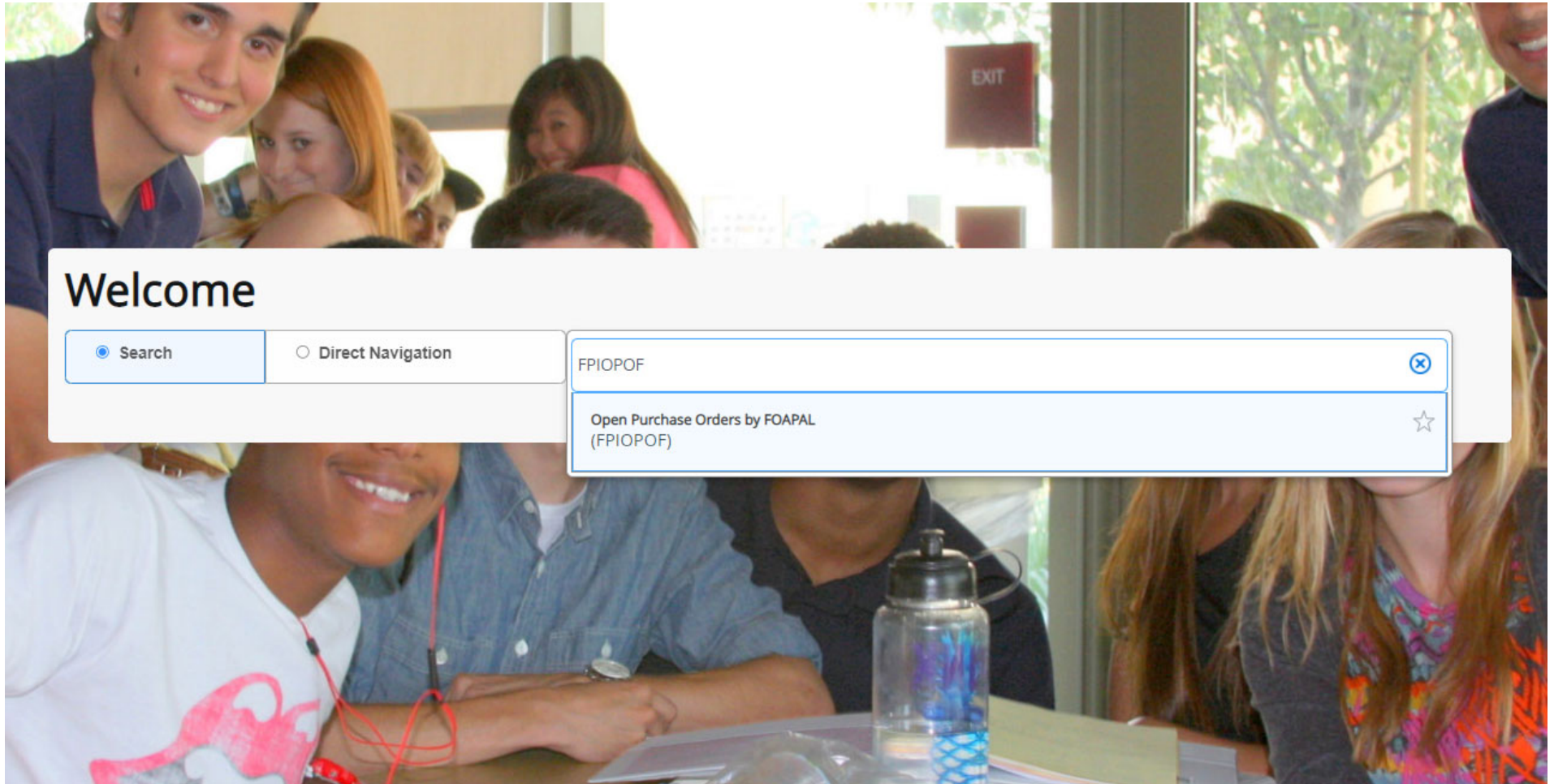


FPIOPOF | Open Purchase Orders by FOAPAL Module in Banner 9

Step 1: Access the open purchase orders page in Banner

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



Step 2: Enter your FOAP

- **COA:** this field should always be "1."
 - **Index:** leave blank.
 - **Fund:** enter your **Fund** code.
 - **Orgn:** enter your **Org** code.
 - **Acct:** you may enter the applicable **Account** code here, but it is best to leave this field blank to include all POs under your FOAP.
 - **Prog:** enter your **Program** code.
 - **Actv:** leave blank.
 - **Locn:** leave blank.
 - **Proj:** leave blank.
- Once entered, press **Alt + Pg. Down** or press

ellucian Open Purchase Orders by FOAPAL FPIOPOF 9.3.3 (PROD)

COA: * ...

Fund: ...

Acct: ...

Actv: ...

Proj: ...

Index: ...

Orgn: ...

Prog: ...

Locn: ...

