

File Edit Options Block Item Record Query Tools Help

Purchase Order Entry: Vendor FPAPURR 8.9.1.2 (PPRD)

Purchase Order: NEXT      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:      Accounting Total:       Document Level Accounting

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

Vendor:             Vendor Hold  
Address Type:      Address Sequence:      City:        
Street Line 1:      State or Province:      Zip or Postal Code:        
Street Line 2:      Nation:      Area Code      Phone Number      Extension  
Street Line 3:      Phone:                    
Contact:      Fax:                    
Email:        
Discount:        
FOB Code:        
Tax Group:             Disbursing Agent  
Class Code:        
Carrier:        
Currency:     

Record: 1/1      ...      <OSC>

To find the appropriate vendor, you need to click on the drop down arrow next to the **Vendor** space to find the correct vendor number.

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Vendor:             Vendor Hold  
Address Type:      Address Sequence:      City:        
Street Line 1:      State or Province:      Zip or Postal Code:        
Street Line 2:      Nation:      Area Code      Phone Number      Extension  
Street Line 3:      Phone:                    
Contact:      Fax:                    
Email:        
Discount:        
FOB Code:        
Tax Group:             Disbursing Agent  
Class Code:        
Carrier:        
Currency:

After you click on the arrow, an **Option List** window will open. Click on **Entity Name/ID Search (FTIIDEN)**:

Purchase Order Entry: Vendor 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:      Accounting Total:       Document Level Accounting

Document Information    Requestor/Delivery Information    Financing/Completion

Vendor:             Vendor Hold  
Address Type:            Address Sequence:            Zip or Postal Code:        
Street Line 1:            Area Code      Phone Number      Extension  
Street Line 2:                          
Street Line 3:                          
Contact:        
Email:        
Discount:             Disbursing Agent  
FOB Code:        
Tax Group:        
Class Code:        
Carrier:        
Currency:     

**Option List**

- Entity Name/ID Search (FTIIDEN)
- Vendor Maintenance (FTMVEND)

Cancel

When you get to the search screen, type the vendor name in the last name field. Make note:

- You MUST enclose the criteria with % signs. The % signs notifies the program to search for all vendors with that name.
- The search criteria is case sensitive.





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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: Accounting Total:  Document Level Accounting

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

Vendor: E01000472 Apple Computer  Vendor Hold  
 Address Type: AP Address Sequence: 1  
 Street Line 1: Po Box 281877 City: Atlanta  
 Street Line 2: Mailstop 198-Ee State or Province: GA Zip or Postal Code: 30384  
 Street Line 3: Nation:  
 Contact: Kevin Black Phone: Area Code Phone Number Extension  
 Email: Fax:  
 Discount: 30  Disbursing Agent  
 FOB Code: 02  
 Tax Group: Class Code: Carrier: Currency:

Check to indicate Disbursing Agent.  
 Record: 1/1 <OSC>

You will now be on the **Commodity/Accounting** tab:

Oracle Fusion Middleware Forms Services: Open > FPAPURR

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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: 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
Commodity	Description								
<input type="checkbox"/> Commodity Text <input type="checkbox"/> Item Text <input type="checkbox"/> Add Commodity <input type="checkbox"/> Distribute									
Document Commodity Total:									

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

COA	Yr	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj
1									

Document Accounting Total:

LIST for list:Count Query for vendor;Execute Query for Vendor by Comm.  
 Record: 1/1 <OSC>

Fill in a short description in the **Description** space.

Click the drop down arrow under **Commodity** to select the commodity code for the product/service:

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Commodity Total:      Accounting Total:       Document Level Accounting

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

Item	of	U/M	Tax Group	Quantity	Unit Price	Extended	Discount	Additional	Tax	Commodity Line Total	Document Commodity Total
		EA		X							

Commodity:      Description: Apple Computer

Commodity Text       Item Text       Add Commodity       Distribute

FOAPAL    of    Remaining Commodity Amount:     NSF Override    %    USD

NSF Suspense    Extended:   

