

# PURCHASE ORDER SUSPENSE LIST

## How to List Purchase Orders in Suspense on FPIPORS

### Description:

This form is used to list online purchase orders that are in suspense (incomplete). All fields are display only and display the information when you enter the form. If necessary, you may scroll through the list of suspended purchase orders or search using the *Filter* option.

### Navigation:

Access to the form can be done in three ways:

1. Type FPIPORS in the search field
2. Type Purchase Order Suspense List in the search field
3. Select from the Purchasing Processing menu under Applications

### Step 1:

Follow the navigation process to FPIPORS.

Purchase Order	Vendor Name	Purchase Order Date	Class Code	Purchase Order Level Header	Purchase Order Level Commodity	Purchase Order Level Account
P0077332	Riemenschneid	09/30/2010			2	0
P0077422	Antonucci	10/06/2010			1	0
P0077471	Sosebee	10/07/2010			3	0
P0077621	Mcdole	10/14/2010			1	0
P0077628	Mcdole	10/14/2010			1	0
P0077696	Clemmon	10/18/2010			1	0
P0077962	Laskoskie	10/27/2010			2	0
P0078309	Christiana	10/18/2010			5	0
P0078342	Forbach	11/09/2010			1	0
P0078367	Forbach	11/10/2010			1	0
P0078384	Garcon	11/10/2010			1	0
P0078412	Presson	11/11/2010			1	0
P0078835	Kabler	11/29/2010			1	0
P0079035	Brockway	12/03/2010			1	0
P0079036	Brockway	12/03/2010			1	0
P0079227	Christiana	11/30/2010			1	0
P0079598	Christiana	12/09/2010			2	0
P0079599	Christiana	12/09/2010			1	0
P0079600	Christiana	12/09/2010			2	0
P0079755	Kradel	01/07/2011			1	0

This form will list all purchase orders (PO) in suspense at the time of the query (if any). You may *filter* for a specified purchase order if you wish.

- Purchase Order: Code representing the PO number.
- Vendor Name: Vendor to whom the PO is issued.
- Purchase Order Date: Date the PO was issued.
- Class Code: Not used.
- Purchase Order Level:
  - Header - Indicates whether the PO header items are in suspense. (Y - Yes the header items are in suspense; N - No the header items are not in suspense.)
  - Commodity - Number of commodity records in suspense.
  - Account - Number of accounting records in suspense.

Press *Exit* to leave the screen.