



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
Tracking Change Orders/Finalizing Encumbrance	
Detail Encumbrance Activity	FGIENCD
Query Form	
Requisition, PO, Receiving, Asset Tag Number/History	FOIDOCH

Banner Information Lookup – <https://cognos.nmsu.edu>

- index numbers
- account codes
- commodity codes

Purchasing website –

- Clauses <https://purchasing.nmsu.edu/for-departments/>
- Pricing Agreements
https://purchasing.nmsu.edu/pricing_agreements/

Remember...

- The Notification Center 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, and interactive online training demos go to: <https://training.nmsu.edu/>**

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.