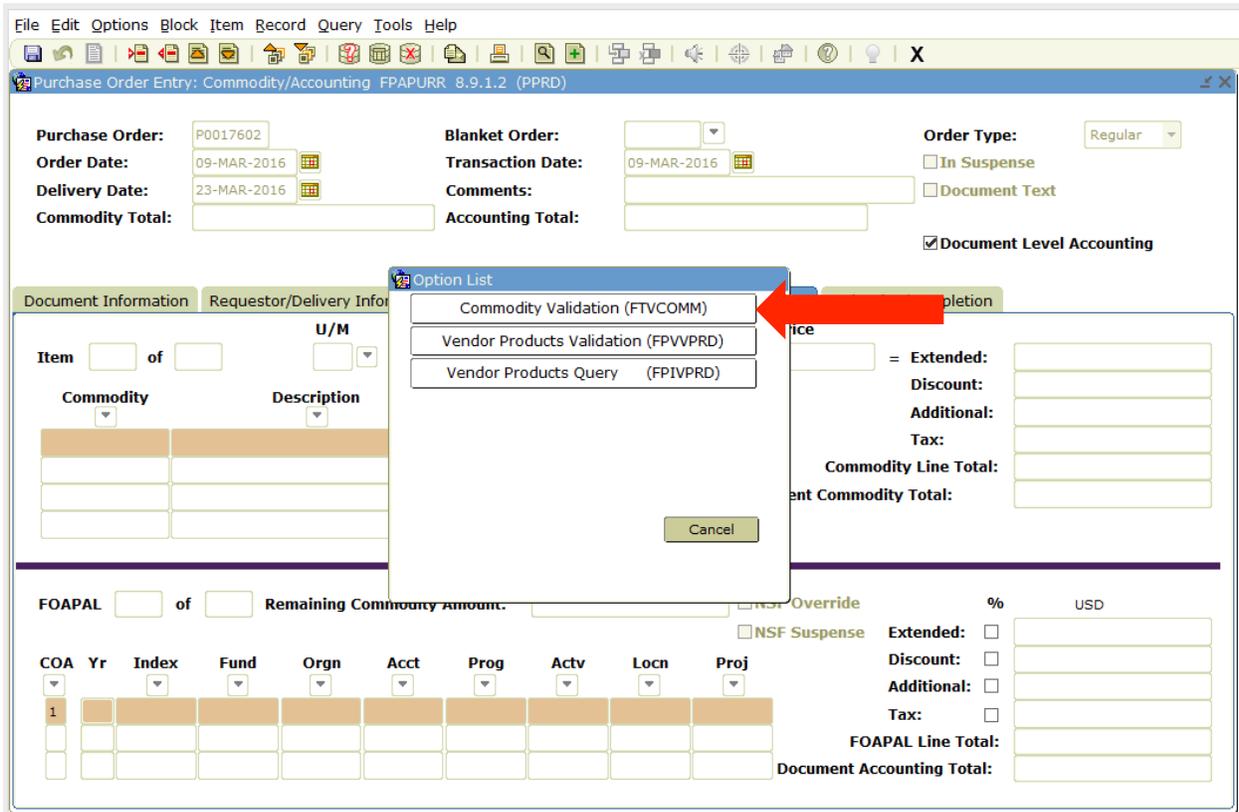
COA	Yr	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Discount	Additional	Tax	FOAPAL Line Total	Document Accounting Total
1														

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

Record: 1/1    ...    <OSC>

FROM: Anne Isakson

An **Option List** window will appear, click on **Commodity Validation (FTVCOMM)**:



**Double click** on the Commodity Code from the list that best matches your purchase. If there are no commodities that match, select MISCELL for miscellaneous:

Commodity Code	Description	U/M	Fixed Asset	Stock	Start Date	Termination Date
C0000001	Maintenance & Repair	SVC	N	N	05-DEC-2013	05-DEC-2013
CAMCEQP	Camera equipment - capital	EA	N	N	31-AUG-2012	31-AUG-2012
CAMEEQP	Camera equipment non-capital	EA	N	N	31-AUG-2012	31-AUG-2012
CAMEQC	Camera equipment capital > \$1000	EA	N	N	29-AUG-2012	
CAMEQN	Camera equipment - non capital	EA	N	N	29-AUG-2012	
CAMEQP	Camera equipment non capital	EA	N	N	30-AUG-2012	31-AUG-2012
CAMRNT	camera equipment rental	EA	N	N	04-SEP-2012	
CAPEQP	CAPITAL EQUIPMENT	EA	N	N	07-MAY-2008	
CAPFXA	CAPITAL EQUIPMENT > \$,1000	EA	Y	N	07-MAY-2008	
CAPGWN	CAPS & GOWNS	EA	N	N	07-MAY-2008	
CARPET	CARPET	FT	N	N	17-JUL-2015	
CARPYS	CARPENTRY SUPPLIES	EA	N	N	07-MAY-2008	
CLABOR	LABOR	SVC	N	N	13-DEC-2013	
CLASFR	CLASSROOM FURNITURE	EA	N	N	07-MAY-2008	
CLASRS	CLASSROOM SUPPLIES	EA	N	N	07-MAY-2008	
CMEQPS	COMMUNICATION EQUIPMENT & SUPPLIES	EA	N	N	07-MAY-2008	
COM SUPP	Computer support	EA	N	N	26-JUL-2012	
COMEQP	COMPUTER EQUIPMENT	EA	N	N	07-MAY-2008	
COMFXA	COMPUTER EQUIPMENT > \$1,000	EA	Y	N	07-MAY-2008	
COMSSS	COMPUTER SOTWARE	EA	N	N	07-MAY-2008	
COPERS	COPIER SUPPLIES	EA	N	N	07-MAY-2008	
COPFAX	COPIER / FAX REPAIRS	EA	N	N	07-MAY-2008	
CUSTCL	CUSTODIAL CLEANING	EA	N	N	13-AUG-2013	





