




<b>Banner</b>			<b>Workday</b>
FOIDOCH	Document History	Allows you to enter any finance document (PO, REQ, INV) and then see all other associated finance documents. To find related PO number- Listed under Goods or Service line in sourced column <a href="#">To view related payments and invoices</a>	My requisition/Find requisitions- Click on the Requisition to open
<b>Requisition</b>			
FPAREQN	Requisition Entry	To create or update existing requisitions	Create Requisition for: <a href="#">Non-Catalog Item</a> <a href="#">Catalog</a> <a href="#">Punchout</a>
FPIREQN	Requisition Inquiry	To view an existing requisition, no changes allowed	My Requisition or Find Requisition
FOAPOXT	Procurement Text Entry	To enter additional information in the text	Description/Memo
FPARDEL	Requisition Cancellation	To cancel a requisition	Related Actions- Cancel  
<b>Approval and approval history</b>			

FOIAINP	Approval Notification	Approvers notified of documents to approve	My Requisition-Details and Process
FOAUAPP	User Approval	To approve requisitions	Inbox 
FOAAINP	Document Approval	To see who needs to approve a requisition	My Requisition-Details and Process
FOIAPPH	Document Approval History	To see who and when a requisition was approved	My Requisition-Details and Process

### Receiver

FPARCVD	Receiving Docs	To create a receiver after the goods or services have been delivered	<a href="#">Create Receipt</a>
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### Accounting Activity

FGIENCD	Detail Encumbrance Activity	To see all the activity on any specific encumbrance (EO, REQ, PO)	<a href="#">View Finance Accounting Information for Procurement Documents</a>
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### Vendor/ Supplier

FTMVEND	Vendor Maintenance	To create or edit a supplier	<a href="#">Create Supplier Request</a> <a href="#">Change Supplier Details</a> <a href="#">Change Supplier Connection Details</a>
FTIIDEN/ GUIALTI	Entity Name/ID Search	To search for Suppliers in Banner	Find Supplier
FPIOPOV	Purchase Orders by Vendor	To see a list of POs for a specific vendor by line item	Find Suppliers-Related Actions-Activity Summary
FAIVNDH	Vendor Detail History	To see the payment history for a specific vendor	Find Supplier Invoice History

**Other helpful forms and guides**

GUAMESG	General Message	To view Banner messages	<a href="#">Notifications and Inbox</a>
GUAPMNU	My Banner Maintenance	To create a personal menu tied to Banner ID	<a href="#">My Profile</a>