Research FMMI Purchase Order Using IAS Number in the Lists Purchase Orders Report
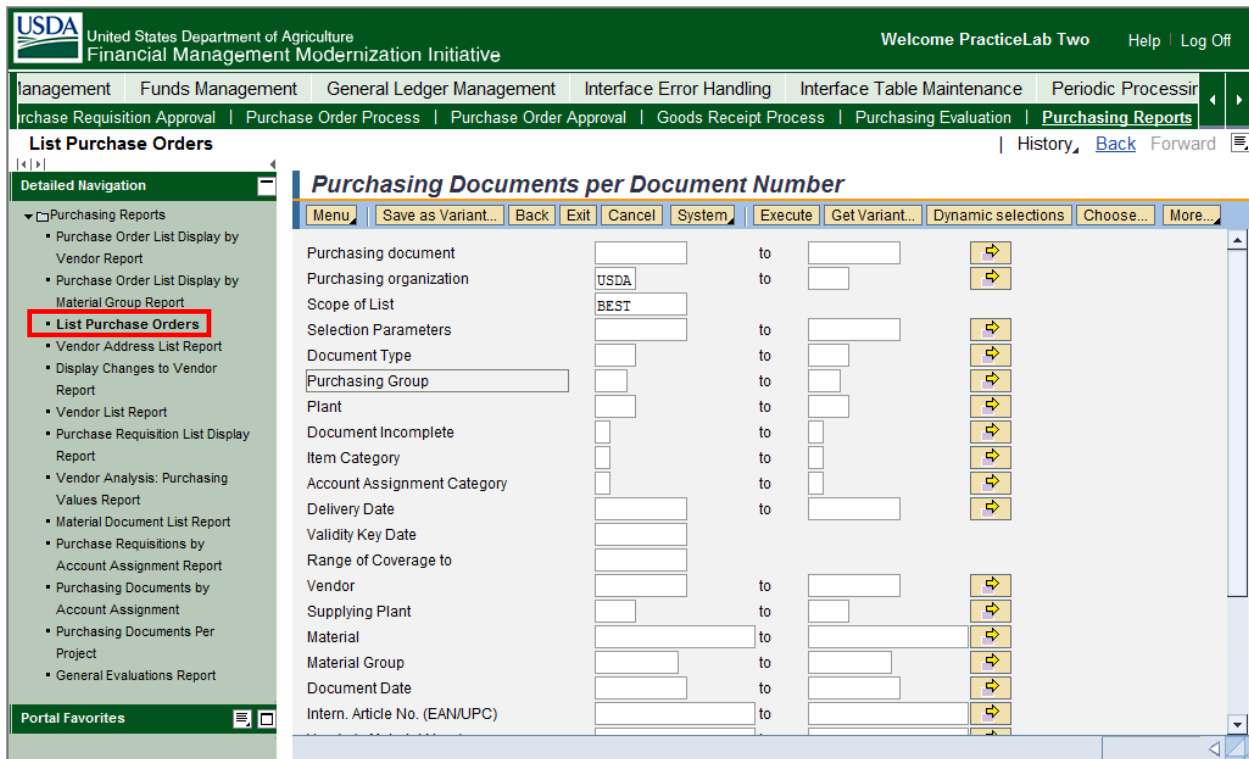
Role(s): Purchase Order Processor

Purpose: To show the user how to locate a FMMI Purchase Order using an IAS Purchase Order Number

Additional Information: Prior to performing this activity, a Purchase Order must have been interfaced in from IAS

STEP 1:

Navigate to Purchasing > Purchasing Reports > List Purchase Orders.

STEP 2:

Click the **Get Variant** button. Get Variant...

STEP 3:

Double-click the **OUR_REFERENCE** option.

STEP 4:

Click the **Dynamic Selections** button.

