve electronically in Banner. Approval of the SI Requisition is required before the order can be complete. The SI Requisition is encumbered immediately in Banner until the goods are issued/billed. Stores Inventory provides streamlined account codes for commodities, see attached Appendix for IT account codes. No additional backup is required for Research purchases (Research Purchase Requisition and Justification Form is sufficient).

Navigation:

Access to a form can be achieved in three ways:

1. Type the screen name in the search field, e.g. FSAREQN
2. Type the screen title in the search field (partial name is sufficient), e.g. Stores Req
3. Navigate through the applications menu system on the left side of the main screen

Moving to and from sections on a screen can be done in two ways:

1. Use the keyboard commands "Alt – Page Down" and "Alt – Page Up"
2. Use the icons on the bottom left of the screen to move back and forth between sections.

Quick Step Guide:

Step 1: FSAREQN – Stores Requisition

- Supports single and multiple commodities and FOAPAL(s)
- This step is 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.

Step 3: FPIREQN – Requisition Query

- This screen will show the status and details of the SI Requisition.

Step 4: FWRREQS – SI Requisition Print

- This report will create a PDF copy of the SI Requisition to print or save electronically.

Detailed Procedure - Inputter:

Step 1:

After you receive the Stores Requisition from ITP, follow the navigation process to the Stores Requisition screen, FSAREQN.

Step 2:

Enter your SI Requisition number in the Request field, e.g. R0065197. Click **GO** (Alt – Page Down) in the top right corner to advance to *next screen*.

Stores Requisition FSAREQN 9.3.6 (banjune1) ADD RETRIEVE RELATED TOOLS

Request: R0065197 Query caused no records to be retrieved. Re-enter.

REQUESTOR

Transaction Date * 27-SEP-2019
 Delivery Date * 30-SEP-2019
 Cancel Date
 Requestor John Smith - R0065197
 Phone 864 1234
 Extension
 Ship To * CS1000 ...

Address Room: CS1000
 Building Comp Servics
 Floor
 Document Text N
 Exists
 NSF Checking
 In Suspense N
 Printed

COMMODITY DATA

Item	Commodity *	Description	UIM	Quantity	Extended Cost	Suspense
1	076-05703	MS Project 2019 ALNG MVL	EA	1	99.58	Y

Record 1 of 1

ACCOUNTING DATA

Sequence Number	Chart of Accounts	Year	Index	Fund	Organization	Account	Program	Activity	Location	Project	NSF Override	Suspense	NSF Suspense
	M										<input type="checkbox"/>	N	

Record 1 of 1

Accounting Record
 Count Percent Amount

BALANCING/COMPLETION

Commodity Total 99.58 Accounting Total

Complete In Process

SAVE

Memorial

Step 3:

The SI Requisition is displayed. Press next section (“Alt-Page Down”) to proceed to the Commodity Data information. **Do not change or add anything in Requestor or Commodity Data sections.**

Press next section again (“Alt-Page Down”) to proceed to the Accounting Data section.

Enter your Fund and Org code. The Account code will default based on the Commodity code and the Program will default from the Fund or Org code. Enter a percentage in the Percent field or dollar amount in the Amount field to allocate the Commodity amounts to your FOAPAL, as desired.

Stores Requisition FSAREQN 9.3.6 (banjune1) ADD RETRIEVE RELATED TOOLS

Request: R0065197 Start Over

REQUEROR Insert Delete Copy Filter

Transaction Date	27-SEP-2019	Address	Room: CS1000
Delivery Date	30-SEP-2019	Building	Comp Servics
Cancel Date		Floor	
Requestor	John Smith - R0065197	Document Text	N
Phone	864 1234	Exists	
Extension		<input checked="" type="checkbox"/> NSF Checking	
Ship To	CS1000 ...	In Suspense	N
		Printed	

COMMODITY DATA Insert Delete Copy Filter

Item	Commodity *	Description	U/M	Quantity	Extended Cost	Suspense
1	076-05703	MS Project 2019 ALNG MVL	EA	1	99.58	N

Record 1 of 1

ACCOUNTING DATA Insert Delete Copy Filter

Sequence Number	Chart of Accounts	Year	Index	Fund	Organization	Account	Program	Activity	Location	Project	NSF Override	Suspense	NSF Suspense
1	M	20		100001	63002	70301	4103				<input type="checkbox"/>	N	N

Record 1 of 1

Accounting Record Count: 1 Amount: 99.58

BALANCING/COMPLETION Insert Delete Copy Filter

Commodity Total: 99.58 Accounting Total: 99.58

Complete In Process

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For multiple commodities, you may require different account codes depending on what the commodities are. Press the down arrow on the keyboard, or the **Insert** or **Copy** buttons, to create additional accounting sequences. If you arrow down accidentally creating a new line when not needed, arrow up will correct this allowing you to move forward in the process.

