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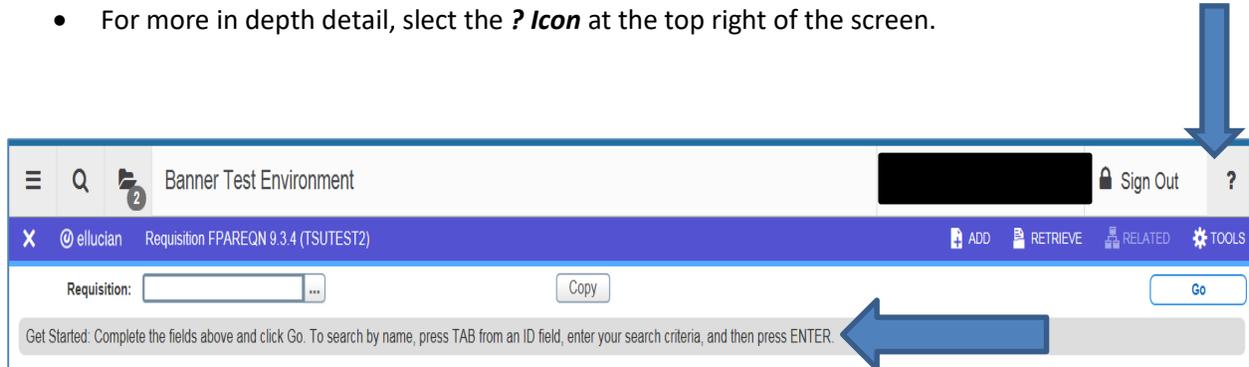
- When the *? Icon* is selected, the online help menu will display. Select the item where more assistance is needed.
- A search function in the upper right of the screen can also be used to search for a specific item.
- A print icon is also available in the upper right screen to print selected instructions.
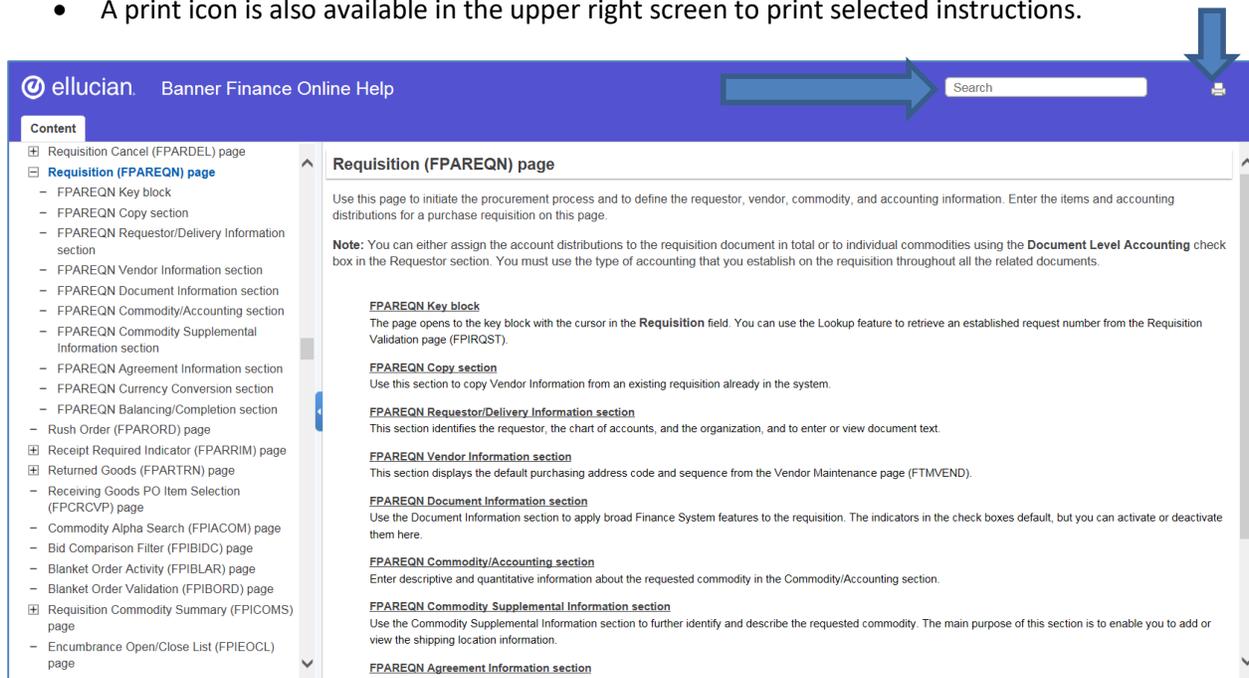
- When the item is selected, information pertaining to that item will be displayed.
- This information can also be printed by selecting the print icon in the upper right screen.

ellucian.   Banner Finance Online Help

Search

Content   Requisition (FPAREQN) page   ⬆ Parent topic

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).

Fields	Descriptions
Requisition	Code representing the requisition you want to retrieve.
	To copy existing vendor information onto a new requisition, select the **Copy** button to access the Copy Function section.