

USER GUIDE

PO PROCESS AND IMPLICIT APPROVAL <\$ 2500.00

[General Information / Log On To Banner INB TEST Environment / Log On To INB Banner Production Environment / Creating a PO / Viewing PO Document with Signature](#)

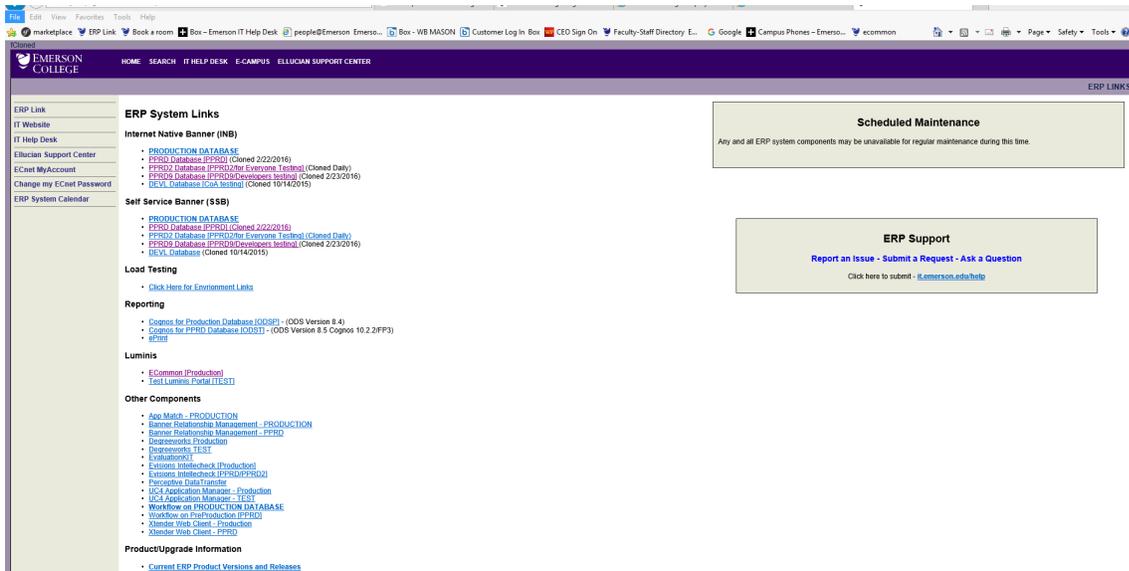
General Information

- These instructions are to assist you with processing and printing a completed PO under \$2500.
- This process includes implicit approval so there will be no need to obtain an approval from the Procurement Department or your supervisor.
- For all POs which are completed by this documented process, you will not need to confirm receipt of product/service. Invoices will automatically be paid.
- Overages cannot be completed by this process at this time and will be determined in the near future.
- This process is not valid when using a capital expenditure account.

