

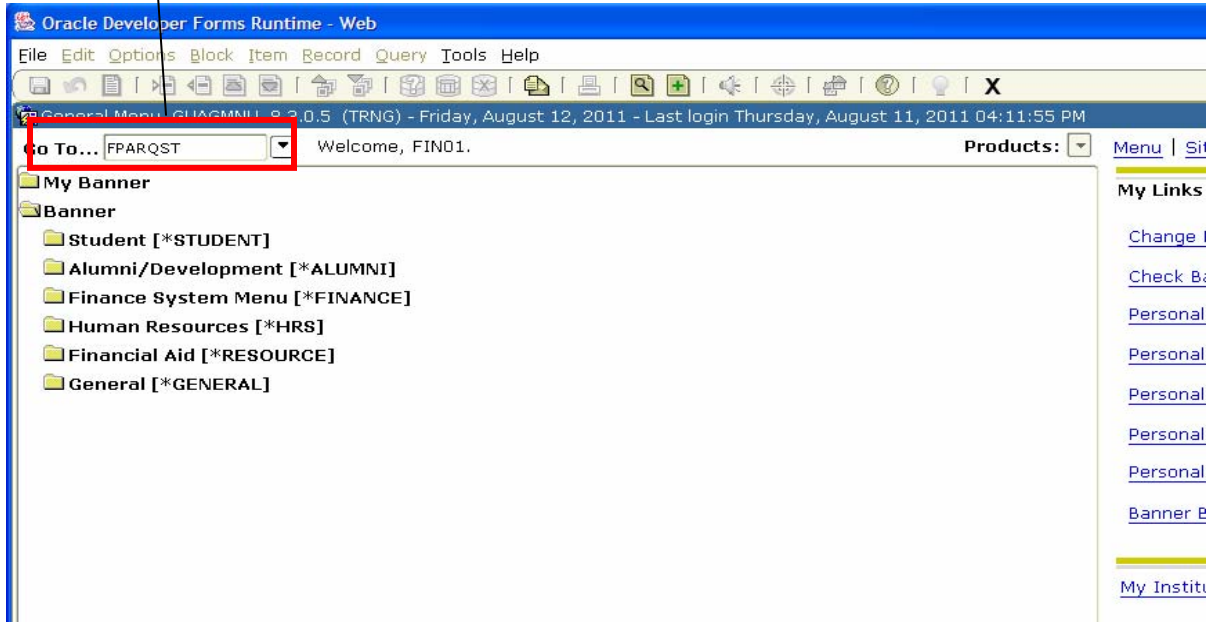


**Division of Financial Affairs
Banner Financial Information Systems Reference Manual**

How to Print a Hard Copy of a Requisition

PURPOSE: How to print a hard copy of a requisition.

1. Type FPARQST in the “Go To” field and press Enter on your keyboard.



2. Click Next Block

3. Select your office printer from the drop-down. If your printer is not available you may not be able to use this process. Contact the Computer Services Center regarding printers set-up in Banner.

4. Click Next Block

5. Type in the Requisition number you wish to print (leave line “02” at its default “N”)

6. Click Next Block

7. Click Save and your requisition should print.

See Page 2 for graphical representation of the above instructions and Page 3 for an example of a printed requisition.

Note: Only those with requisitioning authority have access to FPARQST.

Oracle Forms Runtime - Web: Open > GJAPCTL

File Edit Options Block Item Record Query Tools Help

Process: FPARQST Requisition Form Print

Select the printer in your office. If yours is not listed you may not be able to use this process. Contact the Computer Services Center if you do not see your printer in the drop-down list.

Printer Control

Printer: Special Print: EVI_fparqst Lines: 55 Submit

Parameter Values

Number	Parameters	Values
01	Requisition Number	R0017950
02	Include E-Procurement Req's?	N

LENGTH: 8 TYPE: Character O/R: Optional M/S: Single
Enter a Req or leave blank to print all Reqs that have never been printed.

Type in the Requisition #

Leave the default "N"

Submission

Save Parameter Set as Name: Description: Hold

Example of Output: (This will print out as a full page. The below is just a snap shot)



UNIVERSITY OF SOUTH ALABAMA
Mobile, Alabama 36688-0002

REQUISITION

REQUISITION #: **R0017950** DATE: 08/11/11
 VENDOR: Office Depot Inc.
 PO Box 633211
 Cincinnati, OH 45263-3211

REQUESTOR'S NAME: FIN01
 ORGANIZATION: Business Office

Quantity	Unit	COMMODITY DESCRIPTION	FOAP	UNIT PRICE	EXTENDED
10.00	EA	Paper VENDOR: J00355123 Office Depot Inc.	110000-172100-711530-4600	35.05	350.50
ADDITIONAL AMOUNT					\$.00
DISCOUNT					\$.00
TAXES					\$.00
TOTAL					\$ 350.50