- The gray line at the bottom of each Banner form will provide navigation tips specific to that form.
- For more in depth detail, slect the **?** Icon at the top right of the screen.

≡	۹ 🗲	Banner Test Environment				🔒 Sign Out	?
X	ellucian	Requisition FPAREQN 9.3.4 (TSUTEST2)		🔒 ADD	Pretrieve	RELATED	🗱 TOOLS
	Requisition:	сору	Α				Go
Get	Started: Complet	e the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press	SENTER.				

- When the ? *Icon* is selected, the online help menu will display. Select the item where more assistance is needed.
- A search function in the upper right of the screen can also be used to search for a specific item.
- A print icon is also available in the upper right screen to print selected instructions.

@ ellucian. Banner Finance	On	line Help				
Content						
Requisition Cancel (FPARDEL) page Requisition (FPAREQN) page	^	Requisition (FPAREQN) page	^			
FPAREQN Key block FPAREQN Copy section FPAREQN Requestor/Delivery Information section FPAREQN Vocader Information section		Use this page to initiate the procurement process and to define the requestor, vendor, commodity, and accounting information. Enter the items and accounting distributions for a purchase requisition on this page. Note: You can either assign the account distributions to the requisition document in total or to individual commodities using the Document Level Accounting check box in the Requestor section. You must use the type of accounting that you establish on the requisition throughout all the related documents.				
 FPAREQN Document Information section FPAREQN Commodity/Accounting section FPAREQN Commodity Supplemental Information section 	l	FPAREQN Key block The page opens to the key block with the cursor in the Requisition field. You can use the Lookup feature to retrieve an established request number from the Requisition Validation page (FPIRQST).				
 FPAREQN Agreement Information section FPAREQN Currency Conversion section 		FPAREQN Copy section Use this section to copy Vendor Information from an existing requisition already in the system.				
 FPAREQN Balancing/Completion section Rush Order (FPARORD) page 		FPAREQN Requestor/Delivery Information section This section identifies the requestor, the chart of accounts, and the organization, and to enter or view document text.				
Receipt Required Indicator (FPARRIM) page Returned Goods (FPARTRN) page Receiving Goods PO Item Selection		FPAREQN Vendor Information section This section displays the default purchasing address code and sequence from the Vendor Maintenance page (FTMVEND).				
(FPCRCVP) page - Commodity Alpha Search (FPIACOM) page		FPAREQN Document Information section Use the Document Information section to apply broad Finance System features to the requisition. The indicators in the check boxes default, but you can activate or deactivate them here.				
Bid Comparison Filter (FPBIDC) page Blanket Order Activity (FPIBLAR) page Blanket Order Validation (FPIBORD) page		FPAREON Commodity/Accounting section Enter descriptive and quantitative information about the requested commodity in the Commodity/Accounting section.				
Requisition Commodity Summary (FPICOMS) page Encumbrance Open/Close List (FPIFOCI)		FPAREQN Commodity Supplemental Information section Use the Commodity Supplemental Information section to further identify and describe the requested commodity. The main purpose of this section is to enable you to add or view the shipping location information.				
page	~	FPAREQN Agreement Information section	~			

- When the item is selected, information pertaining to that item will be displayed.
- This information can also be printed by selecting the print icon in the upper right screen.

Banner 9 Help Functionality

@ ellucian. Banner Financ	Search	•					
Content Requisition (FPA		QN) page	🛉 Parent topi				
		EDAREON Kay b	laak				
 Requisition (FPAREQN) page 		FPAREQN Key DIOCK					
 FPAREQN Key block 		The name opens to the key block with the cursor in the Requisition field. You can use the Lookun feature to retrieve an established request number from the Requisit					
 FPAREQN Copy section 		Validation page (FPIRQST).					
 FPAREQN Requestor/Delivery Information section 							
		Fields	Descriptions				
 FPAREQN Vendor Information section 			Code representing the requisition you want to retrieve.				
 FPAREQN Document Information section FPAREQN Commodity/Accounting section FPAREQN Commodity Supplemental 		Requisition					
			To copy existing vendor information onto a new requisition, select the Copy button to access the Copy Function section.				