

Purchasing

Date: 2/1/2013

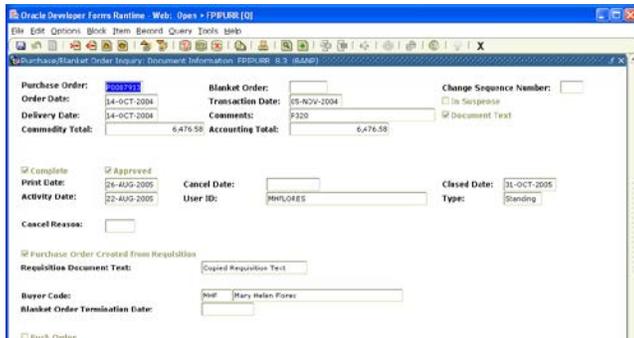
How to Look up Purchase Orders in Banner FSJA-026

This Job Aid will show you how to look up Purchase Orders in Banner. You can find vendor information, PO type (Standing or Regular), status (Open or Closed) and accounting information.

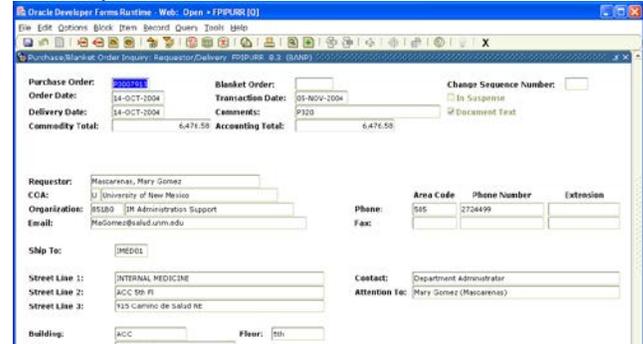
1. Access Banner Finance Form FPIPURR.
2. Enter the PO# in the Purchase Order field. We are using P0007913.



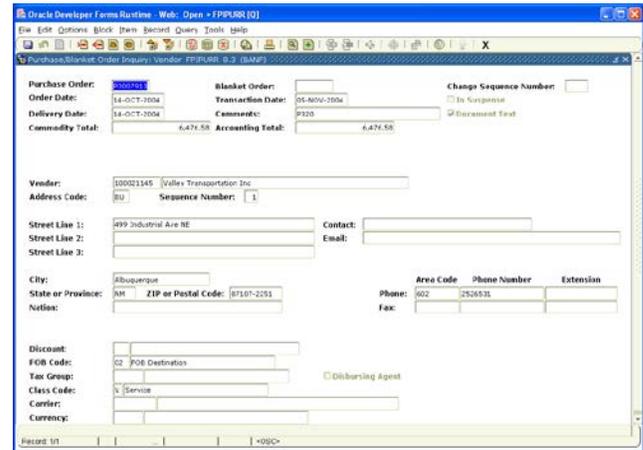
3. Perform a Next Block. This block shows this is a Standing PO and it is Closed. Open POs will not have a date in the Closed Date field.



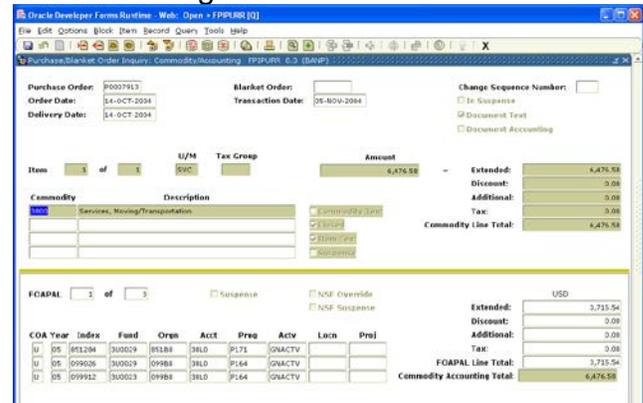
4. Perform a Next Block. This block shows requestor information.



5. Perform a Next Block. This block shows vendor information.



6. Perform a Next Block. This block shows accounting information.



End