



Banner Finance Procurement

For Information On	Banner Form
Create a Requisition	
Create/Change/Delete a requisition	FPAREQN
Vendor Search	FTIIDEN
Commodity Code Search	FPIACOM
Viewing Remaining Approval Levels	FOAAINP
List of who has approved/originated a requisition	FOIAPPH/ FOIAPHT
Review Completed Requisition Information	FPIREQN
View Requisition Status	FOADOCU
Cancel a Requisition	FPARDEL
Approvals	
List requisitions awaiting approval	FOIAINP
Approve/Disapprove requisitions	FOAUAPP
Receiving	
Receive/Correct/Adjust goods or services	FPARCVD
View items and quantities received	FPIRCVD
Query Form	
Requisition, PO, Receiving, Asset Tag Number/History	FOIDOCH

Use Banner Finance to create Purchase Requisitions and Receive online. A Purchase Requisition can be track through the system by utilizing various Banner forms that are available.

Remember...

- The Auto Hint line at the bottom of the form will have information about the field where the cursor is located.
- The Status line at the bottom of the form (underneath the Auto Hint line) will contain processing messages.

HELP

If you need HELP with performing queries on Banner Finance or Finance Self-Service:

- **Call the ICT Help Desk at 646-HELP (4357)**
- **E-mail help_admin@nmsu.edu**
- **For online help, documentation an interactive online training, demos go to:
<http://hr.nmsu.edu/hrs/documents--demos.html>**