Copying a Requisition using FPAREQN

When creating a requisition, you may find it convenient to copy a requisition you created at an earlier date. For instance, if you have some standard supplies you buy several times each year, you can copy an older requisition, change a few fields and complete the requisition. To copy a requisition, follow these steps.

1. Navigate to FPAREQN.
2. Click on the Copy button. This opens the Copy dialog box.
3. Enter the requisition number you want to copy and hit enter.
4. Banner will display the vendor name for verification.
5. Click the OK button to open the new copy of the requisition.
Banner will display all previous information except the order and transaction date will reflect the current date and the delivery date field will be blank.

6. Enter a new date in the Delivery Date field. Allow at least 7 – 10 days.

7. Proceed through the information blocks as you did previously, changing information as necessary.

8. Complete or put the requisition in process on the Balancing/Completion block.

**Note:** When you copy a requisition, the new requisition with have the In Suspense box checked. The new requisition cannot be completed until the In Suspense flag is removed. To do this, you must tab through all fields on the Commodity/Accounting Block before proceeding to the Balancing/Completion Block.