


IX-2. Creating a Requisition – FPAREQN

Before entering a requisition into Banner, you should do the following:

- 
Always check your funds availability before creating a Requisition.

Should you create a requisition without checking your funds and the FOAP being charged does not have sufficient budget funds, Banner will still allow you to complete the requisition. The NSF message will appear in the Auto Hint Line of the Balancing/completion block and will read: “Insufficient budget.” If you receive this message, **do not** click the complete button.

NOTE: If you complete the requisition that is in NSF Suspense, the requisition will be disapproved and put back into In Suspense. **This will result in delays in processing your requisition.**

- Complete the [Purchase Requisition Worksheet](#).

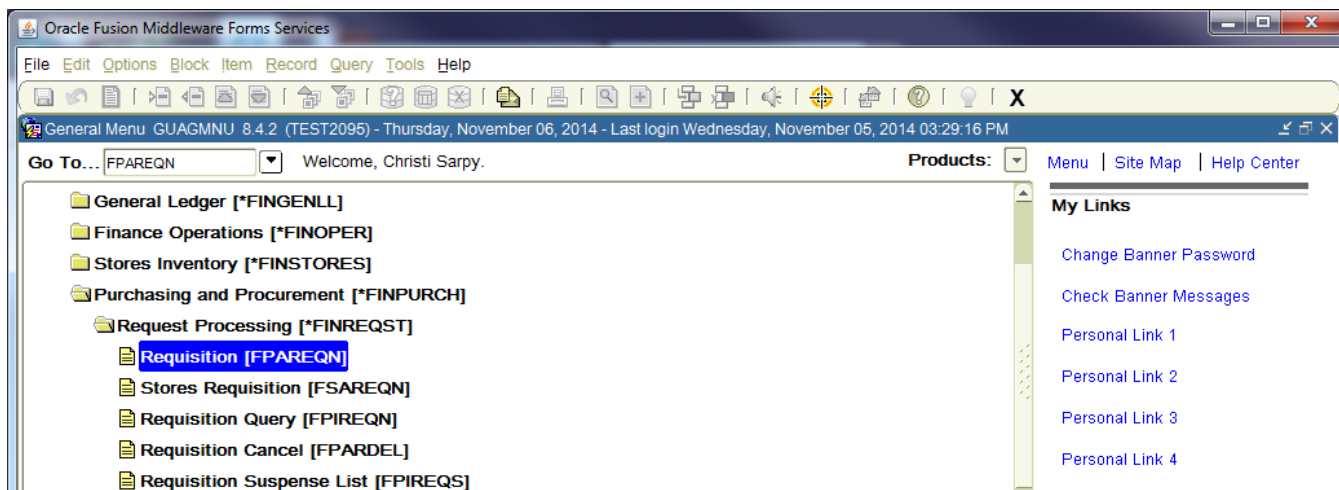
This document is used to gather information prior to creating a purchase requisition in the Banner system. It allows you to capture all necessary information concerning your purchase and helps expedite entering data as you navigate through the online Requisition form FPAREQN.

- Verify the correct Index Code that corresponds with the correct Organization Code, see [Indexes by Organization by Fund by Program](#) section of the Ledgers and Charts of Account Users Guide.

NOTE: It is extremely important to have all of your information predetermined so that you do not have to leave the FPAREQN form to search for data. The interruption of step by step navigation in Banner could cause system errors that affect the final step of balancing/completion of your requisition.

Requisition Processing – Regular Purchase Orders

Go To...: Type FPAREQN [Enter]



FPAREQN begins the procurement process by defining an internal request to acquire goods or services. It enables you to define departmental needs by identifying the requestor, vendor, commodity, and accounting information.

Only one field will be on the screen asking for the Requisition number (see below) DO NOT enter a number here if you are creating a new requisition, Banner creates all Requisitions numbers.

1. Requisition:

There are three Options to begin the Requisition process:

- **Next Block [Ctrl+Pg Down]** for a new requisition. Banner will assign a new requisition number (eight characters, i.e. RXXXXXXX) after the vendor is chosen.
- Enter a Requisition number or use the search feature to locate an existing requisition to modify and complete it.

***NOTES:** Once a requisition has been completed using FPAREQN, it cannot be modified.*

Make sure you enter the exact Requisition number, or a new one will be created.

***IMPORTANT:** Be extremely careful when entering a pre-assigned in-process requisition number. Make sure you type the number "0" (zero) and not the letter "o" or "O"!*

- **COPY** feature – NSU prefers not to use the copy feature. (See [Copy Requisition](#) section of this User's Guide.)

Oracle Fusion Middleware Forms Services: Open > FPAREQN

File Edit Options Block Item Record Query Tools Help

Requisition: ▼

Enter NEXT or leave blank for automatic assignment or enter document number, press Next Field to activate COPY function.
Record: 1/1 | | | | | <OSC>

Requisition Entry: Requestor/Delivery Information

Most of the fields on the **Requestor/Delivery** block will automatically populate based on the user's security profile. Use **TAB** to navigate through the form.

Oracle Fusion Middleware Forms Services: Open > FPAREQN

File Edit Options Block Item Record Query Tools Help

Requisition Entry: Requestor/Delivery Information FPAREQN 8.6.0.3 (TEST2095)

Requisition: NEXT
Order Date: 04-MAR-2015
Transaction Date: 04-MAR-2015
Delivery Date: 23-MAR-2015
Comments: SC - State Contract
Commodity Total: 0.00
Accounting Total: 0.00

In Suspense
 Document Text
 Document Level Accounting

Requestor/Delivery Information | Vendor Information | Commodity/Accounting | Balancing/Completion

Requestor: Christi Sarpy
Organization: 311111 Business Affairs
COA: N Northwestern State University of LA
Email: sarpyc@nsula.edu
Ship To: CR
Street Line 1: Northwestern State University
Street Line 2: 998 South Jefferson
Street Line 3:
Building: Plant Services **Floor:**
City: Natchitoches
State or Province: LA **Zip or Postal Code:** 71497
Nation: United States

Phone: 318 3574496
Fax: 318 3574257

Contact: Central Receiving
Attention To: Christi Sarpy

Area Code **Phone Number** **Extension**
 318 3575152

Enter name for Attention-to label on Ship-to address.

Record: 1/1 | ... | <OSC>

2. Requisition Entry Header Block

Order Date: REQUIRED. Automatically defaults to current date.

Transaction Date: REQUIRED. Automatically defaults to current date.

