

QUERYING WHETHER A VENDOR HAS A PO

The screenshot shows the Oracle Fusion Middleware Forms Services interface. At the top, the title bar reads "Oracle Fusion Middleware Forms Services". Below it is a menu bar with "File", "Edit", "Options", "Block", "Item", "Record", "Query", "Tools", and "Help". A toolbar with various icons is visible. The main content area has a header with "General Menu: CHACMNU, 8.6.4 (PROD) - Friday, January 06, 2017 - Last login Thursday, January 05, 2017 02:29:17 PM". Below the header, there is a "Go To:" field containing the text "FPIOPOV", which is circled in red. To the right of the "Go To:" field is the text "Welcome, SHERI MOORE." and a "Products:" dropdown menu. Further right are links for "Menu", "Site Map", and "Help Center". The main content area is divided into two sections: "My Banner" and "Banner". Under "My Banner", there is a list of folders: "Student [*STUDENT]", "Finance System Menu [*FINANCE]", "Human Resources [*HRS]", "Financial Aid [*RESOURCE]", "General [*GENERAL]", "Banner Security [*SECURITY]", and "Document Management Suite [*BDMS]". To the right of the main content area is a "My Links" section with several links: "Change Banner Password", "Check Banner Messages", "Banner Documentation", "CLPCCD Info Page", "Personal Link 3", "Personal Link 4", "Personal Link 5", and "Personal Link 6". Below the "My Links" section is a "My Institution" section with a purple box containing the text "ellucian.".

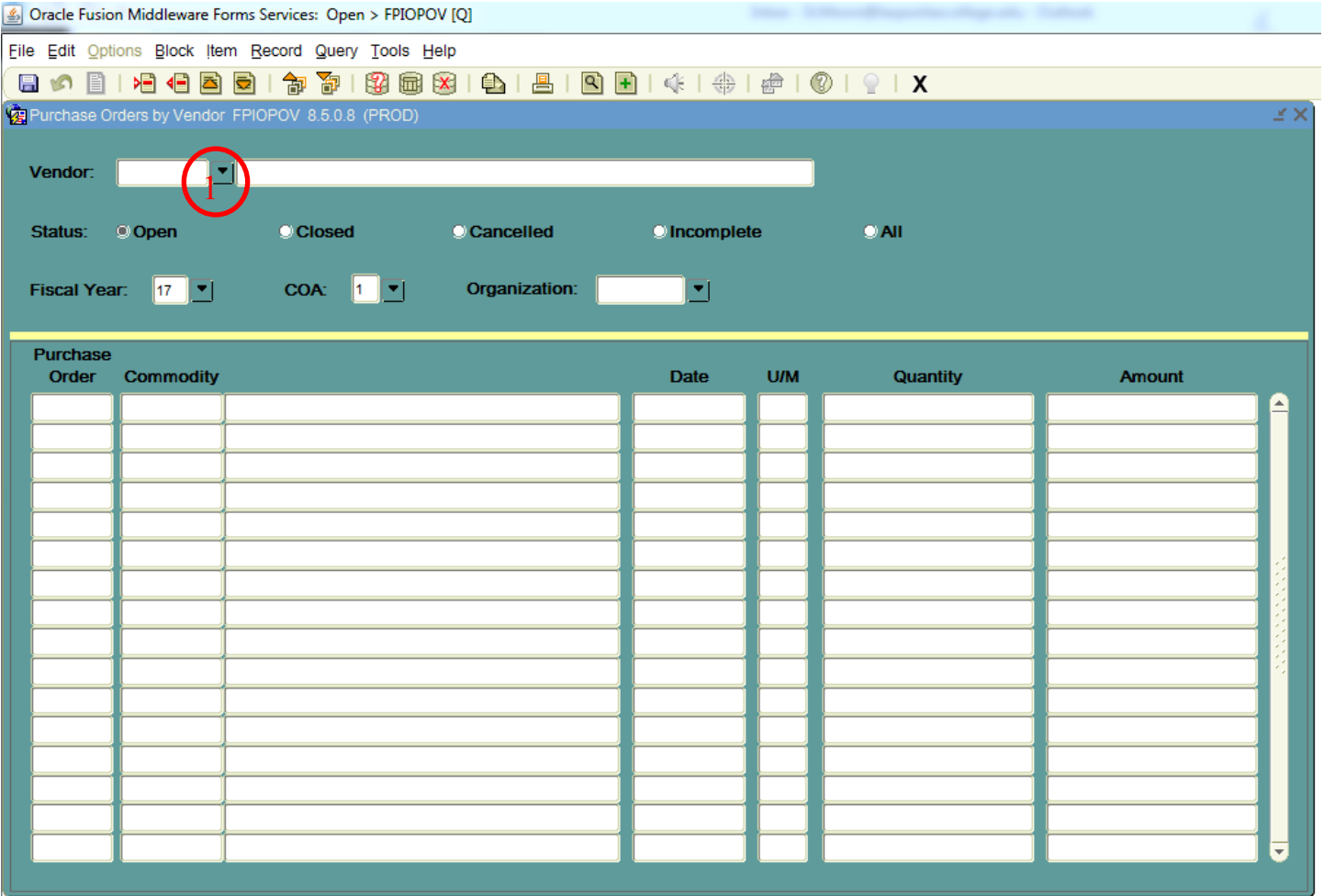
STEPS:

1. Enter FPIOPOV in the "Go To..." area.
2. Press Enter.

NOTES:

Use this module to find Purchase Orders for a Vendor.

QUERYING WHETHER A VENDOR HAS A PO (contd)

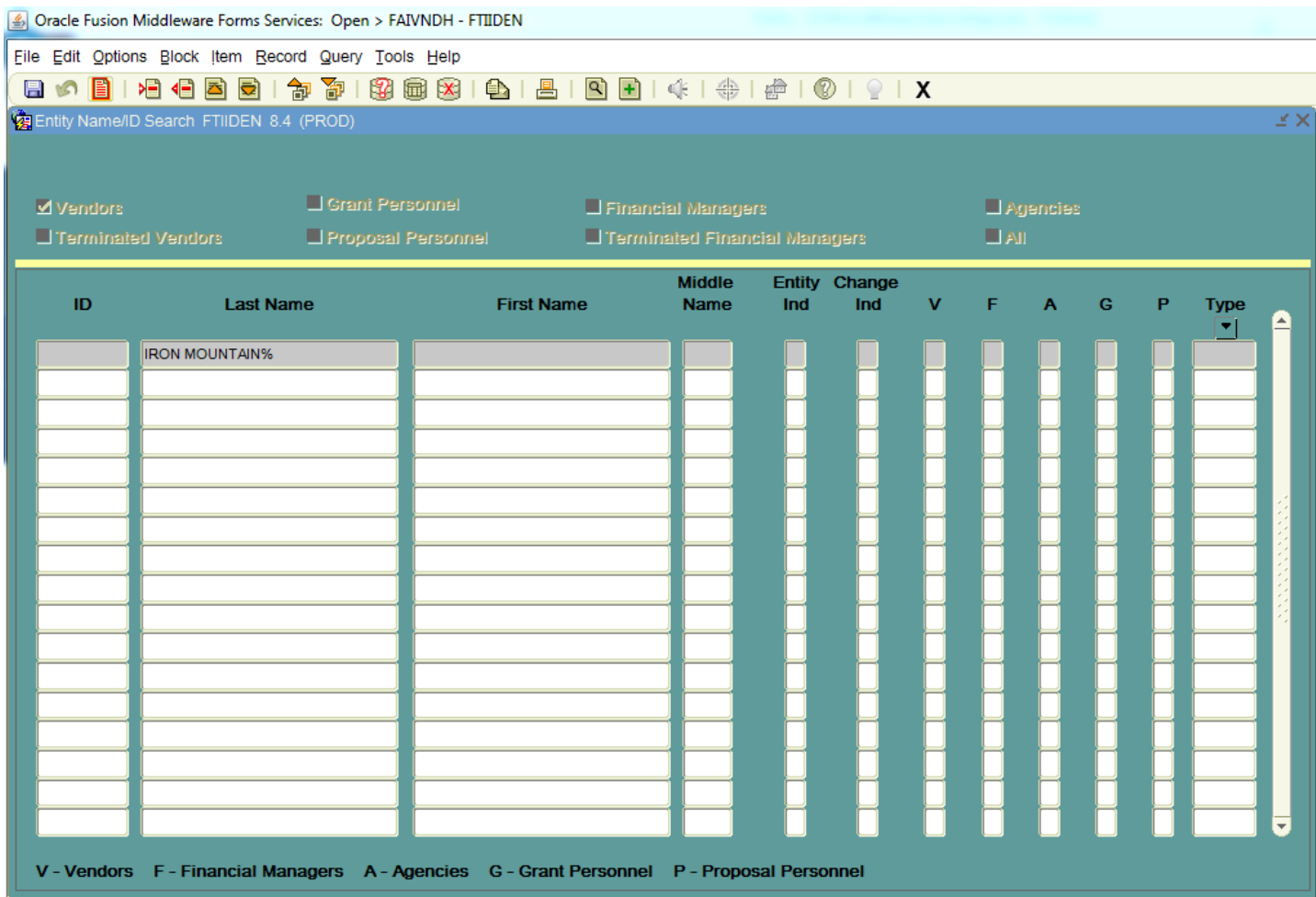


STEPS:

1. Click the “Tab” next to Vendor to perform a search.

NOTES:

QUERYING WHETHER A VENDOR HAS A PO



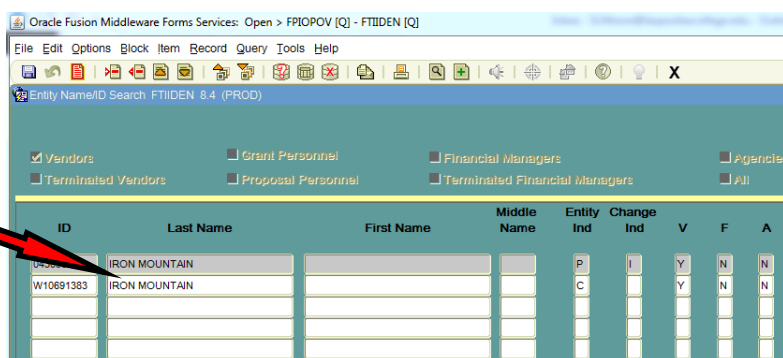
STEPS:

1. In the “Last Name” field, enter some portion of the vendor name IN CALL CAPS followed by “%”.
Example: Entering “FOLLETT%” will return FOLLETT and FOLLETT HIGHER EDUCATION.
2. Press F8 on your keyboard to execute the query.

