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.
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.