Delivery Date: REQUIRED. Enter a realistic delivery date that the commodities on this requisition are to be delivered. If the delivery date is in the same month as the Order Date, you can enter just the day and press the TAB key to complete the date. The date must be reasonable and the same or later than the transaction date. The Delivery Date must be entered in a **MMDDYY** format.

Comments: Enter the NSU Purchase Order Type in the Comments Field. This Field is limited to 30 characters. The Comments Field is being used for NSU Purchase Order Types. PO Types are as follows:

NSU Purchase Order Type

NSU PO Type	PO Class Code	Description	Banner PO Type	Match	Receiving	Invoice (Received From)
CO	A	Confirming Order (< \$5,000)	Regular	3-Way	Dept. FPARCVD	Vendor
NW	C	Order Not Exceeding \$5,000 (Purchase Order Required by Vendor)	Regular	3-Way	Warehouse FPARCVD	Vendor
TQ	D	Telephone Quotes (\$5K-\$15K)	Regular	3-Way	Warehouse FPARCVD	Vendor
RQ	E	Request for Quotes (\$15K-\$25K)	Regular	3-Way	Warehouse FPARCVD	Vendor
SB	F	Sealed Bid (> \$25,000)	Regular	3-Way	Warehouse FPARCVD	Vendor
NC	G	Non-Competitive	Regular	3-Way	Dept. FPARCVD	Vendor
SC	H	State Contract	Regular	3-Way	Warehouse FPARCVD	Vendor
SM	I	Special Meals	Standing	2-Way	Dept. AP Voucher	Vendor
PS	J	Professional Service Contract	Standing	2-Way	Dept. AP Voucher	Vendor
PC	K	LaCarte Purchasing Card (P-Card)	Regular	3-Way	Dept. FPARCVD	Dept.
UP	N	University Printing	Standing	2-Way	N/A	Univ. Printing
WR	O	University Warehouse	Standing	2-Way	N/A	Univ. Warehouse
LS	2	Watson Library Standing Order	Standing	2-Way	Library AP Voucher	Vendor
RC	4	Renewable Contract - Purchasing Only	Regular	3-Way	Dept. FPARCVD	Vendor
PW	5	Public Works < 150,000 – Physical Plant Only	Standing	2-Way	Physical Plant AP Voucher	Vendor
BC	6	Budget Control – Business Affairs Only	Standing	2-Way	N/A	Vendor

NOTE: Special circumstances may call for a Standing Purchase Order, if so Purchasing will contact the Requestor with Receiving Orders.

Document

Level Accounting: Commodity Level Accounting is the default. Therefore, the Document Level Accounting box will be unchecked.

NOTE: All Requisitions must be Commodity Level Accounting. Checking the Document Level Accounting box will result in the Requisition being deleted.

3. Requestor/Delivery Information block:

Requestor: REQUIRED. Enter the requestor’s name. Defaults to the User Id information. The organization, phone number and e-mail information will default to the information tied to the User Id.

Organization Code:

REQUIRED. Enter the appropriate **Organization code** number.

NOTE: You may have more than one organization assigned to your User Id.

If the Organizational Code is not known, click on the drop down to locate the appropriate code number. Double click on the appropriate code number and the Organization Code will be populated in the Organization field. **[Tab]**

NOTE: Verify the correct Index code that corresponds with the correct Organization Code, see the [Indexes by Organization by Fund by Program](#) section of the Ledgers and Charts of Accounts Users Guide). Organizations may have multiple Indexes “mapped” to it. The Index code to be used for the Organization you have selected will be entered/used in the Accounting block, to assure your FOP is correct and populated.

COA Code: REQUIRED. Chart ‘N’ will default, which is for Northwestern State University.

Email: Enter your email address if not automatically populated.

Phone: Enter your telephone number if not automatically populated. Do not enter a dash between the numbers.

Fax: Enter your fax number if not automatically populated. Do not enter a dash between the numbers.

Ship to: REQUIRED. This is the code representing the physical location for delivery. Enter the correct '**Ship To**' code, if known, or click the drop down to locate the correct code. If this information needs to be updated, call or email the Purchasing Department.

***NOTES:** Users are encouraged to have deliveries of items to their offices when appropriate. To enter your Ship to information for Department Direct, choose 'DD' for Department Direct and enter the appropriate information into Document Text.*

Capital Outlay – Equipment should be shipped to Central Receiving, so the University can comply with Inventory/Property Tagging requirements.

Contact: Defaults from the Ship to code.

Attention To: REQUIRED. Enter the name of the person requesting the purchase. – It will allow up to 35 characters but DO NOT EXCEED 30 CHARACTERS.

Ship To

Phone Number: Defaults from the Ship to code.

***NOTE:** To add Document Text, see Adding Document Text – Procurement Text Entry [FOAPOXT] in the next section.*

OR

Next Block [Ctrl+Pg Down] to proceed to the **Vendor Information** block.

Adding Document Text and Modify Clauses – Procurement Text Entry FOAPOXT

IMPORTANT: Use **Document Text** to communicate special requests to Purchasing or to a Vendor. Give complete details as to the support documents necessary to complete the Purchase Order Process. Also, specify how this information will be forwarded to Business Affairs – Purchasing Section. Examples are as followed:

- Telephone/Fax Quotation Tabulation
- Quotes
- Justification Memos
- Enclosures/Order Forms that need to be mailed with the payment/check

NOTE: Complete the [Business Affairs Transmittal Cover Sheet](#) (Be sure to reference the Banner Requisition Number) and forward with attachments/enclosures to:

Business Affairs – Purchasing

OR emailed to: purchasing@nsula.edu

OR faxed to: 318-357-4378

From the **Options** menu choose **Document Text (FOAPOXT)** to type instructions to Purchasing or to a Vendor.

The screenshot shows the Oracle Fusion Middleware Forms Services interface. The 'Options' menu is open, and 'Document Text [FOAPOXT]' is selected. The main form window is titled 'Procurement Text Entry FOAPOXT 8.4 (TEST2095)'. It contains several input fields: 'Text Type' (REQ), 'Code' (R0000293), 'Change Sequence', 'Item Number', 'Vendor', 'Commodity Description', 'Modify Clause', and 'Default Increment' (10). Below these fields is a table with columns: 'Text', 'Clause Number', 'Print', and 'Line'. The first row contains 'State Contract # 408827', an empty 'Clause Number' field, a checked 'Print' checkbox, and an empty 'Line' field.