STEP 5:

There are several ways you can locate a FMMI Purchase Order Number referencing an IAS Purchase Order Number:
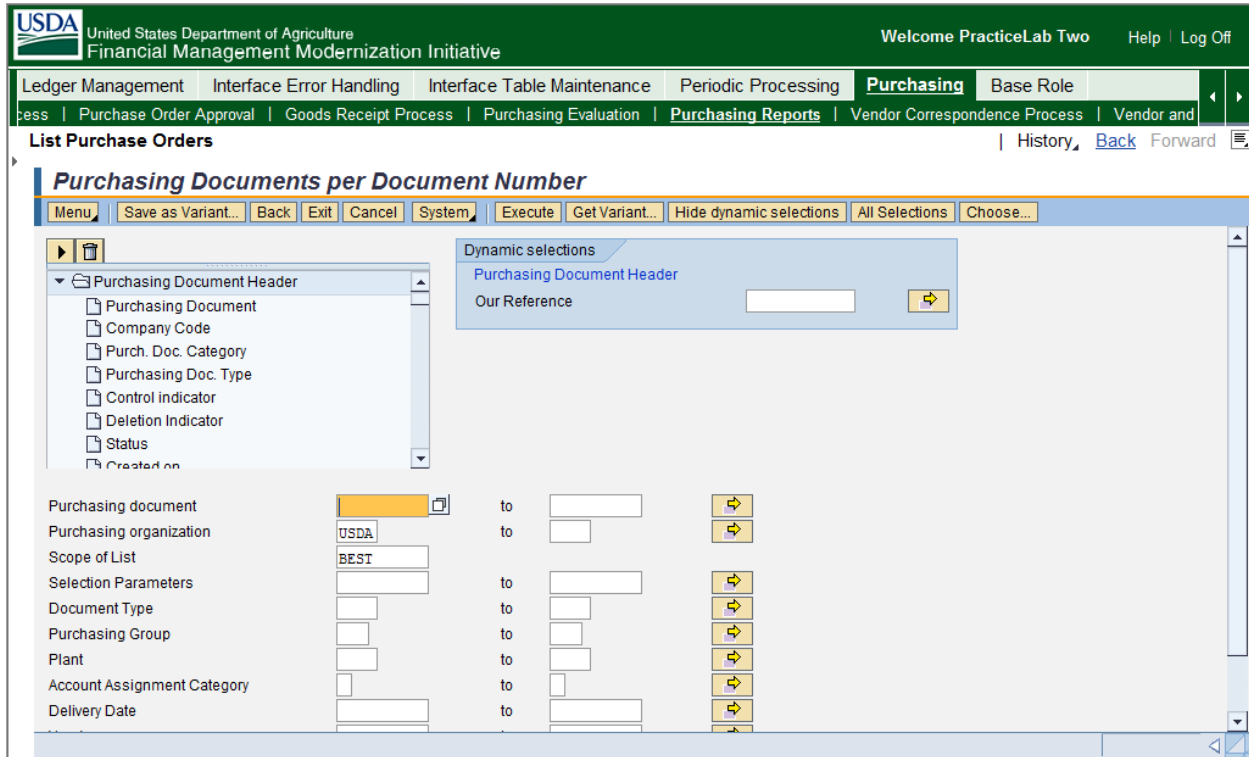
Option	Activity
1	Entering an IAS Purchase Order Number directly
2	Researching a List of IAS Purchase Order Numbers
3	Researching a Range of IAS Purchase Order Numbers

Option 1: Entering an IAS Purchase Order Number directly

A. If you know the IAS Purchase Order Number, enter it in the **Our Reference** field.

B. Click the **Execute** button. [Execute]

C. The **FMMI Purchase Order Number** will be displayed. Reference the screenshot below to locate the **FMMI Purchase Order Number**.

D. Double-click the appropriate purchase order. FMMI will navigate to the selected purchase order. The **Our Reference** field which houses the IAS Purchase Order Number is located on the **Communication** tab of the FMMI Purchase Order.

Option 2: Search using a list of IAS Purchase Order Numbers.

