

OPEN PURCHASE ORDERS BY FOAPAL

How to Inquire on Open Purchase Orders by FOAPAL on FPIOPOF

Description:

This form is an inquiry form used to query on open purchase orders by FOAPAL. This screen will list all open purchase orders (PO), blanket orders (BO), and change orders (CO) by FOAPAL.

Navigation:

Access to the form can be done in three ways:

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

Step 1:

Follow the navigation process to FPIOPOF.

The screenshot displays a web application interface for querying purchase orders. The title bar reads "Open Purchase Orders by FOAPAL FPIOPOF 9.3.3 (banjune1)". The interface includes a search form with the following fields: COA (containing 'M'), Fund, Acct, Actv, Proj, Index, Orgn, Prog, and Locn. A green "Go" button is positioned to the right of the Index field. Below the form, a grey instruction box states: "Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER." The browser's address bar shows the URL "https://www.bantest.mun.ca/banjune1_applicationNavigator/seamless". The bottom right corner of the application window features the "Memorial" logo.

Step 2:

Enter key block fields as necessary to query the records:

- 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.

Step 3:

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

This takes you to the second part of the *Open Purchase Orders by Buyer Form* and displays a list of all open POs, BOs and COs for the selected FOAPAL with an online summary of purchasing and commodity data for each document assigned to the FOAPAL you specify. The PO information that appears on this form is display only. You may not update any of these fields. If there are no open documents for the selected FOAPAL, a message is displayed to that effect at the bottom of the screen.

Application Navigator | https://www.bantest.mun.ca/banjune1_applicationNavigator/seamless | Open Purchase Orders by FOAPAL FPIOPOF 9.3.3 (banjune1) | ADD | RETRIEVE | RELATED | TOOLS | Start Over

COA: M Index: Fund: 100001 Orgn: 63002 Acct: Prog: Actv: Locn: Proj:

Purchase Order	Vendor	Item	Commodity	Commodity Description	U/M	Quantity	Unit Price
P0146621	Wolpe	1		002 Custom shape white gloss polyester decals	EA	2500	0.4
P0147733	Queja	1		widgets	BAG	10	10.95
P0147733	Queja	2		blue widgets	EA	20	11.5
P0147737	Hassard	1		small widgets	EA	10	5.95
P0147737	Hassard	2		large widgets	EA	15	8.95

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Memorial

- Purchase Order: Document number representing the PO/BO.
- Vendor: Name of the vendor to whom the PO/BO was issued
- Item: Number representing the item sequence on the PO/BO.
- Commodity: Only used by select departments. Normally will be blank.
- Commodity 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.
- Unit Price: Unit price of the item 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 *FOAPAL*.