Modify Clause: Leave blank, or Choose **DEPTD** for Department Ship Direct from the drop down search arrow. Then, choose **Insert** from the **Record** menu. **Next Block [Ctrl+Pg Down]** to import selected clause into the Text box.

Text: [Next Block] or click on the first open line, and type the appropriate information. Use arrow keys to navigate from one line to another to add additional information.

Print: A check mark (✓) in this box means document text will print on hard copy of purchase order. Uncheck the print box for each line of text that you do not want printed on the purchase order.

NOTE: All lines in the FOAPOXT text screen must have line numbers. If you want to create a line break between text information, type a period (.), [TAB] to Line Number Field and enter the number that places your blank line in the position you desire.

Save [F10] and **Exit [Ctrl+Q]** once you have completed Document Text.

Next Block [Ctrl+Pg Down] to access the Vendor Information Tab.

Requisition Entry: Vendor Information

NOTE: At this point, the Requisition Number is assigned. Write down the Requisition Number for future reference.

4. Vendor Information block:

Vendor: Enter the correct Vendor code, if known, or click the drop down and select **FTIIDEN** to locate the vendor.

The Vendor name, primary address, and contact information will automatically populate in all fields.

NOTE: Never leave the Vendor blank. The vendor information provides the requested source for the commodity requested. Purchasing will enter the final vendor depending on the procurement procedure required to process the Goods and Services requested.

SELECT CORRECT VENDOR FOR PURCHASE ORDER ADDRESS TYPE (PROCUREMENT – PO)

The screenshot displays the Oracle Developer Forms Runtime interface for 'Requisition Entry: Vendor Information'. The main form has the following fields and values:

- Requisition:** R0000052
- Order Date:** 22-SEP-2009
- Transaction Date:** 22-SEP-2009
- Delivery Date:** 29-SEP-2009
- Comments:** fax to 800 543 6752
- Commodity Total:** 0.00
- Accounting Total:** 0.00

Checkboxes on the right include 'In Suspense' (unchecked), 'Document Text' (checked), and 'Document Level Accounting' (checked). The 'Vendor Information' tab is active, showing a 'Vendor' dropdown menu. An 'Option List' dialog box is open, displaying two options: 'Entity Name/ID Search (FTIIDEN)' and 'Vendor Maintenance (FTMVEND)'. A 'Cancel' button is visible at the bottom of the dialog box.

How to Search for a Vendor Steps:

Entity Name/ID Search FTIIDEN

1. Tab to the **Last Name** field. Execute a query by entering a portion of the vendor's name in the **Last Name** field, followed by the wildcard “%” symbol. Data searches in Banner are case sensitive. Be sure to type only the first letter of the vendor's name in upper case.

Oracle Fusion Middleware Forms Services: Open > FPAREQN - FTIIDEN

Entity Name/ID Search FTIIDEN 8.4 (TEST2095)

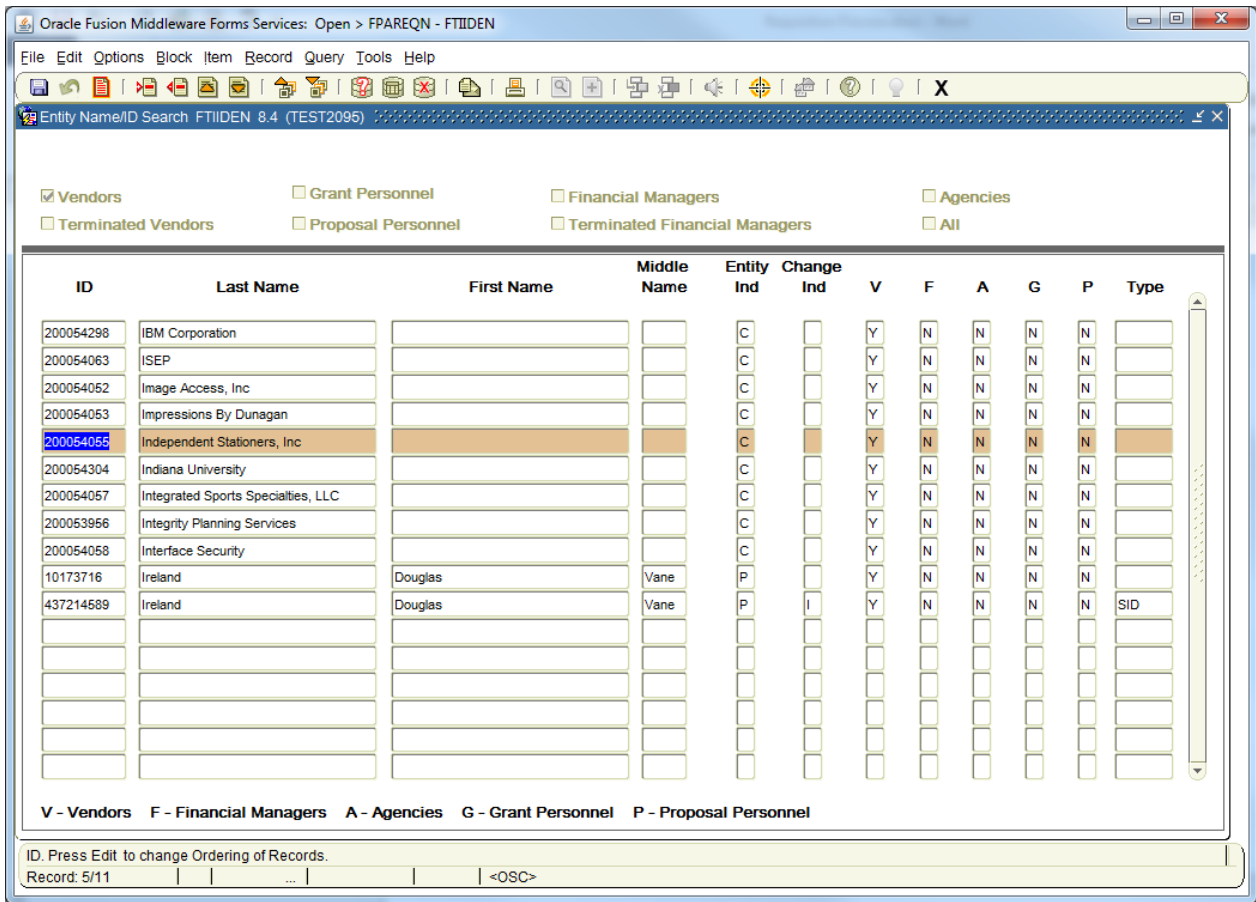
Vendors
 Grant Personnel
 Financial Managers
 Agencies
 Terminated Vendors
 Proposal Personnel
 Terminated Financial Managers
 All

