PURCHASE/BLANKET/STANDING/CHANGE ORDER PRINTING PROCEDURES

Below is the procedure to be followed when printing Purchase Orders, Blanket Orders, Standing Orders and Change Orders on the Banner Finance System.

Description	Form Name
Purchase/Blanket/Standing Order Print Report	**FWRPOPR**
Change Order Print Report	**FWRCOPR**

Enter either of the above form names in *Direct Access* on the main menu and press *Enter*. This will take you to the *Process Submission Control Form*. Perform a *Next Block* and input the word *database* in the printer parameter. Perform a *Next Block* and complete the parameters.

       To print all purchase orders, leave the *PO_Number* parameter blank. To print a specific purchase order input the specific purchase order number required in the *Values* column. Keep in mind that a purchase order can only be printed once it has been completed and approved.

       To print all change orders, leave the *Purchase Order Number* and *Change_seq_no* parameters blank. To print a specific change order, input the specific *Purchase Order Number* and *Change_seq_no* required in the *Values* column. Keep in mind that a change order can only be printed once it has been completed and approved and only after the original purchase order and any prior change orders have been printed.

       Both forms have an *Invoicing Address* parameter that specifies where the vendor invoices are to be forwarded. The choices are:

Corner Brook	CB
Marine Institute	MI
Library	LI
C-Core	CC
Facilities Management	FM

St. John's (all other departments)	**Leave parameter blank**

After entering the required parameters, perform a *Next Block* to enter the *Submission* block. If you wish to save your parameter values, check the *Save Parameters* checkbox. Otherwise leave it blank. Perform a *Save* to run the report.

You are then presented with the *Database User Authentication* screen below. Re-enter your *User Name* and *Password*. Leave the *Database* field blank. **You will only have to do that once per Banner Finance session**.

Database User Authentication

User Name: [   ]
Password: [   ]
Database: [   ]

Submit   Cancel

Select *Submit*. This will launch your Abode Acrobat Reader (**You must have this software installed on your computer prior to running these reports.** Download and install version 5.0 or better or contact the Computing and Communications help desk and request the installation). You will be presented with all completed and approved purchase order(s)/ change order(s) created with your User ID. Select print to print your document(s).