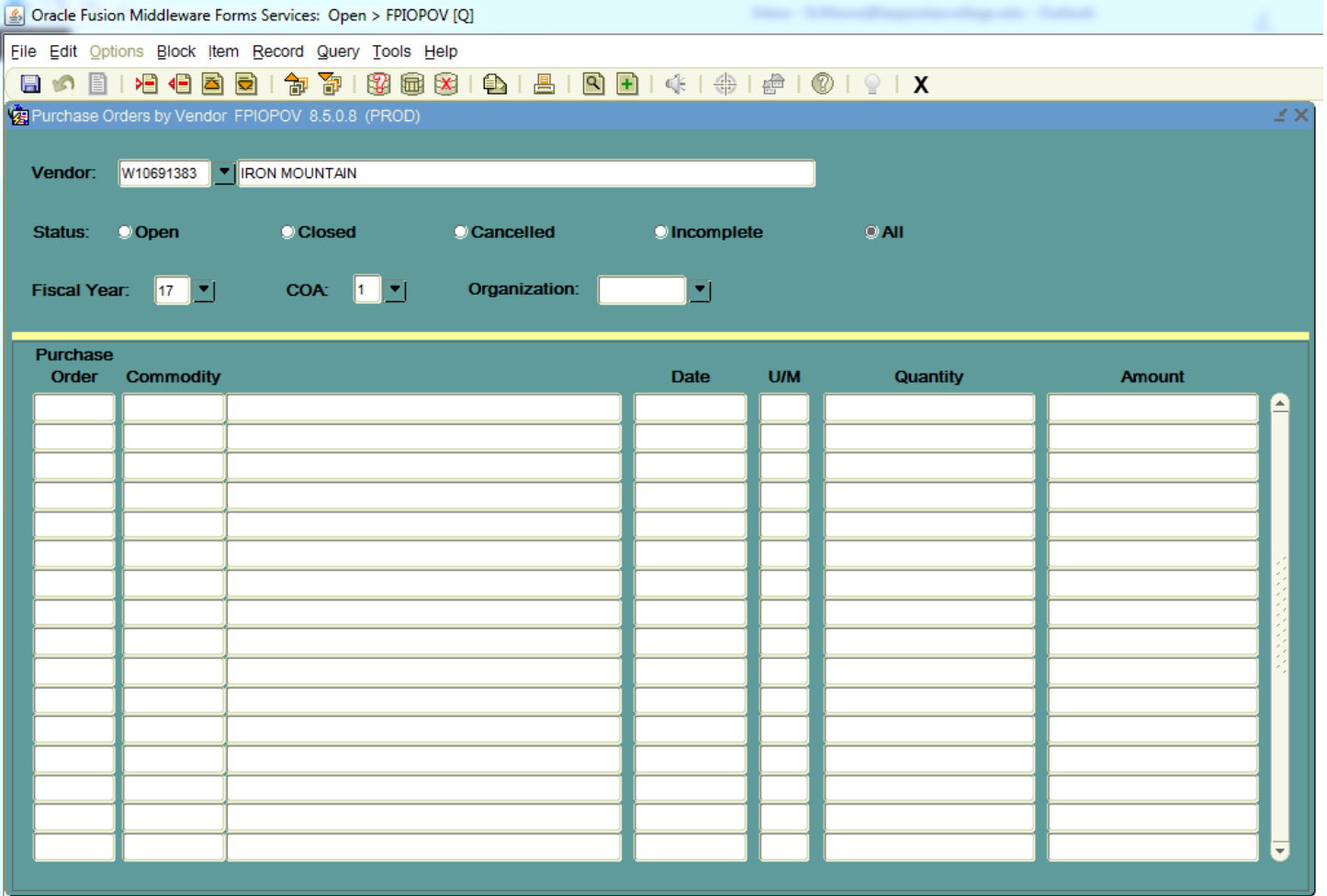
STEPS:

1. Double click on the Vendor Name

NOTES:



QUERYING WHETHER A VENDOR HAS A PO

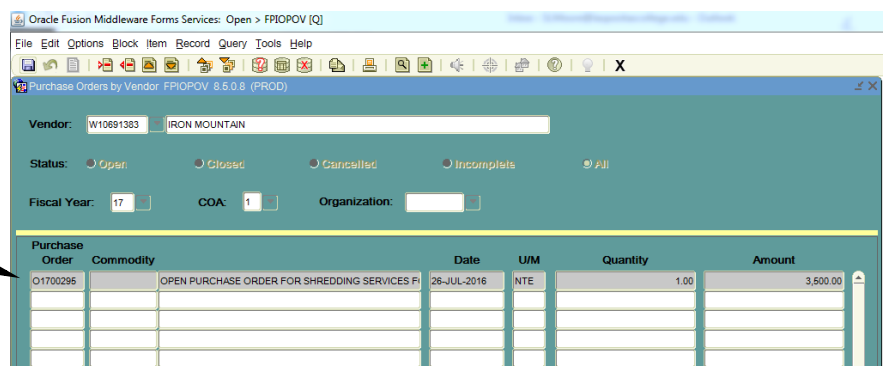


STEPS:

1. In the Status field, "Open" is automatically selected. Change to "All" if you want to view Open, Closed, Cancelled, and Incomplete.
2. The current Fiscal Year is already entered; change if needed.
3. Press CTRL and PAGE DOWN.

