

PURCHASE/BLANKET/CHANGE ORDER QUERY FORM

How to Query a Purchase/Blanket/Change Order on FPIPURR

Description:

The Purchase/Blanket/Change Order Query Form is a query-only form, which consists of a main window and eleven additional windows. It displays documents which are completed, approved, closed, cancelled, or in process. All information attached to the purchase, blanket, or change order document defaults into the various fields and windows on this form. You also have additional navigational options on each window to view related information. **You cannot update from this form. All fields are protected.**

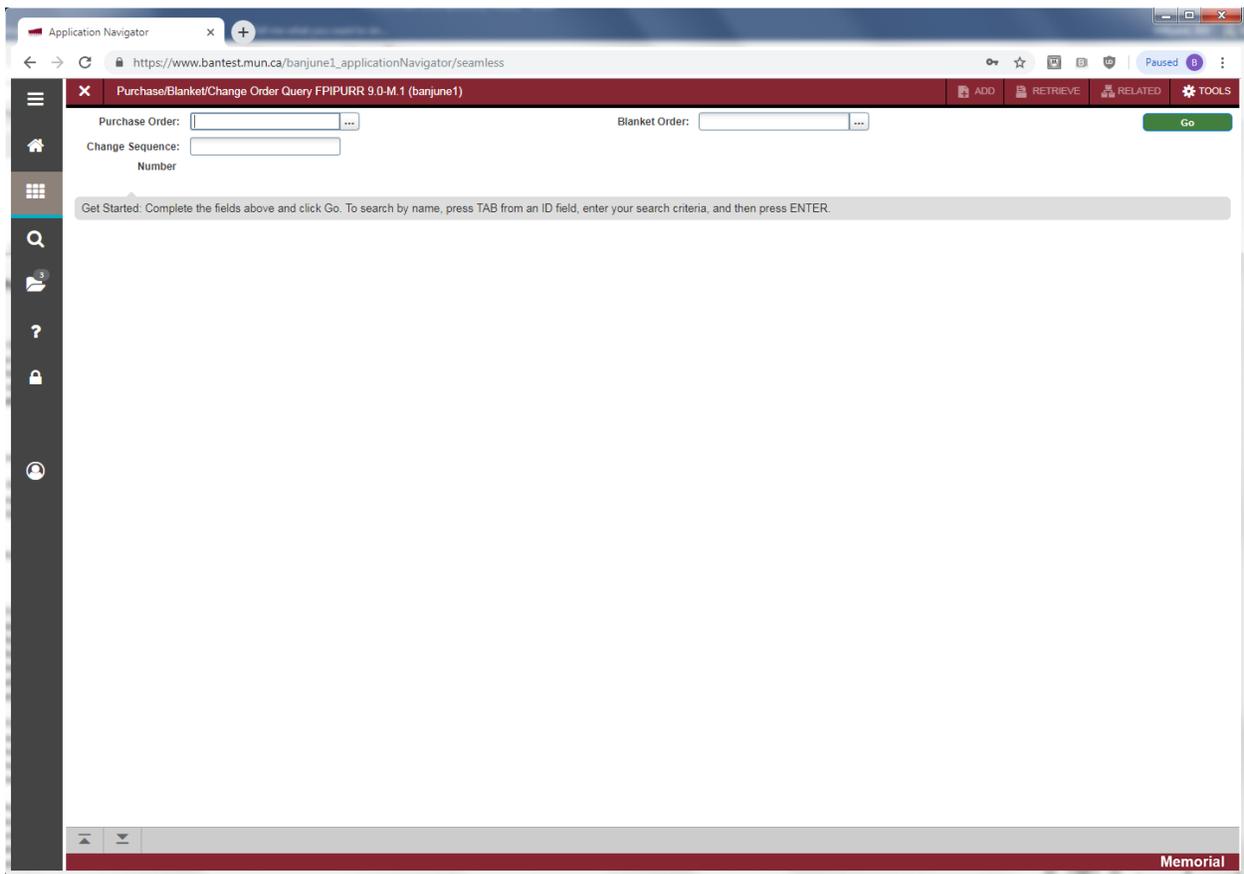
Navigation:

Access to the form can be done in three ways:

1. Type FPIPURR in the search field
2. Type Purchase/Blanket/Change Order Query in the search field
3. Select from the Purchasing Query menu under Applications

Step 1:

Follow the navigation process to FPIPURR.



