

View Requisition by User Name (Banner)

Finance → Purchasing



This form is used to look up existing purchase requisitions.

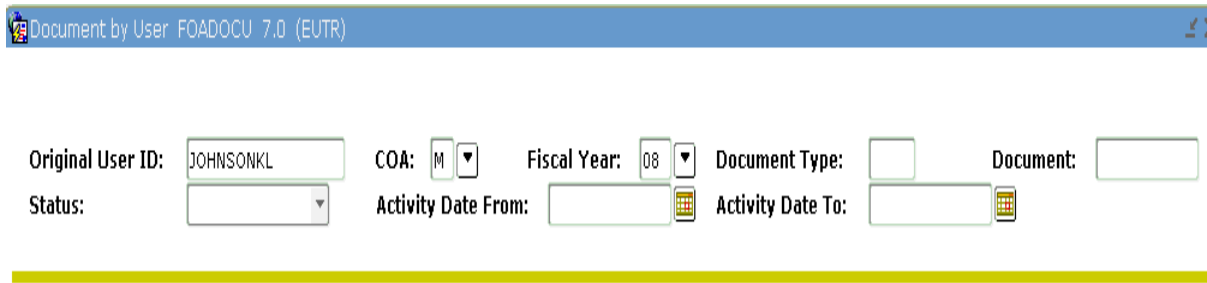
FOADOCU Form

Log into Banner and do the following:

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



The next screen will look like this:



Your User ID will default in the **Original USER ID** field. The **Fiscal Year** field will default to the current fiscal year.

- Change the fiscal year if needed to review documents from a different fiscal year.
- Enter information in the other fields in order to narrow down your search.
- Enter *REQ* in the **Document Type** field.
- Click the **Next Block** icon on the toolbar to populate data.

Status	Document Type	Document Code	Change Sequence	Submission	Description	Activity Date	Document Amount	Deny Document
	REQ	R0000001			Frattallone's Ace Hardware	25-MAR-2008	32.90	

The third column from the left shows the **Document Code**, or document number, for each document you have entered into the system. You can use this document number on other forms.

The far left-hand column also indicates the current status of each document. This tells you whether or not a document has been approved.

The characters that indicate the current status of documents:

- *I* = Incomplete
- *C* = Completed
- *A* = Approved
- *X* = Cancelled

Refer to:

- [Log into Banner](#)