This is all of the POs for FY 17 for Iron Mountain

NOTES:



QUERYING WHETHER A VENDOR HAS A PO

Oracle Fusion Middleware Forms Services: Open > FPIOPOV [Q]

File Edit Options Block Item Record Query Tools Help

Purchase Orders by Vendor: FPIOPOV 8.5.0.8 (PROD)

Vendor: @00098400 FOLLETT HIGHER EDUCATION GROUP

Status: Open Closed Cancelled Incomplete All

Fiscal Year: 17 COA: 1 Organization:

Purchase Order	Commodity	Date	U/M	Quantity	Amount
O1700291	OPEN PURCHASE ORDER FOR OFFICE SUPPLIES ORDEF	26-JUL-2016	NTE	1.00	1,000.00
O1700292	OPEN PURCHASE ORDER FOR STUDENT SUPPLIES FOR	26-JUL-2016	NTE	1.00	16,000.00
O1700510	OPEN PURCHASE ORDER	08-NOV-2016	NTE	1.00	500.00
O1700573	OPEN PURCHASE ORDER	20-DEC-2016	NTE	1.00	5,000.00
O1700574	OPEN PURCHASE ORDER	20-DEC-2016	NTE	1.00	5,000.00
O1700575	OPEN PURCHASE ORDER	20-DEC-2016	NTE	1.00	15,000.00
P1700386	ITEM# 9781306397484 STRATEGIES CREATING SUCCESS	20-DEC-2016	EA	35.00	4,809.79
P1700394	ITEM# 9780321199911 MYMATHLAB ACCESS CODE	20-DEC-2016	EA	400.00	54,750.00
P1700394	ITEM# 9781269151443 MYSTATLAB ACCESS CODE	20-DEC-2016	EA	100.00	13,824.38

Example of the Query for all POs for Follett Higher Education Group

STEPS:

1. To see information about a specific PO, highlight the Purchase Order number.
2. Select Options from the Menu at the top of the screen and then select Query Purchase Order Information.

STEPS:

1. Click CTRL and PAGE DOWN from this screen to display PO information.

Oracle Fusion Middleware Forms Services: Open > FPIOPOV [Q] - FPIPURR [Q]

File Edit Options Block Item Record Query Tools Help

Purchase/Blanket/Change Order Query: FPIPURR 8.5 (PROD)

Purchase Order: P1700394 Blanket Order: Change Sequence Number:

NOTES:

QUERYING WHETHER A VENDOR HAS BEEN ISSUED A PO (contd)

Oracle Fusion Middleware Forms Services: Open > FPIOPOV [Q] - FPIPURR [Q]

File Edit Options Block Item Record Query Tools Help

Purchase/Blanket Order Inquiry: Document Information FPIPURR 8.5 (PROD)

Purchase Order:	P1700394	Blanket Order:		Change Sequence Number:	
Order Date:	20-DEC-2016	Transaction Date:	20-DEC-2016	<input type="checkbox"/> In Suspense	
Delivery Date:	05-JAN-2017	Comments:		<input checked="" type="checkbox"/> Document Text	
Commodity Total:	68,574.38	Accounting Total:	68,574.38		

Complete Approved

Print Date:	21-DEC-2016	Cancel Date:		Closed Date:	
Activity Date:	21-DEC-2016	User ID:	AHARRIS	Type:	Regular

Cancel Reason:

Purchase Order Created from Requisition

Requisition Document Text:

Buyer Code:

Blanket Order Termination Date:


Rush Order

NSF Checking Deferred Editing

Purchase Order Copied From:

Origin:

Reference Number:



Example of the Query for a Purchase Order

STEPS:

1. Press CTRL and PAGE DOWN to move through the different screens.

NOTES:

End of "Querying Whether a Vendor Has a PO"

QUERYING WHETHER A VENDOR HAS BEEN ISSUED A PO (contd)

Oracle Fusion Middleware Forms Services: Open > FPIOPOV [Q] - FPIPURR [Q]

File Edit Options Block Item Record Query Tools Help

Purchase/Blanket Order Inquiry: Requestor/Delivery FPIPURR 8.5 (PROD)

Purchase Order:	P1700394	Blanket Order:		Change Sequence Number:	
Order Date:	20-DEC-2016	Transaction Date:	20-DEC-2016	<input type="checkbox"/> In Suspense	
Delivery Date:	05-JAN-2017	Comments:		<input checked="" type="checkbox"/> Document Text	
Commodity Total:	68,574.38	Accounting Total:	68,574.38		

