



FINDING A LOST REQUISITION IN BANNER

If you have been timed out in the middle of processing a requisition and forgot to write down a requisition number, please use the following steps to find your lost requisition.

1. GO TO FPAREQN
2. Click on the arrow beside the word **Requisition** (leave the requisition field blank).
3. When the screen opens, click on the Enter Query icon  to erase all the fields.
4. Tab over to the field **Requestor Name** and type in the wildcard (%), the last name of the initiator and then the wildcard (%) again.
5. Tab over to the **Request Date** field. Type in the date the requisition was entered. The date format must be **DD-MON-YYYY**.
6. Click on the Execute Query  icon.
7. When you locate the lost requisition, double click on the requisition number and it will open the requisition for completion.