Step 2:

Enter key block fields as necessary to query the records:

- Purchase Order: If the specific purchase order (PO) number required is known, you can enter it here. If not, use the search button [...] or F9 to initiate a query using FPIPOHD. Execute a query to see the possible PO's. Double click to select the PO. If the PO you select is associated with a BO, the *Blanket Order* field will populate with the appropriate code.
- Blanket Order: If the specific blanket order (BO) number required is known, you can enter it here. If not, use the search button [...] or F9 to initiate a query using FPIBORD. Execute a query to see the possible BO's. Double click to select the BO.
- Change Sequence Number: Number representing the change order sequence, if applicable, of the document you want to query. To view a change order, enter this number along with the PO or BO number. Note that when you execute a query as instructed above to select a PO or BO, if you choose a change order, this field will populate based on your selection, but can be overwritten. To view the original order prior to any changes, enter a zero (0) in this field.

Step 3:

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

The screenshot displays a web application window titled "Purchase/Blanket/Change Order Query FPIPURR 9.0-M.1 (banjune1)". The browser address bar shows the URL "https://www.bantest.mun.ca/banjune1_applicationNavigator/seamless". The application interface includes a top navigation bar with buttons for "ADD", "RETRIEVE", "RELATED", and "TOOLS", along with a "Start Over" button. The main content area is divided into two sections, both titled "PURCHASE/BLANKET ORDER INQUIRY: DOCUMENT INFORMATION".

The first section contains the following fields:

Purchase Order	P0123456	Delivery Date	07/23/2015	Change Sequence Number	
Blanket Order		Comments	Tender: TMI915	<input type="checkbox"/> In Suspense	
Order Date	06/23/2015	Commodity Total	8,228.79	<input type="checkbox"/> Document Text	
Transaction Date	06/23/2015	Accounting Total	8,228.79		

The second section contains a list of status checkboxes and various document details:

<input checked="" type="checkbox"/> Complete	<input type="checkbox"/> Purchase Order Created from Requisition
<input checked="" type="checkbox"/> Approved	Requisition Document Text
<input checked="" type="checkbox"/> Closed	Buyer Code SC01
Print Date 06/23/2015	Sir Wilfred Grenfell College
Cancel Date	Blanket Order Termination Date
Closed Date 09/30/2015	<input type="checkbox"/> Rush Order
Activity Date 06/23/2015	<input checked="" type="checkbox"/> NSF Checking
User ID USWGC078	<input type="checkbox"/> Deferred Editing
Type Regular	Purchase Order Copied From
Cancel Reason	Origin BANNER
	Reference Number

This screen shows the *Purchase/Blanket Order Inquiry: Document Information*. Since this is an inquiry form, all applicable information will populate for you based on PO, BO, change sequence number combination you selected on the first screen. The fields are display only, so are non-data enterable. Much of the information displayed here carries forward to each of the following windows. Thus the description will not be repeated.

Document Information:

- Purchase Order: Code representing the PO number.
- Blanket Order: Code representing the BO number.
- Order Date: The date the goods/service were ordered.
- Transaction Date: The date the transaction was processed and posted to the ledgers.
- Delivery Date: The date the goods/service are to be delivered.
- Comments: Comments, if there were any, on the PO/BO. Often used for Tender number.
- Commodity Total: Total amount of the commodity record(s) on the PO/BO.
- Accounting Total: Total amount of the accounting record(s) on the PO/BO.
- Change Sequence Number: Number representing the change order sequence, if applicable.
- In Suspense: Checkbox indicates whether the PO/BO header is in suspense.
- Document Text: Checkbox indicates whether document text exists for the PO/BO.
- Complete: Will be checked only if the PO/BO is complete.
- Approved: Will be checked only if the PO/BO is approved.
- Closed: Will be checked only if the PO/BO is closed.
- Print Date: Shows the date the PO/BO was printed if applicable.
- Cancel Date: The date the PO/BO was cancelled if applicable.
- Closed Date: The date the PO/BO was closed if applicable.
- Activity Date: The date that the PO/BO was created or last updated.
- User ID: The user id of the person that created the PO/BO or last updated the PO/BO in any way.
- Type: Defines the type of PO.
 - *Regular* indicates a regular PO (Quantity based).
 - *Standing* indicates a standing PO (Dollar based).
- Cancel Reason: Shows the *Reason Code* for a cancelled PO/BO (refer to job aid for form FPAPDEL).
- Purchase Order Created From Requisition: Checkbox that indicates if the PO was created from a requisition. If checked, the PO was created from a requisition. If blank, it was not.
- Requisition Document Text: Normally will be blank.
- Buyer Code: Code and name of the buyer granted purchasing authority on the PO/BO.
- Blanket Order Termination Date: Date the blanket order is no longer effective.
- Rush Order: Not used. Will be blank.
- NSF Checking: Box will be checked if NSF checking is used in the system. *NSF Checking* checks for budget availability.
- Deferred Editing: Not used. Will be blank.
- Purchase Order Copied From: Shows if and from which PO/BO the current PO/BO was copied.
- Origin: Where PO/BO was input, either *BANNER* or *SELF_SERVICE*.
- Reference Number: User entered external reference number.

Step 4:

Press *Next Section* button, or “ALT” and “Page Down” to access the *Requestor/Delivery* section of the form.

The screenshot displays a web application interface for a Purchase/Blanket Order Inquiry. The browser address bar shows the URL: https://www.bantest.mun.ca/banjune1_applicationNavigator/seamless. The application title is "Purchase/Blanket/Change Order Query FPIPURR 9.0-M.1 (banjune1)".

The form is titled "PURCHASE/BLANKET ORDER INQUIRY; REQUESTOR/DELIVERY". It contains the following data:

PURCHASE/BLANKET ORDER INQUIRY; REQUESTOR/DELIVERY	
Purchase Order	P0123456
Delivery Date	07/23/2015
Blanket Order	
Comments	Tender: TMI915
Change Sequence Number	
Order Date	06/23/2015
Commodity Total	8,228.79
Transaction Date	06/23/2015
Accounting Total	8,228.79
<input type="checkbox"/> In Suspense	
<input type="checkbox"/> Document Text	

PURCHASE/BLANKET ORDER INQUIRY; REQUESTOR/DELIVERY					
Requestor	Grant Eikmeier	Organization	47368	GC Comp. & Comm. Main Office	
COA	M Memorial University of Newfoundland	Email	ngentile65@dummy.not.mun.ca		
Area Code	709	Phone Number	6376393	Extension	
Phone		Fax			
Ship To	AS268	State or Province	NL	ZIP or Postal Code	A2H 6P9
Street Line 1	Room: AS268	Nation	Canada	Area Code	
Street Line 2	Arts & Sciences	Phone Number		Extension	
Street Line 3	Greenfell Campus	Contact		Attention To	Elliot Sasulie
Building	Arts & Sciences				
Floor					
City	Corner Brook				

This screen shows the *Purchase/Blanket Order Inquiry: Requestor/Delivery* information that was entered when the PO/BO was originally created.

- Requestor: Name of the person who entered the request.
- Organization: Organization code for the requestor.
- COA: Code representing Memorial University’s chart of accounts.
- Email: Email address of the requestor.
- Phone: Area Code, Phone Number and Extension of the requestor.
- Fax: Area Code, Fax Number and Extension of the requestor.
- Ship To: Room number to which the goods are to be shipped.
- Address: Full address of the ship-to address. Includes; Street lines 1 thru 3, Building, Floor, City, State or Province, ZIP or Postal Code and Nation.
- Area Code: Based on the *Ship To* code.
- Phone Number: Based on the *Ship To* code.
- Extension: Based on the *Ship To* code.
- Contact: Based on the *Ship To* code.
- Attention To: Name of the person to whom the goods or services are to be shipped.

Step 5:

Press *Next Section* button, or “ALT” and “Page Down” to access the *Vendor* section of the form.

