OPEN PURCHASE ORDERS BY FOAPAL

How to Inquire on Open Purchase Orders by FOAPAL on FPIOPOF

Description:

This form is an inquiry form used to query on open purchase orders by FOAPAL. This screen will list all open purchase orders (PO), blanket orders (BO), and change orders (CO) by FOAPAL.

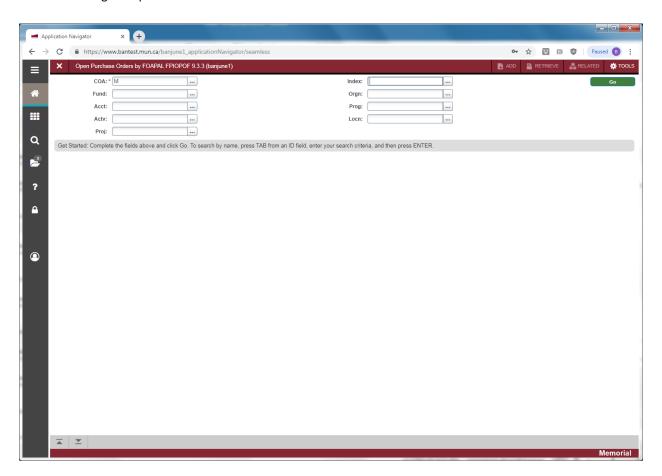
Navigation:

Access to the form can be done in three ways:

- 1. Type FPIOPOF in the search field
- 2. Type Open Purchase Orders by FOAPAL in the search field
- 3. Select from the Purchasing Query menu under Applications

Step 1:

Follow the navigation process to FPIOPOF.



Step 2:

Enter key block fields as necessary to query the records:

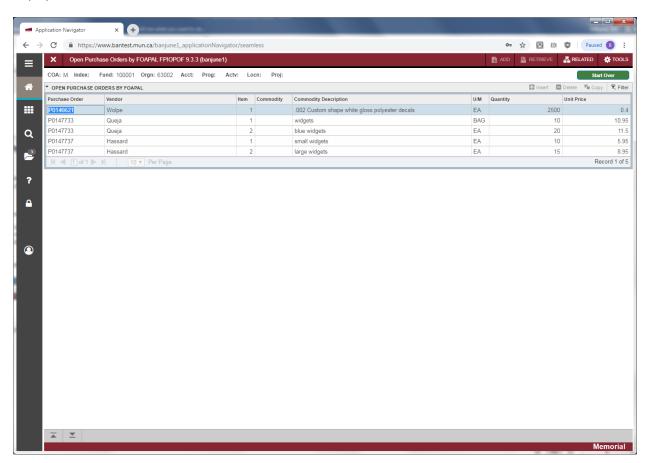
• COA: Chart of accounts. This defaults to M for Memorial University's chart.

- 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 FOAP AL.
- 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.

Step 3:

Click the "Go" button on the right. If you use the keyboard, Press "ALT" and "Page Down".

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 FOAPAL with an online summary of purchasing and commodity data for each document assigned to the FOAPAL 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 FOAPAL, a message is displayed to that effect at the bottom of the screen.



- Purchase Order: Document number representing the PO/BO.
- Vendor: Name of the vendor to whom the PO/BO was issued
- Item: Number representing the item sequence on the PO/BO.
- Commodity: Only used by select departments. Normally will be blank.
- Commodity 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.
- Unit Price: Unit price of the item on the PO/BO.

Step 4:

Additional Information:

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

Press Exit to leave the form or Start Over to query on another FOAPAL.