

Enter Changes to Existing Requisition (Banner)



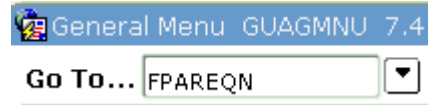
Finance → Purchasing


This form is used to edit a purchase requisition prior to final approval.

FPAREQN Form

- Type *FPAREQN* in the **Go To** field, and press <Enter>.

This is the same form used to create the requisition.



- Enter the requisition number including an *R* as the first character, then click on the **Next Block**  icon.

The information you originally entered is displayed.

Requisition: R0000002	Order Date: 31-MAR-2008	Transaction Date: 31-MAR-2008	<input type="checkbox"/> In Suspense
Delivery Date: 31-MAR-2008	Comments:	Accounting Total: 28.44	<input type="checkbox"/> Document Text
Commodity Total: 28.44	Accounting Total: 28.44		<input checked="" type="checkbox"/> Document Level Accounting

Requestor: Kathleen L. Johnson	COA: M Macalester College
Organization: 720010 Business Services	Email: johnsonkl@macalester.edu
Phone: 651 6966551 Extension:	Fax: 651 6966241 Extension:
Ship To: 01	
Street Line 1: Macalester College	
Street Line 2: 179 S Snelling Ave	
Street Line 3:	
Building: Floor:	
City: Saint Paul	
State or Province: MN Zip or Postal Code: 55105	
Nation:	
Telephone: Extension:	
Contact:	
Attention To: Business Services-Kathy Johnson	

- Enter your changes in the various tabs, and click on the **Complete** icon on the **Balancing/Completion** tab once you're finished and everything is in balance.

The requisition is now forwarded to the approvals process.

Refer to:

- Log into Banner
- Deny Requisition
- Enter Requisition