How to Inquire on Open Purchase Orders By Vendor

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

Form Name/Direct Access: FPIOPOV

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 Vendor Form.
This form will list all purchase orders (PO), and blanket orders (BO) by Vendor.

**Vendor:** Code and name of the vendor supplying goods/services. Enter the Vendor code to be queried. If you do not know the code, you can perform a search using the search icon (flashlight), F9 from the keyboard or List from the Help menu to initiate a query. Execute a query to see the possible Vendors (click the Execute Query button on the tool bar, F8 from the keyboard or select Execute from the Query menu). Double click to select the desired Vendor.

**Status:** Radio group that identifies the status of purchase orders the user wants to query. Click on the status you want.

- **Open:** Query all open purchase orders for this vendor.
- **Closed:** Query all closed purchase orders for this vendor.
- **Cancelled:** Query all cancelled purchase orders for this vendor.
- **Incomplete:** Query all incomplete purchase orders for this vendor.
All: Query all purchase orders for this vendor.

Fiscal Year: Enter the fiscal year the purchase order was entered. It will default to the current year but can be overwritten. If you leave this field blank, you will get multiple years (how many depends on the record retention for the MUN system set-up).

Organization: Code representing the Organization that made the purchase. Enter the desired Organization or double click the field to get a list of valid entries. If you leave this field blank, you will see all POs for the vendor irrespective of Organization.

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 Vendor Form and displays a list of POs and BOs (based upon the status previously selected) for the selected Vendor with an online summary of commodity data for each PO/BO attached to that Vendor. The PO/BO information that appears on this form is display only. You may not update any of these fields. You may scroll across to
view additional information or down to view other documents, using the appropriate scroll bar.

Purchase Order
Code: Document number representing the PO/BO.

(Commodity) Code: Not used. Will be blank.

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

(Commodity) Quantity: Quantity of the item on the PO/BO.

(Commodity) Amount: Dollar amount of the commodity on the PO/BO.

Date: Date the commodities were ordered.

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

5. To view the commodity information, select *Review Commodity Information* 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 *Vendor*. 