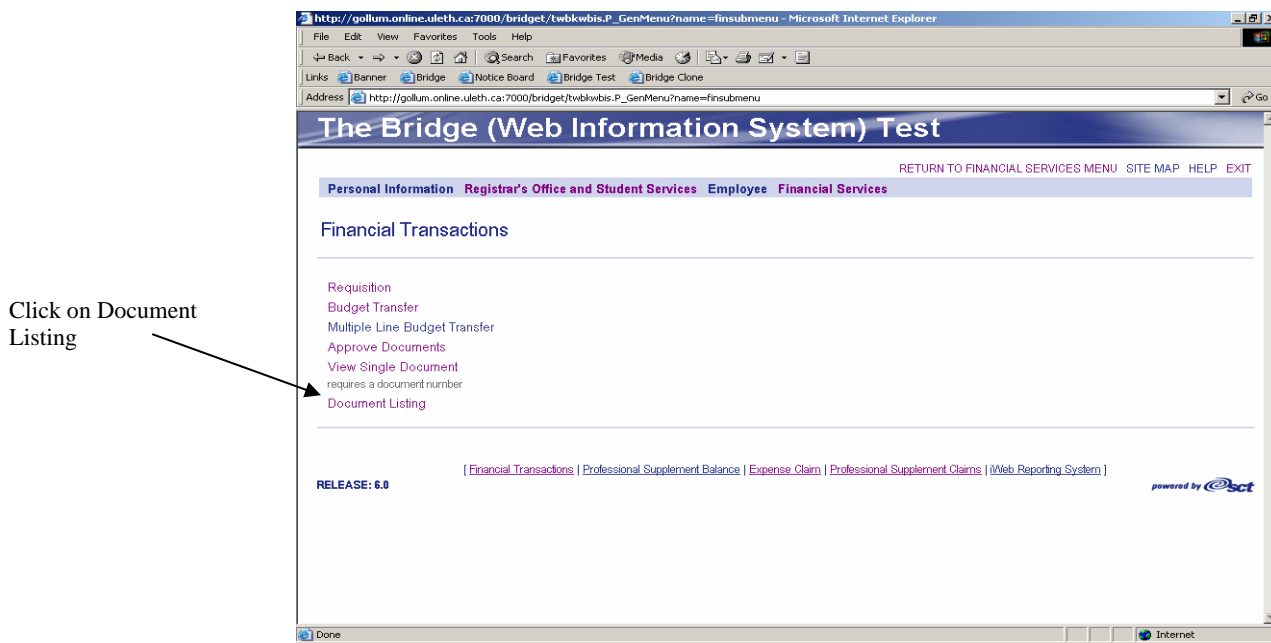# The Bridge

The University of Lethbridge
Web Information System

Purchase Order/Requisition
Online Inquiry
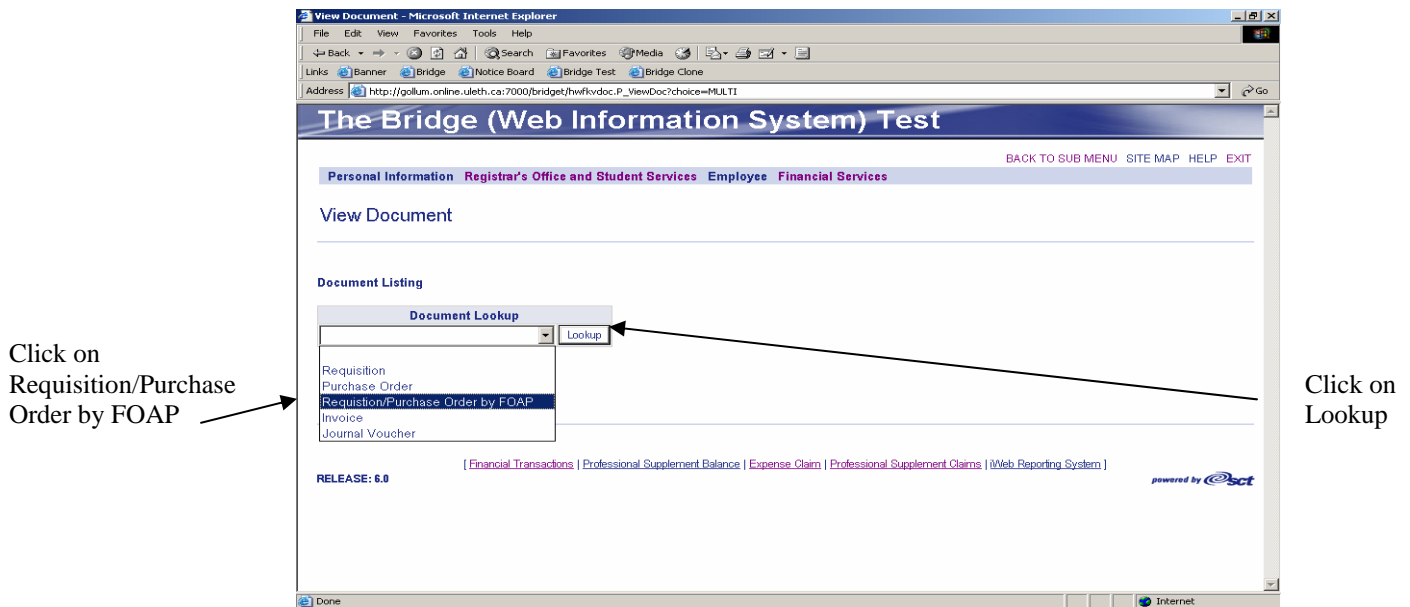# by FOAP

Procedure Manual
Effective September 1, 2004

Financial Transactions Menu

Click on Document Listing

Choose Document Listing menu item

View Document – Document Listing Form

Click on Requisition/Purchase Order by FOAP

Click on Lookup

Choose Requisition/Purchase Order by FOAP from the dropdown list then click on "Lookup"

Document Inquiry by FOAP Form

Document Type

Requestor Name

Vendor Name

Order Date

Delivery Date

Fund

Organization

Account

Program

Click to Submit, Reset or Edit

Document Type: You can query either Requisitions or Purchase Orders from the drop down list.

You can query on any one or combination of the following criteria.
(Note: Wildcard characters are not necessary for this form)

Requestor Name: Type in part or all of the persons name who requested the purchase order

Vendor Name: Type in part or all of the vendor name

Order Date (From – To):   Enter/query a date or a date range (if you enter both first and second dates). There is an option between a dropdown menu for each day/month/year or you can click on the calendar and click on the date (date range will default to the last 90 days)

Delivery Date (From – To):   Enter/query a date or a date range (if you enter both first and second dates) There is an option between using the dropdown menus for each day/month/year or click on the calendar and click on the date

Document Inquiry by FOAP Form with Program Code Lookup

Use the Code Lookup 🔍 to query a list of available fund, organization, account or program codes. The codes are listed in numerical order.

Fund (From – To):   Enter the fund range you wish to query
                                         (blank will default to all funds that you have security access to)
Orgn (From – To):   Enter the organization range you wish to query
                                         (blank will default to all organizations that you have security access to)
Account (From – To):   Enter the account range you wish to query
                                         (blank will default to all accounts that you have security access to)
Program (From – To):   Enter the program range you wish to query
                                         (blank will default to all programs that you have security access to)

Submit: Generates a report of all purchase orders or requisitions according to the chosen specifications

Reset: Clears all specifications chosen

Exit Lookup: Will exit the Requisition/PO Lookup by FOAP form and return you to the View Document – Document Listing form.