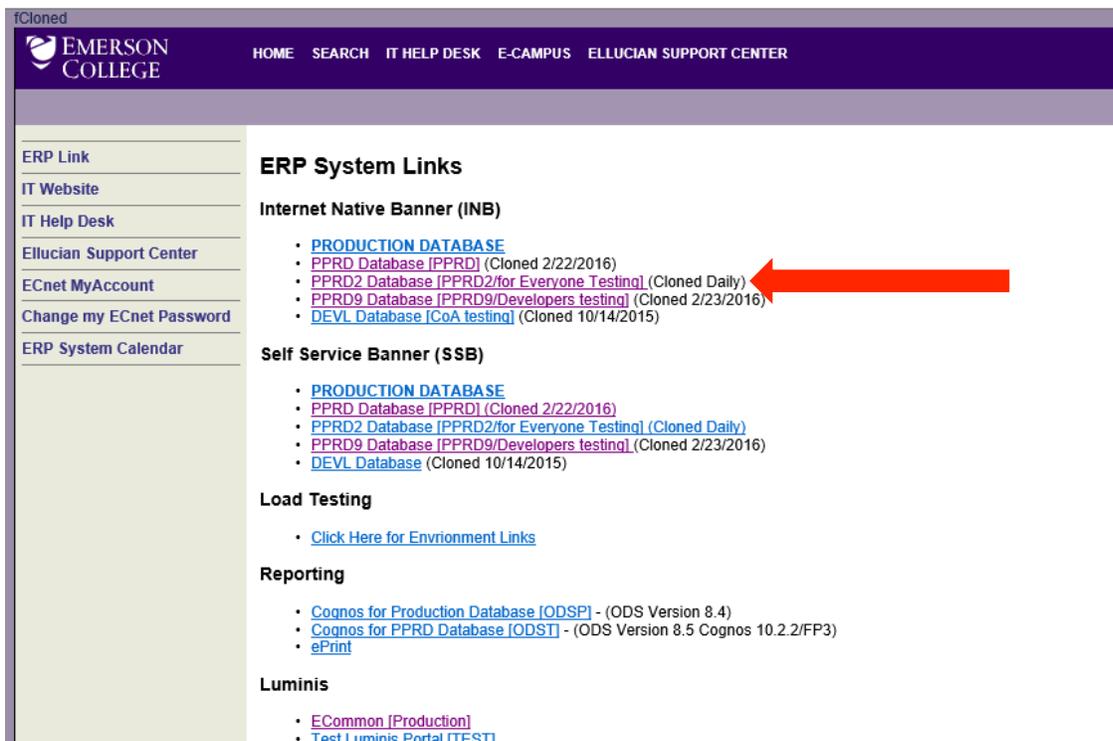
Log On To Banner INB Test Environment:

In the URL type (or click on this link): <https://pages.emerson.edu/erplink/>

You will be taken to the **ERP Systems Link** page:



For the test environment, click on **PPRD Database [PPRD2/for Everyone Testing] (Cloned Daily)**.



[Log On To Banner INB Production Environment](#)

For the live production environment, go to **eCommon**.

Announcements

- [Call for Undergraduate Commencement Ceremony Assistants](#)
Student Life, (Posted on 3/4)
- [Spring 2016 Immunization Clinics](#)
Center for Health and Wellness, (Posted on 2/3)

Events

- [\[Post Event \]](#)
- March 31, 2016**
 - 6:00 pm [Undergraduate Publishing Showcase](#)
 - 7:00 pm [Bright Lights: The Forbidden Room with director Guy Maddin](#)
 - 8:00 pm [Queer Spring: Queer Monologues](#)
 - [We Are Pussy Riot or \(Everything is P.R.\)](#)
- April 1, 2016**
 - 6:30 am [New York Connection Trip](#)
 - 12:00 pm [It Happened Here film screening and discussion](#)
 - 6:30 pm [R.A.D.](#)
 - 7:30 pm [The Boston LGBT Film Festival](#)

Quick Links

- Academic Calendar
- Course Listings
- Event Listings
- Event Planning Resources
- ECCash
- ECMail
- Center for Health and Wellness
- Library
- Faculty/Staff and Student Directory
- WordPress, Canvas and More
- Blackboard Connect Emergency Notification System signup

Workshops

- [\[Post Workshop \]](#)
- March 31, 2016**
 - 4:00 pm [Intro to InDesign](#)
- April 6, 2016**
 - 5:00 pm [Galinda or Elphaba? Roommate/Sublet Workshop](#)
 - 7:00 pm [Communities United Against Violence 2me Workshop](#)
- April 7, 2016**
 - 12:30 pm [Salary Negotiation & Workplace Culture Workshop](#)
- April 13, 2016**
 - 5:00 pm [Galinda or Elphaba? Roommate/Sublet Workshop](#)

News

- [Sorority](#)
This year's Ritz-Car benefit for families
- [Student](#)
Over two Theater Barcelo and Rit Univers
- [Emerso](#)
Eleven product Englan region's
- [Watch f](#)
Now you at 1-3 B sunbur

Click on the **Banner** tab and select **Log in to INB** on the right hand side.

My Banner

My Banner

My Worklist

Organization Workflow Name	Activity	Created	Details
Emerson			

[Refresh](#) [Show Entire Worklist](#) [Open Workflow](#)

My Workflow Alerts

Instance Name	Date	Process Name
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[Show Alerts Page](#) [Open Workflow](#)

Internet Native Banner

For Authorized INB users with active

[Log in to INB](#)

My Workflow Processes

ERP Documentation

- [EC Data Standards Document](#)
- [Data Standards Quick Reference - Pr](#)
- [Data Standards Quick Reference - Ni](#)
- [Special Banner Access Policy \(PII & S](#)

VPN Information

Emerson's VPN, or Virtual Private Ne available to all Faculty and Staff. You Banner (INB), Banner Workflow, Ban from off campus locations.