Requestor:	MELISSA BROWN				
COA:	1 Chabot - Las Positas C C D				
Organization:	36110 LPC STUDENT EQUITY	Area Code	Phone Number	Extension	
Email:		Phone:	925 424-1633		
		Fax:			

Ship To:	LPC				
Street Line 1:	LAS POSITAS COLLEGE	Contact:			
Street Line 2:	3000 CAMPUS HILL DRIVE	Attention To:	MELISSA BROWN		
Street Line 3:					

Building:		Floor:			
City:	LIVERMORE				
State or Province:	CA	ZIP or Postal Code:	94551		
Nation:					
	Area Code	Phone Number	Extension		



Example of the Query for a Purchase Order

STEPS:

1. Press CTRL and PAGE DOWN to move through the different screens.

NOTES:

End of "Querying Whether a Vendor Has a PO"

QUERYING WHETHER A VENDOR HAS BEEN ISSUED A PO (contd)

Oracle Fusion Middleware Forms Services: Open > FPIOPOV [Q] - FPIPURR [Q]

File Edit Options Block Item Record Query Tools Help

Purchase/Blanket Order Inquiry: Vendor: FPIPURR 8.5 (PROD)

Purchase Order:	P1700394	Blanket Order:		Change Sequence Number:	
Order Date:	20-DEC-2016	Transaction Date:	20-DEC-2016	<input type="checkbox"/> In Suspense	
Delivery Date:	05-JAN-2017	Comments:			
Commodity Total:	68,574.38	Accounting Total:	68,574.38	<input checked="" type="checkbox"/> Document Text	

Vendor:	@00098400 FOLLETT HIGHER EDUCATION GROUP		
Address Code:	BI	Sequence Number:	1

Street Line 1:	1818 SWIFT DRIVE	Contact:	WWW.FHEG.FOLLETT.COM		
Street Line 2:		Email:			
Street Line 3:					

City:	OAK BROOK	Area Code	Phone Number	Extension			
State or Province:	IL	ZIP or Postal Code:	60523-1576	Phone:	800	3234506	
Nation:		Fax:					

Discount:	N3	Net 30 Days		
FOB Code:	05	Destination		
Tax Group:	900	Tax Group 9%	<input type="checkbox"/> Disbursing Agent	
Class Code:				
Carrier:				
Currency:				

Example of the Query for a Purchase Order

STEPS:

1. Press CTRL and PAGE DOWN to move through the different screens.

NOTES:

End of "Querying Whether a Vendor Has a PO"

QUERYING WHETHER A VENDOR HAS BEEN ISSUED A PO (contd)

Oracle Fusion Middleware Forms Services: Open > FPIOPOV [Q] - FPIPURR [Q]

File Edit Options Block Item Record Query Tools Help

Purchase/Blanket Order Inquiry: Commodity/Accounting FPIPURR 8.5 (PROD)

Purchase Order: P1700394 Blanket Order: Transaction Date: 20-DEC-2016
 Order Date: 20-DEC-2016
 Delivery Date: 05-JAN-2017

Change Sequence Number:
 In Suspense
 Document Text
 Document Accounting

Item	U/M	Tax Group	Quantity	Unit Price	Extended:
1 of 2	EA	950	400.00 X	125.0000 =	50,000.00

Commodity	Description	Extended:
ITEM# 9780321199911	MYMATHLAB ACCESS CODE	50,000.00
ITEM# 9781269151443	MYSTATLAB ACCESS CODE	0.00
		0.00
		4,750.00
		54,750.00
		68,574.38

Commodity Line Total: 54,750.00
 Document Commodity Total: 68,574.38

FOAPAL 1 of 1 Suspense NSF Override NSF Suspense

COA Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Extended:
1	17	333059	36110	7602	645000				62,625.00
									0.00
									0.00
									5,949.38
									68,574.38
									68,574.38

FOAPAL Line Total: 68,574.38
 Document Accounting Total: 68,574.38

Example of the Query for a Purchase Order

STEPS:

1. Press CTRL and PAGE DOWN to move through the different screens.

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End of “Querying Whether a Vendor Has a PO”