

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

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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.

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