FPIOPOV | Purchase Orders by Vendor Module in Banner 9

Step 1: Access the purchase orders by vendor page in Banner

- Log into Banner 9 via the Banner 8 program or by clicking this link: <u>https://appnavprod.clpccd.cc.ca.us:8470/applicationNavigator/seamless</u>
- In the search box, enter **FPIOPOV**
- Press Enter



Step 2: Enter query data

- Vendor: enter the Vendor ID Number of the vendor you wish to look up. You can click 🛄 to search for the vendor in Banner.
- **Fiscal Year**: ensure you have the correct FY you wish to search under.
- Organization: you may enter your org code (e.g. "30001") to narrow the results down, or you may leave this field bank.

Go

- COA: this field should always be "1."
- Once entered, press Alt + Pg. Down or press

×	@ ellucian	Purchase Orders by Vendor FPIOPOV 9.3.5 (PROD)	
	Vendor:	@00097043 REGAL SIGNS IN MANTECA	Status: Open Closed Cancelled Incomplete All
	Fiscal Year:	22	COA: 1
	Organization:		
Get	Started: Complet	e the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.	

Step 3: Review the list of POs

Any active and <u>currently open</u> PO's for the vendor, within the fiscal year you entered, will be displayed. Closed PO's will not be displayed. The table displayed will not immediately show the FOAP that is funding the PO. If you are looking to see if your PO was established under your own budget, please re-access **FPIOPOV** and enter your **Org** code in the **Organization** field (see Step 2).

× (ellucian	Purchase Orders	by Vendor FPIOPOV 9	.3.5 (PROD)				🔒 ADD		VE 🔓 RELA	TED 🌞 TOOLS		
Vendor: @00097043 REGAL SIGNS IN MANTECA Status: Open Closed Cancelled Incomplete All										Start Over			
Fiscal Ye	Fiscal Year: 22 COA: 1 Organization:												
PURCHASE ORDERS BY VENDOR Insert Delete Copy State									📲 Copy 🛛 🏹 Filter				
Purchase	Order	Commodity	Commodity Description	ı		Date	U/M	Quantity		Amount			
022003	96		OPEN PURCHASE (ORDER		08/08/2021	NTE		1.00		350.00		
н 🔺	I of 1 ▶ I 10 ∨ Per Page Record 1 of									Record 1 of 1			

Step 4: Reviewing specific PO details

- Ensure your curser is selected on the PO you wish to review the details for.
- On the top-right blue banner, click on **Related** \rightarrow **Query Purchase Order Information [FPIPURR]**

	🔒 ADD			🔆 TOOLS	
		QÞ	earch		
0	Amo	unt [FPI	y Purchase Order I PURR]	nformation	
On the r	next screen	, press Alt	+ Pg. Down or pre	SS Go	
0					
	X 0	ellucian	Purchase/Blanket/C	hange Order Q	uery FPIPURR 9.3.16-CLP (PROD)
	Purch	ase Order:	O2200396		
	Change	Sequence:			
0		Humber			

Step 5: Review your PO details

The following screen will show you the first page of details about the PO. You may press **Alt + Pg. Down** to move to the next section and view further information about the PO.

- 1. Section 1: **Document Information** displays details about the creation of the PO.
- 2. Section 2: Requestor/Delivery displays the employee that requested the PO.

PURCHASE/BLANKET ORDER INQUIRY: REQUESTOR/DELIVERY						
Requestor	SHARON DAVIDSON					
COA	1 Chabot - Las Positas C C D					



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- 3. Section 3: Vendor displays information about the Vendor.
- 4. Section 4: **Commodity/Accounting** displays information about the items requested and the FOAP(s) funding the requisition/PO.

		Item	Commodity	Description	Description				
	ltem(s):	1		OPEN PURCI	HASE ORDER				
a.		📕 🛋 1 of 1	1 🍉 🎉 🔤 10	✓ Per Page					
		Fund	Orgn	Acct	Prog				
		103001	31100	4301	671000				
b.	FOAP(s):								

× @ ellucian	Purchase/Blanket/Change Order Quer	y FPIPURR 9.3.16-CLP	(PROD)			🔒 ADD		E 🔒 REL	ATED	🇱 TOOLS
Purchase Order: O220	0396 Blanket Order: Change Seque	ence Number:						(Start	Over
* PURCHASE/BLANKET	ORDER INQUIRY: DOCUMENT INFORMATIO	N					🚹 Insert	🗖 Delete	🖷 Сору	Ϋ Filter
Purchase Order	O2200396	Delivery Date	06/30/2022							
Blanket Order		Comments				Change Sequence				
						Number				
Order Date	08/08/2021	Commodity Total		350.00			In Sus	spense		
Transaction Date	08/08/2021	Accounting Total		350.00			 Docur 	ment Text		
* PURCHASE/BLANKET	ORDER INQUIRY: DOCUMENT INFORMATIO	N					🚹 Insert	🗖 Delete	🖷 Сору	👻 Filter
	✓ Complete			Requisition						
				Document Text	t					
	 Approved 			Buyer Code	MHA					
Print Date	08/08/2021				Marie Ha	ampton				
Cancel Date				Blanket Order	r (
				Termination Date	•					
Closed Date					Rush	Order				
Activity Date	08/08/2021				V NSF	Checking				
User ID	BPAGANO				Defer	red Editing				
Туре	Regular			Purchase Order	r					
				Copied From	1					
Cancel Reason				Origin	BANNER	7				
				Reference Number	r					
	Purchase Order Created from Requisi	tion								