A. Click the **Multiple Selections** button in the **Dynamic selections** area.

Dynamic selections
Purchasing Document Header
Our Reference

B. Enter each value from your list of IAS Purchase Order Numbers in the **Single Value** fields.

Multiple Selection for Our Reference

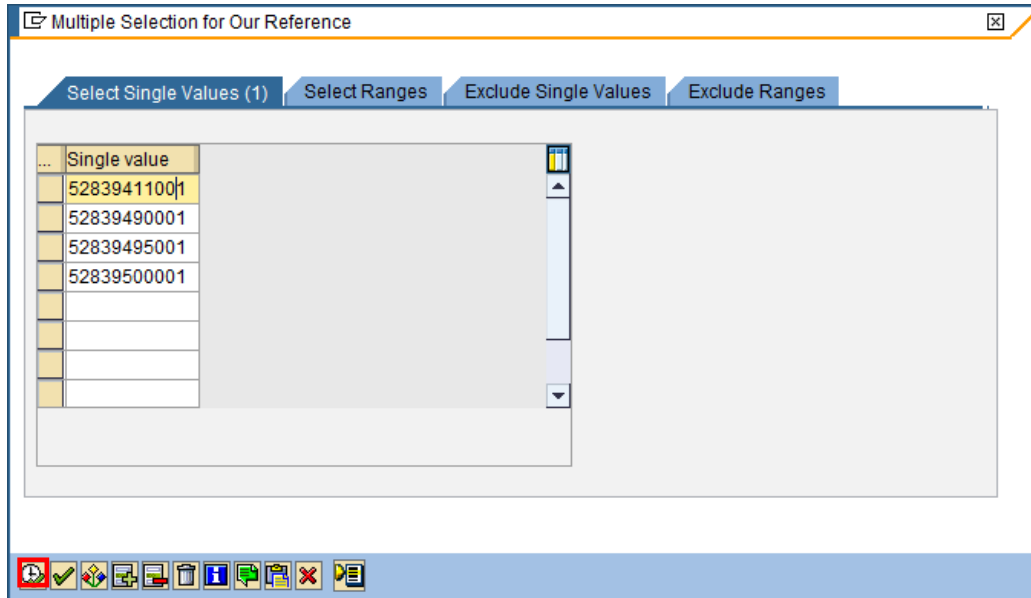Select Single Values (1) | Select Ranges | Exclude Single Values | Exclude Ranges

| Single value |
| 52839411001 |
| 52839490001 |
| 52839495001 |
| 52839500001 |

C. Click the **Copy** button.

D. Click the **Execute** button.   Execute

E. The **FMMI Purchase Order Numbers** referencing the IAS Purchase Order Numbers entered previously will be displayed.

E. Double-click the appropriate purchase order. FMMI will navigate to the selected purchase order. The **Our Reference** field which houses the IAS Purchase Order Number is located on the **Communication** tab of the FMMI Purchase Order.

Option 3: Research from a Range of IAS Purchase Order Numbers.

A. Click the **Multiple Selections** button in the **Dynamic selections** area.

Dynamic selections
Purchasing Document Header
Our Reference

B. Click on the **Select Ranges** tab.

Multiple Selection for Our Reference

| Select Single Values | Select Ranges | Exclude Single Values | Exclude Ranges |

...	Lower limit	Upper limit

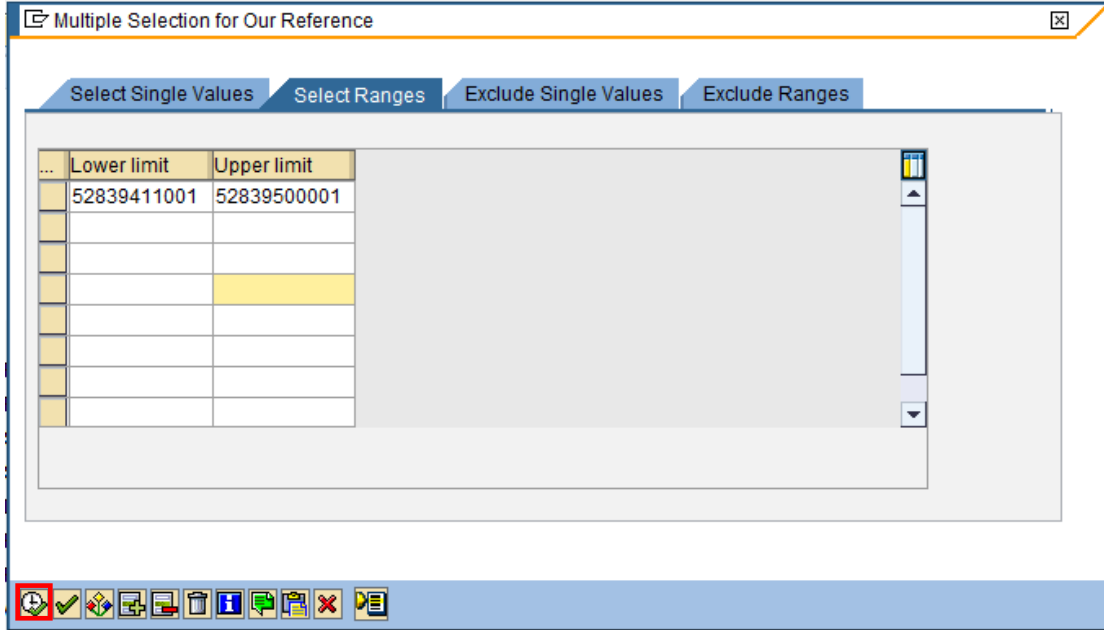C. Enter the first number of the IAS range in the **Lower limit** field.