ID	Last Name	First Name	Middle Name	Entity Ind	Change Ind	V	F	A	G	P	Type
200054298	IBM Corporation			C		Y	N	N	N	N	
200054063	ISEP			C		Y	N	N	N	N	
200054052	Image Access, Inc			C		Y	N	N	N	N	
200054053	Impressions By Dunagan			C		Y	N	N	N	N	
200054055	Independent Stationers, Inc			C		Y	N	N	N	N	
200054304	Indiana University			C		Y	N	N	N	N	
200054057	Integrated Sports Specialties, LLC			C		Y	N	N	N	N	
200053956	Integrity Planning Services			C		Y	N	N	N	N	
200054058	Interface Security			C		Y	N	N	N	N	
10173716	Ireland	Douglas	Vane	P		Y	N	N	N	N	
437214589	Ireland	Douglas	Vane	P	I	Y	N	N	N	N	SID

V - Vendors F - Financial Managers A - Agencies G - Grant Personnel P - Proposal Personnel

ID. Press Edit to change Ordering of Records.
Record: 5/11 <OSC>

2. **Execute Query [F8]** to view the list of possible vendor names resulting from the query search.



3. Highlight and Double click the appropriate vendor in the **ID Number** field to populate all required vendor information.
4. The **FOQADDR** Form displays. The example illustrates two addresses for Independent Stationer, Inc. Double click in the Purchase Order (**PO**) Address Type field for the correct address profile. If the chosen address is correct, close the **FOQADDR** Form by clicking the “X” on the menu bar.

NOTE: *It is essential that the vendor address chosen is verified as being the correct purchase order address. The (PO) is used to identify which address the Purchase Order will be mailed.*

Do NOT select the Accounts Payable (AP) address, this is for invoicing only.

Vendors may have several mailing addresses, remit to addresses, etc. Purchasing maintains the Vendor File. Mail PO To address and the “Remit To” addresses are critical addresses for placing orders and making vendor payments. The Vendor Name on the requisition and the purchase order must be the same name as the “payable to” name on the invoice. Therefore, it is important to understand how the vendor will be invoicing before you select a vendor when creating your requisition. This will also be the case when requesting a NEW VENDOR and submitting a Vendor Create/Modification Document.

The screenshot shows a web browser window titled "Oracle Fusion Middleware Forms Services: Open > FPAREQN - FOQADDR". The browser address bar shows "Address Information Query FOQADDR 8.9 (TEST2095)". The main content area displays two address records. The first record has ID "200054055" and is for "Independent Stationers, Inc". It has an Address Type of "AP", Sequence Number of "1", and Street Line 1 of "PO Box 677426". The City is "Dallas", State is "TX", and ZIP is "75267". The second record has an Address Type of "PC", Sequence Number of "1", and Street Line 1 of "250 E 96th St Ste 510". The City is "Indianapolis", State is "IN", and ZIP is "46240". The status bar at the bottom indicates "Record: 2/2" and includes a "<OSC>" button.

Vendor NOT FOUND in Vendor File

If the vendor that you need is not located after a thorough search, a message will be indicated on the **Status/Hint** bar stating '**Query Caused No Records to be Retrieved**'.



NOTE: Therefore, the vendor is new and needs to be added to the vendor file. You must complete the following steps prior to proceeding to the Commodity/Accounting Block:

From the **Options** menu, choose **Document Text (FOAPOXT)** and enter the text notes for Purchasing

1. NEW VENDOR
2. "Name of Vendor"

Do not enter address and other vendor information in FOAPOXT text. You will complete this on the Vendor Create/Modification Document located under forms for the Purchasing department and obtain a current W-9. Your Vendor Create/Modification Document must be completed in accordance with Data Standards identified in the following hyperlink, [DATA STANDARDS](#). E-mail both forms to purchasing@nsula.edu in Business Affairs/Purchasing and reference the Requisition number.

Complete the [Vendor Create/Modification Document](#) with the following minimum information:

- Company Name
- Address, City, State, Zip Code
 - Mail PO to Address (PO Address)
 - Mail Payment to Address (Remit to Address)
- Phone Number
- Fax Number
- Federal Tax Identification Number
- Current W-9 Form

Next Block [Ctrl+Pg Down] to access **Commodity/Accounting** tab.

Requisition Entry: Commodity/Accounting

The Requisition Entry window is composed of two blocks:

- **Commodity** block
- **Accounting** block – This block is visible but information cannot be entered into it until the **Commodity** block is complete

Oracle Fusion Middleware Forms Services: Open > FPAREQN

Requisition Entry: Commodity/Accounting FPAREQN 8.6.0.3 (TEST2095)

Requisition: R0000293
 Order Date: 04-MAR-2015
 Delivery Date: 22-MAR-2015
 Commodity Total: 336.64

Transaction Date: 04-MAR-2015
 Comments: SC - State Contract
 Accounting Total: 336.64

In Suspende
 Document Text
 Document Level Accounting

Requestor/Delivery Information | Vendor Information | **Commodity/Accounting** | Balancing/Completion

Item	U/M	Tax Group	Quantity	Unit Price	Description
3 of 3			X		
					#CNMMP25DVS - Canon Calculator
					#PIL35336 - Pilot Precise V5 Pen - Red
					#UNV80107 - Universal Labels 2x4 - White

FOAPAL 0 of 0 Remaining Commodity Amount: % US

COA Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj
N								

FRM-40200: Field is protected against update.
 Record: 3/3 | ... | <OSC>

Document Level Accounting:

Commodity Level Accounting is the default. Therefore, the Document Level Accounting box will be unchecked.

NOTE: Avoid entering FOAPALs by percentage, instead enter the exact amounts you wish to allocate to each FOAPAL.

NOTE: Commodity level Accounting must be used when line items are a combination of fixed asset/capital outlay items (equipment).

NOTE: A purchase order created directly from a requisition carries the same accounting type as the requisition.



