**What applications do I need to start processing orders?**

If you are a budget manager and/or expected to approve expenditures, you will need to have access to Banner and Elixir. Banner is essentially the “mothership” to which Elixir reports. When you approve an Elixir transaction, Elixir seeks budget approval from Banner. The final process of issuing a PO through Elixir/Banner transactions approval is undertaken by the Purchasing Department.

To get started you need to request permission from the UFST Department:

<https://banapps.westernu.edu:4443/pls/live8/gzkbaaf.p_finance_request_access>

Simultaneously, please send the “New Elixir Set Up” form to point@westernu.edu to request Purchasing Department access to Elixir. Once you have been granted access, you may access Elixir via the following link:

<https://morpheus.westernu.edu:8443/cas/login?service=https%3a%2f%2feprocurement.esmsolutions.com%3a443%2fAccount%2fLogonSsoCas%3fid%3d471>

Training for Elixir is also available by sending a “Request for Elixir Training” form to point@westernu.edu

If you are not expected to approve orders, rather just enter data into Elixir for your manager to approve, you may forego getting permissions from UFST, and ask for Elixir permissions.