

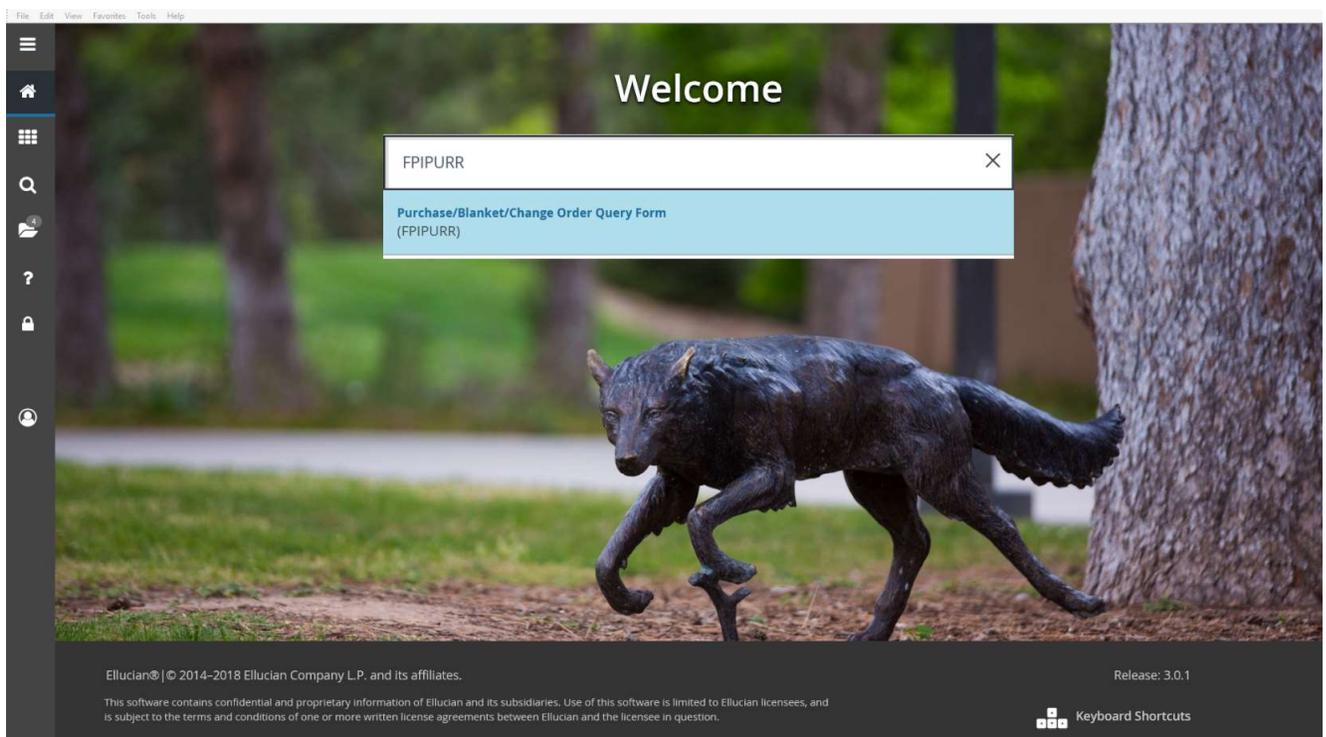


How to look up Purchase Orders in Banner

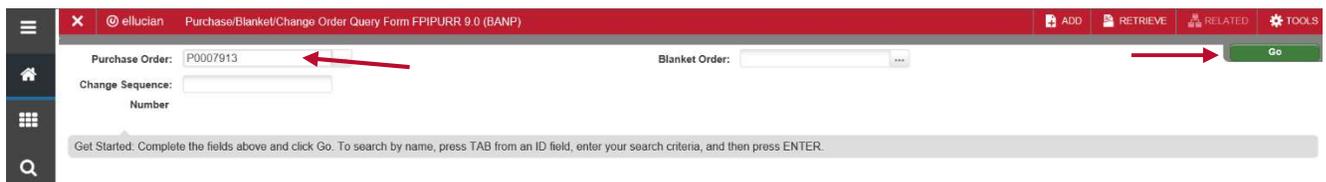
FSJA-026

This Job Aid will show 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. 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.

