

## How to query a purchase order

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# How to query a purchase order



## The FPIPURR form

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Use the **FPIPURR** form to query a purchase order or to verify a change order. You can only view a purchase order after the purchase requisition has been completed and a purchase order has been assigned.

Purchase Order:   **1**

Blanket Order:   **2**

Change Seq#:  **3**



## Field definitions

	Item	Description
1	<b>Purchase Order</b>	The purchase order number assigned by the Purchasing department. It represents a written authorization for a supplier to ship the products. The purchase order becomes a legally binding contract once the supplier accepts.
2	<b>Blanket Order</b>	The Standing Order Number referring to an authorization to make shipments for a specific product over a period of time.
3	<b>Change Seq. #</b>	The sequence number referring to the blanket order. When a blanket order is edited or changed a new change seq. # is assigned.

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### Document Information Window

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This block is used to view details of the purchase order.

**Purchase/Blanket Order Inquiry: Document Information FPIPURR 6.0 (Banner)**

Purchase Order: <b>1</b>	Blanket Order: <b>2</b>	Change Seq #: <b>1</b>
Order Date: <b>4</b>	Trans Date: <b>5</b>	<input type="checkbox"/> <b>6</b> In Suspense <b>3</b>
Delivery Date: <b>7</b>	Comments: <b>8</b>	<input type="checkbox"/> <b>9</b> Document Text
Commodity Total: <b>10</b>	Accounting Total: <b>11</b>	
Complete: <input type="checkbox"/> <b>12</b>	Approved: <input type="checkbox"/> <b>13</b>	Type: <b>14</b>
Print Date: <b>15</b>	Cancel Date: <b>16</b>	Closed Date: <b>17</b>
Activity Date: <b>18</b>	User ID: <b>19</b>	
Cancel Reason: <b>20</b>		
Purchase Order Created from Req: <input type="checkbox"/> <b>21</b>		
Requisition Document Text: <b>22</b>		
Buyer Code: <b>23</b>		
Blanket Order Termination Date: <b>24</b>		<input type="checkbox"/> <b>29</b> Rush Order
NSF Checking: <input type="checkbox"/> <b>25</b>		<input type="checkbox"/> <b>30</b> Deferred Editing
Purchase Order Copied From: <b>26</b>		
Origin: <b>27</b>		
Reference Number: <b>28</b>		



## Field definitions

	Item	Description
1	<b>Purchase Order</b>	The purchase order number assigned from the Purchasing department. It represents a written authorization for a supplier to ship the products. The purchase order becomes a legally binding contract once the supplier accepts.
2	<b>Blanket Order</b>	The standing order number referring to an authorization to make periodic shipments for a specific product.
3	<b>Change Seq. #</b>	The sequence number referring to the blanket order. When a blanket order is edited or changed a new change seq. # is assigned.
4	<b>Order Date</b>	Date the requisition was entered.
5	<b>Trans Date</b>	The date in which the requisition affected the accounting system.
6	<b>In Suspense</b>	Checkbox indicates whether user wants to suspend the requisition. <b>Checked</b> - Requisition has been suspended. <b>Unchecked</b> - Requisition is active.
7	<b>Delivery Date</b>	The approximate date the commodities are to be delivered.
8	<b>Comments</b>	This field is used to enter specific instructions to the Purchasing Department.
9	<b>Document Text</b>	Checkbox indicates whether text exists for the requisition. <b>Checked</b> - Text exists. <b>Unchecked</b> - Text does not exist.
10	<b>Commodity Total</b>	Total cost of commodities on the purchase order.
11	<b>Accounting Total</b>	Total amount of all accounting distributions (FOAPAL) entered on the document.
12	<b>Complete</b>	Checkbox indicating whether requisition is completed. <b>Checked</b> - Requisition is complete. <b>Unchecked</b> - Requisition is not complete.

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	Item	Description
13	<b>Approved</b>	Checkbox indicating whether requisition has been approved. <b>Checked</b> - Requisition is approved. <b>Unchecked</b> - Requisition is not approved.
14	<b>Type</b>	Indicated the requisition type. <b>Regular</b> - Regular procurement requisition. <b>Standing</b> - Standing order.
15	<b>Print Date</b>	Date the requisition was printed.
16	<b>Cancel Date</b>	Date the requisition was cancelled.
17	<b>Closed Date</b>	Date this requisition was closed.
18	<b>Activity Date</b>	Date the requisition was created or last updated.
19	<b>User ID</b>	ID number of user who created the Purchase Order.
20	<b>Cancel Reason</b>	Code and reason the requisition was cancelled.
21	<b>Purchase Order Created from Req</b>	Indicates if the purchase order was created from the requisition. <b>Checked</b> - P.O. created from requisition. <b>Unchecked</b> - P.O. not created from requisition.
22	<b>Requisition Document Text</b>	Not used at McGill.
23	<b>Buyer Code</b>	The code representing the person in the Purchasing Department who processed the purchase order.
24	<b>Blanket Order Termination Date</b>	Date the shipping order was cancelled.
25	<b>NSF Checking</b>	Checkbox indicates whether the non-sufficient funds checking feature has been activated for this requisition. <b>Checked</b> - NSF Checking feature is active. <b>Unchecked</b> - NSF Checking feature is inactive.
26	<b>Purchase Order Copied From</b>	Code representing the original purchase order from which information was copied.

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	Item	Description
27	<b>Origin</b>	Displays the system used when the purchase requisition was processed. <b>Banner</b> - User processed the requisition using the Banner Client system. <b>Self-Service</b> - User processed the requisition via Minerva Web application. <b>Eprocurement</b> - Not used at McGill.
28	<b>Reference Number</b>	Not used at McGill.
29	<b>Rush Order</b>	Not used at McGill.
30	<b>Deferred Editing</b>	Checkbox indicates whether the deferred editing feature had been activated. <b>Checked</b> - Deferred editing feature is available. <b>Unchecked</b> - Deferred editing feature is unavailable.

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## Requestor/Delivery Information Window

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This block is used to view the transaction and delivery dates, the requester, chart of accounts, organization and any document text.

**Purchase/Blanket Order Inquiry: Requestor/Delivery FPIPURR 6.0 (Banner)**

Purchase Order:	<input type="text"/>	Blanket Order:	<input type="text"/>	Change Seq #:	<input type="text"/>
Order Date:	<input type="text"/>	Trans Date:	<input type="text"/>	<input type="checkbox"/>	In Suspense
Delivery Date:	<input type="text"/>	Comments:	<input type="text"/>		
Commodity Total:	<input type="text"/>	Accounting Total:	<input type="text"/>		

  

Requestor:	<input type="text"/>	COA:	<input type="text"/>				
Organization:	<input type="text"/>	Email:	<input type="text"/>				
Phone:	<input type="text"/>	Ext:	<input type="text"/>	Fax:	<input type="text"/>	Ext:	<input type="text"/>

  

Ship To:	<input type="text"/>						
Address:	<input type="text"/>						
Phone:	<input type="text"/>	Ext:	<input type="text"/>				
Contact:	<input type="text"/>						
Attention To:	<input type="text"/>						



## Field Definitions

	<b>Item</b>	<b>Description</b>
<b>1</b>	<b>Requestor</b>	The name of the individual initiating the request.
<b>2</b>	<b>COA</b>	Code representing the Chart of Account responsible for payment of the invoice.
<b>3</b>	<b>Organization</b>	Organization responsible for the purchase of the commodities of service.
<b>4</b>	<b>Email</b>	Email address of the requestor.
<b>5</b>	<b>Phone</b>	Telephone number of the requestor.
<b>6</b>	<b>Ext</b>	Telephone number extension.
<b>7</b>	<b>Fax</b>	Fax number of the requestor.
<b>8</b>	<b>Ext</b>	Fax number extension.
<b>9</b>	<b>Ship To</b>	Specifies an internal ship-to address/location code for the commodity.
<b>10</b>	<b>Address</b>	The ship-to address building and floor number.
<b>11</b>	<b>Phone</b>	The ship-to telephone number.
<b>12</b>	<b>Contact</b>	At present this field is used to enter a room number.
<b>13</b>	<b>Attention To</b>	Person to which the commodities will be delivered or the primary contact person for the requisition.

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## Vendor Information Window

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This block is used to view the default purchasing address code and sequence for the vendor maintenance form.

**Purchase/Blanket Order Inquiry: Vendor FPIPURR 6.0 (Banner)**

Purchase Order:	<input type="text"/>	Blanket Order:	<input type="text"/>	Change Seq #:	<input type="text"/>
Order Date:	<input type="text"/>	Trans Date:	<input type="text"/>	<input type="checkbox"/>	In Suspense
Delivery Date:	<input type="text"/>	Comments:	<input type="text"/>		
Commodity Total:	<input type="text"/>	Accounting Total:	<input type="text"/>		

  

Vendor:	<input type="text"/>				
Address Code:	<input type="text"/>	Seq#:	<input type="text"/>		
Address:	<input type="text"/>	Phone:	<input type="text"/>	<input type="text"/>	Ext: <input type="text"/>
		Fax:	<input type="text"/>	<input type="text"/>	Ext: <input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Contact:	<input type="text"/>				Email: <input type="text"/>
Discount:	<input type="text"/>				
FOB Code:	<input type="text"/>				
Tax Group:	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	Disbursing Agent	
Class Code:	<input type="text"/>				
Carrier:	<input type="text"/>				
Currency:	<input type="text"/>				



## Field Definitions

	Item	Description
1	<b>Vendor</b>	Code and name of the vendor supplying the commodities or service.
2	<b>Address Code</b>	Code representing the vendor address type.
3	<b>Seq. #</b>	Account type sequence number.
4	<b>Address</b>	Address of vendor.
5	<b>Phone</b>	Area code and phone number of the vendor.
6	<b>Ext</b>	Phone extension of the vendor.
7	<b>Fax</b>	Fax number of the vendor.
8	<b>Ext</b>	Fax number extension of the vendor.
9	<b>Contact</b>	Vendor contact person.
10	<b>Email</b>	Contact person's email address.
11	<b>Discount</b>	Code representing the discount terms established for the vendor.
12	<b>FOB Code</b>	Free On Board code. Determines who is responsible for insuring the product during the shipping process. <b>Shipping Point</b> - McGill is responsible. <b>Destination</b> - Vendor is responsible.
13	<b>Tax Group</b>	Code and title of the group of the group of tax rates that should be applied.
14	<b>Class Code</b>	Not used at McGill.
15	<b>Carrier</b>	Not used at McGill.
16	<b>Currency</b>	Code and description of the currency used to pay the invoice if the vendor uses a foreign currency.
17	<b>Disbursing Agent</b>	Not used at McGill.



## Commodity/Accounting Information Window

This block is used to view descriptive and quantitative information about the requested commodity.

**Purchase/Blanket Order Inquiry: Commodity/Accounting FPIPURR 6.0 (Banner)**

Purchase Order:  Blanket Order:  Change Seq #:   
 Order Date:  Trans Date:  1  In Suspense  
 Delivery Date:  2  Document Text  
 3  Doc Acctg

Item  4 of  5 U/M  12 Tax Grp  13 Amount  14 = Ext Cost  15

Commodity	Desc	8 <input type="checkbox"/> Comm Text	<input type="checkbox"/> Closed 9	Disc:	<input type="text"/> 16
<input type="text"/> 6	<input type="text"/> 7		<input type="checkbox"/> Item Text 10	Addtl:	<input type="text"/> 17
			<input type="checkbox"/> Suspense 11	Tax:	<input type="text"/> 18
				Comm Line Total:	<input type="text"/> 19
				Doc Comm Total:	<input type="text"/> 20

FOAPAL  21 of  22  23 Suspense

C	Yr	Index	Fund	Orgn	Acct	Prog	Ext:	<input type="text"/> 36
<input type="text"/> 24	<input type="text"/> 25	<input type="text"/> 26	<input type="text"/> 27	<input type="text"/> 28	<input type="text"/> 29	<input type="text"/> 30	Disc:	<input type="text"/> 37
							Addtl:	<input type="text"/> 38
							Tax:	<input type="text"/> 39
							FOAPAL Line Total:	<input type="text"/> 40
							Document Acctg Total:	<input type="text"/> 41

—NSF—  34 Override  35 Suspense

Scroll to right to view fields captured below

Acct	Prog	Actv	Locn	Proj
		<input type="text"/> 31	<input type="text"/> 32	<input type="text"/> 33

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	Item	Description
10	Item Text	Checkbox indicates whether item text exits. <b>Checked</b> - Item text exits. <b>Unchecked</b> - Item text does not exit.
11	Suspense	Checkbox indicates whether the user wants to automatically distribute any commodity amounts that have been entered on the document since the last accounting update. <b>Checked</b> - Distribute commodity amounts. <b>Unchecked</b> - Do not distribute commodity amounts.
12	U/M (Required)	Unit of measure for the commodity.
13	Tax Grp	Code and title of the group of tax rates that were applied to this requisition.
14	Amount	The commodity amount. Calculates with the unit price field to calculate the extended cost.
15	Ext Cost	Extended Cost. Total extended cost of the commodity based on the quantity multiplied by the unit price.
16	Disc	Dollar amount of discount terms established with the vendor, to be deducted from the total extended cost of the requisition.
17	Addtl	Additional amount added to the total extended cost of the requisition to allow for surplus charges.
18	Tax	Tax amount based on terms established by the vendor's tax group.
19	Comm Line Total	Total amount of the current commodity record calculated as <b>Extended Cost</b> less <b>Discount Amount</b> plus <b>Additional Amount</b> plus <b>Tax Amount</b> .
20	Doc Comm Total	Total amount of all commodities entered in the document.
21	FOAPAL	Indicates which FOAPAL is being accessed.
22	Of	Number of FOAPALS that are charged.
23	Suspense	Checkbox indicates whether the FOAPAL distribution is in suspense. <b>Checked</b> - FOAPAL is in suspense. <b>Unchecked</b> - FOAPAL is active.

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	Item	Description
24	C	Code representing the Chart of Accounts responsible for payment of the invoice.
25	Yr	Fiscal Year Code.
26	Index	Not used at McGill.
27	Fund	Indicates the source of money and how it must be used.
28	Orgn	Organization Code. Departmental entities or budgetary unit responsible for the purchase.
29	Acct	Account Code. Describes the nature of expense.
30	Prog	Program Code. Functional reporting classification for tracking the use of funds.
31	Acctv	Activity Code. Free form element used for independent reporting needs.
32	Locn	Location Code. Free form element used to identify the physical whereabouts of the financial transaction.
33	Proj	Not used at McGill.
34	NSF Override	Indicates whether the user deactivated the non-sufficient funds checking feature.
35	NSF Suspense	Indicates whether non-sufficient funds checking has been suspended.
36	Ext	Displays the dollar amount of extended costs based on a percentage.
37	Disc	Displays the dollar amount of discounts based on a percentage.
38	Addtl	Displays the dollar amount of additional charges based on a percentage.
39	Tax	Displays the dollar amount of taxes based on a percentage.
40	FOAPAL Line Total	Total amount of the current FOAPAL line record calculated as <b>Extended Cost</b> less <b>Discount Amount</b> plus <b>Additional Amount</b> plus <b>Tax Amount</b> .
41	Document Acctg Total	Total amount of all accounting distributions (FOAPAL line records) entered in the document.



## How to query a purchase order

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### Before you start

You cannot edit or update document information or delivery information. The purpose of the FPIPURR form is to verify your purchase order only.

Before you proceed you must have the purchase order number you wish to query.

### Viewing a Purchase Order

How to view a purchase order:

- 1 Select the form **FPIPURR** from the **Finance Fast Track Menu** or type **FPIPURR** in the **GO** field and press Enter.
- 2 Enter your purchase order number in the **Purchase Order** field.
- 3 Click the **Next Block** icon  or Ctrl - Page Down for keyboard users.
- 4 Continue using the **Next Block** icon  or Ctrl - Page Down for keyboard users, to view the details of your purchase order.