PURCHASE/BLANKET ORDER INQUIRY: VENDOR			
Purchase Order	P0123456	Delivery Date	07/23/2015
Blanket Order		Comments	Tender: TMI915
Order Date	06/23/2015	Commodity Total	8,228.79
Transaction Date	06/23/2015	Accounting Total	8,228.79
		Change Sequence Number	
		<input type="checkbox"/> In Suspense	
		<input type="checkbox"/> Document Text	

PURCHASE/BLANKET ORDER INQUIRY: VENDOR			
Vendor	000037302	Baran	
Address Code	BU	City	Toronto
Sequence Number	4	State or Province	ON
Street Line 1	8869 Members Dr	ZIP or Postal Code	M5W 5M5
Street Line 2	P.O. Box 677	Nation	Canada
Street Line 3	P.O. Box 619	Contact	Daisy DeBoe
		Email	
Phone		Area Code	Phone Number Extension
Fax			
Discount		Class Code	
FOB Code		Carrier	
Tax Group	HH	Currency	
	All taxes included		
	<input type="checkbox"/> Disbursing Agent		

This screen shows the *Purchase/Blanket Order Inquiry: Vendor* information that was entered when the current PO/BO was originally created.

- Vendor: Code and name of the vendor to whom the PO/BO was issued.
- Address Code: Code representing the vendor address type.
- Sequence Number: Address type sequence number.
- Address: Full address of the vendor for this address code and sequence number. Includes; Street lines 1 thru 3, City, State or Province, ZIP or Postal Code and Nation.
- Contact: Name or title of the primary contact for the vendor.
- Email: E-mail address of the contact person.
- Phone: Area code, phone number and extension for the vendor.
- Fax: Area code, fax number and extension for the vendor.
- Discount: Not used. Leave blank.
- FOB Code: Code representing the point at which the university owns the goods. In most circumstances use *FOB Destination*.
- Tax Group: Code and title of the group of tax rates that was applied to this request.
- Disbursing Agent: Typically not used. Leave blank.
- Class Code: Typically not used. Leave blank.
- Carrier: Typically not used. Leave blank.
- Currency: Code and description of currency used to pay the vendor invoice. There are only two options, Canadian (CDN) and US (USD). **This field is only populated for USD. If the vendor is Canadian or foreign, this field will be blank.**

Step 6:

Press *Next Section* button, or “ALT” and “Page Down” to access the *Commodity/Accounting* section of the form.

The screenshot shows a web application interface for a Purchase/Blanket Order Inquiry. The browser address bar shows the URL: https://www.bantest.mun.ca/banjune1_applicationNavigator/seamless. The page title is "Purchase/Blanket/Change Order Query FPIPURR 9.0-M.1 (banjune1)".

At the top, there are fields for "Purchase Order: P0123456", "Blanket Order:", and "Change Sequence Number:". A "Start Over" button is visible.

The main section is titled "PURCHASE/BLANKET ORDER INQUIRY: COMMODITY/ACCOUNTING". It contains a form with the following fields:

- Purchase Order: P0123456
- Blanket Order: [Empty]
- Change Sequence Number: [Empty]
- Order Date: 06/23/2015
- Transaction Date: 06/23/2015
- Delivery Date: 07/23/2015
- In Suspense
- Document Text
- Document Accounting

Below the form is a table with the following columns: Item, Commodity, Description, U/M, Tax Group, Quantity, Unit Price, Commodity Text, and Item Text.

Item	Commodity	Description	U/M	Tax Group	Quantity	Unit Price	Commodity Text	Item Text
1		Dell Networking N4032 (62750519)	EA	HH	1.00	6,562.1100	<input type="checkbox"/>	<input type="checkbox"/>
2		Dell Networking Cable (470-AAGP)	EA	HH	8.00	90.0000	<input type="checkbox"/>	<input type="checkbox"/>

Summary information:

- Extended Amount: 6,562.11
- Discount: 0.00
- Additional: 0.00
- Tax: 853.06
- Commodity Total: 7,415.19
- Document Total: 8,228.79

Checkboxes: Closed, Suspense

The "ACCOUNTING" section shows a table with columns: Sequence, COA, Year, Index, Fund, Orgn, Acct, Prog, Actv, Locn, Pfx, Work Order ..., Proj, Suspense, NSF Override, and NSF Suspense.

