

# How to Check Your Open Purchase Orders and Their Current Balance

## FPIOPOF (Open Purchase Orders by FOAPAL)

You can enter your INDEX or FOAPAL stream here and see all open POs. This will NOT show the PO balance; only that the PO is open and provides the quantity and unit price ordered. You can export to Excel by going to Help ---Extract Data No Key.

Purchase Order	Item	Commodity	U/M	Quantity
P0110966	1	Standing PO Controller 35.67 July 2014-July 2015	SVC	12

Vendor: Iron Mountain Records Management      Unit Price: 35.67

## FGIENCDC (Detail Encumbrance Activity)


This will show all activity on an individual PO and whether the PO is open (O) or closed(C).

Transaction Date	Type	Document Code	Action	Transaction Amount	Remaining Balance
07-OCT-2014	INEI	10264643		-36.98	284.05
13-NOV-2014	INEI	10267761		-36.98	247.07
30-NOV-2014	INEI	10269125		-36.98	210.09

## ARGOS Report Open\_POs\_by\_ORGN.Open POs by Orgn Report

This is much like the FPIOPOF report above.

The screenshot shows a web-based report interface. At the top, the title bar reads 'Open\_POs\_by\_ORGN.Open POs by Orgn Report'. Below this, there are two sections: 'Dashboard Options:' with a dropdown menu set to 'Saved Settings' and a printer icon, and 'Report Options:' with a dropdown menu set to 'Open POs by Orgn Report'. The main content area is titled 'Samford University Purchasing Dept: List open POs by ORGN'. It features a 'Select PO Type' dropdown menu currently set to 'ALL'. Below that is a text input field containing '15' with a label 'Enter 2 digit Fiscal Year - this allows viewing prior yr info on POs which were closed and reopened (or perhaps never closed)'. Further down is a 'Select ORGN (rollup or posting)' section containing a table with columns for ORGN, TITLE, MGR, and TYPE. The table lists various organizational units and their managers, with the row for ORGN 500740 (Bookstore) highlighted in blue.

Dashboard Options: *Saved Settings*  Report Options: Open POs by Orgn Report

### Samford University Purchasing Dept: List open POs by ORGN

Select PO Type : All, Regular, or Standing

ALL

15 Enter 2 digit Fiscal Year - this allows viewing prior yr info on POs which were closed and reopened (or perhaps never closed)

Select ORGN (rollup or posting)

ORGN	TITLE	MGR	TYPE
500630	Inst Support/Central Allocation	Matthew DeFore	Post...
500640	Plant & Operation/Central Allo...	Matthew DeFore	Post...
500650	Library/Central Allocation	Matthew DeFore	Post...
500660	Academic Service/Central Allo...	Matthew DeFore	Post...
500670	Facilities/Central Allocation	Matthew DeFore	Post...
500680	Auxiliary/Central Allocation	Matthew DeFore	Post...
500690	Public Service/Central Allocation	Matthew DeFore	Post...
500700	Business Services	Hugh McCormack	Rollup
500710	Business Services	Hugh McCormack	Post...
500720	Purchasing	Hugh McCormack	Post...
500730	Fixed Assets	Hugh McCormack	Post...
500740	Bookstore	Hugh McCormack	Post...
500750	Post Office	Hugh McCormack	Post...
500760	Printing	Hugh McCormack	Post...
500770	Samford Dining Services (Bus ...	Hugh McCormack	Post...
500780	Insurance	Lisa Imbraulio	Post...

You can choose to see it in report format or Excel.