Banner requires commodity level accounting when the requisition includes equipment that will be added to the fixed asset system (account codes beginning with 707*).**

Guidelines for Processing a Purchase Requisition for a Fixed Asset – Equipment

To facilitate the process of tracking asset purchases, proper accounting, and compliance with asset requirements practices, the following is required:

1. Assets **must be** ordered with a requisition through the Banner System.
2. Assets **cannot/should not** be ordered with a Standing Order.
3. Purchases of Fixed Assets – Equipment require Receiving.
4. Determine whether the item is classified as equipment or supplies by using the following table:

ASSET/EQUIPMENT

- Item is over \$1000
- Item will have a life span of more than one year
- Exceptions: (purchased at any cost)
Weapons
Livestock
Autos/Airplanes
Items required to be sanitized
- Library Reference Materials

SUPPLIES

- Item is usually under \$1000
- Item has a life span of less than one year and is usually

5. Fixed Assets includes land, improvements to land, buildings, equipment, and construction in progress. Only depreciable assets will be maintained in the Fixed Asset Module.

All fixed asset – equipment requisitions and purchase orders must be created using a regular purchase order with Commodity (Item) Level Accounting. Do not change to Document Level Accounting.

In general, it is very important that departmental requisitioner and the departmental property custodian work together with Property Control and Purchasing when requisitioning equipment and other capital outlay expenditures, so that the items are properly recorded in both the **Procurement** and **Fixed Asset** modules.

Purchases of Fixed Assets require Receiving.

Capital Outlay Expenditures Account Codes

It is crucial that the Expenditure Account element of the FOAPAL is properly coded prior to payment. The Expenditure Account code determines whether capitalization entries in the General Ledger and asset “capitalization” status in the **Fixed Asset** module are posted correctly. **Banner** posts “capitalization” entries when the invoice is posted during the payment process.

When purchasing Capital Outlay items, Account codes must be a Capital Outlay Expenditures Account code.

The different acquisition amounts and dollar ranges that determine if they are entered into the Fixed Asset Module and to be depreciated are listed below.

Not entered in Fixed Asset Module:

Equipment < \$5,000
 Administrative Software < \$3,000,000
 Materials for Equipment Fabrication < \$5,000
 Buildings < \$100,000

Entered in Fixed Asset Module:

Equipment > \$5,000
 All Firearms/Weapons (regardless of price)
 Administrative Software > \$3,000,000
 Materials for Fabrications > \$5,000
 Buildings > \$100,000

To determine the proper Account Code for Capital Outlay purchase review the [Expenditure Account Codes in the Chart of Accounts for Operating Ledgers](#) of the Banner Finance Departmental User Guides.

Capital Outlay Special Approval Queues

Many Capital Outlay Expenditures require special approval, which are set up as Special Approvals in the Requisition Approval Process. These special approvals are required to assure compliance with University policies. See the [Approval User's Guide](#) for a complete list of special approval queues.

Purchase of Equipment/Electronic Media to be “Sanitized”.

Any electronic device or media owned, managed, leased or utilized by the State Offices of Louisiana with the ability to store, process, or transmit Internal confidential, or Restricted Data are subject to the Louisiana Property Assistance Agency Policy (LPAA POL 201401)

Per LPAA PPM 11 – All electronic Media, within the attached class codes, must be tagged by the property manager and entered into their agency’s official system of recordation for movable property, regardless of its original acquisition costs. This is necessary in order for the University to be able to properly track and to ensure that at such time the property may become surplus or otherwise disposed of, the Certificate of Data Sanitization Form is completed.

Acquisitions of this nature that cost \$1,000 or more are already being tagged and tracked. In order to capture the acquisitions below \$1,000 the following account codes are to be used when making purchases that fall into this category.

Equipment/Electronic Media to be “Sanitized”

<u>LPAA Class Code</u>	<u>Account Code</u> <u>< \$1000</u>	<u>Account Code</u> <u>\$1000-\$4999</u>	<u>Account Code</u> <u>= OR > \$5000</u>
Medical / Research Equipment			
Analyzer, Medical	707263	707260	707261
Aspirator	707263	707260	707261
Blood Pressure Monitor	707263	707260	707261
Blood Testing Equipment	707263	707260	707261
Breath, Testing	707263	707260	707261
Camera, Medical	707263	707260	707261

Equipment/Electronic Media to be "Sanitized"

<u>LPA Class Code</u>	<u>Account Code</u>	<u>Account Code</u>	<u>Account Code</u>
	<u>< \$1000</u>	<u>\$1000-\$4999</u>	<u>= OR > \$5000</u>
Cardiac Monitor	707263	707260	707261
Cardiograph	707263	707260	707261
Cardioscope	707263	707260	707261
Cart, Medical	707263	707260	707261
Controller, Medical	707263	707260	707261
Counter, Medical	707263	707260	707261
Nursing and Radiology Equipment			
Diagnostic, Laboratory	707263	707260	707261
Diagnostic, Medical	707263	707260	707261
Dialysis Equipment	707263	707260	707261
Dispenser, Medical	707263	707260	707261
ECG/Electrocardiograph Equip.	707263	707260	707261
EEG/Electroencephalograph	707263	707260	707261
Electroshock Therapy Machine	707263	707260	707261
EMG/Electromyography	707263	707260	707261
Eye Testing Equipment	707263	707260	707261
Fat Percentage Indicator	707263	707260	707261
Glucometer	707263	707260	707261
Hearing Testing Equipment	707263	707260	707261
Hemoglobin meter	707263	707260	707261
Imaging Equipment, Medical	707263	707260	707261
Incubator, Medical	707263	707260	707261
Intoximeter	707263	707260	707261
IV Pump	707263	707260	707261
Laboratory Equipment	707263	707260	707261
Medical / Research Eq	707263	707260	707261
Meter, Medical	707263	707260	707261
Monitor, Medical	707263	707260	707261
Physiograph	707263	707260	707261
Polygraph Equipment	707263	707260	707261
Reader, Medical	707263	707260	707261
Recorder, Blood Pressure	707263	707260	707261
Recorder, Laboratory	707263	707260	707261
Recorder, Medical	707263	707260	707261
Recorder, Physiological	707263	707260	707261
Scanner, Medical	707263	707260	707261
Speech Testing Equipment	707263	707260	707261
Sphygmomanometer	707263	707260	707261
Spirometer	707263	707260	707261
Stimulator, Medical	707263	707260	707261
Testing Equipment, Medical	707263	707260	707261
Tonometer	707263	707260	707261
Transmitter, Medical	707263	707260	707261
Tympanometer	707263	707260	707261
Ultra Sound, Cardiac	707263	707260	707261
Ultrasound Equipment	707263	707260	707261
X-Ray Equipment	707263	707260	707261
X-Ray Equipment Accessory	707263	707260	707261
Office Equipment			
Addressograph	707269	707270	707271
Book, Check Unit	707269	707270	707271
Braille Equipment	707269	707270	707271

Equipment/Electronic Media to be "Sanitized"