Sequence	COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Pfx	Work Order ...	Proj	Suspense	NSF Override	NSF Suspense
1	M	16		191000	47368	70300	3300						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Summary information (CAD):

- Extended Amount: 7,282.11
- Discount: 0.00
- Additional: 0.00
- Tax: 946.68
- FOAPAL Total: 8,228.79
- Document Total: 8,228.79

At the bottom right, there is a "Memorial" button.

This screen shows the *Purchase/Blanket Order Inquiry: Commodity/Accounting* information that was entered when the original PO/BO was created.

- Document Accounting: When checked, *Document Accounting* is in effect. When not checked, *Commodity Accounting* is in effect.
- Item: Item number of the commodities on the PO/BO.
- Commodity: Only used by select departments. Normally will be blank.
- Description: Description of the goods/services being purchased.
- U/M: Unit of Measure. This is the code representing the unit of measure of the commodity.
- Tax Group: Code of the group of tax rates that was applied to this PO/BO.
- Quantity: Quantity of a specific item to be ordered.
- Unit Price: Price of the commodity per unit.
- Commodity Text: Indicates if text associated with the commodity code.
- Item Text: Will have a check mark indicating if text exists for the item.
- Extended Amount: Total extended amount of the item based on the quantity multiplied by unit price.
- Discount: Amount of discount entered on this item.
- Additional: Amount for additional costs entered on this item, such as shipping.
- Tax: Tax amount based on the group of tax rates that was applied to this PO/BO.
- Commodity Total: Total amount of the current commodity record calculated as extended cost less discount amount plus additional amount plus tax amount.
- Document Total: Total amount of all the commodities entered on the document.

- Closed: Checkbox indicates whether this purchase order is closed. If selected, this purchase order is closed. If cleared, this PO/BO is open.
- In Suspense: Checkbox indicates whether this commodity is in suspense. If selected, the commodity is in suspense. If cleared, the commodity is not in suspense.

Additional Information:

- Select *Commodity Supplemental Information* from the *Related* menu at the top of the screen to view any supplemental information that may have been entered. From this screen you will be able to determine if each commodity had different delivery dates and/or *Ship To* codes. Select *Close* when finished.
- Select any of the other options from the *Related* menu at the top of the screen (Item Text, Commodity Text, Document Text) to review the applicable information as it was originally entered on the PO/BO.

Step 7:

Press *Next Section* button, or “ALT” and “Page Down” to access the *Accounting* section of the form.

- Sequence: Sequence number of the accounting record on the PO/BO.
- COA: Chart of accounts (COA).
- Year: Fiscal year.
- Index: Not used. Will be blank.
- Fund: *Fund* portion of the FOAPAL from the COA.
- Orgn: *Organization* portion of the FOAPAL from the COA.
- Acct: *Account* portion of the FOAPAL from the COA.
- Prog: *Program* portion of the FOAPAL from the COA.
- Actv: *Activity* portion of the FOAPAL, if applicable, from the COA.
- Locn: *Location* portion of the FOAPAL, if applicable, from the COA.
- Pfx: Work Order prefix.
- Work Order: Work order number.
- Proj: Not used. Will be blank.
- Suspense: Checkbox indicates whether this sequence is in suspense. If selected, the sequence is in suspense. If cleared, the sequence is not in suspense.
- NSF Override: Not used. Will be blank.
- NSF Suspense: Not used. Will be blank.
- Extended Amount: Total extended cost for the accounting sequence.
- Discount: Amount of discount entered on this accounting sequence.
- Additional: Total additional costs such as shipping (if applicable) for the accounting sequence.
- Tax: Total taxes for the highlighted accounting sequence.
- FOAPAL Total: Total amount of the current accounting sequence calculated as extended cost less discount amount plus additional amount plus tax amount.
- Document Total: Total amount of all accounting distributions (FOAPALS) entered on the document.
- BO Balance: If this PO is referencing a BO, this field represents the total remaining balance on the BO after the PO was created. **Note that this field is visible only if this PO is assigned to a BO.**

Step 8:

Press *Next Section* button, or “ALT” and “Page Down” to take you back to the *Purchase/Blanket Order Inquiry: Document Information* screen.

Press *Exit* to leave the form or *Start Over* to query on another PO/BO.