

Oracle Fusion Middleware Forms Services: Open > FPAPURR

File Edit Options Block Item Record Query Tools Help

Purchase Order Entry: Commodity/Accounting FPAPURR 8.9.1.2 (PPRD)

Purchase Order: P0017602 Blanket Order: Order Type: Regular
 Order Date: 09-MAR-2016 Transaction Date: 09-MAR-2016 In Suspense
 Delivery Date: 23-MAR-2016 Comments: Document Text
 Commodity Total: 0.00 Accounting Total: Document Level Accounting

Document Information Requestor/Delivery Information Vendor Information Commodity/Accounting Balancing/Completion

Item	U/M	Tax Group	Quantity	Unit Price	Extended	Discount	Additional	Tax	Commodity Line Total	Document Commodity Total
1 of 1	EA		1.00 X	1,000.0000	1,000.00	0.00	0.00		1,000.00	0.00

Commodity: COMEQP Description: Apple Computer

Commodity Text
 Item Text
 Add Commodity
 Distribute

FOAPAL of Remaining Commodity Amount: 0.00 NSF Override % USD
 NSF Suspense Extended: Discount: Additional: Tax: FOAPAL Line Total: Document Accounting Total:

COA	Yr	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj
1									

LIST for list;Count Query for vendor;Execute Query for Vendor by Comm.
 Report: 1/1

Once all line items are completed, select **NEXT BLOCK** to continue.

You will now be on the **FOAPAL** section of the screen. Your default **Fund**, **Org** and **Program** will be prepopulated (if the FOAPAL does not appear, press the tab key). If you have access to another FOAPAL, you can type over the FOAPAL fields that were prepopulated.

When complete press **NEXT BLOCK** to continue:

Oracle Fusion Middleware Forms Services: Open > FPAPURR

Purchase Order Entry: Commodity/Accounting FPAPURR 8.9.1.2 (PPRD)

Purchase Order: P0017602
Order Date: 09-MAR-2016
Delivery Date: 23-MAR-2016
Commodity Total: 1,000.00

Blanket Order: [Dropdown]
Transaction Date: 09-MAR-2016
Comments: [Text Area]
Accounting Total: [Text Area]

Order Type: Regular
 In Suspense
 Document Text
 Document Level Accounting

Document Information | Requestor/Delivery Information | Vendor Information | **Commodity/Accounting** | Balancing/Completion

Item	U/M	Tax Group	Quantity	Unit Price	Extended	Discount	Additional	Tax	Commodity Line Total	Document Commodity Total
1 of 1	EA		1.00	1,000.0000	1,000.00	0.00	0.00		1,000.00	1,000.00

Commodity: COMEQP, Description: Apple Computer

FOAPAL [Dropdown] of [Dropdown] Remaining Commodity Amount: 1,000.00

COA	Yr	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Extended	Discount	Additional	Tax	FOAPAL Line Total	Document Accounting Total
1	16		100000	803310	71002	600									

Enter Account; Use General Ledger Account for inventory PO; [LIST].
Record: 1/1 | ... | <OSC>

You will now be on the **Balancing/Completion** tab:

Purchase Order Entry: Balance/Completion FPAPURR 8.9.1.2 (PPRD)

Purchase Order: P0017602 **Blanket Order:**
Order Date: 09-MAR-2016 **Transaction Date:** 09-MAR-2016
Delivery Date: 23-MAR-2016 **Comments:**
Commodity Total: 1,000.00 **Accounting Total:** 1,000.00

Order Type: Regular
 In Suspense
 Document Text
 Document Level Accounting

Document Information Requestor/Delivery Information Vendor Information Commodity/Accounting **Balancing/Completion**

Vendor: E01000472 Apple Computer **Vendor Hold**
COA: 1 Emerson College **Requestor:** Julie_Gelfond
Organization: 803310 Procurement
Currency Code:
Exchange Rate: **Commodity Record Count:** 1

Input Amount: 1,000.00 **Converted Amount:**

	Header	Commodity	Accounting	Status
Approved Amounts:	<input type="text"/> 1,000.00	<input type="text"/> 1,000.00	<input type="text"/> 1,000.00	<input type="text"/> BALANCED
Discount Amounts:	<input type="text"/> 0.00	<input type="text"/> 0.00	<input type="text"/> 0.00	<input type="text"/> BALANCED
Additional Amounts:	<input type="text"/> 0.00	<input type="text"/> 0.00	<input type="text"/> 0.00	<input type="text"/> BALANCED
Tax Amounts:	<input type="text"/> 0.00	<input type="text"/> 0.00	<input type="text"/> 0.00	<input type="text"/> BALANCED

Complete: **In Process:**

If the **In Suspense** box is checked off, this means your PO has insufficient funds. It would be best to check with the budget office before submitting your PO.

