Banner Training Binder: Requisitions and Purchasing Screens & Reports

1. **Banner Short Cut Keys**

2. **Document Level Requisitions**
   Entering Document Level Requisitions
   Copying a Requisition

3. **Commodity Level Requisitions**
   Entering Commodity Level Requisitions
   Copying a Requisition

4. **Standing Orders**
   Entering
   Copying

5. Screens and Reports List
   Instructions: Banner PURCHASING Screens and Reports