When you return to the **Commodity/Accounting** tab, fill in the Quantity and Unit Price. *Important note*: Type in quantity of 1 and the entire dollar amount for that line item (i.e. do not break it down by each unit price):

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Purchase Order: P0017602	Blan	ket Order:		Order Type:	Regular 🔻
Order Date: 09-MAR-2016	Tran	saction Date: 09-	MAR-2016	In Suspense	
Delivery Date: 23-MAR-2016	Com	ments:		Document Text	
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If there is more than 1 line item, click on second line of **Commodity** and follow through with the same process as above (Commodity, Description, Quantity and Unit Price):

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Purchase Order Entry: Commodity/Accour	nting FPAPURR 8.9.1.2 (Pf	PRD)			i × ≥
Purchase Order: P0017602	Blanket Ord	ler:		Order Type:	Regular 🔻
Order Date: 09-MAR-2016	Transaction	Date: 09-MAR-2	016 📖	In Suspense	
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Record: 1/1	<080>				

Once all line items are completed, select **NEXT BLOCK** to continue.

You will now be on the **FOAPAL** section of the screen. Your default **Fund**, **Org** and **Program** will be prepopulated (if the FOAPAL does not appear, press the tab key). If you have access to another FOAPAL, you can type over the FOAPAL fields that were prepopulated.

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Purchase Order: P0017602	Blanket Order:	Order Type: Regular 🔻
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You need to fill in the correct account number. If your department uses Activity and Location codes, you can also complete that information.

When complete press	NEXT	BLOCK	to continue:
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Order Date:	09-MAR-2016	Transaction Date: 09-N	1AR-2016 🎹	In Suspense	
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		Item Text	Commo	lity Line Total:	1,000.00
		Add Commodity	Document Commodi	ty Total:	1,000.00
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FOAPAL 0	f Remaining Commodity	Amount:	1,000.00 NSF Override NSF Suspense Proj FOAI	% Extended:  Discount:  Additional:  PAL Line Total:  Ounting Total:	USD
Enter Account; Use Gener	ral Ledger Account for inventory PO; [LIST	].			
Record: 1/1		<0SC>			

## You will now be on the **Balancing/Completion** tab:

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In Suspense Document Text Document Level Accounting
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If the **In Suspense** box is checked off, this means your PO has insufficient funds. It would be best to check with the budget office before submitting your PO.

2	Orac	le Fusion Middleware For	ms Services: Open > FPAPUI	RR	>
ile Edit Options Blo	ck Item Record Query Tools H	elp			
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Purchase Order Entr	y: Balance/Completion FPAPURR	8.9.1.2 (PPRD)			≚ X
-					
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Order Date:	09-MAR-2016	Transaction Date:	09-MAR-2016	<b>In Suspens</b>	36
Delivery Date:	23-MAR-2016	Comments:		✓ Document	Text
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Vendor:	E01000472 Apple Computer		🗆 Vendor Ho	ld	
COA:	1 Emerson College		Reque	stor: Julie_Gelfond	
Organization:	803310 Procurement				
Currency Code:					
Exchange Rate:			Commodity Record Co	unt: 1	
Input Amount:	1,000.00	Converted Amount:			
	Header	Commodity	Accounting	Status	
Approved Amounts	: 1,000.00	1,000.00	1,000.00	BALANCED	
Discount Amounts:	0.00	0.00	0.00	BALANCED	
Additional Amounts	5: 0.00	0.00	0.00	BALANCED	
Tax Amounts:	0.00	0.00	0.00	BALANCED	
Complete: 📳	In Process: 🗵				

If the **In Suspense** button is not checked, the status for all rows should state "Balanced".

