

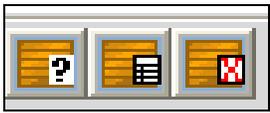
Searching for Requisitions in Banner

FPAREQN or FPIREQN?

If you are looking for a RQ that has *not* been completed, use **FPAREQN**. FPAREQN will let you bring the RQ into the form and either complete it or remove it.

If you are looking for a RQ that has been completed, use **FPIREQN**. Once you click on the “completed” button, you cannot open a completed RQ in the normal RQ screen (FPAREQN). The only place you can view a completed RQ is in the inquiry version, FPIREQN.

SEARCHING REVIEW:



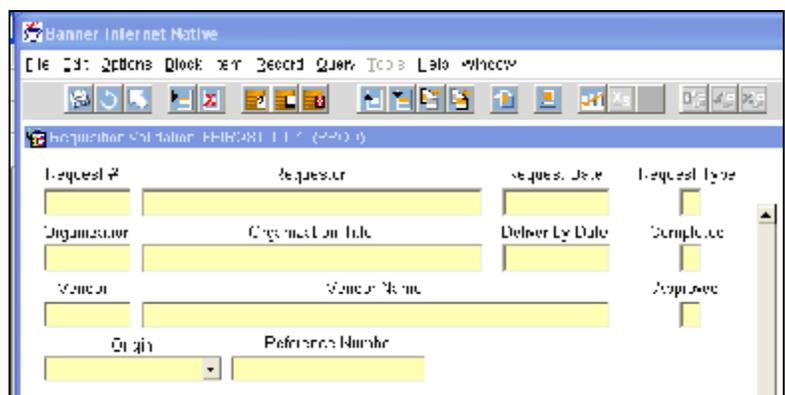
There are three ways to search: You can use the search icons located on the banner toolbar, you can use “Query” on the menu bar or you can use the short cuts keys.

- ! The first amber icon is “Enter Query” (Menu bar: Query, Enter -or- short cut key: F7). This will clear the screen of all data and put you into search mode. This is where you will enter your search criteria.
- ! The middle amber button is “Execute Query” (Menu bar: Query, Execute -or- short cut key: F8). This will execute the search using the criteria you just entered.
- ! The third or last amber button is “Cancel Query” (Menu bar: Query, Cancel -or- short cut key: control+Q). This will cancel the search.

FPIRQST SEARCH FIELDS:

Searching is the same, no matter which form you are using. Open the appropriate form (FPQREQN or FPIREQN) and click on the search icon (the blue icon with a magnifying glass). This takes you to FPIRQST. This search form comes with data already in it.

- ! Go into “search mode” by clearing your screen (F7 or the 1st amber icon on your toolbar). You will know that you are in search mode because the auto hint line at the bottom of the screen will say *“Enter query; press F8 to execute, Ctrl+Q to cancel”*
- ! There are several fields that you can use in your search. The more information you put in your search criteria, the more you narrow down your results.
- ! **Requestor:** You can search for RQ’s that a particular person has done, be it yourself, or someone else. This can be particularly helpful when you are replacing someone. You can find previous RQ’s that person has done. Remember, this is case sensitive!



Request #	Requestor	Request Date	Request Type
	Organization	Deliver By Date	Complete
	Vendor Name		Proposed
	Origin	Preference Number	

It is best to use a wild card in the middle of the name since you don't necessarily know if the person uses a middle initial. Example: Erin%Ridley -or- Carol%Dumas

- ! **Request Date:** This is a great way of filtering out a lot of RQ's that you don't want to look at. If you know the month you can put: %MAR-2006 -or- if you are just sure about the year, you can put: %2006 HINTS: Remember the format of dates in Banner (DD-MMM-YYYY). The month is all CAPS.
- ! **Request Type:** Request type is either going to be a "P" for Purchase RQ's (purchases made to outside vendors) or an "S" for a Stores RQ (purchases made from our warehouse).
- ! **Organization:** You can search for all RQ's that were put in with a certain Org #, regardless of who put it in.
- ! **Completed:** This field will be a "N" if the RQ was never completed; "Y" if it was completed and submitted for approvals; or blank if it was completed and submitted then rejected in the approval process. If an RQ has a "Y" in the completed field, the only way to look at it is in the inquiry version, FPIREQN.
- ! **Vendor:** You can search for all RQ's that were created for a certain vendor. You will need to know the vendor ID number. You cannot search by vendor name! To search for a vendor ID number, use FTIIDEN.
- ! **Approved:** If a RQ has been approved by all the approvers, it will have a "Y" in the field. If the RQ has not been approved, it will have a "N" in this field.

SEARCH EXAMPLES:

Request #	Requestor	Request Date	Request Type
<input type="text"/>	<input type="text" value="%Dumas"/>	<input type="text" value="%2006"/>	<input type="text"/>
Organization	Organization Title	Deliver by Date	Completed
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Vendor	Vendor Name		Approved
<input type="text"/>	<input type="text"/>		<input type="text" value="N"/>
Origin	Reference Number		

This search will give me a list of RQ's that meet the following criteria:
the last name is "Dumas" -and- the RQ was entered sometime in 2006 and the RQ has not been approved yet.

SEARCH EXAMPLES Con't:

Request #	Requestor	Request Date	Request Type
<input type="text"/>	<input type="text"/>	%MAR-2006	<input type="checkbox"/>
Organization	Organization Title	Deliver by Date	Completed
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Vendor	Vendor Name		Approved
@00008874	<input type="text"/>		<input type="checkbox"/>

This search will show me a list of everyone that has done an RQ in March 2006 using vendor @00008874 (Office Depot).

Request #	Requestor	Request Date	Request Type
<input type="text"/>	Erin%Ridley	<input type="text"/>	<input type="checkbox"/>
Organization	Organization Title	Deliver by Date	Completed
<input type="text"/>	<input type="text"/>	<input type="text"/>	N
Vendor	Vendor Name		Approved
<input type="text"/>	<input type="text"/>		N

This search will give me a list of all RQ's that Erin Ridley (not caring if there is a middle initial or not) entered into Banner that are NOT completed and not approved.

Request #	Requestor	Request Date	Request Type
<input type="text"/>	Erin%Ridley	%2006	<input type="checkbox"/>
Organization	Organization Title	Deliver by Date	Completed
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Vendor	Vendor Name		Approved
@00008874	<input type="text"/>		N

This search will give me a list of RQ's that Erin Ridley (not caring if there is a middle initial or not) put in sometime during 2006 using vendor @00008874 (Office Depot) that have NOT been approved yet.