D. Enter the last number of the IAS range in the **Upper limit** field.

E. Click the **copy** button.

F. Click the **Execute** button. Execute

G. The **FMMI Purchase Order Numbers** referencing the IAS Purchase Order Number Range entered previously will be displayed.

F. Double-click the appropriate purchase order. FMMI will navigate to the selected purchase order. The **Our Reference** field which houses the IAS Purchase Order Number is located on the **Communication** tab of the FMMI Purchase Order.
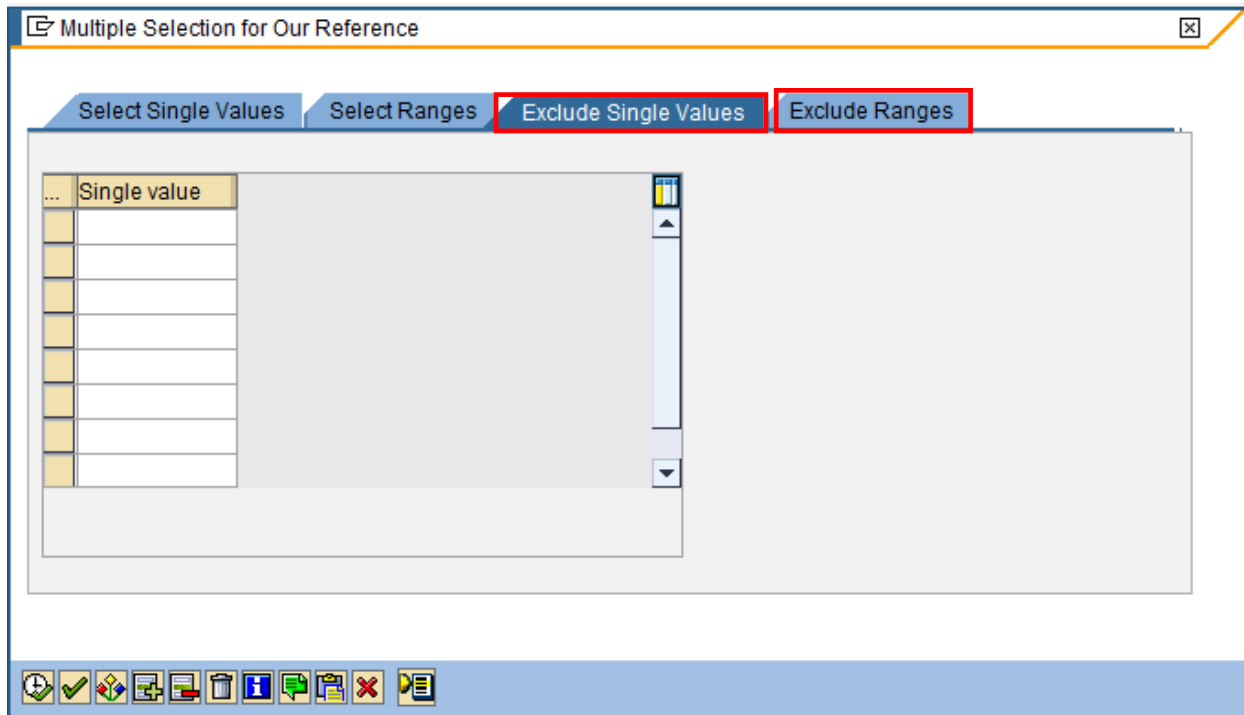
Helpful Hints:

The user can also exclude single IAS Purchase Order Number value(s) or IAS Purchase Order Number ranges in the FMMI Purchase Order Number search. After entering the desired IAS Purchase Order Numbers, follow the process detailed above in either of the three options.

Option	Perform Exclusion Step
1	Entering an IAS Purchase Order Number directly
2	After Step 2B but before Step 2C
3	After Step 3B but before Step 3c