<u>LPA Class Code</u>	<u>Account Code</u>	<u>Account Code</u>	<u>Account Code</u>
	<u>< \$1000</u>	<u>\$1000-\$4999</u>	<u>= OR > \$5000</u>
Braille Writer	707269	707270	707271
Check, Writer	707269	707270	707271
Copier	707269	707270	707271
Duplicating, Office Equip.	707269	707270	707271
Fax Machine	707269	707270	707271
Imaging Equipment, Office	707269	707270	707271
Labelling Equipment	707269	707270	707271
Microfiche Reader	707269	707270	707271
Transcriber	707269	707270	707271
Typewriter	707269	707270	707271
Educational / Recreational Equipment.			
Audio Visual Equipment	707286	707280	707281
Camera	707286	707280	707281
Camera, CCTV	707286	707280	707281
Camera, TV	707286	707280	707281
Camera, Video	707286	707280	707281
Encoder	707286	707280	707281
Recorder, Audio/TV	707286	707280	707281
Recorder, Cartridge	707286	707280	707281
Recorder, Digital	707286	707280	707281
Recorder, Electronic	707286	707280	707281
Television Production Equip.	707286	707280	707281
Software			
Computer Software	707331		707330
Computer Hardware			
Adapter, Computer	707343	707340	707341
Analyzer, Computer	707343	707340	707341
Computer	707343	707340	707341
Computer Training Equipment	707343	707340	707341
Computer, Accessory	707343	707340	707341
Computer, Braille	707343	707340	707341
Computer, Compact Disc	707343	707340	707341
Computer, Components	707343	707340	707341
Computer, Data Processing	707343	707340	707341
Computer, Disk Drive	707343	707340	707341
Computer, Disk Storage	707343	707340	707341
Computer, Document Feeder	707343	707340	707341
Computer, Drive	707343	707340	707341
Computer, Equipment	707343	707340	707341
Computer, Handheld	707343	707340	707341
Computer, Laptop	707343	707340	707341
Computer, Laser Disc	707343	707340	707341
Computer, LCD Projector	707343	707340	707341
Computer, Mainframe	707343	707340	707341
Computer, Medical	707343	707340	707341
Computer, Mobile Data Unit	707343	707340	707341
Computer, Router	707343	707340	707341
Computer, Scanner	707343	707340	707341
Computer, Server	707343	707340	707341
Computer, Switcher	707343	707340	707341
Computer, Tape Drive	707343	707340	707341
Controller, Computer	707343	707340	707341

Equipment/Electronic Media to be "Sanitized"

<u>LPA Class Code</u>	<u>Account Code</u> <u>< \$1000</u>	<u>Account Code</u> <u>\$1000-\$4999</u>	<u>Account Code</u> <u>= OR > \$5000</u>
Display Unit, Computer Data	707343	707340	707341
Plotter	707343	707340	707341
Printer	707343	707340	707341
Printer, Accessory	707343	707340	707341
Printer, Blueprint	707343	707340	707341
Scanner, Computer	707343	707340	707341
Communications Equipment			
Camera, Security	707353	707310	707211
Navigation Equipment	707353	707310	707211
Surveillance Equipment	707353	707310	707211
Telecommunications Equipment	707353	707310	707211
Tracking System	707353	707310	707211
Tracking System, Inmate	707353	707310	707211
Data Communication Equipment			
Communication Equipment	707353	707350	707351
Recorder, Telephone	707353	707350	707351
Telephone	707353	707350	707351
Telephone Answering Equipment	707353	707350	707351
Telephone Equipment	707353	707350	707351
Telephone, Intercom / Paging	707353	707350	707351
Other Machinery And Equipment			
Printing Equipment	707391	707390	707391
Duplicating, Printing Equip.	707393	707390	707391
Fingerprinting Equipment	707393	707390	707391
Identification System	707393	707390	707391
Robot Equipment	707393	707390	707391

Fixed Assets General Terms and Conditions**Components**

- Component for Fixed or Stationary Assets

An asset that is related to but not part of another asset. Components are stand-alone assets and have their own individual asset number P-Tag number. Component have their own useful life and are depreciated accordingly. An example of a component for fixed or stationary assets would be a new wing of a building.

- Component for Movable Property

An asset that is related to but not part of another asset. Components are stand-alone assets and have their own individual asset number P-Tag number. Component have their own useful life and are depreciated accordingly. An example of a component would be a truck with its own P-Tag and useful life. The "component" a wrench was purchase and put on the truck at a later date would have its own P-Tag and useful life.

Attachments/Upgrades

- If purchase is an upgrade on attachment to an existing piece of equipment, the asset tag number of the original equipment should be noted in Item Text [FOAPOXT].

Supplies and Components included in an Equipment Order

- Attachments or parts of a system ordered on the same PO as the main unit of equipment, regardless of price, are added to the value of that equipment.

Trade-ins

- Must be pre-approved by Louisiana Property Assistance Agency (LPAA)
- When a Requisition involves a trade-in of a piece of equipment, ALL items on the Requisition that are affected by the trade-in must be coded with the account code of the asset being acquired. The buyer must enter the "after-discount" price of the new item in the price field of the Requisition. The line item text needs to include the following information:
 - Full, pre-discounted value of the equipment
 - Amount of the trade-in discount
 - NSU Property Asset Number of the equipment being traded

Fabrications

A fabrication is an item manufactured in-house from component parts and from parts machined or constructed from scratch in any one of NSU's onsite shops. When the completed item has a value of \$1,000 or more (including parts and labor), are stand alone, and has a useful life of one year or more, it is considered a piece of equipment.

Complete this procedure for fabrications before you complete the purchase order:

NSU uses TMA Work Order System to capture cost of material and labor.

1. Send a Work Order Request to Physical Plant when you initiate a fabrication.
2. Include with the Work Order Request, a description of the item to be fabricated, a FOAPAL, the estimated cost and the estimated completion date.
3. Physical Plant will assign a TMA Work Order number to the fabrication. When a fabrication is completed, Physical Plant will send a notification stating that the item is complete and provide the total cost, will itemize the total cost specifying supplies, labor and material for each item.
4. The cost provided by Physical Plant will be used to determine the recordation of the fabrication to Property Control.

5. Commodity block: (Steps to enter commodity line item information)

NOTE: Contract Processing for single line Regular Purchase Order Contracts only:

To process single line contracts, create one commodity line item with the entire dollar amount of the contract, and include detailed specifications of the contract in Line Item Text.

