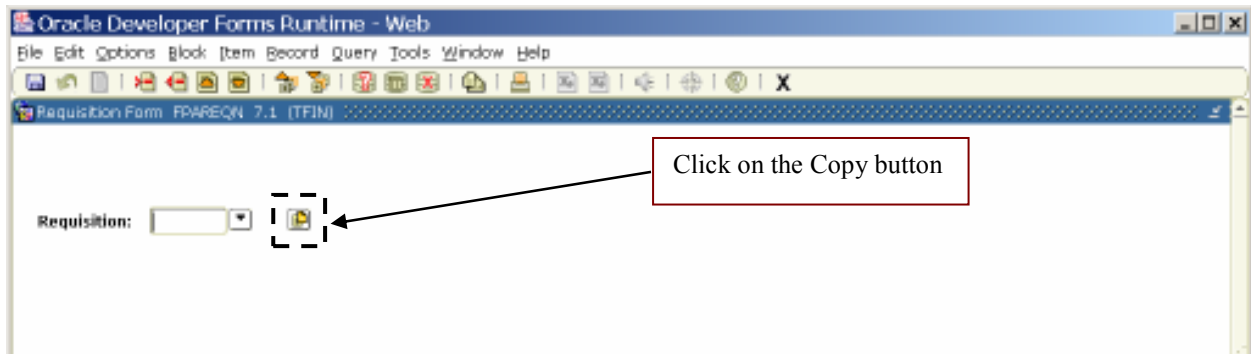


## Copying a Requisition

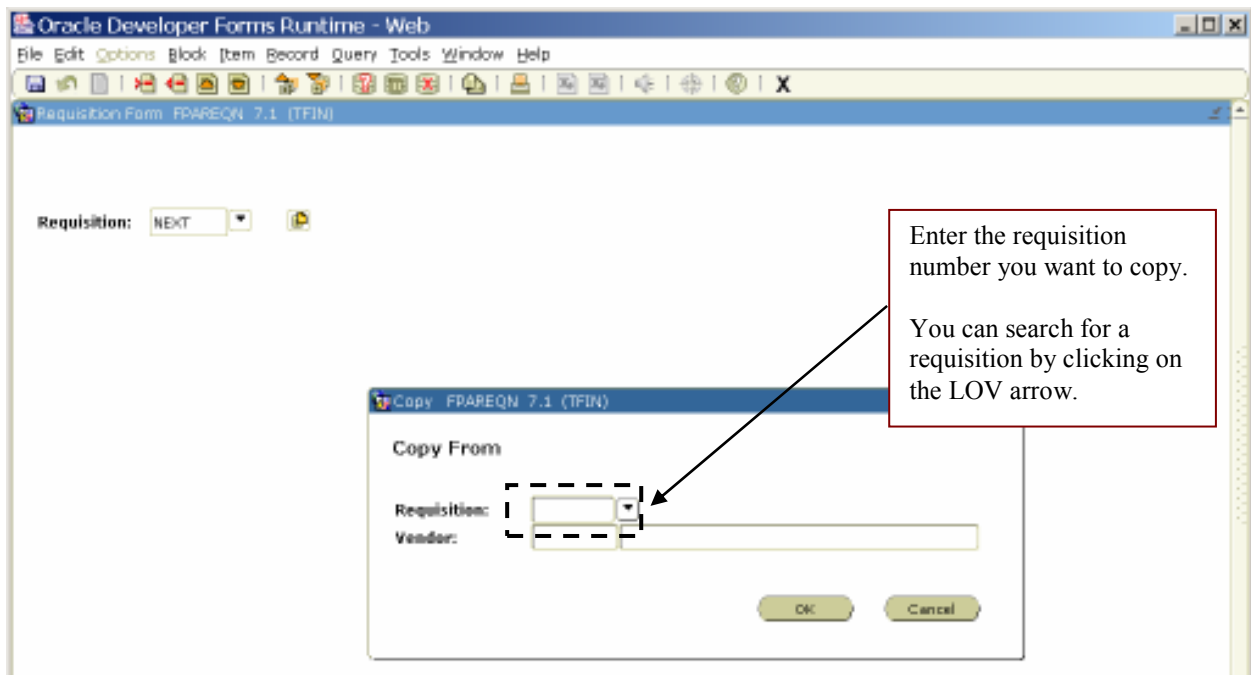
### Copying a Requisition using FPAREQN

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.

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File Edit Options Block Item Record Query Tools Window Help

Requisition Entry: Requisition/Delivery Information FPARECON 7.1 (TFIN)

Requisition: R0000481  
Order Date: 08-JUL-2006  
Delivery Date: 08-JUL-2006  
Commodity Total: 4.20

Transaction Date: 08-JUL-2006  
Comments:  
Accounting Total: 4.20

In Suspense  
 Document Text  
 Document Level Accounting

Requestor/Delivery Information Vendor Information Balancing/Completion

Requestor: JoAnn Wolf  
Organization: 140700 Purchasing  
Phone: 432 8378045 Extension:  
Email: jwolf@sulross.edu  
Fax: 432 8378046 Extension:

Ship To: ALPINE  
Street Line 1: Sul Ross State University  
Street Line 2: Central Receiving  
Street Line 3: 400 N Harrison  
Building: Floor:  
City: Alpine  
State or Province: TX Zip or Postal Code: 79832  
Nation: United States of America  
Telephone: 432 8378089 Extension:  
Contact:  
Attention To: Patty Roach

Enter the request delivery date, required for completion(DD-MON-YYYY)  
Record: 1/1

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 will 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.