

How to Inquire on Open Purchase Orders By FOAPAL

Description: This form is an inquiry form used to query on open purchase orders by buyer code.

Form Name/Direct Access: FPIOPOF

Menu: Purchasing Query Menu *FINPOQRY

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Open Purchase Orders by
FOAPAL Form

General Note:

The flashlight icon provides a list of valid entries for applicable fields and fields with blue text can be double-clicked to get a list of valid entries.

Instructions:

1. Select *Open Purchase Orders by FOAPAL Form*.

This form will list all open purchase orders (PO), blanket orders (BO), and change orders (CO) by FOAPAL.

- 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 FOAPAL.
- 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.

2. *Next Block* (use ctrl page down, the toolbar button or on the main menu, select *Block* then *Next*).

This action produces a list of open POs/BOs matching the FOAPAL query criteria you entered.

PO Code: Document number representing the PO/BO.

Item: Number representing the item sequence on the PO/BO.

Commodity: Not used. Will be blank.

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.

Vendor Description: Name of the vendor to whom the PO/BO was issued.

Unit Price: Unit price of the item on the PO/BO.

3. If you want to query the PO/BO, select *Query Purchase Order* from the *Options* menu at the top of the screen. This takes you to the *Purchase/Blanket Order Inquiry Form* FPIPURR. Perform a *Next Block* or select *Document Information* from the *Options* menu at the top of the screen. Refer to the job aid for FPIPURR.
4. To view the commodity information, select *View Commodities* from the *Options* menu at the top of the screen.
5. *Rollback* (use the toolbar button or select *File* from the main menu, then *Rollback*), to execute another query or *Exit* when finished.