How to Inquire on Open Purchase Orders By Buyer

Description: This form is an inquiry form used to query on open purchase orders by buyer code.

Form Name/Direct Access: FPIOPOB

Menu: Purchasing Query Menu *FINPOQRY

Navigation: Products Menu
Finance System Menu
Purchasing and Procurement System Menu
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Open Purchase Orders by Buyer Form

General Note:

The flashlight icon provides a list of valid entries for applicable fields and fields with blue text can be double-clicked to get a list of valid entries.

Instructions:

1. Select Open Purchase Orders by Buyer Form.
This form will list all open purchase orders (PO), blanket orders (BO), and change orders (CO) by *Buyer*.

**Buyer:** Enter the *Buyer* code to be queried. Double click the field to get a list of valid codes if you do not know the code of the *Buyer* you wish to query.

2. *Next Block* (use ctrl page down, the toolbar button or on the main menu, select *Block* then *Next*).
This takes you to the second part of the *Open Purchase Orders by Buyer Form* and displays a list of all open POs, BOs and COs for the selected Buyer with an online summary of purchasing and commodity data for each document assigned to the *Buyer* you specify. The PO information that appears on this form is display only. You may not update any of these fields. If there are no open documents for the selected *Buyer*, a message is displayed to that effect at the bottom of the screen.

**PO Code:** Document number representing the PO/BO.

**Chg #:** Number representing the change order sequence of the PO/BO.

**Commodity:** Not used. Will be blank.

**Description:** Description of the item(s) on the PO/BO.

**U/M:** Unit of measure of the item on the PO/BO.

**Quantity:** Quantity of the item on the PO/BO.

**Vendor:** Code representing the vendor to whom the PO/BO was issued.
Vendor Name: Name of the vendor to whom the PO/BO was issued.

3. You may scroll through list if you wish, using the scroll bar to the right of the screen.

4. To view the PO/BO details, select *Query Purchase Order* from the *Options* menu at the top of the screen. This takes you to form FPIPURR. See applicable job aid.

5. To view the commodity information, select *View Commodities* from the *Options* menu at the top of the screen.

6. *Exit* when finished or *Rollback* (use the toolbar button or select *File* from the main menu, then *Rollback*) to view the open items for another *Buyer*. 