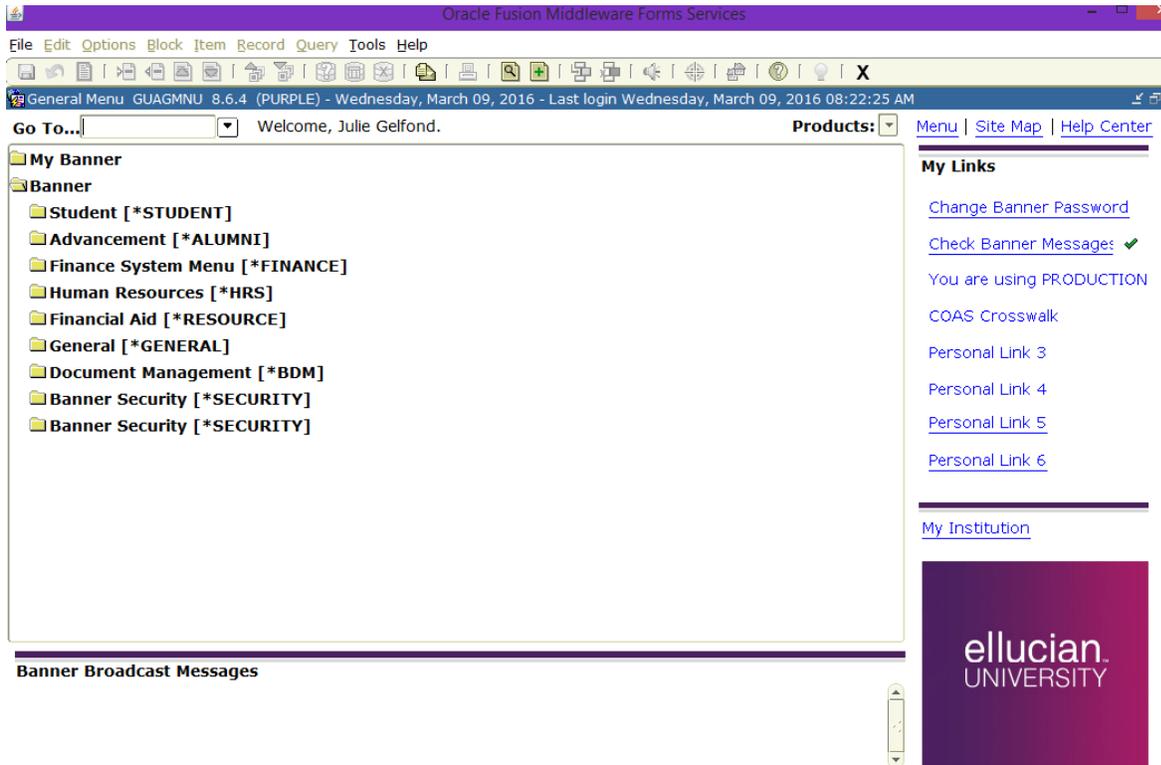
For more information on setun and

Note: INB is a Java-based applet that will load as a pop-up program from your browser. Please make sure of the following in order to prevent any technical difficulties: 1) Google Chrome does not support Java. Recommended browsers

include Firefox, Internet Explorer, and Safari. 2) Make sure pop-ups are allowed for INB to open.

