Guide for creating FY16 purchase orders for copier rental and usage

Because copier rental and usage charges require us to code the expenses to unique account numbers, the purchase order (PO) created for a new fiscal year or a new lease agreement must be done with commodity level accounting. In early FY15 we changed the Banner PO entry form FPAPURR to default to commodity level accounting. Please follow the steps below to properly set up your PO.

SPECIAL NOTES:
- We recommend you **DO NOT** use the Banner “copy PO” function if you have a FY15 PO that was created using document level accounting. To verify the document setup of a previous PO, go to FPIPURR, enter the PO number and do Next Block until you get to the Commodity/Accounting screen. Toward the upper right verify if the Document Accounting check box is checked or not.
- **BE SURE TO USE THE TAB KEY BETWEEN DATA ENTRY FIELDS**

Go to **FPAPURR** – Purchase Order Creation - and tab through the first data field

Do **Next Block**

On the **Document Information screen** you may use the system date for your Order Date. Use **July 1** as the **transaction date** so the PO will properly post to FY16. Enter a delivery date (use July 1 as default). Enter Buyer Code.

Do **Next Block**

Verify data shown on **Requestor/Delivery Information screen**

Do **Next Block**

On the **Vendor Information screen** enter your vendor information including proper VO address sequence.
Do **Next Block**

On the **Commodity/Accounting screen** enter your first commodity in the description field. Enter the unit of measure (U/M), quantity and unit price. Tab through to extend the total amount. Tab until you return to the Commodity column.

DO **NEXT BLOCK** to go to the **Accounting section**.

Tab across to enter the fiscal year (shows as 16 since transaction date is July 1). Enter Index and account number (24201 for copier rental, 24602 for copier usage). Tab past the extended row to distribute full commodity value to the FOAPAL. Continue to tab until you return to the Chart of Accounts (COA) column.

**DO PREVIOUS BLOCK** to return to the **Commodity section**. Enter your other commodity(ies) as required based on your copier rental agreement. Repeat the steps above.

Do **Next Block**

On the **Balancing/Completion screen**, review the data to ensure your document is in balance. Note the **Purchase Order number** shown in the upper left corner for your records. Click the **Complete icon** to send the PO through to the approval process.

If you have questions on preparing your PO, contact [fishelp@pdx.edu](mailto:fishelp@pdx.edu) or call x5-3750