Commodity Code: Leave blank – Not used by NSU. [TAB]

Description: Type the complete description of the item you are buying including model or product number, detail specifications, case packaging (6/case), etc. This field accommodates fifty spaces.

NOTE: To add additional descriptions to line items, see *How to Add Additional Description to Line Item – FOAPOXT* in the next section.

[TAB]

U/M: Enter the unit of measure [TAB]

Tax Group: Leave Blank [TAB]

Quantity: [TAB] Enter the quantity

Unit Price: [TAB] Enter the unit price

NOTE: A Zero “0” must not proceed any numeric entries in the unit price and quantity fields, in order to avoid system problems.

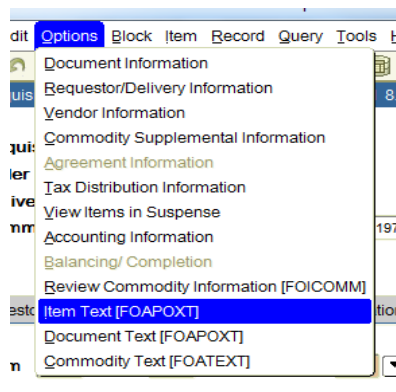
[TAB] through all fields to populate the Commodity Line Total.

Once the Commodity Line Item information has been entered:

Next Block [Ctrl+Pg Down] and proceed to the *Commodity Level Accounting – Steps* in the Accounting Block section.

NOTE: Remember, never leave a blank line. The system is reading it as a line item but is not able to compute it.

How to Add Additional Description to Line Item – FOAPOXT



From the **Options** menu choose **Item Text (FOAPOXT)**

Text	Clause Number	Print	Line
Use Document Text to communicate special requests to Purchasing or to a Vendor.		<input checked="" type="checkbox"/>	10
		<input type="checkbox"/>	20
		<input type="checkbox"/>	

Text: [Next Block] or click on the first open line, and type the additional line item commodity description. Use arrow keys to navigate from one line to another.

NOTE: If you are entering a requisition for services that have a specific contract period (examples: grants, professional service contracts, maintenance agreements, rental contracts, and subscriptions), enter the beginning and ending date in Item Text.

IMPORTANT: The following information is required on all Equipment requisitions:

- Manufacturer's name
- Manufacturer's model or part number
- Full description of equipment (starting with a descriptive noun)
- Equipment Custodian

Print: A check mark (✓) in this box means document text will print on hard copy of purchase order. Uncheck the print box for each line of text that you do not want printed on the purchase order.

NOTE: All lines in the FOAPOXT text screen must have line numbers. If you want to create a line break between text information, type a period (.), [Tab] to Line Number Field and enter the number that places your blank line in the position you desire.

Save [F10] and Exit [Ctrl+Q] once you have completed the **Document Text**.

6. Accounting block: (Steps to enter FOAPAL/accounting distribution information)

Commodity Level Accounting – Steps

Commodity Level Accounting is the default. Therefore, the Document Level Accounting box will be unchecked.

Commodity Level Accounting – Use when charging one commodity line item to multiple FOAPALs, OR multiple commodity line items to multiple FOAPALs.

NOTE: Avoid entering FOAPALs by percentage, instead enter the exact amounts you wish to allocate to each FOAPAL.

FOAPAL of Remaining Commodity Amount: NSF Override %

NSF Suspense

COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Extended:	Discount:	Additional:	Tax:	FOAPAL Line Total:	Commodity Accounting Total:
N	15	106020	100001	311111	704010	60				19.48	0.00	0.00	0.00	19.48	0.00

Check to calculate dollar amount based on percentage.
Record: 1/1 | ... | <OSC>

COA Code: Chart ‘N’ will default, which is for Northwestern State University.

Year: Defaults to the appropriate fiscal year according to the transaction date.

Index: Use your Index Code to access your Budget Unit, FOP.
Choose from the drop down menu.

Account Index Code List (FTVACCI)

Find N%

COA	Acct Index Code	Acct Index Title
N	100001	General Income Operating
N	100009	General Income Contingency
N	100010	General Income Summer
N	100015	General Income Fall
N	100020	General Income Spring
N	100901	Contra Discount Barksdale
N	101010	Business

Find OK Cancel

Fund: Defaults from the Index

Orgn: Defaults from the Index

Acct: Choose from the drop down menu

The **Account Code** is the “object code” that identifies the specific expenditure, and must be entered on every transaction. A known account code can be entered directly in the **Acct** field. If you don’t know the account code, click the **Search** icon next to the **Acct** field to locate the correct account code.

How to Limit Search Results:

- Enter Query [F7]
- Tab to the Account Code field and enter '7%' for the search value to limit results to only Supply & Expense Account Codes
- Execute Query [F8]
- Highlight and Double click on the correct code number and the Account Code will be populated in the Account field

NOTE: Select a new **Acct** that is data enterable (Y in the Data Entry column)

Chart of Accounts	Account Code	Title	Type	Data Entry	Account Class	Status	Internal Type	Effective Date	Termination Date
N	704000	Supplies Budget Only	73	B		A	70	01-JUL-1989	
N	704010	Office Supplies	73	Y		A	70	01-JUL-1989	
N	704011	Office Supplies-Paper	73	Y		A	70	01-JUL-1989	
N	704110	Med & Dental-Opr	73	Y		A	70	01-JUL-1989	
N	704111	Pharmaceutical	73	Y		A	70	01-JUL-1989	
N	704210	Food-Opr	73	Y		A	70	01-JUL-1989	
N	704211	Food-Special Meals	73	Y		A	70	01-JUL-1989	
N	704212	Food-Pres Spec Meals	73	Y		A	70	01-JUL-1989	
N	704310	Motor Pool-Coil Cntl	73	Y		A	70	01-JUL-1989	

Prog: Defaults from the Index

Locn: A Location code must be entered for *all* Fixed Assets. Location will not default when Index is used to populate the Fund, Organization, and Program (FOP).

[TAB] through all fields to populate the FOAPAL Line Total.

Once the FOAPAL/accounting distribution has been entered:

- **To Assign Multiple Commodity Line Items to Multiple FOAPALs –**
Repeat **Commodity Level Accounting Steps** until all applicable Commodity line items and **FOAPALs** have been entered. To add additional commodity lines and accounting information, perform a **Previous Block** to go back to the **Commodity Description** block. Once in the Commodity Description block, **Down Arrow Key** to go to the next commodity line item.
- **To Assign One Commodity Line Item to Multiple FOAPALs –**
If you need to add additional FOAPALs, press the **Down Arrow Key** to create a new FOAPAL line.