Oracle Fusion Middleware Forms Services: Open > FPAPURR

File Edit Options Block Item Record Query Tools Help

Purchase Order Entry: Balance/Completion FPAPURR 8.9.1.2 (PPRD)

Purchase Order: P0017602 **Blanket Order:**
Order Date: 09-MAR-2016 **Transaction Date:** 09-MAR-2016 **Order Type:** Regular
Delivery Date: 23-MAR-2016 **Comments:** **In Suspense** **Document Text**
Commodity Total: 1,000.00 **Accounting Total:** 1,000.00 **Document Level Accounting**

Document Information **Requestor/Delivery Information** **Vendor Information** **Commodity/Accounting** **Balancing/Completion**

Vendor: E01000472 Apple Computer **Vendor Hold**
COA: 1 Emerson College **Requestor:** Julie_Gelfond
Organization: 803310 Procurement
Currency Code:
Exchange Rate: **Commodity Record Count:** 1
Input Amount: 1,000.00 **Converted Amount:**

	Header	Commodity	Accounting	Status
Approved Amounts:	1,000.00	1,000.00	1,000.00	BALANCED
Discount Amounts:	0.00	0.00	0.00	BALANCED
Additional Amounts:	0.00	0.00	0.00	BALANCED
Tax Amounts:	0.00	0.00	0.00	BALANCED

Complete: **In Process:**

If the **In Suspense** button is not checked, the status for all rows should state "Balanced".

Click on the **Complete** button on the bottom left hand side of the screen to finish the PO:

Purchase Order: P0017602 **Blanket Order:**
Order Date: 09-MAR-2016 **Transaction Date:** 09-MAR-2016 **Order Type:** Regular
Delivery Date: 23-MAR-2016 **Comments:** **In Suspense**
Commodity Total: **Accounting Total:** **Document Text**
 Document Level Accounting

Document Information Requestor/Delivery Information Vendor Information Commodity/Accounting **Balancing/Completion**

Vendor: E01000472 Apple Computer **Vendor Hold**
COA: 1 Emerson College **Requestor:** Julie_Gelfond
Organization: 803310 Procurement
Currency Code:
Exchange Rate: **Commodity Record Count:**
Input Amount: **Converted Amount:**

	Header	Commodity	Accounting	Status
Approved Amounts:	<input type="text" value="1,000.00"/>	<input type="text" value="1,000.00"/>	<input type="text" value="1,000.00"/>	BALANCED
Discount Amounts:	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	BALANCED
Additional Am	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	BALANCED
Tax Amounts:	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	BALANCED

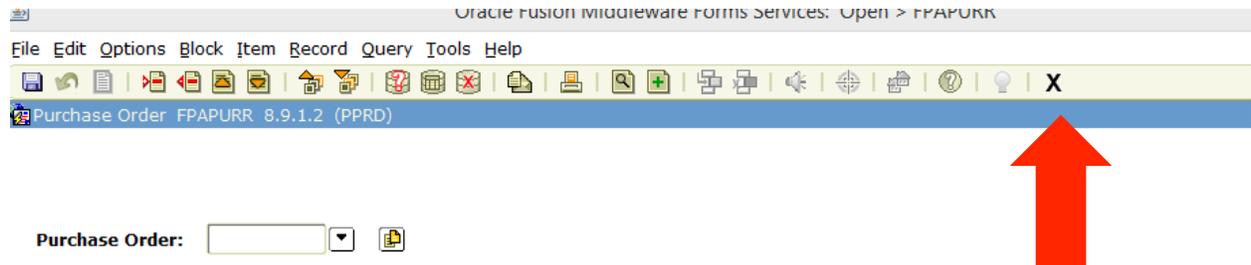
Complete: **In Process:**

DON'T FORGET TO WRITE DOWN THE PO #!