Click on the **Complete** button on the bottom left hand side of the screen to finish the PO:

Purchase Order Entry	: Balance/Completion FPAPURR	8.9.1.2 (PPRD) 2000000		
Purchase Order: Order Date: Delivery Date: Commodity Total:	P0017602 09-MAR-2016 23-MAR-2016 1,000.00	Blanket Order: Transaction Date: Comments: Accounting Total:	09-MAR-2016 III 1,000.	Order Type: Regular  In Suspense Ocument Text
Document Information	Requestor/Delivery Information	n Vendor Information	Commodity/Accounting Ba	Document Level Accounting
Vendor:	01000472 Apple Computer		Vendor Ho	ld
Organization:	03310 Procurement		Keque	Stor. Pulle_Gelfond
Currency Code: Exchange Rate:			Commodity Record Co	unt: 1
Input Amount:	1,000.00	Converted Amount:		
	Header	Commodity	Accounting	Status
Approved Amounts:	1,000.00	1,000.00	1,000.00	BALANCED
Discount Amounts:	0.00	0.00	0.00	BALANCED
Additional Am	.00	0.00	0.00	BALANCED
Complete:	In Process:			

## DON'T FORGET TO WRITE DOWN THE PO #!

## Viewing PO Document With Signature:

You will come back to the **FPAPURR** screen.

Click on the "X" on the top of the screen to continue.

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Purchase Order FPAPURR 8.9.1.2 (PPRD)	
Purchase Order: 💽 💽	

You will then come back to the INB **home page**:

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File Edit Options Block Item Record Query Tools Help	
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🙀 General Menu GUAGMNU 8.6.4 (PPRD) - Wednesday, Ma	rch 09, 2016 - Last login Monday, March 07, 2016 01:18:06 PM
Go To Velcome, Julie Gelfon	d. Products:
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Banner	
Student [*STUDENT]	
Advancement [*ALUMNI]	
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Human Resources [*HRS]	
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Document Management [*BDM]	
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Banner Security [*SECURITY]	
Banner Broadcast Messages	

In the space next to **Go To...**, type **FPAPORD** and hit **enter**.

On the **FPAPORD** screen, click on **NEXT BLOCK**:

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Process Submission Controls GJAPC 8.3.0.2	(PPRD)		
Process: FPAPORD Purchase order for	Pa	arameter Set:	
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Save Parameter Set as Name:	Description:		iold 🔍 Submit
	busunption		

When you click on **NEXT BLOCK**, default information will be filled in under **Parameters**.

You will need to complete the following information on this screen:

- Next to the **Special Print** space, type **DEPT\_PO**.
- On line 1 under **Values**, type the PO number you created in the previous steps.

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Dawawa		
Param	. Parameters Values	
Number		
01	Purchase Order Number	
02	Status	
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		1
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LENGTH:	8 TYPE: Character O/R: Optional M/S: Single	
Enter a P	P.O. or leave blank to print all P.O.s that have never been printed.	
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🗆 Save F	Parameter Set as Name: Description: Hold © Submit	

Select the **Submit** button on the bottom left hand side of screen (Note: the button will already be selected but you still need to click on it).

Press the save icon at the top of the screen:

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01	Purchase Order Number	P0017602
02	Status	С
03	Purchase order print option	
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Enter a l	P.O. or leave blank to print all P.O.s that have never been printed.	
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After clicking on submit and save, most of the information on **FPAPORD** screen will disappear.

An e-mail with the PO document you created will arrive in your e-mail.

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FILE HOME SEND / RECEIVE FOLDER	VIEW					
New New Email Items* New Delete	Forward 🗐 More 🕶	passwords Team Email Reply & Delete Qui	G To Manager ↓ ✓ Done ↓ ✓ Create New ▼ ck Steps	Move Rules OneNote	Unread/ Categorize Follow Read • Up • Tags	
▲ Favorites	All Unread					
Inbox 8	!  ①   ①   ●   FROM		SUBJECT			
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Drafts	Wai On Kwong		RE: P0017636			
	Renee Fruchter		RE: Credit info - IMPT			
Deleted Items 916	🕖 Jane	Pikor	FW: R0020629			
	😪 Wai	😋 Wai On Kwong		RE: P0017636		
▲ julie gelfond@emerson.edu	April Jones		RE: EMERSON COLLEGE - 6047433			
	U Purcl	nasing Email Account	Purchase Order [Vendor	Copy] - P0017636		
P Inbox 8	Erin	Erin Brennen		Re: Outstanding Invoices/Memos for Anaconda/Lids		
Drafts	Marg	Margaret Melanson		Banner Training		
Sent Items	Marg	aret Rogan	RE: E-PO			

When you receive this PO, you will need to:

- Ensure signature on PO states "Procurement Services".
- Save a copy for your records.
- Send a copy to vendor and confirm receipt of PO.