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 E

Step 3: Review the list of POs

Any active and currently open PO's for the vendor will be displayed, including POs from previous fiscal years that are still open. Closed PO's will not be displayed.

ellucian Open Purchase Orders by FOAPAL FPIOPOF 9.3.3 (PROD)

COA: 1 Index: Fund: 103001 Orgn: 31100 Acct: Prog: 671000 Actv: Locn: Proj:

Start Over

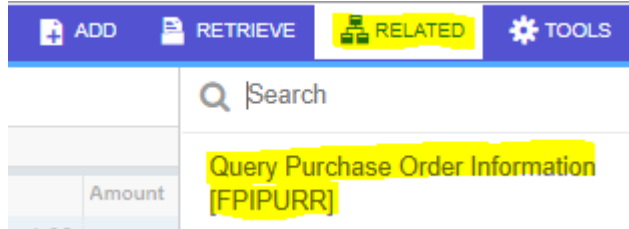
OPEN PURCHASE ORDERS BY FOAPAL

Purchase Order	Vendor	Item	Commodity	Commodity Description	U/M	Quantity	Unit Price
02200396	REGAL SIGNS IN MANTECA	1		OPEN PURCHASE ORDER	NTE	1	350
P3112243	STAPLES BUSINESS ADVANTAGE	1		FILE FOLDER SERIES ALD SLO-3040BK (DISCONTINUED)	EA	1	0.01
P3112243	STAPLES BUSINESS ADVANTAGE	2		FILE FOLDER SERIES ALD SLO-1040BK (DISCONTINUED)	EA	1	0.01
P9602070	GIVE SOMETHING BACK	4		BINDER D-RING WILSON JONES L2-384-50G	EA	2	25.91

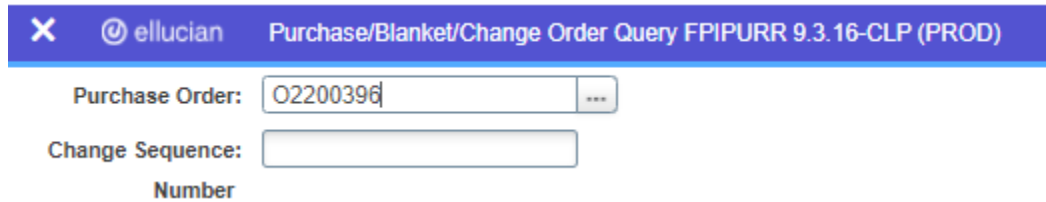
10 Per Page Record 1 of 4

Step 4: Reviewing specific PO details

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



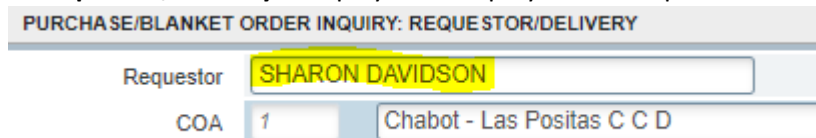
- On the next screen, press **Alt + Pg. Down** or press



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.



- a.
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
1		OPEN PURCHASE ORDER

Navigation: 1 of 1 | 10 Per Page

- a. Item(s):

Fund	Orgn	Acct	Prog
103001	31100	4301	671000

b. FOAP(s):

1: Section 1 Detail Page

✕
ellucian
Purchase/Blanket/Change Order Query FPIPURR 9.3.16-CLP (PROD)

📄 ADD
📄 RETRIEVE
🔗 RELATED
⚙️ TOOLS

Purchase Order: O2200396
Blanket Order:
Change Sequence Number:
Start Over

PURCHASE/BLANKET ORDER INQUIRY: DOCUMENT INFORMATION

➕ Insert
🗑️ Delete
📄 Copy
🔍 Filter

Purchase Order	<input type="text" value="O2200396"/>	Delivery Date	<input type="text" value="06/30/2022"/>
Blanket Order	<input type="text"/>	Comments	<input type="text"/>
Order Date	<input type="text" value="08/08/2021"/>	Commodity Total	<input type="text" value="350.00"/>
Transaction Date	<input type="text" value="08/08/2021"/>	Accounting Total	<input type="text" value="350.00"/>

Change Sequence Number

In Suspense
 Document Text

PURCHASE/BLANKET ORDER INQUIRY: DOCUMENT INFORMATION

➕ Insert
🗑️ Delete
📄 Copy
🔍 Filter

<input checked="" type="checkbox"/> Complete	Requisition
<input checked="" type="checkbox"/> Approved	Document Text
Print Date <input type="text" value="08/08/2021"/>	Buyer Code
Cancel Date <input type="text"/>	<input type="text" value="MHA"/>
Closed Date <input type="text"/>	<input type="text" value="Marie Hampton"/>
Activity Date <input type="text" value="08/08/2021"/>	Blanket Order
User ID <input type="text" value="BPAGANO"/>	Termination Date
Type <input type="text" value="Regular"/>	<input type="text"/>
Cancel Reason <input type="text"/>	<input type="checkbox"/> Rush Order
<input checked="" type="checkbox"/> Purchase Order Created from Requisition	<input checked="" type="checkbox"/> NSF Checking
	<input type="checkbox"/> Deferred Editing
	Purchase Order
	Copied From
	Origin
	<input type="text" value="BANNER"/>
	Reference Number
	<input type="text"/>