NOTE: The total of the FOAPAL lines must match the total of the commodity line item.

NOTE: Remember, never leave a blank line. The system is reading it as a line item but is not able to compute it.

IMPORTANT: Corrections cannot be made to the accounting fields by overwriting the existing data. Each incorrect **FOAPAL** must be deleted and the correct information added. To remove an accounting line, position the cursor on the incorrect accounting line in the 'N' field, click '**Record**' on the menu bar, and select '**Remove**'. This will allow you to enter a new **FOAPAL** line and corresponding amount to be charged.

Once all accounting information is recorded, perform a '**NEXT BLOCK**' to access the **Balancing Completion** block.

Requisition Entry: Balancing/Completion

7. Balancing/Completion block:

The **Balancing/Completion** block is the final step in creating a requisition. In this block, you are verifying that the 'Status' field shows the word **'BALANCED'**. If it does **not**, the requisition is out of balance between the header, commodity and accounting records. You must correct problem areas and get the requisition to a status of **'Balanced'** before the document can be completed.

Requisition Entry: Balancing/Completion FPAREQN 8.6.0.3 (TEST2095)

Requisition: R0000293
 Order Date: 04-MAR-2015 Transaction Date: 04-MAR-2015 In Suspense
 Delivery Date: 22-MAR-2015 Comments: SC - State Contract Document Text
 Commodity Total: 356.12 Accounting Total: 356.12 Document Level Accounting

Requestor/Delivery Information Vendor Information Commodity/Accounting **Balancing/Completion**

Vendor: 200054055 Independent Stationers, Inc Vendor Hold
 COA: N Northwestern State University of LA Requestor: Christi Sarpy
 Organization: 311111 Business Affairs
 Currency:
 Exchange Rate: Commodity Record Count: 3
 Input Amount: 356.12 Converted Amount:

	Input	Commodity	Accounting	Status
Approved Amount:	356.12	356.12	356.12	BALANCED
Discount Amount:	0.00	0.00	0.00	BALANCED
Additional Amount:	0.00	0.00	0.00	BALANCED
Tax Amount:	0.00	0.00	0.00	BALANCED

Complete: In Process:

WARNING: Budget is exceeded for item 3,sequence 1
Record: 1/1 ... <OSC>

There are two options when entering the Balancing/Completion block:

- **Complete**

If **Status = 'BALANCED'**, Click and this will forward the Requisition to the Posting Process. Once Departmental Approvals are completed, the Requisition will be forwarded to Purchasing to assign a designated buyer. Once completed, this document cannot be changed.

NOTE: If you forgot to write the REQ # down before completing your requisition, you can still identify the number by looking in the message line of the new FPAREQN form. On the Auto Hint/Status bar, there should be a message, as shown in this example that says “Document R0000293 completed and forwarded to Posting process”. This is the number of the Requisition that was just completed.

Document R0000293 completed and forwarded to the Posting process
Record: 1/1 ... <OSC>

Note: *If the requisition has been completed by you and you need to change it, contact your approvers to deny the requisition and put it back in “in-process” and change your requisition.*

*If the requisition has been completed and routed through Posting and Departmental Approvals, **only** Purchasing has the option to deny/cancel it.*

- **In Process**

Click to save the document for retrieval and completion at a later point in time. This will save the requisition information you have input, but will not complete it, or forward it to Posting and Departmental Approvals. It is your responsibility to complete this requisition or cancel it, if no longer needed.

OR

If Status = COM/ACCT or any other message

Research the ‘**out of balance**’ condition and correct. If you need to retreat back to a previous information block to make modifications or corrections, click the **Previous Block** icon to return to the previous information block. When **Status = Balanced**, follow the above instructions for completion.

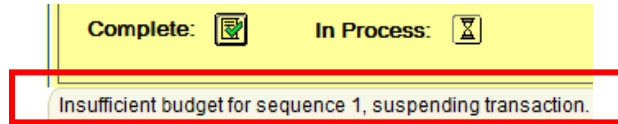
IMPORTANT: Get in the habit of reading the messages on the **Auto Hint/Status bar**. If it indicates a suspended or suspending notice, your requisition could be either **Incomplete** or **NSF**.

Requisition with Non-Sufficient Funds Suspense (NSF)



Always check your funds availability before creating a Requisition.

Should you create a requisition without checking your funds and the FOAP being charged does not have sufficient budget funds, Banner will still allow you to complete the requisition. The NSF message will appear in the Auto Hint Line of the Balancing/completion block and will read: “Insufficient budget.” If you receive this message, **do not** click the complete button.



To resolve the NSF, please complete the following steps:

- 1) Write down your requisition number, and click In Process. This will put the requisition In Suspense.
- 2) Use FGIBDST to determine shortfall, see [Checking Your Budget Availability User's Guide](#).
- 3) Review the open balances on encumbrances (PO's) using FGIENCD. If you need to decrease or close PO's with excess balances, send a [Purchase Order Cancellation/Change Order Document](#) to Business Affairs – Purchasing section.
- 4) Change the FOAPAL or Account Code, if applicable. However, do not change the Account Code to an inappropriate Account Code. If you do, when the request is edited the requisition will be returned to you to correct.
- 5) If these actions do not provide sufficient budget balance, complete a [Budget Revision Request](#) (reference the Banner Document No.) and forward to Business Affairs – Accounting and Reporting requesting approval to transfer/increase funds to the appropriate “budget pool”.
- 6) If the Budget Revision Request is:
 - [Approved and Posted](#) – Accounting and Reporting will process the Budget Revision and the requestor will proceed with completing the requisition.

When completing the requisition, be sure to update the Transaction Date and Delivery Date, and TAB through all Commodity Accounting fields to revalidate all information with the date change.

NOTES: Requestor should check the requisition daily for funds approval using FPAREQN, or Check FGITRND to see if a Budget Revision has been posted.

If the source of funding is changed, Accounting and Reporting will contact Purchasing to change the accounting distribution when turned to a Purchase Order.

- [Not Approved](#) – The User will receive a message through GUAMESG – General Message providing complete details for the reason of disapproval. The requisition must be cancelled, and a new one submitted at a later point in time. See [Removing an Unwanted Incomplete Requisition](#) in the Purchase Requisition Processing User Guides.

NOTE: If you complete the requisition that is in NSF Suspense, it will be sent to the posting and approval queues for review. The requisition will be disapproved and put back into In Suspense. ***This will result in delays in processing your requisition.***