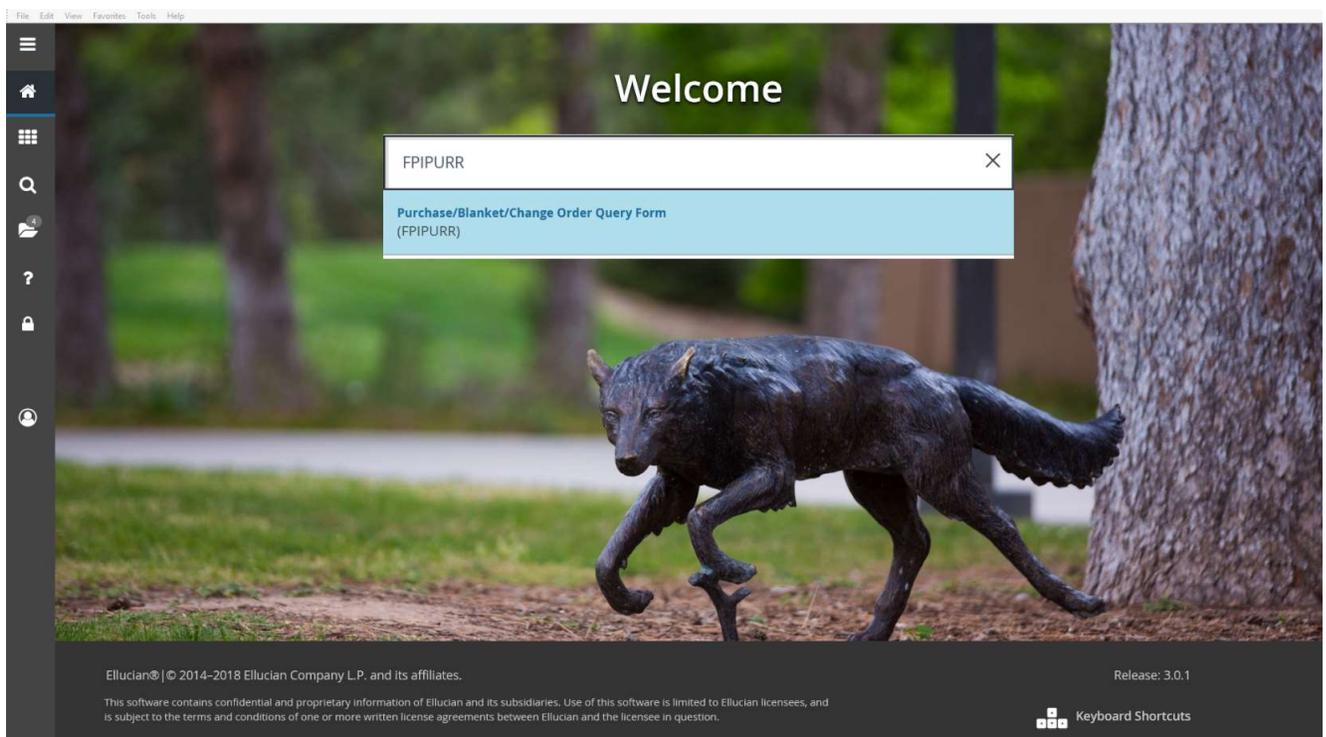THE UNIVERSITY OF NEW MEXICO.

# How to look up Purchase Orders in Banner

FSJA-026

This Job Aid will show hot 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. In the search field type FPIPURR and press the enter key or select the result to access the Banner Finance Form.

2. Enter the PO# in the Purchase Order field and then click Go.
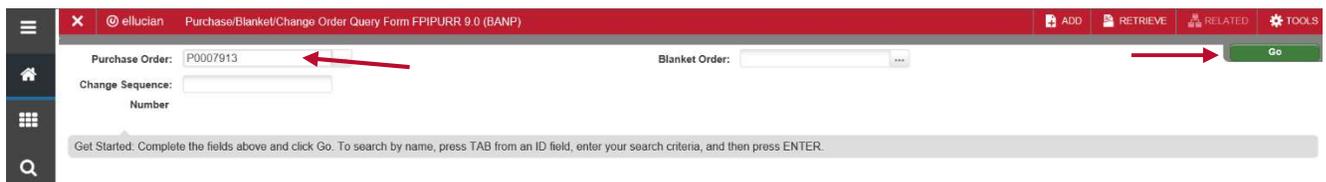
3. This block shows this is a standing PO and it is closed. Open POs will not have a date in the "Closed Date" field.

4. Perform a "next block" by clicking the down arrow at the bottom of the page. This block shows requestor information.

5. Perform a "next block" by clicking the down arrow at the bottom of the page. This block shows vendor information.

6. Perform a "next block" by clicking the down arrow at the bottom of the page. This block shows accounting information.