

CREATING A PR QUICK REFERENCE

If you are inactive for more than 30 minutes it will log you out so make sure you write down your PR #.

If you have problems with your username and password call the Helpdesk at 1634.

If you need authorization email Denise Workman (dwork@nwmissouri.edu).

Training videos & instructions are available on the Purchasing Department website:

<http://www.nwmissouri.edu/services/purchasing/banner.htm>

LOG IN TO BANNER

- In Google Chrome, go to <https://www.nwmissouri.edu/intranet/ellucian/> (Suggest you save as a favorite)
- Click on **Banner Admin Pages (PROD)**
- Enter network **username** and **password** then **Enter** or click on **Sign In**

CREATE A PR

- In the search box, enter **FPAREQN** and **Enter**
- Enter **NEXT** (If you have already started a PR then enter the requisition number EX: R00XXXXX)
- Click **Go**
- Tab to Delivery Date then click on **calendar** to select date
- Attention To – Change to **Person/Dept/Bldg and Room** where the items need to be delivered.
- To add document or clause text, click **related** button, click **document text**. Click **Go**
 - Click **Save** and **X**
- Click on **down arrow button (Next Section)**
- Enter **Vendor 919#** if known
 - If not known, click on **...** to search. Select **Entity Name/ID Search (FTIIDEN)**. Tab to Last Name, enter % Vendor Name%, click on **Go**. Double click on the correct vendor 919#. Vendor information will come over to screen.
 - Leave blank if you do not find the vendor or are not sure which number to select and add vendor info to document text by following directions above.
- Click on the **down arrow button**
- Enter **commodity code**
- Click on **related, item text, Go** to enter item text (description, stock number, color, packaging, etc.). Use keyboard down arrow key or insert to get more lines. **Save** and click **X**.
- Tab to **U/M, Quantity, and Unit Price**
- Insert to add more commodities then add item text for each one.
- Tab to **discount** or **additional** (this is where you enter freight/shipping costs). Use \$ amount not %.
- Click on the **down arrow button**
- Enter your Fund, Org, Account, and Program codes. If over \$5,000 per item, may need 76XX account number. See Account Code listing on the Purchasing website to find an account code.
- Click on the **down arrow button**
- Click on **Complete** button
- **X** to continue or **Sign Out**

LOOK UP PR INFO

- From the welcome page, in the search box, enter **FOIDOCH** and **Enter** to track activity and view related documents
- Enter REQ for purchase requisition or PO for purchase order, then PR or PO number then click Go

PRINTING IN CatPAWS

- Go to the **Finance** tab and click **View Document**
- Enter your PR# in **Document Number** box. Click on **View Document**
- Right Click and select **Print** or go to Print in your web browser
- At the bottom of the screen under Related Documents you will see a blue PO# once the PR is transferred