



**System: BANNER/FormFusion**  
**Module: FINANCE**  
**Title: Generate PO's in PDF Format**

**01. FPAPORD**

- a. Select a physical printer: users need to select a regular printer; it does not matter which printer. PO's won't be re-directed to that printer
- b. Special Print: users need to enter "pdf" in the special print box

Process: FPAPORD Purchase Order Form Print Parameter Set:

PRINTER CONTROL

Printer is7 **Select printer..**

Special Print pdf **special print for PDF**

Lines

- c. In the "Parameter Values" section, enter the needed information as normal:

Number *	Parameters	Values
01	Purchase Order Number	P6084244
02	Status	C
03	User ID	%

- d. In the "Submission" section, press <SAVE>

Save Parameter Set as

Name Description

**SAVE**

- e. After pressing <SAVE> the LIS/LOG file name will appear at the top; no need to "Review Output" [GJIREVO]. Wait for the output as this process could take a few minutes.

ADD RETRIEVE RELATED TOOLS 1

Log file: fpapord\_1322882.log List file: fpapord\_1322882.lis

then press ENTER.

**02. Email [accountspayable@imperial.edu](mailto:accountspayable@imperial.edu) and staff will print or email you your PO.**

Note: In order to have some kind of "identifier", you will see "PDF" on the PO:

**PURCHASE ORDER [PROD9] - PDF**

**Invoice To:**

Imperial Valley College  
 380 E Aten Road  
 Imperial, CA 92251