Please refer to Appendix A for a list of account codes for IT Requisitions.

Stores Requisition FSAREQN 9.3.6 (banjune1) ADD RETRIEVE RELATED TOOLS

Request: R0065197 Start Over

REQUEROR Insert Delete Copy Filter

Transaction Date	27-SEP-2019	Address	Room: CS1000
Delivery Date	30-SEP-2019	Building	Comp Servics
Cancel Date		Floor	
Requestor	John Smith - R0065197	Document Text	N
Phone	864 1234	Exists	
Extension		<input checked="" type="checkbox"/> NSF Checking	
Ship To	CS1000 ...	In Suspense	N
		Printed	

COMMODITY DATA Insert Delete Copy Filter

Item	Commodity *	Description	U/M	Quantity	Extended Cost	Suspense
1	076-05703	MS Project 2019 ALNG MVL	EA	1	99.58	Y
2	210-AIIF	Dell Professional P2217H 22" Flat Panel Monitor	EA	1	191.16	N

Record 1 of 2

ACCOUNTING DATA Insert Delete Copy Filter

Sequence Number	Chart of Accounts	Year	Index	Fund	Organization	Account	Program	Activity	Location	Project	NSF Override	Suspense	NSF Suspense
1	M	20		100001	63002	70301	4103				<input type="checkbox"/>	N	A
	M	20		100001	63002	70302	4103				<input type="checkbox"/>	N	A

Record 2 of 2

Accounting Record Count: 2 Amount: 191.16

BALANCING/COMPLETION Insert Delete Copy Filter

Commodity Total: 290.74 Accounting Total: 99.58

Complete In Process

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Proceed to next section (“Alt-Page Down”).

Step 5:

The Balancing/Completion section is the final step to completing the SI Requisition.

Select **Complete** to finish the SI Requisition or **In Process** to leave it incomplete for future changes.

Once the SI Requisition has been completed, you are returned to the beginning of the screen and a message is displayed in the upper right corner of the screen confirming the document is completed and forwarded to the approval process. You can process another SI Requisition or click the Close button to return to the main Banner screen.

Detailed Procedure - Approver:

Step 1:

Follow the navigation process to the User Approval screen, FOAUAPP.

Click **GO** (Alt – Page Down) in the top right corner to advance to *next screen*. The screen will display all documents you can approve. Note there can be up to a 1 minute delay after a document is completed before it may show in your approval queue.

User Approval FOAUAPP 9.3.7 (banjune1) ADD RETRIEVE RELATED TOOLS

User ID: UPHAR029 lph Vaspb B'Ozrrv-Nqpnaa Document: Next Approver: Start Over

USER APPROVAL insert Delete Copy Filter

Approve Disapprove Detail Queues

NSF	Document Type	Document Number	Change Sequence	Submission	Originating User	Document Amount	Queue Type	Next Approver
	REQ	R0065163			UPHAR006	9.84	DOC	Y

1 of 1 Per Page Record 1 of 1

SAVE Memorial

Step 2:

You may approve and / or disapprove documents on FOAUAPP. Click the **Approve** or the **Disapprove** buttons to complete the desired action.

- Approve: Click this button to approve the document.

By approving the document, the Approver acknowledges responsibility to ensure that all expenditures are valid, in compliance with the policies of the University and the applicable granting agencies, and that sufficient funds are available to cover the expenditure.

- Disapprove: When you click this button to disapprove the document, the following Document Disapproval Text Entry form is displayed. You have the option of entering a reason for your disapproval before pressing the OK button.

Document Disapproval Text Entry FOAUAPP 9.3.7 (banjune1)

Type

Number

Submission

Change Sequence

- Detail: Click this button to view the document's accounting details as seen in an example below.

Requisition Approval FOQRACT 9.0 (banjune1) ADD RETRIEVE RELATED TOOLS

REQUISITION APPROVAL Insert Delete Copy Filter

Request Number of Items

LINE ITEM INFORMATION Insert Delete Copy Filter

Item	Net	9.84
Commodity	Document Acctg Distribution	Vendor

Record 1 of 1

ACCOUNTING INFORMATION Insert Delete Copy Filter

Sequence Number	1	Location	
COA	M	Extended Amount	9.84
Fiscal Year	19	Discount Amount	
Index		Tax Amount	
Fund	100001	Additional Amount	
Organization	45900	Total	9.84
Account	70300	Project	
Program	4101	NSF	N
Activity		<input type="checkbox"/> NSF Override	

Record 1 of 1

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Memorial

Click the *exit* icon to return you to the Document Approval Form.

You can also select *Query Document* under the **Related** menu to see full document details on the FPIREQN screen.

Appendix A – Banner Finance Account Codes for SI Requisitions

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