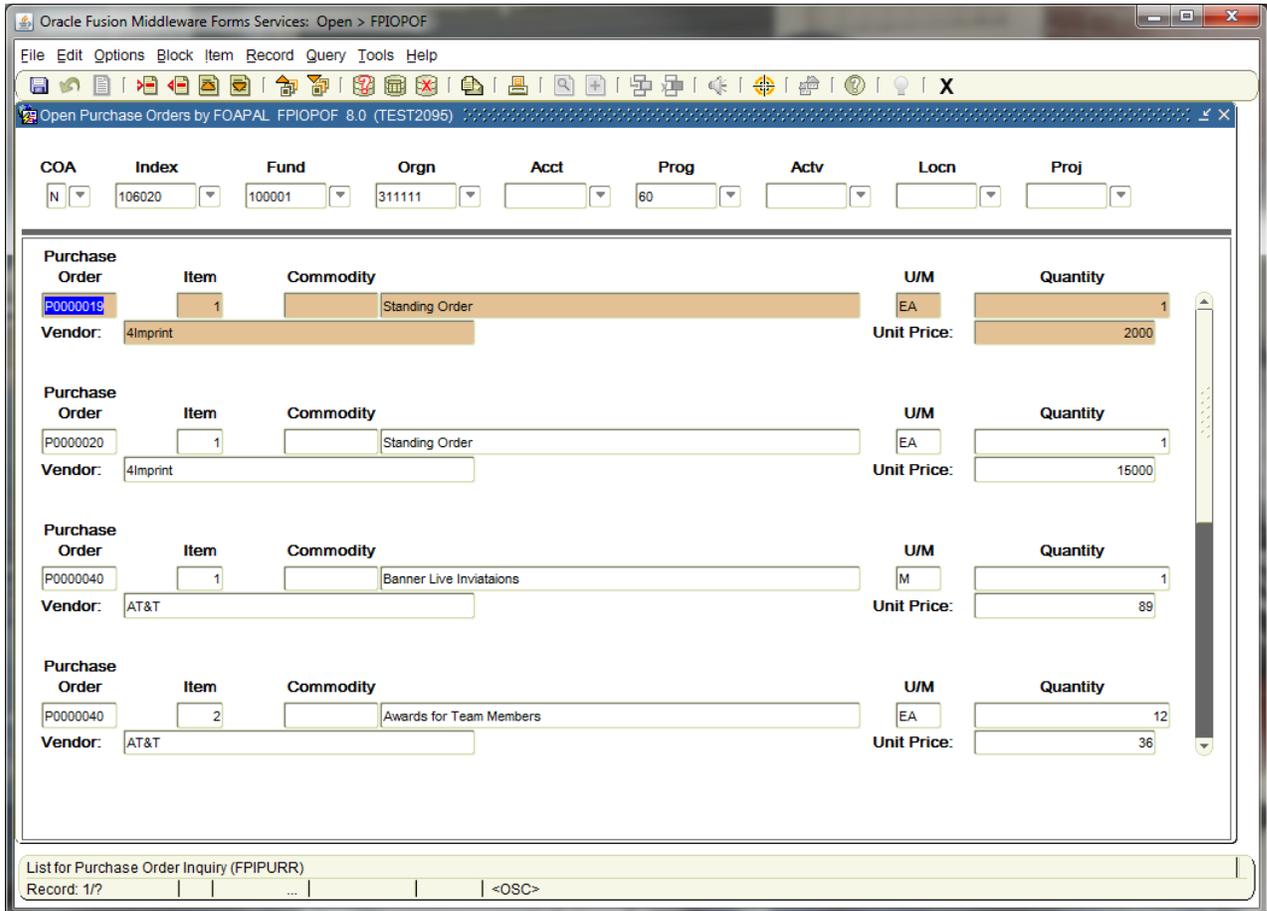


1. Open Purchase Orders by FOAPAL FPIOPOF

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.



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.

Encumbrance	Vendor	Item	Acct	Prog	Actv	Locn	Amount	Commit Type
P0000005	Bridgestone Golf, Inc	0	704410	10			144.00	U
P0000017	4Imprint	0	704010	10			20,000.00	U
P0000019	4Imprint	0	704010	60			1,000.00	U
P0000020	4Imprint	0	704011	60			14,000.00	U
P0000031	Bridgestone Golf, Inc	0	704410	10			261.80	U
P0000034	Creative Carpet	0	703340	70			130.00	U
P0000040	AT&T	1	703119	60			89.00	U
P0000040	AT&T	2	703119	60			432.00	U
P0000041	AT&T	1	703435	50			200.00	U
P0000047	Independent Stationers, Inc	0	704010	60			111.14	U
P0000048	CP-TEL	0	703719	60			100.00	U
P0000049	Independent Stationers, Inc	0	704010	60			53.42	U
P0000051	CP-TEL	0	703719	60			50.00	U
P0000067	Bridgestone Golf, Inc	0	704410	10			261.80	U
P0000069	Bridgestone Golf, Inc	0	704410	10			144.00	U
P0000074	Creative Carpet	0	703340	70			110.00	U
P0000080	Bridgestone Golf, Inc	0	704410	10			261.80	U
P0000081	Independent Stationers, Inc	0	704010	60			316.05	U
P0000082	Independent Stationers, Inc	0	704010	60			316.05	U

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.
2. 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.

Transaction Date	Type	Document Code	Action	Transaction Amount	Remaining Balance
21-OCT-2014	PORD	P0000049		53.42	53.42

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

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.

Document: J0000144 Submission Number: 0 Document Type: JV

Header Information

Transaction Date: 03-MAR-2015 Fiscal Year: 15 Fiscal Period: 09 Items: 2 Commit Type: Uncommitted Document Text

Detail Information

Sub Number	Item	Sequence	Journal Type	Description	Amount	Sign	Currency	Document Reference			
0	0	1	J099	Shreveport transfer	1,380.00	Debit					
COA	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSF Override	Bank	Accrual
N		999999		101050					<input type="checkbox"/>	01	<input type="checkbox"/>

Sub Number	Item	Sequence	Journal Type	Description	Amount	Sign	Currency	Document Reference			
0	0	2	J099	Shreveport transfer	1,380.00	Credit					
COA	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSF Override	Bank	Accrual
N		999999		101054					<input type="checkbox"/>	01	<input type="checkbox"/>

Submission Number. Press Duplicate Item to access Document Postings (FGQDOCP).
Record: 1/2

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.

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

Document Text form and text will be displayed.

Text	Print	Line
MARKETING PRINT PORTAL IDV'S FOR PRINTING SERVICES	<input checked="" type="checkbox"/>	10
	<input type="checkbox"/>	

- 5. Click on Exit button  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.

Vendor Invoice	Invoice	Approval	VIC	Credit Memo	Open/Paid	Cancel	Vendor Invoice Amt	Due Date	Check Date	Check Number
	I0000155	N	N	N	O	N	33,022.00			
ALB011515	I0000156	Y	N	N	P	N	3,002.00	15-JAN-2015	28-JAN-2015	00000066
GMH163	I0000158	Y	N	N	P	N	15,010.00	15-JAN-2015	28-JAN-2015	00000066
ALB012615	I0000164	Y	N	N	P	N	15,010.00	26-JAN-2015	28-JAN-2015	00000066
GMHACH-1	I0000210	Y	N	N	P	N	350.00	11-FEB-2015	05-MAR-2015	I0000004
GMHACH-2	I0000211	Y	N	N	P	N	1,050.00	11-FEB-2015	05-MAR-2015	I0000004
GMHACH - 3	I0000212	Y	N	N	P	N	567.00	11-FEB-2015	05-MAR-2015	I0000004
GMHACH -4	I0000213	Y	N	N	P	N	987.00	11-FEB-2015	05-MAR-2015	I0000004
ALB030515	I0000245	Y	N	N	P	N	33,022.00	05-MAR-2015	05-MAR-2015	I0000004
ALB030515-1	I0000246	Y	N	N	P	N	33,022.00	05-MAR-2015	05-MAR-2015	I0000004
Total:							135,042.00			

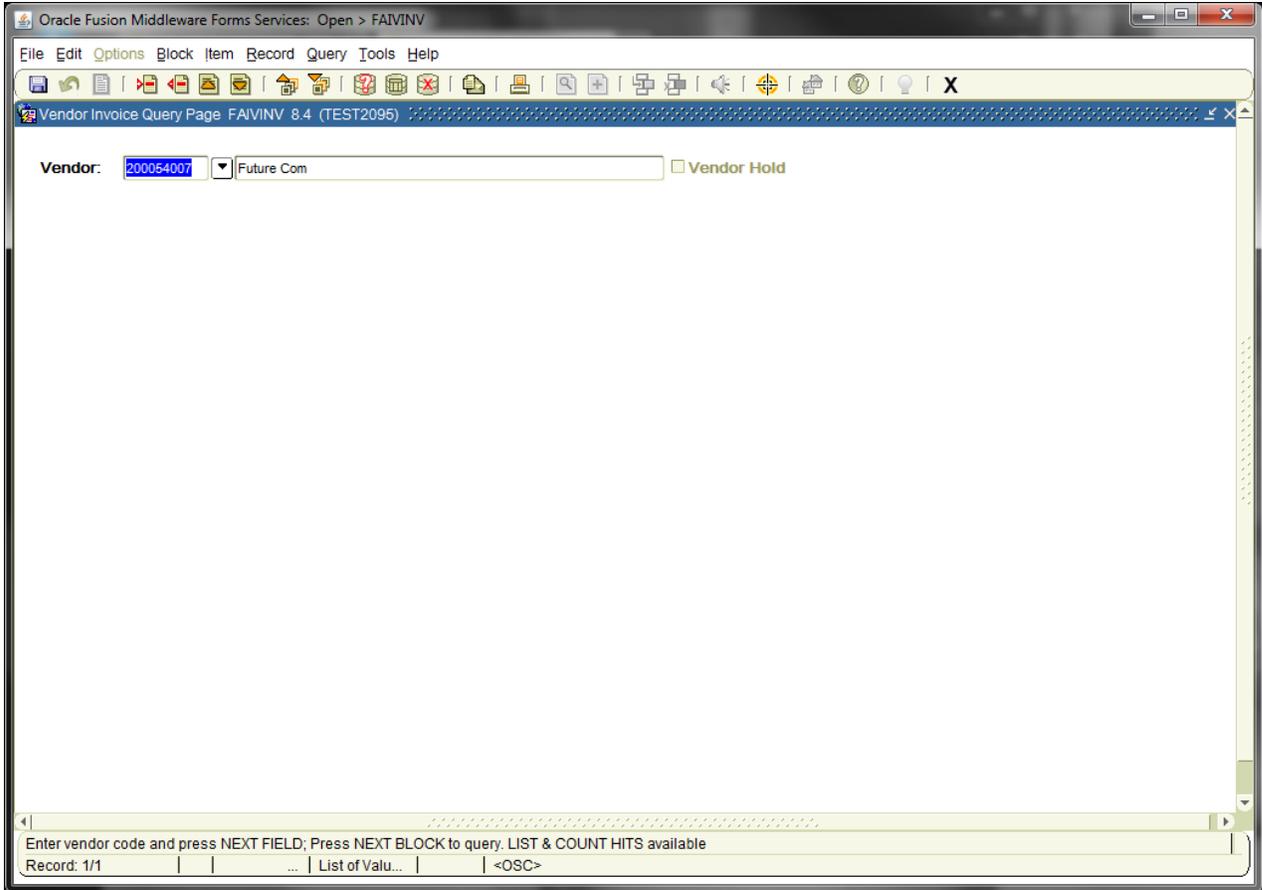
1. Enter the Vendor number in the Vendor field.
2. The default in the Selection field is all.
3. Next Block [Ctrl+Pg Down]

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]