Purchase Order: P0007913 Blanket Order: Change Sequence Number: Start Over

PURCHASE/BLANKET ORDER INQUIRY: DOCUMENT INFORMATION

Purchase Order	P0007913	Delivery Date	10/14/2004	Change Sequence Number	
Blanket Order		Comments	P320		
Order Date	10/14/2004	Commodity Total	6,476.58	<input type="checkbox"/> In Suspende	
Transaction Date	11/05/2004	Accounting Total	6,476.58	<input checked="" type="checkbox"/> Document Text	

PURCHASE/BLANKET ORDER INQUIRY: DOCUMENT INFORMATION

<input checked="" type="checkbox"/> Complete	Requisition	Copied Requisition Text
<input checked="" type="checkbox"/> Approved	Document Text	
Print Date	Buyer Code	MHF
Cancel Date		Mary Helen Flores
Closed Date	Blanket Order Termination Date	
Activity Date	<input type="checkbox"/> Rush Order	
User ID	<input checked="" type="checkbox"/> NSF Checking	
Type	<input type="checkbox"/> Deferred Editing	
Cancel Reason	Purchase Order Copied From	
<input checked="" type="checkbox"/> Purchase Order Created from Requisition	Origin	BANNER
	Reference Number	

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

Purchase Order: P0007913 Blanket Order: Change Sequence Number: Start Over

PURCHASE/BLANKET ORDER INQUIRY: REQUESTOR/DELIVERY

Purchase Order	P0007913	Delivery Date	10/14/2004	Change Sequence Number	
Blanket Order		Comments	P320		
Order Date	10/14/2004	Commodity Total	6,476.58	<input type="checkbox"/> In Suspende	
Transaction Date	11/05/2004	Accounting Total	6,476.58	<input checked="" type="checkbox"/> Document Text	

PURCHASE/BLANKET ORDER INQUIRY: REQUESTOR/DELIVERY

Requestor	Mascareñas, Mary Gomez	Organization	851B0 IM Administration Support
COA	U University of New Mexico	Email	MaGomez@salud.unm.edu
Phone	Area Code	Phone Number	Extension
	505	2724499	
Ship To	IMED01	State or Province	NM
Street Line 1	INTERNAL MEDICINE	ZIP or Postal Code	87131
Street Line 2	ACC 5th Fl	Nation	UNITED STATES OF AMERICA
Street Line 3	915 Camino de Salud NE	Area Code	505
Building	ACC	Phone Number	
Floor	5th	Extension	
City	Albuquerque	Contact	Department Administrator
		Attention To	Mary Gomez (Mascareñas)

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

Purchase Order: P0007913 Blanket Order: Change Sequence Number: Start Over

PURCHASE/BLANKET ORDER INQUIRY: VENDOR Insert Delete Copy Filter

Purchase Order	P0007913	Delivery Date	10/14/2004	Change Sequence Number	
Blanket Order		Comments	P320		
Order Date	10/14/2004	Commodity Total	6,476.58	<input type="checkbox"/> In Suspense	
Transaction Date	11/05/2004	Accounting Total	6,476.58	<input checked="" type="checkbox"/> Document Text	

PURCHASE/BLANKET ORDER INQUIRY: VENDOR Insert Delete Copy Filter

Vendor	100021145	Valley Transportation Inc.	City	Albuquerque
Address Code	BU		State or Province	NM
Sequence Number	1		ZIP or Postal Code	87107-2251
Street Line 1	499 Industrial Ave NE		Nation	
Street Line 2			Contact	
Street Line 3			Email	
Area Code		Phone Number	Extension	
Phone				
Fax				
Discount		Class Code	V Service	
FOB Code	02 FOB Destination	Carrier		
Tax Group		Currency		
<input type="checkbox"/> Disbursing Agent				

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

Purchase Order: P0007913 Blanket Order: Change Sequence Number: Start Over

PURCHASE/BLANKET ORDER INQUIRY: COMMODITY/ACCOUNTING Insert Delete Copy Filter

Purchase Order	P0007913	Order Date	10/14/2004	<input type="checkbox"/> In Suspense
Blanket Order		Transaction Date	11/05/2004	<input checked="" type="checkbox"/> Document Text
Change Sequence Number		Delivery Date	10/14/2004	<input type="checkbox"/> Document Accounting

Item	Commodity	Description	U/M	Tax Group	Quantity	Unit Price	Commodity Text	Item Text
1	3800	Services, Moving/Transportation	SVC		1.00	6,476.5800		

Extended Amount 6,476.58 Tax 0.00
 Discount 0.00 Commodity Total 6,476.58
 Additional 0.00

ACCOUNTING Insert Delete Copy Filter

Sequence	COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Suspense	NSF Override	NSF Suspense
1	U	05	851284	3U0029	851B0	38L0	P171	GNACTV			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	U	05	099026	3U0029	099B0	38L0	P164	GNACTV			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	U	05	099912	3U0023	099B0	38L0	P164	GNACTV			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

USD

Extended Amount	3,715.54
Discount	0.00
Additional	0.00
Tax	0.00
FOAPAL Total	3,715.54
Commodity Total	6,476.58

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