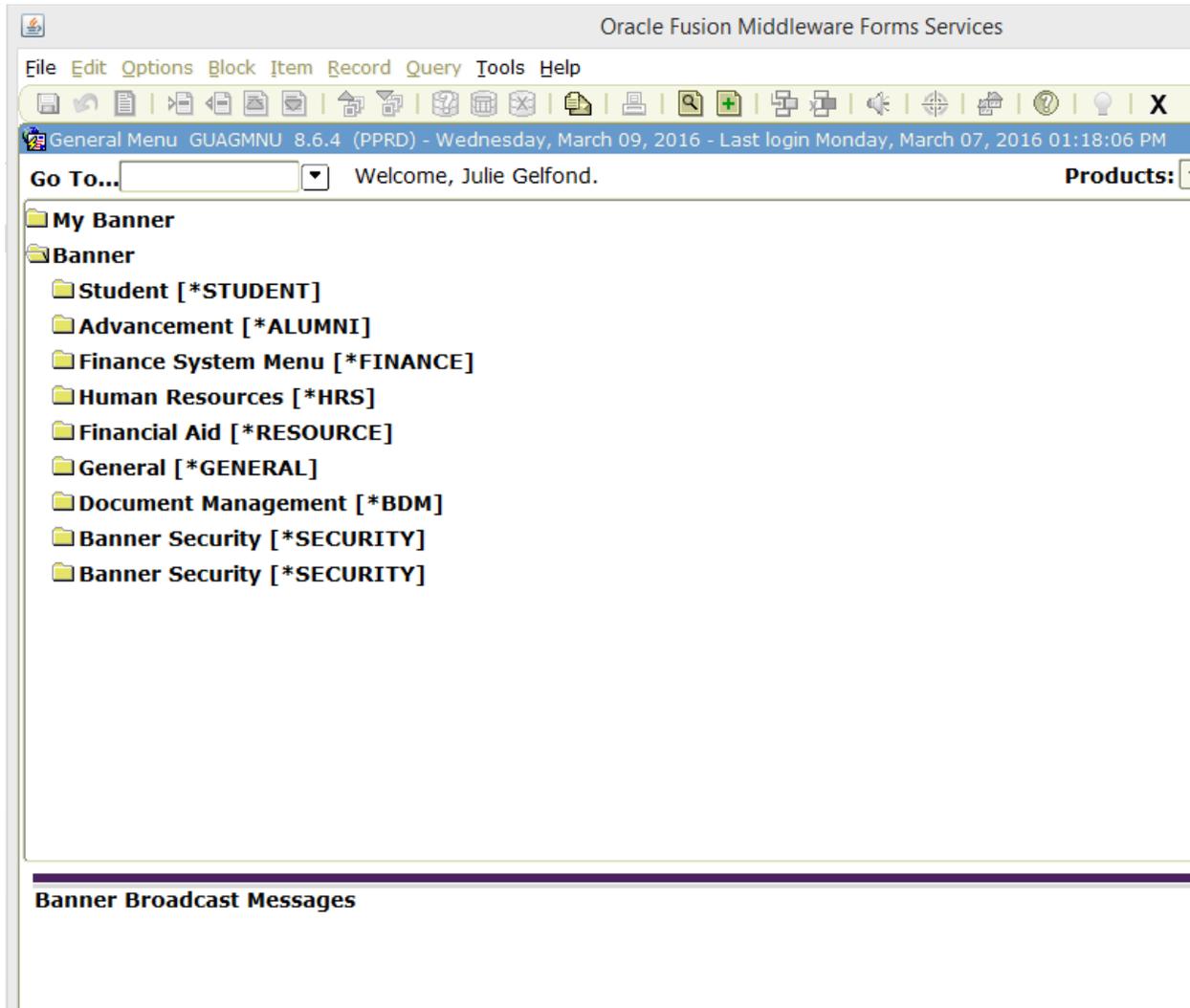
Viewing PO Document With Signature:

You will come back to the **FPAPURR** screen.

Click on the “X” on the top of the screen to continue.



You will then come back to the INB home page:



In the space next to **Go To...**, type **FPAPORD** and hit **enter**.

On the **FPAPORD** screen, click on **NEXT BLOCK**:

Oracle Fusion Middleware Forms Services: Open > GJAPCTL

File Edit Options Block Item Record Query Tools Help

Process Submission Controls GJAPCTL 8.3.0.2 (PPRD)

Process: FPAPORD Parameter Set:

Printer Control

Printer: Special Print: Lines: Submit Time:

Parameter Values

Number	Parameters	Values
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

Submission

Save Parameter Set as Name: Description: Hold Submit

When you click on **NEXT BLOCK**, default information will be filled in under **Parameters**.

