

# VIEWING DETAILS OF A PO

Oracle Fusion Middleware Forms Services

File Edit Options Block Item Record Query Tools Help

General Menu: CHAGMNU 8.6.4 (PROD) - Friday, January 06, 2017 - Last login Thursday, January 05, 2017 02:29:17 PM

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**FGIENCD**

## **STEPS:**

1. Enter FGIENCD in the “Go To...” area.
2. Press Enter.

## **NOTES:**

Use this module to view details of a Purchase Order. The amount left in the PO, the account distribution, and the amount paid against the PO will be available.

This module is helpful if you are preparing to pay a bill against a PO. Use this screen to check the balance on the PO to determine whether sufficient funds are available.

## VIEWING DETAILS OF A PO (contd)

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

File Edit Options Block Item Record Query Tools Help

Detail Encumbrance Activity FGIENCD 8.3.clp (PROD)

Encumbrance: **O1700295** Encumbrance Period: All

Description: \_\_\_\_\_ Status:  Type:

Date Established: \_\_\_\_\_ Balance: \_\_\_\_\_ Vendor: \_\_\_\_\_

Item: \_\_\_\_\_

Sequence:  Fiscal Year:  Status:  Commit Indicator:

COA Index Fund Orgn Acct Prog Actv Locn Proj

Encumbrance: \_\_\_\_\_ Liquidation: \_\_\_\_\_ Balance: \_\_\_\_\_

Transaction Date	Type	Document Code	Action	Transaction Amount	Remaining Balance

### **STEPS:**

1. Enter the Purchase Order Number in the Encumbrance Field.
2. Press CTRL and PAGE DOWN (simultaneously)

### **NOTES:**

A “Purchase Order” (PO) will start with a “P”. A PO is defined as an order for specific items for a one-time purchase. The amount of the PO is a defined amount (total of all items, shipping if applicable, and tax).

An “Open Order” will start with an “O”. An Open Order is defined as an order that may have several “sub-orders” placed against it throughout the fiscal year. The amount of an Open Order will be a “not to exceed” amount. Example: An Open Order placed with Follett Bookstore where several purchases will be made during the year.

# VIEWING DETAILS OF A PO (contd)

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

File Edit Options Block Item Record Query Tools Help

Detail Encumbrance Activity FGIENCD 8.3.clp (PROD)

Encumbrance: O1700295 Encumbrance Period: All

Description: IRON MOUNTAIN Status: O Type: P  
 Date Established: 11-AUG-2016 Balance: 2,408.34 Vendor: W10691383 IRON MOUNTAIN

Item: 0 Document Accounting Distribution

Sequence: 1 Fiscal Year: 17 Status: O Commit Indicator: U

COA Index Fund Orgn Acct Prog Actv Locn Proj

1 103001 31700 5888 499900

Encumbrance: 3,500.00 Liquidation: -1,091.66 Balance: 2,408.34

Transaction Date	Type	Document Code	Action	Transaction Amount	Remaining Balance
26-JUL-2016	PORD	O1700295		3,500.00	3,500.00
12-SEP-2016	INEI	I1703056		-210.49	3,289.51
26-OCT-2016	INEI	I1704935		-450.47	2,839.04
10-NOV-2016	INEI	I1705792		-209.68	2,629.36
08-DEC-2016	INEI	I1707014		-221.02	2,408.34

Example of the Query for an Open Order/PO

**NOTES:**

1. Account Distribution
2. Amount of the Open Order/PO (any increases that have been requested will show as a total here)
3. Total amount paid against the Open Order/PO
4. Balance remaining on the Open Order/PO
5. Transaction Details for the Open Order, including:
  - Transaction Date(s)
  - Type (PO, Invoice, etc.)
  - Document Code (Order/PO #, Invoice #, etc.)
  - Transaction Amount
  - Remaining Balance

End of "Viewing Details of a PO"