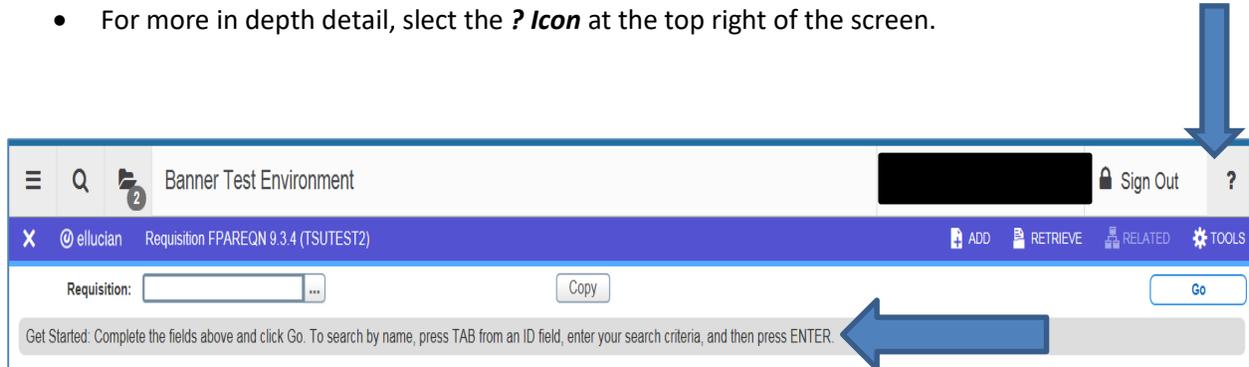
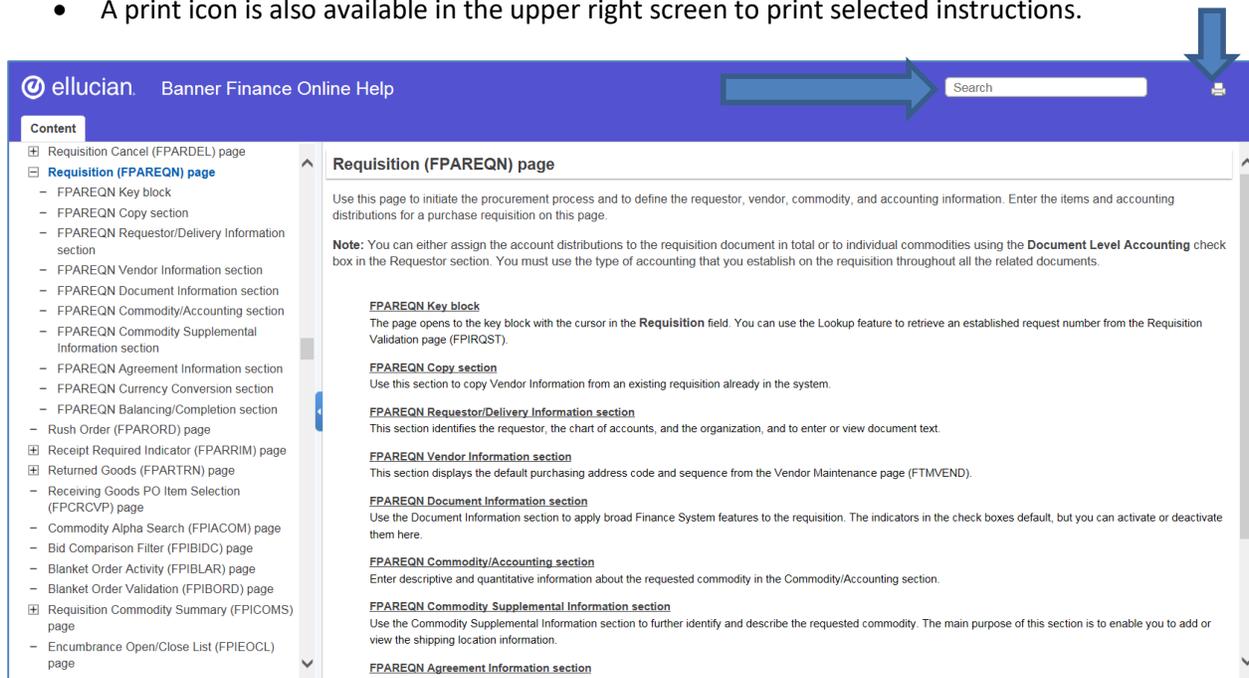


# Banner 9 Help Functionality

- The gray line at the bottom of each Banner form will provide navigation tips specific to that form.
- For more in depth detail, select 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.

# Banner 9 Help Functionality

The screenshot shows the Banner Finance Online Help interface. At the top, there is a blue header with the ellucian logo, the text 'Banner Finance Online Help', a search bar, and a print icon. Below the header, the page title is 'Requisition (FPAREQN) page'. A left-hand navigation pane is titled 'Content' and lists several topics, with 'FPAREQN Key block' selected and highlighted in blue. The main content area is titled 'FPAREQN Key block' and contains a paragraph of text explaining the key block's function. Below this text is a table with two columns: 'Fields' and 'Descriptions'. The table lists the 'Requisition' field and its description.

ellucian Banner Finance Online Help

Content Requisition (FPAREQN) page Parent topic

- Requisition Cancel (FPARDEL) page
- Requisition (FPAREQN) page
  - FPAREQN Key block**
  - FPAREQN Copy section
  - FPAREQN Requestor/Delivery Information section
  - FPAREQN Vendor Information section
  - FPAREQN Document Information section
  - FPAREQN Commodity/Accounting section
  - FPAREQN Commodity Supplemental

### 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 <b>Copy</b> button to access the Copy Function section.