# VI-4. Procurement and Vendor Queries

# A. Purchasing Queries

Open Requisition by FOAPAL Query (FPIORQF)

The Open Requisition by FOAPAL Query form, FPIORQF, provides a list of open requisitions by accounting distribution. This includes any combination of fund, organization, account, program, activity, and location.

Access the Open Requisition by FOAPAL Query form by entering FPIORQF in the GoTo field.

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🙀 Open Requis	ition by FOA	PAL FPIOR	QF 8.0 (TEST2095)			*********				20000 <u>≤</u> ×
COA N 💌	Index 106020		Fund	Orgn 311111	Acct		Prog	Actv	Locn	
Requisition R0000028	Type P	Item	Commodity	User Guides				U/M EA	Quantity	1
Requisition	Type	Item	Commodity	Award Certificates					Quantity	1
Vendor:	4Imprint							Unit Price:	2	0.00
Requisition	Туре	Item	Commodity					U/M	Quantity	
R0000072	P	1		#AAAGE71750 De	sk Calendar Refill			EA		11
Vendor:	Independent	Stationers, Inc						Unit Price:		1.31
Requisition	Type	Item	Commodity					U/M	Quantity	
Vendor:		Stationare Inc		#AAGPW1228 Wal	i Calendar					0.72
	macpenaelli	Stationers, Inc						onit i nue.	2	
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1. Enter the FOAPAL elements to display open requisitions.

NOTE: You can use Index to populate FOP

2. Next Block [Ctrl+Pg down].

## 1. Open Purchase Orders by FOAPAL FPIOPOF

The Open Purchase Orders by FOAPAL form, FPIOPOF, provides an online display of open purchase orders by any combination of fund, organization, account, program, activity, and location (FOAPAL).

Access the Open Purchase Orders by FOAPAL form by entering FPIOPOF in the Direct Access Go To...field.

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🙀 Open Purch	ase Orders by FOA	APAL FPIOPOF 8.0 (TEST2095)	************					000000 <u>≤</u> ×Ì
	Index	Fund Orgn	Acct	Prog	Actv	Locn	Proj	
	106020	100001	•	60	<b></b>			
Order	Item	Commodity				U/M	Quantity	
P0000019	1	Standing Orde	۲			EA	_	1
Vendor:	4Imprint					Unit Price:	:	2000
Purchase								
Order	Item	Commodity				0/м	Quantity	
P0000020	1	Standing Orde	<b>:</b> ۲			EA		_1 1
Vendor:	4Imprint					Unit Price:	18	5000
Purchase Order	Item	Commodity				U/M	Quantity	
P0000040		Banner Live Ir	viataions			M	quanty	1
Vendor:	AT&T		]			Unit Price:		89
Purchase								
Order	Item	Commodity				U/M	Quantity	
P0000040	2	Awards for Te	am Members			EA		12
Vendor:	AT&T					Unit Price:		36 🛡
ļ								
List for Purcha	ase Order Inquiry (F	FPIPURR)						
Record: 1/?			<osc></osc>					)

1. Enter the FOAPAL elements to display open requisitions.

**NOTE**: Use the Index to populate FOP

2. Next Block [Ctrl+Pg down]

### 2. Organizational Encumbrance List FGIOENC

The Organizational Encumbrance List form, FGIOENC, displays an online list of all encumbrances by organization. A query can also be performed by a specific Index, this will provide different results.

Access the Organizational Encumbrance List form by entering FGIOENC in the Direct Access Go To... field.

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Organizational I	Encumbrance List FGIOENC 8.0.0.1 (TEST	T2095) 14141						
Chart:	N 💌 Index: 106020	Org	ganization:	311111 🛡 E	Business Affairs			
Fiscal Year:	15	Fu	nd:	100001	Operating Fund			
				_				
Encumbrance	e Vendor	Item	Acct	Prog	Actv	Locn	Amount Com	nmit Type
P0000005	Bridgestone Golf, Inc	0	704410	10			144.00	
P0000017	4imprint		704010	10			20,000.00	
P0000019	4imprint		704010	60			1,000.00	
P0000020	4Imprint		704011	60			14,000.00	
P0000031			704410				261.80	
P0000034	Creative Carpet		703340	70			130.00	
P0000040			703119	60			89.00	
P0000040			703119	60			432.00	
P000041			703435	60			200.00	
P0000047	Independent Stationers, Inc		704010	60			111.14	
P0000048			703719	60			100.00	
P0000049	Independent Stationers, Inc		704010	60			53.42	
P0000051			703719	60			50.00	
P000067			704410	10			261.80	
P0000069	Bridgestone Golf, Inc		/04410	10			144.00	
P0000074	Creative Carpet		703340	70			110.00	
0800009	Bridgestone Golf, Inc		/04410	10			261.80	
P0000081	Independent Stationers, Inc		704010	60			316.05	
P0000082	Independent Stationers, Inc	0	704010	60			316.05	
RM-40106: No n	navigable items in destination block.							
cord: 1/?		<05	SC>					

1. Enter your Organization number in the Organization field. A query using a specific Index can also be used and may provide different results because an Organization may have multiple Indexes.

<sup>2.</sup> Next Block [Ctrl+Pg Down]

### 3. Detail Encumbrance List FGIENCD

The Detail Encumbrance Activity form, FGIENCD, provides an online query of detailed transaction activity for an original encumbrance entry as well as all transaction activity against the encumbrance.

Access the Detail Encumbrance List form by entering FGIENCD in the Direct Access Go To... field.

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🙀 Detail Encumbrance Act	ivity FGIENCD 8.3 (TEST20	95) 2000-000-000-000			000000000000000000000000000000000000000	000 <u>≚</u> ×Ì
Encumbrance:	P0000049		Encu	mbrance Period: All	Y	
Description: Date Established:	Independent Stationers, Inc 21-OCT-2014 Balance:		Statu 106.84 Veno	s: O Type: P or: 200054055 Independent Statio	ners, Inc	
Item: 0 Docume	nt Accounting Distribution					
Sequence:	Fiscal Year: 15	Status: 0	Commit Indicat	n: U		
COA Index	Fund	Orgn	Acct	Prog Actv	Locn Proj	-1
N	100001	311111	704010 6			
Encumbrance:	53.42	Liquidation:		0.00 Balance:	53.42	
Transaction Date	Туре	Document Code	Action	Transaction Amount	Remaining Balance	
21-OCT-2014	PORD	P0000049		53.42	53	42
						_
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Press Next Record or Prev	ious Record to scroll account	ing/transaction details				
Decord: 1/0						

- 1. Enter an encumbrance number in the Encumbrance field
- 2. Next Block [Ctrl+Pg Down]

# **B.** Purchasing Financial History and Documentation

### 1. Check Payment History FAICHKH

The Check Payment History form, FAICHKH, displays summary information about check transactions.

Access the Check Payment History form by entering FAICHKH in the Direct Access Go To... field.

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🙀 Check Payment History	FAICHKH 8.10 (TEST2095	) 2020000000000000000000000000000000000			->>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>
Check Number:	!000004	Bank: 01 Tisbursemer	nt Account		
Vendor:	200054007 Future Com				
Check Vendor:					
Check Date:	05-MAR-2015	Check Type: Direct	t Deposit		
Check Amount:	68,998.00	0			
Cancel Date:		Cancel Reason:			
Description	Door and	N-4	No-de-	\/d	
Number	Type	Amount	Invoice Code	Invoice Amount	
10000210	Invoice	350.00	GMHACH-1	350.00	
10000211	Invoice	1,050.00			
10000212	Invoice	567.00			
10000213	Invoice	987.00			
10000245	Invoice	33,022.00			
10000246	Invoice	33,022.00			
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					-
Press Duplicate Item for	more information about this in	ivoice			
Record: 1/6		<0SC>			

1. Enter the **Check Number** and the **Bank** code on which it was drawn in the Check Number and Bank fields or click on the Search button 💽 to select the one you need

*NOTE:* Check Number always begin with 0 (zero). Example: 00123456 Direct Deposits/ACH always begins with an !. Example: !1234567

- 2. Next Block [Ctrl+Pg Down].
  - **NOTE:** Document Number references the Banner system generated number. The Vendor Invoice Code reflects the invoice number sent by Vendor.

**NOTE**: To find the check number that corresponds to a specific requisition or purchase order, use the Document History form, FOIDOCH.

#### 2. Document Retrieval Inquiry FGIDOCR

The Document Retrieval Inquiry form, FGIDOCR, provides online query capability for all transactions processed by the system. Information displayed includes the Transaction Date, Description, Amount, and the FOAP distribution.

Access the Document Retrieval Inquiry form by entering FGIDOCR in the Direct Access Go To... field.

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Bocument Retrieval Inquiry FGIDOCR 8.4 (TES	6T2095) 00000000000000000000000000000000000		000000000000000000000000000000000000000	00000000 <u>≤</u> ×					
Document: J0000144 Su	ubmission Number: 0 Docu	Iment Type: JV							
Header Information									
Transaction Date: 03-MAR-2015 Fiscal	I Year: 15 Fiscal Period: 09	Items: 2 Commit Ty	/pe: Uncommitted Docum	nent Text					
Detail Information									
Sub Journal			Docur	nent 🔺					
Number Item Sequence Type	Description	Amount	Sign Currency Refere	ence					
0 1 J099 Shrev	veport transfer	1,380.00							
COA Index Fund Orgn	Acct Prog Actv	Locn Proj	NSF Override Bank Ac	crual					
N aaaaaa	101050		01						
Sub Journal			Docur	nent					
Number item Sequence Type	Description	Amount	Sign Currency Refere	ence					
	Aget Brog Act	1,380.00							
Submission Number, Press Duplicate Item to acc	ess Document Postinas (FGQDOCP)								
Record: 1/2	<0SC>								

- 1. Enter the **document number** in the Document field.
- 2. Next Block [Ctrl+Pg Down]

When querying a Journal Voucher, text may exist to provide explanation for the Journal Voucher being processed. Printing a screen capture of the FGIDOCR and the Document Text [FOATEXT] can be used to obtain back-up documentation for your files, and for the Journal Voucher user document.

Note: This may not be applicable for all type of Documents.

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😰 Document Retrieval Inquiry FGIDOCR 8.4 (TEST2095) 55555555555555555555555555555555555									
Document: 10000144	Ibmission Number								
Header Information									
Transaction Date: 03-MAR-2015 Fisca	I Year: 15 Fiscal Period: 09	Items: 2 Commit Ty	/pe: Uncommitted Document	t Text					
Detail Information									
Sub Journal			Document	t 🔺					
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0 1 J099 Shree	veport transfer	1,380.00	Debit 🔻						
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N 999999	101050		01						
Sub Journal			Document						
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0 0 2 J099 Shree	veport transfer	1,380.00	Credit						
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N 999999	101054		01	•					
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Submission Number. Press Duplicate Item to acc	ess Document Postings (FGQDOCP).								
Record. IIZ	<086>			)					

- 3. Click on the **Option** menu.
- 4. Select Document Text [FOATEXT].

Document Text form and text will be displayed.

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Text	Print Line
MARKETING PRINT PORTAL IDV'S FOR PRINTING SERVICES	
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Enter Text for the document.	
Record: 1/1   <05	30>

5. Click on Exit button x to return to FGIDOCR, previous form.

### 3. Vendor Detail History FAIVNDH

The Vendor Detail History form, FAIVNDH, provides an online list of vendor invoice/credit memo/payment transactions for any vendor in the system.

Access the Vendor Detail History form by entering FAIVNDH in the Direct Access Go To... field.

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Vendor: 20005400	07 🔻 Futur	e Com				Vendo	Hold Sel	ection: A	*		
Fiscal Year: 15 💌	Invoice	Date From:				Invoice	Date To:				
				Indicat	Ors		Vondor		Chock	Chock	
Vendor Invoice	Invoice	Approval	VIC	Memo	Paid	Cancel	Invoice Amt	Due Date	Date	Number	
		_	_	_	_	_				<b>_</b>	
	10000155	N	N	N	0	N	33,022.00				
ALB011515	10000156	Y	N	N	Р	N	3,002.00	15-JAN-2015	28-JAN-2015	0000066	
GMH163	10000158	Y	Ν	N	Р	N	15,010.00	15-JAN-2015	28-JAN-2015	0000066	
ALB012615	10000164	Υ	Ν	Ν	Р	Ν	15,010.00	26-JAN-2015	28-JAN-2015	0000066	
GMHACH-1	10000210	Y	Ν	N	Р	Ν	350.00	11-FEB-2015	05-MAR-2015	1000004	
GMHACH-2	10000211	Υ	Ν	Ν	Р	Ν	1,050.00	11-FEB-2015	05-MAR-2015	!0000004	
GMHACH - 3	10000212	Υ	Ν	Ν	Р	Ν	567.00	11-FEB-2015	05-MAR-2015	!0000004	
GMHACH -4	10000213	Y	Ν	N	Р	N	987.00	11-FEB-2015	05-MAR-2015	!0000004	
ALB030515	10000245	Y	Ν	N	Р	N	33,022.00	05-MAR-2015	05-MAR-2015	1000004	
ALB030515-1	10000246	Y	Ν	Ν	Р	Ν	33,022.00	05-MAR-2015	05-MAR-2015	!0000004	
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					Тс	otal:	135,042.00				
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Record: 1/10	I	.		<	OSC>						

- 1. Enter the Vendor number in the Vendor field.
- 2. The default in the Selection field is all.
- 3. Next Block [Ctrl+Pg Down]
- **NOTE**: With a Vendor Invoice selected and from the Options menu additional forms can be accessed to view. To narrow a query the Invoice Date From and Invoice Date To can be used.

## 4. Vendor Invoice Query FAIVINV

Use the Vendor Invoice Query form, FAIVINV, to view detailed information about invoices for a particular vendor.

Access the Vendor Invoice Query form by entering FAIVINV in the Direct Access Go To... field.



- 1. Enter the Vendor number in the Vendor field.
- 2. Next Block [Ctrl+Pg Down]

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Oracle Fusion Middleware Forms Services: Open > FAIVINV File Edit Options Block Item Record Query Tools Help     Oracle Page FAIVINV 8.4 (TEST2095)      Vendor: 200054007      Future Com	) ) ] [ 色] [ 恩] [ 图] [ 日] [ 合] (2000-000-000-000-000-000-000-000-000-00	i 🛟 i 👉 i 🕲 Second Second	<b>X</b> ] <u>9</u> ] (	
Document Number: 10000245	Vendor Invoice Number: ALB0305 Vendor Invoice Date: 05-MAR- Vendor Invoice Total:	515 -2015 33,022.00	٥	
PO o Document Date Document Total 05-MAR-2015 33,022.00 Item Commodity 1 Rent for Dec 2014 - Purp	or Encumbrance       Number       SI         P0000237       P       Paid         Description       Jle Class			Cancel Unit Price  1,501.00
Record: 1/1	<08C>			

To display information for <u>all invoices</u> for this vendor:

- 3. Execute Query [F8].
- 4. Details of the most recent invoice will be displayed.
- 5. If applicable use the scroll bar to view additional invoices.

To display information for <u>one specific invoice</u> for this vendor:

- 6. Next Block [Ctrl+Pg Down]
- 7. Enter the Banner (NSU) invoice number in the **Document Number** field OR

Enter the Vendor's invoice number in the Vendor Invoice Number field.

- 8. Execute Query [F8].
- 9. Details of the invoice will be displayed