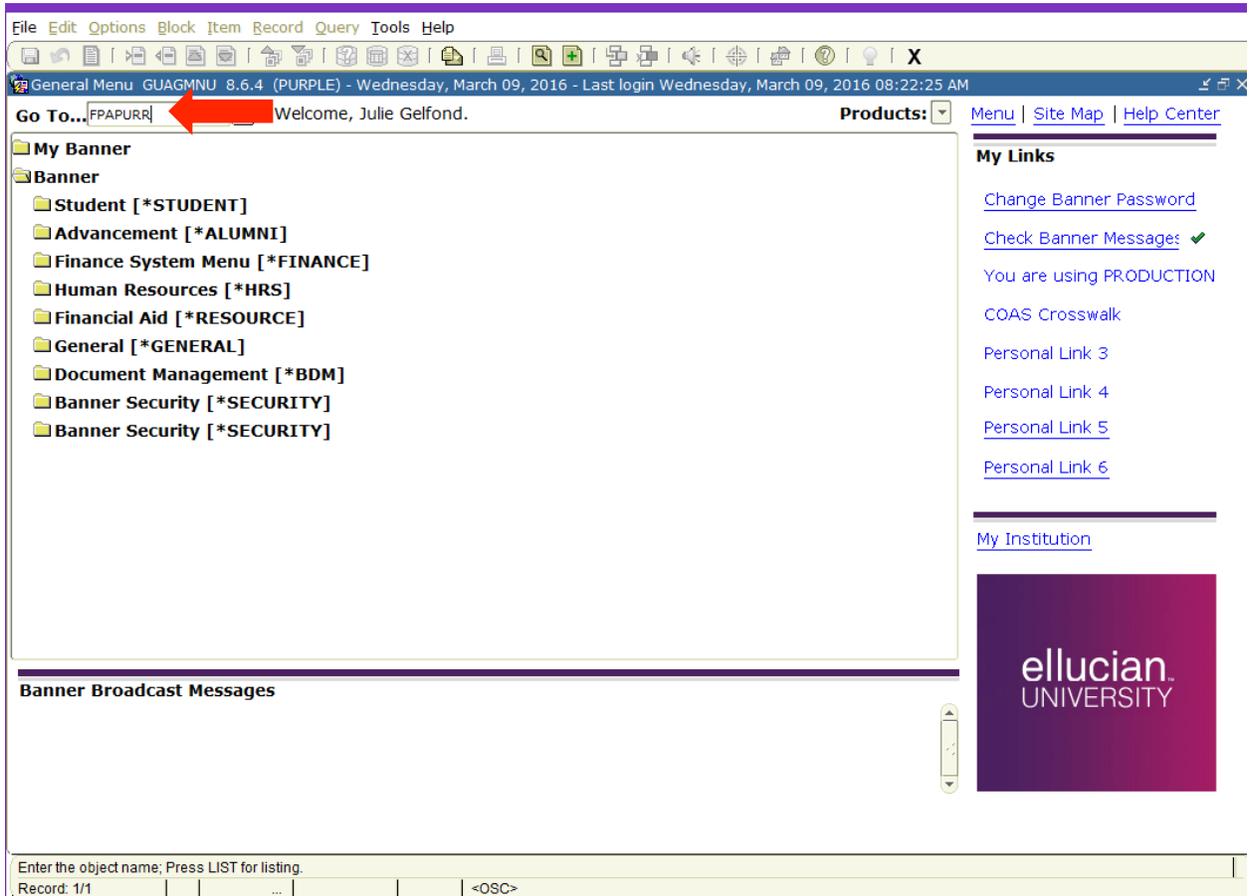
*If you receive a notification that your Java is out of date, do **NOT** update Java.*

You will then be on the INB **home page**:

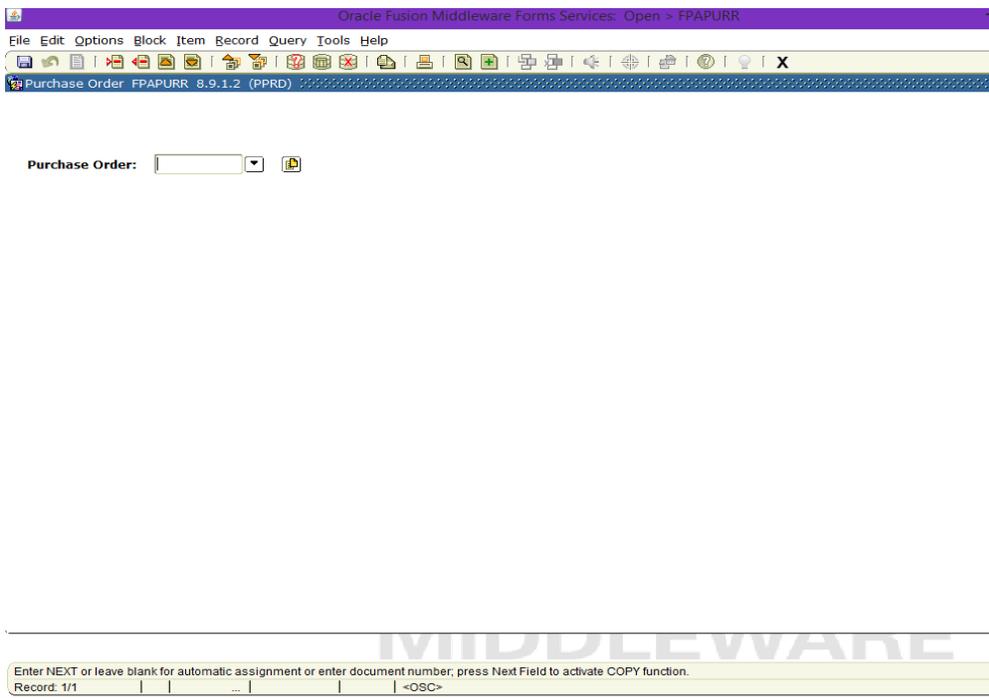


[Creating a PO](#)

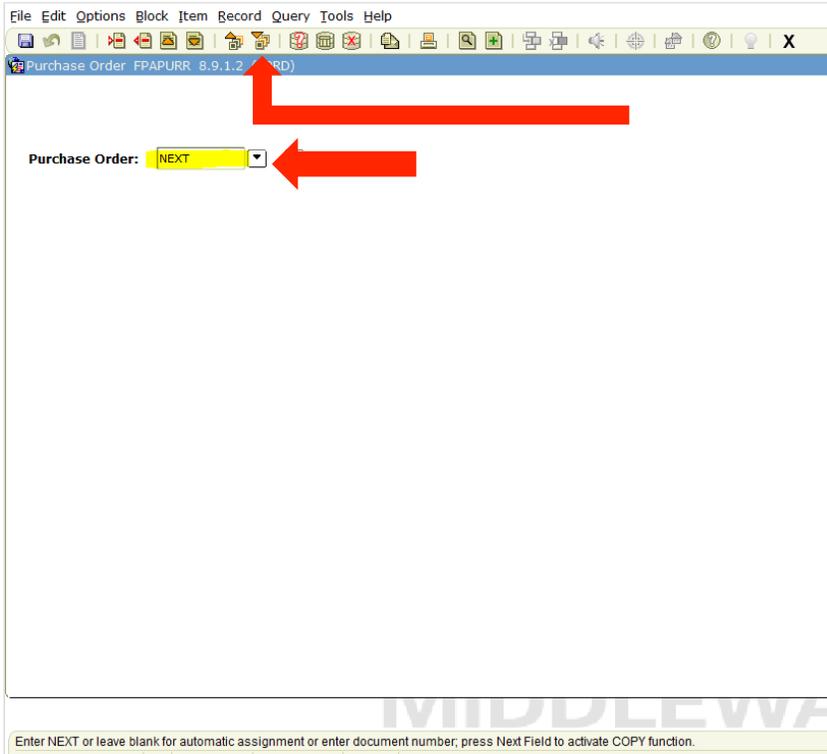
In the space next to **Go To...**, type **FPAPURR** and press **enter**.



You will then be on the **FPAPURR** page:



In the blank next to Purchase Order, type the word **NEXT** and click on **NEXT BLOCK**:



You will now be on the **Document Information** tab:

File Edit Options Block Item Record Query Tools Help

Purchase Order Entry: Document Information FPAPURR 8.9.1.2 (PPRD)

Purchase Order: NEXT
Order Date: 09-MAR-2016
Delivery Date: 23-MAR-2016
Commodity Total: 0.00

Blanket Order: [Dropdown]
Transaction Date: 09-MAR-2016
Comments: [Text Box]
Accounting Total: 0.00

Order Type: Regular
 In Suspense
 Document Text
 Document Level Accounting

Document Information | Requestor/Delivery Information | Vendor Information | Commodity/Accounting | Balancing/Completion

PO created from Requisition
Requisition Document Text: None [Dropdown]

Buyer Code: 99 [Dropdown] Office of Procurement

BO Termination Date: [Text Box]

Rush Order
 NSF Checking
 Deferred Editing

Purchase Order Copied From: [Text Box]

Record: 1/1 | ... | <-OSC>

The following information should be completed:

- **Delivery date.** Suggestion delivery date: two weeks after order date. Note: The exact dates do not matter but you cannot put in a month that is closed.
- Fill in **99** under **Buyer Code**.
- (Optional) short note in **Comments** box.

