

Frequent Requisition Questions

How do I get access to write requisitions?

- The first step is to go through the Banner requisition training. After you have done this, please reach out to Ron Repke so he can give you access to finish the training in Banner SAND. Once you have completed the scenarios, you will email Purchasing with the necessary information.

What are helpful Banner screens to use when writing a requisition?

- FPAREQN – To create a requisition
- FPIREQN – To look up previous requisition
- FPIPURR – Look at old Purchase Order information

How do I find a requisition that I created and need to go back and finish?

- There are two ways to search for requisitions that you have created.
- FPAREQN- This can be used by clicking on the button to the right of the data entry box. You will be able to search for the requisition you created by the date.
- FOADOCH – This can be used to find a document that you have created.

How do I delete a completed requisition?

- Please contact Purchasing if you need to delete a requisition.
- If your requisition is incomplete, you can go into the FPAREQN screen and hit SHIFT+F6, SHIFT+F6 and it will delete the incomplete requisition.

How do I copy a requisition?

- FPAREQN – Click the “Copy” button to the right of the requisition entry box. A new box will open and type the requisition number of the requisition you would like to copy into the box and click “OK”. You will need to verify all the information in the newly created requisition is correct.

What do I do with an NSF error?

- If you received an NSF error while entering a requisition you are still able to complete your requisition by clicking the “complete” button. Once completed, your requisition will go through the normal approval flows and after your requisition has been approved by each person in your approval flow your requisition will go into the NSF approval queue. The Finance and Position Control Analyst will need to approve your requisition from the NSF approval queue before it is able to be converted into a purchase order.

How do I find out who needs to approve my requisition?

Banner INB

- FOAAINP – Type in the requisition number and click GO. This will show the approval queue.
- Banner Self-Serve
- My FSU → Employee Tab → Workplace → Find the Finance Services tab on the right-hand side → Approve Documents → Delete your name → Submit Query → Find your requisition number → Click History Button

How do I enter a requisition with multiple FOAPs that are not under my department?

- If you have a requisition that needs multiple FOAPs, you will need to enter your FOAP and then ask the Purchasing Department to add the remaining FOAPS. You will need to provide the Purchasing Department with the requisition number, and the index and account number for each of the additional FOAPS.

How do I look up a vendor number?

- There are two ways to look up a vendor number in banner. FTIDEN and GUIALTI will allow you to search for vendors. *TIP* When searching, use the “last name” box for the vendor and use a “%” sign at the end of your search to search every vendor that is associated with that name.

Why am I receiving an error that reads “Vendor has been terminated”?

- A vendor is typically terminated when insurance has expired, or a certain period of time has passed since the vendor had any activity. This doesn’t mean that the vendor is terminated. It means that it is not active, and nothing can be done with the vendor until Purchasing reactivates them. Simply email Purchasing stating the reason you need the vendor active. Purchasing will let the requestor know if there is any additional information that may be needed.

What are the different unit of measurements that can be used when filling out the commodity information?

- You can find the various units of measurements on the Commodity/Accounting screen. If you go to the U/M box and click on the button on the right. A box will pop up showing all the options for units of measurement. Find the most appropriate unit of measurement and select it for your specific commodity.