

THE REQUISITION ENTRY FORM **FPAREQN Quick Reference and helpful hints.**

The **Requisition Entry form **FPAREQN**** contains six blocks of information. The table below shows the six information blocks with the corresponding information needed for each.

5. Accounting Block	Most of the data will populate these fields based on the user's security profile. The Account Code will always have to be entered. Use the search function for correct code if not known. Change other data as necessary.
6. Balancing/Completion Block	There are two choices to consider: Completion – this will send the Requisition to the designated buyer In Process – select this option when you need to make changes before sending the requisition to a buyer.