Once this information is completed, click on **NEXT BLOCK** to continue.

File Edit Options Block Item Record Query Tools Help

Purchase Order Entry: Document Information FPAPURR 8.9.1.2 (PPRD)

Purchase Order: NEXT Blanket Order: Order Type: Regular

Order Date: 09-MAR-2016 Transaction Date: 09-MAR-2016 In Suspende

Delivery Date: 23-MAR-2016 Comments: Document Text

Commodity Total: 0.00 Accounting Total: 0.00 Document Level Accounting

Document Information Requestor/Delivery Information Vendor Information Commodity/Accounting Balancing/Completion

PO created from Requisition

Requisition Document Text: None

Buyer Code: 99 Office of Procurement

BO Termination Date:

Rush Order

NSF Checking

Deferred Editing

Purchase Order Copied From:

MIDDLEWARE

Record: 1/1 <-OSC>

You will now be on the **Requestor/Delivery Information** tab:

Oracle Fusion Middleware Forms Services: Open > FPAPURR

File Edit Options Block Item Record Query Tools Help

Purchase Order Entry: Requestor/Delivery Information FPAPURR 8.9.1.2 (PPRD)

Purchase Order: NEXT Blanket Order: Order Type: Regular

Order Date: 09-MAR-2016 Transaction Date: 09-MAR-2016 In Suspende

Delivery Date: 23-MAR-2016 Comments: Document Text

Commodity Total: 0.00 Accounting Total: 0.00 Document Level Accounting

Document Information Requestor/Delivery Information Vendor Information Commodity/Accounting Balancing/Completion

Requestor: Julie_Gelfond

COA: 1 Emerson College

Organization: 803310 Procurement

Email: Julie_Gelfond@emerson.edu

Ship To: 120

Street Line 1: 120 Boylston Street

Street Line 2:

Street Line 3:

Building: 120 Boylston Floor: 4th

City: Boston

State or Province: MA Zip or Postal Code: 02116-4624

Nation:

Phone: Area Code Phone Number Extension

Fax: Area Code Phone Number Extension

Attention To:

Contact:

Area Code Phone Number Extension

617 8248594

On this tab:

- Change the **Requestor** or leave it as yourself.
- Fill in appropriate area code and phone number of requestor.
- Complete **Ship To**. If it is inside delivery is required, you can change the **Ship To** to **101** or you may leave it as **120**.
- Fill in **Attention To** blank (requirement).

Once completed with this information click on **NEXT BLOCK** to continue.

Purchase Order Entry: Requestor/Delivery FPAPURR 8.9.1.2 (PPRD)

Purchase Order: NEXT Blanket Order: Transaction Date: 09-MAR-2016 Order Type: Regular
Order Date: 09-MAR-2016 Transaction Date: 09-MAR-2016 In Suspense
Delivery Date: 23-MAR-2016 Comments: Document Text
Commodity Total: 0.00 Accounting Total: 0.00 Document Level Accounting

Document Information Requestor/Delivery Information Vendor Information Commodity/Accounting Balancing/Completion

Requestor: Julie Gelfond
COA: 1 Emerson College
Organization: 803310 Procurement
Email: Julie_Gelfond@emerson.edu
Ship To: 120
Street Line 1: 120 Boylston Street
Street Line 2:
Street Line 3:
Building: 120 Boylston Floor: 4th
City: Boston
State or Province: MA Zip or Postal Code: 02116-4624
Nation:
Area Code Phone Number Extension
617 824-8249
Attention To: Julie Gelfond
Contact:
Area Code Phone Number Extension
617 8248594

Enter phone number.

You will now be on the **Vendor Information** tab: