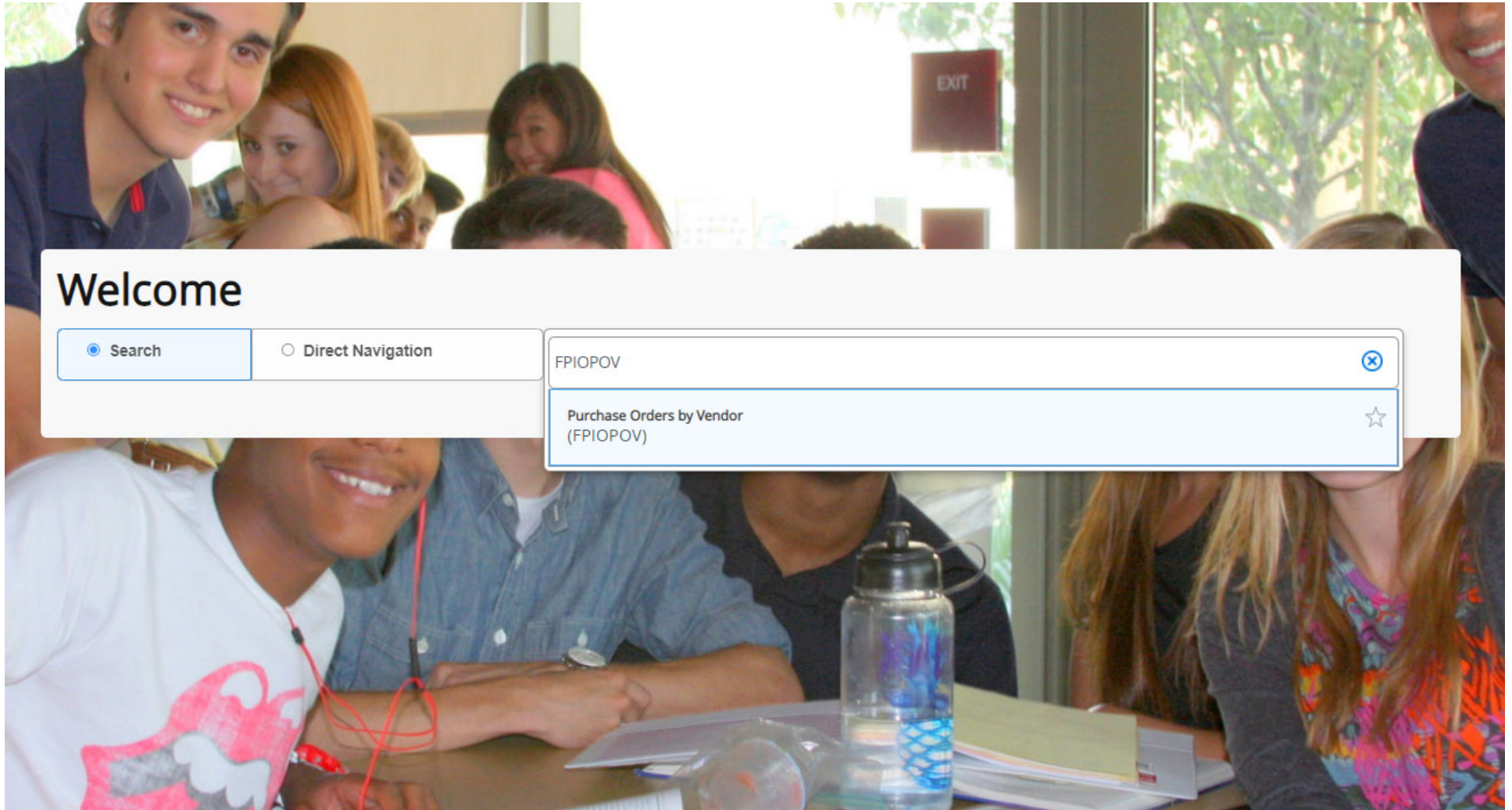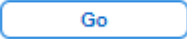# FPIOPOV | Purchase Orders by Vendor Module in Banner 9
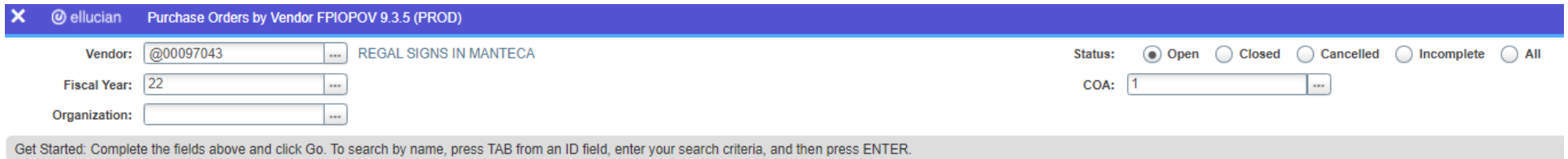
Step 1: Access the purchase orders by vendor page in Banner

- 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 **FPIOPOV**
- Press **Enter**

Step 2: Enter query data

- **Vendor**: enter the Vendor ID Number of the vendor you wish to look up. You can click ⊡ to search for the vendor in Banner.
- **Fiscal Year**: ensure you have the correct FY you wish to search under.
- **Organization**: you may enter your org code (e.g. "30001") to narrow the results down, or you may leave this field bank.
- **COA**: this field should always be "1."

- Once entered, press **Alt + Pg. Down** or press [Go]
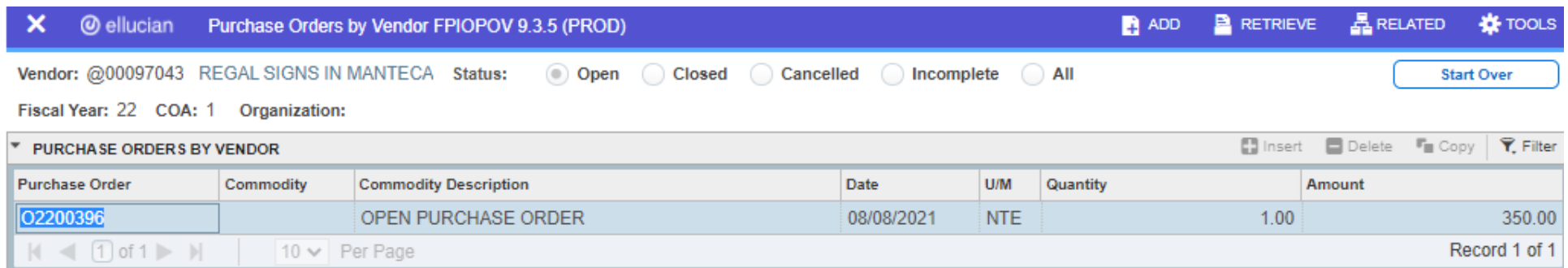
Step 3: Review the list of POs

Any active and <u>currently open</u> PO's for the vendor, within the fiscal year you entered, will be displayed. Closed PO's will not be displayed. The table displayed will not immediately show the FOAP that is funding the PO. If you are looking to see if your PO was established under your own budget, please re-access **FPIOPOV** and enter your **Org** code in the **Organization** field (see Step 2).

Step 4: Reviewing specific PO details

- Ensure your curser 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]**
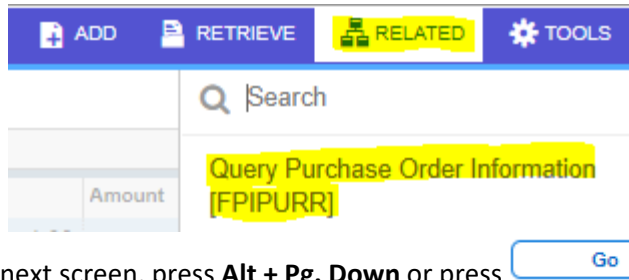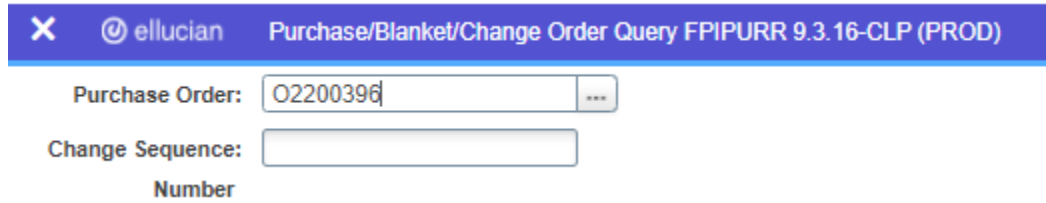
- On the next screen, press **Alt + Pg. Down** or press [Go]

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.
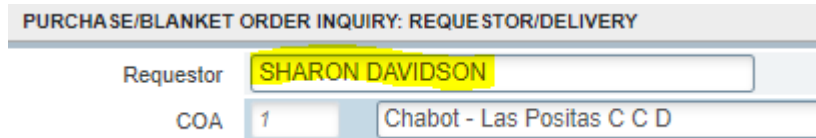
   a.

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.

   a. Item(s):

   b. FOAP(s):

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	O2200396	Delivery Date	06/30/2022		
Blanket Order		Comments		Change Sequence Number	
Order Date	08/08/2021	Commodity Total	350.00	☐ In Suspense	
Transaction Date	08/08/2021	Accounting Total	350.00	☑ Document Text	

PURCHASE/BLANKET ORDER INQUIRY: DOCUMENT INFORMATION   Insert   Delete   Copy   Filter

☑ Complete		Requisition Document Text	
☑ Approved		Buyer Code	MHA
Print Date	08/08/2021		Marie Hampton
Cancel Date		Blanket Order Termination Date	
Closed Date		☐ Rush Order	
Activity Date	08/08/2021	☑ NSF Checking	
User ID	BPAGANO	☐ Deferred Editing	
Type	Regular	Purchase Order Copied From	
Cancel Reason		Origin	BANNER
		Reference Number	
☑ Purchase Order Created from Requisition			