Finding a lost requisition

If you have been timed out in the middle of processing a requisition and forgot to write down a requisition number, please use the following steps to find your lost requisition.

1. In Banner, go to **FPIREQN**
2. Click on the arrow beside the word Requisition (leave the requisition field blank).
3. When the screen opens, click on the Enter Query icon to erase all the fields.
4. Tab over to the field Requestor Name and type in the wildcard (**%**), the last name of the initiator and then the wildcard (**%**) again.
5. Tab over to the Request Date field. Type in the date the requisition was entered. The date format must be: **DD-MM-YYYY**.
6. Click on the Execute Query icon.
7. When you locate the lost requisition, double click on the requisition number and it will open the requisition for completion.

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