You will need to complete the following information on this screen:

- Next to the **Special Print** space, type **DEPT_PO**.
- On line 1 under **Values**, type the PO number you created in the previous steps.

Oracle Fusion Middleware Forms Services: Open > GJAPCTL

File Edit Options Block Item Record Query Tools Help

Process Submission Controls: GJAPCTL 8.3.0.2 (PPRD)

Process: Purchase Order Form Print Parameter Set:

Printer Control

Printer: Special Print: Lines: Submit Time:

Parameter Values

Number	Parameters	Values
01	Purchase Order Number	P0017602
02	Status	
03	Purchase order print option	
04	Include E-Procurement PO's?	N

LENGTH: 8 TYPE: Character O/R: Optional M/S: Single
Enter a P.O. or leave blank to print all P.O.s that have never been printed.

Submission

Save Parameter Set as Name: Description: Hold Submit

Select the **Submit** button on the bottom left hand side of screen (Note: the button will already be selected but you still need to click on it).

Press the save icon at the top of the screen:

The screenshot shows the Oracle Fusion Middleware Forms Services interface for the 'FPAPORD' process. The window title is 'Oracle Fusion Middleware Forms Services: Open > GJAPCTL'. The menu bar includes File, Edit, Options, Block, Item, Record, Query, Tools, and Help. The toolbar contains various icons, including a save icon (floppy disk) which is highlighted by a red arrow. Below the toolbar, the 'Process Submission Controls' section shows 'Process: FPAPORD' and 'Purchase Order Form Print' in a dropdown menu, and 'Parameter Set:' in another dropdown. The 'Printer Control' section includes 'Printer: DATABASE', 'Special Print: DEPT_PO', 'Lines: [checkbox]', and 'Submit Time: [checkbox]'. The 'Parameter Values' section is a table with columns for 'Number', 'Parameters', and 'Values'. It contains four rows of data: Row 01: Purchase Order Number (P0017602); Row 02: Status (C); Row 03: Purchase order print option; Row 04: Include E-Procurement PO's? (N). Below the table, it specifies 'LENGTH: 8 TYPE: Character O/R: Optional M/S: Single' and provides instructions: 'Enter a P.O. or leave blank to print all P.O.s that have never been printed.' The 'Submission' section at the bottom has a 'Save Parameter Set as' checkbox, 'Name:' and 'Description:' fields, and radio buttons for 'Hold' and 'Submit' (which is selected). A red arrow points to the 'Submit' button. A large 'MIDDLEWARE' watermark is visible across the bottom of the form.

Number	Parameters	Values
01	Purchase Order Number	P0017602
02	Status	C
03	Purchase order print option	
04	Include E-Procurement PO's?	N

After clicking on submit and save, most of the information on **FPAPORD** screen will disappear.

An e-mail with the PO document you created will arrive in your e-mail.

Inbox - julie_gelfond@emerson.edu

FILE HOME SEND / RECEIVE FOLDER VIEW

New Email New Items Ignore Clean Up Delete Reply Reply All Forward Meeting passwords Team Email Reply & Delete To Manager Done Create New Move Rules OneNote Unread/Read Categorize Follow Up

4 Favorites
 Inbox 8
 Sent Items
 Drafts
 Deleted Items 916

4 julie_gelfond@emerson.edu
 inbox 8
 Drafts
 Sent Items

All Unread

FROM	SUBJECT
Holland Patricia	RE: GovConnection INV53566307
Wai On Kwong	RE: P0017636
Renee Fruchter	RE: Credit info - IMPT
Jane Pikor	FW: R0020629
Wai On Kwong	RE: P0017636
April Jones	RE: EMERSON COLLEGE - 6047433
Purchasing Email Account	Purchase Order [Vendor Copy] - P0017636
Erin Brennen	Re: Outstanding Invoices/Memos for Anaconda/Lids
Margaret Melanson	Banner Training
Margaret Rogan	RE: E-PO

When you receive this PO, you will need to:

- Ensure signature on PO states “Procurement Services”.
- Save a copy for your records.
- Send a copy to vendor and confirm receipt of PO.

