GENERAL ACCOUNTING

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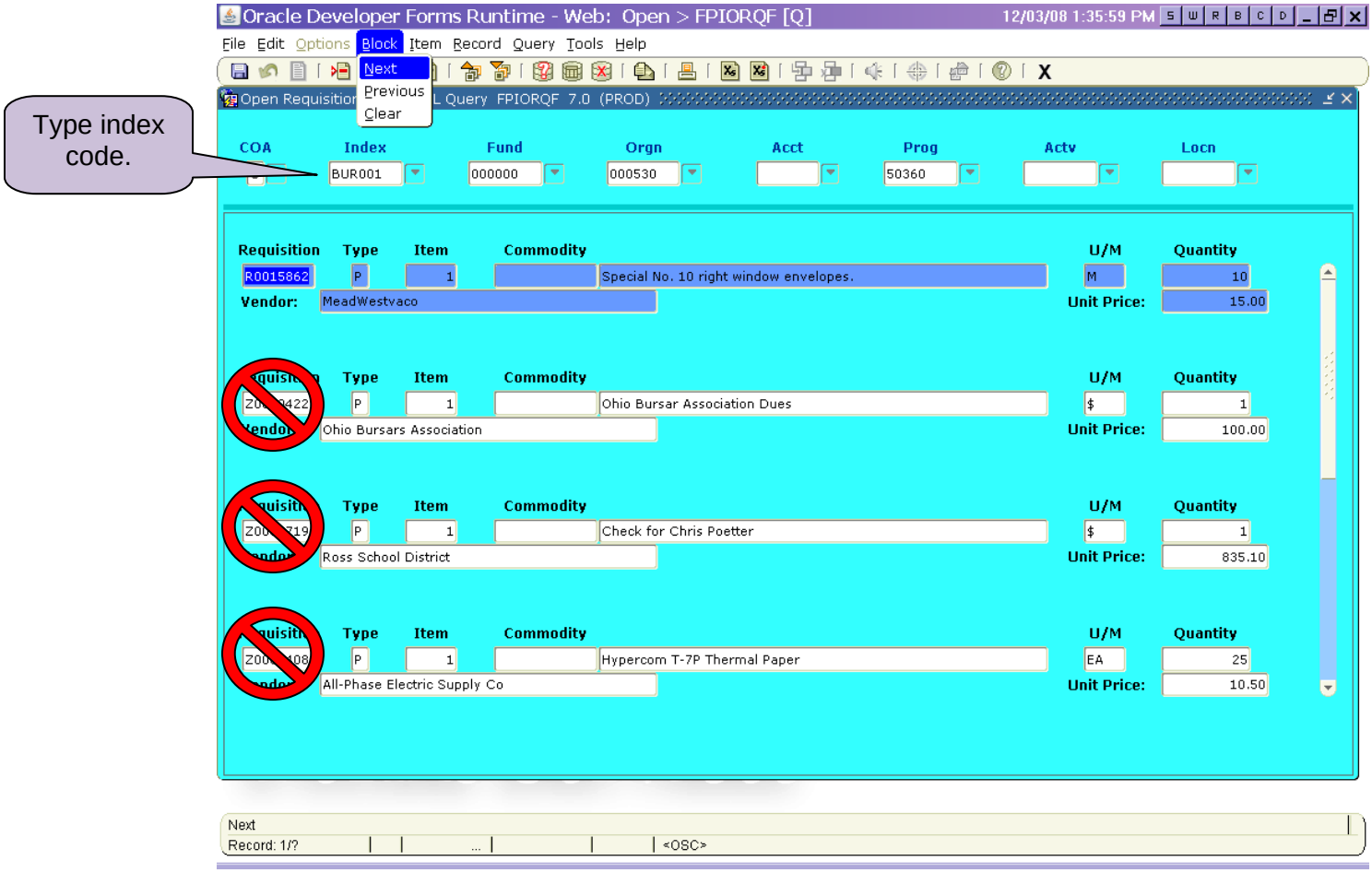
Open Requisition Queries

Explanation: While in Banner Prod, departments can look up open requisitions by their index codes. These are requisitions that have not been fully liquidated onto a purchase order. (Note: this screen is only used for requisitions beginning with an R; the Z documents are direct pays and should be disregarded.)

Instructions:

- Once a Banner Prod session is open on your computer, type FPIORQF in the Go To… box and hit enter.
- Tab to the Index field and type in the index code you wish to review.
- Choose the Block menu and then "Next" to run the query.