How to Inquire on Open Purchase Orders By FOAPAL

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

Form Name/Direct Access: FPIOPOF

Menu: Purchasing Query Menu *FINPOQRY

Navigation:
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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 FOAPAL Form.*
This form will list all open purchase orders (PO), blanket orders (BO), and change orders (CO) by FOAPAL.

**COA:** Chart of accounts. This defaults to M for Memorial University’s chart.

**Index:** Not used. Leave blank.

**Fund:** Enter the *Fund* portion of the FOAPAL.

**Orgn:** Enter the *Organization* portion of the FOAPAL.

**Acct:** Enter the *Account* portion of the FOAPAL.

**Prog:** Enter the *Program* portion of the FOAPAL.

**Actv:** Enter the *Activity* portion of the FOAPAL if applicable.

**Locn:** Enter the *Location* portion of the FOAPAL if applicable.

**Proj:** Not used. Leave blank.

2. *Next Block* (use ctrl page down, the toolbar button or on the main menu, select *Block* then *Next).*
This action produces a list of open POs/BOs matching the FOAPAL query criteria you entered.

PO Code: Document number representing the PO/BO.

Item: Number representing the item sequence on 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 Description: Name of the vendor to whom the PO/BO was issued.

Unit Price: Unit price of the item on the PO/BO.

3. If you want to query the PO/BO, select Query Purchase Order from the Options menu at the top of the screen. This takes you to the Purchase/Blanket Order Inquiry Form FPIPURR. Perform a Next Block or select Document Information from the Options menu at the top of the screen. Refer to the job aid for FPIPURR.

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

5. Rollback (use the toolbar button or select File from the main menu, then Rollback), to execute another query or Exit when finished.