OPEN PURCHASE ORDERS BY VENDOR FORM

How to Inquire on Open Purchase Orders by Vendor on FPIOPOV

Description:

This form is an inquiry form used to query on open purchase orders by Vendor. This form will list all purchase orders (PO), blanket orders (BO), and change orders (CO) by Vendor and optionally by Fiscal Year or Organization.

Navigation:

Access to the form can be done in three ways:

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

Step 1:
Follow the navigation process to FPIOPOV.

Step 2:
Enter key block fields as necessary to query the records:
- 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 [...] button or F9 from the
keyboard to go to FTIIDEN. Execute a query to see the possible Vendors. 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 (default).
  - **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.

**Step 3:**

Click the “Go” button on the right. If you use the keyboard, Press “ALT” and “Page Down”. This action produces a list of open POs/BOs matching the query criteria you entered.

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:** Document number representing the PO/BO.
- **Commodity:** Only used by select departments. Normally will be blank.
• Commodity Description: Description of the item(s) on the PO/BO.
• Date: Date the commodities were ordered.
• U/M: Unit of measure of the item on the PO/BO.
• Quantity: Quantity of the item on the PO/BO.
• Amount: Dollar amount of the commodity 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 Vendor.